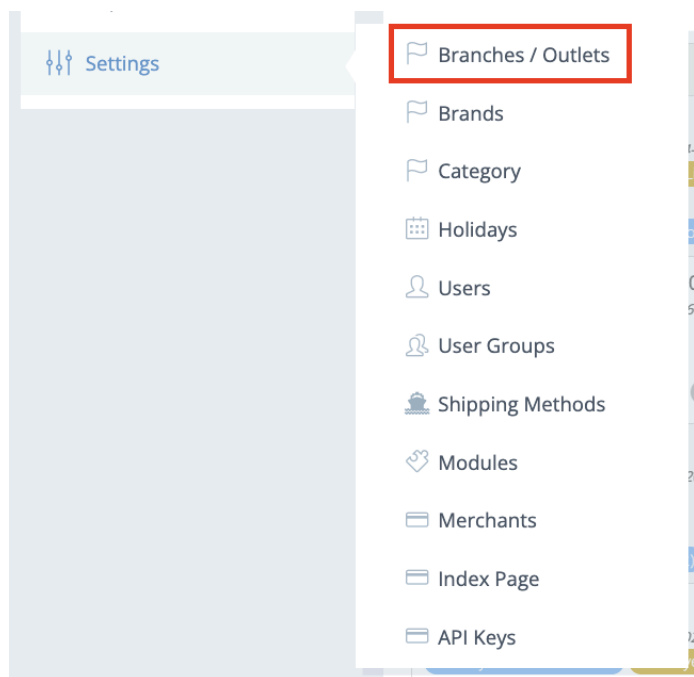


User Guide - Profile Setting

Getting Started - Adding Branches

To begin creating a campaign, we need to set up Branches. Branches represent additional locations associated with a restaurant chain or brand.

Step 1: Navigate to the Settings menu and select "Branches/Outlets".



Step 2: Click on the "+Add" button located at the top right corner to create a new branch.



Step 3: Fill in the required or optional information for the branch.

Required Fields:

- **Branch Short Code:** This is a system-generated code used to identify the branch within the system. It is for internal use only and will not be displayed on the order page.
- **Branch Name:** Enter the name of your branch.
- **Country/Region:** Specify the country or region where your branch is located.
- **Display Order:** Determine the order in which this branch will appear in the backend system.

Optional but Informative Fields:

- **Email:** Provide the contact email address for your branch.
- **Address:** Enter the physical location of your branch.
- **Branch/M meal Description:** Add any additional information or description about your branch or the meals offered.
- **Opening Time:** Specify the operating hours for your branch.
- **Email Sender Address:** Enter the email address that will be used as the sender for branch-related emails, typically used for redemption or inquiries.
- **Email Sender Name:** Enter the name that will be displayed as the sender in branch-related emails, typically used for redemption or inquiries.
- **Logo:** Upload the representative image or logo of your branch.

Please note that the "Required Fields" are **necessary for completing the form**, while the "Optional but Informative Fields" provide **additional details** that can enhance the branch's profile.

* Branch Short Code	Prizm
System code for branch identification. For system usage only, and will not be displayed on order site.	
* Branch Name	Prizm Cafe
Telephone Number	2756 9994
Email	info@prizm.digital
Email Inquiry Email Query String	
(optional) subject=Reservation Query about Prizm Cafe Booking:#{OrderID}-> &body=Reservation inquiry:	
Fax	27963076
Address Line 1	觀塘海濱道165號 SML Tower 15/F-16/F
Address Line 2	
City	
State	
* Country / Region	Hong Kong (香港)
Postal Code	
Branch / Meal Description	Three-star Michelin restaurant in Hong Kong
To supply customers with branch or meal description details placeholder: e.g., Top Italian three-star Michelin restaurant in town	
Opening Time	Daily 9am to 6pm
For description only, and it will not affect the actual shop setting placeholder: e.g., Daily 9-6pm , will be closed for renovation in June.	
Parking information	Free Valet Parking

Notification Settings

Email Sender Address	
Email Sender Name	
Email BCC Address	please separate addresses with comma with no empty space
Order confirmation Email list (BCC) Order confirmation emails will be sent to the addresses listed here	
Reply-To Email Address	
The email address where reply message is sent if you want the reply to go to an email address that is different than the Email Sender Address.	
Reply-To Header	
Auto Order Report	OFF
Enable this option will be giving you an email for order reports automatically in mid-night for the coming booked orders.	

Other Settings

Logo

/assets/upload/379/prizm-logo-60bef5f48ff94.png



For Mobile APP display only

Order Starting Time

Customers will not be able to place order before this time

Order Ending Time

Customers will not be able to place order after this time

Status

☒ ON

* Display Order

1

Enter "0" for the branch to appear at the top

Step 4: Toggle the status to "ON" to activate the branch.

Status

☒ ON

Step 5: Proceed to edit the remaining languages, if applicable.



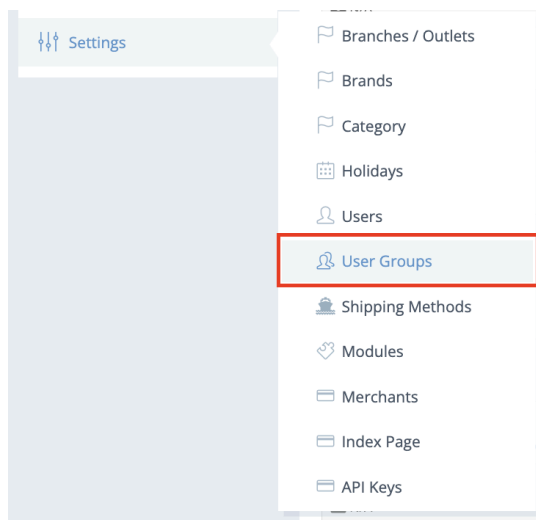
Step 6: Click on the "Save" button to save your changes.



Getting Started - Adding Users

By adding users to a user group, you can assign varying access rights to different users within the group. This functionality is especially useful for hotels with multiple restaurants or restaurants with different branches. It allows for the **allocation of specific access rights to various managers across different branches**.

Step 1: Navigate to the Settings menu and click "User Group".



Step 2: Click on the "+Add" button located at the top right corner to create a new user group.



Step 3: Fill in the details of the user group.

Required Fields:

- **Name:** Enter the name of the user group, such as the name of the restaurant or branch.
- **Title:** Provide the title or role associated with the user group, for example, "Managers" or any other relevant designation.

Optional Fields:

- **Description:** Add any additional information or description about the user group, if applicable.
- **Sort order:** Determine the order in which this user group will appear in the backend system.

* Name	Administration Department
* Title	Admin
Description	For redemption purposes
Sort Order	3

Example:

Admin (administration department) For redemption purposes	
--	---

Step 4: Check the boxes to specify the sections that this User Group should have access to.

- **List:** To be able to view the listing without the editing access.
- **View:** Permits viewing without editing privileges.
- **Create:** Enables the creation of new items.
- **Edit:** Grants permission to modify existing items.
- **Delete:** Allows the removal of existing items.
- **All:** Provides access to perform all of the above actions.

Permissions	List	View	Create	Edit	Delete	All
All	☐	☐	☐	☐	☐	☐
Campaigns	☐	☐	☐	☐	☐	☐
Live Quota	☐	☐	☐	☐	☐	☐
Pricing Table	☐	☐	☐	☐	☐	☐
Settings	☐	☐	☐	☐	☐	☐
Password	☐	☐	☐	☐	☐	☐
Branch	☒	☐	☐	☐	☐	☐
App Activation	☒	☐	☐	☐	☐	☐
User	☐	☐	☐	☐	☐	☐
User Group	☐	☐	☐	☐	☒	☐
Holiday	☐	☐	☐	☐	☐	☐
Merchant	☒	☐	☒	☐	☐	☐
Module	☐	☐	☐	☐	☐	☐
Category	☐	☐	☐	☐	☐	☐
Brands	☐	☐	☐	☐	☐	☐
Orders	☐	☐	☐	☐	☐	☐
Refund	☐	☐	☒	☐	☐	☐
Create	☐	☐	☐	☐	☐	☐
Profile	☐	☐	☐	☐	☐	☐
Redemption	☐	☐	☒	☐	☐	☐
Report	☐	☐	☐	☐	☐	☐
Commission	☐	☐	☐	☐	☐	☐
Custom	☐	☐	☐	☐	☐	☐
Finance	☐	☐	☐	☐	☐	☐
Refund	☐	☐	☐	☐	☐	☐
Member	☐	☐	☐	☐	☐	☐
Import Member	☐	☐	☐	☐	☐	☐

- **Live Quota:** The setting to control the availability of all products.

Order	Product	Price	Sold / Quota	Actions
130	2/12 [星期一] 午餐 Monday		Overall : 6 / Unlimited	Edit + Add Product Clone Trash
130	雞肉照燒配蒸米飯 Monday	HKD 40.00	Overall : 0 / Unlimited	Edit Clone Trash
131	蔬菜炒飯 Monday	HKD 30.00	Overall : 6 / Unlimited	Edit Clone Trash
132	綠茶 Monday	HKD 15.00	Overall : 0 / Unlimited	Edit Clone Trash
133	蘋果汁 Monday	HKD 15.00	Overall : 0 / Unlimited	Edit Clone Trash
140	3/12 [星期二] 午餐 Tuesday		Overall : 0 / Unlimited	Edit + Add Product Clone Trash

- **Pricing Table:** Access to the pricing table for a specific campaign.

