



NEWPAGES MERCHANT SYSTEM

Complete User Guide Book

Start Manage Your Company Website.

Revision: 13th February 2015.



TABLE OF CONTENT

PAGE TITLE	MNS PAGE
How to Login to Newpages Merchant System (NMS)	01
Identify and Manage Website	02
Manage Product	03 - 05
Manage Product Category	06
Manage Service	07
Manage Service Category	07
Manage Photo Gallery	08
Manage Photo Gallery Category	08
Manage News/Promotions	09
Manage News/Promotions Category	09
Manage Career	10
Manage Download	11
Manage Download Category	11
Manage YouTube Video	12
Manage YouTube Video Category	12
Manage Page (*Additional)	13
Manage Others (*Additional *For Office Use)	14
Manage Others Category (*Additional *For Office Use)	14
Hotline – Infocenter Contact	15

How to login to NEWPAGES Merchant System (NMS)

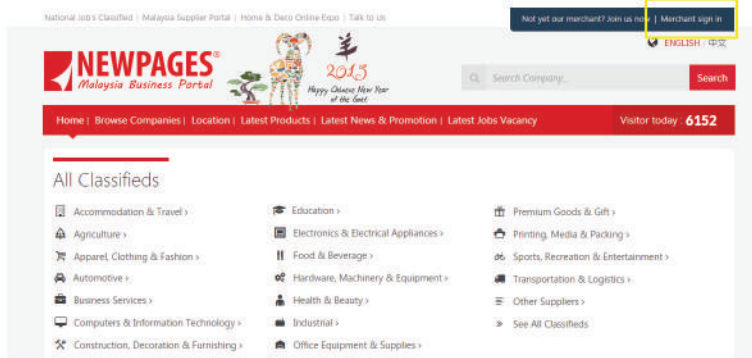
Step 1:

Open your browser such as Firefox, Google Chrome, Internet Explorer and then type in “www.newpages.com.my” in URL.



Step 2:

On your top right hand side, click “Merchant sign in” to access your backend to manage your company website.



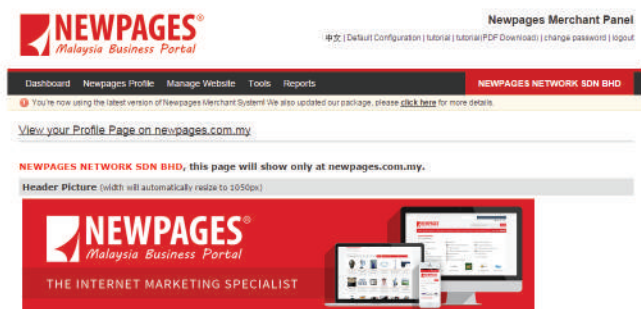
Step 3:

After clicked “Merchant Sign in”, you are requested to enter your Username and Password to “Sign in” to your backend to manage your company website.



Step 4:

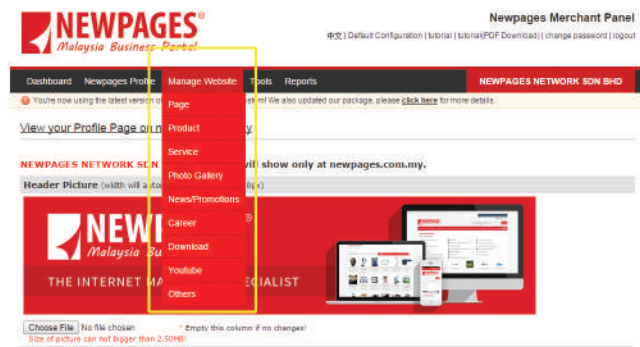
After Signed in, you will see your backend “Newpages Merchant Panel”. You may start to manage your company website.



Identify and Manage Website

Step 1:

Click "Manage Website" to start manage your company website. After clicked, it will list down all editable pages.



"Page" - To manage page by page. (*Additional Page)

"Product" - To manage products images, sub-images, files, videos and so on.

