

Your Cart User Manual v3.6

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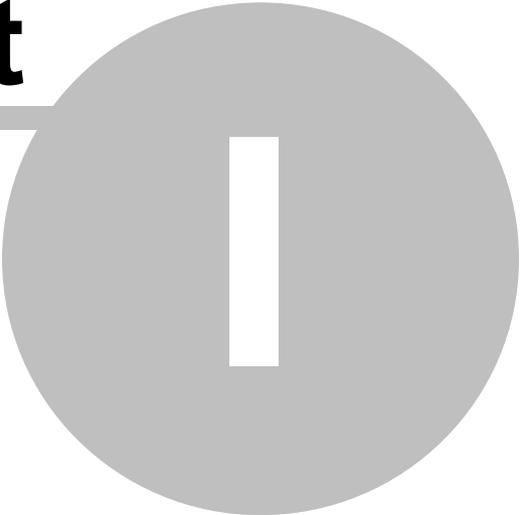
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Top Level Intro

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Part



1 Getting Started Overview

Your Cart is a premier eCommerce solution that enables business of all sizes to create, manage and grow their on-line business. The following guide provides you the facility to set up a basic storefront. These steps will assist you in providing Your Cart with basic information necessary to conduct transactions. We recommend you to complete these steps first before you begin adding products to store.

1. Enter the **Username** and **Password**, as shown in the Figure 1-1-1 below and click on the **Login** button. This information may have been provided to you via e-mail, or you may have set this up during installation.

Demo Cart
Demo Cart Administrator Area
<http://www.democart.com>
Version 3.6.0

Please enter your username and password:

| | |
|---|--|
| Username <input type="text" value="admin"/> | Password <input type="password" value="••••••••"/> |
|---|--|

Your browser must be set to accept cookies to access the admin area.
To retrieve password, [click here](#)
To Access Cart Customer Support, [click here](#)

Figure 1-1-1: Login Page

2. **Admin Area Home** page will open, as shown in the Figure 1-1-2 below.

The screenshot displays the Admin Area Home page for Demo Cart v3.6.0. The page is organized into several sections:

- Top Navigation:** Includes icons for Categories & Products, Users & Orders, Manage Emails, Manage Admins, Cart Settings, Reports, and Marketing. A 'Log-out' button is located in the top right corner.
- Sidebar (Left):** Contains 'Quick Links' for Admin Area (Browse Categories, Browse Products, Browse Orders, Browse Users), Admin Area Home, Update Your Profile, Help & Support (User Manual, Support Area, Member Area), and Demo Cart information (http://www.democart.com).
- Main Content Area:**
 - Welcome to Demo Cart:** A summary of key metrics:
 - New Orders: 0
 - Sales Today: \$3.00
 - Sales This Month: \$2.00
 - Products in Store: 1
 - Registered Users: 1
 - Statistics:** A line chart titled 'Monthly Sales Statistics for May 2008 (US Dollar)'. The Y-axis is labeled 'Sales (US Dollar)' and the X-axis is labeled 'Date (May 2008)'. The chart shows a flat line at zero sales for the entire month.
 - Administrative Task Lists:**
 - Categories & Products:** Manage Products, Add a New Product, Manage Categories, Add a New Category, Manufactures, Bulk Product Loader, Bulk Images Loader, Thumbnail Generator, Global Attributes, Recommended Products.
 - Manage Emails:** Newsletter Email Wizard, Product Update Email Wizard, Sent Email Archive, Default Email Top & Bottom, Notification Emails, Manage Subscriber Emails, Import Emails, Export User Emails, Export Subscriber Emails, Check Bounced Emails.
 - Cart Settings:** Global Cart Settings, Payment Methods, Shipping Management, Edit Taxes, Edit Discounts, Affiliate Integration, Appearance Settings, Edit Text Pages, File Manager, Database & Back-up Tools, Express Setup Wizard.
 - Marketing:** Froogle Data Feed, Altura Data Feed, Shopzilla Data Feed, Sale Prices, Dev Affiliate Integration, Cart Plugins.
 - Users & Orders:** Browse Users, Browse Orders, Export to QuickBooks.
 - Manage Admins:** Browse Administrators, Create a New Account, Update Your Profile.
 - Reports:** Charts, Reports.

Figure 1-1-2: Admin Area Home page

3. Click **Global Cart Settings** in Cart Settings.
4. In [Global Cart Settings](#)^[105] page:
 - a. Click **Company Information** and enter all relevant information about your company.
 - b. Click **Global Site Settings** and enter information about administration e-mails, support e-mails, site name and URL information. Keep in mind this information will be presented to your customers from the cart and via e-mail. The e-mail address you enter is not used for admin notifications, it is only presented to the customer. Admin notifications are set up through the **Manage Admins** area.
5. Click **Payment Methods** in Cart Settings.
6. In [Payment Methods](#)^[139] (**Quick Setup**) page, select the **payment methods**

you will be accepting. Be sure to click the **edit** icon  to make adjustments and enter in text for the cart.

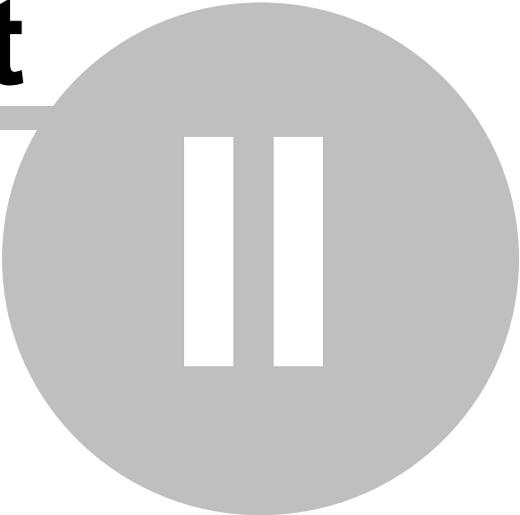
7. Click **Shipping Management** in Cart Settings.
8. In [Shipping Management](#)^[162] page, select the **shipping method** you will allow your customers to use. Your Cart has the ability to get real-time rates from Fed-Ex, UPS and USPS. You can also create your own **custom methods**.
9. Click Edit Taxes in Cart Settings (if applicable).
10. Select the states / countries where you will be charging tax and enter the rate.
11. Click **Appearance Settings** in Cart Settings.
12. In [Appearance Settings](#)^[185] page:
 - a. **Edit Site Header and Footer:** You can enter HTML, which will appear on the top and bottom of your site, or follow the directions to have your logo appear.
 - b. **Edit Site Home Page:** Enter the information to appear in the middle section of your home page.

After you complete these steps, you can enter your product into the Your Cart system. You can do this individually or by using the **Bulk Product Loader**. We suggest reviewing the user manual before you begin.

Top Level Intro

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Part



2 Categories & Products

2.1 Manage Categories Overview

You can use this section to manage the various functions related to the management of categories. Categories, along with the search function, allow customers to easily find items within your store. Please take the time make sure your categories are set up in an easy-to-understand matter.

Marketing Tip: If at all possible, try to limit the number of **Parent Categories** to under 15 if possible, this will prevent users from getting overwhelmed when they first land on your home page.

The following activities can be done with regards to a category:

[Add a New Category or Subcategory](#)^[11]

[Edit an Existing Category](#)^[14]

2.1.1 Add a New Category or Subcategory

To **Add a New Category** or **Subcategory**, follow the steps:

1. Click **Add a New Category**, as shown in the Figure 2-1-1 below.

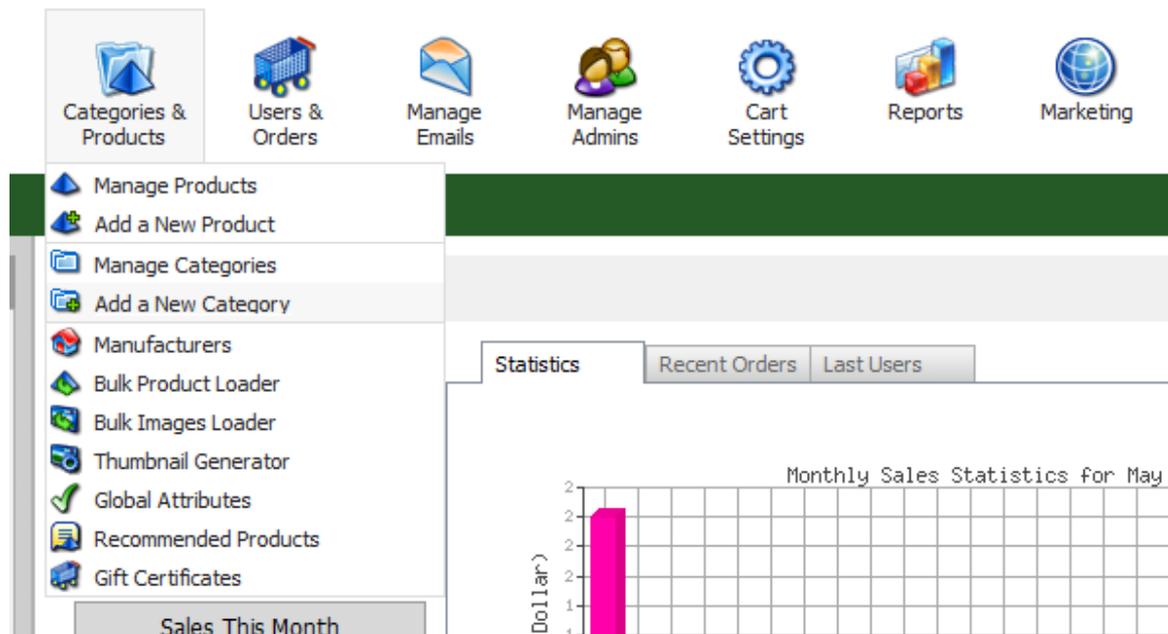


Figure 2-1-1: Add a New Category

The **Category (Insert)** page opens.

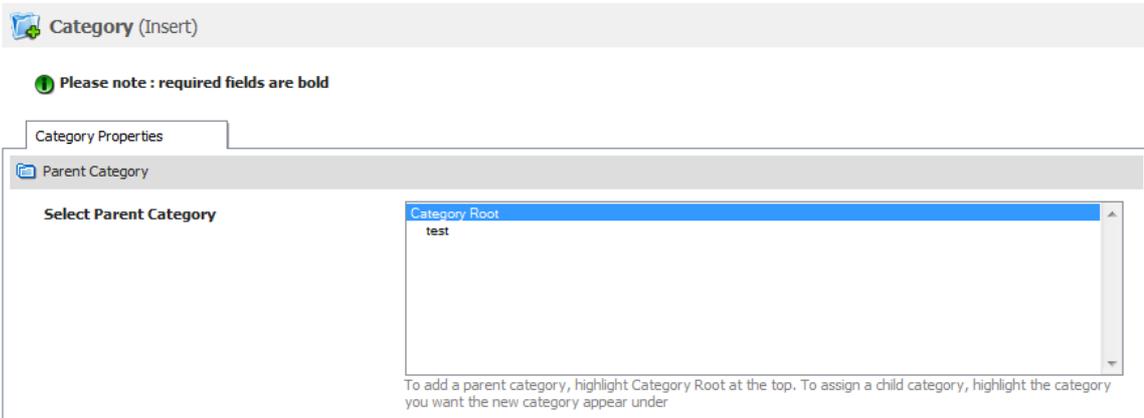
Note: You can also open the **Category (Insert)** page directly, by clicking on **Add a New Category** link in the [Admin Area Home page](#)^[8].

2. **Parent Category:** Select **Category Root** to create a **new category**, as shown in the [Figure 2-1-2](#)^[12] below.

Marketing Tip: Keep you category names very short and specific

Note: Select any **parent category** from the available categories, to add or create a **child category (Subcategory)** under it.

You can also **add a subcategory**, by clicking **Add Subcategory**  icon from [Manage Catalog Categories page](#)^[15]



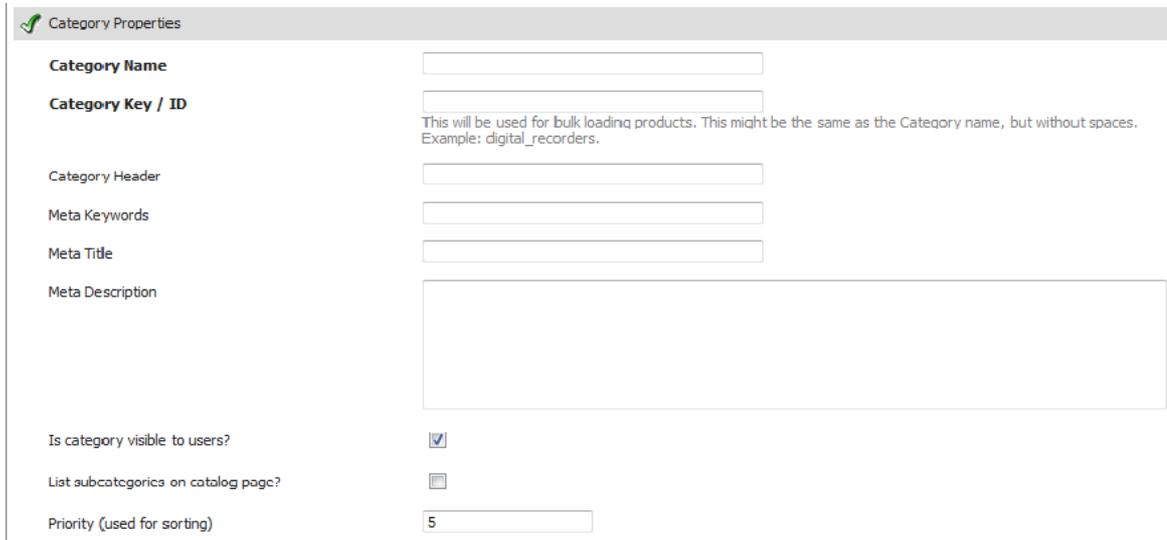
The screenshot shows the 'Category (Insert)' page. At the top, there is a note: 'Please note : required fields are bold'. Below this, there is a 'Category Properties' section with a 'Parent Category' dropdown menu. The dropdown is open, showing 'Category Root' selected at the top and 'test' below it. A note at the bottom of the dropdown reads: 'To add a parent category, highlight Category Root at the top. To assign a child category, highlight the category you want the new category appear under'.

Figure 2-1-2: Parent Category

3. **Category Properties:** Enter the following information:
 - a. **Category Name:** Type the name of the category.
 - b. **Category Key:** Used for bulk uploading of products with the bulk loader feature. It may be the same as the category name, but without spaces (example: Music_and_Movies).
 - c. **Category Header:** Here you can add an additional information about the category, mainly for SEO purposes.
 - d. **Meta Keywords, Title, and Description:** In these fields you want to input your meta information for SEO purposes.
 - e. **Is Category Visible to Users:** Uncheck the box if you don't want this category visible to the user. Otherwise, let it remain checked. By default, the box is checked.
 - f. **List Subcategories on Catalog Page:** Check the box if you want to list subcategories on the Catalog Page. Otherwise, let it remain unchecked.
 - e. **Priority:** Use priority to have products listed higher within Your Cart. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher the product will be listed.

Note: All categories at the same level in a catalog tree are sorted by priority.

Categories with the same priority are sorted alphabetically.

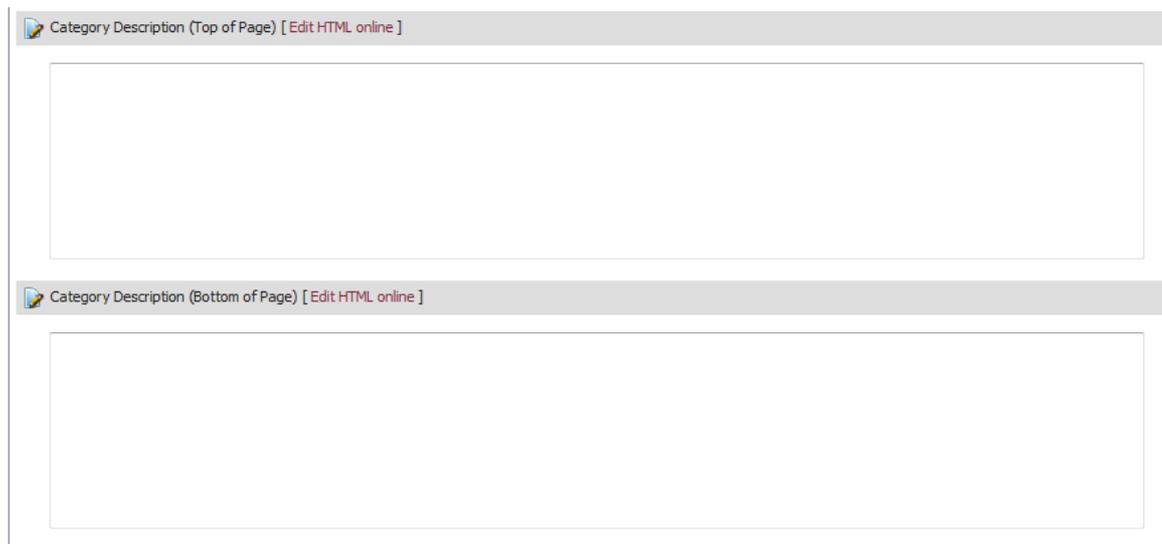


The screenshot shows a form titled "Category Properties" with a green checkmark icon. The form contains the following fields and options:

- Category Name:** A text input field.
- Category Key / ID:** A text input field with a note: "This will be used for bulk loading products. This might be the same as the Category name, but without spaces. Example: digital_recorders."
- Category Header:** A text input field.
- Meta Keywords:** A text input field.
- Meta Title:** A text input field.
- Meta Description:** A large text area for entering a description.
- Is category visible to users?:** A checked checkbox.
- List subcategories on catalog page?:** An unchecked checkbox.
- Priority (used for sorting):** A text input field containing the number "5".

Figure 2-1-3: Category Properties

4. **Category Description:** Type a description for the category, as shown in the Figure 2-1-4 below.



The screenshot shows two sections for entering a category description:

- Category Description (Top of Page) [Edit HTML online]:** A large text area for entering the top description.
- Category Description (Bottom of Page) [Edit HTML online]:** A large text area for entering the bottom description.

Figure 2-1-4: Category Description

5. You can also create an eye-catching description, by clicking **Edit HTML Online** in **Category Description**, as shown in Figure 2-1-5 below. This field allows you to enter HTML-enriched category description.

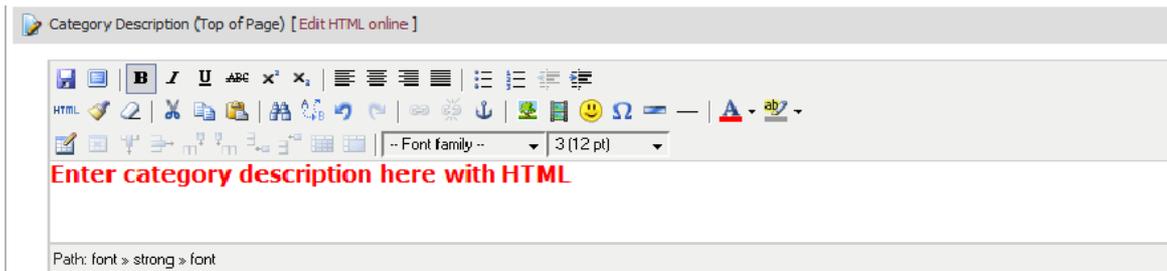


Figure 2-1-5: Online HTML Editor

6. **Category Image:** Click **Browse** and navigate to the image that you would like to upload for the category. The images can be in JPG, PNG and GIF format.



Figure 2-1-6: Category Image

7. If you want to reset the form, click on **Reset form** button.
8. Click **Save changes** button to save the details about the category. You will get a confirmation message that the new products category has been successfully created.

2.1.2 Edit an Existing Category

You can use this option to edit an existing category. To **edit an existing category**, follow the steps:

1. Click **Manage Categories**, as shown in the Figure 2-2-1 below.

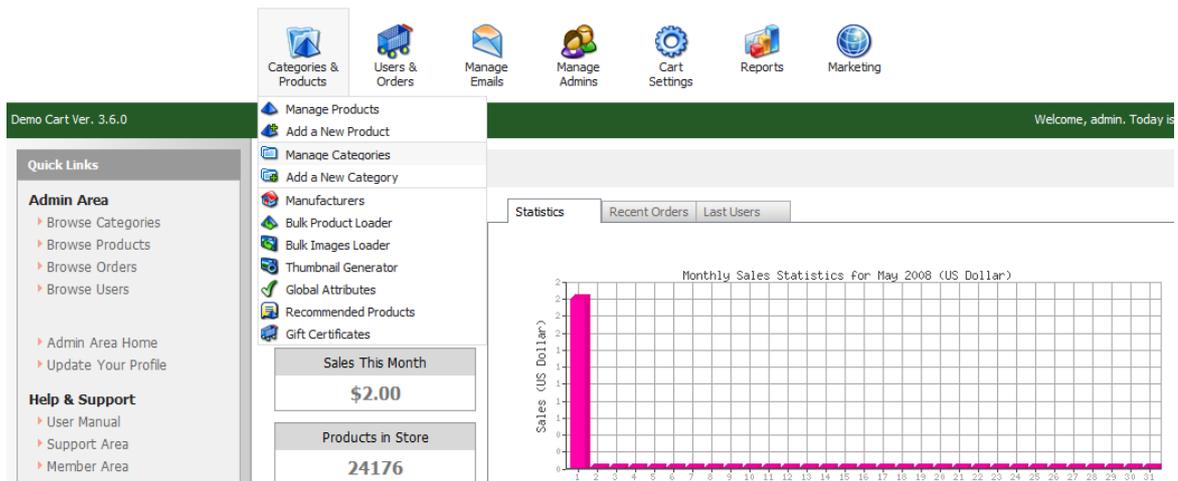


Figure 2-2-1: Manage Categories

- The **Manage Catalog Categories** page will open, as shown in the [Figure 2-2-2](#) below.

Note: You can also open the **Manage Catalog Categories** page directly, by clicking on the **Manage Categories** link in the [Admin Area Home page](#).

You can also **add a subcategory**, by clicking **Add Subcategory** icon from [Manage Catalog Categories page](#).

You can also **add a new category** from the **Manage Catalog Categories** page. To **add a new category**, click **Add a New Category** link on top of the page.

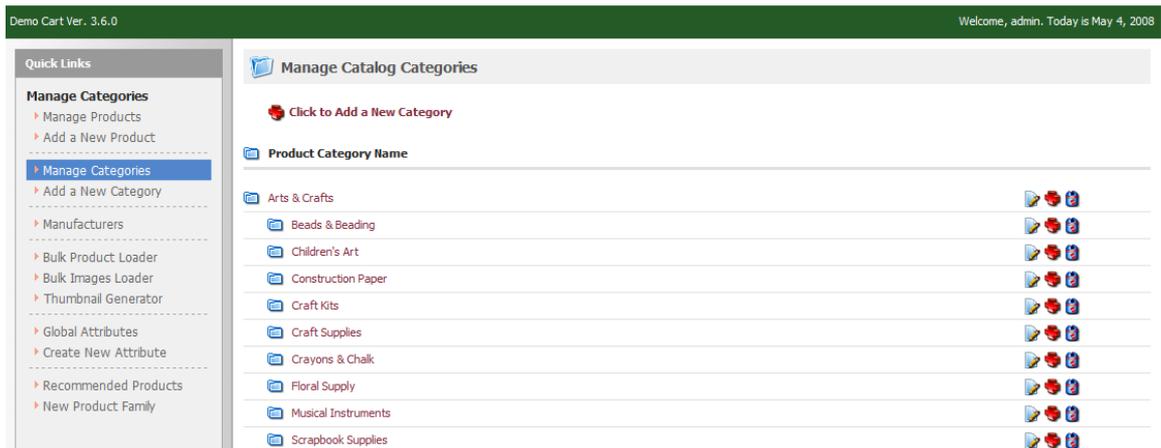


Figure 2-2-2: Manage Catalog Categories

- Click **Edit Category** icon for the category you want to modify.
- The **Category (Update)** page opens, as shown in the [Figure 2-2-3](#) below, where you can modify all the parameters of that category.

Note: You can also **delete the category** from the **Category (Update)** page. To delete the category, click **Remove this category** link on top of the page.

 **Category (Update)**

 **Please note : required fields are bold**

 [Remove this category](#)

Category Properties

 **Parent Category**

Select Parent Category

Category Root

To add a parent category, highlight Category Root at the top. To assign a child category, highlight the category you want the new category appear under

 **Category Properties**

| | |
|-------------------------------------|---|
| Category Name | <input type="text" value="test"/> |
| Category Key / ID | <input type="text" value="test"/> <small>This will be used for bulk loading products. This might be the same as the Category name, but without spaces. Example: digital_recorders.</small> |
| Category Header | <input type="text"/> |
| Meta Keywords | <input type="text"/> |
| Meta Title | <input type="text"/> |
| Meta Description | <input type="text"/> |
| Is category visible to users? | <input checked="" type="checkbox"/> |
| List subcategories on catalog page? | <input type="checkbox"/> |
| Priority (used for sorting) | <input type="text" value="5"/> |

 **Category Description (Top of Page)** [\[Edit HTML online \]](#)

 **Category Description (Bottom of Page)** [\[Edit HTML online \]](#)

 **Category Image**

Image File
(note: accepted file types are JPG, PNG and GIF)

Figure 2-2-3: Category (Update)

5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information. You will get a

confirmation message that the category data has been successfully updated.

2.1.3 Delete an Existing Category

You can use this section to delete an existing administrator account. To **delete an existing administrator account**, follow the steps:

1. [Open](#)^[99] the **Site Administrators** page.
2. Click **Delete Account**  icon for a category you want to remove. A pop up appears asking for confirmation, as shown in the Figure 5-4-1 below.
3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the administrator account has been successfully removed.

2.2 Manage Products Overview

You can use this section to manage the various functions related to management of products. The following things can be done with regards to a product:

[Add a New Product](#)^[17]

[Edit](#)^[23]

[Product Attributes Overview](#)^[26]

[Add a Product Attribute](#)^[26]

[Edit](#)^[27]

[Delete](#)^[29]

[Recommend Family for a Product](#)^[31]

[Product Promotions](#)^[32]

[Quantity Discounts Overview](#)^[34]

[Add a New Quantity Range](#)^[34]

[Edit](#)^[35]

[Delete](#)^[35]

[Secondary Images Overview](#)^[36]

[Add Secondary Image\(s\)](#)^[36]

[Edit](#)^[37]

[Delete](#)^[38]

2.2.1 Add a New Product

To **Add a New Product**, follow the steps:

1. Click **Add a New Product**, as shown in the Figure 2-4-1 below.

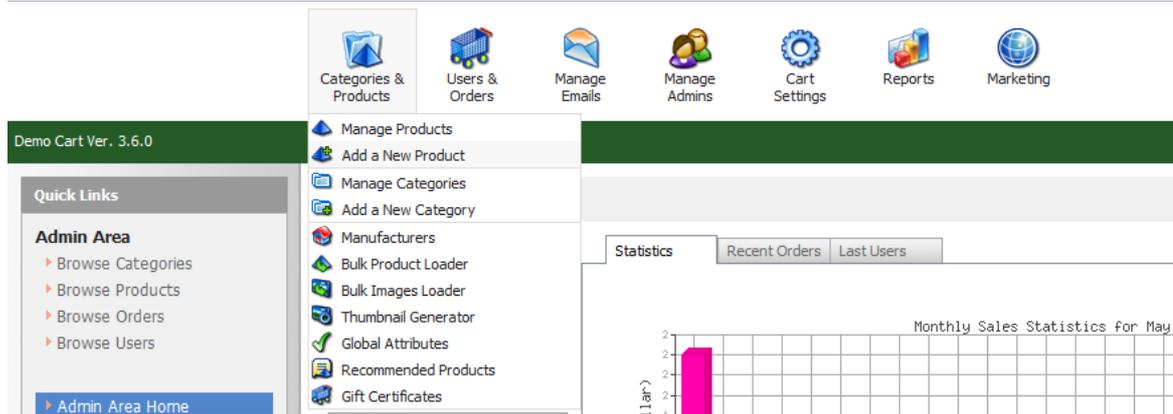


Figure 2-4-1: Add a New Product

The **Product (Insert)** page opens. By default, the **Product (Insert)** page opens under the **Product Info** tab, as shown in the [Figure 2-4-2](#) below.

Note: You can also directly open the **Product (Insert)** page under the **Product Info** tab, by clicking on **Add a New Product** link in the [Admin Area Home page](#).

2. **Product Categories:** Use this section to organize your products by selecting product categories.
 - a. **Main (primary) Category:** Select the primary (main) product category from the drop down menu.
 - b. **Secondary Categories:** Select the secondary product category by clicking on it.

Note: You can **select multiple secondary categories** by holding the **Ctrl** button on your keyboard and then clicking on the **categories**.

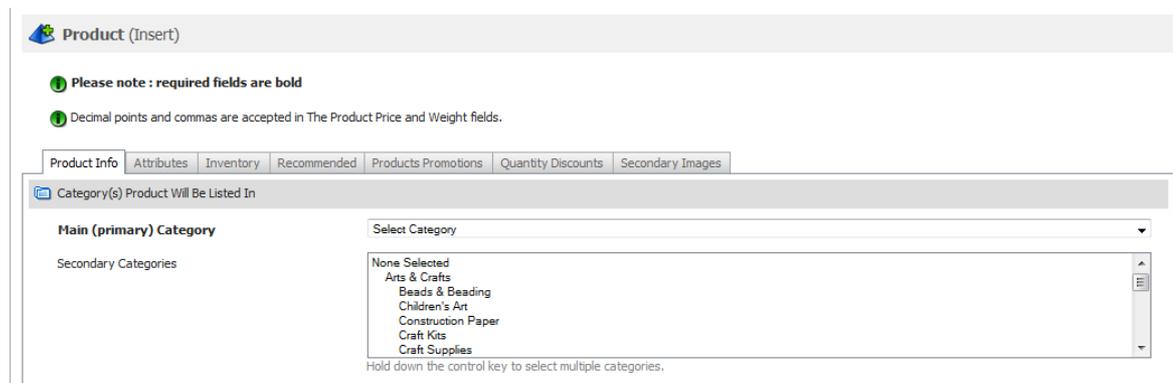


Figure 2-4-2: Product Categories

3. **Product ID / Name:** Enter the following information:
 - a. **Product ID:** All products need to have an ID associated with them for easy look-up and identification. It is a unique identifier of the product in the store. This ID can also be used for [Bulk Loading images via FTP](#) to Your Cart.

- b. **Product Name (title):** Type the name of the product.
- c. **Meta Keywords:** Keywords to be used for searching this category. This may also help with search engine positioning.
- d. **Meta Title:** The customer will view the Meta title tags at the top of the browser window. Meta title tags help the search engines to decide your web page relevancy for the keyword phrases. You can enter the title of the product name as Meta title tag.
- e. **Meta Description:** A short, plain language description of the document, usually 20-25 words or less. Search engines that support this tag will use the information to publish on their search results page, normally below the Title of your site. This tag is particularly important if your document has very little text, is a frameset, or has extensive scripts at the top.
- f. **Product manufacturer:** Select the Product Manufacturer Name from the drop-down menu to search products by the product manufacturer. If you don't want to search the product by the manufacturer name, let it remain on **Do not assign manufacturer**. By default, the **Do not assign manufacturer** is selected in the drop-down menu.
- g. **Priority:** Use priority to have products listed higher within Your Cart. A higher number shall have a higher product listing. You can use either positive or negative numbers: For example: 50, -20, 4.

Product ID, Name & Search Engine Settings

Product ID
All products need to have an ID associated for easy look-up and identification. This ID must be a unique name or number.

Product Name (title)

Meta Keywords

Meta Title

Meta Description

Product Manufacturer
Allow search products by manufacturer

Priority
Use priority to have products listed higher within your cart. The higher the number, the higher the product will be listed. Use positive or negative number. Example: 50, -20, 4

Figure 2-4-3: Product ID / Name

4. **Properties:** Enter the following information:
 - a. **Item Price:** Type a numerical value with dot-separated decimal (i.e 1.45, 0.34). Do not enter any currency symbols. We have also incorporated a feature that allows you to show or hide the unit price. Check the **Call For Price** box next to the **Item Price** field, to hide a product's price.
 - b. **Sale Price:** If this item is on sale, enter the Sale Price.
 - c. **Is this product is a Taxable Item:** Check the box for calculating the tax for this product to the total amount of user's order. If you uncheck the box, then, the tax for this product will not be added. By default, the box is checked.
 - d. **Select Taxes Class :** Here you will determine what tax class you want this product to be a part of. The default value is 'General'.
 - e. **Tax Rate at Product Level :** If you wanted to give this product a

custom tax rate
(i.e. %7.55), you would put it in here. *Note that you do not put the % symbol into this field, just the numerical values.

Note: The sale price will appear in red color, below the retail (original) price indicating this item is on sale or has been discounted.

- f. **Free Shipping:** Check the box if there is no shipping charges for the product. Otherwise, let it remain unchecked if there are shipping charges for the product.
- g. **Unit Weight (lbs):** Enter the weight for the product.
- h. **Shipping Price for Product Level:** By default, the cart assumes all shipping prices are calculated at the product level. If you enter in 0.00 (which is the default) the cart will use the Global [Shipping Methods](#)^[162] to calculate a shipping price, if an amount is entered, it will use the price entered and NOT use the global method.

IMPORTANT: If you are using a real-time shipping method, all items in your store will need to have a product weight for a shipping price to be presented to your customer.

Note: Unit Weight is not required, if free shipping is selected for the product.

- i. **Inter pack / Case pack:** Enter the number of Inter pack and Case pack if applicable for product. Case pack must indicate total number of product items in the case. This feature will only be present if you have activated it in [Wholesale Settings](#)^[124].
- j. **Minimum/Maximum Quantity in Order:** Specify the minimum and maximum quantity a customer can order for a product, that may be added to the cart. By default, the minimum order for a product is 1.

Note: Leave the field blank if you don't want to use this feature.

- k. **Is Product Available:** Check the box if the product is available. Otherwise, let it remain unchecked if it is not available. By default, the box is checked.
- l. **Mark Product as Hot Deal:** Check the box to mark the product as a Hot Deal. Otherwise, let it remain unchecked if it is not a Hot Deal.

Note: Hot Deal products are always first on product catalog pages.

- m. **Show Product On Home Page:** Check the box to show the product on the Home Page. Otherwise, let it remain unchecked to hide the product on the Home Page.

Product Properties

Item Price Call For Price

Sale Price
If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below the retail price.

Is this a taxable item?

Select Taxes Class

Tax Rate at Product Level
If this item has "exclusive" tax rate, please enter it here

Free Shipping

Unit Weight (lbs)
Not required if free shipping is selected

Shipping price for Product Level
Enter price if you want shipping charged at the product level.
If a price is entered the "Shipping Management" settings for this item will be ignored. For free shipping enter 0.00 or click free shipping above.

Inter Pack/Case Pack

Minimum / Maximum Quantity in Order
Set the minimum and maximum number this product can be purchased by your customer. The default minimum is 1.

Is this product available?

Mark product as a "Hot Deal"?

Show product on home page?

Figure 2-4-4: Properties

- Quick Overview:** Click on  in the extreme right of **Quick Overview** to expand it, and then, enter the overview for the product in plain text.

Note: HTML is not allowed in **Quick Overview**. The overview information may also appear on the Catalog pages.

Quick Overview

Please note: enter here plain text, HTML is not allowed in the Quick Overview.
This information may also appear on the Catalog pages

Figure 2-4-5: Quick Overview

- Detailed Description:** Enter the detailed description for the product in plain text.

Product Description

This deck of fun playing cards includes 52 liberals with pictures and quotes on each card. This 2006 edition

Figure 2-4-6: Description

- You can also create an eye-catching description, by clicking  in **Description**, as shown in Figure 2-4-7 below.



Figure 2-4-7: Online HTML Editor

8. **Image Zooming:** Select 'Zoom', 'Magnify' or 'None' Depending on the affect you want to give on your product images on the product page.

9. **Product's Image Uploading:** Click **Browse** and navigate to the image that you would like to upload for the product. The images only can be in JPG and PNG format.

Note: To add more than one image under Product's Image Uploading, click the **Save Changes** button and select **Edit This Product** on the next page. Then, select the Secondary Images under the product. To know more about **Secondary Images**, [click here](#)³⁶.

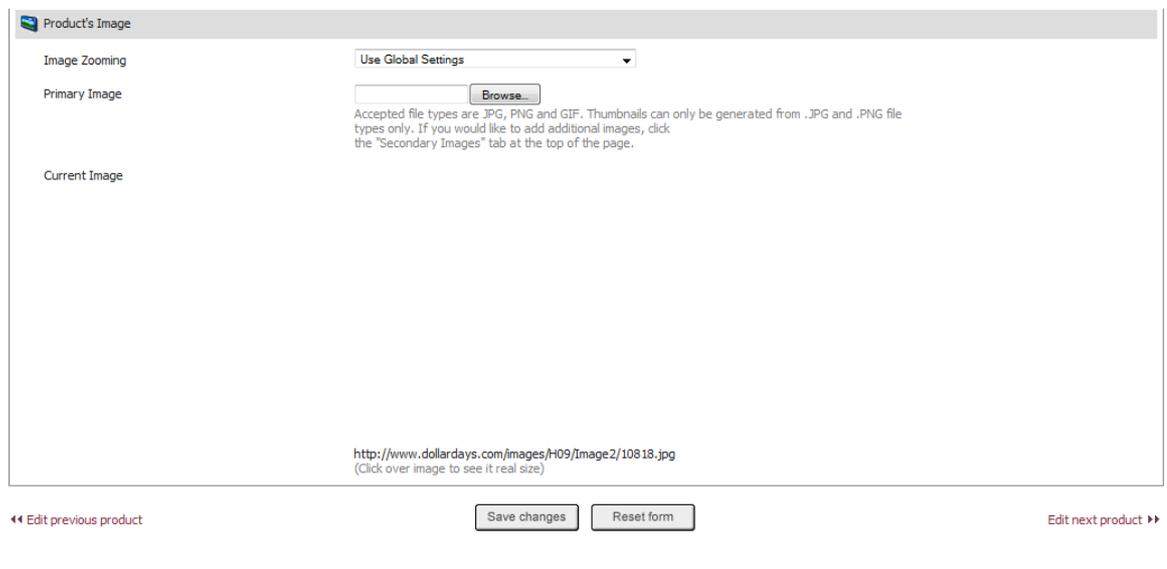


Figure 2-4-8: Product's Image Uploading

Note: You can also **Assign Existing Global Attributes with a product**, so that it would appear every time you add a product. To know how to **Assign Existing Global Attributes with a product**, [click here](#)⁵³.

To know how to create new global attributes, [click here](#)⁵⁰.

10. If you want to reset the form, click on the **Reset form** button.

11. Click **Save changes** button to save the details about the product. You will get a confirmation message when the new product has been successfully added.

Note: Click on the links below to know more about the **Attributes, Recommended Family, Product Promotions, Quantity Discounts** and **Secondary Images** for a

product.

[Attributes](#) ⁵³
[Recommended Family](#) ³¹
[Product Promotions](#) ³²
[Quantity Discounts](#) ³⁴
[Secondary Images](#) ³⁶

2.2.2 Edit an Existing Product

You can use this option to edit an existing product. To **edit an existing product**, follow the steps:

1. Click **Manage Products**, as shown in the Figure 2-5-1 below.

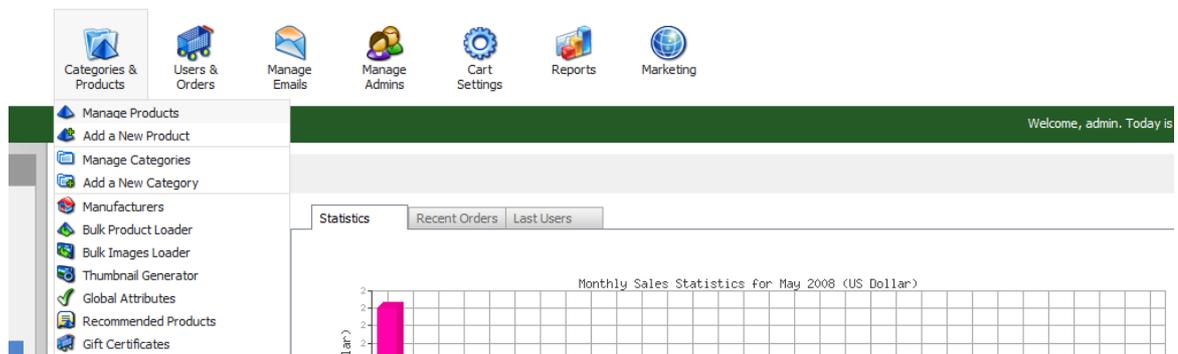


Figure 2-5-1: Manage Products

2. The **Products List** page will open, as shown in the Figure 2-5-2 below.

Note: You can also directly open the **Products List** page, by clicking on the **Manage Products** link in the [Admin Area Home page](#) ⁸.

You can also **add a new product** from the **Products List** page. To **add a new product**, click **Add a New Product** link on top of the page.

! Please enter in your search criteria.
You need to enter at least one search criteria for search to be effective

Search Products

Product ID:

Product Name:

Category:

Status:

Sort by:

[Reset Search](#)

Figure 2-5-2: Products List

- To search for a particular product, type the **Product ID** or **Product Name** in the **Products List** page. You can also search for products, by selecting a particular product **Category**, **Status** or **Sort by** from the drop down menu.
- After entering the search criteria in the **Products List** page, click **Search products** button.
- The **Search Results** page opens, as shown in the Figure 2-5-3 below.

Product Search Results Products found : 24176 | Page(s) : [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8-14](#) [Last](#)

| Product ID | Product Name | Available | Price | |
|------------|--|-----------|---------|---|
| 335424 | "52 Most Dangerous Liberals" Deck of Playing Cards | Yes | \$1.32 |    |
| 323305 | "A Basic Guide To Bobsledding" | Yes | \$1.00 |    |
| 313411 | "A Swamp Critters" Christmas Cassette | Yes | \$0.26 |    |
| 329894 | "All Around Town" Children's Game Retail \$65.00 | Yes | \$12.30 |    |
| 315356 | "Allerfed" Cold and Allergy Tablet PE Formula | Yes | \$1.12 |    |
| 313814 | "Angels in the Realms of Glory" 2 Piece Cassette | Yes | \$0.32 |    |
| 331624 | "Apple" Salt & Pepper Mills | Yes | \$5.00 |    |
| 291878 | "Argentina" Children's Book | Yes | \$0.48 |    |
| 301276 | "Argentina" Welcome to My Country Book | Yes | \$0.48 |    |
| 339036 | "AZZURE" Junior Premium/Urban Denim Jeans | Yes | \$28.47 |    |
| 85943 | "Bait Shop" Birdhouse | Yes | \$11.09 |    |
| 324630 | "Bangles Galore" 16 Piece Set | Yes | \$1.20 |    |
| 323306 | "Basic Guide To Figure Skating" | Yes | \$1.00 |    |

Figure 2-5-3: Search Results

- Click **Edit Product** icon  for the product you want to modify.
- The **Product (Update)** page opens, as shown in the [Figure 2-5-4](#)²⁶⁷ below where you can modify all the parameters of that product.

Note: The **Product (Update)** page opens under the **Product Info** tab, as shown in the [Figure 2-5-4](#)²⁶⁷ below.

You can also **delete the product** from the **Product (Update)** page. To delete a product, click **Delete this product** link on top of the page.

Product (Update)

-  **Please note : required fields are bold**
-  Decimal points and commas are accepted in The Product Price and Weight fields.
-  [Delete this product](#)
-  Product source: DollarDays.com

Product Info | Attributes | Inventory | Recommended | Products Promotions | Quantity Discounts | Secondary Images

Category(s) Product Will Be Listed In

Main (primary) Category Playing Cards & Accessories

Secondary Categories

None Selected

- Arts & Crafts
- Beads & Beading
- Children's Art
- Construction Paper
- Craft Kits
- Craft Supplies

Hold down the control key to select multiple categories.

Product ID, Name & Search Engine Settings

Product ID
All products need to have an ID associated for easy look-up and identification. This ID must be a unique name or number.

Product Name (title)

Meta Keywords

Meta Title

Meta Description

Product Manufacturer
Allow search products by manufacturer

Priority
Use priority to have products listed higher within your cart. The higher the number, the higher the product will be listed. Use positive or negative number. Example: 50, -20, 4

Product Properties

Item Price Call For Price

Sale Price
If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below the retail price.

Is this a taxable item?

Select Taxes Class

Tax Rate at Product Level
If this item has "exclusive" tax rate, please enter it here

Free Shipping

Unit Weight (lbs)
Not required if free shipping is selected

Shipping price for Product Level
Enter price if you want shipping charged at the product level.
 If a price is entered the "Shipping Management" settings for this item will be ignored. For free shipping enter 0.00 or click free shipping above.

Inter Pack/Case Pack

Minimum / Maximum Quantity in Order
Set the minimum and maximum number this product can be purchased by your customer. The default minimum is 1.

Is this product available?

Mark product as a "Hot Deal"?

Show product on home page?

Quick Overview

Please note: enter here plain text, HTML is not allowed in the Quick Overview.
 This information may also appear on the Catalog pages

Product Description

This deck of fun playing cards includes 52 liberals with pictures and quotes on each card. This 2006 edition

Product's Image

Image Zooming

Primary Image

Figure 2-5-4: Product (Update) Page

8. If you want to reset the form, click on the **Reset form** button.
9. Click **Save changes** button to update the information. You will get a confirmation message that the product has been successfully updated.

Note: Click on the links below to know more about the **Attributes, Recommended Family, Product Promotions, Quantity Discounts** and **Secondary Images** for a product.

[Attributes](#)^[26]

[Recommended Family](#)^[31]

[Product Promotions](#)^[32]

[Quantity Discounts](#)^[34]

[Secondary Images](#)^[36]

2.2.3 Product Attributes Overview

Product attributes allow you to provide your customers with the choices for any of the products. Examples include size, color, type, etc. You can use this section to manage various functions related to the management of product attributes and also for [assigning global product attributes](#)^[53] with a product. To know more about creating and managing product attributes, click on the links below.

[Add a Product Attribute](#)^[26]

[Edit a Product Attribute](#)^[27]

[Delete a Product Attribute](#)^[29]

2.2.3.1 Add a Product Attribute

You can add attributes under an existing product. You can create unlimited number of attributes for any product. To **add a product attribute**, follow the steps:

1. [Open](#)^[23] the **Product (Update)** page.
2. In the **Product (Update)** page, click **Attributes** tab to open [Add a New Attribute](#)^[27] page.

Note: You can also **delete the product** from **Add a New Attribute** page. To **delete the product**, click **Delete this product** link on top of the page.

3. Scroll down to **Add a New Attribute** and enter the following information to add product attributes:
 - a. **Attribute Name:** Type the name of the category.
 - b. **Attribute Caption:** Type the text that will define the attribute on the [Add Product](#)^[18] page.
 - c. **Priority:** Use priority to have products listed higher within Your Cart.

- You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher the product will be listed.
- d. **Attribute Type:** Select the attribute type, that is, Drop-down, or text input from the drop down menu.
 - e. **Options (for Drop-Down):** If you select Drop-down as an Attribute Type. Type the options that you want should appear for selection on the product page as drop down menu.
 - f. **Text Length (for Text Input):** If you select text input as an attribute type. Enter the text length.

Product Info | **Attributes** | Inventory | Recommended | Products Promotions | Quantity Discounts | Secondary Images

✓ Add a New Attribute

Attribute Name

Attribute Caption

Priority

Attribute Type

Options

This field works for Drop-Down and Radio Button attributes

Text Length

This field works for Text Input attributes

Is this Attribute Active?

Track Inventory By This Attribute?

You are allowed to enter an unlimited number of attributes to any product. Attributes allow you to give your customer choices for any product. Examples include size, color, or type. Each new selection must be entered on a new line for it to appear correctly. If the attribute is a price modifier, you need to tell the system to increase or decrease the price (+ or -) between parenthesis () at the end of each attribute. You may use actual amounts or percentages. You can also modify shipping weight on an attribute by entering the increase or decrease after the price and separated by a comma. Examples below.

| | |
|--------------------|---|
| Small (-25, -0.25) | Decrease price by 25, decrease weight by 0.25 |
| Medium (-10%, +1) | Decrease price by 10%, increase weight by 1 |
| Large (0, +2) | Price will remain the same, increase weight 2 |
| X-Large (+10, .00) | Increase price by 10 |

◀ Edit previous product Edit next product ▶

Figure 2-6-1: Add a New Attribute

4. Click the **Add Attribute(s)** button to add attributes under a product.

Note: To know about **assigning Global Attributes with a product**, [click here](#)⁵³.

2.2.3.2 Edit a Product Attribute

You can use this option to edit product attributes. To **edit a product attribute**, follow the steps:

1. [Open](#)²³ the **Product (Update)** page.
2. In the **Product (Update)** page, click **Attributes** tab.

3. Scroll down to **Product Attributes**, as shown in the [Figure 2-7-1](#) below.

Note: You can also **Assign Existing Global Attributes with a product**, so that it would appear every time you add a product. To know how to **Assign Existing Global Attributes with a product**, [click here](#).

Un-check the **Is Active** check box in **Product Attributes** to hide the product attribute on the site. By default, the box is checked and the attribute is active on the site.

 **Product (Update)**

 **Please note : required fields are bold**

 Decimal points and commas are accepted in The Product Price and Weight fields.

 [Delete this product](#)

 Product source: DollarDays.com

Product Info
Attributes
Inventory
Recommended
Products Promotions
Quantity Discounts
Secondary Images

 **Product Attributes**

| Active | Inventory | Attribute Name | Attribute Caption | Priority | Options |
|--------------------------|-------------------------------------|----------------|-------------------|----------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | color | color | 5 | <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> blue pink purple green red Options </div> |

To temporarily hide attribute, uncheck the "Is Active" check box. Priority is used for sorting while site displaying attributes on product page. Each product may has unlimited number of attributes, but *only one of them may be a Price Modifier*. Choose Price Modifier Attribute by selecting "Is a Price Modifier" radio button. Note: Price Modifier is always first in attributes list.

 **Add a New Attribute**

Attribute Name

Attribute Caption

Priority

Attribute Type

Options

This field works for Drop-Down and Radio Button attributes

Text Length

This field works for Text Input attributes

Is this Attribute Active?

Track Inventory By This Attribute?

You are allowed to enter an unlimited number of attributes to any product. Attributes allow you to give your customer choices for any product. Examples include size, color, or type. Each new selection must be entered on a new line for it to appear correctly. If the attribute is a price modifier, you need to tell the system to increase or decrease the price (+ or -) between parenthesis () at the end of each attribute. You may use actual amounts or percentages. You can also modify shipping weight on an attribute by entering the increase or decrease after the price and separated by a comma. Examples below.

| | |
|--------------------|---|
| Small (-25, -0.25) | Decrease price by 25, decrease weight by 0.25 |
| Medium (-10%, +1) | Decrease price by 10%, increase weight by 1 |
| Large (0, +2) | Price will remain the same, increase weight 2 |
| X-Large (+10.00) | Increase price by 10 |

◀ Edit previous productEdit next product ▶

Figure**2-7-1: Product Attributes**

4. You can modify all the parameters under the **Product Attributes**.
5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button at the bottom of the page, to update the information.

2.2.3.3 Delete a Product Attribute

You can use this option to delete product attributes. To **delete a product attribute**, follow the steps:

1. [Open](#) ²³ the **Product (Update)** page.
2. In the **Product (Update)** page, click **Attributes** tab.
3. Scroll down to **Product Attributes** and click the **Delete** link under that attribute, which you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-8-1 below.



Figure 2-8-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

2.2.3.4 Inventory Control

Track Inventory for this item At the product level.

🛒 Product (Update)

📌 **Please note : required fields are bold**

📌 Decimal points and commas are accepted in The Product Price and Weight fields.

🗑️ Delete this product

Product Info
Attributes
Inventory
Recommended
Products Promotions
Quantity Discounts
Secondary Images

🛒 Inventory Control

Do you want inventory tracking for this item? Yes, on product level

Select "Yes" in the box above to start inventory tracking for this item. Once the inventory level of the product reaches "0" the item will be removed from the catalog pages and the item will not be able to be purchased

🛒 Inventory Control on Product Level

Number of items in inventory 10

Do not allow a sale if inventory is equal to or less than 0

If inventory reaches allowed minimum : Do not display item on user site

🔍 Edit previous product

Save changes
Reset form

1. **Number of items in inventory:** If you select the Inventory Tracking, enter the number of products you want to have in the inventory. The system will automatically decrease this value any time a user will purchase a product from your store.
2. **Stop sale if the number of items is less:** If you select the Inventory Tracking, specify a value after which the system will automatically stop product sale when the number of items in inventory will be less than that value you will enter here.
3. **If inventory reaches allowed minimum:** If a product reaches the minimum specified value in the inventory, select from the drop-down menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

Track Inventory for this item At the product level.

 **Product (Update)**

Please note : required fields are bold

Decimal points and commas are accepted in The Product Price and Weight fields.

 [Delete this product](#)

Product Info | **Attributes** | **Inventory** | Recommended | Products Promotions | Quantity Discounts | Secondary Images

Inventory Control

Do you want inventory tracking for this item? Select "Yes" in the box above to start inventory tracking for this item. Once the inventory level of the product reaches "0" the item will be removed from the catalog pages and the item will not be able to be purchased

Inventory Control on Product's Attribute Level

If inventory reaches allowed minimum :

Attribute "test"

Product Sub ID Must be unique for product

Number of items in inventory

Do not allow a sale if inventory is equal to or less than

Activate these settings?

4. Number of items in inventory: If you select the Inventory Tracking, enter the number of products you want to have in the inventory. The system will automatically decrease this value any time a user will purchase a product from your store.

5. Select the attribute you want to have controlled via inventory by selecting the appropriate attribute in the pull down menu.

6. Put in a category id that is unique here so the cart has a way of keeping track of it for inventory purposes.

7. Stop sale if the number of items is less: If you select the Inventory Tracking, specify a value after which the system will automatically stop product sale when the number of items in inventory will be less than that value you will enter here.

8. If inventory reaches allowed minimum: If a product reaches the minimum specified value in the inventory, select from the drop-down menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

2.2.4 Recommend Family for a Product

Product Families give you the ability to add recommended products to your product pages. You can use this section to recommend a product family with an existing or new product. But, for doing this, there must be some existing recommended product families. To **recommend family for a product**, follow the steps:

Note: To know how to **create** and **manage** a **recommended product family**, [click here](#)^[54].

1. Open the [Product \(Insert\)](#)^[17] or [Product \(Update\)](#)^[23] page.
2. In the [Product \(Insert\)](#)^[18] or [Product \(Update\)](#)^[26] page, click **Recommended** tab to open [Product Families](#)^[32] page.

Note: You can also **delete the product** from the **Product Families** page. To **delete the product**, click **Delete this product** link on top of the page.

3. You can view the available product families and recommended product families for the product, if any, as shown in the Figure 2-9-1.

Figure 2-9-1: Product Families

4. To recommend family for this product, select a **product family** by clicking on it from the **Available recommended product families**.
5. Click  icon to assign selected family with the product.

Note: You can also unassign a family with product. To unassign, select a product family by clicking on it from the **Recommended families for this product** and then click  icon.

6. If you want to reset the form, click on **Reset form** button.
7. Click **Save changes** button to save the information.

2.2.5 Product Promotions

Product Promotion is essential to keep a product-oriented business ahead of its competition. You can use this section to promote an existing or new product by offering free products with it on buying a certain quantity of that product. To **promote a product**, follow the steps:

1. Open the [Product \(Insert\)](#)^[17] or [Product \(Update\)](#)^[23] page.
2. In the [Product \(Insert\)](#)^[18] or [Product \(Update\)](#)^[26] page, click **Product Promotions** tab to open [Product Promotions](#)^[33] page.

Note: You can also **delete the product** from the **Product Promotions** page. To **delete the product**, click **Delete this product** link on top of the page.

3. Enter the following information in the **Product Promotions** page:
 - a. **Minimum Number of this Product:** Enter the minimum quantity of this product a customer must order, to receive the free product(s). By default, 1 is selected.
 - b. **Free Product Quantity:** Enter the quantity of the free product that the customer will receive, once he/she buys the minimum order needed to receive the free product. By default, 1 is selected.
 - c. **Maximum number of free product:** Enter the maximum number of free product a customer is allowed to receive per order. By default, 999 is selected.
 - d. **Charge shipping for this free product:** Select **Yes** from the drop down menu if there are shipping charges for this free product, otherwise select **No**. By default, **No** is selected.
 - e. **Type in the product name or ID of the free product:** Enter the free product name or ID, to automatically search the free product from the database. Then click on the **free product**, to add it to the free product list.

