

## USER MANUAL



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## I. WHY US?

### What is Lot.my?

Lot.my is a new URL domain dedicated for ecommerce websites in Malaysia. You can open your **online store easily** and **effectively for free**.



### Easy to use

While most ecommerce system is a complicated mess, Lot.my is designed to let you focus on your products, not the technical stuff. **Easy** for both you and your customers.



### Full Freedom

Change your store design easily even with no IT knowledge at all. Display or hide any module and decide where you want it to be. Design your online store **your own way**.

### Beautiful Designs

Beautify your store design with our **pretty themes**. Feel free to add your own **logo and banners**. And select from hundreds of **readymade backgrounds** to suit your online store.

## **Quick Setup**

Don't be burdened with domain purchase, server configurations, software installations, payment accounts or other settings. Lot.my is hosted for you and in no time, **you're ready to go.**

## **Free Online Store**

Don't worry about the pricing. The basic account is **totally free!** We'll offer upgrades (totally optional) as you go along but believe us, the fee will be very minimal. If you want more features, just upgrade to the **Premium Account.**

## **Special Domain**

For each of online store, it will automatically come with its own unique lot.my domain name such as *shoes.lot.my*, *chocolate.lot.my*, *batikterengganu.lot.my*, *mygarden.lot.my* and *perfume.lot.my*. It is open for registration to anyone who wants to open their own online stores.

## **Safe and Secure**

Only you can edit your own store using your username and password. We use **secure payment system** to protect you and your customers.

## **Friendly Support**

In addition to our easy-to-use system, we take pride in providing quick and personal answers to any question you have along the way. Just send your question to [tanya@lot.my](mailto:tanya@lot.my)

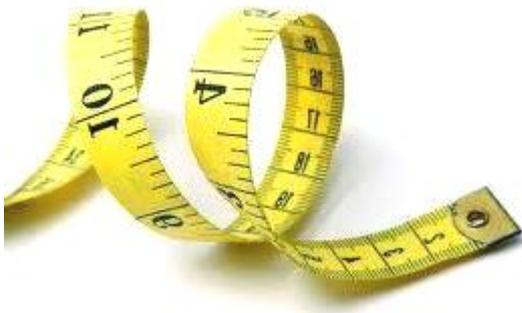
## **Complete E-commerce Features**

Lot.my offers **complete e-commerce features** that include main business functions such as:

- Catalogue System
- Shopping Cart System
- Marketing System
- Inventory System
- Payment System
- Documentation System
- Customer Service System

## Analysis

Lot.my enables entrepreneurs to analyze their businesses using **various statistics**, such as daily visitors' attendance, the products popularity, and the sales records.



## Effective and Efficient

Lot.my facilitates entrepreneurs in building **effective** and **efficient** businesses with comprehensive sales management systems.

## II. FEATURES

### Overview

- Easy registration

*(Sign up in just a few seconds by clicking on the **Free Sign Up** button on [www.lot.my](http://www.lot.my))*

- Domain Name Included

*(Example: [mystore.lot.my](http://mystore.lot.my))*

- Hosting Included

*(Lot.my is hosted for you, so you don't have to worry about servers)*

- Backup Included

*(Backups are important in the online data management. At Lot.my, we have a backup / support system in case of any error that may affect your online store)*

- RSS enabled

*(For feed applications such as to blogs)*

### Products

- Product delivery

*(Customers can purchase products without having to go to your store)*

- Downloadable products

*(Downloadable products such as e-books and documents can also be sold)*

- Subscription / Recurring

*(Enables customers to know the latest activity/ news/ products from your online store, they can subscribe to your e-store's newsletter and others)*

- Products arrangement  
*(Product can be prepared according to category and subcategories)*
- Insertion of unlimited product images  
*(You can upload unlimited number of images for each product)*
- Change the price, weight or product code  
*(Editing is very easy and can be made at any time)*
- Product review and rating  
*(Reviews can be given to each product, for example feedbacks from customers who have purchased the product)*
- Product related  
*(Give suggestions of products that are related to the product the customer is currently viewing)*

### **Coupon & Discounts**

- Discounts on quantity, incremental, for each product  
*(Discount based on the quantity, more items means more discounts)*
- Special discount price for every product  
*(Discount price in a short period of time – e.g a special price from March - June 2010 only)*
- Code for a discount coupon, special prices, free shipping  
*(Provide specific coupon to any discount, special prices, free shipping)*
- Code for coupons with validation period  
*(Provide a coupon that can only be used in a limited time)*

## **Cart and Checkout**

- An interactive Shopping Cart

*(When the Add Cart button is clicked, it will automatically update the customer's Shopping Cart – The product is zoomed into the Shopping Cart, together with the total price)*

- Variety of currencies

*(Users can set the currency to be used in the transaction)*

- Simple checkout with log in

*(To complete the purchase, customers will be directed to the check out page with their own login)*

- Auto-detect whether a new user or existing users log in

*(Log in will automatically detect whether the customer is a new user or an existing user)*

- Delivery to a different address

*(Product that have been ordered can be sent to another address, not necessarily the customer's existing address only)*

- Dynamic error examination

*(Any error will informed automatically)*

## **Receipt**

- Invoices can be printed

*(Users can print an online invoice for every order customers made and can be provided to customers)*

- Receipt can be printed

*(Users can print an online receipt for every order customers made and can be provided to customers)*

- Receipt of email that can be modified

*(An official receipt can be sent via email and can be modified to suit the store owner)*

- HTML email receipt that can be modified

*(Receipt HTML can be delivered and modified to suit the user)*

### **Shipping**

- The normal rate

*(Rate by type of courier in use - Nationwide Express, Poslaju, etc)*

- Price according to weight

*(The cost of shipping is calculated based on the total weight of items)*

- The price of each product

*(Shipping costs can be charged based on quantity of product)*

- Free shipping

*(Shipping can also be free of charge)*

### **Payment**

- Manual – either cash or cheque

*(Payment is in cash or cheque)*

- Transfer from the bank (online, cash transfer machines, manual) with proof of payment

*(Payment by cash deposit, online transfers, cash deposit machine or even at the nearest bank with attachment of payment slip)*

- Paypal account

*(Payment via Paypal account - optional)*

- Credit card

*(Or accept credit card, if available)*

## **Report**

- Sales report

*(You can see the store sales report on a weekly, monthly, or annually basis, and print the sales reports for your own record)*

- Hits report

*(You can see the store hits report on a weekly, monthly, or annually basis, and print the sales reports for your own record)*

- Product report

*(You can view your sales reports for best-selling products, etc. on a weekly, monthly, or yearly basis and print them for your records)*

## **Communication System**

- Customer information

*(Usually every communication is based on customer's information, such as telephone no, email, address, home / office)*

- Newsletter

*(You can also send a newsletter to all of your registered customers' email addresses, especially when you have seasonal promotions, discounts or when there is an update on your online store)*

### III. HOW TO GET STARTED?

#### 1. Domain Name

You have to choose a domain name that suits the type of products that you want to sell at your online store.

The domain name should be **unique, easy to remember, easy to pronounce** and **easy to spell**.

Examples of domain names that **do not have clarity** when pronouncing them:  
(*Kek / Cake, Boutique / Butik, to you / 2u, Shoppe / Shop, women / woman*)  
They need to be spelled every time you mention them verbally.

Examples of domain names that are **too long**:  
(*prince-and-princess, lovelyenglishdeco, kraftangantraditionalmu, chick-ntrendy-bags*)  
They are hard to remember and quite hard to pronounce by customers.

Examples of domain names that are **non-descriptive**:  
(*malysiabeststore, myshop4u, cheapcollections, modamoda*)  
The customers do not know what type of products you are selling.

Examples of good domain names that are **unique** and **easy to be remember**:  
(*herbalperfume.lot.my, galeri-batik.lot.my, babyworld.lot.my, autoparts.lot.my, hamilshop.lot.my*)

## 2. Register

The registration process is easy; it only takes less than a minute. To register, just click on **Free Sign-up Now** at [www.lot.my](http://www.lot.my)

Be sure to fill all available spaces. Your email **MUST** be correct so that the information can be sent to your email.

Then click on the **Sign-up and start Selling** button.

Congratulations! You have just successfully opened your online store. Simple isn't it?

Please remember the important links below. This information will also be sent to your email.

Now, here are the important URL links for you, remember and bookmark it.

<http://cupcakenurul.lot.my>  
Your new store

<http://cupcakenurul.lot.my/admin>  
Manage your store here

<http://lot.my/help>  
Read the documentation, tutorial and get help here

<http://lotdotmy.blogspot.com>  
Get the update and news here

**Login and start selling now!**

Now, to manage the store you just click on the **Login and Start Selling Now** button. It will take you to the admin section.

### 3. Account

To get into the admin section, click on your domain of your online store and simply add **/admin** at the back of your store url address (example: mystore.lot.my/**admin**)

or

in your online store, we have provided link to the admin section that can be found on the bottom right.



Now, you're in the Admin section. To enter it, just type your password and click **Login**.

Please enter your login details.

**Username:**  
cupcakenurul

**Password:**

[Forgotten Password](#)

For the first time login, you will be able to see **some guidelines** for setting your online store. You only need to complete the forms to ensure that your store is ready to use.



First, set up your account information, by clicking on **Setting > Account**.

Make sure you enter your first name and last name here. If you want to change the password, you can do here as well, if not, leave the password space empty.

Setting Catalog Sales Client Help

Home :: [My Account](#)

## My Account

**General**

\* Username: **cupcakenurul** (cupcakenurul.lot.my)

\* First Name:

\* Last Name:

E-Mail:

User Group:

Password:

Confirm:

Status:

## 4. Store

Then you must set your store. Just click on the **Setting > Store**.

