USER MANUAL

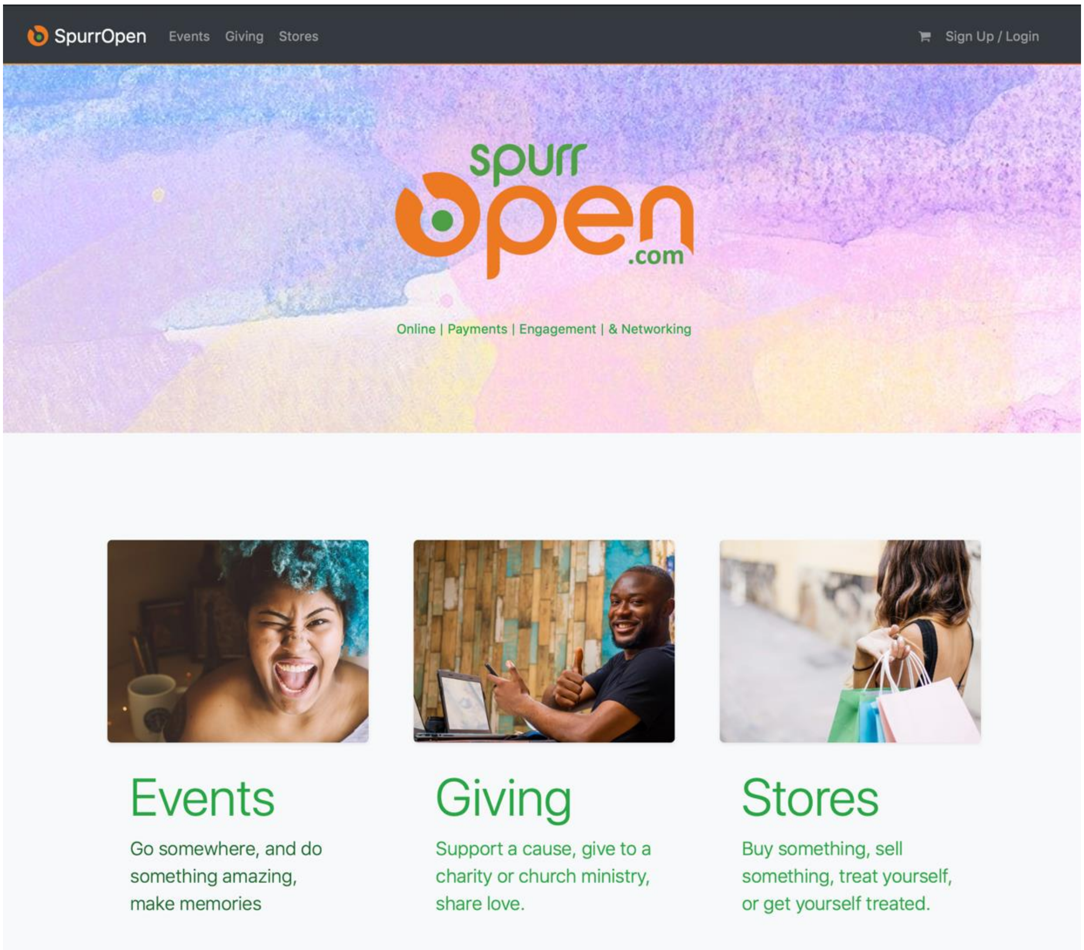
SPURROPEN.COM VERSION 2

SPURREMPIRE LTD.
53 Upper Waterloo Road

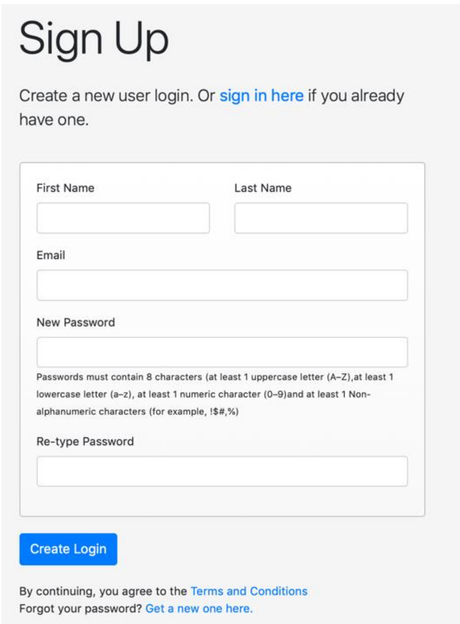
Table of Contents

Creating your account on SpurrOpen.com

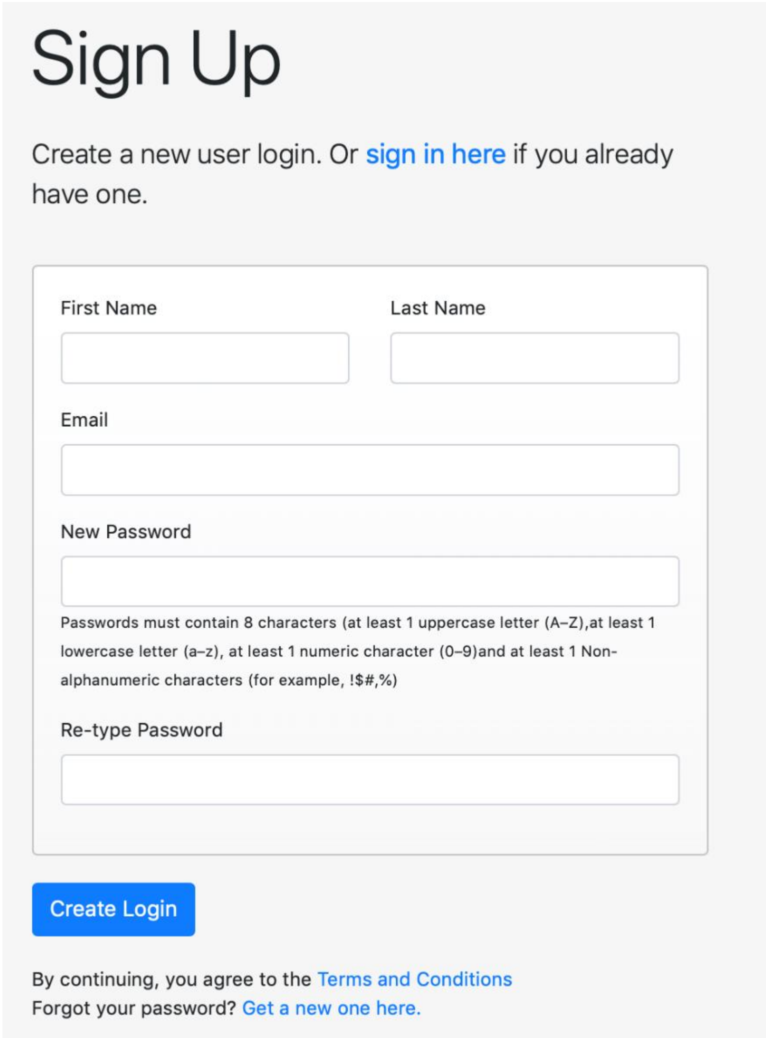
1. Choose your favourite browser and go to https://spurropen.com and then click Sign Up/Login.



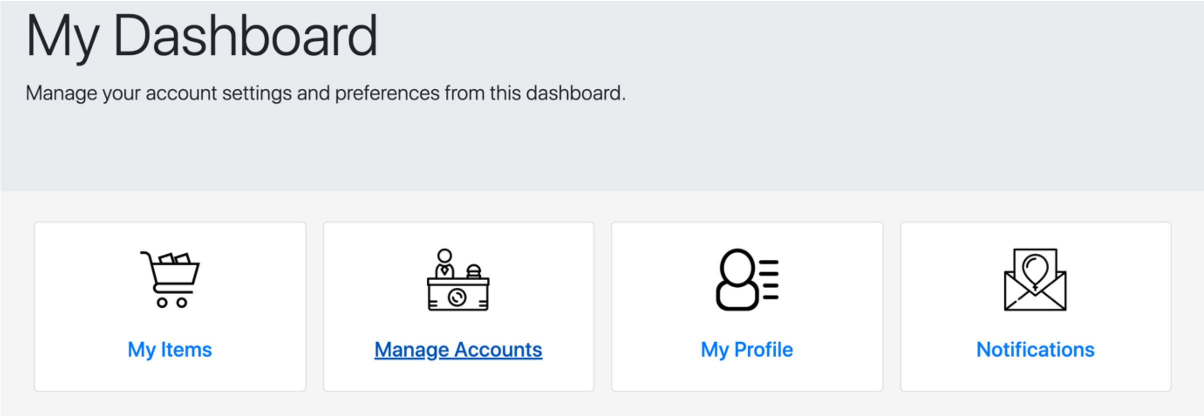
2. Beside the Login button click on Create a new Account.



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

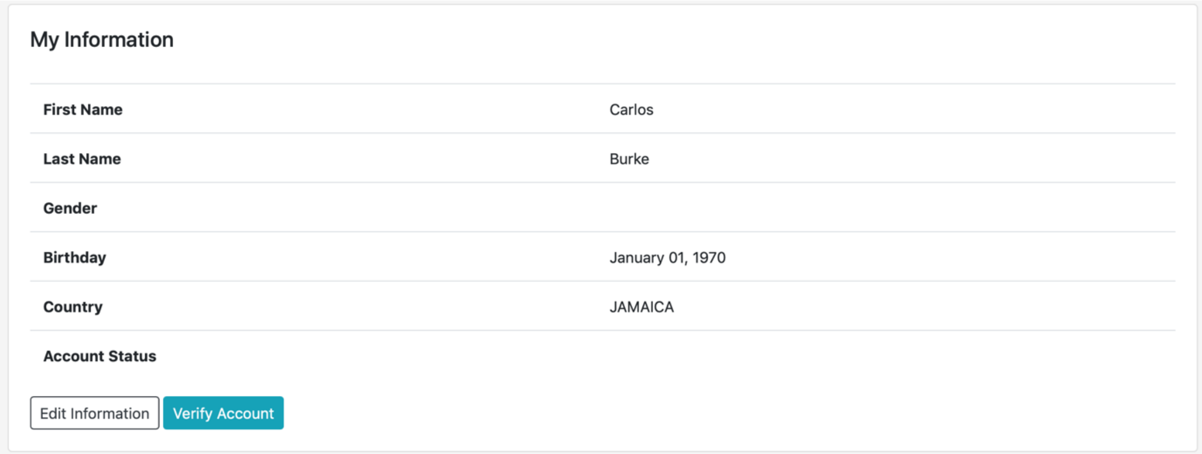


4. Check the email you signed up with for a welcome/confirmation email from the system. After clicking the link your account will be confirmed. If you're not redirected into your account, log in with the email and password you created. After logging in, you'll be presented with your Dashboard.



How to verify your Account

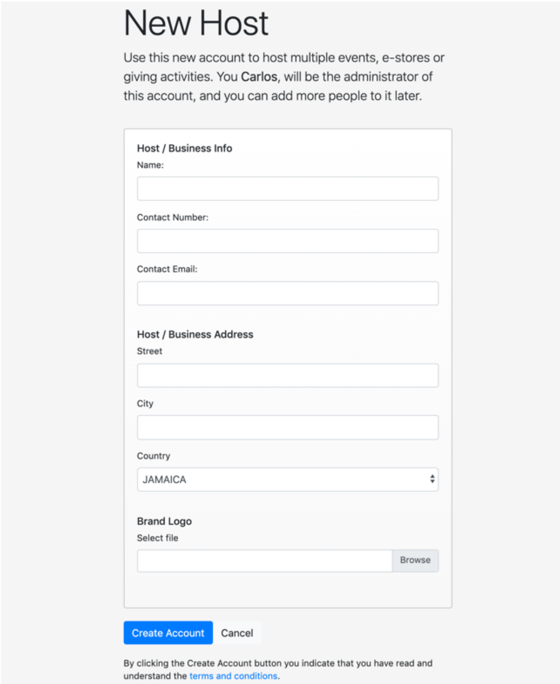
In order to completely use the system, your account needs to be verified. To do this log into your account and from the **Dashboard** click on **My Profile.**



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

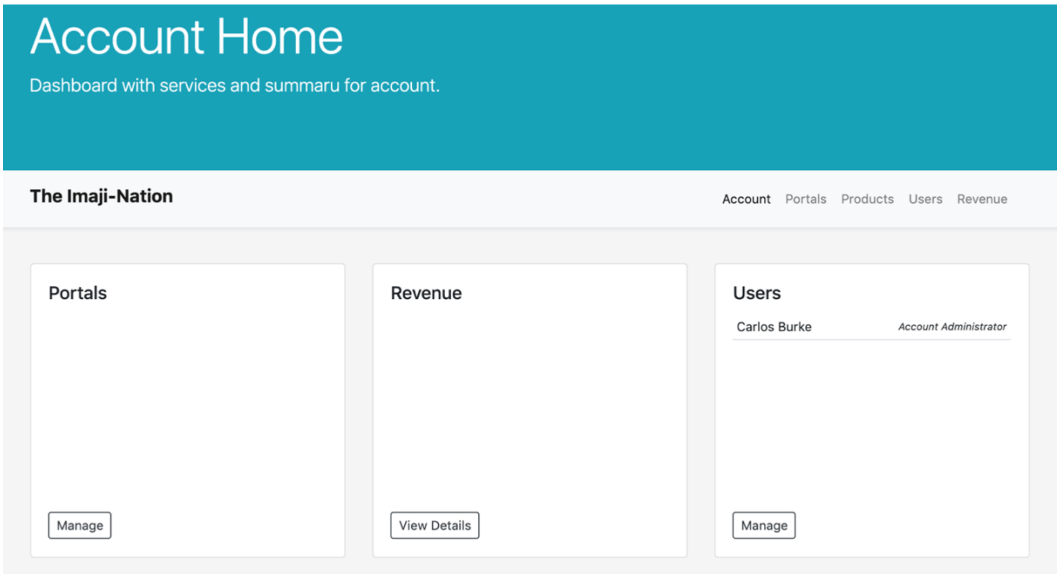
Create a Host/Business Account

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.

