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## Introduction

RevCommerce Studio is a fully customizable experience management solution within the RevCommerce.io sphere. RevCommerce Studio gives brands the ability to build and manage their digital experiences for web, mobile, tablet and native environments. The editor allows you to drag-and-drop elements onto a page to build out a digital experience quickly and easily.

RevCommerce Studio is the gateway platform into your RevCommerce apps. By logging into RevCommerce Studio, you can access your pages, product, and blog editing application.

## Key Terms

### General Terms

#### **SEO**

Search engine optimization. Increase the visibility of your site to users of a web search engine by adding custom meta tags such as keywords and descriptions to each page that you author in RevCommerce Studio.

#### **Toolbars**

RevCommerce Studio has two navigational toolbars, an upper toolbar and a left toolbar. The global tool appears at the top of the page and helps you navigate between the core sections of RevCommerce Studio. This is consistent across all sections (Pages, Blogs, Products, and Themes). The left toolbar will have options related to the page you're on such as site routes, and blog categories.

#### **Blog**

A blog is an informational page published on a site consisting of often informal text and media usually helping customers understand some part of your company or products.

## **Route**

A route in RevCommerce Studio is the location of the page in the structure of the site. The route can be changed by dragging and dropping in the left toolbar.

## **Content Types**

The page management section of RevCommerce Studio is comprised of different components or content types. Below is a list of Content Types.

### **Open Component Block**

*Open Component Block* allows you to add a blog post or career post to any page.

### **Render Props**

*Render Props* allows a user to recall any library of pre built components with only a direct link.

### **Text Block**

Text Blocks are the primary means of adding text to your site. You can also use Text Blocks to add headings, links, lists, quotes, and preformatted text.

### **Dynamic Ad Widget**

Create Dynamic Ads within your product Coursels

### **Product Gallery**

Showcase your products on a page.

### **Banners**

An image banner is the heading or advertisement appearing on a page in the form of a bar, column, or box.

### **Video**

Add an embedded video to play when users visit the site. Simply input the video URL.

### **Button**

Add a button to your page to link to anywhere you would like.

### **Image Row**

Add a row of images to your site rather than just a single image. Image rows can contain up to 8 images.

### **Image**

A single image that will display on the layout.

### **Slide Show**

Define a series of images that will play in a loop.

### **Image with text overlay**

Add text or a button to the top of your images so that users can read or click.

### **Slide Show**

A slide show will take through a series of uploaded images and loop through.

### **Icons**

An icon is able to be a clickable symbol in RevCommerce Studio which performs one of the following functions:

- New Page
- Edit content
- Information
- Delete
- Column selections
- Profile
- Themes
- Products
- Blogs
- Pages

Note: Icons can also be non-clickable symbols.

## **Website Structure Terms**

### **Site**



The term “site” (shortened from “website”) is a collection of linked pages associated with a single organization. Your site will encompass the entirety of the content contained within your domain name.

### **Page**

A web page is a single page of content on a website. Each page can be edited individually in RevCommerce Studio and will contain information within a similar theme. On each 'page' a header, navigation bar, and footer will be included automatically. RevCommerce Studio allows you to edit only the 'body' of each page.

### **Body**

The body of a site is the content that will be displayed on the page. There are types of content that can be placed in the body. Videos, text, and images are the most common types of content which can be placed into the body. In RevCommerce Studio, you can edit each content type within your pages.

### **Containers**

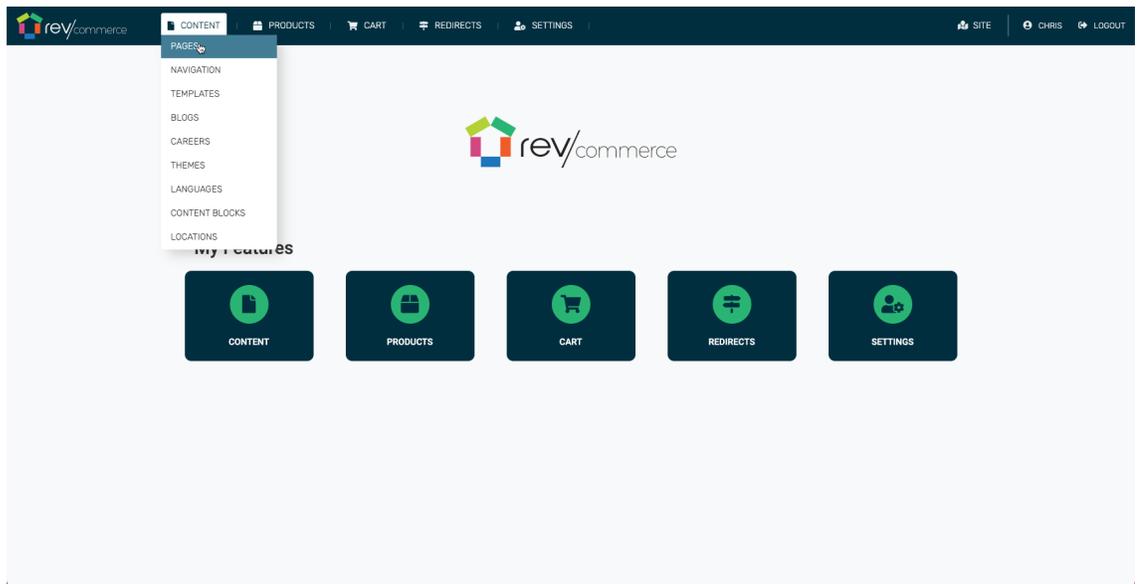
The body will be split into containers that will operate to separate the page into sections. Containers can have multiple types of content within them, and operate like paragraphs in a document to separate content into related sections. For example, one container might include a banner image showcasing what will be on the page, and the next container may have the text and a video to further outline the content.

### **Layout**

Content can be rearranged into a **layout** on the page to best serve the needs of the customers visiting the page. The layout will automatically include a container with the navigation bar, header, and footer as well as other containers that you can edit in the body.

## RevCommerce Studio Apps

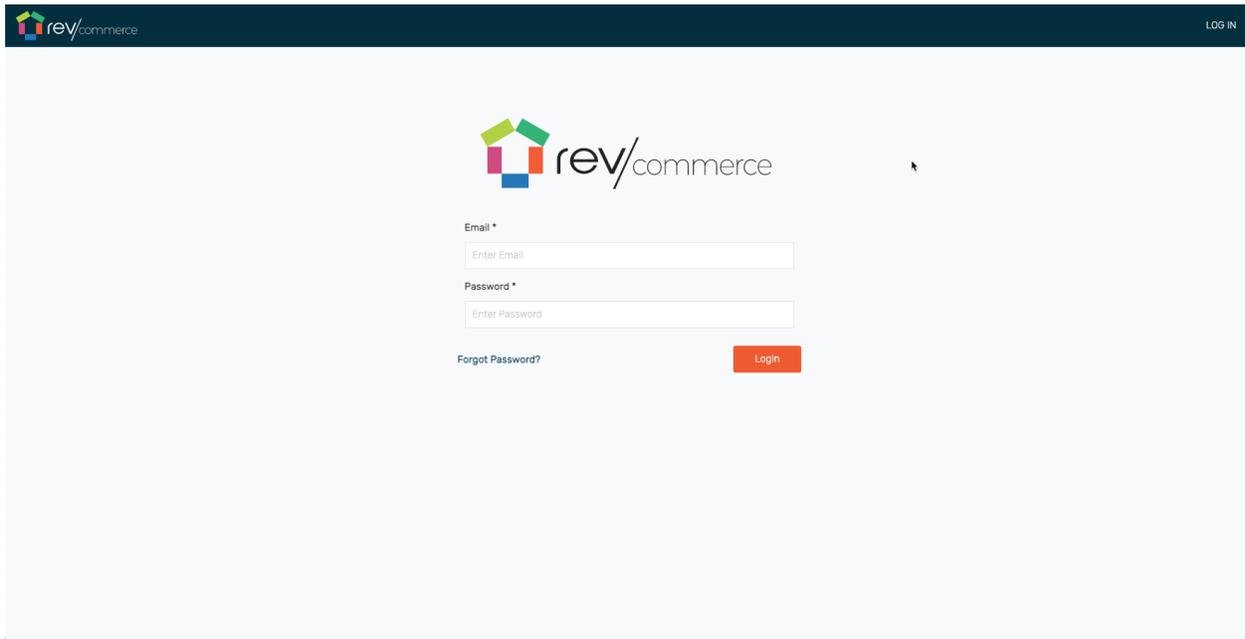
RevCommerce Studio offers different editing apps depending on which part of your site you would like to edit: **Content, Products, Carts, Redirects, and Settings**. You can access them through either the **Content** dropdown menu or the RevCommerce Studio homepage icons.



## Logging In

1. Go to [Mstudio.yourcompany.com](#).
2. Enter your email and password.
3. Click **Log In**.

If you're having trouble with your password, contact us and we can reset or provide you with your password.



The screenshot shows the RevCommerce login interface. At the top left is the RevCommerce logo, and at the top right is a "LOG IN" link. The main content area features the RevCommerce logo again, followed by two input fields: "Email \*" and "Password \*". Below the "Email \*" field is a text input with the placeholder "Enter Email". Below the "Password \*" field is a text input with the placeholder "Enter Password". At the bottom left of the form area is a link for "Forgot Password?", and at the bottom right is an orange "Login" button.

## Changing Passwords

To change your password:

1. After logging in, click your username to access your profile in the right corner of the upper toolbar.
2. Enter your new password and click **Save**.

Or

1. Click the **Forgot Password** link on the home page.

RevCommerce Studio requires all registered customers' passwords to be at least 8 characters in length, and include at least 1 number and 1 letter.

# Content Management in RevCommerce Studio

## Content Management using the Content App

Once logged in, select Content. The Content App contains several features to create and manage page content, depending on the part of the site where you are working.

Use **Pages** to edit your homepage, create and edit new pages, and change your navigation in the toolbar.

To edit your Blog, select the **Blogs** icon from dropdown under **Content**. Here you can create, edit, and publish your blog posts. You can also add and edit blog categories in the toolbar.

To view and edit your products, select **Products** from the upper toolbar. Here you can import to create and edit your products. You can also edit filters and attributes in the toolbar.

To edit the Themes of the site, select **Themes** in the content dropdown. Here you can create and edit themes for color and style.

To edit your job postings, select **Careers** in the content dropdown.

## Managing Content on Site Pages

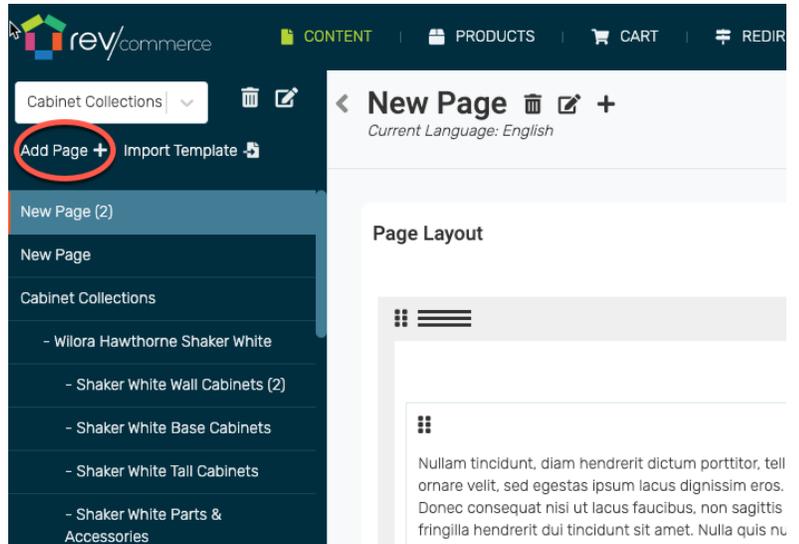
In the Pages Dashboard (select **Content** → **Pages**), you can layout each page of your site and add content. You may create a new page by selecting the new page icon or edit an existing page by selecting the page name from the left menu.

The editor allows you to drag-and-drop elements onto a page to build out a digital experience quickly and easily.

## How-to: Add a New Page

Add a blank new page:

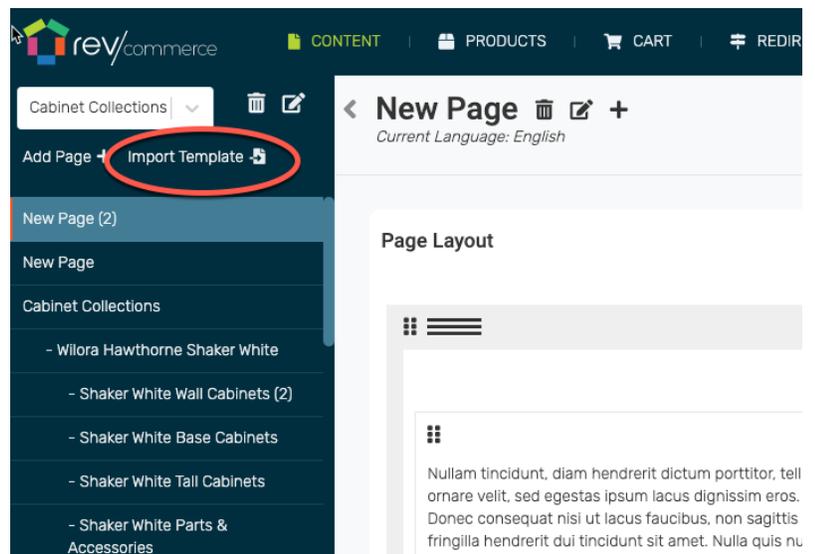
1. Open the main navigation toolbar.
2. Select the **Add Page** icon to add a new blank page.
3. The blank page appears in your editor and on the left navigation.

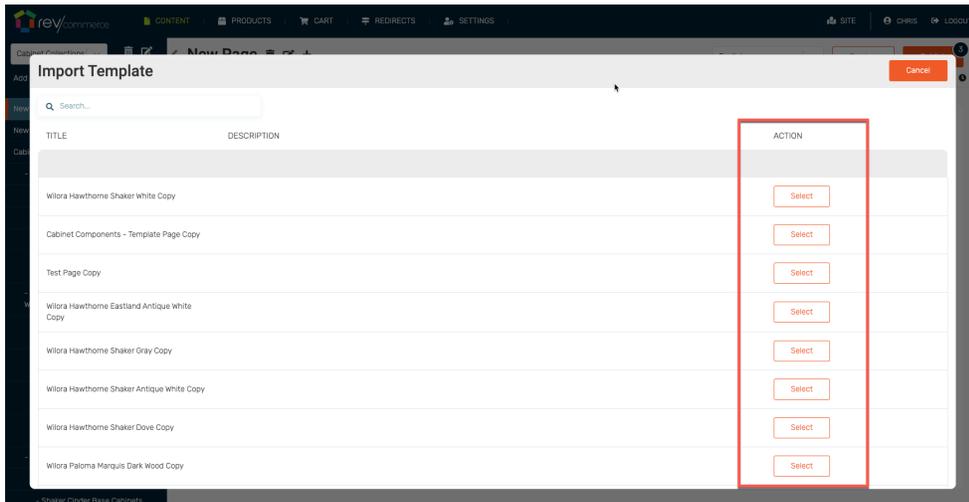


Add a new page from a template.

To add a new page from a template:

1. Click on the **Add Template** icon in the navigation menu.
2. Select the desired template copy onto a new page.



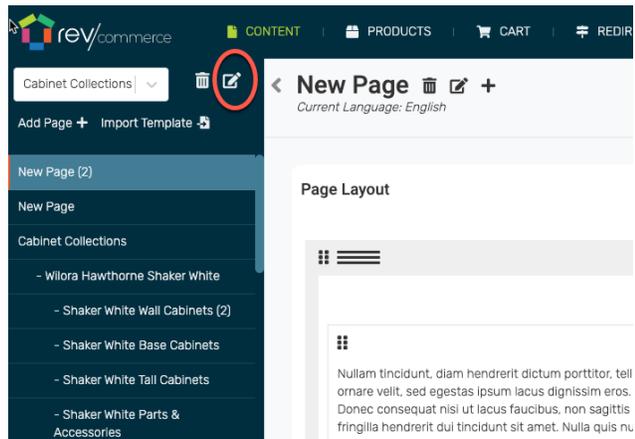


3. Your new page from the template will appear at the bottom of the navigation. Drag and Drop the page to move it to your desired location.

