



CKGold V 2.7

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Part



1 Introduction

CKGold is a PHP shopping cart which uses a MySQL database. It is important to review the system requirements and installation before proceeding. If you are unsure if your hosting environment meets the system requirements you should provide this information to your system administrator or hosting provider.

Please review the following topics before proceeding with installation:

[System Requirements](#)

[What's New](#)

[Installation](#)

[Upgrade Information](#)

[First Login](#)

[Admin Overview](#)

[Deleting The Demo Shop](#)

[About SSL](#)

Printable version of all help documentation - [click here](#)



1.1 System Requirements

Server Environment

This section describes the requirements for the **hosting platform** on which the software is to be installed.

While this list of requirements tries to be as comprehensive as possible, due to the extremely varied nature of hosting providers, we can make no guarantees that the software will work on any specific configuration.

- **Operating System:** *BSD/UNIX or Linux
- **Web Server:** Apache (v1.3+ recommended or v2+) with PHP and OpenSSL and mod_ssl
- **MySQL:** Version 3.23+ (4.1+ recommended for performance and security)
- **PHP:** Version 4.3.0+ required (4.4+ recommended - PHP 5 supported)

PHP Requirements:

- **file_uploads** - On (for certain features **)
- **FTP Support** - Enabled (required only for Google Products)

- **OpenSSL Support and allow_url_fopen** -- OR -- **cURL** - required for Authorize.net, TrustCommerce and ViaKlix payment gateways
- **cURL Support** (required for Linkpoint payment gateway and Paypal Website Payments Pro -- see below)
- **PEAR** (installed Services::PayPal PEAR libraries) required for Paypal Payments Pro support)
- **SSL space:** host must be on the **same logical file system** as non-ssl web site

Recommendations:

- Server API mode: Apache (CGI-mode not recommended)
- magic_quotes_gpc - Off
- Safe Mode - Off

***WYSIWYG html editor** - use of the integrated editor requires IE 5.5+ (Windows) or Firefox 1.0+ or Mozilla 1.3+ or Netscape 7+.(Windows/Mac) - For more information see: <http://fckeditor.com>

This is only essential if you want to take advantage of this tool in the administrative interface. The admin is fully operational without this enabled.

Recommended Installation Skills

- Knowledge of using FTP client
- Familiarity with setting file and directory permissions (CHMOD)
- Ability to setup a MySQL database and knowledge of how to determine the following:
 - MySQL server
 - MySQL database name
 - MySQL username and password
- Knowledge of system path information such as
 - user home directory path
 - secure SSL URL

Recommended Design Skills

Strong understanding of HTML and CSS. The templates consist of HTML with simple PHP script includes and are compatible with many HTML editors.

1.2 What's New

Version 2.7

- Home page featured content manager
Easily manage sections on the home page with featured items and custom content areas
- Quantity Discounts

- Configure percentage off or dollar off based on item quantities
- View All items - added to paging navigation
- Special header
The "Special" navigation section header is now in predefined content.
- smtp username/password
Manage smtp configuration in site settings
-
 <=> cr translation for memo fields for option format
- USA ePay
- Moneris eSelect Plus
- eWay
- Protx VSP Form
- Updated viaklix now has virtualmerchant mode
- Authorize.net host and script fields for "authorize.net compatible" gateways

Version 2.5

- Gift registry functionality added to Wishlist.
Shoppers may now purchase items from another's Wishlist and the system will track qty of what has been ordered.
Wishlist support for items with options. Items are added to the Wishlist by first adding them to the shoppers cart.
- Google Checkout support
- Multi-Add category display allows shoppers to put multiple items in their cart with one order button.
This new category behavior does not support products with options.
- Global option now has option description
- Added support for holding selected/entered option attributes on required option error so shopper does not need to re-enter info
- Added subtotal line for percentage off voucher

Version 2.1

- Updated FCKEditor
- Minor bug fixes - see readme.txt in installation files for details.

Version 2.0

- Gift Certificates
- Option Inventory Report
- Batch editor now with a search mode and interface improvements
- Option in cart settings to display only the contact form (No billing address form)
- Image Gallery type setting on Category and Item records.
- Free Shipping threshold (based on order total) for each method
- Option for storing CC# only long enough to submit initial transaction
- Tax on shipping toggle & billing/shipping/either address used to determine state
- Manual shipping methods can be restricted to a particular Country
- Multiple selectable CSS folders per theme
- Admin "dashboard" screen
- Update FCKEditor to newer version
- Redirect meta_admin.php for more graceful admin login failures
- Combine Session Pruning with Abandoned Order pruning.
- Option Description Field w/FCKEditor
- Move Order notes to top of order status emails.
- Field to set the subject line in order status emails
- Set Paypal Currency in admin
- SkipJack and FastCharge

Version 1.6.5

- Added further protection/verification for client or server errors during checkout.
- Low stock messages on item detail page now appear for both item and option inventory.
- Checkout with Paypal Website Payments Pro now possible when Site Registration is set to 'none'

- Fixed issues with Country selection for shipping calculator -- and resulting comparison with Shipping country on the ship-to address.
- Further php5 compatibility.
- Wording changes to order confirmation email, when paypal payment not yet received.
- Display fixes for states/provinces that have a tax rate with three places to the right of the decimal.

Version 1.6.4

- Support for Google Base format changes
- Compression setting for image resizer

Version 1.6

New Features

- PHP5 compatibility

Changes to existing functionality

- Inventory Changes - attribute inventory is now added to the base inventory
- Voucher (Promo Code) changes (apply before tax separated out and applies to individual items instead of subtotal)
- Checkbox checkout questions now are allowed
- Better support for Paypal Website Payments Pro Libraries

Version 1.5

New Features

- [Downloadable Products](#) (distribute files as products ie; MP3s, Photos, Software, PDFs etc.)
- Free shipping flag on item
- Share wishlist with friends and family
- Display recently viewed items to shopper as they browse
- Site Map display
- Google™ Site Map XML support
- Choose between Inline or Pop-Up image gallery display
- Database backup utility
- Export item catalog utility
- New third larger item image linked to pop up on item detail view
- Auto prune of stale sessions and abandoned carts on admin login
- Auto-fill contact info on click for billing and shipping records during checkout
- Set minimum per item qty for wholesaler purchase
- Ability to turn selective "special links" on or off
- Sequence numbers for shipping methods
- Automatically select the shipping method, when one method is defined.
- ViaKLIX payment gateway
- Additional formatting tags for cart and order invoice
- All Functions formerly requiring PHP's OpenSSL Module and/or allow_url_fopen support can now use cURL instead (via a setting in the admin).

1.3 Installation

Pre-Install Information

This section describes the process for copying the installation package to a web server, setting permissions and running the installation script, which configures the software for your web server's environment.

[If you are up-grading from a previous version please read about the upgrade information before proceeding!](#)

You will need the following information and server access to install the script successfully:

- FTP login with ability to change file permissions
- MySQL Information:
 - database name
 - database username
 - database password
 - MySQL server and possibly a port number (usually localhost or your domain name, sometimes hosting providers will use an alternative port number)
If you do not know the above information check with your hosting provider
- The license key you received at the time of purchase.

Instructions

1. Unzip the installation files on your local hard drive.
2. FTP the files to your web server keeping the directory structure intact.

Web Root Files (top level of the web site)

```
/additional_info.php  
/advancedsearch.php  
/cart.php  
/category.php  
/content.php  
/download.php  
/email_pop.php  
/gallery.php  
/google_site_map.php  
/index.php  
/item.php  
/paypal_ipn.php  
/pop.php  
/request_info.php  
/reset_password.php  
/restock_notify.php  
/search.php  
/user.php
```

Web Root Directories

```
/button_images  
/category_images  
/images  
/inc  
/item_images  
/metaadmin  
/mfg_images  
/template
```

Important Note: If you plan on distributing downloadable product files you will want to create a folder above the web root with permissions of either 777 or 766. You will then need to specify the path to this folder in the Download Controls. Please refer to the

[Downloadable Products](#) section of this document for more information.

3. Set permissions on the following directories and files to be world-writable (chmod 777 will usually work, though directories sometimes need to be set to 766)

Directories

```
/button_images  
/category_images  
/images (and all of the sub directories)  
/images/file  
/images/image  
/images/media  
/images/watermark  
/item_images  
/mfg_images  
/template/default/include_editable  
/metaadmin/froogle  
/metaadmin/db_backups
```

4. Set permissions on these two files to writeable (chmod 766)

```
/inc/path.php  
/inc/connect.php
```

4. With a web browser execute the setup script: (replace [YOUR_DOMAIN] with your actual domain)

http://[YOUR_DOMAIN]/metaadmin/setup/setup.php

5. Follow the guided setup instructions on the installation screens.

Be sure to copy the "Secret Key" and your Admin password.

6. **After the completion of installation remove the /metaadmin/setup folder from your web site.**

7. For security purposes it is advised to move "inc/connect.php" file above the root of the web site. After doing so you will need to change the path to the file at the top of "inc/common.php"

CHANGE

```
include_once($_SERVER['DOCUMENT_ROOT'] . "/inc/connect.php");
```

TO

```
include_once("/home/username/connect.php");
```

In the above example "/home/username/" should be replaced with the path on disk to where you stored the file. If you don't know the path above your web root - contact your hosting provider for details.

1.4 Upgrade Information

Please be sure to read all of the steps through before proceeding with the upgrade.

1) MAKE A BACKUP

Please be sure to generate a backup of your database before proceeding. DO NOT skip this important

step.

It is also advised that you make a backup of the entire web site. Be sure to download the two configuration files from your server

[/inc/connect.php](#)
[/inc/path.php](#)

2) UPLOAD THE FILES AND FOLDERS

It is not necessary to replace all of the folders on your web site.

Upload the new versions of the below two folders from the distribution file and all their files and sub folders.

`/inc`
`/metaadmin`

Upload **ALL** of the top level files from the distribution to your web site.

3) RESTORE THE CONFIGURATION FILES

Replace the following two configuration files with the ones that were used in your old installation.

`/inc/connect.php`
`/inc/path.php`

Note: If you moved connect.php above the web root please make the necessary adjustments to inc/common.php so it has the correct path to the connection file

4) SET THE PERMISSIONS

Set the permissions on the following two folders to 777 (or whatever your host recommends to make them writeable)

`/metaadmin/db_backup`
`/metaadmin/froogle`

5) UPGRADING FROM VERSION 2.0 ONLY RUN

Access the upgrade script

<http://www.yourdomain.com/metaadmin/setup/upgrade.php>

6) REMOVE THE SETUP DIRECTORY FROM YOUR SERVER

IF YOU ARE UPGRADING FROM 1.02 OR EARLIER PLEASE READ THE FOLLOWING

UPGRADE THE DATABASE FROM 1.X to 1.65

IF YOU ARE UPGRADING FROM PRE-1.6 VERSION RUN THE BELOW STEPS

After completing the above steps go to the setup script with a web browser

http://www.yourdomain.com/metaadmin/setup/CKGold_1.x.x-to-1.6.0_upgrade.php

And then

http://www.yourdomain.com/metaadmin/setup/CKGold_1.6.x-to-2.0_upgrade.php

**Click the upgrade button to update your database.
Then continue with step 5 above
and enter your new license key when prompted**

Template Changes Version from version 2.+ to 2.7

If you have a previous installation you can make a copy of the file `category_item_showall.css` and rename it to `category_item_multiadd.css`

In the release version all option classes are set to display none as option support is not available for multi-add product pages.

IMPORTANT

the template `index.php` now has a new PHP function to display the content.

Use

```
<? include "inc/inside/home_page_content.php"; ?>
```

In place of

```
<?=$content->content_page ?>
```

These new style definitions have been added to `site.css` to support the new home page sections.

```
.home-page-section {
    text-align:center;
}
.home-feat-table {
    margin: 0px;
    padding: 0px;
    width: 100%;
}

.home-feat-cell {
    text-align: center;
    vertical-align: top;
    padding: 10px;
}

.home-feat-cell div {
    text-align: center;
}
```

These style definitions need to be added to

`category_item_showall.css`
`category_item_twocolumn.css`
`category_item_multiadd.css`
`item.css`

```
.q-discount-msg {}
.q-discount-table {
    margin: 4px;
    padding: 12px;
    border:1px solid #000000;
}

.q-discount-table th {
    background-image: none;
    color: #000000;
    padding:2px;
    background: none;
```

```
border-bottom:1px solid;
}
.q-discount-table td { text-align:right; padding:2px;
}
}
```

Template Changes Version pre 2.15

New style class in this release

.option-desc {}

Used to format option description contents.

Add to
item.css
category_item_showall.css
category_item_twocolumn.css

New CSS FOLDER variable

If you want to take advantage of the new CSS FOLDER variable you will need to create a folder called css inside of your current theme and then add sub directories for each set of style sheets.

After this is complete add the \$CSS_FOLDER variable to all of your style sheet references in your template

Example:

```
<link rel="stylesheet" href="<?=$SSL_URL ?>/template/<?=$SITE_THEME ?>/css/<?=$CSS_FOLDER ?>/nav.css" type="text/css" />
```

Be sure to select the CSS folder in the metaadmin under the template and theme section. Edit your theme definition to select the css folder.

TEMPLATE CHANGES from 1.X to 1.65

If you did not make any adjustments to the original themes you can at this point replace the default theme folders with the new ones by uploading the template folder to the server.

If you did make changes to your original theme please continue to read about the new script includes needed for new features.

template file name= item.php

Add the following script include to use the new image gallery

```
<? include "inc/inside/gallery.php" ; ?>
```

the below changes effect ALL templates

Add the following script include to show recently viewed items

```
<? include "inc/inside/recent_items.php" ; ?>
```

You must change the block of html for the Special Navigation section.

Remove the div associated with the heading of this section. This is now stored in Pre-Defined content.

Remove the following if it exists in your template.

```
<div class="bothnavhead">Special</div>
```

The above <div> is now part of the script include so it may be turned off easily from the admin.

FCKEDITOR CHANGES

Version 2 contains a more recent version of FCKEditor. The FCKEditor directory is now stored under the metaadmin folder of the site.

You may remove the old FCKEditor directory after a successful upgrade.

This new version of FCKEditor has renamed default file folders.

images/Image is now --> images/image

images/File is now --> images/file

images/Media is now --> images/media

This will impact the browse server feature in many of the pop up menus.

It is suggested that you rename the existing folders and update the references in the html of your FCKEditor fields.

Also create a new folder

images/watermark

1.5 First Login

The URL to login to the admin is as follows:

<http://yourwebsite.com/metaadmin/>

If you installed in a subdirectory it might look something like this:

<http://www.yourwebsite.com/subdir/metaadmin/>

The above URLs will automatically forward you to the secure URL to login.

It is important to review the [System Settings](#) section before beginning product entry.

If you would like to [reset your password](#) you will also find that on the System Settings screen.

1.6 Admin Overview

Admin Navigation

You can choose between two different admin navigation schemes in the [Site Settings Screen](#).

Horizontal

Shows a horizontal navigation across the top using drop down lists for each major section of the admin

E-Commerce Site

HELP MAIN LOG OFF

Catalog Management Orders - Reports - Users Tax - Shipping - Payments Content & Language System Control Panel

Items Admin ? HELP

Items: (+Add New) (+Add Many Quickly) (+Add in Duplicate Mode)

Glamour Metal Oscillating - (HGS) clone edit delete GO

- all categories - SEARCH

ADVANCED ITEM SEARCH

BATCH INSERT OR EDIT (modify or insert multiple records at one time)

Batch Edit or Insert (You will first choose which fields you want, and optionally save those fields as the defaults) Quick Batch Insert (From Default Fields) 20 records at a time

47 Item Records Found.
Showing Records 1 thru 12.
1 2 3 4 Next >

Function	Thumbnail	Category	Item Name	Active	Inventory	Short Description	Catalog Code
Edit Del		Apparel	Test Download	Yes			
Edit Del		Apparel	test half	Yes			
Edit Del		Apparel	test riv	Yes	6.00		
Edit Del	Large	Apparel	test	Yes	1.00		
Edit Del		Apparel	Gift Certificate	Yes			

Vertical

Navigation will appear on the left with organized segments for each major section.

E-Commerce Site

HELP MAIN LOG OFF

Catalog Management Orders - Reports - Users Tax - Shipping - Payments Content & Language System Control Panel

Items Admin ? HELP

Items: (+Add New) (+Add Many Quickly) (+Add in Duplicate Mode)

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Edit Del		Apparel	Test Download	Yes			
Edit Del		Apparel	test half	Yes			
Edit Del		Apparel	test riv	Yes	6.00		
Edit Del	Large	Apparel	test	Yes	1.00		
Edit Del		Apparel	Gift Certificate	Yes			
Edit Del	Thumbnail	Parent Product	X0000 Small	Yes	6.00	This X0000 item is included and available from X00000000	

Getting Help in the Admin

Look for the small question mark icons next to most fields. They explain what the field is for.

? Item Name TEST ITEM

Need more help details? Look for the larger help link at the top of most of admin pages this will bring you to the appropriate section in detailed documentation.

? HELP

Access to the complete documentation is available anywhere in the admin via the icon in the top right hand corner.



Entering Dates

When entering dates into the system always use this format
DD/MM/YYYY

Searching

Most main data entry screens contain a "**Key Word**" search box with an "**Advance Search**" button close by.

You can control how items records are presented on the main item screen and related item screens in the "[Site Settings](#)" by adjusting the setting for the "Item Select List"

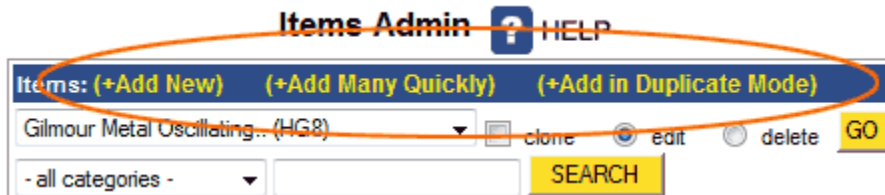
If the "Item Select List" is set to YES then a drop down list of items will appear on the main item screen.

If the "Item Select List is set to NO then a keyword search box is presented in conjunction with the option to choose a category to search within.

For large shops you will want to set the item select list to NO because the item drop down list will become too cumbersome to deal with.

Entry Modes

There are three "entry modes" involved with entering records into the system. We are going to use the Item Admin as an example because these three modes have the most impact here. Below is a screen capture of the item admin entrance screen. The hyperlinked text at the top of the table allows you to choose which entry mode you want to use.



Add New -

Clicking this link allows you to enter items and review them after you have submitted the record. This is the mode you will most likely start off with. After the record is saved the screen will re-paint with the information you just entered. The button to "Manage Related Items" will also appear. You can also choose to "clone" the item which will make a copy of it. This comes in handy if you have many products in the same category which require only minor modification such as the item name, catalog number and image.

Add Many Quickly-

Clicking this link will allow you to enter items rapidly without reviewing each record after insertion. For instance if you have several items that do not have information in common this would be used. After the item record is inserted the system will paint a fresh screen with no entries. This allows you to continue with your product entry.

Add in Duplicate Mode -

When this link is chosen you may enter the information for an item - after insertion the system will automatically create a screen to copy the item entries as a new record. The difference here is that you will not be presented with the "related items" button.

Cloning an Item -

If you select an existing item from the drop down and click the clone radio button you can make a copy of it.

Editing an Item -

Select an item from the drop down list to modify its information. Hit "insert" to save your changes. You can switch to cloning this record or jump to adding a new record also from the edit screen.

Deleting an Item -

Deleting an item will remove its entry in the database, option records associated with the item and the image associated with the thumbnail and large image. It does not remove additional images that may have been inserted using FCKEditor in the long or short description or the additional information pop up window.

1.7 Deleting The Demo Shop

Deleting Demo Shop

We have provided test records as examples so you may become familiar with the system. After installation you may choose to remove these. To swiftly delete item records use the "[Batch Editor](#)". After all the item records have been removed you can also use the "Batch Editor" to remove categories. Then visit the global options and manufacturer admin to remove the remaining entries.

1.8 About SSL

Secure Socket Layer (SSL) is HTTP with an encryption layer used to ensure privacy of communications over the World Wide Web. Pages accessed over SSL use HTTPS instead of HTTP in the address.

Shared SSL Certificate

Many hosting providers offer shared SSL services for accounts. This system requires that the Shared SSL certificate be installed on the same server the site is hosted on. This is the most common configuration of Shared SSL. However, some hosts have a setup Shared SSL so that the files are stored on a different server, in this case this system will not support that configuration.

For the most part if you are using Shared SSL your checkout page, user account pages, and admin URLs will use the Shared SSL server address and not your domain. For instance they might look like this:

`http://secure.hostserver.com/~username/page.php`

Dedicated SSL Certificate

You may decide to purchase your own SSL Certificate for your domain. In this case the pages that require SSL may be accessed using your domain name.

This is recommended for all but the smallest on-line businesses.

Please check with your host regarding the configuration settings of SSL and/or Shared SSL.

Part



2 Settings

Getting Started

It is important to review the general settings of the system before product entry. Decisions about shipping, taxes and payment methods need to be considered and may impact how products are entered. Also deciding how your catalog will be structured is important. What navigation method will be used? Will your users want to shop by Category or Manufacturer? What default display is most desirable for the product presentation? How will your shoppers checkout?

[Site Settings](#)

The system configuration settings for paths, emails, and admin behaviors

[Cart Controls](#)

How the cart behaves including the shopper checkout experience

[Database Maintenance](#)

Settings for removing records that are no longer needed

[Default Catalog Settings](#)

The default look for categories and products and web site navigation

[State and Taxes](#)

Set the tax rate for state and provinces

[Countries](#)

Define which countries to do business with

[Shipping Calculators](#)

Configure communication with USPS and/or UPS servers

[Shipping Methods](#)

Fine tune USPS and UPS methods, create custom methods

[Payment Gateways](#)

Enter payment gateway configurations (if applicable)

[Payment Methods](#)

Define which payment methods are accepted

[Default Meta Info](#)

Set the default meta keyword and description for the site

2.1 Site Settings

On this Form you will set web server configuration information and specify how you want your store set up.