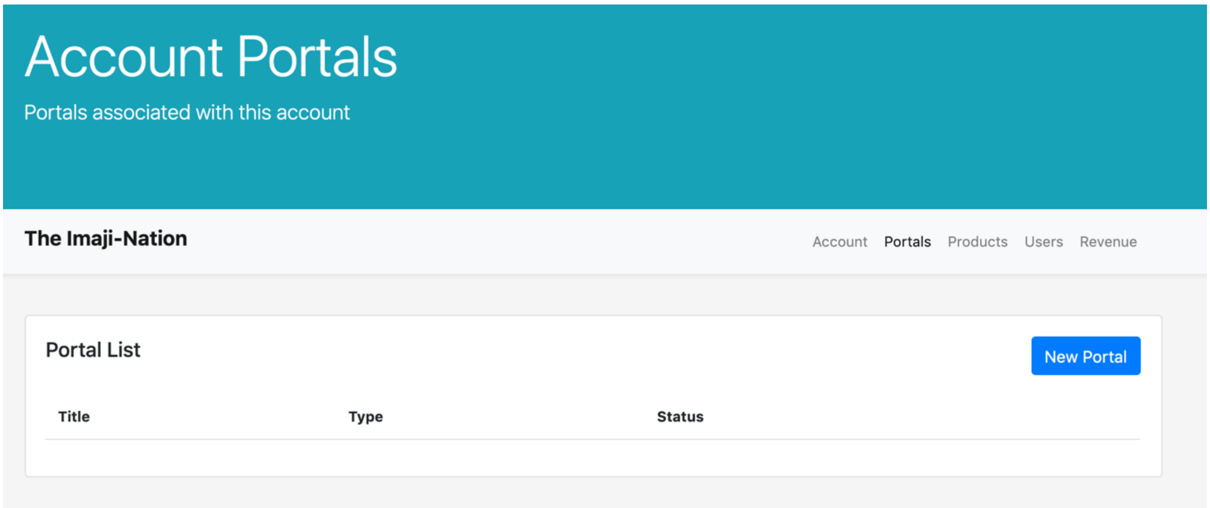


Create portal

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



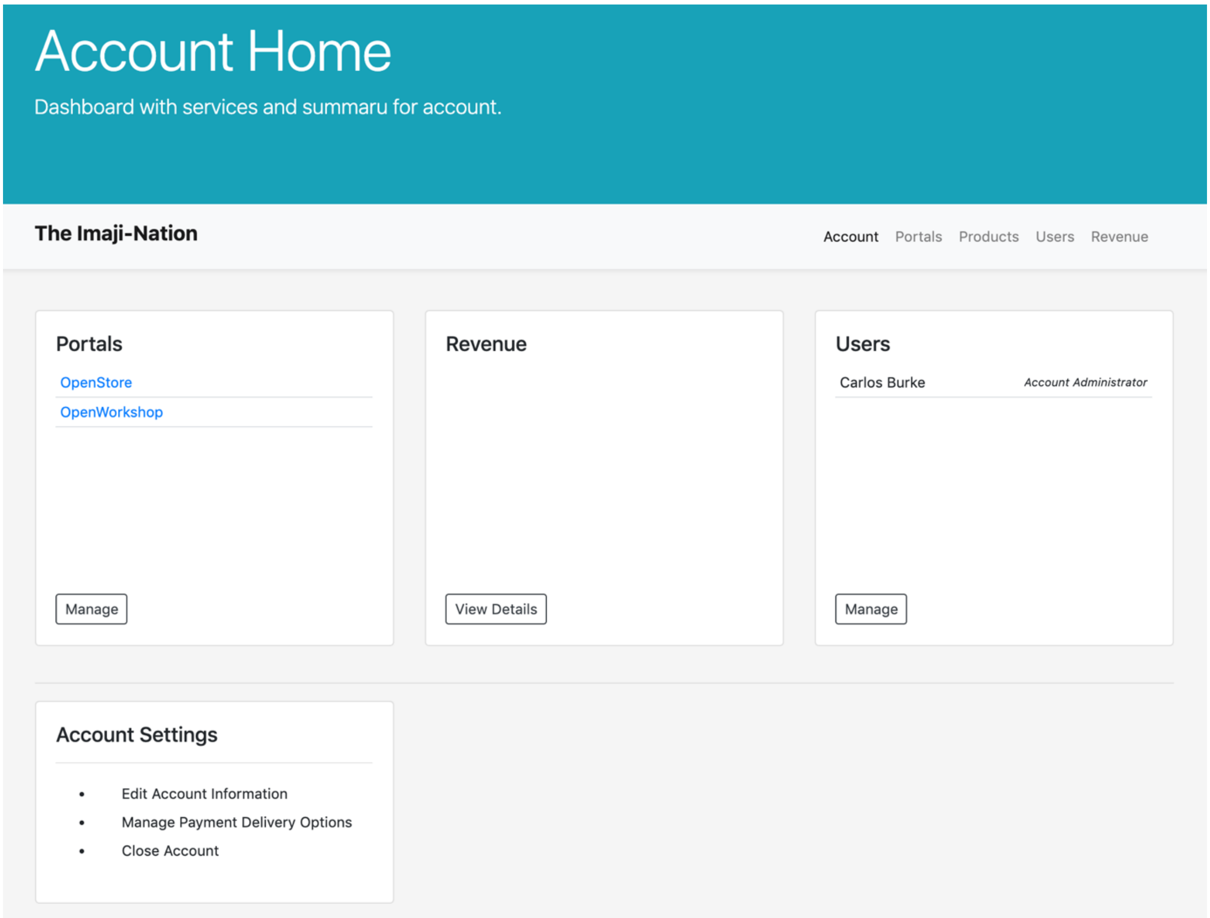
Click on **New Portal**.
Note from this section you can create & delete portals you create.



Account Menus

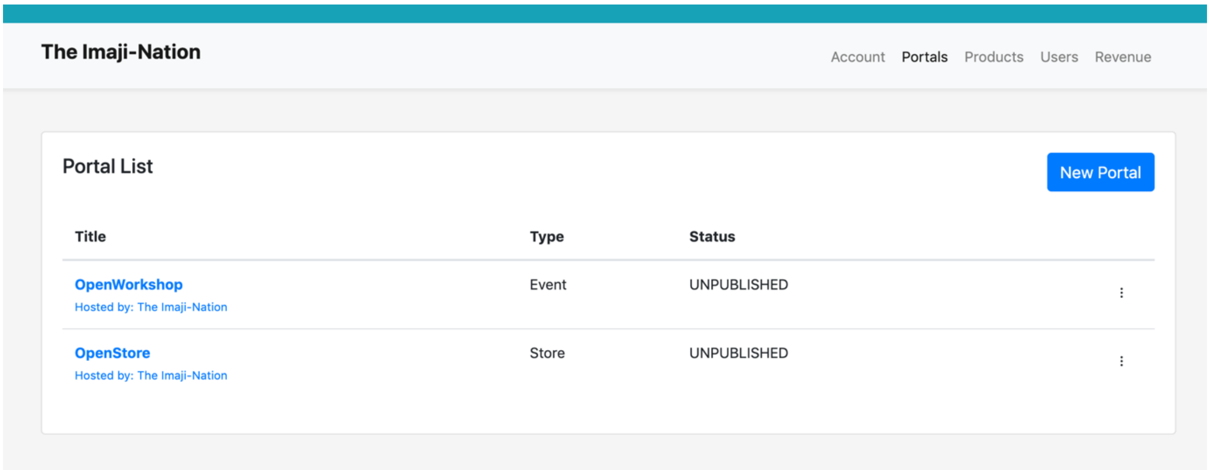
Account

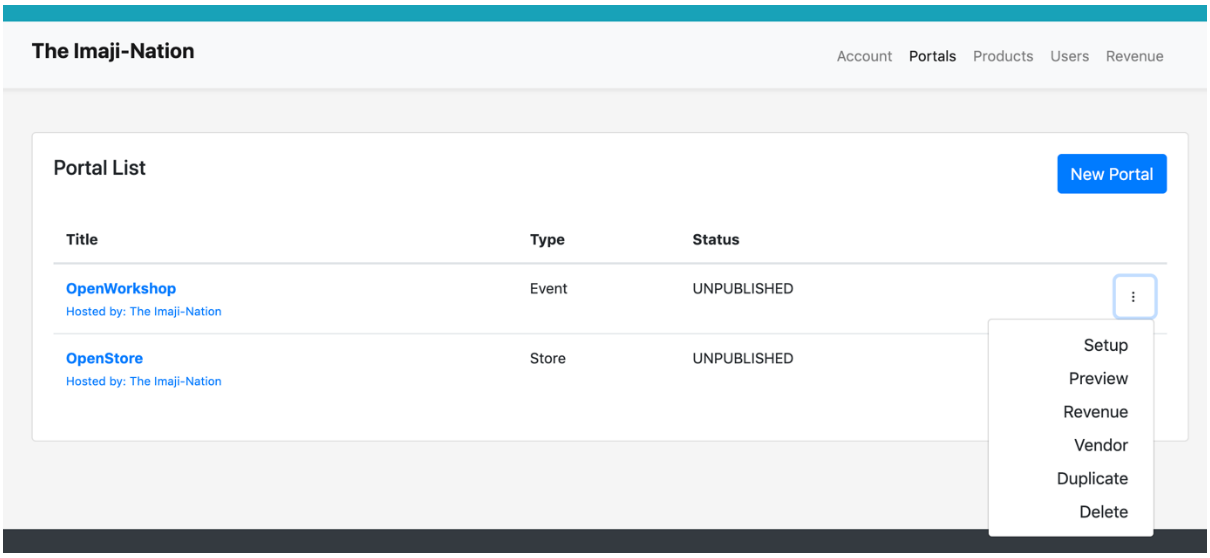
This menu item displays the main overview of your Dashboard. Giving a brief highlight of the portals created the revenue accumulated and users on your account.



Portals

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

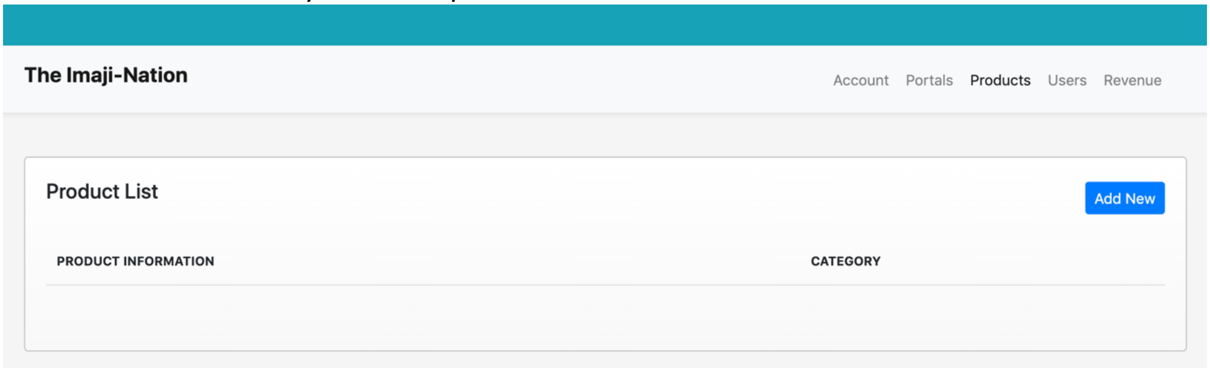




- **Setup**: Takes you back to portal's creation page; here you make changes to flyers, descriptions etc.
- **Preview**: Allows you to see your portals from the end user's perspective with/without publishing.
- **Revenue**: This allows you to see the specific portal's revenue details.
- **Vendor**: This 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

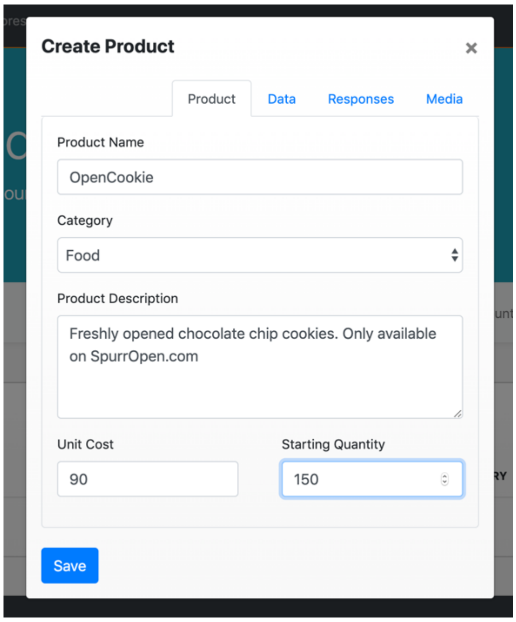
This Menu item allows you to add products that can be for sale in the Store.

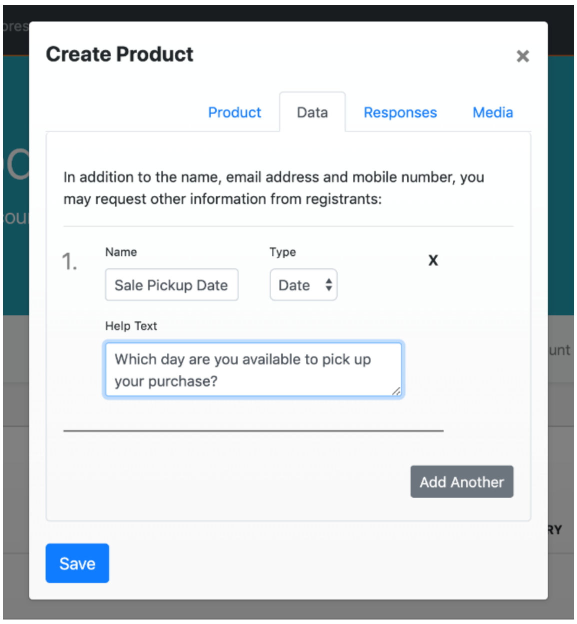


When creating a product there some available optional options you can adjust namely: **Product**, **Data**, **Reponses** & **Media**.

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.



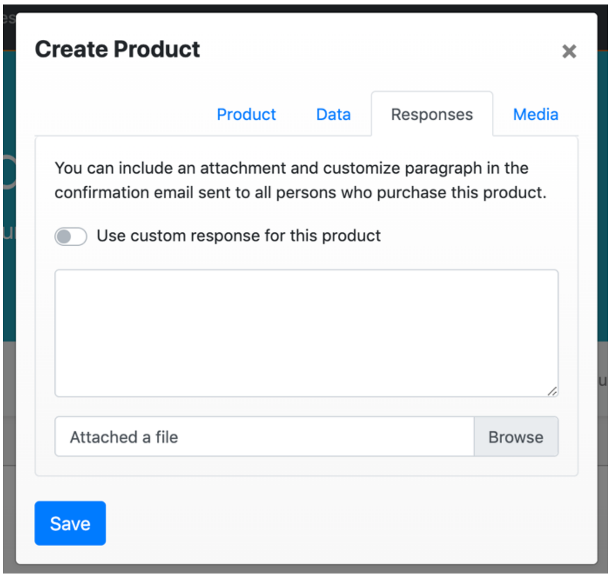


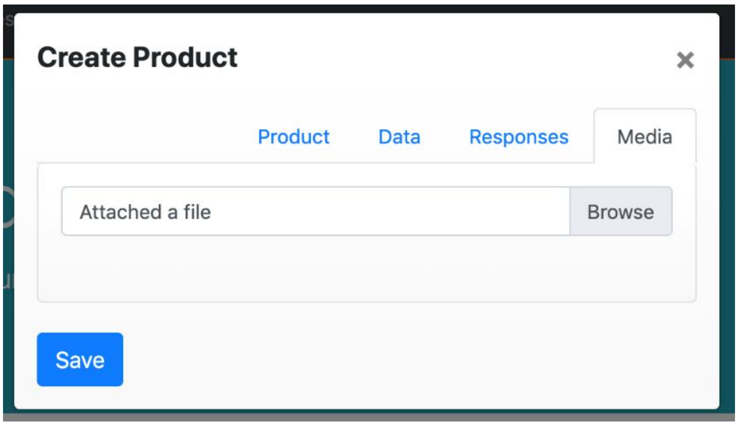
Under the **Data** tab, the store owner can choose to request more information from the user.

- **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

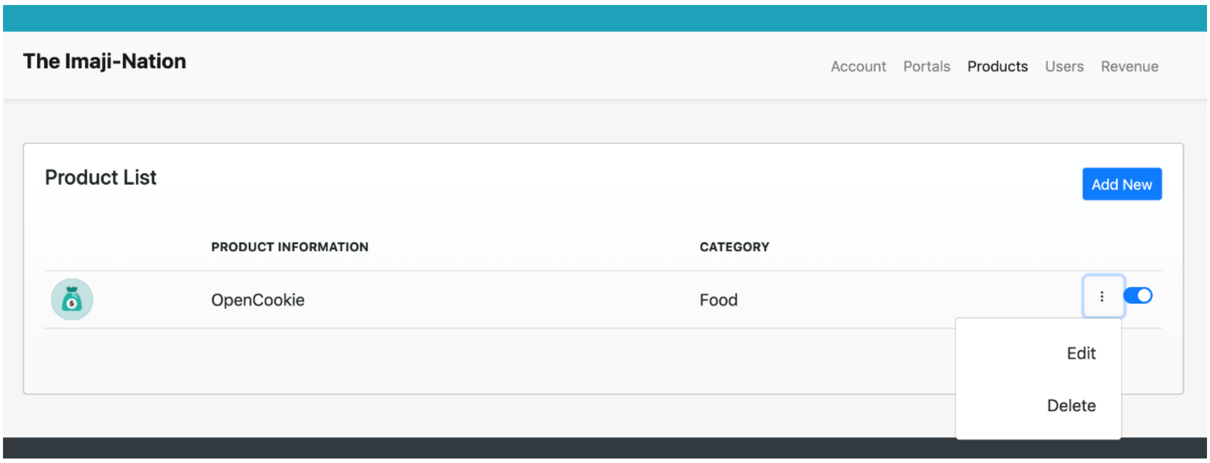
- **Toggle Switch**:
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File**: Store owner can attach a file that can be shared after purchase.