Set your page location in the site:

1. Open the navigation menu by clicking on the Edit icon.

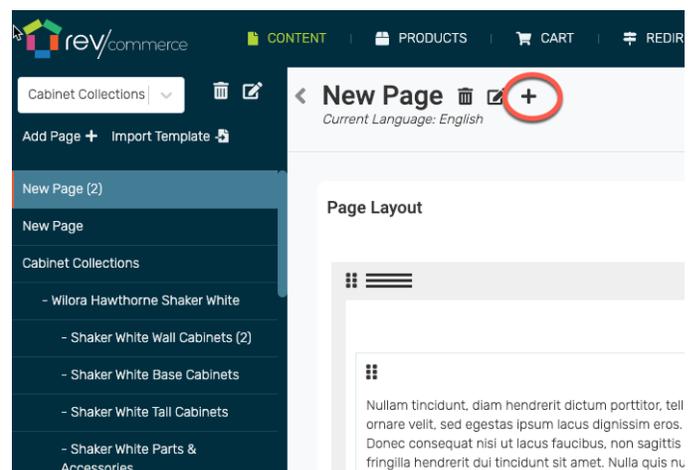
2. Drag and drop your page to the desired location.



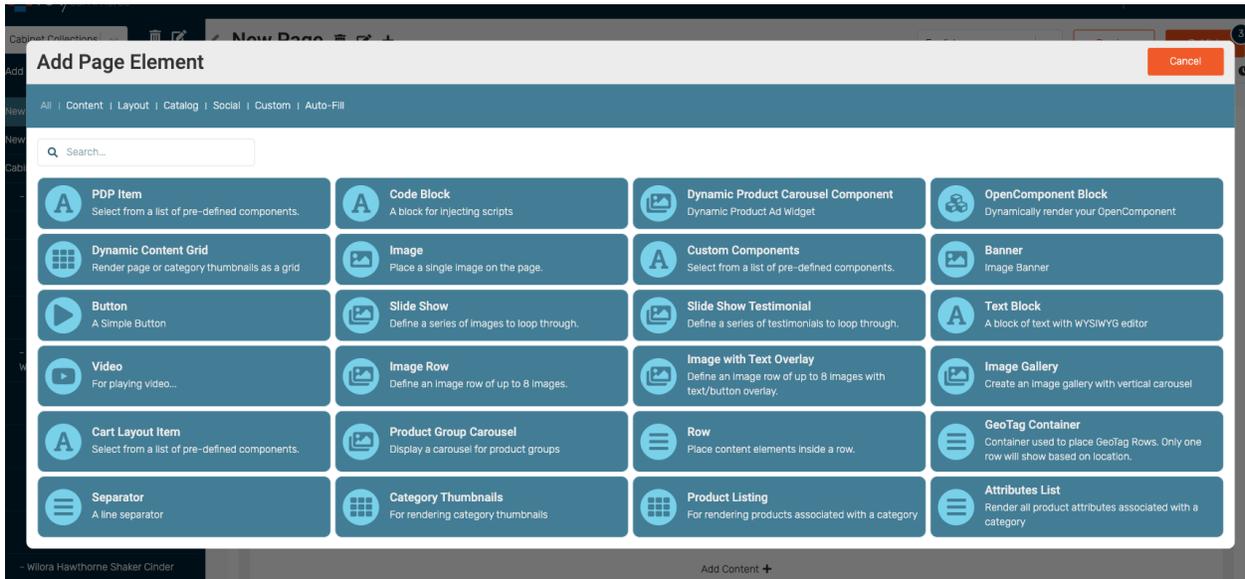
## How-to: Add Content to Pages

To add new content:

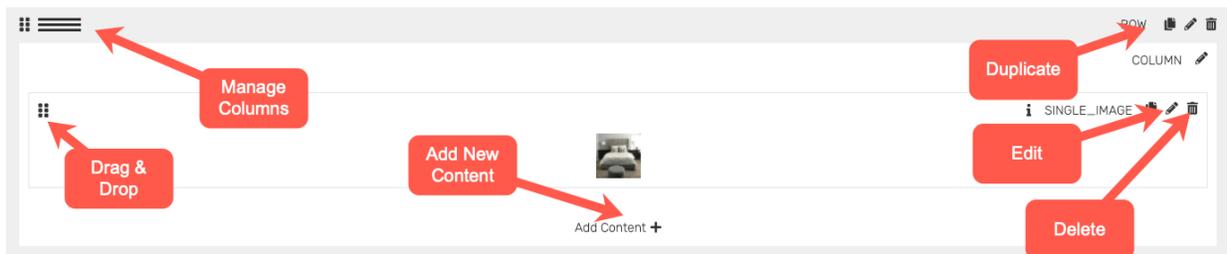
1. Select the **Add Content +** icon at the top of the container to insert content.



## 2. Insert the page element for your content.



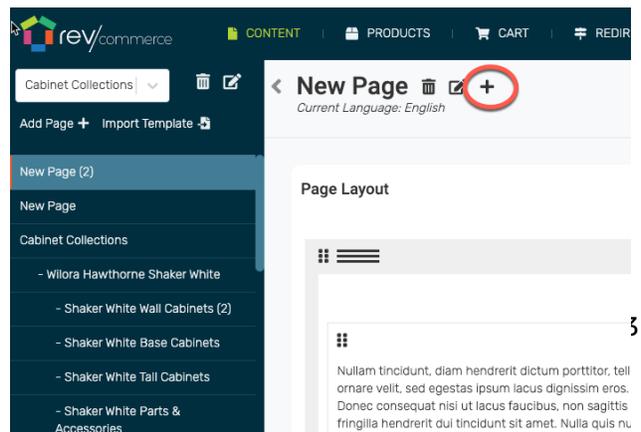
## 3. Edit your content. The following controls are available for any given page element



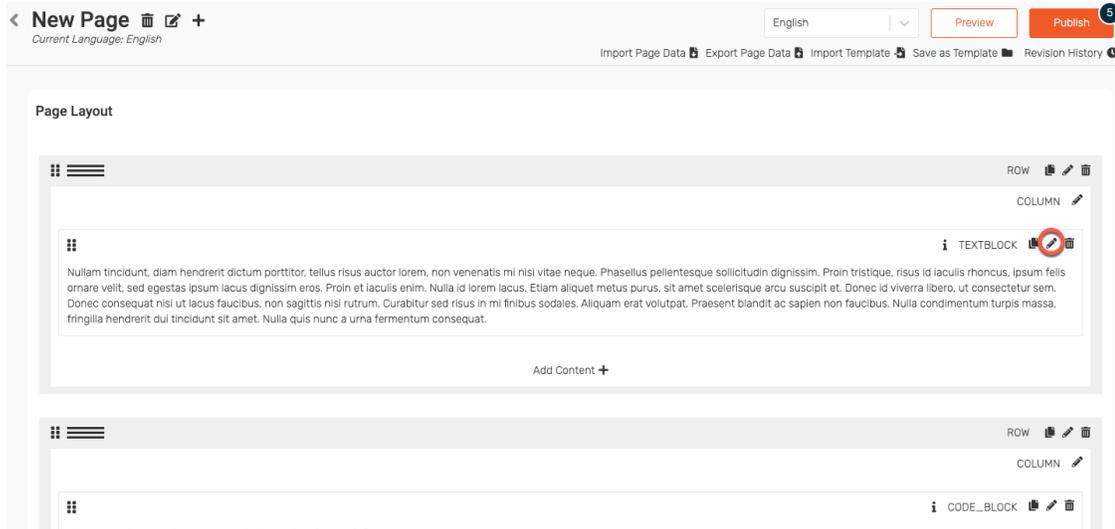
## Using text blocks

To insert a text block:

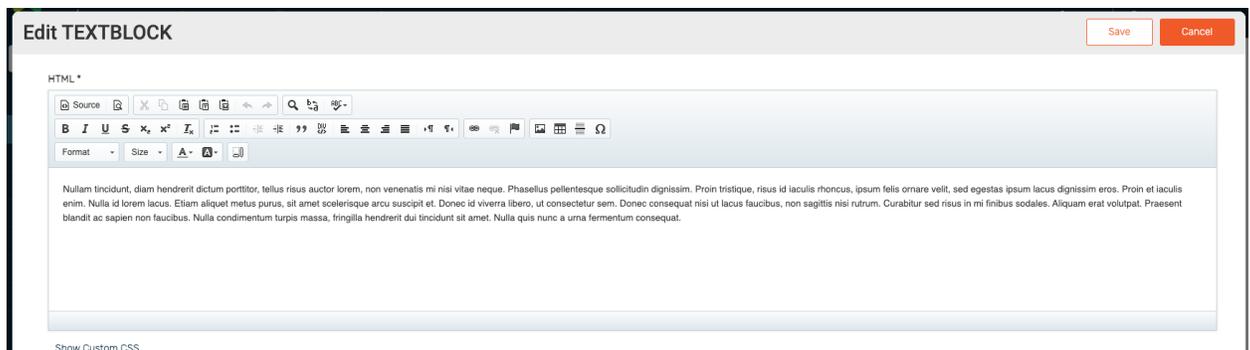
1. Click **Add Content** and then click on the Text Block content type.



2. To edit the text, click the Edit icon at the top right of the content box. From there you can insert your text.



3. Write and format your text with HTML and CSS formatting.
4. Highlight your text and click on the B to make your text bold, or the I to make your text italicized.
5. Edit the text heading style, bullet or number items.



The text that you see in the box will appear in the same style on the page.

## Inserting links into text blocks

To insert a link into a text box, highlight the text and click on the link icon.

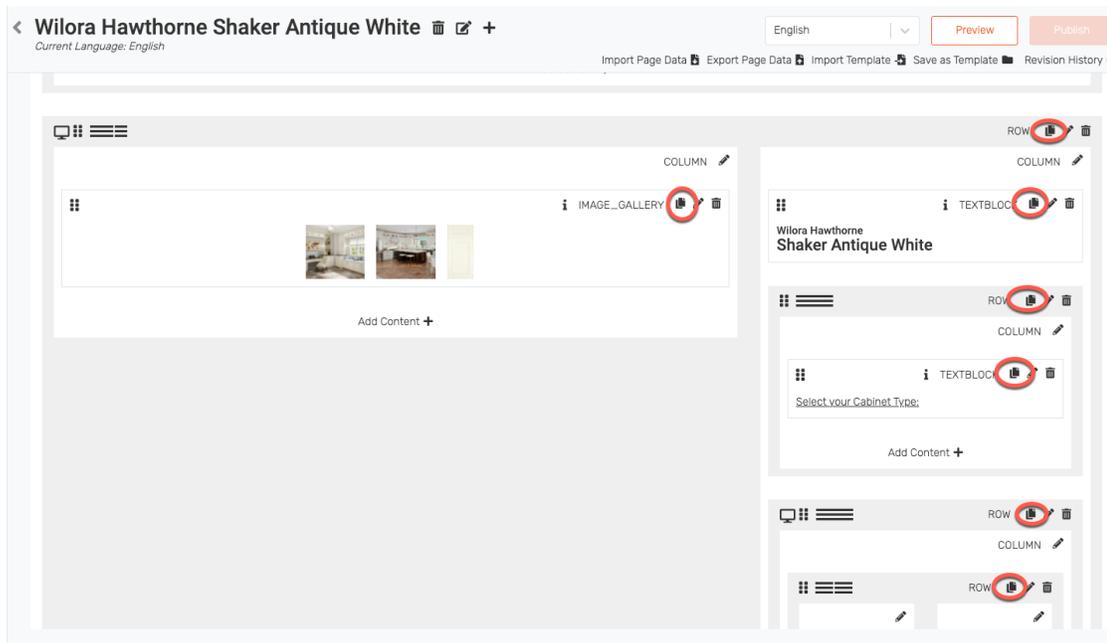
To insert a link into the HTML text box,

1. Specify the target as:
2. <a href=" ">.
3. Add the URL text within the quotation marks.
4. Finally, add a to indicate where the link ends.

For more information on HTML see [HTML Core Concepts](#).

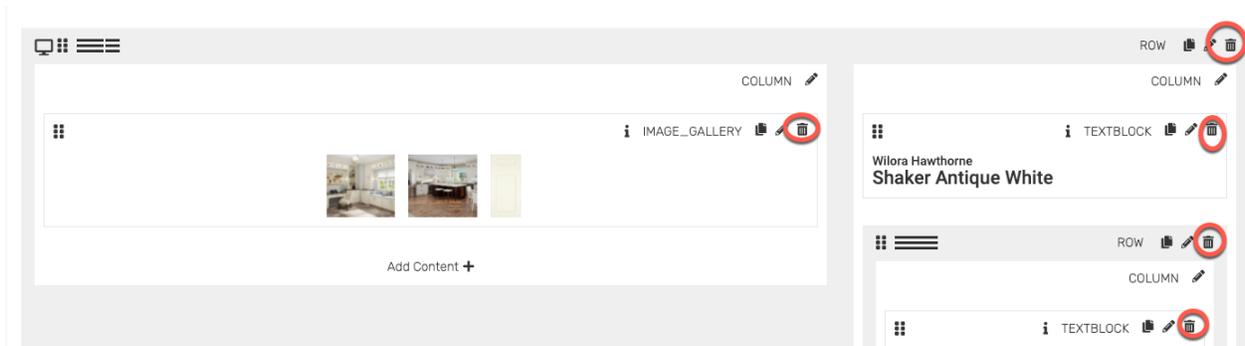
## Duplicating Content

To duplicate a row or content type, click on the duplicate button on the desired row or content block. Content at any level may be duplicated. For instance, the entire content block may be duplicated as well as one single image.



## Deleting Content

To delete a content block, click the  at the top of the content box.



## Adding images and other media

### Using Images

To insert an image:

1. Click **Add Content**
2. Click on the Image content type such as **Image** or **Image Gallery**. The box will automatically populate with your most recent image.
3. To change the image, click the Edit icon at the top right of the content box.
4. You can insert an image URL as well as the width, alt text, and body text.

### Editing or deleting an image

To edit an image:

1. Click the Edit icon at the top right of the content box.
2. Enter options such as the width, alt text, and body text.

To delete an image, click the x at the top of the content box.

## Setting a banner image

To insert a banner image:

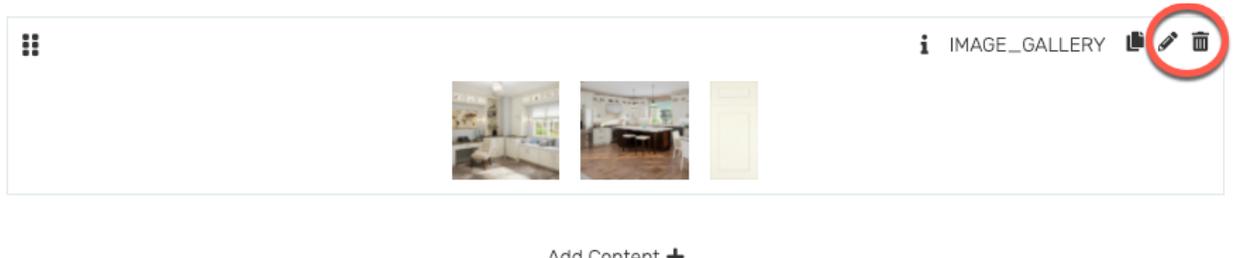
1. Click Add Content → **Banner**. The most recently linked banner will be added.
2. Change the image, or adjust the image style, click on the edit icon to bring up options.

## Insert an image row or slide show

To insert an image row or slide show image:

1. Click **Add Content** → **Slide Show** or **Add Content** → **Image Row**.
2. The most recently linked images will be added. Click on the edit icon to bring up options.

To change the images, or adjust the image style, click



on the edit icon to bring up options. Click the bottom arrows to change options for each image.

## Inserting video, audio or other file type

To insert a video:

1. Click **Add Content** → **Video**. The most recently linked banner will be added.
2. To change the video, click on the edit icon to bring up options. You must link to the video from Youtube or other video hosting source.
  1. When adding the URL link from Youtube, it needs to be in the following format <https://www.youtube.com/embed/>

## Adding social media elements

1. Select **Add Content** → **Social**.

2. Select the Edit icon at the top right of the box to insert your Curalate site.
3. Link your Curalate social platform where you can add Shoppable Content, User-Generated Content or influencer marketing.

