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ASPXCOMMERCE 2.7 USER MANUAL

This manual covers the complete documentation on how to install, configure and deploy an ecommerce portal in AspxCommerce.

AspxCommerce is an open-source ecommerce tool that offers rich features to build an attractive, fast and secure ecommerce site in minutes. Incorporating new features like Real-Time Notification using SignalR, Index Management, Responsive Design, Improved Product Types and Pricing Rules, Dynamic Attributes, Friendly UI and the likes, your online store is now fortified to a next level.

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AspxCommerce Introduction

AspxCommerce is an open source ecommerce tool that perks on the content management system SageFrame filling in all the essential functions of an online enterprise to build up attractive, rich and fully functional ecommerce websites in no time.

AspxCommerce lets you create a customizable storefront; manage products through categories and subcategories, accept payments through credit cards and ship the ordered products to the customers. AspxCommerce has everything set up for you, so that you can focus on building your fully functional online store right away. Besides the existing power of its predecessor, AspxCommerce with its new community release 2.6 additionally comes empowered with features like Real-Time Notification using SignalR, Index Management, Responsive Design, Improved Product Types and Price Rules, Dynamic Attributes, Friendly UI and many more making your online store reap core business benefits.

AspxCommerce Overview

AspxCommerce is a fully customizable e-commerce solution that makes your task of building an online store easy and convenient. Built on top of SageFrame, our appeal lies in the flexibility that we guarantee to users ranging from developers and designers to far away merchants. Once installed, AspxCommerce is easy to manage and makes online store keeping a task even a novice can accomplish without any prior technical knowledge. Basic computer and website knowledge is enough to get you going!

Choose us for our competitive features that include: single click installation, easily managed promotional banners, faster store performance, a wide range of varieties in template selection and accessibility to interactive modules like community poll, customer testimonials and Google map store locator.

In addition, the catalog management and browsing feature allows users to locate their desired product with a systematic search whereas; the same feature allows store keepers to display products hierarchically. Besides, the Search Engine Optimization (SEO) support ensures high customer flow to your store without you having to worry about the rankings of your site. Analytics of day-to-day performance is readily available for tracking customer behaviors and making necessary reforms to your store!

An open source e-commerce solution, AspxCommerce offers a complete package whereby you can contribute to design, configure, customize and manage your online storefront singlehandedly. Besides, we have just incorporated mobility to your store with mobile e-commerce and by virtue of web based control panel, you will feel more in control of your store. Whether you are a designer, developer or a merchant, you will find our services equally useful as a means to an end.

Regarding our customer experience, AspxCommerce offers easily followed guidelines that ensure hassle-free online buying experience. Customers can get on to the online store, take

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a cart and start shopping right away! Customers can also view their order history and create wish lists from their own account. A wide range of shipping and checkout options make this platform the best in its kind. Payment can be made through PayPal, Google Checkout, Authorize.Net and the likes.

Demonstrated below is the working of AspxCommerce:

With such wide ranges of services, AspxCommerce unarguably tops the list when it comes to providing complete e-commerce solutions. Choose us to not only promote but also maximize the productivity of your online business.

We look forward to helping you set-up an online business.

Why AspxCommerce

Today, sales in e-commerce sites are growing much faster than in-store sales. In the year 2013 alone, e-commerce sales saw a growth of 20% as opposed to the minimal 2.3% growth of in-store sales worldwide. These figures speak for themselves and go a long way in validating the importance of online sales in addition to and/or along with offline sales. Online presence of brands is not only an alternative but a necessity in today's market. In such a scenario, it is only natural that new businesses would seek a secure place online for their products. This is where AspxCommerce comes in… as a complete e-commerce solution for your growing business need. Building an online store in minutes, we set your business in motion on a whole new dimension of virtual space.

Additionally, the worldwide internet penetration just reached 16.0%. This means, millions of users from around the world go online. On account of your store utilizing an online space, it holds the possibility of being visited by those millions of users that will in turn, benefit your business. Why not utilize this space? Your store does not need to be localized in one particular place. Instead, it can go global and compete in the global market! AspxCommerce can make this possible and has laid out simple steps for you to follow in order to create your very own online store.

Here's how it works:

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Features in a Nutshell

Today's competitive market promotes products that are the best in the scene, and by virtue of their timely market survey and flexibility, stands out from the rest- AspxCommerce is one of those! Our continuous research and hard work in the field of e-commerce has earned us an edge over all the others. Our features go a long way in establishing the credibility that we rightly deserve.

Choose us for the feasibility that we offer in the areas of Store Settings, Design, Management, Marketing and Checkout options. With us, your business will not only grow but also be in a good shape to compete with the ever-changing market.

Web Based Control Panel

The web based control panel can be of great use while maintaining and running your very own online store. This feature also comes in handy while making your online store user friendly. The password-protected administrative access ensures that your account is safe. Further, by virtue of our web based control panel, users can now control their cart from any corner of the world.

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Additional features to web based Control Panel include:

- All changes are real-time
- Control the cart from anywhere in the world using your web browser
- Unlimited number of admin accounts
- Support for restricted "shipping/fulfillment" admin accounts
- User-defined date/time format
- Administrator can act on behalf of other users

Efficient Customer Service

Customers are no more the passive players in today's online business. Now, customers can exploit a wide range of backend tools. They can access order history and order statuses while also adding products to their wish lists, comparing product features, and enjoying multiple billing and shipping addresses features. Such features, in turn, ensure customer satisfaction and your business also gets the much needed input from your very own customers.

Additional features ensuring efficient customer service include:

- Contact Us Form
- Feature-rich Customer Accounts
- Order History with Status Updates
- Order Tracking from Account
- Forgotten Password Email from front end and administration panel
- Order and Account Update Emails
- Customizable Order Emails
- Edit Orders from the Admin Panel
- Edit orders via customer account
- Real live cart possibility
- Regular Newsletter Updates
- 'Email a friend' feature
- Product Compare Feature
- Product Wish list
- Multiple billing and shipping addresses

Feature-Rich Customer Account

It's for customer satisfaction! Our Customer Accounts are feature-laden with the help of which, your customers can manage their account with great ease. They can track their shopping records regarding recent orders, personal information, newsletter subscription status, primary billing address, primary shipping address, shopping cart, wish-list, recently ordered items, recently reviews and recent tags.

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Customer Account Features:

- Order status and history
- Recently ordered items
- Downloadable Products
- Address Book with unlimited addresses
- Default Billing and Shipping addresses
- WishList with ability to add comments
- Send Email from Wish-list
- Newsletter Subscription management
- Product Reviews submitted
- Product Tags submitted
- Account Dashboard
- Facility to change password

Catalog Management and Browsing

Browse and locate your products by going through the catalog where Items are placed hierarchically that makes locating items convenient for the buyer. And, from the store keeper's perspective, catalog browsing makes your store easily managed and systematic.

Catalog management and browsing features:

- Drill-down Categories
- Unlimited Categories
- Unlimited Sub-Categories
- Custom Paging
- Custom Banner

Product Management and Browsing

Customize how your products get promoted in your online store. You can arrange, manage as well as display products in effective ways so that more customers are attracted to buy the items.

Product Management and Browsing Features:

- Products variant attributes (e.g. size, color)
- Dynamic pricing rules
- Stock management by items
- Digital items
- Tax rate per location i.e. Tax Classes and Rules as specified by Store Admin
- New items from and to dates – to display in the front end
- Featured Items shown in front store

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- Support unlimited product images
- WYSIWYG html editor for product description
- Different product listing pages- list view, grid view, compact list view, product grid view and list without options.
- Add items to more than one category at a time
- Reviews and star rating with user defined criteria
- Per items tags and tags moderation
- Tax calculation
- Related/Cross-sell/up-sell product and accessories
- Product image zoom and light box to display image
- Email a friend

Order Management

View orders made by your customers and make sure you are up-to-date about every order, shipment and invoice on your store through our unique Order Management feature.

Order Management Features:

- View, Create, Edit and Deliver orders from the admin panel
- Create one or multiple invoices, shipments and credit memos per order
- View order history and order status
- Search order status
- Export invoice to excel/ CSV file
- Get automatic E-mail notifications sent to the store admin upon the arrival of new orders

Search Engine Optimization

AspxCommerce is Search Engine Optimized, whereby every page is indexed by major search engines. This feature secures a high search engine ranking for your e-store adding to the popularity of your store which ultimately means better sales.

Search Engine Optimization Features:

- Advanced keyword search
- 100% Search engine friendly
- Drill down categories
- Search by merchants definable properties
- Product keyword field for misspell or similar words
- Fully Ajax based search UI
- Category and Item Meta Keyword fields

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Analytics and Reporting

Generating statistics under various categories will allow you to review store's performance and consequently to devise effective strategies for the future. In this regard, integration of Google Analytics with AspxCommerce is a major achievement. Generating reports with regard to sales, items, customers, orders, etc. has just become a readily available convenience!

Analytics and Reporting Features:

- Google Analytics Integrated
- Admin dash board for overall store report overview
- Total order revenue
- Top customer by order
- Report on Mostly viewed item/s
- Report on Purchased item/s
- Search report

Quick and Easy Check-out Process

We offer complete checkout and payment services for e-commerce retailers. Either as a guest or a registered user, customers can enjoy access to our checkout options, including options in shipping addresses and payment information.

Quick and Easy check-out Features:

- SSL security report for orders and cart transaction
- Shipping to multiple addresses in one order
- Option to create account at the beginning of checkout
- Checkout without account or as a guest
- Checkout with account to use

Shipping

In order to ensure swift delivery of items, we have integrated various shipping options. Get items shipped to your customer with the help of their own preferred shipping service. Shipping discounts can also be created for order amounts as a part of promotional offers. Shipping options might include DHL, Fed Ex, UPS and many more.

Shipping Features:

- Multiple shipping per order
- Flat rate shipping per item
- Free shipping
- Total sales invoice
- Latest search

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Payment Methods

Payment procedure needs to be swift and easy to ensure hassle free shopping experience for customers. We have integrated a range of online payment gateways like Paypal, Authorize.NET, Google Wallet and the likes, also including the facility of Cash on Delivery. Besides, our plug-in architecture for payment gateways enables you to add module for your preferred payment gateways and configure it alongside. Hence, customers can pay via check /money order or any other available payment extensions.

Payment Method Features:

- Multiple PayPal gateways integration
- Save Credit Card for offline payments
- Payment processed via Credit/Debit card (Visa, MasterCard, etc.)

What's new?

Growing at a very rapid pace, eCommerce beyond question is taking the digital business by storm today and so is here AspxCommerce all set to. Yes, with all its exclusive features AspxCommerce now adds more to the proficiency of trading through the web.

Security Enhancement

The new AspxCommerce utilizes better authentication of each service method in order to make your store fully secured. Malicious functions are instantly detected and stopped from execution right away.

Besides, each page in the web can now be secured with the help of SSL support. From the page manager, you can choose to enable or disable the SSL depending upon your security requirements

Performance Optimization

Performance Optimization is the practice of increasing the speed in which web pages are downloaded and displayed on the user's web browser. Faster website download speeds help increase visitor retention, loyalty and user satisfaction. Thus, leading to the less data travelling across the web in order to lower your ecommerce-site's power consumption.

AspxCommerce 2.7 has been graded to perform better and faster. Given below are the fields in which enhancements have been made to boost the performance of the software:

i. Catalog Price Rule Enhancement

In this version, the rules for catalog menu prices are applied the instant they are set in the backend. When a new catalog price rule is added, clicking on the option : Save and Apply will

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automatically calculate price for each item in that instant. This is what makes the system faster and efficient. Besides, scheduler can also be used to apply catalog price rule to items. Once scheduled, the system calculates prices following that rule at the time when the traffic is less, for example during midnight.

ii. Modular Architecture of Items Detail Page

Earlier, items detail page in the front end consisted of only one module. This was making the process inefficient. With the latest version, the modules have been broken down. You can place or remove modules as per your requirement making the system easier to follow through.

iii. Refined Scheduler

Scheduling activities is now easier and efficient. You can schedule activities in a much refined way so that the server doesn't hang every time you are scheduling.

iv. Bug Fixing

Various bugs that were found in the earlier versions of AspxCommerce has now been fixed.

v. Re-architecture of stored procedure and tables

Stored procedures and tables are well defined database objects that are reorganized in AspxCommerce for a better performance. The query plan for stored procedures is compiled in SQL Server so that subsequent requests can run faster. Similarly, a single stored procedure can now perform multiple SQL commands, reducing traffic between an application and the database server.

vi. Index Management and Database Optimization

Indexes in database are data structures that help fast retrieval of data from tables without requiring to scan every row whenever a database is being accessed. It helps defragment the fragmented indexes and maintains the health of database. With the real time data processing likewise, your ecommerce site gets involved in a continual input, process and output of data. This real time data processing and analytics gives you the ability to take instant action in a very limited or short amount of time.

vii. CSS Optimization

CSS Optimization helps your webpage render faster contributing to high availability and performance of your ecommerce site by not letting it slow down. Combining more CSS files into one file and not letting CSS attributes inline in HTML elements, this feature optimizes the speed with which the content is delivered to your customers. For a considerable effect on your page load time, the feature as well reduces the file size of your CSS style sheet to stream your business to thousands of viewers in a greater extent.

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Localization

Earlier, language localization could be controlled only on the front end or the visible part of the store display. This time around, dashboard can itself be viewed in different languages depending upon the preference of the user. Besides, on each page, you can add info directly in your preferred language.

Dynamic Image Resizing

With this new version, you can resize image dynamically since there has been a change in image cropping logic. In earlier versions, image was cropped as soon as it's uploaded and put into different folders (large, medium and small). The required image was then fetched as per the requirement from these folders. That way, if we needed different designs for the picture other than the default Large, Medium and Small dimensions, we needed to re-upload the image. But now, when we change the image size from Media Tab in Store settings, the prior resized image will be deleted. And instead, the image will be resized according to the setting provided and put into different folders. This way, there is no need to upload the same image time and again hence making the system feasible and fast.

Product Type

AspxCommerce comes with two significant features with regards to its product type.

i. Group Product

Group Product helps put different products at a single place letting in the users to display the items in groups. It combines products in groups according to whatever criteria best meets the needs of your enterprise. This also helps in adding or deleting the products easily within a group with high flexibility in checking out the desired product on a single click. Not only does it help the customers to sort out the desired item in less time but also enables them to purchase the similar products easily within the group.

ii. KIT Product

KIT product lets you deal with the highly customizable products to the customers. It is a tedious job on an ecommerce site to search for various items of a similar kind at the same time. Keeping that in mind AspxCommerce is up with this feature where similar products are encased within a single collection for the ease of the customers to purchase those on the whole. The price you set will be used at the base price, before customers choose any custom options. This price will include the cost of the default kit group options saving a lot of your customers' time.

Item Management Setting

Item Management Setting allows you to easily keep track of all your products. Keeping you updated with the available stock and store settings; the inventory management, tracking, controls and practice helps maintain all the information associated with the items from one place. Upon a complete inventory management, the feature likewise enables you to adjust the settings of each and every item with item-wise setting in your ecommerce site. With the inventory status information on every product, the feature also provides inventory position, total stock, open purchase orders, and scheduled production with an easy access.

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Pricing Roles

Pricing determines what you will receive in exchange for your products. Manufacturing cost, market place, competition, market condition, brand and the product's quality are the factors affecting the pricing roles. All these can be fixed from a single feature in AspxCommerce. AspxCommerce comes with two basic roles for pricing.

i. Group Pricing

Group Pricing in AspxCommerce allows you to amount the price of your items within a single group. Once you assign a fixed price within a group, all the items inside that group will be priced accordingly without any trouble to have gone through each of the item. Not only does it save a lot of your time but helps you categorize the items in a group according to their price.

ii. Special Pricing

Special Pricing allows you to set particular prices for different products in your ecommerce site. Prices do vary for wholesalers and retailers, so special pricing here allows you to allot different cost prices for wholesalers and retailers with a special price form. Thus it gives you the flexibility to set the pricing for products in many different ways.

Admin Notification

Admin Notification in AspxCommerce is a simple way to inform the site administrators about the recent activities happening in the store. Though appears trivial, it is a very useful feature to get store owners notified about the newly registered and subscribed users, out of stock and low stock items and fresh orders placed. You can customize the settings of this admin notification anytime from the Administration section. The Admin Notification comes with three options (in the form of icons) categorized as Users, Stocks and Orders.

Users: This notifies the admin about the users who recently registered to the store along with the date and time of their registration. The username is hyperlinked which redirects to the profile page of the user. Also, it notifies about the new members who subscribed to your email newsletter.

Stocks: This notifies about the items that are low stock and out of stock. Similarly, the items are hyperlinked that takes you directly to the items page to check the status.

Orders: If a customer (user) places an order, it appears in this notification bar. You can see the order number and the status of all recent orders made.

Index Management

Indexes in database are data structures that helps fast retrieval of data from tables without requiring to scan every row whenever a database is being accessed. Though indexing increases the performance of database, lack of proper index management leads to cluttered indexes thus deteriorating the optimization. Frequent transaction of SQL queries often leads to fragmentation of indexes thus decreasing performance. This index management defragments

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the fragmented indexes and maintains the health of database. You can use this module to re-index all your tables. You will see a list of table names and their respective index names and statuses, and you can choose the required table you want to defragment the index of.

Responsive Design

Assisting your ecommerce site to dynamically adapt to different screen sizes across desktop, tablet, phablet and smartphones using one set of code, AspxCommerce is now armed with Responsive Design from its central core. Following the 100 grid system to cope with an absolute fluid grid viewing experience, the design is furthermore extended to the adaptive techniques which can largely give a boost to mobile commerce too. Without getting in the way of your website's core content, features and business logic, the feature helps you serve your customers' needs across any device platform while simultaneously eliminating the need for separate mobile and tablet sites.

Dynamic Attributes

Attributes describe the instances in the row of a database. As a changeable property or characteristic of some component of a program that can be set to different values, they can be now added on the fly. Indeed, the Dynamic Attributes page allows you to specify additional dynamic attributes to be created for the entities. Those characteristics like tables, field, color, assemblies, modules, members, types, return values and parameters in the database component can be added as per your wish with dynamic attributes. It is derived from loaded data rather the being read directly from the file.

Real-time Notification using SignalR

SignalR implementation in AspxCommerce makes developing real-time web functionality easy. It allows bi-directional communication between server and client now pushing the content to connected clients instantly as it becomes available. As a framework for building asynchronous applications, it emits and receives the real time signals/messages from both client and server machines. For this, a 4.5 or above version of .NET Framework is a must, similarly the server needs to be very stable and robust to handle such real time transaction. Outdated and older browsers might not support it so you have a choice to whether use it or not. Building a browser-based ecommerce application that displays the latest information about your stock of items and products in as close to real time as possible, AspxCommerce thus supports a number of clients in addition to the browsers. With SignalR implementation, your ecommerce site is much scalable so that the back-end server isn't overburdened as more and more browser-based users come online to support thousands of users.

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Installing AspxCommerce

How to install AspxCommerce 2.7?

AspxCommerce follows easy 'one click installation'. Minimum requirements for successful AspxCommerce 2.7 installation are provided below:

- Internet Information Server (IIS7 or above)
- .NET Framework 4.5
- SQL Express/Server (preferred 2012 or above)
- If you are using SQL server express then you must also install the SQL server management console for SQL server express code of AspxCommerce (http://www.microsoft.com/download/en/details.aspx?id=8961)

Downloading AspxCommerce 2.7

1. Open https://aspxcommerce.codeplex.com/downloads or http://www.aspxcommerce.com/downloads on any of your web browser
2. Download the install or source version.
3. Extract the .zip file and place it on any of your local drive for instance, E:\AspxCommerce2.7Demo

Setting the access permission to the folder

1. Right-click on the root folder of your site (E:\AspxCommerce2.7Demo).
2. Navigate to **Properties>Security.**
3. On the **Security** tab you will see a list of users who have access to your folder.
4. Add an account and give full access permissions to **IIS_IUSERS and IUSER** (for installing AspxCommerce in Windows 7 or higher).

Note: Make sure to give full access permission to **NETWORK SERVICES**, if you are installing AspxCommerce on Windows XP.

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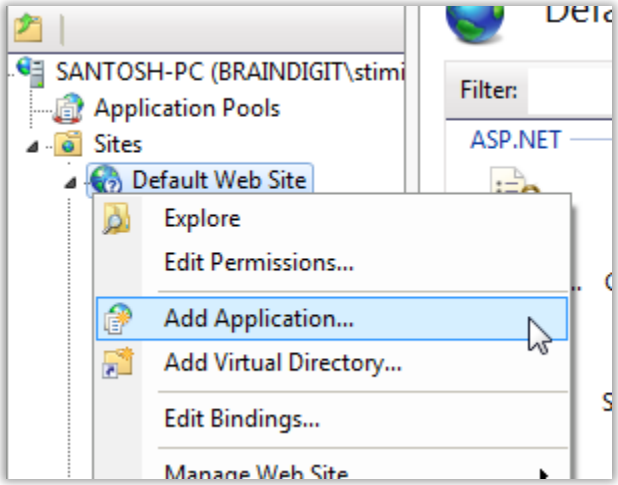
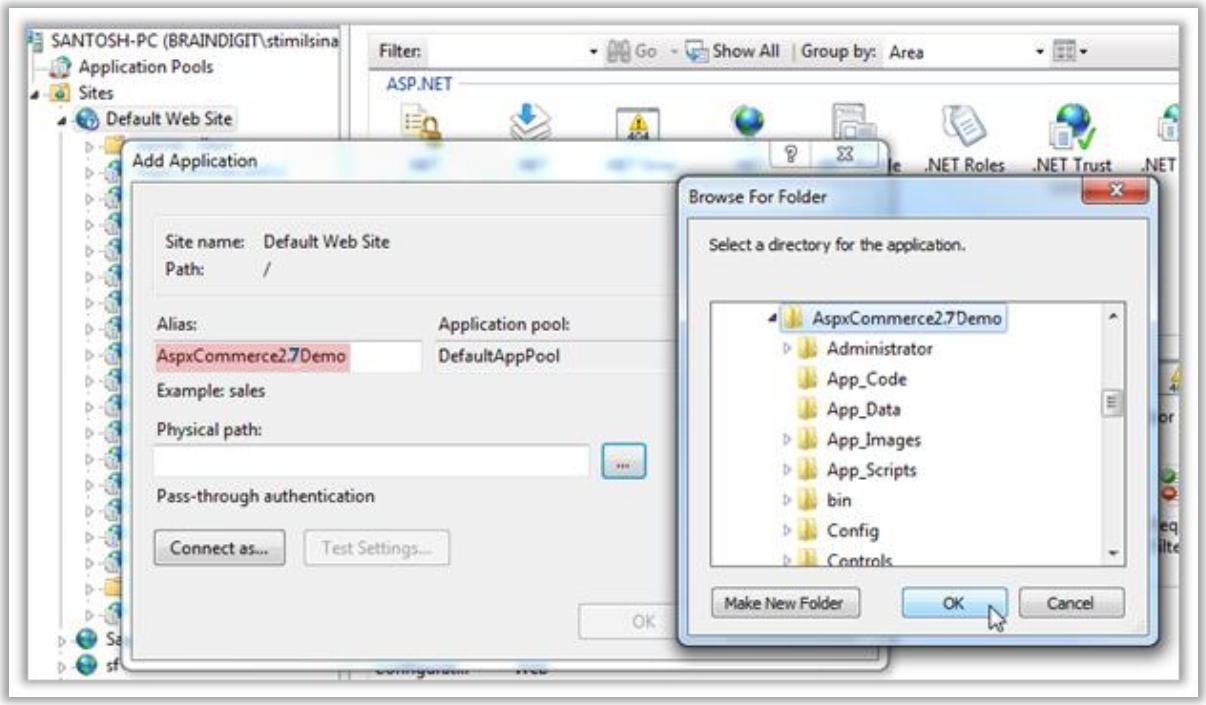
IIS - Adding new application and setting up (Windows 7 & 8)

1. Click the **Start** button, and type IIS or **inetmgr** in Search box and press **Enter**. The Internet Information Services (IIS) Manager will start.
2. Right click on "**Default Website**" in Application Pools and select "**Add Application**" as shown below:



3. Enter the Alias as for example, '**AspxCommerce2.7Demo**' and browse for the Physical Path i.e. the unzipped file of AspxCommerce 2.7 . Click "OK".



4. Now change the **Application Pool** by clicking the **Select** button as shown in arrow below. A new window appears, choose **ASP.NET v4.5** and click **OK**.

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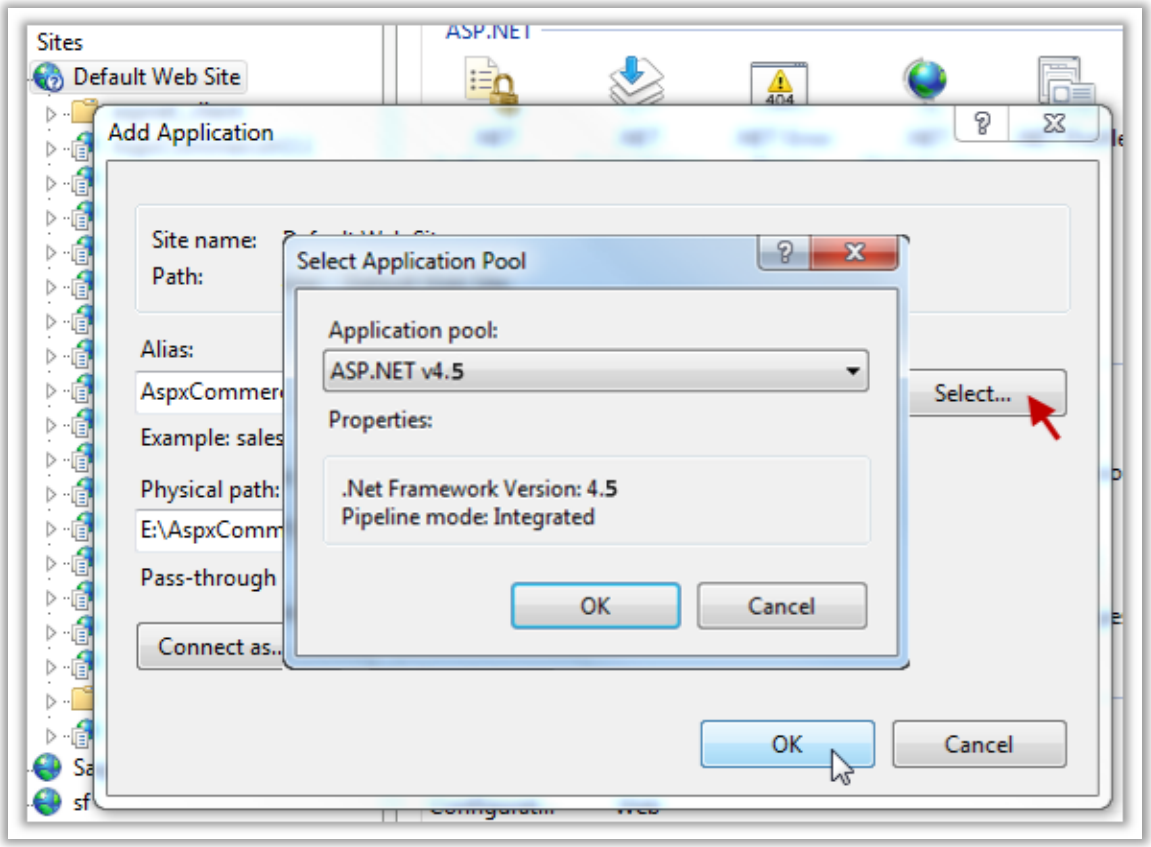
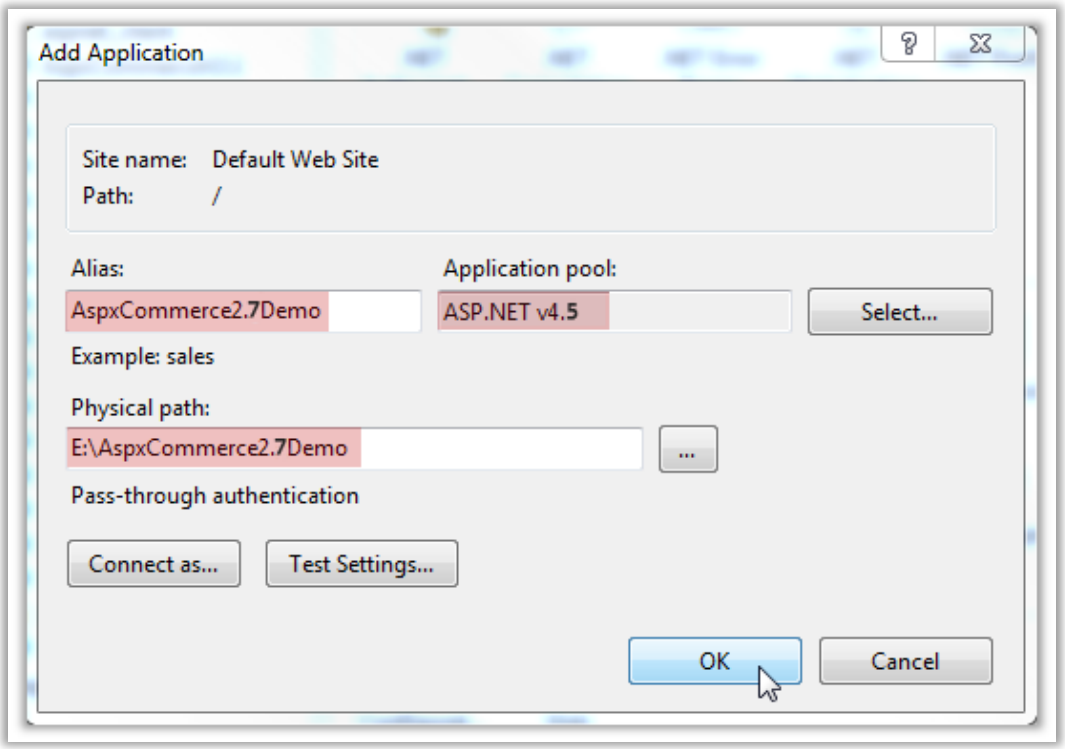


5. The following screen appears. Finally, click on **OK**.



6. Next up, the Alias Name is listed under the **'Default Web Site'**.

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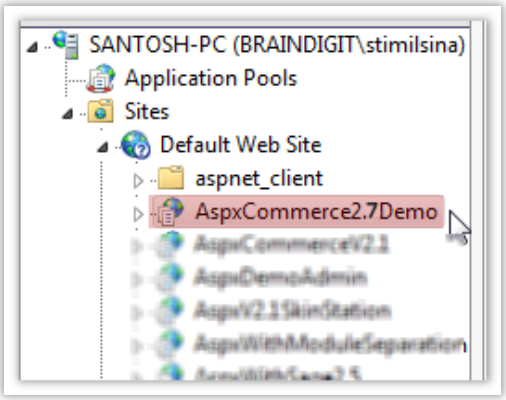

IIS - Adding New Application and Setting up (Windows XP)

- Open IIS and expand the tree to see **"Default Web Site"**. (You can find IIS in Start>Control Panel>Administrative Tools.)
- Expand the **"Default Web Site"** node
- If you have placed your SF root folder under E:\ you will already see your website and can bypass this step. If not, you will need to add a virtual directory
- Right-click on **"Default Web Site"**
- Click **New >Virtual Directory**
- Enter an alias– **"AspxCommerceDemo"** (you can give the alias name of your choice)
- Click **'Next'** and enter/browse to the path to the root folder of your website
- Click **'Next'** and leave access permissions as it is (should be set to Read/Run Scripts.)
- Click **Next** and **Finish**

How to add a Default.aspx document?

Now that a virtual directory is in place, you will need to modify its properties.

- Click on the **"Document"** tab
- An entry for **"default.aspx"** needs to be added. Add default.aspx and move it to the top of the default document list as shown in an image as below:

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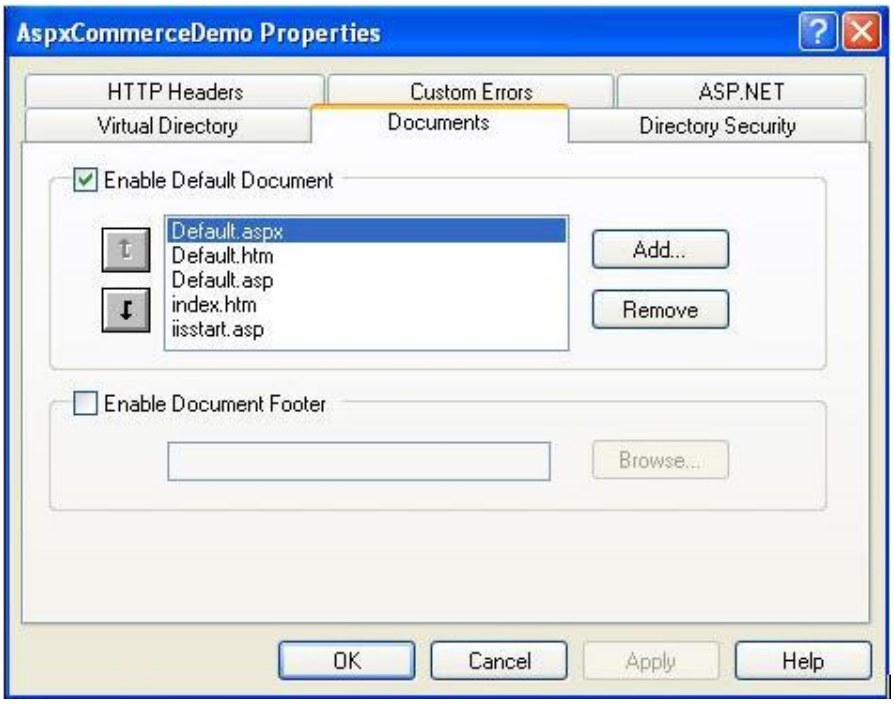
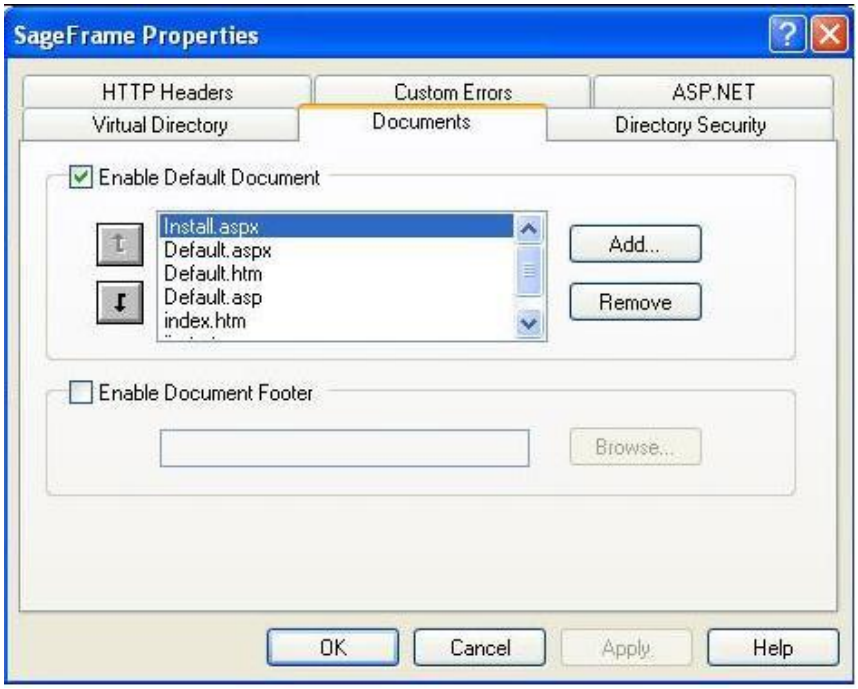


How to add an Install.aspx document?

- Similarly, add an entry for **"Install.aspx".** Move it to the top of the default documents list.



- Click on the **"Directory Security"** tab
- In the **"Anonymous access and authentication control"** group box, click **"Edit"**
- Make sure that "Anonymous Access" is checked as well as "Integrated Windows authentication"

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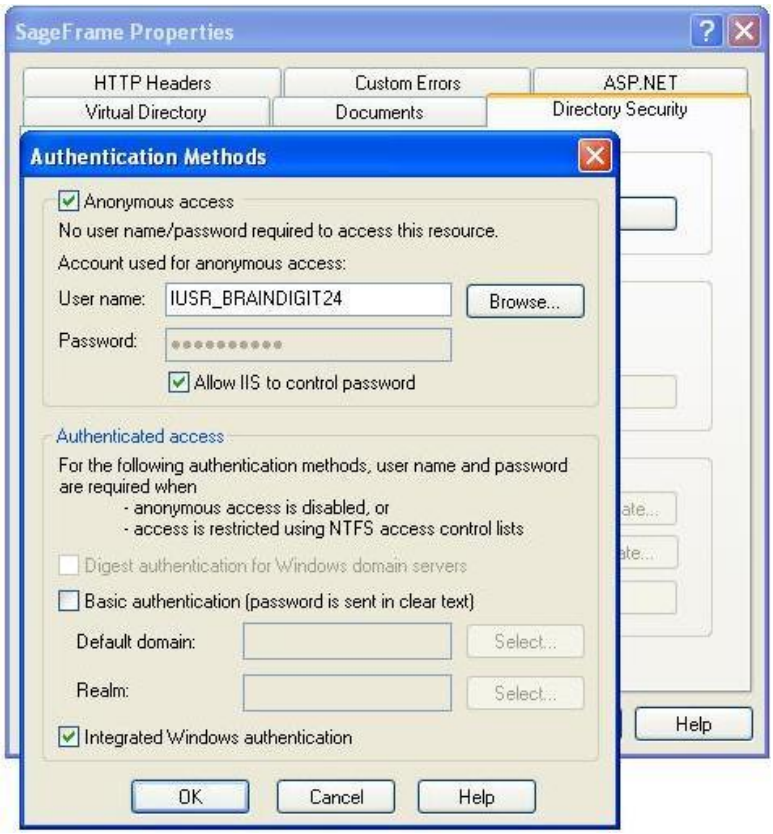
Setting security permissions for the AspxCommerce installation folder



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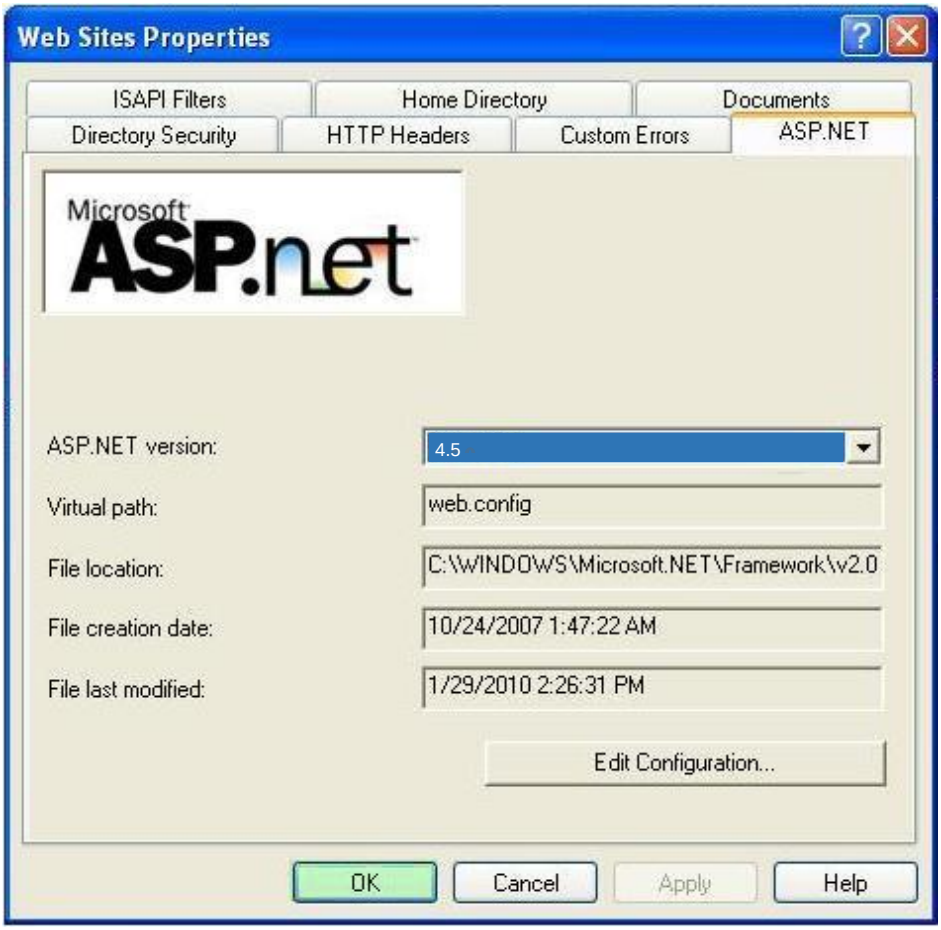
Configure the ASP.NET version

Next, click on the "ASP.NET" tab and make sure that "4.5" is selected for the ASP.NET version.



- Click **"OK"** to save the changes

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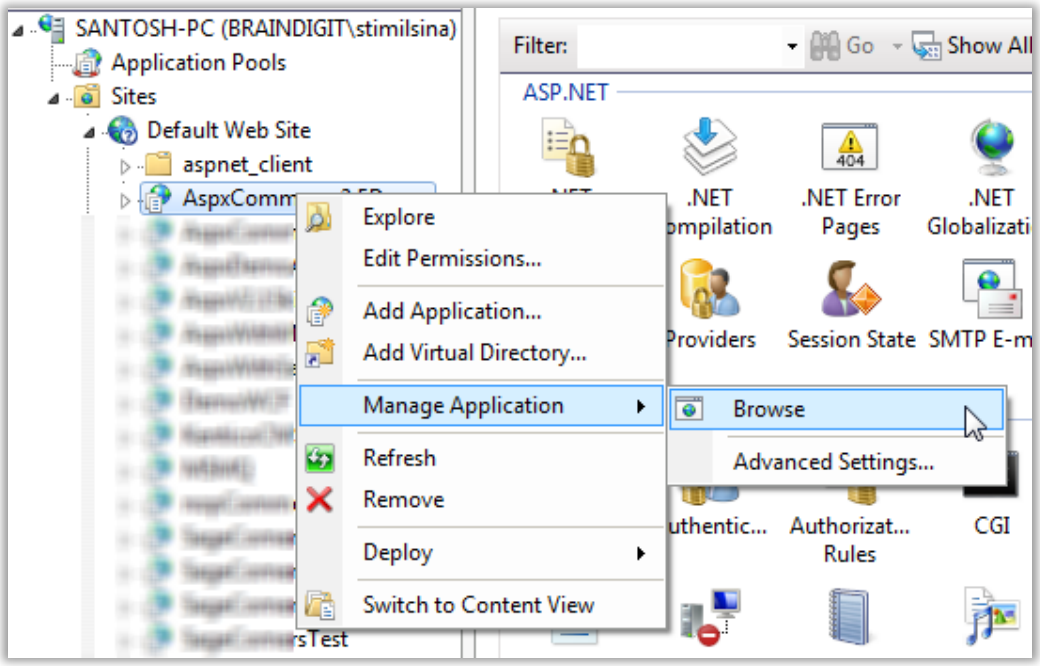
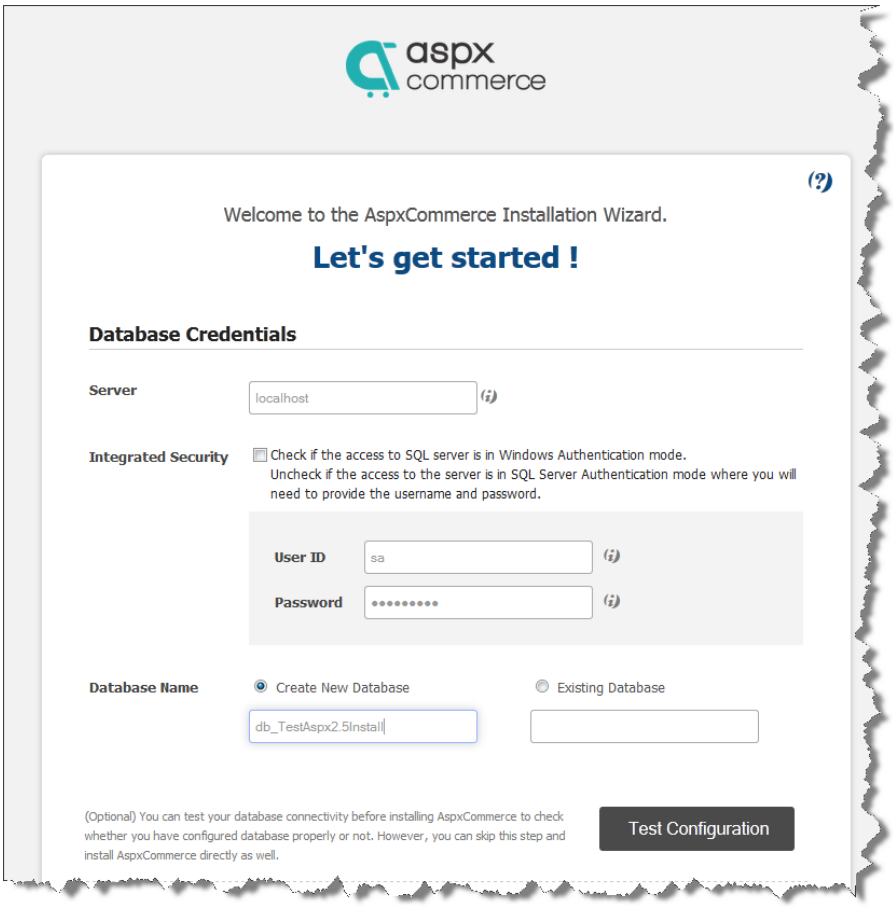
Installing: Single page install with 4 easy steps

To start the installation wizard, browse the application as shown below:



If everything has been configured properly, you will be guided through an install wizard as something like below. URL: http://localhost/AspxCommerce2.7Demo/Install/InstallWizard.aspx



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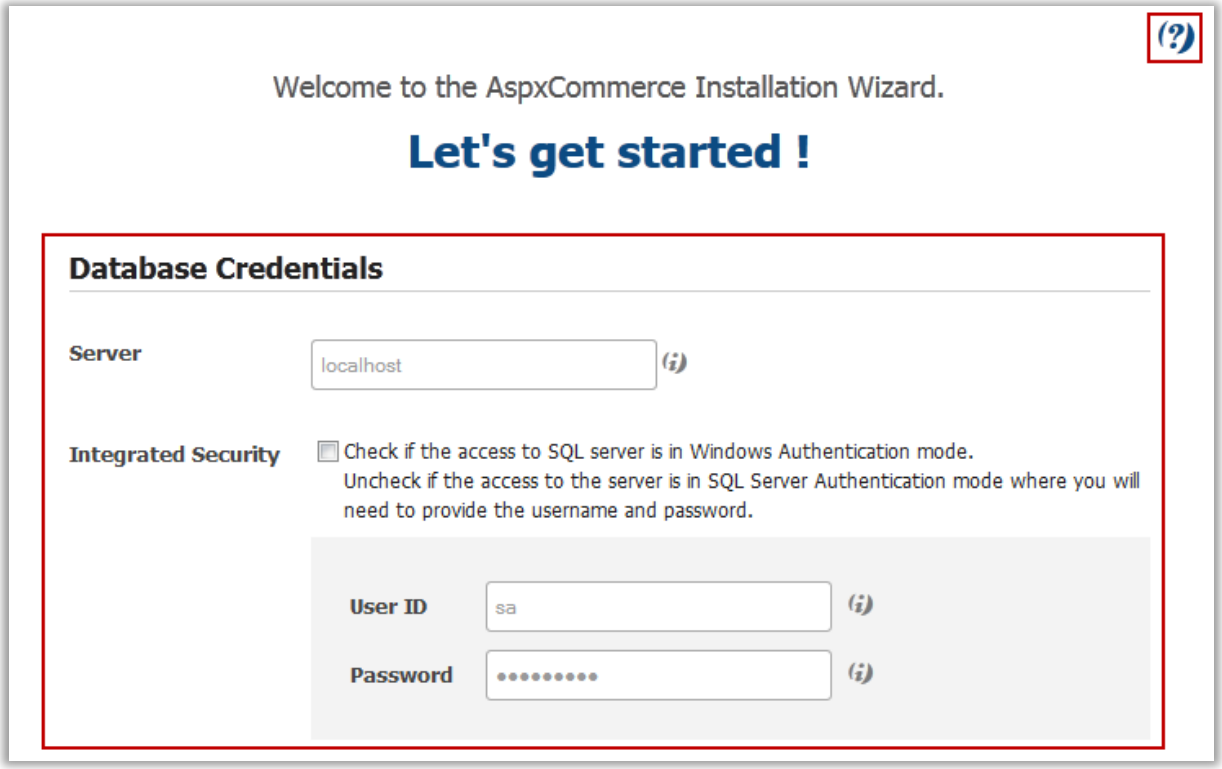
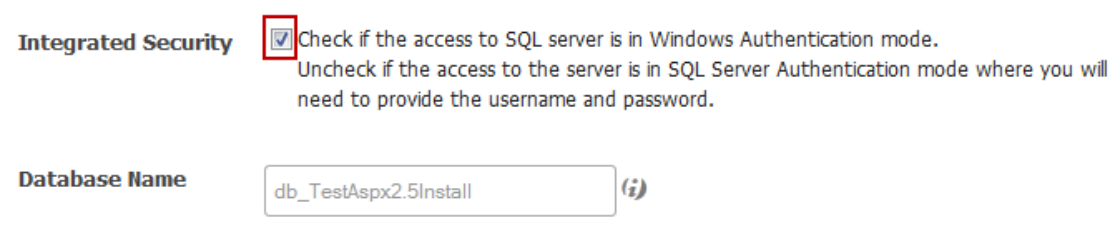
1 Database Credentials



- **Server:** Enter the server name or the IP address of the server where the database is located
- **Integrated Security:** Click on the checkbox only if the access to the server is in **Windows Authentication Mode**
- **User ID and Password:** Enter the user id and password to access the MSSQL Server.

Note: Selecting **Integrated Security** checkbox will not display the **'User ID'** and **'Password'** fields. Instead **'Database'** field will be displayed where you need to enter the database name of your AspxCommerce installation.



The? mark on the top right of the screen is Help. Click on the icon will open the installation help file which will guide you how to install AspxCommerce properly.

