

User Manual



EDIT SITE



SETUP STORE



UPGRADE
ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING
& SEARCH ENGINES

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<p>To enable this feature, click on the Enable Product Comments checkbox. When this feature has been enabled, users can click a link to submit their own review of the product and provide a product rating. The product reviews are displayed on the product detail pages below the product information. All product comments must be reviewed and approved before they are displayed on your site. After a comment is submitted, an email is sent to the default email address on the site. This notification email contains a link that you can click in order to approve the comment. You can also approve comments by viewing the product detail page while logged into the site. When viewing the page, click the approve link above each comment to make it available. If you don't want to approve a comment, or want to delete a comment that was previously approved, click on the delete button that is available when viewing the page. If you do not want to receive an email notification when a comment is submitted, check the Disable Comment Notification Emails checkbox.</p>	
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CHAPTER 1 1 INTRODUCTION

Thank you for purchasing this software, which has been specially designed to help users quickly and easily build a customized website through which they can communicate and do business with their customers. With its simplified e-mail and online form management procedures, this software provides easy access to customer queries and feedback from anywhere and at any time. Features like the Store Manager, Ecommerce Reports, View/Process Orders, Customer Database, Setup Products, Guestbook, Referral Booster and more have simplified the entire concept of e-store creation and management.

Let's get started!



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CHAPTER 2 2 ABOUT THE USER MANUAL

This user manual is designed to familiarize users with the software's many features. The topics that are listed in the [Table of Contents](#) cover all the tasks that the site administrator may perform in building and managing a site.

You may wish to read this manual from beginning to end. However, if you are looking for information on a particular topic, you may click on an individual topic listed in the [Table of Contents](#). This will direct you to the corresponding section of the user manual where the topic is discussed in detail. You can find all the help you need there.



CHAPTER 3 3 Login

To begin creating or maintaining your website, the first step is to enter the site administration domain by logging into the system. The first page that appears (shown below) requests your login information to validate your identity as the authorized site administrator.

Login Page

In the **Account Login** box, type the site or domain name under **Account Name**. If the site has been set up under a specific domain name, then the full domain name must be typed under **Account Name**. If the site was not set up under a specific domain name, you may enter the site name in the **Account Name** section.

Next, type the corresponding password under **Password**. To submit the login information, click **Login** .

If you have trouble logging in and need technical assistance, you may send an e-mail inquiry to the contact e-mail address displayed on the page or complete the contact form that appears after clicking **Contact Us** on the upper right corner of the page.

3.1 Forgot Your Password?

If you have forgotten or misplaced your password, click **Forgot Your Password** link. This will send you to the following page.



Request Login Information

Login Request Form:
To have your password sent to you via email, please enter your account name and email address.

Account Name:
Enter your account name.

Account Name for Domain customers:
If your site is currently setup and active in your domain name, enter your domain name in the account name field.
Ex. www.yourdomain.com

Email Address:
To have your login information sent, you **must** enter the email address that is associated with your account.

Account Name:

Email Address:

Submit

Request Login Information

On this page, you are requested to provide the [Account Name](#) and [E-mail Address](#).

If your site has been set up and is active under a domain name, enter that domain name under [Account Name](#). If your account has not been set up under a domain name, simply enter your account name.

The [E-mail Address](#) section is mandatory. Enter the e-mail address that is associated with your account. Your password will be sent to that e-mail address.

Click [Submit](#) .



CHAPTER 4 4 ADMIN PAGE

Once you have successfully logged in, the site administrative module opens in the [Admin Page](#). This page has links to all the applications that you will need to design and manage your site, monitor your e-store, and update your account. You can return to this page at any time, from any of the applications.

Admin Page

The [Admin](#) page is laid out with several vertical and horizontal menus that contain links to the software's many applications and functionalities. Let's look at these menus one at a time.



The vertical menu on the left-hand side of the [Admin](#) page contains a comprehensive list of the administrative functions. The topmost horizontal menu (which looks like tabs with text labels) contains links to the features that are used most frequently. Under this menu, there is another horizontal menu (a series of large icons) that contains shortcut buttons to many of the site management and monitoring tools. The column on the right-hand side of the page contains [News](#) and [Updates](#).

The central area of the [Admin](#) page contains shortcuts, links, and buttons that are listed under specific categories (the long blue bars), as follows.

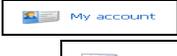
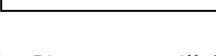
Under [Manage My Store](#), you will find the following shortcut buttons:

- [Store manager](#) 
- [View/process orders](#) 
- [Customer database](#) 
- [Ecommerce reports](#) 
-  [Setup products](#) ➤ [Setup products](#)

Under [Build My Website](#), you will find the following shortcut buttons:

- [View my site](#) 
- [Page manager](#)  , which directs you to the [Page List](#) section.
- [File manager](#)  , which directs you to the [File Manager](#) section.
- [Site design tools](#)  , which directs you to the [Design](#) section.
- [Diskspace usage](#)  , which opens the diskspace usage pop-up window.
- [FTP settings/site integration](#)  , which directs you to the [FTP Site Upload/Integration](#) page that contains advanced site integration information.

Under [Manage My Account](#), you will find the following shortcut buttons:

- [My account](#) 
- [Traffic statistics](#) 
- [Setup e-mail accounts](#) 
- [Webmail](#) service 

Under [Monitor/Market My Site](#), you will find the following shortcut buttons:



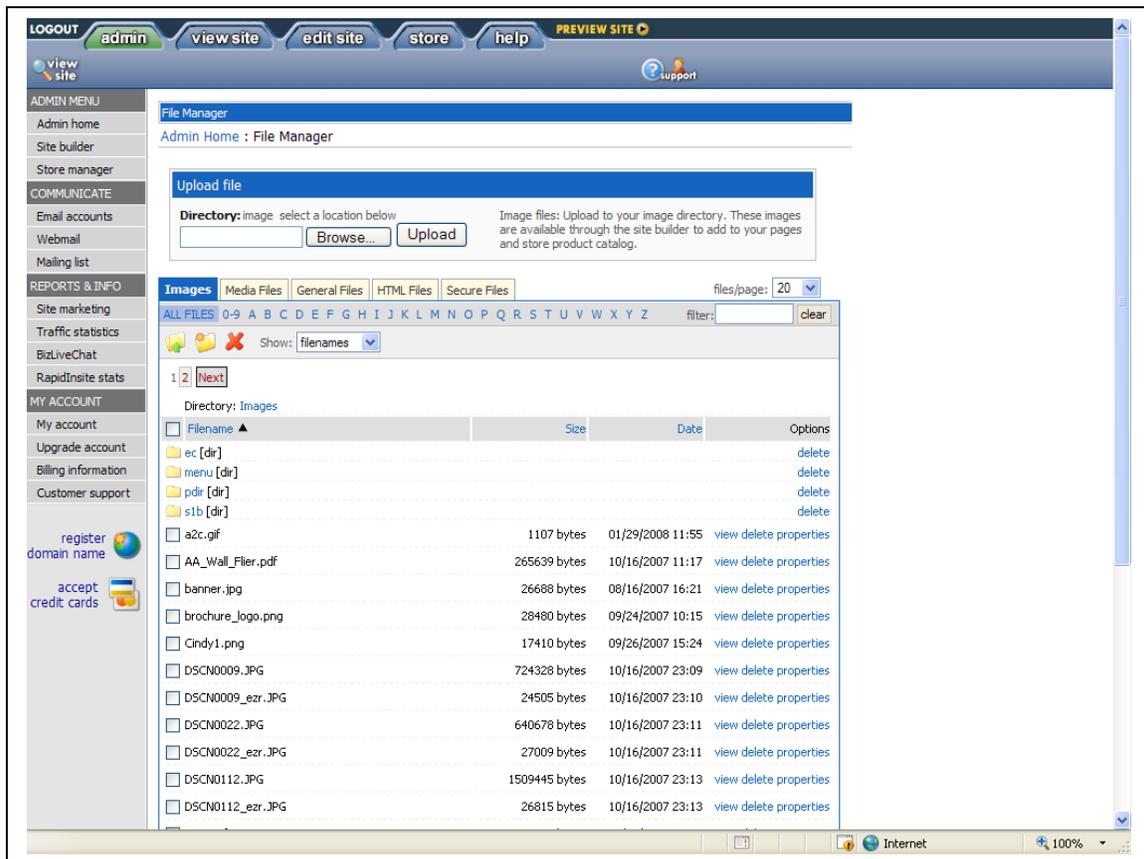
- [Marketing & search engines](#)  , which directs you to the [Site Marketing](#) section.
- [BizLiveChat](#) 

Under **Community Tools**, you will find the following shortcut buttons:

- [Mailing list](#) 
- [User accounts](#) 

4.1 File Manager

Clicking on **File Manager** directs you to the **File Manager** section on a separate page, as shown here. The **File Manager** is a user-friendly interface that allows you to manage all of the files on your website. You can easily upload, move, rename, and delete files at the click of a button.



File Upload Page

To upload a file to your website, click **Browse**  to select the file you wish to upload. Once you have found it, click **Upload**  , and it will be copied to your website directory.



The main [File Manager](#) page lists all of your website's directories (folders and subfolders) and the files in them. When you click on one of the directories, all of the files within that directory are displayed as small icons below. You may limit what types of files are shown by selecting items from the [Show](#) drop-down menu. You may view the file properties, such as the size and date of the file. You can also delete files if you no longer want them to be part of your website.

If you wish to create a new directory to better organization your files, type a new directory name into the [Create Directory](#) field and then click [Create Directory](#)

Clicking [File Upload Utility](#) in the lower right corner of the screen directs you to the [Configure File Upload Utility](#).

4.2 FTP Settings/Site

Clicking [FTP Settings/Site Integration](#) link on the [Admin](#) page directs you to the [FTP Site Upload/Integration](#) page (shown below), which contains advanced site integration information.

FTP Site Upload/Integration



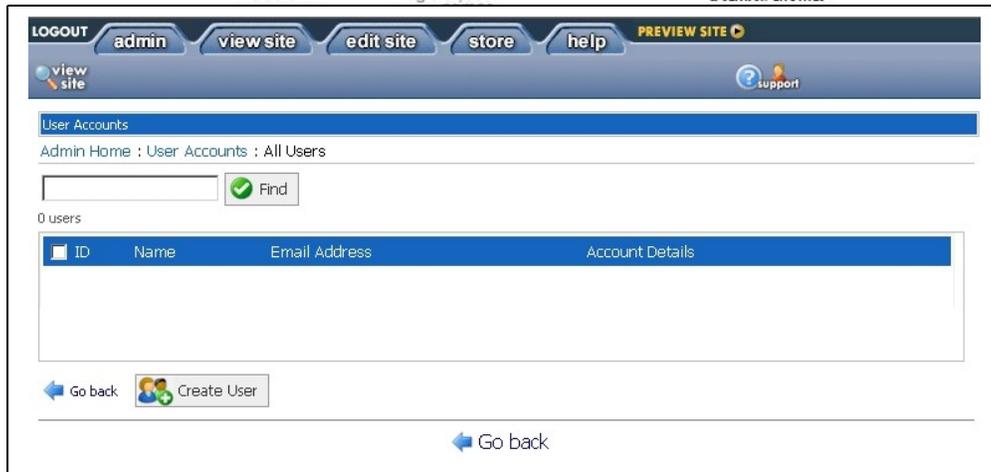
Advanced site integration allows you to upload customized HTML pages that are designed with tools such as FrontPage and Dreamweaver. This page should be used only by advanced users who are familiar with web design and HTML.

4.3 User Accounts

Clicking on the [User Accounts](#) link on the [Admin](#) page section takes you to the following page, where you can view, create, manage, and delete user accounts.

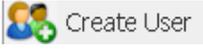
User Accounts List Page

This [User Accounts List Page](#) lists all users and user groups, along with mailing list groups and the pending list. Clicking [View All Users](#) will direct you to the following page.



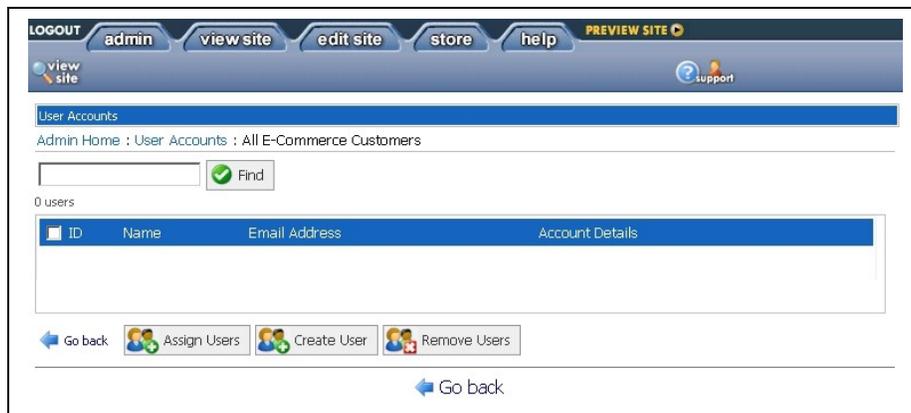
View All Users Page

This page lists all the current users with their ID, name, e-mail address, and account details. A search box is provided to help you find individual users quickly and easily. To search for a specific user, type in the user's name, e-mail address or mailing address, and then click [Find](#)  to display the search results.

You can also use this page to create a new user. Click [Create User](#)  at the bottom of the page. The [Create User Account](#) pop-up window will appear. Here you can enter the account login information and personal details. Once you have finished, you may click [Create User](#) to register the new user or [Close](#) to cancel the action and close the pop-up window.

From the [View All Users](#) page, clicking [Go Back](#) will let you return to the [User Accounts List Page](#).

From the [User Accounts List Page](#), you can click [All E-Commerce Customers](#)  under the [Ecommerce Customers](#) heading. This will take you to the following page, where you can view all of your site's current e-commerce customers.



All E-Commerce Customers Page



On this [All E-Commerce Customers Page](#), all the e-commerce customers are listed with their ID, name, e-mail address, and account details. A search box is provided to help you find individual e-commerce customers quickly and easily. To search for a specific e-commerce customer, type in the customer’s name and then click [Find](#)  to display the search results. At the bottom of the page, you will find options to [Assign Users](#), [Create User](#), or [Remove Users](#).

If you click [Assign Users](#) , a [Select Users](#) pop-up window will appear showing all users. You can find users with the [Find](#) option, or mark users and click [Select](#) to select specific users. Click [Close](#) to close the window.

The [Create User](#)  option functions in the same way as that described above.

The [Remove User](#)  option allows you to remove users from the list of all e-commerce customers. Select users for removal by marking the user ID box and clicking [Remove User](#).

You may click [Go Back](#) at any time to return to the [User Accounts List](#) page.

From that page, clicking [Properties](#) directs you to the [E-Commerce Properties Page](#).



[E-Commerce Properties Page](#)

The [E-Commerce Properties Page](#) allows you to export an entire group to another program. You can create a comma-separated file (.CSV) by clicking [Export Group](#)  link, which directs you to the [Export Users](#) page where you’ll find step-by-step instructions for exporting the information.

The [User Accounts List Page](#) also allows you to create a new user group for various categories. To do so, click on the adjacent [Create New Group](#) option to make a new group in a category. You will be taken to the following [Create User Group Page](#).



Create User Group Page

To create a new user group, simply type an appropriate name into the [Group Name](#) field and then click [Create user group](#). Once you have finished, you may click [Go Back](#) to return to the [User Accounts List page](#).

Going back to the [User Accounts List Page](#), by clicking [Pending List](#) under the [User Groups](#) heading, you can view a list of all the users who have yet to be assigned to any particular group. The page that opens to display this information is similar to the other e-commerce customer pages and contains similar features.

Clicking [Go to Mailing List](#) will direct you to the [Mailing List](#) page.

Back on the [User Accounts List Page](#), if you wish to make a new mailing list group, click the [Create New Group](#) link to reach the following page.

Create Mailing List Group Page



On this page, enter the new name for the new mailing list group in the **Group Name** field. The Access drop-down menu allows you to specify who should have access to the mailing list group. If you select **Public** from the **Access** drop-down menu, then any user who has an account on your site will be able to be added to this group. If you instead select **Private** from the **Access** drop-down menu, then only the site administrator will have the ability to add new users to this mailing list group.

Note: If you select **Public** from the **Access** drop-down menu, you must **Enable User Account Creation** in order to allow visitors to create accounts of their own. To do so, click on the **enable user account creation** link. This will direct you to the **Global User Account Settings Page**.

Once you have finished, you may save your changes by clicking **Create Mailing List Group**  **Create mailing list group** at the bottom of the page. To undo your changes, click **Go Back** to be returned to the **User Accounts List** page without saving your new mailing list group.

Back on the **User Accounts List Page**, the **Import Users** option allows you to upload files that contain detailed user information. To access this section, click **Import Users** to reach the following page.

UserImport.csv [\(sample\)](#)

Field Name	Field Description
Group	User account "group name". Separate with ; for multiple groups. ex: "group1;group2;group3"
Email	Email Address
Password	Password
Firstname	First name
Lastname	Last name
Company	Company name
Phone	Phone number
Address1	Mailing address1
Address2	Mailing address2
City	City
State	State/Province
PostalCode	Postal/Zip Code
Taxable	User's taxable status
Notes	Notes about the user account

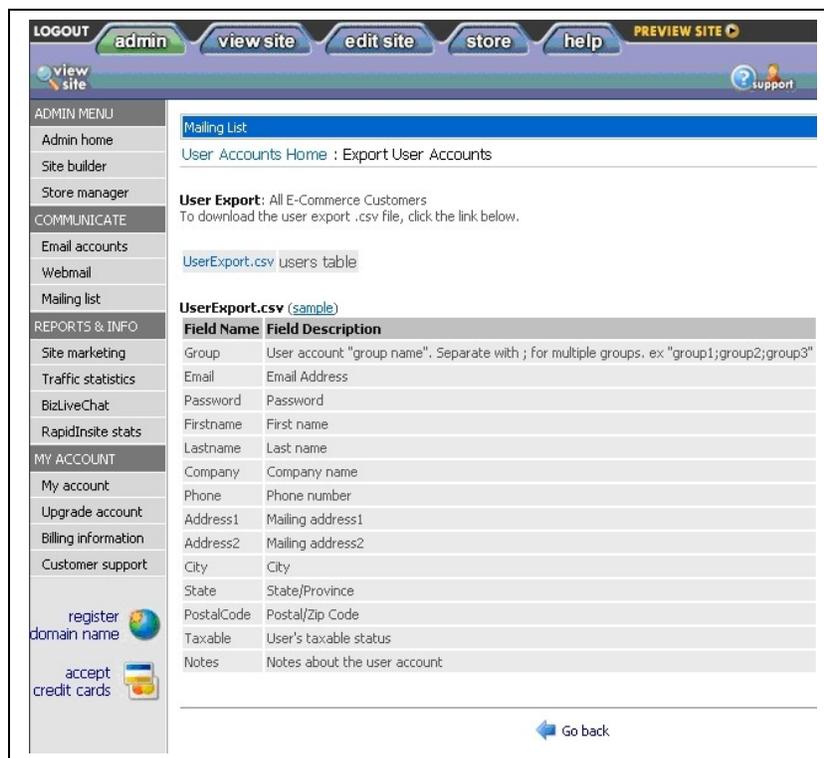
Import Users Page



On this page, you can type the file name into the box, or click on [Browse](#) to locate the file on your computer. Select a file and then click [Upload](#) to upload the file to the website.

The file you upload should follow the format shown on the Import Users Page, or use the sample UserImport.csv spreadsheet for import, which you can download by clicking [Sample](#). Delete the sample data and enter your user information into the spreadsheet, using the existing format. At any time, you may click [Go Back](#) to return to the [User Accounts List](#) page.

Once you have uploaded user information to the website, the [Export All Users](#) option allows you to export files containing the user information so that you can view and manipulate it within other applications. If you click [Export All Users](#), you will reach the following page.



[Export User Accounts Page](#)

On this page, you can generate and download a .csv file that contains information about all of your users. To do so, click [UserExport.csv](#) and save the file on your computer.

Back on the [User Accounts List Page](#), clicking on the [Site Administration Access](#) link will bring up the following page.

The screenshot displays the 'Site Administration Access' page. At the top, there are six numbered icons: 1. EDIT SITE, 2. SETUP STORE, 3. UPGRADE ACCOUNT, 4. SITE ONLINE (register/add), 5. SETUP EMAIL, and 6. MARKETING & SEARCH ENGINES. Below these is a navigation bar with tabs for LOGOUT, admin, view site, edit site, store, help, and PREVIEW SITE. A left sidebar contains various menu items like ADMIN MENU, COMMUNICATE, REPORTS & INFO, and MY ACCOUNT. The main content area has a breadcrumb trail: user accounts > user account settings > administration access > mailing list. The 'administration access' section is active, showing 'SITE ADMINISTRATION ACCOUNT ACCESS' set to 'disabled' with an 'update' button. Below this is the 'Site administration access' section, which explains that this feature allows other users to edit/access various areas of the website administration area. It lists three bullet points: Provide edit and management access to your website, Assign access based on user groups, and Assign access to individual user accounts. The 'Access control areas' section lists: Edit all site content, Edit access for individual pages, Access to files/images, Manage email accounts, View statistics, Manage store customers database, View/manage store orders, and View store reports. A 'Go back' button is at the bottom.

Site Administration Access Page

Enabling this feature will allow you to give administration access to certain users or groups. These users will be able to edit different areas of your website.

Back on the [User Accounts List Page](#), the right-hand side of the User Management Bar contains helpful tips for setting up groups, creating and assigning users, and configuring page access. To configure the access permission settings, click [Goto Page List & Setup Security](#), which directs you to the [Page List](#) page.

You can access the Security User's Guide by clicking [Security User's Guide](#).

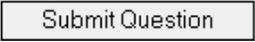
At any time, you may click [Go Back](#) to return to the [Admin Page](#).

The upper left-hand corner on the screen displays a [Preview Site](#)  icon. Clicking on this icon allows you to preview your site as your website visitors will see it.



The upper right-hand corner of the screen displays a [Support](#)  icon. Clicking on this icon directs you to the [Online Help Form](#) (shown below) which lets you send technical questions or comments to support services.

Online Help Form

To use the [Online Help Form](#), simply fill out the [Account Information](#) section and then type your message into the [Questions/Comments](#) section. Submit your inquiry by clicking [Submit Question](#) .

The lower right-hand corner of the [Admin](#) page has another [Support/Help](#)  icon. Clicking on this icon directs you to a [Help](#) page, as described in the [Customer Support](#) section.



CHAPTER 5 5 Site Builder

The [Site Builder](#) application allows you to create, design, and modify your website quickly and easily. Click [Site Builder](#) to access the Site Builder Page.

The [Site Builder](#) application opens with a preview of your site, letting you see what visitors to your site will see.

The [Site Builder](#) application is divided into the following sections.

- Settings
- Design
- Page List
- Add Page
- Page Properties
- Edit Page

For easy access, each of these five sections is listed in the horizontal shortcut menu (shown below) on the [Site Builder](#) Page.



Site Builder Menu

5.1 Settings

Under the [Settings](#) section of the [Site Builder](#) application, you will find the following options.

- Title/footer
- Search engines
- Site search
- User account settings
- Social Networking Links
- Referral booster
- Advanced/HTML
- Editor settings

In the following sections we will look at each of these options individually.

5.1.1 Title/Footer

[Title/Footer](#) is the first section under [Settings](#) within the [Site Builder](#) application. Here you can create the title of your site and provide your contact information.



LOGOUT admin view site edit site store help PREVIEW SITE

view site settings design page list add page page properties edit page support

GENERAL SETTINGS

Title/footer
 Search engines
 Site search
 User account settings
 Referral booster
 Advanced/HTML
 Editor settings

Site Settings
 Setup your site's title and your contact information. Enable features such as guest book and user registration. Then, select **Apply changes** at the bottom of this page to continue.

Global Settings

Browser Icon:

In newer browsers the browser icon is displayed in the browser address bar, on browser tabs and in the favorites list.

Browser Title:

Appears in the title bar of your internet browser.

Site Footer

Site Footer:

The footer is a good place to place a slogan for your organization.

Address:
 Font Name Font Size

Put Address or Contact Info
 Put your email address, phone number, fax number, and mailing address on the bottom of every page.

Enter "Hours of Operation"
 Try entering your "Hours of Operation" or other important information beneath your address in the "Address" box.

HTML Editor version: 1.0 [change version](#) | [manage styles](#) Use Shift and Enter to single space help

Enable guest book - [view](#)
 A guest book allows people to tell you that they have found your web site.

Enable site registration/mailling list - [manage list](#)
 Mailing List Signup allows a user to register with your site to receive information from you. Click the **Manage List** link for more information.

Footer menu:
 Select this option to show the main menu at the bottom of your site.

Enable referral booster - [configure](#)
 check this box to enable referral booster integrated refer-a-friend marketing. This option places a referral button on the bottom of each page of your site. When visitors click your referral button a window pops up that allows them to easily send a link to your web site to other people.

Title/Footer Page

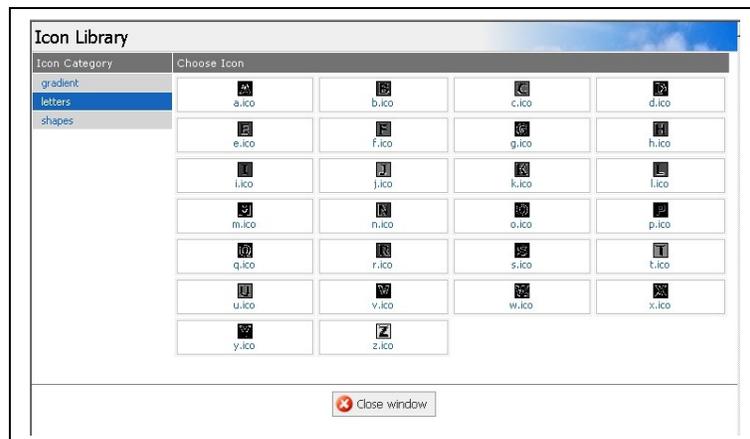
5.1.1.1 Browser Icon

You can create a browser icon for your site. Visitors can see the browser icon in their browser address bar, tabs, and favorites list. To select an icon from the icon library, click [Select Icon from Library](#) to open the pop-up window shown below.

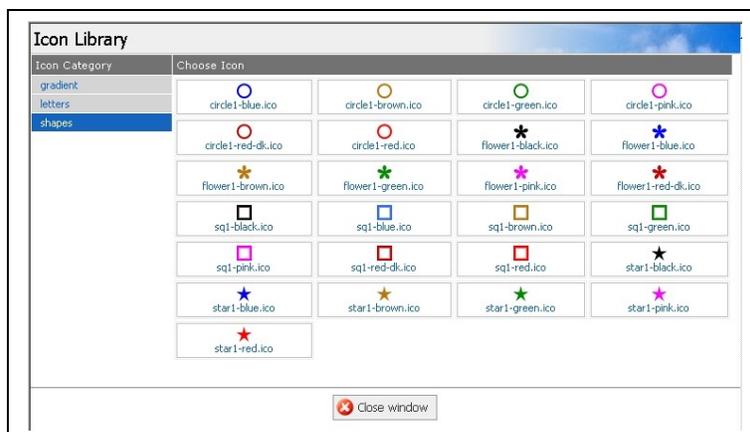


Icon Library: Gradient

You will first see the Gradient Icon Library. If you prefer to view other icons, simply click one of the other categories in the menu on the left-hand side of the screen. These options will display the other available icons. Examples are shown below.



Icon Library: Letters



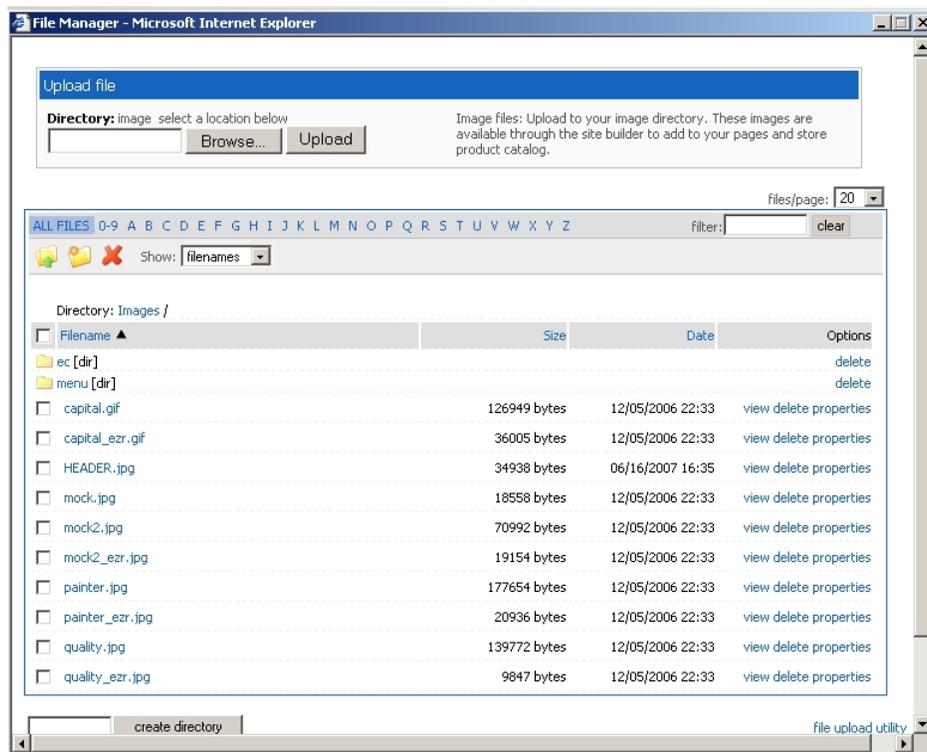
Icon Library: Shapes



Once you find the icon you would like to use, simply click on your selection to make it your browser icon.

If you have a pre-existing icon that you would like to upload as a browser icon, rather than using an icon from the icon library, simply click [Upload .ico file](#)

[Upload .ico file](#) to open the following pop-up window.



Upload File Pop-Up Window

Type the file name for your icon in the Directory field and click [Upload](#) , or click [Browse](#) to search for the file on your computer.

If you wish to clear out the current browser icon, click [Clear/Reset](#) .

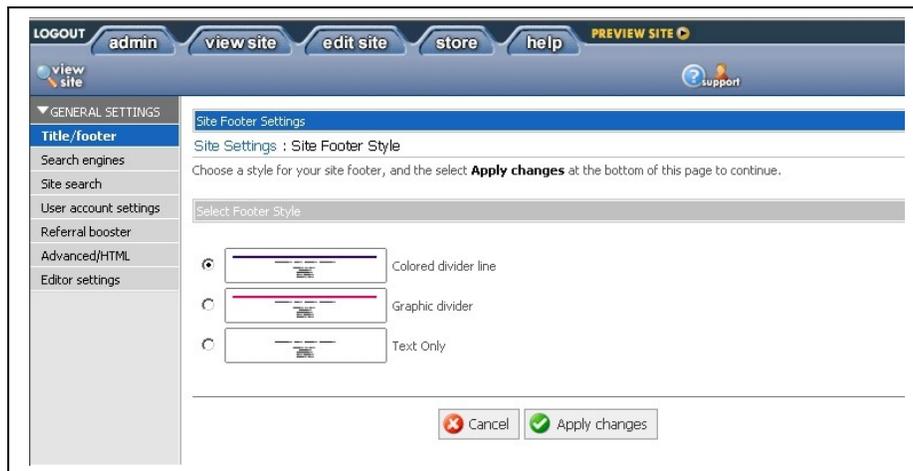
5.1.1.2 Browser Title

Your website visitors will see a website title in the title bar of their internet browsers. Type your text for this title in the [Browser Title](#) field.

5.1.1.3 Site Footer

The site footer is information that appears at the bottom of every page on your website. You may wish to use the site footer to publicize your company's slogan. Enter your chosen text in the [Site Footer](#) box.

You can choose one of three styles for the footer. Do so by clicking [Change Style](#), selecting your favorite style, and then clicking [Apply Changes](#). You may click [Cancel](#) to cancel the changes you have made.



Change Footer Style

5.1.1.4 Address

Enter any information that you want to appear at the bottom of every page. For example, this information could be your e-mail address, mailing address, phone number, and fax number. You may also include contact information or working hours and other important information in the address bar.

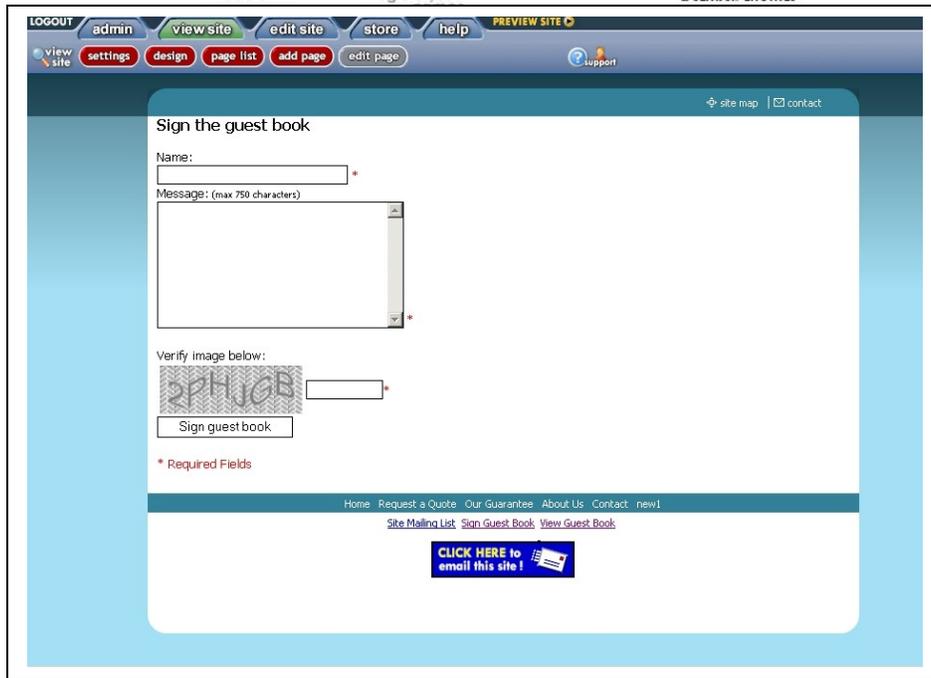
5.1.1.5 Guest Book

If you wish to have a guest book for your website, mark the box titled [Enable Guest Book](#). Click [View](#) to see the guest book at any time.



Guest Book Page

Click [Sign Guest Book](#) to access the following online form.



Sign Guest Book

Your site visitors can use this form to leave their names and messages.

5.1.1.6 Site Registration/Mailing List

You may wish to activate your site mailing list, so that site visitors can register on your site to receive information. You may do so by marking the box titled [Enable Site Registration/Mailing List](#). Click [Manage List](#) to go to the [Mailing List](#) area.

5.1.1.7 Footer Menu

If you wish to display the main menu at the bottom of each page on your site, mark the Footer Menu box.

5.1.1.8 Referral Booster

If you wish to give your visitors the option of sending a link to your site to other people, mark the box titled [Enable Referral Booster](#). This can be a great way to increase the number of visitors that your site receives. Click [Configure](#) to get more information about the [Referral Booster](#) and how to configure it.

5.1.2 Search Engines

In the [Search Engines](#) section of the [Site Builder](#) application, you can optimize your site with keywords and descriptive meta tags. This will help your site get better rankings in the search engine results and thereby attract more visitors. Click [Search Engines](#) in the [General Settings](#) drop-down list to access the [Search Engine Settings](#) page.

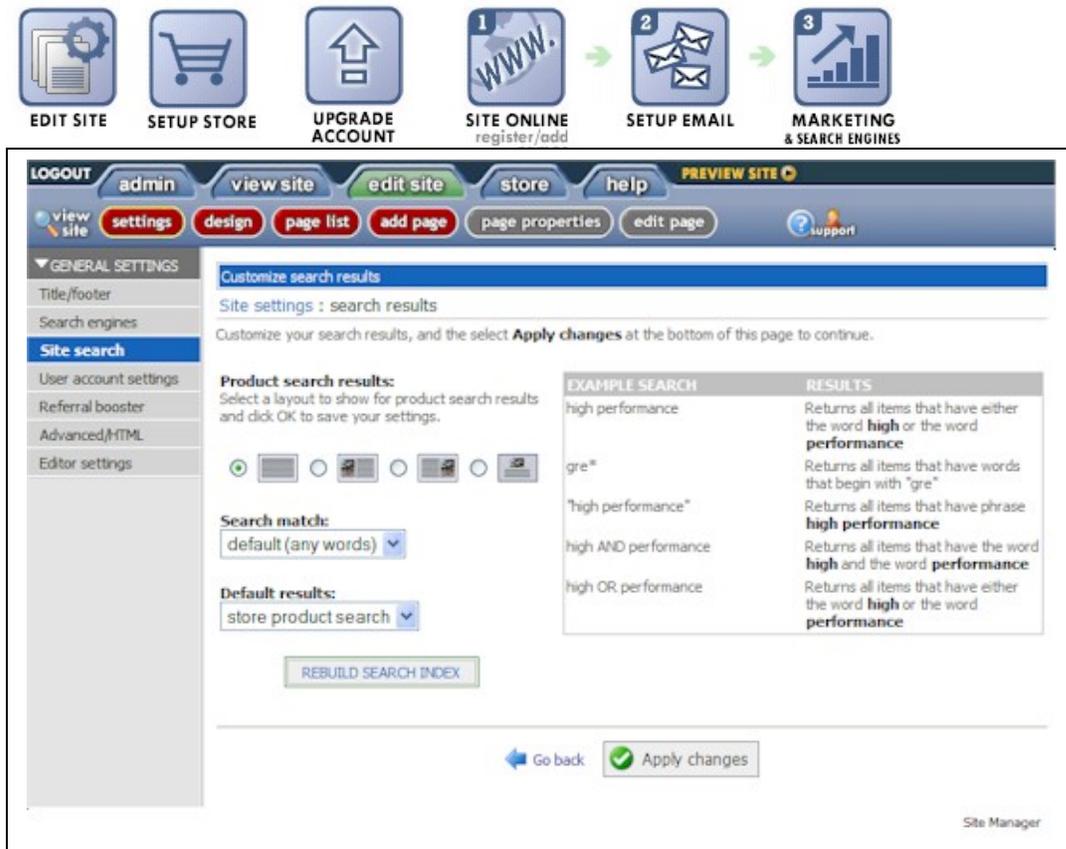
The screenshot shows the 'Search Engine Settings Page' in a website builder. At the top, there are six main navigation icons: 'EDIT SITE', 'SETUP STORE', 'UPGRADE ACCOUNT', 'SITE ONLINE' (with a '1' and 'register/add' link), 'SETUP EMAIL' (with a '2' and 'register/add' link), and 'MARKETING & SEARCH ENGINES' (with a '3' and 'register/add' link). Below this is a secondary navigation bar with 'LOGOUT', 'admin', 'view site', 'edit site', 'store', and 'help'. A 'PREVIEW SITE' button is also present. The main interface has a sidebar on the left with 'GENERAL SETTINGS' expanded, showing options like 'Title/footer', 'Search engines', 'Site search', 'User account settings', 'Referral booster', 'Advanced/HTML', and 'Editor settings'. The main content area is divided into several sections: 'Search Engines' (with a 'search engine manager >>' link), 'Pay Per Click' (with a 'pay per click search >>' link), 'External Links' (with an 'external links >>' link), and 'Email/Newsletters' (with an 'email/newsletters >>' link). Below these are seven icons representing different search engine optimization tasks: 'Search Manager Overview', 'Target Keywords', 'Configure Meta Tags', 'Optimize Your Site', 'Generate Sitemap', 'Search Engine Submission', and 'Expand Your Marketing'. A 'next: target keywords >>' button is located at the bottom right of the main content area. The 'Search engine manager' section includes a description and a numbered list of steps: 1. Target Keywords (start here), 2. Setup site meta tags, 3. Optimize your website for search engines, 4. Generate your search engine sitemap file, 5. Submit your site to the search engines, and 6. Beyond search engines: Expand your marketing strategy. Another 'next: target keywords >>' button is located at the bottom right of this section.

Search Engine Settings Page

This section will not be covered in detail here. The various sections of the search engines area are covered in detail on the website builder. Just click on each section to get a walkthrough on that specific section.

5.1.3 Site Search

In this section of the Site Builder application, you can customize your site search settings, thereby helping visitors find what they are looking for more easily. To do so, click [Site Search](#) in the [General Settings](#) vertical menu. This directs you to the following page.



Site Search Page

Under the [Product Search Results](#) header, you can choose one of four layouts for the product search results.

Use the [Search Match](#) drop-down menu to define the matching requirements. You can either use the default setting, or set the search engine to look for either [All Words](#) or an [Exact Match](#).

Use the [Default Results](#) drop-down menu to select whether the default search will be for store products or for pages on your site.

Once you have finished making your selections, click [Rebuild Search Index](#) **REBUILD SEARCH INDEX** to start rebuilding your search index. This process might take up to 15 minutes.

Click [Apply Changes](#)  to save and apply your changes. At any time, you make click [Go Back](#) to undo your changes and return to the [General Settings](#) page.

5.1.4 User Account Settings

This section within the Site Builder application allows you to set advanced user settings. When you click [User Account Settings](#) in the vertical [Settings](#) menu, you are directed to the [Global User Account Settings](#) page, shown below.

5.1.4.1 User Account Settings

You can use the following [User Account Settings](#) page to select general user account settings.



Global User Account Settings Page

Use the [Default Page](#) field to determine which page a user will be directed to immediately after logging into your site. Click [Select Page](#) to open a pop-up window with a full list of all the available page options so that you may select one. Once a page has been selected, its name will appear in the box. Click [Reset](#) to undo your entry. If you do not enter a page name, users will be directed automatically to their account information page after registering.

The drop-down menu titled [FTP Access for User Accounts](#) allows you to either disable or enable FTP access for users. You may choose to allow access to individual users or to all users. If you wish to learn more about FTP login information, select [Click Here](#) to be directed to the [FTP Site Upload/Integration](#) page.

For the [Login Form](#) option, choose the login label that is used on the login form for password protected pages. Under the [Login Page Message](#) heading, type the message that will appear on the user login page.



If you check the box titled [Enable User Account Creation from My Account Page](#), you will have access to options for more advanced settings, as shown on the screenshot below. Specifically, you can use this page to configure the user signup form settings.

Signup Form Settings Page

Use the [Signup Form](#) drop-down menu to select a default or simple signup form. The [Default](#) form collects detailed contact information, whereas the [Simple](#) form gathers only the user name, password, and e-mail address.

If desired, type a passcode into the [Signup Passcode](#) field. Users will have to enter this password correctly in order to register/create an account on your website.

From the [Default User Group](#) drop-down menu, select a user group under which all new users will be registered for further review and approval.



Use the [New User Welcome Page](#) field to determine which page a new user will be directed to immediately after registering on your site for the first time. Click [Select Page](#) to open a pop-up window with a full list of all the available page options so that you may select one. Once a page has been selected, its name will appear in the box. Click [Reset](#) to undo your entry. If you do not enter a page name, users will be directed automatically to their account information page after registering.

The options for [Default Page](#), [FTP Access For User Accounts](#), and [Login Page Message](#) settings are similar to those described under [User Accounts Settings](#).

5.1.4.2 User Accounts

From the vertical [User Account Settings](#) menu, click [User Accounts](#) to be directed to the [User Accounts](#) page. Here you can view a full list of all the user accounts.

5.1.4.3 Administration Access

From the vertical [User Account Settings](#) menu, click [Administration Access](#) to be directed to the [Administration Access](#) section. Here you can give users the ability to edit areas of your site.

5.1.4.4 Mailing List

From the vertical [User Account Settings](#) menu, click [Mailing List](#) to be directed to the [Mailing List](#) section. Here you can track and manage your site visitors.

To save your changes, click [Apply Changes](#) . At any time, you may click [Go Back](#) to return to the [General Settings](#) page without saving your changes.

5.1.4.5 Page List and Setup Security

From the vertical [User Account Settings](#) menu, click [Page List & Set Security](#) to be directed to the [Page List](#) section. Here you can view a full list of all the pages on your site.

5.1.5 Social Networking Links

From the vertical [User Account Settings](#) menu, click [Social Networking Links](#) to be directed to the following page.

Social Networking Settings Page

If you want social networking links to automatically be enabled on your blog pages, then select that option from the drop down box. You can customize the Section Title, Link Title, Style, Size and Layout of the Social Networking Links. You can also configure the social networking icons that are displayed. If you want to add additional sharing and bookmarking links, you can these by entering the appropriate HTML codes.

5.1.6 Referral Booster

The Referral Booster lets users recommend your site to their friends with a simple click. To access the section where you can activate the Referral Booster, click [Referral Booster](#) from the vertical [General Settings](#) menu. You will be directed to the following page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

Referral Booster Settings Page

To learn more about Referral Booster, click any one of the Referral Booster FAQs (frequently asked questions) on the right-hand side of the page, and the answer will appear in a pop-up window.

When you activate the Referral Booster, users will have the option of filling out a form that appears in a pop-up window when they click the Referral Booster button. Select [Click Here to See a Sample Referral Window](#) to get a preview of the referral form, which will open in the following pop-up window.



Referral Form Pop-Up Window

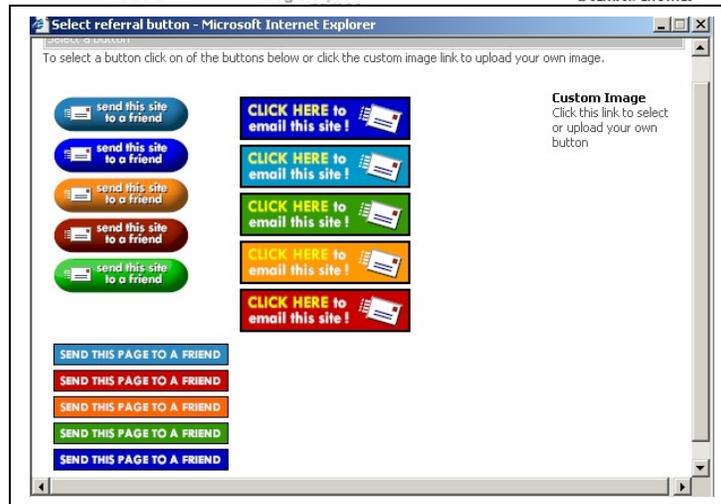
Users can fill out the form and click [Send E-mail](#) to recommend your site to their friends.

You may select your Referral Booster settings under the [Configuration](#) heading as follows.

Check the box titled [Show Button on Every Page](#) to place a Referral Booster link at the bottom (in the footer area) of every page on your site.

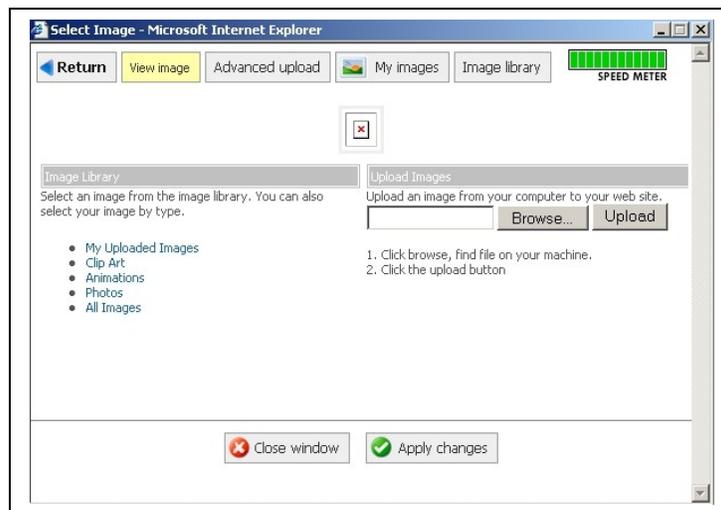
If you check the [E-mail Notification](#) box, you will receive an e-mail notification each time someone sends a referral form to a friend.

Under the [Referral Button](#) heading, you may select an image for your referral button. To use an image other than the one that is currently displayed, select [Click Here to Change the Button Image](#) to open the following pop-up window.



Referral Booster Image Pop-Up Window

Select your favorite image within the pop-up window by clicking on it. If you would prefer to use a pre-existing image stored on your computer, click [Custom Image](#) to select and upload a button image, using the following pop-up window.



Customize Referral Booster Image Pop-Up Window

Use this page to select an image from the [Image Library](#) or browse your computer to locate and upload an image. Click [Apply Changes](#)  to save your changes, or select [Close Window](#) to close the window without saving your changes.

On the Referral Booster Settings Page, under the [Referral Pop-Up Window](#) heading, you can select options for the referral form settings. In the field titled [Pop-Up Window Text](#), type the header message. This message should contain clear instructions for the users.

In the field titled [E-mail Subject](#), enter the subject that will be used for all the referral e-mails sent by your users. In the field titled [Web Site Description](#), enter a

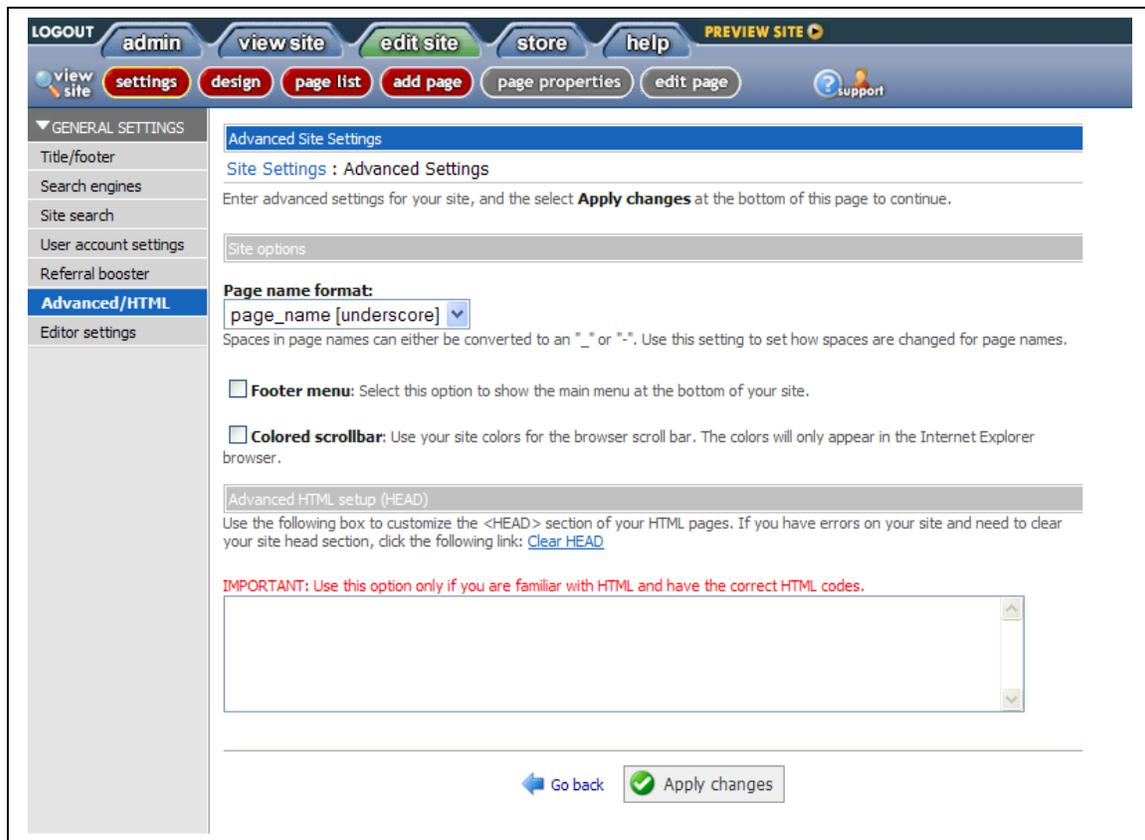


brief description of your site. This description will appear in all of the referral e-mails sent by your users.

Click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [General Settings](#) page.

5.1.7 Advanced/HTML

If you would like to configure advanced settings for your site, click [Advanced/HTML](#) in the vertical [General Settings](#) menu to be directed to the following page.



[Advanced/HTML Page](#)

Spaces in page names can be converted to either an underscore “_” or a dash “-”. Select between these two options by using the [Page name format](#) drop down menu.

Check the box titled [Footer Menu](#) box to place a footer menu at the bottom of all the pages in your site.

Check the box titled [Colored Scrollbar](#) to customize your scrollbar by using site colors. Please note that the colored scrollbar appears only in the Internet Explorer browser.

Under the [Advanced HTML Setup \(HEAD\)](#) heading, you can customize the <HEAD> section of your pages. If you are not familiar with HTML and its codes, do not alter



the text. If you believe there are errors in your site header, select [Clear HEAD](#)

5.1.8 Editor Settings

You can configure additional advanced settings for your site by clicking [Editor Settings](#) in the vertical [General Settings](#) menu to be directed to the following page.