Campaign	Booking Period	Campaign Period	Actions
皮埃蒙特 x 白蘆筍 尋味意大利 ID#3616 Frankie Lai is editing on 2025-10-06 10:00:27 UAT Link Live Link Enabled Quick Order 2.0 (Goodies) % exclusive-offer-cucina-piedmont-whiteasparagus-2025	-	To : 2025-06-14 23:59:59 Inactive	Edit Products Quota Pricing Orders Clone ...

- **Password:** The access of managing login password for each user account.

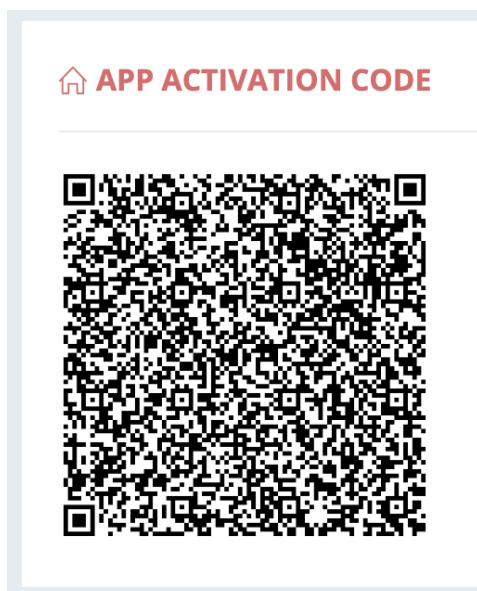
GENERAL

* Name	Brandon
Staff Number	0000
Login Username	brandon.law
Password	
Strength :	

- **Branch:** The settings for each branch, including branch details, status, and availability, and more.

Branch	Status	
馬哥孛羅酒店 - 香港 新春禮品店 (CNY GOODIES HOUSE) ☎ +852 2113 3920 📄 N/A ✉ CAFEMARCO@MARCOPOLOHOTELS.COM	Disabled	✎ Edit 🔑 Activation Code
馬哥孛羅酒店 — 香港 (MPHK) ☎ +852 2113 0088 📄 N/A ✉ HONGKONG@MARCOPOLOHOTELS.COM	Enabled	✎ Edit 🔑 Activation Code
馬哥孛羅香港酒店 (HKHOTEL) ☎ +852 2113 0088 📄 N/A ✉ HONGKONG@MARCOPOLOHOTELS.COM	Enabled	✎ Edit 🔑 Activation Code
港威酒店 (GATEWAY) ☎ +852 2113 0888 📄 N/A ✉ GATEWAY@MARCOPOLOHOTELS.COM	Enabled	✎ Edit 🔑 Activation Code

- **App Activation:** The activation of the branch QR code.



- **User:** The settings for each user, including user details, branch assignment, and access, and more.

User Information	Status	Action
Brandon (brandon.law) ✉ BRANDON.LAW@PRIZM.DIGITAL	Enabled	✎ Edit
Alvin (alvin.foong) ✉ N/A	Enabled	✎ Edit
Clarence (clarence) ✉ CLARENCE.CHONG@PRIZM.DIGITAL	Enabled Last Login :2024-10-29 15:26:32	✎ Edit

- **User Group:** The user access permissions for each group.

User Group	
Demo Testing <i>(admin)</i> To let BEA test for us	
Redemption <i>(redemption)</i>	
View Only Group <i>(view only)</i>	

- **Holiday:** The setting of off-time/closed dates for each branch.

Country	Date	Holiday	
hk	2025-12-25	Christmas	

- **Merchant:** The merchant settings in the admin panel, including merchant info, redemption settings, payment methods, and more.

General Notification Redemption App Report Payment Inventory Cookies



* Code

 * Name

 Phone
Default phone number for customer service

 Website

 Description

* Country  Hong Kong (香港) × ▼

- **Module:** The settings for each module; note that each module has different configurations.

MODULES manage modules...

All	Campaign	CRM	Notification	Payment	ProductOption	Shipping	SSO	TMS	Tracking
Type	Module		Status						
Campaign	Event Ticketing Purchase (Pro) For ticketing sales, single redemption code		Enabled						
Campaign	Dine-in 1.5 (Buy X get Y Free / % OFF) Buy X get Y free or with a discount (whichever is lower) e.g., a booking of # of paying child/adult/senior will be entitled with # of free of charge or discounted child/adult/senior		Enabled						
Campaign	Quick Order 2.0 (Goodies) One-page ordering module to achieve the highest conversion with no product categorisation allowing on-site order pick-up and shipping options with additional charge		Enabled						
Campaign	Dine-in 2.0 (DiningV2) For dine-in reservations with full payment. Booking Flow: - Select restaurant - Select date - Select meal period - Select number of guests - Fill-in contact details - Booking confirmation - Proceed with Payment - Support discount code - Enhanced SEO settings - Support chatbot		Enabled						

- **Categories:** The product category settings for each brand. Note that Category is different with product group.

CATEGORIES manage categories...

+ Add

Category Name	
Shirt	

- **Brands:** The brand setup for a single merchant.

BRANDS manage brands...

+ Add

Brand Name	
KlikNRoll	

- **Refund (Order):** The refund settings for each order.

Order #100217

Checkout

Payment

Delivery

Review

29 Oct 2025, 10:46:29

ORDER DETAILS

Order ID

100217

Campaign

Beauty Workshop #20250805090839

Redemption Code

7142830212238316

Booking Date

2025-10-29

Status

Paid

Confirm

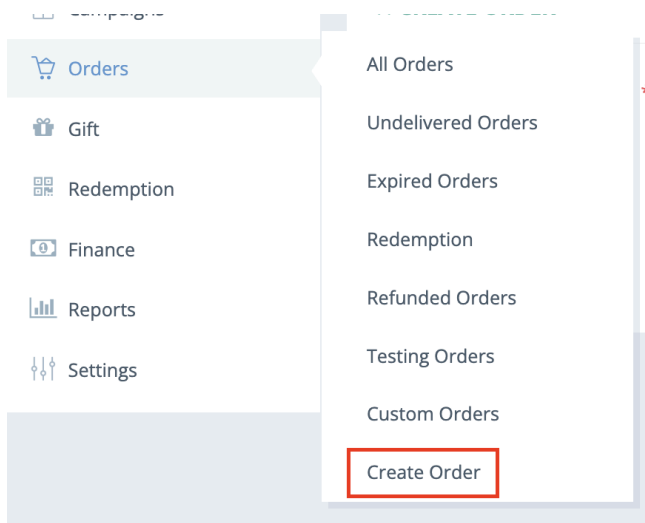
Cancel Order

Remarks

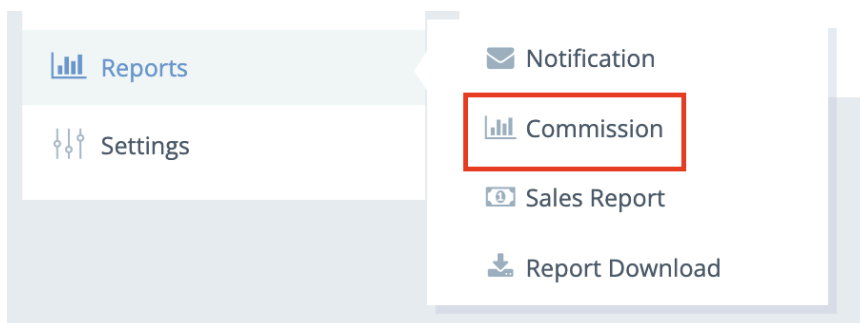
Refund

Partial Refund

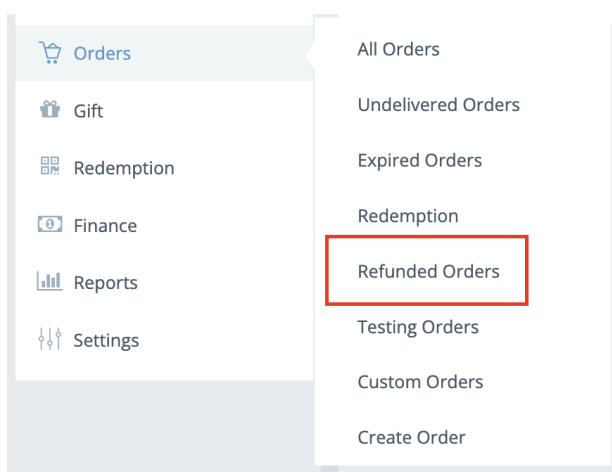
- **Create:** The access to create orders.



- **Commission:** The access to commission reports, including order details.



- **Custom:** The access to custom reports created for specific merchants; these appear only if configured.
- **Refund:** The access to process refund orders.



- **Import Member:** The access to import new members into the system via CSV.

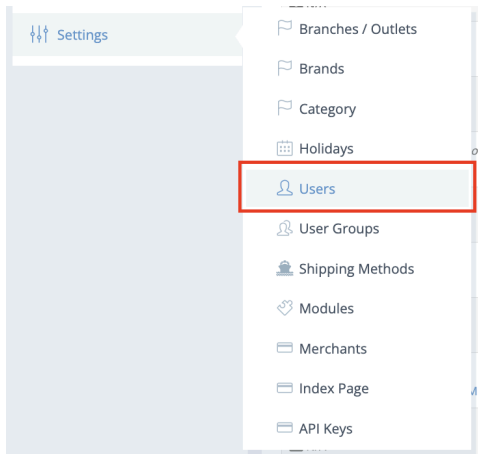
- **Gifting Panel:** The settings of the Gift Panel, including wording, form, buttons, theme, and more.

- **Payment Link:** The settings of payment links, including payment item, amount, branch, invoice, and more.

Step 5: Click on the "Save" button to save your user group's settings.



Step 6: After creating the User Group, navigate to the Settings menu and click on "Users".



Step 7: Click on the "+New User" button located at the top right corner to create a new user.



