



Starter System Instruction Manual

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A. Create a Basic Website

Step One : Business Details

Fill in the company's details here.



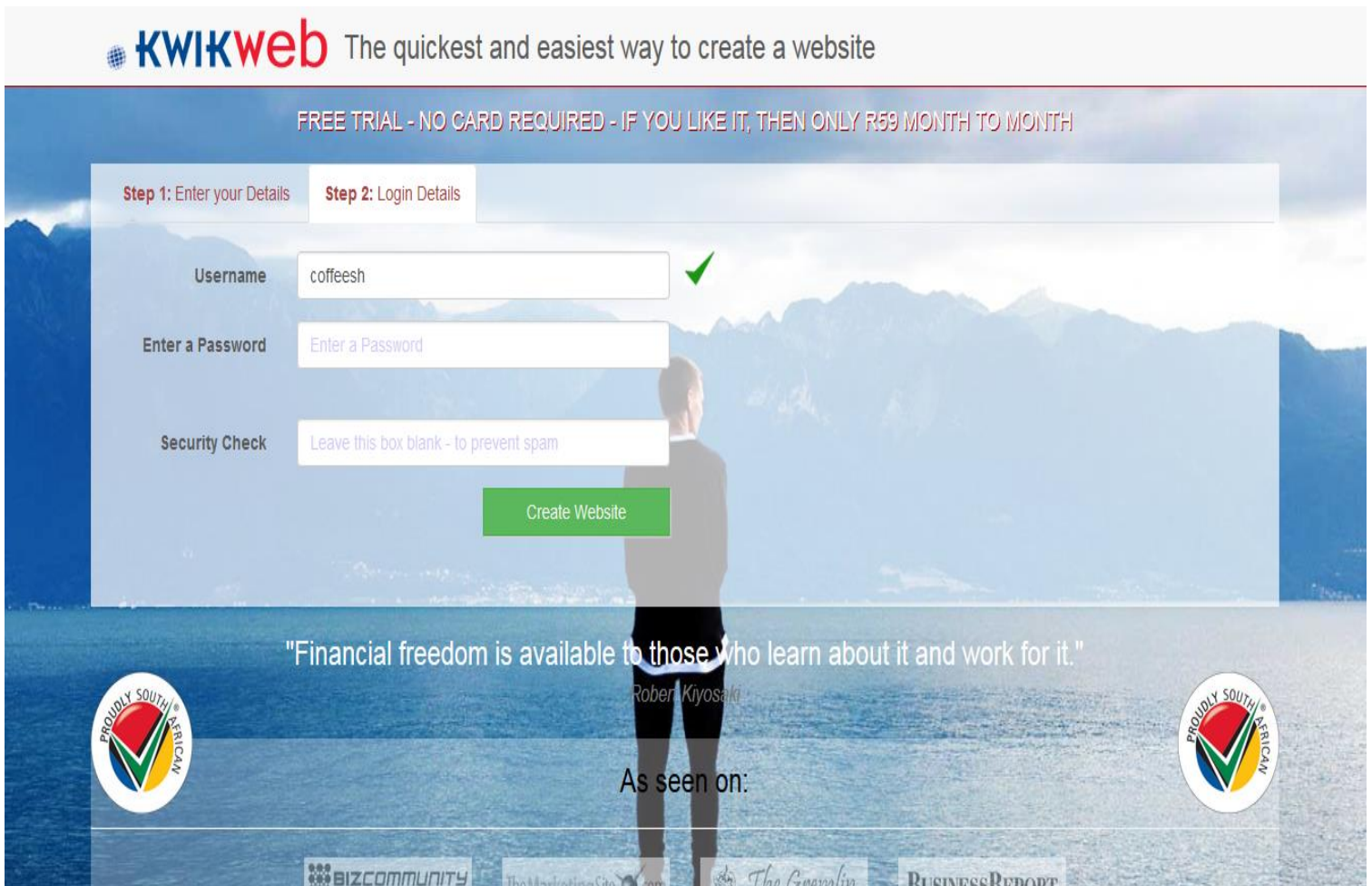
The screenshot shows the registration page for KWIKweb. At the top left is the KWIKweb logo with the tagline "The quickest and easiest way to create a website". Below this is a promotional banner: "FREE TRIAL - NO CARD REQUIRED - IF YOU LIKE IT, THEN ONLY R59 MONTH TO MONTH". The main content area is a registration form with two tabs: "Step 1: Enter your Details" (active) and "Step 2: Login Details". The form includes the following fields:

- Business / Blog Name:
- Contact Person:
- Area:
- Country:
- Mobile:
- Email:
- Referral Code:

Below the form is an orange "Next Step" button. To the right of the form, there is a section titled "KWIKWEB FOUNDERS" featuring two men: Eduard Marais and Chris Fahy. Below their names are their contact numbers: "+2721 072 0303 | +2776 6 555 902".

