

## To start using eShop system

You are able to use eShop system wherever the network connection is by going to URL “thaiepay.com/eshop.aspx”. The system will lead you to the homepage as the picture below.

This page explains briefly what you have to know about the eShop system.

## To register

1. At the bottom of the page, you press **▶▶ REGISTER Now!** button. The system, then, will lead you to the next page that explains required documents and conditions in summary. The page automatically selects eShop system. After you read terms and conditions, click  to confirm that you understand our terms and conditions. Then, click “submit” button. See the picture for more understanding.

1. The page automatically selects system

2. Click here to accept the terms.

3. Click "submit" to start using eShop

**Required Documents**

1. Copy of ID card (For foreigner: Passport or Work Permit)
2. Copy of House Registration or Rental Contract
3. Commercial Registration (For company: Copy of Company or Limited Partnership Certificate)
4. Copy of bank book with 3 months statement (in case of using online payment via credit card)
5. TAT License (if any) (for eBooking registration)

**Terms & Conditions (brief version)**

The following terms & conditions are shortened in order to be easier for seller to briefly read on the surface. Seller must accept all terms and conditions before clicking "Submit" and processing to next steps. ([Full version of Terms & Conditions](#))

1. **Qualifications of Seller**
  - No involvement in criminal or anti-social activities like Gambling, Pornography, Alcohol drinks, Drugs, Replica and pirated products, medicines
  - For supplementary food, controlled cosmetics, or health products, they must be legally approved by FDA or related institutes.

**\* If we found that seller is running business prohibited by law, we will close the shop, confiscate all payments and take legal action seriously.**
2. **Usage & Service Charge**
  - You will get 15 days free (or depend on promotion) after you submitted all required documents.
  - Your shop will be displayed through your domain name such as [www.yourdomain.com](#)
3. **Income Remittance**

In case that seller uses our payment system to receive payment from buyers, we will summarize all income each month and remit the income after deducting transaction fee to seller's bank account on the 10th of the following month.

I confirm that I have read and understood the terms & conditions

Submit

**Please Note:** You CANNOT press "submit" button without the confirmation.

2. Now you come to the registration page of your shopping mall. You have to fill up some information about your shop in the blank space, choose package and theme, and then click "submit".

1. Fill the shop name.

2. Set the password and confirm.

3. Choose your preferred package.

4. Choose theme.

5. Click "Submit"

**Register Shopping Mall**

Create shop name and select your most preferred theme. You can click "Preview" to see how your shop will look like (Admin later)

Shop Name must have at least 5 characters or numbers but not over

Create your shop name:\* <http://shop.thaiepay.com/>

Create your password:\*

Re-enter password:\*

Package:\* S - Starter Package = 350.00 THB/Month

main theme Preview

Submit

**Please Note:** Theme can be changed later.

3. The next registration page requires your product's category and address of your shop so that your customers will be able to contact you. Then, press "Submit" again.

Shop URL: <http://shop.thaiepay.com/jayjay>

Theme: YOUR LOGO

Category\*: Amulet

Sub Category\*: Accessories

Country\*: THAILAND

Company:

Address\*:

Address (Optional):

City\*:

State/Province\*: Bangkok

ZIP/Postal Code\*:

Phone Number\*:

Fax Number:

These details will be kept confidential and NOT be displayed on website. They are used for contact between you and us.

First Name\*:

Last Name\*:

Mobile Number:  Ex. 0893334444

E-mail\*:

1. Fill up the information.

2. Click "Submit"

4. After you pressed "Submit" button, the registration is now success. There'll appear information of your shop divided into 2 parts as the picture below.

**Congratulations!! You've registered Shoppig Mall successfully.**

**Part 1**

**Shop URL**  
You can visit your online shoo through this URL.  
<http://shop.thaiepay.com/███>  
(If you want to use domain name like 'shopname.com' please click here)

**Part 2**

**Shop Admin**  
You can access shop admin to manage your online shop here.  
<http://shopadmin.thaiepay.com/>

Shop Name: ██████

Password: ██████

Start Date: 07 Jan 2016

Expiry Date: 22 Jan 2016

**Required Documents**  
\*Your account will be disabled if you don't send us these documents within 7 days.

1. Copy of ID card (For foreigner: Passport or Work Permit)
2. Copy of House Registration or Rental Contract
3. Commercial Registration (For company: Copy of Company or Limited Partnership Certificate)
4. Copy of bank book with 3 months statement (in case of using online payment via credit card)
5. TAT License (if any) (for eBooking registration)

Please send all required documents by e-mail to [support@thaiepay.com](mailto:support@thaiepay.com) or by mail to our office address.

**Please Note**  
You're currently using Demo Account. Therefore, you are unable to use some feature until you make a payment to activate Actual Account.

1. Can NOT use your domain name, "www.yourdomain.com"
2. Can NOT use Thaipay's online payment system.

Part 1 consists of your shop address. ([shop.thaiepay.com/yourshopname](http://shop.thaiepay.com/yourshopname))

Part 2 consists of your shop name and password for logging in your administrative system.

## To log in administrative system

You enter the address “shopadmin.thaiepay.com”. Log in page will appear, after that, you enter your shop name and password. Then, you click “login”.

The image shows a screenshot of a web browser displaying the login page for the THAIEPAY administrative system. The browser's address bar shows the URL: `http://shopadmin.thaiepay.com/login.aspx?ReturnUrl=%2fdefault.aspx`. The page features the THAIEPAY logo and a login form with the following elements:

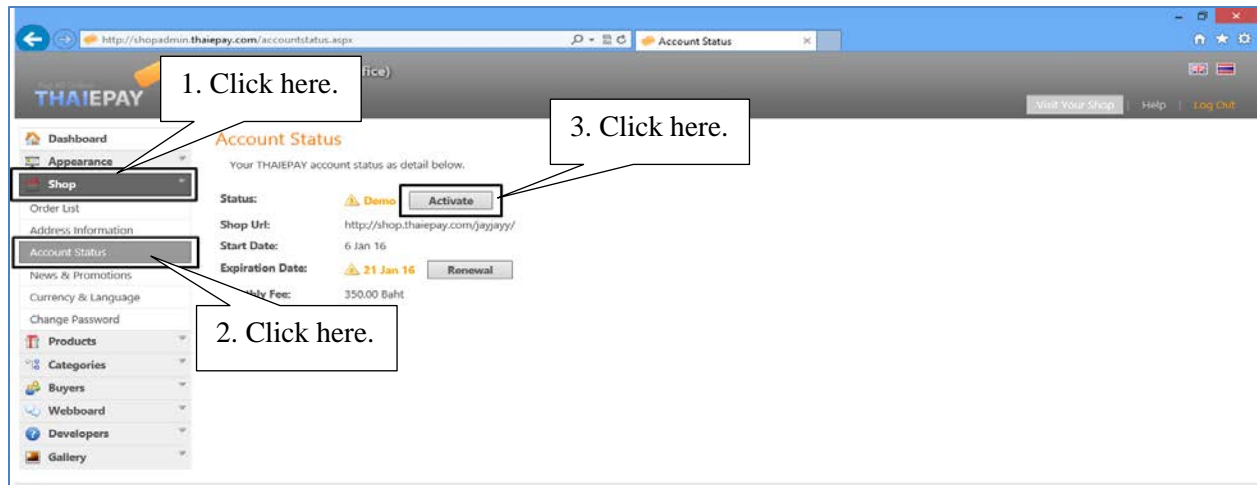
- 1. Enter the URL “shopadmin.thaiepay.com” here.**: Points to the browser's address bar.
- 2. Enter your shop name.**: Points to the "Shop Name:" input field.
- 3. Enter your password.**: Points to the "Password:" input field.
- 4. Click “login”.**: Points to the "Login" button.

Below the login form, there are logos for THAIEPAY Services, SHOP, PAY, CART, and B. At the bottom, there are logos for Award & Securities, including Verified by VISA, MasterCard SecureCode, and Trustwave. The footer contains the copyright notice: "Copyright © 2002-2012, PORAR WEB APPLICATION CO., LTD. All rights reserved."

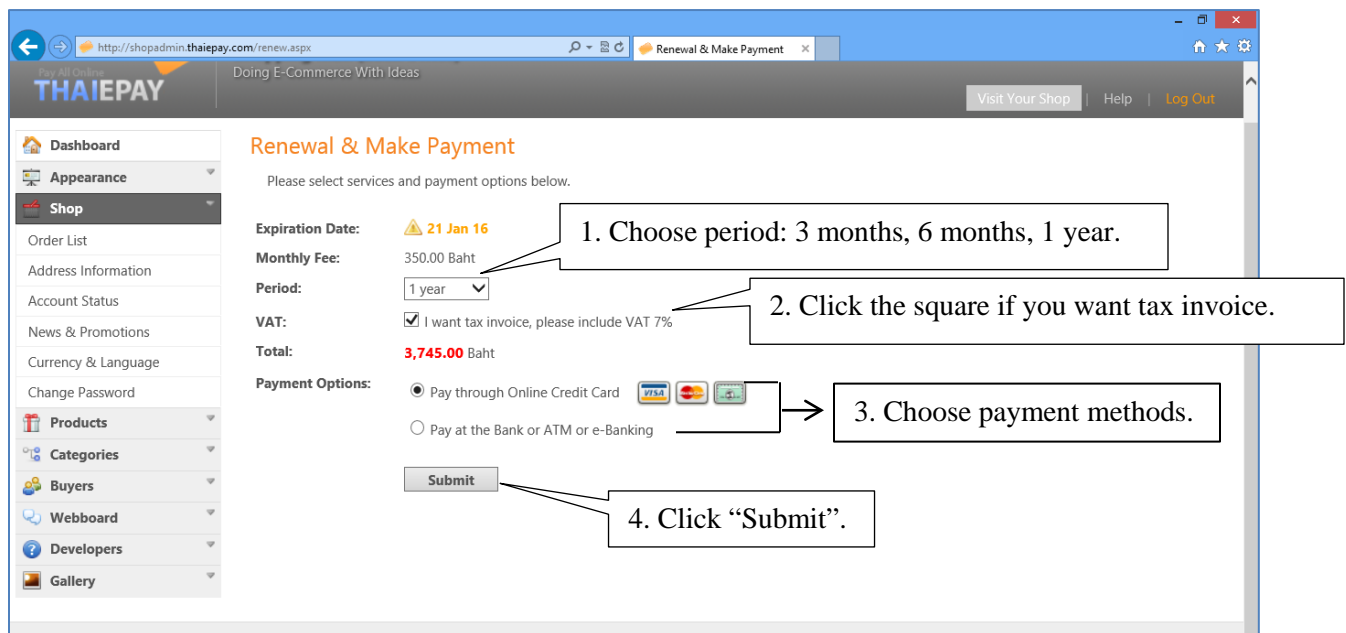
**Please Note:** You're using demo version. Your shop will be disabled within 7days if you don't send us required documents. Therefore, please make a payment to activate Actual Account and send us by email : [support@thaiepay.com](mailto:support@thaiepay.com)