Step 8: Fill in the details of the user.

Required Fields:

- **Name:** Insert the name of the user/staff.
- **Staff Number:** Insert the staff number for reference purposes.
- **Login Username:** Insert the unique identifier used to access the account
- **Password:** Insert the confidential code that grants authorised access.

Optional Fields:

- **Unlock Code:** Insert the code to unlock the user. It can be any phrases or numbers. Leave it blank if not applicable
- **Email:** Insert the email of the user/staff.
- **Mobile:** Insert the contact number of the user/staff.

* Name	Jeff Hau
Staff Number	
Login Username	jeff.hau
Password	
Strength :	
After changing password, his/her login attempt count will be reset which means he/she will be able to login without two-factor if he/she has tried too many times.	
Unlock Code	
Fill-in new value to reset unlock code, otherwise leave it blank	
Email	jeff.hau@gmail.com
Mobile	85227319605

Step 9: Toggle the status to "ON" to activate the user.

Status ☒ ON ☐

Step 10: Grant permission to the user and select the user group.

- **All Branches:** Users will be granted permissions for all existing branches and any branches created in the future. Please select the appropriate user group.
- **Specific Branches:** Users will only be granted permissions for specific branches that have been created. For each branch, please select the corresponding user group.

* Grant To ☒ All Branches ☐ Specific Branches

Granting to all branches means this user will obtain permissions on existing and future created branches

All Branches

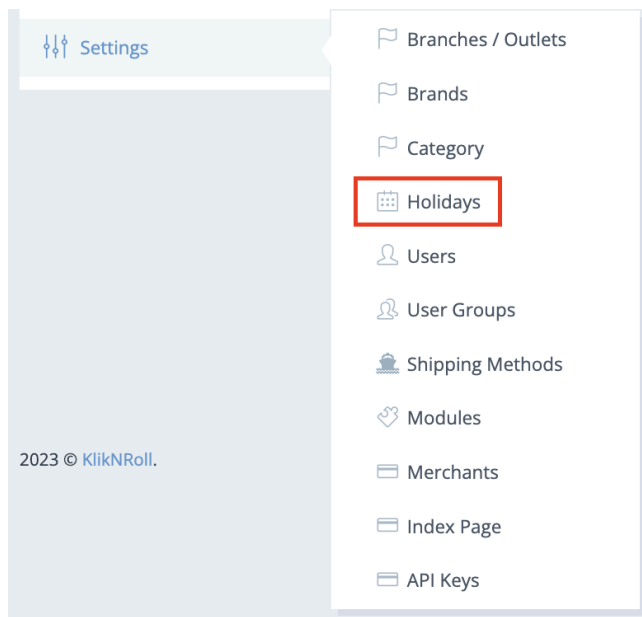
Step 11: Click on the "Save" button to save your user group's settings.



Adding Holidays

In order to configure the availability of products during specific holidays, you need to follow a series of steps. This guide will walk you through the process of setting up your product settings for holidays.

Step 1: Navigate to the Settings menu and select "Holidays".



Step 2: Click on the "+Add" button located at the top right corner to create a new branch.



Step 3: Insert the general information of the holiday.

- **Country:** The nation associated with the particular holiday.
- **The date:** The specific date when the holiday is observed.
- **Name:** The title or designation of the holiday.

GENERAL

*

Country

Hong Kong (香港)

×

▼

*

The Date

2023-10-01

*

Name

National Day

Step 4: Click on the "Save" button to save your holiday's settings.



Step 5: Navigate back to the product tab. Next, locate the product group/child that will be available during the holiday and click on the "Edit" option.

Order	Product	Price	Sold / Quota	Actions
999	自助午餐 lunch Everyday		0% Overall : 0 / 100	Edit + Add Product Clone Trash
999	成人 (SKU: L1) adult lunch Everyday	HKD 294.40 HKD 368.00	0% Overall : 0 / 100	Edit Clone Trash

Step 6: Select the "Holiday" option from the Days of Availability (or Available Days) choices to activate the product for the predetermined holidays set in Steps 1-4.

Days of Availability ☒ Holiday

Step 7: Click on the "Save" button to save your product settings. This particular product will be accessible during the holiday season.



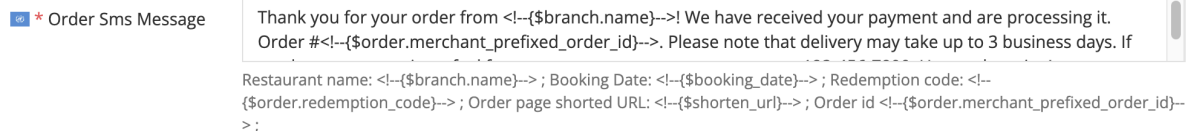
Setting up SMS

SMS confirmation is a feature available for specific modules. After a customer makes a payment, they will receive a confirmation via SMS. You can configure this feature through the Wording tab.

Step 1: Navigate to the "Wordings" Tab.

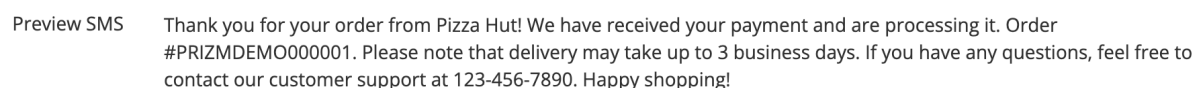


Step 2: Insert the order SMS Message.



- **Restaurant name:** <!--{\$branch.name}-->
- **Booking Date:** <!--{\$booking_date}-->
- **Redemption code:** <!--{\$order.redemption_code}-->
- **Order page shorten URL:** <!--{\$shorten_url}-->
- **Order id:** <!--{order.merchant_order_id}-->

Step 3: Preview your SMS message. If you made any changes in Step 2, kindly click "SAVE" and refresh the page to see the updated preview.



Step 4: Once confirmed, click on the "Save" button to save your SMS settings.



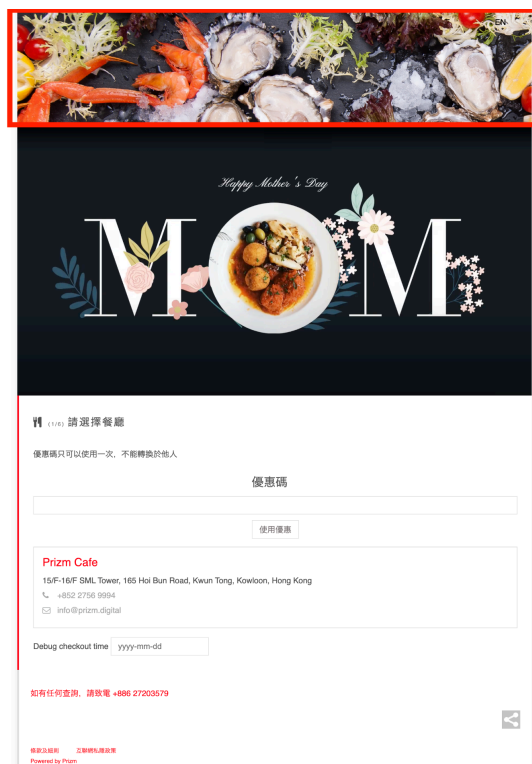
Theme Settings

Users have the ability to personalise the colours and designs of different components in their campaign through theme settings. **Each module may possess distinct yet closely related theme settings.**

Step 1: Set up the colours or images of the theme. Kindly refer to the **RED** box or area.

- **Header Image**

Hint: The header image will replace the header banner and overlap it. You need to change the header image for all languages.



- **Header Background Colour**

Hint: The header background colour setting will modify the header of the calendar

and date-picker as well.



一個溫馨的母親節
HAPPY MOTHER'S DAY BUFFET

EN



請選擇餐廳

優惠碼只可以使用一次，不能轉換於他人

優惠碼

使用優惠

Prizm Cafe

15/F-16/F SML Tower, 165 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong

+852 2756 9994

info@prizm.digital

Debug checkout time | yyyy-mm-dd

如有任何查詢，請致電 +886 27203579

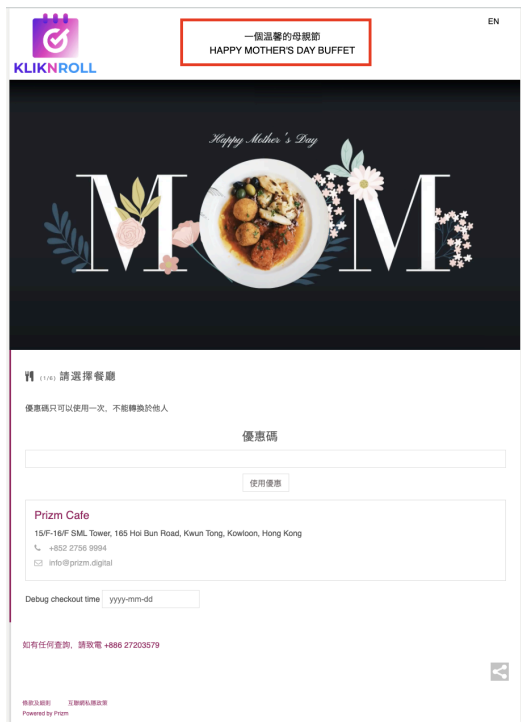
條款及細則

及聯絡相關政策

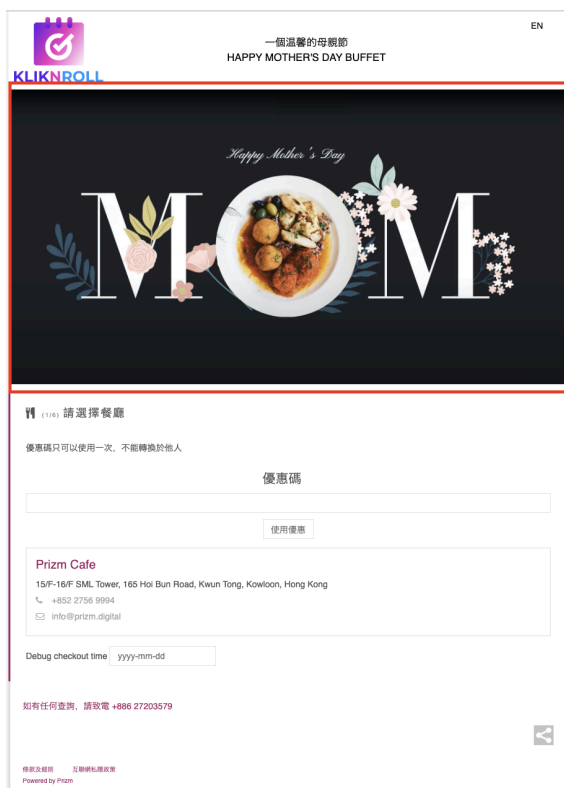
Powered by Prizm

2023年 六月							2023年 七月						
日	一	二	三	四	五	六	日	一	二	三	四	五	六
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