For the **Shop** tab, you must enter information in the fields marked \* (Store name, Store owner, address, email, telephone, welcome message) For the unmarked fields, you given the option to fill it or leave them blank.

### I. **Store Name:**

Your store name.

### II. **Meta Tag Description:**

Description about your products and online store.

### III. **Store Header:**

You can choose/change header/logo of your online store here.

### IV. **Store Owner:**

Store owner name (that's you).

### V. **Address:**

Complete address of your store.

### VI. **Email:**

Your email address. Normally, email that you used to register your store.

### VII. **Telephone:**

Your telephone number, office, home or personal.

nurul@gmail.com

\* Telephone:

**VIII. Fax:**

Your fax number, if any

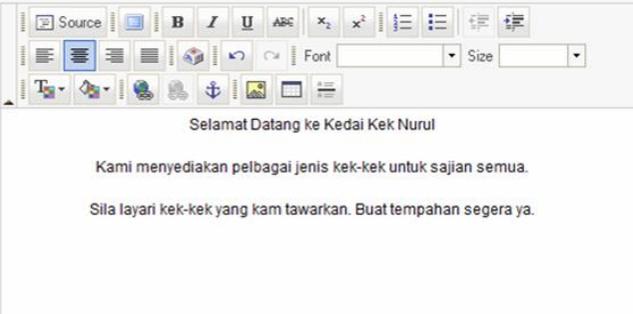
Fax:

\* Welcome Message:

**IX. Welcome Message:**

This welcome message will be displayed in your home as a welcoming message to anyone who visits your store. You can use it to write some introduction to your store.

\* Welcome Message:



Selamat Datang ke Kedai Kek Nurul

Kami menyediakan pelbagai jenis kek-kek untuk sajian semua.

Sila layari kek-kek yang kami tawarkan. Buat tempahan segera ya.

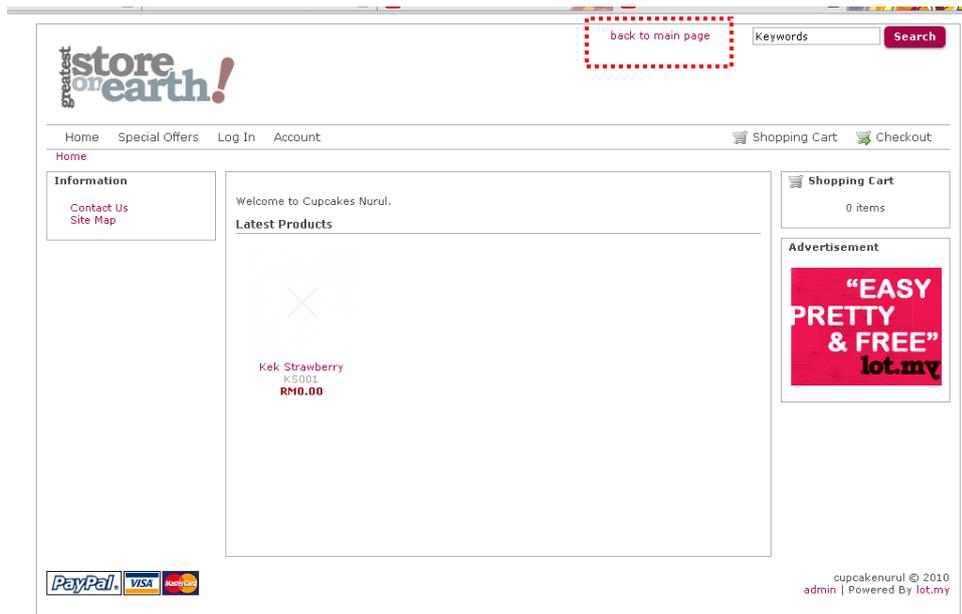
**X. Website:**

If you have another website or blog, apart from your Lot.my store, you can put the URL of that website (example: cupcakesnurul@blogspot.com) in this space.

Website:

If you have a website that links to your store, enter the URL here and we'll add a link in your store for

It will display as below:

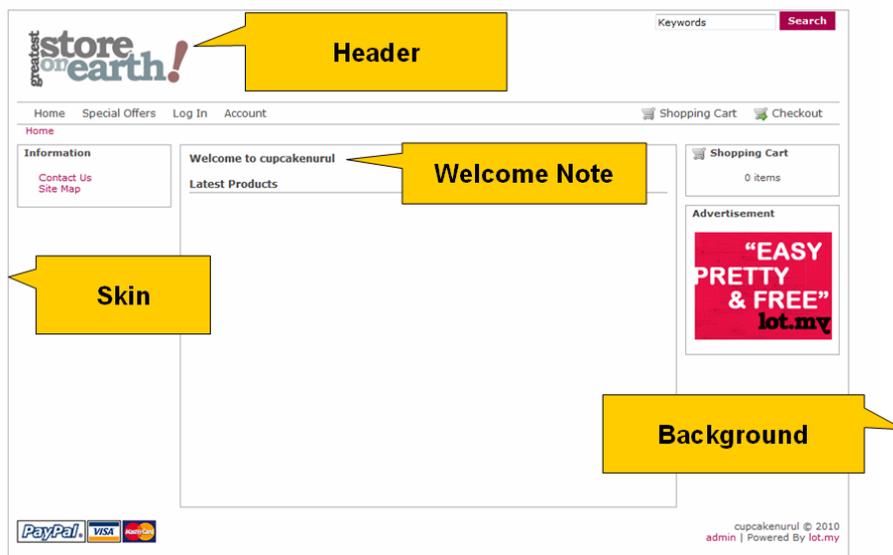


**XI. Maintenance Mode:**

This function is to inform all visitors that you are making some configuration on your online store. You only need to click on the "Yes" radio button and your online store will display "Down For Maintenance". When done, click "No" to change your store back to normal mode.

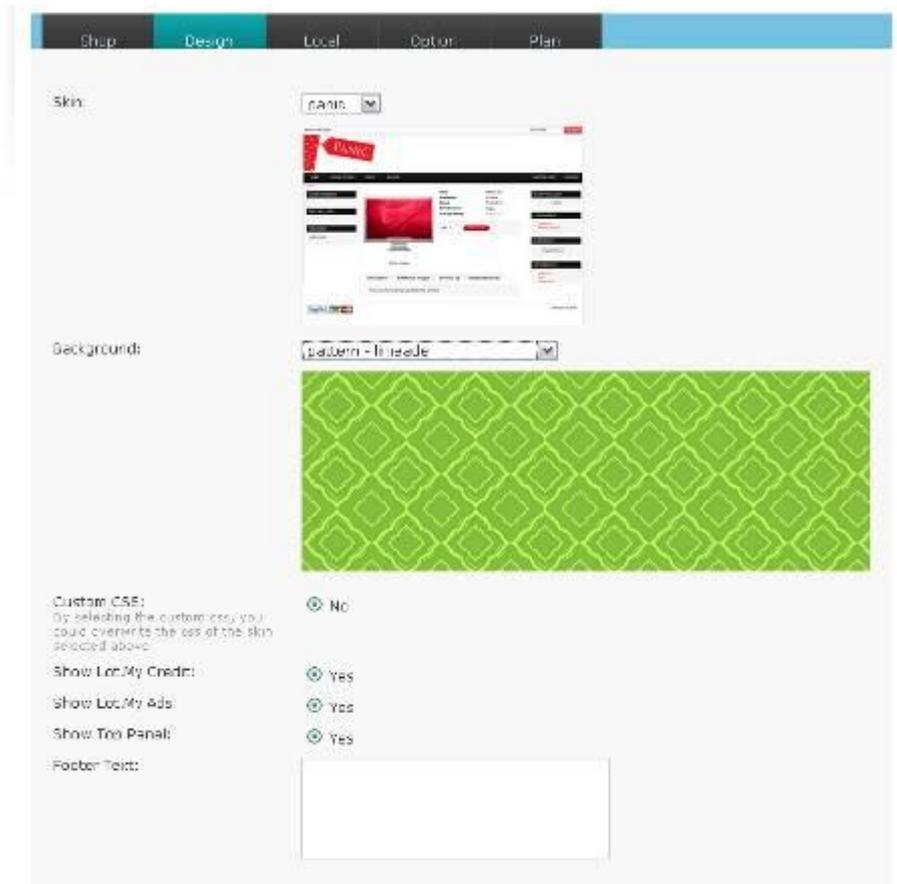


By default, your store will look like below, and has **Header**, **Welcome Note**, **Background** and also **Skin**:



You can change the **Skin** and **Background** at the **Design** tab. For the **Header** and **Welcome Note**, you can change them at the **Shop** tab.

For the **Design** tab, you can choose the store skins and layouts that have been provided. There are many different skins and backgrounds available, which may be appropriate to your store concept.



Currently, you can only choose skins and backgrounds from the list of templates available.

For the **Local** tab, it is the setting of Country, State, Currency, and Weight Class (*Gram, Kilogram*).

**My Store** Save Cancel

Shop Design **Local** Option Plan

Country: Malaysia

State: Kuala Lumpur

Language: English

Admin Panel Language: English

Currency: Ringgit Malaysia

Auto Update Currency:  No

Display Prices With Tax:  No

Weight Class: Grams

For the **Option** tab, it focuses on the technical setting such as Account Terms, Check Term, Order Status, Stock Status, Order Status, Allow Downloads and Download Order Status. This tab will be in default. No changes needed.

Shop Design Local **Option** Plan

Alert Mail:  Yes  
Send a email to you when a new order is created.

Account Terms: --- None ---  
Forces people to agree to terms before an account can be created.

Checkout Terms: --- None ---  
Forces people to agree to terms before an a customer can checkout.

