



## USER MANUAL

SPURROPEN.COM VERSION 2

SPURREMPIRE LTD.  
53 Upper Waterloo Road

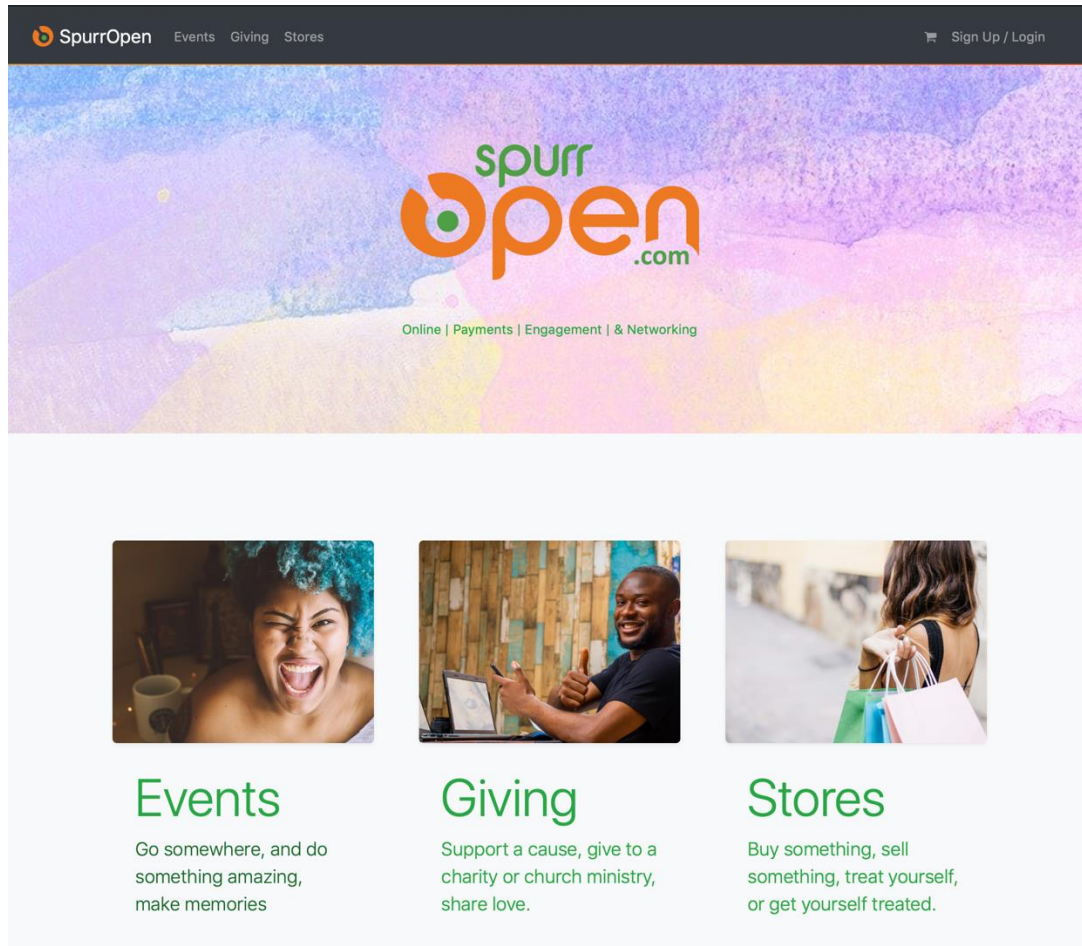
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## Creating your account on SpurrOpen.com

1. Choose your favourite browser and go to <https://spurropen.com> and then click Sign Up/Login.



2. Beside the Login button click on Create a new Account.

### Sign Up

Create a new user login. Or [sign in here](#) if you already have one.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
New Password	
<input type="password"/>	
<small>Passwords must contain 8 characters (at least 1 uppercase letter (A-Z), at least 1 lowercase letter (a-z), at least 1 numeric character (0-9) and at least 1 Non-alphanumeric characters (for example, \$#,%)</small>	
Re-type Password	
<input type="password"/>	

[Create Login](#)

By continuing, you agree to the [Terms and Conditions](#)  
Forgot your password? [Get a new one here.](#)

3. You can start your account creation by filling out the form and then click **Create Account**.

# Sign Up

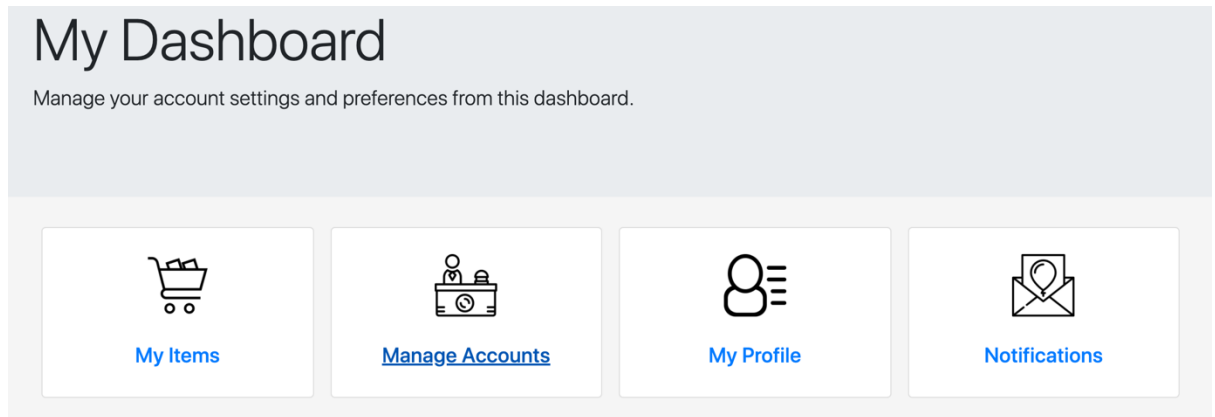
Create a new user login. Or [sign in here](#) if you already have one.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
New Password	
<input type="password"/>	
<small>Passwords must contain 8 characters (at least 1 uppercase letter (A-Z), at least 1 lowercase letter (a-z), at least 1 numeric character (0-9) and at least 1 Non-alphanumeric characters (for example, !\$,%,))</small>	
Re-type Password	
<input type="password"/>	

Create Login

By continuing, you agree to the [Terms and Conditions](#)  
Forgot your password? [Get a new one here.](#)

4. Check the email you signed up with for a welcome/confirmation email from the system. After clicking the link your account will be confirmed. If you're not redirected into your account, log in with the email and password you created. After logging in, you'll be presented with your Dashboard.



## How to verify your Account

In order to completely use the system, your account needs to be verified. To do this log into your account and from the **Dashboard** click on **My Profile**.

**My Information**

<b>First Name</b>	Carlos
<b>Last Name</b>	Burke
<b>Gender</b>	
<b>Birthday</b>	January 01, 1970
<b>Country</b>	JAMAICA
<b>Account Status</b>	

Edit Information

Verify Account

At the end of the 'My Information' section, click on **Verify Account**.

## Create a Host/Business Account

Log into your account and navigate to your Dashboard. Click on **Manage Items**, if it's your first time setting up you'll go straight to creating your first Host account. The **Host** Account manages the various types portals of portals you can create on SpurrOpen.com.

### New Host

Use this new account to host multiple events, e-stores or giving activities. You Carlos, will be the administrator of this account, and you can add more people to it later.

Host / Business Info

Name:

Contact Number:

Contact Email:

Host / Business Address

Street

City

Country

Brand Logo

Select file

By clicking the Create Account button you indicate that you have read and understand the [terms and conditions](#).

## Create portal

1. From your **Host Account** home page click on **manage** on under the **Portal** card section.

## Account Home

Dashboard with services and summaru for account.

The Imaji-Nation

Account Portals Products Users Revenue

Portals

Manage

Revenue

View Details

Users

Carlos Burke Account Administrator

Manage



Click on **New Portal**.  
*Note from this section you can create & delete portals you create.*

# Account Portals

Portals associated with this account

The Imaji-Nation

AccountPortalsProductsUsersRevenue

Portal List

New Portal

Title	Type	Status
-------	------	--------

## Account Menus

### Account

This menu item displays the main overview of your Dashboard. Giving a brief highlight of the portals created the revenue accumulated and users on your account.

# Account Home

Dashboard with services and summaru for account.