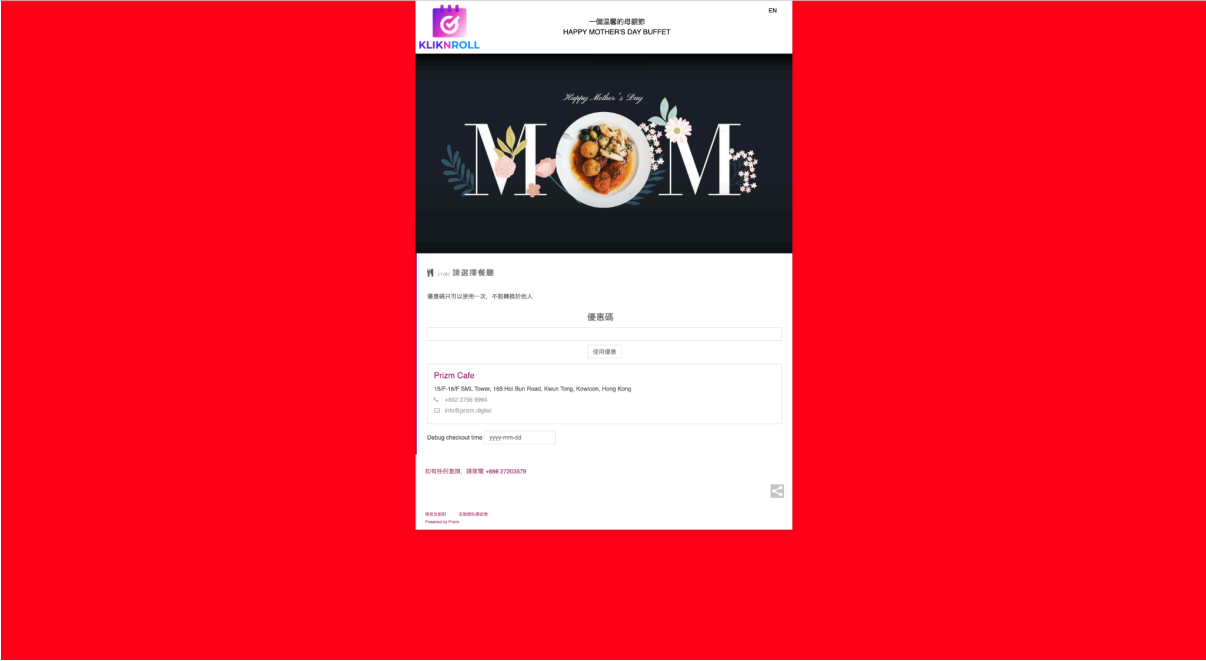
- Header Font Colour



- **Banner Image**
Hint: You need to change the banner image for all languages.



- Body Background Colour



- Body Font Colour



一個溫馨的母親節

HAPPY MOTHER'S DAY BUFFET

EN



請選擇餐廳

優惠碼

使用優惠

Prizm Cafe

15/F-16/F SML Tower, 165 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong

+852 2756 9994

info@prizm.digital

Debug checkout time

yyyy-mm-dd

2023年6月7日

自助午餐

用餐人數

如有任何查詢, 請致電 +886 27203579

條款及細則

互動網址及政策

Powered by Prizm



一個溫馨的母親節

HAPPY MOTHER'S DAY BUFFET

EN



Prizm Cafe

2023年6月7日

自助午餐

請選擇用餐人數

成人 @ HKD284.40

HKD284.96

短約 @ HKD184.00

HKD184.00

長約 @ HKD180.80

HKD180.80

小童 @ HKD150.40

HKD150.40

小計 0.00

服務費 0.00

總額 0.00

確認

如有任何查詢, 請致電 +886 27203579

條款及細則

互動網址及政策

Powered by Prizm

- Theme Main Colour

<https://drive.google.com/file/d/1qJmOFQ8CarAt2IS3Zlflp8vt0PbNaepI/view?usp=sharing>

- Section Active Background Colour

<https://drive.google.com/file/d/1SWS82Fe8vv3X4wTE08lgtrq2WOhmXCju/view?usp=sharing>

- Section Inactive Background Colour



一個溫馨的母親節

HAPPY MOTHER'S DAY BUFFET

EN



Prizm Cafe

2023年6月16日

自助午餐

2位

請填寫訂座資料

姓名

電話

地址

訂座人數

備註

如有任何查詢, 請致電 +886 27203579

條款及細則

互動網址及政策

Powered by Prizm

● Section Inactive Border Colour



一個溫馨的母親節
HAPPY MOTHER'S DAY BUFFET

EN



Prizm Cafe

自 2023年6月14日

D 自助午餐

👤 (4/6) 請選擇用餐人數

成人 @ HKD284.40

兒童 @ HKD184.00

長者 @ HKD180.80

小童 @ HKD150.40

HKD284.96

HKD184.00

HKD180.80

HKD150.40

小計 0.00

服務費 0.00

總額 0.00

確認

如有任何查詢，請致電 +886 27203079

歡迎光臨

立即預訂優惠券

Powered by Pizam

● Input Border Colour



一個溫馨的母親節

HAPPY MOTHER'S DAY BUFFET

EN



🛒 (1/4) 請選擇餐廳

優惠碼

使用優惠

Prizm Cafe

15/F-16/F S.M. Tower, 165 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong

☎ +852 2756 9994

✉ info@prizm.digital

Debug checkout time

yyyy-mm-dd

📅 2023年6月15日

🍽 自助午餐

👤 小童 x1

📝 填寫訂單資料

如有任何查詢, 請致電 +886 27203579



條款及細則

互聯網私隱政策

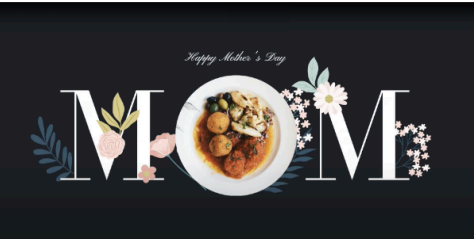
Powered by Prizm



一個溫馨的母親節

HAPPY MOTHER'S DAY BUFFET

EN



👉 支付頁面

VISA

TEST VISA / MASTER API

訂單號碼

TESTING_PRIZMDEMO111102

付款金額

HKD 150.40

發票時間

2023-06-06 15:18:14

以上所確認之總額並不可退款及轉讓

2023-06-06 15:33:14

信用卡號碼

卡主姓名

到期日

1 / 2023

驗證碼

這是甚麼?