Show Out Of Stock:  Yes  
Display out of stock message on the shopping cart page if a product is out of stock.

Stock Checkout:  No  
Allow customers to still checkout if the products they are ordering are not in stock.

Stock Subtract:  Yes  
Subtract product quantity when an order is processed.

Order Status: Processing

Stock Status: Out Of Stock

Allow Downloads:  Yes  No

Download Order Status: Complete  
Set the order status the customers order must reach before they are allowed to access their downloadable products.

Same goes to the **Plan** tab, you also do not need to change anything. Here, it simply describes the type of Plan you currently use at Lot.my.

Plan:	Basic
Price	Free
Maximum Products	5
Maximum Categories	5
Maximum Custom Pages	5
Number of Brands, Customers, Orders, Reviews, Product Photos	unlimited
Bandwidth	unlimited
Design Template	●
Invoices & Sales Reports	●
Discount Code	●
Customers Database	●
Downloadable Products	●
Payment : Paypal, Bank Deposit, COD	●
Credit Card Authorization	●
Custom Design	✗
My Plan:	basic expire on next year
Product Limit:	10
Category Limit:	5
Custom Page Limit:	5

## 5. Collecting the product information

If you decide to start your online store, you should ensure you have a product with a detailed information such as price, brief description, model, and so on.

And make sure you also have images for each product. The more the better, because Lot.my allows you to put as many images as you want for each product.

Examples of product information that you can gather:

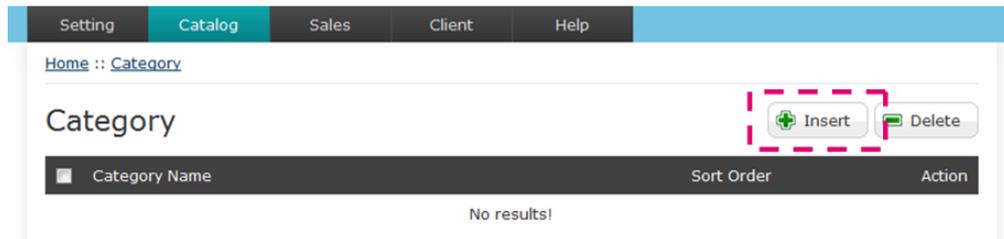
- Price
- Brand
- Color
- Weight
- Size
- Height, Width, Length
- Quantity
- Advantage / Disadvantage

and others.

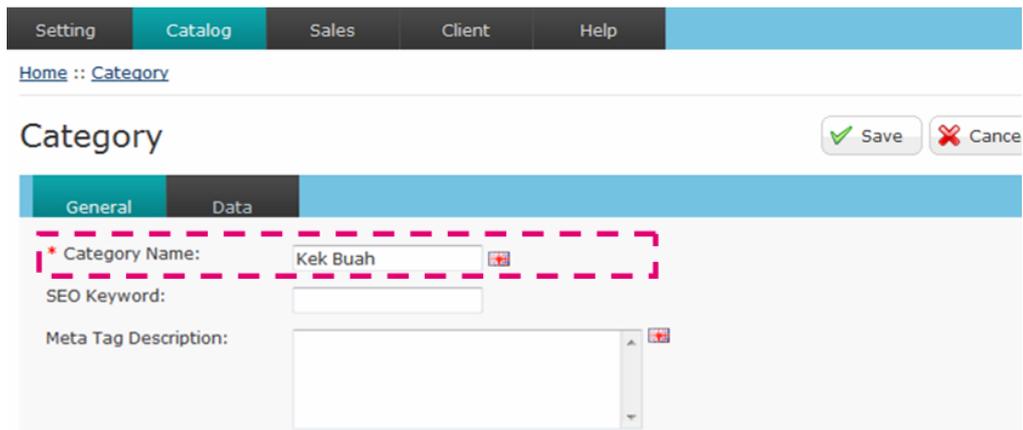
## 6. Adding more product

If you have lots of products, it is better to have different category for each product.

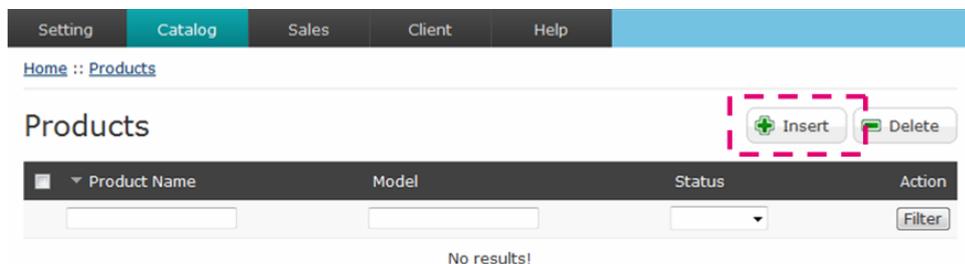
To create a category, go to **Catalog > Category** and click the Insert button above.



Fill in the suitable category. Then, click **Save** button.



When you are ready with your product information, go to the **Product** tab. For starters, there will be an empty list.



To add a new product, just click on the insert button on the upper right corner. It has several tabs and you can choose to fill all the space or just some of it. (Marked \*).

For the **General** tab, you must enter the Product Name, Model and Description (marked \*).

Products Save Cancel

**General** Data Option Discount Image

\* Product Name: Kek Strawberry

\* Model: KS001

SEO Keyword:

Meta Tag Description: Strawberry, Strawberi, Kek Buah, Fruit Cake

\* Description:

Berat 1 kg  
Diameter: 30 cm  
Tinggi: 8 cm

Hanya menggunakan buah strawberri paling segar.

Dijami Halal, Sedap dan Berkualiti.

For the **Data** tab, you can upload a product image by clicking on the Browse button, and the image will automatically be displayed if the upload is successful.

Products Save Cancel

General **Data** Option Discount Image

Image: (Less than 300kb) Browse...

Brand: --- None ---

Requires Shipping:  Yes  No

Date Available: 2010-03-18

Quantity:

Out Of Stock Status: Out Of Stock

Status: Enabled

Sort Order:

Tax Class: --- None ---

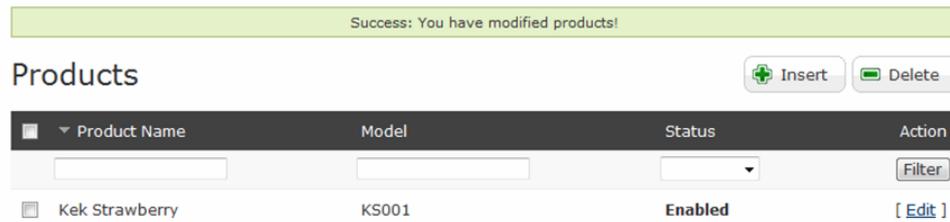
Price (RM):

Weight Class: Grams

Weight:

Categories:

- Kids Bike
- Leisure Bike
- Racing Bike

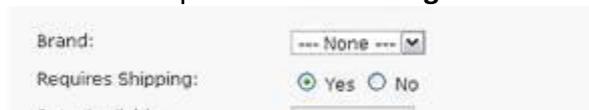


Other information that you can add:

**I. Brand:**

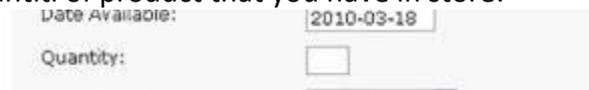
Brand / product category. (If available)

You can set this option in the **Catalog > Brand**



**II. Quantity:**

Quantity of product that you have in store.



**III. Out of Stock Status:**

You can set whether your products are still in the store or out of stock or need 2-3 days to get into stock.



**IV. Tax Class:**

This option can be chosen if your products need to be charged for tax.



**V. Categories:**

Categorize your products (if available)

You can set this in the **Catalog > Category**



**VI. Downloads:**

If your product can be downloaded.

You can set this in the **Catalog > Download**



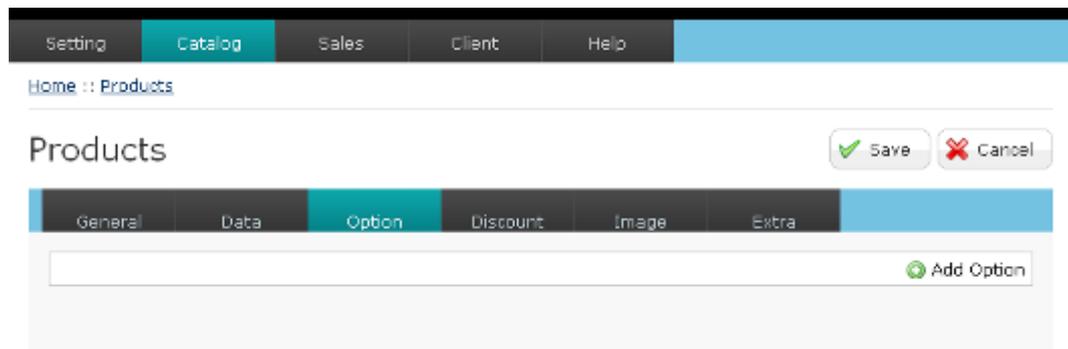
**VII. Related Products:**

Extend the selection by placing a product-related and may be preferred by your customers.