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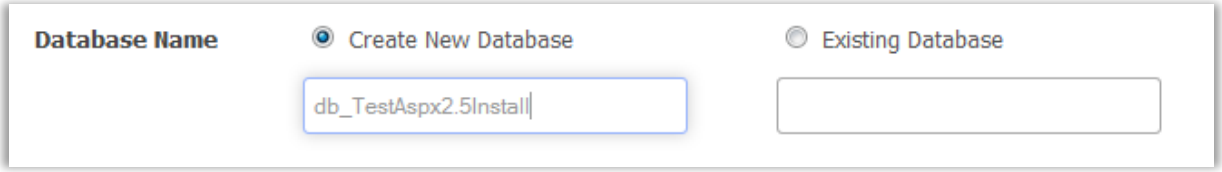
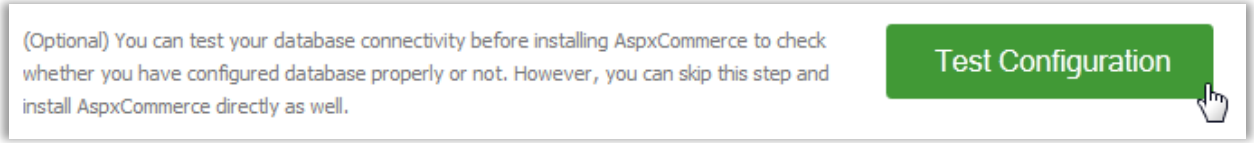
2 Database Name



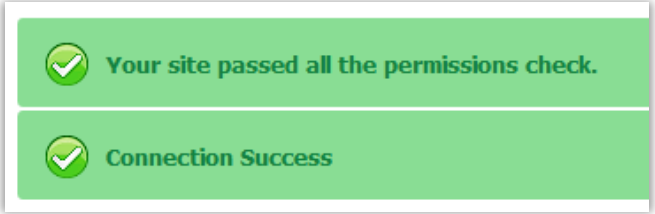
- **Create New Database:** Select and enter the database name if you don't already have a database set up or create a database for AspxCommerce usage only.
- **Existing Database:** Select and enter the database name if you have already set up the database (when you're to use the existing database in the server).

3 Test Configuration

Click on the '**Test Configuration**' button to check the current file permissions and database connection.



When the '**configuration**' test succeeds you will be prompted with a message on the top of the installation screen as shown:



4 Install

Finally, choose a template from the available templates and click on the '**Install AspxCommerce**' button to run the script and complete the installation.

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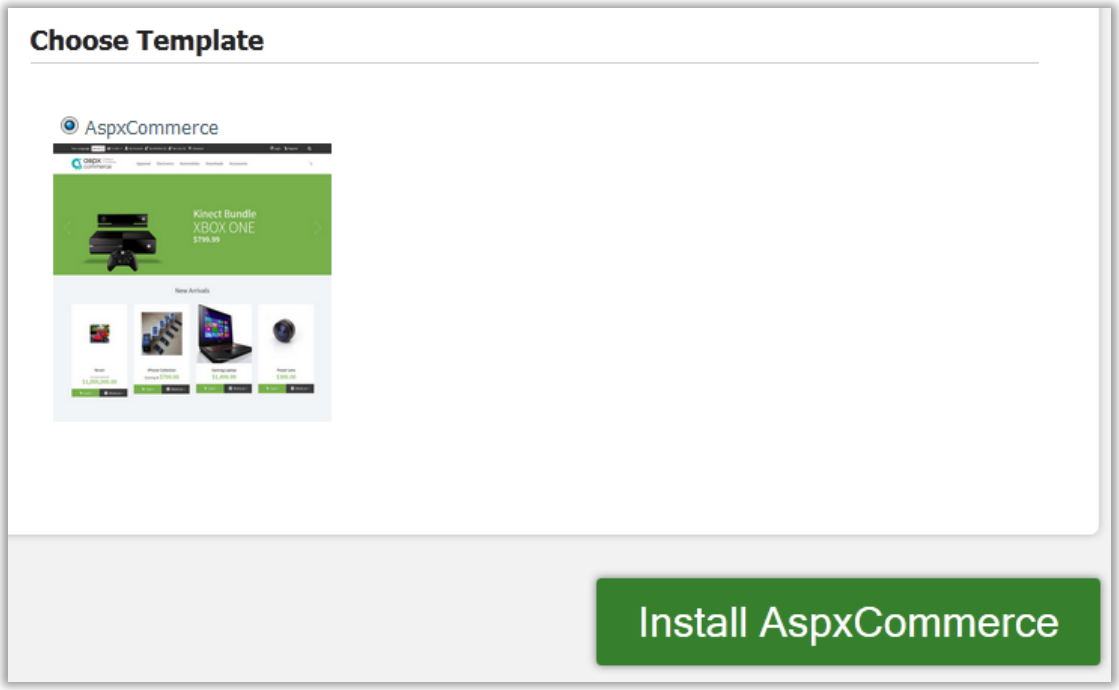
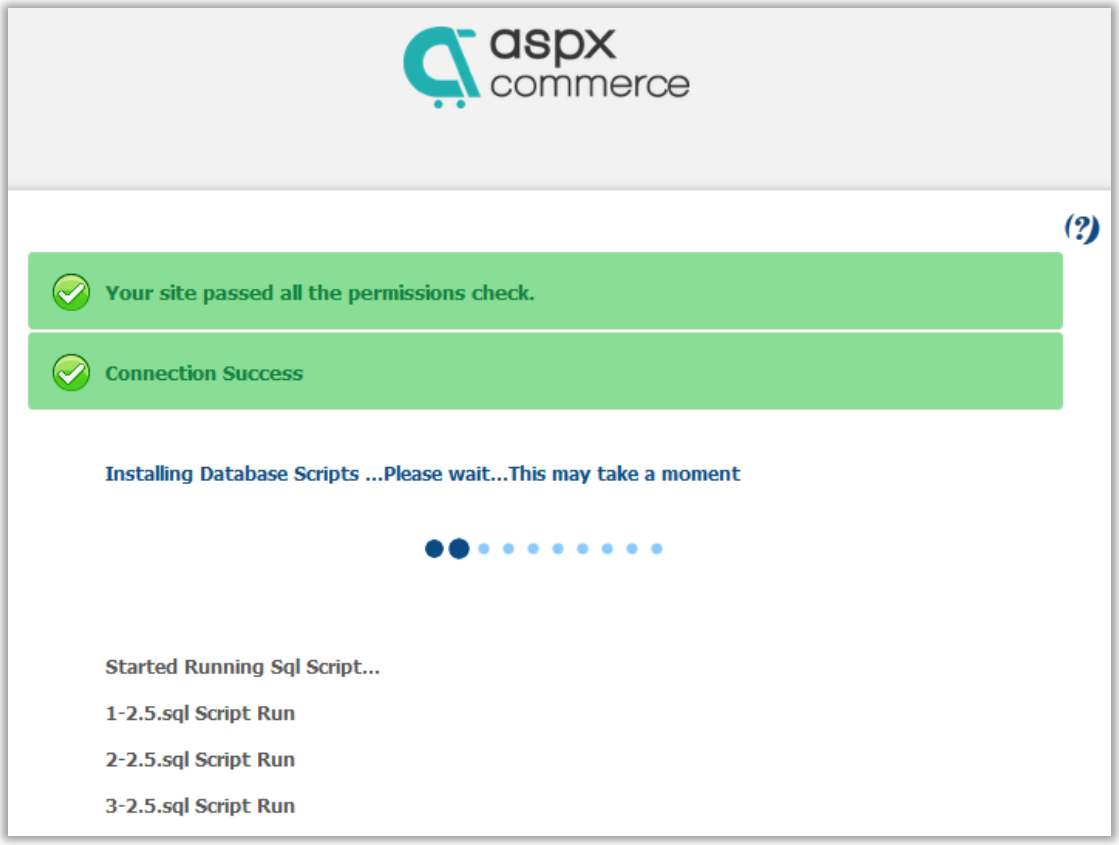


The following screen appears while the script is running and AspxCommerce is being Installed.



Once the installation is complete, you will redirected to the home page of your ecommerce site. You can then login with your default credentials and go to **Admin Dashboard** and manage all the store and portal settings thereafter.

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Admin Dashboard

AspxCommerce enables quick and immediate access to statistics through its Admin Dashboard. Store retailers can therefore watch over business performance of their store closely and promulgate new business ideas. Site administrator can see a graphical and tabular view of the total store revenue, percentage of sales conversion, their inventory status, order overview, most ordered items, items of highest revenue, most viewed items, list of recent orders, top and recent searches made for items, newly registered users, latest comments and reviews and many more. Admin Dashboard on a whole is a quick tour of your store activities and performance.

Dashboard appears by default when you log in or, you can navigate by clicking the home icon.

The Admin Dashboard comprises of four main elements namely Top Sticky Bar, Side Bar Menu, Page Help and Overall Store Statistics.

Top Sticky Bar

The sticky bar at the very top of the screen serves as a notification panel that communicates information about AspxCommerce and activities going on inside. Refer the image below.

- **Logo:** The figure here serves as the logo of AspxCommerce along with its version number
- **Upgrade:** From the sticky bar itself, you can now upgrade to the latest version of AspxCommerce simply by clicking the button
- **Personalize:** Click to personalize the appearance of the window with regard to its theme and Sidebar position
- **Home:** Click to return to the home screen (the dashboard) from any of the pages
- **Preview:** Click to preview the front end
- **Admin Notification:**
  Users: Find information on recently registered and subscribed users. You can also get notifications about their activities from here
  Stock: Find out which items are out of stock or are getting low
  Orders: Find notifications on recent orders made to the store
- **Localization**: Choose the language in which you want the system to appear and communicate with you.
- **Logged in As:** This shows your log in information and identity. The down arrow on top provides options to view profile or to log out.

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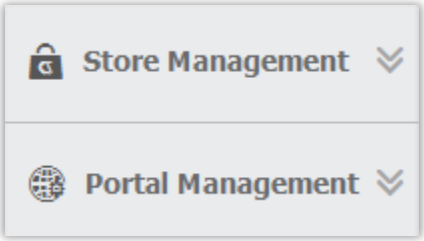
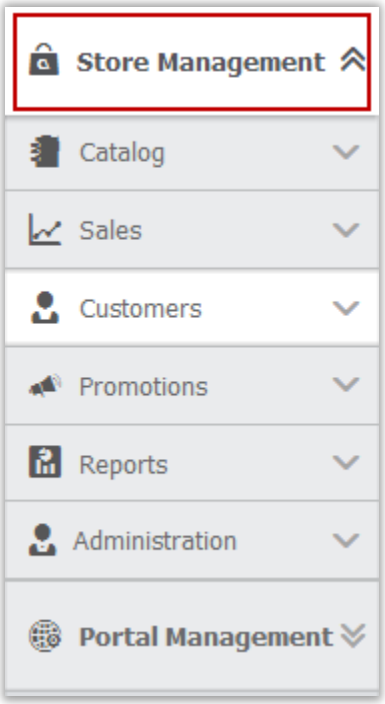
Sidebar Menu

If you look at the leftmost side of the page, you will see a **Sidebar Menu.** You can find two options: **Store Management** and **Portal Management**.



You can find two options: **Store Management** and **Portal Management**. To expand each menu, click on any one of them. Here, **Store Management** is explained in detail.

Note: Find **Portal Management** details and explanation on the SageFrame Manual.



The items under **Store Management** are the modules. From here, you can access each module and their sub items directly. Click on any item that you are looking for from this menu and its sub menu and have it open on the right side of the page instantly. The items in this menu are expandable, as well as collapsible. To expand each menu, click on any one of them.

Store Management provides options for managing the storefront whereas, Portal Management allows you to manage the core portal portion of AspxCommerce site.

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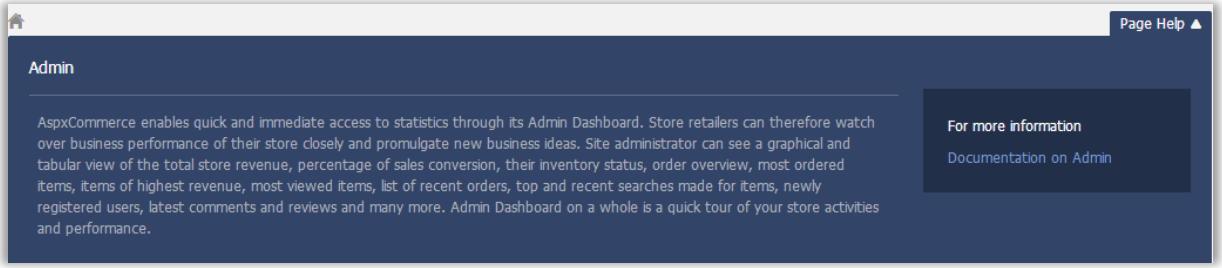
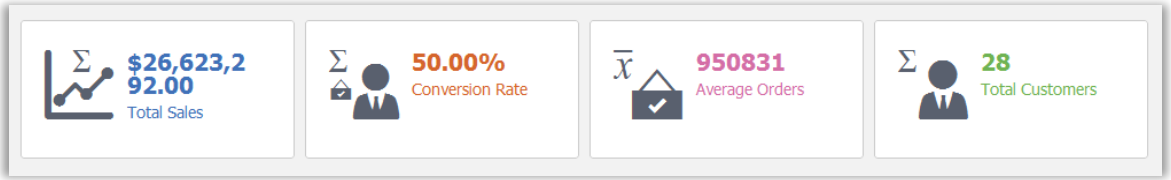
Page Help

Page Help is located at the top right of the screen, below Top Sticky Bar. It is expandable and once you click on it, information about that particular page appears. Each page under Store Management and Portal Management has its own Page Help section for guidance.

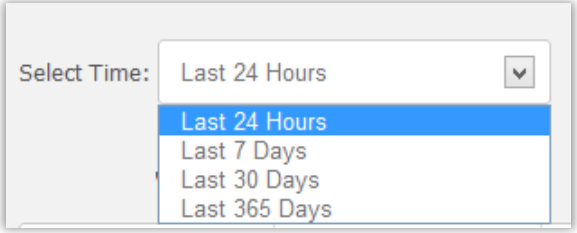


Overall Store Statistics

The topmost portion of the page provides with quick notifications on store stats. These include Total Sales, Total Customer Orders, Average Orders and Total Customers, as shown in the screenshot below:

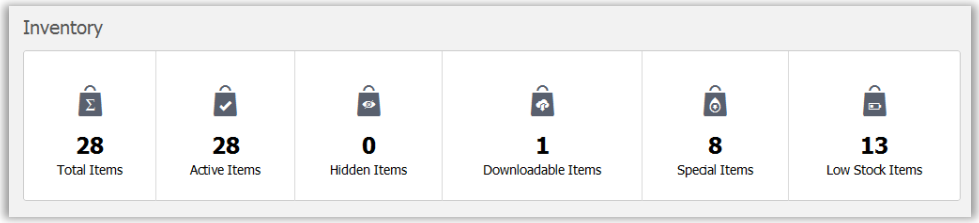


Statistics can be accessed with reference to the time period you want. As shown in the screenshot below, you can choose to view results as per the time period of Last 24 hours, last 7 days, last 30 days or the last 365 days. Choose the required time period from the drop-down.



As shown in pictures (figures 1, 2, 3 and 4) that follow, Admin Dashboard provides charts and statistics on various fields:

Figure 1:



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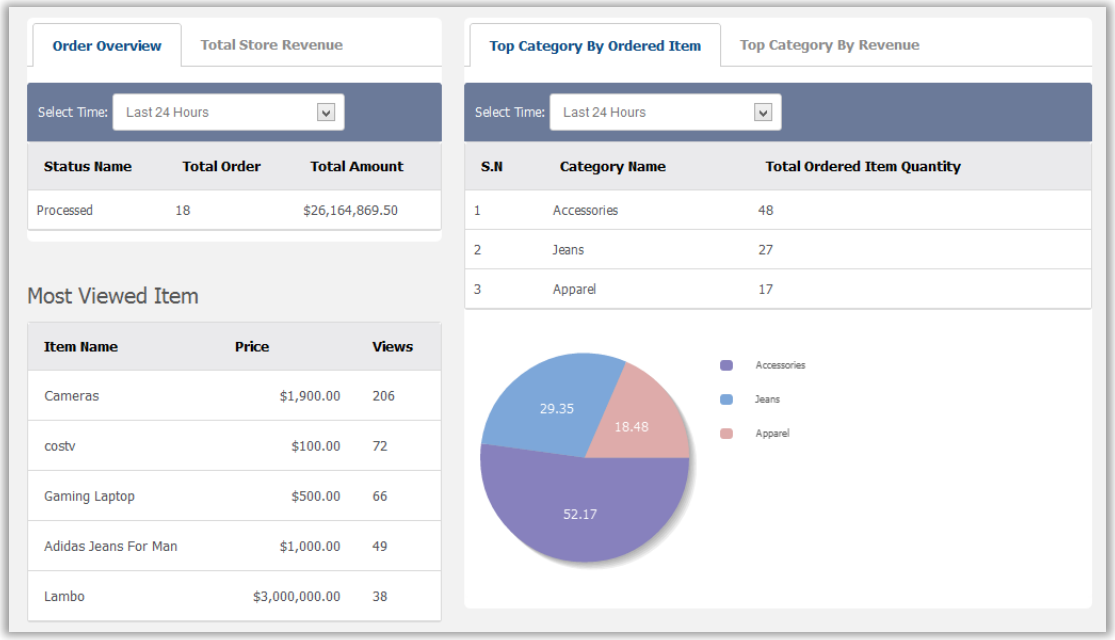
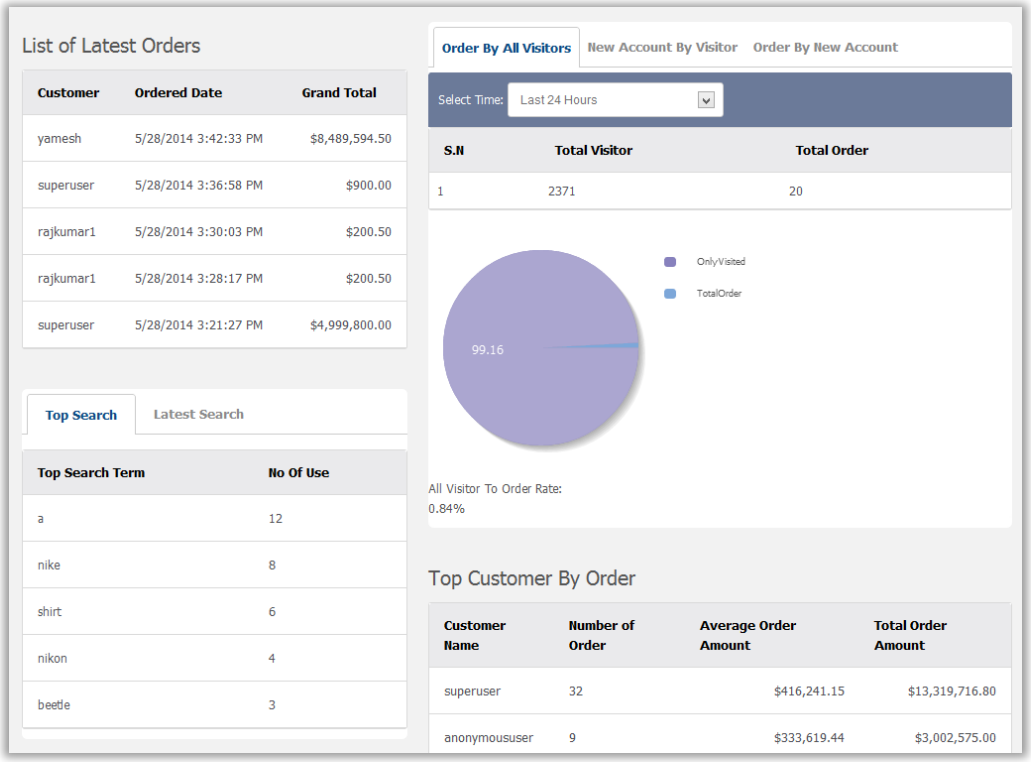
Here, access Admin Dashboard statistics on **Inventory** (details on overall stock)

Figure 2:



Here, access Admin Dashboard statistics on **Order Overview**, **Total Store Revenue** and **Most Viewed Item**. You can also get a tabular and graphical view of **Top Category by Ordered Item** and **Top Category by Revenue.**

Figure 3:



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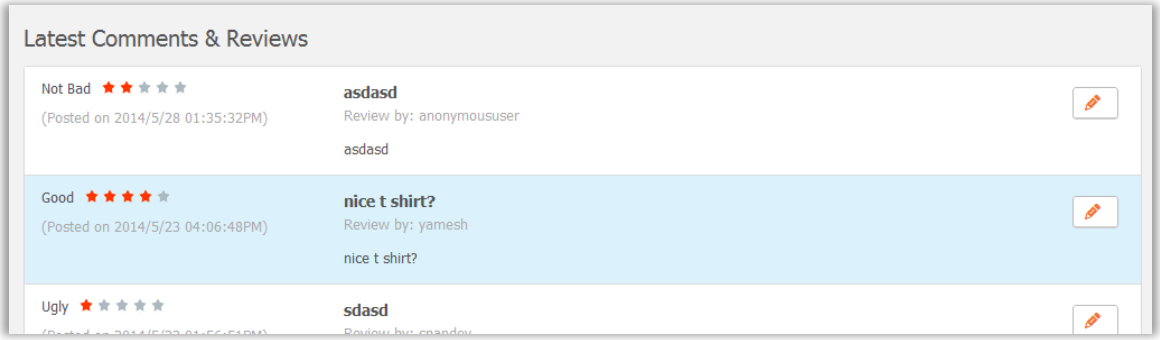
Here, access Admin Dashboard statistics on **List of Latest Orders**, **Top Search**, **Latest Search** and **Top Customer by Order**. You can also get a tabular and graphical view of **Order By All Visitors**, **New Account By Visitor** and **Order By New Account**.

Figure 4:

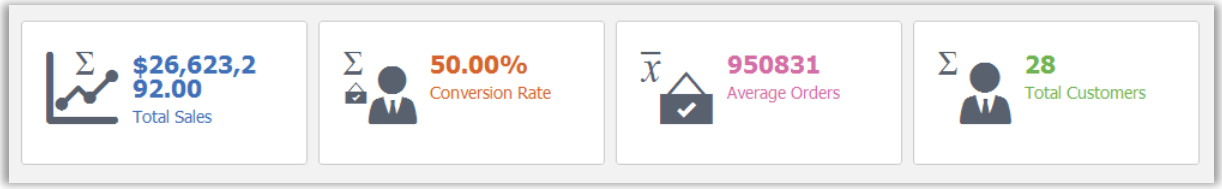
Finally, access latest comments and reviews at the bottom of Admin Dashboard page:



Given below are details on each of the fields inside **Admin Dashboard:**

Total Statistics

On the very top portion of the screen, you can find statistics on Total Sales, Total Customers Ordered, Average Orders and Total Customers. This piece of information is most crucial and it comes in handy for being aware regarding how your store is running.



- ✓ **Total Sales**: Shows the total amount accounted from the sales in the store
- ✓ **Total Customers Ordered**: This shows the percentage of customers who actually ordered
- ✓ **Average Orders**: Shows the quantity of order customers made in an average
- ✓ **Total Customers**: Shows the number of customers who showed up and shopped in your store

Inventory

Manage the flow of materials in your store efficiently with the help of 'Inventory'. Here, you get details on the overall stock availability in your store, including Active items, Hidden items, Downloadable items, Low Stock items and Special items.

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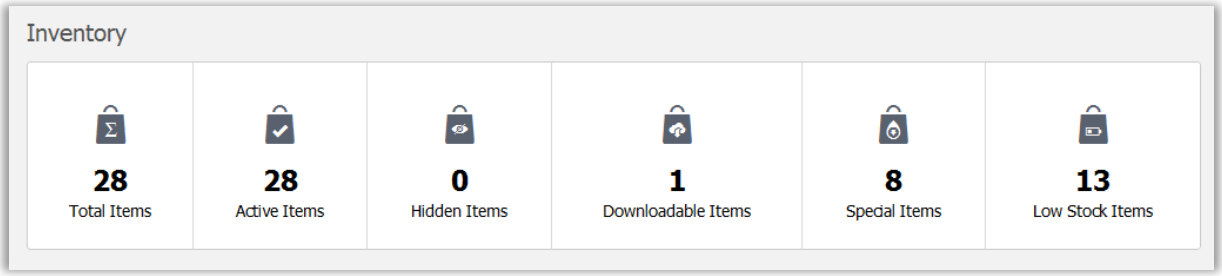
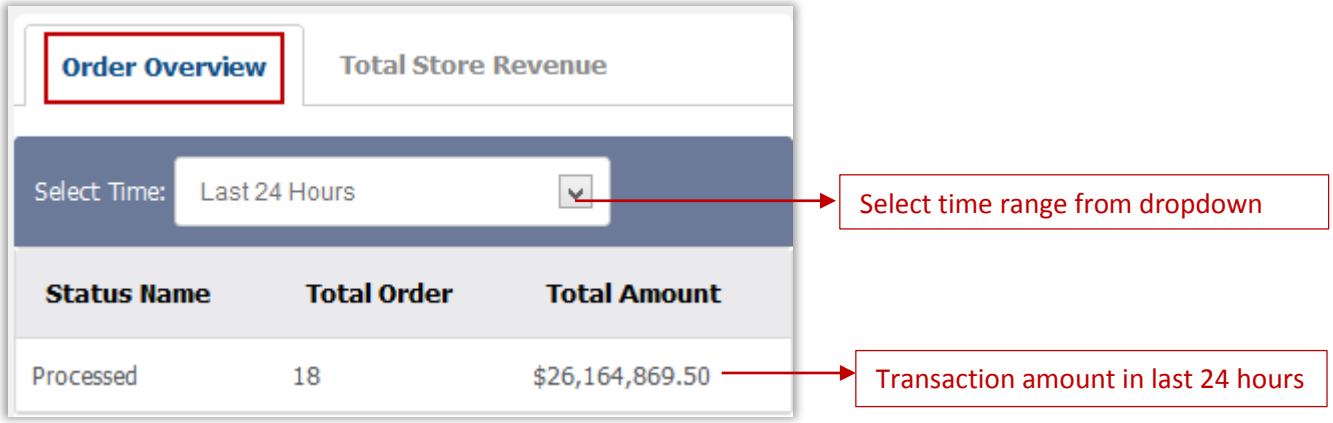


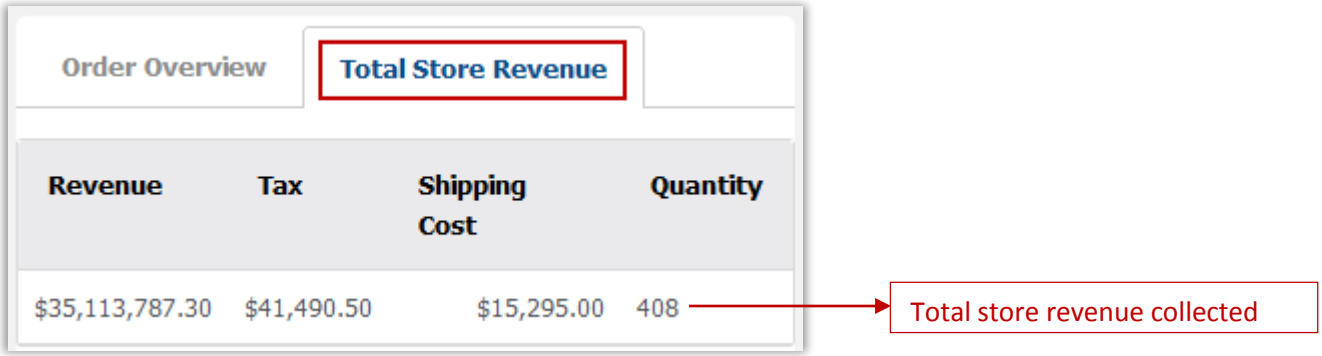
Order Overview

This field displays total number of orders made within the last 24 hours, 7 days, 30 days or 365 days including their order statuses and total amounts. Refer to the image below for details:



Total Store Revenue

This tab displays the total revenue that was generated through the processed orders in your store. It also shows the total tax amount and the shipping cost that was applied to total number of orders that were placed. Image given below:



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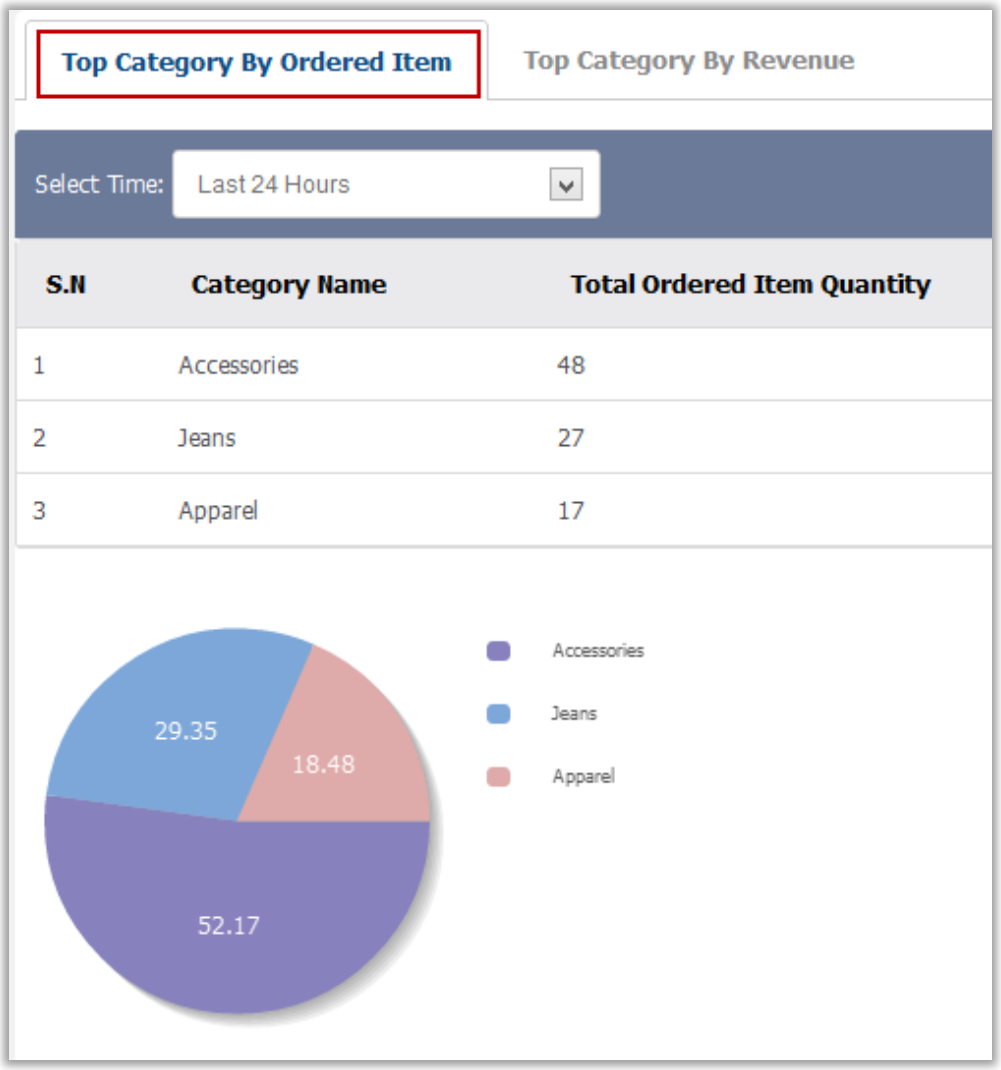
Top Category by Ordered Item

The tab '**Top Category by Most Ordered Item**' displays a list of categories that have been popularly ordered by customers.



Top Category by Revenue

This tab lists categories that have generated the highest revenue amongst all. You get the figures on which category is collecting how much revenue and can also access it in the form of pie chart.

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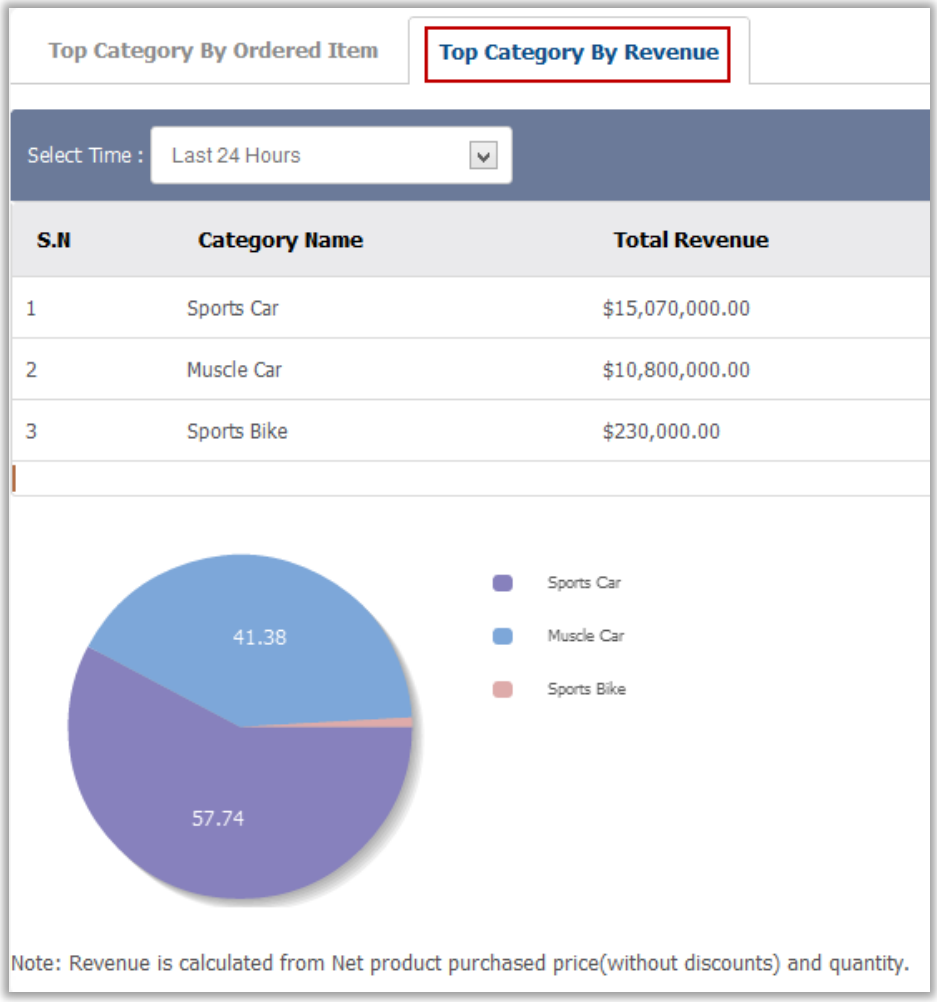
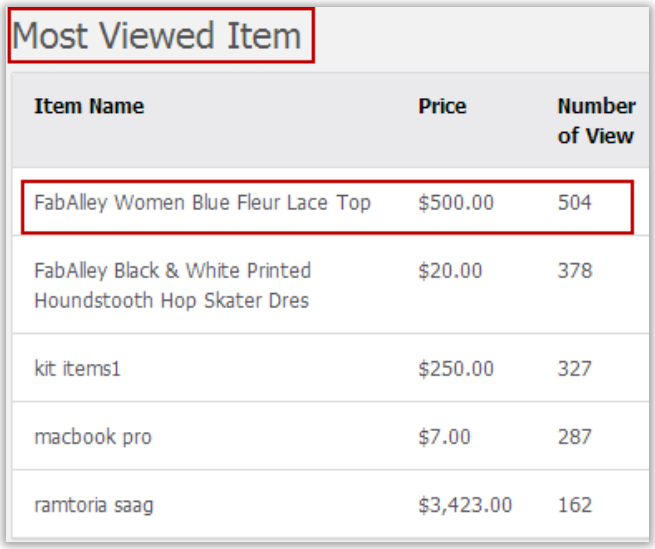


Most Viewed Items

This tab displays the lists of items popularly viewed in your store. It provides you the details on name of the item/s, its price and the total number of views per items as shown below:



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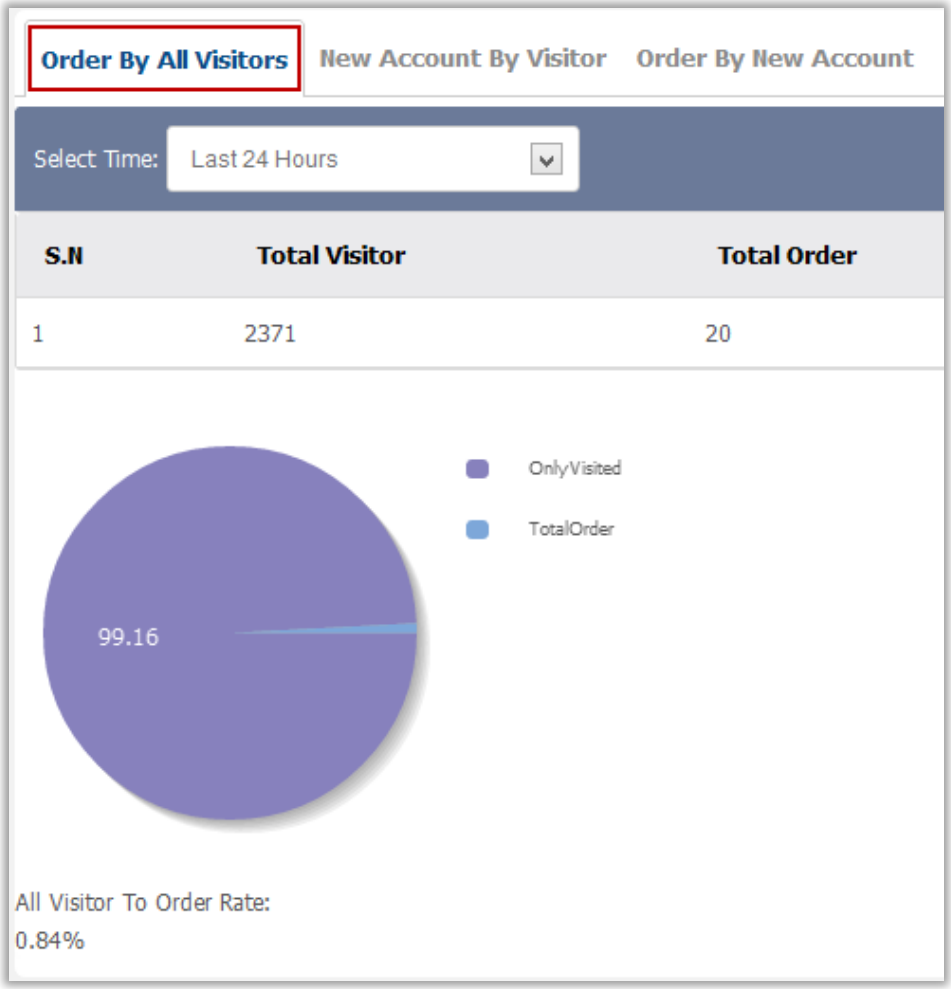
As you can see, the first item (FAbAlley Women Blue Fleur Lace Top) is the most viewed item since it's been much popular among customers with the highest number of views.

Orders by All Visitors

This field lets you access reports on orders made by the visitors to your website. You can also choose to view order records graphically, as shown in the image below:



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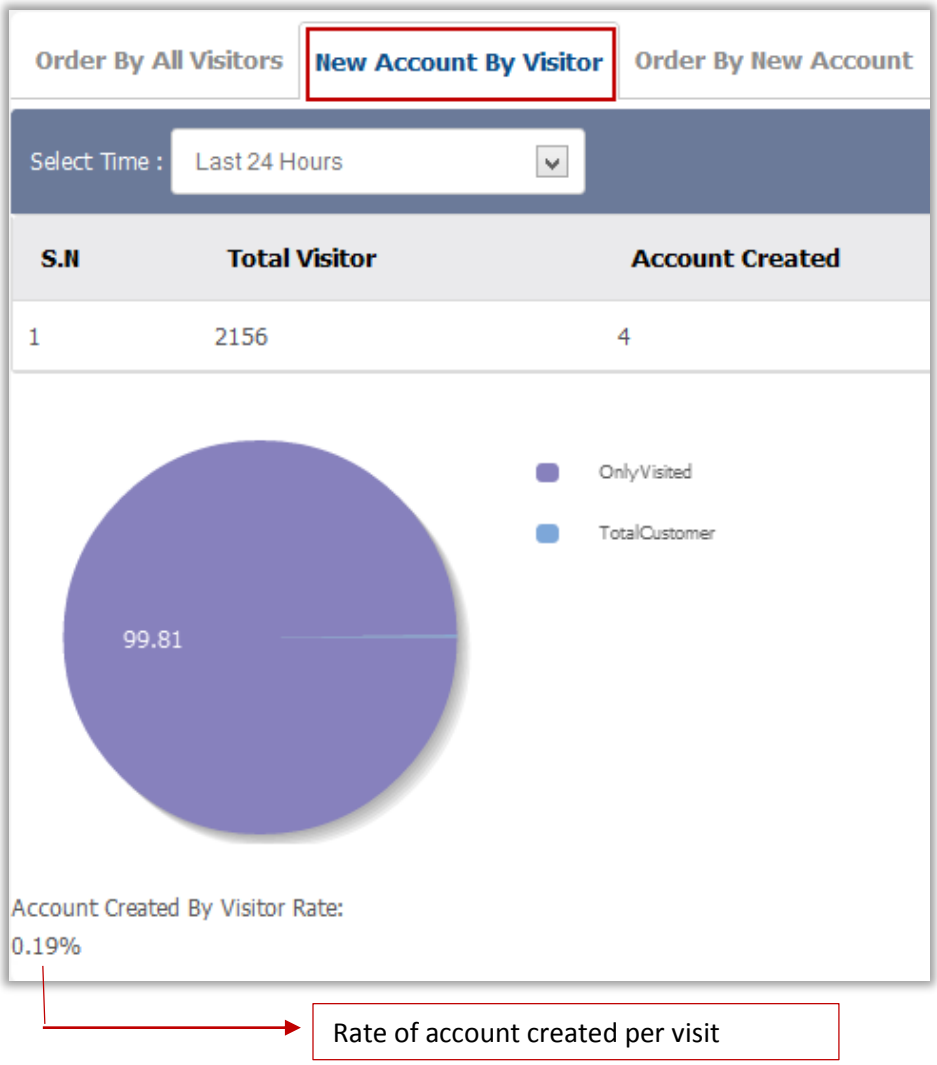
New Account Created by Visitors

This tab provides details on new accounts created by the visitors to your website. Refer to the picture below:



Orders Made By New Account

This tab allows you to access total number of new accounts and the subsequent total orders made through those new accounts, in any selected range of period. Please refer to the image below for details:

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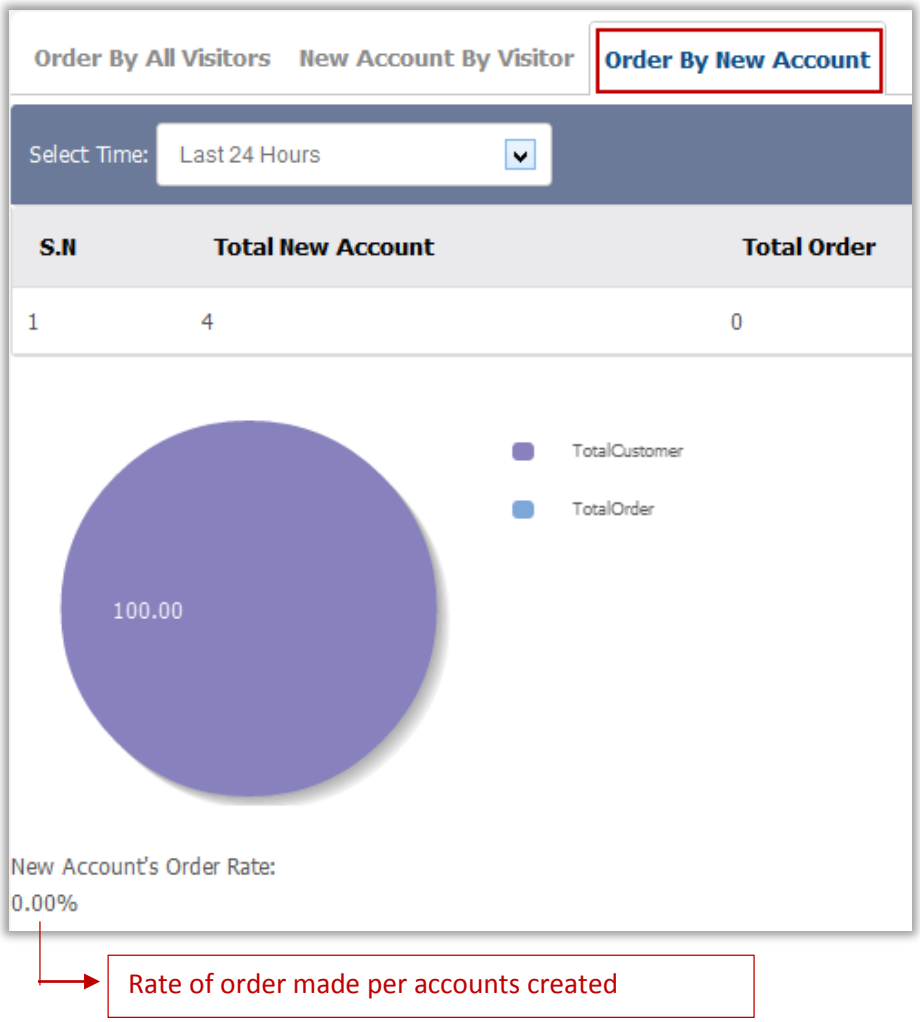
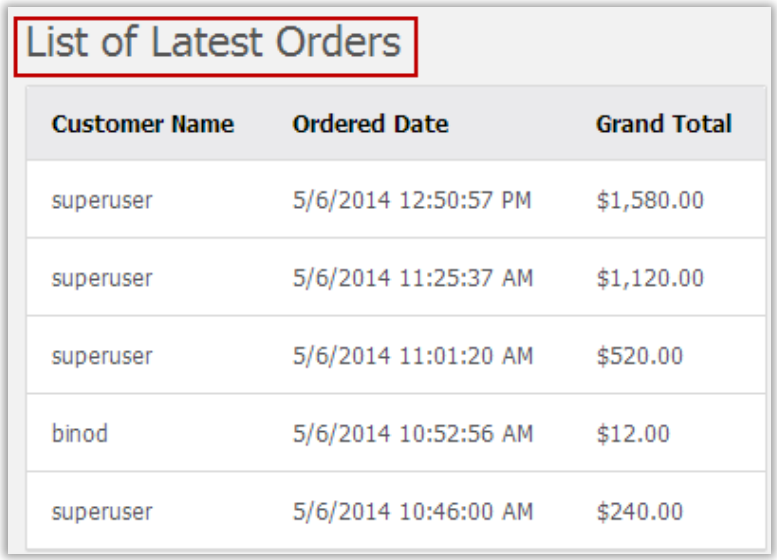


List of Latest Orders

This tab displays the latest order that has been placed in your store along with the customer name, date of order and grand total. Refer to the image given below:



List of Latest Orders

Customer Name	Ordered Date	Grand Total
superuser	5/6/2014 12:50:57 PM	$1,580.00
superuser	5/6/2014 11:25:37 AM	$1,120.00
superuser	5/6/2014 11:01:20 AM	$520.00
binod	5/6/2014 10:52:56 AM	$12.00
superuser	5/6/2014 10:46:00 AM	$240.00

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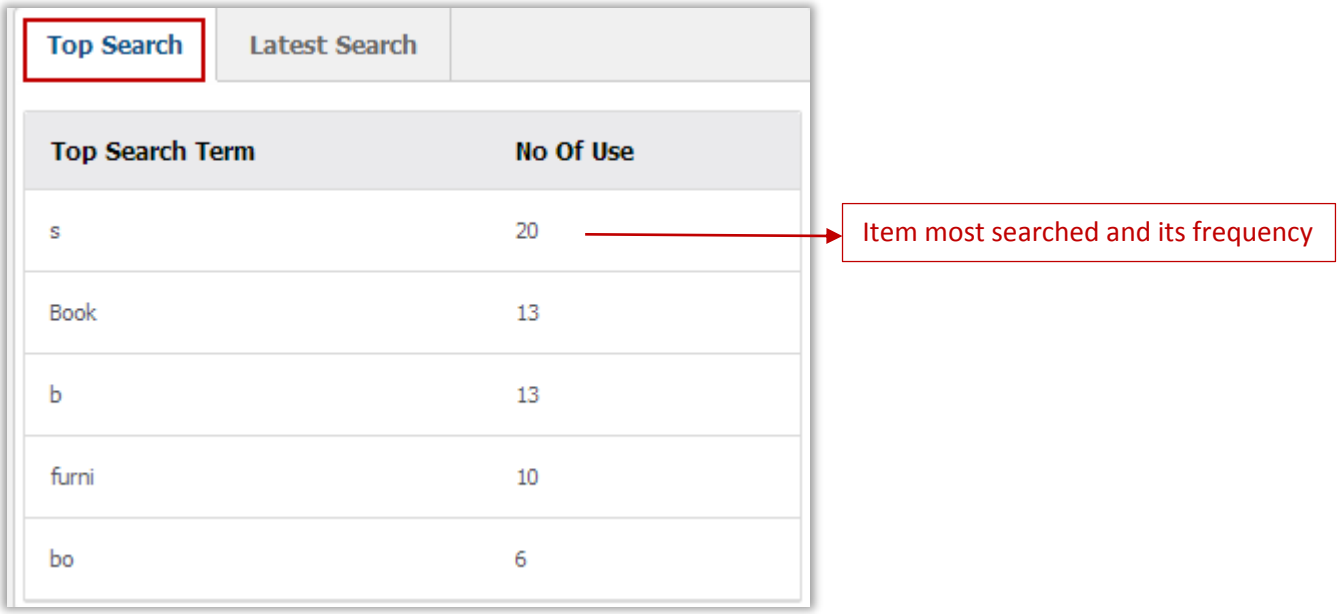
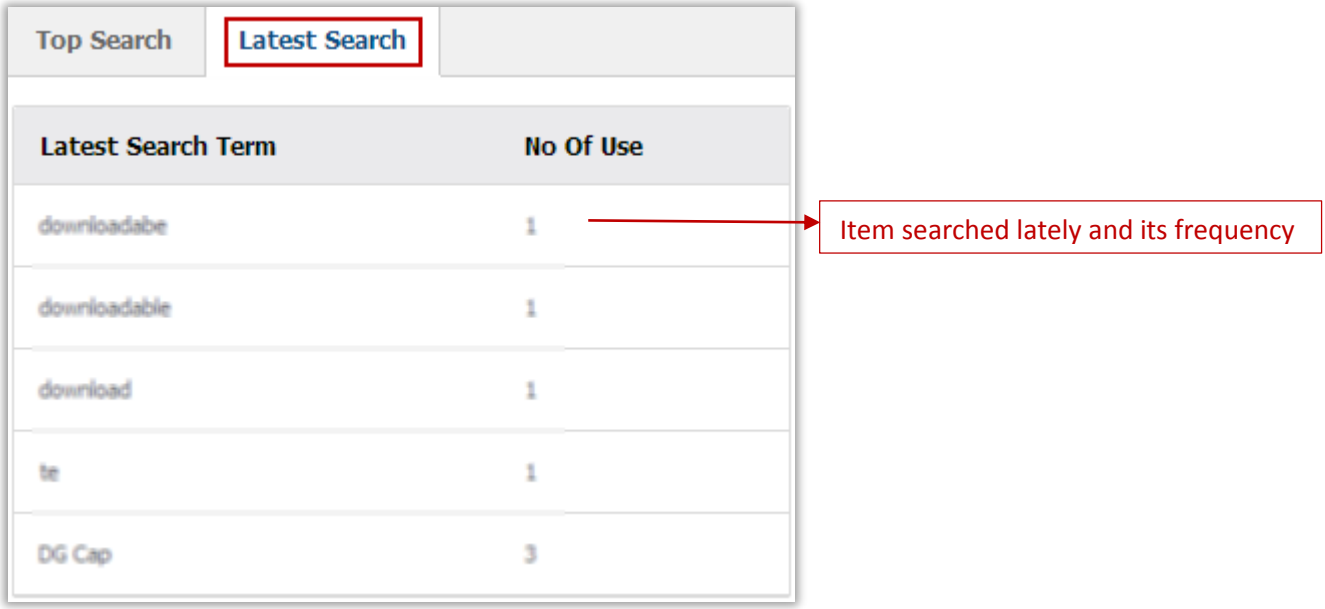
Top Search

This field displays highly searched items. Searches are displayed in terms of 'Top Search' and 'Latest Search' as shown in the image below:



Latest Search

This tab gives a list of items last searched along with the number of times it was searched. The image below provides further illustrations:



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Top Customer by Order

This tab displays the order summary of the customer who has placed the highest number of orders in your store including Customer name, number of order and total order amount. Details are given in the picture that follows:

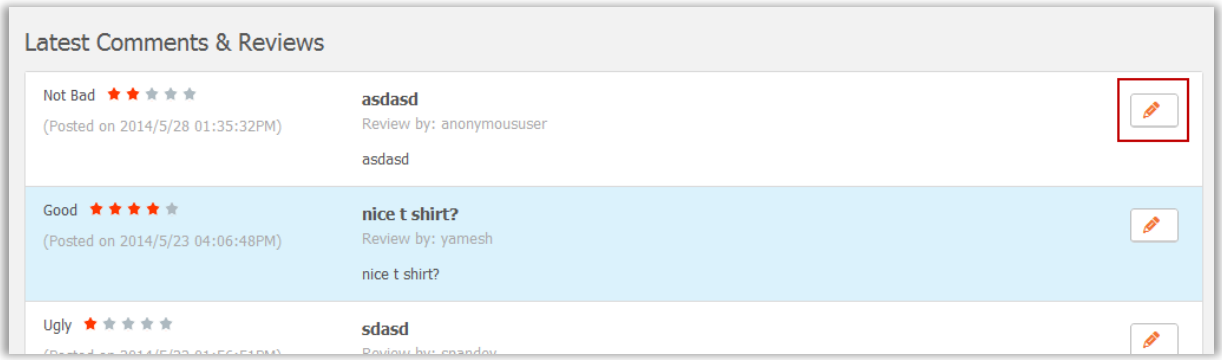
Top Customer By Order

Customer Name	Number of Order	Average Order Amount	Total Order Amount
superuser	84	$697.16	$58,561.45
binod	15	$495.24	$7,428.53
hari	9	$1,687.40	$15,186.63
Nsd	8	$0.00	$0.00
anonymoususer	3	$399.67	$1,199.00

Here, superuser is the customer placing largest number of orders. You can also access the corresponding order amount and the average order amount for that particular customer too.

