

Customizing EQ Commerce

EQ Commerce Setup settings contain site Options to enable the skin, upload a logo and select a primary and secondary color for the site. The Login Options section allows bypassing the welcome page and enabling Self-Registration.

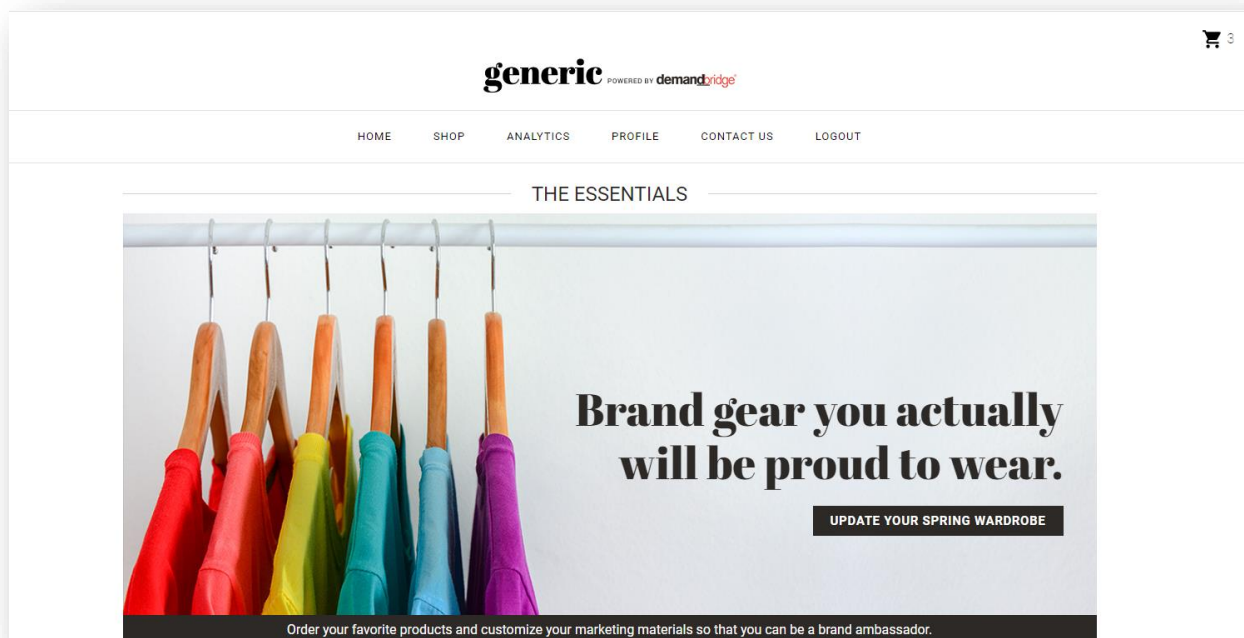
EQ Commerce uses existing messages areas and prompts in Distributor Setup. This document the covers the areas used for the EQ Commerce view.

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Logo Image

The generic header logo can be added in Distributor Setup. The default logo is displayed if no logo is added for a client. The logo displays on every page of the site and on the EQ Commerce login page.



Adding a header image

The image used for the header must be uploaded to Upload Files in Distributor Setup. The image file can be png, .jpg or .gif. The image is uploaded in Distributor Setup > Site Appearance > Upload Files. If a folder for the client does not exist, click the Create button to add a new folder.

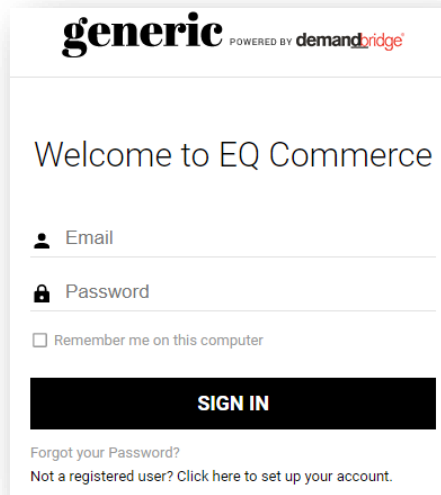
1. Click Create to add a new folder or select a folder from the list.
2. With the folder selected, click Upload to folder: XXXX
3. Browse to locate the image.
4. Select the image, click Open.
5. Click Upload File(s).
6. Locate the uploaded image in the list of images.
7. Right click on image to copy the shortcut.
8. Paste shortcut into the Logo Image field in Distributor Setup > Site Appearance > EQ Commerce Setup > Site Options > Logo Image field.

Note: You may need to refresh the site or clear your browser history to view the new header.

Login Page

The header graphic from the welcome page is displayed on the Login page. The page can be customized with colors and a link to self-register is displayed if the Self Registration user ID is linked in setup. To access the login page, click the gold star in Distributor Setup > Administration > Distributor Access.

The customization settings for this page are in Distributor Setup > Site Appearance > EQ Commerce Setup.