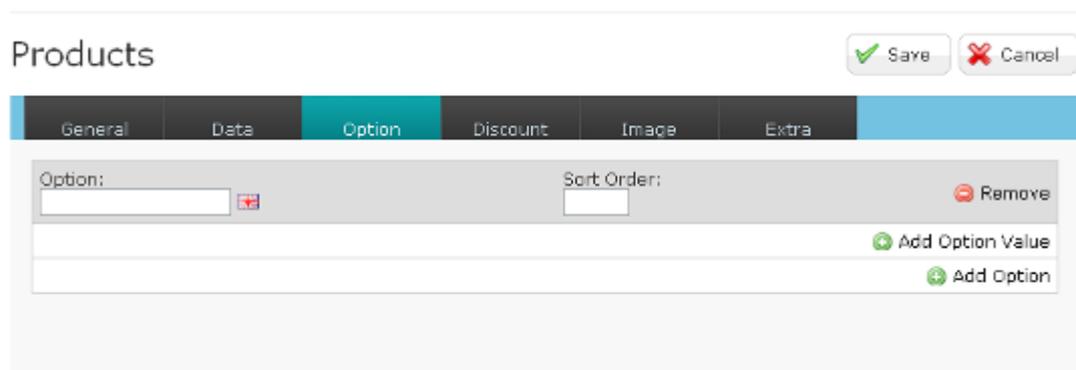


For **Option** tab, you can add / insert a few options related to your product such as product size, color and products.

You just have to go to **Catalog > Products** and click **Edit** at the end of the product that you want to add.



Here you can enter as many options that suit to your product.



To get started, enter the desired **Option** value. For example, the t-shirts have a collar or not.

Then, click **Add Option Value** button. Enter “With Colar” in the **Option Value**, enter the value of its price in the **Price (RM)** (if different from the original price) and determine whether the price increases (additional charge) or less (no discount) with a **+ / - prefix**. So if customer chooses this option, it will

automatically be added/deducted from the amount of price. If there is any mistake, just click the **Remove** button at the ends.

Option:	Sort Order:				
Color	3				Remove
Option Value:	Price (RM):	Prefix:	Sort Order:		
Without color	0.0000	+	0		Remove
Option Value:	Price (RM):	Prefix:	Sort Order:		
With color	10.0000	+	0		Remove
		+			
		-			
					Add Option Value

It will display as below:

### T-Shirt



Click to enlarge

**Price:** RM10.00  
**Availability:** In Stock  
**Model:** TSME1!  
**Average Rating:** ★★★★★

**Available Options:**

Type: Normal Tee  
 Size: S  
 Color: Without color  
 Color: With color +RM10.00  
 Gift Box: Without Box

Qty: 1 **ADD TO CART**

Description    Additional Images    Reviews (1)    Related Products

You can also enter another **option**, such as t-shirt sizes, available colors, tshirt packaging (with / without box) and so on.

**Products**

General	Data	Option	Discount	Image	Extra
Option:		Type	Sort Order:		Remove
			1		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
Normal Tee	0.0000	+	1		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
Baby Tee	0.0000	+	2		
Add Option Value					
Option:		Size	Sort Order:		Remove
			2		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
S	0.0000	+	1		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
M	0.0000	+	2		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
L	0.0000	+	3		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
XL	0.0000	+	4		
Add Option Value					
Option:		Color	Sort Order:		Remove
			3		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
Without color	0.0000	+	0		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
With color	10.0000	+	0		
Add Option Value					
Option:		Color	Sort Order:		Remove
			4		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
Pink	0.0000	+	1		
Option Value:	Price (RM):	Prefix:	Sort Order:		Remove
Orange	0.0000	+	2		

When finished, just click the **Save** button and it will appear in your online store like below:

**T-Shirt**



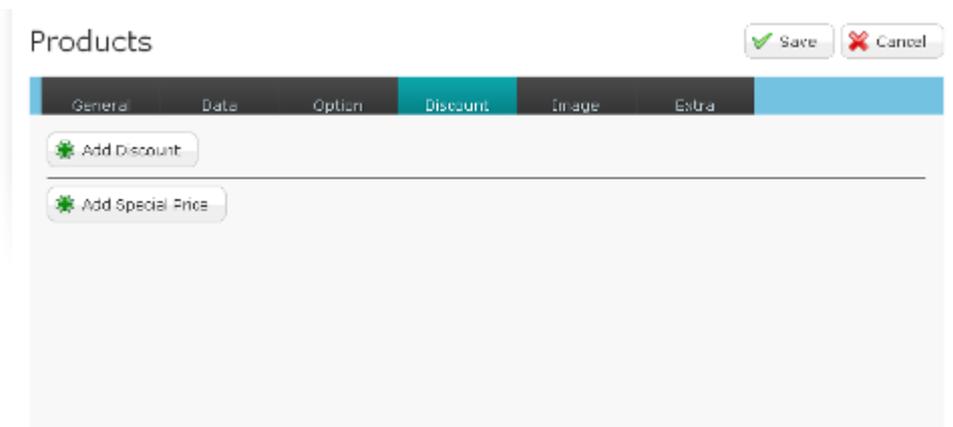
Click to enlarge

**Price:** RM10.00  
**Availability:** In Stock  
**Model:** TSME1!  
**Average Rating:** ★★★★★

**Available Options:**

Type:	Normal Tee
Size:	S
Color:	Without color
Color:	Pink
Gift Box:	Without Box

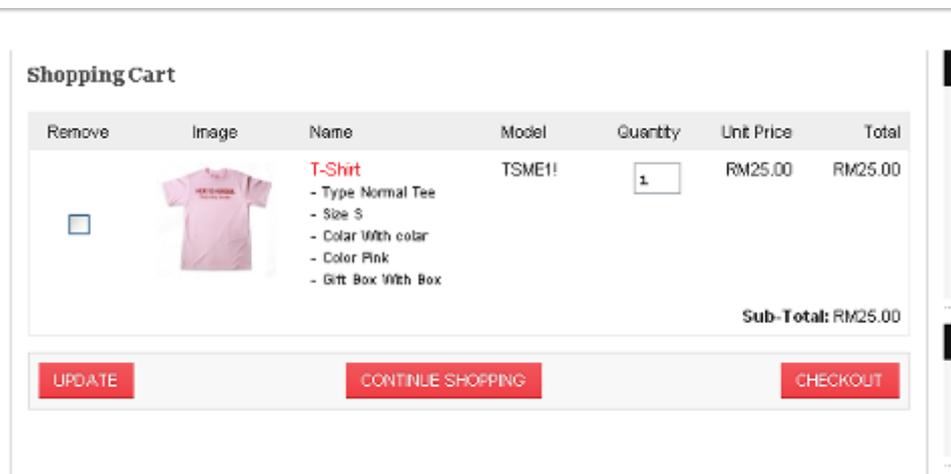
For the **Discount** tab, you can add discounts that may available for the products in terms of quantity, and price. You can also enter a special price from the period of time, to attract customers to buy.



To enter the discount amount, click the **Add Discount** button.

Enter the quantity to be given a discount (for example: 2 quantity) and the discount value (in RM) – example: 1.00. Then, click **Save**.

This means that when customers enter the quantity of 2, then the system will automatically update the total price of the order.



**Shopping Cart**

Remove	Image	Name	Model	Quantity	Unit Price	Total
<input type="checkbox"/>		<b>T-Shirt</b> - Type Normal Tee - Size S - Color With color - Color Pink - Gift Box With Box	TSME11	<input type="text" value="2"/>	<del>RM25.00</del> RM24.00	RM48.00
<b>Sub-Total:</b>						RM48.00

To enter a special price, just click the **Add Special Price** button.

**Products**

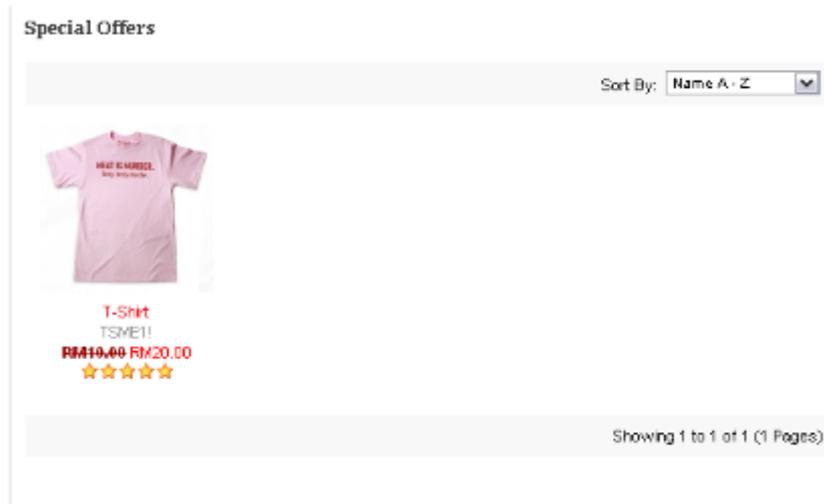
General	Date	Option	Discount	Image	Extra																																									
Quantity: <input type="text" value="2"/>	Discount: <input type="text" value="1.0000"/>	<input type="button" value="Remove"/>	<input type="button" value="Add Discount"/>																																											
Price (RM): <input type="text" value="20"/>	Date Start: <input type="text" value="2010-04-14"/>	Date End: <input type="text" value="2010-04-16"/>	<input type="button" value="Remove"/>																																											
<input type="button" value="Add Special Price"/>	<div style="border: 1px solid black; padding: 5px;"> <p>Clear Today Next</p> <p>April 2010</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> </div>		Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Su	Mo	Tu	We	Th	Fr	Sa																																								
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18	19	20	21	22	23	24																																								
25	26	27	28	29	30																																									