## To activate your shop

Log in your administrative system. Firstly, click “Shop” menu on your menu bar (Left side). Secondly, click “Account Status” to see your shop status. Thirdly, click “Activate” then system will lead you to payment system. See those pictures below for more understanding.



(Picture 1)

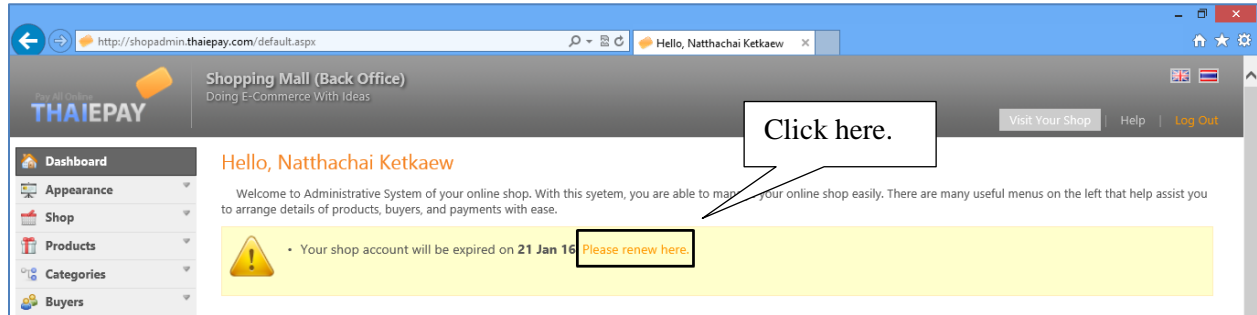


(Picture 2)

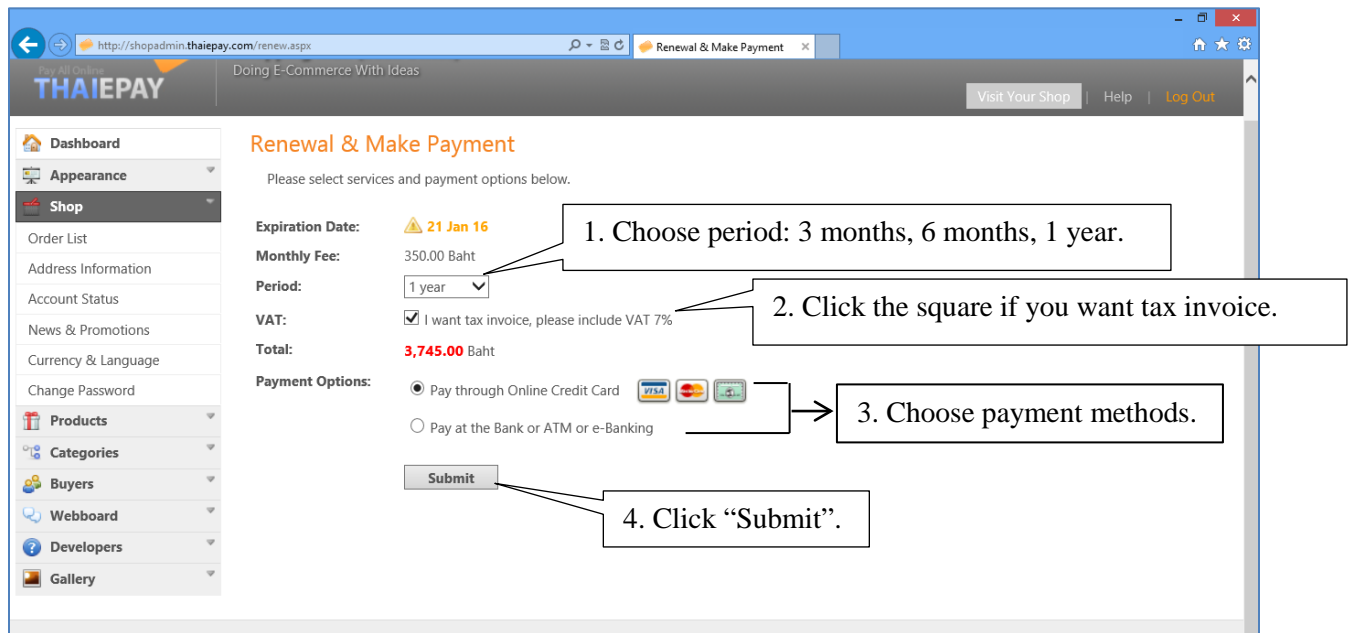
**Please Note** After you made the payment, please send us required documents by email : support.thaiepay.com or call 02-541-4100 # 2 for more information.

## To renew your shop

Your dashboard will warn you to renew your account when your shop is near its expiry date. Click “Please renew here”, then system will lead to payment system automatically.



(Picture 1)

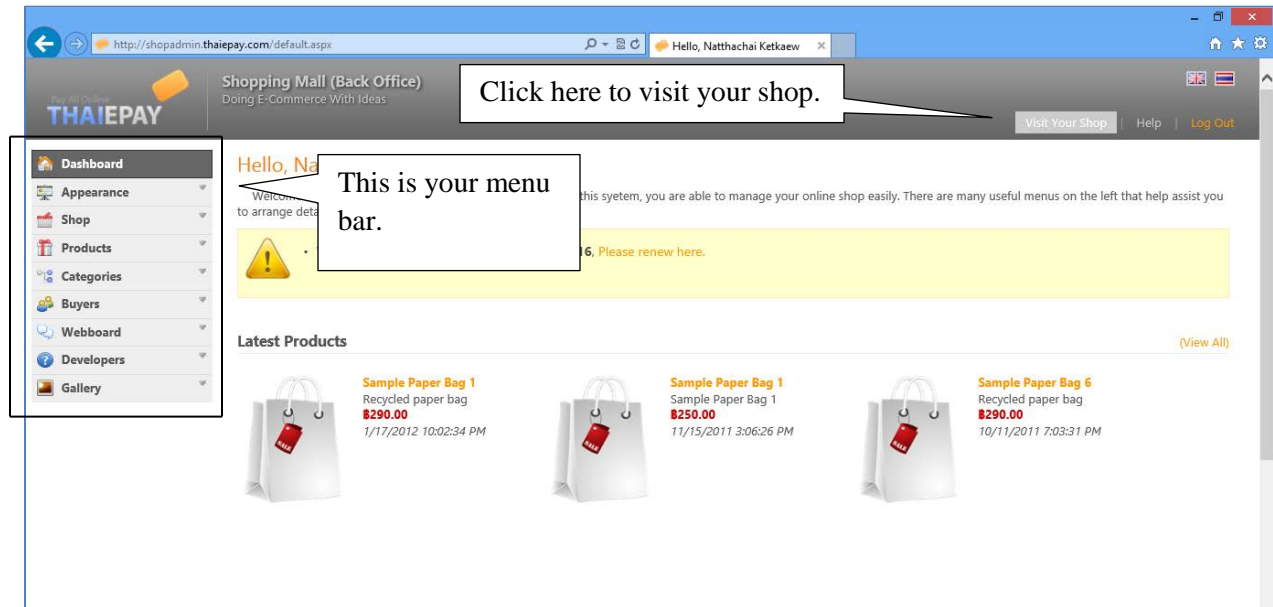


(Picture 2)

**Please Note** After you made the payment, please send us payment slip by email: support.thaipay.com or call 02-541-4100 # 2 for more information.

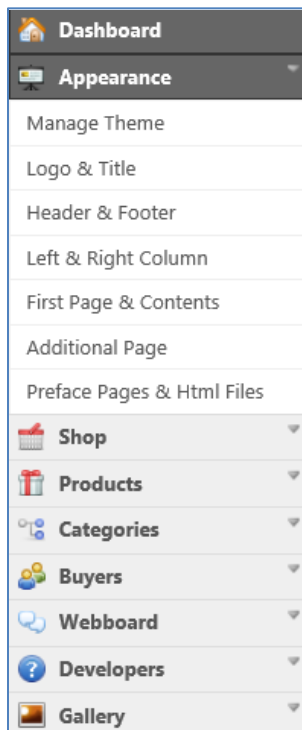
## To edit your shop

This is your dashboard when you logged in administrative system.