Step Two : Login Details

You can enter a username here or use the one we generate for you. Make sure you see a green tick which means the username is available.



KWIKweb The quickest and easiest way to create a website

FREE TRIAL - NO CARD REQUIRED - IF YOU LIKE IT, THEN ONLY R59 MONTH TO MONTH

Step 1: Enter your Details **Step 2:** Login Details

Username coffeesh ✓

Enter a Password Enter a Password

Security Check Leave this box blank - to prevent spam

Create Website



"Financial freedom is available to those who learn about it and work for it."
Robert Kiyosaki

As seen on:


BIZCOMMUNITY TheMarketingSite.com The Gremlin BUSINESSREPORT

PROUDLY SOUTH AFRICAN


You will now be redirected to the website management portal, this is where you design and manage your website.

 Design & Layout Website Content ▾ **Get a Personalised Domain** More Options ▾ 


Your agent is **Kwikwap**, you can contact them on **0210720303** or **info@kwikwap.co.za** if you require any help with regard to your website.




Design & Layout
Change the design elements and "what goes where" on your website.




Products & Services
Manage the Products and Services that you list on your website.



About Us
Update the about us text for your website. For example add a company profile to your website.




Contact Details
Update your contact details and map.



Use the Advanced Client Zone
Change to the Advanced Client Zone for a lot more additional Features.

[Publish Website](#) [View Website](#)

 [Let's chat? - Online](#)

Your website will have a default header image loaded to give it form and structure. You can click on the “view website” button in the lower right corner anytime to see the current design.

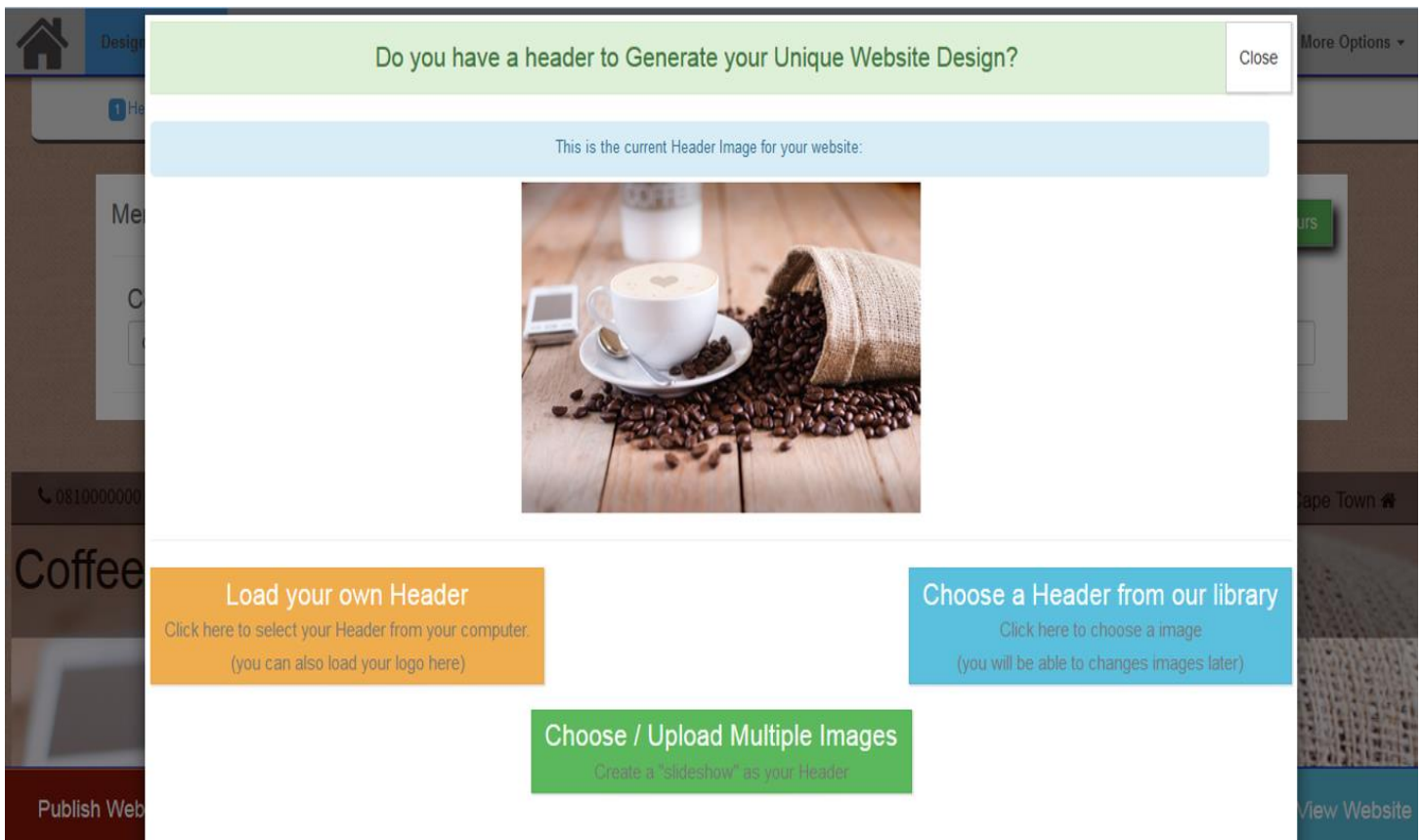
The next step is to customize the design of your website.

