

Prestashop Migration Manual

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PRESTASHOP

Pretashop Guide

In this manual, we'll discuss how to migrate your old webshop to Prestashop.

This manual presumes a number of things:

- You have a webshop you wish to migrate
- Your old site is a webshop
- You want a solution that's kept up to date by recent standards, allows a lot of plugin options, and can be installed with a hosting package.

If you are interested in our suggestions for blog-like sites, feel free to check out our other guides on this subject.

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This manual discusses the following subjects:

- Requirements of Prestashop
- How to add and edit new products.
- Payment options
- Sample migration of an article.
- Common themes, options, payment options.
- A short FAQ.

If you are looking for something more detailed, or in-depth, take a look at the Prestashops support forums. Prestashop is one of the most used webshop applications on the web, and as such, has a very active support base.

Before you start

Make sure you back-up your old site. To do this, move to your site, and press CTRL+S to save the page. After you've saved all the pages of your site, check they're working by opening them on your computer. As long as they display the information, they are saved.

Before starting, verify all your old information is present.

In order to install Prestashop on your hosting plan, make sure you have a database which you can use. All other requirements are already pre-installed on our servers.

Link your domain to your plan, and wait for 8 hours for the DNS to refresh. You are now ready to start installing.

Installation

In order to install Prestashop on your hosting plan, follow the steps described below:

1. Login to your control panel.
2. Click on Hosting.
3. Select your hosting plan on which you want to install Prestashop.
4. Click on Installations.

| PLAN | DOMAINS | STATUS | RENEWAL/EXPIRY DATE |
|--------|----------------------|--------|---------------------------|
| Small | sh-monkeytest-01.nl | active | Sept. 19, 2014 12:35 p.m. |
| Medium | sh-monkeytest-01.com | active | Sept. 16, 2014 2:19 p.m. |

5. Select "New installation".

6. Select Prestashop from the E-Commerce list and click on install.

7. Fill in the data as required.

| PLAN | DOMAINS | STATUS |
|-------|---------------------|--------|
| Small | sh-monkeytest-01.nl | active |

Package details Domains FTP access Databases Installations

Install PrestaShop

Domain *

Install on subdomain?

Database *

Language *
select a language

Administrator Email *
enter your email address

Website Title *
enter title for the website

Administrator Password *
enter a password for the administrator user

- *Select which domain you wish to install it on.*
- *If you want to install on a subdomain (example: test.domain.com), check "Install on Subdomain" and fill in the subdomain.*
- *Select an existing database, or create a new one. If you chose for an existing database, supply the password.*
- *Choose the language. Prestashop supports a large amount of languages natively.*
- *Fill in the admin e-mail. This will be used for notifications, password resets, and logging in.*
- *Choose the admin password.*
- *Choose the title for your website. This can be changed later, should you wish.*

Prestashop will be installed. You will be notified when the installation is complete.

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Logging into your shop

Prestashop allows you to log in via the back-end on the website itself.

To do this, simply add your URL and add “/admin/” behind it, without the quotes.

This will present you with the login screen. To log in here, fill in your e-mail address and your password.

First look around

At the top of the back-office is a black bar containing a handful of links:

- (name of your shop). From any page, takes you back to your Dashboard.
- Cart icon. Opens a tooltip presenting the new orders since you clicked that icon. A red tooltip indicates the number of new orders. From there on, you can either display one of the new orders, or go to the list of orders.
- People icon. Opens a tooltip presenting the last registered customers. A red tooltip indicates the number of new customers. From there on, you can either display one of the new customers, or go to the list of customers.
- Speech bubbles icon. Opens a tooltip presenting the last customer service message. A red tooltip indicates the number of new messages. From there on, you can either display one of the new messages, or go to the list of messages.
- Trophy cup icon. Opens a tooltip presenting your progress as a merchant. A red tooltip indicates the number of new items. From there on, you can reach the full page of badges and points, from the “Merchant Expertise” module.
- Search field with “Everywhere” dropdown list. Allows you to search within the content of your shop – even within your administration page, if you can’t remember where an option is set.
- Quick Access. This is the quick links menu, presenting the most useful links, as set in the “Quick Access” page under the “Administration” menu.
- Welcome, (your name). A simple reminder of which account you are currently logged-in with.
- “My Preferences” link. Takes you to your account’s preferences page, where you can set some personal options (for instance, the back-office language or your password).
- “Logout” link. Logs you out of the current user account.
- “View My Shop” link. Opens a new browser tab with your shop’s front-end.