Note: You can also **delete a free product** by selecting it from the **free products list** and then clicking **Remove Selected** link below the list of free products.

Product (Update)

! **Please note : required fields are bold**

! Decimal points and commas are accepted in The Product Price and Weight fields.

✖ [Delete this product](#)

\$ Product source: DollarDays.com

Product Info
Attributes
Inventory
Recommended
Products Promotions
Quantity Discounts
Secondary Images

! Product Promotions - This section will allow you to create "Buy X get Y FREE" type of promotions

Minimum number of this product (X)
Enter the quantity of this product a customer must order to receive the item(s) below for free

Free product quantity (Y)
The quantity of the free product selected below the customer will receive

Maximum number of free product (Z)
Enter the Maximum number of free product allowed per order for this product.

Charge shipping for this free product?
Our auto search feature will attempt to search your product database as you are entering in the product data

Type in the product name or ID of the free product
Below is a list of the free products you will be offering

Remove Selected

◀ Edit previous productEdit next product ▶▶

Figure 2-10-1: Product Promotions

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to save the information.

2.2.6 Quantity Discounts Overview

Quantity Discounts are a requirement for any business looking to expose its products to the consumer marketplace. You can use this section to offer discounts on a product by adding quantity range for that product. To know more, click on the links below.

[Add a New Quantity Range](#) ³⁴

[Edit a Quantity Range](#) ³⁵

[Delete a Quantity Range](#) ³⁵

2.2.6.1 Add a New Quantity Range

You can use this option to add a new quantity range to offer discount on a product. To **add a new quantity range**, follow the steps:

1. [Open](#) ²³ the **Product (Update)** page.
2. In the **Product (Update)** page, click **Quantity Discounts** tab to open [Quantity Discounts](#) ³⁵ page.

Note: You can also **delete the product** from the **Quantity Discounts** page. To **delete the product**, click **Delete this product** link on top of the page.

3. Enter the following information under **Add a New Quantity Range**:
 - a. **Min Range:** Enter the minimum quantity to avail the discount.
 - b. **Max Range:** Enter the maximum quantity to avail the discount.
 - c. **Discount:** Enter how much discount will be provided on the product under the quantity range and then select from the drop down menu the discount is in **%** or **\$**.
 - d. **Wholesale:** Check the box if the product is available for wholesale. Otherwise, let it remain unchecked.
 - e. **Free Shipping:** Check the box if there are no shipping charges for the product. Otherwise, let it remain unchecked if there are shipping charges for the product.

Product Info | Attributes | Inventory | Recommended | Products Promotions | **Quantity Discounts** | Secondary Images

✓ Product Quantity Discounts Settings

| Active | Min Range | Max Range | Discount | Wholesale | Free Shipping |
|--|-----------|-----------|----------|-----------|---------------|
| <p>ⓘ There are not any active discounts</p> <p>➕ Add a new quantity range</p> <p> <input checked="" type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> % <input type="checkbox"/> <input type="checkbox"/> <input type="button" value="Add"/> </p> | | | | | |

Figure 2-11-1: Quantity Discounts

4. Click **Add** button under **Action** to add a new quantity range.

2.2.6.2 Edit a Quantity Range

You can use this option to edit a quantity range, to modify the discount offered to a product. To **edit a quantity range**, follow the steps:

1. [Open](#) the **Product (Update)** page.
2. In the **Product (Update)** page, click on the **Quantity Discounts** tab.
3. You can modify all the information under **Quantity Discounts** for the existing quantity range.

Product (Update)

Please note : required fields are bold

Decimal points and commas are accepted in The Product Price and Weight fields.

Delete this product

Product source: DollarDays.com

Product Info | Attributes | Inventory | Recommended | Products Promotions | **Quantity Discounts** | Secondary Images

Product Quantity Discounts Settings

| Active | Min Range | Max Range | Discount | Wholesale | Free Shipping |
|-------------------------------------|-----------|-----------|----------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 5 | 10 | 25.00 % | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | 100 | 1000 | 15.00 % | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Add a new quantity range

%

← Edit previous product Edit next product →

Figure 2-12-1: Edit Quantity Discounts

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

2.2.6.3 Delete a Quantity Range

You can use this option to delete a quantity range, to remove the discount offered on a product. To **delete a quantity range**, follow the steps:

1. [Open](#) the **Product (Update)** page.
2. In the **Product (Update)** page, click on the **Quantity Discounts** tab.
3. Under **Quantity Discounts**, check the box for the quantity range you want to remove and click on the **Delete** link.

A pop up appears asking for confirmation, as shown in the Figure 2-13-1 below.



Figure 2-13-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

2.2.7 Secondary Images Overview

You can use this section to add more than one image for an existing or new product. In addition, you can also decide whether the image should be visible on the user site or not. To know more about creating and managing these images, click on the links below.

[Add Secondary Image\(s\)](#)^[36]
[Edit Secondary Image\(s\)](#)^[37]
[Delete a Secondary Image](#)^[38]

2.2.7.1 Add Secondary Image(s)

You can use this option to add secondary image(s) for a product. To **add secondary image(s) for a product**, follow the steps:

1. Open the [Product \(Insert\)](#)^[17] or [Product \(Update\)](#)^[23] page.
2. In the [Product \(Insert\)](#)^[18] or [Product \(Update\)](#)^[26] page, click on the **Secondary Images** tab to open [Upload a New Secondary Image\(s\)](#)^[37] page.

Note: You can also **delete the product** from the **Upload a New Secondary Image(s)** page. To **delete the product**, click **Delete this product** link on top of the page.

3. Click **Browse** under **Upload a New Secondary Image(s)** and navigate to the image that you would like to upload for the product.

Note: Uncheck the **Is this image visible on user site box**, if you want to hide the image on the user site. Otherwise, let it remain checked if you want this image to be visible on the user site. By default, the box is checked.

Figure 2-14-1: Upload a New Secondary Image(s)

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to upload the secondary image(s) for a product.

2.2.7.2 Edit Secondary Image(s)

You can use this option to decide whether to display the secondary image(s) for a product on the user site or not. To **edit secondary image(s) for a product**, follow the steps:

1. Open the [Product \(Insert\)](#)^[17] or [Product \(Update\)](#)^[23] page.
2. In the [Product \(Insert\)](#)^[18] or [Product \(Update\)](#)^[26] page, click on the **Secondary Images** tab.
3. You can view the added secondary image(s) under **Product Secondary Images**, as shown in the Figure 2-15-1.

Figure 2-15-1: Product Secondary Images

4. Under **Product Secondary Images**, uncheck the **Is this image visible on**

user site box, if you want to hide the image on the user site. Otherwise, let it remain checked to make the image visible on the user site. By default, the box is checked.

5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information.

2.2.7.3 Delete a Secondary Image

You can use this option to delete the secondary image for a product. To **delete a secondary image for a product**, follow the steps:

1. Open the [Product \(Insert\)](#)^[17] or [Product \(Update\)](#)^[23] page.
2. In the [Product \(Insert\)](#)^[18] or [Product \(Update\)](#)^[26] page, click **Secondary Images** tab.
3. Under **Product Secondary Images**, click on the **Delete this image** link for the secondary image you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-16-1 below.

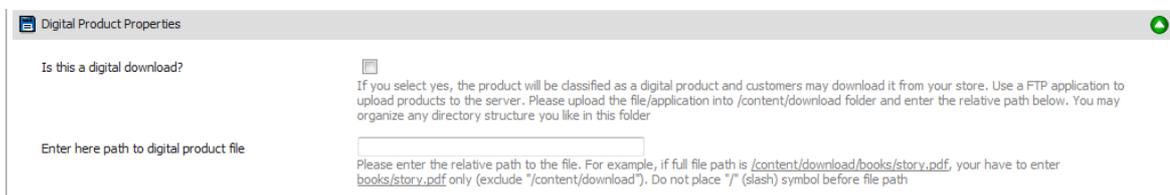


Figure 2-16-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

2.2.8 Digital Downloads

The Digital Downloads feature allow you to sell downloadable items to your customers. To activate this feature you must go to [Digital Products](#)^[119] area in the cart which is located under '**Cart Settings**' > '**Global Cart Settings**' > '**Digital Products**'. Once activated, you will notice another section within the **Add Product** area of Your Cart.



Digital Product Properties

Is this a digital download?

If you select yes, the product will be classified as a digital product and customers may download it from your store. Use a FTP application to upload products to the server. Please upload the file/application into /content/download folder and enter the relative path below. You may organize any directory structure you like in this folder

Enter here path to digital product file

Please enter the relative path to the file. For example, if full file path is `/content/download/books/story.pdf`, your have to enter `books/story.pdf` only (exclude `/content/download`). Do not place `/` (slash) symbol before file path

This area will allow you to enter in the URL to the digital product located on your server. When this product is ordered, Your Cart will present the customer with a "masked" URL

to the product so they can download the product. The customer will never see the true location of the product, preventing unauthorized downloads of your product.

2.3 Manufacturers

You can use this section to add and manage the product manufacturers details with their logo. In addition, you can also decide whether the manufacturer should be visible on the user site or not. Once the manufacturer is visible on the user site, the customer can find all the products under that manufacturer only by selecting the manufacturer name from the drop-down menu. So, the manufacturers will help the customers to find products more easily. To know more about creating and managing the manufacturers, click on the links below.

[Add a Manufacturer](#) ³⁹

[Edit](#) ⁴⁰

[Delete](#) ⁴¹

2.3.1 Add a Manufacturer

You can use this option to add a product manufacturer. To **add a new product manufacturer**, follow the steps:

1. Click **Manufacturers**, as shown in the Figure 2-18-1 below.

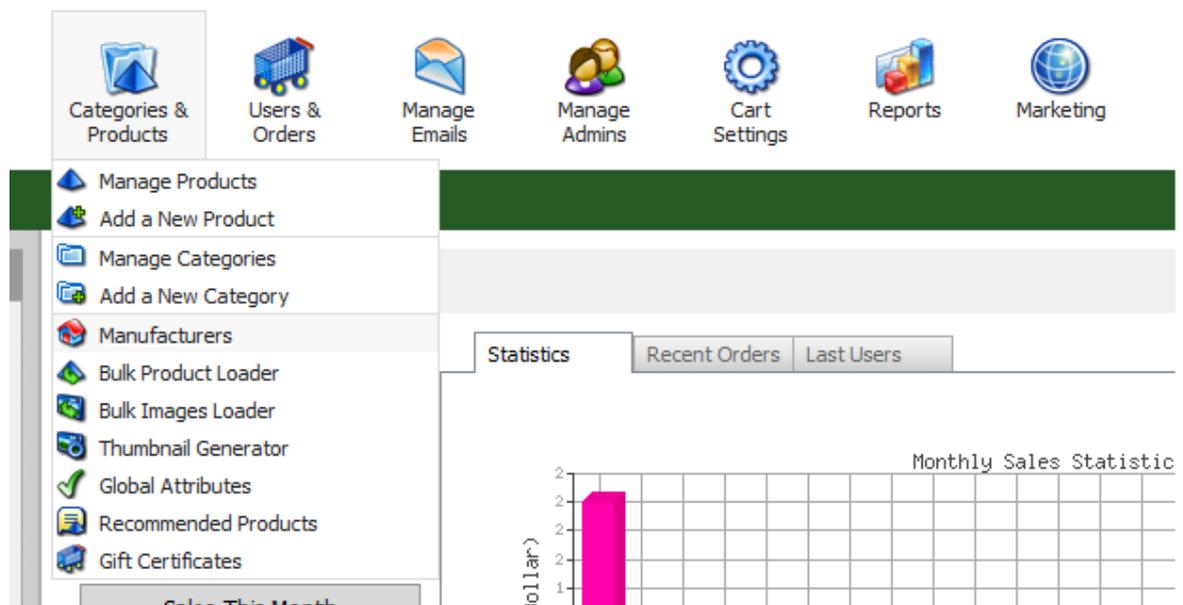


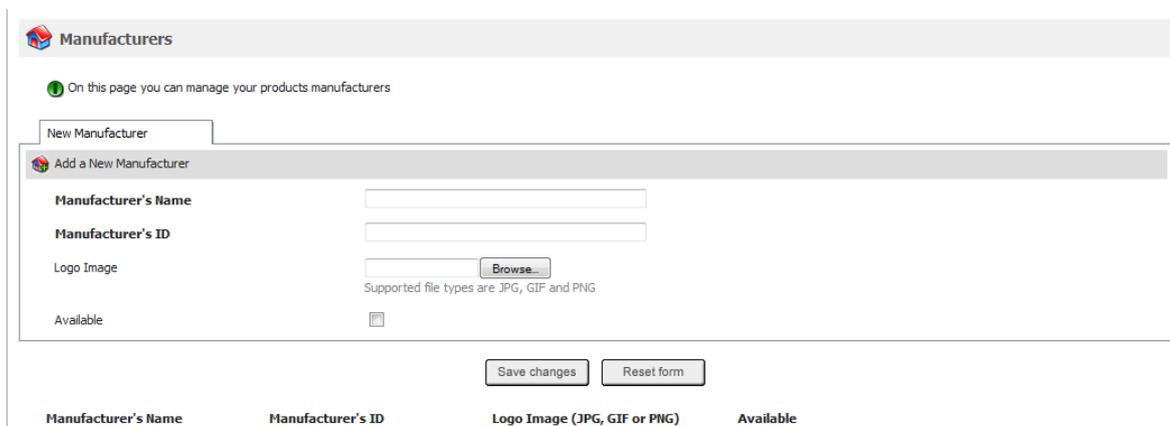
Figure 2-18-1: Manufacturers

The **Manufacturers Settings** page opens, as shown in the [Figure 2-18-2](#) below.

Note: You can also open the **Manufacturers Settings** page directly, by clicking on **Manufacturers** link in the [Admin Area Home page](#).

2. Scroll down to **Add a New Manufacturer** and then enter the following information:
 - a. **Manufacturer Name:** Enter the product manufacturer name.
 - b. **Manufacturer ID:** Enter the product manufacturer ID.
 - c. **Logo Image:** Click **Browse** and navigate to the logo that you would like to upload for the product manufacturer. The logo image can be in JPG, PNG or GIF format.

Note: Check the **Available** box for a product manufacturer to view the selected manufacturer name on the user site. Otherwise, let it remain unchecked to hide the product manufacturer name on the user site.



The screenshot shows the 'Manufacturers' settings page. At the top, there is a header 'Manufacturers' with a small icon. Below it, a message states: 'On this page you can manage your products manufacturers'. A 'New Manufacturer' tab is active. The main form is titled 'Add a New Manufacturer' and contains the following fields and controls:

- Manufacturer's Name:** A text input field.
- Manufacturer's ID:** A text input field.
- Logo Image:** A text input field with a 'Browse...' button next to it. Below the field, it says 'Supported file types are JPG, GIF and PNG'.
- Available:** A checkbox.

At the bottom of the form, there are two buttons: 'Save changes' and 'Reset form'. Below the form, there is a legend for the fields: 'Manufacturer's Name', 'Manufacturer's ID', 'Logo Image (JPG, GIF or PNG)', and 'Available'.

Figure 2-18-2: Manufacturers Settings

3. Click **Save Changes** button and repeat **Step 2 until you are done adding Manufacturers.**

2.3.2 Edit a Manufacturer

You can use this option to edit a manufacturer details. To **edit a manufacturer details**, follow the steps:

1. [Open](#) the **Manufacturers Settings** page with existing manufacturers, as shown in the [Figure 2-19-1](#).
2. You can modify all the parameters for an existing manufacturer.

Manufacturers

On this page you can manage your products manufacturers

New manufacturer has been added to your manufacturers list

New Manufacturer

Add a New Manufacturer

Manufacturer's Name

Manufacturer's ID

Logo Image
Supported file types are JPG, GIF and PNG

Available

| Manufacturer's Name | Manufacturer's ID | Logo Image (JPG, GIF or PNG) | Available |
|---------------------|-------------------|---|--------------------------|
| ABC | ABC | <input type="text"/> <input type="button" value="Browse..."/> | <input type="checkbox"/> |

Figure 2-19-1: Manufacturers Settings page with existing manufacturers

3. If you want to reset the form, click on the **Reset form** button.
4. Click **Save changes** button to update the information.

2.3.3 Delete Manufacturers

You can use this option to delete a product manufacturer. To **delete a product manufacturer**, follow the steps:

1. [Open](#) ³⁹ the **Manufacturers Settings** page with existing manufacturers.
2. Click **Delete** button for a manufacturer you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-20-1 below.



Figure 2-20-1: Delete Confirmation

3. Confirm deletion process, by clicking on **OK** button.

2.4 Bulk Uploading of Products

This section allows you to upload product data into your shopping cart using a .CSV file. Most database programs (including Excel) will allow you to import or save data in this format. Once uploaded, Your Cart will ask you which column represents what data type (Product ID, Product Name, Price, etc.). Your Cart uses Product ID as its data key, so products with a duplicate Product ID will be overwritten with the new data. This is a 3-step process and the data will not be stored until the final step is complete.

1. Click **Bulk Products Loader**, as shown in the Figure 2-21-1 below.

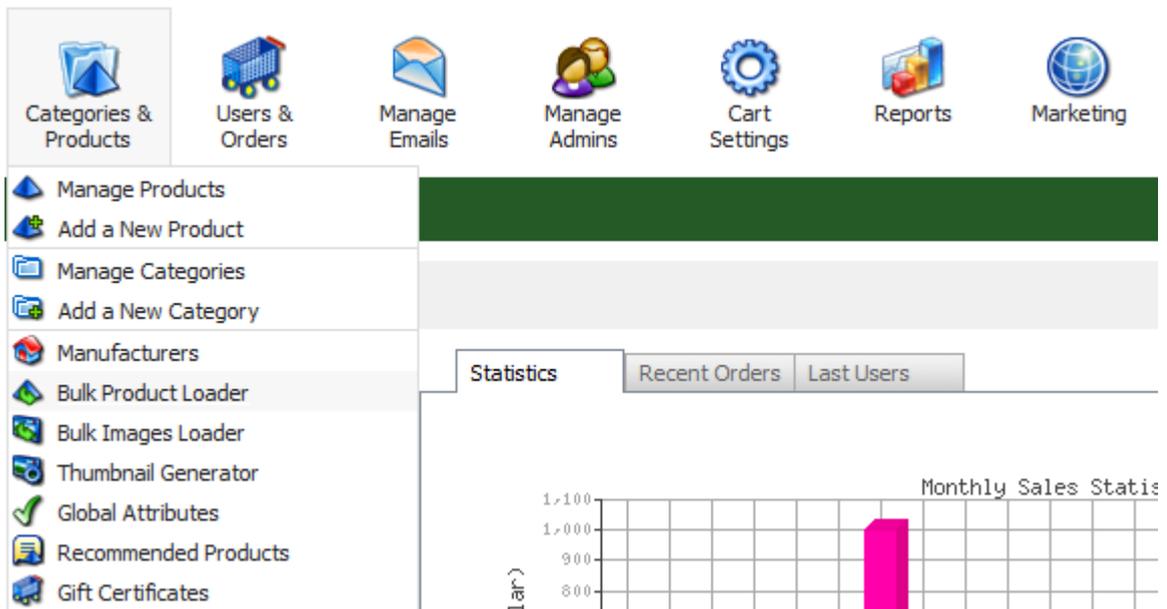


Figure 2-21-1: Bulk Products Loader

The **Bulk Uploading Of Products (Step 1 of 3)** page will open.

Note: You can also directly open the **Bulk Uploading Of Products (Step 1 of 3)** page, by clicking on **Bulk Products Loader** link in the [Admin Area Home page](#)⁸⁷.

2. **Category:** Select a **Category** that allows selecting products category with undefined category keys. The products with undefined category will be moved to this category.

Bulk Uploading Of Products (Step 1 of 3)

1 This section will allow you to upload product data into your shopping cart from a .CSV file only. Most database programs (including Excel) will allow you to import or save data in this format. The data must have a delimiter (comma or semicolon) and each line must contain data specific to the product. Once uploaded, Demo Cart will ask you which column represents what data type (Product ID, Product Name, Price, etc.) Demo Cart uses Product ID as its data key, so products with a duplicate Product ID will be overwritten with the new data. This is a 3 step process and the data will not be stored until the final step is complete

2 **Please note: Products with undefined weight and shipping price will be automatically marked as Free Shipping**

3 **Please fill this form very carefully!**

Bulk Uploading - Step 1

Uploading Settings

Select Category

- Arts & Crafts
- Beads & Beading
- Children's Art
- Construction Paper
- Craft Kits
- Craft Supplies
- Crayons & Chalk
- Floral Supply
- Musical Instruments
- Scrapbook Supplies

Products with undefined category will be moved in selected category

Figure 2-21-2: Default Products Category

3. **Uploading Settings:** Enter the following information:
 - a. **Data Separator:** Select from the drop down menu, **comma** or **semicolon**, which is used as a data separator.
 - b. **Data Update Rule:** Select from the drop down menu, if the bulk loader has a duplicate Product ID, should it overwrite the existing data with the bulk loaded data, keep it and add new, clear all the products from the selected category first and then add a new bulk loaded data or update existing products only.
 - c. **Uploaded Products Availability:** Use this option to enable/disable display of these products on Your Cart. Select from the drop down menu, **Products Are Available For Sale**, if you want to display these products on Your Cart. Otherwise, select **Products Are Not Available For Sale**, if you do not want to display these products on Your Cart. In case you would like to display some of the products this has to be done manually.

What is being used to separate the data?

Data Update Rule
If the bulk loader encounters a duplicate Product ID, should it overwrite the existing data with the bulk loaded data, keep it, or clear all products from selected category first?

Uploaded Products Availability
Depending on your choice, the bulk loader will set a Product Availability Option. You may also set this option in the uploaded file.

Figure 2-21-3: Uploading Settings

4. Click **Browse** to select the **.CSV file** with products data.

Choose CSV file from local drive

Figure 2-21-4: File With Products

5. If you want to reset the form, click on the **Reset form** button.
6. Click **Upload file** button to save the data.

The **Bulk Uploading Of Products (Step 2 of 3)** page will open, as shown in the

Figure 2-21-5.

Note: All blank lines and lines with wrong price will be skipped.



 Uploaded file name : **examplecsv.csv**
 Total lines : **21**
 Displayed : **First 10 lines**
 Products category : **Arts & Crafts**
 Data logging rule : **overwrite**

 **Please make sure so data is loaded correctly!**

 Please note : all blank lines and lines with wrong price will be skipped. Required fields are Product ID, Name and Price

Bulk Uploading - Step 2



| Select Field | CSV Line 1 | CSV Line 2 | CSV Line 3 | CSV Line 4 |
|---------------------|--------------------|--------------------|--------------------|--------------------|
| Category Keys | Category Key | CAOAmerica | CAOAmerica | CAOAmerica |
| Name | Product Name | Potomac | Monument | Landmark |
| Product ID | ProductID | USAPotomac | USAMonument | USALandmark |
| Price | Price | 6.5 | 7.5 | 8.5 |
| Manufacturer ID | Manufacturer ID | CAO | CAO | CAO |
| Unit Weight | Unit Weight | 0.3 | 0.3 | 0.3 |
| Is Taxable | Is Taxable | Yes | Yes | Yes |
| Description | Description | Body: Full W... | Body: Full W... | Body: Full W... |
| Overview | Overview | 5 x 56 | 6 1/4 x 54 | 6 x 60 |
| Attribute Options 1 | Attribute Optio... | Single Stick 5... | Single Stick 5... | Single Stick 5... |
| Attribute Name 1 | Attribute Name ... | options | options | options |
| Attribute Caption 1 | Attribute Capti... | Bundle Type | Bundle Type | Bundle Type |

Figure 2-21-5: Bulk Uploading Of Products (Step 2 of 3)

7. Select the respective titles for the data in the lines from the **drop down menu**.
8. Click **Back** button to go back to **Bulk Uploading Of Products (Step 1 of 3)** page.
9. Click **Insert into DB** button to go to the next-step.

The **Bulk Uploading Of Products (Step 3 of 3)** page will open, as shown in Figure 2-21-6. This page will show the complete details regarding the **Bulk uploaded products**.

 **Bulk Uploading Of Products (Step 3 of 3)**

i New Products: **19**
 Updated Products: **0**
 Used fields: **Category Keys, Name, Product ID, Price, Manufacturer ID, Unit Weight, Is Taxable, Description, Overview, Attribute Options 1, Attribute Name 1, Attribute Caption 1**

What do you want to do now?

- Start loading products again
- Manage Product

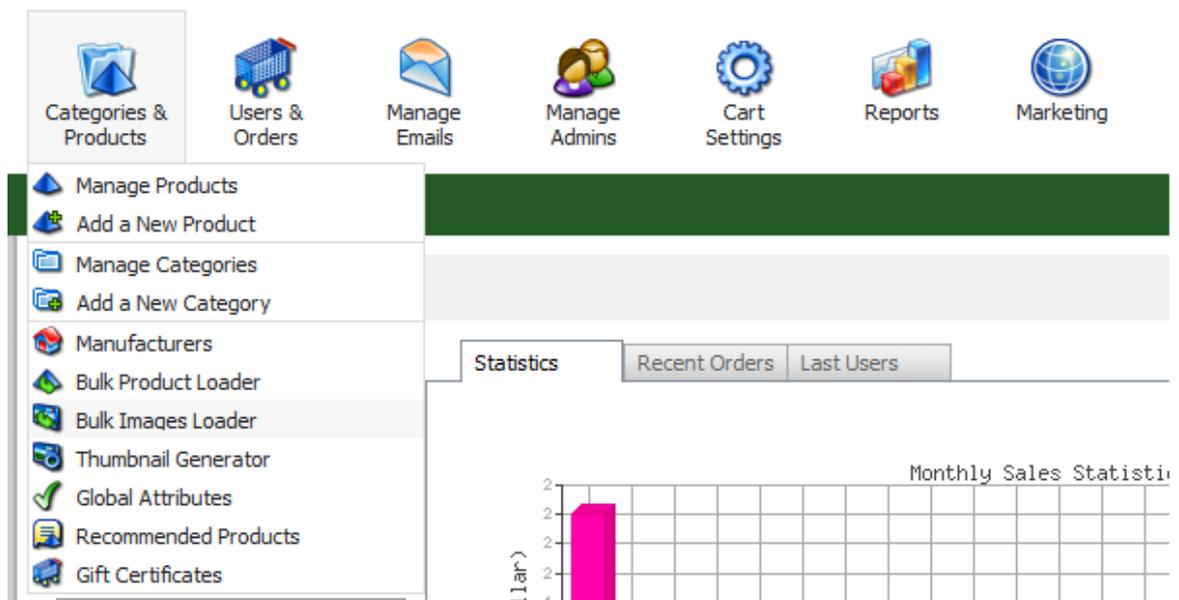
Figure 2-21-6: Bulk Uploading Of Products (Step 3 of 3)

2.5 Bulk Images Loader

Bulk Images Loader allows you to add images to products already in your shopping cart. Please note, the file names need to be exactly the same as the Product ID to match the image with the product. For example, if the Product ID is **my bike**, the image name must be **my_bike.jpg** or **my_bike.png**.

To create **Bulk Images Loader**, follow the steps:

1. Click **Bulk Images Loader**, as shown in the Figure 2-22-1 below.



The screenshot shows the admin interface with a navigation menu on the left. The 'Categories & Products' menu is expanded, showing options like 'Manage Products', 'Add a New Product', 'Manage Categories', 'Add a New Category', 'Manufacturers', 'Bulk Product Loader', 'Bulk Images Loader', 'Thumbnail Generator', 'Global Attributes', 'Recommended Products', and 'Gift Certificates'. The 'Bulk Images Loader' option is highlighted. In the background, there are icons for 'Users & Orders', 'Manage Emails', 'Manage Admins', 'Cart Settings', 'Reports', and 'Marketing'. Below the menu, there are tabs for 'Statistics', 'Recent Orders', and 'Last Users'. A 'Monthly Sales Statistics' bar chart is visible in the bottom right corner.

Figure 2-22-1: Bulk Images Loader

The **Bulk Images Loader** page will open, as shown in the [Figure 2-22-2](#) below.

Note: You can also directly open the **Bulk Images Loader** page, by clicking on the **Bulk Images Loader** link in the [Admin Area Home page](#).

2. Click **Browse** to add images in **Bulk Images Loader** page.

Note: The images can be in JPG, PNG or GIF formats.

Bulk Images Loader

1 This section will allow you to add images to products already existing in your shopping cart. Please note, the file names need to be EXACTLY the same as the Product ID for Demo Cart to match the image with the product. Example, if the Product ID is my_bike, the image name must be my_bike.jpg or my_bike.gif.

2 Please note: only .jpg, .png and .gif will be accepted.

Images Loader

Choose Image to Upload

Image #1 :

Image #2 :

Image #3 :

Image #4 :

Image #5 :

Image #6 :

Image #7 :

Image #8 :

Image #9 :

Image #10 :

Image #11 :

Image #12 :

Figure 2-22-2: Images Loader

3. If you want to reset the form, click on the **Reset form** button.
4. After adding images, click **Upload images** button to upload.

2.5.1 Bulk Images Using FTP

Bulk loading images via FTP is very easy. When bulk loading images via FTP, it's important to understand Your Cart uses **Product ID** as the data key for matching images to a product, therefore all images must have the same name as the **Product ID**. If they do not, and you don't want to change them manually, we suggest using another method to associate images to a product. The [Bulk Images Loader](#)⁴⁵ or adding a image when entering a product will work just as well.

Once all the images have the same name as the **Product ID**, open up your favorite FTP client and login to the server where Your Cart is located. FTP to the following directory:

images/products

Upload all images into this directory.

Once complete, login back into the admin area of Your Cart and run the [Thumbnail Generator](#)⁴⁷.

Every time you add images via this method, you will need to generate new thumbnails using the generator.

2.5.2 Bulk Loader FAQ

Frequently Asked Questions regarding the Bulk Loader

Q. How many products can the bulk loader import?

A. If your file contains more than 2000 items, we suggest breaking up the file to prevent time out issues when importing the data. The Loader itself will accept an unlimited number of items, but the server may error due to amount of time it takes to move the data from your computer to the server.

Q. How can bulk load attributes for a product using the loader?

A. List all options in one column and separate them using a double bar or "||".
Example: Blue || Red || Yellow || Brown.

Q. How do I bulk load images?

A. You can use the [Bulk Image Loader](#)⁴⁵ or the [FTP method](#)⁴⁶.

Q. How can I bulk load only new products into the cart?

A. Select "Keep Existing - Add New" under **Data Update Rule** in the Bulk Loader.

2.6 Thumbnail Generator

Thumbnail Generator can generate thumbnail images for all the JPG and PNG image files. The thumbnail generator can only work correctly, when the image file name exactly matches the Product ID for Your Cart to associate the image with the product.

To **generate thumbnail images**, follow the steps:

1. Click on **Thumbnail Generator**, as shown in the Figure 2-23-1 below.

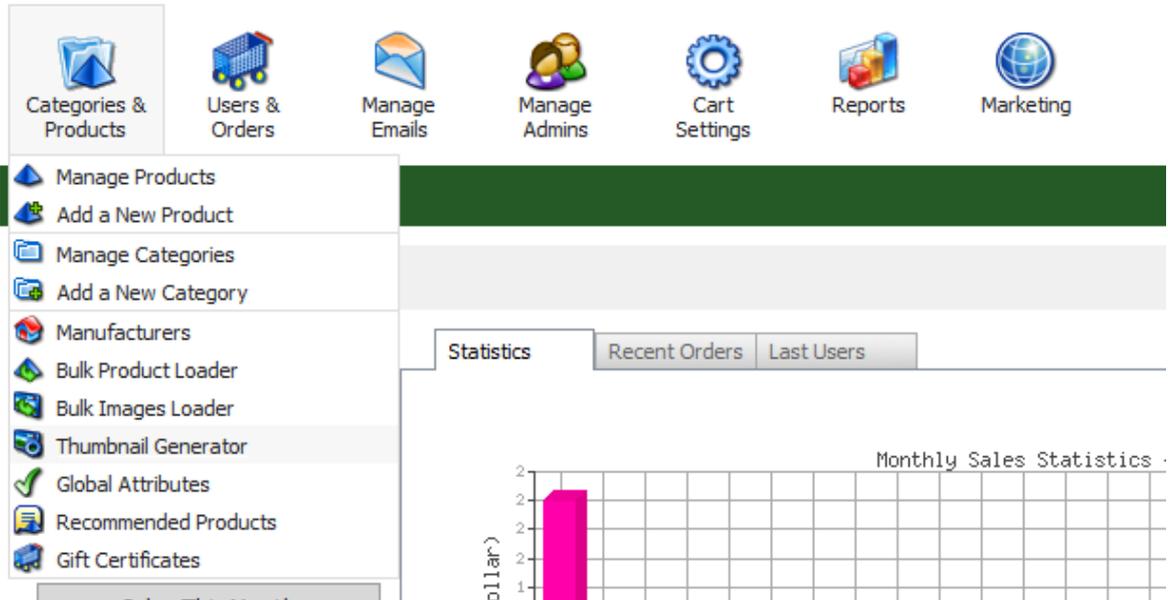


Figure 2-23-1: Thumbnail Generator

The **Thumbnail Generator (Step 1 of 3)** page will open, as shown in the Figure 2-23-2 below.

Note: You can also open the **Thumbnail Generator (Step 1 of 3)** page directly, by clicking on the **Thumbnail Generator** link in the [Admin Area Home page](#)⁸.

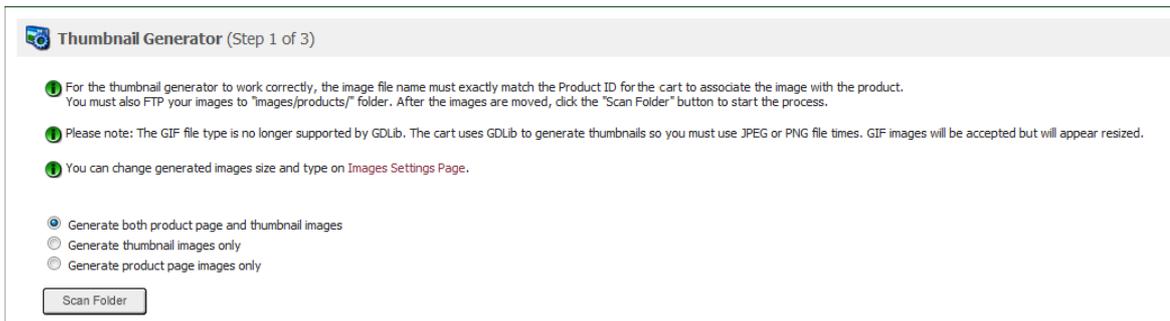


Figure 2-23-2: Thumbnail Generator (Step 1 of 3)

2. Click on the **Scan Folder** button to start the process.

Note: Thumbnail images will be created only for **JPG** and **PNG** image files as GDLib used by Your Cart to generate thumbnails, no longer support the GIF images format. The GIF images will appear resized.

The **Thumbnail Generator (Step 2 of 3)** page will open with the result, as shown in the Figure 2-23-3 below.

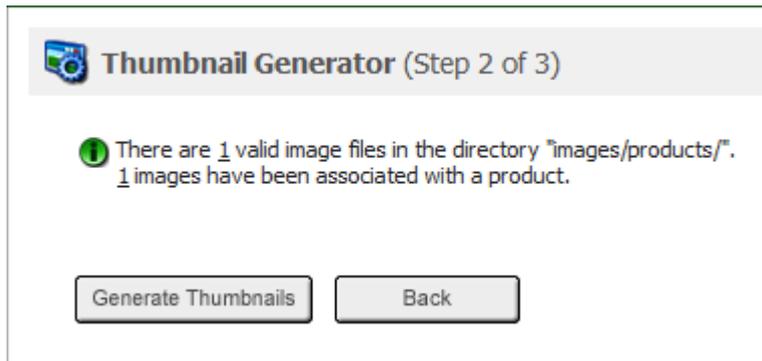


Figure 2-23-3: Thumbnail Generator (Step 2 of 3)

3. Click on the **Back** button to go back to [Thumbnail Generator \(Step 1 of 3\)](#) ^[48] [\[****\]](#) ^[48] [page](#) ^[48].
4. Click on the **Generate Thumbnails** button to go to the next step.

The **Thumbnail Generator (Step 3 of 3)** page will open, as shown in the Figure 2-23-4.

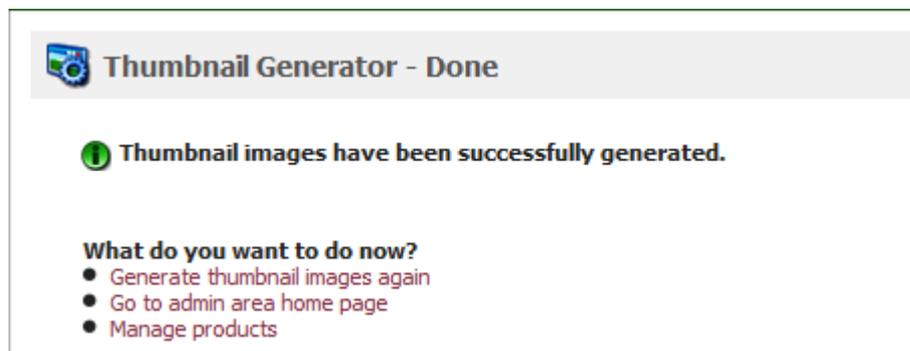


Figure 2-23-4: Thumbnail Generator (Step 3 of 3)

After some time, you will get a confirmation message that the thumbnail images have been successfully generated.

2.7 Global Products Attribute Overview

You can use this section to create and manage global product attributes that will appear every time you add a product. But, remember it will appear only when you assign the global product attribute on the [Product \(Insert\)](#) ^[18] or [Product \(Update\)](#) ^[26] page. To know more about creating and managing global product attributes, click on the links below.

[Create New Global Products Attribute](#) ^[50]
[Assign](#) ^[53]
[Edit](#) ^[53]
[Delete](#) ^[54]

2.7.1 Create New Global Products Attribute

You can use this option to create global product attributes that will appear every time you add a product. To **Create New Global Products Attributes**, follow the steps:

1. Click **Global Attributes**, as shown in the Figure 2-24-1 below.

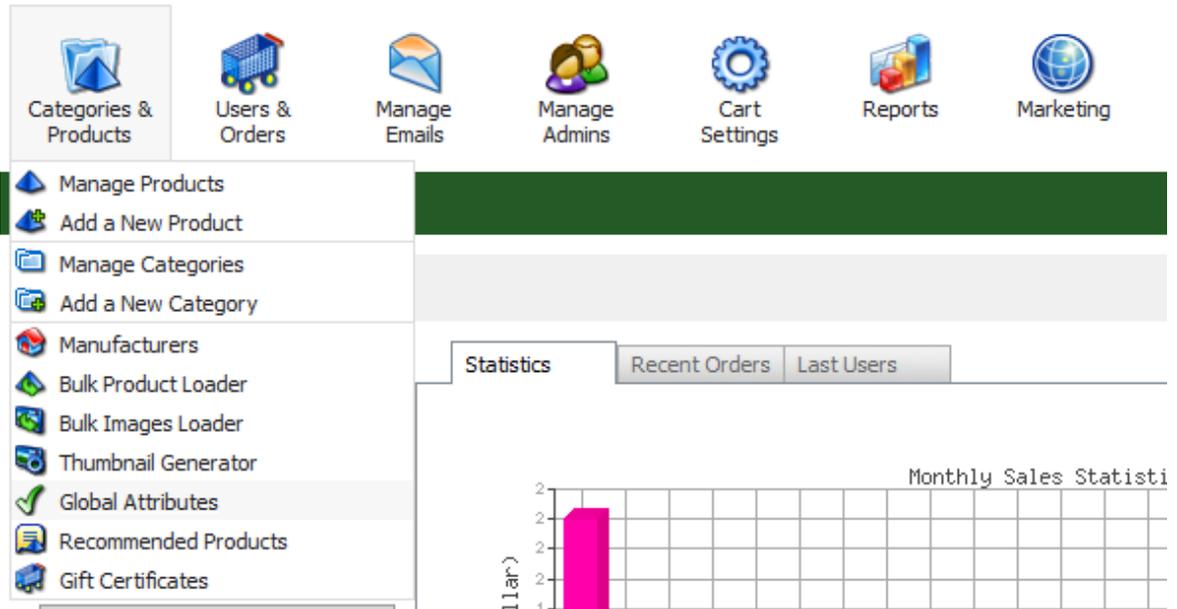


Figure 2-24-1: Global Attributes

The **Global Product Attributes** page will open, as shown in the Figure 2-24-2 below.

Note: You can also directly open the **Global Product Attributes** page, by clicking on the **Global Attributes** link in the [Admin Area Home page](#).

2. Click on the **Click to Create a New Attribute** link.



Figure 2-24-2: Global Product Attributes

The **Global Product Attributes (insert)** page will open.

3. Select the **product categories** for the attribute, where it will be applied.

Note: You can select **multiple product categories** by holding the **Ctrl** button on your keyboard and then clicking on the **categories**.

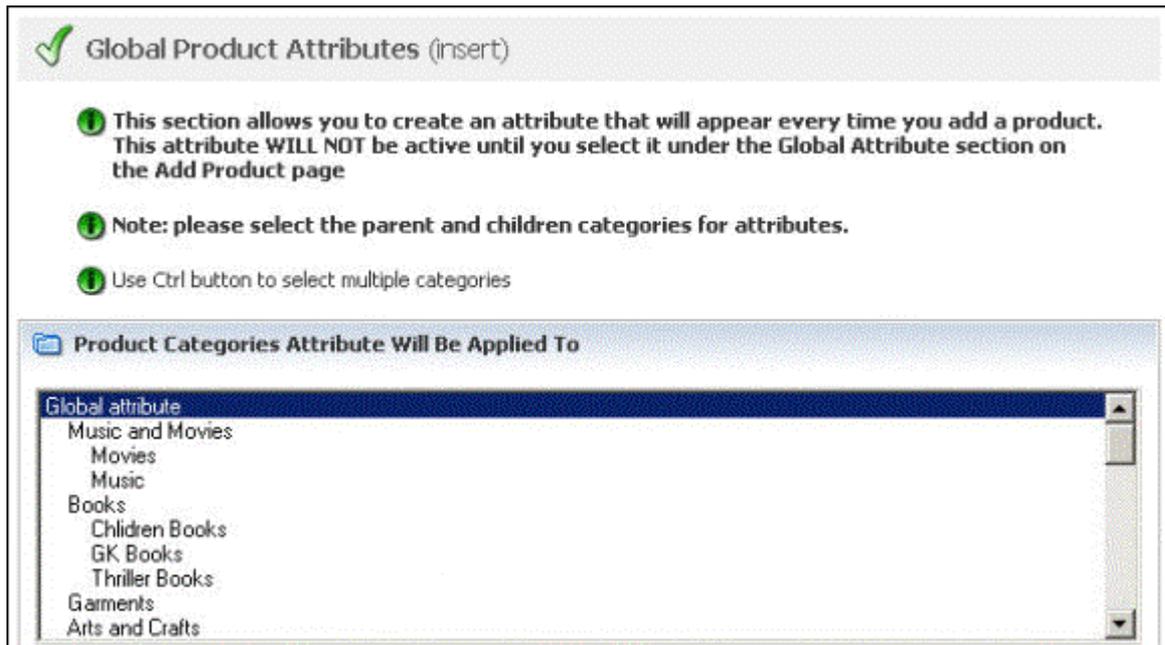


Figure 2-24-3: Global Product Attributes (insert)

4. **Global Product Attributes Settings:** Enter the following information:
 - a. **Attribute Name:** Enter the name for the attribute.
 - b. **Input Caption:** Type the text that will define the attribute on the Add Product Page.
 - c. **Default Priority (used for sorting):** Select the default priority for the attribute from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The attribute with the highest priority will appear first.
 - d. **Is Attribute Active For Products:** Select **Yes** from the drop down menu to activate the attribute on the Add Product Page. If **No** is selected, the attribute will not appear on the Add Product Page. By default, **No** is selected from the drop-down menu.
 - e. **Choose an Attribute Type:** Select **Drop-Down Box** or **Text Input** attribute type from the drop down menu.

Figure 2-24-4: Global Product Attributes Settings

5. **Drop-Down Box Attribute Parameters:** If you select **Drop-Down Box** as **Attribute Type** then enter the following information:

- a. **Options list (value per line):** Type the attributes that you want to appear for selection on the product page as drop down menu. Each option should be entered in a new line.

Figure 2-24-5: Drop-Down Box Attribute Parameters

6. **Text Input Attribute Parameters:** If you select **Text Input** as **Attribute Type**, then enter the **Text Length** under **Text Input Attribute Parameters**.

Figure 2-24-6: Text Input Attribute Parameters

7. **Choose Update Mode:** Select the **Just Save Attributes** radio button, if you want the attribute data to be saved into your database, but that will not affect the product attributes. On the other hand, select **Bulk Update** radio button, if you want the attribute to be updated and assigned with all products globally or in selected categories along with the attribute data.

Figure 2-24-7: Choose Update Mode

8. If you want to reset the form, click on the **Reset form** button.

- Click **Save changes** button to create global product attributes. You will get a confirmation message that the new attribute has been successfully created.

2.7.2 Assign Global Products Attribute

You can use this section to assign existing global attributes with a product, so that it would appear every time you add a product. To Assign Existing Global Attributes with a product, follow the steps:

- Open the [Product \(Insert\)](#)^[17] or [Product \(Update\)](#)^[23] page.
- In the [Product \(Insert\)](#)^[18] or [Product \(Update\)](#)^[26] page, click **Attributes** tab.
- In the new page, scroll down to **Assign Global Attributes** and check the box next to the **existing global attributes** that you want to assign with the product, as shown in the Figure 2-25-1.

Figure 2-25-1: Assign Global Attributes

- Click **Add Attribute(s)** button to assign the checked global attribute with the product.

2.7.3 Edit Existing Global Products Attribute

You can use this option to edit global products attribute. To **edit global products attribute**, follow the steps:

- [Open](#)^[50] the **Global Product Attributes** page with added global attributes, as shown in the Figure 2-26-1.

| Attribute Name | Attribute Caption | Type | Visible |
|----------------|-------------------|--------|---------|
| type | type | Select | No |

Figure 2-26-1: Global Product Attributes with added global attributes

- Click **Edit Attribute** icon for the global product attribute you want to modify.
- The **Global Products Attribute (update)** opens, where you can edit all the parameters.
- If you want to reset the form, click on the **Reset form** button.
- Click **Save changes** to update the information. You will get a confirmation

message that the attribute has been successfully updated.

2.7.4 Delete Existing Global Products Attribute

You can use this option to delete an existing Global Products Attribute. To **delete a Global Products Attribute**, follow the steps:

1. [Open](#)⁵⁰ the **Global Product Attributes** page with added global attributes.
2. Click **Delete Attribute**  icon for the global product attribute you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-27-1 below.



Figure 2-27-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the attribute has been successfully removed.

2.8 Recommended Products Families Overview

Product Families give you the ability to add recommended products to your product pages. You can use this section to create the Product Families for Recommended Products. To know more about creating and managing product families, click on the links below.

[Create a New Product Family](#)⁵⁴
[Edit](#)⁵⁶
[Delete](#)⁵⁷

2.8.1 Create a New Product Family

To **Create a New Product Family**, follow the steps:

1. Click **Recommended Products**, as shown in the Figure 2-28-1 below.

Note: You can also **delete products within a family** by selecting them and then, clicking the **Remove Selected** link below the list of **Selected Products**.

Figure 2-28-3: Recommended Products Family (Insert)

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to save the information. You will get a confirmation message that the new products family has been successfully added.

2.8.2 Edit a Recommended Product Family

To **edit a recommended product family**, follow the steps:

1. [Open](#) ⁵⁴ the **Recommended Products Families** page.
2. Click **Edit Products Family**  icon for the recommended product family you want to modify.
3. The **Recommended Products Family (Update)** page opens, where you can modify all the parameters under **Product Family Properties**.

Note: You can also **delete products within a family** by selecting them and then, clicking the **Remove Selected** link below the list of **Selected Products**.

Recommended Products (Family) (Update)

A product family gives you the ability to add recommended products to your product pages. To create a new product family, simply create a name and enter in the products you would like to include within the family. You will have the ability to select any product family in the "Add a New Product" section.

Products Family Properties

Product Family Name

Name of Product Family

Products in This Family

Enter a Product Name or ID :

Our auto search feature will attempt to search your product database as you are entering in the product data.

Selected Products:

[Remove Selected](#)

Figure 2-29-1: Recommended Products Family (Update)

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to update the information. You will get a confirmation message that the products family has been successfully updated.

2.8.3 Delete a Recommended Product Family

To **delete a recommended product family**, follow the steps:

1. [Open](#) the **Recommended Products Families** page.
2. Click **Delete Products Family** icon for the recommended product family you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-30-1 below.

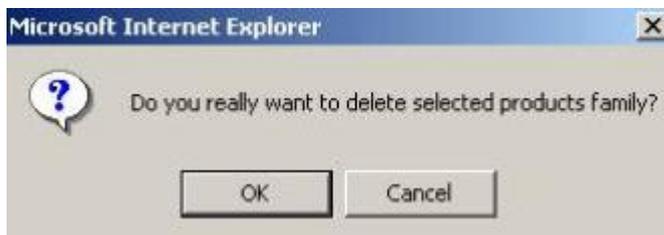


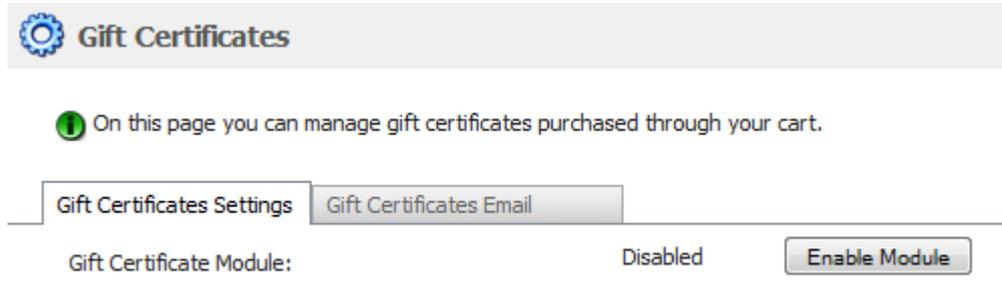
Figure 2-30-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the products family has been successfully removed.

2.9 Gift Certificates

On this page you can manage gift certificates purchased through Your Cart.

1. First you need to ensure you have the gift certificates 'Enabled' by clicking on the 'Enable Module' button as shown below.



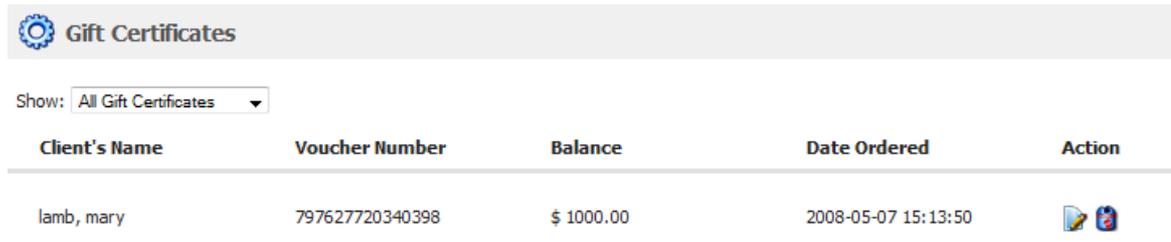
Gift Certificates

On this page you can manage gift certificates purchased through your cart.

Gift Certificates Settings | Gift Certificates Email

Gift Certificate Module: Disabled [Enable Module](#)

2. Click the '✎' to edit any certificate that has been purchased already.
3. You can delete the existing certificates by clicking on the  icon.



Gift Certificates

Show: All Gift Certificates

| Client's Name | Voucher Number | Balance | Date Ordered | Action |
|---------------|-----------------|------------|---------------------|---|
| lamb, mary | 797627720340398 | \$ 1000.00 | 2008-05-07 15:13:50 |   |

4. You would then be able to edit any of the fields as shown below.

Gift Certificates

On this page you can manage gift certificates purchased through your cart.

Gift Certificates Settings **Gift Certificates Email**

Modifying this information could cause a certificate to be invalid.

Gift Certificate Information

First Name :

Last Name :

Balance :

Voucher :

5. In order to edit the emails that get sent when someone purchases a gift certificate click the 'Gift Certificates Email' tab to edit the email that is sent to the recipient of the certificate as shown below.

Gift Certificates Settings **Gift Certificates Email**

Gift Certificate HTML Email [\[Edit HTML Online \]](#)

```
<table border='0' cellpadding='0' cellspacing='0' bordercolor="#000000'>
  <tr>
    <td style='width:442px; padding-left:30px;'>
      <div style='padding:30px 20px 20px 0'>
        <p style='margin:0;' align='right'>
          Voucher Code: {$voucher}
        </p>
      </div>
      <div style='padding:0 0 50px 0;'>
        <p style='margin:0;' align='left'>
          To : {$first_name} {$last_name}
          Gift Amount : {$gift_amount}
          From : {$from_name}<br/>
          Message : {$message}
        </p>
      </div>
      <div>
        <p style='margin:0;' align='left'>
          To use this gift certificate p
          You must enter first name, las
          Please contact us if you have
```

6. Click on [\[Edit HTML Online \]](#) in order to edit HTML style pages.

7. Once done click on the 'Save Changes' button to save the changes you have made

here or click on the 'Reset Page' button to undo all your changes.

Top Level Intro

This page is printed before a new top-level chapter starts

Part



3 Users & Orders

3.1 Browse Users and Orders Overview

This section is used to search, view or edit users and orders for account / billing information as well as for browsing address book and orders for a user. You can also delete user profiles and orders. It has three sub sections:

[Search Users](#)⁶²

[Search Orders](#)⁶³

[Export to Quick Books](#)⁶⁵

3.1.1 Search Users

This section helps in viewing or editing user's account/billing information and browse user's address book. It also helps in removing user's profile.

To **search users**, follow the steps:

1. Click **Browse Users**, as shown in the Figure 3-1-1 below.

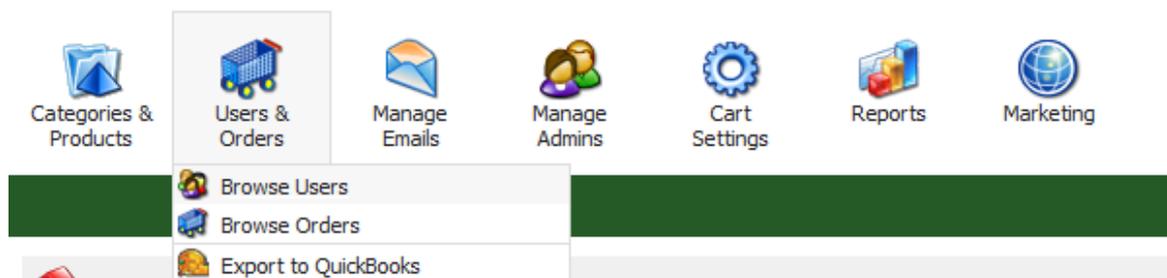
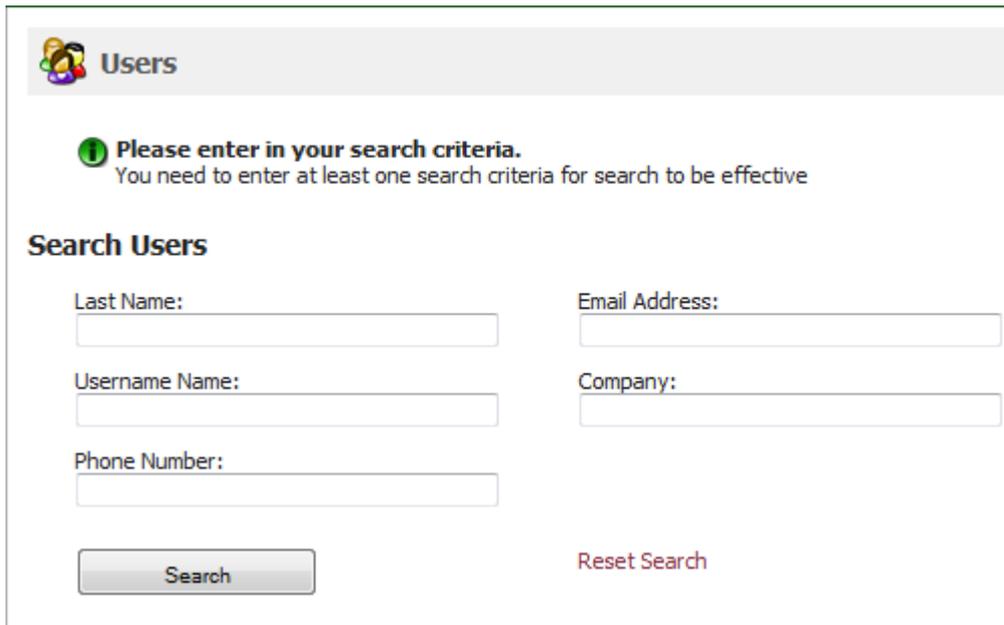


Figure 3-1-1: Browse Users

The **Users** page will open, as shown in the Figure 3-1-2 below.