## Forming a custom component

A business user can add a form to any page using the Custom\_Components content block.

This content block will render two fields that need to be filled out for referenceID and parameters.

1. Within the referenceID field, enter "contactForm"
2. Clicking **Save & Publish** will display the contact form on the front end with the following fields: First Name, Last Name, Email, Phone Number, Your Message, & Attach Image.

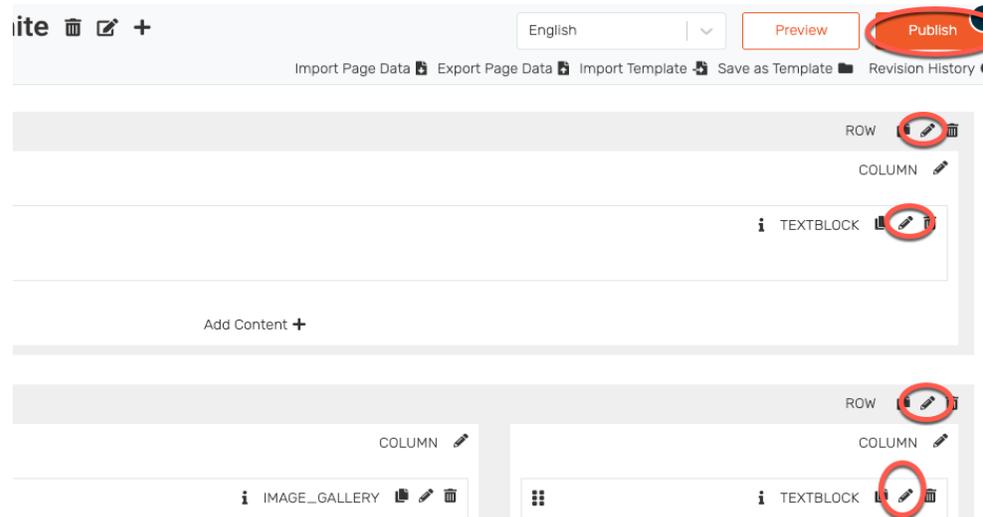
This will also include a **Submit** button: The form will send information to a custom email address.

Check out this video on how to add a contact form.

<[https://drive.google.com/open?id=1-5jKTNMLsqbSShShZcxwJW3uYnnRW7I\\_](https://drive.google.com/open?id=1-5jKTNMLsqbSShShZcxwJW3uYnnRW7I_)>Editing existing content

## To edit your content:

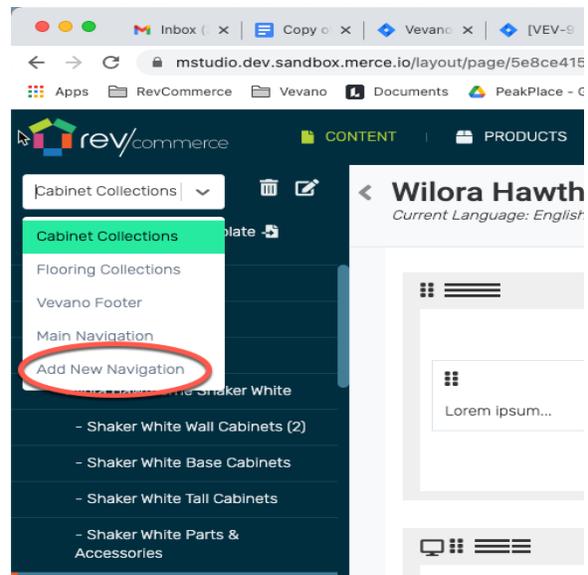
1. Click on the Edit icon at the top right corner of the content type.
2. There you can edit your content. To publish the changes to the site, click **Publish**.



## Multiple Navigation Menus

Most pages will have both a header and a footer for easy navigation. To add a new navigation menu,

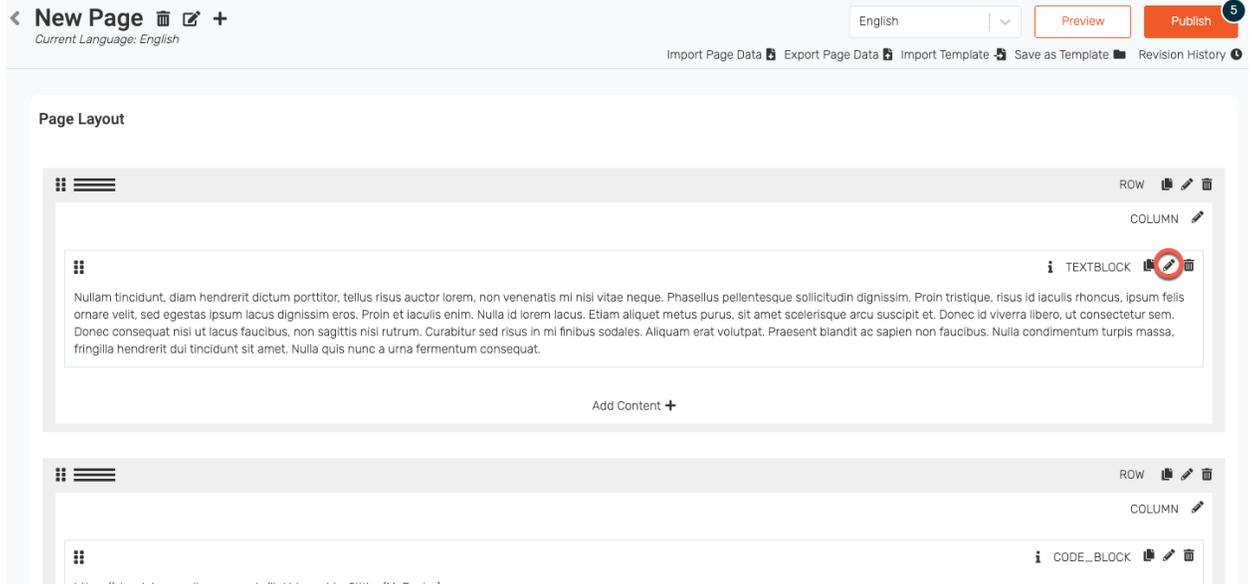
1. Select **Add New Navigation** in the navigation dropdown.
2. Enter a title, tag, and new page title.

A screenshot of the 'Add New Navigation Set' form. The form has a title bar with 'Add New Navigation Set' and 'Save' and 'Cancel' buttons. Below the title bar, there are three input fields: 'Navigation Set Title \*' with a placeholder 'Enter Navigation Set Title', 'Navigation Tag' with a placeholder 'Enter Navigation Tag', and 'Page Title \*' with a placeholder 'Enter Page Title'.

## Optimizing content for display sizes

To show or hide an element for screen size, use the “Visibility Break Points” setting.

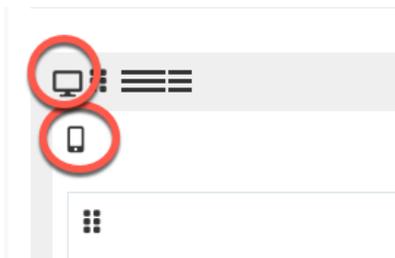
1. Click the Edit icon on the element you wish to show or hide.



## 2. Select an option in the dropdown for **Visibility Break Points**

### 3. Click **Save**

By selecting “Desktop Only” the element will be visible only when the page is viewed on a desktop-sized screen. Similarly, the “Tablet Only” option will hide the element on all screens larger or smaller than a tablet. To confirm your settings, an icon will appear next to the element in RevCommerce Studio with the screen sizes that the element will be visible to.



### Visibility Breakpoints:

Choose a Breakpoint \*

Always Visible

Visible All

Desktop Only

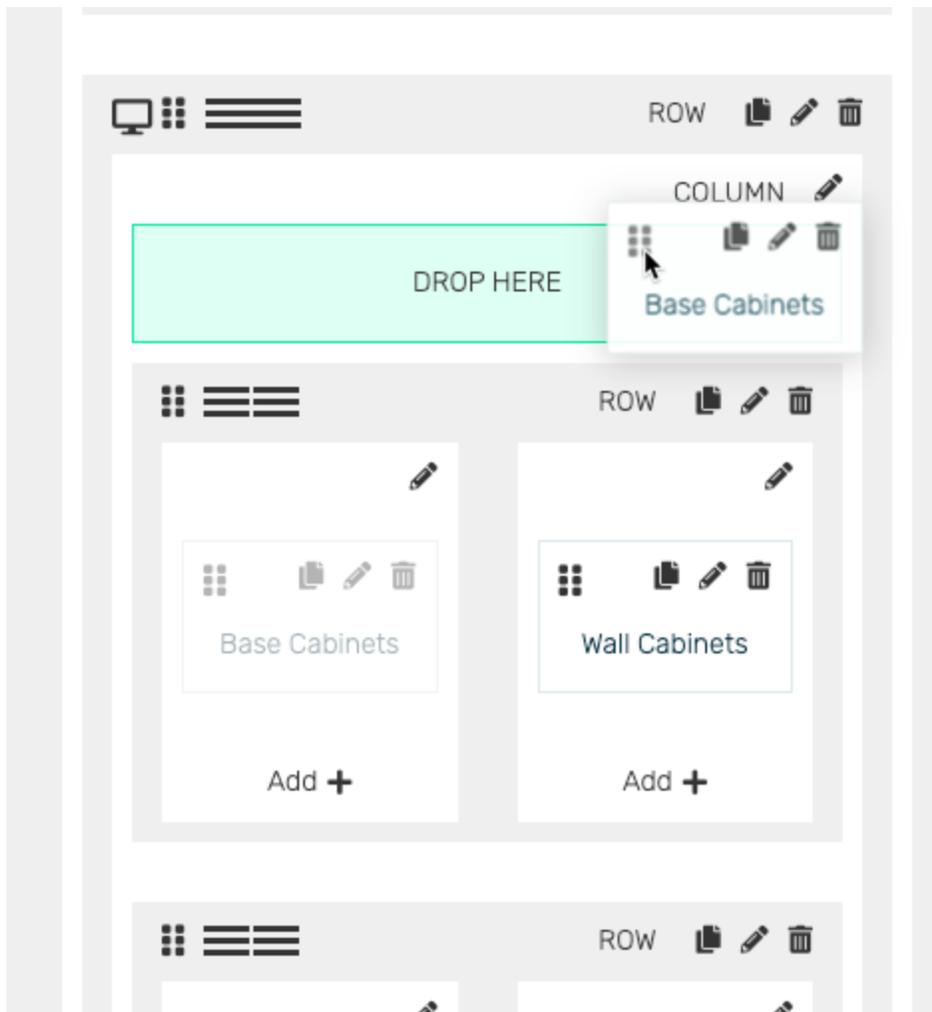
Desktop & Tablet Only

Tablet Only

Tablet & Mobile Only

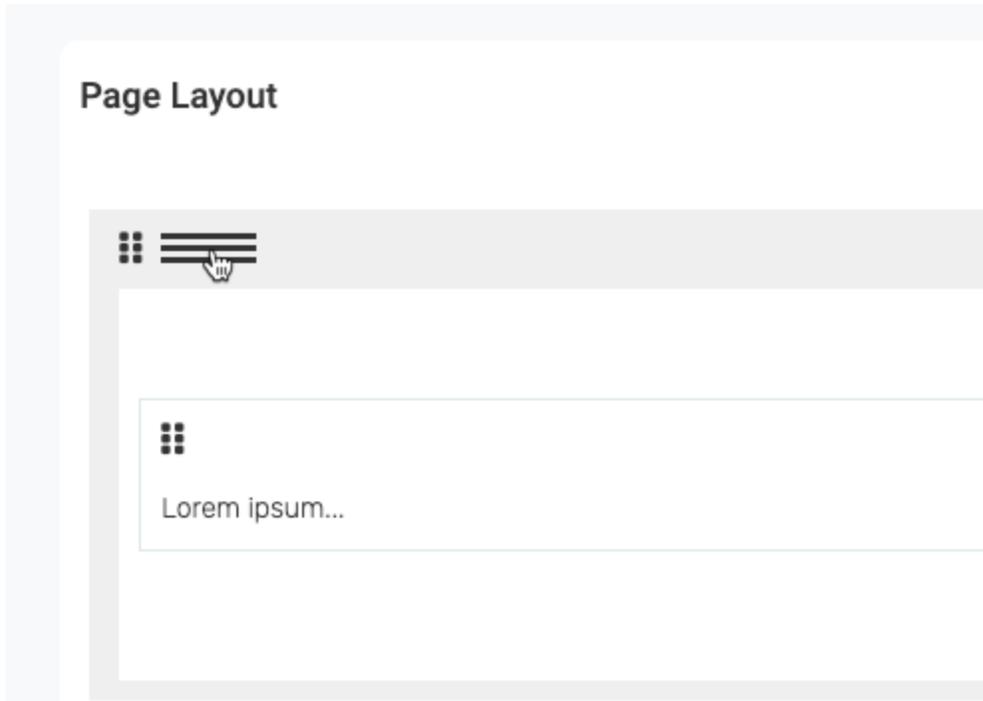
## Laying out content

All content, including columns and rows, can be laid out by dragging and dropping. To select a block to move, drag the top right corner to the desired location.

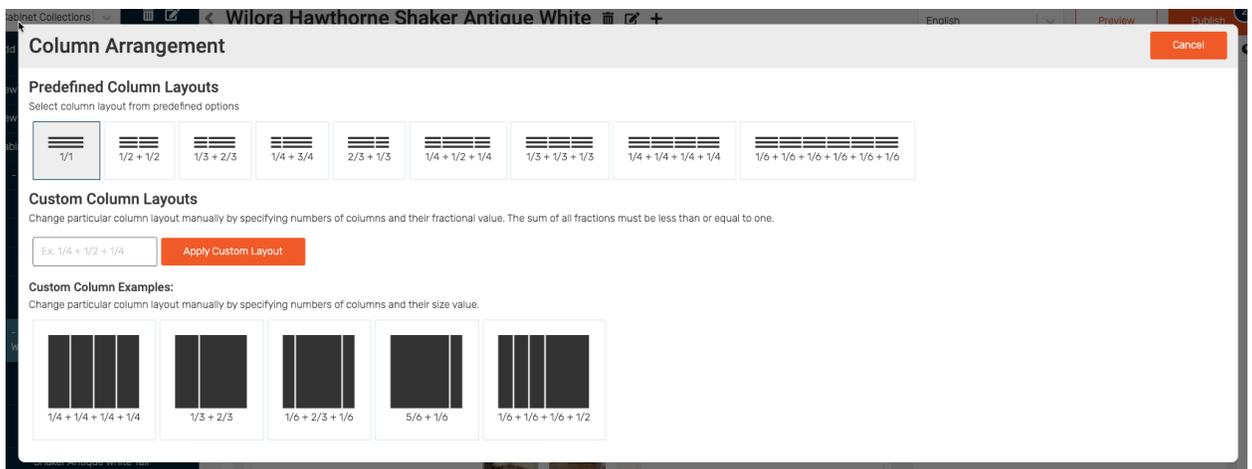


To separate your content into columns:

1. Click on the column icon in the top left corner of a row.



2. Select either a predefined column arrangement or insert your own by fractional value.

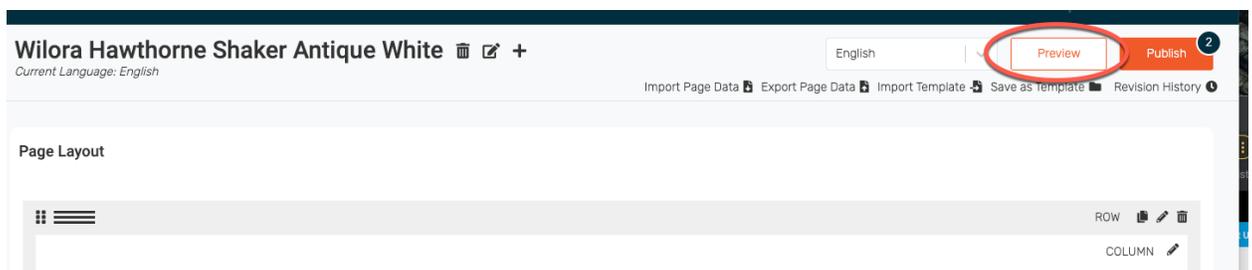


Note: RevCommerce has a standard 15-pixel margin. To customize your margins to extend to the edges of your browser, set your Margins to -15 to

offset the automatic margins. Make sure both margins (left and right) are set the same to ensure symmetry.