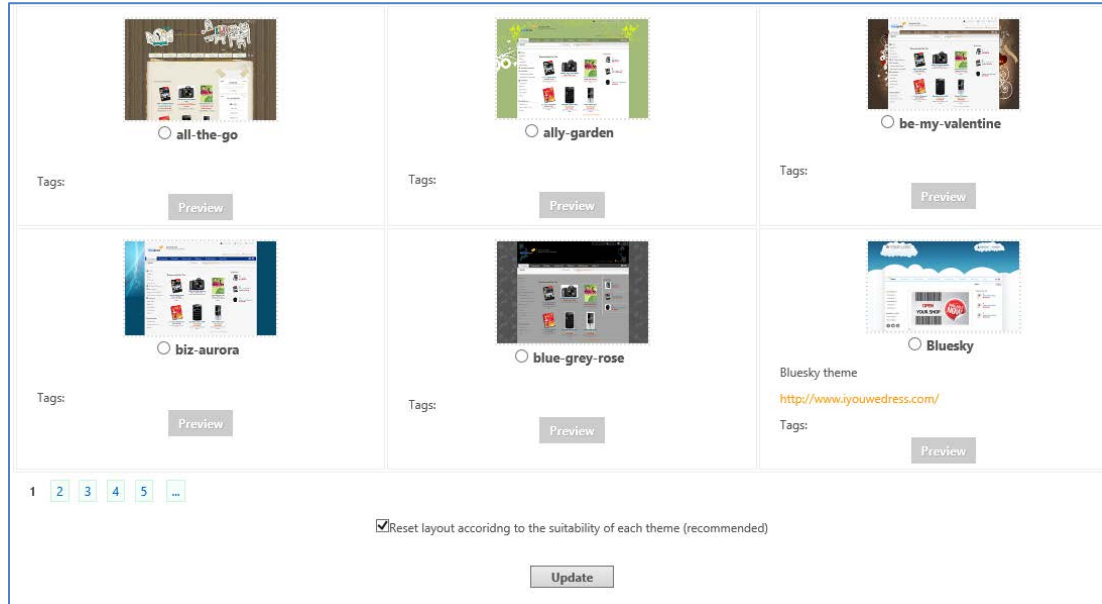
## Appearance

This menu is used for decorating your shop such as themes, layout, etc.



## Manage Theme

You can choose one theme that you think it is suitable for your business and online shop best from the list provided. Likewise, you can click “preview” to see that theme before use.



If you made a decision, click  in front of the name of that theme, and then click

**Please Note:** Each theme has different interface according to its proper setting such as on-off menus, display rows and menu bars. So, you don't need to panic after you clicked 'Preview' and saw that the layout didn't fit your web page. You will be able to do new setting later.

## Logo & Title

This menu allows you to set up your own logo, title, and even slogan. See the picture below.





The screenshot shows a web form for configuring a shop. At the top, there is a 'Logo:' section with three radio button options: 'Don't Display Logo', 'Use Text Logo', and 'Use Current Logo'. A 'Browse...' button is next to the 'Use Current Logo' option. A callout box points to the 'Browse...' button with the text '2. Click "Browse" to add your logo.' Below this, there are several text input fields: 'Shop Name (TH):\*' (filled with 'jayjay'), 'Shop Name (EN):\*' (filled with 'jayjay'), 'Slogan (TH):', 'Slogan (EN):', 'Title (TH):\*' (filled with 'ร้านค้าออนไลน์ ระบบ eShop โดยไทยอีเพย์'), and 'Title (EN):\*' (filled with 'eShop, an online shop system by ThaiePay'). There are four large text areas for 'Description (TH):', 'Description (EN):', 'Keyword (TH):', and 'Keyword (EN):', each with a '(Max 500 Characters)' label and a vertical scrollbar. A callout box points to the 'Update' button at the bottom right with the text '4. Click here to finish editing.' On the right side of the form, a callout box points to the right edge with the text '3. Edit your shop info.' At the top left, a callout box points to the 'Logo:' section with the text '1. Click here if you want to use your own logo.'

(Picture 2 Needed Information)

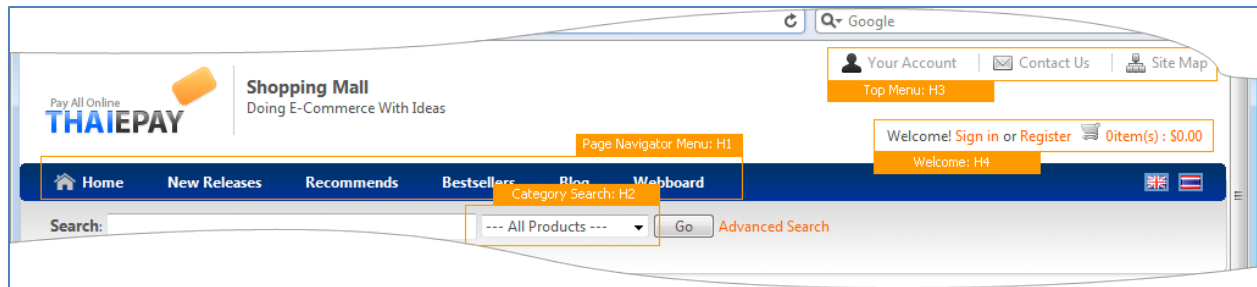
After you have set up your logo, title and slogan, press **Update** button. Your shop displays its title and slogan in Thai if your customers open your shop in Thai. If they want your shop turns to English, Click the US flag icon on the right side of your shop.



## Header & Footer

You can set menus and widgets in header and footer of web page by submit form provided. If you finish setting, press  button.

### Header section



(Picture 1 Position of each object in header)

Click here to enable/disable.

Click here to delete.

Page Nav Menu (H1):

Edit	Enable	Priority	Text (TH)	Text (EN)	Url	Icon	Delete
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	1	Home	Home	default.aspx		
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	2	สินค้าใหม่	New Releases	newreleases.aspx		
<a href="#">Edit</a>	<input type="checkbox"/>	3	สถานะการจัดส่ง	Shipment Status	page/5537/shipment_status/		
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	3	สินค้าแนะนำ	Recommends	recommends.aspx		
<a href="#">Edit</a>	<input type="checkbox"/>	4	สินค้าขายดี	Bestsellers	bestsellers.aspx		
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	4	แจ้งชำระเงินแล้ว	Notify Payment	notifypayment.aspx		
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	5	ลดล้างสต็อก	Clearance	clearance.aspx		
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	6	เว็บบอร์ด	Webboard	webboard.aspx		
<a href="#">Edit</a>	<input type="checkbox"/>	6	เงื่อนไขการรับประกัน	Terms & Conditions	termcondition.aspx		
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	7	เกี่ยวกับเรา	About Us	aboutus.aspx		
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	8	FAQ	FAQ	faq.aspx		
<a href="#">Edit</a>	<input type="checkbox"/>	11	Feedback	Feedback	page/6047/feedback.aspx		

Add Page Navigator Menu Here

Category Search (H2):  Enable

Top Menu (H3):

Edit	Enable	Priority	Text (TH)	Text (EN)	Url	Icon	Delete
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	1	บัญชีของคุณ	Your Account	youraccount.aspx		
<a href="#">Edit</a>	<input type="checkbox"/>	2	แผนผังเว็บไซต์	Site Map	sitemap.aspx		
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	3	ติดต่อเรา	Contact Us	contactus.aspx		

Add Top Menu Here

Welcome (H4):  Enable

Languages:

Thai

English

(Picture 2 Menus in Header)

You can enable/disable your shop menus by adding / removing the mark (✓) below the enable column and delete by click the icon



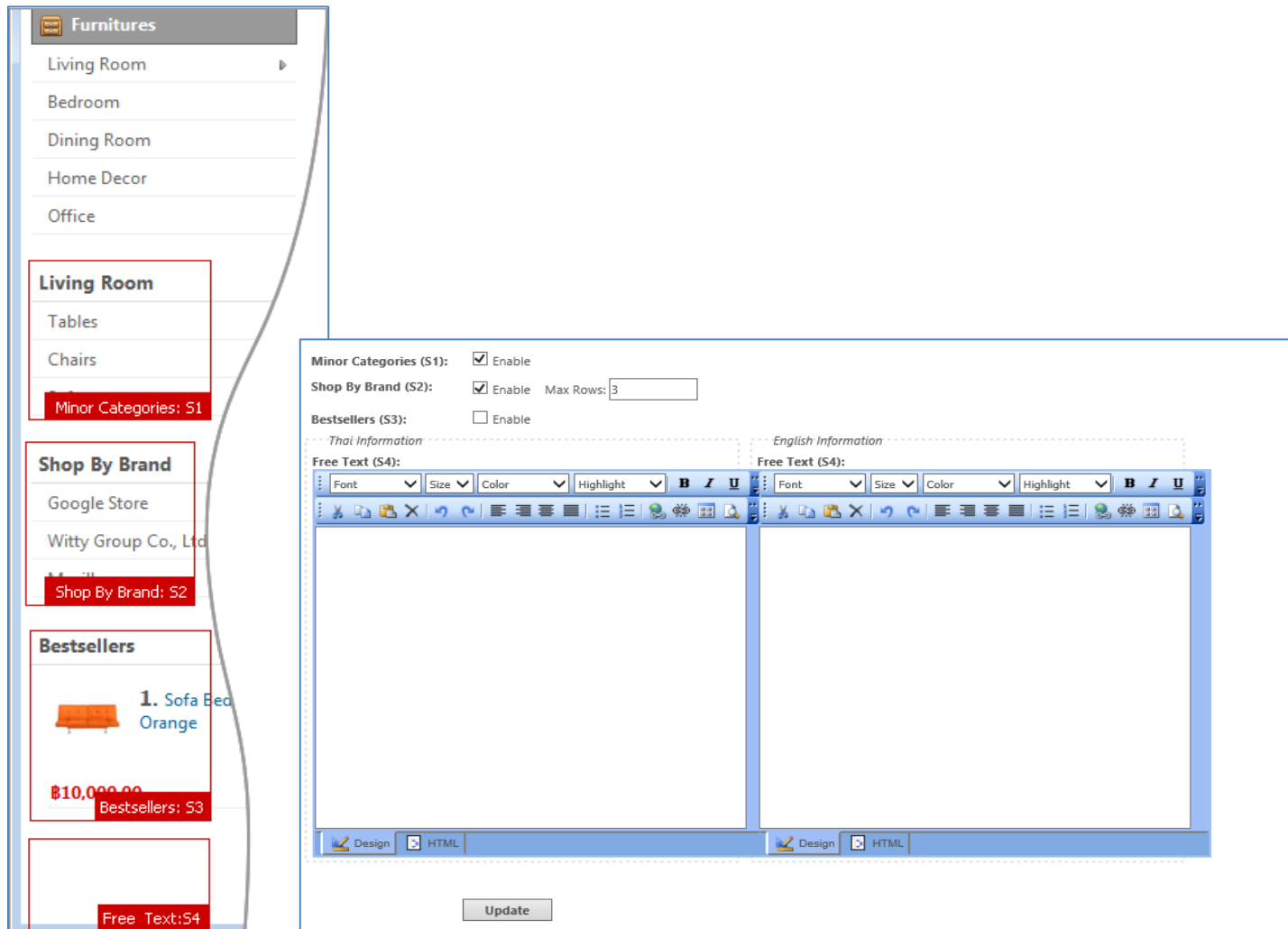
## Left and Right Column

You can set text and widget in sidebar and right column of web page by submit form provided.