Latest Comments and Reviews

This tab displays the lists of all the comments and reviews that were posted by customers for the products in your store. It shows the reviews with customers name, star ratings and the date the comment was posted. Refer to the image below for details:



As you can see, on the right hand side of each comment, there is an **Edit** button (Pencil icon) Click on this and you will have an edit window for comments section, as shown below:

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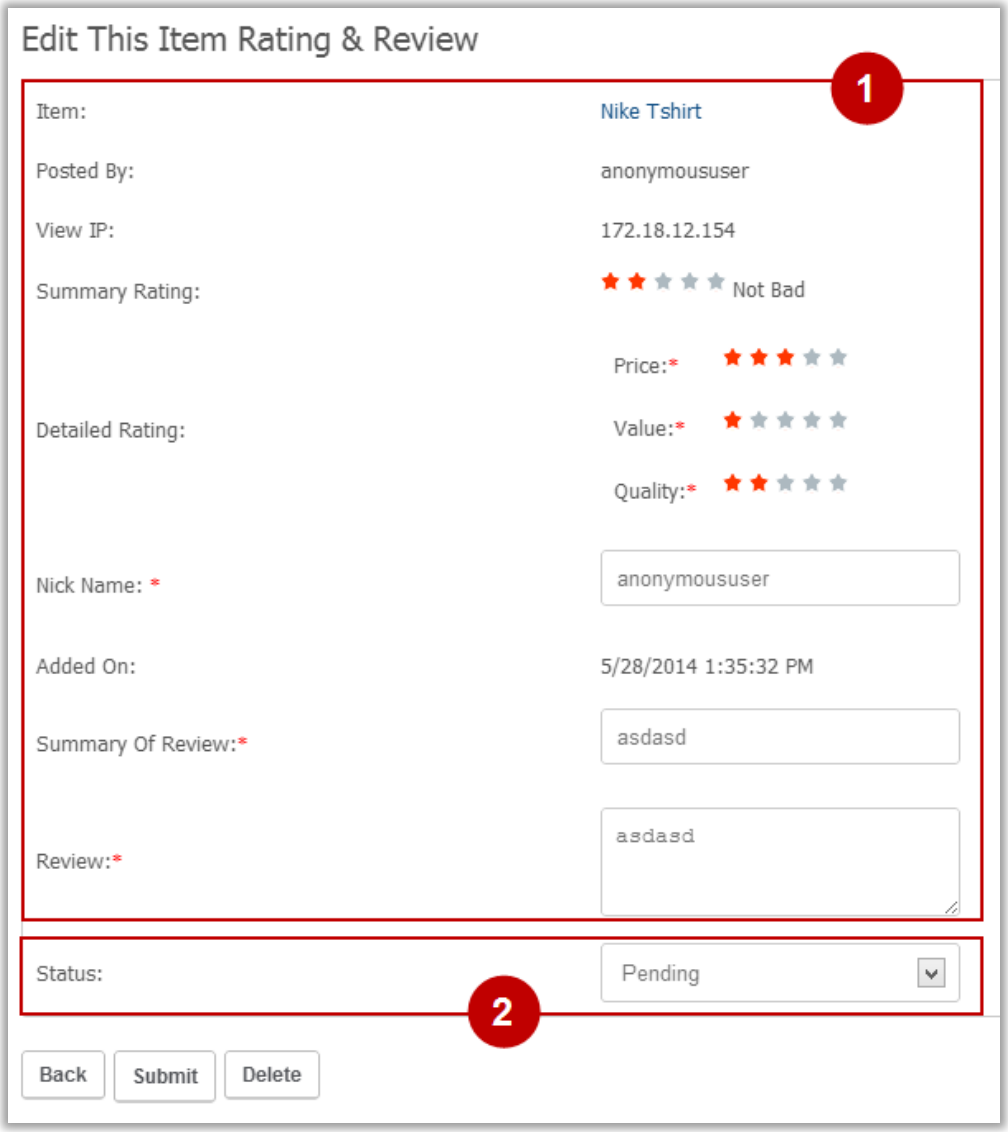

1. Make necessary changes for each of the given options

2. Choose a status: Disabled, Pending and Approved from the drop-down and click on **Submit** to confirm.

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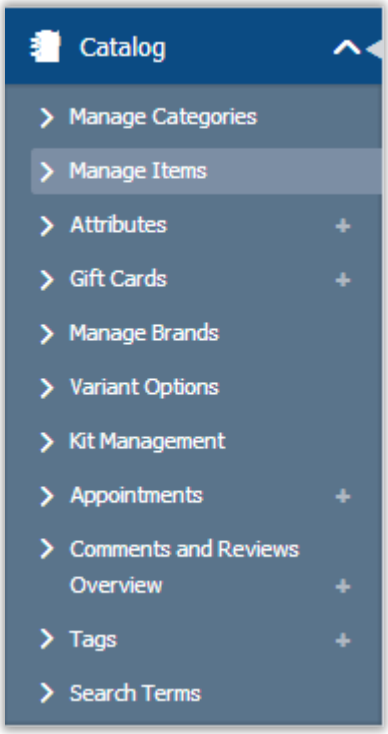
Catalog

Catalog features all the items and services provided in your store. An attractive and all-encompassing catalog is the first step to showcasing your services to your customers. Hence, this module is of paramount importance for store keepers. This is where you can manage items, make categories of items, define attributes and variants, notify customers about in-stock and out-of-stock items and the likes. This is also the place for you to manage appointments.

With AspxCommerce, you will have complete control over your catalog. So make the most out of this feature.

From the sidebar menu, navigate to **Catalog** to expand its sub-menu items as is shown in the screenshot below:



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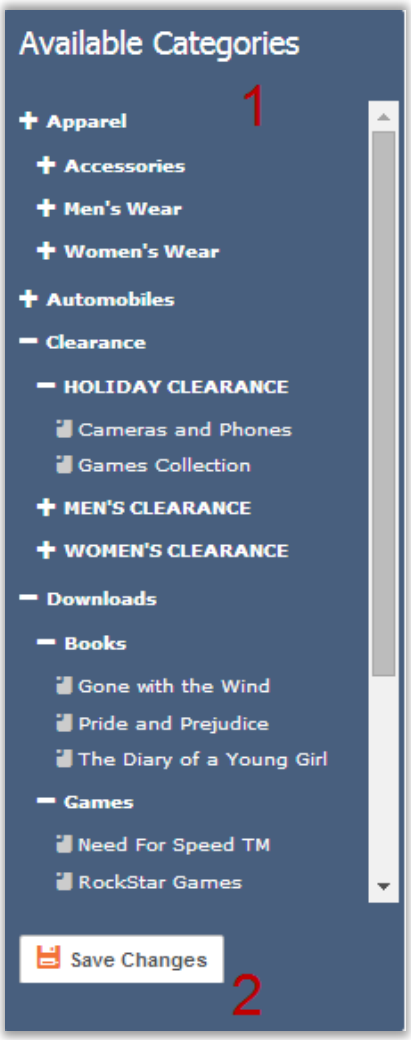
Manage Categories

Category is one of the essential elements for any online store. People search by category and grouping in categories makes a store more managed and products easily accessible. This section deals with managing all aspects of categories whether it is adding, editing or deleting categories and sub-categories and the likes. You can also simply drag and drop the categories and sub-categories to change the order of the placement.

Items need to be categorized for easy management of the store. To find various options on categories, navigate to **Catalog>Manage Categories** from the sidebar menu.

Once you do so, you will be prompted a screen with lists of available categories in the left and the Category ID on the right:

List of **Available Categories** on the Left side of the screen:



1. **Drag and Drop** categories and sub-categories
2. **Save** your work to bring newly formed categories into effect

From here you can simply drag and drop the categories and sub categories until you achieve your categorization goals.

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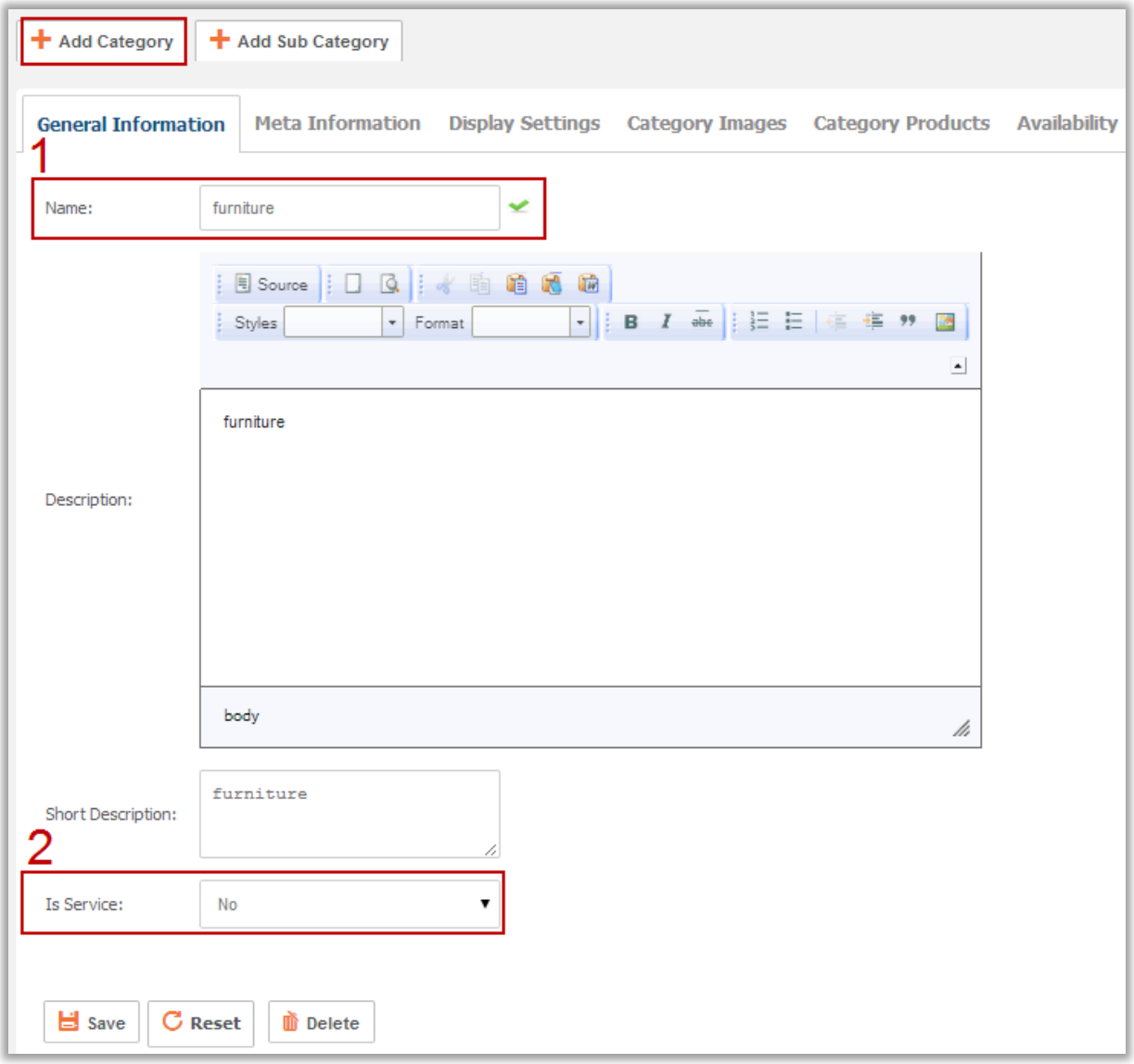
Adding a Category

You can add a category without dragging and dropping. To do so, click on **Add Category** on the right hand side of manage categories module, it will open a page with many tabs. Click on the **General Information** tab and you will see:



1. **Name**: Enter the name of the category you want to add
2. **Is Service**: Choose from the drop-down whether the item is a product type or a service type

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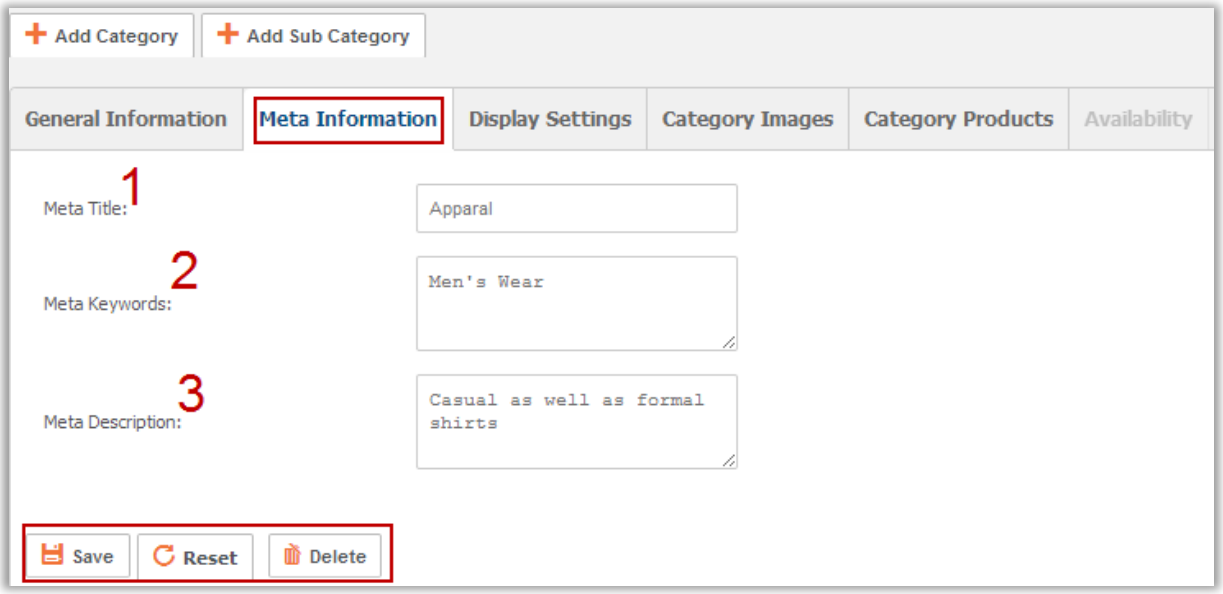
Meta-Information

You need to use the Meta information carefully so that the item is search engine friendly.

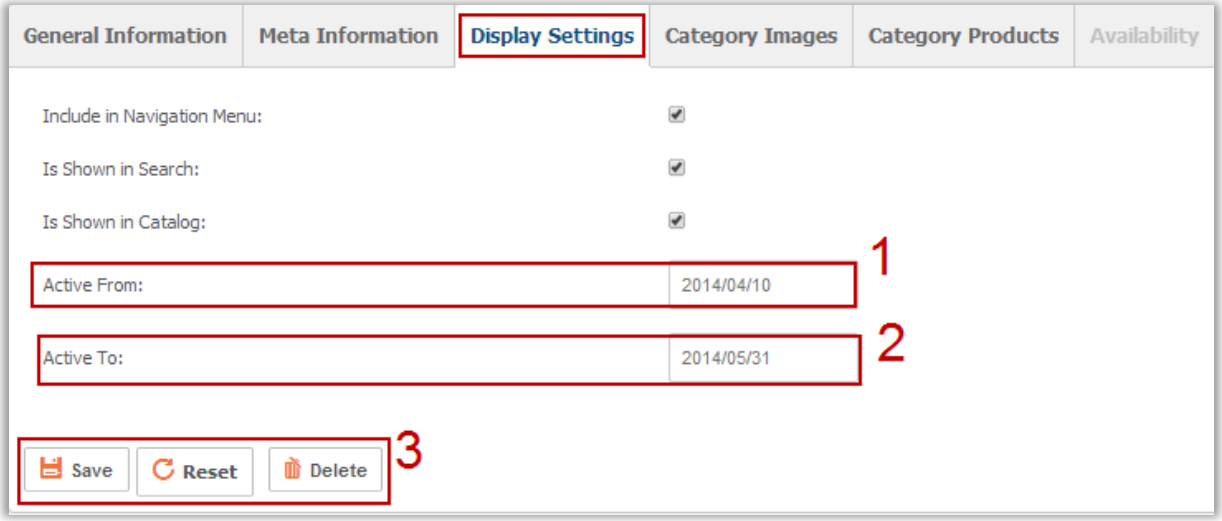


1. **Meta Title:** Enter the meta-title, title useful for SEO purpose
2. **Meta Keywords:** Enter your meta keywords
3. **Meta Description:** Enter your meta description

Finally, choose whether you want to Save, Reset or Delete the record

Display Setting

Display Settings sets appearance of the items in the front-end.



1. **Active From:** Enter the date/time when the category will be active
2. **Active To:** Enter the date/time till when the category will be active
3. Choose to **Save**, Reset or Delete category

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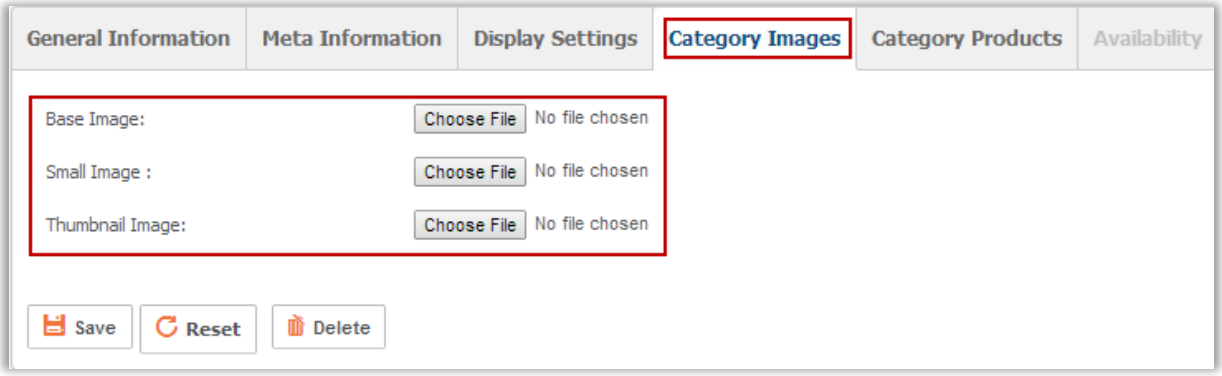
Category Images

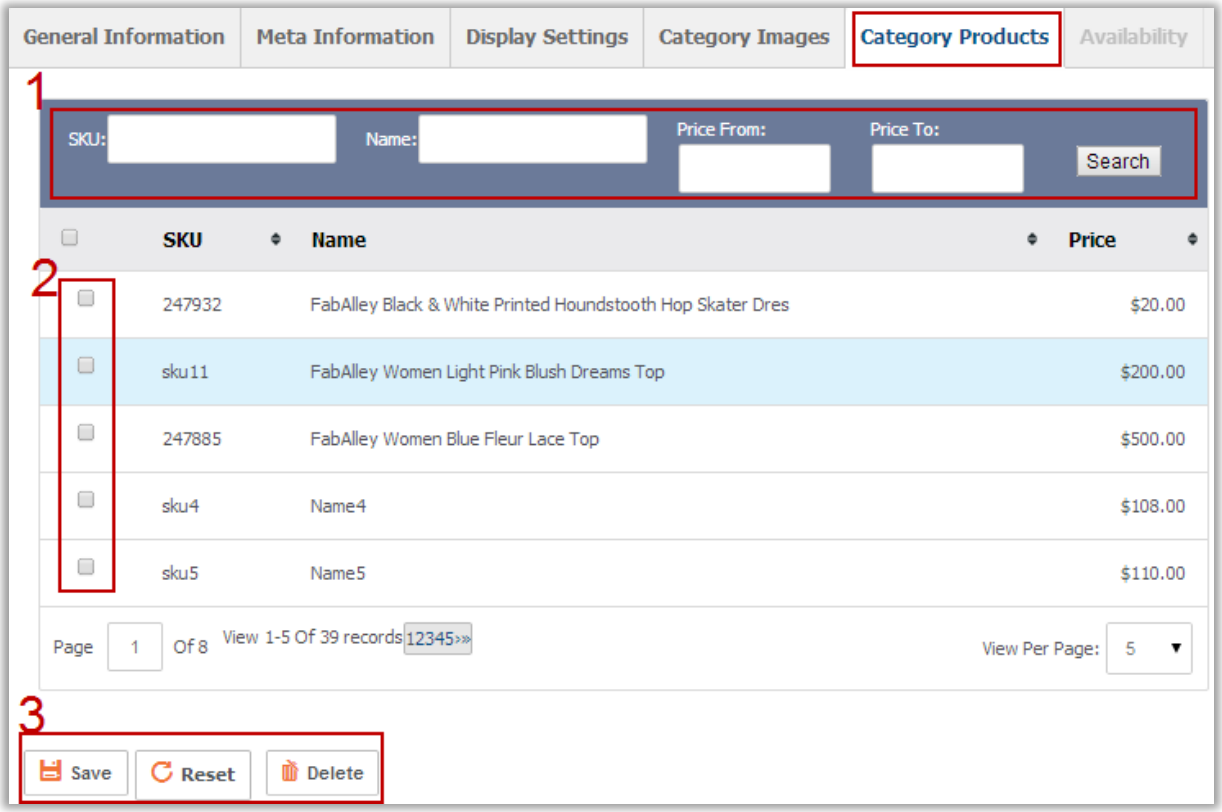
You can set your category images from here.



Upload display images to the newly created category. Upload a Base Image, small image and thumbnail image for the category and click on Save to confirm or you can also reset or delete the images.

Category Products

From here you can assign products to newly added category.



1. Enter details for quick search
2. Place check mark to assign products on the list to a new category
3. Choose to Save, Reset or Delete the items on the category

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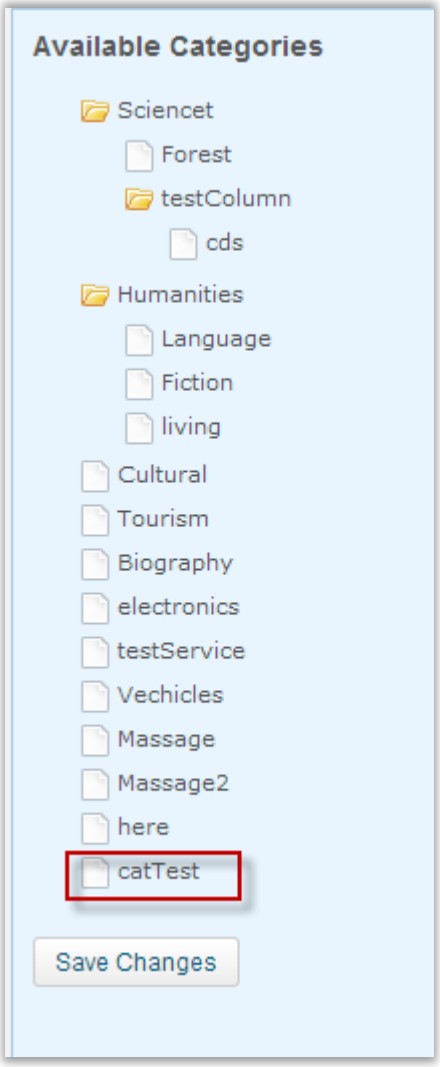
Once you are done, save your work and you will see the new category on the list at the left.



The above settings were for product type items, service type products have one extra setting.

At first in the General Information tab, you need to select **Is Service** to **Yes**, as shown below:

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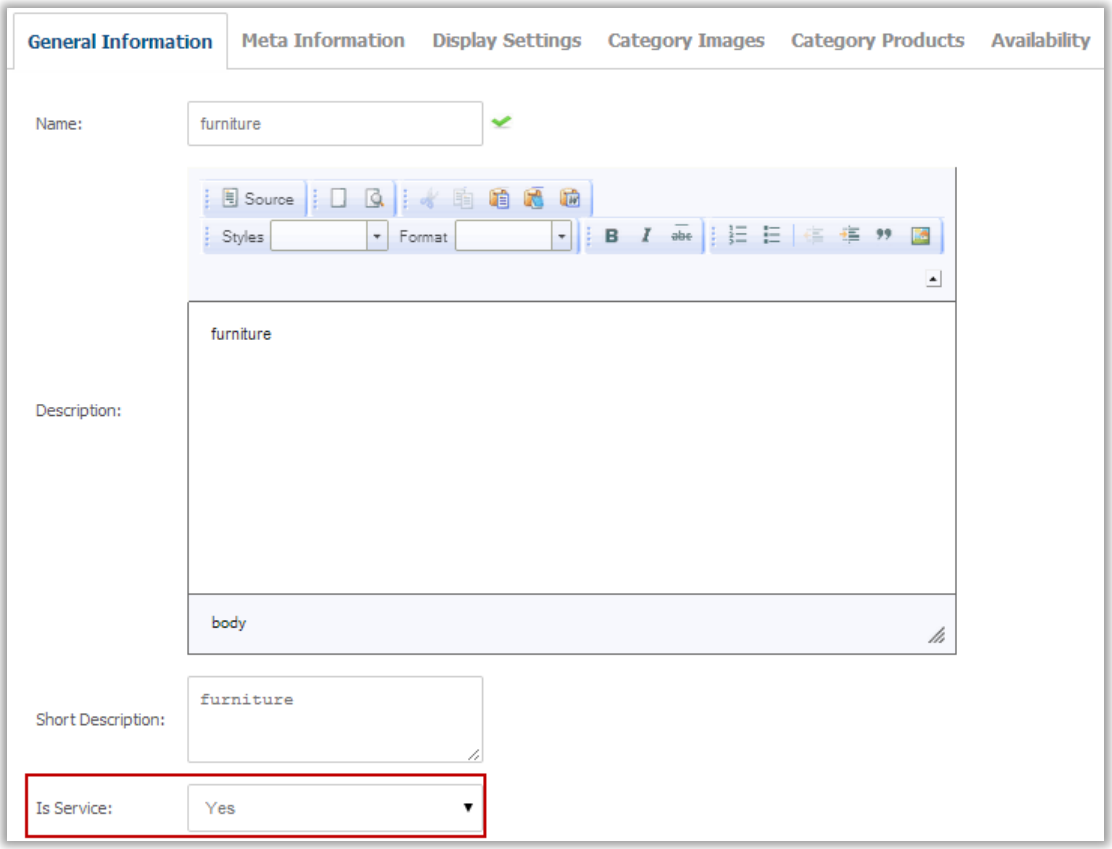
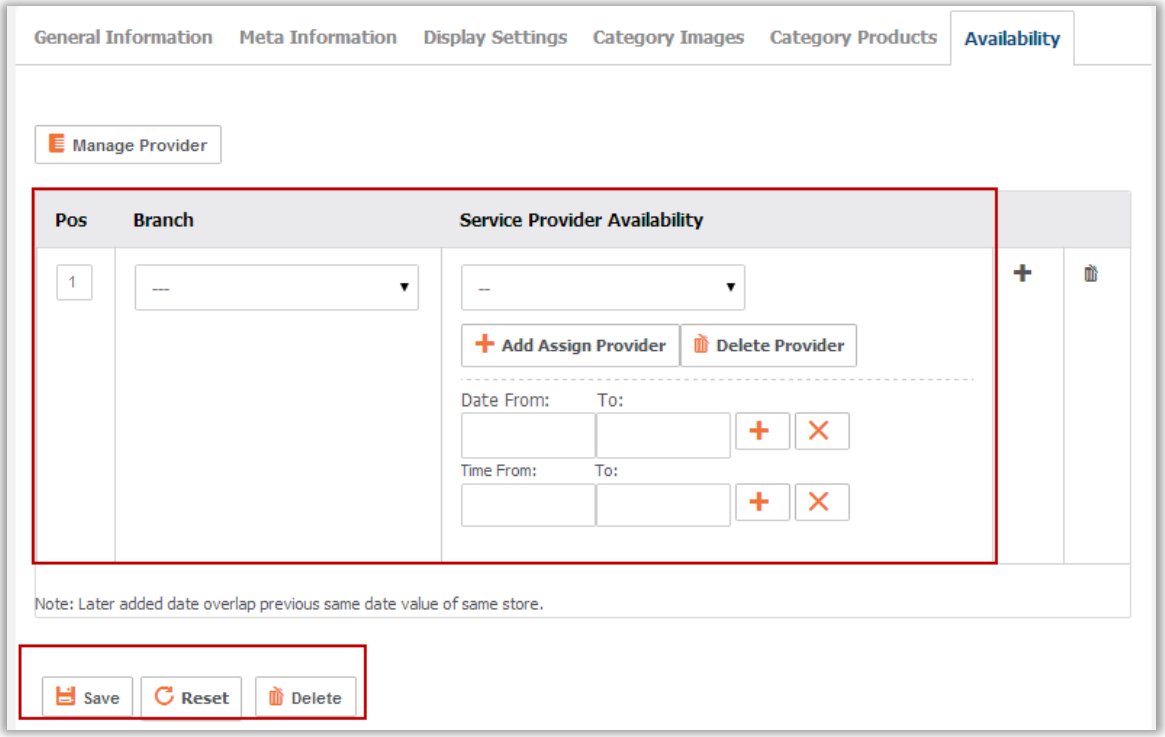


All other steps are similar to that of the **Product Type Category**, except at the side of the **Category Products**, you will see the **Availability** tab as is shown below:



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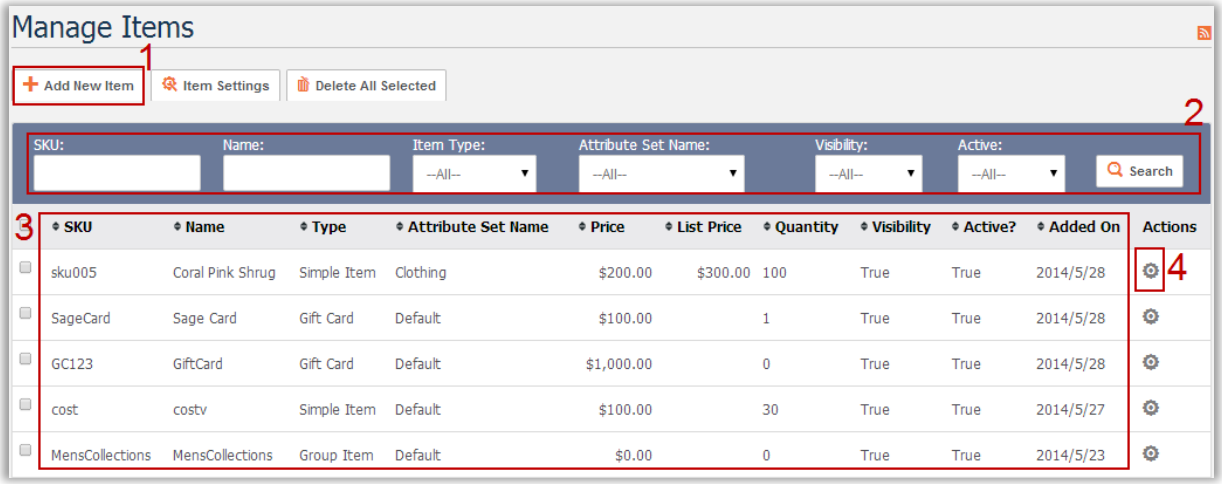
- Enter details in the given boxes for branch name, provider's name and the date and time when the service is available
- Click on Save to save the newly added service type category

From here, you can add more provider information or delete the unwanted ones. Click on **Manage Provider** to add branches to the dropdown as seen in branch selection.

Manage Items

This is the section where the complete management of items or products is carried out. You can search, add, edit or delete items and make changes in the system settings of the items. Similarly, you can view a list of items with respect to their attributes.

On to your left, you will see the **Manage Items** icon, if you click on it, the following screen appears.



1. **Add New Item:** Click to add new items to the catalog
2. **Search:** Suffice any/all fields for the quick search of items in the catalog
3. **List:** The list gives complete information on items in the store. It includes **SKU** (Stock Keeping Unit), **Item ID**, **Type**, **Attribute Set Name**, **Price**, **List Price**, **Quantity**, **Visibility**, **Status** (Active or inactive) and the **Added Date**.
4. **Actions:** Click to find **Edit**, **Delete**, **Activate** and **Deactivate** options for each item in the list.

Note: This RSS sign placed on the top right corner of the window helps you keep track of changes with every update on the orders, much like bookmarking.

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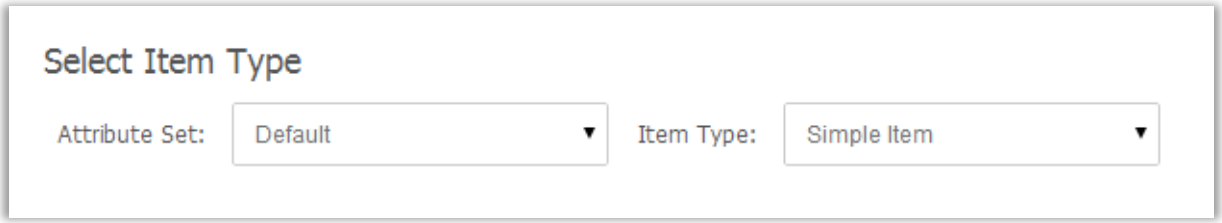
Add New Item

You can add any new item from here. You have to select item type in the form of Attribute Set and Item Type from respective drop down lists, set item details in the form of General Information and Advanced Setting. The General option will help you enter information related to the item or add new attribute to set attribute and frontend properties to the items whereas the Advanced option will help you set advanced pricing rules. You can also choose category from a list of options and finally upload an item image.

When you click on **Add New Item field**, you will be prompted a page where, top portion of the page allows you to **Select Item Type** and the lower portion help you **Set Item details**. Refer to the images below.

Select Item Type:



1. **Attribute Set:** Choose the item attribute from the drop-down
2. **Item Type:** Choose the item type from this drop-down

General Item Details

Set Item Details:

Setting item details can be done under two options: **General** and **Advanced**. To set general item details, click on General and you will find a form like the one shown below:

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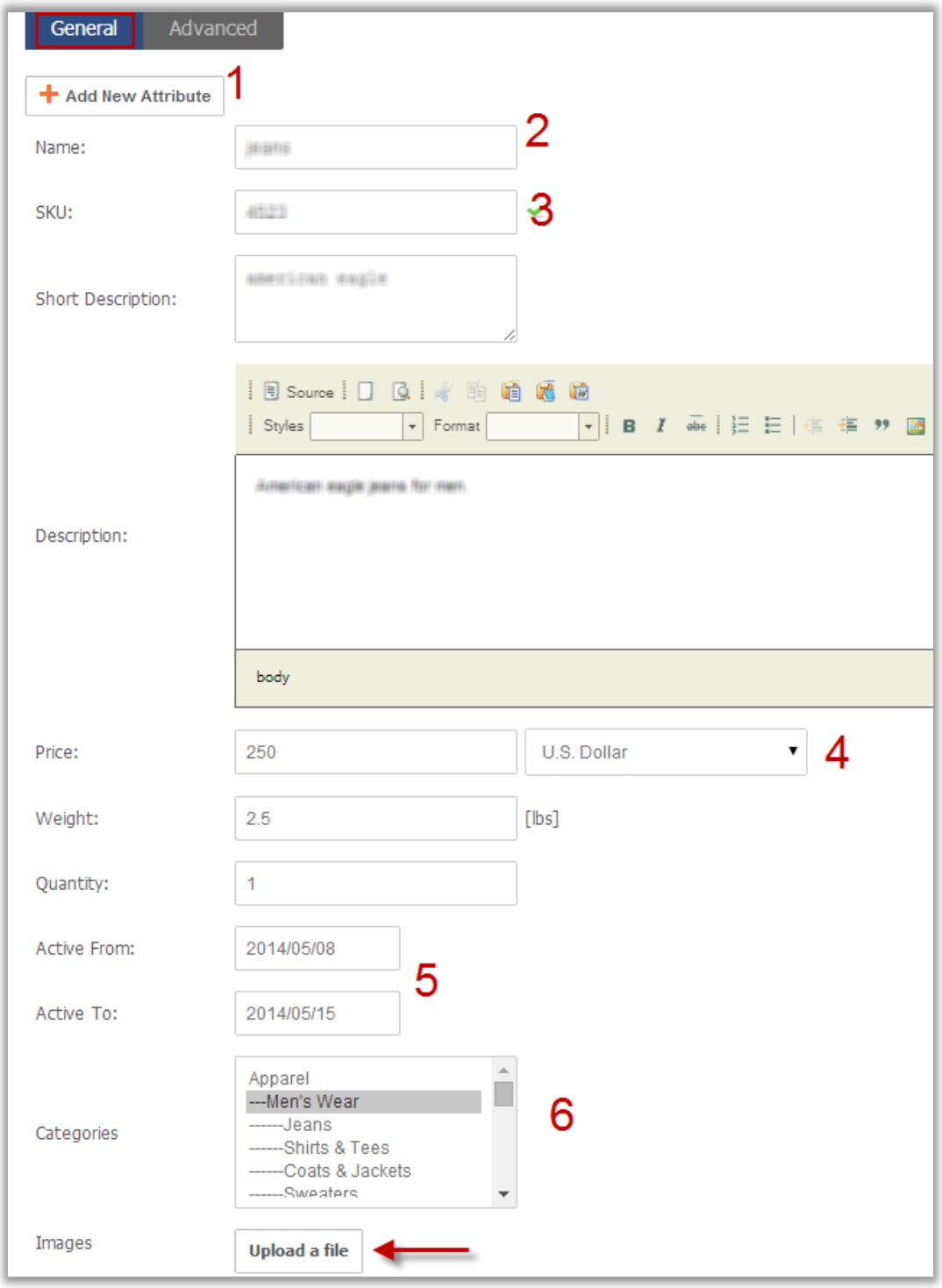

1. Click to **Add New Attribute** to your item. Please go to Catalog>Attribute>Manage Attribute to learn more about it.
2. **Name:** Name of the item being added
3. **SKU:** Place the Stock Keeping Unit to identify the item in the stock
4. Specify the **price** in your chosen currency
5. Specify the **date** (from and to) in which you want to make the item available in the store
6. Choose the **category** in which you want to add the new item detail

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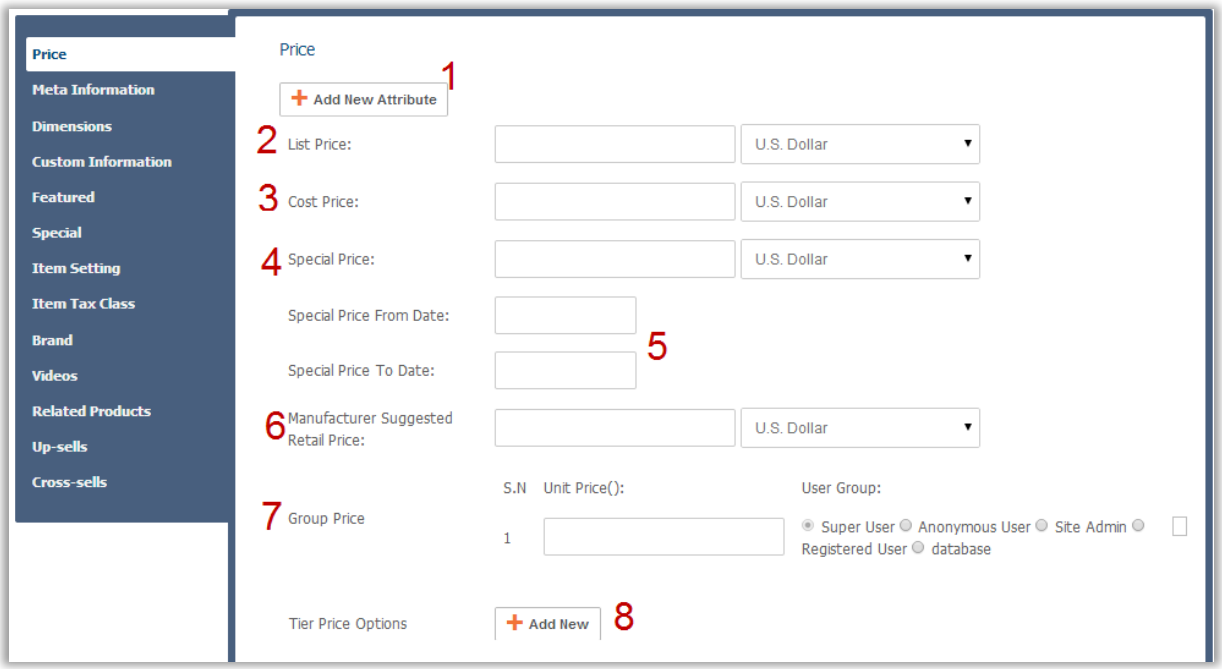
Finally, upload an image for your newly set attribute from your computer and click on **Save** to confirm addition.

Price

Similarly, click on Advanced Item details to find a page like the one shown below where you can add further details to your newly added item.

First in the parameter list, you will see **Price,** from here you can set the list price and the selling price.



1. **Add New Attribute:** Click to add new attribute. It'll open up a new window for you to enter details. Please go to Catalog>Attribute>Manage Attribute to learn more about it
2. **List Price:** Enter the display price
3. **Cost Price:** Enter the cost price for customers
4. **Special Price:** If there are special prices for a given period of time, enter the price
5. Enter the **time period** (From and To) for when you want special prices to be applicable
6. **Manufacturer Suggested Retail Price:** Enter the price your manufacturer has suggested for retail sales
7. **Group Price:** Enter the unit price if you are to sell in a group and set the group as well
8. **Tier Price Option:** Click on **Add New** to add prices for each of the groups set in group price. You will be prompted a table which looks similar to the one shown below:

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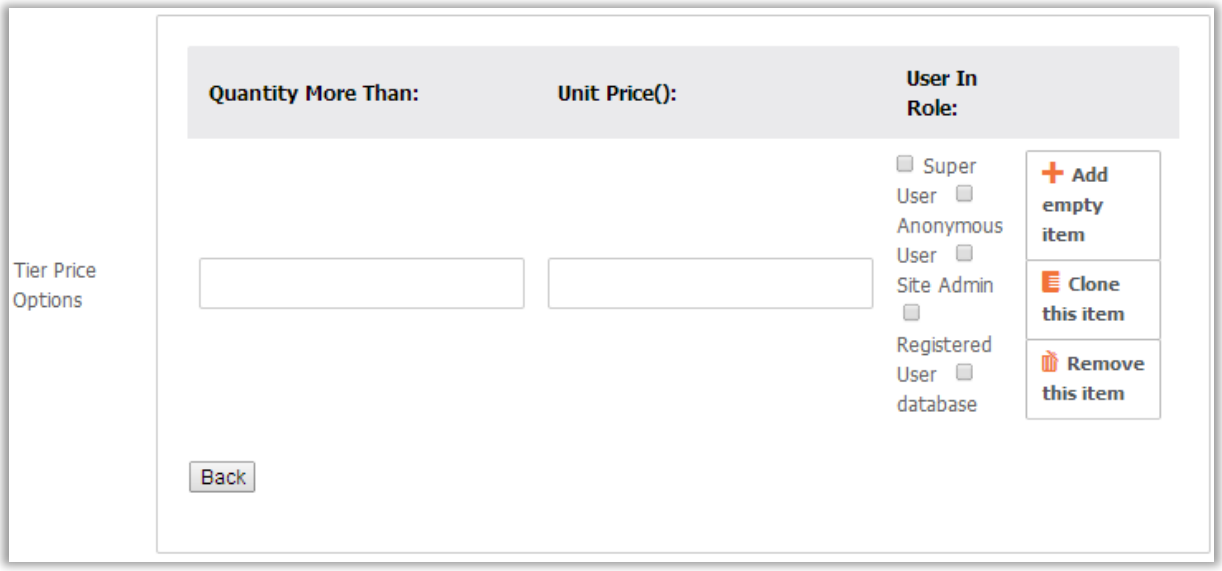
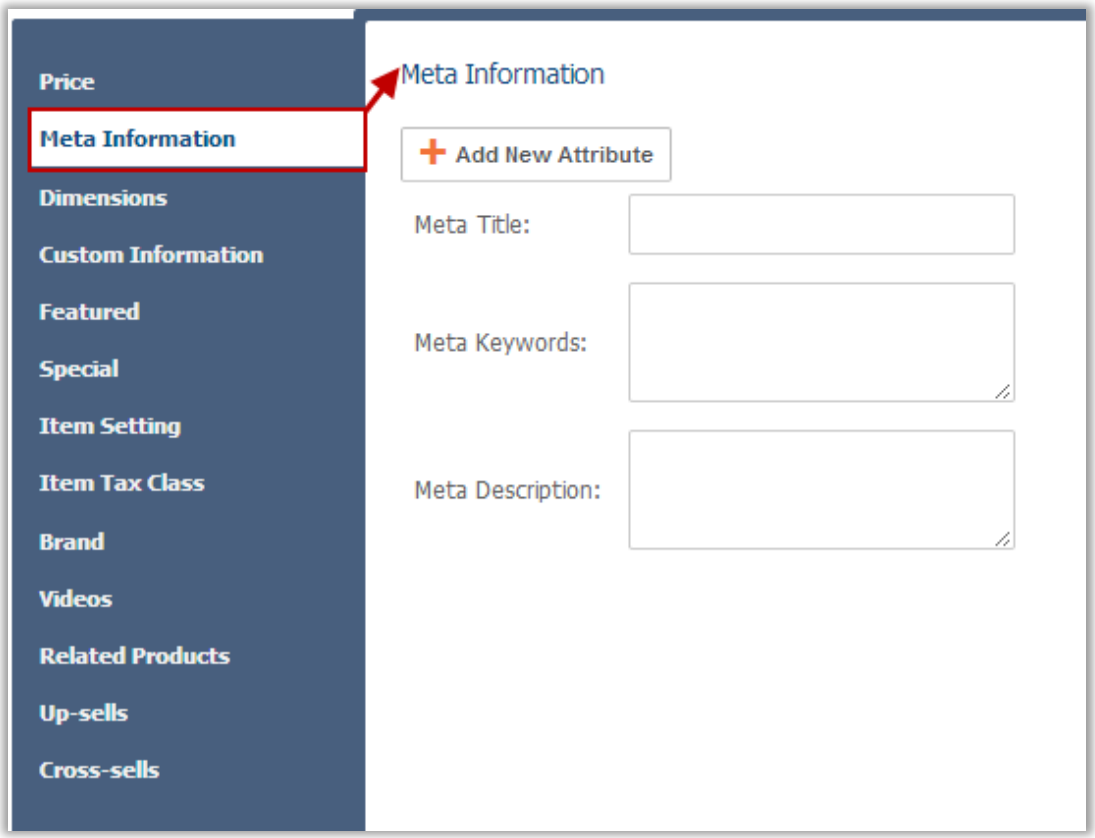


Here, specify a quantity more than which will be provided in a special unit price for each of the selected roles of users. You can add more of these tier price options or delete them, as per your requirement.

