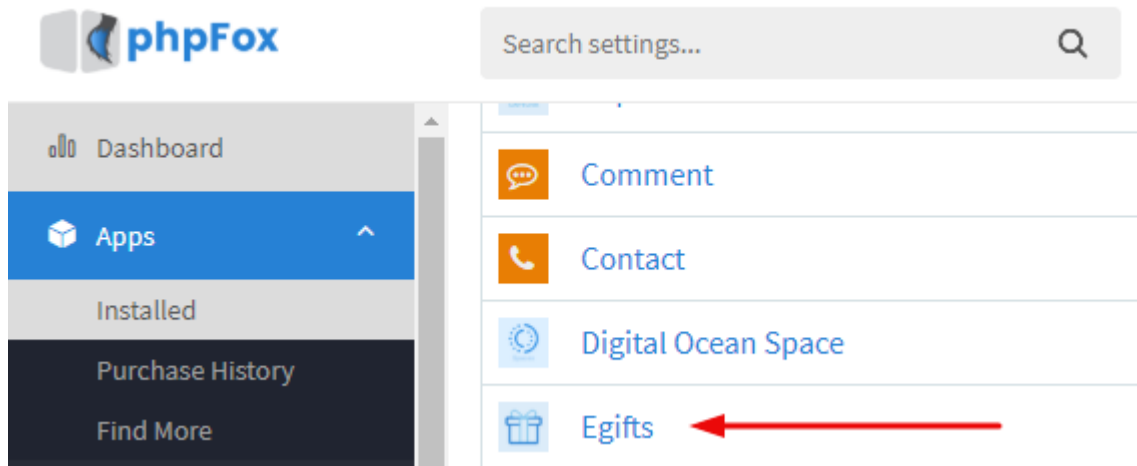


Enabling and Managing E-Gifts

- [Adding and Managing Categories](#)
 - [Adding Categories](#)
 - [Managing Categories](#)
- [Adding and Managing Gifts](#)
 - [Adding Gifts](#)
 - [Managing E-Gifts](#)

This assumes you are already logged in as the Admin user and are [logged into the AdminCP](#) .

- Click Apps >> Installed >> Egift



Adding and Managing Categories

Once you are in the E-Gift area, you can add and manage your categories. You need to set up the categories that you want so you can add E-Gifts.

- Click Manage Categories

User Group Settings Manage Categories Manage Gifts Invoices Actions					
Name	Total Egifts	Since	Until	Use schedule	
 Birthday	3	None	None	☐	
 Friends	3	September 28, 2016	September 30, 2018	☒	
 Holidays	4	September 28, 2016	September 30, 2018	☒	
 Miscellaneous	5	April 2, 2017	April 3, 2017	☒	

Adding Categories

- Click the Action button >> select New Category

User Group Settings Manage Categories Manage Gifts Invoices Actions					
Name	Total Egifts	Since	Until		
 Birthday	3	None	None		
 Friends	3	September 28, 2016	September 30, 2018	☒	
 Holidays	4	September 28, 2016	September 30, 2018	☒	
 Miscellaneous	5	April 2, 2017	April 3, 2017	☒	

- For Gifts that just show on the user's friends birthday, keep the Schedule Availability set at No.

Add New Category ✕

Name in English (US)

Name in other languages

Schedule Availability:

☐ NO

When disabled this category will only show up on birthdays

Submit

Cancel

- For Gifts that show all year long, set the Availability at Yes and choose your dates.

Add New Category ✕

Name in English (US)

Name in other languages

Schedule Availability:

☒ YES

When disabled this category will only show up on birthdays

Available since:

Available until:

5/16/2018



5/16/2019



Submit

Cancel

Managing Categories

- Click to the left of your categories to drag them up or down to sort them.

User Group Settings

Manage Categories

Manage Gifts

Name	
⬆ ⬇ ⬆	Birthday
⬆ ⬇ ⬆	Friends
⬆ ⬇ ⬆	Holidays
⬆ ⬇ ⬆	Miscellaneous

- Click the setting icon to edit the category name or dates.

User Group Settings Manage Categories Manage Gifts Invoices Actions ▾					
Name	Total Egifts	Since	Until	Use schedule	
⚙ Birthday	3	None	None	☐	
⚙ Friends	3	September 28, 2016	September 30, 2018	☒	
⚙ Holidays	4	September 28, 2016	September 30, 2018	☒	
⚙ Miscellaneous	5	April 2, 2017	April 3, 2017	☒	

- Click the setting icon >>select delete to delete this category and the egifts that are in it.

User Group Settings **Manage Categories** Manage Gifts

Name
⚙ Birthday
⚙ Friends
⚙
⚙

Edit
 Delete

- Click the Use Schedule checkbox to enable or disable this from showing all year long. Disabled will show only on the birthday of the user's friends.

User Group Settings Manage Categories Manage Gifts Invoices Actions ▾					
Name	Total Egifts	Since	Until	Use schedule	
⚙ Birthday	3	None	None	☐	
⚙ Friends	3	September 28, 2016	September 30, 2018	☒	
⚙ Holidays	4	September 28, 2016	September 30, 2018	☒	
⚙ Miscellaneous	5	April 2, 2017	April 3, 2017	☒	

Adding and Managing Gifts

Adding Gifts

- Click Add Actions >> Select New Gift

User Group Settings <u>Manage Categories</u> Manage Gifts Invoices					
Name				Total Egifts	Since
				Until	
⚙	🔧	Birthday		3	None
⚙	🔧	Friends		3	September 28, 2016
⚙	🔧	Holidays		4	September 28, 2016
⚙	🔧	Miscellaneous		5	April 2, 2017

Actions ▾

New Category

New eGift

- Fill in the fields, choose an E-gift to upload from your computer and choose a category. Make sure you set up [payment gateways](#) if you are setting up a price or that you have [set up the Points](#) if you are allowing users to purchase with points. Click Add Egift when done.

Add Egift

***Title:**

***Choose File:**

No file chosen

Allowed file extensions: jpg, png, gif..

***Choose category:**

Price:

\$

€

£

Add Egift

Cancel

Managing E-Gifts

When in the Add Egifts section from above, scroll down to the already added Egifts and scroll the mouse over the image. You will see Delete - icon and Edit pencil and paper icons.

- In Manage Egift, choose the category you'd like to manage.

Manage Egift

User Group Settings

Manage Categories

Manage Gifts

Invoices

Actions

Choose category:

▼

All

Birthday

Friends

Holidays

Miscellaneous

- Select the setting icon to edit or delete the specific e-gift

Manage Egifts				
Category	Egift name	Image	Price	
⚙ Birthday	Birthday Cake		USD: 0	EUR: 0
⚙ Birthday	Birthday Balloon		USD: 0	EUR: 0
⚙ Birthday	Gift		USD: 0	EUR: 0