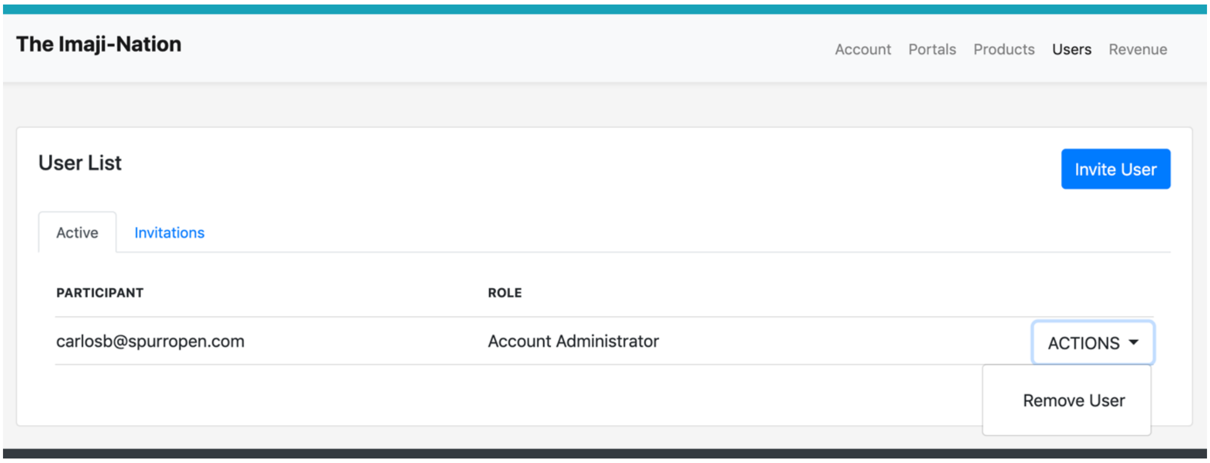
Under the **Media** tab, the store owner can choose to set an image for the product.

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

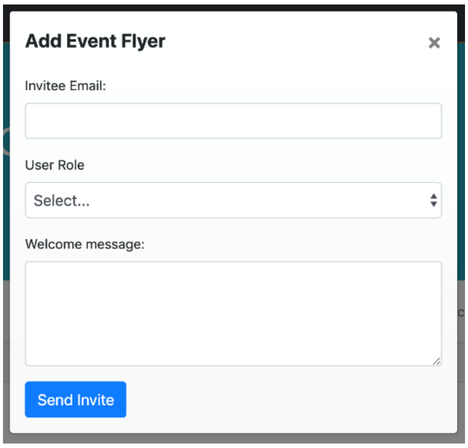


Users

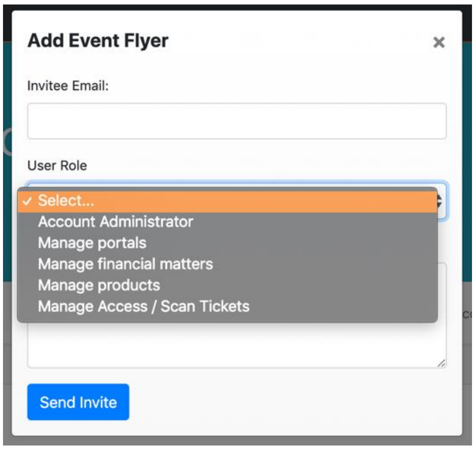
The Owner or the account can manage the various types of users that will have access to the account. The **Active** tab list those that accounts users that can sign. The **Invitations** tab list your pending invitations.



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



- **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.



Revenue

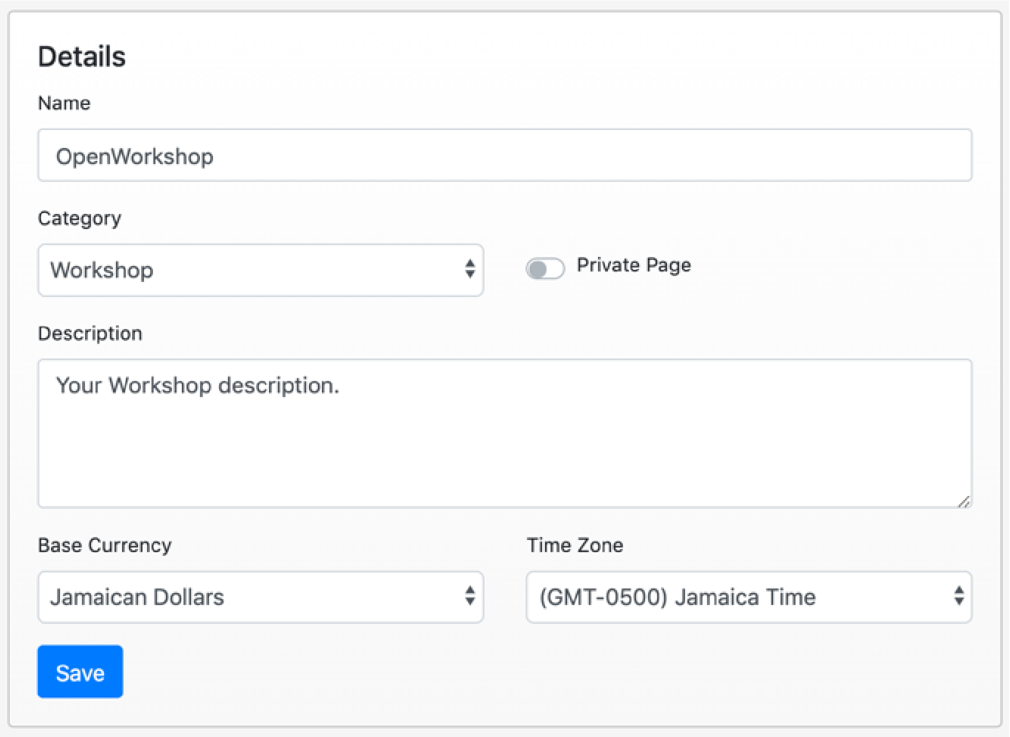
This Menu item shows a brief overview of your revenue for your various portals

Portal setup

Details

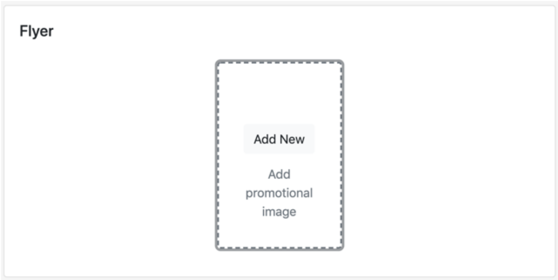
Fill out the information on the **Details Card** and then click **save.**

- **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.

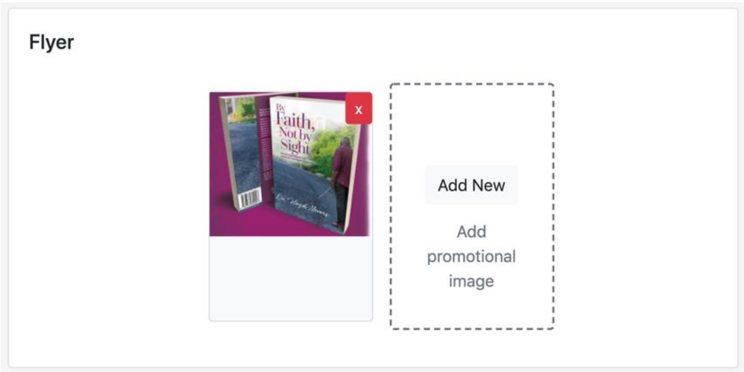


Flyer

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.

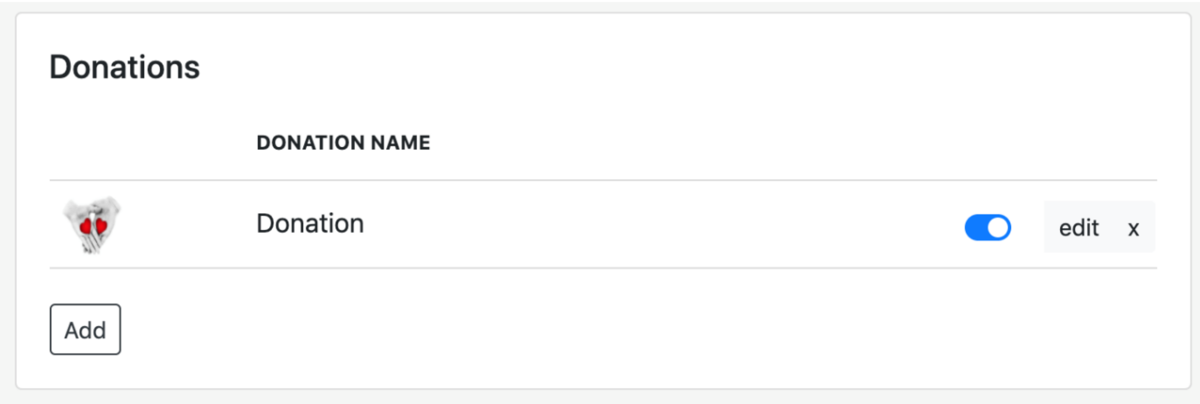


You can add multiple promotional images.

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

Donations

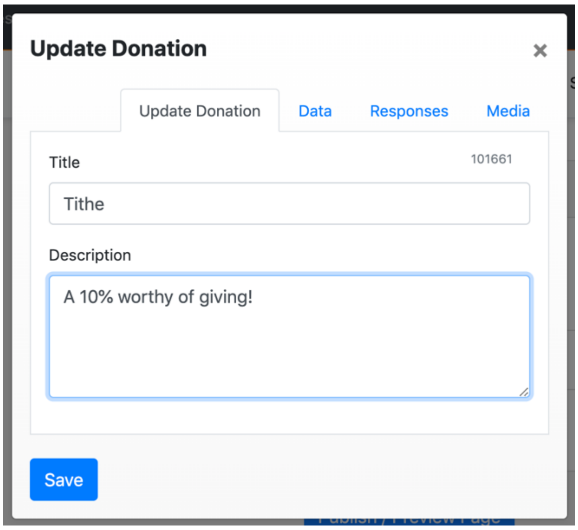
Under this section, the owner can add their various categories for donation.



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

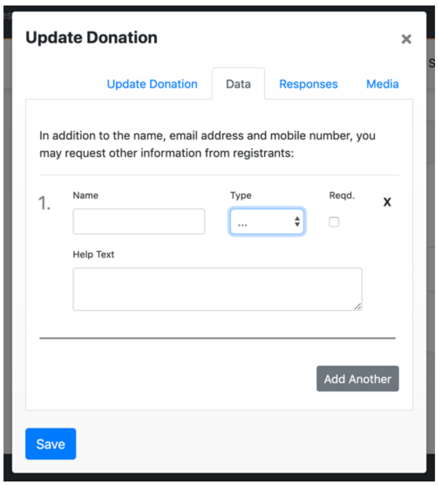
Editing Donations

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



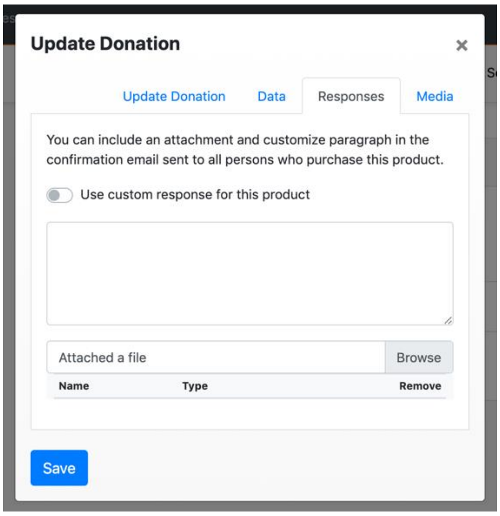
Under the **Responses** tab, the store owner can choose to create custom responses for a specific product when purchased

- **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.



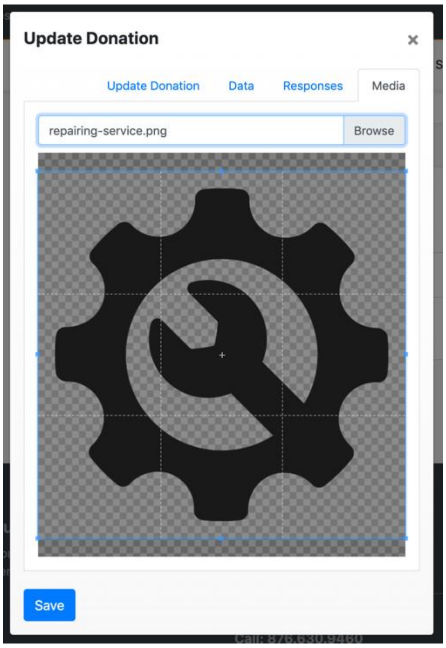
Under the **Data** tab, the store owner can choose to request more information from the user.

- **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.



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

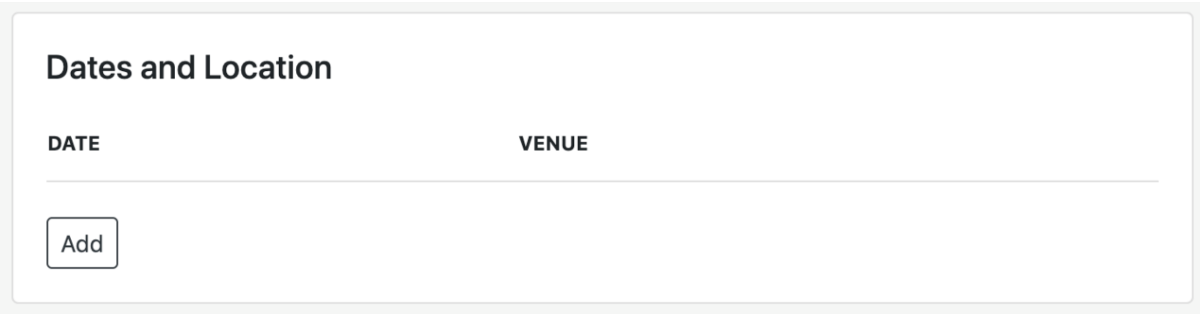
- **Toggle Switch**:
    - [grey] – Custom message is not being used.
    - [blue] – Custom message is being used.
- **File**: Owner can attach a file that can be shared after purchase.