Welcome Title

Replace the verbiage *User Login* on the login page. The field has a maximum limit of 255 characters.

Distributor Setup > Site Appearance > EQ Commerce Setup > Login Options > Welcome title.

Bottom Message

Distributor Setup > Site Appearance > EQ Commerce Setup > Login Options > Bottom Message.

The message allows HTML code. The message displays after forgot password and registration link.

Self-Registration Link

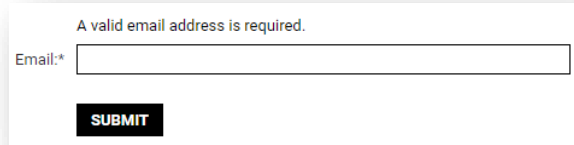
Entering the ID of a Self-Registration user adds a link on the login page.

1. View the user list to locate the Self-Registration user. The user is listed as M in the User Type field.
2. Locate the User ID for the Self-Registration (Master) user in the User ID column.
3. Enter the ID of the Self-Registration user in the Self Register ID field in Distributor Setup > Site Appearance > EQ Commerce Setup > Login Options > Self Register ID.
4. Verify that clicking the link for new users launches into self-registration. Access the login page through Distributor Setup > Administration > Distributor Access. Click the gold star next to the client to view the login page.

Self-Registration Pages

Users self-registering enter their login and profile information.

Enter Email Page

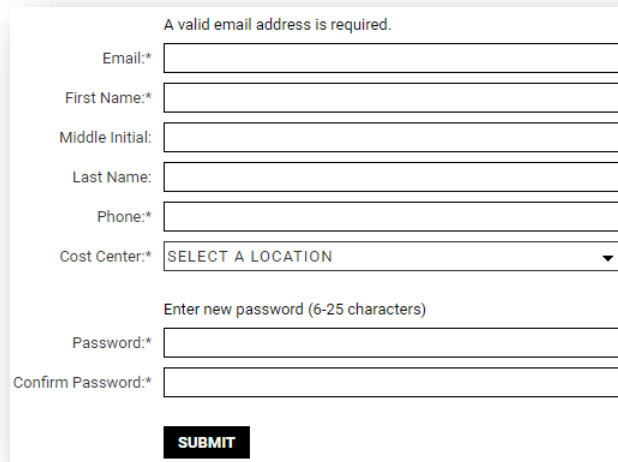


Distributor Setup -> Site Options > Self Registration.

A valid email address is required - Instructions & Labels > *Instructions* > Valid Email required

Email (prompt) - Instructions & Labels > *Labels* > Email

User Info Page



Note: The displayed fields are determined by settings in Distributor Setup > Administration > Login/Password > Screens.

Email, First Name, Middle Initial, Last Name, Phone - Distributor Setup > Setup > Self Registration > Instructions & Labels > *Labels*

The fields that can be suppressed are First Name, Middle Name, Last Name, Phone. The Last Name can be a required field.

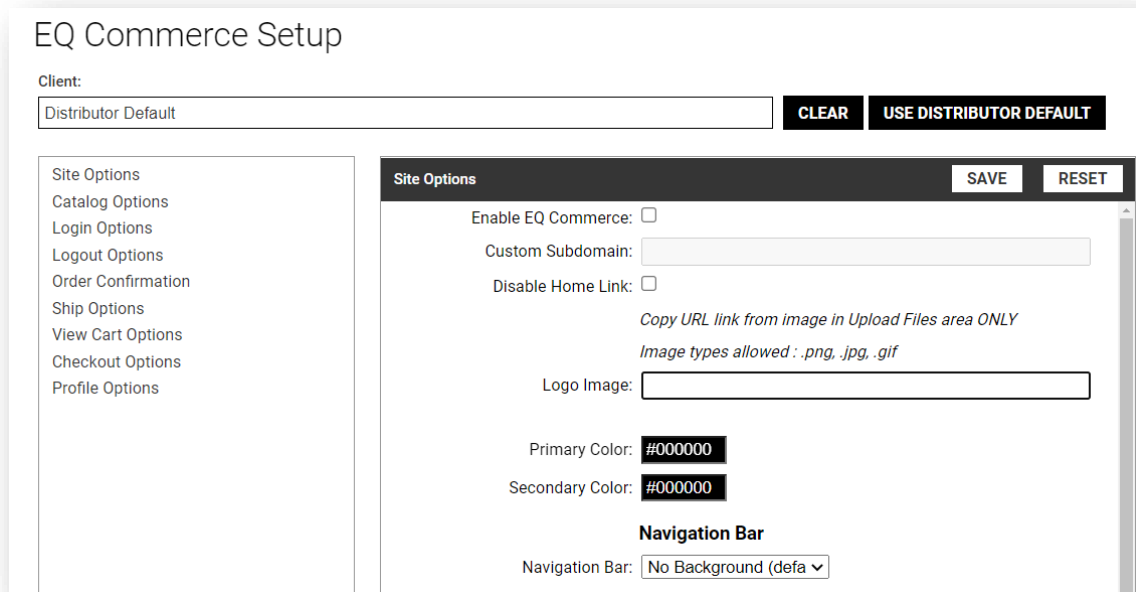
A Company field can be added and required in Setup > Site Options > Self Registration > Require Company Name.

