

## **Webservio Commerce – Administration**

- Secure login via username and password
- Ability to manage product inventory, customer orders, shipping rates, state taxes, and company information.

### **Inventory Management**

- Products can be organized into categories and subcategories
- Administrator can add, edit, and delete a Category, subcategory, or product
- Ability to turn deactivate / activate categories, subcategories, and products
- Ability to move products to other subcategories and subcategories to other categories
- Product properties include: Product Name, Item ID, Active, categories/subcategory, Item Price, Sale Price, Weight, Large Image, Image, Thumbnail Image, Description, Key Words multiple images. Images of the products can be uploaded.
- Products can be classified in "Sale" category.
- Key words can be added to a product for searching purposes
- Option groups can be assigned to a product to allow choices for color, size, etc.

### **Company Info**

- Name, Logo, Email Address, Phone Number, Street Address, City, State, and Zip Code of the company can be updated

### **Orders**

- Orders can be filtered to show those between a given date range
- The order detail page displays: date ordered, date filled, date shipped, shipping information, billing information, payment method, any delivery instructions or comments from the customer, a detailed order break down including the products' options, prices, taxes, and shipping amounts.
- Ability to send comments to the customer regarding an order as well as enter comments on an order for internal use.
- Can add tracking numbers for the order
- Can change the status of an order to filled or shipped with the option to archive an order after it is completed.
- Can print invoices for printing of orders
- Ability to print packing slips

### **Shipping**

- Add, edit, and delete Shipping methods
- Shipping methods can include a base flat fee
- Shipping carriers like UPS, FedEx and USPS can be connected to get real time quotes.

### **Payments**

- Multiple payment modules integration.
- Offline credit card payment available
- Payment gateways integration for Authorize.net, EFSNet, 2Checkout, SEC Pay and other gateways.
- Paypal payment supported.

**Taxes**

- Tax rates can be added, edited, and deleted for each state

**Content Management**

- Content managed pages so that content can be easily added to home page without prior experience of web design/development
- FAQ Desk for easy addition of FAQ to website using WYSIWYG editor
- Info System for easy addition of pages to ecommerce site

**Other Features**

- Ability to select information required from customer.
- Stock level checker for smart inventory management
- Email Setup for easy broadcast to customers
- Ability to add multiple store administrators with 2 level access.
- Ability to cross-sell products.