以上所確認之總額並不可退款及轉讓

確認

如有任何查詢, 請致電 +886 27203579



條款及細則

互聯網私隱政策

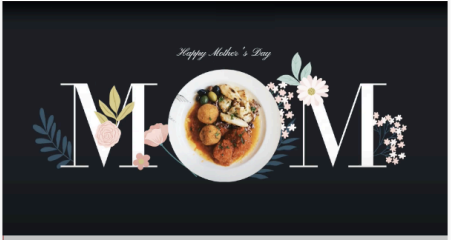
Powered by Prizm



一個溫馨的母親節

HAPPY MOTHER'S DAY BUFFET

EN



🛒 Prizm Cafe

📅 2023年6月15日

🍽 自助午餐

👤 小童 x1

📝 請填寫訂單資料

* 標題

* 姓氏

朗和 謙

* 名字

朗和 大文

* 電郵

請輸入有效電郵地址以便收通知信

* 手機號碼

🇨🇳

請收短訊或電話通知

確認

如有任何查詢, 請致電 +886 27203579

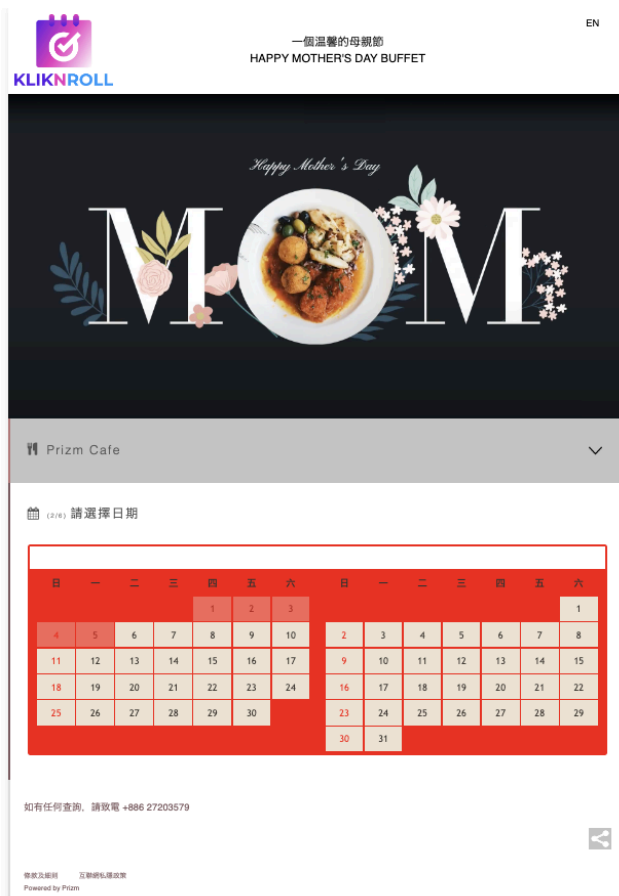


條款及細則

互聯網私隱政策

Powered by Prizm

- Datpicker Background Colour

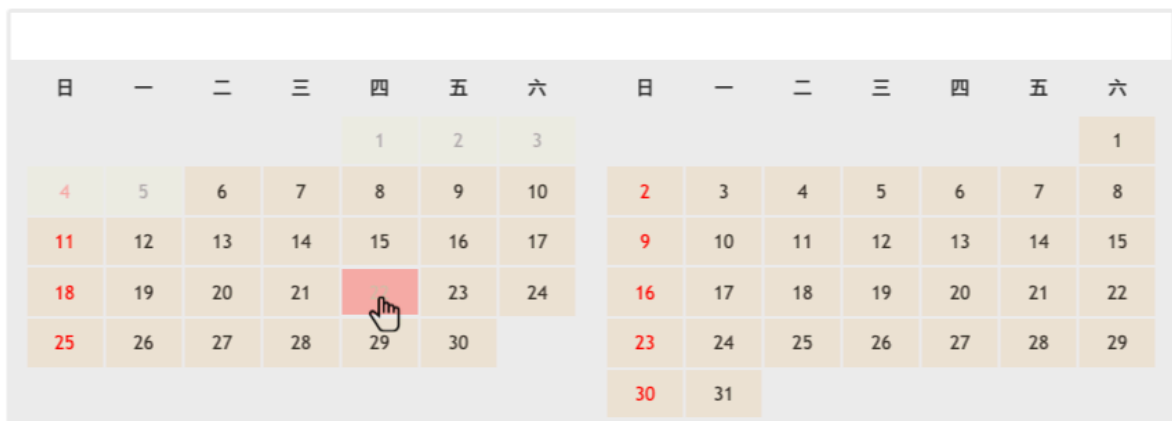


- Datpicker Selected Date Colour

請選擇日期

日	一	二	三	四	五	六	日	一	二	三	四	五	六
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

- Datpicker Hover Date Colour



Step 2: Fill in Custom Css if applicable.

- **Custom Css:** Custom CSS refers to the practice of creating personalised styles for websites by overriding or extending default styles. It allows developers to customise various aspects of a webpage's appearance, such as colours, fonts, spacing, and positioning, by targeting specific HTML elements or classes.

Custom Css

Step 3: To hide the header bar in the campaign interface and confirmation email, simply enable the "Hide Header Bar" option by toggle it to "ON".

Hide Header Bar

☐ OFF

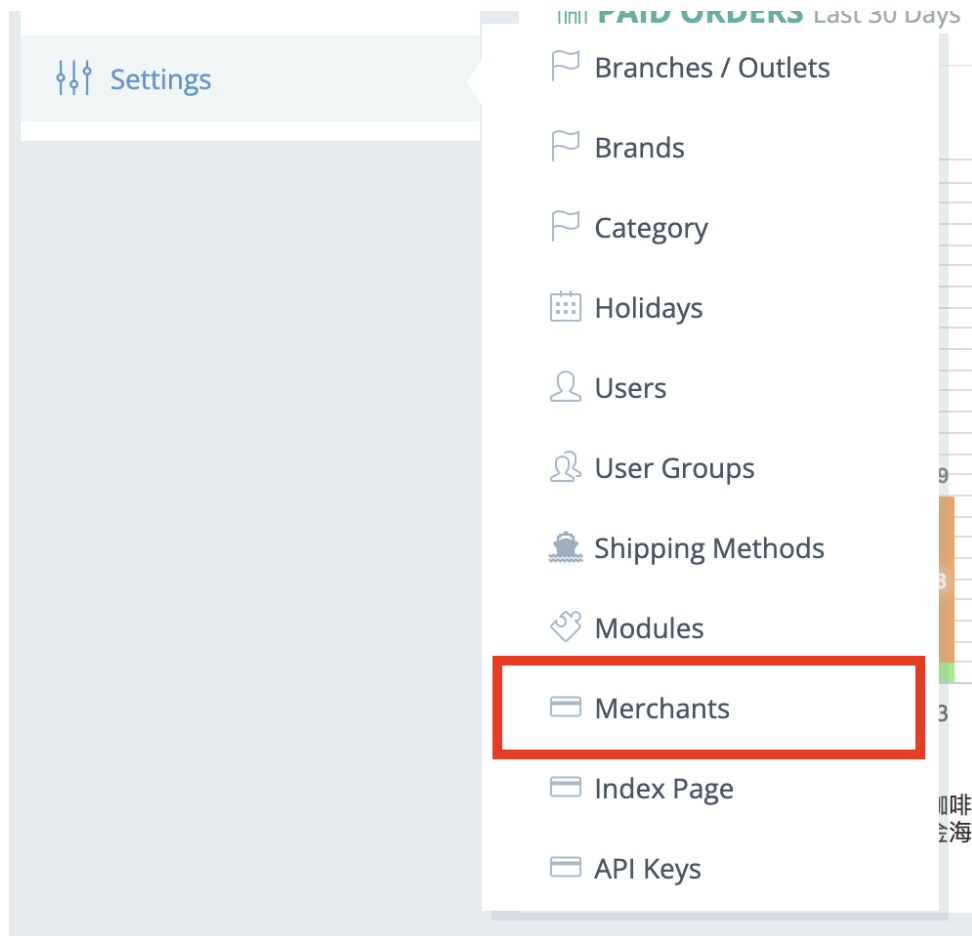
Step 4: Click on the "Save" button to save your theme settings.



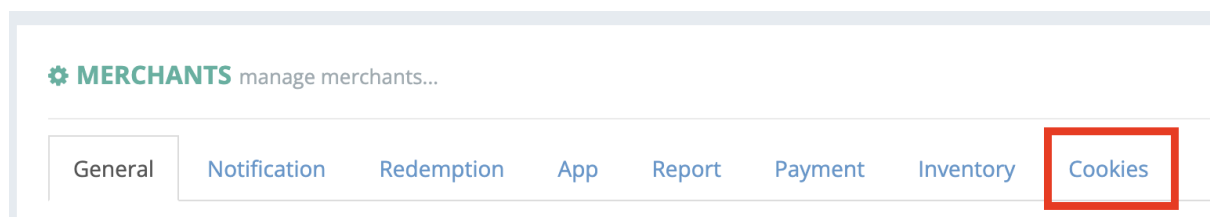
Consent Settings

The purpose of collecting cookie consent is to protect the privacy and data rights of individuals when they visit your landing pages that collect their personal information through cookies.

Step 1: Navigate to "Settings" on the left sidebar and then click on "Merchants."



Step 2: Click on the "Cookies" tab in the top bar.



Step 3: Fill in the cookie information.

- **Cookies Consent Box Status:** Toggle the status to “ON” to enable cookies.
- **Title:** Enter the title of the consent section.
- **Content:** Provide the terms and conditions for the cookie consent.
- **Confirm Button Title:** Specify the title for the Call to Action (CTA) button.

Cookies Consent Box Status ☒ ON

Title Cookie 隱私政策

Content

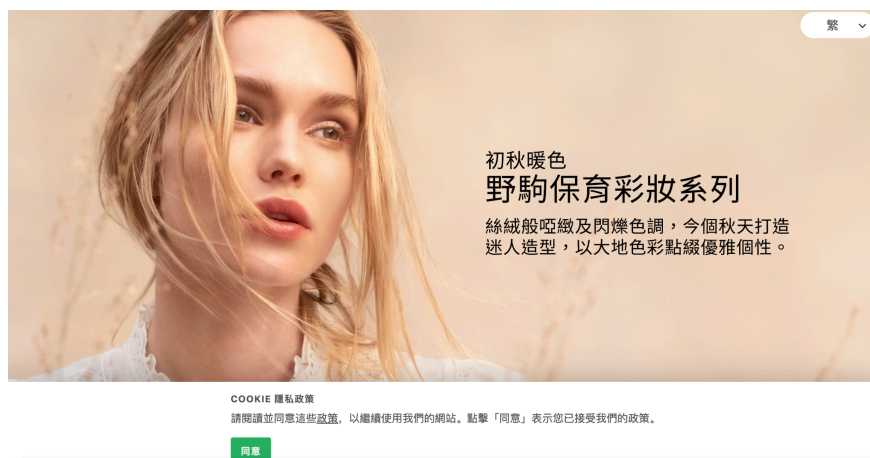
請閱讀並同意這些政策，以繼續使用我們的網站。點擊「同意」表示您已接受我們的政策。

Confirm button title 同意

Step 4: Click on the "Save" button to save your cookie settings.



