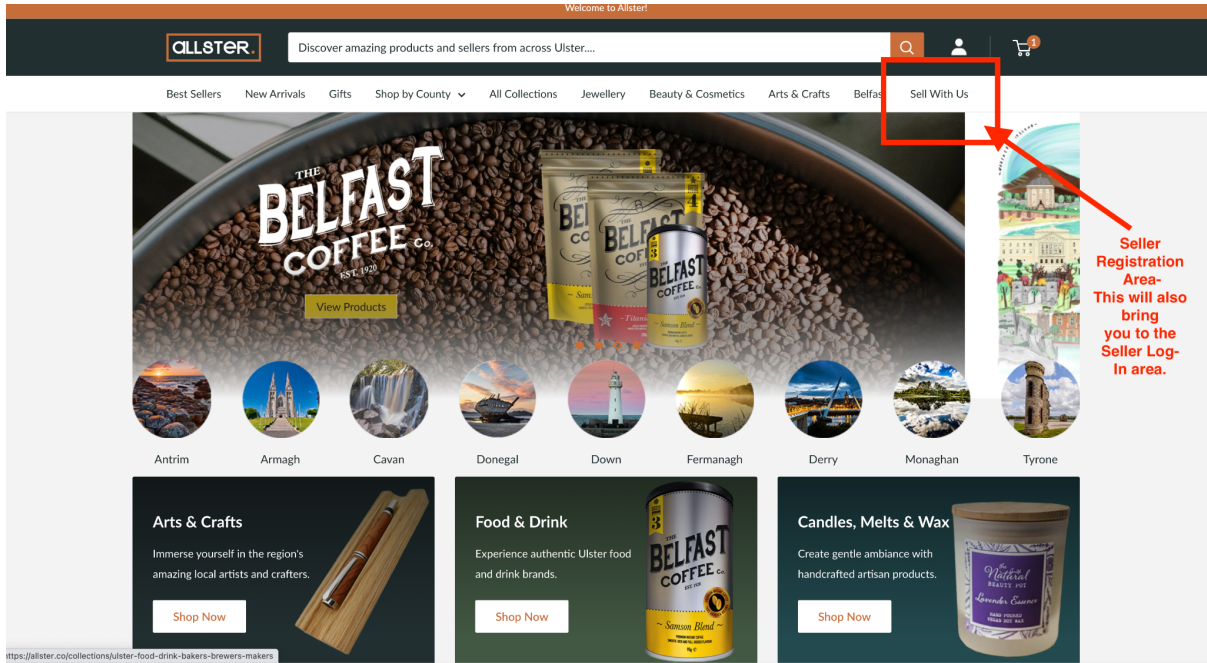


# Signing Up Document

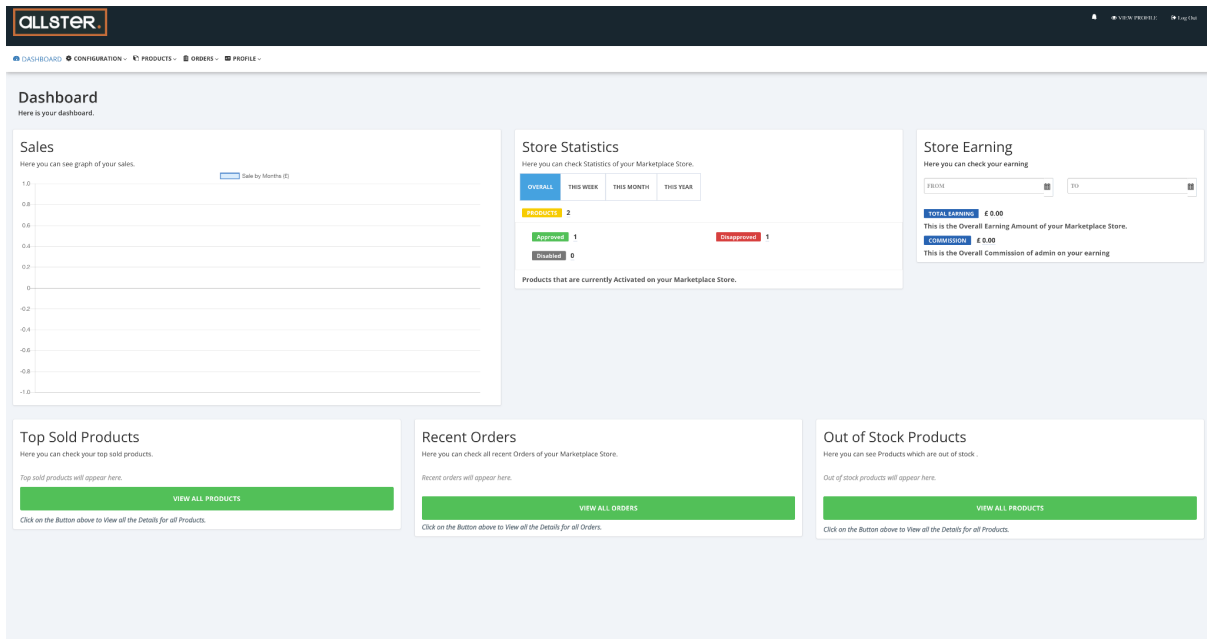
## Signing Up & Signing In

### How do I sign up?

Through the “Sell With Us” link on the front of the website.



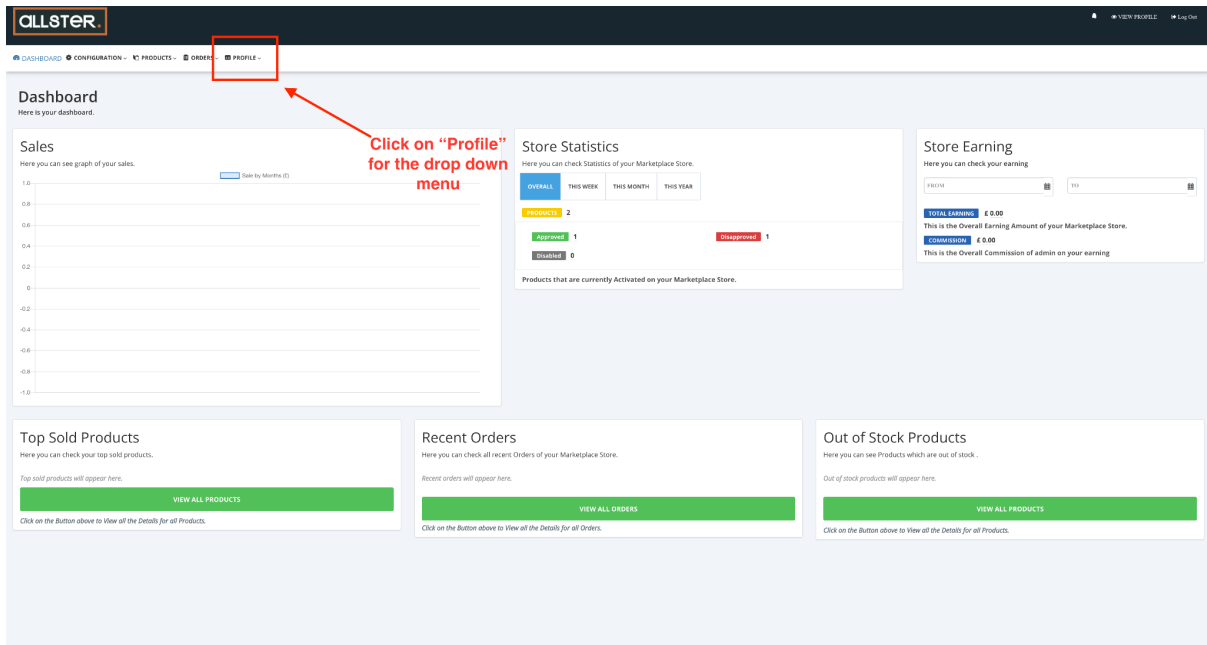
After you sign in you will be directed to the “Dashboard” as seen Below:



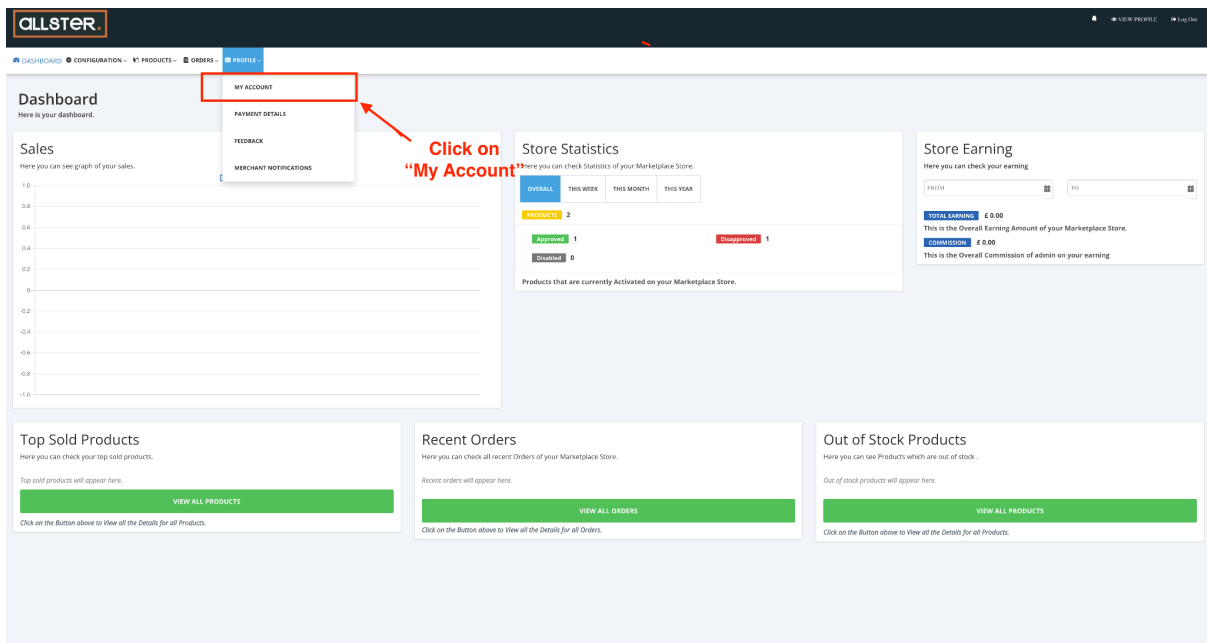
Note that all explainer videos begin on this page.

There are three main areas that need to be addressed, Profile, Products and Configuration which this guide will now break down and explain.

The first area is the “Profile” as seen below, click the “Profile” for the drop down menu to appear.



After clicking on “Profile” the drop down menu will appear, from this click “My Account”



Once you have clicked “My Account” you will be directed to page below:

**My Account**  
Here are your details.

**ACCOUNT DETAILS**

EMAIL  
eddie+teststorec@allster.co

SELLER NAME\*  
Graham Vaughan

SELLER SHOP NAME \*  
Test Store C

STORE ADDRESS \*  
International Airport

CURRENCY  
Pound Sterling (£)

CITY \*  
Crumlin

COUNTRY \*  
United Kingdom

STATE\*  
British Forces

SELLER ZIPCODE \*  
BT29 4DH

SELLER CONTACT \*  
000000000

SHORT STORE DESCRIPTION \*  
You managed to find the Allster demo store! You're quite the detective. Please don't buy anything from us, pure admin nightmare :)

**SELLER PROFILE & STATUS**  
Here You Can Upload Profile Image of Seller & Change the Status of Seller.

SELLER PROFILE  
allster  
UPLOAD IMAGE Remove Image  
Note :  
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 185x185 px.

SELLER SHOP LOGO  
Here You Can Upload Shop Logo of Seller.

SHOP LOGO  
a  
UPLOAD IMAGE Remove Shop Logo  
Note :  
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 165x165 px.

CHANGE PASSWORD VIEW PROFILE

**Step 1: The first field that needs to be filled in is you general information as seen below:**

**My Account**  
Here are your details.

**ACCOUNT DETAILS**

EMAIL  
eddie+teststorec@allster.co

SELLER NAME\*  
Graham Vaughan

SELLER SHOP NAME \*  
Test Store C

STORE ADDRESS \*  
International Airport

CURRENCY  
Pound Sterling (E)

CITY \*  
Crumlin

COUNTRY \*  
United Kingdom

STATE\*  
British Forces

SELLER ZIPCODE \*  
BT29 4DH

SELLER CONTACT \*  
000000000

**Each of these fields on this page has this symbol ‘ \* ‘ next to them. This is to let suppliers know that these fields need to be filled in. If they are not ALL filled in then the page will not save any of the fields that are filled in will return to being blank. If you do not wish to add certain details we ask that you fill in the area with an “X”.**



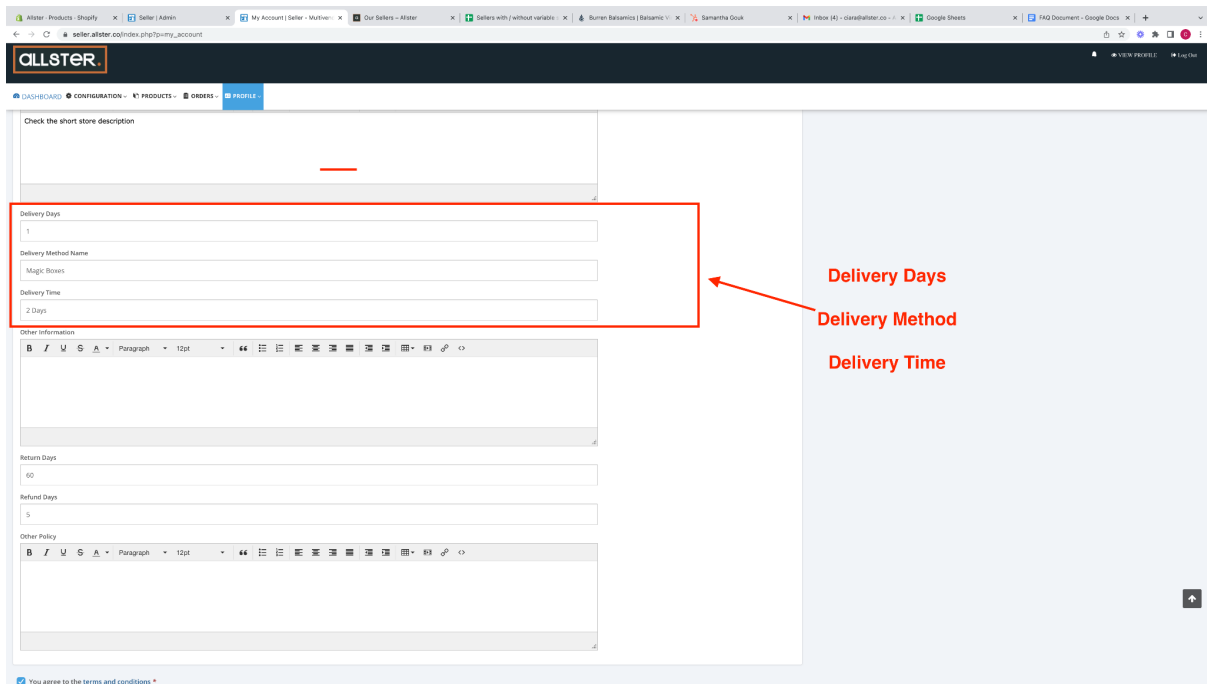
The next area of this page is the ‘Short Store Description’ & ‘Detailed Store Description’ as seen below.

The screenshot displays a form for store management. At the top, there are fields for 'SELLER ZIP CODE' (BT29 4DH), 'SELLER CONTACT' (000000000), and 'SHORT STORE DESCRIPTION'. The 'SHORT STORE DESCRIPTION' field contains the text: 'You managed to find the Alister demo store! You're quite the detective. Please don't buy anything from us, pure admin nightmare :)' and is highlighted with a red box. Below it is the 'DETAILED STORE DESCRIPTION' field, which contains the text: 'Check the short store description'. This field is also highlighted with a red box. A red arrow points from the text 'Short Store Description & Detailed Store Description.' on the right to these two fields. Below the descriptions, there are fields for 'Delivery Method Name' (Magic Boxes), 'Delivery Time' (2 Days), and 'Other Information'. The 'Other Information' field is empty.

**Short Store Description-** This should be a brief paragraph or sentence giving general information as to what you sell and where it's from.

**Detailed Store Description-** This description should be far more informative than the short store description. This is your chance to gloat about your business and its products, think of it as the ‘About us’ area and give customers a story to read.

## Step 2: You need to fill in your “Delivery Days”, Delivery Method” & “Delivery Time”.



The screenshot shows the Allster seller dashboard configuration page. The page is titled "Check the short store description" and contains several input fields for delivery settings. A red box highlights the "Delivery Days", "Delivery Method Name", and "Delivery Time" fields. An arrow points from the text "Delivery Days", "Delivery Method", and "Delivery Time" to the highlighted fields. The "Delivery Days" field contains the value "1", the "Delivery Method Name" field contains "Magic Boxes", and the "Delivery Time" field contains "2 Days". Below these fields are sections for "Other Information", "Return Days", "Refund Days", and "Other Policy".

Delivery Days  
1

Delivery Method Name  
Magic Boxes

Delivery Time  
2 Days

Delivery Days  
Delivery Method  
Delivery Time

**Delivery Days:** This can also be referred to at the “lead time” and simply means how long it takes to post the product once it has been purchased on the website.

**Delivery Method:** This is how your products will reach their destination for example: Royal Mail, Hermes, Parcel Force, Delivered By Supplier etc. You can list multiple methods of delivery.

**Delivery Time:** This is how long a product generally takes to get to a customer once it has been shipped.

**NOTE: WHEN ADDING THE DIGITS TO EACH OF THE SECTIONS FOUND IN THE IMAGE DISPLAYED IN STEP 2 THE ONLY AREA THAT NEEDS THE WORD "DAY" ENTERED AFTER THE DIGIT IS THE "DELIVERY TIME" SECTION. ALL OTHER AREAS ONLY NEED THE DIGIT SUCH AS "2-5" OR "5" ETC. THIS IS BECAUSE THERE IS A SHORT SENTENCE BUILT INTO THE SITE TO FOLLOW THESE DIGITS AS SEEN BELOW:**

The screenshot shows the Allster website interface. At the top, there is a navigation bar with the Allster logo and a search bar. Below the navigation bar, there are several menu items: Best Sellers, New Arrivals, Gifts, Shop by County, All Collections, Jewellery, Beauty & Cosmetics, Arts & Crafts, Belfast, and Sell With Us. The main content area is titled "Shipping & Returns" and includes sub-sections for Seller Products, Reviews, Shipping & Returns, and Description. The "Shipping policy" section is highlighted with a red box and contains the following text: "Ready to ship in 1 business days", "Ships out using: Magic boxes", "Tracking code provided upon shipment", and "Delivery times 2 Days". Red arrows point to the circled "1" in "business days" and the circled "2" in "2 Days", with accompanying text explaining that "business day" is built into the system and "Days" must be included in the delivery time section.

**Shipping policy**

Ready to ship in 1 business days ← "business day" is built into the system. Only include the digit when filling in this area in the backend.

Ships out using: Magic boxes

Tracking code provided upon shipment

Delivery times 2 Days ← No built in sentence in this area, be sure to include the word "Days" when filling in this area in the backend.

