



EZ Merchant Solutions

***Business Tools for the Online
Merchant***

EZ-cart User Guide

***Simply the Easiest Way
to Manage a Web Based Business...***

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1. Introduction to the EZ-Cart shopping cart system

The EZ-Cart shopping cart system is designed to help you build a robust online store. This system can satisfy both a professional user interested in up-to-date advanced functionality or a novice for whom ease-of-use is the main factor.

Our slogan **Simply the easiest Way To Manage A Web Based Business** speaks for itself. You just go to our site, sign up for our completely hosted solution (or buy the standalone cart), build your store and start trading.

Although the EZ-Cart shopping cart system is designed to be intuitively simple to use, this tutorial is offered to make learning to use it even simpler and quicker. The manual will guide you step-by-step through installation, setup and use of the shopping cart system.

EZ-Cart is optionally tightly integrated with our back-end order and inventory management product (EZ Order Manager). The system is designed to save you time and money. EZ Order Manager (EZom) makes managing your inventory and suppliers a snap. You can manage your EZ-Cart product catalog directly from your EZom inventory. You can even schedule EZ-Cart updates enabling you to manage your inventory and catalogs during the day and have the catalogs automatically uploaded to your cart at night. EZom easily manages multiple companies (storefronts) from the same inventory so managing multiple stores is easy too.

This document discusses the EZ-Cart functionality and configuration aspects which relate to integration with EZom. For further information about EZ Order Manager please visit our documentation site at <http://ez-ms.com/documentation/index.php?page=eZ-om>

Thank you for using EZ Merchant Solutions' EZ-Cart.

2. Introducing EZ-Cart

2.1 What Is EZ-Cart?



EZ-Cart is powerful shopping cart system built using industry standard PHP and MySQL. Optimized programming code makes it possible to build stores that can easily handle over 10,000 products. EZ-Cart also uses the PHP Smarty template engine that makes it very simple to change the look-and-feel of the store in the minimum amount of time, and with advanced catalog management tools your store can be maintained with the least amount of effort.

EZ-Cart is your best choice if you are:

- Looking for quality software to start or improve an online business.
- A site owner wishing to integrate a shopping cart with your existing web site.
- A web developer searching for a professional low-cost shopping cart solution.
- You are tired of importing and exporting data between various parts of your business operations.
- You want to easily manage multiple storefronts from one "cockpit".

The EZ-Cart software includes:

- A complete hosted solution. Manage your business from anywhere.
- Integration with our powerful order and inventory management system EZ Order Manager.
- A single-vendor solution for all aspects of your business.
- Continuous free technical support. Premium support (priority) is available at additional cost.

2.2 Features

General:

- Complete ready-to-use store package
- Pre-installed for the hosted solution
- Web-based installation wizard & store configuration for the standalone solution
- Intuitive administration panel
- Built-in professional design templates
- Bulk uploading of categories, products and images
- Integrated catalog and inventory management.
- Full import and export of product/user/order/language databases in CSV format
- No programming knowledge required for installation and setting up

Localization

- Translated into 8 languages (some translations are partial)
- Easy addition of new languages
- Configurable currency symbols
- Configurable measurement units
- Configurable list of countries/states/provinces
- Ability to switch date and time formats
- Ability to create unlimited number of localizations

Search Engine Optimization:

- Search Engine Friendly URLs
- Custom meta keywords and description for product, category and content pages
- Generation of HTML catalog of static product, category and manufacturer pages
- Site map generation
- Breadcrumb trail

Design & Layout:

- 100% template driven storefront and admin panel
- Easy integration to match current design
- Fully customizable design & layout
- Extensive usage of AJAX technologies, minimizing screen refreshes
- Category/product thumbnails and detailed images
- One-page checkout
- Design blocks

- Visual template editor
- Visual language variables editor
- Catalog page
- Mini-cart presence on all pages
- Addition of custom content pages via administration interface
- Built-in template editor
- Changing storefront and admin logos via administration interface
- Debug console: displays a tree of templates for all pages

Product Catalog features:

- Unlimited number of products/categories
- Product cloning
- Unlimited category nesting
- Bulk product/category management
- Ability to assign products to multiple categories
- Manageable product manufacturers list
- Featured products list and cross selling
- Digital delivery system
- Configurable products
- Quantity discounts
- Discount coupons
- Membership based access to every category

Product Details:

- Unlimited product options w/optional surcharges
- Various display types for product options
- HTML enriched product descriptions
- Related products list
- Customers also bought list
- Unlimited product images
- Product large image pop-up

Marketing & Promotional Tools:

- Affiliate program
- E-mail/postal gift certificates
- RMA (Return Merchandise Authorization)
- Featured/Related products, cross selling
- Ability to set up variety of promotions
- Product reviews and ratings
- Gift Registry wish list
- One-page checkout

- Bestsellers
- 'Send to friend' feature
- Integrated live chat system
- Reward points addon
- Product filters
- Ability to add tags
- Polls

Merchandising/Inventory (EZ-Cart):

- Full product stock control
- Low-stock notifications
- Wholesale trade
- Ability to set minimal order amount
- 'List Price' and 'Our Price' options
- Enabling/disabling product inventory control
- Extended import/export of product database

Merchandising/Inventory (EZom)

- Inventory and supplier management
- Purchase orders for drop-ship or inventory suppliers
- Automatic re-order levels and quantities
- Complete catalog information from inventory
- Automated upload of catalogs to EZ-Cart

Shipping & Tax:

- UPS, FedEx, USPS, DHL, Australia Post & Canada Post real-time calculations
- Intershipper real-time calculator
- Customizable shipping surcharges
- Unlimited custom delivery methods
- Unlimited custom-defined locations
- Shipping restriction by location
- Free shipping option
- Drop shipping
- Flexible shipping customization (based on the number of items, weight or order amount)
- Customers can choose delivery methods
- Customizable tax calculation
- Product-specific taxes
- 'Tax exempt' feature

Payment Gateways & Methods:

- Full list of offline payment methods: checks, purchase orders, phone orders and others
- Real-time credit card processing: 50+ integrated payment systems
- Ability to create new payment methods

Web-based administration panel:

- Quick and easy addition of multiple items (products, categories, static pages, etc.)
- File browser and template editor uses **AJAX** technologies
- Ability to configure every aspect of e-commerce site in realtime
- Integrated database backup/restore tool
- Flexible organization of webshop information
- Unlimited number of admin accounts
- Multiple levels of administrative access
- Ability to act on behalf of other users
- Ability to collect statistical data
- IP-based access restrictions
- Integrated webmail system
- SMS notifications

Customer Care:

- Integrated configurable store search
- Search filters
- Password reminder for customers
- Customers can view order history
- Customer memberships and special pricing
- Membership based access to the informational part of the store
- 'Continue shopping' and 'Clear cart' buttons
- Printable invoices
- 'Wish list' feature
- 'Feature comparison' option
- Customer can edit product options directly in the cart

Security:

- Full HTTPS/SSL support
- Secure HTTPS/SSL administrative access
- Secure HTTPS/SSL checkout, login and customer profile pages
- Customer passwords are MD5 encrypted in database
- Password-protected administrative access.

Repeat Customer Accommodation:

- Cart content is stored in database;

- Each customer can have unlimited number of profiles;
- Registered customers can edit their account details at any time;
- Registered customers can view their order history.

EZ-Cart is highly customizable. If your business has some specific feature requirements our development staff would be happy to help you customize your store so that it will satisfy all of your business needs. We also partner with a variety of graphic designers or we can work with your graphic designer to recommend "best practices" for developing a custom look and feel for your store.

3. Installation

Note: *The following installation information applies to the standalone EZ-Cart solution only. The hosted solution is pre-installed and ready for you to work with.*

3.1 Requirements

1. PHP version 5.1 or above. PHP configuration should include the following options (all these values are default):
 - disabled ***safe_mode***;
 - enabled ***file_uploads***.
2. MySQL database version 4.1 or above.
3. PHP CURL is required for operation of several payment gateways and systems (such as PayPal, Authorize.NET, Google Checkout, etc) and real-time shipping services (FedEx, UPS, DHL/Airborne).

EZ-Cart runs on:



Windows



Linux



FreeBSD



RedHat

EZ-Cart runs on most server configurations, ranging from dedicated servers to shared servers that utilize different PHP configurations.

NOTE: If your web server has mod_security enabled, you may see the "403 Forbidden" or "Not Acceptable" error messages after submitting forms that contain the words "curl", "perl", "file(", etc. It is recommended to disable the mod_security module or reconfigure it in the way these words are not forbidden.

3.2 Installing EZ-Cart

The instructions below are about EZ-Cart installation on a hosting server accessible on the Internet. If you would like to make a EZ-Cart installation on your local computer (desktop), please contact us for instructions.

Briefly, EZ-Cart installation includes the following steps:

- 1) extracting the software distribution package and uploading the files to a web server;
- 2) setting file access permissions;
- 3) creating a MySQL database;
- 4) running the Installation Wizard.

The first step is to uncompress the EZ-Cart distribution package (the 'ezc_vX.X.X.tgz' or 'ezc_vX.X.X.zip' file) in the directory where you want the root of your cart to be on your webserver.

On a WINDOWS-based server, you can do it with any TAR- or ZIP-compatible archive software.

On a UNIX-based server with terminal access to it, please run one of the following commands depending on the package file format:

tar -xzf ezc_vX.X.X.tgz

or

unzip ezc_vX.X.X.zip



Most versions of control panel have the so-called file manager that allows you to unpack a TGZ or ZIP archive by one click.

If none of the ways listed above works for you, you should uncompress the distribution package on your local computer using any TAR- or ZIP-compatible archive software, e.g. WinRAR (<http://www.rarlab.com/rar/wrar370.exe>), and upload all the files to your server by FTP.

The next step is setting file access permissions.

On a UNIX-based server with terminal access to it, run the following commands one by one:

chmod 666 config.local.php

chmod -R 777 catalog

chmod -R 777 images

chmod -R 777 skins

chmod -R 777 var

If you do not have terminal access to your server, you can change file access permissions using an FTP client. Most of them have the "Change permissions" or "Change mode" functions. With the help of the function you are to set the permissions for the 'config.php' file and the directories listed above. The 'chmod 666 config.php' command means that you must set 666 permissions (in other words, read and write permissions for the file user, group and other) for the 'config.php' file. Other commands (e.g. 'chmod -R 777 catalog') mean that you must set the same 777 permissions for the directory, its subdirectories and all the directories under these directories. Please refer to your FTP client documentation for more detailed instructions on setting file permissions.

In order to set the same file access permissions on a WINDOWS-based server, you may need to give full permissions for the files and directories to the user with the IUSER_ComputerName account.

Then create a MySQL database (you may need to create a MySQL user before that) in your website control panel.

Remember the MySQL name, host, user name and password to use them at the next installation step.

The last major installation step is running the EZ-Cart Installation Wizard. In your browser go to the following URL:

http://www.my_site.com/install/ (replace "my_site.com" with your site's URL).

Now you should follow the Installation Wizard. The installation progress is shown in the **Installation steps** box on the left.

Installation steps

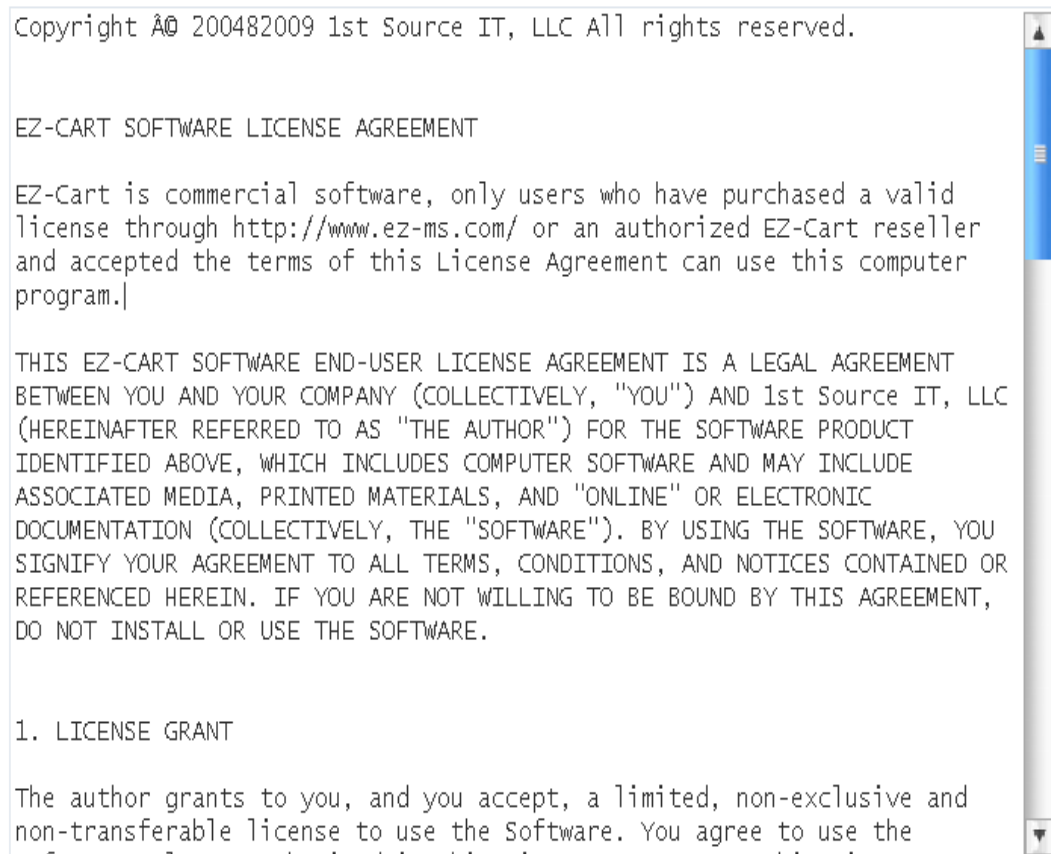
License agreement

- Checking requirements
- Host and database settings
- Installing database
- Outlook settings
- Installing skins
- Summary

Installation steps

3.2.1 License Agreement

Please read the license agreement. If you accept its statements, select the **I accept EZ-Cart Software Agreement** check box and click on the **Next** button.



☐ I accept EZ-cart Software License Agreement

License agreement

Note: If you launch the installation wizard again, you will be asked to enter the authentication code and choose whether it will be a new installation or only skins will be reinstalled. The authentication code will be displayed at the final step of the initial installation.

3.2.2 Checking Requirements

This phase checks your PHP and MySQL configuration, and checks for PHP CURL support on your server. If all tests are passed, you should click the **Next** button. Otherwise, contact your server administrator.

PHP information

Click on the "Display" link to view the current state of PHP

[Display >>](#)

PHP version

EZ-cart requires PHP version 5.1.0 or higher

5.2.6 **OK**

MySQL support

PHP is required to be compiled with MySQL support. MySQL server version should be 4.1 or higher

ON **OK**

Safe mode

PHP safe mode is required to be disabled

OFF **OK**

File uploads

PHP file uploads option is required to be enabled

ON **OK**

CURL support

It is required for operation of several payment gateways and systems (such as PayPal, Authorize.NET, Google Checkout, etc), real-time shipping services (FedEx, UPS, DHL/Airborne) and for checking if the server supports a secure connection

ON **OK**

Before you proceed to the next step please make sure you have the appropriate permissions for the following EZ-cart files and directories:

config.local.php - read/write for all users (666)
/catalog - read/write/execute for all users (777)
/images (and all its subdirectories) - read/write/execute for all users (777)
/skins - read/write/execute for all users (777)
/var (and all its subdirectories) - read/write/execute for all users (777)

For more information please read paragraph 2 in the [Installation instructions](#).

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Checking requirements

3.2.3 Host And Database Settings

Now the Installation Wizard needs to know some details about your web server.

Server host name	http://	<input type="text" value="dev.test.ez-ms.com"/>
Server host directory		<input type="text"/>
Secure server host name	https://	<input type="text" value="dev.test.ez-ms.com"/>
Secure server host directory		<input type="text"/>
<hr/>		
MySQL server host		<input type="text" value="localhost"/>
MySQL database name		<input type="text" value="cart"/>
MySQL user		<input type="text"/>
MySQL password		<input type="password"/>
<hr/>		
Secret key to encrypt order data (put any non-empty set of characters)		<input type="text" value="YOURVERYSECRETKEY"/>
Administrator e-mail (enter a real e-mail)		<input type="text"/>
License number (license number is needed to connect to our upgrade server)		<input type="text"/>
<hr/>		
Additional languages	<input type="checkbox"/> German <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Greek <input type="checkbox"/> Italian <input type="checkbox"/> Dutch <input type="checkbox"/> Russian	
Install demo data (demo products, orders, promotions, news and banners will be uploaded)	<input checked="" type="checkbox"/>	
<input style="margin-right: 20px;" type="button" value=" < Previous "/> <input style="margin-left: 20px;" type="button" value=" Next > "/>		

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Host and database settings

You should fill in the following fields:

- **Server host name**

This is a name of the website on which you are installing EZ-Cart, for instance *www.my_site.com*. Enter only a domain without HTTP:// prefix or a directory path following the domain.

- **Server host directory**

If you install EZ-Cart in a subdirectory on your website named *shop* (and all the EZ-Cart files are already under this subdirectory), the *shop* directory should be accessible as the URL *http://www.my_site.com/shop*, the value of this field should be *shop* (it is NOT required to have the '/' sign at the end of the path). If your EZ-Cart installation is in the web root directory (so your online store will be accessible via URL *http://www.my_site.com*), the field should be empty (this is the most common case).


- **Secure server host name**

This is the URL of your secure server (the domain should be entered according to the same rules as for the "Server host name" field above). If you

do not know the URL of your secure server, enter the same value you entered into the "Server host name" field above, as they are usually the same.

- **Secure server host directory**

Enter the subdirectory of your secure server (if EZ-Cart is not in the web root directory) according to the same rules as for the "Server host directory" field above.

 Although the Wizard fills in many of the fields above automatically, it may detect the server host names and directories incorrectly on some server configurations. Please check whether the values are correct.

- **MySQL server host**

The usual name is *'localhost'*, but in order to be certain, refer to the Databases page in your website control panel or contact your hosting provider.

- **MySQL database name**

The name of the database. For instance *'mysite_cart'*.

- **MySQL user**

The username with permission to access the database.

- **MySQL password**

The username's password for access to the database.

- **Secret key to encrypt orders data**

In order to conform to the "Protect Cardholder Data" point of PCI Data Security standards EZ-Cart uses BlowFish algorithm to encode credit card information. Enter a sequence of symbols (letters, digits, etc) into this field, it will be used as a key for the encryption algorithm.

- **Administrator e-mail**

Enter a real e-mail into the field. The default administrator e-mail, company e-mails (of Order, Support, etc departments) and contact form recipient's default email addresses will be set to the value of this field.

- **Additional languages**

Select additional language packs you wish to install.

- **Install demo data**

Tick off this check box to install demo products, orders, discounts, news and banners. We can remove all the product and category data after you become familiar with the cart. Or, if you want to start from a blank slate, leave this box unchecked.

3.2.4 Installing The Database

Database installation starts if all previous conditions are met. You will be notified if database installation was successful.

Creating table: **ezc_user_mailing_lists**
Creating table: **ezc_user_profiles**
Creating table: **ezc_user_session_products**
Creating table: **ezc_users**
Creating table: **ezc_views**

Importing data:

.....
.....
.....
.....

Creating demo catalog:

.....

Database installation has been done successfully. Please click on the "Next" button to continue...

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Installing database

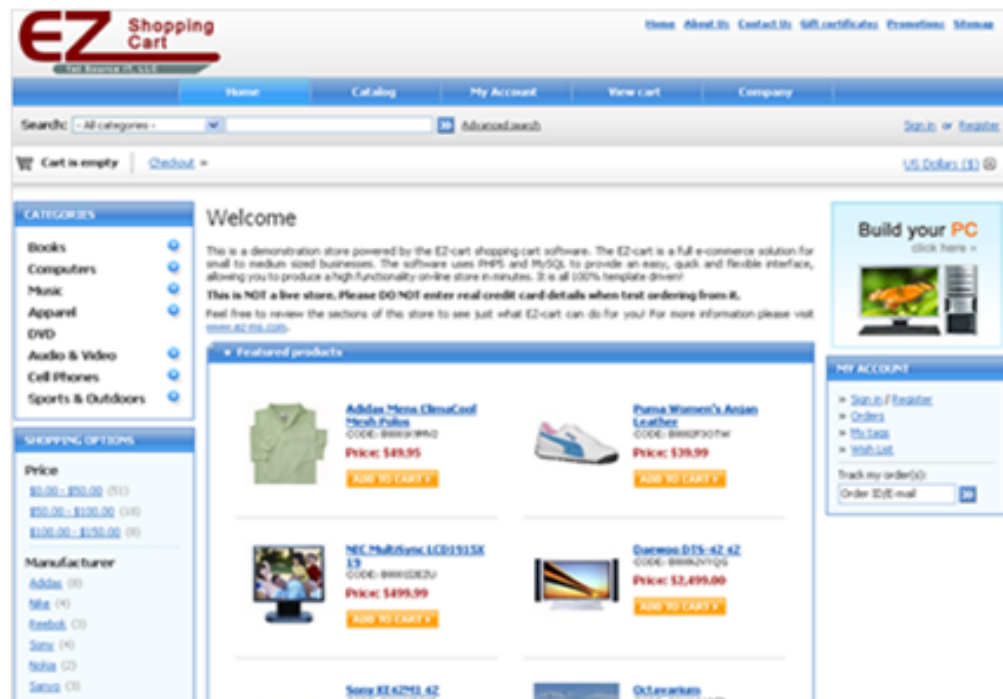
3.2.5 Shop Outlook Settings

Select the skin you wish to install. A screenshot will be displayed for each selection.

Please select a skin you wish to install:

Default blue skin

Skin screen shot:



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Shop outlook settings

3.2.6 Installing Skins

Please have a bit of patience while the Installation Wizard is installing template files on your server. You will be notified when the skin is installed successfully.

Creating directory **skins/basic/admin/views/site_layout...**
Creating directory **skins/basic/admin/views/site_layout/components...**
Creating directory **skins/basic/admin/views/skin_selector...**
Creating directory **skins/basic/admin/views/states...**
Creating directory **skins/basic/admin/views/static_data...**
Creating directory **skins/basic/admin/views/statuses...**
Creating directory **skins/basic/admin/views/taxes...**
Creating directory **skins/basic/admin/views/template_editor...**
Creating directory **skins/basic/admin/views/template_editor/components...**
Creating directory **skins/basic/admin/views/upgrade_center...**

Installing color scheme templates...

Creating directory **skins/basic/customer...**
Creating directory **skins/basic/admin...**

Skin installation has been done successfully. Please click on the "Next" button to continue...

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Installing skins

3.2.7 Summary

Congratulations. Your EZ-Cart shopping cart system is installed. You will see a summary page which informs you about special features.

Congratulations! The installation has been done successfully.

If you need to reinstall the software, you will be prompted to enter your authentication code: **LN2IXZTI**

Attention! It is strongly recommended to remove or rename the **install** directory for security reasons now.

Also it is recommended to change the access permissions for the **config.local.php** file. It should have 644 (read/write for the file owner and read for others) permissions.

Click on the link below to access the **customer front-end**:

<http://dev.test.ez-ms.com/index.php>

Please use the following link to access the **administrator panel**:

<http://dev.test.ez-ms.com/admin.php>

The default administrator username and password are as follows:

Username: **admin**

Password: **admin**

**Thank you for choosing EZ-cart.
We wish you success in your e-business.**

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Summary

After the installation process, do the following:

- Rename or password protect the **install** directory (for security reasons).
- Change the password in the administrator account. You can do this in the administration panel using the 'Administrators' link in the 'Users' box.

Use the following links for access:

- http://www.my_site.com/index.php - storefront (or simply http://www.my_site.com);
- http://www.my_site.com/admin.php - administration panel.

The default administrator login and password are as follows:

- username: admin;
- password: admin.

4. EZ-Cart Architecture

4.1 Interfaces

The EZ-Cart shopping cart system has different interfaces for the storefront and administration panel.

4.1.1 Storefront interface



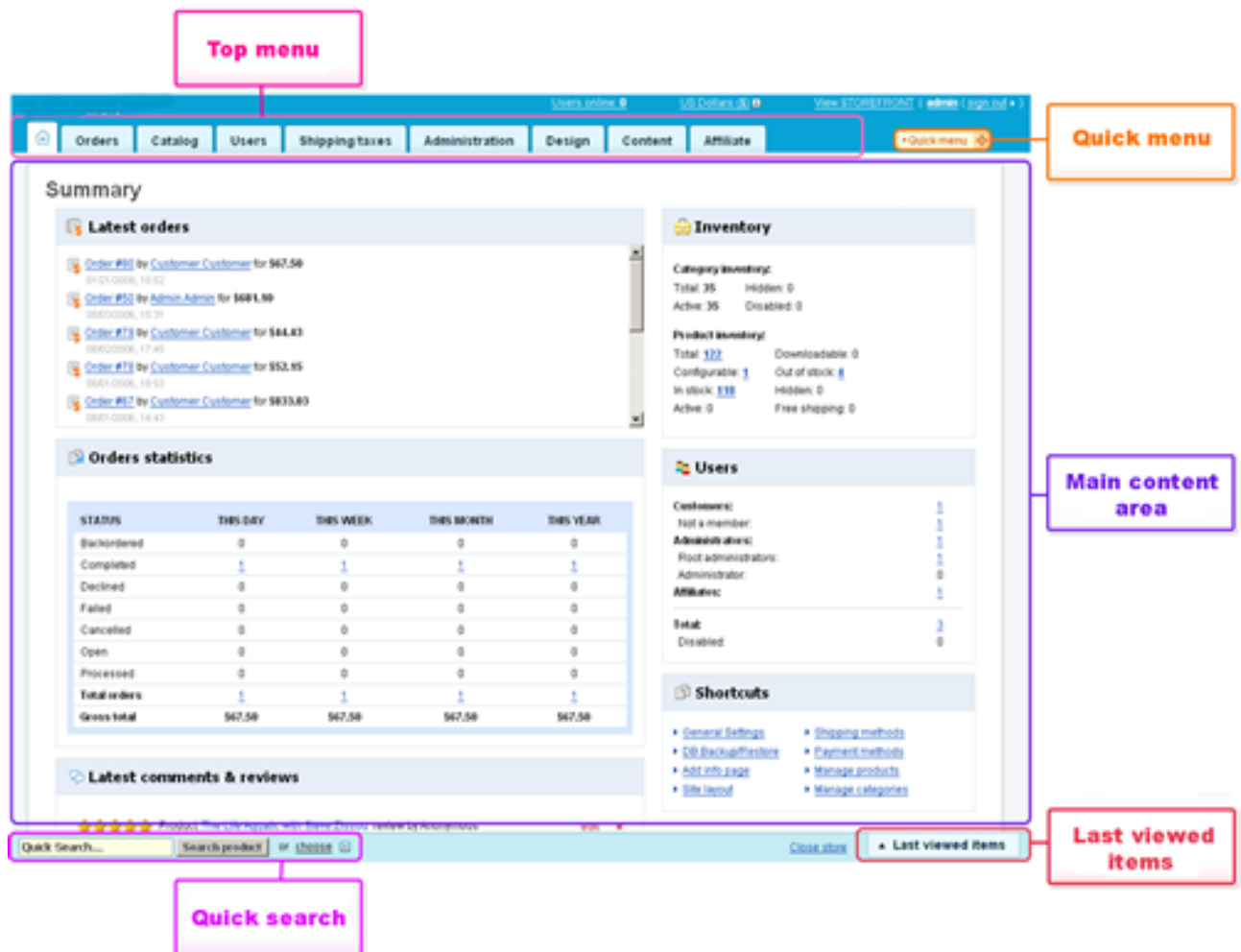
Storefront interface

The layout can vary greatly depending on the addons or information blocks enabled. More information about the addons and blocks can be found in the chapters **Addons** (Administration->Addons) and **Blocks** (Design->Blocks).

 You can change the store outlook and locations of the elements listed above by yourself, or make use of our design integration service (for more information please visit <http://www.ez-ms.com>).

4.1.2 Administration interface

The administration panel is where you control and configure the shop by setting up options, processing orders, managing inventory and users. The structure of the admin panel can be conditionally divided into 3 parts: the top menu, the main content area and the bottom panel.



Administration interface

The top menu

The top menu is a set of tabs, each of which represents a certain aspect of store operation. The tabs are Orders, Catalog, Users, Shipping/taxes, Administration, Design, Content and Affiliate. Click on the Administration tab and you will see the administration sections of your store.

The main content area




The main content area is displayed in the center. All actions are performed in this area, from setting system options to controlling affiliate payouts.

The bottom panel

The bottom panel contains a search section and the **Last viewed items** section.

The search section allows you to perform a quick search by product name, product code, store content and also search for order IDs or users.

The **Last viewed items** feature dynamically keeps track of the last 10 items viewed and edited by you and allows you to return to them by a single click. In addition to showing links to the desired items it also shows images related to them:


-  is displayed after editing any product data;
-  is displayed after editing any order data;
-  is displayed after editing other data.


So, you can quickly and easily return to any edited product, order or setting by clicking the **Last viewed items** link in the bottom right corner of the page.

Note: if you do not need to go back to the edited products, orders or settings, you can click on the [clean up history](#) link (after clicking on **Last viewed items**) and remove all the links listed there.

There is also a built-in notification system that displays notifications in the right top corner. A quick menu is displayed on all pages in the top right corner. This menu enables you to quickly access any store section and perform necessary actions. The quick menu is fully customizable, so you can create your own set of frequently used actions.

To add a link to the quick menu you do the following:

- click on **Quick menu** to open it;
- click on **add link** in the desired section of the quick menu;
- enter a link name in the **Name** field and a link itself in the **Link** field in the opened window and click on the  button. The link will be added to the quick menu.

 You can change the store outlook and locations of the elements listed above by yourself, or make use of our design integration service (for more information please visit <http://www.ez-ms.com>).

5. Administration panel

If you are using the standalone version of the system, you will be presented the license agreement and a brief form to enter your license and contact information. Enter the license key that was sent to you and your email address. Read the license agreement and tick off the "I agree" checkbox and click "Agree and Submit". This is a one-time process. If you do not change your server IP, you will never see it again.

Hosted packages have this information pre-installed as part of the package.

License Agreement

```

/*****
 *
 * Copyright 2008 1st Source IT, LLC All rights reserved.
 * Copyright 2004-2008 Simbirsk Technologies Ltd. All rights reserved.
 *
 *****/
 *
 * EZ Shoppint Cart (EZ-cart) is commercial software, only users who have
 * purchased a valid license through http://www.ez-ms.com/ and agree to the
 * terms of this License Agreement can install or use this product.
 * Licenses for use are distributed in two modes:
 * 1) A lease agreement whereby you have the right to use the software as
 * long as your subscription with EZ-ms remains current.
 * 2) A purchase agreement whereby you are granted unlimited use of the
 * software on a specified domain name only. Once purchased, there is no
 * expiration of the license, it is available for use at your discretion
 *
 *****/
 * THIS EZ-cart SHOP END-USER LICENSE AGREEMENT IS A LEGAL AGREEMENT BETWEEN
 * YOU AND YOUR COMPANY (COLLECTIVELY, "YOU") AND EZ-ms.COM (HEREINAFTER
 * REFERRED TO AS "THE AUTHOR") FOR THE SOFTWARE PRODUCT IDENTIFIED ABOVE,
 * WHICH INCLUDES COMPUTER SOFTWARE AND MAY INCLUDE ASSOCIATED MEDIA, PRINTED
 * MATERIALS, AND "ONLINE" OR ELECTRONIC DOCUMENTATION (COLLECTIVELY, THE
 * "SOFTWARE"). BY USING THE SOFTWARE, YOU SIGNIFY YOUR AGREEMENT TO ALL
 * TERMS, CONDITIONS, AND NOTICES CONTAINED OR REFERENCED HEREIN. IF YOU ARE
 * NOT WILLING TO BE BOUND BY THIS AGREEMENT, DO NOT INSTALL OR USE THE
 * SOFTWARE.
 *
 * PLEASE READ THE FULL TEXT OF SOFTWARE LICENSE AGREEMENT IN THE "COPYRIGHT"
 * FILE PROVIDED WITH THIS DISTRIBUTION. THE AGREEMENT TEXT IS ALSO AVAILABLE
 * AT THE FOLLOWING URL: http://www.EZ-ms.com/license.html
 *****/
/
```

[Full Licence Agreement \(pdf\)](#)

Enter the following information to initialize your license.

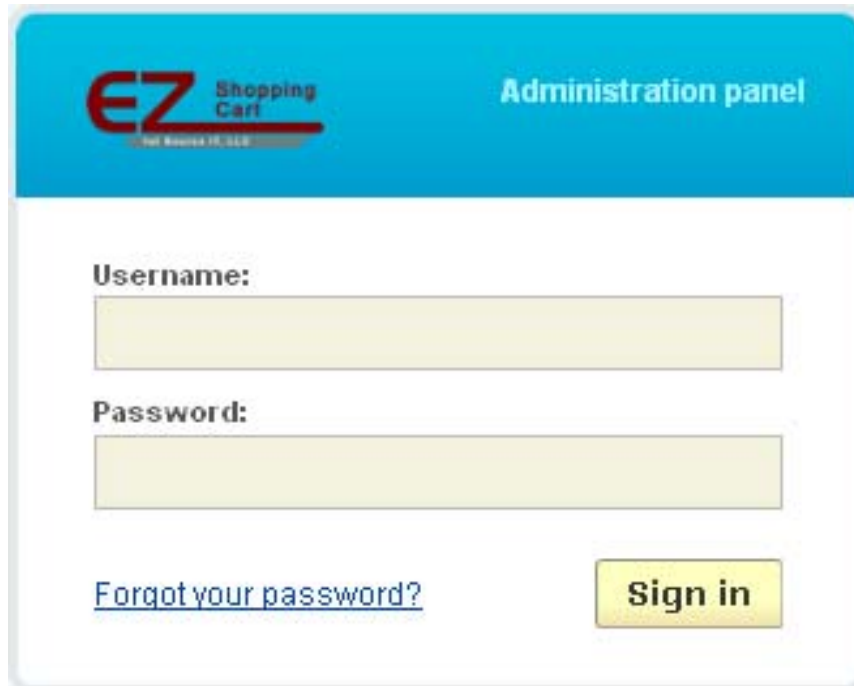
License Key:

Email Address:

☐ I agree to the license statement above and have read and agree to the [agreement](#)


5.1 Authentication

When logging in, you will be presented with an authentication form in which you must enter your user information.



The image shows a screenshot of the EZ Shopping Cart Administration panel login form. The form has a blue header bar with the EZ Shopping Cart logo on the left and the text 'Administration panel' on the right. Below the header, there are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field, there is a blue underlined link that says 'Forgot your password?'. To the right of this link is a yellow button with the text 'Sign in'.

Authentication

After entering the appropriate information, click on  .

If you have forgotten your password, use the [Forgot your password?](#) link to have a new password sent to you by e-mail.

If you want to modify your user profile go to the '**All users**' chapter.

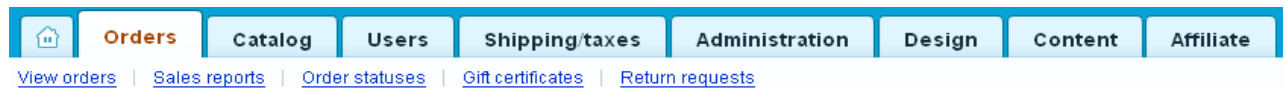
To log out, click on the [Log out](#) button at the top of the Administration area.

5.2 Orders

The EZ-Cart system includes a rudimentary order management system that features automatic e-mails to customers and merchants. The administrator can manage shop orders by making use of the sections of the '**Orders**' tab.

Because the order management system built into the cart is somewhat limited in scope, integration has been provided to the powerful back-end order and inventory management system; EZ Order Manager (EZom). Both standalone and hosted packages provide integration to EZom. However, for standalone systems a separate sign-up procedure and additional charges will apply.

To access EZom from the Administration area of the cart, simply click the Orders Tab. A variety of links will open just below the Tabs. On the far left of the Orders Tab links will be a link named 'EZom Orders'. Use this link to access your EZ Order Manager company orders page where you can manage your orders, inventory, suppliers and customers.



'Orders' box

5.2.1 View orders

Using this link will display the '**Orders**' page in the main content area.

Orders - All
+ Add order

Customer:
E-mail:
Total (\$): -

Advanced search options ▾

Go to page:
<< previous 1 2 3 4 next >>
Total items: **40** / 10

<input type="checkbox"/>	ID	STATUS		CUSTOMER	E-MAIL	DATE	TOTAL	
<input type="checkbox"/>	#50	Processed		Admin Admin	admin@yourcompany.com	08/03/2006, 15:31	\$681.10	view more ▾
<input type="checkbox"/>	#79	Open		Customer Customer	customer@somecompany.com	08/02/2006, 17:45	\$44.43	view more ▾
<input type="checkbox"/>	#78	Open		Customer Customer	customer@somecompany.com	08/01/2006, 18:53	\$52.15	view more ▾

Select all | Unselect all

Go to page:
<< previous 1 2 3 4 next >>
Total items: **40** / 10

Gross total: **\$41,863.53**

Total paid: \$1,153.66

or ▾
+ Add order

Orders


The '**Orders**' page contains the '**Search**' pattern which allows you to search for orders by the following parameters:

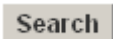
- *Customer* - customer's name;
- *E-mail* - customer's e-mail;
- *Total (\$)* - order total (set the range of order total);

If you want to make the search results more precise click on the **Advanced search option**. The search form will be expanded and you will be able to search by the following additional options:

- *Tax exempt* - whether the user who placed the order is tax exempt or not;
- *Order status* - check the necessary status;
- *Period* - set a date range or select among the specified periods;
 - All
 - This day - the current day;
 - This week - the current week;
 - This month - the current month;
 - This year - the current year;
 - Yesterday;
 - Previous week;


- Previous month;
- Previous year;
- Last 24 hours;
- Last 7 days;
- Last 30 days;
- *Order ID*;
- *Shipping* - tick off to search for orders with custom shipping methods;
- *New orders* - tick off to search for orders that have not been viewed yet;
- *Gift certificate code*.
- Also advanced search allows you to specify a product or products within the order. Click on the [+ Add](#) link and choose the desired product or products.

The system also allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this search as:** input field and click on the  button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

After filling in any of the search fields click on  to display the search results.

The '**Orders**' page contains a list of all orders placed in the store. The following information is given for each order:

- *Select column* - selects the order;
- *ID* – order identification number;

 If you wish, you can change the initial value from which order identification numbers will increment by using the following path: **Administration->Settings->General->Initial order ID value**.

- *Status* – order status (the processing stage of this order);
- *Customer* – full name of the customer who placed this order;
- *E-mail* - e-mail address of the customer;
- *Date* - order registration date;
- *Total* – order total amount.

 You can change the number of orders shown on a page by using this path: **Administration->Settings->Appearance>Orders per page**.

5.2.2 Order Statuses

Because of the limited nature of the cart's built in order management facility, order statuses are completely different depending on whether EZ Order Manager integration is enabled or not. For standalone carts it is not enabled by default. For hosted packages it is. Hence the lists below are related to either the standalone version of the EZ Order Manager integrated version.

Note: The order manager within the cart manages at the order level only. There is no way to set individual statuses on items within an order. This is one of the main reasons why EZ Merchant Solutions integrated both the front and back ends to provide merchants all the power and flexibility they need to successfully manage web-based businesses of all sizes.

5.2.2.1 Standalone Cart Order Statuses

The '*Status*' field has the following values:

- *Open* – an order that has been placed but not yet processed; I.e. no payment method has been processed.
- Completed* – an already processed order (seller got money and sent product to customer);
- *Backordered* – a backordered order;
- *Failed* – a failed order;
- *Declined* – an order which was declined by the payment processor;
- *Cancelled* – an order which was cancelled by the customer;
- *Processed* – a processed order (seller received payment, but product is not sent yet);
- *Decreasing status* - the status when the number of products in stock is decreasing;
- *Increasing status* - the status when the number of products in stock is increasing;

To change the order status:

- choose a new status value in the '*Status*' field.

5.2.2.2 EZ Order Manager Integration Order Statuses

The '*Status*' field has the following values:

Note: It is not recommended that you change any of the status definitions in the EZ Order Manager Integrated version. It is important for the integration to manage order status between the cart and the back-end.

- Backordered - The order or item is backordered.
- Cancelled - The order has been cancelled.
- Complete - Payment has been received, the product has shipped, purchase orders have been completed and accounting has been updated.
- Declined - The purchase was declined by the payment processor.

- Failed - The order failed for a specific reason noted in the logs.
- On Hold - The order has been placed on-hold by the merchant.
- Open - The order has been placed by the customer but payment has not yet been made.
- P.O. Paid - The purchase order has been paid and the order is ready to be sent to accounting.
- P.O. Pending - An open purchase order is pending on this order.
- Paid - Payment has been received
- Partial Fill - A portion of the order's items have been fulfilled the remainder are probably backordered.
- Partial Payment - Only a portion of the amount due has been received.
- Processed - An interim state indicating that the cart has processed the payment according to your payment guidelines. Once the order is verified in EZ Order Manager this interim status will change to Verified.
- Queued - The order has been queued and is awaiting shipment, payment or other processing.
- Received - Similar to Open, the order has been placed but has yet to be processed by the merchant.
- Return Pending - An open RMA exists for the order and the merchant is awaiting return of the goods.
- Returned - The merchant has received returned goods from the order.
- Ship Pending - The items in the order have been sent to the shipping provider but tracking information is not yet available. I.e. the items have been downloaded to UPS Worldship, a label has been requested from Endicia, a label has been requested from UPS XML Online Shipping Tools or your drop-shipper has not yet notified you of the tracking number for your order.
- Shipped - Tracking numbers have been received and all items within the order have been shipped.
- Verified - The automatic verification process has completed without errors. Verification criteria is completely customizable within EZ Order Manager for criteria you establish.


5.2.2.3 Managing orders from within the cart

To delete an order:


- place a check mark in the Select column of the order you want to delete;
- click on the **Choose action** link and choose **Delete selected**.

or

- use the more  link and click on **Delete**.

To edit the order use the more  link and click on **Edit**. You will be taken to the page where you can edit the order beginning from the order products to the payment method.

To print several invoices at the same time:

- place check marks in the Select column of the orders you want to print invoices for;
- click on  .

To print several invoices in PDF format:

- place check marks in the Select column of the orders you want to print invoices for;
- click on the **Choose action** link and choose **Bulk print (PDF)**

To remove credit card information from the database:

- place a check mark in the Select column of the necessary order;
- click on the **Choose action** link and choose **Remove CC info**.

To export the selected order(s) to Quickbooks click on the **Choose action** link and choose **Export to Quickbooks**.

To export the selected order(s) click on the **Choose action** link and choose **Export selected**.


To look up order details:

- click on either the ID link or [view](#) link to display the order detail page ('**Viewing order**' page).

All order details are given in the following tabs: General, Addons, Promotions.

The tab **General** contains information about fraud risk (it is displayed, if the Anti Fraud addon was enabled when the order was placed), billing address, shipping address, payment information (payment method that was used when placing the order), products information - a list of ordered products with all necessary information (price, quantity, tax, subtotal, product options, etc.), and information about the order total amount, shipping cost and taxed amount.

To enter notes about the order:

- enter text into the '*Staff only notes*' field;
- click on  .

If the customer left some notes regarding the order, they are shown in the **Customer notes** field.

In the **Addons** tab you see the addon features that can be enabled for orders. The addon is listed on this page if it is enabled in **Administration->Addons**. For orders this is **Comments and reviews**.

By setting the **Communication** field to *Enabled* you enable the addon for this particular order, namely enable communication about the order. The **Communication** tab appears, in which you can add comments on the order. The added comments will be available for the customer to view who placed this order.

To inform the customer about the possibility to communicate about the order do not

forget to tick off the '**Notify customer**' check box before clicking on the


 Save

In case the order meets some promotion conditions, the promotion is displayed in the **Promotion** tab.

Add order

Under some conditions it is desirable for a store administrator to have the ability to create an order manually. For instance, if a customer places an order by phone. EZ-Cart has a feature that allows you to create orders via the administration area.


Note: For systems integrated with EZ Order Manager it is usually easier to enter new orders in the EZom back-end system. The cart should be thought of as a "sales and marketing tool".









Click on the  **Add order** button and you will be taken to the page where you can create a new order.

To add an order, the store administrator will need to pass 4 steps:

- select products that need to be included in the order (**Products**);
- enter customer information (**Customer details**);
- select shipping and payment methods (a discount coupon can be applied and calculated tax and shipping rates can be defined manually) (**Totals**);
- enter payment details and order notes (**Summary**).

At the first step you will need to select products that will be ordered.

Using the  **Add products** link you can select the necessary products. EZ-Cart provides two types of search: basic and advanced search.

Find results with:		Price (\$):		Search in category:		
<input type="text"/>  Any of these words 		<input type="text"/> - <input type="text"/>		- All categories - 		
Advanced search options ▲						
Search in:		<input type="checkbox"/> Product name	<input type="checkbox"/> Short description	<input type="checkbox"/> Subcategories		
		<input type="checkbox"/> Full description	<input type="checkbox"/> Keywords			
Search by product code:		<input type="text"/>				
Tag:		<input type="text"/>				
Configurable:		<input type="text"/> -- 				
Shipping freight (\$):		<input type="text"/> - <input type="text"/>				
Weight (lbs):		<input type="text"/> - <input type="text"/>				
Quantity:		<input type="text"/> - <input type="text"/>				
Free shipping:		<input type="text"/> -- 				
Status:		<input type="text"/> -- 				
						

Search for products

Basic search options are:

- *Find results with:*

Available options:

- Any of these words - search for any entered word;
- All of these words - search for all entered words in any order;
- The exact phrase - search for the exact entered phrase.

- *Price (\$):*

- Specify a price range in which the search will be performed.

- *Search in category:*


- This field allows you to define the location of the product(s) you are looking for. For example, to search for orders in all categories, choose the item '-All categories-' in this select box or select categories/subcategories in which the search will be done.

Advanced search options allows you to specify additional advanced search criteria:

- *Search by;*

- Product name;
- Full description;
- Short description;
- Keywords;
- Subcategories.


- *Search by product code* - you search by unique product code;
- *Tag* - search by the product tag;
- *Configurable* - select whether the product is configurable or not;
- *Shipping freight(\$)* - specify a range;
- *Weight(lbs)* - specify a weight range;
- *Quantity* - specify a quantity range;
- *Free shipping* - whether free shipping is selected for the product;
- *Status* - specify product status.

After filling in any of the search fields, click on  to start the search process. After that a list of products is displayed.

The following information is given for each product:


- *Product name* - name of the product and product options if any;
- *Price* - product price;
- *Quantity* - the number of products.

To add the product(s) to cart:

- enter the number of products that a customer wants to buy into the '*Quantity*' input field;
- click on .

Now the selected products are included in the list of ordered products. This list is presented as a table with the following columns:

- *Select product*;
- *Product* - product name;
- *Price* - product price;
- *Discount* - product discount;
- *Quantity* - the number of products.

 By ticking off the check box before the price, discount, shipping, etc. you are able to define your own values specific to this order. Otherwise values will be taken from the system settings in the database.

Create a new order

1 **Products** → 2 Customer details → 3 Totals → 4 Summary

<input type="checkbox"/>	PRODUCT	PRICE	DISCOUNT	QUANTITY	
<input type="checkbox"/>	100% Cotton Adult/Youth Beefy T-Shirt by Hanes (Style#5180)	<input type="checkbox"/> \$4.50	<input type="checkbox"/> \$0.00	<input type="text" value="2"/>	delete
Product options:					
Clothing Size:		<input type="text" value="Mens Small (34-36)"/>			
Color:		<input type="text" value="Ash"/>			
<input type="checkbox"/>	24 - Seasons 1-3	<input type="checkbox"/> \$179.94	<input type="checkbox"/> \$20.00	<input type="text" value="1"/>	delete

Subtotal: \$198.94

or [Delete selected](#)

[+ Add products](#)

List of products

If you change the value of any field click on .


To delete a product from the list:

- tick off the check box opposite the entry you want to delete;
- click on [Delete selected](#).

Click on the **Proceed to the next step** button to go to the next step.

At the second step you should enter the customer information (contact information, billing address, shipping address).

If the billing address is not the same as the shipping address click on '*Ship to different address*' and enter the necessary address. If the check box is ticked off, you can specify a different shipping address.

 The fields marked with * are mandatory. You cannot proceed to the next step without entering the necessary information in these fields. (*Note: mandatory fields are set on the manage profiles page in the administration area. Select Users/User profiles.*)

Create a new order

1 [Products](#) → **2** **Customer details** → **3** Totals → **4** Summary

Contact information

First name: *

Last name: *

E-mail: *

Phone: *

Billing address

First name: *

Last name: *

Address: *

Address, line 2:

City: *

Country: * ▼

State/province: * ▼

Zip/postal code: *

[Ship to different address](#)

Save

Proceed to the next step ▶

[+ Choose User](#)

Customer information

After the fields are filled in click on **Save** to save the information.

If the customer is registered with the system you can use the [Choose user](#) link to enter his/her information automatically. You can search for the user by name, company, e-mail, username, membership, tax exempt, address, city, zip/postal code, state/province, country, tag, ordered products. When any of the fields is filled in click on **Search**.

User(s) information is displayed. The following information is given:

- *Select column*;
- *ID* - user unique identification number;
- *Username* - unique name identifying the user;
- *E-mail* - user e-mail address;
- *Name* - full name of the user;
- *Registered* - date and time of registration;
- *Type* - whether the user is a customer or affiliate;
- *Active* - shows whether the user is active or not.

Choose User: ✕

Name:

Company:

E-mail:

Search

[Advanced search options](#)

Total items: **2** / [10](#)

	ID	Username	E-mail	Name	Registered	Type	Active
<input type="radio"/>	4	affiliate	affiliate@company.com	Affiliate Affiliate	07/20/2006, 11:47	Affiliate	<input checked="" type="checkbox"/>
<input checked="" type="radio"/>	3	customer	customer@somecompany.com	Customer Customer	05/22/2005, 01:01	Customer	<input checked="" type="checkbox"/>

Total items: **2** / [10](#)

Choose

or cancel

Choose user

To populate the user information into the necessary fields:

- tick off the radio button of the user;
- click on

Choose

 button.

Now that all the fields are filled in click on the **Proceed to the next step** button to go to the third step.


The following elements are included in the '**Totals**' form:

First, product information is displayed:

- *Product* - product name and its options;
- *Price* - product price;
- *Quantity* - the number of products;
- *Points* - the number of points the user gets on his account for this product (if the **Reward points** addon is enabled and set up);
- *Discount* - product discount amount;
- *Tax* - product tax;
- *Subtotal* - order subtotal.

Next is the order information:

- *Subtotal* - order subtotal;
- *Including discount* - discount amount;
- *Points* - points which are added to the user's account (if any);
- *Including taxes* - tax amount;
- *Custom shipping method*;
- *Discount*;
- *Total cost*;
- With the '**Discount coupon code**' select box - you can apply a coupon(s) to the order;
- In the '**Gift certificate code**' input field - enter the gift certificate code to apply it to the order;
- Choose the shipping method via the '**Shipping method**' select box;
- Choose the payment method via the '**Payment method**' select box
- If this is an affiliate sale, enter the '**Affiliate code**' in the input field.

If you change the value of any field click on  .

Click on the **Proceed to the next step** button to proceed to the fourth step.

1 [Products](#) → 2 [Customer info](#) → 3 **Totals** → 4 [Summary](#)

Totals

PRODUCT	PRICE	QUANTITY	DISCOUNT	TAX	SUBTOTAL
100% Cotton Adult/Youth Beefy T-Shirt by Hanes (Style# 5180) CODE: B00078MG5M Price in points: 225 Options: Clothing Size: Mens Small (34-36), Color: Ash	\$4.50	1	-	\$0.41	\$4.50
24 - Seasons 1-3 CODE: B0006IO77I Price in points: 9497	\$189.94	1	\$10.00	\$17.27	\$189.94

Discount coupon code:

Gift certificate code:

Shipping method:

Payment method:

Affiliate code:

Subtotal: **\$194.44**

Including discount: **\$10.00**

Manually set tax rates: ☐

• VAT included (10%) : **\$20.23**

Custom shipping method: ☐ **\$28.00**

Discount: **Free shipping**

Total cost: \$222.44

Checkout

Now you are on the '**Summary**' page. The order and customer information is displayed on the page:

- **Billing address**;
- **Shipping address**;
- **Payment method**;
- **Shipping method**;
- '**Payment method**' and '**Shipping method**' have the [\[Change\]](#) link. By clicking the [\[Change\]](#) link you can return to the third step.
- **Payment details** - details specific to the payment method.

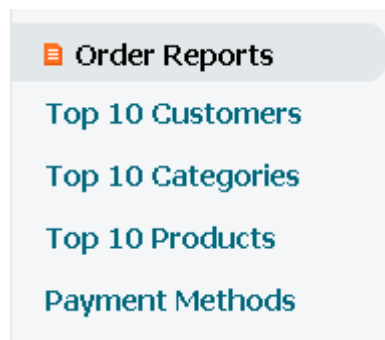
To add the order to the list of orders click on .

To start the order processing click on the button.

5.2.3 Sales reports

Using this feature you have the ability to make quantitative and qualitative analyses of the existing orders and their components (purchased products, used payment methods, customers, etc.). The reports will help you to study the market and to increase your sales. On the '**Sales reports**' page you can view reports which help you to analyze your sales.

The '**Reports**' section contains 5 pre-defined reports. They are listed in the right hand menu.

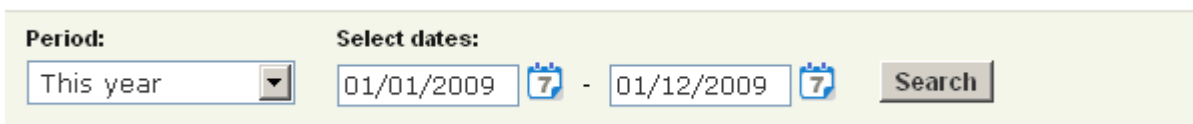


They are:

- **Order Reports;**
- **Top 10 Customers;**
- **Top 10 Categories;**
- **Top 10 Products;**
- **Payment Methods.**

Each report page contains a search section and report charts. Searches are used to refine your "view" of information. A broader search allows you to see the bigger picture, a narrower search allows you to hone in on details.

The search section enables you to select a date range for all charts. Here you can either set a custom date range or choose one of the specified options.

A screenshot of a date range selection interface. It features a 'Period:' label followed by a dropdown menu showing 'This year'. To the right is a 'Select dates:' label followed by two date input fields. The first field contains '01/01/2009' and the second contains '01/12/2009', separated by a hyphen. Each date field has a small calendar icon to its right. A 'Search' button is located to the right of the date fields.

Date range

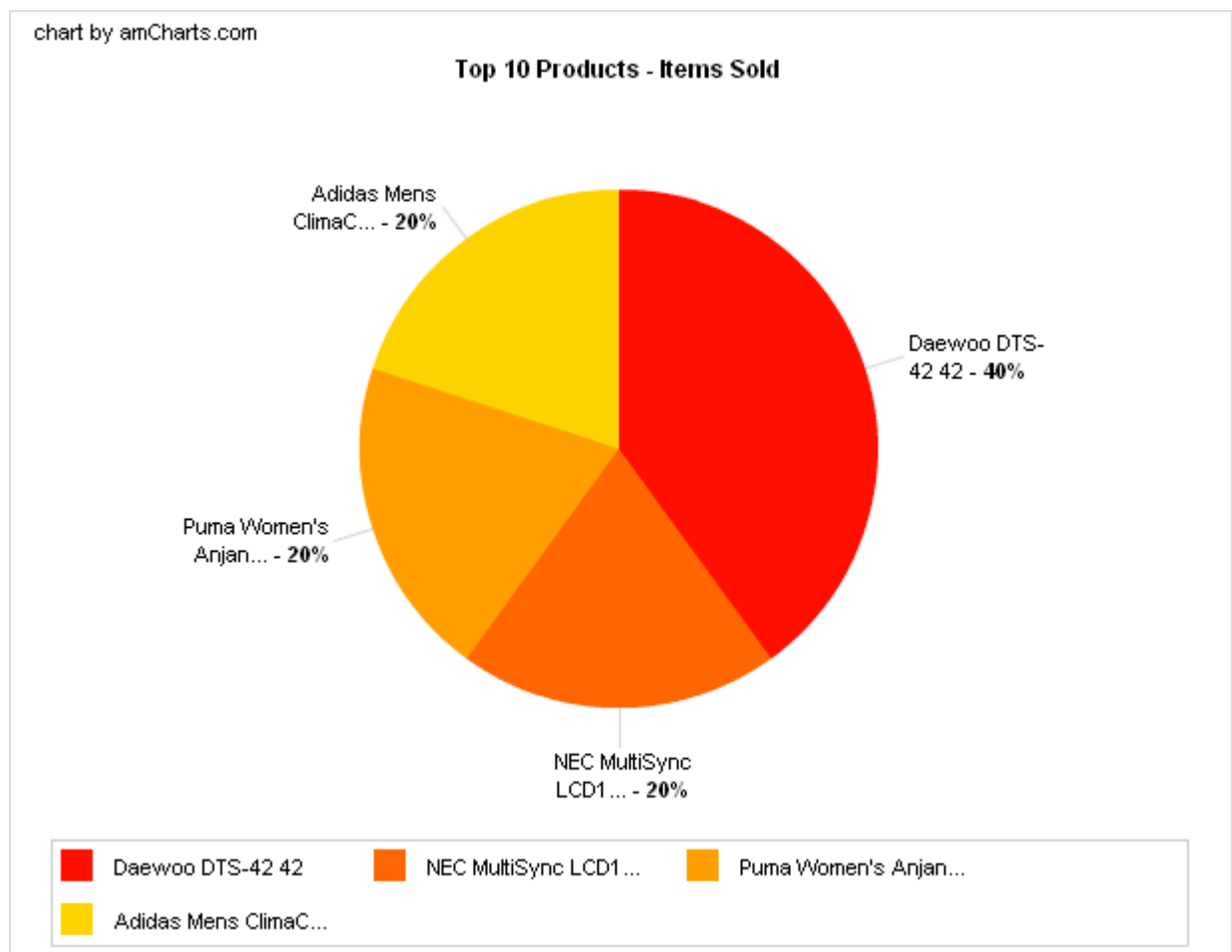
Let's consider the '**Top 10 Products**' report. It contains 4 charts:

- the '**Top 10 Products - Items Sold**' chart;
- the '**Top 10 Products - Cost**' chart;

- the 'Top 10 Products - Cost(monthly)' chart;
- the 'Top 10 Products - Items Sold(monthly)' chart.



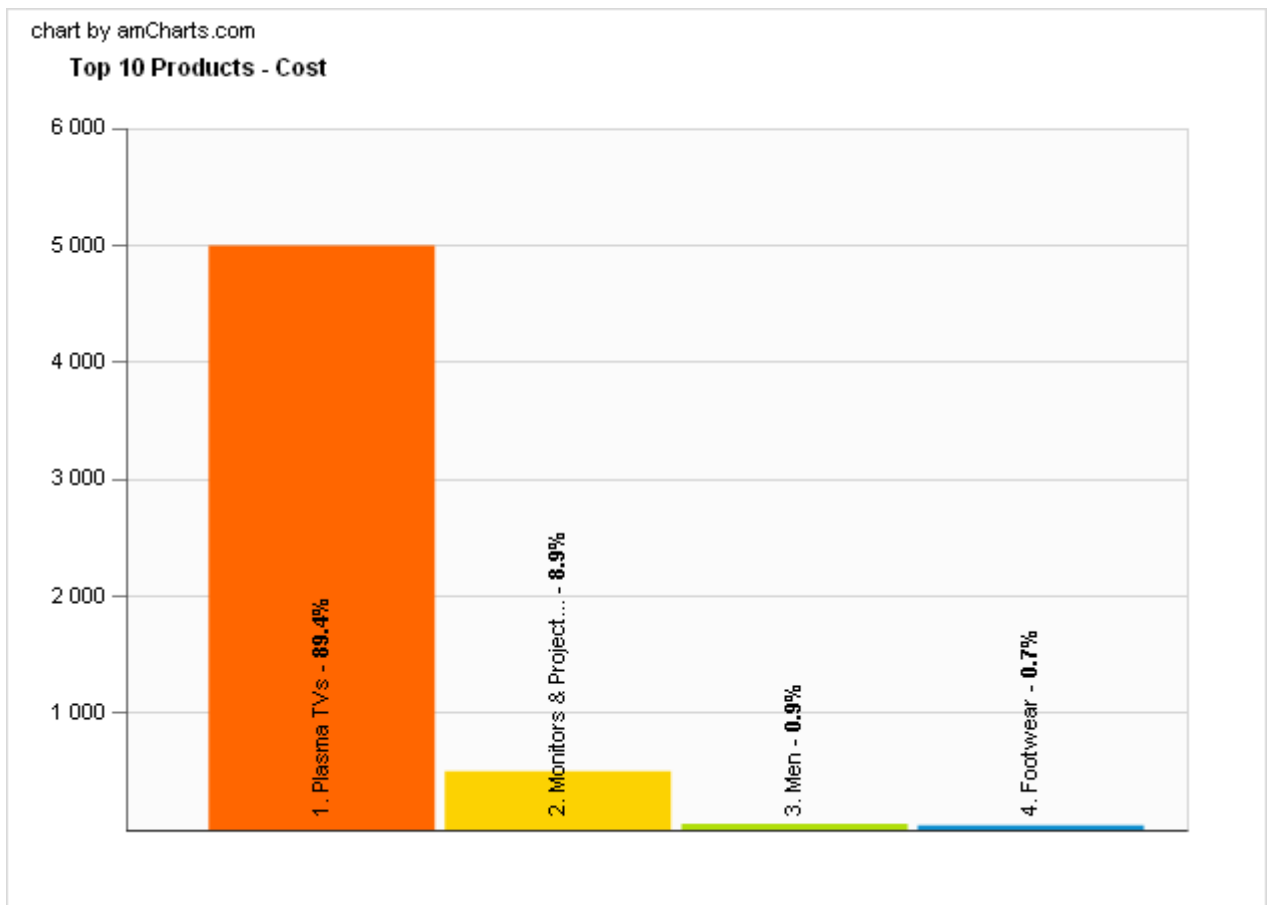
The specified date range affects all charts in the current report section.



Top 10 Products - Items Sold

Top 10 Products - Items Sold is a chart presented as a graphic pie where the object is to analyze products. Values displayed are the number of products, date range (if not set all dates are analyzed), and the percentage of the "top 10" items sold.

Top 10 Products - Cost is a bar chart where the object is to analyze categories, values to display are product costs, time interval - total, date range (if not set all dates are analyzed), and the cost associated with each product (total sold).



