

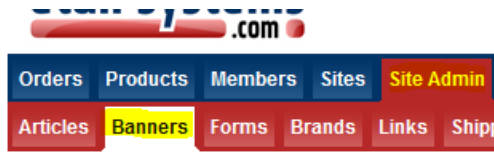
### Etail Systems Tip Sheet

*Objective: To add a banner for display on your website.*

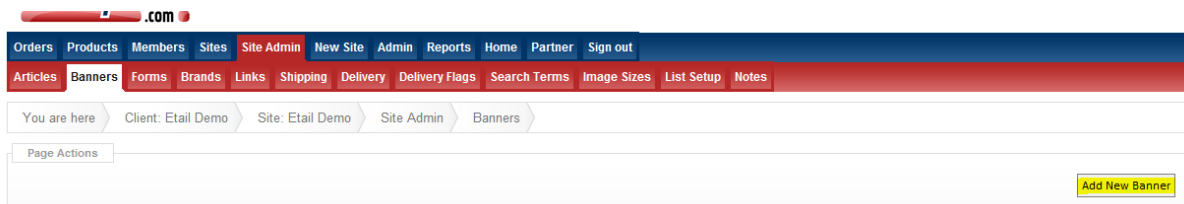
The following tells you how to achieve this;-

Banners are images on your site that can be used for anything – as a link to a department from the home page, a link to a promotion or a link to a particular product. You can make these banners (just ask us for the dimensions for your site) yourself if you know how, or you can ask us and we'll get them made for you.

To access your banner, go to 'Site Admin' → 'Banners'.



To add a new banner, click the 'Add New Banner' button on the right hand side of the page.



You'll then see this page to fill in.

A screenshot of the Etail Systems 'New banner' form. The form is divided into several sections: 'Banner remarks' with a text area, 'Title' and 'Description' with text boxes, 'Image' section with 'Upload image' (a 'Choose File' button), 'Maximum size' (width and height in pixels), 'Alt text' with a text area, 'Link' section with 'Link URL' (a text box), 'Link URL Description' (a text box), 'Link URL Value' (a text box), and 'Link target' (a dropdown menu). There is an 'Update Banner' button at the bottom.

**Banner remarks** – This is the name of the banner that will appear when you search for it/in the banner list. Make it relevant and memorable.

**Upload image** – Choose the image you want here.

**Alt text** – You can call this the same as the banner remarks.

**Link URL** – **You don't put the actual link URL in here!** If you look at the description next to the box, you enter the type of link it's going to – is it a department, promotion or a product? For a department, put 'dept', for a promotion, put 'index' and for a product, put 'buy'.

**Link Description** – Describe where the link is going e.g. Ladies Shoes Department

**Link URL Value** – **This is important when linking banners with departments.** Here, you need to look at each of your department numbers. You need to type 'd01' (that's the number 0), then the number of the department you want it go to, for example, you want a banner that says 'SALE' linking to the sale department. If you go into your department tree and hover over the department, a little box will come saying 'Dept Node Number:' then the number of the department.

So in this box, you'd put 'd012'. Then click 'Update banner'.

If you'd like to know how to add links to banner, please request this walkthrough.

If you need any help using this feature, please email [support@etailsystems.com](mailto:support@etailsystems.com) or call 0844 482 0908.