Note: You can also directly open the **Users** page, by clicking on the **Browse Users** link in the [Admin Area Home page](#)⁸.

2. Under **Search Users**, enter at least one-search criteria from the following: **Last Name, User Name, Company, Email Address** or **Phone Number**. You can enter multiple fields to get a more precise result.



Users

Please enter in your search criteria.
You need to enter at least one search criteria for search to be effective

Search Users

Last Name:

Email Address:

Username Name:

Company:

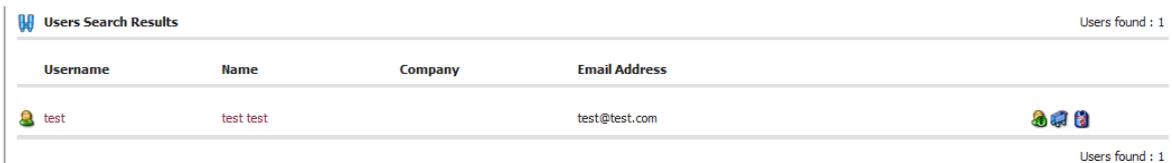
Phone Number:

[Reset Search](#)

Figure 3-1-2: Users

3. After entering the criteria, click **Search users** button.

The **User Details** page opens with all the information about the selected user(s), as shown in the Figure 3-1-3 below.



| Username | Name | Company | Email Address |
|----------|-----------|---------|---------------|
| test | test test | | test@test.com |

Users found : 1

Figure 3-1-3: User Details Page

4. You can **view or edit account/billing information**, **browse all orders** and **delete user** from [User Details](#) page by clicking on the respective icons.

3.1.2 Search Orders

This section helps in searching an order. You can edit/delete an order in the shopping cart. You can also view the details of an order.

To **search an order**, follow the steps:

1. Click **Browse Orders**, as shown in the Figure 3-2-1 below.

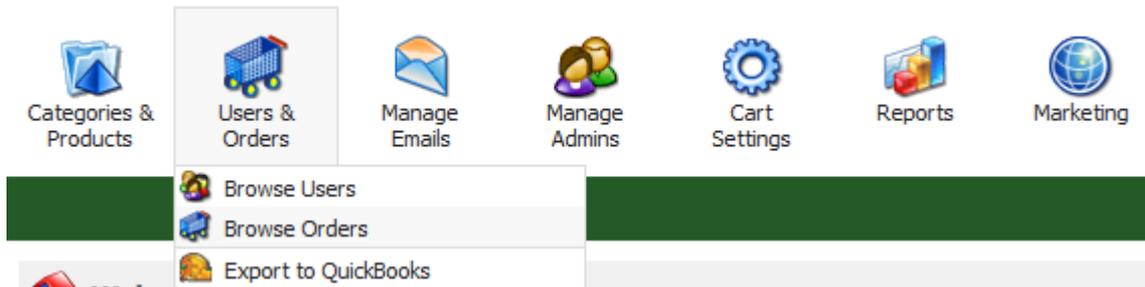


Figure 3-2-1: Browse Orders

The **Orders** page will open, as shown in the Figure 3-2-2 below.

Note: You can also directly open the **Orders** page, by clicking on the **Browse Orders** link in the [Admin Area Home page](#).

- Under **Search Orders**, enter at least one-search criteria from the following: **Order ID, Name, Order status, Order payment status** or **Order period** for search to be effective. You can enter multiples fields to get a more precise result.

 A screenshot of the 'Search Orders' form. The form has a title 'Search Orders' in bold. Below the title are five input fields: 'Order ID:', 'Customer's Last Name:', 'Order period:', 'Order status:', and 'Order payment status:'. The 'Order ID' field is empty. The 'Customer's Last Name' field is empty. The 'Order period' dropdown menu is set to 'Any'. The 'Order status' dropdown menu is set to 'Process'. The 'Order payment status' dropdown menu is set to 'Any'. Below the fields are two buttons: 'Search' (grey) and 'Reset Search' (red text).

Figure 3-2-2: Orders

- After entering the criteria, click **Search orders** button.

The **Order Details** page opens with all the information about the selected order(s), as shown in the Figure 3-2-3 below.

 A screenshot of the 'Orders Search Results' page. At the top left is a logo and the text 'Orders Search Results'. At the top right is 'Orders found : 2 | Page(s) : 1'. Below this is a table with the following columns: 'Order ID', 'Customer's Name', 'Last Update', 'Status', 'Payment', and 'Amount'. There are two rows of data:

| Order ID | Customer's Name | Last Update | Status | Payment | Amount |
|----------|-----------------|--------------------------|---------|---------|----------|
| 5 | Julie Smith | 05/04/2008 - 05:21:56 PM | Process | Pending | \$785.77 |
| 4 | Sam Spade | 05/04/2008 - 05:19:35 PM | Process | Pending | \$47.90 |

 Below the table are several controls: 'check all | uncheck all', 'Set New Order Status' with a 'Keep current' dropdown, 'Set New Payment Status' with a 'Keep current' dropdown, and a checked checkbox for 'Send notification to user when order completed?'. At the bottom are three buttons: 'Print selected', 'Update status', and 'Delete checked'. At the bottom right is 'Orders found : 2 | Page(s) : 1'.

Figure 3-2-3: Order Details Page

4. You can **view or edit the selected order details** , **print invoice** , and **delete orders**  from [Order Details](#)^[64] page by clicking on the respective icons.

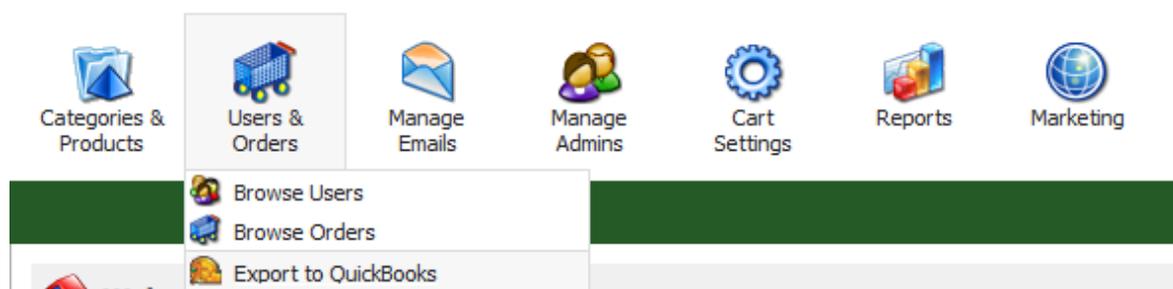
Note: You can also set new order and payment status for an order from [Order Details](#)^[64] page by checking the order box and then selecting the new status from the drop-down menu. Click **Update status** button to save the changes. Similarly, you can **print** and **delete** an order by selecting an order and then clicking on the appropriate buttons at the bottom of the from [Order Details](#)^[64] page.

3.1.3 Export to Quick Books

QuickBooks is designed for small business operators making the move from paper- or spreadsheet-based accounting; it helps to organize information quickly and easily. With QuickBooks, accounting and financial tasks are fast and easy. QuickBooks tracks all your financial information, from invoices and bills to inventory and purchase orders.

To go to **Export to Quick Books**, follow the steps:

1. Click **Export to Quick Books**, as shown in the Figure 3-3-1 below.

**Figure 3-3-1: Export to Quick Books**

The **Export to QuickBooks** page will open, as shown in the Figure 3-3-2 below.

Note: You can also directly open the **Export to QuickBooks** page, by clicking on the **Export to Quick Books** link in the [Admin Area Home page](#)^[8].

Export to QuickBooks

This page allows you to create a file that can be imported into QuickBooks.

Quick Books

Select Order Range

Start Date (From) May 1 2008

Finish Date (To) May 31 2008

Export QuickBooks

Figure 3-3-2: Export to Quick Books Page

2. Set the **Select Orders Date Range** from the drop down menu.
3. Click **Export QuickBooks** button.
4. The **File Download** window pops up.
5. Click **Save** button to open the **Save As** window, so you can choose where to save the file.
6. Find Where you have saved the file and open it in quickbooks.

Top Level Intro

This page is printed before a new top-level chapter starts

Part



4 Manage Emails

This section is used to edit pre generated HTML and TEXT versions of your emails. You can also manage your newsletters and notify your customers about product updates. In addition, you can now even manage (edit and delete) the subscriber's emails and top and bottom email templates for HTML and Text Email. You can also remove bad and bounced email addresses from your email list through this section.

The following activities can be done with regards to an email:

- [Newsletter Email Wizard](#) ^[68]
- [Product Updates Email Wizard](#) ^[72]
- [Emails Archive](#) ^[77]
- [Default Email Top and Bottom](#) ^[79]
- [Notification Emails](#) ^[81]
- [Manage Subscribers Email Addresses Overview](#) ^[84]
- [Import Email Addresses](#) ^[87]
- [Export User Email Addresses](#) ^[89]
- [Export Subscriber Email Addresses](#) ^[91]
- [Check Bounced Email Addresses](#) ^[94]

4.1 Newsletter Email Wizard

This section helps you to edit pre generated HTML and TEXT versions of your newsletter.

To **edit pre generated HTML and TEXT versions**, follow the steps:

1. Click **Newsletter Email Wizard**, as shown in the Figure 4-1-1 below.

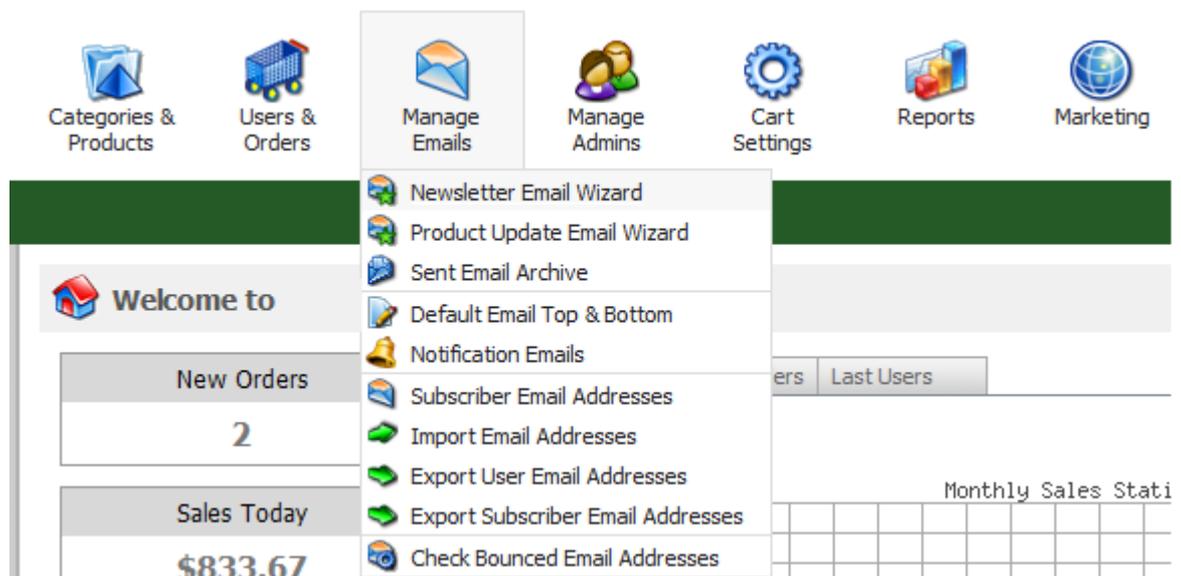


Figure 4-1-1: Newsletter Email Wizard

The **Newsletter Email Wizard (step 1 of 3)** page will open.

Note: You can also directly open the **Newsletter Email Wizard (step 1 of 3)** page, by clicking on the **Newsletter Email Wizard** link in the [Admin Area Home page](#).

2. **Newsletter Email:** Enter the following information:
 - a. **Subject:** Type the subject of the letter.
 - b. **From Name:** Type the name of the Sender.
 - c. **From Email:** Type the email address of the Sender.

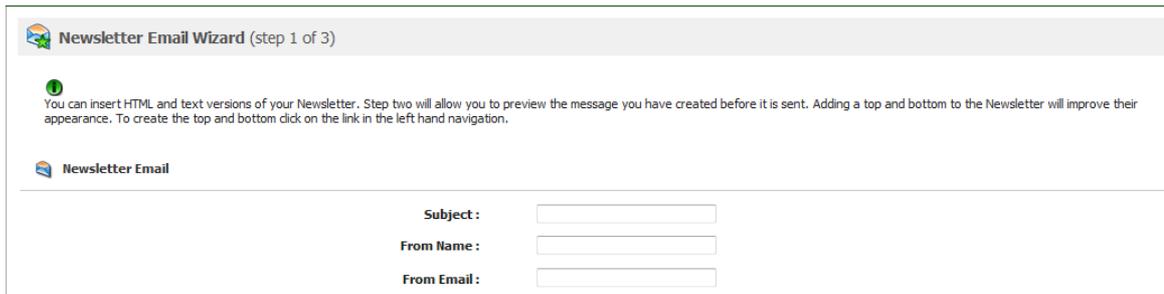


Figure 4-1-2: Newsletter Email

3. **Content for HTML Email:** You can **edit** the **HTML Email** content in plain text.



Figure 4-1-3: Content for HTML Email

4. Further, you can create an eye-catching HTML Email content, by clicking **Edit HTML Online** in **Content for HTML Email**, as shown in the Figure 4-1-4 below.



Figure 4-1-4: Online HTML Editor

5. **Content for Text Email:** You can **edit** the **Text Email** content in plain text.

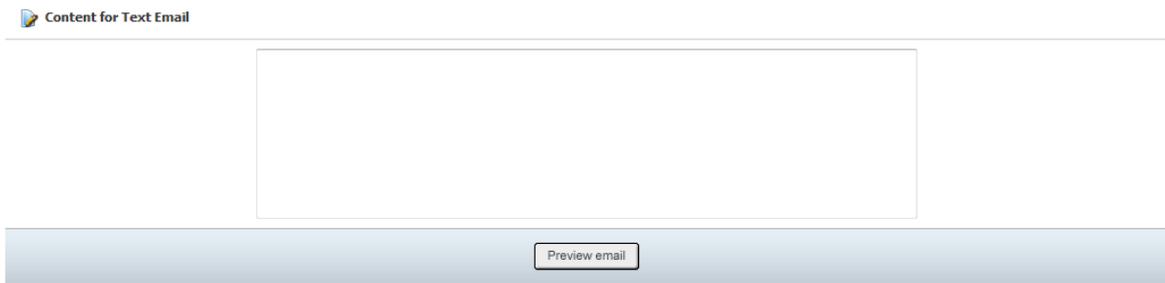


Figure 4-1-5: Content for Text Email

6. After **Editing the HTML and Text Email**, click **Preview Email** button.

The **Newsletter Email Wizard (step 2 of 3)** page will open, as shown in the [Figure 4-1-7](#) below.

Note: In **Newsletter Email Wizard (step 2 of 3)** page, you can preview both the HTML and TEXT versions of your newsletter. Adding a top and bottom to these emails will improve their appearance.

7. To add a top and bottom, click **Emails Top & Bottom** in the left navigation, as shown in the Figure 4-1-6 below.

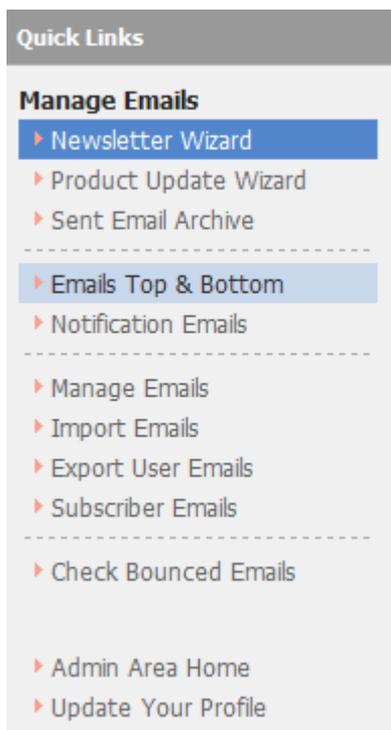


Figure 4-1-6: Emails Top & Bottom

Note: Clicking **Emails Top & Bottom** in the left navigation will open the **Top and Bottom Email Templates** page. Enter **HTML and Text Email Top & Bottom** and then click **Save changes** button to update the information. To know more about **Emails Top & Bottom**, go to [Default Email Top and Bottom](#) section.

- In the **Newsletter Email Wizard (step 2 of 3)** page, you can also request for a **Test Email**, by filling the **Test Email Address** box and then clicking on the **Send test email** button.

Newsletter Email Wizard (step 2 of 3)

Please review both the HTML and TEXT versions of your newsletter.
To make changes, please select "Edit email" below.

HTML Email

Company Name- Newsletter
Hello Company Name newsletter subscribers here!
Put here your newsletter text.

TEXT Email

Company Name - Newsletter
Hello, company name newsletter subscribers here.
Put here your newsletter text.
Company Name

Send Test Email

Test Email Address:

Figure 4-1-7: Newsletter Email Wizard (step 2 of 3)

- If you still want to make changes, click on the **Edit email** button. You will then be taken back to the [Newsletter Email Wizard \(step 1 of 3\)](#) page.
- You can send the email immediately by clicking on the **Send email** button.

A pop up appears asking for confirmation, as shown in the Figure 4-1-8 below.



Figure 4-1-8: Newsletter email sending confirmation

11. Confirm sending newsletter email, by clicking **OK** button.

Note: To avoid duplicate sends, click **OK** button only once.

The **Newsletter Email Wizard (step 3 of 3)** page will open. You will get a confirmation message that the Newsletter Email has been successfully sent.

4.2 Product Updates Email Wizard

You can send to your customer's updates about your products using this feature.

For **Product Updates Email Wizard**, follow the steps:

1. Click **Product Updates Email Wizard**, as shown in the Figure 4-2-1 below.

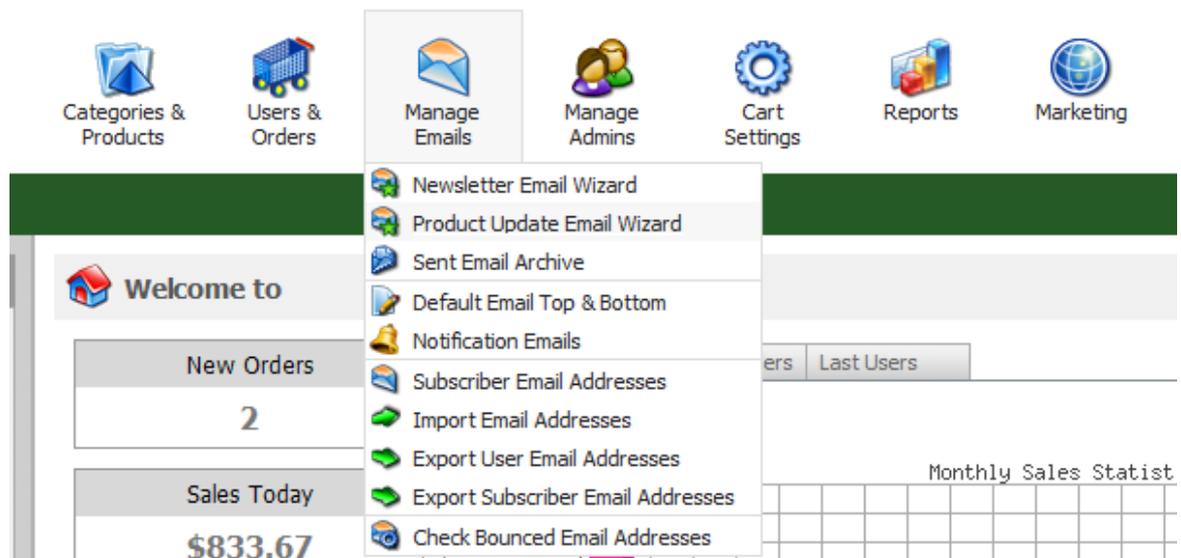


Figure 4-2-1: Product Email Wizard

The **Product Updates Email Wizard (step 1 of 4)** page will open, as shown in the [Figure 4-2-2](#) below.

Note: You can also directly open the **Product Updates Email Wizard (step 1 of 4)** page, by clicking on the **Product Updates Email Wizard** link in the [Admin Area Home page](#).

2. Set the **Select Product Updates Date Range** from the **From** and **To** drop down menu.
3. Select **Product Layout in the Email** from the **Choose the layout for the HTML email** drop down menu, as shown in the Figure 4-2-2 below.

 **Product Update Email Wizard (step 1 of 4)**

 Select a date range for your products and click the "Generate Email" button.
You can adjust the email on the next step.
Please note: To avoid server overloading issues, the system will only allow 150 products to be generated.

 **Select Product Updates Date Range**

From : May 2008

To : May 2008

 **Product Layout in the Email**

Choose the layout for the HTML email :

Figure 4-2-2: Product Updates Email Wizard (step 1 of 4)

4. Click **Generate Email** button.

The **Product Updates Email Wizard (step 2 of 4)** page will open. You may **edit** generated HTML and TEXT for product updates email.

5. **Email Properties:** Enter the following information:
 - a. **Subject:** Type the subject of the Email, such as your company name.
 - b. **From Name:** Type the name of the Sender.
 - c. **From Email:** Type the email address of the Sender.

 **Product Update Email Wizard (step 2 of 4)**

 On this page you may edit generated HTML and TEXT for product update email.
To preview email and then send it to subscribers click over "Preview email" button.
If you would like to change date range, click over "Change dates" button.

 **Email Properties**

Subject :

From Name :

From Email :

Figure 4-2-3: Email Properties

6. **HTML Email:** You can **edit** the **HTML Email** content in plain text.

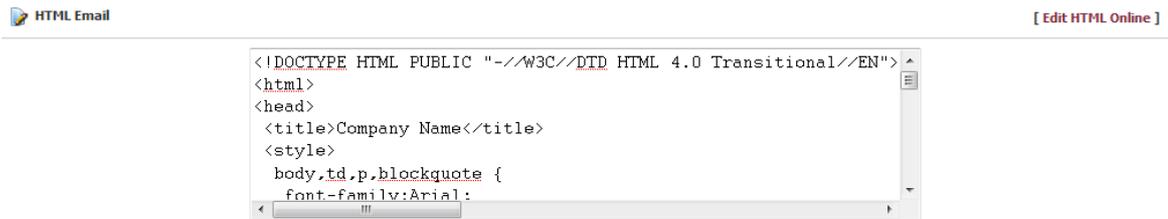


Figure 4-2-4: HTML Email

- Further, you can create an eye-catching HTML Email content, by clicking on **Edit HTML Online** in **HTML Email**, as shown in the Figure 4-2-5 below.

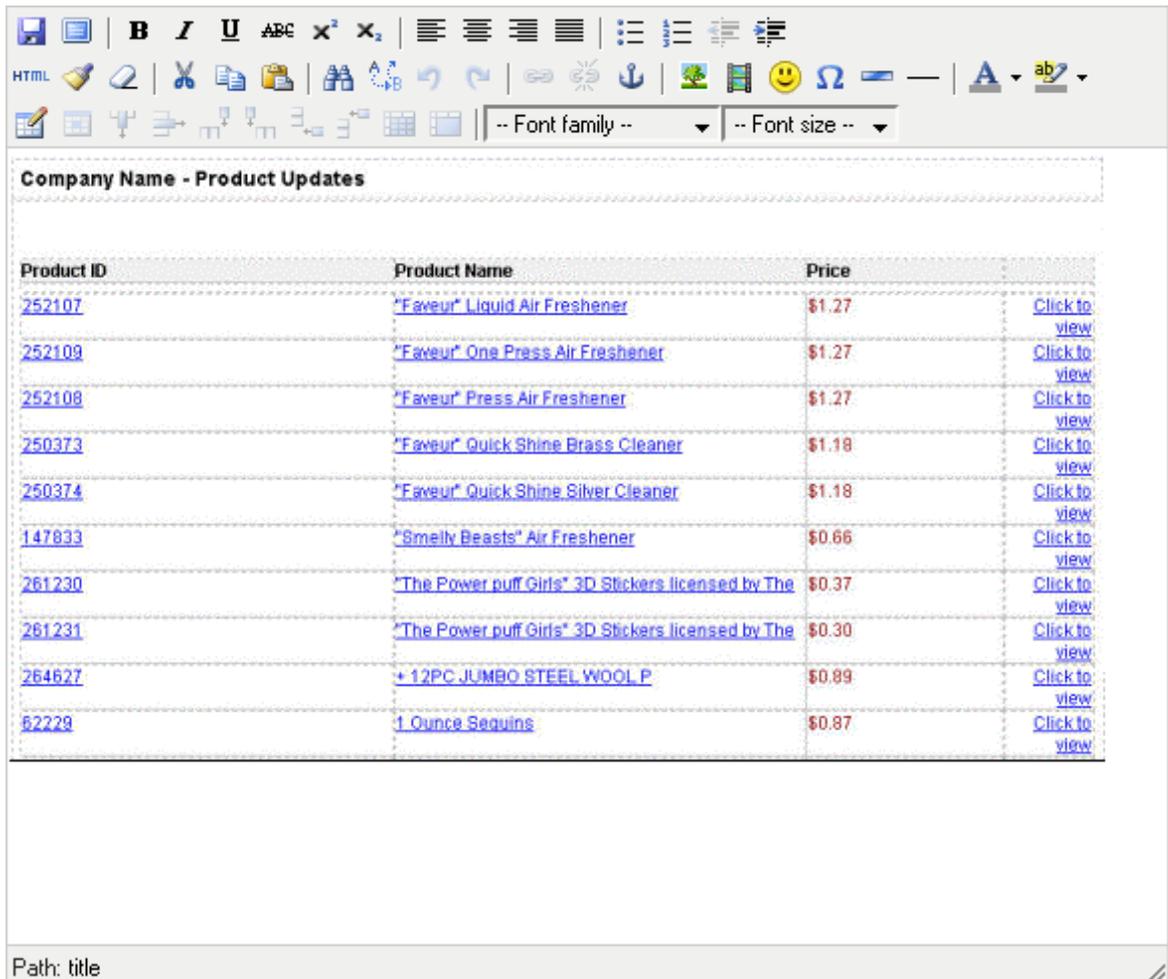


Figure 4-2-5: Online HTML Editor

- Text Email:** You can **edit** the **Text Email** content in plain text.

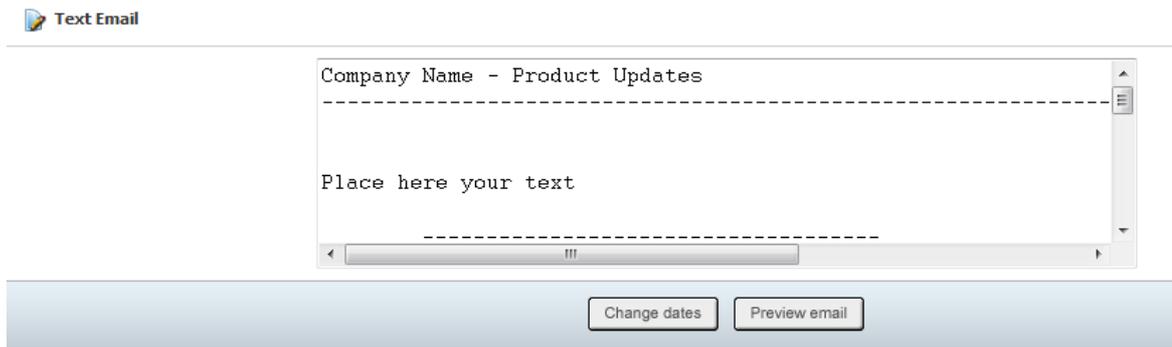


Figure 4-2-6: Text Email

9. Click **Change dates** button to change date range. You will be taken back to the [Product Updates Email Wizard \(step 1 of 4\)](#)^[73] page.
10. To preview this email, click **Preview email** button.

The **Product Updates Email Wizard (step 3 of 4)** page will open, as shown in the [Figure 4-2-7](#)^[76] below.

Note: In **Product Updates Email Wizard (step 3 of 4)** page, you can review both the HTML and TEXT modes of an email. It is suggested that you should review email, as it will be visible for subscribers in HTML and TEXT modes. You can also request for a **Test Email**, by filling the **Test Email Address** box and clicking **Send test email** button in the **Product Updates Email Wizard (step 3 of 4)** page.

 **Product Update Email Wizard** (step 3 of 4)

 Please review email as it will be visible for subscribers in HTML and TEXT modes.
To back to this email editing click over "Edit email" button.
If you would like to send it right now, click over "Send email" button.

 **HTML Email**

Ram
Shyam

Company Name - Product Updates

| Product ID | Product Name | Price | |
|------------------------|---|---------------|-------------------------------|
| 72879 | 10 piece Jumbo Sidewalk Chalk | \$0.83 | Click to view |
| 127928 | 100 count Crayons | \$1.00 | Click to view |
| 69300 | 12 Piece Sponge Paint Kit | \$0.89 | Click to view |
| 214435 | 12 Piece Sponge Paint Kit | \$0.93 | Click to view |
| 267601 | 12 Piece Sponge Paint Kit | \$1.23 | Click to view |
| 263557 | 12PC COLORED CHALK | \$0.49 | Click to view |

 **TEXT Email**

Mirage
Place here your text

10 piece Jumbo Sidewalk Chalk
Product ID: 72879
\$0.83
<http://Site.com/pc340/index.php?p=productsid=14&parer>

100 count Crayons

 **Send Test Email**

Test Email Address:

Figure 4-2-7: Product Updates Email Wizard (step 3 of 4)

11. If you still want to make changes, click on the **Edit email** button. You will be taken back to the **Product Updates Email Wizard (step 2 of 4)** page.
12. You can send the product updates email immediately by clicking on the **Send email** button.

A pop up appears asking for confirmation, as shown in the Figure 4-2-8 below.



Figure 4-2-8: Email sending confirmation

13. Confirm sending product updates email, by clicking **OK** button.

Note: To avoid duplicate sends, click **OK** button only once.

The **Product Updates Email Wizard (step 4 of 4)** page will open. You will get a confirmation message that the Product Updates Email has been successfully sent.

4.3 Email Archive

This section is used to preview and remove emails that exist in your archive.

For **previewing and removing emails from archive**, follow the steps:

1. Click **Sent Emails Archive**, as shown in the Figure 4-3-1 below.

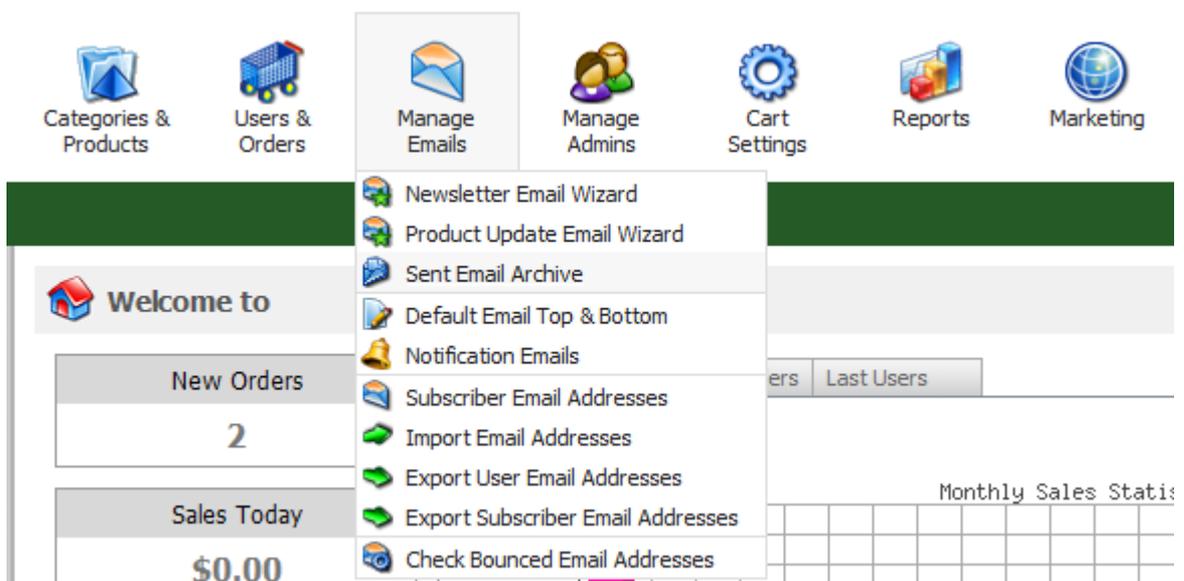


Figure 4-3-1: Sent Emails Archive

2. The **Emails Archive** page will open, as shown in the Figure 4-3-2 below.

Note: You can also directly open the **Emails Archive** page, by clicking on the **Sent Emails Archive** link in the [Admin Area Home page](#).



Figure 4-3-2: Emails Archive

Note: Click **Newsletter Email Wizard** link on the top of the **Emails Archive** page to open [Newsletter Email Wizard \(step 1 of 3\)](#)^[69] page.

Click **Product Updates Email Wizard** link on the top of the **Emails Archive** page to open [Product Updates Email Wizard \(step 1 of 4\)](#)^[73] page.

Click **Edit default emails Top and Bottom** link on the top of the **Emails Archive** page to open **Top and Bottom Email Templates** page. To know more about this page, go to [Default Email Top and Bottom](#)^[79] section.

3. Click **Preview Email**  icon to preview the email. The **Archived Email Preview** page will open, as shown in the Figure 4-3-3 below.

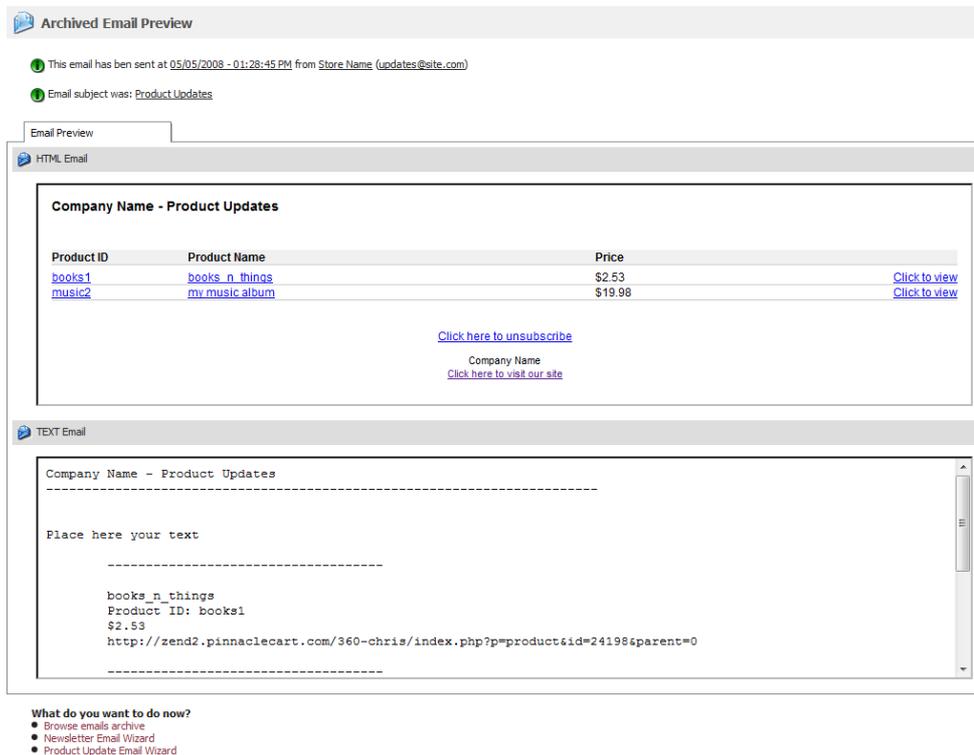


Figure 4-3-3: Archived Email Preview

Note: You can also **delete emails** that exist in your archive from the [Emails Archive](#) page. Click **Remove Email From Archive** icon for the email you want to delete. A pop up appears asking for confirmation, as shown in the Figure 4-3-4 below.



Figure 4-3-4: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

4.4 Default Email Top and Bottom

In this section you can edit the top and bottom email templates for HTML and Text Email.

For **editing the top and bottom email templates for HTML and Text Email**, follow the steps:

1. Click **Default Email Top & Bottom**, as shown in the Figure 4-4-1 below.

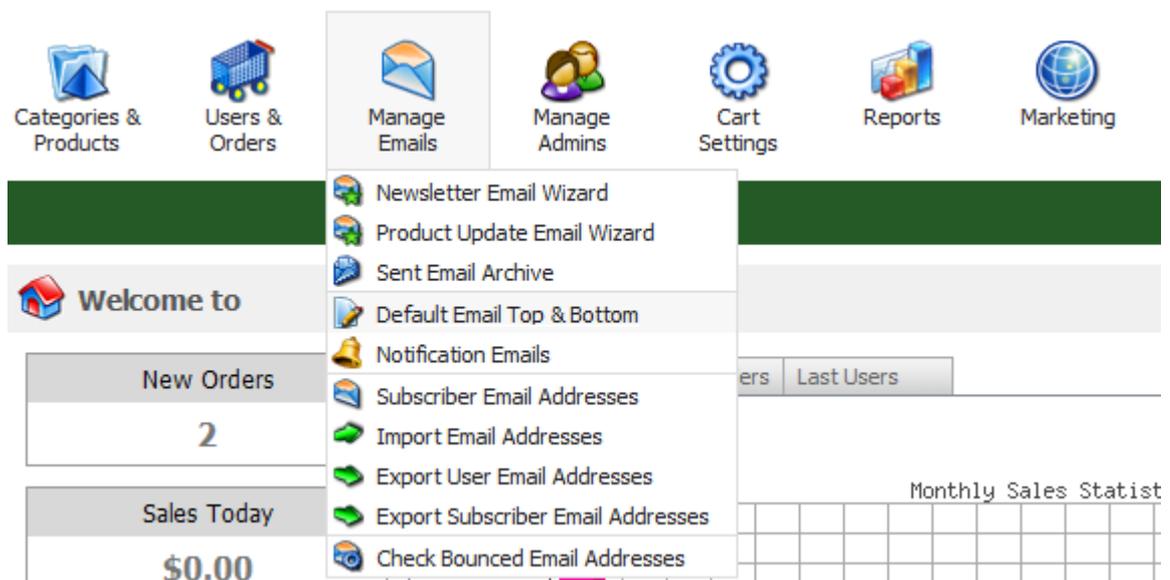


Figure 4-4-1: Default Emails Top & Bottom

The **Top and Bottom Email Templates** page will open. Here you can edit the top and bottom email templates for HTML and Text Email.

Note: You can also directly open the **Top and Bottom Email Templates** page, by clicking on the **Default Email Top & Bottom** link in the [Admin Area Home page](#)⁸.

2. **Top and Bottom for HTML Email:** You can **edit** the top and bottom for **HTML Email** by clicking on the respective box.

The screenshot shows the 'Top and Bottom Email Templates' page. At the top, there is a note: 'To add images to the top and bottom page, the images need to be moved to the http://zend2.pinnaclear.com/360-chris/images/custom/ folder. You can do this moving the images via FTP, or click here to use file manager. Remember, your HTML code needs to have the full path to the images.' Below this, there are two sections: 'Top for HTML Email' and 'Bottom for HTML Email', each with an '[Edit HTML Online]' link. The 'Top for HTML Email' section shows the following HTML code:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<html>
<head>
<title>{$CompanyName|htmlspecialchars}</title>
<style>{literal}
body,td,p,blockquote {
font-family:Arial;
```

The 'Bottom for HTML Email' section shows the following HTML code:

```
</td></tr>
<tr>
<td align="center" style="font-size:11px;">
{$CompanyName|htmlspecialchars}<br />
<a href="{$GlobalHttpUrl}">{$msg.email.click_to_visit_us}<
</td>
</tr>
```

Figure 4-4-2: Top and Bottom for HTML Email

3. Further, you can create an eye-catching top and bottom for HTML Email, by clicking **Edit HTML Online** in **Top and Bottom for HTML Email**, as shown in the Figure 4-4-3 below.

The screenshot shows the online HTML editor for the 'Top for HTML Email' and 'Bottom for HTML Email' sections. The 'Top for HTML Email' section shows a rich text editor with a toolbar and the following text: '{\$CompanyName|htmlspecialchars} - {\$EmailTitle|htmlspecialchars}'. The 'Bottom for HTML Email' section shows a rich text editor with a toolbar and the following text: '{\$CompanyName|htmlspecialchars}' followed by a blue hyperlink '{\$msg.email.click_to_visit_us}'. Both sections have an '[Edit HTML Online]' link.

Figure 4-4-3: Online HTML Editor in Top and Bottom for HTML Email

4. **Top and Bottom for Text Email:** You can **edit** the top and bottom for **Text Email** by clicking on the respective box.

The screenshot shows two text input areas for email templates. The top section, titled "Top for Text Email", contains the placeholder text: `{ $Company Name } - { $Email Title }`. The bottom section, titled "Bottom for Text Email", contains the placeholder text: `{ $Company Name }` followed by `{ $Global Http Url }`. Below the input areas are two buttons: "Save changes" and "Reset form".

Figure 4-4-4: Top and Bottom for Text Email

5. If you want to cancel or start again, click on **Reset form** button.
6. Click on **Save changes** button to **edit the Top and Bottom Email Templates**. You can view the confirmation message on the top of the **Top and Bottom Email Templates** page, as shown in the Figure 4-4-5 below.

The screenshot shows a confirmation message with a gear icon and the title "Top and Bottom Email Templates". The message contains the following text:

! To add images to the top and bottom page, the images need to be moved to the <http://Site.com/custom/> folder. You can do this moving the images via FTP, or [click here to use file manager](#). Remember, your HTML code needs to have the full path to the images.

! **Top & Bottom Email Templates have been successfully saved.**

Figure 4-4-5: Saved Confirmation

4.5 Notification Emails

This section is used for editing email templates in notification email type.

For **Editing Email Template** in **Notification Email Type**, follow the steps:

1. Click **Notification Emails**, as shown in the Figure 4-5-1 below.

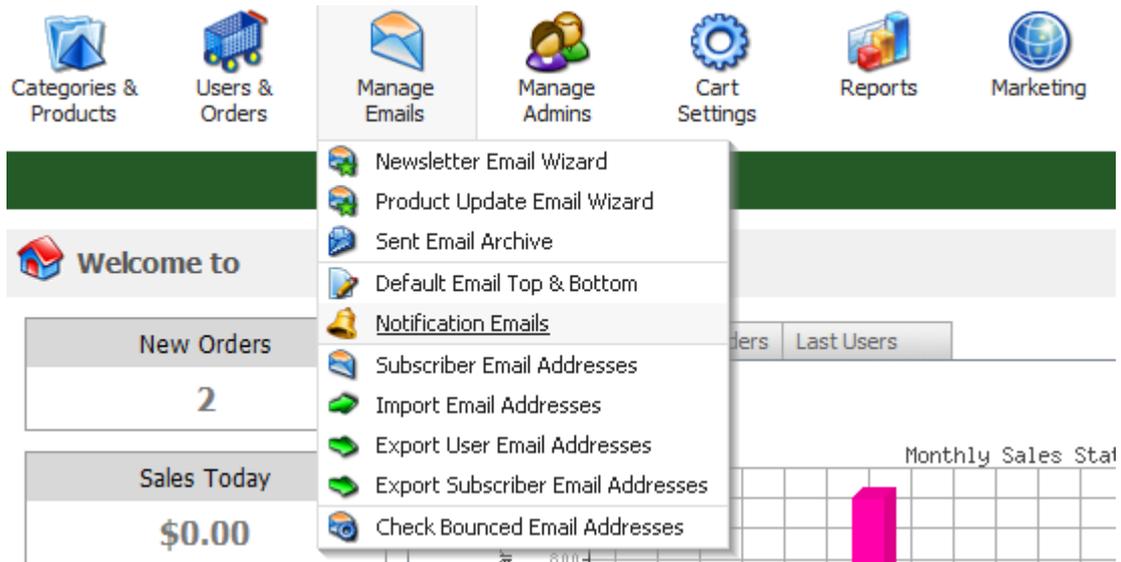


Figure 4-5-1: Notification Emails

2. The **Notification Emails** page will open, as shown in the Figure 4-5-2 below.

Note: You can also directly open the **Notification Emails** page, by clicking on the **Notification Emails** link in the [Admin Area Home page](#)⁸⁷.

Click **Edit default emails Top and Bottom** link on the top of the **Notification Emails** page to open **Top and Bottom Email Templates** page. To know more about this page, go to [Default Email Top and Bottom](#)⁷⁹ section.

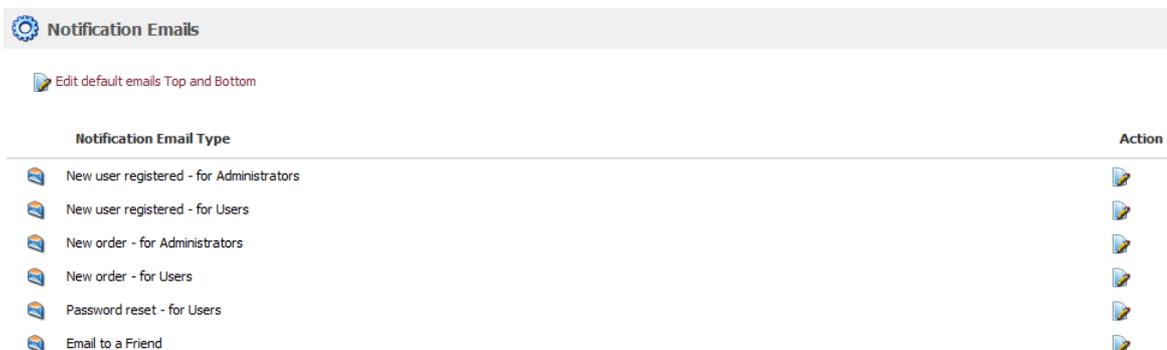


Figure 4-5-2: Notification Email Type

3. Click **Edit Email Template** icon, for the Notification Email Type you want to modify.

The **Edit Email Notification** page for that email type will open, as shown in the [Figure 4-5-3](#)⁸³ below.

4. Click on the respective boxes (**HTML** and **TEXT**) to **edit** the template for that email type.

Note: Click **Edit Top and Bottom Email Templates** link on the top of the **Edit Email Notification** page to open **Top and Bottom Email Templates** page. To

know more about this page, go to [Default Email Top and Bottom](#)⁷⁹ section.

 **Notification** (New user registered - for Administrators)

 **Please Note:** The cart uses specific, pre-defined data tags that will be automatically replaced with critical information when an email is sent. For example, in most notification emails the data tag will be automatically replaced with Company name defined in the site settings section. You must be extremely careful when editing to prevent data from being lost. If you want to change the text in the email, go to Local Settings under Global Cart Settings. Select the language template and make the necessary changes.
Developers: e-mail notifications can be found in content/engine/engine_notifications.php.

 **Note:** it is not required to enter email top & bottom. They will be automatically added by Cart

 [Edit Top & Bottom Email Templates](#)

Update Notification Email

 New user registered - for Administrators - HTML

```
{include file="emails/email_top_html.html"}
<blockquote>
  <p><b>{lang msg=$msg.email.new_user_registered s=$CompanyName}</b></p>
  <p>
    <u>{$msg.email.user_registration_details}</u>:
    <li>{$msg.billing.name} : {$user_data.fname} {$user_data.lname}</li>
    <li>{$msg.billing.companv} : {$user_data.companv}</li>
  </p>
</blockquote>
```

 New user registered - for Administrators - TEXT