"Service" - To manage your services and description.

"Photo Gallery" - To manage photo gallery and images.

"News/Promotions" - To upload your company's latest news or promotion.

"Career" - To manage or upload job vacancy.

"Download" - To upload softcopy files or product catalogue.

"YouTube" - To manage or embed Youtube video on your website.

"Others" - To manage logos, similar with photo gallery. (*Additional)

Step 2:

After see the Newpages Merchant Panel, please go back to your company website to double confirm the Website URL.

You need to understand your website structure and recognize your Website URL. (search bar)



How to recognize?? (make sure your are in correct URL)

"Page" - `http://abc123.com.my/index.php?ws=pages&pages`

"Product" - `http://abc123.com.my/index.php?ws=productsbycat` OR `?ws=ourproducts` OR `?ws=category`

"Service" - `http://abc123.com.my/index.php?ws=services` OR `?ws=servicesbycat`

"Photo Gallery" - `http://abc123.com.my/index.php?ws=photoalbum`

"News/Promotions" - `http://abc123.com.my/index.php?ws=latestnews`

"Career" - `http://abc123.com.my/index.php?ws=career`

"Download" - `http://abc123.com.my/index.php?ws=download`

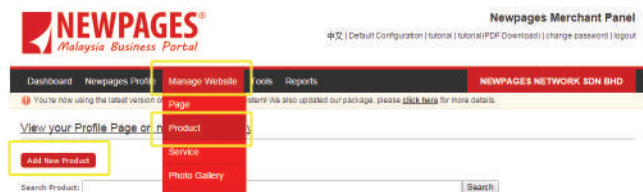
"YouTube" - `http://abc123.com.my/index.php?ws=video` OR `?ws=videosbycat`

"Others" - `http://abc123.com.my/index.php?ws=gallery&group`


Manage Product

Step 1:

Click "Manage Website" > "Product" > "Add New Product"



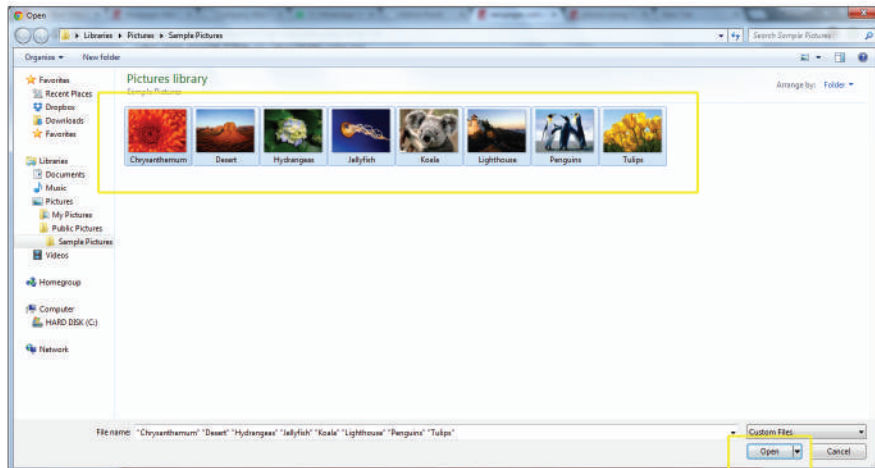
Step 2:

Choose "Batch Upload" > Click the + icon 



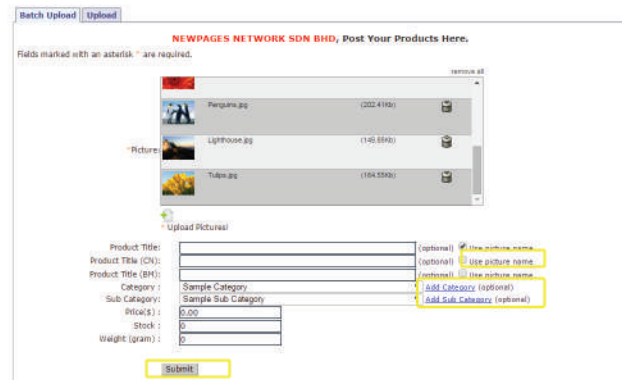
Step 3:

You will see a Pop-up window. After that, you may choose your product images from your PC / Laptop. You can select all and then click "Open"



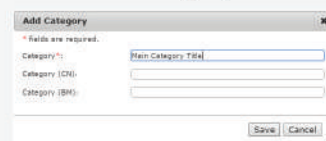
Step 4:

After choose the product images. You can keep the image's title by tick "Use picture name" OR you can type in product title in a single product after "Submit". After that, you can "Add Category" for these images.



After clicked "Add Category", it will Pop-up a box for you to type in Category Title.

"Add Sub Category" also same. (*Optional)



Category - To type in product category.

Category (CN) - In Chinese Version. (*Additional)

Category (BM) - In Malay Version. (*Additional)

Product Title - To type in product name/title.

Product Title (CN) - In Chinese Version. (*Additional)

Product Title (BM) - In Malay Version. (*Additional)

Category - To manage product images in a Category.

Price (\$) - To set your product selling price. (*Additional)

Stock - To set how many product in stock. (*Additional)

Weight (gram) - To set product weight in gram (g). (*Additional)

Step 5:

After type in the product title OR "Use picture name" and "Add Category" & "Add Sub Category".

You can click "Submit" button to type in further product details information.

Manage Product

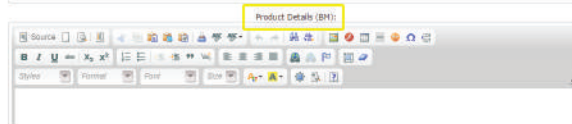
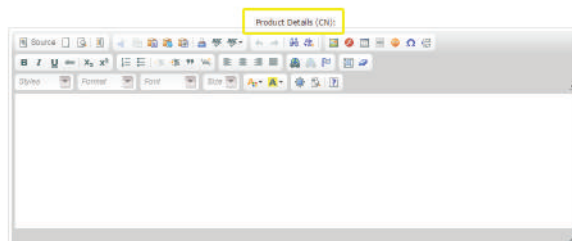
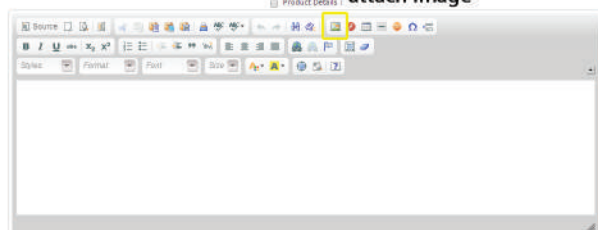
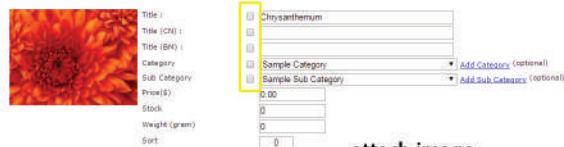
Step 6:

After "Submit", you still can edit your product in more details way.

*Tick the box

To set all products in this page will same with the first product.

such as: title, category and details.



Title - To type in product name/title.

Title (CN) - In Chinese Version. (*Additional)

Title (BM) - In Malay Version. (*Additional)

Category - To manage product images in a Category.

Sub Category - To manage product images in a Sub Category.

Price (\$) - To set your product selling price. (*Additional)

Stock - To set how many product in stock. (*Additional)

Weight (gram) - To set product weight in gram (g). (*Additional)

Sort - Arrange the products sorting. (bigger number at front, 0 = default)

Product Details - To type in product details, description, specification, attach images and so on.

Product Details (CN) - In Chinese Version. (*Additional)

Product Details (BM) - In Malay Version. (*Additional)

Step 7:

After complete type in all the information, details, category and etc.