The Imaji-Nation

AccountPortalsProductsUsersRevenue

### Portals

[OpenStore](#)

[OpenWorkshop](#)

Manage

### Revenue

View Details

### Users

Carlos Burke

Account Administrator

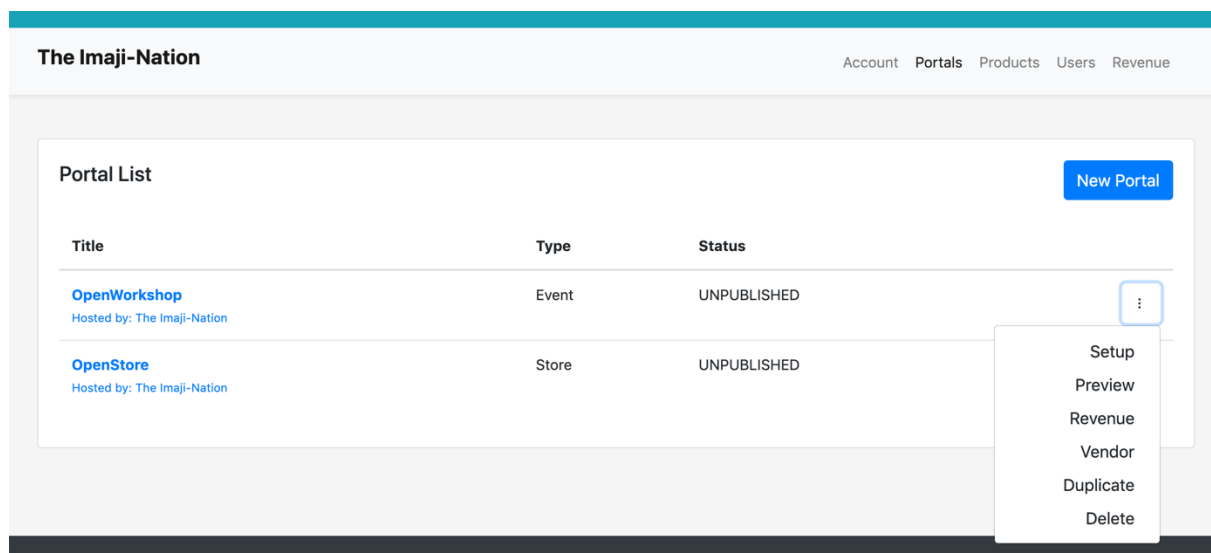
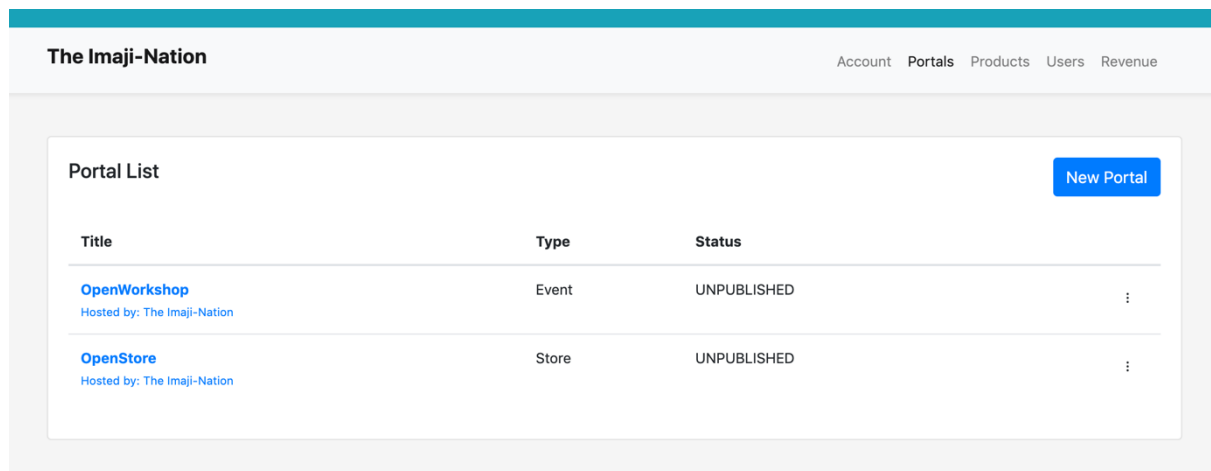
Manage

### Account Settings

- Edit Account Information
- Manage Payment Delivery Options
- Close Account

## Portals

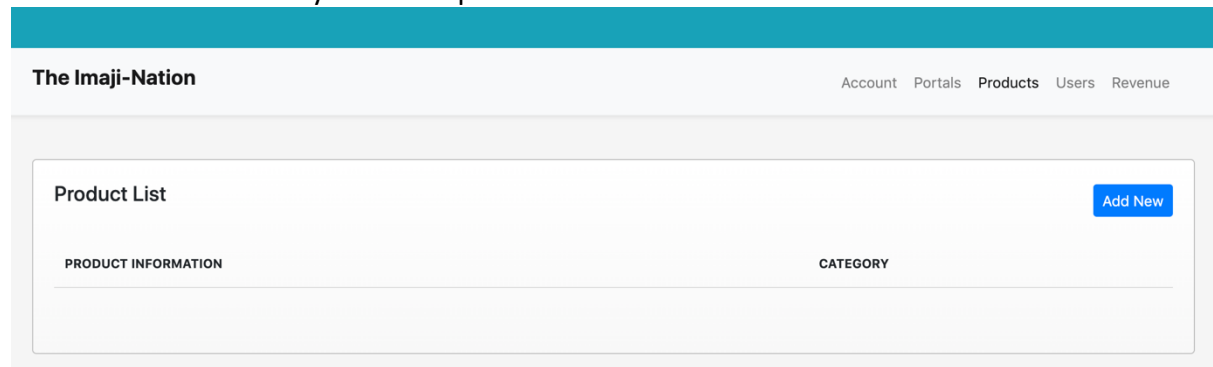
This menu item displays a list of all the portals created and allows you to make changes to them.



- **Setup:** Takes you back to portal's creation page; here you make changes to flyers, descriptions etc.
- **Preview:** Allows you to see your portals from the end user's perspective with/without publishing.
- **Revenue:** This allows you to see the specific portal's revenue details.
- **Vendor:** This allows you to view and manage your vendors.
- **Duplicate:** This option allows you to create a copy of the portal incl. all settings and options.
- **Delete:** This option destructively deletes the selected portal.

## Products

This Menu item allows you to add products that can be for sale in the Store.



When creating a product there some available optional options you can adjust namely: **Product, Data, Reponses & Media**.

Under the **product** tab, the basics for the product is added.

- **Product Name:** The name of the product selling
- **Category:** The selling category of the product.
- **Description:** A brief description shown to buyers when browser the products.
- **Unit Cost:** The initial cost of the item.
- **Starting Quantity:** Refers to the starting stock count of the item.

The screenshot shows the 'Create Product' form with the 'Product' tab selected. The form contains the following fields: 'Product Name' (text input with 'OpenCookie'), 'Category' (dropdown menu with 'Food'), 'Product Description' (text area with 'Freshly opened chocolate chip cookies. Only available on SpurrOpen.com'), 'Unit Cost' (text input with '90'), and 'Starting Quantity' (text input with '150'). A 'Save' button is at the bottom left.The screenshot shows the 'Create Product' form with the 'Data' tab selected. The form contains a list of data fields. The first field is '1. Name: Sale Pickup Date, Type: Date'. Below it is a 'Help Text' field with the text 'Which day are you available to pick up your purchase?'. An 'Add Another' button is at the bottom right. A 'Save' button is at the bottom left.

Under the **Data** tab, the store owner can choose to request more information from the user.

- **Name:** Refers to the name of the field you wish to create.
- **Type:** Refers to the type of field creating.
- **Help Text:** Refers to the text shown that helps to describe the new field.

Under the **Responses** tab, the store owner can choose to create custom responses for a specific product when purchased

- **Toggle Switch:**
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File:** Store owner can attach a file that can be shared after purchase.

The screenshot shows the 'Create Product' dialog with the 'Responses' tab selected. It features a toggle switch for 'Use custom response for this product' (currently grey), a text area for a custom message, and a file attachment section with a 'Browse' button. A 'Save' button is at the bottom.

The screenshot shows the 'Create Product' dialog with the 'Media' tab selected. It features a file attachment section with a 'Browse' button and a 'Save' button at the bottom.

Under the **Media** tab, the store owner can choose to set an image for the product.