B. Design and Layout Section

In your Management Portal Click on “design and layout”

1. Header Image

When you see the screen below, please select a header image. You can choose your own image, select one of our stock images or use multiple images to generate a slideshow.

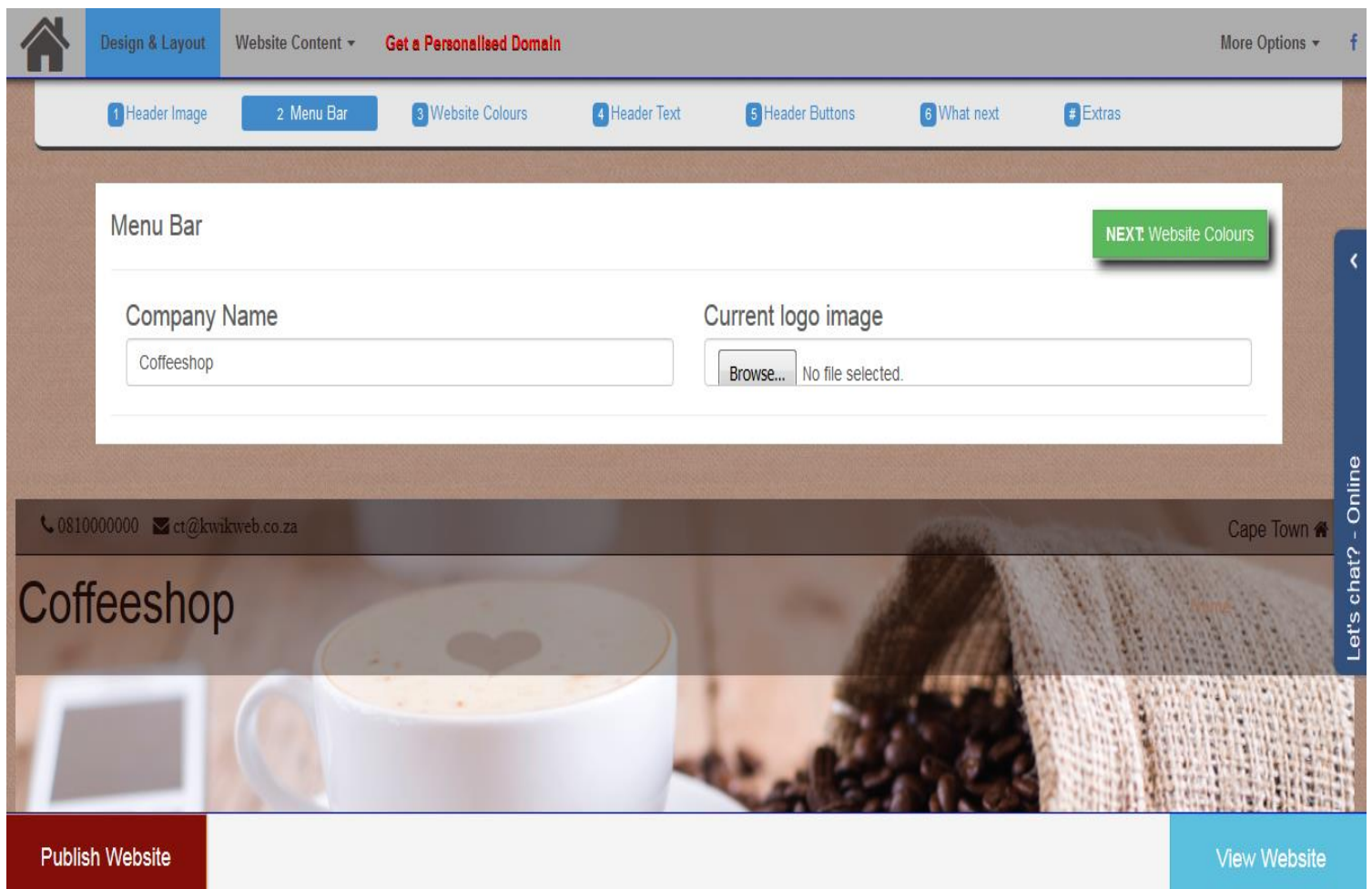


The screenshot displays a management portal interface for selecting a header image. At the top, a green banner asks, "Do you have a header to Generate your Unique Website Design?" with a "Close" button. Below this, a light blue box states, "This is the current Header Image for your website:". The current image is a photograph of a white coffee cup with a heart-shaped latte art, a spoon, and a small white card on a saucer, surrounded by coffee beans and a burlap sack on a wooden surface. Below