Top 10 Products - Cost

PRODUCTS		TOTAL
1. Daewoo DTS-42 42	<div></div>	\$4,998.00
2. NEC MultiSync LCD1915X 19	<div></div>	\$499.99
3. Adidas Mens ClimaCool Mesh Polos	<div></div>	\$49.95
4. Puma Women's Anjan Leather	<div></div>	\$39.99

Top 10 Products - Cost (monthly)

'**Top 10 Products - Cost (monthly)**' is a chart presented as a table where the object is to analyze products, values to display are product costs, time interval - total, date range (if not set all dates are analyzed), and values are total cost of products over the month.

'**Top 10 Products - Items Sold (monthly)**' is a chart presented as a table where the object is to analyze products, values to display are the number of products, time interval - month, date range (if not set all dates are analyzed), and values are the number of units sold.

PRODUCTS	JANUARY
1. Daewoo DTS-42 42	2
2. NEC MultiSync LCD1915X 19	1
3. Puma Women's Anjan Leather	1
4. Adidas Mens ClimaCool Mesh Polos	1

Top 10 Products - Items Sold (monthly)

If you want to edit reports, click on the [manage reports](#) link under the page title. You will be taken to the page with a list of the defined reports. You will see the following data:

- *Select column*;
- *Position* - ordinal number;
- *Name* - name of the report;
- *Status* - status of the report (whether it is enabled or disabled).

Reports

[+ Add report](#)

<input type="checkbox"/>	POS.	NAME	STATUS	
<input type="checkbox"/>	10	Order Reports	Active	edit delete
<input type="checkbox"/>	30	Top 10 Customers	Active	edit delete
<input type="checkbox"/>	40	Top 10 Categories	Active	edit delete
<input type="checkbox"/>	50	Top 10 Products	Active	edit delete
<input type="checkbox"/>	60	Payment Methods	Active	edit delete

[Save](#) or [Delete selected](#)
[+ Add report](#)

Reports

If you edit the value of any field, click on  to save the changes.

To delete a report from the list:

- tick off the check box opposite the entry you want to delete;
- click on Delete selected.

To create a new report click on the  button.

Let's consider a report and its components by the example of **'Top 10 Products'**.

To edit the **'Top 10 Products'** report click on the edit link. The **'Editing report'** page is opened. It contains:

- *Name* - name of the report;
- *Position* - the order in which the report is displayed;
- *Status* - whether the report is active or disabled;
- the **'Charts'** section.


The **'Charts'** section gives the following information:

- *Select column*;
- *Position* - the order in which the report is displayed;
- *Name* - name of the chart;
- *Type* - type of chart representation (table, bar, pie, pie 3D);
- *Value to display* - what is computed in the chart (order totals, the number of orders, discounts and coupons, taxes, shipping costs, product costs, the number of products).

If you edit the value of any field, click on  to save the changes.

To delete a chart from the list:

- tick off the check box opposite the entry you want to delete;
- click on Delete selected.

To add a new chart click on the  button.

The **'Top 10 Products'** report consists of 4 charts:

- **'Top 10 Products - Items Sold'**;
- **'Top 10 Products - Cost'**;

- 'Top 10 Products - Cost(monthly)';
- 'Top 10 Products - Items Sold(monthly)'.

[« back to: Reports](#)

Editing report: Top 10 Products

[+ Add chart](#)

Name: *

Position:

Status: * ☒ Active ☐ Disabled

Charts

<input type="checkbox"/>	POS.	NAME	TYPE	VALUE TO DISPLAY	
<input type="checkbox"/>	10	Top 10 Products - Items Sold	Graphic [Pie]	The number of products	edit delete
<input type="checkbox"/>	20	Top 10 Products - Cost	Graphic [Bar]	Product costs	edit delete
<input type="checkbox"/>	30	Top 10 Products - Cost (monthly)	Table	Product costs	edit delete
<input type="checkbox"/>	40	Top 10 Products - Items Sold (monthly)	Table	The number of products	edit delete

[Save](#) or [Delete selected](#) [+ Add chart](#)

Edit report

If you want to edit the chart click on the [edit](#) link. You will be taken to the page with the following tabs: General, Orders, Statuses of orders, Payment methods, Locations, Users, Categories and Products. In the **General** tab you define the chart parameters, while options in the other tabs allow you to set the chart conditions and thereby control the chart data.


The **General** tab contains:

- *Name* - name of the chart;
- *Position* - ordinal number of the chart;
- *Type* - type of chart representation (table, bar, pie, pie 3D);
- *Object to analyze* - an object that is analyzed with the chart;
- *Value to display* - it is what is computed in the chart (based on parameters you select);
- *Time interval* - time intervals that are analyzed;



If chart type is a pie or a pie 3D the '**Time interval**' field is hidden.

- *Date range* - period of time over which analysis is carried out;
- *Limit* - max number of chart components (I.e. 10 for the "top 10");

 The value of the '**Limit**' field can not exceed 25 if chart type is not '**Table**'.

- *Select values by* - whether you select values that are displayed by the number of items or by total cost.

General [Orders](#) [Statuses of orders](#) [Payment methods](#) [Locations](#) [Users](#) [Categories](#) [Products](#)

Name: *

Position:

Type:

Object to analyze:

Value to display:

Time interval:

Date range:

Limit:

Select values by:


Save

 or [cancel](#)

The General tab

If you edit the value of some fields, click on  to save the changes.

Options of the tabs *Orders*, *Statuses of orders*, *Payment methods*, *Locations*, *Users*, *Categories*, *Products* help you to set the conditions of the chart. In other words, you can select only orders that have been paid by credit card and/or orders that have been placed by certain customers, etc. If no conditions are defined, all existing orders are taken into account.

 A note with all defined chart conditions is displayed at the top of the page above the chart while it is being viewed.

Selecting the '**Orders**' tab you can select specific orders that will be analyzed. Click on **+Add orders** and specify the necessary order(s) in the pop-up section.

[General](#) **Orders** [Statuses of orders](#) [Payment methods](#) [Locations](#) [Users](#) [Categories](#) [Products](#)

ID	STATUS	CUSTOMER	DATE	TOTAL
#10	Completed	Joy Nicholas	03/18/2009, 18:13	\$81.98 edit delete
#9	Completed	Joy Nicholas	03/18/2009, 18:08	\$627.99 edit delete

[+ Add orders](#)

or [cancel](#)

Orders

To delete an order from the list:

- click on [delete](#) of the entry you want to delete.

'Statuses of orders'

This is where you can set up the statuses of the orders you want to analyze: whether backordered, completed, declined, failed, cancelled, open, processed, etc.

Tick off the check box of the status(es) and click on .

The '**Payment methods**' tab contains a list of all defined payment methods:

- *Select column*;
- *Payment* - payment method;
- *Processor* - payment gateway defined for the payment method;
- *Membership* - 'All' is set up by default.

If you place or remove a check mark, click on to save the changes.

With the help of the '**Locations**' tab you can select the destination(s).

Choose the destination, tick off its check box and click on . This means that orders that have been placed by customers from the selected destination zone(s) will be selected as chart conditions.

To analyze orders placed by certain users select them in the '**Users**' section. Click on +Add users and specify the necessary users in the pop-up section.

To delete a user:

- click on delete mark of the entry you want to delete.

The '**Categories**' section enables you to choose among categories and subcategories.

Click on the [+ Add categories](#) link and specify the necessary categories in the pop-up section. The selection of categories means that the orders that have purchased products under the chosen categories will be selected as chart conditions.

Using the '**Products**' section you can refine your analysis to certain products.

To add the product to the list of defined products use the [+ Add products](#) link.

The selection of products means that orders which have the chosen products will be selected as chart conditions.

To cancel all chart conditions click on the **clear conditions** link at the top.

To view the charts of the report, click on the **view report** link.

5.2.4 Order statuses

This feature allows you to define new and change the existing order statuses according to your needs.

Note: Do not change order statuses if you are using the system integrated with EZom.

Order statuses

+ Add status

Backordered	edit delete
Cancelled	edit delete
Completed	edit delete
Declined	edit delete
Failed	edit delete
Open	edit delete
Processed	edit delete
Suspended	edit delete

+ Add status

Order statuses


7 order statuses are available by default. They cannot be deleted.

To delete a status click on the [delete](#) link of the status you want to delete.


Systems integrated with EZom have additional statuses defined. Please do not change the status definitions.


If you want to edit the existing order status click on the [edit](#) link. The pop-up section will appear and you will be able to edit the following parameters:

- *Name* - name of the order status;
- *Status* - letter symbol of the order status;
- *E-mail subject* - the subject of the e-mail which is sent to customers automatically and which notifies them of the processing stage of the orders;
- *E-mail header* - the header of the e-mail which is sent to customers automatically and which notifies them of the processing stage of the orders;

 This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#) .

- *Notify customer* - tick off if you want to inform customers that the status of their order has changed to this one;
- *Inventory* - the value of this field shows whether this order decreases or increases the product quantity in inventory;
- *Remove CC info* - if it is ticked off the credit card information is removed from the database when this status is reached;
- *Pay order again* - if it is ticked off a customer can pay for the order again in case the previous attempt failed;
- *Allow return registration* - if it is ticked off customers can register return in the storefront for the orders with this status;
- *Notify supplier* - tick off if you want to inform suppliers that the status of the order has changed to this one;
- *Change gift certificate status to* - choose the status which a gift certificate status will change to, when the order has this particular status.

If you make any changes, click on the  button to save them in the database.

Editing status: Completed 

General

Name: *

Status: *

E-mail subject:

E-mail header:

[Edit in visual HTML editor](#)


Notify customer: ☐

Inventory: **Decrease**

Remove CC info: ☒

Pay order again: ☐


Allow return registration: ☒

Change gift certificate status to: 

Notify supplier: ☒

Save or cancel

Order statuses

Some statuses are already defined, but you can add your own statuses using the  **Add status** button.

Note: It is NOT recommended to change system statuses if integrated with EZom.

To delete a status (default statuses cannot be deleted) click on the delete link of the status you want to delete.

5.2.5 Gift certificates

Gift certificates are the best solution for customers who don't know what to buy as a present. Customers just buy a gift certificate and specify its parameters. It is the administrator who sends it to the recipient via e-mail or via postal mail. Customers have the ability to add a message to the certificate (it may be various greetings, wishes, etc.). Along with a gift certificate customers can also present any product(s) of the store. These products are added to the certificate as *free products*.

Gift certificates can be created both by administrators in the administration panel and customers in the storefront.

Gift certificates are very convenient to use. In order to pay for the order with a gift certificate a customer enters its code on the checkout page and specifies the amount he wants to spend. If the certificate amount is not enough to pay for the order, the customer can apply the certificate and pay the rest amount using a credit card or some other payment method. Another advantage of the certificate is that it has no period of validity.

Following the **Gift certificates** link you can open the page where all the existing gift certificates are displayed. This link is displayed only if the **Gift certificates** check box is enabled in **Administration->Addons**.

Gift certificates - All
+ Add gift certificate

From:

To:

E-mail:

Advanced search options

Total items: **2** / [10](#)

<input type="checkbox"/>	CODE	FROM	TO	TYPE	DATE	CURRENT AMOUNT	STATUS
<input type="checkbox"/>	GC-Y994-BJ1J-RUVZ	Tom Green	Cecily Corn	E-mail (cecily@company.com)	04/10/2009 11:59	\$450.00	Active + refresh edit delete
<input type="checkbox"/>	GC-D0LB-QC6H-DOOG	Tom Green	Bill Brown	E-mail (bill@company.com)	04/10/2009 11:53	\$950.00	Pending + refresh edit delete

[Select all](#) | [Unselect all](#)

Total items: **2** / [10](#)

+ Add gift certificate

Gift certificates

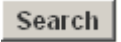
If you have a large number of gift certificates the search section will help you to find the necessary one or several certificates that meet some conditions.


- *From* – the name of the person who sent/gave this certificate;
- *To* – the name of the person the gift certificate is going to;

- *E-mail* – e-mail of the gift certificate recipient;

To make the search results more accurate use **advanced search options**:

- *Gift certificate code* – code that is assigned to a certificate, internal code of the certificate which is used in the database and generated automatically;
- *Gift certificate status* - the processing stage of the certificate (Pending, Active, Used, Cancelled), the current status of the certificate;
- *Period* – specify the period within which the certificate was created;

When all or some of the following search conditions are specified click on  to display the search results.


Moreover, the system allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this search as:** input field and click on the  button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

Then follows a list of all gift certificates with columns of:

- *Select column*;
- *Code* – internal code of the certificate which is used in the database and generated automatically;
- *From* – the name of the person the gift certificate is coming from;
- *To* – the name of the person the gift certificate is going to;
- *Type* – method of dispatch of the certificate (via e-mail or via postal mail);
- *Date* – date and time of the certificate creation;
- *Current amount* – cash value of the certificate at the present moment;
- *Status* – the current status of the certificate.

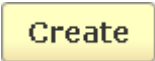
On this page you can also change the certificate status or delete some unnecessary or completely expensed certificates.

You can change the certificate status by selecting the necessary one in the **Status** column.

If you want to delete some certificates, tick off the necessary certificates and click on . Also you can delete a certificate by clicking on the delete link.

To add a new certificate:

- click on the  button;

- fill in the form and click on  .

By clicking on the *Code* and *Date* links you are redirected to the Editing certificate page which contains two tabs: **Detailed information** and **History**.

The **Detailed information** tab presents all main information about the certificate and have the following fields:

- *Gift certificate code* – internal code of the certificate which is used in the database and generated automatically;
- *Status* – current gift certificate status;
- *To* – the name of the person the gift certificate is going to (the recipient of the gift certificate);
- *From* – the name of the person the gift certificate is coming from (the sender of the certificate);
- *Message* – a message that will be displayed on the gift certificate;



This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#) .

- *Amount* – cash value of the certificate. Here you can choose among the given variants or set the amount by yourself;
- *E-mail* – recipient's e-mail address. You can enter the address only if the '**Send via e-mail**' option is enabled. If it is so it means that you select the e-mail gift certificate and it will be sent via e-mail.

If the option '**Send via postal mail**' is enabled the following fields should be filled in: Address, Address(line 2), City, Country, State/province, Zip/Postal code, Phone. It means that you select the postal certificate which needs to be printed and sent to the delivery address.

Detailed information [History](#)

Gift certificate code: **GC-Y994-BJ1J-RUVZ**

Status:

To: *

From: *

Message:

[Edit in visual HTML editor](#)

Amount: * ☐ \$ ☒ \$

☒ Send via email

E-mail: *

☐ Send via postal mail

Address: *

Address (line 2):

City: *

Country: *

State/province: *

Zip/postal code: *

Phone:

Free products


NAME	QUANTITY
24 - Seasons 1-3	<input type="text" value="1"/> delete

[+ Add products](#)

☐ Notify customer

Save or [Preview](#)

Also products can be included in the certificate as free products. Click on the [+ Add products](#) button and using the pop-up section select the products you want to add to the certificate and click on the **Add products** button.

 If you want to notify the customer of the changes in the certificate, put a tick mark in the '**Notify customer**' check box. But note that it can be ticked only for a single action.

By clicking on **Preview** you will see the card that will be sent to the recipient.

All information necessary for checking the certificate balance is in the '**History**' tab. The tab contains five columns:

- *Date* – date and time of certificate creation;
- *Username* - unique name identifying the user;
- *Name* – full name of the gift certificate user;
- *Balance* – the initial amount on the certificate account and the products attached to the certificate as free products.
- *Debit balance* – the certificate amount left after the purchases.

[Detailed information](#)

History

Total items: 2 / 10

DATE	E-MAIL	NAME	ORDER ID	BALANCE	DEBIT BALANCE
04/10/2009, 12:50	customer@somecompany.com	Cecily Corn	81	Amount: \$450.00 Free products: » 1 - 24 - Seasons 1-3	Amount: \$367.05
04/10/2009, 12:45	admin@yourcompany.com	Admin Admin	-	Amount: \$450.00 Free products: » 1 - 24 - Seasons 1-3	Amount: \$450.00

Total items: 2 / 10

History

To the right of the **Gift certificates** page you can see the link *Gift certificate statuses*. By clicking on this link you open the page where you can create statuses for gift certificates.

Gift certificate statuses

[add gift certificate](#)

Active

edit | delete

Cancelled

edit | delete

Pending

edit | delete

Used

edit | delete

+ Add status

+ Add status

Gift certificate statuses

You can create certificate statuses as you create order statuses.

 For more information about Order statuses see **Orders->Order statuses**.

5.2.6 Return requests

This add-on allows customers to return products they are not entirely satisfied with or were received as defective. Customers can register the return following the '**Orders**' link in the '**My account**' side box. There is the '**Registration of the return**' link above each order page. Following this link customers see which products of the order can be returned. Moreover, there they can specify the reason for the return, provide their comments and other related information. But note that customers can return only those products which are defined as returnable by the administrator and only within a specified period of time.

The **Return requests** link is displayed in the side box if the **RMA** addon is enabled in **Administration->Addons**.

Return requests - [All](#)

Customer:

E-mail:

Quantity:
 -

Search

Advanced search options ▼

Total items: **1** / [10](#)

<input type="checkbox"/>	ID	STATUS	CUSTOMER	DATE	ACTION	ORDER ID	QUANTITY	
<input type="checkbox"/>	#1	Requested	Customer Customer	04/10/2009 14:09	Replace item	#15	2	edit delete

[Select all](#) | [Unselect all](#)

Total items: **1** / [10](#)

Bulk print or [Delete selected](#)

Return requests



The '**Return request**' page is presented as a list of customer requests for return of goods.

For the convenience of the administrator the '**Search**' section is displayed at the top. It allows you to find the necessary return request without any difficulty. Moreover the search can be performed by the following parameters: name of the customer who registered the return; customer's e-mail; number of returned products (quantity).

By clicking on the **Advanced search options** link you expand the search criteria form and will be able to search by return identification number (Return ID); action that should be applied (e.g. refund or replacement); return status; period in which the return was registered. Here you can also set a limit on the search results with such parameters as order status (status of the order for which the return request was made), order ID or products of the order.

The system also allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save**

this search as: input field and click on the **Save** button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

Customer:	E-mail:	Quantity:	Search
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="button" value="Search"/>
Advanced search options ▲			
Return ID:	<input type="text"/>		
Action:	All actions ▼		
Return status:	<input type="checkbox"/> Approved <input type="checkbox"/> Completed <input type="checkbox"/> Declined <input type="checkbox"/> Requested		
Period:	All ▼	Select dates:	<input type="text"/>  - <input type="text"/> 
Search by order			
Order status:	<input type="checkbox"/> Backordered <input type="checkbox"/> Completed <input type="checkbox"/> Declined <input type="checkbox"/> Failed <input type="checkbox"/> Cancelled <input type="checkbox"/> Open <input type="checkbox"/> Processed		
Order ID:	<input type="text"/>		
any of <input type="text"/> defined items [+ Add]			
Search	Save this search as: <input type="text" value="Name"/>		Save

Search section


Then follows a list of all existing return requests:

- *Select column*;
- *ID* – request identification number;
- *Status* – the current status of the request;
- *Customer* – the full name of the customer;
- *Date* – date and time when the request was submitted;
- *Action* - action chosen during return registration (e.g. refund, replacement);
- *Order ID* – identification number of the related order, click on this link to open the page of the related order;
- *Quantity* – the number of products the customer wants to return.

To delete a return request:

- tick off the necessary request;
 - click on Delete selected;
- or
- click on the delete link of the request.

To print packing slips of several requests at once:

- place check marks in the Select column of the requests you want to print;
- click on  .

Click on **ID** or **Date** links to view the return information. The page **Return info** contains the following information:

- *Return* – return request number;
- *Date* – date and time the request was submitted;
- *Action* - action chosen by the customer;
- *Status* – the current status of the return request;
- *Gift certificate* – the code of gift certificate and its amount, this gift certificate is created by the administrator and granted to the customer who submitted the request. This field is displayed only if the administrator has created the certificate for the customer.

Then follows two tabs: **Return products information** and **Declined products information**.

There are the same columns in these two tabs:

- *Select column*;
- *Product* – product name and options of the product if there are any;
- *Price* – product price;
- *Quantity* – the number of products;
- *Reason* – reason for the return.

At first all the products that the customer wants to return are displayed in the '**Return products information**' tab. Here the administrator can decline some or all products by ticking off the corresponding check boxes and clicking on the DECLINE PRODUCTS button. The declined products will be shown in the '**Declined products information**' tab and the products that were not declined will be left in the first tab. Furthermore, if the administrator for one reason or another cannot apply the action requested by the customer (for example, cannot replace the required item), he can create a gift certificate for this customer instead. In order to do this the administrator should tick off the necessary products and click on Create gift certificate. The code certificate will be displayed above the tabs and its amount will directly depend on the number and the price of the products the administrator checked. So the gift certificate amount is calculated in the following way: the price of the checked product multiplied by the quantity of this product, if several products were checked this action is performed for all products and then the results are added.

If the customer provided some additional information related to the return request it is displayed in the **Comments** section.

By clicking on the **Customer information** link you will see detailed customer information.

[<< back to: Return requests](#)

Return info

[related order](#) | [delete this return](#) | [print slip](#)

Return: #1
Date: 04/10/2009, 14:09
Action: Replace item
Status: Requested

Return products information

[Declined products information](#)

<input type="checkbox"/>	PRODUCT	PRICE	QUANTITY	REASON
<input type="checkbox"/>	BenQ PB7210 Portable DLP Video Projector	\$1,499.99	1 <input type="button" value="v"/>	Manufacturer defect
<input type="checkbox"/>	NEC MultiSync LCD1915X 19	\$499.99	1 <input type="button" value="v"/>	Wrong item delivered

Decline products

 or [Create gift certificate](#)

Comments

[Customer information >](#)


Actions

☐ Recalculate order
☒ Do not recalculate order


☐ Notify customer

Save

Return info

If you make some changes and want to notify the customer of them tick off the **Notify customer** check box and click on .

To calculate the order again taking into account the return request:

- check the '**Recalculate order**' radio button;
- click on .

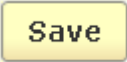
If you do not want to recalculate the order, check the **Do not recalculate order** radio button.

Following the **RMA reasons** link on the right you go to the page where you can define the reasons which customers specify when they register the return.



The following information is presented on the page:

- *Select column*;
- *Position* – ordinal number;
- *Reason* – name of the reason;
- *Status* – status of the reason (Active or Disabled).

If you make changes click on  to save them to the database.

To add a new reason, click on the  section and fill in the form in the pop-up section.

To delete a reason click on the delete link.

To delete several reasons at a time:

- tick off the necessary reasons;
- click on Delete selected.

RMA reasons

+ Add reason

<input type="checkbox"/>	POSITION	REASON	STATUS		
<input type="checkbox"/>	10	Dead on arrival	Active		delete
<input type="checkbox"/>	20	Wrong item ordered	Active		delete
<input type="checkbox"/>	30	Wrong description online	Active		delete
<input type="checkbox"/>	40	Can't make it work	Active		delete
<input type="checkbox"/>	50	Manufacturer defect	Active		delete
<input type="checkbox"/>	60	Wrong item delivered	Active		delete
<input type="checkbox"/>	70	Out of Warranty	Active		delete
<input type="checkbox"/>	80	Damaged during shipping	Active		delete
<input type="checkbox"/>	90	Other	Active		delete

Save or [Delete selected](#)

+ Add reason

RMA reasons

By clicking on the **RMA actions** link you open the page where you can edit the actions that are applied to the products customers want to return. For example, it can be a refund or replacement of the item. Customers will be able to choose among the given variants in the storefront.

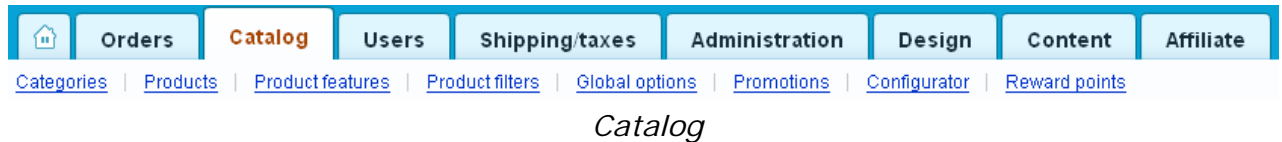
Following the **RMA request statuses** link you go to the page where you can specify the return request statuses. The way you can do this is similar to the way you set order statuses.



For more information about statuses see **Orders->Order statuses**.

5.3 Catalog

You can manage the categories and products sold in your store using the administration sections of the **Catalog** tab.





















5.3.1 Categories


You can manage your store categories and its featured products using this menu item.

Store categories are managed by using the '**Categories**' page, which contains a list of all categories of the store:

Categories

[bulk category addition](#) + Add category

<input type="checkbox"/>	POS.	 NAME	PRODUCTS	STATUS
<input type="checkbox"/>	10	 Books	1 + Add	Active  edit delete
<input type="checkbox"/>	10	Children's Books	7 + Add	Active  edit delete
<input type="checkbox"/>	20	Computers & Internet	7 + Add	Active  edit delete
<input type="checkbox"/>	20	 Computers	0 + Add	Active  edit delete
<input type="checkbox"/>	30	 Music	0 + Add	Active  edit delete
<input type="checkbox"/>	40	 Apparel	0 + Add	Active  edit delete
<input type="checkbox"/>	50	DVD	5 + Add	Active  edit delete
<input type="checkbox"/>	60	 Audio & Video	0 + Add	Active  edit delete
<input type="checkbox"/>	70	 Cell Phones	0 + Add	Active  edit delete
<input type="checkbox"/>	90	 Sports & Outdoors	0 + Add	Active  edit delete

Save or Choose action  + Add category


List of product categories

- *Select column* - selects the category;
- *Position* – ordinal number of the category in the category tree;
- *Name* – category name (if a + sign is displayed before the category, that means it has subcategories. Click on the sign to show all subcategories);
- *Products* – number of products in the category ;
- *Status* – status of the category (Active, Disabled or Hidden).

To enter the category position number:

- enter the desired number in the 'Position' field;
- click on Save.

For example, in the figure above, entering 12 for the 'Children's Book' category and 11 for the 'Computers & Internet' category will change the order of these categories in the storefront: the 'Computers & Internet' category will be displayed first.


 By default, if there are no numbers in the '**Position**' field, categories would then be ordered alphabetically.

To delete a category, either:

- use the [delete](#) link in the category row;


or:

- place a check mark in the Select column of the category you want to delete;
- click on the [Choose action](#) link and choose **Delete selected**.


 Be careful when deleting a category, because its subcategories and products will also be deleted automatically. If a product has no other category references, it will be deleted from the system.

To edit a category click on the category name (link) and edit the following parameters:

- *Location* - whether it is a root level category or not. If not, choose its parent category;
- *Name* - name of the category;
- *Images*;
Images are defined as pairs: *Thumbnail* and *Popup larger image*. You can download an image from a local computer or a server, or enter a direct link to the image. Also you can specify an alternative text;
- *Description*;

 This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#) .

- *Page title* - you can define any title that will be displayed in the browser when viewing the page in the front-end.
- *META description* – a specific Meta Tag description field for this category;
- *META keywords* – specific Meta Tag keywords field for this category;
- *Membership* – membership level which can view this category;

 You can define membership levels in the chapter **Users->Memberships**.

If you tick off the '*Apply to all subcategories*' check box the selected membership will be applied to all subcategories of this root category.

- *Position* – ordinal number of the category in the storefront; This defines the viewed order of the categories within their parent category.
- *Created date* - this is the date that the category information has been added to the database;
- *Status* – whether the category is active, hidden or disabled;
- *Localization* - select localization(s) for which the category will be available.



The '**Localization**' field is displayed only if at least one item is defined in **Shipping/taxes->Localizations**.




Remember that by enabling the category for the localization you do not enable products of this category.

After entering the desired parameters, click on  to add the new category.



You can skip entering any parameter except *Location*, *Name* and *Status*.


General	Blocks	Addons	Reward points	Reviews
----------------	------------------------	------------------------	-------------------------------	-------------------------

Location: * 

Name: *

Images:


Thumbnail (displayed on category list and details pages):



[Local](#) | [Server](#) | [URL](#)

Alternative text:

Popup larger image (optional displayed on category details page only):



[Local](#) | [Server](#) | [URL](#)

Alternative text:


Description:

[Edit in visual HTML editor >](#)


Page title:

META description:

META keywords:

Membership:  ☐ Apply to all subcategories

Position:

Created date: 


Status: * ☒ Active ☐ Hidden ☐ Disabled

or [cancel](#)

Editing category

In the '**Block manager**' tab, lists (blocks) that support '**Categories**' content are presented. To enable the necessary list, tick off the '**Enable for this page**' check box.

Items of the block are displayed in the **Listed items** section. If the block is filled *manually*, follow the [+ Add categories](#) link and choose necessary categories in the pop-up section and add them to the **Listed items** section.

 To find more information about **Blocks** see **Design->Blocks**.

[General](#)
[Blocks](#)
[Addons](#)
[Reward points](#)
[Reviews](#)

• Top products

Listed items	General
10 Harry Potter Hardcover Boxed Set (Books 1-4) ✕	Block name: Top products
20 Encyclopedia Prehistorica: Dinosaurs ✕	Filling: Manually
30 Eldest (Inheritance, Book 2) ✕	Enable for this page: <input checked="" type="checkbox"/>
+ Add products	
<div> <div>Save</div> or <div>cancel</div> </div>	

Blocks

In the **Addons** tab you see the addons that can be enabled for categories. Such addons are listed here if they are enabled in **Administration->Addons** and support category operations.

For categories such addons are **Age verification**, **Comments and reviews**.

The **Age verification** addon allows you to define an age limit for a category. The following fields can be filled in:

- *Age verification* - tick off to enable age verification for the category;
- *Age limit* - set the minimum age for access to the category;
- *Warning message* - the message that is displayed during age verification.

Communication about the category, category rating or both can be enabled in the **Comments and reviews** section.

If you make any changes click on **Save** . To cancel the changes click on [cancel](#) .

[General](#) [Blocks](#) **Addons** [Reward points](#) [Reviews](#)

Age verification

Age verification: ☒

Age limit: years

Warning message:

Comments and reviews

Reviews:

Save or [cancel](#)

Addons

In the '**Reward points**' tab you specify the number of points customers will get for buying any product of this category.

- **Override global point value for all products in this category** – if the check box is ticked off the values defined for the memberships below will prevail over those which are specified globally (on the '**Reward points**' page).
- *Membership* – list of all memberships of the store and option '*Not a member*' for those who do not have any membership;
- *Amount* – the number of reward points you set for the membership (can be edited only if **Override global point value for all products in this category** is checked);

The value in the '*Amount*' field is absolute by default. So if you set this option to e.g. 50, the customer will get 50 points for buying this product.

If you make any changes click on **Save** to save them to the database.

Click on the [cancel](#) link to undo the changes.

[General](#) [Blocks](#) [Addons](#) **Reward points** [Reviews](#)

Points earned per product

☐ Override global point value for all products in this category

MEMBERSHIP	AMOUNT
Wholesale	<input type="text" value="20"/>
Not a member	<input type="text" value="20"/>

or [cancel](#)

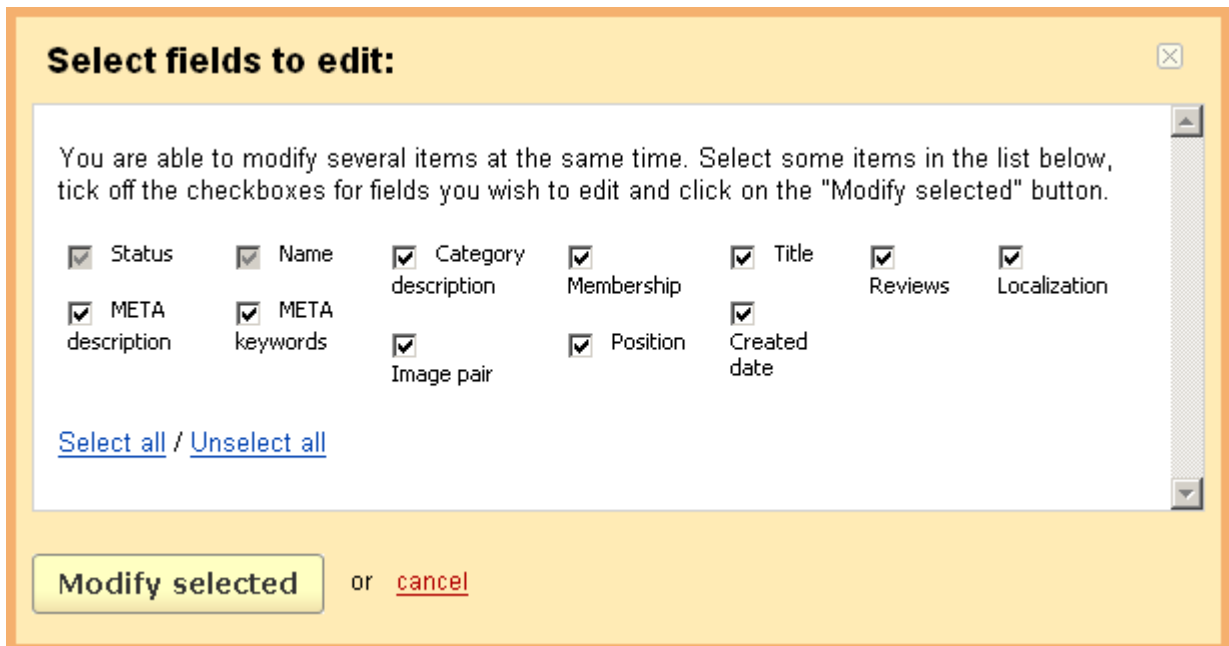
Reward points

There is a list of all reviews about the category in the **Reviews** tab. The tab is displayed only if communication on the category is enabled, namely the Reviews field (in the **General** tab) is set to *Communication*, *Rating* or *All*.

To change the parameters of several categories:

- place a check mark in the Select columns of the categories you want to change;
- click on the **Choose action** link and choose **Edit selected**;

This will open the '**Select fields to edit**' form, in which you can select parameters to modify. '**Select field to edit**' is presented as a group of check boxes. It allows you to choose the fields you wish to change in the '**Update categories**' form.



Select fields to edit:

You are able to modify several items at the same time. Select some items in the list below, tick off the checkboxes for fields you wish to edit and click on the "Modify selected" button.

<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Category description	<input checked="" type="checkbox"/> Membership	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Reviews	<input checked="" type="checkbox"/> Localization
<input checked="" type="checkbox"/> META description	<input checked="" type="checkbox"/> META keywords	<input checked="" type="checkbox"/> Image pair	<input checked="" type="checkbox"/> Position	<input checked="" type="checkbox"/> Created date		

[Select all](#) / [Unselect all](#)

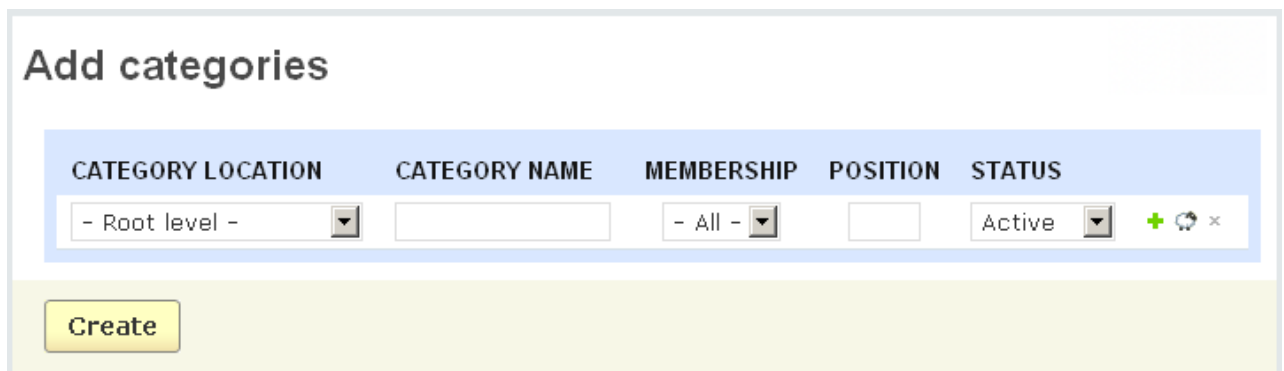
Modify selected or [cancel](#)

*Select fields to edit***To add a new category:**

- click on **+ Add category** and fill in all the necessary parameters on the '**New category**' page.

5.3.1.1 Bulk category addition

To add several categories at once follow the **Bulk category addition** link under the page title. The **Add categories** form will open. Here you can add several new categories at a time using a single form.




Add categories

CATEGORY LOCATION	CATEGORY NAME	MEMBERSHIP	POSITION	STATUS
- Root level -		- All -		Active

Create

Bulk category addition

To add a new category, click on .

 The number of categories that can be added in this form will depend on the parameters of your server. We do not recommend bulk addition of more than 100 categories at a time.

To add a new category identical to an existing one ("clone" the category), click on .

To delete a category, click on .

After entering the parameters, click on  to add the group of categories.

5.3.2 Products








You can manage products using the '**Products**' form, which contains the following sections:

- **Search for products;**
- **List of all products.**

The '**Products**' page contains the '**Search**' pattern which allows you to search for orders by the following parameters:

- *Find results with* - enter search words and select whether any of the entered words, all of the words or the exact phrase will be searched for;
- *Price* - set a price range;
- *Search in category* - set in what category the search will be performed (*All categories* is set by default);

If you want to make the search results more precise click on **Advanced search option**. The search form will be expanded and you will be able to search by the following options:

Find results with:		Price (\$):		Search in category:	
<input type="text"/> 		<input type="text"/> - <input type="text"/>		<input type="text"/> 	
Any of these words 				All categories	
Advanced search options 					
Search in:	<input checked="" type="checkbox"/> Product name <input type="checkbox"/> Full description		<input type="checkbox"/> Short description <input type="checkbox"/> Keywords		<input type="checkbox"/> Subcategories
Search by product features:	<input type="checkbox"/> Format <input type="checkbox"/> Audio formats		<input type="checkbox"/> Size <input type="checkbox"/> ISBN		<input type="checkbox"/> Manufacturer
Search by product code:	<input type="text"/>				
Configurable:	<input type="text"/> -- 				
Shipping freight (\$):	<input type="text"/> - <input type="text"/>				
Weight (lbs):	<input type="text"/> - <input type="text"/>				
Quantity:	<input type="text"/> - <input type="text"/>				
Free shipping:	<input type="text"/> -- 				
Status:	<input type="text"/> -- 				
<input type="button" value="Search"/>			Save this search as: <input type="text"/> <input type="button" value="Save"/>		

Search for products

- Search in;

You may have the system search for products which contain the specified pattern (text) within any of the following product parameters:

- Product name;
- Full description;
- Short description;
- Keywords;
- Subcategories.

- Search by product features;

- Search by product code - you can use this field to locate a product by entering its unique product ID;

- Configurable - set Yes if the product you search for is configurable;

- Shipping freight (\$);

- Weight (lbs);

- Quantity;

- Free shipping - whether the product is shipped for free;

- *Status* - status of the product (Active, Hidden or Disabled).

After you have entered the desired information, click on **Search** to start the search process.

Also the system allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save**

this search as: input field and click on the **Save** button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

A successful search will display a list of the products matching all of your search criteria.

Go to page: [»](#) [« previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [...](#) [13](#) [next »](#) Total items: **122** / **10**

<input type="checkbox"/>	CODE	NAME ↑	PRICE (\$)	LIST PRICE (\$)	QUANTITY	STATUS	
<input type="checkbox"/>	B00078N	100% Cotton Adult/Youth Beefy T-Shirt by Hanes (Style# 5180)	4.50	10.00	40	Active	edit delete
<input type="checkbox"/>	B000610	24 - Seasons 1-3	199.94	199.94	50	Active	edit delete
<input type="checkbox"/>	B00005U	Actiontec External USB Home DSL Modem (Bell South) 0	18.00	0.00	50	Active	edit delete
<input type="checkbox"/>	B000248	adidas Camp Tee	9.99	0.00	50	Active	edit delete
<input type="checkbox"/>	B0009AL	adidas Men's Avantis Jersey	22.99	0.00	50	Active	edit delete
<input type="checkbox"/>	B00070A	Adidas Mens ClimaCool Jacquard Argyle Polo	54.95	0.00	50	Active	edit delete
<input type="checkbox"/>	B0001K9	Adidas Mens ClimaCool Mesh Polos	49.95	0.00	50	Active	edit delete
<input type="checkbox"/>	B00070A	Adidas Mens ClimaCool Short Sleeve Mock	54.95	0.00	50	Active	edit delete
<input type="checkbox"/>	B0002LY	Adidas Santiossage	13.49	0.00	50	Active	edit delete
<input type="checkbox"/>	B0009IP	Adidas Women's Attune II Running Shoe	59.95	59.95	50	Active	edit delete

[Select all](#) | [Unselect all](#)

Go to page: [»](#) [« previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [...](#) [13](#) [next »](#) Total items: **122** / **10**

Save or [Choose action](#)


[+ Add product](#)

List of all products

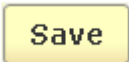
The list of all products is presented in the following way:

- *Select column* - selects the product;
- *Code* – product code;
- *Name* – name of the product;
- *Price* – product price;
- *List price* – market price of the product;
- *Quantity* – number of products in storage;

- *Status* – status of the product (Active - the category is available for customers, Disabled - the category cannot be accessed by customers; Hidden - the category can be accessed by customers only by following the direct link).

 You can define the number of products displayed per page in the chapter **Administration->Settings->Appearance>Products per page.**

To change product parameters ('Code', 'Price', 'List price'):

- enter the new values of the parameters;
- click on .

To look up product details:

- click on the product name link.

To delete a product:

- place a check mark in the Select column of the product you want to delete;
 - click on the Choose action link at the bottom and choose **Delete selected**.
- or:
- use the delete link in the product row.

To change the number of products in storage:

If no options are defined in the product,

- simply type the needed value into the '*Quantity*' field.

Otherwise,

- click on edit in the '*Quantity*' field to open the '**Inventory**' form, on which you will be able to set the quantity for each type of the product.

To edit a product:

- click on the name of the product.

This will open the '**Editing product**' form, in which you will be able to change product parameters. All parameters are grouped into a number of sections: Information, Pricing/inventory, SEO/Meta data, Availability, Extra.

General	Images	Secondary categories	Options	Qty discounts	Files	Blocks	Addons
Features Tags Attachments Required products Reward points							

Information

Name: *

Main category: *

Price (\$) : *

Full description:

[Edit in visual HTML editor](#)

Status: * ☒ Active ☐ Hidden ☐ Disabled

Images: **Thumbnail** (displayed on products list and product details pages) :



[xDelete image](#)

Select a file or enter URL

[Local](#) | [Server](#) | [URL](#)

Alternative text:

Popup larger image (optional displayed in popup window) :



[xDelete image](#)

Select a file or enter URL

[Local](#) | [Server](#) | [URL](#)


Alternative text:


Editing product

- *Name* - product name;
- *Main category* - choose in what category the product will be displayed;
- *Price* – product price in your store;

The currency of price is displayed in round brackets after the field name - for example, '*Price (\$)*' or '*Price (€)*'.

- *Full description* - full description of the product with no length limit;

 If you do not enter any text in the '*Short description*' field, the first 300 characters of the '*Full description*' field will be used as a short product description.


 This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor ▶](#).


- *Status* - status of the product (Active - the product is available for customers in the storefront, Hidden - the product can be accessed by customer only by following the direct link, Disabled - the product cannot be accessed by customers);

- *Images*;

Images are defined in pairs: *Thumbnail* and *Popup larger image*.

To select an image on a local computer or a server use [Local](#) or [Server](#) links. To type the URL to the file click on the [URL](#) link. Also you can define an alternative text both for *Thumbnail* and *Popup larger image*.

 You can only choose images with '*.jpg', '*.gif' and '*.png' extensions.

 The maximum total image size will depend on the parameters of your server. Generally it is 2 Mb. In order to be certain, contact your server administrator.

Pricing / inventory

Product code:	<input type="text" value="B00078MG5M"/>
List price (\$) :	<input type="text" value="10.00"/>
In stock:	<input type="text" value="40"/>
Zero price action:	<input type="text" value="Do not allow to add the product to cart"/> ▼
Inventory:	<input type="text" value="Track without options"/> ▼
Minimum order quantity:	<input type="text" value="0"/>
Maximum order quantity:	<input type="text" value="0"/>
Quantity step:	<input type="text" value="0"/>
List quantity count:	<input type="text" value="0"/>
Weight (lbs) :	<input type="text" value="0.00"/>
Free shipping:	<input type="checkbox"/>
Shipping freight (\$) :	<input type="text" value="0.00"/>
Taxes:	<input checked="" type="checkbox"/> VAT

Editing product

- *Product code* - identifying code of the product;
- *List price* – market price of the product;

Note: Price currency is displayed in round brackets after the field name. For example, '*List price (\$)*' or '*List price (€)*'.

- *In stock*;



If you wish to continue selling products even when there are none in stock, see the chapter **Administration->Settings->General->Allow negative amount in inventory**).



Be sure that stock control is enabled (see the chapter **Administration->Settings->General->Enable inventory tracking**) so that the quantity is automatically updated.

- *Zero price action* - here you specify the behavior of the store if value of the 'Price' field is zero. You can both allow the addition of the product to cart and ban it, or you can let a customer set the price.
- *Inventory* - set the way how to track inventory for the product;

The available choices are:

- track with options - use tracking for the product with options;



The '*track with options*' choice is displayed only if a product has at least one option.




If the '*track with options*' choice is selected then **Edit >>** button appears instead of the input field next to '**In stock**' on the '**Update products**' page and in the '**Quantity**' column on the '**Manage products**' page. Click on **Edit >>** button and you are redirected to the '**Inventory**' page. For more information about the '**Inventory**' page see the description of the '**Product options**' tab.

- track without options - use tracking for the product itself;
- do not track - disable tracking for this product.
- *Minimum order quantity* - the minimum product quantity that can be added to the cart;
- *Maximum order quantity* - the maximum product quantity that can be added to the cart;
- *Quantity step* - step of product quantity (if *Quantity step* is set to 2, then only 2, 4, 6, 8, 10, etc. items can be added to cart);
- *List quantity count* - display the number of items in inventory;
- *Weight*;


The unit of weight is displayed in round brackets near the field name - for example, '*Weight (lbs)*' or '*Weight (kg)*'.




You can define the unit of weight in the chapter **Administration->Settings->General->Weight symbol**.

 By default, the unit of weight is pound (lbs).

- *Free shipping* - tick off to enable free shipping for this product;
- *Shipping freight* - handling fee for each unit of this product;
- *Taxes* - allows you to choose the applicable taxes on the product;

 To select multiple specifications, press and hold the Ctrl or Shift key.

 You can add or configure taxes in **Shipping/Taxes->Taxes**.

SEO / Meta data

Page title:

META description:

META keywords:

Search words:

Editing product

- *Page title* - title of the page displayed in the browser window when viewing the product in the front-end; Example: www.mysite.com/addis-polo-short
- *META description* – specific Meta Tag description field for this product;
- *META keywords* – specific Meta Tag keywords field for this product;
- *Search words* - specify the words by which the product can be easily found in the storefront;

Availability

Created date: 

Avail since: 

Buy in advance: ☐

Editing product

- *Created date* - this is the date that the product information has been added to the database;
- *Avail since* - date from which the product becomes available for customers;
- *Buy in advance* - if ticked off, customers can buy the product in advance even if it is not available at the moment (i.e. *Avail since* is set to a later date);

Extra

Feature comparison: ☐

Downloadable: ☐

Localization:

To select more than one entry, left click the item with the mouse while holding down the CTRL key. To unselect an item, left click the item again with the mouse while holding down the CTRL key.

Short description:


[Edit in visual HTML editor](#)

Save


or [cancel](#)

Editing product


- *Feature comparison* - tick off if you want to enable customers adding the product to a comparison list;

 To be able to view the feature comparison list in the customer storefront it is necessary that a block with the content *Feature comparison* be defined on the **Blocks** page (**Design->Blocks**).


- *Downloadable* - tick off this check box if the product is electronically distributed. If this option is enabled, additional check boxes will also appear:
 - *Enable shipping for downloadable product* - tick off this check box if there is a component in the electronically distributed product which requires shipping (such as a manual book for a software product);
 - *Time-unlimited download* - tick off to allow unlimited download of the product;


 You can define the period of time during which this product can be downloaded by the customer in **Administration->Settings->General->Download key TTL**.


- *Localization* - select localization(s) for which the product will be available;

 The '**Localization**' field is displayed only if at least one localization is defined in **Shipping/taxes->Localizations**.

- *Short description* – a short description of the product. If empty, then the first 300 characters of the *long description* will be used.

 If you do not enter any text in the '*Short description*' field, the first 300 characters of the '*Full description*' field will be used as a short product description.

 This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor >](#).

If you change any parameters, click on the  button.

To cancel the changes click on the [cancel](#) link.

Also additional data can be specified using the tabs:

Images;

Secondary categories;

Options;

Qty discounts;

Files;

Blocks;

Addons;

Features;

Tags;

Attachments;

Required products

Reward points.


If the corresponding parameters are set in the **Addons** tab, the following additional tabs will also appear:


Reviews;


Configuration (if the '**Configurable**' check box is enabled).

The '**Images**' tab contains only the '**Additional images**' section for choosing additional images of the product. All additional images will be displayed in the '**Images**' tab on the product detail page of the storefront.

You can download an image from a local computer or a server, or enter a direct link to the image. Also you can specify an alternative text.


 You can only choose images with '*.jpg', '*.gif' and '*.png' extensions.

 The maximum total image size will depend on parameters of your server. Generally it is 2 Mb. In order to be certain, contact your server administrator.

To add a new pair of images, click on .

To add an image pair identical to an existing one ("clone" an existing image pair), click on .



 Clone function is only enabled for images located on the server.

To delete a pair of images, click on . (You can delete all the rows except the last one.)


General	Images	Secondary categories	Options	Qty discounts	Files	Blocks
Addons	Features	Tags	Attachments	Required products	Reward points	

Additional images

Additional thumbnails (displayed on product details page in 'Additional images') :

	<div>Select a file or enter URL Local Server URL</div>	<div>Alternative text: <input type="text"/></div> <div>+  x</div>
---	--	--


Popup larger images of additional thumbnails (displayed in popup window) :

	<div>Select a file or enter URL Local Server URL</div>	<div>Alternative text: <input type="text"/></div>
--	--	---

Save or cancel

Images

In the '**Secondary categories**' tab you can specify other categories and subcategories to which the product belongs and where it will be displayed.

 To select multiple categories, press and hold the Ctrl key while selecting items in the list.

General	Images	Secondary categories	Options	Qty discounts	Files	Blocks	Addons	
Features	Tags	Attachments	Required products	Reward points				

NAME

Handhelds & PDAs

[edit](#) | [delete](#)

+ Add categories

Save


 or [cancel](#)

Secondary categories


Each product has its own typical options which can be defined using the '**Product options**' tab. These options will be displayed in the storefront as product parameters.

General	Images	Secondary categories	Options	Qty discounts	Files	Blocks
Addons	Features	Tags	Attachments	Required products	Reward points	

Clothing Size

Active  [edit](#) | [delete](#)

Color

Active  [edit](#) | [delete](#)

[Exceptions](#) ▶ [Option combinations](#) ▶

+ Add global option

+ Add option

Product options

The list of product options is given in the following way:

- *Name* - name of the option;
- *Status* - status of the option (Active - available in the storefront, Disabled - option is not displayed in the storefront);

To add an option:

- click on the  button and specify an option in the pop-up section.

To apply a global option to the product use the  button.

 The '**Add global options**' button is displayed only if at least one global option is defined on the '**Global options**' page.

If you want the added product options to reflect the changes made for global product ones, you will need to add them as a link. To do this tick off '*Apply as link*' check box before the applying process. You won't be able to edit the linked product options on the '**Editing products**' pages.

To delete an option:

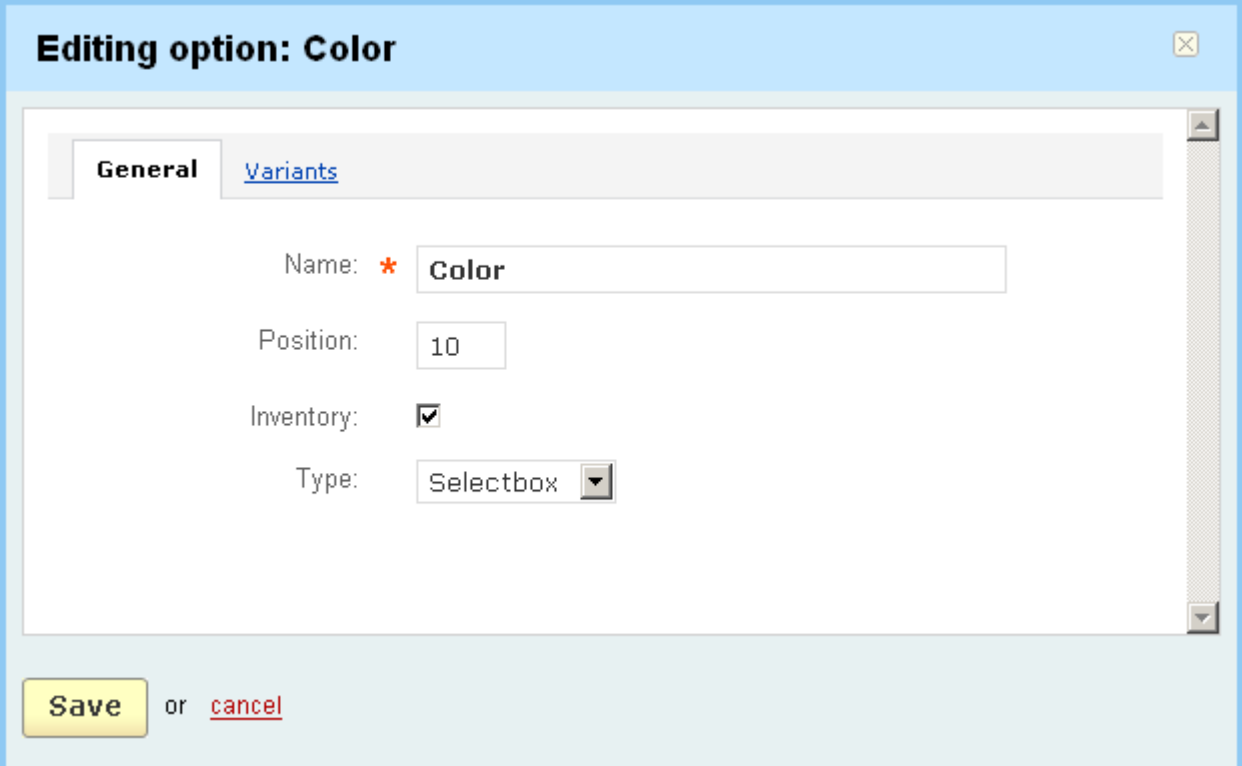
- click on the delete link of the entry you want to delete.

To edit an option:

- click on the edit link of the necessary entry.

You will be able to edit the following parameters:

- *Name* - name of the option;
- *Position* - ordinal number of the option in the list;
- *Inventory* - if enabled the option is taken into account when adjusting the product inventory and it is displayed on the **Inventory** page of the product;
- *Type* - select the display type of the option.



Editing option: Color

General [Variants](#)

Name: *

Position:


Inventory: ☒

Type: ▼

Save or [cancel](#)

Product options

The '**Variants**' tab allows you to define option variants.

 Variants are not available for *Text* and *Textarea* types.

Editing option: Color

General **Variants**

POS.	NAME	MODIFIER / TYPE	WEIGHT MODIFIER / TYPE	STATUS	
10	Ash	0.000 / \$ ▾	0.000 / lbs ▾	Active ▾	+ Extra ✖
120	Aquatic Blue	1.000 / \$ ▾	0.000 / lbs ▾	Active ▾	+ Extra ✖
170	Black	1.000 / \$ ▾	0.000 / lbs ▾	Active ▾	+ Extra ✖
280	Cardinal	-1.000 / \$ ▾	0.000 / lbs ▾	Active ▾	+ Extra ✖
330	Denim	1.000 / \$ ▾	0.000 / lbs ▾	Active ▾	+ Extra ✖
				Active ▾	+ Extra + 🔄 ✖

Save or cancel

Editing option

The information is given in the following way:


- *Position* - ordinal number of the option in the list;
- *Name* - name of the option variant (e.g. option 'size' may have such variants as small, medium, large, X large, etc.). Note that a variant name consisting of more than 20 characters may change the website display in some cases;
- *Modifier/Type* - positive or negative value that affects the product price if the option variant is selected/absolute(\$)
or percent(%) type of modifier;
- *Weight modifier/Type* - positive or negative value that affects the product weight if the option variant is selected/absolute (lbs)
or percent(%) type of modifier;
- *Status* - status of the option (Active or Disabled).


Click on the [Extra](#) link to display additional parameters:

- *Icon* - icon of the option. You can download the icon from a local computer, a server or type a direct link to the image. Here you can also define an alternative text for the icon;
- *Earned point modifier/Type* - positive or negative value that affects the number of points earned for the product if the option variant is selected/absolute (points) or percent(%) type of modifier (this option is available only if the **Reward points** addon is enabled in **Administration->Addons**).

If you edit the value of any field, click on  to save the changes.


To add a new row with empty fields to the section, click on .

To add a new row with identical values to an existing one ("clone" section), click on .

To delete a row, click on . (You can delete all the rows except the last one.)

When buying a product the customer chooses the necessary combination of product parameters. For example, M, L, XL sizes and white, black, red, green colors are available for a T-shirt. The customer chooses among these option variants a white T-shirt in size L. But the white T-shirt in size L isn't in stock. In order to ban this combination in the storefront you can define certain exceptions using the [Exceptions](#) link in the **'Product options'** section.

Click on the [Exceptions](#) link to open the **'Exception'** page. The page contains a list of exceptions.

To add a new exception click on  and in the pop-up section specify a combination.



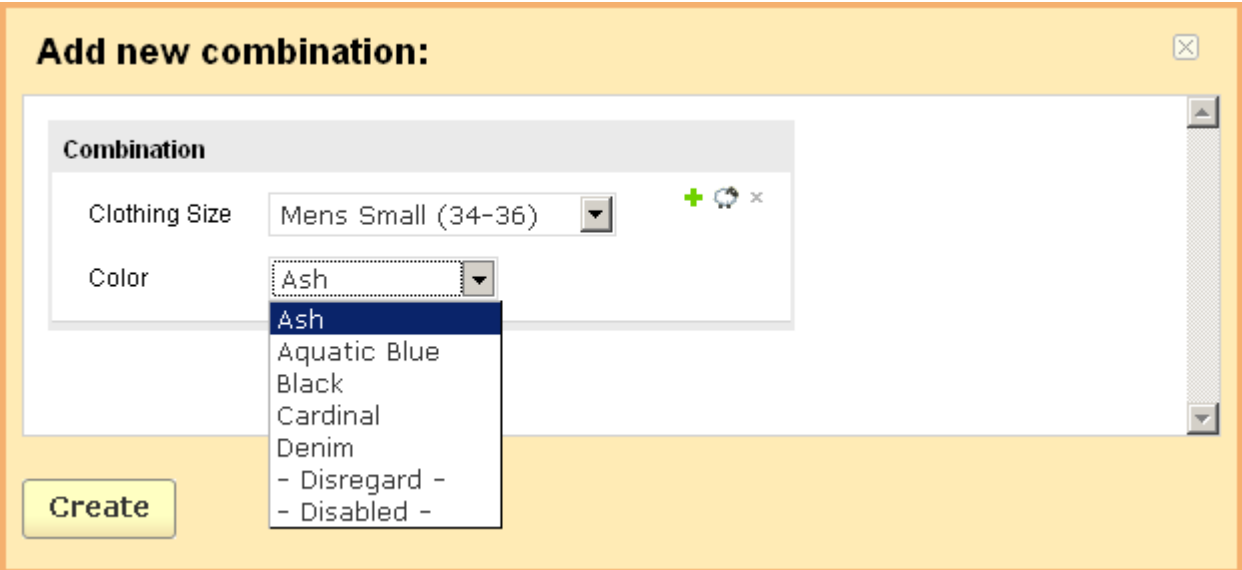
The screenshot shows the 'Exceptions' page for the product '100% Cotton Adult/Youth Beefy T-Shirt by Hanes (Style# 5180)'. The page has a title bar with a back link. Below the title is a section header 'Exceptions' and a '+ Add combination' button. A table with one row is shown, with a checkbox in the first column. The table row contains 'Clothing Size: Mens Small (34-36)' and 'Color: Ash'. A 'delete' link is at the end of the row. At the bottom left is a 'Delete selected' button, and at the bottom right is another '+ Add combination' button.

<input type="checkbox"/>	COMBINATION
<input type="checkbox"/>	Clothing Size: Mens Small (34-36) Color: Ash delete

Exceptions

Exception combination is a combination of product variants which isn't available for customers in the storefront.

You can choose not to display exceptions in the storefront or show a warning when a customer selects the exception (**Administration > Settings > General**).



New combination

In exception combination each option can have '*disregard*' or '*disable*' values.


'*Disregard*' means that the option does not affect the exception combination. For instance, if size option has '*Disregard*' value and color option is defined as 'BLACK', in the customer area the 'BLACK' variant will be disabled only, and other sizes will be available for other color variants.

'*Disable*' means that the option will be disabled if other exception conditions are met. For example, if size option has '*Disabled*' value and color option is specified as 'BLACK', in customer front-end size option will be disabled if 'BLACK' is selected.

If you click on the [Option combinations](#) link you are taken to the '**Inventory**' page. If you click on the [rebuild combinations](#) link, all available combinations will be displayed on the page:

- *Select column*;
- *Combination* - combination of product options and its code;
- *Images* - product thumbnail and popup larger image.

You can choose both '*Additional option thumbnail*' and '*Popup larger image*'. You can download an image from a local computer or a server, or enter a direct link to the image. Also you can specify an alternative text.

 If you modify any option affecting the variant combinations they are normally updated automatically. However, if you discover that the variant combinations have not been updated, click on the **rebuild combinations** link to apply the changes.


If you edit the value of any field, click on  to save the changes.

To delete a combination from the list:

- click on the delete link of the plan.

To delete several combinations at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on Delete selected.

To add a new combination to the list use the  button.







- select option variants;

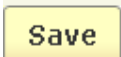
- click on .

Quantity discounts

EZ-Cart shopping cart software includes the capability of wholesale trade. You can define quantity discounts (wholesale prices) for a product using the '**Qty discounts**' tab.

General	Images	Secondary categories	Options	Qty discounts	Files	Blocks
Addons	Features	Tags	Attachments	Required products	Reward points	

QUANTITY	PRICE (\$)	MEMBERSHIP	
1	4.50	All	
<input type="text" value="10"/>	<input type="text" value="3.50"/>	- All - 	
<input type="text"/>	<input type="text" value="0.00"/>	- All - 	  

 or [cancel](#)

Quantity discounts

The list of quantity discounts is presented as follows:

- *Quantity* – the minimum number of products to which the current quantity discount is applied;
- *Price* - the wholesale price of the product;
- *Membership* – the type of user account that can view this discount;



You can define user account types in the chapter **Users->Memberships**.

