



Congratulations on your purchase of the Kiss My Code Easy Site Builder!

After years in the web design business, we are proud to add this addition to our family of products and services offered. We truly believe that our Easy Site Builder will help you accomplish your dreams for the perfect eCommerce website and shopping cart.

Not only can you easily maintain your website but the built in integration with the FREE Mal's-E Cart will help establish your online reputation as a eCommerce website.

The Kiss My Code Easy Site Builder is just another way that we strive to go above and beyond with our service to you, our client. Please take the time to read through this manual, we are confident that we have provided you with everything you need to get started and much more! But, never fear, should you be left with questions, we're always here to help!

Best of Luck with your Business!

Katy Rawson-Castro & Mindy Golden-King

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Important Tips

Although the Kiss My Code Easy Site Builder is easy to work with and provides ample options to thoroughly customize your site we have a few important recommendations to share with you. These recommendations are made to help you avoid creating more work for yourself and to avoid hassles down the road.

Consider Your Product Images Carefully

To decrease page load time for your site we recommend you create both a thumbnail preview sized image and a regular sized image for your products. You have precious few seconds to grab your visitor's attention and make them want to browse your website. By properly optimizing your photos to make them low in file size and sized appropriately you have a much better chance to convert visitors into customers.

Individual Page Templates

Each page allows you to specify a template for that particular page. We recommend against this practice. Should you create for example an "About Us" page and then specify a particular page template for this page you will have to update this page and that template each time you make a change to your main site design layout. If you add a new sidebar element to your template such as a topsite vote banner or a banner image etc you would have to then go edit every single page you have created with a page specific template to include the change. It's much easier and makes your site look much more consistent if you only have the one template, controlled through the templates section of the admin panel, to update or make changes to.

Setting Font Colors & Styles

With the easy to use HTML/Rich Text editor built directly into your pages and product description areas you have the ability to make text bold, change text colors, select font styles, and so much more. Your site font styles and colors are controlled by the style sheet accompanied with your site template. We advise against setting font colors or styles in the editors on each page. If you were to change the font styles or

colors directly on each page those changes will override those set in your site design which may lead to an inconsistent appearance across the various sections of your site.

Easily Add HTML Code

Create or edit the page you wish to display the HTML code on. Simply copy the HTML code you would like to add. Then in the HTML/Rich Text Editor click on the HTML button which displays the "<>" symbol. From here you can then paste in your HTML code.

Recommended Resources

Whether you're a seasoned web pro or just beginning, we have some favorites that we'd like to share with you. The following products and services we believe to be of excellent quality and in most cases, affordable!

Payment Gateways

PayPal: Fast, free and secure! PayPal is the premier provider of online payment gateways. PayPal easily integrates with your Kiss My Code Easy Site Builder and Mal's account to accept payments on your website.

Email Marketing/Newsletters

Your Mailing List Provider: Affordable newsletter processing, great features, customizable options.

AWeber: Easy and affordable email marketing software.

Constant Contact: Constant Contact helps you to connect with your customers and build your business. Try the no risk FREE 60-Day Trial.

iContact: iContact is perfect for managing your email lists, you can use tons of their features with your free trial.

Kiss My Code Easy Site Builder & Mal's-E Cart

Mal's e-commerce is a remotely hosted shopping cart application which offers a secure and free checkout system. Mal's has been perfectly integrated with the Kiss My Code Easy Site Builder to offer you the very best in e-commerce management. The KMC Easy Site Builder manages your content, design, products, orders, and so much more. Mal's steps in to manage your payment methods, secure collection of payments, discount coupon codes, gift certificates, affiliate tracking, shipping options, sales tax if needed, and so much more.

Throughout this manual you will come across references to settings that pertain to your Mal's-E Cart account. Don't be alarmed, during the installation and initial setup of your KMC Easy Site Builder we have created your Mal's account and already integrated it into your administration panel. However there are settings which you may want to change or setup on your own aside from the basic settings we configure for you. In this manual we will help explain those settings and options.

Your Mal's account login details have been provided to you after the successful installation of your KMC Easy Site Builder. Please keep these details safe so you will be able to login to your account to make changes, pick up payments, work with your affiliate members, etc.

Administration Options & Features

Templates

Preinstalled Templates

To set the design template for your site first click on the Templates link from the left hand side admin area menu list under the heading Web Site.

You will then see at the top of the page a box labeled Web Site Template. To use a free template packaged with the KMC Easy Site Builder choose a template from the drop down menu. Then you will need to check both the update link colors and update logo images boxes. Click Apply you can then view your site to see the new template applied. The included general templates are very simplistic without thrills or customized images however they include the needed site include codes to work with your site builder and function perfectly.

To edit a prepackaged template select the template from the drop down menu then click Customize. The box below will now contain the HTML code for the template you selected from the drop down menu.

If you are familiar with HTML code feel free to edit the template directly in the customize box. If not feel free to copy the template code and paste it into your favorite HTML editor. From there you can make your edits such as adding an image to the side menu or inserting a PayPal logo. Then simply copy and paste the HTML template code back into the customize template box and click Update.

Special Note: When customizing a prepackaged template using the above method you are not altering the original template code. The original template is still securely saved in your site builder and you may always select it from the drop down menu again to revert back to the original unedited version.

Adding A Custom Template

To add a custom design template to your site first click on the Templates link from the left hand side admin area menu list under the heading Web Site.

You will then see at the top of the page a box labeled Web Site Template and under this box you will see a box labeled Custom Template. In the Custom Template box you will paste your custom template and then click Update to apply the template to your site. When creating a custom template there are very specific "site include codes" which will need to be added in to your HTML code design to allow your site to properly function.

Custom Template Site Include Codes

In the Custom Template box you will find a link labeled Site Include Codes. Here you will find a list along with a detailed explanation of each include tag code.

Purchasing Premade or Custom Built Templates

Kiss My Code offers a wide variety of designs for the KMC Easy Site Builder. Including premade templates, limited edition templates, and of course custom one of a kind design templates which are exclusive solely to you. For more information or to request a quote for custom design work visit Kiss My Code.

Third Party Templates

You have the ability to use any HTML layout you desire with your KMC Easy Site Builder. Once you place the necessary site include codes as mentioned above into your template of choice it should work seamlessly with your site builder.

Should you wish to use a third party template or a template you have designed yourself but do not feel confident in adding the needed site include codes into your design feel free to contact Kiss My Code. For a nominal fee we will be happy to help customize your template to work with your KMC Easy Site Builder.