the image are three buttons: an orange button labeled "Load your own Header" with the text "Click here to select your Header from your computer. (you can also load your logo here)", a blue button labeled "Choose a Header from our library" with the text "Click here to choose a image (you will be able to changes images later)", and a green button labeled "Choose / Upload Multiple Images" with the text "Create a 'slideshow' as your Header". The background shows a blurred website design for a coffee shop with a phone number "0810000000" and a "Publish Web" button.

2. Menu Bar

Here you can change the Company name and add your Logo. The logo will be resized to fit into the menu bar.

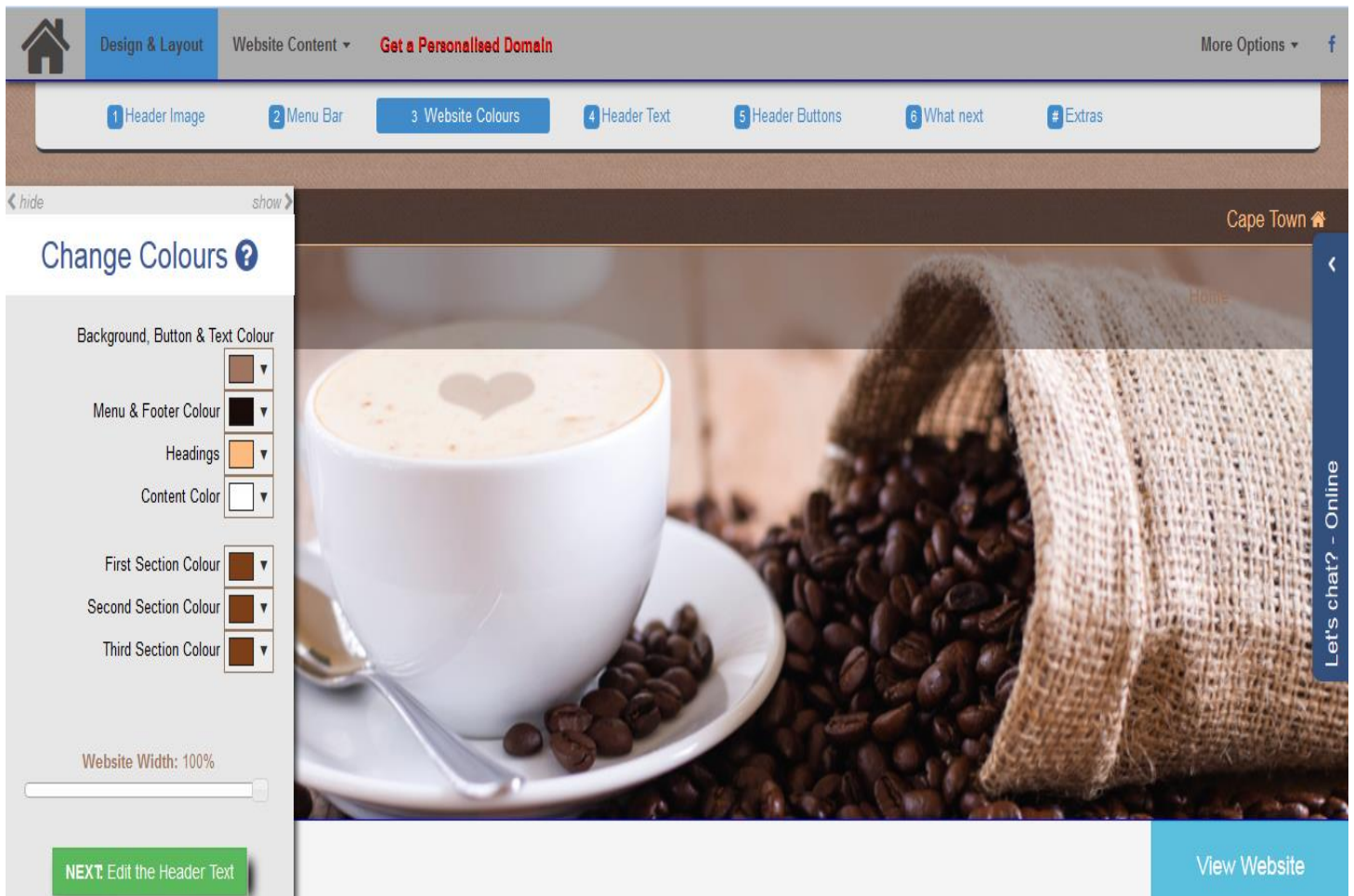
Ps: You can also use the “Header Image” section to upload a larger logo.