Meta Information

Enter Meta **Title, Meta Keywords** and **Meta Description**, as per your requirements for SEO purposes.



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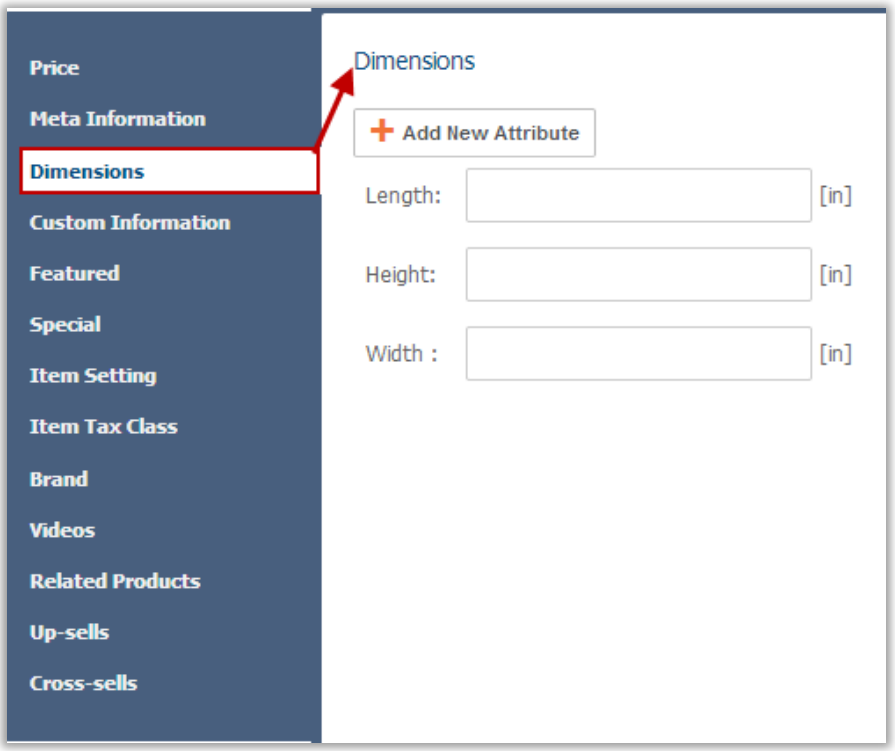
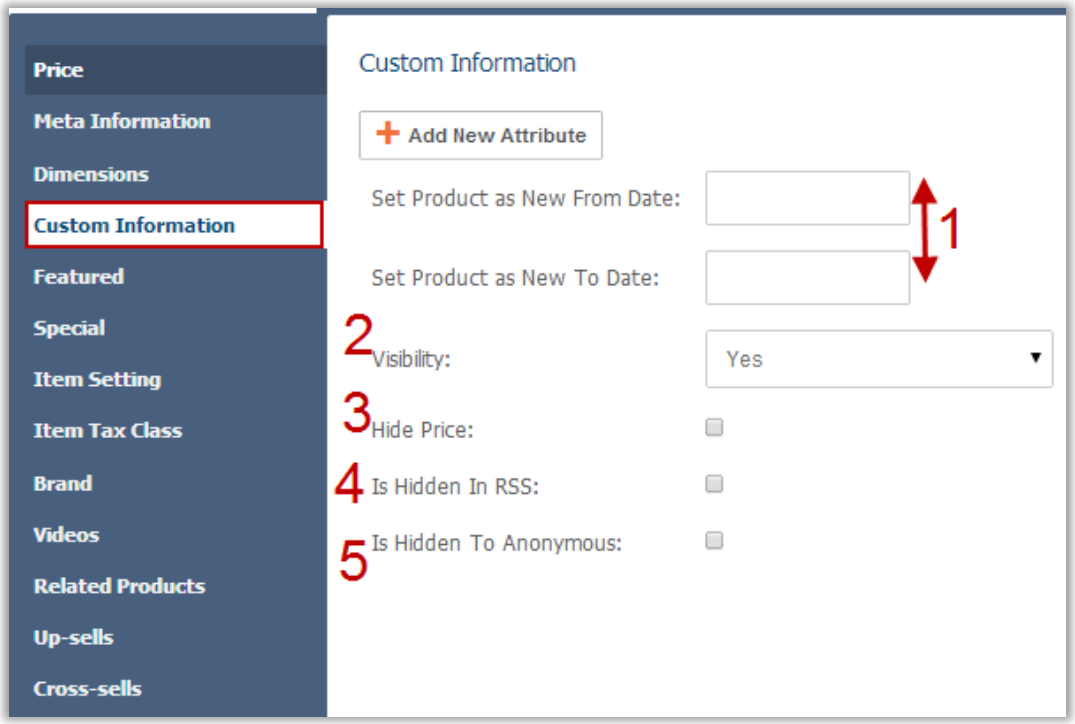
Dimensions

Please enter the **Length, Height** and **width** of each item where applicable.



Custom Information

You can control the custom information for particular item/s from here.



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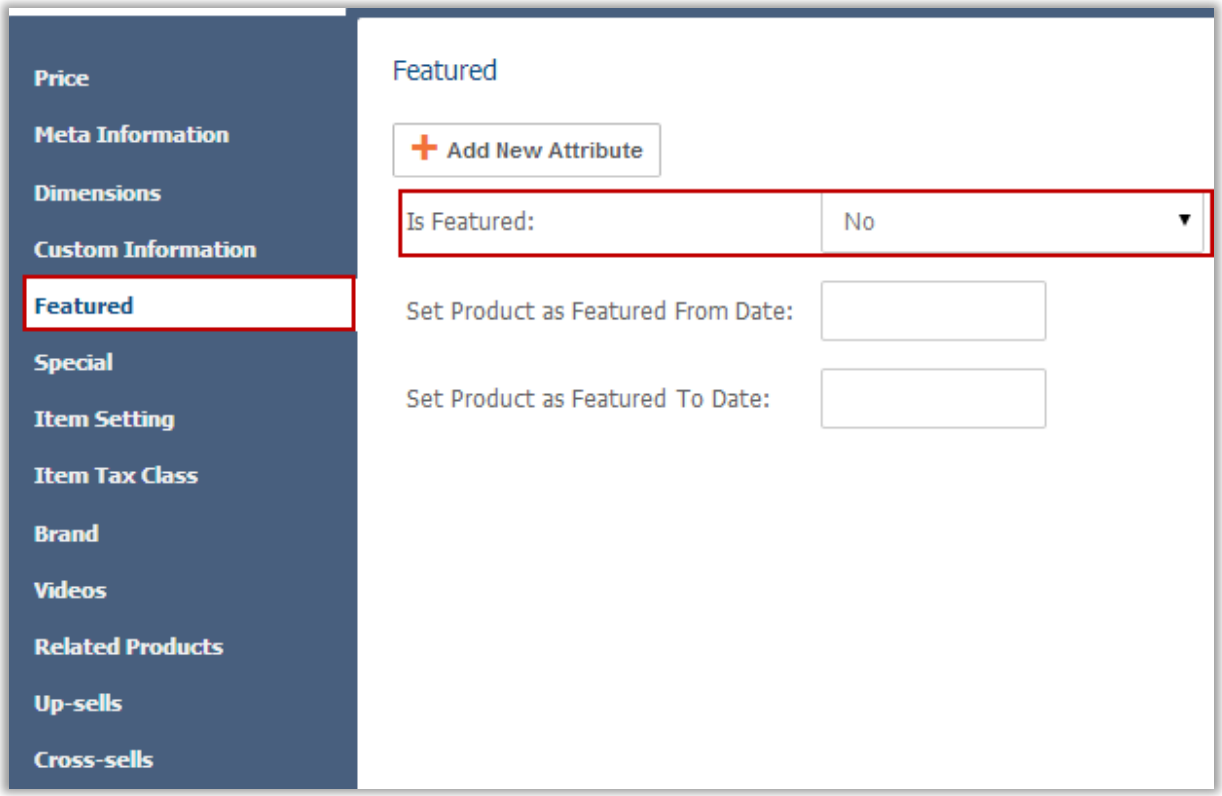
1. Choose appropriate **dates** for the availability of products (From and To)
2. **Visibility:** Choose to make the item visible in the store
3. **Hide Price:** Check to hide price of the item
4. If checked, the item will not be shown in **RSS feed**
5. Check to hide item from **anonymous** users

Featured

You can feature an added item using this field.



- **Is Featured:** Choose **Yes** to feature the item or **No** to hide it
- **Set Product as Featured Date:** Enter appropriate To and From dates

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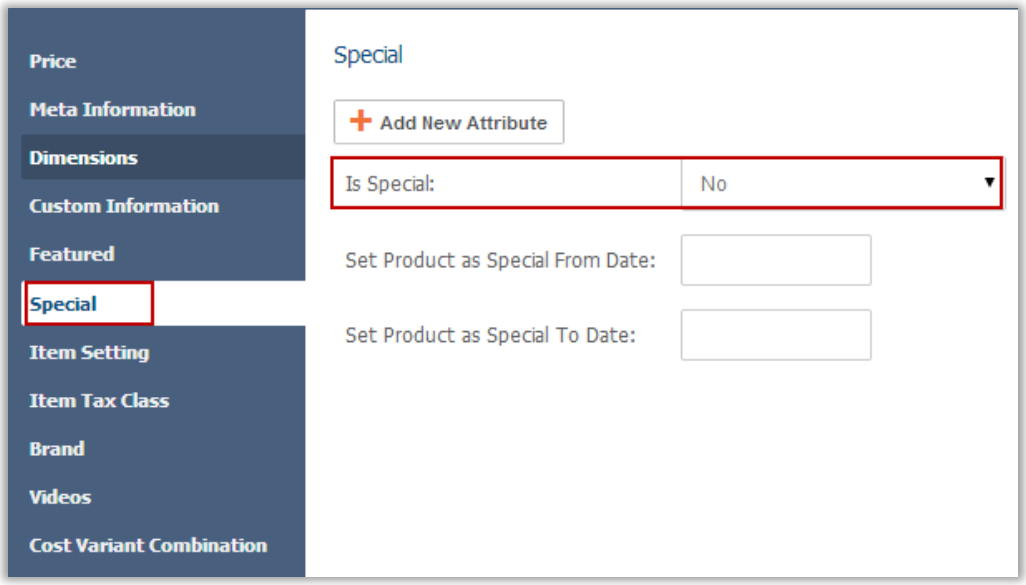
Special

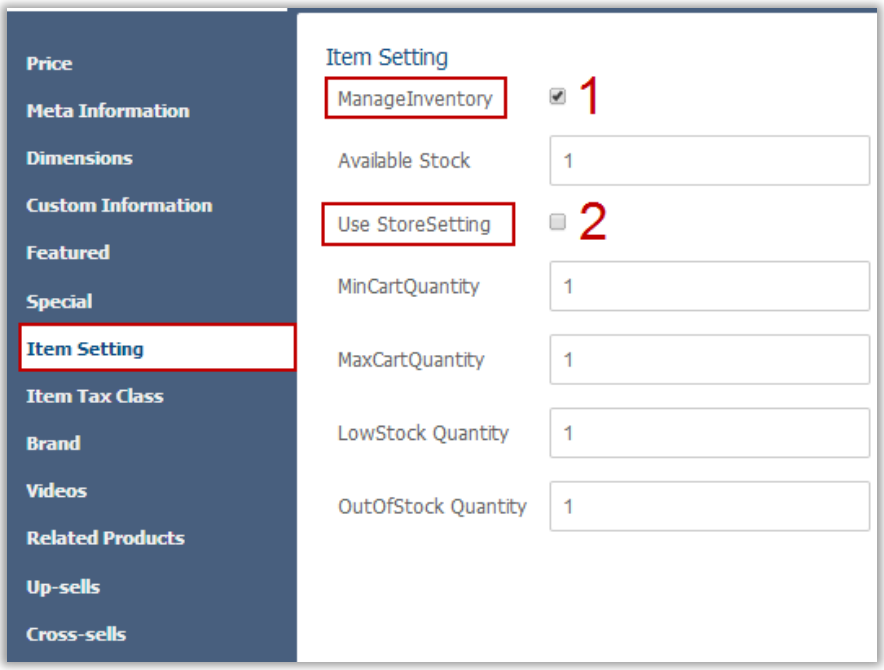
With AspxCommerce, you can choose to make an item special.



- **Is Special:** You can decide whether to make an item special or not
- Enter appropriate To and From **dates** for special items

Item Setting

From here, you can manage settings for the new item which you are about to add.



- **Manage Inventory:** Place a check mark to enter the number of stock available

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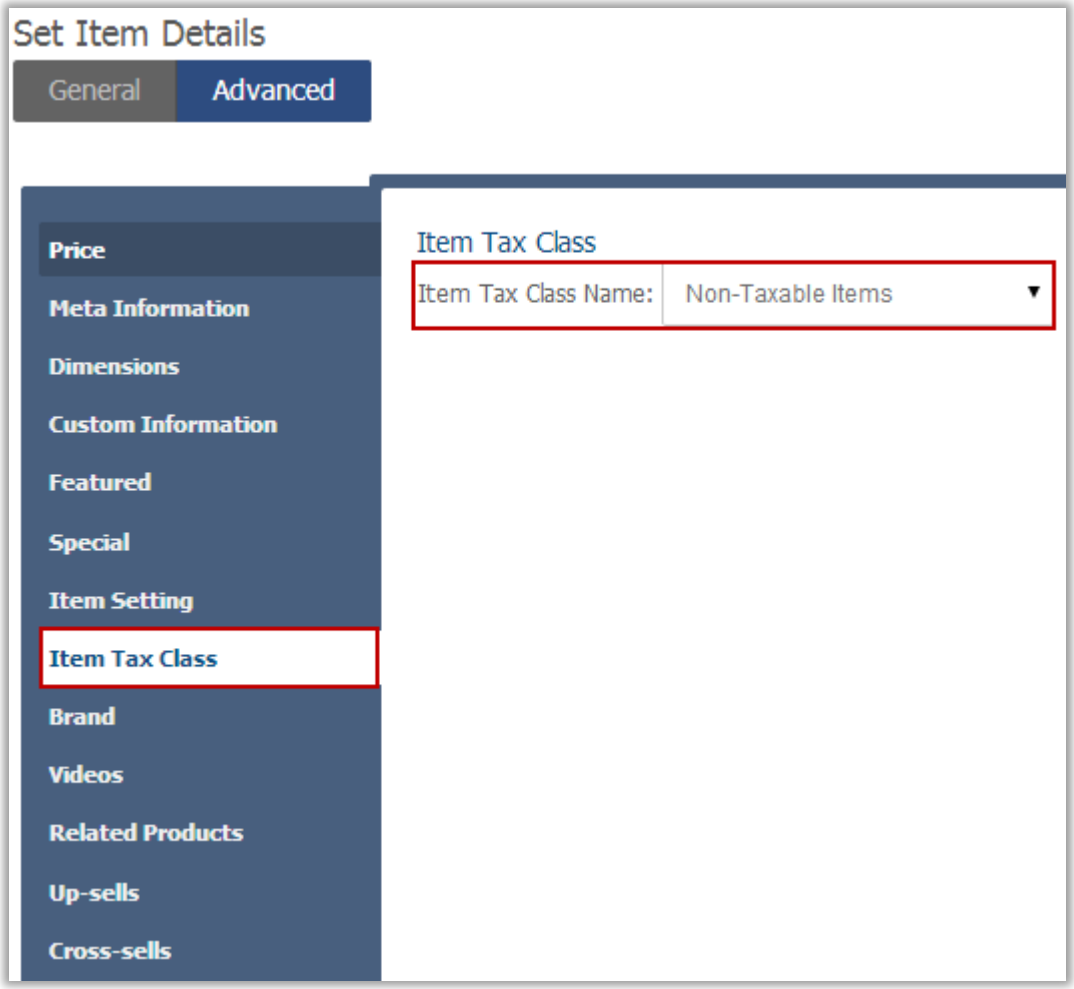
- **Use Store Settings:** Check to allow the item use store settings and uncheck to enter Minimum Cart Quantity, Maximum Cart Quantity, Low Stock Quantity and Out of Stock Quantity

Item Tax Class

From here, you can apply taxes as per your requirements.



- **Item Tax Class Name:** You can choose whether to apply tax to an item or not. Choose from the drop-down whether the item is taxable or non-taxable.

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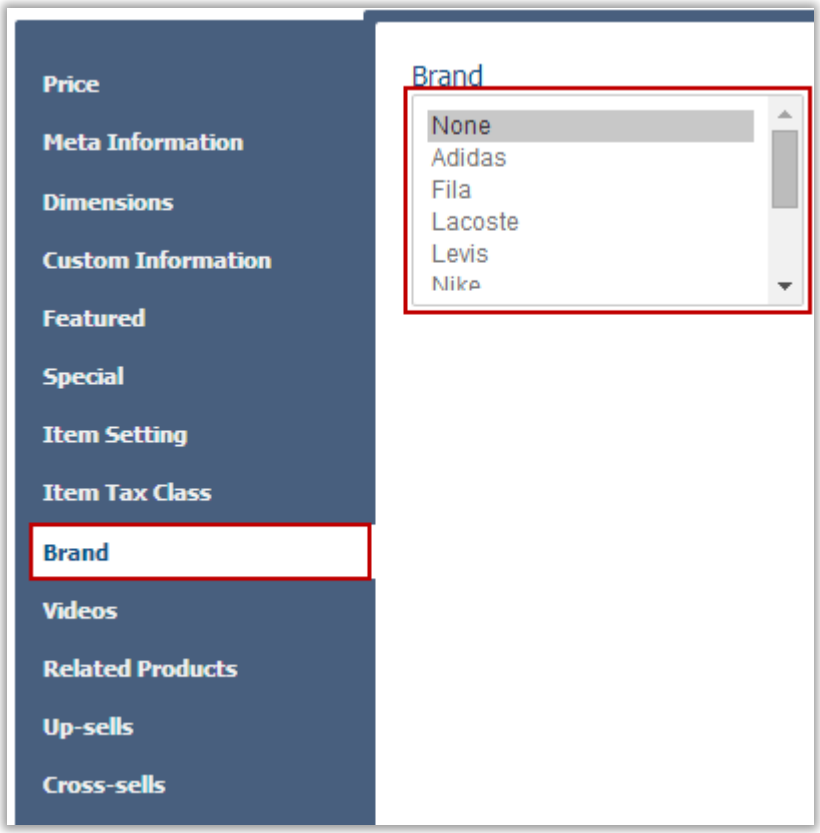
Brand

From here you can specify the brand of the item being added



- **Brand:** You can choose your brand from the list here

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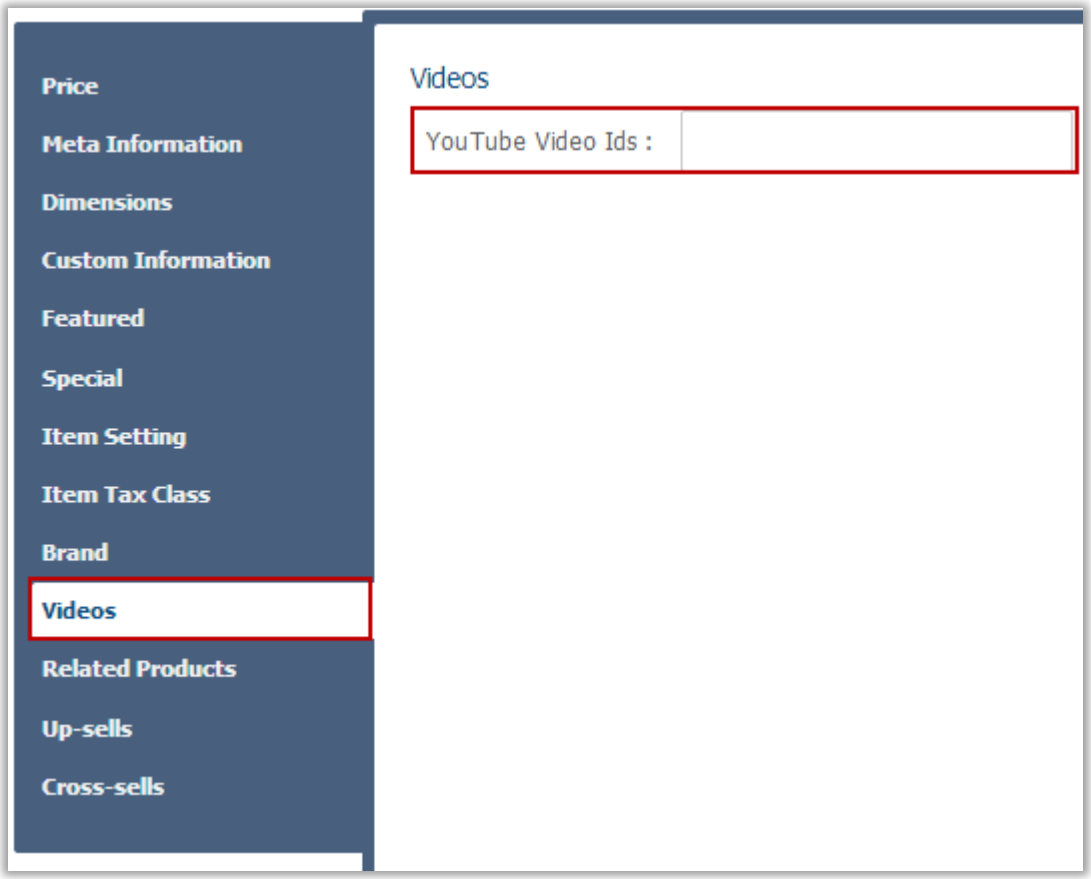
Videos

AspxCommerce allows you to embed You Tube video to your item.



- Give the **Video ID** provided by Youtube. You can also add more than one video by separating the IDs with comma.

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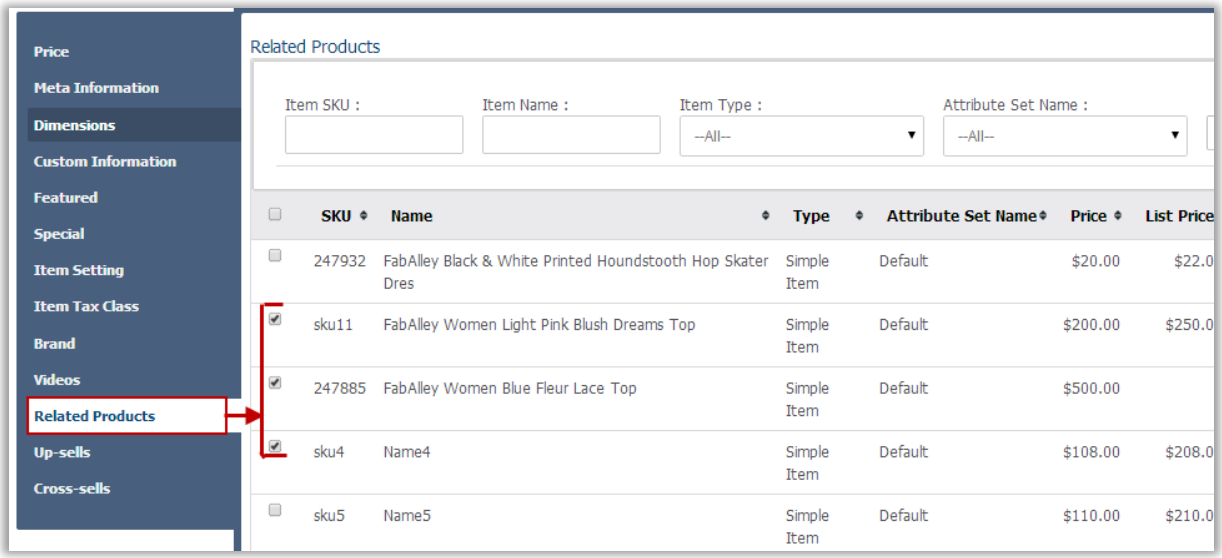
Related Items

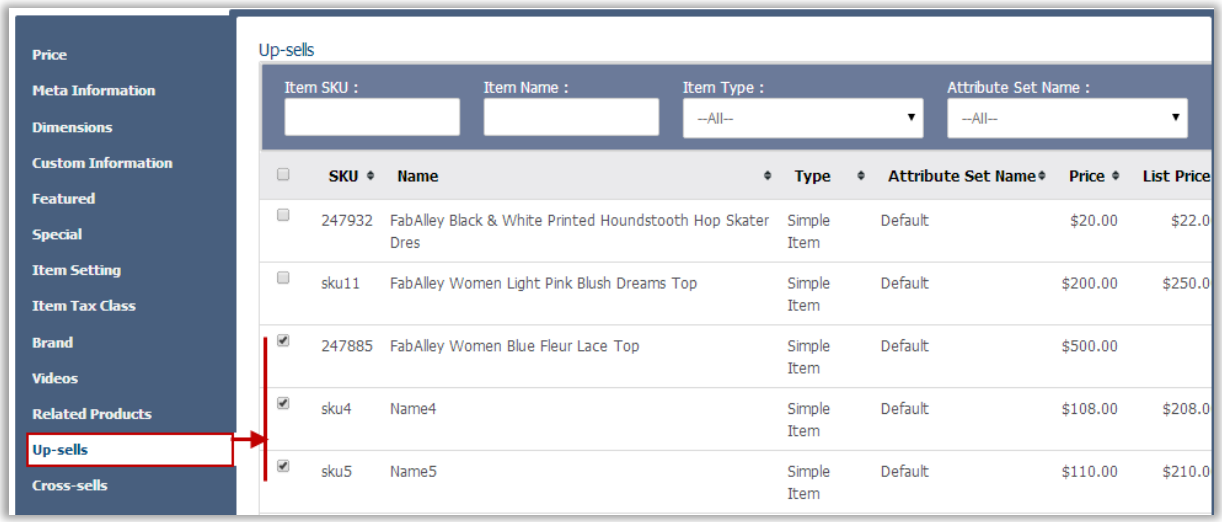
You can use this feature to show related items for the product that you have just added. This shows up at the front end while a customer is making a purchase.



- **Related Items:** Check the items which you want to be shown as related to the added item

Up -Sells

Up-sell item is a little bit expensive item than the one customer is interested in buying - these are displayed to the costumer.



- Check the boxes on the left to related the added item to up-sell items.

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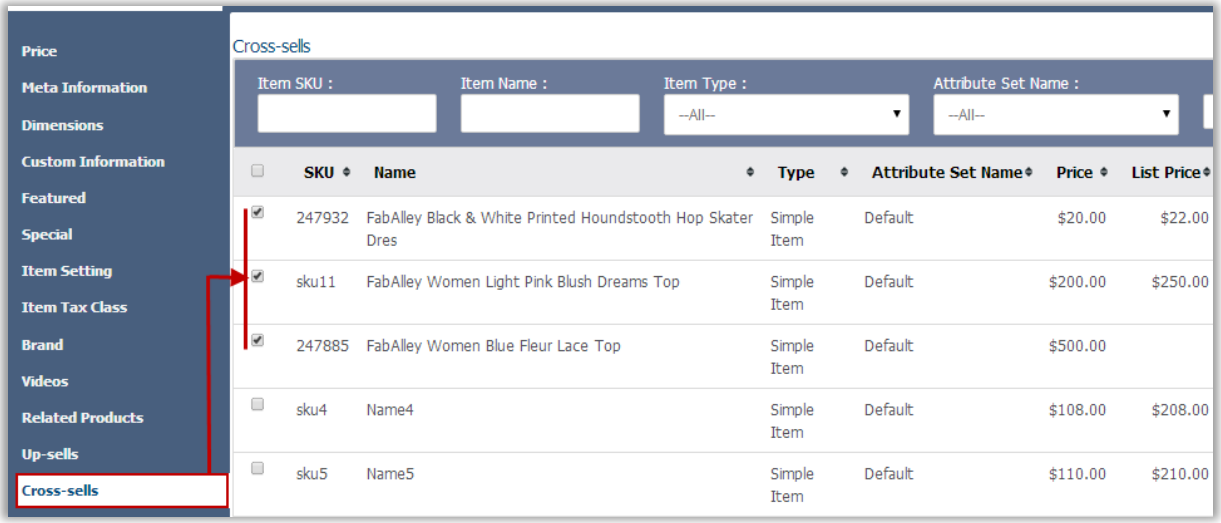
Cross Sales

Cross Sales items are the items that complement each other and are displayed to a potential customers simultaneously. For instance, shoes and socks might be cross sales items.



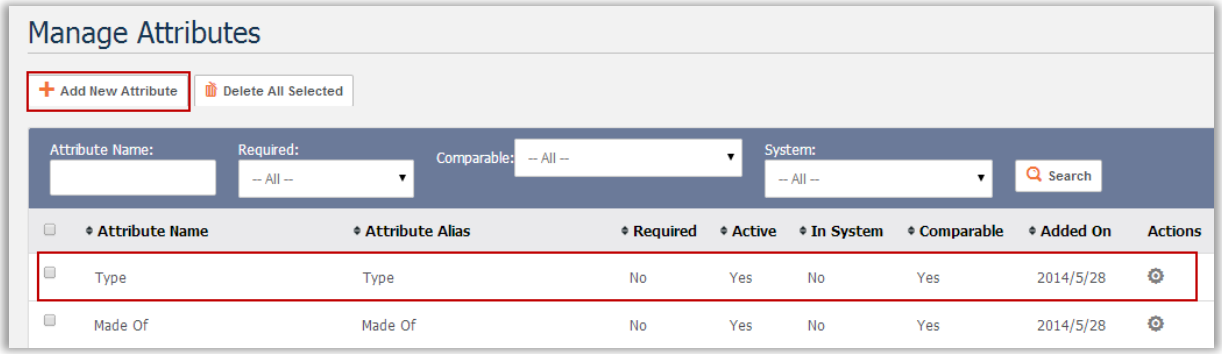
- Check boxes to suggest products that complement with the newly added item. The items will then be displayed while customer makes purchasing decision.

Attributes

Attribute refers to the complete features of the products that include features like color, weight, price, manufacturer, etc. By default AspxCommerce comes with several necessary attributes. You can use default system attributes or create your own attribute.

Manage Attributes

From the sidebar menu, navigate to **Catalog> Attributes > Manage Attributes**, to create an attribute. You will land on the following page.



As you can see in the screenshot above, the horizontal box marks the details provided for each of the attribute in the list. Details include information about Attribute Name, Attribute Alias,

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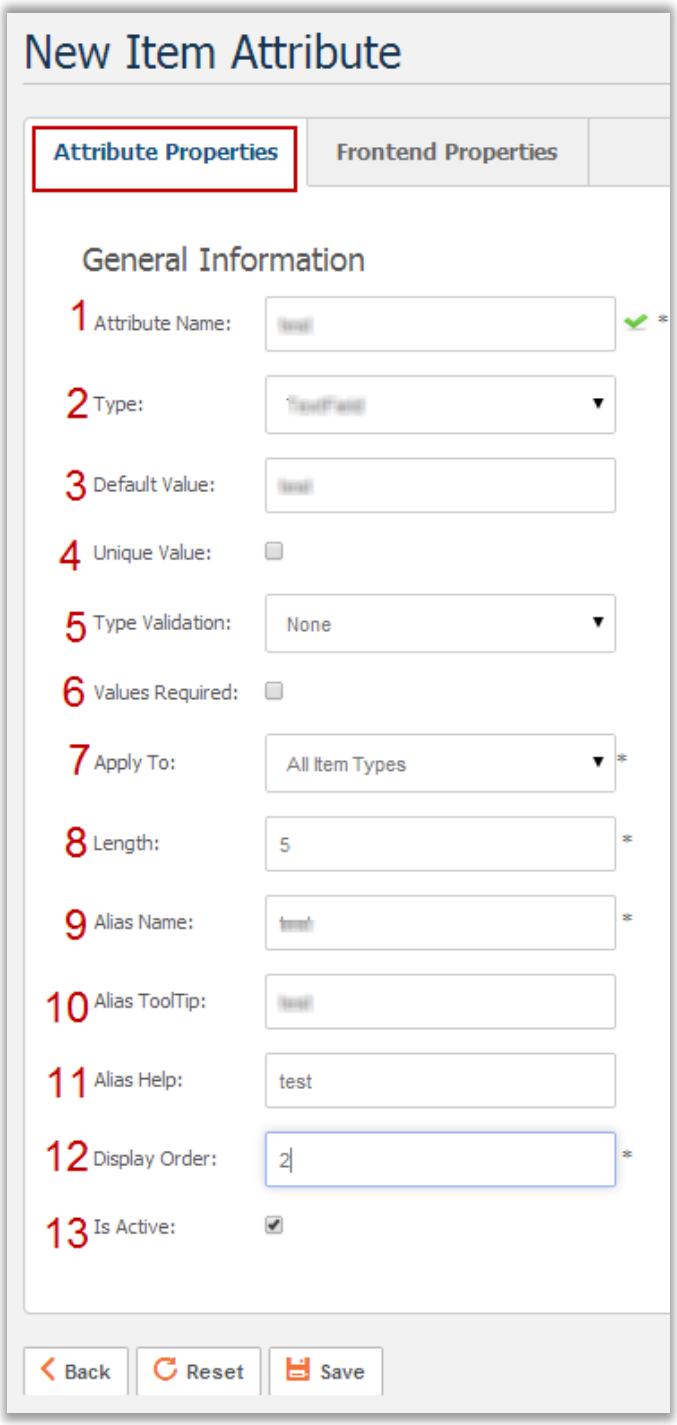
whether it is required, whether it is active, whether it is used in system, whether it is comparable, the date it was added and Actions. The Actions icon gives options to Edit, Delete, Activate or Deactivate the attribute.

Add New Attribute

To add new attribute, click on **Add New Attribute**. You will then land on the following screen:

Attribute Properties



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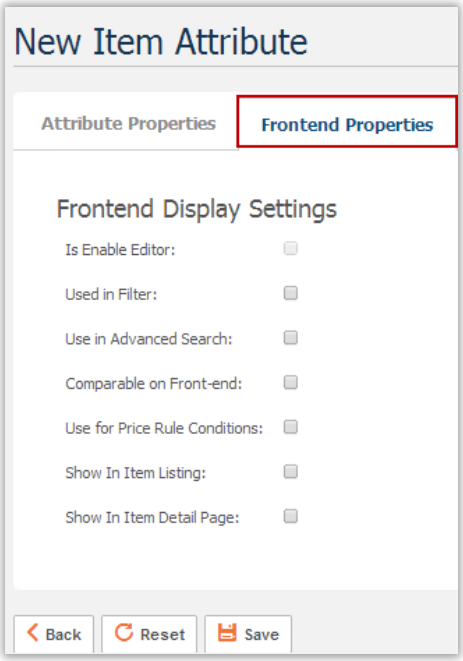
1. **Attribute Name:** Name of the attribute that you want to use
2. **Type:** Specify the kind of data that attribute will use
3. **Default Value:** Enter the default value for when the user does not select any
4. **Unique Value:** If checked, the attribute needs to have new value for each item
5. **Type Validation:** Type of value that are valid, such as alphabet or numbers
6. **Values Required:** Enabling this means the values cannot be bypassed
7. **Apply To:** Select the type of items this attribute will be applied to
8. **Length:** Enter the maximum number of rows available in Text Area
9. **Alias Name:** Enter another convenient name for the attribute
10. **Alias Tool Tip:** This is the text message that appears when mouse is hovered
11. **Alias Help:** Here goes the text that appears beside the type
12. **Display Order:** Specify the position of the attribute with respect to other attributes
13. **Active:** When checked, the attribute will be displayed while managing items

When you are done filling the form, save your work, using **Save** button at the end of the page. You will see a success message. You will then land on the **Manage Attributes** page where recently added attribute is listed.

Frontend Properties

The frontend properties are the settings to manage the frontend display of added attribute. Refer to the screenshot below for more information on how to manage:



Each of the fields from the screenshot above are explained below:

1. **Is Enable Editor:** Enable this to let the attribute be edited
2. **Is Use in Filter:** Enable this to narrow down your search

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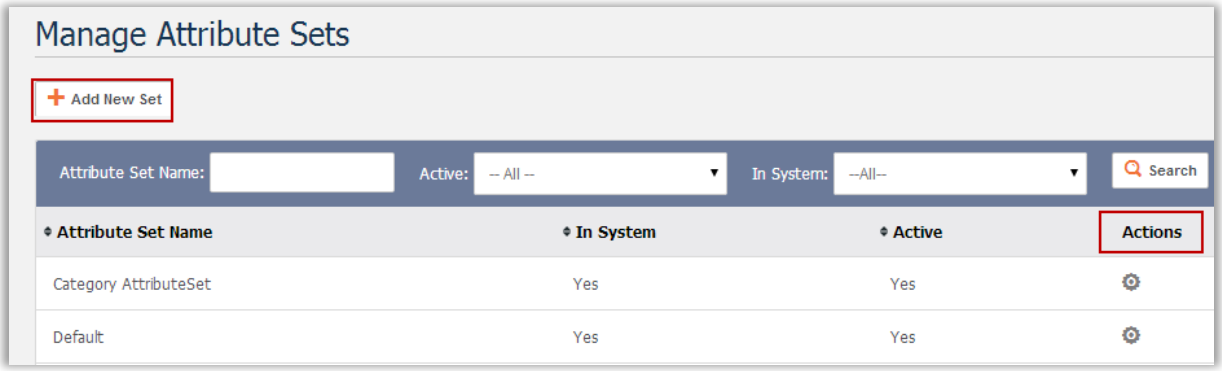
3. **User in Advanced Search:** Place a check mark for its use in advanced search
4. **Comparable on Front-End:** Enable this to create a row for attribute comparison of items
5. **Use for Price Rule Conditions:** Enable this to apply a new pricing rule for that specific attribute
6. **Show in Item Listing:** Enable to show the item in the listing on frontend
7. **Show in Item Detail Page:** Enable to show the attribute details on frontend

Finally, choose to **Save**, **Reset** or to discard and go **Back,** as you might prefer.

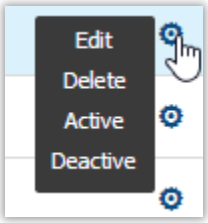
Manage Attribute Sets

Attribute Set includes simple attributes commonly shared by certain type of goods. This may include serial number, color, connectivity type and warranty.

To land on the **Manage Attribute sets** page, follow **Catalog> Attributes**>**Manage Attribute Sets** from the sidebar menu. Some of the attributes are basic and cannot be deleted.



The icon under Actions provides options to Edit, Delete, Activate or Deactivate selected attribute set name, as shown in the screenshot below:



Once you reach the window as shown above, Click on **Add New Set** to add a new set of attribute.

When you click on it you will see:

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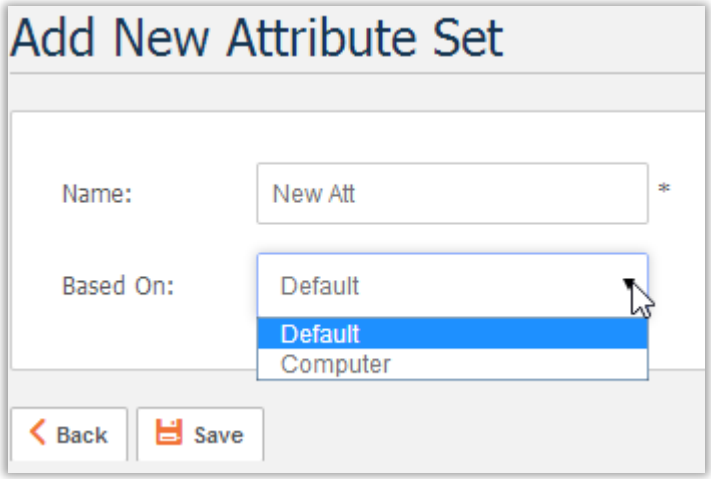
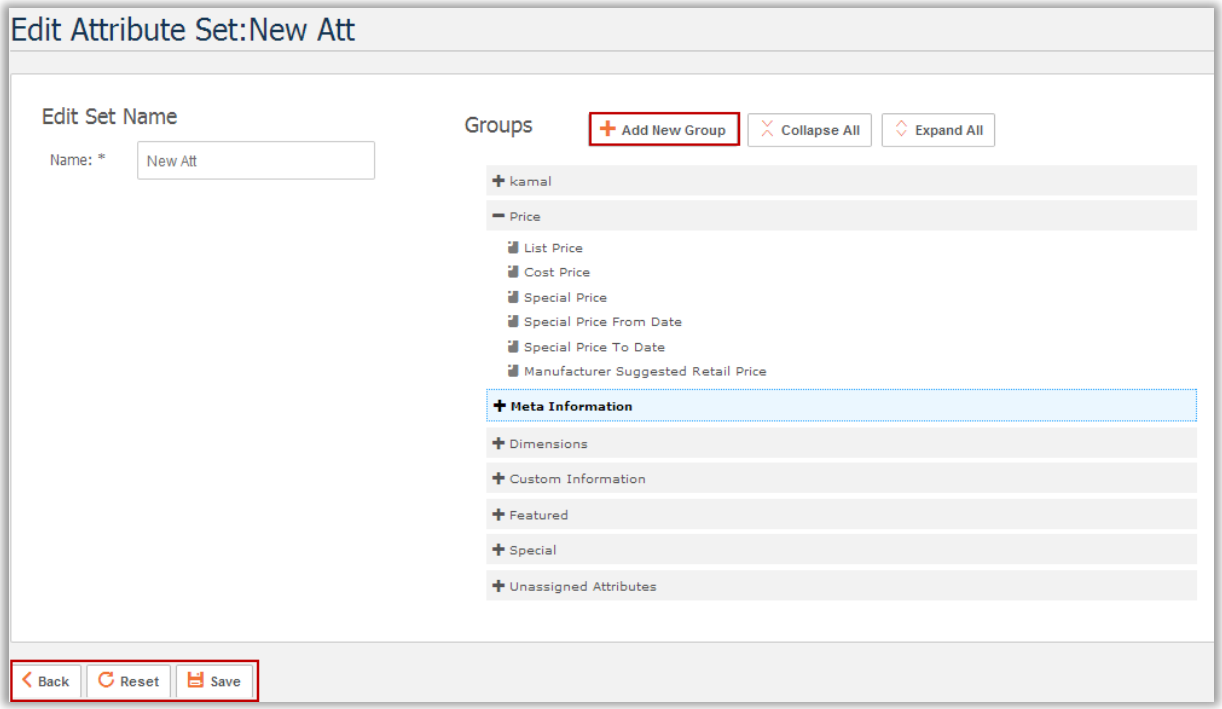


Enter desired name of the new attribute, select if it is based on computer or default and click on **Save.** You will be directed to the following page.



Here you need to be aware of several things.

1. You can still **Edit Set Name.**
2. **Groups** are folders containing attributes. By default, **AspxCommerce** comes with 7 groups: **General Information, Price, Meta Information, Custom Information, Is Special, Is Featured and Unassigned Attributes.** These groups contain various attributes which cannot be deleted but can be placed in other group simply by drag and drop facility. Except for the Unassigned Attributes groups, all the other groups are displayed in a different tab while managing the items.
3. **Unassigned Attributes** (*pic below*) contain the attributes that has not been assigned to groups. Hence, in order activate the attribute, you need to place the attribute from

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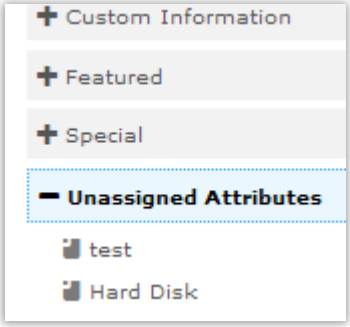
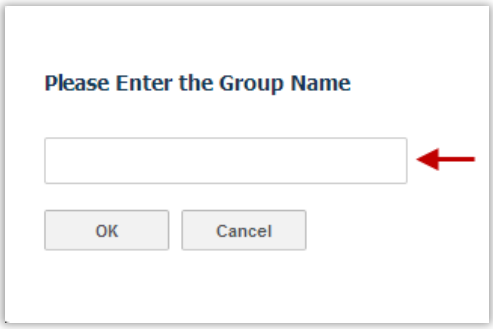
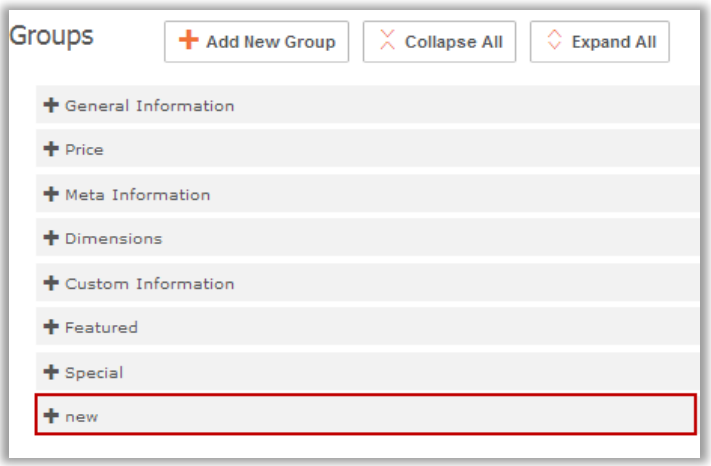
unassigned attributes to any other groups or create a new group for the attribute. For example, you have created attributes i.e. serial number, color and warranty for an electronic good and you want these 3 attributes to appear in a tab while managing the items. To do so, create a new group with the name **Electronics Good** and drag the attributes from Unassigned Attributes to **Electronics Good.**



To create a new group and place an attribute on it, click on the **Add new group.** The following message box will appear:



Enter a new group name, here entered as new and Click on ok, you will now see that a folder called New is formed as shown in picture below.



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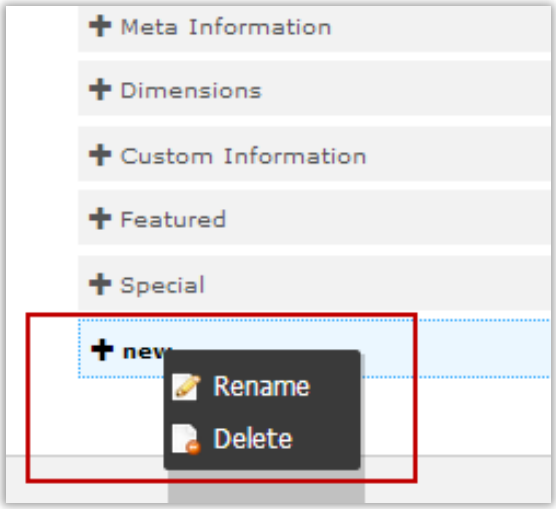
You need to drag and drop the unassigned attribute from the **Unassigned Attribute** folder, to place it to the folder where it is needed.

Here, we are transferrin the unassigned attribute (Attri) to Electronic Goods via drag-and-drop.

Click on **Save button** at the end, you shall see a **success message** and will find the added attribute on the 'Manage Attribute Sets' list. From there, you can **Edit**, **Delete**, **Activate** or **Deactivate** each attribute.

> **NOTE:** Attributes form the system groups (General Information, Price, Meta information) cannot be moved to any other groups whereas the attributes from Unassigned Attributes group can be moved to any groups and brought it back.

You can choose to Delete or Rename the newly created group too. To do so, right click on the desired group and you'll get options to Rename and Delete, as shown in the screenshot below:



Once you **rename or delete a** folder do not forget to save.

Gift Card

Card is the earnest way of expressing your love, exchanging greetings, sending wishes and letting your loved ones know how much you care for them. Be it festival, seasonal greet, occasion or anything, card is the best celebration gift. Gift Cards option takes care of managing cards and their categories.

AspxCommerce is flexible enough to trade in Gift Cards. Gift cards of certain value can be purchased and sent to recipients.

To get to the **Manage Gift Card** follow **Catalog > Gift Card** from the sidebar menu, you will find two options : **Manage Gift Card** and **Manage Gift Card Categories.**

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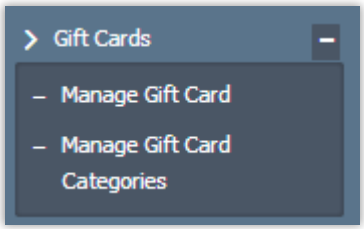
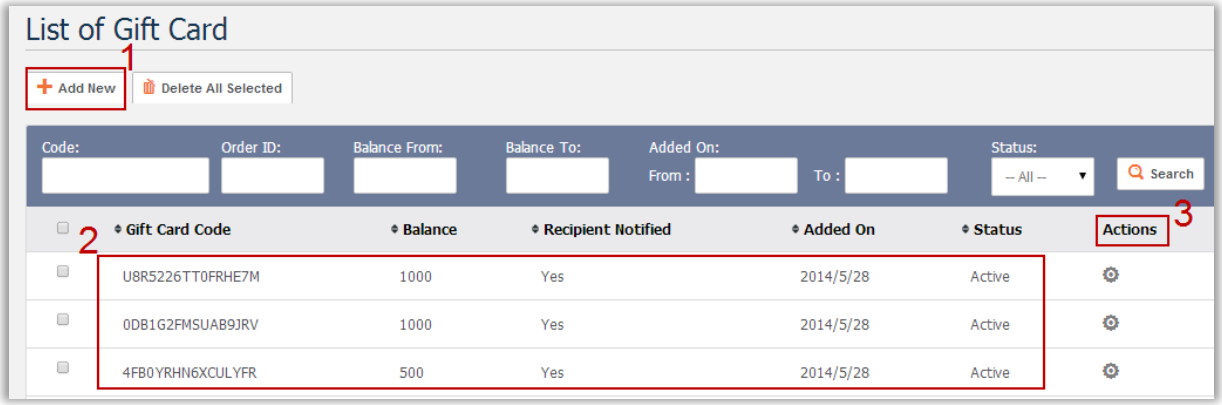


Manage Gift Card

The Manage Gift Card option from under Gift Card will take you to a list of gift card as shown in the screenshot below:



1. Click to add new gift card and its details
2. Here's the list of gift card codes recently in use
3. Click to find Edit and Delete options for each gift card code

When you click on the **edit icon,** you will come across the following page:-

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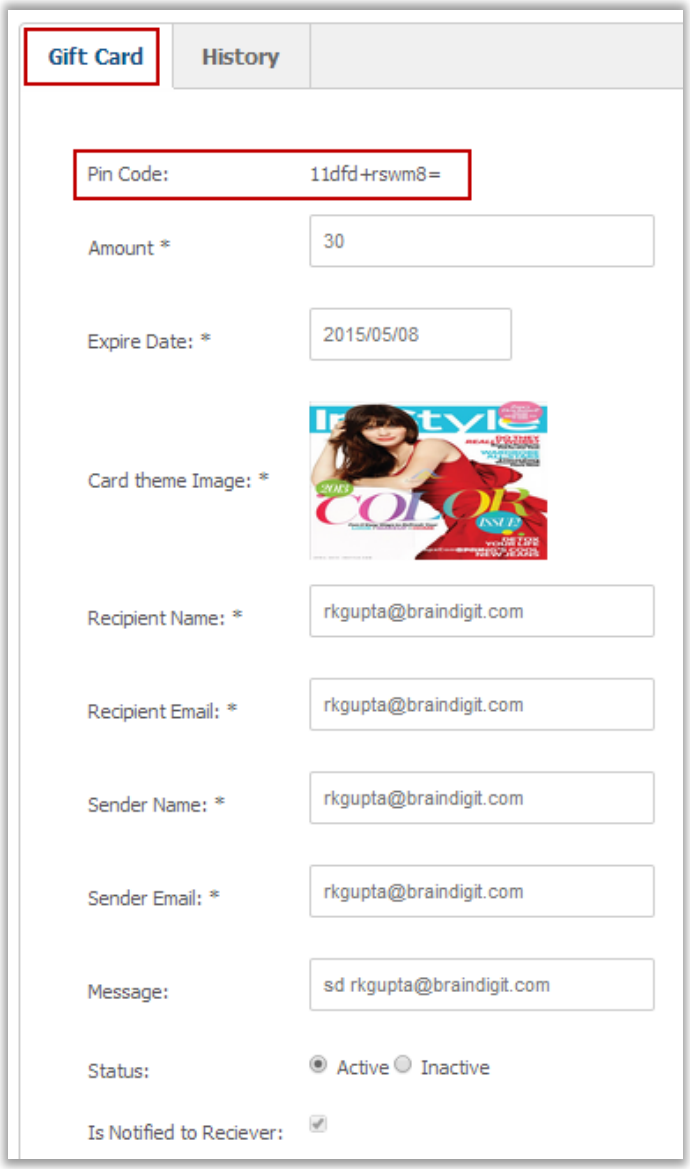

Here, the Pin Code given is the unique code sent to the gift card recipient. The information contained on the form comes from the **gift card form** at the front end. The information can be edited from the back end.