Cost Center selection (optional) - Distributor Setup > Site Appearance > Customize Messages > My Account – Cost Center.

Note: To make the Cost Center Selection required - Distributor Setup > Setup > Self Registration > Instructions & labels > Labels > CC Combo Box (None). When verbiage is added, the verbiage displays in the dropdown field. A cost center must be selected to complete registration.

Colors

Colors are set in Distributor Setup > Site Appearance > EQ Commerce Setup > Site Options.



The screenshot shows the 'EQ Commerce Setup' interface. At the top, there is a 'Client:' field with 'Distributor Default' selected, and buttons for 'CLEAR' and 'USE DISTRIBUTOR DEFAULT'. Below this is a sidebar menu with options like 'Site Options', 'Catalog Options', 'Login Options', etc. The main content area is titled 'Site Options' and contains several configuration fields: 'Enable EQ Commerce' (checkbox), 'Custom Subdomain' (text input), 'Disable Home Link' (checkbox), 'Logo Image' (text input), 'Primary Color' (hex code #000000), 'Secondary Color' (hex code #000000), and 'Navigation Bar' (dropdown menu set to 'No Background (defa)').

Primary Color used on:

- Navigation bar (optional text only or background color)
- Shop icon (active)
- Manager Approval icon (active)
- Catalog Title (active)
- Add to cart button on Item List
- Item list category title (active) and add to cart buttons
- Item Detail item name and buttons
- Cart Summary title, buttons, and item expand/collapse icon
- Restore Cart popup header and buttons
- Save Cart popup header and buttons
- Shipping title and buttons
- Shipping/billing popup header and buttons
- Checkout page title and buttons
- Reports Title and expand/collapse icon
- Profile title and buttons
- Contact Us title and buttons
- Order Confirmation page Continue shopping button

Secondary Color used on:

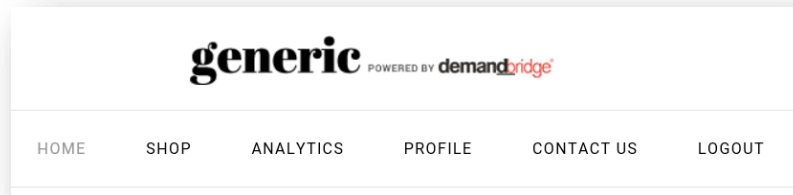
- Navigation bar (Optional background color)
- Shopping Cart icon (non-active)
- Manager Icon (non-active)
- Categories (all levels)
- Cart line-item header
- Checkout title bars
- Manager Approval icon (non-active)
- Reports page list of reports
- Order confirmation line-item header

Navigation Bar Color Options:

- No Background (default) – Primary color is used as text color on navigation bar with white background.
- Primary Background – Navigation bar uses Primary Color as background.
- Secondary Background - Navigation bar uses Secondary Color as background.

Navigation Bar

The links to Admin, Home, Shop, Analytics, Profile, Contact Us and Logout can be repositioned on the navigation bar and renamed.



Enter the text to display on EQ Commerce in the Description field. This field accepts upper or lower case.

The Position Sequence determines the order of position on the navigation bar; lowest number left, highest number right. The fields accepts Alpha/Numeric characters.

The Profile, Contact Us and Logout links can be suppressed. To suppress, mark the check box labeled *Suppress Option* listed under those links.

- The **Home** link can be suppressed in EQ Commerce > Site Options.
- The **Shop** link is suppressed if the user does not have access to the catalogs.
- The **Analytics** link can be suppressed in the Reports settings in user setup. Mark the option *Disable Reports navigation Button*.
- **Contact Us** link can be the default Message Center window or email. The setting is in Distributor Setup > Setup > Site Options > Site Settings > Message Center.
 - *Quantum Net Default* is the Message Center window. The message is sent to the Message Consultant for the client.