You just need to go bottom part click "Update", to update your products details to your website.

OR

If you don't want to update you may click "cancel", go back to manage product page.

Update Cancel

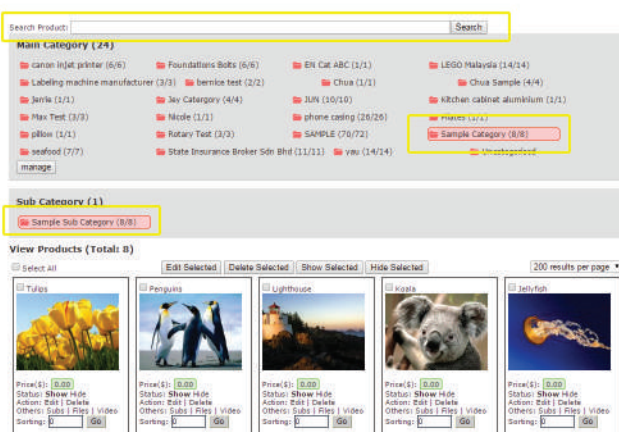
© 2008 - 2015 Newpages Network Sdn Bhd
Tel: +607-5201305 | Hotline: +6016-7762140 | Email: sales@newpages.com.my | Fax: 1700-814262
Operation Hours: Monday - Friday 9am to 7pm

Direct edit specific product

You can direct type in product title to "Search" and edit your product.

OR

go to edit specific product by choosing "Main Category" and "Sub Category".



Manage Product

Further Edit

After complete update your product. You can edit product image, description, add product images, files, video and so on.

View Products (Total: 201)



*Tick the box

To edit multi selected product images.

OR

*Tick "Select All" box

To edit all products in entire page.

Show - Product will appear on your company website.

Hide - Product will not appear on your company website.

Edit - To edit product details.

Delete - To delete/remove product on website and server.

Subs - To upload product sub-images.

Files - To upload product's softcopy files. such as PDF

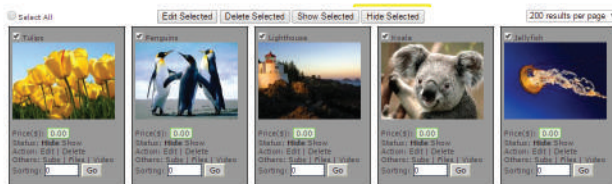
Videos - To embed Youtube video in product's page.

sorting - To sort product sequence. Bigger number at front, 0 = default

Hide Button

You can hide multiple images in one click. After selected few images and then click "Hide Selected" button.

After hide, product images background will become grey colour.

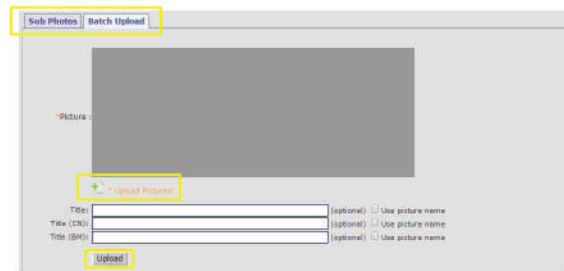


Sub Button

After clicked "Subs" button, it will Pop-up a window for you to upload product sub-images.

(if not sure, please go back to Manage Product's page). After uploaded the images just click "Upload" button.

You can click "Sub Photos" button to view available sub image.



Files Button

After clicked "Files" button, it will Pop-up a window for you to upload softcopy files.

Click "Choose Files" button to upload your softcopy files. After uploaded the files just click "Upload" button.

You can click "Files" button to view available files.



Videos Button

After clicked "Videos" button, it will Pop-up a window for you to embed Youtube video.

Go to YouTube.com and copy the specific video's URL and then paste the URL at "Youtube URL".

After paste the URL and type in Video "Title", just click "Submit" button.

OR you can click "Reset" button to re-type title and URL.

You can click "Video" button to view available video.