If you want to see the details of a Gift Card, press the **History Tab,** you will arrive at the following page:

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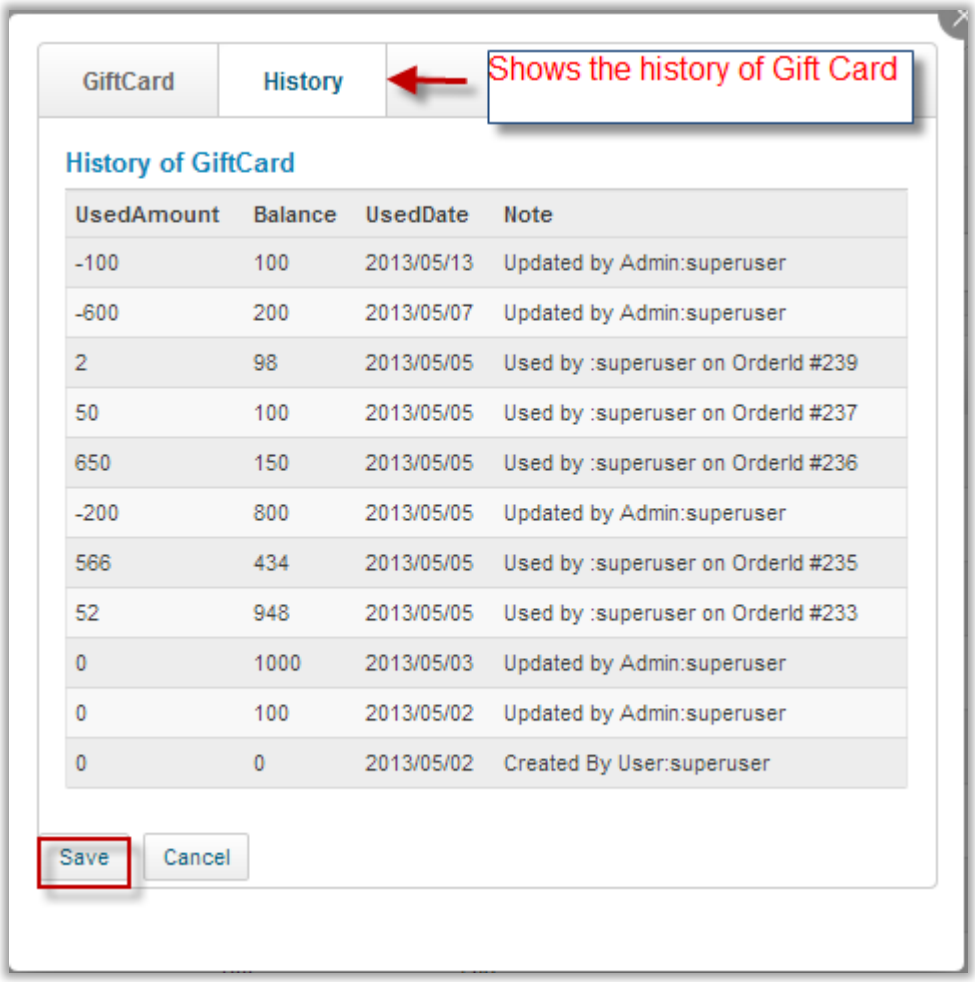

UsedAmount	Balance	UsedDate	Note
-100	100	2013/05/13	Updated by Admin:superuser
-600	200	2013/05/07	Updated by Admin:superuser
2	98	2013/05/05	Used by :superuser on OrderId #239
50	100	2013/05/05	Used by :superuser on OrderId #237
650	150	2013/05/05	Used by :superuser on OrderId #236
-200	800	2013/05/05	Updated by Admin:superuser
566	434	2013/05/05	Used by :superuser on OrderId #235
52	948	2013/05/05	Used by :superuser on OrderId #233
0	1000	2013/05/03	Updated by Admin:superuser
0	100	2013/05/02	Updated by Admin:superuser
0	0	2013/05/02	Created By User:superuser

Note: Until the amount of gift card is used or expires, a gift card is transferable.

Manage Gift Card Categories

Category is basically the reason (occasion/event) for which the card is sent. One category can have many different cards and there can be as many categories as possible. You can search, view, add, edit or delete categories with the details associated like category name, date added on and the status.

You can manage **Gift Card** by using **Manage Gift Card Categories.** From the sidebar menu, navigate to **Catalog > Gift Cards.>Manage Gift Card Categories.**

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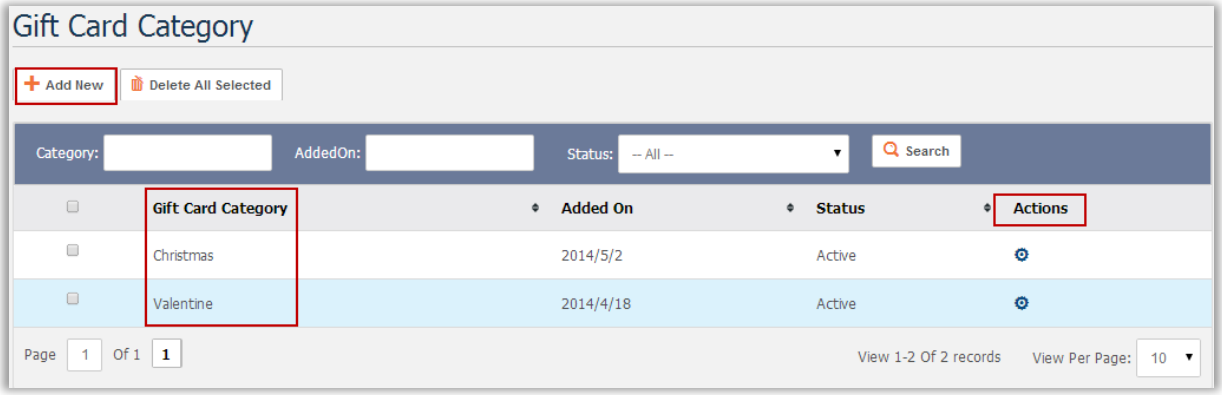
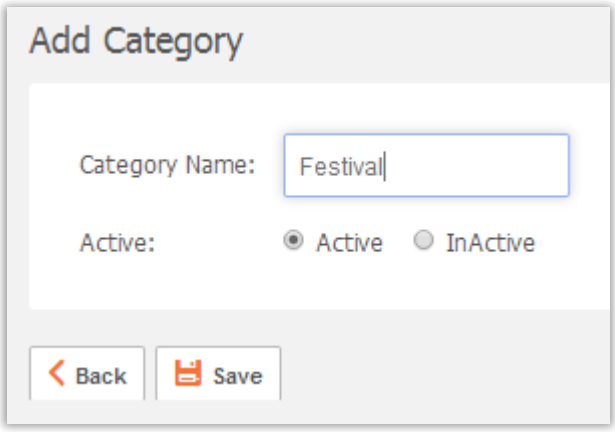


The list on the left of the screen, as marked in the screenshot, provides the list of gift card category currently active. Whereas, the **Actions** button provides Edit and Delete options for each gift card in the category.

To create a new card category, click on **Add New button**. You will land on the following page. Enter your Category name and choose whether to make that category active or inactive.



Save your work.

You will receive a success message and sure enough you shall see your new Category added to the list of gift card category.

Manage Brands

Brand is what increases the credibility of your store and makes your items sellable. You have all the options to manage the brands here. You can see a list of all the brands that you have in your store with their name, image, display option and statuses. You can anytime edit or delete a brand and activate or deactivate the status. You can also show or delete all brands at once.

From here you can manage brands and their items properly.

Follow **Catalog > Manage Brands** from the sidebar menu and you will land on the following page:

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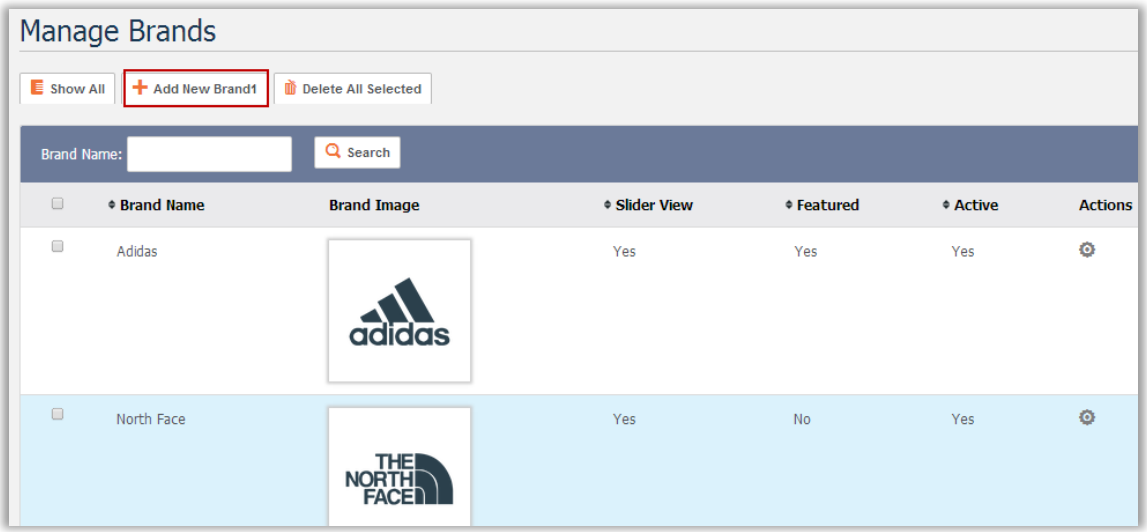
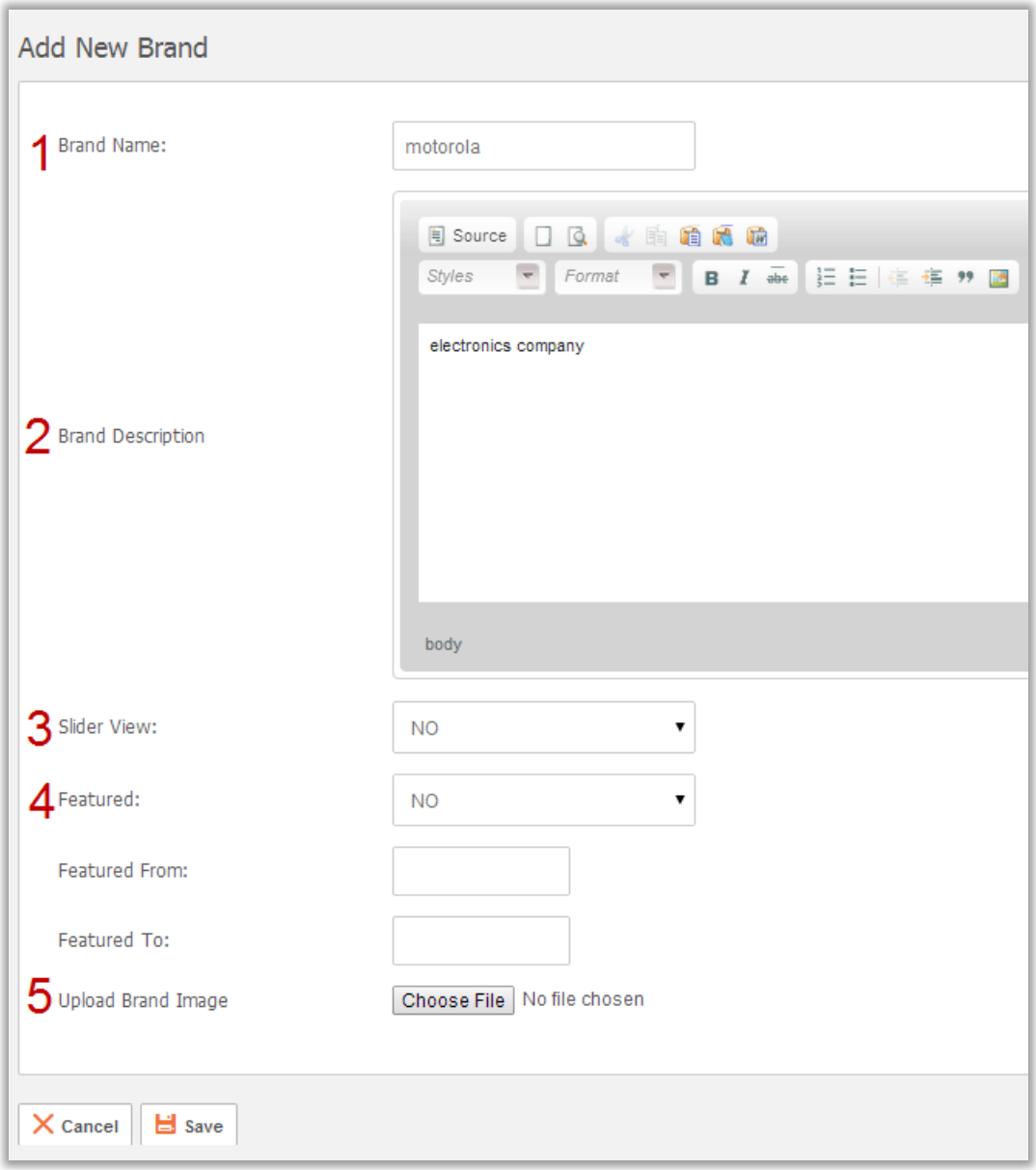


When you click on the **Add New Brand,** you will land on the following page:



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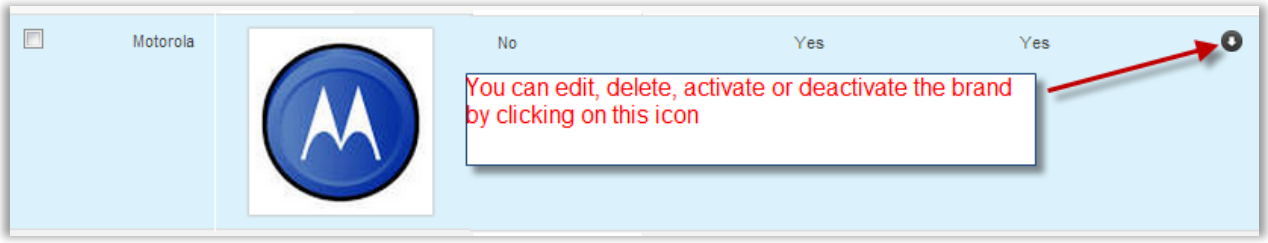
1. **Brand Name:** Enter the name of the brand
2. **Brand Description:** Add a short description about the brand
3. You can choose to show the brand in a **slider**
4. You can also **feature** the added brand
5. Upload your brand **image** here

Once you click on **save**, you will get a success message and sure enough on the **manage brand page** you will see the newly added brand.

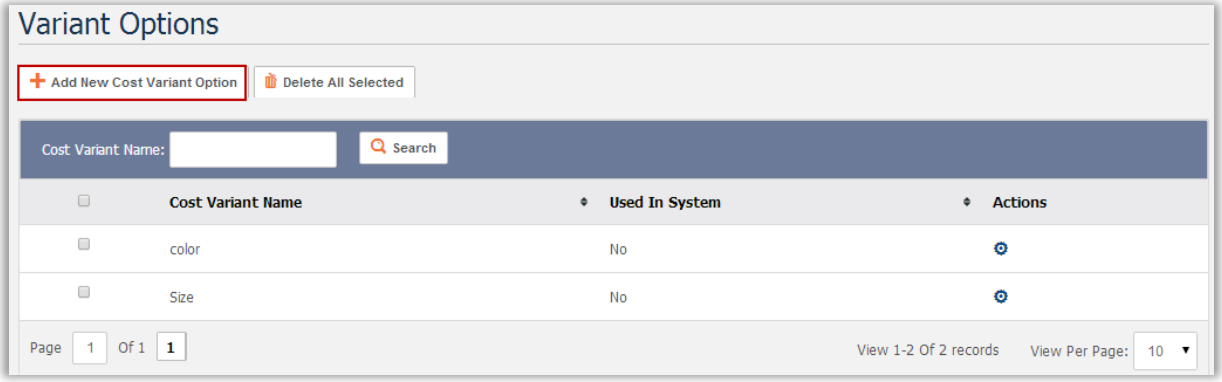


- Click on the **Actions** button to Edit, Delete, Activate or Deactivate the brand you just added.

Variant Options

Variant Options enables a seller to put different prices to the same product based on some variant properties such as color, size, etc. You can search for a cost variant and view a list of variants available with details like name and status signifying whether they are used in the system or not. You can also add or delete cost variants.

From the sidebar menu, follow **Catalog > Variant Options,** you will land on the following page



Click on **Add New Cost Variant Option:**

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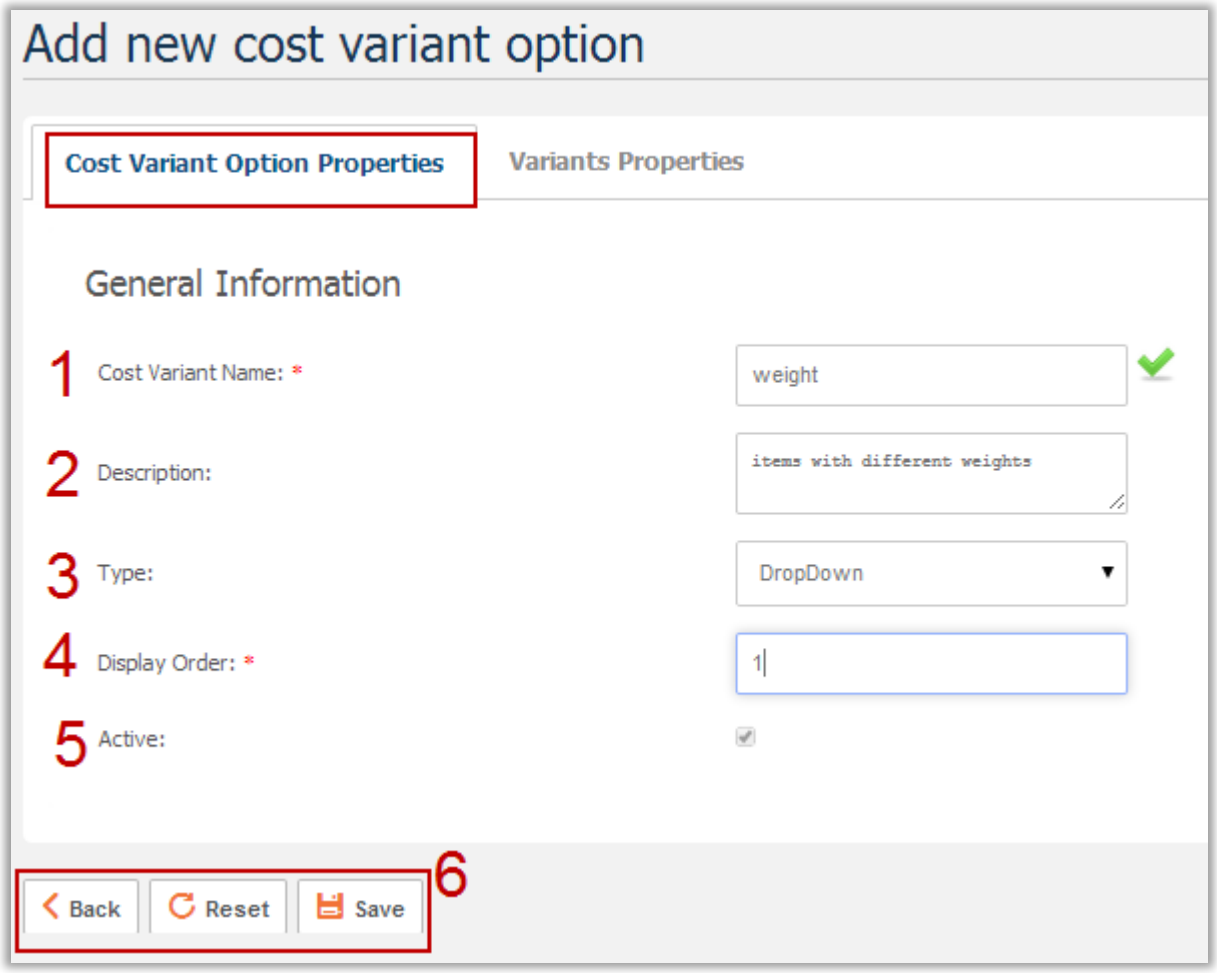

1. **Cost Variant Name:** Assign a name to the cost variant
2. **Description:** Add a description to the variant
3. **Type:** Choose the type of variant from the drop down
4. **Display Order:** Assign the position of the variant with respect to other variants
5. **Active:** Place a check-mark to activate this variant
6. Click on **Save** to save your entry, **Reset** for a new form and **Back** to discard and go back

When you are finished, click on the **Variants Properties.** You will see the variant listed, as shown in the image below:

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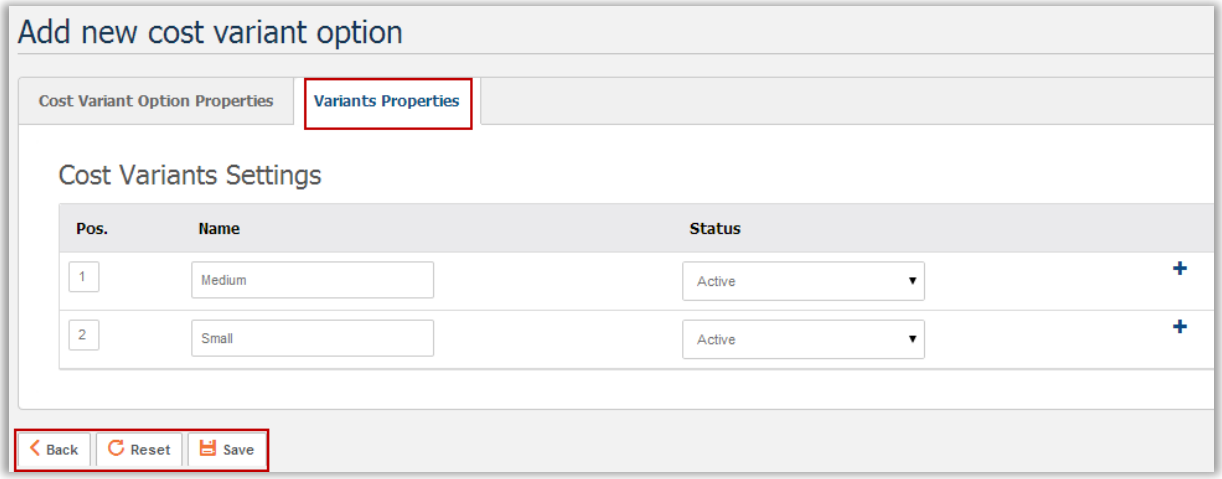
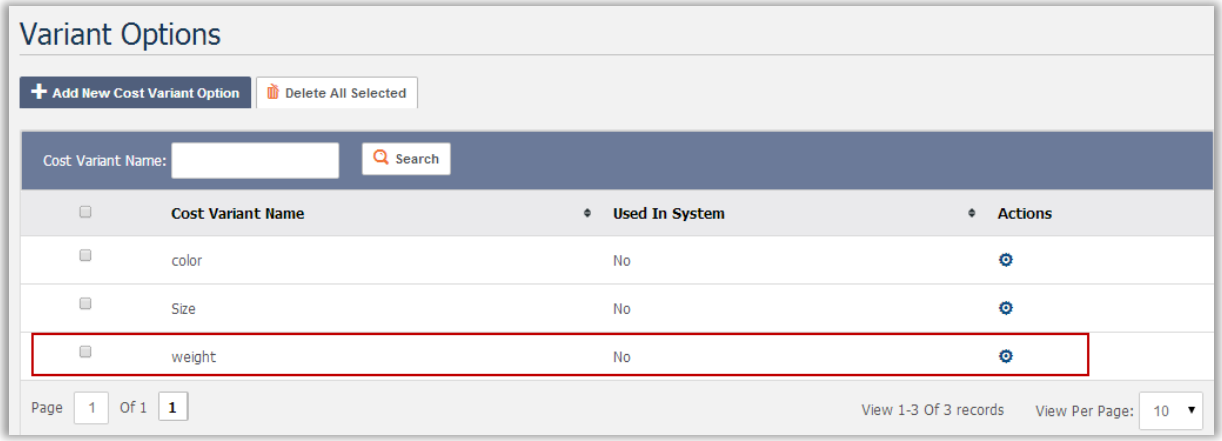


When you click on **save,** you will see a success message saying "Cost *variants option has been saved successfully.*" Then, you will land on following page.



- Lists the Cost Variant Names with their details
- Here you get the options to Edit or Delete each variant

Kit Management

AspxCommerce allows you to manage Kit type products. With the help of kit management, customers can choose and buy the kit that fits their need rather than the one already specified by the store. For instance, buying a computer calls to decide upon various specifications like storage, RAM, ROM etc. With the help of this management, customers can find right specifications to suit their needs.

Navigate to **Catalog>Kit Management** from the Sidebar Menu, you will reach Kit management window as is shown in the image below:

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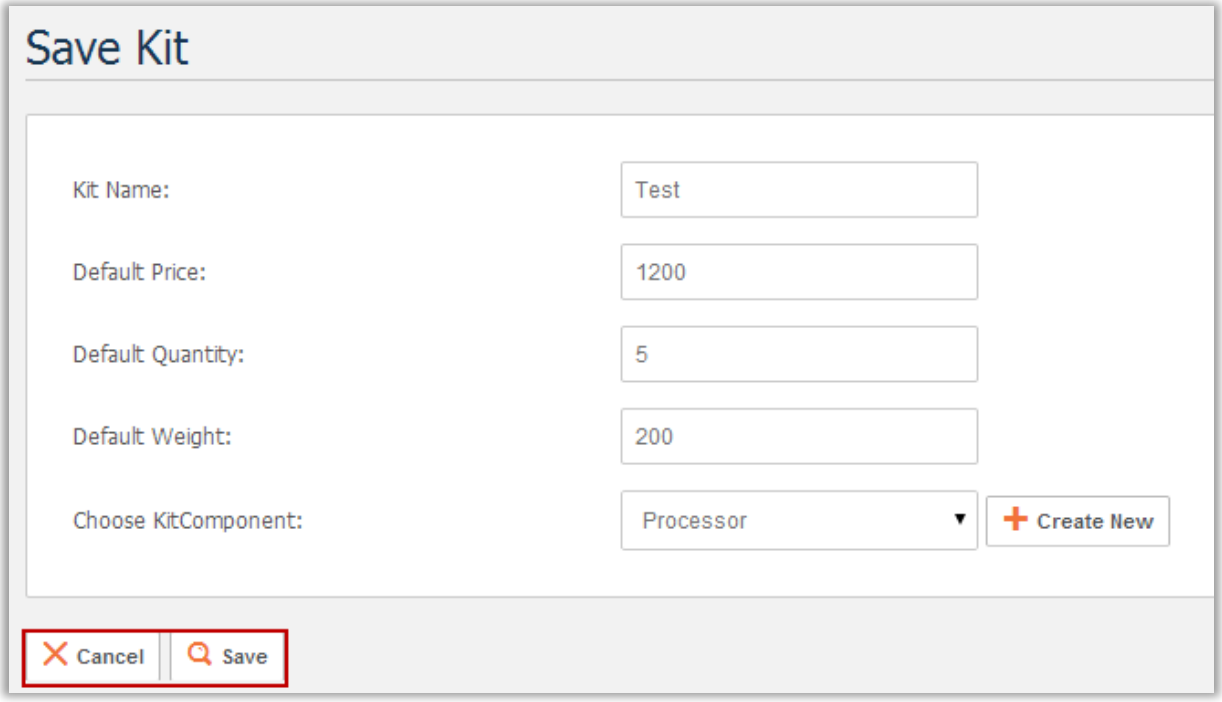
- 1. Click to add new kit
- 2. Find details of the Kit including the name, price, quantity and weight
- 3. Click to find Edit and Delete options

Add Kit

The Add Kit option on the Kit Management window opens to a page like the one in the screenshot below:



Here, enter specifications for each of the fields and click on **Save** to add new Kit and **Cancel** to discard.

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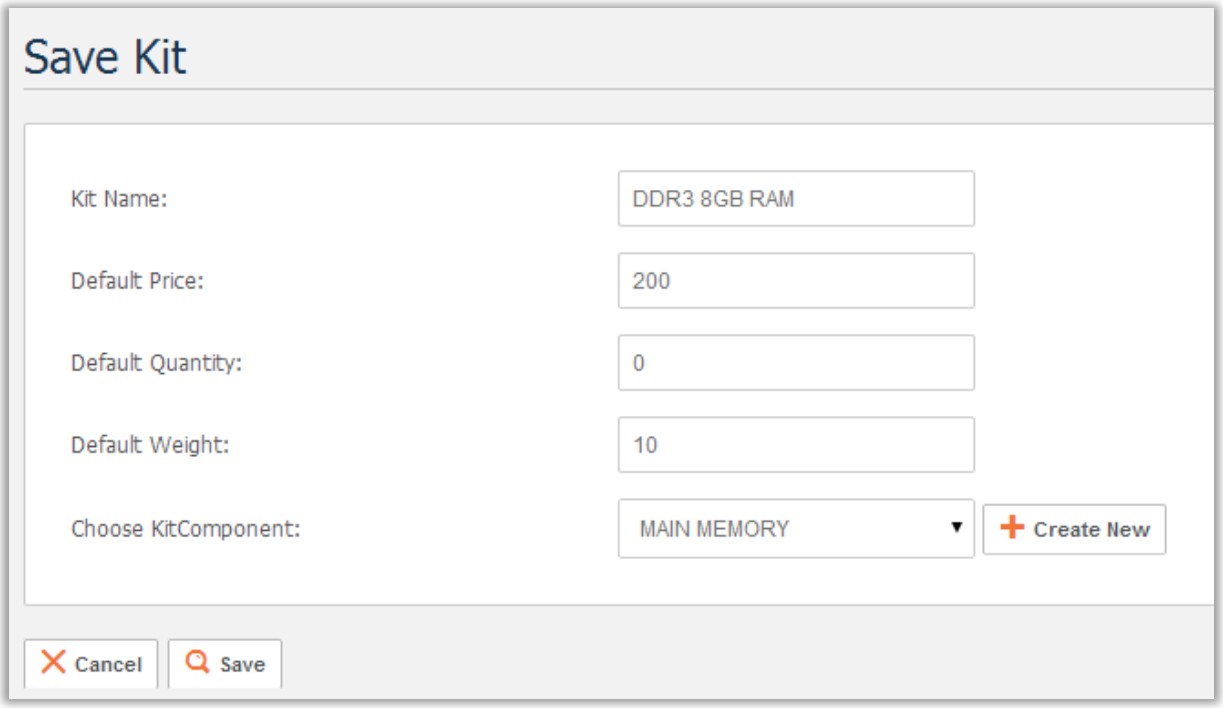
Edit Kit

The Actions button under Kit Management provides Edit option. Click on it to find the following page:



To edit information, type the new specifications under each field and click on Save to confirm changes.

Appointments

With AspxCommerce, appointments and statuses can be created and managed from the site itself. There are different statuses to appointments like processed, pending, cancelled, completed, etc. that can all be managed through this section.

To get to Appointments, follow: **Catalog > Appointments** from the sidebar menu.

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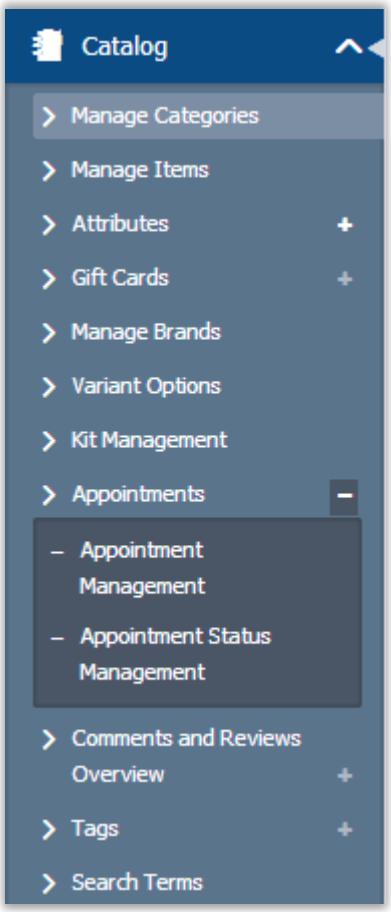
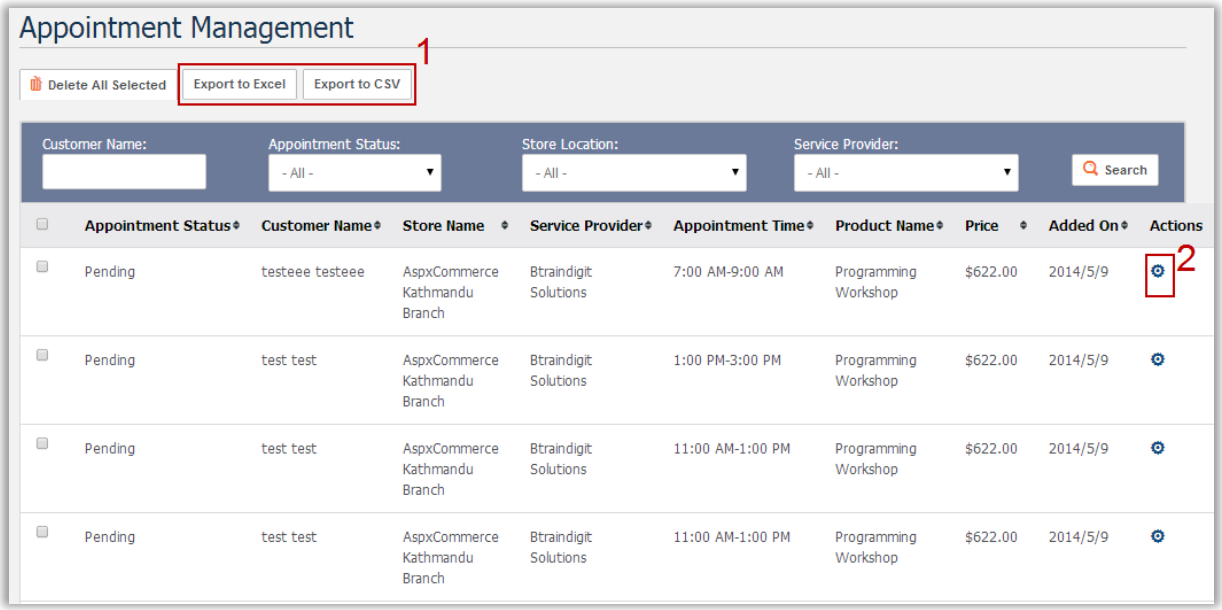


Once you click on the **Appointment Management**, you will land on the following page where you can access the list of appointments and manage them:



1. **Export to Excel/Export to CSV:** Note that at the top of the page there are Export to Excel and Export to CSV (Comma Separated Value) option from where the appointment data can be transferred.

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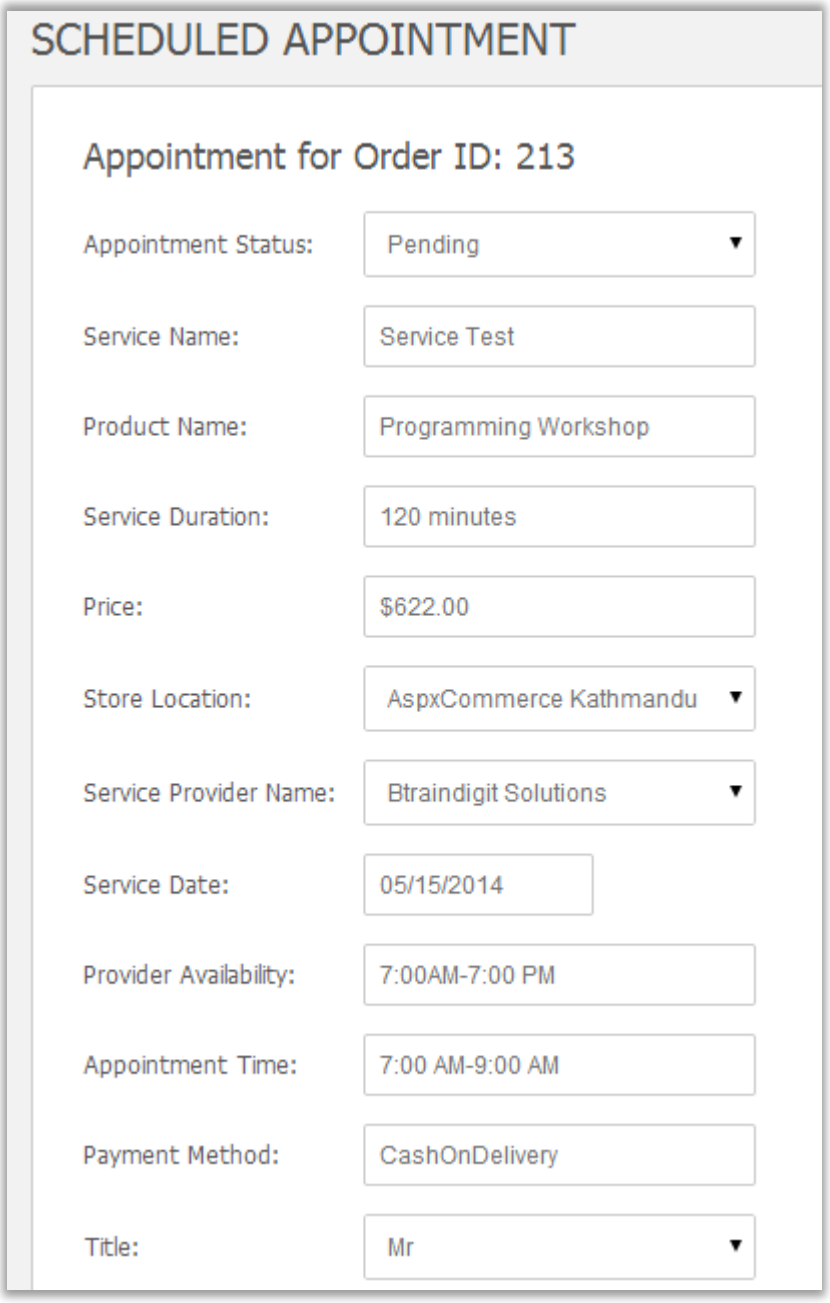
2. Click to find **View** or **Delete** options for each appointment

When you click on the **View icon** under the **Actions head,** you will land on the following page.

Top portion:



Here, on account of changes in appointments, you can edit any of the form fields as an admin.

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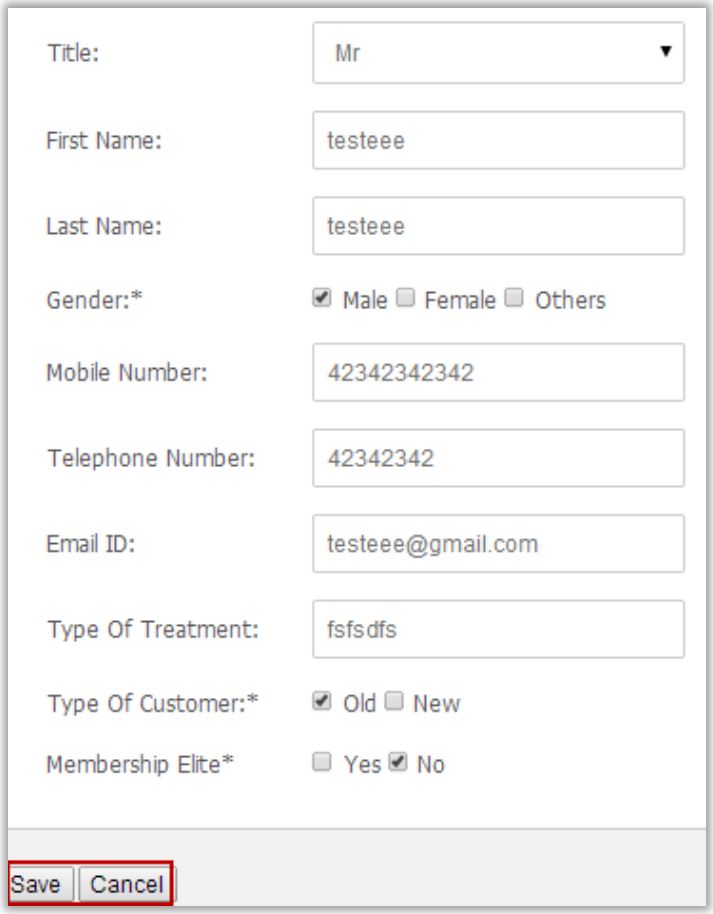
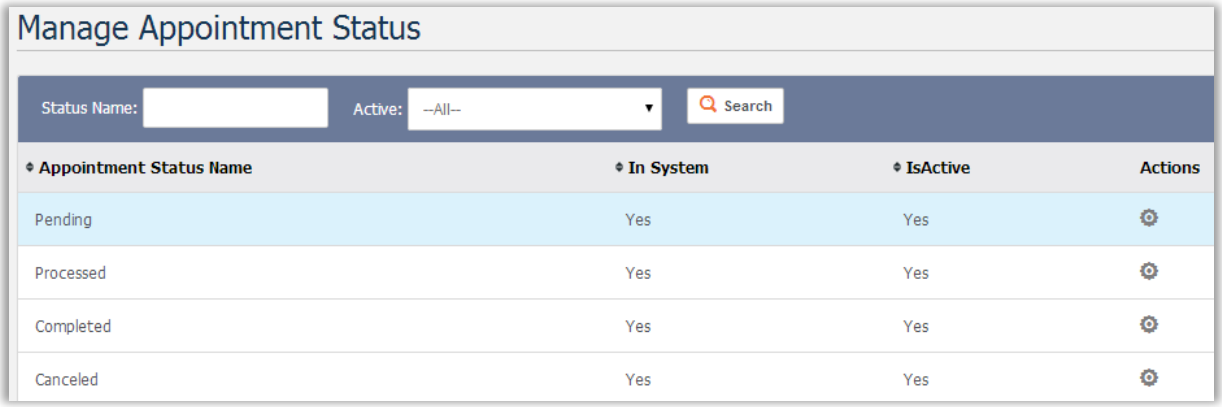
And the bottom portion:



After making required changes click on the **Save Button,** you shall see the success message.

Note: The data shown above is received from the **BOOK AN APPOINTMENT** form at the front end.

Follow **Catalog > Appointments > Appointment Status Management.** And you will land on the following page.



The actions icon provides Edit option. From here you can edit the status name of appointments. Refer to the screenshot below:

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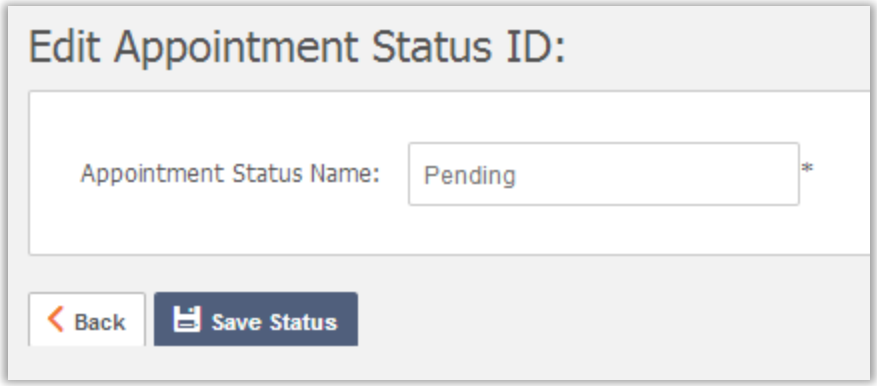
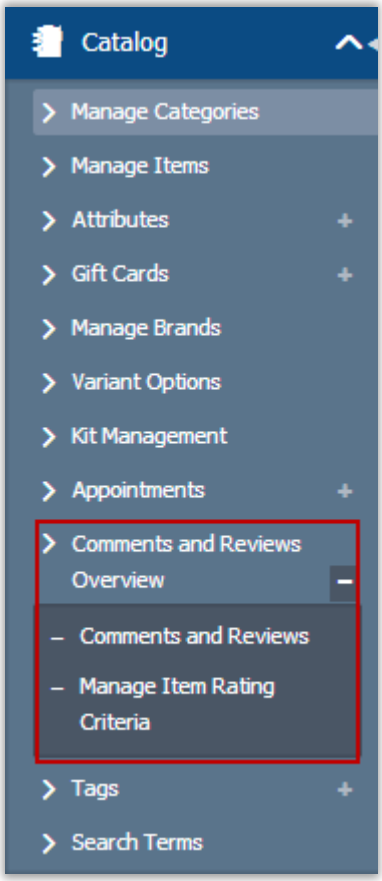


You can localize the appointment status from the Actions icon at the end of each status row.

Comments and Reviews Overview

This module provides a platform where customers can share their reviews on each catalogued item. Honest feedback from customers will help merchants set up a proper mechanism to upgrade their catalog.

The **Comments and Reviews Overview** tab will lead you to a page where you can choose to access **Comments and Reviews** and **Manage Item Rating Criteria** as shown in the image below.



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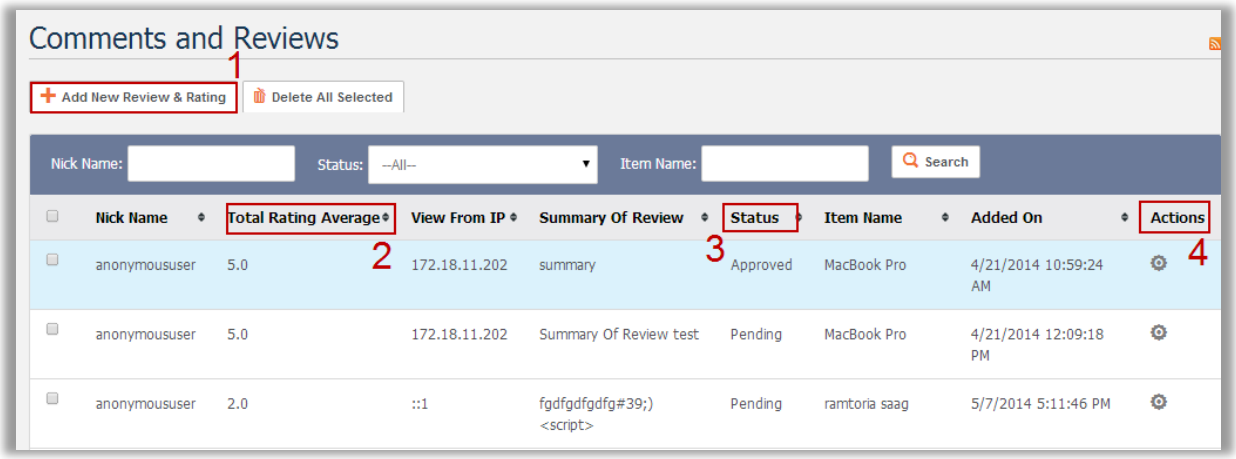
Comments and Reviews

The comments and reviews section helps the storeowners to manage the entire comments and reviews received for the products. You can simply approve, disapprove, or leave the comments and reviews pending. Moreover you can also search, add, delete or edit any comments and reviews as per your need. You will also get to see a quick glimpse of the nickname of the product, total rating average, view from IP, summary of review, status, item name and date added on.

Comments and Reviews option under Comments and Reviews Overview helps you get the ratings and reviews posted by buyers – as shown in the image below.



1. Add New Review and Rating : Click to add new review or to rate
2. Average rating on the scale of 1 to 5
3. Rating status can be approved, pending or disabled
4. Click to find Edit or Delete options

Add New Review and Rating

The **Add New Review and Rating** tab lands you to a page similar to the one shown below where you will find a form.