## Sidebar

You can add text, open-close object in sidebar of web page by fill in form provided.

**Hint:** Please be careful, some themes will display Sidebar on right side. (See pictures below for more understanding)



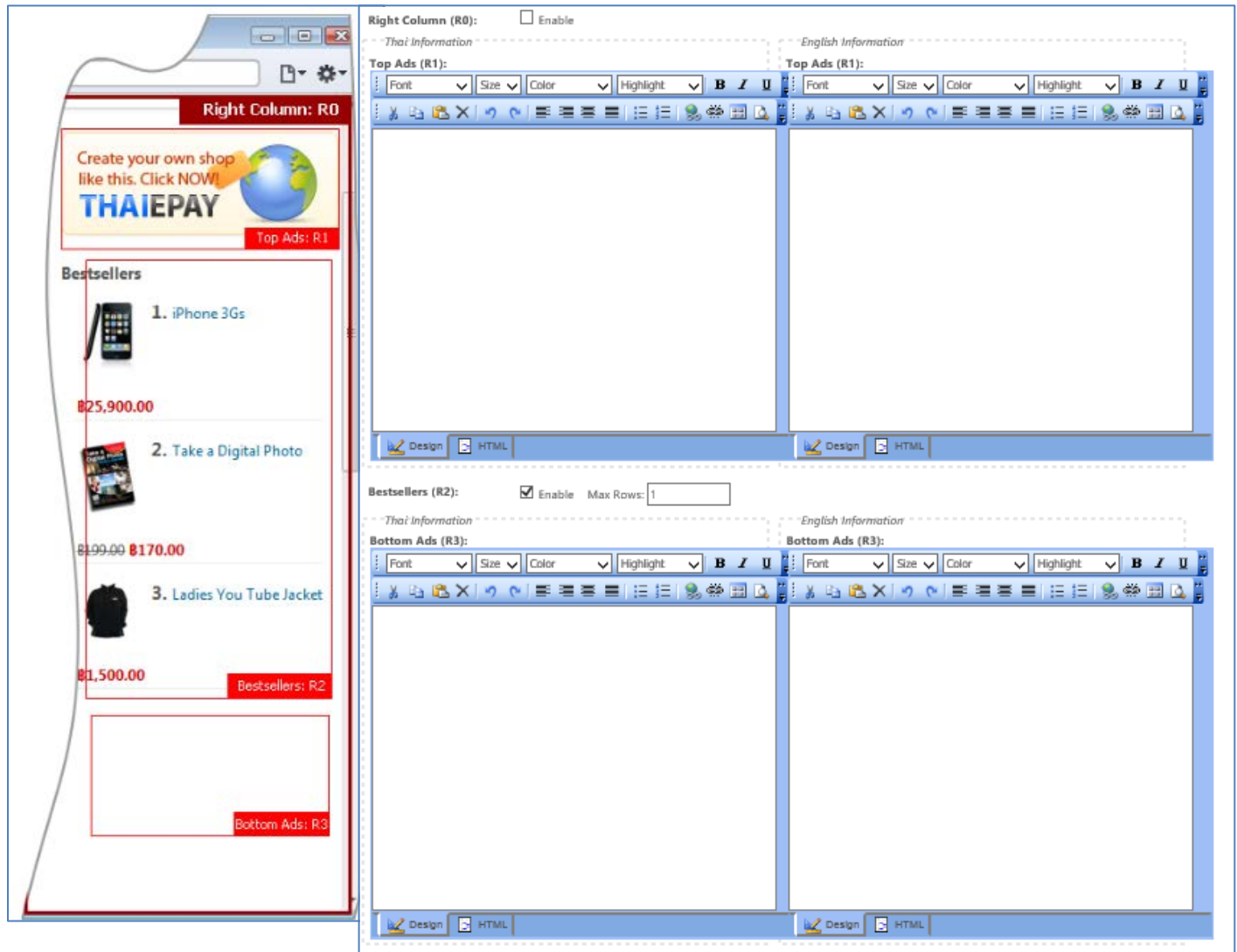
(Picture 1

(Picture 2 Menus of Sidebar)

Position of each object  
in sidebar)

## Right Column

You can add text, open-close object in sidebar of web page by filling up the form provided.



(Picture 3 Position of  
each objects in  
Right column)

(Picture 4 Menus of Right column)

When you finished setting up sidebar and right column, press **Update** button.

## First page & Contents

### First page setting

**First Page Setting**

You can setting text and widget in first page by submit form below

**First Page**

You can add text, open-close object, page of web page by fill in form below

**Main Promotion**  Enable

**Thai Information**

**Detail (TH):**

Font Size Color Highlight B I U

**English Information**

**Detail (EN):**

Font Size Color Highlight B I U

Design HTML

Click (✓) to enable/disable this function.

(Picture 1)

**Hint** You CANNOT use this function if you are using demo version.

**Recommend:**  Enable

Display (Rows x Columns): 2 x 3

**New Releases**  Enable

Display (Rows x Columns): 2 x 3

**News**  Enable

Display (Rows): 10

**Update**

Click (✓) to add/remove this function.

Click here when finished.

You can set amount of rows and columns by adding number.

### Create slide show

eShop system adds new feature for your online shop, Slide Show. You only upload images regarding your shop such as promotion, recommended products, or news. (Image size should be 314x545 pixels) Then, Slide Show will appear on your online shop perfectly. (You can upload slide show as many as you want)

**Slide Show**  Enable Click (✓) to add/remove this function.

**Images:**



Delete



Delete Click (✓) to delete image.

**Upload New Images:\***

Link :

Link :

Link :

Click "Browse" to add new image.

Click here when finished.

### Additional Page Setting

**Chairs** Furniture / Living Room / Chairs

Sample of page status.

**Page Status**  Enable (Page Status show what category your current page is in)

Separator:

**Sub Categories (D1):**  Columns

**List Recommends (D2):**  Enable

Display (Rows x Columns):  x

**List All (D3):** Display (Rows x Columns):  x  /Page

**List Product Fields:**

- Rating
- Description
- Price
- Free Shipping
- Availability
- Add To Cart Button

**Max Cart Quantity:**

**Call For Price Text (EN):**   
(This text will be displayed when you set product price to 0)

**Call For Price Text (TH):**   
(This text will be displayed when you set product price to 0)

**Free Shipping Text (EN):**

**Free Shipping Text (TH):**


**Image Unavailable:**  Display 'Image Unavailable' when don't have product image

Small Size:

Medium Size:


**Electronics**

**Camera Photo & Video**



**Nikon D90 DSLR Camera**  
\$49,990.00  
Usually ships within 24 hours.

**Cell Phones & Accessories**




**BlackBerry Storm 9500**  
\$24,900.00  
FREE SHIPPING  
Usually ships within 3 to 2 weeks.


Sub Categories: D1

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**Recommended for You**



**Nikon D90 DSLR Camera**  
\$49,990.00  
Usually ships within 24 hours.



**BlackBerry Storm 9500**  
\$24,900.00  
Usually ships within 3 to 2 weeks.




**Nokia 6700 classic**  
\$26,900.00  
Usually ships within 1 to 2 weeks.

Recommend: D2


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**All Products in "Electronics"**


Showing 3 - 3 of 3 Results Sort By: New



**Canon Power Shot G3**  
\$13,000.00 ~~\$15,900.00~~  
Usually ships within 24 hours.



**iPhone 3GS**  
\$13,900.00  
Usually ships within 1 to 2 weeks.



**Nokia 6700 classic**  
\$26,900.00  
Usually ships within 1 to 2 weeks.

List All: D3

Position of each object.

## Additional Page

You can create additional page for display information on your website by fill form below. You may also include link of each page to top menu, footer menu by copy URL from table below

### Add New Additional Page

You can add new additional page by filling details in the form below

Thai Information	English Information
<b>Topic (TH):*</b> <input style="width: 100%;" type="text"/>	<b>Topic (EN):*</b> <input style="width: 100%;" type="text"/>
<b>Detail (TH):*</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>Font</span> <span>Size</span> <span>Color</span> <span>Highlight</span> <b>B</b> <i>I</i> <u>U</u> </div> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<b>Detail (EN):*</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>Font</span> <span>Size</span> <span>Color</span> <span>Highlight</span> <b>B</b> <i>I</i> <u>U</u> </div> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
<b>Display Date &amp; Time:</b> <input type="checkbox"/> Display last update date & time in additional page. <b>Status:</b> <input checked="" type="checkbox"/> Enable	
<input type="button" value="Add"/> ← Click here when finished.	