Pages

Click on the Pages link from the left hand side admin area menu list under the heading Web Site. From this area you can add new pages to your site, edit existing pages, turn pages on or off, or select the order in which pages appear in your site navigation by clicking on the up or down arrows.

To Create A New Page

Click the Add New Page link near the bottom of the page under the list of current and existing pages already contained in your site. You will then be taken to the Create New Page section.

Page Name

Name your new page. For example we'll create a page called "About Us". When typing the page name you should use all lowercase letters with no spaces or special symbols or characters. Be sure to think of a descriptive but brief way to name the page to aid with SEO. The page name is the actual file name used in the page's url on your site. Our example page "About Us" would then have a url similar to <http://www.yourdomainname.com/aboutus.php>

Show Title

Yes or No. This option should be set to Yes if you want the meta title that you add to your new page to be displayed. This is not a required field, but we highly recommend you add meta data to your pages when given the opportunity to help with search engine indexing.

Active

Yes or No. This option should be set to Yes if you want this page to be an active and viewable page on your site. Yes is the same as turning the page on or activating it. No is the same as turning a page off or deactivating it. If set to No then visitors will not be able to view the page even if Show Link is set to Yes.

Show Link

Yes or No. This option should be set to Yes if you want a clickable link for the page to appear in your navigation menu.

Page Title

This is the actual name of the page that will be displayed in your site's navigation menu. Unlike the Page Name you are allowed to use special characters and spaces in this field.

Optional Images

These next two settings for Nav Image and Header Image are usually left blank. We suggest you do not specify an image for them to aid with search engine indexing as well as for appearance reasons.

Nav Image

Setting an image in this field will allow your navigation menu links to display as images instead of regular text links. Most sites use a regular text menu. By using regular text links for your site navigation you are allowing easy access to the search engines to read your text. Additionally with regular text links you are reducing page load time for your visitors by not requiring them to download additional images simply to browse your site.

Header Image

Setting an image in this field will display a page header image in place of the page title at the top of the page.

Content

In this section you can add your page content. You can add text, change the font face, size, and color. You can set the formatting to left justified, center, right justified or justify. You can add links and images as well as create bulleted lists. There are many options available to you when adding page content with the built in WYSIWYG HTML editor. With the built in WYSIWYG HTML editor you can emphasize important information with bold or italic styles and so much more. You can even add regular HTML code directly to your pages by clicking the editor button which displays the <> symbol.

We typically do not recommend using the WYSIWYG HTML editor to change font colors or select different font types in your pages. Font styles and font colors are normally controlled by one of two different methods. Most template designers apply styling for your fonts directly in their design code. Alternatively there is a section in the admin panel labeled Fonts & Colors. By visiting the Fonts & Colors feature in the admin panel you can set or adjust the text settings used for your site.

Meta Title

Meta Title is an important key component of your site for search engines. This title will be displayed across the top of your browser when viewing your site.

Meta Keywords

In this section you can add in important keywords for your page. You should choose words that you have included in your page and are relevant to your site content.

Meta Description

Meta Description is yet another important key component of your site for search engines. This brief description of your site is shown for your site when you perform a search on a search engine.

Page Groupings

Page Groupings are usually for those websites that have a split menu. Each menu is assigned a group number. Whichever group you choose, this will be the menu that the link for this page shows up in on your site navigation menu. You should leave the page groupings blank, if you have a single menu and will not be splitting up your navigation menu into different sections.

Optional Theme

Each page allows you to specify a template for that particular page. We recommend against this practice. Should you create for example an "About Us" page and then specify a particular page template for this page you will have to update this page and that template each time you make a change to your main site design layout. However if you want to use a different theme for this page, and themes are available, you can select a new theme from the list to override the default theme.

It is important to note that it is not necessary to tell each page what template to use. By default all pages use the template chosen from the Template area dropdown menu.

Home Page & Catalog Page Specific Setting

Show Products

On the home page and catalog page, you can choose to show product categories, products, or no display. If you choose to display product categories or products in this section they will appear below your page content on the particular page.

When you've completed adding in all of the information you would like for your page simply click the Add button to finish creating your page. Now you should be able to view your site and see the newly create page in your navigation menu.

Editing Pages

Editing pages is a simple and easy process. Click on the Pages link from the left hand side admin area menu list under the heading Web Site. Here you will see a list of every page on your site. Locate the name of the page you wish to edit and click the Edit link next to it. You will then be presented with edit page screen which is much the same as the create page screen. Simply perform the edits you would like to make and then click the Update button near the bottom of the page to save your changes.

Images

Managing images is straight forward and easy with the KMC Easy Site Builder. Click on the Images link from the left hand side admin area menu list under the heading Web Site. In this section you will find two boxes, one box labeled Image List and another box labeled Catalog Images. Here you will be able to upload new images and remove images you no longer wish to use.

Image List

This box is for all the images that are actually used for your category headers, products images, and any images you have uploaded to the images folder through the KMC Easy Site Builder. If you click on the Show Images link for any of the available drop down lists displayed you will be able to delete and upload single images within this section.

Catalog Images

In this box you can set images for a variety of items. To access this area click the Update button near the bottom of the box. If you are using a prepackaged template included with the KMC Easy Site Builder this is where you would personalize the template by uploading a Site Logo. If you are using a purchased or custom created template the site logo is more than likely already directly set in the template code so you would not need to enter an image in this area. In most cases you will not need to add an image to any of these fields unless you are using a default KMC Easy Site Builder prepackaged template.

Image Sizing

There are important factors to keep in mind when you select images for use online. The most important factor to consider is image size which directly relates to the time it takes your site pages to load for visitors. You should always resize your original images to optimize their file size and actual display dimensions. When we take product photos of our items with our digital cameras the images are often times too large for web use. We recommend editing the images with your choice of photo

editing software. If you do not already have photo editing software on your computer you can always perform a Google search for free photo editing programs. The best practice for product photos would be to create two images for each product, one full sized image and one smaller thumbnail image.

Full Sized Images

For best results we recommend you make your full sized images no larger than 400 pixels wide. Be sure to make sure that your full sized images are not wider than the area which will contain them in your design template.

Thumbnail Images

For thumbnail preview images we recommend you create them between 125 to 150 pixels wide. To set the size of your thumbnail images in the KMC Easy Site Builder click the Catalog Setup link from the left hand side admin area menu list. Place the width and height you prefer in the corresponding fields.