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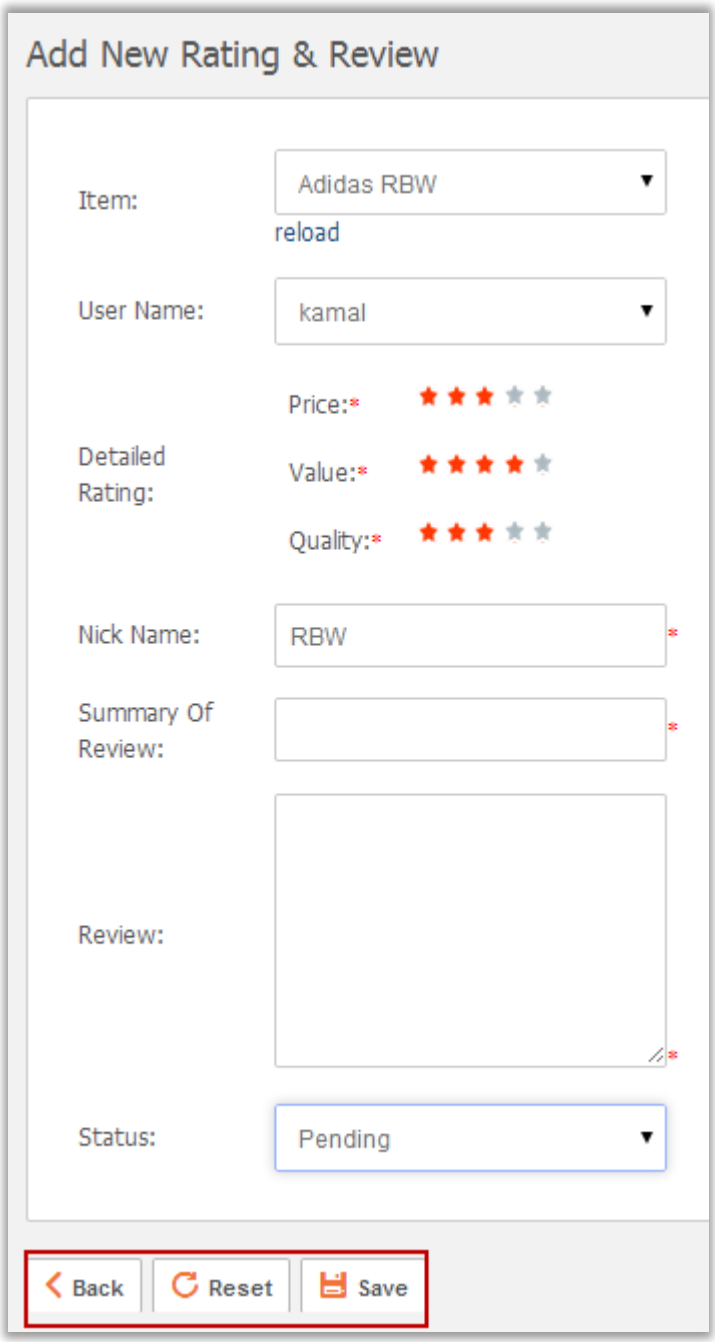

This form consists of the following fields.

- **Item** – Select the item you want to review.
- **User Name** – Select a User Name from the drop down list.
- **Detailed Rating** – Click to rate with regard to price/value/quantity.
- **Nick Name** – Give a nick name to the item.
- **Summary of Review** – Summarize your review.
- **Review** – Type the product review.
- **Status** – Set the status

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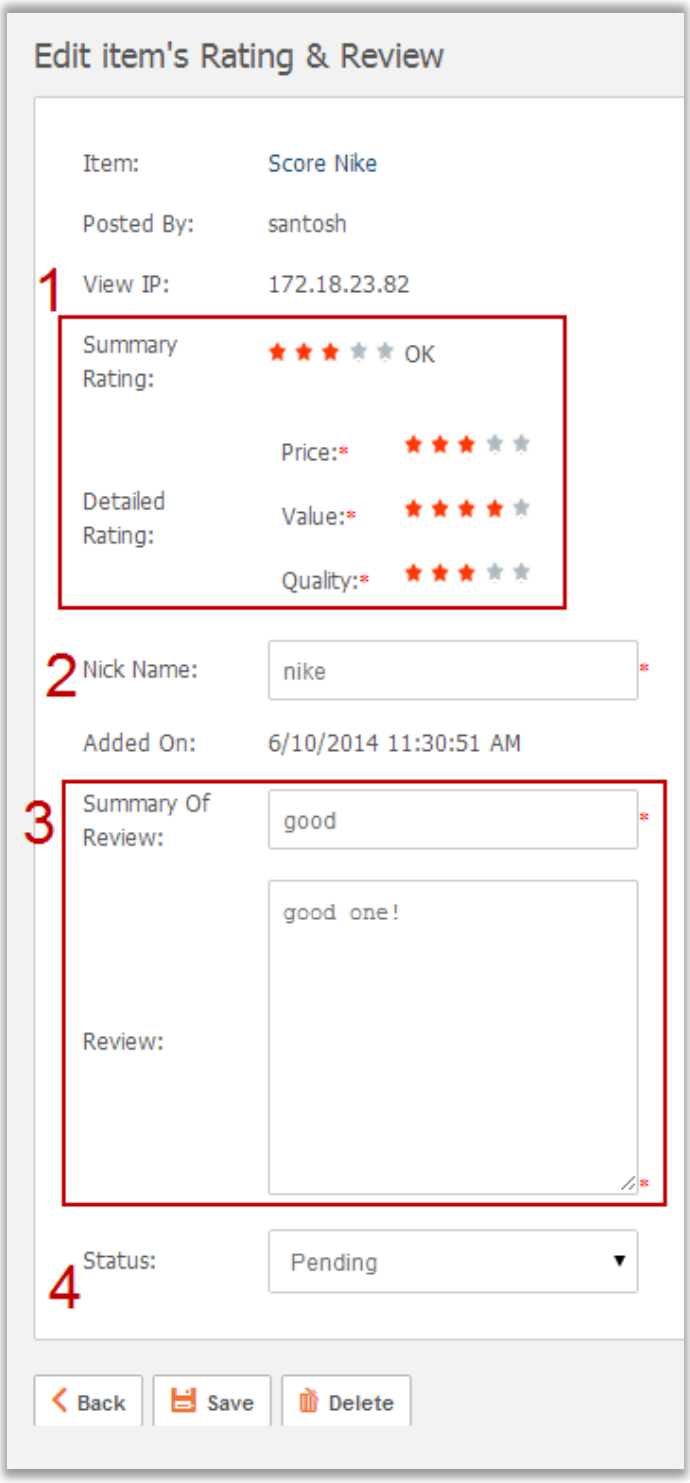
Edit Comments/Ratings or Review

To edit particular Comments/Ratings or Review, go to **Actions** under **Comments and Reviews** and click on **Edit** from the pop-up that shows up. Then, you will be directed to the following page.



It consists of the following fields which you can edit:

1. **Edit** Summary Ratings or detailed ratings as per your liking

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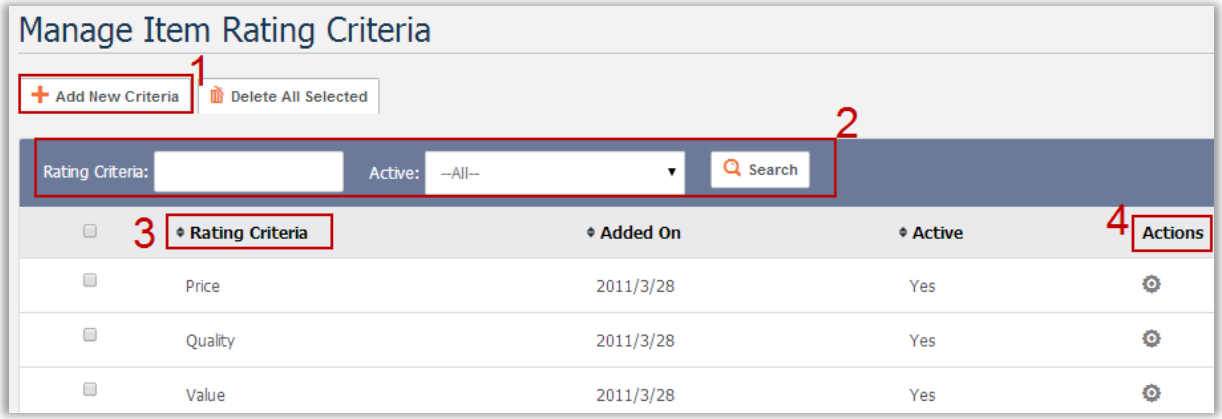
2. **Nickname**: Type to edit the nickname
3. **Review**: Type to edit the review.
4. **Status:** Approve the changes you made.
5. **Save** to make the review visible.

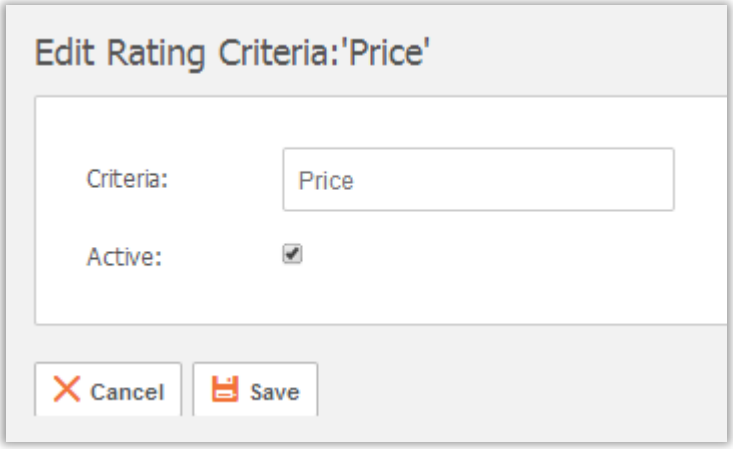
Manage Item Rating Criteria

By default, AspxCommerce comes with three criteria – price, value and quality, as shown in the image given below.



1. Click to Add new criteria
2. Enter details for quick search
3. Lists all the rating criteria and their status along with date they were added
4. Click to find **Edit** and **Delete** options

The **Edit** option under Actions will land you to the below given page.



It consists of the following fields.

- **Criteria** – Type new criteria.
- **Is Active** – Click to activate.
- **Save** – Save to activate new criteria.

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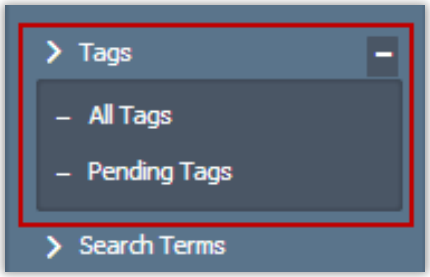
Rating a product based on their value, price and quality sometimes may not be enough. Hence, AspxCommerce provides you the flexibility to add new criteria based on your needs. Click on **Add New Criteria** button to find the following form.

It consists of the following fields.

- **Criteria** – Add new criteria.
- **Is Active** – Click to activate.
- **Save** – Save new criteria.

Tags

A tag is a keyword or phrase that is added to products to make it easy for you to find them again. The **Tag** option under **Catalog** gives you two more options for managing tags as shown below.



All Tags

This takes you to all the available tags that are added to products irrespective of whether they are approved or not and helps you search, view, delete and approve or disapprove the tags.

Navigate to **Catalog>Tags>All Tags** to manage the entered tags. You will be directed to the following page.

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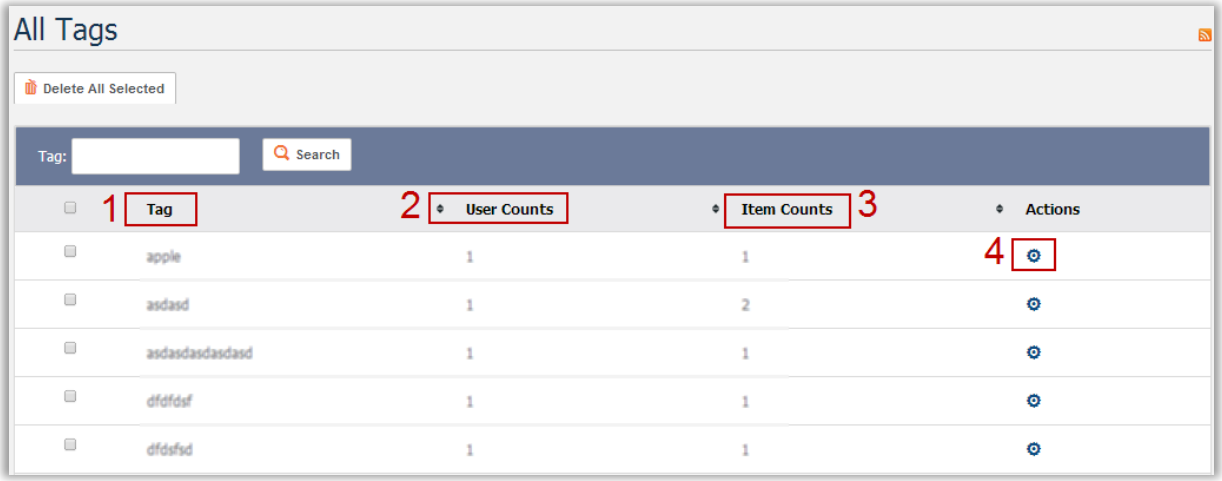
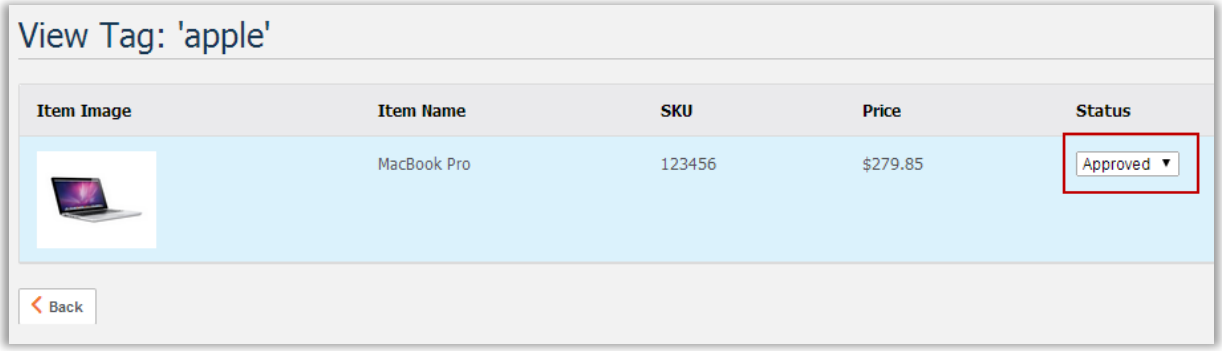


1. **Tag**: List of tags submitted to the frontend
2. Number of **users** who submitted the tag
3. Number of **items** for a particular tag
4. Click for **view** and **delete** options

The **View** option under **Actions** will take you to a page where details of your selected tag will be displayed.



The drop-down under **Status** provides Approve, Disable or Pending options. Choose one.

Pending Tags

This takes you to all pending tags that are in queue to get approved. Once a new tag is added to a product, it goes to the pending queue. The storeowners will then decide to approve depending on whether the tag resembles to the nature of the product or not.

To access pending tags in your store, navigate to **Catalog>Tags>Pending Tags**

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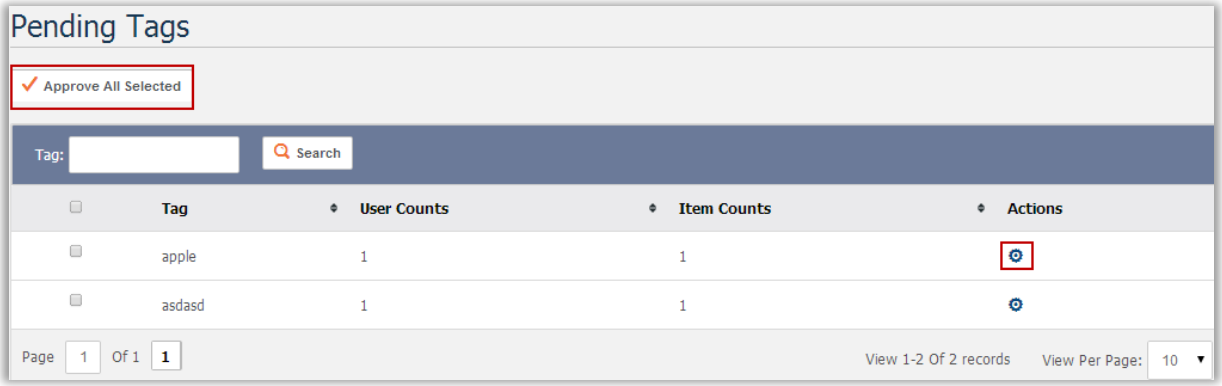
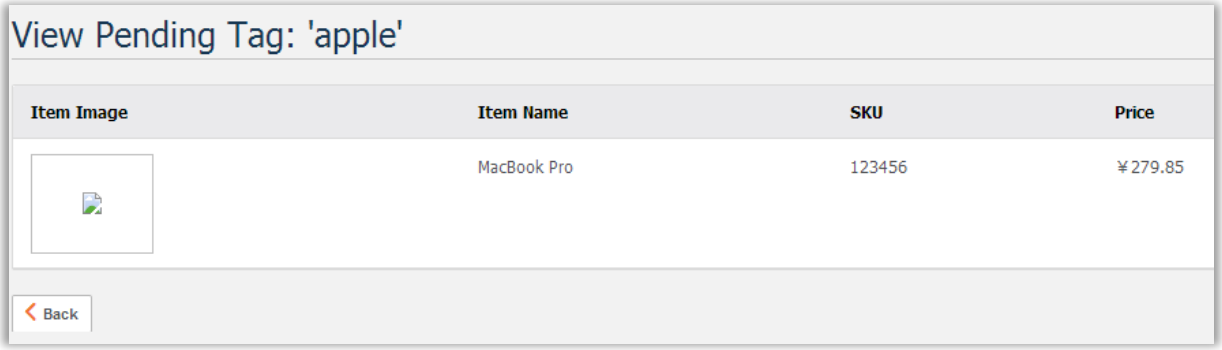


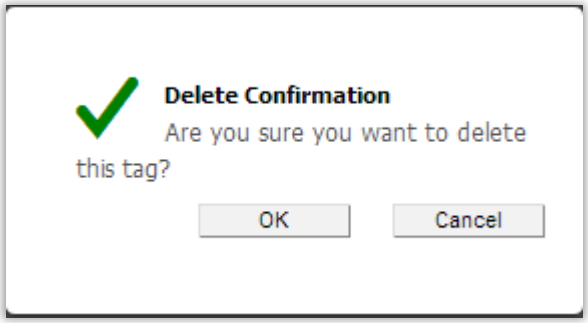
The Approve All Selected option enables you to approve tags from the list below. All you need to do is select the tags to be enabled and click on Approve All Selected.

Likewise, click on **Actions** icon to find View and Delete options. The View option will take you to a page, as shown below, where you can find further details on each the pending tags:



Here, SKU stands for Stock Keeping Unit.

Similarly, the **Delete** option under **Actions** will pop up a box, as shown below, asking you to confirm the action.



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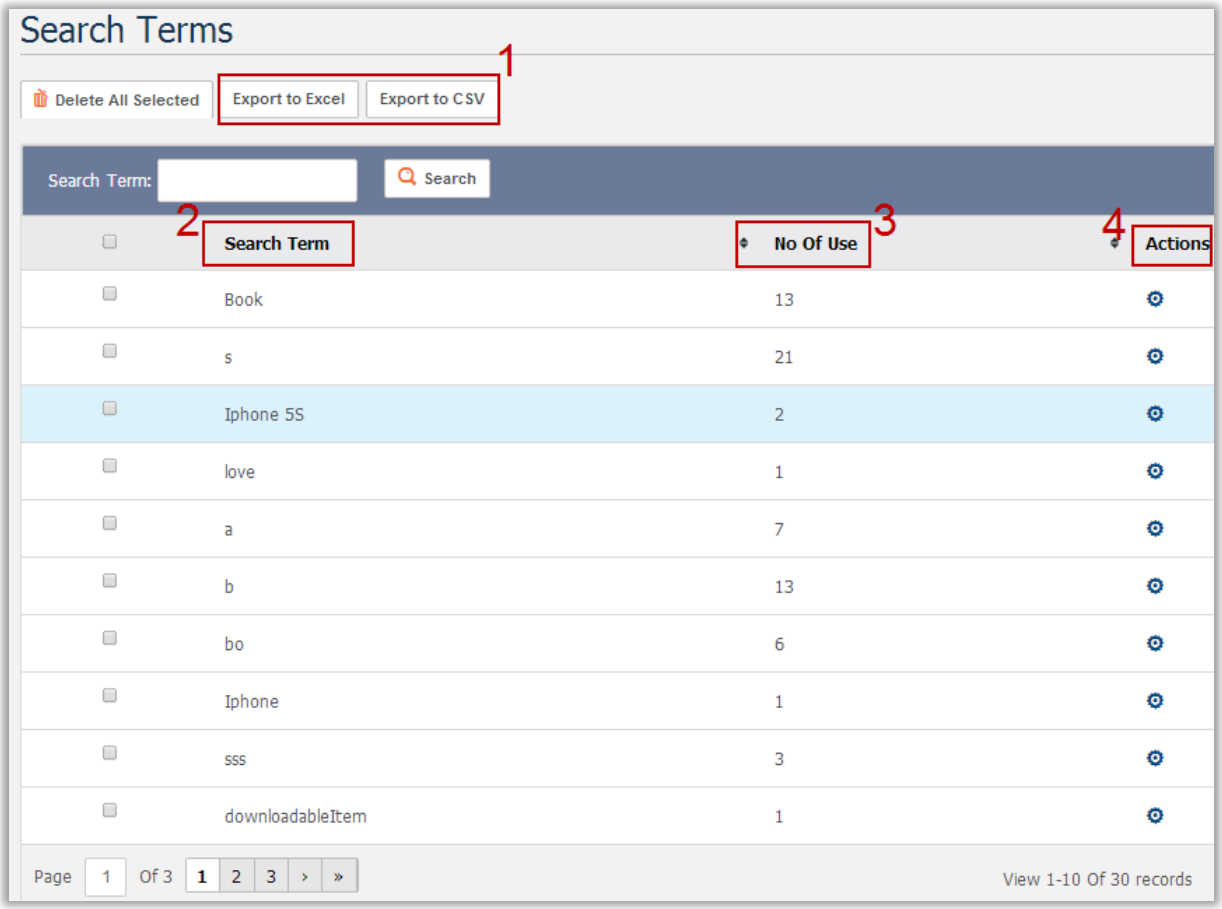
Search Terms

The search terms provides a list of all terms that were searched on your store. For example, customer may search for an item called laptop, the search term laptop will be stored in the Search Term Manage page. This feature benefits the store owner to know what items the customers are searching for or which is in demand, accordingly the store owner can enhance their sale. Search Term Manage page contain 3 columns:-Search Term, No of use and Action.

Follow **Catalog>>Search Terms** from the sidebar menu, you will come across the following page:-



1. **Export** Files to your desired format
2. **Search Term:** Shows the searched terms
3. **No. of Use:** Denotes the number of times the particular term was searched
4. **Action:** Click to delete the searched term

Note: You can export your data (search terms) to Excel or CSV value format.

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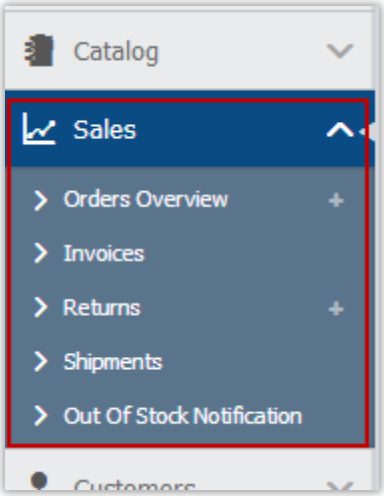
Sales

This module eases the management process of the overall sales figure in your store. You can access reports, make changes and check sales records in your store with this module. Here, you will be provided with reports on the status of orders, your list of invoices, shipments and returns. This will eventually help make your store proceedings swift in its sales.

From the Sidebar Menu, click to expand **Sales** option.

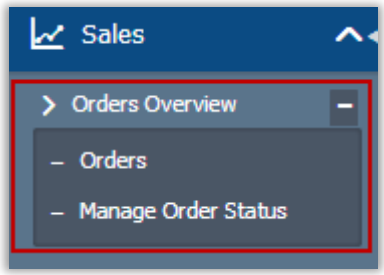


With these options, you can choose to check your sales report regarding Orders Overview, Invoices, Shipments and Returns.

Orders Overview

This module aids in efficiently receiving, managing as well as fulfilling orders. You can not only access reports on orders but also manage them in order to fulfill demands of your customers.

Navigate to **Sales>>Orders Overview** and you will come across two further options:



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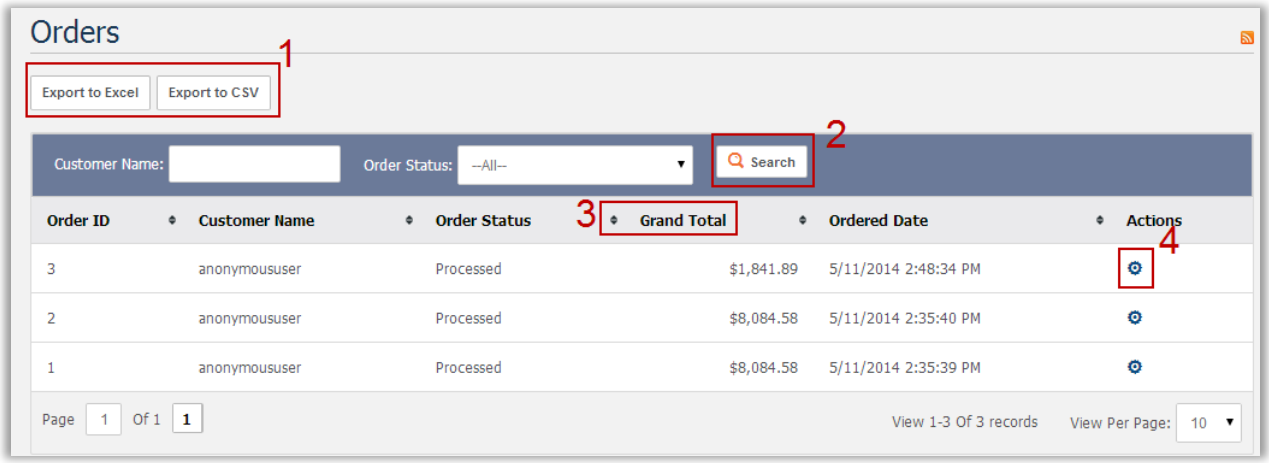
Orders

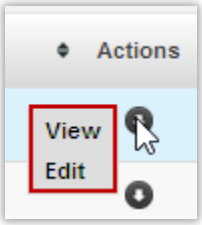
In order to track orders in your store, follow **Orders Overview>Orders**. You'll be prompted a window as shown below:



Here, you can access the list of orders made to your store and their details. Details include, order ID, Customer Name, Order Status, Grand Total and Ordered Date.

Note: This RSS sign placed on the top left corner of the window helps you keep track of changes with every update on the orders, much like bookmarking.

1. **Export to Excel/CSV:** Export the orders details in the format you prefer
2. **Search:** Look up for the desired orders details directly
3. Click to **view** the table details on ascending or descending order
4. **Actions:** Click to find **View** and **Edit** options for further details



The **View** option under **Actions** will take you to a page with further details as shown in the image below:

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Order ID:102

Ordered Date :5/29/2014 1:05:14 PM
Invoice Number :20140529010514
Store Name :SageComers
Store Description :AspxCommerce
Payment Method :Cash On Delivery

Billing Address :
Sunil GG
ABC 123 Ave
Kathmandu
Nepal 33333 Nepal
sunil@abc.com
3232322322323232,

Order Details:

SKU	Item Name	Shipping Method	Shipping Address	Shipping Rate	Unit Price	Quantity	Line Total
jean004	X Jeans	Self PickUp	Sunil GG ABC 123 Ave Kathmandu Nepal 33333 Nepal sunil@abc.com 3232322322323232	$0.00	$350.00	1	$350.00
						Sub Total :	$350.00
						Discount Amount :	- $200.00
						Nepal Tax:	$45.50
						Extra Tax:	$5.00
						Shipping Cost :	$0.00
						Coupon Amount :	- $0.00
						Discount(Reward Points):	- $0.00
						Grand Total :	$200.50

Back | + Create/View Shipping Label

- **SKU:** Stands for the 'Stock Keeping Unit'.
- **Create/View Shipping Label:** Click to view the shipping label or to create a new one.

Likewise, the **Edit** option under **Actions** takes you to the following page:

Edit Order Status :

Customer Name : sunil

Ordered Date : 5/29/2014 1:05:14 PM

Order Total : $200.50

Order Status : 1 Processed

Back | Update 2

1. Click on the applicable order status from the drop down

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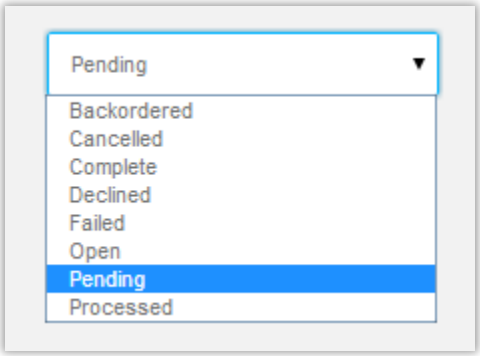
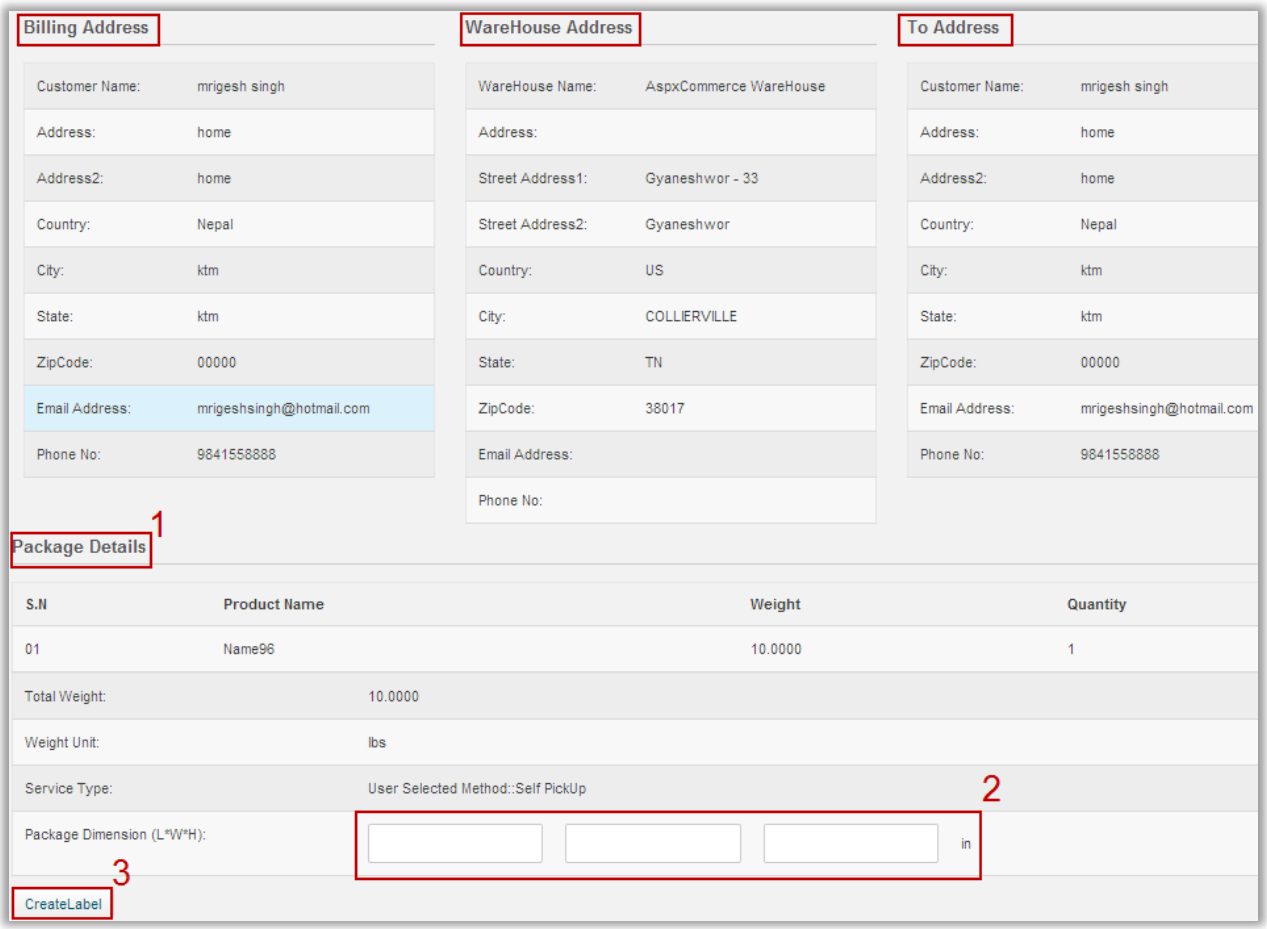


2. Click to update the newly added information

Creating Shipping Labels

Follow **Sales>>Orders overview** and click on **order icon.** Then the **View** option under **Actions** will take you to the afore-mentioned window where you get the option to **View/Create Shipping Label**. Clicking on it will take you to a window as shown below:



As you can see, here you get the details about shipping label including the correct **Billing Address, WareHouse Address, To Address** and **Package Details**. The fields numbered above are explained below:

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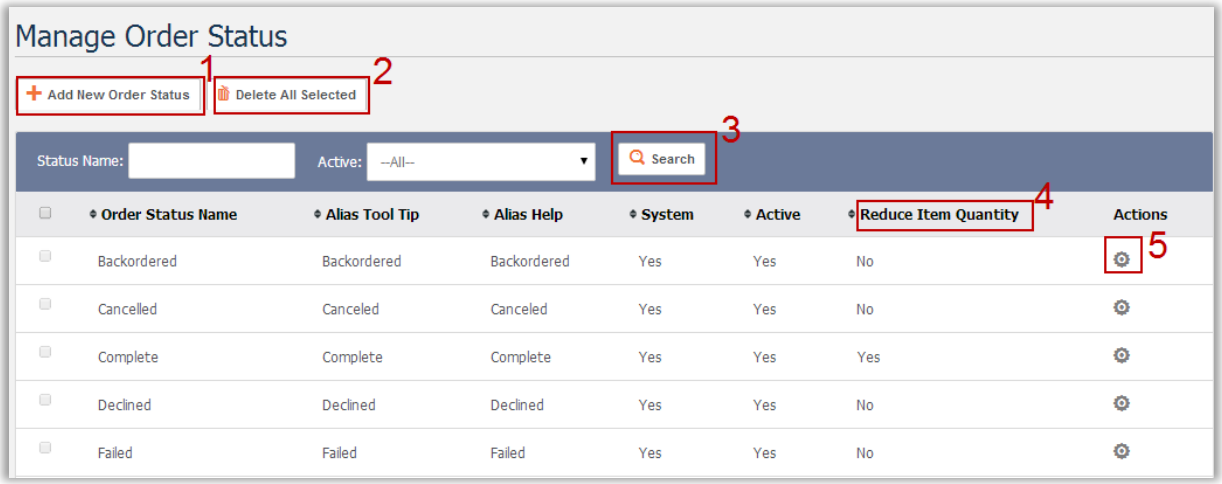
1. **Package Details:** This section gives out all the package details for the label
2. **Package Dimension:** Enter length, breadth and height of the package in inches.
3. **Create Label:** Click to get the corresponding shipping label for use (in Pdf file format). The final label appears like the one shown in the image below :

Manage Order Status

By default, AspxCommerce comes with eight system built-in order status with the flexibility to edit and delete the same. Please refer to the image below for details:



1. **Add New Order Status:** Click to add new status
2. **Delete All Selected**: Click to delete any of the Order Status Name listed in the table. Alternately, you can also delete individual names from the delete option under Actions. Please note that the system status cannot be deleted. Trying to delete them will pop up the following notification box :

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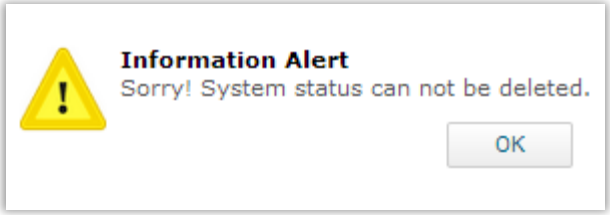
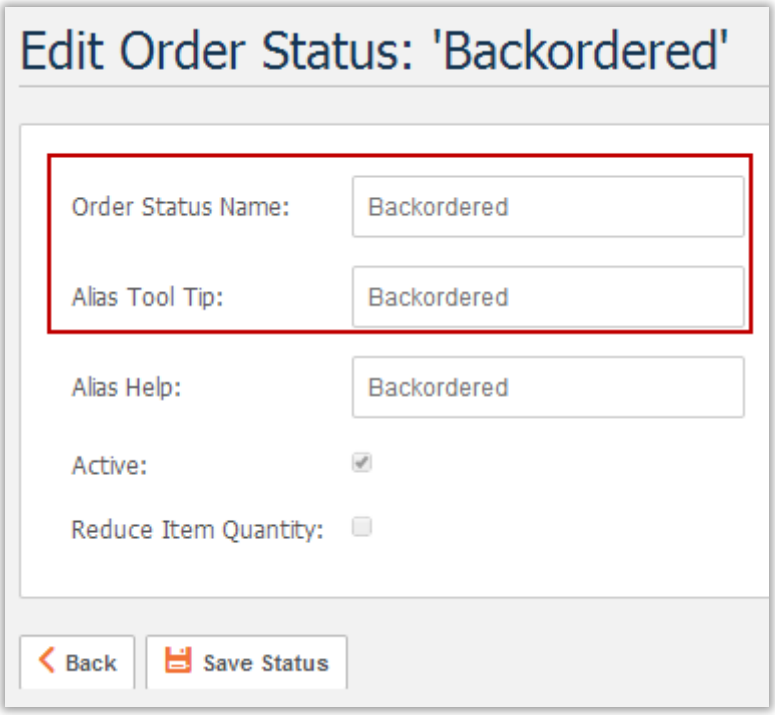


3. **Search:** Enter the status name or choose if its active or inactive for quick search
4. Click to change the **order** in which the status are listed
5. Click on **Actions** to find Edit and Delete options. Edit option will take you to a page as shown in the image below:



- **Active:** Click to Activate the edited order
- **Save Status:** Click to save edited information

Here, fill up the fields with any information that you want edited.

You can also add new status. The **Add New Order Status** under **Manage Order Status** will take you to the following page:

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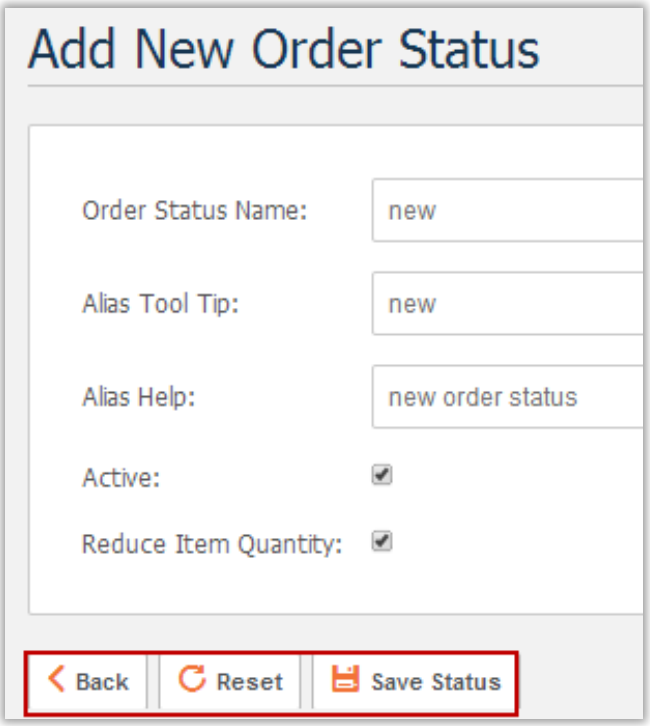

- **Order Status Name:** Type new order status
- **Alias Tool Tip:** Define Alias tool tip
- **Active:** Check to activate this status

Click on **Save Status** to save the new order Status, **Reset** for a new form and **Back** to discard.

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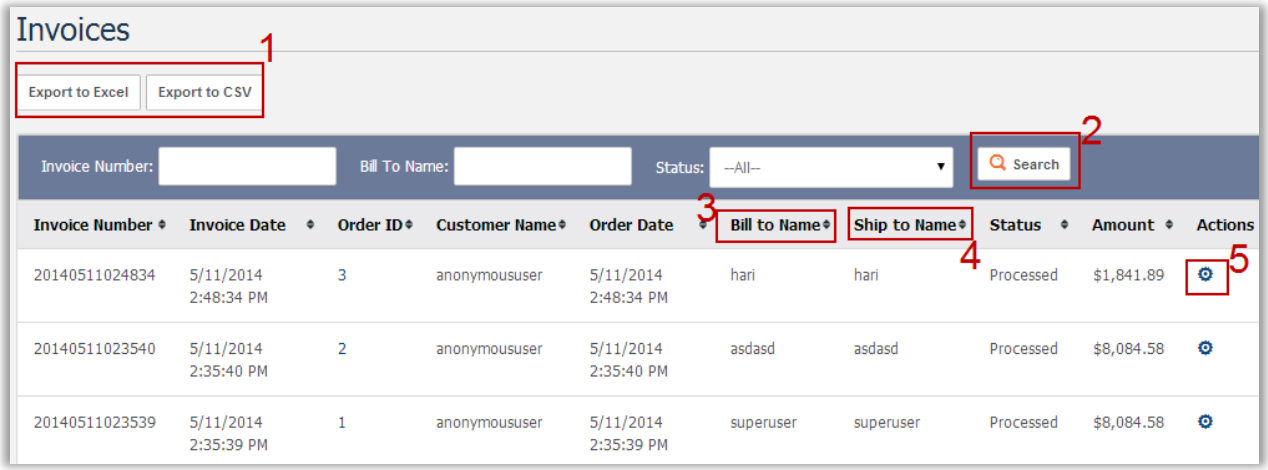
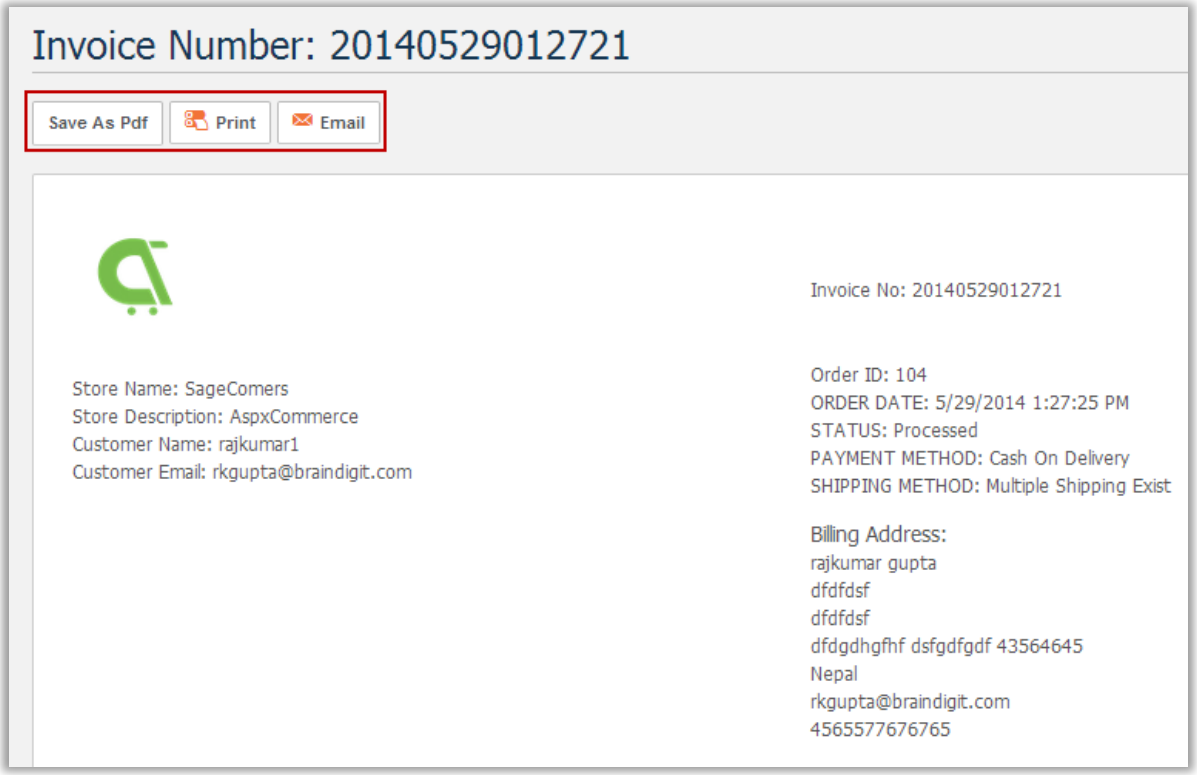
Invoices

Navigate to **Sales>>Invoices** to access a list of invoices including the details on date, order id, customer name, order date, status, total amount, and the likes. Refer to the image below for details:



1. **Export:** Export the list of invoices in your desired format (Excel or CSV)
2. **Search:** Carry out quick search with invoice number, Bill to Name or Status
3. **Bill to Name:** States the name to whoever the bill is charged
4. **Ship to Name:** States the name to whom the order is to be shipped
5. **Actions:** The down-arrow icon under Actions will open up a pop-up that will give you an option to 'View' details on selected invoice number. Click on view and you will be directed to a page as shown in the following two images:



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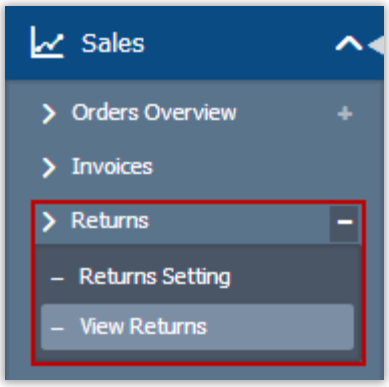
Ordered Items:

Item ID	Item SKU	Item Name	Shipping Method	Shipping To	Quantity	Unit Price	Line Total
6	Climacool	Climacool	Self PickUp	rajkumar gupta dfdfdsf dfdfdsf dfdgdhgfhf dsfgdfgdf 43564645 Nepal rkgupta@braindigit.com 4565577676765	1	140.00	140.00
12	Windows81Pro	Windows 8.1 Pro	N/A	rajkumar gupta dfdfdsf dfdfdsf dfdgdhgfhf dsfgdfgdf 43564645 Nepal rkgupta@braindigit.com 4565577676765	1	40.00	40.00
						Sub Total :	180.00
						Discount Amount :	- 0.00
						Shipping Cost :	0.00
						Coupon Amount :	- 0.00
						Discount (Reward Points):	- 0.00
						Grand Total :	180.00

Returns

To manage returns, navigate to **Sales>>Returns**. This module helps you access a list of items that have been returned for various reasons. You can view as well as manage such returns. You will find two options: Returns Settings and View Returns, as in the picture below:



Returns Settings

The Returns Settings, as shown in the picture below, allows you to set a period of time when returns are allowed in your store.