Editor Settings Page

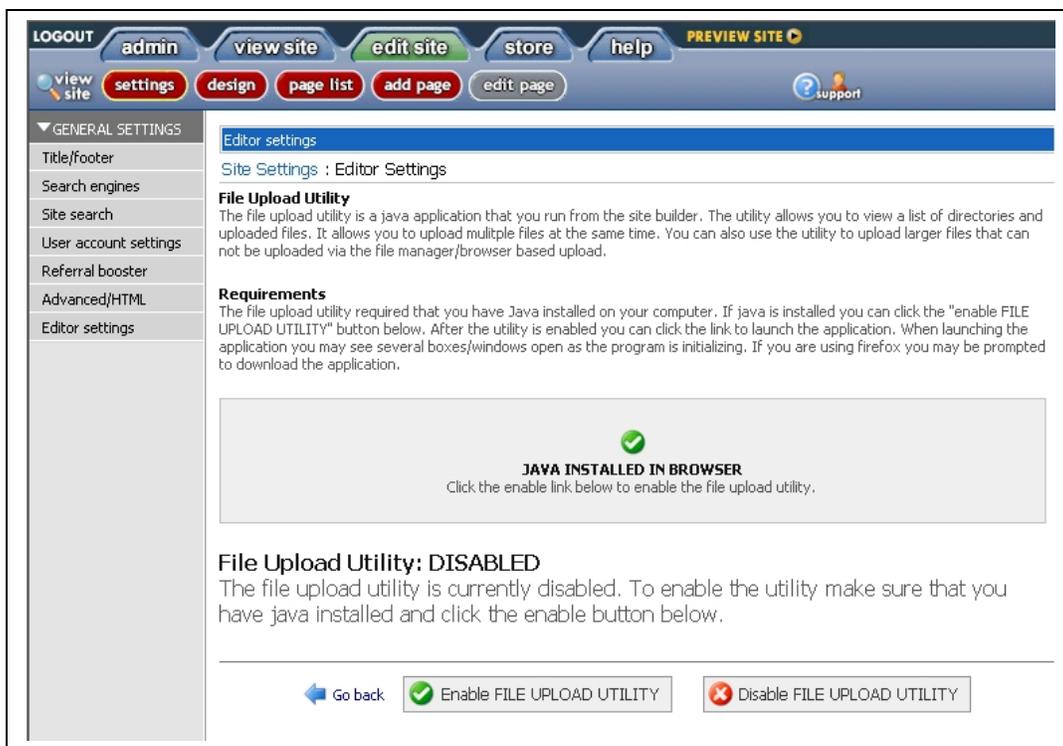


On the Editor Settings page, use the [Page Name Format](#) drop-down box to select the format of your page names, choosing either “_” or “-” by selecting the corresponding option in the drop-down menu.

In the [Text Editor Version](#) drop-down menu, you can choose to use either the default text editor version 1.0 or the enhanced version 2.0.

Use the [Additional Text Editor Fonts](#) field to list additional font names, separating each entry with a semicolon. Doing so allows you to use additional fonts in page titles, group boxes, and the text editor.

You may click [Configure File Upload Utility](#) to enable the file upload utility. This directs you to the following page.



[File Upload Utility Page](#)

Please note that you can use this feature only if you have Java installed on your computer. If you have Java, click [Enable FILE UPLOAD UTILITY](#) to enable the feature. If you wish to disable the feature, click [Disable FILE UPLOAD UTILITY](#).

At any time, you may click [Go Back](#) to return to the [Editor Settings](#) page.

On the [Editor Settings](#) page, click [Apply Changes](#) at the bottom of the page to save your changes, or click [Cancel](#) to undo your changes.

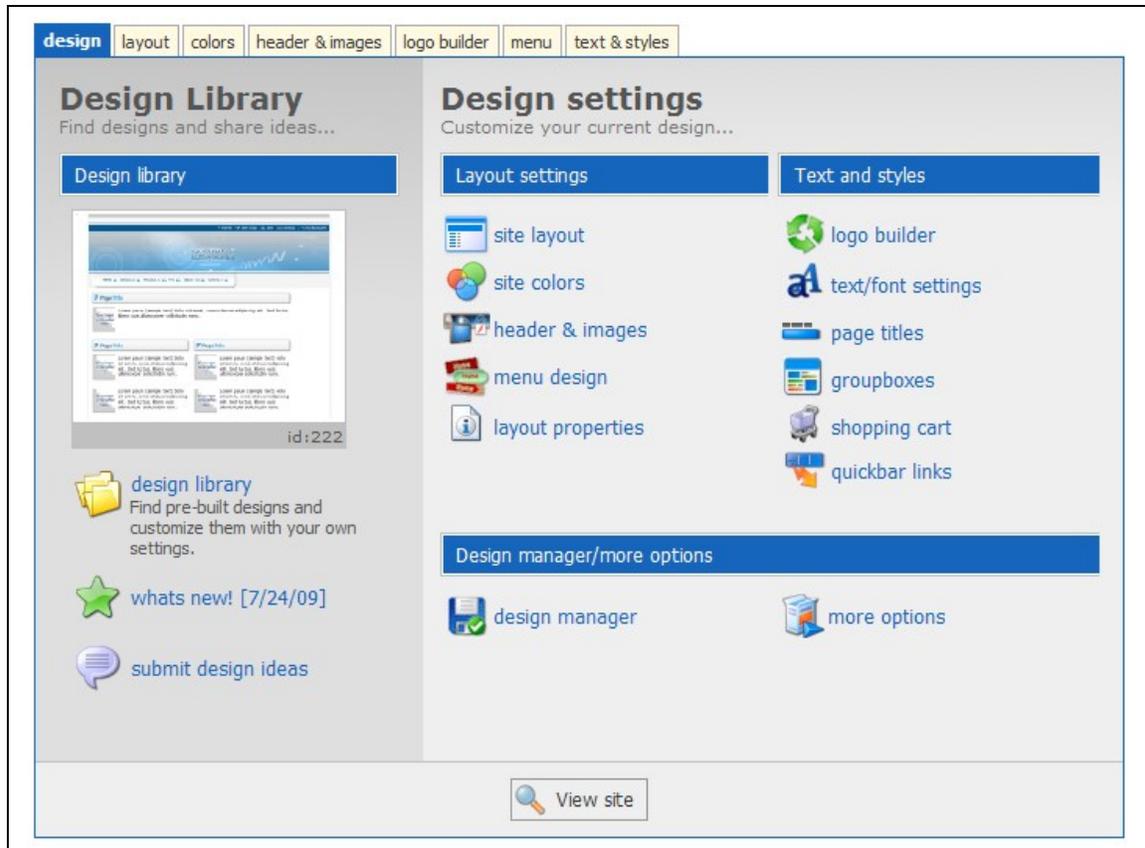


5.2 Design

The Design section of the Site Builder application allows you to customize the design of your website. To access this section, click [Design](#) in the [Site Builder](#) horizontal menu to be directed to the Design page.

5.2.1 Design

On the [Site Design](#) page (shown below), you can select a design for your site by choosing among various options.



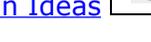
Site Design Page

The [Site Design](#) page provides links to many design options. The horizontal menu has tabs that direct you to the primary design elements, listed below.

- [Design](#)
- [Layout](#)
- [Colors](#)
- [Header & images](#)
- [Logo builder](#)
- [Menu](#)
- [Text & styles](#)

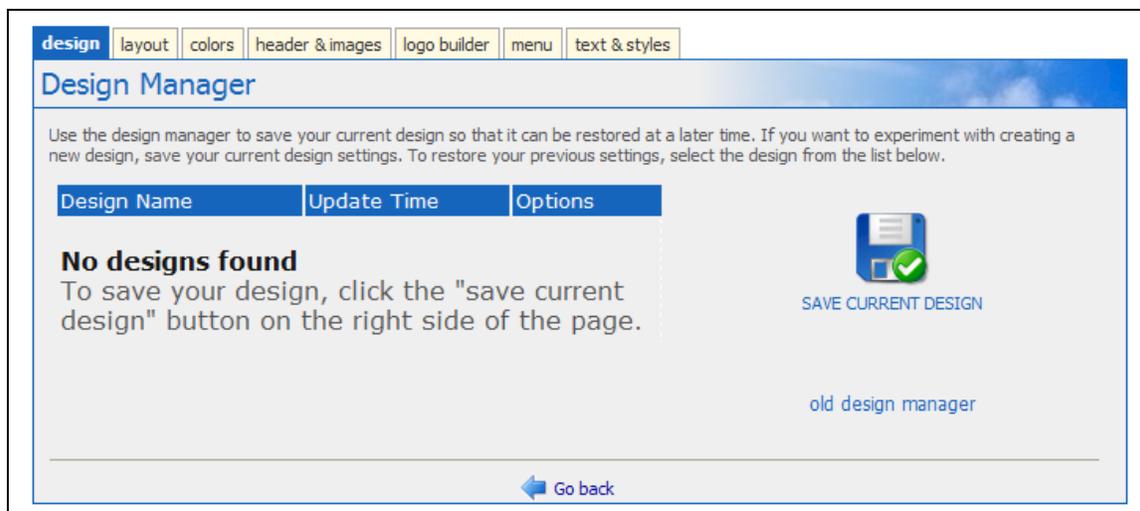
Under the [Layout Settings](#), [Text and Styles](#) and [Design Manager/More Options](#), headings, you will find shortcut links to some of the most frequently used design applications.



- [Site Layout](#) 
- [Site Colors](#) 
- [Header & Images](#) 
- [Menu Design](#) 
- [Layout Properties](#) 
- [Logo Builder](#) 
- [Fonts Settings](#) 
- [Page Titles](#) 
- [Groupboxes](#) 
- [Shopping Cart](#) 
- [Quickbar Links](#) 
- [Design Manager](#) 
- [More Options](#) 
- [Submit Design Ideas](#) 

5.2.2 Design Manager

The Design Manager feature allows you to save your current design so that it can be restored at a later time. That way, you can experiment by creating a new design, while still having the ability to restore your current design. To do so, click [Design Manager](#) under the [Advanced Design Options](#) heading to be directed to the following page.



Design Manager Page

You can use the [Design Manager](#) page to copy the existing design settings by clicking the [Save Current Design](#) link. Enter a name for the design that is



being saved and click on the [Save](#) button. The design name can only contain letters and numbers and must start with a letter. Also, do not include any spaces in the design name.

Once you have saved your design, you can use the [Site Design](#) page to set the design of your site. Click the [Design Library](#) link to be directed to the following page.

Select Design Page

You can click on any of the categories to see the designs for that particular category. To select one of the displayed layouts, simply click on the design of your choice. Please note that selecting a new design will also change the menu buttons.

5.2.3 Layout

The Layout section of the Site Design page allows you to select a layout for your site. Click [Layout](#) on the horizontal [Design](#) menu to be directed to the following page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

design layout colors header & images logo builder menu text & styles

Site Layout: Select

popular new basic/dean all layouts dark

1 2 3 4 More Designs

1 2 3 4 More Designs

Go back

Layout Page

The Layout page displays many layout options. To view each layout in greater detail, click the **PREVIEW** PREVIEW option that appears below each image. The preview will appear in a pop-up window.

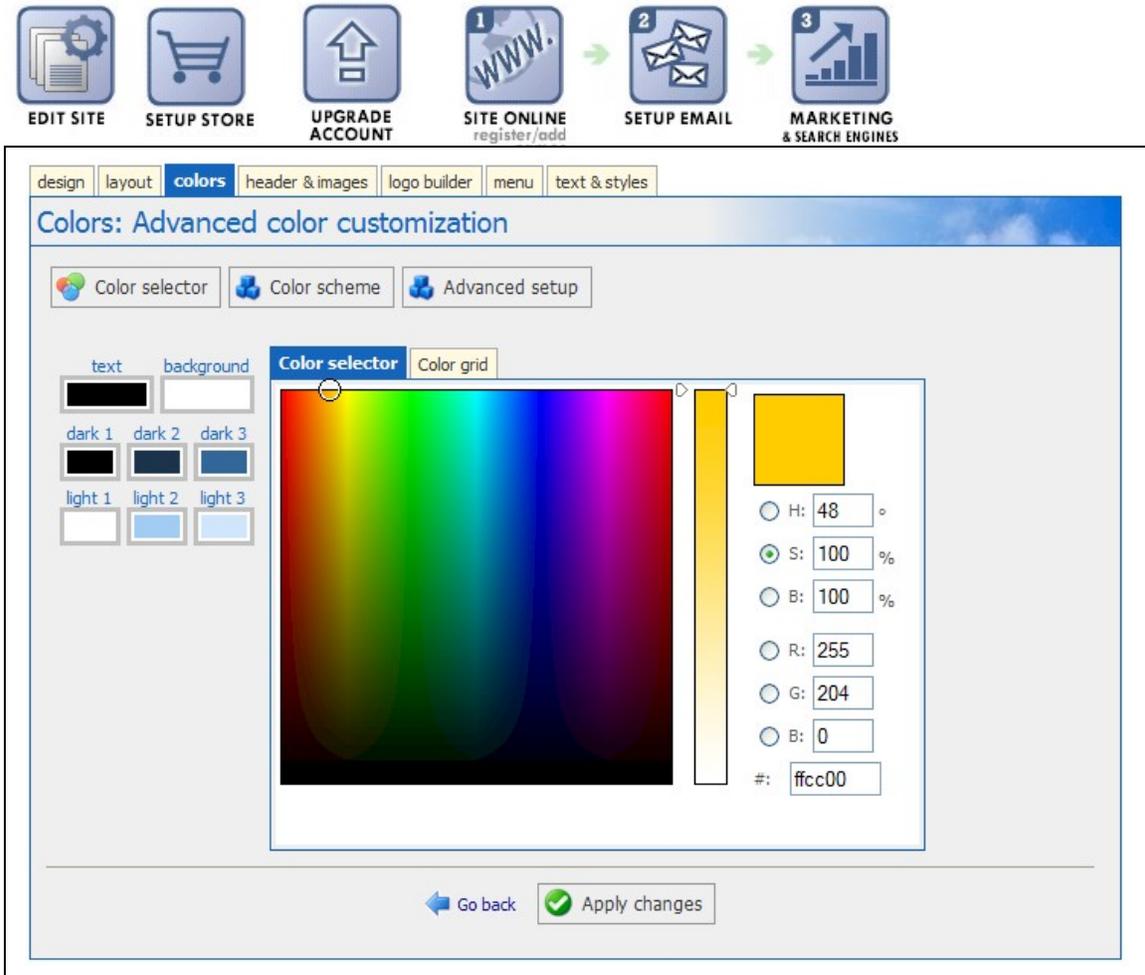


Layout Preview Pop-Up Window

Once you have opened a Layout Preview pop-up window, you may click [Prev](#) or [Next](#) to preview the previous or next layout, respectively. Click [Select Layout](#) to select the layout for your site. You may also select a layout simply by clicking on the chosen image.

5.2.4 Colors

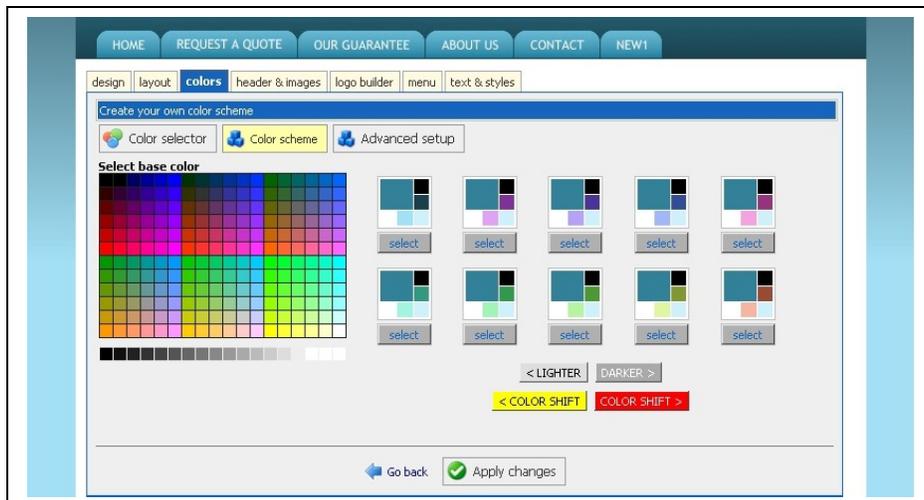
The [Colors](#) section of the [Site Design](#) page allows you to select colors for your site. Click the [site colors](#) link to be directed to the following page.



Color Selector Page

Choose what you want to change the color of from the left hand side of the screen and use the color selector to change the color. You can also click on the [Color Grid](#) tab and pick the color you want.

To define a new color scheme for your site, click [Color Scheme](#)  to be directed to the following page.



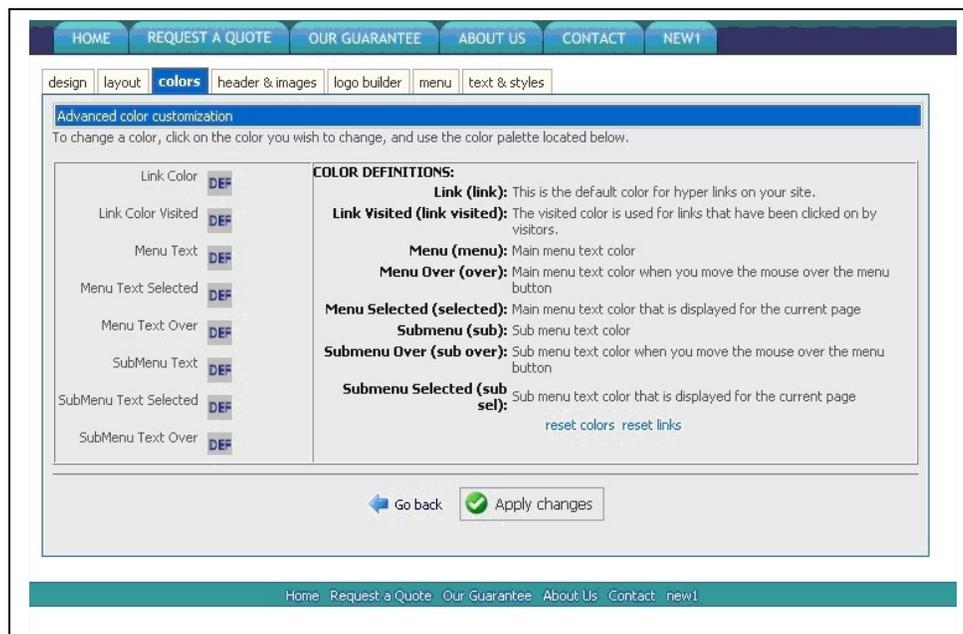


Color Selector Page

On the Color Selector page, you can select the base color of your site pages and a color scheme for your site. Click on any of the color cubes and then select any of the schemes. Click **<LIGHTER OR DARKER>** to adjust color shades slightly. Click **<COLOR or COLOR>** to view more shades to choose among.

Once you are finished, click **Apply Changes** to save your changes. At any time, you may click **Go Back** to undo your changes and return to the **Color Selector** page.

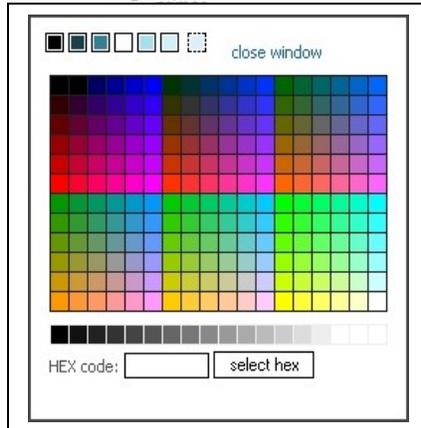
Clicking on **Advanced Setup**  allows you to define advanced color settings on the following page.



Advanced Color Settings Page

On the **Advanced Color Settings** page, you can define colors for Link Text, Menu Text and Sub-Menu Text, both before and after a user has clicked on the text.

Click on any of the options listed in the left-hand side column and then choose a color from the color palette that appears in the following pop-up window.



Color Palette

If you are displeased with your selection, you may click [Reset Colors](#) or [Reset Links](#) to undo the changes you have made. Once you are finished selecting colors, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to undo your changes and return back to the [Color Selector](#) page.

5.2.5 Header & Images

The [Header & Images](#) section within [Site Design](#) allows you to select and customize the header image on your site. Click [Header & Images](#) on the horizontal [Design](#) menu to be directed to the following page.



Header & Images Page

On the [Header & Images](#) page, you can enable the animated flash banner by checking the box titled **FLASHANIMATED** **FLASHANIMATED**.

Click any of the color icons displayed below the header image to change the base color. The small black arrow indicates the color that is currently selected.

To view other banners, click [Select Banner](#) **Select banner**. This will open the following pop-up window that offers many banner options.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



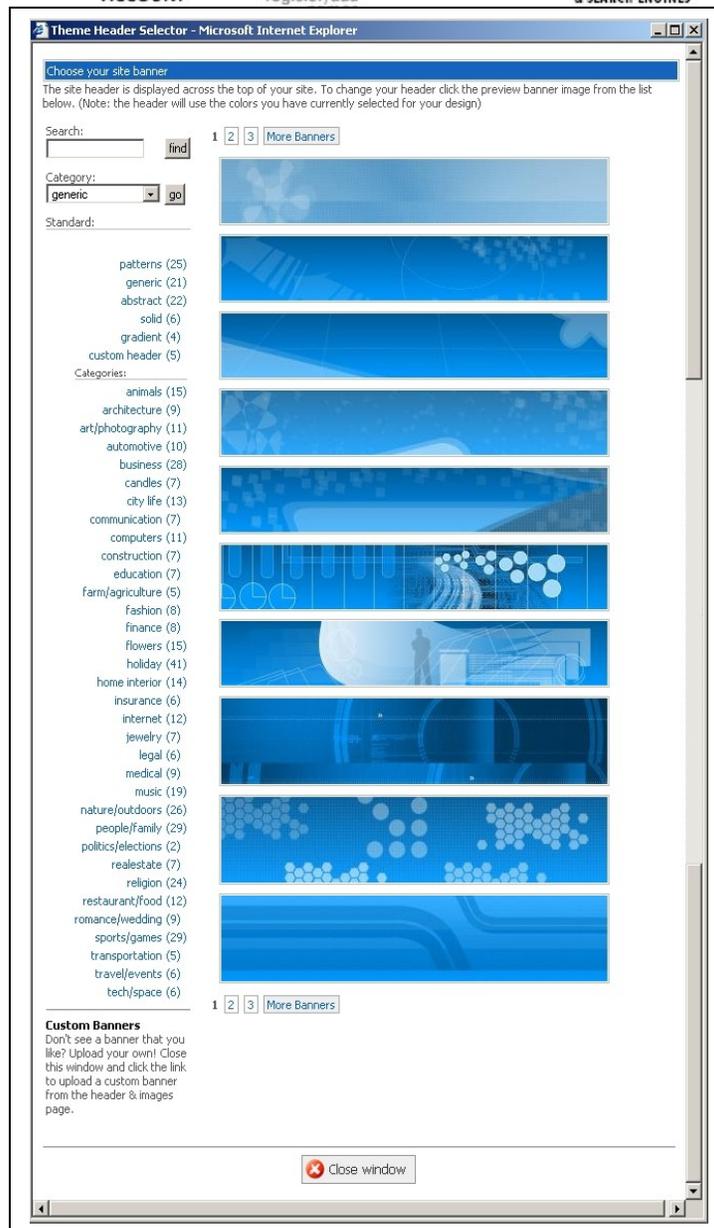
SITE ONLINE
register/add



SETUP EMAIL



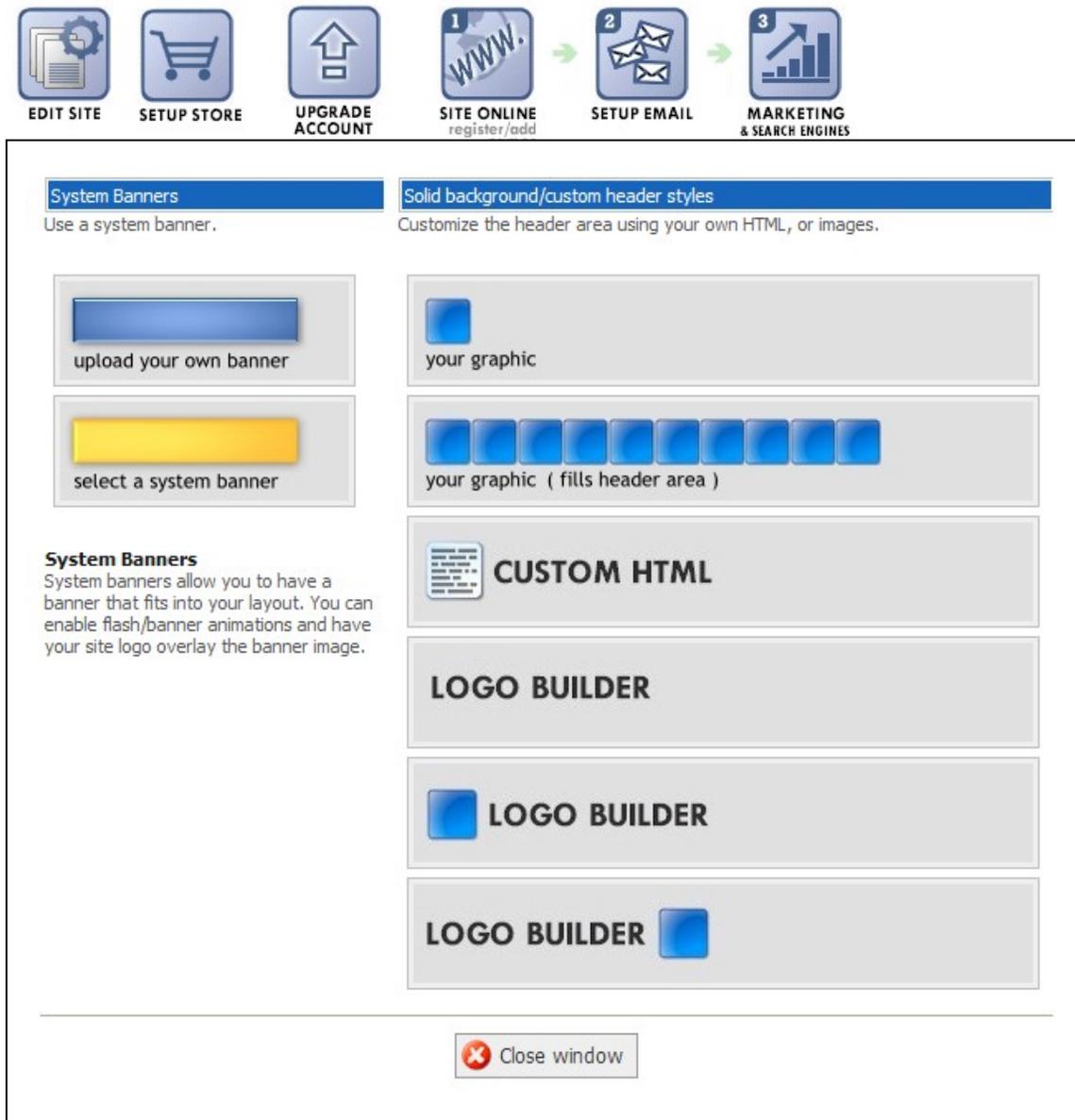
MARKETING & SEARCH ENGINES



Banner Pop-Up Window

Within the Banner pop-up window, you can use the search option to browse banners in each category listed on the left-hand side of the page. To select a banner as your header image, simply click on the chosen banner. It will automatically be set as your header image. Click [Close Window](#) to close the window.

If you wish to a different header image, click [Custom Header](#) . This will open the [Theme Header Selector](#) pop-up window, where you can locate and upload the header image of your choice.



Theme Header Selector Pop-Up Window

Within the [Theme Header Selector](#) pop-up window, click on [upload your own banner](#) and you can type the file path of the desired image in the field, or click [Browse](#) to locate the file on your computer. Then click [Upload](#) to upload the selected file.

You can also use the [Theme Header Selector](#) pop-up window to customize the header by using logos or by using custom HTML.

To close the window, click [Close Window](#) .

If you want to have an image in the custom banner, then click on the [Image](#) link under the [Customize Banner/Images](#) section. The [Select Image](#) window will open that will allow you to select the image that you want to appear in the banner. See the [Image Upload](#) section to learn how to upload an image. After an image has been selected, a thumbnail of the image will appear under the [Customize Banner/Images](#) heading on the [Header & Images](#) page. You may customize the banner further by

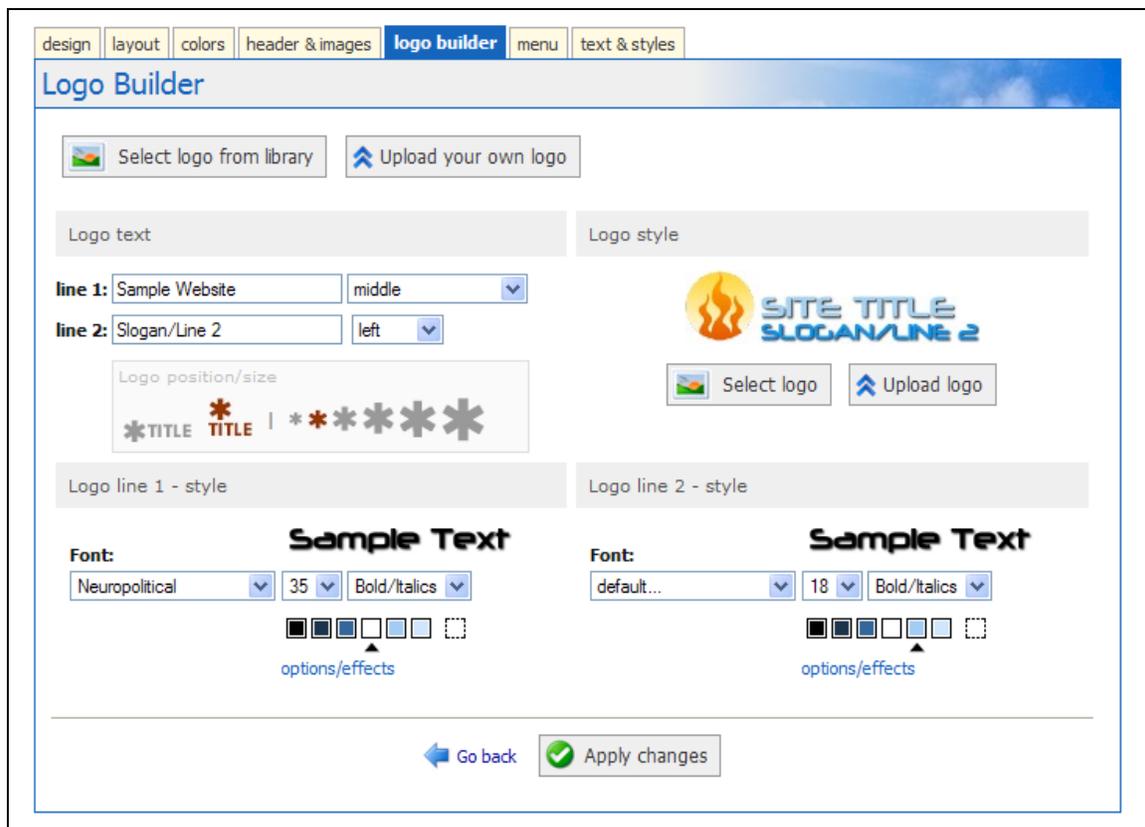


setting its **Height** and **Width**. This is done by choosing an appropriate option from the corresponding drop-down menus. The **Fill** drop-down menu allows you to specify the pattern that will fill the right-hand side of the banner if the pages are wider than the banner.

When you are finished, click **Apply Changes**  to save your changes. At any time, you may click **Go Back** to undo your changes and return to the **Design** page.

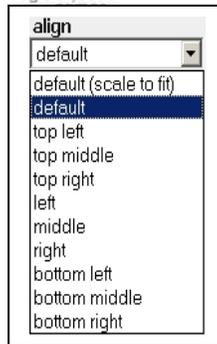
5.2.6 Logo Builder

In this **Logo Builder** section of the **Site Design** page, you can change the style of your site's title text and logo. To access this section, click **Logo Builder** on the horizontal **Design** menu to be directed to the following page.



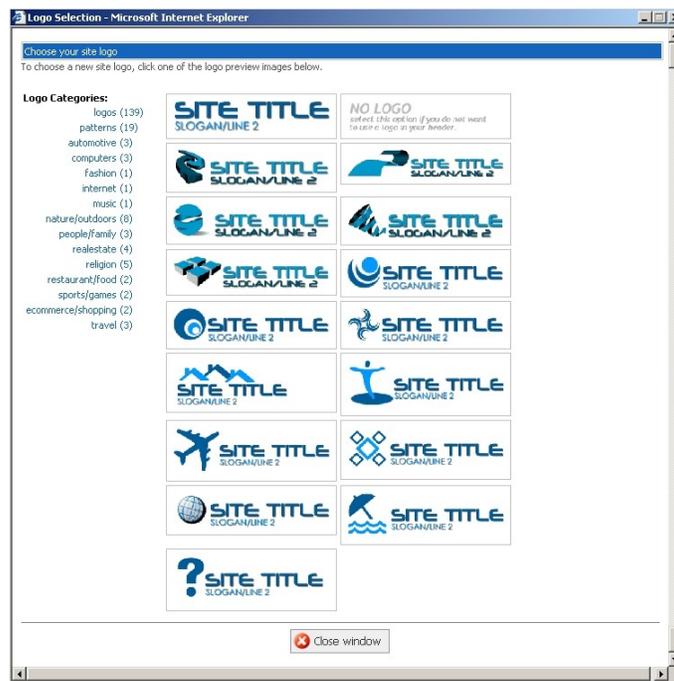
Logo Builder Page

Type your desired site title in the **Line 1** and **Line 2** fields under the **Title Text** heading. You can adjust the alignment of the two lines by selecting one of the options provided in the **Align** drop-down menu, as shown below.



Align Drop-Down Menu

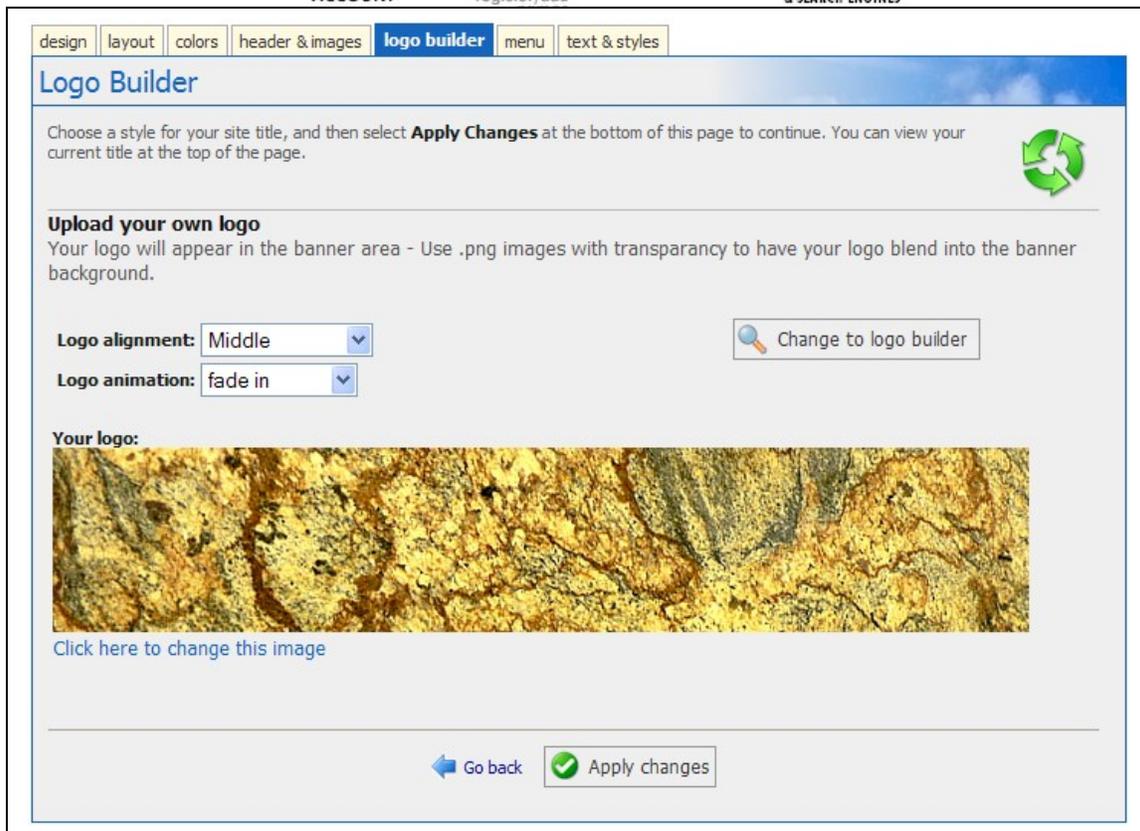
You may change the appearance of your logo by using the [Logo Style](#) options on the right-hand side of the page. To change the current logo style, click [Select Logo](#) to open the [Logo Selector](#) pop-up window.



Logo Selector Pop-Up Window

Within the [Logo Selector](#) pop-up window, select a new logo style by clicking one of the displayed images. Click [Close Window](#) to close the pop-up window. Once you have chosen a logo, you can change the position and size of it by selecting from the [Logo Position/Size](#) box.

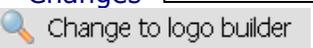
If you prefer to use your own logo image, click [Upload Logo](#) to be directed to the following page.



[Your Own Logo Image Page](#)

On the [Your Own Logo Image](#) page, you can select the logo of your choice. You may also customize your chosen logo, setting the [Logo Alignment](#) and [Logo Animation](#) options by using the corresponding drop-down menus.

To change the logo image, select [Click Here to Change This Image](#). This will direct you to the [Select Image](#) section.

When you are finished, select [Apply Changes](#)  to save your changes. Click [Change to Logo Builder](#)  to return to the Logo Builder page. At any time, you may click [Go Back](#) to return back to the [Design](#) page.

When working with the [Logo Builder](#), you can use the [Logo Position and Size](#) box in the middle of the screen to select your logo's position on the page and its size.

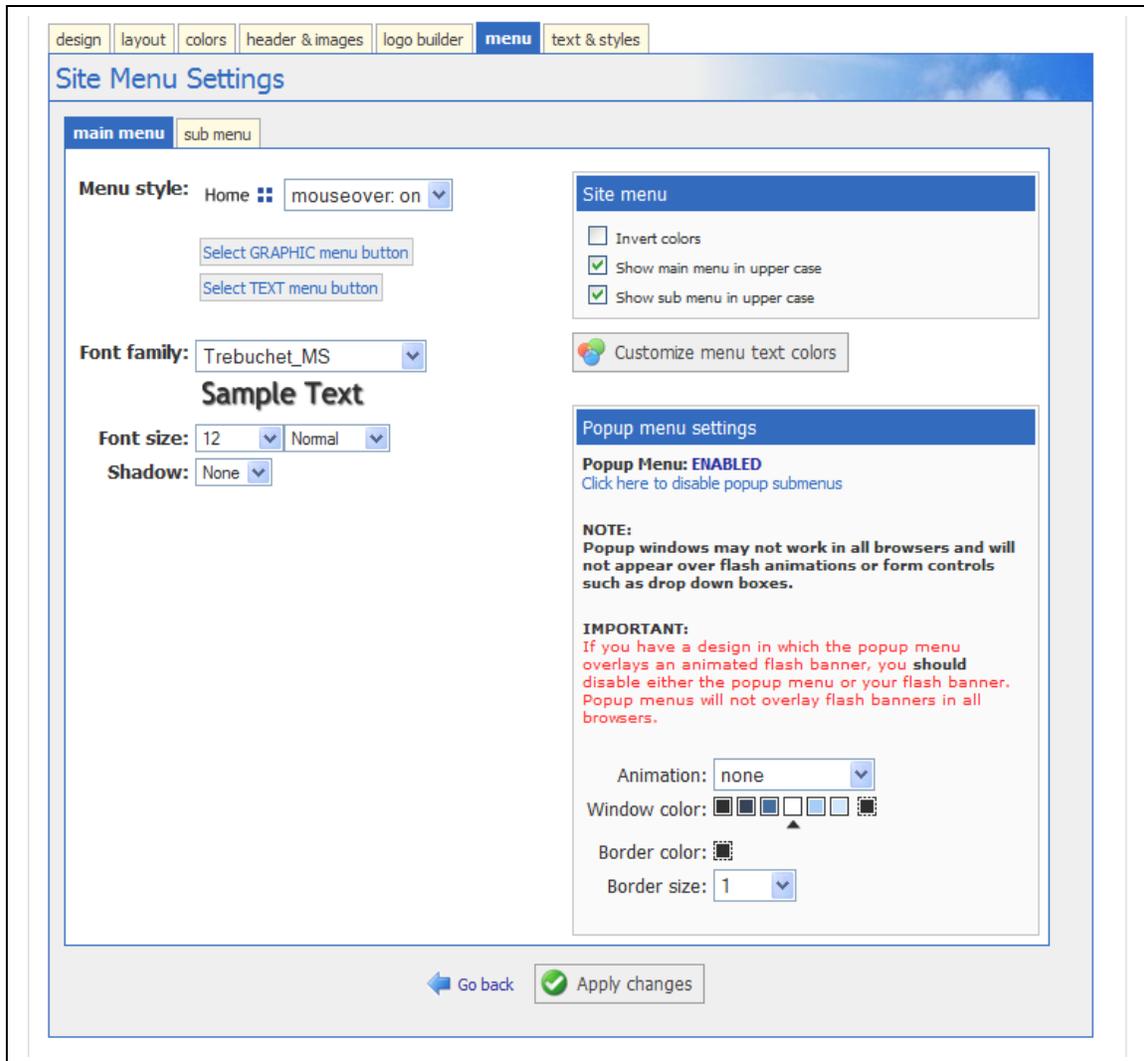
You can also change the formatting of the title text for both logo lines. Select your desired font from the [Font](#) drop-down menu. The [Sample Text](#) area displays how text will appear in the selected font. You can also change the size and style of the text by selecting them from the appropriate drop down boxes. Click the [options/effects](#) link to reveal additional options for the logo text. You can change the [Fill](#), [Draw Style](#) and [Text Effect](#) on the logo text.



Once you are finished, select [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [Site Design](#) page.

5.2.7 Menu

The [Menu](#) section of the [Site Design](#) page allows you to customize the menu settings on your site. Click [Menu](#) on the horizontal [Design](#) menu to be directed to the following page.

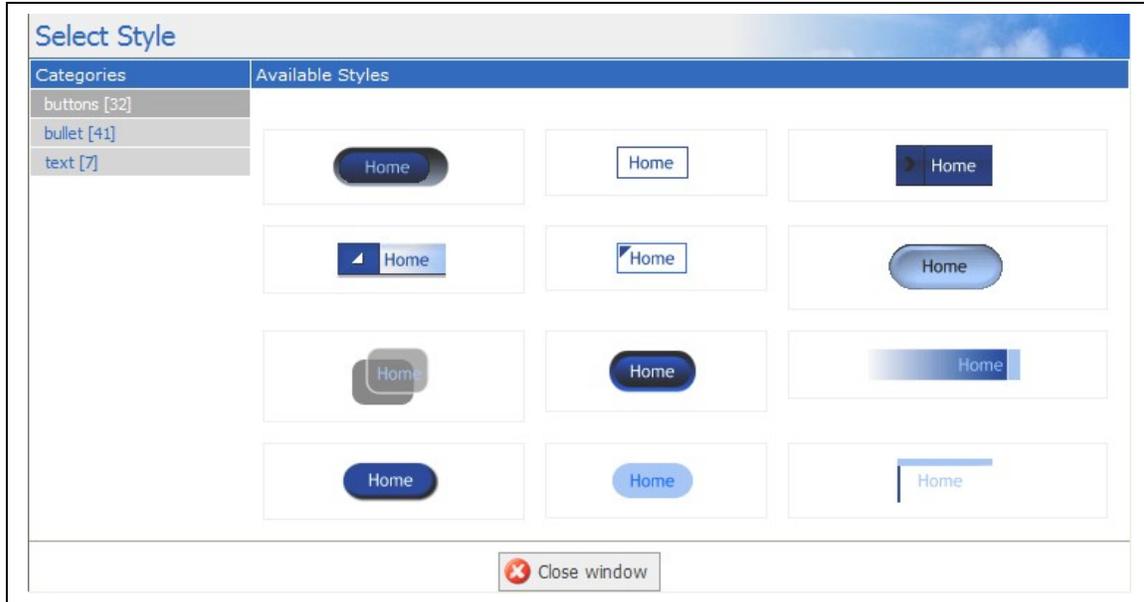


Menu Page

On the Menu page, you can adjust settings for the main menu and the sub-menu. By clicking [Main Menu](#) , you can access the options for the main menu settings. Similar options will appear when you click [Sub Menu](#) .



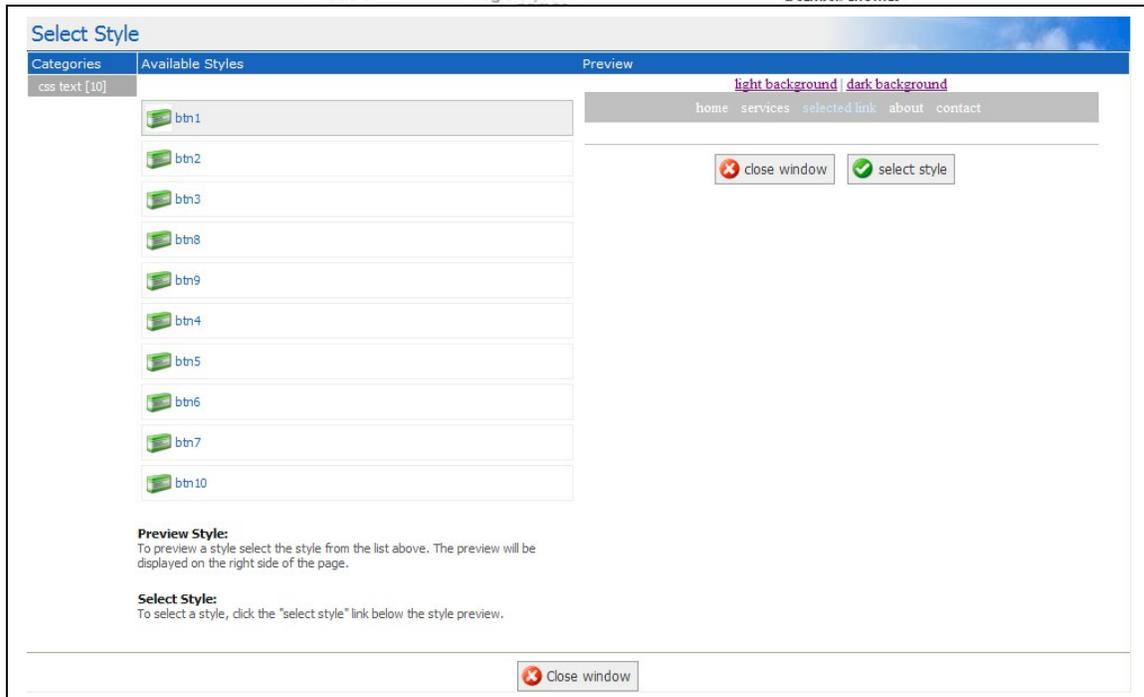
You can change the menu style by selecting either the [Select GRAPHIC menu button](#) or the [Select TEXT menu button](#) . Clicking on the [Select GRAPHIC menu button](#) will open up the following pop-up window.



Graphic Menu Style Pop-Up Window

Click on the desired button style to make it the style that will be used on the menu. The graphic menu buttons are sorted by three categories: buttons, bullets and text. Click on each category to see the available buttons.

Clicking on the [Select TEXT menu button](#) will open up the following pop-up window.



Text Menu Style Pop-Up Window

The available button styles are on the left hand side of the page. Click on a button style and a preview of the style will show up on the right hand side of the screen. Click the **Select Style** button to load the desired style.

On the Menu page, the **Font Family** drop-down menu allows you to select a font for your menu text. The **Sample Text** below this drop-down menu shows how the text will appear. Select the **Font Size**, **Style**, and **Shadow** from the corresponding drop-down menus below the **Sample Text**.

The **Site Menu** box on the right-hand side of the page gives you three options; **Invert Colors**, **Show Main Menu in Upper Case**, and **Show Sub Menu in Upper Case**. Check the appropriate box(es) to specify your preferences.

To select colors for the menu text, click **Customize Menu Text Colors**. You will be directed to the **Advanced Setup** section under **Colors**.

In the **Pop-Up Menu Settings Box**, you may either enable or disable the pop-up menu functionality by selecting **Click Here to Enable Pop-Up Submenus**.

Once you are finished, select **Apply Changes**  to save your changes. At any time, you may click **Go Back** to return back to the Site **Design** page.

5.2.8 Text & Styles

The **Text & Styles** section of the **Site Design** page allows you to determine how text will appear on your site. When you click **Text & Styles** on the horizontal **Design**



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

menu, you will be directed the following page, which opens to the **Default Text default text** tab.

design layout colors header & images logo builder menu **text & styles**

Text & styles

Default text

- Footer text
- Page titles
- Groupboxes
- Shopping cart
- Layout

Default Text Preview

Text Title 1
 Lorem ipsum (sample text) dolor sit amet, consectetur adipiscing elit. Ultricies pharetra wisi orci et massa.
[sample link text](#)

Title 1
Title 2
Title 3

Select font style

default text | text titles | links

Default text style

Text: -- default font -- - pt - -

Text color: ■

Line height: -

[Go back](#) Apply changes

IMPORTANT INFORMATION ON USING THE STYLE SETTINGS:
 When you change your default text settings, you may need to reformat text on your site to use the new default settings. To change text to use the default settings, edit any text component and choose the "default text" setting from the font size or font name menus.

After changing your default text settings, review your site to make sure your text displays properly.

GENERAL NOTES ON USING TEXT & STYLES SETTINGS

- The default font settings may not apply to all text on your site. If you have edited text, set the font size and color using the text editor the font size will not be the default. To set text editor fonts to the default, highlight the text, click the font size option in the editor and select "default text".
- Use the default values whenever possible to make it easier to manage your text styles. Select "-" to choose the default value.
- There may be places on your site where the default text settings do not apply.
- The default site font is "10pt"
- Font size: pt - point size (font size varies depending on the text settings of the computer viewing your site) ** recommended
- Font size: px - pixel sized (font size is set to a fixed pixel size. This setting can cause problems if it is too small because the text will not get bigger on computers with higher screen resolutions and may be difficult to read.

Text and Styles Page



As you can see, the menu on the left-hand side of the [Text and Styles](#) page presents five tabs:

- Default text
- Footer text
- Page titles
- Groupboxes
- Shopping cart
- Layout

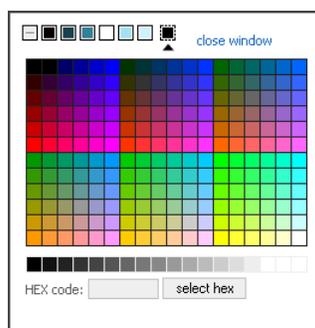
5.2.8.1 Default Text

Within the [Default Text](#) tab, you can define the default text, text titles and link style settings. To change the text style, click [Default Text](#) to access the options shown below.



Default Text Settings Options

Within the [Default Text Settings Options](#), you can select the font, size, and style of text by choosing options from the corresponding drop-down menus. To select the text color, click on the color icon and choose an appropriate text color from the color pop-up window that opens.



Color Pop-Up Window

Select a text color by clicking on the color of your choice. To close the window, click [Close Window](#). You can also choose the line height of the text.

To change the text title style click [Text Titles](#) to access the options shown below.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

default text **text titles** links

Text title 1

Text: -- default font -- - pt - -

Text color:

Bottom margin: - px

Text title 2

Title 2: -- default font -- - pt - -

Text color:

Bottom margin: - px

Text title 3

Title 3: -- default font -- - pt - -

Text color:

Bottom margin: - px

Text Title 1:
Paragraph headings are used on standard site pages such as the my account page, ecommerce pages, site registration page, guest book and various other places on your website. You can also use the heading style on your form builder titles.

Text Titles Settings Options

Within the [Text Titles Settings Options](#), you can select the font, size, and style of text titles by choosing options from the corresponding drop-down menus. You can select text title font colors through a process similar to that used to change the default text color. You can also change the bottom margin by choosing from the drop down box.

To configure settings for link text, click [Links](#) to access the options shown below.



default text
text titles
links

Link text style

Text: -- default font -- - pt - -

Text color: -

Underline: -

Link text style (mouse over)

Text: -- default font -- - pt - -

Text color: -

Underline: -

Link Colors:
Use the settings above to set the text style for your site links as well as the link style when the mouse is moved over the link. Make sure your link colors are different that your text colors so they can be identified as links. To remove the text link underlines, set the underline property to "none"

Links Settings Options

The [Default Links Settings Options](#) allow you to set the style for normal links and for links when the user's cursor is placed over them. The options under the [Link Text Style](#) heading lets you select the font, size, style, and color for the links through a process similar to that used to change the default text and text titles styles. The [Underline](#) drop-down menu allows you to remove or place lines under the text for your links.

The options under the [Link Text Style \(Mouse Over\)](#) heading let you change the style of links when the user's cursor is placed over them. You may select the font, size, style, and color from the corresponding drop-down menus. The [Underline](#) drop-down menu allows you to remove or place lines under the text for your links.

Please note that links and default text should have different text colors, so that links stand out and can be easily identified.

Once you are finished, select [Apply Changes](#) ✔ Apply changes to save your changes. At any time, you may click [Go Back](#) to return back to the Site [Design](#) page.