Manage Product Category

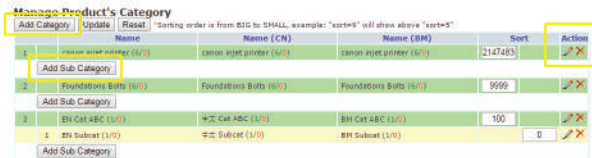
Step 1:

Click "manage" button to manage or edit your product category, sub category title and sorting.



Step 2:

After clicked "manage" button, you can edit and sort the category and sub category.



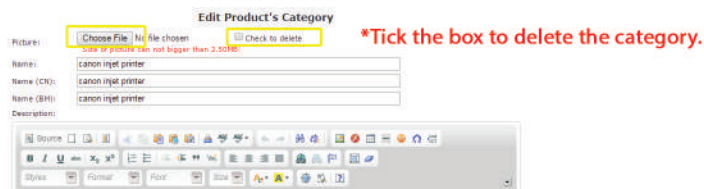
Add Category - Add new main category.

Add Sub Category - Add new sub category.

Sort - Sort the category and sub category sequence.

*Click X icon "✖" to delete the category.

*Click Pencil icon "✎" to edit the category title.



Picture - Click "Choose File" button to upload category image.

Name - Category title.

Name (CN) - Chinese category title. (*Additional)

Name (BM) - Malay category title. (*Additional)

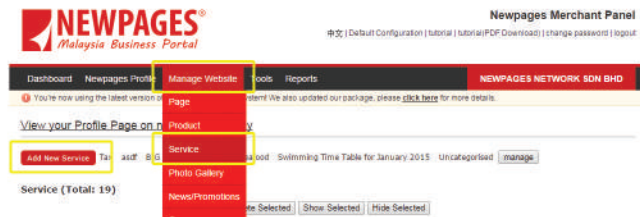
Step 3:

After done type in sorting number, click "Update" button to update category.

Manage Service

Step 1:

Click "Manage Website" > "Service" > "Add New Service"



Step 2:

You can upload suitable service image and type in service title and details in this box.

The screenshot shows the 'Service' form in the Newpages Merchant Panel. The form is titled 'Service' and has a note that 'Fields marked with an asterisk * are required:'. The form includes the following fields: 'Title' (required), 'Title (CN)' (Chinese version), 'Title (BM)' (Malay version), 'Picture' (with a 'Choose File' button), 'Category' (with a dropdown menu and an 'Add Category' link), and 'Details' (a large text area for service details). The 'Picture' field is currently empty, and the 'Category' dropdown is set to 'Add Category (optional)'. The 'Details' field is empty.

Title - To type in service name/title.

Title (CN) - In Chinese Version. (*Additional)

Title (BM) - In Malay Version. (*Additional)

Picture - Click "Choose Files" to upload your service image.

Category - To manage services in a Category by clicking "Add Category".

Details - To type in service details.

Details (CN) - In Chinese Version. (*Additional)

Details (BM) - In Malay Version. (*Additional)

Step 3:

After type in all the title, category and details, just click "Submit" button at bottom part to update your services.

Manage Service Category

Step 1:

Click "manage" button to manage or edit your service category title and sorting.

(*If do not understand, please refer to "Manage Product Category" Page.)

Manage Photo Gallery

Step 1:

Click "Manage Website" > "Photo Gallery" > "Add Photo"



Step 2:

Click "+ icon" to upload your photo images. After you can either use picture name or type in each photo title after "submit".

A screenshot of the 'Add Photo' form. The form has a 'Batch Upload' button and an 'Upload' button. Below these buttons is a large grey rectangular area for uploading pictures. Below the upload area is a '+ Upload Pictures' button. Below the upload area are four input fields: 'Picture Title', 'Picture Title (CN)', 'Picture Title (BM)', and 'Category'. Each input field has a checkbox to its right. The 'Submit' button is at the bottom of the form.

Picture Title - To type in photo/image's name/title **OR** you can "tick the box" to use picture name.