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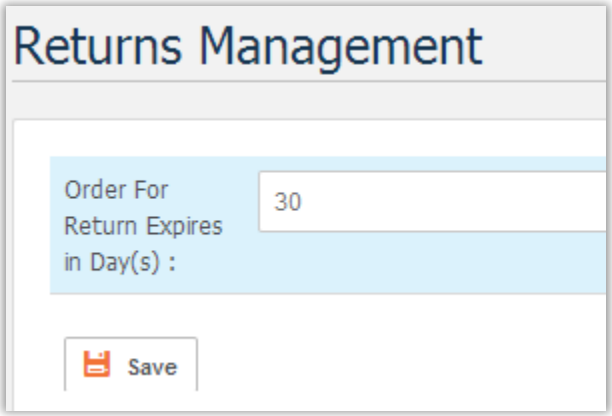
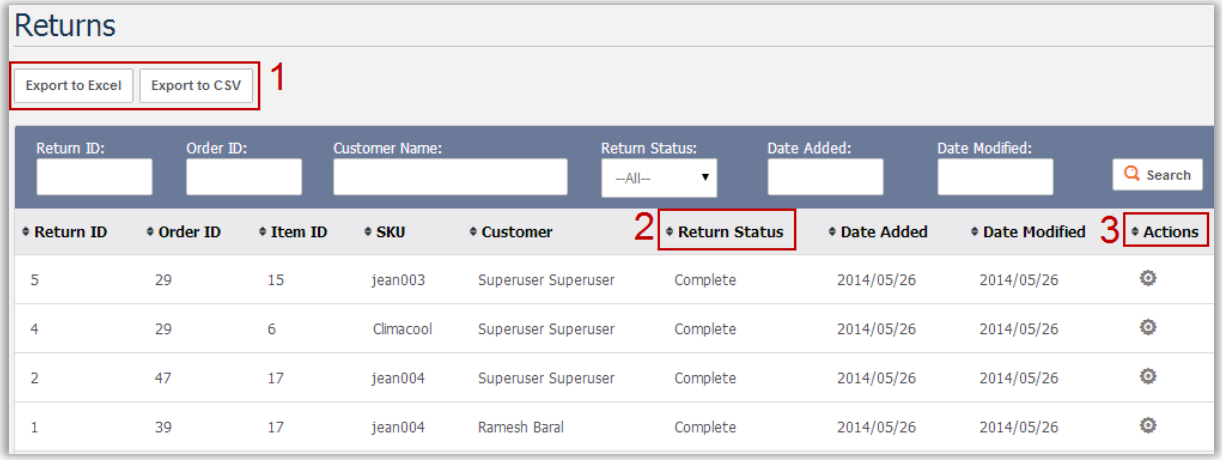


1. **Order for Return Expires:** Set your preferred time in days
2. **Save:** Click to Save new settings

View Returns

You can also view a list of all returns that have been made including the status of such returns and dates. Refer to the image given below for details:



1. **Export:** Export the file in desired format
2. **Return Status:** Lists the status of order return process
3. **Actions:** Click to 'View' or 'Edit' details for each return

The **View** option under Actions will land you to a page as shown the following two screenshots:

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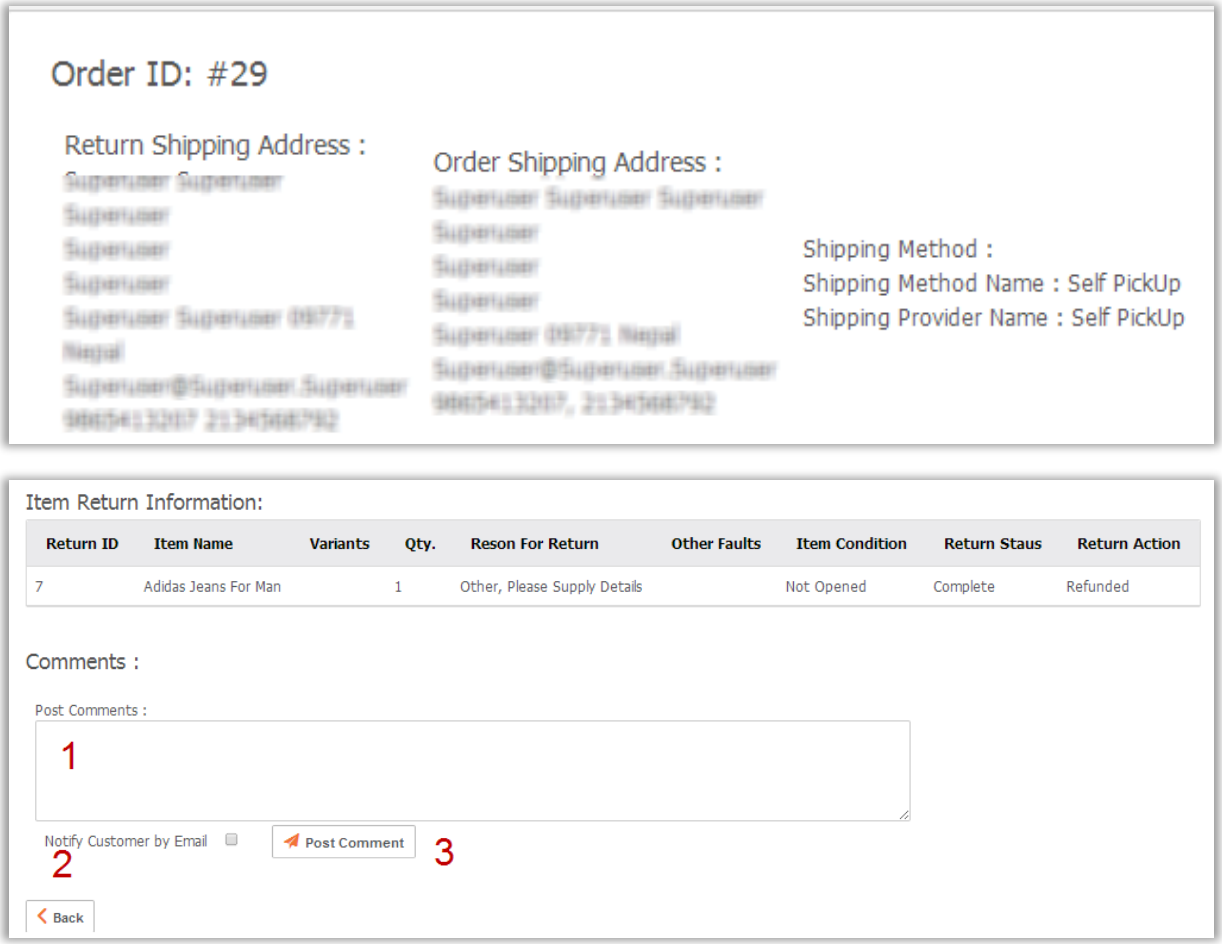

1. **Comments:** Type your comments about the return order
2. **Notify Customer by Email:** Check to have customer notified by email
3. **Post Comment :** Click to post the comment

Similarly, the '**Edit**' option will take you to an edit page like the one shown below:

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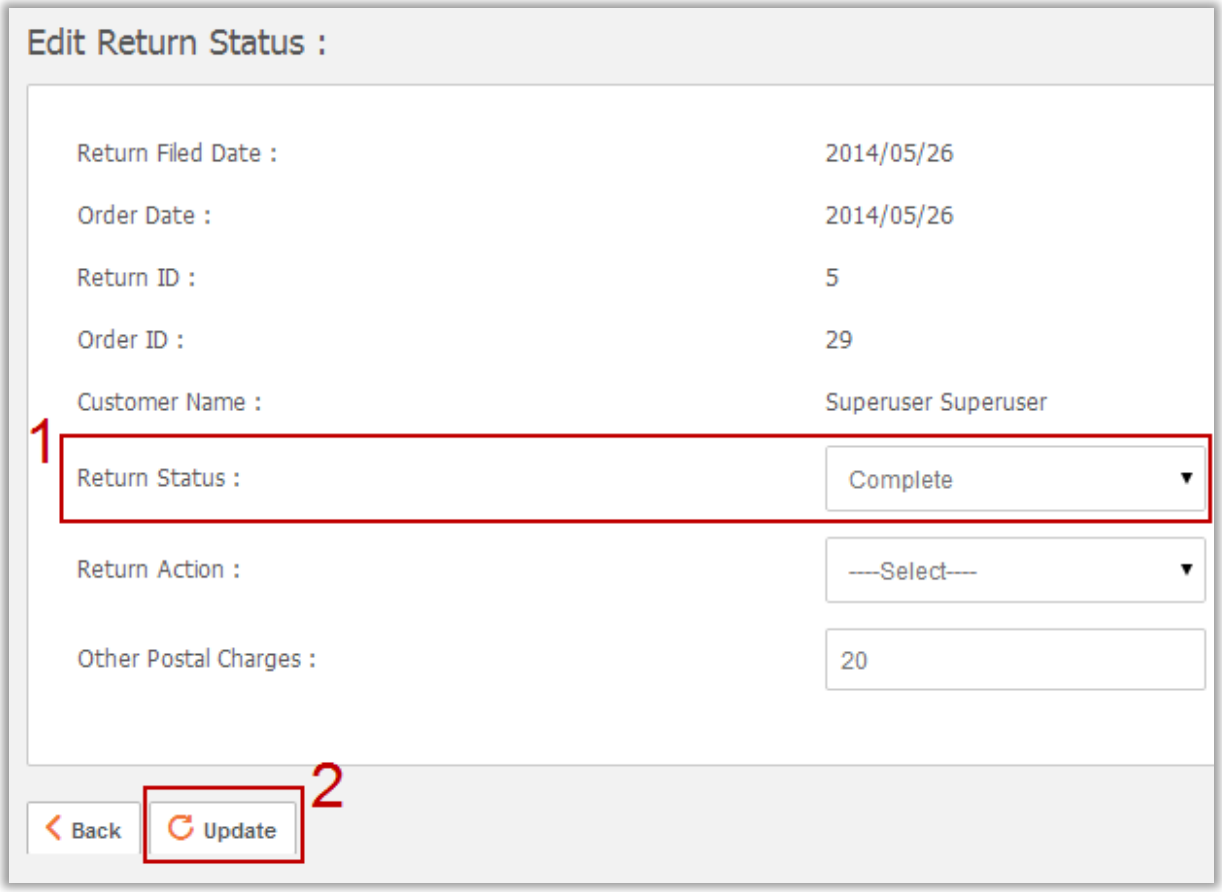

1. **Return Status:** Define a return status of the order. Choose the one applicable from the drop-down.
2. **Update:** Click to update changes you made, if any

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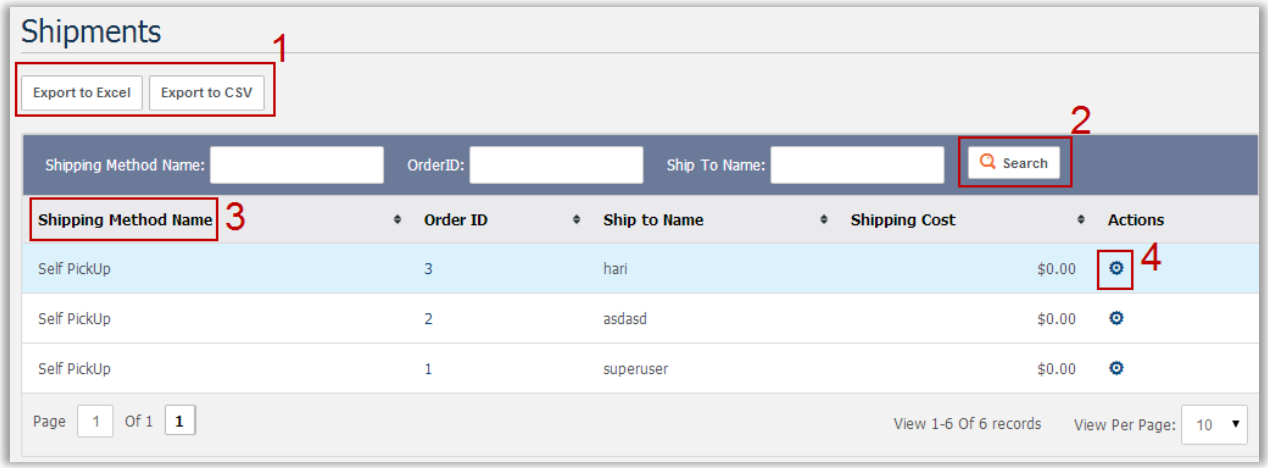
Shipments

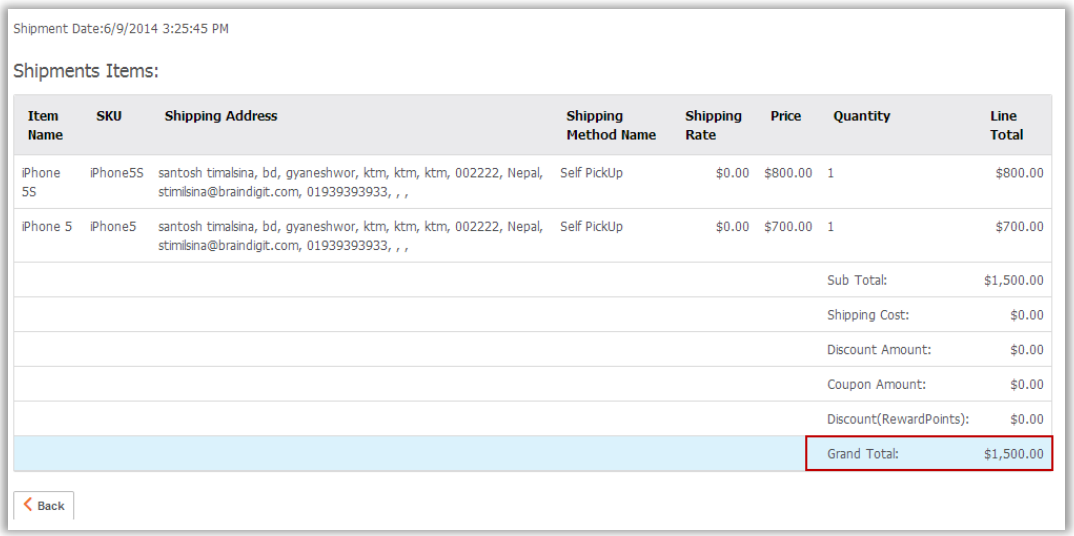
All the shipping information of orders received or processed can be seen here. The shipping detail comprises of shipping method name, order id, ship to name and shipping cost. Similarly, you can narrow your search for a particular shipment of order by the shipping method name, order id and ship to name. You can also export the shipping details to your excel worksheet or CSV files and get to view a detailed page of each shipment of orders and their status thereof.

From the sidebar menu, navigate to **Sales>>Shipments** in order to access records on products that have been shipped. You can also choose to download this report in Excel or CSV format. Report on your shipments will appear like the one shown below:



1. **Export:** Export the list of invoices in your desired format (Excel or CSV)
2. **Search:** Carry out quick search of individual shipment
3. **Shipping Method Name:** List of all the applicable shipping methods
4. **Actions:** Click to 'view' further details on each shipment

The '**View**' option gives further details about the shipment. Refer to the image below:



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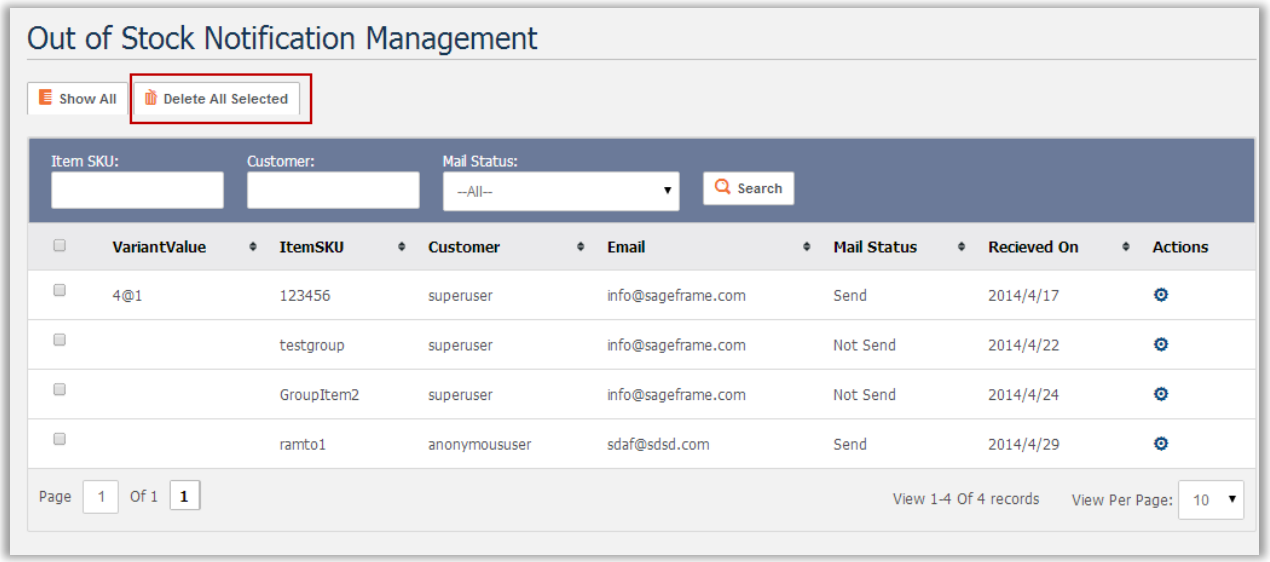
Here, **SKU** stands for the Stock Keeping Unit, which is useful in product identification. Your **Grand Total** appears at the bottom right corner of the window.

Out of Stock Notification

The goods that no longer exist in store stock are basically the out of stock items. Notifications are sent to customers for out of stock items using their email addresses. You can see a list of items that are out of stock and the details associated with them like variant value, storekeeping unit, customer, their email address, whether a mail is sent or not and date received on. You also have options to delete or show all items at once.

Notifications are sent to customers for out of stock items using their email addresses.



The table as shown above lists all the variant options that are out of stock and their respective email addresses. In case any of the variant is out of stock, email is sent to customer. It is from here that you can access the out of stock notification list and can also delete.

To delete, either place a check mark to the left of variant and click on **Delete All Selected**, or click on Actions to find the **Delete** option.

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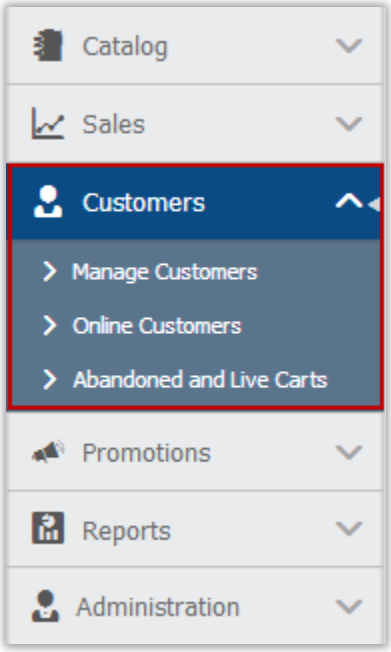
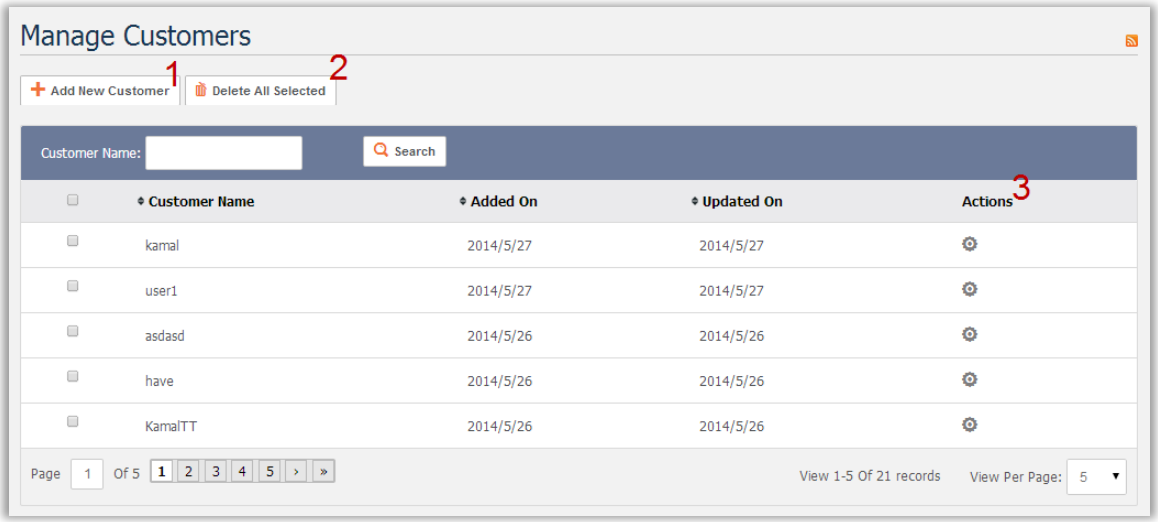
Customers

From the Sidebar Menu, navigate to **Customers** for customer details with regard to fields that include managing store customers and online customers, learning about the status of the carts active and/or abandoned and also in accessing the reward points that your customers might have accumulated overtime.



Manage Customers

The Manage Customers page lists you all the names of customers in your store. The list will be displayed like in the image below:



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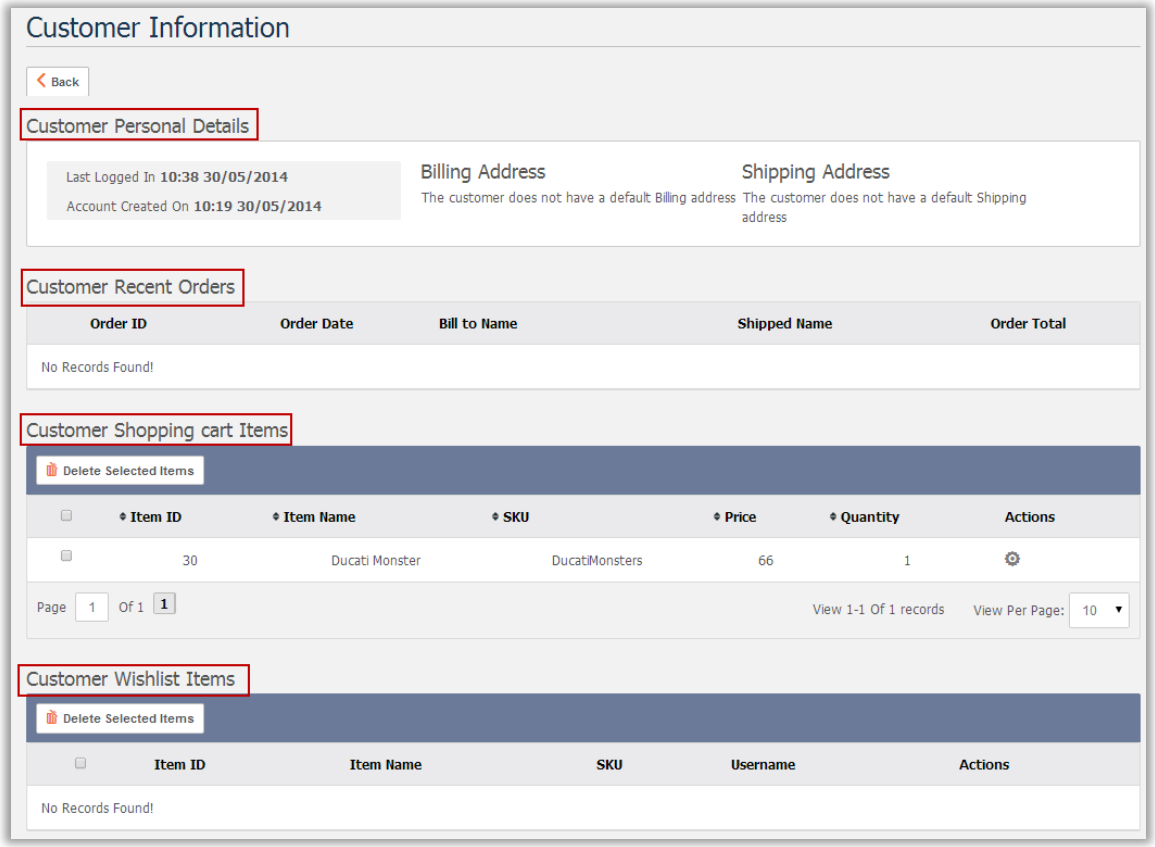
1. **Add New Customer:** Click to add new customer to your store
2. **Delete All Selected:** Click to delete all of the selected customers in your store
3. **Actions:** Alternately, click on Actions to find View and Delete option for individual customer names

Note: This RSS sign placed on the top left corner of the window helps you keep track of changes with every update on the orders, much like bookmarking.

The **View** option under actions will take you to the following page:



Here, you'll find information on personal details of the customer, recent orders, items in the shopping cart and also the Wishlist items, if there are any.

Similarly, the **Add New Customer** tab will direct you to the page as shown below:

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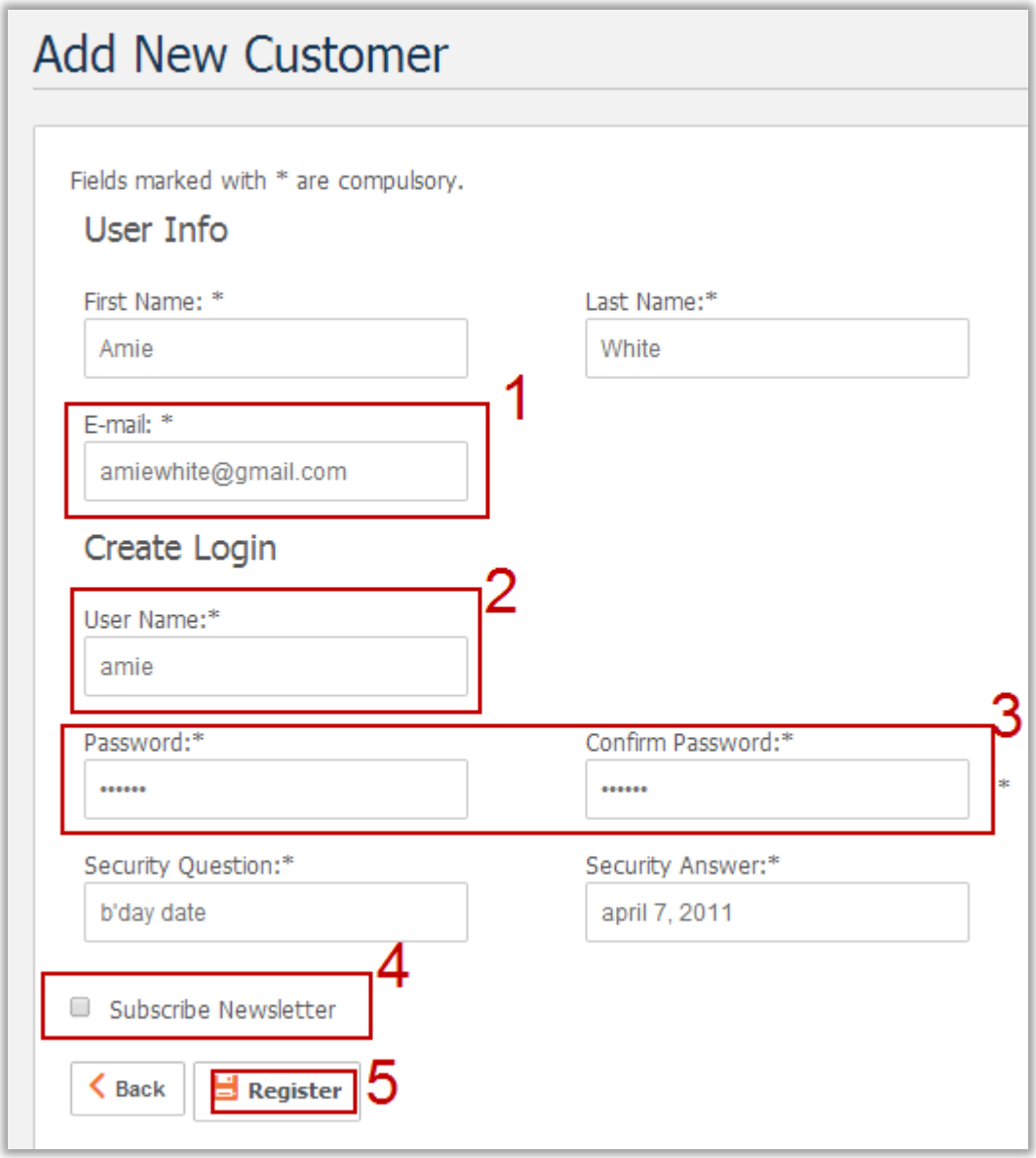

1. **Email:** Type existing email address
2. **User Name:** Create a user name
3. **Password:** Type a unique password
4. **Subscribe Newsletter:** Click to subscribe for newsletter
5. **Register:** Click to get registered as a customer

Online Customers

The **Online Customers** tool lists all customers that are logged in and are online at any given point in time. It lists customers in two categories – **Registered Customers** and **Anonymous Customers**. The registered customers page looks like the one shown below:

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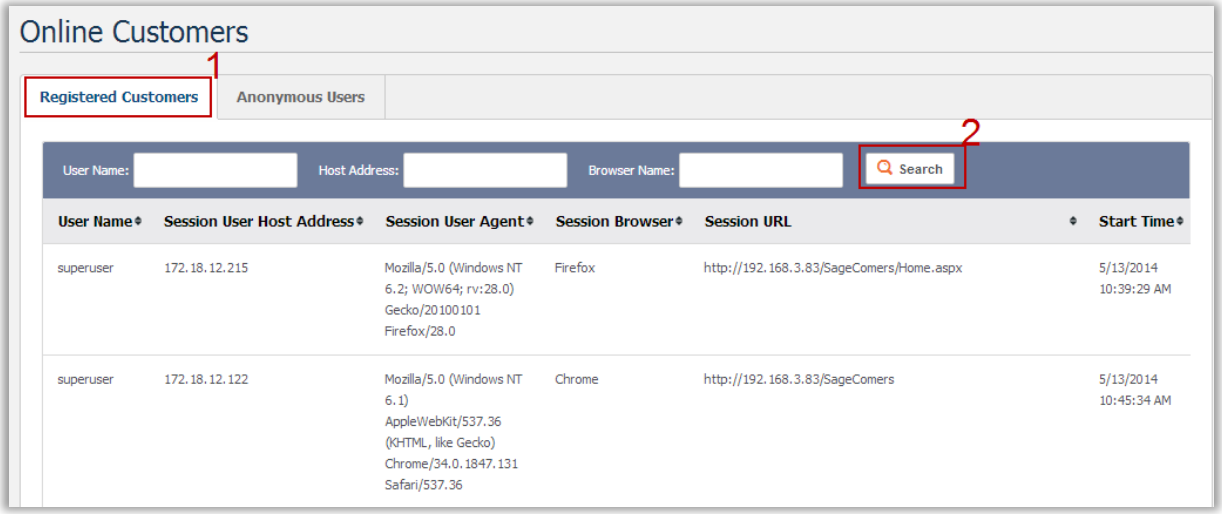
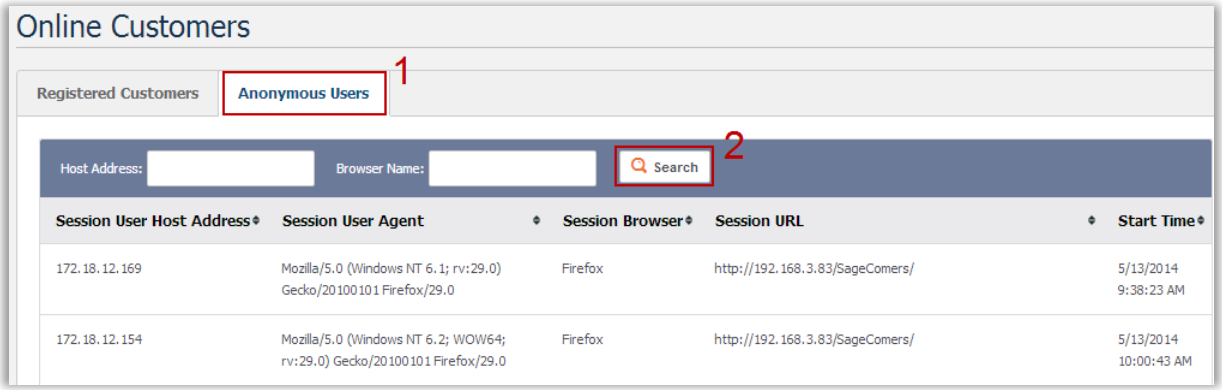


1. Enter details for quick search
2. List of already registered customers currently online
3. Time when the user started the session

Likewise, a list of anonymous users is also available. All you need to do is click on the Anonymous users tab and you will be directed to a page with a list like the one given below:



1. List of anonymous users currently online
2. Enter details for quick search

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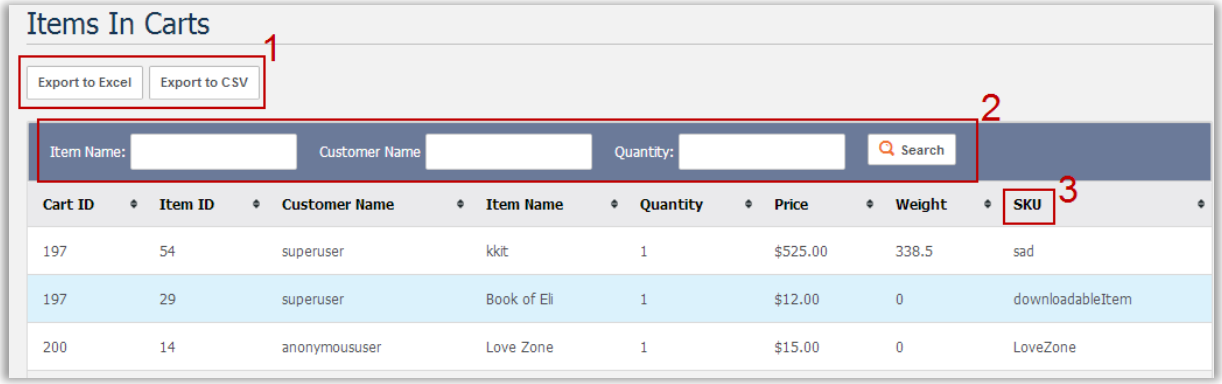
Abandoned and Live Carts

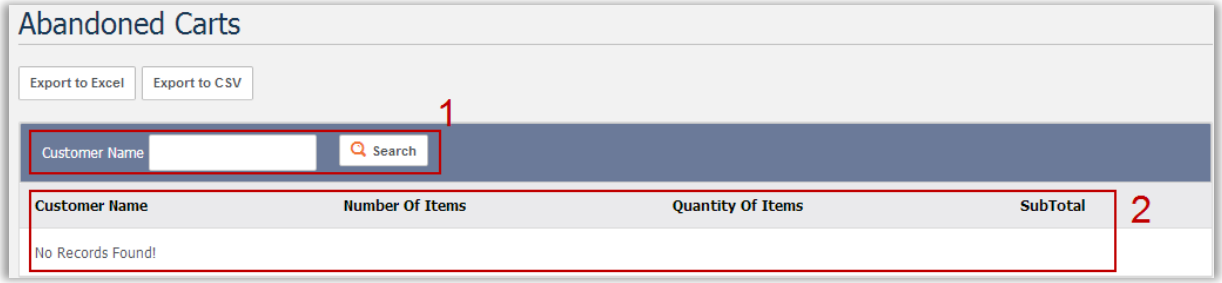
Once you navigate to **Customers>>Abandoned and Live Carts**, you will be able to access details on each customer who have logged in to your store including the items in their cart. Details can also be retrieved regarding customers who have abandoned their carts in the process of shopping.

Report on live carts would be similar to the image shown below:



1. **Export** the report in your desired format (Excel or CSV)
2. Enter details for **quick search**
3. **SKU:** Stock Keeping Unit

At the bottom portion of the same page, similar type of report can be accessed regarding abandoned carts.



1. Enter details for **quick search**
2. Lists the carts that have been **abandoned**, if any.

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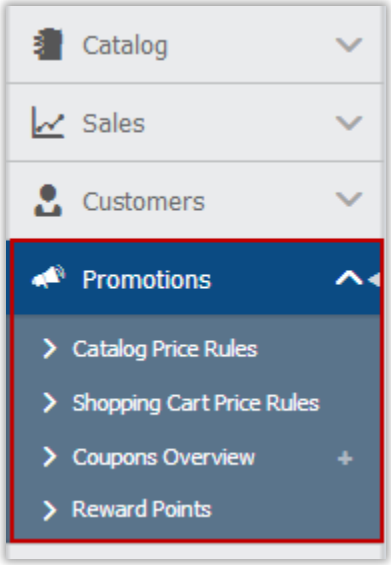
Promotions

From the Sidebar Menu, navigate to **Promotions** to create a separate shopping experience for your wholesale customers while hiding it from the other non-wholesale customers. You are provided with two configurable options to enforce Pricing Rule by User Id and or by User Groups. Those being:



Catalog Price Rules

Catalog Price Rule allows the administrator to create a variety of rules for offering discounts to the customers based on their purchase. Catalog Price Rule is applied before any product is added to the cart.

When a new catalog price rule is added, clicking on the option : Save and Apply will automatically calculate price for each item in that instant. This is what makes the system faster and efficient. Besides, scheduler can also be used to apply catalog price rule to items. Once scheduled, the system calculates prices following that rule at the time when the traffic is less, for example during mindnight.

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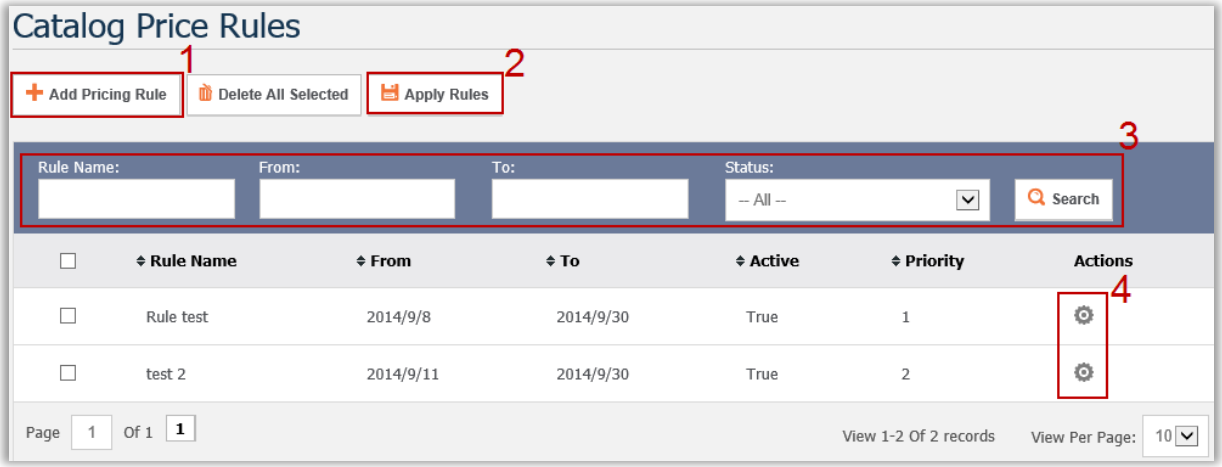
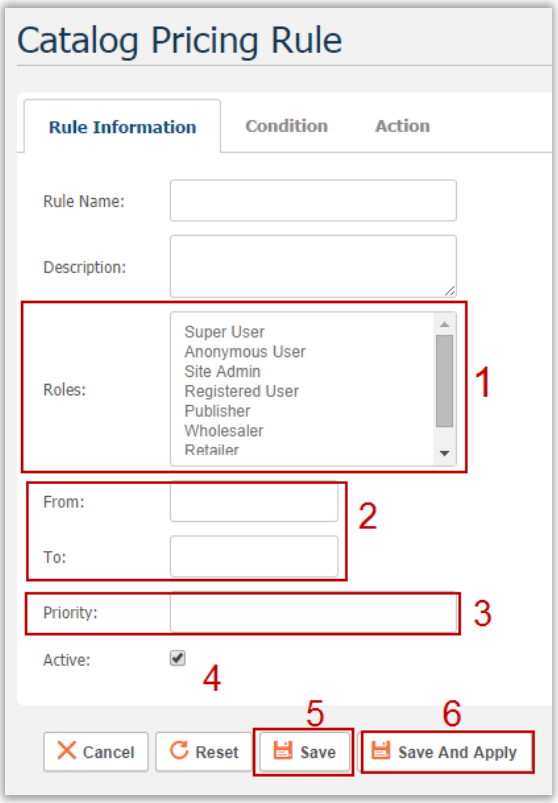


1. **Add Pricing Rule:** Click to add new price rule
2. **Apply Rules:** This is the new feature in this version that allows you to simply click and apply the catalog price rules instantly
3. **Search:** Enter fields for quick search
4. **Actions:** Click to find Edit and Delete options for each Rule Names

Adding New Pricing Rule

On the Catalog Price Rules page, click on **Add Pricing Rule** to create a new price rule. You will be directed to a form with three tabs: Rule Information, Condition and Action:



Note: Fields marked with Asterisk * are compulsory.

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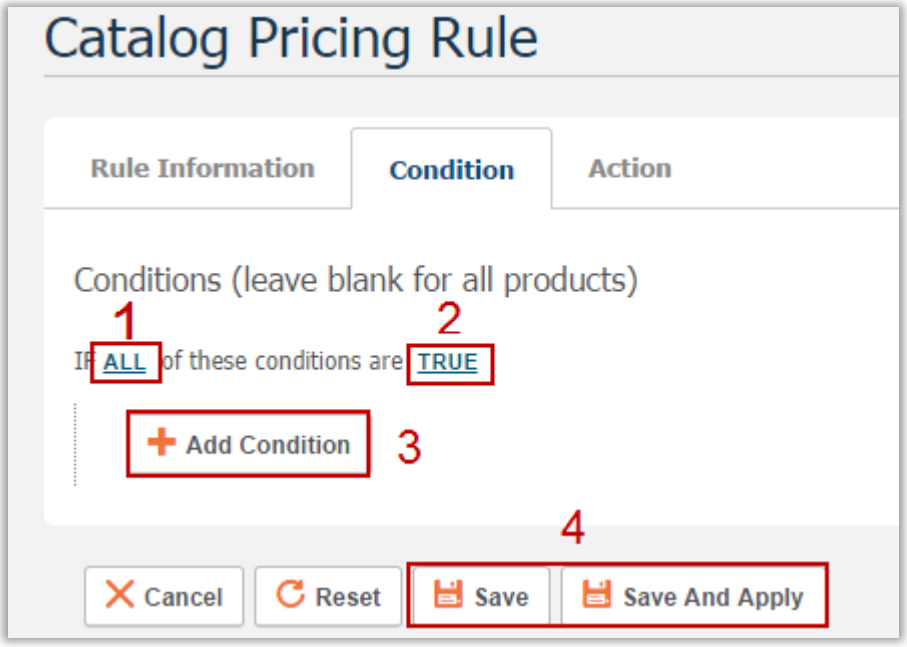
1. Select group/s to which the catalog price rule applies
2. Specify dates for the rules to take effect
3. Set a priority value
4. Place a check mark to activate the newly added price rule
5. Click to Save the price rule you just specified
6. Click on Save and Apply to save the rule and instantly apply it to calculate prices of all the specified items

Likewise, the **Condition** tab will allow you to set conditions for adding new pricing rule. Please refer to the image below:



Here, you can see that you have a condition to pick and then state whether its true or False.

1. **Condition:** Pick any or All. Options can be set from the Edit Conditions Settings
2. State whether **True or False** for that condition
3. Click to add a **new condition** clause
4. Click on **Save** to save the condition you just created and click on Save and Apply to instantly apply those conditions to products specified

Likewise, the **Action** tab defines the action to be taken on account of the condition applied earlier. Here, actions can be assigned as displayed in the image below:

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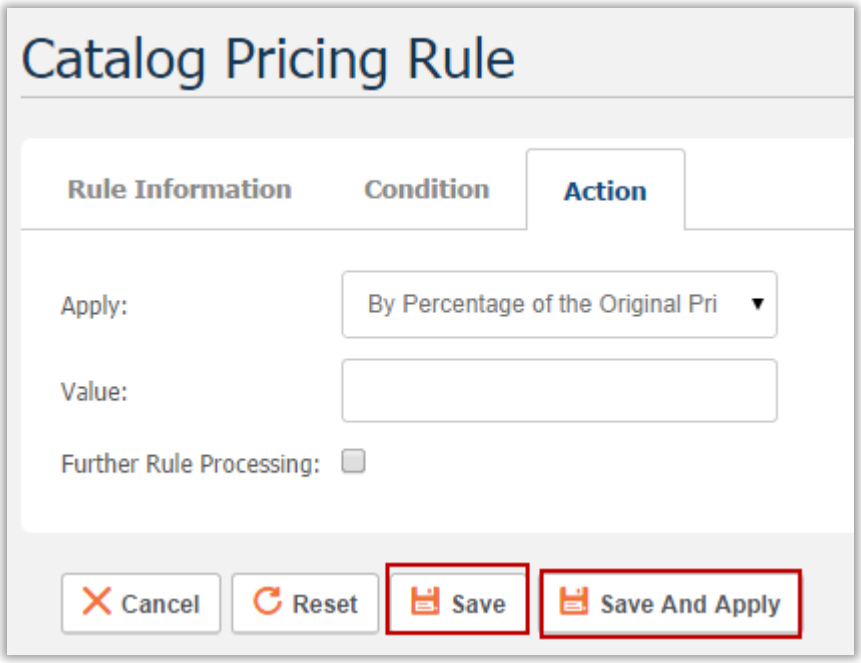

- **Apply:** Select any of the discount options from the dropdown to apply
- **Value:** Value by or to which the product should be discounted
- **Further Rule Processing:** Click to allow further processing rules
- **Save:** Click to save the action
- **Save and Apply :** Click for the action to take effect instantly

The options provided under **Apply** will perform one of the following functions:

- ✓ **By Percentage of the Original Price:** Discounts product by the percentage of the original price. For example, if the products original price is $350 and discount value is 10, so the 10% will be deducted from the original price which comes to be $315.
- ✓ **By Fixed Amount:** Discounts product by the fixed amount that has been defined in the value field. For example, if the products original price is $350 and the discount value is 10, the amount after deduction will be $340.
- ✓ **To Percentage of the Original Price:** Discounts product to the percentage of the original price. For example, if the products original price is $350 and the discount value is 10, 10% of $350 is 35, so the product price will be $35.
- ✓ **To Fixed Amount:** Discounts product to the fixed amount that has been defined in the value field. For example, if the products original price is $350 and the value defined in the value field is 10, the product will be charged $10.

Editing New Pricing Rule

The down-arrow icon under **Actions** will lead you to a similar page where you can edit selected rule name. You will be directed to a page as shown below:

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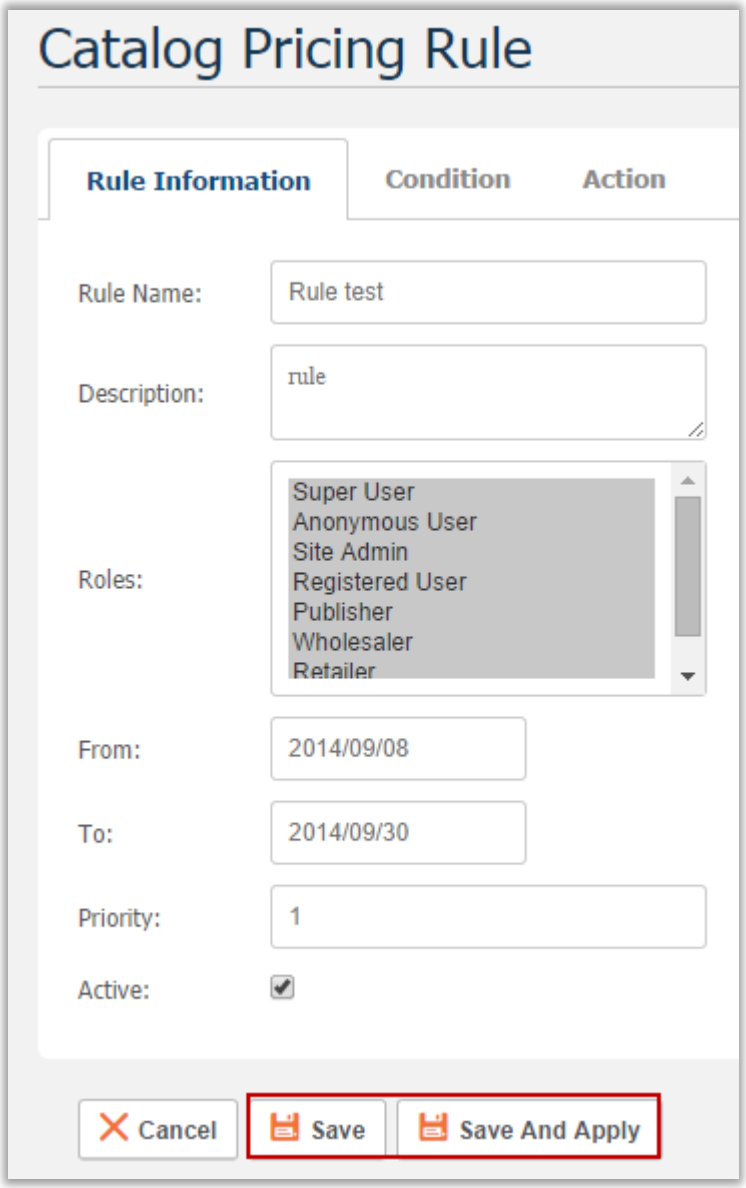

Here, you can make all the necessary editing to the role name, its description, the time limit, priority and can also choose to activate or deactivate any of the role. Click on **Save** to confirm the changes you just made. And click on **Save and Apply** to have the rule take its immediate effect on products specified.

Similarly, you can edit contents inside **Condition** and **Action**. Your edit window will look like the ones given below:

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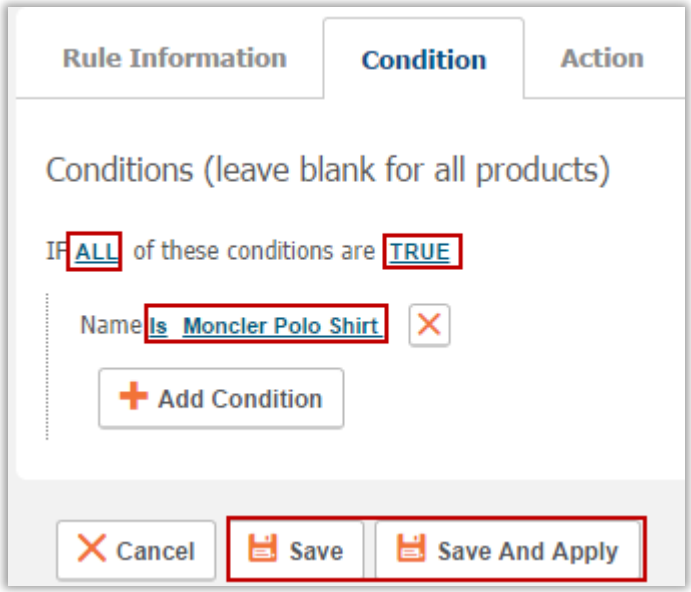
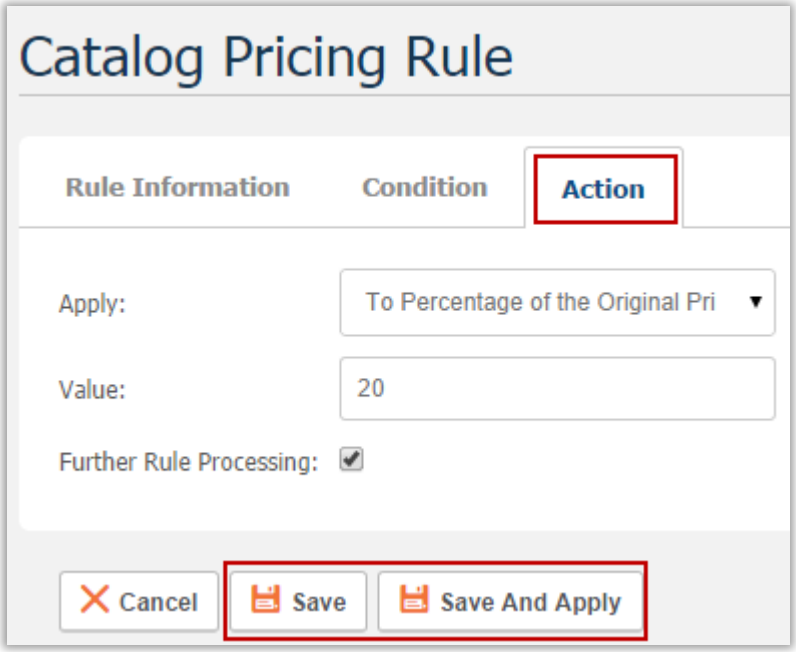
Edit Condition:



Click on each fields marked in red to edit them and **Save** the changes made. Alternately, you can choose to **Save and Apply** that will save the condition and appy it to products immediately.

Edit Action:



Select appropriate fields to edit the information and **Save** your work. Alternately, **Save and Apply** to apply the action on products as specified earlier.

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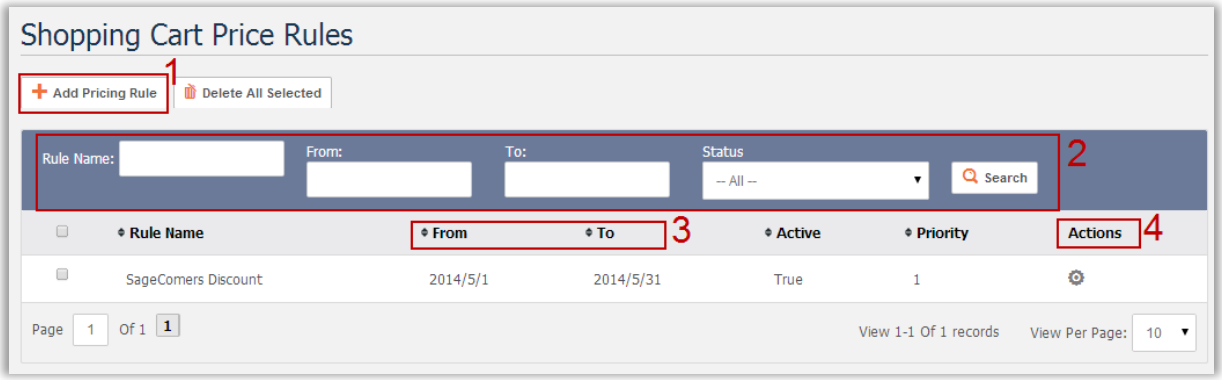
Shopping Cart Price Rules

Shopping Cart Price Rules are applied to items placed in the cart. You can assign discount rules to items in the shopping cart with the help of this module. For setting shopping cart price rules and to learn about the rules that have already been assigned, navigate to **Promotions>Shopping Cart Price Rules**. You will be directed to a page as shown below:



1. Click to add new pricing rules
2. Enables quick search
3. Lists the validity period (From and To)
4. Click for **Edit** and **Delete** options

To delete price rules, select those you want to delete first and then click on the **Delete All Selected** option on the top left corner. Alternately, you can click on the down-arrow icon under actions and choose to **Delete.**

To Edit price rules, click on the down-arrow icon under **Actions** and select **Edit**. You will land on a page with three tabs for editing Cart Rule Information, Condition and Action. Make changes as per your requirement to each one of the tabs.