**lot.my**

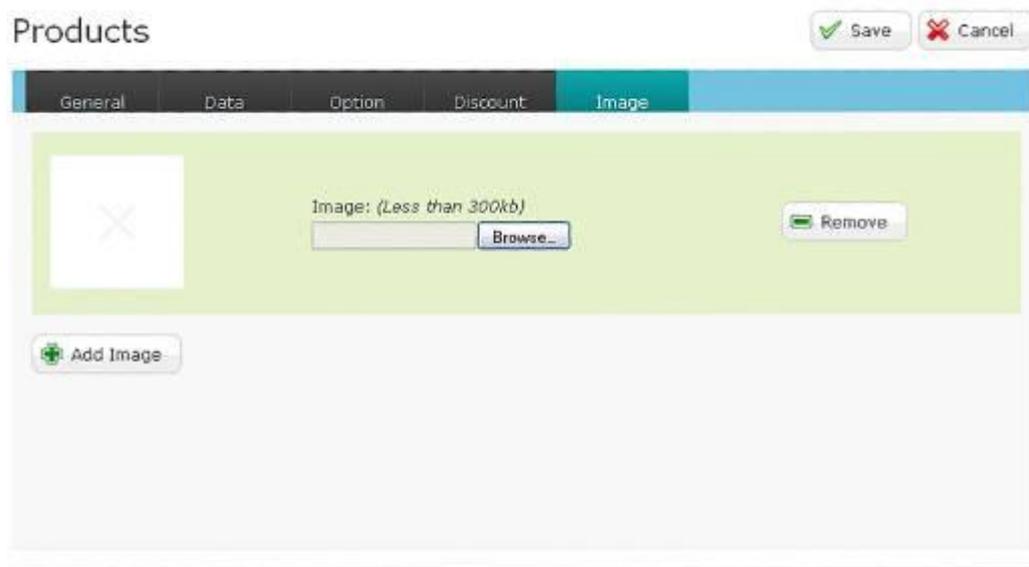
Enter a value for the **Price**, **Start Date** and **End Date**. Then click **Save**. You will see something like the following:

 <b>BBKK Polo Tee With Color</b> BBKK002 <b>RM29.00</b>	 <b>BBKK T-Shirt Without Color</b> BBKK001 <b>RM20.00</b>	 <b>awesome testing</b> 123456 <b>RM0.00</b>	 <b>Slingshot Flying Monkey</b> B000H <b>RM6.50</b>
 <b>testing 3</b> tst3 <b>RM1.00</b>	 <b>T-Shirt</b> TSME11 <del>RM40.00</del> <b>RM20.00</b> ★★★★★	 <b>testing 2</b> testing2 <b>RM5.00</b>	 <b>testing</b> 123456 <b>RM10.00</b>

Automatically, the special price products will be displayed in the category of **Special Offers**.



In **Image** tab, you also may upload other images associated with these products.



When finished, you should see your products in your online store.

## 7. Adding Digital Products

If you sell digital products, you can set it on the **Catalogue > Digital Product**.

Then, click on the Insert button to upload your first digital product.



Next, enter a few details in the next section (look below).

The screenshot shows the 'Digital Product' form. At the top right, there are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon). The form has a 'General' tab selected. The fields are:
 

- \* Digital Product Name: Ebook Math
- Filename: (empty field) with a 'Browse...' button
- Total Downloads Allowed: 14

Some of the information you need to enter:

- Digital Product Name - Name your digital product.
- Filename - Location of the file to be upload to your store
- Total Downloads Allowed - The number of files that can be downloaded by customer.

After finished, click Save.

## Shipping

Now you must specify the delivery options in **Setting > Shipping**.

In general, we set the cost of sending as a "Flat Rate". You can change it if you want: flat rate, per item, weight based, or even free shipping. To activate this option, just click the **Edit** link at the end.

Shipping Method	Status	Sort Order	Action
Flat Rate	Enabled		[ Edit ]
Free Shipping	Disabled		[ Edit ]
Per Item	Disabled		[ Edit ]
Weight Based Shipping	Disabled		[ Edit ]

To set the "Free Shipping" click on the **Edit** link at the end and enter the maximum amount that allows customers to receive free delivery and also the location, whether the delivery of all areas, Sabah Sarawak or Peninsular Malaysia only.

Home :: Shipping :: Free Shipping

### Free Shipping

Save Cancel

**General**

Total:   
Sub-Total amount needed before the free shipping module becomes available.

Location:   
All Locations  
 Sabah Sarawak  
 Semenanjung Malaysia

Status:

Sort Order:

## Weight Based Shipping

Before determining the weight based shipping your product, make sure you have already entered the weight of your items. It can be put in the **Catalog > Product > Data**. And choose whether your product weight in Kilograms or Grams in **Weight Class** division.

Also determine the weight of your store in the default **Settings > Store > Local**

Then, click on the **Edit** link in the **Settings > Shipping > Weight Based Shipping**. Then you need to enter the **Weight and Cost** ratio according to the value you want, see the example shown below: (In this example Kilogram and the location of Peninsular Malaysia is used)

### Weight Based Shipping

General

Selected Weight Class:	Kilograms
Sabah Sarawak Cost: <small>Example: 5:10.00,7:12.00 Weight:Cost,Weight:Cost, etc.,</small>	<input type="text"/>
Sabah Sarawak Status:	<input type="button" value="Off"/>
Semenanjung Malaysia Cost: <small>Example: 5:10.00,7:12.00 Weight:Cost,Weight:Cost, etc.,</small>	<input type="text" value="0:0.00,5:15.00,10:25.00"/>
Semenanjung Malaysia Status:	<input type="button" value="On"/>
Tax Class:	<input type="button" value="--- None ---"/>
Status:	<input type="button" value="On"/>
Sort Order:	<input type="checkbox"/>

**"0:0.00 ,5:15.00,10:25.00,25:35.00,35:45.00,50:55.00,55:60"**

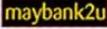
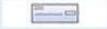
This means that each weigh between 5 kg to 10 kg will be charged RM15, the weight of 25 Kg to 35 Kg were in charged RM35. And so on. When finished, click **Save**.

Also make sure you have **"On"** feature on the **Shipping Settings > Order Total** to ensure that your customers can receive the total number of orders with Shipping.

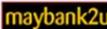
## 8. Payment

To check the payment options, go to **Setting > Payment**.

Same as above, we have set it by default to use "Cash on Delivery". You can change the method to Bank Transfer, through Paypal, and so on. To change it, click on **Edit** link.

Payment Method		Status	Sort Order	Action
Bank Transfer - CIMB Bank		Disabled		[ Edit ]
Bank Transfer - Maybank		Disabled		[ Edit ]
Bank Transfer - Public Bank		Disabled		[ Edit ]
Cheque / Money Order		Disabled		[ Edit ]
Cash On Delivery		Enabled		[ Edit ]
PayPal		Disabled		[ Edit ]
PayPal Direct		Disabled		[ Edit ]

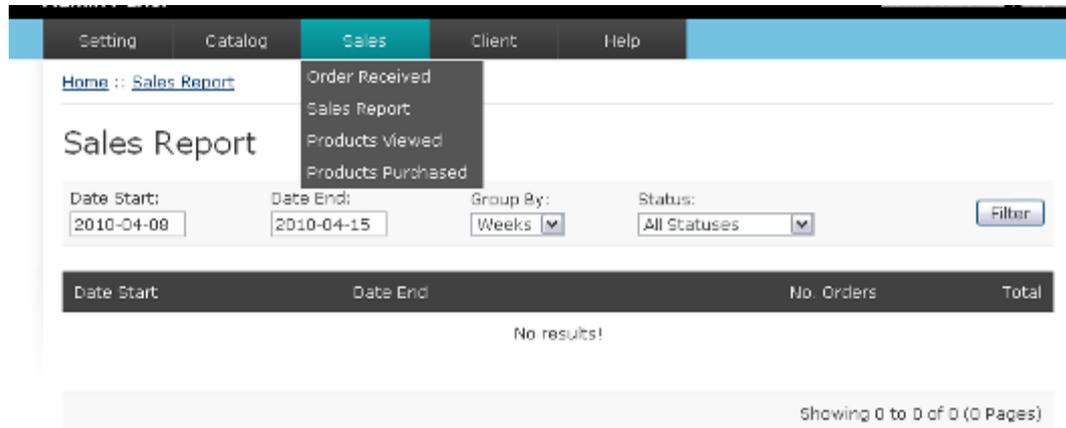
### Bank Transfer - Maybank

General	
Bank:	
* Account Name:	<input type="text" value="Nurul Diana"/>
* Account Number:	<input type="text" value="12341020102"/>
Order Status:	<input type="text" value="Pending Payment"/>
Location:	<input type="text" value="All Locations"/>
Status:	<input type="text" value="Enabled"/>
Sort Order:	<input type="text"/>

Set the order status for the payment method (whether the *Processing, Cancelled, Completed, Pending, Pending COD, Pending Payment, Pending Delivery, Shipped*)

## 9. Analysis Report

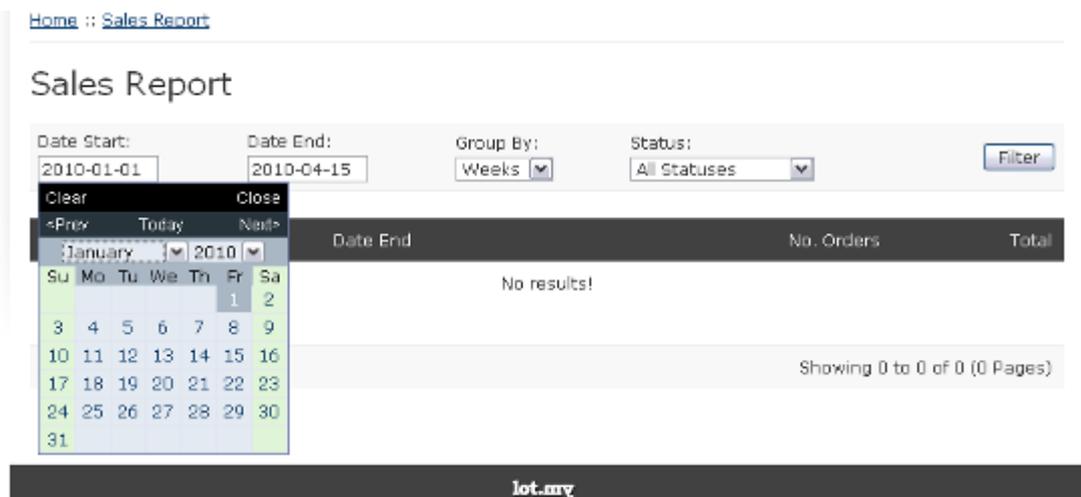
Firstly, go to **Sales** tab.