## Previewing and publishing

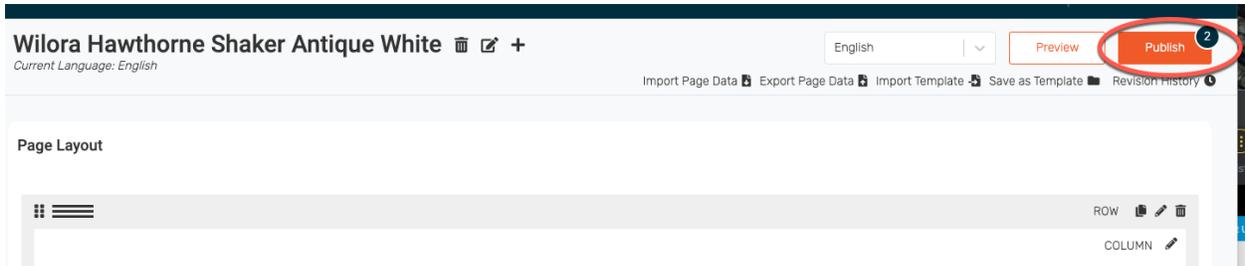
To preview your revisions, click on the **Preview** button. This will show the changes on the site on mobile, tablet and desktop.



## Saving and publishing content

Content will be automatically saved as you edit. Once you are done editing:

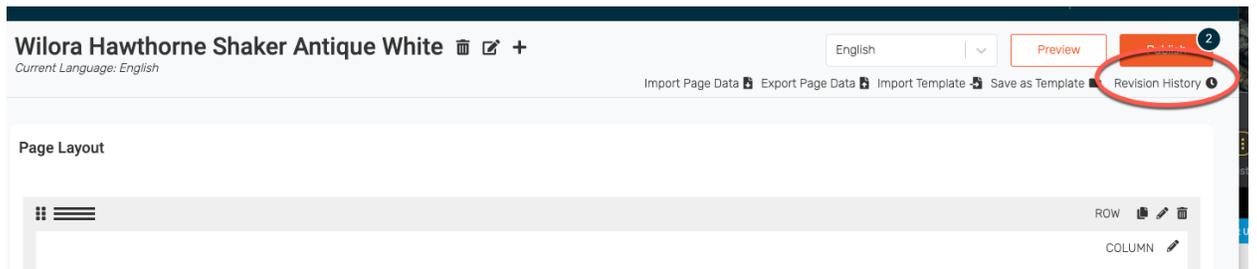
1. Click **Preview** to view your changes.
2. Click **Publish** to publish the page on the live site.



## Viewing revision history

To see your revision history:

1. Click **Revision History** below the publish button.

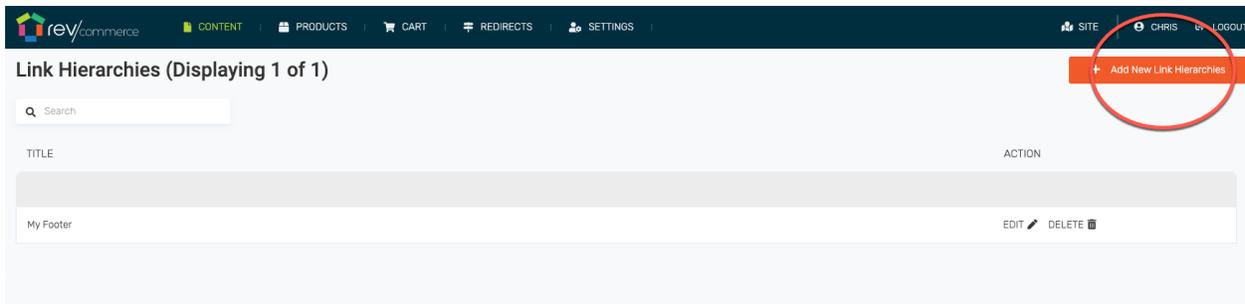


2. View all previous revisions as well as the user who made the changes.
3. To preview the revision, click **Preview**

## Navigation: Linking Hierarchies

Linking hierarchies allows you to easily define navigational structures via drag and drop interface in studio without having to commit to creating a whole page or category. Flexible blocks are supported in multiple languages.

1. Navigate to **Content** → **Navigation**
2. Click on **Add New Link Hierarchy**



3. Type in a name for the new hierarchy, then click on **Edit Hierarchy**
4. You will be presented with a drag and drop interface that allows you to easily add/update/remove links. You can nest or have a flat structure.



5. Hit 'Save Hierarchy' to save the structure locally, then hit 'Save' to save to the api.
6. The collection of pages will be available at the following URL:
  - <https://strapiUrl.com/linkhierarchies?title={theTitleOfYourHierarchy}>

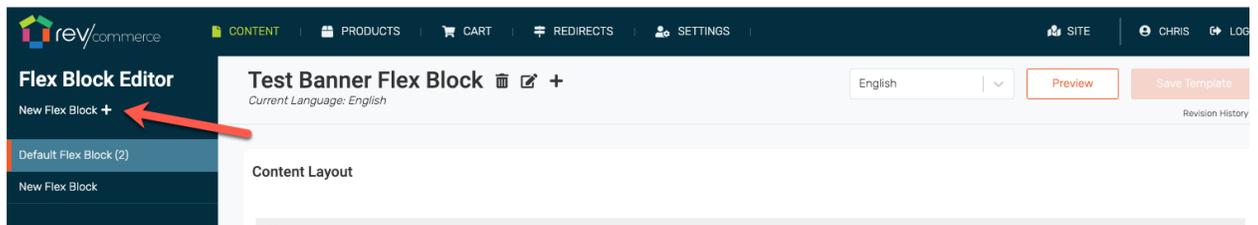
## Flexible Blocks new!

Flexible Blocks, or, Flex Blocks can be used to add content to a page outside of the margins of the RevCommerce Studio page. For example, you can use a flex block to insert an ad or guide on a page of your choosing. While similar to content blocks, flex blocks support the entire library of page components.

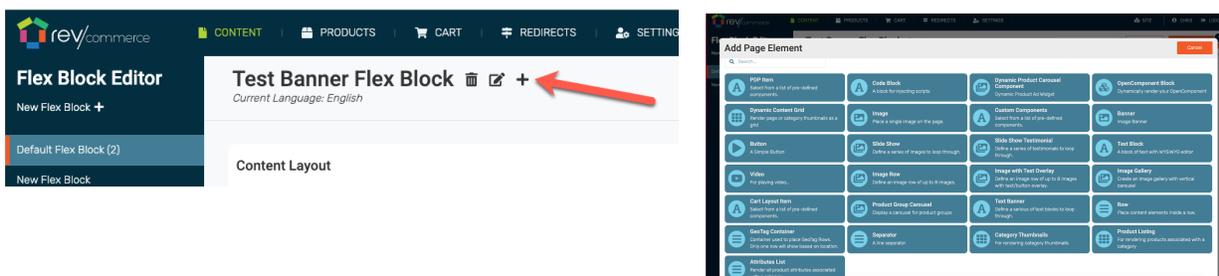
## Working with Flex Blocks

Navigate to **Content** → **Flex Blocks**

Click **New Flex Block** or click on an existing block to edit.



After creating or choosing a block you may open the component library and organize the block using the same options and functionality as a static page.

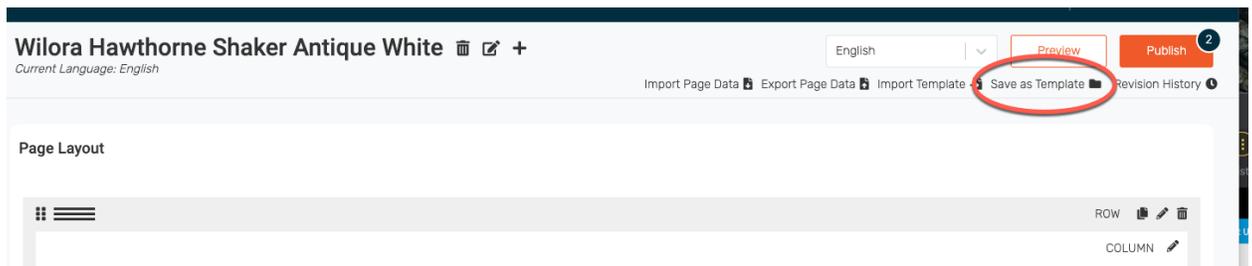


When your block is designed, a member of the technology team can place it on any page required as a one-time task; but the block content can always be modified using the steps above.

# Page Templates

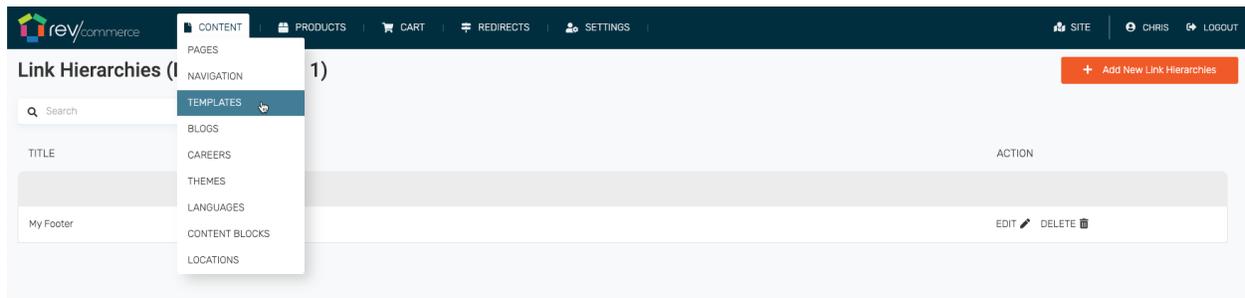
## Create

To create a template from an existing page, navigate to the desired page and click **Save as Template**.



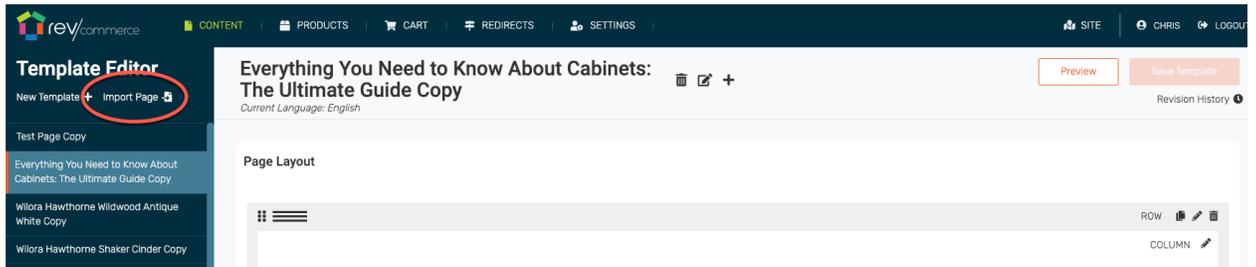
## Managing page Templates

To view and edit your page templates, select templates from the content dropdown menu.

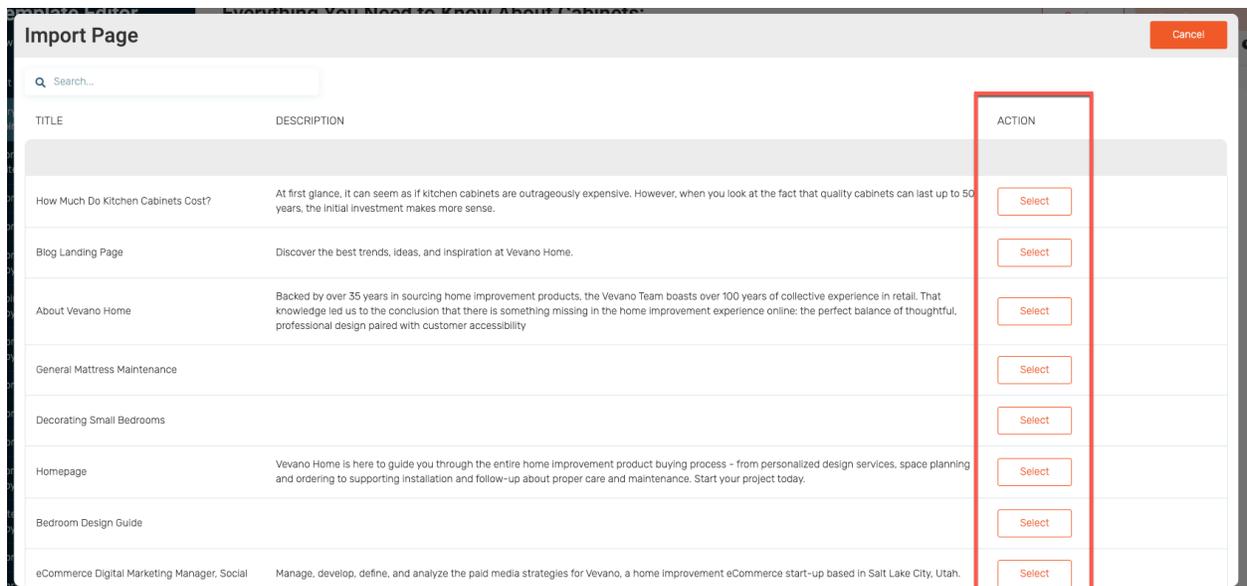


To create a page based on an existing template:

1. Click on the **Import Template** icon.



2. Select the existing page to make the page a template.

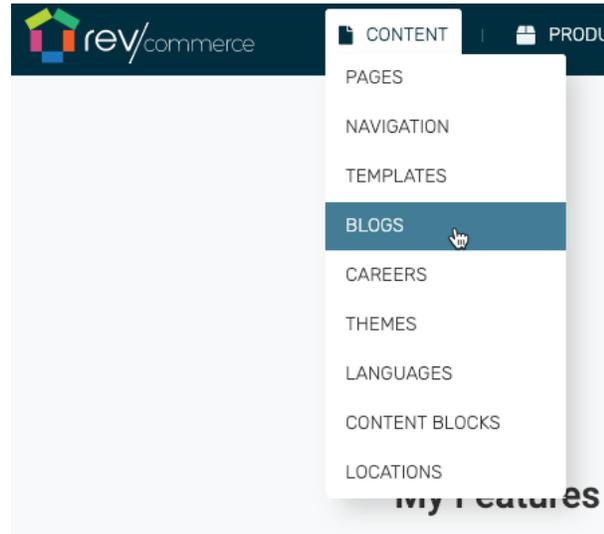


3. Your new page from the template will appear at the bottom of the navigation. Drag and drop the page to move it to your desired location.

## Using Blogs

To edit your Blog, select the **Blogs** icon in the upper toolbar. Here you can create, edit, and publish your blog posts. You can also add and edit blog categories in the toolbar.

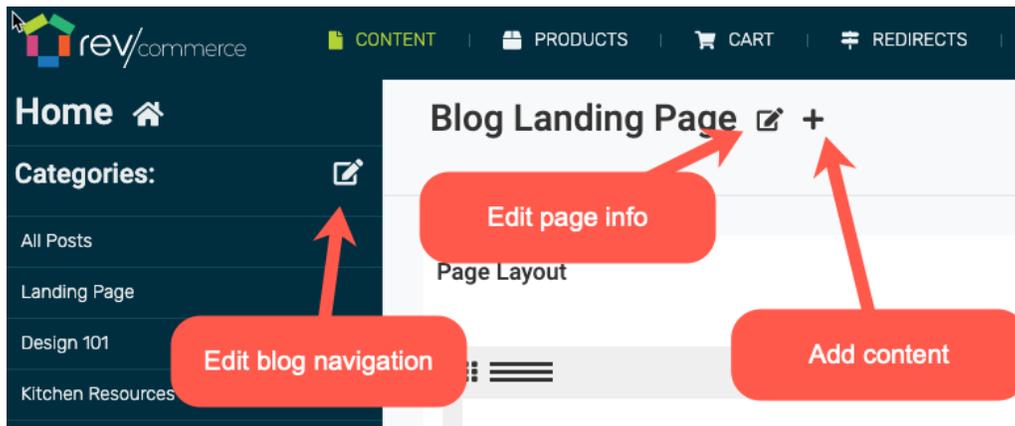
To view and edit the blog landing page click **Blog Home** at the top of the left toolbar. The landing page of your blog can be edited just like the other pages with content.