**Please Note:** You CANNOT use this feature in demo and expired account.

### Edit Additional Page

All additional page in your shop listed in table below. You can delete by click icon in the end of row. If you want to see more information, just click link at the buyer name.

**NOTE:** Disable additional page make content not to be displayed only. It will NOT remove link from other menu. You can go to 'Header & Footer' menu for remove it by yourself.

Enable	Topic (TH)	Topic (EN)	Url	Date	Delete
<input checked="" type="checkbox"/>	ทดสอบ	test	page/24867/test/	20 Nov 11	-
<input checked="" type="checkbox"/>	นโยบายการคืนเงิน	Refund Policy	page/24866/Refund_Policy/	8 Jul 11	-
<input checked="" type="checkbox"/>	Feedback	Feedback	page/24847/Feedback/	7 Sep 10	-
<input checked="" type="checkbox"/>	สถานะการจัดส่ง	Shipment Status	page/24863/Shipment_Status/	19 Oct 09	-
<input type="checkbox"/>	คำถามที่ถามบ่อย	FAQ	faq.aspx		
<input type="checkbox"/>	เกี่ยวกับ	About Us	aboutus.aspx		
<input type="checkbox"/>	การติดต่อ	Contact Us	contactus.aspx		
<input type="checkbox"/>	ความเป็นส่วนตัว	Privacy Policy	privacy.aspx		
<input type="checkbox"/>	เงื่อนไขการให้บริการ	Terms & Conditions	termcondition.aspx		

← Click here when finished.

Enable /  
Disable here.

Click here to delete.



## Preface Pages & HTML Files

You can enable/disable Preface Page (or it might be temporarily disable page) and add Html Files by using form below.

**Preface Page Configuration**

You can enable/disable Preface Page and write content of it by using form below.

Disable Preface Page.  
 Enable Preface Page by redirect to file:   
 Enable Preface Page by using data below:

**Logo:\***       Image Logo     Link  
**Text (or Code Html):\***

← Click here when finished.

You can enable/disable your shop menus by adding / removing the mark (✓)

**Html Files**

You upload new html file or edit/delete file by using form below. If your file name is duplicate, Old file on server will be replaced.

**New Html File:**


→ Click "Browse" to upload HTML files.

← Click here when finished.

**Image Gallery**

You can delete or upload new images by using form below.

**Available Images:\***

 1309323972_shirt.png <input type="checkbox"/> Delete	 icon_thailandpost.gif <input type="checkbox"/> Delete	 sitemap.png <input type="checkbox"/> Delete
 1311411779_home.png <input type="checkbox"/> Delete	 icon_tnt.gif <input type="checkbox"/> Delete	 star-empty.png <input type="checkbox"/> Delete
 blog_logo.jpg <input type="checkbox"/> Delete	 icon_ups.gif <input type="checkbox"/> Delete	 star-half.png <input type="checkbox"/> Delete

*Some examples of available images*

To delete image, click here then click update below.

**Upload New Images:\***

→ Click here to upload new images.

← Click here when finished

## Shop

This menu is used for managing your shop.

## Order list

All orders in your shop listed in table below. You can delete by click icon in the end of row. If you want to see more information, just click link at the order number.

Order Date	<input type="text" value="07-01-2016"/> - <input type="text" value="08-01-2016"/>	→ 1. Fill key word to find order.
Status:	<input type="text" value="(No Selection)"/>	
Buyers	<input type="text"/> (Name or Email)	
Order Number:	<input type="text"/>	
<input type="button" value="Submit"/>		← 2. Click here to find order.
<b>WARNING:</b> No order has been found.      [ Order table is here. ]		
<input type="button" value="Export"/>		Click here to delete order. → <input type="button" value="Delete"/>

## Address Information

These following setting will be displayed as your contact information on website.

<b>Thai Information</b> Country (TH):* <input type="text" value="THAILAND"/> Address Line1 (TH):* <input type="text" value="522"/> Address Line2 (TH): <input type="text"/> City (TH):* <input type="text" value="Huaykwang"/> State/Province (TH):* <input type="text" value="กรุงเทพมหานคร"/> Postal Code (TH):* <input type="text" value="10310"/> Phone Number (TH):* <input type="text" value="025414100"/> Fax Number (TH): <input type="text"/>		<b>English Information</b> Country (EN):* <input type="text" value="THAILAND"/> <b>Part 1</b> Address Line1 (EN):* <input type="text" value="522"/> Address Line2 (EN): <input type="text"/> City:* <input type="text" value="Huaykwang"/> State/Province (EN):* <input type="text" value="Bangkok"/> Postal Code (EN):* <input type="text" value="10310"/> Phone Number (EN):* <input type="text" value="025414100"/> Fax Number (EN): <input type="text"/>	
(First Name, Last Name and Mobile Number will be kept confidential and NOT be displayed on website)			
<b>Part 2</b> First Name:* <input type="text" value="eShop"/> Last Name:* <input type="text" value="Thaiepay"/> Mobile Number: <input type="text"/> Ex. 0893334444 Email:* <input type="text" value="support@thaiepay.com"/> Orders Email:* <input type="text" value="support@thaiepay.com"/> <input type="button" value="Update"/>			

Your address information is separated into 2 parts : part 1 is shown for your customer to contact you; part 2 is kept as a secret to contact between you and ThaiePay. When you finished filling up, press “Update” button.

## Account Status

This menu displays your status, shop URL, start date, expiry date, monthly fee, and payment gateway. So far, this menu is used for activating and renewing your account.

### Account Status

Your THAIEPAY account status as detail below.

<b>Status:</b>	⚠ <b>Demo</b>	<input type="button" value="Activate"/>
<b>Shop Url:</b>	http://shop.thaiepay.com/jayjayy/	
<b>Start Date:</b>	6 Jan 16	
<b>Expiration Date:</b>	⚠ <b>21 Jan 16</b>	<input type="button" value="Renewal"/>
<b>Monthly Fee:</b>	350.00 Baht	
<b>Payment Gateway:</b>	THAIEPAY	

## News & Promotions

You can add/delete and edit news of your shop by submit form.

### Discount Promotion

You can give special promotion by filling discount percent if customer buy over the value below.

**Discount:\***  % (If not use, please fill 0)

**If buy over:\***  Baht

← Click here when finished.

The system will automatically give a discount to your customers regarding to your setting.

## Add news / Promotions

### Add News & Promotions

You can add news by fill both Thai and English information including image in this form below

*Thai Information*

**Topic (TH):\***

**Detail (TH):\***

Type your shop's news in Thai here.

*English Information*

**Topic (EN):\***

**Detail (En):\***

Type your shop's news in English here.

**Image:**

**Status:**  Enable

← Click here when finished.

## Edit news & promotions

**Edit News & Promotions**

Please click topic of news that you want to edit. If you want to delete, just click Delete button at the end of line

Enable	Topic (TH)	Topic (EN)	Date	Image	Delete
<input checked="" type="checkbox"/>	มีอะไรใหม่ในร้าน eShop ของไทยอีเพย์	What's new in ThaiePay's eShop!!	6 Jan 16		

You just remove mark (✓) to disable or press to delete the news from your system.

## Currency and Language

This menu allow you to enable currencies (exchange rate is regarding to kbank )

**Default Language:** ภาษาไทย } 1. Set default language and currency here.

**Default Currency:** Baht }

**Change Currency:**  Enable (buyers can change their preferred currency)

**Setting:**

Enable	Code	Sign	Name (TH)	Name (EN)	Rate	
<input checked="" type="checkbox"/>	THB	฿	บาท	Baht	1 THB = 1.00	Baht
<input type="checkbox"/>	USD	\$	ดอลลาร์สหรัฐ	USD	1 USD = 34.00	Baht
<input type="checkbox"/>	JPY	¥	เยน	Yen	1 JPY = 0.35	Baht
<input type="checkbox"/>	SGD	S\$	ดอลลาร์สิงคโปร์	Singapore Doll	1 SGD = 23.12	Baht
<input type="checkbox"/>	HKD	HKD	ดอลลาร์ฮ่องกง	Hongkong Dol	1 HKD = 4.34	Baht
<input type="checkbox"/>	EUR	€	ยูโร	Euro	1 EUR = 46.09	Baht
<input type="checkbox"/>	GBP	£	ปอนด์สเตอร์ลิง	GBP (Pound)	1 GBP = 51.13	Baht
<input type="checkbox"/>	AUD	A\$	ดอลลาร์ออสเตรเลีย	Australian Doll	1 AUD = 25.47	Baht
<input type="checkbox"/>	CHF	CHF				,54 Baht

2. Mark (✓) here to enable currencies

3. Click here when

Your setting will appear on your shop below your product categories on the left side.

**Shop By Brand**

Recycle Bag 1

Recycle Bag 2

**Currency:**

Baht

USD

Yen

←
Your setting is here.

## Change Password

This menu is used to change password for your shop account.

<b>Current Password:*</b>	<input type="text"/>	← 1.Enter the old password.
<b>New Password:*</b>	<input type="text"/>	← 2.Enter the new password.
<b>Re-enter Password:*</b>	<input type="text"/>	← 3.Confirm the new password.
<input type="button" value="Update"/>		← 4.Click here to set your new password.

## Products

### Add products

You can add new products of your store by filling details in the form provided. You should give correct and complete details of each product/service for clarity and convenience of buyers. See pictures below for more information.

**Select Category**

Category: \*  ← 1.Select your product's main category.

Sub Category:  ← 2.Select your product's sub category.

Minor Category:  ← 3.Select your product's minor category.