Site Description

This is the description of your web site or online store. It will appear in email headers as the FROM name.

Site Email

This is the email address used to send order confirmation and password retrieval emails. It is recommended that the email is one that is associated with the domain the system is installed on.

Admin Email

This email is the address used by the system to send you notifications and is the retrieval address for the loss of the admin password.

Reset Admin Password

This link will lead you to the screen to reset the admin password. After resetting the password logout and login again to avoid errors.

Site Domain

The domain of your web site. Note that this domain is keyed to your registration key. You can only use one domain per registration key.

SSL Domain

The domain that the SSL Certificate you will be using is attached to. If this is the same as your domain (i.e. you have your own SSL Certificate) it can be left blank, or you may fill it in the same as Site Domain.

SSL Path Prefix

This is ONLY to be filled in if you are using an SSL Certificate in a shared hosting situation, where there is something that comes after the domain in your secure URL e.g.

`https://myhost.com/~mysecureusername`

In this example, your Path Prefix would be:

`/~mysecureusername`

Home Page

The filename in the root of your web site to use as the home page.

Site Theme

The folder within /template to use for the theme of the site. For more about Themes see Templates & Themes

Home Page Behavior

What to show on your home page.

[Home Page Sections](#) - In the home page section admin you can define areas of custom content and feature items to display on the home page.

[Home](#) - This will Your display custom home page defined in Content Pages.

It is important to note that the default theme template category.php is used to display the following homepage behaviors not index.php. In the predefined content admin you can modify the text and graphics that appear above the data on these pages.

[All Items](#) -This will Cause ALL items in your catalog

[New Products](#) - Products you have marked as "new"

[Sale Items](#) - Items and Categories that have a discount configured. (this does not apply to qty discounts)

Category Script Name

This is the name of the script that will display category pages. The default is category.php This does not apply to which template is used it only impacts the script in the top level of the web site.

Item Script Name

This is the name of the script that will display item pages. The default is item.php

SMTP Server

The server on your network or your hosting provider's network that delivers EMAIL the default is localhost

External Comm.

This setting does not change functionality, however, if your server does not support PHP's "url_fopen" feature -- you may select "cURL" if your server supports that, or vice-versa. This applies to features that communicate with external servers, such as the USPS Shipping Calculator Server and certian payment gateways (Authorize.net and Trustcommerce)

Email Method

This determines what format the order confirmation and status messages are sent. Plain text, no pictures or text formatting. Multipart. In multipart both plain text and html versions are sent in the email format.

Blank Options

The number of blank options to display when creating or editing an item in the admin.

Blank Option Attributes

The number of blank attributes to display for each option.

Item Select List

If "Yes" you will have a selectlist containing all of your items throughout the admin, wherever you need to select an item. If no, you will have only a keyword search interface to choose items.

Admin Search Results

How many records to display when returning search results. This also impacts the default number of records shown on the main item screen and order screen.

Admin Navigation

Selecting "left" will display a fully-expanded navigation bar, on all pages in the admin, this is best for a screen resolution of 1024x768 or better. 800x600 users are better served by the "top" setting.

Admin Home Page

If set to "Item" -- when visiting the admin home page, you are presented with the item administration page. This is the initial setting. Once loading of items into the system is complete, you may want to set this to "Orders" so as to make order processing more accessible. The Dashboard setting gives a summary of several different sections of the admin including both items and recent orders.

WYSIWYG On

Whether to use the built-in WYSIWYG editor

***** **IMPORTANT*******

Do not input <TITLE><HEAD><BODY> tags, java script, PHP or any scripting languages including FORM elements into ANY OF THE EDITOR boxes in the system admin. Doing so could result in breaking the functionality of your admin and/or web site.

WYSIWYG ToolBar

There are three default toolbars to choose from each one has a different toolset, basic, medium, full.

Display WYSIWYG

How to display the wysiwyg editor in the admin. Inline inserts the editor box on the admin pages. Popup displays a pop up link instead of showing the editor inline.

WYSIWYG Image Path

The wysiwyg editor allows the end user to upload images and other file types. This setting defines the default path where the images and sub directories will reside.

Security Settings

Order Status that triggers Credit Card # purge

If set, this is the order status that will cause credit card info, for that order to be erased. It will also cause all credit card data for the USER who placed the order to be purged. Leave unselected if you never want to purge credit card data.

Purge cc data as early as possible Yes No

If set to "Yes" the customer's credit card data will be purged as soon as the authorization (or sale) clears the Credit Card processing gateway. This only applies for sites set up to use a credit card gateway. The level of purge depends on the other security settings.

What Data to Purge

Entire Billing Record - this setting will delete the entire billing record, in addition to the Credit Card used for the order, so returning customers will have to re-enter ALL billing details upon returning to the site.

CVV2 only - only delete the CVVS code, all other billing data is preserved.

All Credit Card Data - Delete the CVVS, credit card number and expiration. Billing address is preserved.

The billing address is always preserved on the order record.

Database Maintenance Settings

The below settings have an impact on the [database maintenance admin](#) behaviors.

Days to purge carts

The number of days to allow "stale" shopping carts to exist in the system. These are data associated with shopping carts that have not been associated with a particular user. The default is 1 day. User sessions (controlled by a cookie) are timed out after 30 minutes of inactivity.

Hrs. to purge sessions

The default for this setting is 8 hours. Sessions are created to uniquely identify customers, even before they log in, so that their shopping cart and other temporary information can be stored (for up to 30 minutes) before they log in. Once a user logs in, their data is attached to their user account, so that it can persist indefinitely. Stale user sessions are deleted each time you login to the admin based on this setting.

Months to purge users

The number of months after which a user account is considered expired, and can be purged.

Months to purge wishlists

After which a user's wishlist is considered expired, and can be purged.

2.2 Cart Controls

The below settings can be found in the Cart Control System Control Panel. They pertain mostly to behavior of the cart screen and checkout process.

Disable Shipping Info

If "Yes" the alternate "Shipping" fields will not display. Enable this if you do not wish allow shipping to an alternate address.

Disable Billing Info

If "Yes" the billing address form will not display. Enable this if you always want the customer's contact address to serve as the billing address.

Show Thumbs in Cart

By default product thumbnails are shown in the cart. Set this to NO to hide them.

Cart Thumbnail Width

You can control the size of the cart thumbnail width by entering a pixel value

Cart Thumbnail Height

You can control the size of the cart thumbnail height by entering a pixel value

Hide Quantity Column

Setting this to yes will hide the qty column in the cart. This is a useful setting if selling "one-of-a-kind" products.

Enable Promotional Code

If you are not using the [promotional code feature](#) you may want to hide the promotional code entry box off on the cart. You can adjust the text that appears near the promotional code in the [pre-defined content](#) section of the admin.

Minimum Order Amount (retail)

Set a threshold for the minimum order amount before shipping and taxes. Users will not be able to checkout until they have reached the threshold amount.

Minimum Order Amount (wholesale)

Set a threshold for the minimum order amount before shipping and taxes. Wholesale users will not be able to checkout until they have reached the threshold amount.

USPS Insurance Enabled

The system will give the shopper the option to add USPS insurance to their shipping charges. This option will appear as a checkbox on the cart page.

USPS Insurance REQUIRED

The system will automatically calculate USPS insurance fees. The additional fee is transparent and not displayed to the shopper as a line item in the cart.

UPS Insurance Enabled

The system will give the shopper the option to add UPS insurance to their shipping charges. This option will appear as a checkbox on the cart page.

UPS Insurance Required

The system will automatically calculate UPS insurance fees. The additional fee is transparent and not displayed to the shopper as a line item in the cart.

State/Province Select list

Select "No" and the State/Province select list will not display. Customers may instead enter a state or province as text.

Default Shipping Country

Choose which country appears at the default in the drop down list on the cart page.

Allowed Decimal Quantities

If you wish to allow customers to purchase fractional quantities of items, you may specify what fractions (as decimal equivalents) are allowed in this field, as a comma-separated list, e.g. 0, 0.25, 0.5, 0.75 (note that zero "0" allows the shopper to order whole number qty's)

Cart Redirect

If set to "Yes" the customer will not see the cart when adding an item, they will be redirected back to the item they just added. This requires an SSL certificate for your domain, or if using shared-ssl, that SITE DOMAIN is the Shared-ssl domain -- if you wish the redirect to not cause a browser warning. For more information see [About Using SSL](#).

Cart SSL

If set to "No" adding items to the cart will take place in the NON-SSL domain. This is only supported for sites with a SSL certificate that matches the SITE DOMAIN. For more information see [About Using SSL](#).

Site Registration

When set to "optional" -- users will have the choice of registering before checkout, or checking out without registering. When set to "required" -- users must register to check out. When set to 'none' -- there is no option to register. If set to none the shopper will never be able to return to look at the order history. Also if the system was set to optional or required and users were created they must now be removed from the system when setting the system to the "none" setting. You can remove users using the [User Admin](#). This does not impact billing and shipping information that was previously collected for orders.

CVVS Code Required

If set to YES the shopper will not be able to checkout without entering a CVVS code.

2.3 Database Maintenance

The thresholds for the following purge functions are set in the [Site Settings](#) control panel. Below is an explanation of what information is removed when performing the purges.

Purge Stale Carts

"Stale Carts" are shopping carts that have been abandoned by users who never logged in. Since sessions expire after 30 minutes of inactivity, these carts are unrecoverable by the site visitor. The default setting is to purge any carts more than 1 day old. Carts for users who log in during their session never go stale, since they are saved permanently with their user account.

Purge Stalled Orders

These are orders that were started (that is, they went to the "Proceed to Confirmation" page) but never completed. They are unrecoverable by the user, although the items remain in their cart until they remove them, or they actually successfully complete an order. These are purged at the same age as

stale carts (default 1 day old).

Purge Stale Sessions

A "session" is created for each unique visitor to the web site, even if they never order anything. Sessions are the mechanism by which a user's cart is maintained, both before, and after they log in. It should be noted that these sessions are NOT PHP sessions. The software uses database-driven custom session management, based on a cookie stored in the user's browser, with an expire time of 30 minutes.

Stale Sessions are by default, purge-able when they are more than 8 hours old.

Purge Users

If you have many (thousands or more) users signed up on your site, to save disk space, you may wish to purge very old user accounts. The default is for them to be purge-able after 6 months.

Purge Wishlist

If you have many users who have saved wishlists, you may also wish to purge them. The default is for them to be purge-able at the same rate as users.

Set Next Order Number

This setting will allow you to set the next record ID number assigned to an order. It is important to note the order numbers are based on the database ID and make skip sequentially when there are stalled orders.

Database Backup Manager

This utility will create a full database backup file in either .sql or compressed .gz format

2.4 Image File Paths

This section is where you can redefine the various paths on your web site where images are stored. Keep in mind that if you change any paths here, you must create any new directories yourself and set the permissions to 777.

It is important to note that these setting should not be changed after images have been added to the system.

2.5 Catalog Default Settings

Catalog Display Defaults

On this form, you will define the "default" behavior for categories and items in your store. Also you will define which features you want to enable for visitors to your online shop.

Default Item Columns / Default Items Per Page

These two settings determine the default number of items to display on each category page (if that category has items) and how many columns to spread those items across on the page.

Featured Item Columns / # of Featured Items

These two settings determine the number of items to display in the Featured Product section for a category and how many columns to display them in.

Default Category Columns

The number of columns across the page to display "subcategories" of a particular category (if there are any).

Qty Disc. Type		None		
Qty Discount	low	high	Discount	del

Quantity Discounts

Choose from the drop down list if your discount will be a dollar off or percentage off.
 Enter quantity range to apply the discount amount.
 For instance 3-6 items might get 4.00 off
 and 7-9 might get 5.00 off

Default Category Behavior

This sets the default for how items display on category pages (the defaults can be over written on a category per category basis) In other words, when no category display behavior setting exists on a category this setting will be used. This setting will serve as the default for the Search Results and [Special Pages](#).

All Item Details

Shows everything about this item, including any options, and a quantity input box and "add to cart" button, eliminating the need for the item detail page. Ideal for categories with very few items or items that have little or no descriptions.

Tabular

Items are shown across the page in a row with the order button. (not suitable for items with options or ones needing descriptions.)

Thumbnail Only

Shows only the item thumbnail, name, product code and price, requiring users to click, taking them to the item detail page to place an order.

Two Column Detail

Shows the thumbnail to the left and all the details to the right. This is a useful compact display.

Items Ordered by

How you would like items to be sorted on the category page

New Item Icon

A graphic to display before the name of items marked as new. If not set, styled text is used to display the word "new".

Enable Inventory

If set to "Yes", for any items that have inventory values, their quantities are reduced when customers check out. Also, customers are prevented from ordering more than are currently in stock.

Show Zero Quantity Items

If inventory is in use, and this setting is "Yes" items that have sold out will be viewable on the site, but not available for purchase.

Inventory Threshold

If set to "Yes", a message can be displayed indicating that the inventory is low, when the # available goes below this quantity. Also see [Low Stock Threshold](#) setting to notify admin of low inventory numbers.

Back Ordering

Allow ordering of sold-out items. Yes will allow out of stock items to be ordered.

Currency Symbol

Your local currency symbol. The default is \$

Related Thumb Height

The height assigned to tiny versions of thumbnails: related items, featured products and top sellers.

Related Thumb Width

The width assigned to tiny versions of thumbnails: related items, featured products and top sellers.

Show Mfg. In Navigation

Show the manufacturer drop down under the keyword search box.

Show Special Navigation

If set to YES links to browse by All Items, New Items, Sale Items and Manufacturer are shown on the site. If set to NO this section will not appear. To turn off individual links remove the text for the link from the [Pre-defined Content](#) section associated with it.

Show Items on Mfg page

Show items on the shop by manufacturer page. If set to NO only links to the categories the manufacture has items in will appear.

Navigation Levels

How many "nested" levels of categories to display on the web site. (Only applicable with "Vertical" navigation", see below.)

Navigation Type

This sets the type or style of category navigation you wish to use on your site.

Vertical

Displays all categories nested "n-levels" deep, in the left-hand sidebar, with n being defined by "Navigation Levels".

Vertical-Expand

Displays the child categories (sub categories) beneath the Active Parent (the category that has been clicked on. As the visitor clicks on a Parent category the navigation will expand beneath it - allowing them to navigate to deeper levels. You can set how many levels to continue the expanding behavior using the "Navigation Levels" setting

Horizontal

Shows all top-level categories across the top of the page. When a site visitor clicks into a main level category, making that category Active, that categories' children are displayed below. Only two levels of navigation are provided for in this style.

BOTH

Shows all top-level categories across the top of the page, as with Horizontal. In addition, in the left-hand sidebar, the Active categories' children are displayed, allowing unlimited levels of navigation, and always showing the top-level categories.

Breadcrumb Separator

Along with the navigation, there is a "breadcrumb", which is like a "You Are Here" marker for the

site visitor, it tells them where they are in the category hierarchy. The separator is the text (or html) _you wish to use as an "arrow" to separate the entries. The default is the "Right Angle Quote" Character: (") Surrounded by a pair of non-breaking spaces on either side.

Enable Wishlist

Turn this off to hide the wishlist link across the catalog. If you would like to hide it only on certain displays adjust the css appropriately.

Show Email Friend Link

Turn this off to hide the email a friend link across the catalog. If you would like to hide it only on certain displays adjust the css appropriately.

Image Gallery Thumbnails

If you would like your item image gallery to display on the detail page as clickable thumbnails set this to YES. If you would like the image gallery to display as a link to a pop up window set this to NO.

Gallery Thumbs Columns

How many columns across to display the thumbnails for the item image gallery when Gallery Thumbnails is set to YES.

Show Recent Items

If set to a number greater than zero, will show up to that number of recently viewed items to the shopper as they browse the site. If you do not want this to display - set it to zero.

Show Request Info Link

Turn this off to hide the request info link across the catalog. If you would like to hide it only on certain displays adjust the css appropriately.

Show Top Sellers

This will show top sales within the category based on orders that have items in the category.

How Many Top Sellers

How many top sellers to show at one time.

Popup Window Width

The pixel width for the "[Additional Information](#)" pop up window. (this window only displays if something is entered into the additional information on the item record.)

Popup Window Height

The pixel height of the "Additional Information" pop up window.

2.6 Countries

This admin form allows you to enable/disable countries from displaying for customers entering an address, or choosing a shipping method using a shipping calculator. Simply uncheck the countries you want to hide.



2.7 States and Taxes

(figure a)



(A) Use the select list to choose a state to modify or delete. Modifying a state allows you to set the tax rate. If you need to create a new state simply choose one to edit (see figure 2)

(B) You also can set the default for how new items are entered in regards to if they are taxable or not. Changing the default item tax setting does not have an impact on items that were previously entered into the system.

(C) The main state and tax setup screen shows you the currently set states with taxes

(figure b)

States & Provinces Admin

Table containing all US States And Canadian Provinces

Go Back Delete this record Return to States & Provinces Admin

You are Modifying: Massachusetts

Create A New States & Provinces	Clone this States & Provinces	Update A
State/Province Name	Massachusetts B	
State/Province Code	MA C	
Tax Rate	5.000 D	

(A) the buttons across the top of the form will allow you to create new state entries. Use the Update button to save your changes if you are modifying a state.

(B) The state name as it appears in the state drop down select list.

(C) The State/Province Code is used by the UPS and USPS shipping calculators. It is not recommended that these are changed.

(D) Set the tax rate for the state. The checkout will calculate taxes based on this rate and items that have been marked as taxable.

2.8 Shipping Calculators

Shipping Calculator Setup

If you wish to use the USPS calculator, you must enter account information on this screen.

The UPS shipping calculator that this software uses is an open XML application. This version does not support UPS accounts.

The USPS shipping calculator requires that you sign up for an USPS WEB TOOLS account. This is a free account available on the usps.com web site.

Default shipping Weight

This is the default weight to use for an order if you have not defined weights for any of the products that the customer is ordering. It is recommended that you define weights for ALL items if you are going to use shipping calculator(s).

ALL WEIGHTS ARE ENTERED IN OUNCES NOT POUNDS

For instance if an item weighs 1 and 1/2 pounds enter a numeric value of 24 on the item weight field. Only whole numbers or decimal values are valid entries.

Zip Code

The Zip Code where your packages originate from.

USPS User ID/Password

These are assigned to you by the USPS when you sign up for an account.

USPS Test Script

After Entering your USPS-supplied User ID and Password, you will need to run the tests required by the USPS. This software provides an automated test script for this purpose. Once you run this script, and if it completes successfully, you need to follow the instructions provided to you by the USPS to fully activate your account. Sometimes the USPS test server is busy and will return failures. Try submitting your test during non peak hours, or repeating the test a few times, before requesting activation.

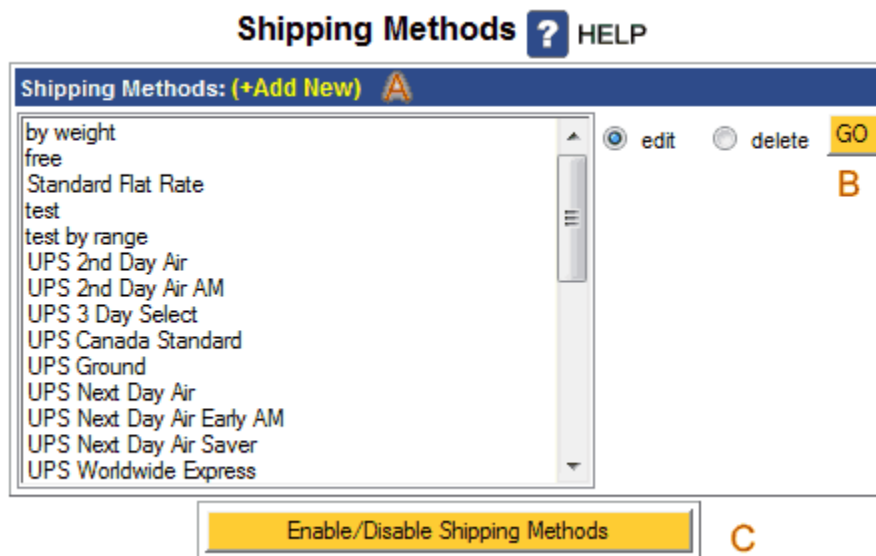
Also see [shipping methods](#) for information on how to make adjustments for individual methods.

2.9 Shipping Methods

This section covers Shipping Calculator based methods.

See [Range Based Shipping](#) for details on creating custom shipping methods.

(figure 1)






(A) Create new shipping methods by clicking (+Add New).

(B) Edit existing shipping methods by choosing from the drop down list and clicking GO.

(C) Quickly enable or disable multiple methods at one time by clicking this button.

(figure 2)

Ship Method Admin  HELP  Delete this record  Return to Ship Method

Admin
You are Modifying: UPS 2nd Day Air

Create A New Ship Method Clone this Ship Method **Update**

A	Ship Method Name	UPS 2nd Day Air
B	Base Shipping Cost	0.00
C	Ship Method Code	2DA <small>This is the shipping code passed to a Shipping Calculator API.</small>
D	Active	<input checked="" type="radio"/> Yes <input type="radio"/> No
E	Max Weight	<input type="text"/> (in ounces)
F	This Country Only	United States
G	NOT available to this Country	- select -
H	Sequence	<input type="text"/>
I	Free Shipping Threshold	<input type="text"/>
	Ship Type	UPS Shipping Calculator (You may not change a shipping method's type once it has been created.)

While editing an existing method used by a shipping calculator you may make adjustments to the following:

- (A) The Name as it appears in the available method drop down list on the cart screen.
- (B) The Base Shipping cost - this is a dollar amount that is added onto the shipping cost similar to a handling fee.
- (C) **Do not change the Ship Method Code** if this is a method being used by USPS or UPS
- (D) **Active YES / NO** setting this to NO will disable the shipping method
- (E) Max Weight - enter the maximum allowed weight for this method in ounces.
- (F and G) Define if the method is available for a particular country or exclude a country's availability
- (H) assign a sequence number to determine what order the method appears in the cart shipping method drop down list
- (I) A dollar amount threshold to offer free shipping at.