### Creating a blog landing page

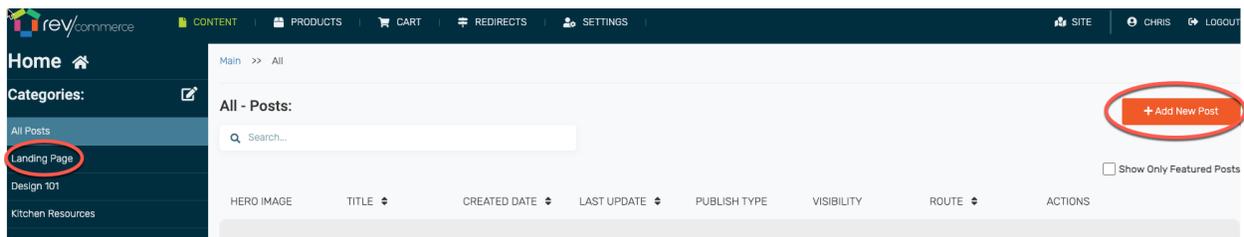
To add your blog posts to any page on the Blogs or Pages apps, simply use the Dynamic Content Block Renderer content type.

1. Click **Add Content** on the page you would like to place your blog in the desired location.
2. Click **Add New** and select **Dynamic Content Block Renderer**.
3. Under block type select Categories.
4. Under Category IDs, select the Blog Post that you would like to place
5. Click **Save**.



## Creating a post

1. To add a new blog post navigate to Blog or select the category your post should go into.
2. Click Add Post + to bring up the Add/Edit Blog Post Options.



3. From this page, you can add a title, route, and category for your post.
4. To add a thumbnail, insert an image URL into the Thumbnail field. To insert a banner image on the blog post, enter the banner image URL into the Banner image field

**Add / Edit Post** Save Cancel

**Basics:**

Title \*  Route \*  Associated Categories \*  Featured Blog No

Thumbnail URL   Banner Image URL   Visibility \*

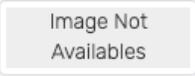
Preview Text

Tags   
Add multiple tags using comma separator. e.g.: lighting, fans, home interior

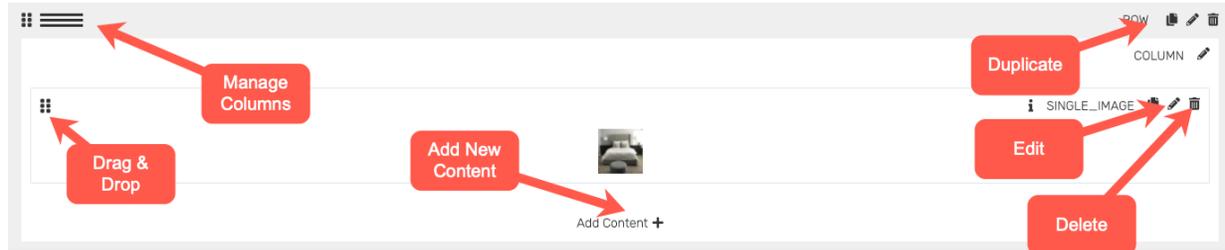
**SEO:**

To add content to your post, click the post name; then, insert the text into the blog post as you would a RevCommerce Studio page. Format with HTML tags.

**All - Posts:**

HERO IMAGE	TITLE	CREATED DATE
	My New Post	4/7/2021
	Balancing Between Practicality, Functionality, and	8/7/2020

Edit your content as you would on a RevCommerce Studio page.



## Editing posts

To edit your blog, select Blogs from the upper toolbar. From there you can view edit your blog landing page. By selecting All Blog Posts on the left toolbar, you can view all your posts, current and upcoming.

## Publishing posts

To publish your blog post immediately, select Immediate in the Publish dropdown of the Add / Edit Blog Post menu box. To schedule a post for later, select Schedule in the dropdown and enter the desired publish date and time.

## Blog categories

To begin creating your blog, add a blog category in your product categories.

- 1) Go to the **Products** app
- 2) Click the **Meta** icon in the toolbar
- 3) Click **Categories** in the configuration items
- 4) Add a new category with the **Add New Category Trees** button in the top right corner
- 5) Enter a title for your Blog Category. We recommend naming it "Blog". Your category will now be displayed in the toolbar of the **Blog** app.

If you want to categorize your blog posts further, simply add a new category to the Blog category tree.

- 1) Click the **Edit** icon in the toolbar next to "Blog Categories"

- 2) Click the **+** Button on the category you would like to give a subcategory
- 3) Click on the subcategory to rename it

## Changing Blog Post Categories

To create categories for your blogs, create a new blog page. On the blog home page, select the **Edit** icon on the left toolbar. To add new categories, click **Add+**. Drag and drop the new category to the desired location in the site map.

## Renaming Blog Post Categories

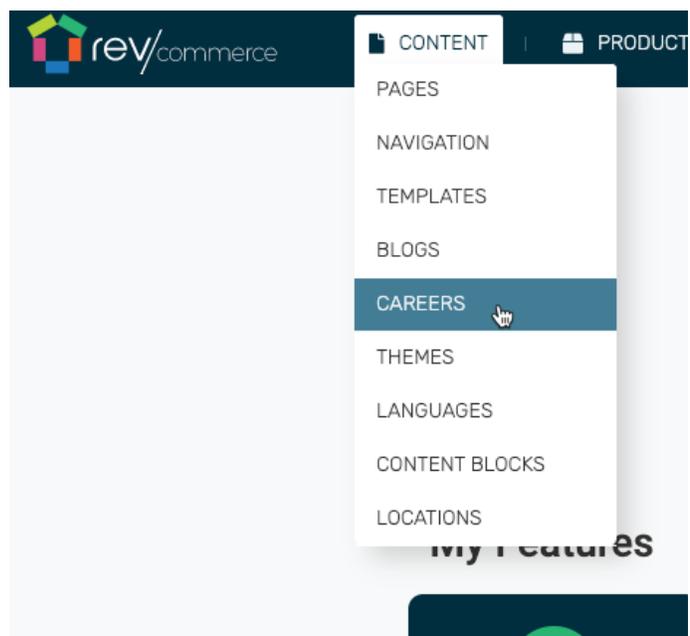
To rename the category, click **Save** and then select the new category in the left toolbar. Click the **Edit** icon next to the current name to change the name and bring up options

## Publishing Blog Posts

To publish your blog post immediately, select Immediate in the Publish dropdown of the Add / Edit Blog Post menu box. To schedule a post for later, select Schedule in the dropdown and enter the desired publish date and time.

## Using Careers

To view and edit your careers page, select the **Careers** icon in the upper toolbar. Here you can import create and edit your job postings. You can also filter and categorize your postings in the toolbar.



## Editing Pages in Careers

To edit pages in careers, follow the same guidelines listed in the **Pages** section.

## Creating New Job Posts

To view all of your job postings, click on **All Posts** in the toolbar. To add a new job listing, click **Add Post** button on the top right. This will open the Add/Edit Post menu.

From here, add a title to your job, route (what the URL will look like), category, a banner, thumbnail image. Add a description to complete your post.

## Editing Job Posts

To edit your posts, simply click on the **Edit** button under **Actions**. This will open the add/edit post menu. To delete a post, click on the **Trash** icon under actions.

## Using Career Categories

By selecting a category from the dropdown menu in the add/edit post menu, you can categorize your job postings by department so that the post can be sorted by the user on your site (i.e. marketing, technology, operations).

To edit these categories, click on the **edit** icon next to **Career Categories**. From here, you can drag and drop your categories into any order or add categories with the **Add+** button. Save your changes with the **Save** button.

## Themes

### Selecting a theme

On the dashboard upper toolbar, click on **Themes**. The theme page allows you to select your color and style choices. Select from an existing theme or input your own.

## Adding and Changing your Theme

To add a new theme, click the top right **Add New Themes** button to bring up the theme editor. The theme can be named, and applied to one page or applied to the entire site. Input colors by hex color code. Or click on the text to bring up a color selection box. The down arrows will change the color input to RGBA, HSLA, or hex color code. Color can be selected for each element of the site.

To edit an existing theme, click on the theme name to bring up the **Edit Theme** toolbar.

Once saved, selected color options are visible on the **Themes** dashboard.

## Changing Font and Font Size

From the theme page, select a theme by clicking on the theme name. After selecting your colors, fonts and font sizes can also be selected in edit theme menu.

## Saving and Activating Themes

To save your new or edited theme, click **Save** at the bottom right of the Edit Themes toolbar. Once you're ready to activate your theme on your site, click **Activate** in the right column of the theme page.

## Languages

RevCommerce's language capability allows you to create versions of your site in multiple languages so that customers can browse using the language of their choice.

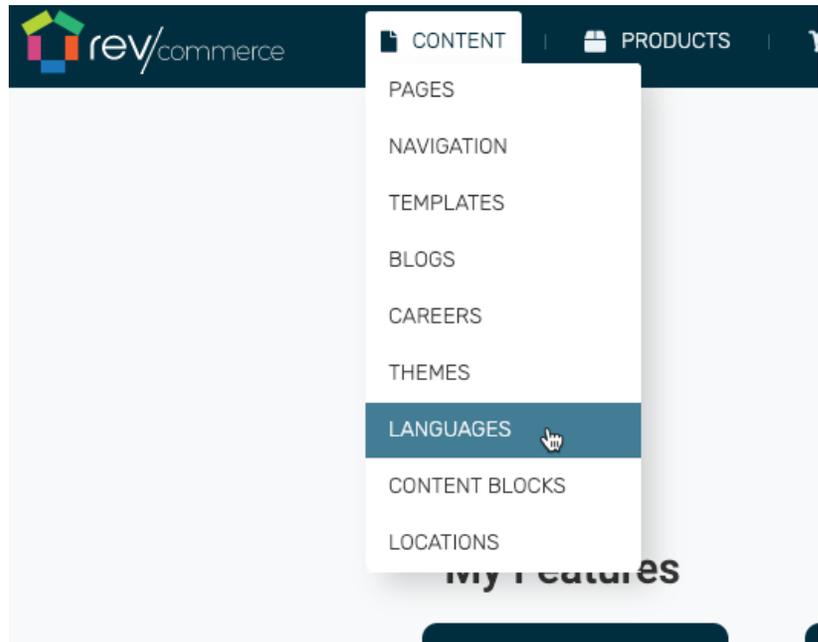
### Changing content language designation

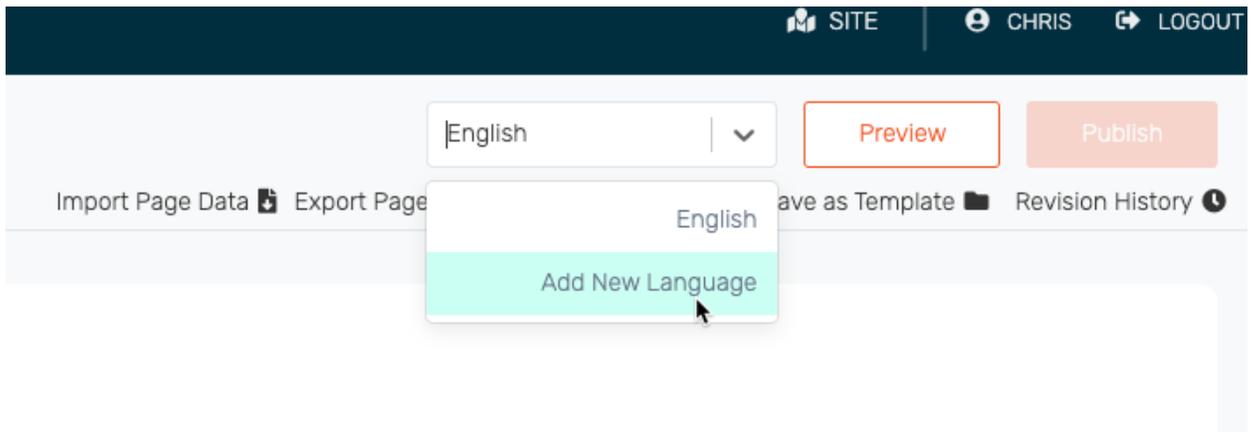
To add a new site language:

1. Select **Add New Language** from language dropdown in the top right corner of your page.
2. Enter the title of the new language, e.g. 'Japanese'.
3. Enter the locale code for the language in the title, e.g. "ja"
4. Click 'Save'

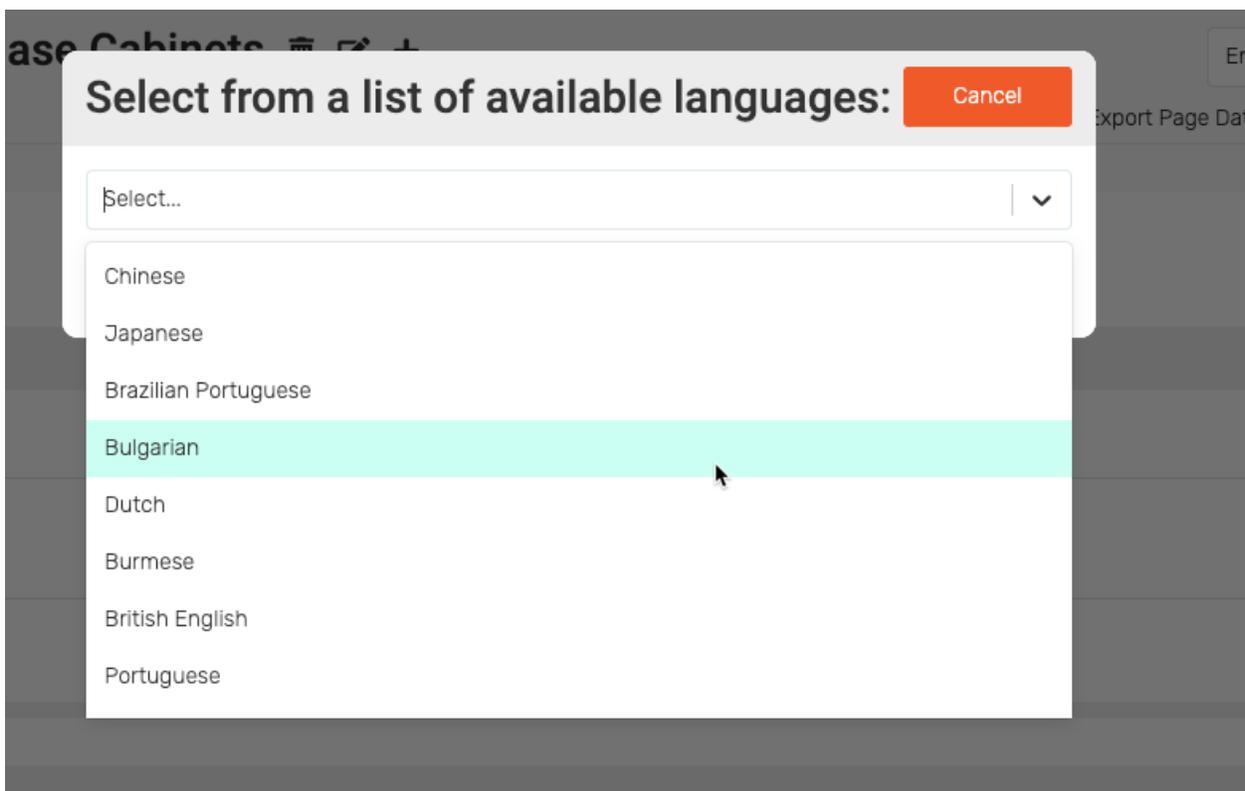
Once saved, the language is added to your site master language list. You can apply the language code to new or existing pages by selecting the option to 'Add new language' from the language drop down menu near the top right of the product page layout application.

5. Navigate to any Product Metadata page or Product page in Studio and click on edit / add. There will be a language selection dropdown at the top of each form. This will allow you to toggle between language specific fields for your respective datasets.