**Things to note:**

- You cannot offer the customer the choice of different delivery class, for example:

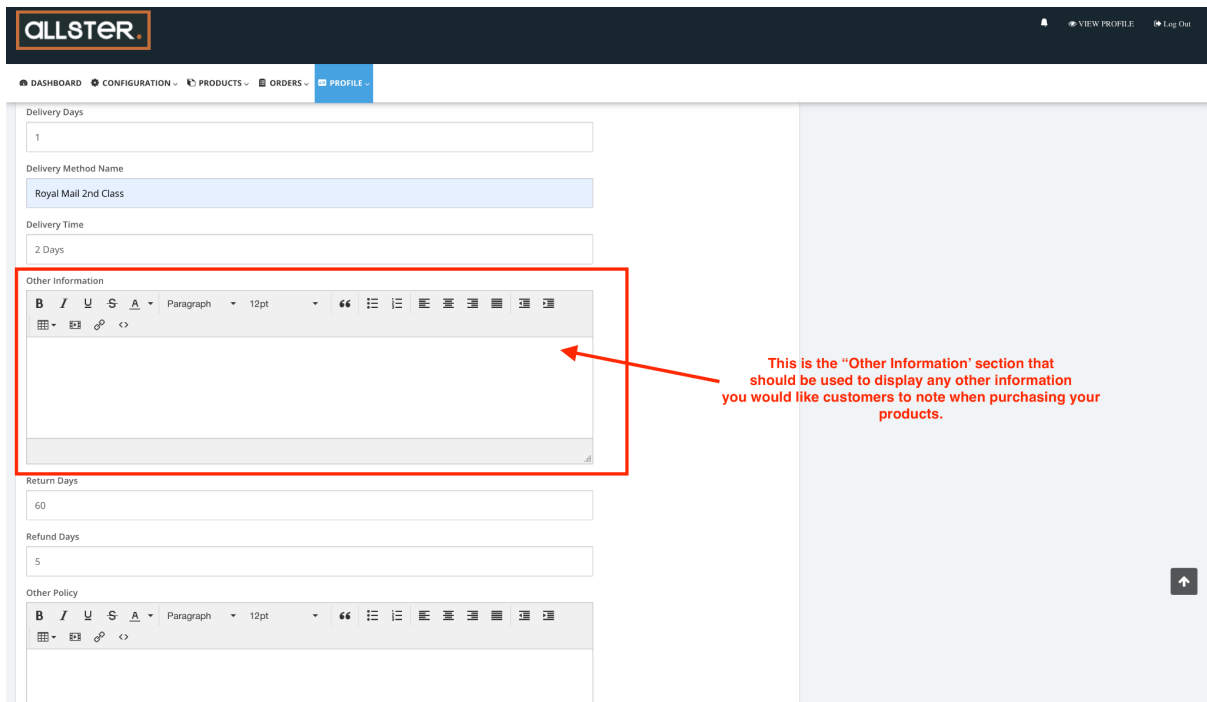
**1st Class, 2nd Class, Next Day etc.**

**If you wish to offer one of these methods on all purchases please state this in the “Delivery Method” section. For an example please see below:**

The screenshot shows the ALLSTER configuration interface. At the top, there is a navigation bar with the ALLSTER logo and menu items: DASHBOARD, CONFIGURATION, PRODUCTS, ORDERS, and PROFILE. Below the navigation bar, there is a section for configuration. The 'Delivery Days' field is set to '1'. The 'Delivery Method Name' field is highlighted with a red box and contains the text 'Royal Mail 2nd Class'. An arrow points from a red text box to this field. The 'Delivery Time' field is set to '2 Days'. The 'Other Information' field is empty. The 'Return Days' field is set to '60'.

**If offering one specific class of delivery such as 1st, 2nd class etc. you can enter it into the “Delivery Method” section.**

### Step 3: Filling in “Other Information:



The screenshot shows the ALLSTER configuration interface. The 'Other Information' section is highlighted with a red box. A red arrow points from a text box to this section. The text box contains the following text:

This is the "Other Information" section that should be used to display any other information you would like customers to note when purchasing your products.

If there is any other information you would like customers to note when or before purchasing your products this is the area to display this information.

This could be to let customers know the following:

- Some products take longer to ship because they are personalised.
- Delivery method can change based on who is the most appropriate courier at the time.
- You offer free shipping to the UK, UK & Ireland or offer free postage on orders over a certain amount.
- That your displayed “Delivery Days” & Delivery Times” are an estimate and postage could take less time or sometimes more time.

## Step 4: Returns & Refunds:

**Return Days**  
60

**Refund Days**  
5

Other Policy

You agree to the [terms and conditions](#) \*

SAVE CHANGES

How many days the customer has to let you know of their intention to return the item(s).

How many days from receiving the returned item(s) the seller (you) has until they need to give the customer their money back.

**NOTE: WHEN ADDING THE DIGITS TO EACH OF THE SECTIONS FOUND IN THE IMAGE DISPLAYED IN STEP 4 NEITHER OF THE AREAS “RETURN DAYS” OR “REFUND DAYS” NEEDS THE WORD “DAYS” OR ANY OTHER FORM OF SENTENCE TO FOLLOW. ONLY INCLUDE DIGITS SUCH AS “10-14” OR “5” ETC. THIS IS BECAUSE THERE IS A SHORT SENTENCE BUILT INTO THE SITE TO FOLLOW THESE DIGITS AS SEEN BELOW:**

Discover amazing products and sellers from across Ulster...

Best Sellers New Arrivals Gifts Shop by County All Collections Jewellery Beauty & Cosmetics Arts & Crafts Belfast Sell With Us

Seller Products Reviews **Shipping & Returns** Description

### Shipping policy

Ready to ship in 1 business days  
Ships out using: Magic Boxes  
Tracking code provided upon shipment  
Delivery times: 2 Days

### Returns and exchange policy:

We accept returns and exchanges on the following basis; you make contact with us within 60 days of receiving your goods. Goods must be returned in original packaging with no signs of use / damage. Exchange solution dependent upon items in stock. Returns shall be refunded within 5 days of goods reaching our door.

We (the vendor) are not liable for customs duty or taxes that may be imposed upon receiving your product / products. The customer is fully liable for these costs.

Return Days digit- Do not enter any words to follow this digit.

Refund Days- Do not enter any words to follow this digit.

## Step 5: Other Policy

ALLSTER

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Other Information

Return Days  
60

Refund Days  
5

Other Policy

If there is any other information that you would like your customers to know in regards to "Returns" & "Refunds" this is the area to note it.

You agree to the [terms and conditions.\\*](#)

SAVE CHANGES

If there is any other information you would like your customers to know in regards to "Returns" & "Refunds" when purchasing a product this is the area to note this.

This could be to let customers know:

- You do not offer "Returns" or "Refunds". In this case you leave the "Return" & "Refund" fields blank or fill them with an "X".
- To contact you directly if there is an issue with the product and include your email address.
- That you only accept exchanges.
- That you do not accept "Returns" & "Refunds" because of hygiene reasons.
- That you only accept "Returns" & "Refunds" under certain conditions, be sure to list these conditions.

## Step 6:

### Uploading your “Seller Profile & Status Logo”.

**My Account**  
Here are your details.

**ACCOUNT DETAILS**

EMAIL  
eddie+teststorec@allster.co

SELLER NAME\*  
Graham Vaughan

SELLER SHOP NAME \*  
Test Store C

STORE ADDRESS \*  
International Airport

CURRENCY  
Pound Sterling (£)

CITY \*  
Crumlin

COUNTRY \*  
United Kingdom

STATE\*  
British Forces

SELLER ZIPCODE \*  
BT29 4DH

**SELLER PROFILE & STATUS**  
Here You Can Upload Profile Image of Seller & Change the Status of Seller.  
SELLER PROFILE

**ALLSTER.**

UPLOAD IMAGE Remove Image

Note:  
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 185x185 px.

**SELLER SHOP LOGO**  
Here You Can Upload Shop logo of Seller.  
SHOP LOGO

**a.**

UPLOAD IMAGE Remove Shop Logo

Note:  
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 165x165 px.

**Seller Profile & Status Image.**  
Should be filled in with a logo or image of the seller.

The “Seller Profile & Status Logo” is the first of the three images that needs to be added to this page.

Once this image is uploaded it will fill the below area on the front end of the website.

Welcome to Allster!

**ALLSTER.** Discover amazing products and sellers from across Ulster...

Best Sellers New Arrivals Gifts Shop by County All Collections Jewellery Beauty & Cosmetics Arts & Crafts Belfast Sell With Us

**ALLSTER.**

**a.** **Test Store C**  
You managed to find the Allster demo store! You're quite the detective. Please don't buy anything from us, pure admin nightmare :)  
Crumlin, British Forces, United Kingdom, BT29 4DH

**SHOP OWNER**  
**ALLSTER**  
Graham Vaughan

**Seller Shop & Status Logo.**

Seller Products Reviews Shipping & Returns Description

Sort By: Date Descending Show: 15 Search

Product image showing two jars of cream.



## Step 7: "Shop Logo".

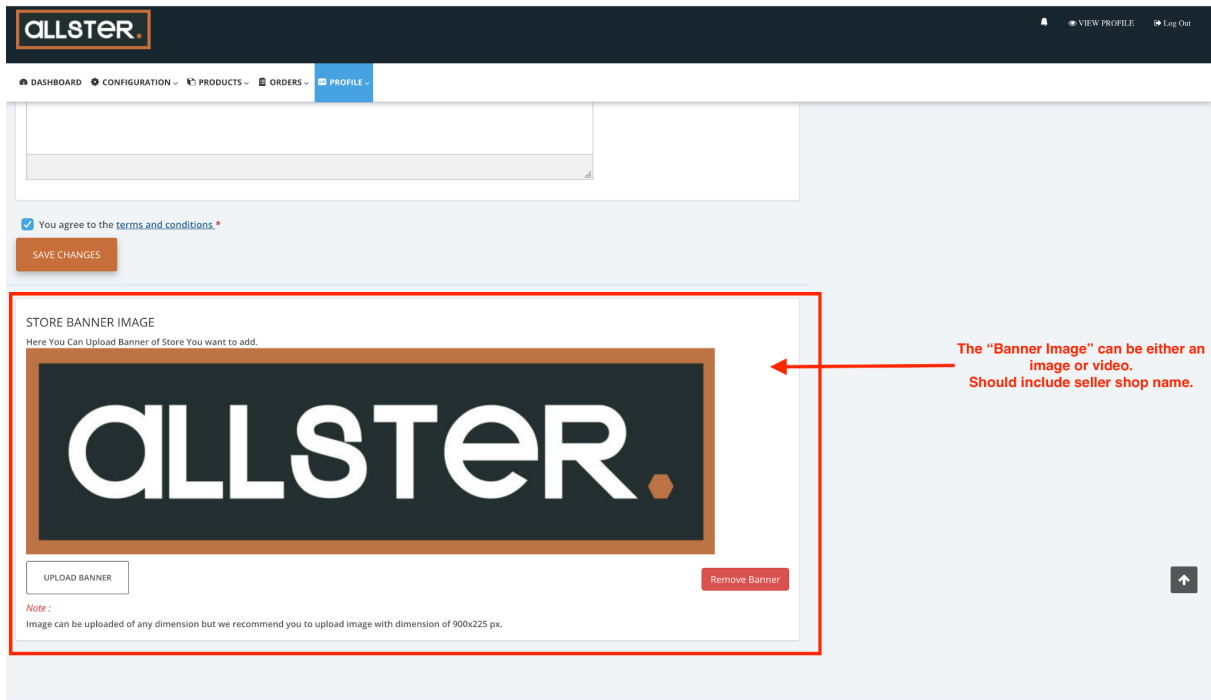
The screenshot shows the 'My Account' page in the Allster admin interface. On the left is the 'ACCOUNT DETAILS' form with fields for email, seller name, shop name, address, currency, city, country, state, and zip code. On the right is the 'SELLER PROFILE & STATUS' section, which includes a 'SELLER PROFILE' area with an 'ALLSTER.' logo and an 'UPLOAD IMAGE' button. Below that is the 'SELLER SHOP LOGO' section, which is highlighted with a red box. It contains a preview of a logo with a white 'a' on a dark square background and an 'UPLOAD IMAGE' button. A red arrow points from a text annotation to the logo preview. The annotation reads: "Seller Shop Logo". This image should be a logo, an image of the sellers shop or an image of the products sold.

The "Seller Shop Logo" is the second of the three images that need to be added to this page.

Once this image is uploaded it will fill the below area on the front end of the website.

The screenshot shows the front-end of the Allster website. At the top is a navigation bar with the Allster logo, a search bar, and user icons. Below is a category menu. The main content area features a large 'ALLSTER.' banner. Below the banner is the 'Test Store C' seller profile. The profile includes a 'Seller Shop Logo' (a white 'a' on a dark square background, highlighted with a red box and a red arrow from a text annotation), the store name 'Test Store C', a bio, and the shop owner's name 'Graham Vaughan'. Below the profile are tabs for 'Seller Products', 'Reviews', 'Shipping & Returns', and 'Description'. At the bottom, there is a search bar and a product image of two jars.

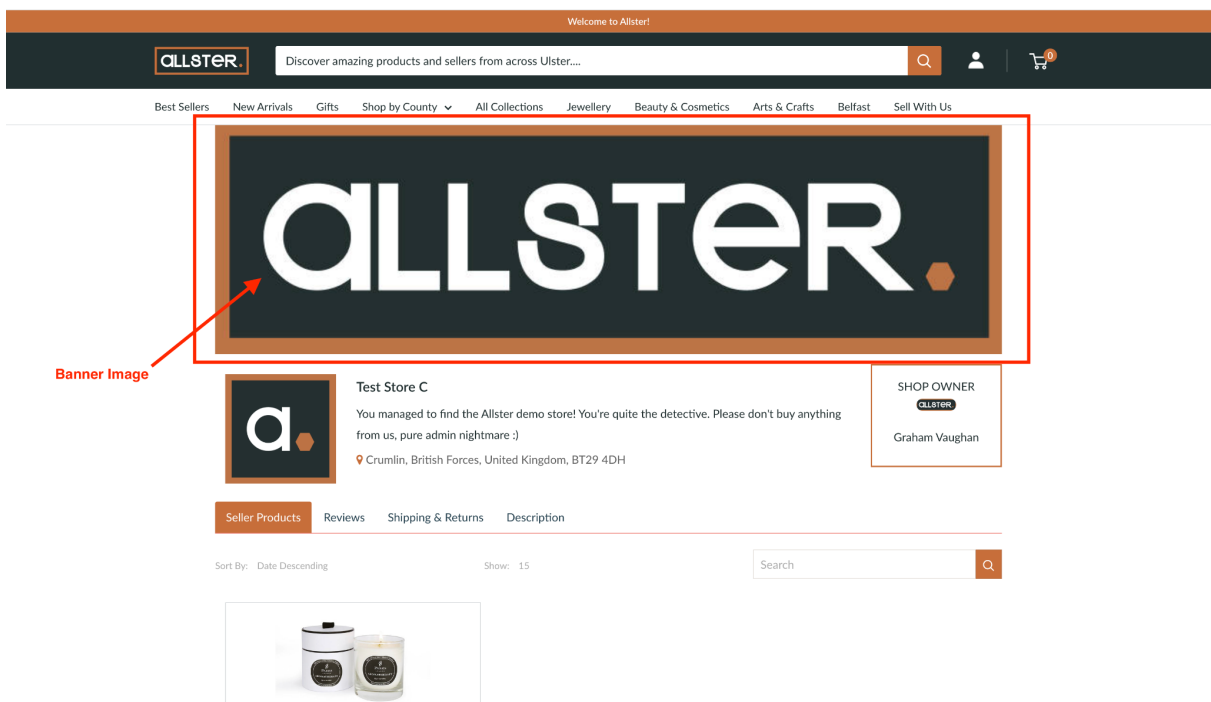
## Step 8: "Banner Image".



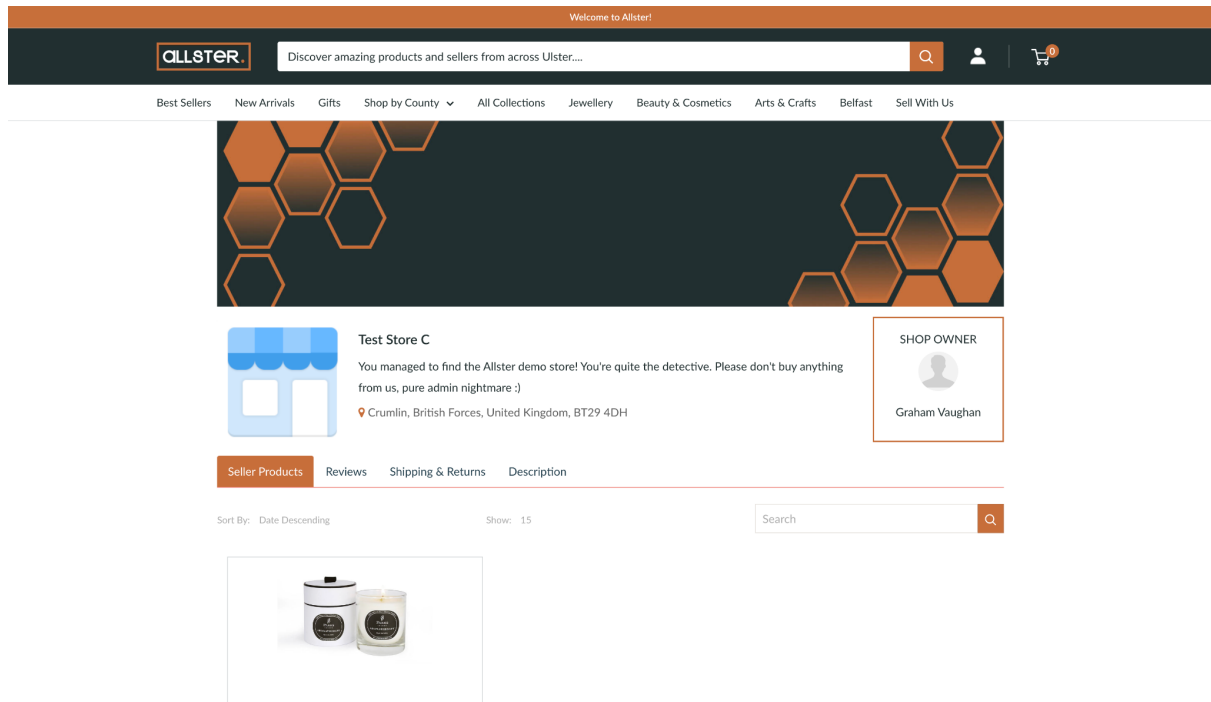
Located at the very bottom of the 'My Account' page right below the "Other Policy" field.

This is the last of the three images that needs to be uploaded onto this page.

Once this image is uploaded it will fill the below area on the front end of the website.



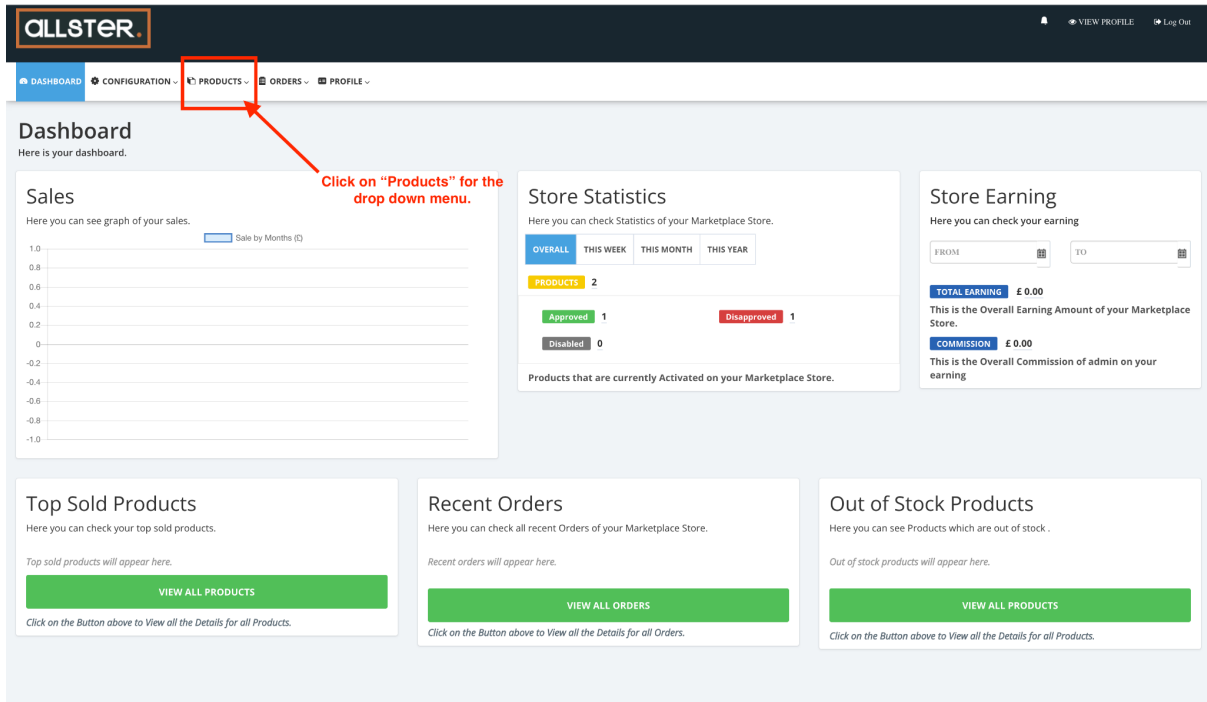
**Note: Without filling in these images your profile will look like the image below and this will be what customers will see when brought to your area of the site .**