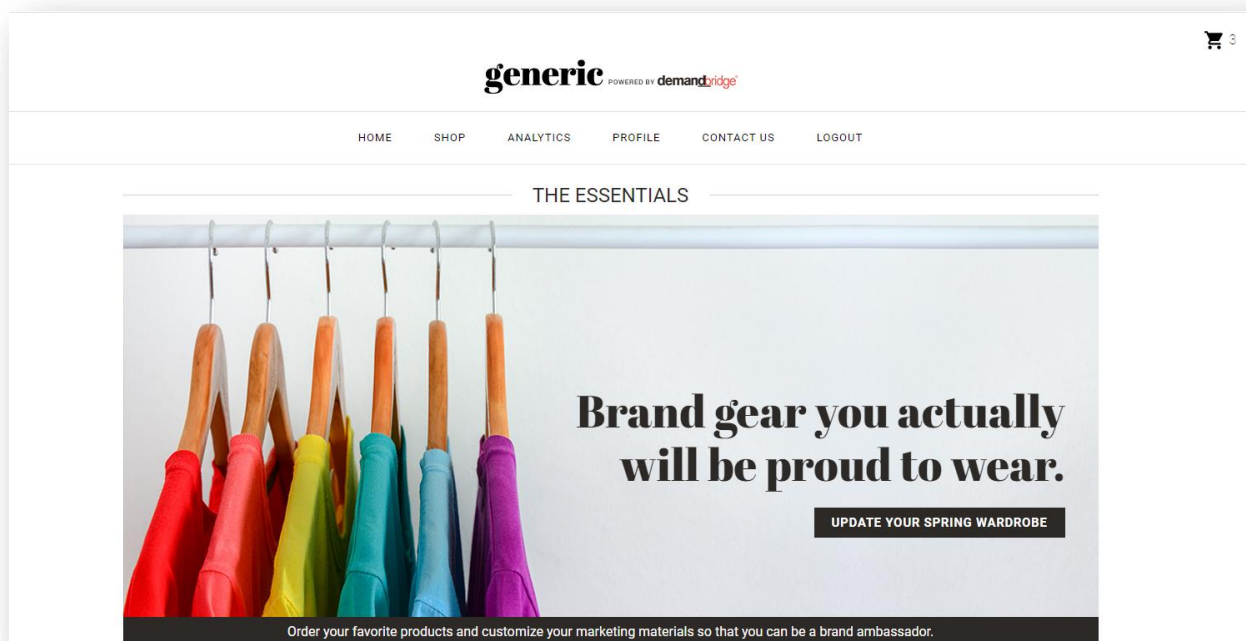
- Mailto uses the user's email program. Recipient field fills in the recipient field on the email.
- **Logout** link URL is entered in EQ Commerce Setup > Logout Options.

Welcome Screen

An image can be added to the Welcome Page. If you are using images, the images must be uploaded to EQC.

Note: This page can be suppressed. The user would start on the Item Page. Suppress this option in Distributor Setup > Site Appearance > EQ Commerce Setup > Login Options > Bypass Welcome.

The Home button is suppressed in EQ Commerce Setup > Site Options > Disable Home Link.



Custom message

Images are added to the Welcome Screen Top message area. The file must be uploaded to EQC.

The image used for the header must be uploaded to EQC. The image file can be png, .jpg or .gif. The image is uploaded in Distributor Setup > Site Appearance > Upload Files. If a folder for the client does not exist, click the Create button to add a new folder.

1. Click Create to add a new folder or select a folder from the list.
2. With the folder selected, click Upload to folder: XXXX
3. Browse to locate the image.
4. Select the image, click Open.
5. Click Upload File(s).
6. Locate the uploaded image in the list of images.

7. Right click on image to copy the shortcut.

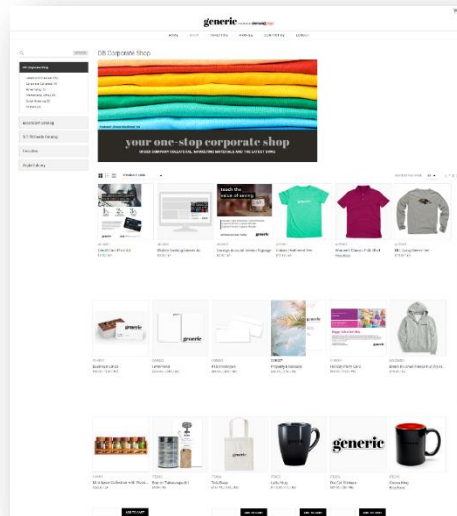
The message is added in Distributor Setup > Site Appearance > Customize Messages > Welcome Screen Top. HTML code can be used to link the images to the catalogs, categories and items. The HTML Help link displays the Quick Guide to HTML tags.

Contact Demand Bridge Customer Success for assistance with creating image links.

Footer Message

The Footer Message displays at the bottom of all pages. The message can be an image or text. The message is added in Distributor Setup > Site Appearance > Customize Messages > Before Footer (All screens).

Item Page







Catalog Name - e-Quantum > Client Maintenance > eComm tab > EQC Configuration > Catalog tab

Banner - Distributor Setup > Site Appearance > Category Ads.

Catalog Categories Top and Bottom - Distributor Setup > Site Appearance > Customize Messages.

Item List

			
<p>ITE006 Die Cut Stickers \$57.00 / (50 / PK) Inventory Qty: 99 / (50 / PK)</p>	<p>ITE010 Cocoa Mug <u>Price Break</u></p>	<p>ITE011 Gourmet Honey \$14.00 / EA</p>	<p>ITE013 Insulated Water Bottle \$35.00 / EA</p>
<div style="display: flex; align-items: center;"> <input style="width: 50px; height: 20px; margin-right: 10px;" type="text"/> ADD TO CART </div>			

Text for Price Breaks - Distributor Setup > Site Options > Item Display > Price Break Text.