Picture Title (CN) - In Chinese Version. (*Additional)

Picture Title (BM) - In Malay Version. (*Additional)

Category - To manage photo gallery in a Category by clicking "Add Category".

Step 3:

After type in all the title and category, just click "Submit" button at bottom part to update your images.

Manage Photo Gallery Category

Step 1:

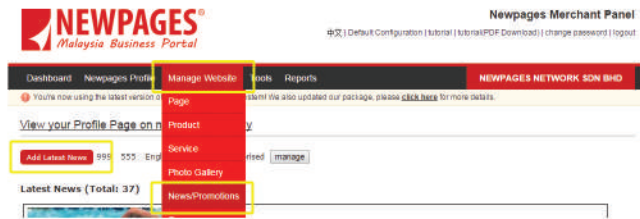
Click "manage album" button to manage or edit your photo gallery category title and sorting.

(*If do not understand, please refer to "Manage Product Category" Page.)

Manage News/Promotions

Step 1:

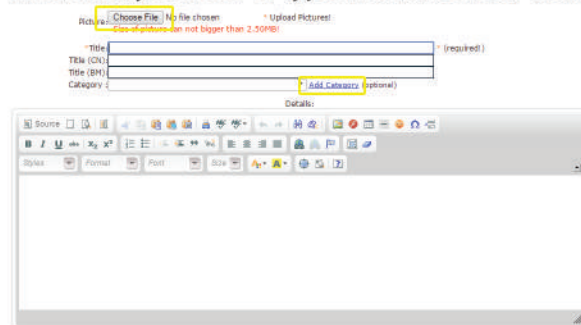
Click "Manage Website" > "News/Promotions" > "Add Latest News"



Step 2:

Click "Choose File" button to upload your news/promotions image.

After that, you need to type in title. You can "Add Category" for your latest news/promotions if needed.



Title - To type in news/promotions title.

Title (CN) - In Chinese Version. (*Additional)

Title (BM) - In Malay Version. (*Additional)

Category - To manage news/promotions in a Category by clicking "Add Category".

Step 3:

After type in all the title and category, just click "Submit" button at bottom part update your latest news/promotions.

Manage News/Promotion Category

Step 1:

Click "manage" button to manage or edit your news/promotions category title and sorting.

(*If do not understand, please refer to "Manage Product Category" Page.)

Manage Career

Step 1:

Click "Manage Website" > "Career"

The screenshot shows the 'Manage Website' interface with the 'Career' section selected in the sidebar. The main area displays a table of job postings with columns for 'Posted Date', 'Job Title', 'Active', and 'Action'. The 'Action' column contains edit (pencil icon) and delete (x icon) icons for each job.

Posted Date	Job Title	Active	Action
18-Jun-2014 3:32:32 PM		Yes No	
18-Jun-2014 5:54:37 PM		Yes No	
12-Oct-2013 2:29:35 PM		Yes No	
3-Sep-2013 5:50:48 PM		Yes No	
11-Apr-2013 12:27:39 AM		Yes No	
20-Mar-2013 12:44:59 AM		Yes No	
22-Feb-2013 4:18:39 PM		Yes No	
11-Jun-2012 12:31:56 AM		Yes No	

*You can edit the title or delete the job by clicking "pencil icon" or "x icon"

Step 2:

Type in all the details for your vacancy, such as job title, position, qualification, salary and so on.