5.2.8.2 Footer Text

The [Footer Text](#) will allow you to change the text of your Footer Menu. Click [Footer Text](#) in the vertical [Text & Styles](#) menu to be directed to the following page.



design layout colors header & images logo builder menu **text & styles**

Text & styles

Default text

Footer text

Page titles

Groupboxes

Shopping cart

Layout

Default Text Preview

Home Products Services About us Sitemap Contact
 Lorem ipsum (sample text) dolor sit amet, consectetur adipiscing elit. Ultricies pharetra wisi orci et massa.
[sample link text](#)

footer text footer menu

Footer : area/box

Border: - v
 Padding: - v px v
 Margin: - v px v

Background Color:

Background image:

- v

Select background from library Upload background file Clear/reset

Footer : text style

Text: -- default font -- v - v pt v - v - v
 Text color:

Footer : Link text style

Text: -- default font -- v - v pt v - v - v
 Text color:

Underline: - v

Text: -- default font -- v - v pt v - v - v
 Text color:
 Underline: - v

[restore default settings](#)

[Go back](#)

Footer Text Page

For the footer box area, you can put a border around it by selecting from the drop down box. You can also change the padding and margin of the area. If you want to change the background color of the footer box area, just click on the [Background](#)



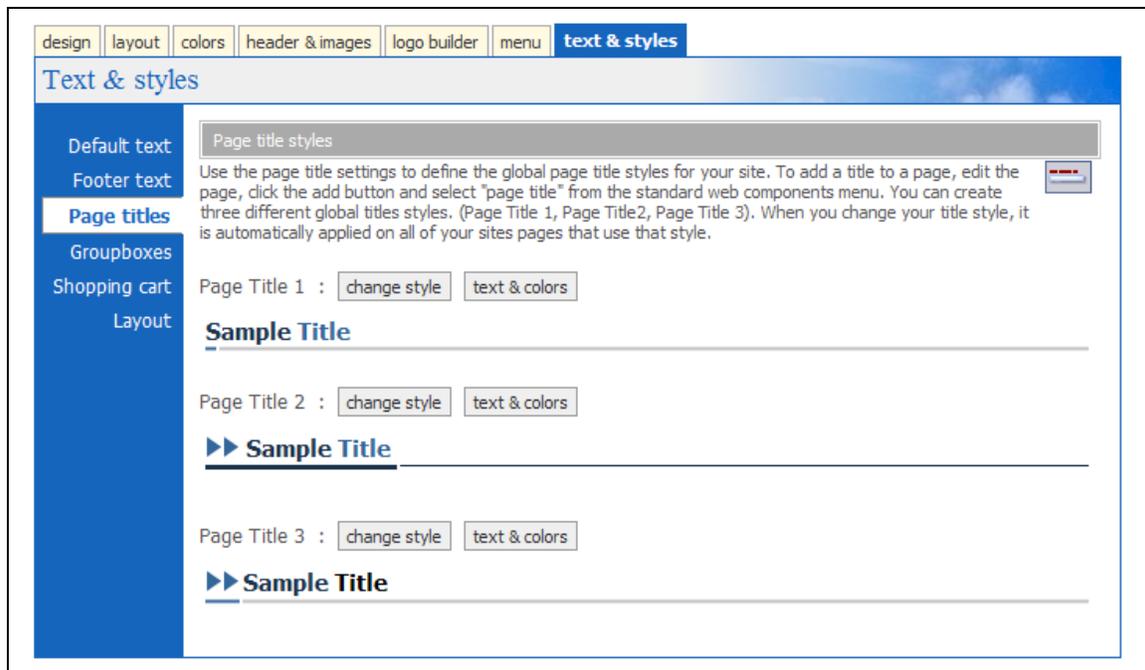
Color option and select the desired color. You can also upload your own background image or select a background from the library by selecting the appropriate button.

For the footer links, you can change the font of the text as well as the size, color and whether or not you want the link underlined. You can do the same thing for mouse over footer links.

You can click on the [Footer Menu](#) tab to make similar changes to your footer menu.

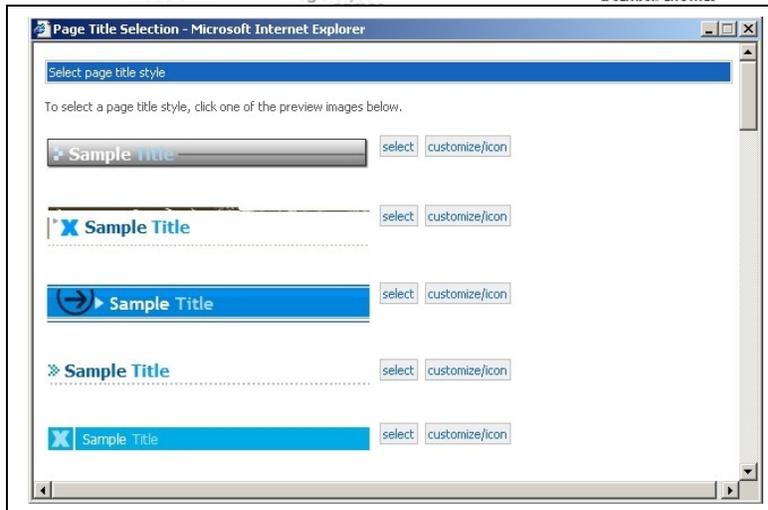
5.2.8.3 Page Titles

The [Page Titles](#) tab of the [Text & Styles](#) section allows you to define the styles for the global site page titles. Click [Page Titles](#) in the vertical [Text & Styles](#) menu to be directed to the following page.



Site Titles Settings Page

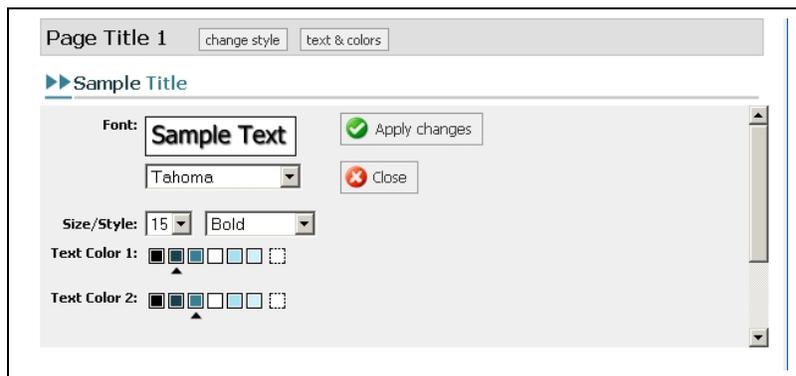
The [Site Titles Settings](#) page provides options to create three different global page title styles. To configure a title style, click [Change Style](#) to open the following pop-up window.



Page Title Selection Pop-Up Window

The [Page Title Selection](#) pop-up window provides page title options for you to choose among. To choose one, click on the corresponding [Select](#) button. You may customize the style with the use of different icons. To do this, click [Customize/Icon](#) to view the icon options in the same window. Click your favorite displayed icon to select it and click [Go Back](#) to return to the [Title Selection](#) page. To close the window, click [Close Window](#).

To modify the appearance of page title text, click [Text & Colors](#)  on the [Site Titles Settings](#) page to display the following options.



Text & Colors Options

You can use the [Text & Colors Options](#) to select the font, size, and style of the text from the corresponding drop-down menus. The sample text in the [Font](#) field shows you how the text will appear with current selections.

You may choose two different title text colors by clicking on the individual color icons displayed to the right of [Text Color 1](#) and [Text Color 2](#).

Once you are finished, click [Apply Changes](#)  to save your changes. Click [Close](#) to close the options section.

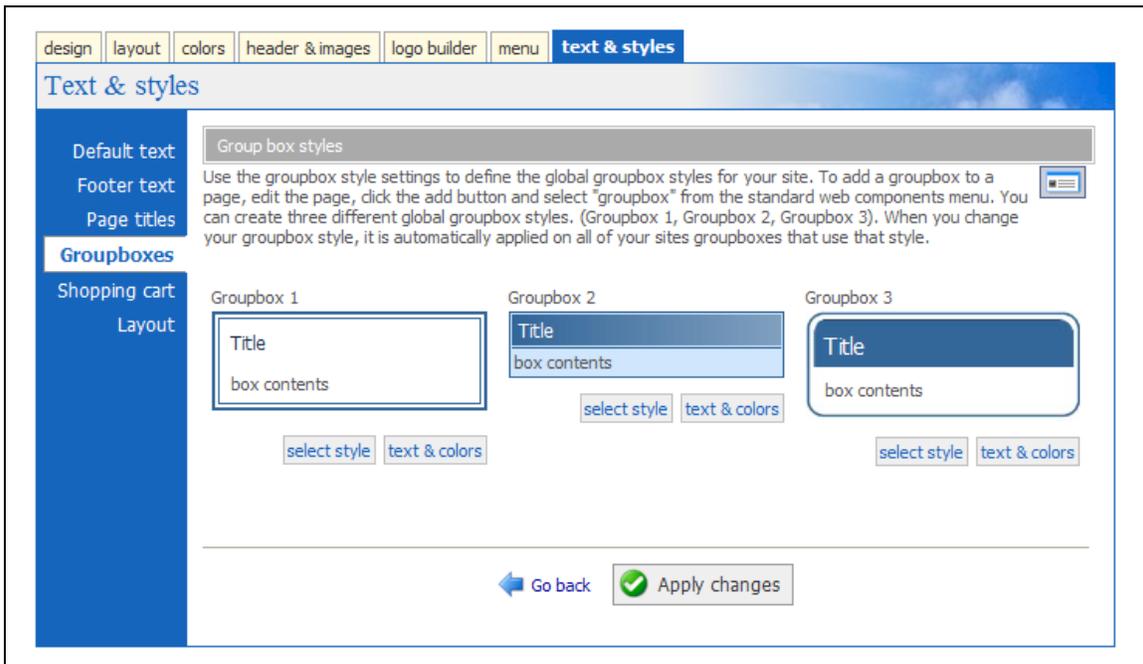


The [Sample Title](#) section on the [Site Titles Settings](#) page shows how titles will appear with the current selections.

You may configure style settings for all the three global page titles by following the steps described above.

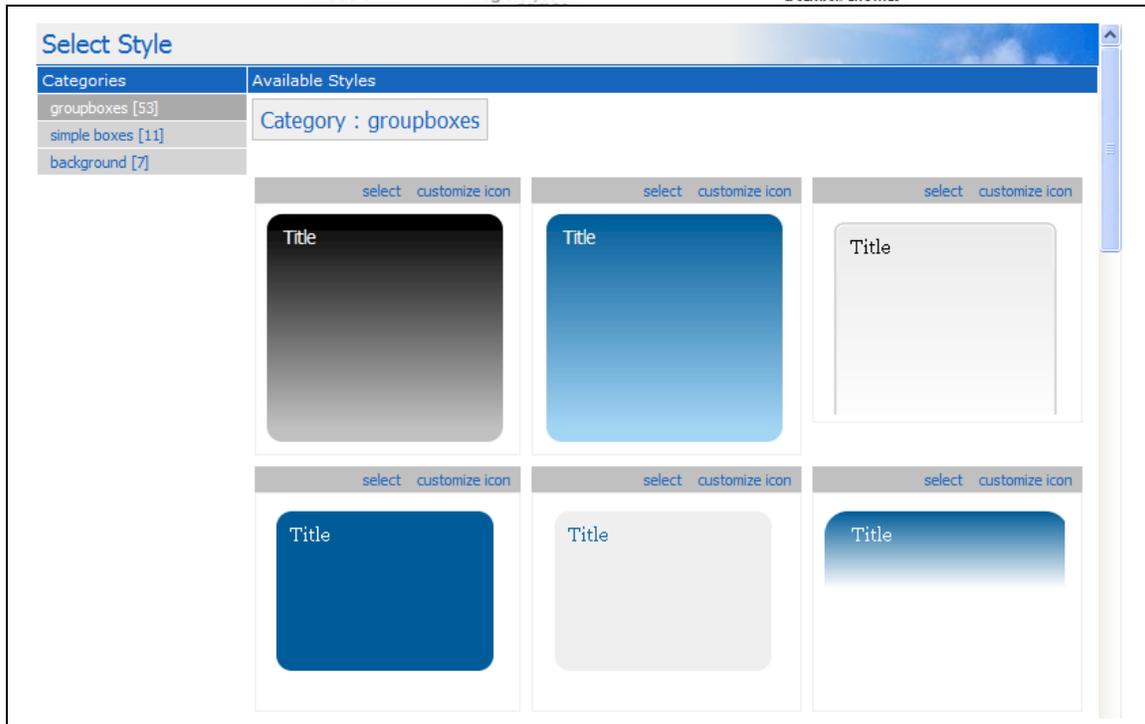
5.2.8.4 Groupboxes

The [Groupboxes](#) tab of the [Text & Style](#) page allows you to define the style for your site’s global groupboxes. Click [Groupboxes](#) on the vertical [Text & Styles](#) menu to be directed to the following page.



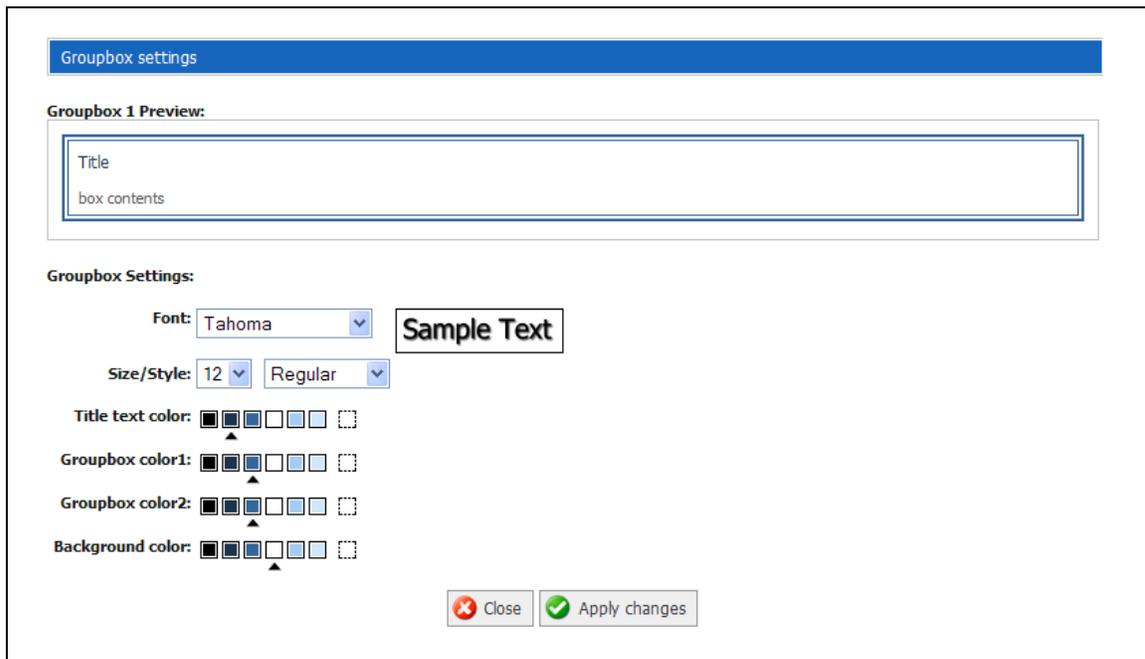
Groupboxes Styles Page

The [Groupboxes Styles](#) page lets you define three different groupbox styles. The current groupbox styles are displayed below the [Groupbox 1](#), [Groupbox 2](#) and [Groupbox 3](#) headings. Click [Select Style](#) under each groupbox to define a new style for the corresponding groupbox. This will direct you to the following page.



Groupbox Selection Pop-Up Window

Choose from the available groupboxes to change the groupbox. On the [Groupbox Styles](#) page, click on [Text & Colors](#) under each groupbox to change the settings for that groupbox. This will direct you to the following page.



Groupbox Settings Window



You can select the font, color, and style for a groupbox from the corresponding drop-down menus. The color icons below these drop-down menus allow you to select the [Title Text Color](#), [Groupbox Color1](#), [Groupbox Color2](#), and [Background Color](#). Click on any of the color boxes to select it. The small black arrow indicates which color is currently selected.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [Groupboxes Styles](#) page.

You may use the [Groupboxes Styles](#) page to configure style settings for all the three types of groupboxes by following the steps described above.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the Site [Design](#) page.

5.2.8.5 Shopping Cart

A shopping cart displays all the products that you offer for sale and gives customers a way to select their purchases. Clicking the [Shopping Cart](#) tab of the [Text & Styles](#) section opens the following page, where you can select the style and color of text for your site's shopping cart.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

design layout colors header & images logo builder menu **text & styles**

Text & styles

Default text
Footer text
Page titles
Groupboxes

Shopping cart
Layout

Shopping cart colors and display settings

Customize your shopping cart color and text color. To customize a color, click the color box to open the color selection window. Choose your color and click OK to save your changes.

Shopping Cart Colors

Cart Color
 Cart Text Color

reset update/preview

Shopping Cart Preview

Product	Qty.	Price	Total
Sample Product A	1	\$19.95	\$ 19.95
Sample Product B	1	\$12.00	\$ 12.00
Sub Total			\$ 31.95

Shopping Cart Buttons

Secure Checkout: secure checkout

More Shopping: more shopping

Cancel/Back: back

Continue: continue

Submit Order: submit order

Add to Cart: add to cart

Add to Wishlist: add to wishlist

Buy Now: buy now

Add to Cart: ADD TO CART

(small) Buy Now: BUY NOW

(small) Small Cart:

Checkout Progress:

Remove from Cart: X

Customize your shopping cart buttons

change button style

upload your own buttons

reset to default

Shopping Cart Tags

NEW ARRIVAL SPECIAL OFFER CLEARANCE
FREE SHIPPING

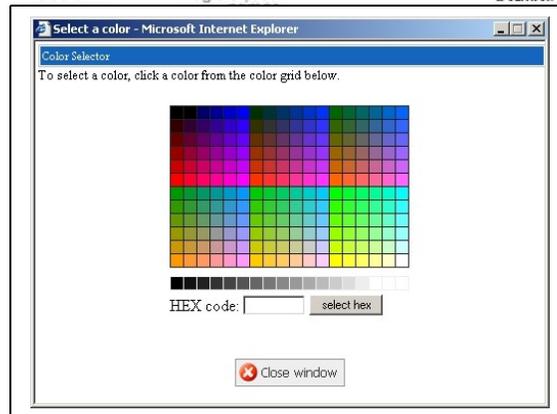
select tag style

reset

Go back Apply changes

Shopping Cart Settings Page

The [Shopping Cart Colors](#) section of the [Shopping Cart Settings](#) page allows you to customize the text and body color for your site's shopping cart. Click on the color icon to open the [Color Selector](#) pop-up window (shown below) where you can select a color for your shopping cart's body and text color.



Color Selector Pop-Up Window

To select a color, simply click on one of the color cubes in the [Color Selector](#) pop-up window. Click [Close Window](#) to close the window. On the [Shopping Cart Settings](#) page, you may click [Reset](#) to cancel your selection and revert to the previous colors. To save your changes, click [Update/Preview](#).

The [Shopping Cart Preview](#) section shows how your site will appear with the current selections.

The left-hand side of the [Shopping Cart Settings](#) page displays all the buttons that are used in your site's shopping cart. Under the heading titled [Customize Your Shopping Cart Buttons](#), you will find options to change the button style, upload your own buttons or reset to the default buttons.

To select a new style for your site's shopping cart buttons, click [Change Button Style](#) to open the following pop-up window.



Select Style

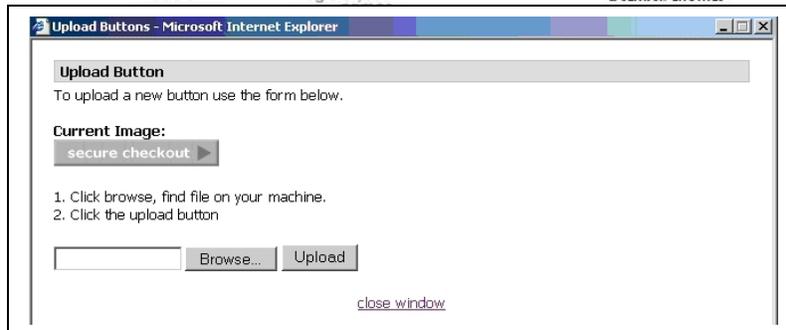
Categories	Available Styles		
Popular Buttons [42]			
Round Buttons [80]			
Rectangular Buttons [46]			
Color - Blue [23]			
Color - Red [17]			
Color - Green [25]			
Color - Gray [32]			
Color - Teal [14]			
Color - Orange [12]			
Color - Brown [9]			
Color - Yellow [11]			
Color - Pink [16]			
Color - Purple [23]			
All - Page 1 [49]			
All - Page 2 [48]			
All - Page 3 [48]			
All - Page 4 [45]			

Change Button Style Pop-Up Window

Click on any of the displayed options to select a button style.

The [Shopping Cart Buttons](#) column on the left-hand side of the [Shopping Cart Settings](#) page will automatically display a preview of the buttons that you have changed. If you are displeased with your changes, click [Reset to Default Buttons](#) to revert to the default button style.

To upload your own button style, click on the [Upload Your Own Buttons](#) and then click on the button you intend to replace. This will open the following pop-up window.



Upload Buttons Pop-Up Window

Click **Browse** to locate the button image file on your computer. Click **Upload** to copy the file from your computer to the website. Then click **Close Window** to close the window.

As stated above, the **Shopping Cart Buttons** column on the left-hand side of the **Shopping Cart Settings** page will automatically display a preview of the buttons that you have changed.

You can also change the **Shopping Cart Tags** by clicking the **Select Tag Style** button. If you are displeased with the changes, click the **Reset** button to revert to the default shopping cart tags.

To save your changes, click **Apply Changes** . At any time, you may click **Go Back** to return to the **Site Design** page.

5.2.8.6 Layout

The **Layout** tab in the **Text & Styles** section lets you define page layout settings. Clicking on the **Layout** tab will direct you to the following page.



design layout colors header & images logo builder menu **text & styles**

Text & styles

- Default text
- Footer text
- Page titles
- Groupboxes
- Shopping cart
- Layout**

Page Divider Lines

Use this setting to change the page divider lines. To show page divider lines on your pages either create a new page and choose one of the layouts with divider lines or edit one of your existing pages and click the change layout button at the bottom. Choose one of the new layouts with divider lines.

Divider line style:
 gray dots

Page Width

Select the width for the content area of your pages. You can either select a fixed width for your page or a percentage width. If you select a percentage based width, the width of your site will vary depending on the screen resolution of the person visiting your site. NOTE: Some layouts may not work with the 640 width.

default
 640
 800
 1024

80%
 90%
 95%
 100%

Frequently Asked Questions
[my pages are too wide. how do i fix them?](#)

Advanced Layout Settings

[advanced layout settings](#)
 Use the advanced layout settings page to adjust your site margins, spacing between components, minimum sidebar widths and more.

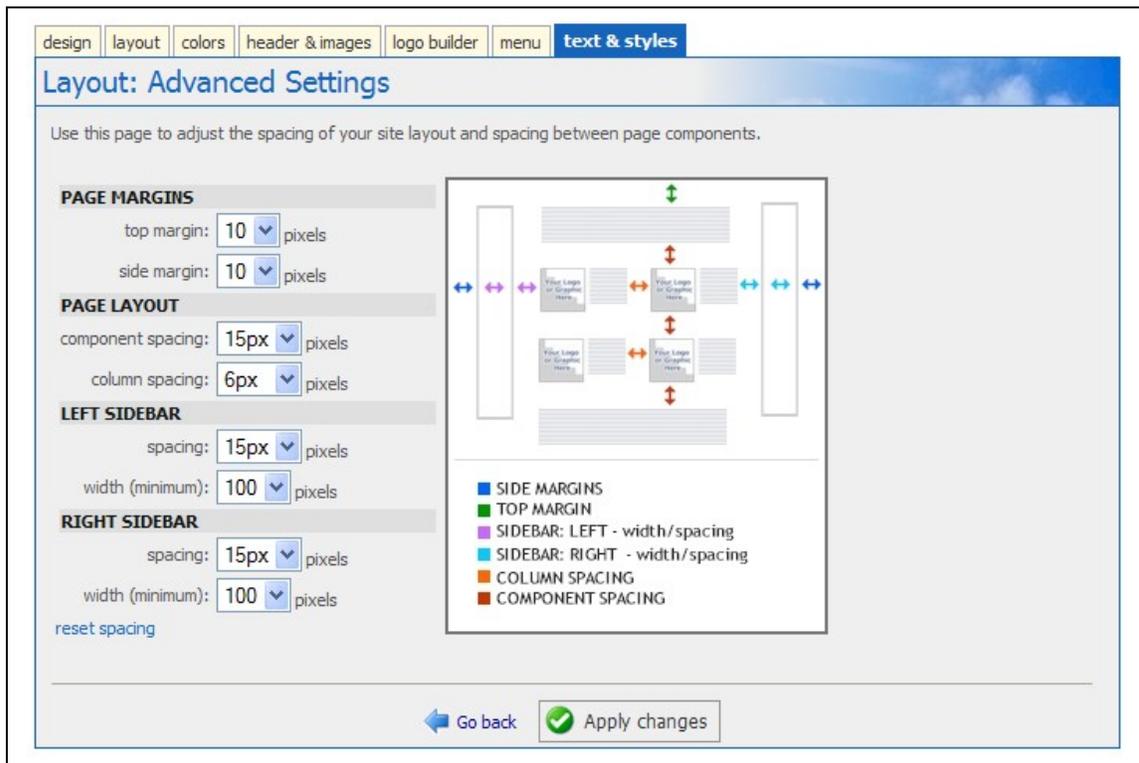
[Go back](#)
[Apply changes](#)

Page Divider Line Settings Page

A page divider line is the line that appears between sections of your website. To change the style of your site's page divider lines, choose one of the four options listed in the [Divider Line Style](#) drop-down menu.

The options under the [Page Width](#) heading allow you to select the width of the content area on your site. You may select either a fixed or percentage width by checking one of the boxes. If you would like additional information about page widths, click on one of the questions displayed under the [Frequently Asked Questions](#) heading. The answers will appear in a pop-up window.

The options under the [Advanced Layout Settings](#) heading allow you to alter the page margins, spacing, and sidebar settings. To do so, click on [Advanced Layout Settings](#) [advanced layout settings](#) to be directed to the following page.



Advanced Layout Settings

Under the [Page Margins](#) heading on the [Advanced Layout Settings](#) page, you can select the top and side margin measurements from the corresponding drop-down menus.

Under the [Page Layout](#) heading, you may specify that columns and other page elements should maintain a certain distance from one another. Select your preferred options from the [Component Spacing](#) and [Column Spacing](#) drop-down menus.

Under the [Left Sidebar](#) and [Right Sidebar](#) headings, you can define the sidebar [Spacing](#) and [Width](#). Select your preferred measurements from the corresponding drop-down menus provided under each heading.

The [Advanced Layout Settings](#) page also contains a picture guide, which shows how columns and other page elements are spaced on your site. The colored arrows correspond to the measurement options provided under the various headings on the left-hand side of the page.

If you are dissatisfied with your changes, you may click [Reset Spacing](#) to discard your changes and revert to the previous settings. Once you have finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the previous page.

On the [Site Design](#) page, you will find some of the most frequently used design options grouped under the [More Design Options](#) heading.



5.2.9 More Design Options

Clicking [More Options](#) under the [Design Manager/More Options](#) heading on the [Site Design page](#) directs you to the following page.

design layout colors header & images logo builder menu text & styles

More design options

Page Background
[page background](#)
 Click this link to select a page background or upload your own background image.

NOTE: not all layouts will work correctly if you change the default background image.

Popup submenus
 To enable popup submenus, go to the menu settings page and click the link to enable popup submenus.
[menu settings](#)

Link/menu colors
 Customize your menu link colors
[custom menu colors](#)

Page width
 Modify the default width for your site pages. You can set a fixed width or set the width to be percentage of the screen size.
[layout settings](#)

Your own logo
 Use your own logo image. To use your own logo image, go to the logo builder. Click the option to use your own logo image.
[logo builder](#)

Your own banner image
 Use your own banner image in the header & images area. Go to the header & images page and click the custom header button. Choose the option to upload your own banner image.
[header & images](#)

Color scheme
 Create a new color scheme for your website.
[color scheme generator](#)

Advanced layout settings
 Adjust spacing between layout sections and set minimum sidebar widths.
[advanced layout settings](#)

Shopping cart buttons/colors
 Customize the shopping cart colors and upload your own set of shopping cart buttons.
[shopping cart settings](#)

Frequently Asked Questions

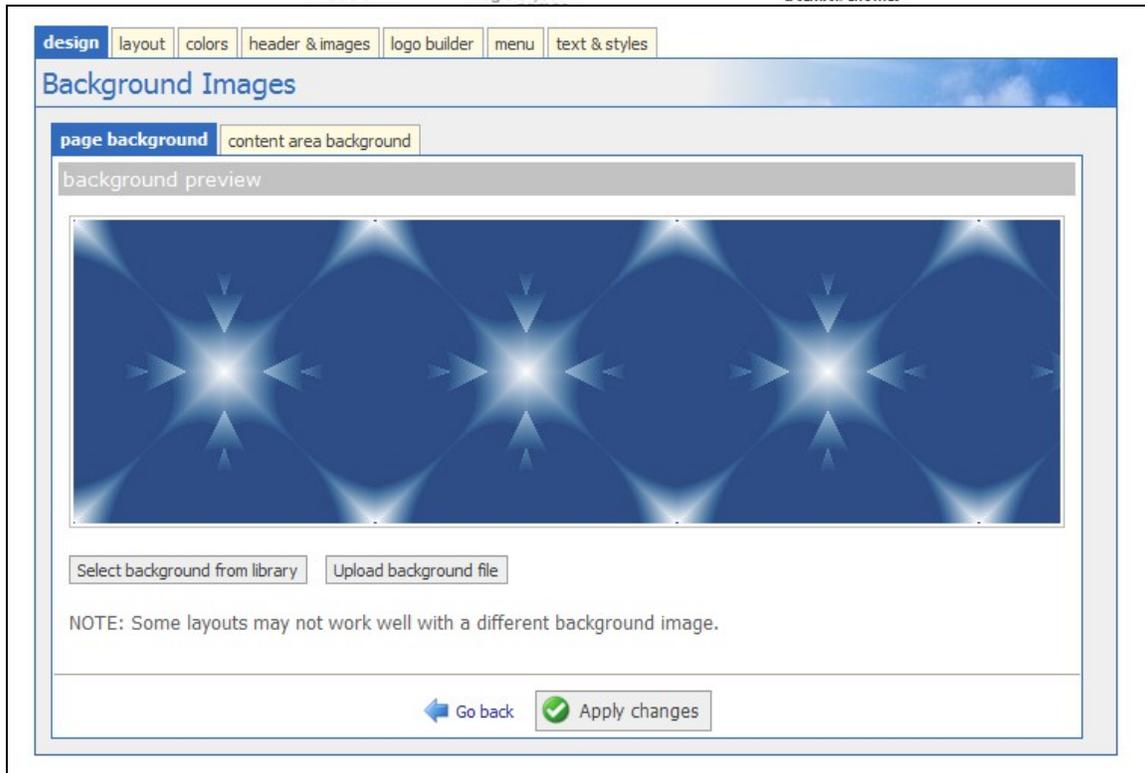
- my pages are too wide. how do i fix them?

Go back

Design Options Page

5.2.9.1 Page Background

The [Page Background](#) option takes you to the following page, where you can modify the background image of your site.



Modify Background Page

The background preview area shows the current page background. You can either choose a background from a library of background images or upload your own background file. Clicking on [Upload background file](#) will open the File Manager showing a list of your file images. Just choose the image that you want to be your background image. Clicking on [Select background from library](#) will bring up the following page.



Select Style

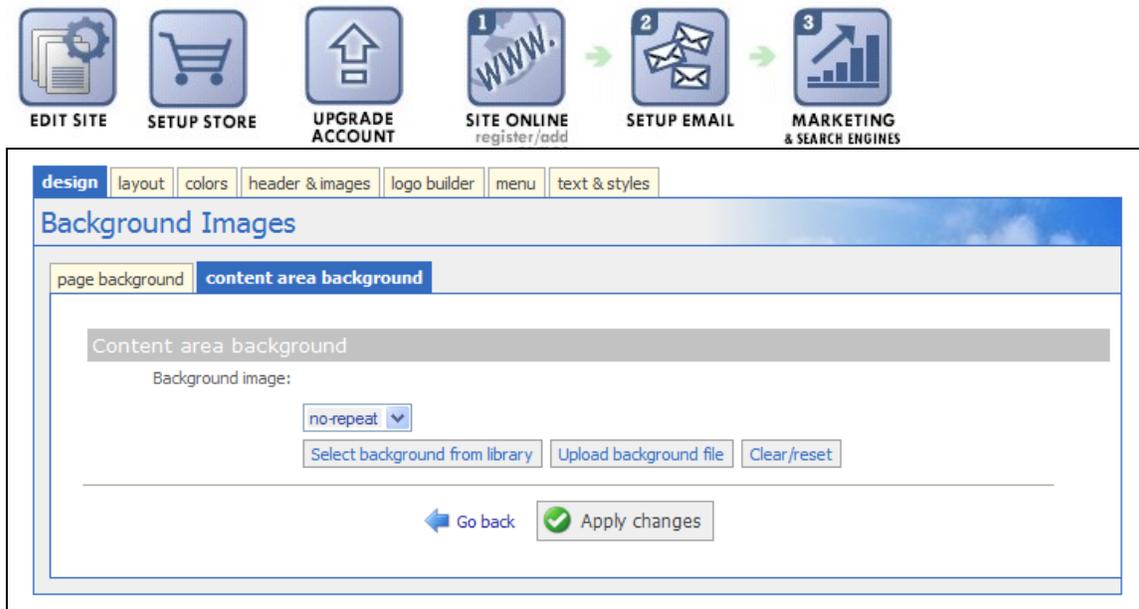
Categories	Available Styles	Background Preview
popular [18]		
solid [7]		
gradients [13]		
holiday/seasonal [20]		
patterns [63]		
abstract [18]		
traditional [11]		
texture [13]		
playful [13]		
space [3]		
music [6]		
nature [12]		

Close window

Background Library

The available background images are grouped by categories. Click on a category to see the available backgrounds in that category. To choose a background image, click on [select](#) for that background or click on the background itself.

You can also modify the background of the content area of your site by clicking on the [content area background](#) tab on the [Page Background](#) page. Doing so will take you to the following page.



Content Area Background

Clicking on the [Select background from library](#) button will bring up the [Background Library](#) page. You can choose a background from the available selections. You can also upload your own background by clicking on the [Upload background file](#) button. Once you have selected the content area background image, you can choose how you want that image to repeat from the drop down box. If you choose [repeat](#), then the image will repeat itself throughout the content area background. If you choose the [repeat-x](#) option, then the image will only repeat horizontally across the top of the content area. If you choose the [repeat-y](#) option, then the image will only repeat vertically across the left side of the content area. If you choose the [no-repeat](#) option, then the image will only appear once at the top left hand area of the content area.

Clicking on the [Clear/reset](#) button will delete the background image from the content area.

5.2.10 Submit Design Ideas

The [Submit Design Ideas](#) option takes you to the following page, where you can make design idea submissions.



design layout colors header & images logo builder menu text & styles

Design idea submission
 We are looking for your feedback. Use this page to let our designers know what type of layouts, designs and webpage elements you are looking for. Our designers use this feedback to enhanced the design options that are available within the system.

Sample website link

 If you have a website that contains samples of the elements that are looking for, enter the website address here.

Website elements
 Select each of the elements from the website above that you like.

Page Layout Groupboxes
 Background Image Page Titles
 Menu Buttons Logo Style
 Banner/Header Image Other

Comments

[Go back](#)

Design Idea Submission

If there is a website that contains samples of the elements that you are looking for, enter the website address in the **Sample website link** box. Use the checkboxes to indicate which elements of the sample website that you like. You can also enter text into the **Comments** dialog box.

5.3 Page List

The **Page List** section of the **Site Builder** application allows you to add, remove, reorder, or edit your site's pages. You can reach this section by clicking **Page List** in the horizontal menu on the **Site Builder** page. The **Page List** main page provides the following options, which we will consider one at a time.

- Add page
- Reorder page
- Copy page
- Manage groups
- Quicklinks bar

5.3.1 Page List Main Page

The **Page List** main page is shown below.



LOGOUT admin view site **edit site** store help PREVIEW SITE

view site settings design page list add page page properties edit page support

Page List
Add, Remove and Change the menu order of your site's pages.

Add page Reorder pages Copy page Manage groups Quicklinks bar

Intro Page DISABLED
index edit view intro page enable flash intro

Main Menu

Home	edit	properties	delete
Products	edit	properties	delete
Wholesale Area	edit	properties	delete
Photos	edit	properties	delete

Store Category Pages [4 pages] CLOSE
store manager | manage categories | add category | move pages | show all

Wholesale Products (2)	edit	properties	add/edit products
Featured Products (5)	edit	properties	add/edit products
Apparel (10)	edit	properties	add/edit products
Subscriptions (3)	edit	properties	add/edit products

HTML Pages [0 pages] CLOSE
move pages | upload HTML pages via FTP

Non-menu pages CLOSE
move pages

FAQ	edit	properties	delete
Contact	edit	properties	delete
Blog	edit	properties	delete
About Us	edit	properties	delete
Services	edit	properties	delete
Site Map	edit	properties	delete

View site

Quick Add Page

add page add form add blog

[view all page types](#)

Page Types

page flash intro
products html
blank html integrated
under construction
password security

Page Groups

Organize your non-menu pages into categories.

[manage page groups](#)

Site Menu

Edit
Change the graphics and text that appears on the page.

Properties
Change the name and the location of the page in the menu.

Delete
Delete the page.

Subpage Order
Change the order of the subpage menu.

Page List Page

On this page, you will find a list of all your site's pages, grouped under the following headings: [Intro Page](#), [Main Menu](#), [HTML Pages](#), [Store Category Pages](#), and [Non-Menu Pages](#).

5.3.1.1 Intro Page

The [Intro Page](#) heading lists the intro page. Clicking [View Intro Page](#) gives you a preview of your site's intro page. To enable a flash intro, click [Enable Flash Intro](#). If the flash intro is being enabled for the first time, you



will need to customize your animation. To do this, click [Edit](#)  to be directed to the following page.

[Edit Page](#)

On this page, you can select and customize the visual and textual content of your flash intro page.

Under the [Intro Preview](#) heading, you will see a preview of your flash image. You can choose a different flash image by clicking [SELECT INTRO](#)  to open the [Flash Selector](#) pop-up window (shown below).



Flash Selector Pop-Up Window

Clicking **PREVIEW**  below any of the flash images will show you a preview of the corresponding flash intro page. Click **SELECT**  if you wish to use that image.

You may customize the text in your flash image by selecting a font from the **Font Family** drop-down menu. The **Sample Text**  under the **Font Preview** heading shows how your text will appear with the current selections.

You may select a background color for the intro page by clicking on any of the color boxes displayed under the **Background Color** heading. The small black arrow indicates the color that is currently selected.

Under the **Site Information** heading, type your **Site Title** and **Slogan** in the corresponding fields.

You are allowed to place up to four lines of text on your site's flash intro page. Under the **Rotation Text** heading, you may type these four lines of text in the **Text 1**, **Text 2**, **Text 3** and **Text 4** fields, respectively.

Under the **Options** heading, you may check the **Disable Sound** box to opt not to have sound accompany your animation. (Note that not all flash intro pages have sound.) If you check the box titled **Automatically Show Site After Animation is Finished**, your site will appear immediately after the animation ends.

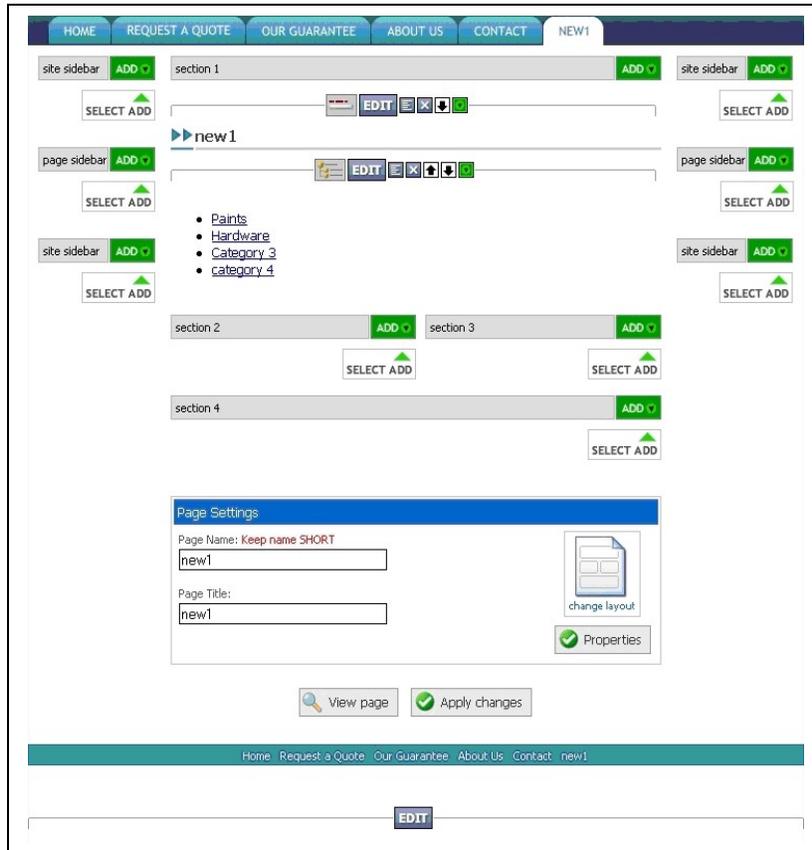
You may opt to display paragraphs or images below the animation. Use the text editor provided under the **Extra Paragraph** heading to display text below the animation. Click **Insert/Update** image to insert an image under the animation.

Once you have finished, click **OK**  to save your changes. To undo your changes, click **Cancel** .

5.3.1.2 Main Menu



Many pages are listed below the [Main Menu](#) heading on the [Page List](#) main page. You may edit these pages, view their properties, or delete them. To edit a page under the [Main Menu](#) heading, click [Edit](#) next to the corresponding page name to be directed to the following page.



[Edit Page](#)

On this page, you may add a site sidebar and/or a page sidebar to create columns on the right- or left-hand sides of the page. To select a site or page sidebar, click [ADD](#)  next to the desired position. The sidebar will appear in the chosen position on the page. Note that material entered into a site sidebar will appear on every page on the site, while material entered into a page sidebar will only appear on that particular page.

You can also add material to the different sections in the central part of the page.

Click [ADD](#)  to add material to the corresponding sections to the page. These sections can be edited separately. You may change the alignment and/or remove or reorder the sections. For additional editing features, click [Edit](#) to modify section components.

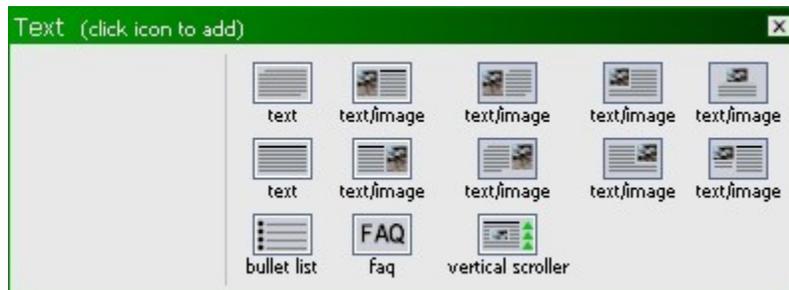
5.3.1.2.1 Add Components

Each [ADD](#)  drop-down menu offers several options, as shown below.



Add Drop-Down Menu

The **Text** option in the **Add** drop-down menu allows you to add text and image components in different layouts. Placing your cursor over the **Text** option displays the following icon options:



Text Components

Click on any one of the displayed options to select it.

The **Links** option in the **Add** drop-down menu allows you to control the placement of links on the page. Placing your cursor over the **Links** option displays the following icon options:

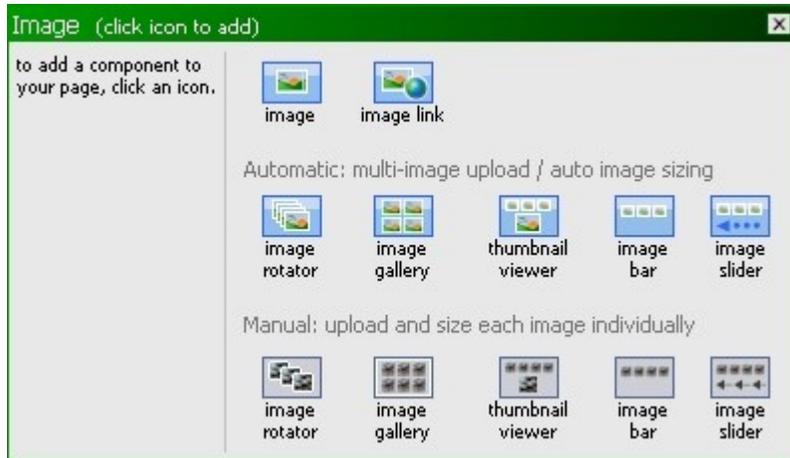


Link Components

Click on any one of the displayed options to select it.



The **Images** option in the **Add** drop-down menu allows you to upload one or more images, which can be sized manually or automatically. Placing your cursor over the **Images** option displays the following icon options:



Images Components

Click on any one of the displayed options to select it.

The **Design Accents** option in the **Add** drop-down menu allows you to add page titles, group boxes, tabbed content, and a content rotator to the page. Placing your cursor over the **Design Accents** option displays the following icon options:



Design Accents Components

Click on any one of the displayed options to select it.

The **E-commerce** option in the **Add** drop-down menu allows you to add an e-commerce icon to the page. Placing your cursor over the **E-commerce** option displays the following icon options:

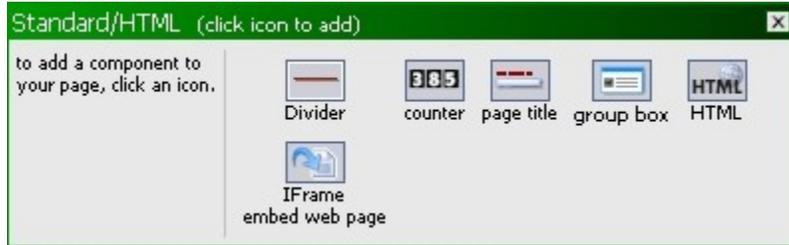


E-Commerce Components

Click on any one of the displayed options to select it.



The [Standard/HTML](#) option in the [Add](#) drop-down menu allows you to add HTML components to the page. Placing your cursor over the [Standard/HTML](#) option displays the following icon options:



[Standard/HTML Components](#)

Click on any one of the displayed options to select it.

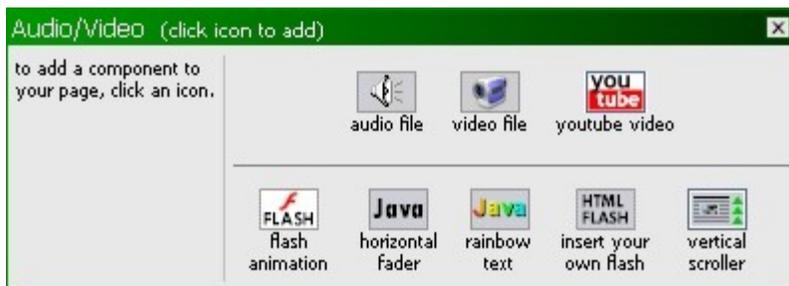
The [Interactive](#) option in the [Add](#) drop-down menu allows you to add interactive icons to your page. Placing your cursor over the [Interactive](#) option displays the following icon options:



[Interactive Components](#)

Click on any one of the displayed options to select it.

The [Audio/Video](#) option in the [Add](#) drop-down menu allows you to add various audio and/or video components to your page. Placing your cursor over the [Audio/Video](#) option displays the following icon options:



[Audio/Video Components](#)

Click on any one of the displayed options to select it.



The **Marketing** option in the **Add** drop-down menu allows you to add a referral booster button to your page. Placing your cursor over the **Marketing** option displays the following icon option:

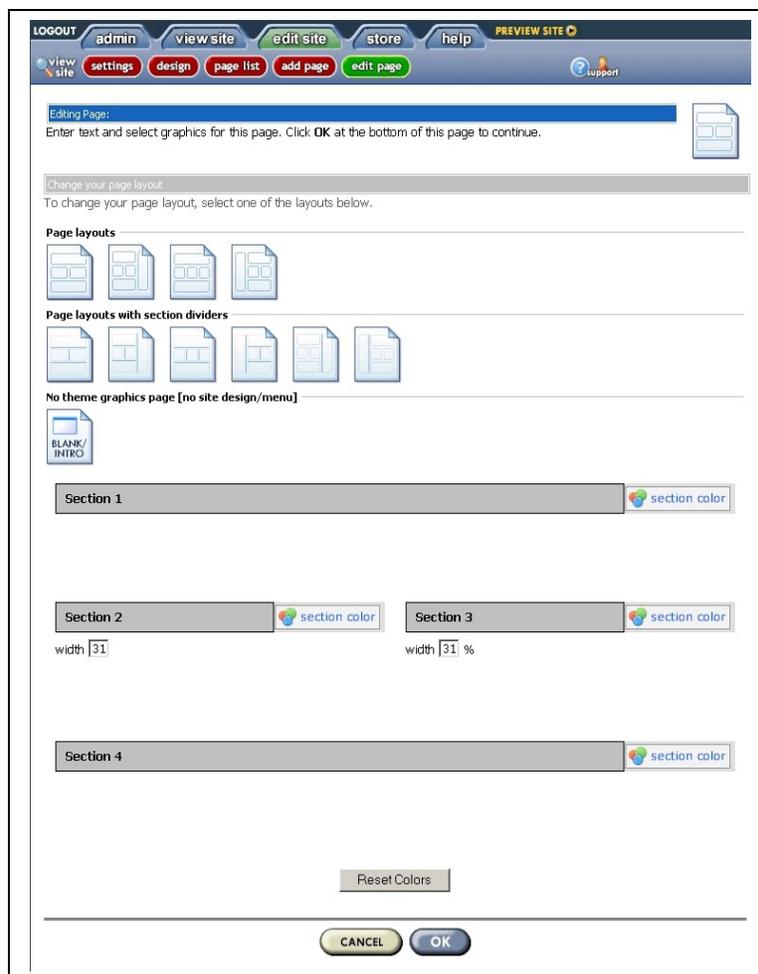


Marketing Components

Click on the displayed option to select it.

Use the **Page Settings** box on the **Edit** page to enter the **Page Name** and **Page Title**. You can also see/change the properties of the page by clicking on the **Properties** link.

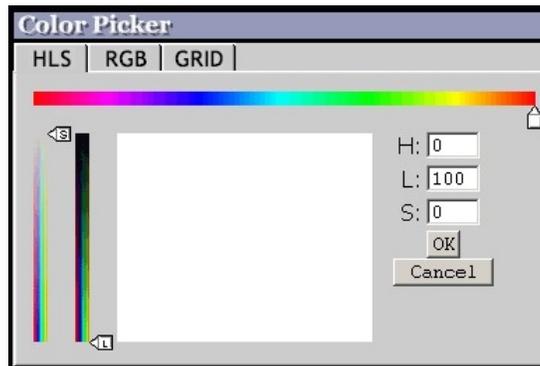
To change the layout of the page, click **Change Layout** , which will direct you to the following page.



Change Layout Page

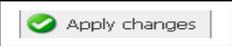


To change your layout, just select one of the optional page layouts that appear. The Change Layout page also allows you to select colors for different sections of your page. Click [Section Color](#)  for the section you wish to change, and you will see the following [Color Picker](#) where you can select the color of your choice.



[Color Picker](#)

To revert to the previous colors, click the [Reset Colors](#) button. The [Change Layout](#) page will also allow you to change the widths for those sections that do not span the entire width of the page. To save the changes you have made to the page, click [OK](#) . To undo your changes, click [Cancel](#) .

The [View Page](#)  option at the bottom of the page allows you to preview the page as it will appear to visitors with the changes you have made. Once you have finished, click [Apply Changes](#)  to save and apply all of your changes.

For additional editing options, click [Edit](#)  at the bottom of the page to be directed to the [Title/Footer](#) section of the [Settings](#) page.

On the [Page List](#) page, clicking [Properties](#)  takes you to the following page, where you can view and edit page properties.



Page Properties Page - Settings

The [settings](#) tab on the [Page Properties](#) page will allow you to specify the page name, title and location. Enter the [Page Name](#) and [Page Title](#) in their corresponding boxes. You can place this page in any of the locations displayed in the [Page Location](#) drop-down menu.

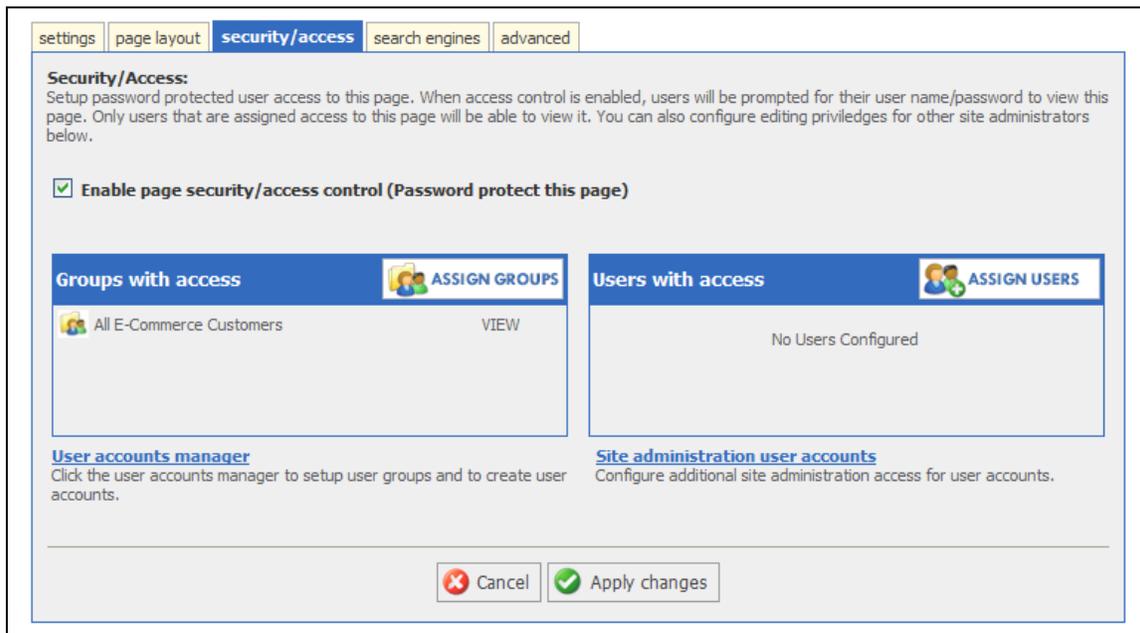
If you check the box titled [Page Under Construction](#), visitors will see a “page under construction” announcement instead of the page’s elements.

Clicking on the [page layout](#) tab will bring up the following page.

Page Properties Page – Page Layout

The current layout of the page will be highlighted. If you want to change the physical layout of the page, just choose one of the other layouts. On the right hand part of the page, there is an option to disable the left and right page sidebars.

Clicking on the [security/access](#) tab will bring up the following page.



Page Properties Page – Security/Access

This section will allow you to password protect the page. Click on the [Enable page security/access control](#) checkbox to enable this feature. After this has been enabled, you will then need to give users access to this page. If you want to give groups

access to the page, then click on the [Assign Groups](#)  link. This will bring up a list of all the groups set up on the site. Just choose which ones you want to give access to the page. If you want to give access to the page to individuals instead of, or in addition to, groups, then click on the [Assign Users](#)

 link. This will bring up a list of all the assigned users for the page. Click on the [Assign Users](#)  link again to get a list of all the users on your site. You will then be able to select which users have access to the page.

