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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 tate through a series of uploaded images and loop through.

lcons

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.

	LOG IN
	*
Email*	
Enter-Email Password *	
Enter Password	
Forgot Password? Login	

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** \rightarrow **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:

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



	NTENT 🎒 PRODUCTS 🍞 CART ᆃ REDIR
Cabinet Collections 🗸 🟛 🗹	
Add Page - Import Template -	current Language: English
New Page (2)	
New Page	Page Layout
Cabinet Collections	
- Wilora Hawthorne Shaker White	
- Shaker White Wall Cabinets (2)	
- Shaker White Base Cabinets	
- Shaker White Tall Cabinets	Nullam tincidunt, diam hendrerit dictum porttitor, tell ornare velit, sed egestas ipsum lacus dignissim eros.
– Shaker White Parts & Accessories	Donec consequat nisi ut lacus faucibus, non sagittis fringilla hendrerit dui tincidunt sit amet. Nulla quis nu



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	Test Page Copy		Select	
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	Wilora Hawthome Shaker Gray Copy		Select	
	Wilora Hawthorne Shaker Antique White Copy		Select	
	Wilora Hawthome Shaker Dove Copy		Select	
-	Wilora Paloma Marquis Dark Wood Copy		Select	
	Shaker Cinder Base Cabinate			

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:

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

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- Shaker White Wall Cabinets (2)	
- Shaker White Base Cabinets	
- Shaker White Tall Cabinets	Nullam tincidunt, diam hendrerit dictum porttitor, tell ornare velit, sed egestas ipsum lacus dignissim eros.
- Shaker White Parts & Accessories	Donec consequat nisi ut lacus faucibus, non sagittis fringilla hendrerit dui tincidunt sit amet. Nulla quis nu



2. Insert the page element for your content.

Oahi				3
Add	Add Page Element			Cancel
New	All Content Layout Catalog Social Custom Auto-	FIII		
New Cabl	Q Search			
-	PDP Item Select from a list of pre-defined components.	Code Block A block for injecting scripts	Dynamic Product Carousel Component Dynamic Product Ad Widget	OpenComponent Block Dynamically render your OpenComponent
	Dynamic Content Grid Render page or category thumbnails as a grid	Place a single image on the page.	Custom Components Select from a list of pre-defined components.	Banner Image Banner
	Button A Simple Button	Slide Show Define a series of images to loop through.	Slide Show Testimonial Define a series of testimonials to loop through.	A block of text with WYSIWYG editor
- W	Video For playing video	Image Row Define an image row of up to 8 images.	Image with Text Overlay Define an Image row of up to 8 Images with text/button overlay.	Create an image gallery with vertical carousel
	Cart Layout Item Select from a list of pre-defined components.	Product Group Carousel Display a carousel for product groups	Place content elements inside a row.	GeoTag Container Container used to place GeoTag Rows. Only one row will show based on location.
	Separator A line separator	Category Thumbnails For rendering category thumbnails	For rendering products associated with a category	Attributes List Render all product attributes associated with a category
- 1	Wilora Hawthorne Shaker Cinder		Add 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.

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	Add Content +
∎=	ROW 🎒 🖋 🏛
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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.

Edit TEXTBLOCK	Save Cancel
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Show Custom CSS	

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. .
- 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 <u>HTML Core Concepts</u>.

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.

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Deleting Content

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

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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 \rightarrow **Banne**r. 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 \rightarrow Slide Show or Add Content \rightarrow 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



Add Content 🕂

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:

Click Add Content → Video. The most recently linked banner will be added.
 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 <u>https://www.youtube.com/embed/</u>

Adding social media elements

1. Select Add Content \rightarrow 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.

<<u>https://drive.google.com/open?id=1-5jKTNMLsqbSShShZcxwJW3uYnnRW7I_</u> >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,



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.



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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
A	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.



Page	Layout
3	
l	Lorem ipsum

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.

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Page Layout	
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	COLUMN 🖋

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.



Wilora Hawthorne Shaker Antique White Current Language: English	English V Preview Publish Preview Publish Brown Preview Publish Publis
Page Layout	
II ====	row 🍺 🖋 着 Column 🖋

Viewing revision history

To see your revision history:

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

Wilora Hawthorne Shaker Antique White Current Language: English	English V Preview Revision History O
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- 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** \rightarrow **Navigation**
- 2. Click on Add New Link Hierarchy

	TENT 💾 PRODUCTS 🏋 CART 茾 REDIRECTS	SETTINGS	
Link Hierarchies (Displa	aying 1 of 1)		+ Add New Link Hierarchies
Q Search			
TITLE			ACTION
My Footer			EDIT 🖍 DELETE 🛅

- 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.

hy		
Root	+	
A New Link /example-route	☑+前	
A New Link	ピ +茴	
A New Link /example-route	3 .4章	
A New Link /example-route	以 十回	

- 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 $\textbf{Content} \rightarrow \textbf{Flex Blocks}$

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

	CONTENT I 🖶 PRODUCTS I 🙀 CART I 🗮 REDIRECTS I 🍰 SETTINGS I		👪 SITE	😫 CHRIS 🔂 LOG
	Test Banner Flex Block 💼 🖻 + Current Language: English	English	Preview	Save Template Revision History
Default Flex Block (2)	Content Lavout			
New Flex Block	content Layout			

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.