The screenshot shows the job posting form with the following fields and options:

- Job Title*: [Text input]
- Position Level*: [Dropdown menu]
- Job Specialization*: [Dropdown menu]
- Qualification*: [List of qualifications: Professional Certificate, Diploma/Advanced Higher/Graduate Diploma, Bachelor's Degree/Post Graduate Diploma/Professional Degree, Master's Degree, Doctorate (PhD)]
- Employment Type*: [Radio buttons: Full-Time, Part-Time, Contract, Temporary, Internship]
- Responsibilities: [Text area]
- Job Location*: [List of locations: Johor, Kedah, Kelantan, Kuala Lumpur, Labuan]
- Other Location: [Text input]
- Years of Experience (Minimum): [Text input]
- Age Range of Candidates: [min, max, Currency (MYR)]
- Monthly Salary: [min, max, Currency (MYR)]
- Requirements: [Text area]
- Buttons: Submit, Reset

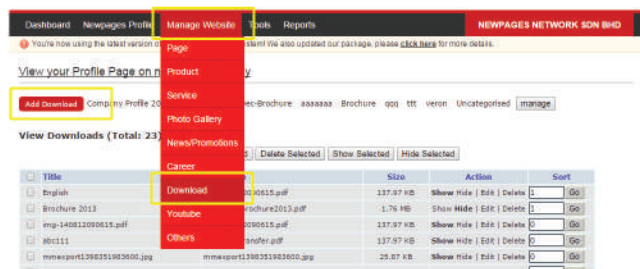
Step 3:

After completed type in all the details, just click "Submit" button to post the job vacancy.

Manage Download

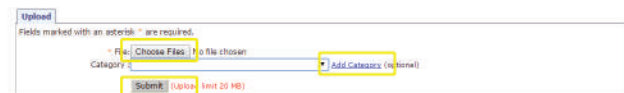
Step 1:

Click "Manage Website" > "Download" > "Add Download"



Step 2:

Click "Choose File" button to upload your files. Example: PDF, JPG, DOC, XLXS and etc. (*Change file's title before upload)
After that, you can "Add Category" for the download files if needed.



Step 3:

After files uploaded, just click "Submit" button at bottom part to upload your files.

Manage Download Category

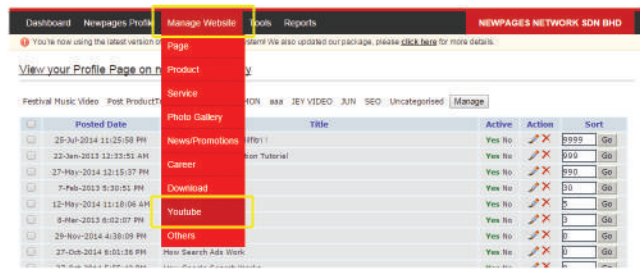
Step 1:

Click "manage" button to manage or edit your download category title and sorting.
(*If do not understand, please refer to "Manage Product Category" Page.)

Manage YouTube Video

Step 1:

Click "Manage Website" > "Youtube"



Step 2:

You need to visit www.youtube.com, to find which video suitable for your website.

After that, click the video and copy the URL at top of the window. Example: <http://www.youtube.com/watch?v=PDuorYSmD48>

And paste the URL on "Youtube URL" column, then type in all the details for your video.

You can "Add Category" for the Video if needed.

Fields marked with an asterisk * are required.

Title *	<input type="text"/>
Title (CN)	<input type="text"/>
Youtube URL *	<input type="text" value="e.g. http://www.youtube.com/watch?v=PDuorYSmD48"/>
Category	<input type="text" value="Add Category (optional)"/>
Description	<input type="text"/>
Description (CN)	<input type="text"/>
Description (BN)	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Step 3:

After type in all details of the video, just click "Submit" button at bottom part to post your video.

Manage YouTube Video Category

Step 1:

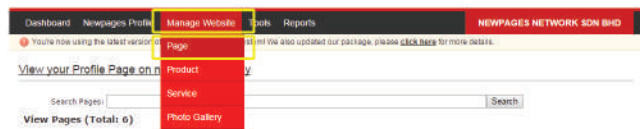
Click "manage" button to manage or edit your video category title and sorting.

(*If do not understand, please refer to "Manage Product Category" Page.)