Categories

Click on the Categories link from the left hand side admin area menu list under the heading E-Store. From this screen you will see a list of the categories and subcategories for your site. If you have not added any categories yet you will only see the Add button to create a new category. In this area you will also see three different options for existing categories. Those options include edit, delete, or view the products placed in each category.

Create New Categories

Simply click the Add button near the bottom of the Categories box.

Category

First step is to give your new category a name. Choose a descriptive name for your category. Try to keep the category name short as the name you select here will be shown in the navigation menu of your site.

Parent Category

If you are creating a top level category leave this area blank. If you would like to create a subcategory then you would use the drop down menu to select the main or parent category in which you would like to place the subcategory. For example if you have created a category named Books and would like to now create a subcategory for Fiction titles you would choose Books from the drop down list in the parent category field.

Optional Images

These next three settings for Nav Image, Header Image, and List Image are usually left blank. We suggest you do not specify an image for Nav Image or Header Image to aid with search engine indexing as well as for appearance reasons. However the List Image option provides users with a fun and attention grabbing extra touch.

Nav Image

This field gives you the option of adding an image navigation button instead of a text link for the category.

Header Image

This field gives you the option of adding a special image title for the top of this particular category page.

List Image

This field gives you the option of adding a special category image instead of a plain text category name on catalog pages. For example let's say you have three categories in your site. Our three example categories are purses, dresses, and shoes. You could create images that define or describe each particular category with sample product photos or designs. This option gives you an additional chance to grab the visitor's attention to help pull them into the category to view your products. This is not a required field you can choose to use List Images or not. For some sites that may already be very graphic heavy you may decide to skip this option in favor of keeping page load time down as much as possible.

Description

This field gives you the option of adding a description to your. This is optional and not required but it helps to add a description so that search engines can index you better against the keywords you add in the keywords field for your category.

Keywords

In this section you can add in important keywords for your category. You should choose words that you have included in your description and are relevant to the category's content.

Meta Title

Meta Title is an important key component of your site for search engines. This title will be displayed across the top of your browser when viewing the category on your site. Your meta title is also part of the search results shown when someone performs a search in a search engine.

Layout

This field allows you the option of overriding the default setting you have selected in the site builder admin area under Catalog Setup for the layout of your products. With this option you are able to tell each individual category what layout to use. You can choose the layout you prefer from the Layout dropdown menu. If you leave this field set to N/A it will use the default setting you have selected in the Catalog Setup section of the admin panel.

Rows

This dropdown gives you the option of selecting the number of rows within your category. You do not need to change this setting from the default N/A choice unless you would like more or fewer products displayed per page. If you leave this field set to N/A it will use the default setting you have selected in the Catalog Setup section of the admin panel.

Active

Yes or No. This option should be set to Yes if you want this category to be an active and viewable category on your site. Yes is the same as turning the category on or activating it. No is the same as turning a category off or deactivating it. If set to No then visitors will not be able to view the category.

Add Category

When you are finished with adding information for your category click on Add Category.

Products

Click on the Products link from the left hand side admin area menu list under the heading E-Store. In this section you will see three boxes.

The top box labeled View Items contains a drop down list at the top of the page which lists every product you have added as inventory to your site. Here you will also find the Add, Edit, and Delete buttons which can be used in conjunction with the drop down list.

The middle box labeled Advanced Item Search contains a quick and easy method search for a specific item to make changes to as well as modify products in one given category. Additionally you can search for keywords to help narrow your list to a specific group of items. You have the ability to edit up to 10 items at the same time or edit specific items one at a time.

The bottom box contains the Quick Inventory Update feature. Here you are given the option to pick a category and then choose your method of choice to sort the displayed inventory.

Item Name

First step is to give your new product a name.

Description

In this text area you will find the built in WYSIWYG HTML Editor to help you easily add product descriptions. It is very important that you add a description to your product however brief you choose to make it. A product description helps you in a myriad of ways. One advantage a description gives you is that of better search engine indexing. By adding a description and keywords to go with it in the keywords field you are working to not only better help search engines index your site but to index your products and content as well.

Keywords

In this section you can add in important keywords for your product. You should choose words that you have included in your description and are relevant to the particular item.

Meta Title

Meta Title is an important key component of your site for search engines. This title will be displayed across the top of your browser when viewing the product on your site. Your meta title is also part of the search results shown when someone performs a search in a search engine.

Thumbnail URL

This field is where you set the thumbnail image for your product. You have the choice to either upload an image to your site or you can paste in the url of an image you have already uploaded to the internet.

Large Image URL

This field is where you set the full sized image for your product. You have the choice to either upload an image to your site or you can paste in the url of an image you have already uploaded to the internet.

Catalog #

This field is optional. If you add a Catalog Number it will be displayed on customer's invoices and in product titles.

Shipping Units

This field is explained in the Mals-E section of the user manual.

Regular Price

In this field you need to set the regular price for your product. Do not enter the dollar sign when entering your price. For example a price of \$25.99 would be entered as 25.99.

On Sale Price

If you would like to place the product on sale then in this field you need to enter the sale price. The KMC Easy Site Builder will automatically display the sale price for you. By placing a product on sale it will also be added to the on sale category of your site. Do not enter the dollar sign when entering your sale price. For example a price of \$21.95 would be entered as 21.95.

Active

Yes or No. This option should be set to Yes if you want this product to be an active and viewable product on your site. Yes is the same as turning the product on or activating it. No is the same as turning a product off or deactivating it. If this option is set to No then visitors will not be able to view the product on your site.

Featured

Yes or No. If you want your product to show up on the main home page of your site as a Featured Item then set this option to Yes from the dropdown. For your main home page to display products you set as featured you will need to edit your index page in the admin area to make certain it is set to show Featured Items. If the index page is not set to display featured products they will not be displayed.

Out of Stock

Yes or No. If the product is out of stock select Yes from the dropdown list. If the product is in stock then leave it set to Yes.

Additional Fields

In this area you may notice three additional fields, Wholesale %, Display, Price Discounts, and Pop Up Pages. Please note you will only see these fields displayed in the add product screen under certain circumstances.

Wholesale %

This field will only be visible if you have activated the wholesale page in the admin area of the KMC Easy Site Builder. If you wish to offer this item with a wholesale price you would enter the percentage off the regular price which will set the item's

wholesale price. This field is explained in greater detail in the Wholesale section of the user manual.

Display

All or WS Only. This field gives you the option to show the particular product to All Customers or only Wholesale Customers.