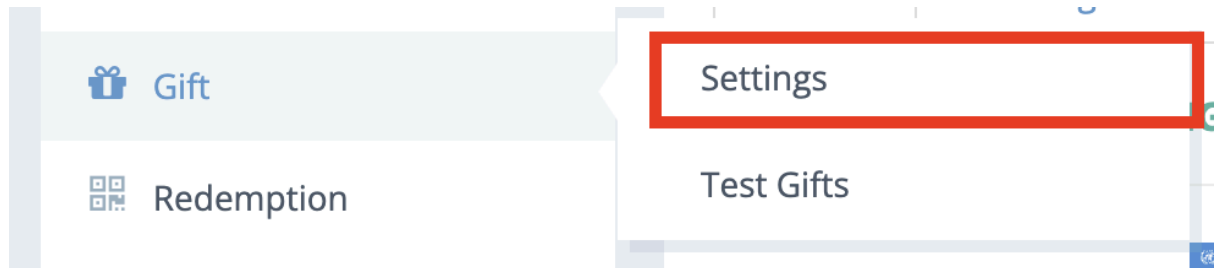
Preview:



Gift Panel Settings

Customers have the option to activate the gift panel, allowing them to send their purchased products to friends or family.

Step 1: Navigate to "Gift" on the left sidebar and then click on "Settings."



Step 2: Set up the general information of your gift panel.

- **Title:** Insert the title of the gifting panel.
- **UAT Domain:** The UAT Domain is a dedicated testing environment where end-users validate the functionality and performance of a system before it is deployed for actual use.
- **Live Domain:** The Live Domain refers to the actual production environment or the live system where the software or application is deployed and accessible to end-users for real-world use.
- **Description:** The
- **Language:** Choose the desired language from the available options: Traditional Chinese, English, and Simplified Chinese.
- **Login Method:** Select the login method for your gift panel.

 **GIFTING PANEL SETTING** manage gifting... 

 * Title	Gifting Panel
* UAT Domain	demo.prizmall.com  UAT Environment Domain
* Live Domain	intercon.prizmall.com 
 Description	此連結只能處理該次購買之產品。若需處理其他已購買的產品，請使用該帳單電郵通知內的分享連結。
* Languages	☒ English ☐ 繁體中文 ☐ 簡體中文
* Login Method	Email + Mobile 

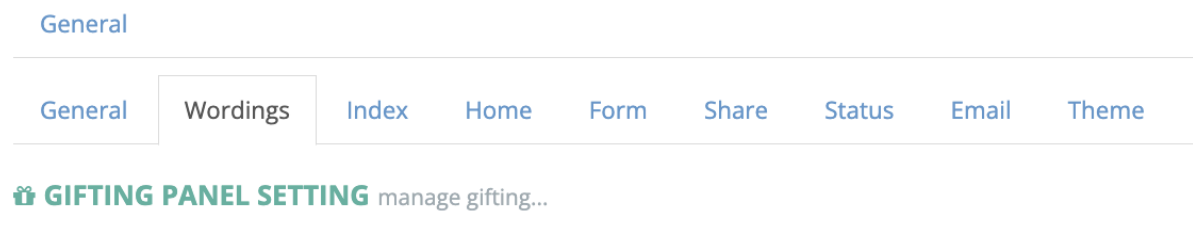
Step 3: Toggle the status to "ON" in your general settings to activate the gift panel.



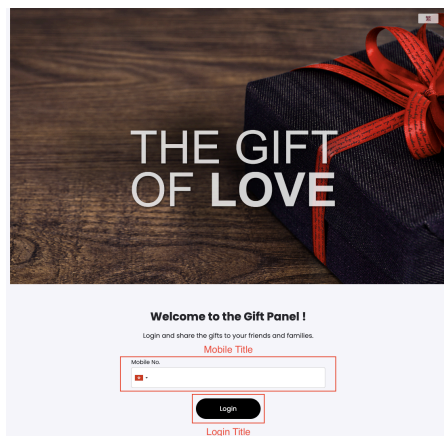
Step 4: Click on the "Save" button to save your gift panel's settings.



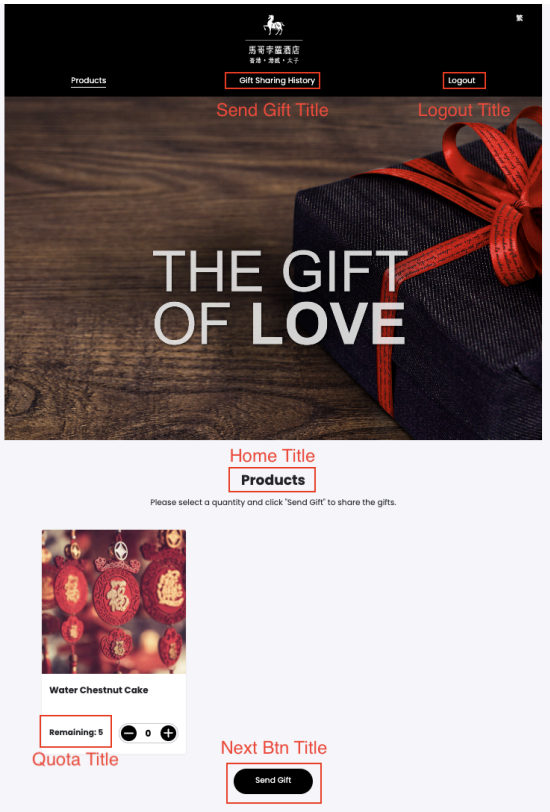
Step 5: Navigate to the "Wording" section in the top bar and input the desired text for the gifting panel.



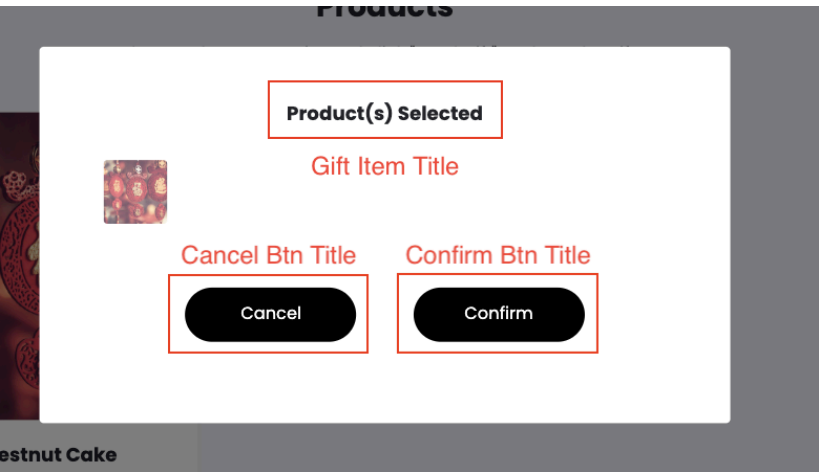
- **Login Title**
- **Mobile Title**



- Home Title
- Send Gift Title
- Logout Title
- Next Btn Title
- Quota Title



- Gift Item Title
- Confirm Btn Title
- Cancel Btn Title



- Back Btn Title
- Send Btn Title

馬尾守禮酒店

香港・澳門・天津

Products

Gift Sharing History

Logout

THE GIFT OF LOVE

Gift Form

Please fill in the form to share the gift.

Product(s) Selected

Water Chestnut Cake

xi

Sender Information

* Sender Name

Recipient Information

* Recipient Name

* Recipient Email

* Language

English

繁體中文

* Message

Back Btn Title

Back

Confirm to Send

Send Btn Title

- Finish Btn Title

馬尾守禮酒店

香港・澳門・天津

Products

Gift Sharing History

Logout

THE GIFT OF LOVE

Share

Share Description

f

Back to Products

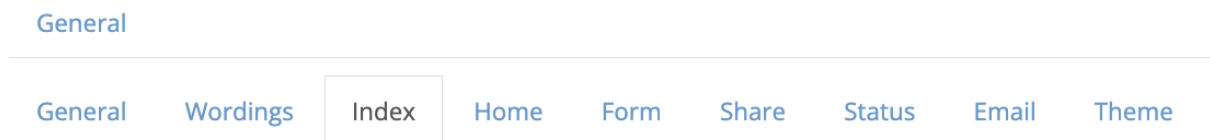
Finish Btn Title

- **Item Reservation Title**
- **Reservation Hostory Title**
- **Quantity First**

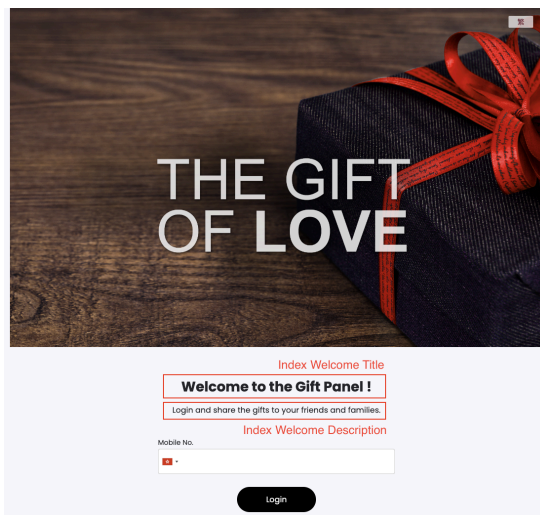
Step 6: Click on the "Save" button to save your wording's settings.



Step 7: Access the "Index" section in the top bar and input the appropriate text for your gifting index panel.