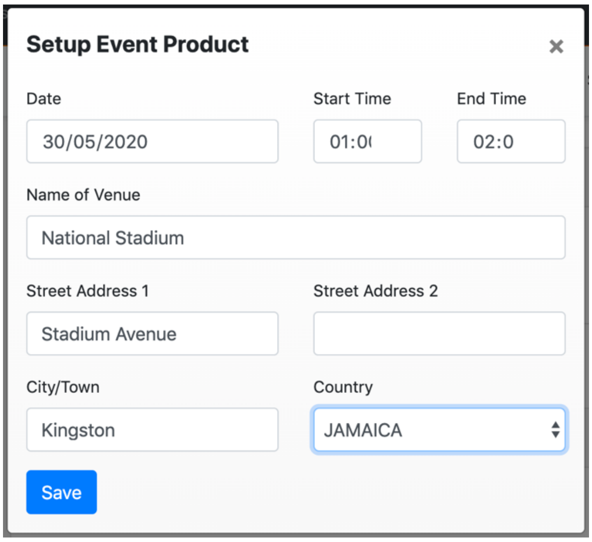


Under the **Media** tab, the owner can choose to set an image for the product.

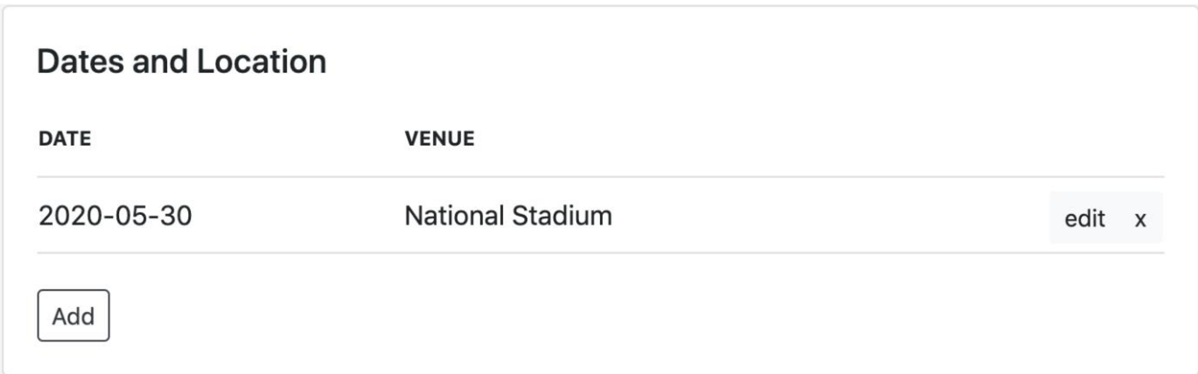
Dates

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



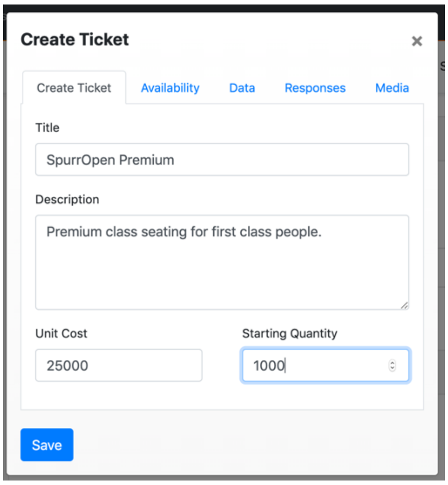


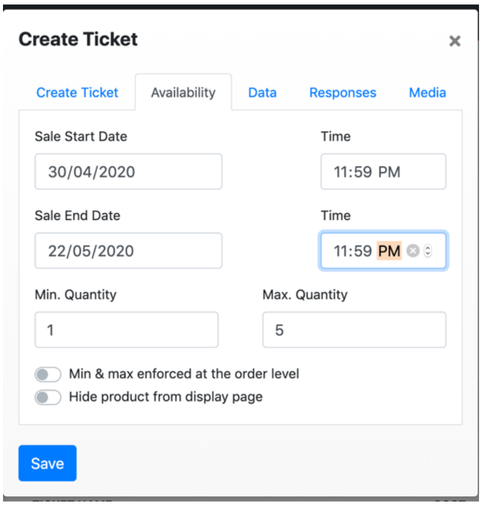
Owners can add multiple locations and time for their events. Additionally, all entries can be edited.



Tickets

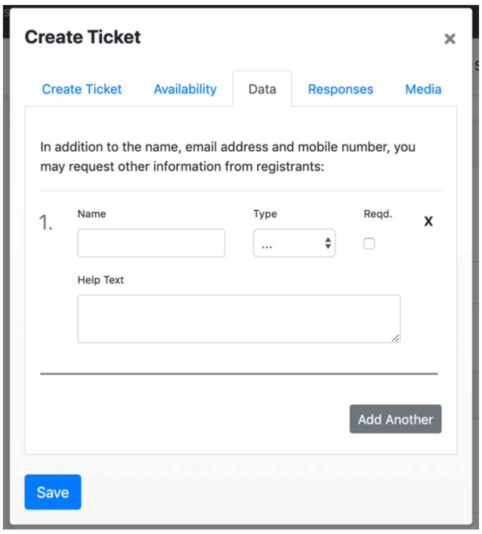
Under the **Create Ticket** tab, the organizer establishes the ticket tiers with pricing, title, description etc.





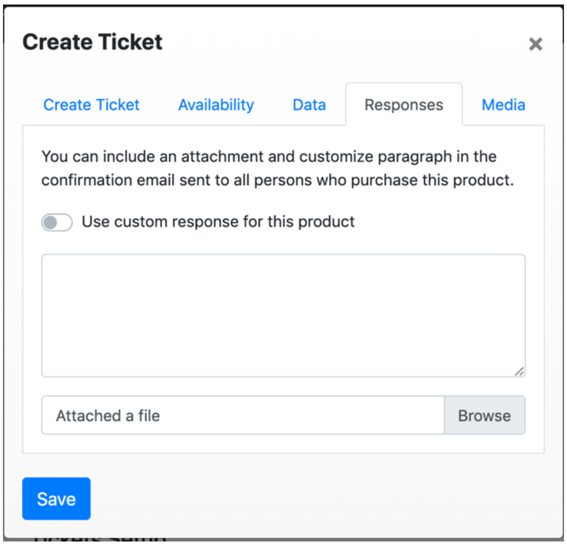
Under the **Availability** tab, the organizer chooses to set when the specific ticket tier is available

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



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.

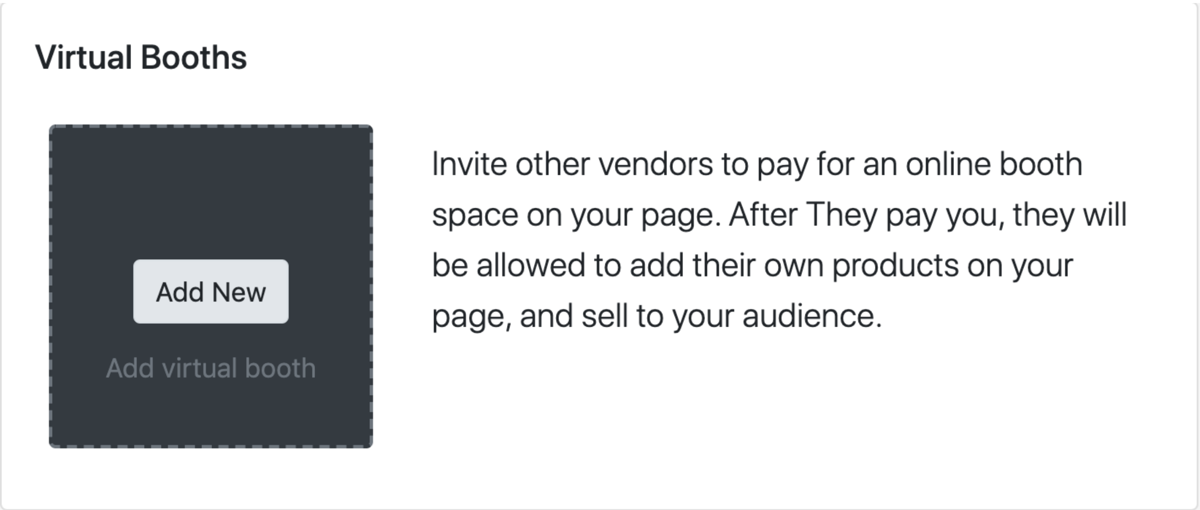


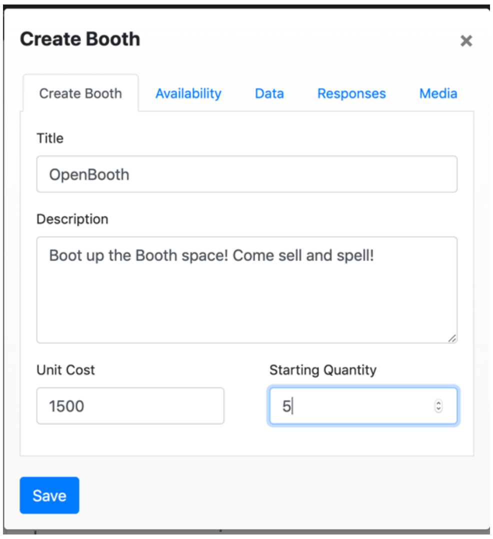
Under the **Responses** tab, the organizer can choose to create custom responses for a specific cause when purchased.

- **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.

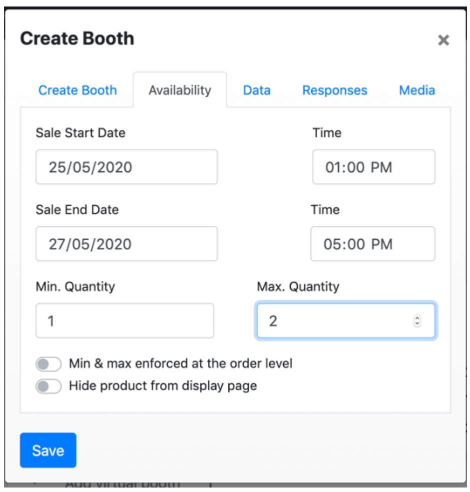
Booths





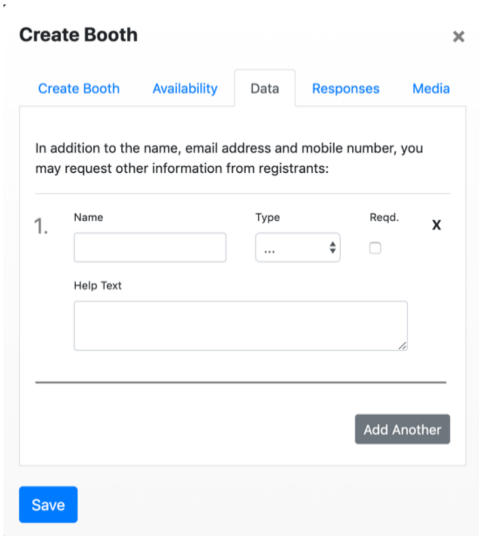
Under the **Create Booth** tab, the organizer establishes the booth with pricing, title, description etc.

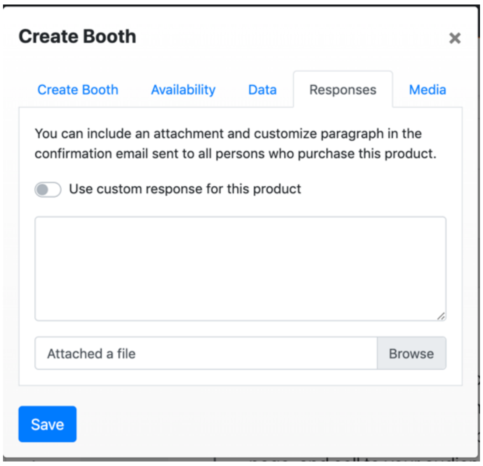
Under the **Availability** tab, the organizer chooses to set when the specific booth is available.



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.

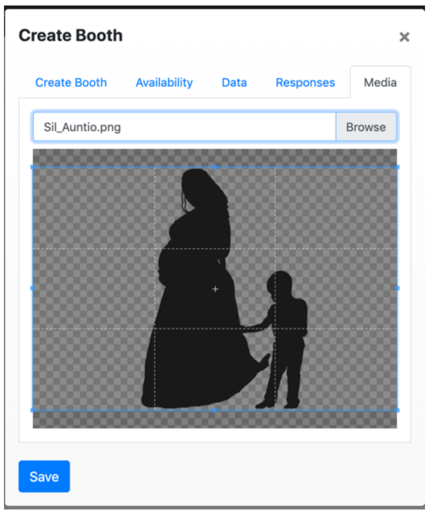




Under the **Responses** tab, the organizer can choose to create custom responses for a specific product when purchased

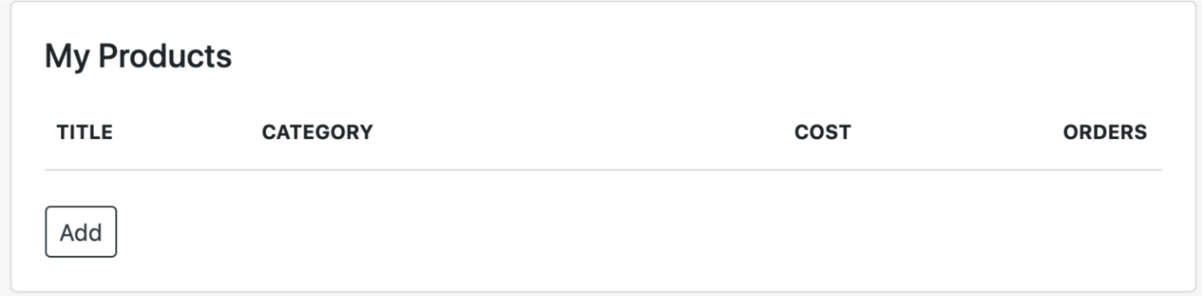
- **Toggle Switch**:
  - [grey] – Custom message is not being used.
  - [blue] – Custom message is being used.
- **File**: The organizer can attach a file that can be shared after purchase.