Pop Up Pages

If you have created pop up pages in the admin area of the KMC Easy Site Builder then they will be shown in this dropdown list. If you select a pop up page in this field it will automatically appear in the product description shown to your visitors.

Price Discounts

This option will only be visible if you have turned on Price Discounts in the catalog setup section admin area of the KMC Easy Site Builder. This offers you the option to set price discounts for your products.

Assign Category

Each product you add to your site must be assigned to a category in order to be displayed on your site. In this section you will choose a category to place your product in from the dropdown lists of available categories you have set up in your KMC Easy Site Builder. You are not limited to only selecting one category for your products. You have the option to assign a product to up to 5 categories.

Optional Product Attributes

At this stage you have the choice to save your product and move on to entering the next one or Add Options such as size, color, style, and so much more. Additionally by clicking the Add Options button you will see an extra set of options to set your inventory level and add related products to your item. If you do not have a limited number of inventory for this item or related products you would like to attach to this product you can click the Save button instead and skip this step.

Product Attributes

Adding product attributes is optional. You have the ability to add up to three colors, sizes, styles or other options to each product.

You will see three boxes that you can use for adding options to your products such as size choice and/or color choice etc. Only the first option box has the ability to be set with inventory control. So if you only have X number amount of an item in a particular size or color, make that the first attribute you enter.

Example: You only have 7 baby blankets in pink, enter the color choice in the first product option box. Then click on the Attribute Wizard link.

Field Name: Name the option you are offering for example Color, Size, etc.

Attribute Name: List here your available options such as blue, red, green.

Add'l Charge: Enter the extra cost if any that goes with this option.

Drop Down or Radio Button: Pick how to display the option choices.

When you've completed adding in the product attribute options simply click Submit and then on the next screen click Update Attributes to apply your settings.

From this point you can either click Add Inventory or Save. If you click Save then you are finished adding this product and can move on to entering the next one. If you click Add Inventory you are presented with another set of options.

Related Items

This is an optional setting. You have the ability to assign related items to your products. This feature is useful when you want to add complementary products to each other. For example if you are selling a Diaper bag and you also have a matching Baby Wipe Box for sale etc. You can display them together on each product's page.

Inventory Quantities

This is an optional setting. You have the ability to enter your inventory in this field. If you don't have an inventory limit, meaning it's a product you have all the time and don't have to worry about running out of, then you can leave the box blank. If you only have a certain number of this item in stock, place a number in the

corresponding box. If you have run out of the item making it now out of stock, place a zero in the box. Leaving the box blank will not delete the product from your store. When you leave this box blank it simply allows you to sell your item without inventory restrictions. It's the same as setting the inventory number to unlimited.

Now that you have completed adding in all the details for your product click Save. You can now view your site view your newly added product.

Orders

Click on the Orders link from the left hand side admin area menu list under the heading E-Store. In this section you can view orders placed through your site, add orders, edit orders, print packing slips and update the status of an order.

When you first click on Orders you will be presented with several options to help you sort through the orders you wish to view.

Ordered Between

Select the starting and ending month and year. The orders displayed will be orders placed between the two dates you enter.

Keywords

If you wish to search only for orders with certain words in the bill to or ship to name, enter the words in the keyword box. The keyword search will also find a partial or entire email address, or an order number.

Status

With this option you can display all orders, orders that are marked with a status of on order, orders that are marked with a status of shipped orders, orders that are marked with a status of back ordered, orders that are marked with a status of cancelled or orders that are marked with a status of completed. It is important to note that you are the party responsible for updating the status of each order, so if you have not changed the status of your orders, do not select a status here.

Order By

With this option you can choose to display the orders in a particular order, select the order here. You can choose to display the orders by order date (newest first or oldest first), order totals (highest totals first or lowest first), number of items sold (highest first or lowest first), or by customer name (A to Z or Z to A).

Working with Orders

To view the details of an order or edit an order click the Order Number listed next to the order.

Editing Orders

To edit an order, select the order number link for the order you wish to edit, and enter all the fields needed for that order.

There are two available message fields in the orders screen, Extra and Message. In the Extra field you can place a note that only you can see. Anything entered in the Message field will be printed on the customer invoice and/or packing slip.

Packing Label & Packing Slip

To view or print a packing slip or label for an existing order, click the "Pack Slip" or "Label" links next to an order.

Order Status

The order status feature provides your customer with the convenience to know how their order is progressing as well as allows you to better keep track of what orders are pending and which are already shipped etc.

If you have Order Tracking activated in your KMC Easy Site Builder your customer can log onto the Order Tracking page and after providing their order number they can view the current status of their order.

To change the order status follow the steps outlined above to view your orders. Then you can click on the order number on the left hand side for the order you want to update. From the dropdown menu next to the field labeled Status choose the option you that applies to the order. Then click Update Order at near the bottom of the page to apply your changes.

Packing Slip Details

Click on the Orders link from the left hand side admin area menu list under the heading E-Store. In the middle box labeled Packing Slip Details click on the Update Details button. In this section you can personalize the packing slip details.

Packing Slip Logo

This is where you set the image details for an optional packing slip logo to appear. You have the choice to either upload an image to your site or you can paste in the url of an image you have already uploaded to the internet.

Address

Enter the address you would like displayed on packing slips here.

Phone

In this field enter the phone number you would like listed on packing slips if you desire to include this information.

Fax

In this field enter the fax number you would like listed on packing slips if you desire to include this information.

Sales Reports

Click on the Sales Reports link from the left hand side admin area menu list under the heading E-Store. In this section you can view sales that have been added either through direct orders or sales through orders added manually.

Default Items

Click on the Default Items link from the left hand side admin area menu list under the heading Advanced. Default items are used when adding items, to expedite product entry. The field for new products will be repopulated with the same information as in the default item if you select to set that default.

Pop Up Pages

Click on the Pop Up Pages link from the left hand side admin area menu list under the heading Advanced. Pop up pages are used to add a link in your item description to view more information. For instance, if you want to let customers view a pop up page that shows all the colors available and additional descriptions, you can add that page in this area, then select the page in your item administration area. You are only given the ability to add one pop up page per product.

Featured

Click on the Featured link from the left hand side admin area menu list under the heading Advanced. Featured items are shown to a visitor when they click on the Featured Items link in the site navigation menu.

Featured Products can also be displayed on your home page under any content you may have added if you have set this open to show in the settings section of your index page through the Pages feature of the KMC Easy Site Builder.

In this section you can set featured items or deactivate featured items. Additionally when entering your products you can set your product to be a Featured Item if you desire.