- **Index Welcome Title**
- **Index Welcome Description**

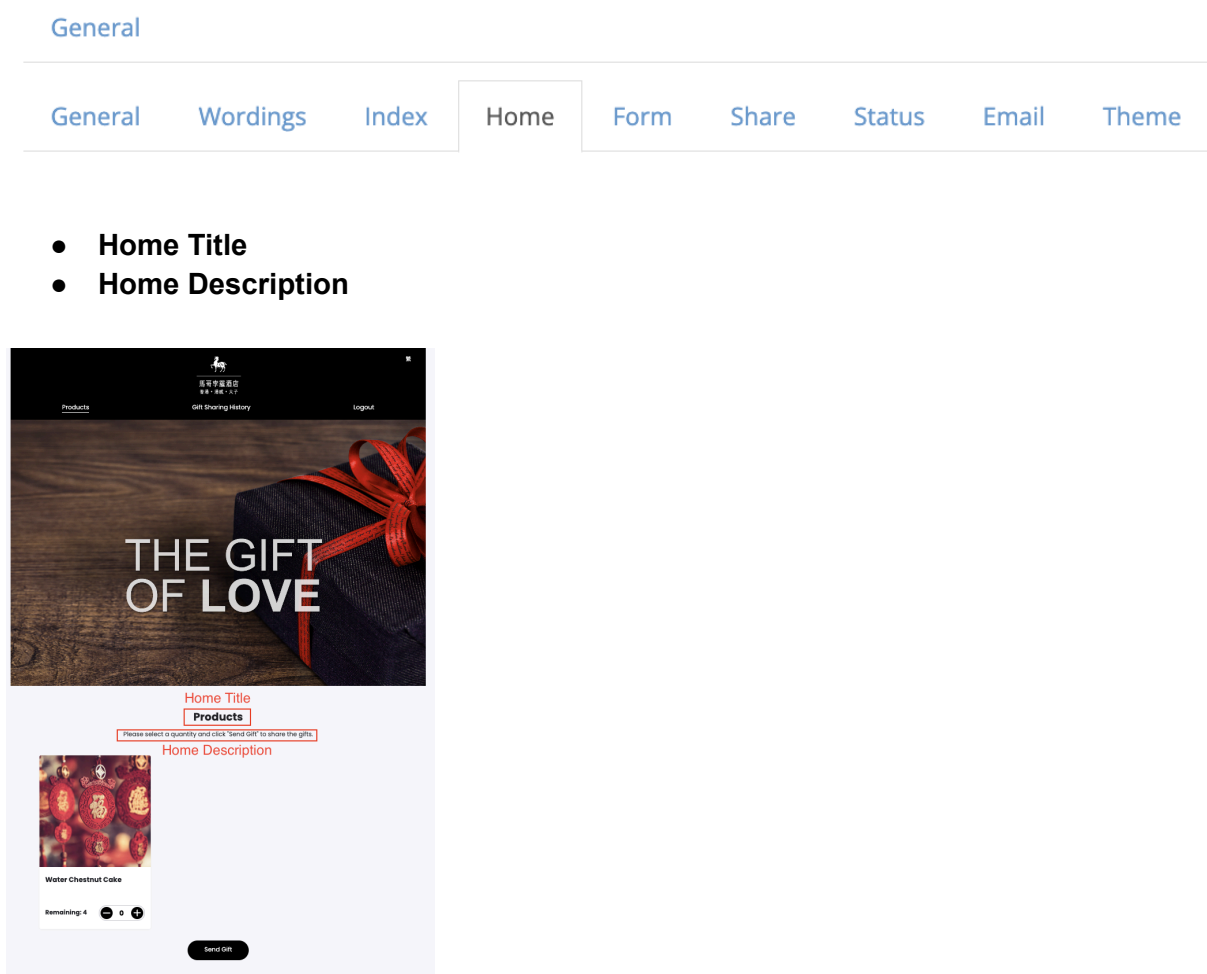


- **Email**
- **Index Bottom Remark**

Step 8: Click on the "Save" button to save your index' settings.



Step 9: Access the "Home" section in the top bar and add text to customize the wording for the homepage of your gifting panel.



Step 10: Click on the "Save" button to save your home's settings.



Step 11: Navigate to the "Form" section in the top bar and input the desired text for your gifting form.

General

General

Wordings

Index

Home

Form

Share

Status

Email

Theme

- Form Title
- Form Description
- Sender Information Title
- Recipient Information Title
- Sender Name
- Recipient Name
- Recipient Email
- Recipient Language
- Recipient Message

Gift Form

Form Title

Please fill in the form to share the gift.

Form Description

Product(s) Selected

Sender Information Title

Sender Information



Water Chestnut Cake

x1

* Sender Name

Sender Name

Recipient Information Title

Recipient Information

* Recipient Name

Recipient Name

* Recipient Email

Recipient Email

* Language

Recipient Language

English

繁體中文

* Message

Recipient Message

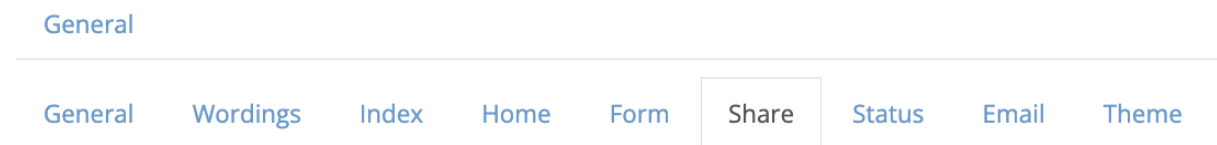
Back

Confirm to Send

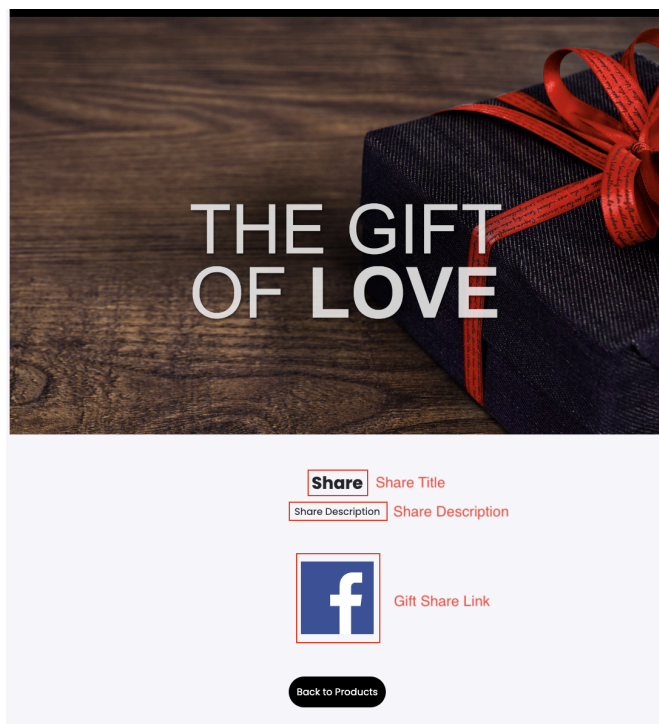
Step 12: Click on the "Save" button to save your form's settings.



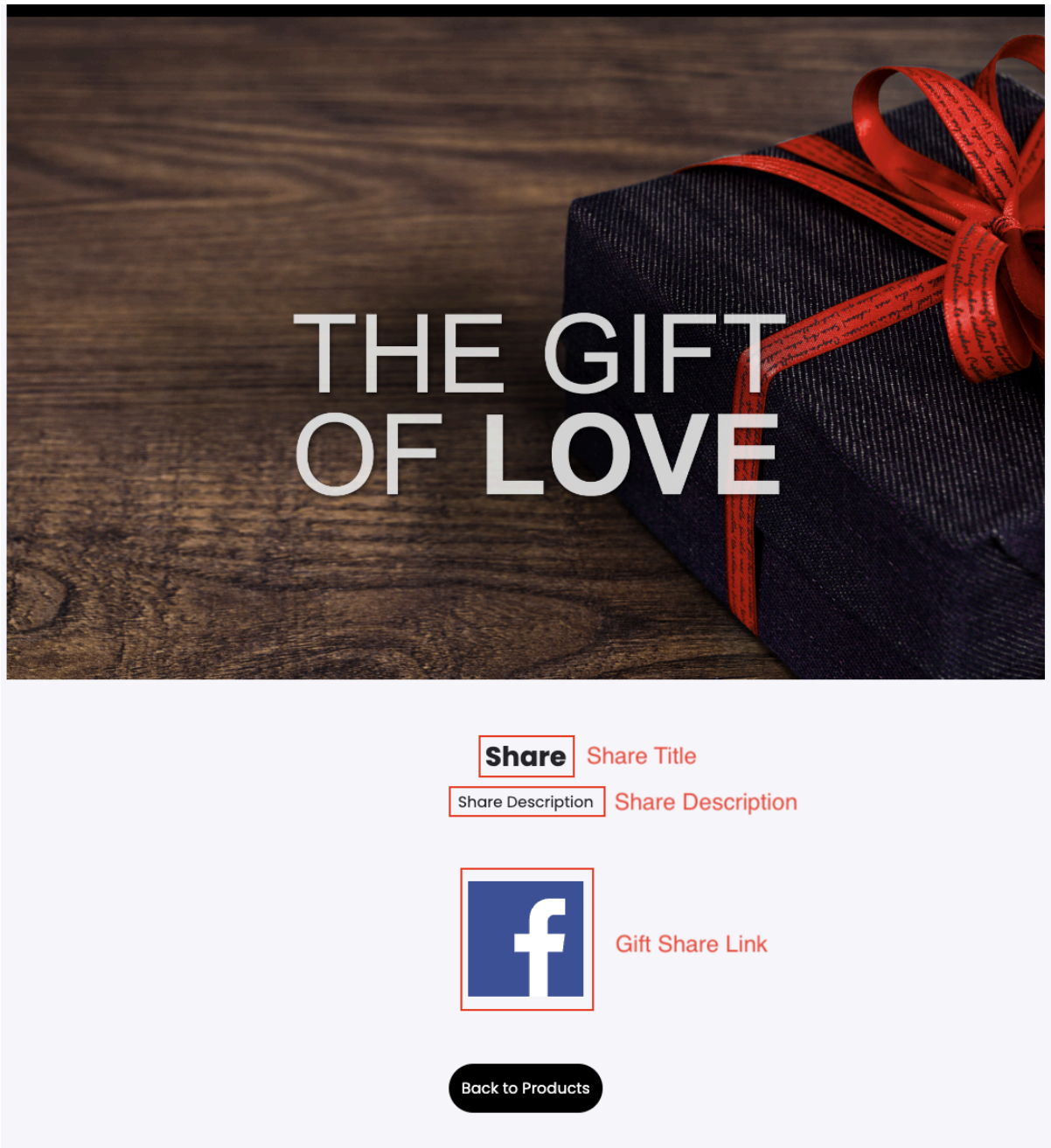
Step 13: Access the "Share" section on the top bar and add text to customize the wording that appears after sharing your gifts.



