



If you are sending the products you will need to know what it cost to transport the product/s to the customer and this may depend upon a few facts.

1. The size (width, height & length) and weight of the product
2. How many products have they purchased (eg. 1, 20, 50)
3. What method of transport would be best (eg. Australia Post, Courier, will you deliver, etc)
4. Security (eg. Registered Post, Insurance, etc)

**Important** When you set up your products it is important to enter the weight for each product so when a person purchases 25 products the weight can be calculated and the total weight can be presented. With this information the customer can select the freight amount.

There are various shipping options you can apply to your online service.

- **Delivery** If you are delivering the products you may set an amount
- **Flat** A Flat rate price or any amount of goods to anywhere within Australia
- **Freeamount** No charge for freight
- **Manual** The weight is displayed and they can manually enter the amount in accordance with a table you design for them to look up. (eg if the weight is 500g then they enter \$7 which is shown in a table below)
- **Item** Per item fee
- **Pickup** If your customers pick up their merchandise. IF you have an actual store front, you might want to include this option for your local customers.

Working out a correct freight amount can be difficult, however you can adjust the fees as you learn along the way.

We will install two Shipping options:

- Free Amount** for purchases over \$300
- Manual** they must enter the amount themselves in accordance with the Options we offer them. We will be using Australia Post.

**There are two steps to setting up your Freight/Shipping options.**

1. Install the Freight/Shipping options you want
2. Edit the details



**Step 1.** Log in to the back end of your Online Store.

**LOG IN TO YOUR ONLINE STORE**

- a. Go to the [www.eaus.com.au](http://www.eaus.com.au) website
- b. Click on the **Online Store Login link** from the top right
- c. Click on the **Online Shopping Centre** you are with
- \* You are taken to the Log In panel
- d. Enter your **email address and password**
- e. Click on the **Confirm** button

\* Your Administration window appears this is the backend of your store



Victoria  
East Victoria  
North Victoria

Login Panel:

E-Mail Address:

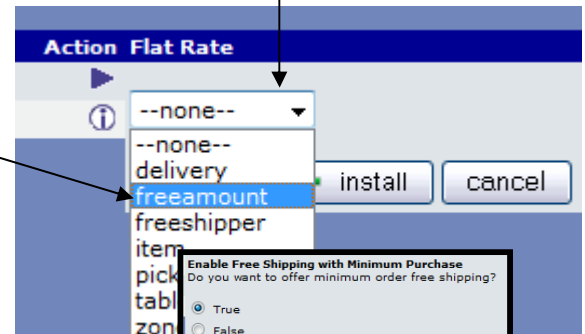
Password:

[Password forgotten?](#)

**Step 2.** Install the Free Amount Shipping option.

**INSTALLING A SHIPPING SERVICE**

- a. Click on **Shipping** from **Modules** menu
- \* The **Install Payment Module** appears on the right
- b. Click on the **Install Shipping Module scroll icon** from the right of the screen and select **Free Amount** from the menu provided
- c. Click on the **install** button
- \* Read through the settings
- d. Enter the **Maximum Weight** you will send and the **Minimum Amount** they must purchase to receive free freight
- e. Click on the **Update** button
- \* The **Cheque/Money Order Payment Service** is now installed



**Enable Free Shipping with Minimum Purchase**  
Do you want to offer minimum order free shipping?

True  
 False

**Maximum Weight**  
What is the maximum weight you will ship?  
15

**Sort Order**  
Sort order of display.  
0

**Enable Display**  
Do you want to display text way if the minimum amount is not reached?

True  
 False

**Minimum Cost**  
Minimum order amount purchased before shipping is free?  
300

**Shipping Zone**  
If a zone is selected, only enable this shipping method for that zone.  
--none--

Once you have installed the Shipping Option you will need to edit Title and Description that is to be displayed when the customer goes to select a freight/shipping option.