```
{include file="emails/email_top_text.html"}

{lang msg=$msg.email.new_user_registered s=$CompanyName}

{$msg.email.user_registration_details}:
-----

{$msg.billing.name} : {$user_data.fname}{striplashes} {$user_data.lname}
```

Figure 4-5-3: Edit Email Notification Page

5. If you want to cancel or start again, click on the **Reset form** button.
6. Click **Save changes** button to save email template for the email type. You can view the confirmation message on top of the **Edit Email Notification** page, as shown in the Figure 4-5-4 below.

 **Email template has been successfully saved**

Figure 4-5-4: Saved Confirmation

7. Click **OK**.

4.6 Manage Subscribers Email Addresses Overview

This section is used for searching the email address of the subscribers such as News and Updates Subscribers, Newsletters Subscribers, etc. In addition, you can also modify the subscriber's information and delete subscriber's email from the mail list. To know more about managing subscribers email addresses, click on the links below.

[Search Subscribers Email Addresses](#)^[84]
[Edit](#)^[85]
[Delete](#)^[86]

4.6.1 Search Subscribers Email Addresses

For **searching the email address of the subscribers**, follow the steps:

1. Click **Manage Subscriber Email Addresses**, as shown in the Figure 4-6-1 below.

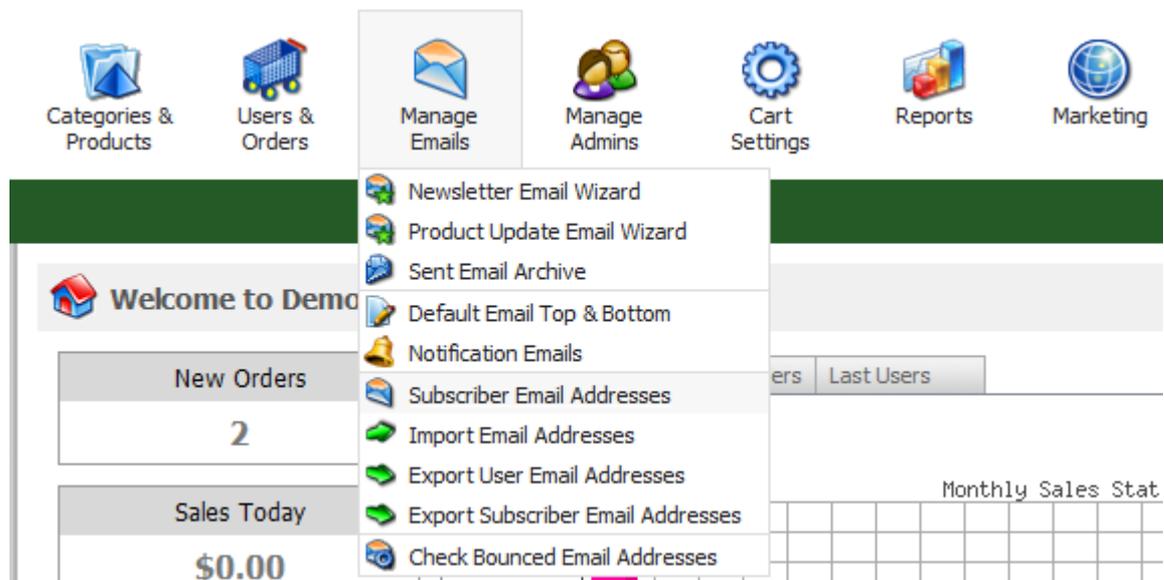


Figure 4-6-1: Manage Subscribers Emails

The **Manage Subscriber Email Addresses** page will open, as shown in the [Figure 4-6-2](#)^[85] below.

Note: You can also directly open the **Manage Subscriber Email Addresses** page, by clicking on the **Manage Subscriber Emails** link in the [Admin Area Home page](#)^[87].

2. **Search Subscribers Base:** Enter the following information:
 - a. **Search by date:** Select the starting and ending date from the drop down menu, if you want to search the subscribers email list on the basis of date.

- b. **Search by email:** Enter the email Address, if you want to search the subscribers email list on the basis of email.

Figure 4-6-2: Manage Subscriber Email Addresses

3. Click on the **Search users** button.
4. Scroll down to the bottom of the **Manage Subscriber Email Addresses** page, to view the **email address of the subscribers**, as shown in the Figure 4-6-3 below.

Note: You can view all the **imported email addresses** in the subscribers list. To know more about **importing email addresses**, [click here](#)^[87].

You can also **edit** and **delete** the email address of the subscribers from the **Email addresses of subscribers** page. To know more about [editing](#)^[85] and [deleting](#)^[86] **email addresses of the subscribers**, click on each of the links.

| Email Address | Added At | Action |
|---|------------------|--------|
| <input type="checkbox"/> justin@justin.in... | 05-05-2008 15:10 | |
| <input type="checkbox"/> check all <input type="checkbox"/> uncheck all | | |
| <input type="button" value="Delete checked"/> | | |

Figure 4-6-3: Email addresses of subscribers

4.6.2 Edit Subscribers Email Addresses

To **edit the email address of the subscribers**, follow the steps:

1. [Open](#)^[84] the **Email addresses of subscribers** page.
2. Click on the **Edit email** icon for the subscriber, you want to view or edit email information.

The **Edit Subscriber's Email (select)** page will open, as shown in the [Figure 4-7-1](#)

 below.

Note: You can remove the email address of the subscribers by clicking on **Remove this e-mail from subscribers list** link. A confirmation box pops-up, as shown in the [Figure 4-8-1](#). Click **OK** button to confirm deletion.

You can also click on **Browse Subscriber Emails** link to return back to [Manage Subscriber Email Addresses page](#).

3. **Basic Information:** Enter the following information:
 - a. **Subscriber Email Address:** You can modify the subscriber email address.
 - b. **Subscribe to newsletter mail list:** Select **Yes** from the drop down menu to subscribe to newsletter mail list. Selecting **No** will unsubscribe you from the newsletter mail list.
 - c. **Subscribe to products updates mail list:** Select **Yes** from the drop down menu to subscribe to the product updates mail list. Selecting **No** will unsubscribe you from the products updates mail list.

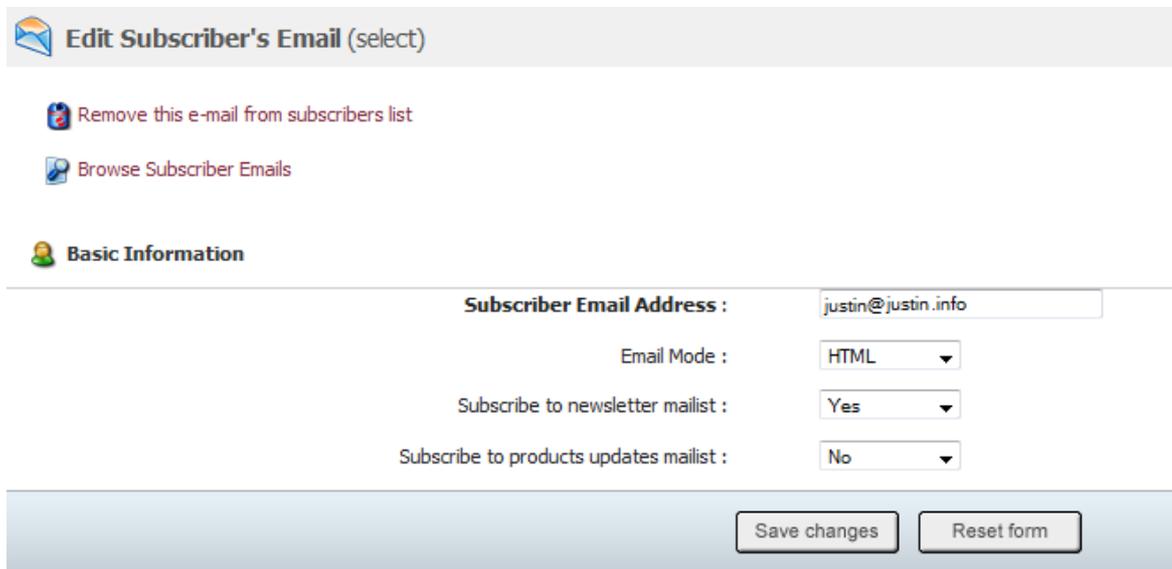


Figure 4-7-1: Edit Subscriber's Email (select)

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

4.6.3 Delete Subscribers Email Addresses

To **delete the email address of the subscribers**, follow the steps:

1. [Open](#) the **Email addresses of subscribers** page.
2. Click on the **Delete email from subscribers list**  icon for the subscriber.

Note: You can also **delete email address of the subscribers** from the mail list by checking the box and then, clicking on the **Delete checked** button. A pop up appears asking for confirmation. Click **OK** button.

If you wish to delete all subscribers, click **check all** link and then click **Delete checked** button. A pop up appears asking for confirmation. Click **OK** button to confirm deletion.

A pop up appears asking for confirmation, as shown in the Figure 4-8-1 below.



Figure 4-8-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the email has been successfully removed.

4.7 Import Email Addresses

You can use this section to import email addresses. The imported email addresses will be added to the subscribers list.

For **importing email addresses**, follow the steps:

1. Click **Import Email Addresses**, as shown in the Figure 4-9-1 below.

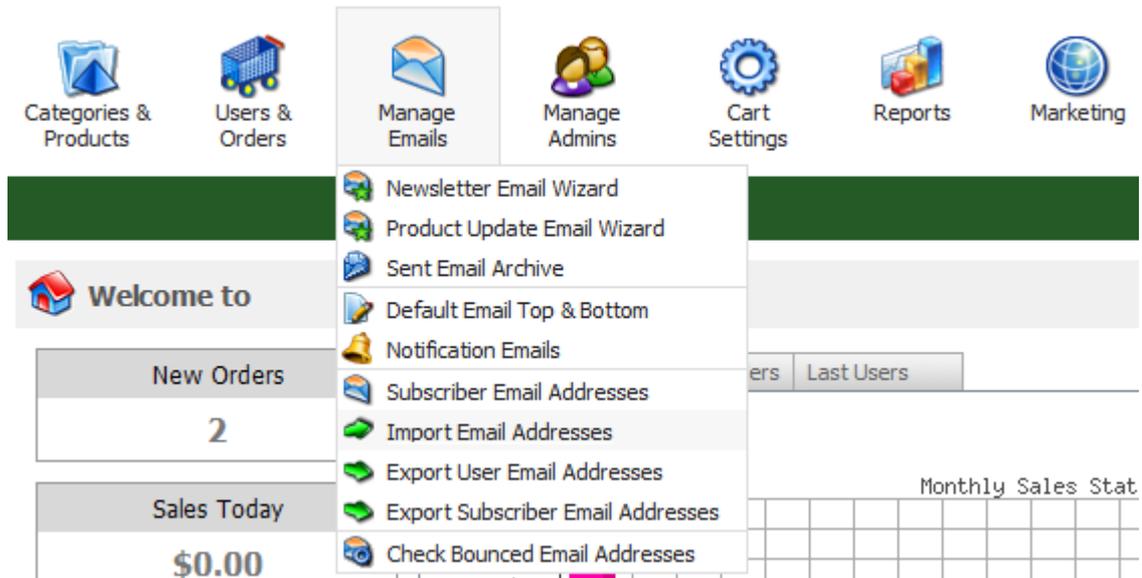
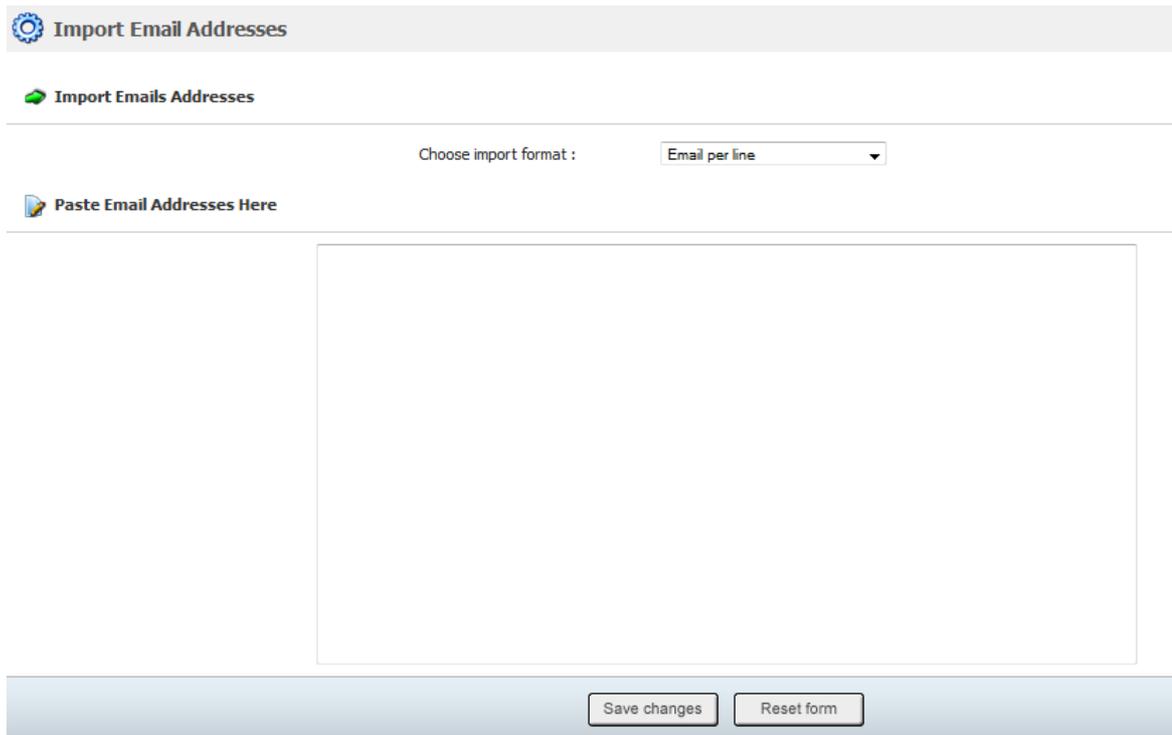


Figure 4-9-1: Import Email Addresses

The **Import Email Addresses** page will open, as shown in the [Figure 4-9-2](#) below.

Note: You can also directly open the **Import Email Addresses** page, by clicking on the **Import Emails** link in the [Admin Area Home page](#).

2. Under **Import Email Addresses**, select from the drop down menu the format in which you would like to import the email addresses. There are three types of email list formats:
 - Email address per line
 - Comma-separated emails
 - Semicolon-separated emails
3. Enter or copy the email addresses under **Paste Email Addresses Here**.



The screenshot shows a web interface for importing email addresses. At the top, there is a header with a gear icon and the text 'Import Email Addresses'. Below this, there is a sub-header with a green arrow icon and the text 'Import Emails Addresses'. A horizontal line separates this from the main content area. In the main content area, there is a label 'Choose import format :' followed by a dropdown menu currently set to 'Email per line'. Below this, there is a label 'Paste Email Addresses Here' with a clipboard icon. A large, empty rectangular box is provided for pasting the email addresses. At the bottom of the interface, there are two buttons: 'Save changes' and 'Reset form'.

Figure 4-9-2: Import Email Addresses

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to import the email addresses to the subscribers list.

4.8 Export User Email Addresses

You can use this section to export user email addresses.

For **exporting user email addresses**, follow the steps:

1. Click **Export User Email Addresses**, as shown in the Figure 4-10-1 below.

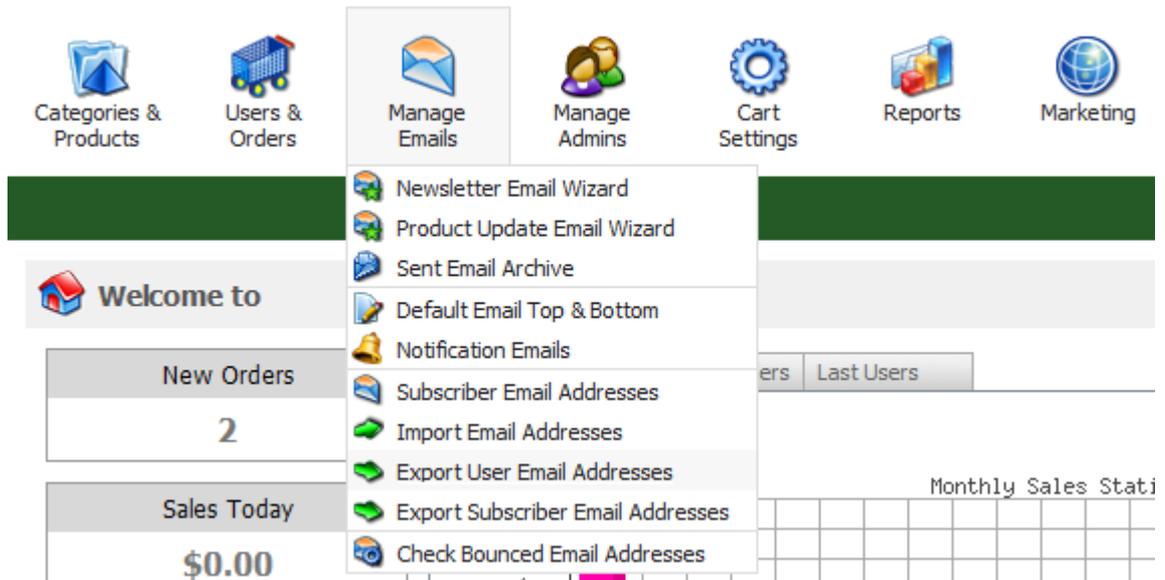


Figure 4-10-1: Export User Email Addresses

The **Export User Email Addresses** page will open, as shown in the [Figure 4-10-2](#)⁹¹.

Note: You can also directly open the **Export User Email Addresses** page, by clicking on **Export User Emails** link in the [Admin Area Home page](#)⁸.

2. Under **Export User Email Addresses**, select from the drop down menu the subscriber's list and the format in which you would like to export the emails list. There are four types of email list formats:
 - Show as "name1" <email1>, "name2" <email2>
 - Comma-separated emails
 - Semicolon-separated emails
 - Email address per line

Export User Email Addresses

Choose the email list you want to export and then copy the email address from the text box below and past it into the application of your choice.

Please choose subscribers list:
Both Product Update and Newsletters Subscribers

Please choose export format:
Show as "name1" <email1>, "name2" <email2>, ...

Continue

Emails

```
"Julie Smith" <jsmith78@yahoo.com>, "Sam Spade" <samspade@spade.org>,
```

Figure 4-10-2: Export User Email Addresses Page

3. Click **Continue** button to export the user email addresses. You can then copy/paste the exported user email addresses from the **Emails** text area in application you need.

4.9 Export Subscriber Email Addresses

You can use this section to export subscriber email addresses.

For **exporting subscriber email addresses**, follow the steps:

1. Click **Export Subscriber Email Addresses**, as shown in the Figure 4-11-1 below.

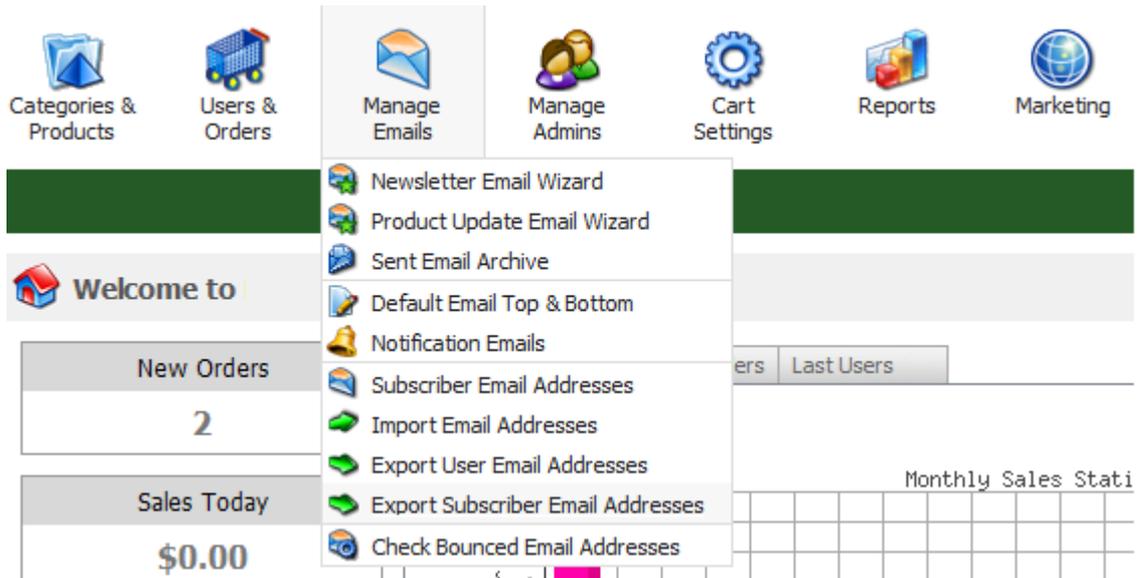


Figure 4-11-1: Export Subscriber Email Addresses

The **Export Subscriber Email Addresses** page will open, as shown in the [Figure 4-11-2](#).

Note: You can also directly open the **Export Subscriber Email Addresses** page, by clicking on the **Export Subscriber Emails** link in the [Admin Area Home page](#).

2. Under **Export Subscriber Email Addresses**, select from the drop down menu the format in which you would like to export the emails list. There are four types of email list formats:
 - Show as "name1" <email1>, "name2" <email2>
 - Comma-separated emails
 - Semicolon-separated emails
 - Email address per line

Export Subscriber Email Addresses

Choose the email list you want to export and then copy the email address from the text box below and past it into the application of your choice.

Please choose export format:

Show as "name1" <email1>, "name2" <email2>, ...

Continue

Emails

No email addresses here yet.

Figure
4-11-2: Export Subscriber Email Addresses Page

3. Click **Continue** button to export the subscriber email addresses in the selected format under **Emails**, as shown in the Figure 4-11-3. You can then copy/paste the exported subscriber email addresses from the **Emails** text area in application you need.

Export Subscriber Email Addresses

Choose the email list you want to export and then copy the email address from the text box below and past it into the application of your choice.

Please choose export format:
Show as "name1" <email1>, "name2" <email2>, ...

Continue

Emails