2.10 Range Based Shipping

Creating a New Range Based Shipping Method

(figure 1)

Ship Method Admin ? HELP

 [Return to Ship Method Admin](#)

You are creating a new Ship Method.

Enter your Ship Method information and click the insert button below.

Insert

A	Ship Method Name	Standard Flat Rate
B	Base Shipping Cost	1.00
C	Ship Method Code	std <small>This is the shipping code passed to a Shipping Calculator API.</small>
D	Active	<input checked="" type="radio"/> Yes <input type="radio"/> No
E	Max Weight	<input type="text"/> (in ounces)
F	This Country Only	United States
G	NOT available to this Country	- select -
H	Sequence	<input type="text"/>
I	Free Shipping Threshold	10.00
J	Ship Type	<ul style="list-style-type: none"> By # of items in order By total cost of order By total volume of order By total weight of order Flat Rate

After clicking ADD NEW you will be presented with a screen to create a new shipping method. A popular shipping method is based on the total order cost. We will cover the steps necessary to add a range based method.

Fill in the necessary information for fields A-I as outlined previously.
In section G choose what sort of method you would like to create.

There are several Shipping Types available

All shipping methods can have a base cost applied, which is added to any other means used to calculate shipping cost.

By Range:

The By Range methods allows you to set shipping rates by several methods. When you create any shipping types that operate by range, you must after creating them, click the "EDIT/ADD Shipping Ranges" link, so actually define the ranges for these types.

By # of items in order

Sets a shipping cost based on how many items the customer orders.

By total cost of order

Sets a shipping cost based on the total order amount.

By total Volume of order

Sets a shipping cost based on the total volume of the order.

By total weight of order

Sets a shipping cost based on the total weight of the order.

Flat Rate

A standard fee that is applied to the order when selected. Choosing Flat Rate will charge everyone the same amount for shipping, which will be whatever is entered for the Base Cost.

Shipping Quote

No fees are applied.

USPS Shipping Calculator & UPS Shipping Calculator

In the case where new methods are available from one of the above carriers use this. However the correct shipping code will be necessary to communicate with the shipping calculator servers.

Setting the Ranges

After submitting the desired values you will be presented with the information you just entered and at the bottom of the screen is now a link to setup your shipping ranges. See figure c section A below.

(figure 2)

Ship Method Admin ? HELP Delete this record Return to Ship

Method Admin
Inserted Record:

Create A New Ship Method Clone this Ship Method Update

Ship Method Name Standard Flat Rate1

Base Shipping Cost 1.00

Ship Method Code std This is the shipping code passed to a Shipping Calculator API

Active Yes No

Max Weight (in ounces)

This Country Only United States

NOT available to this Country -select-

Sequence

Free Shipping Threshold 10.00

Ship Type By total cost of order (You may not change a shipping method's type once it has been created)

Shipping Ranges (+ Add New) You need to enter some ranges for the ship method type you have chosen.

Update

(A) Click the "+ADD NEW" link to start building the ranges this method will use to calculate shipping.

(figure d)

Ship Range Admin [Go Back](#)

You are creating a new Ship Range.
Enter your Ship Range information and click the insert button below.

Insert

A Ship Method

B Low Range

C High Range leave blank to indicate infinity

D Cost

Insert DateTime Created: 0000-00-00 00:00:00
DateTime Modified: 0000-00-00 00:00:00

[Go Back](#)

Figure D shows the first range entered which must begin with 0.00 in the low range field (A) The above example will apply a \$5.00 fee up until 9.99

The below image shows a shipping method that has been populated with several ranges. (figure 3)

Ship Method Admin [HELP](#) [Delete this record](#) [Return to Ship Method Admin](#)

You are Modifying: Standard Flat Rate

[Create A New Ship Method](#) [Clone this Ship Method](#) [Update](#)

Ship Method Name:

Base Shipping Cost:

Ship Method Code: This is the shipping code passed to a Shipping Calculator API

Active: Yes No

Max Weight: (in ounces)

This Country Only:

NOT available to this Country:

Sequence:

Free Shipping Threshold:

Ship Type:

Shipping Ranges: [\(+ Add New\)](#)

	Low	High	Cost
edit del	0.00	9.99	5.00
edit del	10.00	19.99	7.50
edit del	20.00	35.00	10.00
edit del	35.01	And Up	15.00

add a new range **A**

Update

In section (A) notice to the left of each range the links to edit or delete the range. Also notice that the last range starts off at 35.01 as the low but no value was entered for the high. This tells the system to charge a rate of \$15.00 for anything starting at 35.01 or above.

NOTE: Once a range based method has been configured to work in a certain manner based on weight, volume, order cost etc... it can not be configured to work in a different manner. If you want to switch to method based on order cost to weight - you will need to create a new method and delete the

old one.

2.11 Payment Gateways

This section gives direction on what information is needed to setup particular third-party payment gateways. It is not required to use payment gateways. The system will allow the merchant to collect payment information during checkout and process it manually off line.

2.11.1 Authorizenet

This system currently supports the AIM method in Authorizenet. The setup requires two pieces of information regarding your Authorizenet account.

Authorizenet Login Name

Your username at Authorizenet

Authorizenet Transaction Key

The transaction key is generated in your Authorizenet account admin.

Test Mode

If set to YES the checkout will pass the "demo" mode value to the Authorizenet gateway allowing you to test without creating real transaction. It is recommended that after testing is complete a few real transactions are placed for final testing of your setup.

Authorization Sale Method

This setting controls how transactions are handled at Authorizenet.

AUTH_ONLY

This setting authorizes that the amount is available to charge on the credit card but does not capture the funds

AUTH_CAPTURE

This setting authorizes the amount and captures the funds

Host

Script Path

The above two settings should be left at their default for Authorizenet but are available for additional support of gateways which can operate in emulation of Authorizenet. Please refer to directions made available by the gateway provider for these details.

2.11.2 eWay

Eway Customer ID - Provided by eWay

2.11.3 FastCharge

The setup for FastCharge requires two pieces of information which should have been provided with your FastCharge account

FastCharge Account ID

Fast Charge Merchant PIN

2.11.4 Google Checkout

IMPORTANT NOTES:

- CKGold Gift Certificates will not be applied to shipping charges
- Promotional codes MUST be configured as "before shipping" YES and "before taxes" NO to work with google checkout, since that's how the google checkout coupons work.

Because you can use Google Checkout in conjunction with other Payment Gateways the account info is present on all of the other payment gateway screens.

Information you will need from CKGold for your Google account.

API callback URL

https://www.yourwebsite.com/gc_handler.php

(please note that SSL is required)

Callback Method

Choose XML

2.11.5 Link Point

The LinkPoint Select API method configurations are as follows:

LinkPoint Store Number

Your (usually 10 digit) LinkPoint Store Number

Linkpoint Certificate File

The full path on disk to your Linkpoint Certificate file. It is strongly recommended, for security purposes, that this file should be above the root of your website.

Linkpoint Sale Method

Choose SALE if you want amounts to be settled in real time. Choose PREAUTH if you prefer to settle transactions at a later time in the order admin (RECOMMENDED)

Linkpoint Host Name

The hostname of the LinkPoint processing server provided to you when your LinkPoint account was created.

Linkpoint Port

The port number to connect to the LinkPoint processing server provided to you when your LinkPoint account was created.

2.11.6 Moneris eSelect Plus

Moneris Store ID

Moneris API Token

Moneris Transaction Type: purchase - captures at sale time / preauth does not capture at sale time - must be captured in ckgold admin or moneris admin.

2.11.7 PayPal Standard

The only information needed to setup a standard PayPal payment is the the account default profile email address. Please note that alternate email addresses in your profile will not work correctly if you want to use the PayPal IPN. Because you can use PayPal Standard in conjunction with other Payment

Gateways the account email address for PayPal is present on all of the other payment gateway screens.

It is recommended that you set up the PayPal IPN so that you and your shopper will both receive a notification email when the PayPal payment has been completed and posted back to the cart. Because PayPal requires an order number - the shopping cart will create an order when the shopper clicks "Finalize Order" However, there is no way to force the shopper to complete the PayPal payment. It is recommended that the IPN be setup so both the shopper and the merchant receive a notice from the shopping cart when the payment is completed and has posted back to their order.

Setting up the PayPal IPN requires a few settings in your PayPal account.

PayPal IPN

To set up IPN:

1. In your paypal account go to "Profile"
2. Under "Selling Preferences" go to "Instant Payment Notification Preferences"
3. Click Edit
4. a. Check the checkbox to turn on IPN.
b. Enter this URL into the box provided:
http://www.yourwebsite.com/paypal_ipn.php
5. Click the Save button.

PayPal AutoReturn

If you want customers to be automatically returned to your site after making payment, you must enable auto-return.

If you do not enable auto-return, customers can still return to your site by clicking on a link, however they are not automatically redirected.

To set up Auto-return:

1. Go to "Merchant Tools"
2. Under "Customizing Your Checkout" click "Auto Return"
3. a. Set Auto Return to "On"
b. enter <http://www.yourwebsite.com/> in the "Return URL" box.
4. Click Save.

There are a number of other options in PayPal, which you may want to consider, although we cannot support all of paypal's features. There is extensive documentation on their website.

Note that if you set up your paypal account this way, if anyone uses your paypal account to pay you for something they did not buy via your website, you will get messages from the IPN script, which will be meaningless, since there will not be a corresponding order for that payment.

2.11.8 PayPal Pro

PayPal Account Email

This must be the default email address associated with the account

API Username

Paypal Website Payments Pro API Username

API Password

Paypal Website Payments Pro API password

Environment

Normally, this should be set to 'Live' -- 'Sandbox' is used for testing. Refer to the Paypal Website Payments Pro documentation if you wish to use the developer sandbox for testing purposes.

Certificate File Path

The full path on disk to your Paypal Website Payments Pro Certificate file. It is strongly recommended, for security purposes, that this file should be above the root of your website. This should look something like this:
/home/user/directory/certificate.txt

Payment Action

Choose Sale if you want amounts to be settled in real time. Choose Authorization if you prefer to settle Credit Card transactions at a later time in the order admin (RECOMMENDED)

REQUIRED PAYPAL LIBRARIES

The PayPal PEAR libraries must be added to the "inc/lib/" folder. [Download the PayPal PHP SDK](#) and copy the files and directories in the "lib" directory to the "inc/lib" directory on your web site.

2.11.9 ProTx VSP Form

ProTx VSP Vendor Name: Assigned to you by protx

ProTx XOR Encryption password: Set this value to the XOR Encryption password assigned to you by Protx

ProTx VSP Currency: Set this to indicate the currency in which you wish to trade. You will need a merchant number in this currency

ProTx VSP Environment: Set to SIMULATOR for the VSP Simulator expert system, TEST for the Test Server and LIVE in the live environment

You must also enable the "Credit Card (ProTx VSP Form)" payment method when using protx VSP Form - generally you will also disable the "Credit Card" payment method.

2.11.10 SkipJack

The setup for SkipJack requires two pieces of information which should have been provided with your SkipJack account

SkipJack Serial#

SkipJack host

2.11.11 Trust Commerce

The system supports the TrustCommerce HTTPS method. Below is a brief explanation of the information required for configuration.

TrustCommerce CustID

Your TrustCommerce Customer ID

TrustCommerce Password

Your TrustCommerce Password

TrustCommerce Sale Method

Choose SALE if you want amounts to be settled in real time. Choose PREAUTH if you prefer to settle transactions at a later time in the order admin (RECOMMENDED)

TrustCommerce AVS

Whether or not you want transactions to be validated according to your AVS settings in your TrustCommerce account (RECOMMENDED)

TrustCommerce Demo Mode

Set to yes, and the transactions will be in "Demo" mode -- accounts will not be charged. See the TrustCommerce documentation for how to submit test transactions.

2.11.12 USA ePay

Key: The USA ePay Source Key for your account.

Test Mode: Set this to yes to run test transactions.

PIN: USA ePay pin - this is optional, only enter one if you specified one when creating your source key. - required to run in authonly mode (to perform captures using the ckgold admin)

Sale Method: sale - captures at sale time / authonly does not capture at sale time - must be captured in ckgold admin or usa epay admin.

2.11.13 ViaKlix

The setup for ViaKLIX requires three pieces of information which should have been provided with your ViaKLIX account

Merchant ID

User ID

PIN

To place test orders simply mark the test mode setting to YES.

2.12 Payment Methods**Accepted Payment Methods**

This form allows you to choose which payment methods you accept.

(figure 1)

Enable or disable each payment type by checking or un-checking the checkbox next to it.

(A) you can add your own custom payment methods and credit card types by clicking "ADD NEW"

(B) Credit Card, Check, PayPal are special methods. This PayPal method is used to collect PayPal Standard Payments and does not involve Web Site Payment Pro configuration.

The Check method will allow the admin to enter a check number on the order detail screen. Credit Card will work in conjunction with the CC Types accepted.

(C) Enable or disable each credit card type by checking or un-checking the checkbox next to it.

(D) Invoice is a custom method. You can edit it or mark it inactive. You can also delete it by clicking the "edit" link.

Create new custom payment types

(figure 2)

After clicking "ADD NEW" on the main payment method screen, you are presented with the payment type admin where you can do the following:

(A) Assign a name to display on the checkout for the payment method

(B) Collect Info - Yes will provide a text form input box for the end user to input information during checkout. For instance in the above example we would be collecting their "Member Number" You could also use this to collect a PO number.

(C) Payment method Accepted - No will hide the payment method making it inactive.

2.13 Default Meta Info

Default keywords and Meta Description can be set for the site inside the "[Pre-Defined Content](#)" section. This will serve as the default for the site and be used when other keyword and description fields have not been filled in.

Part



3 Categories

This section covers category usage and configuration.

[Category Tree](#)

Understanding the category structure of the catalog system

[Category Admin](#)

Review the configuration settings

[Category Display Behavior](#)

Understand the different display settings that maybe used in presenting products

[Featured Products](#)

Associate featured product displays through out the catalog

3.1 Category Tree

Figure 1 below shows part of the opening category screen. The "Category Tree" appears on the left (1. A) This is a reflection of the hierarchal structure of the categories in the catalog. It is much like a tree in that each category can branch off into lower levels which also can further branch off into more levels.

Here is an explanation of some of the terms we will be using.

Root Categories

These are the top level categories

Parent Categories

A category that has sub categories or children

Child Categories or Children

Categories that are assigned to a parent meaning they are members of a category above their current level on the tree.

Primary Category

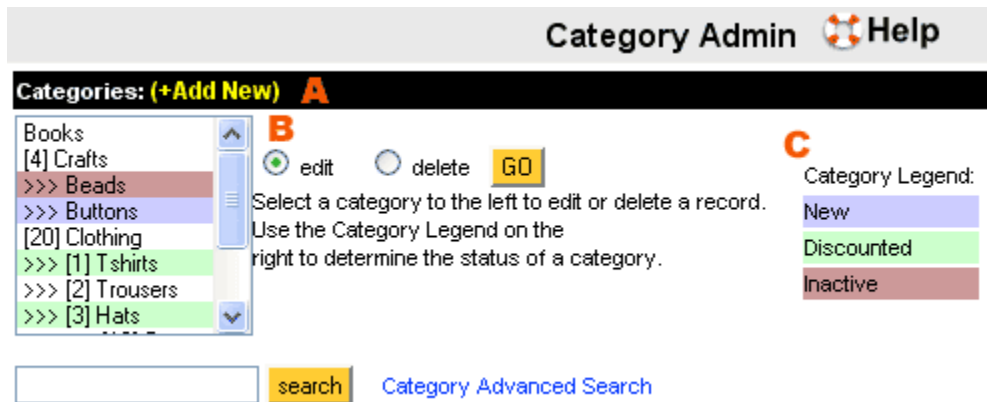
When a product has a category assigned as the primary category

Additional Category

When a product is also a member of another category it is referred to as the additional category.

Along with assigning a Parent Category

(figure 1)



(A) Add a new category by clicking on the "Add New" link.

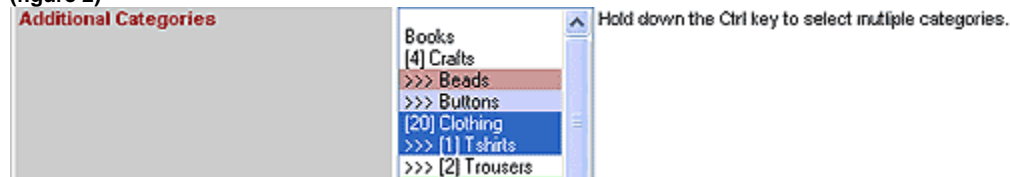
(B) The category select list is used to select a category to edit or delete. You will not be able to delete a category if there are products currently that have assigned this category as the Primary Category. Notice some of the categories in the figure above have numbers preceding the name. These are the sequence numbers assigned in the category admin which allows you to control what order the categories display in.

Category Legend

(C) This color code which reflects the status of a particular category. The status is dependent on settings configured in the [Category Admin](#).

Additional Category Tree

(figure 2)



The additional category tree reflects is found in the item admin. This select list allows you to select multiple categories at one time to relate an item to. To select multiple categories hold down the Ctrl Key and click the category names with your mouse cursor. The above image shows both "Clothing" and "T-Shirts" as being selected.

3.2 Category Admin

There are many settings for each category, although only a very few are required:

Parent Category

This field is not actually required, though it is important, since if you do not specify one, then it will be a "top-level" or ROOT category. That is, it does not have a parent. If you do specify one, then it will be a child, or subcategory of the category you choose. For Example, if you were creating a category called "Wrenches" and you already have an existing category called "Tools", then, it is likely that you would specify "Tools" as the Parent Category of "Wrenches".

Category Name

The name of the category, which will be displayed in the category navigation, among other places on the web site.

Active

If "No" this category will not display on the web site.

That's really all that HAS to be defined for a category. Now we will list all the other things you may specify for a category.

Show Manufacturers

If "Yes", then the category display page will group items by manufacturer with links for the shopper to view that manufacturer's items only.

Manufacturer Columns

The number of columns to display the manufacturer links by.

Sub Cat Columns

This overrides the system-level value for the number of columns to display subcategories.

Item Columns

This overrides the system-level value for the number of columns to display items.

Number of Items

This overrides the system-level value for the number of items to display.

Sequence Number

This is a number that defines (if present) the order categories should appear. If you leave this field blank, they sort by Category Name.

Category Display Type

This overrides the system-level value for the display type for this category. (See [Default Catalog Settings](#) and [Display Behaviors](#))

Discount %

A percentage discount to apply for all items in this category, after the start date and before the end date. (See [Category Discounts](#) for detailed description)

Discount Start Date

The date upon which the category discount starts.

Discount Expire Date

The date upon which the category discount expires.

Date Available

Date upon which, items in this category become available.

New Until

Category considered new until this date. A small new icon will appear before the category name on the sub category display.

Items Ordered by

How you would like items to be sorted on the category page

Image Gallery Thumbs

If set to yes, individual thumbnails will be shown for the item image gallery on the item detail page, if set to no, only a link to the gallery will display on the item detail page. 'default' means to use whatever value is defined in the Catalog Display Defaults.

Gallery Thumb Cols.

Number of columns of thumbnails to display in on the item detail page, if Gallery thumbnail is enabled.

Hide Order Button

If "yes" then ordering of items is not allowed in this category. They display, but cannot be added to the cart. Their options are not displayed, and no add to cart button is supplied.

Hide Quantity Box

If "yes" then the quantity box is not displayed, and the quantity is set to 1. Useful for one-of-a-kind items.

Special Message

A message to display with this category.

Message Expire Date

The date upon which, the special message above, no longer displays.

Show Item Message

Enter a special message about the item. It will discontinue to display after the message expire date has passed.

Page Title, Keywords and Page Description

If entered, the title appears in the title bar of the web browser, when viewing the category page. If not specified, the category name is used in the title bar. Keywords and Page Description (these are for search engines) are defined on a system-wide level, and if you do not fill them in - the system-wide values are over written.

Note: the short and long description fields use the [optional wysiwyg](#) editor.

Short Description

A brief description of this Category will display on the parent category page. (if it is a child of another category)

Long Description

This is the description of this category, which appears on the category page.

Category Graphic

This is an image you can provide to replace the Category Name (i.e. a graphic version of the category name text)

Thumbnail Image

Like Short Description, this appears with subcategory names.

Large Image

This is an image you can provide to represent the entire category pictorially. It appears on the main category page. You may [resize this image](#) on upload.

Category Navigation Button

This graphic replaces the Category Name Text in the Navigation

Category Navigation Button (active)

This graphic replaces the Category Name Text in the Navigation, for the currently selected category.

Category Template

The category template to use for displaying the category page.