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

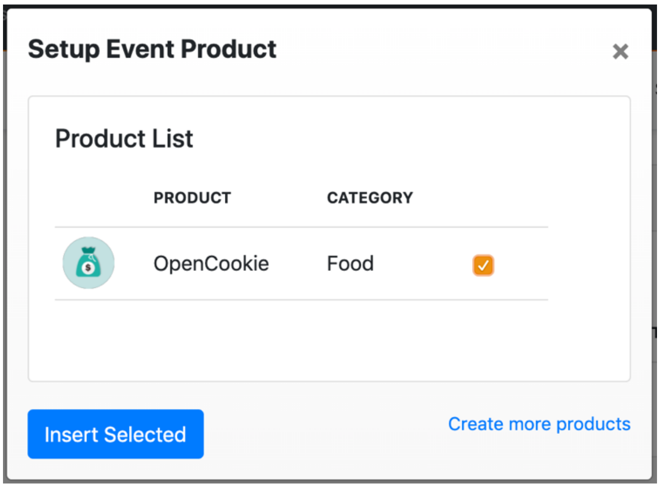


Products

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

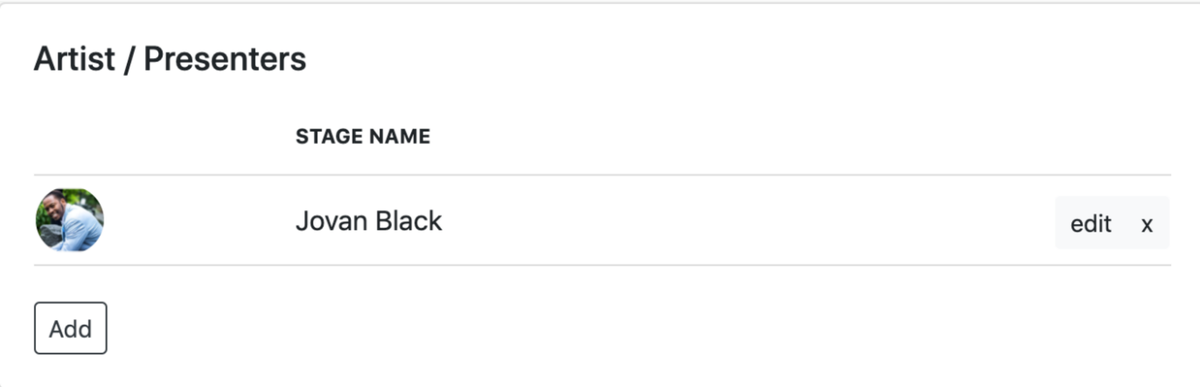


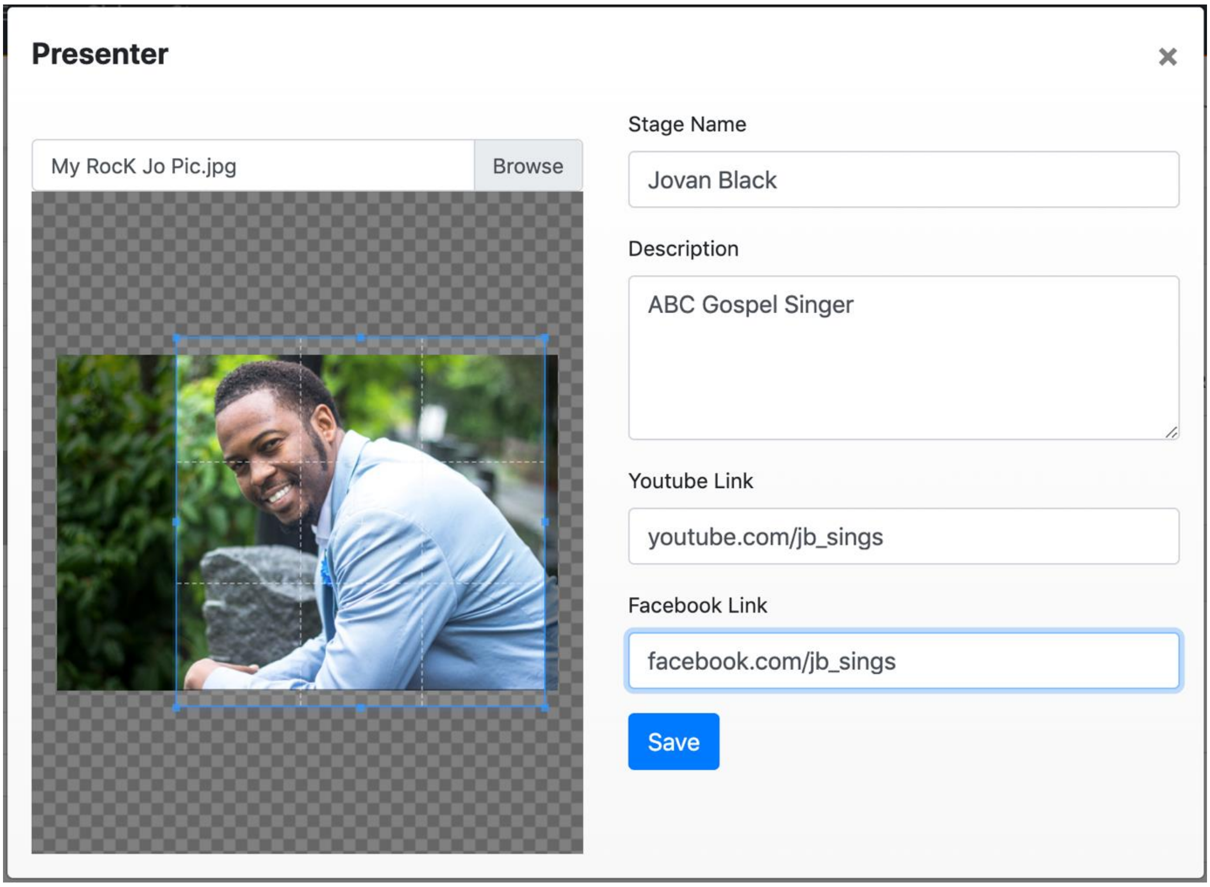
Your created products would show up in the listing below and from here you would select what you want to be added to your storefront. Additionally, if you want to create new products you can click on the 'Create more Products' link.



Presenters

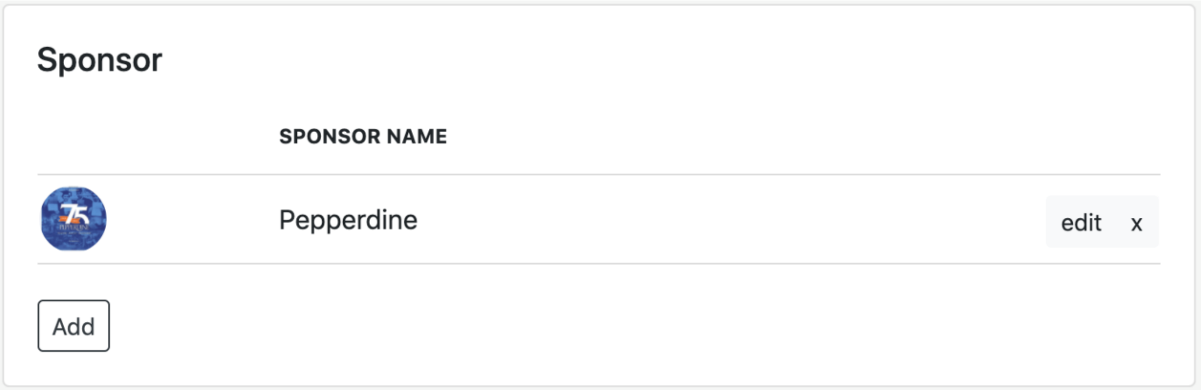
The Organizer can add presenter/performers in this section. Click on the add button to add new presenters and fill out the form.



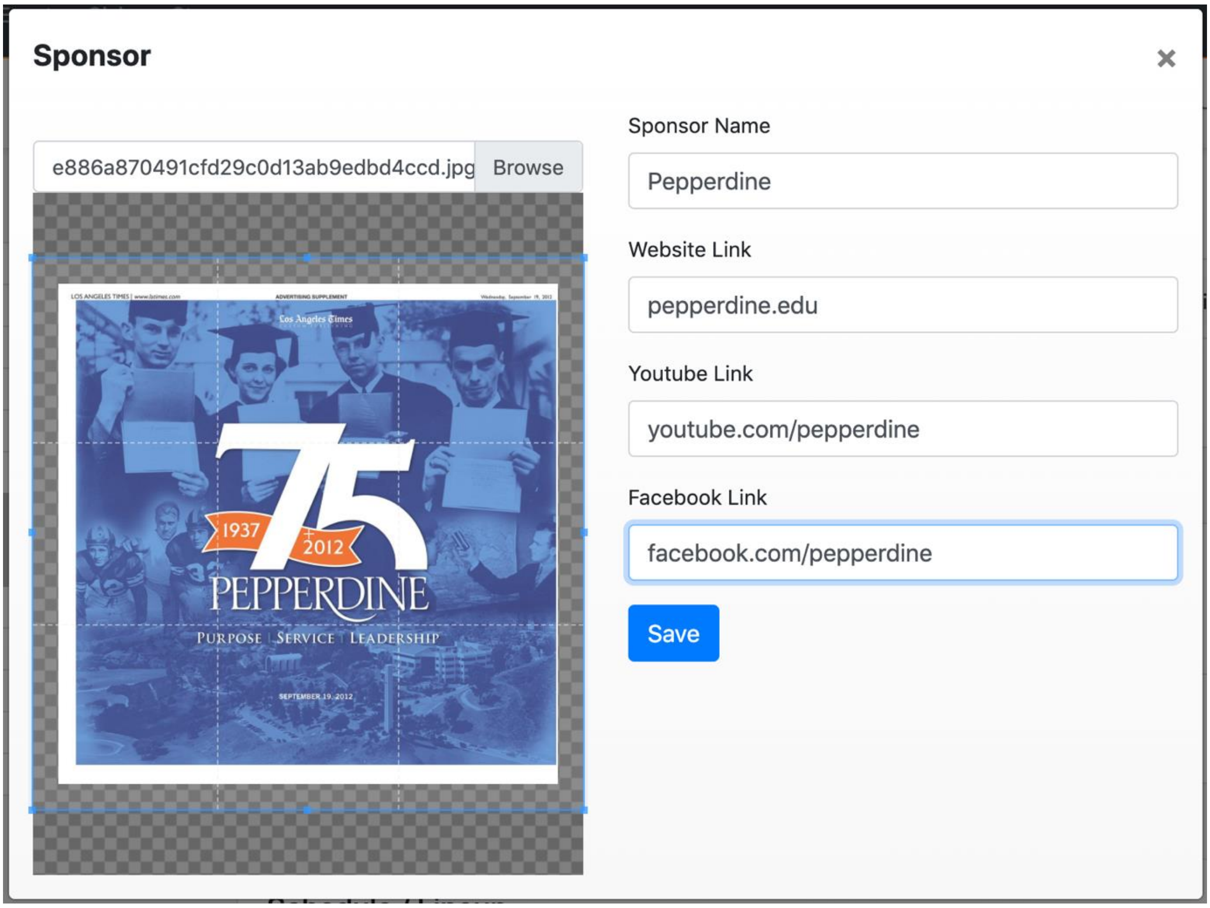


Sponsors

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.

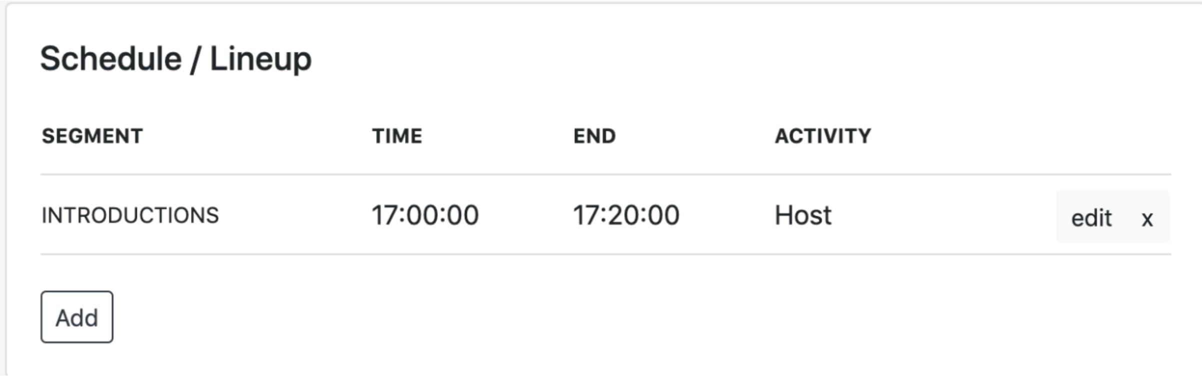


Below are the details you can specify for each sponsor.

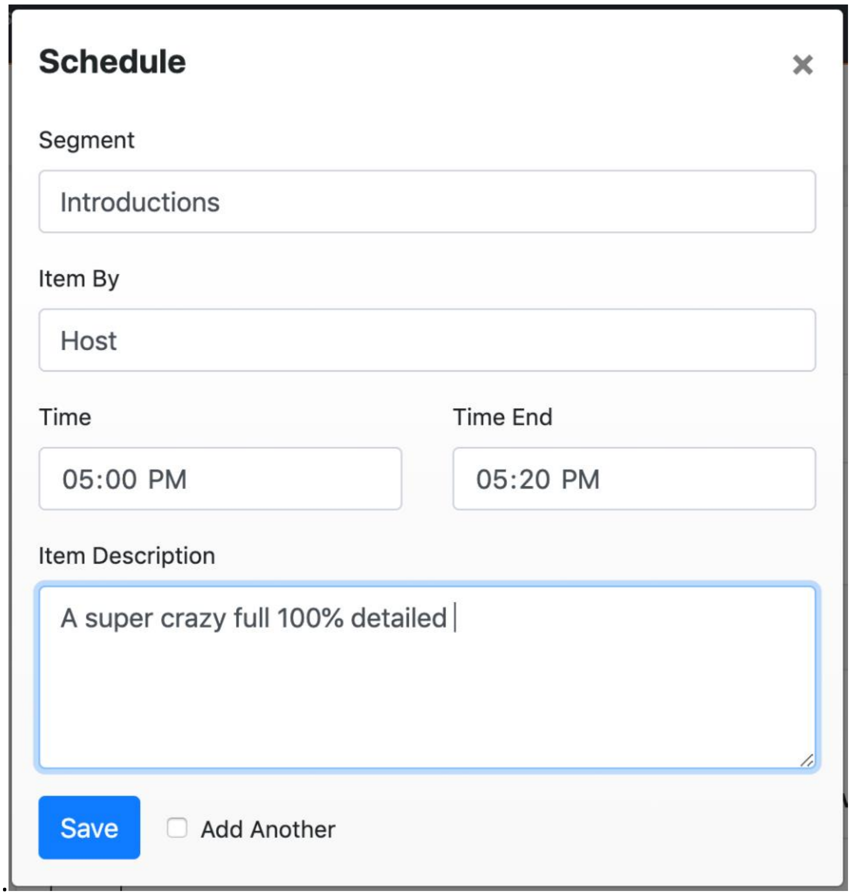


Schedule

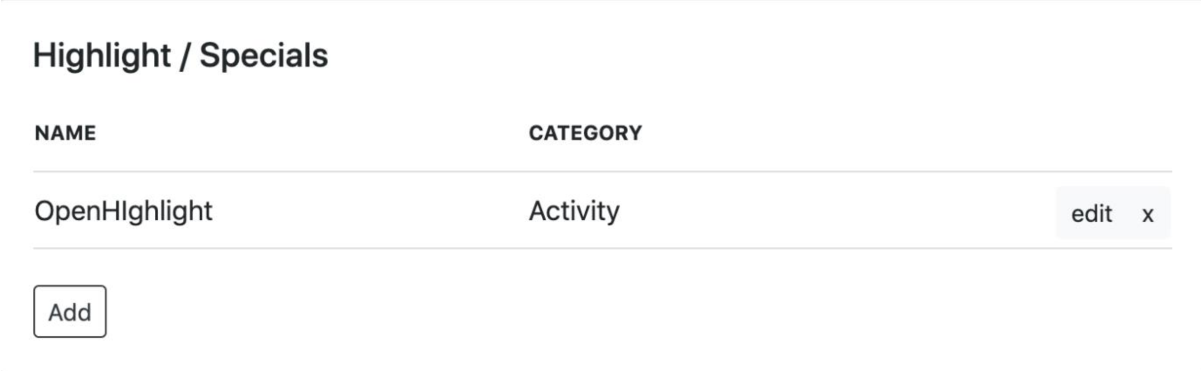
A organizer can add their event's schedule or event line up. You can edit a schedule segment by clicking on the **edit** button beside. Also, to delete a schedule segment click on the x.

