



## **ADDING / EDITING YOUR DETAILS ON YOUR JEWEL DISTRIBUTOR SITE.**

Open [www.jeweldistributor.co.uk/distributors](http://www.jeweldistributor.co.uk/distributors)

Enter your username (website domain) and password.

Note: These details will have been provided to you when you signed up.

There are now certain links to allow you to edit areas of the site:

### **1 EDIT DETAILS:**

This section allows you to change your:

- Company Name
- Address
- Contact Details
- Link Colour
- Banner Colour
- Foreground and background colours
- The about us section and logo
- Your Paypal details
- VAT and company registration numbers.

Once you have altered these to your preferred settings, click on the 'save' button (at the bottom of the page). If you wish to abandon the changes made, click the 'Back' Button (in your web browser).

### **2 CHANGE PASSWORD**

As you would assume, this section allows you to change the password required to enter your website suite.

Once you have altered these to your preferred settings, click on the 'save' button (at the bottom of the page). If you wish to abandon the changes made, click the 'Back' Button (in your web browser).

### **3 FEATURED PRODUCTS**

This section allows you to change your featured products on the front page of your webshop, enter the product codes (that will have been provided for you on CD at the time you signed up to be a jewel distributor) to change what will appear on your front page.

Once you have altered these to your preferred settings, click on the 'save' button (at the bottom of the page). If you wish to abandon the changes made, click the 'Back' Button (in your web browser).

## **4 EDIT PRICES / PRODUCTS**

Here is where you can change the actual content of the site.

You can:

Add a new category

Edit a current category

To ADD a new category, click on the 'add new category' button.

You can:

Edit the description of this category

Add a sub category

Add a product to the sub category

Delete any category you have added to the webshop.

Once you have altered these to your preferred settings, click on the 'save' button (at the bottom of the page). If you wish to abandon the changes made, click the 'Back' Button (in your web browser).

## **5 SHOW / HIDE CATEGORIES**

If there are certain categories that you do not wish to advertise online, you can choose to hide / unhide them in this section.

Once you have altered these to your preferred settings, click on the 'save' button (at the bottom of the page). If you wish to abandon the changes made, click the 'Back' Button (in your web browser).

If you get stuck, please call the Jewel Creative team: 0845 2638145