Mouse-over popup text for “or more” - Distributor Setup > Site Appearance > Collapsible Category Setup > Item Detail Price Break Table > Popup Box > *Or More* > Text field.

Item with zero price:

Text for the price field - Distributor Setup > Site Options > Item Display > Items with Zero Price > Text to Display.

Header in the Price Info pop up - Distributor Setup > Site Appearance > Collapsible Category Setup > Miscellaneous > General > Price Info Hover Text.

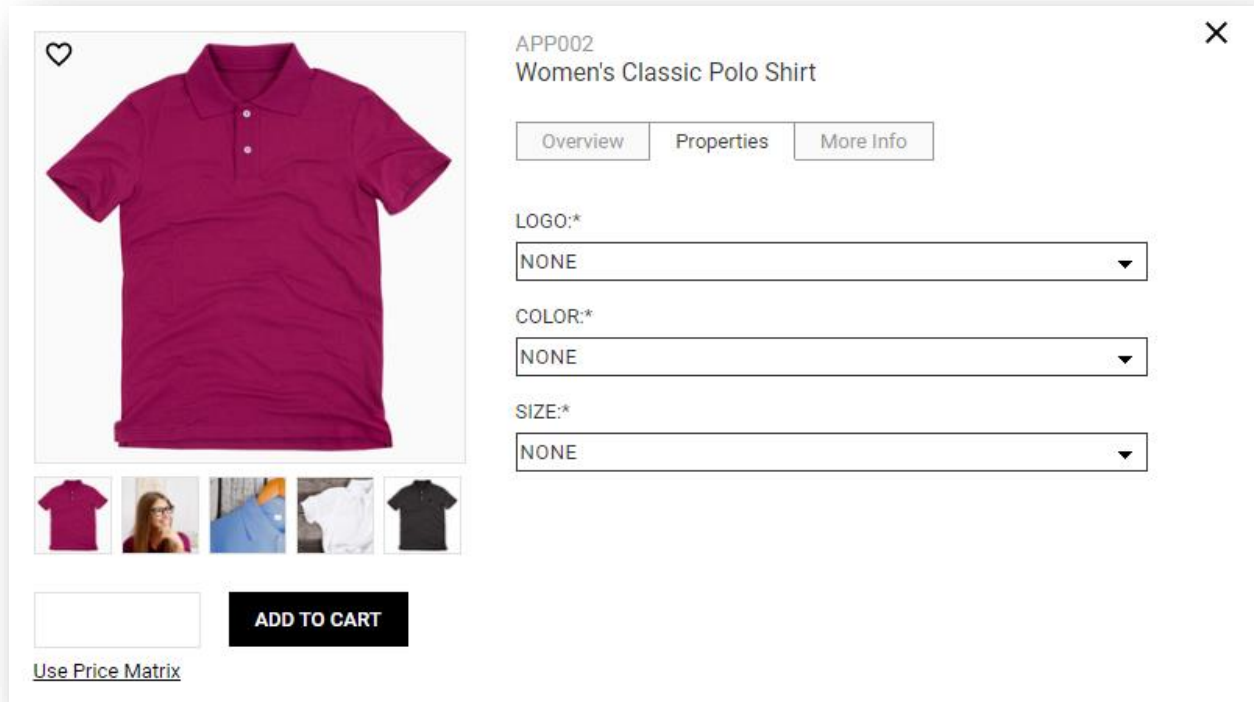
Text for the Price Info popup - Distributor Setup > Site Options > Item Display > Items with Zero Price > Mouseover Popup Text

Inventory Quantity Text – Distributor Setup > Site Appearance > Customize Messages > *Catalog – Inventory Qty Prompt*.

Currency Symbol - Distributor Setup > Setup > Site Options > Site Settings > Currency Symbol

In Cart text - Distributor Setup > Site Options > Item Display > Items in Cart > Text to Display.

Item Detail Page



Distributor Setup > Site Appearance > Collapsible Category Setup:

Message below tabs - > Item Detail Popup Tab > Tab Body Messages > Overview, Properties and More Info top.