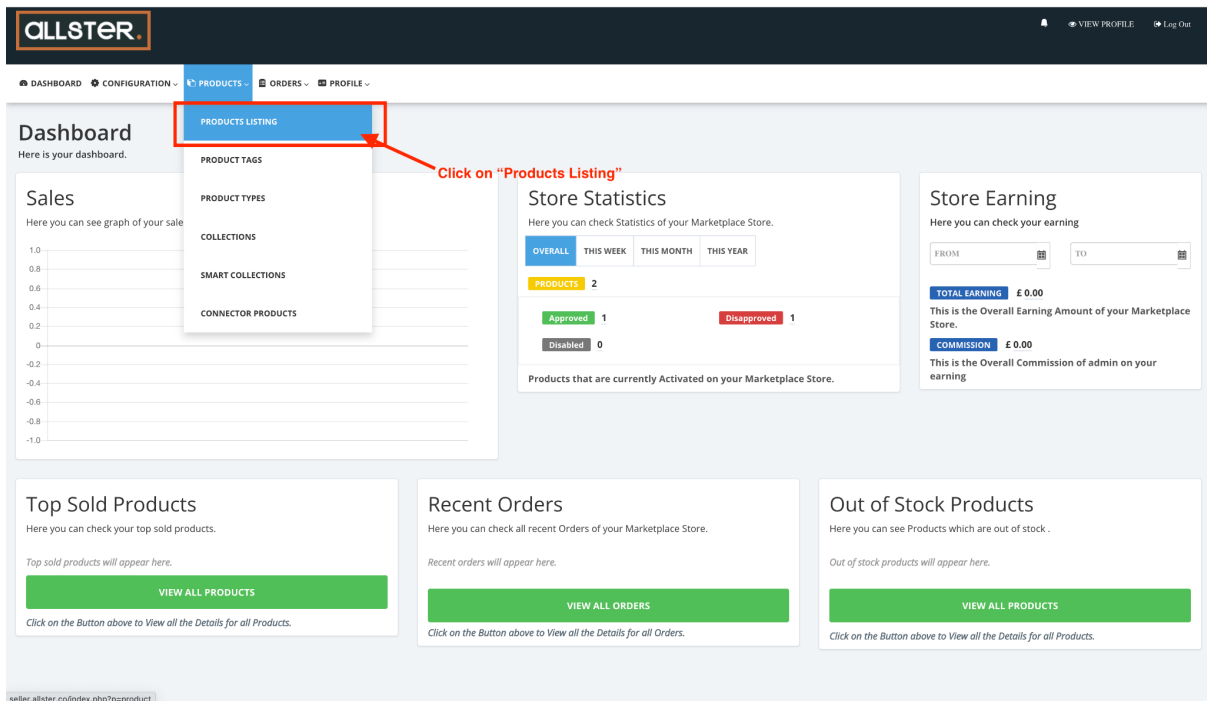
**Be careful not to add images that are pixelated and hard to see.**

**The first area of your profile should now be set up.**

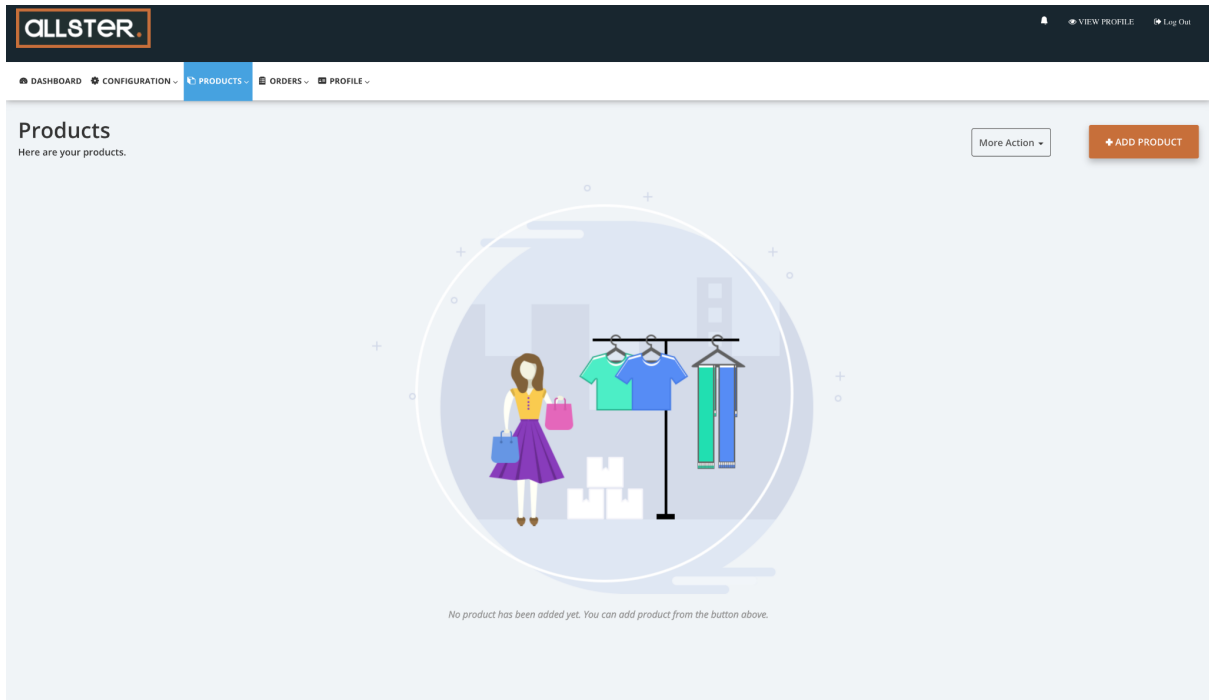
The second area is the “Product” as seen below, click on the “Product” area for the drop down menu to appear.



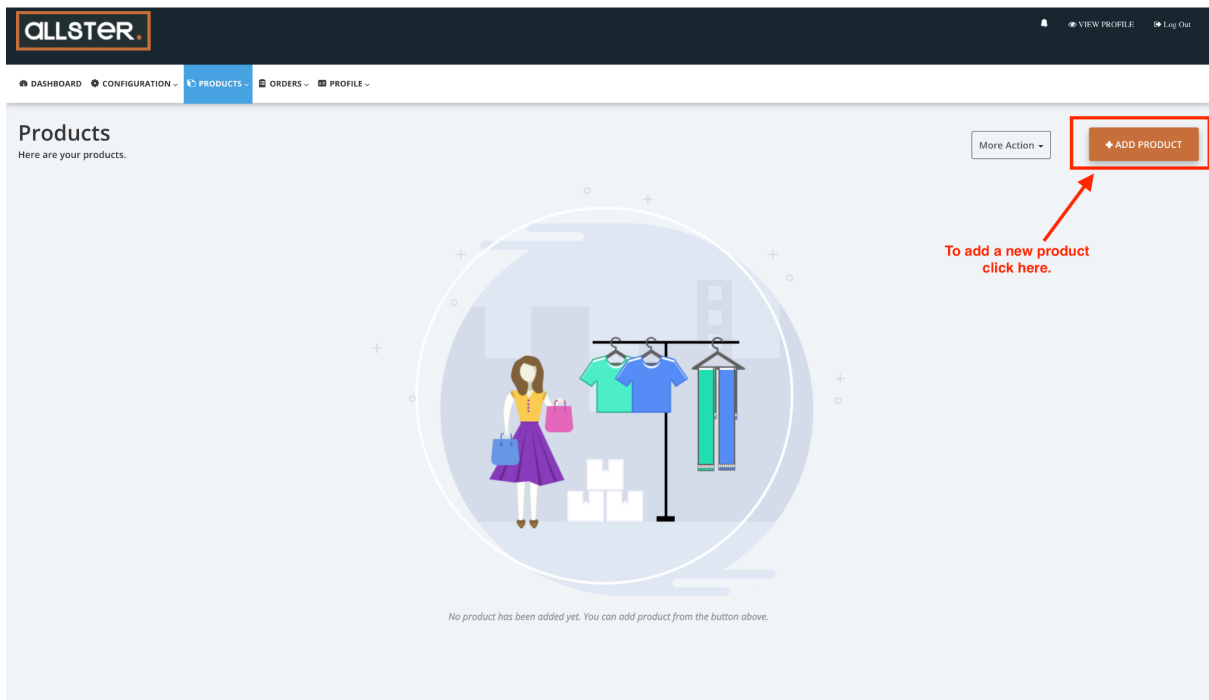
After clicking on “Products” the drop down menu will appear, from this click “Products Listing”



Once you click “Products Listing” you will be directed to the page below:



To add a product simply click on the orange “Add Product” button found in the upper right hand corner of the page as seen below:



If you cannot see this orange button you may need to set up your shipping first please see Step 22.

Once you have clicked “Add Product” you will be directed to the page below:

**ALLSTER** VIEW PROFILE Log Out

[DASHBOARD](#) [CONFIGURATION](#) [PRODUCTS](#) [ORDERS](#) [PROFILE](#)

PRODUCTS / ADD PRODUCT

## Add Product

Here you can add products to your store.

### PRODUCT DETAILS

Add product details here

**CHOOSE PRODUCT \***

Normal Product

**PRODUCT NAME \***

Enter Product Name Here

**PRODUCT TYPE \***

Enter product Type Here

**DESCRIPTION**

**B** ***I*** **U** **S** **A** Paragraph 12pt

**PRODUCT TAGS**

### PRODUCT IMAGE \*

Here you can upload images of product. You are allowed to upload 5 images at a time

No File Chosen

UPLOAD IMAGE

**Note:**  
Product Image is Mandatory.  
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.

### COLLECTIONS [View Collections Listing](#)

Add this product to a collection so it's easy to find in your store.

[View Smart Collections](#)

**COLLECTIONS**

No collection available

Maximum collections allowed per product - 10

## Step 1: Choose Product.

The screenshot shows the 'Add Product' form in the Allster dashboard. The 'CHOOSE PRODUCT' dropdown menu is highlighted with a red box, and a red arrow points to it with the text: "Choose Product" should be set to "Normal Product". The form includes fields for 'PRODUCT NAME', 'PRODUCT TYPE', 'DESCRIPTION', and 'PRODUCT TAGS'. On the right, there is a 'PRODUCT IMAGE' section with an 'UPLOAD IMAGE' button and a note: "Product Image is Mandatory. Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB." Below that is a 'COLLECTIONS' section with a link to 'View Collections Listing' and a note: "No collection available. Maximum collections allowed per product - 10."

**“Normal Product” should be automatically selected. If this is not the case click on the area for the drop down menu to appear and simply select “Normal Product”.**

**If you would like to add a “Digital Product” simply state this in the “Product Name” field that is displayed in the next step. Then be sure to state in the “Description” that the product is in fact a “Digital Product”.**

## Step 2:

The screenshot shows the 'Add Product' form in the Allster dashboard. The 'PRODUCT NAME' input field is highlighted with a red box, and a red arrow points to it with the text: "Product Name". This is the name of the product that you are listing. The form includes fields for 'CHOOSE PRODUCT', 'PRODUCT TYPE', 'DESCRIPTION', and 'PRODUCT TAGS'. On the right, there is a 'PRODUCT IMAGE' section with an 'UPLOAD IMAGE' button and a note: "Product Image is Mandatory. Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB." Below that is a 'COLLECTIONS' section with a link to 'View Collections Listing' and a note: "No collection available. Maximum collections allowed per product - 10."

**“Product Name” is the name of the product that the seller is listing for example “Lavender Candle”**

## Step 3: Product Type

The screenshot shows the 'Add Product' form in the Allster admin interface. The form is divided into several sections:

- PRODUCT DETAILS:** Includes a 'CHOOSE PRODUCT' dropdown (set to 'Normal Product'), a 'PRODUCT NAME' field (containing 'Lavender Candle'), and a 'PRODUCT TYPE' dropdown (containing 'Candles, Melts & Wax Products'). The 'PRODUCT TYPE' field is highlighted with a red box and an arrow pointing to it from a red text annotation.
- DESCRIPTION:** A rich text editor with a toolbar and a text area.
- PRODUCT TAGS:** A text input field.
- PRODUCT IMAGE:** A section for uploading images, currently showing 'No File Chosen' and an 'UPLOAD IMAGE' button. A note below states: 'Note: Product Image is Mandatory. Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.'
- COLLECTIONS:** A section for adding the product to collections, with a link to 'View Collections Listing' and a note: 'No collection available. Maximum collections allowed per product - 10.'

**“Product Type” is NOT the name of the product. This is a field for collection that the product should fall into. A list of collections can be found on a separate page. See step 4 to find out how to access the list of collections.**



## Step 4: Collections for “Product Type”

The screenshot shows the 'Add Product' page in the Allster admin interface. The page is divided into several sections: 'PRODUCT DETAILS', 'PRODUCT IMAGE', 'DESCRIPTION', and 'PRODUCT TAGS'. The 'PRODUCT TYPE' field is set to 'Candles, Melts & Wax Products'. A red callout box with an arrow points to the 'View Smart Collections' link in the 'COLLECTIONS' section on the right. The callout text reads: 'Click on “View Smart Collections” to access the list of available collections that should be entered into the “Product Type” field.'

**ALLSTER** VIEW PROFILE Log Out

**PRODUCTS / ADD PRODUCT**

### Add Product

Here you can add products to your store.

**PRODUCT DETAILS**  
Add product details here

**CHOOSE PRODUCT \***  
Normal Product

**PRODUCT NAME \***  
Lavender Candle

**PRODUCT TYPE \***  
Candles, Melts & Wax Products

**DESCRIPTION**

**PRODUCT TAGS**

**PRODUCT IMAGE \***  
Here you can upload images of product. You are allowed to upload 5 images at a time

No File Chosen

UPLOAD IMAGE

**Note :**  
Product Image is Mandatory.  
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.

**COLLECTIONS** [View Collections Listing](#)  
Add this product to a collection so it's easy to find in your store.

[View Smart Collections](#)

**COLLECTIONS**  
No collection available  
Maximum collections allowed per product - 10

To access the collections that should be used in the field “Product Type” click on the “View Smart Collections” link as seen in the image above.

## Step 5:

After clicking “View Smart Collections” you will be directed to the below page:

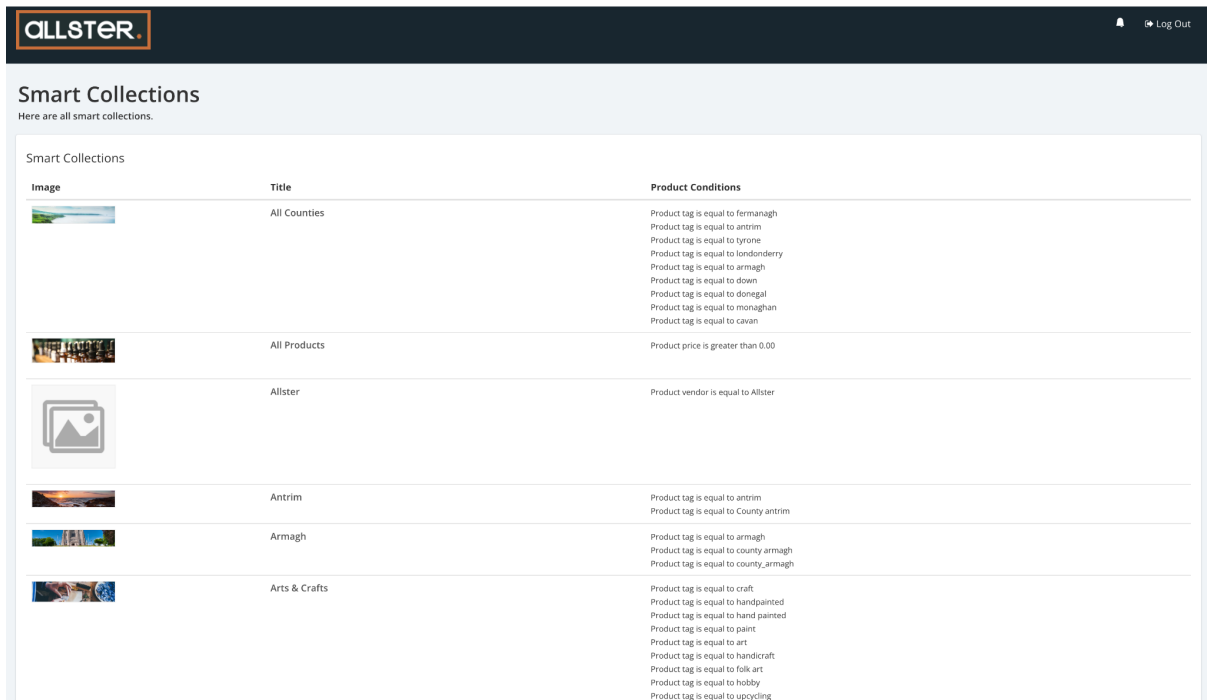








Image	Title	Product Conditions
	All Counties	Product tag is equal to fermanagh Product tag is equal to antrim Product tag is equal to tyrrine Product tag is equal to londonerry Product tag is equal to armagh Product tag is equal to down Product tag is equal to donegal Product tag is equal to monaghan Product tag is equal to cavan
	All Products	Product price is greater than 0.00
	Allster	Product vendor is equal to Allster
	Antrim	Product tag is equal to antrim Product tag is equal to County antrim
	Armagh	Product tag is equal to armagh Product tag is equal to county armagh Product tag is equal to county_armagh
	Arts & Crafts	Product tag is equal to craft Product tag is equal to handpainted Product tag is equal to hand painted Product tag is equal to paint Product tag is equal to art Product tag is equal to handicraft Product tag is equal to folk art Product tag is equal to hobby Product tag is equal to upcycling

## Step 6:







The left hand area as seen above with the heading “Title” displays a list of collections which should be entered into the “Product Type” area.

## Step 7:

**ALLSTER** Log Out

### Smart Collections

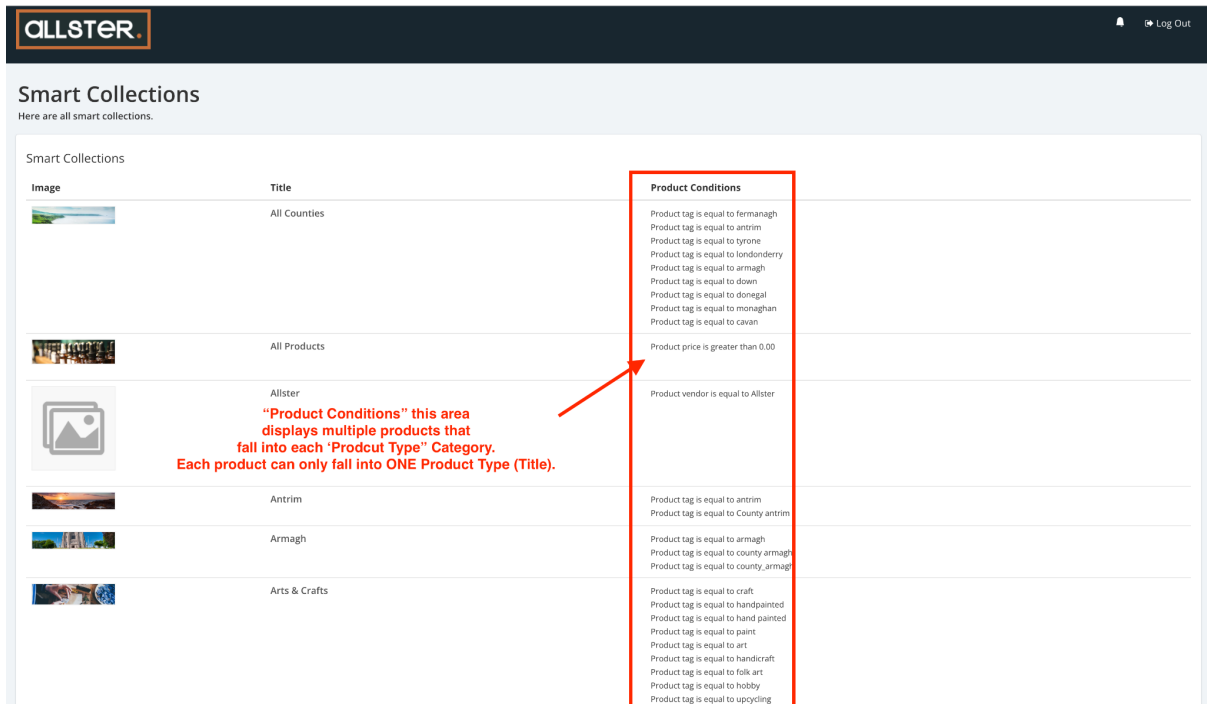
Here are all smart collections.

