

Welcome to Instant Ad!



Admin Tutorial



Please login using the form below :

Username :

Password :

Step 1:
Log-in to your account via the /store URL



USERS | CATEGORIES | RESOURCE | PRODUCTS | TEMPLATES | CONTACTS | ⚙

Users

Show entries

[Search By : Name] Select Status **Search** **Reset**

Showing 1 to 2 of 2 record(s)

[+ Add New](#) [✖ Delete](#) [● Make Active](#) [● Make Inactive](#)

<input type="checkbox"/>	User Email	Users	ACTIONS
<input type="checkbox"/>			● ✎ ✖
<input type="checkbox"/>			● ✎ ✖

1

Step 2:
Once in the system, different end users accounts must be added.



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Categories

Show entries

[Search By : Name] Select Status **Search** **Reset**

Showing 1 to 7 of 7 record(s)

[+ Add New](#) [✖ Delete](#) [● Make Active](#) [● Make Inactive](#)

<input type="checkbox"/>	CATEGORY NAME	ACTIONS
<input type="checkbox"/>	MT Blends	<input checked="" type="radio"/>
<input type="checkbox"/>	Salts	<input type="radio"/>
<input type="checkbox"/>	Seasonings	<input checked="" type="radio"/>
<input type="checkbox"/>	Retail items	<input type="radio"/>
<input type="checkbox"/>	Blends	<input type="radio"/>
<input type="checkbox"/>	Herbs	<input type="radio"/>
<input type="checkbox"/>	Spices	<input type="radio"/>

Step 3:
Categories are then created to group flyer materials under.



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Resources

Instant Ad provides easy to use templates enabling you to create your own templates and product images. Download any of the templates below to start making your own designs. Images should be saved as jpg, gif or png files to upload to InstantAd. Please feel free to contact us if you would like us to design for you!

Showing 1 to 3 of 3 record(s)

IMAGE	RESOURCE NAME	AI Link	EPS Link	PSD Link	JPG Link
	8 Box Template	Download AI	Download EPS	Download PSD	Download JPG
	9 Box Template	Download AI	Download EPS	Download PSD	Download JPG
	Product	Download AI	Download EPS	Download PSD	Download JPG

Step 4:
The resource page provides the flyer design parameters



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Products

[View Expired Products](#) | [View Unexpired Products](#) | [View All Products](#)

Show entries

[Search By : Name]

Showing 1 to 17 of 17 record(s)

Make Active Make Inactive

Apply Settings to Selected

<input type="checkbox"/>	IMAGE	PRODUCT NAME	Category	START / END	ACTIONS
<input type="checkbox"/>	 Basil	Basil	Seasonings	2014-12-02 No Expiry Date	<input checked="" type="radio"/> <input type="radio"/> <input type="button" value="edit"/> <input type="button" value="X"/>
<input type="checkbox"/>	 Organic Cinnamon	Cinnamon Powder	Seasonings	2014-12-02 No Expiry Date	<input checked="" type="radio"/> <input type="radio"/> <input type="button" value="edit"/> <input type="button" value="X"/>
<input type="checkbox"/>	 Mustard Powder	Mustard	Seasonings	2014-12-02 No Expiry Date	<input checked="" type="radio"/> <input type="radio"/> <input type="button" value="edit"/> <input type="button" value="X"/>
<input type="checkbox"/>		Cardamon	Seasonings	2014-12-02 No Expiry Date	<input checked="" type="radio"/> <input type="radio"/> <input type="button" value="edit"/> <input type="button" value="X"/>

Step 5:
Next, individual products are uploaded into the system.



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Add Product

* Product Name :

Product SKU :

Category : Assigned to Product Select All

- Grocery

Currently Unassigned

- MT Blends
- Seasonings

* Start Date : Never Expire

* Product Image : (Supported Images Are gif, png, jpg, jpeg.)

Users : Assigned to Product Select All

- Dev Digital

Currently Unassigned

(*) Denotes mandatory fields

Just name the item, select a category, choose the active date range, and assign it to a user.



USERS | CATEGORIES | RESOURCE | PRODUCTS | **TEMPLATES** | CONTACTS | ⚙

Templates

[View Expired Templates](#) | [View Unexpired Templates](#) | [View All Templates](#)

Show entries

[Search By : Name]

Showing 1 to 10 of 13 record(s)

<input type="checkbox"/>	IMAGE	TEMPLATE NAME	TEMPLATE STYLE	CATEGORY	START / END	ACTIONS
<input type="checkbox"/>		G3 - 9	Nine Box	Grocery, Seasonings, MT Blends, Abbe y Residential	2015-02-01 No Expiry Date	<input checked="" type="radio"/> <input type="button" value="✎"/> <input type="button" value="✕"/>
<input type="checkbox"/>		G3 - 6	MS6BOX	Grocery, Seasonings, MT Blends, Abbe y Residential	2015-02-01 No Expiry Date	<input checked="" type="radio"/> <input type="button" value="✎"/> <input type="button" value="✕"/>
<input type="checkbox"/>		G2 - 9	Nine Box	Grocery, Seasonings, MT Blends, Abbe y Residential	2015-02-01 No Expiry Date	<input checked="" type="radio"/> <input type="button" value="✎"/> <input type="button" value="✕"/>
<input type="checkbox"/>		G1 - 9	Nine Box	Grocery, Seasonings, MT Blends, Abbe y Residential	2015-02-01 No Expiry Date	<input checked="" type="radio"/> <input type="button" value="✎"/> <input type="button" value="✕"/>

Step 6:
The same process is followed for uploading the flyer backgrounds.

Thank You For You Time!



*Please e-mail Peter.Minor@DevDigital.com
with any questions.*