Item Template

The item template to use for displaying the item pages for this category (unless overridden for a individual item)

3.3 Category Display Behaviors

The category display type setting allows you to quickly change the layout of product listings on the category page:

- Thumbnail Only: thumbnail with price and link to item detail, the short description is used here
- All Item Details: thumbnail with all options, description and order button, the long description is used here
- Two Column Detail: thumbnail on left with all options, description and order button on right, the long description is used here
- Tabular Display: Items are shown across the page in a row with the order button, the short description is used here.
(not suitable for items with options or a lot of text)

Thumbnail Only

Home >> Crafts >> Beads

Beads



*Large barrels of transparent glass, 12X9mm, made in India.
Indian glass beads are suitable for your jewelry and craft projects.*

Products

 18089 Green Rich grass green \$0.75	 18088 Yellow Buttons Unlimited Lemon yellow \$0.75	 18095 Blue Vibrant royal blue \$0.75
 18090 Black Gucci Coochie Coochie Coo Opaque black glass \$0.75	 18094 Aqua Tourquoise hues of blue \$0.75	 18091 Plum Gucci Coochie Coochie Coo Deep purple \$0.75

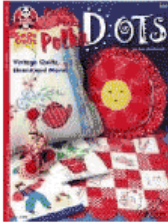

All Item Details

Products

<p># 5472-1Charcoal</p>  <p>click for larger view</p> <p>Price: \$8.50</p> <p>Quantity: <input type="text" value="1"/> YD</p> <p>Order</p>	<p># 5472-4Forest</p>  <p>click for larger view</p> <p>Price: \$8.50</p> <p>Quantity: <input type="text" value="1"/> YD</p> <p>Order</p>	<p># 5472-7Blue</p>  <p>click for larger view</p> <p>Price: \$8.50</p> <p>Quantity: <input type="text" value="1"/> YD</p> <p>Order</p>
<p># 5472-8Vintage</p>  <p>click for larger view</p> <p>Price: \$8.50</p> <p>Quantity: <input type="text" value="1"/> YD</p> <p>Order</p>	<p># 5474-1Natural</p>  <p>click for larger view</p> <p>Price: \$8.50</p> <p>Quantity: <input type="text" value="1"/> YD</p> <p>Order</p>	<p># 5474-3Ivory</p>  <p>click for larger view</p> <p>Price: \$8.50</p> <p>Quantity: <input type="text" value="1"/> YD</p> <p>Order</p>

Two Column Detail


Products

 <p>click for larger view</p>	<p>Polka Dots # 2D05203 Vintage Quilts, Linens and More</p> <p>Price: \$19.99</p> <p>Kit</p> <p><input type="checkbox"/> Fabric and Floss \$10.00</p> <p>Color Choices</p> <p>- select -</p> <p>Quantity: <input type="text" value="1"/> Each Order</p>
 <p>click for larger view</p>	<p>Embroidered Childhood Memories # AQS6008 Nostalgic needlework patterns capture the enchantment of fairy tales, lullabies and sweet dreams. Includes more than 100 full-size vintage patterns such as the Bedtime Babies of the 1920's and the coloring book alphabets of the 1930's and 40's.</p> <p>Price: \$19.95</p> <p>Quantity: <input type="text" value="1"/> Book Order</p>

Tabular Display





Home >> Crafts >> Beads

Beads



Large barrels of transparent glass, 12X9mm, made in India.
Indian glass beads are suitable for your jewelry and craft projects.

Products

	18089 Green	Rich grass green	Price: \$0.75
			Quantity: <input type="text" value="1"/> Order
	18088 Yellow	Lemon yellow	Price: \$0.75
			Less 20% discount is \$0.60
			Quantity: <input type="text" value="1"/> Order
	18095 Blue	Vibrant royal blue	Price: \$0.75
			Quantity: <input type="text" value="1"/> Order
	18090 Black	Opaque black glass	Price: \$0.75
			Quantity: <input type="text" value="1"/> Order

3.4 Featured_Products

When editing a category in the Category Admin, you can use the "Featured Items" button to add specific items to a special display section in the catalog called "Featured Items". You can control the number of columns and items for this display in the [Catalog Default Settings](#) section in the admin.

Category Admin [Help](#) [Delete this record](#) [View Category](#) [Return to Category Admin](#)

You are Modifying: Crafts

[Create A New Category](#) [Clone this Category](#) [UPDATE](#) [Featured Items](#)

Category ID: 23

Primary Category:

- >>> Children
- >>>>> Shorts
- >>>>> T-Shirts
- >>> Infant
- >>> Socks
- ...

TO MAKE A SUB CATEGORY - Select the name of the category you would like your sub category to appear under.
DO NOT select the name of the category you are editing.
 All dates must be entered in the following format MM/DD/YYYY OR YYYY-MM-DD

Category Name: Active: Yes No

Part



4 Manufacturers

The administration system allows merchants to associate items to manufacturers and also create manufacturer productlines.

For details on configuring Manufacturers please review the [Manufacturer Admin](#) section.

A productline is a sub set of the manufacturer. Creating productlines also provides the ability to put that group of manufacturer's products on a time limited discount with out impacting other products which are part of the manufacturer.

Productlines also impacts the manufacturer links inside the category display and on the main manufacturer pages.

You must have the category setting "[Show Manufacturers](#)" set to YES in order to see product links by manufacturer and productlines.

For more information see the [Category Admin](#) section.

4.1 Manufacturer Admin

The manufacturer admin is very similar to the [Category Admin](#) settings. Below is a break down of the available entries.

Parent Manufacturer

Select a parent manufacturer if you are configuring a productline.

Manufacturer/Product Line

The name of the manufacturer or productline

Active

Used to enable/disable manufacturers/product lines from the catalog display. This will impact the manufacturer drop down list and the display within categories IF the category setting of "Show Manufacturers" is set to YES. This will also impact the [All Manufacturer Display](#).

Discount Percentage

The percentage off this manufacturer/productline

Discount Start Date

The start date for the discount

Discount Expire Date

The end date for the discount

New Until

The expiration date to show the manufacturer as "new" will display the "new" icon or text before the name.

The below settings are only used if the "Show Manufacturer" setting has been enabled on the category and when the shopper uses links from the "All Manufacturer" page. Use these settings to over ride the default catalog settings and/or the settings configured in the category which the manufacturer link is displayed. These configurations behave exactly like those in the [Category Admin](#).

Item Columns**Number of Items****Category Columns****Category Display Type****Special Message**

Message Expire Date
Short Description
Long Description
Thumbnail Image
Large Image
Page Title
Keywords
Page Description
Category Template

Part



5 Items

Items are your products. They can be as simple or as complex as you need them to be. They can have "options" and also be related to other items as additional suggested purchases. Items may be members of Manufacturers or Manufactures productlines. This section covers how items are configured along with their options and associated images.

[Item Search](#)

How to find items in the administrative system to edit/modify/delete and enter

[Item Admin](#)

Configuration of items in the catalog

[Options](#)

Configuring product choices

[Global Options](#)

Configuration of options that are shared by many items

[Related Items](#)

Cross selling items

[Related Categories/Mfg](#)

How to suggest a related category or manufacturer

[Image Gallery](#)

Show multiple images for products.

[Controlling Inventory](#)

Overview of how inventory tracking works

Also see:

[Discounts](#)

[Batch Editor](#)

5.1 Item Search

There are several ways to locate items for modification, deletion or cloning inside the admin.

Demo Shop docs main log out

Catalog Management

Items (+Add New) (+Add Many Quickly) (+Add in Duplicate Mode)

10kt Dangle Dolphin Ring (JE01) clone edit delete GO

all categories SEARCH ADVANCE ITEM SEARCH

BATCH INSERT OR EDIT (modify or insert multiple records at one time)

SET DEFAULT FIELDS Batch Insert 20 records at a time Batch Edit 20 records at a time

Before using the batch editor update the fields you want to have available.

30 Item Records Found.
Showing Records 1 thru 10.
1 2 3 Next >

Function	Thumbnail	Category	Item Name	Active	Inventory	Short Description	Catalog Code
Edit Del		Jewelry	10kt Dangle Dolphin Ring	Yes			JE01
Edit Del		Jewelry	10kt Gold Bow Ring	Yes		10kt Gold Bow Ring	JE05
Edit Del		Jewelry	10kt Gold Filigree Band Ring	Yes		10kt Gold Filigree Band Ring	JE02
Edit Del		Jewelry	Black Hills Gold Double Ruby Ring	Yes		Black Hills Gold Double Ruby Ring	JE06
Edit Del		Jewelry	Black Hills Gold on Sterling Silver Merit's Eagle Ring	Yes		Black Hills Gold on Sterling Silver Merit's Eagle Ring	JE03
Edit Del		Artists Gallery	Cinderella	Yes			AG01

(A) When the main admin screen loads the main item screen by default. You may then select an item from a drop down list of existing items OR use the item keyword and category search. If you have many items in your catalog you can choose to hide the drop downlist of items by changing the value on the "item select list" setting in the [Site Settings](#).

If the item select list is available simply choose an item and either select edit or delete. If you wish to clone and item check the clone checkbox and leave the the radio button on edit. Hit GO.

You can pull an item also by entering a keyword search term such as the name, catalog number or a word in the description. The system will pull up a list of all items matching the term used. This can also be used in conjunction with selecting a category from the drop down list.

(C) Beneath the top section of the main item screen is a summary of the most recent items entered in the catalog. If you would like to browse the item records use the page numbers listings. You can also click on the column names and sort the items by Thumbnail, Category, Item Name, Active, Inventory, Short Description, and Catalog Code.

(B) The advance item search button will lead to a screen that contains more fields to search upon. (see figure 2)

(figure 2)

Search Criteria

Keywords:	<input type="text"/>
Category	<ul style="list-style-type: none"> Books [20] Clothing >>> [3] Hats >>>>> [10] Caps >>>>>> [20] Tooks >>> [2] Trousers >>> [1] T-shirts [4] Crafts >>> Beads >>> Buttons
Manufacturer Product Line	<ul style="list-style-type: none"> Acme Leather Goods Arizona Buttons Unlimited Gap Gucci >>> Belts
Item Name	<input type="text"/>
Short Description	<input type="text"/>
Catalog Code	<input type="text"/>
Active	<input type="radio"/> Yes <input type="radio"/> No
Out of Stock	<input type="radio"/> Yes <input type="radio"/> No
Inventory	Equals: <input type="text"/> OR Between <input type="text"/> AND <input type="text"/>
New Until	Equals: <input type="text"/> OR Between <input type="text"/> AND <input type="text"/>
Price	Equals: <input type="text"/> OR Between <input type="text"/> AND <input type="text"/>
Sale Price	Equals: <input type="text"/> OR Between <input type="text"/> AND <input type="text"/>
Sale Price Expire Date	Equals: <input type="text"/> OR Between <input type="text"/> AND <input type="text"/>
Primary Category Only	<ul style="list-style-type: none"> Books [20] Clothing >>> [3] Hats >>>>> [10] Caps >>>>>> [20] Tooks >>> [2] Trousers
<input type="button" value="search"/> <input type="button" value="RESET"/>	

Any combination of the fields on this screen can be used to find items. This is particularly useful for finding low inventory, out of stock and sale priced items.

Note: The primary category select list at the bottom is provided to find items that have been related to a category as its primary category. You can not delete a category if it has a primary item relationship and these must be removed first.

5.2 Item Admin

(figure 1)

NOTE: (A) After an item is created the tabs to create other types or related records will appear. These include: related items, related categories, related manufacturers/productlines, and the image gallery admin.

(figure 2)

(A) Category

This is the "primary category" or section of your store in which a particular item belongs. See "[Category Tree](#)". Note that categories can not be deleted when they have items that are associated to it as the primary category.

(B) Additional Categories

In addition to the "primary category" specified at the top of the form, you may associate an item to as many other categories as needed. The item will then appear in each of these categories. The "primary category" will also always be in this list. To associate additional categories hold down the control key "Ctrl" on the keyboard and click the additional category names in the scrollable select list.

Item Name

The name of your item.

Item Active

If set to "No" this item will not be shown anywhere in the catalog.

Sequence Number

A numeric field, defining the order you want items to appear in your catalog. If left blank, items will sort as defined in the Catalog Default configuration page.

Catalog Code

This is your product code for this item, if any.

Inventory

How many of this item you have in stock. If you have an unlimited supply, or you are not using inventory, leave this field blank if you enter a ZERO the item is considered "Out of stock"

NOTE: If you use the "# in stock" field for option attributes for an item, this field will always be the SUM of the individual attribute "# of stock" entries.

Manufacturer Code

This is the manufacturer's part number for this item, if any.

Low Stock Notice

Notification sent to admin when items levels go below this threshold.

Out of Stock

An alternative way to mark an item Out Of Stock, if you are not using the inventory field.

Price

The "regular" price of this item.

List Price

A MSRP or other "list" price, for information only.

Sale Price

A sale price, customers can purchase the item at this price, until the Sale Price Expire Date

Taxable

Whether or not this item should be taxed, for orders shipped to places where you must collect taxes.

Sale Price Expire Date

The date on which your sale ends.

Wholesale Discount

The discount given to users who are logged in as [wholesalers](#). This will also be applied to any options that have attributes with pricing.

Wholesale Min. Qty.

The minimum quantity a wholesaler user must purchase for this item.

Minimum Quantity

Set the minimum qty that a shopper must order for this item.

Item Template

The template file you wish to use for this item. You may set up as many alternate templates as you wish via the Templates & Themes Control

Image Gallery Thumbs

If set to yes, individual thumbnails will be shown for the item image gallery on the item detail page,

if set to no, only a link to the gallery will display on the item detail page. 'default' means to use whatever value is defined in the Catalog Display Defaults.

Gallery Thumb Cols.

Number of columns of thumbnails to display in on the item detail page, if Gallery thumbnail is enabled.

Unit Label

The label that appears to the right of the Quantity input box on the order form for this item.

Weight

The weight of this item in ounces. Although, if you are not using any of the shipping calculators, you may use whatever unit you wish for weight.

Shipping Cost

An additional cost you would like to charge for shipping for this item. This will be added in addition to however you have set the system to calculate shipping.

New Until

Item considered new, and marked as such, until this date.

Volume

The volume of this item (for calculating shipping by volume) the unit of volume is unspecified, so you may use whatever unit is appropriate for your products.

Item Message

An additional message to be displayed with this item, until the Message Expire Date.

Message Expire Date

The date on which the Item Message stops displaying.

Free Shipping

If set to yes the item will not be included in shipping calculations. This is particularly useful for electronic product delivery.

Hide Order Button

If "Yes" this product will be shown in the catalog, but not available for ordering. If it has any options, they will not be displayed.

Hide Quantity Box

If "yes" the quantity is set to one.

Manufacturer

You may define manufacturers in the Manufacturer Administration Section. If you have defined some, you may assign one to specific items.

Thumbnail Image

A small (usually 50-100 pixels wide) image of this item.

Note: You may use the form to upload an image to your server, into the defined item image folder, or you may copy your product images to your server using other means such as FTP, and simply type in the filename of the image. This is true for all image fields throughout the system.

Large Image

A larger, or high-resolution image of this item. This section also contains the [image resize feature](#).

Note: the short, long and additional long description fields use the [optional wysiwyg](#) editor.

Short Description

A brief, textual description of this item. It may contain HTML.

Long Description

An extended description of this item. It may contain HTML. For these description fields, if you have enabled HTMLArea in the Site Settings configuration page, and you are using a browser that supports it, you will have the WYSIWYG editor available to style the text of this description, and even add additional images to it.

Additional Long Description

Another field to have a hot linked "additional description" for this item. If entered, a link appears on the detail page that opens in a new window, and displays the content entered in the field. The site of this window is controlled in the [Catalog Settings](#) section.

Page Title, Meta Keywords and Meta Description

If entered, the title appears in the title bar of the web browser, when viewing the item page. If not specified, the system-wide OR category-level page title is used. Likewise Keywords and Page Description (these are for search engines) are defined on a system-wide and category level, and if you fill them out per item, the system-wide, and category values are overridden

NOTE: keywords entered into the item record will also be used by the web site keyword and advanced search.

Downloadable File (file name)

You can upload a file to associate with an item. Upon successful checkout the shopper will be able to log back into their account and retrieve the product file from their user account. (see [Electronic Products](#) for more information)

Condition

The item condition default is "new" this information is submitted to Google Base if you have setup the [Google Products](#). It is not displayed on the web site.

Qty Disc. Type		None			
Qty Discount	low	high	Discount	del	

Quantity Discounts

Choose from the drop down list if your discount will be a dollar off or percentage off.

Enter quantity range to apply the discount amount.

For instance 3-6 items might get 4.00 off

and 7-9 might get 5.00 off

Please visit see the [Options section](#) for information on how to configure options.

5.3 Options

You may wish to apply options to an item, for ease of administration and/or better inventory control.

For example if you have an item that comes in several colors, but is otherwise identical, you may wish to create an option called "Color" and specify the several colors as "attributes" -- so that you need only

manage one item, instead of several. You can set how many blank options and blank attributes are available on a blank item in the [Site Settings](#).

Note: After an item record is saved the system will make more blank option and attribute fields on the item record so you can always add more without adjusting the default catalog settings.

New Options:									
Seq.	Option Type	Option Name	Required	Global					
A 2	B Drop Down	C size	D Yes	E - select -	Add/Edit Option Description				
	Attribute Name	small F	Price	1.00 G	Ship	3 H	# in Stock	4 I	J
	Attribute Name	med	Price	2.50	Ship	6	# in Stock	5	
	Attribute Name	large	Price	3.00	Ship	10	# in Stock	3	
	Attribute Name		Price		Ship		# in Stock		

(A) Sequence (Seq)

This is a numeric-only field that will determine the order in which the options appear on the item detail page.

(B) Option Types

The Option Type determines how the option is to be selected by the customer

Drop Down

A list box is also called a drop-down list and will contain all the attribute names as an entry.

Radio Buttons

Radio buttons is an alternative to List Box, although it is functionally identical. Each attribute name is placed next to a button, which the customer selects. The one difference from the List Box is that for non-required options, there is no way to unselect a choice once it has been made.

Text

This Option does not offer the customer multiple choice, but allows them to enter some text, perhaps letters to be engraved on an item, or instructions on how to package or wrap the item.

Note: For option type Text, there are no attributes. If you create some, they are ignored. They don't make sense for this option type, since the customer is not choosing from a list, but entering data.

Memo

Memo is the same as text, except that the customer has a much larger area to enter text into.

Note: Just like the Text option type, this type does not use attributes.

Chechboxes

This type is similar to radio buttons and list box, except that the customer can choose more than one of the attributes.

Price

This option allows the customer to enter the price they wish to pay for the item. Useful for taking donations.

Note: Just like the Text and Memo option types, this type does not use attributes.

(C) Option Name

The name of the option. For example: Color

(D) Required

If set to "Yes" then the customer will not be allowed to add the item to their cart until making a selection.

(E) Global

If you have defined Global Options, you may select them from the select list, instead of entering the option from scratch. This is useful if you have many products that share the same set of options and attributes. See [Global Options](#) for more details.

The Attributes

The Option Type determines how the attribute is to be selected by the customer

(F) Attribute Name

The name of this attribute. For example: Red

Note: this is required for all option types except for Text and Memo fields

(G) Price

How much (added to the base price for the item) this attribute costs.

Note: On the thumbnail only category display behavior, the system will show a range of prices based on the first option of the product if it does not have a base price.

(H) Ship

This field is used to calculate extra shipping costs depending on how shipping is configured. If weight is being used enter the amount of ounces.

(I) In Stock

The inventory amount for this attribute - this value will be added to your base inventory if when you update the record. The values are decremented when the item is ordered using this attribute.

Note: Use care with this method. If there are multiple options for a single item, only one option should have "# in stock" values as its attributes, and it MUST be a required option.

(J) Option Description

Click this link to add a description and/or images to appear with this option. Images can be added by using FCKEditor

5.4 Global Options

Global options are options that can be "shared" across multiple items. The process for creating them is the same as when you are adding an option to a specific item, in the item admin.

Global Option Sequence 1 **A**

Option Type ID - select -
 Checkboxes
 Drop Down **B**
 Memo
 Price
 Radio Buttons

Global Option Name Color **C**

Global Option Required Yes No **D**

global_option_attribute_id	Global Attribute Name	Global Attribute Price	Global Attribute Ship	Delete
1	Pink	4.00	0.00	<input type="checkbox"/>
2 E	Red	3.00	0.00	<input type="checkbox"/>
3	Blue	2.00	0.00	<input type="checkbox"/>

Items using this global option:

Update option	Item
<input checked="" type="checkbox"/>	cotton tshirt (levi cotton)
<input checked="" type="checkbox"/>	Gap Jeans
<input checked="" type="checkbox"/>	Plain Tshirt

update

(A) Global Option Sequence Number

Used to determine what order the option will display in if your item has multiple options.

(B) Option Type

What sort of form control should be used to display the option (radio button, text field, drop down checkbox etc)

(C) Option Name

This will display as the name of the option. For instance if there is a color choice you might name it "Color" or "Choose Color"

(D) Required

Set to YES if the shopper must choose a selection before adding the item to their cart.

(D) Attributes

Use this section to configure the shoppers choices when applicable. Note that inventory is not available on global option attributes.

(F) If you are editing a global option that has is associated to items an additional form section will appear below. This form allows you to update the option and its attributes for ALL items that use that global option. You can selectively update only some of the items by un-checking the ones you do not want to update with your changes.

Note: Use care when updating global options, as it will update many items at once, and can produce unintended results if you are not careful. You can make changes to the individual options that came from a global option, however, if you then edit the global option, and do not unselect the individual items, on which you made changes - their options will be reset to the default values of the global option. BE ADVISED that inventory control is not supported for global options.

5.5 Related Items

Each item can have any number of "Related Items", which display as suggested products for your shoppers to purchase. Related items appear on the item detail. The size of the thumbnails is controlled in the [Catalog Settings](#). Related items are useful for marketing and cross selling products.

Note: The Related items tab appears after a new record is inserted or when editing an existing record.

(figure 1)



(figure 2)

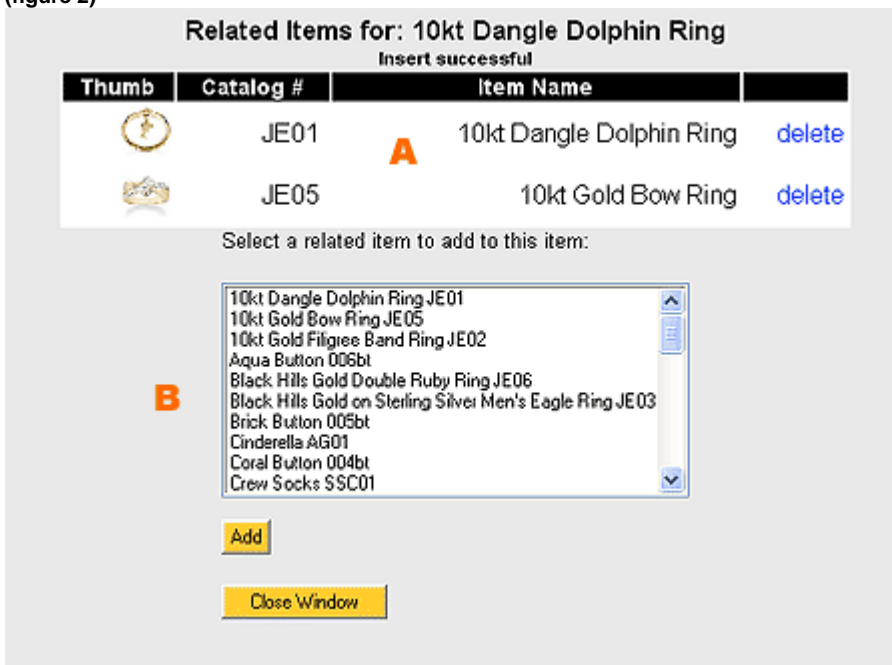


Figure 2 above shows the related item admin when the system setting "[item select list](#)" is set to YES.