Image	Title	Product Conditions
	All Counties	Product tag is equal to fermanagh Product tag is equal to antrim Product tag is equal to tyrone Product tag is equal to londonderry Product tag is equal to armagh Product tag is equal to down Product tag is equal to donegal Product tag is equal to monaghan Product tag is equal to cavan
	All Products	Product price is greater than 0.00
	Allster	Product vendor is equal to Allster
	Antrim	Product tag is equal to antrim Product tag is equal to County antrim
	Armagh	Product tag is equal to armagh Product tag is equal to county armagh Product tag is equal to county_armagh
	Arts & Crafts	Product tag is equal to craft Product tag is equal to handpainted Product tag is equal to hand painted Product tag is equal to paint Product tag is equal to art Product tag is equal to handicraft Product tag is equal to folk art Product tag is equal to hobby Product tag is equal to upcycling

The "Product Type" should be one of these titles.

**There are several collections listed on this page so please scroll though and find the most applicable one to your products.**

## Step 8: Product Conditions









**ALLSTER** Log Out

### Smart Collections

Here are all smart collections.

Smart Collections

Image	Title	Product Conditions
	All Counties	Product tag is equal to fermanagh Product tag is equal to antrim Product tag is equal to tyrone Product tag is equal to londonderry Product tag is equal to armagh Product tag is equal to down Product tag is equal to donnegal Product tag is equal to monaghan Product tag is equal to cavan
	All Products	Product price is greater than 0.00
	Allster	Product vendor is equal to Allster
	Antrim	Product tag is equal to antrim Product tag is equal to County antrim
	Armagh	Product tag is equal to armagh Product tag is equal to county armagh Product tag is equal to county_armagh
	Arts & Crafts	Product tag is equal to craft Product tag is equal to handpainted Product tag is equal to hand painted Product tag is equal to paint Product tag is equal to art Product tag is equal to handicraft Product tag is equal to folk art Product tag is equal to hobby Product tag is equal to upcycling

**“Product Conditions” this area displays multiple products that fall into each ‘Product Type’ Category. Each product can only fall into ONE Product Type (Title).**

This area displays product tags that fall into each “Product Type” for example as seen above “Arts and Crafts” would be the “Product Type” for any products that are an ‘Illustration Print’, “Upcycling work”, “Wooden Box” etc.

If you cannot find your product on the right hand side under “Product Conditions” please use the ‘Collection’ that is most applicable to your product.

**WHEN ENTERING PRODUCT TYPE ENSURE THAT IT IS IN THE EXACT SAME FORMAT AS SEEN ON THE ABOVE PAGE FOR EXAMPLE “ARTS & CRAFTS” IS NOT THE SAME AS “ARTS AND CRAFTS”.**

## Things to note:

You cannot list more than one collection in the “Product Type” area. If you find that your product falls into more than one “Collection” simply add the additional “Collection” in the “Product Tags” area as seen below. “Product Tags” is explored in Step 10.

The screenshot shows the 'Add Product' form in the ALLSTER dashboard. The form is divided into several sections:

- PRODUCT DETAILS:** Includes a 'CHOOSE PRODUCT \*' dropdown (set to 'Normal Product'), a 'PRODUCT NAME \*' text field (containing 'Lavender Candle'), and a 'PRODUCT TYPE \*' dropdown (set to 'Candles, Melts & Wax Products'). This dropdown is highlighted with a red box.
- DESCRIPTION:** A rich text editor with a toolbar and a text area.
- PRODUCT TAGS:** A text input field at the bottom of the form.
- PRODUCT IMAGE \*:** A section for uploading images, showing a 'No File Chosen' message and an 'UPLOAD IMAGE' button. A note specifies: 'Product Image is Mandatory. Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.'
- COLLECTIONS:** A section with a link to 'View Collections Listing' and a note: 'No collection available. Maximum collections allowed per product - 10.'

Red arrows and text annotations are present:

- A red box highlights the 'PRODUCT TYPE \*' dropdown.
- A red arrow points from the 'PRODUCT TYPE \*' dropdown to the 'PRODUCT TAGS' field.
- Red text reads: 'Do NOT enter more than ONE "Collection" to this area. Additional "Collections" should be added to the "Product Tags" Area'.

## Step 9: Description

The screenshot shows the 'Add Product' form in the ALLSTER admin interface. The form is divided into several sections: 'PRODUCT DETAILS', 'PRODUCT IMAGE', and 'COLLECTIONS'. The 'PRODUCT DETAILS' section includes fields for 'CHOOSE PRODUCT \*' (set to 'Normal Product'), 'PRODUCT NAME \*' (set to 'Lavender Candle'), and 'PRODUCT TYPE \*' (set to 'Candles, Melts & Wax Products'). The 'DESCRIPTION' field is highlighted with a red box and contains a rich text editor with a toolbar. A red arrow points to the description field with the text: 'Description of Product. This area should explain exactly what the product is, the weight, sizes available, colours available, if it is a gifting product etc. Include as much information as possible.' The 'PRODUCT IMAGE' section has an 'UPLOAD IMAGE' button and a note: 'Note: Product Image is Mandatory. Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.' The 'COLLECTIONS' section has a 'View Collections Listing' link and a note: 'No collection available. Maximum collections allowed per product - 10.'

This area is where the seller needs to include a detailed description of the product.

Think about including:

- Size of the product.
- Colour of product.
- Weight of product.
- If the customer needs to add any details in the “notes” section when checking out.
- History behind the product.
- Ingredients in the product.
- Why it would be a good gift.
- The kind of person it would be a good gift for.
- If you offer free shipping on all orders or orders over a certain amount.

## Step 10: Product Tags.

**ALLSTER** VIEW PROFILE Log Out

**DASHBOARD** **CONFIGURATION** **PRODUCTS** **ORDERS** **PROFILE**

PRODUCTS / ADD PRODUCT

### Add Product

Here you can add products to your store.

**PRODUCT DETAILS**  
Add product details here

**CHOOSE PRODUCT \***  
Normal Product

**PRODUCT NAME \***  
Lavender Candle

**PRODUCT TYPE \***  
Candles, Melts & Wax Products

**DESCRIPTION**

**"Product Tags" these are words the make your product appear when a customer types them into the search bar on the website.**

**Note these can be words or collections**

**PRODUCT TAGS**  
Calm Wellbeing Mother's Day Gift & Gifting Homeware & Decorations

**PRODUCT IMAGE \***  
Here you can upload images of product. You are allowed to upload 5 images at a time

No File Chosen

UPLOAD IMAGE

**Note :**  
Product Image is Mandatory.  
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.

**COLLECTIONS** [View Collections Listing](#)  
Add this product to a collection so it's easy to find in your store.

[View Smart Collections](#)

**COLLECTIONS**  
No collection available  
Maximum collections allowed per product - 10

**“Product Type”- These are words that make your product appear when a customer types the word into the search bar of the website.**

**These can be general descriptive words or phrases that describe your product or can be a “Collection” as seen in step 8.**

**To enter a tag simply type the word, phrase or collection into the area and hit “Enter”. Enter should be hit after each individual word, phrase or collection. Do not enter tags as seen in the image below:**

**ALLSTER** VIEW PROFILE Log Out

**DASHBOARD** **CONFIGURATION** **PRODUCTS** **ORDERS** **PROFILE**

Add product details here

**CHOOSE PRODUCT \***  
Normal Product

**PRODUCT NAME \***  
Lavender Candle

**PRODUCT TYPE \***  
Candles, Melts & Wax Products

**DESCRIPTION**

**Do NOT enter 'Product Tags' in this format seen below. Each tag should be seperated.**

**PRODUCT TAGS**  
Calm Wellbeing Mother's Day Gift & Gifting Homeware & Decorations

**PRODUCT IMAGE \***  
Here you can upload images of product. You are allowed to upload 5 images at a time

No File Chosen

UPLOAD IMAGE

**Note :**  
Product Image is Mandatory.  
Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.

**COLLECTIONS** [View Collections Listing](#)  
Add this product to a collection so it's easy to find in your store.

[View Smart Collections](#)

**COLLECTIONS**  
No collection available  
Maximum collections allowed per product - 10

**SHIPPING DETAILS**  
Add shipping details here

**WEIGHT UNIT**  
Kilogram(kg)

## Step 11: Shipping Details.

The screenshot shows the ALLSTER product configuration interface. The 'SHIPPING DETAILS' section is highlighted with a red box. It contains the following fields and options:

- PRODUCT TAGS:** A text input field containing 'Calm Wellbeing Mother's Day Gift & Gifting Homeware & Decorations'.
- SHIPPING DETAILS:** A section header with the instruction 'Add shipping details here'.
- WEIGHT UNIT:** A dropdown menu currently set to 'Kilogram(kg)'.
- WEIGHT:** A text input field with the placeholder 'Enter Product Weight Here'.
- REQUIRES SHIPPING:** A checked checkbox.
- SHIPPING METHOD:** A dropdown menu currently set to 'Variable Shipping Rates'.

Below the shipping details is the 'PRICING DETAILS' section, which includes a 'PRICE \*' field and a 'COMPARE AT PRICE' field, both with 'Enter Price Here' and 'Enter Compare at Price Here' placeholders respectively.

A red arrow points from a text box on the right to the 'WEIGHT' field. The text box contains the following text:

**“Shipping Details”. Add the weight of your product and ENSURE THAT SHIPPING METHOD HAS “VARIABLE SHIPPING RATES” SELECTED.**

**“Shipping details” is where you can enter the weight of your product. This is especially important if you have chosen to set up your shipping ranges using the unit of weight. See step 27 for more information on shipping ranges. If your product has multiple variants with multiple weights please see step 17**

**Be sure to note that weight is in KG not grams! Therefore if your product weighs 200grams this will need to be entered as 0.2KG**

**There is no need to enter “Kg” after the digits.**

**Please ensure that the field titled “Shipping Method’ has “Variable Shipping Rates” Selected. This is one of the most important steps when setting up. If this field is not selected this will stop all customers from being able to purchase your products on the website.**

**If you cannot select “Variable Shipping Rates” it is most likely you need to set up your shipping (see steps 22) and need to return to this area once this is done. You also need to make sure you have set your Variable Shipping Rates to “Default” on the shipping page (see steps 22)**



## Step 12: IMPORTANT: Variable Shipping Rates

**ALLSTER**

DASHBOARD | CONFIGURATION | **PRODUCTS** | ORDERS | PROFILE

DESCRIPTION

PRODUCT TAGS

SHIPPING DETAILS

WIGHT UNIT: Kilogram(kg)

WIGHT: Enter Product Weight here

REQUIRES SHIPPING

SHIPPING METHOD: Variable Shipping Rates

PRICING DETAILS

PRICE\*: Enter Price here

COMPARE AT PRICE: Enter Compare at Price here

Product image is mandatory. Image can be updated of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 15MB.

COLLECTIONS [View Collections Listing](#)  
Add this product to a collection so it's easy to find in your store.  
[View Smart Collections](#)

COLLECTIONS

No collection available  
Maximum collections allowed per product: 10

MAKE SURE THIS AREA HAS "VARIABLE SHIPPING RATES" SELECTED. IF IT IS NOT SELECTED USE THE DROP DOWN TO SELECT THIS.

**BE SURE THAT THIS AREA HAS "VARIABLE SHIPPING RATES" SELECTED. IF THIS IS NOT SELECTED YOU NEED TO CLICK WHERE THE ARROW IS POINTING AND SELECT VARIABLE SHIPPING RATES.**

**IF THIS IS NOT SELECTED YOUR PRODUCT WILL NOT BE ABLE TO SHIP.**

## Step 13: Pricing Details

The screenshot shows the Allster product configuration interface. The top navigation bar includes the Allster logo and links for Dashboard, Configuration, Products, Orders, and Profile. The main content area is divided into sections: Pricing Details and Inventory Details. The Pricing Details section contains a dropdown for Variable Shipping Rates, a Price field with a placeholder 'Enter Price Here', a Compare at Price field with a placeholder 'Enter Compare at Price Here', and a checked checkbox for 'CHARGE TAXES ON THIS PRODUCT'. The Inventory Details section contains fields for SKU (placeholder: 'Enter Product SKU Here'), Barcode (placeholder: 'Enter Product Barcode Here'), and Track Inventory (placeholder: 'Track This Product's Inventory'). A 'QUANTITY \*' field and an 'EDIT LOCATIONS' link are also visible. Red arrows point from explanatory text to the Price and Compare at Price fields.

**PRICING DETAILS**  
Add pricing details here

**PRICE \***  
E Enter Price Here

**COMPARE AT PRICE**  
E Enter Compare at Price Here

CHARGE TAXES ON THIS PRODUCT

**INVENTORY DETAILS**  
Add inventory details here

**SKU**  
Enter Product SKU Here

**BARCODE**  
Enter Product Barcode Here

**TRACK INVENTORY**  
Track This Product's Inventory

QUANTITY \* : [EDIT LOCATIONS](#)

“Price” is the price of the product on the Online Website.

“Compare at Price” this area is where you can add a price if you are offering a promotion.

**“Pricing Details”** this is where you add the price of your product and where you can add promotion prices for example.

If you usually charge £20 for your product and are offering 10% off simply put £18 into the “Price” field

**And**

£20 into the “Compare at price” this will then display your product on the site as seen below:

Home > All products > Candle



Roll over image to zoom in

## Description

Candle Lavender

Shipping and Returns

+

### Candle

Save £2.00

Test Store C



How the discount is displayed when you do a "Compare At Price"

Price: £18.00 ~~£20.00~~

Size: Small

Small Medium Large X-Large

Color: Pink



Stock: Re-stocking soon

Quantity: - 1 +

Add to Basket

Buy with Shop Pay

More payment options

## Step 14: Inventory Details: SKU, Barcodes, Track Inventory.

**ALLSTER** VIEW PROFILE Log Out

**DASHBOARD** **CONFIGURATION** **PRODUCTS** **ORDERS** **PROFILE**

### INVENTORY DETAILS

Add inventory details here

**SKU**  
Enter Product SKU Here

**BARCODE**  
Enter Product Barcode Here

**TRACK INVENTORY**  
Track This Product's Inventory

**QUANTITY \* :** [EDIT LOCATIONS](#)

Locations	Available
Seller's Warehouse	0
Allster @ Airport	0

ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK

### VARIANT DETAILS

Add variant details here. If this product comes in multiple versions, like different sizes or colors [Add Variant](#)

### CHOOSE COUNTRY OF ORIGIN

From this option, you can add country of origin on the product.

United Kingdom

**This area is where you can enter your barcodes and add how much stock you have of your product.**

**At this moment in time you can leave the SKU area blank.**

**The barcode area should be filled in with the barcode that is attached to the physical product. This is especially important if you are supplying the store with products. If you do not have barcodes for your products please contact us for recommendations on how to obtain these.**

**“Track Inventory” should be selected. Unfortunately this does not mean you will be able to track the inventory of any of the products you have sent in store. The only way to know this is by receiving your monthly sales report.**

## Step 15: Quantity

The screenshot shows the ALLSTER product configuration interface. The 'QUANTITY \*' section is highlighted with a red box and contains the following table:

QUANTITY *		EDIT LOCATIONS
Locations	Available	
Seller's Warehouse	<input type="text" value="5"/>	← Sellers Warehouse: Enter levels of stock here.
Allster @ Airport	<input type="text" value="0"/>	← Allster @ Airport: This is should be left blank. There is no need to enter the levels of stock you have/or will be providing the store with.

Below the table, there is a checkbox:  ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK

Other sections visible include: INVENTORY DETAILS, TRACK INVENTORY, VARIANT DETAILS, and CHOOSE COUNTRY OF ORIGIN.

**Sellers Warehouse:** This is the amount of stock the seller has in their own possession.

**Allster @ Airport:** This area should be left blank. If you do fill it in with the stock levels you have sent in store please know that it will NOT change as your products are sold. The only way of knowing how many of your products are sold is by the sales sheet you will get monthly.

Also note that we can NOT fulfil an order made online for a product that is out of stock but has stock in the store.

## Step 16: Allow for customers to purchase a product when it's out of stock.

The screenshot shows the ALLSTER product configuration interface. The navigation bar includes: DASHBOARD, CONFIGURATION, PRODUCTS, ORDERS, and PROFILE. The main content area is divided into several sections:

- COMPARE AT PRICE:** Two input fields for price comparison.
- CHARGE TAXES ON THIS PRODUCT:** A checked checkbox.
- INVENTORY DETAILS:** Includes fields for SKU, BARCODE, and TRACK INVENTORY (set to 'Track This Product's Inventory').
- QUANTITY \*:** A table with columns for 'Locations' and 'Available'. The 'Available' column has two input fields, both containing '0'. A red box highlights the checkbox for 'ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK'.
- VARIANT DETAILS:** A section for adding variant details.
- CHOOSE COUNTRY OF ORIGIN:** A dropdown menu currently set to 'United Kingdom'.

Red annotations on the screenshot include:

- A red box around the checkbox: **ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK**. A red arrow points to it from the text: "Select this area if you wish for customers to be able to purchase your products even when they are out of stock."
- Text: "ENSURE IT IS NOT SELECTED IF YOU DO NOT WISH FOR CUSTOMERS TO BE ABLE TO PURCHASE PRODUCTS WHEN THEY ARE OUT OF STOCK" with an arrow pointing to the checkbox.

**If you wish for customers to be able to purchase your products when they are out of stock be sure to select this box.**

**If you do NOT wish for customers to be able to purchase your items when they are out of stock be sure that this area is not selected.**

**Reasons you may wish for customers to be able to purchase products when they are out of stock are:**

- You can build up stock quickly.**
- If you know that you will be getting a replenishment of stock again very soon.**

## Step 17: Adding Variants<sup>1</sup>

ALLSTER

DASHBOARD CONFIGURATION **1** PRODUCTS ORDERS PROFILE

Enter Product SKU Here

BARCODE

Enter Product Barcode Here

TRACK INVENTORY

Track This Product's Inventory

QUANTITY \* :

EDIT LOCATIONS

Locations

Seller's Warehouse Available 0

Allster @ Airport 0

ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK

**VARIANT DETAILS**

Add variant details here, if this product comes in multiple versions, like different sizes or colors

[Add Variant](#)

**CHOOSE COUNTRY OF ORIGIN**

From this option, you can add country of origin on the product.

United Kingdom

**CHOOSE HSN CODE**

From this option, you can add HSN Code on the product.

Search HSN Codes Here

Manually enter codes that are longer than 6 numbers. \* Select from codes from auto-suggest only

SAVE CHANGES CANCEL

To add a variant click on the small blue “Add Variant” button that the arrow in the image is pointing to.

## Step 18: Option Name.

Once you have done this the page will look like the image below:

ALLSTER

DASHBOARD CONFIGURATION **1** PRODUCTS ORDERS PROFILE

Enter Product SKU Here

BARCODE

Enter Product Barcode Here

TRACK INVENTORY

Track This Product's Inventory

QUANTITY \* :

EDIT LOCATIONS

Locations

Seller's Warehouse Available 0

Allster @ Airport 0

ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK

**VARIANT DETAILS**

Add variant details here, if this product comes in multiple versions, like different sizes or colors

OPTION NAME \* OPTION VALUE \*

Add another option  
e.g. Color, Size, Style

Note:  
Maximum number of variants allowed - 100

**CHOOSE COUNTRY OF ORIGIN**

From this option, you can add country of origin on the product.

United Kingdom

**CHOOSE HSN CODE**

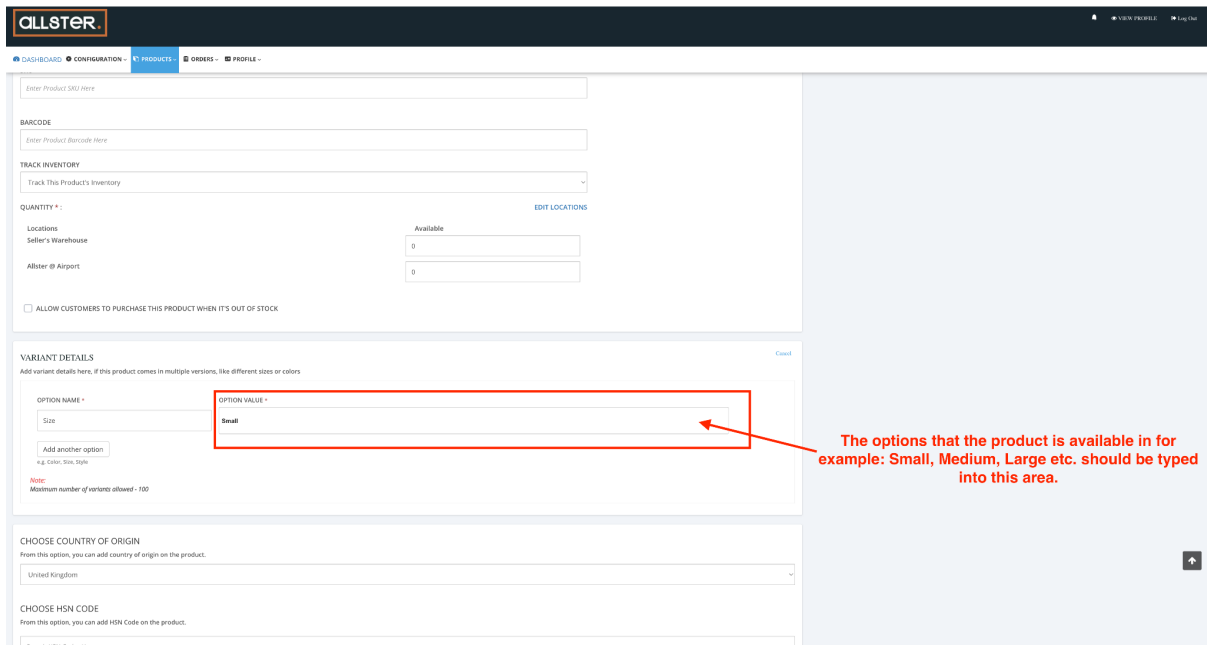
From this option, you can add HSN Code on the product.

