



**Please print this lesson as it is easier to work off a print than a screen.
(4 pages - estimated time: 15 minutes)**

In the 'Have Your Own Online Store' manual we taught you how to set up Shipping charges using the three options shown below:

- **Table** which offers a choice of three amounts based on weight
- **Per Item** where an amount is added per item
- **Free Amount** where you do not charge an amount for freight if the Purchase is over a specific value or if the weight is less than a specific weight.

Now we offer you another option called **Manual** which allows the customer to manually enter an amount based on what information you offer them.

Many shipping charges are based on weight because many customers buy more than one product or many of the same products. The manual option will display the Total Weight of all the products so the customer can look up which is the appropriate amount to enter based on what criterias/information you offer.

Sample 1:

<p><i>Title</i> Please view the Total Weight at the top and select a Freight Amount most suitable to your order from the information below.</p> <p style="text-align: right;">Total Weight 1580g (1.58kg)</p> <p><i>Description</i> Melbourne Metropolitan \$3.00 up to 500g (Flat items only) \$7.00 up to 20kg</p> <p>To metropolitan areas of : Sydney, Brisbane, Perth, Adelaide, Hobart, Darwin) \$5.50 up to 500g (Post Satchel) \$9.30 up to 3kg (Post Satchel) \$10.50 up to 3kg (Post Satchel Express) For more than 3kg refer to Country amounts shown below.</p> <p>To Country areas (Australia Only) \$8.75 plus per kg (view State charges below)</p> <p>WA/NT \$2.40 per kg NSW/ACT \$0.70 per kg QLD \$1.50 per kg TAS /SA \$0.95</p> <p>(Sample: \$8.75 + (2 kg to QLD) \$1.50 = \$11.75)</p> <p>Click here if you wish to use the Australia Post Calculator</p>
--

For the Manual option you can set up a link to a website (Australia Post, Courier company, etc) that contain a calculator for freight charges as an alternative.



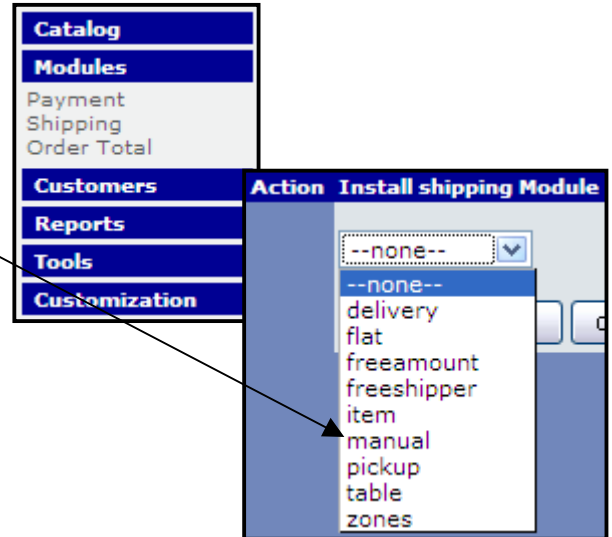
MANUAL SHIPPING OPTION

Step 1. Log into your Online Store back end.

Step 2. Install the Manual Shipping option.

INSTALL THE MANUAL SHIPPING OPTION

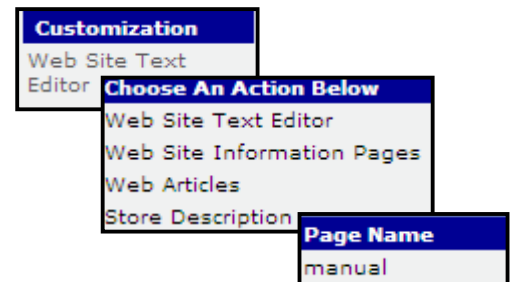
- Click on **Module** from the options on the left
 - Click on **Shipping** from the next menu
 - Click on the **Action scroll icon** on the right
 - Click on **Manual** from the menu
 - Click on the **Install** button
 - Click on the **Update** button
- * The Manual option is now installed



Step 3. Edit the Title for the Manual Shipping option.