Members

Click on the Members link from the left hand side admin area menu list under the heading Advanced. In this section you can create, edit, or delete Coupons. Coupons offer you the ability to provide your customers with a certain % percentage off your product prices if they enter the correct coupon code.

In order for your visitors to enter a coupon code you need to be sure that the Coupon site include code has been added to your template.

You can name the coupon anything you which and set an expiration date to expire the coupon after a certain date.

After you have added a coupon you can click the Get Code link to create a special link which you can then send to customers by email if you wish.

Print Catalog

Click on the Print Catalog link from the left hand side admin area menu list under the heading Advanced. The Print Catalog option gives you the ability to create a printed catalog of your products. In this section you will see two boxes, Product Reports and Catalog Details.

Product Reports

Show Images in Catalog

If you would like to include the first thumbnail image for your products in your printed catalog place a check mark in this field.

Split First Product Options

If you would like to show products that have option choices as separate items in the catalog place a check mark in this field.

For example if you sell a Monogrammed Diaper Bag and offer it in two different colors and the first option or product attribute for the particular product is Color where Pink is \$30.00 and Blue is \$5.00 extra making a total price of \$35.00.

Should you decide to check the box to split first product options then two separate products will be listed in the printed catalog. One listing will be displayed for Monogrammed Diaper Bag in Pink \$30.00 and one listing for Monogrammed Diaper Bag in Blue for \$35.00.

Should you decide not to check the the box to split first product options then only one item will be listed. Under the item name and description in the product listing, Monogrammed Diaper Bag, there will be the choices Pink or Blue for an additional \$5.00.

Global Updates

Click on the Global Updates link from the left hand side admin area menu list under the heading Advanced. In this section you have the ability to make changes to multiple products in a quick single step. This feature has positive and negative points that you *MUST* take into account before use.

The Global Update option allows you to save time by changing multiple products at one time. Along with the positive aspect of being able to save time and edit multiple products at one time there is a down side. Should you make a mistake or incorrectly change multiple products through this featured it could cost you valuable time having to redo multiple products to correct the mistake or override the changes you did not intend to make.

It is our recommendation that make a backup of your site using the Backup featured in the KMC Easy Site Builder before you use the Global Update feature. Be sure that you not only create the backup but that you also save the backup.

Gift Registry

Click on the Gift Registry link from the left hand side admin area menu list under the heading Site Extras. In this section you have the ability to allow visitors to create wish list or gift registry as well as view a list of those whom have registered. After registering for this feature visitors can manage their own information. You may also add, edit, or delete gift registry registrants manually if you so choose.

Wholesale

Click on the Wholesale link from the left hand side admin area menu list under the heading Site Extras. In this section you have the ability to add, edit, delete, or view customers whom you have setup as wholesale vendors. Wholesale vendors will receive discounted pricing on your products once you have allowed them to become a wholesale vendor.

Gift Certificates

Click on the Gift Certificates link from the left hand side admin area menu list under the heading Site Extras. In this section you can set up gift certificates which your customers can purchase to give as gifts for friends or family to purchase products from your site.

Your KMC Easy Site Builder will track the issue and redemption of certificates however it will not create a certificate for you. After you manually create the gift certificate you must then either physically create the certificate with the Voucher Code provided by Mal's after issuing the voucher and mail it to your customer or email them with the Voucher Code and details for the gift certificate.

Gift Certificate Setup

To set up certificates you will need to first fill out the information for the fields discussed below. Then you will need to login to your Mal's-E account and complete the gift certificate creation. More detailed information is found below regarding this step.

Description

In this field enter a brief description of the gift certificates. If you do not enter your own text here and leave the field blank the description Gift Certificates will be displayed.

Send Via

In this field enter how you plan to provide the gift certificate to your customer. For example will you send it via E-Mail, USPS Postal Mail, Another Method etc. This information will be added to the Gift Certificates page of your site. If you do not enter your own text here and leave the field blank the method EMail will be displayed.

Certificate #1-4

In this field enter a dollar amount without the \$ dollar sign for each gift certificate. If you have outstanding gift certificates that customers have not yet redeemed then we recommend you do not change the amounts you set in this section.

Expire Within

In this field enter the number of months the gift certificate will be good for. After this time has elapsed the gift certificate will expire.

After you have entered an amount and saved your settings then please proceed to your Mal's-E account to complete the process. It's very important to be sure and continue on to your Mal's-E account after setting up or editing the gift certificate fields in your KMC Easy Site Builder. You will need to issue the gift vouchers in your Mals'-E cart setup for the gift certificates to function; a gift certificate will not work until after you have issued the gift voucher in your Mal's-E account successfully to obtain the gift voucher code.

Mal's-E Cart Setup & Gift Certificates

Login to your Mal's-E account and choose Gift Vouchers from the top tabbed menu. On this screen you will see a new navigation menu on the left hand side which includes three links, Issue Vouchers, Active List, and Settings.

Click on Issue Vouchers, on this screen you will need to manually issue the gift certificate each time a customer purchases one. After completing the steps in the Issue Voucher step of yours Mal's-E account you will be given a Voucher Code. This is the Gift Voucher code you must send to the recipient in order for them to use the gift certificate which has been purchased.

Mal's-E Cart Account > Gift Vouchers > Issue Vouchers

Issue Voucher

Recipient's name: Enter the gift certificate recipient's name.

Email address: Enter the gift certificate recipient's email address.

Amount of voucher: Enter the dollar value of the gift certificate.

Message: Not a required field.

Click Create New Voucher to save your settings and issue the gift voucher.

You now need to provide the gift recipient with the voucher code in order for them to use it on your site. KMC Easy Site Builder and/or Mal's-E will not automatically email the gift certificate recipient for you.

Edit or Delete A Gift Certificate

Login to your Mal's-E account and choose Gift Vouchers from the top tabbed menu. On this screen you will see a new navigation menu on the left hand side which includes three links, Issue Vouchers, Active List, and Settings.

Click on Active List, on this screen you will see a list of issued gift vouchers. To edit or delete an existing gift voucher simply click on the Gift Voucher Code. From there you may modify or delete the gift voucher.

Event Calendar

Click on the Event Calendar link from the left hand side admin area menu list under the heading Site Extras. In this section you can set up an event calendar to display trade show dates or sales events etc.

Web Links

Click on the Web Links link from the left hand side admin area menu list under the heading Site Extras. In this section you can set up an area to display your link exchange banners or text links with other sites or add links to sites you would like to share with your visitors.