To delete a wholesale price:

- click on the **×** sign of the price you want to delete.

You can add a new wholesale price using the **+** button.


To add a new row, click on **+**.


To add a new row with values identical to an existing one ("clone" a wholesale price), click on .

To delete a row, click on **×**. (You can delete all the rows except the last one)

In case of electronically distributed products, the **Files** tab allows you to enter links to the files that will be downloaded by the customer.

General	Images	Secondary categories	Options	Qty discounts	Files	Blocks
Addons	Features	Tags	Attachments	Required products	Reward points	

File	Active		edit		delete
-------------	--------	---	----------------------	--	------------------------

 Add file


Names of the files and their statuses (Active or Disabled) are given in the list.

To delete a file:

- click on the [delete](#) link of the entry you want to delete.

To edit a file:

- click on the [edit](#) link of the entry you want to edit.

To add a new file to the list click on the  button and define the following parameters:

- *Name* - name of the file;
- *Position* - position of the file in the list;
- *File* - create links to the file;


You can download an image from a local computer or a server, or enter a direct link to the image.

- *Preview*;
 - *Activation mode* - set when the purchased product can be downloaded
 - Immediately - immediately after the purchase;
 - After full payment - when the order has the statuses **Processed** or **Completed**;
 - Manually - manually by the administrator;
- *Max downloads* - maximum number of downloads available;
- *License agreement* - text of the license agreement;
- *Agreement required* - define whether it is required to accept the license agreement at checkout or not;
- *Readme* - this text will be in the **Readme** file of the product;

 The fields **License agreement** and **Readme** contain tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#).

To add a new entry , click on .

To add a new entry with file links identical to an existing one ("clone" a link), click on .

To delete an entry, click on . (You can delete all the rows except the last one.)

All lists with the '*Products*' object that are created in **Design->Blocks->Products** are displayed in the '**Blocks**' tab. To enable a block, tick off the **Enable for this page** check box.

The items of the block are displayed in the '**Listed items**' section, but if the block is filled *manually* then first you choose items using the link [Add products](#) and add them to **Listed items**.

 To learn more about **Blocks** see **Design->Blocks**.

General	Images	Secondary categories	Options	Qty discounts	Files	Blocks
Addons	Features	Tags	Attachments	Required products	Reward points	

• Top products

Listed items

10	Adidas Mens ClimaCool Jacquard Argyle Polo ✕
20	adidas Men's Avantis Jersey ✕

[+ Add products](#)

General

Block name: [Top products](#)

Filling: Manually

Enable for this page: ☒

Save

 or [cancel](#)

Blocks

In the **Addons** tab you see addons that can be enabled for this particular product. Such addons are given here if they are enabled in **Administration->Addons**.

General	Images	Secondary categories	Options	Qty discounts	Files	Block manager
Addons	Features	Tags	Attachments	Required products	Reward points	

Product configurator

Configurable: ☐

RMA

Returnable: ☒

Return period (days):

Age verification

Age verification: ☐

Age limit: years

Warning message:

Comments and reviews

Reviews: ▼

Save

 or [cancel](#)

Addons

For products, such addons are **Product configurator**, **RMA**, **Age verification**, **Comments and reviews**.

If the *Configurable* check box is ticked off in the **Product configurator** section, it means that the product is configurable (consists of several components) and the **Configuration** tab is displayed.

In the **RMA** section you can define whether the product can be returned (**'Returnable'** is enabled) or not and specify the period during which it can be returned.


The **Age verification** addon allows you to define an age limit for a product. The following fields can be filled in:

- *Age verification* - tick off to enable age verification for the product;
- *Age limit* - set the minimum age for access to the product;
- *Warning message* - the message that is displayed during age verification.

Communication about the product, product rating or both can be enabled in the **Comments and reviews** section.

If you make any changes click on . To cancel the changes click on [cancel](#).

Use the **Product features** tab to enter data concerning additional product fields that you have previously defined.

 You can add product feature in the chapter **Catalog -> Product features**.

General	Images	Secondary categories	Options	Qty discounts	Files	Blocks
Addons	Features	Tags	Attachments	Required products	Reward points	

New features

Manufacturer:

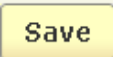
Audio formats:

☐ mp3

☐ wma

☐ wav

Enter other:

 or [cancel](#)

Products features

In the '**Tags**' tab you can set tags for this product. The tags specified here are displayed in the '**Tag cloud**' side box in the storefront.

General	Images	Secondary categories	Options	Qty discounts	Files	Block manager
Addons	Features	Tags	Attachments	Required products	Reward points	


Popular tags: None

My tags: x +

Save or [cancel](#)

Tags

- *Popular tags* – tags that have already been added for the product;
 - *My tags* – tags that have been added by you;
- You can add new tags for the product, just type the necessary value into the input field and click on **Save**.

 For more information about product tags see **Content->Tags**.

The '**Configuration**' tab appears if the '**Configurable**' check box is ticked off in the **Addons** tab. This means that this product is configurable and therefore can consist of multiple components. The customer has the ability to choose these components in the storefront. Moreover, customers will not be able to select components that are incompatible with each other. When they choose the first component, the listed unsuitable variants are disabled.

Here you select product groups which the product belongs to. The page contains two sections:

- **Add product group;**
- **Product groups.**


In the drop down select box of the '**Add product group**' section you choose products group for the product.

To apply a product group:

- select a product group in the check box;
- click on the **Add** button to add the group.

The **Product groups** section contains the following columns:


- *Select column*;
- *Position* - ordinal number of the group in the storefront;
- *Step* - which step this product group is assigned to;
- *Group name* - the name of the group;
- *Default configuration products* - products that constitute the product group;
- *Required* - if the check box is enabled then when a customer adds a product in the storefront and they are required to buy something from this product group.

In this section you can specify the product(s) that will be presented as **Recommended** in the storefront. To do this you need to select the product(s) and click on the  button.

If you make any changes click on  to save the changes.

To delete a product group:


- tick off the necessary group;
- click on Delete selected.


 For more information about configurable products see **Catalog->Product configurator**.

In the '**Attachments**' tab you see a list of the attachments to the product. The name of the attachment and its status (Active or Disabled) are given in the list:

General	Images	Secondary categories	Options	Qty discounts	Files	Block manager
Addons	Features	Tags	Attachments	Required products	Reward points	

Attachment 1

[edit](#) × Active 



Attachments

To delete an attachment:

- click on × mark of the entry you want to delete

To **edit an attachment** click on the [edit](#) link and you will be able to edit the following parameters:

- *Name* - name of the attachment;
- *Position* - ordinal number;
- *File* - attach files from your local computer, from a server or type a URL to directly link to the file.
- *Membership* - select memberships for which the attachment will be available.

The **Required products** tab

Required products are related products that are necessary to buy in addition to the main one.

To add required products click on the link [+ Add products](#), select necessary products in the pop-up section and add them to the list.

General	Images	Secondary categories	Options	Qty discounts	Files	Block manager
Addons	Features	Tags	Attachments	Required products	Reward points	

NAME

adidas Men's Avantis Jersey	x
Adidas Mens ClimaCool Jacquard Argyle Polo	x

[+ Add products](#)

or [cancel](#)

Required products

In the '**Reward points**' tab the administrator can specify the price of the product in points and points customers can earn for buying the product.

- *Allow payment by points* – tick off to allow a customer to pay for the product by using accumulated points;
- *Override global PER* – if this option is enabled it means that price in points specified for this particular product overrides global point exchange rate (set up in Reward points settings) and the value defined in the '**Price in points**' field below will be displayed in the storefront;
- *Price in points* – the product price in points.

In the '**Points earned per product**' section the administrator defines the number of points customers get for buying this product.

Override global/category point value for this product – if this check box is ticked off the values defined for the memberships below will prevail over those which are specified globally (on the '**Reward points**' page) and for the category (on the category detail page).

- *Membership* – a list of all memberships of the store and the option 'Not a member' for those who do not have any membership (i.e. a customer checking out anonymously);
- *Amount* – number of points you set for the membership;

The value in the '*Amount*' field is absolute by default. So if you set this option to e.g. 50, the customer will get 50 points for buying this product.

General	Images	Secondary categories	Options	Qty discounts	Files	Block manager
Addons	Features	Tags	Attachments	Required products	Reward points	

Price in points

☒ Allow payment by points

☐ Override global PER

Price in points

Points earned per product

☐ Override global/category point value for this product



MEMBERSHIP	AMOUNT
Wholesale	<input type="text" value="10"/>
Not a member	<input type="text" value="0"/>


or [cancel](#)

Reward points

If you make any changes, click on to save them to the database.

If the '**Comments and reviews**' option is enabled in the '**Addons**' tab then you can create a post on the product by using the '**Reviews**' tab.

To add a post click on the  button, enter your name, your message, define the rating of the product and click on .

If you make any changes click on  to save them to the database.

If you want to delete a review, put a tick mark in the check box in the top right corner and click on Delete selected.

[General](#) [Images](#) [Secondary categories](#) [Options](#) [Qty discounts](#) [Files](#) [Blocks](#) [Addons](#) [Features](#) [Tags](#) [Attachments](#)

[Required products](#) [Reward points](#) **Reviews**

Total items: **1** / [10](#)

Admin Admin | IP address: 192.168.7.186

Rating: Excellent! 

First rate!

05/13/2009, 09:56 - [☐ Delete | ☐ Disapprove] - Approved

Total items: **1** / [10](#)

 or [Delete selected](#)



Reviews

To change the parameters of several products:

- place check marks in the Select columns of the products you want to change;
- click on the **Choose action** link and choose **Edit selected**.

This will open the '**Select fields to edit**' section, which is presented as a group of check boxes. This section allows you choose the fields you will change using the '**Update products**' section.

Select fields to edit:
✕

You are able to modify several items at the same time. Select some items in the list below, tick off the checkboxes for fields you wish to edit and click on the "Modify selected" button.

<input type="checkbox"/> Allow payment by points	<input type="checkbox"/> Avail since	<input type="checkbox"/> Buy in advance	<input type="checkbox"/> Created date	<input type="checkbox"/> Downloadable
<input type="checkbox"/> Enable shipping for downloadable products	<input type="checkbox"/> Feature comparison	<input type="checkbox"/> Features	<input type="checkbox"/> Free shipping	<input type="checkbox"/> Full description
<input type="checkbox"/> Image pair	<input type="checkbox"/> Inventory	<input type="checkbox"/> List price	<input type="checkbox"/> List quantity count	<input type="checkbox"/> Localization
<input type="checkbox"/> Main category	<input type="checkbox"/> Maximum order quantity	<input type="checkbox"/> META description	<input type="checkbox"/> META keywords	<input type="checkbox"/> Minimum order quantity
<input type="checkbox"/> Override global PER	<input type="checkbox"/> Override global/category points	<input type="checkbox"/> Page title	<input type="checkbox"/> Price	<input type="checkbox"/> Price in points
<input type="checkbox"/> Product code	<input checked="" type="checkbox"/> Product name	<input type="checkbox"/> Quantity	<input type="checkbox"/> Quantity step	<input checked="" type="checkbox"/> Return period
<input checked="" type="checkbox"/> Returnable	<input type="checkbox"/> Reviews	<input type="checkbox"/> Reward points	<input type="checkbox"/> Search words	<input type="checkbox"/> Secondary categories
<input type="checkbox"/> Shipping freight	<input type="checkbox"/> Short description	<input checked="" type="checkbox"/> Status	<input type="checkbox"/> Supplier	<input type="checkbox"/> Taxes
<input type="checkbox"/> Weight	<input type="checkbox"/> Zero price action			

[Select all](#) / [Unselect all](#)

Modify selected

or
cancel

*Select fields to edit***To clone a product:**

- place a check mark in the check box of the product you want to clone;
- click on the **Choose action** link and choose **Clone selected**.

To add a new product:

- click on the **Add product** button;
- enter the necessary information on the **New product** page.

5.3.2.1 Global update

The **Global update** option is available for products (to open the **Global update** page click on the [global update](#) link on the **Products** page). Global update allows you to update some product parameters for several products at once. Namely, you can decrease or increase a *price* value, *list price* value, *in stock* value, *price in points* value for the selected products as well as *regenerate thumbnails*.

If a positive value is entered, the current value will be increased. If a negative value is used, the current value will be decreased.

- *Price* – the value on which the current price will be changed (can be a fixed amount (\$) or percentage (%));
- *List price* – the value on which the current list price will be changed (can be a fixed amount (\$) or percentage (%));
- *In stock* – the value on which the current stock value will be changed;
- *Price in points* – the value on which the current price in points will be changed (can be a fixed number of points (points) or percentage (%));
- *Regenerate thumbnails* – tick off to regenerate product thumbnails.

To select products that will be updated, click on the [Add products](#) link in the **Products** section and choose the necessary products.

[<< back to: Products](#)

Global update

Positive or negative values can be entered in the fields below (e.g. -5).

Price: \$

List price: \$

In stock:

Price in points: points

Regenerate thumbnails: ☐ (120x120 px)


Products

NAME	
adidas Camp Tee	edit delete
adidas Men's Avantis Jersey	edit delete
Adidas Mens ClimaCool Mesh Polos	edit delete

[+ Add products](#)

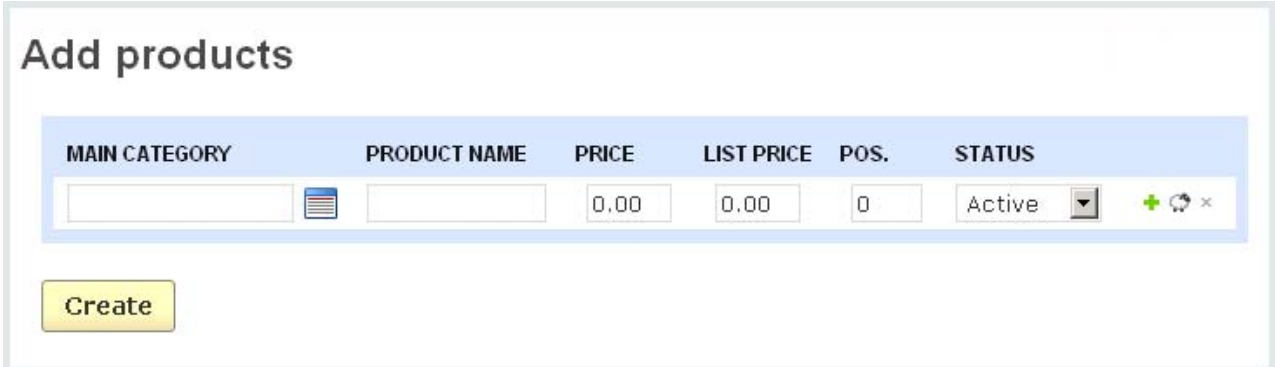
Apply

Global update

After the values are entered, click on the  button to apply the changes to the selected products.


5.3.2.2 Bulk product addition

This option allows you to add several products at the same time using a single form (to open the Bulk product addition form click on the [bulk product addition](#) link on the **Products** pages).




Bulk product addition

To add a new row with empty fields to the section, click on .

 The number of products that can be added with a single operation will depend on the parameters of your server. We do not recommend addition of more than 100 products at a time.

To add a new row with values identical to an existing one ("clone" a product), click on .

To delete a row, click on . (You can delete all the rows except the last one.)

After entering the desired information, click on  to add new products.






5.3.3 Product features

You can add additional non-standard fields to the product information using the **'Product features'** form.

A list of all non-standard product fields are presented on the page. Name and status are given for each product feature. Moreover, features can be grouped for the convenience of the administrator.


Product features

[+ Add feature](#) [+ Add group](#)

Ungrouped features			
Format	Active		edit delete
Size	Active		edit delete
ISBN	Active		edit delete
New features			
Manufacturer	Active		edit delete
Audio formats	Active		edit delete

[+ Add feature](#) [+ Add group](#)

Product features

 You can define the number of product features displayed per page in chapter **Administration->Settings->Appearance>Elements per page**.

To delete a product feature or a group:

- click on [delete](#) of the entry you want to delete.

To edit a product feature click on the [edit](#) link and you will be able to change the following parameters:


- *Name* - name of the feature;
- *Position* - position of the feature in the list;
- *Description* - product feature description;
- *Type* - field type;

You can choose from the following types:


- **'Check box'** (select box, multiple check boxes),
- **'Select box'** (select box, number, extended) or
- **'Others'** (text, number, date).

If you select the extended type, you will be able to define some additional fields for the variants of the feature (image, description, page title, URL, META description, META keywords). These additional types are:

- *Group* - choose whether the feature belongs to some group or not;
- *Product* - tick off to display the feature on the product page;
- *Catalog pages* - tick off to display the feature on catalog pages (pages with a list of products);
- *Prefix* - prefix of the product feature;
- *Suffix* - suffix of the product feature;

If you make any changes click on the  button to save the changes to the database.

The alternative values of the additional fields can be changed in the tab **'Variants'**.

If you edit the existing variants, remember to click on the  button to save the changes.

Editing product feature: Manufacturer

General Variants

POS.	VARIANT	
0	Adidas	x
10	Nike	x
20	Reebok	x
30	Sony	x
		+ refresh x

Save or cancel

Editing product feature

To add a new variant, click on **+**.

To add a new variant with values identical to an existing feature ("clone" a product feature), click on .

To delete an entry, click on **x**. (You can delete all the rows except the last one.)


When editing a feature the tab **'Categories'** is displayed only if it doesn't belong to any group. In the tab you can set the categories (namely products of these categories) for which this feature can be defined. If the product feature belongs to some group, then the categories are specified when editing the group.

To add a new feature click on the **+ Add feature** button, fill in the form in the pop-up section and click on **Create**.

To add a new group click on the **+ Add group** button, fill in the form in the pop-up section and click on **Create**.




5.3.4 Product filters

The **Product filters** feature lets customers quickly find products with the exact attributes they are seeking, as they can simply filter out the product features they don't want. You can add as many filters as you like but, independent of their number, filters will efficiently work together. For example, when a customer chooses some specific value (e.g. price range from \$50 to \$100), the other filters will display the products of that selected value only. Moreover, you can choose on what category pages and what filters should be shown.

 If you want **Product filters** to be displayed in the customer storefront, it is necessary to add a block with the content *Product filters*. Blocks are defined on the **Blocks** page (**Design->Blocks**).

Product filters

+ Add filter

Price	Active		edit delete
Manufacturer	Active		edit delete
Audio formats	Active		edit delete

+ Add filter

Product filters

On the page, list is shown of all product filters defined in the store. Names of product filters and their statuses (Active or Disabled) are given in the list.

To delete a filter click on [delete](#) of the entry you want to delete.

To edit the filter click on the [edit](#) link.

To add a filter click on the [+ Add filter](#) button. In the displayed 'Add new filter' pop-up section you will see two tabs: **General** and **Categories**.

New filter:

General [Categories](#)

Name: *

Pos.:

Show on home page: ☒

Filter by:

Features

- Format
- Manufacturer**
- Audio formats

Product fields

- Price
- In stock
- Free shipping

or [cancel](#)

Add new filter

In the **General** tab you can define the following parameters:

- *Name* – name of the filter;
- *Position* – ordinal number;
- *Show on home page* - tick off to display this filter on the home page;
- *Filter by* – entity by which products are filtered. Here you select among Product fields (price, in stock, free shipping,) and Product features of select box and multiple, check box types defined in the store.

In the tab **Categories** you define categories for which the filter will be displayed in the storefront. Add necessary categories by following the [+ Add categories](#) link.

If the filter presupposes the existence of some range, the tab **Ranges** is displayed. In the tab you define ranges of the filter:

- *Position*;
- *Name* – name of the range;
- *From - To* – the range itself.

This form supports bulk addition.

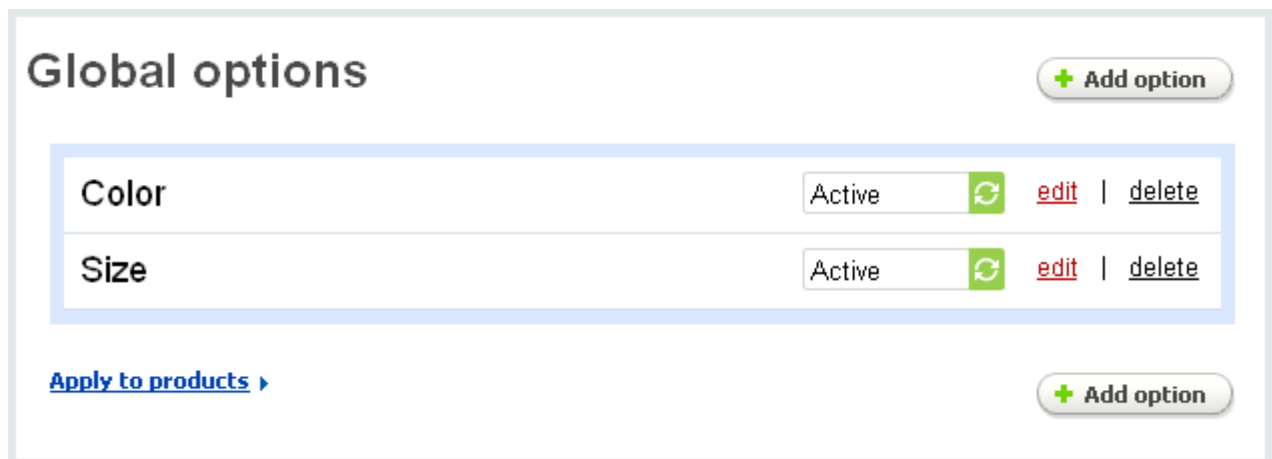
To add a new row with empty fields to the section, click on **+**.



To add a new row with values identical to an existing one ("clone" row) click on .

To delete a row, click on **x**. (You can delete all the rows except the last one.)

5.3.5 Global options

If some products of your store have the same set of options, you have the ability to set up global product options on this page. Then you can easily assign a global option to those products.



Global options		+ Add option
Color	Active  edit delete	
Size	Active  edit delete	

[Apply to products >](#) [+ Add option](#)

Global options

A list of global options is given on the '**Global options**' page. The name and status (Active or Disabled) are specified for each global option.

To delete a global option:

- click on [delete](#) of the entry you want to delete.

To add a global option use the [+ Add option](#) button.

To edit a global option click on the [edit](#) link and you will be able to change the following parameters:

- *Name* - name of the global option;
- *Position* - position in the list of options;
- *Inventory* - if enabled the option is taken into account when managing the product inventory and it is displayed on the **Inventory** page of the product;

- *Type* - a view of this option in the storefront (select box, radio group, check box, text input field, text area).

Editing option: Color

General [Variants](#)

Name: *

Position:

Inventory: ☒

Type:

Save or [cancel](#)

Editing option

In the '**Variants**' tab you can edit variants of global options:

- *Position*;
- *Variant name* - name of the option variant (e.g. option 'size' may have such variants as small, medium, large, X large, etc.) Note that a variant name consisting of more than 20 characters may change the website display in some cases;
- *Modifier/Type* - positive or negative value that affects the product price if the option variant is selected/absolute (\$) or percent (%) type of modifier;
- *Weight modifier/Type* - positive or negative value that affects the product weight if the option variant is selected/absolute (lbs) or percent (%) type of modifier;
- *Status* - status of the option (Active or Disabled).

Click on the [Extra](#) link to display additional parameters:

- *Icon* - icon of the option. You can download the icon from a local computer, a server or type a direct link to the image. Here you can also define an alternative text for the icon;
- *Earned point modifier/Type* - positive or negative value that affects the number of points earned for the product if the option variant is selected/absolute (points) or

percent(%) type of modifier (this option is available only if the **Reward points** addon is enabled in **Administration->Addons**).

Editing option: Color

General
Variants

POS.	NAME	MODIFIER / TYPE	WEIGHT MODIFIER / TYPE	STATUS	
<input type="text" value="10"/>	<input type="text" value="White"/>	<input type="text" value="1.000"/> / \$ <input type="button" value="v"/>	<input type="text" value="0.000"/> / lbs <input type="button" value="v"/>	Active <input type="button" value="v"/>	+ Extra x
<input type="text" value="20"/>	<input type="text" value="Black"/>	<input type="text" value="1.000"/> / \$ <input type="button" value="v"/>	<input type="text" value="0.000"/> / lbs <input type="button" value="v"/>	Active <input type="button" value="v"/>	+ Extra x
<input type="text" value="30"/>	<input type="text" value="Blue"/>	<input type="text" value="0.000"/> / \$ <input type="button" value="v"/>	<input type="text" value="0.000"/> / lbs <input type="button" value="v"/>	Active <input type="button" value="v"/>	- Extra x

Icon:

Select a file or enter URL

[Local](#) | [Server](#) | [URL](#)

Alternative text:

Earned point modifier / Type:

/ (points)

/ \$

/ lbs

Active


+ [Extra](#) + ×

Save
 or
 cancel

Size

If you edit the value of some fields, click on **Save** to save the changes.

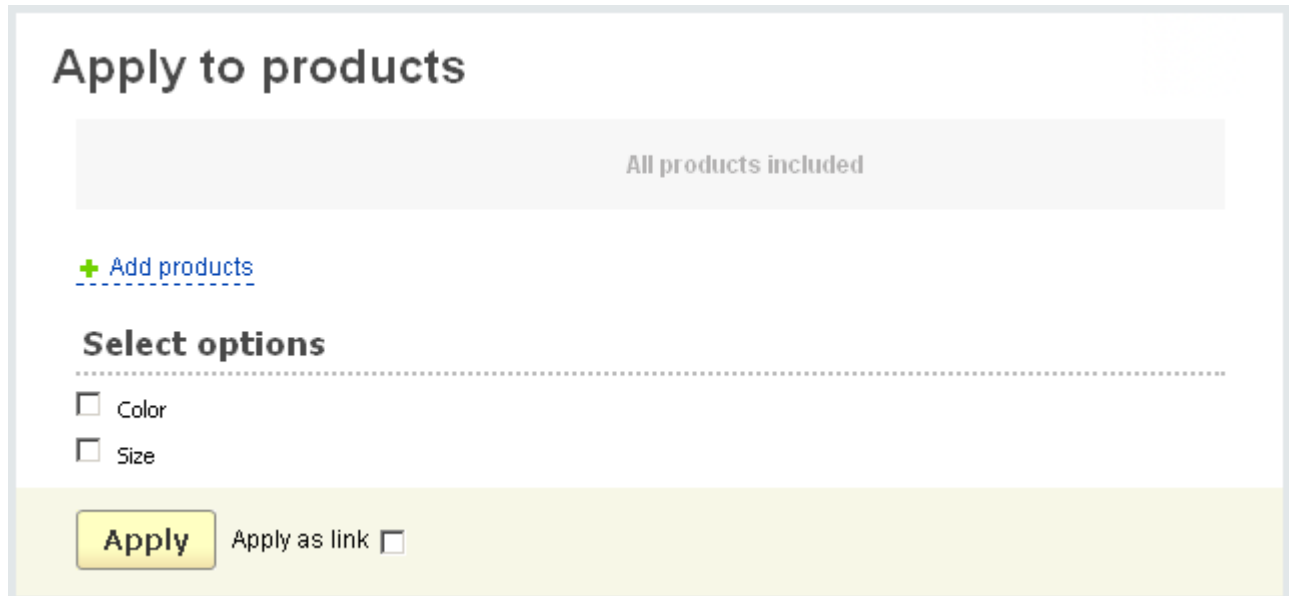
To add a new row with empty fields to the section, click on **+**.

To add a new row with identical values to an existing one ("clone" section),
click on .

To delete a row, click on . (You can delete all the rows except the last one.)

Global product options can be applied to products in two ways:

1. By using the global options application form;



Apply to products

All products included

[+ Add products](#)

Select options

☐ Color

☐ Size

Apply Apply as link ☐

Global options application form

To choose the products for which the option should be applied click on the [Apply to products](#) link.

A form with the following sections is displayed:

- **a list of products;**
- **Select options** - choose a necessary option.

First, define products for which global options will be applied. Follow the [+ Add products](#) link and select products in the pop-up section. In this section products can be searched for by several parameters. More information about the search parameters can be found in the chapter **Products**.

To select global option(s) which should be applied to product(s) use the **'Select options'** section.

To apply the selected global options to the products, click on the [Apply](#) link.

The options will be copied to the **'Product options'** sections of the products. If needed you can edit the copied options of some products. If you want the added product options to reflect the changes made for global product options, you will need to add them as a link. To do this tick off the *'Apply as link'* check box before the applying process. You won't be able to edit the linked product options on the **'Editing products'** pages. Links allow all products to share common options whereas a copy creates a unique instance of those options for that product.

2. In the **'Product options'** tab on the **'Editing product'** page.

Click on the **'Add global options'** button in the tab, select a global option in the *'Global options'* select box in the pop-up section and click on **Apply** to add the global option with all its variants to the list of the product options.

If you wish the global option to be added as a link (once added the option will reflect the changes that can be made for the global option, but you cannot edit it and its variants from here), tick off the *'Apply as link'* check box and click on **Apply**.

5.3.6 Promotions

Promotions is another promotion tool which allows you to offer various coupons or special offers for your customers. On the Promotions page you define certain conditions and if customers meet those conditions they get special values which are defined by you.

Promotions can be of two types: **Cart promotions** and **Catalog promotions**. Cart promotions are different product specific discounts, while Catalog promotions allow you to define not only discounts on products and orders, but also grant memberships, coupons, free shipping and free products.

Promotions

[+ Add cart promotion](#)[+ Add catalog promotion](#)

Total items: **2** / [10](#)

<input type="checkbox"/>	NAME	PRIORITY	ZONE	STATUS	
<input type="checkbox"/>	Free shipping coupon	2	Cart	Active	edit delete
<input type="checkbox"/>	DVD 5% off	1	Catalog	Active	edit delete


Total items: **2** / [10](#)

[Save](#) or [Delete selected](#)[+ Add cart promotion](#)[+ Add catalog promotion](#)

Manage promotions

The page contains a complete list of promotions of your store. The following information is given for each item of the list:

- *Select column*;
- *Name* - name of the promotion;
- *Priority* - priority of application of the promotion;
- *Zone* - field of application (whether it is a cart promotion or a catalog promotion);
- *Status* - status of the promotion (Active, Hidden or Disabled).

If you make any changes click on the  button to save the changes in the database.

To delete a promotion:

- click on the [delete](#) link of the promotion.



To delete several promotions at a time:

- tick off check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

To edit a promotion click on the [edit](#) link of the necessary promotion. The **Editing promotion** page will open. It contains three tabs **General**, **Conditions**, **Bonuses**.

In the tab **General** you can edit the following parameters:

- *Name* – name of the promotion;
- *Detailed description* – description of the promotion that is displayed to customers in the storefront;
- *Short description* – short description of the promotion;

 These fields also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#) .

- *Date from* – date starting from which the promotion is available;
- *Date through* – starting from this data the promotion is not available;
- *Priority* – priority of application of the promotion (if the same priority is set for two promotions, they are applied in the order they are selected from the database);
- *Stop other rules* – tick off to stop other promotions (if any) from being applied;
- *Status* – status of the promotion (Active, Hidden or Disabled)

[« back to: Promotions](#)

Editing promotion: DVD 5% off

General [Conditions](#) [Bonuses](#)


Name: *


Detailed description:

[Edit in visual HTML editor >](#)

Short description:

[Edit in visual HTML editor >](#)

Date from: 

Date through: 

Priority:

Stop other rules: ☐

Status: * ☒ Active ☐ Hidden ☐ Disabled

or [cancel](#)

Editing promotion

In the tab **Conditions** you define conditions that have to be met to activate a promotion. You are able to define whether all conditions must be met or any of the conditions. You have the ability to add not only conditions but also groups of conditions greatly improving the flexibility of the promotion system.

Moreover, the software allows you to set conditions that do not have to be met to activate a promotion. You can create a formula for which promotion will be applied. If customers meet the conditions, they will enjoy all the existing privileges (i.e. all available bonuses will be applied).

NOTE: Cart and catalog promotions have different options in the **Conditions** and **Bonuses** tabs.

General Conditions Bonuses

+ Add group + Add condition

Group: if **All** of these conditions are **True**

Categories: in

NAME
DVD

edit | delete

+ Add categories

Save or cancel

Promotion conditions

To add a new condition click on the **+ Add condition** button, select from the conditions given in the list, set its value and click on the **Save** button.

Conditions for catalog promotions can be set in relation to product prices, categories, products, users, product features and user memberships.

- *Product price* – choose whether the product price has to be equal/not equal to, less than or equal to, greater than or equal to, less than, greater than the amount specified by you;
- *Categories* – specify categories of products which have to be purchased or on the contrary don't have to be purchased to activate a promotion;
- *Products* – specify products that have to be purchased or don't have to be purchased to activate a promotion;
- *Users* – specify users who can get the promotion;
- *Product feature* - specify product features needed to activate the promotion;
- *User membership* – specify memberships that can activate the promotion;
- *Points on user account* - specify the number of points earned in the user's account to activate the promotion.

Each condition can be deleted by clicking on **×** mark.

[« back to: Promotions](#)

Editing promotion: DVD 5% off

[General](#) [Conditions](#) **Bonuses**

Product discount:

by percentage of the original price ▼

10

✕

+ Add bonus

Save

 or [cancel](#)

Bonuses

In the **Bonuses** tab allows you to define bonuses (values) that will be applied.

The only bonus that can be set for a catalog promotion is a discount on a product. This discount can be set in 4 different ways and the price of the product can be reduced:

- *to some percentage of the original price;*
- *by some percentage of the original price;*
- *to some fixed amount;*
- *by some fixed amount.*

Conditions for cart promotions can be set in relation to:

- *Product price* – choose whether the product price has to be equal/not equal to, less than or equal to, greater than or equal to, less than, greater than the amount specified by you;
- *Categories* – specify categories of products which have to be purchased or on the contrary don't have to be purchased to activate a promotion;
- *Products* – specify products that have to be purchased or don't have to be purchased to activate a promotion;
- *Users* – specify users who will activate the bonus;
- *Product feature* - specify a purchased product feature to activate the bonus;
- *User membership* – specify memberships for which the bonus is available;
- *Customer country* – specify the country the customer has to or doesn't have to be from;
- *Customer state* – specify customer state code;

- *Customer zip/postal code* – specify the zip/postal code of the customer;
 - *Order total* – specify order total;
 - *Total products in the cart* – specify what number of products have to be in the cart (number of different products);
 - *Total products weight in the cart* – specify the total weight of products in the cart;
 - *Payment method* – specify the payment method that has to or doesn't have to be used;
 - *Coupon code* - specify complete coupon code;
 - *Number of usages* - specify number of times a coupon can be used by each (or specified) customer;
 - *Once per user* - select if a coupon is to be used only once by a certain user;
 - *Automatically generated coupon codes* - you can specify that the system will automatically generate a coupon code and send it to a customer. To do this you need to:
 - To create cart promotion **A**, set the condition *Automatically generated coupon codes* and define any bonuses you choose.
 - 2) To create cart promotion **B** with any conditions; set the bonus *Give coupon*, where you select promotion **A**.
- If a customer gets promotion **B**, then a coupon code is automatically generated for promotion **A** and sent to the customer. Later on the customer will be able to use promotion **A** by applying this coupon.
- *Points on user account* - specify the number of points on a user account.

Bonuses for cart promotions can be set to one or more of the following:

- *Order discount* – give a discount on the order;
- *Discount on products* – give a discount on the chosen products;
- *Discount on all products in categories* – give a discount on all products of the chosen categories;
- *Give membership* – grant a membership to the customer;
- *Give coupon* – grant a coupon to the customer;
- *Free shipping* – grant a free shipping;
- *Free products* – give free products;
- Gift certificate - give a gift certificate;
- Give points - add points on a user account.

If you change anything click on  to save the changes to the database.

If you do not want to save the changes click on [cancel](#).

5.3.7 Configurator

Configurator is a module that allows you to create and sell compound products or systems that can consist of many interchangeable or optional components (like computer systems, home cinemas, etc). It is also intended for creating sets of products (for example, suits, accessories sets, etc). Sometimes these are referred to as *inventory kits*.

The customer can define by himself/herself what components the "complex" product should consist of. This feature ensures that the product will be in working condition when assembled: it enables you to define specifications and requirements for each component, to avoid incompatibility between the components within one configurable product (for example, AMD motherboard is compatible with Athlon processors but incompatible with Intel Pentium).

The **Configurator** link is displayed among the Catalog administration sections only if the **Product configurator** is enabled in **Administration->Addons**.

The page contains three tabs:

- **Steps**;
- **Product groups**;
- **Compatibility classes**.

The screenshot shows the 'Product configurator' interface with the 'Steps' tab selected. At the top, there are links for 'show all configurable products' and 'add configurable product'. Below the tabs, a table lists the configured steps. The table has columns for a checkbox, position (POS.), name, status, and a delete link. Two steps are listed: 'Required products' at position 10 and 'Periphery components' at position 20, both with an 'Active' status. At the bottom, there are 'Save' and 'Delete selected' buttons, and an 'Add step' button.

<input type="checkbox"/>	POS. ↑	NAME	STATUS	
<input type="checkbox"/>	10	Required products	Active	delete
<input type="checkbox"/>	20	Periphery components	Active	delete

[Select all](#) | [Unselect all](#)

Save or [Delete selected](#) + Add step

Product configurator/Steps

The '**Steps**' tab is intended for defining stages necessary to configure the product. The stages are presented as tabs in the storefront.

The '**Steps**' tab is presented as a table with the following columns:

- *Select column*;
- *Position* - ordinal number of the step (display position);
- *Name* - name of the step;
- *Status* - status of the step (Active or Disabled).

For example, if you want to buy a computer the following sections: '*Required products*' and '*Peripheral components*' can be specified.

If you make any changes (for example, change the name of the step or position)


click on  .

To delete a step from the list:

- click on the delete link of the step.

To delete several steps at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on Delete selected.

To add a new step use the  button.

The '**Product groups**' tab consists of the following columns:

- *Select column*;
- *Name* - name of the group;
- *Step* - name of the step to which the group assigned if any;
- *Display type* - select whether the group will be displayed as a check box, select box, radio group;
- *Status* - status of the product group (Active - available in the storefront, Disabled - unavailable in the storefront).

[Steps](#)
[Product groups](#)
[Compatibility classes](#)

Total items: 7 / 10

<input type="checkbox"/>	NAME	STEP	DISPLAY TYPE	STATUS	
<input type="checkbox"/>	Hard Disk Drives	Required products	Checkbox	Active	edit delete
<input type="checkbox"/>	Memories	Required products	Checkbox	Active	edit delete
<input type="checkbox"/>	Modems	Periphery components	Selectbox	Active	edit delete
<input type="checkbox"/>	Monitors	Required products	Selectbox	Active	edit delete
<input type="checkbox"/>	Motherboard	Required products	Radiogroup	Active	edit delete
<input type="checkbox"/>	Printers	Periphery components	Checkbox	Active	edit delete
<input type="checkbox"/>	Processors	Required products	Radiogroup	Active	edit delete

[Select all](#) | [Unselect all](#)

Total items: 7 / 10

[Save](#) or [Delete selected](#)
[+ Add group](#)

Product groups

If you make any changes (for example, change the name of a group or disable/enable a group) click on [Save](#).

To delete a group from the list:

- tick off the check box opposite the entry you want to delete;
- click on [Delete selected](#).

To add a new group use the [Add](#) button.

Groups are components which make up the product. For a computer it can be monitors, motherboards, memories, printers, etc. Each group can be related to a certain step. For instance, printer is an optional product and is related to the '**Peripheral components**' step, while motherboard is one of the most important computer components, so it is related to the '**Required products**' step.

If you click on the [edit](#) link, you are redirected to the '**Editing group**' page.

[« back to: Product groups](#)

Editing group: Memories

General[Products](#)Name: *

Images:

Thumbnail :

Select a file or enter URL

[Local](#) | [Server](#) | [URL](#)[xDelete image](#)**Alternative text:****Popup larger image :**

Select a file or enter URL

[Local](#) | [Server](#) | [URL](#)[xDelete image](#)**Alternative text:**

Full description:

Group description
Top Memory Booster is designed to clean your PC memory. It can optimize RAM to make your computer run faster and crash less often.

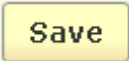
[Edit in visual HTML editor >](#)Step: Display type: Status: * ☒ Active ☐ Disabled**Save**or [cancel](#)*Editing group*

The page contains two tabs:

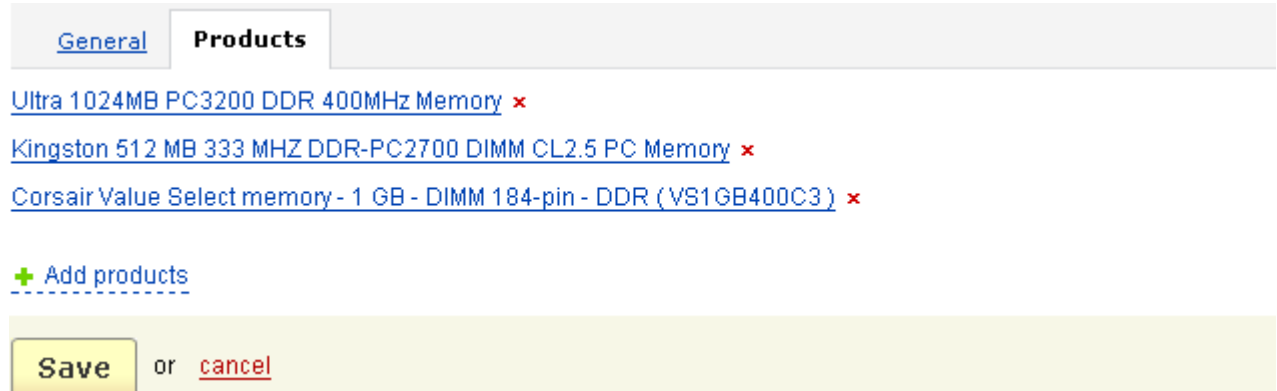
- **General**;
- **Products**.

In the '**General**' tab you see the fields:

- *Name* - name of the group;
- *Images* - thumbnail image and popup larger image of the group;
- *Full description* - description of the group;
- *Step* - step to which the group is related;
- *Display type* - select whether the group will be presented as a check box, select box, radio group;
- *Status* - status of the group (Active or Disabled).

If you make any changes click on  to save them in the database.

The other section '**Products**' is presented as a list of products assigned to the group.



[General](#) **Products**

[Ultra 1024MB PC3200 DDR 400MHz Memory](#) x

[Kingston 512 MB 333 MHZ DDR-PC2700 DIMM CL2.5 PC Memory](#) x

[Corsair Value Select memory - 1 GB - DIMM 184-pin - DDR \(VS1GB400C3\)](#) x

[+ Add products](#)









Save or [cancel](#)

Editing group

The '**Compatibility classes**' tab is presented as a table consisting of the following columns:


- *Select column*;
- *Name* - name of the class;
- *Group* - the group to which the product is assigned;
- *Status* - status of the class (Active or Disabled).

[Steps](#)
[Product groups](#)
Compatibility classes

<input type="checkbox"/>	NAME	GROUP	STATUS	
<input type="checkbox"/>	AMD MB (1,2,3,4,5)	Motherboard	Active	 edit delete
<input type="checkbox"/>	AMD Processors (1,2,3,4,5)	Processors	Active	 edit delete
<input type="checkbox"/>	HDD IDE (6,7,8,9,10)	Hard Disk Drives	Disabled	 edit delete
<input type="checkbox"/>	HDD SATA (1,2,3,4,5)	Hard Disk Drives	Disabled	 edit delete
<input type="checkbox"/>	Hynix Memories (6,7,8,9,10)	Memories	Disabled	 edit delete
<input type="checkbox"/>	Intel MB (6,7,8,9,10)	Motherboard	Active	 edit delete
<input type="checkbox"/>	Intel Memories (1,2,3,4,5)	Memories	Disabled	 edit delete
<input type="checkbox"/>	Intel Processors (6,7,8,9,10)	Processors	Active	 edit delete

[Select all](#) | [Unselect all](#)

Save
or [Delete selected](#)

 Add product class

Compatibility classes

If you make any changes (for example, change the name of a class or disable/enable a class) click on **Save**.

To delete a class from the list:

- tick off the check box opposite the entry you want to delete;
- click on [Delete selected](#).

In the '**Compatibility classes**' tab you define the compatibility of product components with each other.

Click on the [edit](#) link and you are redirected to the '**Editing class**' page with two tabs **General** and **Products**.

[« back to: Compatibility classes](#)

Editing class: AMD MB (1,2,3,4,5)

General [Products](#)

Name: *

Group: *

Compatible classes:

<input type="checkbox"/> AMD MB (1,2,3,4,5)	<input checked="" type="checkbox"/> AMD Processors (1,2,3,4,5)	<input type="checkbox"/> HDD IDE (6,7,8,9,10)
<input type="checkbox"/> HDD SATA (1,2,3,4,5)	<input type="checkbox"/> Hynix Memories (6,7,8,9,10)	<input type="checkbox"/> Intel MB (6,7,8,9,10)
<input type="checkbox"/> Intel Memories (1,2,3,4,5)	<input type="checkbox"/> Intel Processors (6,7,8,9,10)	

Status: * ☒ Active ☐ Disabled

or [cancel](#)

Editing class

In the **General** tab the following information is selectable:

- *Name* - name of the class;
- *Group* - to which group this class belongs;
- *Compatible classes* - select other classes products in this class are compatible with. For example, the products of class '*Intel Processors*' are compatible with the products of class '*Intel Motherboard*'.
- *Status* - status of the class (Active or Disabled).

In the tab '**Products**' you select the products of this class.

 The '**Configurator**' feature can be removed from the top menu. You can do this in **Administration->Addons**.

To add a new configurable product click on the [add configurable product](#) link under the page title and you are redirected to the '**New product**' page where after filling in the necessary fields you create a new product.

You can also see all configurable products by clicking on the [show all configurable products](#) link in the right hand menu. After that you are redirected to the '**Products**' page where only configurable products are displayed.

5.3.8 Reward points

If you want to reward your repeat customers for purchasing in your store you can do this using the '**Reward points**' section. If customers buy products they can earn bonus points on a special account. Saving up some number of points on the account, the customers will have an opportunity to buy something and pay for it by points. If the product price (in points) is too high and they do not have enough earned points on their account you will be able to apply any number of points and the price will be reduced, a new product price will be calculated automatically.

You can set different reward programs for different customers because there are three ways of setting reward points.

Reward points can be assigned to a particular membership, a category and a product itself. If the customer has a membership for which reward points are defined he can get points by buying products in the store. If reward points are defined for a category, customers can earn points by purchasing any product within that category. And of course if the customer buys a product for which reward points are defined, those points are credited to the customer account.

Note: Payment by points should be enabled for a product so that customers can apply their points. The administrator allows such a payment on the product detail page in the **Reward points** tab.

Reward points

[customers](#)

Points earned per product

MEMBERSHIP	AMOUNT	AMOUNT TYPE
Wholesale	<input type="text" value="50"/>	<input type="text" value="Absolute (points)"/>
Not a member	<input type="text" value="20"/>	<input type="text" value="Absolute (points)"/>

Save

Reward points

On the '**Reward points**' page you can assign reward points to memberships and set their amount:

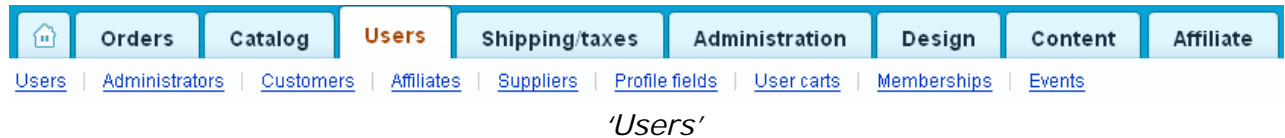
- *Membership* – name of the membership of the store and option '**Not a member**' for those who do not have any membership;
- *Amount* – numeric value of reward points you set for the membership;
- *Amount type* – Absolute (points) or Percent (%) type of charging system. For example, if you set the '**Amount**' option for all memberships to 50 and '**Amount**

type' to *Absolute (points)*, the customer will get 50 points. But if the '**Amount type'** is *Percent (%)*, the points will be calculated as a percentage value.

If you make changes click on  to save them to the database.

5.4 Users

The EZ-Cart shopping cart software allows you to manage all user profiles with the administration sections of the **'Users'** tab.

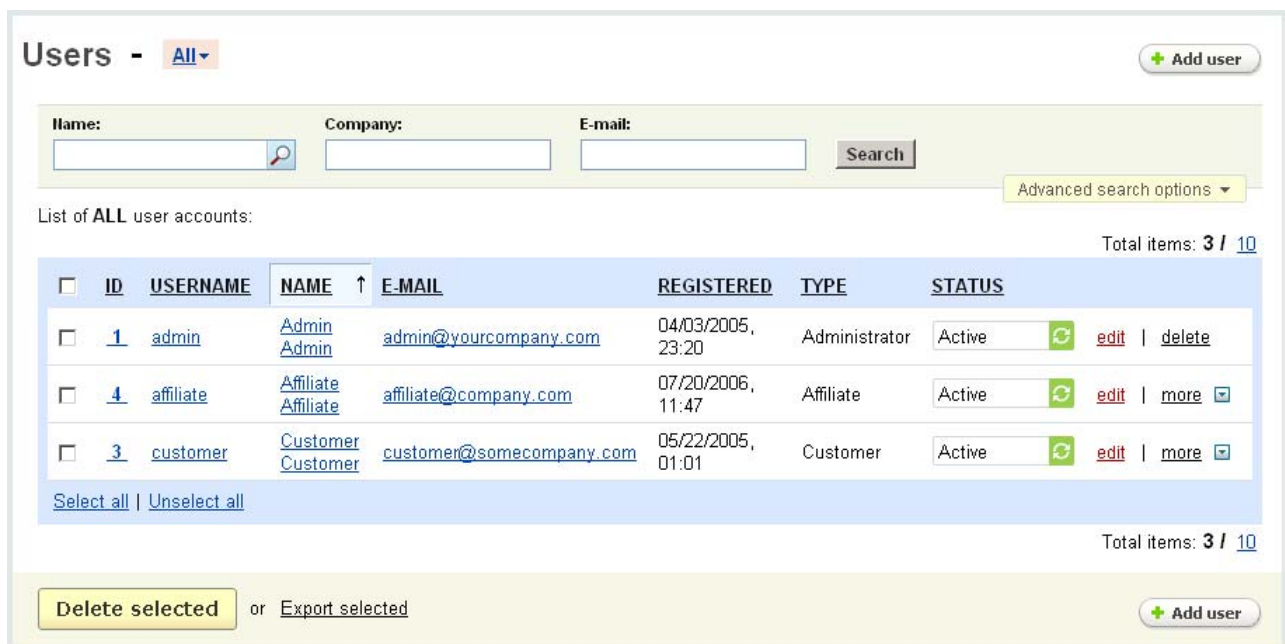


There are four user types:

- Customers can access only the storefront. This permits them to buy products and make reviews.
- Administrators can access both the storefront and the administration panel. Through the administration panel they can manage and configure the store.
- Affiliates can log in to the storefront under their accounts and keep track of information concerning commission charges/payments.
- Suppliers (Drop shippers) provide the store with goods.

5.4.1 Users

This menu item allows you to view all user accounts.



Users - All + Add user

Name: Company: E-mail: Search Advanced search options ▼

List of **ALL** user accounts: Total items: 3 / 10

<input type="checkbox"/>	ID	USERNAME	NAME ↑	E-MAIL	REGISTERED	TYPE	STATUS
<input type="checkbox"/>	1	admin	Admin Admin	admin@yourcompany.com	04/03/2005, 23:20	Administrator	Active edit delete
<input type="checkbox"/>	4	affiliate	Affiliate Affiliate	affiliate@company.com	07/20/2006, 11:47	Affiliate	Active edit more ▼
<input type="checkbox"/>	3	customer	Customer Customer	customer@somecompany.com	05/22/2005, 01:01	Customer	Active edit more ▼

[Select all](#) | [Unselect all](#) Total items: 3 / 10

Delete selected or Export selected + Add user


List of all user accounts

This section can help you to search for accounts by the following parameters:

- *Name*;
- *Company*;
- *E-mail*;


To make the search results more accurate use **Advanced search options**.

- *Login*;
- *Membership*;
- *Tax exempt*;
- *Address*;
- *State/province*;
- *City*;
- *Country*;
- *Zip/postal code*;
- *Ordered products*.

Moreover, the system allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this search as:** input field and click on the  button. Once the search pattern is saved, it is displayed in the dropdown list box near the page title.

A list of all registered users is presented as a table consisting of the following columns:


- *Select column* – selects the user;
- *ID* – the user's ID number;
- *Username* – the *login name* used to login (Note: the system can also be configured to use the user's email address for login);
- *Name* – full name of the user;
- *Registered* – date and time of registration;
- *Type* – type of user account;
- *Status* – status of the user's account (whether his/her account is active or disabled).

By clicking on choose  you will see three links: *View all orders*, *Act on behalf of* and *Points*. By following *View all orders* you can view all orders placed by this particular customer, clicking *Act on behalf of*, you are taken to the storefront and logged in under the customer's name. By clicking on the *Points* link you are taken to the **Reward points log** page of the customer.

To delete a user account:

- place a check mark in the Select column of the account you want to delete;
- click on **Delete selected**.

To edit a user profile, click on the link in the '*Username*' or '*Name*' columns of the user account.

To add a new user account, click on the  button. The **New profile** page will open. There you can fill in the following fields:

The '**User account info**' section:

- *Username* *;
- *Password* *;
- *Confirm password* *;
- *Status* *;
- *Account type* *;
- *Tax exempt*;
- *Language*;
- *Signup for membership*;
- *Activate membership*.


The '**Contact information**' section:


- *First name* *;
- *Last name* *;
- *E-mail* *;
- *Phone* *.

The '**Billing address**' section:

- *First name* *;
- *Last name* *;
- *Address* *;
- *Address, line 2*;
- *City* *;
- *Country* *;
- *State/province* *;
- *Zip/postal code* *.


If the shipping address is not the same as the billing address, place a tick mark in the '*Ship to different address*' check box and you will be able to specify a different shipping address.

 The fields marked with * are mandatory. You cannot add a new account without entering the necessary information in these fields. Mandatory fields can be modified in the *Users->Profile fields* section.

 If you wish, you can configure the profile fields, as explained in the chapter **Users->Profile fields**.


After entering the desired data, click on  to add a new user account.

Also the **Addons** tab may be shown on this page. It is displayed if the **Age verification** addon is enabled in **Administration->Addons**.

If you make any changes click on . To cancel the changes click on cancel.

If you want a user to be informed of the changes, leave the '**Notify user**' check box ticked.

The EZ-Cart shopping cart software includes the ability to create multiple profiles for the same user. For example, a user can have one profile for home delivery, and another for office delivery.

 You can enable or disable the option to allow multiple profiles, as explained in the chapter **Administration->Settings->General->Allow user to create multiple profiles (shipping and billing addresses) for one account**.

5.4.2 Administrators

This menu item allows you to display a list of all administrator accounts.

Total items: 11 / 10

<input type="checkbox"/>	ID	USERNAME	NAME ↑	E-MAIL	REGISTERED	TYPE	STATUS
<input type="checkbox"/>	1	admin	Admin Admin	admin@yourcompany.com	04/03/2005, 23:20	Administrator	Active  edit delete

[Select all](#) | [Unselect all](#)


Total items: 11 / 10

Delete selected or [Export selected](#)


List of administrator accounts

The list of administrators is presented as follows:

- *Select column* – selects the user;
- *ID* – the administrator's ID number;
- *Username* – the *login name* used to login (Note: the system can also be configured to use the user's email address for login);
- *Name* – full name of the administrator;
- *Registered* – date and time of registration;
- *Type* – type of user account;
- *Status* – status of the account (Active or Disabled).

 You can define the number of user accounts displayed per page, as explained in the chapter **Administration->Settings->Appearance>Elements per page**.

To delete an administrator account:

- place a check mark in the Select column of the account you want to delete;
- click on **Delete selected**.

To edit an administrator profile, click on the link in the 'Username' or 'Name' columns of the administrator account.

To add a new administrator account, click on the  button.

5.4.3 Customers

This menu item allows you to display a list of customer accounts.

Total items: 1 / 10

<input type="checkbox"/>	ID	USERNAME	NAME ↑	E-MAIL	REGISTERED	TYPE	STATUS
<input type="checkbox"/>	3	customer	Customer Customer	customer@somecompany.com	05/22/2005, 01:01	Customer	Active  edit more 

[Select all](#) | [Unselect all](#)


Total items: 1 / 10

Delete selected or [Export selected](#) 

List of customer accounts

The list of registered customers is presented as a table consisting of the following columns:


- *Select column* – selects the user;
- *ID* – the customer's ID number;
- *Username* – the *login name* used to login (Note: the system can also be configured to use the user's email address for login);
- *Name* – full name of the customer;
- *Registered* – date and time of registration;
- *Type* – type of user account;
- *Points* – number of points on the customer's account;
- *Active* – this field allows you to enable or disable the customer's account.


 You can define the number of user accounts displayed per page, as explained in the chapter **Administration->Settings->Appearance>Elements per page**.

To delete a customer account:

- place a check mark in the Select column of the account you want to delete;
- click on **Delete selected**.

To edit a customer profile, click on the link in the '*Username*' or '*Name*' columns of the customer account.

To add a new customer account, click on  and fill in the necessary information on the **New profile** page.

By clicking on [more](#)  you will see the following links: *View all orders*, *Act on behalf of*, *Delete* and *Points*. By following the *View all orders* link you can view all orders placed by this particular customer, clicking the *Act on behalf of* link you are taken to the storefront and already logged in under the customer's name. By clicking on the

Delete link you will delete this particular customer. Clicking on the *Points* link will take you to the **Reward points log** page for that customer. On the *Reward points log* page the administrator can deduct or add points to a user's account.

The screenshot shows the 'Reward points log' interface. At the top, there is a link to '« back to: Users :: User details page'. Below this, the title 'Reward points log' is displayed. To the right of the title is a button labeled '+ Add/subtract points'. Below the title, the customer's name 'Customer: Customer Customer' and their current points 'Points: 60' are shown. A section titled 'Log' contains a table with the following data:

<input type="checkbox"/>	DATE	POINTS	REASON
<input type="checkbox"/>	05/04/2009, 16:31	60	delete

Below the table, there are links for 'Select all' and 'Unselect all'. To the right of the table, it says 'Total items: 1 / 10'. At the bottom of the log section, there is a button labeled 'Cleanup log' and a link 'Delete selected'. To the right of these is another button labeled '+ Add/subtract points'.

Reward points log

The information is displayed in a table with four columns:

- *Select column*;
- *Date* – date and time when the points were added/subtracted;
- *Points* – the number of points added/subtracted;
- *Reason* – the reason for addition/subtraction of points.

Here you see two buttons **Cleanup log** and **Delete selected**. If you want to delete all logs at one time, click on the **Cleanup log** button. If you want to delete only some logs put a tick mark opposite the logs you want to delete and click on the **Delete selected** button.

You can add or deduct points using the '**Add/subtract points**' button. First you should choose the action (addition or subtraction of points), then specify the number of points and also if you wish you can write the reason for points addition or subtraction. Moreover, if you do not want to inform a user of the change to the account remove a tick mark from the '**Notify customer**' check box.

Click on **Change** to apply the changes.

5.4.4 Affiliates

On this page you can both manage (edit, delete, add) and control all affiliate accounts of the store.

Total items: **1** / [10](#)

<input type="checkbox"/>	ID	USERNAME	NAME ↑	E-MAIL	REGISTERED	TYPE	STATUS
<input type="checkbox"/>	4	affiliate	Affiliate Affiliate	affiliate@company.com	07/20/2006, 11:47	Affiliate	Active  edit more 

[Select all](#) | [Unselect all](#)


Total items: **1** / [10](#)

Delete selected or [Export selected](#) [+ Add user](#)

List of affiliate accounts

A list of registered affiliates is presented as a table consisting of the following columns:


- *Select column* – selects the user;
- *ID* – the affiliate's ID number;
- *Username* – the name that the customer must enter when logging in;
- *Name* – full name of the customer;
- *Registered* – registration date;
- *Type* – type of user account;
- *Status* – status of the account (Active or Disabled)

 You can define the number of user accounts displayed per page, as explained in the chapter **Administration->Settings->Appearance>Elements per page**.

To delete an affiliate account:

- place a check mark in the Select column of the account you want to delete;
- click on **Delete selected**.

To edit an affiliate profile, click on the link in either the 'Username' or 'Name' columns of the customer account.

To add a new affiliate account, click on  and fill in the necessary information on the **New profile** page.

5.4.5 Suppliers

The **Suppliers** add-on allows the store owner to sell products which he does not have in stock. These types of suppliers are commonly referred to as "drop ship suppliers". The administrator may have several suppliers whose products are sold in the store. When a customer buys supplier's products, the supplier receives notification specifying what products should be delivered and to what address. The supplier ships the products to the customer (fulfills the order). The store owner just arranges for the goods to be delivered directly to the customer. And correspondingly the shipping cost is calculated on the basis of the supplier's address.

In order to set this add-on the administrator needs to:

- create a supplier account,
- specify products of this supplier (on product detail page select the supplier),
- specify shipping methods for the supplier (in the '**Shipping method properties**' section select the supplier).

The **Suppliers** link is displayed in the side box only if the **Suppliers** addon is enabled in the **Administration->Addons**.

On *Suppliers* page you can manage (edit, delete, add) and control all supplier accounts of the store.

A list of suppliers is presented as a table consisting of the following columns:

- *Select column*;
- *ID* – the supplier's ID number;
- *E-mail* - e-mail of the supplier;
- *Username*;
- *Name* – full name of the supplier;
- *Registered* – date and time of registration;
- *Type* – type of user account;
- *Status* – status of the supplier's account (Active or Disabled).

By following the **View supplier products** link you will see a page with all products of the supplier.

Total items: 1 / 10

<input type="checkbox"/>	ID	USERNAME	NAME ↑	E-MAIL	REGISTERED	TYPE	STATUS
<input type="checkbox"/>	5	user_5	-	supplier@company.com	05/04/2009, 17:24	Supplier	Active  edit view supplier products

[Select all](#) | [Unselect all](#)

Total items: 1 / 10

or [Export selected](#)

Supplier

To delete a supplier account:

- place a check mark in the Select column of the account you want to delete;
- click on **Delete selected**.

To edit a supplier profile, click on the link in either the 'E-mail' or 'Username' columns of the account.

To add a new supplier account, click on and fill in the necessary information on the **New profile** page.

5.4.6 Profile fields

On this page you can edit all profile fields and add new ones. You have the ability to make the fields mandatory or optional in both the user's profile page and during the checkout process. The '**Profile fields**' form is presented as a table with the following columns:

- *Select column*;
- *Position* - ordinal number of the field;
- *Description* - field name;
- *Type* - field type;

The 'Title', 'State/province', 'Country' profile fields are presented as select boxes in the storefront. And so in the 'Type' column of these fields there are links to the pages where you can edit the variants for these check boxes.

- *Profile (show/required)*;
- *Checkout (show/required)*;
- *Supplier (show/required)*;

- Affiliate (show/required).