If the "item select list" is set to NO a search interface will appear to find items instead of a select list.

- (A) To remove a related item click the delete link that shows up to the right of the item name
- (B) To relate an item simply click on the name in the scrollable text list and hit add.

Below is a sample of how related items appear on the item detail screen. Notice the small thumbnails and links beneath the item form.

(figure 3)

Home >> Jewelry

10kt Dangle Dolphin Ring #JE01



Price: \$16.97

Size	Engrave	Engrave Message
<input type="radio"/> Half Unit <input type="radio"/> Full Unit	<input type="radio"/> Half Unit <input type="radio"/> Full Unit	<input type="text"/>
Quantity: <input type="text" value="1"/>		<input type="button" value="Order"/>

You may be interested in these related items:

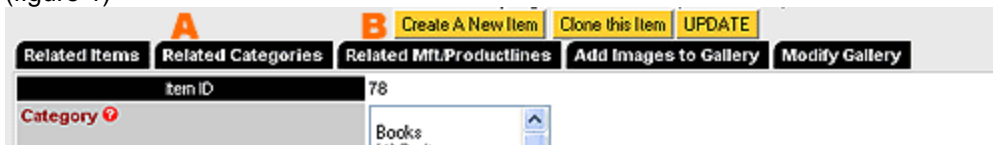
-  [10kt Dangle Dolphin Ring JE01](#)
-  [10kt Gold Bow Ring JE05](#)

5.6 Related Categories/Mfg

Both the related categories and manufacturers have a similar interface.

The tab to relate categories or manufacturers appears at the top of the item admin screen after the item is created.

(figure 1)



(A) Click on the related Categories tab to relate categories to the item.

(B) Click on the related Manufacturers tab to relate manufacturers to an item.

The listing for both related Categories and Manufacturers will appear in the catalog on the item detail screen.

(figure 2)

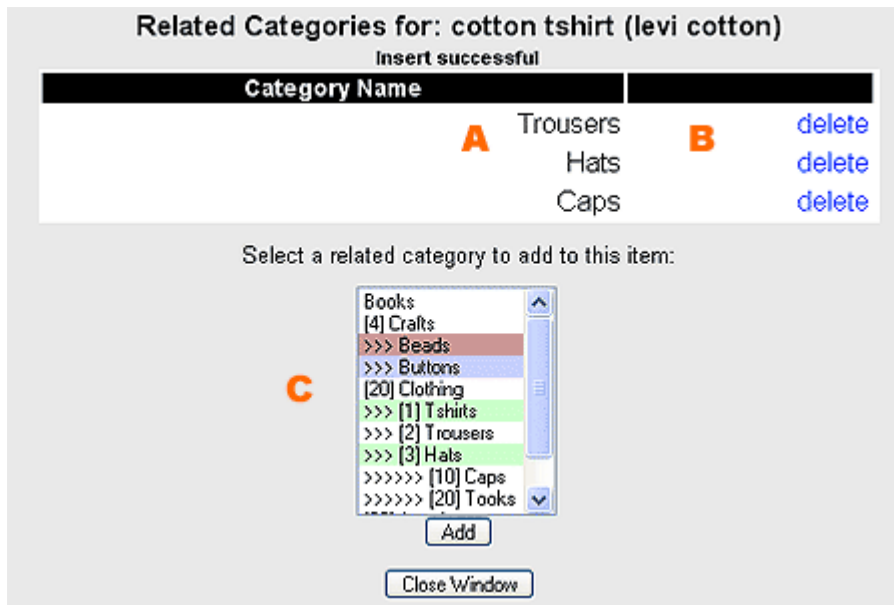


Figure 2 shows the interface for adding and removing related categories.

To add an relationship:

(C) Click on a category in the category select list and hit add.

(A) The categories that are currently related to the item show up at the top of the screen.

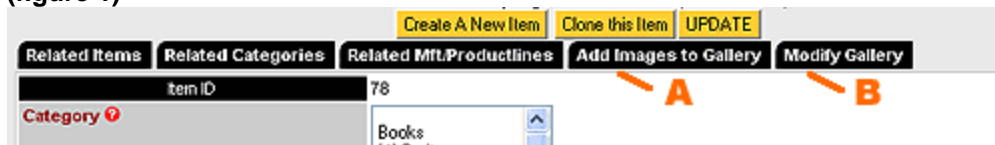
(B) To remove a category relationship simply click the delete link.

When you are finished making modifications on this screen click the "Close Window" link at the bottom.

5.7 Image Gallery

You may associate an unlimited amount of alternate images to an item within the Image Gallery. The tabs for the image gallery appears at the top of the item screen after the item record has been created.

(figure 1)



(A) The tab labeled "Add Images To Gallery" allows you to enter images with a description and sequence number as seen below in figure 2.

(B) The tab labeled "Modify Gallery" allows you to remove or modify images that are already in the gallery for that item as seen in figure 3.

Adding New Entries in the Image Gallery

(figure 2)

Item Image Gallery Grid Editor [Choose different Fields](#) [Go Back](#)

INSERT

INSERT	Gallery Image Description	Gallery Large Image		Gallery Sequence
<input checked="" type="checkbox"/>	A A closeup view of the left side of this	Resize after upload: D:\CKGDEMO\ Browse... /item_images/	For this field <input checked="" type="radio"/> W: <input type="radio"/> H:	C 1
<input checked="" type="checkbox"/>	Top view of this product	Resize after upload: D:\CKGDEMO\ Browse... /item_images/	For this field <input checked="" type="radio"/> W: <input type="radio"/> H:	3
<input checked="" type="checkbox"/>	Right side view	Resize after upload: D:\CKGDEMO\ Browse... /item_images/	For this field <input checked="" type="radio"/> W: <input type="radio"/> H:	2
<input checked="" type="checkbox"/>		Resize after upload: Browse... /item_images/	For this field <input checked="" type="radio"/> W: <input type="radio"/> H:	

- (A)** Enter a short description or name for the image
- (B)** browse your hard drive and upload the image. You can also resize the image by either setting a pixel width or height. See [Image Resizing](#) for more information.
- (C)** Enter a sequence number for the images if you would like to control what order they appear in.




Modifying Existing Gallery Entries

(figure 3)

Item Image Gallery Grid Editor [Choose different Fields](#) [Go Back](#)

UPDATE

Editing ALL 3 records

del	ID	Gallery Image Description	Gallery Large Image	Gallery Sequence
<input type="checkbox"/>	25	A closeup view of the left side of this	Resize after upload: <input type="checkbox"/> <input type="button" value="Browse..."/> <input type="text" value="/item_images/ltyapple.gif"/>  For this field: <input checked="" type="radio"/> W: <input type="text"/> <input type="radio"/> H: <input type="text"/>	1
<input type="checkbox"/>	27	Right side view	Resize after upload: <input type="checkbox"/> <input type="button" value="Browse..."/> <input type="text" value="/item_images/angel-per-orn.i"/>  For this field: <input checked="" type="radio"/> W: <input type="text"/> <input type="radio"/> H: <input type="text"/>	2
<input type="checkbox"/>	26	Top view of this product	Resize after upload: <input type="checkbox"/> <input type="button" value="Browse..."/> <input type="text" value="/item_images/am-flag-night-i"/>  For this field: <input checked="" type="radio"/> W: <input type="text"/> <input type="radio"/> H: <input type="text"/>	3

You can choose to modify the description and sequence numbers associated to an image and upload a different image.

To remove an entry simply check the first column checkbox (seen in red above) and hit the update button.

5.8 Inventory Search

Use the inventory report to search on low stock or out of stocks items and options.

Generate Inventory Report HELP

Inventory Report

The Inventory Report allows you to view your items in various ways based on inventory.

Search Criteria

Keywords:

Search ITEM data

Item Name

Inventory Equals: OR Between AND

Date/Time Modified Equals: OR Between: AND

Search OPTION data

Option Name

Search ATTRIBUTE data

Attribute Name

in Stock Equals: OR Between AND

Part



6 Batch Editor

The batch editor allows you to edit and insert multiple records at one time. It is a powerful tool that can save time but must be used with care. Links to the Batch editor appear on the main Item and Category admin pages along with links to set the default fields for each type of record set you are adding/modifying.
(figure 1)

The screenshot shows the 'Items Admin' interface. At the top, there are links for '+Add New', '+Add Many Quickly', and '+Add in Duplicate Mode'. Below these, there is a search bar with a dropdown menu showing 'Gilmour Metal Oscillating.. (HG8)', a 'clone' button, radio buttons for 'edit' (selected) and 'delete', and a 'GO' button. There is also a 'SEARCH' button and an 'ADVANCED ITEM SEARCH' button. Below the search bar, there is a section titled 'BATCH INSERT OR EDIT (modify or insert multiple records at one time)'. This section contains two buttons: 'Batch Edit or Insert' (labeled A) and 'Quick Batch Insert (From Default Fields)' (labeled B). Below the buttons, there is a text input field with '20' and the text 'records at a time'.

(A) Click "Batch Edit or Insert" to select the fields you wish to access in the batch editor. You may also choose a category of products to modify using this method.

(B) If you have already configured the default fields click Quick Batch Insert (from default fields)

(figure 2)

The screenshot shows the 'Item Batch Editor' interface. At the top, there is a 'Choose Fields:' section with two radio buttons: 'Batch Update Existing Records' (labeled A) and 'Batch Insert New Records' (labeled B). Below this, there is a section for 'Select All Fields: ALL records' (labeled C) and a 'records per page: 20' dropdown (labeled D). Below this, there is a section for 'When searching use % for wildcard'. Below the 'Choose Fields:' section, there is a grid of checkboxes for various fields: 'Category' (checked), 'Item Name' (checked), 'Active' (checked), 'Price' (checked), 'Unit Label' (unchecked), 'Catalog Code' (checked), 'Weight' (checked), 'Inventory' (checked), 'Taxable' (unchecked), 'Out of Stock' (unchecked), 'Sequence #' (checked), 'List Price' (unchecked), 'Sale Price' (unchecked), 'Sale Price Start Date' (unchecked), 'Sale Price Expire Date' (unchecked), 'Free Shipping' (unchecked), and 'Shipping Cost' (unchecked). Each field has a corresponding input field for values and operators (Equals, Between, AND, OR). The 'Category' field has a dropdown menu labeled 'Limit to -' (labeled E). The 'Item Name' field has a text input field labeled 'F'.

Figure 2 shows the screen accessed by clicking "Batch Edit or Insert" (figure 1.A) This is the setup screen that determines which fields act as defaults OR you can use this screen to pull up a set of records to edit by selecting a category (E) or Manufacturer/Productline.

(A)(B) Choose one of these to determine if you will be editing existing records or inserting new records.

(C) Select all fields

(D) The number of records do you want to display on each page of the editor.

Note: if you will be uploading images you might want to limit this to 10 or 15 records per page depending on the size of the images and your internet connection speed.

(E) If you wish to edit records within a particular category select it from the drop down list

(F) You can also use the text input boxes to search for particular items. For instance if you want all the items with Pink in their name,
type %Pink% - use the percent sign to signify wildcard

Note: If you are batch inserting records don't forget to select the fields you need such as the name, price, weight etc.

If you click "**choose fields**" you will continue to the page were you will either be modifying existing records or creating new ones. This depends on the settings covered in (A & B)

If you click "Choose Fields And Save as Default Fields" the next time you use the batch editor the chosen fields will be present.

Batch Editing

In figure 2, we selected "Jewelry" as the category default field along with (A) "Batch Update Existing Records" - We then clicked the "Choose Fields" button. This told the system to pull up all of the items that were in the category Jewelry. Figure 3 shows the results of this action. (figure 3)

The screenshot shows a web-based interface for batch editing jewelry records. At the top, it says "Showing only: Category: Jewelry" and "UPDATE". Below that, it says "Editing ALL 8 records". The main area is a table with columns: "id", "Category", "Item Name", "Price", "Thumbnail", and "Large Image". There are three rows of data:

id	Category	Item Name	Price	Thumbnail	Large Image
154	Jewelry	10k: Dangle Dolphin Ring	16.97	Item_images/dolphin_th.jpg	Item_images/dolphin.jpg
198	Jewelry	10k: Gold Bow Ring	59.97	Item_images/bow_th.jpg	Item_images/bow.jpg
195	Jewelry	10k: Gold Filigree Band Ring	49.97	Item_images/filgree_th.jpg	Item_images/filgree.jpg

Annotations in the image:

- A:** Points to the "Select Default" dropdown menu.
- B:** Points to the "Category" checkbox.
- C:** Points to a red square checkbox in the "id" column.
- D:** Points to a button labeled "Set Above Checked Fields to Defaults".

Here are the steps to follow on the edit screen.

(A) The top row shows the default fields that were chosen. If you would like to make changes to all of the records on the screen at once configure the entries in these fields. For instance to change the price to \$5.00 enter that in the top row price field.

(B) To copy the default entries into all of the records click the check box only the fields you want to copy down to the items.

Then click the (D) "set above checked fields to defaults" - this action will populate the checked columns to the rows below.

You can also individually make changes to the items without using the default fields.

Clicking the "Update Button" will save the changes made to all the items.

Note: You can not make batch changes to image sizes - these must be set on a per item basis. However you can use the batch editor to upload images and it will save the new or added images

when the update button is clicked. For more information on resizing images see the "[Resizing Images](#)" section.

(C) The column labeled "**del**" is the deletion column. Check off the records you wish to delete. In the above example checking a row will delete an item record. The record will not be deleted until the "**Update Button**" at the top or bottom of the page is clicked.

Batch Adding

To add many records on one screen go through the same procedure as outlined above in figure 2 except choose **(B)** Batch insert records. The proceeding screen will have blank fields which you can populate with data either individually or by setting the defaults in the top row.

Part



7 Resizing Images

You may resize images on certain fields If your server supports the necessary libraries needed in GD 2. GD 2 is a graphics code library installed on the server.

The fields that have this feature work in combination with a thumbnail and large image. You will see this in the Item and Category Admin.

Thumbnail  (File Name)	<input type="text"/> /item_images/	<input type="button" value="Browse..."/>	A						
Large Image  (File Name)	Resize image after upload:	<input type="text"/> /item_images/	<table border="1" style="background-color: yellow;"> <tr> <td style="background-color: yellow;">For this field</td> <td style="background-color: yellow;">For Thumbnail</td> </tr> <tr> <td> <input checked="" type="radio"/> Wt: <input style="width: 40px;" type="text"/> </td> <td> <input checked="" type="radio"/> Wt: <input style="width: 40px;" type="text"/> </td> </tr> <tr> <td> <input type="radio"/> Ht: <input style="width: 40px;" type="text"/> </td> <td> <input type="radio"/> Ht: <input style="width: 40px;" type="text"/> </td> </tr> </table>	For this field	For Thumbnail	<input checked="" type="radio"/> Wt: <input style="width: 40px;" type="text"/>	<input checked="" type="radio"/> Wt: <input style="width: 40px;" type="text"/>	<input type="radio"/> Ht: <input style="width: 40px;" type="text"/>	<input type="radio"/> Ht: <input style="width: 40px;" type="text"/>
For this field	For Thumbnail								
<input checked="" type="radio"/> Wt: <input style="width: 40px;" type="text"/>	<input checked="" type="radio"/> Wt: <input style="width: 40px;" type="text"/>								
<input type="radio"/> Ht: <input style="width: 40px;" type="text"/>	<input type="radio"/> Ht: <input style="width: 40px;" type="text"/>								

Note: If you do not want to resize your images do not enter any values in (C) or (D) and simply browse or enter the image name as usual.

(B) If you want to upload and resize both the thumbnail and large image use the large image browse button to find the image on your drive and then choose either the width "W" or "H" as the axis to resize. Enter a pixel value in (C) to resize the large image only. Enter a pixel size in (D) to resize the thumbnail. You do not need to use the browse button on the thumbnail field if you enter a value into (D)

After associating an image from your hard drive hit the update button on the form. The system will transfer the image from your hard drive to the server and perform the resizing functions and save the record to the database.

Note: The resize feature only works on the image that is uploaded in the "Large Image" field. If you upload a different image for the thumbnail do not enter a value into (D). You may adjust the jpg compression in the file /metaadmin/builder_functions.php

The default setting is:

```
$JPEG_QUALITY = 80;
```

Part



8 Controlling Inventory

The below outlines how inventory is controlled. These settings appear on the [Default Catalog Settings](#) screen in the admin.

Enabling Inventory

"[Enable Inventory](#)" set this to YES if you want the system to track inventories. When an order is successfully placed the inventory amounts will be decremented.

Low Inventory Threshold

Set this value to determine when a message will be displayed indicating how many of this item are left in stock. Set this field to "0" (zero) if you do not wish to display any messages.

Controlling Back Ordering

You can prevent the shopper from ordering more than what is available if you have "[Allow Back Ordering](#)" set to NO. When an item goes out of stock the order button will be hidden from view. As attributes go out of stock they will no longer appear on the product form.

When "[Allow Back Ordering](#)" is set to YES - a notice appears informing the shopper that the item is out of stock. However, the order button and qty box is available for them to put it in their cart.

Shopper Restock Notices

If "[Allow Back Ordering](#)" is set to NO and the item is out of stock - the shopper will be presented with a link to receive a notice via email when quantities become available. When the inventory on the item is updated in the admin the shopper will be sent the email message.

Disabling Out of Stock Items

Set "[Show Zero Quantity Items](#)" to NO if you do not want out of stock items to be seen by the shopper. You must also have "[Allow Back Ordering](#)" set to NO.

Configuring Item Inventory

The below settings are found in the [Item Admin](#).

Inventory Quantities

Inventory quantities may be entered in the "[item inventory](#)" field and also in the Option Attribute "[# in stock](#)" field if the product is option based.

Receiving Low Stock Notices

You can set a "[Low Stock Notice](#)" threshold on the item. When the item or Option Attribute quantities reach this level the system will send the admin an email notification that the item is low on stock.

Out of Stock

You can set an item as "[Out of Stock](#)" quickly by setting this to YES.

Part



9 Wysiwyg Editor

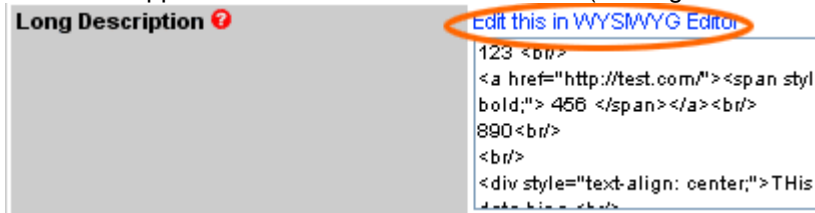
WYSIWYG stands for "What You See Is What You Get"

The wysiwyg editor is a tool bar wrapped around several text area boxes in the admin. It is cross platform compatible and will work on the following platforms and browsers:

IE 5.5+
(Windows Only)

Firefox 1.0+, Mozilla 1.3+ and Netscape 7+
(Windows, Linux, Mac)

The editor appears as a link above the text areas (clicking this loads a pop-up window)

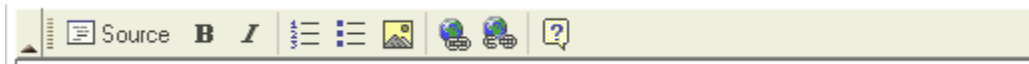


OR it will appear inline around the fields. The setting that controls this behavior is located in the "[Site Settings](#)"

You can choose to turn the editor ON or OFF in the "Site Settings".

The Site Settings also has a control for which tool bar is loaded into the editor. There are three settings to choose from.

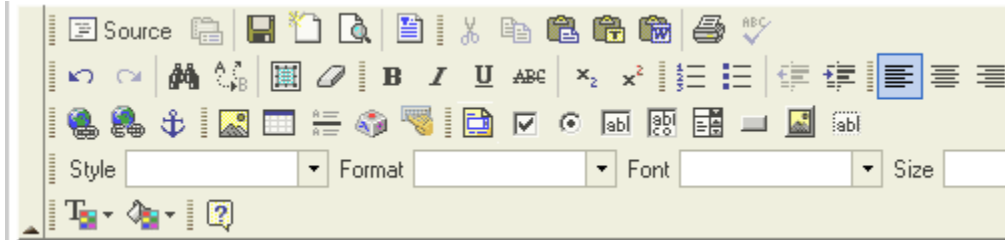
Basic



Medium



Full



Each icon represents a different tool. Mousing over each icon will explain what it is for. These tools are very similar to what would be found in popular word processing applications. We would like to thank FCKEditor for making this editor tool available to the public. <http://www.fckeditor.com/>

Part



10 Special Pages

The "Special" page links appear in the top right column of the default templates as illustrated in the image below. You can turn off this Special Page section in the [Catalog Default Settings](#). You can turn off individual links by removing the associated text link in [Pre-Defined Content](#).



The PHP tag used in the template to display this section looks like this:

```
<? include "inc/inside/specialnav.php" ; ?>
```

Below is an explanation of what each of the links will display:

Sale Items

Show all categories and manufacturers that have an active discount. Show any item that has a sale price.

New Items

Show all categories and manufacturers that have an active new date, and show all items that have an active new date.

All Items

Allow the shopper to browse the entire catalog

All Manufacturers

Show a listing of all manufacturers in the catalog.

Home Page Behavior

You can set the home page behavior to display All Items, New Items, Sale Items as a special behavior. If one of these is used the special page is displayed instead of the "home page" setup in the [Pages](#), Content Management section.

Note: You can modify or add custom content to the top of the special pages individually in the [Pre-Defined Content](#) section of the admin.

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XI

11 Discounts

This section explains the several methods available for configuration of product discounts and promotional sales.