```
"justin@justin.info" <justin@justin.info> ,
```

Figure 4-11-3: Emails Address of Subscribers

4.10 Check Bounced Email Addresses

This section will allow you to remove bad and bounced email addresses from your email list. It will login to the POP3 email server you selected and conduct a scan on returned email address.

Note: Before running this feature, enter information regarding your email account in **POP3 Email Settings** under **Global Cart Settings**. To know more about **POP3 Email Settings**, [click here](#)^[125].

For **managing the bounced emails**, follow the steps:

1. Click **Check Bounced Email Addresses**, as shown in the Figure 4-12-1 below.

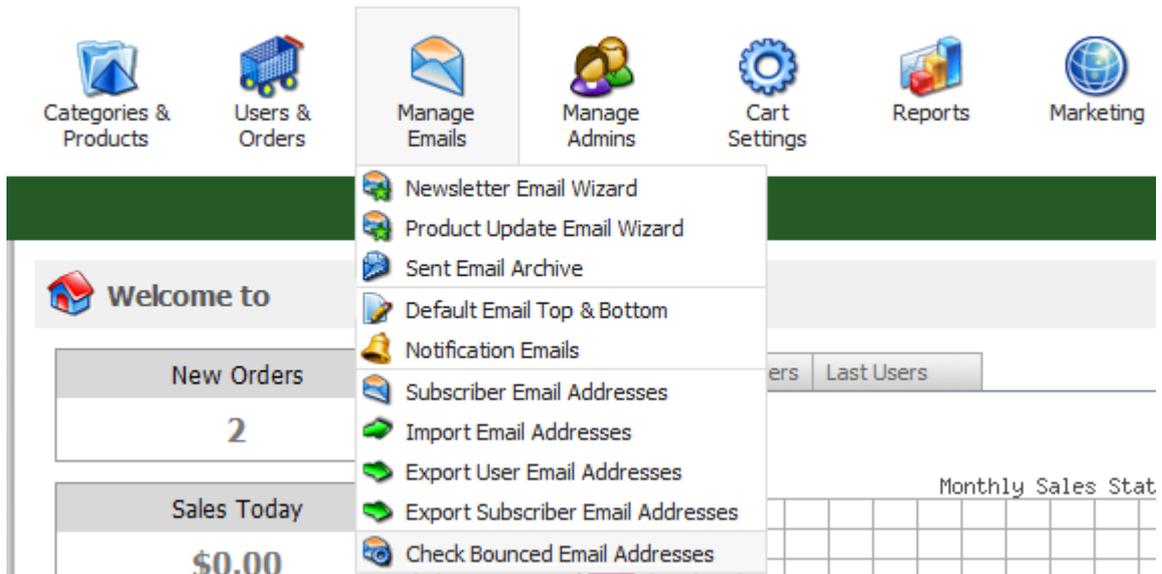


Figure 4-12-1: Check Bounced Email Addresses

Check Bounced Email Addresses (Step 1 of 3) page will open, as shown in the Figure 4-12-2.

Note: You can also directly open the **Check Bounced Email Addresses (Step 1 of 3)** page, by clicking on the **Check Bounced Emails** link in the [Admin Area Home page](#).

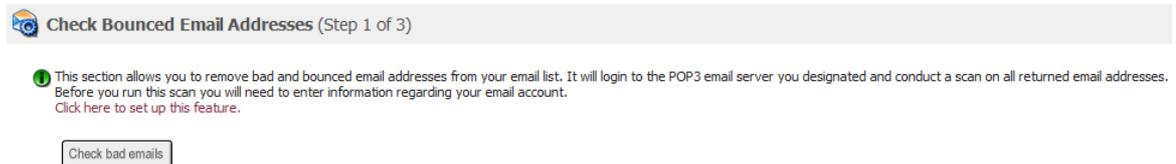


Figure 4-12-2: Check Bounced Email Addresses (Step 1 of 3)

2. Click on the **Check bad emails** button to open **Check Bounced Email Addresses (Step 2 of 3)** page, where you can view all the bounced email addresses.

Top Level Intro

This page is printed before a new top-level chapter starts

Part



5 Manage Admins

5.1 Administrator Overview

This section is used to create a new administrator account, edit or delete an existing administrator account. In addition, you can also update your profile. It has 4 sub sections:

[Create a New Administrator Account](#)^[97]

[Browse Administrators](#)^[99]

[Edit an Existing Administrator Account](#)^[100]

[Delete](#)^[17]

[Update Your Profile](#)^[102]

5.1.1 Create a New Administrator Account

To **create a new administrator account**, follow the steps:

1. Click **Create a New Account**, as shown in the Figure 5-1-1 below.

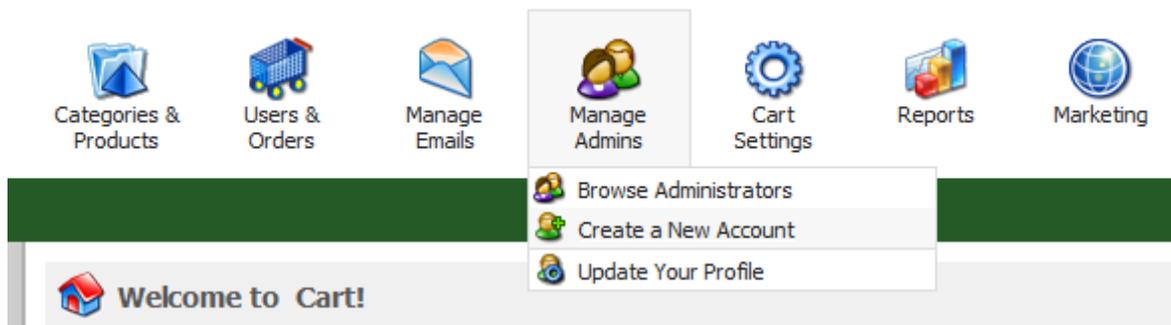


Figure 5-1-1: Create New Administrator Account

The **Site Administrator (insert)** page will open, as shown in the [Figure 5-1-2](#)^[98].

Note: You can also directly open the **Site Administrator (insert)** page, by clicking on **Create a New Account** link in the [Admin Area Home page](#)^[8].

2. **Basic Information & Security:** Enter the following information:
 - a. **Full Name:** Type the full name of the person.
 - b. **Email:** Type his email address.
 - c. **Email type:** Select from the drop down menu the Email type (Plain text messages or HTML-enriched messages).

Note: You can also select whether the person will receive **invoice notifications**, **out of stock messages**, **new user registration notifications** or **all** by checking the boxes.

- d. **Username:** Enter a unique user name.
- e. **Password:** Enter the password for this username.
- f. **Password Confirmation:** Re Type the password.

The screenshot shows a web interface for configuring a Site Administrator. At the top, there is a header with a person icon and the text "Site Administrator (insert)". Below this is a green information icon and the text "Please note: required fields are bold". The main content area has a tabbed interface with "Administrator Properties" selected. Underneath, the "Basic Information & Security" section is active. It contains several form fields: "First & Last Name" (empty), "Email Address" (empty), "Email Type" (dropdown menu set to "HTML enriched messages"), three checked checkboxes for "Receive invoice notifications", "Receive out of stock messages", and "New user registration notifications", "Username" (text box containing "admin"), "Password" (text box with masked characters "*****"), and "Password Confirmation" (empty).

Figure 5-1-2: Basic Information & Security

3. **Administrator Privileges:** You can also select the level of access you would like to give to this administrator by clicking the check boxes. You must select at least one privilege by clicking in the box next to it.

Note: Select **Yes** from the **Account Active** drop-down menu to activate this administrator account whereas select **No** to de-activate the account.

Administrator Privileges

Account Active: Yes

Manage product categories
 Add/edit/delete products, bulk loaders
 Manage site users
 Manage orders
 Edit and send emails
 Manage site administrators
 Edit global site settings
 Manage payment, shipping, taxes and discounts
 Manage site content (pages, skins, colors and files)
 Clear / Export MySQL database
 See statistics
 Marketing
 All privileges

Save changes Reset form

Figure 5-1-3: Administrator Privileges

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about the new administrator account. You will get a confirmation message that the new administrator account has been successfully created.

5.1.2 Browse Administrators

You can use this section to browse, edit and delete an existing administrator account. To **browse administrator**, follow the steps:

1. Click **Browse Administrators**, as shown in the Figure 5-2-1 below.

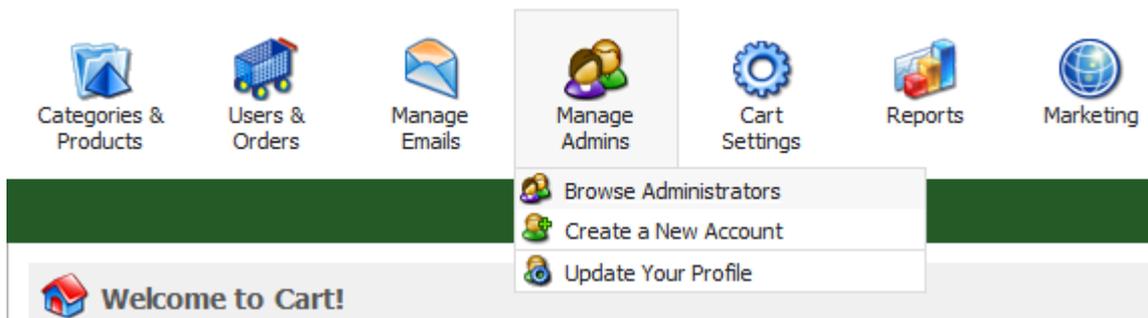


Figure 5-2-1: Browse Administrators

The **Site Administrators** page will open, as shown in the Figure 5-2-2 below.

Note: You can also directly open the **Site Administrators** page, by clicking on the **Browse Administrators** link in the [Admin Area Home page](#).

You can also **create a new administrator account** from [Site Administrators page](#), by clicking on **Create a New Administrator Account** link on the top of the page.

Your account will not be listed in **Site Administrators** page because you are browsing other accounts in your company. However, you can [update your own profile](#)

 by clicking on **Update Your Profile** link on the top of the page.

2. You can [edit](#)  and [remove](#)  existing administrator account by clicking on the respective icons.

| Site Administrators | | | |
|--|-------------------|--------|--|
| Create a New Administrator Account | | | |
| Update Your Profile | | | |
| User Name | First & Last Name | Active | Last Access |
|  john | John | Yes | 05/05/2008 - 04:33:02 PM   |

Figure 5-2-2: Site Administrators

3. Go to these links to know further about how to:
 - [Edit an Existing Administrator Account](#) 
 - [Delete an Existing Administrator Account](#) 

5.1.3 Edit an Existing Administrator Account

You can use this section to edit an existing administrator account. To **edit an existing administrator account**, follow the steps:

1. [Open](#)  the **Site Administrators** page.
2. Click **Edit Account**  icon for an account you want to modify.
3. The **Site Administrator (update)** page will open, as shown in the [Figure 5-3-1](#)  below where you can **edit** the various fields.

Note: You can also **delete this account** from the **Site Administrator (update)** page. To **delete the account**, click **Remove this account** link on top of the page.

 **Site Administrator** (update)

 **Please note: required fields are bold**

 Please leave password field blank if you don't want to change it

 [Remove this account](#)

Administrator Properties

 **Basic Information & Security**

First & Last Name

Email Address

Email Type

Receive invoice notifications

Receive out of stock messages

New user registration notifications

Username

Password

Password Confirmation

 **Administrator Privileges**

Account Active

| | | |
|--|--|---|
| <input type="checkbox"/> Manage product categories | <input type="checkbox"/> Add/edit/delete products, bulk loaders | <input type="checkbox"/> Manage site users |
| <input type="checkbox"/> Manage orders | <input type="checkbox"/> Edit and send emails | <input type="checkbox"/> Manage site administrators |
| <input type="checkbox"/> Edit global site settings | <input type="checkbox"/> Manage payment, shipping, taxes and discounts | <input type="checkbox"/> Manage site content (pages, skins, colors and files) |
| <input type="checkbox"/> Clear / Export MySQL database | <input type="checkbox"/> See statistics | <input type="checkbox"/> Marketing |

All privileges

Figure 5-3-1: Site Administrator (update) Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to update the information. You will get a confirmation message that the administrator account has been successfully updated.

5.1.4 Delete an Existing Administrator Account

You can use this section to delete an existing administrator account. To **delete an existing administrator account**, follow the steps:

1. [Open](#)  the **Site Administrators** page.

2. Click **Delete Account**  icon for a category you want to remove. A pop up appears asking for confirmation, as shown in the Figure 5-4-1 below.
3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the administrator account has been successfully removed.

5.1.5 Update Your Profile

You can use this section to update your own profile. To **update your own profile**, follow the steps:

1. Click **Update Your Profile**, as shown in the Figure 5-5-1 below.

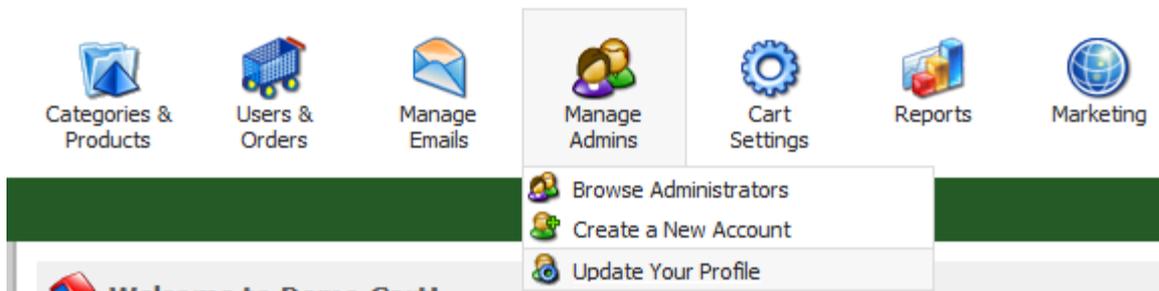


Figure 5-5-1: Update Your Profile

2. **Your Administrator Profile** page will open, as shown in the [Figure 5-5-2](#)¹⁰³ below where you can update the various fields and add more privileges, if all privileges are not selected.

Note: You can also directly open **Your Administrator Profile** page, by clicking on the **Update Your Profile** link in the [Admin Area Home page](#)⁸.

Your Administrator Profile

Please note: required fields are bold

Leave password field blank if you don't want to change it

Administrator Properties

Basic Information & Security

First & Last Name

Email Address

Email Type

Receive invoice notifications
 Receive out of stock messages
 New user registration notifications

Username

Password

Password Confirmation

Your Privileges

| | | |
|---|--|---|
| <input type="checkbox"/> Manage product categories | <input type="checkbox"/> Add/edit/delete products, bulk loaders | <input type="checkbox"/> Manage site users |
| <input type="checkbox"/> Manage orders | <input type="checkbox"/> Edit and send emails | <input type="checkbox"/> Manage site administrators |
| <input type="checkbox"/> Edit global site settings | <input type="checkbox"/> Manage payment, shipping, taxes and discounts | <input type="checkbox"/> Manage site content (pages, skins, colors and files) |
| <input type="checkbox"/> Clear / Export MySQL database | <input type="checkbox"/> See statistics | <input type="checkbox"/> Marketing |
| <input checked="" type="checkbox"/> All privileges | | |

Figure 5-5-2: Update Administrator Profile

3. If you want to cancel or start again, click on **Reset form** button.
4. Click **Save changes** button to update your profile.

Top Level Intro

This page is printed before a new top-level chapter starts

Part



6 Cart Settings

You can use this section in order to manage the cart settings. To know in detail about the cart settings, click on respective links below:

[Global Cart Settings Overview](#)^[105]
[Order Settings Overview](#)^[138]
[Shipping Management](#)^[162]
[Edit Taxes](#)^[176]
[Edit Discounts](#)^[181]
[Create Promo Codes](#)^[183]
[Enable Promo Codes](#)^[184]
[Delete Promo Codes](#)^[185]
[Appearance Settings Overview](#)^[185]
[Content Management Overview](#)^[207]
[Forms Control/ Custom Fields Overview](#)^[211]
[File Manager](#)^[215]
[Database & Back-up Tools](#)^[217]

6.1 Global Cart Settings Overview

This section allows you to **select** the **cart setting** you would like to adjust. Select from the following cart settings:

[Company Information](#)^[106]: Used to enter the information about your company.
[Global Site Settings](#)^[109]: This section is used to enter information about administration e-mails, support e-mails and other information about Your Cart.
[Order/Cart Settings](#)^[110]: Settings for how visitors use Your Cart.
[Security Settings](#)^[113]: This section is used to manage the following information: Cookie Prefix, User Session Timeout, Order Timeout, Account Blocking on failed payment transactions, Number of hours Account is Blocked, Number of time Account Access can fail before access is denied, etc.
[Bestsellers Settings](#)^[115]: In this section, you can provide settings for your most popular products.
[Proxy Settings](#)^[117]: This area will allow you to run the cart on proxy servers.
[Gift Message](#)^[118]: This section allows you to enable or disable gift messaging.
[Digital Products](#)^[119]: This section allows you to enable or disable Digital Products and set download limit for downloading digital products.
[Printable Invoice Settings](#)^[121]: This section allows you to set print invoice height and manage the company information for the printable invoice page.
[Search Engine Settings](#)^[123]: This section is used to enter Search Engine information like Meta Keywords, Auto generation of additional keywords, Use of URL Transformation for Products-Catalog & Text etc.
[Wholesale Settings](#)^[124]: This section is used for Advanced Wholesales Support and allows companies who will wholesale to apply Case Pack and Inter Pack fields to the Add a Product Page.
[Pop3 Email Settings](#)^[125]: Use this section to set up POP3 email account for managing bounced and bad email addresses.
[Country List](#)^[127]: Use this section to enable countries you sell your products. You can view all the enabled countries during the checkout process.

[Local Settings](#)^[129]: Use this section to manage the site local settings, customize the cart to specific currencies and add a new language template to Your Cart.

6.1.1 Company Information

In this section you can provide company contact information, which will appear, in customer communications on the website.

To provide company contact information, follow the steps:

1. Click **Global Cart Settings**, as shown in the Figure 6-1-1 below.

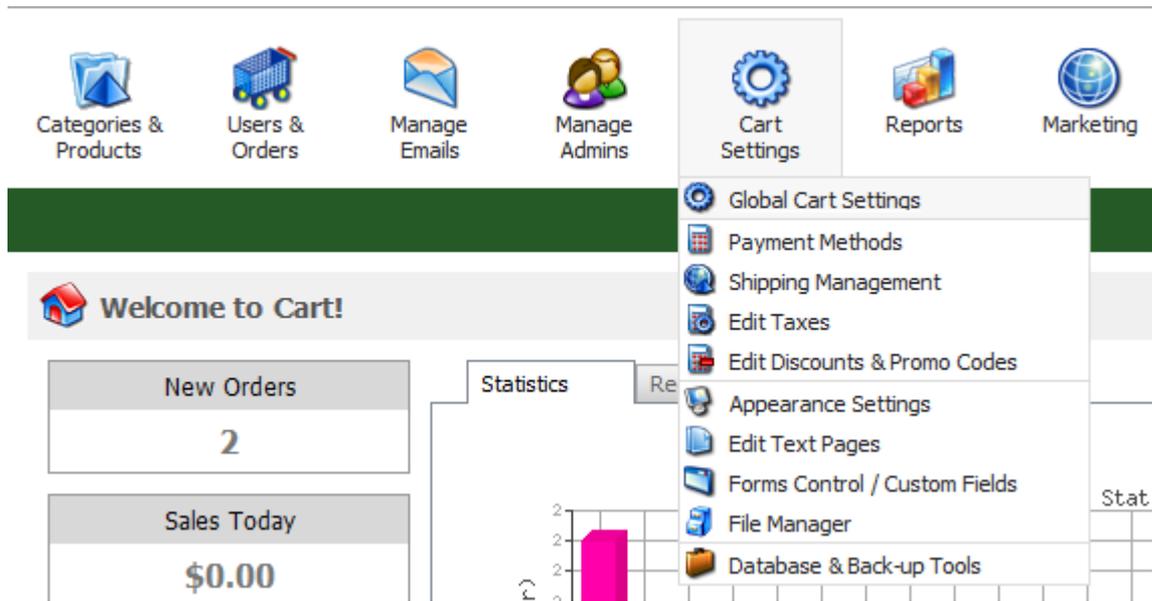


Figure 6-1-1: Select Global Cart Settings

2. **Global Cart Settings** page will open, as shown in the [Figure 6-1-2](#)^[107] below.

Note: You can also directly open the **Global Cart Settings** page, by clicking on the **Global Cart Settings** link in the [Admin Area Home page](#)^[8].

The **Global Cart Settings** page, allows you to select any of the **cart settings** (such as [Company Information](#)^[106], [Global Site Settings](#)^[109], [Order/Cart Settings](#)^[110], [Security Settings](#)^[113], [Bestsellers Settings](#)^[115], [Gift Message](#)^[118], [Digital Products](#)^[119], [Printable Invoice Settings](#)^[121], [Search Engine Settings](#)^[123], [Wholesale Settings](#)^[124], [Pop3 Email Settings](#)^[125], [Country List](#)^[127] and [Site Local Settings](#)^[129]) you would like to adjust.

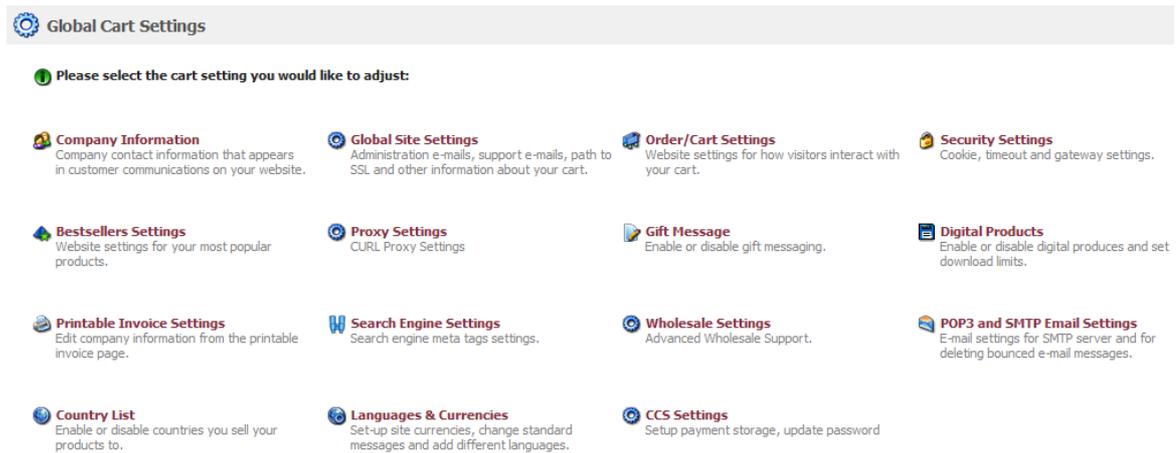


Figure 6-1-2: Global Cart Settings

3. Click **Company Information**.

The **Company Information** page will open, as shown in the [Figure 6-1-3](#)¹⁰⁸¹ below.

4. **Company Information:** Enter the following information:
 - a. **Company Name:** Type the name of your company.
 - b. **Company Address Line 1:** Enter the street name and number of your company's primary address.
 - c. **Company Address Line 2:** Enter any secondary address information such as PO Box, suite number or floor number. This is not a mandatory field.
 - d. **Company City:** Type the city where the company is located.
 - e. **Company State:** Type the state where the company is located.
 - f. **Company Zip:** Enter the zip code or postal code for your company's location.
 - g. **Company Country:** Type the country where the company is located.
 - h. **Company Phone:** Type the company's phone no.
 - i. **Company Fax:** Type the company's fax no. This is not a mandatory field.
 - j. **Company Website:** Type the company's website address.
 - k. **Company Email:** Enter the email address you wish to use as your company's primary email. This email address will appear on all invoices issued by your company.
 - l. **Company Slogan:** Type the company slogan, if there is any, so it will appear on all invoices. This is not a mandatory field.

Note: All the required values are in bold in the **Company Information** page.

⚙️ **Site Settings** (Company Information)

❗ **This is sensitive information, please consult your user manual before making any changes.**

❗ **Please note: required values are bold.**

⚙️ **Company Information**

⚙️ Company Information

| | |
|-------------------------------|--|
| Company Name | <input style="width: 90%;" type="text" value="Company Name"/> <small>Enter the name of your company</small> |
| Company Address Line 1 | <input style="width: 90%;" type="text" value="Address Line 1"/> <small>Address line 1</small> |
| Company Address Line 2 | <input style="width: 90%;" type="text"/> <small>Address line 2</small> |
| Company City | <input style="width: 90%;" type="text" value="City"/> <small>City</small> |
| Company State | <input style="width: 90%;" type="text" value="State"/> <small>State / Province</small> |
| Company Zip | <input style="width: 90%;" type="text" value="-"/> <small>Zip or Postal Code</small> |
| Company Country | <input style="width: 90%;" type="text" value="USA"/> <small>Country</small> |
| Company Phone | <input style="width: 90%;" type="text" value="-"/> <small>Primary customer service phone number (xxx) xxx-xxxx</small> |
| Company Fax | <input style="width: 90%;" type="text"/> <small>Fax (xxx) xxx-xxxx</small> |
| Company Website | <input style="width: 90%;" type="text" value="http://www.site.com"/> <small>URL of your corporate website</small> |
| Company Email | <input style="width: 90%;" type="text" value="support@site.com"/> <small>E-mail address to appear on all invoices</small> |
| Company Slogan | <input style="width: 90%;" type="text"/> <small>Company tagline or slogan to appear on all invoices</small> |

Figure 6-1-3: Company Information Page

5. If you want to cancel or start again, click on **Reset form** button.
6. Click **Save changes** button to save details about **Company Information**.

You can view the confirmation message on top of the **Company Information** page, as shown in the Figure 6-1-4 below.

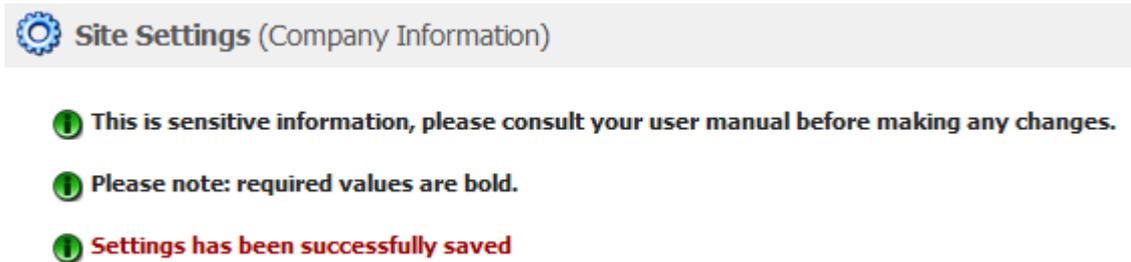


Figure 6-1-4: Save Confirmation

6.1.2 Global Site Settings

This section is used to enter information about administration e-mails, support e-mails and other information about Your Cart.

To go to **global site settings** page, follow the steps:

1. [Open](#)¹⁰⁶ the **Global Cart Settings** page.
2. Click on **Global Site Settings**.

The **Global Site Settings** page will open, as shown in the [Figure 6-2-1](#)¹¹⁰ below.

Note: All the **required values** are in bold in the **Global Site Settings** page.

3. **Global Site Settings:** Enter the following information:
 - a. **Global Site Name:** Enter the name displayed on your web site as the Site Name.
 - b. **Global Notification Email:** Enter the email address, which will be seen by the customers who receive emails from your company.
 - c. **Global Support Email:** Enter the email address for your company that will be used and displayed for customers to write to when they are in need of help.
 - d. **Global Http Url:** Enter the URL for your web site, including the prefix http://www.

Note: If you are using the software as both your website and shopping cart, enter the website address here (example: http://www.mystore.com) whereas if you have additional pages that are included with Your Cart, enter the website address where Your Cart is located (example: http://www.mystore.com/cart).

- e. **Global Https Url:** Enter the URL for your web sites secure pages, including the prefix https://www.

Note: Do not enter the slash symbol (/) in the website address.

- f. **Global Server Path:** Enter the full path of the cart location on your server.

Note: Do not enter the slash symbol (/) in the website address.

Site Settings (Global Site Settings)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Global Site Settings

Global Site Name
Site name

Global Notification Email
Email address for administrator e-mails

Global Support Email
E-mail address for your customer service department

Global Http Url
If you are using the software as both your website and shopping cart, please enter the website address here (Example: http://www.mystore.com). If you have additional pages that are included with your cart, please enter the website address where your cart is located (Example: http://www.mystore.com/cart).

Global Https Url
Enter the URL of the website. Do not enter the slash symbol (/) in the website address. This is ok - https://www.mystore.com. This is incorrect - https://www.mystore.com/.

Global Server Path
Enter the full path of the cart location on your server. Do not enter the slash symbol (/) in the website address.

Figure 6-2-1: Global Site Settings Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about **Global Site Settings**.

You can view the confirmation message on top of the **Global Site Settings** page, as shown in the Figure 6-2-2 below.

Site Settings (Global Site Settings)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Settings has been successfully saved

Figure 6-2-2: Save Confirmation

6.1.3 Order/Cart Settings

This section is used to do the settings how you want visitors to use Your Cart.

To go to **order/cart settings** page, follow the steps:

1. [Open](#) the **Global Cart Settings** page.
2. Click **Order/Cart Settings**.

The **Order/Cart Settings** page will open, as shown in the [Figure 6-3-1](#) below.

3. **Order/Cart Settings:** Enter the following information:
 - a. **Visitor See Price:** If you leave the default option, which is **Yes**, the site users who are not logged into your system, will be able to see the price of items displayed for sale. If **No** is selected, users have to be logged into the cart to view prices.
 - b. **Visitor May Add Item:** Select **Yes** or **No** from the drop down menu as to whether customers, who have not logged into your system, will be allowed to place items to their shopping cart. If you leave the default option, which is **Yes**, anyone on the site can add products to their shopping cart whereas **No** only allows registered users to add products to the cart.
 - c. **Allow Express Checkout:** Select **Yes** from the drop down menu, if you want to allow express checkout for users. If you leave the default option, which is **No**, user has to register before purchasing.
 - d. **Min Order Number:** Enter the minimum number of order. By default, it remains **1**.
 - e. **After Product Added Go To:** Select the next page (**Current Page** or **Cart Page**) from the drop-down menu that the user will view once the product is added to the cart. By default, the **Current Page** is selected.

Note: All the **required values** are in bold in the **Order/Cart Settings** page.

 Site Settings (Order/Cart Settings)

 This is sensitive information, please consult your user manual before making any changes.

 Please note: required values are bold.

Order/Cart Settings

 Order/Cart Settings

| | | |
|---------------------------------------|--------------|---|
| Visitor See Price | Yes | A setting of "yes" will show the price of your products to your site users. Changing the setting to "no" will only show prices to website users if they are registered and logged in on the website.) default value: YES |
| Visitor May Add Item | Yes | A setting of "yes" allows anyone on the site to add products to their shopping cart. A setting of "no" only allows registered users to add products to the cart. default value: YES |
| Allow Create Account | Yes | Would you like your customers to be able to create an account in the cart. A setting of "Yes" will allow customers to save shipping address information and login to the cart to view previous order information. default value: Yes |
| Checkout Process Mode | Traditional | What process would you like your customer to use for checkout. A setting of Traditional will use our standard checkout process. A setting of OPC enables the One Page Checkout feature default value: Traditional |
| Min Order Number | 1 | Minimal Invoice Order Number default value: 1 |
| After Product Added Go To | Current page | What page do you want your users to be on after they have added a product to the cart? default value: Current Page |
| Min Order Subtotal Level 0 | 0.00 | Minimal Order Subtotal Amount For Standard Users default value: 0.00 |
| Min Order Subtotal Level 1 | 0.00 | Minimal Order Subtotal Amount For Wholesalers at 1st Level default value: 0.00 |
| Min Order Subtotal Level 2 | 0.00 | Minimal Order Subtotal Amount For Wholesalers at 2nd Level default value: 0.00 |
| Min Order Subtotal Level 3 | 0.00 | Minimal Order Subtotal Amount For Wholesalers at 3rd Level default value: 0.00 |
| Display Terms And Conditions Checkbox | Yes | Would you like your customers to be agree with your site terms and conditions to continue checkout? default value: Yes |
| Enable Wish List | No | Would you like your customers to use wish list feature? default value: No |

Figure 6-3-1: Order/Cart Settings Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to save details about **Order/Cart Settings**.

You can view the confirmation message on top of the **Order/Cart Settings** page, as shown in the Figure 6-3-2 below.

 Site Settings (Order/Cart Settings)

 This is sensitive information, please consult your user manual before making any changes.

 Please note: required values are bold.

 **Settings has been successfully saved**

Figure 6-3-2: Save Confirmation

6.1.4 Security Settings

This section is used to manage the following information: Cookie Prefix, User Session Timeout, Order Timeout, Account Blocking on failed payment transactions, Number of hours Account is Blocked, Number of time Account Access can fail before access is denied, etc.

To go to **security settings** page, follow the steps:

1. [Open](#) the **Global Cart Settings** page.
2. Click **Security Settings**.

The **Security Settings** page will open, as shown in the [Figure 6-4-1](#) below.

3. **Security Settings:** Enter the following information:
 - a. **Security Mode:** Select **Complete** security mode from the drop down menu, if you would like to make checkout pages secure, otherwise select **Standard** security mode. By default, this is **Standard**.
 - b. **Security Cookies Prefix:** Enter the prefix the system will use for cookies. By default, this is **CartUserCookie**.
 - c. **Security User Cookie Timeout:** Enter the number, in seconds, in the user session, after which a user is logged (timed) out for remaining inactive. By default, this time is **36000 seconds**.
 - d. **Security Order Cookie Timeout:** Enter the number of seconds on the Order Pages, before a user is logged (timed) out for inactivity. By default, this time is **36000 seconds**.
 - e. **Security Account Blocking:** This determines if a user will be blocked for a failed payment attempt or not. If you leave the default option, which is **Yes**, the user will be blocked if a payment attempt fails and selecting **No** will allow the user not to be blocked if a payment attempt fails.
 - f. **Security Account Blocking Attempts:** Enter the number of times a user can attempt payment before being blocked, if Security Account Blocking is selected **Yes** in **Security Account Blocking**. By default, the Security Account Blocking Attempts is **3**.
 - g. **Security Account Blocking Hours:** Enter the number of hours you wish a user to be blocked after a failed payment attempt. By default, this time is **24 hours**.
 - h. **Security Display Clean Payment Page:** This determines when HTTPS protocol is enabled, it will display clean HTML payment page or not. If you leave the default option, which is **Yes**, it will display clean HTML payment page and selecting **No** will not display clean HTML payment page.
 - i. **Security Admin Time Out:** Enter the number, in minutes, in the administrator session, after which an admin is logged (timed) out for remaining inactive. By default, this time is **60 minutes**.

Note: All the **required values** are in bold in the **Security Settings** page.

 **Site Settings (Security Settings)**

 **This is sensitive information, please consult your user manual before making any changes.**
 **Please note: required values are bold.**

 **Security Settings**

| | |
|---|---|
| Security Mode | <input type="text" value="Standard"/> <small>Choose complete if you would like to make the checkout and shipping pages secure. default value: STANDARD</small> |
| Security Cookies Prefix | <input type="text" value="CartUserCookie"/> <small>User cookie name prefix default value: CartUserCookie</small> |
| Security User Timeout | <input type="text" value="36000"/> <small>Set the user session time-out in seconds default value: 36000</small> |
| Security Account Blocking | <input type="text" value="Yes"/> <small>For security purposes, enable or disable account blocking on failed payment transactions. default value: YES</small> |
| Security Account Blocking Attempts | <input type="text" value="3"/> <small>After failed attempts to purchase, block account access after "x" amount of attempt. default value: 3</small> |
| Security Account Blocking Hours | <input type="text" value="24"/> <small>On failed transactions, block account access for "x" amount of hours default value: 24</small> |
| Security Display Clean Payment Page | <input type="text" value="No"/> <small>Display Clean HTML Payment Page when HTTPS protocol is enabled default value: NO</small> |
| Security Admin Time Out | <input type="text" value="60"/> <small>Administrator Session Timeout, minutes default value: 60</small> |

Figure 6-4-1: Security Settings Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to save details about **Security Settings**.

You can view the confirmation message on top of the **Security Settings** page, as shown in the Figure 6-4-2 below.

 **Site Settings (Security Settings)**

 **This is sensitive information, please consult your user manual before making any changes.**
 **Please note: required values are bold.**
 **Settings has been successfully saved**

Figure 6-4-2: Save Confirmation

6.1.5 Bestsellers Settings

In this section, you can provide settings for your most popular products.

To go to **bestsellers settings** page, follow the steps:

1. Open the **Global Cart Settings** page.
2. Click **Bestsellers Settings**.

The **Bestsellers Settings** page will open, as shown in the [Figure 6-5-1](#) below.

3. **Bestsellers Settings:** Enter the following information:
 - a. **Catalog Best Sellers Available:** If you leave the default option, which is **Yes**, the Bestsellers Box will be displayed and select **No** if you don't want it.
 - b. **Catalog Best Sellers Count:** Select the number of Bestsellers from the drop-down menu that are to be displayed in Bestsellers box. By default, the number is **7**.
 - c. **Catalog Best Sellers Period:** This contains a listing of Bestsellers based on their sales value. To display names of Bestsellers listed for a period, say for example, 3 or 6 months or more, select the months or year from the drop down menu. By default, this is **2 months**.

Note: All the **required values** are in bold in the **Bestsellers Settings** page.

 **Site Settings (Bestsellers Settings)**

 **This is sensitive information, please consult your user manual before making any changes.**
 **Please note: required values are bold.**

Bestsellers Settings

 **Bestsellers Settings**

| | |
|-----------------------------------|--|
| Catalog Best Sellers Available | <input type="text" value="Yes"/> <small>Do you want the Best Sellers Box to be displayed? default value: YES</small> |
| Catalog Best Sellers View | <input type="text" value="Thumb"/> <small>Please choose view default value: thumb</small> |
| Catalog Best Sellers Count | <input type="text" value="7"/> <small>Number of Best Sellers to be displayed in Best Sellers box. default value: 7</small> |
| Catalog Best Sellers Period | <input type="text" value="2 months"/> <small>Best Seller Period default value: 2 Months</small> |
| Customer Also Bought Available | <input type="text" value="Yes"/> <small>Display Products Other Customer Bought Box on Cart Page? default value: NO</small> |
| Customer Also Bought Count | <input type="text" value="6"/> <small>How many 'Products Other Customer Bought' you would like to display? default value: 6</small> |
| Customer Also Bought View | <input type="text" value="Thumb"/> <small>Please choose view default value: thumb</small> |

Figure 6-5-1: Bestsellers Settings Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about **Bestsellers Settings**.

You can view the confirmation message on top of the **Bestsellers Settings** page, as shown in the Figure 6-5-2 below.

 **Site Settings (Bestsellers Settings)**

 **This is sensitive information, please consult your user manual before making any changes.**
 **Please note: required values are bold.**
 **Settings has been successfully saved**

Figure 6-5-2: Save Confirmation

6.1.6 Proxy Settings

Proxy Settings

1. **Does your hosting provider require a proxy for CURL? :** Do not change this option unless you know for sure your hosting company requires the proxy. Set it to yes if it does.
2. **Please choose proxy server type :** Some hosting companies deviate from the standard usage of http for a proxy, if yours does, this is where you would change it. Currently the only other option is Socks5.
3. **Proxy Server Address :** Here is where you would put the full address of the proxy server that your hosting company has given you.
4. **Proxy Server Port :** Here is where you would put the port of the proxy server that your hosting company has given you.
5. **Does your proxy server require authentication? :** Normally this option is set to 'No', but is sometimes required by your host. If it is required, change the value to 'Yes'
6. **Proxy server username :** If your proxy server does require authentication this is where you would put the username.
7. **Proxy server password :** If your proxy server does require authentication this is where you would put the password.

 **Site Settings (Proxy Settings)**

 **This is sensitive information, please consult your user manual before making any changes.**

 **Please note: required values are bold.**

 Proxy Settings

Proxy Settings

 Proxy Settings

| | |
|------------------------------|--|
| Proxy Available | <input style="width: 100%;" type="text" value="No"/> <small>Does your hosting provider require proxy usage for CURL scripts? default value: NO</small> |
| Proxy Type | <input style="width: 100%;" type="text" value="Http"/> <small>Please choose proxy server type default value: HTTP</small> |
| Proxy Address | <input style="width: 100%;" type="text"/> <small>Proxy Server Address</small> |
| Proxy Port | <input style="width: 100%;" type="text" value="3128"/> <small>Proxy Server Port</small> |
| Proxy Requires Authorization | <input style="width: 100%;" type="text" value="No"/> <small>Does your proxy server requires authentication? default value: NO</small> |
| Proxy Username | <input style="width: 100%;" type="text"/> <small>Proxy server username</small> |
| Proxy Password | <input style="width: 100%;" type="text"/> <small>Proxy server password</small> |

6.1.7 Gift Message

This section allows you to enable or disable gift messaging and to set the maximum length of the gift message.

To go to **gift message** page, follow the steps:

1. [Open](#)^[106] the **Global Cart Settings** page.
2. Click **Gift Message**.

The **Gift Message** page will open, as shown in the [Figure 6-6-1](#)^[119] below.

3. **Gift Message:** Enter the following information:
 - a. **Gift Card Active:** If you leave the default option, which is **No**, the gift card will be inactive and selecting **Yes** will make it active.

- b. **Gift Card Message Length:** Enter the maximum length of the gift card message. By default, this is **225**.

Note: All the **required values** are in bold in the **Gift Message** page.

Site Settings (Gift Message)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Gift Message

Gift Message

Gift Card Active
Enable gift cards?
default value: NO

Gift Card Message Length
Max length of the gift message
default value: 225

Save changes Reset form

Figure 6-6-1: Gift Message Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about **Gift Message**.

You can view the confirmation message on top of the **Gift Message** page, as shown in the Figure 6-6-2 below.

Site Settings (Gift Message)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Settings has been successfully saved

Figure 6-6-2: Save Confirmation

6.1.8 Digital Products

This section allows you to enable or disable Digital Products and set download limit for downloading digital product.

To go to **digital products** page, follow the steps:

1. [Open](#) the **Global Cart Settings** page.
2. Click **Digital Products**.

The **Digital Products** page will open, as shown in the [Figure 6-7-1](#) below.

3. **Digital Products:** Enter the following information:
 - a. **Digital Products Active:** Select **Yes** from the drop down menu to allow digital products and make it active. Selecting **No** will not allow digital products and make it inactive. By default, this is **No**.
 - b. **Digital Products Download Limit:** Enter how many times a user can download digital product. By default, this is **10**.

Note: All the **required values** are in bold in the **Digital Products** page.

Site Settings (Digital Products)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Digital Products

Digital Products

Digital Products Active
Do you want to allow digital products?
default value: NO

Digital Products Download Limit
How many times user can download digital product?
default value: 10

Save changes Reset form

Figure 6-7-1: Digital Products Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to save details about **Digital Products**.

You can view the confirmation message on top of the **Digital Products** page, as shown in the [Figure 6-7-2](#) below.

 Site Settings (Digital Products)

-  This is sensitive information, please consult your user manual before making any changes.
-  Please note: required values are bold.
-  Settings has been successfully saved

Figure 6-7-2: Save Confirmation

6.1.9 Printable Invoice Settings

This section allows you to set print invoice height and manage the company information for the printable invoice page.

To go to **Printable Invoice Settings** page, follow the steps:

1. [Open](#)^[106] the **Global Cart Settings** page.
2. Click **Printable Invoice Settings**.

The **Printable Invoice Settings** page will open, as shown in the [Figure 6-8-1](#)^[122] below.

3. In **Print Invoice Height**, enter the default height of invoice sheet (in pixels). By default, this is **(950 pixels)**. This is the only mandatory field.
4. You can also select **Yes** from the drop-down menu for the **company information** (such as Company Name, Address, Phone, Logo Alignment, etc.) you want to add in the printable invoice page.

 **Site Settings** (Printable Invoice Settings)

 **This is sensitive information, please consult your user manual before making any changes.**

 **Please note: required values are bold.**

Printable Invoice Settings

 Printable Invoice Settings

| | |
|--|---|
| Print Invoice Height | <input type="text" value="950"/> Default invoice sheet height (in pixels) default value: 950 |
| Printable Invoice Company Name | <input type="text" value="Yes"/> Do you want to add company name in printable invoice? default value: YES |
| Printable Invoice Company Address | <input type="text" value="Yes"/> Do you want to add company address in printable invoice? default value: YES |
| Printable Invoice Company Phone | <input type="text" value="Yes"/> Do you want to add company phone number in printable invoice? default value: YES |
| Printable Invoice Company Fax | <input type="text" value="Yes"/> Do you want to add company fax number in printable invoice? default value: YES |
| Printable Invoice Company Email | <input type="text" value="Yes"/> Do you want to add email address in printable invoice? default value: YES |
| Printable Invoice Company Web | <input type="text" value="Yes"/> Do you want to add website address in printable invoice? default value: YES |
| Printable Invoice Company Logo Alignment | <input type="text" value="Left"/> Do you want to add Logo in printable invoice? default value: LEFT |

Figure 6-8-1: Printable Invoice Settings Page

5. If you want to cancel or start again, click on the **Reset form** button.
6. Click **Save changes** button to save details about **Printable Invoice Settings**.

You can view the confirmation message on top of the **Printable Invoice Settings** page, as shown in the Figure 6-8-2 below.

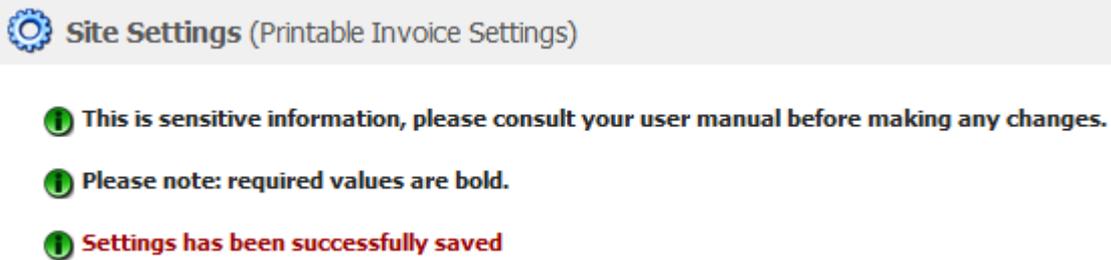


Figure 6-8-2: Save Confirmation

6.1.10 Search Engine Settings

This section is used to enter Search Engine information like Meta Keywords, Auto generation of additional keywords, and Use of URL Transformation for Products-Catalog & Text.

To go to the **search engine settings** page, follow the steps:

1. [Open](#) the **Global Cart Settings** page.
2. Click **Search Engine Settings**.

The **Search Engine Settings** page will open, as shown in the [Figure 6-9-1](#) below.

3. **Search Engine Settings:** Enter the following information:
 - a. **Page (Site) Title:** Enter the Page (Site) Title you wish to use. It should not be more than 60 characters in length.
 - b. **Allow Keywords Auto-Generation:** If you leave the default option, which is **Yes**, this will allow auto generation of additional keywords for your products, category and site pages and if **No** is selected from the drop down menu, auto generation of additional keywords for your products, category and site pages will not be allowed.
 - c. **Generate Flat HTML URLs for catalog pages:** Select **Yes** from the drop down menu to generate Flat HTML URLs for catalog pages. Selecting **No** won't generate Flat HTML URLs for catalog pages. By default, this is **No**.
4. **Meta Keywords:** Enter the Meta Keywords that are to be used by search engines to direct users to your site. Separate all the keywords and phrases by comma (,). The length must be between 200 to 1000 characters.
5. **Meta Description:** Enter the Meta Description that is to be used by search engines to direct users to your site. The length must be between 6 to 125 characters.
6. **File "robots.txt":** You can create a robots.txt file that will be located in your main directory. This may help in search engine positioning.

Figure 6-9-1: Search Engines Settings Page

7. If you want to cancel or start again, click on the **Reset form** button.
8. Click **Save changes** button to save details about **Search Engine Settings**.

6.1.11 Wholesale Settings

This section is used for Advanced Wholesales Support, and allows companies, who will wholesale, to apply Case Pack and Inter Pack fields to the Add a Product page. You can also add wholesale prices at product level globally. This information will also appear on the front end of your website.

To go to the **wholesale settings** page, follow the steps:

1. [Open](#)^[106] the **Global Cart Settings** page.
2. Click **Wholesale Settings**.

The **Wholesale Settings** page will open.

3. **Wholesale Settings:** Enter the following information:
 - a. **Activate wholesaler discounts at:** Select from the drop down menu, **I don't have wholesalers** if you don't have wholesalers, **Add discounts at product level** to enter wholesale prices for each products or **Calculate discounts globally** to automatically adjust wholesale prices on the basis of percentage discounts you provide in [Wholesale Global Discounts](#)^[125] below.

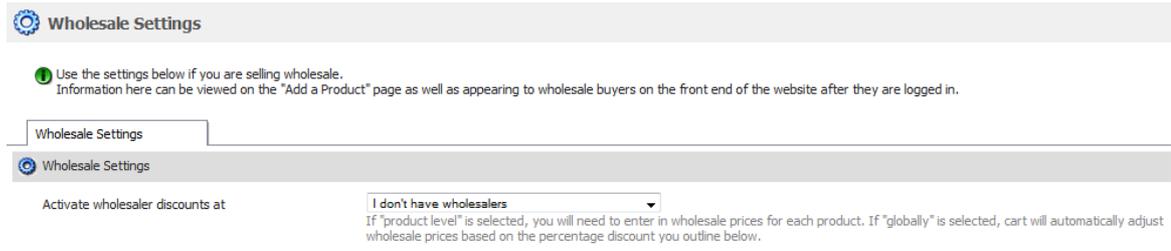


Figure 6-10-1: Wholesale Settings

4. **Wholesale Global Discounts:** Enter the following information:
 - a. **How many wholesale levels do you have:** You can select up to 3 levels of wholesalers from the drop down menu.
 - b. **Discounts Level:** Enter the percentage discounts for wholesale levels.

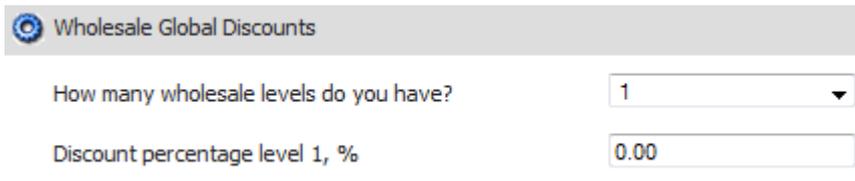


Figure 6-10-2: Wholesale Global Discounts

5. **Case Pack / Inter Pack Settings:** Enter the following information:
 - a. **Allow Wholesale Case Pack:** Select **Yes** from the drop down menu to allow companies, who will wholesale, to apply Case Pack fields to the Add a Product Page, and select **No** if you don't want to Wholesale Case Pack.
 - b. **Allow Wholesale Inter Pack:** Select **Yes** from the drop down menu to allow companies, who will wholesale, to apply Inter Pack fields to the Add a Product Page, and select **No** if you don't want to Wholesale Inter Pack.



Figure 6-10-3: Case Pack / Inter Pack Settings

6. If you want to cancel or start again, click on **Reset form** button.
7. Click **Save changes** button to save details about **Wholesale Settings**.

6.1.12 Pop3 Email Settings

This section allows you to set up POP3 email account for managing bounced and bad email addresses and your smtp server settings for how the cart sends out emails.

To go to **POP3 and SMTP Email Settings** page, follow the steps:

1. [Open](#)¹⁰⁶ the **Global Cart Settings** page.
2. Click **Pop3 Email Settings**.

The **POP3 and SMTP Email Settings** page will open.

3. **POP3 protocol settings:** Enter the following information:
 - a. **POP3 Server Name:** Enter the name of the POP3 Server.
 - b. **POP3 Server Port:** Enter the POP3 Server Port.
 - c. **POP3 Server Username:** Enter your POP3 Server Username.
 - d. **POP3 Server Password:** Enter your POP3 Server Password.

| POP3 Protocol Settings | |
|------------------------|-----------------|
| POP3 Server Name | pop3.server |
| POP3 Server Port | 110 |
| POP3 Server Username | username@server |
| POP3 Server Password | password |

Figure 6-11-1: POP3 protocol settings

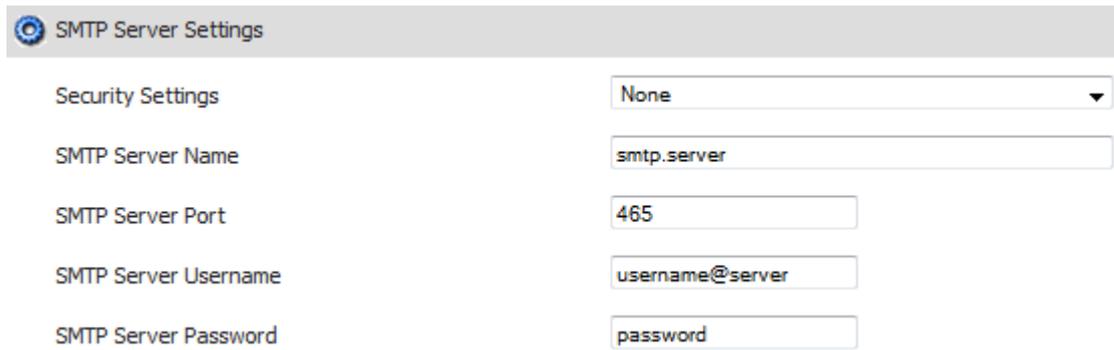
4. **Sendmail Engine settings:** Select how you want the cart to send out email notifications. Use php if your server allows you to send email the using php mail function, or use SMTP if you are going to use your SMTP server for sending the notification emails. **<contact your webhost to find out which they recommend using before setting this function>**

| Sendmail Settings | |
|-------------------|--------------------------------|
| Sendmail Engine | Use PHP mail Function (simple) |

Figure 6-11-2: Sendmail Settings

5. **SMTP Server Settings:** This is the area where you would fill in your SMTP server settings if you selected the SMTP option as shown in figure 6-11-2.

- a. **Security Settings:** If your server uses SSL or TLS encryption please select that option here.
- b. **SMTP Server Name:** Enter the name of the SMTP Server.
- c. **SMTP Server Port:** Enter the SMTP Server Port.
- d. **SMTP Server Username:** Enter your SMTP Server Username.
- e. **Server Password:** Enter your SMTP Server Password.



The screenshot shows the 'SMTP Server Settings' form. It includes a title bar with a gear icon and the text 'SMTP Server Settings'. Below the title bar are five input fields: 'Security Settings' (a dropdown menu with 'None' selected), 'SMTP Server Name' (a text field with 'smtp.server'), 'SMTP Server Port' (a text field with '465'), 'SMTP Server Username' (a text field with 'username@server'), and 'SMTP Server Password' (a text field with 'password').

Figure 6-11-3: SMTP Server Settings

6. **Undeliverable email settings:** Enter the **number of fault delivery attempts** after which it will be decided that it is a **dead email**.

Note: Dead email means that the email address does not exist.



The screenshot shows the 'Undeliverable Email Settings' form. It includes a title bar with a gear icon and the text 'Undeliverable Email Settings'. Below the title bar is a single input field labeled 'How many attempts on email delivery?' with the value '4'. At the bottom right of the form are two buttons: 'Save changes' and 'Reset form'.

Figure 6-11-4: Undeliverable email settings

7. If you want to cancel or start again, click on the **Reset form** button.
8. Click **Save changes** button to save these settings.

6.1.13 Country List

Use this section to enable countries you sell your products. You can view all the enabled countries during the checkout process.

To go to **Country Listing** page, follow the steps:

1. [Open](#) ¹⁰⁶¹ the **Global Cart Settings** page.
2. Click **Country List**.

The **Country Listing** page will open.

3. Here you select what countries you want to appear within the cart.
 - a. **Active :** Use the check box to determine whether or not you want the country enabled/disabled.
 - b. **Country Name:** Use the text field to edit or input the country name (i.e. Poland, Mexico, New Zealand).
 - c. **Priority :** Use the text field to edit the priority of the country. You would use this feature if you wanted certain countries to appear before others in your drop down menus.
 - d. **ISO Alpha 2 and 3 :** When editing or adding a new country to your

list, you need to make sure research what these are ahead of time as they need to be correctly filled out. If they are not, shipping gateways will not be able to recognize the country properly and give you inaccurate rates, if any at all.

 **Country Listing**

 This page is for enabling / disabling countries within your cart. Only the countries enabled will appear within your checkout process.
 Use Priority to control what order they appear to your customers, highest number listed first.
ISO numbers are used by real-time shipping providers and most gateway companies. If you are adding / editing a country, make sure the ISO numbers are correct to insure proper functionality.

+ Add New Country +

 **Country Listing**
Browse alphabetically: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [Y](#) [Z](#)

Check All | Uncheck All
Browse by page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

| Active | Country Name  | Priority  | ISO Alpha 2 | ISO Alpha 3 | ISO Number | |
|-------------------------------------|--|--|-------------|-------------|------------|---|
| <input checked="" type="checkbox"/> | Afghanistan | 0 | AF | AFG | 004 |   |
| <input checked="" type="checkbox"/> | Albania | 0 | AL | ALB | 008 |   |
| <input checked="" type="checkbox"/> | Algeria | 0 | DZ | DZA | 012 |   |
| <input checked="" type="checkbox"/> | American Samoa | 0 | AS | ASM | 016 |   |
| <input checked="" type="checkbox"/> | Andorra | 0 | AD | AND | 020 |   |
| <input checked="" type="checkbox"/> | Angola | 0 | AO | AGO | 024 |   |
| <input checked="" type="checkbox"/> | Anguilla | 0 | AI | AIA | 660 |   |
| <input checked="" type="checkbox"/> | Antarctica | 0 | AQ | ATA | 010 |   |
| <input checked="" type="checkbox"/> | Antigua and Barbuda | 0 | AG | ATG | 028 |   |
| <input checked="" type="checkbox"/> | Argentina | 0 | AR | ARG | 032 |   |
| <input checked="" type="checkbox"/> | Armenia | 0 | AM | ARM | 051 |   |
| <input checked="" type="checkbox"/> | Aruba | 0 | AW | ABW | 533 |   |
| <input checked="" type="checkbox"/> | Australia | 0 | AU | AUS | 036 |   |
| <input checked="" type="checkbox"/> | Austria | 0 | AT | AUT | 040 |   |
| <input checked="" type="checkbox"/> | Azerbaijan | 0 | AZ | AZE | 031 |   |
| <input checked="" type="checkbox"/> | Azores | 0 | AP | | |   |
| <input checked="" type="checkbox"/> | Bahamas | 0 | BS | BHS | 044 |   |
| <input checked="" type="checkbox"/> | Bahrain | 0 | BH | BHR | 048 |   |
| <input checked="" type="checkbox"/> | Bangladesh | 0 | BD | BGD | 050 |   |
| <input checked="" type="checkbox"/> | Barbados | 0 | BB | BRB | 052 |   |

Check All | Uncheck All

Figure 6-12-1: Country Listing

4. By default, the only Countries to have all of their States/Provinces filled out are the US and Canada. If you are wanting to use another country you will need to fill out the States/Provinces listing for that country by clicking on the globe on the right, next to the recycle bin.
5. **Country Listing**
 - a. **State / Province Name** : In this text field you can edit or add the name of the State or Province that correlates with the country you are editing. There are no spell checks for these fields so you will need to make sure that they spelling is correct.
 - b. **Short Name (Code)** : In this text field can edit or add the shorthand version of the State or Province name. Usually it is only two letters.
6. Once you are done adding or editing the States/Provinces for the country you selected, hit save changes at the bottom.
7. Once you are done adding or editing your countries list, hit save

changes at the bottom.

6.1.14 Languages & Currencies Settings Overview

This section allows you to manage the Languages and Currencies, customize the cart to specific currencies and add a new language template to Your Cart as well as manage (edit and delete) those language templates. To know in detail about the following sections, click on respective links below:

[Local Settings](#)^[129]

[Currency](#)^[130]

[Language](#)^[133]

6.1.14.1 Local Settings

You can use this section to manage the site local settings.

To go to **Languages and Currencies** page, follow the steps:

1. [Open](#)^[106] the **Global Cart Settings** page.
2. Click **Languages & Currencies**.

The Site **Languages & Currencies** page will open under the **Local Settings** tab, as shown in the [Figure 6-13-1](#)^[130] below.

Note: By default, the **Languages & Currencies** page opens under the **Local Settings** tab, as shown in the [Figure 6-13-1](#)^[18] below.

3. **Local Settings:** Enter the following information:
 - a. **Local Date/Time Format:** Enter the format to be used on your web site to display date and time. By default, this is **%m/%d/%Y - %r**.
 - b. **Weight Unit:** Select the measurement unit for weight from the drop down menu, generally shipping weight (i.e. **Lbs** or **Kg**) used by your company. By default, this is **Lbs**.
 - c. **Length Unit:** Select the measurement unit for length from the drop down menu (i.e. Feet, Inches or Centimeters) used by your company. By default, this is **Inches**.
 - d. **Currency Decimal Symbol:** Enter the symbol, generally a decimal point (.) or a comma (,) that your company's currency uses to separate whole denominations (i.e. dollars) from partial denominations (i.e. cents). By default, this is (.)
 - e. **Currency Thousands Separating Symbol:** Enter the thousands separating symbol. By default, this is (,).

The screenshot shows the 'Site Local Settings' interface. At the top, there are three tabs: 'Local Settings', 'Currency', and 'Language'. The 'Local Settings' tab is active. Below the tabs, there are several configuration options:

- Local Time/Date Format:** A text input field containing '%m/%d/%Y - %r'. Below it, a small text note reads: 'Date/time format on the site. %Y-Year(yyyy), %m-Month(mm), %d-Day(dd), %r-Time(hh:mm:ss AM/PM); %T-Time(hh:mm:ss, 24 hours). Default value is %m/%d/%Y - %r (used MySQL notation)'.
- Weight Unit:** A dropdown menu currently set to 'lbs'.
- Length Unit:** A dropdown menu currently set to 'Inches'.
- Currency Decimal Symbol:** A text input field containing a period '.'.
- Currency Thousands Separating Symbol:** A text input field containing a period '.'.

At the bottom right of the form, there are two buttons: 'Save changes' and 'Reset form'.

Figure 6-13-1: Site Local Settings Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to save details about **Local Settings**. You will get a confirmation message that the Local settings have been saved.

6.1.14.2 Currency Overview

You can use this section to customize the cart to specific currencies. You can add and manage (edit and delete) the existing currencies as well as new custom currencies. To know more about currencies, click on the links below.

[Add New Currency](#) ¹³⁰

[Edit](#) ¹³²

[Delete](#) ¹³²

6.1.14.2.1 Add New Currency

You can use this section to create custom currency and then add the existing or custom currency to Your Cart.

To add an existing currency to Your Cart, follow the steps:

1. [Open](#) ¹²⁹ the **Site Local Settings** page.
2. Click on the **Currency** tab on top of the page.

The **Currency** page opens, as shown in the Figure 6-14-1 below.

Site Local Settings

Local Settings **Currency** Language

Add New Currency

Use the drop-down to select the currency you want to add to your cart. If you want to add a custom currency, use the form below.

EUR - Euro 1.0000000000 **Add**

Add Custom Currency

| Code | Title | Exch. Rate | Decimal | Left | Right |
|----------------------|----------------------|--------------|---------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | 1.0000000000 | 2 | <input type="text"/> | <input type="text"/> |

Currencies in Use

| Default | Code | Title | Exch. Rate | Decimal | Left | Right |
|----------------------------------|------|-----------|--------------|---------|------|----------------------|
| <input checked="" type="radio"/> | USD | US Dollar | 1.0000000000 | 2 | \$ | <input type="text"/> |

Save changes **Reset form**

Update Exchange Rates
Please note: Currency exchange rates uses European Central Bank rates. For more information please visit <http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>. Remember to update exchange rates after the default currency has changed or after a new currency has been added.

Figure 6-14-1: Currency page

3. Select an existing currency you want to add to Your Cart from the drop-down menu, as shown in the [Figure 6-14-1](#).

Note: You don't have to enter any details for an existing currency. Once added, the existing currency will automatically have all the information under **Currencies in Use**. Also, the exchange rate of an existing currency will be displayed with respect to the default currency.

4. Click **Add** button to add it to Your Cart and view it under [Currencies in Use](#).

Note: You cannot delete the **Default currency** under **Currencies in Use** in [Currency in use page](#). To make a currency default, select the radio-button of the currency under **Currencies in Use** and then click **Save changes** button.

Currencies in Use

| Default | Code | Title | Exch. Rate | Decimal | Left | Right |
|----------------------------------|------|-----------|--------------|---------|--------|----------------------|
| <input checked="" type="radio"/> | USD | US Dollar | 1.0000000000 | 2 | \$ | <input type="text"/> |
| <input type="radio"/> | EUR | Euro | 3.0000000000 | 2 | € | <input type="text"/> |

Save changes **Reset form**

Update Exchange Rates
Please note: Currency exchange rates uses European Central Bank rates. For more information please visit <http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>. Remember to update exchange rates after the default currency has changed or after a new currency has been added.

Figure 6-14-2: Currencies in Use

You can also create a custom currency from the **Currency** page and then add it to Your Cart. To create a custom currency, scroll down to **Add Custom Currency** under

Add New Currency in [Currency in use page](#)¹³¹.

5. Enter the **Code**, **Title**, **Exch. Rate** and the Symbol (**Left** or **Right**) for the custom currency. Also, select the **Decimal** for the currency from the drop-down menu, as shown in the Figure 6-14-3 below.

Add Custom Currency

| Code | Title | Exch. Rate | Decimal | Left | Right |
|------|-------|---------------|---------|------|-------|
| Rs | Rupes | 10.0000000000 | 2 | Rs | |

Figure 6-14-3: Add Custom Currency

6. Click **Add** button to add it to Your Cart and view it under **Currencies in Use**.

6.1.14.2.2 Edit Currency

You can use this section to edit the existing or custom currency of Your Cart.

To edit an existing or custom currency of Your Cart, follow the steps:

1. Scroll down to [Currencies in Use](#)¹³¹ on the [Currency page](#)¹³¹.
2. You can modify all the parameters for a currency under [Currencies in Use](#)¹³¹.

Site Local Settings

Local Settings | **Currency** | Language

Add New Currency

Use the drop-down to select the currency you want to add to your cart. If you want to add a custom currency, use the form below.

EUR - Euro

Add Custom Currency

| Code | Title | Exch. Rate | Decimal | Left | Right |
|----------------------|----------------------|--------------|---------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | 1.0000000000 | 2 | <input type="text"/> | <input type="text"/> |

Currencies in Use

| Default | Code | Title | Exch. Rate | Decimal | Left | Right |
|----------------------------------|------|-----------|--------------|---------|------|----------------------|
| <input checked="" type="radio"/> | USD | US Dollar | 1.0000000000 | 2 | \$ | <input type="text"/> |

Update Exchange Rates
Please note: Currency exchange rates uses European Central Bank rates. For more information please visit <http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>. Remember to update exchange rates after the default currency has changed or after a new currency has been added.

3. If you want to reset the form, click on the **Reset form** button.
4. Click **Save changes** button to update the information.

6.1.14.2.3 Delete Currency

You can use this section to delete the existing or custom currency of Your Cart.

To delete an existing or custom currency of Your Cart, follow the steps:

1. Scroll down to [Currencies in Use](#)^[131] in [Currency page](#)^[131].
2. Click **Delete**  icon for a currency you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-15-1 below.



Figure 6-15-1: Delete Confirmation

3. Click **OK** button to remove it.

6.1.14.3 Language Overview

Use this section to select the language template you want to use on your site. You can add and manage (edit and delete) the language template. To know more about language template, click on the links below.

[Add a Language](#)^[133]

[Edit](#)^[135]

[Delete](#)^[137]

6.1.14.3.1 Add a Language

You can use this section to add a language template.

To add a language template, follow the steps:

1. [Open](#)^[129] the **Site Local Settings** page.
2. Click on the **Language** tab on top of the page.

The **Language** page opens, as shown in the Figure 6-16-1 below.

Site Local Settings

Local Settings | Currency | **Language**

Site Language Settings

i Please select which language template you would like to use on your site.
If you would like to create a new template, click "Add a New Language Template" below.
If you would like to edit or change text in an existing template, click the edit icon.

Add a New Language Template

| Default | Language Name | Enabled |
|----------------------------------|---------------|---------|
| <input checked="" type="radio"/> | English | Yes |

Save changes | Reset form

Figure 6-16-1: Language page

Note: You can set a language as an **active language** by clicking on the radio button and then clicking on the **Save changes** button.

- Click **Add a New Language Template** link under **Language Settings** to open **Add / Create Language** page, as shown in the Figure 6-16-2 below.

Add / Create Language

i This area is for adding a new language template. If you have a template file compatible with this cart, you can choose to upload it here. Otherwise, once you have named the template you will be returned to the main language template page, where you can choose "Edit" to enter in the template.

Return To Languages Management Page

Set New Language Properties | **Add New Language**

Language Name

Language Code

Is this Language Active?

Use existings language as a base

Please select the Base Language for the template. The Base Language will be the language that will appear initially. You can edit the Base Language once the template is created.

Upload Language File

Uploading language files is a quick and easy way to make global changes to an existing Language Template. The uploaded file must be compatible with this cart for it to work correctly.

Save changes | Reset form

Figure 6-16-2: Add / Create Language page

- Scroll down to **Add/ Create a New language** and enter the following information.
 - Language Name:** Enter the name of the Language.

- b. **Language Code:** Enter the Language Code.
- c. **Is this language active:** Check this Box to make the language you are adding as an active language for the site.
- d. **Use existing language as a base:** Select the base language for the template from the drop-down menu.

Note: Base Language will be the language that will appear initially. You can edit the Base Language once the template is created.

- e. **Upload language file:** Click on **Browse** to upload the language file from your local computer. The uploaded file must be compatible with this cart for it to work correctly.
5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information.

You can view the confirmation message on top of the **Add / Create Language** page, as shown in the Figure 6–16-3 below.

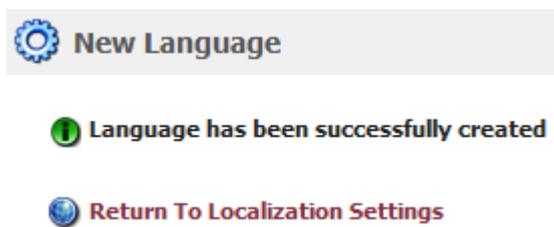


Figure 6-16-3: Language Confirmation Page

6.1.14.3.2 Edit Language

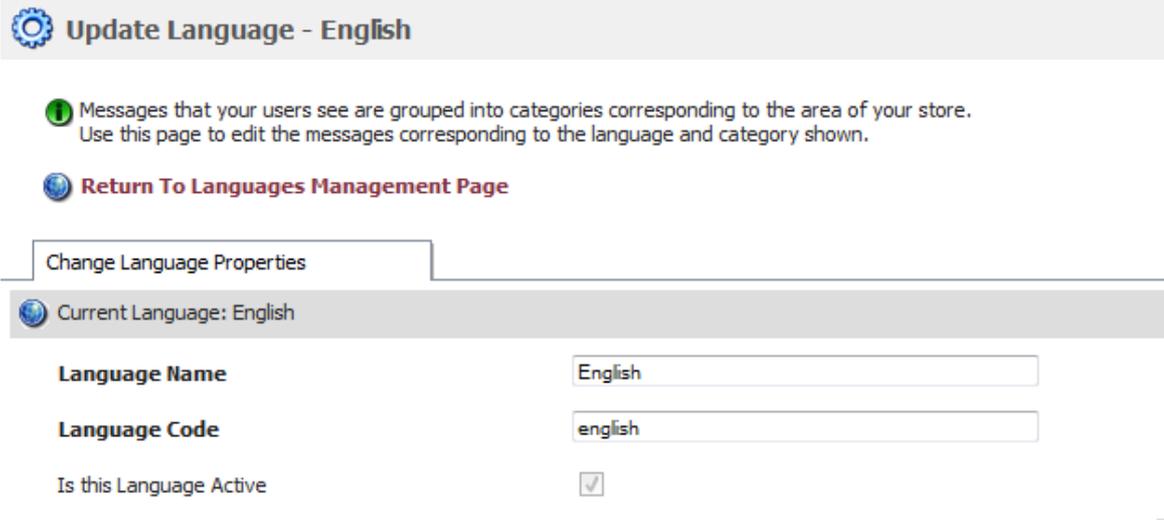
You can use this section to edit an existing language template. To know more about editing a language template, follow the steps below.

1. [Open](#)¹³³ the **Language** page.
2. Scroll down to **Language name** and click on **Edit**  icon to edit an existing language template.

Update Language page opens.

Note: Click **Return To Main Languages Admin** link to return to [Language page](#)¹³⁴.

3. Edit the required Language settings under **Current Language**.



Update Language - English

Messages that your users see are grouped into categories corresponding to the area of your store. Use this page to edit the messages corresponding to the language and category shown.

[Return To Languages Management Page](#)

Change Language Properties

Current Language: English

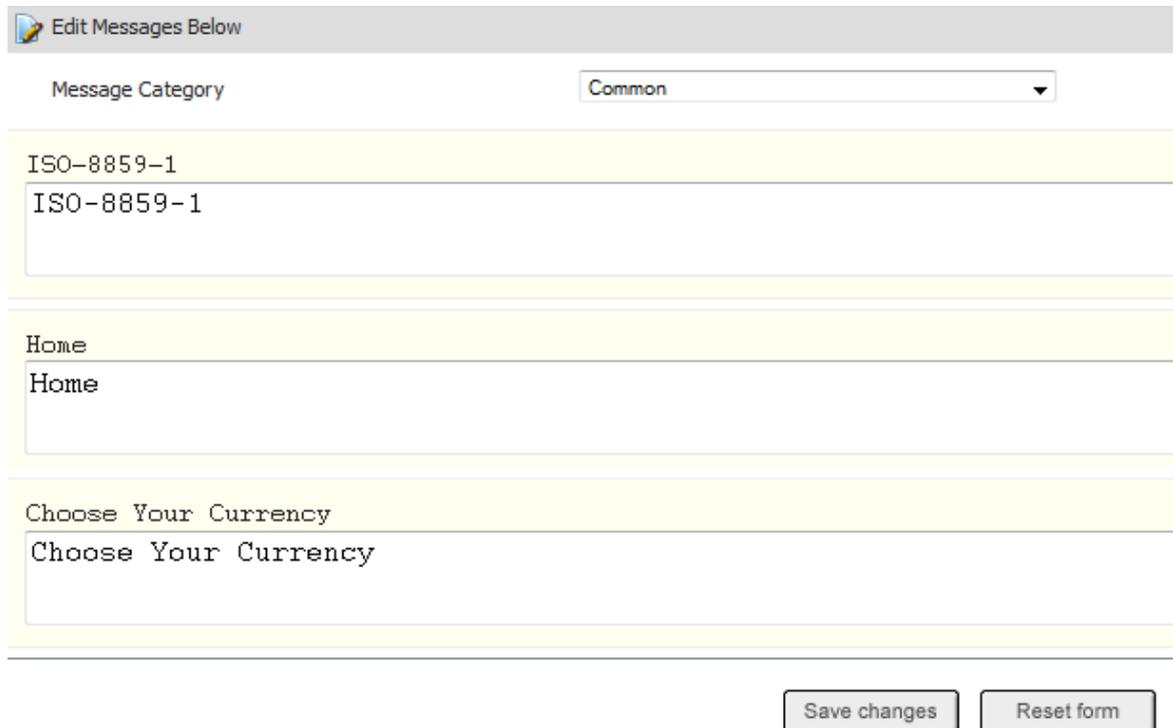
Language Name: English

Language Code: english

Is this Language Active:

Figure 6-17-1: Current Language

- You can also edit the messages under **Edit Messages Below**.



Edit Messages Below

Message Category: Common

ISO-8859-1

ISO-8859-1

Home

Home

Choose Your Currency

Choose Your Currency

Save changes Reset form

Figure 6-17-2: Edit Messages

- If you want to reset the form, click on the **Reset form** button.
- Click **Save changes** button to update the information.

6.1.14.3.3 Delete Language

You can use this section to delete an existing language template. To know more about deleting a language template, follow the steps below:

1. [Open](#) ¹³³ the **Language** page.
2. Scroll down to **Language name** and click on **Delete**  icon to delete an existing language template.

A pop up appears asking for confirmation, as shown in the Figure 6-18-1 below.



Figure 6-18-1: Delete Confirmation

3. Click **OK** to confirm deletion.

6.1.15 CCS Settings

Please Note

It's strongly recommend you do not store credit cards on your system unless you feel it is absolutely necessary.

No system is 100% safe and you will be held responsible for any breach in the security of your server.

CISP complaint payment gateways are the only recommend repository for customer payment information.

While we provide this feature as a service to our customers, we strongly advise against using it.

Since no encryption method is completely secure, we cannot be held responsible for any issues surrounding the storage of your customers payment data.

Entering in the information below will create a certificate

1. Make sure you enter in a password where prompted as shown below. <The password you enter will be used to view payment data on the order page.>.
2. Fill in your Location and company information in the remaining fields.
3. Once completed the information below to generate a certificate for encrypting payment

information.

PLEASE READ

PLEASE NOTE - Any payment data encrypted with this certificate can only be accessed by the password you enter.

While you can generate a new certificate at anytime, you will not be able to access payment information encrypted with an older certificate.

Therefore, it is very important you do not lose this password. If lost, the only solution is to generate a new certificate.

Certificate Data

 Generate New Certificate

| | |
|----------------------------|--|
| CCS Password (8 chars min) | <input type="text"/> |
| CCS Password Confirmation | <input type="text"/> |
| Country Name | <input type="text" value="Afghanistan"/> |
| State / Province Name | <input type="text" value="State"/> |
| Locality Name | <input type="text" value="City"/> |
| Organization Name | <input type="text" value="Company Name"/> |
| Organization Unit Name | <input type="text" value="Company Name Unit"/> |
| Common Name | <input type="text" value="Company Name"/> |
| Email Address | <input type="text" value="support@site.com"/> |

6.2 Payment Methods

This section is used to manage the order settings (i.e. Realtime and Custom Payment method and Gateway). To know in detail about the following sections, click on respective links below:

[Enable/Add Gateway](#) ¹³⁹

[Update Realtime Payment Method](#)^[157]
[Disable](#)^[158]
[Add a New Custom Payment Method](#)^[158]
[Update](#)^[160]
[Delete](#)^[161]

6.2.1 Enable/Add Gateway

You can use this section to create and select gateways you want to enable.

To **enable and add gateway** under **Realtime Processing - Payment with Credit Card** in **Payment Methods (Quick Setup)** page, follow the steps:

1. Click **Payment Methods**, as shown in the Figure 6-19-1 below.

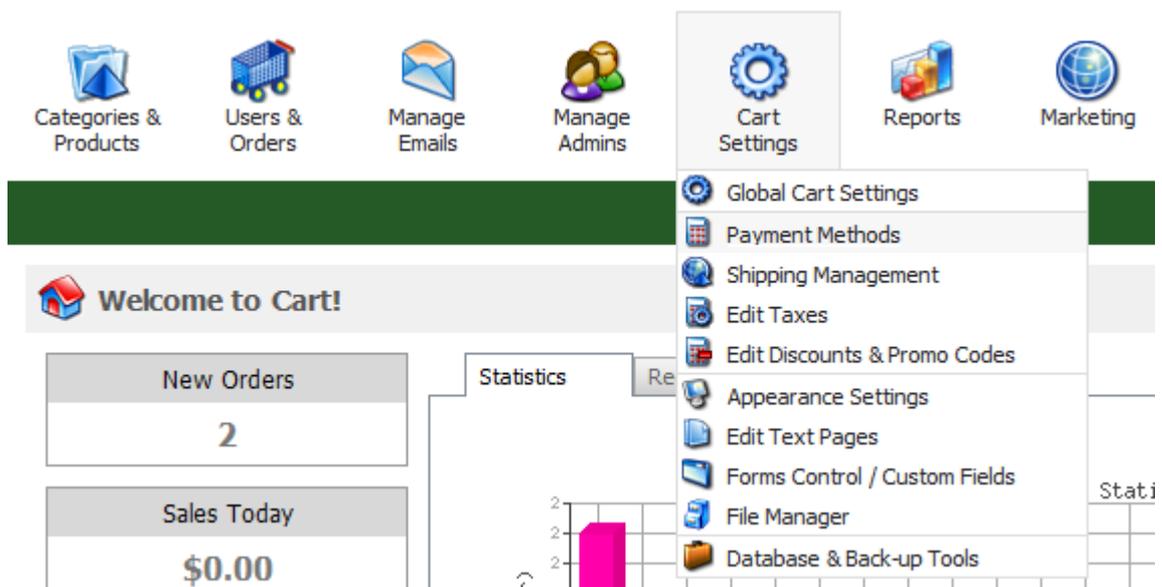


Figure 6-19-1: Payment Methods

Payment Methods (Quick Setup) page will open, as shown in the [Figure 6-19-2](#)^[140] below.

Note: You can also open the **Payment Methods (Quick Setup)** page directly by clicking on **Payment Methods** link in the [Admin Area Home page](#)^[8].

You can also [edit](#)^[157] and [disable](#)^[158] the **Realtime Payment Method** as well as [add](#)^[158], [edit](#)^[160] and [delete](#)^[161] the **Custom Payment Method** from the **Payment Methods (Quick Setup)** page.

2. Scroll down to **Enable/Add Gateway**. Under **Enable/Add Gateway**, select a gateway from the drop down menu you want to enable/add.

Note: From **Payment Methods (Quick Setup)** page, you can **enable/add** any of these **Gateway** from the drop down menu (Authorize.Net, DataCash, Echo-inc.com,

FastTransact.com, iTransact.com, LinkPoint.com, NetBilling.com, NTPNow.com, PayPal Express Checkout, PayPal Pro, Protx.com, PsiGate.com, Shift4.com, VeriSign.Net, ViaKLIX, 2CheckOut.com, HSBC-CPI, PinnProcessing, Transaction Central, VeriSign.Net Pay Flow Link, WorldPay.com and Custom Payment Method).

Payment Methods (Quick Setup)

 Use this section to select and create payment methods for your website to process your customers purchases. The real-time section will require you to set up an account with the listed Processors and Gateways.

[Add a New Custom Payment Method](#)

Payment Methods

Signup For a Payment Processing Account

Enable/Add Gateway

Choose a gateway you want to enable Authorize.Net AIM 3.0 ▾

Active Payment Gateways

| Name | Gateway | Priority | Active | |
|---|-----------------------|----------|--------|---|
| Realtime Processing - Payment with Credit Card | | | | |
|  Authorize.Net AIM 3.1 | Authorize.Net AIM 3.1 | 1 ▾ | Yes |   |
|  Pinnacle Cart CCS | Pinnacle Cart CCS | 1 ▾ | Yes |   |
| Realtime Processing - Instant Payment Notification Methods (with back-processing) | | | | |
|  2CheckOut.com | 2CheckOut.com | 1 ▾ | Yes |   |

Figure 6-19-2: Payment Methods (Quick Setup) page

3. Click **Enable gateway** button to setup the selected payment gateway as shown in the Figure 6-19-3 below.

4. Click the  to edit any of the parameters of your active payment gateways, as shown in the Figure 6-19-3 below.

Payment Method Setup - Authorize.Net AIM 3.1 (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

Payment Server Settings

Payment Processor ID

URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Login :
API Login ID

Transaction Key :
Valid transaction key

Test Request :
Processing mode (TRUE for test mode and FALSE for real processing)

Auth Type :
Auth-Capture is the normal transaction method; a transaction is sent to the system for approval, the transaction is approved, the merchant is notified of the approval, and the transaction automatically settles at the end of the business day without any further action by the merchant. Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actually charging the card. If the money is not captured within 30 days, the transaction will expire.

Enable Cardinal Sentinel :
[Click here to setup Cardinal Sentinel Module](#)

Accepted Credit Cards

| Enable | Card Code | Card Name | Require CVV2 |
|-------------------------------------|-----------|---------------------|--------------------------|
| <input checked="" type="checkbox"/> | VISA | Visa | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | MC | Master Card | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | AMEX | American Express | <input type="checkbox"/> |
| <input type="checkbox"/> | DICL | Diners Club | <input type="checkbox"/> |
| <input type="checkbox"/> | JCB | JCB | <input type="checkbox"/> |
| <input type="checkbox"/> | CARTE | Carte Blanche | <input type="checkbox"/> |
| <input type="checkbox"/> | ABC | Australian BankCard | <input type="checkbox"/> |
| <input type="checkbox"/> | DINO | Discover/Novus | <input type="checkbox"/> |
| <input type="checkbox"/> | SW | Switch | <input type="checkbox"/> |
| <input type="checkbox"/> | SO | Solo | <input type="checkbox"/> |
| <input type="checkbox"/> | ERT | enRoute | <input type="checkbox"/> |
| <input type="checkbox"/> | UKE | Visa Electron | <input type="checkbox"/> |

Add Card

| Enable | Card Code | Card Name | Require CVV2 |
|--------------------------|----------------------|----------------------|--------------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Payment Form Title

Payment Form Title
This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.

Message you would like to appear on the Payment Page - [Edit HTML Online]

`<u>Enter Credit Card Information</u>`

Message you would like to appear on Thank You Page - [Edit HTML Online]

`Your Order Has Been Sent`

Figure 6-19-3: Payment Method (Update) page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information and add the **gateway** under **Realtime Processing - Payment with Credit Card** in [Payment Methods \(Quick Setup\)](#) page.

6.2.1.1 Setting Up 2CO Account (2checkout)

1. Go to **2checkout.com** and sign-up to become a seller.
2. Once you receive an e-mail confirming you are a seller on their system login to the 2checkout management area.
3. In the **“Helpful Links”** area, click to enter the **“Look & Feel”** area of the management system.
4. Under the area designated “Approved, pending and affiliate area” enter in the following information

- Direct Return drop-down box to “No”
- In the blank designated for “Approved URL” enter `http(s)://www.yourcarturl.com/index.php?p=invoice&oa=ProcessPayment` (be sure to replace `http://www.yoursitename` with the actual URL to your store)
- In the blank designated for “Pending URL” enter `http(s)://www.yourcarturl.com/index.php?p=invoice` (be sure to replace `http://www.yoursitename` with the actual URL to your store.)

Save your changes

5. Next login to your Your Cart administration and go to [Payment Methods](#) located under Cart Settings.
6. Activate the **2Checkout** payment method



 Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

 Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

 Payment Server Settings

Payment Processor ID

URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Sid :
2Checkout Seller ID (Account Number)

Demo :
Processing mode (Set to Y for testing (no credit card will be billed) OR leave blank for live processing)

 Payment Form Title

Payment Form Title
This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.

 Message you would like to appear on the Payment Page - [[Edit HTML Online](#)]

 Message you would like to appear on Thank You Page - [[Edit HTML Online](#)]

7. On the 2Checkout Payment screen, do the following

a. Set the Protocol to HTTP

b. Enter your **2checkout.com** store id in the blank labeled "sid"

c. If you are running a test enter "Y" into the blank labeled Demo or leave blank for live transactions.

8. Enter in the information you would like to have appear on your thank you pages.

9. Save your changes.

6.2.1.2 Setting up Authorize.Net AIM 3.1

Steps for setting up an **Authorize.net** account in the cart.

1. Get an **Authorize.net** account.

Your Cart uses the ADC Direct response method, Version : 3.1 (Simple Integration Method)

2. Login to your **Authorize.net** and go to Settings and Profiles area and look under the Security table. Specifically, make sure **Card Code Verification** and **Address Verification System (AVS)** are set as you would like them. These settings allow you to control security on your account and may help in preventing fraudulent transactions from being placed on Your Cart.

3. Logout of **Authorize.net** and login to the Your Cart Management area.

4. Go to Cart Settings >> Payment Methods and activate the Authorize 3.1.net gateway.

Important: You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

5. Enter in your Authorize.net Login (API Login) and Transaction Key.



 Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

 Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

Payment Server Settings

Payment Processor ID

URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Login :
API Login ID

Transaction Key :
Valid transaction key

Test Request :
Processing mode. (TRUE for test mode and FALSE for real processing)

Auth Type :
Auth-Capture is the normal transaction method; a transaction is sent to the system for approval, the transaction is approved, the merchant is notified of the approval, and the transaction automatically settles at the end of the business day without any further action by the merchant. Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actually charging the card. If the money is not captured within 30 days, the transaction will expire.

Enable Cardinal Centinel :
 [Click here to setup Cardinal Centinel Module](#)

6. If you are going to run a test transaction, set **Test Request to True**. Once testing is complete, make sure you set this back to False. Any of the following card numbers can be used to run test transactions. Please note that these numbers do not represent real card accounts; they will return a decline in live mode, and an approval in test mode. Any expiration dates after the current day's date can be used with these numbers.

3700000000000002 - American Express

6011000000000012 - Discover

5424000000000015 - MasterCard

40070000000027 - Visa

7. Set Auth Type to **AUTH_CAPTURE** or **AUTH ONLY** depending on the how you would like Authorize.net to handle your transactions. (default is AUTH_CAPTURE)

8. Make sure your currency code is set to USD. At this time **Authorize.net** is only accepting transactions in US DOLLARS.

9. Enable the credit cards you have set up on the **Authorize.net** system. Do not enable credit cards that are not associated with your **Authorize.net** account, this will only cause confusion with your customers.

10. Enter in the messages you would like to appear on the both the payment and thank-you page.

11. Click save settings and log-out.

6.2.1.3 Setting Up Linkpoint.com

Important: The **LinkPoint.com** payment gateway requires a **digital certificate** to be uploaded to the cart for it to send and receive payment transaction data. This gateway will not work unless this certificate has been uploaded to the cart. When you activate this gateway you may notice a certificate is already present, this is simply an example certificate and it will need to be replaced with the certificate you receive from **LinkPoint.com**

The owner of the account should have received a welcome e-mail when the merchant account was opened. You must have a **LinkPoint API account** in order to receive this e-mail. If you lost this e-mail, you will have to call your merchant account provider to have the e-mail resent at 1-800 456-5989 x4100 (human interaction is a security requirement). At the very end of the message (embedded in the e-mail text) will be the digital certificate, which is your pem file. Follow the instructions given in the e-mail exactly to save the digital certificate into a file on your Web server with a .pem extension. Note the location (path) to the pem file.

content/engine/payment/linkpoint/certificate.pem

OR you can simply upload the certificate directly through the admin area within Your Cart.



 Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

Payment Server Settings

Payment Processor ID

URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Certificate File
This gateway requires a Security Certificate to work properly. Typically, this will be located in the "My Account" area of most gateway providers.

Current Certificate:
content/engine/payment/linkpoint/certificate.pem
 File Size: 1785 bytes
 File change time: May 1, 2008, 10:23 am

Store Number :
Merchant Store Number

Order Type :
The possible values are SALE (immediately charges a customer's credit card) and PREAUTH (reserves funds on a customer's credit card).

Mode :
This field puts the account in live mode or test mode. Set to LIVE for live mode, GOOD for an approved response in test mode, DECLINE for a declined response in test mode, or DUPLICATE for a duplicate response in test mode.

Additionally, you will need to set the protocol to **HTTPS** and have a SSL set up in [Global](#)

[Site Settings](#) ¹⁰⁹ to use **Linkpoint.com**.

6.2.1.4 Setting Up PayPal Express Checkout

To enable PayPal Express Checkout scroll down to '**Enable/Add Gateway**'. Under '**Enable/Add Gateway**' select '**Paypal Express Checkout**'.

1. Upload your certificate to the server by clicking on the '**browse**' button under the '**Payment Server Settings**'. =
2. Your certificate should come from PayPal in the form of a **.pem** file.
3. Enter your PayPal Pro Username and Password

Payment Method Setup - FastTransact.com (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name: FastTransact.com
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol: HTTPS
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority: 10
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

Payment Server Settings

Payment Processor ID: fasttransact

URL To Gateway: secure.fasttransact.com
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Account Id:
This is the number of your merchant or agent account, as a 12 digit string

Site Tag:
The site tag of your website or retail site, as was configured within the system. This field is optional. It is used to select which email receipt templates will be used, as well as for accounting purposes.

Allow Avs: No
Set this flag to "Yes" to enable AVS (Address Verification System) for credit card transactions

Allow Cvv2: Yes
Set this flag to "Yes" to enable CVV2 (Card Verification Value 2) for credit card transactions

*Note: The username in the picture is not the one you want to you use, you want to use the one supplied to you by PayPal.

4. Decide on whether or not you want PayPal Express Checkout to be your only merchant option for customers in the '**Exclusive**' option.

5. Choose whether or not you are going to make this option **'Live'** or in **'Test'** mode on the **'Mode'** option.

6. And finally determine what kind of payment action you want to have live on Your Cart: **'Sale'**, **'Authorization'**, or **'Order'** . The description for each option is located below the **'Payment Action'** field.

6.2.1.5 Setting Up PayPal Payments Pro

To use the **PayPal Payments Pro Gateway**, you will need an Payments Pro Gateway through [PayPal.com](https://www.paypal.com). Once logged into PayPal.com you will see an option to set up a **PayPal Payments Pro Gateway**.

PayPal's Payments Pro gateway differs from the traditional PayPal.com gateway in every transaction is completed on your website. So the customer doesn't have to be directed to PayPal.com to complete the transaction.

First you will need to apply for a Website Payments Pro account.

1. Return to your Business Account Overview page and click the Merchant Tools tab.
2. Under Website Payments Pro, click Learn More.
3. Under Getting Started, click Submit application.
4. Complete the application form and click Continue.
5. On the Application Approved page, click Getting started with PayPal.
6. Follow the link to accept the billing agreement.
7. You are taken to a page for API Setup.

Next you will need to generate an API Certificate through PayPal.com to be uploaded to the cart. This certificate is used by PayPal.com to identify Your Cart.

Follow these steps to generate your API Certificate:

Once you have completed these steps, you can start the process of setting up PayPal through the back of the cart.

1. Login to PayPal and go to "Request API Credentials" and apply for the SSL Client-Side Certificate.
2. Next you will receive an e-mail from PayPal stating your API certificate is ready to use.

3. Login and click "View or Remove Credentials" under

PayPal [Log Out](#) | [Help](#)

My Account | **Send Money** | **Request Money** | **Merchant Services** | **Auction Tools**