Cancel

Click in the “Option Name” box for the drop down menu to appear. Select the option from the drop down menu that is most applicable to your product. If you do not feel that any options are applicable you can type your own option.

## Step 19: Option Value.

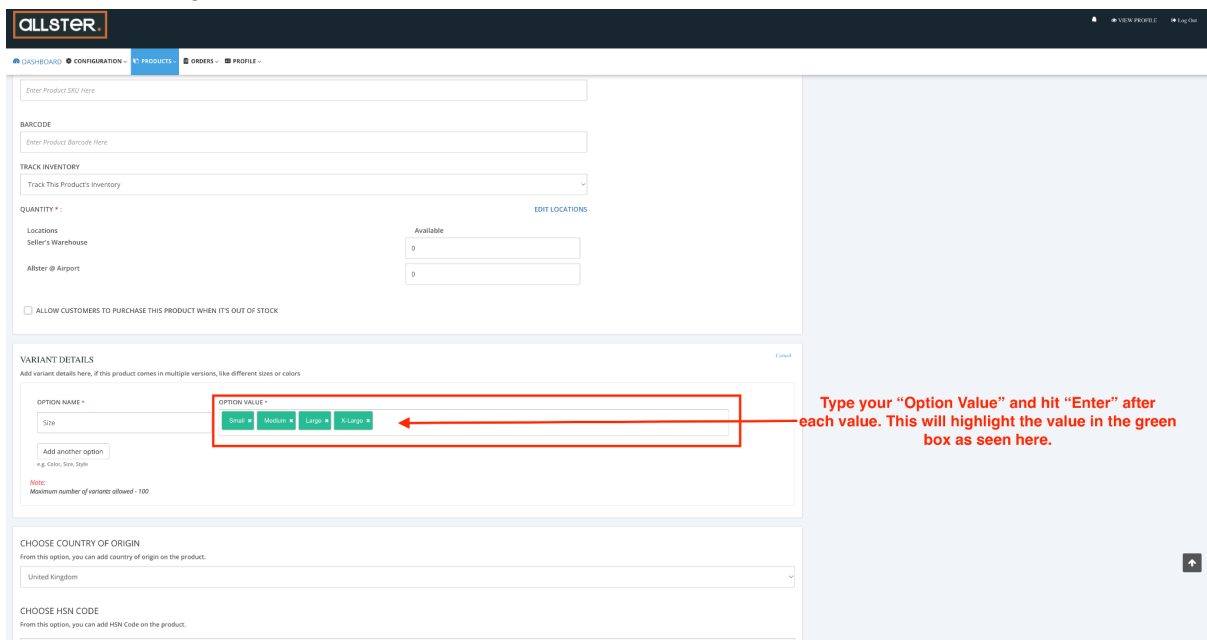
The “Option Value” area is for the options that the product is available in for example if the “Product Name” is “Size” then the “Product Value” should be “Small, Medium, Large etc.



The screenshot shows the ALLSTER product configuration interface. The 'VARIANT DETAILS' section is active, showing an 'OPTION NAME' of 'Size' and an 'OPTION VALUE' field containing 'Small'. A red box highlights the 'OPTION VALUE' field, and a red arrow points to it with the text: "The options that the product is available in for example: Small, Medium, Large etc. should be typed into this area."

To enter your “Option Value” simply type the values in which you would like to separate your options for example; small, medium, large. After you have entered each individual value, hit enter.

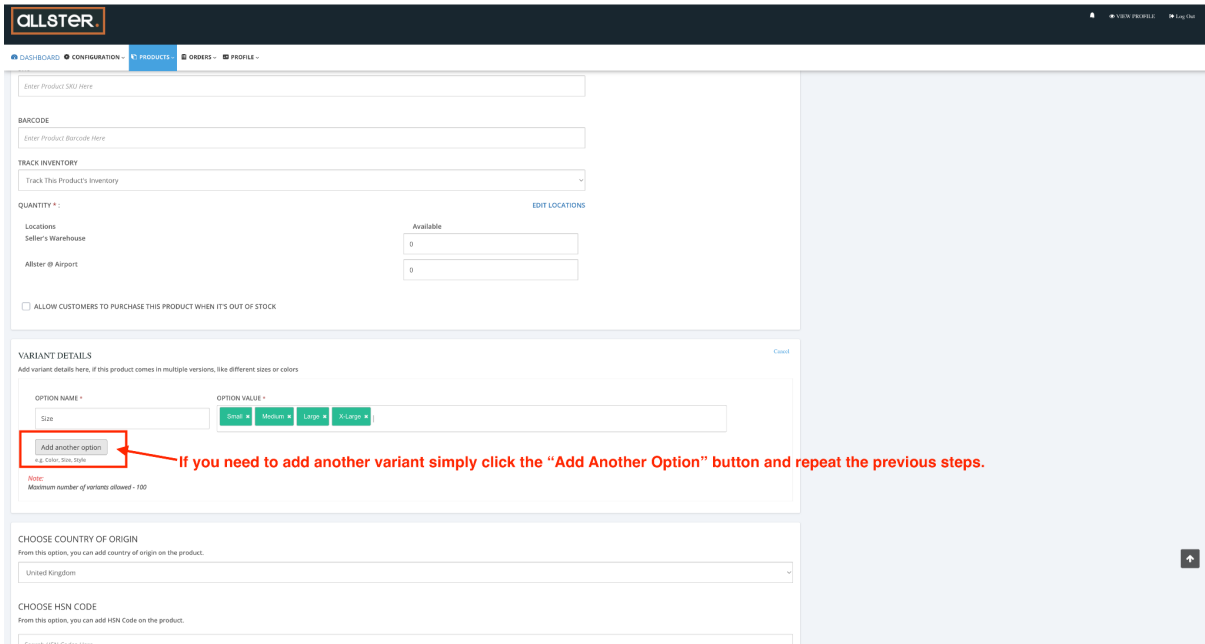
For example; type “Small” then hit “Enter” on your keyboard. Type “Medium” then hit “Enter” on your keyboard etc. Doing this will highlight the word in a green rectangle and separate your values.



The screenshot shows the ALLSTER product configuration interface. The 'VARIANT DETAILS' section is active, showing an 'OPTION NAME' of 'Size' and an 'OPTION VALUE' field containing 'Small', 'Medium', 'Large', and 'X-Large'. Each value is highlighted in a green box. A red box highlights the 'OPTION VALUE' field, and a red arrow points to it with the text: "Type your “Option Value” and hit “Enter” after each value. This will highlight the value in the green box as seen here."



## Step 20: Add Another Option



ALLSTER

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Enter Product SKU Here

BARCODE  
Enter Product Barcode Here

TRACK INVENTORY  
Track This Product's Inventory

QUANTITY \*  
Available  
EDIT LOCATIONS

Locations  
Seller's Warehouse  
Allster @ Airport

ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK

VARIANT DETAILS  
Add variant details here, if this product comes in multiple versions, like different sizes or colors

OPTION NAME \*  
Size

OPTION VALUE \*  
Small Medium Large X-Large

**Add another option**  
e.g. Color, Size, Style

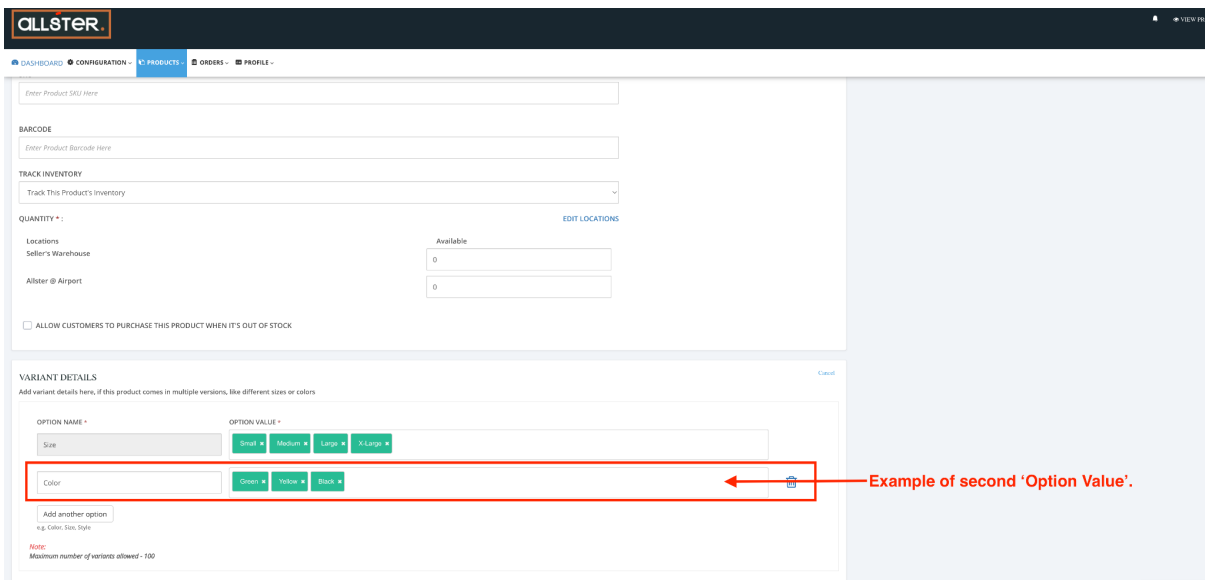
Note:  
Maximum number of variants allowed - 100

CHOOSE COUNTRY OF ORIGIN  
From this option, you can add country of origin on the product.  
United Kingdom

CHOOSE HSN CODE  
From this option, you can add HSN Code on the product.  
Search HSN Codes Here

If you need to add another variant option click the button that the arrow is pointing to in the image above titled 'Add another option' then repeat the previous steps.

Type your values and hit "Enter" on your keyboard after each value to separate them into individual values. They will then highlight green as seen below. This is when you know they have been separated.



ALLSTER

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Enter Product SKU Here

BARCODE  
Enter Product Barcode Here

TRACK INVENTORY  
Track This Product's Inventory

QUANTITY \*  
Available  
EDIT LOCATIONS

Locations  
Seller's Warehouse  
Allster @ Airport

ALLOW CUSTOMERS TO PURCHASE THIS PRODUCT WHEN IT'S OUT OF STOCK

VARIANT DETAILS  
Add variant details here, if this product comes in multiple versions, like different sizes or colors

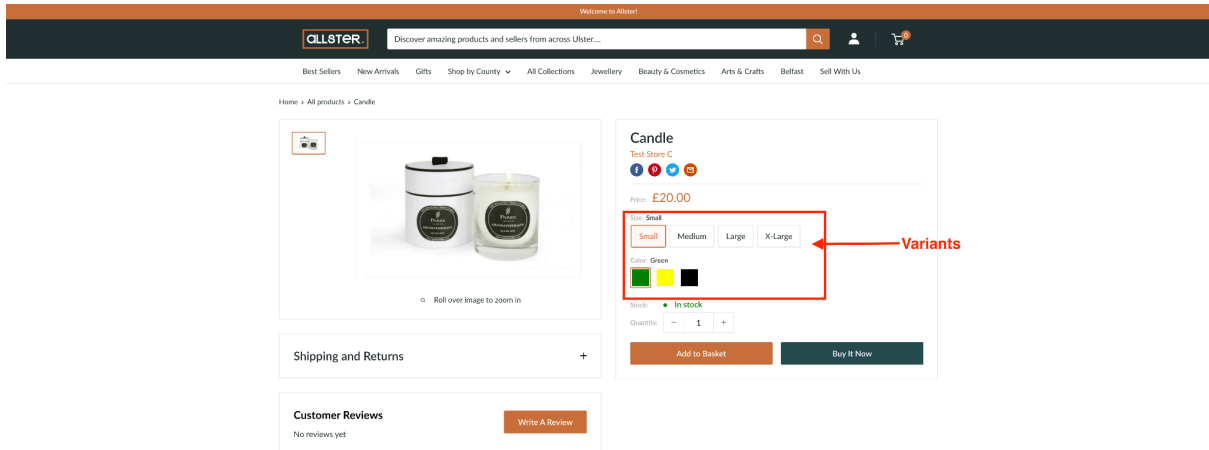
OPTION NAME \*  
Size

OPTION VALUE \*  
Small Medium Large X-Large

Color

**Add another option**  
e.g. Color, Size, Style

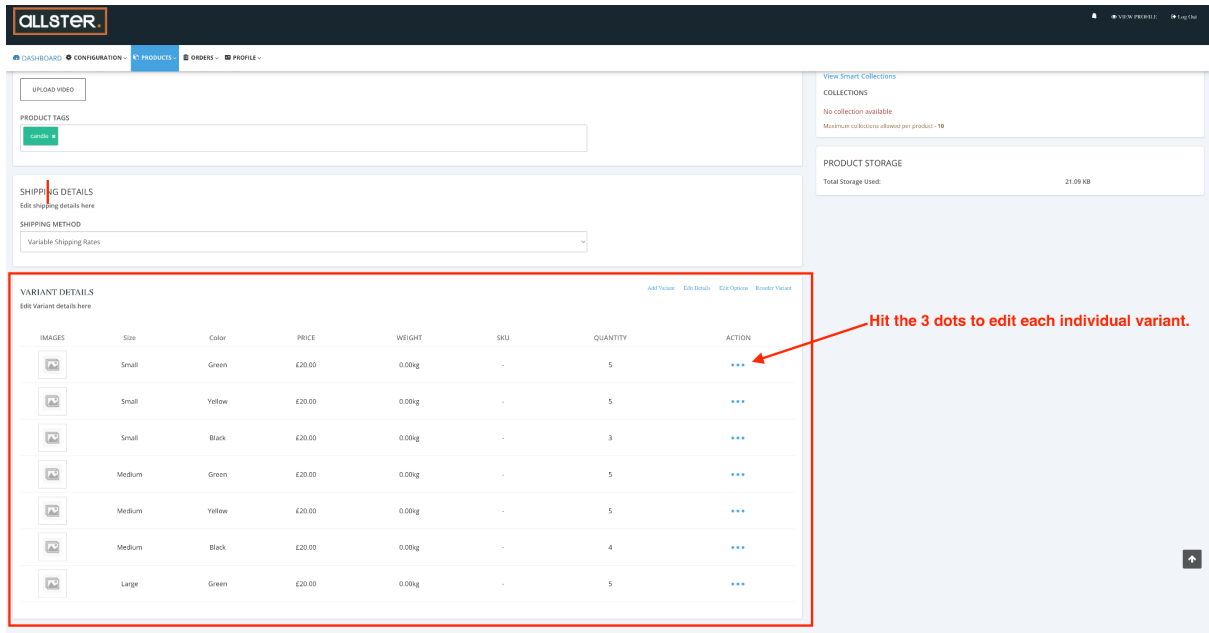
Note:  
Maximum number of variants allowed - 100



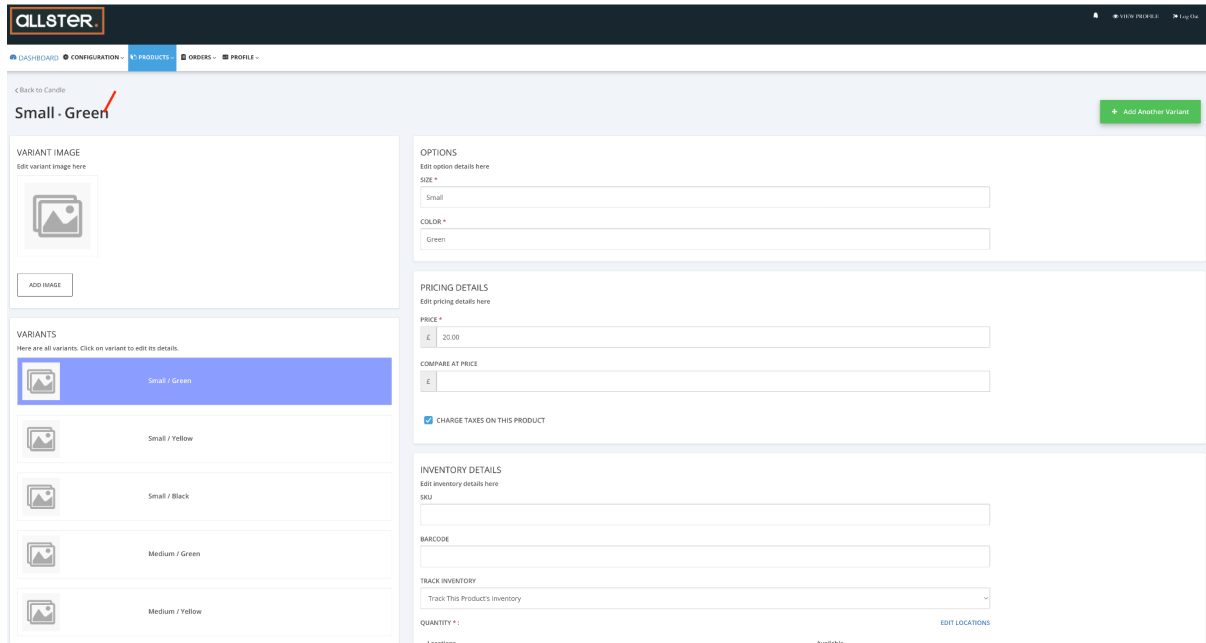
This is where the variants will be displayed on the front end of the website once you have entered all relevant data.

## Step 21: Editing Variants

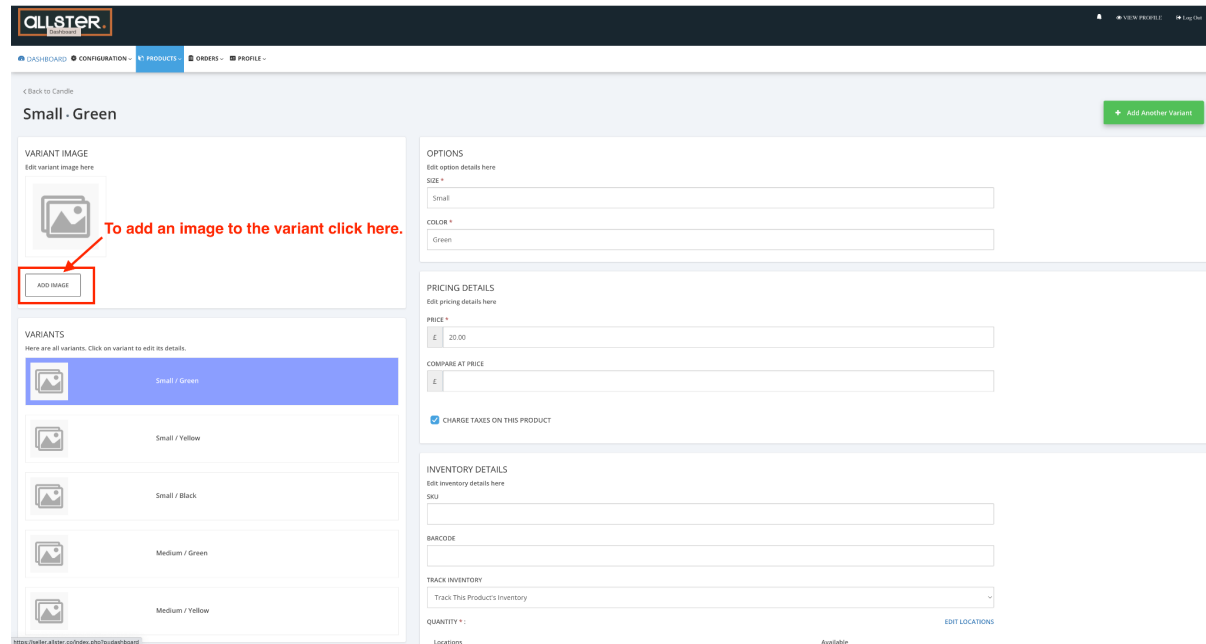
Once you have set up all your variants and save the page they will be displayed as shown in the image below. To edit each variant simply click on the 3 dots located on the right hand side of the variant and click "Edit".