The screenshot displays a website builder interface. At the top, there is a navigation bar with a home icon, 'Design & Layout' (selected), 'Website Content', and 'Get a Personalised Domain'. A secondary navigation bar shows steps: 1 Header Image, 2 Menu Bar (selected), 3 Website Colours, 4 Header Text, 5 Header Buttons, 6 What next, and # Extras. The main content area is titled 'Menu Bar' and includes a 'NEXT: Website Colours' button. Below this, there are two input fields: 'Company Name' with the text 'Coffeeshop' and 'Current logo image' with a 'Browse...' button and 'No file selected.' text. The bottom of the interface shows a preview of the website with contact information (0810000000, ct@kwikweb.co.za), location (Cape Town), and the company name 'Coffeeshop'. At the very bottom, there are 'Publish Website' and 'View Website' buttons.

3. Website Colors

You can use this section to tweak the colors and the width of your website.



4. Header Text

This section allows you to change the header text or slogan of your website. Make it clear to your visitors what your site is about.

Design & Layout Website Content Get a Personalised Domain More Options

1 Header Image 2 Menu Bar 3 Website Colours 4 Header Text 5 Header Buttons 6 What next # Extras

Preview on Website

USE THESE BUTTONS TO SPACE THE WORDING

“Write your slogan, main message or value proposition here”

Enquire Now THIS BUTTON IS MANAGED AT SECTION 5: HEADER BUTTON

Publish Website View Website

5. Header Button

You can use this section to hide or display the header button or to change the text. Click on the button to change the text.

Home Design & Layout Website Content **Get a Personalised Domain** More Options

1 Header Image 2 Menu Bar 3 Website Colours 4 Header Text **5 Header Buttons** 6 What next # Extras

Preview on Website

“Artisan Roasted Coffee Delivered to your Door”

Show the enquiry form button

Enquire Now

NEXT: What

Let's chat? - Online

Publish Website View Website

Publish

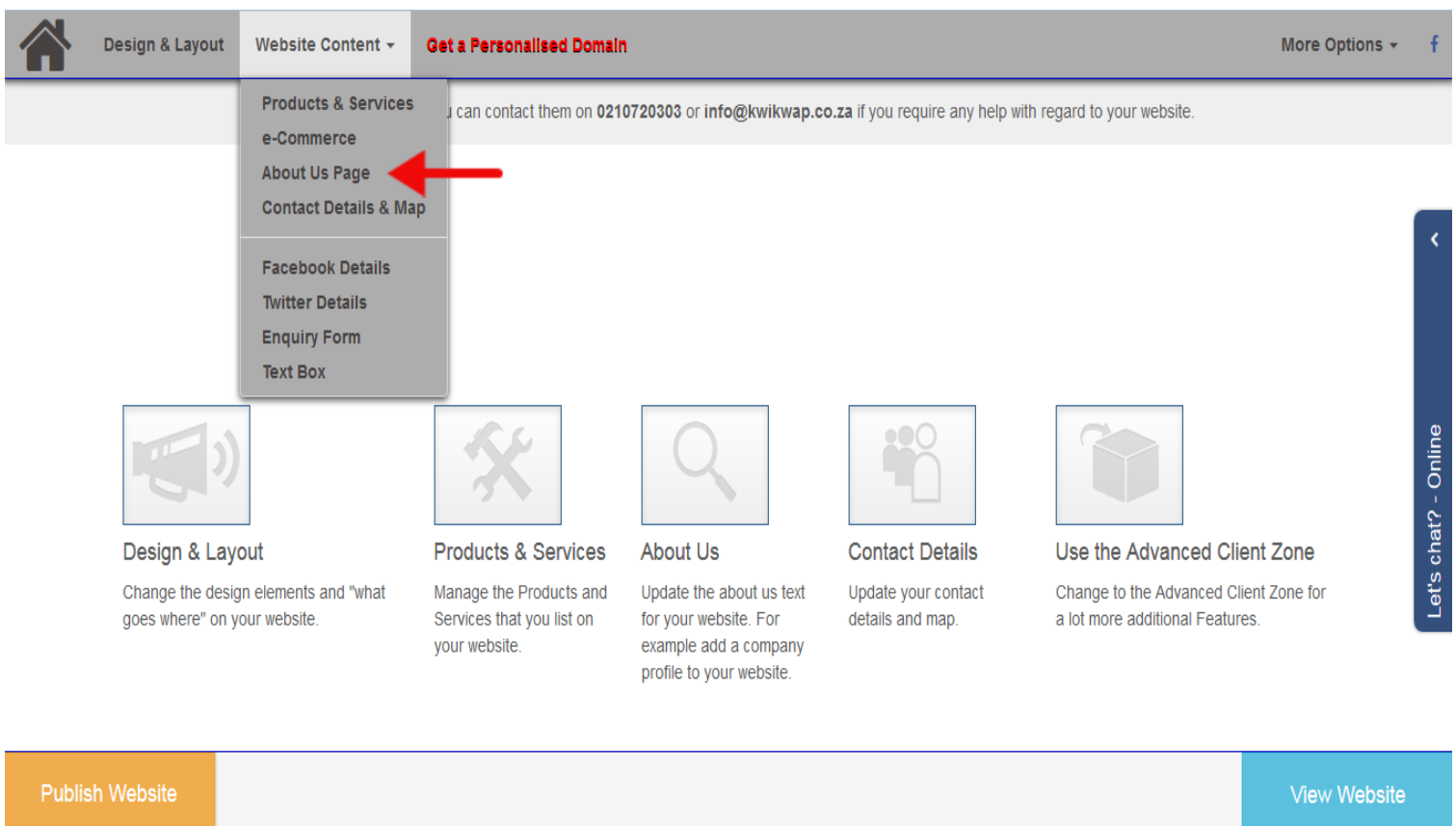
Once you are finished with the design changes you can click on the publish button in the lower left corner. You will see a popup window asking if you would like to view the site now, this will open a new tab where you can view the live website.