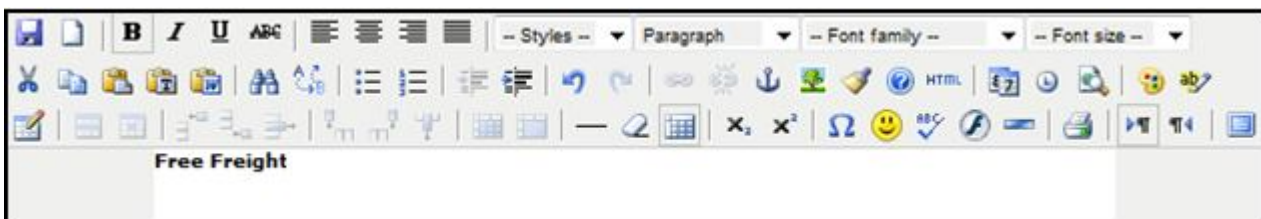


**Step 3.** Edit the Free Amount Shipping details.

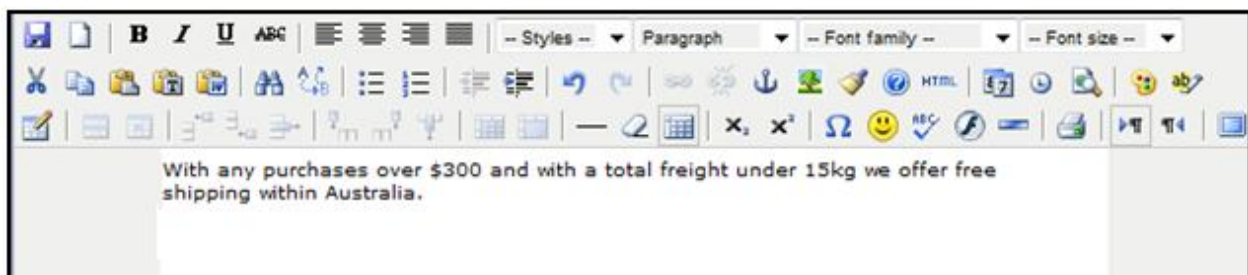
**EDIT SHIPPING TITLE & DESCRIPTION**



- a. Click on **Web Site Text Editor** from the **Customization** menu
- b. Click on the **Web Site Text Editor** option from the menu provided
- \* Notice you have the **FreeAmount** option listed as you have installed it
- c. Click on the **FreeAmount** option from the menu provided
- \* You are presented with the areas that relates to the **FreeAmount** page
- d. Click on the **Module\_FreeAmount\_Title** link
- \* A Text Editor appears
- e. Enter your **Title** as shown below



- f. Click on the **Save** button
- \* You are taken back to the options page
- g. Click on the **FreeAmount** option again
- h. Click on the **Module\_FreeAmount\_Description** link
- \* The Text Editor appears
- i. Enter the details shown below (change the details so they are your details)



- j. Scroll down and click on the **Save** button

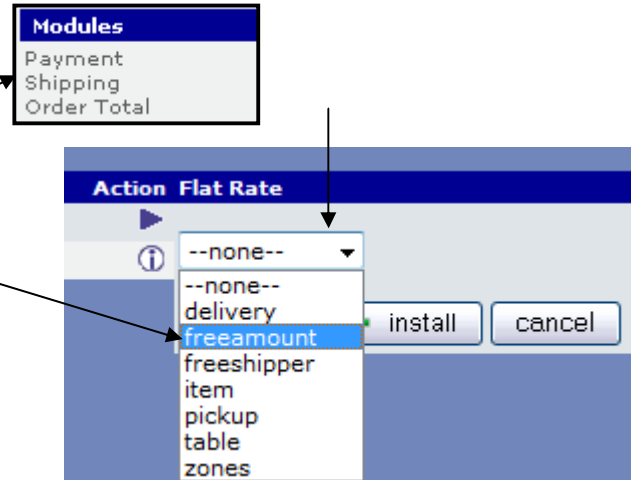
Congratulations you have now set up one Freight/Shipping option, now we can install and edit the Manual option.



**Step 4.** Install the Manual Shipping option.

**INSTALLING A SHIPPING SERVICE**

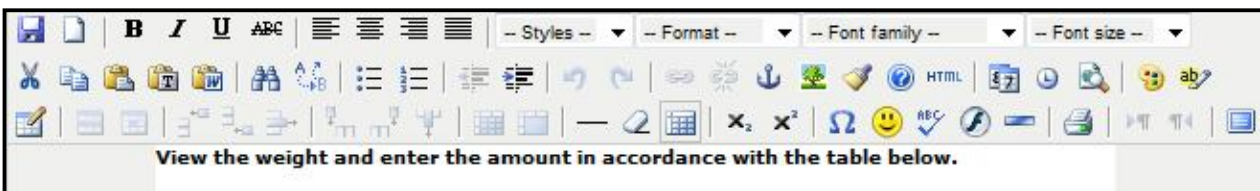
- a. Click on **Shipping** from **Modules** menu
  - \* The **Install Payment Module** appears on the right
- b. Click on the **Install Shipping Module scroll icon** from the right of the screen and select **Manual** from the menu provided
- c. Click on the **install** button
  - \* Read through the settings
- d. Click on the **Update** button
  - \* The **Manual** service is displayed as being installed