Overview | Add Funds | Withdraw | History | Resolution Center | **Profile**

API Set-up

Many websites use PayPal's Application Programming Interface (API). PayPal's APIs are secure. For your protection, you either explicitly grant permission to your shopping cart or solution provider to use PayPal's API for you or you get your own secure API credentials to use yourself.

Choose one of the following options. If you are not sure about your needs, check with your shopping cart or solution provider.

Grant API Permission
Select this option if you have been instructed by your shopping cart or solution provider to grant them permission to make API calls on your behalf.

Request API Credentials
You have requested API credentials.

[View or Remove Credentials](#) 

Learn more about [API access permissions and API credentials](#).

Looking for a partner to integrate Website Payments Pro for you? [These shopping cart services](#) have already integrated Website Payments Pro and are waiting to help you.

4. Next download your API certificate and save it to your computer. Also record your API username and API password.
5. Login to Your Cart and activate PayPal Pro
6. Use the HTTPS protocol
7. Enter in your API Username and API Password into the cart. Your Paypal Username and Password will not work.
8. Upload your certificate to the server by clicking on the "browse" button under the Payment Server Settings.

Payment Method Setup - PayPal Pro (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

Payment Server Settings

Payment Processor ID paypalpro

URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Certificate File
This gateway requires a Security Certificate to work properly. Typically, this will be located in the "My Account" area of most gateway providers.

Current Certificate:
[content/engine/payment/paypal/certificate.pem](#)
File Size: 1827 bytes
File change time: May 1, 2008, 10:23 am

Username :
PayPal Pro API Username

Password :
PayPal Pro API Password

Code :
PayPal-Supported Currencies

Payment Action :
When your buyer approves an authorization, the buyer's balance can be placed on hold for a 29-day period to ensure the availability of the authorization amount for capture. You can reauthorize a transaction only once, up to 115% of the originally authorized amount (not to exceed an increase of \$75 USD). After a successful reauthorization, PayPal honors 100% of authorized funds for three days. You can settle without a reauthorization from day 4 to day 29 of the authorization period, but PayPal cannot ensure that 100% of the funds will be available after the three-day honor period. However, PayPal will not allow you to capture funds if the buyer's account is restricted, locked, or a fraudulent case occurs, or if your account has a high restriction level. You can use Authorization & Capture only when your account has a low restriction level.

Click save and you're done.

PLEASE NOTE: You will need to have your SSL (Security Certificate) set up in the cart for PayPal Pro to work.

6.2.1.6 Setting Up PayPal.com

1. To use the **Paypal.com** gateway, you will need to have an account with Paypal.com.
2. Once that account is set up, login to your admin area and go to Cart Settings >> Payment Methods and activate the **PayPal.com** gateway.

Payment Method Setup - PayPal.com (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

Payment Server Settings

Payment Processor ID

URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Business :
PayPal Account ID

Mode :
PayPal Mode

Currency Code :
PayPal-Supported Currencies and Max Amount || AUD- Australian Dollar - 12, 500 AUD || CAD- Canadian Dollar-12, 500 CAD || EUR- Euro - 8, 000 EUR || GBP- Pound Sterling - 5, 500 GBP || JPY- Japanese Yen - 1, 000, 000 JPY|| USD- U.S. Dollar - 10, 000 USD

Payment Action :
When your buyer approves an authorization, the buyer's balance can be placed on hold for a 29-day period to ensure the availability of the authorization amount for capture. You can reauthorize a transaction only once, up to 115% of the originally authorized amount (not to exceed an increase of \$75 USD). After a successful reauthorization, PayPal honors 100% of authorized funds for three days. You can settle without a reauthorization from day 4 to day 29 of the authorization period, but PayPal cannot ensure that 100% of the funds will be available after the three-day honor period. However, PayPal will not allow you to capture funds if the buyer's account is restricted, locked, or a fraudulent case occurs, or if your account has a high restriction level. You can use Authorization & Capture only when your account has a low restriction level.

3. Set the **Protocol** to **HTTP**.
4. Enter in your **PayPal Account information**.
5. Select your **Currency**.
6. Save your settings.

Important: If you use the PayPal.com transaction method, your customers will be transferred over to PayPal.com to complete the transaction. Once the transaction is complete, they will be presented with a link within PayPal.com that allows them to return to Your Cart. If the customer does not click this link, the cart will not know if the funds have been successfully transferred to your Paypal account. If you get a notification from PayPal.com that a customer has sent you money and you don't see the order in within the cart, it means the customer did not click the "Return to cart" link and you will need to search "Abandoned" orders in the cart to retrieve their order.

6.2.1.7 Setting Up WorldPay.com

1. Go to **WorldPay.com** and sign-up.
2. Once you receive an e-mail confirming you are approved on their system. In this e-mail will be your **Installation ID**, **Username** and Password. Login to your WorldPay account.
3. In the admin area of WorldPay you will see "Installations for xxxxx", in that table

will be your Installation ID. Across from your Installation ID you will see a link for Configuration Options, click that link.

4. Enter the following information:

- In Your website URL for activation – Enter the URL to your site.
- In Callback URL – Enter
http://www.yourstorename.com/index.php?p=invoice&oa=ProcessPayment (replace www.yourstorename.com with the actual URL to your store)
- Activate Call Back URL

Save your changes

5. Next login to your Your Cart administration area and go to [Payment Methods](#)¹³⁹ located under Cart Settings.

6. Activate the WorldPay payment method

7. On the WorldPay Payment screen, do the following

 **Payment Method Setup - WorldPay.com** (Update)

 **Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.**

Gateway Properties

 **Payment Method Properties**

| | |
|----------------------------|--|
| Payment Method Name | <input type="text" value="WorldPay.com"/> <small>This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.</small> |
| Protocol | <input type="text" value="HTTPS"/> <small>It is strongly recommended to use HTTPS protocol for Credit Card and Check payments</small> |
| Priority | <input type="text" value="4"/> <small>Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site</small> |

 **Payment Server Settings**

| | |
|----------------------|---|
| Payment Processor ID | <input type="text" value="worldpay"/> |
| URL To Gateway | <input type="text" value="https://select.worldpay.com/wcc/purchase"/> <small>Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company</small> |
| Testmode : | <input type="text" value="Succeed"/> <small>Choose Live for real transactions, Succeed or Failed for test transactions</small> |
| Instid : | <input type="text" value=""/> <small>WorldPay Installation ID</small> |
| Currency : | <input type="text" value="USD"/> <small>The currency of the purchase (see WorldPay Guide for a list of codes)</small> |

a. Set the Protocol to HTTP

b. Enter in the URL to the WorldPay Gateway. (default is https://select.worldpay.com/wcc/purchase)

c. Enter your **WorldPay Installation ID** in the blank labeled Instid.

d. You can set the account to test mode is you like. Just be sure to set it to live for

real transactions.

8. Save your changes.

6.2.1.8 Setting Up Google Checkout



Google Checkout is a payment system that can be used in the cart to accept credit cards.

To register for an account, [click here](#).

Once you have registered, you will need to activate Google Checkout in the admin area of the cart and enter in your account information.

1. You will want to use your **Google Checkout Vendor ID** and **Merchant Key** available from the Google Checkout API link.

Payment Method Setup - Google Checkout (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

| | |
|----------------------------|--|
| Payment Method Name | Google Checkout <small>This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.</small> |
| Protocol | HTTPS <small>It is strongly recommended to use HTTPS protocol for Credit Card and Check payments</small> |
| Priority | 1 <small>Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site</small> |

Payment Server Settings

| | |
|---------------------------|---|
| Payment Processor ID | googlecheckout |
| URL To Gateway | <input type="text"/> <small>Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company</small> |
| Merchant Id : | <input type="text"/> Google Checkout Merchant ID |
| Merchant Key : | <input type="text"/> Google Checkout Merchant Key |
| Mode : | Test <small>Select Test mode to use sandbox account.</small> |
| Shipping Price On Error : | 0.00 <small>Shipping Price for Google Checkout Orders when Google can't connect to a cart server</small> |
| Checkout Button Url : | https://checkout.google.com/buttons/checkout.gif?m <small>This is the checkout button displayed to your customers. You can modify this at https://checkout.google.com/seller/checkout_buttons.html</small> |
| Callback Url : | https://domainname.com/content/engine/payment/google/checkout.php <small>This is to be entered in the "API callback URL" area of Google. Replace "domainname.com" with the actual domain name of your site.</small> |

2. Once you have input this information, you will need to set the **'Mode'** to either

'Test' or 'Live' depending on whether or not you want to test the gateway out live right away.

3. You do not need to modify the '**URL To Gateway**' or '**Checkout Button URL**' fields unless Google instructs you to do so.

Make sure you have the call back url listed here into your settings over at google. <call them for instructions on where to put this.> <also note to replace domainname.com with your website domain name in this url when putting it into the google settings on the google server.>

6.2.1.9 Setting up Authorize.Net AIM 3.0

Steps for setting up an **Authorize.net** account in the cart.

1. Get an **Authorize.net** account.

Your Cart uses the ADC Direct response method, Version : 3.0 (Simple Integration Method)

2. Login to your **Authorize.net** and go to Settings and Profiles area and look under the Security table. Specifically, make sure **Card Code Verification** and **Address Verification System (AVS)** are set as you would like them. These settings allow you to control security on your account and may help in preventing fraudulent transactions from being placed on Your Cart.

3. Logout of **Authorize.net** and login to the Your Cart Management area.

4. Go to Cart Settings >> Payment Methods and activate the Authorize 3.0 or 3.1.net gateway.

Important: You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

5. Enter in your Authorize.net Login and Password or Transaction Key.

 **Payment Method Setup - Authorize.Net AIM 3.0 (Update)**

 Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

 Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

 Payment Server Settings

Payment Processor ID

URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Login :
Merchant Login ID

Authentication Method :
Choose authentication method you would like to use

Password :
Valid password or transaction key (depends on authentication method you selected above)

Test Request :
Processing mode (TRUE for test mode and FALSE for real processing)

Auth Type :
Auth-Capture is the normal transaction method; a transaction is sent to the system for approval, the transaction is approved, the merchant is notified of the approval, and the transaction automatically settles at the end of the business day without any further action by the merchant. Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actually charging the card. If the money is not captured within 30 days, the transaction will expire.

Enable Cardinal Sentinel :
 [Click here to setup Cardinal Sentinel Module](#)

6. If you are going to run a test transaction, set Test Request to True.

Once testing is complete, make sure you set this back to False. Any of the following card numbers can be used to run test transactions. Please note that these numbers do not represent real card accounts; they will return a decline in live mode, and an approval in test mode. Any expiration dates after the current day's date can be used with these numbers.

3700000000000002 - American Express

6011000000000012 - Discover

5424000000000015 - MasterCard

40070000000027 - Visa

7. Set Auth Type to **AUTH_CAPTURE** or **AUTH_ONLY** depending on the how you would like Authorize.net to handle your transactions. (default is AUTH_CAPTURE)

8. Make sure your currency code is set to USD. At this time **Authorize.net** is only accepting transactions in US DOLLARS.

9. Enable the credit cards you have set up on the **Authorize.net** system. Do not enable credit cards that are not associated with your **Authorize.net** account, this will only cause confusion with your customers.

10. Enter in the messages you would like to appear on the both the payment and thank-you page.

- Click save settings and log-out.

6.2.1.10 Setting up Authorize.Net eCheck.Net

Steps for setting up an **Authorize.net eCheck.Net** account in the cart.

- Get an **Authorize.net** account.
Your Cart uses the ADC Direct response method, Version : 3.1 (Simple Integration Method)
- Go to Cart Settings >> Payment Methods and activate the Authorize eCheck.Net gateway.

Important: You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

- Enter in your Authorize.net Login (API Login) and Transaction Key.



 Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site



Payment Processor ID

URL To Gateway
Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company

Login :
API Login ID

Transaction Key :
Valid transaction key

Test Request :
Processing mode (TRUE for test mode and FALSE for real processing)

Secure Source Echeck :
Is this a SecureSource / Wells Fargo eCheck account?

- If you are going to run a test transaction, set Test Request to True.** Once testing is complete, make sure you set this back to False.

- Enter in the messages you would like to appear on the both the payment and thank-you page.
- Click save settings and log-out.

6.2.1.11 Setting up CCS

Steps for setting up **CCS**.

1. Make sure you have setup your certificate in the [CCS settings](#)¹³⁷ before enabling this gateway.
2. Once there Enable the CCS by selecting 'Yes' as shown below.

Payment Method Setup - Credit Card Storage (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

| | |
|----------------------------|---|
| Payment Method Name | <input type="text" value="Credit Card Storage"/> <small>This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.</small> |
| Protocol | <input type="text" value="HTTPS"/> <small>It is strongly recommended to use HTTPS protocol for Credit Card and Check payments</small> |
| Priority | <input type="text" value="1"/> <small>Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site</small> |

Payment Server Settings

| | |
|-----------------------------|--|
| Payment Processor ID | <input type="text" value="cart_ccs"/> |
| URL To Gateway | <input type="text"/> <small>Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company</small> |

3. Click save settings and log-out.

6.2.2 Update Realtime Payment Method

To **update realtime payment method**, follow the steps:

1. [Open](#)¹³⁹ the **Payment Methods (Quick Setup)** page.
2. Click **Update Payment Method Settings**  icon in **Realtime Processing - Payment with Credit Card** for the realtime payment method you want to edit.
3. The **Payment Method (Update) page** opens, as shown in the [Figure 6-19-3](#)¹⁴² where you can edit all the parameters.

Note: The only difference between update in **realtime processing** and update in custom **payment method** is **Payment Server** Settings section. In **realtime processing** there is **Payment Server** Settings section, as shown in the [Figure 6-19-3](#)¹⁴².

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

6.2.3 Disable Realtime Payment Method

To **disable realtime payment method**, follow the steps:

1. [Open](#)^[139] the **Payment Methods (Quick Setup)** page.
2. Click **Disable Realtime Payment Method**  icon in **Realtime Processing - Payment with Credit Card** for the realtime payment method you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-20-1 below.



Figure 6-20-1: Disable Confirmation

3. Confirm deletion process, by clicking **OK** button.

6.2.4 Add a New Custom Payment Method

In this section you can **add a new custom payment method** that can be used by your customers.

To **add a new custom payment method**, follow the steps:

1. [Open](#)^[139] the **Payment Methods (Quick Setup) page**.
2. In the **Payment Methods (Quick Setup)** page, click on **Add a New Custom Payment Method** link.

The **Payment Method Setup - New Method (Insert)** page will open.

3. **Common Settings:** Enter the following information:
 - a. **Payment Method Name:** Enter the text (i.e. Credit Card, Check, etc.) that will help customers to identify this payment method. It will appear in the Payment Selection drop-down menu.
 - b. **Is This Method Available:** Select **Yes** from the drop-down menu if you want to receive payments using this method, otherwise select **No**. By default, it is **Yes**.
 - c. **Protocol:** Select **HTTPS** or **HTTP** from the drop down menu, it is strongly recommended to use **HTTPS**, which is a secure protocol for

- Credit Cards, and Check payments. By default, it is **HTTPS**.
- d. **Priority:** Priority is used to sort available payment methods in **Select Payment Method** drop-down menu on the user's site. You can select this on a scale of 1 to 10, where 1 is given the highest priority. By default, it is **5**.

The screenshot shows the 'Payment Method Setup - New Method (Insert)' configuration page. It features a warning icon and text: 'Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.' Below this are two tabs: 'Gateway Properties' and 'Payment Method Properties'. The 'Payment Method Properties' tab is active and contains the following settings:

- Payment Method Name:** An empty text input field. Below it, a note states: 'This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.'
- Is This Method Available?:** A dropdown menu set to 'Yes'. Below it, a note states: 'Select "Yes" if you want this payment method will be active to receive payments. Otherwise select "No".'
- Protocol:** A dropdown menu set to 'HTTPS'. Below it, a note states: 'It is strongly recommended to use HTTPS protocol for Credit Card and Check payments.'
- Priority:** A dropdown menu set to '5'. Below it, a note states: 'Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site.'

Figure 6-21-1: Common Settings

4. **Payment Form Title:** Enter the text that will help customers to identify payment method if it is selected. It will appear on the Payment Form.

The screenshot shows the 'Payment Form Title' configuration page. It features a warning icon and text: 'Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.' Below this is a single setting:

- Payment Form Title:** An empty text input field. Below it, a note states: 'This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.'

Figure 6-21-2: Payment Form Title

5. **Message you would like to appear on the Payment Page and Thank You Page:** Type the message you would like to appear on the Payment and Thank You Page.

Message you would like to appear on the Payment Pagee - [[Edit HTML Online](#)]

Message you would like to appear on Thank You Page - [[Edit HTML Online](#)]

Save changes Reset form

Figure 6-21-3: Message Box for Payment and Thank You Page

6. You can also create an eye-catching description by clicking **Edit HTML Online** in **Payment** and **Thank You** Page.
7. If you want to cancel or start again, click on **Reset form** button.
8. Click **Save changes** button to save details about new custom payment method under **Realtime Processing - Payment with Credit Card** in [Payment Methods \(Quick Setup\) page](#)^[140].

6.2.5 Update Custom Payment Method

You can use this option to edit custom payment methods.

To **update custom payment method settings**, follow the steps:

1. [Open](#)^[139] the **Payment Methods (Quick Setup)** page.
2. Click **Update Payment Method Settings**  icon for the **Custom Payment Method** you want to edit.
3. The **Payment Method (Update)** page opens, as shown in the [Figure 6-22-1](#)^[161] where you can edit all the parameters.

Note: The only difference between **update in realtime processing** and **update in custom payment method** is **Payment Server Settings** section. In **realtime processing** there is **Payment Server Settings** section.

Payment Method Setup - Custom Method (Update)

Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.

Gateway Properties

Payment Method Properties

Payment Method Name
This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.

Is This Method Available?
Select "Yes" if you want this payment method will be active to receive payments. Otherwise select "No"

Protocol
It is strongly recommended to use HTTPS protocol for Credit Card and Check payments

Priority
Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

Payment Form Title

Payment Form Title
This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.

Message you would like to appear on the Payment Page - [[Edit HTML Online](#)]

Message you would like to appear on Thank You Page - [[Edit HTML Online](#)]

Figure 6-22-1: Update Custom Payment Method Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

6.2.6 Delete Custom Payment Method

You can use this option to delete custom payment methods settings.

To **delete custom payment methods** settings, follow the steps:

1. [Open](#) ¹³⁹ the **Payment Methods (Quick Setup)** page.
2. Click **Delete Custom Payment Method** icon for **Custom Payment Method** you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-23-1 below.



Figure 6-23-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

6.3 Shipping Management

This section allows you to control the shipping settings and methods for the cart. You can choose not to have the cart calculate shipping, use UPS and USPS realtime shipping calculations or set up a custom shipping method to fulfill the needs.

To **manage the shipping settings of the cart**, follow the steps:

1. Click **Shipping Management**, as shown in the Figure 6-24-1 below.

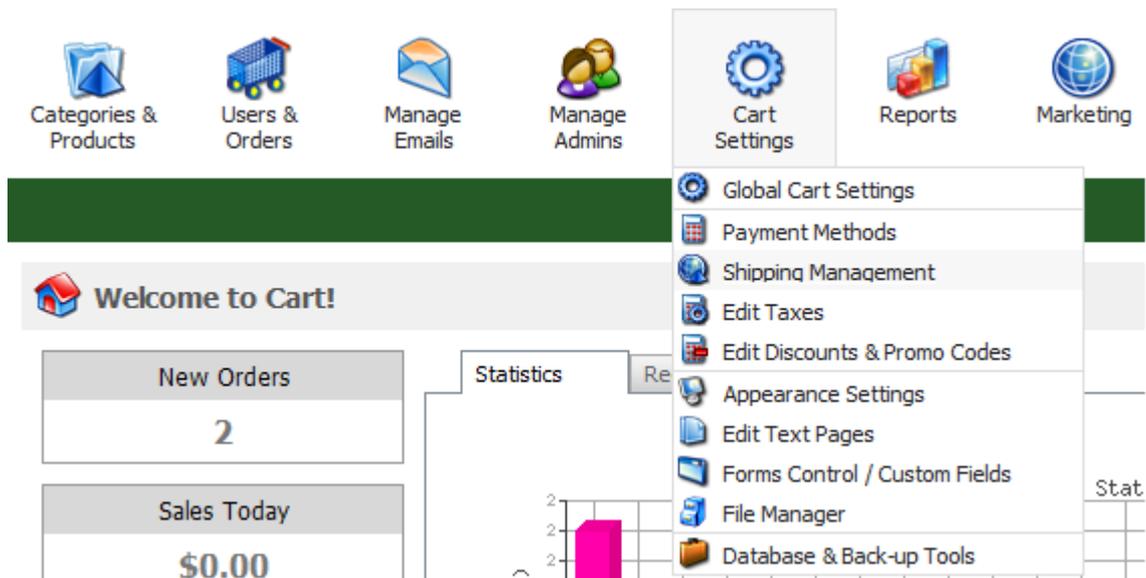


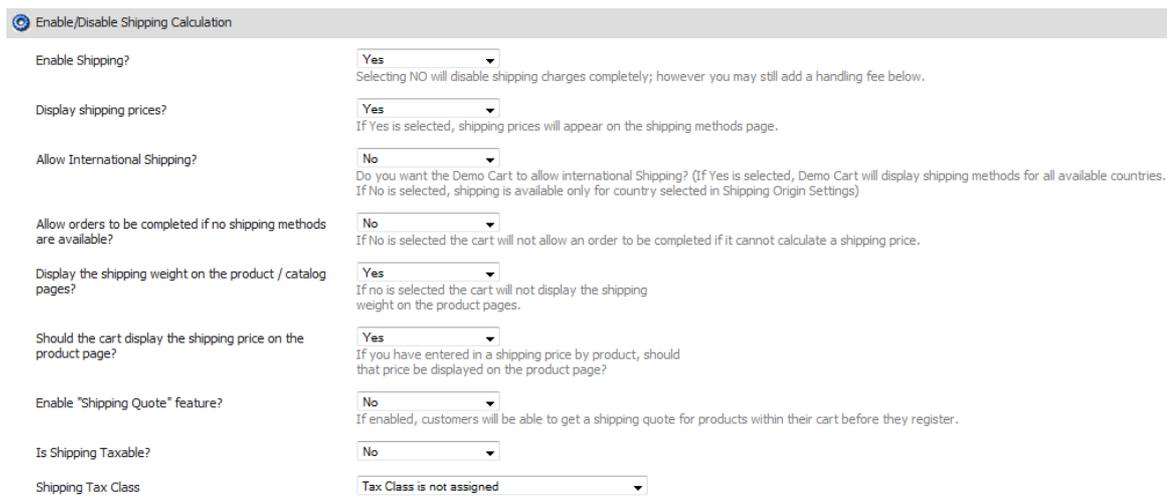
Figure 6-24-1: Shipping Management under Cart Settings

Shipping Management page will open under **Shipping Settings** tab.

Note: You can also open the **Shipping Management** page directly under **Shipping Settings** tab by clicking on **Shipping Management** link in the [Admin Area Home page](#).

2. **Enable/Disable Shipping Calculation:** Enter the following information:
 - a. **Enable Shipping:** Select **Yes** from the drop down menu to enable shipping charges and **No** to disable shipping charges completely. By

- default, it is **Yes**.
- b. **Display Shipping Prices:** Select **Yes** from the drop down menu to display shipping prices on shipping methods page. Selecting **No** won't display any information. By default, it is **Yes**.
 - c. **Allow International Shipping:** Select **Yes** from the drop down menu to allow international shipping. If **Yes** is selected, Cart will display shipping methods for all available countries. If **No** is selected, shipping is available only for country selected in [Shipping Origin Settings](#)^[164]. By default, it is **No**.
 - d. **Allow Shipping If No Available Methods:** Select **Yes** from the drop down menu to continue checkout and you will charge shipping costs in the future and if **No** is selected, error message will be displayed. By default, it is **No**.
 - e. **Display Shipping Weight:** Select **Yes** from the drop down menu to display product weight on product and catalog page. Selecting **No** won't display any information. By default, it is **Yes**.
 - f. **Display Product Shipping Price:** Select **Yes** from the drop down menu to display product shipping price on product page and if **No** is selected, the shipping price won't appear on the product page. You must add at least one shipping method on product level. By default, it is **Yes**.
 - g. **Enable "Shipping Quote" feature:** Select **Yes** from the drop down menu to enable the shipping quote feature, otherwise select **No**. If enabled, customers will be able to get a shipping quote for products within their cart before they register. By default, it is **No**.



Enable/Disable Shipping Calculation

Enable Shipping? **Yes**
Selecting NO will disable shipping charges completely; however you may still add a handling fee below.

Display shipping prices? **Yes**
If Yes is selected, shipping prices will appear on the shipping methods page.

Allow International Shipping? **No**
Do you want the Demo Cart to allow international Shipping? (If Yes is selected, Demo Cart will display shipping methods for all available countries. If No is selected, shipping is available only for country selected in Shipping Origin Settings)

Allow orders to be completed if no shipping methods are available? **No**
If No is selected the cart will not allow an order to be completed if it cannot calculate a shipping price.

Display the shipping weight on the product / catalog pages? **Yes**
If no is selected the cart will not display the shipping weight on the product pages.

Should the cart display the shipping price on the product page? **Yes**
If you have entered in a shipping price by product, should that price be displayed on the product page?

Enable "Shipping Quote" feature? **No**
If enabled, customers will be able to get a shipping quote for products within their cart before they register.

Is Shipping Taxable? **No**

Shipping Tax Class **Tax Class is not assigned**

Figure 6-24-2: Enable/Disable Shipping Calculation

3. **Shipping Label:** In **Shipping Label Text**, enter the Shipping Text message you would like on the Order page and in the Invoice, as shown in the Figure 6-24-3 below.



Shipping Label

Shipping Label Text

This is the name for the shipping line item on the order and invoice page. The default is "shipping".

Figure 6-24-3: Shipping Label

4. **Handling Fee:** Enter the following information:
 - a. **Charge Per-Order Handling Fee:** Enter the charge per-order handling fee and select from the drop down menu it is in **%** or **\$**. Keep it as "0.00" if you do not wish to add a handling fee.
 - b. **Is Handling Fee Taxable:** Select **Yes** from the drop down menu if it is taxable, otherwise select **No**. By default, it is **No**.
 - c. **Show Handling Separately:** Select **Yes** from the drop down menu if you want the handling to show separately on the billing page, otherwise select **No**. By default, it is **No**.
 - d. **Handling Text:** Enter the handling text message, as you would like to appear.

Note: Handling Fee are optional fields.

The screenshot shows a form titled "Handling Fee" with a sub-header "Handling fees are optional. You may set up a handling fee as a percentage of the sale or a flat rate. Keep it as "0.00" if you do not wish to add a handling fee." The form contains the following fields:

- Charge per-order Handling Fee:** A text input field containing "0.00" and a dropdown menu set to "USD".
- Is Handling Fee Taxable?:** A dropdown menu set to "No".
- Handling Tax Class:** A dropdown menu set to "Tax Class is not assigned".
- Show Handling Separately?:** A dropdown menu set to "No". Below this field is a note: "If handling is not separated then shipping tax will be applied".
- Handling Text:** A text input field containing the word "Handling".

Figure 6-24-4: Handling Fee

5. **Shipping Origin Settings (Realtime):** Enter the following information:
 - a. **City:** Enter the name of the City.
 - b. **State/Province Name:** Select the State/Province Name from the drop down menu.
 - c. **ZIP/Postal Code:** Enter the zip/postal code.
 - d. **Origin Country:** Select the Origin Country from the drop down menu.

The screenshot shows a form titled "Shipping Origin Settings (Realtime)" with a sub-header "This information will be used to calculate real-time shipping costs. Please enter in the origin information for all shipments from your store." The form contains the following fields:

- City:** A text input field containing "City".
- State/Province Name:** A dropdown menu set to "All States/Provinces".
- ZIP/Postal Code:** A text input field.
- Origin Country:** A dropdown menu set to "United States".

At the bottom of the form are two buttons: "Save changes" and "Reset form".

Figure 6-24-5: Shipping Origin Settings (Realtime)

6. If you want to cancel or start again, click on the **Reset form** button.
7. Click **Save changes** button to save details.

A confirmation pop up appears, as shown in the Figure 6-24-6 below, which will tell that the shipping settings have been saved successfully.



Figure 6-24-6: Save Confirmation

8. Click **OK** button.

You can also [add](#)^[169], [edit](#)^[171] & [delete](#)^[172] a **custom shipping method**; [add](#)^[165], [edit](#)^[167] & [delete](#)^[168] a **realtime shipping method** and edit [Fed-Ex, UPS and USPS Realtime Configuration](#)^[172] in the [Shipping Management page](#)^[163].

To know in detail about the following sections, click on respective links below:

[Add a Realtime Shipping Method](#)^[165]

[Edit](#)^[167]

[Delete](#)^[168]

[Add a Custom Shipping Method](#)^[169]

[Edit](#)^[171]

[Delete](#)^[172]

[FedEx, UPS and USPS Configuration](#)^[172]

6.3.1 Add a Realtime Shipping Method

To **add a realtime shipping method**, follow the steps:

1. [Open](#)^[162] the **Shipping Management** page.

Note: By default, the **Shipping Management** page opens under **Shipping Settings** tab.

2. In the **Shipping Management page**, click on **Realtime Calculation** tab.

The **Realtime Shipping Costs Calculation Settings** page opens, as shown in the Figure 6-25-1 below.

Note: You can also **edit** and **delete** the **realtime shipping** method from the **Realtime Shipping Costs Calculation Settings** page. To know more about [editing](#)^[167] and [deleting](#)^[168] **realtime shipping** method, click on each of the links.

Shipping Management

This section allows you to control the shipping methods of the cart. You can choose not to have the cart calculate shipping, or you can choose FedEx, UPS or USPS real-time shipping. You can also choose to create a custom shipping program.

Shipping Settings | **Real-Time Methods** | Custom Methods | Real-Time Shipping Configurations

[Add A New Realtime Shipping Method](#)

Realtime Shipping Costs Calculation Settings

| Carrier/Method | Country/State | Min Weight | Max Weight | Include/Exclude | Fee | Fee Type | Priority | Hidden | |
|---------------------------|---------------------|------------|------------|-----------------|------|----------|----------|--------|--|
| FedEx - Priority | United States - ALL | 0.01 | 150.00 | Include | 0.00 | % | 5 | No | |
| UPS - Next Day Air | United States - ALL | 0.01 | 150.00 | Include | 0.00 | % | 5 | No | |

Save changes | Reset form

Figure 6-25-1: Realtime Shipping Costs Calculation Settings page

- Click on **Add A New Realtime Shipping Method** link, in the bottom of the **Realtime Shipping Costs Calculation Settings** page, to expand it.

Scroll down to **Add A Realtime Shipping Method** in the bottom of the **Realtime Shipping Costs Calculation Settings** page, as shown in the [Figure 6-25-2](#) below.

- Add A Realtime Shipping Method:** Enter the following information:
 - Carrier-Method Name:** Select the **Carrier-Method Name** from the drop down menu by clicking on it.
 - Country:** Select the **Country** from the drop down menu by clicking on it.
 - State/Province:** Select the **State/Province** from the drop down menu by clicking on it. You can also select **All States/Provinces**.
 - Min/Max Weight:** Enter the **minimum and maximum weight** and select from the drop down menu that it **Include range** or **Exclude range**.
 - Additional Fee:** Enter the **additional fee** and depending on whether it is a percentage of shipping charges or a fixed amount in dollars selects the value from the drop down menu.
 - Priority:** Select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher will be the listing.
 - Hidden:** Select **Yes** from the drop down menu if you want to hide this Shipping Method, otherwise select **No**.

Shipping Management

This section allows you to control the shipping methods of the cart. You can choose not to have the cart calculate shipping, or you can choose FedEx, UPS or USPS real-time shipping. You can also choose to create a custom shipping program.

Shipping Settings | **Real-Time Methods** | Custom Methods | Real-Time Shipping Configurations

Add A New Realtime Shipping Method

Carrier - Method Name: **International Methods**
Canada Post - Regular
Canada Post - Expedited
Canada Post - Xpresspost
Canada Post - Priority Courier

Country: **Canada**

State/Province: All States/Provinces
Alberta
British Columbia
Manitoba
New Brunswick

Min/Max Weight: 0.01 150 Include range

Additional Fee: 0 %

Priority: 5

Hidden: No

Figure 6-25-2: Add A Realtime Shipping Method

5. Click **Add method** button.

A confirmation pop up appears, as shown in the Figure 6-25-3 below, which will tell that the new realtime shipping method has been successfully added.



Figure 6-25-3: Realtime Shipping Add Confirmation

6. Click **OK** button.

6.3.2 Edit a Realtime Shipping Method

To **edit a realtime shipping method**, follow the steps:

1. [Open](#) the **Realtime Shipping Costs Calculation Settings** page.
2. You can edit any of the **realtime shipping method** information in **Realtime Shipping Costs Calculation Settings** page.
3. If you want to cancel or start again, click on the **Reset form** button.
4. Click **Save changes** button to update the information.

A confirmation pop up appears, as shown in the Figure 6-26-1 below, which will tell that the changes have been saved successfully.



Figure 6-26-1: Saved Confirmation

5. Click **OK** button.

6.3.3 Delete a Realtime Shipping Method

To **delete a realtime shipping method**, follow the steps:

1. [Open](#) the **Realtime Shipping Costs Calculation Settings** page.
2. Click **Delete Realtime Method** icon for the realtime shipping method you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-27-1 below.



Figure 6-27-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

You will get a confirmation message that the selected realtime shipping method has been successfully removed, as shown in the Figure 6-27-2 below.



Figure 6-27-2: Selected Realtime Shipping Method Delete Confirmation

4. Click **OK** button.

6.3.4 Add a Custom Shipping Method

To **add a custom shipping method**, follow the steps:

1. [Open](#)^[162] the **Shipping Management** page.

Note: By default, the **Shipping Management** page opens under **Shipping Settings** tab.

2. In the **Shipping Management** page, click on the **Custom Calculation** tab.

The **Custom Shipping Costs Calculation Settings** page opens, as shown in the Figure 6-28-1 below.

Note: You can also **edit** and **delete** the custom shipping method from the **Custom Shipping Costs Calculation Settings** page. To know more about [editing](#)^[171] and [deleting](#)^[172] a **custom shipping method**, click on each of the links.

Shipping Management

This section allows you to control the shipping methods of the cart. You can choose not to have the cart calculate shipping, or you can choose FedEx, UPS or USPS real-time shipping. You can also choose to create a custom shipping program.

Shipping Settings | Real-Time Methods | **Custom Methods** | Real-Time Shipping Configurations

[Add A New Custom Shipping Method](#)

Realtime Shipping Costs Calculation Settings

| Carrier Name | Calculation Method | Country/State | Priority | Hidden |
|--------------------|--------------------|---------------|----------|--------|
| Custom Shipping #1 | Base + Weight | ALL - ALL | 5 | No |

Save changes | Reset form

Figure 6-28-1: Custom Shipping Costs Calculation Settings page

3. Click on **Add A New Custom Shipping Method** link in the bottom of the **Custom Shipping Costs Calculation Settings** page, to expand it.

Scroll down to **Add A New Custom Shipping Method** in the bottom of the **Custom Shipping Costs Calculation Settings** page, as shown in the [Figure 6-28-2](#)^[170] below.

4. **Add A New Custom Shipping Method:** Enter the following information:
 - a. **Carrier Name:** Enter the carrier name.
 - b. **Calculation Method:** Select the calculation method (Weight, At product level, Price-based, etc.) from the drop down menu.
 - c. **Countries:** Select the country from the drop down menu. You can also select **ALL COUNTRIES** from the drop down menu.
 - d. **State/Province:** Select the State/Province from the drop down menu.
 - e. **Priority:** Select the Priority from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher it will be listed.
 - f. **Hidden:** Select **Yes** from the drop down menu if you want to hide this Custom Shipping Method, otherwise select **No**.

Add A New Custom Shipping Method

Carrier Name:

Calculation Method:

Countries:
 United States
 Canada
 United Kingdom
 Afghanistan
 Albania
 Algeria

States/Provinces:

Priority:

Hidden:

Figure 6-28-2: Add A New Custom Shipping Method

5. Click **Add method** button.

The **Custom Shipping Rates** page opens, as shown in the Figure 6-28-3 below.

Custom Shipping Rates

Carrier Name: **Custom Shipping #2**
 Method Name: **Base + Weight**

Country - State: **ALL - ALL**

Please enter rates below

| Min Weight | Max Weight | Base Price | Price Per Lbs |
|----------------------|------------|------------|---------------|
| No rates defined yet | | | |

Add a New Rates Range

[Back to Shipping Management page](#)

Figure 6-28-3: Custom Shipping Rates

6. To add Shipping Rates for this Custom Method, enter the **Min Weight, Max Weight, Base Price** and **Price Per Lbs**.
7. Click **Add** button to add the new custom range.



Figure 6-28-4: Custom Shipping Rates Add Confirmation

6.3.5 Edit a Custom Shipping Method

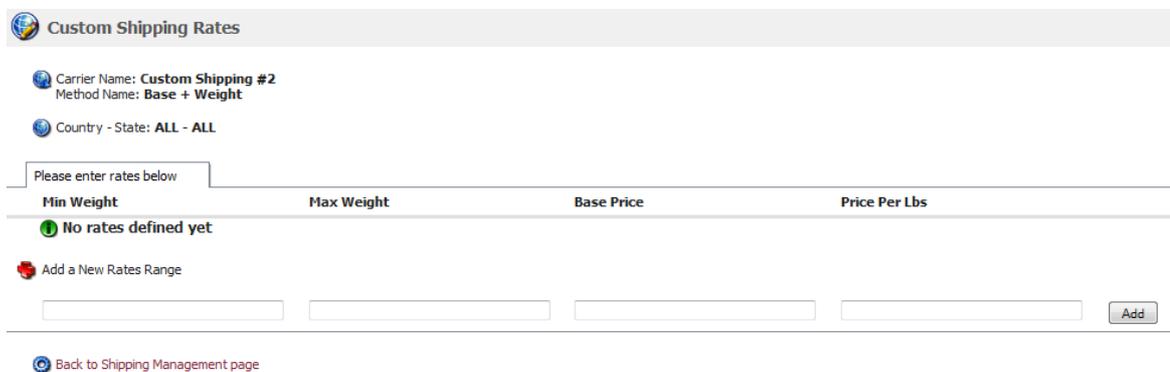
To **edit a custom shipping method**, follow the steps:

1. [Open](#)¹⁶⁹ the **Custom Shipping Costs Calculation Settings** page.
2. Click **Edit Shipping Rates for This Method**  icon for the custom shipping method you want to modify.

The **Custom Shipping Rates** page opens, as shown in the Figure 6-29-1 below, where you can edit the shipping rates range.

Note: You can also add many different levels by **Adding New Rates Range** in the **Custom Shipping Rates** page. To **add new rates range**, enter the information and click **Add** button. To know more about **adding a custom rates range**, [click here](#)¹⁷⁰.

3. Edit any of the information in **Custom Shipping Rates** page.



Custom Shipping Rates

Carrier Name: Custom Shipping #2
Method Name: Base + Weight

Country - State: ALL - ALL

Please enter rates below

| Min Weight | Max Weight | Base Price | Price Per Lbs |
|----------------------|------------|------------|---------------|
| No rates defined yet | | | |

Add a New Rates Range

[Back to Shipping Management page](#)

Figure 6-29-1: Edit Custom Shipping Rates page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

A confirmation pop up appears, as shown in the Figure 6-29-2 below, which will tell that the changes have been saved successfully.



Figure 6-29-2: Saved Confirmation

6. Click **OK** button.

6.3.6 Delete a Custom Shipping Method

To **delete a custom shipping method**, follow the steps:

1. [Open](#)¹⁶⁹ the **Custom Shipping Costs Calculation Settings** page.
2. Click **Delete Custom Method**  icon for the custom shipping method you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-30-1 below.



Figure 6-30-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

You will get a confirmation message that the selected custom shipping method has been successfully removed, as shown in the Figure 6-30-2 below.



Figure 6-30-2: Selected Custom Shipping Method Delete Confirmation

4. Click **OK** button.

6.3.7 Fed-Ex, UPS and USPS Realtime Configuration

This section can be used to set or edit realtime-shipping gateway (UPS, USPS and Fed-Ex Gateway Settings).

To set up **realtime shipping gateway** follow the steps:

1. [Open](#)¹⁶² the **Shipping Management** page.

Note: By default, the **Shipping Management** page opens under **Shipping Settings** tab.

In the **Shipping Management** page, click on **Real-time Shipping Configurations** tab.

2. The **Real-time Shipping Configurations** page opens.
3. **UPS Gateway Settings:** Enter the following information, as shown in the [Figure 6-31-1](#)^[174] below.
 - a. To set up UPS real-time shipping you will first need to have an account with UPS. To set up an account
 - b. Next you will need to generate a XML access key through UPS to get rates. To generate this key, login to your UPS account and generate a Developer Key by going to the following location: https://www.ups.com/e_comm_access/laServ?CURRENT_PAGE=INTRO&OPTION=ACCESS_LICENSE&loc=en_US
 - c. Once that is complete, you will have the ability to generate a XML access key. Once you have that key, copy and paste that information into the UPS area of the cart along with the username and password to your account.

The following URLs exist for connecting the cart to UPS:

<https://www.ups.com/ups.app/xml/Rate>
<https://www.ups.com/ups.app/xml/Track>

UPS Rate Chart: Select from the UPS Rate Chart drop down menu, which rate chart (Regular Daily Pickup, On Call Air, etc.) applies to the shipment. By default, this is **Regular Daily Pickup**. **Regular Daily Pickup** rates are the lowest published rates, and apply to the majority of UPS shipments.

UPS Container: UPS Container drop-down menu allows you to specify the shipping container type (Your Packaging, UPDS Tube, etc.). It is a global setting and will be applied to all products in Your Cart. By default, this is **Your Packaging**.

UPS residential or commercial delivery: Select from the drop down menu, it is a **residential** or **commercial** delivery.

Note: Unless you have very specific shipping requirements, you should be using the default methods.

UPS Gateway Settings

 Please choose settings options below. Unless you have very specific shipping requirements, you should be using the default methods. Rate Chart determines which rate chart applies to the shipment. Regular Daily Pickup rates are the lowest published rates, and apply to the majority of UPS shipments. Container drop-down box allows for the type of shipping container to be specified, but is a global setting and will be applied to all products in your cart. UPS online tool is by default getting shipping rate for "Bill to UPS account" = "Yes".

| | | |
|--|--|--------------------------------------|
| UPS XML Access Key | <input type="text"/> | Validate the account |
| UPS User Id | <input type="text" value="admin"/> | |
| UPS Password | <input type="password" value="*****"/> | |
| UPS Pickup Type | <input type="text" value="Daily Pickup(default)"/> | |
| UPS Package Type | <input type="text" value="Your Packaging (default)"/> | |
| UPS residential or commercial delivery | <input type="text" value="Commercial"/> | |
| Server URL for UPS Rating Tool | <input type="text" value="https://www.ups.com/ups.app/xml/Rate"/> | |
| Server URL for UPS Tracking Tool | <input type="text" value="https://www.ups.com/ups.app/xml/Track"/> | |

Figure 6-31-1: UPS Gateway Settings

4. **USPS Gateway Settings:** Enter the following information, as shown in the Figure 6-31-2 below. First you will need to get an account through <http://www.uspswebtools.com/registration/>
 - a. **USPS Web Tools User ID:** Enter the USPS Web Tools User ID.
 - b. **USPS Server URL:** Enter the USPS Server URL.

USPS Gateway Settings

 Please note: to begin using USPS rates calculators APIs you must complete a simple registration process. [Click here](#) to go to USPS site.

| | |
|-----------------------------------|----------------------|
| USPS Web Tools User ID | <input type="text"/> |
| Server URL for USPS Rating Tool | <input type="text"/> |
| Server URL for USPS Tracking Tool | <input type="text"/> |
| Server URL for USPS Labeling Tool | <input type="text"/> |

Figure 6-31-2: USPS Gateway Settings

5. **Canada Post Gateway Settings:** Insert your Merchant ID into the 'Canada Post Merchant ID' field after going to <http://www.canadapost.ca/> to sign up for an account. You will need to get your Server URL for Canada Post Rating tool from Canada Post. Do not change the values in 'Server URL for Canada Post Tracking tool'.

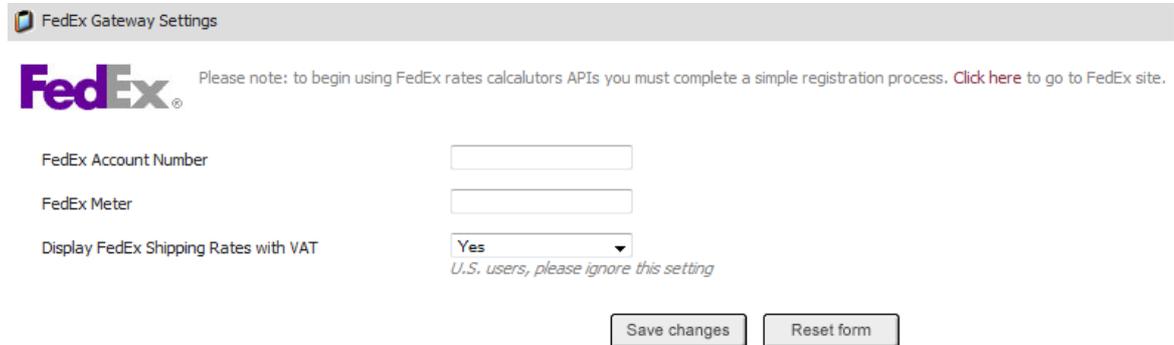
Canada Post Gateway Settings

 Please note: to begin using Canada Post rates calculators APIs you must complete a simple registration process. [Click here](#) to go to Canada Post site.

| | |
|--|---|
| Canada Post Merchant ID | <input type="text" value="CPC_DEMO_XML"/> |
| Server URL for Canada Post Rating Tool | <input type="text" value="http://206.191.4.228:30000/"/> |
| Server URL for Canada Post Tracking Tool | <input type="text" value="https://em.canadapost.ca/emo/basicPin.do"/> |
| Show delivery date with method name | <input type="text" value="No"/> |
| Total Amount for Insurance Calculation | <input type="text" value="No"/> |
| Turn Around Time (hours) | <input type="text" value="0"/> |

Figure 6-31-3: Canada Post gateway Settings

6. **FedEx Gateway Settings:** Enter the following information, as shown in the Figure 6-31-3 below.
 - a. **FedEx Account Number:** Enter the FedEx Account Number.
 - b. **FedEx Meter:** Enter the FedEx Meter.



FedEx Gateway Settings

FedEx Please note: to begin using FedEx rates calculators APIs you must complete a simple registration process. [Click here](#) to go to FedEx site.

FedEx Account Number

FedEx Meter

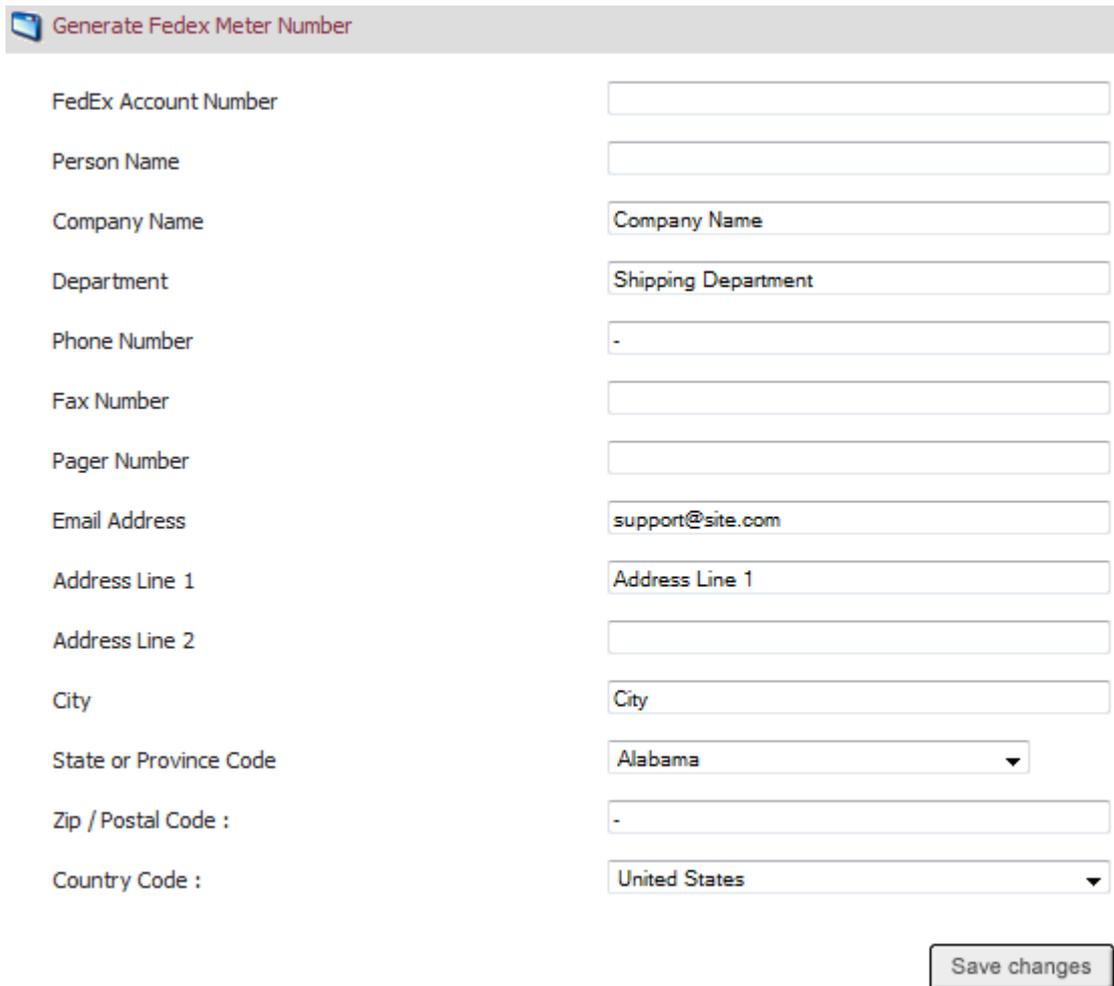
Display FedEx Shipping Rates with VAT
U.S. users, please ignore this setting

Figure 6-31-4: FedEx Gateway Settings

7. If you want to cancel or start again, click on the **Reset form** button.
8. Click **Save changes** button to save details.

Note: You can also generate **FedEx Meter Number**, by clicking on  icon or **Generate FedEx Meter Number** link.

9. **Generate FedEx Meter Number:** Click  icon or **Generate FedEx Meter Number** link to open the Generate FedEx Meter Number Page, as shown in the Figure 6-31-4 below.



Generate FedEx Meter Number

| | |
|------------------------|--|
| FedEx Account Number | <input type="text"/> |
| Person Name | <input type="text"/> |
| Company Name | <input type="text" value="Company Name"/> |
| Department | <input type="text" value="Shipping Department"/> |
| Phone Number | <input type="text" value="-"/> |
| Fax Number | <input type="text"/> |
| Pager Number | <input type="text"/> |
| Email Address | <input type="text" value="support@site.com"/> |
| Address Line 1 | <input type="text" value="Address Line 1"/> |
| Address Line 2 | <input type="text"/> |
| City | <input type="text" value="City"/> |
| State or Province Code | <input type="text" value="Alabama"/> |
| Zip / Postal Code : | <input type="text" value="-"/> |
| Country Code : | <input type="text" value="United States"/> |

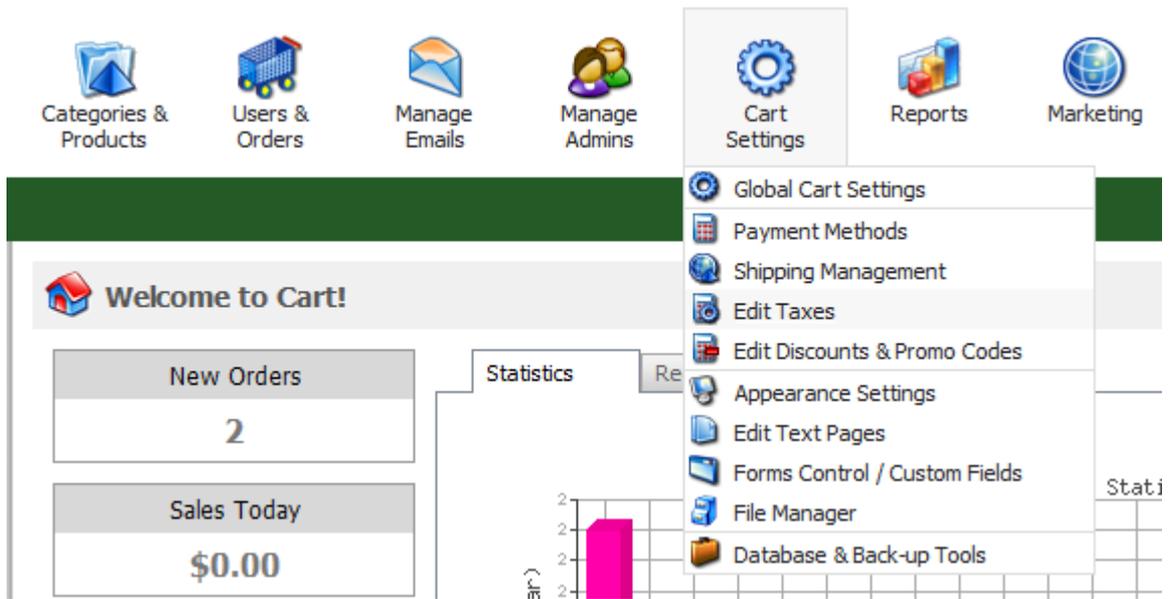
Figure 6-31-5: Generate FedEx Meter Number

10. Enter the information under Generate FedEx Meter Number and click **Save changes** button.
11. If you want to cancel or start again, click on the **Reset form** button.

6.4 Edit Taxes

Setting up taxes:

1. Go to '**Edit Taxes**' page under '**Cart Settings**'.



2. Define settings for the tax you are creating under '**Edit Tax Settings**' tab. '**Default Tax Country**' and '**Default Tax State**' are used to calculate taxes on product page(s) before user logs in for VAT.

New Tax Rate

Add a New Tax Rate

Tax Rate Name

Define a New Tax Zone

Select a Tax Class
[Click here to manage classes](#)

Rate Priority
 Rates at the same priority are added, others are compounded

Tax Rate, %

Apply To

- Simple Users
- Wholesalers Level 1
- Wholesalers Level 2
- Wholesalers Level 3

3. After you complete this page, you should now have a working tax scheme setup.

6.4.1 Advanced Tax Setup

Setting up taxes using Advanced Mode.

1. Go to '**Edit Taxes**' page under '**Cart Settings**'

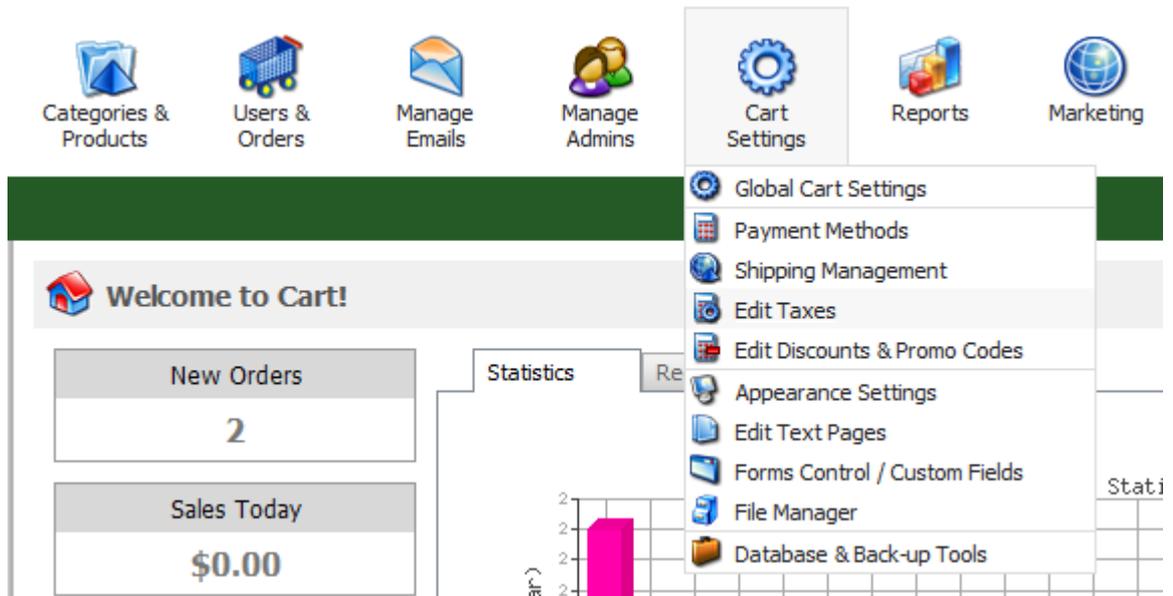


Figure 6-32-1: Advanced Taxes

2. Use [Switch to Advanced Mode](#) link to use the advance setting for taxes. This setting will give you more control over creating taxes.
3. Define settings for the tax you are creating under '**Edit Tax Settings**' tab.
4. '**Default Tax Country**' and '**Default Tax State**' are used to calculate taxes on product page(s) before user logs in for VAT as shown in figure 6-32-2

[Edit Tax Settings](#) [Edit Tax Zones](#) [Edit Tax Classes](#) [Edit Tax Rates](#)

Taxes Settings

Display Prices with Tax?

Apply Tax to Orders By

- Order Shipping Address, or Billing Address if there no shipping
- Order Billing Address
- Default Tax Country / State (see below)

Default Tax Country

Default Tax State / Province

Figure 6-32-2: Advanced Taxes: Tax Settings

5. Add tax zone under '**Edit Tax Zones**' tab. Create a zone then click on pencil icon to add counties and states to the zone.
6. Please note that without defining the zone (counties and states details for zone) taxes will not work.

[Edit Tax Settings](#) [Edit Tax Zones](#) [Edit Tax Classes](#) [Edit Tax Rates](#)

Taxes Zones

| Tax Zone Name | Tax Zone Description |  |
|----------------------|----------------------|---|
| <input type="text"/> | <input type="text"/> | |

Figure 6-32-3: Advanced Taxes: Tax Zones

7. Add class under '**Edit Tax Classes**' tab. Class is nothing but group of product which you can use to define taxes. Classes allow you to apply different tax rate to different products. Create a class then click on pencil icon to add products to the class.

Edit Tax Settings
Edit Tax Zones
Edit Tax Classes
Edit Tax Rates

Taxes Classes

| Tax Class Name | Tax Class Description | |
|----------------|--------------------------------|--|
| General | Default class for all products | |

Save changes

Reset form

Figure 6-32-4: Advanced Taxes: Tax Classes

8. Final step is **'Edit Tax Rates'**. Click on **'Add a New Tax Rate'** link to add a tax rate to a zone. Choose appropriate zone and class for the rate.

Edit Tax Settings
Edit Tax Zones
Edit Tax Classes
Edit Tax Rates

Taxes Rates

This page allows to manage taxes rates. Please note: Rates at the same priority are added, others are compounded

[Add a New Tax Rate](#)

Figure 6-32-5: Advanced Taxes: Tax Rates

9. If tax is applicable for all site users then select all check boxes under **'Apply to'** section.

10. **'Apply to'** section allows you to define different tax for different type of users or eliminate any kind of user from tax rule.

[Edit Tax Settings](#) | [Edit Tax Zones](#) | [Edit Tax Classes](#) | [Edit Tax Rates](#)

Taxes Rates

Taxes Rate Data

[Back to tax rate list](#)

Tax Zone :

Tax Class :

Rate Priority : Rates at the same priority are added, others are compounded

Tax Rate (%) :

Apply to :

- Simple Users
- Wholesalers Level 1
- Wholesalers Level 2
- Wholesalers Level 3

Tax Rate Description :

Figure 6-32-6: Advanced Taxes: Tax Rate Setup

11. After you complete this page, you should now have a working tax scheme setup.

***Note**, for any countries other than the US and Canada, you will have to populate your own countries list.

6.5 Edit Discounts

In this section, you can create various discount ranges for all purchases. The discount amount you set on [Discounts page](#)^[183] are global for the cart and will be applied to all purchases.

Note: To set the individual discounts, go to [Quantity Discounts](#)^[34] under [Product \(Insert\) page](#)^[18] and enter the specific discount on a **product**.

To **edit discounts**, follow the steps:

1. Click **Edit Discounts & Promo Codes**, as shown in the Figure 6-33-1 below.

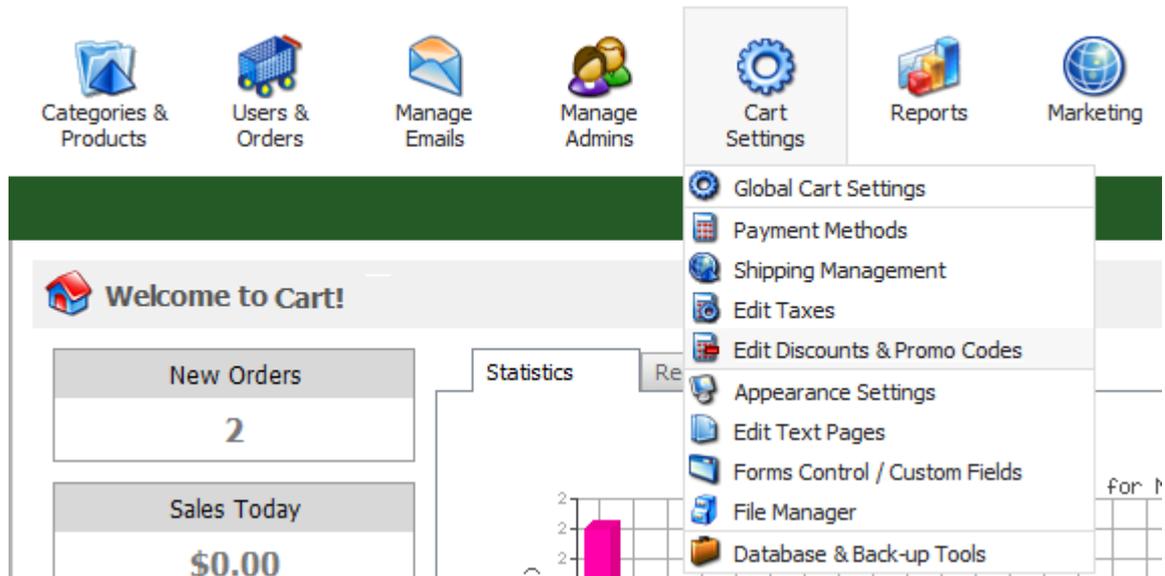


Figure 6-33-1: Edit Discounts

Discounts page opens, as shown in the [Figure 6-33-2](#) below.

Note: You can also open the **Discounts** page directly by clicking on **Edit Discounts** link in the [Admin Area Home page](#).

2. Under **Global Discounts**, you can select **Yes** from the **Use Global Discounts** drop down menu if you want to provide the discount globally, otherwise select **No**.
3. You can create various discount range(s) for all the purchases by entering the **minimum amount**, **maximum amount** or **discount value** on the respective boxes. You can also select from the drop down menu that the discount value is in **%** or **USD**.

Note: The ranges for the discount amount (percentage or flat amount) should be set as an incentive for larger purchases. The ranges set should not overlap, as this will negate the desired discount given.

 **Discounts**

 The discounts you set on this page are global for the cart and will be applied to all purchases. To set individual discounts, go to "Add a Product" page and enter the specific discount or choose to use a range of discounts as a flat rate or percentage. Ideally, the range is used as an incentive to get larger purchases.

 Please note: Enter numbers with . (dot) decimal symbol

 **Global Discounts**

Use Global Discounts?

| | Min Amount | Max Amount | Discount | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----|
| <input type="checkbox"/> Range 1 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 2 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 3 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 4 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 5 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 6 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 7 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 8 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 9 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |
| <input type="checkbox"/> Range 10 | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | % ▾ |

Figure 6-33-2: Discounts Page

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to save details about the discounts.

6.6 Create Promo Codes

In this section, you can know how to add coupons or promo codes that can be provided to the users to get discounts on their orders.

To **add promo codes**, follow the steps:

1. [Open](#)^[181] the **Discounts** page.

Note: You can also **enable** and **delete** the promo codes from the **Discounts** page. To know more about [enabling](#)^[184] and [deleting](#)^[185] the **promo codes**, click on each of the links.

2. In the **Discounts** page, scroll down to **Create a New Promo Code**, as shown in the [Figure 6-34-1](#)^[184] below and enter the following information:
 - a. **Campaign Name:** Enter the campaign name.
 - b. **Promo Code:** Enter the code that can be provided to the users to get discounts.
 - c. **Is it Active:** Select **Yes** from the drop down menu to make the promo code active, otherwise select **No**.
 - d. **Start Date:** Select the **start date** for the promo codes to avail the

- discount.
- e. **Finish Date:** Select the **last date** for the promo codes to avail the discount.
 - f. **Discount:** Enter how much discount will be provided in this promo code and then select from the drop down menu it is in **%** or **USD**.
 - g. **Minimum order subtotal for this code:** Enter the minimum order to avail this code to get discounts.

Create a New Promo Code

| | |
|---|--|
| Campaign Name : | <input type="text"/> |
| Promo Code : | <input type="text"/> |
| Is it Active? : | <input type="text" value="Yes"/> |
| Start Date : | <input type="text" value="May"/> <input type="text" value="1"/> <input type="text" value="2008"/> |
| End Date : | <input type="text" value="May"/> <input type="text" value="31"/> <input type="text" value="2008"/> |
| Discount : | <input type="text"/> <input type="text" value="USD"/> |
| Minimum order subtotal for this code : | <input type="text"/> |

Figure 6-34-1: Create a New Promo Code

3. If you want to cancel or start again, click on the **Reset form** button.
4. Click **Save changes** button to add a promo code.

6.7 Enable Promo Codes

After creating a promo code, you can enable that promo code.

To **enable promo codes**, follow the steps:

1. [Open](#) ¹⁸¹ the **Discounts** page.
2. In the **Discounts** page, scroll down to **Promo Codes**, as shown in the [Figure 6-35-1](#) ¹⁸⁴ below.
3. Under **Promo Codes**, select **Yes** from the drop down menu if you want to enable promo codes, otherwise select **No**.

Promo Codes

Do you want to enable promo codes?

| Campaign Name | Date Ranges | Promo Code | Discount | Subtotal | Action |
|---|-------------------------|------------|----------|----------|---|
| <input checked="" type="checkbox"/> Tom | 05/01/2008 - 05/31/2008 | TOM | \$1.00 | \$1.00 |  |

Figure 6-35-1: Promo Codes

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to enable the promo code.

6.8 Delete Promo Codes

To **delete promo codes**, follow the steps:

1. [Open](#)^[187] the **Discounts** page.
2. In the **Discounts** page, scroll down to **Promo Codes**.
3. Select the **Promo Codes** you want to delete by checking the box and click **Delete**  icon.

A pop up appears asking for confirmation, as shown in the Figure 6-36-1 below.

**Figure 6-36-1: Delete Confirmation**

4. Confirm deletion process, by clicking **OK** button.

6.9 Appearance Settings Overview

This section is used for appearance settings. To know in detail about the following sections, click on the respective links below:

[Change Site Colors](#)^[186]

[Edit Site Colors](#)^[188]

[Edit Site Layout](#)^[189]

[Catalog & Product Page Settings](#)^[193]

[Edit Site Headers Text and Images](#)^[197]

[Edit Site Buttons Text and Images](#)^[199]

[Edit Default Site Images](#)^[200]

[Edit Site Header and Footer](#)^[203]

[Edit Site Home Page](#)^[204]

[Edit Site Fonts](#)^[206]

6.9.1 Change Site Colors

In this section, you can change the colors of your site by modifying the existing templates or by creating a new custom template.

To **change site colors**, follow the steps:

1. Click **Appearance Settings**, as shown in the Figure 6-37-1 below.

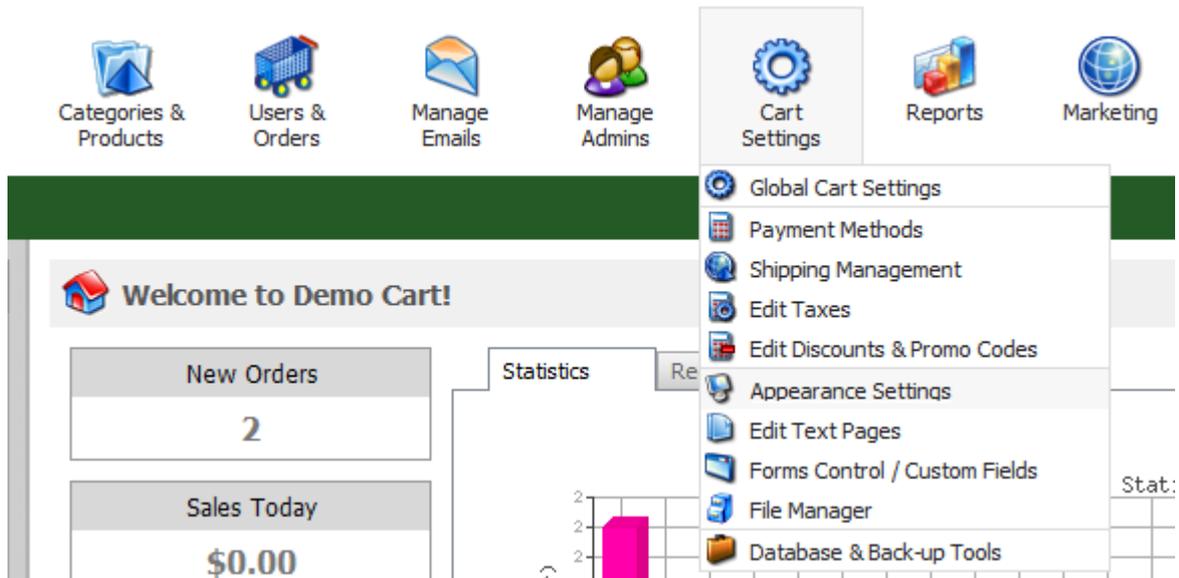


Figure 6-37-1: Appearance Settings under Cart Settings

2. **Appearance Settings** page will open, as shown in the [Figure 6-37-2](#)^[186] below.

Note: You can also open the **Appearance Settings** page directly by clicking on **Appearance Settings** link in the [Admin Area Home page](#)^[8].

In the **Appearance Settings** page, you can also adjust the [Edit Site Colors](#)^[188], [Edit Site Layout](#)^[189], [Catalog & Product Page Settings](#)^[193], [Edit Site Headers Text and Images](#)^[197], [Edit Site Buttons Text and Images](#)^[199], [Edit Default Site Images](#)^[200], [Edit Site Header & Footer](#)^[203], [Edit Site Home Page](#)^[204] and [Edit Site Fonts](#)^[206].

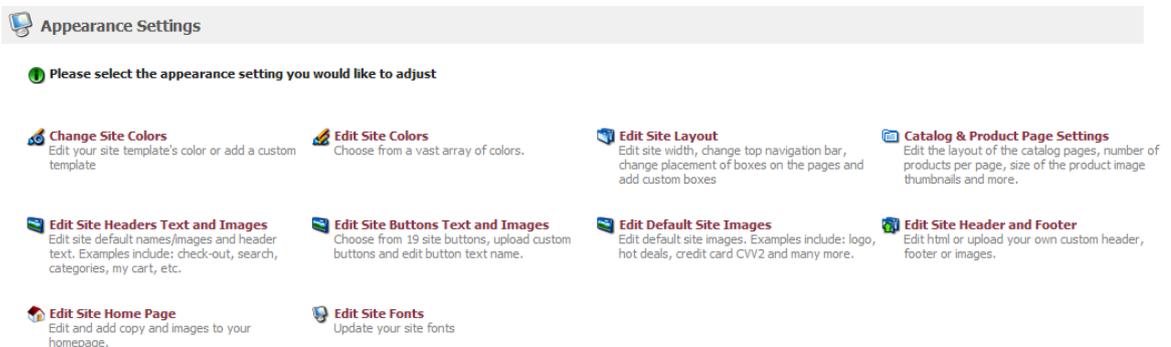


Figure 6-37-2: Appearance Settings Page

3. Click **Change Site Colors** link in the **Appearance Settings** page.

Site Color Templates page opens, as shown in the [Figure 6-37-3](#) below.

4. To **create your own new custom template** for changing the site colors, select the color template that closely matches the colors you want from **Select a Color Template** drop-down menu under **Choose a color template**.
5. Under **Create a New Template**, select **Yes** from the drop down menu for "**Do You Want To Create A Custom Color Template**".
6. **Enter the name** of the **new color template** you would like to create.
7. Click **Save changes** button to add it to the existing color templates drop down menu. You will be taken to **edit site colors** page, where you can further define the colors of your template. To know more, go to [Edit Site Colors](#).

Note: You can also **edit an existing template** in the [Site Color Templates page](#) for changing the site colors. Select an existing template from **Select a Color Template** drop-down menu under **Choose a color template** and then clicking **Edit current template** link. You will be taken to **edit site colors** page, where you can edit the colors of your existing template. To know more, go to [Edit Site Colors](#).

Site Color Templates (current - Cart-Default)

This page will allow you to change the colors of your site. You have the ability to select one of our defined templates, or create a custom template. For information on creating a custom color template, please look below.

[Edit Current Template](#) (current template is "Cart-Default")

Color Scheme

Choose a color template

Select a Color Template: Cart-Default (active)

[Edit current template](#)

Create a New Template

Demo Cart allows you to create your own custom color templates. To create a new template:

1. Select the color template that closely matches the colors you want (or select blank)
2. Select YES for "Do You Want To Create A Custom Color Template"
3. Enter in the name of the template you will be creating.
4. Press "Save Changes" and you will be taken to our custom color page where you can further define the colors of your template.

Do you want to create a new Color Template? No

Name of the New Color Template:

Figure 6-37-3: Site Color Templates

8. After **creating a new custom template** or **editing an existing template**, select the new or updated color template from **Select a Color Template** drop-down menu under **Choose a color template**.
9. Click **Save changes** button to make it the active template and change the site colors.

6.9.2 Edit Site Colors

In this section, you can edit site colors.

To **edit site colors**, follow the steps:

1. [Open](#)¹⁸⁶ the **Appearance Settings** page.
2. Click **Edit Site Colors** in the **Appearance Settings** page.

Edit Site Colors page opens, as shown in the [Figure 6-38-1](#)¹⁸⁹ below.

Note: Click **Preview Site** link on top of the [Edit Site Colors page](#)¹⁸⁹ to view the site how it looks.

3. Click the **edit**  icon in **Edit Site Colors** page to customize the colors of the respective sections (i.e. **Body, Site, Bars, Box, Page, Catalog** and **Form**) in the Figure 6-38-1 below.

 Preview Site

Update Site Top and Bottom

 Body

Body background 

 Site

Site background 

Site border 

Site text 

Site link 

Site link hover 

 Form

Form header background 

Form header text 

Form items text 

Form comments text 

Form input 

Form separator background 

Form separator text 

Form border 

Figure 6-38-1: Edit Site Colors Page

4. If you want to cancel or start again, click on **Reset form** button.
5. Click **Save changes** button to update the site colors.

6.9.3 Edit Site Layout

In this section you can edit site width, change top navigation bar settings, change placement of boxes on the pages and add custom boxes.

To **edit site layout**, follow the steps:

1. [Open](#) ¹⁸⁶ the **Appearance Settings** page.
2. Click **Edit Site Layout** in the **Appearance Settings** page.

Site Layout page opens.

3. **Site Width & Align:** Select the site width & align by clicking on the respective radio button, as shown in the Figure 6-39-1 below.

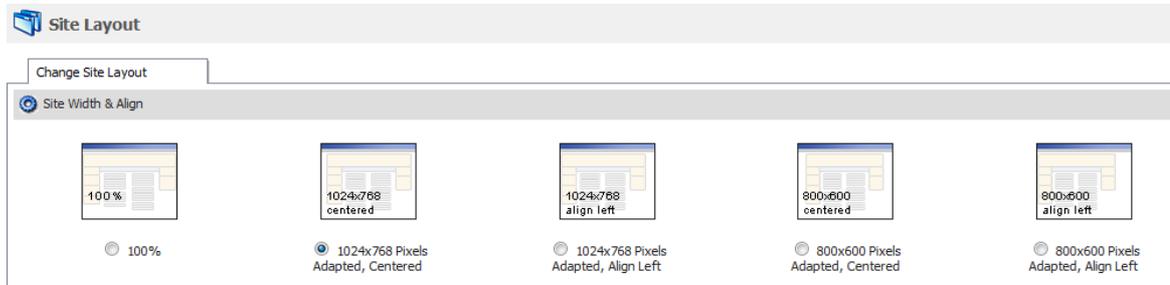


Figure 6-39-1: Site Width & Align

4. **Top Bar Settings:** Decide the height of the Top Bar and will it be visible. Enter the following information, as shown in the Figure 6-39-2 below:
 - a. **Is Top Bar Visible:** Select **Yes** from the drop down menu to make the **Top Bar** visible.
 - b. **Top Bar Height (pixels):** Enter the **Top Bar Height** in pixels.
 - c. **Checkout Controls Location:** Select the checkout controls location (i. e. **Top Bar** or **Over Top Bar**) from the drop-down menu.

Figure 6-39-2: Top Bar Settings

5. **Box Settings:** Here you can customize the settings of the boxes. Enter the following information, as shown in the [Figure 6-39-3](#) ¹⁹¹ below:
 - a. **Hide boxes on checkout pages:** Select **Yes** from the drop down menu to hide boxes on checkout pages, otherwise select **No**.
 - b. **Hide right side on fixed-width carts:** Select **Yes** from the drop down menu to auto-hide right side boxes on the Catalog, Cart & Project information pages, otherwise select **No**.
 - c. **Boxes width (pixels):** Enter the box width in pixels.
 - d. **Boxes Header Text Align:** Select the box header text alignment (Center, Left or Right) from the drop-down menu.
 - e. **Category Menu:** Select **Right** or **Left** from the drop down menu, wherever you want **Category Menu** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
 - f. **My Cart:** Select **Right** or **Left** from the drop down menu, wherever

you want **My Cart** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.

- g. **Best Sellers:** Select **Right** or **Left** from the drop down menu, wherever you want **Best Sellers** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- h. **Search:** Select **Right** or **Left** from the drop down menu, wherever you want **Search** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- i. **Subscribe:** Select **Right** or **Left** from the drop down menu, wherever you want **Subscribe** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- j. **Recent Items:** Select **Right** or **Left** from the drop down menu, wherever you want **Recent Items** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- k. **Manufacturers:** Select **Right** or **Left** from the drop down menu, wherever you want **Manufacturers** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.

Note: Please click [here to edit boxes headers](#) link below **Box Settings** in **Site Layout** page to open **Edit Site Headers** page. To know more about **edit site headers**, [click here](#) ^[197].

| | Display Side | Priority |
|---------------|--------------|----------|
| Category Menu | Left | 1 - Top |
| My Cart | Right | 1 - Top |
| Best Sellers | Right | 2 |
| Search | Right | 3 |
| Subscribe | Left | 5 |
| Recent Items | Right | 4 |
| Manufacturers | Left | 1 - Top |

Please click [here to edit boxes headers](#)

Figure 6-39-3: Box Settings

Custom Boxes Settings: Here you can **Add, Edit** or **Delete Custom boxes**.

6. To **Add A New Box**. Click **Add a New Box** link in **Custom Boxes Settings**, as shown in the Figure 6-39-4 below.

 [Custom Boxes Settings \[Click here to Add a New Box\]](#)

 **There are no custom boxes yet**

Figure 6-39-4: Custom Boxes Settings

The **Site Box (insert)** page will open. Here, you can add a custom box to Your Cart.

Note: Click on **Click here to edit Appearance Settings (Default Images, Layout and Colors)** link to open [Appearance Settings page](#)^[186].

7. **Common Box Properties:** Enter the following information, as shown in the [Figure 6-39-5](#)^[192] below:
 - a. **Box Name:** Enter the **box name** to easily identify a box in admin area.
 - b. **Header Text or HTML:** Enter the header text.
 - c. **Box Side/Visibility:** Select **Right** or **Left** from the drop down menu, wherever you want the box side visible. You can also select **Invisible** to hide it.
 - d. **Priority:** Priority is used for sorting. You can select this on a scale of 1 to 10 from the drop down menu, where 1 is given the highest priority.

 **Site Box (insert)**

 Use this section to add a custom box to your cart. To get the correct look, be sure to use HTML.

 [Click here to edit Appearance Settings \(Default Images, Layout and Colors\)](#)

 To add images to the box, the images need to be moved to the <http://Site.com/images/custom/> folder. You can do this moving the images via FTP, or [click here to use file manager](#). Remember, your HTML code needs to have the full path to the images.

 **Please note: required fields are bold**

 **Common Box Properties**

Box Name
Box name is used to help you identify a box in admin area.

Header Text or HTML
You may place there as a text for box header as a box header image HTML, too

Box Side / Visibility

Priority (used for sorting)

Figure 6-39-5: Common Box Properties

8. **Box HTML:** Enter text in the **Box HTML** box.

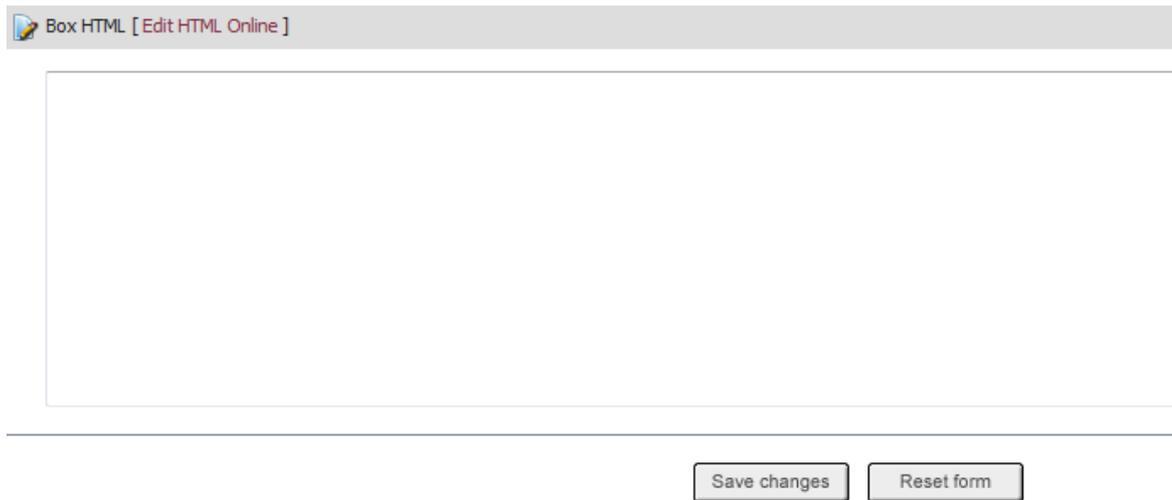


Figure 6-39-6: Box HTML

9. You can also create an eye-catching description by clicking **Edit HTML Online** in **Box HTML**.
10. If you want to cancel or start again, click on the **Reset form** button.
11. Click **Save changes** button to save details about adding a box.
12. To **Edit a Box**, click on **Edit**  icon under **Custom Boxes Settings** in **Site Layout** page. The **Site Box (update)** page opens, where you can edit all the parameters. After editing, click **Save changes** button to update.
13. To **Delete a Box**, click on **Delete**  icon under **Custom Boxes Settings** in **Site Layout** page. A confirmation pop up appears, click **OK** button to delete the box.
14. If you want to cancel or start again, click on **Reset form** button.
15. Click **Save changes** button to update the site layout settings.

6.9.4 Catalog & Product Page Settings

This section is used to enter catalog information. It allows you to setup catalog and product page views. You can also manage the number of products per page, size of the product image thumbnails and more.

To do **catalog settings**, follow the steps:

1. [Open](#) ¹⁸⁶ the **Appearance Settings** page.
2. Click **Catalog & Product Page Settings** in the **Appearance Settings** page.

Catalog Settings page opens.

Note: By default, the **Catalog Settings** page opens under **Catalog Page Views** tab, as shown in the [Figure 6-40-1](#) ¹⁹⁴ below.

To set **catalog page views**, follow the steps:

3. Under **Catalog Page Views** tab, select the **Catalog Views** and enter the

Catalog Settings.

4. **Catalog Views:** Select the **catalog view available** by clicking on the respective check box, as shown in the Figure 6-40-1 below. Also, select the view, which will be active by default by clicking on the radio button.

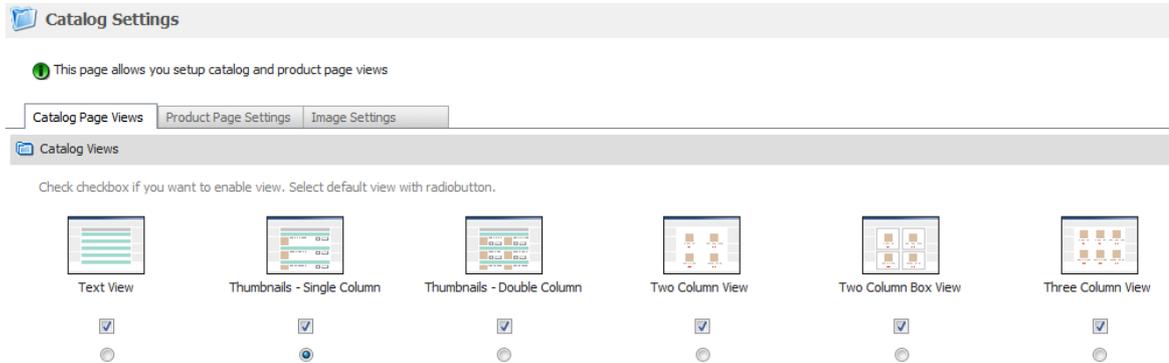


Figure 6-40-1: Catalog Views

5. **Catalog Settings:** Enter the following information, as shown in the [Figure 6-40-2](#) below:
 - a. **List Products By:** Select sort order of product list from the drop down menu. By default, Priority is selected.
 - b. **Products per Page:** Enter the number of products to be displayed per page. If you are displaying **thumbnail images**, it is advisable to keep the number below 30 so that the customers can easily view the page.
 - c. **Pages Number in Navigation Bar:** Enter the number of page links that will be listed in **Catalog Navigation Bar**.
 - d. **Replace Catalog With Alternative Navigation:** Select **Yes** from the drop-down menu to Replace catalog with alternative navigation. It will hide the menu on **Cart**, **Shipping** and **Invoice** page and will only show the catalog. On the other hand, selecting **No** will not replace catalog with alternative navigation.
 - e. **Display subcat products in primary category:** Select **Yes** from the drop down menu to display subcategory products in primary category. Selecting **No** won't display subcategory products in primary category.
 - f. **Display Products ID on catalog pages:** Select **Yes** to display product ID on catalog pages along with the product. On the other hand, selecting **No** will hide the product ID on catalog pages along with the product.

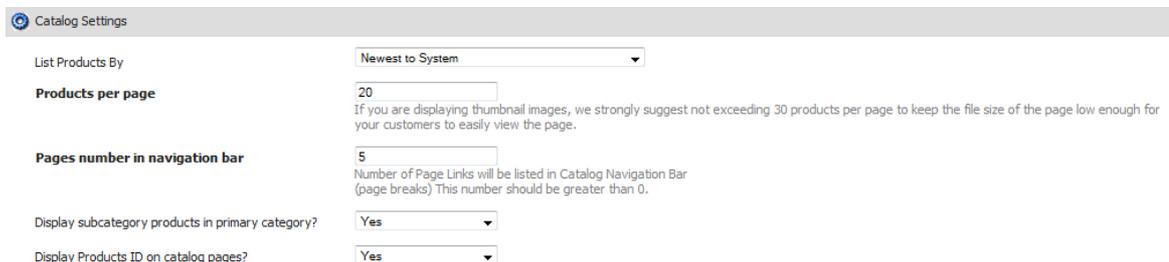


Figure 6-40-2: Catalog Settings

6. If you want to cancel or start again, click on **Reset form** button.
7. Click **Save changes** button to save the catalog page views.
8. Here you can set up your price ranges so when viewing a particular category you can sort by the defined price ranges as shown in Figure 6-40-3

| Price Ranges Filter | | |
|--|--------|--------|
| Do you want to enable price ranges filter? | No | |
| Price Range 1 | 0.00 | 19.99 |
| Price Range 2 | 20.00 | 49.99 |
| Price Range 3 | 50.00 | 99.99 |
| Price Range 4 | 100.00 | 199.99 |
| Price Range 5 | 200.00 | 499.99 |
| Price Range 6 | 500.00 | 999.99 |
| Price Range 7 | | |
| Price Range 8 | | |
| Price Range 9 | | |
| Price Range 10 | | |

Figure 6-40-3: Price Range Filters

For **product page settings**, follow the steps:

1. Click **Product Page Settings** tab in the **Catalog Settings** page.
2. Enter the following information, as shown in the [Figure 6-40-4](#) below:
 - a. **Choose page style:** Choose a style from existing page style templates.
 - b. **Recommended Product View:** Select how the product will be displayed on product page from the drop-down menu.
 - c. **Recommended Products on Product Page:** Select the number of recommended products to be displayed on product page from the drop-down menu.
 - d. **Send Email to a Friend As:** Select the format (**HTML** or **Text**) of the email if a customer wants to notify a friend about a product through email. You can also disable this feature by selecting **Feature Disabled** from the drop-down menu.
 - e. **Image Zooming:** Select 'Zoom', 'Magnify' or 'None' Depending on the affect you want to give on your product images on the product page.

Figure 6-40-4: Product Settings Page

3. If you want to cancel or start again, click on the **Reset form** button.
4. Click **Save changes** button to save the product page settings.

For **Image settings**, follow the steps:

1. Click **Image Settings** tab in the **Catalog Settings** page.
2. Enter the following information, as shown in the [Figure 6-40-5](#)^[196] below:
 - a. **Thumbnail image size:** Set **Catalog image thumbnail size**, in pixels. It is recommended to have the image size between 50 and 120 pixels.
 - b. **Thumbnail Image Type:** Select the Products image thumbnail type from the drop-down menu.
 - c. **Image on product page size:** Set the **Products image thumbnail size**, in pixels. It is recommended to have the image size between 200 and 400 pixels.
 - d. **Image on Product Page Image Type:** Select the image type on Product page from the drop-down menu.

Note: If you make a change to image sizes, you will need to regenerate thumbnails using the [Thumbnail Generator](#)^[47].

Figure 6-40-4: Image Settings Page

3. If you want to cancel or start again, click on the **Reset form** button.
4. Click **Save changes** button to save the image settings.

6.9.5 Edit Site Headers Text and Images

This section will allow you to upload site default names/images and header text such as Checkout, Search, Categories, My Cart, etc. You can also choose the header set from the 15 pre-defined sets.

To **edit site headers text and images**, follow the steps:

1. [Open](#) ¹⁸⁶ the **Appearance Settings** page.
2. Click **Edit Site Headers Text and Images** in the **Appearance Settings** page.

Edit Site Headers page opens.

3. **Header Set:** Select **Header Set** from the **Pre-defined Custom Header Set** drop down menu and click **Use This Set** button to use this header set with Active Language, as shown in the Figure 6-41-1 below.

Note: You can view the header set automatically in front of **Preview** as soon as you select it in **Pre-defined Custom Header Set** drop down menu.

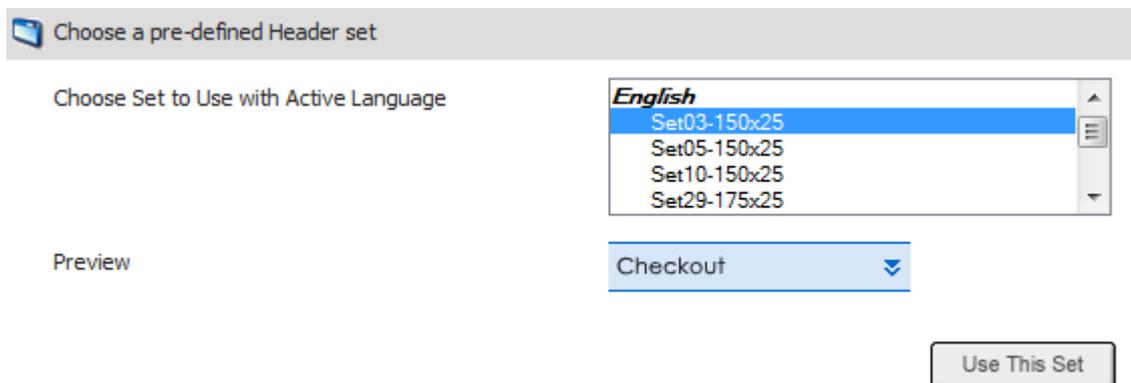


Figure 6-41-1: Header Set

4. Select the language from **Choose language to edit** drop down menu under **Current Headers Set**.
5. Enter header text in the **Caption box** and click **Browse** of the respective sections to upload the image (image types are **JPG**, **GIF** and **PNG**) in **Edit Site Headers** page, as shown in the Figure 6-41-2 below.

Note: You can remove a particular image by clicking on **Delete This Image** link

under **Current Headers Set**. A pop up appears asking for confirmation. Click **OK** button.

You can also **Delete All Images** at once by clicking on **Delete All Images** link under **Current Headers Set** in the bottom of the **Edit Site Headers** page. A pop up appears asking for confirmation. Click **OK** button.

 Please Select Headers Mode

Set Header as Background Image Yes

 Current Headers Set

| Description | Caption / Image Alt Text |
|--------------------------------------|---|
| Choose Language to Edit | <input style="width: 100%;" type="text" value="English"/> |
| Categories Box Header | <input style="width: 100%;" type="text" value="Categories"/> |
| Signup for our newsletter Box Header | <input style="width: 100%;" type="text" value="Signup for our newsletter"/> |
| Checkout Box Header | <input style="width: 100%;" type="text" value="Checkout"/> |
| My Profile Box Header | <input style="width: 100%;" type="text" value="My Profile"/> |
| About this product Box Header | <input style="width: 100%;" type="text" value="About this product"/> |
| Order Product Box Header | <input style="width: 100%;" type="text" value="Order"/> |
| Manufacturers Box Header | <input style="width: 100%;" type="text" value="Manufacturers"/> |
| Related Items | <input style="width: 100%;" type="text" value="Related Items"/> |
| Text Buttons Background | <input style="width: 80%;" type="text"/> <input type="button" value="Browse..."/> |

Current image (175x25 pixels, 1.99kb file size) [Delete This Image](#)



[Delete all images](#)

Figure 6-41-2: Edit Site Headers Page

6. If you want to cancel or start again, click on **Reset form** button.
7. Click **Save changes** button to upload your headers to the cart.

6.9.6 Edit Site Buttons Text and Images

This section will allow you to upload custom buttons to Your Cart and edit button text name. You can also choose the button from the 19 pre-defined site buttons.

To **edit site buttons text and images**, follow the steps:

1. [Open](#) ¹⁸⁶ the **Appearance Settings** page.
2. Click **Edit Site Buttons Text and Images** in the **Appearance Settings** page.

Edit Site Buttons page opens.

3. **Button Set:** Select **Button Set** from the **Pre-defined Custom Button Set** drop down menu and click **Use This Set** button to use this button set, as shown in the Figure 6-42-1 below.

Note: You can view the button set automatically in front of **Preview** as soon as you select it in **Pre-defined Custom Button Set** drop down menu.

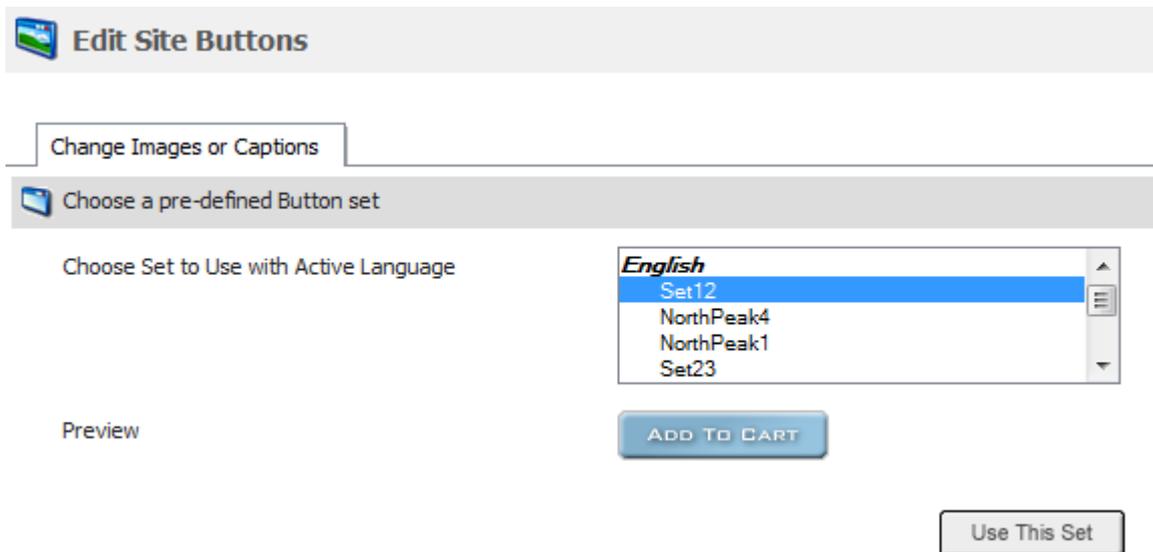


Figure 6-42-1: Button Set

4. Select the language from **Choose language to edit** drop down menu under **Current Buttons Set**.
5. Enter button caption in the **Caption box** or click **Browse** of the respective sections to upload the image (image types are **JPG**, **GIF** and **PNG**) in **Edit Site Buttons** page, as shown in the Figure 6-42-2 below.

Note: You can **Delete All Images** at once by clicking on **Delete All Images** link under **Current Buttons Set** in the bottom of the **Edit Site Buttons** page. A pop up appears asking for confirmation. Click **OK** button.

 Current Buttons Set

| Description | Caption / Image Alt Text |
|---|---|
| Choose Language to Edit | English <input type="text"/> |
| Add to Cart on Product Page | Add To Cart <input type="text"/> <input type="button" value="Browse..."/> |
| | Current image (120x22 pixels, 1.75kb file size) Delete This Image |
| | <input type="button" value="Add to Cart"/> |
| Checkout Button on Product Page | Checkout <input type="text"/> <input type="button" value="Browse..."/> |
| | Current image (120x22 pixels, 1.70kb file size) Delete This Image |
| | <input type="button" value="Checkout"/> |
| Save Button on Profile Page | Save <input type="text"/> <input type="button" value="Browse..."/> |
| | Current image (120x22 pixels, 1.59kb file size) Delete This Image |
| | <input type="button" value="Save"/> |
| Cancel on Unsubscribe Page | Cancel <input type="text"/> <input type="button" value="Browse..."/> |
| | Current image (120x22 pixels, 1.64kb file size) Delete This Image |
| | <input type="button" value="Cancel"/> |
| Email to a Friend Button on Product Page | Email to a Friend <input type="text"/> <input type="button" value="Browse..."/> |
| | Current image (120x22 pixels, 1.80kb file size) Delete This Image |
| | <input type="button" value="E-mail to a Friend"/> |
| Delete all images | |
| <input type="button" value="Save changes"/> <input type="button" value="Reset form"/> | |

Figure 6-42-2: Edit Site Buttons Page

6. If you want to cancel or start again, click on **Reset form** button.
7. Click **Save changes** button to upload your buttons to the cart.

6.9.7 Edit Default Site Images

This section helps you in editing default site images such as logo, hot deals, credit card CVV2 and many more. In addition, you can also change their text.

To **edit default site images**, follow the steps:

1. [Open](#)¹⁸⁶ the **Appearance Settings** page.
2. Click **Edit Default Site Images** in the **Appearance Settings** page.

Edit Default Site Images page opens, as shown in the [Figure 6-43-1](#)²⁰² below.

3. Select **Image Set** from the **Pre-defined Image Set** drop down menu and click **Use This Set** button to use this image set, as shown in the [Figure 6-43-1](#) below.

Note: You can view the image set automatically in front of **Preview** as soon as you select it in **Pre-defined Image Set** drop down menu.

4. Select the language from **Choose language to edit** drop down menu under **Current Images Set**.
5. Enter images caption in the **Caption box** or click **Browse** of the respective sections to upload the image (image types are **JPG**, **GIF** and **PNG**) in **Edit Default Site Images** page, as shown in the [Figure 6-43-1](#) below.

Note: Under **Current Images Set**, click **Delete This Image** link for the image that you want to remove from Your Cart. A pop up appears asking for confirmation. Click **OK** button.

 **Edit Default Site Images**

Change Images or Captions

 **Choose a pre-defined Image set**

Choose Set to Use with Active Language

English
 default

Preview 

 **Current Images Set**

| Description | Caption / Image Alt Text |
|---------------------------------------|---|
| Choose Language to Edit | English <input type="button" value="v"/> |
| Appears on catalog pages in text view | <input type="text" value="Click to View"/> <input type="button" value="Browse..."/> <i>There is no image yet. Use default image.</i> |
| Print version of product page | <input type="text" value="Print"/> <input type="button" value="Browse..."/> |
| | Current image (16x15 pixels, 0.88kb file size) Delete This Image  |
| Cart Image in top bar | <input type="text" value="Cart"/> <input type="button" value="Browse..."/> Current image (27x26 pixels, 0.32kb file size) Delete This Image  |
| Gift Certificate image | <input type="text" value="Gift Certificate"/> <input type="button" value="Browse..."/> Current image (58x47 pixels, 2.18kb file size) Delete This Image  |

Delete all images

Figure 6-43-1: Edit Default Site Image Page

Note: You can **Delete All Images** at once by clicking on **Delete All Images** link under **Current Images Set** in the bottom of the **Edit Default Site Images** page. A pop up appears asking for confirmation. Click **OK** button.

6. If you want to cancel or start again, click on **Reset form** button.
7. Click **Save changes** button to upload your images to the cart.

6.9.8 Edit Site Header and Footer

This section allows you upload your own custom header, footer or images. To get the correct look, be sure to use HTML.

To go to **site top & bottom**, follow the steps:

1. [Open](#)^[186] the **Appearance Settings** page.
2. Click **Edit Site Header and Footer** in the **Appearance Settings** page.

Site Top & Bottom page opens, as shown in the [Figure 6-44-1](#)^[204] below.

Note: Click on **Load Your Company Logo and other images** link to open **Edit Default Site Images** page. To know more about **Edit Default Site Images**, [click here](#)^[200].

3. **Site Top & Bottom Page:** Enter the following information:
 - a. **Page Top HTML:** Enter your site page headers in HTML.
 - b. **Page Bottom HTML:** Enter your site page footers in HTML.

 **Site Top & Bottom**

1 Use this section to add a custom top and bottom to your cart. To get the correct look, be sure to use HTML. Note: default site top and bottom areas contain some control tags. It is strongly recommended to keep these tags in HTML code.

2 Load Your Company Logo and other images

3 To add images to the top and bottom, the images need to be moved to the <http://Site.com/images/custom/> folder. You can do this moving the images via FTP, or [click here to use file manager](#). Remember, your HTML code needs to have the full path to the images.

Update Site Top and Bottom

 **Page Top HTML**

Show default site top (logo and slogan)

Show custom site top (use HTML below)