Guest Book

Click on the Guest Book link from the left hand side admin area menu list under the heading Site Extras. In this section you can add, edit or delete guestbook entries left on your site by your visitors.

Articles

Click on the Articles link from the left hand side admin area menu list under the heading Site Extras. In this section you can add, edit or delete articles which will appear on your site.

FAQ Creator

Click on the FAQ Creator link from the left hand side admin area menu list under the heading Site Extras. In this section you can add, edit or delete frequently asked questions which appear on your site.

Affiliates

Click on the Affiliates link from the left hand side admin area menu list under the heading Site Extras.

The KMC Easy Site Builder is set up to work with the Mal's-E mTracker affiliate program. After you have activated the Affilates Page in your admin area please log in to your Mal's-E account and view the mTracker affiliate area to activate mTracker, set links, track commissions and modify affiliate accounts. If you need help with mTracker, visit the Mal's-E forums or browse the Mal's-E support forum.

Price Search

Click on the Price Search link from the left hand side admin area menu list under the heading Site Extras. This feature gives you the ability to provide your visitors with an easy option to view products in certain price ranges.

The Price Search dropdown box with your selected price ranges will be added to the search page of your site. You may need to activate the site search page under the Pages section if this page is not already activated.

Use zero in the Start Price field to signify Under and zero in the End Price field to signify Over. Enter your prices in the provided fields without adding the dollar sign or currency symbol.

For example should you wish to offer a price search in the following price groups Under \$10.00, Under \$30.00, \$10.00 - \$50.00, \$50.00 - \$100.00, and Over \$100.00, use the following start prices and end prices:

- **Start Price:** 0.00
- **End Price:** 10.00

- **Start Price:** 0.00
- **End Price:** 30.00

- **Start Price:** 10.00
- **End Price:** 50.00

- **Start Price:** 50.00
- **End Price:** 100.00

- **Start Price:** 100.00
- **End Price:** 0.00

Google Base

Click on the Google Base link from the left hand side admin area menu list under the heading Site Extras. This feature gives you the ability to use Google Base with your KMC Easy Site Builder.

If you use Google Base to showcase your products and have a Google Base user name and password, enter your information in this section to load your product catalog automatically into the Google Base system. Only in stock items will be listed. If you don't yet have a Google Base account, you can view more information about this system [Google Base](#). Please note that we are not affiliated with Google Base in any way - we simply provide you with this tool to help you load your products easily.

Google Base Server

In this field enter the server URL that was provided to you by Froogle. Make sure the server URL shown is the correct one for your account.

Delete File

Check this field to have the file deleted off your server after it has been sent to Google Base. We strongly recommend that you check this field, if you leave the Google Base on your server is may be visible to the public.

User Name

In this field enter the user name provided to you by Google Base.

Password

In this field enter the password provided to you by Google Base.

ISO Currency

In this field enter the three-digit ISO currency code for your currency. For example you would enter USD for US dollars or CAD for Canadian dollars etc.

Split Options

Yes or No. Select Yes to display products with initial options as separate items. For further details on Split Options please see the Products section of the user manual.

Site Settings

Click on the Site Settings link from the left hand side admin area menu list under the heading Administration.

To begin using your site I recommend you visit the Site Settings link in the lower right hand menu of your store admin. Visiting this page will ensure you have the correct information in place for the basics of your site.

Company

In this field enter the Company name how you wish it to appear in the copyright notice on your site as well as in other areas of the site.

Admin Email

In this field enter the E-mail address you wish to be used for site notifications as well as the address you wish to receive correspondence from via the contact form on your site. This field is already populated by Kiss My Code with the E-mail address you specified to us for the installation and setup of your KMC Easy Site Builder. You have the ability to change this E-mail address at any time. However make sure if you change the E-mail address in this section that you log into your Mal's-E account and make sure you have the correct E-mail address you wish to have listed in your Mal's account under Cart Setup > Email Settings > Order Notifications.

In addition to the Admin Email we have also setup the fields listed below for you.

- Catalog Page
- Page Extension
- Sm Image Dir
- Lg Image Dir
- Category Img Dir
- General Img Dir

To ensure your site continues to work correctly please do not perform any modification to these particular fields of the Site Settings section.

Site Message

In this are you are given the ability to enter a brief message. In order for this message to appear you must ensure that the specific site include code for Site

Message has been added to your design template. Most templates do not include this site include code in them.

Email Link

This field contains the text that will be displayed for the Tell a Friend link should you have that particular option activated. You may enter Tell a Friend or similar text to explain what the link is however please do not add an email address or place a link to an email address in this field. All you need to enter here is the words which you wish to use for the Tell a Friend options. For example you could enter Tell a Friend, Recommend This Site, etc. We recommend you use the default text, Tell a Friend.

Meta Title

This Meta Title will be displayed across the top of your browser when viewing your site. The Meta Title you enter in this section will be used as the default page title on your site.

Meta Description

This Meta Description is shown for your site when you perform a search on a search engine. The Meta Description you enter in this section will be used as the default page meta description on your site.

Meta Keywords

The Meta Keywords choose to enter in this field will be used as the default Meta Keywords on your site.

Where applicable be sure to provide specific Meta Titles, Meta Descriptions, and Meta Keywords on your products, pages, and categories to give your self the best possible exposure for search engine indexing.

Fonts & Colors

Click on the Fonts & Colors link from the left hand side admin area menu list under the heading Administration.

This screen allows you to set or edit the colors, fonts, and font styles used on your site. However we recommend you check to see if your design template specifically sets these options for you. If not then you are welcome to edit these settings as you wish.

You should use the hexadecimal color codes for any colors you would like to modify.

After you have completed making the changes you wish to perform click the Update Settings button to save your changes.

Catalog Setup

Click on the Catalog Setup link from the left hand side admin area menu list under the heading Administration. This screen displays the most important information needed for your site to function properly.

You have the ability to modify the settings on this screen however please note that during the initial setup of your KMC Easy Site Builder we set several of these options for you including your Mal's-E Cart Id and Mal's-E Server details which must not be modified in order for your site to continue working correctly.

Mals-E Cart ID

This field contains your Mal's-E cart account number. It is not recommended that you change this setting unless you are fully aware of the repercussions to your KMC Easy Site Builder setup.

Inv Limit

If your product inventory number for a particular item is less than the number entered in this field Inventory messages will be displayed on your product pages.