Once you have clicked the “Edit” button as discussed in the above step you will be directed to the below page where you can change prices of items, add individual barcodes, individual inventory and weight etc.



## Step 22: Adding an image to each variant.



To add an image to each individual variant click on the “Add Image” button highlighted above.

Note all images must be uploaded in the below area first in order to be selected for each individual variant. There is a limit of 10 images that are allowed to be uploaded.

PRODUCT DETAILS

CHOOSE PRODUCT \*

PRODUCT NAME \*

PRODUCT TYPE \*

DESCRIPTION

PRODUCT VIDEO

PRODUCT TAGS

SHIPPING DETAILS

PRODUCT IMAGE \*

ADD IMAGES

EDIT IMAGE

Note: Product Image is Mandatory. Image can be uploaded of any dimension but we recommend you to upload image with dimension of 1024x1024 & its size must be less than 10MB.

COLLECTIONS View Collections Listing

PRODUCT STORAGE

Total Storage Used: 21.09 KB

All images must first be uploaded here and then selected for each individual variant. MAX. 10 Images.

Once you have filled everything in, be sure to HIT SAVE!

SHIPPING DETAILS

SHIPPING METHOD

VARIANT DETAILS

Variant Name	Color	Price	Weight	Quantity	Options
Minimum	Black	£20.00	0.00kg	5	...
Medium	Black	£20.00	0.00kg	4	...
Large	Green	£20.00	0.00kg	5	...
Large	Yellow	£20.00	0.00kg	5	...
Large	Black	£20.00	0.00kg	5	...
X-Large	Green	£20.00	0.00kg	5	...
X-Large	Yellow	£20.00	0.00kg	5	...
X-Large	Black	£20.00	0.00kg	5	...

PRODUCT STORAGE

Total Storage Used: 21.09 KB

SAVE CHANGES

BE SURE TO HIT SAVE

You should now have a fully set up product uploaded.

**Until someone from the team has checked it your products will all hold the below status:**

**Approval Pending**

## Step 22: The third and final area of setting up your profile is setting up your shipping.

The screenshot shows the ALLSTER dashboard with the following elements:

- Navigation Bar:** DASHBOARD, CONFIGURATION (highlighted with a red box and arrow), PRODUCTS, ORDERS, PROFILE.
- Left Sidebar:** GENERAL CONFIGURATION, SHIPPING METHODS (highlighted with a red box and arrow), INVOICE CONFIGURATION, WOODCOMMERCE CONFIGURATION, ETSY CONFIGURATION, CONNECTOR PRICE RULE, SELLER SYNC APP CONFIGURATION, MARKETPLACE SHIPPING CONFIGURATION.
- Main Content Area:** Dashboard overview, Sales chart, Store Statistics (Overall, This Week, This Month, This Year), Store Earning (Total Earning: £ 0.00, Commission: £ 0.00), Top Sold Products, Recent Orders, and Out of Stock Products.

**Step 1:** Click on "Configuration".

**Step 2:** Click on "Shipping Methods".

On the dashboard click on "Configuration" as seen in "Step 1" highlighted on the image above.

Then click on "Shipping Methods" as seen in 'Step 2' highlighted on the image above.

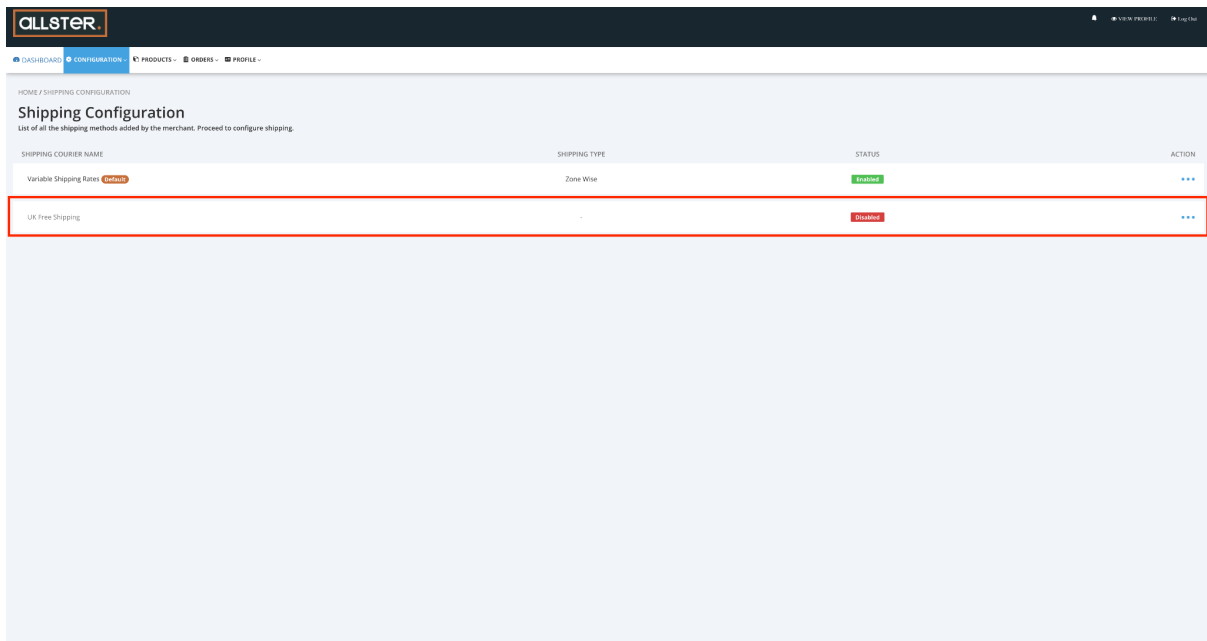
After clicking on "Shipping Methods" you will be directed to the below page.

The screenshot shows the ALLSTER Shipping Configuration page with the following elements:

- Navigation Bar:** DASHBOARD, CONFIGURATION, PRODUCTS, ORDERS, PROFILE.
- Page Header:** HOME / SHIPPING CONFIGURATION, Shipping Configuration, List of all the shipping methods added by the merchant. Proceed to configure shipping.
- Table:**

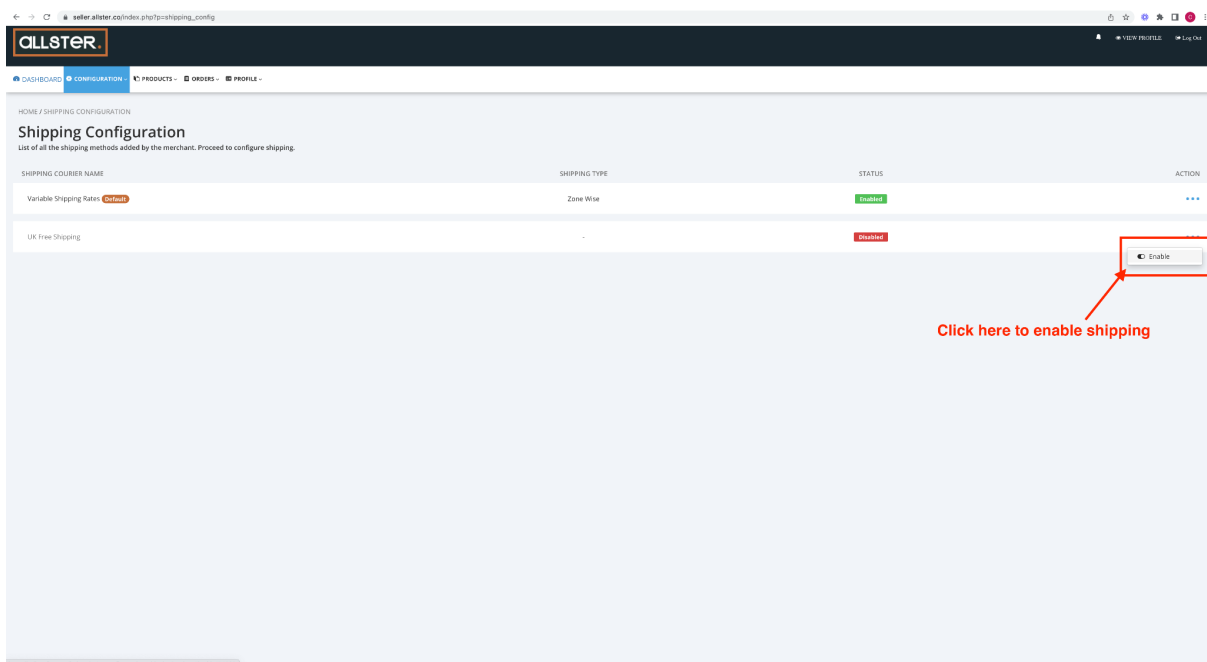
SHIPPING COURIER NAME	SHIPPING TYPE	STATUS	ACTION
Variable Shipping Rates <b>Default</b>	Zone Wise	Enabled	...
UK Free Shipping	-	Enabled	...

The page may also look like this where the 'UK Free Shipping' is disabled. If this is not the case please skip to step 24.

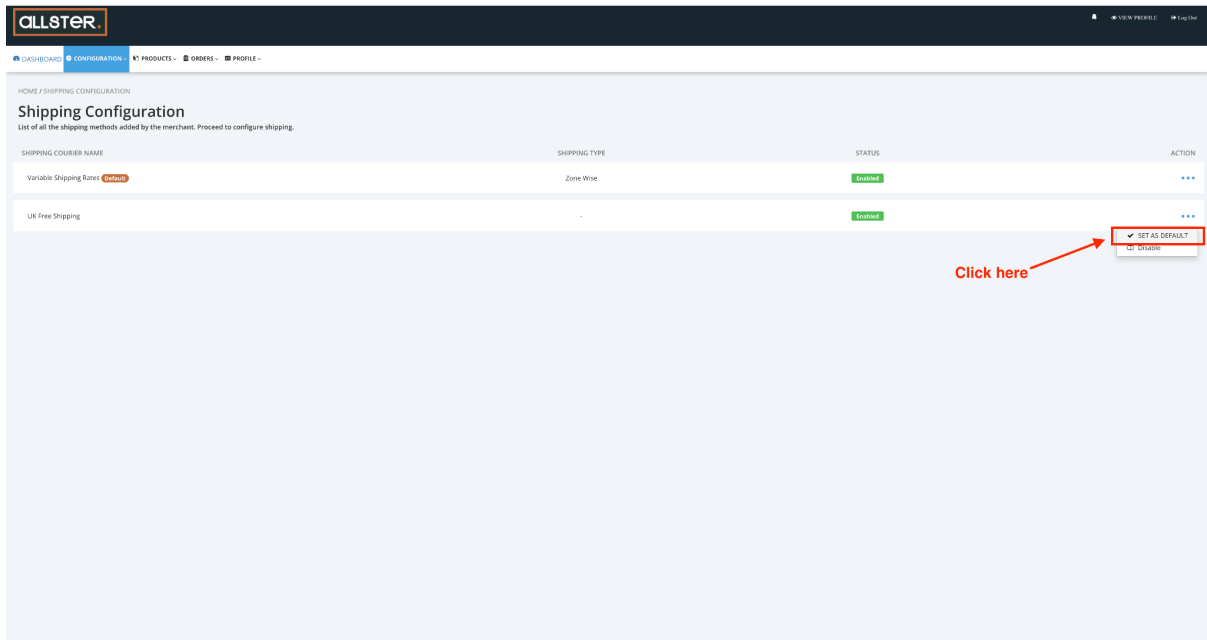


**Step 23: Enable the “UK Free Shipping”.** This step needs to be done even if you are not offering free shipping. You will see in the next steps why this is so important.

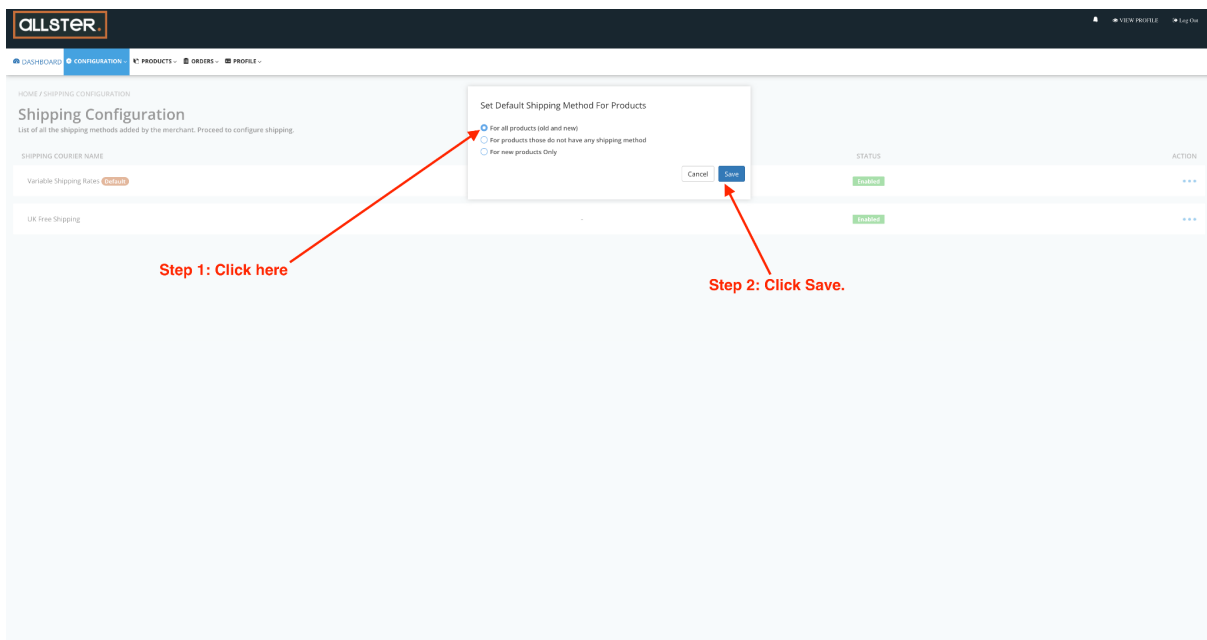
To enable the free shipping click the 3 dots on the right hand side and click “Enable”.



**Step 24: Both shipping channels should now be “Enabled”. The next step is to set the uk free shipping to default. To do this click on the 3 buttons on the “UK free shipping” as seen below and click “SET TO DEFAULT”.**



**Once you have clicked this the below message board will appear.**

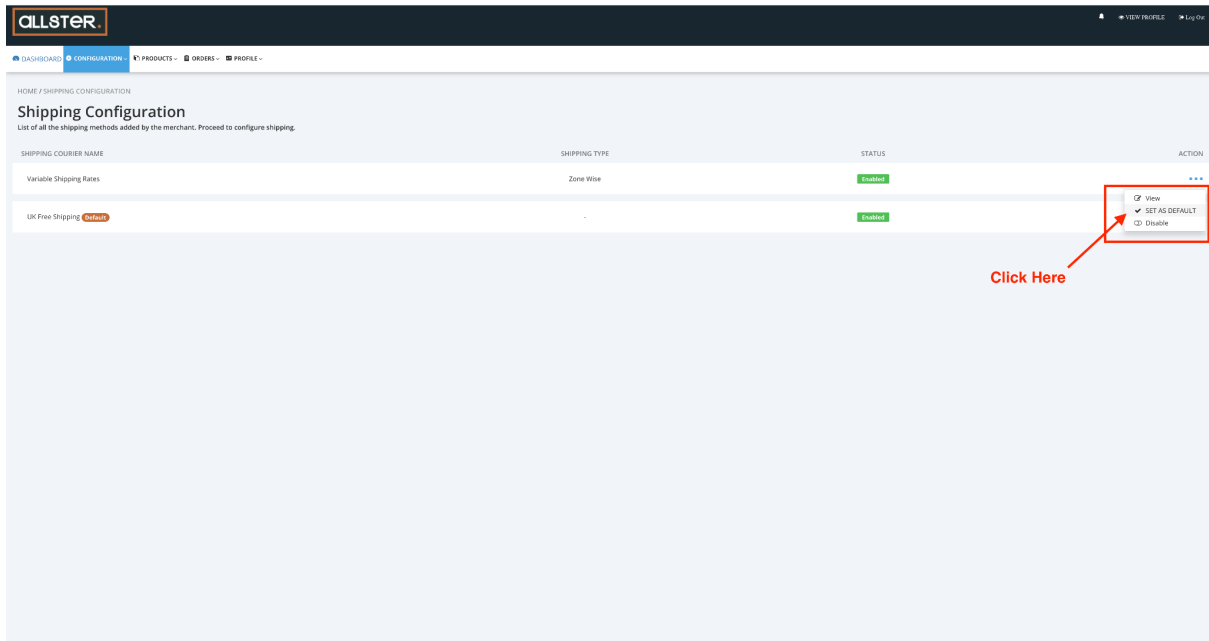


**When this board appears step 1 is to select “for all products old and new” step 2 is to click save. UK FREE SHIPPING should now have the default sign next to it.**

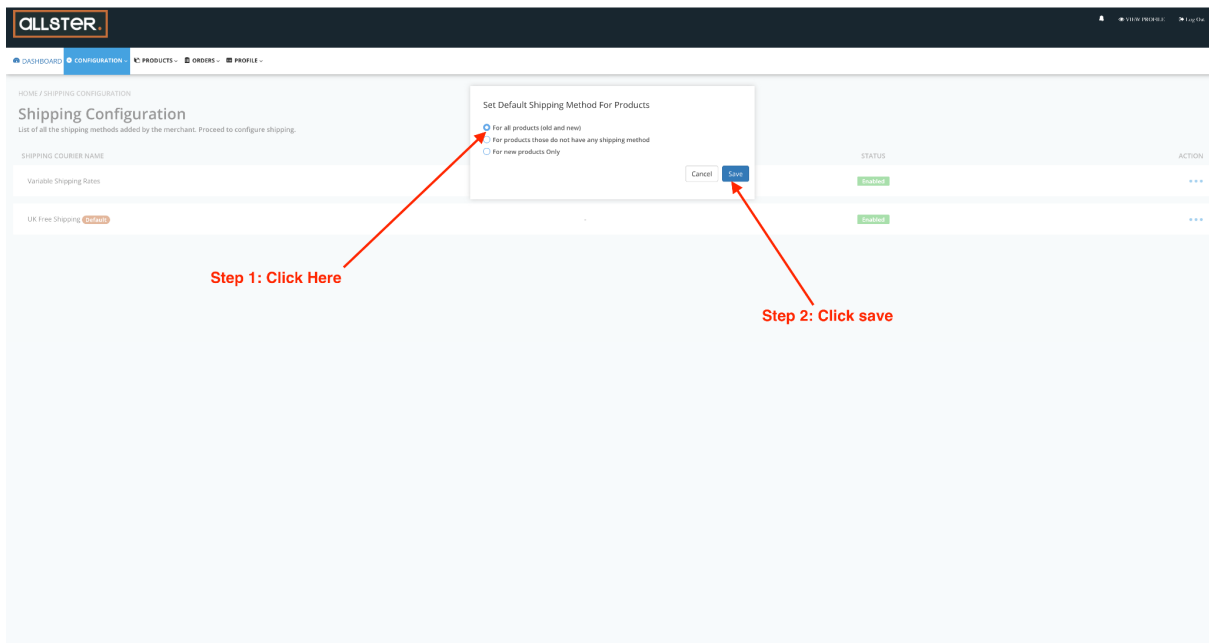


## Step 25: Setting Variable Shipping Rates to Default.

The next step is to click the 3 buttons as seen below on the “Variable Shipping Rates”



Once you have done this click on the “Set To Default’ option that appears after clicking the 3 dots as seen in the image above.