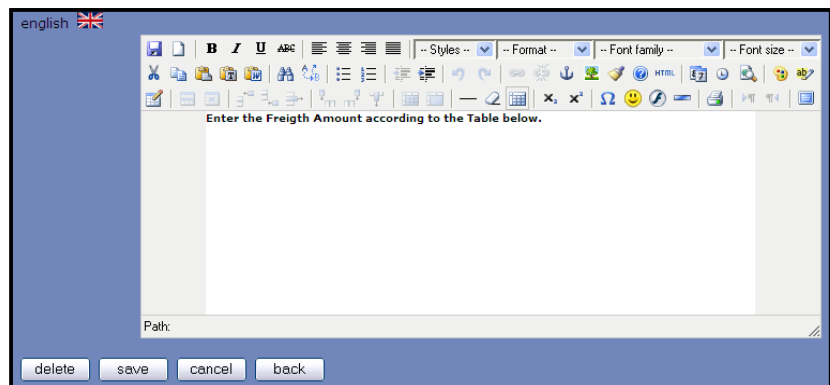
TITLE FOR MANUAL SHIPPING

- Click on **Customisation** from the options on the left
 - Click on **Web Site Text Editor** from the next menu
- * The Choose an action below box appears
- Click on the **Web Site Text Editor** option from the **Choose an Action Below** box
- * The Page Name box appears
- Click on **Manual** from the menu
- * The Key Defined box appears
- Click on the **Module_Shipping_Manual_Text_Title** option
- * The Text Editor appears



Key Defined	Text Contents
MODULE_SHIPPING_MANUAL_TEXT_DESCRIPTION	Manual Rate
MODULE_SHIPPING_MANUAL_TEXT_TITLE	Manual Rate

- Enter the text you want to the **Text Editor** area
- Click on the **Save** button





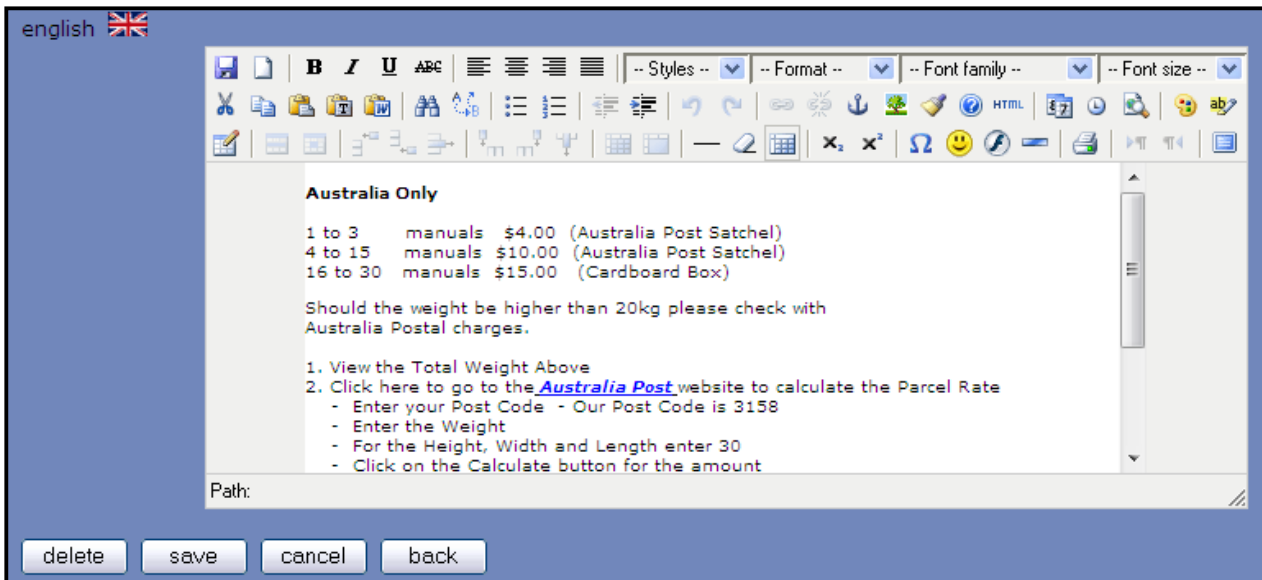
Step 4. Edit the Description for the Manual Shipping option.

