Enabling and Managing E-Gifts

This assumes you are already logged in as the Admin user and are logged into the AdminCP .

- Click Apps >> Installed >> Egift
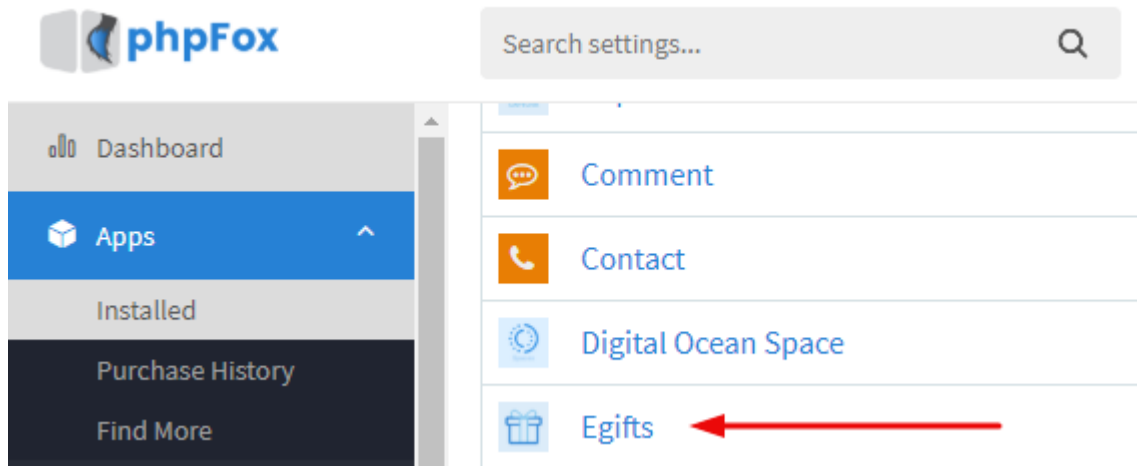
Adding and Managing Categories

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

Adding Categories

- Click the Action button >> select New Category

- 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.

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

- 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.

Adding and Managing Gifts

Adding Gifts

- Click Add Actions >> Select New Gift

	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	☑

- 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.

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:

| Birthday | ▼ |

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 GBP: 0
Edit			
Delete			
⇕ ⚙ Birthday	Birthday Balloon		USD: 0 EUR: 0 GBP: 0
⇕ ⚙ Birthday	Gift		USD: 0 EUR: 0 GBP: 0