Clicking on the [search engines](#) tab will bring up the following page.



settings | page layout | security/access | **search engines** | advanced

Search Engines/Meta tags: Use this settings page to change the keywords and description for this page only.

Use page specific keywords and description ([set global meta tags](#))

Site Description: (global site description will be used for this page description)

Descriptions are used by some search engines when displaying your site in a search result. Keep your description short (25-30 words) or most search engines will truncate.

Site Keywords: (global site keywords will be used for this page)

Keywords are used by search engines such as Lycos, and Excite to index your site. Enter each keyword or phrase separated by a comma.

Page Properties Page – Search Engines

In order to set up page specific descriptions and keywords, click on the checkbox and then enter the page description and keywords.

Clicking on [Advanced Properties](#) will direct you to the following page.

settings | page layout | security/access | search engines | **advanced**

ADVANCED PAGE SETTINGS
Only use this feature if you need to link one of your main menu buttons to another web site. Be sure to test the link after making changes.

LINK TO ANOTHER WEBSITE
To link this page to another website enter the site address in the input field below. You must include the full URL with "http://". To remove the link clear out the input field and save your changes.

LINK TO:

ex: <http://www.domainname.com>

Page Properties Page – Advanced Properties

On the [Advanced Properties](#) page, you can link your site's page to another website by typing the full URL of the destination website into the [Link To](#) field. Click [Apply Changes](#) to save the changes. At any time, you may click [Cancel](#) to return to the [Page List](#) page.

Back on the [Page List](#) page, if you no longer wish to have a particular page on your site, click the corresponding [Delete](#) option on the [Page List](#) page.



5.3.1.3 HTML Pages

The [HTML Pages](#) section of the [Page List](#) page lists all the HTML pages that have been uploaded to the HTML files directory in the file manager. As described in the previous section, to view and edit page properties, click [Properties](#) and you will be directed to the [Page Properties](#) section.

5.3.1.4 Store Category Pages

The [Store Category Pages](#) section of the [Page List](#) page lists site pages that comprise the store category section. You can edit or view the properties of these pages in the same way as described above for the pages under the [Main Menu](#) heading.

On this page, you also have the option of moving pages from one location to another. Click [Move Pages](#) [move pages](#) to be directed to the following page.

Page properties

[Page List](#) : Move pages

Move Site Pages

Check the box next to the pages that you want to move. Choose the location to move the pages and click the move button.

Select pages to move:

Sample Products

Featured Products

Apparel

Subscriptions

Select location:

Main Menu ▼

[Go back](#)
[Move Pages](#)

Move Pages

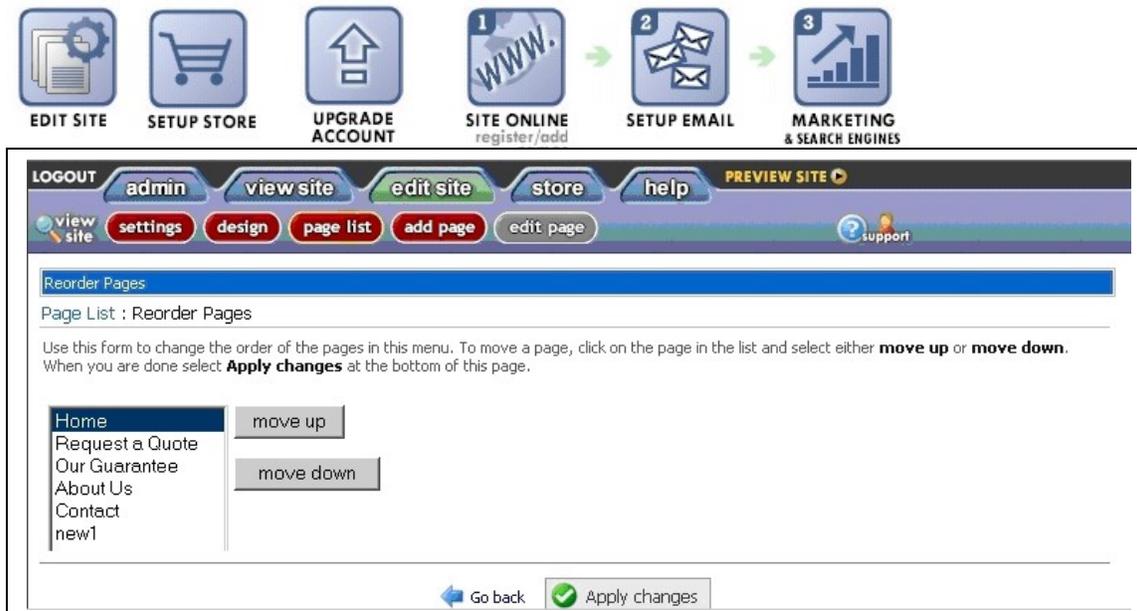
Under the heading titled [Select Pages to Move](#), you must check the box next to the page you wish to move and then select the destination page location from the [Select Location](#) drop-down menu. Click [Move Pages](#) [Move Pages](#) to move the page location accordingly. At any time, you may click [Go Back](#) to return to the [Page List](#) page.

5.3.2 Add Page

In this section, you may create a new page by selecting the desired page type and name. Click [Add Page](#) in the horizontal [Page List](#) menu to be directed to the [Add Page](#) section.

5.3.3 Reorder Pages

This section allows you to change the order in which the Main Menu pages appear on the site. Click [Reorder Pages](#) in the horizontal [Page List](#) menu to be directed to the following page.



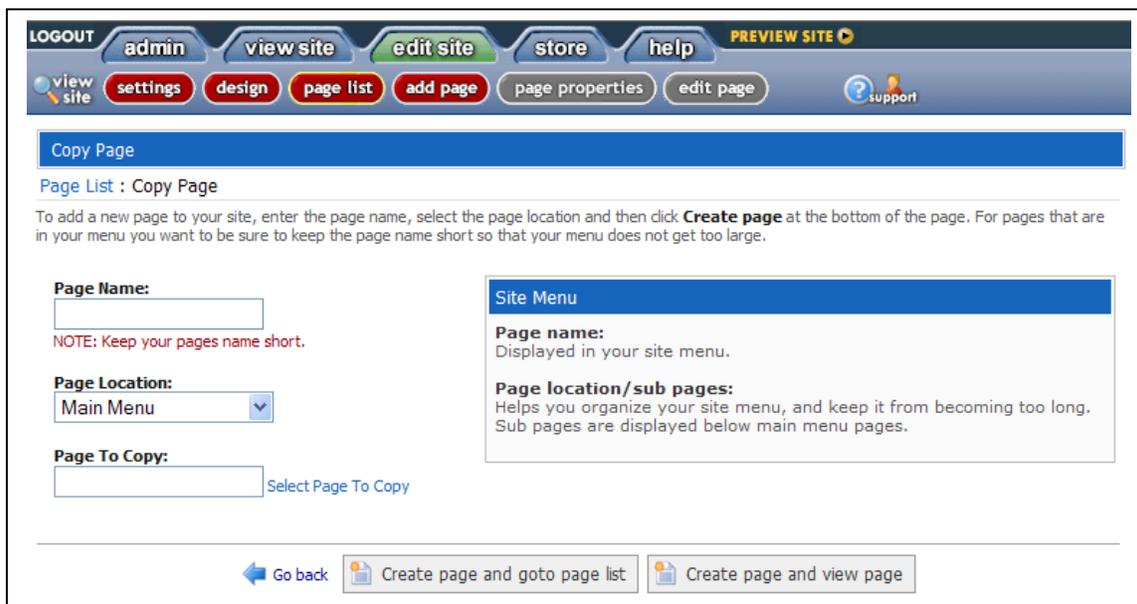
Reorder Pages

Select a page in the page list and then click either **Move Up** or **Move Down** to move that page up or down in the list.

Once you have finished, click **Apply Changes** to save the changes. You may click **Go Back** at any time to return to the **Page List** page.

5.3.4 Copy Page

This section allows you to add new pages that are based on your site's existing pages. Click **Copy Page** in the horizontal **Page List** menu to be directed to the following page.

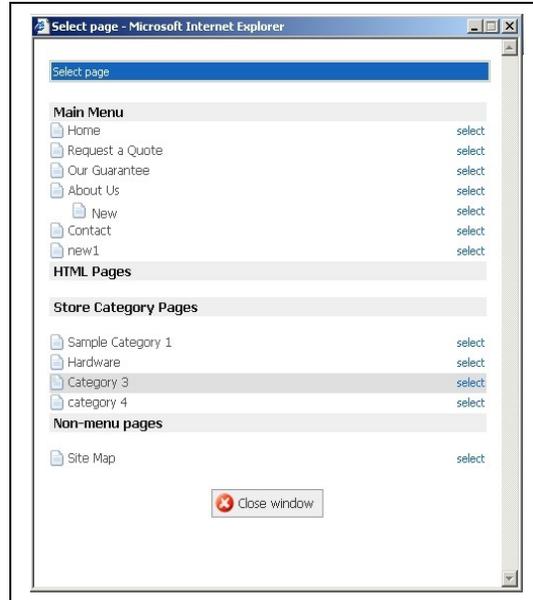


Copy Page

Type the name of your new page into the **Page Name** field and select the destination location from the **Page Location** drop-down menu. Next, choose the existing page



that is being copied by clicking on the [Select Page to Copy](#) and select the appropriate page from the list of pages displayed in the pop-up window that appears.



Select Page Pop-Up Window

To choose one of the listed pages, simply click the corresponding [Select](#) option.

Click [Create Page and View Page](#)  to view the newly created page. Alternatively, click [Create Page and Goto Page List](#)

 to create the page and return to the [Page List](#) page.

5.3.5 Manage Groups

In this section, you can create and/or rearrange page groups. Click [Manage Groups](#) in the horizontal [Page List](#) menu to be directed to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site settings design page list add page edit page support

Page Groups

Page List : Page Groups

Use page groups to organize the pages on your site. Click the add page group link to create a group. Each group will be shown in your page list.

NOTE: you only need to use the page group feature if you have a large number of pages on your site.

Page group name	Pages	Site map
HTML Pages	0	edit
Store Category Pages	4	edit

add page group reorder page groups

Page Types

What is a page group?
A page group lets you organize the pages on your site into groups or folders.

How do I use page groups?
When you are adding a new page, or setting the page location of a page, you can assign it to a group. To move an existing page between groups, click the "properties" link next to that page in the page list.

How do I delete a group?
To delete a page group, remove all the pages and click the delete link.

Go back

Manage Groups Page

The [Manage Groups](#) page lists the existing page groups under the [Page Group Name](#) heading. To edit a page group, click [Edit](#) next to the name of the group you wish to edit, and you will be directed to the following page.

LOGOUT admin view site edit site store help PREVIEW SITE

view site settings design page list add page edit page support

Page Group

Page List : Page Groups : Edit Group

Edit the page group name. Enter a new name in the box and click OK to save your changes.

Page Group Name:
HTML Pages

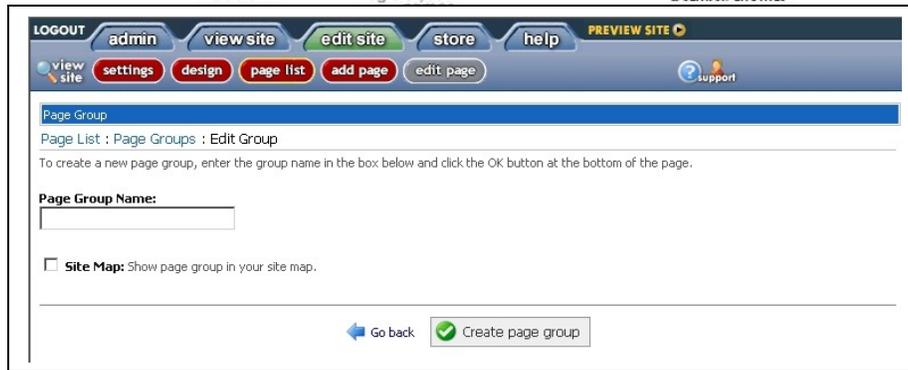
Site Map: Show page group in your site map.

Go back Apply changes

Edit Page Group Page

On this page, you can edit the name of the page group. Enter the new page group name in the [Page Group Name](#) field. Check the [Site Map](#) box if you wish to have the page group appear in the sitemap. Once you have finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Manage Groups](#) page.

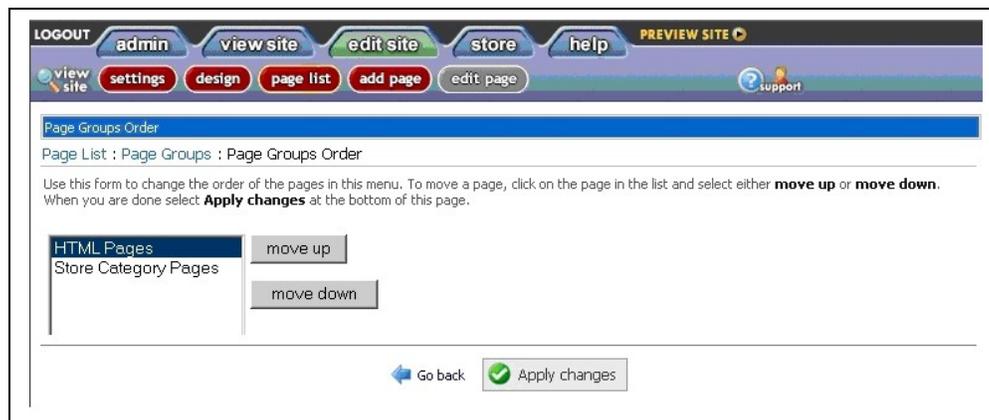
To add a new page group, click [Add Page Group](#) to be directed to the [Add Page Group](#) page.



[Add Page Group Page](#)

To add a new page group, type the name for the new page group in the [Page Group Name](#) field. Check the [Site Map](#) box if you wish to have the new group name appear in the sitemap. Click the [Create Page Group](#) button to add the page group to your site. At any time, you may click [Go Back](#) to return to the [Manage Groups](#) page.

To rearrange your site's page groups, click [Reorder Page Groups](#) to be directed to the following page.



[Reorder Page Groups](#)

The site's page groups are listed on the left-hand side of the page. To change the order of the page groups, click on the name of the page group you would like to move and then click [Move Up](#) or [Move Down](#) to move it up or down in the list.

Once you have finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Manage Groups](#) page.

5.3.6 Quicklinks Bar

The [Quicklinks Bar](#) on the [Page List](#) page allows you to add, rearrange, and/or edit links in the quicklinks section of your site. Click the [Quicklinks Bar](#) button on the horizontal [Page List](#) menu to be directed to the following page.

EDIT SITE **SETUP STORE** **UPGRADE ACCOUNT** **1 SITE ONLINE** (register/add) **2 SETUP EMAIL** **3 MARKETING & SEARCH ENGINES**

Quicklinks Bar

Page List : Quicklinks bar

Use the quicklinks bar to place links and content in the quicklinks area of your site. The quicklinks bar location is generally near the top of your website in the header area.

Quicklinks preview:

wishlist search my account

Quicklinks status:

enabled apply changes

Link type	Name	
wish list	wishlist	edit delete
search box	search	edit delete
account login link	my account	edit delete

add quicklink reorder links

Quicklinks Settings

link divider: dotted line

link text: [color boxes]

link over: [color boxes]

icon: [color boxes]

divider: [color boxes]

background: [color boxes]

apply changes

Page list View site Apply changes

Quicklinks Page

Under the **Quicklinks Preview** heading, you can preview the quicklinks bar as it will appear to the visitors browsing to your site.

The **Quicklinks Status** drop-down menu allows you to enable or disable the quicklinks bar. Choose your preferred option and then click **Apply Changes** `apply changes` to save your changes.

Under the **Quicklinks Settings** heading, you can select the style of the link divider line and define the color settings. Select a link divider line style from the **Link Divider** drop-down menu. To select a color for **Link Text**, **Link Over**, **Icon**, **Divider** and **Background**, click the corresponding color boxes. The small black arrow indicates the color that is currently selected. Click **Apply Changes** `apply changes` to save your changes.

Under the **Link Type** heading, you will see a list of the existing links in the quicklinks bar. To edit one of these links, click the corresponding **Edit** option to be directed to the following page.



Quicklinks Bar

Page List : Quicklinks bar : Edit link

Edit the page group name. Enter a new name in the box and click OK to save your changes.

QuickLink type:
 wishlist

Link name:
 wishlist

[change icon](#)

Quicklinks bar

WISHLIST LINK
 Link to view your wishlist or search for items on another customers wishlist.

Edit Link Page

To change the link type, select a link from the **QuickLink Type** drop-down menu. Then enter the link's new name in the **Link Name** field. To change the link icon, click **Change Icon** to display the following options.

Choose an icon

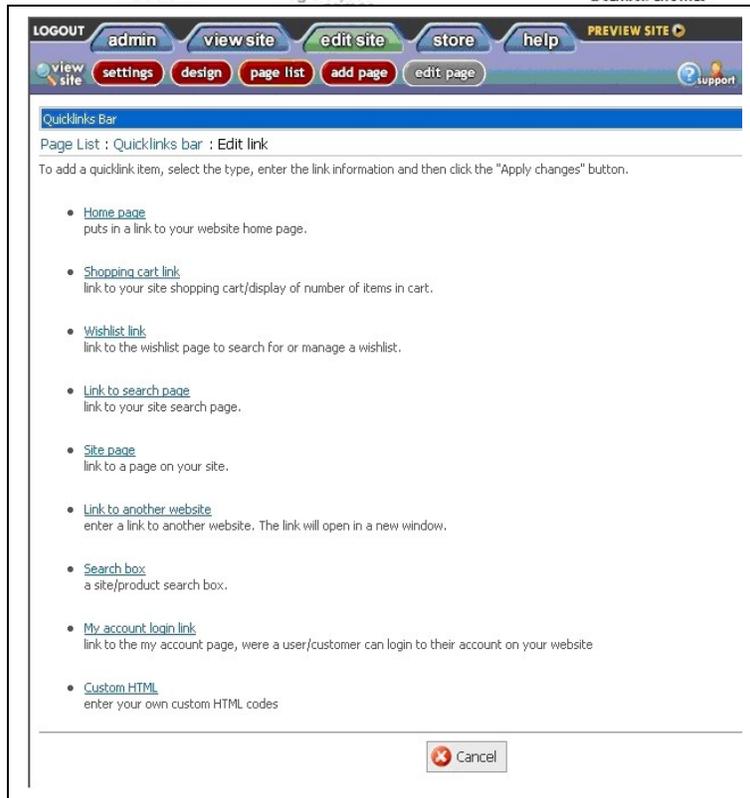
Home
 Store
 Search
 Wishlist
 Add to Cart
 My Account
 Help
 Other

Change Link Icon Options

To select a link icon, click on the desired icon and then click **Close** to close the options window.

If you are dissatisfied with your changes, click **Cancel** to undo your changes. Once you have finished, click **Apply Changes** to save your changes.

To place a new link on your site, click **Add Quicklink** to be directed to the following page.



Select Page

On this page, you must select the type of link that you want to add. Clicking on any of the page links will direct you to the following page.



Add Links Page

On this page, you must type the name of the link in the **Link Name** field. You can choose a new icon by using the [Change Icon](#) option as described above.

If you are dissatisfied with your changes, you may click **Cancel** to undo your changes. Once you are finished, click **Apply Changes**  to save your



changes. Once you have returned to the [Select Page](#) section, you may click [Cancel](#) to undo your changes again.

To rearrange the order of links in your site’s quicklink bar, click [Reorder Links](#) to be directed to the following page.

Page Groups Order

Page List : [Quicklinks bar](#) : [Reorder Quicklinks](#)

Use this form to change the order of your quicklinks bar. To move a link, click on the linkname in the list and select either **move up** or **move down**. When you are done select **Apply changes** at the bottom of this page.

wishlist	move up
search	
my account	move down

[Reorder Links Page](#)

The column on the left-hand side of the page displays the order in which links appear in the quicklinks bar. To rearrange the links, select the link that you would like to move and then click [Move Up](#) or [Move Down](#) to move it up or down within the list.

If you are dissatisfied, you may click [Cancel](#) to undo your changes. Once you have finished, click [Apply Changes](#) to save your changes.

Click [Page List](#) to return to the [Page Lists](#) page. Clicking [View Site](#) allows you to view your website as it will appear to site visitors. Once you have finished, click [Apply Changes](#) to save your changes.

5.4 Add Page

The [Add Page](#) section allows you to create a new page by selecting the desired page type and name. Select [Add Page](#) in the horizontal [Site Builder](#) menu to be directed to the following page.



Add Page

The left-hand side of the page displays standard page layout options. To choose one, click on the desired layout image. The right-hand side of the page displays more interactive page layouts, such as form builder, blog, calendar, chat room and many others. Click on any one of them to make it your new page layout.

Click [Go Back](#) to return to the [Page List](#) page.

5.5 Image Upload

In this section, you may modify an existing image or upload a new image. Click [Modify Image](#) to be directed to the following page.

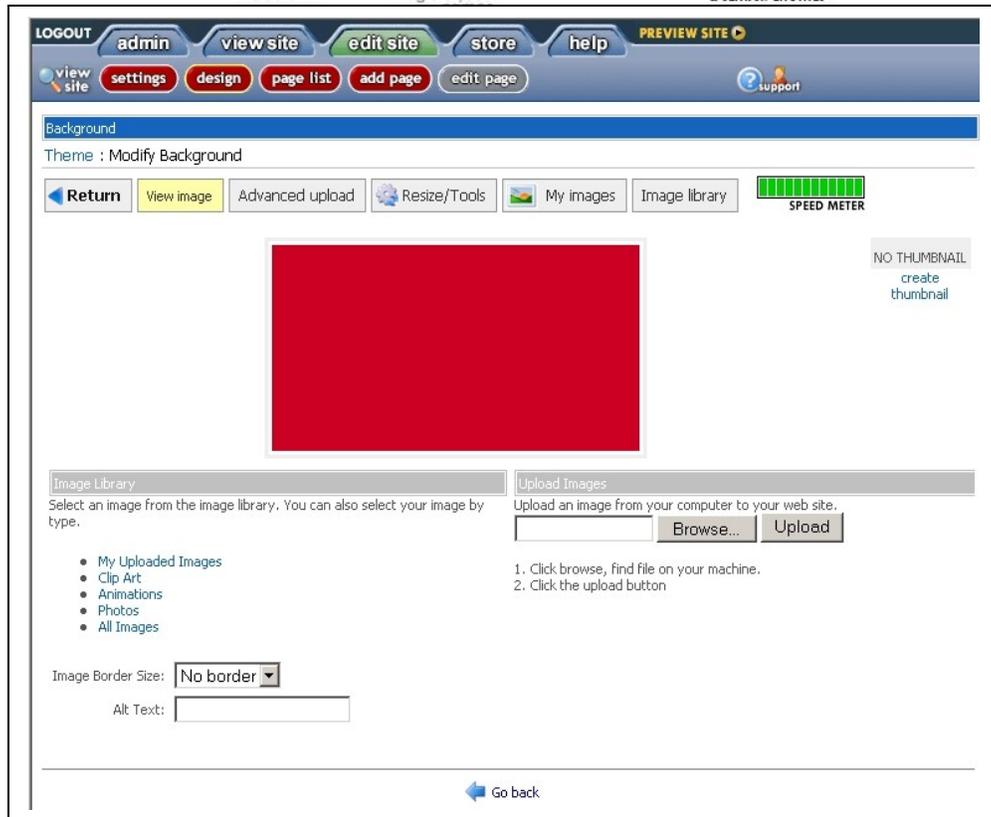


Image Upload Page

On the [Image Upload](#) page, you have many options to modify an image.

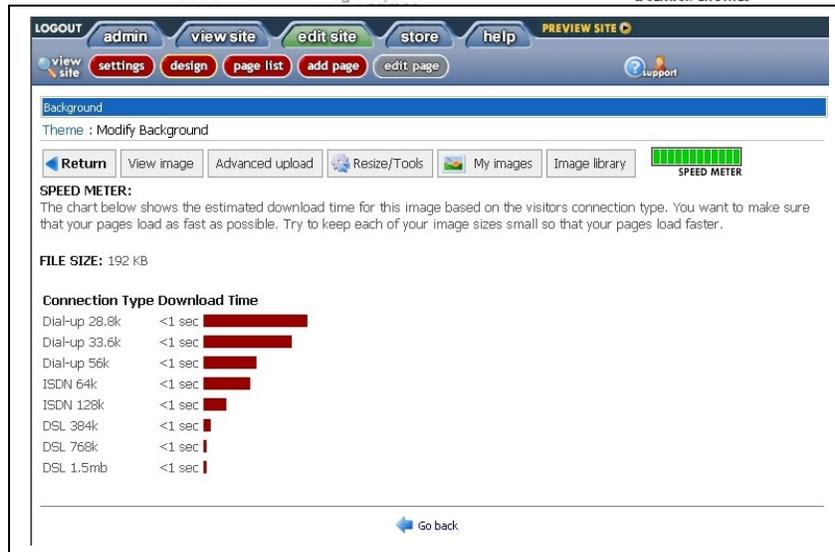
5.5.1 View Image

Under the [View Image](#) tab, the upper half of the page displays the currently selected background image. You can upload an image from your computer or choose one from the [Image Library](#) or from the [My Images](#) section. Under the [Image Library](#) tab in the upper right-hand corner of the page, you can find many links that direct you to different sections of the [Image Library](#).

Use the [Image Border Size](#) drop-down menu to select a border size for your image. Type in the alt text (text that appears when the cursor is placed over the image) for your image in the [Alt Text](#) field.

The [Create Thumbnail](#) option allows you to create a thumbnail of your image.

The speed meter estimates the amount of time users will need to download your page with the current image settings. Clicking [SPEED METER](#) will direct you to the following page.

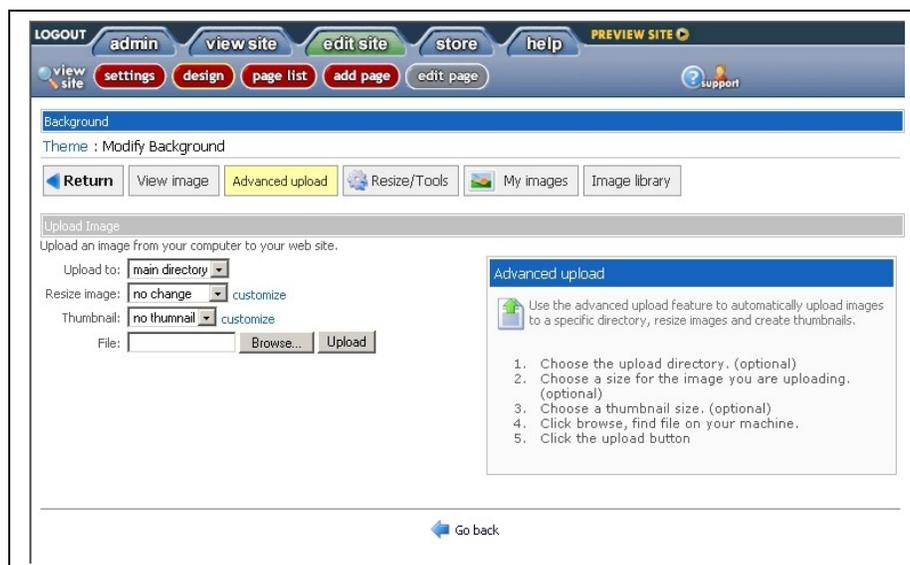


Speed Meter Page

The [Speed Meter](#) page displays a chart that shows the amount of time required for the download through different Internet connections. The page also displays the size of your image file.

5.5.2 Advanced Upload

To upload an image from your computer, click [Advanced Upload](#) to reach the following page.

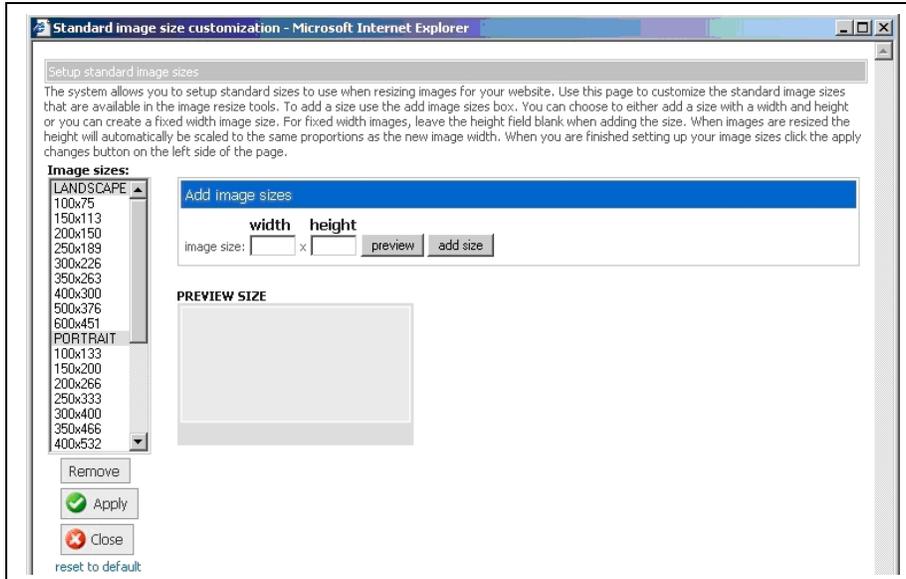


Advanced Upload Page

On this page, you can upload images to specific directories, resize them, and create thumbnails. Type the path of the filename of the image into the [File](#) field and click [Upload](#) [Upload](#), or click [Browse](#) [Browse...](#) to locate the file on your computer and click [Upload](#). To resize the image, select an appropriate option from the [Resize](#)



Image drop-down menu. For more options, click [Customize](#)  to open the following pop-up window.



Customize Image Pop-Up Window

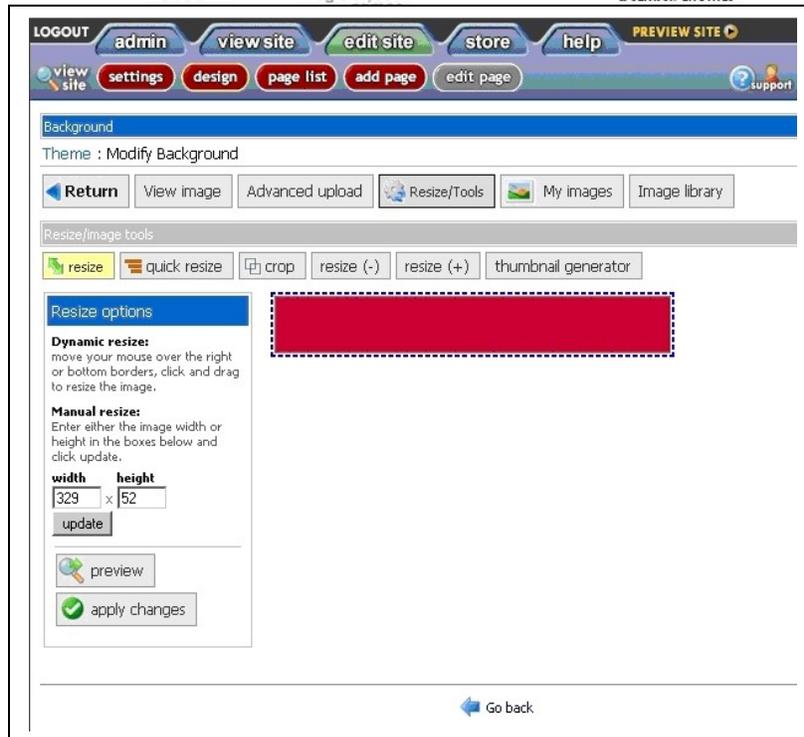
On this page, you may define a standard size for all of your site’s images. You can choose either a fixed size from the [Image Sizes](#) drop-down menu, or submit image [Width](#) and [Height](#) specifications under the [Add Image Sizes](#) heading. With either method, you can preview the image size in the space under the [PREVIEW SIZE](#) heading. Click [Add Size](#) under the [Add Image Sizes](#) heading to set the indicated size as the standard image size.

If you have chosen one of the fixed image sizes, you may click [Remove](#)  to undo your selection, or [Apply](#)  to save your selected image size. If you are dissatisfied with your changes, you may click [Reset to Default](#)  to undo your changes. Click [Close](#)  to close the window.

On the [Advanced Upload](#) page, you can create image thumbnails by setting the size specifications under the [Thumbnail](#) heading. For additional options, click [Customize](#) to open a window that is similar to the [Customize Image](#) pop-up window for image resizing. You can select a fixed or customized thumbnail image size as the standard thumbnail image size by following the procedure described above.

5.5.3 Resize/Tools

To access more dynamic and faster resizing options, click [Resize/Tools](#) to be directed to the following page.



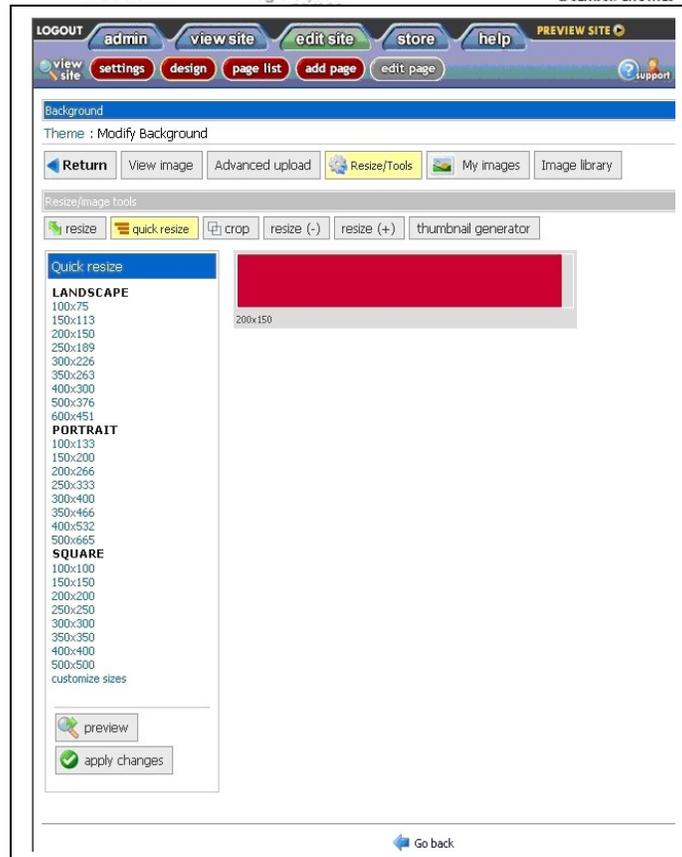
Resize/Tools Page

The [Resize/Tools](#) page provides the following options:

- [Resize](#)
- [Quick resize](#)
- [Crop](#)
- [Resize\(-\)](#)
- [Resize\(+\)](#)
- [Thumbnail generator](#)

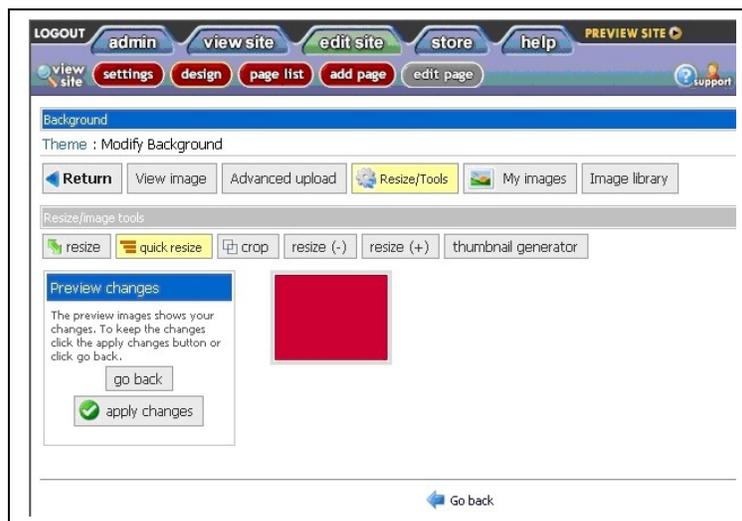
The [Resize/Tools](#) page automatically opens to the [Resize](#) tab. Here you can access both dynamic and manual resizing options. The dynamic option requires clicking on and dragging the dotted border to resize the image. The manual option requires submitting [Width](#) and [Height](#) specifications in the corresponding fields and then clicking [Update](#) to save your changes. Click [Preview](#) to view the image as it will appear to your site visitors. Once you have finished, click [Apply Changes](#) to save your changes.

To resize an image more quickly, click [Quick Resize](#) to be directed to the following page.



Quick Resize Page

Here you can select the appropriate image type and size from the options under the **Quick Resize** heading. The selected image size will be displayed on the right-hand side of the page. Clicking **Preview**  will direct you to the following page.



Preview Changes Page

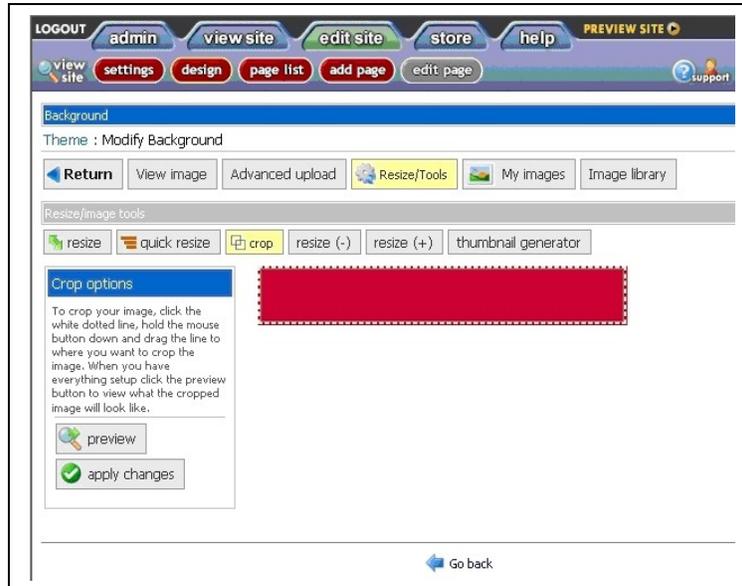


On this page, you can preview how the image will appear with the changes you have made. If you are satisfied with the image, click [Apply Changes](#). Otherwise, click [Go Back](#) to return to the [Quick Resize](#) page. On that page, click [Apply Changes](#)

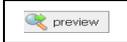


to save your changes.

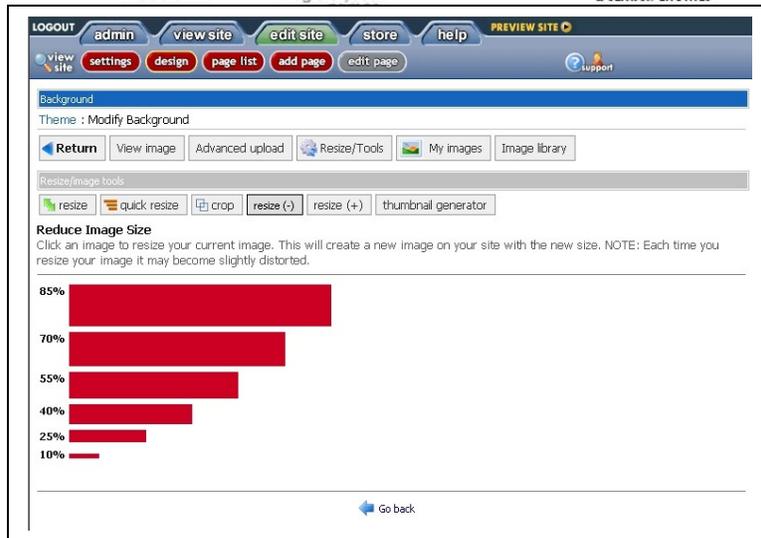
To crop images, click [Crop](#)  to be directed to the following page.



[Crop Image Page](#)

To crop the image, click on and drag the white dotted border to the desired image edges. Then click [Preview](#)  to view the image as it will appear to site visitors.

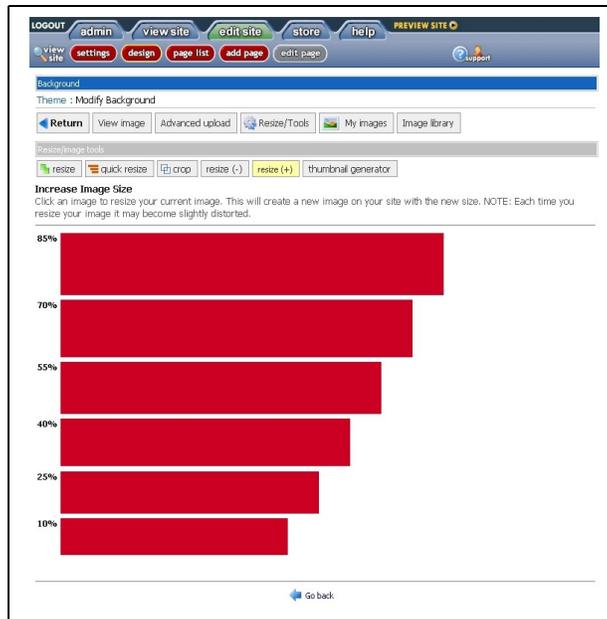
To make an image smaller, click [Resize \(-\)](#) and you will be directed to the following page.



Resize (-) Page

To make an image smaller, click on one of the options in the displayed image size scale. Click [Go Back](#) to return to the [Modify Background](#) page.

To make an image larger, click [Resize \(+\)](#) and you will be directed to the following page.

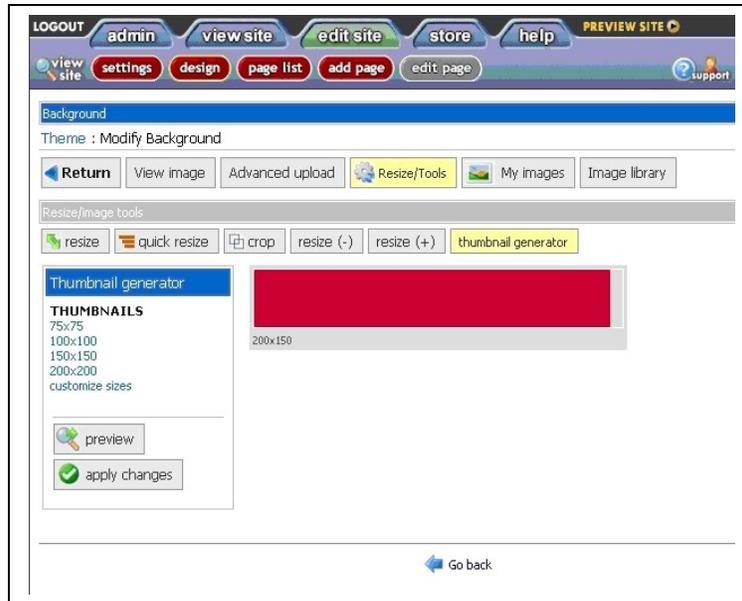


Resize (+) Page

To make an image larger, click on one of the options in the displayed image size scale. Click [Go Back](#) to return to the [Modify Background](#) page.



The [Thumbnail Generator](#) option allows you to produce a thumbnail image. Click [Thumbnail Generator](#) to be directed to the following page.



[Create Thumbnail Page](#)

Under the [Thumbnail Generator](#) heading, you may select a specific size for the thumbnail image. The [Preview](#) option allows you to view and save the changes you have made.

5.5.4 My Images

Clicking [My Images](#) provides access to the images directory by opening the following page.



Directory: Images

Filename ▲	Size	Date	Options
ec [dir]			delete
menu [dir]			delete
capital.gif	126949 bytes	12/05/2006 22:33	view delete properties
capital_ezr.gif	36005 bytes	12/05/2006 22:33	view delete properties
HEADER.jpg	34938 bytes	06/16/2007 16:35	view delete properties
mock.jpg	18558 bytes	12/05/2006 22:33	view delete properties
mock2.jpg	70992 bytes	12/05/2006 22:33	view delete properties
mock2_ezr.jpg	19154 bytes	12/05/2006 22:33	view delete properties
painter.jpg	177654 bytes	12/05/2006 22:33	view delete properties
painter_ezr.jpg	20936 bytes	12/05/2006 22:33	view delete properties
quality.jpg	139772 bytes	12/05/2006 22:33	view delete properties
quality_ezr.jpg	9847 bytes	12/05/2006 22:33	view delete properties

create directory file upload utility

[Go back](#)

My Images Page

On this page, you can select an image category from the alphabetical list. You can also choose to display the image files by their filenames, small icons, or images. To select an image from the displayed list, simply click on the image. To preview the image, click [View](#) and the image will appear in a pop-up window. To view image property details, click [Properties](#) and the details will appear in a pop-up window. Click [Delete](#) if you wish to delete the corresponding image.

To create a new directory, type the name of the new directory in the [Create Directory](#) field at the bottom of the page and then click [Create Directory](#) . The new directory will appear in the list. Clicking [File Upload Utility](#) directs you to the [Configure File Upload Utility](#) section of [Settings](#).

5.5.5 Image Library

You may also select an image from the image library by clicking [Image Library](#) to be directed to the following page.



Background

Theme : Modify Background

[Return](#) [View image](#) [Advanced upload](#) [Resize/Tools](#) [My images](#) [Image library](#)

Image library

Select the image category from this list below. Find your new image and click on it to select it.

Root /

[ALL FILES](#) | 0-9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Show: small image Sort by: filename files/page: 50 [update](#)

image	image name	size	dimensions	date	options
	alphabts [dir]				delete
	animations [dir]				delete
	backgrounds [dir]				delete
	bullets [dir]				delete
	buttons [dir]				delete
	cclogos [dir]				delete
	clip_art [dir]				delete
	custom [dir]				delete
	dividers [dir]				delete
	ecommerce [dir]				delete
	photos [dir]				delete
	themes [dir]				delete

Image Library Page

On this page, you can select an image category from the alphabetical list, or you may choose to view a list of all the image files by their filename, small icons, or images. The images can be sorted according to their filename, size, or date. Choose your preferred option from the **Sort by** drop-down menu. To select an image from the displayed list, click on the image. Click **Go Back** to return to the **Image Upload** page.



CHAPTER 6 6 Store Manager

The **Store Manager** section allows you to setup and customize your e-store and manage your products, orders, and customers. Click **Store Manager** in the vertical **Admin Menu** to open the following page.

Store Manager Page

The **Store Manager** page has six sections (listed on the left-hand side of the page) that organize different elements of your e-store:

- Setup Store
- Advanced Settings
- Setup Products
- Manage Orders
- Customers
- Reports



The [Store Manager](#) page also provides access to some of the most frequently used features, along with a few advanced features.

6.1 Setup Store

Under the [Setup Store](#) heading, you can access many e-store setup and customization functionalities.

- General settings
- Shopping cart
- Checkout settings
- Shipping
- Sales tax
- Payments/gateway

6.1.1 General Settings

Click [General Settings](#) to be directed to the following page, where you can define the general settings for your e-store.



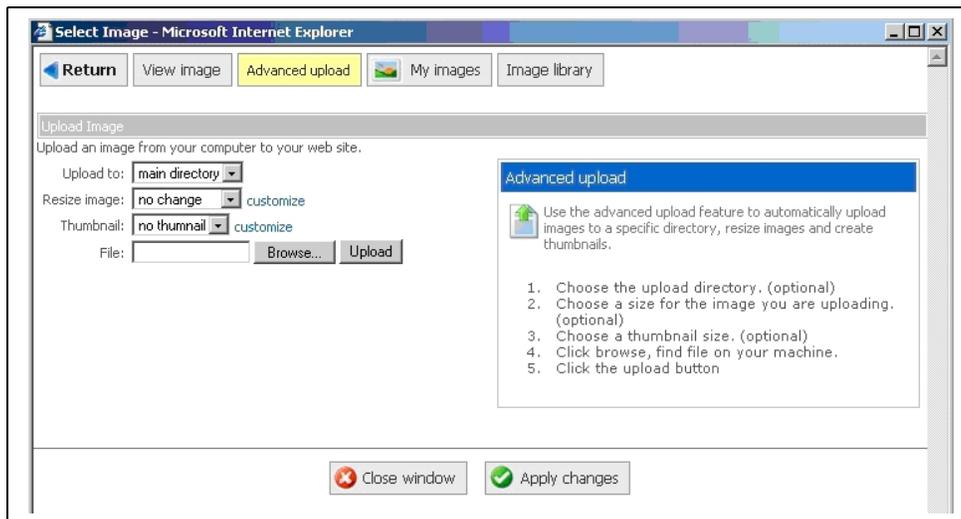
Use the [Store Currency](#) field to select a currency symbol for your e-store. Choose one of the options by clicking [Select](#) next to your preferred currency symbol.

Under the [Shopping Cart Indicator](#) heading, you can adjust your shopping cart display settings by selecting an appropriate option from the [Shopping Cart Indicator](#) drop-down menu.

Next, select your time zone from the [Time Zone](#) drop-down menu. Select the default date format from the [Date Display](#) drop-down menu.

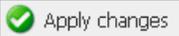
Under the [Store Policies](#) heading, you may opt to display privacy and return policies in your e-store. To display an e-store privacy policy, check the [Display Privacy Policy](#) box and enter the text of the privacy policy content in the corresponding text editor. Similarly, to display an e-store return policy, check the [Display Return Policy](#) box and enter the text of the return policy in the corresponding text editor.

Under the [Category Display Settings](#) heading, you can select a layout for your product categories. Mark the circle next to your preferred layout option. Then use the [Columns](#) drop-down menu to select the number of columns that should be used to display product subcategories. Under the [Default Category Image](#), you can see the logo that is currently in use. To replace it with another image, click on the logo image to open the following pop-up window.



Select Image Pop-Up Window

You may choose an image either from My Images or from the Image Library. You can also upload an image from your computer. To choose an image from My Images or the Image Library, click on the corresponding option and choose an image from the displayed list, following the same procedure that was described in the My Images and Image Library section. To upload an image from your computer, follow the same procedure as described in the Advanced Upload section.

Once you have finished, click [Apply Changes](#)  to save your changes. Then click [Close](#) to close the window.



Under the [Default: Product Overview Layout](#) and [Default: Product Detail Layout](#) headings, choose the default layouts for the product overviews and product details. These defaults will be used on products whose layouts are not specifically selected.

The [Custom Order Invoice Header](#) section allows you to create the header for your invoice page. Create your custom header in the corresponding text editor box.

Once you have finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Store Manager](#) page.

6.1.2 Shopping Cart

Click [Shopping Cart](#) under [Setup Store](#) to open the following page, where you can select your shopping cart settings.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

SETUP STORE

General settings

Shopping cart

Checkout settings

Shipping

Sales tax

Payments/gateway

Settings overview

ADV SETTINGS

Inventory control

Upsell/related prods

Checkout form

Email notifications

Coupon manager

Gift certificates

E-Commerce tracking

Custom settings

Product comments

SETUP PRODUCTS

MANAGE ORDERS

CUSTOMERS

REPORTS

find product

Shopping Cart Display Settings

Store Home : Shopping Cart Settings

Add Quantity - Shopping cart setting
Display an input box that allows shoppers to set the quantity of items to order when adding a product to the shopping cart.

Add to cart button - Display the add to cart button on your store product pages.
By clicking the add to cart button shoppers can bypass the product detail page and add the product directly to their cart. If the product requires options selection, the add to cart button will show the product detail page.

Buy Now button - Display buy now button on your store product pages.
By clicking the buy now button shoppers can bypass the product detail page and shopping cart page and go directly to checkout. If the product requires options selection, the buy now button will show the product detail page.

Wish list/Gift Registry [New] - Enable wish lists on your site. Customers will be able to add products to their wish list and allow others to buy items from their wish list. **Note: if you are using your own custom ecommerce buttons, you will need to provide a button for the Wish List**

Shipping estimator - Allow customers to estimate shipping charges from the cart.
When this option is enabled a zipcode entry field is displayed on the shopping cart. Customers can enter their zipcode and click the "calculate shipping" button to see the shipping costs before going to checkout. **The shipping estimator only works with UPS and U.S.P.S shipping methods. It does not work for DHL, FedEx, flat rate or table based shipping methods.**

Additional "add" buttons on product detail - Enable this option to include add to cart and buy now buttons (if so configured above) to display on the top of the product detail.

Show product image in cart - Check this box to display the small product image in the shopping cart display.

Image Width: 100

Colors & buttons
Click this link to customize your shopping cart buttons and colors

Shopping Cart Message (Optional)
Customize your shopping cart page. This message will appear on top of your shopping cart page.

Source

Style Font Size

Customized shopping cart message.

Editor version: 2.0 change version | manage styles Use Shift and Enter to single space

Go back Apply changes

Shopping Cart Settings Page

This page presents options to enable the following store features:

- Add quantity
- Add to cart button



- Buy now button
- Wish list/gift registry
- Shipping estimator
- Additional "add" buttons on product detail
- Show product image in cart

To enable any of these features, simply check the corresponding box(es). If you wish to display a product image in the shopping cart, select an image width in the [Image Width](#) drop-down menu.

You may customize the color of your shopping cart buttons and images by clicking [Colors & Buttons](#) , which will direct you to the [Shopping Cart](#) section of [Text & Styles](#).

Under the [Shopping Cart Message](#) heading, you may use the text editor to write an optional introductory paragraph for your shopping cart page.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [Store Manager](#) page.

6.1.3 Checkout Settings

The [Checkout Settings](#) option under [Store Settings](#) allows you to adjust the checkout settings for your e-store. Click [Checkout Settings](#) to open the following page.