```
<table width="100%" cellpadding="0" cellspacing="0" border="0">
  <tr>
    <td align="left">{SimageLogo}</td>
    <td align="center">Place here your custom text</td>
    <td align="right">{SimageSlogan}</td>
  </tr>
</table>
```

 **Page Bottom HTML**

```
<table width="100%" class="TopBottomBar" cellpadding="0" cellspacing="0" border="0">
  <tr>
    <td style="height:{$LayoutTopBarHeight}px;text-align:center;padding:5px;"><div class="TopE
      <b><a href="{if $CatalogHomeLink!=""}{$CatalogHomeLink}{else}{$url_rel}{/if}" clas
      {if $AffiliateActive == "YES"}
      | <a href="{SaffiliateAreaURL}" class="TopBottomBarLink"><b>{SaffiliateLinkText|ht
      {/if}
      {if $currencies_count > 1 || $languages_count > 1}
      | <a href="{Surl_http}p=international" class="TopBottomBarLink">International</a>
      {/if}
```

Figure 6-44-1: Site Top & Bottom page

4. You can also create an eye-catching description by clicking **Edit HTML Online** in **Page Top and Bottom HTML**.
5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to save details about the Site Top & Bottom.

6.9.9 Edit Site Home Page

This section allows you to add/edit a custom content to Your Cart home page. To get the correct look, be sure to use HTML.

To go to **site home** page, follow the steps:

1. [Open](#) ^[188] the **Appearance Settings** page.
2. Click **Edit Site Home Page** in the **Appearance Settings** page.

Site Home Page opens, as shown in the [Figure 6-45-1](#) ^[205] below.

Note: Click **Load home page center image and other images** link to open **Edit Default Site Images** page. To know more about **Edit Default Site Images**, [click here](#) ^[200].

3. **Site Home Page:** Enter the following information:
 - a. **Home Page HTML:** Enter the HTML to be used for your site page headers.
 - b. **Home Page Settings:** Choose the view you would like to be used to display product items on Home Page, or disable products displaying by selecting **No products on Home Page** from the **Choose a View** drop down menu. You can also decide the number of product to be displayed on Home Page, by default it is 10 and enter the URL with which the Home Page is linked. By default, it is `index.php?p=home`.

Site Home Page

! Use this section to add custom content to your cart homepage. To ensure the correct look and feel use HTML. Note: default homepage contains some control tags in the HTML. It is strongly recommended to keep the tags in the HTML code.

🔗 [Load home page center image and other images.](#)

! To add images to the home page, the images need to be moved to the <http://Site.com/images/custom/> folder. You can do this moving the images via FTP, or [click here to use file manager](#). Remember, your HTML code needs to have the full path to the images.

Update Site Home Page

Home Page HTML [[Edit HTML Online](#)]