- **Share**
- **Share Descriptions**



- Gift Share Link



- Gift Share Titles
- Gift Share Message

Step 14: Click on the "Save" button to save your share's settings.



Step 15: Access the "Status" section in the top bar and input text to customize the wording for your sharing history.

General

General Wordings Index Home Form Share Status Email Theme

- **Status Title**
- **Status Description**
- **Reference No. Title**
- **Gift Title**
- **Recipient Title**
- **Date Title**



Sharing Records

Status Title

Records of gifts sent

Status Description

Gift Title

Recipient Title

Date Title

Reference ID

Product

Recipient

Time Sent

Reference No. Title

978

Legendary Chinese New Year Puddings x1
Chinese Turnip Cake with Conpoy x1

Test
brandon.law@prizm.digital

2023-11-27 09:08:36

977

Legendary Chinese New Year Puddings x1
Chinese Turnip Cake with Conpoy x1

Test
brandon.law@prizm.digital

2023-11-27 09:03:28

● **Status Bottom Remark**

Step 16: Click on the "Save" button to save your sharing history's settings.



Step 17: Navigate to the "Email" section on the top bar and customize the wording and image for gifting emails.

General

General

Wordings

Index

Home

Form

Share

Status

Email

Theme

- Email Banner
- Subject
- Gifting Dear Title

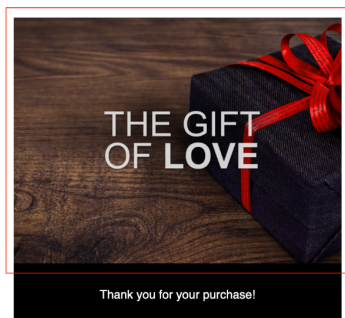
Thank you for your purchase! #977

Subject



Marco Polo Hotels - Hong Kong <hongkong@marcopolohotels.com>
To: brandon.law@prizm.digital

Today at 9:03 AM



Email Banner

Greetings!

Gifting Dear Title

Test

Brandon Test

- Terms and Condition
- Gifting Code Title



Legendary Chinese New Year Puddings
Chinese Turnip Cake with Conpoy x1

Handcrafted by the hotels' chefs from traditional recipes, the savoury Chinese Turnip Cake with Conpoy, is filled with Chinese sausage, Jinhua ham, dried shrimp and conpoy.

Redemption Code

Gifting Code Title



4725358714726434

Terms And Conditions

Terms and Condition

Step 18: Click on the "Save" button to save your email's settings.



Step 19: Access the "Theme" section in the top bar and customize the theme for your gift panel.

General

General

Wordings

Index

Home

Form

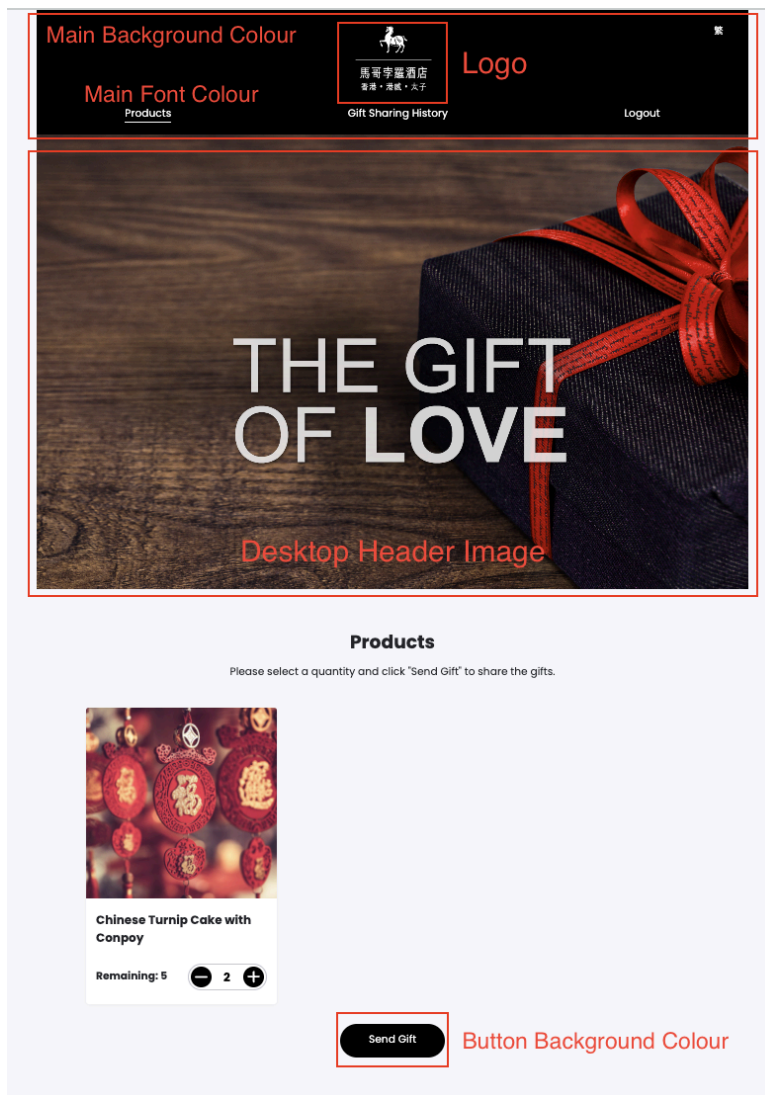
Share

Status

Email

Theme

- Logo
- Desktop Header Image
- Main Background Colour
- Button Background Colour
- Main Font Colour



- **Button Hover Background Colour**

Step 20: Click on the "Save" button to save your theme's settings.



Step 21: Create a campaign [HERE](#) and switch the gift panel status to "ON" in your general settings to activate the gift panel exclusively for that particular campaign.

Gift Panel

ON

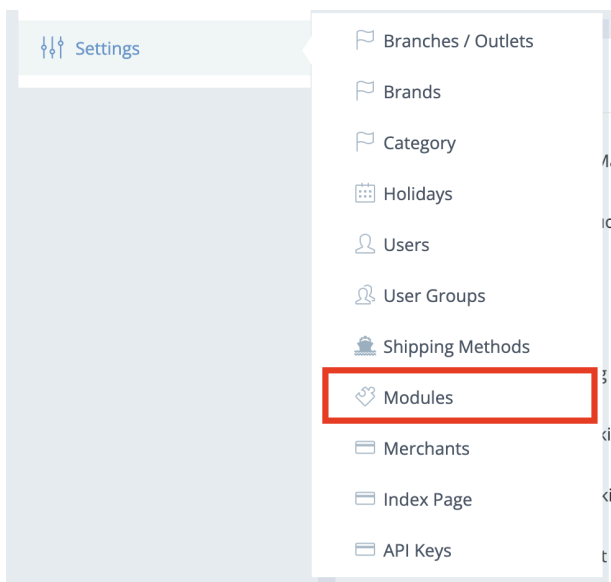
Step 22: Click on the "Save" button to save your campaign's settings.



Module Settings - Cake Shop Module

In this section, we'll configure the selection for Product Tags, Product Filters, Product Brands, and Product Images for the Cake Shop Module. This setup must be completed before moving on to product settings. Please note, this setting is exclusive to the Cake Shop Module.

Step 1: Navigate to "Settings" on the left sidebar and then click on "Module".



Step 2: Find the Cake Shop Module and click on the pencil icon located on the right.

Campaign	Cake_shop	Enabled	
----------	-----------	---------	---

Step 3: Navigate the Product Tags and fill in the key and value.

- **Key:** The label for the specific tag
- **Value:** The tag that will be displayed in the backend settings and serve as the navigation for the product category on the front end.

 * Product Tags

	all	default	
	mooncake	月餅	
	pastry	糕點	
	whole_cake	蛋糕	

Add

Step 4: Fill in the key and value of the Product Filters.

- **Key:** The label for the specific Product Filter.
- **Value:** The filter that will be displayed in the backend settings and used as the product label on the front end.

 * Product Filters

	limited_edition	Limited Edition	
	new_in	New In	
	coming_soon	Coming Soon	
	signature	Signature	

Add

Step 5: Fill in the key and value for the Product Brands. Product Brands are used when there is more than one branch within the e-commerce store, allowing customers to identify which products are sold by each branch.

- **Key:** The label for the specific brand or branch.
- **Value:** The branch name that will be displayed in both the backend and the front end.

* Product Brands

default

default

Add

Step 6: Fill in the key and value for the Product Image Gallery Count to specify how many product images can be uploaded and displayed.

* Product Image Gallery Count

4

Step 7: Click on the "Save" button to save your Cake Shop Module's settings.