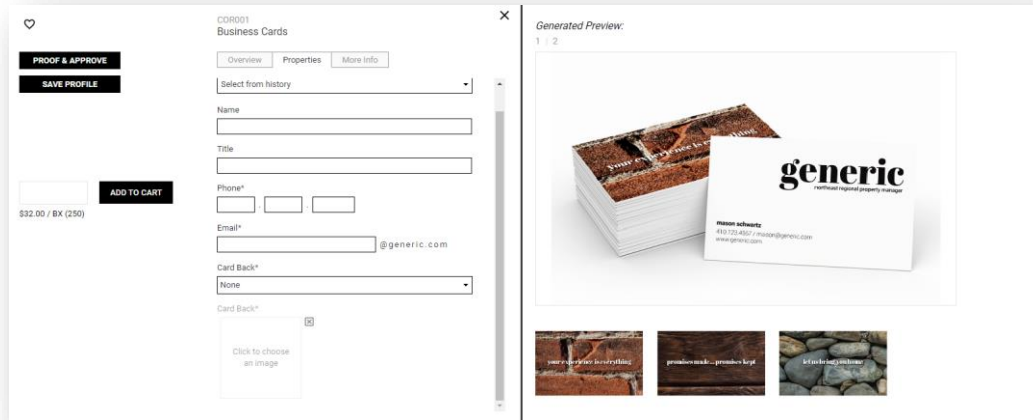
NONE (selection drop down) – Item Detail Popup > *Item Attribute DropDown / Matrix* > NONE option

Weight (Overview tab) – Item Detail Popup > Weight

Use Price Matrix – Item Detail Price Matrix > Price Matrix Button > Text

Make a selection (Selectable price break) - Item Detail Popup Add Area > Labels/Price/Units > Select Quantity Text

Q-Design Item Detail



Item Detail Property Top Tab - Distributor Setup > Site Appearance > Collapsible Category Setup > Item Detail Popup Tab > Tab Body Messages > Properties Top

Q-Design Item Detail Prompts

Distributor Setup > Site Appearance > Collapsible Category Setup > Item Detail – QDesign

- Select from history (History Lookup) - > Select from History
- None (drop down selection) - None (selection variable)
- Size - Size (font selection)

Q-Design Custom Message Areas

Distributor Setup > Templates > Q-Design > Edit the Template > Messages

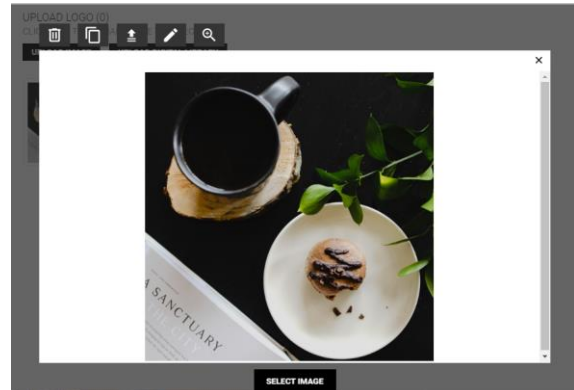
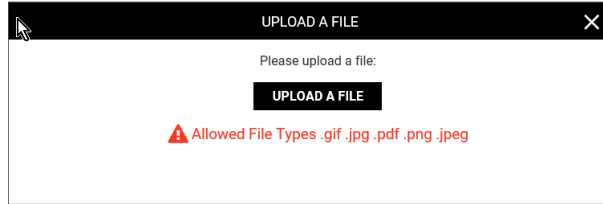
- Lookup Form Top
- History Lookup Prompt
- Below History
- Form Bottom
- Preview Top
- Preview Bottom

Select an Image / Image Upload

Distributor Setup > Site Appearance > Collapsible Category Setup > Item Detail – Q-Design Image

- Click on Thumbnail to Select –> Select Image Popup > Footer
- Select Image – Image Edit > Select Image Button

Upload a File



Click to choose and image - Distributor Setup > Site Appearance > Collapsible Category Setup > Item Detail – Q-Design > Form Labels > Click to choose an image

Distributor Setup > Site Appearance > Collapsible Category Setup > Item Detail – Q-Design Image

Allowed File Types - > *File Types Warning* > Warning Text

Delete Selected Image – Image Edit > *Alerts* > Confirm Delete

Clone this image? – Image Edit > *Alerts* > Confirm Clone

Upload progress bar (Received) – Upload Popup > *Received Prompt* > Received Text