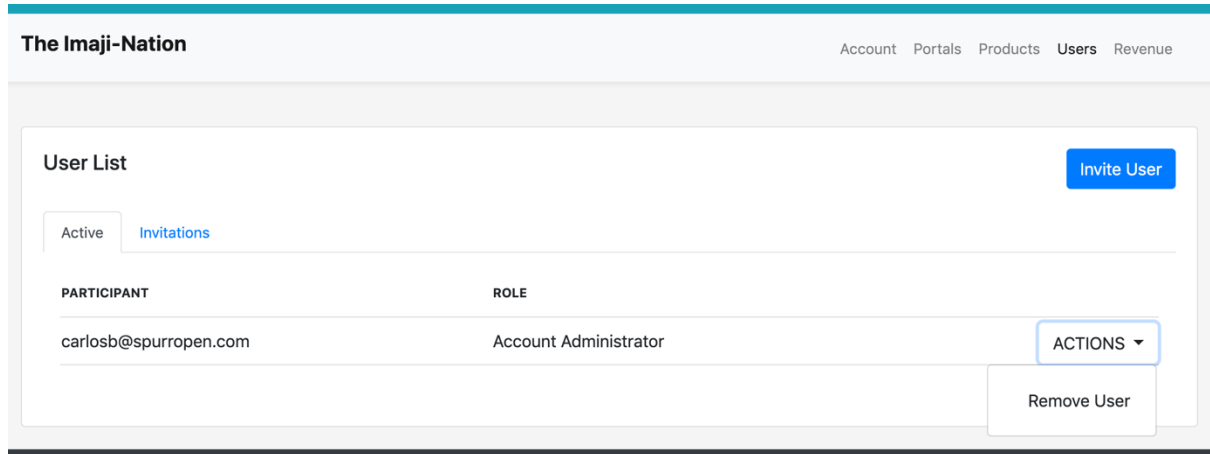
The store owner can further **edit** or **delete** a product after it is saved.

The screenshot shows the 'The Imaji-Nation' dashboard with a 'Product List' table. The table has columns for 'PRODUCT INFORMATION' and 'CATEGORY'. A product named 'OpenCookie' is listed under the 'Food' category. A dropdown menu is open for the 'OpenCookie' product, showing 'Edit' and 'Delete' options. An 'Add New' button is in the top right corner.

PRODUCT INFORMATION		CATEGORY
	OpenCookie	Food

## Users

The Owner or the account can manage the various types of users that will have access to the account. The **Active** tab list those that accounts users that can sign. The **Invitations** tab list your pending invitations.



Additionally, the owner of the account can invite others to help manage specific areas on the account.

The screenshot shows the 'Add Event Flyer' form. It has a title bar with a close button. The form contains three fields: 'Invitee Email:' with a text input, 'User Role' with a dropdown menu showing 'Select...', and 'Welcome message:' with a large text area. A blue 'Send Invite' button is at the bottom left.

- **Invitee Email:** Is the email of person you want to invite.
- **User Role:** Refers to the level of access you want that user to have.
- **Welcome Message:** Is the message the person you're inviting receives in the invite.

This screenshot shows the 'Add Event Flyer' form with the 'User Role' dropdown menu open. The dropdown list includes the following options: 'Select...' (highlighted with a checkmark), 'Account Administrator', 'Manage portals', 'Manage financial matters', 'Manage products', and 'Manage Access / Scan Tickets'. The 'Send Invite' button is visible at the bottom.

## Revenue

This Menu item shows a brief overview of your revenue for your various portals

## Portal setup

### Details

Fill out the information on the **Details Card** and then click **save**.

- **Name:** Refers to the name of the Cause / Activity / Entity.
- **Category:** Refers to the type of page being created.
- **Private Page:** Refers to your page' visibility on SpurrOpen' listing. (Grey: off | Blue: On)
- **Description:** Refers to the description that will be displayed on your Donation Page
- **Base Currency:** Refers to the currency that your portal will generate information in.
- **Time Zone:** Refers to the time zone that the activity or entity is in.

### Details

Name

Category

☐ Private Page

Description

Your Workshop description.

Base Currency

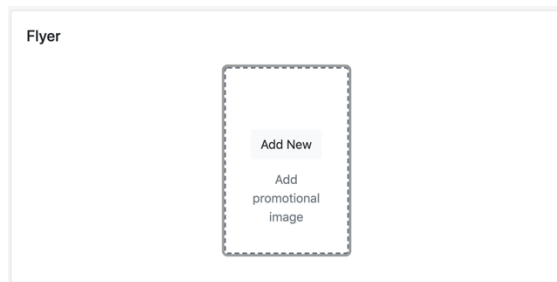
Time Zone

Save

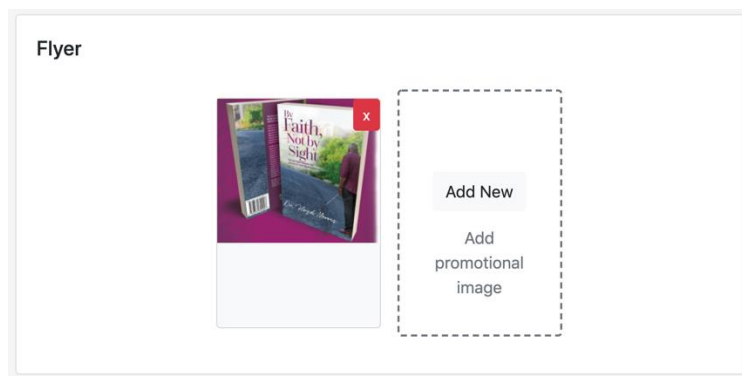


## Flyer

This section allows you to add a flyer or image that best describes your portal.



To add a new flyer, click on **Add New**. And then select your image from your computer to upload.

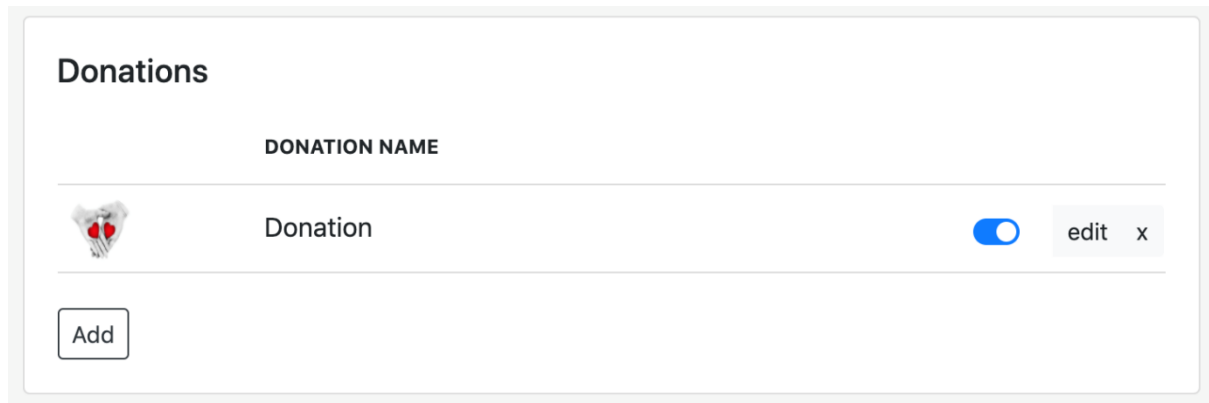


You can add multiple promotional images.

To remove an image, click on the **x**.

## Donations

Under this section, the owner can add their various categories for donation.

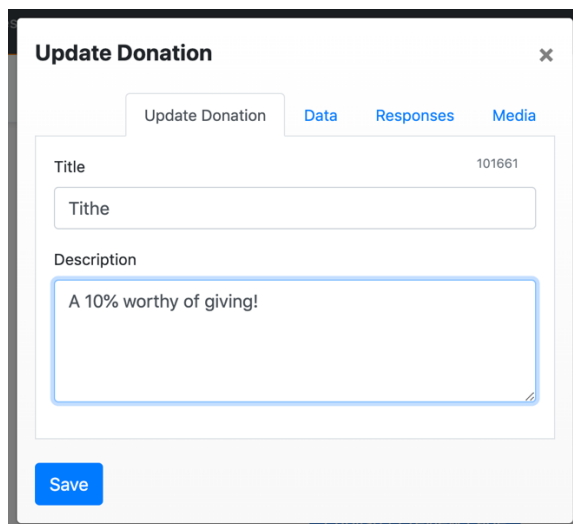


The screenshot shows a 'Donations' management interface. At the top, there's a header 'Donations'. Below it, a table with the column 'DONATION NAME' contains one entry: 'Donation' with a heart icon. To the right of the entry is a blue toggle switch and 'edit x' links. Below the table is an 'Add' button.

**Toggle Switch:** [blue] – The Category is active | [grey] – The Category is not active

## Editing Donations

Editing the Donations allow the owner to customize the specific types.



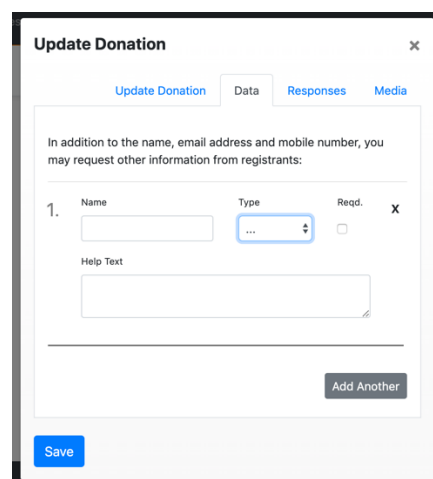
The screenshot shows the 'Update Donation' form with the 'Responses' tab selected. It has a 'Title' field with 'Tithe' and a 'Description' text area with 'A 10% worthy of giving!'. A 'Save' button is at the bottom.