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The menus

All along your daily activities administrating your shop, you will have to browse through the many pages and options of the back-office.

Each menu applies to a given set of tasks:

- **Catalog.**
This is the heart of your shop, where you will add products, create categories, set up carriers and suppliers.
- **Orders.**
Once clients start adding products in their carts, you will start seeing orders in this menu, with the resulting invoices. This is also where you handle merchandise returns, credit slips and per-order customer service, among other things.
- **Customers.**
Here you can access all the information about your clients, and edit their addresses, create groups of customers to which you can apply special discounts, handle customer service, and even manage social titles if need be.
- **Price Rules.**
A very specific menu, enabling you to easily create vouchers and price reductions through a set of rules.
- **Shipping.**
Everything pertaining to carriers and shipping costs.
- **Localization.**
Helps you localize your shop with local values, such as language and translation, currency, units, taxes and tax rules, and geographical entities (regions, countries, etc.)
- **Modules.**
Extend the power and usefulness of your shop by adding and activating modules, a hundred of them being available by default, and many more to buy on the Addons marketplace. This is also where you handle themes, and where modules' blocks get positioned on the theme. One last menu page enables you to apply global settings to payment modules.
- **Preferences.**
PrestaShop is a very configurable e-commerce solution, and you can edit just about any of its behaviors using the full-featured preferences.

- **Advanced Parameters.**

Contains links to tools and informational pages that are too specific to fit in other menus, such as the Web service settings, the database backup tool, or the performance page, among others.

- **Administration.**

Here are the settings pertaining to the back-office itself; for instance, the content of the Quick Access menu, the employees list and permissions, or the menu order, among others.

- **Stats.**

Gives access to all the numerous statistics and graphics that are gathered and generated by PrestaShop.

These are the default menus. Note that modules can add new menus, new pages to the existing menus, and even new options to the existing

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How to...

How to add/edit products

You can add products by taking the following steps:

- Login to your control panel
- Click on 'New Product'.

Here you can add new products.

Migrating your first article

To migrate your first article, take the following steps

- First, open the page you previously saved from your browser. This page contains article, and it's listed price from your old site.
- Next , open the Prestashop back-end, and click 'New product'
- You can begin naming your product here, and providing a short description. After you are satisfied with the product you have created, select "Save" on the right top corner.

Your product is now added. Next, click the product in the list that appears, and move to Pricing on the left-hand menu. Here, you may select the pricing you wish to normally give to the product.

You may repeat these steps for the articles in your store. We recommend experimenting with the bulk options as well – providing bulk deals is a good way to attract customers, and provide interest in your store.

Payment Options

You can setup multiple payment options by clicking on the following:

- Click on 'Modules'.
- Click on 'Payment'.

Prestashop supports a large number of payment options, and it is difficult to document them all. For a comprehensive guide on the integration of modules, we recommend visiting the Prestashop support forums.

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Common questions about Pretashop

How do I add categories?

You can add categories by using the dropdown menu at 'Catalog'. Here you can select 'Categories'. At the top right side of the screen, you see the options 'Add new'. Use this option to add the categories you need.

How can I see my orders?

You can see your orders by using the dropdown menu at 'Orders'. Here you can select the option 'Orders' again.

How can I see the invoices?

You can see the invoices by using the dropdown menu at 'Orders' and selecting 'Invoices'.

How can I see my customers?

You can see your customers by using the dropdown menu at 'Customers'. Here you click on 'Customers' again.

How can I check my price rules?

You can check your price rules by using the dropdown menu at Price rules. Here you can select which categorie you want to adjust.

How can I edit my shipping options?

You can edit your shipping options by using the dropdown menu at 'Shipping'. There you can find multiple items to change carriers or costs.

How can I change the language of the interface?

In order to change the language of the interface, you can use the dropdown menu at 'Localization'. Here you can click on 'Languages' to add or edit language available to you.

How can I change the language of the storefront?

You can change the language of the storefront by using the dropdown menu at 'Localization'. Here you can click on 'Languages'. On this screen you can select a language and enable it as default.

How can I add modules?

In order to add modules you can use the dropdown menu at 'Modules'. Here you can select 'Modules' again. This will show you a list of modules currently installed and which are available to you.

How can I see the statistics from the shop?

You can see the shop statistics by using the dropdown menu at 'Stats'. Here you can click on 'Stats' again. This will show you an overview of the statistics.

How can I add multiple users/employee's ?

You can add multiple employee's or users by using the 'Administration' dropdown menu and selecting 'Employees'. Here you can add, delete or edit employees.

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