You will see some menu related to your online store analysis report like **Order Received, Sales Report, Product and Product Viewed and Purchased Product.**

For the **Sales Report**, you can get your product sales reports on daily, weekly, monthly or yearly.

To do this, you only need to enter your desired date ranges: **Start Date & End Date** (Example: Start Date: January 1, 2010 and End Date: 15 Apr 2010)



You may also categorize according to days, weeks, months or years with **Group By** scroll menu. Then click the **Filter** button. An example is shown below:

## Sales Report

Date Start:  Date End:  Group By:  Status:

Date Start	Date End	No. Orders	Total
02/02/2010	05/02/2010	2	RM24.00
16/02/2010	16/02/2010	1	RM12.00

Showing 1 to 2 of 2 (1 Pages)

lot.my

For the **Product Viewed** section, it will show the products which are viewed most frequently by customers.

## Products Viewed Report

Product Name	Model	Viewed	Percent
Soft & Gentle	Hand Wash	63	11.01%
Antiseptic	Hand Wash	50	8.74%
Parfum	Body Lotion	45	7.87%
Body Wash (Himalaya)	Body Wash	39	6.82%
Moisturizing	Hand Wash	39	6.82%
UV Whitening	Body Lotion	31	5.42%
EDP - Eternity	EDP	30	5.24%
Lotion Treatment	Body Lotion	30	5.24%
EDP - Passion	EDP	27	4.72%
Shampoo (Himalaya)	Shampoo	23	4.02%

> >|

Showing 1 to 10 of 25 (3 Pages)

lot.my

For the **Product Purchased**, you can see the number of products that have been ordered / purchased by the customers in terms of quantity and number of orders.

### Products Purchased Report

Product Name	Model	Quantity	Total
Meat is Murderer	TSME1	3	RM30.00

Showing 1 to 3 of 3 (1 Pages)

lot.my

For **Order Received** section, it will list the orders that have been made and the status of the orders. You can change the order status and inform the customer by clicking on Edit button.

### Orders

 Delete

<input type="checkbox"/>	Order ID	Customer Name	Status	Date Added	Total	Action
<input type="checkbox"/>	<input type="text"/>	<a href="#">Filter</a>				
<input type="checkbox"/>	107	Lot Test One	Pending Payment	15/02/2010	RM12.00	<a href="#">[ Edit ]</a>
<input type="checkbox"/>	91	Lot Test One	Processing	05/02/2010	RM12.00	<a href="#">[ Edit ]</a>
<input type="checkbox"/>	89	Lot Test One	Pending COD	02/02/2010	RM12.00	<a href="#">[ Edit ]</a>

Showing 1 to 3 of 3 (1 Pages)

lot.my

<b>Total:</b>		RM12.00
<b>Order Comments</b>		
awesome		
<b>Order History</b>		
<b>Date Added</b>	<b>Status</b>	<b>Customer Notified</b>
16/02/2010	Pending Payment	Yes
<b>Comments</b>		
Please transfer the total amount to the following bank account.		
Our Bank: CIMB Bank Our Account Name: Akmal Akhpah Our Account Number: 2345678 Our Email: akmal.akhpah@gmail.com		
Your order will not ship until we receive payment. Please insert our email if you pay online via CIMBClicks.com. If you pay manually, please submit your proof of payment.		
<b>Update Order</b>		
<b>Status</b>	<b>Notify Customer</b>	
Pending Payment	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Processing</li> <li>Cancelled</li> <li>Complete</li> <li>Pending</li> <li>Pending COD</li> <li>Pending Delivery</li> <li>Pending Payment</li> <li>Shipped</li> </ul>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

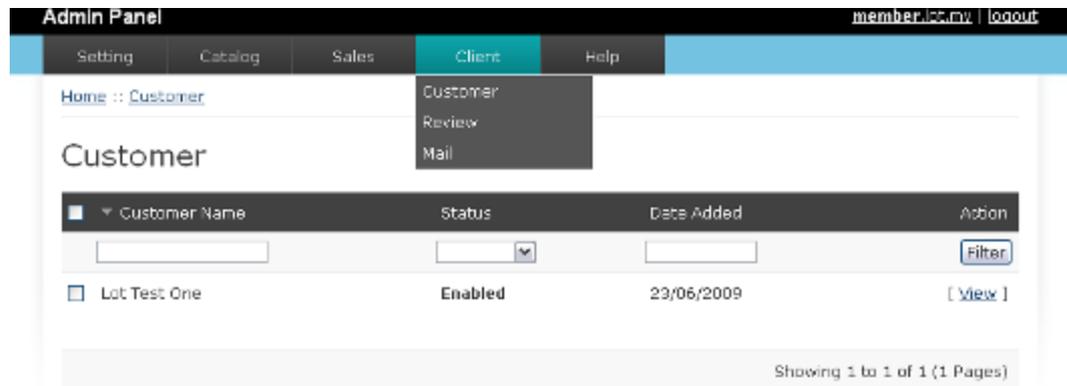
Then, click **Save**.

This information can be used as an invoice / official receipt for your customer. You can also print this information to keep records of your sales. Just click on the **Invoice** button and go to **File > Print**. It's that easy.

INVOICE				
Demo Bike Shop Taman Pematang Kuala Lumpur, Malaysia Telephone 012-6834584 demo@lot.my http://demo.lot.my			Invoice Date: 21/02/2010 Invoice No.: 152	
<b>To</b>		<b>Ship To (if different address)</b>		
Jalan Pagar Desa Pagar 75250 Kelantan Malaysia		Jalan Pagar Desa Pagar 75250 Kelantan Malaysia		
<b>Product</b>	<b>Model</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Felt B2	FTB2	1	RM4,350.00	RM4,350.00
			<b>Flat Shipping Rate:</b>	RM5.00
			<b>Sub-Total:</b>	RM4,350.00
			<b>Total:</b>	RM4,355.00

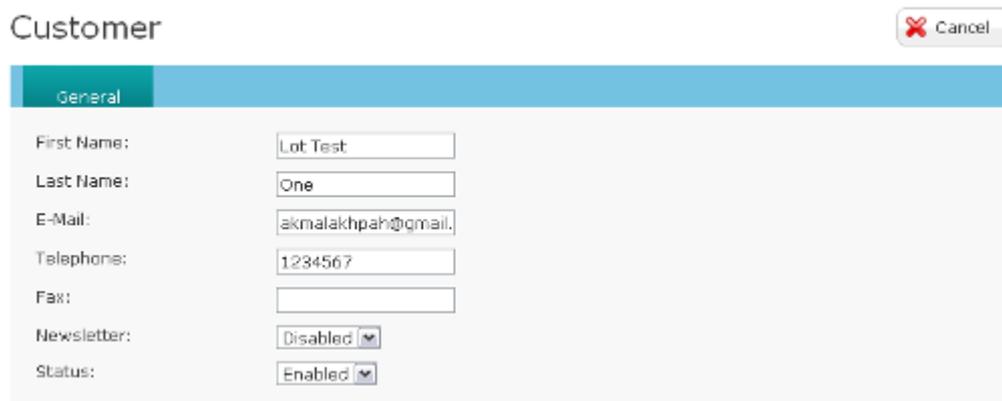
## 10. Client / Customer Report

For this section, there are some menu related to the customers / users online store you like **Client**, **Review** and **Mail**.



For **Customer**, you can view a list of your customers who have made reservations / orders at your online store.

You can see more information about your customers by clicking **View**.



For the **Review** section, you can view your products comments made by online users.

Here you can also see how many comments are received for a product, the comment author's name, date of rating & comments were made. You can also monitor the comments made by setting the **Status** for these comments can be read either / or not seen by others by clicking on **Edit**.

Home :: Reviews

## Reviews

<input type="checkbox"/>	Product	Author	Rating	Status	Date Added	Action
<input type="checkbox"/>	Apple Cinema 30"	Akmal	4	Enabled	28/06/2009	[ Edit ]
<input type="checkbox"/>	Apple Cinema 30"	Ajan	1	Enabled	28/06/2009	[ Edit ]
<input type="checkbox"/>	Sabun Basuh	malik	3	Enabled	05/09/2009	[ Edit ]
<input type="checkbox"/>	Sabun Basuh	kassim	2	Enabled	05/09/2009	[ Edit ]
<input type="checkbox"/>	Sabun Basuh	nur	1	Enabled	05/09/2009	[ Edit ]
<input type="checkbox"/>	T-Shirt	Norman	5	Enabled	09/02/2010	[ Edit ]

Showing 1 to 6 of 6 (1 Pages)

## Reviews

General

\* Author:

Product:

\* Text: 

This product is awesome and super good

Rating: **Bad**      **Good**

Status:

Example of reviews made by customers:

**T-Shirt**



Click to enlarge

**Price:** RM10.00  
**Availability:** In Stock  
**Model:** TSME11  
**Average Rating:** ★★★★★

**Available Options:**

Type: Normal Tee  
Size: S  
Color: Without color  
Color: Pink  
Gift Box: Without Box

Qty: 1 **ADD TO CART**

Description Additional Images Reviews (1) Related Products

**Horman** | ★★★★★  
09/02/2010  
this shirt is awesome. i love to wear this hirt everyday

Showing 1 to 1 of 1 (1 Pages)

For the **Mail** section, it works like a normal email account that you use. It can be used to inform your newsletter subscribes, about new products, new promotions or others.