[Promotional Codes](#)

Discount codes that the shopper can use during checkout

[Category/Mfg Discounts](#)

Time limited percentage off discounts.

[Item Discounts](#)

Dollar off discounts, set per item can also have a time limit.

[Wholesale Users](#)

Wholesale discounts can be set per item.

11.1 Promotional Codes

Promotional codes are similar to coupons and may be used to grant special discounts for promotions or special sales.

Promo ID	1
Promo Code ?	Save4511 A
Promo Name ?	Free Shipping - \$50 or more B
Amount off Order Total ?	<input type="text"/>
% off Order Total ?	<input type="text"/>
C Free Shipping	<input checked="" type="radio"/> Yes <input type="radio"/> No (Choose only one)
Threshold ?	<input type="text" value="49.00"/> D
Apply Before Shipping ?	<input checked="" type="radio"/> Yes <input type="radio"/> No E
Apply Before Taxes ?	<input checked="" type="radio"/> Yes <input type="radio"/> No E
Expiration Date ?	<input type="text" value="2005-12-25"/> F
One Time Use Only	<input type="radio"/> Yes <input checked="" type="radio"/> No G
Times Used:	H 3

(A) Promo Code

This is the code that customers must type in to receive the discount during check out.

(B) Promo Name

The is the Name of the promotion.

(C) Choose only one of the following:

Amount Off

An amount to subtract from the final order total.

Percent off

A percentage discount to apply to the order subtotal (before shipping).

Free Shipping

Free shipping for the order

(D) Threshold

The total dollar amount the order must equal before code can be applied (leave blank for no threshold)

(E) Apply before shipping

Set to YES if you do not want to discount the shipping.

Apply before taxes

Set to YES if you do not want to discount the tax amounts.

(F) One Time Use Only

If set to "Yes", the coupon can only be used once.

(G) Expiration Date

The date upon which the promotion ends.

(H) Times Used

An indicator, showing you how many times this coupon has been used. This information could be useful in tracking the effectiveness of an ad campaign.

11.2 Category/Mfg Discounts

Category and Manufacturer discounts allow the merchant to set a percentage off a group of products with a beginning and ending date on a per category or manufacturer basis. Here are some things to consider when configuring category discounts.

The percentage off is applied to all items in the Category/Mfg even those that are related using the "[Additional Category](#)" field.

The highest discount is always applied. If a product is associated to two or more categories that are on discount it will receive which ever discount is the highest.

Category/Mfg discounts do not apply to wholesalers.

Discounting a Category/Mfg does not effect child Category/Mfg (sub categories that are beneath it).

Configuring Category Discounts

In the category admin there are three fields associated with category discounts. These same fields are also present in the Manufacturer admin.

(A) The discount start date. The day you would like to begin the discount.

(B) The discount end date. The last day of the discount.

(C) Discount Percentage. The amount to be taken off the item base price and any attribute price.

When a discount is active a "percentage off" message will appear next to the Category/Mfg name. Also the Category/Mfg will show up on the special "Sale Items" page at the top.

11.3 Item Discounts

You may offer a time limited mark down of base price on a per item level. These settings are in the [Item Admin](#).

There are three fields involved with configuring a mark down price.

(A) Sale price - the discounted price.

(B) The start date of the sale.

(C) The end date of the sale.

After the end date has passed the discounted price will no longer appear on the web site.

11.4 Wholesale Discounts

Wholesale discounts are shown to shoppers that have been configured as wholesalers in the [User Admin](#).

The wholesale discount is set on a per item level in the [Item Admin](#).

Simply enter the numeric value you wish the percentage to be calculated from. Do not enter a percent sign in this field.

After the wholesaler logs in they will see the wholesale pricing on the item pages. Active category discounts are not applied when logged in as a wholesaler.

The screenshot displays the 'Item Admin' form for Item ID 78. The form is divided into several sections:

- Category:** A dropdown menu showing a tree structure of categories: Books, [4] Crafts, >>> Beads, >>> Buttons, [20] Clothing, >>> [1] T-shirts, >>> [2] Trousers, >>> [3] Hats, >>>>> [10] Caps, >>>>> [20] Tools, [200] Lounges. The 'T-shirts' category is selected.
- Additional Categories:** A second dropdown menu with the same tree structure, currently empty.
- Item Name:** 'colton tshirt (levi cotton)'
- Sequence Number:** Empty field.
- Inventory:** '10.00'
- Out of Stock:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Price:** Empty field.
- Sale Price:** Empty field.
- Sale Price Start Date:** Empty field.
- Wholesale Discount:** A text input field containing the value '50', which is circled in orange.
- Unit Label:** Empty field.
- Shipping Cost:** Empty field.
- Active:** Radio buttons for 'Yes' and 'No', with 'Yes' selected.
- Catalog Code:** Empty field.
- Manufacturer Code:** Empty field.
- Low Stock Threshold:** '5'
- List Price:** Empty field.
- Taxable:** Radio buttons for 'Yes' and 'No', with 'Yes' selected.
- Sale Price Expire Date:** Empty field.
- Minimum Quantity:** Empty field.
- Weight:** Empty field.
- Max Retail:** '2000.00.01'

Below the dropdown menus, there is a note: 'All dates must be entered in US format: MM/DD/YYYY'. To the right of the 'Additional Categories' dropdown, there is a note: 'Hold down the Ctrl key to select multiple categories...'.

Part



12 Order Management

This section explains how to view orders and apply payments.

[Order Notifications](#)

How will you be notified when an order is placed?

[Retrieving Orders](#)

Where to go to retrieve order and payment details.

[Order Details](#)

The admin detail of the order

[Order Status](#)

How to update an order when the status has changed.

[Applying Payments](#)

How to mark orders as paid.

12.1 Order Notifications

Notification of new orders and status changes are sent to the "Site Email" which is configured in the "[Site Settings](#)"

The email listed in the configuration will receive a copy of all messages sent to the shopper.

It is important that a valid email is used. The email should always be of the domain the system is installed on. Typically it is recommended that the email is a valid pop account and not an alias or forwarded address.

Also See


[Order Status](#)

[Order Status Messages](#)

12.2 Retrieving Orders

After an order has been placed you will receive a duplicate email notifying you of the order. At this time you may wish to login to the admin to retrieve the order details, apply payments and print an invoice.

Orders can be found under the "Orders - Reports - Users" section in the admin. Click on the **Order** link.

Orders  **Help**
13 Order Records Found.
 Showing Records 1 thru 10.
 1 2 [Next >](#)

Function	Order ID	Email Address	First Name	Last Name	Status ID	Payment Type	Order Total	Date/Time Created
Del A View	14	joey@domain.com	Joe	Black	Shipped	Check	53.82	2005-10-01 10:05:42
Del View	13	joey@domain.com	Joe	Black	Shipped	Check	6.80	2005-10-01 09:22:11
Del View	12	jack@domain.com	Jack	Little	New	Check	86.03	2005-09-30 12:39:12
Del View	11	joey@domain.com	Joe	Black	New	Credit Card	2842.81	2005-09-29 13:58:32
Del View	10	jack@domain.com	Jack	Little	New	Check	1159.06	2005-09-29 13:45:01
Del View	8	duke@domain.com	Duke	Jones	New	Check	1185.06	2005-09-29 13:08:00
Del View	7	bob@domain.com	Bob	Headly	New	Credit Card	1774.06	2005-09-29 12:46:16
Del View	6	jane@domain.com	Jane	Doe	New	Credit Card	231.46	2005-09-28 23:30:56
Del View	5	jack@domain.com	Jack	Little	New	Check	852.55	2005-09-28 22:58:19
Del View	4	jack@domain.com	Jack	Little	New	Check	6.00	2005-09-28 22:38:07

Search Criteria

Keywords:

Order ID

Status ID

First Name

Last Name

B

(A) You will be presented with a summary with a listing of the most recent orders. You may click the "View" link if the order you wish to look at is present on the summary

(B) You may use the search utilities to pull up the order you wish to view.

12.3 Order Details

The below is a screen capture of a typical order detail screen.

[Go Back](#)
View a printable invoice for this order. **A** (with full CC#)

Order #3			
Billing Address	Ship-to Address		
Duke Jones duke@domain.com 797 thisplace rd. thisplace, Utah 01830 United States Phone: 654-654-6541 Alt. Phone: Fax: MasterCard# 4111111111111111 (1/2006) B CVVS: 000	Duke Jones 797 thisplace rd. thisplace, Utah 01830 United States Phone: 654-654-6541 Alt. Phone: Fax:		
Item	Quantity	Price	Total
Pink Button (003bt) - Crafts C Button Size: 1in Original Price: \$1.00 less 20.00% discount -- You save: \$0.20	15.00	\$1.00	
	Item Total:	\$0.80	\$12.00
Black Hills Gold Double Ruby Ring (JE06) - Jewelry Size: Large Extra Ruby: 3 - Add	1.00	\$119.97	
	Item Total:	\$199.97	\$199.97
Sub Total:			\$211.97
D	Shipping Method: USPS Parcel Post	Shipping:	\$ 3.75
Total:			\$215.72
Additional Questions			
How did you hear about us? Comments:	Newspaper don't know which one, my fish&chips came wrapped in it.		
Enter Payment Amount			
Amount	<input type="text"/>	E	
Status	New <input type="button" value="v"/>	F	
Total Items in Order	16.00		
Order Instructions			
Order notes	<input type="text"/>		
User IP Address	24.91.32.113 (c-24-91-32-113.hsd1.ma.comcast.net)		
Tracking URL	<input type="text"/>		
Tracking Number(s)	<input type="text"/>		
<input checked="" type="checkbox"/> Send Confirmation Email	<input type="button" value="UPDATE"/>	DateTime Created: 2005-09-28 22:19:55 DateTime Modified: 2005-09-28 22:21:03	I

(A) At the very top of the order detail are links to printable versions of the order. You can choose to print the order with or without credit card details. You can customize the printable invoice header and footer for more details see [Pre-defined Content](#).

(B) Shows the billing and Shipping information for the order

(C) Shows the items ordered by the shopper

- (D) In section D you can adjust the final shipping cost if necessary
- (E) Enter the amount paid for the order. If you are processing orders manually without a gateway you need to do this when marking the order paid
- (F) You can change the order status (See [Order Status](#) and [Order Status Messages](#))
- (G) The Order Notes section is seen by the shopper
- (H) The Tracking URL and Tracking Numbers can be provided to the shopper. You can upload a custom "tracking button" in the [Pre-defined Content](#) section.
- (I) When you update the changes to the order you can choose to send an Order Status email to the shopper by leaving the box checked.

12.4 Order Status

Note: Whenever an order is updated, unless you un-check the "send confirmation email" box, an email will be sent to the customer, along with any notes/tracking number (usually for tracking a package) you enter and all their order details. This email will contain the header and footer associated with the order status you set.

Enter Payment Amount	
Amount	<input type="text"/>
Status	Shipped <input type="button" value="v"/> Note: Setting the order status to Shipped will cause all credit card data associated with this order to be erased.
Total Items in Order	1.00
Order Instructions	
Order notes	<input type="text"/>
User IP Address	71.105.77.140 (pool-71-105-77-140.isanca.dsl-w.verizon.net)
Tracking Number(s)	<input type="text"/>
<input checked="" type="checkbox"/> Send Confirmation Email	DateTime Created: 2005-09-24 20:14:34 DateTime Modified: 2005-09-24 20:15:05
<input type="button" value="UPDATE"/>	

You can create as many order statuses as you like. However you must always have an order status of NEW. This is the status that is assigned to an order immediately after it has been placed.

Status messages are created in the Content Management section under called [Order Status Messages](#). Each status can have a corresponding email message which is sent to the shopper when the order status has been changed in the admin.

In the [Site Settings](#) system control panel you can choose an order status to purge the credit card number associated with a payment record. This will remove the credit card number from the database.

12.5 Applying Payments

Payment Gateways

When using a payment gateway there are typically two settings: AUTH_CAPTURE and AUTH_ONLY. If you are using AUTH_CAPTURE, the payment has already been processed, and all you need to do is update the order status.

If you are using AUTH_ONLY, then you must now (after checking out the customer's payment details) choose either VOID* or CAPTURE for the payment action, and update the record. In most cases you may enter a lower amount, but not a higher one.

Paypal Website Payments Pro

The Paypal Website Payments Pro is actually two different systems: *Direct Payment* is for direct processing of credit cards, without your customer needing to have a PayPal account, or even know what paypal is. *Express Checkout* is a more advanced version of Paypal Standard, allowing a more integrated checkout process between the shopping cart and PayPal.

Credit Card Payments processed through *Direct Payment* are handled the same way as other Payment Gateways, as outlined above in **Payment Gateways**.

Express Checkout payments are marked the same way as **Paypal Standard**, described below.

Paypal Standard

The Paypal IPN system is completely automated. There is nothing you have to do, once the customer pays you using paypal, the transaction will be reflected if you have correctly setup the IPN.

If this never happens (this can happen if you website's server goes off-line during the transaction, among other reasons) and you have verified that the funds are in your paypal account, you can manually mark the order as paid.

Check

To mark a check payment, you must enter the actual check amount and the check number.

Manual Processing or Other Payments

In-house credit-card terminal or other custom payment methods. For these methods, you simply enter the amount and update the order as paid.

Note: You may completely delete an order, however, use care, as if you do this, it will completely erase all traces of that order.

* Not all payment gateways support VOID for API -- you may have to void some transactions manually from your control panel provided by your payment gateway company.

Part

XIII

13 Reporting

This section covers the following topics:

[Order Export](#)

How to download your order information from the system.

[Sales Reports](#)

Find useful information regarding total Sales, Tax and Shipping

[Referrer Report](#)

Track where shoppers were referred from before placing an order

[Item Export](#)

Export your item catalog in tab delimited format

13.1 Order Export

Export Order Records

You may export your orders from the system. The format is tab-delimited ASCII. Each line in the file is a single ordered item, so generally a single order will have multiple lines in the file.

The fields are all labeled. Options appear as one field, at the end of the row.

Each option attribute is delimited by a single ~ (tilde) character, and the individual attribute fields by a single | (vertical bar) character, in the following order:

option name | attribute name | attribute price | attribute ship | attribute text

13.2 Sales Reports

The sales report is provided to view orders that have been marked as paid, with shipping and taxes broken out as subtotals. Reports can be run by date.

The report contains information only about orders marked as paid, including the actual amount paid, if different than the order amount.

13.3 Referrer Report

When a shopper visits the site from an off site link the system will attempt to capture the referring URL and carry that information through to their order record.

This report reflects the referrers that have been captured on orders. You can search for a specific date or on a date range.

This feature is only available when a dedicated SSL certificate is used.

See [About SSL](#)

13.4 Item Export

You may generate a Tab delimited file of all the items in your catalog. The file format is compatible with many spread sheet applications. We have formatted associated options in the following format. All of the option data will appear in one column though the item may have several options.

```
<item_option name="Children Denim Shorts Boys" required="0">  
<attribute name="Boys Slim Age 4-7" price="2.00" ship="0.00" qty="">  
<attribute name="Boys Slim Age 8-18" price="3.00" ship="0.00" qty="">  
<attribute name="Boys Husky Age 4-7" price="4.00" ship="0.00" qty="">  
<attribute name="Boys Husky Age 8-18" price="5.00" ship="0.00" qty="">  
</item_option>
```

Part

XIV

14 Users

There are two kinds of users, "retail" users and "wholesale" users. Only the admin can switch a user type to wholesale. [Whole discounts](#) can be set on the item admin for the wholesale shoppers.

When a user registers on the site, they are automatically a "retail" user, however, any users that register themselves may be upgraded to a wholesale user by editing their user record and updating them to be a wholesaler. Alternatively, you may Add a New User and notify the wholesaler of their username/password.

[Return to User Admin](#)

5 User Records Found.

Function	Email	First Name	Last Name	User Is Wholesaler	Order Records	Billing Records	Shipping Records
Edt Del	test@cartkeeper.com	test	test	No	View Order Records	View Billing Records	View Shipping Records
Edt Del	test@cartkeeper.com	test	test	No	View Order Records	View Billing Records	View Shipping Records
Edt Del	test@cartkeeper.com	test	test	No	View Order Records	View Billing Records	View Shipping Records

To modify the users default contact record including their password click on the EDIT link to the left of the user's email address.

This screen is also where you can change their user type to a "wholesaler" status.

On the User Search results, you can also view and edit users's shipping and billing records. Users can update their information using the Account Settings feature after they login. The admin can make changes to users's billing and shipping information, should the user call or email with a request. Modifying existing shipping and billing records does not impact orders that have been placed.

(figure 1)

User ID	3
Email	<input type="text" value="user@domain.com"/>
Password	<input type="text" value="12345"/>
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Public"/>
Address 1	<input type="text" value="123 Main St"/>
Address 2	<input type="text"/>
City	<input type="text" value="My City"/>
State	<input type="text" value="Massachusetts"/>
State/Province Name	<input type="text" value="Massachusetts"/>
Postal Code	<input type="text" value="01420"/>
Country	<input type="text" value="- select -"/>
phone	<input type="text" value="555-555-5555"/>
Alt Phone	<input type="text" value="555-555-5555"/>
Fax	<input type="text" value="555-555-5555"/>
User Is Wholesaler	<input type="radio"/> Yes <input checked="" type="radio"/> No
Comments	<input type="text"/>

The above is a screen shot of a user detail record. This record serves as the primary contact information for the user.

The comments box is for the merchant's eyes only and is not viewable by the user.

Part



15 Gift Certificates

A Gift Certificate is a special type of item that can be configured to allow shoppers to send a gift certificate to a person via email.

To configure a gift certificate create a new item. Toggle the radio button on the item admin that designates if this item is a gift certificate.

Then create options to allow the shopper to configure their gift certificate.

There are a few things to keep in mind when configuring gift certificate products.

- A gift certificate must have a price field option. You can create either a drop down list, radio button list or price field option . It must be named "price"
- It also must have a field for the recipient email the option must have the word "email" associated to it.
- There must be a recipient name. In this case the word "name" must be associated with it.

There are two settings in the "Availability Controls" under the "System Control Panel" section that effect both gift certificates and downloadable products

Immediate Availability

If set to "Yes" Gift Certificates available immediately, as soon as the order status matches one of the selected statuses below. If "No", Gift Certificates will be available only when the order is marked as paid, regardless of the order status.

Availability by Status

Gift Certificates will be available to customers when their order status is set to one any of the statuses selected here. Orders are always "New" when they are first created so if you want to make Gift Certificates available immediately regardless of the payment status set this to NEW along with the Immediate Availability status of "YES"

After an order is placed you can manually toggle a gift certificate's availability by clicking the link that appears next to the Gift Certificate line item on the order detail.

You may also search gift certificates or create new gift certificates by clicking the main Gift Certificate link under the Catalog Management section.

The proceeding page has the necessary fields to create a gift certificate along with a Gift Certificate search interface at the bottom. If you would like to see a summary of all gift certificates simply leave the search fields blank and hit the search button.

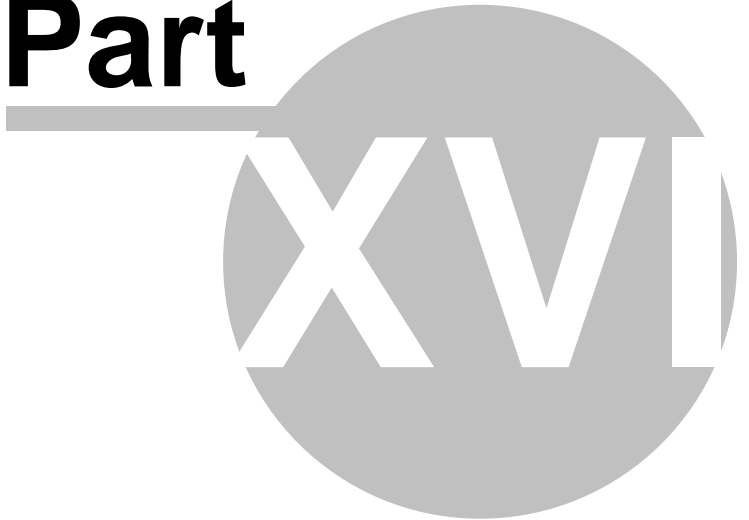
Gift Certificate Email Design and Content

You may customize the look of the gift certificate emails by modifying a css file `template/$site_theme/css/$css_theme/giftcert.css`

In the "Pre-Defined Content" section of the admin there are fields to set the header and footer of a gift certificate using FCKeditor.

Please note you must also provide a plain text version of content.

Part



16 Google Products

Google Product Search (previously called Froogle) is a "beta" program offered by the Google search engine. At the time this documentation was written merchant accounts at for this service are free.

It is important that you establish an account with Google for this purpose in order to use the submission tool in the admin.

[Setting up Google Products](#)

[Submitting to Google](#)

16.1 Setup

You must configure the account information before using this feature. To utilize the FTP upload component of this feature, your host must have the 'enable-ftp' setting of PHP, to allow the script to open an FTP connection to the google server.

Google Settings

Google Server

At the time of this writing, the FTP server is uploads.google.com -- but may change in the future. When you sign up for your Google Products account, you will be given the options to setup an FTP login to transfer your files.

Google Username

This is the FTP username assigned to you when you signed up for your account

Google Server

The is the FTP password assigned to you when you signed up for your account.

Google Upload Filename

This is either froogle.txt -- or the alternate filename you specified that will be used when uploading to the **Google** FTP server

Some things to note....

It could take up to a day for your Google FTP account to become active. If you are unsure about your account it is always best to test it with a regular FTP client such as WS_FTP, Smart FTP, Cute FTP etc..

Also it could take several days for Google to approve your first feed. Your web site must be live in order to establish a feed.

16.2 Submitting

When you go the Froogle Feeder page, a file is generated in:

/metaadmin/froogle

The file name is the date and exact time the file was generated as part of the filename. Please be sure this directory is world writeable (chmod 777)

If you are not able to use the FTP upload feature, you can click "download this file to your hard disk", and use an FTP client to transfer it to Froogle.

If you can use the FTP upload feature, all you have to do is click on "Upload it to froogle", and you're

done.