---

**Details** 4.Fill your product's details here.

Thai Information	English Information
<p>Name (TH):* <input style="width: 100%;" type="text"/></p> <p>Description (TH):* <input style="width: 100%;" type="text"/></p> <p>Details (TH):</p> <div style="border: 1px solid blue; padding: 5px; min-height: 150px;"> <div style="font-size: small; border-bottom: 1px solid blue; padding-bottom: 2px;"> <span>Font</span> ▼ 3 ▼ <span>Color</span> ▼ <span>Highlight</span> ▼ <b>B</b> <i>I</i> <u>U</u> </div> <div style="border-top: 1px solid blue; padding-top: 2px;"> <span>✂</span> <span>📄</span> <span>🔍</span> <span>🔄</span> <span>↺</span> <span>↻</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> </div> </div>	<p>Name (EN):* <input style="width: 100%;" type="text"/></p> <p>Description (EN):* <input style="width: 100%;" type="text"/></p> <p>Details (EN):</p> <div style="border: 1px solid blue; padding: 5px; min-height: 150px;"> <div style="font-size: small; border-bottom: 1px solid blue; padding-bottom: 2px;"> <span>Font</span> ▼ 3 ▼ <span>Color</span> ▼ <span>Highlight</span> ▼ <b>B</b> <i>I</i> <u>U</u> </div> <div style="border-top: 1px solid blue; padding-top: 2px;"> <span>✂</span> <span>📄</span> <span>🔍</span> <span>🔄</span> <span>↺</span> <span>↻</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> <span>☰</span> </div> </div>
<input type="button" value="Design"/> <input type="button" value="HTML"/>	<input type="button" value="Design"/> <input type="button" value="HTML"/>

(Picture 1)

**Price:**  Baht  **5.Fill the price and choose currency here.**

**Special Price:**  Baht  **6.Fill special price. If no, fill "0"**  
(If you fill Special Price, system will display as ~~฿ 50~~ and use Special Price in calculation)

**Add VAT:**  VAT 7%  **7.Click enable, then the system will include VAT to your price automatically.**

**Icon:**  Enable  No file chosen

**Clearance Sale:**  This product will be display on 'Clearance Sale' page

**Product Code:**

**External links:**

**Free Shipping:**  Enable (This product weight will not be counted)

**Weight:**  Kgs.

**Display Priority:** (No Selection)  **8.This is an product recommendation's order.**

**Brand:** Recycle Bag 1  **9.Choose your product's brand.**

**Availability:** Usually ships within 24 hours.  **10.Choose your product's shipping period.**

**Stock:**  Products in Stock   **11.Fill the amount of your products in stock.**

**Comments:**  Buyers comments  **12.Click here to allow your customers give you a comment of your product.**

**Status:**  Enable  
*( Picture 2 )*

**Images**

Displayed picture comes in 3 sizes, large, medium and small. You must upload Only Large Picture and let the system automatically resize the picture later. But if you want to use your own resized picture, please click browse and select picture you want.

**Large Picture:**  Use Current Picture [logo.png](#)   
 Add New Large Picture  No file chosen  
 (If there is no picture displayed, system will use default picture instead.)

**Medium Large:**  Use Current Picture [m\\_logo.png](#)   
 Automatic Resize (Pixel): 300  
 Add New Medium Picture  No file chosen

**Small Picture:**  Use Current Picture [s\\_logo.png](#)   
 Automatic Resize (Pixel): 150  
 Add New Small Picture  No file chosen

**Additional Pictures**

No file chosen  
 No file chosen  
 No file chosen

(If you want to edit details or pictures, you can go to menu "Edit or Delete Products/Services")

**13. Click here to upload product**  
 **14.Click here to update your shop. ( Picture 3 )**

**Please Note** Large product picture is a MUST. If you don't choose picture for medium and small size, the system will resize automatically.

## Edit / Delete Products

All products in your shop listed in table. You can delete by click icon in the end of row. If you want to edit information, just click link at the name of product.

Click the name, system will lead you to edit page.

Click here to delete product.

Enable	Priority	Name (TH)	Price	Special Price	Update Date	Delete
<input checked="" type="checkbox"/>	(No Selection)	Test1	100.00	50.00	11 Jan 16	
<input checked="" type="checkbox"/>	(No Selection)	Sample Paper Bag 1	290.00	0.00	17 Jan 12	

You can also enable/disable products to your shop by click the mark (✓) below enable column. Don't forget to click "update" when you finished editing.

## Availability

It is like a product's status that helps your customers making a decision before buying. You can add new availability, edit or delete too.

**Add Availability**

You can add availability of products by filling details in the form below

Name (TH):\*

Name (EN):\*

1.Fill your information here.

2.Click here to add availability.

**Edit/Delete Availability**

All availability in your shop listed in table below. You can delete by click icon at the end of row. If you want to edit information, just click link at the name of brand.

Edit	Name (TH)	Name (EN)	Delete
<a href="#">Edit</a>	จัดส่งได้ภายใน 1 ถึง 2 สัปดาห์	Usually ships within 1 to 2 weeks.	
<a href="#">Edit</a>	จัดส่งได้ภายใน 1 ถึง 2 วัน	Usually ships within 1 to 2 days.	
<a href="#">Edit</a>	จัดส่งได้ทันทีใน 24 ชั่วโมง	Usually ships within 24 hours.	

Click here to edit.

Click here to delete.

## Brand

A brand is a name or trademark connected with a product or producer. Brands will help users find products easily.

To add new brand. First, you have to fill up information below, then click add.

**Add New Brand**

You can add new brand by filling details in the form below

**Name (TH):\***

**Name (EN):\***

**Decription (TH):**   
(Max 500 Characters)

**Decription (EN):**   
(Max 500 Characters)





**Url:**

**Logo:**  No file chosen

**Display Priority:**

**Status:**  Enable

To edit/delete brands. All brands in your shop listed in table. You can delete by click icon at the end of row. If you want to edit information, just click the name of brand.

Enable	Priority	Name (TH)	Name (EN)	Logo	Delete
<input type="checkbox"/>	(No Selection) ▾	@dress	@dress		<input type="button" value="Click here to delete."/>
<input type="checkbox"/>	(No Selection) ▾	brownie	brownie		<input type="button" value=""/>
<input type="checkbox"/>	(No Selection) ▾	mama made	mama made		<input type="button" value=""/>
<input checked="" type="checkbox"/>	1 ▾	Recycle Bag 1	Recycle Bag 1		<input type="button" value=""/>

If you want some brands not to be displayed on your shop, another way is to click (✓) in the first column to disable them.



## Buyer Reviews

This menu is used for setting the allowance of reviewer.

**Buyer Reviews Setting**

Please set your review system to accept write and display.

**NOTE:** You can disable review system for each product in 'Edit Products' menu.

**Write:\***

Everybody can write a review.

Buyers that has already been registered only can write reviews.

**Display:\***

Display immediately when post a review.

Shop's admin must first check and enable a review.

→ 1. Set up your shop here.

← 2. Click here when you finished setting up.

---

**Product Reviews List**



All product reviews in your shop will be listed in table below. You can delete by click icon in the end of row.

Product:

**WARNING:** No review has been found.

## Products in stock

You can list your product stocks by submit quantity in form provided.

Enable	Stock	Name (TH)	Name (EN)	Code	Picture	Price	Special Price	Update Date	Delete
<input type="checkbox"/>	<input type="text" value="0"/>	Sweet Jacket	Sweet Jacket	SJ		290.00	250.00	25 Aug 10	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input type="text" value="2"/>	Pinky Smart	Pinky Smart	PSM		290.00	250.00	3 Sep 10	<input type="button" value="Delete"/>

Fill quantity here.

Click here to enable/disable.

Click here to delete.

## Shipment

For shipping methods and fee, you can set the shipping method through this menu. You can use service and rate of TNT, UPS, Thailand Post, or your own rate for each shipping.

### Shipping Method Status

You can enable shipping method system by checkbox in form below. In the other hand, system will skip calculation if you disable.

**Status:**  Enable 1. Click here to enable/disable.








**Promotion:** Free Shipping Fee when ordered over:  (If not use, please fill 0)

2. Click here when finished.

(Picture 1)

### Edit Shipping Method

You can enable and edit the details of each shipping method. Please click on shipping name below to enable or edit the shipping method for your products/services.

Enable	Name	Delivery	Logo
<input checked="" type="checkbox"/>	Custom <span style="border: 1px solid black; padding: 2px;">1. Click here to enable/disable.</span>	Domestic and Internation Parcel	
<input type="checkbox"/>	Pickup at Store	Domestic and Internation Parcel	
<input type="checkbox"/>	Domestic Parcel	Domestic Parcel	
<input type="checkbox"/>	International Parcel	Internation Parcel	
<input type="checkbox"/>	TNT International Shipping	Internation Parcel	
<input type="checkbox"/>	TNT Domestic Shipping	Domestic Parcel	
<input type="checkbox"/>	UPS International Shipping	Internation Parcel	
<input checked="" type="checkbox"/>	Registered mail	Domestic and Internation Parcel	
<input type="checkbox"/>	Render service at the assigned place	Domestic and Internation Parcel	
<input type="checkbox"/>	Render service at the booked room/hotel/resort	Domestic and Internation Parcel	
<input type="checkbox"/>	FedEx International Shipping	Internation Parcel	

2. Click here when finished.

(Picture 2)

## Payment

### Payment Methods


You can set payment methods for both "Checkout" page and "Notify of Payment" page on your shop website to let buyers select the most suitable way to make a payment.

#### Payment methods for "Checkout" page

Besides using THAIEPAY as a main payment gateway, you can offer buyers to pay by other payment methods from other providers such as PayPal, or K-Bank.

**1. Payment methods for "Checkout" page**

Besides using THAIEPAY as a main payment gateway, you can offer buyers to pay by other payment methods from other providers such as PayPal, or K-Bank.