Under the **Responses** tab, the store owner can choose to create custom responses for a specific product when purchased

- **Title:** Refers to the name of the cause or what persons are giving to.
- **Description:** Is a brief description shown to users about the cause.

Under the **Data** tab, the store owner can choose to request more information from the user.

- **Name:** Refers to the name of the field you wish to create.
- **Type:** Refers to the type of field creating.
- **Help Text:** Refers to the text shown that helps to describe the new field.



The screenshot shows the 'Update Donation' form with the 'Data' tab selected. It displays a table for adding fields with columns 'Name', 'Type', and 'Reqd.'. The first row has '1.' in the Name column, a dropdown in the Type column, and a checkbox in the Reqd. column. Below the table is a 'Help Text' text area and an 'Add Another' button. A 'Save' button is at the bottom.

**Update Donation** ×

Update Donation Data Responses **Media**

You can include an attachment and customize paragraph in the confirmation email sent to all persons who purchase this product.

☐ Use custom response for this product

Attached a file Browse

Name	Type	Remove
------	------	--------

Save

Under the **Responses** tab, the organizer can choose to create custom responses for a specific cause when purchased.

- **Toggle Switch:**
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File:** Owner can attach a file that can be shared after purchase.

**Update Donation** ×

Update Donation Data Responses **Media**

repairing-service.png Browse



Save

Under the **Media** tab, the owner can choose to set an image for the product.

## Dates

Owners can add date, time and venue for their events and workshop.

### Dates and Location

DATE	VENUE
<div>Add</div>	

#### Setup Event Product

Date30/05/2020Start Time01:01End Time02:0

Name of VenueNational Stadium

Street Address 1Stadium AvenueStreet Address 2

City/TownKingstonCountryJAMAICA

Save

Owners can add multiple locations and time for their events. Additionally, all entries can be edited.

### Dates and Location

DATE	VENUE	
2020-05-30	National Stadium	edit x
<div>Add</div>		

## Tickets

Under the **Create Ticket** tab, the organizer establishes the ticket tiers with pricing, title, description etc.

The 'Create Ticket' form is shown with the 'Create Ticket' tab selected. It contains the following fields:

- Title:** SpurrOpen Premium
- Description:** Premium class seating for first class people.
- Unit Cost:** 25000
- Starting Quantity:** 1000

A 'Save' button is located at the bottom left.

Under the **Availability** tab, the organizer chooses to set when the specific ticket tier is available

- **Min. Quantity:** Description
- **Max Quantity:** Description

The 'Create Ticket' form is shown with the 'Availability' tab selected. It contains the following fields:

- Sale Start Date:** 30/04/2020
- Time:** 11:59 PM
- Sale End Date:** 22/05/2020
- Time:** 11:59 PM
- Min. Quantity:** 1
- Max. Quantity:** 5
- ☐ Min & max enforced at the order level
- ☐ Hide product from display page

A 'Save' button is located at the bottom left.

Under the **Data** tab, the Organizer can choose to request more information from the user.

- **Name:** Refers to the name of the field you wish to create.
- **Type:** Refers to the type of field creating.
- **Help Text:** Refers to the text shown that helps to describe the new field.

The 'Create Ticket' form is shown with the 'Data' tab selected. It contains the following fields:

- In addition to the name, email address and mobile number, you may request other information from registrants:**
- 1. Name:** [Text Field]
- Type:** [Dropdown Menu]
- Reqd.:** ☐
- Help Text:** [Text Field]
- Add Another** button

A 'Save' button is located at the bottom left.

Create Ticket

×

Create Ticket

Availability

Data

Responses

Media

You can include an attachment and customize paragraph in the confirmation email sent to all persons who purchase this product.

☐ Use custom response for this product

Attached a file

Browse

Save

Under the **Responses** tab, the organizer can choose to create custom responses for a specific cause when purchased.

- **Toggle Switch:**
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File:** Owner can attach a file that can be shared after purchase.

Under the **Media** tab, the organizer can choose to set an image for the product.

Create Ticket

×

Create Ticket

Availability

Data

Responses

Media

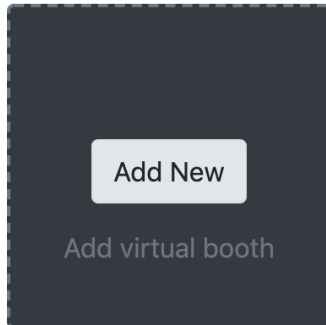
Ad\_Church\_OnlineGive.jpg

Browse

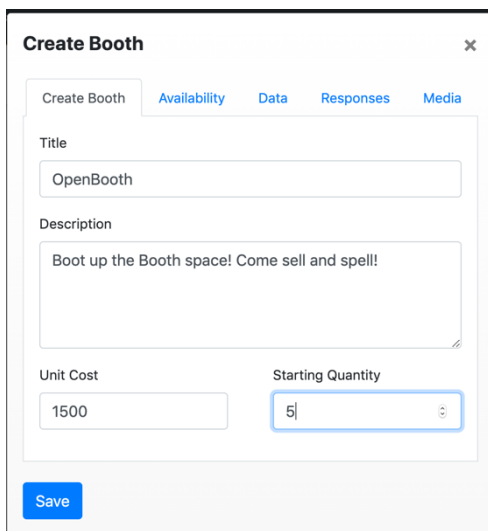
Save

## Booths

### Virtual Booths



Invite other vendors to pay for an online booth space on your page. After They pay you, they will be allowed to add their own products on your page, and sell to your audience.



**Create Booth** [X]

Create Booth Availability Data Responses Media

Title  
OpenBooth

Description  
Boot up the Booth space! Come sell and spell!

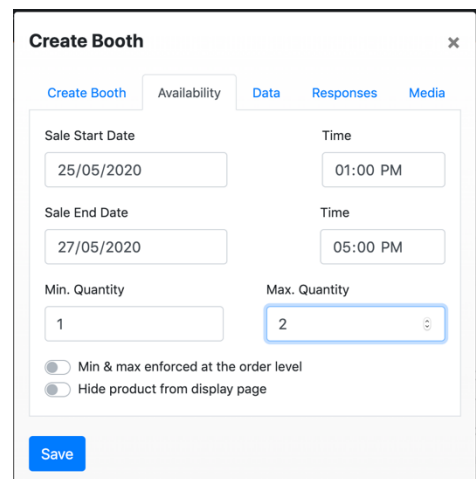
Unit Cost  
1500

Starting Quantity  
5

Save

Under the **Create Booth** tab, the organizer establishes the booth with pricing, title, description etc.

Under the **Availability** tab, the organizer chooses to set when the specific booth is available.



**Create Booth** [X]

Create Booth Availability Data Responses Media

Sale Start Date  
25/05/2020

Time  
01:00 PM

Sale End Date  
27/05/2020

Time  
05:00 PM

Min. Quantity  
1

Max. Quantity  
2

☐ Min & max enforced at the order level

☐ Hide product from display page

Save

Under the **Data** tab, the Organizer can choose to request more information from the user.

- **Name:** Refers to the name of the field you wish to create.
- **Type:** Refers to the type of field creating.
- **Help Text:** Refers to the text shown that helps to describe the new field.

**Create Booth**

Create Booth Availability Data Responses Media

In addition to the name, email address and mobile number, you may request other information from registrants:

1. Name Type Reqd. X

Help Text

Add Another

Save

**Create Booth**

Create Booth Availability Data Responses Media

You can include an attachment and customize paragraph in the confirmation email sent to all persons who purchase this product.

☐ Use custom response for this product

Attached a file Browse

Save

Under the **Responses** tab, the organizer can choose to create custom responses for a specific product when purchased

- **Toggle Switch:**
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File:** The organizer can attach a file that can be shared after purchase.

Under the **Media** tab, the organizer can choose to set an image for the product.

**Create Booth**

Create Booth Availability Data Responses Media

Sil\_Auntio.png Browse

Save



## Products

Organizers can choose to sell products at their event. After creating your products, they would be added here.


### My Products

TITLE	CATEGORY	COST	ORDERS
<div>Add</div>			

Your created products would show up in the listing below and from here you would select what you want to be added to your storefront. Additionally, if you want to create new products you can click on the 'Create more Products' link.

### Setup Event Product

#### Product List

PRODUCT	CATEGORY
 OpenCookie	Food <input checked="" type="checkbox"/>

Insert Selected

Create more products

## Presenters

The Organizer can add presenter/performers in this section. Click on the add button to add new presenters and fill out the form.