The screenshot displays a website design tool interface. At the top, there is a navigation bar with a home icon, 'Design & Layout' (selected), 'Website Content', and 'Get a Personalised Domain'. On the right, there are 'More Options' and a Facebook icon. Below the navigation bar is a horizontal menu with numbered steps: 1 Header Image, 2 Menu Bar, 3 Website Colours, 4 Header Text, 5 Header Buttons (highlighted), 6 What next, and # Extras. The main area shows a preview of a website with a coffee theme. The text 'Preview on Website' is on the left. The main heading is 'Artisan Roasted Coffee Delivered to your Door'. Below the heading is a dropdown menu labeled 'Show the enquiry form button' and a brown 'Enquire Now' button. A red arrow points to the 'Publish Website' button in the bottom left corner. The bottom right corner has a blue 'View Website' button. On the right side, there is a vertical blue bar with 'Let's chat? - Online' and a green 'NEXT: What' button with a left arrow.

C. Website Content

1. About us Page

To edit the about us page, in the management portal, click on “website content” and then “About us page”



The screenshot shows a management portal interface. At the top, there is a navigation bar with a home icon, 'Design & Layout', 'Website Content' (with a dropdown arrow), 'Get a Personalised Domain', and 'More Options' (with a dropdown arrow) and a Facebook icon. Below the navigation bar, a dropdown menu is open under 'Website Content', listing: 'Products & Services', 'e-Commerce', 'About Us Page' (highlighted with a red arrow), 'Contact Details & Map', 'Facebook Details', 'Twitter Details', 'Enquiry Form', and 'Text Box'. Below the menu, there are five main content cards: 'Design & Layout' (megaphone icon), 'Products & Services' (wrench and screwdriver icon), 'About Us' (magnifying glass icon), 'Contact Details' (people icon), and 'Use the Advanced Client Zone' (cube icon). Each card has a title and a brief description. At the bottom, there are two buttons: 'Publish Website' (orange) and 'View Website' (blue). On the right side, there is a vertical blue bar with a back arrow and the text 'Let's chat? - Online'.

Design & Layout

Change the design elements and "what goes where" on your website.

Products & Services

Manage the Products and Services that you list on your website.

About Us

Update the about us text for your website. For example add a company profile to your website.

Contact Details

Update your contact details and map.

Use the Advanced Client Zone

Change to the Advanced Client Zone for a lot more additional Features.

Publish Website

View Website

Let's chat? - Online

2. Products and Services



This is where you can add, edit or delete products and services. You will see demo content loaded to provide basic structure. Please note that we provide you with a space to show a summary of the products and services. This will show on your homepage. If you want a list of products to display in this section you need to remove the summary.

