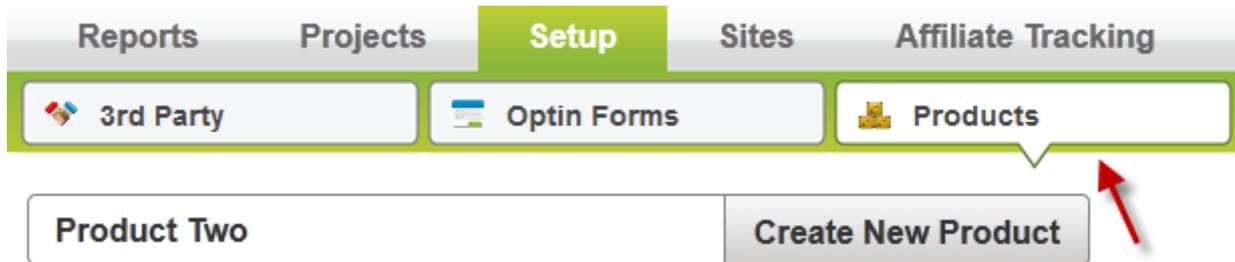


How to Setup a Product

This tutorial is very much recommended for new users. You need to set up your product correctly before you can apply it with other features in FusionHQ.

Here's how:

Step 1: Go to "**Setup**" and click on "**Products**". Enter the name and click on "**Create New Product**".



Step 2: If you want to rename the product, enter the new name in "**Product Name**". You have an option to write down the short description or put any code of the product. This is for your reference only. You can leave it blank if you wish. Choose the most suitable "**Category**" from the dropdown element.

General	
Product Name	<input type="text" value="Product Two"/>
Description (optional)	<input type="text"/>
Code (optional)	<input type="text" value="0210"/>
Category	<input type="text" value="E-Books"/> ▼

Step 3: In the "During your customer's buying process" section, click "Yes" if the shipping address is required. Else, click on "No".

During your customer's buying process	
Shipping address required?	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>(ie. your product is a DVD, Book, etc...)</small>
Send shipping information to Shipping Company	<input type="radio"/> Yes <input checked="" type="radio"/> No

Step 4: If you agree to require the shipping address, then you will be able to choose to "Send shipping information to Shipping Company". Click "Yes" if you wish. Else click "No". If you click "Yes", you need to enter the e-mail address where you want the shipping document to be sent to in "Shipping Company Email". Fill in any number in "Send shipping info every" to specify the exact timing to send out the shipping document.

During your customer's buying process	
Shipping address required?	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>(ie. your product is a DVD, Book, etc...)</small>
Send shipping information to Shipping Company	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shipping Company Email	<input type="text" value="shipping@fusionhq.com"/>
Send shipping info every	<input type="text" value="1"/> Day(s)

Step 5: In the "Create Digital Download Link", if you have any downloadable products that you want to give to your customers, please click "Yes". If you don't have, click "No".

After Your Customer has Purchased	
Create Digital Download Link	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>(ie. if your product is software, an ebook or other downloadable video or audio files) if you enter filename, we'll tell you how to upload these when you upload your website or you can enter url of the file that you already have uploaded.</small>
Send an email to your customer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send me a notification email	<input checked="" type="radio"/> Yes <input type="radio"/> No

Step 6: For "Yes" option, you need to enter either the name of your files (*no spaces needed*) with the correct extension (*example: .pdf .avi .jpeg .mp3*) or the url of your uploaded file in the box. You can add more than 100 hundred files in a product. Click the "+" green icon to add more input boxes. In the download link validity section, set the number of days of your download link validity. Set to zero (0) if it is valid indefinitely.

After Your Customer has Purchased

Create Digital Download Link Yes No
(ie. if your product is software, an ebook or other downloadable video or audio files)
if you enter filename, we'll tell you how to upload these when you upload your website
or you can enter url of the file that you already have uploaded.

Filename/URL 1

Filename/URL 2

Filename/URL 3

 Note: You must include the correct file extension (ie. .pdf .avi .jpeg .mp3)

The download link is valid for days
(Set to 0 if your link is valid indefinitely)

Send an email to your customer? Yes No

Send me a notification email Yes No

Step 7: In the "Send Email to Customer" section, click on "Yes" if you would like to send an e-mail to your customer, else click on "No". You can insert the parameter tags in the e-mail content. In the "Send me a Notification Email" section, click "Yes" if you would like to receive a notification e-mail after your product is purchased. Click "No" to disable this function. If you want to give the log in details to your customers, you can use the tag **{LOGINDETAILS}** in the content of the email. If you want your customers to download your media files instantly after they have purchased, you can use the tag **{DOWNLOAD:x}**. Replace the "x" with the number of the file in the "Filename/URL 1" option.

Send an email to your customer?

Yes No

Subject

Payment received

From Name

Tanya Hart

From Email

support@fusionhq.com

Text

Hi {FIRSTNAME},

Thank you for your purchase. Please
download the free e-books here:

{DOWNLOAD:1}

{DOWNLOAD:2}

Hereunder is the log in details to our
membership site:

{LOGINDetails}

Available tags

{FIRSTNAME}

{LASTNAME}

{THANKYOUPAGE}

{DOWNLOAD:x} : x is number 1 to 20

{LOGINDetails}

Send me a notification email

Yes No

Step 8: The "**Also giveaway product**" is for any bonus products which you want to give to your customers at a time with only one purchase. Select the products in the list. But if you don't want to give any other products, you can leave it blank.

Also give away these products

(Choose a product(s) to give away as a free bonus to new customers.)

- Dress
- Give Away Product
- January product
- level 1 product
- level 2 product
- New ClickBank Product
- New Paypal Product
- Paypal in FHQ
- product for clickbank
- Product for Paypal
- product for Rick
- Shipping Cost

Step 9: The "Add to list" is used when you want to add your customers to any optin list or mailing list when they buy or get this product. You can add them to several lists at a time. If you don't want to add to any list, please leave it blank.

Add to list

(Automatically adds customers to the contact list.
You can set up a contact list in the "Optin Forms" tab.)

- 1sc mail
- 7dayssubscriber optin
- bdfdbdbfb
- bdfdbdbfb form
- july event
- july event form
- live event optin form
- monthsubscribers

Step 10: "Add a customer to membership level" allows you to give the membership level when your customers purchase or get this product. If no membership levels belong to this product, no need to enable it.

Add a customer to membership level

(You can create and modify the membership level in the "Membership Levels" tab.)

- Level 2
- Level 1
- cart#2
- cart#1

Step 11: If enable to add your customers to the membership level, you will also have an option to allow them to choose their own log in details or use the Paypal email to log in.

Add a customer to membership level

(You can create and modify the membership level in the "Membership Levels" tab.)

- Level 2
- Level 1
- cart#2
- cart#1

Can customers enter their login details manually?

- Yes (Customer will choose his own email for membership access manually.)
- No (System will automatically add membership using customer's payment email.)

Step 12: "Make a customer an affiliate of your campaign" can be used if you want to make your customers the affiliate person of your campaign immediately after they purchase or own your product. Don't forget to add this product to the affiliate campaign as well so our system can track the sale record correctly.

Make a customer an affiliate of your campaign

(You can create and modify your affiliate campaign in the "Campaigns" tab.)

- Jared the Bunny (test campaign)
- Katube Jared

Step 13: After that, click "**Save**" button to save the settings.