DESCRIPTION FOR MANUAL SHIPPING

- * From the Choose an action below box
- a. Click on the **Web Site Text Editor** option
- * The Page Name box appears
- b. Click on **Manual** from the menu
- * The Key Defined box appears
- c. Click on the **Module_Shipping_Manual_Text_Description** option
- * The Text Editor appears

Key Defined	Text Contents
MODULE_SHIPPING_MANUAL_TEXT_DESCRIPTION	Manual Rate
MODULE_SHIPPING_MANUAL_TEXT_TITLE	Manual Rate

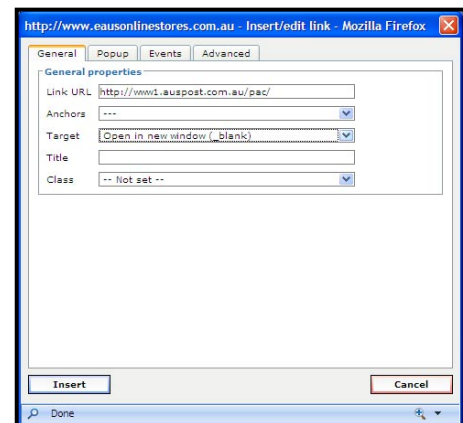
- d. Enter the **text you want** to the Text Editor area
- e. Click on the **Save** button



I have applied a Hyperlink to the Australia Post text that will present the Australia Post Parcel Calculator webpage. Before I started I went the Australia Post Parcel Calculator webpage and took a Copy (*Copy = Ctrl+C*) of the web address so I could easily paste the web address to the URL area. (*Paste = Ctrl+V*)

HYPERLINK

- a. Select the text '**Australia Post**'
- b. Click on the **Link** icon
- c. Enter the web address to the **Link URL** area
- d. Select **Open in New Window** for the **Target** area
- e. Click on the **Insert** button





Step 5. Log out then test the Manual Shipping option.

When testing a purchase always pretend that you are the customer to feel the experience. Take note of any improvements you may need to make on the way. Log in as a customer first from the Online Shopping Centre, add a few products to your shopping cart, check out and notice the Total Weight amount, enter a freight amount that best suits what you have purchased, test the Hyperlink if you have added one (it should open in a new window so you can easily close it and return to your checkout), select Check / Money Order for the Payment so you will not really need to make a payment. Read your emails and check both your order confirmation as a customer and as a store owner.

Make your Online Store work for you, grow your business and enjoy a rewarding future

Deciding upon a suitable shipping system can be difficult as there are so many variations:

Is the item an awkward size or shape?

Do you want to deliver the products yourself when it is local?

Has the customer purchased several items?

Is the destination in the country?

Will it be sent via courier / Australia Post or other?

Is it heavy?

Do you want the customer to organise for the freight, due to the what the item is (a horse)?

For some products you may want to enter Shipping information to the Description area due to special circumstances.

To fine tune the shipping charges may take a bit of practice and as you discover better services and methods this may alter your freight system all together. As you receive more orders you may find it necessary to adjust your shipping methods and charges.

We hope you found this short course beneficial.

As we discover more viable shipping methods we will offer you the knowledge by supplying you with short course from the **eaus support/course centre**.

If you have any knowledge you want to share please feel free to send us an email.