Profile fields
+ Add field


<input type="checkbox"/>	POS.	DESCRIPTION	TYPE	PROFILE SHOW / REQUIRED	CHECKOUT SHOW / REQUIRED	SUPPLIER SHOW / REQUIRED	AFFILIATE SHOW / REQUIRED
Contact information							
<input type="checkbox"/>	10	Title	Titles >>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	20	First name	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	30	Last name	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	35	E-mail	E-mail	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	40	Company	Input field	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	50	Phone	Phone	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	60	Fax	Input field	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	70	URL	Input field	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Billing address							
<input type="checkbox"/>	80	Title	Titles >>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	90	First name	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	100	Last name	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	110	Address	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	120	Address, line 2	Input field	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	130	City	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	140	Country	Country >>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	150	State/province	State/province >>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	160	Zip/postal code	Zip/postal code	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Shipping address							
<input type="checkbox"/>	170	Title	Titles >>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	180	First name	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	190	Last name	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	200	Address	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	210	Address, line 2	Input field	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	220	City	Input field	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	230	Country	Country >>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	240	State/province	State/province >>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	250	Zip/postal code	Zip/postal code	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>


Save
+ Add field

Profile fields

Since many customers may have no interest in constant registration, the program has a separate set of fields for the user registration profile and the customer profile used in the checkout process. In each case, there are two options: 'show' and 'required': selecting 'show' will place the item on the form, and selecting 'required'

will cause the software to check whether the user has entered data in the field or not. (A required field will be marked with '*'.)

To add a new profile field use the  button. You should enter the number of the field in the '*Position*' column, the field name in the '*Description*' column. Then select the type of display in the '*Type*' option. You can select among the following types: check box, date, input field, radio group, select box, text area. In the '*Section*' field choose whether this field will be presented in the '**Contact information**' section of the profile or in the '**Billing address**' and the '**Shipping address**' sections. In the '*Profile*', '*Checkout*', '*Supplier*' and '*Affiliate*' columns specify the field status in the corresponding profiles, i.e. whether this field will be optional or mandatory.

When the fields are filled in click on  to add the new field to the profile.

5.4.7 User carts

If registered customers add products to their cart but by some reason do not buy them, their cart content is saved to the database and is displayed on the '**User cart**' page in the administration panel. When the customers come to the store again and login, the products are automatically added to the cart.

This information helps the administrator see what products are popular among customers or guess what products may be bestsellers in the near future.

The page contains two sections:

- **the search section;**
- **a list of all user carts.**

The following information is given in the second section:

- *Customer* – full name of the customer;
- *Cart content* – number of products added to the cart;
- *Wish list content* – products which were added to the wish list.

User carts - [All](#)



Customer:

E-mail:

Total (\$):
 -

[Advanced search options](#)

Total items: **1** / [10](#)

 CUSTOMER	CART CONTENT	WISH LIST CONTENT																		
 Customer Customer	5 Product(s)	0 Product(s)																		
<table> <thead> <tr> <th>Product</th> <th>Quantity</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Puma Women's Anjan Leather</td> <td>1</td> <td>\$39.99</td> </tr> <tr> <td>Adidas Mens ClimaCool Mesh Polos</td> <td>1</td> <td>\$49.95</td> </tr> <tr> <td>Daewoo DTS-42 42</td> <td>2</td> <td>\$2,499.00</td> </tr> <tr> <td>NEC MultiSync LCD1915X 19</td> <td>1</td> <td>\$499.99</td> </tr> <tr> <td>Total:</td> <td>5</td> <td>\$5,587.93</td> </tr> </tbody> </table>			Product	Quantity	Price	Puma Women's Anjan Leather	1	\$39.99	Adidas Mens ClimaCool Mesh Polos	1	\$49.95	Daewoo DTS-42 42	2	\$2,499.00	NEC MultiSync LCD1915X 19	1	\$499.99	Total:	5	\$5,587.93
Product	Quantity	Price																		
Puma Women's Anjan Leather	1	\$39.99																		
Adidas Mens ClimaCool Mesh Polos	1	\$49.95																		
Daewoo DTS-42 42	2	\$2,499.00																		
NEC MultiSync LCD1915X 19	1	\$499.99																		
Total:	5	\$5,587.93																		

Total items: **1** / [10](#)

User carts


To display the cart content details or wish list details click on the plus sign next to the customer's name. The name, quantity and price will be shown for each product in the cart.

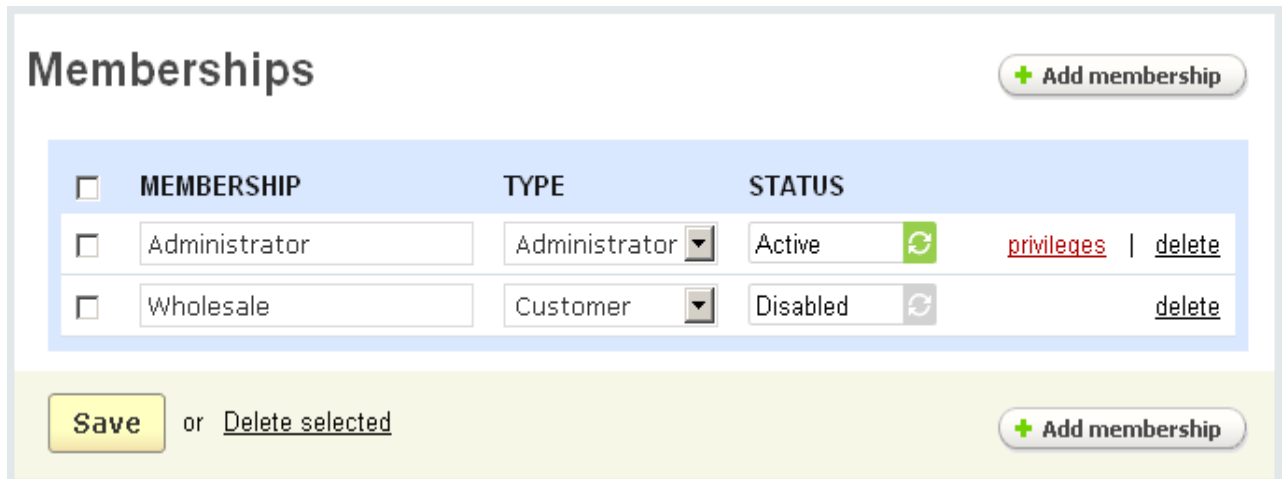
5.4.8 Memberships

If you wish, you may define different categories of customers. This feature in the EZ-Cart shopping cart software allows you to provide some of your customers with access to special features:

- special categories;
- different wholesale prices;
- different shipping methods;

- different payment methods.

 You can restrict access to these features using their '*Membership*' fields, as explained in the corresponding chapters.



Memberships + Add membership

<input type="checkbox"/>	MEMBERSHIP	TYPE	STATUS	
<input type="checkbox"/>	Administrator	Administrator	Active	privileges delete
<input type="checkbox"/>	Wholesale	Customer	Disabled	delete

Save or [Delete selected](#) + Add membership

Manage memberships

The *Memberships* page contains a list of existing membership types.

The list of memberships is presented as a table consisting of the following columns:

- *Select column* – selects the membership;
- *Membership* – the membership name;
- *Type* - type of the membership (Administrator, Customer);
- *Status* – status of the membership (Active or Disabled).

To delete a membership:

- click on the [delete](#) link of the membership.

To delete several memberships at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

If you define the type of the membership as 'Administrator' a [privileges](#) link appears. Click on it to display the '**Privileges**' section.

You have the ability to open or close various parts of the administration area for different membership levels. For example, you can create a membership level which has access only to catalog or orders, etc.

[« back to: Memberships](#)

Privileges

<input type="checkbox"/>	PRIVILEGE
Orders	
<input checked="" type="checkbox"/>	Edit order
<input checked="" type="checkbox"/>	Create order
<input checked="" type="checkbox"/>	View orders
<input checked="" type="checkbox"/>	Change order status
<input checked="" type="checkbox"/>	Delete orders
<input checked="" type="checkbox"/>	View reports
<input type="checkbox"/>	Manage reports

-----break-----

<input type="checkbox"/>	Manage Live Help
Affiliate	
<input checked="" type="checkbox"/>	Manage affiliate system

Save

Privileges

In the '**Privileges**' section you define the actions available for the administrator to execute. Select the necessary items, tick off their check boxes and click on

Save

To add a new membership, click on the '**Add membership**' button, enter the necessary information in the pop-up section and click on **Create**. Now the new membership is added.

5.4.9 Events

This feature is intended for providing additional opportunities for customers and promoting your online sales.

The Gift Registry addon allows a customer to notify their friends of some special occasions (events) in their life (for example, weddings, birthdays, holidays, etc.). They can attach the link to the product(s) they want to receive as present(s) to the notification so their friends can easily find them. Customers as well as administrators can create such events in the storefront. If the customer subscribes their friends to this or that occasion then the event participants are notified of it by e-mail. The message sent to the event participants contains links to the products that are wanted as gifts.

The **Events** link is displayed in the side box only if **Gift Registry** is enabled in **Administration->Addons**.



To display the **Events** side box in the customer storefront it is necessary that a block with the content *Events* is defined on the **Blocks** page (**Design->Blocks**).

Events - [All](#)
[custom event fields](#)

[+ Add event](#)

Title:

Owner:

Subscriber:

Search

Advanced search options ▲

Status:

Type:

Period:

Select dates: -

Search

Save this search as: **Save**

Total items: **4** / [10](#)

<input type="checkbox"/>	TITLE	START DATE	END DATE	STATUS	TYPE		
<input type="checkbox"/>	Wedding	05/01/2009	05/30/2009	In progress	Public	edit	delete
<input type="checkbox"/>	Prom	05/04/2009	05/12/2009	In progress	Public	edit	delete
<input type="checkbox"/>	Birthday	05/06/2009	05/15/2009	Awaiting	Private	edit	delete
<input type="checkbox"/>	Christening	05/18/2009	05/01/2009	Awaiting	Public	edit	delete

Total items: **4** / [10](#)

Delete selected

[+ Add event](#)

Events

The '**Events**' form contains:

- **the search section;**
- **a list of the events.**

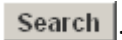
You can search for the necessary event by the following parameters:

- *Title* - the descriptive name of the event;
- *Owner* - name of the event author (normally the customer);
- *Subscriber* - event participant to whom the notification of the event can be sent.

To make the search results more accurate click on **Advanced search options** and you will be able to search by the following parameters:

- *Status* - whether the event has already ended, it is in progress or it is pending for the future.

- *Type* - shows whether the event is public (available to all customers) or private (available only to the owner and users included in participant list of this event) or whether the event is disabled (not accessible to customers);
- *Period* - period of validity (choose among the specified periods or set a date range).

After any of the fields is filled in click on .


The list of existing events is presented as a table consisting of the following columns:

- *Select column*;
- *Title* - the descriptive name of the event;
- *Start date* - the first day of the event;
- *End date* - the last day of the event;
- *Status* - the processing stage of the event;
- *Type* - shows whether the event is available to all customers (public) or it is a restricted event and available only to the owner and participants (private) or whether the event is not accessible to customers (disabled).

To delete an event:

- click on the [delete](#) link of the event.

To delete several events at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on .

Click on the link in the '*Title*' column and you are redirected to the page with the detailed information about the event.

The tab '*General*' contains the following fields:

- *Title* - the descriptive name of the event;
- *Your name* - name of the event author;
- *E-mail* - e-mail of the event author;
- *Start date* - the first day of the event;
- *End date* - the last day of the event;
- *Type* - select whether the event is public, private or disabled (it is not shown in the front-end).
- *Invitees* - invitee's name and e-mail;
- *Guestbook* - if the option is enabled then you can create posts about the event in the '**Guestbook**' tab.

[« back to: Events](#)

Editing event: Birthday


[add event](#) | [search for events](#) | [custom event fields](#)


General | [Products](#) | [Notifications](#) | [Guestbook](#)


Title: *

Your name: *






E-mail: *

Start date: * 


End date: * 

Type: * 

Invitees: *

NAME	E-MAIL	
<input type="text" value="Sam"/>	<input type="text" value="sam@some.com"/>	
<input type="text" value="Tom"/>	<input type="text" value="tom@some.com"/>	
<input type="text"/>	<input type="text"/>	  


If you delete some invitees, click on Update button to save the changes in the database

Guestbook: 

or [cancel](#)

Events

Three more tabs are displayed on the page: **Products**, **Notifications**, **Guestbook**.

 The **Guestbook** tab is displayed only if the option *Guestbook* in the **General** tab is set to **Enabled**.

In the '**Products**' tab the products specified for the event are displayed.

[General](#) **Products** [Notifications](#) [Guestbook](#)

List of desired products [?](#)

<input type="checkbox"/>	PRODUCT	PRICE	AMOUNT	
<input type="checkbox"/>	adidas Camp Tee Product options: Clothing Size: <input type="text" value="Large"/>	\$9.99	<input type="text" value="1"/>	edit delete
<input type="checkbox"/>	adidas Men's Avantis Jersey Product options: Clothing Size: <input type="text" value="X-Large"/> Color: <input type="text" value="White/White/Black"/>	\$22.99	<input type="text" value="2"/>	edit delete

or [Delete selected](#) [+ Add products](#)

Products

In order to add new products to the list click on the [+ Add products](#) link. In the pop-up section choose necessary products, specify their quantity and click on **Add products** button.

In the '**Notifications**' tab a list of all invitees of the event is displayed. If you tick off the check boxes of invitees and click on they receive the event notification with two links (**View event details**, **Unsubscribe**). If the first one is clicked the invitees are referred to the customer storefront to the page with event details. If the subscribers click on the '**Unsubscribe**' link they are redirected to the storefront with the note that they have been successfully unsubscribed.

In the '**Guestbook**' tab you can create posts about the events. In the post you can describe the event , evaluate it, etc.

[General](#) [Products](#) [Notifications](#) **Guestbook**

Total items: **1** / [10](#)

Admin Admin | IP address: 192.168.7.186

Super!

05/05/2009, 09:40 - [☐ Delete | ☐ Disapprove] - Approved

Total items: **1** / [10](#)

Save or [Delete selected](#)

+ Add post

Guestbook

To add a new event click on the **+ Add event** button. After filling in the fields click on the **Create** button to add the event.

If the existing fields of the form don't satisfy all your requirements you can add specific fields. You can do it by using the [custom event fields](#) link at the top.

Additional fields are presented on the page in the following way:

- *Select column*;
- *Position* - ordinal number of the field;
- *Description* - name of the field;
- *Type* - select whether the new field will be presented as a select box, date, radio group, check box, input field, text area;
- *Required* - tick off the check box if you want this field to be mandatory for filling in;
- *Status* - status of the field (Active or Disabled).

[« back to: Events](#)

Custom event fields

[+ Add field](#)

<input type="checkbox"/>	POS.	DESCRIPTION	TYPE	REQUIRED	STATUS	
<input type="checkbox"/>	10	Occasion	Textarea	<input checked="" type="checkbox"/>	Active	delete

[Save](#) or [Delete selected](#) [+ Add field](#)

Field Editor

To add a new field use the [+ Add field](#) button.

5.5 Shippings/taxes

You can manage shipping methods and taxes using the **'Shippings/taxes'** box.

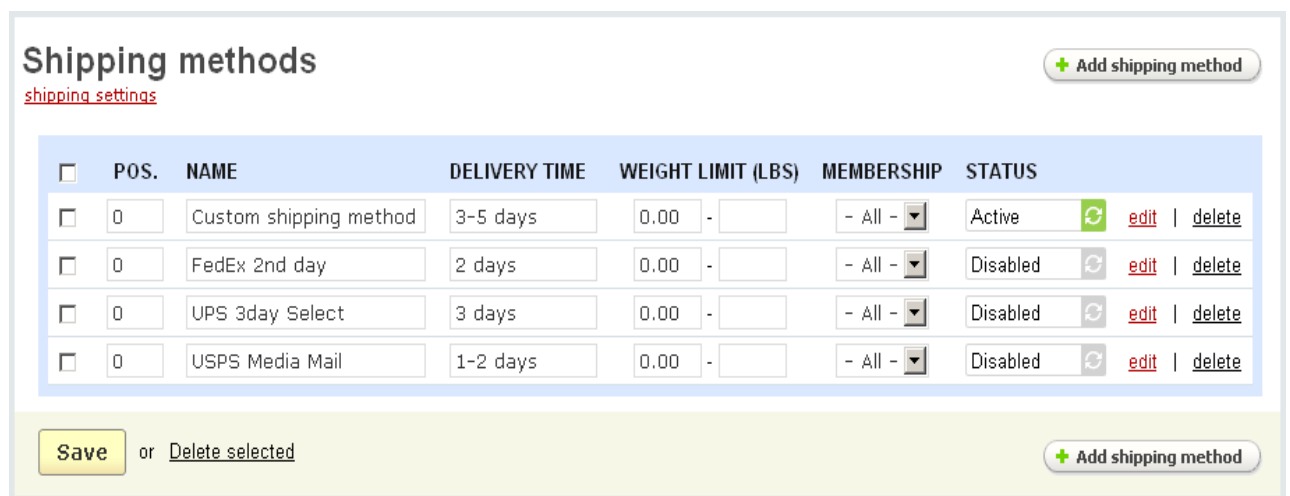
Locations are needed for defining shipping destinations and tax rates. You can select the destinations (countries, and states (jurisdictions) contained within them) which appear in the appropriate fields in the storefront. If you wish, you can also edit the program predefined information on individual countries and states.

Destinations and the corresponding country and state information are managed using the **'Shipping/taxes'** panel.



5.5.1 Shipping methods

The EZ-Cart shopping cart software allows you to define custom shipping methods on the **'Shipping methods'** option.



Shipping methods

This page contains a list of defined shipping methods. This list is presented as a table consisting of the following columns:

- *Select column*;
- *Position* - position of the shipping method in the list presented to the customer;
- *Shipping name* – name of the shipping method;
- *Delivery time* – delivery time (text field) (approximate delivery time);
- *Weight limit (lbs)* - weight restrictions of the shipping method;
- *Membership* - membership level which can use this shipping method;

- *Status* – status of the shipping method (Active or Disabled).

To delete a shipping method:

- click on the [delete](#) link of the step.

To delete several shipping methods at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

To add a new shipping method, use the '**Add shipping method**' button.

To edit shipping method parameters, use the [edit](#) link in its row to display the '**Editing shipping method**' page. The page contains two tabs: **General** and **Shipping charges**.

In the 'General' tab the following parameters are available:

- *Name* - name of the shipping method;
- *Icon* - icon of the shipping method (download an image from a local computer or a server, or enter a direct link to the image). Also you can specify an alternative text for the image;
- *Delivery time* – delivery time (text field);
- *Weight limit (lbs)*;
- *Rate calculation* - manual or realtime (Note: some shipping providers require special user-ids or account information for realtime shipping calculation);
- *Shipping service* - enabled only when realtime rate calculation is selected;
- *Taxes* - tax that is applied to this shipping method;
- *Suppliers* - select suppliers that will use this shipping method (the field is displayed only if the **Supplier** addon is enabled and at least one supplier is defined **Users->Suppliers**). Note: this is used if your supplier uses a different shipping provider than you support within your storefront;
- *Membership* - select for which membership this shipping method will be available;
- *Localization* - select for which localization this shipping method will be available (the field is displayed only if at least one localization is defined **Shipping/taxes->Localizations**);
- *Status* - status of the shipping method (Active or Disabled).


[« back to: Shipping methods](#)

Editing shipping method: Custom shipping method

[shipping methods](#) | [shipping settings](#)

General | [Shipping charges](#)

Name: *

Icon: 

Select a file or enter URL
[Local](#) | [Server](#) | [URL](#)

Alternative text:

Delivery time:

Weight limit (lbs): -

Rate calculation: ☒ Manual (by defined location)
☐ Realtime

Shipping service: **Test:** Weight (lbs) [Test ▶](#)

Taxes: ☒ VAT

Membership:


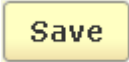

Status: * ☒ Active ☐ Disabled

or [cancel](#)

Shipping method properties

There exist 2 ways of calculating the shipping cost:

1. The shipping cost is based on the manually defined destination.
 - select the 'Manual' option for 'Rate calculation' property. Rates are calculated from your store location to the customer's shipping address.;

- click on  .
- in the '*Shipping charges*' tab select the destination you wish to set the rate and enter the desired data. If no rate is set for a particular destination type, this shipping method will not be available for use for that destination.
- 2. The shipping cost is calculated by realtime shipping calculator.
 - select the '*Realtime*' option for the '*Rate calculation*' property;
 - select the shipping service you wish (the active services (which are enabled in **Administration->Settings->Shipping settings** section) are highlighted).
- click on  .
- select additional fees to the calculated cost in the '*Shipping charges*' tab.
- click on  .

The EZ-Cart shopping cart software includes an option for custom calculation of shipping costs based on the following factors:

- product cost;
- product weight;
- product quantity.

[General](#)**Shipping charges**

Show rates for location:

• **Default destination (all countries)** (+) • [Canada](#) • [USA](#) (+)

Cost dependences

<input type="checkbox"/>	PRODUCTS COST	RATE VALUE	TYPE	
<input checked="" type="checkbox"/>	More than \$ 0	0.00	Absolute (\$) ▼	delete
<input type="checkbox"/>	More than \$ 100	25.45	Absolute (\$) ▼	delete

[+ Add cost dependences](#)

Weight dependences

<input type="checkbox"/>	PRODUCTS WEIGHT	RATE VALUE	TYPE	PER LBS	
<input checked="" type="checkbox"/>	More than 0 lbs	0	Absolute (\$) ▼	<input type="checkbox"/>	delete

[+ Add weight dependences](#)

Items dependences

<input type="checkbox"/>	PRODUCT AMOUNT	RATE VALUE	TYPE	PER ITEM	
<input checked="" type="checkbox"/>	More than 0 item(s)	0	Absolute (\$) ▼	<input type="checkbox"/>	delete

[+ Add items dependences](#)**Save**

Delete selected

Shipping rates

You can configure these parameters using the '**Shipping charges**' dialog box, which contains the following sections:

- **Cost dependences;**
- **Weight dependences;**
- **Item dependences.**

The dialog box also contains the '*Show rates for location*' section. Here you select a location for which you will specify shipping charges.



You can define locations by following the instructions in the chapter **Shipping/Taxes->Locations**.

The '**Cost dependences**' section is used if you wish the shipping cost to depend on a product cost. I.e. a reduced cost for a product value of more then \$500.00.

A list of existing dependences is presented as a table consisting of the following columns:

- *Select column* – selects the dependence;
- *Product cost* - the minimum product cost to which the shipping cost defined in the '*Rate value*' column is applied;
- *Rate value* – the shipping cost;
- *Type* – the rate value type, either absolute or percent.

(For example, a rate of \$5 would be represented by entering 5 for the rate value and absolute for the type; a rate of 5% of the product cost would be represented by entering 5 for the rate value but percent for the type.)

The '**Weight dependences**' section is used if you wish the shipping cost to depend on the product weight. This is the most common form of shipping calculation.

A list of existing dependences is presented as a table consisting of the following columns:

- *Select column* – selects the dependence;
- *Products weight* - the minimum product weight to which the shipping cost defined in the '*Rate value*' column is applied;
- *Rate value* – the shipping cost;
- *Type* – the rate value type, either absolute or percent;

(For example, a rate of \$5 would be represented by entering 5 for the rate value and absolute for the type)

- *Per lbs* – if ticked off the value defined in '*Rate value*' will be added per each pound of weight.

The '**Item dependences**' section is used if you wish the shipping cost to depend on the quantity ordered. It includes the following elements:


- **a list of defined dependences;**
- **Add new rate value(s).**

The list of existing dependences is presented as a table consisting of the following columns:

- *Select column* – selects the dependence;
- *Product quantity* - the minimum quantity to which the shipping cost defined in the '*Rate value*' column is applied;

- *Rate value* – the shipping cost;
- *Type* – the rate value type, either absolute or percent;
- *Per item* – if ticked off the value defined in 'Rate value' will be added per each additional item.

To add a new dependence, use the '**Add cost dependences**', '**Add weight dependences**' or '**Add item dependences**' buttons.

After entering all of the desired information, click on  to add the new dependence(s).

To delete a dependence:

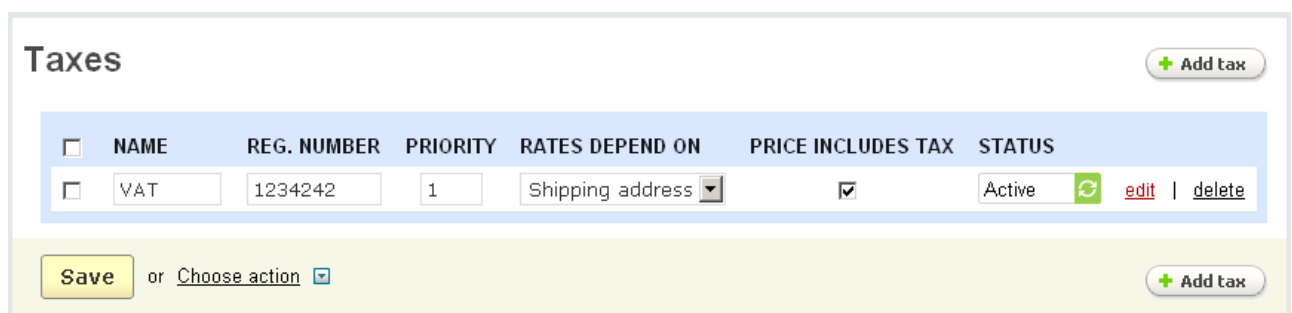
- click on the delete link of the dependence.


To delete several entries at a time:



- tick off the check boxes opposite the entries you want to delete;
- click on Delete selected.

5.5.2 Taxes

The EZ-Cart shopping cart software allows taxes to be calculated automatically. This can be configured using the '**Manage taxes**' form presenting the following parameters:



<input type="checkbox"/>	NAME	REG. NUMBER	PRIORITY	RATES DEPEND ON	PRICE INCLUDES TAX	STATUS
<input type="checkbox"/>	VAT	1234242	1	Shipping address	<input checked="" type="checkbox"/>	Active  edit delete

 or [Choose action](#) 

Manage taxes

- *Select column* – selects the tax;
- *Tax name*;
- *Reg. number* – your store registration number for this tax;
- *Priority* – order in which taxes should be imposed (if more than one tax is applied)
- *Rates depend on* – this field specifies whether the tax rate depends on the shipping or billing address (for orders in which these are different);

- *Price includes tax* – place a check mark in this column if the product price listed in the catalog includes this tax already;
- *Status* – status of the tax (Active or Disabled).


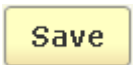
To apply taxes to all products:

- place check marks in the Select boxes of all the taxes that you want to apply;
- click on Choose action and select **Apply selected taxes to all products**.

Also the taxes can be applied to each product individually on the '**Add new product**' page (if you are adding a product) or on the '**Update products**' page of already existing product.

To unset taxes from all products:

- place check marks in the Select boxes of the taxes;
- click on Choose action and select **Unset selected taxes from all products**.

To add a new tax, use the  button. After defining general parameters and tax rates click on .

To delete a tax:

- click on the delete link of the tax.

To edit a tax, use the edit link in its row to display the following pair of tabs:

- **General**;
- **Tax rates**.

[« back to: Taxes](#)

Editing tax: VAT

General [Tax rates](#)

Name: * VAT

Reg. number: 1234242

Priority: 1

Rates depend on: * Shipping address ▼

Status: * ☒ Active ☐ Disabled


Price includes tax: ☐

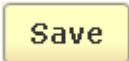
Save or [cancel](#)

Tax properties

To edit a tax rate use the '**Tax rates**' tab:

- choose a location in the 'Location' column.

 If you wish, you can define additional locations as explained in the chapter **Shipping/Taxes->Locations**.

- choose the tax value type in the '*Type*' column: 'Absolute' or 'Percent' (from product cost);
- enter the tax value in the '*Rate value*' column;
- click on .

To cancel the changes click on the [cancel](#) link.

[« back to: Taxes](#)

Editing tax: VAT

[General](#) **Tax rates**

LOCATION	RATE VALUE	TYPE
Default destination (all countries)	<input type="text" value="0.000"/>	Absolute (\$) <input type="button" value="v"/>
Canada	<input type="text" value="0.000"/>	Absolute (\$) <input type="button" value="v"/>
USA	<input type="text" value="10.000"/>	Percent (%) <input type="button" value="v"/>

or [cancel](#)

Tax rates

5.5.3 States

The form produced by clicking on the **'States'** link contains the following sections:

- the **'Select country'** field;
- a list of states.

The list of states is presented as a table consisting of the following columns:

- *Select column* – selects the state;
- *Code* – code assigned to the state (I.e. OR for Oregon);
- *State/Province* – name of the state/province (I.e. Oregon);
- *Status* – status of the state (Active - available in the storefront, Disabled - is not available in the storefront).

Manage states

[+ Add state](#)

Select country: * United States

Go to page: [»](#) [« previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [next »](#) Total items: **54** / [10](#)

<input type="checkbox"/>	CODE	STATE/PROVINCE	STATUS		
<input type="checkbox"/>	AL	Alabama	Active	↺	delete
<input type="checkbox"/>	AK	Alaska	Active	↺	delete
<input type="checkbox"/>	AZ	Arizona	Active	↺	delete
<input type="checkbox"/>	AR	Arkansas	Active	↺	delete
<input type="checkbox"/>	CA	California	Active	↺	delete
<input type="checkbox"/>	CO	Colorado	Active	↺	delete
<input type="checkbox"/>	CT	Connecticut	Active	↺	delete
<input type="checkbox"/>	DE	Delaware	Active	↺	delete
<input type="checkbox"/>	DC	District of Columbia	Active	↺	delete
<input type="checkbox"/>	FL	Florida	Active	↺	delete

Go to page: [»](#) [« previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [next »](#) Total items: **54** / [10](#)

[Save](#) or [Delete selected](#) [+ Add state](#)

Manage state

To edit state parameters:

- enter the desired information in the appropriate fields;
- click on [Save](#) .

To add a new state, use the '**Add state**' button. After entering all of the desired information in the pop-up form, click on [Create](#) to add the new state.

To delete a state from the list:

- click on the delete link of the state.

To delete several states at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on Delete selected.











5.5.4 Countries

The page displayed by clicking on the '**Manage countries**' link contains the following columns:

- *Code* - 2-digit code assigned to the country;
- *Code A3* - 3-digit official code representing the name of the country in accordance with ISO;
- *Code N3* - numeric code of the country;
- *Country* - name of the country;
- *Region* - part of the world where the country is situated;
- *Status* - status of the country (Active - available in the storefront, Disabled - unavailable in the storefront).

Manage countries

Go to page: ▶
[« previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[...](#)
[25](#)
[next »](#)
Total items: **243** / [10](#)

CODE	CODE A3	CODE N3	COUNTRY	REGION	STATUS
AF	AFG	4	<input type="text" value="Afghanistan"/>	AS	Active 
AX		0	<input type="text" value="Aland Islands"/>		Active 
AL	ALB	8	<input type="text" value="Albania"/>	EU	Active 
DZ	DZA	12	<input type="text" value="Algeria"/>	AF	Active 
AS	ASM	16	<input type="text" value="American Samoa"/>	AU	Active 
AD	AND	20	<input type="text" value="Andorra"/>	EU	Active 
AO	AGO	24	<input type="text" value="Angola"/>	AF	Active 
AI	AIA	660	<input type="text" value="Anguilla"/>	LA	Active 
AQ	ATA	10	<input type="text" value="Antarctica"/>	AN	Active 
AG	ATG	28	<input type="text" value="Antigua and Barbuda"/>	LA	Active 

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[25](#)
[next »](#)
Total items: **243** / [10](#)

Manage countries



You can specify the number of countries displayed per page, as explained in the chapter **Administration->Settings->Appearance (Elements per page)**.

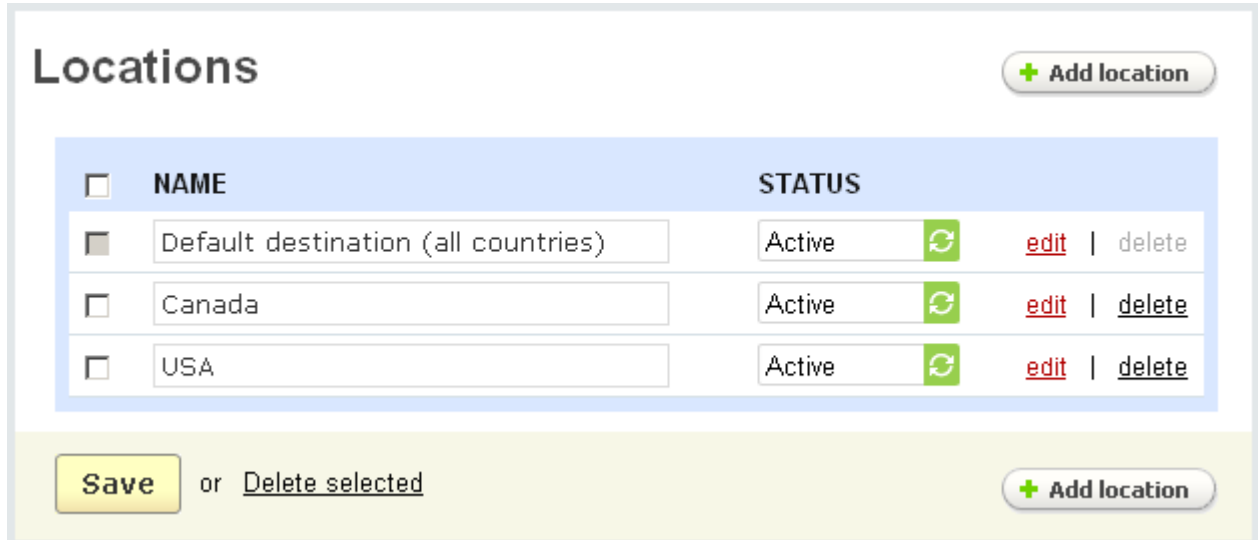
5.5.5 Locations

The dialog box produced by clicking on the '**Locations**' link contains a list of defined locations.

The list of defined locations is presented as a table consisting of the following columns:

- *Select column* – selects the destination;
- *Name* - name of the location;

- *Status* – status of the location (Active - the location is enabled in the storefront, Disabled - the location is disabled in the storefront).



Locations [+ Add location](#)

<input type="checkbox"/>	NAME	STATUS	
<input checked="" type="checkbox"/>	Default destination (all countries)	Active	edit delete
<input type="checkbox"/>	Canada	Active	edit delete
<input type="checkbox"/>	USA	Active	edit delete

[Save](#) or [Delete selected](#) [+ Add location](#)

Locations

To edit location parameters (name, status):

- define the desired parameters;
- click on [Save](#) .

To add a new location, use the '**Add location**' section. When all parameters of the new location are defined, click on [Save](#) to add the new location.

To delete a location:

- click on the [delete](#) link of the location.

To delete several locations at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

To edit location parameters, click on the [edit](#) link.


This will open the location parameters form, which contains the following sections:

- **General**;
- **Countries**;
- **States**;

- **Zip/Postal code;**
- **City;**
- **Addresses.**

You can specify the countries that you wish to list as possible locations by using the '**Countries**' section, which consists of two fields:


- the right-hand field is a list of all defined countries;

 If you wish, you can edit a country's information, as explained in the chapter **Shipping/taxes->Countries**.

- the left-hand field is a list of the countries that you have selected as locations.

To choose a country as a location:


- choose the country in the right-hand field;

 To select multiple specifications, press and hold the Ctrl or Shift key.

- click on .

The selected country will be transferred from the right-hand field to the left-hand field.

To delete a country from the location list:

- choose a country or countries that you want to delete in the left-hand field;
- click on .

The selected countries will be transferred from the left-hand field to the right-hand field.


Countries

United States	 	Afghanistan Aland Islands Albania Algeria American Samoa Andorra Angola Anguilla Antarctica Antigua and Barbuda
---------------	--	--

Countries

You can specify the states that you wish to list as possible locations by using the **'States'** section, which consists of two fields.

- the right-hand field is a list of all defined states;

 If you wish, you can edit a state information, as explained in the chapter **Shipping/taxes->States**.

- the left-hand field is a list of the states that you have selected as locations.

To choose a state as a location:

- choose a state or states in the right-hand field;

 To select multiple states, press and hold the Ctrl or Shift key.

- click on .

The selected states will be transferred from the right-hand field to the left-hand field.

To delete a state from the location list:

- choose a state or states that you want to delete in the left-hand field;

- click on .

The selected states will be transferred from the left-hand field to the right-hand field.

States

United States: Arkansas		Australia: Australian Capital Territory
United States: Arizona		Australia: New South Wales
United States: Alaska		Australia: Northern Territory
United States: Alabama		Australia: Queensland
United States: California		Australia: South Australia
United States: Colorado		Australia: Tasmania
United States: Connecticut		Australia: Victoria
United States: Delaware		Australia: Western Australia
United States: District of Columbia		Canada: Alberta
United States: Florida		Canada: British Columbia

States

You can also add locations by zip code using the **'Zip/Postal code'** section. You are allowed to use wildcards in this field: ? = any single character, * = any number of characters.

For example:

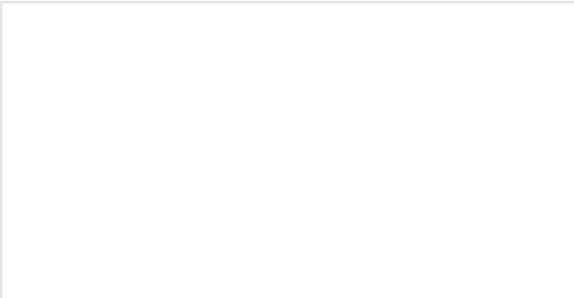
- **'98?78'** corresponds to **'98178'**, **'98278'**, **'98378'**, **'98478'**, **'98578'**, **'98678'**, **'98778'**, **'98878'**, **'98978'**, **'98078'**;
- **'12*'** corresponds to **'12345'** **'12876'** **'12098'** etc.

If you need to input several separate zip code entries, you must enter them in separate rows.

For example, to enter **'12345'**, **'65327'** and **'94432'** you should do the following:

- enter **'12345'**;
- press **'Enter'**;
- enter **'65327'**;
- press **'Enter'**;
- enter **'94432'**;
- press **'Enter'**.

Zip/Postal codes



You are able to use wildcards in this field:
'?' - any single character; **'*'** - any number of characters

Example:
98?78 (corresponds to 98878, 98378, 98978, etc)
12* (corresponds to 12345, 12876, 12098, etc..)

Zip/Postal codes

You can add a city as a location by using the **'City'** section. It is permitted to use wildcards in this field: **'?'** = any single character, **'*'** = any number of characters.

For example:

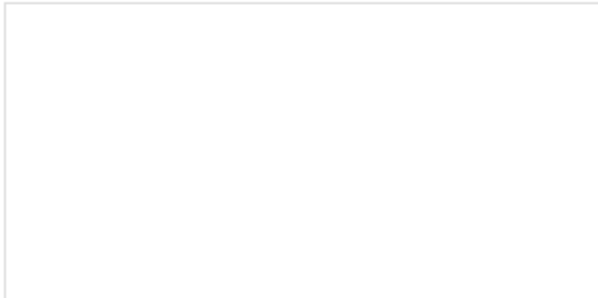
- **'New Y*'** corresponds to: **'New York'**, **'New Yark'** etc;
- **'L?s*'** corresponds to **'Las Vegas'**, **'Los Angeles'** etc.

If you need to put several separate cities, you must enter them in separate rows.

For example, for entering **'Boston'**, **'Chicago'**, **'Atlanta'** you should do the following:

- enter **'Boston'**;
- press **'Enter'**;
- enter **'Chicago'**;
- press **'Enter'**;
- enter **'Atlanta'**;
- enter **'Enter'**.

Cities



You are able to use wildcards in this field:

'?' - any single character; '*' - any number of characters.

Example:

New Y^{*} (corresponds to New York, New Yark, etc)

L?s^{*} (corresponds to Las Vegas, Los Angeles, etc..)

Cities

You can add location addresses by using the '**Addresses**' section. It is permitted to use wildcards in this field: ? = any single character, * = any number of characters.

For example:

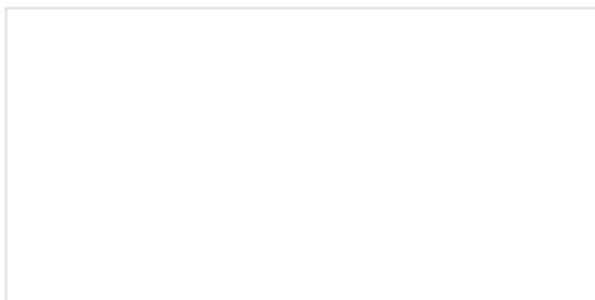
- '*** street**' corresponds to: '**1st street**', '**102nd street**' etc;

If you need to put several values you must enter them in separate rows.

For example, to enter '**Oak street**', '**Poplar street**' and '**Elm street**' you should do the following:

- enter '**Oak street**';
- press 'Enter';
- enter '**Poplar street**';
- press 'Enter';
- enter '**Elm street**';
- press 'Enter'.

Addresses



You are able to use wildcards in this field:

'?' - any single character; '*' - any number of characters.

Example:

^{*} street (corresponds to 1st Street, 102nd Street, etc)

Addresses

After entering all of the desired location information, click on  .

5.5.6 Localizations

Localization is a means of adapting the software to regional differences. Using the feature you can adapt the store for a specific region with its currency, language and measures of weight.


You create a certain localization (e.g. Europe); define a specific measure of weight (e.g. kg) if necessary; then select countries that will constitute the localization, select currency (e.g. Euro) and language for this localization. Click on the **Save** button and the localization will be created. Also on the corresponding pages you can define what categories, products, store locations, shipping methods, credit cards and locations will be defined for this localization.

When a customer registers or signs in, the system identifies whether the country specified in his/her profile fits any localization. If yes, the parameters will be displayed according to the settings of the localization. Customers can also choose a localization via a drop-down menu at the top of all pages if more than one localization has been defined.



Remember to define products and categories for the localization, otherwise no products will be displayed for customers of this localization in the storefront.

On the *Localizations* page is a list of all defined localizations. Names of the localizations and their statuses are shown on the page.

<input type="checkbox"/>	NAME	DEFAULT	STATUS
<input type="checkbox"/>	Europe	<input type="radio"/>	Active  edit delete

or [Delete selected](#)

Localizations

To delete a localization from the list:

- click on the [delete](#) link of the entry you want to delete.

To add a localization use the button.

To edit a localization click on the [edit](#) link and you will see the **Editing localization** page with two tabs **General** and **Items**.

In the **General** tab you can edit the following parameters:

- *Name* - name of the localization;
- *Default* - tick off to use the default weight settings for this localization;
- *Use custom weight settings* - tick off to use custom weight settings;
- *Weight symbol* - enter a weight symbol for this localization;
- *Grams in the unit of weight defined by the weight symbol* - enter the number of grams in the weight unit defined above.

If you make any changes click on the [Save](#) button to save them in the database. To cancel the changes click on the [cancel](#) link.

[« back to: Localizations](#)

Editing localization: Europe

General [Items](#)

Name: *

Default: ☐

Use custom weight settings: ☒

Weight symbol:

Grams in the unit of weight defined by the weight symbol:

[Save](#) or [cancel](#)


Editing localization

In the **Items** tab you select what countries constitute the localization, what currencies and languages will be used for this localization.

Here you see three sections (Countries, Currencies, Languages), each with two fields (left-hand field and right-hand field). All available items are shown in the


right-hand fields, while selected items are shown in the left-hand fields. So to select items to a localization, you need to transfer them from the right-hand field to the left-hand field.

To choose a country (currency, language) for a localization:



- choose a country (currency, language) in the right-hand field;
- click on .

The selected countries (currencies, languages) will be transferred from the right-hand field to the left-hand field.

To delete a country (currency, language) from a localization:

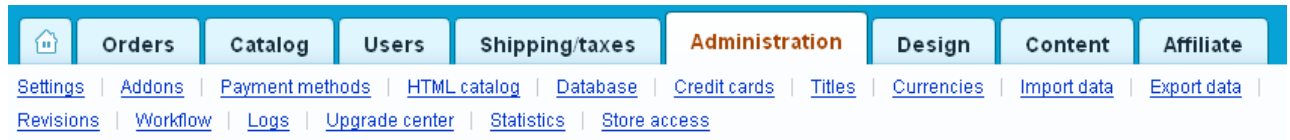
- choose a country (currency, language) that you want to delete in the left-hand field;
- click on .

The selected countries (currencies, languages) will be transferred from the left-hand field to the right-hand field.

Also, using the signs   you can change the order of the selected items.

5.6 Administration

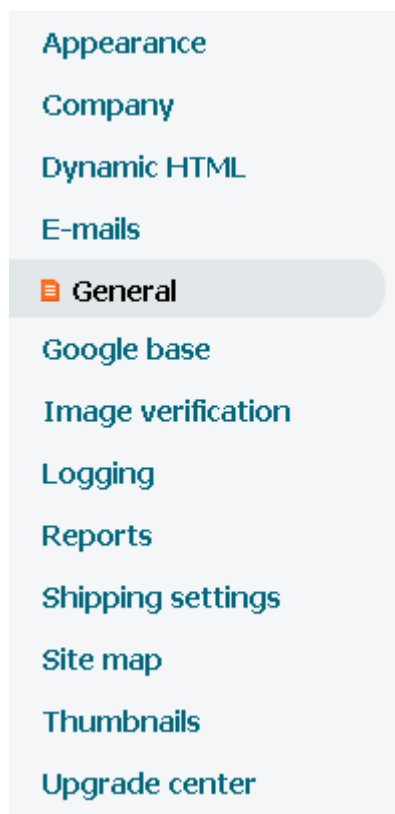
The '**Administration**' section contains a number of options for managing and defining your store.



Administration

5.6.1 Settings

'**Settings**' consists of a number of sections, which are all displayed on the right of the page:



Settings

5.6.1.1 Appearance

This option allows you to adjust the appearance of the storefront and the admin panel:

- **Administrator settings** – the admin panel parameters;

You can change the following parameters:

- *Administrator area default language* - the language in which all variables are displayed.
- *Orders per page* - the number of orders which are displayed per page as described in the '**Order**' chapter;
- *Products per page* - the number of products which are displayed per page as described in the '**Catalog**' chapter;
- *CMS pages per page* - the number of content management pages which are displayed per page as described in the '**CMS**' chapter;
- *Elements per page* - the number of items which are displayed per page as described in the remaining chapters;

Administrator settings

Administration panel default language	English 
Orders per page	<input type="text" value="10"/>
Products per page	<input type="text" value="10"/>
CMS pages per page	<input type="text" value="10"/>
Elements per page	<input type="text" value="10"/>

Administration area settings

- **Customer settings** – storefront parameters.

This section includes the following parameters:

- *Customer area default language* - language in which all variables are displayed;
- *Orders per page* - number of orders displayed per page;
- *Products per page* - number of products displayed per page;
- *Thumbnail width on product list page (leave empty to use original size)*;
- *Elements per page* - number of items displayed per page;
- *Number of columns in the product list*;
- *Product list default sorting*;

- *Display prices with taxes on category/product pages* - tick it off so that product subtotal and total (displayed on the category and product pages) will include the taxes;
- *Display prices with taxes on cart/checkout pages* - tick it off so that product subtotal and total (displayed on the cart and checkout pages) will include the taxes;
- *Estimate taxes using default address on cart/checkout pages* - if this check box is enabled and a customer hasn't entered any information about himself, the taxes will be counted on the basis of the default address and displayed on the cart and checkout pages.

Customer settings

Customer area default language	English ▼
Orders per page	10
Products per page	10
Thumbnail width on product list page (leave empty to use original size)	85
Elements per page	10
Number of columns in the product list	1
Product list default sorting	Product name ▼
Display prices with taxes on category/product pages	<input type="checkbox"/>
Display prices with taxes on cart/checkout pages	<input type="checkbox"/>
Estimate taxes using default address on cart/checkout pages	<input type="checkbox"/>

Customer storefront settings

'Common settings' – common parameters.


This section contains the following parameters:

- *Date format;*
- *Time format;*
- *Time zone;*
- *Calendar date format;*
- *Calendar week starts from.*

Common settings

Date format	<input type="text" value="09/29/2005 (month/day/year)"/>
Time format	<input type="text" value="15:43"/>
Time zone	<input type="text" value="(GMT+04:00) Baku, Erevan, Tbilisi"/>
Calendar date format	<input type="text" value="09/30/2008 (month/day/year)"/>
Calendar week starts from	<input type="text" value="Monday"/>

Common settings

After entering all desired information, click on  .

5.6.1.2 Company

This option allows you to add information about your company that will be used in e-mails and other correspondence. You can enter the following parameters:

- *Company name;*
- *Company address;*
- *Company city;*
- *Company country;*
- *Company state;*
- *Company zip code;*
- *Company phone;*
- *Company phone 2;*
- *Company fax;*
- *Company website;*
- *Year when the store started its operation;*
- *User department e-mail address;*
- *Site administrator e-mail address;*
- *Order department e-mail address;*
- *Help/Support department e-mail address;*
- *Reply-To newsletter e-mail address.*

Settings: Company


Company name	<input type="text" value="Company"/>
Company address	<input type="text" value="44 Main street"/>
Company city	<input type="text" value="Boston"/>
Company country	<input type="text" value="United States"/> ▼
Company state	<input type="text" value="Mississippi"/> ▼
Company zip code	<input type="text" value="02116"/>
Company phone	<input type="text" value="6175556985"/>
Company phone 2	<input type="text"/>
Company fax	<input type="text"/>
Company website	<input type="text" value="http://www.company.com/"/>
Year when the store started its operation	<input type="text" value="2005"/>
User department e-mail address	<input type="text" value="no-reply@company.com"/>
Site administrator e-mail address	<input type="text" value="no-reply@company.com"/>
Order department e-mail address	<input type="text" value="no-reply@company.com"/>
Help/Support department e-mail address	<input type="text" value="no-reply@company.com"/>
Reply-To newsletter e-mail address	<input type="text" value="no-reply@company.com"/>

Company

When all the desired information is entered, click on .

5.6.1.3 Dynamic HTML

Javascript has the capability to dynamically alter a Web page by generating new HTML elements to be displayed. It allows part of a page to be updated without fully reloading which increases performance and usability.

You can enable Javascript pagination in the customer and administration areas. In the customer area  and [Add to Wish List](#) buttons can be Javascript-based (when such a button is clicked, the content of "Cart" (~"Compare products"~) side box will be updated accordingly and the corresponding message will be displayed for the customer without the whole page reloading).

Settings: Dynamic HTML

Customer settings

AJAX(Javascript)-based the "Add to cart" button	<input checked="" type="checkbox"/>
AJAX(Javascript)-based the "Add to compare list" button	<input checked="" type="checkbox"/>
AJAX(Javascript)-based pagination	<input checked="" type="checkbox"/>

Administrator settings

AJAX(Javascript)-based pagination	<input checked="" type="checkbox"/>
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Dynamic HTML pages

If any changes are made then click on  .

5.6.1.4 E-mails

You can configure the following e-mail parameters using this option:

- *Method of sending e-mails;*


The EZ-Cart shopping cart software includes three choices of sending e-mails: '**via php mail function**', '**via SMTP server**', '**via sendmail program**'.

If you are using an SMTP server, you will need to enter the appropriate values for the following parameters into the '**SMTP server settings**' section:

- *SMTP host*;
- *SMTP username*;
- *SMTP password*;
- *Use SMTP authentication* - tick off the check box to enable SMTP authentication.

If you are using a sendmail program, you will need to enter the appropriate path into the '**Sendmail settings**' section:

- *Path to sendmail program*.

 By default this path is '/usr/sbin/sendmail'. Otherwise, contact your sever administrator.

Settings: E-mails

Method of sending e-mails via php mail function ▼

SMTP server settings

SMTP host

SMTP username

SMTP password

Use SMTP authentication ☐

Sendmail settings

Path to sendmail program

Save

E-mails

5.6.1.5 General

This option lets you specify a variety of general store characteristics. Using this section you can manage the following settings:

- *Enable secure connection at checkout (SSL certificate is required to be installed on your server)* - if this option is enabled, EZ-Cart works through HTTPS at checkout in the front-end of your EZ-Cart. Please make sure SSL certificate is installed on your server before enabling this setting.
- *Enable secure connection in the administration panel (SSL certificate is required to be installed on your server)* - if this option is enabled, EZ-Cart works through HTTPS in administrator area of your EZ-Cart. Please make sure SSL certificate is installed on your server before enabling this setting.
- *Enable secure connection for authentication, profile and orders pages (SSL certificate is required to be installed on your server)* - if this option is enabled, EZ-Cart works through HTTPS on login and register/update profile pages in the front-end of your EZ-Cart. Please make sure SSL certificate is installed on your server before enabling this setting.
- *Template debugging console* - this enables the Smarty debug console, which may help you in customizing your store design (a javascript console window pops up and gives you the names of all included templates and assigned variables for the current page). This is separate from the pop-up which is generated when a '{debug}' tag is encountered in a template.

Smarty Debug Console	
included templates & config files (load time in seconds):	
index.tpl	{0.09047} (total)
meta.tpl	{0.00062}
scripts/form_scripts.tpl	{0.00193}
top.tpl	{0.00914}
top_quick_links.tpl	{0.00201}
buttons/search_go.tpl	{0.00189}
main.tpl	{0.07261}
side_boxes/orders.tpl	{0.00310}
common_templates/sidebar.tpl	{0.00126}
side_boxes/catalog.tpl	{0.00591}
common_templates/sidebar.tpl	{0.00126}
side_boxes/users.tpl	{0.00303}
common_templates/sidebar.tpl	{0.00107}
side_boxes/shippings_taxes.tpl	{0.00283}
common_templates/sidebar.tpl	{0.00107}
side_boxes/locations.tpl	{0.00308}
common_templates/sidebar.tpl	{0.00111}
content.tpl	{0.02449}
common_templates/breadcrumbs.tpl	{0.00127}
look_n_feel_pages/settings.tpl	{0.01841}
look_n_feel_pages/sections.tpl	{0.00138}
buttons/update.tpl	{0.00422}
buttons/button.tpl	{0.00235}
common_templates/mainbox.tpl	{0.00415}
side_boxes/logout.tpl	{0.01025}

Smarty Debug Console

- *Alternative currency display format* - select 'Show prices in selected currency only' if you want product prices to be displayed for your customers only in the selected currency in the front-end. If 'Show prices in default and selected currencies' is selected and a customer selects alternative currency in Currencies select box in the front-end, product prices will be displayed both in base currency and in the selected currency (in parentheses).
- *Weight symbol* - enter the symbol of the preferred unit of weight (e.g. lbs, kg, etc.).
- *Grams in the unit of weight defined by the weight symbol* - the number of grams in the selected unit of weight.

Access key to temporarily closed store - this field can be used if you wish to close the store temporarily. For example, if you enter the word 'givemetheway' in this field, your store will be closed, but you can still access it by entering the following

link: 'http://www.your_company.com/index.php?store_access_key=givemetheway'.



The store will be automatically closed when you enter any value in this field.



Please note that when the store is temporarily closed most real-time payment systems (e.g. PayPal) do not work.

- *Initial order ID value* - enter order ID (integer number) that will be given to the next order placed in your store. The number cannot be less than maximum order ID existing in the store.

Settings: General

Enable secure connection at checkout (SSL certificate is required to be installed on your server)	<input type="checkbox"/>
Enable secure connection in the administration panel (SSL certificate is required to be installed on your server)	<input type="checkbox"/>
Enable secure connection for authentication, profile and orders pages (SSL certificate is required to be installed on your server)	<input type="checkbox"/>
Template debugging console	<input type="checkbox"/>
Alternative currency display format	Show prices in selected currency only ▼
Weight symbol	lbs
Grams in the unit of weight defined by the weight symbol	453.6
Access key to temporarily closed store. Use: http://www.company.com /index.php?store_access_key=key_value.	
Initial order ID value	255

General

'**Default location**' identifies the location to use for shipping calculations. It contains the following items:

- *Default address*- customer's address by default. This address will be used in case of an unregistered customer.
- *Default zipcode* - customer's zip code by default. This zip code will be used in case of an unregistered customer.
- *Default city* - customer's city by default. This city will be used in case of an unregistered customer.

- *Default country* - customer's country by default. The '*Country*' select box on Register account page and on Customer information one at checkout will be predefined to the value of this field.
- *Default state* - customer's state by default. The '*States*' select box on Register account page and on Customer information one at checkout will be predefined to the value of this field.
- *Default phone* - customer's phone by default. This phone will be used in the case of an unregistered customer.

Default location

Default address	<input type="text" value="312 stuart st"/>
Default zipcode	<input type="text" value="02134"/>
Default city	<input type="text" value="Boston"/>
Default country	<input type="text" value="United States"/> ▼
Default state	<input type="text" value="Mississippi"/> ▼
Default phone	<input type="text" value="6175556985"/>


Default location

'**Catalog**' contains the following elements:

- *Enable inventory tracking* - if this option is enabled, the system will automatically update the quantity of product in the inventory when an order is placed;
- *Allow negative amount in inventory* - this option allows you to continue selling a product even if the amount in inventory is zero or less;
- *Download key TTL (for electronically distributed products), hours* - you can define the period of time where a customer is allowed to perform the actual download of a purchased downloadable product.
- *Low stock notification threshold* - if the number of products in inventory is less than this threshold, the store administrator will get a notification about it by e-mail.
- *Show products from subcategories of the selected category* - if the check box is ticked off, products from subcategories will be displayed on the page of the main category.
- *Display modifiers for product options* - when the check box is enabled then if a product variant has a modifier it is displayed in the storefront.
- *Exception style* - the option allows you to define the behavior of product option exceptions.

- *Show out of stock products* - when ticked off then even products that are not in stock are displayed in the storefront. When the check box is disabled out of stock products data are stored in the database but they are not displayed in the storefront.

Catalog

Enable inventory tracking	<input checked="" type="checkbox"/>
Allow negative amount in inventory	<input type="checkbox"/>
Download key TTL (for electronically distributed products), hours	<input type="text" value="24"/>
Low stock notification threshold	<input type="text" value="0"/>
Show products from subcategories of the selected category	<input type="checkbox"/>
Display modifiers for product options	<input checked="" type="checkbox"/>
Exception style	<input type="text" value="Hide exception"/> 
Show out of stock products	<input checked="" type="checkbox"/>

Catalog

In the '**Promotions**' section you can edit the following parameters:

- *Allow customers to use single discount coupon only* - if this option is enabled customers can use only one discount coupon;
- *If discount coupon is used, don't apply other discounts* - if the option is enabled then when customers use a coupon other discounts applied to the product are nullified.

Promotions

Allow customers to use single discount coupon only	<input checked="" type="checkbox"/>
If discount coupon is used, don't apply other discounts	<input checked="" type="checkbox"/>

Promotions

The '**Users/cart**' section consists of the following elements:

- *Allow users to create multiple profiles (shipping and billing addresses) for one account* - a user can have multiple profiles. For example, he could have a profile for personal orders, another for office use and another for ordering for friends and family.
- *Minimum order amount* - the minimum purchase amount required for placing an order;
- *Allow shopping for unlogged customers* - customers can add products to the cart without need of being logged in.
- *Disable anonymous checkout* - if the check box is ticked off, customers can place orders without being registered in the store before the purchase. However, customers can register from the checkout page.
- *Administrator must activate new user accounts* - if the check box is ticked off, newly created customer accounts are inactive until the store administrator activates them manually.
- *User e-mail is used as login* - tick off the check box in order to use e-mail instead of username for logging in (both for the storefront and administration panel);
- *Ask customers to agree with terms & conditions during checkout* - if the check box is ticked off, customers will be asked to accept terms and conditions at the checkout;
- *Allow customers to pay order again if transaction was declined* - when it is ticked off, customers can attempt to perform the payment portion of the transaction again if the previous one failed;
- *One page checkout* - tick off to display all checkout steps on one page in the storefront;
- *If all the customer data is filled in (I.e. from the user's profile), then show the following step at one-page checkout* - select which step (Payment method or Shipping method) will be displayed after all the customer data is filled in.
- *Estimate shipping cost on cart page* - if this check box is enabled the form for estimating shipping cost is displayed on the cart page in the customer storefront.

Users/cart

Allow users to create multiple profiles (shipping and billing addresses) for one account

☐

Minimum order amount

Allow shopping for unlogged customers



Disable anonymous checkout

☐

Administrator must activate new user accounts

☐

User e-mail is used as login

☐

Ask customers to agree with terms & conditions during checkout

☐

Allow customers to pay order again if transaction was declined

☒

One page checkout

☒

If all the customer data is filled in, then show the following step at one-page checkout



Estimate shipping cost on cart page

☒

Users/cart

Proxy server for outgoing connections

- *Proxy host;*
- *Proxy port;*
- *Proxy user;*
- *Proxy password.*

Proxy server for outgoing connections

Proxy host

Proxy port

Proxy user

Proxy password

Proxy settings

Search options

- Search also in - tick off the corresponding options to make a search in Pages, Site news in addition to Products.

Search options

Search also in

☐ Pages ☐ Site news

Search options

Revisions


- Activate revisions for - tick off the corresponding options to activate revisions for Category, Product, Page, News.

Revisions

Activate revisions for:

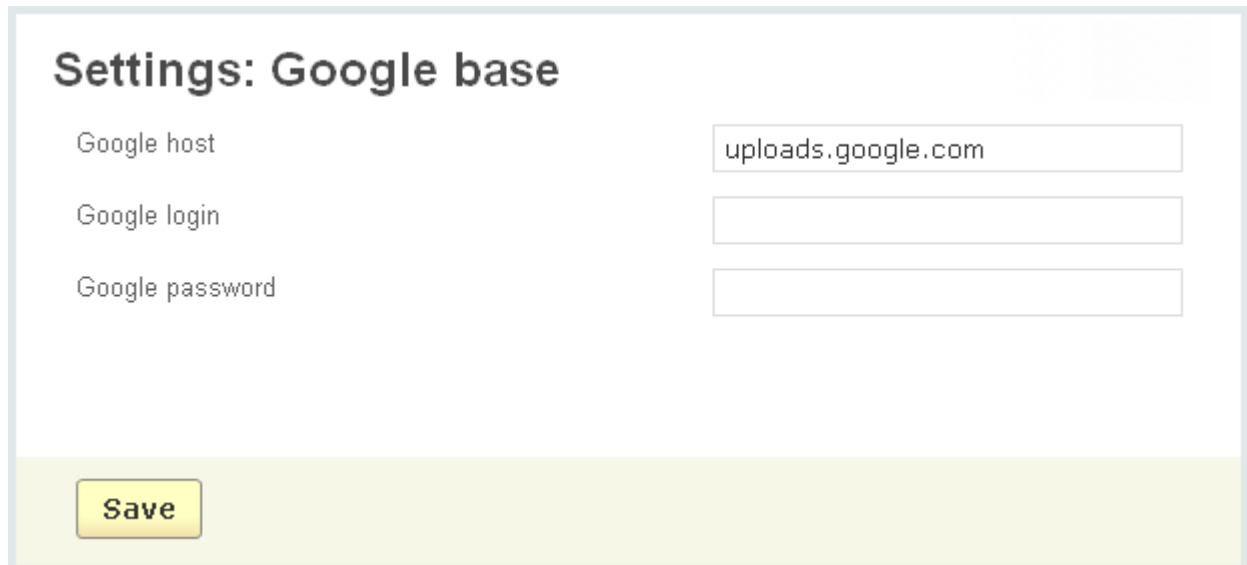
☐ Category ☐ Product ☐ Page ☐ News

Revisions

To save the changes in the database click on .