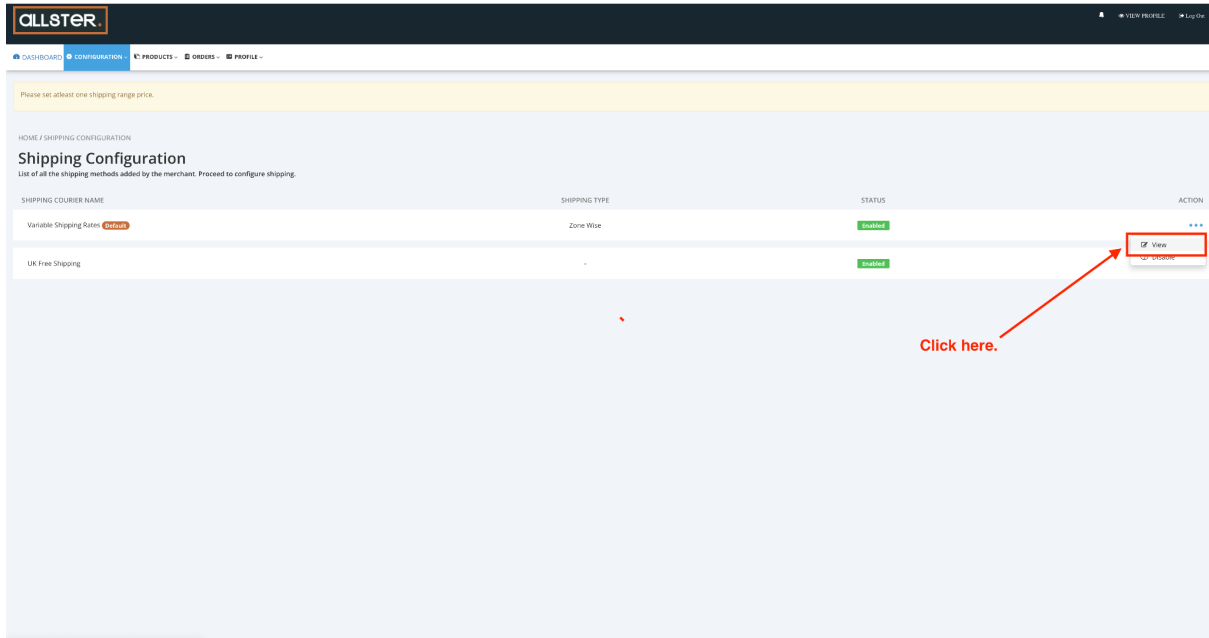


The next step is to select “For all products old and new” and then click save. Once you have done this “Variable Shipping Rates” will be made to default meaning that step 12 should not need done and all products that you upload will automatically sync with your shipping costs and ranges.

**We know this step seems boring but it is just as important so please do it!**

## Step 26: Viewing Shipping.

Now that you have taken the very important steps of making “Variable Shipping Rates” you default click on the 3 buttons on the right hand side and press “view”



ALLSTER

NEW PRICE! Log Out

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Please set atleast one shipping range price.

HOME / SHIPPING CONFIGURATION

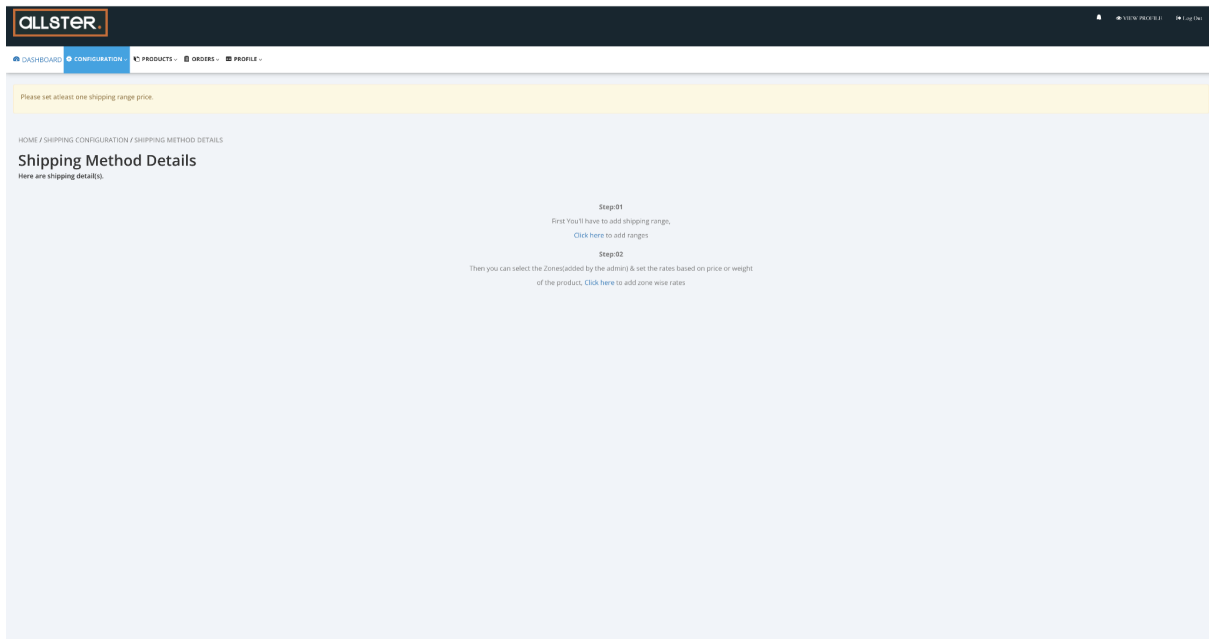
### Shipping Configuration

List of all the shipping methods added by the merchant. Proceed to configure shipping.

SHIPPING COURIER NAME	SHIPPING TYPE	STATUS	ACTION
Variable Shipping Rates <b>Enabled</b>	Zone Wise	<b>Enabled</b>	<b>View</b> Edit
UK Free Shipping		<b>Enabled</b>	

Click here.

Once you have clicked “View” you will be directed to the area below:



ALLSTER

NEW PRICE! Log Out

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Please set atleast one shipping range price.

HOME / SHIPPING CONFIGURATION / SHIPPING METHOD DETAILS

### Shipping Method Details

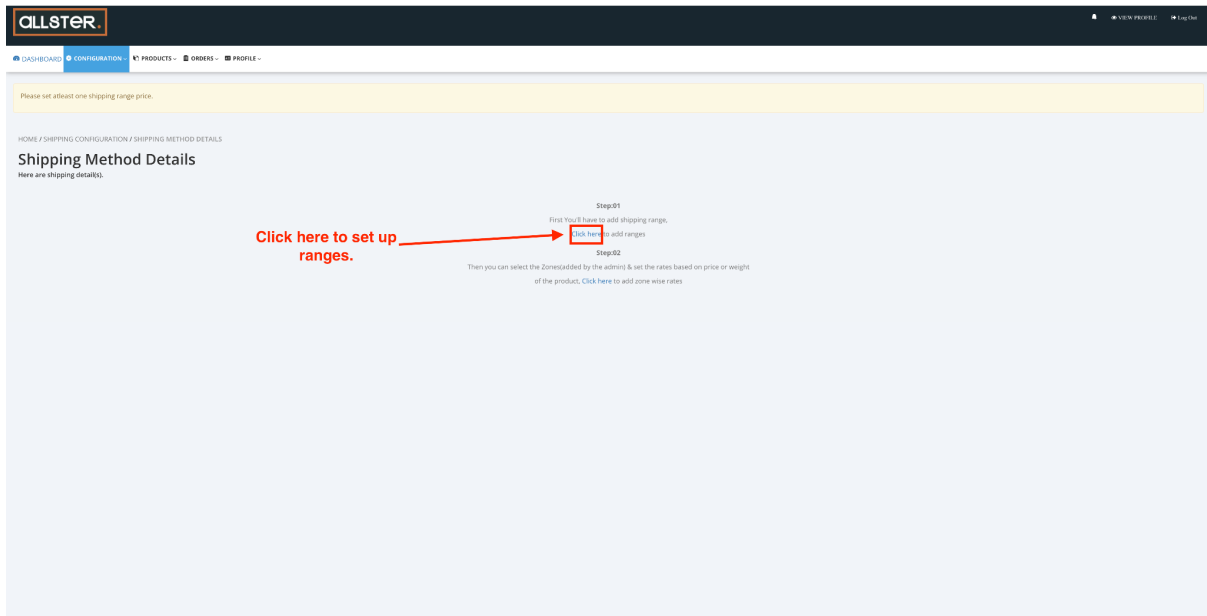
Here are shipping details.

**Step 01**  
First You'll have to add shipping range.  
[Click here to add ranges](#)

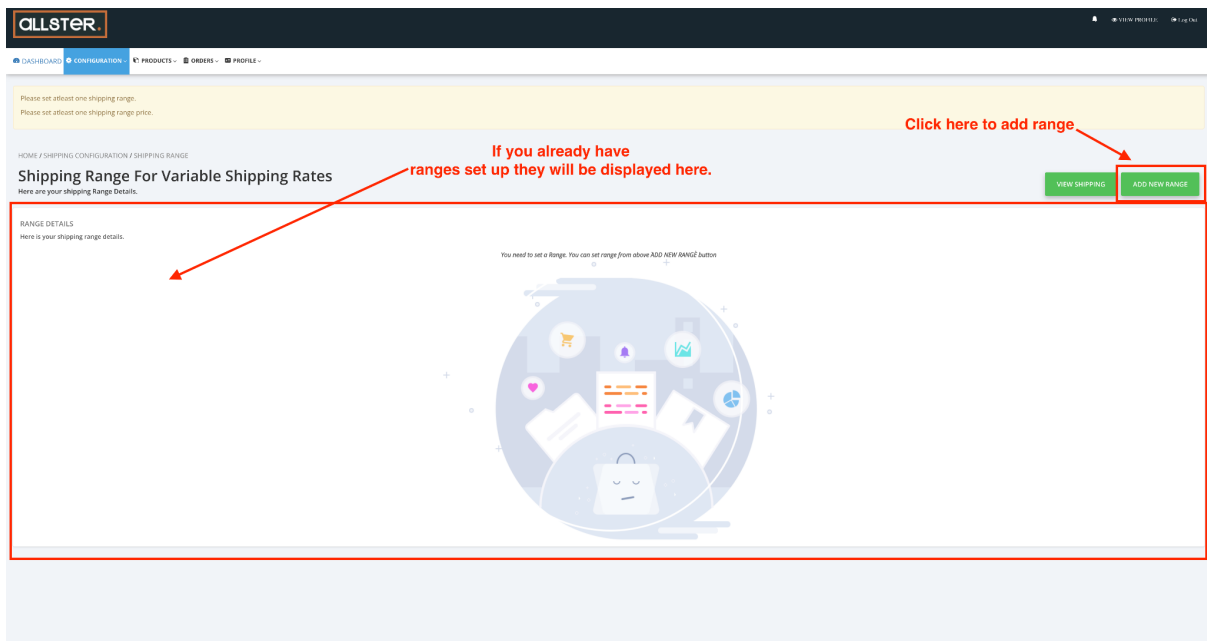
**Step 02**  
Then you can select the Zones(added by the admin)) & set the rates based on price or weight of the product, [Click here to add zone wise rates](#)

## Step 27: Ranges

The first stage of setting up your shipping is to set your ranges. To do this click on the button highlighted in the image below:



After clicking the “Click Here” button as highlighted in the image above you will be directed to area shown below:



To add a range click on the rectangular button in the top right hand corner labelled “Add New Range”. If you already have ranges set up they will be displayed in the highlighted area.

**Step 28: Once you have clicked on “Add New Range” you will be directed to the page below:**

allster

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Please set atleast one shipping range.  
Please set atleast one shipping range price.

HOME / SHIPPING CONFIGURATION / SHIPPING RANGE / ADD SHIPPING RANGE

### Shipping Range For Variable Shipping Rates

Here are your shipping Range Details.

RANGE DETAILS  
Here is your shipping range details.

Based On  
 Price  Weight

Units that range can be measured in.

Range  
From: £ To: £

SAVE

**You will need to select what unit you want your range to be measured in weight or price.**

**NOTE WEIGHT IS DONE IN KG NOT GRAMS. IF YOUR PRODUCT WEIGHS 20GRAMS PLEASE ENTER THIS AS 0.2 KG.**

**ENSURE IF YOU ARE MEASURING IN WEIGHT THAT EACH INDIVIDUAL PRODUCT YOU HAVE UPLOADED/ WILL UPLOAD HAS THE WEIGHT ADDED AS SEEN IN STEP 11.**

**Things to know when making ranges.**

**-You can only set a maximum of 8 ranges.**

**-The first range should always start a 0.00 and the very last range should end on £999999**

**-Each range should be separated by 0.01 for example:**

**If range 1 is:**

**£0.00 - £9.99**

**The next range should start at £10.**

**£10.00- £19.99**

**The next range should start at £20.00 etc. See next page for an example:**

ALLSTER

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Please set atleast one shipping range price.

HOME / SHIPPING CONFIGURATION / SHIPPING RANGE

### Shipping Range For Variable Shipping Rates

Here are your shipping Range Details.

VIEW SHIPPING ADD NEW RANGE

RANGE DETAILS

Here is your shipping range details.

**Note:**  
Shipping Range is very important for a shipping method. You cannot access a shipping method without any shipping range. So you have to set atleast one range for the shipping method. You can set upto a maximum of eight ranges for a shipping method.

Here's an example to understand the lower and upper limits of a defined range:  
Range 1 (1-1000) - here the upper limit is 10,990.  
Range 2 (11-2000) - here the upper limit is 20,990.  
So, product A of weight 10,750 will be covered under the range 1 (1-1000)

Range Detail based on Price:

Range	Price Range	EDIT	DELETE
Range 1	£ 0.00 - 9.99	EDIT	DELETE
Range 2	£ 10.00 - 19.99	EDIT	DELETE
Range 3	£ 20.00 - 29.99	EDIT	DELETE
Range 4	£ 40.00 - 79.99	EDIT	DELETE
Range 5	£ 80.00 - 149.99	EDIT	DELETE
Range 6	£ 150.00 - 9999999.00	EDIT	DELETE

Each range should be seperated by 0.01.

## Step 29: Adding Shipping Zones.

Now that you have set your ranges for shipping click the green rectangle located in the top right hand corner labelled "View Shipping".

ALLSTER

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

Please set atleast one shipping range price.

HOME / SHIPPING CONFIGURATION / SHIPPING RANGE

### Shipping Range For Variable Shipping Rates

Here are your shipping Range Details.

VIEW SHIPPING ADD NEW RANGE

RANGE DETAILS

Here is your shipping range details.

**Note:**  
Shipping Range is very important for a shipping method. You cannot access a shipping method without any shipping range. So you have to set atleast one range for the shipping method. You can set upto a maximum of eight ranges for a shipping method.

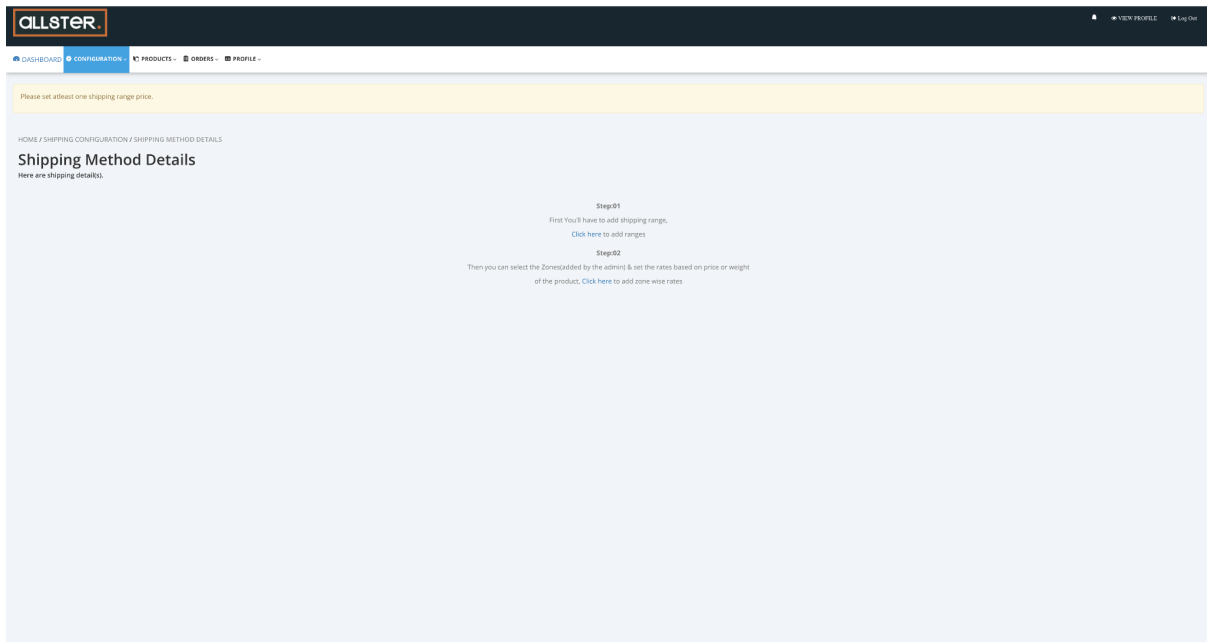
Here's an example to understand the lower and upper limits of a defined range:  
Range 1 (1-1000) - here the upper limit is 10,990.  
Range 2 (11-2000) - here the upper limit is 20,990.  
So, product A of weight 10,750 will be covered under the range 1 (1-1000)

Range Detail based on Price:

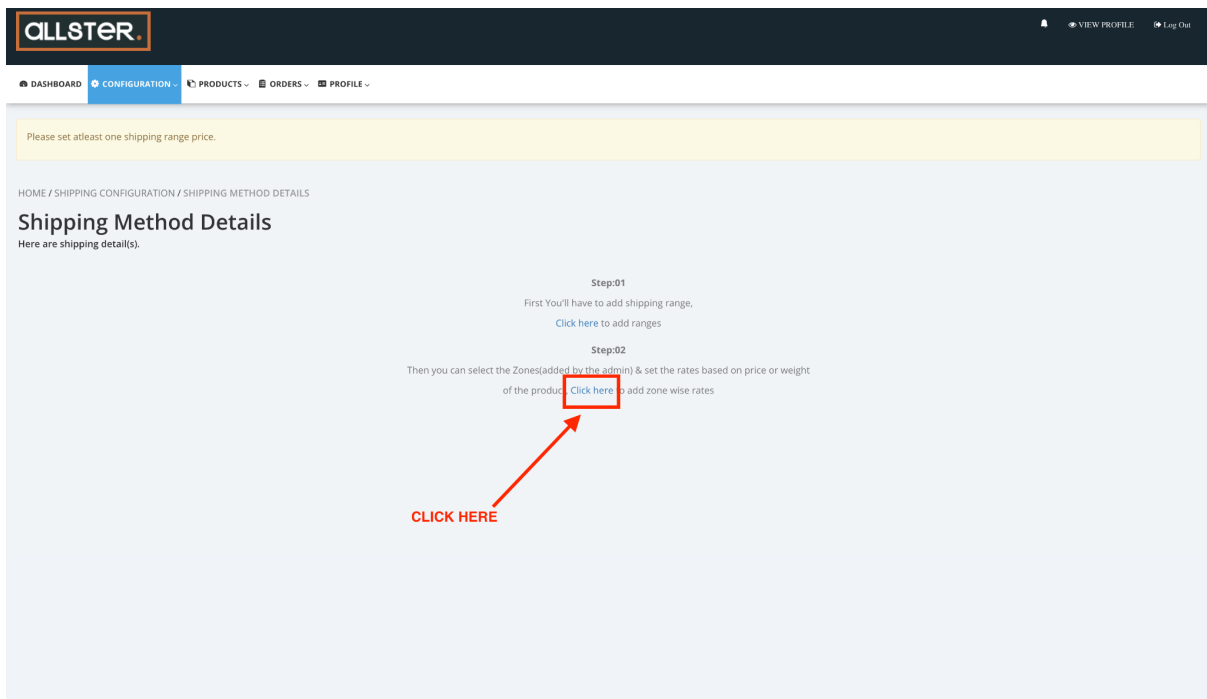
Range	Price Range	EDIT	DELETE
Range 1	£ 0.00 - 9.99	EDIT	DELETE
Range 2	£ 10.00 - 19.99	EDIT	DELETE
Range 3	£ 20.00 - 29.99	EDIT	DELETE
Range 4	£ 40.00 - 79.99	EDIT	DELETE
Range 5	£ 80.00 - 149.99	EDIT	DELETE
Range 6	£ 150.00 - 9999999.00	EDIT	DELETE

"View Shipping"

Once you have clicked the “View Shipping” button you will be directed to the page found in the image below:



Click on the highlighted area that reads “Click Here”



## Step 30: UK Shipping Zone

After clicking the highlighted area in the above image you will be directed to the page below:

The screenshot shows the 'Add Shipping Zone' page in the ALLSTER dashboard. The page has a dark header with the ALLSTER logo and navigation links: DASHBOARD, CONFIGURATION, PRODUCTS, ORDERS, and PROFILE. The main content area is titled 'Add Shipping Zone' and includes a sub-header 'Here are your shipping details.' and a 'MANAGE SHIPPING RANGE' button. A 'Select Zone' dropdown menu is highlighted with a red box and contains the option 'UK'. A red arrow points to this dropdown with the text 'SET UP UK FIRST'. Below this is a table titled 'All Shipping Range Prices' with columns for 'Range List' and 'Price'. The table contains six rows, each with a price range and a corresponding price input field set to '0.00'. A 'SAVE' button is located at the bottom left of the table. On the right side, there is a 'COUNTRIES' section with a search bar and the entry 'United Kingdom'.