6. Add a new language by clicking **Add New Language**

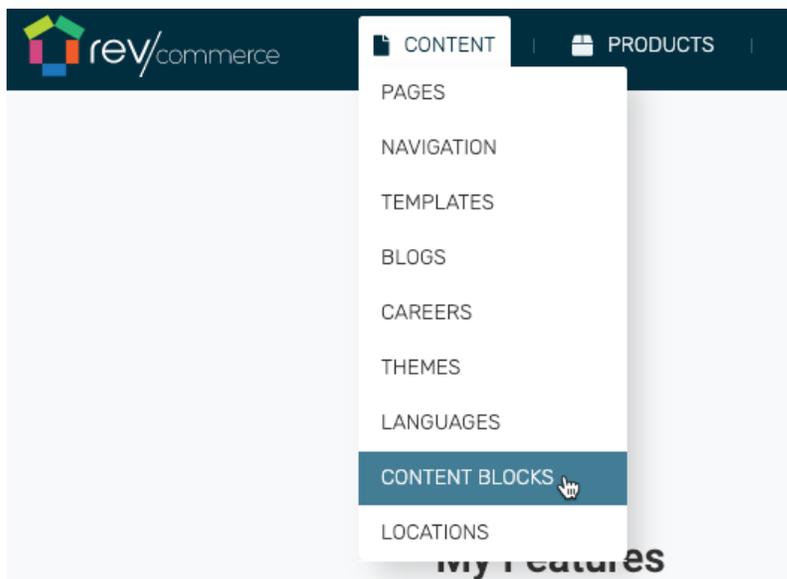


7. Select the language of your choice and click 'Use This Language'

## Using Content Blocks

Content blocks can be used to add content to a page outside of the margins of the RevCommerce Studio page. For example, you can use a content block to insert an ad into the margin of all of your product pages without having to add the content individually.

To add and edit content blocks, navigate to **Content Blocks** in the content dropdown.



To add a content block:

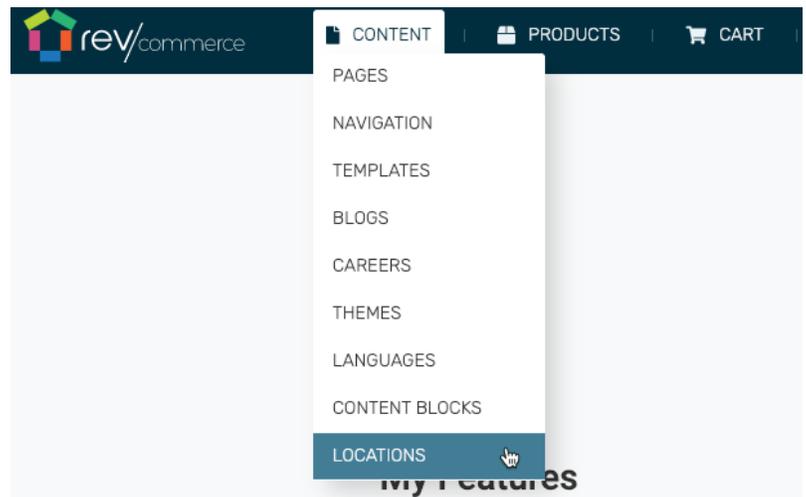
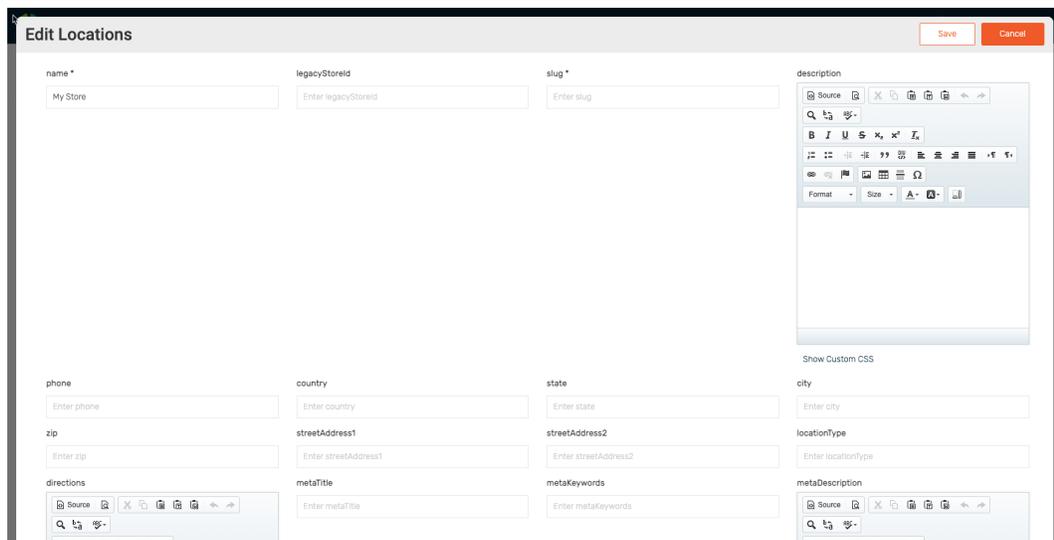
1. Click the **Add New Content Block** button.
2. From there, you can add either text or html content.
3. Configure the options such as Tags, Block ID, Order, Publish settings, and GeoTagging options.
4. Click **Save**.

## Locations

Locations for physical stores can be added to the site using the Locations feature.

To add locations:

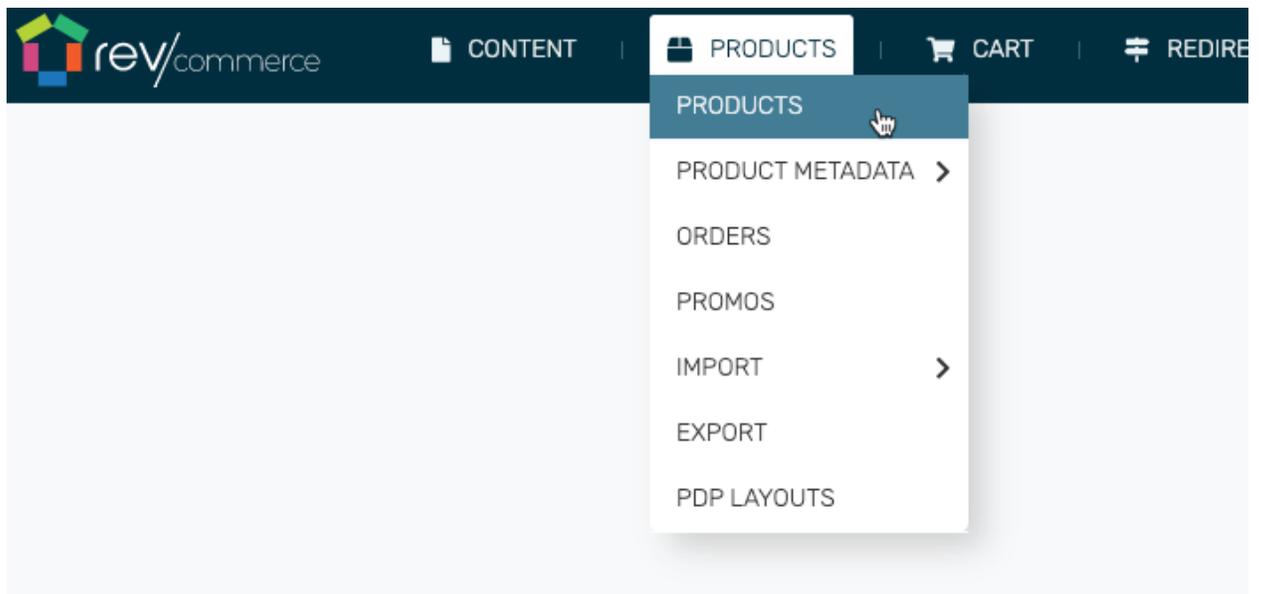
1. Navigate to Content → Locations
2. Click **Add New Location**
3. Enter required and additional location information as desired.
4. Click **Save**
5. Your technical team will then be able to create a custom component to place the content block to your specifications.



 A screenshot of the 'Edit Locations' form in the rev/commerce admin interface. The form is titled 'Edit Locations' and has 'Save' and 'Cancel' buttons in the top right corner. It contains several input fields for location information:
 

- name \***: My Store
- legacyStoreId**: Enter legacyStoreId
- slug \***: Enter slug
- description**: A rich text editor with a toolbar and a text area.
- phone**: Enter phone
- country**: Enter country
- state**: Enter state
- city**: Enter city
- zip**: Enter zip
- streetAddress1**: Enter streetAddress1
- streetAddress2**: Enter streetAddress2
- locationType**: Enter locationType
- directions**: A rich text editor with a toolbar and a text area.
- metaTitle**: Enter metaTitle
- metaKeywords**: Enter metaKeywords
- metaDescription**: A rich text editor with a toolbar and a text area.

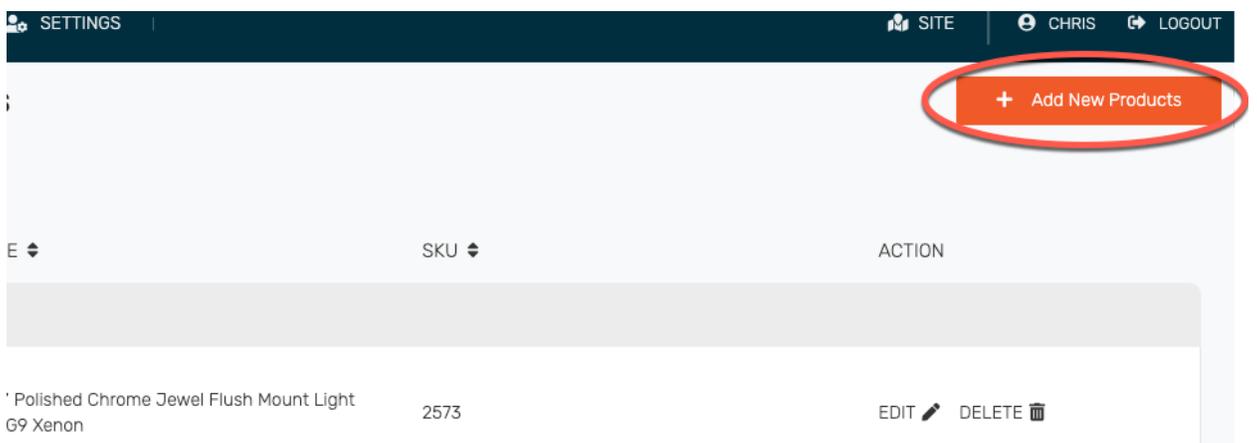
## Managing Products in RevCommerce Studio

To view and edit your products, select the **Products** icon in the upper toolbar. Here you can import, create and edit your products. You can also edit filters and attributes in the toolbar.



### Adding New Products

To add a new product, click the **Add New Products** button on the top right.



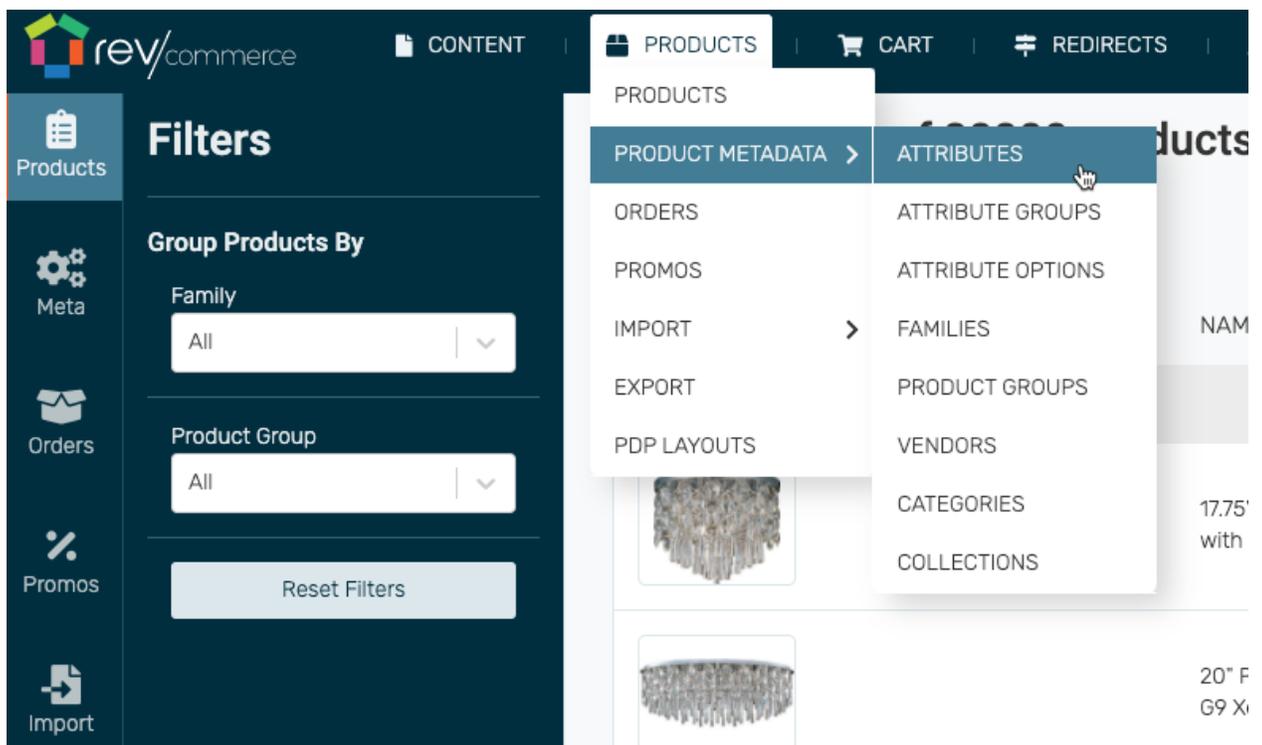
The edit product options will allow you to select attributes of the product so that it can be sorted by the customer (i.e. beds, chairs). You can also insert the name, barcode SKU, price and thumbnail URL.

Add a short description to your product with HTML formatting (85 characters). Add pricing information on the left, as well as sale pricing on the right if applicable. To add an image to your new product, click on the **Image** tab.

Click **Save** to save your new product and close the window. `

## Adding and Editing Attributes

Attributes are the options that you can categorize your products by (ex. Size, color, finish). To view all of your available product attributes, select the **Meta** icon to create and edit your attributes. There are some automatically listed attributes. Simply click on the attribute to edit the name, order, type, and group.



To add a new attribute, click on the **New Attributes** in the top right corner. Here you can edit all fields of the attribute including label, prop name (how the URL will appear), field type, display type, associated group, and options.

Options will allow you to add dropdown options for you to assign to each product. For example, if you are adding options to the “color” attribute, your options would be all of your available product colors. This will allow you to assign a color dropdown menu to each product so that users can select a color.

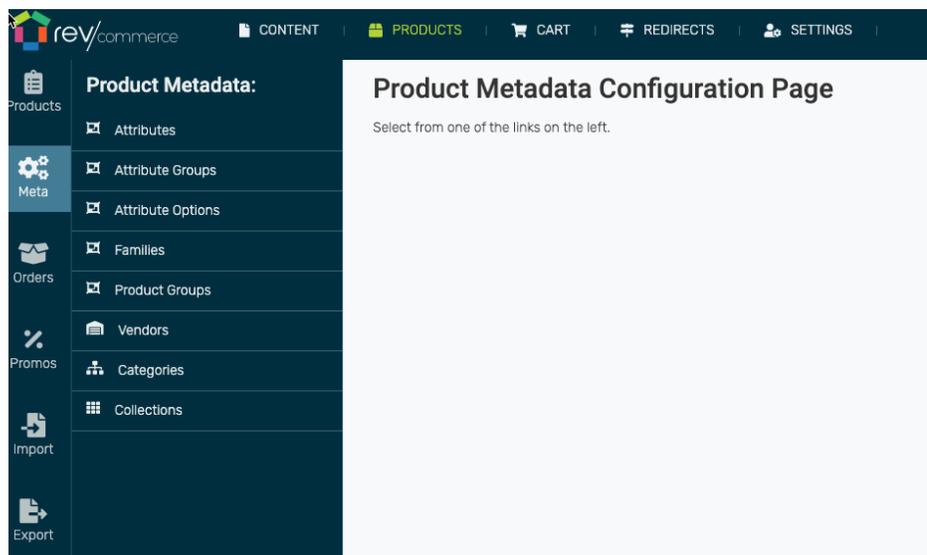
All options for every product can be found and edited under **Attribute Options** in the **Meta** toolbar.