5.6.1.6 Google base

EZ-Cart has the ability to export your product catalog in Google format and to upload it to its server automatically. EZ-Cart can upload the exported catalog to Google server only if PHP is configured with '--enable-ftp' key on your server. In order to check whether this option is enabled on your server, open 'PHP information' page or contact your hosting provider.



Settings: Google base

Google host

Google login


Google password

Save

Google base

The '**Google base**' section consists of the following fields:

- *Google host* - uploads.google.com by default;
- *Google login* - your Google account login;
- *Google password* - your Google account password;

If you edit the value of some fields, click on  to save the changes.

5.6.1.7 Image verification

Image verification is provided to prevent spam from automated systems. Use it to ensure the one who completes a form on your site is human. For this feature the following parameters can be specified:

- *Image width* – the width of the verification image;
- *Image height* – the height of the verification image;
- *String length* – the number of characters in the image;
- *Number of grid lines* – specify the number of lines in grid;
- *Grid color (hexadecimal code)* – define the color of the grid in the image;
- *Minimal font size* – specify the minimum font size used in the image;
- *Maximal font size* – specify the maximum font size used in the image;
- *String type* – choose whether the string will contain only digits, only letters or both: digits and letters;
- *Character shadows* – tick off to display character shadows;

- *Color* – tick off to display color characters in the image;
- *Path to background image (relative to EZ-Cart root directory)* – enter the path to the background image;
- *Do not use verification if user is logged in* – tick off to disable the verification for logged in users;
- *Do not use verification after first valid answer* – tick off to disable the verification after the first valid answer.


In the '**Use for**' section select the forms for which the image verification will be applied. You can select among the following forms: *Login form, Register form, Custom forms, Send to friend form, Comments and reviews forms, Checkout (user information) form.*

To apply the verification:

- tick the necessary forms;

- click on  .

Settings: Image verification

Image width	<input type="text" value="100"/>
Image height	<input type="text" value="25"/>
String length	<input type="text" value="5"/>
Number of grid lines	<input type="text" value="20"/>
Grid color (hexadecimal code)	<input type="text" value="cccccc"/>
Minimum font size	<input type="text" value="14"/>
Maximum font size	<input type="text" value="16"/>
String type	<input type="text" value="Mixed"/> 
Character shadows	<input type="checkbox"/>
Color	<input type="checkbox"/>
Path to background image (relative to CS-Cart root directory)	<input type="text"/> <input type="button" value="Browse..."/>
Do not use verification if user is logged in	<input checked="" type="checkbox"/>
Do not use verification after first valid answer	<input checked="" type="checkbox"/>

Use for

- | | |
|----------------------------------|-------------------------------------|
| Login form | <input checked="" type="checkbox"/> |
| Register form | <input checked="" type="checkbox"/> |
| Custom forms | <input checked="" type="checkbox"/> |
| Send to friend form | <input checked="" type="checkbox"/> |
| Comments and reviews forms | <input checked="" type="checkbox"/> |
| Checkout (user information) form | <input checked="" type="checkbox"/> |

Image verification

5.6.1.8 Logging

This feature allows you to enable or disable various types of logging in order to save information about changes, errors or events.

The log data can grow large so it is advisable to delete the log information periodically. The log files are stored in the 'var/log' directory of your EZ-Cart installation.

Log files can be created in relation to categories, database, news, orders, products, requests and users.

- *Requests* – HTTPS requests can be logged;
- *Users* – logs can be created when a new user is created or the existing one is updated or deleted, also user's sessions and failed logins can be logged;
- *Products* – logs can be created when a new product is added or the existing one is updated or deleted, also logs can be created when the number of products is low;
- *Orders* – logs can be created when a new order is created or the existing one is updated, changed or deleted;
- *Database* – logs can be created when the database is optimized, backed up or restored, also database errors can be logged;
- *News* – logs can be created when news is created, deleted or updated;
- *Categories* – logs can be created when a new category is created or the existing one is updated or deleted.


To enable the desired logging, just tick off the corresponding option and click on the **Save** button.

Settings: Logging

Requests	<input checked="" type="checkbox"/> HTTP/HTTPS
Users	<input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Session <input checked="" type="checkbox"/> Failed logins
Products	<input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Low stock
Orders	<input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Change
Database	<input checked="" type="checkbox"/> Restore <input checked="" type="checkbox"/> Backup <input checked="" type="checkbox"/> Optimize <input type="checkbox"/> Errors
News	<input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Update
Categories	<input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Update

Save

Logging

If you place or remove a check mark, click on  to save the changes.

5.6.1.9 Reports

The '**Reports**' page allows you to choose the format of time intervals displayed in report charts. You can edit format of 'Day', 'Week', 'Month', 'Year'.

Settings: Reports

Format of time intervals

Day	Tue, Jan 3
Week	1, Jan
Month	January
Year	2006

Save

Reports

If you change the value of some fields, click on **Save** to save the changes in the database.

5.6.1.10 Shipping settings

This option allows you to configure real-time shipping methods (with their associated shipping charges).

'Main' – this tab allows you to enable any of the following real-time shipping processors:

- *Enable Intershipper(overrides other shipping processors);*
- *Enable FedEx;*
- *Enable UPS;*
- *Enable USPS;*
- *Enable DHL;*
- *Enable Australia Post;*
- *Enable Canada Post;*
- *Enable Swiss Post.*

You can disable shipping in your store by ticking off the **'Disable shipping'** option.

Settings: Shipping settings

[Main](#)[Australia Post](#)[Canada Post](#)[DHL](#)[Fedex](#)[Intershipper](#)[Swiss Post](#)[UPS](#)[USPS](#)

Disable shipping

☐

Shipping processors

Enable Intershipper (overrides other shipping processors)

☐

Enable FedEx

☐

Enable UPS

☒

Enable USPS

☒

Enable DHL

☐

Enable Australia Post

☐

Enable Swiss Post

☒

Enable Canada Post

☒**Save***Main*

Settings: Shipping settings

Main	Australia Post	Canada Post	DHL	Fedex	Intershipper	Swiss Post
UPS	USPS					

Package width (cm)

10

Package height (cm)

10

Package length (cm)

10

Save

Australia Post parameters tab

The '**Australia Post**' parameters tab contains the following fields:

- *Package width (cm)*;
- *Package height (cm)*;
- *Package length (cm)*.

The '**Canada Post**' tab contains the following parameters:

- *Merchant ID*;
- *Package length*;
- *Package width*;
- *Package height*.

Settings: Shipping settings

[Main](#) [Australia Post](#) **Canada Post** [DHL](#) [Fedex](#) [Intershipper](#) [Swiss Post](#)
[UPS](#) [USPS](#)

Merchant ID	<input type="text"/>
Package length	<input type="text" value="10"/>
Package width	<input type="text" value="10"/>
Package height	<input type="text" value="10"/>

Save

Canada post

The '**DHL**' parameters tab contains the following fields:

Settings: Shipping settings

Main	Australia Post	Canada Post	DHL	Fedex	Intershipper	Swiss Post
UPS	USPS					
System ID	<input type="text" value="NORTH_8456"/>					
Password	<input type="text" value="B8O938ES51"/>					
Account number	<input type="text" value="788528190"/>					
Shipping key	<input type="text" value="52233F2B2C4E5D4A405C5B5D5C5:"/>					
Shipping key (international)	<input type="text" value="50233F2B2C415543415A575A535E"/>					
Test mode	<input checked="" type="checkbox"/>					
Package length	<input type="text" value="10"/>					
Package width	<input type="text" value="10"/>					
Package height	<input type="text" value="10"/>					
Shipment type	<input type="text" value="Package"/> ▼					
Additional protection	<input type="text" value="Asset Protection"/> ▼					
Ship hazardous materials	<input type="checkbox"/>					
Cash on delivery						
Use COD payment	<input type="checkbox"/>					
COD payment method	<input type="text" value="Check or Money Order"/> ▼					
COD surcharge	<input type="text" value="10"/>					

DHL parameters tab

- *System ID;*
- *Password;*

- *Account number;*
- *Shipping key;*
- *Shipping key (international);*
- *Test mode;*
- *Package length;*
- *Package width;*
- *Package height;*
- *Shipment type;*
- *Additional protection;*
- *Ship hazardous materials;*
- *Use COD (cash on delivery) payment;*
- *COD payment method;*
- *COD surcharge.*

'FedEx' – The FedEx parameters tab contains the following fields;

- *'Account number';*
- *'Meter number';*
- *'Test mode';*
- *'Package type';*
- *'Drop Off Type';*
- *'Height (inches)';*
- *'Width (inches)';*
- *'Length (inches)'.*

Settings: Shipping settings

Main	Australia Post	Canada Post	DHL	Fedex	Intershipper	Swiss Post
UPS	USPS					
Account number	<input type="text"/>					
Meter number	<input type="text"/>					
Test mode	<input checked="" type="checkbox"/>					
Package type	<input type="text" value="Other packaging"/>					
Drop Off Type	<input type="text" value="Regular pickup"/>					
Height (inches)	<input type="text" value="10"/>					
Width (inches)	<input type="text" value="10"/>					
Length (inches)	<input type="text" value="10"/>					

FedEx parameters tab

The '**Retrieve meter number**' section is used for obtaining the meter number.

Retrieve meter number

Name	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State/province	<input type="text"/>
Zip code	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/>
Tick off to get meter number	<input type="checkbox"/>

Save

Retrieve meter number

'Intershipper' –the Intershipper parameters tab contains the following fields;

- *'Password'*;
- *'Username'*;
- *'Type of delivery'*;
- *'Shipping method'*;
- *'Length'*;
- *'Width'*;
- *'Height'*;
- *'Dimensional unit'*;
- *'Nature of Shipment Contents'*;
- *'Package type'*;
- *'Package CODValue in cents'*;
- *'Package InsuredValue in cents'*.

Settings: Shipping settings

Main	Australia Post	Canada Post	DHL	Fedex	Intershipper	Swiss Post
UPS	USPS					
Password	<input type="text"/>					
Username	<input type="text"/>					
Type of delivery	Commercial Delivery ▼					
Shipping method	Drop-Off At Carrier Location ▼					
Length	<input type="text" value="0"/>					
Width	<input type="text" value="0"/>					
Height	<input type="text" value="0"/>					
Dimensional unit	Inches ▼					
Nature of Shipment Contents	Other ▼					
Package type	Box ▼					
Package CODValue in cents	<input type="text" value="0"/>					
Package InsuredValue in cents	<input type="text" value="0"/>					

Intershipper parameters tab

'Swiss Post' –the Swiss parameters tab contains the following fields;

International settings

- *Additional insurance for URGENT goods (up to CHF 3000);*
- *Registered mail;*
- *Acknowledgement of delivery (for registered mail only);*
- *Personal delivery (for registered mail only);*
- *Cash on delivery (for registered mail only);*
- *Additional insurance (up to CHF 3000);*

- *Bulky goods;*
- *Cash on delivery (ECONOMY only);*
- *Manual processing;*

Private customer settings

- *Manual handling;*
- *Fragile;*
- *Signature;*
- *Assurance;*
- *Personal;*
- *Cash on delivery (COD).*

Settings: Shipping settings

[Main](#) [Australia Post](#) [Canada Post](#) [DHL](#) [Fedex](#) [Intershipper](#) **Swiss Post**

[UPS](#) [USPS](#)

International settings

Additional insurance for URGENT goods (up to CHF 3000.-)	<input checked="" type="checkbox"/>
Registered mail	<input checked="" type="checkbox"/>
Acknowledgement of delivery (for registered mail only)	<input checked="" type="checkbox"/>
Personal delivery (for registered mail only)	<input checked="" type="checkbox"/>
Cash on delivery (for registered mail only)	<input checked="" type="checkbox"/>
Additional insurance (up to CHF 3000.-)	<input checked="" type="checkbox"/>
Bulky goods	<input type="checkbox"/>
Cash on delivery (ECONOMY only)	<input checked="" type="checkbox"/>
Manual processing	<input checked="" type="checkbox"/>

Private customer settings

Manual handling	<input type="checkbox"/>
Fragile	<input checked="" type="checkbox"/>
Signature	<input type="checkbox"/>
Assurance	<input type="checkbox"/>
Personal	<input type="checkbox"/>
Cash on delivery (COD)	<input type="checkbox"/>

Save

Swiss Post parameters tab

'UPS' – The UPS parameters tab contains the following fields;

- *UPS Rates Access Key*;

- Username;
- Password;
- Test mode;
- Pickup type;
- Package type;
- Width;
- Height;
- Length.

Settings: Shipping settings

Main	Australia Post	Canada Post	DHL	Fedex	Intershipper	Swiss Post
UPS	USPS					
UPS Rates Access Key	<input type="text" value="AB8D2BD208F6EA80"/>					
Username	<input type="text" value="JFAGERS"/>					
Password	<input type="text" value="JFAGERS"/>					
Test mode	<input checked="" type="checkbox"/>					
Pickup type	<input type="text" value="Daily Pickup"/>					
Package type	<input type="text" value="Package"/>					
Width	<input type="text" value="10"/>					
Height	<input type="text" value="10"/>					
Length	<input type="text" value="10"/>					
<input type="button" value="Save"/>						

UPS parameters tab

'USPS' – USPS parameters tab contains the following fields;

The **'General info'** section:

- User ID;
- Test mode;

The **'International U.S.P.S.'** section:

- *Type of Mail;*

The '**Domestic U.S.P.S.**' section:

- *Package Size (length+girth, inches);*
- *Machinable;*
- *Container (Priority Mail);*
- *Container (Express);*
- *Priority Mail (Size:Large) Width;*
- *Priority Mail (Size:Large) Length;*
- *Priority Mail (Size:Large) Height.*

Specify the last three settings for Priority Mail only if Package Size is set to Large.

Settings: Shipping settings

[Main](#) [Australia Post](#) [Canada Post](#) [DHL](#) [Fedex](#) [Intershipper](#) [Swiss Post](#)
[UPS](#) **USPS**

General info

User ID
Test mode ☐

International U.S.P.S.

Type of Mail

Domestic U.S.P.S.

Package Size (length + girth, inches)

Machinable

Container (Priority Mail)

Container (Express)

Please specify the package width, height and length for Priority mail, if Package Size is Large only.

Priority Mail (Size:Large) Width

Priority Mail (Size:Large) Length

Priority Mail (Size:Large) Height

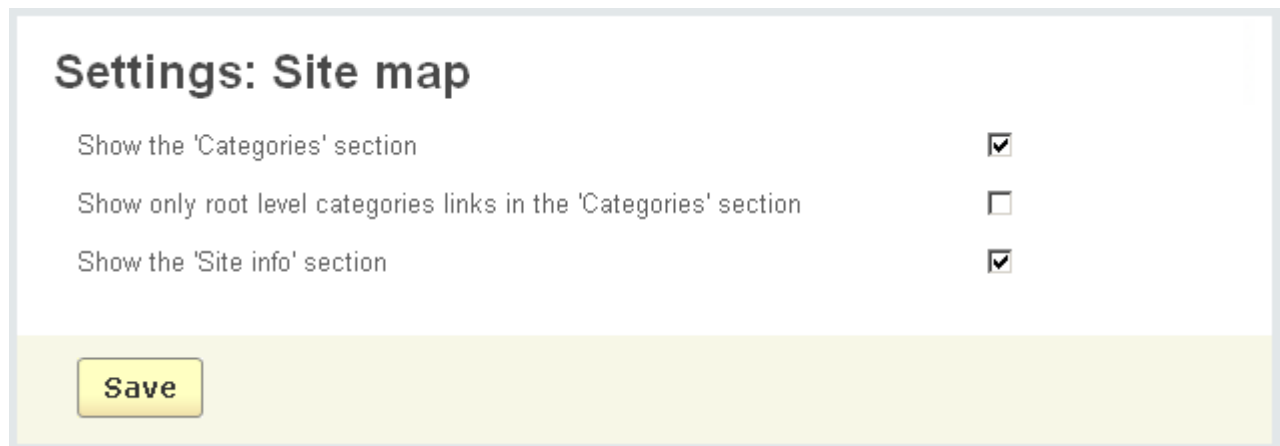
Save

USPS parameters tab

5.6.1.11 Sitemap

The '**Sitemap**' option includes the following parameters for configuring the appearance of the storefront sitemap:

- *Show 'Categories' section;*
- *Show only root level categories links in 'Categories' section;*
- *Show 'Site info' section.*



Settings: Site map

Show the 'Categories' section ☒

Show only root level categories links in the 'Categories' section ☐

Show the 'Site info' section ☒

Save

Sitemap

After making the desired changes, click on **Save** .

5.6.1.12 Thumbnails

The '**Thumbnails**' option allows you to create thumbnails from detailed images automatically and to configure them in the storefront. This option contains the following elements:

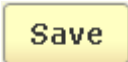
- *Create thumbnails from detailed images automatically;*
- *Resize original thumbnail;*
- *Product thumbnail width;*
- *Product thumbnail height;*
- *Category thumbnail width;*
- *Category thumbnail height;*
- *Thumbnail background color;*
- *Thumbnail format;*
- *JPEG format quality(0-100).*

Settings: Thumbnails

Create thumbnails from detailed images automatically	<input checked="" type="checkbox"/>
Resize original thumbnail	<input checked="" type="checkbox"/>
Product thumbnail width	<input type="text" value="120"/>
Product thumbnail height	<input type="text" value="120"/>
Category thumbnail width	<input type="text" value="120"/>
Category thumbnail height	<input type="text" value="120"/>
Thumbnail background color	<input type="text" value="#ffffff"/>
Thumbnail format	<input type="text" value="same as source"/> ▼
JPEG format quality (0-100)	<input type="text" value="80"/>

Save

Thumbnails

If you edit the value of some fields click on  to save the changes in the database.

5.6.1.13 Upgrade center

Here you adjust the settings of the Upgrade center of EZ-Cart. Read more about Upgrade center in the chapter **Administration->Upgrade center**.

Settings: Upgrade center


License number	<input type="text" value="Your license number"/>
Updates server	<input type="text" value="http://helpdesk.ez-ms.com"/>
Send options	
Hostname	<input type="text"/>
Username	<input type="text"/>
Password	<input type="password"/>
Directory	<input type="text"/>

Upgrade center settings

- *License number* - number of your EZ-Cart license;
- *Updates server* - the server where updates are downloaded (by default it is <http://helpdesk.ez-cart.com>);

FTP server options

- *Hostname* - hostname of your FTP server;
- *Username* - your username;
- *Password* - your password;
- *Directory* - directory on the FTP server where EZ-Cart is located.

 FTP server options are required to be adjusted only if you do not have permissions to update files.

5.6.2 Addons

Addon is a self-contained component of the program, which can easily be connected or disconnected from the system without affecting other options. A list of all EZ-Cart addons is given on the *Addons* page:

- *Access restrictions;*
- *Affiliate;*
- *Age verification;*
- *Anti Fraud;*
- *Attachments;*
- *Banners management;*
- *Bestsellers;*
- *Comments and reviews;*
- *Customers also bought;*
- *Form builder;*
- *Gift certificates;*
- *Gift Registry;*
- *Google Analytics;*
- *Local Modifications;*
- *News & e-mails;*
- *Order barcode;*
- *Order validation;*
- *Store locator;*
- *Polls;*
- *Product configurator;*
- *Quickbooks;*
- *Required products;*
- *Reward points;*
- *RMA;*
- *Send the page link to a friend;*
- *SEO (requires Apache + mod_rewrite installed);*
- *SMS notifications;*
- *Statistics;*
- *Suppliers;*
- *Tags;*
- *Webmail;*
- *Wish List.*






You can enable or disable any of the addons by changing its status. Also every addon can be uninstalled by following the [Uninstall](#) link.








When you uninstall the addon, all the addon data is deleted from the database as well as all skins. If you plan to re-install (I.e. from an updated version), please backup your store before uninstalling to ensure you can recover any skin changes you might have made.

5.6.2.1 Configuring Addons

Addons

Access restrictions	Active		edit uninstall
Affiliate	Active		edit uninstall
Age verification	Active		edit uninstall
Anti Fraud	Active		edit uninstall
Attachments	Active		edit uninstall


Store locator	Active		edit uninstall
Suppliers	Active		edit uninstall
Tags	Active		edit uninstall
Webmail	Active		edit uninstall
Wish List	Active		edit uninstall

Addons

Some of the listed addons have additional settings that need to be reviewed. Click on the corresponding [edit](#) link and you will be able to set parameters in the pop-up section.

5.6.2.2 Access restrictions addon

Access restrictions addon settings are shown below.

Access restrictions: options 

General

Administration panel settings

Login to the admin panel from specified IPs only:

☐

Block IP after a number of unsuccessful attempts:

☐

Number of unsuccessful attempts:

Time between unsuccessful login attempts (seconds):

Time for which IP should be blocked (hours):

Customer settings

Block IP after a number of unsuccessful attempts:

☐

Number of unsuccessful attempts:

Time between unsuccessful login attempts (seconds):

Time for which IP should be blocked (hours):

Save or [cancel](#)

Access restrictions

In the '**Access restrictions**' tab you can set parameters of the '**Access restrictions**' addon for the administration area and the customer area.

- *Login to the admin area from specified IPs only* – if it is ticked off, only IP addresses listed in the '**Admin area**' tab on the '**Access restrictions**' page will have access to the administration area (**Note: when the option is enabled, your IP address is added to the list automatically and, on the contrary, the IP address is removed from the list when the option is disabled**);
- *Block IP after a number of unsuccessful attempts* – if this option is enabled the administrator's IP address will be blocked after a number of unsuccessful login attempts (**Note: the number of possible attempts should be specified below and the attempts have to be made within the period set in the 'Time between unsuccessful login attempts (seconds)' field**);
- *Number of unsuccessful attempts* – the number of failed attempts after which the user's IP address will be blocked;
- *Time between unsuccessful login attempts (seconds)* – specify the period within which attempts have to be made;
- *Time for which the IP should be blocked (hours)* – specify the period for which the IP address will be blocked.

When the administrator's IP is blocked, it is added to the list of banned IP addresses in the '**Admin area**' tab on the '**Access restrictions**' page. The status of the restriction will be *Active*. If the status is changed to *Disabled*, the IP address will be banned only for the period specified in the add-on settings, but if you tick it off the time limitations will not be taken into account.

Using the settings for customer area you can block access based on settings in the same way.

If you change anything click on  to save the changes to the database.

To cancel the changes click on the [cancel](#) link.

5.6.2.3 Affiliate addon

The following settings can be adjusted for the **Affiliate** addon:


- *Show affiliate code at front-end* - tick off if you want affiliate code to be shown at the front-end. Thus customers can provide an affiliate code if they, for example, make orders by phone;
- *Payment period* - you decide whether affiliate commissions are paid out weekly, biweekly or monthly;
- *Number of last periods* - here you specify the number of last payments displayed on the '**Affiliate**' page;
- *Automatic approval of affiliate commissions* - if the option is enabled then administrator does not need to approve commissions, they get status '*Approved*' automatically.

The '**Text banner**' section contains the following fields:

- *Outline color* - define the color of the banner outline;
- *Title text color* - define the color of the banner title;
- *Text color* - define the color of the banner text;
- *Text background color* - define the color of the banner background.



A 6-digit (hexadecimal) number used in HTML and other computing applications to represent colors should be entered in each field starting with a '#' symbol.

Affiliate: options 

General

Show affiliate code at front-end: ☒

Payment period:

Number of last periods:

Automatic approval of affiliate commissions: ☐

Text banner

Outline color:

Title text color:

Text color:

Text background color:

Discount Coupons

Affiliate ID is used as coupon prefix: ☐

Delimiter between prefix and coupon-code:

Save or [cancel](#)

Affiliate

In the '**Discount Coupons**' section you can edit the following parameters:

- *Affiliate ID is used as coupon prefix* - tick off to add affiliate ID at the beginning of the coupon code;
- *Delimiter between prefix and coupon-code* - enter the character that will be a delimiter between prefix and coupon code.

5.6.2.4 Anti Fraud addon

The **Anti Fraud** addon makes it possible to protect the store from fraudulent orders. The module is supported by Maxmind Anti-fraud service. Through its comprehensive fraud screening system, merchants can accurately detect and automatically flag attempted fraud from card-not-present transactions. You need to have a valid Maxmind account in order to use this addon in EZ-Cart. To obtain a license key, you would need to [purchase credits](#). If you already have an account, the license key may be obtained from the [my license key](#) web page.



Anti Fraud: options

General

Maxmind license key:

Safe distance (km):

Maximum order total:

Maximum risk factor (1..10):

Save or [cancel](#)

Anti Fraud

Parameters which can be set are:

- *Maxmind license key* - your license key obtained from MaxMind;
- *Safe distance (km)* - allowed distance from customer's IP address to his/her billing address in kilometers (large distance = higher risk, it affects risk factor);
- *Max order total* - if order amount exceeds the defined max value it affects risk factor;
- *Maximum risk factor(1...10)* - set the number from 1 to 10 (2.5 is recommended). If the risk factor exceeds this number then the order is hold for review and it will have Open status even if the transaction is processed by payment gateway or system. Store administrator will need to decide whether the order is fraudulent or not and then set the order status to Failed or process it manually.

If you make the changes click on **Save** to save them in the database.

5.6.2.5 Comments and reviews addon

Using the '**Comments and reviews**' options you can manage discussions of **Products**, **Categories**, **Orders**, **News**, **Gift registry**, **Topics**, **Pages**, **Testimonials**.

Comments and reviews: options

General

Products

Posts per page: 10

Administrator must approve posts submitted by: Any customer

Only one post from one IP is allowed: ☐

Send notifications to this e-mail:

-----break-----

Testimonials

Posts per page:

Administrator must approve posts submitted by:

Only one post from one IP is allowed: ☒

Send notifications to this e-mail:

Number of entries in the "Testimonials" box:

or [cancel](#)

Comments and reviews

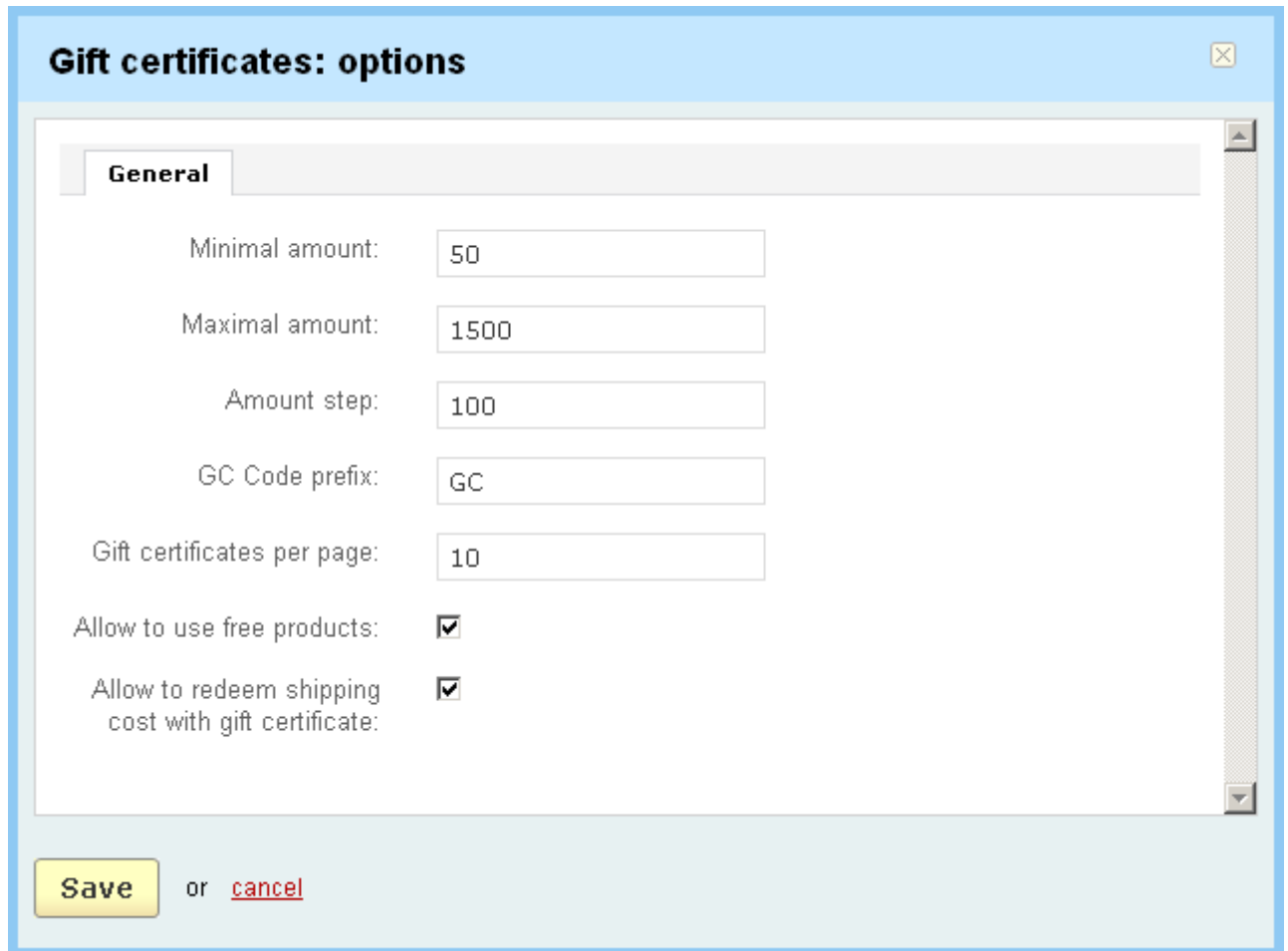
Each theme of the discussion (Products, Categories, Orders, News, Gift registry, Topics, Pages, Testimonials) has its own set of parameters that can be changed. These parameters are:

- *Posts per pages* - the number of posts displayed on one page;
- *Administrator must approve posts submitted by* - you select whether the administrator must approve posts submitted by any customer, only anonymous customers or no approval is needed at all.
- *Only one post from one IP is allowed* - you enable this option if you want that only one post can be sent from one IP.
- *Send notifications to this E-mail* - here you enter an e-mail address to which the notification of a post will be sent;
- *Allow customer to initiate discussion* - if it is enabled, customers can start discussion.

There is also a specific setting: *Number of entries in the 'Testimonial' box*.

To save the changes in the database click on .

5.6.2.6 Gift certificates addon



Gift certificates: options

General

Minimal amount: 50

Maximal amount: 1500

Amount step: 100

GC Code prefix: GC

Gift certificates per page: 10

Allow to use free products: ☒

Allow to redeem shipping cost with gift certificate: ☒

Save or [cancel](#)

Gift Certificate

You can define the following parameters of the **Gift Certificates** addon:

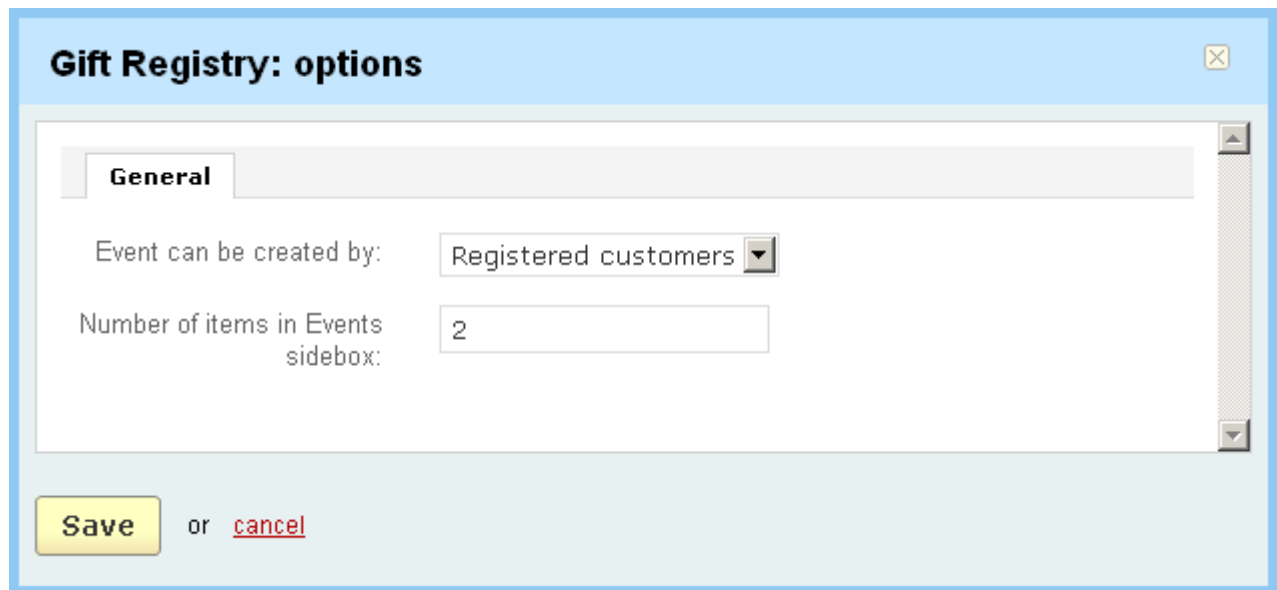
- *Minimal amount* – here you define the minimal gift certificate amount possible in the store;
- *Maximal amount* – define the maximal certificate amount possible in the store;
- *Amount step* – step of the specified interval. If *Amount step* is set to 50, *Minimal amount* is set to \$100 and *Maximal amount* to \$1000, the defined amounts will be displayed in the following way: \$100, \$150, \$200, \$250, ..., \$950, \$1000.

Note: It will be much more convenient if the above settings are specified.

- *GC Code prefix* – here you define the prefix of your store certificates, this is just for the convenience of the administrator and for sake of illustration;
- *Gift certificates per page* – the number of gift certificates displayed per page;
- *Allow to use free products* – if this check box is disabled free products cannot be attached to a certificate;
- *Allow to redeem shipping cost with gift certificate* - if the check box is enabled customers can use gift certificates to pay the shipping.

5.6.2.7 Gift registry addon

Using the '**Gift Registry**' section you can modify parameters for the event. For example, you can allow only registered customers to create events and define the number of items in the '**Events**' side box in the front-end.



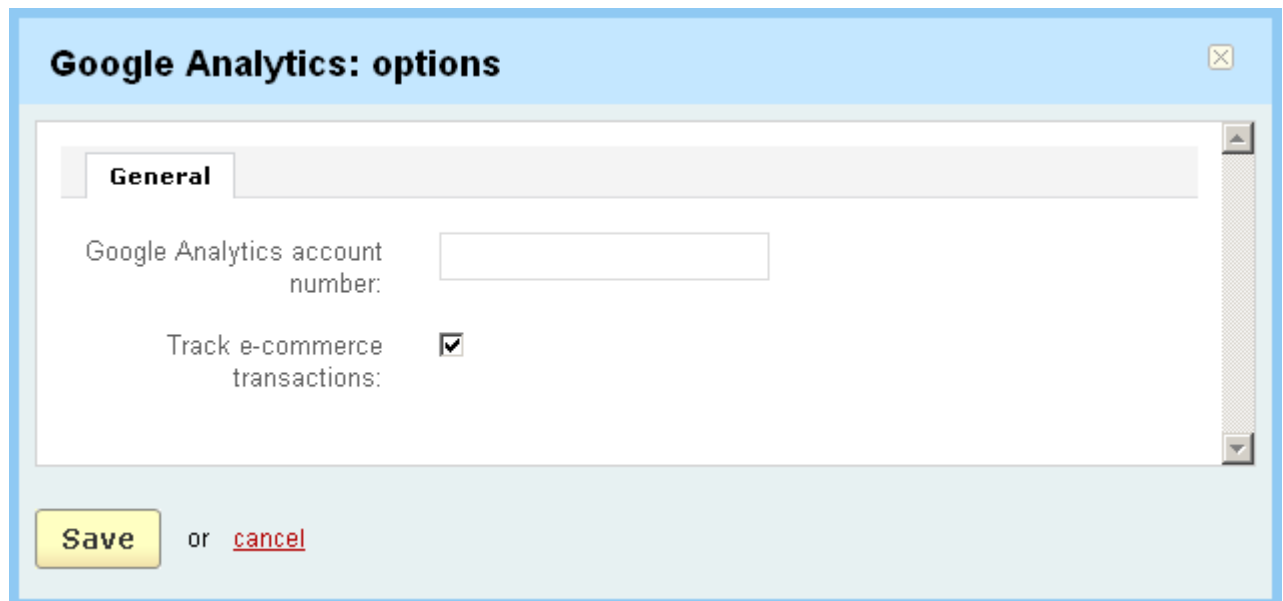
Gift Registry

Click on  to save the changes to the database if you made any.

5.6.2.8 Google Analytics addon

Google Analytics is an advanced analytics tool which can automatically record your transactions.

- *Tracking code* – enter the **Google Analytics** tracking code (NOTE: the Google analytics tracking code is the value of the **_uacct** variable in the Google Tracking Code.)
- *Track e-commerce transactions* – tick off to enable tracking of transactions.



Google Analytics: options

General

Google Analytics account number:

Track e-commerce transactions: ☒

Save or cancel

Google Analytics

If you change anything click on **Save** to save the changes to the database.

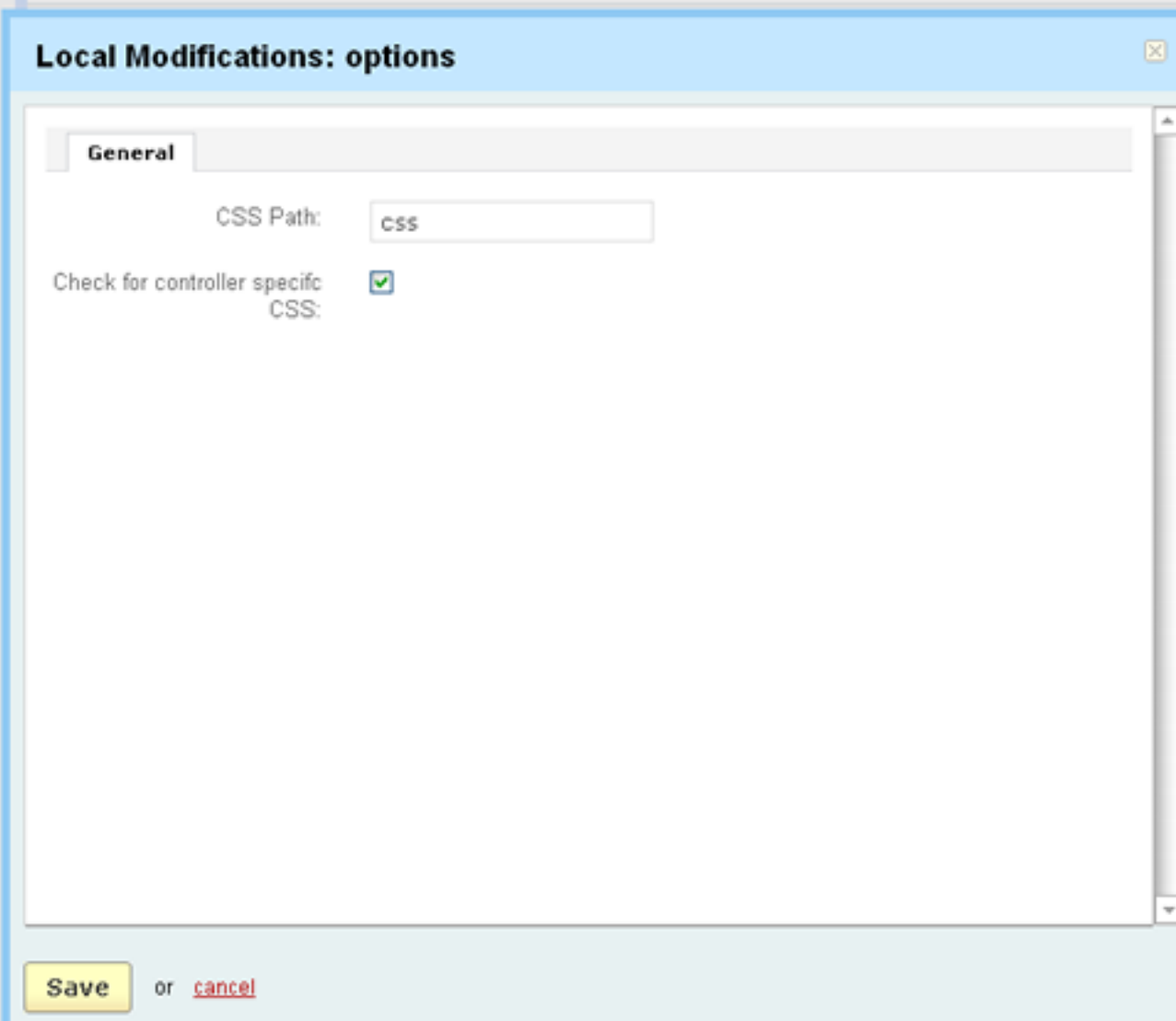
To learn more about Google Analytics visit <http://www.google.com/analytics>

5.6.2.9 Local Modifications addon

EZ Merchant Solutions provides a mechanism for allowing you to customize your store without creating conflicts in the upgrade process. Normally, if you make changes to a skin template or to system code, those changes are overwritten at the next upgrade where those files are part of the upgrade. Utilizing the *Local Modifications* addon allows you to insulate yourself from upgrades to standard files. This is done through the use of *hooks*.

The most common usage is to make local changes to system stylesheets (CSS - Cascading Style Sheets). An empty 'local_styles.css' file is provide to allow you to override styles imposed by the system. Your html programmer can help you here.

Settings available in the **Local Modifications** addon are:



The screenshot shows a dialog box titled "Local Modifications: options" with a close button in the top right corner. The "General" tab is selected. Inside the tab, there is a label "CSS Path:" followed by a text input field containing the value "css". Below this, there is a label "Check for controller specific CSS:" followed by a checked checkbox. At the bottom of the dialog, there is a yellow "Save" button, the text "or", and a red "cancel" button.

- CSS Path - The path to local CSS files relative to the addon root (i.e. relative to: skins/<active_skin>/customer/addons/local) where '<active_skin>' is the name of the currently active skin. By default, the path is 'css' which will resolve to skins/<active_skin>/customer/addons/local/css.
- Check for controller specific css - If this box is checked, the system will try to load a controller specific css file by the name of <current_controller>.css in the defined 'CSS Path' location.

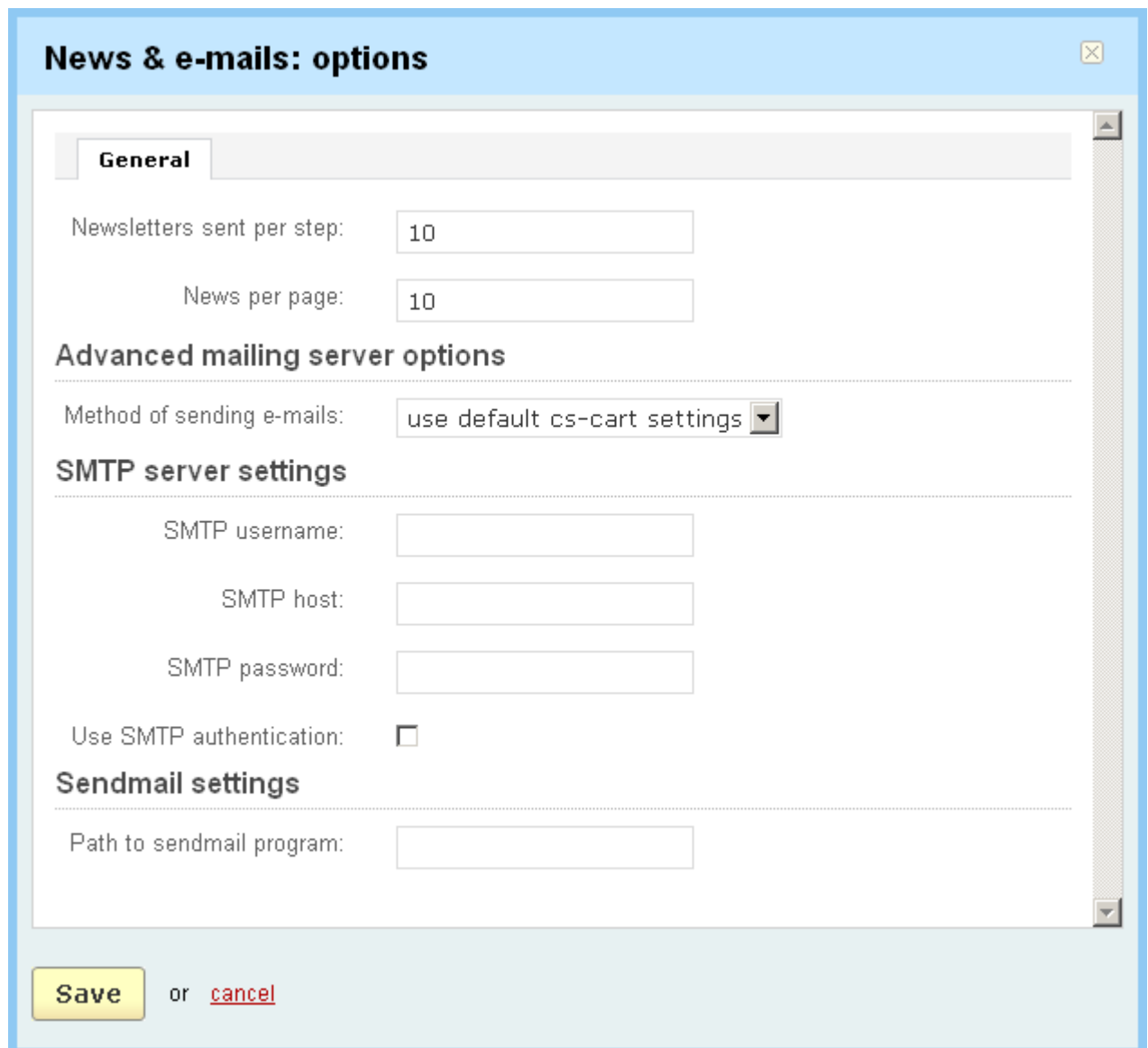
For example, if you wanted to modify the css property 'font-size' for 'mainbox-title span' only on the product detail page (controller equals 'products' in this case) you would add the following lines to skins/<active_skin>/customer/addons/local/css/products.css file.

```
.mainbox-title span {  
font-size: 14px;  
}
```

This is only a portion of the powerful capabilities of the *Local Modifications* addon. Please see the documentation at <http://www.ez-ms.com/documentation> for more details.

5.6.2.10 News & emails addon

The following settings can be adjusted for the '**News & emails**' addon:



News & e-mails: options

General

Newsletters sent per step:

News per page:

Advanced mailing server options

Method of sending e-mails:

SMTP server settings

SMTP username:

SMTP host:

SMTP password:


Use SMTP authentication: ☐

Sendmail settings

Path to sendmail program:

Save or **cancel**

News & emails

Click on  to save the changes to the database.

5.6.2.11 Order barcode addon

You can also add a barcode to your invoices. A barcode is a machine-readable representation of information in a visual format. Barcodes store data in the widths and spacings of printed parallel lines. Barcodes on the invoices will contain information about the orders.


Using the '**Order Barcode**' tab you can edit parameters of your barcode and consequently change its view. The tab contains three sections:

- **Image** - barcode view;
- **Configs** - here you can define barcode parameters and choose its type;
- **Specification** - additional information about barcode types.

In the '**Configs**' section you can define the parameters in the following fields:


- *Type* - choose barcode type;
- *Output* - choose barcode output;
- *Text* - enable or disable the text under barcode;
- *Height,px* - define barcode height;
- *Width,px* - define barcode width;
- *Resolution* - choose resolution;
- *Text Font* - choose text font;
- *Barcode prefix*.

If you make any changes click on  .

Order barcode: options 

General

Image


FF45CR990123456789

Configs

Type:

Output:

Text:

Height,px:

Width,px:

Resolution: ☒ 1 ☐ 2 ☐ 3

Text Font: ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Barcode prefix:

Specification

Code 128 is a high-density barcode symbology.
Used extensively worldwide.
Code 128 is designed to encode 128 full ASCII characters.
Code 128-A - 0-9, A-Z, ASCII control codes, special characters.
Code 128-B - 0-9, A-Z, a-z, special characters.
Code 128-C - 00-99 (double density encoding of numeric only data).

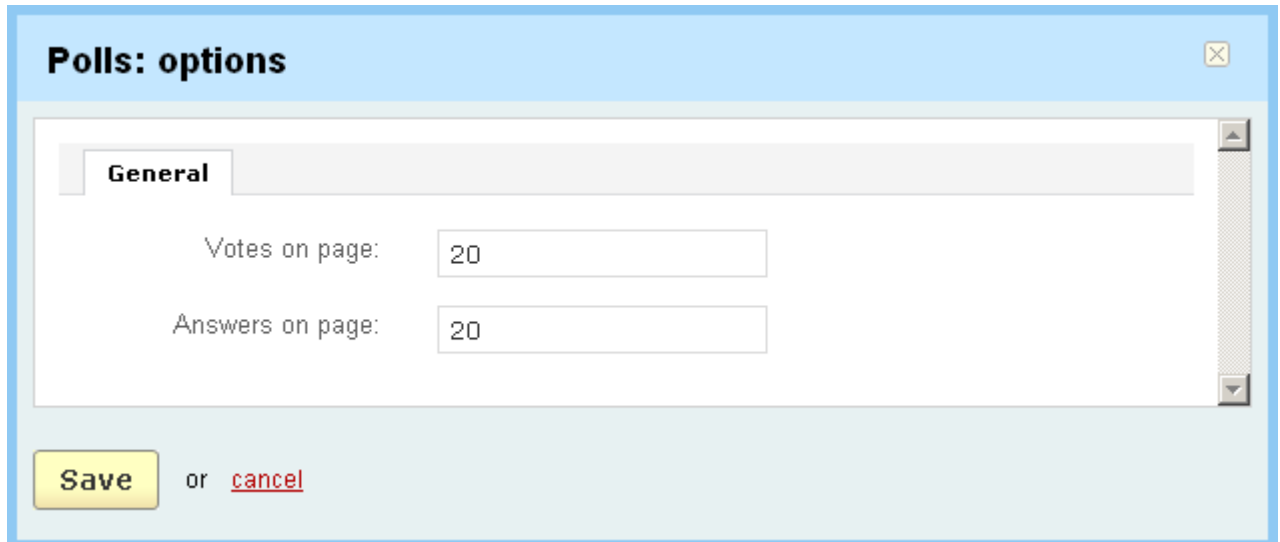
Save or [cancel](#)

Order barcode

5.6.2.12 Polls addon

The **Polls** addon is designed to carry out surveys and polls. Here you define two parameters for this addon.

- *Votes on page* – the number of votes on a page;
- *Answers on page* – the number of answers on a page.



Polls: options

General

Votes on page: 20

Answers on page: 20

Save or [cancel](#)

Polls

5.6.2.13 Quickbooks addon

It is not necessary for you to understand double-entry book-keeping or standard accounting procedures in order to run your business. **Quickbooks software** will help you if you have no formal accounting training. Quickbooks is used to track expenses, prepare and send invoices, prepare financial statements, track inventory and many other tasks. Here are some parameters of a file exported to Quickbooks that you can set up.

Quickbooks: options ✕

General

Transaction class name:	<input type="text" value="Website:Retail"/>
Account to track taxes. The type of this account should be INC.:	<input type="text" value="Website:Tax"/>
Account to track product sales. The type of this account should be INC.:	<input type="text" value="Sales:Product"/>
Account to track shipping cost. The type of this account should be INC.:	<input type="text" value="Sales:Shipping"/>
Account to track discounts. The type of this account should be INC.:	<input type="text" value="Sales:Discount"/>
Account to track the value of your inventory. The type of this account should be OASSET.:	<input type="text" value="Inventory Asset"/>
Account to track the cost of your items sales. The type of this account should be COGS.:	<input type="text" value="Cost of Goods Sold"/>

Save or [cancel](#)

Quickbooks

5.6.2.14 Reward points addon

In the tab '**Reward points**' you can set the following parameters of the **Reward points** addon:

Reward points: options

General

Points Exchange Rate
(PER - the number of points
equal to 1 conventional
unit):

"Price in points" is
calculated automatically on
PER basis:

☒

"Price in points" is
recalculated taking into
account discounts:

☒

"Points" is recalculated
taking into account
discounts:

☒

If the product and the
product category do not
have defined reward points
but the higher level
category has such reward
points, extract data from it:

☒

If several reward points can
be applied, set:

Log lines per page:

Save or [cancel](#)

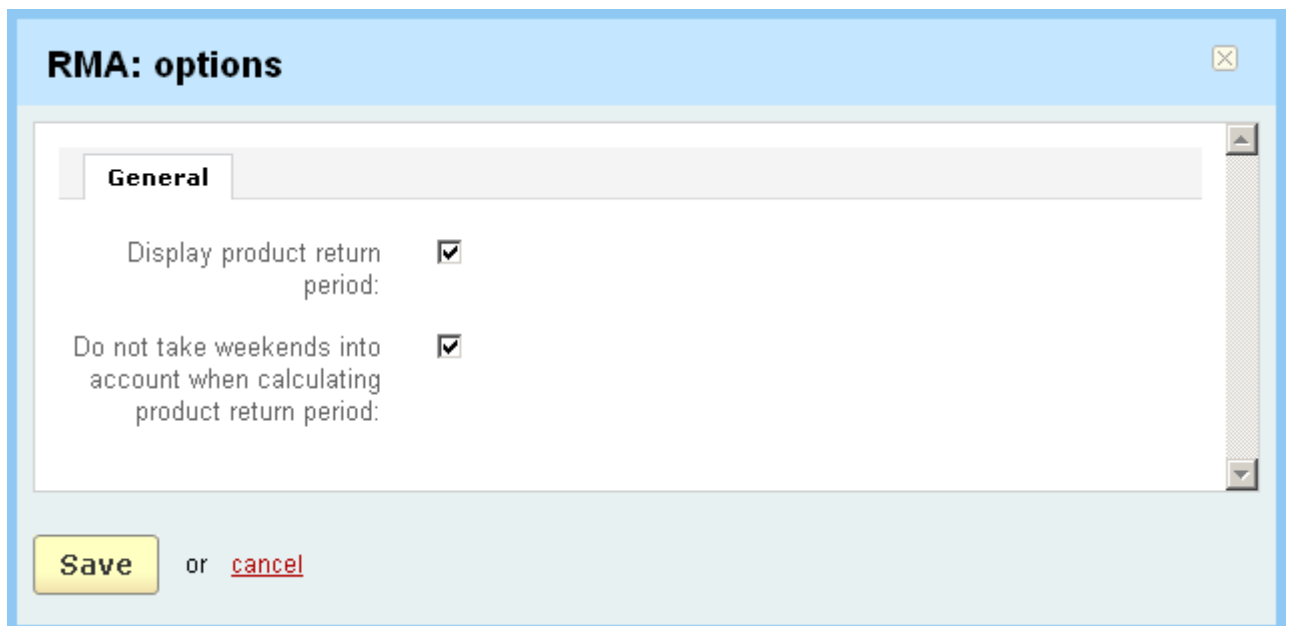
Reward points

- *Points Exchange Rate (PER – the number of points equal to 1 conventional unit)* – this exchange rate specifies how much one currency is worth in terms of points;
- *'Price in points' is calculated automatically on PER basis* – if ticked off then price in points directly depends on points exchange rate. For example, if the Point Exchange Rate is 10 and product price is \$50, the price in points will be 500 ($50 \times 10 = 500$);
- *'Price in points' is recalculated taking into account discounts* – tick off to enable;

- 'Points' is recalculated taking into account discounts - tick off to enable;
- If the product and the product category do not have defined reward points but the higher level category has such reward points, extract data from it – for example, a customer buys a product which is located in the *Children's book* subcategory and reward points are defined neither for the product nor for the subcategory, but reward points of the Book category (a higher level category) are set to 10 points, therefore these 10 points will be added to the account;
- If several reward points can be applied, set – if such a situation occurs that different numbers of points can be added you can choose either Minimal or Maximal;
- Log lines per page – the number of log lines on the 'Reward points log' page. If the number of logs is larger than set in this field, they will be displayed on several pages.

If you make any changes click on  to save the changes to the database.

5.6.2.15 RMA addon



RMA

- *Display product return period* - if the check box is ticked off the product return period will be displayed in the storefront;
- *Do not take weekends into account when calculating product return period* - if ticked off then Saturdays and Sundays will not be included in the return period.

If you make any changes click on  to save the changes to the database.

5.6.2.16 SEO addon

The **SEO** addon gives you the capability of generating "search engine friendly URL's". This allows you to advertise products on your site via URL's you define.

clean up the catalog.' At the bottom are 'Save' and 'cancel' buttons."/>

SEO (requires Apache + mod_rewrite installed): options

General

Product/page SEF URL format:

Category SEF URL format:

Show language in the URL: ☐

Act as HTML catalog: ☐

HTML catalog is generated automatically when a customer clicks on the link for the first time. Note that all dynamic blocks will be removed.

If products, categories, etc. were updated, you need to [clean up the](#) catalog.

Save or [cancel](#)

SEO

SEO (requires Apache + mod_rewrite installed)

This module (Search Engine Optimization) is aimed at those who promote their sites in search engines such as Google. Such systems sense static pages (pages with absolute names) much more easily than dynamic that is why the module automatically turns dynamic page URLs into static ones. The dynamic page URLs of the following objects will be turned into static ones - product, category, manufacturer, CMS (site info).

SEO is also concerned with advancing the goals of a website by improving the number and position of its search results for a wide variety of relevant keywords. Enable the module in order to optimize the site.

- *Product/page SEF URL format* - choose the URL type of the product static pages;
- *Category SEF URL format* - choose the URL type of the static pages for categories;
- *Show language in the URL* - tick off if you want to display the language code in the URL. The language code will follow host name and directory name.
- *Act as HTML catalog* - tick off to generate an HTML version of the catalog.

5.6.2.17 SMS notifications addon

The **SMS notifications** addon gives you the ability to receive sms notifications about activity in your store. The addon works based on mobile messaging provider Clickatell. Its online SMS gateway platform will allow you to keep constant and accurate track of what goes on in your store.

Here are the parameters needed to be set:

- *Phone number* – phone number at which all sms notifications will be sent;

Clickatell settings (the authentication details required when connecting to the Clickatell gateway to send a message)


- *Username* – username registered for the Clickatell's account;
- *API ID* – unique API ID assigned during registration;
- *Password* – Clickatell's password;

Send SMS if

- *New order has been placed* – tick off and sms notifications will be sent if a new order is placed;
- *New customer has been registered* – tick off and sms notifications will be sent if a new customer is registered;
- *Product quantity is less than zero* – tick off and sms notifications will be sent if a product is out of stock;
- *Only send when order total amount more than* – set the minimum amount of an order that you will be notified of;
- *Only send for this shipping methods* – sms notifications are sent only when the selected shipping methods are chosen for orders.

SMS content

- *Add payment info* – tick off and payment info will be included in the sms notification;
- *Add customers e-mail* – tick off and customer's e-mail address will be included in the sms notification.

SMS notifications: options 

General

Phone number:

Clickatell settings

Username:

API ID:

Password:

Send SMS if

New order has been placed: ☐

New customer has been registered: ☒

Product quantity is less than zero: ☒

Send only when order total amount is more than:

Send only for these shipping methods:

☐ Custom shipping method ☐ FedEx 2nd day ☐ UPS 3day Select ☐ USPS Media Mail


SMS content

Add payment info: ☒

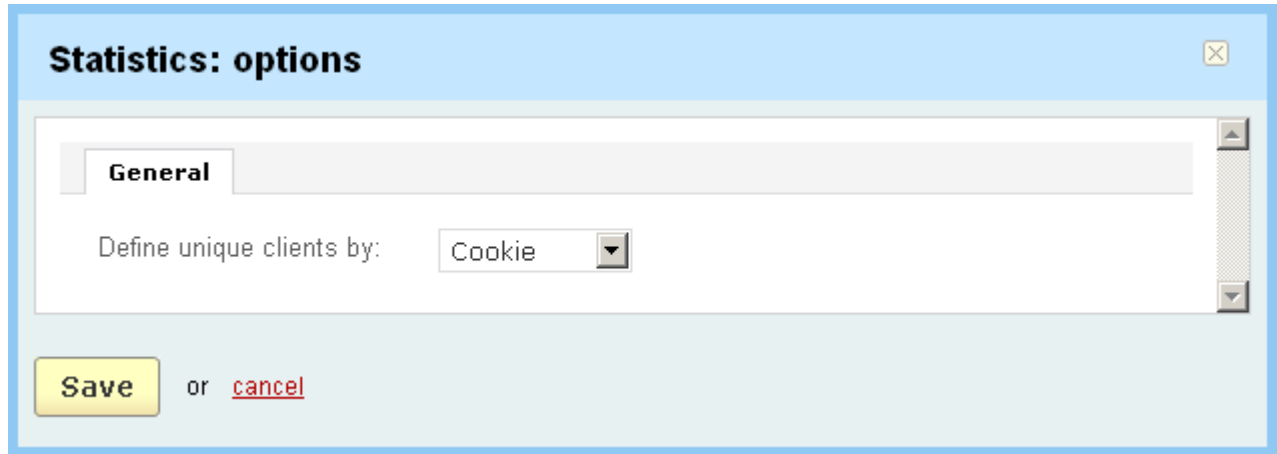
Add customers e-mail: ☒

Save or [cancel](#)

SMS notifications


If you edit any parameter, click on the  button to save the changes in the database.