Enable	Name	Logo
<input checked="" type="checkbox"/>	Bank transfer to store bank account	
<input type="checkbox"/>	Cash, Cashier's Check	
<input checked="" type="checkbox"/>	Credit card online by THAIEPAY	
<input type="checkbox"/>	Credit card online by Kasikorn Bank (VISA, MasterCard)	
<input type="checkbox"/>	Paypal	


1. Click here to enable/disable.

2. Click here when finished.

Item SubTotal:	<b>\$20,000.00</b>
Special Discount 1.00%:	<b>-\$200.00</b>
Shipping:	<b>\$20.00</b>
<b>Order Total:</b>	<b>\$19,820.00</b>

**Choose your payment method**

Choosing which payment method is the best option for you below

- Bank transfer to store bank account
- Cash, Cashier's Check
- Credit card online by THAIEPAY 

*(List of Payment Methods on Checkout Page)*



### Edit / Delete Main Categories

All categories in your shop listed in table below. You can delete by click icon in the end of row. If you want to edit information, just click the name of category.

The screenshot shows a table with the following columns: Enable, Priority, Name(TH), Name(EN), Icon, Update Date, Delete, and Delete Options. A row is highlighted with the following data: Enable (checked), Priority (1), Name(TH) (ภาษาไทย 1), Name(EN) (Main Category 1), Icon (lock icon), Update Date (24 Aug 10), Delete (red minus icon), and Delete Options (radio buttons for 'This Category Only' and 'Include Sub & Products Within').

Callouts point to the following elements:

- Click here to enable/disable.** - Points to the 'Enable' checkbox.
- Click name to edit.** - Points to the 'Name(TH)' cell.
- Click here to delete.** - Points to the 'Delete' icon.
- Click here when finished.** - Points to the 'Update' button below the table.

### Add Sub Categories

You can add new sub categories of your shop by filling details in the form provided. First, you have to choose main categories. Next, fill the details such as name of sub categories. Third, choose icon and priority. Last, Click “Update”

The form is titled 'Add Sub Categories' and contains the following fields and callouts:

- Select Main Category:** A dropdown menu showing 'Main Category 1'. Callout: **Choose Main Category here.**
- Thai Information:**
  - Name (TH):\*** A text input field.
  - Details (TH):** A rich text editor with a toolbar (Font, Size, Color, Highlight, Bold, Italic, Underline) and a large text area.
- English Information:**
  - Name (EN):\*** A text input field.
  - Details (EN):** A rich text editor with a toolbar and a large text area.
- Icon:** A button labeled 'Choose File' next to the text 'Add New Picture' and 'No file chosen'. Callout: **Choose icon here.**
- Display Priority:** A dropdown menu showing '(No Selection)'. Callout: **Choose priority here.**
- Status:** A checkbox labeled 'Enable' which is checked.
- Submit:** A button at the bottom of the form. Callout: **Click here to add sub category.**

### Edit / Delete Sub Categories

All sub categories in your shop listed in table below. You can delete by click icon in the end of row. If you want to edit information, just click the name of category. Don't forget to click "update" when you finished editing.

Enable	Priority	Name (TH)	Name (EN)	Icon	Update Date	Delete	Enable/Delete Options
<input checked="" type="checkbox"/>	(No Selection)	หมวดหมู่รอง 2	Sub Category 2		2 Aug 11		<input checked="" type="radio"/> This Category Only <input type="radio"/> Include Sub & Products Within
<input checked="" type="checkbox"/>	(No Selection)	หมวดหมู่รอง 1	Category 1		2 Aug 11		<input checked="" type="radio"/> This Category Only <input type="radio"/> Include Sub & Products Within

Annotations in the image:  
 - "Click here to enable/disable." points to the 'Enable' checkbox.  
 - "Click name to edit." points to the 'Name (TH)' column.  
 - "Click here to delete." points to the 'Delete' icon.

### Add Minor Categories

You can add new minor categories of your shop by filling details in the form provided. First, you have to choose main and sub categories. Next, fill the details such as name of minor categories. Third, choose icon and priority. Last, Click "Update"

Select Main Category:  ← Choose Main Category here.

Select Sub Category:  ← Choose Sub Category here.

**Thai Information**

Name (TH):\*

**Details (TH):**

Font Size Color Highlight B I U

Clipboard Undo Redo Bullets Numbered List Link Image Table

Design HTML

**English Information**

Name (EN):\*

**Details (EN):**

Font Size Color Highlight B I U

Clipboard Undo Redo Bullets Numbered List Link Image Table

Design HTML

Icon: Add New Picture  No file chosen ← Choose icon here.

Display Priority:  ← Choose priority here.

Status:  Enable

← Click here to add minor category.

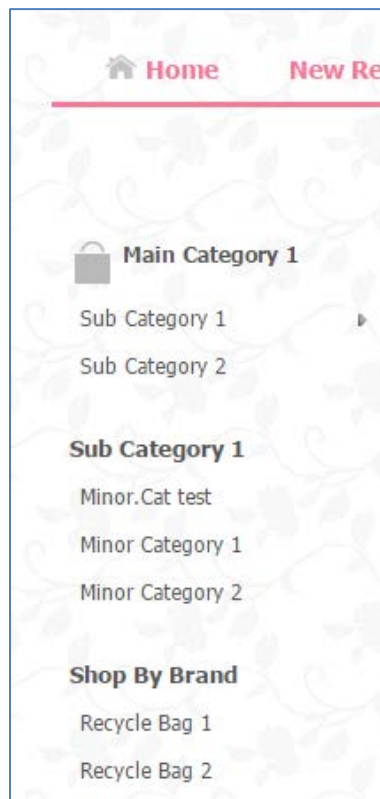
## Edit / Delete Minor Categories

All minor categories in your shop listed in table below. You can delete by click icon in the end of row. If you want to edit information, just click the name of category. Don't forget to click "update" when you finished editing.

Enable	Priority	Name (TH)	Name (EN)	Icon	Update Date	Delete	Enable/Delete Options
<input checked="" type="checkbox"/>	1	Minor.Cat test	Minor.Cat test		11 Jan 16		<input checked="" type="radio"/> This Category Only <input type="radio"/> Include Sub & Products Within
<input checked="" type="checkbox"/>	(No Selection)	Minor Category 1	Minor Category 1		7 Jan 16		<input checked="" type="radio"/> This Category Only <input type="radio"/> Include Sub & Products Within
<input checked="" type="checkbox"/>	(No Selection)	Minor Category 2	Minor Category 2		7 Jan 16		<input checked="" type="radio"/> This Category Only <input type="radio"/> Include Sub & Products Within

Click name to edit.  
 Click here when finished.  
 Click here to enable/disable.  
 Click here to delete.

See the picture below to indicate position of categories.



## Buyers

### Buyers Details

All buyers in your shop listed in table or you can fill the form to search quickly. You can delete by click icon in the end of row. If you want to see more information, just click the customer name.

### Send Email to Buyers

This menu offers you to send e-mail directly to your selected or all buyers. After you completed typing Subject and Details, please click “Send” button to send.



## Webboard

### Configuration

You can configure webboard rules by submit form below.

### Webboard Configuration

You can configure webboard rules by submit form below.

**Write Topic:\***

Everybody can write a new topic.

Customer that has already been registered only can write a new topic.

**Write Reply:\***

Everybody can write a new reply.

Customer that has already been registered only can write a new reply.

**Display Topic:\***

Display immediately when post a new topic.

Shop's admin must first check and enable a new topic.

**Display Reply:\***

Display immediately when post a new reply.

Shop's admin must first check and enable a new reply.

**First Page:**

Display  latest webboard topics on shop's first page.

Click here when you finished configuration.

### New Topic

You can post new topic by submit form provided.

**Subject:\***  ← 1.Fill the subject.

**Detail:\***

2.Type your new topic details here.

Maximum length is 3,000 characters.

**Email:**  ← 3.Fill your email in case buyers replies you.(optional)  
Please fill your email address if you want an email copy when somebody replies in the thread.

**Attach File:**  No file chosen ← 4.Click "Choose file" to attach file.(optional)


**Pin Topic:**  Pin this topic with priority  ← 5.Click (✓) to pin and select priority. (optional)

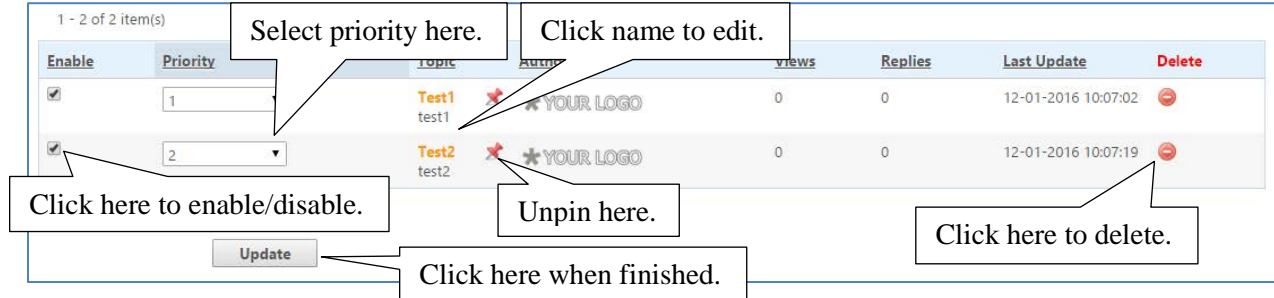
**Reply:**  This topic is NOT allow to reply ← 6.Click (✓) if no reply allowance. (optional)

**Status:**  Enable

← 7.Click here to send.

### All Topics

All topics are listed in table below. You can delete by click icon (  ) in the end of row. If you want to edit detail, just click at the topic.