	🎽 content 🚔 products 🌪 cart 🗮 redirects 🍰 setting	for review a contract of a re	MODICIS W CANT = RECRECTS	₫n sztrivos – i	da smt 0 cens in Cancer
Flex Block Editor	Test Banner Flex Block Current Language: English	Q Search. Por PSP ham Salect from a list of cremodified components.	Code Block A block for injecting scripts	Dynamic Product Carousel Composent Dynamic Product Ad Woget	OpenComponent Block Dynamically rander your OpenCompone
New Flex Block +		Dynamic Content Grid Pander page or category thumbrials as a gid	Place a single image on the page.	Custom Components Select from a list of pre-defined components.	Banner Vuge Barner
Default Flex Block (2)		Batton A Simple Dutton	Elide Show Celline a series of images to keep through.	Slide Show Testimonial Define a series of Iostimonials to Ioce through	A block of text with WYS WYG editor
New Flex Block	Content Layout	Video for paying video.	Entre an image row of up to d images.	Image with Test Overlay Define an image tow of up to it images with tool/builton overlay.	Image Gallery Draste an image gallery with vertical cersuel
		Cart Lepost Nem Select from a list of pre-defined components.	Product Group Carocanel Display a carocanel for product groups	A Test Banner Define a serious of text blocks to loop through.	Place content elements inside a row
		GeoTag Container Container used to place fiesifag illows. Chily one sow-will show based on location.	Beparator A tree separator	Category Thumbnalls for randoming sategory thundralis	Product Listing For randoming products associated with a category
		Attributes List			^

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**.

Wilora Hawthorne Shaker Antique White 💼 🖻 + Current Language: English	English Pravlew Publish Pravlew Publish Revision History
Page Layout	
" —	ROW 🍺 🖋 💼
	COLUMN 🖋

Managing page Templates

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

	CONTENT I 🚔 PRODUCTS I 🐂 CART I 🇮 REDIRECTS I 🍰 SETTINGS I	👪 SITE 🛛 😝 CHRIS 🔂 LOGOUT
Link Hierarchies (I NAVIGATION 1)	+ Add New Link Hierarchies
Q Search	TEMPLATES 🈓 BLOGS	
TITLE	CAREERS	ACTION
	THEMES	
My Footer	LANGUAGES CONTENT BLOCKS	EDIT 🌶 DELETE 💼
	LOCATIONS	



To create a page based on an existing template:

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

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Template Editor	Everything You Need to Know About Cabinets: The Ultimate Guide Copy Current Language: English	Preview Sove Ter Revision	mplate on History O
Test Page Copy			
Everything You Need to Know About Cabinets: The Ultimate Guide Copy	Page Layout		
Wilora Hawthorne Wildwood Antique White Copy	# =	ROW 🌗	/ 1
Wilora Hawthorne Shaker Cinder Copy		COLUMN	1 <i>3</i>

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

Import Page	Anna Yau Naad ta Khaur Ahaut Cabinates		Cancel
Q Search			
TITLE	DESCRIPTION	ACTION	
How Much Do Kitchen Cabinets Cost?	At first glance, it can seem as if kitchen cabinets are outrageously expensive. However, when you look at the fact that quality cabinets can last up to 50 years, the initial investment makes more sense.	Select	
Blog Landing Page	Discover the best trends, ideas, and inspiration at Vevano Home.	Select	
About Vevano Home	Backed by over 35 years in sourcing home improvement products, the Vevano Team boasts over 100 years of collective experience in retail. That knowledge led us to the conclusion that there is something missing in the home improvement experience online: the perfect balance of thoughtful, professional design paired with customer accessibility	Select	
General Mattress Maintenance		Select	
Decorating Small Bedrooms		Select	
Homepage	Vevano Home is here to guide you through the entire home improvement product buying process - from personalized design services, space planning and ordering to supporting installation and follow-up about proper care and maintenance. Start your project today.	Select	
Bedroom Design Guide		Select	
eCommerce Digital Marketing Manager, Social	Manage, develop, define, and analyze the paid media strategies for Vevano, a home improvement eCommerce start-up based in Salt Lake City, Utah.	Select	

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.