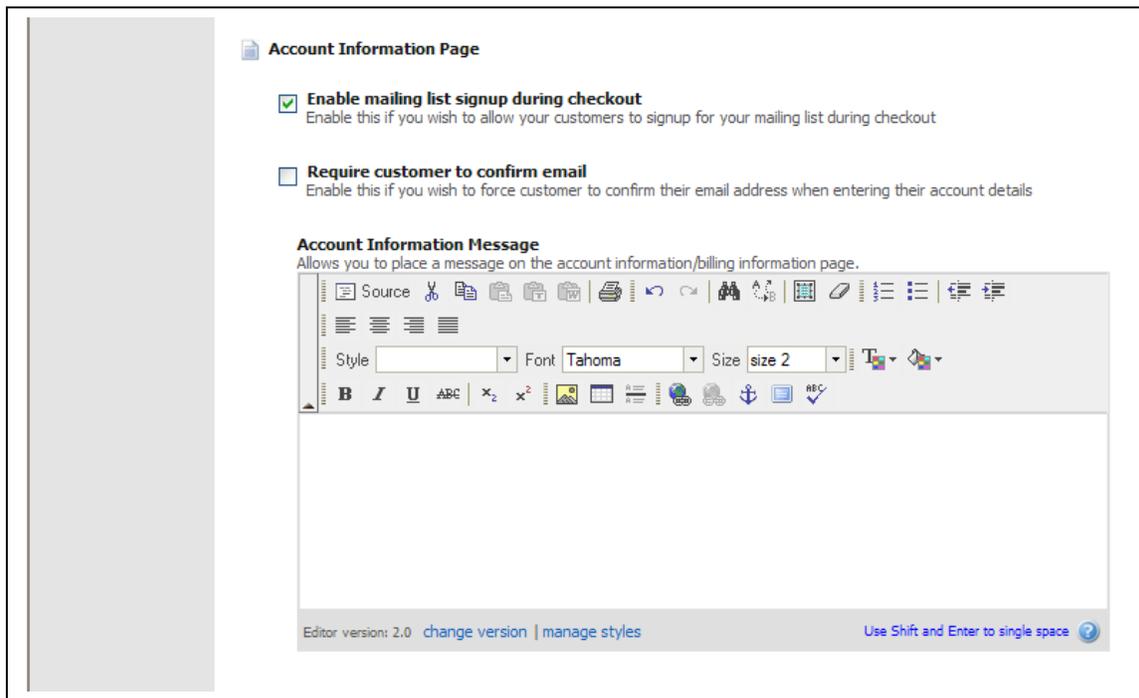
The screenshot displays the 'Store Checkout' configuration page. At the top, there are navigation tabs: 'admin', 'view site', 'edit site', 'store', and 'help'. A 'PREVIEW SITE' button is also visible. The left sidebar contains a tree view of settings categories. The main content area is titled 'Store Checkout' and includes a breadcrumb 'Store Home : Checkout Settings'. Under the 'General Checkout Settings' heading, there is a checkbox for 'Hide Site Graphics During Checkout' with a descriptive note. Below that is the 'Check Out Meter' section, which includes a dropdown menu set to 'Display check out progress meter'. The 'Customer Login Page' section has a checkbox for 'Disable login page/return shopper accounts' with a note about account requirements. The 'Login Page Message (Optional)' section features a rich text editor with a toolbar and the text 'CUSTOMIZED LOGIN PAGE MESSAGE.'.

Checkout Settings Page (cont...)

Under the **General Checkout Settings** heading, you can choose to **Hide Site Graphics During Checkout** by marking the corresponding box. Use the **Check Out Meter** drop-down menu to display or hide the check out progress meter.

Under the **Customer Login Page** heading, you can control the customer login page details. If you mark the **Disable Login Page/Return Shopper Accounts** box, then customers will not be able to create an account to facilitate frequent visits to your e-store. Instead, they will have to re-enter their information each time they buy something from your e-store. Note that when the login page is disabled, certain features that require an account on the system, such as wish lists, subscriptions and product comments, will not be available.

Use the text editor under the **Login Page Message** heading to create an optional message for your customer login page.



Checkout Settings Page (....cont....)

Under the [Account Information Page](#) heading, you may adjust the customer account settings. If you wish to let your visitors sign up for your mailing list, mark the box titled [Enable Mailing List Signup During Checkout](#). If you want to force customers to confirm their email addresses when entering account details, then mark the box titled [Require Customer To Confirm Email](#).

Use the text editor under the [Account Information Message](#) heading to create a message for display on the account/billing information page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



1 SITE ONLINE
register/add



2 SETUP EMAIL



3 MARKETING & SEARCH ENGINES

Shipping & Payment Methods Page

Disable shipping calculations

Check this box if you do not ship your products. When this box is checked, no shipping method or address will be asked for during the checkout process.

Disable alternate shipping address

Check this box if you do not want to allow an alternate shipping address.

Display payment methods as radio button list

By default payment methods are displayed in a drop down selection list. Check this box to display payment methods as a radio button list.

Require agreement/consent CHECKBOX

Use this option to have a required checkbox during the checkout process. The customer will not be able to proceed with their checkout unless this required checkbox is checked. Enter the text to appear next to the checkbox below.

Rich text editor interface for the 'Require agreement/consent CHECKBOX' field. It includes a toolbar with icons for source, undo, redo, bold, italic, underline, text color, background color, link, unlink, and a 'REC' icon. Below the toolbar are dropdown menus for Style, Font, and Size, followed by text color and background color pickers. The main editing area is currently empty.

Editor version: 2.0 [change version](#) | [manage styles](#) Use Shift and Enter to single space ?

Collect Additional Information

When this option is checked, users will be able to provide you with additional information on the shipping screen. Enter in the message you want your customer to see below.

Rich text editor interface for the 'Collect Additional Information' field. It includes a toolbar with icons for source, undo, redo, bold, italic, underline, text color, background color, link, unlink, and a 'REC' icon. Below the toolbar are dropdown menus for Style, Font, and Size, followed by text color and background color pickers. The main editing area is currently empty.

Editor version: 2.0 [change version](#) | [manage styles](#) Use Shift and Enter to single space ?

Payment Message

This message is displayed about the list of available payment options.

Rich text editor interface for the 'Payment Message' field. It includes a toolbar with icons for source, undo, redo, bold, italic, underline, text color, background color, link, unlink, and a 'REC' icon. Below the toolbar are dropdown menus for Style, Font (set to 'Tahoma'), and Size (set to 'size 2'), followed by text color and background color pickers. The main editing area is currently empty.

Editor version: 2.0 [change version](#) | [manage styles](#) Use Shift and Enter to single space ?



Under the [Secure Checkout Page](#) heading, you can adjust the settings for the checkout page. Mark the [Enable Order Amount Enforcement](#) if you wish to establish a minimum or maximum purchases amount that a customer must make before the checkout process can be completed. To disable the feature, set the [Minimum Order Amount](#) and [Maximum Order Amount](#) fields to zero.

If you mark the box titled [Show SSL Security Seal on Checkout Page](#), then all of your checkout pages will have the SSL security seal, which indicates that the page is being accessed over a secured link.

Use the text editor under the [Checkout Page Message](#) heading to create a message for display at the top of the checkout page.

Use the text editor under the [Order Complete/Confirmation Page](#) heading to create a message for display when the checkout process has been completed. This message should confirm that the customer's order has been received.

Once you are finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Store Manager](#) page.

6.1.4 Shipping

The [Shipping](#) option under [Store Settings](#) allows you to enter shipping information for your e-store. Click [Shipping](#) to be directed to the following page.



up the shipping rules. To activate any of the other options, simply click on it to open the corresponding settings page. The options on each of these pages are described in detail below.

To offer UPS shipping services, click [UPS](#) on the [Shipping](#) page, and you will be directed to the [UPS Shipping](#) page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site luppon

▼ STORE SETTINGS

- General settings
- Shipping cart
- Inventory control
- Upsell/related prods
- Checkout settings
- Checkout form
- Email notifications
- Shipping**
- Sales tax
- Payments/gateway
- Coupon manager
- Gift certificates
- E-Commerce tracking
- Custom settings

► SETUP PRODUCTS

► MANAGE ORDERS

► CUSTOMERS

► REPORTS

Shipping Methods

Store Home : Shipping Information : UPS Shipping

UPS Online Rates and Shipping tool
Please complete the following information so that we can compute shipping costs. Shipping will be computed based on the weight of the order (be sure to set weights for all the items in your product catalog) making the assumption that the order will fit into a standard UPS box size.

Enable United Parcel Service Shipping Support

Your UPS account information (leave blank for standard rates):

UPS Account Number: [Click here to sign up for a UPS account if you don't already have one.](#)

Password:

Access Key:

Your ship from location

Your country:

Your zip/postal code:

Select the UPS services you wish to allow your customers to use:

- UPS Ground ®
- UPS Standard ®
- UPS Next Day Air ®
- UPS Next Day Air Early AM ®
- UPS Next Day Air Saver ®
- UPS 2nd Day Air ®
- UPS 2nd Day Air AM ®
- UPS 3-Day Select ®
- UPS Express Saver ®
- UPS Worldwide Express ®
- UPS Worldwide Expedited ®
- UPS Worldwide Express Plus ®

Select which pickup type you use:

- Daily Pickup
- Customer Counter
- One Time
- On Call Air
- Letter Center Drop box
- Air Service Center

Select which type of packaging you use:

- Your own packaging *recommended
- UPS letter
- UPS Tube
- UPS Pak
- UPS Express Box

Optional services:

Include insurance in shipping rate

Insurance Currency Code:

Select the rate type for the ship to location:

- Residential rate
- Commercial rate

Package Dimensions: (only if you are using your own packaging and they must be in decimal, do not use fractions)

Length: Width: Height: in

[Go back](#)

UPS Shipping Page



On this page, you may activate an automated shipping price calculator. The automated shipping calculator uses the package weight and the zip codes of the shipper and buyer to determine the total shipping cost.

To activate UPS shipping services, click [Enable United Parcel Service Shipping Service](#). If you do not have a UPS account, click the [Here](#) link to create a new account. Provide the requested [UPS Account Number](#), [Password](#) and [Access Key](#) to access your account. For standard UPS rates, leave these fields blank.

In the [Your Ship-From Location](#) field, select your country from the [Your Country](#) drop-down menu. Then enter your zip or postal code in the [Your Zip/Postal Code](#) field.

The page lists all of the shipping services offered by UPS. Select the type(s) of services that you wish to offer to your customers.

You may select a pickup type from the list displayed under [Select Which Pickup Type You Use](#).

To specify your packaging preferences, select one of the packaging options listed under [Select Which Type of Packaging You Use](#).

If you send valuable products, you may wish to provide insurance coverage for the shipped goods. You may do so by checking the box next to [Include Insurance in Shipping Rate](#).

In the field labeled [Select the Rate Type for the Ship-To Location](#), you may select either [Residential Rate](#) or [Commercial Rate](#).

If your company uses its own packaging, UPS needs to know the size. Enter the size specifications of your package in the [Length](#), [Width](#) and [Height](#) fields and then select the appropriate measurement unit from the adjacent drop-down menu.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may clicking on the [Go Back](#) option to return to the [Shipping Information](#) page.

To offer USPS shipping services settings, click [USPS](#) on the [Shipping](#) page, and you will be directed to the [USPS Shipping](#) page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

▼ STORE SETTINGS

- General settings
- Shipping cart
- Inventory control
- Upsell/related prods
- Checkout settings
- Checkout form
- Email notifications
- Shipping**
- Sales tax
- Payments/gateway
- Coupon manager
- Gift certificates
- E-Commerce tracking
- Custom settings

► SETUP PRODUCTS

► MANAGE ORDERS

► CUSTOMERS

► REPORTS

Shipping Methods

Store Home : Shipping Information : USPS Shipping

U.S.P.S. Domestic Rates Calculator

Please complete the following information so that we can compute shipping costs. Shipping will be computed based on the weight of the order (be sure to set weights for all the items in your product catalog) making the assumption that the order will fit into the selected box size.

If you have attempted a test order and it does not work, you likely do not have your account active on the production server or you have chosen an invalid combination of settings.

Enable United States Parcel Service Shipping Support

U.S.P.S. username: [Click here to get a username and password. **NOTE: You cannot use the login you use at USPS.com here. You must apply for or have a USPS Web Tools account.**](#)

U.S.P.S. password: *may not be required for newer U.S.P.S. accounts **Your account is working on the production server at this time.**

Your ship from location

Your zip/postal code:

Select the USPS services you wish to allow your customers to use: (note: you must be sure that the services you choose are valid with the packaging options you select)

- Express
- First Class
- Priority
- Parcel
- Media
- Global Express Guaranteed
- Global Express Guaranteed Non-Document Rectangular
- Global Express Guaranteed Non-Document Non-Rectangular
- Express Mail International (EMS)
- Express Mail International (EMS) Flat Rate Envelope
- First-Class Mail International
- Priority Mail International
- Priority Mail International Flat Rate Envelope
- Priority Mail International Flat Rate Box

Select which type of packaging you use:

- Own Packaging
- Express or Priority Mail Flat Rate Envelope, 12.5" x 9.5"
- Priority Mail Flat Rate Box, 14" x 12" x 3.5" or Priority Mail Flat Rate Box, 11.25" x 8.75" x 6"

Select the correct box size:

- Regular
- Large
- Oversize
- Machinable

[Go back](#) [Apply changes](#)

U.S.P.S Shipping Page

On this page, you may activate an automated shipping price calculator. The automated shipping calculator uses the package weight and the zip codes of the shipper and buyer to determine the total shipping cost.

To activate USPS shipping services, click [Enable United States Postal Service Shipping Support](#). If you do not have a USPS account, click the [Here](#) link to create one. Provide the requested [USPS username](#) to access your account.

Enter your area zip or postal code in the [Your Zip/Postal Code](#) field under [Your Ship-From Location](#).



The page lists all of the shipping services offered by USPS. Select the type(s) of services that you wish to offer to your customers.

Choose one of the three packaging box types under the heading titled [Select the Correct Box Size](#). Please note that packages that are not machinable cost more due to special handling requirements. If your packages are machinable, check the [Machinable](#) option.

Once you have finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Shipping](#) page.

To offer FedEx shipping services, click [FedEx](#) on the [Shipping](#) page, and you will be directed to the [FedEx Shipping](#) page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

LOGOUT admin view site edit site store help PREVIEW SITE

view site support

▼ STORE SETTINGS

- General settings
- Shopping cart
- Inventory control
- Upsell/related prods
- Checkout settings
- Checkout form
- Email notifications
- Shipping**
- Sales tax
- Payments/gateway
- Coupon manager
- Gift certificates
- E-Commerce tracking
- Custom settings

► SETUP PRODUCTS

► MANAGE ORDERS

► CUSTOMERS

► REPORTS

Shipping Methods

Store Home : Shipping Information : FedEx Shipping

FedEx Online Rates and Shipping tool
Please complete the following information so that we can compute shipping costs. Shipping will be computed based on the weight of the order (be sure to set weights for all the items in your product catalog) making the assumption that the order will fit into a standard FedEx box size.

Enable FedEx Shipping Support
 Set account to test mode

Your ship from location

Your country:

Your zip/postal code:

Your state:

Your FedEx account information

Your account number:

Name:

Phone number:

Address:

City:

Meter number:

generate meter number

Select the FedEx services you wish to allow your customers to use:

- Priority Overnight
- Standard Overnight
- First Overnight
- FedEx 2 Day
- FedEx Express Saver
- International Priority
- International Economy
- International First
- FedEx 1 Day Freight
- FedEx 2 Day Freight
- FedEx 3 Day Freight
- FedEx Ground
- Ground Home Delivery
- International Priority Freight
- International Economy Freight

Select which type of pickup arrangement you use:

- Regular Pickup
- Request Courier
- Drop Box
- Business Service Center
- Station

Select which type of packaging you use:

- FedEx Envelope
- FedEx PAK
- FedEx Box
- FedEx Tube
- FedEx 10KG Box
- FedEx 25KG Box
- Your Own Packaging

Optional services:

Include insurance in shipping rate

Insurance Currency Code:

Select the rate type for the ship to location:

- Residential rate
- Commercial rate

Package Dimensions: (only if you are using your own packaging and they must be in decimal, do not use fractions)

Length: Width: Height: in

[Go back](#)

FedEx Shipping Page

On this page, you may activate an automated shipping price calculator. The automated shipping calculator uses the package weight and the zip codes of the shipper and buyer to determine the total shipping cost.



To activate FedEx shipping services, click [Enable FedEx Shipping Support](#). If you wish, you may choose to activate the account on a trial basis by checking the box next to [Set Account to Test Mode](#).

In the [Your Ship-From Location](#) field, select your country from the [Your Country](#) drop-down menu. Then enter your zip or postal code in the [Your Zip/Postal Code](#) field, and the name of your state in the [Your State](#) field.

Under the [Your FedEx Account Information](#) heading, enter [Your Account Number](#), [Name](#), [Phone Number](#), [Address](#), [City](#) and [Meter Number](#) in the corresponding fields. Once a meter number is generated, it is remembered by the system and used for internal FedEx operations. If you do not have an existing meter number, check the [Generate Meter Number](#) box to generate a meter number. The [Generate Meter Number](#) box is automatically checked if no meter number is entered for the account.

The page lists all of the shipping services offered by FedEx. Select the type(s) of services that you wish to offer to your customers.

You may select a pickup type from the list displayed under [Select Which Pickup Arrangement You Use](#).

To specify your packaging preferences, select one of the packaging options listed under [Select Which Type of Packaging You Use](#).

If you send valuable products, you may wish to provide insurance coverage for the shipped goods. You may do so by checking the box next to [Include Insurance in Shipping Rate](#). Then enter a currency code in the [Insurance Currency Code](#) field.

In the field labeled [Select the Rate Type for the Ship-To Location](#), you may select either [Residential Rate](#) or [Commercial Rate](#).

Enter the size specifications of your package in the [Length](#), [Width](#) and [Height](#) fields under the [Package Dimensions](#) heading. Then select a measurement unit from the adjacent drop-down menu.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [Shipping](#) page.

On the [Shipping](#) page, under the [Shipping Methods](#) and the [Additional Settings](#) headings, you can access the following options:

- [Add Flat Rate Shipping](#)
- [Add Table Shipping](#)
- [Handling Fees](#)
- [Country Settings](#)

Each of these options is described in detail in the following sections.

6.1.4.1 Add Flat Rate Shipping

Clicking [Add Flat Rate Shipping](#) under the [Shipping Options](#) heading on the [Shipping](#) page directs you to the following page.



[LOGOUT](#)
[admin](#)
[view site](#)
[edit site](#)
[store](#)
[help](#)
[PREVIEW SITE](#)

[view site](#)
[support](#)

STORE SETTINGS

- General settings
- Shopping cart
- Inventory control
- Upsell/related prods
- Checkout settings
- Checkout form
- Email notifications
- Shipping**
- Sales tax
- Payments/gateway
- Coupon manager
- Gift certificates
- E-Commerce tracking

Shipping Methods
[Store Home : Shipping Information : Flat Rate Shipping](#)
 Enter in the name of the shipping method that will be shown to your shoppers, the basis for the calculation, and the rate that will be charged.

Shipping Method Name	Calculation	Shipping Rate
<input type="text"/>	Calculated at ship time <input type="button" value="v"/>	<input type="text"/>

Set minimum and maximum amounts that will be displayed. Leave either setting blank to disable that setting

Minimum amount	Maximum Amount
<input type="text"/>	<input type="text"/>

Flat Rate Shipping Page

Type the name of your shipping method into the [Shipping Method Name](#) field. Then select the method that will be used to calculate shipping costs from the [Calculation](#) drop-down menu. In the [Shipping Rate](#) field, enter the shipping rate that will be charged. If there are any minimum or maximum shipping amounts, enter them into the appropriate fields.

Once you have finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Shipping](#) page.

6.1.4.2 Add Table Shipping

Clicking [Add Table Shipping](#) under the [Shipping Options](#) heading on the [Shipping](#) page directs you to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

▼ STORE SETTINGS

- General settings
- Shipping cart
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- Custom settings
- ▶ SETUP PRODUCTS
- ▶ MANAGE ORDERS
- ▶ CUSTOMERS
- ▶ REPORTS

Shipping Methods

Store Home : Shipping Information : Table Based Shipping

Shipping Method Name:

Basis for table:

Greater than or equal to this order amount...	Less than this order amount...	Shipping rate	Test against this order amount:
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> Test
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	

[Go back](#)

Table Shipping Page

Your customers might prefer to use local delivery services, drop shipping, or a shipping service that does not offer an automated shipping calculation. For these customers, you may wish to set up table-based shipping, which allows you to predefine the shipping costs based on the total order weight, the order subtotal, or the number of items purchased. Select your preferred option from the [Basis for Table](#) drop-down menu.

Use the table to define the shipping price parameters. Under [Greater Than or Equal to This Order Amount](#) and [Less Than This Order Amount](#), enter the range for which a fixed shipping price will be charged. Enter the corresponding shipping charge in the [Shipping Rate](#) field. Under the [Test Against This Order Amount](#) heading, you may calculate the shipping price for any order amount given the current settings. Simply enter the hypothetical order amount into the field and then click [Test](#) .

Once you have finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Shipping](#) page.

6.1.4.3 Handling Fees

Clicking [Handling Fees](#) under the [Additional Settings](#) heading on the [Shipping](#) page directs you to the [Advanced Settings](#) page.



Advanced Settings Page

On this page, you may enter details about additional handling charges, which will appear to visitors on the shipping selection screen. Enter the additional charge amount in the [Handling Charge](#) field. Then enter an explanatory message in the [Text Message](#) field.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [Shipping](#) page.

6.1.4.4 Shipping Countries

Clicking [Country Settings](#) under the [Additional Settings](#) heading on the [Shipping](#) page allows you to select countries for inclusion in the shipping list displayed during checkout. The [Country Settings](#) option directs you to the [Shipping Countries](#) page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

The screenshot shows the 'Shipping Countries' page in an admin interface. The page has a navigation bar at the top with 'logout', 'admin', 'view site', 'edit site', 'store', and 'help'. Below the navigation bar, there are tabs for 'Shipping Methods', 'General settings', 'Shipping cart', 'Inventory control', 'Checkout settings', 'Checkout form', and 'Email notifications'. The 'Shipping' section is active, showing options for 'All Countries' and 'Custom Country List'. The 'All Countries' option is selected. Below this, there is a list of countries with checkboxes for selection. The list includes countries like Albania, Algeria, American Samoa, Andorra, Angola, Argentina, Barbados, Belgium, Belize, Benin, Bermuda, Bhutan, Bolivia, Bosnia (Herzegovina), Botswana, Brazil, Brunei, Bulgaria, Burkina Faso, Burundi, Byelorussia (Belarus), Cambodia, Cameroon, Canada, Canary Islands, Cape Verde, Cayman Islands, Central African Republic, Chad, Channel Islands, Chile, China, Colombia, Comoros, Congo, Cook Islands, Costa Rica, Cote d'Ivoire, Croatia, Cyprus, Czech Republic, Denmark, Djibouti, Dominica, Dominican Rep., East Timor, Ecuador, Egypt, El Salvador, Equatorial Guinea, Estonia, Ethiopia, Falkland Islands, Faroe Islands, Fiji, Finland, France, French Guiana, French Polynesia, Gabon, Gambia, Germany, Ghana, Gibraltar, Great Britain, Greece, Greenland, Grenada, Guadeloupe, Guam, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Kirgizia (Kyrgyzstan), Kiribati, Kuwait, Republic of, Laos, Latvia, Lebanon, Lesotho, Liberia, Liechtenstein, Lithuania, Luxembourg, Macao, Macedonia, Madagascar, Maldives Islands, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia, Moldova, Monaco, Mongolia, Montserrat, Morocco, Mozambique, Namibia, Nauru, Nepal, Netherlands, Netherlands Antilles, New Caledonia, New Zealand, Nicaragua, Niger, Nigeria, Northern Ireland, Northern Mariana, Norway, Oman, Pakistan, Palestine, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Pitcairn, Poland, Portugal, Puerto Rico, Qatar, Rep. of Korea, Reunion, Romania, Russia, Saudi Arabia, Scotland, Singapore, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Syria, Taiwan, Thailand, Trinidad and Tobago, Tunisia, Turkey, Ukraine, United Kingdom, United Arab Emirates, Uganda, Uruguay, Vatican City, Venezuela, Vietnam, Yugoslavia, Zambia, and Zimbabwe.

Shipping Countries Page

To select all countries, check the box labeled **All Countries**. If you wish to include only selected countries in the shipping list, then check the box labeled **Custom Country List** and then select individual countries in the list.

Once you have finished, click **Apply Changes**  to save your changes. At any time, you may click **Go Back** to return to the **Shipping** page.

On the **Shipping** page, use the text editor under the **Shipping Description/Instructions** heading to create an introductory message with shipping information and/or instructions for your customers.



6.1.4.5 Shipping Rules

Once you have all of your shipping methods set up, you can then set up your shipping rules. Use the shipping rules section to define when and how different shipping methods will be displayed to users at checkout. You can define which shipping methods are available based on the shipping location, order subtotal as well as overall weight. To set up a shipping rule, click on the [New Rule](#) button. This will open the [Rule Settings Page](#).

Rule Settings:

Rule is enabled Override processing: If rule criteria are met, no other rules will be checked.

Criteria	Methods
Subtotal <input type="text" value="Any"/>	<input type="checkbox"/> Free shipping
Country <input type="text" value="Any"/>	<input type="checkbox"/> UPS
Zip <input type="text" value="Any"/>	<input type="checkbox"/> Products shipped free
State <input type="text" value="Any"/>	
Order weight <input type="text" value="Any"/>	

[Rule Settings Page](#)

In order to enable the rule you are setting up, make sure that the [Rule is enabled](#) box is checked. If you do not want to check any other rule when the rule criteria you are setting up is met, then make sure that the [Override processing](#) box is checked. Under the [Methods](#) area, choose the method for the rule you are setting up. Finally, set up criteria for the shipping method in question by selecting one of the options under the [Criteria](#) area.

As an example, let's look at offering free shipping to any customer who orders \$100 or more. First, select the [Free Shipping](#) method. Then, use the dropdown box for the subtotal criteria and choose the greater than or equal to sign (\geq). A box will appear that will allow you to enter a value. Type 100 into this box and hit the [Save](#) button.

The default shipping rule is located at the bottom of the rules list. If no other rules apply to the order, then the shipping methods in the default shipping rule will be displayed to customers. You will also need to set up the priority on the shipping rules. Rules that are higher on the rules list will be checked first. You can use the arrows to move rules up and down.



You can override the standard shipping process by setting specific shipping settings directly on a product. See the [Shipping](#) section of the Advanced Settings when editing a product.

6.1.5 Sales Tax

The [Sales Tax](#) option under [Store Settings](#) allows you to enter sales tax specifications for different regions and product types. Click [Sales Tax](#) to be directed to the following page.

Sales Tax Settings Page

To include a region as a tax zone, click [Add Tax Zone](#) [add_tax_zone](#) to be directed to the following page.



Add Tax Zone Page

Under the [Select the Tax Region](#) heading, select a state from the [State](#) drop-down menu and enter the corresponding zip code in the [Postal Code](#) field. Use the [Country](#) drop-down menu specify the country that the tax region is in.

Next, enter the [Tax Rate](#) for that region as a percentage.

Under the [Apply Sales Tax When...](#) heading, you can choose to levy the sales tax either on products shipped to the region (check the box next to [Shipping to This Zone](#)) and/or on sales that are billed to addresses in the region. (check the box next to [Billing in This Zone](#)).

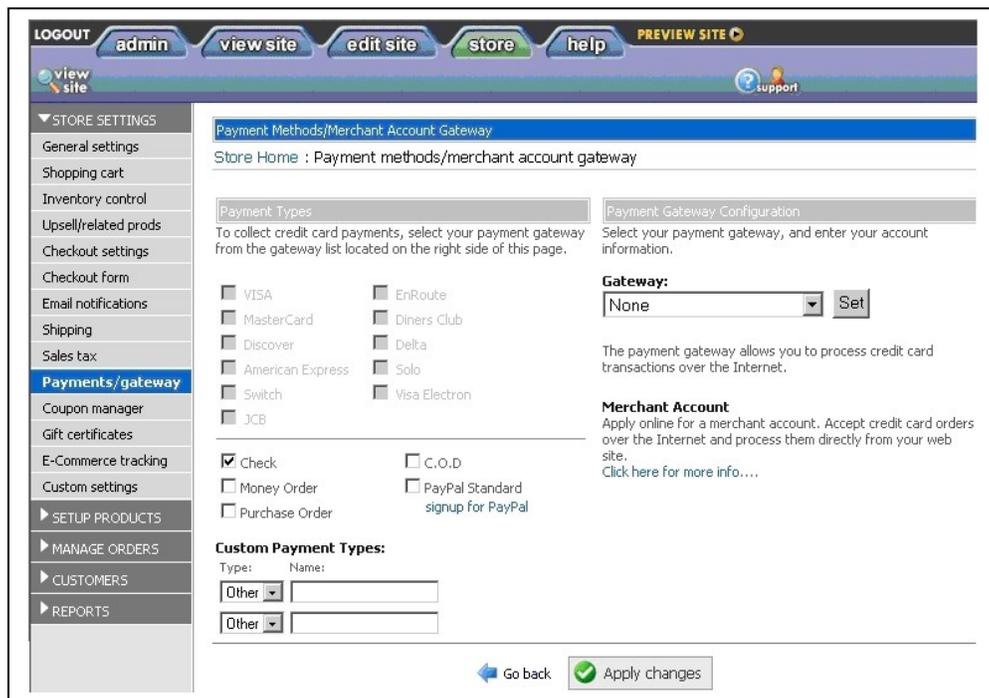
If shipping fees should be included as part of the order total for calculating the sales tax, select [Include Shipping Fees in Sales Tax Calculations](#).

Once you have finished, click [Add Tax Zone](#) to save your changes.

You can also set up the International tax settings. The first tax zone in the tax zone list will be used to compute the VAT tax amount. To customize the tax display label and to display the VAT tax amount, click on the [International Settings \(VAT tax setup\)](#) link and you will be taken to the [Custom settings](#) section.

6.1.6 Payments/Gateway

The [Payment/Gateway](#) option under [Store Settings](#) lets you set specifications for the payment methods that your clients may use. Click [Payments/Gateway](#) to be directed to the following page.



Payments/Gateway Settings Page



On the [Payments/Gateway Settings](#) page, you can select additional payment methods other than credit cards. To select one of the payment options listed under the [Payment Types](#) heading, simply check the box(es) beside your preferred option(s). You may click [Signup for PayPal](#) to create a new PayPal account, through which you can accept payments from your customers.

Under the [Custom Payment Type](#) heading, you may choose to accept payment methods that are not listed on the page. Enter the name of the custom payment type in the [Name](#) field.

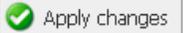
In order to accept credit card payments online, you must select a payment gateway from the [Gateway](#) drop-down menu under the [Payment Gateway Configuration](#) heading and click on the [Set](#) button . Once this has been selected, you will need to configure the gateway that was selected.

In order to use a payment gateway, you will need to have a merchant account. To [learn about creating a Merchant Account](#), select [Click Here for More Info](#)  to be directed to the following page.



[Create Merchant Account Page](#)

You may use this [page](#) to apply for a merchant account by selecting [Click Here to Apply](#) . At any time, you may click [Go Back](#) to return to the [Payments/Gateway Settings](#) page.

Once you have finished using to the [Payments/Gateway Settings](#) page, click [Apply Changes](#)  to save your changes. At any time you may click [Go Back](#) to return to the [Store Manager](#) page.

6.2 Advanced Settings

Under the [Advanced Settings](#) heading, you can access many e-store setup and customization functionalities.

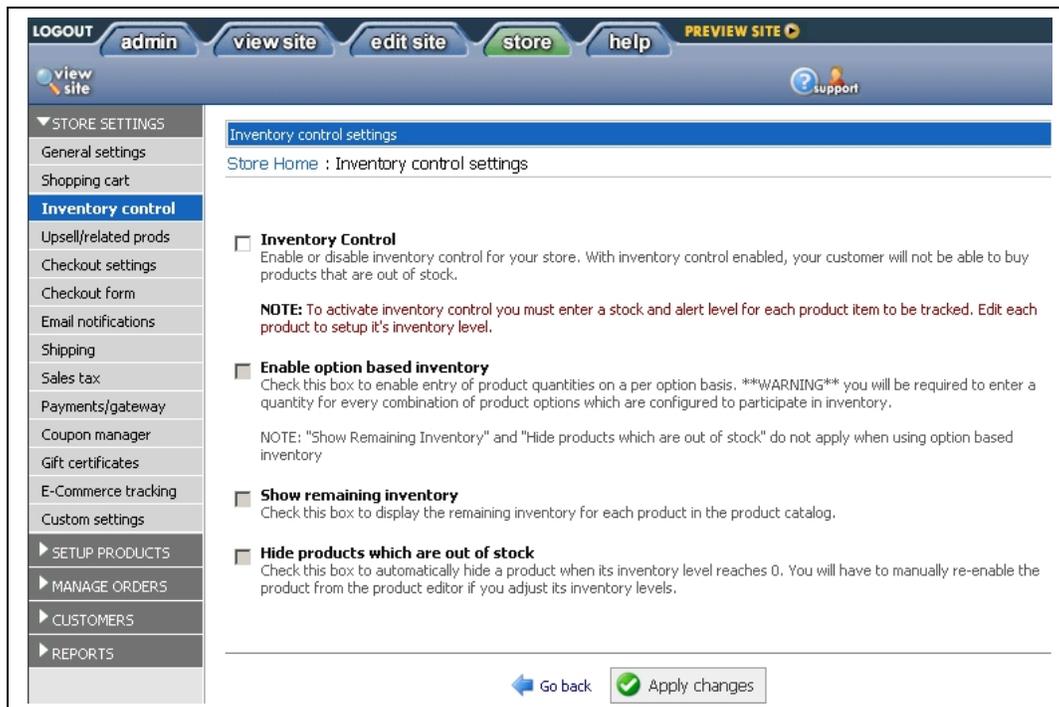
- Inventory control
- Upsell & related products
- Customized checkout form
- Email notifications



- Coupon manager
- Gift certificates
- E-Commerce tracking
- Custom settings/International settings
- Product comments

6.2.1 Inventory Control

The [Inventory Control](#) option under [Store Settings](#) lets you adjust the inventory control settings. Click [Inventory Control](#) to be directed to the following page.



[Inventory Control Settings Page](#)

This page displays options to enable the following store features

- Inventory control
- Enable option based inventory
- Show remaining inventory
- Hide products which are out of stock

To enable any of these features, simply check the corresponding box(es).

Please note that if the [Inventory Control](#) feature is activated, customers will be unable to buy products that are not in stock.

The [Enable Option Based Inventory](#) feature permits tracking the inventory level of each variation of products that have multiple combinations.

The [Show Remaining Inventory](#) feature will display the inventory remaining for each product.

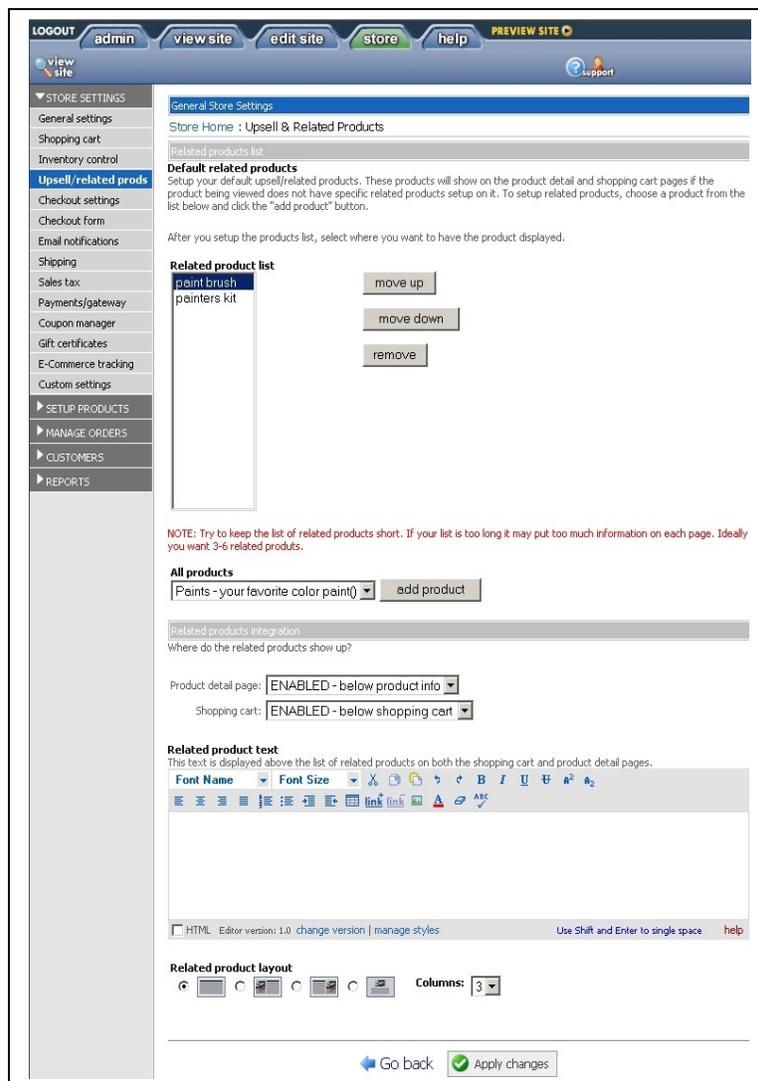


If you check **Hide Products Which Are Out of Stock**, then a product is automatically hidden from display when its stock reaches zero. Once the inventory is re-adjusted, the product has to be enabled for display manually.

Once you are finished, click **Apply Changes**  to save your changes. At any time, you may click **Go Back** to return to the **Store Manager** page.

6.2.2 Upsell/Related Prods

The **Upsell/Related Prods** option under **Store Settings** allows you to set up setup default related products. Click **Upsell/Related Prods** to be directed to the following page.



Upsell/Related Products Page

The **Upsell/Related Products** page displays a list of related products under the **Related Product List** heading. Select a product from the **All Products** drop-down menu



and then click [Add Product](#). Click [Move Up](#) , [Move Down](#) , or [Remove](#) to move the items up or down in the list, or to remove them from the list altogether.

Under the [Related Products Integration](#) heading, you may specify where the related products should appear. You may choose to have the related products appear on the [Product Detail Page](#) and/or in the [Shopping Cart](#) by selecting your preferred options from the corresponding drop-down menus. The [Product Detail Page](#) drop-down menu lets you choose to display the related products below the product information or on the right-hand side of the page, or you can disable the feature. The [Shopping cart](#) drop-down menu lets you choose to display the related products above or below the shopping cart, or you can disable the feature.

Use the text editor under the [Related Product Text](#) heading to enter text about the related products, which will appear above the list of related products, either on the product detail page or in the shopping cart.

Under the [Related Product Layout](#) heading, you may select a layout for the related products. Mark your preferred layout option. Then, use the [Columns](#) drop-down menu to select the number of columns that should be used to display product subcategories.

Once you have finished, click [Apply Changes](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Store Manager](#) page.

6.2.3 Checkout Form

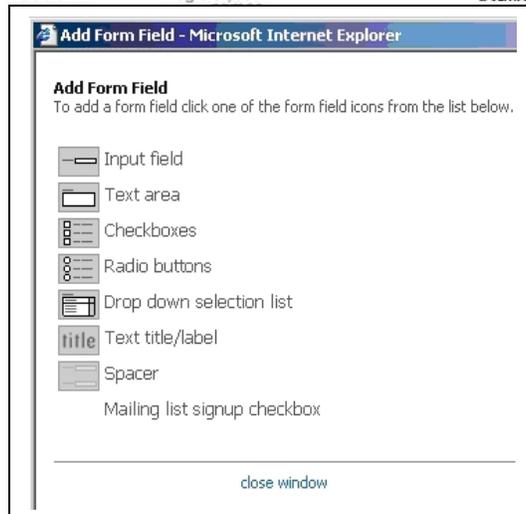
The [Checkout Form](#) option under [Store Settings](#) allows you to create and customize your checkout form, which is designed to collect additional information about the customer. Click [Checkout Form](#) to open the following page.



Checkout Form Page

Mark the box titled **Enable Extra Data Collection Form** to begin creating your checkout form. Use the text editor under the **Form Message** heading to create an introductory message that will appear above the form.

Under the **Setup Your Form** heading, you can add items to your checkout form. Click **Add**  to open the following pop-up window.



Add Form Field Pop-Up Window

Select a form item from the displayed list by clicking on it. The selected item will appear in the **Form Fields** list. Use the **Up**  and **Down**  icons to change the order of the **Form Fields** items. For every item that you have chosen to add to the **Form Fields** list, you will need to enter a corresponding label name in the **Label** field under the **Form Field Properties** heading. Check the box titled **Field Is Required** if you wish it to make it a mandatory item in the form, meaning that visitors must enter the information before they can submit the form. Specify the field size by typing a number in the **Size** field.

Under the **Form Field Label Settings** heading, select a size for the labels from the **Size** drop-down menu. Check the **Bold** box to make the label text appear in the bold format. You may choose to place the labels above or to the left of the fields by marking the box titled **Label Above Field** or **Label Left of Field**.

Once you have finished, click **Apply Changes**  to save your changes.

6.2.4 E-mail Notifications

The **E-mail Notifications** option under **Store Settings** lets you adjust your e-mail settings. Click **E-mail Notifications** to be directed to the following page.



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view site support

SETUP STORE

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Custom settings
Product comments

SETUP PRODUCTS

MANAGE ORDERS

CUSTOMERS

REPORTS

find product

Email Notifications

Store Home : Email Settings

Order Received Notifications

Setup email notifications for new orders.

Send New Order Notification
Select how you want to be notified when new orders are received at your site.

Alternate Notification Address
By default all notification emails are sent to the main email address for your account. If you wish to have notifications sent to a different email address, enter the address in the input box below.

default: name@emailaddress.com

Send Customer Confirmation Email
Check this box to send an automated order details/confirmation email to your customers when new orders are received on your web site.

Sample Email
This is a sample of the email that will be sent to your customers when they submit orders on your site. To customize this email fill in the "subject" and "from" fields. Then enter the message at the top of the email body.

From:

Subject:

Thank you for your order! We hope you will enjoy your new purchase. This email is to confirm we have received your order and are processing it. Please print and keep a copy of this email for your records.

Order ID: 100 Date: 05/16/2002

Billing Information

Payment: Payment Type
Name: Customer Name
Phone: Phone Number
Address: Address
City: City
State/Province: State
Zip/Postal Code: Zip
Email: customer email

Qty.	Name	Product ID	Price	Total
1	product name	product id	5.00	\$5.00
			Sub Total	\$ 5.00
			Sales Tax	\$0.00
			Total	\$ 5.00

Order Shipped/Completed Email

The order completion email can be sent by you to your customers when you complete or ship your order.

Email Subject
Enter default subject for order completion.

Mail Contents
Enter the default mail message for order completion.

Email Address
Enter the default email address for order completion (appears in the from field of the email)

Subscription emails

These emails are sent during automated subscription processing.

Subscription email subject
Enter default subject for subscription emails.

Successful subscription processed
Enter the message to send to customers upon successfully charging them for subscription renewal.

Failed subscription processed
Enter the message to send to customers whose subscription renewal failed.



E-mail Settings Page

Under the [Order Received Notifications](#) header you can adjust e-mail notification settings for new orders placed on your website. Use the [Send New Order Notification](#) drop-down menu to select the type of e-mail notification that you wish to receive about orders placed in your e-store. If you wish to receive order notification mails at an e-mail address other than the one registered as your main e-mail address, then enter the alternative e-mail address in the [Alternate Notification Address](#) field.

If you check the box titled [Send Customer Confirmation E-mail](#), then an order confirmation e-mail will be sent automatically to your customers whenever they place a new order in your e-store.

To customize the order confirmation e-mail, enter your e-mail address in the [From](#) field, an e-mail subject in the [Subject](#) field, and an e-mail confirmation message in the text editor under the [Sample E-mail](#) heading. The rest of the sample order confirmation e-mail will display the customer's order details.

Under the [Order Shipped/Completed E-mail](#) header, you can customize the order completion e-mails that your customers will receive when the order is shipped or otherwise completed. Enter a subject in the [E-mail Subject](#) field and create the order completion message in the [Mail Contents](#) text editor. Enter your e-mail address in the [E-mail Address](#) field. This e-mail address will appear as the sender's e-mail address in the order completion e-mail.

Under the [Subscription emails](#) header, you can customize the emails that are sent out for subscription services. In the [Subscription email subject](#) field, enter the default subject for subscription emails. In the [Successful subscription processed](#) field, enter the message that will be sent to customers when they are successfully charged for subscription renewal. In the [Failed subscription processed](#) field, enter the message that will be sent to customers when subscription renewals fail.

Once you have finished, click [Apply Changes](#)  to save your changes.

6.2.5 Coupon Manager

The [Coupon Manager](#) option under [Store Settings](#) allows you to manage coupons that you may offer to your customers. Click [Coupon Manager](#) to be directed to the following page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



1 SITE ONLINE
register/add



2 SETUP EMAIL



3 MARKETING & SEARCH ENGINES

▼ STORE SETTINGS

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- ▶ MANAGE ORDERS
- ▶ CUSTOMERS
- ▶ REPORTS

Coupon Manager

Store Home : Store Coupons

Enable Coupons & Gift Certificates
Check this box to enable coupon/gift certificates on your site.

How Coupons Work
Use coupons to offer discounts to shoppers at your store. Create your own unique coupons and give the coupon codes to your customers and prospects. To redeem a coupon, customers simply need to enter the coupon code in the Coupon/Gift Certificate Code field on your store checkout pages. The discount will be applied when they complete their purchase.

[Click here to create a coupon](#)

Active Coupon List:

[Click here to create a coupon](#)

NOTE: When the coupon use count reaches zero or the expiration date has passed the coupon will no longer be available on your site.

[Go back](#)

Coupon Manager Page

You can use this page to create a coupon that offers discounts to your e-store customers. To activate the gift certificate and coupon options, check the box next to [Enable Coupons and Gift Certificates](#). To create a coupon, select [Click Here to Create a Coupon](#), which will direct you to the following page.



- ▼ STORE SETTINGS
- General settings
- Shopping cart
- Inventory control
- Upsell/related prods
- Checkout settings
- Checkout form
- Email notifications
- Shipping
- Sales tax
- Payments/gateway
- Coupon manager
- Gift certificates
- E-Commerce tracking
- Custom settings
- Product comments
- ▶ SETUP PRODUCTS
- ▶ MANAGE ORDERS
- ▶ CUSTOMERS
- ▶ REPORTS

Coupon Manager

Store Home : Store Coupons

Create a Coupon
To create a coupon use the form below. Enter the coupon code, amount, type and other settings.

Name/Code: **Discount Type:** % off **Discount Amount:**

This is the coupon code that customers use when checking out to receive the discount.

Expiration Date: Oct 15 2009 **Minimum Order:**

This coupon will remain valid until this date. Enter the minimum order amount that a customer must have to use this coupon. The amount ordered must be greater than this amount.

Use Count: Unlimited Use Per customer

Select the number times this coupon can be used. The coupon will be deleted from the system after its use count is up. By choosing the "Per Customer" option, the coupon will be able to be used the specified number of times by each customer until the expiration date. *NOTE: You cannot choose "Per Customer" when Unlimited is selected for the Use Count.

Product Restrictions
 Restrict the products that this coupon will work on

Go back
Create coupon

Store Coupons Page

The [Store Coupons Page](#) requests all the information needed to create a coupon. First, enter the coupon name or code in the [Name/Code](#) field. Then select the [Discount Type](#) field from the corresponding drop-down menu. There are four different types of discounts: [% off](#), [\\$ discount](#), [free shipping](#) and [buy X and get Y free](#). If you choose [% off](#), then enter the percent of the discount in the [Discount Amount](#) field. If you choose [\\$ discount](#), then enter the dollar amount of the discount in the [Discount Amount](#) field. If you choose the buy X and get Y free discount type, then enter the quantity that must be purchased (X), as well as how many of the product will be free (Y) after the X quantity is purchased. For example, if you want to create a coupon that gives one free item for every nine that are purchased, then enter 9 into the [Buy X](#) field and 1 into the [Get Y](#) field. Also, enter the limit of how many free products the customer will get into the [Limit](#) field. For example, if you enter 3 into the [Limit](#) field, then the maximum number of free products the customer can get is three. In this example, the customer will have to order 27 pieces and will get an additional 3 for free. However, if the customer orders 36 pieces, he or she will still only get 3 free pieces.

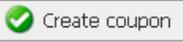
Set an expiration date for the coupon by using the month/date/year drop-down boxes under the [Expiration Date](#) heading. In the [Minimum Order](#) field, enter the minimum order amount that makes the customer eligible for the coupon, if applicable. Finally, use the [Use Count](#) drop-down menu to select the number of times that the coupon can be used. If the use count is going to be per customer, then click on the [Per customer](#) checkbox.



If there are going to be product restrictions on the coupon, then click on the [Product Restrictions](#) checkbox. When this is enabled, the following appears on the [Store Coupons](#) page.

Coupon Restrictions

If you do not want the coupon to be applied to products that are currently on sale, then check the corresponding checkbox. The next step is to choose the method you want to use for the product restrictions. You can apply the coupon discount only to certain products, or you can apply the discount to all products except for certain ones. After you choose the method, you then have to populate the product list section. To do so, use the [All Products](#) drop-down box to see all the products on your site. Highlight the appropriate product and click on the [add product](#) button. You will see that product appear on the product list. Repeat this process for any other product you want added to the list. If you chose the method that applies the discount only to the products listed, then the coupon can only be used with products that appear in the product list. If you chose the method that excludes the products listed, then the coupon can be used with any product on your site except for the ones that appear in the product list.

Once you have finished, click [Create Coupon](#)  to save your changes.

6.2.6 Gift Certificates

The [Gift Certificates](#) option under [Store Settings](#) allows you to configure your gift certificate settings. Click [Gift Certificates](#) to be directed to the following page.



Gift Certificates Page

Check the box titled **Enable Coupons & Gift Certificates** to activate coupons and gift certificates in your e-store.

To create a gift certificate, select **Click Here to Edit Your Product Catalog and Add a Purchasable Gift Certificate**. This will direct you to the **Products Home** page. Once there, click **Add/Edit Products** to open the product editing page. Then click **Add Gift Certificate** to be directed to the **Add Gift Certificate** section.

On the **Gift Certificate** page you can create gift certificates manually. Under the **Gift Certificate List** heading, click **Here** or click **Manually Add Gift Certificates** to be directed to the following page.



Create Gift Certificates Manually

To create a gift certificate, complete the fields for **Number to Create** and **Gift Certificate Value**. Then click **Create Certificate** to have the new gift certificate appear automatically in the **Gift Certificate List** along with its **Gift Certificate Code**, **Amount Left**, **Expiration date** and **Order ID**. To delete a gift certificate, click the corresponding **Delete** option.



6.2.7 E-Commerce Tracking

The E-Commerce Tracking option under Store Settings allows you to configure the settings that will help you track customer traffic to your site. Click E-Commerce Tracking to be directed to the following page.

E-commerce Tracking Page

This page allows you to track the referring URL, which indicates the page that customers are coming from when they land on your site. The e-commerce tracking tools also use custom tracking codes to help you determine which of the links pointing back toward your site are recruiting the most customers. To learn more about referring URLs and/or custom tracking codes, click Referring URL and/or Custom Tracking Codes to be directed to places in the same page that discuss these topics in detail.



The e-commerce tracking tools also include third-party tracking systems that let you add tracking codes from third-party systems. Click [Third Party Tracking Systems](#) to be directed to the following page.

Tracking Variables

%orderid%	this orders id
%total%	order total
%subtotal%	order subtotal
%email%	customers email address
%name%	customers name

EXAMPLE

```
<img SRC="http://www.3rdparty.com/track.cgi?id=ORDERID&total=TOTAL">
```

becomes

```
<img SRC="http://www.3rdparty.com/track.cgi?id=%orderid%total=%total%>
```

Some systems require that you enter the HTML codes in different areas of the page. Make sure you place the codes in the appropriate location.

Enter HTML Tracking Codes (BODY of page)

Enter HTML Tracking Codes (in the HEAD of the page)

NOTE: After changing these settings submit a test order to verify that your system is working properly.

[Go back](#) [Apply changes](#)

Third Party Tracking Systems Page

On this page, you can enter the HTML code provided by a third-party tracking service to the shopping cart page that appears when an order is completed. You can add the HTML code either to the body or head of the page by pasting the code into the corresponding text boxes.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [E-Commerce Tracking](#) page. Once you are finished with the [E-Commerce Tracking](#) page, you may click [Go Back](#) to return to the [Store Manager](#) page.

6.2.8 Custom Settings

The [Custom Settings](#) option under [Store Settings](#) lets you configure more advanced store settings. Click [Custom Settings](#) to be directed to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

SETUP STORE

- General settings
- Shopping cart
- Checkout settings
- Shipping
- Sales tax
- Payments/gateway
- Settings overview

ADV SETTINGS

- Inventory control
- Upsell/related prods
- Checkout form
- Email notifications
- Coupon manager
- Gift certificates
- E-Commerce tracking
- Custom settings**
- Product comments

SETUP PRODUCTS

MANAGE ORDERS

CUSTOMERS

REPORTS

Inventory control settings

Store Home : Advanced Store Settings

Internationalization settings

Change the names of the form fields labels. These form field labels appear on the shopping cart checkout pages and on the order details display. To use the default, clear out the field and click Apply Changes at the bottom of the page

Labels:

State/Province:

Zip/Postal Code:

Default Country:

Coupon/Gift Certificate:

Sale price - show in shopping cart:

Address Form Settings:

State:

Sales Tax Display: (VAT)

VAT display: Enable display of VAT price on site

Sales Tax Label:

Currency Setup

Select your site currency and choose which currencies to make available to the Store Bar component as choices for customers to see prices in their own currency.

How to enable currency selection

The currency selection is done through the ecommerce/store bar component. Edit the store bar/sidebar component and select to enable the currency selection in one of the drop down section boxes. To add the store bar component edit any page, click the add link one of the site sidebar sections and select the store bar component from the ecommerce section.

How does currency selection work

The alternate currency is only used for display purposes. All purchases through your store will be made in default store currency. Once customers view the shopping cart and start the checkout all prices will only be displayed in your default currency.

Currency estimate

The alternate currency is only displayed on the product catalog pages and is only an estimate based on recent exchange rates. The actual exchange rates vary based on time and when transactions are completed.