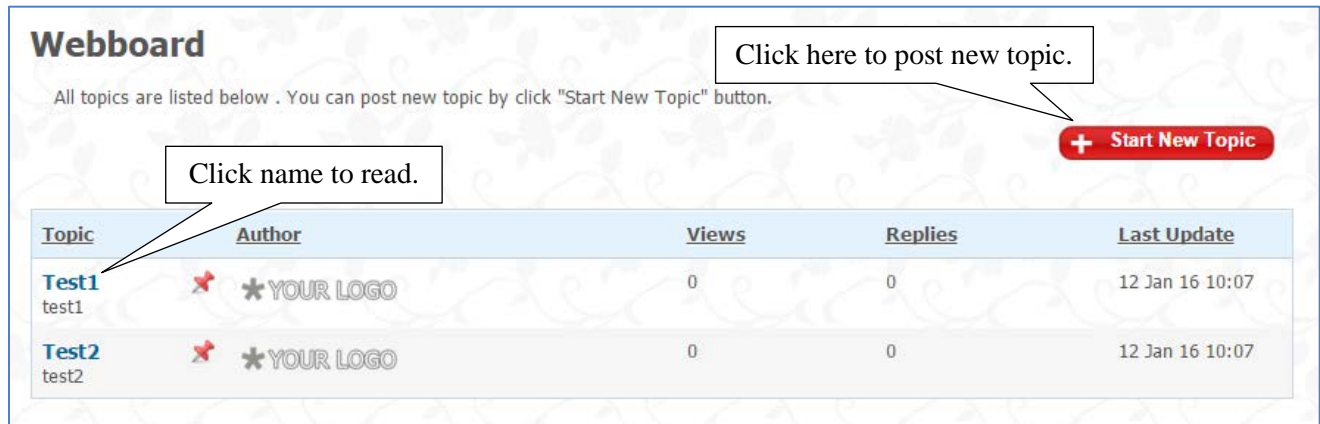
1 - 2 of 2 item(s)

Enable	Priority	Topic	Author	Views	Replies	Last Update	Delete
<input checked="" type="checkbox"/>	1	Test1 test1	* YOUR LOGO	0	0	12-01-2016 10:07:02	
<input checked="" type="checkbox"/>	2	Test2 test2	* YOUR LOGO	0	0	12-01-2016 10:07:19	

Update

Callouts:  
 - Select priority here. (points to Priority dropdown)  
 - Click name to edit. (points to Topic name)  
 - Click here to enable/disable. (points to Enable checkbox)  
 - Unpin here. (points to pin icon)  
 - Click here when finished. (points to Update button)  
 - Click here to delete. (points to Delete icon)

All topics will be appeared on your shop as the picture below.



### Webboard

All topics are listed below . You can post new topic by click "Start New Topic" button.

[+ Start New Topic](#)

Topic	Author	Views	Replies	Last Update
Test1 test1	* YOUR LOGO	0	0	12 Jan 16 10:07
Test2 test2	* YOUR LOGO	0	0	12 Jan 16 10:07

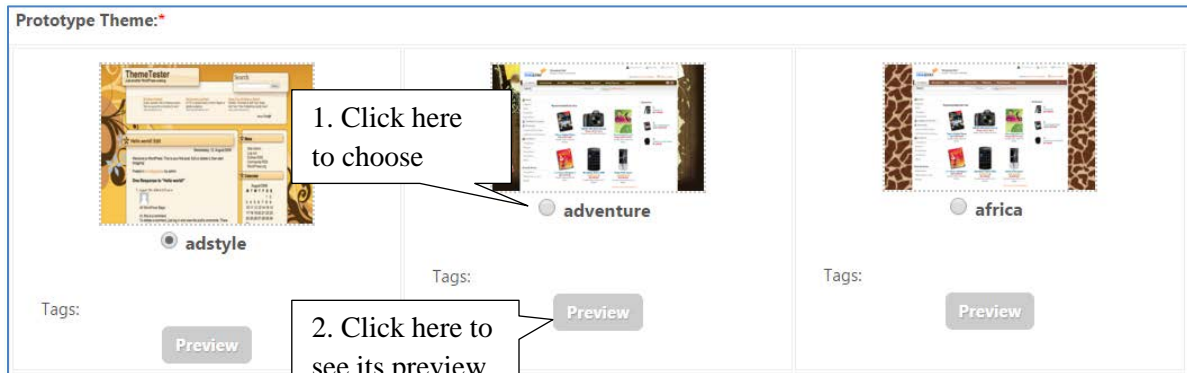
Callouts:  
 - Click here to post new topic. (points to Start New Topic button)  
 - Click name to read. (points to Topic name)

**Please Note:** Those who can post new topic are those regarding to your webboard configuration.

## Developers

### Create your own theme.

To create your own theme easily, you must select similar prototype theme and fill your theme name. Our system will copy all structures that important for building a theme. Then, you can adjust or replace any data that is your own. See the pictures for more understanding



(Picture 1)


**Please Note** There are much more prototype themes. Choose one that fits your shop layout perfectly.

(Picture 2)



The system will show you the banner below if the process is done.




## Edit / Delete Your Theme

All your own themes listed in table below. You can delete by click icon (  ) in the end of row. If you want to edit detail, just click link at the theme name. See the picture below.

**Please Note** You can NOT disable or delete themes that are currently being used by the shop

Enable	Theme Name	Description	Screen Shot	Currently Using	Delete
<input checked="" type="checkbox"/>	<a href="#">Test_theme</a>	test_theme		0	

Update 

## Edit theme information


You can edit your theme information but not the name.

**Edit Theme Information**

Please fill updated theme information in form below.

Theme Name: Test\_theme

Description: test\_theme

Screen Shot: 

Current Screen Shot:  Input New Screen Shot:  No file chosen

Url:

Version:

Author Name:

Author Url:

Tags:

Status:  Enable

## Edit CSS in your theme

This menu needs professional computer skills.

CSS (Cascade Style Sheet) is the file that controls your layout, colors, fonts and object styles. You can adjust everything in every object by fill the form below.

**CSS Text in file:\***

```
1 /*
2 Theme Name: DefaultTheme
3 Theme URI: http://www.thaiepay.com/themes/
4 Description: Default Theme for THAIEPAY Shopping Mall Store
5 Author: Surat Buditrasana
6 Author URI: http://www.thaiepay.com/
7 Version: 3.0
8 Tags: default, clean, simple, clear
9 .
10 Released under the <a href="http://www.opensource.org/licenses/gpl-license.php">GPL</a>.
11 .
12 */
13 /* RESET */
14
15 /*body, input, textarea, select, h1,h2,h3,h4,h5,h6,fieldset,form,label,legend,div,p*/
16 html, body, div, span, applet, object, iframe, h1, h2, h3, h4, h5, h6, p, blockquote, pre, a, abbr, acronym, ad
17 {
18     border: 0;
19     outline: 0;
20     vertical-align: baseline;
21     background: transparent;
22     margin: 0;
23     padding: 0;
24 }
```

Click here to update.

## Edit images in your theme

Each CSS has its own relative images. You can delete or upload new one by using form below

**Upload New Images:\***

No file chosen 1. Click here to upload.

No file chosen

No file chosen

2. Click here to

## Tips & Technics

This menu compiles useful articles for your shop.

Articles in "Tips and Technics"	
28 Jun 2012	<a href="#">Personalize Footer for your online shop!!</a>
28 Jun 2012	<a href="#">Let's add Center Banner!!</a>
28 Jun 2012	<a href="#">แนะนำการใช้งาน Webboard ใน Shopadmin</a>
21 Jun 2012	<a href="#">How to upload products to website</a>
21 Jun 2012	<a href="#">Adding "Brand Name" for your products!!</a>

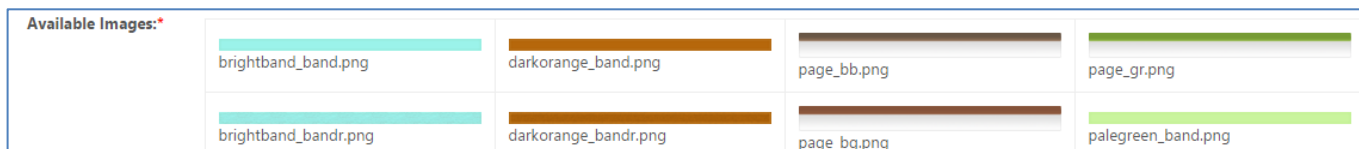
**Please Note** There are more interesting articles in the system.

## Gallery

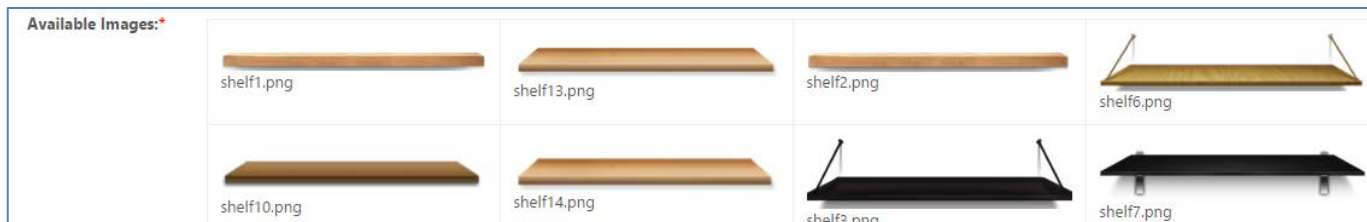
This menu compiles background images such as menu bars and shelf images for decorating your shop

### How to use

1. Choose image.
2. See image preview, just click at your preferred image.
3. Save the image in your computer.
4. Upload the image in menu "Developers" > "Edit images in your theme"



*(Examples of menu bars)*



*(Examples of shelf images)*