	пегсе 💾 СОМ	TENT 💾 PRODUCTS 🍹	CART 🚔 REDIRECTS
Home 🕋		Blog Landing Pag	e 🗈 +
Categories:	ľ		
All Posts		Edit page into	
Landing Page		Page Layout	
Design 101	Edit blog naviga	tion .	Add content
Kitchen Resources			

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.

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Home 🛪		Main >> All								
Categories:	ľ	All - Posts:								+ Add New Post
All Posts		Q Search								
Landing Page Design 101									(Show Only Featured Posts
Kitchen Resources		HERO IMAGE	TITLE 🗢	CREATED DATE	LAST UPDATE 🗢	PUBLISH TYPE	VISIBILITY	ROUTE 🗢	ACTIONS	
Cabinat Bacauraac										

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



Basics: Tite* Route* Associated Categories* Featured Biog No Enter Title Enter Route Select <	dd / Edit Post					Save Cance
Title* Rote* Associated Categories* Featured Biog No Enter Title Enter Route Select	Basics:					
Enter Rule Enter Route Toumbnail URL Banner Image URL Enter Runde Public Public Image Preview Text Enter Preview Text Add multiple Lags using comma separator. e.g.: lighting. fans. home Interior	Title *	Route *		Associated Categories *	Featured Blog No	
Trumbnall URL Banner Image URL Visibility* Enter Thumbnall URL Enter Banner Image URL Public Upload Image Upload Image Public Preview Text Enter Preview Text	Enter Title	Enter Route		Select	· ·	
Enter Thumbhall URL Public Upload Image Upload Image Preview Text Image	Thumbnail URL		Banner Image URL		Visibility *	
Upload Image Upload Image Preview Text	Enter Thumbnail URL		Enter Banner Image URL		Public	~
Preview Text Enter Preview Text ags Enter Tags add multiple tags using comma separator. e.g.: Ighting. fans. home interior	Upload Image		Upload Image			
Enter Preview Text Tags Enter Tags Add multiple tags using comma separator. e.g.: lighting, fans, home interior	Preview Text					
Tegs Enter Tegs Add multiple tags using comme separator. e.g.: lighting, fans, home interior	Enter Preview Text					
Tags Enter Tags Add multiple tags using comma separator, e.g.: lighting, fans, home interior						
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Add multiple tags using comma separator. e.g.: lighting, fans. home interior	Enter Tags					
	Add multiple tags using comma separator.	e.g.: lighting, fans, home interior				
	EO:					

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.





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"



- 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.

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	PAGES
	NAVIGATION
	TEMPLATES
	BLOGS
	CAREERS
	THEMES
	LANGUAGES 👆
	CONTENT BLOCKS
	LOCATIONS
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		🔊 SITE 🛛 🛛	CHRIS 🔂 LOGOUT
	English 🗸	Preview	Publish
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	Add New Language		

6. Add a new language by clicking Add New Language

Select from a list of available languages:	Cancel	E Export Page Da
Select	~	
Chinese		
Japanese		
Brazilian Portuguese		
Bulgarian		
Dutch		
Burmese		
British English		
Portuguese		

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	NAVIGATION TEMPLATES
stores can be added to the	BLOGS
feature.	CAREERS THEMES
To add locations:	LANGUAGES
1. Navigate to Content \rightarrow	CONTENT BLOCKS
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.

it Locations			Save
name *	legacyStoreId	slug *	description
My Store	Enter legacyStoreid	Enter slug	😡 Source 😥 🐰 🗅 📾 🛱 📾 🔶 🗡
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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.

CONTENT	I	PRODUCTS	T	Ħ	CART	I	ŧ	REDIRE
		PRODUCTS	1					
		PRODUCT META	DATA	>				
		ORDERS						
		PROMOS						
		IMPORT		>				
		EXPORT						
		PDP LAYOUTS						

Adding New Products

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

SETTINGS		🖍 SITE 🛛 😝 CHRIS 🔂 LOGOUT
3		+ Add New Products
E 🗢	SKU ♦	ACTION
' Polished Chrome Jewel Flush Mount Light G9 Xenon	2573	EDIT 🖍 DELETE 面



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

CONTENT		Ħ	CART	÷	REDIRECTS	🚑 SETTINGS
	PRODUCTS PRODUCT METADATA	>				
	ORDERS					
	PROMOS					
	IMPORT	>	UPLOAD	FILES	i i	(ev/
	EXPORT		JOBS		- 1	
	PDP LAYOUTS		SCHEMA	S		