5.6.2.18 Statistics addon

*Statistics*

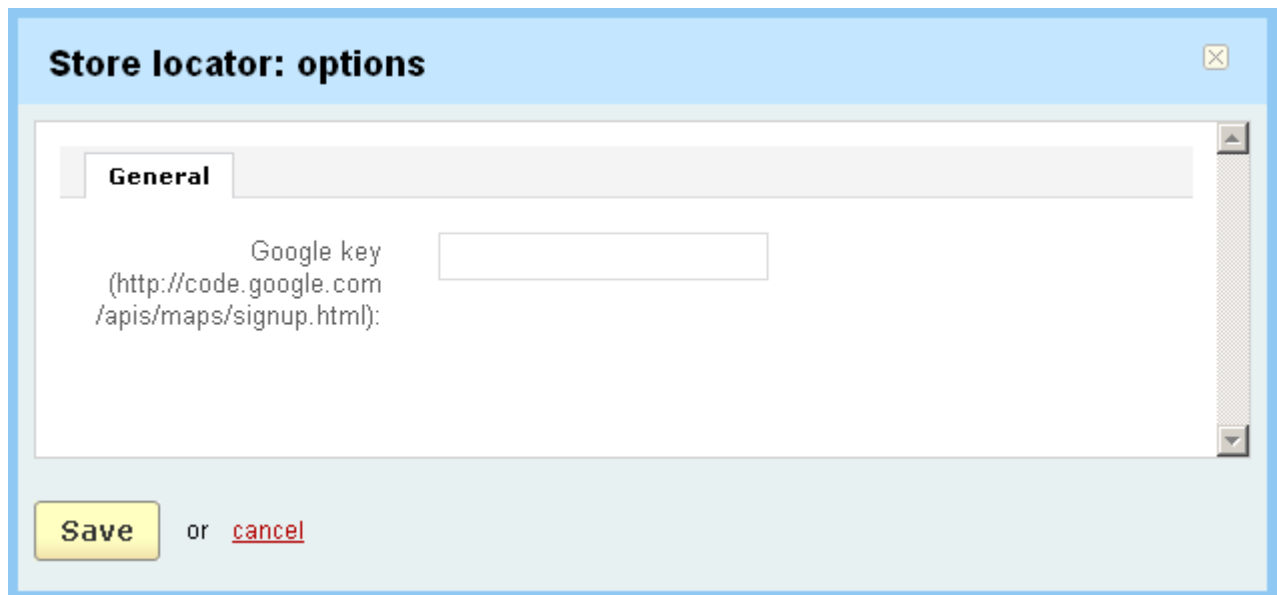
- *Define unique clients by* - Cookie or IP address.

If you set it to *Cookie*, then you get more precise data because each user is saved in memory within the customer's browser. When set to *IP address*, then several users with one IP address can be saved in memory as one.

Click on  if you change the value of the setting.

5.6.2.19 Store locator addon

The **Store locator** addon parameters are shown below:

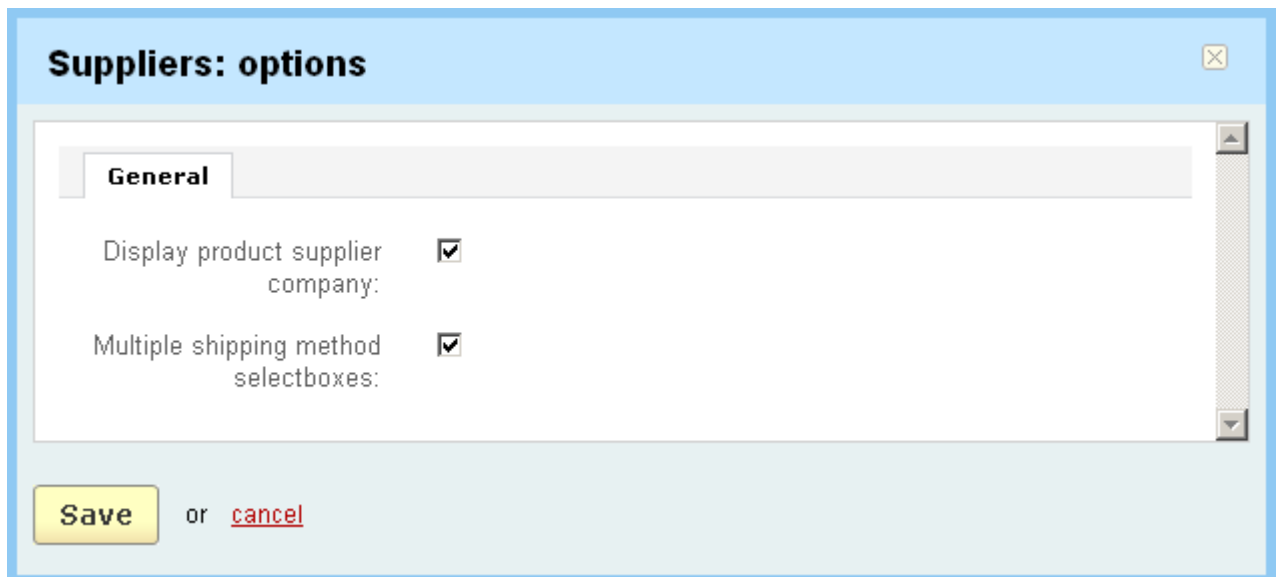


Store locator

- *Google key (http://code.google.com/apis/maps/signup.html)* – Google Maps API key. To get a Maps API key you must have a Google Account, and your API key will be connected to your Google Account.

5.6.2.20 Suppliers addon

The **Suppliers** addon parameters are shown below:



Suppliers: options

General

Display product supplier company: ☒

Multiple shipping method selectboxes: ☒

Save or [cancel](#)

Suppliers

The **Suppliers** addon allows vendors to sell products which they do not hold within their own inventory (drop-shippers).

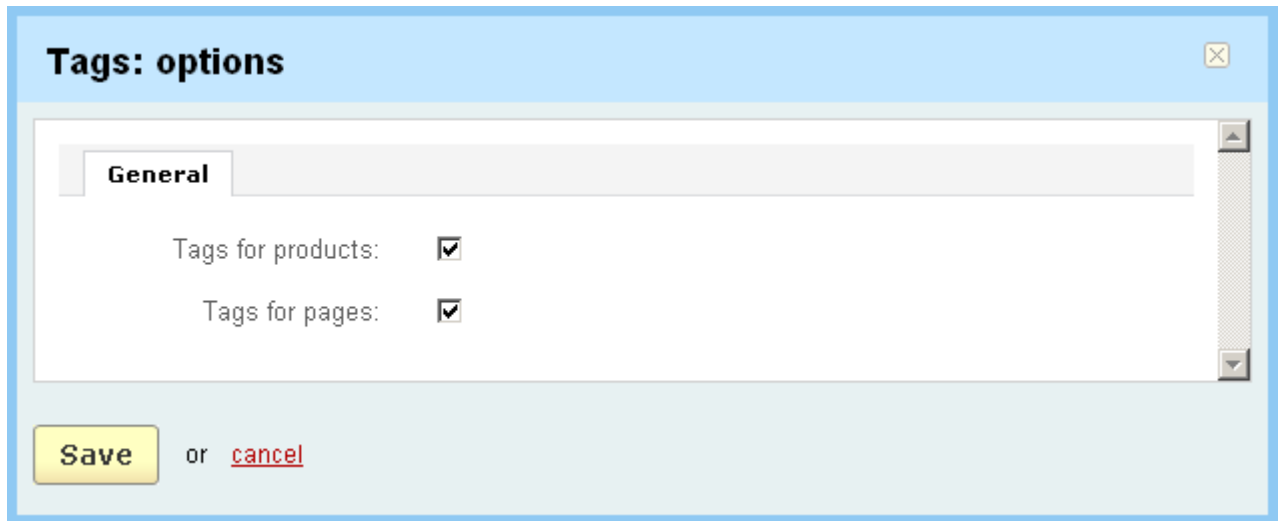
- *Display product supplier company* - if ticked off then the supplier of product will be displayed in the storefront to the customer;
- *Multiple shipping method selectboxes* - if it is ticked off then the select box with all possible shipping methods is displayed for every supplier.

If you change the settings click on **Save** .

5.6.2.21 Tags addon

In the **Tags** addon you can enable/disable the ability to assign tags to products and content pages.

- *Tags for products* – if enabled, there is the ability to assign tags to products;
- *Tags for pages* – if enabled, there is the ability to assign tags to pages.



Tags: options


General

Tags for products: ☒

Tags for pages: ☒

Save or [cancel](#)

Tags

If you make any changes, click on the  button.

5.6.3 Payment methods

The '**Payment methods**' page allows you to customize the payment system of your store, allows you to modify or exclude payment methods or create new ones.

The *Payment methods* page contains a list of payment methods. Names and statuses of the payment methods are given in the list.

Payment methods

+ Add payment

Credit card	Active		edit		delete
Phone ordering	Active		edit		delete
Check	Active		edit		delete
Fax Ordering	Active		edit		delete
Money Order	Active		edit		delete
C.O.D	Active		edit		delete
Purchase Order	Active		edit		delete
Personal Check	Active		edit		delete
Business Check	Active		edit		delete
Government Check	Active		edit		delete
Traveller's Check	Active		edit		delete

+ Add payment

Payment methods

To delete a payment method:

- click on [delete](#) the entry you want to delete.

To add a new payment method use the [+ Add payment](#) button. In the pop-up section fill in the necessary fields and click on **Create**.

To edit a payment method click on the [edit](#) link of the method and edit the following parameters:

- *Name* - name of the payment method;
- *Position* - define position of the method in the list;

- *Processor* - here you choose whether the payment processing method is online (via one of the supported payment processors) or offline. When you select a payment processor in the select box, the '*Configure*' tab appears. Click on the tab to set up the payment method with your payment gateway/system account information.
- *Template* - template which displays supplementary fields (text input boxes) in the front-end.
- *Membership* - customers to whom this payment method is applied;



You can define customer membership level using the instructions in the chapter **Users->Memberships**.

- *Description* - enter additional information that will be displayed next to the payment method in the storefront;
- *Surcharge* - define an additional fee for the payment method. The fee can be specified as a percentage of the order total amount(%) or a flat rate(\$). If both rates are defined then the percentage is applied first and only after that the absolute value is added.
- *Status* - status of the payment method (Active - available in the storefront, Disabled - unavailable in the storefront);
- *Icon* - icon of the payment method. You can download the icon from a local computer, a server or type a direct link to the image. You can also define an alternative text for the icon.

If you edit the value of some fields, click on  to save the changes.

5.6.4 Database

The EZ-Cart shopping cart software includes a tool which allows you to make backup copies of the database, or to restore the database from a backup copy. It is recommended that you back up your database periodically using the '**Database**' section, which contains the following tabs:

- '**Backup**';
- '**Restore**';
- '**Maintenance**'.

Database

[logs](#) | [php information](#)

Backup [Restore](#) [Maintenance](#)

Select tables:

a_users
acal_calendars
acal_events
acal_users_data
awm_accounts
awm_addr_book
awm_addr_groups
awm_addr_groups_contacts
awm_columns
awm_filters

[Select all](#) / [Unselect all](#)

Backup database schema: ☒

Backup database data: ☒

Compress backup file: ☒

Backup file name:

Please note: this file will be placed into the following directory on your server:
/home/public_html/tygh/var/database/backup/

Backup

Backup

The '**Backup**' tab includes the following elements:

- *Select tables* – list of the database tables you have chosen to back up.




To select multiple entries, press and hold the Ctrl or Shift key.

- *Backup database schema* – should be normally enabled, to specify that the database backup file will include the table structure;
- *Backup database data* – should be normally enabled, to specify that the database backup file will include the actual table data;

- *Compress backup file* – if this option is enabled, the database backup file will be compressed in a .tgz archive to save space;
- *Backup file name* – the desired filename.

After entering all parameters, click on **Backup** to backup the database.

 Your database backup file will be located in the 'var/database/backup' directory within the EZ-Cart directory. By default, it will be: 'var/database/backup/'.

Database

[logs](#) | [php information](#)

[Backup](#) | **Restore** | [Maintenance](#)

This section allows you to manage your backup files.

- To restore the database, tick off the checkbox near the appropriate filename and click on the "Restore" button (Please note, that only the first file will be processed if you select more than one entry)
- To delete files, tick off the checkboxes near the files that need to be deleted and click on the "Delete" button.
- To download a file to your local computer, click on the filename.

Select a file or enter URL

[Local](#) | [Server](#) | [URL](#)

Upload

<input type="checkbox"/>	TYPE	FILENAME	FILESIZE	
<input type="checkbox"/>	[sql]	dump.sql	2,007,622 bytes	download delete
<input type="checkbox"/>	[sql]	lang_de.sql	230,927 bytes	download delete

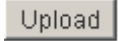
Restore or [Delete selected](#)

Restore

The '**Restore**' tab is used for managing the database backup files, and restoring the database if necessary. It contains:

- the file upload section;
- a list of database backup files.

To upload a database backup file to the server:


- select a file or enter URL;
- click on .

 The file will be uploaded to the 'var/database/backup/' directory on your server.

The list of backup files is presented as a table consisting of the following columns:

- *Select column*;
- *Type* – the file type (.sql or .tgz);
- *Filename* – name of the backup file;
- *Filesize* – size of the backup file.

To restore the database from a backup file in the event of a problem:

- place a check mark in the Select box for the file you want to use;
- click on .

To delete a backup file:


- tick off the file you want to delete;
- click on Delete selected.

To load file from server to your local computer:

- use the link in the '*Filename*' field of the desired file.

The **Maintenance** tab contains information about the size of the database ('*Current database size*' field).

To optimize the database click on .

 You can use this procedure periodically to reclaim unused space and to optimize indexes.

Database

[logs](#) | [php information](#)

[Backup](#) [Restore](#) **Maintenance**

Current database size: **1,786,448** bytes

Optimize database

Maintenance

At the top you will see two links: *Logs*, *PHP information*. Using the *PHP information* link you can view the PHP details. After clicking on the *Logs* link you will be taken to the '**Logs**' page where you can keep record of some kinds of actions in your EZ-Cart, such as update of a user, creation of a new order, etc.



For more information see the chapter **Administration->Logs**.

The log files are stored in the file system. If you want to find specific log files you can do it using the '**Logs**' page. For example, if a product was deleted from the database by someone else (e.g. by another administrator) you can search for the action of this deletion using the '**Logs**' feature. A log file of this type normally keeps information on deletion date and on the user who performed the action.



You can define what type of action will be logged by EZ-Cart in the '**Logging**' section of the '**Settings**' page.



If there no log file exists of the requested action, please check whether logging of this type of action is enabled in the '**Logging**' section of the '**Settings**' page.











5.6.5 Credit cards

The '**Credit cards**' feature allows you to specify the types of credit cards that you accept.

On the page a list of all credit cards defined in your store is displayed. Names and statuses (Active or Disabled) of credit cards are given in the list.

Credit cards

+ Add credit card

Discover/Novus	Active		edit delete
enRoute	Active		edit delete
JCB	Active		edit delete
American Express	Active		edit delete
VISA	Active		edit delete
VISA Electron	Active		edit delete
MasterCard	Active		edit delete
Diners Club	Active		edit delete
Switch	Active		edit delete
Solo	Active		edit delete

+ Add credit card

Credit cards

To delete a credit card type from the list:

- click on [delete](#) of the entry you want to delete.

To add a new credit card to the list use the

+ Add credit card

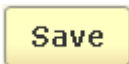
 button, fill in the necessary fields in the pop-up section and click on

Create

.

To edit a credit card click on the [edit](#) link of the necessary entry and edit the following parameters:


- *Card name* – name of the credit card;
- *Position* – position of the credit card in the list;
- *Card code* - code assigned to the card;
- *Icon* - icon of the credit card. You can download the icon from a local computer, a server or type a direct link to the image. You can also define an alternative text for the icon;
- *CVV2* - place a check mark in this field if you require customers to enter their 'Card Verification Value';
- *Start date* - place a check mark in this field if you require customers to enter their credit card start date;
- *Issue number* - place a check mark in this field if you require customers to enter their credit card issue number;
- *Localization* - select a localization for which this credit card can be used.




If you change some parameters ('Card code', 'Card name', 'CVV2', 'Start date', 'Issue number') click on  to save the changes in the database.


5.6.6 Titles

The '**Titles**' form allows you to define titles that are traditional in your country.

Titles



Mr.	Active 	edit delete
Mrs.	Active 	edit delete
Ms.	Active 	edit delete


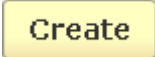


Titles

The *Titles* form contains a list of the titles defined in the store. Titles themselves and their statuses are given in the list.

To delete a title from the list:


- click on delete of the title you want to delete.

To add a new title, use the  button. In the pop-up section enter the necessary parameters and click on .


To edit a title click on the corresponding **edit** link and you will be able to edit the following parameters:

The list of titles is presented as a table consisting of the following columns:


- *Title* – the title itself;
- *Position* – ordinal number of the title in drop-down box in the storefront;
- *ID* – the ID you wish to assign to the title.

If you change any parameters click on  to save the changes in the database.

To enter the title position number:


- enter the number into the '**Position**' field;
- click on .

For example, if you enter 1 for 'Ms.' and 2 for 'Mr.' in the example shown in the figure, the order of the titles will change in the storefront: 'Ms.' will be displayed first.

 By default, if there are no numbers in the '*Position*' field, titles will be listed in alphabetical order.






5.6.7 Currencies

This page is aimed at those who wish to allow visitors to view product prices in different currencies. On the *Currencies* page you can add new currencies for the store or modify the pre-defined currencies.

 When you enter product prices it is assumed they are in the primary currency.

Currencies

+ Add currency

<input type="checkbox"/>	BASE	CODE	NAME	RATE	SIGN	AFTER SUM	THS SIGN	DEC SIGN	DECIMALS	STATUS
<input checked="" type="checkbox"/>		usd	US D	1.00000	\$	<input type="checkbox"/>	,	.	2	Active  delete
<input type="checkbox"/>		eur	Eurc	1.28000	€	<input type="checkbox"/>	,	.	2	Active  delete
<input type="checkbox"/>		gbp	GB F	1.88000	£	<input type="checkbox"/>	,	.	2	Active  delete

Save or [Delete selected](#)
+ Add currency

Currencies

A list of the currencies defined in the system is given on the *Currencies* page. Data is presented in a table consisting of the following columns:


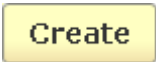
- *Select column*;
- *Base* - select the base currency for the store;
- *Code* - unique currency code;
- *Name* - descriptive name for the currency;
- *Rate* - define the exchange rate between base currency and other currencies. Rates are expressed as a multiplier of the base currency. For example, US dollar is the base currency above. A Euro is worth 1.280 dollars and 1.880 dollars for the British Pound.
- *Sign* - generally accepted symbol of the currency;
- *Show after value* - if this check box is ticked off the symbol of the currency is shown after its value, otherwise it is displayed before;
- *Thousands sign* - select thousand separator that will be displayed in the storefront;
- *Decimal sign* - select decimal separator that will be displayed in the storefront;
- *Decimals* - the number of digits after the decimal point;
- *Status* - status of the currency (Active - the currency is available for customers in the storefront, Disabled - the currency is not available for customers in the storefront).


You can neither delete the base currency nor disable it in the storefront.

If you change any parameters, click on  to save the changes in the database.

To delete a currency:

- put a tick mark in '*Select column*' of the currency you want to delete;
- click on Delete selected.

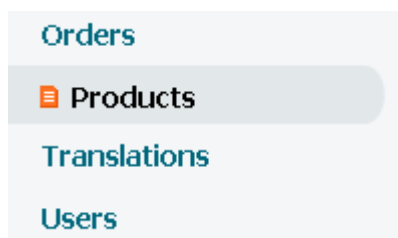
A new currency can be added with the help of the  button. Click it and enter the necessary data in the pop-up section and then click on the  button.

 If you use a payment gateway to process credit cards and it supports different currencies, you can define the currency only in the respective section on the '**Payment method**' page. The list of defined currencies does not affect the currency in which the payment will be accepted.

5.6.8 Import data

If you wish, you can import data into your EZ-Cart store using '.csv' files (files in which the entries are separated by appropriate delimiters such as commas). This procedure makes administration easier by allowing you to use information created with other software. This feature gives the ability to import language variables, order items, orders, images, products, wholesale prices and users.

There are four links (Orders, Products, Translations, Users) on the right.



Each link directs to the corresponding tab(s). All tabs are presented in a similar way, first there is a list of the fields that the import file can contain and then the '**Import options**' section follows. The options of this section are related to the import process:

- *Language* - choose a language in which the data will be imported;
- *CSV delimiter* - specify whether the data in the CSV file is separated by commas, semicolons, or tabs;
- *Select file* - choose a file by either clicking on **Browse** and using the '**Choose file**' window or typing in the file URL;
- *Images directory* - the directory where images are located, it will be used if the image file is specified without a full path name;
- *Category delimiter* - delimiter of the category path;
- *Files directory* - the directory where downloadable files are located, it will be used if the files are specified without a full path name;

Note for systems integrated with EZ Order Manager:

EZ Order Manager integrated systems allow you to upload your inventory data automatically or on-demand from the EZom back-end system. Orders are automatically downloaded to your EZ Order Manager company. Hence use of the import/export mechanism within the shopping cart should be limited to images, language translations and users.

When EZom uploads your product catalog, categories are automatically created if they don't already exist and image pairs can be specified as well.

[Images](#)**Products**[Qty discounts](#)

Products

[?](#)

Below is the list of the fields that your data file can contain. The **highlighted** fields are mandatory.

Product code	Ship downloadable	Search words
Category	Inventory tracking	Page title
List price	Free shipping	Taxes
Price	Feature comparison	Features
Status	Zero price action	Options
Quantity	Thumbnail	Secondary categories
Weight	Detailed image	Supplier
Min quantity	Product name	Pay by points
Shipping freight	Description	Override points
Date added	Short description	Override exchange rate
Downloadable	Meta keywords	
Files	Meta description	

Import options

Language: English ▼

Category delimiter:

///

Category path delimiter for product main category (e.g. "Computers///Desktops")

Images directory:

/home/public_html/tygh/images/backup

Directory where images are located. This will be used if image file is specified without a path; this must be an absolute path

Files directory:

/home/public_html/tygh/var/downloads/backu

Directory where product files are located. This will be used if the "File" field data is specified without a path; this must be an absolute path

Delete all existing product files before import:

☐

Reset inventory:

☐

CSV delimiter:

Semicolon ▼

Select file:

Select a file or enter URL

[Local](#) | [Server](#) | [URL](#)

Product import

The **Translations** link directs you to the **Language variables** tab where you can import language variables to your store. The fields of this tab are:

- *Name* - name of the variable;
- *Value* - variable value (content);
- *Language* - two-digit language code (e.g. EN).

All three fields are mandatory.

The *Translations* page also contains the '**States**' tab. Here you can import information about the states. Your import file is required to contain the following fields:

- *State* - name of the state (e.g. New York);
- *Code* - state code according to ISO standards (e.g. NY);
- *Country code* - country code according to ISO standards (e.g. US).

Clicking the **Orders** link on the right you are taken to the *Order Import* page with two tabs: **Order items** and **Orders**.

In the '**Order items**' tab the following fields are presented:

- *Order ID* - order identification number (number);
- *Item ID* – special product ID in the order (to avoid conflict if we buy, for example, two products with different options) (number);
- *Product ID* – product identification number (number);
- *Product code* – code of the product;
- *Price* – product price (number);
- *Quantity* – number of order items (number);
- *Extra* - additional information in internal format.

In the '**Orders**' tab the following fields are presented:

- *Order ID* – order identification number (number);
- *E-mail* - user's e-mail;
- *User ID* – ID of the user (number);
- *Total* – order total amount (number);
- *Subtotal* – subtotal amount (number);
- *Discount* – discount (number);
- *Payment surcharge* – charges for the payment (number);
- *Shipping cost* – (number);
- *Date* – date (when the order was placed) given in the format month/day/year (12/25/2005);
- *Status* – order status (C - Completed, O - Open, etc... All statuses are displayed on the **Order statuses** page);
- *Notes* – notes of the customer (text);
- *Payment ID* – payment method ID (number);

- *IP address* – IP address of the customer (e.g. 192.168.0.3);
- *Details* – notes of the administrator (text);
- *Payment information* – encoded information about the payment;
- *Taxes* – tax information in internal format;
- *Coupons* – coupon information in internal format;
- *Shipping* – shipping information in internal format;
- *Title* – title of the customer (Mr, Mrs, etc.);
- *First name* – user's first name;
- *Last name* – user's last name;
- *Company* – the name of the company;
- *Fax* – fax number;
- *Phone* - company phone;
- *Web site* – web site of the company;
- *Tax exempt* – whether the tax is imposed on the customer or not (Y – tax is not imposed, N – tax is imposed);
- *Language* - two-digit language code (e.g. EN);
- *Billing: title* – user's title (Mr, Ms, etc.);
- *Billing: first name* - user's first name (text);
- *Billing: last name* - user's last name (text);
- *Billing: address* - user's address (text);
- *Billing: address (line 2)* - user's address (text);
- *Billing: city*;
- *Billing: state*;
- *Billing: country* - two-letter country code (e.g. US) (it can be found in the first column on the '**Manage countries**' page);
- *Billing: zipcode* – billing postal code;
- *Shipping: title*;
- *Shipping: first name*;
- *Shipping: last name*;
- *Shipping: address*;
- *Shipping: address (line 2)*;
- *Shipping: city*;
- *Shipping: state*;
- *Shipping: country* - two-letter country code (e.g. US) (it can be found in the first column on the '**Manage countries**' page);
- *Shipping: zipcode* - shipping postal code;
- *Extra fields* - additional fields in the format - {Field: value, Field2: value, Field3: value}.

By clicking on the **Products** link you will open the *Images Import* page with three tabs: **Images**, **Products**, **Qty discounts**.

Images:

- *Product code*;
- *Pair type* – type of the pair (M - main, A - additional). The main pair of images is added in the '**Detailed information**' tab, and additional pair is added in the '**Images**' tab in the admin panel and displayed in the '**Images**' tab on the product details page in the storefront.
- *Thumbnail* – path to the image;
- *Detailed image* - path to the detailed image;

Note: Actual images cannot be imported via the CSV mechanism. What you import is the path information for the system to find and bind the images to products. Use your FTP program to upload the actual images into the location defined by the *Image Path(s)*.

Products:

- *Product code*;
- *Category* – path to the main category (a///b///c);
- *List price* – product market price (in 0.00 format);
- *Price* - product price (in 0.00 format);
- *Available* - availability (Y - available, H - hidden, N – unavailable);
- *Quantity* – quantity in stock (number);
- *Weight* - product weight in the unit of weight defined in the EZ-Cart admin panel (it is *lbs* by default in EZ-Cart);
- *Min quantity*;
- *Shipping freight* – shipping cost (number);
- *Date added* – date (when the product was added) in the format month/day/year (12/25/2005);
- *Downloadable* – whether the product can be downloaded (Y or N);
- *Files* - full path to the file of the downloadable product. Also, only the file name can be specified if you fill in the **Files directory** field in the **Import options** section. Several files must be delimited by comma (file1.pdf, file2.jpg);
- *Ship downloadable* – whether to calculate the shipping for a downloadable product (Y or N);
- *Inventory tracking* - inventory tracking option (d - disable tracking, b - tracking with product options, o - tracking without product options);
- *Free shipping* - whether the product is shipped for free or not (Y or N);
- *Feature comparison* - whether you can add this product to the compare list or not (Y or N);
- *Zero price action* - zero price action option (R means 'Do not allow to add the product to cart', P - 'Allow to add the product to cart', A - 'Ask customer to enter the price');

- *Thumbnail* - path to the product image;
- *Detailed image* - path to the detailed image;
- *Product name* – product name (text);
- *Description* – product description (text);
- *Short description* – product short description (text);
- *Meta keywords* - the product META-keywords (text);
- *Meta description* - the product META-description (text);
- *Search words*;
- *Page title* - the name of the page displayed in the browser (text);
- *Taxes* – list of taxes separated by commas (e.g. VAT, California Sales Tax);
- *Features* - click on the **Notes** link to view the information about how to import product features;
- *Options* - click on the **Notes** link to view the information about how to import product options;
- *Secondary categories* – additional categories separated by semicolon (b///c; d///e);
- *Supplier* - name of the supplier (name entered in the field 'Company' during registration);
- *Manufacturer* – manufacturer's name (Adidas);
- *Pay by points* – ability to pay for the product with points (Y or N);
- *Override points* – whether to recalculate the points for the product (Y or N) or not. If not, then the points specified for the category or global points are taken.
- *Override exchange rate* - (Y or N).

Qty discounts:

- *Product code* - the product code (number);
- *Price* - wholesale price (number);
- *Lower limit* - lower quantity limit (number); for example, from 1 item - \$5, from 5 items - \$4, from 10 items - \$3;
- *Membership* - membership name (e.g. Bronze).

Click on the **Users** link you will see the fields that can be imported for users.

Users:

- *E-mail* – user's e-mail;
- *Login* - user's login;
- *User type* – user type (A - administrator, C - customer, P - affiliate, S – supplier);
- *Active* – whether the user is active (Y or N);
- *Membership ID* – membership ID (number);
- *Password* - password encoded with md5;

- *Title* – user's title (Mr, Ms);
- *First name* – user's first name;
- *Last name* – user's last name;
- *Company* – name of the company;
- *Fax* – fax number;
- *Phone* - user's phone;
- *Web site*;
- *Tax exempt* – whether the tax is imposed on the customer or not (Y – tax is not imposed, N – tax is imposed);
- *Registration date* - date (when the user registered) in the format month/day/year (12/25/2005);
- *Language* – two-letter language code (EN);
- *Billing: title*
- *Billing: first name*
- *Billing: last name*
- *Billing: address*
- *Billing: address (line 2)*
- *Billing: city*
- *Billing: state*
- *Billing: country* - two-letter country code (e.g. US) (it can be found in the first column on the '**Manage countries**' page);
- *Billing: zipcode*
- *Shipping: title*
- *Shipping: first name*
- *Shipping: last name*
- *Shipping: address*
- *Shipping: address (line 2)*
- *Shipping: city*
- *Shipping: state*
- *Shipping: country* - two-letter country code (e.g. US) (it can be found in the first column on the '**Manage countries**' page);
- *Shipping: zipcode*
- *Extra fields* - additional fields in the format - {Field: value, Field2: value, Field3: value}.

5.6.9 Export data

The EZ-Cart shopping cart software also includes the ability to export the catalog as a '.csv' file, using the '**Export data**' page. There are four links on the right of the page:



The links direct you to the pages with a one or more tabs. Each tab consists of three sections: **General** (the section where you specify the fields the export file will contain), **Export files**, and **Export options**.

In the **Export files** section you see the name and the size of the files that have been previously exported. If you want to delete these files click on Delete link.

In the **Export options** you specify the parameters for the export procedure. The possible parameters are:

- *Language* - choose a language in which the data will be exported;
- *Product type* - choose what sort of product it is (brushes, briefcases, etc.);
- *Category delimiter* - enter the delimiter, that is used when specifying the main category of the product (e.g. "Computers///Desktops");
- *Images directory* - directory where images are located. It will be used if image file is specified without a path; this must be an absolute path;
- *Files directory* - directory where product files are located. It will be used if "File" field data is specified without a path; this must be an absolute path;
- *CSV delimiter* - specify whether the data in the CSV file is separated by commas, semicolons, or tabs;
- *Output* - choose where the file will be saved (*Direct download* - on your server, *Screen* - on the screen, *Server* - directly on a Google server);
- *Filename* - name of the exported file;
- *Export discounts* - if the check box is ticked off the products are exported together with the discounts.

Note: Not all of parameters are used in all tabs.

In the top section you select the fields that the exported file will consist of. You can do this using two fields: **Exported fields** and **Available fields**.

For field definitions see **Administration->Import data**.

It is possible to save several variants of exported fields. In order to do this, choose the fields you want to export, type the name of this layout and click on **Save layout as** button.

5.6.10 Revisions

Using the **Revisions** feature you have the ability to keep track of the changes you make to categories, products, pages and news. To enable the feature you need to activate revisions in **Administration->Settings->General**.

A list of all revisions is given on the **Revisions** page. You can use the search pattern to display only the necessary revisions.

Revisions - All

Author:

Object type: --

Advanced search options

Go to page: 1
« previous
1
2
3
4
5
6
7
8
...
16
next »
Total items: **157** / **10**

OBJECT TYPE	REV.	NAME	LAST ACTION	
Category	3	Video Cards	01/15/2009, 11:48 Edited by Admin Admin	Changes History View
Category	2	Printers	01/15/2009, 11:46 Edited by Admin Admin	Changes History View
Category	2	Modems	01/15/2009, 11:38 Edited by Admin Admin	Changes History View
Category	1	Memories	01/15/2009, 11:00 Published by Admin Admin	History View
Category	1	Processors	01/15/2009, 11:00 Published by Admin Admin	History View
Category	1	Motherboards	01/15/2009, 11:00 Published by Admin Admin	History View
Category	1	Computer Cases	01/15/2009, 11:00 Published by Admin Admin	History View
Category	1	Footwear	01/15/2009, 11:00 Published by Admin Admin	History View
Category	1	Computers & Internet	01/15/2009, 11:00 Published by Admin Admin	History View
Category	1	Children's Books	01/15/2009, 11:00 Published by Admin Admin	History View

Go to page: 1
« previous
1
2
3
4
5
6
7
8
...
16
next »
Total items: **157** / **10**


Revisions

In the search pattern you can search for revisions by author and object type (category revisions, product revisions, page revisions, news revisions).

To make the search results more accurate click on **Advanced search options**. You will be able to specify a period of search (choose any of the defined periods or define the period by yourself).

Also you can specify the way the search results will be displayed. Using the '**Sort by**' option you can choose among 2 parameters (Author, Date) by which the results will be sorted and specify the way of sorting (ascending or descending). For

example, if you choose 'Author' and 'desc.', the search results will be sorted by *author* in descending order, i.e. in alphabetical order.

Moreover, the system allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this search as:** input field and click on the  button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

The list of revisions contains the following columns:

- *Object type* - object that is revised (category, product, page or news);
- *Revisions* - number of revisions;
- *Name* - name of the revised object (category name, products name, page name, news header);
- *Last action* - the last action that was applied to the object; date and time it was applied.

By clicking on the [Changes ▶](#) link you will see a page with the last changes made to the object (category, product, page or news).

Click on the [History ▶](#) link and you will be taken to the page with all actions applied to the revision object.


[<< back to: Revisions](#) :: [Revisions history](#)

Video Cards


Total items: **3** / [10](#)

	REV.	LAST ACTION	WORKFLOW
<input type="radio"/>	<input type="radio"/>	3 01/15/2009, 11:48 Edited by Admin Admin	Publish ▶ Edit ▶
<input type="radio"/>	<input type="radio"/>	2 01/15/2009, 11:47 Edited by Admin Admin	Revert ▶ View ▶
<input type="radio"/>	<input type="radio"/>	1 01/15/2009, 11:00 Published by Admin Admin	Revert ▶ View ▶

Total items: **3** / [10](#)



Revisions history

Here you can compare two different revisions of the object and see what changes have been made. To do this select necessary versions and click on the .

button. On the page you will see the data fields of the database that have been changed and changes themselves.

[« back to: Revisions](#) :: [Revisions history](#) :: [Compare](#)

Video Cards

FIELD	REVISION 2 (01/15/2009, 11:47 BY ADMIN ADMIN)	REVISION 3 (01/15/2009, 11:48 BY ADMIN ADMIN)
categories.parent_id:	85	
categories.id_path:	85/161	161
categories.is_op:	N	Y

[Back](#) ▶

Revisions history

By clicking on the links [View](#) ▶ and [Edit](#) ▶ you will open the detail page of the revised object.

If you click on the [Revert](#) ▶ link, the object will be reverted to the corresponding revision.

Click on the [Publish](#) ▶ link to approve and publish the changes. Only after this the object will be displayed in the customer storefront with all the applied changes.

If a workflow is defined in **Administration->Workflow**, there appear two additional links on the **Revisions history** page. The links are [Delete](#) ▶ and [Delete all previous](#) ▶. To delete a certain revision use the [Delete](#) ▶ link. If you click on [Delete all previous](#) ▶ all previous revisions will be deleted from the list.

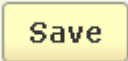
5.6.11 Workflow

Workflow is a feature allowing to control a work process, namely to control editing of categories, products, pages and news. If a work is done by a group of people, you can create an algorithm of the work process, you define who will edit an object, who will approve and who will publish the changes. Note that customers will see these changes only after their publishing.

A list of all workflows is given on the **Workflow** page.



The list of workflows contains the following columns:

- Select column:
- Object type - object of the workflow (category, product, page or news):
- Name - name of the workflow:
- Status - status of the workflow (Active or Disabled).



If you change the status or the name of a workflow, click on the  button to save the changes to the database.

Workflow

+ Add workflow

Name: 
Object type: 

Total items: 2 / 10

<input type="checkbox"/>	OBJECT TYPE	NAME	STATUS
<input type="checkbox"/>	Product (All)	Workflow (products)	Active  edit delete
<input type="checkbox"/>	Category (All)	Workflow (categories)	Active  edit delete

Total items: 2 / 10

or [Delete selected](#)

+ Add workflow

Workflow

To delete a workflow from the list:

- click on the delete link of the workflow.

To delete several workflows at a time:

- tick off the check boxes opposite the entries you want to delete:
- click on Delete selected.

To add a new workflow use the  button.

To edit a workflow click on the edit link. You will be taken to the **Editing workflow** page with three tabs **General**, **Workflow queue**, **Select objects**.

The name and the status of the workflow can be changed in the **General** tab.

[« back to: Workflow](#)

Editing workflow: Workflow (categories)

General [Workflow queue](#) [Select objects](#)

Name: *

Object type:

Status: * ☒ Active ☐ Disabled

or [cancel](#)

Editing workflow

In the **Workflow queue** tab you define the steps of a work process. Here you define who will edit an object (create a revision) and who will publish the changes (approve a revision). Note that you can choose only among the administrators of the store.

[General](#) **Workflow queue** [Select objects](#)

POS.	FROM	ACTION	TO	NOTIFY BY EMAIL	STATUS	
0	[system]	Create a revision	Tom Green	<input checked="" type="checkbox"/>	Active	delete
0	Tom Green	Create a revision	Admin Admin	<input checked="" type="checkbox"/>	Active	delete
0	Admin Admin	Approve a revision	[system]	<input checked="" type="checkbox"/>	Active	delete
	--	--	--	<input type="checkbox"/>	Active	

or [cancel](#)

Workflow queue

Let's consider the example presented in the picture above. Tom Green can make changes to objects (e.g. categories) but these changes won't be displayed in the storefront until Admin approves the changes, i.e. publishes them in the **Revisions** section.

To notify an administrator about the revision tick off the check box in the **Notify by e-mail** column. The notification will contain information about the date and time when the revision was created and the administrator by whom it was created, also it will contain a link to the revision.

If the workflow will be set as in the example above, Admin will be able only to approve changes made to categories, but he won't be able to make changes himself. To allow Admin to make changes you should add two extra rows to the workflow queue as in the picture below. So Admin will be able not only to publish changes but also make them himself.

General Workflow queue Select objects

POS.	FROM	ACTION	TO	NOTIFY BY EMAIL	STATUS
0	[system]	Create a revision	Tom Green	<input checked="" type="checkbox"/>	Active delete
0	Tom Green	Create a revision	Admin Admin	<input checked="" type="checkbox"/>	Active delete
0	Admin Admin	Approve a revision	[system]	<input checked="" type="checkbox"/>	Active delete
0	[system]	Create a revision	Admin Admin	<input type="checkbox"/>	Active delete
0	Admin Admin	Create a revision	[system]	<input type="checkbox"/>	Active delete
	--	--	--	<input type="checkbox"/>	Active delete

Save or [cancel](#)

Workflow queue

The form allows bulk addition of items.

To add a new row with empty fields to the section, click on .

To add a new row with identical values to an existing one ("clone" link), click on .

To delete a row, click on . (You can delete all the entries except the last one.)

To save the changes click on the button.

In the **Select objects** tab you select objects of the revision (categories, products, pages or news).


5.6.12 Logs

Logs of store activity are listed here. The first section is the search section where you can define search criteria and see the results. You can set a certain time period and logs entries created during this period will be displayed for you. You can choose any of the given periods or define the search period by yourself.

For more detailed search results you can click on **Advanced search options** and set the following parameters:



- *User* - user who performed the action;
- *Type/Action* - specify in relation to what the type of log entries you want to see (orders, users, products, categories, database, requests, news)

The system allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this**


search as: input field and click on the  button. Once the search pattern is saved, it is displayed in the dropdown list box at the top of the page.






Logs - [All](#)


[db backup/restore](#) | [php information](#) | [clean logs](#) | [settings](#)

Period:
Select dates:  - 

[Advanced search options](#)

Go to page:  Total items: 5 / 10


	TIME	USER	TYPE	CONTENT
	01/05/2009, 10:27	Admin Admin	Users (session)	User: Admin Admin; admin@yourcompany.com (#1) IP address: 192.168.7.197
	12/29/2008, 12:58	Admin Admin	Users (session)	User: Admin Admin; admin@yourcompany.com (#1) IP address: 192.168.7.197
	12/27/2008, 15:29	Admin Admin	Users (session)	User: Admin Admin; admin@yourcompany.com (#1) IP address: 192.168.7.197
	12/26/2008, 18:10	Admin Admin	Users (session)	User: Admin Admin; admin@yourcompany.com (#1) IP address: 192.168.7.197
	12/25/2008, 12:16	Admin Admin	Users (session)	User: Admin Admin; admin@yourcompany.com (#1) IP address: 192.168.0.70 Logged in time: 2 [hours] 1 [minutes] Timeout: 1

Go to page:  Total items: 5 / 10

Logs

The following information is given in the list of logs:

- *Time* – date and time when the log is created
- *User* – user who performed the action registered in the log
- *Type* – what action was performed and what it is related to (categories, database, news, orders, products, requests or users)
- *Content* – content of the log.

There is an ability to go directly to the needed page. Just enter the number of the page in the 'Go to page:' field and click on  mark.

To delete all the logs click on the [clean logs](#) link.

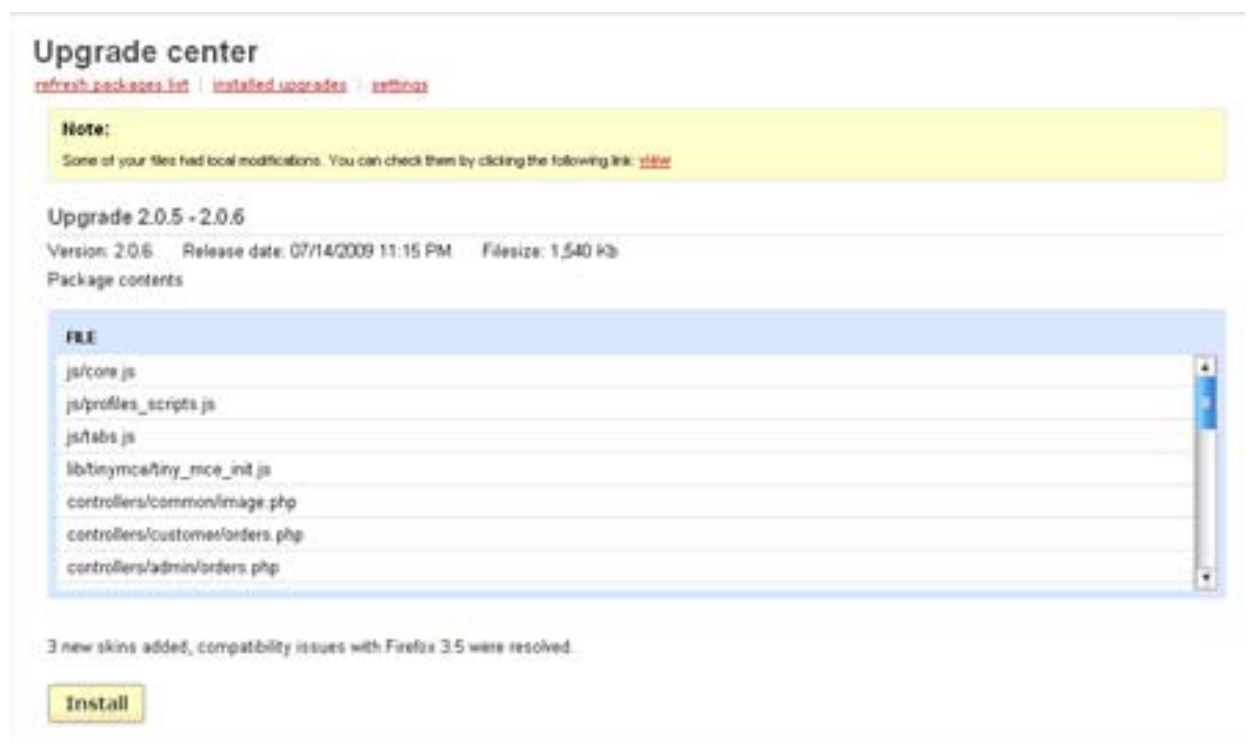
Using the [php information](#) link you can view the PHP details. After clicking on the [db backup/restore](#) link you will be taken to the **Database** page.

5.6.13 Upgrade center

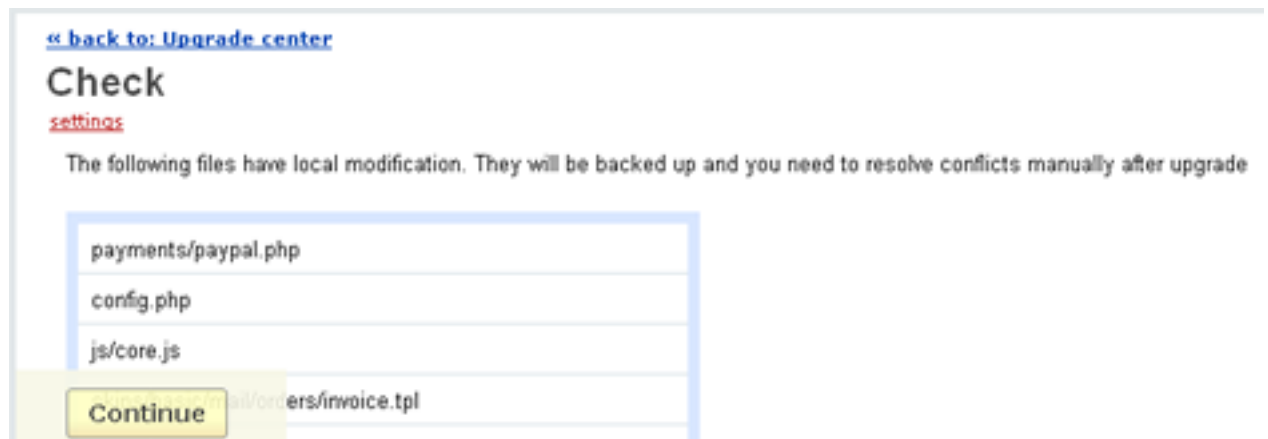
The *Upgrade Center* allows you to upgrade the installed EZ-Cart up to the latest version via a web-interface. The *Upgrade Center* will automatically receive information about all available updates from our server and display a notification for the administrator. (Note that upgrade center settings must be adjusted in **Administration->Settings->Upgrade center**).

Installation of the updates is carried out on the Upgrade Center page. If access permissions do not allow modification of some files, the system will prompt you to enter FTP access details (they are not passed to our server).

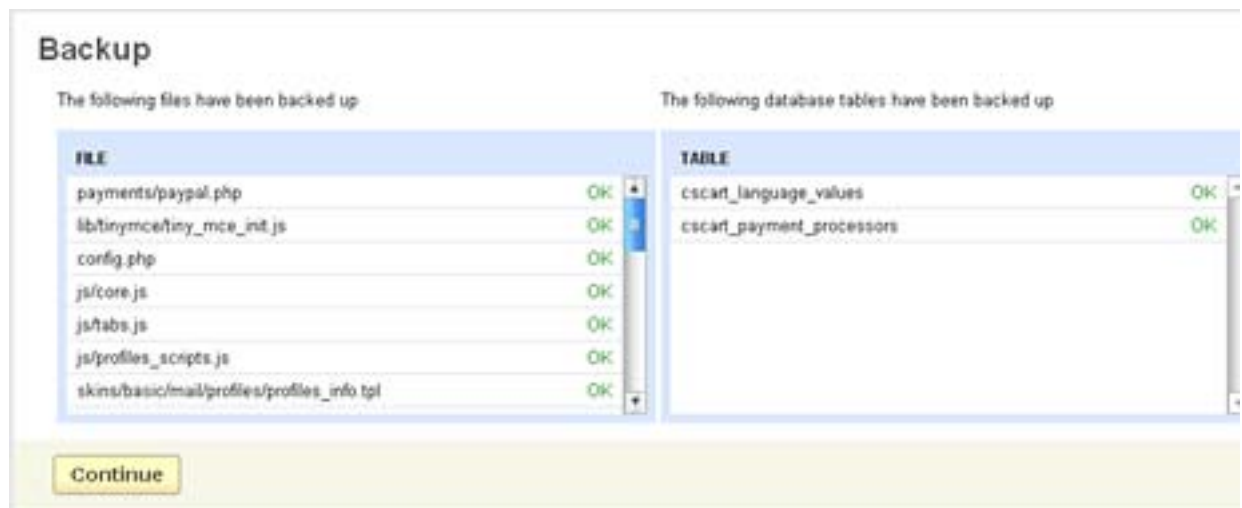
overwritten by the upgrade process.



Click the *Install* button to proceed to the *Check* page. This is where local modifications are checked and files which have local modifications are listed.



Click the *Continue* button to go to the *Backup* page.



Click *Continue* again and the backup will be performed and the new upgrade files will be installed.

Upon completion of the *Upgrade* process, a check will be performed to see if there are any patches available for the base release.

Important Note: Be sure to click the *Open store* link at the bottom of the page after resolving any files in conflict and after the upgrade has completed.

There are 3 links at the top of the *Upgrade Center* page.

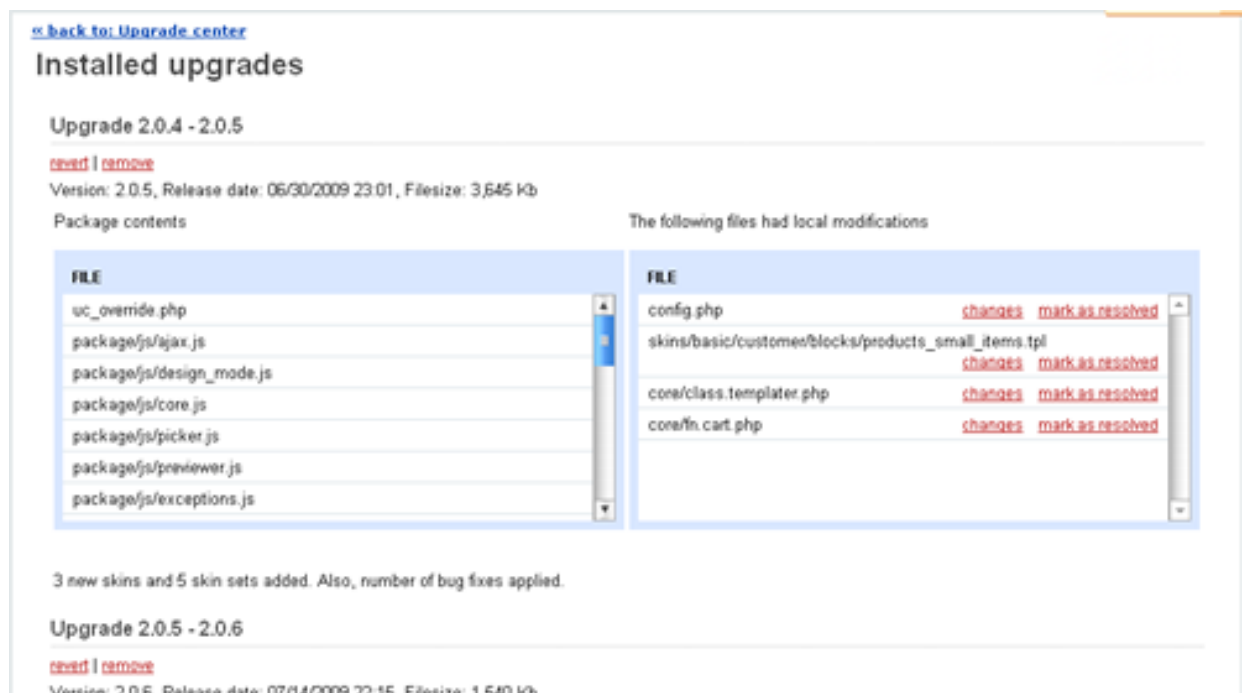
- refresh packages list - re-queries the server for currently available upgrade packages and verifies the current version of the system.
- installed upgrades - lists the upgrades that have been applied to the system (previously 'removed' upgrades are not shown).
- settings - upgrade settings like server name, licence number, etc.

The **Installed upgrades** page lists each upgrade that has been applied to the system. Each section contains information about each upgrade that was performed. Each section is broken into two panes. These are *Package contents* and *Local modifications*.

The *Package contents* pane lists all the files contained in the upgrade package.

The *Local modifications* pane tells you what files will be overwritten during the upgrade process that the system believes have had local modifications. These files are referred to as being in conflict with the upgrade. Clicking the *changes* link will take you to a comparison view where you can see the local changes highlighted in red. Content contained in a new upgrade file and not in the previous version will be highlighted in green.

All the "files in conflict" will be replaced during the upgrade. They are saved in the folder **var/upgrade/UPGRADE_NAME/backup** (where UPGRADE_NAME is normally a name such as "upgrade_2.0.3-2.0.4.tgz"). Don't be fooled by the '.tgz' suffix of the name. It is in fact a directory. You can re-apply changes one by one and return to previous versions by carefully reviewing the conflicts within each file.



[« back to: Upgrade center](#)

Installed upgrades

Upgrade 2.0.4 - 2.0.5

[reset](#) | [remove](#)

Version: 2.0.5, Release date: 06/30/2009 23:01, Filesize: 3,645 Kb

Package contents

FILE
uc_override.php
package/js/ajax.js
package/js/design_mode.js
package/js/core.js
package/js/picker.js
package/js/previewer.js
package/js/exceptions.js

The following files had local modifications

FILE
config.php changes mark as resolved
skins/basic/customer/blocks/products_small_items.tpl changes mark as resolved
core/class/templater.php changes mark as resolved
core/fn.cart.php changes mark as resolved

3 new skins and 5 skin sets added. Also, number of bug fixes applied.

Upgrade 2.0.5 - 2.0.6

[reset](#) | [remove](#)

Version: 2.0.6, Release date: 07/14/2009 22:15, Filesize: 1,540 Kb

Settings: Upgrade center

License number

Updates server

Send options

Hostname

Username

Password

Directory

Save

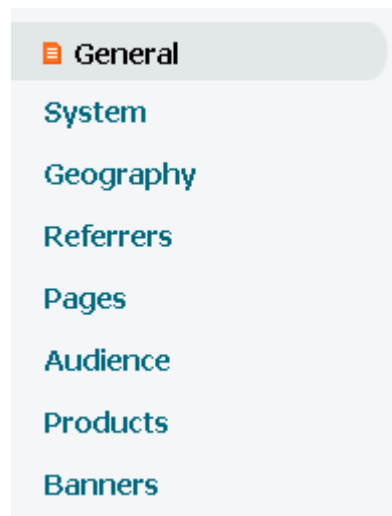
Upgrade center

Enter your license number and click on the  button and you will see all the upgrade packages currently available.

If you have made effective use of the *Local Modifications* addon, any conflicts identified during the upgrade process can be safely ignored. It is common for *config.php* to always be in conflict because the *patch-level* of the system is stored in this file. However, it is always a good idea to review all conflicts to ensure that changes you have made are not really in conflict with standard system files.

5.6.14 Statistics

A wide range of statistics covering different aspects of store operation is collected by the system and are available for the administrator. This makes it considerably easier to analyze both overall efficiency of the store and efficiency of separate features.



There are eight links on the right of the page: **General**, **System**, **Geography**, **Referrers**, **Pages**, **Audience**, **Products**, **Banners**. Each of these links leads to the corresponding statistical data.

The **General statistics** page provides basic user activity information, namely the total number of visits to the store. The following information is displayed:

- *Date* – month, day and year;
- *Total* – total number of visits on this day (the value is a sum of values in the two following columns);
- *Robots* – the number of visits by automatic systems (search robots, etc);
- *Visitors* – the number of visitors;
- *Visitor hosts* – the number of IP addresses from which the visitors originated.

Clicking on the number in the *Visitors* column will open the '**Visitors log**' page where you can view the detailed information about every visit: date and time, the number of pages that were viewed, IP address or Proxy (if any) of the visitor, operating system and browser the visitor used, his screen resolution, language, country. To get more information click on [+ Extra](#) and you will see the entry (landing) page, the current page and the referrer (referring page - I.e. the page viewed previously to this one) and the user-agent (browser that was used).

Statistics: General - [All](#)

[users online](#) | [remove statistics](#)

Period:

Select dates:
 - **Search**

Advanced search options

Type:

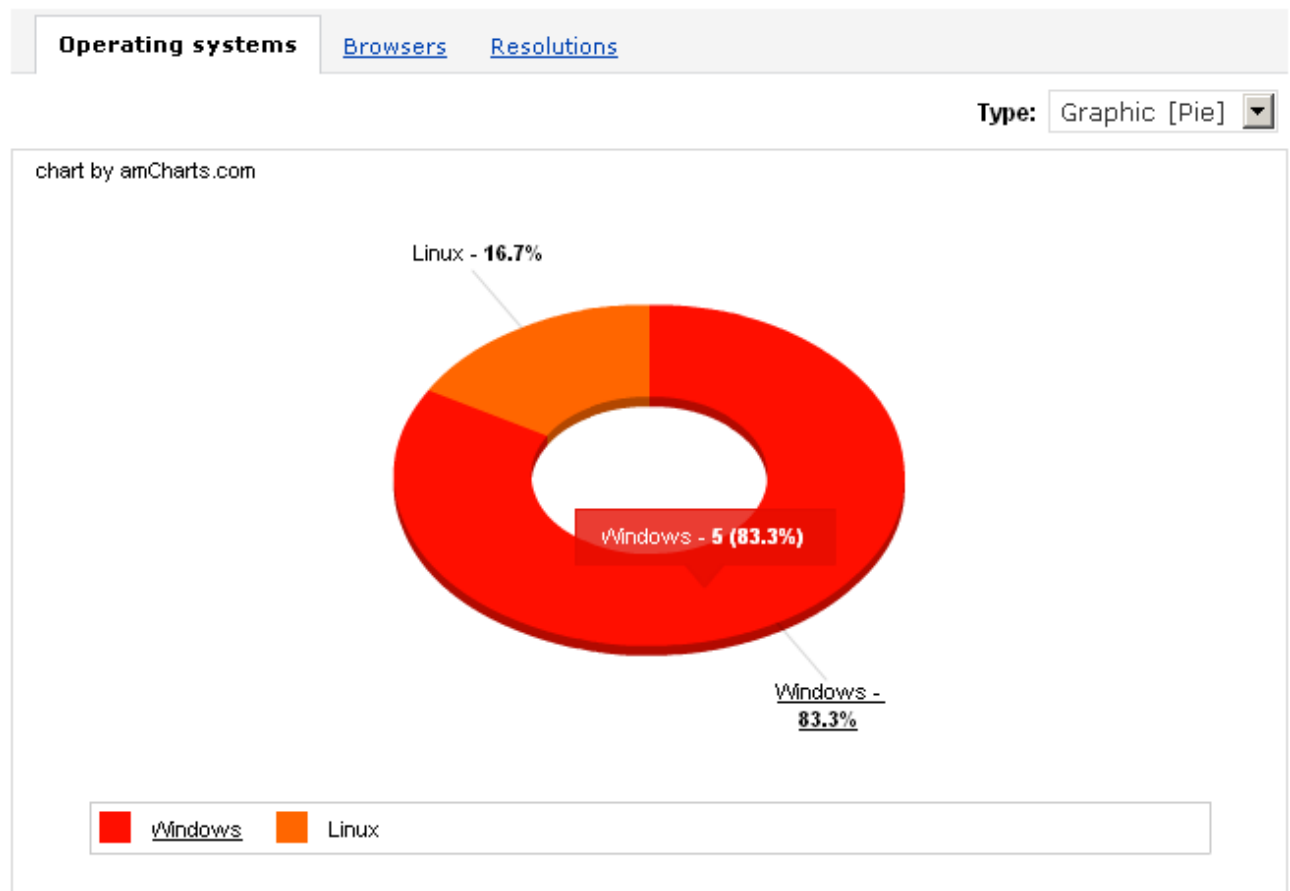
Total items: **2** / [10](#)

DATE	TOTAL	ROBOTS	VISITORS	VISITOR HOSTS
12/25/2008	1	0	1	1
12/24/2008	4	0	4	1

Total items: **2** / [10](#)

General statistics

The **System statistics** page contains information about operating systems, browsers and the user's screen resolutions.



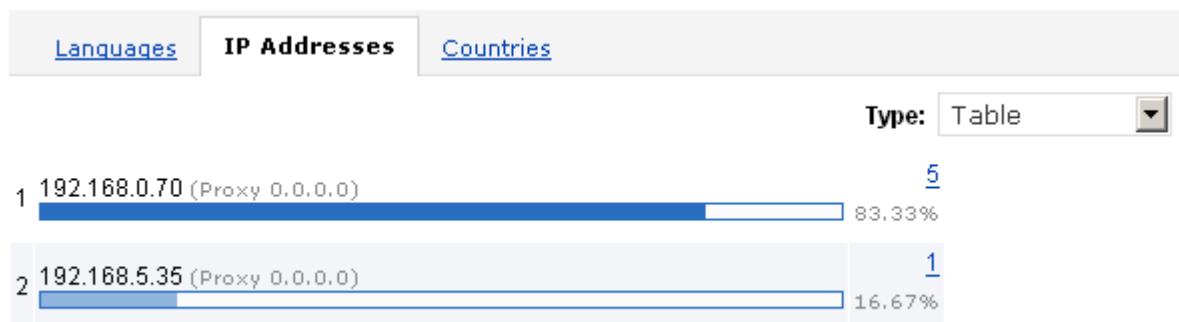
System statistics

The '**Operating systems**' tab shows the names of operating systems, number of visits from each type of system and the number of visits as a percentage of total visits.

The '**Browsers**' tab contains names of the browsers which were used by visitors, browser versions, number of visits from each browser and number of visits in percentage terms.

The '**Resolutions**' tab presents information about resolutions of the browsers. Next to each resolution is the number of visitors who use that resolution of monitor. Also a percentage value is provided along with a numerical value.

The **Geography statistics** page details information about countries, cities, languages and IP addresses.



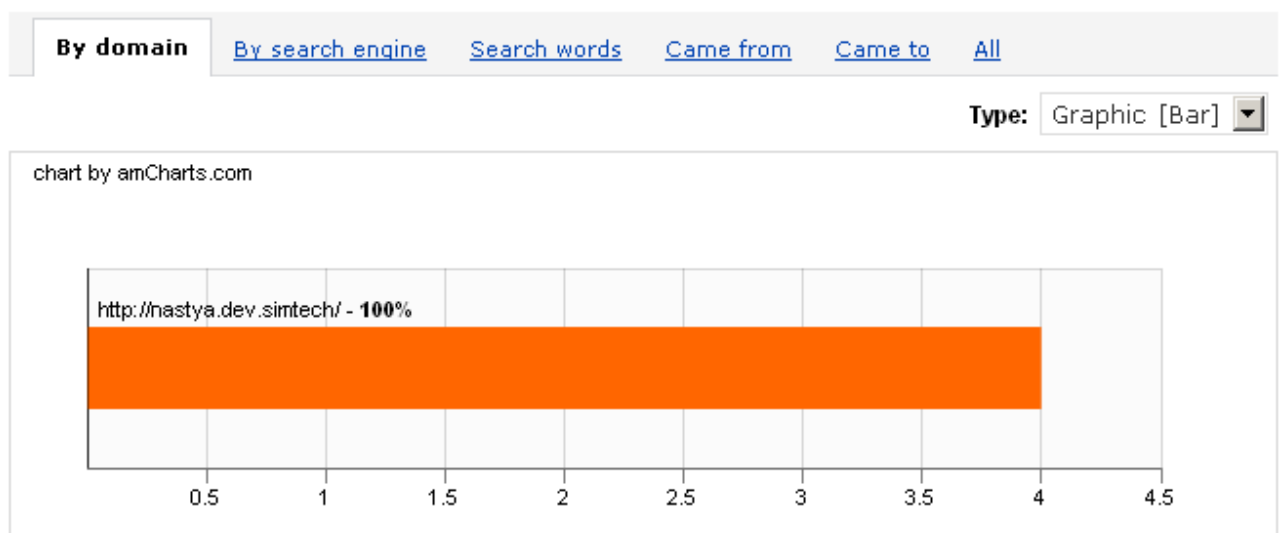
Geography statistics

In the '**Languages**' tab the languages used by people who visit the store are presented. In this tab, the names of the languages, number of people using them and the percentage of total are displayed.