Also see [Frooge Setup](#)

Part



17 Google Site Maps

You may submit an XML site map for your category pages and content pages to Google by providing this url:

http://www.yourwebsite.com/google_site_map.php

Please visit the Google web site for information pertaining how to submit your site map to Google.

<http://www.google.com/webmasters/sitemaps/>

You may also display a traditional site map page for your visitors.

See the content management section title "[Site Map Page](#)" for more information.

Part



18 Downloadable Products

You may sell digital files for distribution in your catalog. This is very useful for sites wishing to sell MP3, Photos, PDFs, or software. The settings for how these files are made available are in the "Availability Controls" under the "System Control Panel" section. Files are protected from download by all except those who have purchased the product, or otherwise qualify for download based on the admin settings.

There are two settings in the Availability Controls that effect both Gift Certificates and Downloadable Files

Immediate Availability

If set to "Yes" downloads are available immediately, as soon as the order status matches one of the selected statuses below. If "No", downloads will be available only when the order is marked as paid, regardless of the order status.

Availability by Status

Downloads will be available to customers when their order status is set to one any of the statuses selected here. Orders are always "New" when they are first created so if you want to make files available immediately regardless of the payment status set this to NEW along with the Immediate Availability status of "YES"

Links to download file(s) are available, and appear on the order detail and in the site navigation, if the shopper is logged-in to their account.

IMPORTANT:

You must have logins required in order to distribute files. In other words the user must be logged in after their purchase to retrieve their files.

Here is a brief explanation of the download settings settings:

Days Available

Number days after purchase that downloads are available. Zero "0" means forever.

Of Downloads

The amount of times a buyer is allowed to download the file. Keep in mind that each time the buyer clicks the link to download a file it will count towards this number even if the download was not completed.

Admin Notification

If set to "YES" the system admin email address will receive a notice every time a file is downloaded.

Notification Email

You may specify a different email address to send download notifications to.

Download File Path

The path you plan to store your files in. This is the disk path. It is suggested you store your files above the web root to restrict access.

Example:

/home/username/downloadfolder

Some hosts might not allow access above the web root. Check with your provider if you have trouble with setting the download file path above the web root. If you must store files beneath your web root it is suggested that .htaccess is used to prevent directory browsing. Check with your hosting provider regarding options the ability to make adjustments via .htaccess.

Storing files in the web root is not the recommended setup.

Part

XIX

19 Content Management

The content management section of the admin covers several sections where the text, buttons and messages appearing on the web site can be modified. It also contains tools to create custom order status messages, invoice headers and footers along with managing non-product related pages.

[Pages - Snippets - Includes](#)

Non product pages over-view

[Snippets](#)

Modify sections of the design template content

[Includes](#)

Include files in your template.

[Checkout Questions](#)

Custom questions to ask during checkout

[Pre-Defined Content](#)

Modify buttons, headers and messages that appear through out the catalog.

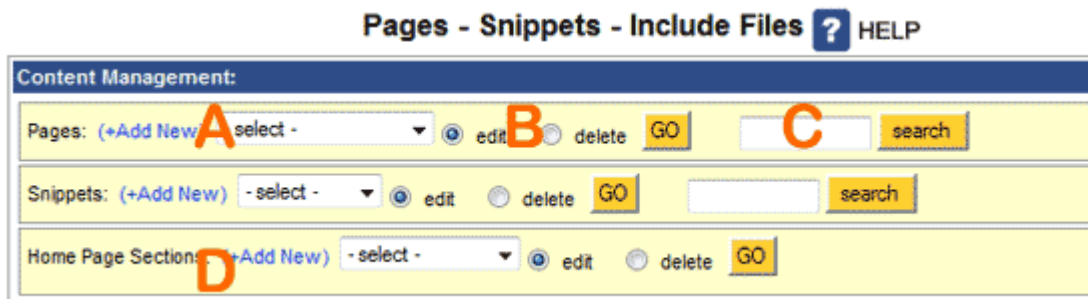
[Order Status Messages](#)

Create custom email messages based on order status updates.

19.1 Pages - Snippets - Includes

This section gives you ability to adjust the content for the non-product pages of your site. In example, your catalog home page, About Us and General Information pages. You can create new pages, with corresponding "additional navigation" links on your site or choose not to choose a page in the navigation.

(figure 1)



To access the non-product pages go to the "Pages - Snippets - Include Files" section of the admin as shown above.

(A) Select the name of the page you wish to modify or click "+ Add New"

(B) OR choose Edit or Delete the page selected in the drop down list. Then hit GO.

(C) If you have many pages you can also search on the page name.

(D) You can manage multiple sections and product areas on the home page by using the "home page section" manager

Adding/Modifying Non-Product Pages

(figure 2)

You are Modifying: Home Page

[Create A New Content](#)
[Clone this Content](#)
[UPDATE](#)

Content ID	1
Name	Home Page A <small>descriptive name to show in the admin</small>
Show Title On Page	<input type="radio"/> Yes <input checked="" type="radio"/> No B
Sequence	30 C
Show in Navigation	<input checked="" type="radio"/> Yes <input type="radio"/> No D
Page Title	Welcome to our web site E <small>will display as the page title in the browser</small>
Meta Keywords	e-commerce solutions, shopping carts, order management F
Meta Description	this is an affordable e-commerce system written in PHP with MySQL G
Content	Edit this in WYSIWYG Editor H <H1>Welcome to the Demo Shop</H1>
Content Page URL:	http://dev7.holistictech.com:4040/content.php?content_id=1 I

[update](#)
Date/Time Created: 2004-10-01 23:35:42
Date/Time Modified: 2005-04-15 17:40:10

(A) Name

The name of the page, for your own reference, not displayed on site.

(B) Show Title on Page

Whether or not to display the page title (below) on the page, or not.

(C) Sequence

If set to appear in the navigation (below), this numeric field determines the order

(D) Show in Navigation

If "Yes" This page will be included in the "additional navigation" section on your site.

(E) Page Title

The text to display, both in the title bar of the browser, and if set (above) also as a header on the page.

(F) Meta Keywords

The keywords to include, for indexing by search engines, for this page.

(G) Meta Description

The description of this page, for indexing by search engines.

(H) Content

The text and/or HTML to display as the page content. This field can be edited in the [WYSIWYG editor](#) by click on the link in the example shown in figure 2. If the editor setting in the [Site Settings](#) is set to display inline the editor will display on this page.


(I) Content Page URL

The address where this page can be viewed on the web site.

19.2 Home Page Sections

Use this area to setup sections on the home page to display custom content and featured items.

You can have as many sections as you like. Be sure to select "Home Page Sections" in the [Site Settings](#) home page behavior if you want to use this way to generate the home page.

Home Page Section Admin  [Delete this record](#)

Updated Record: *HomePage Top*

[Create A New Home Page Section](#) [Clone this Home Page Section](#) [Update](#)

[Featured Items for this Section](#) **F**

A Section Name

B Sequence #

C Section Header [Edit this in WYSIWYG Editor](#)
 Look at these great new items!

D Section Footer [Edit this in WYSIWYG Editor](#)

E # of cols.
 # of items

[Update](#) DateTime Created: 2008-01-15 12:32:50
 DateTime Modified: 2008-03-18 14:49:51

- (A) Give your section a name so you can easily find it in the metaadmin
 (B) If you have many sections you might like to add a sequence number to control the order in which they appear on the page
 (C & D) Add custom content to the top and the bottom of the section. Click on the Edit this in WYSIWYG link to use the rich content editor
 (E) Select the number of columns and rows to display featured products
 (F) Select items from your catalog to appear in this section on the home page. You can select more than is needed for the columns and rows which will then tell the system to randomly display items each time the page is loaded.

19.3 Site Map Page

The Site Map Page will automatically generate links to the category and non-product pages on your site. You may enter custom content in the content management admin that will appear above the site map links. The link to the site map page appears along with the other pages you created. If you do not wish to have the link to the site map page appear in your navigation simply mark "Show in Navigation" to NO.

DO NOT DELETE the Site Map page in the admin unless you are sure you never want to use this feature.

Also see [Google Site Maps](#)

19.4 Snippets

What is a Snippet?

A snippet is simply a piece of html code you wish to include in one of your web site templates. The default templates ship with two snippets. One for the top of the web and one for the footer of the web site. In the Snippet Admin they are called "Site Top" and "Site Bottom"

When you visit the Snippet Admin you will notice that at the bottom is a text box with a piece of PHP code (code segment) that can be used to display the Snippet in your template:

The screenshot shows the 'Snippet Admin' interface for editing a snippet named 'Site Top'. At the top, it says 'You are Modifying: Site Top' and has buttons for 'Create A New Content Snippet', 'Clone this Content Snippet', and 'UPDATE'. Below this, there are three main sections: (A) Name: A text box containing 'Site Top'. (B) Content Snippet: A WYSIWYG editor containing the HTML code '<h1>Demo Shop</h1>'. (C) Show Name: Radio buttons for 'Yes' and 'No', with 'No' selected. (D) Active: Radio buttons for 'Yes' and 'No', with 'Yes' selected. (E) Code Segment: A text box containing the PHP code '<?=> display_content_snippet('Site Top') ?>'. At the bottom, there is an 'update' button and a timestamp: 'DateTime Created: 2004-10-01 23:33:40' and 'DateTime Modified: 2004-10-01 23:33:48'.

NOTE: If you accidentally delete a snippet and want it back - create a new one with the same name in the Snippet Admin. For instance if "Site Top" was deleted and is needed for your template create another record named "Site Top"

(A) Name

The name of the Snippet, for your own reference, only displayed on site, if directed to do so by Show Name field. The name of the Snippet is also used in the code segment.

(B) Content

The text and/or HTML to display as the snippet. If HTMLArea is enabled, this is a WYSIWYG field.

(C) Show Name

Whether or not to display the name above the Snippet.

(D) Active

If set to "No", this snippet will not display, even if included in a template.

(E) Code Segment

Copy this code into any template file or include file and it will display as directed by these controls. Note, this field is only visible after inserting and while editing.

```
<?=> display_content_snippet('Site Top') ?>
```

19.5 Includes

The third general-content editing section is an include file editor, for making changes to certain files, without having to use FTP or other file-access methods.

For the default theme, these files are contained in:

/template/default/include_editable

Include files MUST have .inc as their extension in order to show up in this section of the system. These files also must have permissions of 766 or 777.

The include file editor will always point at the currently selected theme.

You may use this with *caution* to insert segments of scripting into your templates for easy access via the admin.

Include files can be called in templates by using standard PHP include statements:

```
<? include "template/themename/include_editable/*.inc"; ?>
```

There are no includes used in the default template. This tool is provided as an additional method for managing template sections for those who find it useful and understand its purpose.

19.6 Checkout Questions

This form allows you to add and edit checkout questions. These questions operate very similarly to the way [options](#) and [attributes](#) work for items. Though these questions and their answers are attached to an order. The Checkout Questions will appear on the Order Confirmation page - this is the page where the shopper reviews their order before finalizing it.

For each question, you define the wording of the question, and list the possible answers, for the checkbox, radio and select types. The text and textarea types do not need any answers, since the customer is meant to provide one in their own words.

Checkout Question Admin ✖ Delete this record
Updated Record: How Heard

Create A New Checkout Question
Clone this Checkout Question
UPDATE

Question ID	1		
Question	How did you hear about us? A		
Answer Type ID	radio	B	
Sequence	0	C	
Required	<input type="radio"/> Yes <input checked="" type="radio"/> No D		
answer_id	Answer	Answer Sequence	Delete
1	Search Engine E	1	<input type="checkbox"/> F
2	Word of Mouth	2	<input type="checkbox"/>
3	Newspaper	3	<input type="checkbox"/>
4	Radio	4	<input type="checkbox"/>
5	TV	5	<input type="checkbox"/>

update

DateTime Created: 2005-05-18 09:19:53
 DateTime Modified: 2005-09-27 06:04:56

If you need more answer spaces than provided, fill them all up, and insert the record, and you will be provided with additional blanks.

(A) Question - enter the question as you would like it to appear on the page

(B) Answer Type - Choose what sort of form input the question should have (radio button, select list, text, text area, etc.)

(C) Sequence - If you have several checkout questions you assign a sequence number to control what order they appear in.

(D) Required - Mark YES if you want to require the shopper to answer the question before finalizing their order.

(E) Answers - In these fields enter the pre-canned answers for checkbox, radio buttons and select lists. You may also assign a sequence number to the answers.

(F) Delete - If you need to remove previously entered answers check off the row in the Delete Column and hit update.

Also see [Pre-Defined Content](#)

19.7 Pre-defined Content

The pre-defined content section contains controls to modify many messages, headers, buttons, and labels that appear through out the catalog pages and checkout. It is suggested that you review each section on this page to become familiar with the content.

Some important areas you will want to review are as follows:

Cart - Headers and Footers

Contains the text areas that appear at the top, middle and bottom of the cart page.

Checkout - 1st Page

The first page the shopper sees when they click the checkout button. You can customize the checkout directions to meet your shoppers' needs.

Checkout - Confirmation Page

This is the page the shopper will view after successfully entering their billing, shipping and contact information. The shopper will review the details of their order before finalizing it. It also is the page where custom checkout questions appear.

Checkout - Order Complete Page (thank you)

When an order is complete the shopper will view this page. You can customize the header and footer and there is a special "Conversion Code" field that maybe used if you have subscription to third party tracking services.

Default Meta Info

These are the default meta keyword and meta description fields for the site. This information will be used by default if no other entries are available.

Invoice

Custom headers and footers can be set for the confirmation emails and printable invoices. You might want to add your company logo or contact information to the headers and footers. You can also set the "click to track" link text here if you will be providing shipping tracking information to your shoppers.

Special Pages

The top of the "Special Pages" can have custom content. This is especially important if you have set the [home page behavior](#) to use one of these pages as the entry of the catalog.

19.8 Order Status Messages

This form allows you to add and edit order statuses. The "New" status is special, and can not be deleted, since it is the status that all orders are set to, when they are first placed.

All other statuses may be deleted or modified - you may create new ones, to match your order fulfillment process.

Notice there are two versions each of a header and a footer, which are included in the confirmation email sent for each order status. When an order status is updated in the [Order Detail Admin](#) whichever status you select determines which header and footer are applied to that message. Here is what you can define those messages.

(A) Order Status Description

The name of the status as you wish it to appear in the drop down list in the Order Detail Admin.

(B) Plain Header

The plain header is typically where you would enter a custom message that applies to this status. Remember the Invoice Header will appear above this.

(C) HTML Header

If you have decided to send out [multipart](#) as the email method. You can also create an html version here. Click on the "Edit this editor link" to richly format the text.

(D) Plain Footer

The plain footer is for the text only version of the email and is a good place to add any final instructions for the recipient. Remember the Invoice Footer will appear beneath this section.

(E) HTML Footer

The html footer will be used if you have decided to send out multi-part alternative messages. You can use the editor also for this section or paste in your own html.

Also See [Invoice Headers and Footers](#)

Also See [Email Method](#)

Part



20 Design Integration

This is not a teaching document. It is a reference document to apply the knowledge you already have and to explain the structural design of the templates and themes used to display information in this system. It is assumed that the user has strong HTML and CSS skills.

[Themes](#)

Templates are organized in sets by themes

[Template Basics](#)

Templates are comprised of HTML and simple PHP tags

[Template Tags](#)

A breakdown of all the PHP tags used to display information.

[Defining Templates and Themes](#)

How to setup new themes and templates

[CSS](#)

An explanation of how the CSS files are organized and what they are used for.

20.1 Themes

Templates that contain the design for the system are stored in the template directory.

```
/template/default/css/black  
/template/default/css/blue  
/template/default/css/default  
/template/default/css/midnight
```

There can be any number of themes set up and there should always be at least the default Theme folder called "Default". You can make a copy of everything in this folder before you begin any design work, and define a custom theme (after making a copy use the [Defining Templates and Themes](#) tool) in the [Site Settings](#) admin section.

In the top level of your system are the script files that generate the pages of your catalog. You should not need to modify these. **They do not contain the design of the site.**

If you would like to change the default home page (the opening page of the catalog) you can rename / index.php in the top level of the site. After you rename the file adjust the "Home Page" setting in the [Site Settings](#). However, do not rename the index.php file in your theme directory.

20.2 Template Basics

In this section we are only going to look at one of the templates: index.php -- the home page template. Although much of this section is relevant to most of these template files. Refer to the [Template Tags](#) for a detailed breakdown of the php tags and their meanings. You will discover how to place sections of the system within your design. To change the formatting and colors of the output see the [CSS](#) section of this document.

The PHP Tags

Whatever web page editor you use must be aware of PHP tags which appear inside the HTML throughout the template files. Most HTML editor software will not introduce problems when working

with these tags, for they are very simple PHP tags.

There are three types of php tags in use in the templates, although they all basically do the same thing, they output data or information obtained from the database.

Tags that call functions:

```
<?= display_content_snippet('Site Top') ?>
```

PHP functions that return text or HTML into your template

Tags that display Includes:

```
<? include "template/$DEFAULT_TEMPLATE/loginform.php"; ?>
```

Include statements open a file on disk and include that entire file. Note that you generally can not use SSI (Server Side Includes) in PHP files, you must use PHP's include statement.

Tags that displays the values of variables:

```
<?= $page_title ?>
```

We will be referring to all of the above generically as PHP Tags.

You can treat the template files exactly like plain html/xhtml pages. You can use a HTML editor, or text editor to modify them, provided that the PHP tags remain intact and unmodified. For instance further down in this document you will see that you may relocate the search box into the right column of your design by simply moving a PHP include statement.

Viewing the HTML

Every html document must start with the DOCTYPE and proper header information. The top of all the templates should be similar in this manner with the only difference being that some templates use different CSS files.

template/default/index.php

This controls the display of your home page or the default catalog page in the system.

Below is an example of how the index.php template begins.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
    "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml" xml:lang="en" lang="en">
<head>
<title>
<?= $page_title ?>
</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1" />
<meta name="description" content="<?= $meta_description ?>" />
<meta name="keywords" content="<?= $meta_keywords ?>" />
<link rel="stylesheet"
<link rel="stylesheet" href="<?= $SSL_URL ?>/template/<?= $SITE_THEME ?>/css/<?= $CSS_FOLDER ?>/nav.css" type="text/css" />
<link rel="stylesheet" href="<?= $SSL_URL ?>/template/<?= $SITE_THEME ?>/css/<?= $CSS_FOLDER ?>/site.css" type="text/css" />
<link rel="stylesheet" href="<?= $SSL_URL ?>/template/<?= $SITE_THEME ?>/css/<?= $CSS_FOLDER ?>/category.css" type="text/css" />
<SCRIPT src="<?= $SSL_URL ?>/inc/newwin.js" type="text/javascript"></SCRIPT>
</head>
<body>
```

Starting at the top we see that this is an xhtml document doc type.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
    "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml" xml:lang="en" lang="en">
<head>
```

The first template variable appears after <head> - inside of the <title> tag. It looks like this:

```
<title>
<?= $page_title ?>
</title>
```

\$page_title - is the first template variable which is used to display the browser page title and will output what has been entered into the database for this value.

```
<meta name="description" content="<?= $meta_description ?>" />
<meta name="keywords" content="<?= $meta_keywords ?>" />
```

The above section is used to display the meta keyword and descriptions. The example above shows the template tags appearing inline with regular html.

Looking further down in the source code - more variables appear to form the path to the CSS files in the theme directory.

```
<link rel="stylesheet" href="<?= $SSL_URL ?>/template/<?= $SITE_THEME
?>/css/<?= $CSS_FOLDER ?>/nav.css" type="text/css" />
```

\$SSL_URL is the equivalent of the SSL domain you entered into the Site Settings.

\$SITE_THEME continues the path location to the theme you have chosen in the Site Settings.

\$CSS_FOLDER designates which set of style sheets to use

```
<SCRIPT src="<?= $SSL_URL ?>/inc/newwin.js"
type="text/javascript"></SCRIPT>
</head>
<body>
```

Before the closing </head> tag, we see a small javascript file **newwin.js** (this is for various pop-up windows)

Note: You should rarely have to modify the beginning HTML in the templates above the <body> tag.

The Design - (Header Table)

Let us look at the different sections of the default design in relation to the template functions which generate the output.

We will begin by looking at the first row of information that is displayed by the template index.php.

```
<body>
<table width="100%" align="center" cellpadding="0" cellspacing="0">
  <tr>
    <td width="100%" class="siteheader">
      <? = display_content_snippet('Site Top') ?>
    </td>
    <td width="100" align="right" valign="middle" class="siteheader">
      <? include "inc/inside/cartview.php"; ?>
      <a href="<? = $SSL_URL ?>/cart.php">
        </a>
      </td>
    </tr>
  </table>
```

The above HTML shows sections A and B as seen in the (figure1) image below.
(figure 1)



(Section A) Corresponds with what is contained in the "Site Header" snippet entered in the "Content Management" section of the admin.

This is the PHP tag used to display the "Site Header":

```
<? = display_content_snippet('Site Top') ?>
```

(Section B) In the above photo items have been added to the cart. A small summary of the quantity and cart total are displayed just above the checkout button by an include file.

```
<? include "inc/inside/cartview.php"; ?>
```

Beneath the PHP tag that shows the cart summary is the checkout graphic. This is just an image stored on the server but you will notice it also uses PHP tags to form the correct path.

```

```

Again we see the usage of `$$$SSL_URL` and `$$$SITE_THEME` in forming the image path. The reason to reference the image using `$$$SSL_URL` is because it appears through-out the templates over secure and non-secure pages. Calling the checkout button using `$$$SSL_URL` avoids browser security warnings that could occur when the user switches to viewing pages over SSL.

Browser Security Warnings: If you experience browser warnings while viewing pages over SSL - check to make sure your images and css files are properly referenced. Sometimes a quick way to see the problem is to tell the browser not to display the insecure content. Images that are not using the secure server will appear as broken images. Be careful of using tiny clear pixel images because sometimes those can be tricky to notice!