Your sites currency:

Choose currencies:

Available currencies:

- US Dollars
- Euro
- British Pound
- Afghanistan afghani
- Albanian lek
- Algerian dinar
- Angolan kwanza reajustado
- Argentine peso
- Armenian dram
- Aruban guilder
- Australian dollar
- Azerbaijani new manat
- Bahamian dollar
- Bahraini dinar
- Bangladeshi taka
- Barbados dollar
- Belarusian ruble
- Belize dollar
- Bermudian dollar
- Bhutan ngultrum

add >>

remove

Selected Currencies:

- Euro
- British Pound

Go back Apply changes

Custom Settings Page



On this page, you can rename the labels for the form fields that appear on the shopping cart checkout page and the order details page. To do so, enter the new names in the boxes beside the existing label names. For example, if you wish to rename the [State/Province](#) label, enter your new label name in the corresponding box. If you wish a label name to remain unchanged, do not type anything in the corresponding empty box. If you wish to set a new country as the default country, select your choice from the [Default Country](#) drop-down menu.

Under the [Address Form Settings](#) heading, choose an option from the [State](#) drop-down menu to control what types of entries are permitted.

If you want your site to display the VAT price, click on the [VAT display](#) checkbox. You can also type in the name of the label that you want to use for the [Sales Tax Display](#).

You can use the [Currency Setup](#) area to show customers pricing in their own currencies. Select your site's currency from the drop down box. Then, highlight the currencies you want to make available and click on the [Add](#) button. The selected currencies will appear in the [Selected Currencies](#) box. To remove a currency, highlight it and click on the [Remove](#) button. Please note that the alternate currency is only used for display purposes. All purchases through your store will be made in the default currency.

Once you have finished, click [Apply Changes](#)  to save your changes.

6.2.9 Product Comments

This feature allows customers to submit product reviews/ratings. Click [Product Comments](#) to be directed to the following page.



▼ STORE SETTINGS

- General settings
- Shopping cart
- Inventory control
- Upsell/related prods
- Checkout settings
- Checkout form
- Email notifications
- Shipping
- Sales tax
- Payments/gateway
- Coupon manager
- Gift certificates
- E-Commerce tracking
- Custom settings
- Product comments
- ▶ SETUP PRODUCTS
- ▶ MANAGE ORDERS
- ▶ CUSTOMERS
- ▶ REPORTS

[find product](#)

Product Comments

[Store Home](#) : Product Comments

Enable product comments

How product comments/reviews work
 When the product comment/review feature is enabled users can click a link to submit their own review of the product and provide a product rating. The product reviews are displayed on the product detail pages below the product information.

Product comment approval
 ALL product comments must be reviewed and approved before they are displayed on your site. You will receive a notification email for each comment submitted. The notification email contains a link that you can click to approve the comment. You can also approve comments by viewing the product detail page. When viewing the page, click the "approve" link above each comment to make it available. Click the "delete" link to permanently delete a comment from your site.

DISABLE comment notification emails

User accounts required to make comments:
 To comment on products visitors need to have an account on your site. Accounts are created when visitors checkout through your site. You can also enable the user account creation option that lets users setup their own accounts without making a purchase through your store. Use the option below to configure how users can create accounts.

Enable user account creation from the my account page

Signup Form:

Choose the new user signup form. the simple form only collects name, email address and password. The default form collects full contact information.

Signup Passcode:

The passcode is used to control new account signups. If the passcode is set, new users must enter the correct passcode to register/create an account on your website.

Default User Group:

Select the default user group for newly created accounts. New users are automatically placed in this account. Ex you can have new accounts go to a pending user group for approval/review.

New User Welcome Page:
 [select page](#) | [reset](#)

Enter the name of the new user welcome page. If no page name is set, users will go to their account information page.

[Go back](#) [Apply changes](#)

Product Comments Page

To enable this feature, click on the [Enable Product Comments](#) checkbox. When this feature has been enabled, users can click a link to submit their own review of the product and provide a product rating. The product reviews are displayed on the product detail pages below the product information. All product comments must be reviewed and approved before they are displayed on your site. After a comment is submitted, an email is sent to the default email address on the site. This notification email contains a link that you can click in order to approve the comment. You can also approve comments by viewing the product detail page while logged into the site. When viewing the page, click the approve link above each comment to make it available. If you don't want to approve a comment, or want to delete a comment that was previously approved, click on the delete button that is available when viewing the page. If you do not want to receive an email notification when a comment is submitted, check the [Disable Comment Notification Emails](#) checkbox.

Please note that in order for customers to make product comments, they must have user accounts. User accounts are created when visitors checkout through your site.



You can also enable the user account creation option that allows users to setup their own accounts without making a purchase through the store. This was covered in the [User Account Settings](#) section.

6.3 Setup Products

The Setup Products section of the Store Manager page presents many options to help you create product catalogs and add products and other related data. Clicking Setup Products will direct you to the Products Home Page.

6.3.1 Products Home

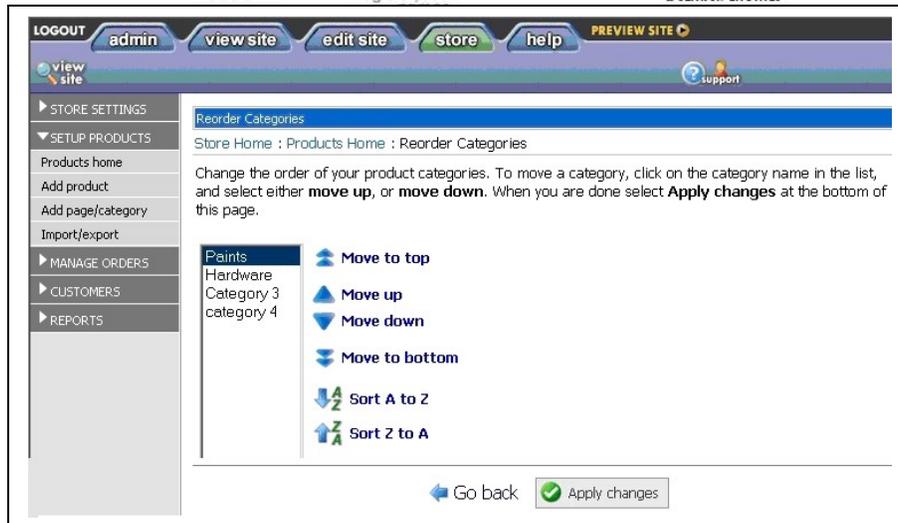
Clicking Products Home option under Setup Products will direct you to the following page.

Category Name	Product Count	
Wholesale Products	2	add/edit products pricing properties delete
Featured Products	5	add/edit products pricing properties delete
Apparel	10	add/edit products pricing properties delete
Subscriptions	3	add/edit products pricing properties delete

Products Home Page

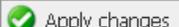
On this page you can change the product category settings for your e-store. The top of the page displays three shortcut links. Clicking [Add Page/Category](#) directs you to the [Add Page/Category](#) section. Clicking [Reorder Categories](#) directs you to the following page.





Reorder Categories Page

On this page you may adjust the order in which the product categories are listed. All of the existing product categories are listed in the column on the left-hand side of the page. Select a product category in the list and click **Move Up**  or **Move Down**  to move it up or down in the list. To place the selected product category at the very top of the list, click **Move to Top** . Likewise, to move the selected product category to the very bottom of the list, click **Move to Bottom** . If you wish to have the categories listed in alphabetical or reverse alphabetical order, click **Sort A to Z**  or **Sort Z to A** , respectively.

Once you have finished, click **Apply Changes**  to save your changes. At any time, you may click **Go Back** to return to the **Products Home Page**.

Clicking **Import/Export Products**  on the **Products Home Page** directs you to the **Import/Export** section. This allows you to upload many products to your e-store at once, or to download them from your e-store to another computer application.

The **Products Homepage** lists all of the existing product categories. To view products, add products, or view product **properties** for a particularly category, click the corresponding **Add/Edit Products**  option to be directed to the following page.

The screenshot displays the 'Add/Edit Product' page in an e-commerce admin interface. At the top, there are six main navigation icons: 'EDIT SITE', 'SETUP STORE', 'UPGRADE ACCOUNT', 'SITE ONLINE (register/add)', 'SETUP EMAIL', and 'MARKETING & SEARCH ENGINES'. Below this is a secondary navigation bar with 'LOGOUT', 'admin', 'view site', 'edit site', 'store' (highlighted), and 'help'. A 'PREVIEW SITE' button is also present. The main content area features a sidebar on the left with categories like 'STORE SETTINGS', 'SETUP PRODUCTS', 'MANAGE ORDERS', 'CUSTOMERS', and 'REPORTS'. The 'SETUP PRODUCTS' section is expanded, showing a 'Product Category' dropdown, a search bar, and a list of products. The product list has columns for 'Product Name', 'Product Id', 'Price', and 'edit delete' actions. A 'Go back' button is located at the bottom of the product list.

Product Name	Product Id	Price	
Hat-1	HAT1	\$25.00	edit delete
Hat-2	HAT2	\$25.00	edit delete
Hat-3	HAT3	\$25.00	edit delete
Hat-4	HAT4	\$25.00	edit delete
Hat-5	HAT5	\$25.00	edit delete
Sample Product Two	s2	\$39.95	edit delete
T-Shirt	TSHIRT1	\$19.50	edit delete
T-Shirt 2	TSHIRT2	\$20.00	edit delete
Gift Certificate Name	GIFT1	[option pricing]	edit delete

Add/Edit Page

This page presents the following options, which are described in detail in subsequent sections.

- Add product
- Add gift certificate
- Add subscription
- Pricing/inventory
- Category properties
- Add sub category
- Reorder products

6.3.1.1 Add Product

Clicking the [Add Product](#) option on the [Add/Edit](#) page directs you to the following page, where you can enter product specifications following the process described in the [Edit Product](#) section.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

STORE SETTINGS

SETUP PRODUCTS

Products home

Add product

Add page/category

Import/export

MANAGE ORDERS

CUSTOMERS

REPORTS

Edit Product

Store Home : Products Home : Paints : Edit Product

Product

Product Name:

Product Id:

Short Description:

Font Name Font Size

HTML Editor version: 1.0 change version | manage styles Use Shift and Enter to single space help

Long Description:

Font Name Font Size

HTML Editor version: 1.0 change version | manage styles Use Shift and Enter to single space help

Text only Desc:

Item Price: Do not include currency in the price

Sale Price:

Weight: Used to calculate shipping (in lbs). Do not include units (e.g. use 12.5 not 12.5 lbs)

Settings: On Sale - check this box to use the sale price.
 Taxable - check this box to calculate sales tax for this product.
 Hide Product - check this box to hide this product on your product pages.

Product Options

UP DOWN DELETE

ADD OPTION EDIT

Product Icons and Details Layout

Special product icons can be used to draw attention to new products and special offers. Check the box next to those you wish to display for this product.

New Arrival Special Offer Clearance Free Shipping
 Shipping charges will not be added for this item if weight based shipping is used.

Select a layout to use on the product details page for this product.

Product Images

Save Changes and Upload Images
 Click the link above to save your changes to this product and to upload images, or click **Apply changes** at the bottom of the page if you do not have images for this product.

Go back Apply changes

Add Product Page

To upload an image for the selected product, click [Save Changes and Upload Images](#) to be directed to the [Product Image](#) section on the [Edit Product](#) page.

6.3.1.2 Add Gift Certificate

The [Add Gift Certificate](#) option on the [Add/Edit](#) page lets you select your e-store gift certificate settings on the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

STORE SETTINGS

SETUP PRODUCTS

Products home

Add product

Add page/category

Import/export

MANAGE ORDERS

CUSTOMERS

REPORTS

Gift Certificate

Store Home : Products Home : Paints : Gift Certificate

Category: Paints

Gift Certificate: ertyu

Product Id: werty

Short Desc:

Long Desc:

Settings: Hide Certificate - check this box to hide this gift certificate on your product pages.

Product Icons and Details Layout

Select a layout to use on the product details page for this product.

Product Images

Product Image (small)

[Click here to change image](#)

Detail Image (large)

[Click here to change image](#)

Upload image:

Upload to:

Resize image: [customize](#)

Thumbnail: [customize](#)

File:

Gift Certificate

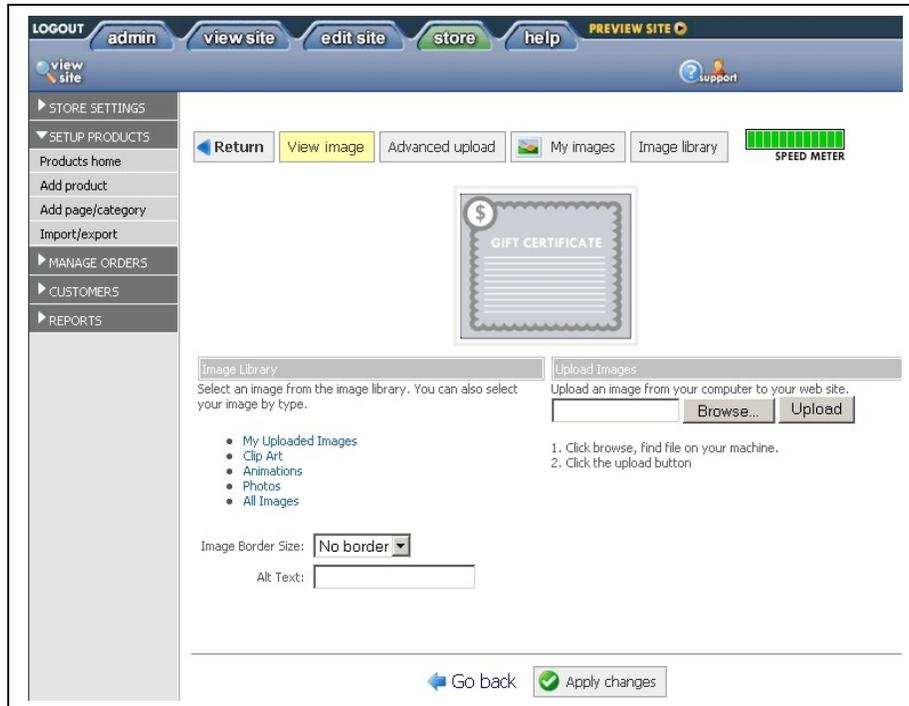
First, enter a name for the new gift certificate in the **Gift Certificate** field. Then enter the product ID number in the **Product ID** field. You can enter either a short or long description of the gift certificate in the **Short Desc** and **Long Desc** text editor boxes, respectively.



If you wish to hide the gift certificate from display on your product details page, check the box labeled [Hide Certificate](#).

Next, select one of the six layouts that may be used to display the product on the product details page.

Under the [Product Images](#) heading, you can customize either the small or large product images by selecting [Click Here to Change Image](#) under the image size of your choice. This will direct you to the following page.



[Customize Gift Images Page](#)

On this page, you can customize the gift certificate by choosing an image from the [Image Library](#) or [My Images](#) section, or by uploading an image that is stored on your computer, as described in the [Image Upload](#) section of the [Design](#) page. Toward the bottom of the page, there is an image upload option that you can use to upload and customize an image as described in [Advanced Upload](#) section of the [Design](#) page.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [Products Home](#) page.

6.3.1.3 Add Subscription

The [Add Subscription](#) option on the [Add/Edit](#) page allows you to add a special type of product with fees that recur at a specified interval. Clicking [Add Subscription](#) directs you to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

STORE SETTINGS

SETUP PRODUCTS

Products home

Add product

Add page/category

Import/export

MANAGE ORDERS

CUSTOMERS

REPORTS

find product

edit Product

Store Home : Products Home : Apparel : Edit Product

Product

Subscription Settings

Recurrence interval: **Never**

Start billing after: days (note:set to 0 to include subscription fee in checkout price)

Recurring subscription fee:

Donation based:

Learn More About Subscriptions

Subscription Details

Product Name:

Product Id:

Short Description:

Editor version: 2.0 change version | manage styles Use Shift and Enter to single space

Long Description:

Editor version: 2.0 change version | manage styles Use Shift and Enter to single space

Text only Desc:

One time setup fee: Do not include currency in the price

Weight: Used to calculate shipping (in lbs). Do not include units (e.g. use 12.5 not 12.5 lbs)

Settings: **Taxable** - check this box to calculate sales tax for this product.
 Hide Product - check this box to hide this product on your product pages.

Product Options

UP DOWN DELETE

ADD OPTION EDIT

Downloadable File: - Upload/Select File

To setup a downloadable file for this product click the upload/select file link. Choose your file. When a customer orders a product with a downloadable file, the customer will be given a download link on the order completion page.

Product Icons and Details Layout

Special product icons can be used to draw attention to new products and special offers. Check the box next those you wish to display for this product.

New Arrival **Special Offer** **Clearance** **Free Shipping**
Shipping charges will not be added for this item if weight based shipping is used.

Select a layout to use on the product details page for this product.

Product Images

Save Changes and Upload Images

Click the link above to save your changes to this product and to upload images, or click **Apply changes** at the bottom of the page if you do not have images for this product.

Go back Apply changes



The first step is to set the [Recurrence Interval](#) using the drop down box. The [Recurrence Interval](#) is how often the customer will be charged for the subscription. Next, in the [Start Billing After](#) field, enter the number of days that billing for the subscription will start. For example, if you want to give customer's a 10 day trial period for the subscription, enter 11 into the [Start Billing After](#) field. Enter 0 if you want the subscription fee to be included in the checkout price. Next, enter the subscription amount into the [Recurring Subscription Fee](#) field. If you are setting up a way for customer's to make a donation, then check the [Donation Based](#) box. With this option, people will be able to enter the amount they want to donate every interval. If this option is chosen, it does not matter what you set up for the recurring subscription fee as the customer will be able to enter the amount desired.

Setting up the rest of the subscription product is similar to the process described in the [Edit Product](#) section with one exception. For subscriptions, there is a field titled [One Time Setup Fee](#). This fee is only charged once when the subscription is purchased. For example, if there is a special introductory price for the subscription, that price would be entered into the [One Time Setup Fee](#) field.

6.3.1.4 Pricing/Inventory

The [Pricing/Inventory](#) option on the [Add/Edit](#) page lets you control the pricing, weights, and inventory of all e-store products in a category quickly and easily. Clicking [Pricing/Inventory](#) directs you to the following page.



[Pricing/Inventory Page](#)

You can change the name of your product by typing it into [Name](#) field. Enter a product price in the [Price](#) field. Check the [On Sale](#) box if you wish to make a product available for sale. Enter the sale price of a product in the [Sale Price](#) field. If the product is taxable, check the [Tax](#) box. To hide a product, check the [Hide](#) box. Finally, enter the product's weight in the [Weight](#) field.

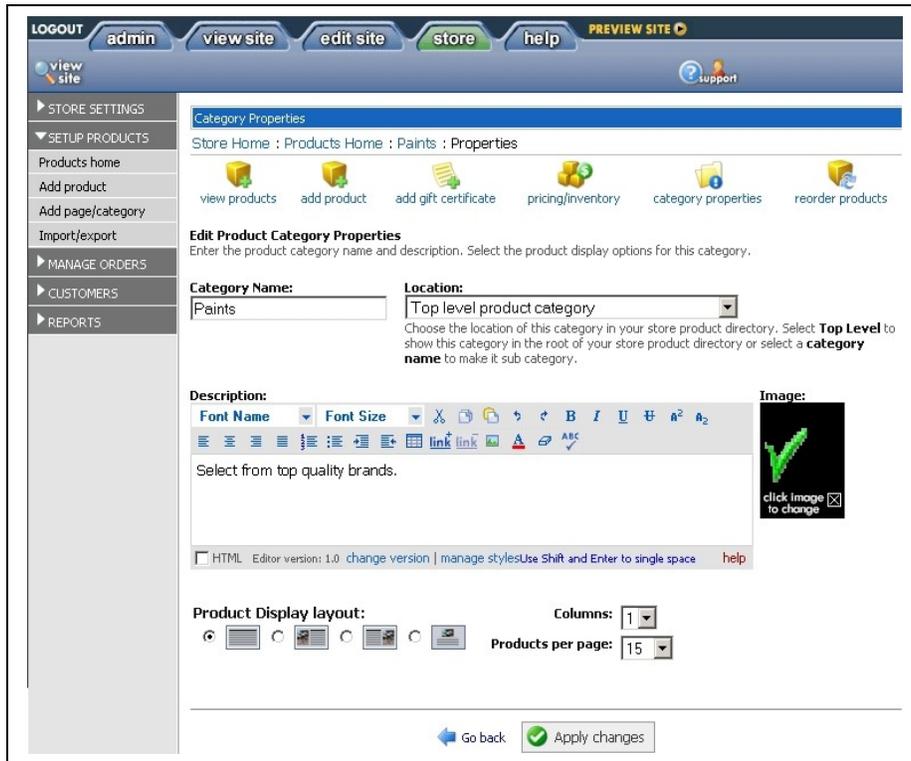
Note: all of these fields can be used only to change information for existing products. You cannot create new products in this way, nor can you change the ID through this process.



Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Back](#) to return back to the [Add/Edit](#) page.

6.3.1.5 Category Properties

Clicking [Category Properties](#) in the [Add/Edit](#) page directs you to the following page, where you can edit product category properties.



[Product Category Properties Page](#)

Change the name of the product category by typing it in the [Category Name](#) field. Change the location of the category by selecting a location for it from the [Location](#) drop-down menu.

Type a brief description of the product category in the text editor under the [Description](#) heading. To the right of the text editor, an image is displayed for the product category. To change the image, click on it to open a pop-up window where you can upload an alternate image as described in the [Advanced Upload](#) section of the [Design](#) page.

Next, select one of the four display layouts for the product category under the [Product Display Layout](#) heading. Select the appropriate number of columns from the [Columns](#) drop-down menu. Finally, use the [Product Per Page](#) drop-down menu to select the maximum number of products that should appear on a single page under each category.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Back](#) to return to the [Add/Edit](#) page.

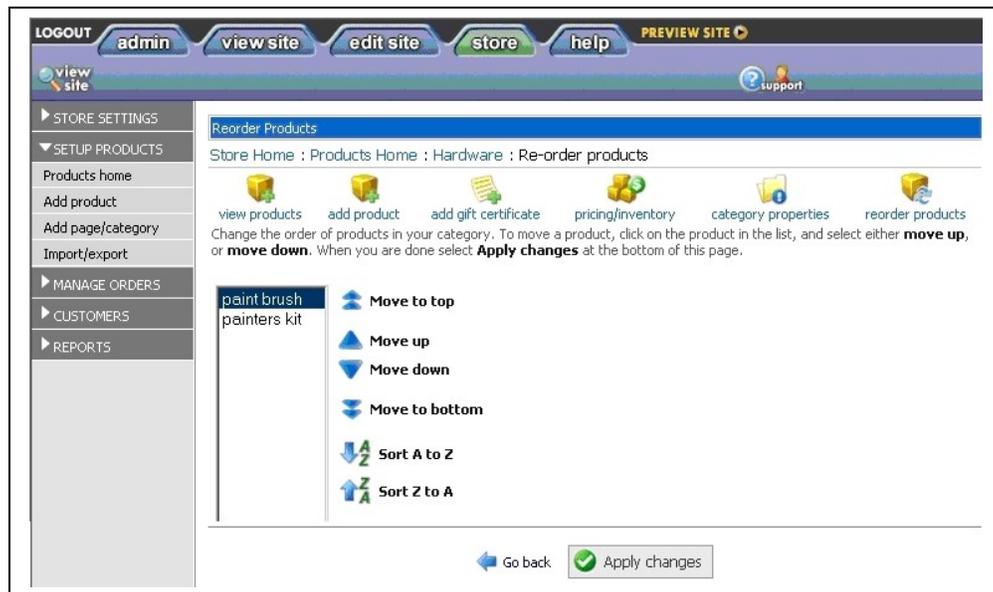


6.3.1.6 Add Sub Category

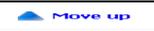
The [Add Sub Category](#) option on the [Add/Edit](#) page allows you to set up a sub category to a top level product category. Adding a sub category is similar to adding a category. See the [Add Page/Category](#) section for an explanation on this feature.

6.3.1.7 Reorder Products

The [Reorder Products](#) option on the [Add/Edit](#) page allows you to define and change the order in which products appear in a product category. Click [Reorder Products](#) to be directed to the following page.



Reorder Products Page

On this page, your e-store products are listed in the column on the left-hand side of the page. To adjust the position of a product in the list, select the product and click the [Move Up](#)  or [Move Down](#)  to move it up or down the list. To place the product at the very top of the list, click [Move to Top](#) . Likewise, to place the product at the very bottom of the list, click [Move to Bottom](#) . If you wish to have products listed in alphabetical or reverse alphabetical order, click [Sort A to Z](#)  or [Sort Z to A](#) , respectively.

Once you have finished, click [Apply Changes](#)  to save your changes. At any time, you may click [Go Back](#) to return to the [Add/Edit](#) page. Once you are finished with the [Add/Edit](#) page, click [Go Back](#) to return to the [Products Homepage](#).

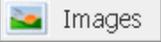
To view the pricing details of a product category, click [Pricing](#) to be directed to the [Pricing/Inventory](#) page. Likewise, to view the properties of a product category, click [Properties](#) to be directed to the [Category Properties](#) page.

To delete a product category from your e-store, click [Delete](#).



6.3.2 Edit Product

Every product listed in a category has an [Edit](#) option next to it. Clicking [Edit](#) will take you to the [Edit Product page](#), which presents the following options:

- Product 
- Images 
- Related Products 
- Advanced Setting 
- Inventory 

Each of these products is described in detail below.

6.3.2.1 Product

Clicking the [Product](#) option on the [Edit Product](#) page directs you to the following page.



On this page, you can enter specifications for your e-store products. Type the name of your product in the [Product Name](#) field and enter the product ID in the [Product ID](#) field. You can choose to write a short or long product description in the [Short Description](#) or [Long Description](#) text editor boxes, respectively. Use the [Text Only Desc](#) box to enter a few lines of text describing the product. Complete the [Item Price](#), [Sale Price](#) and [Weight](#) fields with your product’s specifications.

Under the [Settings](#) heading, you may opt to offer the product at its sale price by checking the [On Sale](#) box. If your product is taxable, check the box labeled [Taxable](#). To hide this product so that it is not displayed on your products page, check the [Hide Product](#) box.

Sometimes products are available in a variety of sizes, colors, and other options. For these products, use the [Product Options](#) box to list all of the product options, so that you can [accept the customer’s detailed order](#). To add a product option, click [+ADD OPTION](#) , which will open the following pop-up window.

Product Options Setup

Select the type of option to add. Use product options to collect additional information from customers for a product. The options are displayed on the product detail page. To add an option select one of the choices below.

[Selection List](#)
The selection list provides a drop down list of choices for customers.

[Selection List \(add on pricing\)](#)
Use add on pricing if the price of your product varies based on the options selected by your customers.

[Setup Fee \(add on pricing\)](#)
Use to add a fixed setup fee that varies based on the option selected by your customer.

[Quantity entry option list \(add on pricing\)](#)
Use to add a set of quantity boxes where the fee varies based on the options selected by your customer.

[Checkbox list \(add on pricing\)](#)
Use add on pricing if the price of your product varies based on the options selected by your customers.

[Input Field](#)
Use an input field to collect a single line of text.

[Input Box](#)
Use an input box to collect multiple lines of text.

[Advanced Entry](#)
Use this to enter options manually (not recommended except for advanced users).

 Cancel
 Apply changes

[Products Option Pop-Up Window](#)



The first option on this pop-up window, [Selection List](#), allows you to create a drop-down menu that customers can use to choose options for the products they wish to purchase. Click [Selection List](#)  to be directed to the following window.

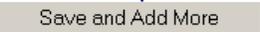
Selection List
 Enter a name for this selection list and add each product option (e.g., Small, Medium, or Large). Enter only one option per box. If you need additional space, use the "Save and add more" button. To remove an option, clear out the field.

Enter the option label:

This is the label that will be visible to the customer (e.g., Color). Do not enter a : as part of the label

<p>Option values</p> <p>Option 1: <input type="text"/></p> <p>Option 2: <input type="text"/></p> <p>Option 3: <input type="text"/></p> <p>Option 4: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Save and Add More"/></p>	<p>Option settings</p> <p><input type="checkbox"/> This option is required (customer is forced to choose an option from this list before being allowed to add it to the cart)</p> <p><input type="checkbox"/> Track inventory for this option (This option affects the inventory management of this product. You will be required to enter in inventory counts for this option)</p>
---	--

[Selection List Window](#)

Enter a name for the list in the [Enter the Option Label](#) field. Under the [Option Values](#) heading, enter the options that should appear in the drop-down menu. Check the box labeled [This Option Is Required](#) if you want to make it mandatory for customers to choose an option from the drop-down menu before the product can be added to the shopping cart. If you are tracking the product's inventory, click on the [Track Inventory For This Option](#) checkbox. To add more than four options, click [Save and Add More](#) . If you are dissatisfied with your changes, click [Cancel](#) . Once you have finished, click [Apply Changes](#)  to save your changes.

The second option in the [Products Option Pop-Up Window](#) is [Selection List \(Add On Pricing\)](#), which allows you to enter price specifications if the product price varies when different options are selected. Click [Selection List \(add on pricing\)](#) to be directed to the following window.



Selection List (Add on pricing):
 Enter a name for this selection list and add each product option (e.g., Small Medium Large) one per box. If you need additional space, use the "Save and add more" button. Enter the price for each of the options. When a customer selects an option the amount you enter will be added to their order. To remove an option, clear out the field.

Enter the option label:

This is the label that will be visible to the customer (e.g., Color). Do not enter a : as part of the label

<p>Option values</p> <p>Option 1: <input type="text"/> Price: \$ <input type="text"/></p> <p>Option 2: <input type="text"/> Price: \$ <input type="text"/></p> <p>Option 3: <input type="text"/> Price: \$ <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Save and Add More"/></p>	<p>Option settings</p> <p><input type="checkbox"/> This option is required (customer is forced to choose an option from this list before being allowed to add it to the cart)</p> <p><input type="checkbox"/> Track inventory for this option (This option affects the inventory management of this product. You will be required to enter in inventory counts for this option)</p>
--	--

Selection List (Add On Pricing) Window

Enter product information into the fields in this window as described for the [Select List](#) section, except that this time you must enter a price for each option. To add more than three options, click [Save and Add More](#) . If you are dissatisfied with your changes, click [Cancel](#) . Once you have finished, click [Apply Changes](#) to save your changes.

The third option in the [Products Option Pop-Up Window](#) is [Setup Fee \(add on pricing\)](#), which allows you to add a fixed setup fee that varies based on the option selected by your customer. Click [Setup Fee \(add on pricing\)](#) to be directed to the following window.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

Selection List (Add on setup fee):

Enter a name for this selection list and add each setup fee (e.g., Small Medium Large) one per box. If you need additional space, use the "Save and add more" button. Enter the price for each of the options. When a customer selects an option the amount you enter will be added to their order. To remove an option, clear out the field.

Enter the option label:

This is the label that will be visible to the customer (e.g., Color). Do not enter a : as part of the label

Option values

Option 1: Price: \$

Option 2: Price: \$

Option 3: Price: \$

Option settings

- This option is required
(customer is forced to choose an option from this list before being allowed to add it to the cart)
- Track inventory for this option
(This option affects the inventory management of this product. You will be required to enter in inventory counts for this option)

Selection List (Add On Setup Fee) Window

Enter product information into the fields in this window as described for the [Selection List \(Add On Pricing\)](#) section. However, note that the setup fee is for the option, independent of the quantity ordered.

The fourth option in the [Products Option Pop-Up Window](#) is [Quantity Entry Option List \(Add On Pricing\)](#), which adds a set of quantity boxes where the fee varies based on the options selected by your customer. [Click Quantity Entry Option List \(Add On Pricing\)](#) to be directed to the following window.



Quantity Entry (Add on pricing):
 Enter a name for this option and add each product option (e.g., Small Medium Large) one per box. If you need additional space, use the "Save and add more" button. Enter the price for each of the options. When a customer selects an option the amount you enter will be added to their order. To remove an option, clear out the field.

Enter the option label:

This is the label that will be visible to the customer (e.g., Color). Do not enter a : as part of the label

<p>Option values</p> <p>Option 1: <input type="text"/> Price: \$ <input type="text"/></p> <p>Option 2: <input type="text"/> Price: \$ <input type="text"/></p> <p>Option 3: <input type="text"/> Price: \$ <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Save and Add More"/></p>	<p>Option settings</p> <p><input type="checkbox"/> Track inventory for this option (This option affects the inventory management of this product. You will be required to enter in inventory counts for this option)</p>
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Quantity Entry (Add On Pricing) Window

Enter product information into the fields in this window as described for the [Selection List \(Add On Pricing\)](#) section.

The fifth option in the [Products Option Pop-Up Window](#) is [Checkbox List \(Add On Pricing\)](#), which lets you display the product options in checkbox lists. Click [Checkbox List \(Add On Pricing\)](#) to be directed to a window that is very similar to the [Selection List \(Add On Pricing\)](#) window. Add options and their corresponding prices as described for the [Selection List \(Add On Pricing\)](#) section.

The [Input Field](#) option in the [Products Option Pop-Up Window](#) lets your customers provide a single line of information about the product (e.g., they're desired text for customization, such as engraving). Click on [Input Field](#) to be directed to the following window.



Input Field
 Use an input field to collect one line of information for this product. Enter the a label, the width for the input box and maximum number of characters (optional).

Enter the option label:

This is the label that will be visible to the customer (e.g., Color). Do not enter a : as part of the label

<p>Option values</p> <p>Width: <input type="text"/></p> <p>Maximum Chars: <input type="text"/></p> <p>The maximum number of characters you want to allow a customer to enter. Leave blank for no restriction</p>	<p>Option settings</p> <p><input type="checkbox"/> This option is required (customer is forced to choose an option from this list before being allowed to add it to the cart)</p>
---	---

Input Field Window

Type a label name in the [Enter the Option Label](#) field. Under the [Option Values](#) heading, enter the [Width](#) of the input field in the corresponding box. Use the [Maximum Chars](#) field to enter the maximum number of characters that your customers may type into the field. Check the box labeled [This Option Is Required](#) if you want to make it mandatory for the customer to choose an option before the product can be added to the shopping cart. If you are dissatisfied with your changes, click [Cancel](#) . Once you have finished, click [Apply Changes](#) to save your changes.

To collect multiple lines of product information from your e-store customers, click [Input Box](#) in the [Products Option Pop-Up Window](#), which will direct you to the following window.



Input Text Box
 Use an text field to collect multiple lines of information for this product. Enter the a label and the width and height for the input box.

Enter the option label:

This is the label that will be visible to the customer (e.g., Color). Do not enter a : as part of the label

Option values
 Height:
 Width:

Option settings
 This option is required
 (customer is forced to choose an option from this list before being allowed to add it to the cart)

Input Box Window

Enter a label name in the [Enter the Option Label](#) field. Under the [Option values](#) heading, enter the [Height](#) and [Width](#) of the input field in the corresponding fields. Check the box labeled [This Option Is Required](#) if you want to make it mandatory for the customer to choose an option before the product can be added to the shopping cart. If you are dissatisfied with your changes, click [Cancel](#) . Once you have finished, click [Apply Changes](#) to save your changes.

The [Advanced Entry](#) option in the [Products Option Pop-Up Window](#) allows you to enter product options manually. Click [Advanced Entry](#) to be directed to the following window.



Enter the order options into the box provided, one option per line:

Advanced Entry Window

On this page, you can enter the product options of your choice in the box provided, placing one option on each line. If you are dissatisfied with your changes, click **Cancel** . Once you have finished, click **Apply Changes** to save your changes.

You can edit, rearrange, or delete the product options that appear in the **Product Options** box. To edit a product option, select the option and click **EDIT** , which will open the **Product Options** pop-up window. Use the **UP** and **DOWN** options to rearrange product options within the list. To remove a particular option from the list, select the option and then click **DELETE** .

Under the **Product Icons and Details Layout** heading, select your preferred icons and layout for the product as it will appear on the product details page.

Clicking **Inventory Settings** will direct you to the **Inventory** page.

Under the **Product Image** heading, you may upload the product image of your choice, as described in the **Product Images** section in the **Gift Certificate** page.

Clicking **Add More Product Images** you direct you to the **Images** section, which is described in the following section.

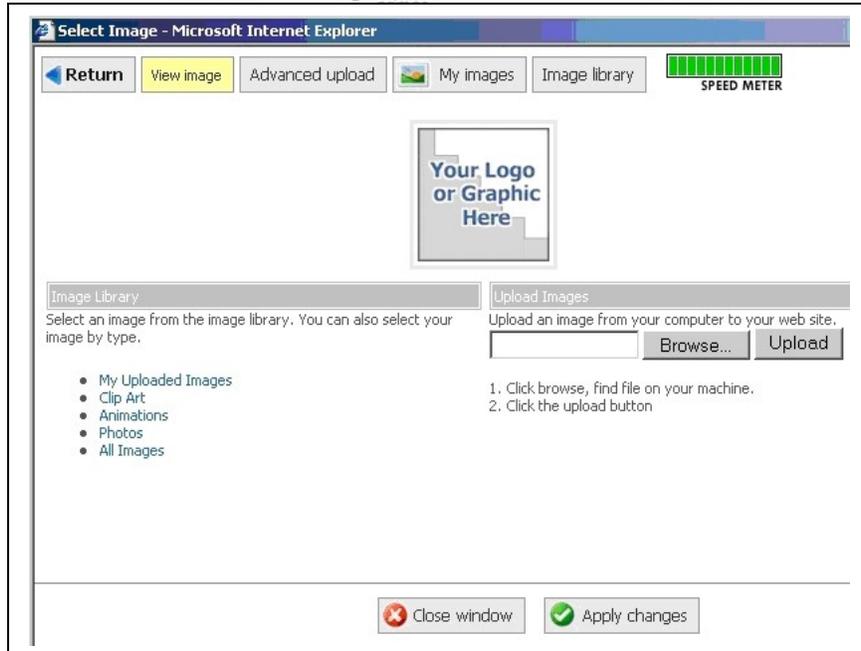
6.3.2.2 Images



Clicking the [Images](#) option on the [Edit Product](#) page displays the [Product Images](#) page, where you can add additional images to your product, as shown below.

Product Images Page

To add an image, either click [Change/Upload Image](#)  or click on the image itself. This will open the following pop-up window.

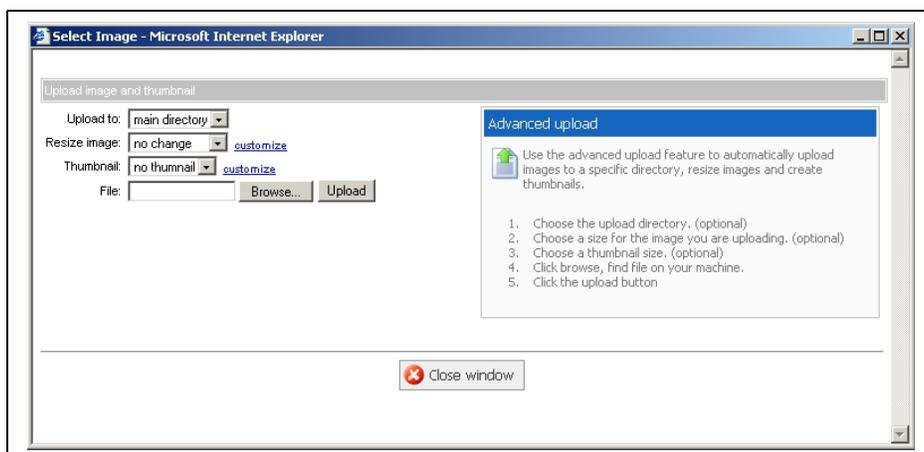


Upload Image Pop-Up Window

On this page, you can select or upload an image as described in the Image Upload section of the [Design](#) page.

On the [Products Image](#) page, enter a caption for the selected image in the [Image Caption](#) field. To view a larger, more detailed version of the selected image, click [Select Detail Image](#).

To add an image, click [Add](#) , which will open a pop-up window similar to the [Upload Image](#) pop-up window. You can use the [Up](#) and [Down](#) options to reorder the items in the images list with the help of [Up](#) and [Down](#) options. To delete an image, click [Delete](#) . To upload an image and generate a thumbnail of it, click [Upload Image & Create Thumbnail](#) , which will direct you to the following page.

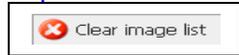




Upload Image and Create Thumbnail Page

On this page, you can upload an image and generate a thumbnail of it as described in the [Advanced Upload](#) section of the [Design](#) page. To clear the image list, click

Clear Image List



Under the [Product Image Display Settings](#) heading you can adjust the settings for your product image. Select the desired number of columns from the [Columns](#) drop-down menu. To have all images be sized like the first image in the list, check the boxes labeled [Maintain Same Size for Main Gallery Images](#) and [Maintain Same Size for Detail Images](#).

Once you have finished, click [Save Images](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Edit Product](#) page.

6.3.2.3 Related Products

Clicking the [Related Products](#) option on the [Edit Product](#) page directs you to the following page.

Related Products Page



The page displays a [Related Product List](#). You can reorder the products shown in the list by clicking on an item to select it and then clicking [Move Up](#) or [Move Down](#) . To remove a product from the list, select the product and then click [Remove](#) .

To add a product to the [Related Product List](#), select an existing product from the [All Product](#) drop-down menu and then click [Add Product](#) . The new product will then appear in the [Related Product List](#) and you can change its position in the list as described above.

Once you have finished, click [Save Related Products](#) to save your changes. At any time, you may click [Go Back](#) to return to the [Edit Product](#) page.

6.3.2.4 Advanced Settings

Clicking the [Advanced Settings](#) option on the [Edit Product](#) page will direct you to the following page, where you will find advanced settings for many e-store features.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

STORE SETTINGS

SETUP PRODUCTS

Products home

Add product

Add page/category

Import/export

MANAGE ORDERS

CUSTOMERS

REPORTS

find product

Edit Product

Store Home : Products Home : Wholesale Products : Edit Product : Advanced settings

Product Images Related products Advanced settings Inventory

advanced settings product links shipping

Sale price - show in shopping cart
Check this box to hide the sale price on your product pages. When this box is checked shoppers will see a message indicating that to see the sale price the product must be added to their shopping cart. This message is displayed on the product overview and detail pages.

Hide product in search
Check this box to hide this product in search results. This can be useful if you have specific products which should only be visible to wholesalers.

Product Categories
To add this product to multiple categories click the link below.
[Product categories: select additional categories](#)
Use this option to add this product to multiple categories.

Add quantity restriction:

Restrict the quantity selectable on this product. Enter a label followed by quantity amounts as per the example below:
Quantity: 250[250]500[500]1000[1000]
To use the quantity restriction feature you must enable the Add Quantity setting your Shopping Cart Settings area.

My Cost:
Enter your cost for this product. This cost will be used for a future reporting option.

Meta keywords:

Meta description:

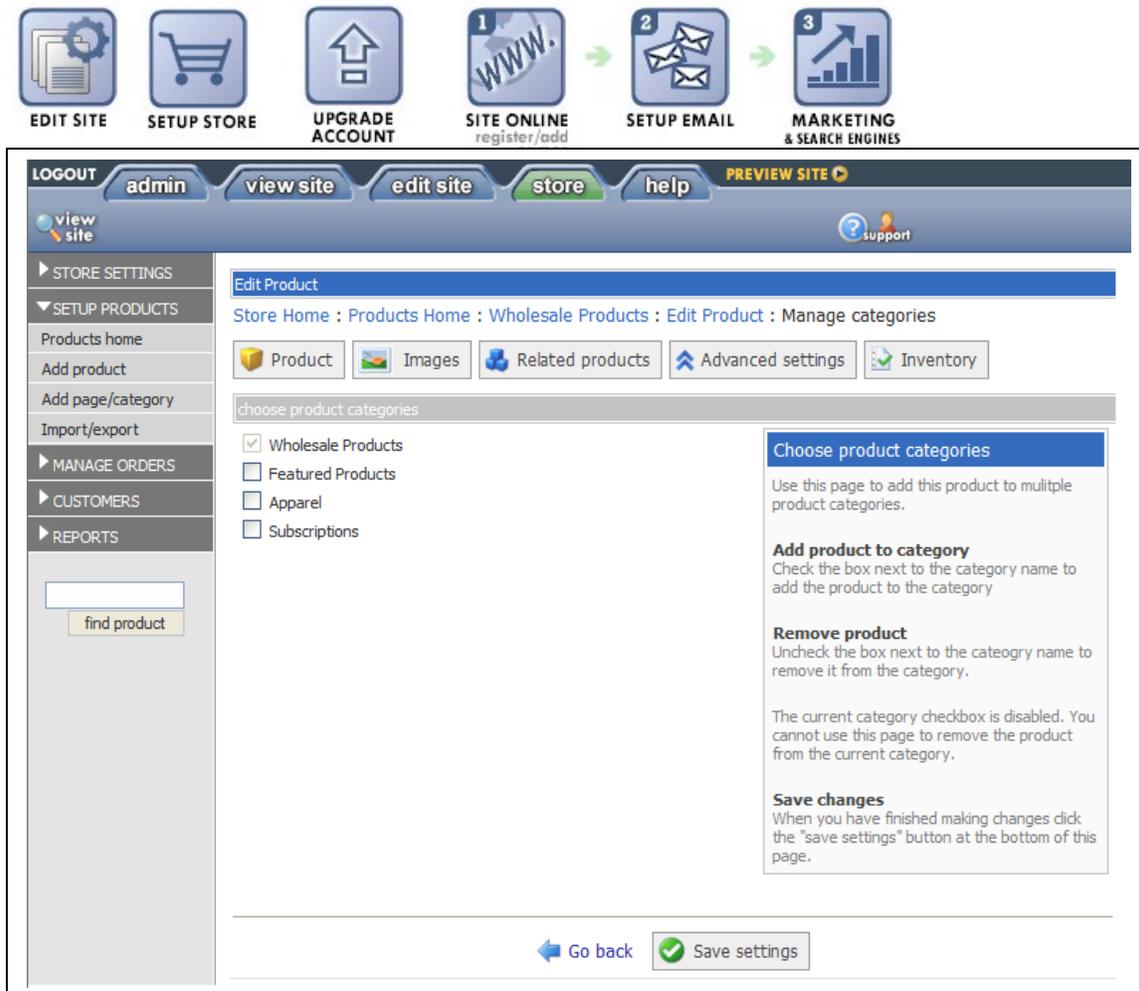
Minimum quantity:
Enter a minimum quantity of this product which must be ordered. A customer will be prevented from checking out if they have not ordered a quantity of this product.

Product comments: default
Use this setting to enable product comments on the detail page for this product. You can set the default by going to the [product comment manager](#).

Advanced Settings Page

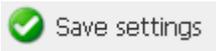
Checking the box next to **Sale Price – Show in Shopping Cart** will hide the sale price of an item on the product page. In order to see the sale price, a customer will need to put it into the shopping cart. Checking the box next to **Hide Product in Search** will hide the product in a search only. The product will still show up on the product page.

To add a product to multiple categories, click **Product Categories: Select Additional Categories**. This will direct you to the following page.



Manage Categories Page

On this page, you can assign a single product to multiple categories. The page lists all of your existing e-store product categories under the [Choose Product Categories](#) heading. To select multiple product categories for the product, check the boxes next to the desired categories.

Once you have finished, click [Save Settings](#)  to save your changes.

On the [Advanced Settings](#) page, use the [Add Quantity Restriction](#) field to enter quantity specifications as described in the example given.

Enter the cost of the product in the [My Cost](#) field.

Enter keywords that describe the product in the [Meta Keywords](#) field.

Enter the meta description of the product in the [Meta Description](#) field.

If there is a minimum quantity that must be ordered for this product, enter that amount into the [Minimum Quantity](#) field. Customers will be prevented from checking out if they have not ordered at least the minimum quantity that is required.

If you want customers to be able to comment on the product, enable the feature by using the [Product Comments](#) dropdown box.



Clicking the [Product Links](#) tab will direct you to the following page.

[Product Links Page](#)

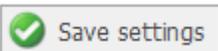
This page allows you to place a link to this product on another website. The URL for the product detail page will appear in the [Product URL \(Detail Page\)](#) field. You can give this URL to the other website so a link can be setup on that site to this particular product. You can also use the Product Link Generator section in order to generate the HTML that can be given to the other website so a link can be setup on that site to this particular product. To do so, enter a [Link Name](#) and [Tracking Code](#) in the corresponding fields under the [Product Link Generator](#) heading and click [Generate Link HTML](#). This will show the HTML code that can be used to display a link to this product.

Once you have finished, click [Save Settings](#)  to save your changes.

Clicking the [Shipping](#) tab will direct you to the [Advanced Shipping](#) page, shown below.

Advanced Shipping Page

This page allows you to setup shipping options that affect how this particular product's shipping costs are computed. If this product ships in its own box, separate from the balance of the order, click on the [Product Ships In Its Own Box](#) checkbox. If this product has a fixed shipping cost, enter that cost into the [Shipping Cost](#) field. This overrides any other shipping method that may be setup. If this product ships from a different zip code, then enter the zip code it ships from in the [Ship Zip Code](#) field. If the product must ship using a specific shipping method (i.e. next day air), then select the method from the [Shipping Method](#) dropdown box.

Once you have finished, click [Save Settings](#)  to save your changes.

6.3.2.5 Inventory

Clicking on the last option on the [Edit Product](#) page, [Inventory](#), leads you to the following page, where you can define inventory settings for the product.

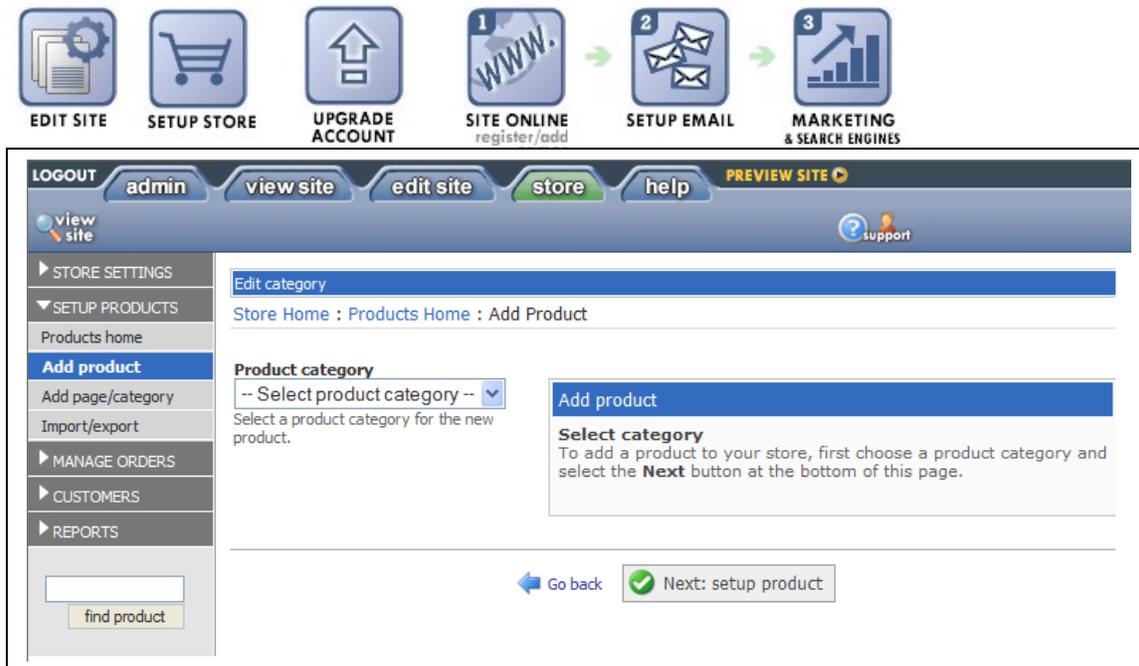
Inventory Settings Page

Enter the number of product items that are currently in stock in the [Stock](#) field. Then enter the stock margin in the [Alert Levels](#) field. If the number of product items in stock drops below the stock margin, you will receive a notification mail to alert you to reorder the product. Once you have finished, click [Save Settings](#)  Save settings to save your changes.

Once you have finished with the [Edit Product](#) page, click [Apply Changes](#)  Apply changes to save your changes.

6.3.3 Add Product

Clicking [Add Product](#) under [Setup Products](#) will direct you to the following page, where you can add a product to an existing product category.



Add Product Page

To add a product to an existing product category, first select the appropriate product category from the [Product Category](#) drop-down menu. Then you will need to enter the specifications of the new product by clicking [Next: Setup Product](#) , which will direct you to the [Edit Product](#) section under [Add Product](#).

At any time, you may click [Go Back](#) to return to the previous page.

6.3.4 Add Page/Category

Clicking the [Add Page/Category](#) option under [Setup Products](#) will direct you to the following page, where you can add new product categories.



Finally, select the number of desired columns from the [Columns](#) drop-down menu and use the [Products Per Page](#) drop-down menu to select the maximum number of products that should appear on a single page under each product category.

Once you have finished, click [Create Product Category](#)  to save your changes.

6.3.5 Import/Export

Clicking the Import/Export option under Setup Products will direct you to the following page, where you can import data to and export data from your e-store.

Import/Export Data Page

To import data into the e-store product catalog, click [Product Catalog](#)  to be directed to the following page.



Import Product Catalog Page

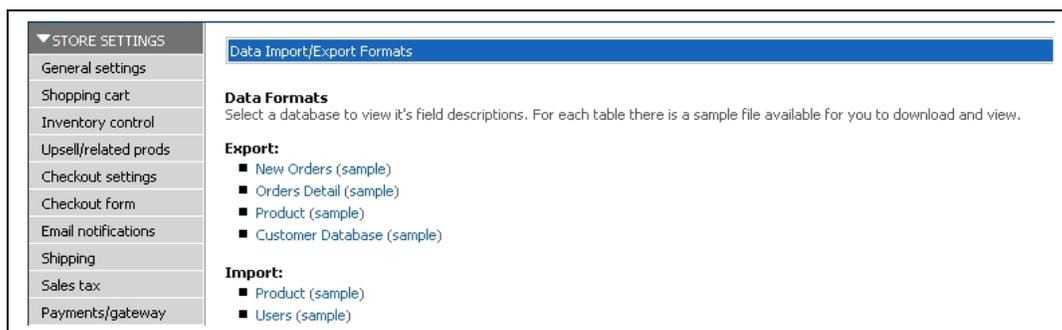
You can use this page to upload a file that contains your product catalog. Click [Browse](#) to locate the file on your computer and then click [Upload](#) . At any time, you may click [Go Back](#) to return to the [Import/Export](#) page.