**Mail** Send Cancel

**General**

To: All Newsletter Subscribers

\* Subject:

\* Message: 

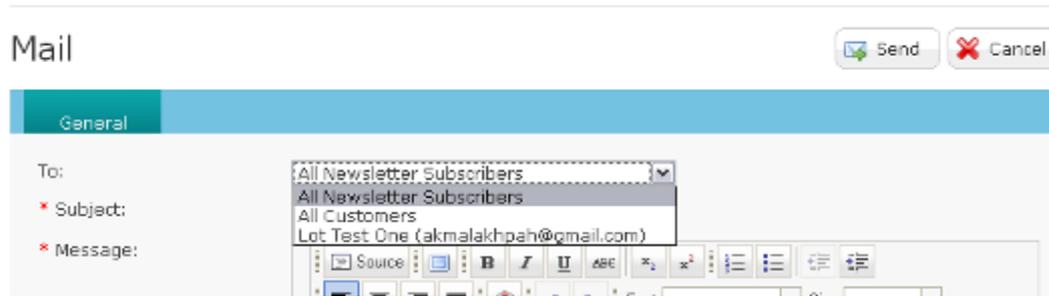
Source

Font Size

Rich text editor toolbar

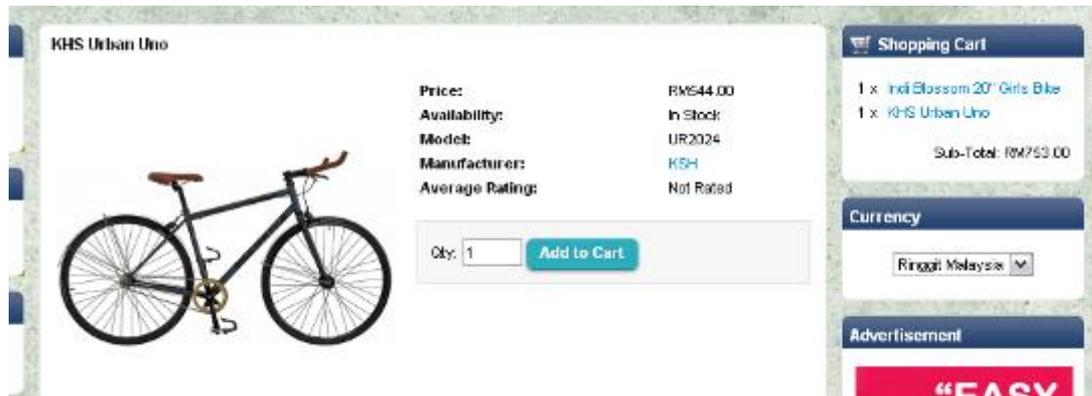
You only need to enter your email **Subject** and **Message** and click on the **Send** button. Very easy!

You can choose to send the email to all your customers at once, or only to certain individuals.



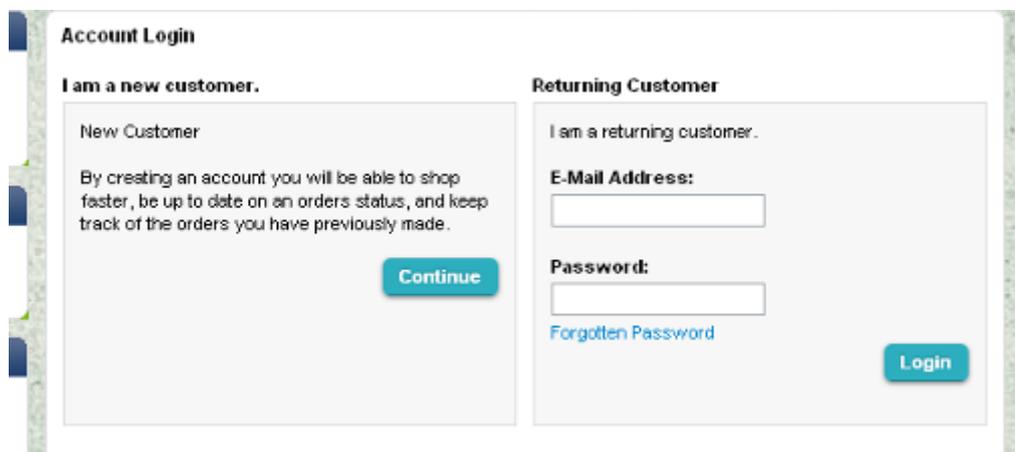
## 11. Buying Process

Just click the **Add Cart** button that is available on details page for each product. It will be automatically displayed at the top of your **Shopping Cart** along with whole amount of the purchase.



When finished selecting the wish items, you have to go to the **Checkout** for further processing. (At the top right menu)

For the first time, you are required to enter a **username** and **password**, if not, you will need to register first by clicking the **Continue** button.



If you want to buy at another Lot.my store, you **do not need to register again**. Simply use the existing username and password to login to all online stores registered at Lot.my.

Complete the information for each key section (marked \*). You will be taken to your **Shopping Cart**. Click **Checkout**.

In this section you will see the address you gave when you first registered on Lot.my. If you want to use another address for the delivery of the product, you can click on **Change Address**.

The screenshot shows the 'Delivery Information' section of a checkout page. It is divided into three main parts: 'Shipping Address', 'Shipping Method', and 'Add Comments About Your Order'.  
1. **Shipping Address**: A box containing a prompt 'Please choose from your address book where you would like the items to be delivered to.' with a blue 'Change Address' button. To the right, the current shipping address is listed: 'Shipping Address: Hidayati Nusi, 36B Lorong Rahim Kajai 14, Taman Tun Dr Ismail, Kuala Lumpur 60000, Kuala Lumpur, Malaysia'.  
2. **Shipping Method**: A box with the prompt 'Please select the preferred shipping methods to use on this order.' Under the 'Flat Rate' section, there is a radio button selected for 'Flat Shipping Rate' with a price of 'RM5.00'.  
3. **Add Comments About Your Order**: A large empty text area for providing additional information.

If you want to change your address, fill in the necessary state information. This section is called **Address Book**.

**Checkout Address**

**Address Book Entries**

hidayati nusi, 36B Lorong Rahim Kajai 14,, Kuala Lumpur, Kuala Lumpur, Malaysia

**New Address**

\* First Name:

\* Last Name:

Company:

\* Address 1:

Address 2:

Post Code:

\* City:

Country:

Region / State:

When done, click **Continue** and you will be directed to the previous page.

If you notice, there is information on the **Shipping Method** that will be charged, such as Flat Rate, Free Shipping, Per Item, or others. You can select any option that is offered by the seller.

**Shipping Method**

Please select the preferred shipping methods to use on this order.

**Flat Rate**

Flat Shipping Rate RM5.00

Click **Continue** and you will go to the next process of **Payment Method**.

**Payment Method**

Please select the preferred payment method to use on this order.

- CIMB Clicks** Bank Transfer - CIMB Bank
- maybank2u** Bank Transfer - Maybank
- PBeBank.com** Bank Transfer - Public Bank
-  Cheque / Money Order
-  Cash On Delivery
- PayPal** PayPal
- PayPal** Credit or Debit Card (Processed securely by PayPal)

Like **Shipping Method**, you can choose whether to use the existing method of payment.

Next you need to make a confirmation order made by looking at the draft invoice that is displayed. If there are any mistakes, you can change it here. The previous process will be repeated until you are satisfied with the order.

**Checkout Confirmation**

Shipping Method	Shipping Address	Payment Address
Flat Shipping Rate <a href="#">Change</a>	hidayati nusi 36B Lorong Rahim Kajai 14, Taman Tun Dr Ismail, Kuala Lumpur 60000	hidayati nusi 36B Lorong Rahim Kajai 14, Taman Tun Dr Ismail, Kuala Lumpur 60000
Cash On Delivery <a href="#">Change</a>	Kuala Lumpur Malaysia <a href="#">Change</a>	Kuala Lumpur Malaysia <a href="#">Change</a>

Product	Model	Quantity	Price	Total
<a href="#">Indi Blossom 20" Girls Bike</a>	SKU24244	1	RM209.00	RM209.00
<a href="#">KHS Urban Uno</a>	UR2024	1	RM544.00	RM544.00
			Flat Shipping Rate:	RM5.00
			Sub-Total:	RM753.00
			Total:	RM758.00

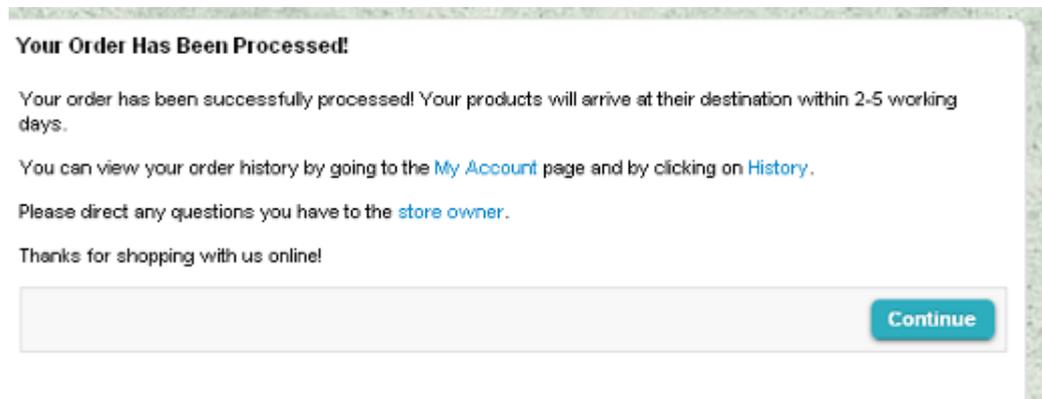
Coupon:  [Update](#)

[Back](#) [Confirm Order](#)

If you have a discount coupon related to the online store, you can enter **coupon ID** and click **Update**.

