

Virtual Office B2B

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Disclaimer: The screen shots below is for training purposes, it might be not exactly the same as yours.

Chapter 1: Objectives

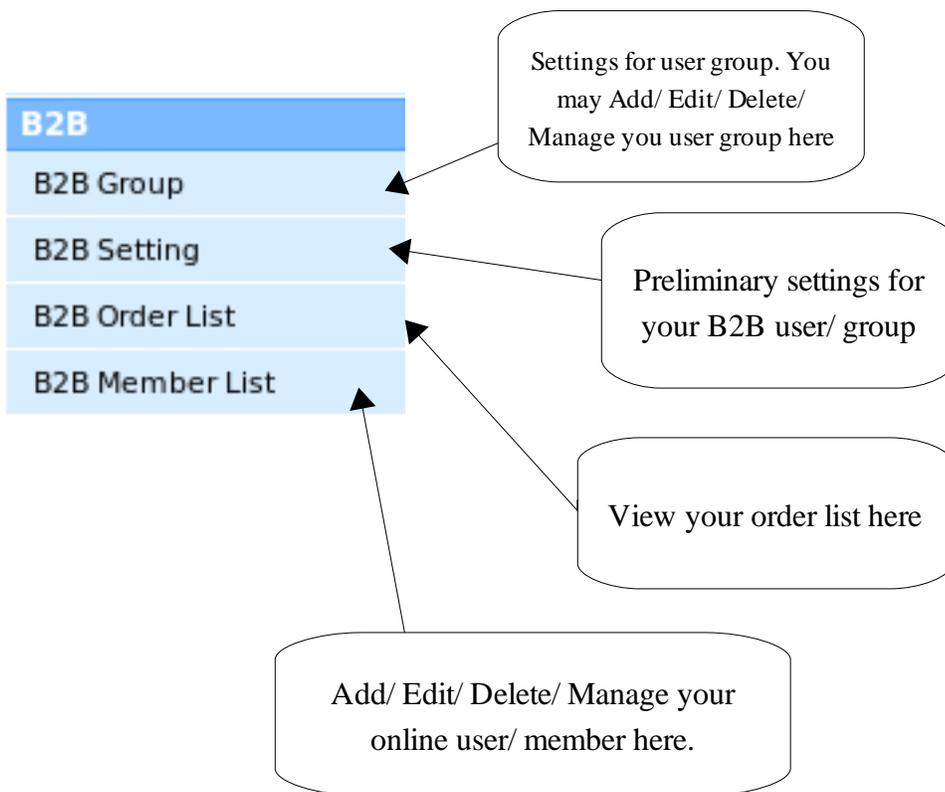
This manual will guide you on the configuration for Virtual Office B2B. B2B is an embedded tool which working closely with Virtual Office e-Catalogue. B2B allow you to monitor your e-commerce activities from a simple menu and easy understand interface.

Going through this manual, you will be able to master your Virtual Office B2B.

Chapter 2: Virtual Office B2B

B2B is stand for: Business to Business. In B2B, you will be able to view your online **Registered User** activities and transactions. The main different for B2B and B2C is, B2B user is a registered user but B2C was not.

From B2B panel, you will be able to Add/ Delete/ Modify/ Manage online registered user details and account information.



B2B Group

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B2B Member List

A tool allow you to manage your online user group. B2B Admin able to categorize user in different group and for each B2B group, B2B Admin may define into more specific definition such as: price group, discount type and etc.

Preview:

No.	Group Name	Discount Type	Discount Rate	Price	^GrpPrefix	Parent	Action
1	VIP	Discount by rate	0	Price ▾		Oil Palm	Edit Delete
2	Reseller	Discount by rate	10	Price ▾			Edit Delete
3	Oil Palm	Discount multiple price	0	Price ▾			Edit Delete

click here to add a new group

Define a price group for the particular B2B group

Delete/ modify the B2B group information

After click on **Create New** , page below will be open.

[\[index:\]](#) : Edit

Group Name	<input type="text" value="Enter the Group name here"/>
Discount Type	Discount by rate ▾
Discount Rate	<input type="text"/>
^GrpPrefix	<input type="text"/>
Price	Price ▾
Parent Group	^None ▾

define the group by these settings

B2B Setting

- B2B
- B2B Group
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- B2B Member List

This is the setting for where to store your B2B member information and which is the default group fro all online register user

Setting	
Number of price	2
Default Group	VIP
CM2 File	b2b member
<input type="button" value="Update"/> <input type="button" value="Reset"/>	

Number of price field

the default group for the online user

Which CM2 file going to store the user data

*For Your Information: What is CM2? CM2 is another tool of AfterOffice Virtual Office. The full name of CM2 is called, **Contact Manager 2**. This is a toll allow user to manage the customer contact details.*

B2B Order List

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A tool allow you to view all of the order from your e-Catalogue user

Preview:

No	PO	Customer	Status	Date Purchased	num of item	Order Amount	Action
1	PO001	ABC Trading	Success	01/01/2007	20	1500.00	Detail
2	PO002	SH Sdn Bhd	Success	11/01/2007	50	2500.00	Detail

Click on [Detail](#) to check the order details. The page as below will show.

Customer Info		Delivery Info	
Name	ABC Trading	Name	Manager
Address	12, Jalan Kuching, Kuala Lumpur	Address	12, Jalan Kuching, Kuala Lumpur

User Name : **sales@abc.com**

Comments :

Please delivery in time

PO Info :

PO No : PO001

No	Product Name	Qty	Price ()	Amount ()
1	Memory Card 1GB	20	75.00	1500.00
Total				1500.00

Status :

Remark :

B2B Member list

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B2B Member List

Manage your online user here: Add/ Delete/ Credit Top up

Member listing

^Filter

^Field	UserID
^Value	

[^Filter](#)

Filter up the record by keyword for ease of search

List All member, click [here](#)

<< 1 >>

No.	UserID	Full Name	Group Name	Credit Point	Action
1	test@abc.com	ABC	Reseller	0	Edit Delete Topup Credit
2	xyz@abc.com	XYZ	VIP	0	Edit Delete Topup Credit
3	lumileds	Lumileds	VIP	0	Edit Delete Topup Credit
4	demo@lookafter.com	Demo user	VIP	0	Edit Delete Topup Credit
5	alvinkum@afteroffice.com		VIP	0	Edit Delete Topup Credit
6	dummy@dummy.co9m	Dummy	Reseller	0	Edit Delete Topup Credit

[Create New](#)

Create New B2B user

Edit/ Delete/ Topup Credit for the user account

When you click on **Create New** , a page will be open to allow user to enter new B2B member information.

The screenshot shows a web form for creating a new B2B member. At the top, there are three buttons: **Update**, **Cancel**, and **Reset**. The **Update** button is highlighted with a red box. Below the buttons, the form is divided into two sections: **Default Field** and **Custom Field**. The **Default Field** section includes **Parent :** (a dropdown menu) and **Group :** (a dropdown menu with 'VIP' selected). The **Custom Field** section includes **Login Name :**, **Password :**, **Name :**, **City :**, **State :**, **Zip :**, **Country :**, and **Address :** (a large text area). A red circle highlights the **Custom Field** section. A callout box with a pointer to the form contains the text: "Fill up the required information, and click update to add a new member".