Design & Layout Website Content **Get a Personalised Domain** More Options

Update Products & Services

Summary [Add New](#) [Edit / Delete Existing](#) [Display Settings](#)

Summary

[Update Summary](#) [Remove the Summary](#)

Let's chat? - Online

[Publish Website](#) [View Website](#)

3. E-commerce

This section is where you finalize your online store. Here you can do the following:

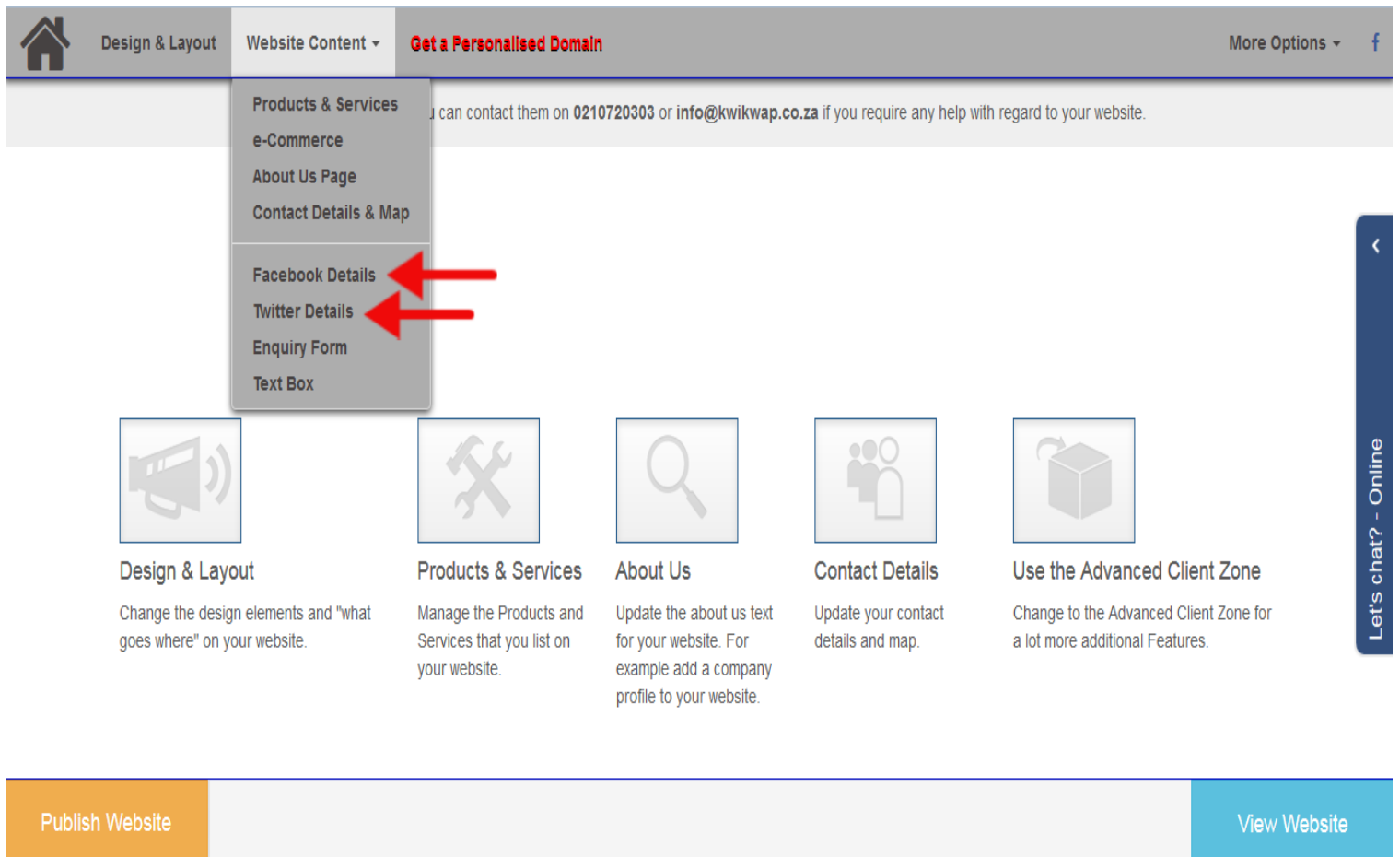
- Add product pricing.
- Choose payment methods.
- Edit shipping options.
- View orders
- Choose your currency and edit contact info

The screenshot displays the eCommerce management interface. At the top, a navigation bar includes a home icon, 'Design & Layout', 'Website Content', 'Get a Personalised Domain', 'More Options', and a Facebook icon. Below this, the 'eCommerce' section is titled. A green message box states: 'Your online shop has been activated and can now be setup.' A navigation menu contains 'Prices', 'Payment Methods', 'Orders', 'Shipping', and 'Settings'. The 'Prices' section is active, showing a table with two columns: 'Product Name' and 'Product Price'. Below the table is a green 'Update Prices' button. A vertical chat button on the right says 'Let's chat? - Online'. At the bottom, there are two buttons: 'Publish Website' and 'View Website'.

4. Social Media

You will find this section under “website content”

Here you can add your Facebook and Twitter details if you would like them to display on your website.