If there's no error, click the **Confirm Order**.

Your order has been processed. You can monitor these messages by following the instructions shown below:



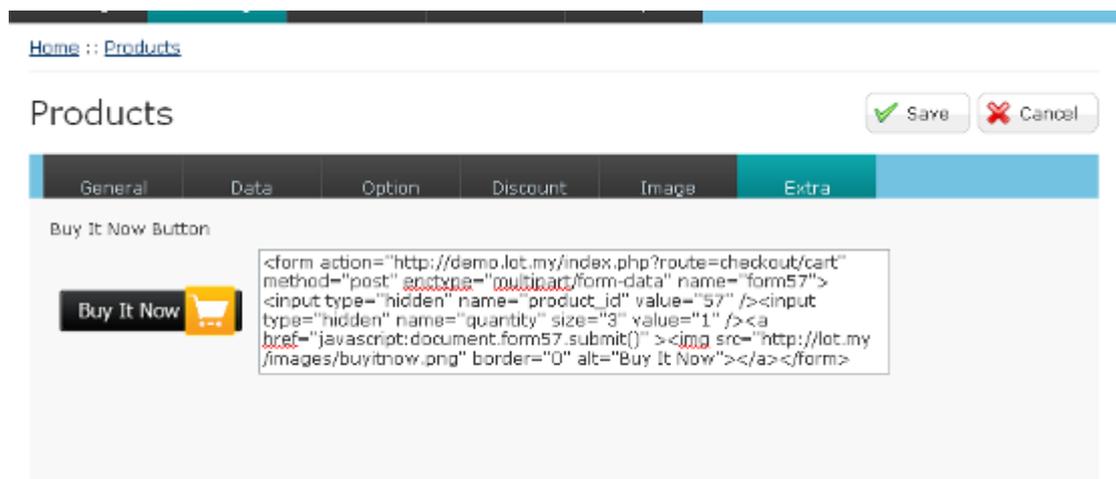
## 12. Buy It Now

This button is intended to promote a product that is on your own Lot.my online store.

To use this button, go to the **Catalog > Product**

For example, you want to promote the product A. In the list of all products, click the Edit link for Product A.

On the **Extra** tab, you will see the "Buy it Now" with the HTML coding on his side. You only need to copy and paste all the coding right into your other website / blog.



If anyone click on the button, it will automatic go to the Product Page on your online store, shown below. Easy right?



POSTED BY MAZHA AZIZ AT 1:48 PM 0 COMMENTS



Nazha/Klang/eggs mix/love n flowers/hot red,white n maroca/i miss u & i love u so much/1st jan 11am - self-pick up or address to be delivered(+delivery charges)

WELCOME N TO'S 1 DROPPIN' BY @ MAZHA HOME BAKERY

**WelcOME**

Cupcakes are located at Taman Alam Nyata 3, Seksyen 36 Shah Alam (opposite Tmn.Maznah 2nd entrance)  
\*near to Kg.Jawa dlm Kota Raja Klang.  
**Contact No : 017-3672670**  
**eforcupcakes@gmail.com**

ABOUT ME



MAZHA AZIZ  
KLANG, SELANGOR S.E. MALAYSIA  
\*Fulltime baker at home \*Dip.Culinary Art @ITTARPU, ex-ITTARian (Batch DCA 21 A) \*017-3672670  
\*eforcupcakes@gmail.com  
\*http://www.facebook.com/mazha.aziz

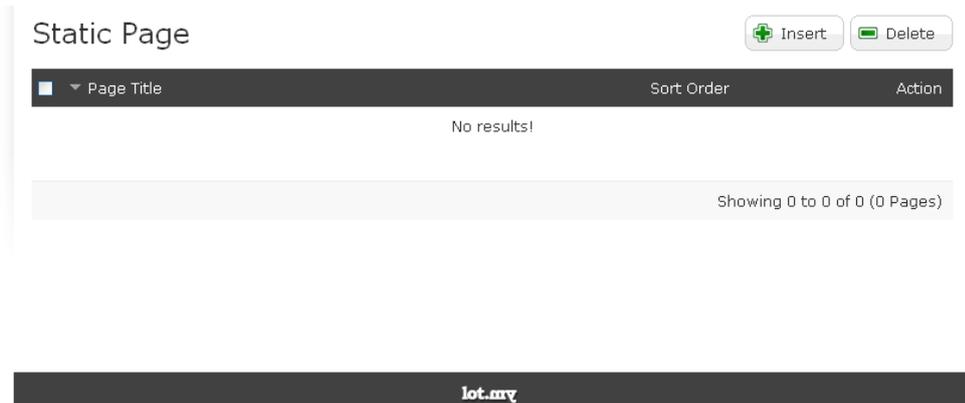
VIEW MY COMPLETE PROFILE

This is a very powerful way to market your products on your other websites and blogs. When your visitors click on the Buy It Now button, they can purchase that particular product using the Lot.my payment system.

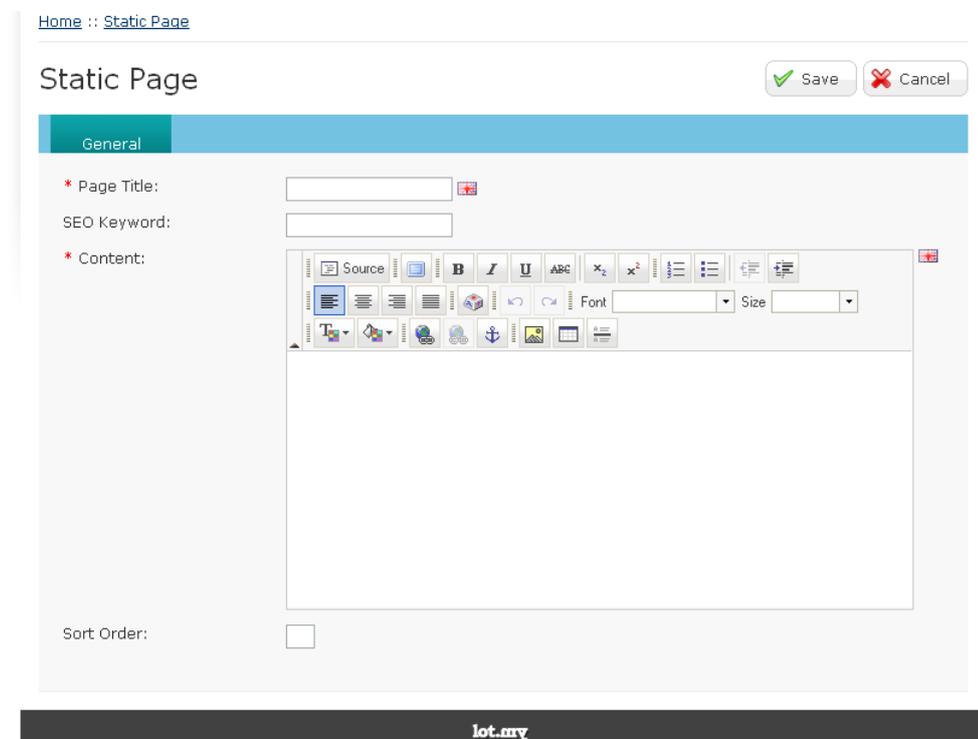
### 13. Add More Page (Static Page)

In Lot.my, you can add as many pages to give more information with greater detail (like the **store background, terms and conditions of purchase**, and other relevant information)

To add this page, go to **Setting > Static Page**.



Click on the **Insert** button above. You only need to enter the **Page Title** and the **Content** page.



Then click **Save** button.

Home :: [Static Page](#)

Success: You have modified page!

### Static Page

[+ Insert](#) [Delete](#)

<input type="checkbox"/> Page Title	Sort Order	Action
<input type="checkbox"/> About Us	0	[ <a href="#">Edit</a> ]

Showing 1 to 1 of 1 (1 Pages)

**lot.my**

You can add other pages like the **Terms & Conditions**, **Other Services**, and other pages.

Home :: [Static Page](#)

Success: You have modified page!

### Static Page

[+ Insert](#) [Delete](#)

<input type="checkbox"/> Page Title	Sort Order	Action
<input type="checkbox"/> Latar Belakang	0	[ <a href="#">Edit</a> ]
<input type="checkbox"/> Perkhidmatan Lain	0	[ <a href="#">Edit</a> ]
<input type="checkbox"/> Terma & Syarat	0	[ <a href="#">Edit</a> ]

Showing 1 to 3 of 3 (1 Pages)

**lot.my**

It will be displayed like the following:



Examples of content for the page (Static Page)



## 14. Done!

Good! Now your online store is ready!  
Simple right? What now? Go promote your store!

**Tips:** Take time to explore your Admin section.

You will notice that Lot.my actually came with:

- **E-commerce characteristics** (such as Discounts, Coupons, Product Reviews, Products Rating, Various Currencies option, etc) and
- **Powerful sale tools** (such as sales reports, reports hits, reporting products, print receipts, customer lists, invoices, newsletters, etc)

Use these features efficiently to increase online store sales. Good luck!

## IV. MORE INFORMATION

Visit us:

**Website::** [www.lot.my](http://www.lot.my)

**Facebook:** [facebook.com/lotdotmy](https://facebook.com/lotdotmy)

**Blog:** [blog.lot.my](http://blog.lot.my)

Send you feedback, suggestions or questions to:

**Email:** [tanya@lot.my](mailto:tanya@lot.my)