Save Crop Image – Image Edit > *Crop Tools* > Save Crop Button

Crop and Save this image? – Image Edit > *Crop Tools* > Confirm Crop Save

Image must be cropped before selecting - Image Edit > *Crop Tools* > Crop Alert

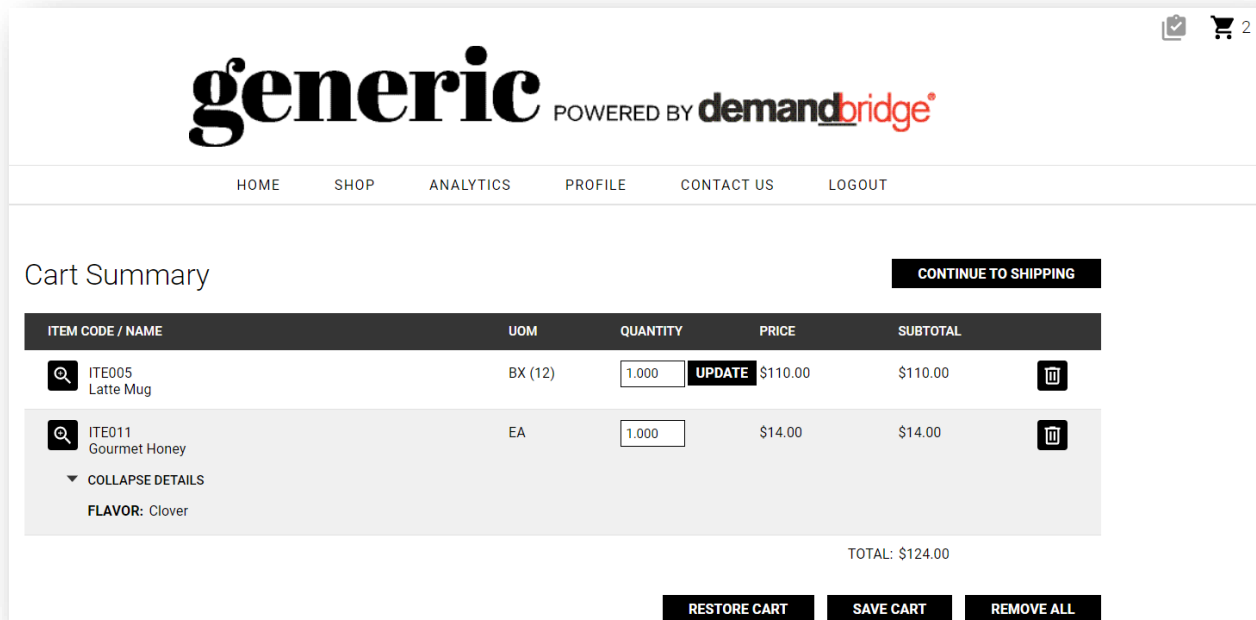
Yes - Image Edit > *Crop Tools* > Confirm Crop Save YES

No - Image Edit > *Crop Tools* > Confirm Crop Save NO

Rotate left (hover over) – Image Edit > *Button Hints* > Rotate Left

Rotate right (hover over) - Image Edit > *Button Hints* > Rotate Right

Cart Summary



Cart Summary Title – Distributor Setup > Site Appearance > EQ Commerce Setup > Site Options > Primary Color

Custom Messages:

Distributor Setup > Site Appearance > Ship Info & View Cart

View Cart Top message – View Cart -> Page Messages > View Cart Top

View Cart Bottom message – View Cart > Page Messages > View Cart Bottom

Distributor Setup > Site Appearance > EQ Commerce Setup > View Car Options

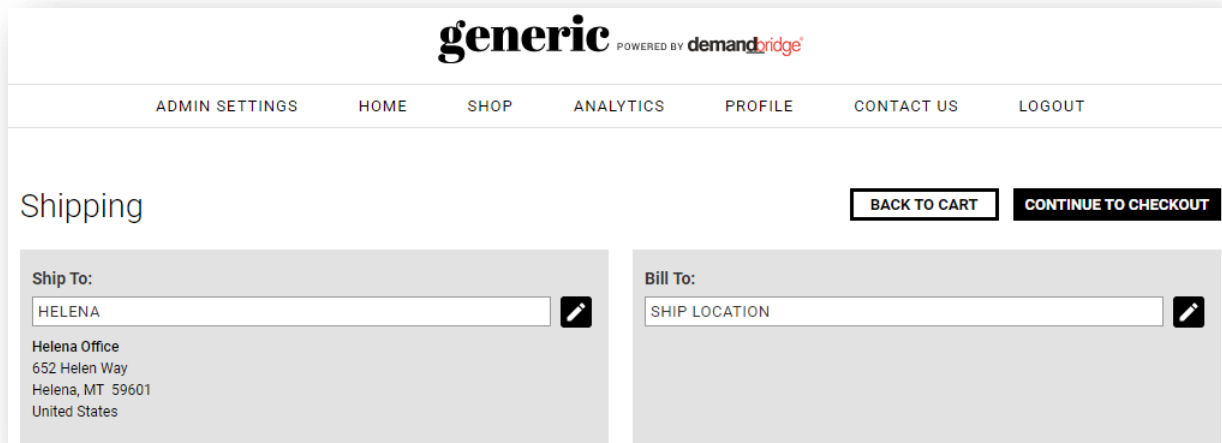
Continue to Shipping button - Button Labels

Continue to Shipping button - Button Hover Text

Update Button –Site Appearance > Ship Info & View Cart > View Cart > Buttons > Show Update Button

Save/Restore Cart – Site Appearance > > Ship Info & View Cart > View Cart > Save/Restore Cart > Enable

Shipping



Top Message:

Distributor Setup > Site Appearance > EQ Commerce Setup > Ship Options > Top Message

Ship to Popup:

Search by ID, Description, Address, or leave blank (Ship To popup) – Distributor Setup > Site Appearance > Ship Info & View Cart > Shipping Info > Search Fields > Ship To Help

Custom Shipping:

Name, Attention, and Phone prompt – Distributor Setup > Site Appearance > EQ Commerce Setup > Ship Options > Name/Attention/Phone prompt

City and State - Distributor Setup > Site Appearance > Ship Info & View Cart > Shipping Info > Address & Selected Cost Center Headings > City and State

Checkout

Top of screen message – Site Appearance > Customize Messages > Checkout Top

Use Allowance/Use Coupon/User Gift Certificate button text and hover over text – Site Appearance > EQ Commerce Setup > Checkout Options.