The screenshot displays a website management dashboard. At the top, there is a navigation bar with a home icon, 'Design & Layout', 'Website Content' (selected), 'Get a Personalised Domain', and 'More Options' with a Facebook icon. Below the navigation bar, a dropdown menu is open under 'Website Content', listing: 'Products & Services', 'e-Commerce', 'About Us Page', 'Contact Details & Map', 'Facebook Details', 'Twitter Details', 'Enquiry Form', and 'Text Box'. Two red arrows point to 'Facebook Details' and 'Twitter Details'. Below the menu, there are five main content cards: 'Design & Layout' (megaphone icon), 'Products & Services' (wrench icon), 'About Us' (magnifying glass icon), 'Contact Details' (group of people icon), and 'Use the Advanced Client Zone' (cube icon). Each card has a title and a brief description. At the bottom, there are two buttons: 'Publish Website' (orange) and 'View Website' (blue). On the right side, there is a vertical chat button labeled 'Let's chat? - Online'.

D. Finalizing

1. Domain

To choose a domain name click on the red “get a personalized domain” button at the top of your screen. When choosing a domain name you will be presented with the screen below. You can enter the name you would like in the search box to see if it is available to register. Please take note of the legend colors that indicate domain availability.

The screenshot shows a web interface for domain registration. At the top, there is a navigation bar with a home icon, 'Design & Layout', 'Website Content', and a red button 'Get a Personalised Domain'. On the right, there is a 'More Options' dropdown and a Facebook icon. Below the navigation bar, the heading 'Get your own Personalised Domain name' is displayed. A search box contains the text 'myartisancoffee.co.za' and a green 'Search' button. Below the search box, a legend indicates that green boxes represent 'Domain available for Registration' and orange boxes represent 'Domain available for Transfer (if you are the owner)'. A table titled 'Available Domains' lists four domain options, each with a green 'Register' button and a green 'Point' button. At the bottom, there are two buttons: 'Publish Website' (orange) and 'View Website' (blue). A vertical blue chat button on the right side says 'Let's chat? - Online'.

Design & Layout Website Content **Get a Personalised Domain** More Options

Get your own Personalised Domain name

Enter the Domain Name you would like: **Search**

Legend:
Domain available for Registration Domain available for Transfer (if you are the owner)

Available Domains Click on the domain to continue with registration or transfer if you are the current owner of the domain name



Domain Name	Action	Pointing
myartisancoffee.co.za	Register	Point
myartisancoffee.com	Register	Point
myartisancoffee.net	Register	Point
myartisancoffee.mobi	Register	Point

Publish Website **View Website**

Let's chat? - Online






2. Debit Order Form

In order to secure your website and make it official you need to complete the electronic debit order form. You can find this section by clicking on the “more options” button in the top right corner and selecting “sign electronic debit order”

 Design & Layout Website Content **Get a Personalised Domain** More Options 

Website System Agreement, Tax Invoice and Debit order

By completing the Debit Order form you will keep your domain name and personalised email address.

Please choose the currency you would like to sign up with:     

Between Reg/ID no:

Herein represented by: (if a company or cc),

hereinafter called the Customer and Kwikwap Mobile CC (Reg No 2008/158406/23 Vat No 4260255130) hereinafter called the Supplier.

The Supplier or his Consultant will assist in compiling and hosting the following website system:

Website marketing and management system	R59 +Vat per month
Includes hosting, dedicated domain and 1 free email address.	

▼

* This agreement can be cancelled at any time. However if you choose the FREE DOMAIN option there is a 12 month minimum contract period.

It is agreed that the following once-off, set-up or yearly fees are applicable (incl. Vat):

[Publish Website](#)

[View Website](#)

3. More Options

By clicking on the “more options” button in the top right you will be presented with various options. Amongst other things, here you can create your domain specific email address, change business information, send SMS’s etc.

The screenshot displays a dashboard interface with a top navigation bar. The navigation bar includes a home icon, menu items for "Design & Layout", "Website Content", and "Get a Personalised Domain", and a "More Options" button with a dropdown arrow. Below the navigation bar is a grey banner with the text: "Your agent is Kwikwap, you can contact them on 0210720303 or info@kwikwap.co.za if you require any help with regard to your website".

The main content area features five large icons with corresponding text boxes:

- Design & Layout**: Change the design elements and "what goes where" on your website.
- Products & Services**: Manage the Products and Services that you list on your website.
- About Us**: Update the about us text for your website. For example add a company profile to your website.
- Contact Details**: Update your contact details and map.
- Use the Advanced Zone**: Change to the Advanced Zone to access a lot more additional Features.

The "More Options" dropdown menu is open, listing the following items:

- Business Information
- General Settings
- Addons
- Request Help
- Get a Personalised Domain
- Get email address
- Sign Electronic Debit Order
- Get Personal Help
- Cancel my Website
- Send SMS's
- Image Slideshow
- Client Zone Tutorial
- Advanced Zone
- Logout

At the bottom of the dashboard, there are two buttons: "Publish Website" on the left and "View Website" on the right.