```

{SimageHome}
&nbsp;
<blockquote>
<!-- HOME PAGE TEXT  DELETE TEXT BETWEEN THE COMMENTS TO REMOVE -->
      <p><a href="login.php">Click here</a> to login into admin area to start customizing your store.</p>
      <p>To remove this text, login and go to Cart Settings >> Appearance Settings >> Edit Site Home Page.
<!-- HOME PAGE TEXT  DELETE TEXT BETWEEN THE COMMENTS TO REMOVE -->
</blockquote>

```

Home Page Settings

Choose a View Thumbnail - Double Column
Please choose the view you would like to be used to display product items on home page, or disable products displaying.

Number of Product Items on Homepage : 10
Please enter valid number. By default it is 10

Home Page Links To index.php?p=home
Please enter valid URL. By default it is index.php?p=home

Save changes
Reset form

Figure 6-45-1: Site Home Page

4. You can also create an eye-catching description by clicking **Edit HTML Online** under **Home Page HTML** in **Site Home Page**.
5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to save details about the Site Home Page.

6.9.10 Edit Site Fonts

This section allows you to update your site fonts used in your store style sheet. For easy or advanced editing choose edit mode below.

To **update your site fonts**, follow the steps:

1. [Open](#) ¹⁸⁶ the **Appearance Settings** page.
2. Click **Edit Site Fonts** in the **Appearance Settings** page.

Site Fonts page opens, as shown in the Figure 6-46-1 below.

Note: By default, **Site Fonts** page opens under **Simple mode**. You can also change it to advance mode by clicking **Switch to Advanced Mode** link.

3. You can **edit** all elements font (family, size, style and weight) from the drop down menu.

 **Site Fonts**

 This section allows you edit fonts used in your store stylesheet.
For easy or advanced editing choose edit mode below.

[Switch to Advanced Mode](#)

Category Properties

| Element Name | Font-Family | Font-Size | Font-Style | Font-Weight |
|--------------------|-------------|-----------|------------|-------------|
| Site | Verdana | 12px | Normal | Normal |
| Box Header | Verdana | 12px | Normal | Bold |
| Box Text | Verdana | 10px | Normal | Normal |
| Page Header | Verdana | 14px | Normal | Bold |
| Page Navigation | Verdana | 11px | Normal | Normal |
| Catalog Navigation | Verdana | 12px | Normal | Normal |
| Catalog Item | Verdana | 9px | Normal | Normal |
| Form Separator | Verdana | 12px | Normal | Normal |
| Form Header | Verdana | 12px | Normal | Bold |
| Form Items | Verdana | 11px | Normal | Normal |
| Form Input | Arial | 11px | Normal | Normal |
| Form Remark | Verdana | 9px | Normal | Normal |
| Product Subtitle | Verdana | 14px | Normal | Bold |

Figure 6-46-1: Site Fonts

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to update your site fonts.

6.10 Edit Text Pages

This section is used for content management settings. You can add and manage (edit and delete) the site text pages of Your Cart with the help of this section. To know in detail about the following sections, click on the respective links below:

[Add a New Text Page](#)

[Edit](#)

[Delete](#)

6.10.1 Add a New Text Page

You can use this section to add and manage the custom page of Your Cart.

To **add a new custom text** page on Your Cart, follow the steps:

1. Click **Edit Text Pages**, as shown in the Figure 6-47-1 below.

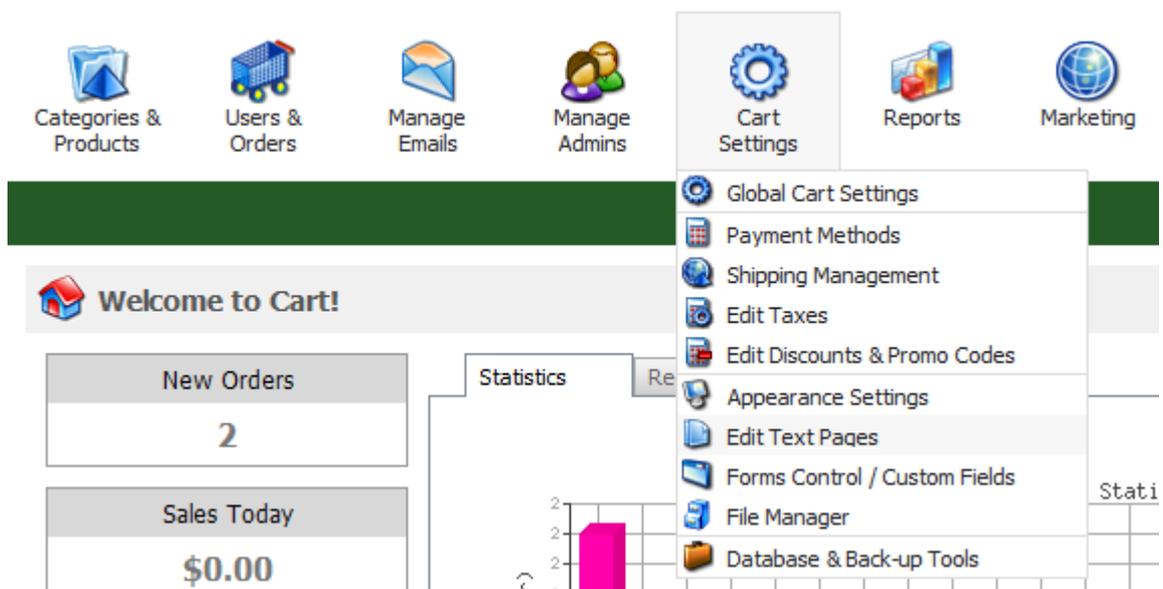


Figure 6-47-1: Edit Text Pages

2. The **Site Text Pages** will open, as shown in the Figure 6-47-2 below.

Note: You can also open the **Site Text Pages** directly by clicking on **Edit Text Pages** link in the [Admin Area Home page](#).

It is recommended not to delete the four pre-defined text pages (**Terms and Conditions**, **About Us**, **Contact Information** and **How to Enable Cookies**).

You can also **edit** and **delete** the text pages from the **Site Text Pages**. To know

more about [editing](#)^[210] and [deleting](#)^[210] a **text page**, click on each of the links.



Figure 6-47-2: Site Text Pages

3. In the **Site Text Pages**, click on **Add a New Page** link.

The **Site Page (insert)** page will open.

Note: You can also change the [Appearance Settings](#)^[186] of that site page by clicking **edit Appearance Settings (Default Images, Layout and Colors)** link on top of the **Site Page (insert)** page.

4. **Common Page Information:** Enter the following information:
 - a. **Short Name:** Enter a name for the page.
 - b. **Page Title:** Enter a page title for the menu.
 - c. **Is This Page Visible:** Select **Yes** from the drop down menu if you want this page to be visible to the users. Selecting **No** will hide the page.
 - d. **Priority:** Rank a page within your website using the priority feature. You can select this on a scale of 1 to 10, where 1 has the highest priority. The higher the number, the higher the page will be listed.

 **Site Page (insert)**

 Use this section to add a custom page to your cart. To get the correct look, be sure to use HTML.

 [Click here to edit Appearance Settings \(Default Images, Layout and Colors\)](#)

 To add images to this page, the images need to be moved to the <http://Site.com/images/custom/> folder. You can do this moving the images via FTP, or [click here to use file manager](#). Remember, your HTML code needs to have the full path to the images.

 **Please note: required fields are bold**

Page Properties

 Common Page Information

| | |
|------------------------------------|--------------------------------------|
| Short Name (like page_name) | <input type="text"/> |
| Page Title (For Menu) | <input type="text"/> |
| Is This Page Visible? | Yes <input type="button" value="v"/> |
| Priority (used for sorting) | 5 <input type="button" value="v"/> |
| Meta Keywords | <input type="text"/> |
| Meta Title | <input type="text"/> |
| Meta Description | <input type="text"/> |

Figure 6-47-3: Common Page Information

- Link Locations:** Select **Yes** from the drop down menu for **Top** or **Bottom**, wherever you want the **link locations** and choose **No** for the other option, as shown in the Figure 6-47-4 below.

 Link Locations

| | |
|--------|--------------------------------------|
| Top | Yes <input type="button" value="v"/> |
| Bottom | No <input type="button" value="v"/> |

Figure 6-47-4: Common Page Information

- Page HTML:** Enter text in the **Page HTML box**.
- You can also create an eye-catching description by clicking **Edit HTML Online** in **Page HTML**.

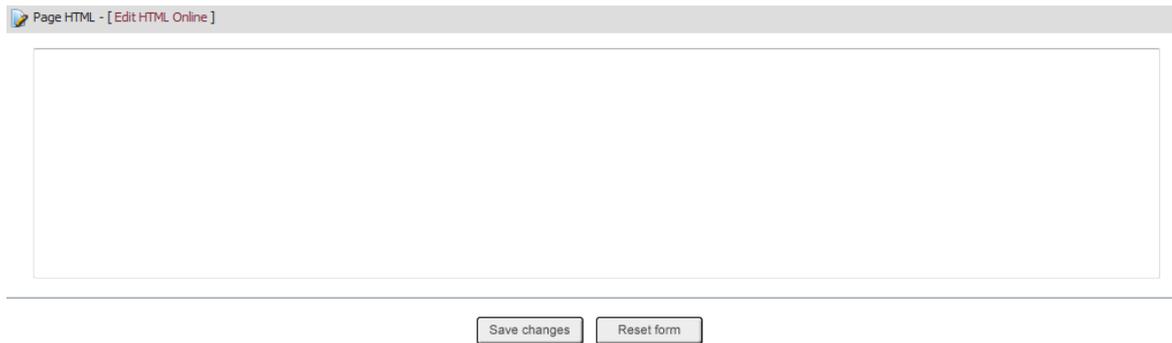


Figure 6-47-5: Page HTML

8. If you want to cancel or start again, click on **Reset form** button.
9. Click **Save changes** button to save details about the new text page. You will get a confirmation message that the **new page has been added successfully**.

6.10.2 Edit a Text Page

To **edit a text page**, follow the steps:

1. [Open](#)^[207] the **Site Text Pages**.
2. Click **Edit Page**  icon for a text page you want to modify.
3. The **Site Page (update)** opens, where you can modify all the parameters.
4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Save changes** button to update the information. You will get a confirmation message that the **new page has been updated successfully**.

6.10.3 Delete a Text Page

To **delete a text page**, follow the steps:

1. [Open](#)^[207] the **Site Text Pages**.
2. Click **Delete Page**  icon for a text page you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-48-1 below.

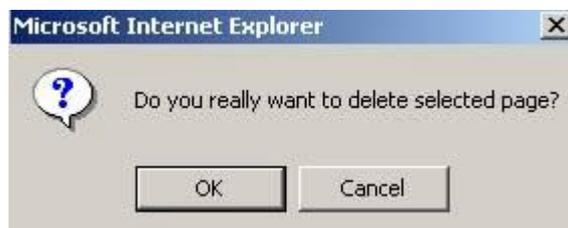


Figure 6-48-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation

message that the page has been removed successfully.

6.11 Forms Control/ Custom Fields Overview

You can use this section to manage forms and custom fields. In addition, you can also control the standard fields like Company Name and Phone in Billing and Shipping information. You can also create a custom field as well as manage the existing fields. To know more about Forms Control/ Custom Fields section, click on the links below.

[Add Custom Field](#) ^[211]

[Edit](#) ^[213]

[Delete](#) ^[214]

6.11.1 Add Custom Field

You can use this section to add a custom field. To **insert a new custom field**, follow the steps:

1. Click **Forms Control/ Custom Fields**, as shown in the Figure 6-49-1 below.

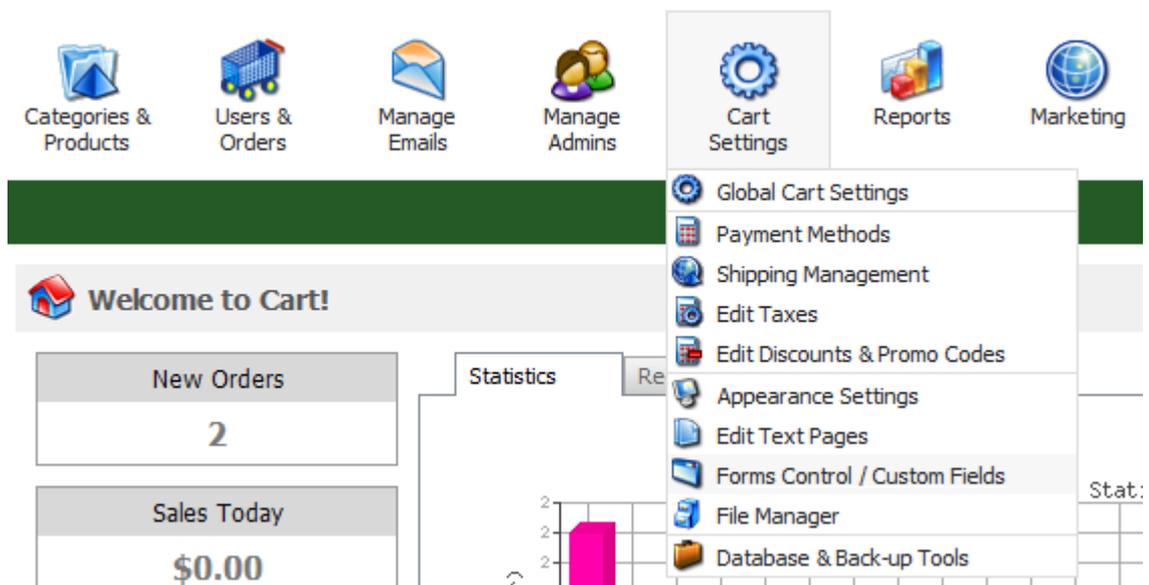


Figure 6-49-1: Forms Control/ Custom fields

2. **Add Forms Control/ Custom Fields** page will open, as shown in the Figure 6-49-2 below.

Note: You can control the **Standard Fields** by clicking on the radio button (**Required**, **Not Required** and **Not Available**) after each field. Once selected, click **Save changes** button to update.

 Forms Control & Custom Fields

Enable/Disable Fields

Standard Fields Control

| | Required | Not Required | Not Available |
|--|----------------------------------|----------------------------------|-----------------------|
| Company Name in Billing Information | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Address Line 2 in Billing Information | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Phone in Billing Information | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Company Name in Shipping Information | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Address Line 2 in Shipping Information | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

 Create a New Custom Field

| Form / Field Name | Type | Active | Required |
|---|---------|-----------|----------|
|  Registration Form | like_us | Drop-Down | Yes No |

Figure 6-49-2: Add Forms Control/ Custom Fields page

- Click on **Create a New Custom Field** link to open **Custom Field (Insert)** page, as shown in the Figure 6-49-3 below.

 Custom Field (Insert)

 This section allows you to edit custom field properties.

 Browse custom fields

Category Properties

Custom Field Properties

Field Type

Field Name

Field Caption

Is This Field Available?

Is This Field Required?

Add this Field To

Priority

Maximum text length

Figure 6-49-3: Custom Field (Insert)

4. Scroll down to **Custom Field Properties** and then enter the following information:
 - a. **Field Type**: Use the drop-down menu to select the type of field (**Text Box**, **Drop-Down**, **Radio Buttons**, **Checkbox** and **Text Area**).
 - b. **Field name**: Enter the name of the field
 - c. **Field Caption**: Enter the caption of the field.
 - d. **Is this field available**: Select this checkbox to make this an available field.
 - e. **Is this field required**: Select this checkbox to make this a required field.
 - f. **Add this field to**: Use the drop-down menu to select a section to which this field will be added.
 - g. **Priority**: Assign a priority to this field from the drop-down menu. You can select this on a scale of 1 to 9, where 1 is given the highest priority.
 - h. **Maximum text length**: Enter the maximum length of the text to be typed in the field.

Note: Maximum text length can only be entered for a **Text Box** field.

- i. **Options (one per line)**: Enter the options to be displayed in the drop-down/ radio button menu.

Note: Options (one per line) can only be entered for **Drop-Down** or **Radio Buttons** field.

- j. **Checked/ Unchecked value**: Enter the values as Yes/No to determine the behavior of the field when it is checked/ unchecked.

Note: Checked/ Unchecked value can only be entered for a **Checkbox** field.

5. If you want to cancel or start again, click on the **Reset form** button.
6. Click on **Save Changes** button to add a new field.

6.11.2 Edit Custom Field

You can use this option to edit a custom field.

To **edit a custom field**, follow the steps:

1. [Open](#)  the **Add Forms Control/ Custom Fields** page.
2. Click on **Edit Custom Field**  icon to open **Custom Field (Update)** page, as shown in the Figure 6-50-1 below.
3. You can modify all the parameters for an existing field under **Custom Field Properties**.

 **Custom Field (Update)**

 This section allows you to edit custom field properties.

 [Browse custom fields](#)

Category Properties

 **Custom Field Properties**

| | |
|---|--|
| <p>Field Type</p> <p>Field Name</p> <p>Field Caption</p> <p>Is This Field Available?</p> <p>Is This Field Required?</p> <p>Add this Field To</p> <p>Priority</p> <p>Options (one per line)</p> | <p>Drop-Down</p> <p>like_us</p> <p>Do you like us?</p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Registration Form</p> <p>1</p> <p>YES NO</p> |
|---|--|

Save changes
Reset form

Figure 6-50-1: Custom Field (Update) page

4. If you want to reset the form, click on the **Reset form** button.
5. Click **Save changes** button to update the information.

6.11.3 Delete Custom Field

You can use this option to delete a custom field.

To delete **a custom field**, follow the steps:

1. [Open](#)  the **Add Forms Control/ Custom Fields** page.
2. Click on **Delete Custom Field**  icon. A popup confirmation box will appear, as shown in Figure 6-51-1 below.



Figure 6-51-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

6.12 File Manager

This section will allow you to manage your files on your website. You can edit and delete files using this section.

For **managing your files**, follow the steps:

1. Click **File Manager**, as shown in the Figure 6-52-1 below.

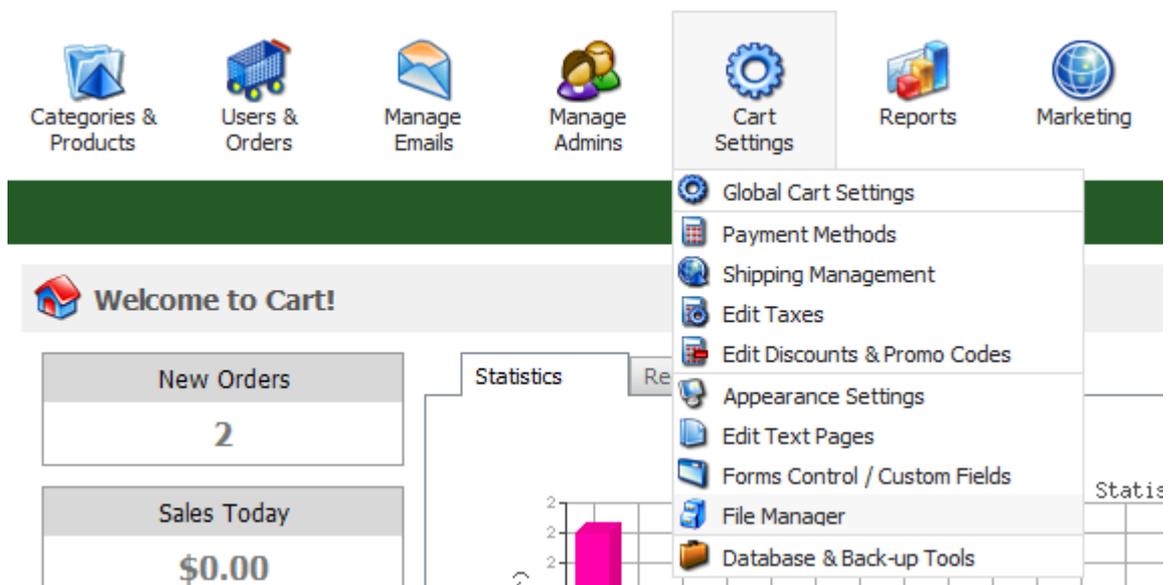


Figure 6-52-1: File Manager

Launch File Manager page will open, as shown in the Figure 6-52-2.

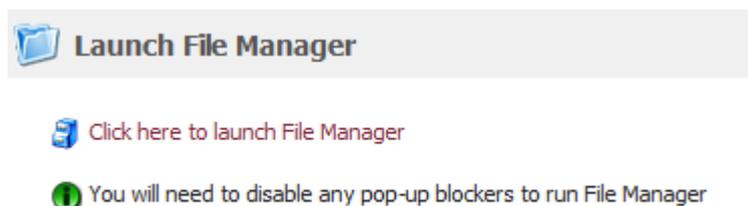
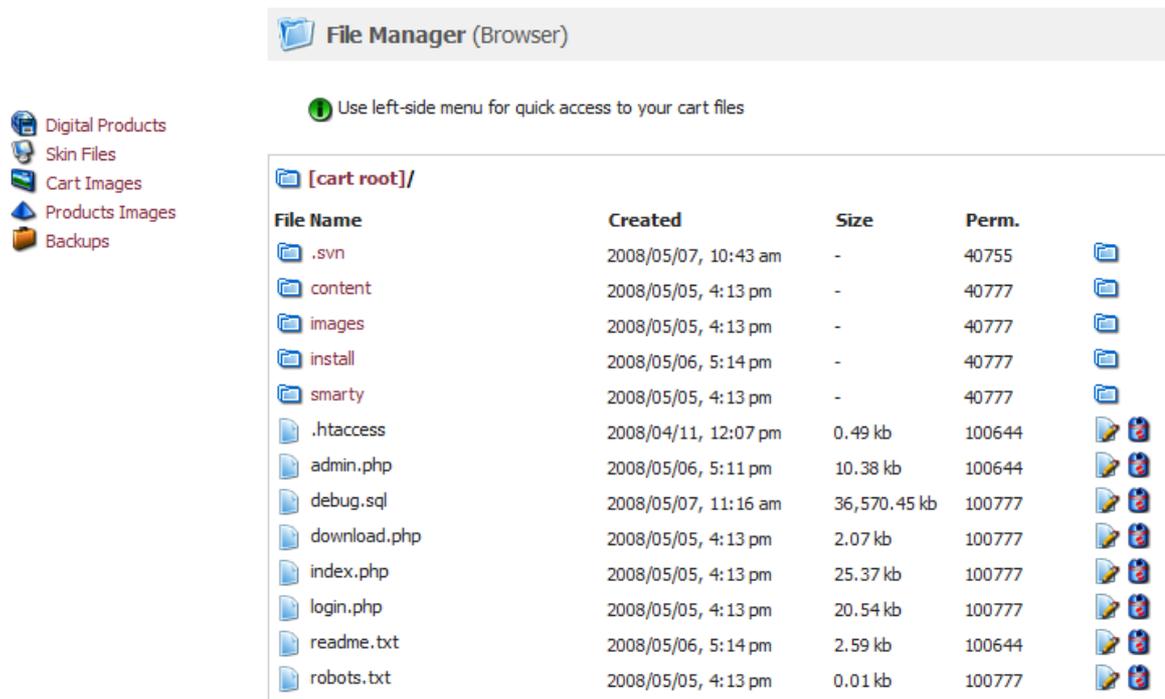


Figure 6-52-2: Launch File Manager

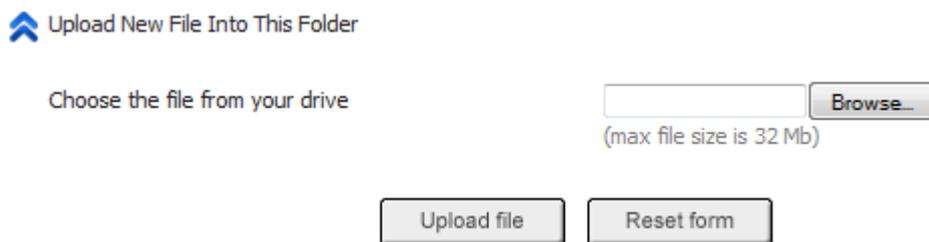
2. Click on **Click here to launch File Manger** link to open **Files Manager (browser)** window, as shown in the [Figure 6-52-3](#) below.

Note: You can also directly open the **Files Manager (Browser)** window, by clicking on **File Manager** link in the [Admin Area Home page](#).

You will need to disable the pop-up blockers to run File Manager.

**Figure 6-52-3: Files Manager (Browser) window**

3. Click **Open Folder** [Folder icon] under **Action** to open a folder.
4. Click **Edit File** [Pencil icon] to edit a file and **Delete File** [Trash icon] to delete a file. After editing and deleting a file, click **Save changes** button.
5. Click **Browse** under **Upload New File Into This Folder** to upload a new file. The maximum file size must not exceed 2MB.

**Figure 6-52-4: Upload New File**

6. If you want to cancel or start again, click on the **Reset form** button.
7. Click **Upload file** button to upload a new file.

6.13 Database & Back-up Tools

You can use this section to perform important database management tasks. You can export the database records to your local computer, backup the database records and restore them, if required and can also clear existing database records. To know more about the Database and Backup-tools, click on the following links below.

[Data Export](#)^[219]

[Backup/Restore](#)^[217]

[Clear Database](#)^[220]

6.13.1 Backup/Restore Overview

You can use this section to perform backup of your database records, restore them and delete an existing backup. To know more about backup/restore, click on the links below.

[Create Backup](#)^[217]

[Restore](#)^[218]

[Delete](#)^[219]

6.13.1.1 Create Backup

You can use this section to create a backup of your existing database records.

To create a **backup**, follow the steps:

1. [Open](#)^[219] the **Database & Back-up Tools** page.
2. Click on **Backup/ Restore** tab to open **Backup/ Restore** page, as shown in Figure 6-54-1.
3. Select the categories you want backup from **Backup Your Cart** list.

Note: You can also select all categories by clicking the **check all** link under **Backup Your Cart**.

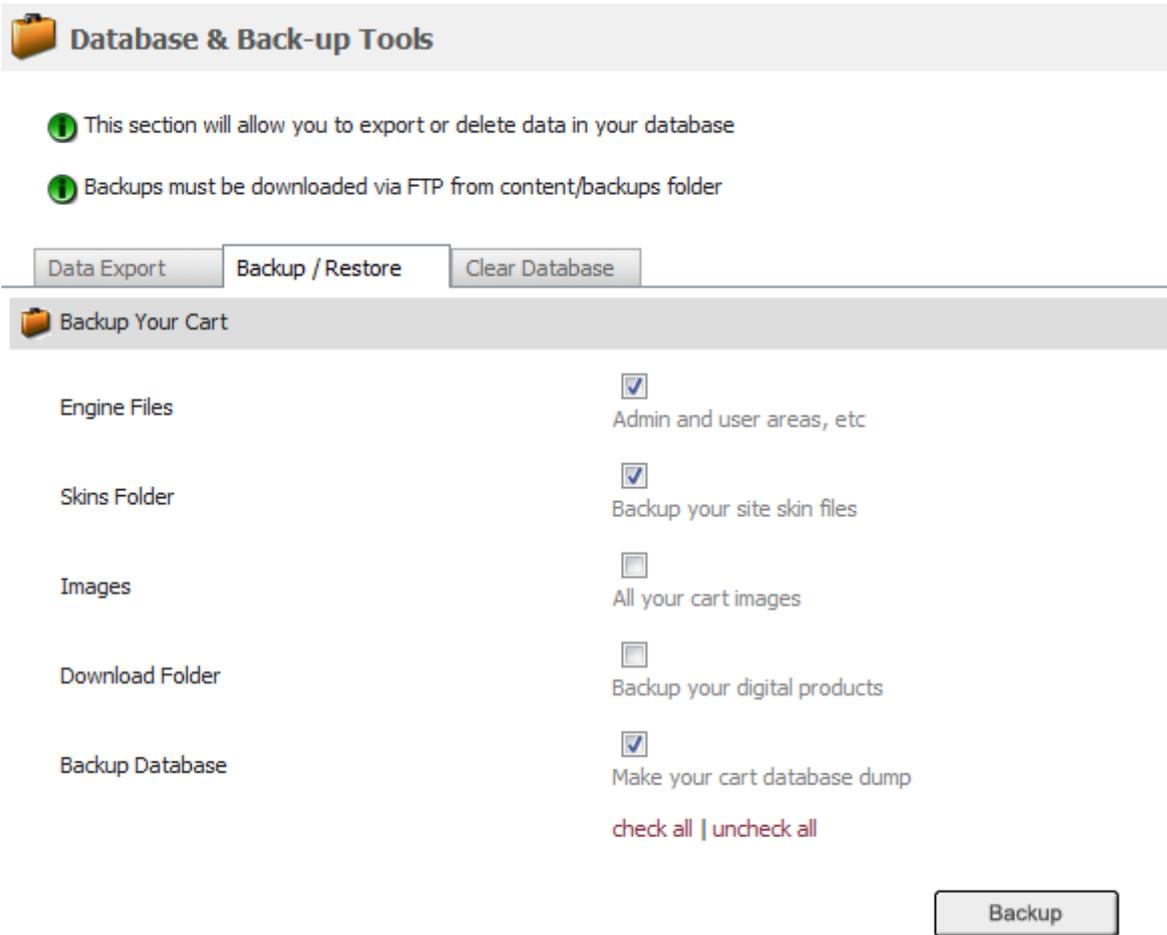


Figure 6-54-1: Backup/Restore page

4. Click on the **Backup** button to create a backup. The created backup can be seen under **Your Backups**.

6.13.1.2 Restore Backup

To restore backup:

1. [Open](#) ^[217] the **Backup/Restore** page.

| File Name | Size | Date Created | |
|--|--------------|----------------------|--|
| database-dump.sql | 15,549.96 Kb | May 5, 2008, 4:13 pm | |
| readme.txt | 0.03 Kb | May 5, 2008, 4:13 pm | |
| 3.6.0 -20080501-102024-files-skins-img-dwnld-db.tar.gz | 15,609.02 Kb | May 5, 2008, 4:13 pm | |

2. Click on **Restore** icon under **Your Backups** to perform restoration using an existing backup. A popup box will appear requesting your confirmation.

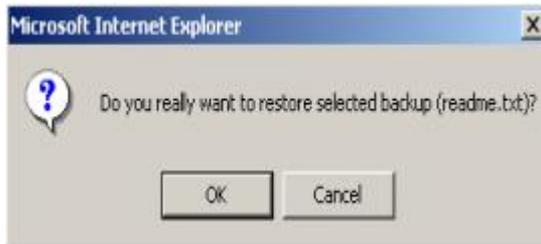


Figure 6-55-1 – Restore backup page

3. Click **OK** button to confirm restoration.

6.13.1.3 Delete Backup

You can use this section to delete an existing backup.

1. [Open](#) ²¹⁷ the **Backup/Restore** page.

| Your Backups | | | |
|--|--------------|----------------------|--|
| File Name | Size | Date Created | |
| database-dump.sql | 15,549.96 Kb | May 5, 2008, 4:13 pm | |
| readme.txt | 0.03 Kb | May 5, 2008, 4:13 pm | |
| 3.6.0 -20080501-102024-files-skins-img-dwnld-db.tar.gz | 15,609.02 Kb | May 5, 2008, 4:13 pm | |

2. Click on **Delete** icon to remove an existing backup from **Your Backup** list. A popup box will appear requesting your confirmation.



Figure 6-56-1: Delete Backup/Restore Page

3. Click **OK** button to confirm deletion.

6.13.1.4 Data Export

You can use this section to export your products, orders or users..

To export any of the above, follow the steps:

1. Open the **Database & Back-up Tools** page.
2. Click on **Data Export** tab to open **Data Export** page, as shown in Figure 6-54-1.
3. Select the data you want to export from the pull down list.
4. Select if you want the columns separated with a **,** or a **;**
5. Select the Decimal Separator.
6. Now you can select to pull the data from the database within a certain date range or not.

Database & Back-up Tools

 This section will allow you to export or delete data in your database

 Backups must be downloaded via FTP from content/backups folder

Data Export
Backup / Restore
Clear Database

 **Export Data into CSV file**

| | |
|--------------------------------|---|
| Choose data you want to export | <input type="text" value="Products"/> |
| Columns separators | <input type="text" value="; (semicolon)"/> |
| Decimal Separator | <input type="text" value=". (dot)"/> |
| Date Range | <input type="checkbox"/> Apply filter by dates From: <input type="text" value="May"/> <input type="text" value="1"/> <input type="text" value="2008"/> To: <input type="text" value="May"/> <input type="text" value="31"/> <input type="text" value="2008"/> |

7. Once done with that you can hit **Export database** and you will be prompted to save the csv file to your local computer.

6.13.1.5 Clear Database

You can use this section to delete your existing database records.

To clear the database, follow the steps:

1. Open the **Database & Back-up Tools** page.
2. Click on **Clear Database** tab to open **Clear Database** page, as shown in the Figure 6-57-1.
3. Select the sections that you want to remove under **Clear Database**.

Note: You can also select all sections by clicking the **check all** link.

Database & Back-up Tools

! This section will allow you to export or delete data in your database

! Backups must be downloaded via FTP from content/backups folder

Data Export | Backup / Restore | **Clear Database**

Clear Database

| | | |
|----------------|--------------------------|---|
| Categories | <input type="checkbox"/> | Removes category data and category images |
| Products | <input type="checkbox"/> | Removes all products with primary & secondary images |
| Users & Orders | <input type="checkbox"/> | Removes users and orders data. This will also affect some statistics data |
| Emails Archive | <input type="checkbox"/> | Removes sent email archive |
| Statistics | <input type="checkbox"/> | Removes site traffic statistics |

[check all](#) | [uncheck all](#)

Figure 6-57-1: Clear Database

4. If you want to cancel or start again, click on the **Reset form** button.
5. Click **Clear database** button to delete the data.

Top Level Intro

This page is printed before a new top-level chapter starts

Part



7 Charts and Reports

This section will give your statistics details. To know specifically about the following sections, click on respective links below:

[Charts](#)^[223]
[Reports](#)^[223]

7.1 Charts

In this section you can view monthly graphical representation of total pages viewed, unique hosts and sales in US Dollars.

To view this data, follow the steps:

1. Click **Charts**, as shown in the Figure 7-1-1 below.

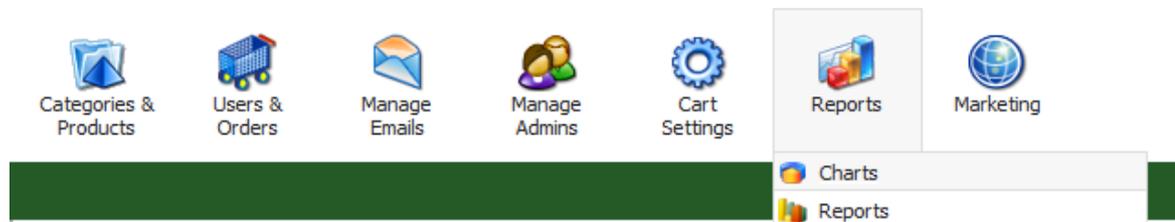


Figure 7-1-1: Charts

2. The **Charts** page will open, as shown in the [Figure 7-1-2](#)^[224] below.

Note: You can also open the **Charts** page directly by clicking on **Charts** link in the [Admin Area Home page](#)^[8].

3. In the **Charts** page, under **Select Period & Charts Type**, select a **month**, **year** and **chart type** (**Bars**, **Lines**, **Dots**, etc.) from the drop-down menu.

 **Charts**

-  Graphical representation of Page Views, Unique Hosts and Dollars Spent. To view this data, select a month, year and chart type.
-  Please select statistics period and chart type and click over Update button

Charts

 **Select Period & Charts Type**

Month & Year

Month: May Year: 2008

Type

Bars
Lines
Dots
Areas
Steps
Impulses

Show report

Figure 7-1-2: Charts Page

4. Click **Show report** button.
5. The graphical representation of the selected month & year will open, as shown in the Figure 7-1-3 below.

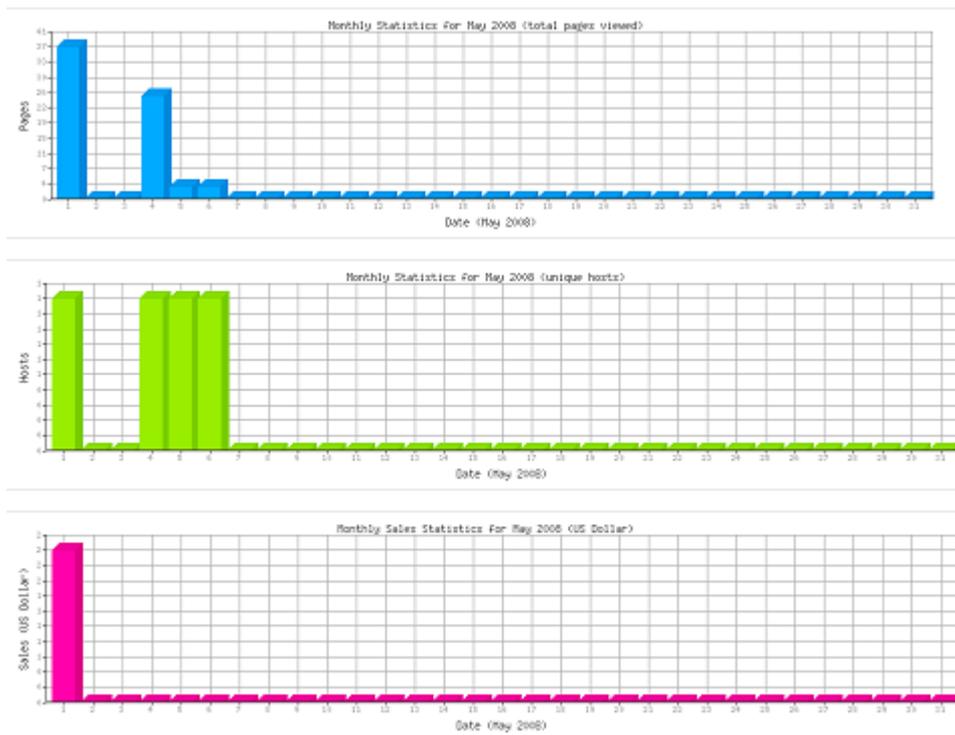


Figure 7-1-3: Graphical Representation

7.2 Reports

In this section you can view different types of reports. To view this reports, follow the following steps:

1. Click **Reports**, as shown in the Figure 7-2-1 below.

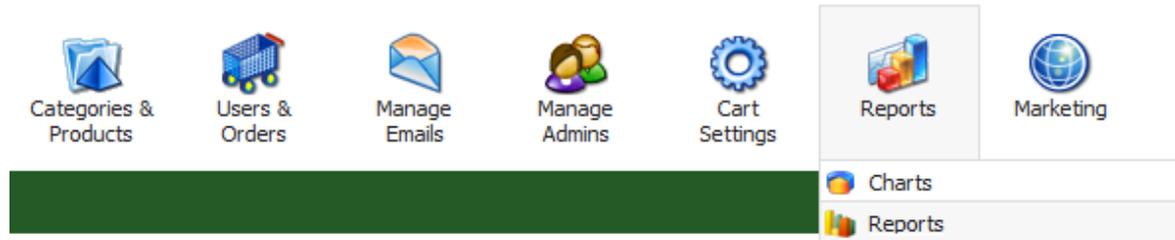


Figure 7-2-1: Reports

2. **Reports** page will open, as shown in the [Figure 7-2-2](#) below.

Note: You can also open the **Reports** page directly by clicking on the **Reports** link in the [Admin Area Home page](#).

3. In **Reports** page, under **Select Report Date Range**, select a **date range** from the drop-down menu.
4. Choose a **report type** by clicking on the radio-button.

Reports

This section allow you to view many different types of reports regarding your cart. To view a report, select a date range, report type and click "Show Report".

Select Report Date Range

From: To:

Choose Report Type

Top Viewed Products

Top Viewed Categories

Figure 7-2-2: Select Reports Page

5. Click **Show report** button.
6. The selected report within that range you have selected will open, as shown in the Figure 7-2-3 below.

Reports

 This section allow you to view many different types of reports regarding your cart. To view a report, select a date range, report type and click "Show Report".

Select Report Date Range

From: To:

 [Show Printer-Friendly Report](#)

Top Viewed Products (May 1, 2008 - May 31, 2008)

| # | Product ID | Product Name | Views |
|---|------------|--|------------------------|
| 1 | 52937 | Baby Bibs  | 1 |
| | | | Total Views : 1 |

Figure 7-2-3: Selected Report Type Information

Note: You can also view **printer friendly report**, by clicking  [Show Printer-Friendly Report](#) in **Reports** page.

Top Level Intro

This page is printed before a new top-level chapter starts



8 Marketing

You can use this section for marketing. To know more about marketing with the help of this section, click on the links below.

[Froogle](#) ^[234]
[Data Feed](#) ^[234]

[Sale](#) ^[228]
[Prices](#) ^[228]

[iDev](#) ^[229]
[Affiliate Integration](#) ^[229]

[Cart Plug-ins](#) ^[230]

8.1 Sale Prices

You can use this section to globally set or remove sale prices within the cart.

To **set sale prices** within the cart, follow the steps:

1. Click **Sale Prices**, as shown in the Figure 8-3-1 below.

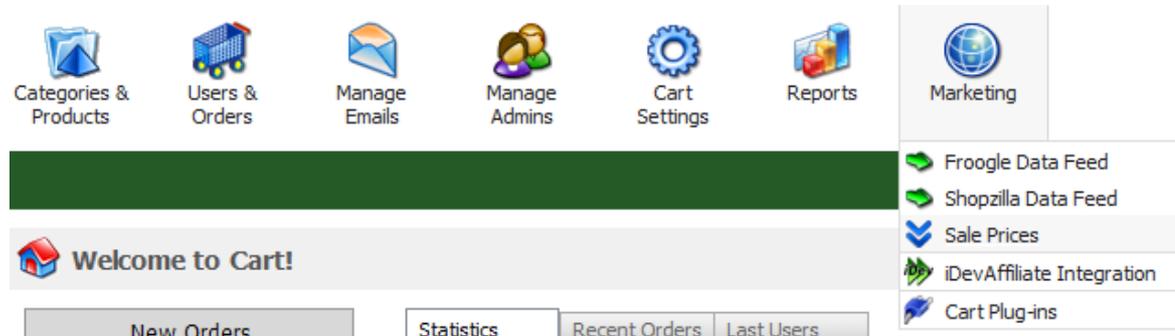


Figure 8-3-1: Sale Prices

Setup Sale Prices page will open, as shown in the [Figure 8-3-2](#) ^[229].

Note: You can also open the **Setup Sale Prices** page directly by clicking on **Sale Prices** link in the [Admin Area Home page](#) ^[8].

2. Under **Price Update Settings**, click on the radio button of the **Set New Sale Prices** and enter the discount price. You can also select from the drop down menu that the discount is in **%** or **\$**.

Note: You can also delete all sale prices by clicking on the radio button of the **Remove All Sale Prices** and then clicking **Save Changes** button to remove all the

sale prices. A confirmation pop up appears, click **OK** button.

Figure 8-3-2: Setup Sale Prices

3. Click **Save changes** button to save the details. You will get a confirmation message that the Sale Prices has been updated successfully.

8.2 iDev Affiliate Integration

This section will allow you to integrate or put together the iDevAffiliate application.

To **integrate the iDevAffiliate application**, follow the steps:

1. Click **iDevAffiliate Integration**, as shown in the Figure 8-4-1 below.

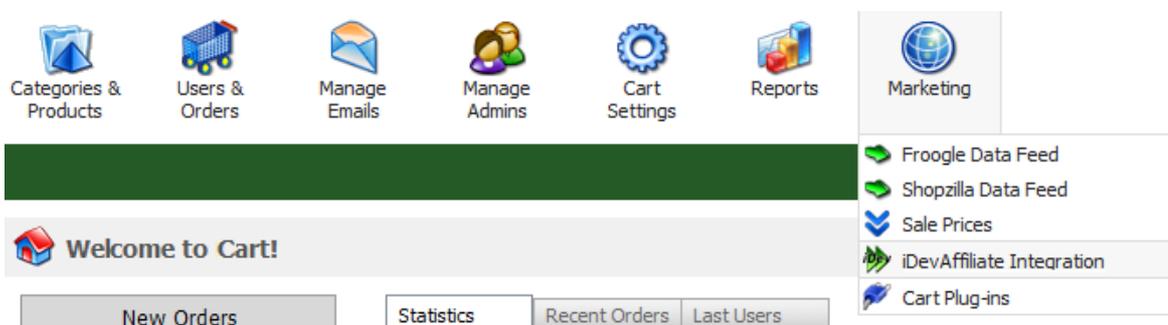


Figure 8-4-1: Affiliate App Integration

iDev Affiliate Integration page will open, as shown in the [Figure 8-4-2](#)^[230].

Note: You can also open the **iDev Affiliate Integration** page directly by clicking on **Affiliate Integration** link under **Cart Settings** or **iDev Affiliate Integration** link under **Marketing** in the [Admin Area Home page](#).

2. **Affiliate App Integration Settings:** Enter the following information, as shown in the [Figure 8-4-2](#) below:
 - a. **Do You Want to Enable iDevAffiliate:** Select **Yes** from the drop down menu if you want to enable iDevAffiliate, otherwise select **No**.
 - b. **iDevAffiliate Installation URL:** Enter the iDevAffiliate Installation URL.
 - c. **iDev Affiliate Username:** Enter the iDevAffiliate username.
 - d. **iDev Affiliate Password:** Enter the iDevAffiliate password.
 - e. **Affiliate Link Text:** Enter the Affiliate Link Text.

iDev Affiliate Integration

 This page allows you to integrate iDevAffiliate Application. Click Login button below to go to iDevAffiliate admin area

 For information regarding iDevAffiliate, [please click here](#)

iDev Affiliate Setup

 Affiliate Integration Settings

| | |
|--------------------------------------|--|
| Do you want to enable iDevAffiliate? | <input type="text" value="No"/> |
| iDevAffiliate Installation URL : | <input type="text"/> |
| iDev Affiliate Username : | <input type="text"/> |
| iDev Affiliate Password : | <input type="text"/> |
| Affiliate Link Text : | <input type="text" value="Affiliate Program"/> |

Figure 8-4-2: Affiliate App Integration Settings

3. Click **Save changes** button to save details about the **iDevAffiliate Integration Settings**.

8.3 Cart Plug-ins

This area allows you to manage Cart Plug-ins like Product Feeds, Miscellaneous Plugins, and Data Export. This allows you to simplify the integration process by providing a quick and fast way to import and export product related data. To manage

Cart Plug-ins area, follow the steps below.

1. Click **Cart Plug-ins**, as shown in the Figure 8-5-1 below.

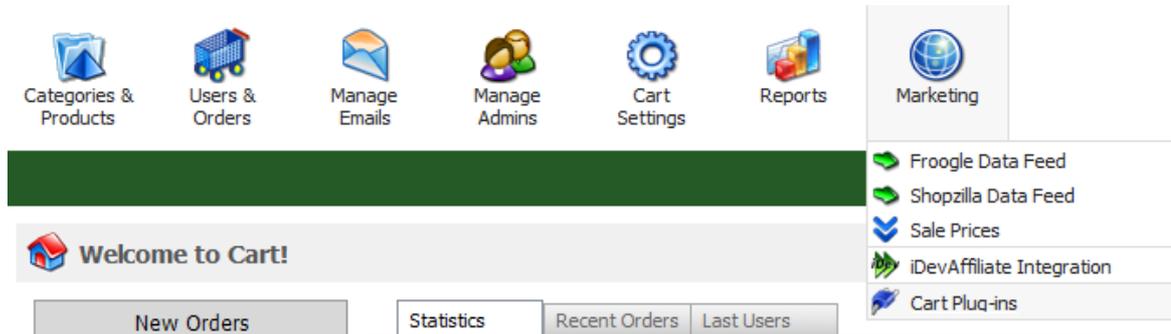


Figure 8-5-1: Cart Plug-ins

2. **Cart Plug-ins Settings** page will open, as shown in the Figure 8-5-2 below, displaying the list of plug-ins available to you.

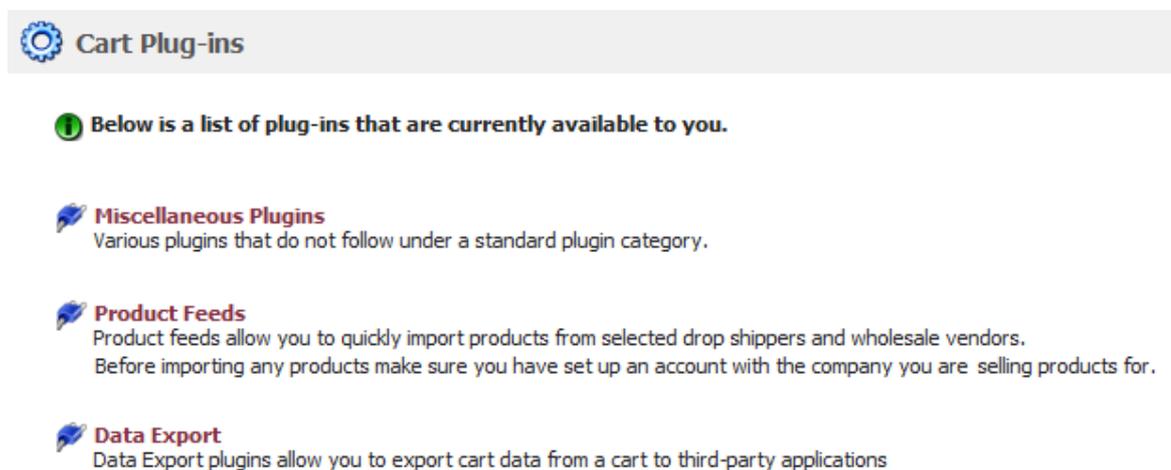


Figure 8-5-2: Cart Plugins Settings

3. Click **Product Feeds** link , **Miscellaneous Plugins** link, or **Data Export** link to open respective plug-ins in **Cart Plug-ins Settings** page. To know more about **Product Feeds** or **Data Export**, click on the links below.

[Product Feeds](#)^[237]

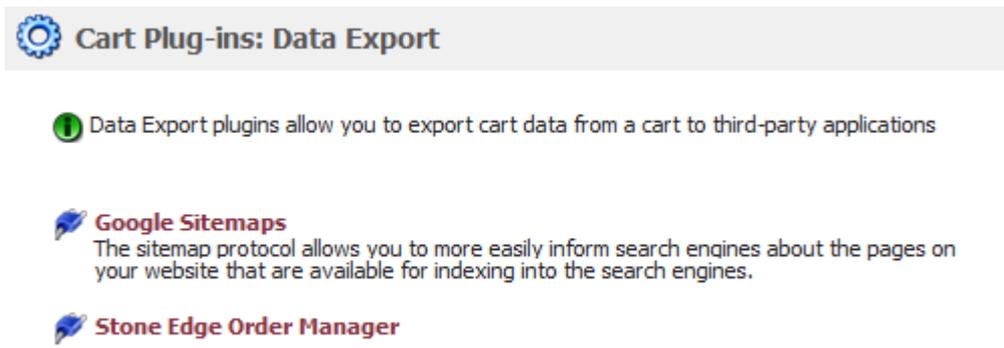
[Data Export](#)^[237]

8.3.1 Data Export

Data Export cart plug-in allows you to export marketing related data like google sitemaps to your local computer or to an order management website like stoneedge.com.

To open **Data Export** page, follow the steps below.

1. Open the **Cart Plug-ins** Settings page.
2. Click on **Data Export** link to open **Cart Plug-ins: Data Export** page, as shown in the Figure below. The page displays a list of various Data Export options available.
3. Click Google Sitemaps link or Stone Edge Order Manager link to open respective options.



Note: Google Sitemaps and Stone Edge Order Manager are used as an example in this section. Data export options may vary from user to user.

8.3.1.1 Google Sitemaps

Google Site Maps allows you to inform search engines about URLs on your websites that are available for crawling. In its simplest form, a Sitemap that uses the Sitemap Protocol is an XML file that lists URLs for a site.

To use **Google Sitemap**, follow the steps below.

1. Open the **Cart Plug-ins: Data Export** page.
2. Click on **Google Sitemaps** link to open **Google Site Map Export** page, as shown in the Figure 8-7-2 below.

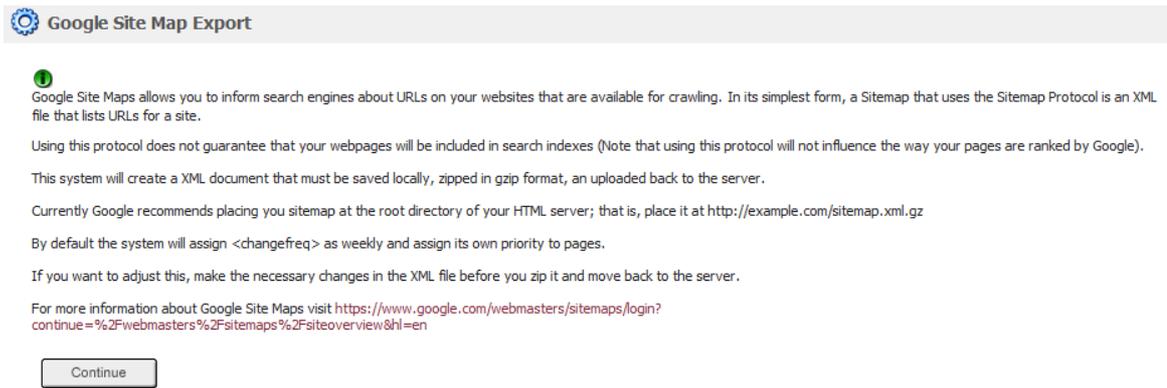


Figure 8-7-2: Google Site Map Export

3. Click **Continue** button to export your sitemap in an XML format to your local computer.

A **File Download Dialog** box will appear, as shown in Figure 8-7-3 below.

4. Click **Save** button to save the file to your local computer.

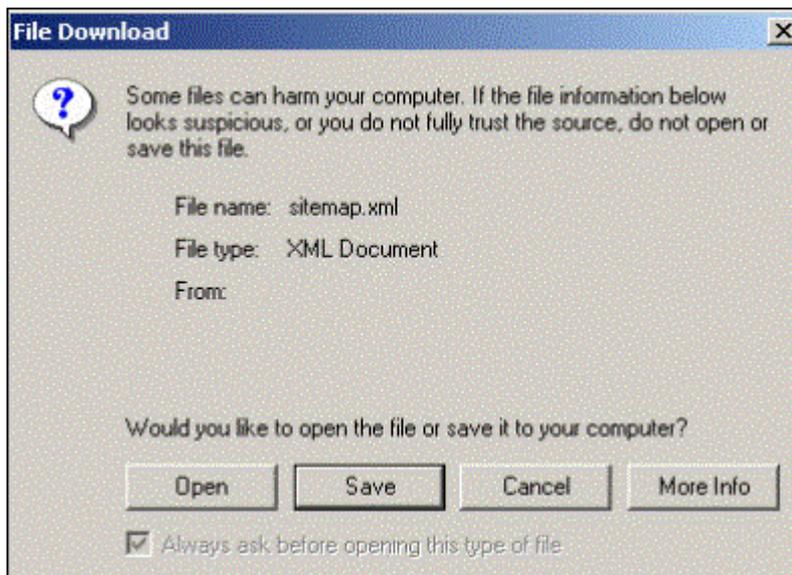


Figure 8-7-3: Data Download

8.3.1.2 Stone Edge Order Manager

The Stone Edge Order Manager is the leading order management system for small-to-medium Web merchants. The Order Manager makes it easy to import orders from your shopping cart and then gives you the tools you need to manage your business efficiently.

To use Stone Edge Order Manager, follow the steps below.

1. Open the **Cart Plug-ins: Data Export** page.
2. Click on **Stone Edge Order Manager** link to open **Stone Edge Order Manager Settings** page, as shown in the Figure 8-7-4.

Stone Edge Order Manager Export

i This area will export data to Stone Edge Order Manager. For more information regarding Stone Edge, <http://www.stoneedge.com>
Please enter access information below.

i Connection URL is
`https://site.com/:cart/content/admin/plugins/stone_edge_order_manager/plugin.stone_edge_order_manager.php`

Plugin Settings

Stone Edge Order Manager Settings

Enable Stone Edge Order Manager Export?
Selecting NO will disable export. Authentication failed message will be returned.

Username

Password

Figure 8-7-4: Stone Edge Order Manager Settings

3. Set **Enable Stone Edge Order Manager Export** drop-down box to **Yes** to enable export. Selecting **No** will disable export and Authentication failed message will be returned.
4. Enter your **Username** and **Password**.
5. If you want to reset the form, click on the **Reset form** button.
6. Click **Save changes** button to update the information.

8.3.1.3 Froogle Data Feed

Froogle is a new service from **Google** that find information about products for sale online. By concentrating completely on product search, Froogle applies the power of Google's search technology to a very particular task: locating stores that sell the item you want to find and pointing you directly to the place where you can make a purchase.

To use **Froogle Data Feed** for your product, follow the steps below.

1. Click **Froogle Data Feed**, as shown in the Figure 8-1-1 below.

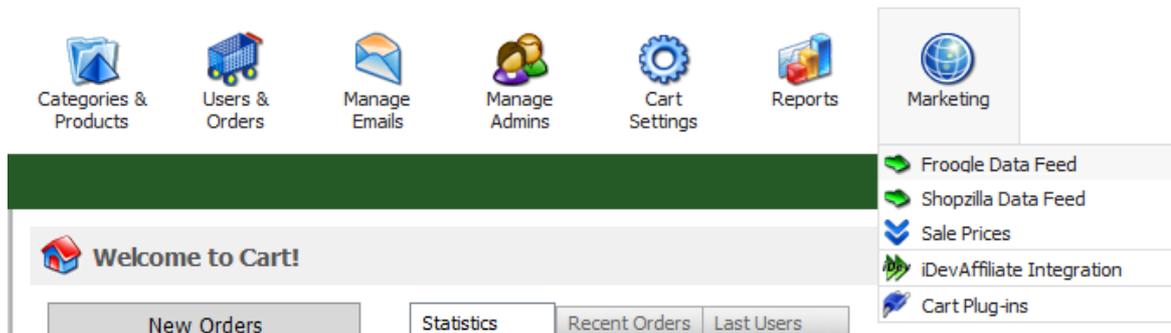


Figure 8-1-1: Froogle Data Feed

2. **Froogle Data Feed Export** page will open, as shown in the Figure 8-1-2 below.

Note: You can also open the **Froogle Data Feed Export** page directly by clicking on **Froogle Data Feed** link in the [Admin Area Home page](#)⁸.

3. **Product Description:** Select **Use quick overview** or **Use detailed description** from the drop down menu.

 The screenshot shows the 'Froogle Data Feed Export' page. It includes an introductory paragraph about Froogle, a 'Click Here to Visit Froogle' link, and the 'Froogle' logo. Below this is a 'Froogle Properties' section with an 'Export Settings' tab. The settings include:

- Product Description:** A dropdown menu currently set to 'Use quick overview'.
- Type of Service:** An empty text input field with the label 'The type of service being offered' below it.
- Feed Expiration Date MM/DD/YYYY:** Three dropdown menus set to '1', '1', and '2008' respectively.

 An 'Export data feed' button is located at the bottom right of the form.

Figure 8-1-2: Froogle Data Feed Export

4. Click **Export data feed** button. You will be taken to the **Your Cart login** page.

8.3.1.4 Shopzilla Data Feed Export

For your products to appear in Shopzilla's product search engine, you must provide a Product Listings Datafeed. Shopzilla will process your datafeed every 36 - 48 hours to ensure that the most current version of your product listings appear in our product search engine. You can sign up for a shopzilla merchant account by going to <http://merchant.shopzilla.com/>.

1. Once signed up you will need to fill in your **Shopzilla Merchant Identification Number**, your **Shopzilla Username**, and your **Shopzilla Password**.

- **ROI Tracker:** Monitor your conversion rate and improve your campaign performance Shopzilla's free conversion tracking tool.
- **BizRate Survey Program:** Receive your customers' feedback and become a BizRate Certified Store by participating in Shopzilla's free survey program.

2. Click on **Save Changes** once you have the information filled in.

 **Shopzilla Data Feed Export**

 For your products to appear in Shopzilla's product search engine, you must provide a Product Listings Datafeed. Shopzilla will process your datafeed every 36 - 48 hours to ensure that the most current version of your product listings appear in our product search engine.

 **ROI Tracker:** Monitor your conversion rate and improve your campaign performance Shopzilla's freeconversion tracking tool.

 **BizRate Survey Program:** Receive your customers' feedback and become a BizRate Certified Store by participating inShopzilla's free survey program.

 [Click Here to Visit Shopzilla](#)

Settings

Export Data Feed

Export To Shopzilla

 **Shopzilla Settings**

| | |
|--|---------------------------------|
| Shopzilla Merchant Identification Number | <input type="text"/> |
| Shopzilla Username | <input type="text"/> |
| Shopzilla Password | <input type="password"/> |
| Shopzilla's ROI Tracker | <input type="text" value="No"/> |
| BizRate Survey Invitation | <input type="text" value="No"/> |

This feature allows you to save shopzilla datafeed file on your computer.

Click "Export Datafeed" button below to get your file.



i This feature allows you to save shopzilla datafeed file on your computer. Click "Export Datafeed" button below to get your file

Export data feed

This feature allows you to export your products directly to a shopzilla.

Click "Export To Shopzilla" button to do it now.



i This feature allows you to export your products directly to a shopzilla. Click "Export To Shopzilla" button to do it now

Export to Shopzilla

8.4 Products Feeds

Product Feeds cart plug-in allows you to quickly import products from selected drop shippers and wholesale vendors. Before importing any products, make sure you have set up an account with the company you are selling products for.

To **Manage Product Feeds** area, follow the steps below.

1. [Open](#) ²³⁰ the **Cart Plug-ins Settings** page.
2. Click on **Product Feeds** link to open **Cart Plug-ins: Product Feeds** page, as shown in the Figure 8-6-1 below. This page displays a list of selected drop shippers and wholesale vendors from which you can import products.

Cart Plug-ins: Product Feeds



Product feeds allow you to quickly import products from selected drop shippers and wholesale vendors. Before importing any products make sure you have set up an account with the company you are selling products for.

Dollar Days

AMERICA'S #1 WHOLESALE MERCHANDISE DISTRIBUTOR!

Calanders, Housewares, Jewellery and more. View all available products at <http://www.wowpricing.com>

For additional information call our Customer Service Department at 1-800-506-0398 or email cartpartners@dollardays.com

[Setup Dollar Days](#)

Figure 8-6-1: Cart Plug-ins: Product Feeds

3. Click on **Dollar Days** link to open **DollarDays.com Import** page, as shown in the Figure 8-6-2 below.

Important: Your Cart will allow you to order products directly from the admin area of Your Cart once you sell Dollar Days items. For this feature to work, you will need to open an account through Dollar Days and enter in your account information in the "Setup Dollar Days" area.

Note: You can also click on **Setup Dollar Days** link to manage the Dollar Days Settings. You need a Dollar Days username and password to continue.

DollarDays.com Import



This process will guide you through importing Dollar Days products into your store. Click continue below to select to the categories you would like to import.

Note: It may take up to one minute while updater receives information required for update.



Last Update: [2008/05/01 17:21:34](#)



To setup a cron job please use following command:

```
php /var/www/html/cart/content/admin/plugins/  
dollar_days_import/cron.php "/var/www/html/cart"
```

Continue

Figure 8-6-2: DollarDays.com Import

4. Click **Continue** button to open **DollarDays.com Import Settings** page, as shown in the Figure 8-6-3 below.

DollarDays.com Import

 Please select which categories you would like to import into your store. Make sure you don't have a duplicate category already existing within your store as this process may overwrite existing data. Also, be sure to check the product ID's of the categories you are importing to insure that you will not be importing duplicates. You can view an example of the products at <http://www.wowpricing.com>

Import all categories & products

Continue

|  Dollar Days Categories | Import |
|--|--------------------------|
|  Arts & Crafts (dollar_days_1) | <input type="checkbox"/> |
|  Beads & Beading (dollar_days_1722) | <input type="checkbox"/> |
|  Children's Art (dollar_days_566) | <input type="checkbox"/> |
|  Construction Paper (dollar_days_1723) | <input type="checkbox"/> |
|  Craft Kits (dollar_days_1726) | <input type="checkbox"/> |
|  Craft Supplies (dollar_days_443) | <input type="checkbox"/> |
|  Crayons & Chalk (dollar_days_836) | <input type="checkbox"/> |
|  Floral Supply (dollar_days_1729) | <input type="checkbox"/> |
|  Musical Instruments (dollar_days_1106) | <input type="checkbox"/> |
|  Scrapbook Supplies (dollar_days_1731) | <input type="checkbox"/> |
|  Sewing Supplies (dollar_days_1734) | <input type="checkbox"/> |

Figure 8-6-3: DollarDays.com Import Settings

5. Select the products and categories you want to import by selecting the respective checkboxes.

Note: You can also import all settings and products by checking **Import all categories and products** checkbox.

6. Indicate the how much you would like to mark-up the item prices. *Note: Dollar Days product prices reflect your cost, therefore you will need to mark-up the prices using the Global Price Changes feature to get a profit on any item you sell.*

 **DollarDays.com Import**

1 Global Price Changes
 All products selected will be inserted into your database with Dollar Days Pricing.
 Depending on your agreement with DollarDays, you may want to increase or decrease this pricing.
 This area will allow you to globally increase or decrease pricing.

2 Click "Continue" button to import products right now, OR click "Save Changes" button to save your selection for a future usage

pricing by %

Clicking continue will start the importing process.

Selecting a duplicate category or product that already exist in your store may overwrite the existing ones. Hence, make sure you don't have a duplicate category and always check the product ID's of the categories you are importing.

6. Click **Continue** button to finish import process.

Important: All Dollar Days items import into Your Cart with the shipping price already set. You will not need to set up any shipping methods for these products.

8.4.1 Placing Orders Through Dollar Days

If a customer of yours places an order that includes a Dollar Days item, the cart indicate this on the Order page within the admin area.

 **Order Processing (order #5)**

Order Properties

Order Status

| | | | |
|-----------------------|--------------------------|--|--|
| Order ID | 5 | Last status change | 05/04/2008 - 05:21:56 PM |
| Created At | 05/04/2008 - 05:21:56 PM | Set Order Status | <input type="text" value="Do not change"/> |
| Order Status | Process | <input checked="" type="checkbox"/> Send notification to user when order completed? | |
| Payment Status | Pending | <input type="button" value="Save changes"/> | |

This order may be sent to DollarDays.com but setup is not completed yet. Please [click here](#) to do it now

1. **Click the Send order to DollarDays.com** link on the order page. A pop-up window will an invoice from Dollar Days and the items purchased by your customer. You will use this area to place an order through Dollar Days on behalf of your customer.

Important: You will need to enter in your Dollar Days account information into the "Setup Dollar Days" area for this feature to work. You can set this up at Marketing >> Plugin's >> Product Import >> Setup Dollar Days.

ExtOrder - Microsoft Internet Explorer
 Address: https://www.dollardays.com/xml/extOrder.aspx

DollarDays™
 WOW Pricing Everything Under the Sun®

Customer Id: 24118 Name: Phyllis M. Hale

Order # 631879

| SKU # | Description | Pieces Per Case | Piece Price | # of Cases | Extended Case Cost | Extended Freight | TOTAL | |
|--------|---------------------------|-----------------|-------------|----------------|--------------------|------------------|----------------|-----------------|
| 269683 | 12Ast Foam Animal Sticker | 72 | \$0.73 | 4 | \$210.24 | \$31.54 | \$241.78 | |
| 269721 | 10Pc Artist Brush Set | 72 | \$0.99 | 6 | \$427.68 | \$64.15 | \$491.83 | |
| | | | | Totals: | 10 | \$637.92 | \$95.69 | \$733.61 |

Order Total \$733.61

* Required Fields

Shipping

*Ship To: Joe Customer
 *Address: myplace 124
 Address:
 *City: Blaine *State: Min *Zip: 85004
 Ship Phone:
 Country: United States of America

Billing

*Name on Card: Joe Customer
 *Address: myplace 124
 Address:

2. Once the pop-up window appears, simply enter in your payment information (remember, the customer has already paid you for the order) to complete the order.

Dollar Days will ship the item(s) to the customer on your behalf. If the order contains both Dollar Days items and items you sell, you will need to return to the order screen to process your items.

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