

Dictionary of Template Terms

The Template Place.com

Description of Template Layout

Catalog

Catalogs are easily viewed from the homepage. Your site is initially programmed for 3 catalogs. Catalog titles are usually a matching color to your company tag line. They are outlined in a gray box with header. If you would like more than three catalogs please email us and we will add more at no cost.

Group

Groups are easily viewed from the homepage. They appear inside the catalog gray box. The words are in gray.

Category

Categories are not seen immediately from the homepage. They are viewed when someone runs their computer mouse over a catalog group. Their mouse then makes a "fly-out" appear to the side with the category titles.

Product

Products are not viewed from the homepage. They are seen when a viewer clicks their computer mouse on a category title.

Product Price

Product prices are not viewed from the homepage. They are viewed just under the Product Title.

Definition of General Terms

Banner Maintenance – A place where a picture is uploaded and it then shows up on your homepage. It is located at the top of the white body of the site. Banner size can be no bigger than 483 x 48. It can be animated. It needs to be in a gif format.

QOH – Quantity on Hand. Used for inventory purposes. When an order is finalized, the items are deducted from your inventory on hand. QOH is a live number that is updated as each order is finalized.

OOS – Out of Stock. Used for inventory purposes.

Reorder Level – A value that is used for the All-In-One Template. When inventory reaches this point, the product is placed on a separate page for items that need to be ordered.

ETA – Estimated Time of Arrival. This is a date that an out of stock item will return to stock.

Unit Cost – This is your cost for the product, not the selling price. This field is used in the All-In-One Template for business and sales reports.

Product Size – This is the number of units being offered for a price. It is an important figure that must correctly work with the All-In-One Template for accurate business reports.

Product Measurement – This is the unit description that will be viewed on the website. The templates are pre-programmed with some product measurements, if you need one that is not listed, please email us and we will add them for free.

Regular Price – This is the everyday selling price for the product.

Sale Price – This is the sale price for the product. If you wish the sale price to be displayed on the website, you must also change the "Sale" flag to true.

Ship Weight – This is the shipping weight for the product. It is only used for the A La Cart UPS Upgrade Feature.

Ship in own Box – This is only used by those using the UPS A La Cart feature. It allows you to limit how a product price is shipped. Often used for light but oversize items. Also used to limit shipping options on hazardous materials.

Product ID – All templates are on a data base. This means that all products have an ID number. This ID number is helpful wanting a single product to appear in multiple places on the website.

Vendor Product ID – This is the ID number that appears on purchase orders. Many suppliers require this when ordering.

Vendor Name – This is the name of the supplier for the product. The supplier must be entered on the supplier list before you will be able to assign the vendor name to a product.

Page 1 Description – This is the description that appears below the product name.

Page 2 Description – This is an additional description area that appears on the product detail page. When you have a description entered on page 2, the phrase “Click here for additional product information” will appear below the page 1 description.

Image – Another term for picture or photograph.

Status – This field is either assigned “active” or “inactive”. Active items are displayed on the website. Inactive are not displayed. Changing the status to inactive is better than deleting a product because all of your sales data remains in the history.

Order Maintenance – This is the location to manage your orders. You can change the status from pending, processing and shipped.

Product Queries – This is a helpful query. It allows you to see products on special feature pages as well as all active or inactive products.

Homepage Picture Maintenance – This is the location to change your homepage pictures. All pictures should be entered in a jpg format.

Newsletter Maintenance – This is the location that you generate a list of customers that have agreed to be on your email list. You can also unsubscribe members from this page.

To Do List – This is a place for you to make notes. Once a task is accomplished, you can delete it from the list.

Product Rating System – This is the place where you approve product ratings. Only customers that have purchased the product will have the option to rate that specific product. This prevents false ratings from entering the system.

Purchase Orders – Purchase orders are used to purchase products from suppliers. This is helpful for busy small businesses with a large product line and many suppliers. It is an automated system that integrates into QOH and the Supplier List.

Warehouse Locations – This is a field where you can assign each product a location. Products on invoices are automatically sorted by warehouse location. This helps pick and pull staff to work efficiently.

Supplier List – This is a page to enter each supplier, address, contact information, account number and preferred payment method. This integrates into the purchase order system.