### Artist / Presenters

STAGE NAME



Jovan Black

edit x

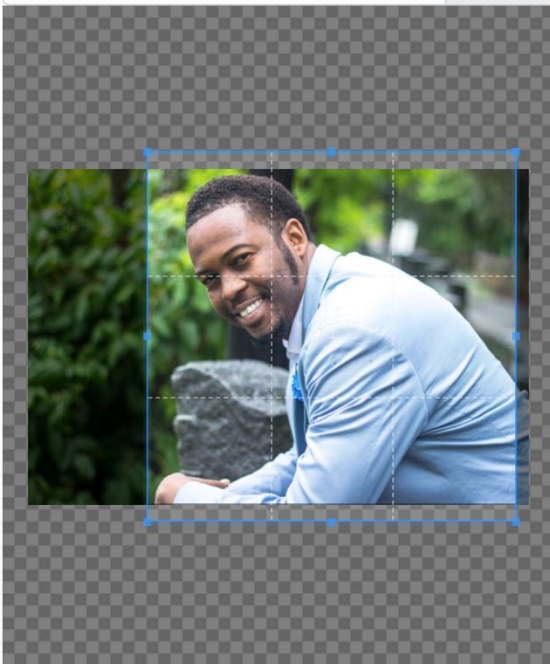
Add

#### Presenter



My Rock Jo Pic.jpg

Browse



Stage Name

Jovan Black

Description

ABC Gospel Singer

Youtube Link

youtube.com/jb\_sings

Facebook Link


facebook.com/jb\_sings

Save

## Sponsors

Event Organisers can add sponsors for their events. You can edit a sponsor by clicking on the edit link beside the sponsors name. Additionally, you can remove a sponsor by clicking on the x.

### Sponsor

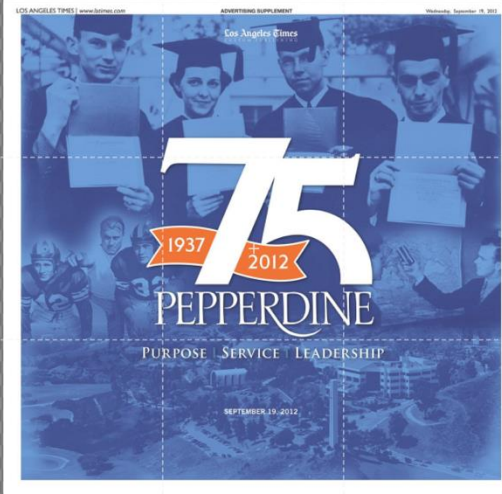
SPONSOR NAME	
	Pepperdine <span>edit x</span>

Add

Below are the details you can specify for each sponsor.

### Sponsor

e886a870491cfd29c0d13ab9edbd4ccd.jpg Browse



Sponsor Name

Pepperdine

Website Link

pepperdine.edu

Youtube Link

youtube.com/pepperdine

Facebook Link

facebook.com/pepperdine

Save

## Schedule

A organizer can add their event's schedule or event line up. You can edit a schedule segment by clicking on the **edit** button beside. Also, to delete a schedule segment click on the x.

### Schedule / Lineup

SEGMENT	TIME	END	ACTIVITY	
INTRODUCTIONS	17:00:00	17:20:00	Host	<a href="#">edit</a> <a href="#">x</a>

Add

Below are the details you can specify when adding a schedule for a event.

### Schedule

Segment

Introductions

Item By

Host

Time

05:00 PM

Time End

05:20 PM

Item Description

A super crazy full 100% detailed |

Save

☐ Add Another

Highlight

Highlight / Specials		
NAME	CATEGORY	
OpenHghlight	Activity	edit x
<div>Add</div>		

Highlights

Name

OpenHghlight

Category

Activity

Description

This should be a crazy highlight about oPenhighlight

Save

☐ Add Another

## FAQ

The Organizer can add Frequently Ask Questions about their event.

### FAQs

QUESTION

How open is OpenWorkshop?edit x

Add

### FAQ

×

Question

How open is OpenWorkshop?

Answer

OpenWorkshop is fully open over 100%!

Save

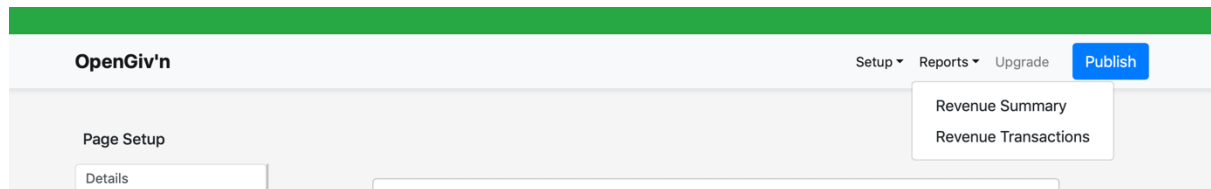
☐ Add Another

At the end of your setup you can hit **Publish**

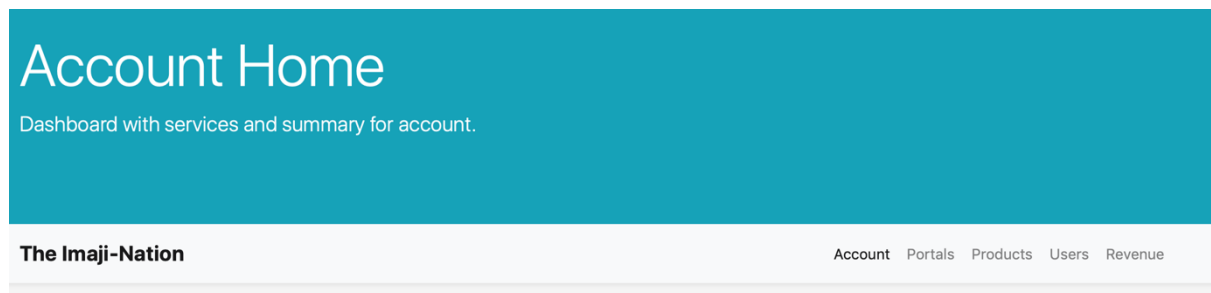
## Portal Reports

### Revenue Summary

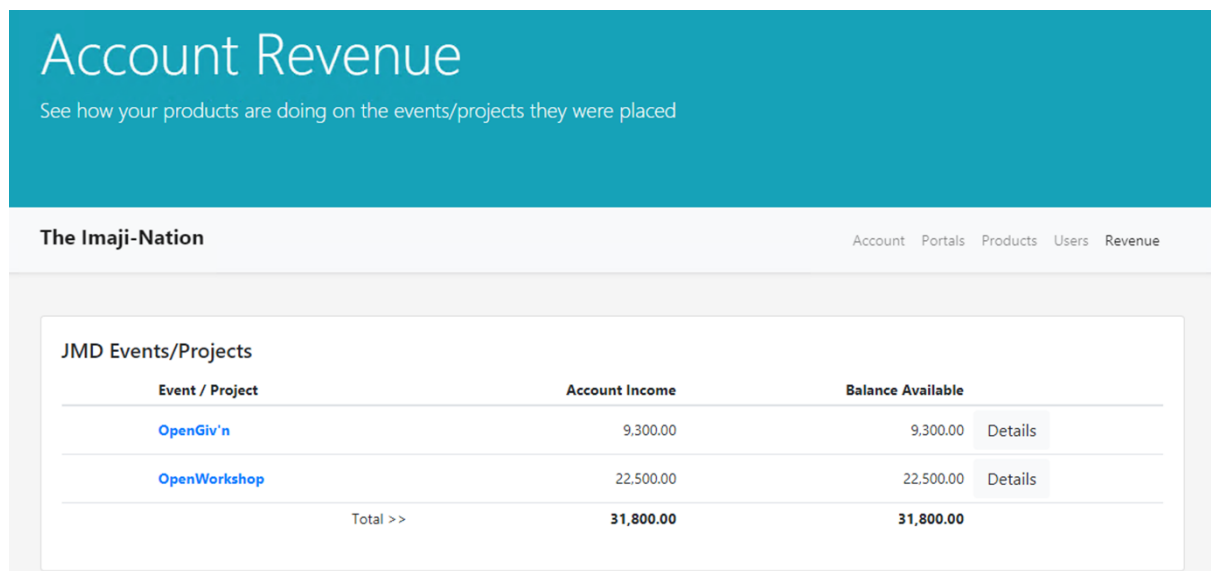
To see the Revenue for any specific portal. Under the Account Home select the portal you wish to see the revenue summary of. In the menu bar click on **Reports** and then **Revenue Summary**.



Or from the Account Home page, click on **Revenue** in the menu bar.



And then click on the **Details** button beside the portal you wish to expand.



## Revenue Transactions

On the revenue transaction page, you will be able to see payments made to the account. The **Download** button exports a detailed summary of the transition that are listed.