In the '**IP addresses**' tab all IP addresses of the customers who entered the store are displayed. Sometimes it is not just an IP address but a proxy server address. Also you can see the number of visits from each IP address and the percentage value.

In the '**Countries**' tab you see the countries from which the visitors came, the number of visitors from each country and their percentage value.

Referrer statistics are presented in six tabs: **By domain**, **By search engine**, **Search words**, **Came from**, **Came to**, **All**.



Referrer statistics

The '**By domain**' tab gives information about the domains from which the customers came, the number of visits from each domain and the percentage of total.

The '**By search engine**' tab provides a list of all search engines which were used by visitors who came to the store, the number of visitors referred by each engine and the number of visitors in percentage terms.

In the '**Search words**' tab a list of all words or phrases which were entered in search engines is given. The number of queries and percentage ratio are displayed for every variant.

'**Came from**' displays the search engines and the queries by which customers were referred, the number of referrals and the percentage equivalent.

'**Came to**' shows the pages which customers were referred to, the number of referrals to each page and the percentage equivalent.

In the '**All**' tab you can view all URLs from which visitors came to the store, the number of visits from each of them and the number of visits in percentage terms. If it is a search system, in addition to the URL the phrase entered into a search engine is shown.

Page statistics show page popularity among users. All information is given in four tabs: **Titles by visits**, **Entry points**, **Exit points**, **Pages by visits**.

Titles by visits			Entry points			Exit points			Pages by visits		
									Type:	Table	
	/index.php										5
1	Powerful PHP shopping cart software									45.45%	
	/index.php?subcats=Y&type=extended&status=A&pshort=Y&pfull=Y&pname=Y&pkeywords=Y&c										2
2	Powerful PHP shopping cart software - Search results									18.18%	
	/										1
3	Powerful PHP shopping cart software									9.09%	
	/										1
4	Powerful PHP shopping cart software									9.09%	
	/index.php?subcats=Y&type=extended&status=A&pshort=Y&pfull=Y&pname=Y&pkeywords=Y&c										1
5	Powerful PHP shopping cart software - Search results									9.09%	
	/index.php?dispatch=auth.login_form&return_url=index.php										1
6	Powerful PHP shopping cart software - My account									9.09%	

Page statistics

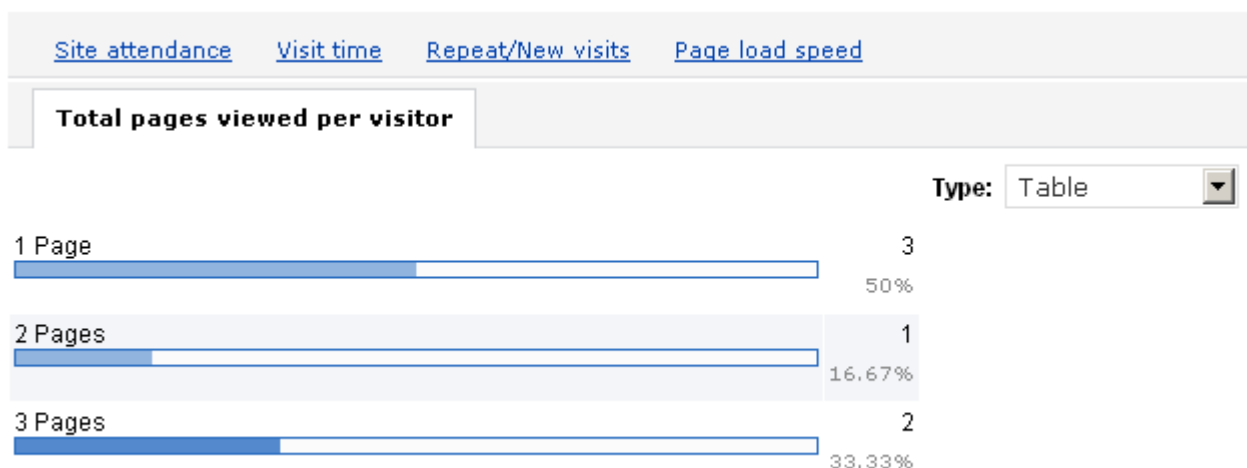
In the '**Titles by visits**' tab you see titles of the pages, the number of visits to the page or pages with this title (Note: that several pages can have the same title) and the percentage ratio of visits.

The '**Entry points**' tab gives information about the first pages of sessions. The name and the title of the page, the number of visitors who started their sessions with this page and the number of visitors in percentage terms are displayed.

The '**Exit points**' tab provides information about the last pages of user sessions. The name and the title of the page, the number of visitors whose sessions ended on the page and its percentage equivalent is displayed.

In the '**Pages by visits**' tab you will see names of the pages and their titles displayed by browsers, the number of visits to each page and the percentage ratio between the pages.

Audience statistics gives various information about the visitors of the store.



Audience statistics

'**Site attendance**' illustrates the number of visits at a certain hour of the day. *Total* is the total number of visits to the store.

In '**Visit time**' you see the number of visits lasting less than 1 minute, from 1 to 2 minutes, from 2 to 5 minutes, etc. and the percentage value for each time period. *Average duration* means the average duration of a visit.

In the '**Repeat/New visits**' tab all visitors of your store are divided into two groups. The first group is *Old visitors*, the visitors who were in the store more than once (entered from another location/page on the internet). The second one is *New visitors*, those who entered the store only once. The number of visitors and its percentage equivalent are displayed for both groups.

In the '**Page load speed**' tab page load speeds are displayed. The number of times pages with this load speed were opened by visitors. In the picture below, the statistical data shows that pages with load speed from 2 to 3 seconds were opened

twice, a page with load speed from 3 to 4 seconds was opened only once and pages with load speed from 5 to 10 seconds were opened twice. The value +3 displays that pages with load speed up to 4 seconds were opened three times, the value +5 shows that pages with load speed up to 10 seconds were opened 5 times.

By clicking on the link [View pages](#) you can view all the pages with a certain load speed.

'**Total pages viewed per visitor**' shows the percentage of visitors who viewed 1 page, 2 pages, 3 pages, 6-10 pages, etc.

Products statistics give information about the words by which customers usually search products within your store (Note: these are NOT search engine queries such as Google searches). All information is presented in a table with the following columns:

- *Search conditions* - words by which the search was performed;
- *Date* - date when the search was performed;
- *Visitors* - the number of visitors who searched by this word;
- *Found products* - the number of products that were found by this query.

Statistics: Products - All

[users online](#) | [remove statistics](#)

Period:

All

Select dates:

01/06/2009

7

-

01/06/2009

7

Search

Advanced search options

SEARCH CONDITIONS	DATE	VISITORS	FOUND PRODUCTS
100% [Any of these words] <div> Search in: Product name, Short description, Full description, Keywords </div>	12/24/2008	<u>2</u>	<u>0</u>

Products statistics

Banners statistics give information about the banners of the store, namely how many times banners were viewed and clicked on.


All information is presented in a table with the following columns:

- *Banners (clicks/views/conversion)* - name of the banner;

- *MM/DD/YY* - banner statistics for this date (the number of clicks/the number of views/their percentage ratio).

Statistics: Banners

[users online](#) | [remove statistics](#)

Period: **Select dates:**  - 


Type:

Total items: **2** / [10](#)

BANNERS (CLICKS / VIEWS / CONVERSION)	12-25-2008	12-24-2008
Build your PC	0 / 3 / 0%	0 / 11 / 0%

Total items: **2** / [10](#)


Banners statistics

 All statistical data regarding **System, Geography, Referrers, Pages, Audience** can be presented in different ways: as a Table, Graphic bar, Graphic pie, etc.

It is possible to limit the statistical data displayed on the page by using the **Search** section. You can define the time period for which the search results will be displayed. You can choose any of the given periods or define the search period by yourself. For more detailed search results you can click on **Advanced search options** and set the following parameters:

- Limit - limit the number of entries that will be displayed;
- Search phrase - specify a search phrase;
- Referrer URL - specify a referrer URL;
- URL - specify URL of the page;
- Page title - specify a page title;
- IP address - specify an IP address;
- User-Agent - specify a user-agent;
- Browser name - specify a browser name;
- Browser version - specify a browser version;

- Operating system - specify an operating system;
- Language - specify a language;
- Country - specify a country;
- Exclude - if selected, all the parameters specified above will be excluded from the search results.

The system allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this search as:** input field and click the  button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

5.6.15 Webmail

Note: EZ Merchant Solutions does not recommend using the email agent included within the shopping cart. Instead we recommend you utilize a 3rd party mailer such as Microsoft Outlook, Roundcube (supplied with your EZms hosted environment). However, if you want visibility of all emails in and out of the system, using the cart-supplier mailer agent may meet your needs.

Note2: This is NOT a mail server. You will still need to have a POP-3 or IMAP mail server for incoming email and an SMTP server for outgoing email. This is a mail reader/writer and calendar/contact management system only.

Note3: This is NOT a CRM system. Contacts are simply an address book and no integration is available to the newsletter or other marketing aspects of the shopping cart.

Internet commerce always involves a great number of emails and notifications of different kinds. An embedded mail agent is supplied with the system with an advanced set of functions.

With EZ-Cart's webmail, you can read e-mails in a safe way, reply, forward, compose new e-mails in plain-text or HTML mode, attach multiple files to e-mails, manage e-mails using folders, schedule your time, manage your contacts, and do much more in a flexible and completely customizable environment.

Login Information

Email:

Login:

Password:

Incoming Mail: POP3 Port: 110

SMTP Server: Port: 25

☒ Use SMTP authentication

☐ Sign me in automatically

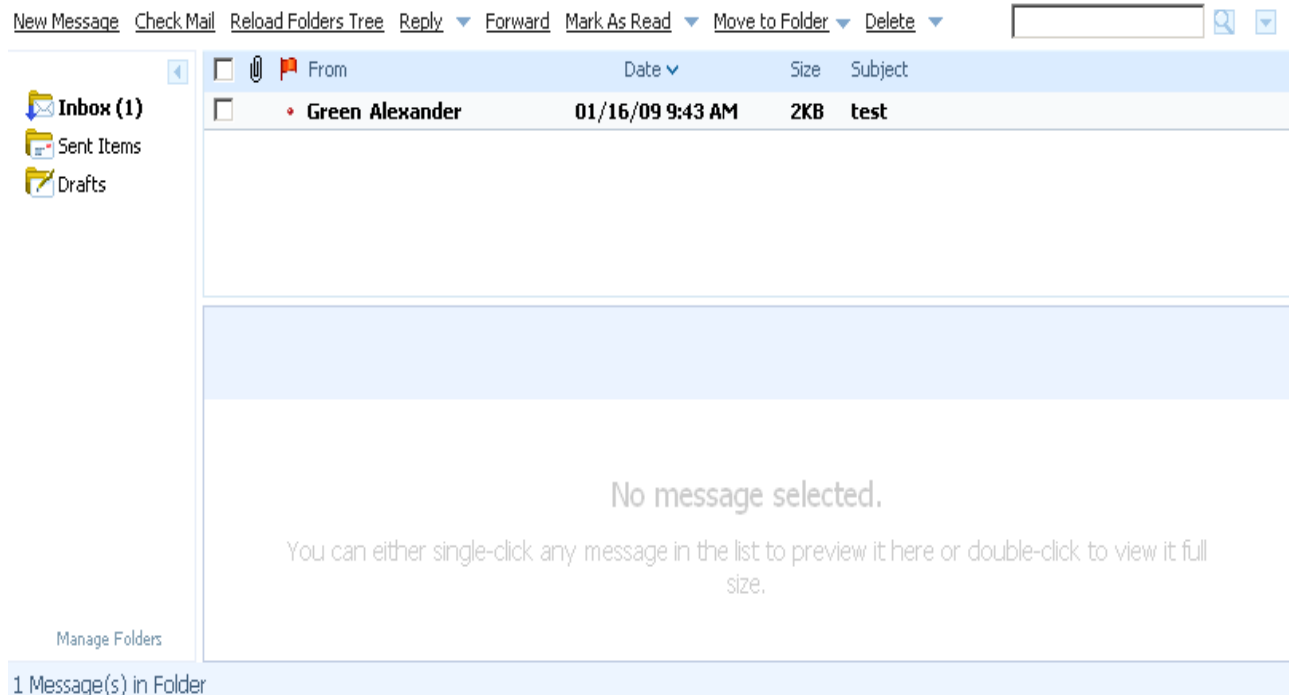
[Standard Login](#)

Login information

To start managing your mail you need to first login to the email system. Standard and Advanced login is possible. The following fields are to be filled in:

- Email – the address others will reply to when they are responding to your mail:
- Login – your login:
- Password – your password:
- Incoming Mail – the incoming mail server (protocols POP3 and IMAP can be used to connect to the server):
- SMTP Server – the outgoing mail server:
- Use SMTP authentication – tick off to enable SMTP authentication (automatic checking of outgoing mail)
- Sign me automatically.

After you are logged in, you'll be taken to the page with the list of all incoming messages. Here you can create new messages, reply to the incoming messages, mark messages as read/unread or flag them, etc.



Webmail

EZ-Cart's webmail allows you to have an address book. You can add your contacts and import them from other e-mail clients in CSV format. So following the **Contacts** link in the top menu bar you go to the page with all your contacts. Here you are able to organize the contacts in groups and edit both groups and contacts.

Our webmail enables you to schedule your life and business. The settings allow to choose the most suitable form of calendar (day, week, month), create a multitude of calendars and use different colors for them.

You are given the ability to change settings for all aspects of the webmail operation. You can change common settings like date and time format, language, etc. and settings of email accounts, contacts and calendars as well. All these settings can be found by following the **Settings** link in the right top corner.

From the webmail you can easily return to the EZ-Cart admin panel and there is no need to logout. So you do not have to log in every time you return to the webmail page.

For more information on the MailBee WebMail application go to their official site <http://www.afterlogic.com>.

5.6.16 Store access

The '**Access restrictions**' add-on is an advanced security tool for limiting access to the store. The access can be restricted in many ways: you have the ability to ban access to the store or to the administration area for particular IP addresses, ban registration (or login) for certain domains or e-mail addresses and payment by some credit cards. This considerably improves your store security and reduces the possibility of hacking.

The **Store access** administration section is displayed if the **Access restrictions** addon is enabled in **Administration->Addons**.

The *Store access* page is presented as a set of tabs: **IP**, **Domain**, **E-mail**, **Credit card**, **Admin area**.

Store access

[IP](#)
[Domain](#)
[E-mail](#)
[Credit card](#)
[Administration panel](#)

Total items: 2 / 10

<input type="checkbox"/>	IPS	REASON	CREATED	STATUS	
<input type="checkbox"/>	4.144.166.134	suspicious	05/06/2009, 10:03	Active	delete
<input type="checkbox"/>	4.149.94.98 - 4.12.5.204		05/06/2009, 10:03	Disabled	delete

[Select all](#) | [Unselect all](#)

Total items: 2 / 10

Save

or
Delete selected

+ Add new IPs

Access restriction

In the '**IP**' tab you specify IP addresses that will be declined access to the store.

The IP tab has the following columns:

- *Select column*;
- *IPs* – IP address or a range of addresses;
- *Reason* – the reason for the access restriction, it is displayed when someone with this IP address tries to enter the store;

- *Created* – date and time the IP address was added;
- *Status* – status of the restriction (Active or Disabled).

To add new IP addresses, use the  button.

After entering all of the desired information, click on  to add the new IP.

You can ban access for several IP addresses with successive numbers.

It is possible to ban access for all IP addresses in the defined interval. To do this you just need to enter the starting number (e.g. 192.169.0.40) in the '*IP From*' field and the last number (e.g. 192.169.0.49) in '*IP To*' and the access to the store will be automatically blocked for any IP address from this interval. But if you want to define only one IP address, you can enter it either in the '*IP From*' field or the '*IP To*' field or in both columns.

In the **Domain** tab the administrator has the ability to ban access for all IP addresses which are identified by a certain domain name.


The **Domain** tab has the following columns:

- *Select column*;
- *Domain* – name of the domain;
- *Reason* – the reason for the access restriction, it is displayed when someone from this domain tries to register or login;
- *Created* – date and time the domain name was added;
- *Status* – status of the restriction (Active or Disabled).

Store access

[IP](#) **Domain** [E-mail](#) [Credit card](#) [Administration panel](#)


Total items: 1 / 10

<input type="checkbox"/>	DOMAIN	REASON	CREATED	STATUS
<input type="checkbox"/>	planet.com	<input type="text" value="insecure"/>	05/06/2009, 10:07	Active  delete


Select all | Unselect all

Total items: 1 / 10

Save or [Delete selected](#)

 Add new domains

Domain

Use the  button to add new domains to the list.


E-mail restrictions are defined in the '**E-mail**' tab. The customers with the e-mail addresses specified in the tab cannot register in the store.

- *Select column*;
- *E-mail* – e-mail address;
- *Reason* – the reason for the access restriction, it is displayed when someone uses this e-mail to register;
- *Created* – date and time the e-mail address was added;
- *Status* – status of the restriction (Active or Disabled).

Store access

[IP](#) [Domain](#) **E-mail** [Credit card](#) [Administration panel](#)

Total items: 1 / 10


<input type="checkbox"/>	<u>E-MAIL</u>	<u>REASON</u>	<u>CREATED</u> ↓	<u>STATUS</u>	
<input type="checkbox"/>	some@some.com	fraudulent	05/06/2009, 10:11	Active	 delete

[Select all](#) | [Unselect all](#)

Total items: 1 / 10

Save

 or [Delete selected](#)

 Add new e-mail addresses

E-mail

NOTE: You can define not only a particular e-mail address but also a domain name. Specifying a domain name you ban access for all e-mails of this domain.

To add new e-mail addresses to the restriction list use the  button.

Credit cards numbers that cannot be used in order to make a payment are defined in the '**Credit card**' tab.

- *Select column*;
- *Credit card number* – 12-16 digit card number (card type determines the number of digits);


- *Reason* – the reason for the access restriction, it is displayed when someone tries to use this credit card to pay for the order;
- *Created* – date and time the credit card number was added;
- *Status* – status of the restriction (Active or Disabled).

To add new credit cards to the list use the '**Add**' section.

Store access

[IP](#) [Domain](#) [E-mail](#) **Credit card** [Administration panel](#)

Total items: **1** / [10](#)

<input type="checkbox"/>	<u>CREDIT CARD NUMBER</u>	<u>REASON</u>	<u>CREATED</u> ↓	<u>STATUS</u>	
<input type="checkbox"/>	567876867867889	fraud	05/06/2009, 10:33	Active	 delete

[Select all](#) | [Unselect all](#)

Total items: **1** / [10](#)

Save or [Delete selected](#)

[+ Add new credit card](#)

Credit card



In the '**Admin area**' tab you can ban access to the admin panel for some IP addresses. In order to do this you just need to add the necessary IP to the list of banned IP addresses.

- *Select column*;
- *IPs* – IP addresses;
- *Reason* – the reason for the access restriction, it is displayed when someone with this IP address tries to enter the admin panel;
- *Created* – date and time the IP address was added;
- *Status* – status of the restriction (Active or Disabled).

Store access


[IP](#) [Domain](#) [E-mail](#) [Credit card](#) **Administration panel**

Total items: **2 / 10**


<input type="checkbox"/>	<u>IPS</u>	<u>REASON</u>	<u>CREATED</u> ↓	<u>STATUS</u>
<input type="checkbox"/>	33.212.100.207 - 52.112.57.139	<input type="text"/>	05/06/2009, 11:05	Active  delete
<input type="checkbox"/>	27.227.60.12	<input type="text"/>	05/06/2009, 10:33	Active  delete

[Select all](#) | [Unselect all](#)

Total items: **2 / 10**

Save or [Delete selected](#) 

Admin area

To add new IPs use the  button:

- type the necessary data;

- click on .

5.7 Design

You can manage the appearance of your store using the '**Design**' tab.



'Design'

5.7.1 Site layout

On this page you see two tabs: **General**, **Testimonials**.

The **General** tab contains four fields and one drop down select box:

- **Page title**;
- **In this section you can edit the text to be displayed on the store home page** - enter the text (or HTML) that will be displayed on the home page in the main content area of the storefront.



This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor ▶](#).

- **META description** - specific META TAG description for this page;
- **META keywords** - specific META TAG keywords for this page;
- **Testimonials** - here you disable or enable communication about the first page, if it is enabled the **Testimonials** tab appears.

Site layout

General Testimonials

Page title: ★ **EZ Merchant Solutions: Powerful merchant tools**

Text displayed on the store home page:

```
<p align="justify">This is a demonstration store powered by the EZ-Cart shopping cart software. EZ-Cart is a full <span style="white-space: nowrap;">e-commerce</span> solution for small to medium sized businesses. The software uses PHP5 and MySQL to provide an easy, quick and flexible interface, allowing you to produce a high functionality on-line store in minutes. It is all 100% template driven!</p>

<p align="justify"><b>This is NOT a live store. Please DO NOT enter real credit card details when test ordering from it.</b></p>

<p align="justify">Feel free to review the sections of this store to see just what EZ-Cart can do for you!
```

[Edit in visual HTML editor](#)

META description: The powerful shopping cart software for web stores and e-commerce enabled webstores is based on PHP / PHP5 with MySQL database with highly configurable implementation base on templates.

META keywords: ez-cart, ezcrt, shopping cart, cart, online shop software, e-shop, e-commerce, store, php, php5, mysql, web store, gift certificates, wish list, best sellers


Testimonials: Communication and Rating ▼

Save

Quick menu ➕

Site layout

In the **Testimonials** tab the administrator can give a good reference to the store and his testimonial will be displayed on the **Home** page in the storefront.

 If you want to display the **Testimonials** side box in the customer storefront, it is necessary that a block with the content *Testimonials* is defined on the **Blocks** page (**Design->Blocks**).

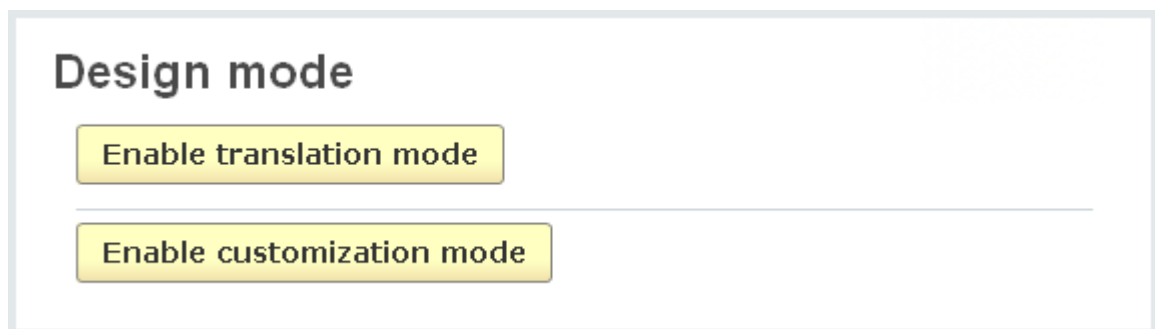
5.7.2 Logos

Following the **Logos** link you go to the page where various logo images can be chosen for the customer area, for invoices, gift certificates, the admin panel and the sign in box.

To select a file from a local computer or a server use the [Local](#) or [Server](#) links respectively. Also you can type the URL to the file by using the link [URL](#).


5.7.3 Design mode

Design mode is a feature specially developed to make it much easier for store owners to change its outlook and language variables. Design mode includes two separate modes: the **Translation mode**, allowing to edit language variables, and the **Customization mode**, allowing to edit templates of the storefront. Editing has become not only easier but also quicker, as now, if you want to some language variables of the storefront, you do not need to search for them in the admin panel first. All you need to do is to enable the translation mode and edit the necessary language variables directly in the storefront.



Design mode


Enable translation mode – enable translation mode by clicking on this button.

In the translation mode all language variables are highlighted green. When pointing the mouse at the necessary variable, the image  appears in the top left corner of the highlighted area. After clicking on the image, a pop up box is displayed. There you can edit the language variable and save your changes.

After clicking the **Enable translation mode** button the **View storefront in translation mode** link appears. Clicking the *Views storefront in translation mode* link will open the storefront in the translation mode.

To switch off the translation mode click on the **Disable translation mode** button.

Enable customization mode – enable customization mode by clicking on *Enable customization mode* button. After clicking the *Enable Customization mode* button a link will appear named *View STOREFRONT in customization mode*. Clicking this link will open a new window.

The customization mode allows you to edit templates responsible for the user interface. You will see  images. When pointing the mouse at any image, some area of the interface will turn green and the template(s) responsible for this area will be displayed. By clicking on the name of the template you will open a template editor and will be able to change its code.

Please note: Editing the standard templates will cause future upgrade conflicts. Please see the **Local Modifications** addon for information on how to make changes without causing upgrade conflicts.

To switch off the customization mode click on the **Disable customization mode** button.

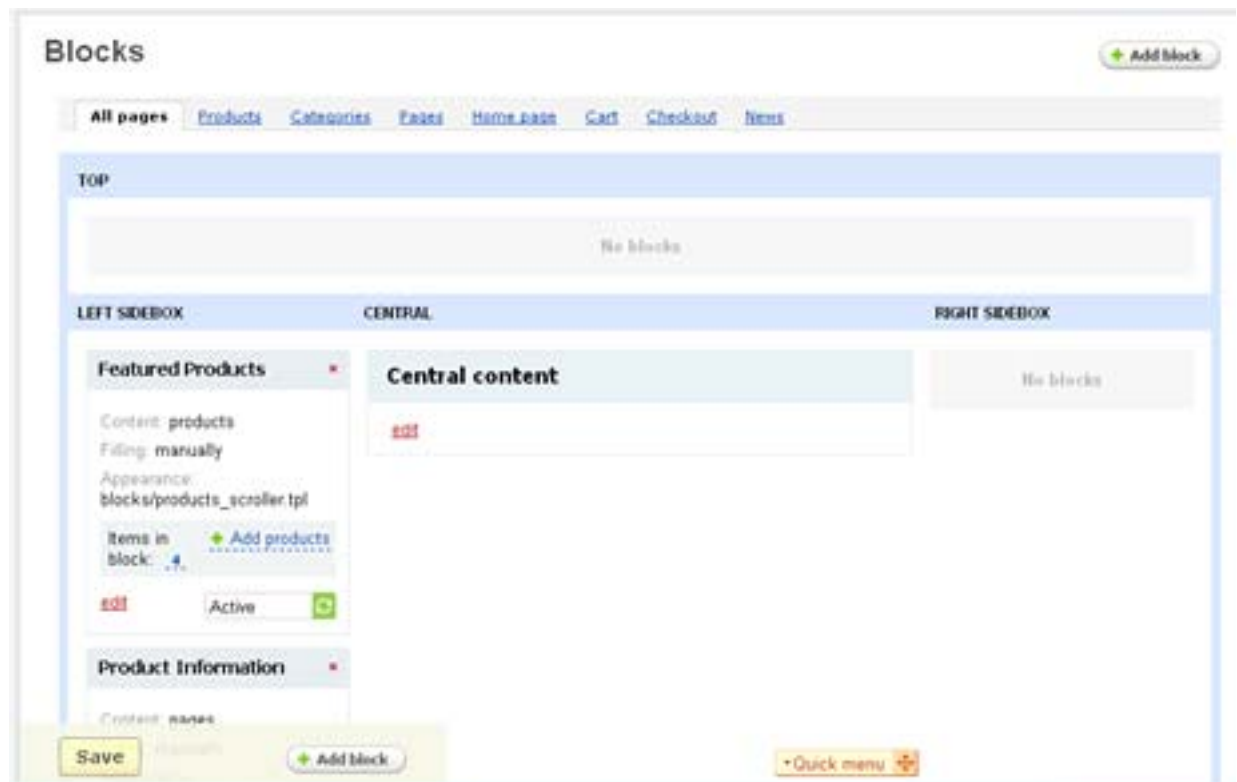
5.7.4 Blocks

Blocks are a simple way of managing how your information is presented and where it is presented on various pages. Blocks are like containers which you can easily edit the contents of, perform minor styling and define their position by dragging/dropping them to where you want.

Using this feature you can change the layout of the store pages. You can manage block contents by editing the existing information blocks (side boxes, central boxes) or creating new ones.

Using the **Blocks** feature you can display additional information boxes on various pages of the customer area and it isn't necessary to modify templates to do this. Using this tool you can create such lists as **Featured products** or **Related products** and display them on different pages of the store.

The blocks can be defined for **Products, Categories, Pages, Home Page, Cart, Checkout, News Pages** or all pages at once. Each page is divided into 5 parts for convenience: left, central, right, top and bottom. Blocks can be added to any of these 5 parts. Also you can easily change the location of any block by using the drag-and-drop feature. Just click on the necessary block header and drag it to a different location.



Blocks

On the **Blocks** page you see the tabs **All pages**, **Products**, **Categories**, **Pages**, **Home Page**, **Cart**, **Checkout**, **News**. The *All pages* tab is special in that blocks defined here appear on all pages of the store and cannot be modified when editing other areas.

Let's consider the **All pages** tab. Blocks are displayed that will appear on all pages of the store.

To edit a block click on the [edit](#) link and change necessary parameters in the displayed pop-up section.

Editing block: Featured Products

General

Name:

Block content: [Specific settings +](#)

Hide add to cart button: ☒

Filling: [Specific settings +](#)

Appearance type: [Specific settings +](#)

Show item number: ☐

Scroller direction: [Specific settings +](#)

Speed: [Specific settings +](#)

Easing: [Specific settings +](#)

Pause delay:

Item quantity:

Thumbnail width in scroller:

Wrapper:

Save or **cancel**

Edit Block

To delete a block click on the **×** mark of the block you want to delete. Blocks displayed on all pages can be deleted only in the tab **All pages**.

To add content to a block, click the **+** button. Depending on the type of content for which the block is defined, you will be able to choose the content of the block.

Also the status of each block can be changed. If the status is **Disabled**, the block is not displayed in the customer storefront.

To add a new block click on the **+ Add block** button and set up the following options:

- *Name* – name of the block;
- *Block content* – whether it will be a standard side box (filling and appearance are already defined by the program) or a list of some other type of object;

i Standard side boxes added on the **Blocks** page will be displayed in the customer storefront.

- *Filling* – filling of the list. Options from which you can choose depend on what you set in the **Block content** field. For example, if **Block content** is set to **Products**, you will be able to choose among the following:
 - Manually - you add the items to the list manually;
 - Newest - the newest products of the store will be displayed in the list;
 - Recently viewed - products recently viewed by customers will be displayed in the list;
 - Bestsellers - bestsellers of the store will be displayed in the list;
 - Rating - products with the highest ratings will be displayed in the list.
- *Position* – define where on the page the block will be displayed (on the left, on the right, in the center, at the top or at the bottom).
- *Appearance type* – define how it will be displayed: Text links, Multi-columns, Links thumb, Sidebox first item, Small items, Without image, Scroller, Scroller2. The types among which you can choose depend on the settings listed above.
- *Wrapper* - choose a design template for the block wrapper (you can choose none or from one of four different types).

5.7.5 Appearance settings


See the chapter **Administration->Settings->Appearance**

5.7.6 Quick links

Quick links are the links displayed in the top right corner in the storefront header. The customer can quickly go to important pages in the store via these links.







A list of these links is given on the *Quick links* page. If you change the link status to disabled, the link is no longer shown.

To delete a quick link click on the  mark.

To add a quick link use the  button.

Quick links

+ Add item

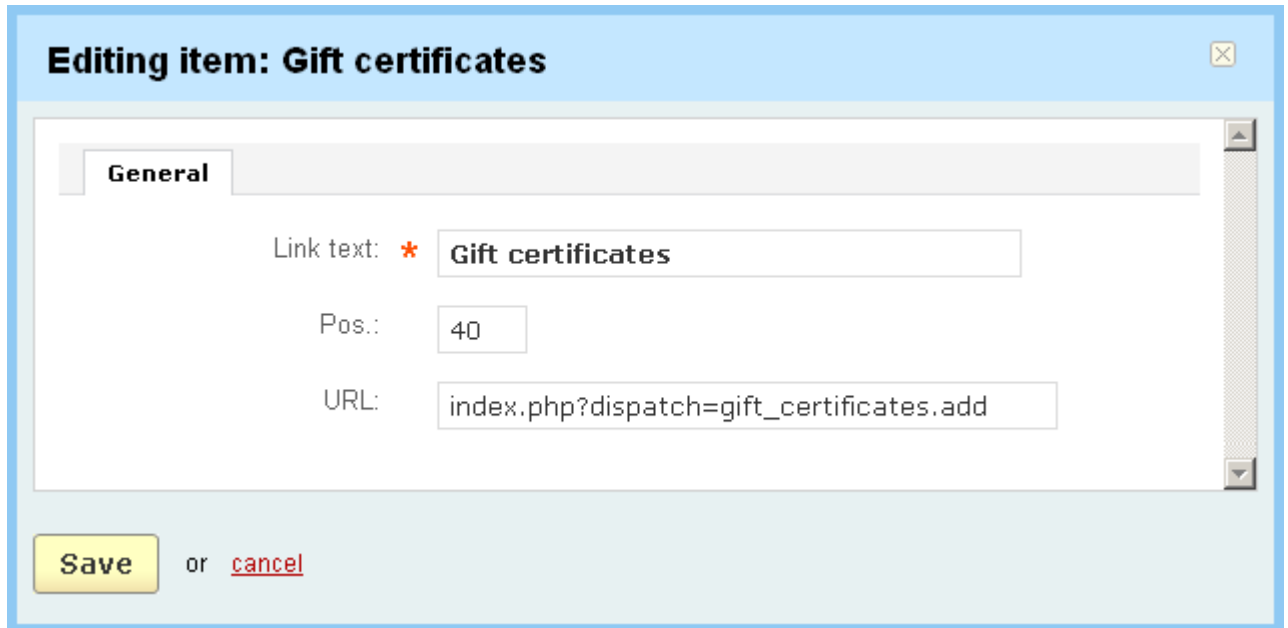
Home	Active		edit delete
About Us	Active		edit delete
Contact Us	Active		edit delete
Gift certificates	Active		edit delete
Promotions	Active		edit delete
Sitemap	Active		edit delete

+ Add item

Quick links

To edit a quick link click on the [edit](#) button. In the appeared section you are able to edit three parameters:

- *Link text* - link name, displayed in the storefront;
- *Position* - position of the link;
- *URL* - link to the page in the store where customers should be taken.



Editing item: Gift certificates

General

Link text: * Gift certificates

Pos.: 40

URL: index.php?dispatch=gift_certificates.add

Save or [cancel](#)






Editing item

5.7.7 Top menu

Here you can create and manage the main tabs of the storefront. Similar to *Quick links* these tabs allow your customers to quickly enter the main areas of the storefront.

Top menu

+ Add item

NAME	STATUS
Home	Active  edit delete
Catalog	Active  edit delete
My Account	Active  edit delete
View cart	Active  edit delete
Company	Active  edit delete

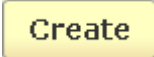
+ Add item

Top menu

The page contains a list of tabs comprising the storefront top menu. Names of the links and their statuses (Active or Disabled) are given in the list.

To delete an item:

- click on [delete](#) of the item you want to delete.

To add a new item to the list, use the '**Add item**' button. In the pop-up section enter the necessary parameters and click on .

To edit item parameters click on the [edit](#) link and you will be able to change the following parameters:

- *Parent item* - choose whether the tab is considered a "root level" tab or if it will be assigned to some menu;
- *Link text* – name of the tab;
- *Position* – ordinal number of the tab in the storefront (left to right position);
- *URL* – URL of the page to which the tab redirects;
- *Activate menu tab for* - specify an item or items for which the menu tab will be activated (i.e. highlighted as the active tab);

- *Generate submenu* - here you can generate a submenu containing pages or categories. The submenu can contain only one page/category or all pages/categories at once.
- *Popup direction* - choose on which side the popup will be displayed (right or left).

Editing item: Company

General

Parent item: * - Root level -

Link text: * Company

Pos.: 100

URL: index.php?dispatch=pages.view&page_id=3

Activate menu tab for: pages

Generate submenu:

- ☐ None
- ☐ Category: All categories
- ☒ Page: All pages

☒ Use "Link text" and "URL" values from selected item


Popup direction: Left

Save or [cancel](#)


Editing top menu

If you make any changes, don't forget to save the changes to the database by clicking on the **Save** button.

To specify the link ordinal number:

- enter the desired number in the '*Position*' field;
- click on .

For example, entering 1 for 'Contact us' and 2 for 'About us' in the example in the figure will change the order of the links in the storefront: the 'Contact us' link will be displayed first.

 By default, if there are no numbers in the '*Position*' field, links will be displayed in alphabetical order.


5.7.8 Site map

This page allows you to define sections with links to your store to be displayed on the '**Site Map**' page in the storefront. The '**Site Map**' page contains a list of all site map items.

Site map

[site map settings](#)

Here you can define sections with links to your store to be displayed on the 'Site Map' page in the front-end.

<input type="checkbox"/>	POS.	SECTION NAME	STATUS	
<input type="checkbox"/>	10	<input type="text" value="My account"/>	Active 	edit delete

or [Delete selected](#)

Manage site map

The list of defined sections is presented as a table consisting of the following columns:

- *Select column*;
- *Position*;
- *Section name*;
- *Status* - status of the section (Active - available in the storefront, Disabled - not available in the storefront).

To add a new section use the 'Add site map section' button. After all the necessary parameters are entered, click on the **Create** button to add a new section.

Each section can have the additional references which are displayed below the section name on the 'Site Map' page in the storefront. To display a list of these references click on the [edit](#) link of the section. You will see a table with the following columns:

- *Select column*;
- *Position* - position in the list;
- *Name* - name of the link;
- *URL* - URL to some page of the store;

[« back to: Site map](#)

Section links

[site map settings](#) [+ Add link](#)

Here you can define links to be displayed below this section name on the 'Site Map' page in the front-end.

<input type="checkbox"/>	POS.	NAME	URL	
<input type="checkbox"/>	10	<input type="text" value="Edit profile"/>	<input type="text" value="index.php?dispatch=profiles.update"/>	delete
<input type="checkbox"/>	20	<input type="text" value="View cart"/>	<input type="text" value="index.php?dispatch=checkout.cart"/>	delete
<input type="checkbox"/>	30	<input type="text" value="Checkout"/>	<input type="text" value="index.php?dispatch=checkout.checkout"/>	delete
<input type="checkbox"/>	40	<input type="text" value="Wish List"/>	<input type="text" value="index.php?dispatch=wishlist.view"/>	delete

[Save](#) or [Delete selected](#) [+ Add link](#)

Section links


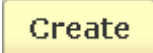
If you change the value of any field, click on [Save](#) to save your changes in the database.

To delete a link from the list:

- click on [delete](#) of the link.


To delete several links at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

To add a new section link use the  button. In the pop-up section enter the necessary parameters and click on .


To add a new row with empty fields to the section, click on .

To add a new row with identical values to an existing one ("clone" link), click on .

To delete a row, click on . (You can delete all the rows except the last one.)

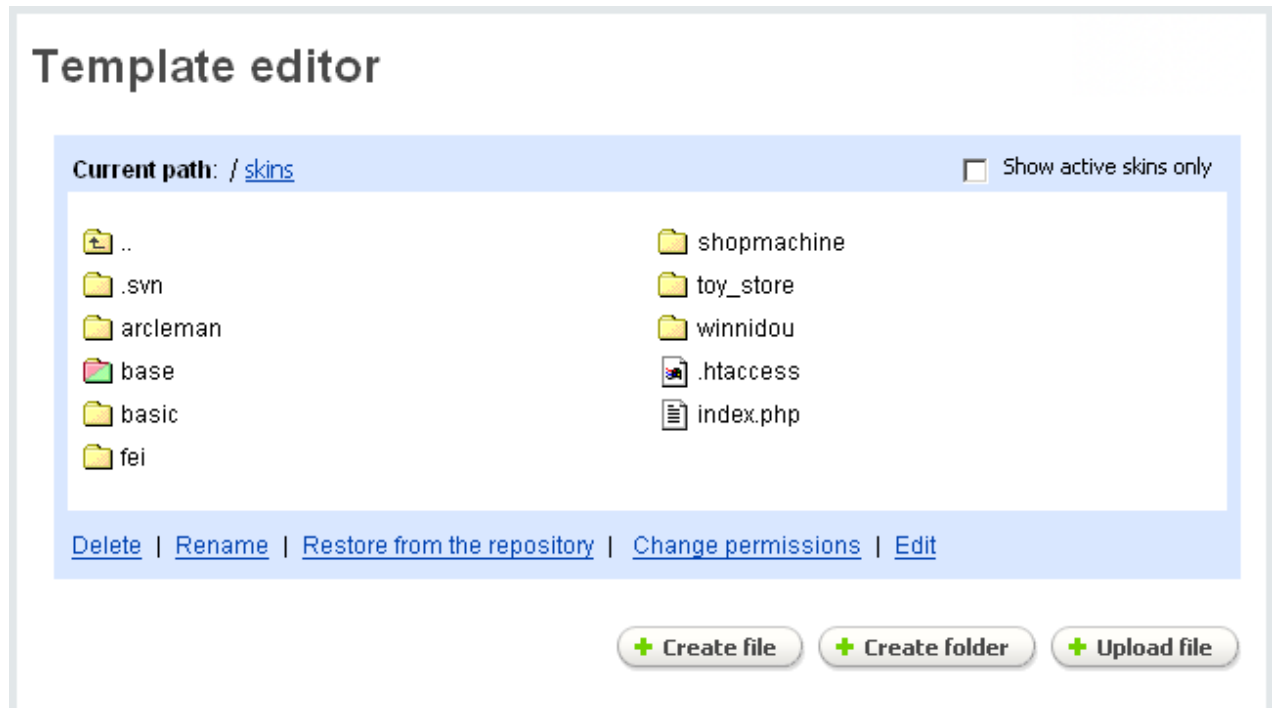
5.7.9 Template editor

The '**Template editor**' page is aimed at those who wish to edit skin templates directly in their browser. You can completely change look and feel of your store by using the built-in template editor. For instance, the template editor can be used to modify the design of the category pages in the way that cannot be achieved using the basic menu items.

 The template editor is Javascript-based, so Javascript must be enabled in your browser.

Familiarity with the Smarty Template Engine template syntax is required to edit templates.

Note: It is strongly recommended that you not modify standard system templates. See the section regarding the *Local Modifications* addon for more details.



Template editor

There are the following elements on the page:

- the '*Current path*' field;
- the '*Show active skins only*' check box;
- Legend (skin directory color encoding)
- *the contents of the current directory*;
- the '*Create file*' button;
- the '*Create folder*' button;
- the '*Upload file*' button.

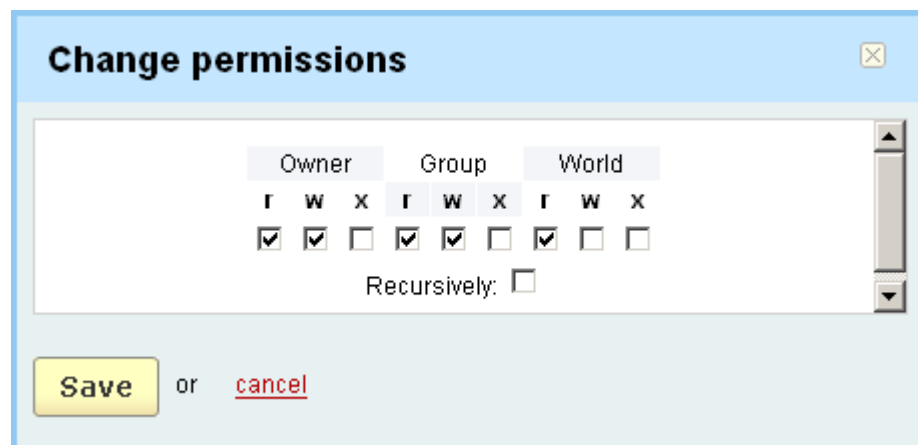
As soon as the page is opened, the content of the '**skins**' directory will be displayed. To indicate which directory you should enter to edit the look and feel of customer or administration areas, directory icons are marked with different colors.

- *The skin directory with operational customer and e-mail templates has a green icon.*
- *The skin directory with operational administrator templates has a pink icon.*
- *The skin directory with operational administrator, customer and e-mail templates has a green and pink icon.*

By default, the '**Show active skins only**' check box is ticked off, so only directories with active operational customer and administrator templates are displayed.

Click on a directory icon or double click on the directory name to open a list of its subdirectories. Click on a directory name to display a section containing the following list of available operations for the directory:


- **Delete.** Click on [Delete](#) link to delete the directory.
- **Rename.** Click on [Rename](#) link to rename the directory. You will need to enter a new filename into the pop-up window and click on 'Ok' button.
- **Restore from the repository.** Click on [Restore from the repository](#) link to restore all subdirectories and templates of this directory from their original source. Note: any changes you have made to any files within and below the current directory will be overwritten with the original source.
- **Change permissions.** Click on [Change permissions](#) link to set permissions for the directory. You will need to tick off 'r' check box to set read permissions, 'w' one to set write permissions and 'x' one to set execute permissions for the directory owner, the owner group and all users. If the 'Recursively' checkbox is checked, then all directories and files below this level will have the new permissions.



Change permissions


Template icons indicate template type - template file, image file, CSS file, Javascript file, etc.

Click on file icon or double click on the filename to open a pop-up window with the content of the file. In this window you can edit the content of the file.

Click on the  button to save the changes to the file.

Click on the [cancel](#) link to cancel the changes and close the window.

Click on filename to display a section with a list of available operations for the file. The list includes the operations you can apply to the directory (**delete**, **rename**, **restore from the repository**, **change permissions**) and two additional ones:

- **Edit**. Click on [Edit](#) link to open the pop-up window with the content of the file.
- **Download**. Click on the  icon to download the file to your local computer.

By using the '**Create file**' and '**Create directory**' forms you can create new files and directories in the current one. Also you can upload files from your local computer, the storefront server or the Internet to the current directory by using the '**Upload file**' form.


5.7.10 Skin selector

This page allows you to change the skin (layout, look and feel) of the customer storefront and the administration panel according to your preferences. You are provided with a certain number of appearance variations which can meet any of your needs.

The '**Skin selector**' page contains the following elements:

- *Skin for customer area;*
- *Templates directory;*
- *Skin for administration area;*
- *Templates directory.*

If you want to change the customer storefront appearance:

- choose the desired skin for the customer area in the '**Skin for customer area**' select box. The skin preview image is displayed below.
- click on  .

If the selected skin wasn't loaded before, it will be copied from the skins_respository directory. The template location of the selected skin is shown in the '**Templates directory**' section.

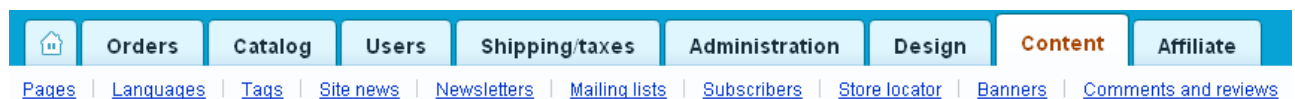
If you want to change the skin for the administration area, repeat the steps mentioned above in the '**Skin for administration area**' section.

Also you can modify the look and feel of the installed skin by yourself using EZ-Cart **'Template editor'**.

5.8 Content

The content management system is another powerful feature of the EZ-Cart shopping cart system. Using this feature, you can create your own information topics (Pages), such as help pages or your company history. The topics will be listed automatically in the '**Site info**' box of your storefront if the content of the "Site Info" block is set to Automatic. The system includes tools allowing registered and unregistered users to subscribe to your store (or company) news.

This feature is managed using the administration sections of the '**Content**' tab.



Content

5.8.1 Pages

Here you can create additional pages that will be displayed in the **Information** side box in the storefront. These pages can be of four types: text pages, forms, polls and links.

Pages of all types are listed on the *Pages* page. You can display only one type of page by using the corresponding links [pages](#), [links](#), [polls](#), [forms](#).

You can search for specific pages via the Search section at the top of the page.

Basic search options are:

- *Find results with:*

Available options:

- Any of these words - search for any entered word;
- All of these words - search for all entered words in any order;
- The exact phrase - search for the exact entered phrase.

- *Type* (pages, links, forms, polls);

- *Parent page* - choose a parent page.

Advanced search options allow you to specify additional advanced search criteria:

- *Search in* (page name, description, sub-pages)

- *Tag* (search by tags of pages)

- *Status* (search by status; whether Active, Hidden or Disabled)

The system allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this**

search as: input field and click on the **Save** button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

Pages - **All** + Add form + Add poll + Add link + Add page

[tree](#) | [pages](#) | [links](#) | [polls](#) | [forms](#)

Find results with: Any of these words Type: -- Parent page: All pages Search Advanced search options

<input type="checkbox"/>	POS.	NAME	STATUS
<input type="checkbox"/>	0	About our company (page)	Active edit delete
<input type="checkbox"/>	0	Contact us (form)	Active edit delete
<input type="checkbox"/>	0	Link to TOP category (link)	Active edit delete
<input type="checkbox"/>	0	Poll (poll)	Active edit delete

Save or Delete selected + Add form + Add poll + Add link + Add page

Pages


The list of *Pages* is presented at a table with the following columns:

- *Select column* – selects the page;
- *Position* – ordinal number of the page in the storefront;
- *Name* – name of the page (the 'type' of page is also shown in parenthesis next to the name);
- *Status* – status of the page (Active - the page is available for customers, Disabled - the page cannot be accessed by customers; Hidden - the page can be accessed by customers only by following the direct link).


i You can define the number of content pages displayed at a time, as explained in the chapter **Administration->Settings->Appearance->CMS pages per page (admin)**.

To specify the page ordinal number:

- enter number into the '*Position*' field;

- click on  .

For example, entering 1 for 'Contact us' and 2 for 'About our company' will change the order of the pages in the '**Information**' side box in the storefront: the 'Contact us' form will be listed first.

 By default, if there are no numbers in the '*Position*' field, the pages will be listed in alphabetical order.

To delete a page (text page, link, form, poll), either:

- place a check mark in the Select column of the page you want to delete;
- click on Delete selected.


or:

- use the delete link in the page's row.


To edit a page (text page, link, form, poll) click on its name and you will be taken to the page where you can edit all its parameters.

To add a page, link, form, poll:

- click on the corresponding button;

- 
- 
- 
- 

- and set the necessary parameters.

 Polls can be added only if the **Polls** addon is enabled in **Administration->Addons**.

Let's consider each page type separately.

5.8.1.1 Pages

Pages are content pages where you can provide information such as your company information, privacy policy, affiliate program terms and conditions, etc.

[« back to: Pages](#)

Editing page: About our company

[delete this page](#) | [clone this page](#) | [add page](#) | [add link](#) | [add form](#) | [add poll](#)**General**[Blocks](#)[Addons](#)[Tags](#)

Information

Parent page: * Name: * Description:

Put your company description here. HTML tags can be used in this description.

[Edit in visual HTML editor](#)Status: * ☒ Active ☐ Hidden ☐ Disabled

SEO / Meta data

Page title: META description: META keywords:

Availability

Created date: For registred only: ☐Use available period: ☐Available from: Available till: **Save**or [cancel](#)*Editing page*

All the parameters are grouped into three sections: Information, SEO/Meta data, Availability.

Information

- *Parent page* – choose whether it is a root level page or a child page of another page;
- *Name* – name of the page (this is NOT the page title);
- *Description* – text displayed on the page in the storefront;



This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#) .

- *Status* – status of the link (Active, Hidden or Disabled).

SEO/Meta data

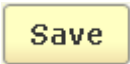
- *Page title*;
- *META description*;
- *META keywords*.

Availability

- *Created date* – date of creation;
- *For registered only* – if ticked off, then the page will be available only for registered users;
- *Use available period* – if ticked off, the page will be available only during the time specified;
- *Available from* – the first day when the page is available;
- *Available till* – the last day when the page is available.



The only required parameters are '*Name*' and '*Status*'. You can leave any other fields blank if you choose.

After the necessary parameters are changed/added, click on the  button to save the changes to the database.

You can preview the created page by following the URL in the **Preview** box on the right.

The '**Blocks**' tab is also displayed in the **Editing page** form. The blocks that were created in the **Pages** tab in **Design->Blocks** are presented there. To enable the necessary block, tick off the '**Enable for this page**' check box. If no blocks were defined in the **Design->Blocks->Pages** area then this area will be empty.

Items of the block are displayed in the **Listed items** section. If the block is filled *manually*, follow the [+Add products](#) (categories, polls, etc.) link, choose necessary items in the pop-up section and add them to the **Listed items** section.

[« back to: Pages](#)

Editing page: About our company

[delete this page](#) | [clone this page](#) | [add page](#) | [add link](#) | [add form](#) | [add poll](#)

General

Blocks

Addons

Tags

• Top 10 products

Listed items

General

POS.	NAME	
0	adidas Camp Tee	x
0	adidas Men's Avantis Jersey	x

[+ Add products](#)

Block name:

[Top 10 products](#)

Filling:

Manually

Enable for this page:

☒

Save

 or [cancel](#)



To find more information about **Blocks** see **Design->Blocks**.

In the **Addons** tab you see the addon features that can be enabled for page type *Pages*. This addon is given here if it is enabled in **Administration->Addons**. For pages such an addon is **Comments and reviews** or **SEO** for example.

Communication about the page, page rating or both can be enabled in the **Comments and reviews** section.

If you make any changes click on

Save

 . To cancel the changes click on [cancel](#) .

[« back to: Pages](#)

Editing page: About our company

[delete this page](#) | [clone this page](#) | [add page](#) | [add link](#) | [add form](#) | [add poll](#)

[General](#) | [Blocks](#) | **Addons** | [Tags](#) | [Comments](#)

Comments and reviews

Comments:

or [cancel](#)

Addons

In the **'Tags'** tab you can set tags for this page. The tags specified here are displayed in the **'Tag cloud'** side box in the storefront.

- *Popular tags* – tags that have already been added for the page;
- *My tags* – tags that have been added by you;

You can add new tags for the page. Just type the necessary value into the input field and click on .

Note that the **Tags** tab is displayed here only if the setting **Tags for pages** is enabled in **Administration->Addons**.

[« back to: Pages](#)

Editing page: About our company

[delete this page](#) | [clone this page](#) | [add page](#) | [add link](#) | [add form](#) | [add poll](#)

[General](#) | [Blocks](#) | [Addons](#) | **Tags** | [Comments](#)

Popular tags: company information(1)

My tags: company information x , x +

or [cancel](#)

Tags

If any type of communication is enabled in the **Addons** tab, the **Comments** tab appears on the page. The comments regarding the page and/or page ratings are shown in this tab. Here you can view comments posted by store administrators as well as customers.

[« back to: Pages](#)

Editing page: About our company

[delete this page](#) | [clone this page](#) | [add page](#) | [add link](#) | [add form](#) | [add poll](#)

[General](#) | [Blocks](#) | [Addons](#) | [Tags](#) | **Comments**

Total items: **11** [10](#)

Michael | IP address: 192.168.7.186

Rating: Excellent! ▼

Impressive growth!

05/08/2009, 11:11 - [☐ Delete | ☐ Disapprove] - **Approved**

Total items: **11** [10](#)

Save or [Delete selected](#)

[+ Add post](#)

Comments

5.8.1.2 Links

Clicking on the link name takes you to the **Editing link** page. Here you will be able to edit the link parameters. All the parameters are grouped into two sections: Information and Availability.

Information

- *Parent page* – choose whether the link is a root level page or a child page of some other page;
- *Name* – name of the link;
- *Page URL* – link to the page in the storefront or to an external site;
- *Open in new window* – tick off to have the link open in a new window;
- *Status* – status of the link (Active, Hidden or Disabled);


[« back to: Pages](#)

Editing link: Link to TOP category

[delete this page](#) | [clone this page](#) | [add page](#) | [add link](#) | [add form](#) | [add poll](#)

General | [Blocks](#) | [Tags](#)

Information

Parent page: * 


Name: *

Page URL: *

Open in new window: ☒


Status: * ☒ Active ☐ Hidden ☐ Disabled


Availability

Created date: 

For registered only: ☐

Use available period: ☐

Available from: 

Available till: 

or [cancel](#)

Editing link

Availability

- *Created date* – date of creation;
- *For registered only* – if ticked off, then the link will be available only for registered users;
- *Use available period* – if ticked off, the link will be active only during the time specified below;
- *Available from* – the first day when the link is active;
- *Available till* – the last day when the link is active.



The fields marked with * are mandatory.

The tabs **'Blocks'** and **'Tags'** are also displayed in the **Editing link** form. Their contents are the same as for the text pages.

Note: that if the *Tags* addon is not enabled, then no **'Tags'** tab will appear.

5.8.1.3 Forms

The system allows you to add various types of contact forms that will be displayed in the storefront. With the help of **'Forms'** you can edit the contact forms even if you have no experience with HTML coding.

The form parameters are grouped into three sections: Information, SEO/Meta data, Availability.

Information

- *Parent page* – choose whether it is a root level page or a child page of another page;
- *Name* – name of the form;
- *Description* – form description that is displayed above the actual form in the storefront;



This field also contains tools for html editing. If you want to use them, click on [Edit in visual HTML editor](#).

- *Status* – status of the form (Active, Hidden or Disabled).

SEO/Meta data

- Page title - contents of the <title> html tag on the page;
- Meta description - contents of the <meta name="description"> tag on the page;
- Meta keywords - contents of the <meta name="keywords"> tag on the page;

Availability

- *Created date* – date of creation;
- *For registered only* – if ticked off, then the form will be available only for registered users;
- *Use available period* – if ticked off, the form will be available only during the time specified below;
- *Available from* – the first day when the form is available;
- *Available till* – the last day when the form is available.

To preview the form follow the link in the **Preview** box on the right.

[« back to: Pages](#)

Editing form: Contact us

[delete this page](#) | [clone this page](#) | [add page](#) | [add link](#) | [add form](#) | [add poll](#)**General**[Blocks](#)[Addons](#)[Tags](#)[Form builder](#)

Information

Parent page: * Name: * Description: [Edit in visual HTML editor](#)Status: * ☒ Active ☐ Hidden ☐ Disabled

SEO / Meta data

Page title: META description: META keywords:

Availability

Created date: For registered only: ☐Use available period: ☐Available from: Available till: **Save**or [cancel](#)*Editing form*

The contents of the tabs **Blocks**, **Addons** and **Tags** are the same as for the text pages.

In the tab '**Form builder**' you create the form itself and add the fields of the form:

- *Form submit text* – text displayed in the 'body' of the message sent to the recipient (E-mail to) after submitting the form;



This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#).

- *E-mail to* – e-mail to which the form will be sent;
- *Form is secure (SSL)* – tick off to make the form transfer secure;

The next section displays a list of defined fields of the form:

- *Position* – define position of the field in the form;
- *Name* - name of the field;
- *Type* – display type of the field;

All display types are divided into **Base** and **Special**. *Base* types include check box, header (title), input field, multiple check boxes, multiple select box, radio group, select box, separator (separating line), text area. *Special* types include date (presented as month, day, year select boxes), e-mail (only valid e-mails can be entered), number (only digits can be entered), phone, countries list, states list, file (presented as a form allowing to attach a file from local computer or from the Internet to the message).

If the display type includes variants to select from, the **Description** field will be displayed below the Name. You will be able to add as many variants as you want by using the plus mark.

- *Required* – tick off if the field is mandatory to fill in;
- *Status* – status of the field (Active or Disabled).

[General](#)
[Blocks](#)
[Addons](#)
Form builder
























Form submit text:

Thank you for contacting us. We'll answer you at first opportunity.

[Edit in visual HTML editor](#)




E-mail to: *

Form is secure (SSL): ☐

POS.	NAME	TYPE	REQUIRED	STATUS
0	Personal inform	Header	<input type="checkbox"/>	Active  
1	E-mail	E-mail	<input checked="" type="checkbox"/>	Active  
3	First name	Input field	<input checked="" type="checkbox"/>	Active  
5	Last name	Input field	<input checked="" type="checkbox"/>	Active  
6	Phone	Input field	<input type="checkbox"/>	Active  
8	Country	Countries list	<input type="checkbox"/>	Active  
11	State/province	States list	<input type="checkbox"/>	Active  
13	Message	Header	<input type="checkbox"/>	Active  
15	Subject	Input field	<input checked="" type="checkbox"/>	Active  
20	Body	Textarea	<input checked="" type="checkbox"/>	Active  
		Selectbox	<input checked="" type="checkbox"/>	Active   

Pos.

Description






Save

or [cancel](#)

Form builder


To delete a row, click on . (You can delete all the entries except the last one.)

If you make any changes click on the  button. To cancel the changes click on the [cancel](#) button.

5.8.1.4 Polls

With the **Polls** addon you can create surveys and polls and place them on your website. This will allow you to get answers to the questions that matter to you and for your customers to express their opinions.


The following tabs are displayed for a poll: General, Blocks, Addons, Poll, Questions, Poll statistics.

 The **Blocks** tab is displayed only if the **Blocks** addon is enabled in **Administration->Blocks**.

The following parameters of the poll are given in the **General** tab.

Information

- *Parent page* – choose whether it is a root level page or a child page of another page;
- *Name* – name of the form;
- *Description* – form description that is displayed above the form in the storefront;

 The field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor >](#).

- *Status* – status of the form (Active, Hidden or Disabled).

SEO/Meta data

- Page title;
- Meta description;
- Meta keywords.

Availability

- *Created date* – date of creation;
- *For registered only* – if ticked off, then the form will be available only for registered users;
- *Use available period* – if ticked off, the form will be available only during the time specified below;

- *Available from* – the first day when the form is available;
- *Available till* – the last day when the form is available.

The contents of the **Blocks**, **Addons** and **Tags** tabs are the same as for the text pages.

In the **Poll** tab you can edit the following parameters:

- *Allow respondents to see the poll results* – tick off to allow respondents to see the poll results;
- *Poll header* – enter the header of the poll;
- *Poll footer* – enter the footer of the poll;
- *Poll message* – message displayed in the storefront after poll is completed.

General	Blocks	Addons	Poll	Questions	Poll statistics
-------------------------	------------------------	------------------------	-------------	---------------------------	---------------------------------

Allow respondents to see the poll results: ☐

Poll header:
[Edit in visual HTML editor](#)

Poll footer:
[Edit in visual HTML editor](#)

Poll message:
[Edit in visual HTML editor](#)

Save

 or [cancel](#)

Poll

A question or questions of a particular poll are given in the **Questions** tab.

