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

phpFox	Search settings		
ol0 Dashboard	Comment		
😚 Apps 🔷 🔨	Contact		
Installed Purchase History	O Digital Ocean Space		
Find More	📅 Egifts 🔫		

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

L	Jser (Group Settings	Manage Categories	Manage Gifts	Invoices			Actions 🔻
		Name			Total Egifts	Since	Until	Use schedule
\$	¢	Birthday		•	3	None	None	
\$	ø	Friends			3	September 28, 2016	September 30, 2018	¢.
\$	ø	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	New Category New eGift	
¢ Ø	Birthday			3	None	None	New edit	
¢ ¢	Friends			3	September 28, 2016	September 30, 2018	ø	
÷ Ø	Holidays			4	September 28, 2016	September 30, 2018	×.	
÷ Ø	Miscellaneous			5	April 2, 2017	April 3, 2017	d.	

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

Name in English (US)		
Name in other langua	ges	
Schedule Availability:		
When disabled this ca	tegory will only show up on birthday:	S
Submit Cancel		
Cullect		
r Gifts that show all year lo	ng, set the Availability at Yes and choose yo	ur dates.
Add New Cate	gory	
Name in English (US)		
Name in other langua	ges	
Schedule Availability:		YES
-	tegory will only show up on birthday:	
Available since:	Available until:	
	5/16/2019	
5/16/2018		
5/16/2018		
5/16/2018 Submit Cancel		
Submit Cancel	pries to drag them up or down to sort them.	
Submit Cancel	pries to drag them up or down to sort them.	
Submit Cancel	pries to drag them up or down to sort them.	Manage Gifts
Submit Cancel	pries to drag them up or down to sort them.	Manage Gifts

\$

\$ Ø

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	
¢ Ø	Birthday	-		3	None	None		
\$ Ø	Friends			3	September 28, 2016	September 30, 2018	*	
¢ Ø	Holidays			4	September 28, 2016	September 30, 2018	×.	
¢ ¢	Miscellaneous			5	April 2, 2017	April 3, 2017	ø	

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

U	ser 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		\sim	Actions 🔻
	Name			Total Egifts	Since	Until	Use schedule
÷ Ø	Birthday			3	None	None	
÷ Ø	Friends			3	September 28, 2016	September 30, 2018	
÷ Ø	Holidays			4	September 28, 2016	September 30, 2018	ø
÷ Ø	Miscellaneous			5	April 2, 2017	April 3, 2017	ø

Adding and Managing Gifts

Adding Gifts

Click Add Actions >> Select New Gift

User Group Settings		roup Settings Manage Categories Manage Gifts		Invoices			Action	
	Name			Total Egifts	Since	Until	New Category	
¢ ¢	Birthday			3	None	None	New eGift	
÷ Ø	Friends			3	September 28, 2016	September 30, 2018	¢.	
÷ Ø	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.

Add Egift

٧

*Title:

*Choose File:

Choose File No file chosen

Allowed file extensions: jpg, png, gif..

*Choose category:

Price:

s	0	
€	0	
£	0	
Add	d 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:				
Birthday				٣
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 Edit	Birthday Cake		USD: 0 EUR: 0 GBP: 0
Delete Ø Birthday	Birthday Balloon		USD: 0 EUR: 0 GBP: 0
🗢 🤨 Birthday	Gift	*	USD: 0 EUR: 0 GBP: 0