Transaction Details					Download
Product	Payer	Payment Date	Net Amount	Currency	
▶ Open Premium	Willard Smith	2020-04-14 12:20:18	22,500.00	JMD	
			22,500.00		
View summary					

Clicking on the arrow leftmost of the transaction will expand that transaction revealing details about that transaction.

Transaction Details					Download
Product	Payer	Payment Date	Net Amount	Currency	
▼ Open Premium	Willard Smith	2020-04-14 12:20:18	22,500.00	JMD	
QUANTITY		10			
GROSS RECEIVED		25,000.00			
COMMISSION RATE		10%			
NET AMOUNT		22,500.00			
PAYER NAME:		Willard Smith willardsmith@mail.com			
ORDER ID:		865			
PAYMENT DATE:		2020-04-14 12:20:18			
PAYMENT METHOD:		CREDIT CARD			
			22,500.00		
View summary					

Clicking on the **View Summary** button, takes you to the **Revenue Summary** Page.



Subscriber List

See how your products are doing on the events they were placed.

Subscription List

	Person	Product	Status	Qty
▶	Goer Toer	Open Premium	PROCESSED	10/10

Subscription List

	Person	Product	Status	Qty
▼	Goer Toer	Open Premium	PROCESSED	10/10
	BENEFICIARY Goer Toer goto@mail.com   18709876567			
	ORDER STATUS PROCESSED			
	ORDER ID 865			
	<div>Resend EmailSend Event UpdateConsume Order Item</div>			

People Pending

See the people who have pending transactions with no corresponding purchase.

People Pending			
Name	Email	Last Date	Items Orders

## Order List

This list provides information on purchases made by your customers.

Order List						
	order id	Order Date	Status		Gross	Actions
▶	865	2020-04-14 12:19:08	PROCESSED	JMD	25,000.00	<a href="#">view</a>

Order List						
	order id	Order Date	Status		Gross	Actions
▼	865	2020-04-14 12:19:08	PROCESSED	JMD	25,000.00	<a href="#">view</a>
ORDER DATE:		2020-04-14 12:19:08				
CREATED BY:		Anonymous User				
PAYMENT BY:		Willard Smith <a href="#">willsmith@mail.com</a>				
RESERVED BY:						
BENEFICIARIES:		Goer Toer <a href="#">goto@mail.com</a>				
TOTAL COST:		25,000.00 JMD				

## Payment Listing

This listing gives detailed information about purchases made by individuals.

### Payment List

	Payment Date	Payer name	Payment Method	Txn Amount	Txn currency
▶	2020-04-14 12:20:18	Willard Smith	CREDIT CARD	25,000.00	JMD

### Payment List

	Payment Date	Payer name	Payment Method	Txn Amount	Txn currency
▼	2020-04-14 12:20:18	Willard Smith	CREDIT CARD	25,000.00	JMD
PAYER NAME:		Willard Smith willsmith@mail.com			
ORDER ID:		865			
PAYMENT DATE:		2020-04-14 12:20:18			
PAYMENT METHOD:		CREDIT CARD			
TXN CURRENCY AMOUNT:		25,000.00			
TXN CURRENCY:		JMD			
ORDER CURRENCY AMOUNT:		25,000.00			
ORDER CURRENCY:		JMD (Order FX rate: 1.00000)			
PORTAL GROSS RECEIVED:		25,000.00			
PORTAL CURRENCY:		JMD (Portal FX rate: 1)			
NOTES:					

### Consumption

This section allows for event organizers to observe manual and automatic ticket sales.

### Detail Listing

Under this menu item, a complete list of the Event items and their corresponding owners are listed.

### User Listing

This is a listing of the users that have facilitated helping customers with consuming their products.

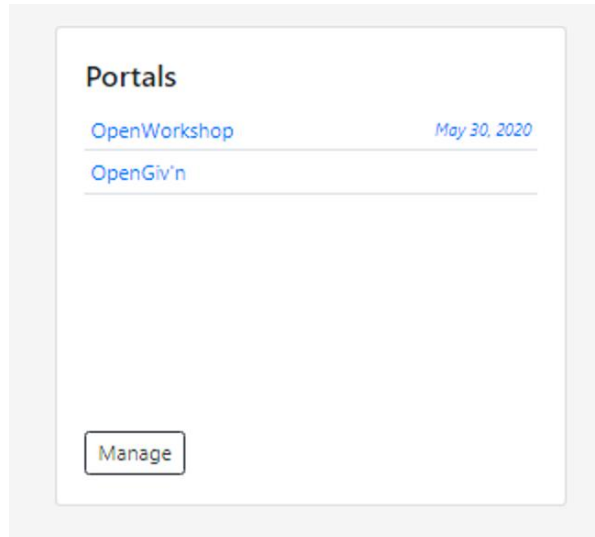
### Product Listing

This listing shows a total number of products consumed.

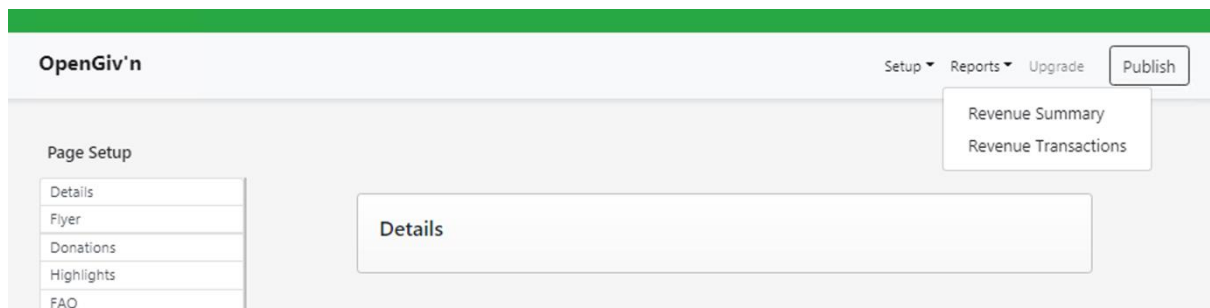
## Payment Request

### Making a Payment Request

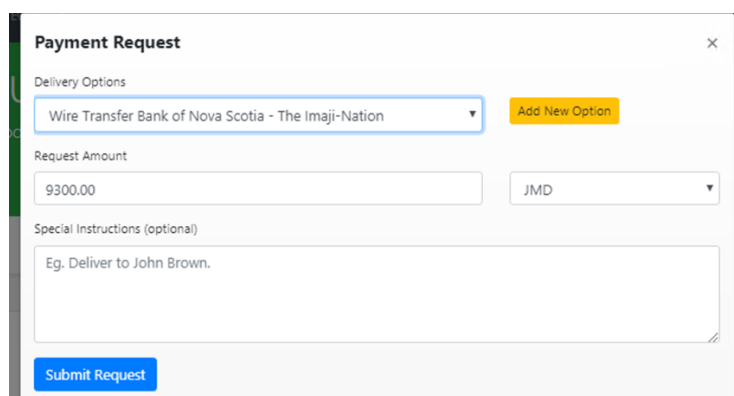
To make a payment request, from your account **Dashboard** click on **Manage Accounts** and select your business profile. On your Account Home page select the portal you wish to make a request from.



After selecting your desired portal, in the menu bar click on **Reports** and the **Revenue Summary**.



On the Revenue Summary page scroll to the end and click on **Request Payment**. Select your delivery option (if none click [here](#)), the amount you wish to request and add any special instructions and **Submit**.

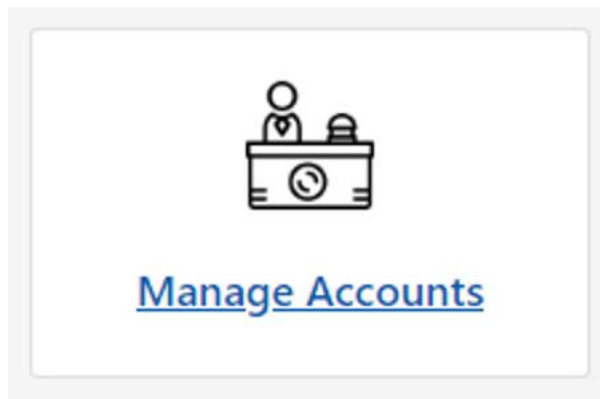


## Adding a new Payment option

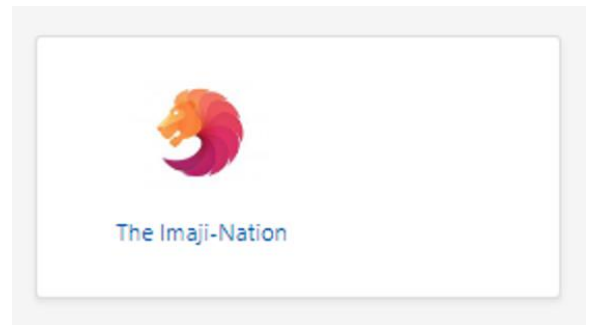
From your **Dashboard**, navigate:

1. Manage Accounts.
2. Select your Business Account.
3. Click on any Portals listed under the **Portal** Section.
4. On the menu bar Click on **Reports** and then **Revenue Summary**.
5. At the end of the page click **Request Payment**.
6. On the Dialogue box click on **Add New Option**.