[General](#) [Blocks](#) [Addons](#) [Tags](#) [Poll](#) **Questions** [Poll statistics](#)

How often do you buy goods online?

[edit](#) | [delete](#)

+ Add question

Questions

To delete a question:

- click on [delete](#) of the question you want to delete.

To edit a question use the [edit](#) link.

To add a question click on the [+ Add question](#) button. The **New question** pop-up section will open. It contains two tabs, **General** and **Answers**.

Editing question: How often do you buy goods online?

General [Answers](#)

Question text: *

How often do you buy goods online?

Position:

0

Type: *

Select single option

Required:

☐

Save

 or [cancel](#)

Editing question

General:

- *Question text* – the question itself;
- *Position* – position of the question in the list;
- *Type* – define whether customers will have to give a textual answer, select only a single option, one or more options when answering the question;
- *Required* – the question will be mandatory (displayed with an asterisk) in the storefront;

Editing question: How often do you buy goods online?

[General](#) **Answers**

POS.	ANSWER TEXT	TEXT BOX	
10	once a week	<input type="checkbox"/>	x
20	twice a week	<input type="checkbox"/>	x
30	more often	<input type="checkbox"/>	x
		<input type="checkbox"/>	+ 🔍 x

Save or [cancel](#)

Editing question

In the tab **Answers** a list of all possible answers to the question is given:

- *Position*;
- *Answer text* – answer to the question;
- *Text box* – if ticked off, additional text box is displayed for the answer in the storefront.

In you make any changes click on the **Save** button. To cancel the performed changes click on the [cancel](#) link.

The form allows bulk addition of answers.

To add a new row with empty fields to the section, click on **+**.

To add a new row with identical values to an existing one ("clone" link), click on 🔍.

To delete a row, click on . (You can delete all the entries except the last one.)

The poll statistical data is given in the **Poll statistics** tab.

[<< back to: Polls](#)

Editing poll: General Poll




[preview](#) | [delete this page](#) | [clone this page](#) | [add page](#) | [add link](#) | [add form](#) | [add poll](#)

[General](#) | [Block manager](#) | [Addons](#) | [Poll](#) | [Questions](#) | **Poll statistics**

Summary

Total number of poll forms submitted:	1
Number of poll forms fully completed:	1
First poll form submitted:	01/08/2009, 11:41
Last poll form submitted:	01/08/2009, 11:41

Statistics by questions

How often do you buy goods online?:	once a week	 1 (100.00%)
	twice a week	 0 (0.00%)
	more often	 0 (0.00%)

Poll statistics

In the section **Summary** the following data is given:

- *Total number of poll forms submitted* - the number of poll forms submitted in the storefront;
- *Number of poll forms fully completed* - the number of fully completed poll forms;
- *First poll form submitted* - date and time when the first form was submitted;
- *Last poll form submitted* - date and time when the last form was submitted.

The values of **Total number of poll forms submitted** and **Number of poll forms fully completed** are links. By clicking on them you will open a pop-up section with the following information:

- *Date* - date and time the form was submitted;
- *User* - name of the user who submitted the form;
- *IP* - IP address of the user who submitted the form;
- *Completed* - whether the form was fully completed.

To remove information about a poll click on **✖** mark of the poll you want to delete.



Each customer will be able to complete a poll only once. This is tracked by IP addresses.

The questions of the poll, all answers to these questions and percentage ratio of the answers are shown in the **Statistics by questions** tab.

The **View answers** link is displayed after the answer if there are customer comments. Click on the link and you will be able to view comments given by the customer and date and time they were posted.

5.8.2 Languages

The EZ-Cart software includes the ability to translate text labels into other languages. It is achieved by assigning values to language variables.

Specifying the available languages is done by using the '**Languages**' form.

This form contains two tabs:

- **Translations;**
- **Languages.**

Languages
[translate privileges](#)

[+ Add language variable](#) [+ Add language](#)

Translations [Languages](#)

Search for pattern: [Search](#)


Go to page: [« previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [...](#) [325](#) [next »](#) Total items: **3242** / [10](#)

<input type="checkbox"/>	LANGUAGE VARIABLE	VALUE
<input type="checkbox"/>	3dsecure	3Dsecure

Translations


A list of language variables is presented in the **Translations** tab. The data is presented in a table with the following columns:

- *Select column* – selects the language variable;
- *Variable* – name of the language variable;
- *Value* – value of the language variable.

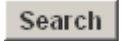
 You can change the number of language variables displayed per page as explained in the chapter **Administration->Settings->Appearance>Elements per page**.

You can go directly to the desired page. Just enter the number of the page in the 'Go to page:' field and click on the ► mark.

To set language variables:

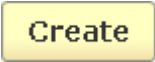
- select the description language in the dropdown box in the top left corner (the dropdown box is displayed only if two or more languages are defined in the store);
- set the language variables in the corresponding '*Value*' fields;
- click on .

To search for language variables using the search section:

- enter the name of language variable in the '*Search for pattern*' field;
- click on .

To delete a language variable:


- place a check mark in the Select box for the language variable you want to delete;
- click on Delete selected.

You can **add a new language variable** using the '**Add language variable**' button. In the pop-up section enter the name of a language variable and its value and click on the  button.

This section supports bulk addition.

To add a new row with empty fields to the section, click on .

To add a new row with values identical to an existing one ("clone" row) click on .

To delete a row, click on . (You can delete all the rows except the last one.)

Languages [translate privileges](#)

[Translations](#) **Languages**

<input type="checkbox"/>	LANGUAGE CODE	NAME	STATUS	
<input checked="" type="checkbox"/>	EN	English	Active	delete

Save or [Delete selected](#)

[+ Add language variable](#) [+ Add language](#)

Languages

In the '**Languages**' tab a list of all defined languages is given. The list is presented as a table with the following columns:

- *Select column* - selects the language;
- *Language code* - two-letter code assigned to the language;
- *Name* - name of the language;
- *Status* - status of the language (Active or Disabled).

To modify the values of the listed parameters (*language name, status*):

- set the desired values in the appropriate fields.

- click on **Save**.

If you do not need the English language to be displayed in the drop-down menu, be sure that there is at least one other language in a language list except English before you change the status of the English language to '*Disabled*'.

To add a new language use the [+ Add language](#) button:

- enter the desired information in the '**Add language**' pop-up section;

- click on **Create**.

To delete a language:

- place a check mark in the Select box for the language you want to delete;

- click on Delete selected.



You cannot delete the English language.

By Clicking the [translate privileges](#) under the page title, you will be able to translate the privileges (access privileges of the administrators for language translation).

5.8.3 Tags

The **Tags** addon allows you to give products or categories different 'tags'. These tags are like free-form keywords or labels that you add to an item make it easier to find it later. Tags help to group items that have something in common.

All the tags, defined by the store administrator, are displayed alphabetically in the **Tag cloud** side box of the storefront and are links to the products or pages they are assigned to.



To display **Tag cloud** side box in the customer storefront it is necessary that a block with the content *Tag cloud* is defined on the **Blocks** page (**Design->Blocks**).

Registered (logged in) customers also can create their own tags for the store products and pages. These are shown in a separate box **My tag cloud**. Beside each tag, customers will see a number indicating the number of items to which the tag is associated.



To display **My tag cloud** side box in the customer storefront it is necessary that a block with the content *My tag cloud* is defined on the **Blocks** page (**Design->Blocks**).

Tags - All + Add tag

Tag: Show: All Search Advanced search options

Total items: 4 / 10

<input type="checkbox"/>	TAG	POPULARITY	USERS	PRODUCTS	PAGES	STATUS
<input type="checkbox"/>	Blues	4	2	3	1	Approved refresh delete
<input type="checkbox"/>	Books	7	1	7	0	Approved refresh delete
<input type="checkbox"/>	Hard Rock	5	1	5	0	Approved refresh delete
<input type="checkbox"/>	Music	8	1	8	0	Approved refresh delete

Total items: 4 / 10

Save or Choose action + Add tag

Tags

The complete list of tags created in the store both by customers and administrators is shown. The list is presented as a table with the following columns:

- *Select column*;
- *Tag* – name of the tag;
- *Popularity* - number of items (products and pages) to which the tag is associated;
- *Users* - number of users who added this tag;
- *Products* - number of products to which the tag is associated;
- *Pages* - number of pages to which the tag is associated;
- *Status* – status of the tag (approved/disapproved/pending). Tags added by the administrator get the status **Approved** automatically.

You can use the search section to display tags by status only (*Approved*, *Disapproved* or *Pending*).

If you make changes click on the Save button.

To delete a tag:

- check the necessary tag;

- click on the Choose action link and select **Delete selected**;
- or
- use the delete link of the tag.

To disapprove a tag:

- check the necessary tag;
- click on the Choose action link and select **Disapprove selected**.

To approve a tag:

- check the necessary tag;
- click on the Choose action link and select **Approve selected**.

5.8.4 Site News

In this section you can set up site news which will be shown in the '**Site news**' sidebox in the storefront.



You can disable the '*Site news*' option by changing the status of the '**News and e-mails**' addon to **Disabled** (**Administration->Addons->News and e-mails**).







News is managed using the '**News**' dialog box, which contains a list of all added news items.

The list of all added news items is presented as a table consisting of the following columns:

- *Select column*;
- *Date* - the news item date;
- *News* - the news item header;
- *Separate page* - if it is ticked off then the news item will be displayed on a separate page;
- *Status* - status of the news item (Active or Disabled).

News

+ Add news

<input type="checkbox"/>	DATE	NEWS	SEPARATE PAGE	STATUS
<input type="checkbox"/>	01/16/2009 	CS-Cart Version 2.0 rel	<input type="checkbox"/>	Active  edit delete
<input type="checkbox"/>	01/01/2009 	Happy New Year to you	<input type="checkbox"/>	Active  edit delete
<input type="checkbox"/>	12/10/2008 	Design Updates	<input type="checkbox"/>	Active  edit delete

Save or [Delete selected](#)

+ Add news

Site news

To delete a news item:

- click on the [delete](#) link of the item.

To delete several news items:

- tick off the check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

To add a news item, use the  button, a pop-up section will appear where you should fill in the following fields:

- *Name* - the news header;



You cannot add news without entering the header.

- *Description* - the news description;



This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#) .

- *Date* - date the news item was added;
- *Show on separate page* - put a tick mark if you want the news to be displayed on a separate page;
- *Comments* - here you can enable discussion about the news item. You can allow communication, rating or both rating and communication;
- *Status* - status of the news (Active or Disabled).

When you have entered the desired data into the appropriate fields, click on

Save

to add the news item.

Once the news item is added, the '**Blocks**' tab appears.

Blocks that were created in the **News** tab in **Design->Blocks** are presented there. To enable the necessary block, tick off the '**Enable for this page**' check box.

Items of the block are displayed in the **Listed items** section. If the block is filled *manually*, follow the +Add ... link, choose the desired items in the pop-up section and add them to the **Listed items** section.

To edit the parameters of a news item, use the [edit](#) link in its row:

- enter the desired information into the appropriate fields;

- click on **Save**.

[« back to: News](#)


Editing news: Design Updates

General [Blocks](#)


Name: *

Description:

[Edit in visual HTML editor](#)

Date: 

Show on separate page: ☐

Comments: 


Status: * ☒ Active ☐ Disabled

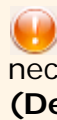
Save or [cancel](#)

Editing news

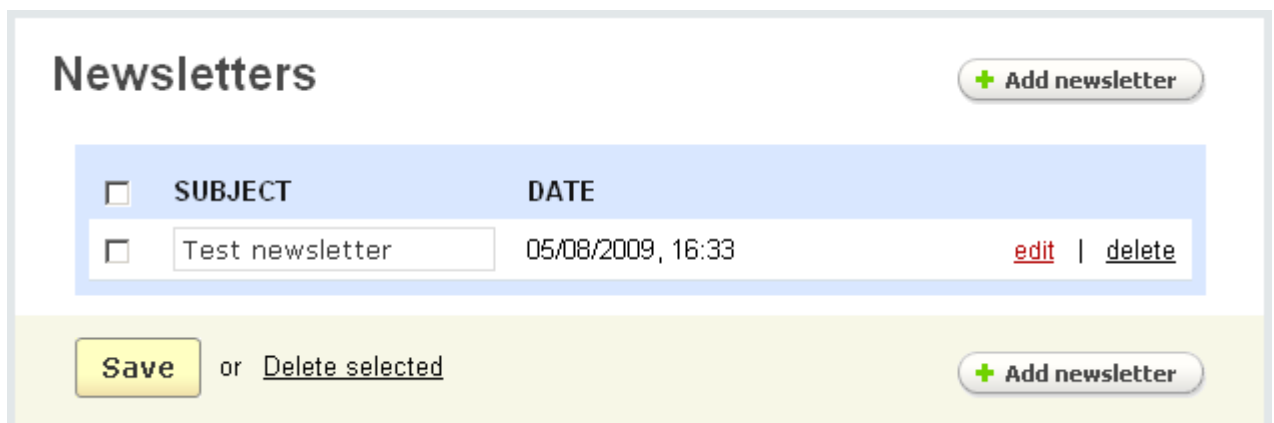
5.8.5 Newsletters

Using this menu item you can send newsletters to different users. For example, you can send site news to news subscribers.

 You can disable the 'Newsletters' option by disabling the 'News and e-mails' addon using the path **Administration->Addons->News & e-mails**.

 If you want customers to be able to sign up for the store newsletters, it is necessary that a block with the content *Mailing lists* is defined on the **Blocks** page (**Design->Blocks**).

You can manage newsletters using the '**Newsletters**' form.



<input type="checkbox"/>	SUBJECT	DATE	
<input type="checkbox"/>	Test newsletter	05/08/2009, 16:33	edit delete

or [Delete selected](#)

Newsletters

The form contains a list of all newsletters. The list is presented as a table consisting of the following columns:

- *Select column* - selects newsletter;
- *Subject* - subject of the newsletter;
- *Date* - date and time when the newsletter was sent.

To delete a newsletter:

- click on the [delete](#) link of the newsletter.

To delete several newsletters at a time:

- tick off the check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

To **edit a newsletter** use the [edit](#) link and in the pop-up section change the necessary parameters.

To **add a newsletter**, use the  button and in the pop-up section fill in the following fields:

- *Subject* - subject of the newsletter;



You cannot add a newsletter without entering its subject.

- *Random subjects (one per line)* - define several subjects and then the subject for each e-mail will be randomly picked from this list;
- *Plain text body* - plain text of the newsletter;
- *HTML body* - newsletter body in HTML format;




This field also contains tools for editing as html. If you want to use them, click on [Edit in visual HTML editor](#) .

The following variables can be used in the HTML body:

%UNSUBSCRIBE_LINK
%SUBSCRIBER_EMAIL
%COMPANY_NAME
%COMPANY_ADDRESS
%COMPANY_PHONE.

They will be automatically changed to the values defined in the settings.

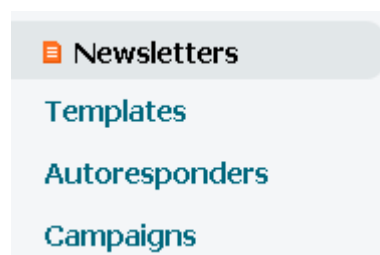
- *Template* - load one of the existing newsletter templates if necessary;
- *Campaign* - select a campaign to which this newsletter is applied;
- *Status* - Active or Disabled;
- *Mailing lists* - choose a mailing list for the newsletter (the subscribers of the chosen mailing list will receive the newsletter);
- *Users* - add subscribers from the list of store users by following the link **+Add subscribers from users**;
- *Send to test e-mail* - enter an e-mail and do a test mailing by clicking on the  button.

To **save the newsletter** and its settings, click on the  button.

To save the newsletter settings and send it to the specified e-mail addresses, click on the [Save and send](#) button.

To cancel the changes click on the [cancel](#) link.

On the **Newsletters** page you can create newsletter templates (patterns that can be used in your future newsletters), campaigns for newsletters and autoresponders.



To add a newsletter template open the **Newsletter templates** page by clicking on the **Templates** link on the right of the page and use the [+ Add template](#) button.

To add an autoresponder open the **Newsletter autoresponders** page by clicking on the **Autoresponders** link on the right of the page and use the [+ Add autoresponder](#) button. The created autoresponders can be assigned to mailing lists. For more details refer to the **Mailing lists** chapter.

Click on the **Campaigns** link on the right of the page and you are taken to the page with a list of all campaigns carried on in your store.

This feature can considerably simplify managing store newsletters as any newsletter can be assigned to a campaign. So this makes it easy to keep track of all the newsletters.

Also, on the **Campaigns** page you will be able to view the campaign statistics (newsletters of the campaign and the number of clicks on the links in the newsletters).

Newsletters: campaigns

[+ Add campaign](#)

Total items: 1 / 10

<input type="checkbox"/>	NAME	STATUS	
<input type="checkbox"/>	Advertising campaign	Active	Campaign statistics

Total items: 1 / 10

Save

Delete selected

[+ Add campaign](#)

Campaigns

The name of the campaign and its status are presented on the page.

To delete a campaign tick it off and click on the [Delete selected](#) button.

To add a new campaign use the [+ Add campaigns](#) button.

To save the changes in the database click on the [Save](#) button.

To cancel the changes click on the [cancel](#) link.

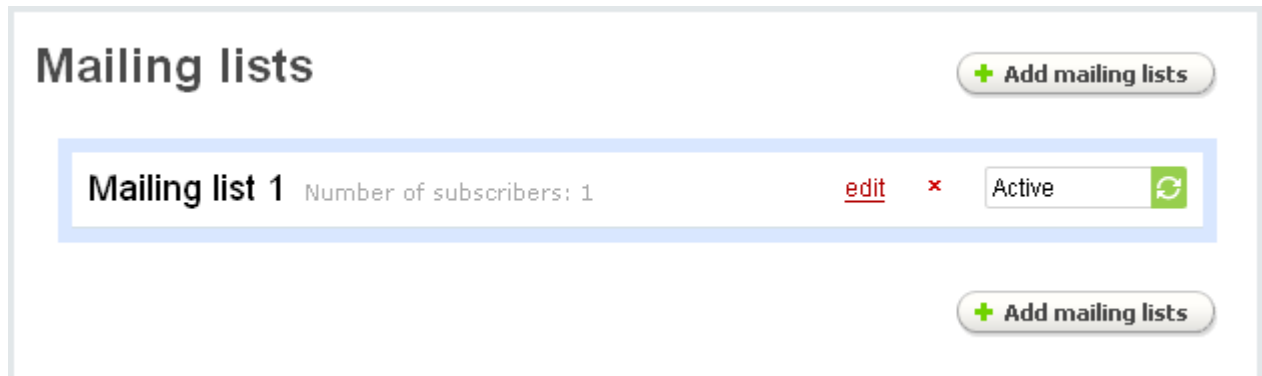
By following the [Campaign statistics](#) link you go to the page where the newsletters assigned to the campaign are listed. You will see the number of clicks made by customers on the links of these newsletters.

5.8.6 Mailing lists

Mailing list is a register of names and addresses to which advertising matter of the store is sent by electronic mail.

The '**Mailing lists**' feature allows you to build mailing lists for your store. It gives the ability to group your store subscribers.

On the *Mailing lists* page you see the existing mailing lists, the number of subscribers who is signed up for them and their statuses.



Mailing lists

To edit a mailing list, click on the [edit](#) link. You will see the following parameters to edit:

- *Name* – name of the mailing list;
- *From name* – name of the sender (e.g. company name);
- *From email* – e-mail of the sender;
- *Reply to* – e-mail to which replies are sent;
- *Confirmation e-mail* – choose an autoresponder for this mailing list (e.g. It can be sent to confirm subscriptions or to unsubscribe, etc.)



Learn how to create autoresponders in the chapter **Content->Newsletters**.

- *Show at checkout* – tick off to display subscription to the mailing at checkout;
- *Show on registration* – tick off to display subscription to the mailing during registration;
- *Show on sidebar* – tick off to display subscription to the mailing in a separate side box in the storefront;
- *Subscribers* – following the [Add subscribers](#) link, you will be taken to the **Subscribers** page, where you will be able to add a subscriber or sign up someone from the store users;
- *Status* – status of the mailing list (Active, Hidden or Disabled).

Editing mailing list: Mailing list 1

General

Name: * Mailing list 1

From name: Some company

From email: no-reply@some.com

Reply to: no-reply@some.com

Confirmation e-mail: No autoresponder ▼

Show at checkout: ☒

Show on registration: ☒

Show on sidebar: ☒

Subscribers: [Add subscribers](#) ▶

Status: * ☒ Active ☐ Hidden ☐ Disabled

Save or [cancel](#)

Editing mailing list

To delete a mailing list click on **x** mark.

To add a new mailing list click on the **+ Add mailing lists** button.

5.8.7 Subscribers

Any registered or unregistered users of your shop can subscribe to news by entering their e-mail in the appropriate field of the **'Mailing lists'** box in the storefront.

Subscribers

+ Add subscriber

Total items: 1 / 10

subscriber@some.com
Subscribed to 2 lists

edit
x


Total items: 1 / 10

+ Add subscriber

+ Add subscribers from users


Subscribers

On this page a complete list of subscribers is given. The subscribers are listed in the order they were added to the list. Their e-mail addresses are given and then information about the number of mailing lists they are signed up for.

 You can disable the 'Subscribers' option by changing the status of the 'News and e-mails' addon to **Disabled** (**Administration->Addons->News & e-mails**).

To edit the subscriber information, click on the [edit](#) link.

- *E-mail* – e-mail address of the subscriber;
 - *Registered* – date and time when the subscriber was signed up for the mailing list
- Mailing lists:
- *Mailing list* – name of the mailing list;
 - *Format* – format of the letter (plain text or HTML);
 - *Language* – language in which letters are sent;

 You can create newsletters using different languages. So a subscriber will receive newsletters written in his native language. For more information see the chapter **Content->Newsletters**.

- *Subscribed* – if ticked off, then the subscriber is signed up for the mailing list;

- *Confirmed* – if ticked off, then the subscriber is approved by the store administrator.

Editing subscriber: subscriber@some.com

General

E-mail: * subscriber@some.com

Registered: 01/08/2009, 15:09

Mailing lists:

MAILING LIST	FORMAT	LANGUAGE	SUBSCRIBED	CONFIRMED
Mailing list 1	HTML	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing list 2	Plain text	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save or [cancel](#)

Editing subscriber

To delete a subscriber:

- click on **x** mark of the subscriber you want to delete.

To add a new subscriber, use the **+ Add subscriber** button.

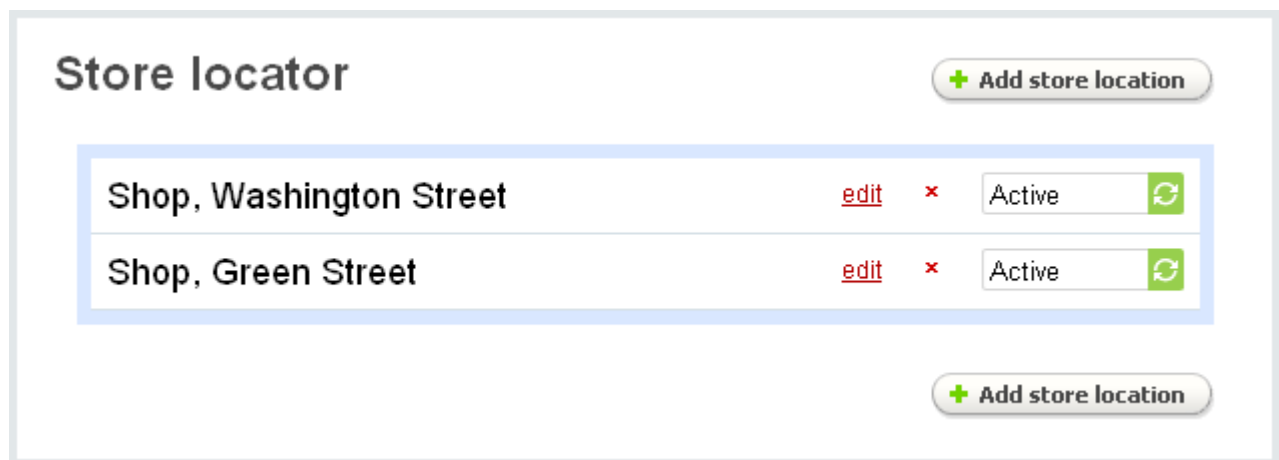
To add a new subscriber from the list of the store users, follow the link **Add subscribers from users**.

5.8.8 Store locator

This feature allows you to indicate all your store locations on a Google map. This map will be available for your customers and they will be able to choose the point of sale that is e.g. the nearest to their location.



To display the **Store locator** side box in the customer storefront block with the content *Store locator* must be defined on the **Blocks** page (**Design->Blocks**).



Store locator

First you need to get a Google Map account and a Maps API key. Enter your Google key in the settings of the **Store locator** addon (**Administration->Addons**) and set coordinates of the points of sale on this page.

A list of all created store locations is presented on the page. Names of locations and their statuses (Active or Disabled) are given in the list.


To delete a store location click on **x** mark of the entry you want to delete.

To edit a store location click on the **edit** link. In the appeared pop-up section you will be able to edit the following parameters:

- *Name* – name of the store location;
- *Position* – the ordinal number in the list;
- *Description* – description of the store location;
- *Country* – country where the store is located;
- *City* – city in which the store is located;
- *Coordinates (lat x long)* – set coordinates (latitude and longitude of the location).

You can click on the **Select** button and set the coordinates on the Google map;

- *Localization* - select localization(s) for which the store location will be displayed.

 The '**Localization**' field is displayed only if at least one item is defined in **Shipping/taxes->Localizations**.

Editing store location: Shop, Green Street

General

Name: * Shop, Green Street

Position 20

Description:

[Edit in visual HTML editor](#)

Country: Canada

City: Ottawa

Coordinates (lat x long): 45.5832897560063 x -74.53125

Localization: Europe

To select more than one entry, left click the item with the mouse while holding down the CTRL key. To unselect an item, left click the item again with the mouse while holding down the CTRL key.

or [cancel](#)

Editing store location

To add a new store location click on the  button and fill in the necessary fields in the pop-up section **Add store locations**.

5.8.9 Banners



The *Banners Page* shows a list of banners that can be displayed in the store. The list is presented as a table with the following columns:

- *Select column*;
- *Banner* – name of the banner;
- *Type* – type of the banner (Graphic banner or Text banner);
- *Status* – status of the banner (Active - the banner is displayed in the storefront, Disabled - the banner is not displayed in the storefront; Hidden - the banner can be accessed by customers only by a direct link).

Follow the link [banners_statistics](#) to view statistical data on how many times banners were viewed and clicked on.

To delete a banner:

- place a check mark in the Select column of the banner you want to delete;
- click on [Delete selected](#).

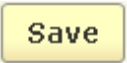
To add a new banner use the  button, enter the necessary parameters in the pop-up section and click on .

Click on the [edit](#) link to edit the following banner parameters:

- *Name* – name of the banner;
- *Type* – whether it is a graphic banner or a text banner;
- *Image* – banner image;

You can download the image from your local computer, from your server or type in the URL to the image. Here you can also define an alternative text for the image.

- *Open in a new window* – if ticked off, the banner link will open in a new window;
- *URL* – URL to which the banner will redirect;
- *Created date* – date of banner creation;
- *Status* – status of the banner.

To save the changes click on  button. To cancel the changes click on the [cancel](#) link.

5.8.10 Comments and reviews

Here you can view all the existing posts on products, categories, orders, news, gift registry, topics, pages, etc. and find the necessary one by using the search pattern.

The **Comments and reviews** link is displayed in the side box if the **Comments and reviews** add-on is enabled in **Administration->Addons** and a block containing *Comments and reviews* is defined.

Comments and reviews - All

Author: Message: Rating: -- Comments and reviews: --

Advanced search options

IP address:

Approved: --

Period: All Select dates: 01/08/2009 - 01/08/2009

Sort by: Date asc.

Save this search as:

Search section

In the search pattern you can search for posts by author of the message, the message text, type of discussion (whether it is rating, communication or both rating and communication), rating.

To make the search results more specific, click on **Advanced search options**. You will be able to specify IP address of the author, the period of search (choose any of the defined periods or define the period by yourself) and specify whether the post is approved or not.

Also you can specify the way the search results will be displayed. Using the '**Sort by**' option you can choose among 4 parameters (Author, Approved, Date, IP address) by which the results will be sorted and specify the way of sorting (ascending or descending). For example, if you choose 'Author' and 'desc.', the search results will be sorted by *author* in descending order, i.e. in alphabetical order.

The system also allows you to create different search patterns and save them for future use. Just set the search options and type the name of the pattern in the


Save this search as: input field and click on the button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

Product reviews	Category reviews	Page comments	Order communication	Testimonials	Gift Registry questbook
News comments					

Total items: **7** / [10](#)

Anonymous

| IP address: 192.168.0.6 | [Puma Women's Anjan Leather](#)

Rating: Excellent! 


Beautiful boots.

My opinion is they are just best.

08/24/2006, 15:50 - [☐ Delete | ☐ Disapprove] - Approved

Customer Customer

| IP address: 62.169.232.157 | [Daewoo DTS-42 42](#)

Rating: Excellent! 

Just a perfect product!

10/18/2005, 14:33 - [☐ Delete | ☐ Approve] - Not approved

Comments and reviews

The *Product reviews* page is presented as a set of tabs: Product reviews, Category reviews, Page comments, Order communication, Testimonials, Gift Registry guestbook, New comments. The names of tabs correspond to the content. For example, in the '**Product reviews**' tab all reviews about products are displayed.

Let's look at the **Product reviews** tab. The following information is given for each review:

- *Author* - author of the review;
- *IP address* - author's Internet Protocol address;
- *Product* - product about which the review was posted;
- *Review* - review about the product (if it is associated with the type of communication);
- *Rating* - rating of the product (if it is associated with the type of communication);
- *Date* - date and time of creation;
- The '*Delete*' check box;
- The '*Approve*' or '*Disapprove*' check box - what check box is displayed depends on the current status of the review.

If you make any changes click on  .

To delete a post from the list:

- tick off the 'Delete' check box of the entry you want to delete;
- click on Delete selected.



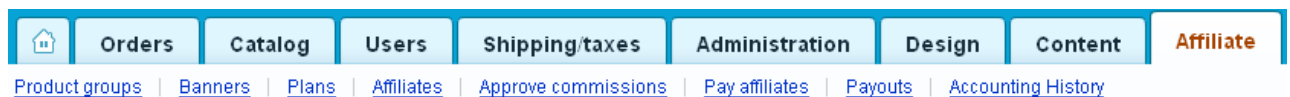
The '**Comments and reviews**' feature can be removed from the '**Content**' tab. You can do this in **Administration->Addons**.

5.9 Affiliate

The Affiliate addon is a built-in tool that provides you the ability to promote your online store with no other software required. All you need to do is to place promotional banners with links to your store on your affiliates' sites. When customers click on the banner they are redirected to your store. EZ-Cart automatically identifies the site which referred the customers and calculates the commissions (royalties) for the affiliate if a purchase is made. Commissions can be set as a percentage of the sales price or a flat rate. The Affiliate addon allows you to create the 2nd, 3rd and 'n' tier commissions to reward your affiliates.

In an effort to advertise the store you can use text and graphical banners that can be attached not only to the store itself but also to a particular product, category, URL. Furthermore, this module gives you the ability to create banners displaying a single product or a set of products (they will be displaying one by one in a random way).

The use of the **Affiliate** addon assumes the existence of a user type called 'affiliate'. Affiliates can register by themselves on the affiliate's authentication page. Every affiliate will have their own **Affiliate plan** where you specify the commission rate, define the minimum amount of payment and the period during which the affiliate gains proceeds from sales, etc. Thus you can set up the most favorable conditions for the most valuable affiliates.



'Affiliate'

5.9.1 Product groups

On this page you can create the so-called '**Product groups**' consisting of different products, categories and URLs to which affiliate text and graphic banners can be attached later on.

There are three tabs on '**Product groups**' page:


- **Group for categories;**
- **Group for products;**
- **URL.**

Product groups

Group for categories

[Group for products](#)

[URL](#)

<input type="checkbox"/>	NAME	CATEGORIES	STATUS
<input type="checkbox"/>	group_category	Monitors & Projectors , Music	Active  edit delete

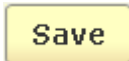
Save or [Delete selected](#)

[+ Add group for categories](#)

Group for categories

In the '**Group for categories**' tab you see the following columns:

- *Select column*;
- *Name* - name of the group;
- *Categories* - URLs to the categories that constitute the group;
- *Status* - status of the group (Active or Disabled).

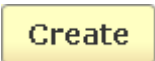
Click on  if you make any changes.

To delete a group:

- click on the [delete](#) link of the group.

To delete several groups at a time:

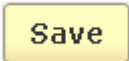
- tick off check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

Using the section '**Add group for categories**' you can add a new group for categories. First you need to give the name of the group, then select categories for it and click on the  button.

To edit the parameters of the existing group click on the [edit](#) link.

In the '**Group for products**' tab there are the following columns:

- *Select column;*
- *Name* - name of the group;
- *Products* - URLs to the products that constitute a group;
- *Status* - status of the group.

Click on  if you make any changes.

To delete a group for products:

- click on the [delete](#) link of the group.

To delete several groups at a time:


- tick off check boxes opposite the entries you want to delete;
- click on [Delete selected](#).



Using the section '**Add group for products**' you can add a new group for products. First you need to give the name of the group and define its status, then click on **+Add products**. The **Add products** pop-up section will appear on the screen. Select products for the group there and add them to the group.

To edit the parameters of the existing group click on the [edit](#) link.

Product groups

[Group for categories](#) **Group for products** [URL](#)


<input type="checkbox"/>	NAME	PRODUCTS	STATUS
<input type="checkbox"/>	group product	Nike Attest VI , HP iPAQ RZ1715 Pocket PC , LINGO TR-2203 Pacifica Talk , Talking Translator , PalmOne LifeDrive Mobile Manager	Active  edit delete

 or [Delete selected](#) 

Group for products

In the '**URL**' tab the following columns are displayed:

- *Select column*;
- *Name* - name of the group;
- *URL* - URL address;
- *Status* - status of the group (Active or Disabled).

Click on  if you make any changes.

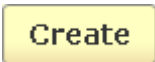
To delete a URL:

- click on the delete link of the URL.

To delete several URLs at a time:


- tick off check boxes opposite the entries you want to delete;
- click on Delete selected.



Using the '**Add url group**' section you can add a new URL. First you need to enter into the corresponding fields the name of the group and URL and then click on

.

Product groups

[Group for categories](#) [Group for products](#) **URL**

<input type="checkbox"/>	NAME	URL	STATUS
<input type="checkbox"/>	url_group_2	http://url_group.com	Active  edit delete

 or [Delete selected](#) 

URL

To edit the parameters of the existing group click on the [edit](#) link.

5.9.2 Banners

On the '**Banners**' page you can create different kinds of banners: text banners, graphic banners and product banners for your affiliate sites. The links to the corresponding sections are on the right of the page.

By clicking on **Banners** you are redirected to the '**Text banners**' page where you can create text banners that will be located on the affiliates' sites. Through these text banners new customers will be referred to the store.

There are four tabs on the '**Text banners**' page. They are:

- **Product groups**;
- **Categories**;
- **Products**;
- **URL**.

Banners: Text banners

[affiliate system settings](#)

[+ Add banner](#)

Product groups
[Categories](#)
[Products](#)
[URL](#)


<input type="checkbox"/>	TITLE	SHOW TITLE	WIDTH	HEIGHT	PRODUCT GROUPS	NEW WINDOW	STATUS	
<input type="checkbox"/>	banner for group	<input type="checkbox"/>	100	40	url group	<input type="checkbox"/>	Active	edit delete
<input type="checkbox"/>	text banner	<input checked="" type="checkbox"/>	0	0	product group	<input checked="" type="checkbox"/>	Active	edit delete

[Save](#) or [Delete selected](#)
[+ Add banner](#)

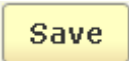
Text banners

In the '**Product groups**' tab there are the following columns:

- *Select column*;
- *Title* - banner title;
- *Show title* - tick off if you want the title to be displayed;
- *Width* - banner width (pixels);
- *Height* - banner height (pixels);

 If no value is defined in the '*Width*' and '*Height*' fields the banner sizes will depend on its content.

- *Product groups* - product group to which this banner is assigned;
- *New window* - put a tick if you want the link to be opened in a new window;
- *Status* - status of the banner (Active or Disabled).

If you make any changes click on  to save them to the database.


To delete a text banner:


- click on the [delete](#) link of the banner.

To delete several banners at a time:

- tick off check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

If you want to edit the banner click on the [edit](#) link and you are redirected to the '**Update banner**' page.

To create a new banner use the  button. In the pop-up section you should fill in the following fields: title, show title, width, height, content (text of the banner), open in a new window, show URL, status, product group.

 Only four fields (title, content, status and product group) are mandatory, the others are optional.

After all the necessary fields are filled in click on  button.

The rest of the tabs contain almost the same columns and fields with small variations. In all tabs there is a difference in the column following the '*Height*' column. In the '**Categories**' tab it is the '*Categories*' column, in the '**Products**' tab it is the '*Products*' column, and for the '**URL**' it is the '*URL*' column. What the banner will be assigned to is defined in these columns. And in the '**New banner**' sections tabs have the corresponding differences.

By clicking on the **Graphic banners** link on the right you are redirected to the '**Graphic banners**' page where you can create graphic banners and assign them to different product groups, categories, products, URLs. On the page you see four tabs: '**Product groups**', '**Categories**', '**Products**', '**URL**'.

The '**Categories**' tab contains the following columns:


- *Select column*;
- *Title* - banner title;
- *Categories* - categories to which the banner is assigned;
- *New window* - tick off if you want the link to be displayed in a new window;
- *Status* - status of the graphic banner.

Banners: Graphic banners

[affiliate system settings](#)

+ Add banner

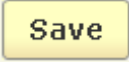
[Product groups](#) **Categories** [Products](#) [URL](#)

<input type="checkbox"/>	TITLE	CATEGORIES	NEW WINDOW	STATUS
<input type="checkbox"/>	graphic banner for categories	Computers, DVD, Cell Phones, Desktops	<input type="checkbox"/>	Active  edit delete

Save or [Delete selected](#)

+ Add banner

Graphic banners

If you make any changes click on  to save them in the database.

To delete a graphic banner:

- click on the [delete](#) link of the banner.

To delete several banners at a time:

- tick off check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

To edit the parameters of the banner click on [edit](#) .

To add a new banner use the  button. Here you should fill in the following fields:

- *Title* - banner name;
- *Description* - description of the banner;
- *Image* - the banner image;

To select an image on a local computer or a server use [Local](#) or [Server](#) links. To type the URL to the file click on the [URL](#) link.

- *Open in a new window* - tick off if you want the link to be opened in a new window;
- *Status* - status of a banner (Active or Disabled);

In the **Categories** section choose to what category(-ies) the banner will be assigned. To do this use the [+ Add categories](#) link.


[« back to: Banners](#)

New banner

[affiliate system settings](#)

Title: *

Description:

Image: * 

Select a file or enter URL
[Local](#) | [Server](#) | [URL](#)

Alternative text:

Open in a new window: ☐

Status: * ☒ Active ☐ Disabled

Categories

NAME

No items defined

[+ Add categories](#)

Create or [cancel](#)

New banner

The rest of the tabs contain almost the same columns and fields with small variations. In all tabs there is a difference in the column following the 'Title' column. In the '**Product groups**' tab it is the '*Product groups*' column, in the '**Products**' tab it is the '*Products*' column, and for the '**URL**' it is the '*URL*' column. What the banner will be assigned to is defined in these columns. And correspondingly there exist similar differences in the '**New banner**' sections of all tabs.

Using the **Product banners** link you open the '**Product banners**' page where you can modify the banners that use information about products stored in the database. Product banner is a banner which can include the product image, product name, product description. The products in this banner are displayed in a random order.

The '**Product banners**' form contains a list of the defined banners:

Banners: Product banners + Add banner

[affiliate system settings](#)

<input type="checkbox"/>	TITLE	WIDTH	HEIGHT	NEW WINDOW	ADD TO CART	STATUS
<input type="checkbox"/>	product banner	250	150	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active ↻ edit delete

Save or [Delete selected](#) + Add banner

Product banners

- *Select column*;
- *Title* - name of the banner;
- *Width* - banner width (pixels);
- *Height* - banner height (pixels);
- *Open in a new window* - tick off in order for the link to be opened in a new window;
- *Add to cart* - tick off if you want the customer to be redirected to the '**Cart content**' page;
- *Status* - status of the banner (Active or Disabled).

Click on Save if you make some changes.

To delete a product banner:

- click on the [delete](#) link of the banner.

To delete several banners at a time:


- tick off check boxes opposite the entries you want to delete;
- click on Delete selected.

Each banner has the edit link, click on it and you are redirected to the '**Editing banner**' page where you can edit the banner.

You can edit the following fields:

- *Title* - banner title;
- *Width (pixels)* - banner title;
- *Height (pixels)* - banner height;
- *Image* - place the image at the top or at the bottom of the banner or disable the image;
- *Product name* - place the product name at the top or at the bottom of the banner or disable the name;
- *Short description* - place short description at the top or at the bottom or disable it;
- *Align* - here you can align the image left, right or center in the banner;
- *Show border* - tick off to display the borders of the banner;
- *Add to cart* - if this check box is enabled a customer is redirected to the store with the product already added to cart;
- *Open in a new window* - put a tick if you want the link to be opened in a new window;
- *Status* - status of the banner (Active - available, Disabled - unavailable).

If you make any changes click on  .

When you add a new product banner using the  button, fill in all the fields defining what product information will be displayed in the banner, how it will be aligned, etc.

At any time you can view what the banner will look like by using the '**Preview**' link. You can click the **Refresh banner** link which will refresh the banner and it will display another product.

After you click on the  button, the banner will be created.

5.9.3 Plans

The '**Affiliate**' addon allows you to create different advertising plans for different affiliates. In each plan you define its own commission rates for different actions, also you are provided with the ability to define commissions for products, categories, coupons and multi tier affiliates. Thus you can set up the most favorable conditions for the most profitable affiliates.

Plans [affiliate system settings](#) [+ Add plan](#)

Total items: 1 / 10

<input type="checkbox"/>	NAME	AFFILIATES	STATUS
<input type="checkbox"/>	Test plan	2	Active refresh edit delete

Total items: 1 / 10

[Save](#) or [Delete selected](#) [+ Add plan](#)

Affiliate plans

The '**Plans**' page contains a list of all affiliate plans. The following data is displayed for each plan:

- *Select column*;
- *Name* - name of the plan;
- *Affiliates* - the number of affiliates with this plan;
- *Status* - status of the plan (Active or Disabled).

Click on [Save](#) if you make any changes.

To delete a plan:

- click on the [delete](#) link of the plan.

To delete several plans at a time:

- tick off check boxes opposite the entries you want to delete;
- click on [Delete selected](#).

To add a new affiliate plan use the [+ Add plan](#) button.

[« back to: Plans](#)

Editing plan: Test plan

[add plan](#) | [affiliate system settings](#)**General**[Products](#)[Categories](#)[Coupons](#)[Multi tier affiliates](#)Name: * Description: Life span of customer
cookie (days): Initial incentive balance (\$): Minimum commission
payment (\$): * Method of commission
calculation based on
product price: ☐Show orders: ☒Coupon commission should
override all the others: ☐Status: * ☒ Active ☐ Disabled

Editing plan


Click on the [edit](#) link to edit the plan. You will be redirected to the 'Editing plan' page with the tabs **General**, **Products**, **Categories**, **Coupons**, **Multi tier affiliates**. In the tab **General** you can edit the following parameters:

- *Name* - name of the affiliate plan;
- *Description* - plan description;
- *Life span of customer cookie (days)* - if the value of this option is defined then it is customers can make purchases or register anytime during this period for the affiliate to receive a commission. The information about the affiliate association will be applied within the number of days specified;

- *Initial incentive balance (\$)* - if you want to set an incentive payment for the affiliate enter the sum here (i.e. each click);
- *Minimum commission payment (\$)* - minimum amount paid to the affiliate, you cannot pay out commission until this amount has been reached;
- *Method of commission calculation based on product price* - if enabled then the commissions for the affiliate who has redirected the customer are calculated according to the product price. The commissions for other affiliates will be applied based on the product price according to the rates specified in the '**Multi tier affiliates**' tab;
- *Show orders* - tick off to make the order number to be a link on the '**Order info**' page;
- *Coupon commission should override all the others* - put a tick if you want a coupon commission to cancel other commissions.
- *Status* - status of the plan.

In the section '**Commission rates**' you can specify commission payments that the affiliates will get for:

- *Show banner* - demonstration of the banner (impressions);
- *Click* - a click on a banner (click);
- *Payout sales* - a purchase made by the customer who came from the affiliate's site (conversion);
- *New customer* - a registered customer;
- *New affiliate* - a new affiliate of the store.

 All commissions can be defined as a percentage of the sale (Percent(%)) or a flat rate (Absolute(\$)).

Commission rates

Show banner:	<input type="text" value="0.01"/>	Absolute (\$) ▼
Click:	<input type="text" value="1"/>	Absolute (\$) ▼
Payout sales:	<input type="text" value="2"/>	Percent (%) ▼
New customer:	<input type="text" value="2"/>	Absolute (\$) ▼
New affiliate:	<input type="text" value="3"/>	Absolute (\$) ▼

or [cancel](#)

Commission rates

If you make any changes click on .

The percentage of sales can be specified for each product, category, coupon and multi tier affiliates using the forms in the following tabs:

- **Products;**
- **Categories;**
- **Coupons;**
- **Multi tier affiliates.**

Click on the '**Products**' tab to define the products from which the affiliate will get commissions. Here by using the **+Add products** link you create a list of products and define sales commissions for them.

[General](#) **Products** [Categories](#) [Coupons](#) [Multi tier affiliates](#)

<input type="checkbox"/>	PRODUCT NAME	SALES COMMISSION		
<input type="checkbox"/>	Toshiba 42HP84 42	<input type="text" value="6"/>	Absolute (\$) ▾	edit delete
<input type="checkbox"/>	Panasonic TH-37PX50U 37	<input type="text" value="4.5"/>	Percent (%) ▾	edit delete
<input type="checkbox"/>	Panasonic DMR-ES30S DVD Recorder	<input type="text" value="7"/>	Absolute (\$) ▾	edit delete

Save

 or [Delete selected](#) [+ Add products](#)

Products

In the '**Categories**' tab you select the categories and subcategories and define the sales commissions for each of them.


[General](#) [Products](#) **Categories** [Coupons](#) [Multi tier affiliates](#)

<input type="checkbox"/>	CATEGORY	SALES COMMISSION		
<input type="checkbox"/>	Men	<input type="text" value="0.5"/>	Absolute (\$) ▾	edit delete
<input type="checkbox"/>	DVD	<input type="text" value="5"/>	Percent (%) ▾	edit delete

Save

 or [Delete selected](#) [+ Add categories](#)

Categories

 Notice that if you define sales commissions for a root category these commissions are not applied to its subcategories.

In the **Coupons** tab you define commissions for coupon usage. After clicking on the link [+ Add coupon\(s\)](#) you select a coupon in the list of all existing coupons, define the commission rate and click on the **Add selected** button. After that the affiliates will be able to distribute coupon codes among their customers.

General	Products	Categories	Coupons	Multi tier affiliates
-------------------------	--------------------------	----------------------------	----------------	---------------------------------------

<input type="checkbox"/>	COUPON	COUPON COMMISSION	PERIOD OF VALIDITY
<input type="checkbox"/>	Free shipping coupon	5 Absolute (\$)	08/20/2008 - 12/20/2008 edit delete

Save or [Delete selected](#) [+ Add coupon\(s\)](#)

Coupons

In the '**Multi tier affiliates**' tab you define the percentage rates of commissions for affiliates of different tiers. Let's consider the following examples: the affiliate has multi tier affiliate system (1st, 2nd, 3rd tier affiliates). The following commissions are defined for three levels:

Level 1 - 5%

Level 2 - 2.5%

Level 3 - 1%.

If the income from the 1st tier affiliate is \$100 then the affiliate gets 5% of \$100, that is \$5.

If the income from the 2nd tier affiliate is \$100 then he gets 2.5% of \$100, that is \$2.5 and the 1st tier affiliate gets 5% of \$100, that is \$5.

If the income from the 3rd tier affiliate is \$100 then he gets 1% of \$100, i.e. \$1, the 2nd tier affiliate gets 2.5% of \$100 and the 1st tier affiliate gets 5% of \$100.

So the profit the affiliate receives depends on its level.


[General](#) [Products](#) [Categories](#) [Coupons](#) **Multi tier affiliates**

<input type="checkbox"/>	LEVEL	COMMISSION (%)	
<input type="checkbox"/>	Level 1	<input type="text" value="5"/>	delete
<input type="checkbox"/>	Level 2	<input type="text" value="2.5"/>	delete
<input type="checkbox"/>	Level 3	<input type="text" value="1"/>	delete

or [Delete selected](#) [+ Add commissions](#)

Multi tier affiliates

To add new levels with defined commission rates use the [+ Add commissions](#) link.

 If several types of commissions are applied to the product, only one is applied. For example, if both a product and category commissions are set, only the product commission is applied. In the case when neither product nor category commissions are applied then the commission is calculated according to the rate specified in the section '**Commission rates**' for the '*Sale*' action.

5.9.4 Affiliates

On the '**Approve affiliates**' page you can view all your affiliates' accounts and approve or decline new accounts. The page contains two sections:

- **Search;**
- **a list of all affiliate accounts.**

With the search form you can search for affiliate accounts by name, company or e-mail. By clicking on **Advanced search options** you will expand the search form and will be able to specify additional parameters: username, address, city, zip/postal code, country, state/province, status of the affiliate or affiliate plan.

Total items: **2** / [10](#)

<input type="checkbox"/>	ID	USERNAME	NAME	↑	REGISTERED	STATUS	PLAN
<input type="checkbox"/>	4	affiliate	Affiliate Affiliate		07/20/2006, 11:47	Approved	Test plan <input type="button" value="edit"/>
<input type="checkbox"/>	5	Tom	Tom Green		03/20/2009, 17:40	Awaiting approval	- No - <input type="button" value="edit"/>

[Select all](#) | [Unselect all](#)

Total items: **2** / [10](#)

or [Choose action](#)

Affiliates

The list of all affiliate accounts is presented as a table with the following columns:

- *Select column*;
- *ID* - affiliate identification number;
- *Username* - a unique name identifying the user;
- *Name* - full name of the user;
- *Registered* - date and time of registration;
- *Status* - whether the affiliate is already approved, awaiting approval or declined;
- *Plan* - the name of the plan.

If you make any changes click on .

To approve/decline an affiliate:

- put a tick mark for the necessary affiliate or affiliates;
- click on the **Choose action** link and choose **Approve selected** or **Decline selected**.

If you click on the link in the '*ID*', '*Username*' or '*Name*' columns you are redirected to the '**Affiliate**' page with the affiliate's personal information, affiliate information and information about commissions during the last period. Here you can use the [Change](#) links and change the status and plan of the affiliate.

Viewing affiliate: Affiliate Affiliate

[edit affiliate](#) | [affiliate system settings](#)

Personal information

Active: **No**
Username: **affiliate**
Title: **Mr.**
First name: **Affiliate**
Last name: **Affiliate**
Company: **company P**
E-mail: affiliate@company.com
Phone: **123456789**
Fax: **123456**

Affiliate information

Status: **Approved** ([Change](#))
Plan: [Test plan](#) ([Change](#))
Account balance: **\$0.00**
Total payouts: **\$3.00** ([View](#))

Commissions of last periods

12/14/2008	<div></div>	\$0.00
12/21/2008	<div></div>	\$0.00
12/28/2008	<div></div>	\$0.00
01/04/2009	<div></div>	\$0.00
01/11/2009	<div></div>	\$0.00
01/18/2009	<div></div>	\$0.00
01/25/2009	<div></div>	\$0.00
02/01/2009	<div></div>	\$0.00
02/08/2009	<div></div>	\$0.00
02/15/2009	<div></div>	\$0.00
02/22/2009	<div></div>	\$0.00
03/01/2009	<div></div>	\$0.00
03/08/2009	<div></div>	\$0.00
03/15/2009	<div></div>	\$3.00
03/22/2009	<div></div>	\$0.00

Total commissions: **\$3.00**

Affiliate tree

 **AFFILIATE**

  [affiliate](#) (Affiliate Affiliate)

Viewing affiliate

5.9.5 Approve commissions

On the *Approve commission* page you can view the statistics of all actions for which commissions are applied. For instance, you can find out the number of clicks on banners during a certain period of time, the average amount paid out for them, and a lot more. You can also get to know which your affiliates were the most efficient in promoting your store and approve or delete the commissions.

Approve commissions - [All](#)

Affiliate: -- **Plan:** -- **Amount (\$):** -- **Search**

Advanced search options ▲

Period: All **Select dates:** 01/09/2009 - 01/09/2009

Action: ☐ Show banner ☐ Click ☐ Payout sales ☐ New customer
☐ New affiliate ☐ Use coupon ☐ Initial balance

Show zero actions: Not show

Status: ☐ Approved ☐ Awaiting approval ☐ Paid-up

Search **Save this search as:** Name **Save**

Search

Using the '**Search**' section you can:

- search for the commissions of a particular *affiliate*;
- choose *Plan* to view commissions charged according to this plan only;
- in the '*Amount*' field set the minimum and maximum amount of commissions to limit the search process.

To make the search results more accurate click on **Advanced search options** and you will be able to search by the following parameters:

- *Period* - choose any of the defined periods or set your own one;
- *Action* - action for which the commissions are charged;
- *Show zero actions* - allows you to select the commissions that are not equal to 0 or, on the contrary, only those that are equal to 0;
- *Status* - status of the commissions.

The system also allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this search as:** input field and click on the **Save** button. Once the search pattern is saved, it is displayed in the dropdown list box at the top.

ACTION	COUNT	SUM	AVG	AFFILIATES
Show banner	0	\$0.00	\$0.00	0
Click	6	\$6.00	\$1.00	2
Payout sales	0	\$0.00	\$0.00	0
New customer	0	\$0.00	\$0.00	0
New affiliate	0	\$0.00	\$0.00	0
Use coupon	0	\$0.00	\$0.00	0
Initial balance	1	\$1.00	\$1.00	1
Total	7	\$7.00	\$1.00	2

Percentage of banner clicks
and banner shows: ---

Percentage of sales and
banner clicks: 0

General statistics

To display the summary statistics click on the [General statistics](#) link. In the first column all actions for which the affiliate is associated with are displayed. They are *show banner*, *click*, *payout sales*, *new customer*, *new affiliate*, *use coupon*, *initial balance*. Then follows the columns:

- *Count* - contains the number of action;
- *Sum* - the amount of all commissions applied for each action;
- *Avg* - the average value of the commission for each action (sum/count);
- *Affiliates* - the number of affiliates who are associated with that action;

At the bottom of each column the total for all actions is displayed.

- *Percentage of banner clicks and banner shows* - shows the percentage of clicks on all banners displayed (if 20 banners were displayed and only one was clicked on then 5% is shown).
- *Percentage of sales and banner clicks* - shows how often the customers make the purchases in comparison with clicks on banners (the number of clicks is taken as 100%).

Total items: 7 / 10

<input type="checkbox"/>	ACTION	DATE ↓	COST	CUSTOMER	AFFILIATE	BANNER	STATUS	
<input type="checkbox"/>	Click	03/20/2009, 17:50	\$1.00	(192.168.5.35)	Tom Green (Test plan)	product banner	---	
<input checked="" type="checkbox"/>	Click	03/20/2009, 17:49	\$1.00	(192.168.5.35)	Tom Green (Test plan)	for children	Paid-up	
<input checked="" type="checkbox"/>	Initial balance	03/20/2009, 17:44	\$1.00		Tom Green (Test plan)	---	Paid-up	
<input checked="" type="checkbox"/>	Click	03/20/2009, 15:44	\$1.00	(192.168.5.35)	Affiliate Affiliate (Test plan)	graph banner	Paid-up	
<input checked="" type="checkbox"/>	Click	03/20/2009, 15:44	\$1.00	(192.168.5.35)	Affiliate Affiliate (Test plan)	banner	Paid-up	
<input checked="" type="checkbox"/>	Click	03/20/2009, 15:44	\$1.00	(192.168.5.35)	Affiliate Affiliate (Test plan)	product banner	Paid-up	
<input type="checkbox"/>	Click	03/20/2009, 15:43	\$1.00	(192.168.5.35)	Affiliate Affiliate (Test plan)	for children	---	

[Select all](#) | [Unselect all](#)

Total items: 7 / 10

Approve commissions or [Choose action](#)

For approval, disapproval or deletion of the commissions tick off the necessary commissions and click on **Choose action** and choose the corresponding button.

Columns of the table:

- *Action* - action for which the commissions are applied;
- *Date* - date and time of commission application;
- *Cost* - the amount applied;
- *Customer* - customer's IP address (customer's full name is displayed if s/he registered in the store);
- *Affiliate* - the affiliate to whom the commissions are applied;
- *Banner* - banner that was displayed or through which the customer came and fulfilled the action;
- *Additional data* - information about orders, products, coupons, and URL is displayed;
- *Status* - the processing stage of the commissions charged.

If the commissions applied for one and the same action but for different affiliates are displayed on the same page, then such commissions are combined (grouped) for illustration purposes.

5.9.6 Pay affiliates

All the affiliates waiting for payment (commission earned but not yet delivered) are displayed on this page. Here you can process their payments.

The page consists of two sections;

- **Search form;**
- **a list of all affiliates**

Pay affiliates

[affiliate system settings](#)

Payment amount (\$): -
Payments with minimum release level only: ☐
Due payments only (1 week): ☐

Total items: 1 / 10

<input type="checkbox"/>	USERNAME↓	AFFILIATE	AMOUNT OF APPROVED ACTIONS	AMOUNT OF ACTIONS AWAITING APPROVAL	DATE OF LAST PAYMENT
<input type="checkbox"/>	affiliate	Affiliate Affiliate	\$3.00 (details)	\$1.00 (details)	--- details

Select all | Unselect all

Total items: 1 / 10

Pay affiliates

You can restrict the search results using the following options:

- **Payment amount;**
- **Payments with minimum release level only;**
- **Due payments only (1 week).**

The list is presented as a table consisting of the following columns:

- *Select column;*
- *Username* - a unique name identifying the affiliate;
- *Affiliate* - full name of the affiliate;
- *Amount of approved actions* - commission amount that was approved but not yet paid out;
- *Amount of actions awaiting approval* - commission amount that was not approved yet;
- *Date of last payment* - date of last payment to this affiliate.

To process a payment:

- tick off the entry(-ries) you want to process;
- click on **Process selected**.

After processing, the information about the payment(s) is displayed on the **Payouts** page.

5.9.7 Payouts

Here you can view all the commissions applied to the affiliates. The page contains two sections:

- **Search form**;
- **a list of all payouts**.

Payouts - [All](#)

Search form:

Affiliate: Status: Amount (\$): -

Advanced search options

Period: Select dates: -

Save this search as:

Total items: **2** / [10](#)

<input type="checkbox"/>	AFFILIATE	AMOUNT	DATE	STATUS	
<input type="checkbox"/>	Tom Green	\$2.00	03/20/2009 17:51	Open	view
<input type="checkbox"/>	Affiliate Affiliate	\$3.00	03/20/2009 16:53	Open	view


[Select all](#) | [Unselect all](#)

Total items: **2** / [10](#)

Payouts

In the search form you can search for the commission by affiliate, by status (open, successful) and by amount.

If you want to make the search results more precise click on **Advanced search option**. The search form will be expanded and you will be able to search by the period. Set a date range or select among the specified periods.

Also, the system allows you to create different search patterns and save them for future use. Just set the search options, type the name of the pattern in the **Save this search as:** input field and click on the  button. Once the search pattern is saved, it is displayed in the dropdown list box next to the page title.

After any of the fields is filled in click on  to display the search results.

The list of all payouts are presented as a table with the following fields:

- *Select column*;
- *Affiliate* - full name of the user;
- *Amount* - commission amount;
- *Date* - date and time of payment;
- *Status* - whether the payment is already effected (successful) or still open.

If you make any changes click on the  button.

To delete a payout from the list:

- tick off the check box opposite the entry you want to delete;
- click on Delete selected.

Click on [view](#) to open the '**Payout**' page of the affiliate.

[« back to: Payouts](#)

Payout

Affiliate: [Affiliate Affiliate](#)E-mail: affiliate@company.com

Date range: 03/20/2009 - 03/20/2009

Amount: \$3.00

Actions

Total items: **3** / [10](#)

ACTION	DATE ↑	COST	CUSTOMER (IP ADDRESS)	BANNER	ADDITIONAL DATA	STATUS
Click	03/20/2009, 15:44	\$1.00	(192.168.5.35)	product banner	---	Paid-up
Click	03/20/2009, 15:44	\$1.00	(192.168.5.35)	banner	---	Paid-up
Click	03/20/2009, 15:44	\$1.00	(192.168.5.35)	graph banner	---	Paid-up

Total items: **3** / [10](#)

Payout

At the top of the page the following information is presented:

- *Affiliate* - name of the affiliate;
- *E-Mail* - e-mail of the affiliate;
- *Date range*;
- *Amount* - the amount paid to the affiliate.

Then follows a list of all actions for this affiliate presented as a table with the following columns:

- *Action* - type of action for which the commissions are applied;
- *Date* - date and time of payment;
- *Cost* - amount applied;
- *Customer (IP address)* - the customer's IP address;
- *Banner* - banner that was displayed or through which the customer came and fulfilled the action;
- *Additional data* - information about orders, products, coupons and URL is displayed;
- *Status* - the processing stage of the commissions (approved, awaiting approval, paid-up, approved and paid-up).

5.9.8 Accounting History

Here the summary statistics of all paid out commissions are displayed. The data is presented as a table with the following columns:

- *Username* - unique name identifying the user;
- *Affiliate* - full name of the affiliate;
- *Account balance* - commission amount that was approved but not yet paid out;
- *Last payout* - amount of last payout;
- *AVG payout* - average amount that was paid out;
- *Total payouts* - total amount paid out to the affiliate. In the column a blue line is displayed next to the largest total payout. The other lines are painted in such a way that they show the correlation to the largest payout.

Accounting History						
Total items: 2 / 10						
USERNAME ↑	AFFILIATE	ACCOUNT BALANCE	LAST PAYOUT	AVG PAYOUT	TOTAL PAYOUTS	
affiliate	Affiliate Affiliate	\$0.00	\$3.00	\$3.00	\$3.00	<div><div></div></div> view history
Tom	Tom Green	\$0.00	\$2.00	\$2.00	\$2.00	<div><div></div></div> view history
Total items: 2 / 10						

Accounting history

To view the history of the affiliate click on [view history](#). You are redirected to the **'Payouts'** page.



For more information see the chapter **Payouts**.