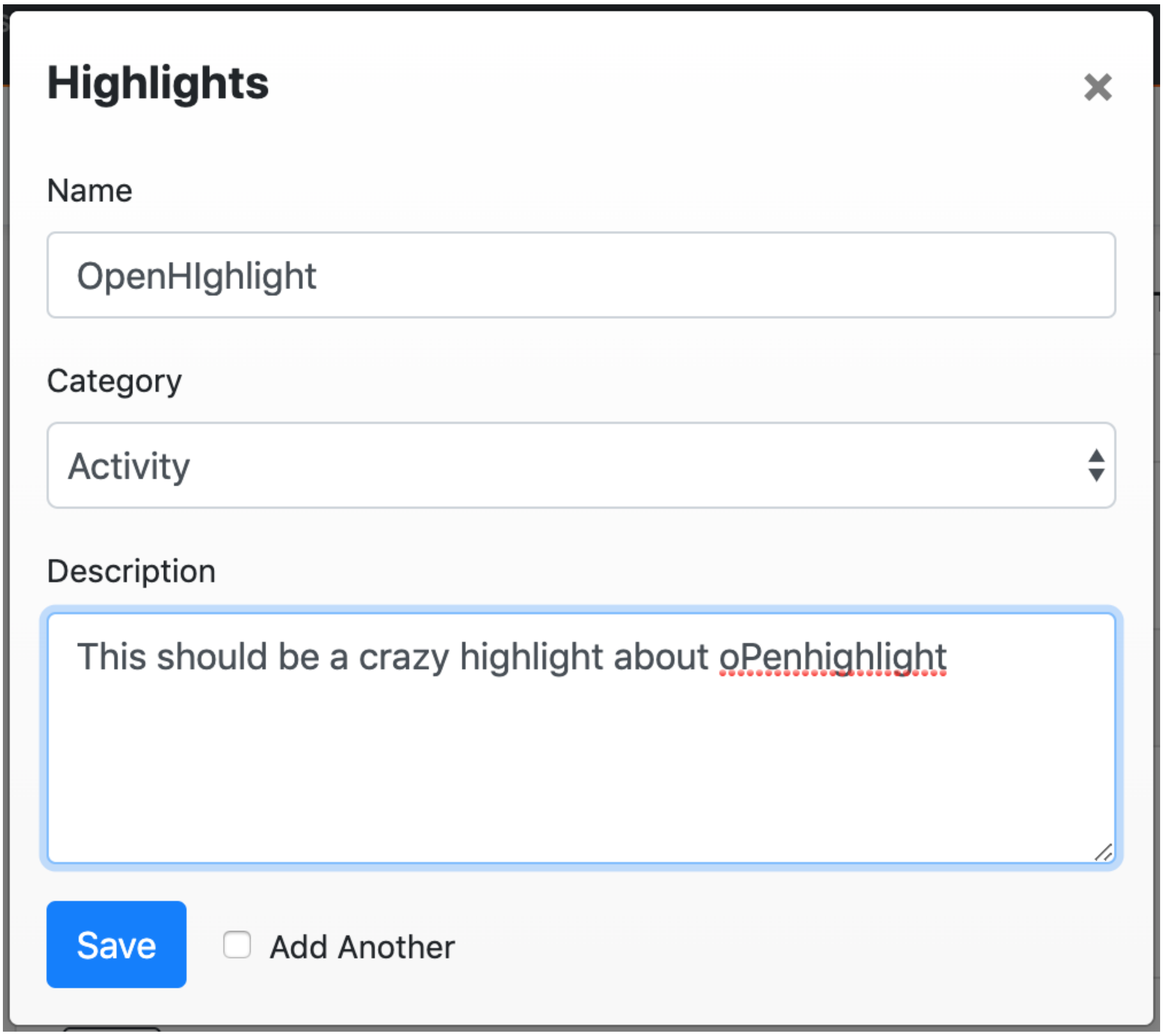


Below are the details you can specify when adding a schedule for a event.



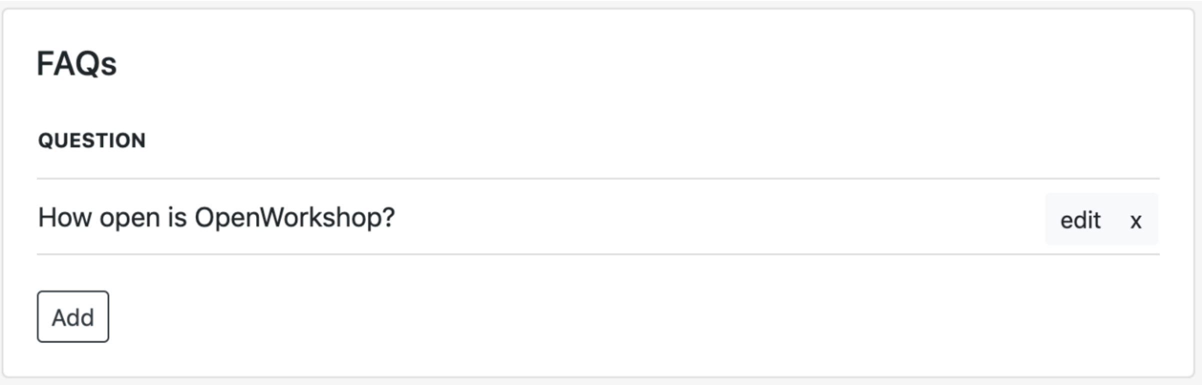
Highlight

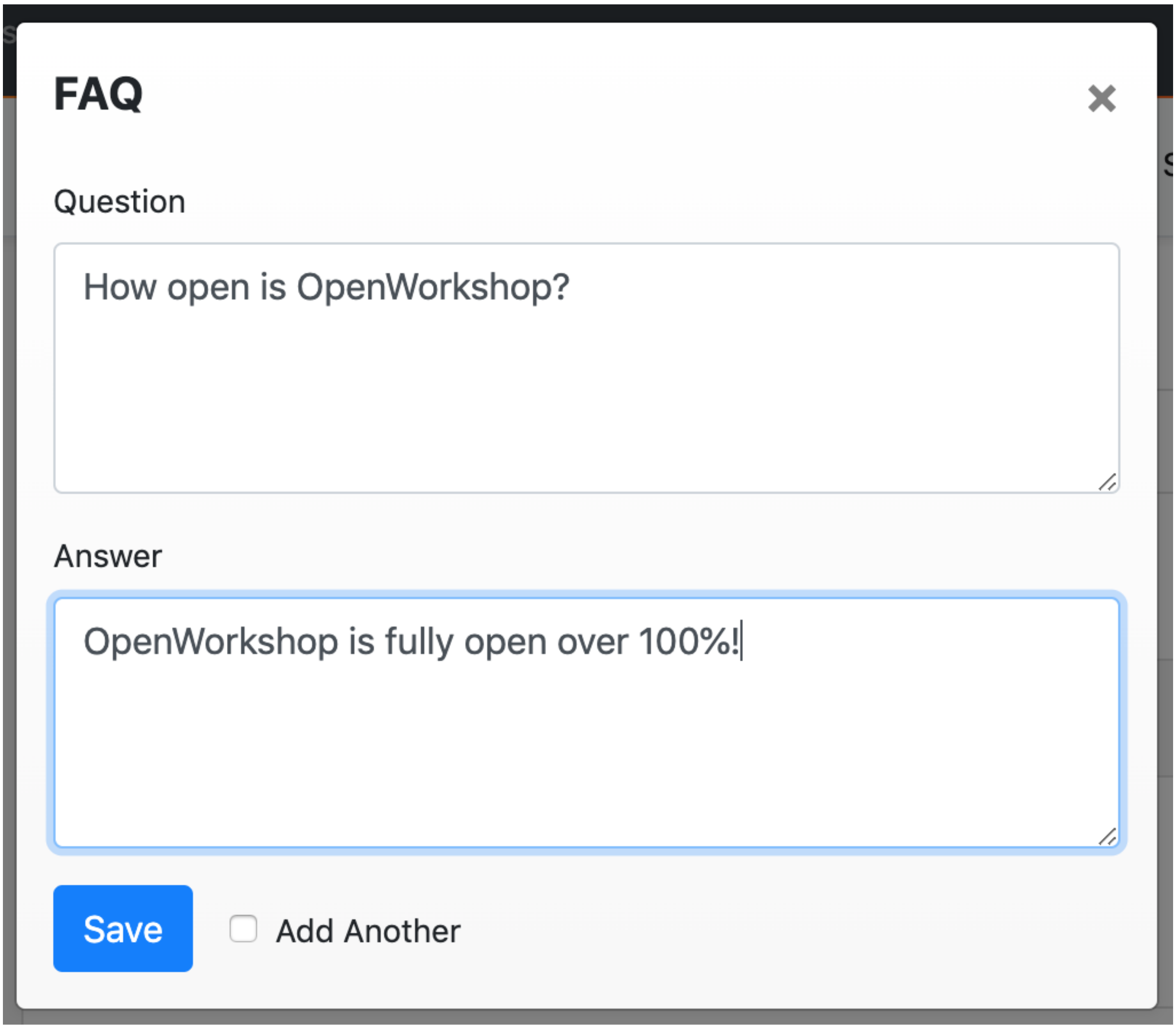

Highlight / Specials
NAME
CATEGORY
OpenHIghlight
Activity
edit
x
Add


Highlights
Name
OpenHIghlight
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.



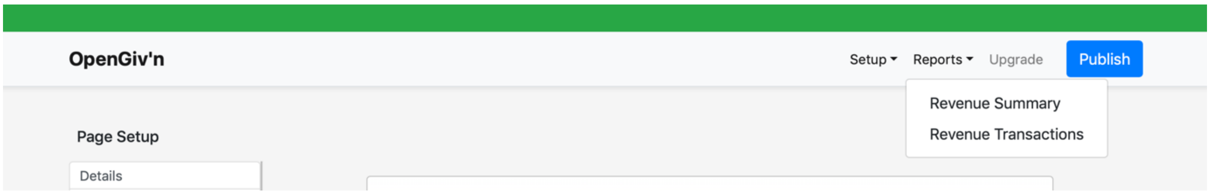


At the end of your setup you can hit **Publish**

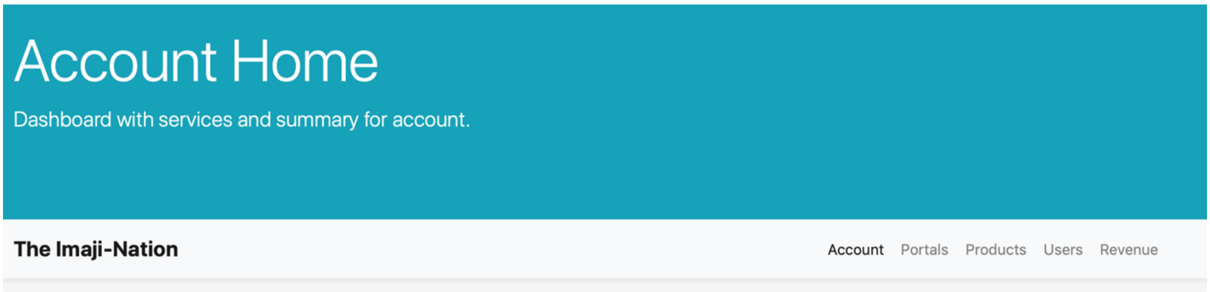
Portal Reports

Revenue Summary

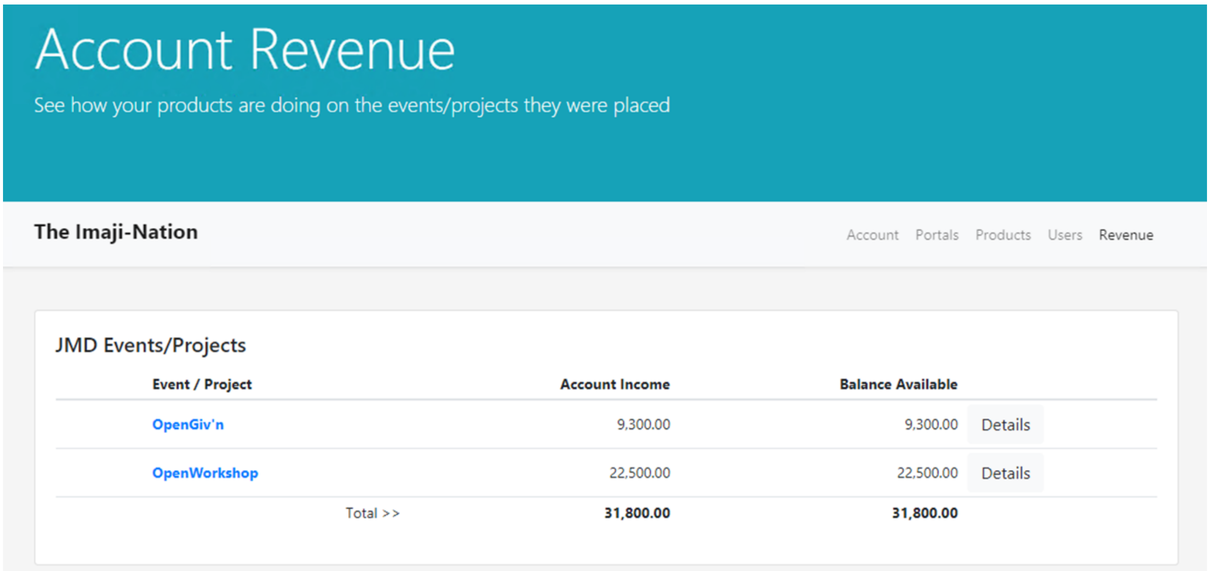
To see the Revenue for any specific portal. Under the Account Home select the portal you wish to see the revenue summary of. In the menu bar click on **Reports** and then **Revenue Summary.**



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

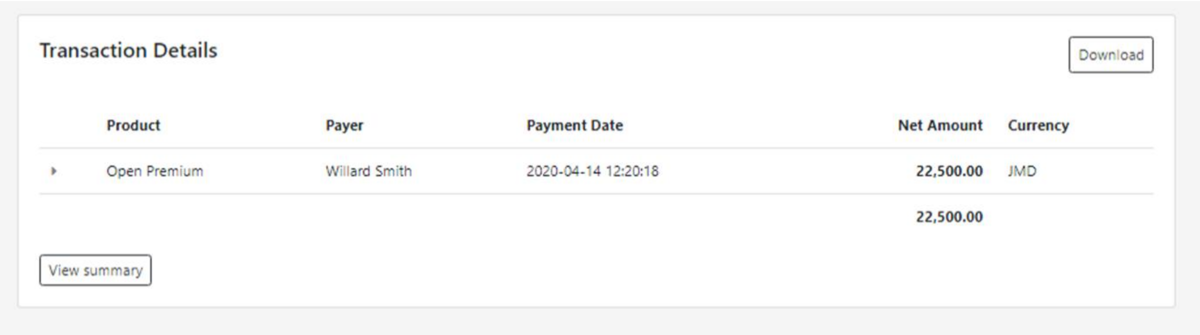


And then click on the **Details** button beside the portal you wish to expand.

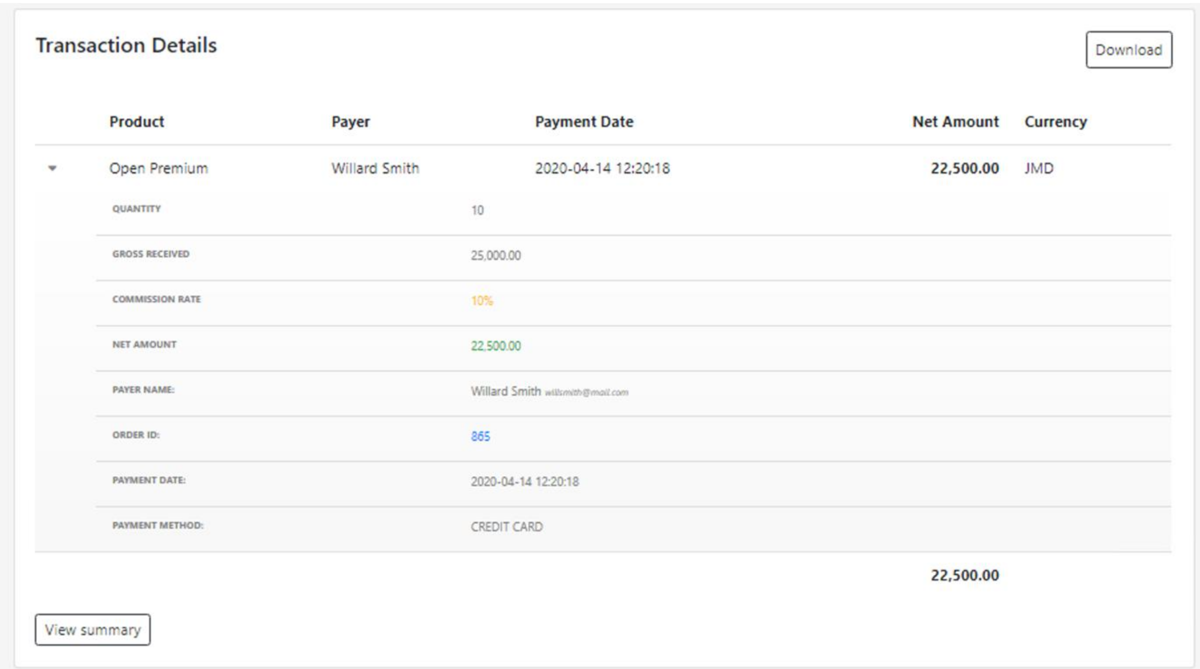


Revenue Transactions

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.