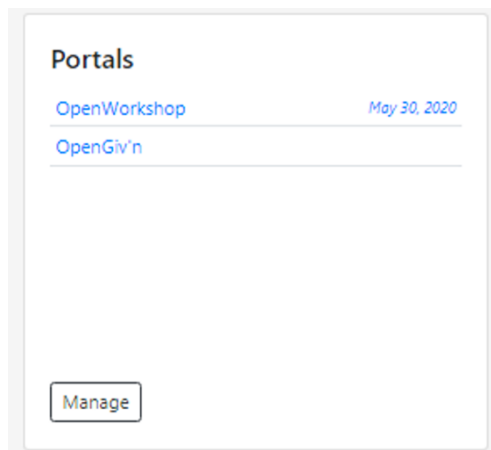
1



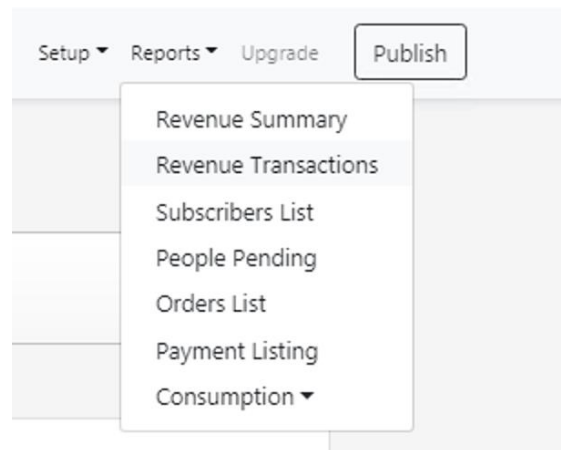
2



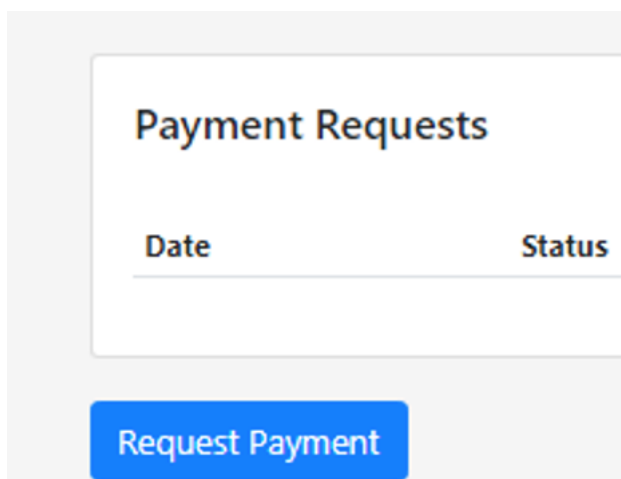
3



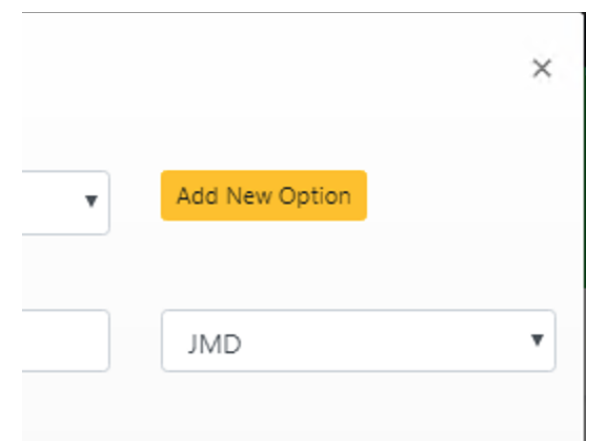
4



5

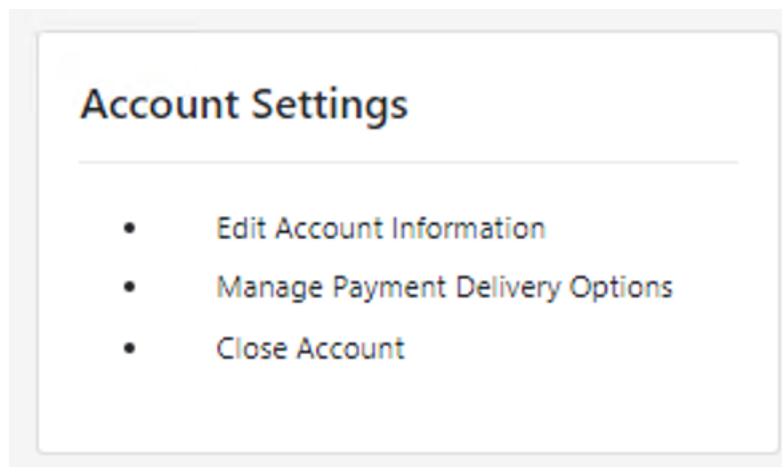


6



## Editing a Payment Option

From the **Account Home**, scroll to the bottom of the page to the Account Setting section and click on **Manage Payment Delivery Options**.



**N.B.** Before choosing the Payment Option you want to delete you can click the arrow to the left of the Payment Option to expand and see details to confirm the correct selection.

Then beside the Payment Option you wish to **remove** click on the **x**.

Payee	Method	
▶ The Imaji-Nation	Wire Transfer	x
▶ The Imaji-Nation-Chequing	Wire Transfer	x

Then select **Yes** to confirm your selection.

Payee	Method	
▶ The Imaji-Nation	Wire Transfer	Remove? Yes No
▶ The Imaji-Nation-Chequing	Wire Transfer	x

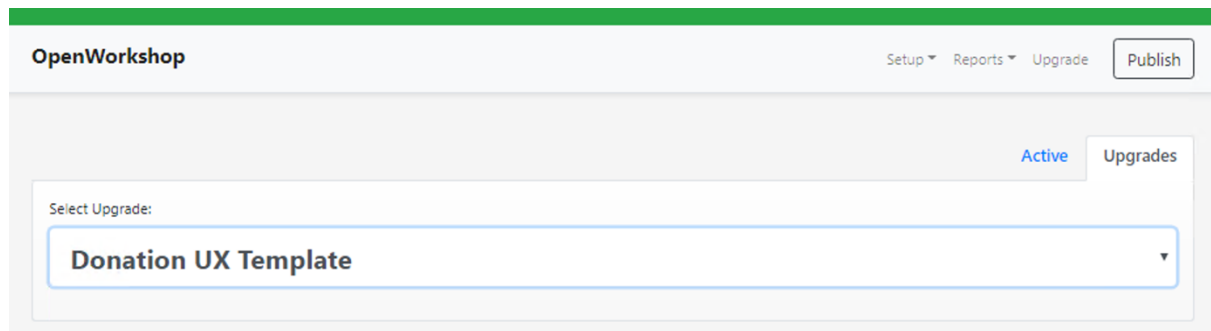
**N.B.** There is no **edit** option. This helps to prevent errors that can be overlooked while entering data.



## Portal Upgrade

The Portal upgrade section is used to view various themes and templates available for a specific portal.