The third table row in our default template is where Section C is displayed:

```
<tr>
  <td colspan="4" valign="top" nowrap="nowrap" class="topbar">
    <? include "inc/inside/cartlinks.php" ; ?></td>
</tr>
```

(Section C) Displays the navigation used to get around inside of the cart. It generates the links to View Cart, Register, Account Settings, Login, Wishlist and Order Details. The PHP tag used to show this information is as follows:

```
<? include "inc/inside/cartlinks.php" ; ?>
```

(figure 2)



The above image is identical to (figure 1) except the system has been switched to use horizontal navigation which has revealed the third row of the template. You will also note that the left navigation of categories is hidden using this setting.

```
<tr>
  <td colspan="2">
    <? include "inc/topnav.php" ; ?></td>
</tr>
</table>
```


(Section C1) Only displays when the navigation is set to Horizontal or Both. The PHP tag used to generate this display section is:

```
<? include "inc/topnav.php" ; ?>
```


The Design - (Left Column)

At this point we hope you can see that the PHP tags are little bits of code that are incorporated into the HTML layout. To conserve paper and screen space we'll be skipping over the HTML tags and concentrate on the PHP tags that display each section.

(figure 3)



The screenshot shows a vertical stack of four sections in a left column. Section D is a 'Keyword Search' box with a text input field, a 'GO' button, and 'Advanced Search' text below. Section E is a 'Products' list with categories: Apparel, Crafts, Desktop Computers, Fine Art Gallery, Home Garden, Jewelry, and Toys. Section F is a 'Manufacturers' section with a dropdown menu showing '- Select a Manufacturer -' and a note 'select a manufacturer to shop by from the list above'. Section G is a 'General Information' section with links: About Us, Ordering Information, Hours and Location, and Home Page.

(Section D) Shows the keyword search box

```
<? include "inc/inside/searchbox.php" ; ?>
```

(Section E) The left navigation box.

```
<? include "inc/leftnav.php" ; ?>
```

(Section F) The shop by manufacturer drop down list

```
<? include "inc/inside/manufacturer_list.php" ; ?>
```

(Section G) The content page navigation box

```
<?= $content_links ?>
```

The Design - (Home Page Content)

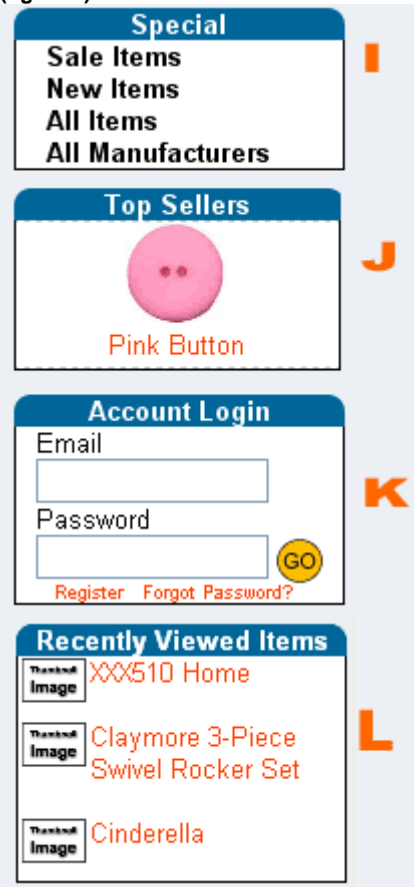
See (figure 1- H)

(Section H) Is the content on the home page. This content comes from whatever was entered in Home Page - Content Section of the admin. There is one tag used to pull this information:

```
<?= $content->content_page ?>
```

The Design - (Right Column)

(figure 4)



(Section I) Special Page Navigation

```
<? include "inc/inside/specialnav.php"; ?>
```

(Section J) Top Sellers - note that these only show up when there are orders in the database

```
<? include "inc/inside/top_products.php"; ?>
```

(Section K) Small account login form.

```
<? include "inc/inside/loginform.php"; ?>
```

(Section L) Recently viewed items.


```
<? include "inc/inside/recent_items.php"; ?>
```

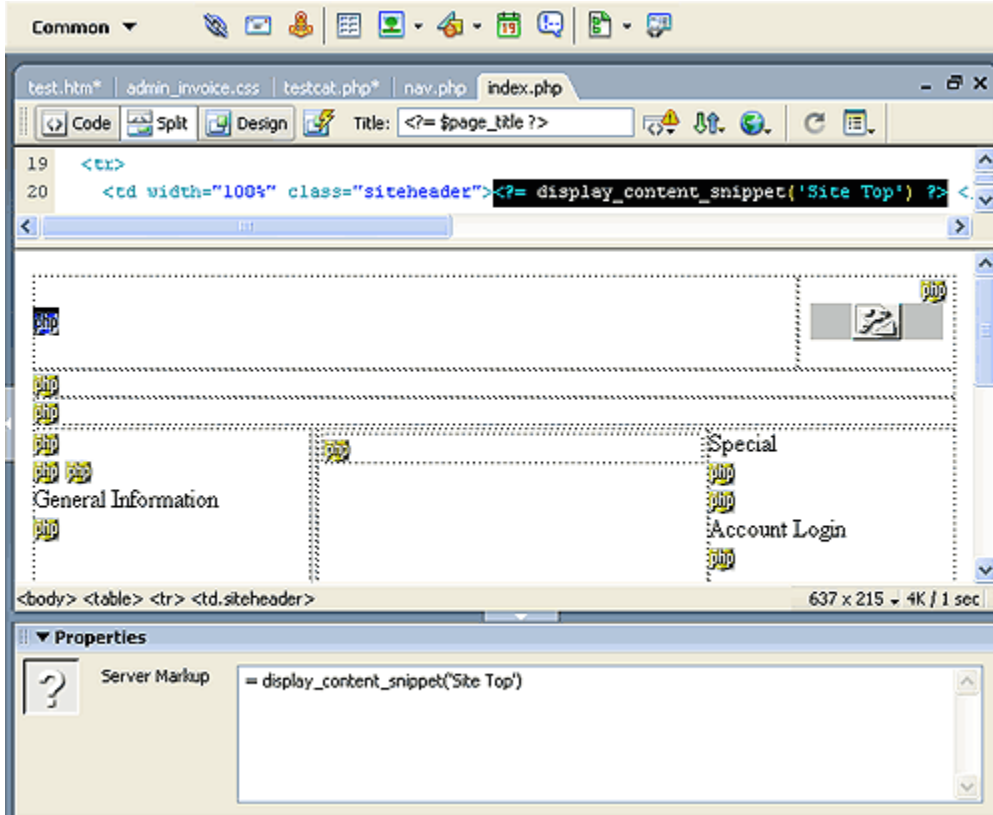
The Design - (Site Bottom)

At the bottom of each template displays the Site Bottom which is another Snippet from the Content Management section. To display the Site Bottom use the following PHP tag.

```
<?= display_content_snippet('Site Bottom') ?>
```

Note: You can create custom content Snippets in the Content Management section to display in your templates. After creating the Snippet the example PHP tag is listed at the bottom of the Snippet Admin Page. Furthermore... If you should accidentally delete a Snippet you can recreate it again in the Snippet Admin by simply giving it the same name.

Tip: You might want to explore the display settings in your favorite html editor. For instance in Dreamweaver, we turned on most of the Invisible Elements so they would display as icons.  This may assist in providing you with a visual aid when positioning the PHP tags in your design.



20.3 Template Tags

Common Functions and Variables

Below are list of template variables and functions that are common to all templates:

Show the meta description assigned to this category or content page.

```
<meta name="description" content="<?= $meta_description ?>">
```

Show the meta keywords assigned to this category or content page.

```
<meta name="keywords" content="<?= $meta_keywords ?>">
```

Insert the site url (usually used in a path statement)

```
<?= $SITE_URL ?>
```

Insert the secure url (usually used in a path statement)

```
<?= $SSL_URL ?>
```

Display the page title

```
<?= $page_title ?>
```

Insert the active theme directory (used in the path for the css files)

```
<?= $SITE_THEME ?>
```

Display a content snippet. (the example code for this is in the snippet admin and unique to each snippet)

```
<?= display_content_snippet('Site Top') ?>
```

Display the navigation links for the content pages.

```
<?= $content_links ?>
```

Common Includes

```
<? include "inc/inside/cartlinks.php" ; ?>
```

Include the cartlinks for "Wishlist, Register, Login, Checkout, etc..."

```
<? include "inc/topnav.php" ; ?>
```

Include the horizontal navigation script. Note: horizontal navigation only displays if it is chosen in the admin.

```
<? include "inc/inside/searchbox.php" ; ?>
```

Include the keyword search box

```
<? include "inc/leftnav.php" ; ?>
```

Include the vertical navigation. This will only display if you are using a navigation type which requires it such as Vertical, Vertical Expanding, or navigation type called BOTH

```
<? include "inc/inside/specialnav.php" ; ?>
```

Include the navigation links for the the Sale Items, New Items and All Items pages.

```
<? include "inc/inside/manufacture_list.php" ; ?>
```

Include the manufacturer drop down list. Note that the drop down list can be turned on and off in the [Default Catalog](#) settings.

```
<? include "inc/inside/cartview.php" ; ?>
```

Include the script to show the qty of items and total value of the cart contents. If you are using "shared SSL" the information for this will only display on secure page.

```
<? include "inc/inside/loginform.php" ; ?>
```

Include the user login box (this appears in the left column of the default template)

```
<? include "inc/inside/top_products.php" ; ?>
```

Include the will display the last viewed items.

```
<? include "inc/inside/recent_items.php" ; ?>
```

Template Specific Code

This is a listing of included scripts needed by certain templates.

advancedsearch.php

```
<? include "inc/inside/advancedsearch.php" ; ?>
```

The above displays the advance search form in the page.

cart.php

```
<? include "inc/inside/cart.php" ; ?>
```

This is the entire cart and must be included in this template page.

category.php

We have broken down the category display into separate sections so you can change the order in which they appear. Each section can then be further controlled by adjusting the [CSS](#) files that ship with the templates.

```
<? include "inc/inside/category_breadcrumb.php" ; ?>
```

Displays the breadcrumb navigation for the category

```
<? include "inc/inside/category_title.php" ; ?>
```

Displays the category title

```
<? include "inc/inside/category_messages.php" ; ?>
```

Displays category messages such as if it is on a discount

```
<? include "inc/inside/category_image.php" ; ?>
```

Display the category Large image

```
<? include "inc/inside/category_description.php" ; ?>
```

Display the category long description

```
<? include "inc/inside/featured_products.php" ; ?>
```

The featured products display

```
<? include "inc/inside/category_subcats.php" ; ?>
```

The sub category display

```
<? include "inc/inside/category_mfg.php" ; ?>
```

The manufacturers with products in the category

```
<? include "inc/inside/category_items.php" ; ?>
```

The items belonging to the category

content.php

There are two functions to display content for the none catalog pages which are managed in the content management system.

```
<?= $title ?>
```

Displays the title you assigned to the content record.

```
<?= $content->content_page ?>
```

Displays the content for the page.

index.php index.php has a special function which will generate the home page content based on the home page behavior set in the site settings.

```
<? include "inc/inside/home_page_content.php" ; ?>
```

item.php

Similar to category.php - item.php has been broken down into separate sections so you can re-arrange the order in which information is displayed. This template is only used for the detail view of an item. Beneath each include statement is the explanation of it's functionality.

```
<? include "inc/inside/category_breadcrumb.php" ; ?>
```

The breadcrumb to this item's primary category

```
<? include "inc/inside/item_title.php" ; ?>
```

The name for this item

```
<? include "inc/inside/item_messages.php" ; ?>
```

Messages for this item. If it is on discount or has a special message assigned to it.

```
<? include "inc/inside/item_image.php" ; ?>
```

The large image associated with this item.

```
<? include "inc/inside/gallery.php" ; ?>
```

The image gallery display associated with an item.

```
<? include "inc/inside/item_addl_info.php" ; ?>
```

The additional information pop up window link.

```
<? include "inc/inside/item_description.php" ; ?>
```

The item long description.

```
<? include "inc/inside/item_form.php" ; ?>
```

The form for options, qty, and the order button.

```
<? include "inc/inside/item_related.php" ; ?>
```

The related item table

```
<? include "inc/inside/item_related_categories.php" ; ?>
```

The related categories table

```
<? include "inc/inside/item_related_manufacturers.php" ; ?>
```

The related manufacturers table

```
<? include "inc/inside/item_email_friend.php" ; ?>
```

The email to a friend link.

```
<? include "inc/inside/item_wishlist.php" ; ?>
```

The add to wishlist link.

```
<? include "inc/inside/item_request_info.php" ; ?>
```

The link to request additional information.

```
<? include "inc/inside/item_pager.php" ; ?>
```

The next and previous links to view items in the same category

plainuser.php

note: this template is special and should not contain any of the other template include codes. It is used for the printable invoice.

```
<? include "inc/inside/" . $userpage ; ?>
```

the above code works with the system to retrieve the printable invoice.

pwpp_checkout.php

note: this template is only used for the PayPal Website Payments Pro Gateway

```
<? include "inc/inside/$checkout_step.php" ; ?>
```

including this allows the checkout to proceed with the necessary screens for this gateway's process.

reset_password.php

```
<? include "inc/inside/reset_password.php" ; ?>
```

this will setup the form for the user to retrieve their password.

search.php

This is the page that displays the output from an item search.

```
<?= $title ?>
```

this displays the return title of what the user searched on

```
<?= $item_pager ?>
```

If many items were found the paging might need to display. This will display it when necessary.

```
"<? display_item_table( $items, $ITEM_CONTROL->default_item_columns,
$SITE_THEME, $ITEM_CONTROL->category_display_type_id, $CURRENCY_SYMBOL
); ?>
```

The above function is used to display the item columns, using the default theme and catalog settings.

user.php

```
<? include "inc/inside/" . $userpage; ?>
```

this above include will display the correct content depending on what the user is doing. This could involve viewing their wishlist, logging in or viewing orders, their account history or account settings.

20.4 Defining Templates and Themes

The system comes with a default themes and template sets - these are stored in:

template/

Do not delete this folder or the themes packages with this system - They should serve as your example guide on how to configure your own design theme and templates.

How to create a new theme where you can begin to setup your own design

1. Simply make a another folder under the template folder such as: template/mytheme/
2. Copy all of the files from the default theme into your new "mytheme" folder .
3. Visit the system admin section under System Control Panels | Templates & Themes. There should now be a new listing called "mytheme" Click on the "Define as Theme" link to activate this directory as an available theme directory. Also be sure to select the css folder you want to use **You do not need to define item.php and category.php as templates they should serve as the default.
4. Go to the System Control Panels | Site Settings and select your new theme as the web site default and submit the form to save it.

THAT'S IT! Now you can begin working on your new theme design in the "mytheme" folder - keeping the default template as a backup guide.

How to create new templates inside a theme

The system will allow you to create customized category and item templates which can be associated in the admin per category and per item. Here are the steps to follow if you would like to create additional category and item templates:

1. Create another category template file in the active theme directory; for instance - category_fabric.php
2. Visit the System Control Panels | Category & Themes section. Look in the row of the active theme, In the category template drop down list the new file will show up. Select this and click the "Define" button. Simply give it a short description and submit the record. The new template will now show up in the Category admin.

Repeat the same steps to create a new Item template except select the file name in the item template column.

TIP: You can create new style sheets for your templates and store them in the template/themename/css/css folder. Simply modify the link tag in the template to call the new style sheet. For instance if you wanted a different set of styles for the new category template you could change:

```
<link rel="stylesheet" href="template/<?= $SITE_THEME ?>/css/<?= $CSS_FOLDER ?>/category.css" type="text/css">
```

TO

```
<link rel="stylesheet" href="template/<?= $SITE_THEME ?>/css/<?= $CSS_FOLDER ?>/category_new.css" type="text/css">
```

20.5 CSS

CSS

The templates themselves really only define structure, to establish how the pages actually look, CSS is used.

In this folder:

/template/default/css/<?= \$CSS_FOLDER ?>

You will see these files:

```
cart.css
category.css
category_item_showall.css
category_item_twocolumn.css
category_item_thumbnail.css
category_item_tabular.css
item.css
nav.css
plain.css
site.css
user.css
```

Below is a description of what these files are used to format.

site.css

Used in nearly every template, contains the classes for the outer design.

nav.css

Used for category and site navigation

category.css

Used primarily for category.php

NOTE: The next four category files are loaded depending upon which [Category Behavior](#) is chosen.

category_item_showall.css

Used to show all details of an item including options and order button - This file is loaded when the SHOW ALL DETAILS setting is chosen.

category_item_twocolumn.css

Used to display a single column item display with all details and the order button. This file is loaded when the TWO COLUMN DETAIL setting is chosen.

category_item_thumbnail.css

This file is loaded when the Thumbnails Only setting.

category_item_tabular.css

This file is loaded when the TABULAR setting is chosen.

item.css

Used primarily for item.php - when a thumbnail is linked to the item detail this style sheet is used.

cart.css

Used for the shopping cart

user.css

Used for user account pages like the order detail, wishlist, account settings, etc.

plain.css

This file contains css selectors for the printable invoice and order confirmation email that is sent once someone has successfully gone through the checkout process.

giftcert.css

This file is used to format the gift certificate emails.

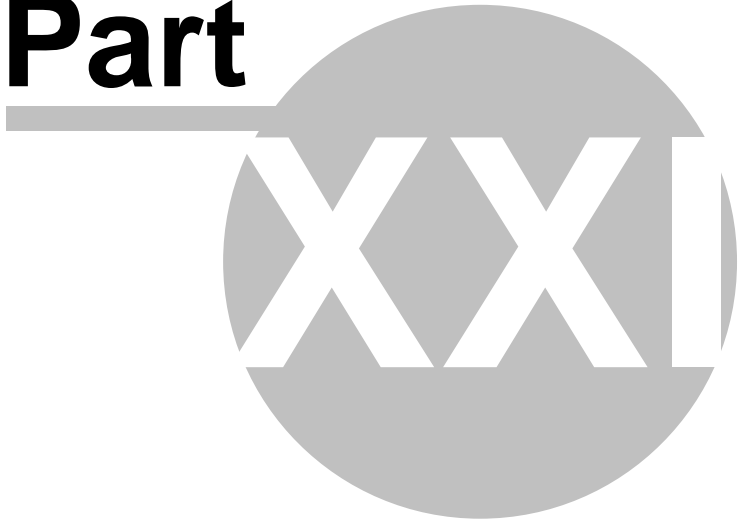
Note: If you are having troubles locating a particular class for an element in your store we suggest viewing the output source and pasting it into your favorite editor.

You might also want to consider installing the Aardvark Firefox Extension available on this web site:

<http://www.karmatics.com/aardvark/>

It makes finding the class assigned to a display element easy. When you mouse over a section of web site in Firefox - Aardvark will display the related CSS and HTML wrappers.

Part



21 Glossary

Glossary

Apache

Apache is an open-source Web server.

CHMOD

Unix command to change permissions. Each file is assigned permissions based upon the ownership, the group membership, and the accessibility of the file to non-authenticated users. Permissions are assigned in a combination of three variants: Read permission - allows a user to view the contents of a file or a directory. Write permission - allows a user to view and make changes to a file. Execute permission - allows a user to run the program contained in a file. Only the owner of the file or directory can change permissions UNIX clients can modify permissions through an F.T.P. client, such as CuteFTP or WS-FTP.

CSS

Cascading Style Sheets (CSS) A file is used to define a cascading style sheet for a web page. The purpose is to provide more control over the fonts, colors, layout, etc. that go into the web page than could be provided by raw HTML. Also, since the cascading style sheet file is separate from the HTML files, it can be shared (or even inherited; a little outside the scope of this document) by multiple web pages to help provide a consistent look-and-feel across a web site.

CSS CLASS selector

A class selector is a name assigned to a specific set of style values. Classes are called by name. An example of this usage would be <div class="classname"> or <td class="classname">

CSS ANCHOR Pseudo-classes

A link that is active, visited, unvisited, or when you mouse over a link can all be displayed in different ways in a CSS-supporting browser:

```
a:link {color: #FF0000} /* unvisited link */  
a:visited {color: #00FF00} /* visited link */  
a:hover {color: #FF00FF} /* mouse over link */  
a:active {color: #0000FF} /* selected link */
```

Note: a:hover MUST come after a:link and a:visited in the CSS definition in order to be effective!!

Note: a:active MUST come after a:hover in the CSS definition in order to be effective!!

FTP

File Transport Protocol - A way of transferring files over the Internet from one computer to another. There are many many free and shareware ftp clients available such as: CuteFTP, WS_FTP, and Fetch

LINUX

A version of UNIX that has gained popularity because of its stability as an operating system for hosting web servers.

MySQL

An open source relational database management system that uses Structured Query Language (SQL)

Open SSL

OpenSSL is an open source PHP extension that allows PHP scripts to connect to other websites securely. It is also an Apache module that allows a web browser to connect to the web server securely.

php

(a recursive acronym for PHP: Hypertext Preprocessor) is an open-source, server-side HTML embedded scripting language used to create dynamic Web pages. Before the page is rendered, the Web server calls PHP to interpret and perform the operations called for in the PHP scripts

PHP MyADMIN

phpMyAdmin is a tool written in PHP intended to handle the administration of MySQL over the Web.

It is freely available at: <http://www.phpmyadmin.net/>

SMTP

Simple Mail Transfer Protocol

SSL

Secure Socket Layer - encrypted method for transferring information between a web server and a web browser

Shared SSL

Shared SSL is often available from your web hosting company. It is a way to use an SSL certificate without actually buying one for an individual domain. A certificate is issued to the hosting server address and accessible by the accounts on the machine. Typically the shared SSL URLs look like this:

<https://www.myhostdomain.com/~yourusername/>

SSL CERTIFICATE

An SSL digital certificate is an electronic file that uniquely identifies individuals and servers. Digital certificates allow the client (Web browser) to authenticate the server prior to establishing an SSL session. Typically, digital certificates are signed by an independent and trusted third party to ensure their validity. The "signer" of a digital certificate is known as a Certification Authority (CA), such as VeriSign, Thawte, GeoTrust and many others.

UNIX

An operating system developed by Bell Laboratories that supports multiuser and multitasking operations.

Web root

The top level of your web site.

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