Checkout Prompts

Distributor Setup > Site Appearance > Customize Checkout

Totals – Totals > Sub Total > Text

Items - Totals > Sub Total > *Item Count* > Text

Grand Total – Totals > Grand Total > Text

Checkout Additional Fields Title – Additional Fields > Section Title > Text

Required By Date – Additional Fields > Required By Date > Prompt

Extra Email - Additional Fields > Extra Email - Prompt

Payment Method Title – Payment > Payment Title > Text

Credit/Debit Card – Payment > Payment Type Checkbox > Credit Card Option Text

Processing Order – Payment > Submit button > Processing Order Popup

Submitting Order (credit card) – Credit Card Processing > Error Page > Submitting Order Popup

Order Remarks Title – Order Remarks > Title > Title Text

Order Remarks Title Instructions – Order Remarks > Instructions > Title Instructions

Label Text (Payment Method) – Terms > Label > Text
Agree to Terms Required (popup) – Terms > Agree to Terms Warning > Text

Distributor Setup > Site Appearance > Customize Messages
Message area below title - Checkout Top
Freight – Checkout Freight Prompt
Sales Tax – Checkout Sales Tax Prompt

Custom Messages:

Distributor Setup > Site Appearance > Customize Message:

Additional Fields Notes
Agree to Terms

Allowance/Coupon/Gift Certificate Buttons:

Distributor Setup > Site Appearance > EQ Commerce Setup > Checkout Options > Button Labels

Distributor Setup > Site Appearance > EQ Commerce Setup > Checkout Options > Button Hover Text

Allowance Popup

Distributor Setup > Site Appearance > Customize Checkout > Allowances

Apply Allowance – Popup Window > Header Title
Remaining Balance – Popup Window > Remaining Balance
Apply Allowance – Popup Submit Button > Submit Button Text

Coupon popup:

Distributor Setup > Site Appearance > Customize Checkout > Coupon

Coupon Heading – Popup Window > Header Title
Coupon Prompt – Popup Coupon Prompt > Coupon Code Prompt
Coupon Button – Popup Submit Button > Submit Button Text


Gift Certificate Popup:

Distributor Setup > Site Appearance > Customize Checkout > Gift Certificate

Gift Certificate Heading - Popup Window > Header Title2
Gift Certificate Prompt – Popup Gift Prompt > Gift Code Prompt
Gift Certificate Button – Popup Submit Button > Submit Button Text
Gift Certificate Balance – Popup Check Balance Button > Button Text

Coupon and gift certificate success/error messages – Coupon/GC Processing Messages section

Order Confirmation

Your order has been submitted. Please print this order confirmation for your records. Thank you. 

Order Number 1887

Ordered By Lori D Dressler
Order Date: 03/31/2020
Payment Method Pay by Cash
Shipping & Handling Best Available
Extra Data - Enter Data :
Extra Data - Selectable : Selection 1

Ship To HELENA Helena Office 652 Helen Way Helena, MT 59601 United States Best Available	Charge To HELENA Helena Office 652 Helen Way Helena, MT 59601 United States
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QTY	ITEM CODE/NAME	ORDER UNIT	PRICE	TOTAL
1	ITE005 Latte Mug	BX/12	\$110.00	\$110.00
1	ITE011 Gourmet Honey FLAVOR: Clover	EA/1	\$14.00	\$14.00

	Sub Total:	\$124.00
	Shipping & Handling :	\$11.00
	Tax:	\$1.36
	Total:	\$136.36

Distributor Setup > Site Appearance > Customize Order Confirmations

Ordered by label – Order Data > Labels > Ordered By
 Ordered by Date - Order Data > Labels > Ordered Date
 Ship To label – Ship To > Ship To Heading > Label
 Checkout Payment Method – Bill To / Charge To > Bill To (Retail) Label
 Charge to label - Bill To / Charge To > Charge to Label
 Sub Total – Order Total > Sub Total Prompt
 Tax - Order Total > Tax Prompt
 Total – Order Total > Grand Total Label > Total

Email Confirmation Top > Distributor Setup > Site Appearance > Customize Message > Email Confirmation Top.

Footer message > e-Quantum > Client Maintenance > eComm > EQC Configuration > Misc. > Email Footer ID.

Email Confirmation Bottom – Distributor Setup > Site Appearance > Customize Message > Email Confirmation Bottom.