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.

ne 🚺	€ V /commerce	CONTENT	💾 PRODUCTS 🕕 🏋 C	art 🚔 Redirects	a Settings		🏰 SITE	😫 CHRIS 🔂	LOGOUT
Ê	🛓 Upload	Import Profile	es (Displaying	6 of 6)			+ A0	ld New Import Profiles	s
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Meta		LABEL	IMPORT TYPE	IMPORT FILE TYPE	TARGET CONTENT TYPE	IMPORT NOW	ACTION		
Orders									
		3. Product Fields	File	CSV	Product Fields	Import Data	EDIT 🖍 I	DELETE 💼	
Promos		4. Images	File	CSV	Images	Import Data	EDIT 🆍 I	DELETE 💼	
-→ Import		1. Attributes	File	CSV	Attributes	Import Data	EDIT 🖍 I	DELETE 💼	
Export		PDF			PDFs	Import Data	EDIT 🖍 I	DELETE 面	
		2. Products	File	CSV	Products	Import Data	EDIT 🖍 I	DELETE 💼	
		5. Product Groups	File	CSV	Product Groups	Import Data	EDIT 🆍 I	DELETE 💼	
							-		

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.

en 🚺	V/commerce 🕒 CONTENT 🏪 PRODUCTS 🐂	CART 🗮 REDIRECTS 🍰 SETTINGS	🖍 SITE 🛛 \varTheta CHRIS 🔂 LOGOUT
Products		Export	
Ø C Meta			
Orders		All Categories	
% Promos	DOWNLOAD ATTRIBUTES 🛓 DOWNLOAD) PRODUCT IMAGES 🛓 DOWNLOAD PRODUCT INFO 🛓	DOWNLOAD PRODUCT INFO - NO ATTRIBUTES 🛓
- 5 Import			

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** \rightarrow **Layout**

t rev	commerce CONTENT	PRODUCTS		ETTINGS
) Cart	Cart Layouts (Displa	ying 3 of 3)	SHIPPING RULES	
Config	Q Search		CART LAYOUTS 🖕	
Shipping	ID	TITLE	DEFAULT	ACTIONS
Rules				
Cart	5f3991bb7511000011718eac	Default Layout	No	Set as Default
Layouts				



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.

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Cart	Cart Layouts (Displa	aying 3 of 3)			+ Add New Cart Layouts
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	5f3b154f7511000011718eb2	inverse Cart Layout	Yes		EDIT 🎤 DELETE 🛅 CART LAYOUT 🏋
	603d435cd7d43d0018ea8360	Test	No	Set as Default	EDIT 🖍 DELETE 面 CART LAYOUT 🏋



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.





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

÷	🖍 SITE 🧧 CHRIS 🔂 LOGOUT
	+ Add New Sites
SITE TYPE	ACTION
	EDIT 🖍 DELETE 🛅 MANAGE 🏟

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

Site Name *		Site ID *		Site Type *		
Default Site		default-site		Enter Site Type		
Domains	Tags		Available Languages		Theme	
Enter Domains	Enter Tags		Select	~	Select a Theme	•
Default Storage Connection						
None						•

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



Default Site X		JΤ
	+ Add New Sites	

User	🎽 CART 🚔 REDIRECTS		🕅 SITE
Management		CACHE	Default Site
		CONFIGURATIONS	
		PUBLIC CONFIGURATIONS	
Create a User		SITES	
Licore may be added		ANALYTICS	
to studio via the user		PLUCING	
management menu.		USE 🕇	Add New Users
Navigate to User			
Management $ ightarrow$			
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.

ACTION
EDIT 🖍 🛛 ELETE 💼
EDIT 🖍 🛛 ELETE 🗃
edit 🖍 🛛 elete 💼
EDIT 🖍 DELETE 💼
EDIT 🖍 DELETE 💼
EDIT 🖍 DELETE 面
EDIT 🖍 DELETE 💼
EDIT 🖍 D <mark>elete 💼</mark>



t Users					Save	Cancel
Jsername *			Email *			
Enter a username			hello@peakactivity.com			
Password *		Confirm Password *				
		Confirm Your Password				
Feature Roles		Sites		Strapi Role *		
Select	~	Select	~	Administrator		~

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 \rightarrow Users Management \rightarrow 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.



it Users						Save Canc
Username *			1	Email *		
Enter a username				hello@peakactivity.com		
Password *		Confirm Password *				
		Confirm Your Password	d .			
Feature Roles		Sites			Strapi Role *	
Select	~	Select		~	Administrator	~



Thank you for your interest in RevCommerce.

We invite you to visit 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 <u>Hello@RevCommerce.com</u> directly.