Range List	Price
£ 0.00 - £ 9.99	£ 0.00
£ 10.00 - £ 19.99	£ 0.00
£ 20.00 - £ 39.99	£ 0.00
£ 40.00 - £ 79.99	£ 0.00
£ 80.00 - £ 149.99	£ 0.00
£ 150.00 - £ 99999999.00	£ 0.00

This is where you can enter the cost of shipping for each individual range. For example

- If someone were to purchase products that had a total price of £9.99 they would fall into the first range shipping price.
- If someone were to purchase products that had a total cost of £12.00 they would fall into the second range shipping price.

**Note that customers with a cart of products from different sellers will incur each seller's shipping costs. The higher the shipping cost the more likely someone is to abandon their cart. Try to keep shipping costs as low as possible.**

Ensure that the highlighted zone in the image is selected onto the "UK" zone. If not, simply click into the highlighted area and the drop down menu will appear.

## Step 31: Adding Prices to each range

**ALLSTER** VIEW PROFILE Log Out

**ADD** DASHBOARD **+** CONFIGURATION **+** PRODUCTS **+** ORDERS **+** PROFILE

### Add Shipping Zone

Here are your shipping details.

Select Zone: UK

COUNTRIES: United Kingdom

MANAGE SHIPPING RANGE

Range List	Price
£ 0.00 - £ 9.99	£ 2.50
£ 10.00 - £ 19.99	£ 2.50
£ 20.00 - £ 39.99	£ 2.50
£ 40.00 - £ 79.99	£ 0.00
£ 80.00 - £ 149.99	£ 0.00
£ 150.00 - £ 99999999.00	£ 0.00

SAVE

**Allocate a price to each range that you intend to charge customer shipping for.**

**We encourage offering free shipping where possible.**

**As seen in the image above no price has been allocated to the following ranges**

**£40.00- £79.99**

**£80.00-£149.99**

**£150.00-£999999999**

**This means any products bought from the seller that amount to any of the prices in these ranges are shipped for free.**

**If offering free shipping be sure to add it in your product descriptions found in step 9.**



Once you have added all the shipping costs be sure to hit “SAVE”

HOME / SHIPPING CONFIGURATION / SHIPPING DETAILS

### Add Shipping Zone

Here are your shipping details.

Select Zone: UK

MANAGE SHIPPING RANGE

COUNTRIES: United Kingdom

Range List	Price
£ 0.00 - £ 9.99	£ 2.50
£ 10.00 - £ 19.99	£ 2.50
£ 20.00 - £ 39.99	£ 2.50
£ 40.00 - £ 79.99	£ 0.00
£ 80.00 - £ 149.99	£ 0.00
£ 150.00 - £ 99999999.00	£ 0.00

**SAVE** ← Be sure to hit “SAVE” when you are done.

**NOTE THE SAME RANGES WILL BE APPLIED TO ALL SHIPPING ZONES BUT YOU EACH SHIPPING ZONE WILL HAVE DIFFERENT PRICES ALLOCATED TO EACH RANGE.**

**TO CHANGE YOUR RANGES YOU WILL HAVE TO DELETE THE ONES YOU HAVE ENTERED THIS WILL ALSO DELETE ANY SHIPPING ZONES YOU HAVE ALREADY SET UP.**

**See steps 36 on how to edit your shipping ranges and steps 22 to set up your shipping again.**

**Step 32: Once you have hit save you will be directed to the below page:**

ALLSTER

DASHBOARD CONFIGURATION PRODUCTS ORDERS PROFILE

HOME / SHIPPING CONFIGURATION / SHIPPING METHOD DETAILS

### Shipping Method Details

Here are shipping details(s).

MANAGE SHIPPING RANGE ADD SHIPPING ZONE

SHIPPING METHOD

**Variable Shipping Rates**

SHIPPING TYPE: ZONE WISE

No. Of Zone Added: 1 Zones

Click here to add another "Shipping Zone"

### ALL ZONES

List of Zones added to your Marketplace Shipping.

ZONE NAME	NO. OF COUNTRY	STATUS	ACTIONS
UK	1 Countries	Enabled	...

UK SHIPPING ZONE IS SET UP

There are More Zone Too be Added, if you want to ship their as well, Click hereto add more.

**As seen the UK shipping zone is now set up and viewable on the main "Shipping Methods Page"**

**To add another shipping zone click on the green rectangle located in the top right hand corner that reads "Add Shipping Zone".**

**NOTE THE MINIMUM REQUIREMENT FOR SHIPPING ZONES IS UK AND IRELAND. ALL OTHER ZONES ARE OPTIONAL. PLEASE BE SURE TO ADD BOTH UK AND IRELAND.**

### Step 33: Adding Ireland as a shipping zone

HOME / SHIPPING CONFIGURATION / SHIPPING DETAILS

## Add Shipping Zone

Here are your shipping details.

**MANAGE SHIPPING RANGE**

Select Zone  
RM Europe Zone 1 exc Ireland

**Click Here**

### All Shipping Range Prices

Range List	Price
£ 0.00 - £ 9.99	£ 0.00
£ 10.00 - £ 19.99	£ 0.00
£ 20.00 - £ 39.99	£ 0.00
£ 40.00 - £ 79.99	£ 0.00
£ 80.00 - £ 149.99	£ 0.00
£ 150.00 - £ 99999999.00	£ 0.00

**SAVE**

COUNTRIES

Denmark

France

Germany

Monaco

After clicking “Add Shipping Zone” that is highlighted in the previous image you will be directed to this page.

This page will have the zone “RM Europe Zone 1 exc Ireland” automatically selected. To change this simply click the small drop down button that the arrow is pointing to in the image above.

**NOTE TO CHECK THIS. A LOT OF MISTAKES ARE MADE WITH THIS ZONE AS IT IS MISREAD AS “INCLUDING IRELAND” THIS ZONE DOES NOT INCLUDE IRELAND.**

## Step 34: Add Shipping Costs to each range for the Ireland shipping zone.

**ALLSTER** VIEW PROFILE Log Out

**Edit Shipping Zone**  
Here are your shipping details. MANAGE SHIPPING RANGE

Select Zone  
Ireland

SHIPPING STATUS

All Shipping Range Prices

Range List	Price
£ 0.00 - £ 9.99	£ 5.00
£ 10.00 - £ 19.99	£ 5.00
£ 20.00 - £ 39.99	£ 5.00
£ 40.00 - £ 79.99	£ 3.50
£ 80.00 - £ 149.99	£ 3.50
£ 150.00 - £ 99999999.00	£ 0.00

SAVE

COUNTRIES  
Ireland

Ireland shipping costs might be higher.  
Consider offering free shipping on purchases of a higher amount.

Depending on the location of the seller sometimes Ireland shipping costs can be higher. For this reason we recommend offering free shipping on purchases of a higher amount and increasing the prices of the shipping on all other ranges.

Once you have filled in all of the areas be sure to hit save in the bottom left hand corner. After you do this you will be directed to the below page where we can see both the UK and Ireland shipping zones are now set up.

**ALLSTER** VIEW PROFILE Log Out

**Shipping Method Details**  
Here are shipping details(s). MANAGE SHIPPING RANGE ADD SHIPPING ZONE

SHIPPING METHOD  
**Variable Shipping Rates**

SHIPPING TYPE: ZONE WISE  
No. Of Zone Added: 2 Zones

**ALL ZONES**  
List of Zones added to your Marketplace Shipping.

ZONE NAME	NO. OF COUNTRY	STATUS	ACTIONS
Ireland	1 Countries	Enabled	...
UK	1 Countries	Enabled	...

There are More Zone Too be Added, if you want to ship their as well,  
[Click hereto add more.](#)

## Step 35: Editing Shipping Zones

If you wish to edit a zone simply press on the three dots located on the right side of each zone as highlighted below:

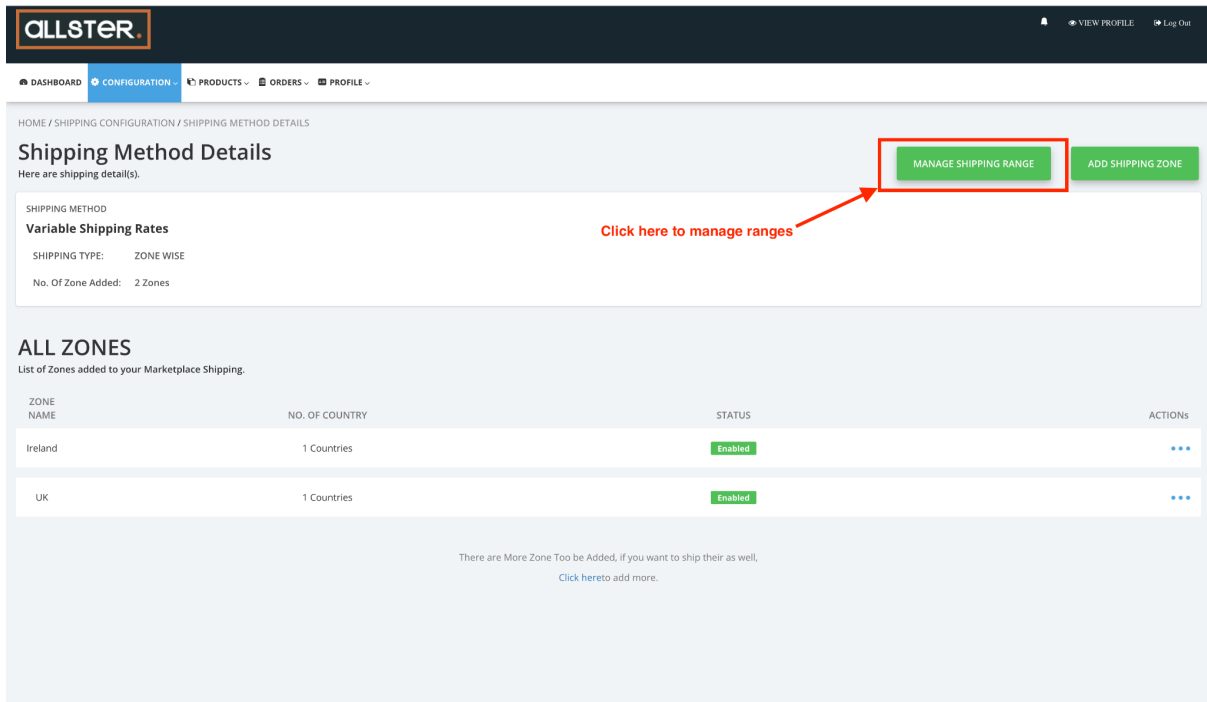
The screenshot shows the Allster dashboard with the 'CONFIGURATION' menu selected. The page title is 'Shipping Method Details' and it includes buttons for 'MANAGE SHIPPING RANGE' and 'ADD SHIPPING ZONE'. Under 'SHIPPING METHOD', it shows 'Variable Shipping Rates' with 'SHIPPING TYPE: ZONE WISE' and 'No. Of Zone Added: 2 Zones'. The 'ALL ZONES' section lists two zones: Ireland and UK, both with '1 Countries' and 'Enabled' status. A red arrow points to the three dots in the 'ACTIONS' column for the Ireland zone.

ZONE NAME	NO. OF COUNTRY	STATUS	ACTIONS
Ireland	1 Countries	Enabled	⋮
UK	1 Countries	Enabled	⋮

After clicking on the three dots then click “Edit’ from the drop down menu. From this you will be taken back into the shipping zone and can change the prices allocated to each range.

## Step 36: Editing Ranges

To edit or delete a range simply click on the “Manage Shipping Range” button located on the top right hand corner of the screen as highlighted below:



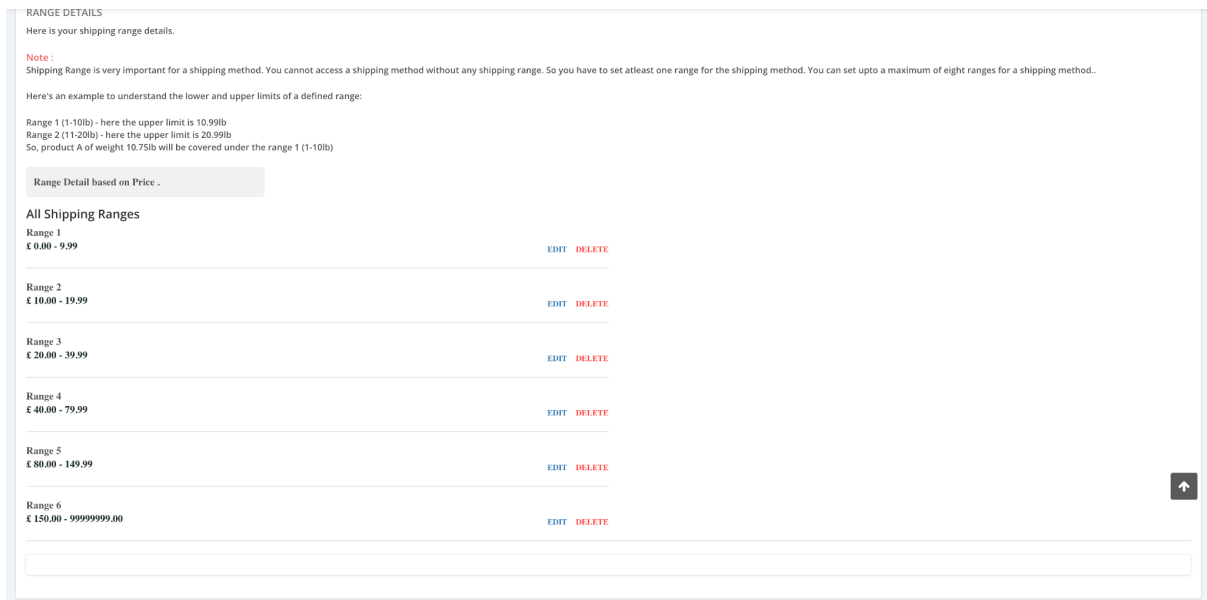
The screenshot shows the Allster dashboard with the following elements:

- Navigation bar: DASHBOARD, CONFIGURATION (active), PRODUCTS, ORDERS, PROFILE.
- Breadcrumbs: HOME / SHIPPING CONFIGURATION / SHIPPING METHOD DETAILS.
- Page Title: Shipping Method Details. Subtext: Here are shipping details(s).
- Buttons: MANAGE SHIPPING RANGE (highlighted with a red box and arrow), ADD SHIPPING ZONE.
- Shipping Method: Variable Shipping Rates. SHIPPING TYPE: ZONE WISE. No. Of Zone Added: 2 Zones.
- Section: ALL ZONES. List of Zones added to your Marketplace Shipping.
- Table:

ZONE NAME	NO. OF COUNTRY	STATUS	ACTIONS
Ireland	1 Countries	Enabled	...
UK	1 Countries	Enabled	...

There are More Zone Too be Added, if you want to ship their as well, [Click hereto add more.](#)

After doing this you will then be directed to the page below where you can delete or edit ranges.



The screenshot shows the 'RANGE DETAILS' page with the following content:

- Section: RANGE DETAILS. Subtext: Here is your shipping range details.
- Note: Shipping Range is very important for a shipping method. You cannot access a shipping method without any shipping range. So you have to set atleast one range for the shipping method. You can set upto a maximum of eight ranges for a shipping method.
- Text: Here's an example to understand the lower and upper limits of a defined range:
- Example ranges:
  - Range 1 (1-10lb) - here the upper limit is 10.99lb
  - Range 2 (11-20lb) - here the upper limit is 20.99lb
  - So, product A of weight 10.75lb will be covered under the range 1 (1-10lb)
- Section: Range Detail based on Price .
- Section: All Shipping Ranges
- Table of shipping ranges:

Range	Price Range	EDIT	DELETE
Range 1	£ 0.00 - 9.99	EDIT	DELETE
Range 2	£ 10.00 - 19.99	EDIT	DELETE
Range 3	£ 20.00 - 39.99	EDIT	DELETE
Range 4	£ 40.00 - 79.99	EDIT	DELETE
Range 5	£ 80.00 - 149.99	EDIT	DELETE
Range 6	£ 150.00 - 99999999.00	EDIT	DELETE

**NOTE YOU CANNOT CHANGE A RANGE TO EXCEED THE NEXT RANGE. YOU WILL NEED TO DELETE ALL RANGES IF YOU WISH TO CHANGE THEM ALL AND SET UP YOUR ZONES FROM SCRATCH.**

## Step 37: Adding International Zones.

To add another zone see step 32.

From the drop down menu there are several zones. When each zone is clicked the areas that it covers are presented on the right hand of the screen as seen below:

The screenshot shows the ALLSTER dashboard with the 'Add Shipping Zone' page. The 'Select Zone' dropdown is set to 'RM Europe Zone 1 exc Ireland'. The 'All Shipping Range Prices' table is as follows:

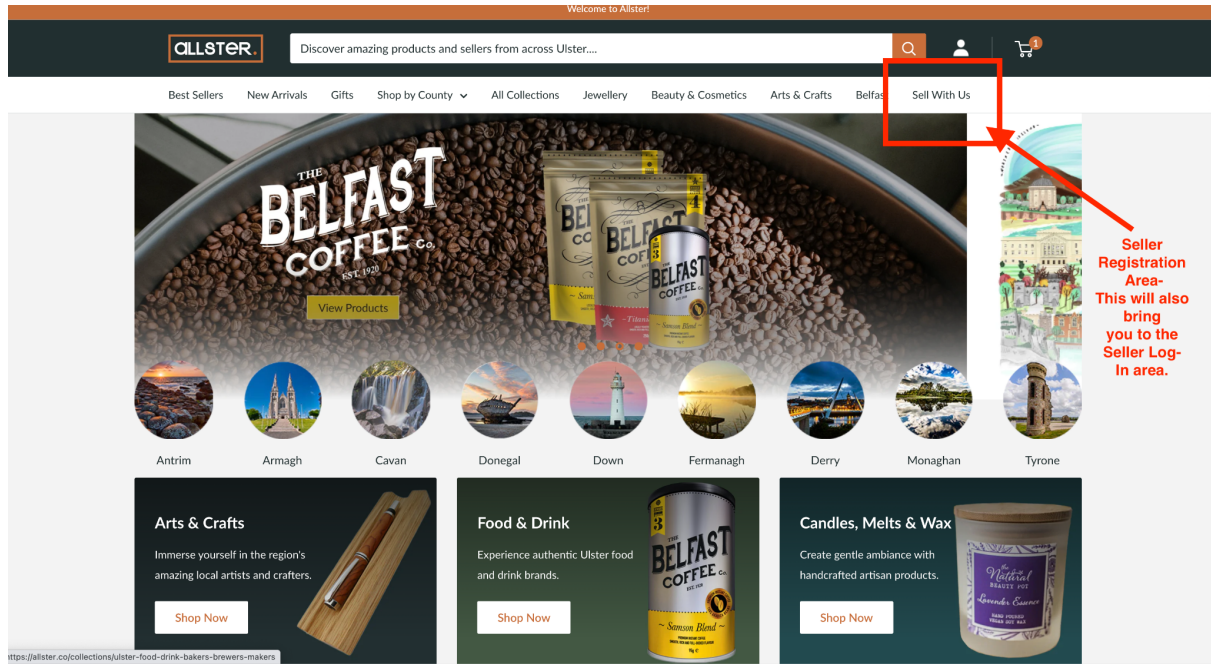
Range List	Price
£ 0.00 - £ 9.99	£ 0.00
£ 10.00 - £ 19.99	£ 0.00
£ 20.00 - £ 39.99	£ 0.00
£ 40.00 - £ 79.99	£ 0.00
£ 80.00 - £ 149.99	£ 0.00
£ 150.00 - £ 99999999.00	£ 0.00

The 'COUNTRIES' list on the right includes Denmark, France, Germany, and Monaco. A red box highlights this list, and a red arrow points from the 'RM Europe Zone 1 exc Ireland' dropdown to it. A red text label reads 'List of countries that "RM Europe Zone 1 exc Ireland" covers.'

After you have allocated a price to each range for your decided shipping zone be sure to hit save.

## Why Can't I Sign Into My Seller Account?

Most likely reason is that you are using the wrong seller log in. See below for the link that should be used to sign into your account.



Also look out for the seller log in found in the icon seen below in the image.