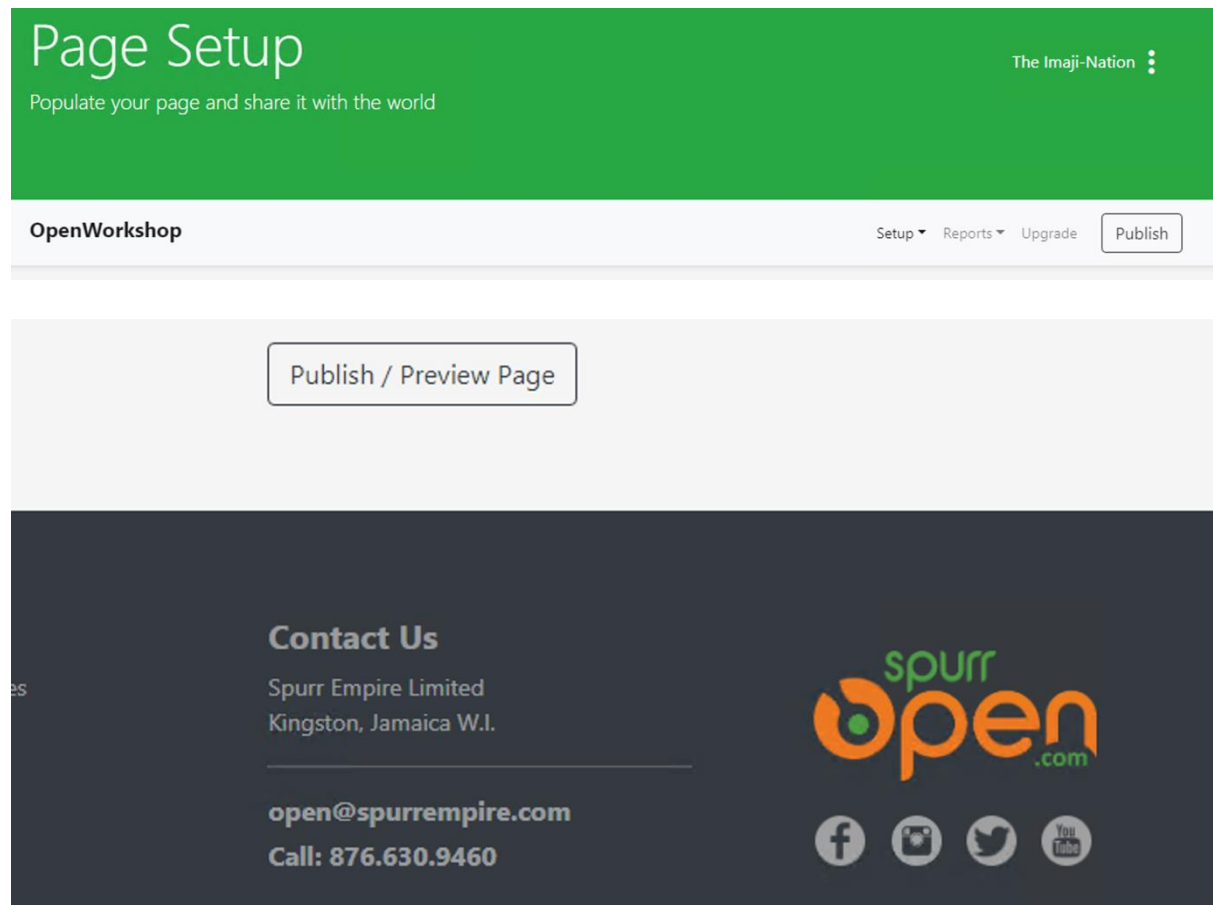
To access the Portal Upgrade section, select the desired portal from the **Accounts Home** section and click on **Upgrade** in the menu bar on the Portal Setup page.



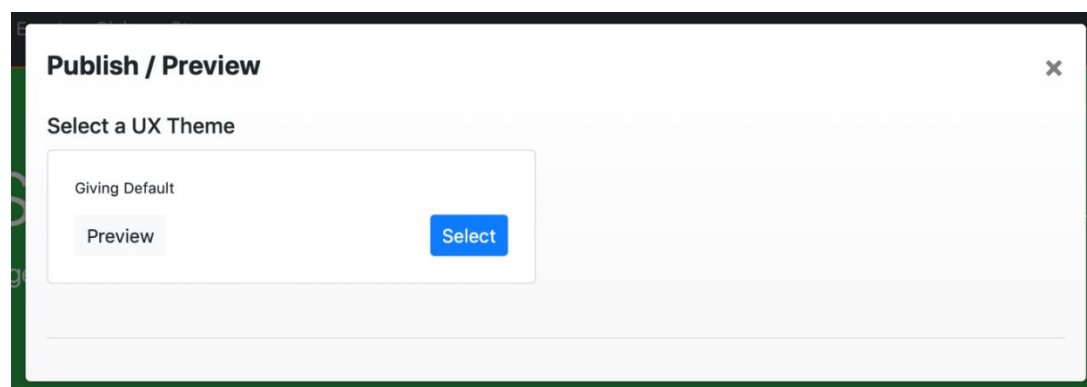
## Portal Publish

Publishing sets your portal to a live view so persons can view and make purchases. After you've finalized on your portal's content setup, scroll to the bottom of the page and click **publish** or in the menu bar click **publish**.

**N.B.** If you haven't verified your account see [here](#).



On your 1<sup>st</sup> time publishing a portal, you will be prompted to 'Select a UX theme'. At this point select the default theme or if you've purchased any other themes you can select it here.



After you've select your desired theme, the click on **Go Live**

## Un-Publish

To **Un-Publish** a page/event, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Un-Publish** button.

## Postpone Event

To **Postpone** a page/event, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Postpone** button.

## Cancel Event

To **Cancel** a page/event, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Cancel** button.

### Publish / Preview

The page is now:  
**LIVE**  
Use the event status to make the event available to the public.  
By changing status of this event you agree to the [Terms and Conditions](#)

Un-Publish

Postpone Event

Cancel Event

Change Template | Preview Current

Page link (url):  
`https://stage.spurroopen.com/index.php?vu=event&eid=115`

View Page

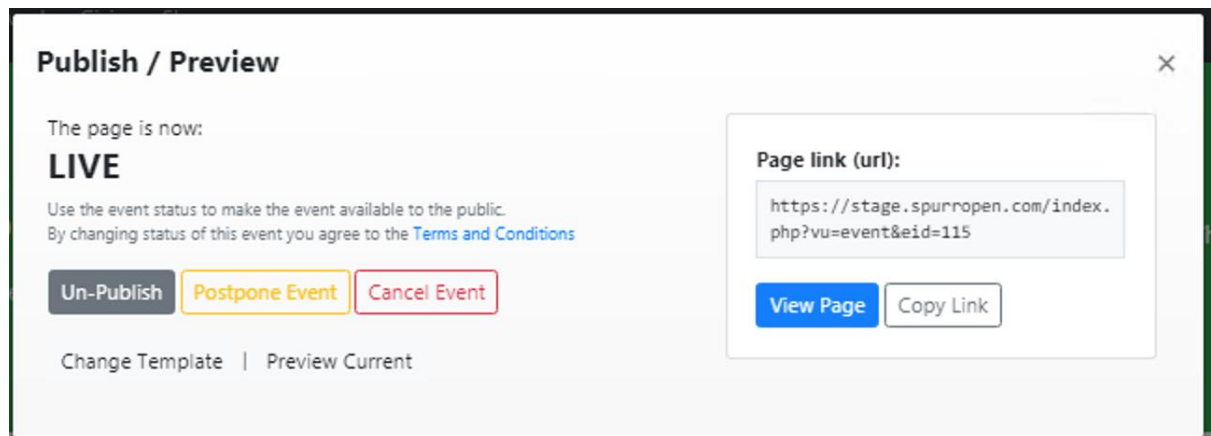
Copy Link

## Template selection

On first publish of your portal, you'll be prompted to select a theme. However, if you have purchase premium themes, you can jump into the portal setup section and change your theme.

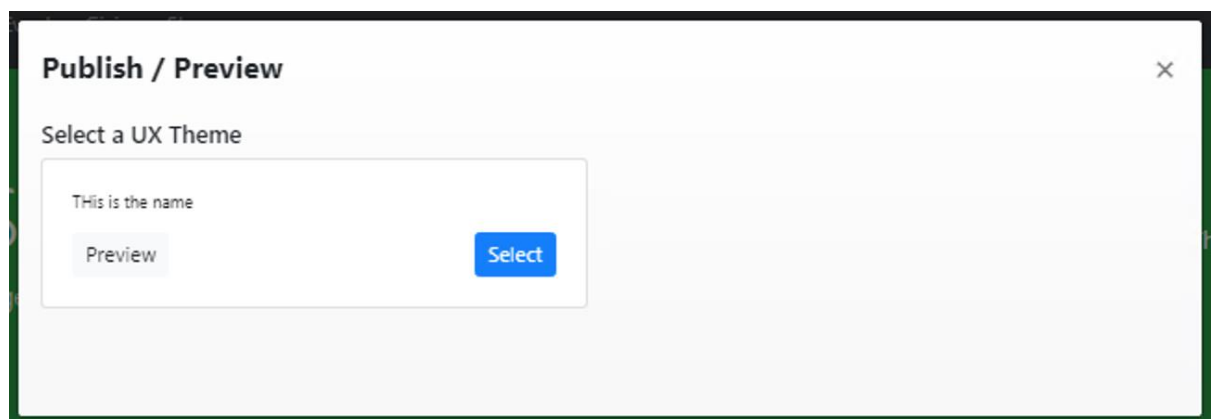
### Change Template

To change your theme select the portal from the **Account Home** and then click on **Publish/Preview**.



### Preview Current

On the prompt, click on **Change Template**. You'll be prompted again with a list of the available themes/templates. You can then preview (*which will be opened in new window*) or select the theme. **After you've selected a theme, then hit publish.**



### Copy link

To **Copy** a page/event link, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Copy Link** button.