Mals-E Server

This field contains your Mal's-E cart server prefix. Do not change this setting unless you are fully aware of what you are doing.

Inv Check

Yes or No. If a customer tries to order more of a product than you currently have in stock should the system stop them from checking out? Set Yes to stop the sale and No to allow backorders.

Currency

In this field enter the symbol for your currency.

Item Select

Yes or No. if set to Yes then the KMC Easy Site Builder will not display the product/item dropdown box in the admin area. It is recommended that you set this to Yes for larger stores that have a large volume of products.

Image Height

This field you can choose to leave blank in order for your thumbnails to be displayed at their actual height. Alternatively you can enter a pixel height in which you wish to set your thumbnails to.

Related Images

Yes or No. If you would like to display images next to your related products set this to Yes.

Image Width

This field you can choose to leave blank in order for your thumbnails to be displayed at their actual width. Alternatively you can enter a pixel width in which you wish to set your thumbnails to.

Page Numbers

Yes or No. If you would like page numbering to be displayed as 1 – 2 – 3 etc set this field to Yes. If you prefer to have page numbering displayed without numbers and show Previous and Next text links then set this field to No.

Item Images

This field allows you to choose the number of thumbnails you would like to have displayed for each product.

Price Discount

Yes or No. This field allows you to choose if you would like to offer price discounts for multiple item purchases of the same item.

Item Options

This field allows you to choose the number of options or product attributes you would like to add per product. For example if you would like to sell Diaper Bags and want to offer a choice for color, size, and custom monogramming you would need three options so choose 3 from this dropdown list.

Tax/Costs

Yes or No. This field allows you to choose record your own cost for each product and add a tax amount for items if set to Yes.

Item Rows

This field allows you to select the number of how many rows of items you want to display on one page.

Out of Stock

Yes or No. This field allows you to choose how you want to handle the display of out of stock products. If set to Yes Out of Stock products will be displayed an unavailable message. If set to No then Out of Stock products will not be listed or displayed.

Layout Style

This field allows you to choose how you want your products laid out on your site. You have multiple options available to select from. We recommend using the 2 Column Layout.

Layout Styles Explained

Single Product, Double Product, & Triple Product Layouts

These three layout options display all product information on the same page along with the order and wish list buttons being displayed next to the product. On the left hand side a single product thumbnail image is displayed and the text is displayed on the right hand side. In order to view the full sized product image you must click on the thumbnail image. We recommend you do not choose this particular type of layout style for your site. While it may appeal to some and work wonderfully for certain products, generally it is harder to express the details of your product to the visitor and tends to project a slightly messy appearance to your product pages.

2, 3, 4, 5, & 6 Column Layout

These particular styles of layouts are both our professional preference as well as the norm you traditionally see when visiting online merchant websites. The product thumbnail image, product name, and price are displayed. In order to view the detailed product page which would contain your product description, order button, full sized image, and so much more are accessed by the visitor clicking on the thumbnail.

Grid Listing (No Images)

We do not recommend using this layout style. A minimal amount of information is displayed without the display of a thumbnail image. When using the Grid Listing Layout you will see a product name, price, and a text link to access more information.

We recommend using the 2 Column Layout. This should provide you with ample room to display products while ensuring that you are allowing visitors with a wide variety of screen sizes to view your site properly without the need to scroll left to right in order to see the content of your product pages.

Featured Link

Yes or No. If set to Yes this field will allow you the option to display a Featured Item link on your site's navigation menu. Note this link will only appear if you have set products to featured status.

Text Nav Bar

This field allows you to choose the way your category navigation will be displayed when using a vertical link navigation menu on your site. You have the option to choose to display only Main Categories by selecting Vertical Display, displaying Main and Sub Categories by selecting Subcategories or displaying only the Main Categories until a visitor clicks on a category. Once a category has been clicked on the subcategories will appear below the main categories. For the last option you would choose Expanded. The settings you choose here will not affect other navigation menu types throughout your site.

New Item Link

Yes or No. This field allows you to display a New Item link on your navigation menu section.

Order Process

This field allows you two choices to pick from to display the pages required to complete the order process, Inline Frame and Normal Window. Our recommendation is to select Inline Frame. It is important to not that if you select Inline Frame after

customers have finished the order process for their purchase they will break out of the Inline Frame to a Normal Window.

All Item Link

Yes or No. This field gives you the option to display an All Items link in your site's navigation menu.

Main Categories

This option gives you the ability to choose how Main Categories appear. When a category has subcategories do you wish to show those subcategories with links, show just the products for that category and all its subcategories, or the final option which is to show both the links and the products.

Sale Link

Yes or No. This field gives you the option to display a Sale Items link in your site's navigation menu. It is important to note that you must have items on sale in order for this option to be displayed on your site.

Product Order

This field gives you the ability to choose how you would like to order your products. Choose your method of choice from the provided dropdown box.

Order Button

Yes or No. This field gives you the option to remove the Order Button so it is not displayed next to your products. If you wish to remove the order button so products can not be purchased you should set this to Never Display. Additionally you have the choice to set this to Always Display or Only Items W/Prices.

Registry Type

Your KMC Easy Site Builder provides you the ability to offer a gift registry feature on your site. If you wish to offer a gift registry you need to select from this field what type of registry you would like to offer.

Limited Qty

This field allows you to personalize the message if any that you would like displayed on product pages when there is a limited number of the product in stock.

Related Msg

This field gives you the ability to show an optional message that will appear when there are related products set for a product.

When you have finished selecting your desired options click the Update Variables button to save your settings.

Password

Click on the Password link from the left hand side admin area menu list under the heading Administration. This screen allows you to easily and quickly change your KMC Easy Site Builder admin area password.

Simply enter your new password in both of the provided fields and click the Change Password button. You will need to use this new password you have created to access your admin area after you have changed the password.

Backup

Click on the Backup link from the left hand side admin area menu list under the heading Administration. The KMC Easy Site Builder provides you with an easy to use method to backup your site's database.

Click the Backup button to back up your site's database information and page content.

It is recommended that you back up your database before and after making many changes to your pages or catalog, and keep a current copy both on your computer's hard drive and on a backup disk.

It is extremely important to note that this will back up only the database, and will not back up any other files, including additional pages, systems you've installed, web page templates, emails, or other server data. After you have created and successfully downloaded and saved a copy of your database backup created through the admin panel we highly suggest you take a full and complete backup of your files and folders residing on your server.

It is recommended that you back up your database before and after making many changes to your pages or catalog, and keep a current copy both on your computer's hard drive and on a backup disk.