To import data about your site users, click [Users](#) to be directed to the [User Accounts List](#) under [User Accounts Settings](#). On this page, just click the [Import Users](#) link. See the [User Accounts](#) section for instructions on how this is done.

To export data from your site to a file that you can use in other programs, select one of the data sources listed on the [Import/Export](#) page. Check the box that corresponds to the desired data source and then click [Start Export](#) to begin exporting the data.

This software program fully integrates data with QuickBooks Pro and Premier Editions 2002-2006. For more information about how this works, click [Learn More](#) .

To learn more about the import and export file formats that are available to you, click [Data Transfer Formats](#) to be directed to the [Data Import/Export Formats](#) page, shown below.



Data Format Page

This page contains describes four export databases under the [Export](#) heading, and two import databases under the [Import](#) heading. The field descriptions appear in tables and are accompanied by [Sample](#) files that you can click on to download and view.



For example, if you click [New Orders](#) under the [Export](#) heading, you will be able to see the following table, which shows a full life of the field names and descriptions for those fields.

Gift certificates	Orders.csv (One entry for each order) (sample) <table border="1"> <thead> <tr> <th>Field Name</th> <th>Field Description</th> </tr> </thead> <tbody> <tr><td>OrderID</td><td>Unique ID for this order</td></tr> <tr><td>CustomerID</td><td>Unique ID for this customer</td></tr> <tr><td>Status</td><td>Order Status</td></tr> <tr><td>TransactionID</td><td>Unique transaction ID for this order</td></tr> <tr><td>Date</td><td>Date the order was submitted</td></tr> <tr><td>Firstname</td><td>Customer firstname</td></tr> <tr><td>Lastname</td><td>Customer lastname</td></tr> <tr><td>Company</td><td>Company name</td></tr> <tr><td>Phone</td><td>Customer phone number</td></tr> <tr><td>Address1</td><td>Customer address field 1</td></tr> <tr><td>Address2</td><td>Customer address field 2</td></tr> <tr><td>City</td><td>Customer city</td></tr> <tr><td>State</td><td>Customer state</td></tr> <tr><td>PostalCode</td><td>Customer zip/postal code</td></tr> <tr><td>Country</td><td>Customer country code</td></tr> <tr><td>Email</td><td>Customer email address</td></tr> <tr><td>PaymentType</td><td>Payment type for this order</td></tr> <tr><td>ShippingMethod</td><td>Name of the shipping method for this order</td></tr> <tr><td>ShipToName</td><td>Shipping name - NOTE: Ship to information is only specified if different from billing info.</td></tr> <tr><td>ShipToAddress1</td><td>Ship to address</td></tr> <tr><td>ShipToAddress2</td><td>Ship to address 2</td></tr> <tr><td>ShipToCity</td><td>Ship to city</td></tr> <tr><td>ShipToState</td><td>Ship to state</td></tr> <tr><td>ShipToPostalCode</td><td>Ship to zip/postal code</td></tr> <tr><td>ShipToCountry</td><td>Ship to country</td></tr> <tr><td>SubTotal</td><td>Sub total for this order</td></tr> <tr><td>Shipping</td><td>Shipping total for this order</td></tr> <tr><td>Shipper</td><td>Name of shipper entered on the order notes</td></tr> <tr><td>ShippingDate</td><td>Ship date entered on the order notes</td></tr> <tr><td>ShippingTrackingNumber</td><td>Tracking number of the shipment entered on the order notes</td></tr> <tr><td>Tax</td><td>Total tax for this order</td></tr> <tr><td>Total</td><td>Total order price</td></tr> <tr><td>Coupon</td><td>Coupon for this order if one was used</td></tr> <tr><td>Extra</td><td>Extra information collected with the order</td></tr> </tbody> </table>	Field Name	Field Description	OrderID	Unique ID for this order	CustomerID	Unique ID for this customer	Status	Order Status	TransactionID	Unique transaction ID for this order	Date	Date the order was submitted	Firstname	Customer firstname	Lastname	Customer lastname	Company	Company name	Phone	Customer phone number	Address1	Customer address field 1	Address2	Customer address field 2	City	Customer city	State	Customer state	PostalCode	Customer zip/postal code	Country	Customer country code	Email	Customer email address	PaymentType	Payment type for this order	ShippingMethod	Name of the shipping method for this order	ShipToName	Shipping name - NOTE: Ship to information is only specified if different from billing info.	ShipToAddress1	Ship to address	ShipToAddress2	Ship to address 2	ShipToCity	Ship to city	ShipToState	Ship to state	ShipToPostalCode	Ship to zip/postal code	ShipToCountry	Ship to country	SubTotal	Sub total for this order	Shipping	Shipping total for this order	Shipper	Name of shipper entered on the order notes	ShippingDate	Ship date entered on the order notes	ShippingTrackingNumber	Tracking number of the shipment entered on the order notes	Tax	Total tax for this order	Total	Total order price	Coupon	Coupon for this order if one was used	Extra	Extra information collected with the order
Field Name		Field Description																																																																					
OrderID		Unique ID for this order																																																																					
CustomerID		Unique ID for this customer																																																																					
Status		Order Status																																																																					
TransactionID		Unique transaction ID for this order																																																																					
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Lastname		Customer lastname																																																																					
Company		Company name																																																																					
Phone		Customer phone number																																																																					
Address1		Customer address field 1																																																																					
Address2		Customer address field 2																																																																					
City		Customer city																																																																					
State		Customer state																																																																					
PostalCode		Customer zip/postal code																																																																					
Country		Customer country code																																																																					
Email		Customer email address																																																																					
PaymentType		Payment type for this order																																																																					
ShippingMethod		Name of the shipping method for this order																																																																					
ShipToName	Shipping name - NOTE: Ship to information is only specified if different from billing info.																																																																						
ShipToAddress1	Ship to address																																																																						
ShipToAddress2	Ship to address 2																																																																						
ShipToCity	Ship to city																																																																						
ShipToState	Ship to state																																																																						
ShipToPostalCode	Ship to zip/postal code																																																																						
ShipToCountry	Ship to country																																																																						
SubTotal	Sub total for this order																																																																						
Shipping	Shipping total for this order																																																																						
Shipper	Name of shipper entered on the order notes																																																																						
ShippingDate	Ship date entered on the order notes																																																																						
ShippingTrackingNumber	Tracking number of the shipment entered on the order notes																																																																						
Tax	Total tax for this order																																																																						
Total	Total order price																																																																						
Coupon	Coupon for this order if one was used																																																																						
Extra	Extra information collected with the order																																																																						
E-Commerce tracking																																																																							
Custom settings																																																																							
▶ SETUP PRODUCTS																																																																							
▶ MANAGE ORDERS																																																																							
▶ CUSTOMERS																																																																							
▶ REPORTS																																																																							

Data Format Page

Click [Sample](#) to download and view a sample file of new orders.

Similarly, if you click [Orders Detail](#), you will see the following table with field names and descriptions for order details.

	OrderItems.csv (One entry for each order product ordered) (sample)	
	Field Name	Field Description
	OrderID	Unique ID for this order
	ProductID	Product ID to be included in this order
	ProductName	Product Name
	Quantity	Number of products ordered
	Options	Any options associated with the product
	ItemPrice	Price per item ordered
Total	Total price for this item	

Data Format Page



Click [Sample](#) to download and view the sample file of details on your e-store orders.

If you click [Product](#) under the [Export](#) heading, you will see the following table with field names and descriptions for product information.

products.csv (One entry for each product) (sample)	
Field Name	Field Description
Category	Product Category
ProductID	Product Identifier
ProductName	Name of product
Price	Product Price
SalePrice	Sale Price for this product
OnSale	Indicates whether this product is on sale
Taxable	Indicates whether this product is taxable
Weight	Product weight

[Data Format Page](#)

Click [Sample](#) to download and view a sample file that contains e-store products.

Finally, if you click [Customer Database](#) under the [Export](#) heading, you will see the following table with field names and descriptions for customer information.

Customers.csv (sample)	
Field Name	Field Description
CustomerID	Unique customer identifier
Firstname	Customer first name
Lastname	Customer last name
Email	Customer email address
Address1	Mailing address1
Address2	Mailing address2
City	City
State/Province	State/Province
PostalCode	Postal/Zip Code
Country	Country

[Data Format Page](#)

Click [Sample](#) to download and view a sample file of customer information.

Under the [Import](#) heading, if you click [Product](#), you will see the following table with field names and descriptions of product information.



Product Import ([sample](#))

Field Name	Field Description
Category	Category for this product
ProductID	Identifier for this product
ProductName	Name of the product
HideProduct	Set to true if this product is hidden
Description1	Short description for this product
Description2	Long description for this product
Price	Product Price
SalePrice	Price of the product when it is on sale
OnSale	Set to true if the product is on sale
Taxable	Set to true if the product is taxable
Weight	Product Weight
Image1	Thumbnail image name - ex. image.jpg
Image2	Image to be displayed on the detail page - ex. detailimage.jpg
StockLevel	Number of item in stock. Applies if inventory control is enabled
StockLevelAlert	Alert level for stock items. You will automatically be sent an email when inventory falls below this level
Cost	Your internal cost for this product
Metakeywords	Meta-keywords for this product
Metadescription	Meta-description for this product
DrawStyle	Product detail layout setting (default settings is 2)

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7

Data Format Page

Click [Sample](#) to download and view a sample file.

If you click [Users](#) under the [Import](#) heading, you will see the following table with field names and descriptions of user information.

UserExport.csv ([sample](#))

Field Name	Field Description
Group	User account "group name". Separate with ; for multiple groups. ex "group1;group2;group3"
Email	Email Address
Password	Password
Firstname	First name
Lastname	Last name
Company	Company name
Phone	Phone number
Address1	Mailing address1
Address2	Mailing address2
City	City
State	State/Province
PostalCode	Postal/Zip Code
Taxable	User's taxable status
Notes	Notes about the user account

[Go back](#)

Data Format Page

Click [Sample](#) to download and view a sample file of user information.

From any of these pages, you may click [Go Back](#) to return to the [Import/Export](#) page.

6.4 Manage Orders

The [Manage Orders](#) section of the [Store Manager](#) page displays many features that you can use to view and manage the orders placed in your e-store, as listed below.



- All Orders
- New Orders
- In Progress
- Backordered
- Ready to Ship
- Completed
- Export Orders

The [Manage Orders](#) section opens automatically in the [All Orders](#) page. The following sections describe each option in detail.

6.4.1 All Orders

Click [All Orders](#) under [Manage Orders](#) to be directed to the following page.

Date	Order Id	Total	Customer	Status	Action
10/22/2008 - 02:46 PM	21383	\$ 16.00	Doe,John	new	view / process
10/22/2008 - 02:44 PM	21381	\$ 20.95	Doe,Jane	back ordered	view / process
10/06/2006 - 04:19 PM	779	\$ 101.00	Doe,John	completed	view / process
09/17/2007 - 02:55 PM	1177	\$ 25.95	Madeupname,David	cancelled	view / process
10/24/2006 - 10:34 AM	810	\$ 56.00	Doe,John	cancelled	view / process

All Orders Page

The page contains many links at the top of the page.

Clicking [Store Home](#) will redirect you to the [Store Manager](#) page.

Click [View Orders](#) will show you a list of your e-store orders.

Click [Print Invoices](#) to be directed to the [Invoices](#) window, shown below, where you can print invoices for your customers.



Print all Customize Invoice Header

Order ID: 21383 Date: 10/22/2008 - 02:46 PM

Billing Information		Shipping Information	
Payment: Check		Ship To:	
Name: John Doe		John Doe	
Company:		123 Your Street	
Phone: 123-456-7890		Anytown, IN 46804	
Address: 123 Your Street		United States of America (US)	
City: Anytown			
State/Province: IN		Shipping Method: Manual shipping	
Zip/Postal Code: 46804			
Country: United States of America (US)			
Email: john@email.com			

Qty.	Name	Product ID	Price	Total
1	Featured Product B	f1-b	15.00	\$ 15.00
			Sub Total	\$ 15.00
			Shipping/Handling	\$ 1.00
			Sales Tax	\$ 0.00
			Total	\$ 16.00

Print Invoices Page

The [Print Invoices](#) page displays the invoice for the selected order. To print it, click [Print All](#). You may customize the invoice header by clicking [Customize Invoice Header](#), which will direct you to the [General Settings](#) page. Click [Close Window](#) to close the window.

Once you are back on the [All Orders](#) page, click [Print Packing Slips](#) to be directed to a page that is very similar to the [Print Invoices](#) page and has identical functionalities.

Click [Print Details](#) to be directed to a page that is very similar to the [Print Invoices](#) page and has identical functionalities, allowing you to print the details of an order.

To view your e-store order history, click [History](#) to be directed to the following page.

Order History Page

The [Order History](#) page lists all the orders that you have moved to the order history section. To view any single order in greater detail, click the corresponding [View](#)  option.

Back on the [All Orders](#) page, clicking the [Export](#) option directs you to the [Export Orders](#) section.



You can find a specific order by using the [Find Order](#) search option. Enter the order identification number into the **ORDER ID** box and then click [Find Order](#). The system will then display the order with that identification number.

On the [All Orders](#) page, you can view any of the orders by clicking the [view/process](#) link. This will open the [View Order](#) page.

Order ID: 21383 [[New Order](#)] [Return](#) [View](#) [Print](#) [Email](#) [Notes](#) [Archive](#) [\[hide/show sidebar\]](#)

PREPARE THE ORDER ***** PROCESS TRANSACTIONS *** SHIP ***

NEW **IN PROGRESS** **BACKORDER** **READY TO SHIP** [COMPLETE](#) [CANCEL](#) **SHIPPED**

[learn more about order processing](#)

Order ID: 21383 **Date:** 10/22/2008 - 02:46 PM

Billing Information		Shipping Information	
Payment: Check	Name: John Doe	Ship To: John Doe	123 Your Street
Company:	Phone: 123-456-7890	Anytown, IN 46804	
Address: 123 Your Street	City: Anytown	United States of America (US)	
State/Province: IN	Zip/Postal Code: 46804	Shipping Method: \$0.00 Manual shipping	Pkg: 1 weight:0.00 view products
Country: United States of America (US)	Email: john@email.com		

Qty.	Name	Product ID	Price	Total
1	Featured Product B	f1-b	15.00	\$ 15.00
			Sub Total	\$ 15.00
			Shipping/Handling	\$ 1.00
			Sales Tax	\$ 0.00
			Total	\$ 16.00

[Order Notes](#)

[Return](#) [Print](#)

[View Order Page](#)

The [View Order](#) page displays the following options:

- [Return](#)
- [View](#)
- [Print](#)
- [E-mail](#)
- [Notes](#)
- [Archive](#)
- [Hide/show sidebar](#)

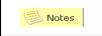


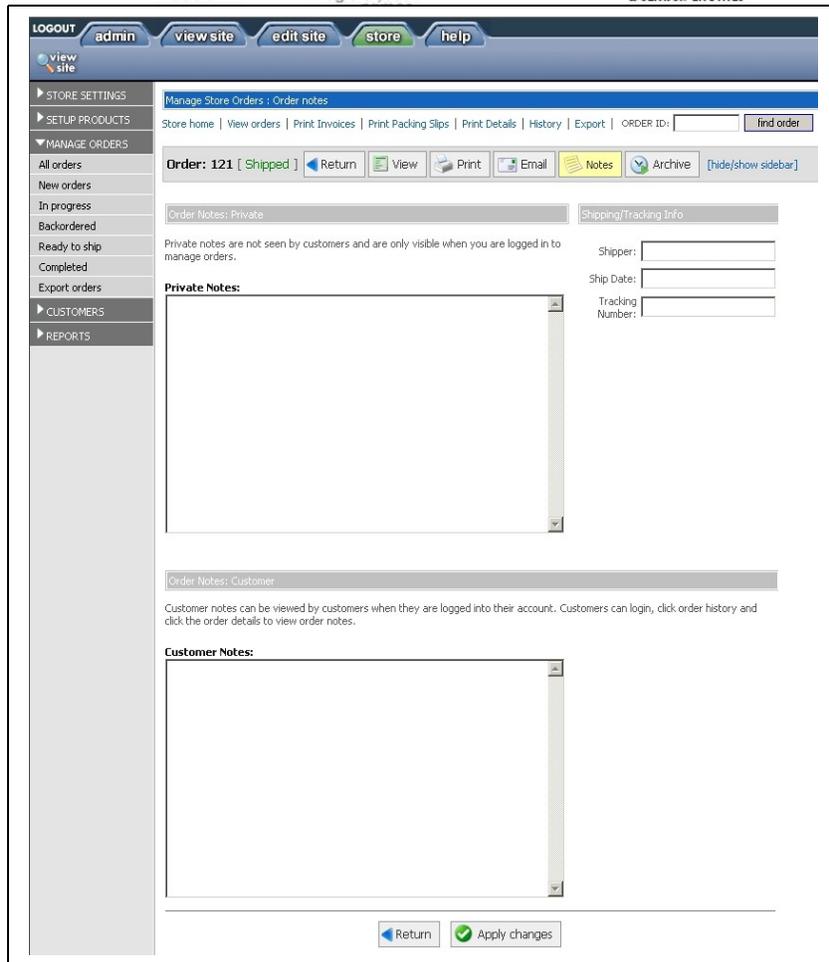
The [View Order](#) page opens automatically in the [View](#)  section. This page displays detailed information about the e-store product order. To print the page, click [Print](#)  to be directed to a page that is very similar to the [Print Invoices](#) page and has identical functionalities.

To send an e-mail to the customer who placed the order, click [E-mail](#)  to be directed to the following page.

E-mail Page

On this page, you may create and send e-mail to the customer who placed the order. Enter your e-mail address in the [From](#) field. Then enter a subject in the [Subject](#) field. Use the [Message](#) box to type your e-mail message. If you wish to send order tracking information along with the e-mail, check the box labeled [Include Tracking Information in Confirmation Message](#). Then enter the tracking information in the [Shipper](#), [Ship Date](#), and [Tracking Number](#) fields provided below that line. Once you have finished, click [Send e-mail](#)  to send the e-mail.

The [Notes](#)  option on the [View Order](#) page directs you to the following page, where you can record additional information or special observations about the order.



Notes Page

You may enter two types of notes: **Private Notes** that only you can see, and **Customer Notes** that your customer will see the next time he/she logs into the site. Type your notes into the appropriate text box.

Use the **Shipping/Tracking Info** section to enter order-tracking information. Enter the name of the shipping company in the **Shipper** field. Enter the date when the order was shipped in the **Ship Date** field. Finally, enter the order tracking number in the **Tracking Number** field.

Clicking **Archive**  puts the order into the history area. The order can be viewed by clicking the **History** link.

To hide or reveal the sidebar, click **Hide/Show Sidebar** .

To complete an order, click **COMPLETE** . To cancel an order, click **CANCEL**





To print the page, click [Print](#).

Back on the [All Orders](#) page, clicking [New](#) directs you to the [New Orders](#) section.

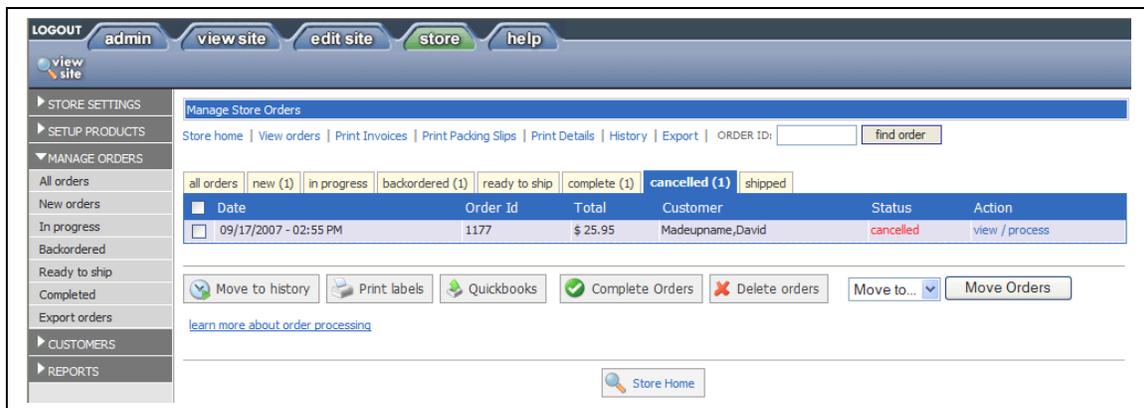
Clicking [In Progress](#) directs you to the [In Progress](#) section.

Clicking [Backordered](#) directs you to the [Backordered](#) section.

Clicking [Ready to Ship](#) directs you to the [Ready to Ship](#) section.

Clicking [Completed](#) directs you to the [Completed](#) section.

Clicking [Cancelled](#) directs you to the following page.



Cancelled Order Page

This page lists all the e-store orders that have been cancelled, including the order date, ID, amount, customer, and status. To view more details about a specific order, click [View/Process](#) to be directed to the [View/Process Order](#) section.

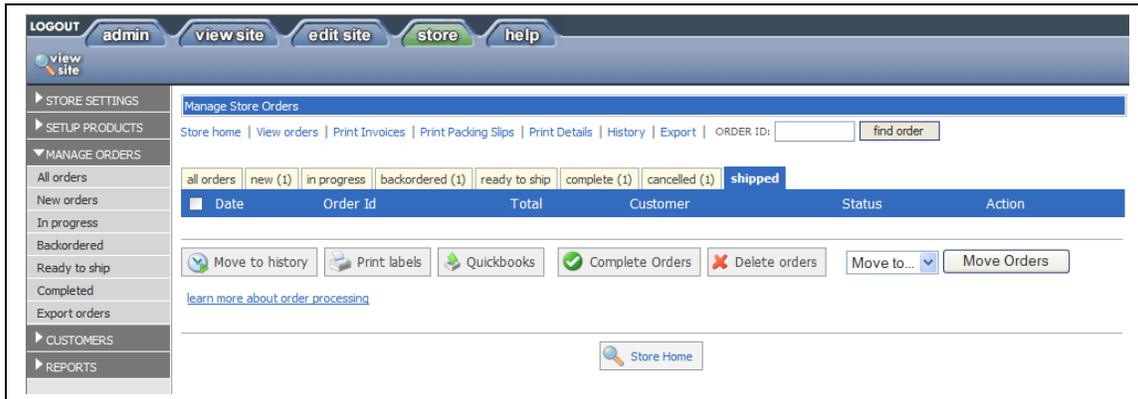
To move any of the orders to the [Order History](#) page, check the box next to the desired order(s) and then click [Move to History](#) . To print labels for the order, click [Print Label](#)  to access the label options described in the [Print Label](#) section.

To send an order to Quickbooks , check the box next to the order of interest and then click [Quickbooks](#).

To let the system know that you have finished fulfilling an order, check the appropriate box to select the order and then click [Complete Orders](#) . To delete an order, check the appropriate box to select the order and then click [Delete Orders](#) .

Clicking [Store Home](#)  will redirect you to the [Store Manager](#) page.

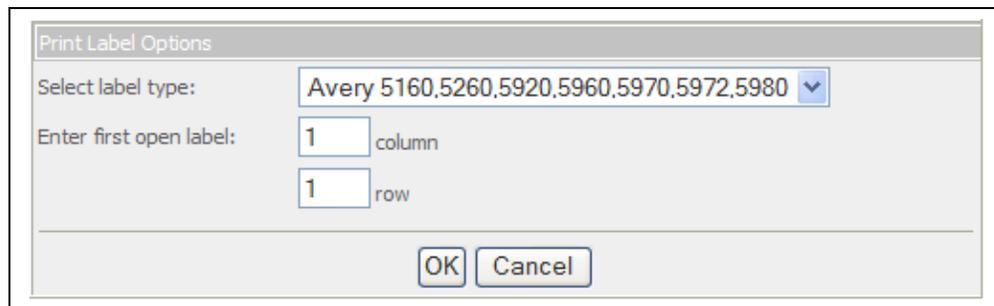
Clicking [Shipped](#) directs you to the following page.



Shipped Order Page

This page lists all of the e-store orders that have been shipped, including the order date, ID, amount, customer, and status. To view more details about a specific order, click [View/Process](#) to be directed to the [View/Process Order](#) section.

To move any of the orders to the [Order History](#) page, check the box next to the desired order(s) and then click [Move to History](#) . To print labels, click [Print Label](#) to access the following option.



Print Label Options

Use the Select Label Type drop-down menu to specify the type of label paper that you are using. Use the Column and Row fields to indicate which labels should be printed. Click OK to start printing, or click Cancel to cancel your printing request.

To send an order to [Quickbooks](#) , check the box next to the order of interest and then click [Quickbooks](#).

To let the system know that you have finished fulfilling an order, check the appropriate box to select the order and then click [Complete Orders](#) . To delete an order, check the appropriate box to select the order and then click [Delete Orders](#) .

Clicking [Store Home](#) will redirect you to the [Store Manager](#) page.



To learn more about how to process orders, click [Learn More About Order Processing](#) to open the following pop-up window.

Order processing overview

- [Order status & display](#)
- [Printing orders](#)
- [Credit card processing gateways](#)
- [Preparing orders](#)
- [Processing transactions](#)

Order display & order status

ALL ORDERS						
NEW ORDERS		IN PROGRESS		BACK ORDERED	READY TO SHIP	COMPLETED
CANCELLED	SHIPPED					
Date	Order Id	Total	Customer	Status	Action	
Use the order view orders page to view and process your orders. The main order display page lets you view each of your orders. To help you manage your orders they are broken into several categories. To view the orders in a category simply click the tab for the category you wish to view.						
NOTE: To change the status of an order, click the view/process links to go to the order detail page and then choose one of the status options from the order process list.						

[Order Processing Overview Window](#)

The Order Processing Overview Window presents an overview of the steps involved in order processing. All the steps are listed at the top of the window for easy reference. To learn more about one of the topics, simply click on that topic to be directed to the section of the window where the topic is discussed in detail. To close the window, click [Close Window](#).

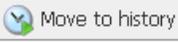
Clicking [Store Home](#) will redirect you to the [Store Manager](#) page.

6.4.2 New Orders

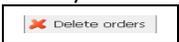
Click [New Orders](#) on the [Manage Orders](#) vertical menu to be directed to the following page.

New Orders Page

This page lists all the new orders that have been placed in your e-store, including the order date, ID, amount, customer, and status. To view more details about a specific order, click [View/Process](#) to be directed to the [View/Process Order](#) section.

To move any of the orders to the [Order History](#) page, check the box next to the desired order(s) and then click [Move to History](#) . To print labels for the order(s), click [Print Label](#)  to access the label options described in the [Print Label](#) section.

To send an order to Quickbooks , check the box next to the order of interest and then click [Quickbooks](#).

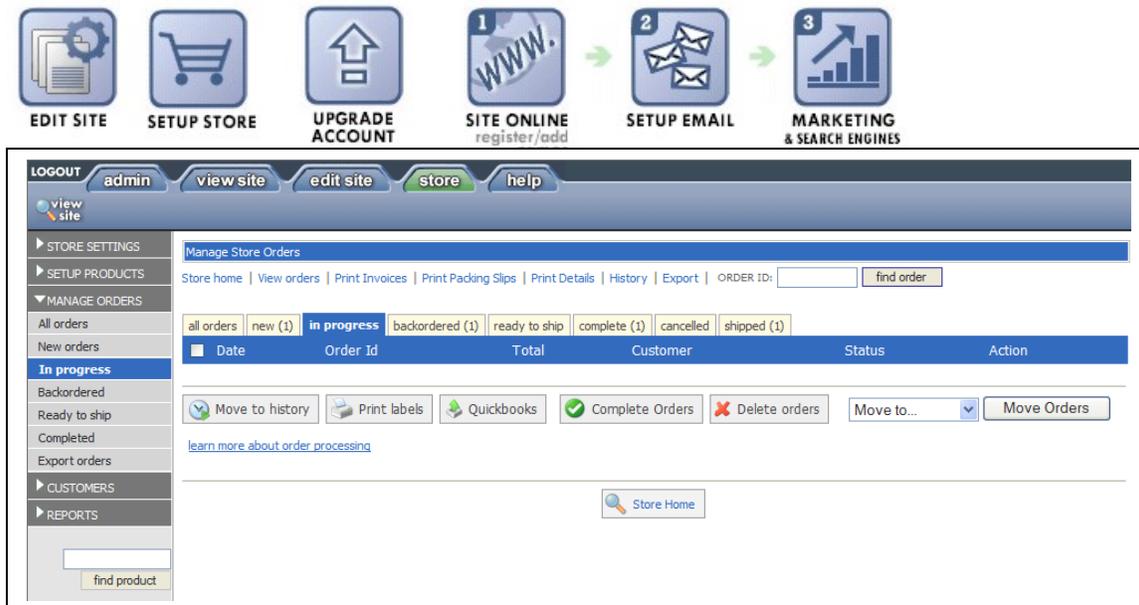
To let the system know that you have finished fulfilling an order, check the appropriate box to select the order and then click [Complete Orders](#) . To delete an order, check the appropriate box to select the order and then click [Delete Orders](#) .

You can change the status of an order by checking the box next to the desired order, selecting the appropriate status from the [Move To](#) dropdown box and clicking on the [Move Orders](#) button.

Clicking [Store Home](#)  will redirect you to the [Store Manager](#) page.

6.4.3 In Progress

Click [In Progress](#) on the [Manage Orders](#) vertical menu to be directed to the following page.



In Progress Orders Page

This page lists all of the e-store orders that are being processed, including the order date, ID, amount, customer, and status. To view more details about a specific order, click [View/Process](#) to be directed to the [View/Process Order](#) section.

To move any of the orders to the [Order History](#) page, check the box next to the desired order(s) and then click [Move to History](#) . To print labels for the order(s), click [Print Label](#)  to access the label options described in the [Print Label](#) section.

To send an order to Quickbooks , check the box next to the order of interest and then click [Quickbooks](#).

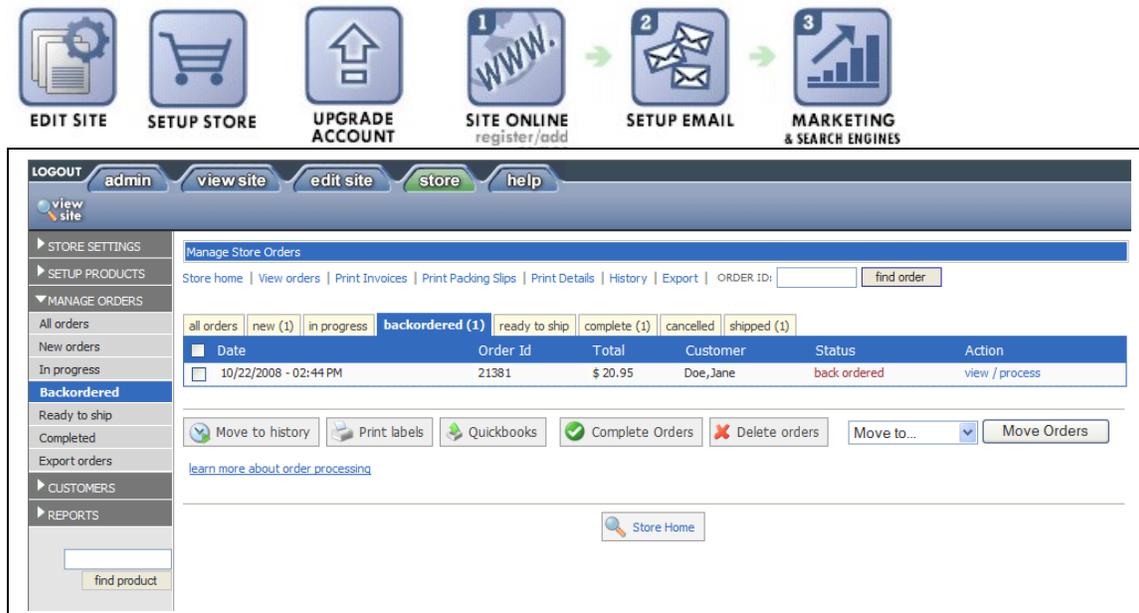
To let the system know that you have finished fulfilling an order, check the appropriate box to select the order and then click [Complete Orders](#) . To delete an order, check the appropriate box to select the order and then click [Delete Orders](#) .

You can change the status of an order by checking the box next to the desired order, selecting the appropriate status from the [Move To](#) dropdown box and clicking on the [Move Orders](#) button.

Clicking [Store Home](#)  will redirect you to the [Store Manager](#) page.

6.4.4 Backordered

Click [Backordered](#) on the [Manage Orders](#) vertical menu to be directed to the following page.



Backordered Orders Page

This page lists all of the e-store backorders. Backorders are the orders that could not be fulfilled at the time of the order, because the products were temporarily out of stock. The backorder list displays the order date, ID, amount, customer, and status. To view more details about a specific order, click [View/Process](#) to be directed to the [View/Process Order](#) section.

To move any of the orders to the [Order History](#) page, check the box next to the desired order(s) and then click [Move to History](#) . To print labels for the order(s), click [Print Label](#)  to access the label options described in the [Print Label](#) section.

To send an order to Quickbooks , check the box next to the order of interest and then click [Quickbooks](#).

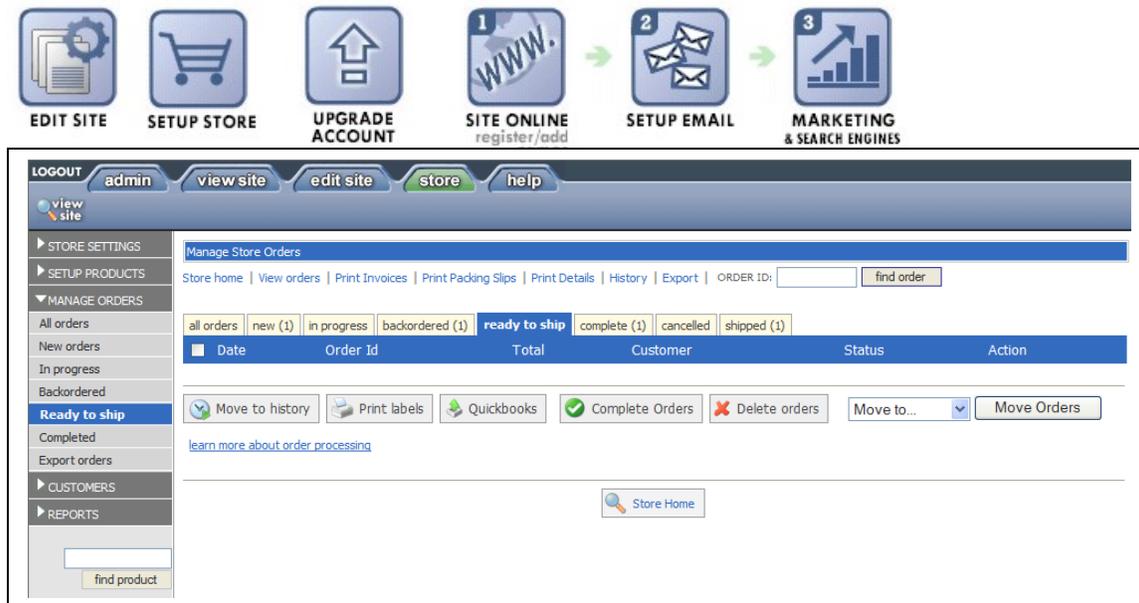
To let the system know that you have finished fulfilling a backorder, check the appropriate box to select the order and then click [Complete Orders](#) . To delete an order, check the appropriate box to select the order and then click [Delete Orders](#) .

You can change the status of an order by checking the box next to the desired order, selecting the appropriate status from the [Move To](#) dropdown box and clicking on the [Move Orders](#) button.

Clicking [Store Home](#)  will redirect you to the [Store Manager](#) page.

6.4.5 Ready to Ship

Click [Ready to Ship](#) on the [Manage Orders](#) vertical menu to be directed to the following page.

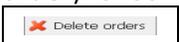


Ready to Ship Orders Page

This page lists the orders that are ready to be shipped, including the order date, ID, amount, customer, and status. To view more details about a specific order, click [View/Process](#) to be directed to the [View/Process Order](#) section.

To move any of the orders to the [Order History](#) page, check the box next to the desired order(s) and then click [Move to History](#) . To print labels for the order, click [Print Label](#)  to access the label options described in the [Print Label](#) section.

To send an order to Quickbooks , check the box next to the order of interest and then click [Quickbooks](#).

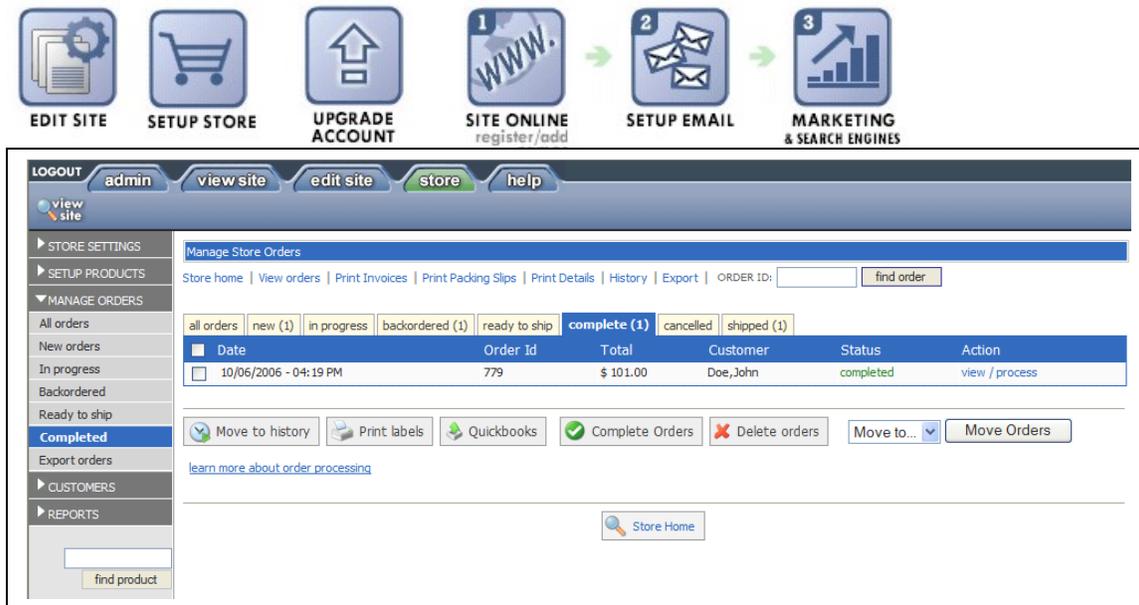
To let the system know that you have finished fulfilling an order, check the appropriate box to select the order and then click [Complete Orders](#) . To delete an order, check the appropriate box to select the order and then click [Delete Orders](#) .

You can change the status of an order by checking the box next to the desired order, selecting the appropriate status from the [Move To](#) dropdown box and clicking on the [Move Orders](#) button.

Clicking [Store Home](#)  will redirect you to the [Store Manager](#) page.

6.4.6 Completed

Click [Completed](#) on the [Manage Orders](#) vertical menu to be directed to the following page.



Completed Orders Page

This page lists all the e-store orders that have been processed and completed, including the order date, ID, amount, customer, and status. To view more details about a specific order, click [View/Process](#) to be directed to the [View/Process Order](#) section.

To move any of the orders to the [Order History](#) page, check the box next to the desired order(s) and then click [Move to History](#) . To print labels for the order, click [Print Label](#)  to access the label options described in the [Print Label](#) section.

To send an order to Quickbooks , check the box next to the order of interest and then click [Quickbooks](#).

To let the system know that you have finished fulfilling an order, check the appropriate box to select the order and then click [Complete Orders](#) . To delete an order, check the appropriate box to select the order and then click [Delete Orders](#) .

You can change the status of an order by checking the box next to the desired order, selecting the appropriate status from the [Move To](#) dropdown box and clicking on the [Move Orders](#) button.

Clicking [Store Home](#)  will redirect you to the [Store Manager](#) page.

6.4.7 Export Orders

Click [Export Orders](#) on the [Manage Orders](#) vertical menu to open the [Import/Export](#) section.

6.5 Customers

The [Customers](#) section of the [Store Manager](#) page presents three options for accessing customer information, as listed below.



- Customer Database
- Find Customer
- Export Customer

The following sections describe each of these options in detail.

6.5.1 Customer Database

Clicking on [Customer Database](#) will direct you to the following page.

The screenshot shows the 'Customer Database' page. At the top, there are navigation tabs: admin, view site, edit site, store, help, and PREVIEW SITE. A sidebar on the left contains menu items: STORE SETTINGS, SETUP PRODUCTS, MANAGE ORDERS, CUSTOMERS (expanded to show Customer database, Find customer, Export customers), and REPORTS. The main content area has a search bar with a 'Find' button. Below the search bar, it says '11 users' and displays a table with the following data:

ID	Name	Email Address	Account Details
749	Madeupname, David	dstupek@aol.com	Account Details Remove
742	Doe, John	john@email.com	Account Details Remove
260	Johnson, Sue	sue@email.com	Account Details Remove
259	Smith, Mike	mike@email.com	Account Details Remove
258	Doe, Jane	jane@email.com	Account Details Remove
257	Johnson, Alex	alex@email.com	Account Details Remove
256	Doe, Liz	liz@email.com	Account Details Remove
255	Smith, Jennifer	jennifer@email.com	Account Details Remove
254	Johnson, Rachel	rachel@email.com	Account Details Remove
253	Brown, Matt	matt@email.com	Account Details Remove
252	Doe, Bob	bob@email.com	Account Details Remove

At the bottom of the page, there is a note: 'Add Customer: Note - You do not have to add customer accounts for customers to use your store. Customer accounts are automatically created by the shopping cart/checkout process.' and a 'Go back' button.

Customer Database Page

This page displays a database of customer information, including the customer **ID**, **Name** and **E-mail Address**. To view a customer account in greater detail, click [Account Details](#) for the customer of interest. You will be directed to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

STORE SETTINGS
 SETUP PRODUCTS
 MANAGE ORDERS
 CUSTOMERS
 Customer database
 Find customer
 Export customers
 REPORTS

 find product

Customer Detail

Store Home : E-Commerce Customer Database : Customer Detail

Account Information Order History Subscriptions Wishlist

Account Information: John Doe
 john@email.com
 123-456-7890

Manage Account:
 • Edit account information
 • Change password

Address: 123 Your Street
 Anytown, IN 46804

User groups

Ecommerce Customers:
 All E-Commerce Customers

User Groups:
 Pending list
 Secure Group
 Wholesale Users

Mailing List Groups:
 new list

Subscriptions:
 Subscription A

update groups

Customer Account Details Page

On this page, you can view and edit customer account details. To make changes, click [Edit Account Information](#) to be directed to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

STORE SETTINGS
 SETUP PRODUCTS
 MANAGE ORDERS
 CUSTOMERS
 Customer database
 Find customer
 Export customers
 REPORTS

Customer Detail

Store Home : E-Commerce Customer Database : Customer Detail

Account Information Order History Subscriptions Wishlist

Enable user account creation from the my account page

Account login

Email (login id):

Account details

Firstname:

Lastname:

Company:

Phone:

Address:

City:

State/Province:

Zip/Postal Code:

Country:

Non-taxable customer:

Notes:

[Back To Customers](#)

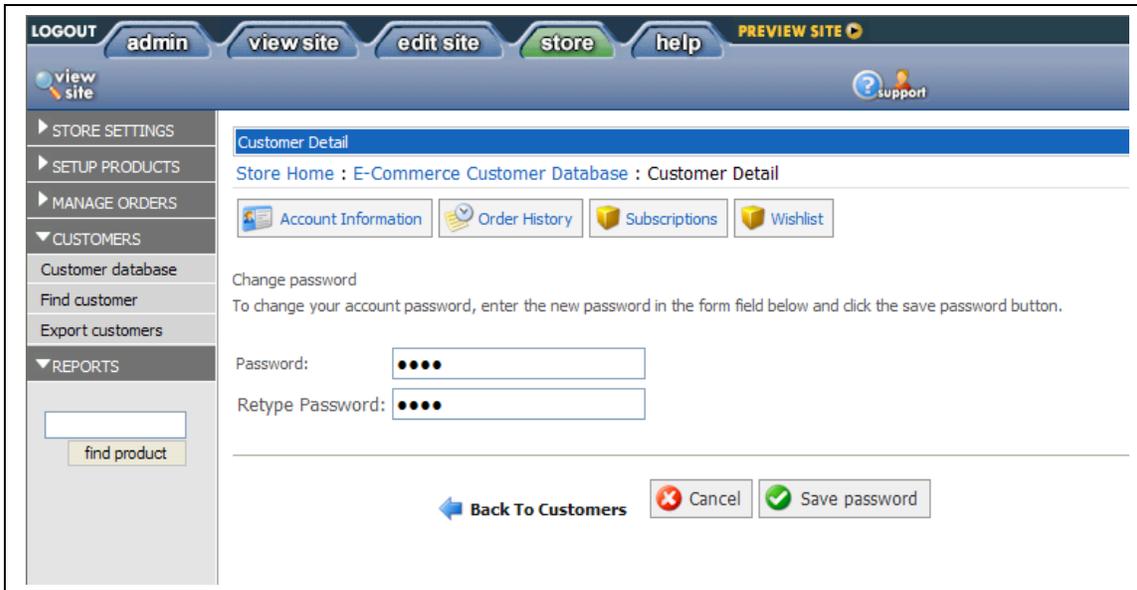
Edit Customer Account Page

The page contains the customer’s account and address details. To change anything, simply delete the information currently shown and enter the new information in the chosen field. Check the box labeled **Non-Taxable Customer** if the customer’s purchases are not subject to tax. You may use the **Notes** box to enter additional information about the customer.

Once you have finished, click **Apply Changes** to save your changes. At any time, you may click **Close** to cancel your changes. Click **Back to Customers** to return to the **Customer Database** page.



To change the password for a customer account, click [Change Password](#) to be directed to the following page.



[Change Customer Password Page](#)

Enter the new password in the [Password](#) field and then retype the password in the [Retype Password](#) field. This ensures that you have typed the password the same way twice, to avoid typos that could lock you and your customer out of the account. Be sure to pick a password that you can remember, but that would be difficult for other people to guess. Once you have finished, click [Save Password](#) to save your changes and create the new password. Click [Cancel](#) to undo your changes and retain the old password. Click [Back to Customers](#) to return to the [Customer Database](#) page.

Under the [User Group](#) heading on the [Customer Account Details](#) page, you can assign the customer to one or more user groups. Click [Update Groups](#) to save your changes.

Clicking [Order History](#) on the [Customer Account Details](#) page allows you to view and manage the customer's order history on the following page.

LOGOUT admin view site edit site store help PREVIEW SITE

view site support

STORE SETTINGS
SETUP PRODUCTS
MANAGE ORDERS
CUSTOMERS
Customer database
Find customer
Export customers
REPORTS

Customer Detail
Store Home : E-Commerce Customer Database : Customer Detail

Account Information Order History Subscriptions Wishlist

Date	Order ID	Amount	Status	Details
09/28/2006	743	19.95	new	View Manage
09/28/2006	745	19.95	new	View Manage
09/29/2006	747	19.95	new	View Manage
10/04/2006	756	15.95	new	View Manage
10/04/2006	758	15.95	new	View Manage
10/06/2006	779	101.00	completed	View Manage
10/24/2006	810	56.00	cancelled	View Manage
10/22/2008	21383	16.00	new	View Manage

Back To Customers

Customer Order History Page

This page lists all the orders placed by the customer, including the order date, ID, Amount, Status, and Details. To view more details about an order, click [View](#) next to the order of interest to be directed to a page containing detailed order information. To manage the order, click [Manage](#), which will direct you to the [View Order](#) page.

Clicking [Subscriptions](#) on the [Customer Account Details](#) page allows you to view and manage the customer's subscriptions.

LOGOUT admin view site edit site store help PREVIEW SITE

view site support

STORE SETTINGS
SETUP PRODUCTS
MANAGE ORDERS
CUSTOMERS
Customer database
Find customer
Export customers
REPORTS

Customer Detail
Store Home : E-Commerce Customer Database : Customer Detail

Account Information Order History Subscriptions

Date	Subscription ID	Amount	Status	Next bill date	Details
02/23/2008	530	\$ 129.00/year	Active	02/23/2009	View Cancel subscription

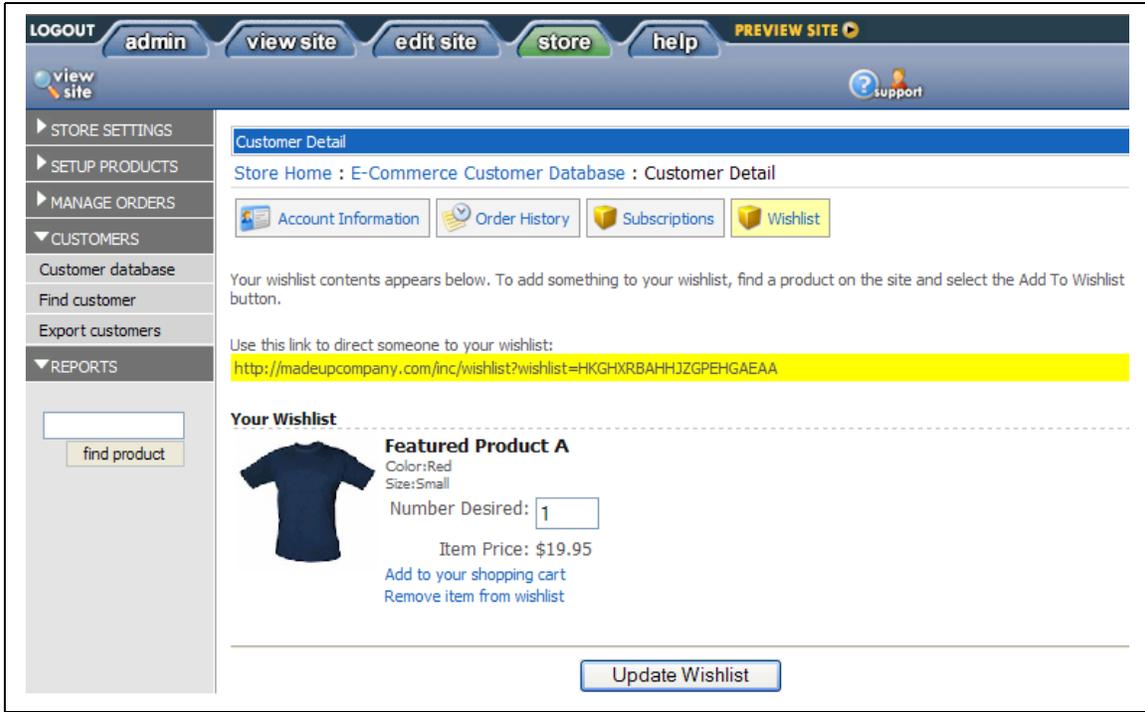
Back To Customers

Customer Subscription Page

To view more details about a subscription, click on the [View](#) link for the subscription in question. If you want to cancel a subscription, click on the [Cancel Subscription](#) link for the subscription in question. Please note that customers will be able to view and cancel subscriptions by logging into their accounts. For more information on subscriptions, see the [Subscriptions](#) section.



Clicking [Wishlist](#) on the Customer Account Details page allows you to view and manage the customer’s [wishlist](#).



Customer Wishlist Page

This page will list all of the items that are in a customer’s wishlist. Note that customers will be able to see this page by logging into their sites.

The [Customer Database](#) page also allows you to create entries for new customers. Click [Add Customer](#) to be directed to the following page.



[Create User Accounts Page](#)

Enter the customer [E-mail \(Login ID\)](#) and [Password](#) in the respective fields under the [Account Login](#) heading.

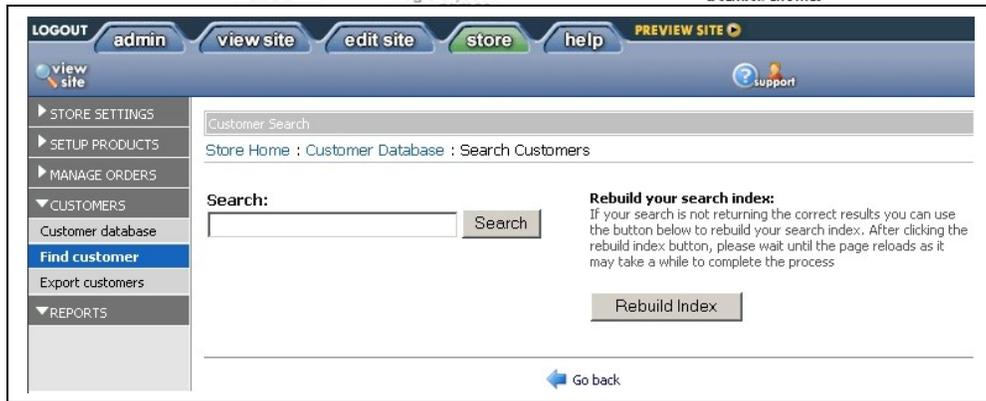
Under the [Account Information](#) heading, enter the customer's [First Name](#), [Last Name](#), [Company](#), [Phone Number](#), [Address](#), [City](#), [State/Province](#) and the [Zip/Postal Code](#) in their respective fields. Check the box labeled [Non-Taxable Customer](#) if the customer's purchases are not subject to tax. You may use the [Notes](#) box to enter additional information about the customer. To save your changes and create the new customer entry, click [Create User](#) . To close the window, click [Close](#)



Once you are finished with the [Customer Database](#) page, you may click [Go Back](#) to return to the [Store Manager](#) Page.

6.5.2 Find Customer

Sometimes you will need to search for a specific customer. Click [Find Customer](#) in the [Customers](#) vertical menu to be directed to the following page.



Find Customer Page

Enter the information you know about the customer (i.e., name, street address, city, state, zip, phone number or e-mail address) in the [Search](#) field and then click [Search](#). You should be directed to that customer’s account. If you do not receive satisfactory search results, you may need to rebuild your index by clicking [Rebuild Index](#).

6.5.3 Export Customers

Click [Export Customers](#) in the [Customers](#) vertical menu to be directed to the [Import/Export](#) page.

6.6 Reports

The [Reports](#) section of the [Store Manager](#) page allows you to create and view reports about the e-commerce activities in your e-store. This section presents the following options.