## Selecting Attribute Groups, Families, and Product Group

Attribute groups can further categorize your products. You can select a label and sort order to your attribute groups for users to selectively view your products by attribute.

The product **Family** is the type of product listed. (e.g. Fans)

Using the toolbar, you can also edit attribute groups, options, families, and categories to further distinguish and sort your products.

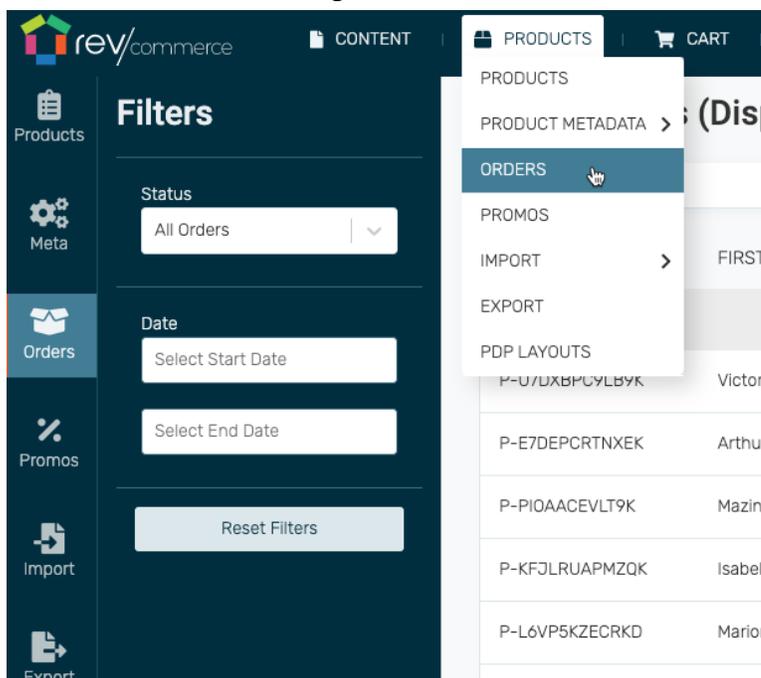


## Selecting Vendors and Shipping Dates

For each product, you can list which vendor the product will ship from. To edit vendors, click on **Vendors** under **Meta** in the toolbar. To add a new vendor click **Add New Vendor**. Here you can add a name, and number of items in stock. You can also enter shipping rules including ship type, inventor position, process days, ERP Buffer Days, and Minimum and Maximum ship days. Click **Save** to save new vendor.

## Viewing Orders

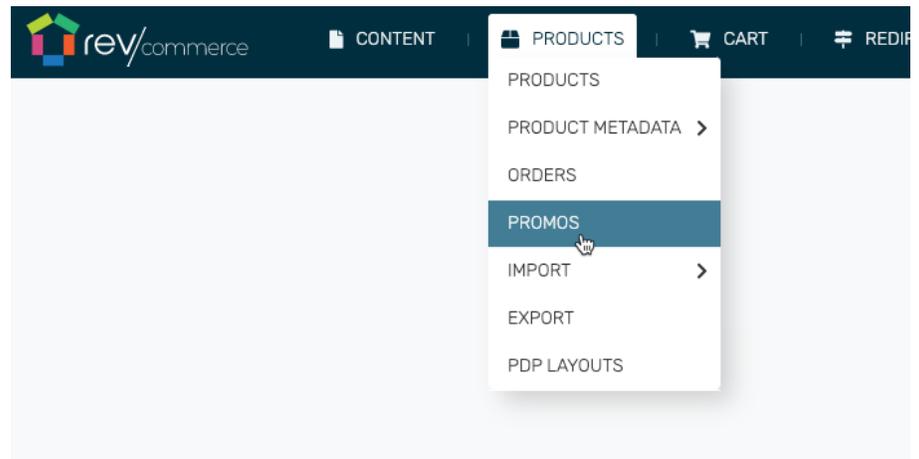
To view your orders click **Orders** in the product toolbar. Here you can view all submitted orders along with their information.



## Using Promos

To add a promotion to your products click on the **Promos** icon in the toolbar. To add a new coupon click the **Add New Coupon** button in the upper right corner. Add a coupon code, start and end date.

Then you can enter the rules of the coupon including discount type, amount discounted and the minimum spend level to receive the coupon.



## Importing New Items

To import a product, image file or attribute, click the **Import** icon in the toolbar. In the top right corner, click **Add New Import**. Enter the label, import type, endpoint, method, body, target content type, process type.

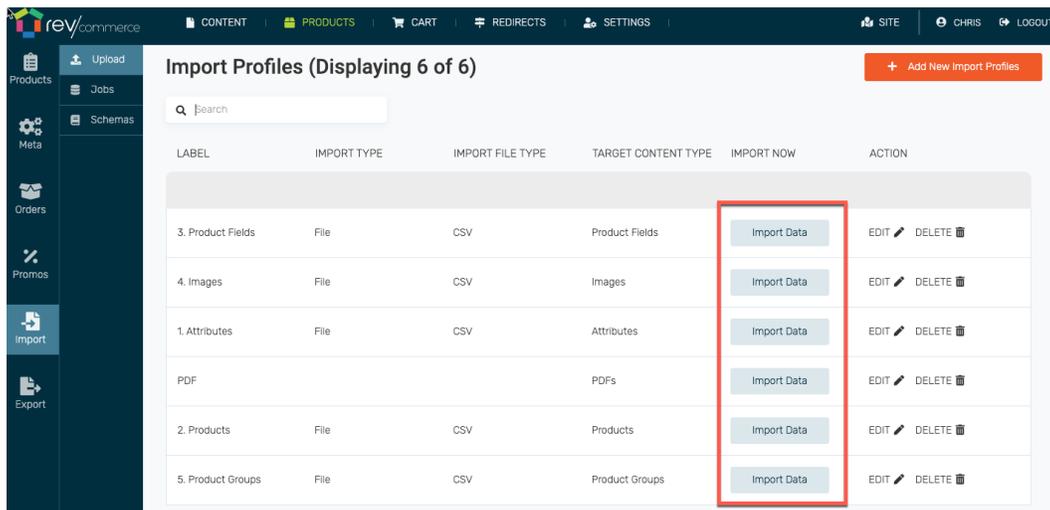
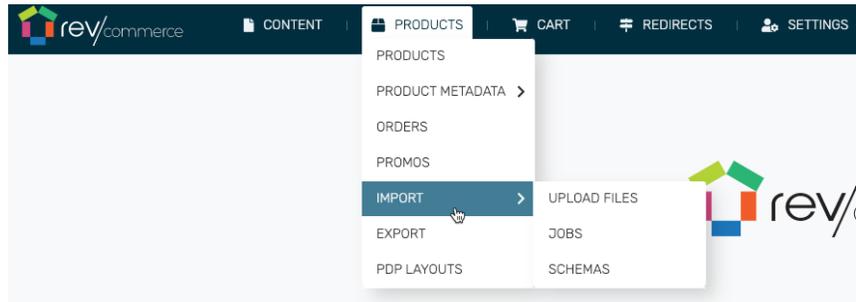
**Note:** maxBulkUpload is how many items get sent to the server per cycle, and BulkStagger determines how long to wait per cycle. Recommended MaxBulkUpload is 200 and Recommended BulkStagger is 100.

Click **Save** to import.

## Importing Product Catalogs

To import a product catalog, select the **Import** icon in the toolbar. To

import Attributes, under Attributes click the **Import Data** button. To import products, under Products click the **Import Data** button. To import images, under Images click the **Import Data** button.



The Data Importer window will open.

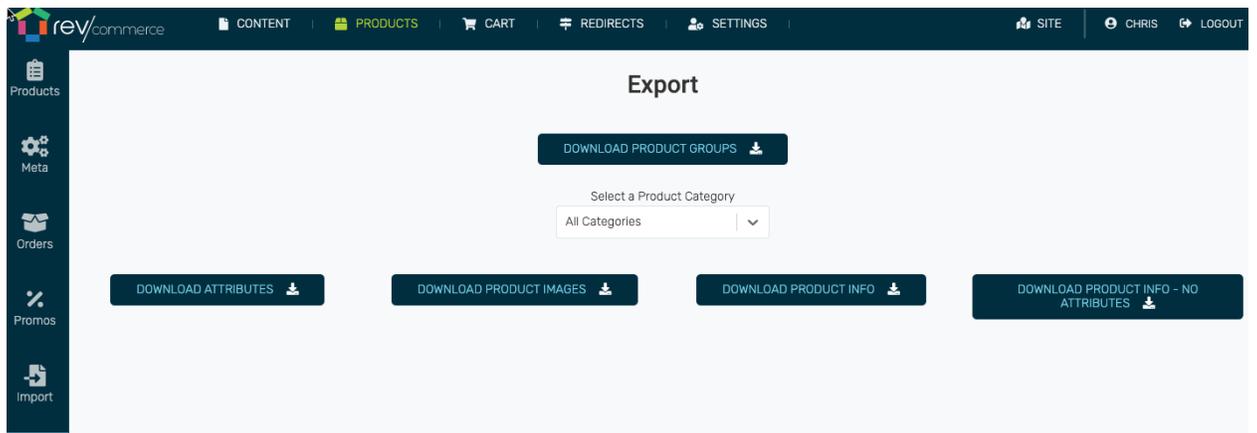
1. Enter your Label, and import type, and then click **Choose File**.
2. Select either a CSV or JSON file from your computer to import.
3. Select your Target Content Type, Process Type, MaxBulkUploadCount, and BulkStagger.

**Note:** maxBulkUpload is how many items get sent to the server per cycle, and BulkStagger determines how long to wait per cycle. Recommended MaxBulkUpload is 200 and BulkStagger is 100

4. Click **Save** to import.

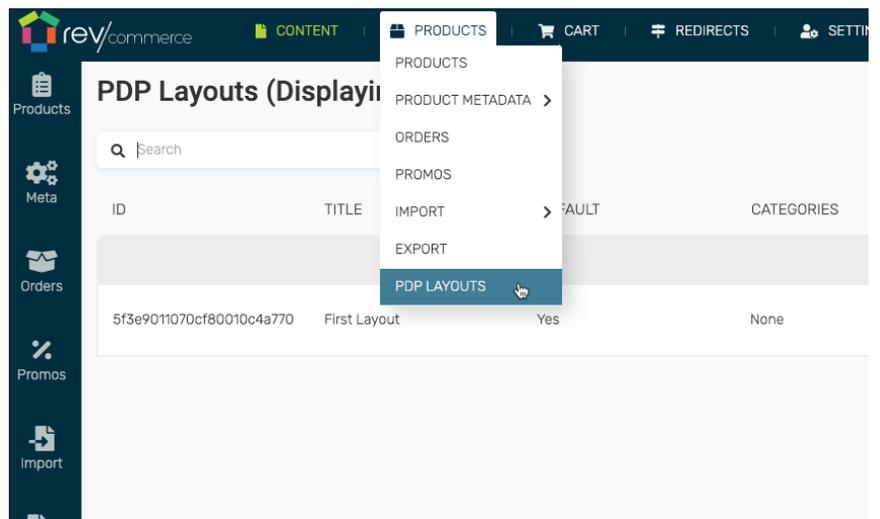
## Exporting Products

Products may be exported for management outside of the system. Users may download images, attributes, products and product information by product group or product category.



## Managing Product Detail Page Layouts

With RevCommerce, you're not limited to a single page layout. Just as products in the real world can be displayed differently, you can create custom page layouts for each product category you define.



To create a new product detail page layout, complete the following:

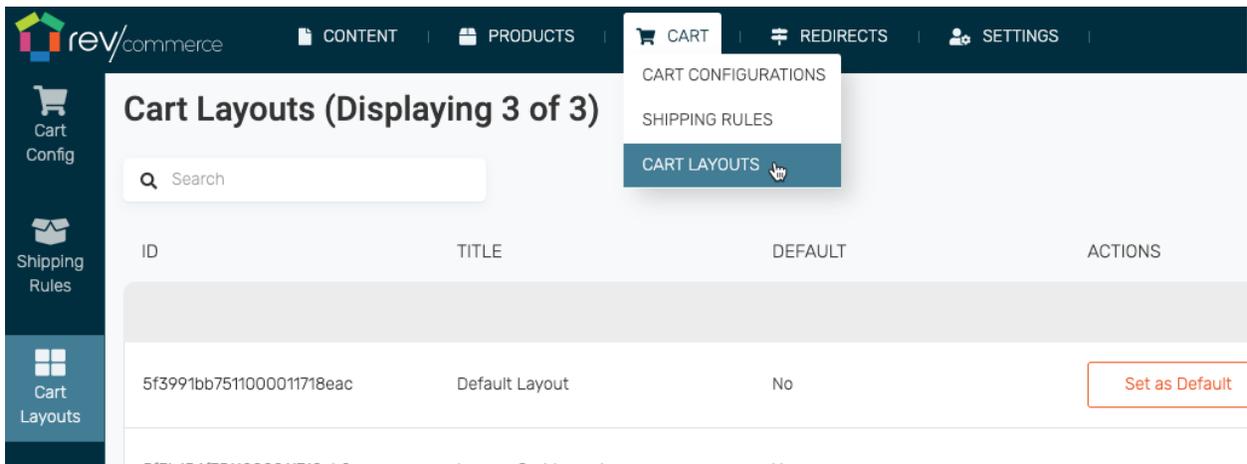
1. Navigate to Products, then PDP Layouts

2. RevCommerce will display any layouts that are already created
3. On the upper right of the screen select **Add new PDP Layouts**
4. Enter a title for the layout
5. Select applicable categories, more than one is permitted.
6. Click **Save**
7. The new layout will display in the list.
8. Click **PDP Layout** to enter the layout design screen.
9. Arrange and add content exactly as though creating a new site page.
10. Click **Publish** to publish the layout for the chosen categories.

## Cart Management in RevCommerce Studio

### Cart Layout

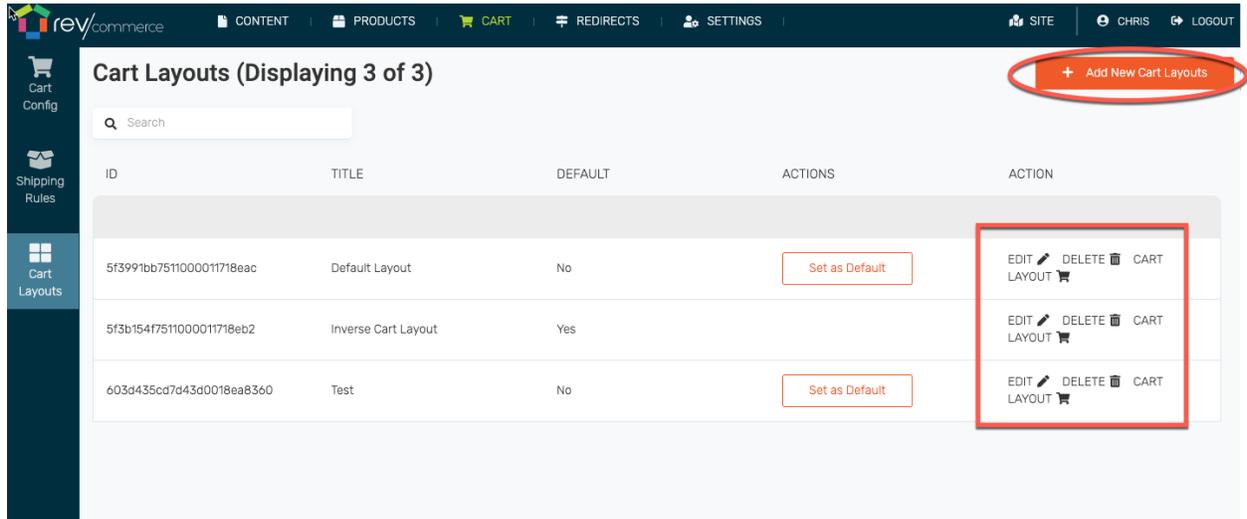
With RevCommerce you can customize your cart layout in the same manner as other pages (content, product, etc). To create a layout navigate to **Cart** → **Layout**



The screenshot shows the RevCommerce Studio interface. The top navigation bar includes 'CONTENT', 'PRODUCTS', 'CART', 'REDIRECTS', and 'SETTINGS'. The 'CART' menu is expanded, showing 'CART CONFIGURATIONS', 'SHIPPING RULES', and 'CART LAYOUTS'. The 'CART LAYOUTS' option is selected. The main content area displays 'Cart Layouts (Displaying 3 of 3)' with a search bar. Below the search bar is a table with columns for ID, TITLE, DEFAULT, and ACTIONS. The first row shows a layout with ID '5f3991bb7511000011718eac', TITLE 'Default Layout', and DEFAULT 'No'. A 'Set as Default' button is visible in the ACTIONS column for this row.