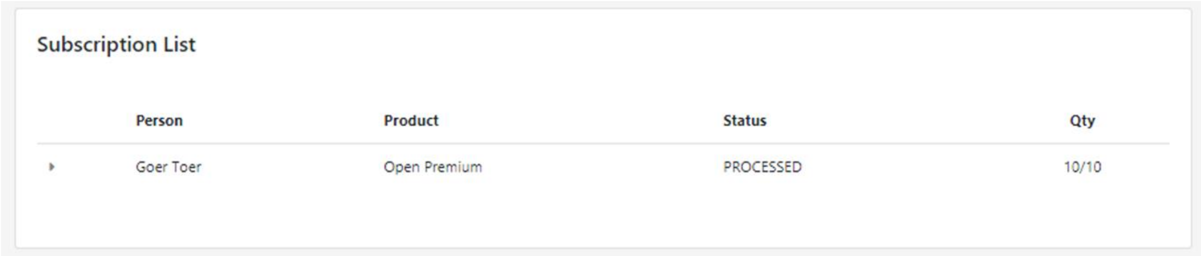
Clicking on the arrow leftmost of the transaction will expand that transaction revelling details about that transaction.

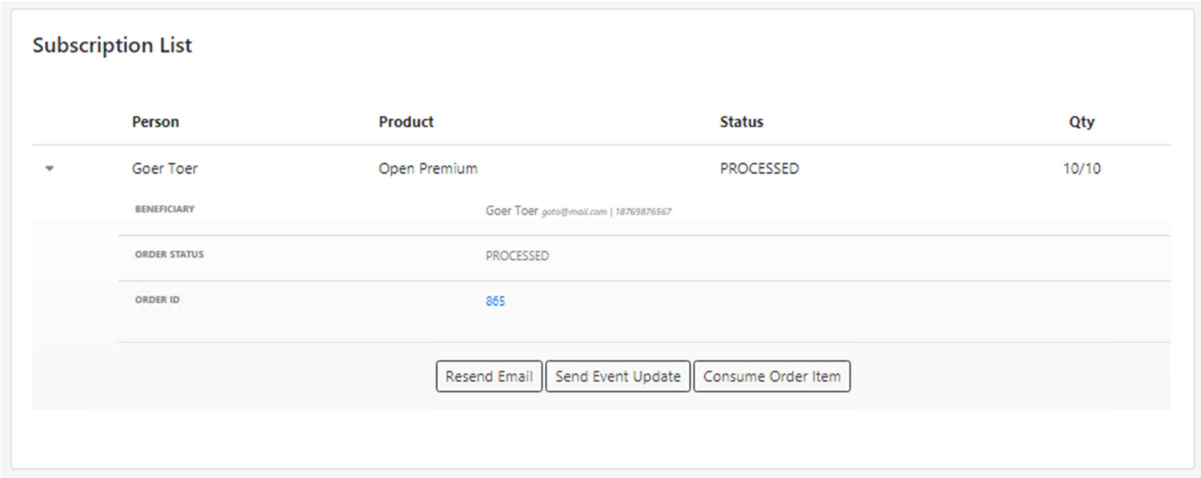


Clicking on the **View Summary** button, takes you to the **Revenue Summary** Page.

Subscriber List

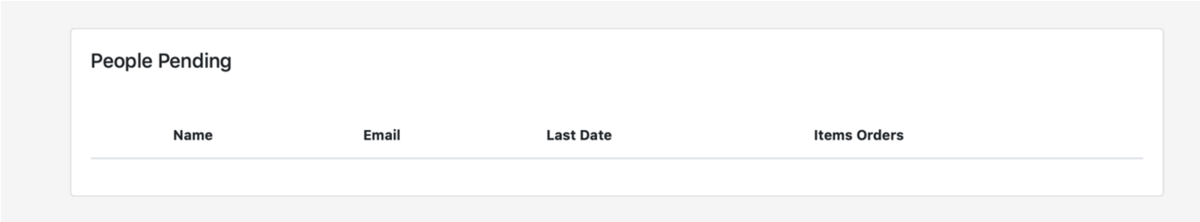
See how your products are doing on the events they were placed.





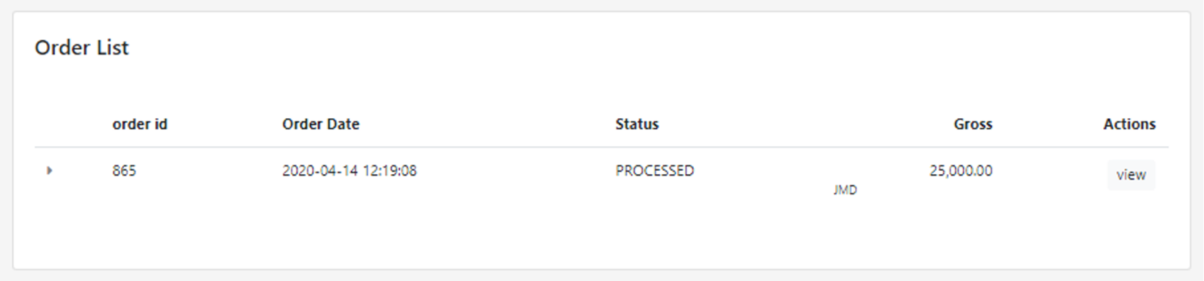
People Pending

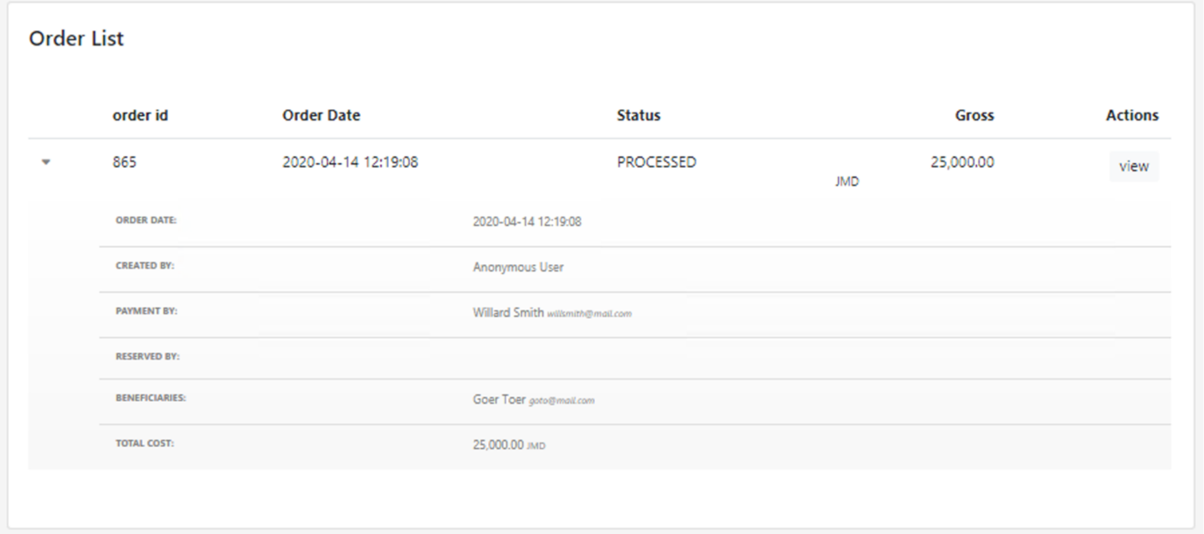
See the people who have pending transactions with no corresponding purchase.



Order List

This list provides information on purchases made by your customers.





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.

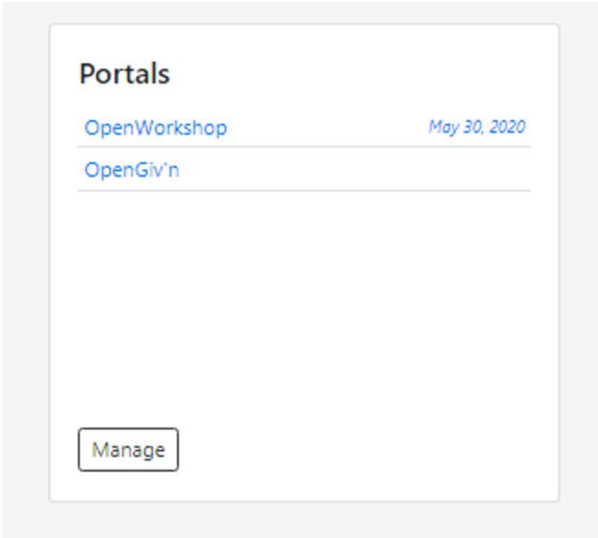
User Listing
This is a listing of the users that have facilitated helping customers with consuming their products.

Product Listing
This listing shows a total number of products consumed.

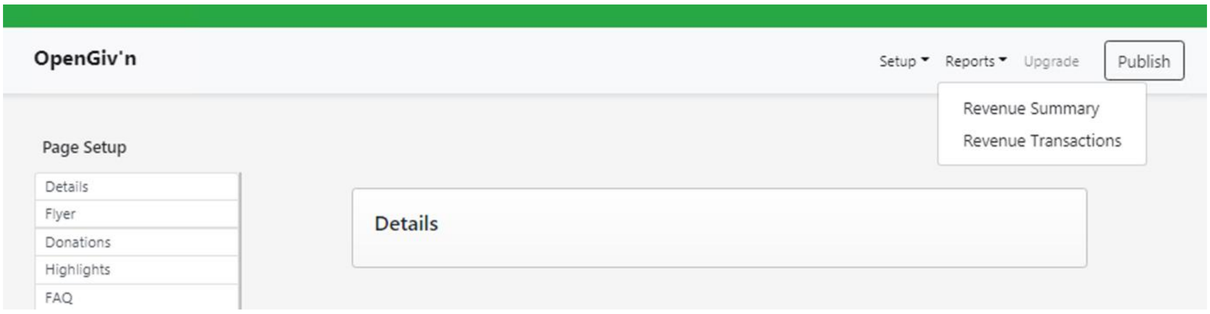
Payment Request

Making a Payment Request

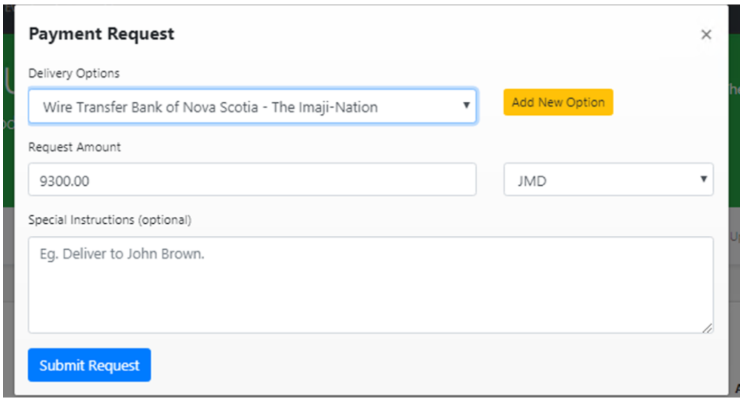
To make a payment request, from your account **Dashboard** click on **Manage Accounts** and select your business profile. On your Account Home page select the portal you wish to make a request from.



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**.

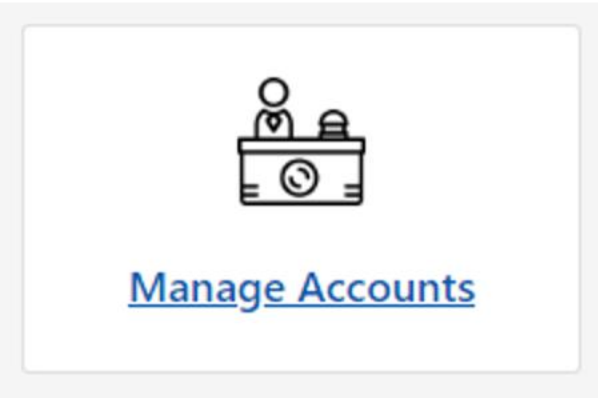


Adding a new Payment option

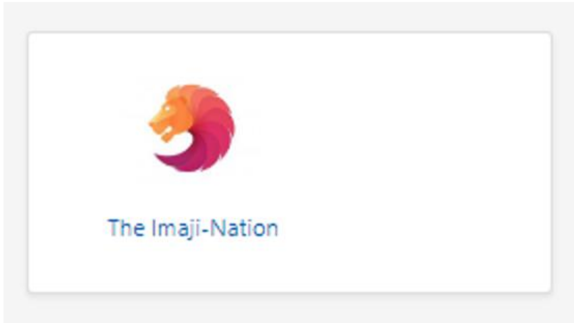
From your **Dashboard,** navigate:

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.**

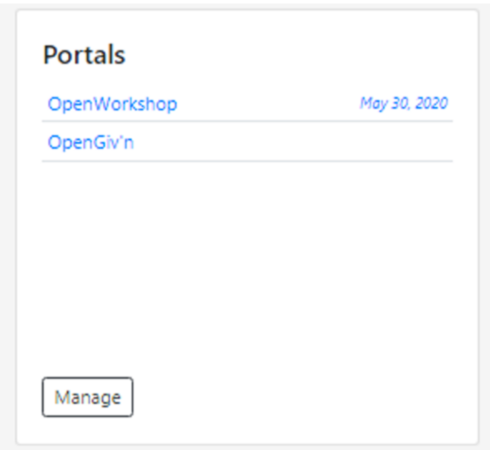
1



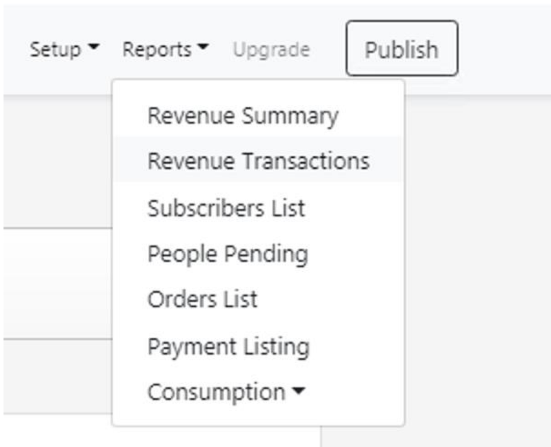
2



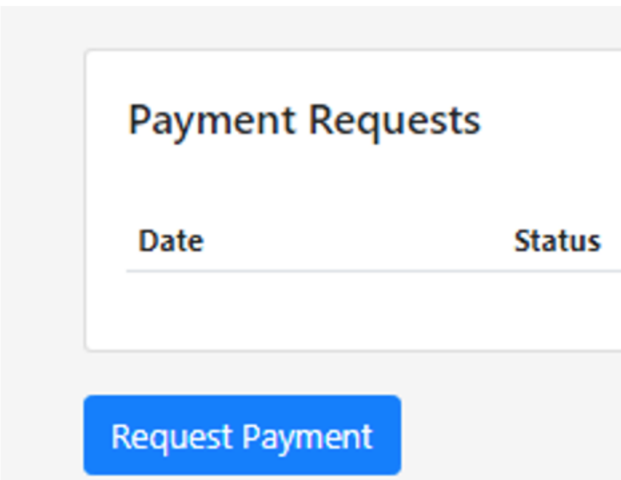
3



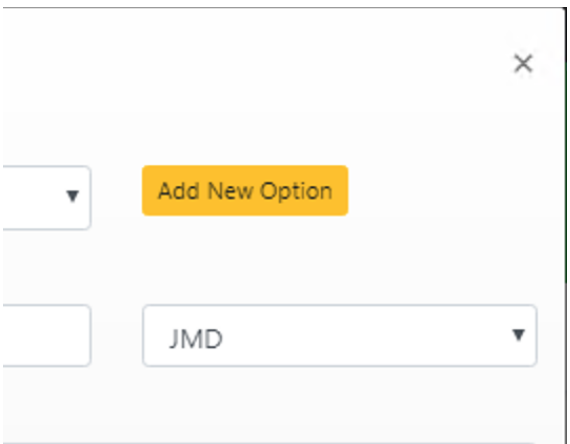
4



5

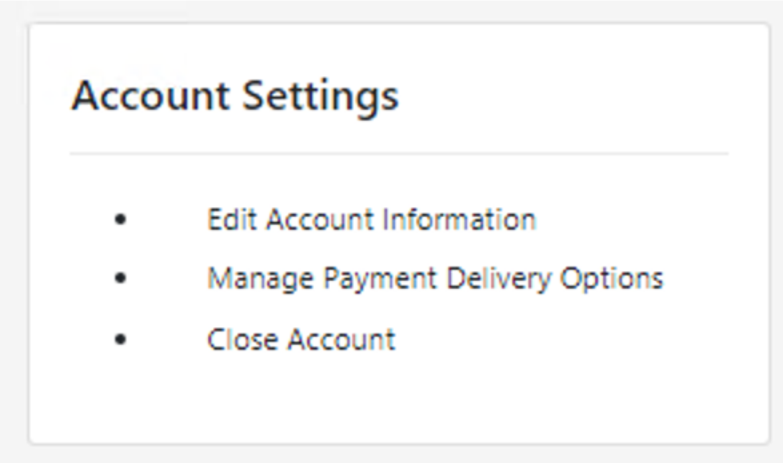


6



Editing a Payment Option

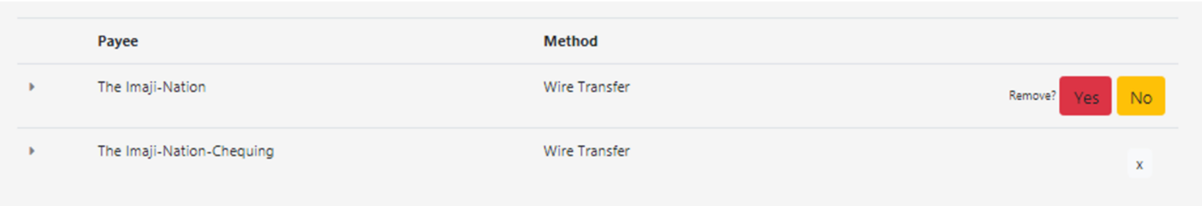
From the **Account Home,** scroll to the bottom of the page to the Account Setting section and click on **Manage Payment Delivery Options.**



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.**

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

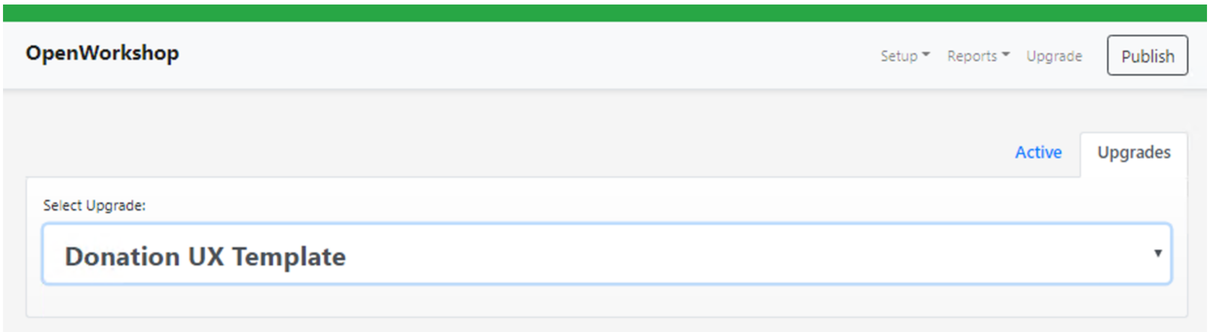


N.B. There is no **edit** option. This helps to prevent errors that can be overlooked while entering data.

Portal Upgrade

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

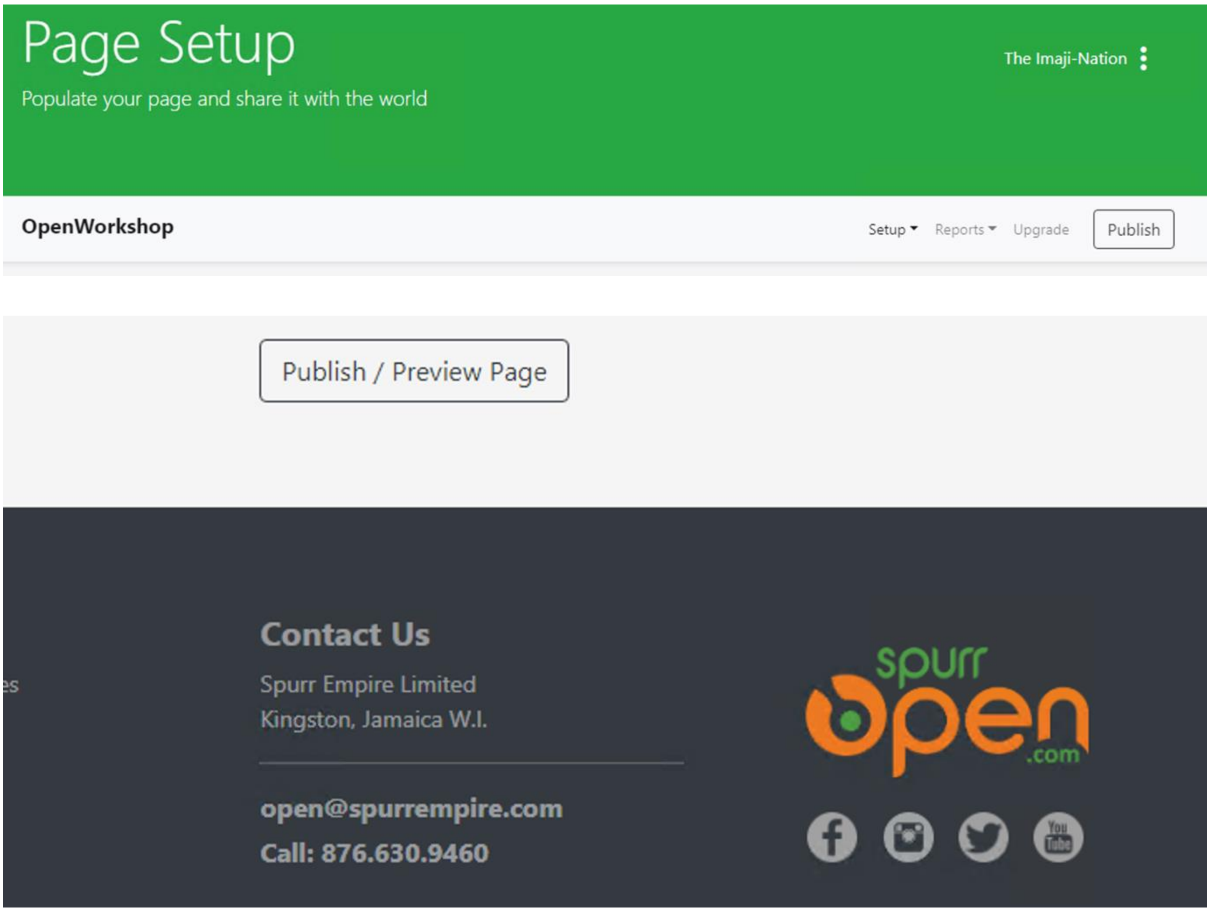
To access the Portal Upgrade section, select the desired portal from the **Accounts Home** section and click on **Upgrade** in the menu bar on the Portal Setup page.



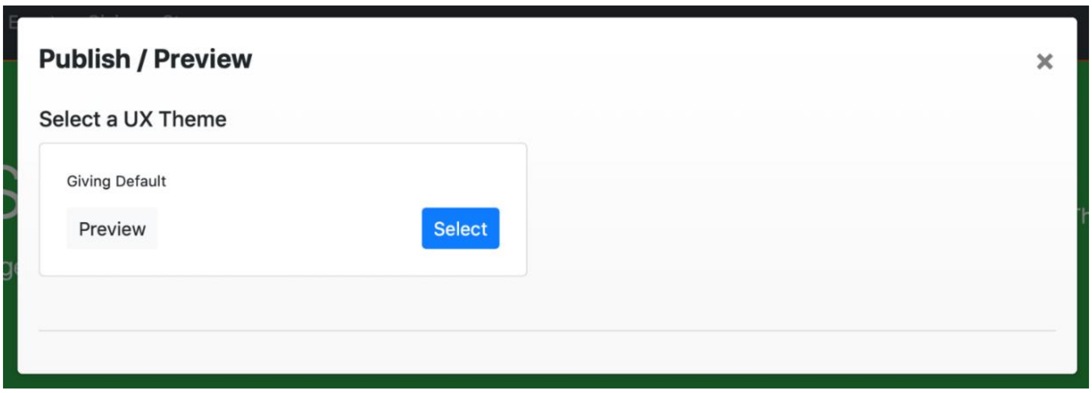
Portal Publish

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 1st 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

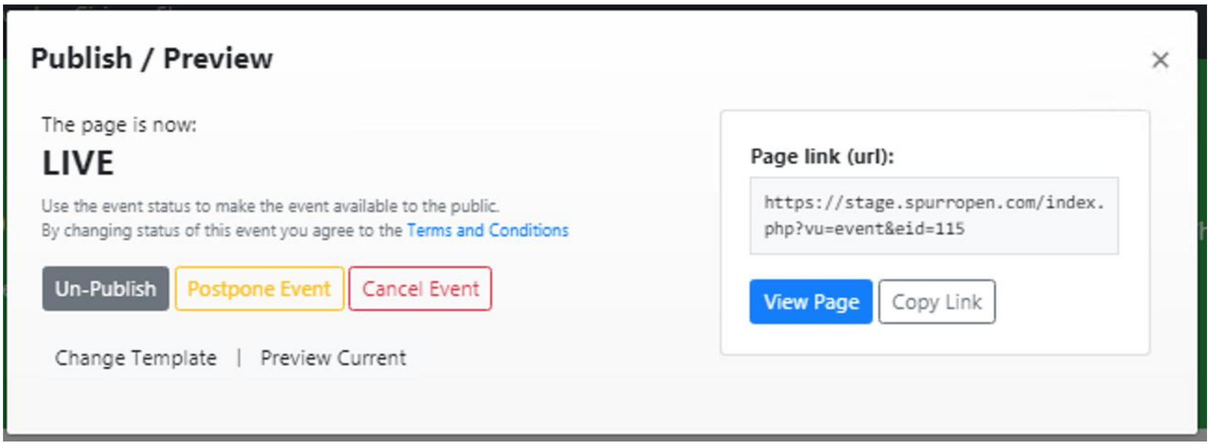
To **Un-Publish** a page/event, click on **Publish/Preview Page** under the page setup. When prompted to publish/preview. Click on the **Un-Publish** button.

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.

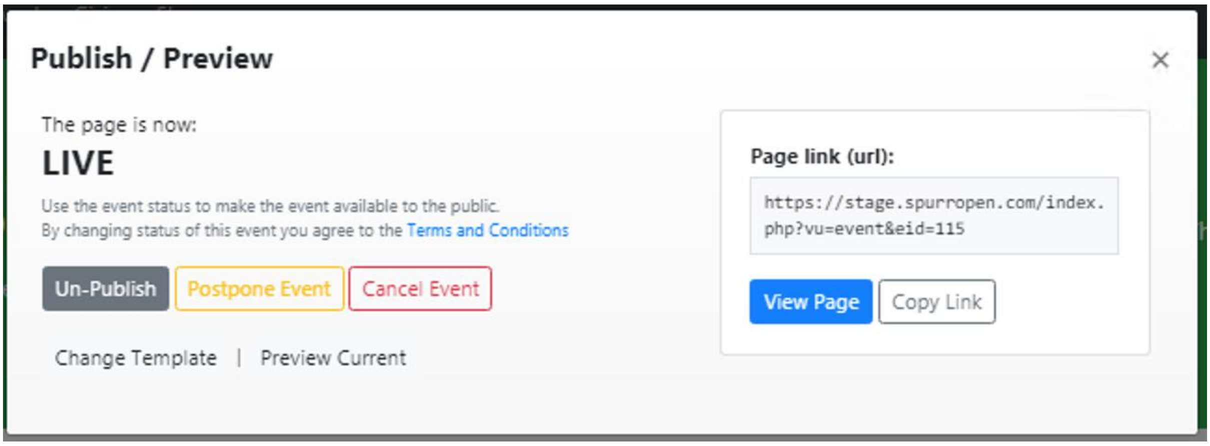


Template selection

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.

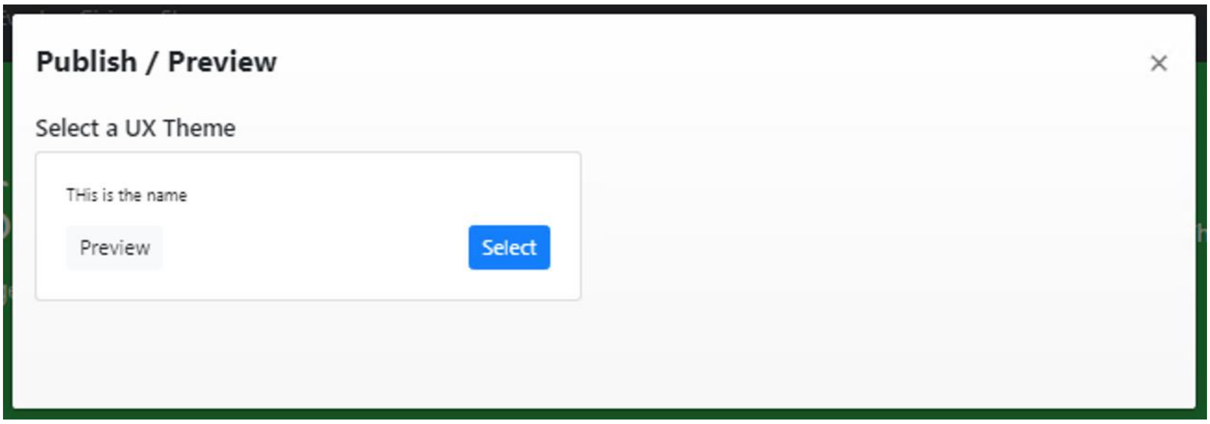
Change Template

To change your theme select the portal from the **Account Home** and the 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. ***<u>After you've selected a theme, then hit publish.</u>***



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.