**Step 5.** Edit the Manual Freight/Shipping details.

**EDIT TITLE & DESCRIPTION**

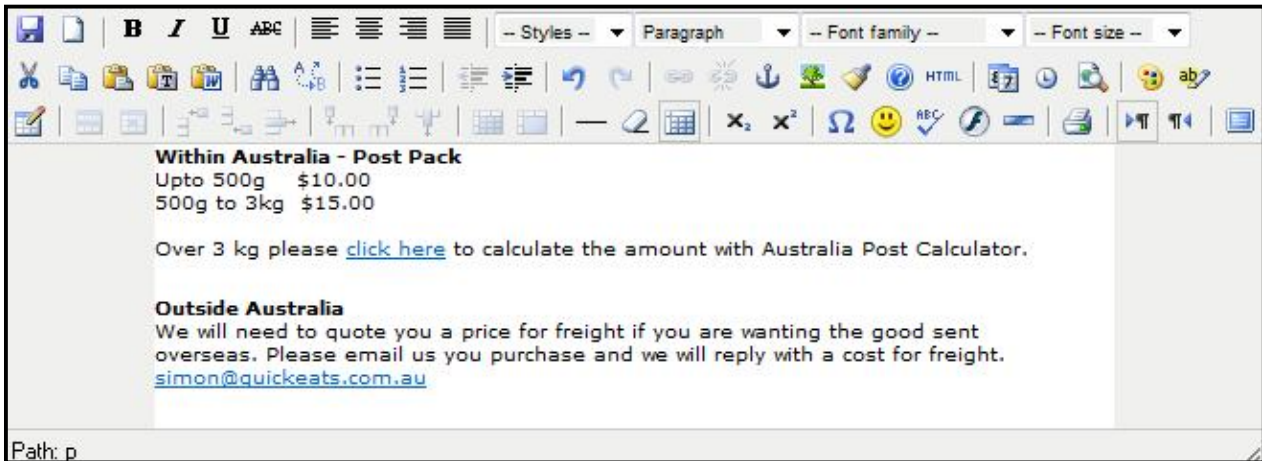
- a. Click on **Web Site Text Editor** from the **Customization** menu
- b. Click on the **Web Site Text Editor** option from the menu provided
  - \* Notice you have the **Manual** option listed as you have installed it
- c. Click on the **Manual** option from the menu provided
  - \* You are presented with the areas that relates to the **Manual** page
- d. Click on the **Module\_Manual\_Title** link
  - \* A **Text Editor** appears
- e. Enter your **Title** as shown below



- f. Click on the **Save** button
  - \* You are taken back to the options page
- g. Click on the **Manual** option again
- h. Click on the **Module\_Manual\_Description** link
  - \* The **Text Editor** appears
- \* The instructions continue on the next page



i. Enter the details shown below (change the details so they are your details)



Automatically an email link is applied to any email address that is entered.

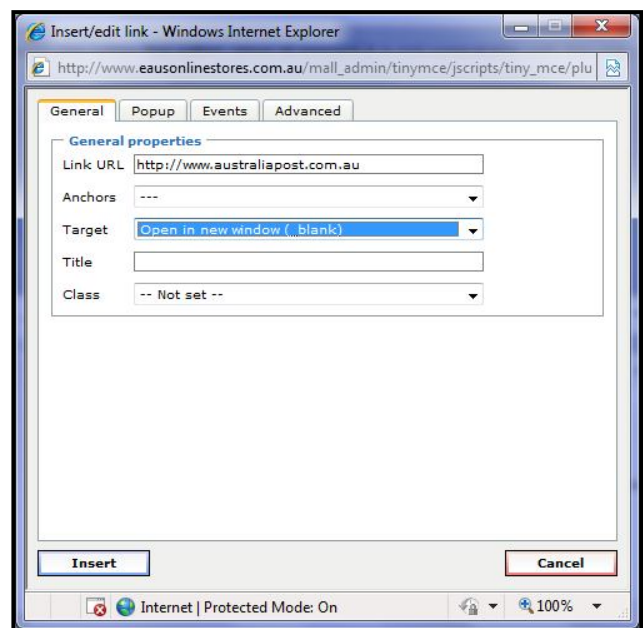
As you can see the text Click Here contains a Hyperlink you will need to set up the Hyperlink by selecting the text and apply the link being the webpage address for the page you want them to be transferred to.

## **HYPERLINKS**

- a. Select the **Text**
- b. Click on the **Hyperlink icon**
- c. Enter the **URL**
- d. Enter the **Target** (open in new window)
- e. Click on the **Insert** button

j. Scroll down and click on the **Save** button

**Step 6.** Log out of your Online Store.  
(Click on the **Logout** link at the top of the page)



Once you have added your Products, Payment Service and Shipping Service you are ready to test your Online Store.