ID	TITLE	DEFAULT	ACTIONS
5f3991bb7511000011718eac	Default Layout	No	<a href="#">Set as Default</a>
...	...	...	...
...	...	...	...

To create a new layout, click **Add New Cart Layout**. To edit layout information, edit the layout or delete a cart layout choose the option specific to each layout. You may also set a default layout as an action for each unique layout.



Cart Config

Shipping Rules

Cart Layouts

### Cart Layouts (Displaying 3 of 3)

Search

ID	TITLE	DEFAULT	ACTIONS	ACTION
5f3991bb7511000011718eac	Default Layout	No	<a href="#">Set as Default</a>	<a href="#">EDIT LAYOUT</a> <a href="#">DELETE</a> <a href="#">CART LAYOUT</a>
5f3b154f7511000011718eb2	Inverse Cart Layout	Yes		<a href="#">EDIT LAYOUT</a> <a href="#">DELETE</a> <a href="#">CART LAYOUT</a>
603d435cd7d43d0018ea8360	Test	No	<a href="#">Set as Default</a>	<a href="#">EDIT LAYOUT</a> <a href="#">DELETE</a> <a href="#">CART LAYOUT</a>

## Settings

### Clearing the Site Cache

If you are having trouble viewing your live changes. Click **Settings** in the upper navigation bar to clear the cache.

### Creating Multiple Sites

RevCommerce Studio has the ability to have multiple 'sites.' A site is a collection of pages with their own hierarchy of how they relate to each other. These can be used for franchise users so that they can be assigned a site and curate only that site. Here are the necessary terms:

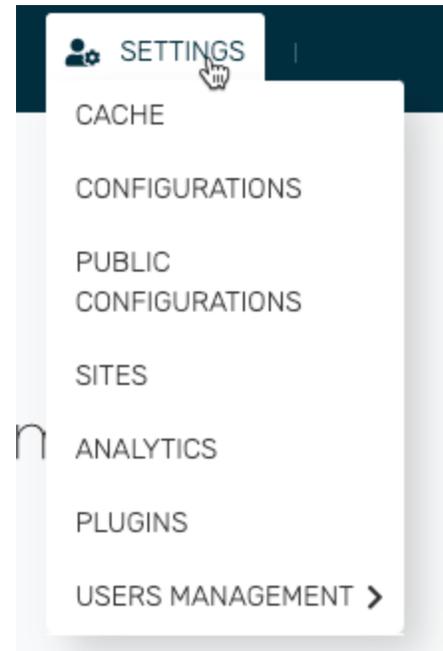
**Site:** A collection of navigation trees. When a user is associated with a site, and they log in to studio, they will ONLY see navigation trees associated with that site.

**Navigation Tree:** nothing more than a collection of pages. They are used for defining a navigation structure in the header or footer.

**Page:** A block or collection of content.

**Page Content Block:** Images, Video, Text Fields

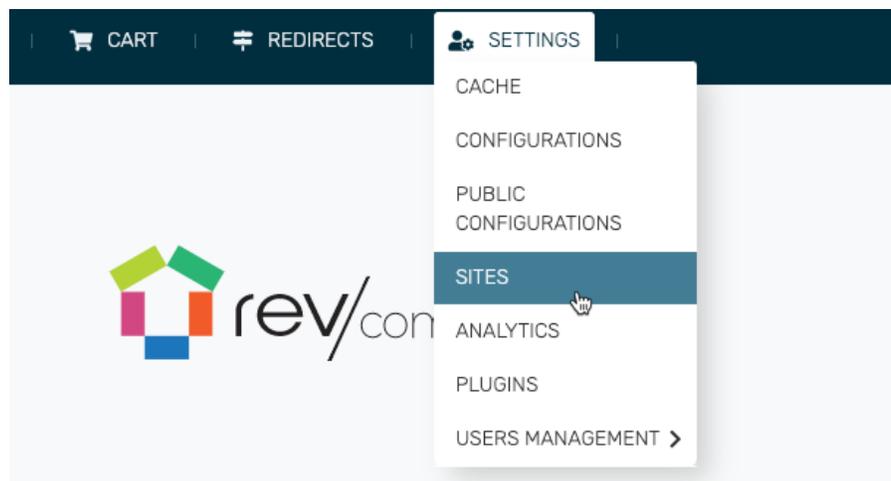
A user that is not assigned to a specific site, can curate all sites.



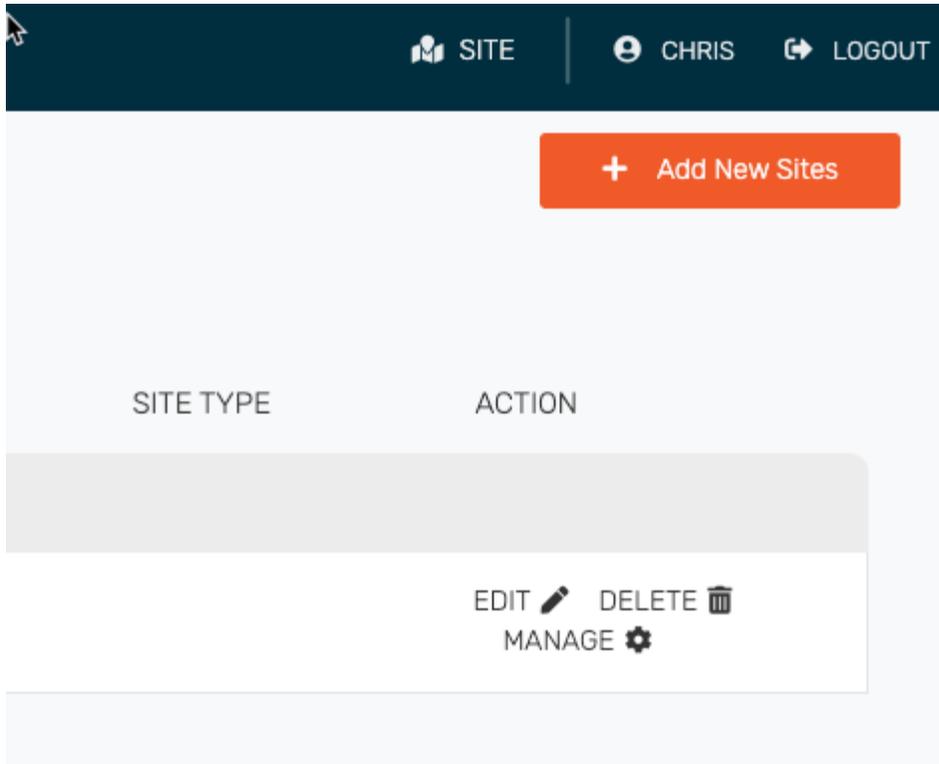
### Setting Up a New Site

To create a site:

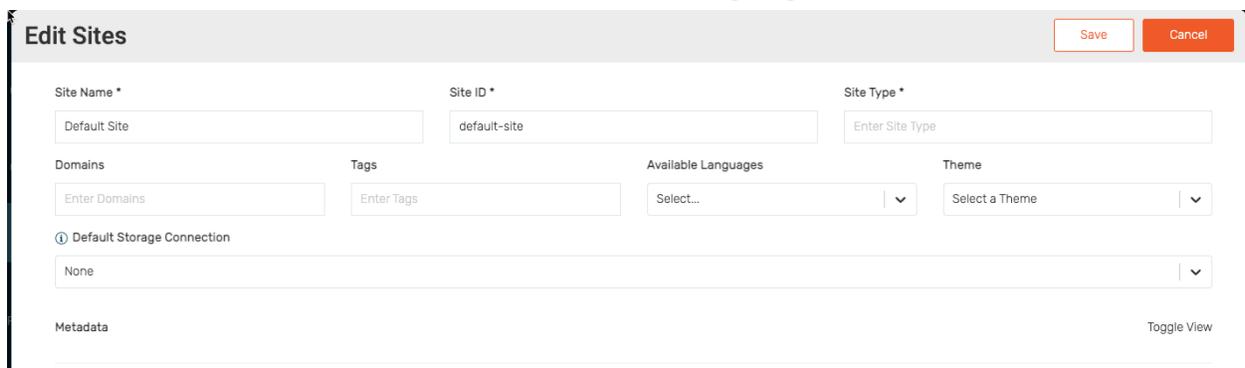
- 1) Select **Sites** in the **Settings** dropdown.



2) Click **Add New Site** in the top right corner.



3) Enter a site name, site ID, and available languages for the new site.

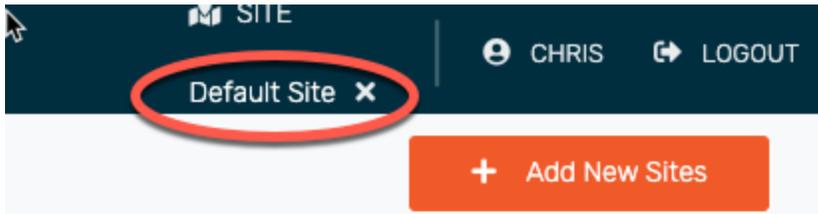


The 'Edit Sites' form contains the following fields and options:

- Site Name \***: Text input field with 'Default Site' entered.
- Site ID \***: Text input field with 'default-site' entered.
- Site Type \***: Text input field with 'Enter Site Type' placeholder.
- Domains**: Text input field with 'Enter Domains' placeholder.
- Tags**: Text input field with 'Enter Tags' placeholder.
- Available Languages**: Dropdown menu with 'Select...' and a downward arrow.
- Theme**: Dropdown menu with 'Select a Theme' and a downward arrow.
- Default Storage Connection**: Dropdown menu with 'None' and a downward arrow.
- Metadata**: Section header with a 'Toggle View' link.

Buttons for 'Save' and 'Cancel' are located in the top right corner of the form.

Once you create a new site, you can switch between sites with a dropdown menu located in the top navigation bar.



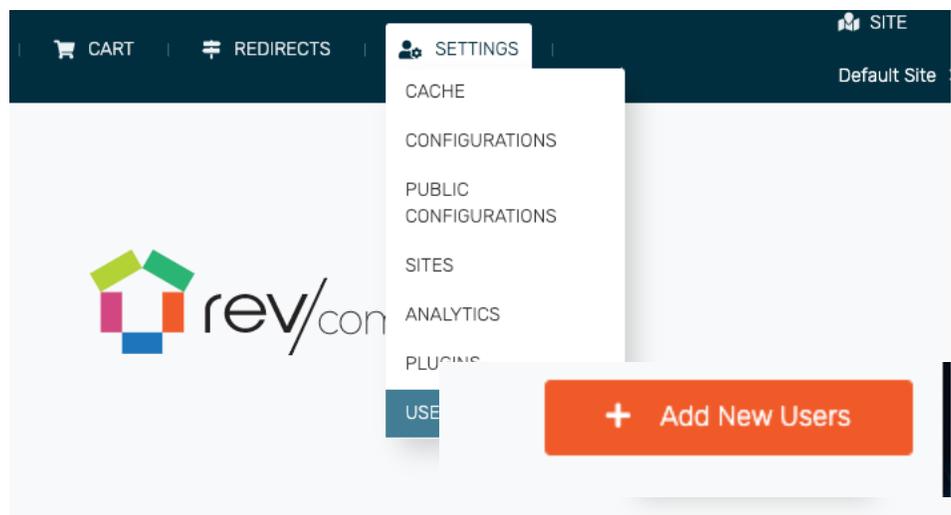
## User Management

### Create a User

Users may be added to studio via the user management menu.

Navigate to **User Management** →

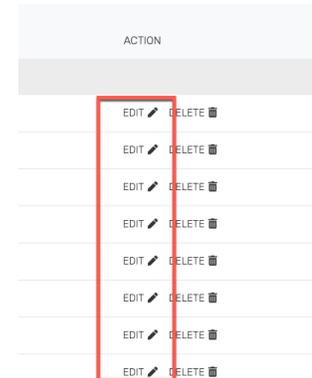
**Users**, then select **Add New Users**.



Complete the form by entering the user's information and roles and then click **Save** to complete the user creation process.

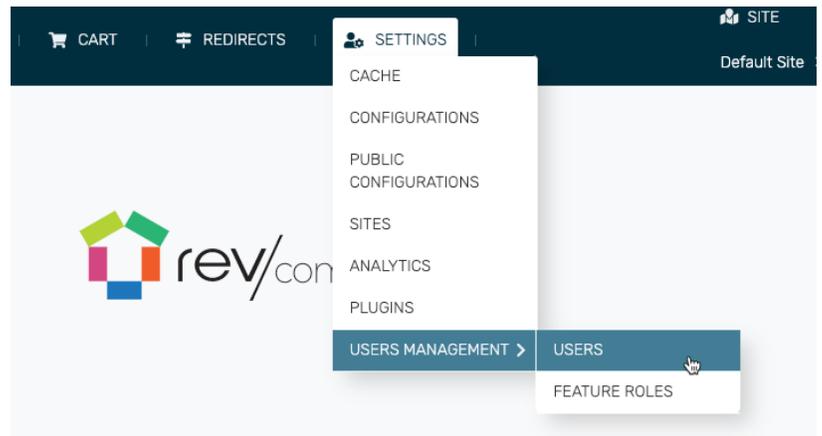
## Edit a User

To edit an existing user select the edit icon from the user list. Change the user information then click **Save** to complete the edit process.



## Assigning a User to a Site

- 1) In the top navigation bar, select Settings>User Management> Users.
- 2) Enter the user's Username, email, and password.
- 3) Assign the user a Role, Feature Role, and Site



**Edit Users**
Save Cancel

Username \*

Password \*

Feature Roles

Email \*

Confirm Password \*

Sites

Strapi Role \*

- 4) Click save.

The user can now log in to Studio and begin curating their site.

## Delete a user

To remove a user from RevCommerce, select the delete icon for the user to be removed.

## Feature Roles

For organizations that need to restrict certain users from certain features in RevCommerce Studio, there are custom roles and permissions that can be created and applied to any user.

In RevCommerce, Feature Roles are completely customizable. Roles can be created to allow or limit access to any feature, including read-only permissions.

For example; a feature role may be created that allows access to only the product detail pages and assigned to a user who is responsible for publishing products. In a separate example, a content manager may need access only to blog and content pages.

To create a feature role navigate to **Settings** → **Users Management** → **Feature Roles** and click **Add New Feature Role**.

1. Name the role (e.g. "Content Manager)
2. Combine an existing role into the new role (optional)
3. Select the features that a user with this role will need to edit or view. Leave checkboxes unchecked to disallow access for features that are not allowed for the role.
4. Click **Save**.

To apply a role to a user select the role from the dropdown list at the time the user is created or edited.

### Edit Users

Username \*

Email \*

Password \*

Confirm Password \*

Feature Roles

Sites

Strapi Role \*



Thank you for your interest in RevCommerce.

We invite you to visit [www.RevCommerce.com](http://www.RevCommerce.com) and see for yourself how our customers are turning change into a competitive advantage.

As you'll read, many of our customers have:

- **Decreased** their page load and server response time
- **Increased** their site conversion rates, revenue and growth
- **Empowered** their e-commerce and marketing teams to do what they do best (and reduced their dependency on developers)

If you have any further questions, please reach out to [Hello@RevCommerce.com](mailto:Hello@RevCommerce.com) directly.