Manage Page (*Additional)

Step 1:

Click “Manage Website” > “Page”



Step 2:

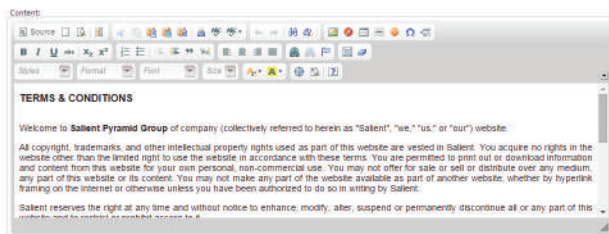
Click “Edit” button to manage your page.



Step 3:

After clicked “Edit” button, you can start to edit or arrange your page’s content/ layout.

(what you see what you get on your website)



Step 3:

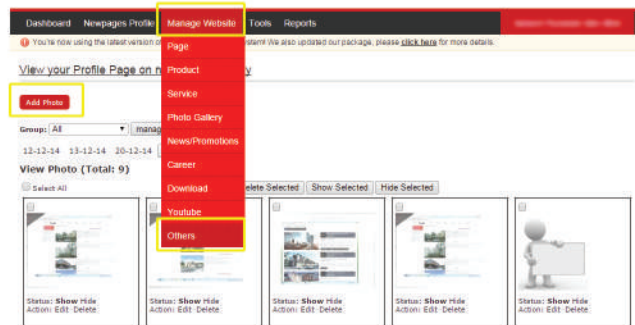
After done edit you content page, just click “Submit” button at bottom part to update your page.

Manage Others (*Additional *For Office Use)

This is an extra function which similar to “photo gallery”. Mostly used for Client / Supplier’s logo display.

Step 1:

Click “Manage Website” > “Others” > “Add Photo”



Step 2:

Click “+ icon” button to upload your images.



Step 3:

After upload your images, click “dropdown” button to choose which group & category the images should be. And then type in the images title or “tick the box” to use picture name.

A form with several fields. At the top, there's a 'Group' dropdown menu with a '+' icon. Below it, there's a 'Picture Title' field. To the right of the 'Picture Title' field, there's a checkbox labeled 'Use picture name'. Below the 'Picture Title' field, there's another 'Picture Title' field. To the right of this field, there's a checkbox labeled 'Use picture name'. Below the second 'Picture Title' field, there's a 'Category' dropdown menu with a '+' icon. At the bottom of the form, there's a 'Submit' button.

Step 4:

After selected the group & category where images should be and type in all details. Just click “Submit” button to upload your images.

Manage Others Category (*Additional *For Office Use)

Step 1:

Click “manage” button to manage or edit your others category title and sorting.

(*If do not understand, please refer to “Manage Product Category” Page.)

Hotline - Infocenter Contact

Thanks for using NMS Website Management System.

For Further Assistances - Apply for Free Training Session in **NEWPAGES** Office.

JOHOR BAHRU

Please Contact

Desmond 017 792 2140

Office Location

25A, Jalan Kebudayaan 6, Taman Universiti, 81300 Skudai, Johor.

KUALA LUMPUR

Please Contact

Jun 012 770 1461

Office Location

20-1, Jalan PUJ 3/12, Taman Puncak Jalil, Bandar Putra Permai, Seri Kembangan, Selangor

PENANG

Please Contact

Gan 012 787 1461

Office Location

129, 2nd Floor, Medan Kikik 1, Taman Inderawasih, 13600 Perai, Penang, Malaysia.

HOTLINE - INFOCENTER

JOHOR +607 520 1355

KUALA LUMPUR +603 8999 3582

PENANG +604 390 6800

DEPT. HOTLINE

Nationwide Sales Dept. Hotline

Mr.Gan 012 787 1461

Billing Dept. Hotline

Ms.Sarala 012 771 5141

Domain Dept. Hotline

Ms.Joanne: 016 776 2140

Technical Dept. Email for Support

email to: support@newpages.com.my

Complaint Dept. Hotline

*Daily, 9am – 7pm: **012 6211461***

ON-DOOR TRAINING

(Charges will applied based on kilometre travelled.)