Working With Mal's-E Cart

Payment Methods

During the installation and initial setup of your KMC Easy Site Builder we setup your preferred payment method for you. However you may have the desire to add additional payment methods or edit existing ones at a later date for your site.

Your Mal's account login details were provided to you after the successful installation of your KMC Easy Site Builder. You will need these details in order to log into your Mal's account to modify or add payment methods.

Click on the Mals-E Cart link from the left hand side admin area menu list under the heading E-Store in your KMC Easy Site Builder.

Here you will see the Mal's-E screen login screen and be able to log into your account. After you have logged into your Mal's-E account choose Cart setup from the top tabbed menu. On this screen you will see a new navigation menu on the left hand side which includes seven links, Payment Methods, Sales Tax, Shipping, Discounts, Customize, Email Settings, and Advanced Settings.

Place your mouse pointer over the Payment Method link to reveal a new fly out menu with eight payment method options available to you. The available payment methods include Standard Methods, Paypal, Google, Nochex, Paymate, Moneybookers, PayByCheck, and E-Gold Standard Reserve.

Standard Methods

This section contains options such as credit cards, checks, cod, money orders, and payment methods that you can create on your own.

The credit card and check options in this section will not process the payments for you. This is to be used only if you manually process credit cards or checks with a regular merchant account.

If you wish to allow paper checks to be mailed in for payment then you will add Checks in one of the fields under the heading Other Payment Options which allows you to create your own payment methods.

Payment Method for Paper Checks in Mal's Account

After you have logged into your Mal's-E Account

1. Click Cart Setup
2. From the left menu click Payment Methods
3. From the Payment Methods menu click Standard Methods
4. Scroll down to Other Payment Options
5. In one of the provide fields enter "Check"
6. Click Submit Changes

Now that we have created a Check payment method we need to setup Mal's to display the information on where customers need to send their check for payment to after they complete the checkout process.

1. While still in your Mal's-E Account click on Cart Setup
2. From the left menu click Customize
3. From the Customize menu click Other Emails and Settings
4. Scroll down the page to the Unsecure Payment box
5. Enter mailing address, pay to details, etc
6. Click Submit Changes

PayPal

You must have a PayPal account in order to correctly setup PayPal as a payment method in your Mal's-E Account.

Thank You Page In Your KMC Easy Site Builder

The first and most important step to adding PayPal as an available payment method is to log into your KMC Easy Site Builder admin area and make sure you have a thank you page set up to return paypal customers from paypal after making payment back to your site so the order can be recorded and processed in your admin area. If you do not already have this page please create one now.

How to Check For and/or Create Thank You Page

Login to your KMC Easy Site Builder admin area. Click on the Pages link from the left hand side admin area menu list under the heading Web Site.

In this section you should see a list of pages that are currently in your site. If you see thankyou.php as an existing page click the Edit link. You need to make sure the Show Link option is set to No, the Active option is set to Yes, and be certain that the below text is inserted in the page as required by PayPal's terms of use.

"Thank you for your payment. Your transaction has been completed, and a receipt for your purchase has been emailed to you. You may log into your PayPal account to view details of this transaction."

Setup PayPal Payment Method in Mal's Account

The below instructions are for use with the standard website payment PayPal account. If you have signed up for an extended website payments pro PayPal account which offers express check out etc these setup instruction will not apply to

you. For help setting up your Mal's-E Account for use with the extended website payments pro version of PayPal feel free to contact us.

From the Payment Methods section of your Mal's-E Account click on PayPal.

1. Enter you PayPal email address
2. Select Web Site Payments Standard

Under the Website Standard Section of this page you need to be sure to select the following options. Make sure the radio button or check mark is placed next to each of these options and only these options in this section.

- return the customer back to the cart
- GET request, like an ordinary hyperlink. It has no transactions variables
- IPN - Instant payment notification
- SHIPPING AND TAX VALUES
- Under PRODUCT DESCRIPTION select "Just the words: Order number: XXXX" option

Do not fill in any details in the Express Payments & Payments Pro Section!

Under the All Methods of Integration Section all fields are optional.

Once you have completed the above steps click Update PayPal Settings to save your settings.

Now that you have successfully added PayPal as a payment method in your Mal's-E Account you must login to your PayPal account and perform the below steps. These steps must be completed in your paypal account or neither Mal's nor your KMC Easy Site Builder will be able to properly complete the order process.

Setup PayPal with Your Mal's Account & the KMC Easy Site Builder

Make sure you are performing these steps in your actual PayPal account.

1. Login to your Paypal account.
2. Click on the My Account link.
3. Click on the Profile link.
4. Under the Selling Preferences section Click on the Website Payment Preferences link.
5. Select the button next to Auto Return On.
6. Enter the auto return url for your site. The Return Url is the thank you page located on your website we discussed above. The url should look like <http://www.yoursite.com/thankyou.php> be sure to replace yoursite.com with your own website address.
7. The next five field options are optional and not required for you to change for Mal's & KMC Easy Site Builder. However feel free to select settings for them if you wish.

Save your changes, you can now log out of your PayPal account.

Sales Tax

We strongly recommend if you plan to charge or collect sales tax from your customers that you use the available options in your Mal's-E Account. While there are settings available in the KMC Easy Site Builder for tax we feel the best option is to set everything up for Sales Tax in your Mal's-E Account.

Before charging or collecting sales tax, make sure you have the authority to do so including any required tax licenses or permits.

After you have logged into your Mal's-E Account

1. Click on Cart Setup
2. From the left menu click Sales Tax
3. Select the option that states Tax will be calculated using one of the rates specified below.
4. If shipping is taxable in your area select this option otherwise make sure it is unchecked.
5. Under the section Tax is based on the shipping address select either option #6 if you live in the USA or option #7 if you live in Canada.
6. Enter the tax rate you are supposed to collect for your area.
7. Click Save Options to save your settings.

Shipping

There is a wide variety of Shipping options to choose from for your site. In order to set up your preferred method you will need to log into your Mal's-E Account and click on Cart Setup then click on Shipping.

In this section you will find multiple ways to set up your shipping methods. Be sure to set the shipping units when you add a product to your KMC Easy Site Builder and make sure they match configuration details for the shipping option you setup in your Mal's-E Account in order to expect shipping to function successfully.

Further Assistance

If you need further assistance, have any questions, or would just like some help, please use the following links:

[Support & Frequently Asked Questions](#)

[Request a Design Quote](#)

[Contact Us](#)