- [Sales report](#)
- [Coupon usage](#)
- [Tracking codes](#)
- [Top products](#)
- [Cart analysis](#)
- [Inventory report](#)

The following sections describe each of these options in detail.

6.6.1 Sales Report

Click [Sales Report](#) from the [Reports](#) vertical menu to be directed to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site

STORE SETTINGS Ecommerce Reports

SETUP PRODUCTS Store Home : ECommerce Reports

MANAGE ORDERS

CUSTOMERS

REPORTS

Sales report

Coupon usage

Tracking codes

Top products

Cart analysis

Inventory report

today this week this month

2007

jan	feb	mar	apr
may	jun	jul	aug
sep	oct	nov	dec

sun mon tue wed thu fri sat

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

custom date range

Printable report window

Monthly Sales Report - Aug 2007

number of orders: 2
total sales: \$ 70.00
average sale: \$ 35.00
total tax: \$ 0.00
total shipping: \$ 0.00
coupons/discounts: \$

Day	Orders	SubTotal	Tax Collected	Total Shipping	Coupons/Discounts	Total Sales
Aug 1	2	\$ 70.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70.00
2	\$ 70.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70.00

SALES REPORTS:
Sales reports show data for completed orders

Sales Report
Sales by Product
Sales by Product Count
Sales by Customer
Sales by Payment Type

MARKETING REPORTS
Marketing reports show data for completed orders

Coupon Usage
Tracking Codes

VISITOR ACTIVITY
Cart analysis
Search queries
Search keywords

Go back

Sales Report Page

The page opens with a calendar. Clicking Custom Date Range opens the following page, where you can select the time frame for which data should be displayed in the report.

LOGOUT admin view site edit site store

view site

STORE SETTINGS Ecommerce Reports

SETUP PRODUCTS Store Home : ECommerce Reports

MANAGE ORDERS

CUSTOMERS

REPORTS

Sales report

Coupon usage

Tracking codes

Top products

Cart analysis

Inventory report

today this week this month

2007

jan	feb	mar	apr
may	jun	jul	aug
sep	oct	nov	dec

sun mon tue wed thu fri sat

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Custom Date Range:

From: Aug 1 2007

To: Aug 1 2007

VIEW

custom date range

Custom Date Range Options



Set the date range by selecting the appropriate month, date and year from the corresponding **From** and **To** drop-down menus. Then click **View** to see the new report on the right-hand side of the page.

The **Sales Report** page presents the following report options, each of which presents information for the date range that you established in the previous step.

- [Sales Report](#)
- [Sales by Product](#)
- [Sales by Product Count](#)
- [Sales by Customer](#)
- [Sales by Payment Type](#)

Under the **Marketing Reports** heading, you will find the following report options, each of which presents information for the date range that you established in the previous step.

- [Coupon Usage](#)
- [Tracking Codes](#)

Under the **Visitor Activity** heading, you will find the following report options.

- [Cart Analysis](#)
- [Search Queries](#)
- [Search Keywords](#)

To view any one of these reports, simply click on it and the report will appear on the right-hand side of the page.

The **Reports** vertical menu also lists some frequently used report options. Excluding **Inventory Reports**, these reports have been mentioned already

Most reports have the following components.

- Number of Orders
- Total Sales
- Average Sales
- Total Tax
- Total Shipping
- Coupons/Discounts

The **Cart Analysis** report provides information about the shopping carts that have been created in your e-store.

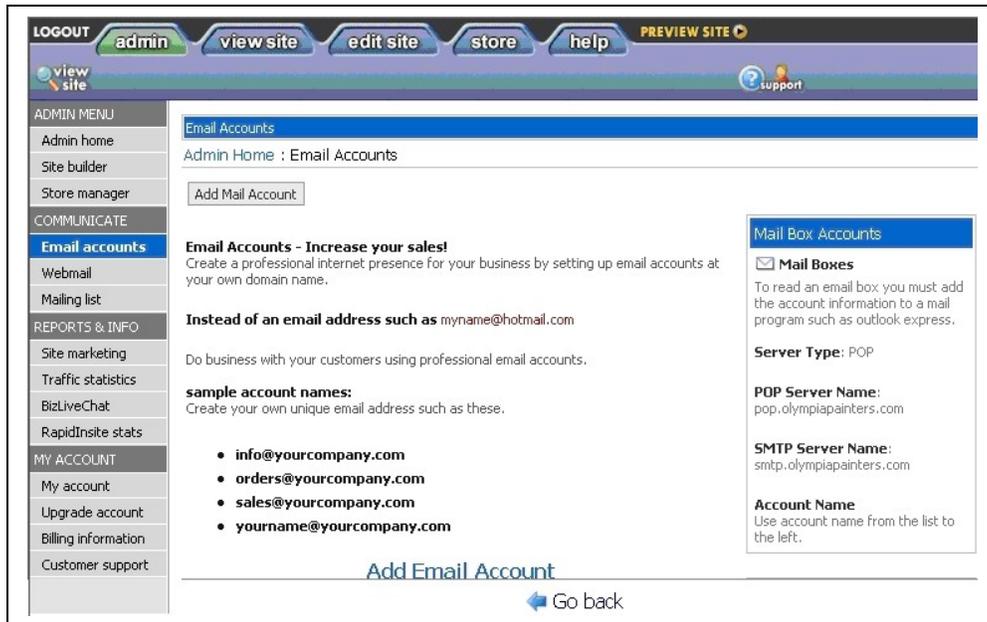
The **Search Queries** report provides information about the queries that site visitors make when using your site search option.

The **Search Keywords** report provides information about the keywords that visitors have used to search your website.



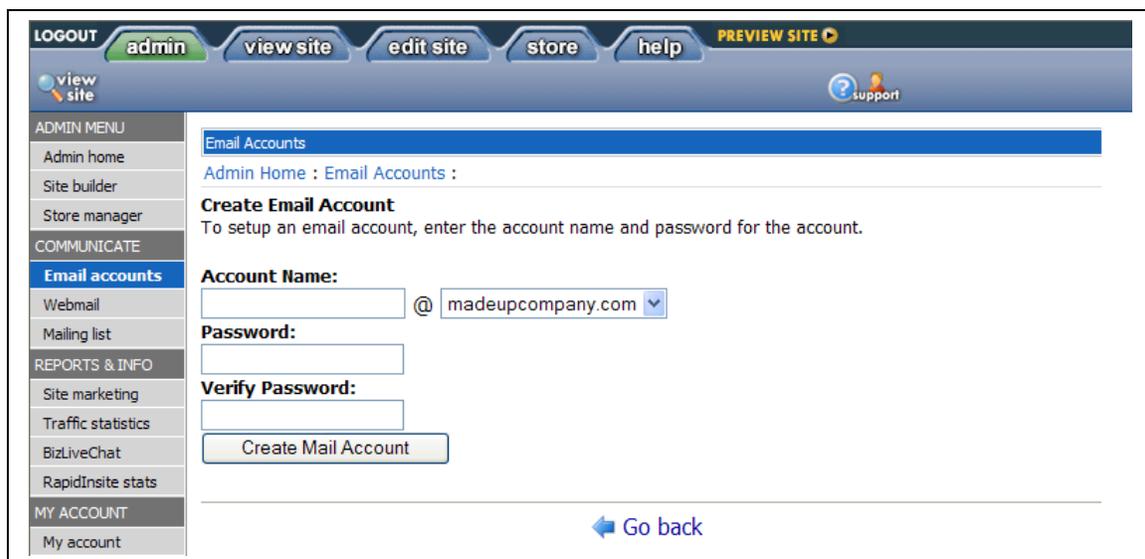
CHAPTER 7 7 E-mail Accounts

This section allows you to create an e-mail account at your own domain name. The E-mail Accounts section opens in the following page.



E-mail Accounts Page

To create an e-mail account, click [Add Mail Account](#). This will direct you to the following page.



Create E-mail Account Page

Enter an account name in the [Account Name](#) field and select a domain name from the adjoining drop-down menu. Enter a password in the [Password](#) field and retype



the same password in the [Verify Password](#) field. Be sure to choose a password that is easy for you to remember, but difficult for other people to guess. Finally, click [Create Mail Account](#) to create the e-mail account.

After you create an email address, the [E-mail Accounts](#) page (shown below) will have many new features.

ADMIN MENU

- Admin home
- Site builder
- Store manager

COMMUNICATE

- Email accounts**
- Webmail
- Mailing list

REPORTS & INFO

- Site marketing
- Traffic statistics
- BizLiveChat
- RapidInsite stats

MY ACCOUNT

- My account
- Upgrade account
- Billing information
- Customer support

register domain name

accept credit cards

Email Accounts

Admin Home : Email Accounts

Add Mail Account

Account name	Email Address	
customer@madeupcompany.com	customer@madeupcompany.com	edit setup/help delete

Email setup:
Click the edit link to configure your email account. Add email aliases, setup forwarding and autoresponders.

Spam filter:
ON
configure

Email Troubleshooting:

VERIFY SETUP:
Click the **setup/help** link next to the email account you are wanting to setup and verify that you have all of the information entered correctly in your email program.

SERVER NOT FOUND ERROR (SMTP):
If you get a server not found error when sending email, edit your email account settings, go to the advanced settings and set the SMTP port to **5050**.

Mail Box Accounts

Mail Boxes
To read an email box you must add the account information to a mail program such as outlook express.

Server Type: POP

POP Server Name:
pop.madeupcompany.com

SMTP Server Name:
smtp.madeupcompany.com

Account Name
Use account name from the list to the left.

Forwarding Accounts

Mail Forwarding
Forwards emails to an existing email account on a different server.

E-mail Accounts Page

You can use this page to edit or delete your e-mail account. To edit the e-mail account, click [Edit](#), which will direct you to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

ADMIN MENU
Admin home
Site builder
Store manager

COMMUNICATE
Email accounts
Webmail
Mailing list

REPORTS & INFO
Site marketing
Traffic statistics
BizLiveChat
Rapidinsite stats

MY ACCOUNT
My account
Upgrade account
Billing information
Customer support

register domain name
accept credit cards

Email Accounts
Admin Home : Email Accounts : Edit customerservice@madeupcompany.com

Edit Email Account
Use the sections below to customize and edit this email account. You can change the account password, setup email forwarding and auto responders.

Email Forwarding
To forward all mail received by this account to another address, click the checkbox and enter in the address that will receive all forwarded email.

* We cannot guarantee delivery of forwarded email since the email server being forwarded to may not allow forwarded emails or consider them to be spam. Also, all forwarded email will be subjected to spam filtering.

Email Address:

 Enabled

Mailbox password
To change the email account password, enter a new password and click Set Password. This password must be the same as the one used in your email program in order to receive mail.

Password:

Mailbox Addresses
This mailbox may receive mail from more than one Internet email address. You may add email addresses to this account by entering an address (excluding the .com name of the email address) below and clicking Add Address.

Address:
 @ madeupcompany.com

Auto Responder
This mailbox may auto respond to user's emails.

Enabled
Subject:

Message:

[Go back](#)

Edit E-mail Account Page

On this page, you can modify your e-mail account settings.

Under the **E-mail Forwarding** heading, use the **E-mail Address** field to enter the e-mail address where you would like to receive all the e-mails that are sent to this



account. Once you check the [Enabled Box](#) and click [Set Forwarding](#) , all emails sent to the account will be forwarded automatically to the e-mail address that you have specified.

To change your account password, enter the new password in the [Password](#) field under the [Mailbox Password](#) heading and then click [Set Password](#) .

Under the [Mailbox Addresses](#) heading, you can register a new e-mail account under the existing e-mail account. Enter the new account name in the [Address](#) field and then click [Add Address](#) .

Under the [Auto Responder](#) heading, you can set up an automatic response to all the e-mails you receive by checking the [Enabled](#) box. Then enter an appropriate subject in the [Subject](#) field and type the automatic response in the [Message](#) box. You may want to use this feature when you are traveling and will be away from your e-mail for a certain period of time. Click [Set Autoresponder](#) to activate the autoresponder feature.

Click [Go Back](#) to return to the [E-mail Accounts](#) page.

To view additional account information, click [Setup/Help](#), which will direct you to the E-mail account settings and instructions page.

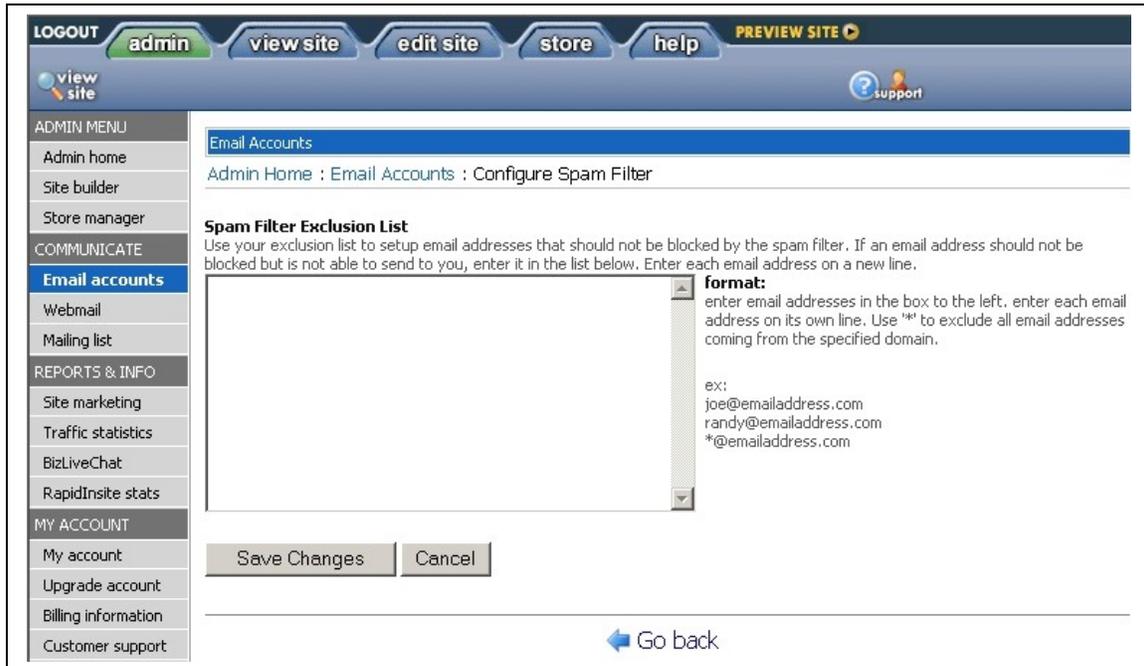
To delete the e-mail account, click [Delete](#).

To activate the spam filter, which will prevent many (but not all) unwanted messages from reaching your e-mail inbox, click [Configure](#). This will direct you to the following page.



Configure Spam Filter Page

Enable the spam filter by checking the appropriate box. If your spam filter is erroneously identifying real messages as spam, click [Edit Your Spam Filter Exclusion List](#) to be directed to the following page.



Spam Filter Exclusion List Page

On this page, you can use the space provided to list e-mail address that should never be blocked by the spam filter. If you are displeased with your changes, [Cancel](#) to undo your changes. Once you have finished, click [Save Changes](#) to save your changes to the spam filter exclusion list. At any time, you may click [Go Back](#) to return to the [E-mail Accounts](#) page. Once there, clicking [Go Back](#) will redirect you to the [Admin](#) page.



CHAPTER 8 8 Webmail

This section allows you to configure you Webmail settings. Webmail allows you to access your e-mail account from anywhere, as long as you have an Internet connection. To access this section, click [Webmail](#) on the [Admin](#) vertical menu and you will be directed to the following page.



Webmail Settings Page

If you do not already have an e-mail account, you will need to create one. Select [Click Here to Setup E-mail Accounts](#) to be directed to the [E-mail Accounts page](#).

If you have already created an e-mail account, then the following pop-up window will open when you click [Webmail](#) on the [Admin](#) vertical menu.



Webmail Pop-Up Window

Enter your email address and password where they are requested. Use the [Interface](#) drop-down menu to select an appropriate option, depending on the browser environment you are using. Then click [Login](#) to access your e-mail account online.



CHAPTER 9 9 Mailing List

This section lets you create and manage your mailing lists. Click [Mailing List](#) from the vertical [User Account Settings](#) menu to be directed to the following page.

Mailing List Page

The [Mailing List](#) page lets you configure the settings for your site's mailing list so that you can track and manage your site visitors. Once you have selected [Enable Mailing List Signup](#) on the [Site Settings](#) page, site visitors will be able to sign up for your mailing list.

9.1 Send E-mail

Clicking [Send E-mail](#) under the [Manage Your Mailing List](#) heading directs you to the following page, where you can send an e-mail to all the addresses included in your mailing list.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

ADMIN MENU

- Admin home
- Site builder
- Store manager

COMMUNICATE

- Email accounts
- Webmail
- Mailing list**

REPORTS & INFO

- Site marketing
- Traffic statistics
- BizLiveChat
- RapidInsite stats

MY ACCOUNT

- My account
- Upgrade account
- Billing information
- Customer support

register domain name

accept credit cards

Mailing List

Admin Home : Mailing List : Send Email

Send an e-mail to your mailing list
To send an email to this list, fill out the form below, enter your email contents and click the "send message to mailing list" button. This email will also contain an unsubscribe link at the bottom of the message. To preview your email, click the "send test message" button.

IMPORTANT: note about email formats
If you wish to send HTML formatted emails, you must also compose a text only version of your email. Not all email programs support HTML format so you must send a text only version of your email.

Choose the list to send to:
Default mailing list

From:
ir@i.com

Mail subject:

Select newsletter template Save current email as template

HTML Mail Message: *optional*

Font Name Font Size

HTML Editor version: 1.0 change version | manage styles Use Shift and Enter to single space help

Text Mail Message: *required*

Cancel Send Message To Mailing List Send Test Message

Send E-mail Page

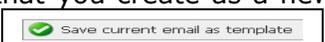
Select a mailing list from the **Choose the List to Send to** drop-down menu. All the users whose e-mail addresses are included in the list will receive this e-mail.

Use the **From:** field to enter any e-mail address that is hosted by your system. If you instead enter an e-mail address that is not hosted by the system, then your recipients' spam filter may block the e-mail so that they do not receive it.

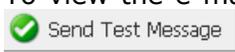
Type the subject of your e-mail in the **Mail Subject** field.

If you are sending a newsletter, you may select a design template from the pop-up window that appears when you click **Select Newsletter Template**



. You can also save an e-mail that you create as a newsletter template by clicking [Save Current E-mail as Template](#) .

You can use both the HTML editor and text box to enter the e-mail message. The text message is mandatory, because many e-mail programs do not support HTML format.

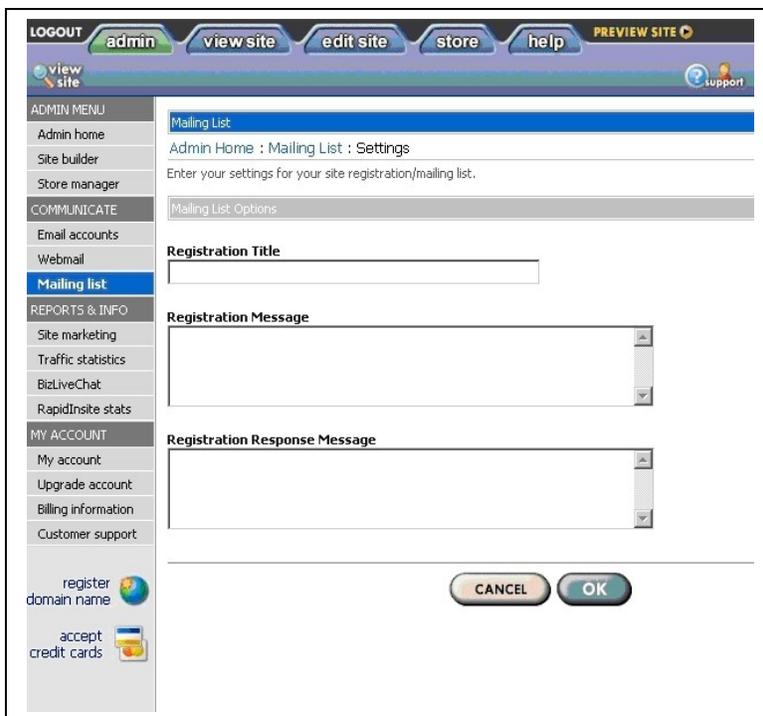
To view the e-mail message as it will appear to recipients, click [Send Test Message](#)  so that a sample of the message will be sent to your e-mail address. You can review the message and make changes as needed before sending it to the entire mailing list.

To send the message to everyone who is on the mailing list, click [Send Message to Mailing List](#) . The mail will include a link that will allow recipients to unsubscribe from the mailing list.

If you are dissatisfied with your changes, click [Cancel](#)  to undo them and return to the [Mailing List](#) page.

9.2 Mailing List Settings

To configure the settings for your mailing lists, click [Mailing List Settings](#) on the [Mailing List](#) page to be directed to the following page.



Mailing List Settings Page

This page allows you to customize your mailing lists to better meet your needs. You may customize your registration form by entering a [Registration Title](#), [Registration](#)



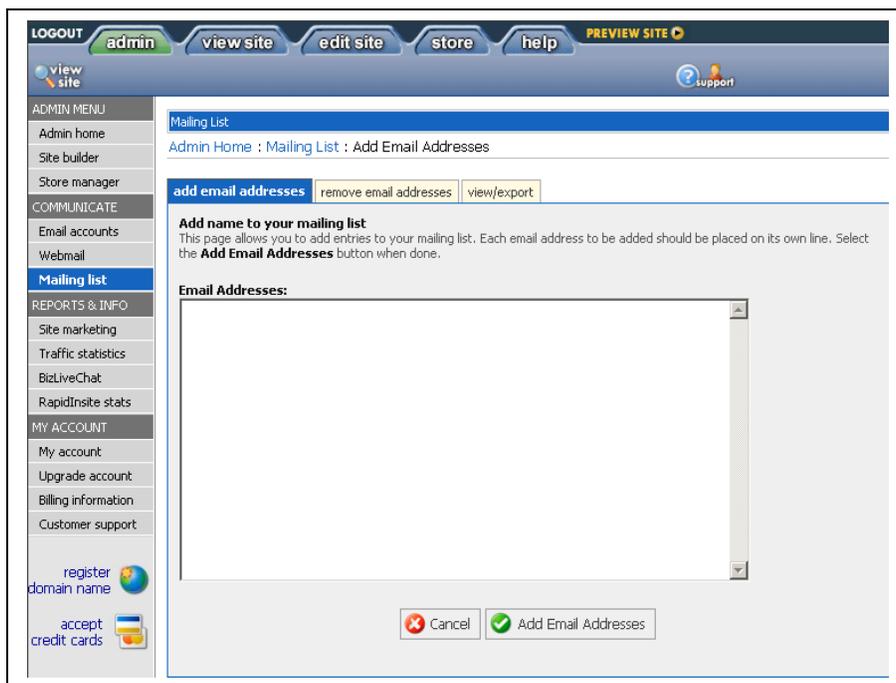
Message and Registration Response Message in the corresponding fields. If you are dissatisfied with your changes, click **Cancel** to undo them and return to the **Mailing List** page. Once you have finished, click **OK** to save your changes.

All of your mailing lists are grouped under two broad categories: **General Mailing List** and **Account-Based Mailing List**. Any user can subscribe to the **General Mailing List** using his or her e-mail address. In contrast, the **Account-Based Mailing Lists** are restricted to users who have created accounts on your site.

Alongside each mailing list, you will see options to **Send E-mail**, **Manage List**, and set up **Auto-Responders**.

9.3 Manage List

Clicking the **Manage List** option will direct you to the following page.



Manage Mailing List Page

On this page, you may **Add E-mail Addresses** **add email addresses** and **Remove E-mail Addresses** **remove email addresses** by clicking the corresponding tabs. Each e-mail address that you wish to add or remove should be entered on a separate line in the **E-mail Addresses** field. When you are finished, click **Add E-mail Addresses** or **Remove E-mail Addresses** at the bottom of the page to save the changes to the mailing list.

Clicking the **View/Export** **view/export** tab allows you to view all the e-mail addresses in a mailing list. These e-mail addresses are organized in a format that is very easy to copy to another program.



9.4 Statistics

The [Statistics](#) page displays the number of e-mails that have been sent as well as the percentage of e-mails available for the month.

9.5 Auto-Responders

In this section, you can create automated e-mails that will be sent to your site mailing list based on how many days they have been on your list. To do so, click [Auto-Responders](#) to be directed to the following page.

Auto-Responder Configuration

Please note that once you have sent all of the e-mails that are available to you (your quota), the system will not send any more e-mails, including auto-responder e-mails. To see information about the number of e-mails that are available to you, click [Statistics](#) on the [Mailing List](#) page.

To define your auto-responder settings, click [Add New Mail](#) to be directed to the following page.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

ADMIN MENU

- Admin home
- Site builder
- Store manager

COMMUNICATE

- Email accounts
- Webmail
- Mailing list**

REPORTS & INFO

- Site marketing
- Traffic statistics
- BizLiveChat
- Rapidinsite stats

MY ACCOUNT

- My account
- Upgrade account
- Billing information
- Customer support

register domain name

accept credit cards

Mailing List

Admin Home : Mailing List : Auto-Responder/Drip Marketing : Edit Auto-Responder

Create/edit a auto-response email message
 To create an auto-response email, fill out the form below. Enter the mail subject, from email address, day that the email should be sent and the email contents. Click the save button. This auto-response email will automatically be sent to subscribers to your email list on the day that you specify below. This email will also contain an unsubscribe link at the bottom of the message

Each subscriber will receive this email on the day configured below

IMPORTANT: ALL AUTO-RESPONSE MESSAGES WILL COUNT TOWARD THE MAX ALLOWED EMAIL FROM YOUR MAILING LIST
 Once you have reach the maximum number of allowed emails, the system will not send additional emails.

IMPORTANT: note about email formats
 If you wish to send HTML formatted emails, you must also compose a text only version of your email. Not all email programs support HTML format so you must send a text only version of your email.

Mail subject:

From: (note: this must be an email address)

Day:
 1
 Enter the day that this email should be sent. The day must be a number greater than 1. Setting day to 1 will have this email sent to the email subscriber on the first day after their name is added to the list.

Select newsletter template Save current email as template

HTML Mail Message: optional

Font Name Font Size

HTML Editor version: 1.0 change version | manage styles Use Shift and Enter to single space help

Text Mail Message: required

Cancel Save Send Test Message

Auto-Responder Create/Edit Page

This page is very similar to the [Send E-mail](#) page, except that it includes a **Day** option where you can enter the number of days for which the auto-responder e-mail should be sent. For example, if **Day** is set as 1, then a subscriber will receive the auto-responder e-mail only on the day that his or her name is added to the mailing list. If you are dissatisfied with your changes, click **Cancel** to undo them and return to the [Auto-Responder Configuration](#) page. Once you have finished, click **Save** to save your entries.

9.6 Create Mailing List

This section allows you to create an account-based mailing list. Users may subscribe to this mailing list only if they have already created an account in your site. To



access this section, click [Create Account Based List](#) and you will be directed to the [Create New Group](#) page in the User Accounts section.

9.7 Manage User Groups

This section allows you to create and manage user groups for your site. Clicking [Manage User Groups](#) will direct you to the [User Account List](#) section.

9.8 Mailing List History

This section allows you to view records of the e-mails sent from your account or from any other system account to the mailing lists. Clicking [Mailing List History](#) directs you to the following page.

Mailing List History Page

This page presents a complete record of all the emails sent to mailing lists, their time of delivery, the sender and the recipient. You can also view the text or HTML version of the sent e-mail. The page also reports on mail delivery errors, if any.



CHAPTER 10 10 Site Marketing

This section provides marketing tips that can help you build and manage a more successful e-commerce website. Click [Site Marketing](#) on the **Admin** vertical menu to be directed to the following page.

Site Marketing Page

This page contains several sections to help you market your site. The main sections are [Search Engines](#), [Pay Per Click](#), [External Links](#) and [Email/Newsletters](#). The [Search Engines](#) section is divided into several sections. They are [Search Manager Overview](#), [Target Keywords](#), [Configure Meta Tags](#), [Optimize Your Site](#), [Generate Sitemap](#), [Search Engine Submission](#) and [Expand Your Marketing](#). Click on each of these for detailed information on each section.

The [Pay Per Click](#) section is also divided into several sections. They are [PayPerClick Overview](#), [Google Adwords](#), [Yahoo Search Marketing](#), [More PayPerClick](#) and [Tracking](#). Click on each of these for detailed information on each section.

You can click on the [External Links](#) and [Email/Newsletters](#) sections to get detailed information on each section.



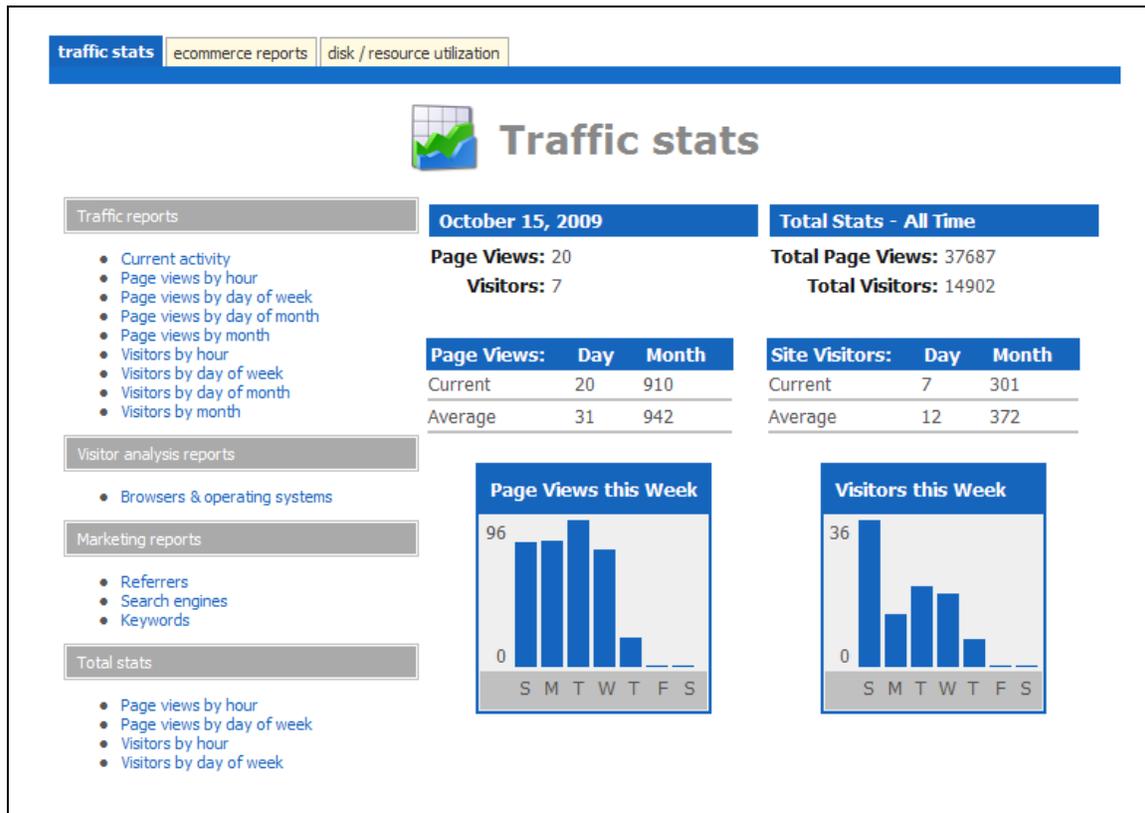
CHAPTER 11

11 Traffic Statistics

This section provides reports and analysis about your site traffic. The section provides three types of reports:

- Traffic Stats
- Ecommerce Reports
- Disk / Resource Utilization

The **Traffic Stats** tab is the default setting when opening the **Traffic Statistics** section.



Current Activity Traffic Stats Window

The **Current Activity** section provides statistics about page views and site visitor statistics, both numerically and graphically.

The left-hand side of the window presents statistics for the current day. The **Total Stats** section on the right-hand side of the window presents the total number of page views and visitors since the creation of your site through the present date.

The next section presents the site visitor and page view statistics on a monthly and daily basis.

To view more detailed reports about your website traffic, click one of the links under **Traffic Reports**. For example, if you click the **Page Views By Hour** link, the following window opens.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

traffic stats | ecommerce reports | disk / resource utilization

Traffic stats

Traffic reports

- Current activity
- Page views by hour
- Page views by day of week
- Page views by day of month
- Page views by month
- Visitors by hour
- Visitors by day of week
- Visitors by day of month
- Visitors by month

Visitor analysis reports

- Browsers & operating systems

Marketing reports

- Referrers
- Search engines
- Keywords

Total stats

- Page views by hour
- Page views by day of week
- Visitors by hour
- Visitors by day of week

Page Views by hour / Oct 15, 2009

Hour	Total	Percent
12am	---	---
1am	1	4%
2am	1	4%
3am	2	8%
4am	6	26%
5am	1	4%
6am	4	17%
7am	---	---
8am	---	---

Page Views By Hour Window

You can see stats on the number of page hits and visitor statistics by the [Hour](#), [Day of Week](#), [Day of Month](#), and [Month](#) by clicking the corresponding links.

Clicking the link under [Visitor Analysis Reports](#) opens the following window.



Traffic reports			
<ul style="list-style-type: none"> • Current activity • Page views by hour • Page views by day of week • Page views by day of month • Page views by month • Visitors by hour • Visitors by day of week • Visitors by day of month • Visitors by month 			
Visitor analysis reports			
<ul style="list-style-type: none"> • Browsers & operating systems 			
Marketing reports			
<ul style="list-style-type: none"> • Referrers • Search engines • Keywords 			
Total stats			
<ul style="list-style-type: none"> • Page views by hour • Page views by day of week • Visitors by hour • Visitors by day of week 			

Browser Versions	Total	Percent
Unknown	1371	9%
Various Robots	5859	39%
MS Internet Explorer 4	14	0%
MS Internet Explorer 5	376	2%
MS Internet Explorer 3	14	0%
Netscape Navigator 3	22	0%
Netscape Navigator 4	112	0%
Netscape Navigator 5	929	6%
Opera	129	0%
Netscape Navigator 2	46	0%
MS Internet Explorer 6	5196	34%
MS Internet Explorer 7	833	5%
Netscape Navigator 6	1	0%

Operating Systems	Total	Percent
Unknown OS	7364	50%
MS Windows 95	33	0%
MS Windows 98	65	0%
MS Windows NT	151	1%
MacOS	65	0%
Sun Solaris	7	0%
Linux	374	2%
MS Windows XP	6444	44%

Visitor Analysis Window

This page displays a list of the browsers and operating system that have been used by your site visitors.

Under the [Marketing Reports](#) section, there are three different options. Clicking on the [Referrers](#) link will display a list of the websites from which visitors have reached your site. The [Search Engines](#) option displays a list of the search engines that your site visitors have used to find your site. Finally, the [Key Words](#) option displays a list of the keywords that were used to find your site.

Under the [Total Stats](#) section, there are links that will show you the total stats for [Page Views By Hour](#), [Page Views By Day Of Week](#), [Visitors By Hour](#) and [Visitors By Day Of Week](#).

Clicking on the [Ecommerce Reports](#) tab will direct you to the [Sales Report](#) section.

Clicking on the [Disk / Resource Utilization](#) tab will open the following window.



EDIT SITE



SETUP STORE



UPGRADE
ACCOUNT



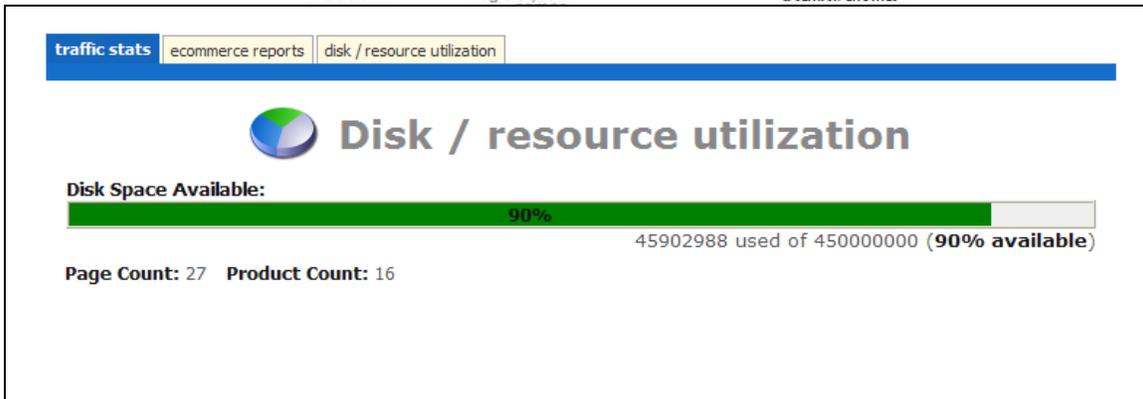
SITE ONLINE
register/add



SETUP EMAIL



MARKETING
& SEARCH ENGINES



Disk / Resource Utilization Window

This window will show your disk space usage as well as the number of pages and products that are on your site.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

CHAPTER 12 12 BizLiveChat

This section allows you to register for chat services provided by BizLiveChat and opens in the following page.

BizLiveChat Signup Page

To signup for BizLiveChat services, click [Signup](#) . You may click [Go Back](#) to return to the [Admin](#) page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

CHAPTER 13 13 RapidInsite Stats

In this section, you can register for site statistics analysis services provided by RapidInsite. The section opens in the following page.

LOGOUT admin view site edit site store help PREVIEW SITE

view site

ADMIN MENU

- Admin home
- Site builder
- Store manager

COMMUNICATE

- Email accounts
- Webmail
- Mailing list

REPORTS & INFO

- Site marketing
- Traffic statistics
- BotliveChat
- RapidInsite stats**

MY ACCOUNT

- My account
- Upgrade account
- Billing information
- Customer support

register domain name

accept credit cards

Upgrades & Addons

RapidInsite Statistics:
RapidInsite is a complete site statistics package, providing comprehensive web traffic reports and analysis. Use RapidInsite to find your most popular pages, analyze visitor browsing behavior, find where your visitors are coming from, track web marketing campaigns, find ineffective pages and much more.

Pricing is based on the number of pages views that your site receives each month. If you reach the limit in any given month, your site is automatically upgraded to the next level to ensure uninterrupted service.

Monthly page views	Monthly price
2,500	\$6.95
15,000	\$10.95
40,000	\$14.95
75,000	\$22.95
100,000	\$29.95
250,000	\$49.95
500,000	\$69.95

RapidInsite Features:

- Track page views, visitors, search engines, keywords and more...
- Automatically integrated with your web site
- Report views (day, week, month, year)
- Create custom report views
- Pie charts & graphs
- Drill down reports
- Printable reports
- Data export

RapidInsite Report List:

- visitors
- page views
- depth of session
- visitor loyalty
- first time vs. returning
- most popular pages
- entry pages
- exit pages
- page paths
- time on site
- time on page
- bounce rates
- top browsing hours
- search engines
- keywords
- referring domains
- referring urls
- tracking codes
- operating systems
- browsers
- countries
- cities
- visitor domains

RapidInsite Screen Shots:

RapidInsite
Most Popular Pages - August 2004

Report Summary: Most Popular Pages - August 2004

URL	Views	Percentage
Home	11,110	44.21%
Register	2,402	7.48%
Marketplace.htm	5,110	7.94%
Search.htm	2,080	4.47%
Examples	1,461	2.91%

RapidInsite
Page Views - September 2004

Report Summary: Page Views - September 2004

PERIOD	TOTAL PAGE VIEWS	AVERAGE PER DAY
September 2004	15,125	3,025.00
August 2004	14,000	2,800.00
September 2003	0	0.00

Browser Requirements:
Microsoft Windows
Internet Explorer 6.0
SVG Viewer Plug-in

Go back RapidInsite Signup

RapidInsite Signup Page



EDIT SITE



SETUP STORE



UPGRADE
ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING
& SEARCH ENGINES

To sign up for RapidInsite services, click [RapidInsite Signup](#) . You may click [Go Back](#) to return to the [Admin](#) page.



EDIT SITE



SETUP STORE



UPGRADE ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING & SEARCH ENGINES

CHAPTER 14 14 My Account

You can use this section to update your account information. The section opens automatically in the [My Account](#) page.

14.1 My Account

Clicking [My Account](#) directs you to the following page.

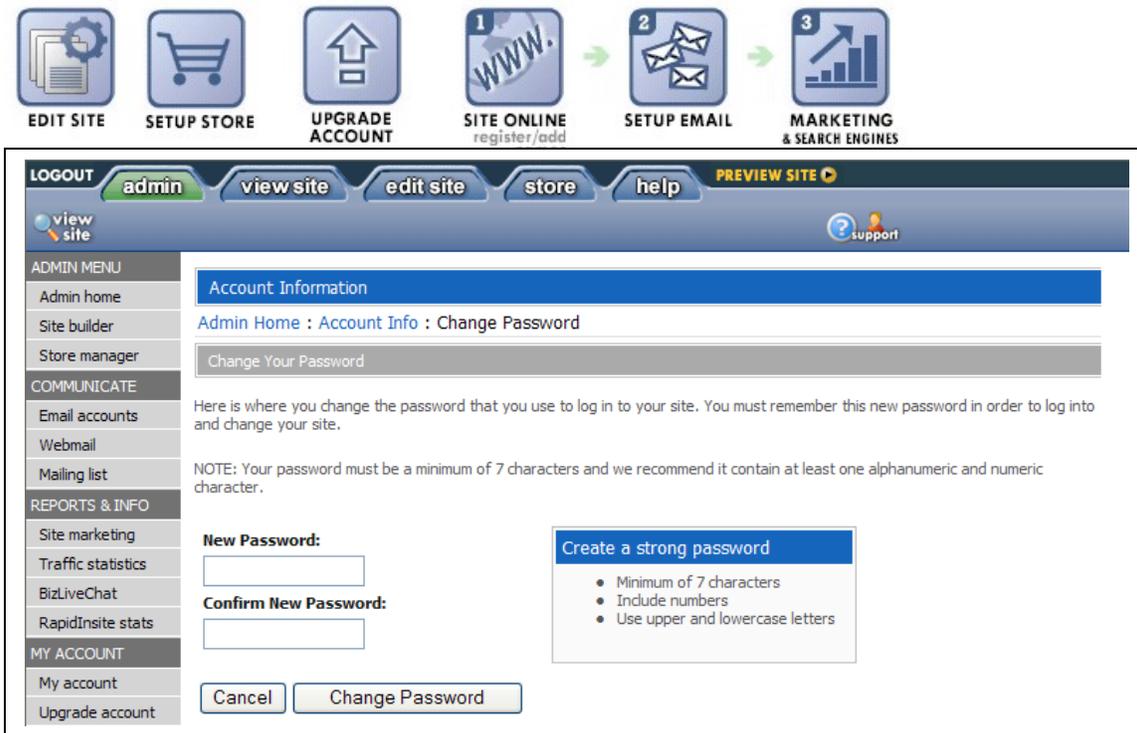
The screenshot shows the 'My Account' page with a sidebar menu on the left. The main content area is divided into sections: 'Account Information', 'Site Information', and 'Contact Information'. The 'Contact Information' section is active, displaying a form with the following fields: Company/Organization (optional), First Name, Last Name, Address1, Address2, City, State, Zip/Postal Code, Country (dropdown menu set to 'United States of America'), and Phone. Below the form are 'Go back' and 'Apply changes' buttons.

[My Account Page](#)

First, enter your current e-mail address in the [E-mail Address](#) field. It is important to keep this field updated whenever you change e-mail accounts.

The [Site Plan](#) label displays the current plan that you have purchased for your site. If you would like to have a site plan with more features, click [Upgrade Plan](#) to be directed to the [Upgrade Account](#) section.

To change your password, click [Change Password](#), which will direct you to the following page.



Change Password page

To change your password, simply type your [New Password](#) where it is requested and then re-type it in the [Confirm New Password](#) field. Your password should be easy for you to remember, but difficult for other people to guess. Click [Change Password](#)

to save your new password. You may click [Cancel](#) to undo your entries and retain your previous password.

Click [Update Billing Information](#) to reach the [Billing Information](#) page, where you can change your payment method and more.

To view your billing history, click [View Billing History](#), which will direct you to the following page.



Billing History Page



This page displays your complete billing history. For a printer-friendly version, click [Printable Statement](#) on the right-hand side of the page. Clicking [Return](#) will redirect you to the [My Account](#) page.

On the [My Account](#) page, you may enter your current contact information under the [Contact Information](#) heading. This information will also be used as part of your billing information. If you desire, you may enter the name of the company or organization that you represent in the optional [Company/Organization](#) field. Enter your [First Name](#) and [Last Name](#) field where they are requested. Then enter your primary mailing address in the [Address 1](#) field. If you have a secondary address, you may enter it in the [Address 2](#) field. Complete the [City](#), [State](#), and [Zip/Postal](#) fields and then select your country name from the [Country](#) drop-down menu. Finally, enter your phone number in the [Phone](#) field.

Once you have finished, click [Apply Changes](#)  to save your changes and update your account information. You may click [Go Back](#) to return to the [Admin](#) page.

14.2 Upgrade Account

Click [Upgrade Account](#) to be directed to the following page, where you can upgrade your site plan.



LOGOUT admin view site edit site store help PREVIEW SITE

view site support

ADMIN MENU
Admin home
Site builder
Store manager

COMMUNICATE
Email accounts
Webmail
Mailing list

REPORTS & INFO
Site marketing
Traffic statistics
BizLiveChat
RapidInsite stats

MY ACCOUNT
My account
Upgrade account
Billing information
Customer support

register domain name
accept credit cards

Account Information
Admin Home : Account Info : Site Plan

Change Your Site Plan
Upgrade your account to get more features and options. Choose your plan from the plan list. You can also select specific upgrades and options from the "Add-ons & Upgrades" section when available.

Plan Name	Monthly Fee	Diskspace	Email	
<input checked="" type="radio"/> Express eStore	\$19.95	450 MB	40	details
<input type="radio"/> Express	\$19.95	350 MB	20	details
<input type="radio"/> eStore	\$39.95	450 MB	40	details
<input type="radio"/> Express	\$29.95	400 MB	30	details
<input type="radio"/> Plus	\$49.95	500 MB	50	details
<input type="radio"/> Professional	\$95	1000 MB	100	details
<input type="radio"/> Express Store	\$49.95	500 MB	50	details
<input type="radio"/> Platinum Express Store	\$59.95	600 MB	60	details
<input type="radio"/> Professional Store	\$79.95	800 MB	80	details
<input type="radio"/> Platinum Professional Store	\$99.95	1000 MB	100	details

Add-ons & Upgrades
Choose add-ons and upgrades for your account and click the upgrade plan button.

Password Protection: [more info](#)

POP3 Email Boxes: [more info](#)

Disk Space: [more info](#)

Calendar: [more info](#)

Communication Features: [more info](#)

RapidInsite® Stats: [more info](#)

LiveChat: [more info](#)

Subscriptions: [more info](#)

[Go back](#) [Apply changes](#)

Upgrade Account Page

This page lists the site plans that are available to you, including the associated monthly fee and the available disk space and number of e-mail accounts offered by each plan. For additional information about a plan, click [Details](#) next to the plan you would like to learn more about. This will open a pop-up window with plan details. To select a site plan, simply check the corresponding box.

To add advanced features to an existing site plan, use the options listed below the [Add-Ons & Upgrades](#) heading. The following add-ons and upgrades are available to you.

- [Password Protection](#)
- [POP3 E-mail Boxes](#)
- [Disk Space](#)
- [Calendar](#)
- [Communication Features](#)
- [RapidInsite Stats](#)
- [LiveChat](#)
- [Subscriptions](#)



To add any of these features, select an appropriate option from the corresponding drop-down menu. For additional information about these options, click [More Info](#) to open a pop-up window.

Once you have finished, click [Apply Changes](#)  to save your changes. You may click [Go Back](#) to return to the [Admin](#) page.

14.3 Billing Information

Use the [Billing Information](#) page (shown below) to update your contact and billing information.

LOGOUT
admin
view site
edit site
store
help

[view site](#)

Billing Information

Admin Home : [Account Info](#) : [Billing Information](#)

Use this form to update your contact information and the billing information for your account.

[click here to cancel your account](#)

Contact Information

Enter your contact/billing information.

First Name:

Last Name:

Address 1:

Address 2:

City:

State:

Zip/Postal Code:

Country:

Phone:

Payment Information

Name:

(as it appears on your card)

Billing Address:

Billing Zip Code:

Credit Card:

Credit Card Number:

Expiration Date: /

[Go back](#)


[Billing Information Page](#)



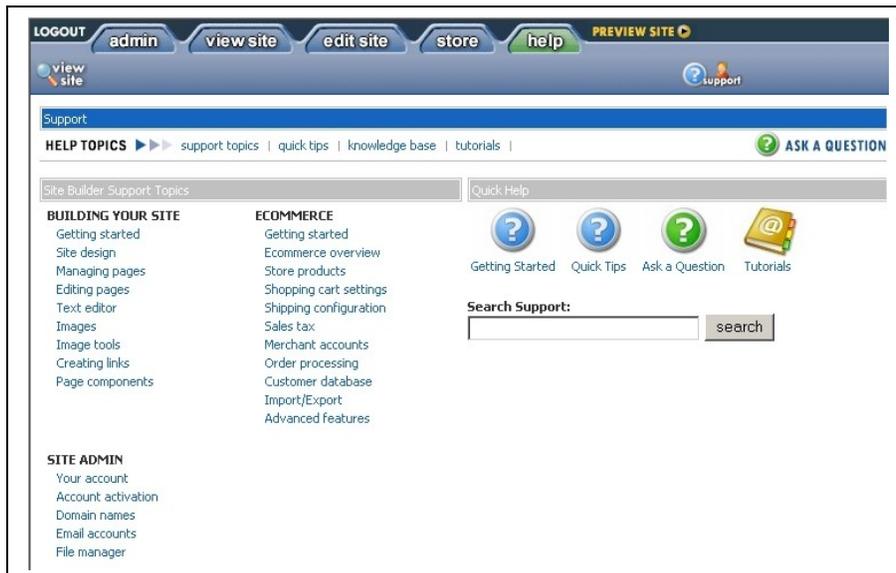
Provide your [Contact Information](#) as described in the [Contact Information](#) section of the [My Account](#) page.

Use the [Payment Information](#) section to enter your billing information, which indicates where bills should be sent. Complete the Name, Billing Address, and [Billing Zip Code](#) fields. Then select a credit card option from the [Credit Card](#) drop-down menu. Enter your [Credit Card Number](#) and [Expiration Date](#) in the fields where they are requested.

Once you have finished, click [Apply Changes](#)  to save your changes. You may click [Go Back](#) to return to the [Admin](#) page.

14.4 Customer Support

The [Customer Support](#) page (shown below) provides answers to many of the questions that may arise while designing a site.



Customer Support Page

This page lists many topics where you can find crucial insight into creating and managing a successful e-commerce site. Click any one of the topics to be directed to the page where the topic is discussed in detail.

Under the [Quick Help](#) heading, you will find the following four options:

- [Getting Started](#)
- [Quick Tips](#)
- [Ask a Question](#)
- [Tutorials](#)

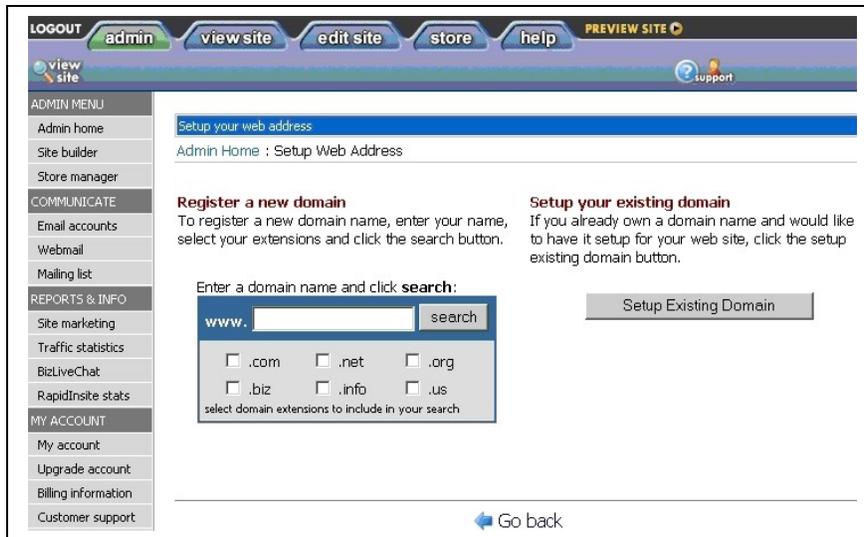
Clicking [Getting Started](#) directs you to a page with a brief overview of how to start designing your site. [Quick Tips](#) provides access to many useful tips about organizing a site. The [Ask a Question](#) option directs you to the [Support](#) page where you can



submit an inquiry. [Tutorials](#) is designed to acquaint you with the [Site Manager](#) features and help you use them to build and manage your site.

To search for assistance on a specific topic, use the [Search Support](#) feature. Enter words related to the topic of interest in the [Search Support](#) field and then click [Search](#).

Clicking [Register Domain Name](#) directs you to the following page.



[Register Domain Page](#)

The [Register Domain](#) page allows you to obtain a new domain name or set up an existing domain name on your site. To register a new domain name, enter the desired domain name in the empty field and select one of the domain extensions by checking the adjacent box. Then click search to find out whether the desired domain name is available. To set up a domain you already own on the site, click on the [Setup Existing Domain](#) button and follow the instructions.

At any time, you may click [Go Back](#) to return to the [Admin](#) page.

Clicking [Accept Credit Cards](#) directs you to the following page.



[Accept Credit Cards Page](#)



EDIT SITE



SETUP STORE



UPGRADE
ACCOUNT



SITE ONLINE
register/add



SETUP EMAIL



MARKETING
& SEARCH ENGINES

You can use this page to apply for a merchant account. To begin the process, select [Click Here to Apply](#).

When you are finished using this software, click [Logout](#) on the [Admin](#) page to leave the site administrative module.

We hope you enjoy using our product, and we wish you the best of success in building and managing your e-commerce site.

----- *[End of Document]* -----