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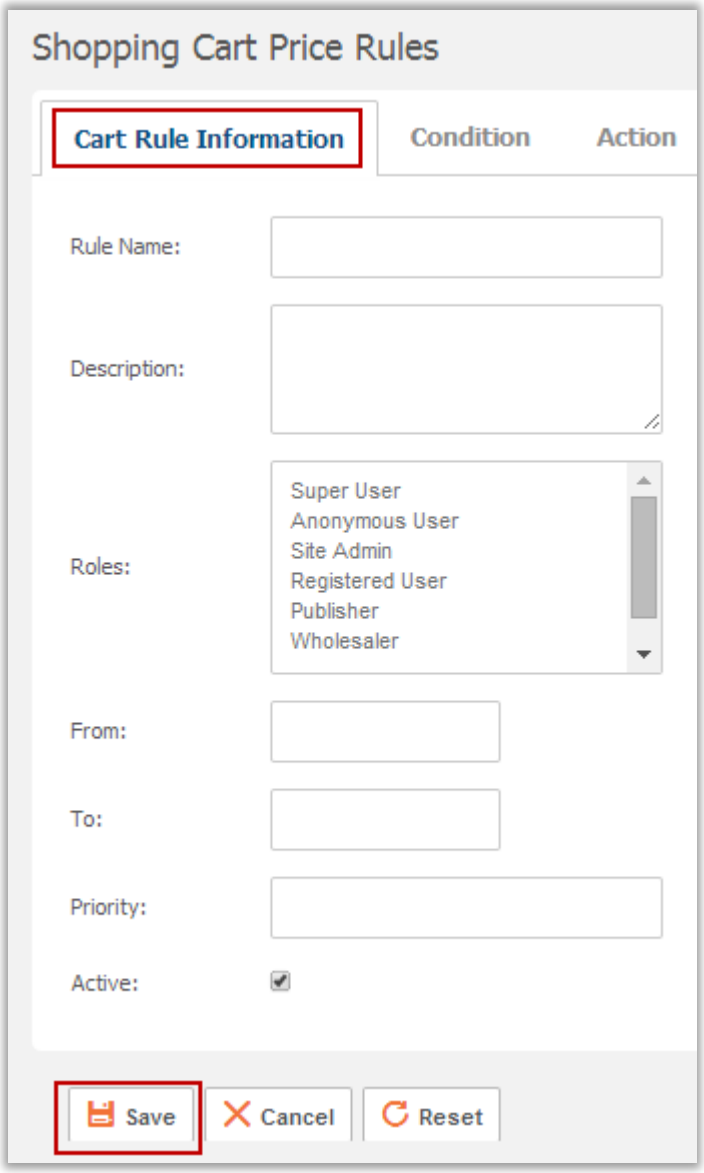
Add Rule Information

To add new pricing rules, navigate to **Promotions>Shopping Cart Price Rules** and click on **the Add Pricing Rule** tab. You will be prompted a form similar to the one shown below:

Add Rule Information:



Here, add information in each of the fields that include rule name, its short description, roles, date of activation and set a priority. You can also choose to make the rule active or inactive.

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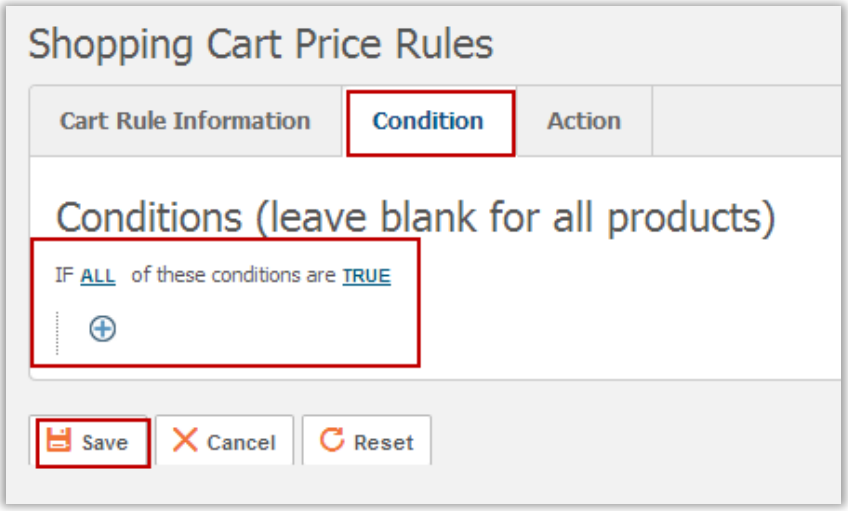
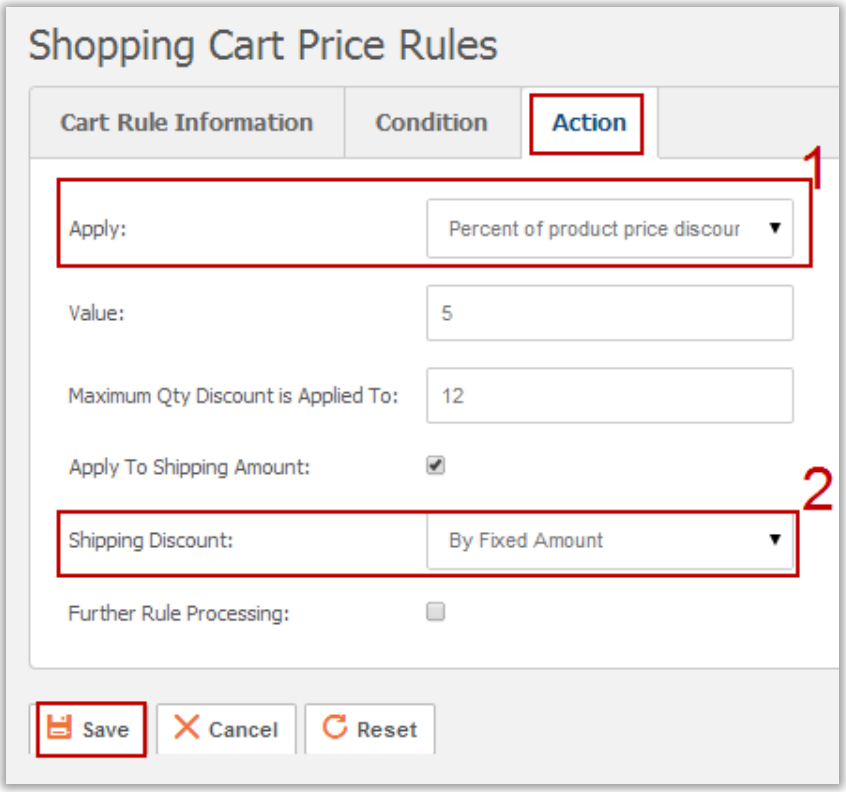
Add Condition



Here, make changes as per your requirement and **Save** to confirm.

Add Action



1. **Apply:** Select one of the options from the apply field:
   - ✓ **Percent of Product Price Discount** – discount by the percentage of the original price. For instance, the 20% discount is to be applied if the sub total in the cart is equal or greater than 500, so, if the sub total in the cart is $500, deducting 20% will comes to $400.

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- ✓ **Fixed Amount Discount –** discount by subtracting the given value from the original price. Entering the discount value as 40 will reduce $40 from the original price.
- ✓ **Fixed Amount Discount for Whole Cart** – discount the original price by subtracting the given value. Entering the discount value as 50 will deduct the $50 from the sub total.
- ✓ **Buy X get Y free (discount amount is Y)** - discounts by Y amount i.e. buy X quantity of items and get Y quantity free.

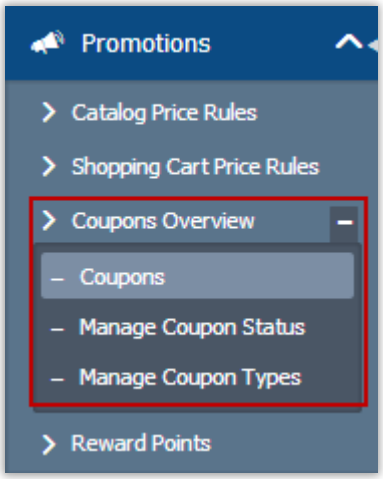
2. **Shipping Discount:** Choose to apply discount either in percentage or amount from the drop down.

Note: When the price in the Pricing Rules is greater than price of the product in cart, the Pricing Rule will not be applied.

Coupons Overview

Coupon is another way of promotion. Coupons are configured with a coupon code. Store administrator assigns some coupon to his/her customer that includes coupon code and discount amount. Coupon codes are manually entered into AspxCommerce store front by customers during the checkout process in order to receive the coupon's actual discount.

Navigate to **Promotions>>Coupon Overview**. This will direct you to a page with various options in managing coupons. These include:



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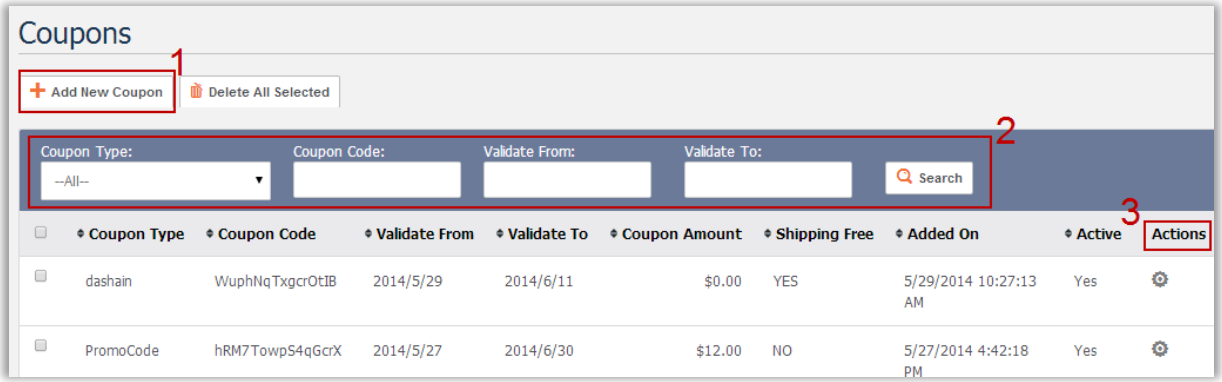
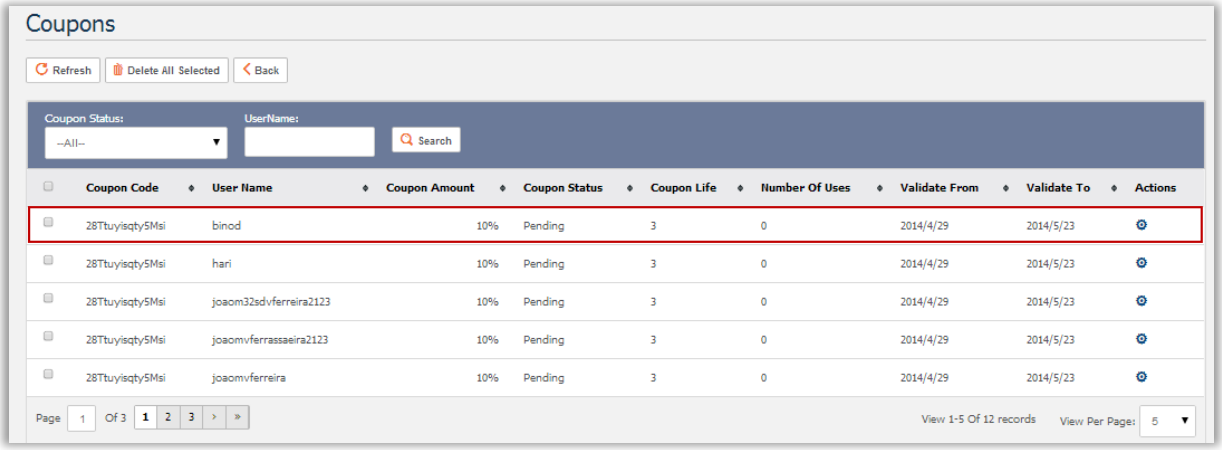
Coupons

Following **Promotions>>Coupon Overview>>Coupons**, you'll be directed to the following page.



1. **Add New Coupon:** Click to add new coupon to the list with specific details
2. Enter details to **search** for your desired coupon
3. **Actions:** Click to View, Edit and Delete coupons

To **View** specific coupon details, click on the down-arrow icon under Actions and you will be directed to a page as shown below:



As is marked with red box in the above given image, here you can view details of coupons regarding its code, username, coupon amount, coupon status, coupon life, number of uses, its valid dates and Actions (for Edit and Delete options).

In order to add new coupon, navigate to **Promotions>>Coupon Overview>>Coupons** and click on **Add New Coupon** from the top left corner of the page. You will then be directed to the page shown below:

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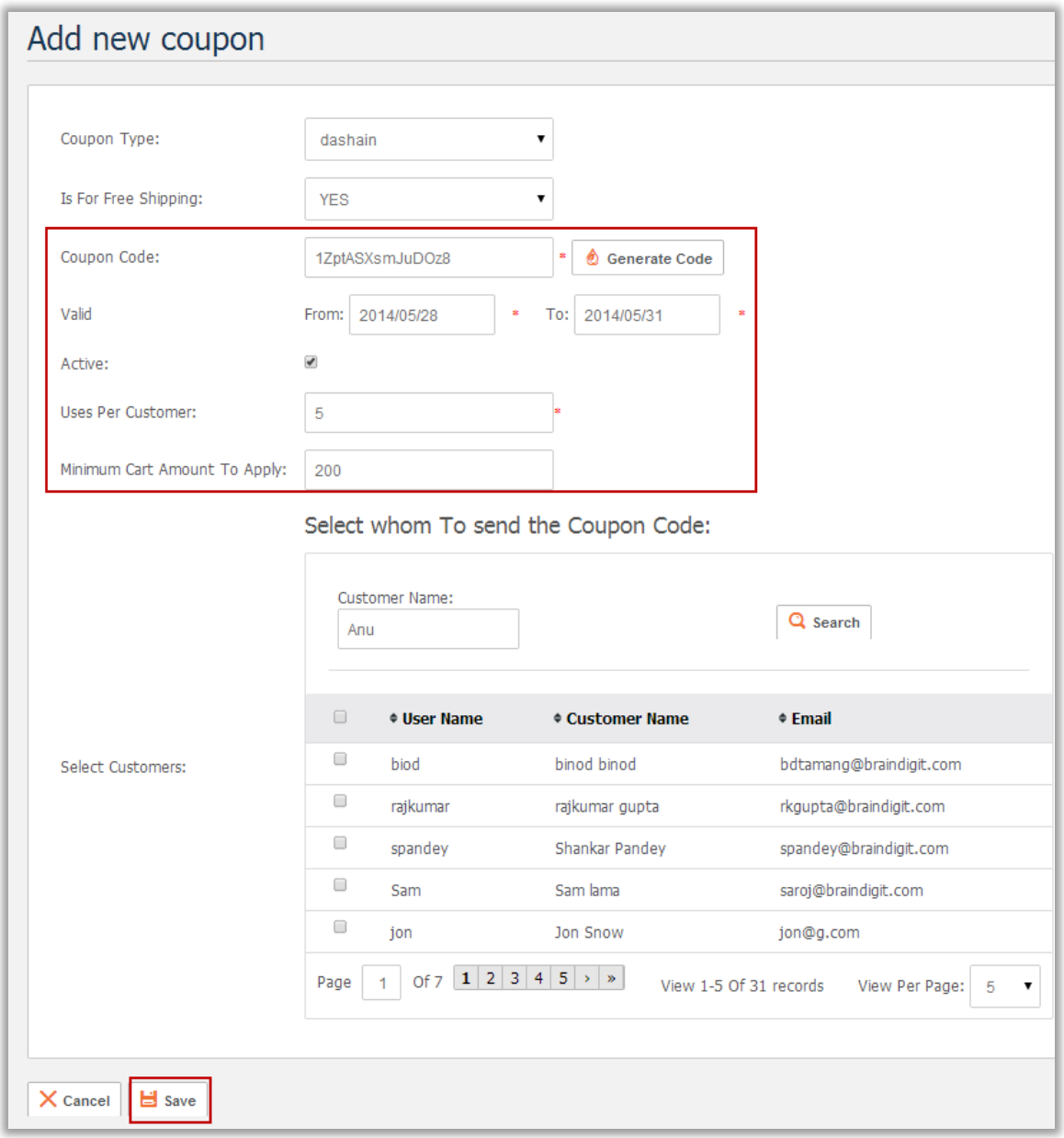

Note: Fields Marked with Asterisk are required.

It consists of the following fields.

- **Coupon Type** – Select the coupon type
- **Is For Free Shipping** – State whether the coupon is applied for is free shipping
- **Coupon Code** – Enter Coupon code that is to be edited
- **Amount** – Enter discount amount for the coupon
- **Valid From** – Enter the beginning of validity date
- **Valid To** – Enter the end of validity date
- **Is Active** – Tick-mark to activate
- **Uses Per Customer** – Assign applicable number of uses
- **Minimum Cart Amount to Apply** – Enter the minimum cart amount

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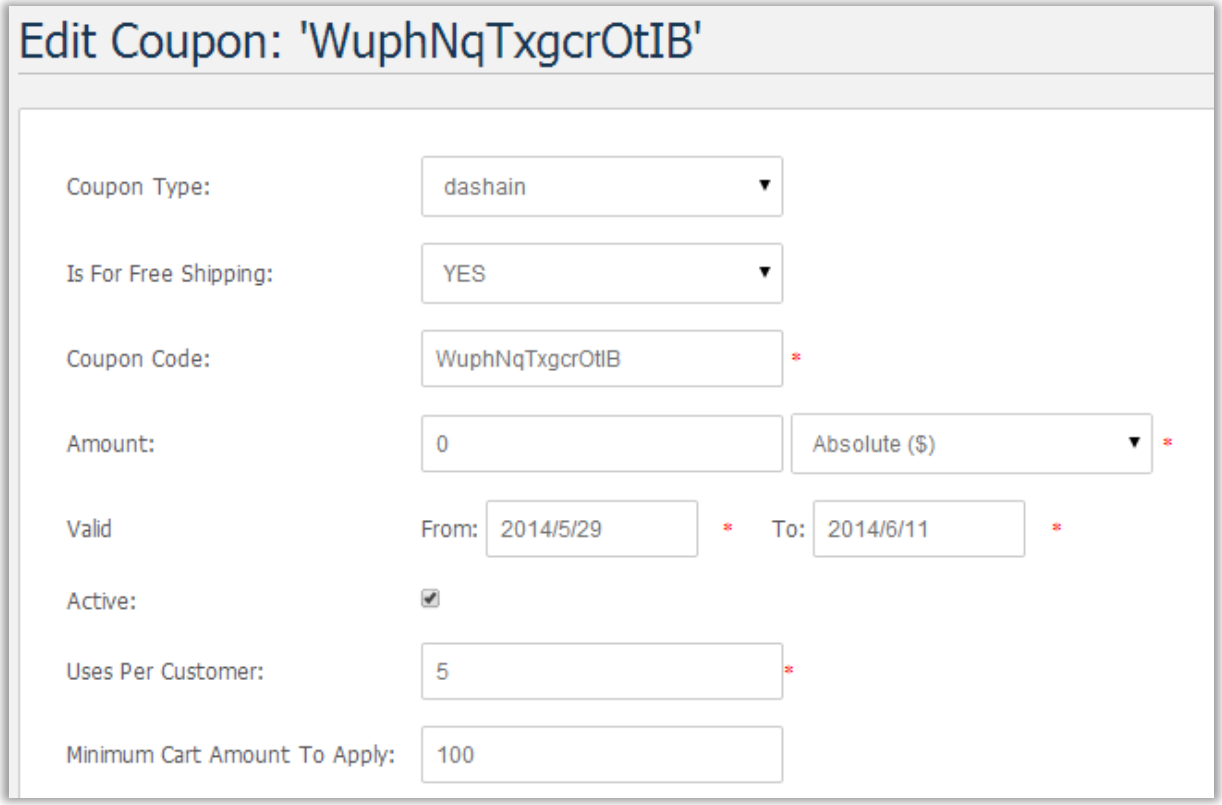
Finally, from the list of customers, select the ones you want to send your coupon code to and **Save**. Your new coupon is ready.

Similarly, to **Edit** specific coupon details, click on the down-arrow icon under Actions and you will be directed to the page shown below (top-half and bottom-half screenshots):

The Top-half:



It consists of the following editable fields:

- **Valid From** – Enter the beginning of validity date.
- **Valid To** – Enter the end of validity date.
- **Uses Per Customer** – Specify the number of uses.
- **Minimum Cart Amount to Apply** – State minimum cart amount applicable for the coupon.

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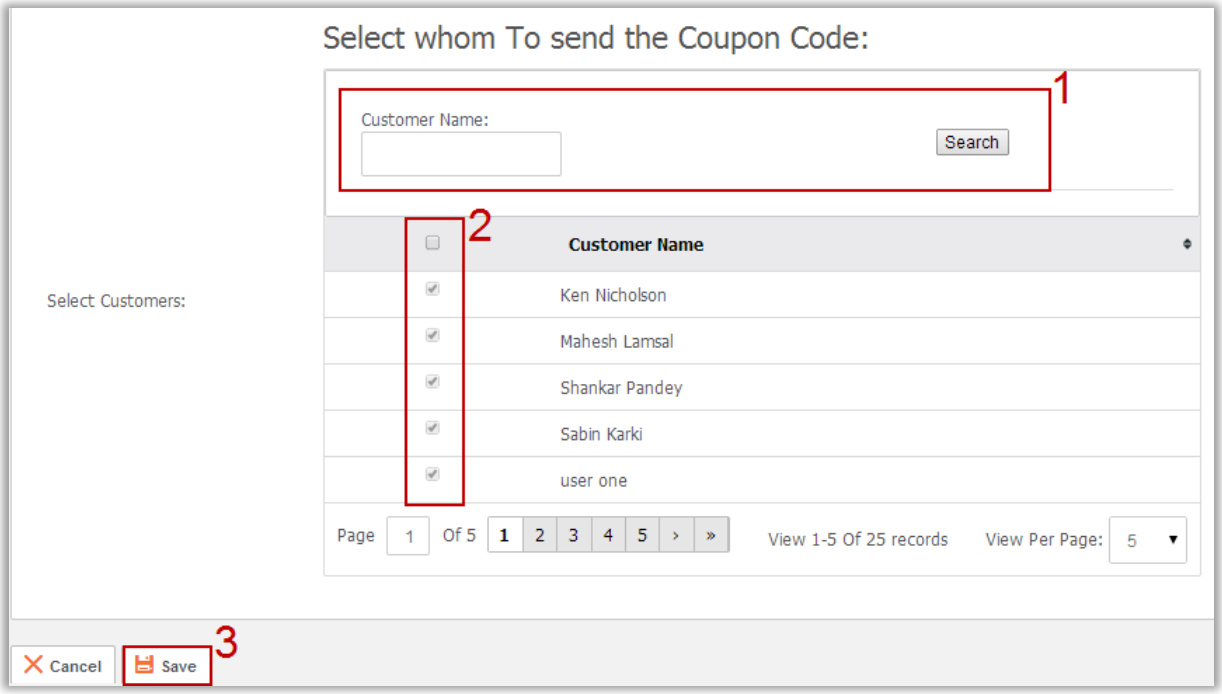
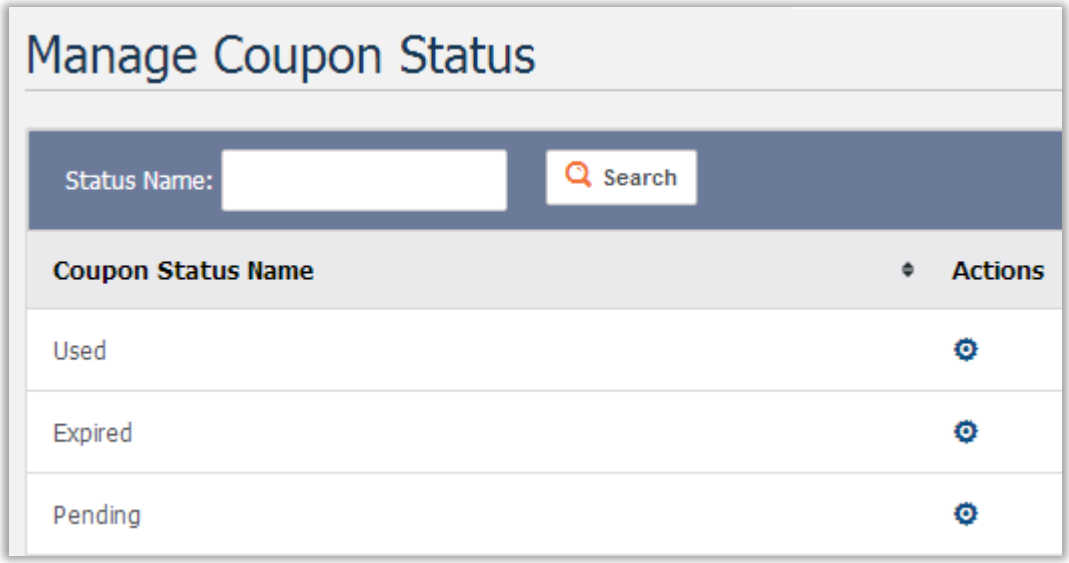
The bottom-half:



1. Enter Customer name to search for the coupon code details
2. Click to assign coupon to customer
3. Click to Save your work

Manage Coupon Status

Navigate to **Promotions>>Coupon Overview>>Manage Coupon Status** to view or edit a list of Coupon Status Names. Already existing statuses are Used, Expired and Pending.



The **Actions** button provides you an option to **Edit** individual coupon status.

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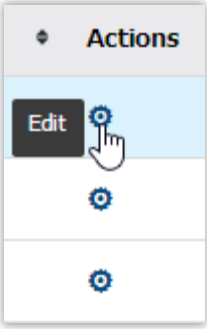
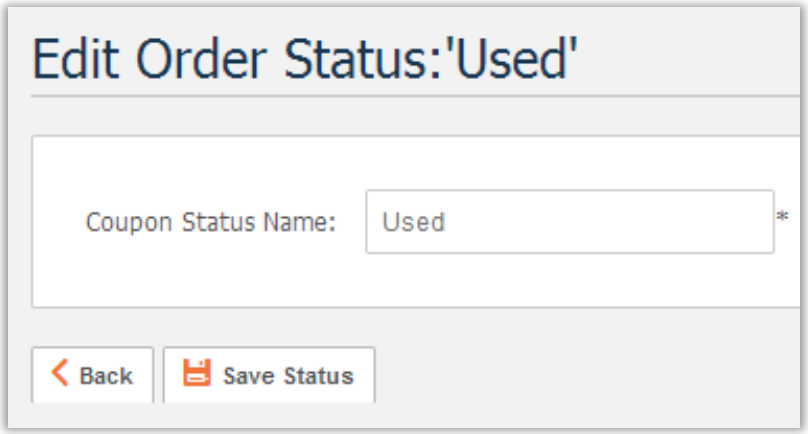


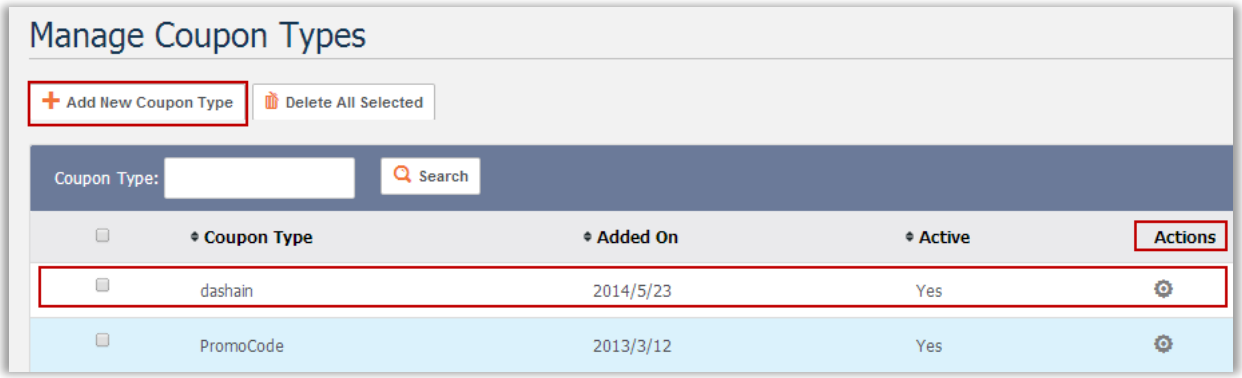
The **Edit** page will be like the one shown below:



Here, you can edit the order status and **Save** the changes you just made.

Manage Coupon Types

You can assign new coupon types as well as manage the pre-existing ones. For that, navigate to **Promotions>>Coupon Overview>>Manage Coupon Types.** Here, you will find a list of all the existing coupon types as shown in the picture below:



From here you can **Add New Coupon Type,** access your list of coupon types and its details. Further, the Actions button provides with Edit and Delete options.

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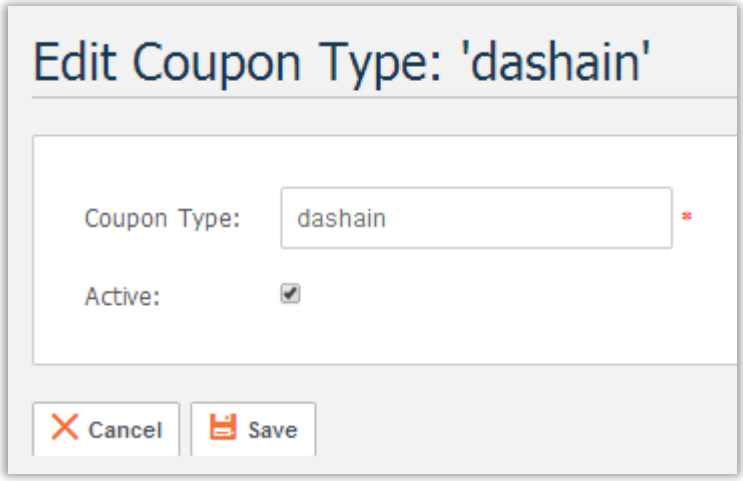
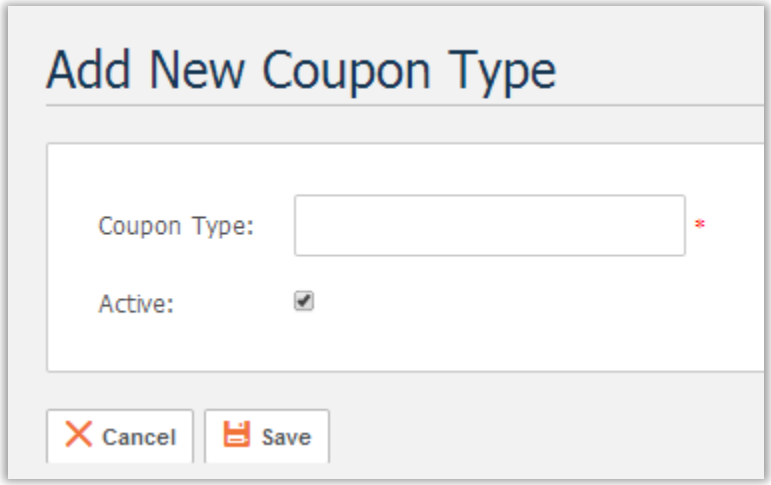
The **Edit** option under Actions will lead you to the following page:



Here, Enter a name for the **coupon type** you are about to add and click to **activate** the coupon type. Finally, **Save** your changes.

The **Add New Coupon Type** tab under **Promotions>Coupon Overview> Manage Coupon Types** will take you to a page where you can enter fields to add a new coupon type-- as shown in the image below:



It consists of the following fields.

- **Coupon Type** – Name the new Coupon Type.
- **Active** – Click to activate the new coupon type.
- **Save** – Click to save the new Coupon Type you just created.

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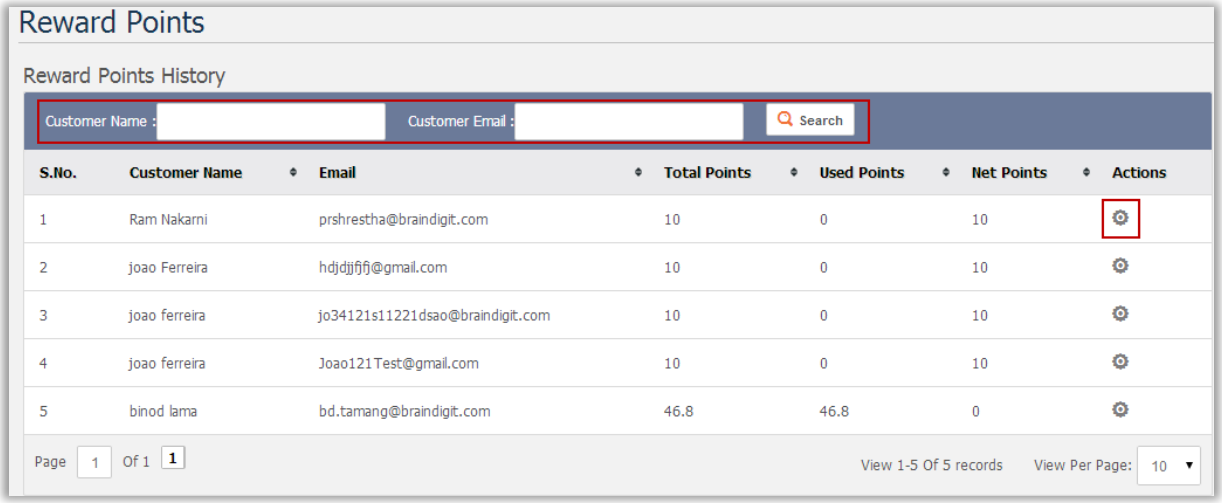
Reward Points

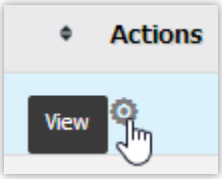
Navigate to **Customers>>Reward Points** to access details on points rewarded to customers and their activities regarding the same. You can view history and edit managerial settings. Refer to the image below to learn more:

1. **View:** Click to view reward points history
2. **Edit:** Click to edit settings regarding reward points

The option **View** will take you to the following page where you find detailed history of reward points.



1. Enter details for quick search
2. Actions: Click to view more details on reward points to this customer



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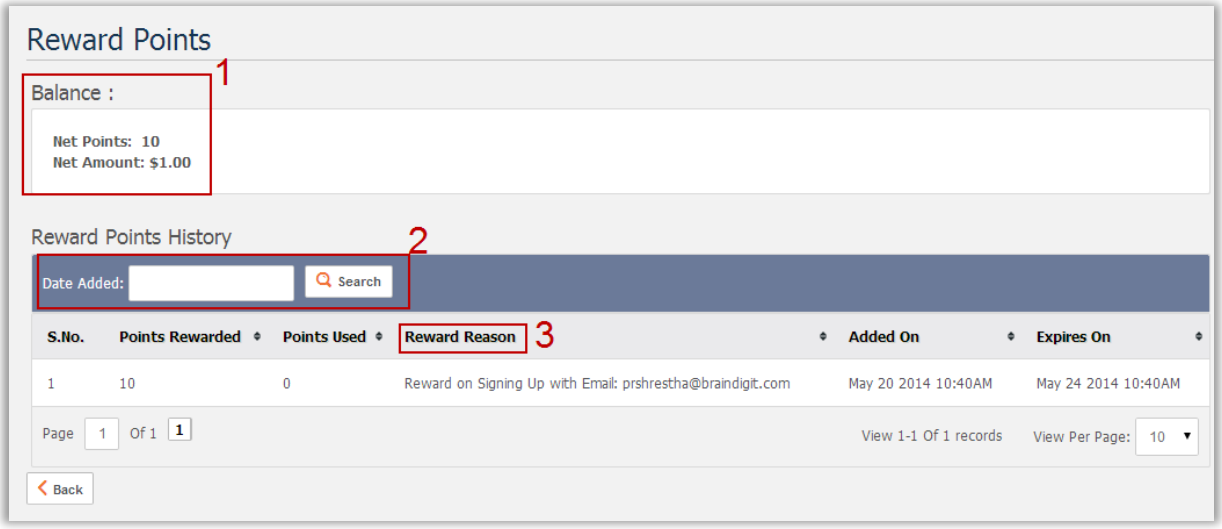
This **View** option under Actions will take you to the following page:



1. Shows the details of the balance
2. Enter details for quick search
3. Reward Reason: Lists the reasons why each of the customer was rewarded along with its status (whether it is processed or pending)

Likewise, the **Edit** button under **Reward Points** will take you to a page as shown below (Figure 1 and 2):

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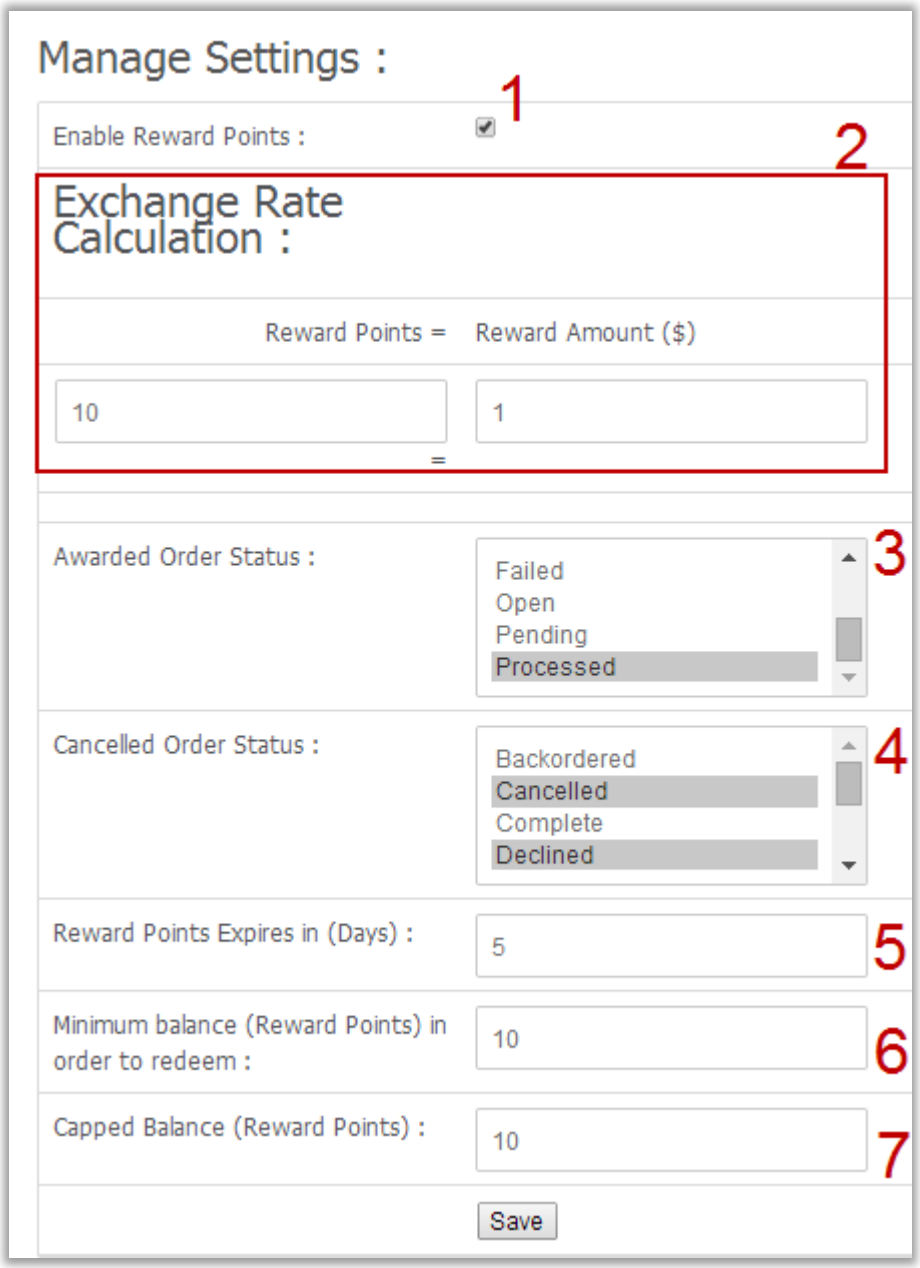
Figure 1 (Manage Settings)



1. Check to enable the system of reward points
2. Specify a rate to calculate reward points in dollars
3. Specify a status for those already awarded
4. Specify order status for cancelled awards
5. Enter an expiry date for reward points
6. Enter the minimum reward points required to redeem it
7. Specify the maximum reward points that can be accumulated

Finally, click on **Save** to save the newly entered settings to take effect.

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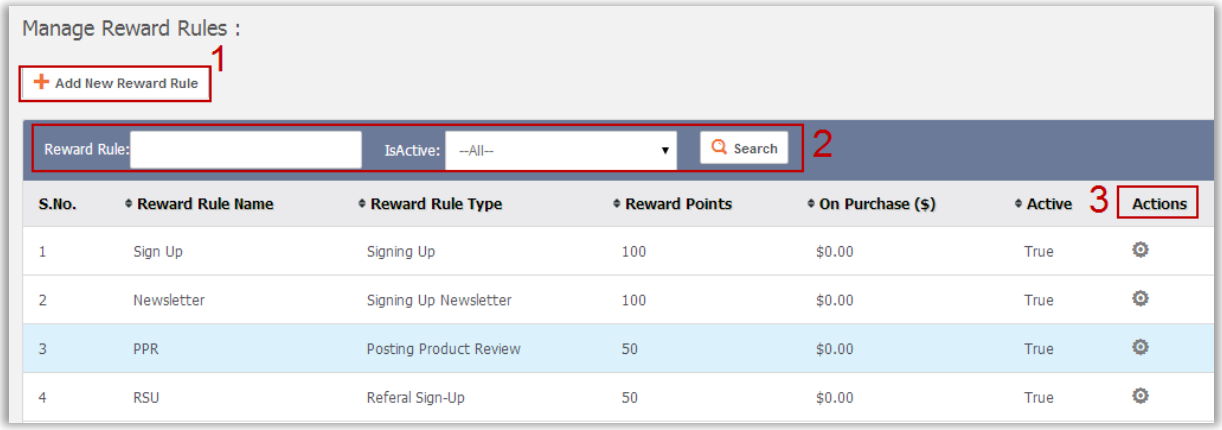
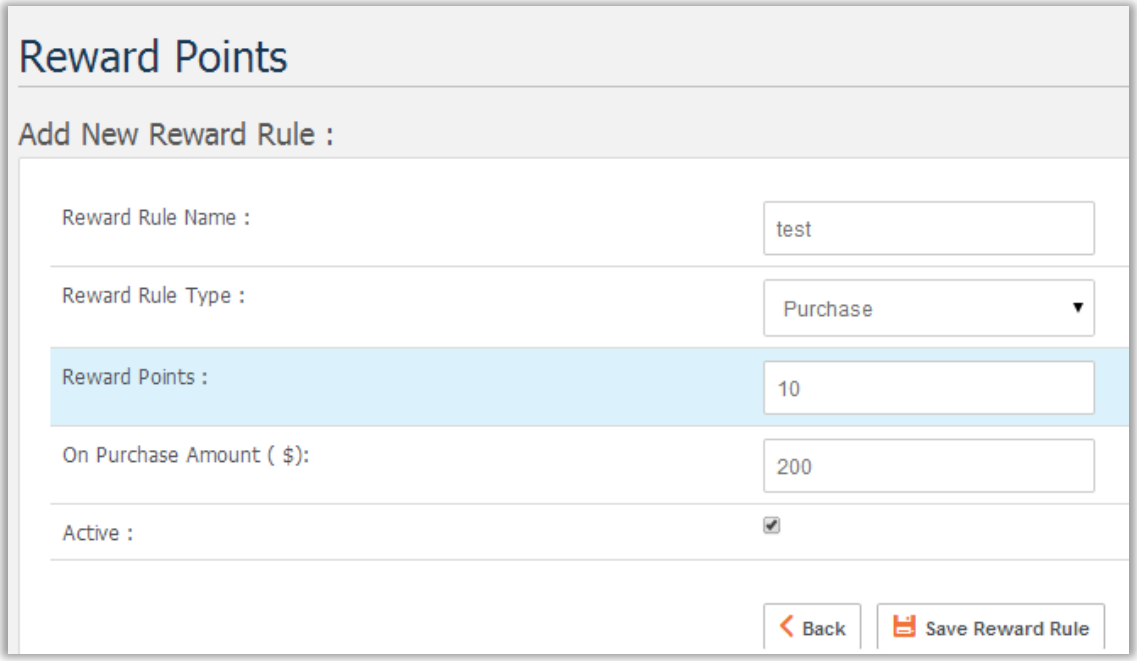
Figure 2 (Manage Reward Rules)



1. Click to add a new reward rule. This will open up a form as shown in the image below:



Fill in appropriate details and click on **Save**.

2. Enter details for quick search
3. Click to find the option to edit the reward rule

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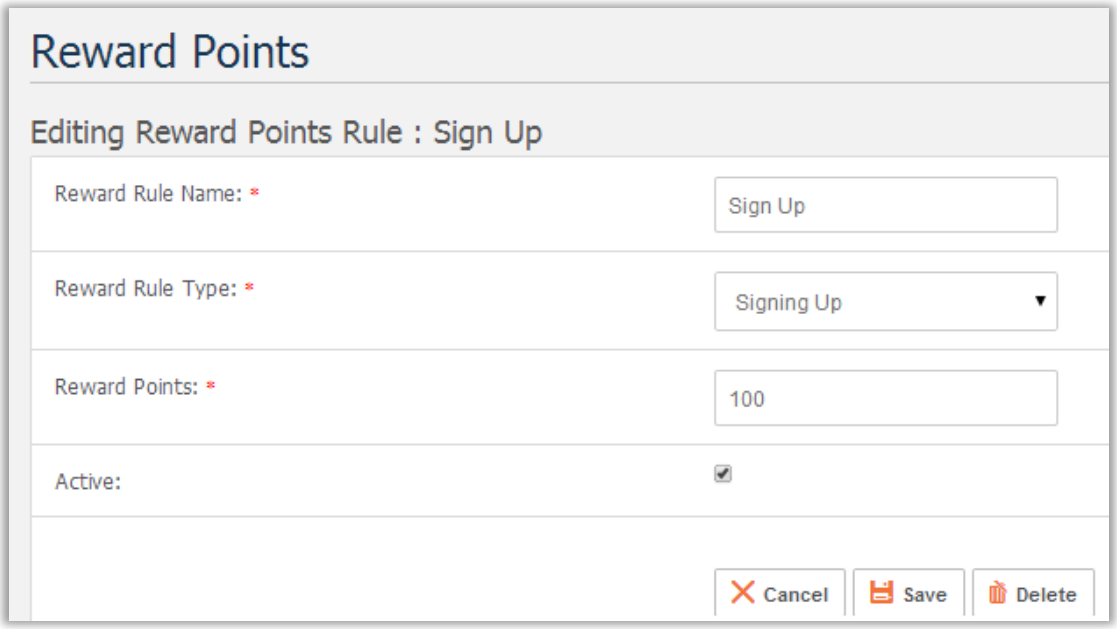

Fill in appropriate details and click on **Save**.

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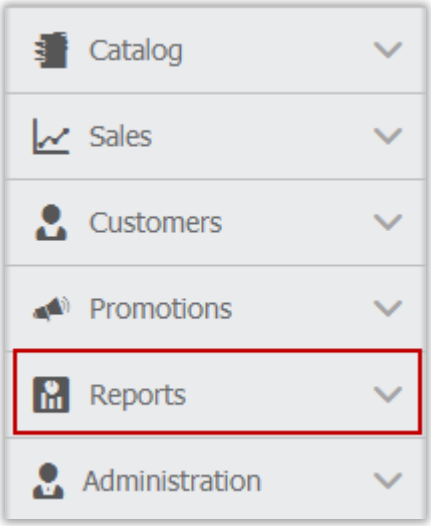
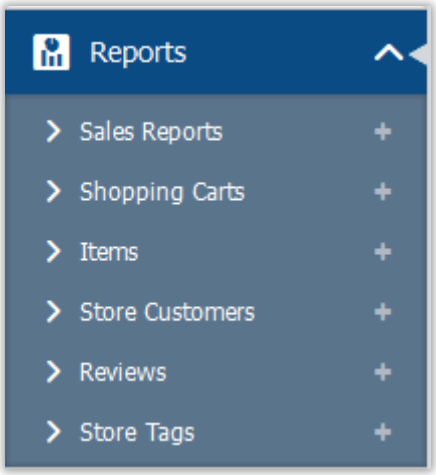
Reports

AspxCommerce provides useful reports to keep you updated on anything from customer's Shopping Cart to their Tags. All of the reports can be accessed by navigating to the **Store Management>>Reports** from the Side Bar Menu. The reports can be downloaded in CSV or Excel files.



Go to **Store Management>Reports** to access the reports on categories like **Sales Report, Shopping Carts, Items, Store Customers, Reviews** and **Store Tags.**



Sales Report

Sales Reports manages all the different type of reports. You can find a list of reports that you can access, which includes the following.

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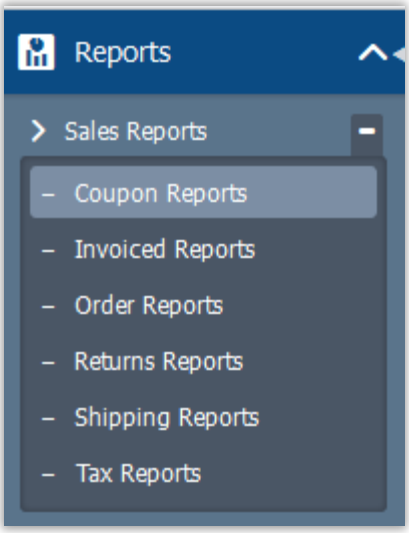
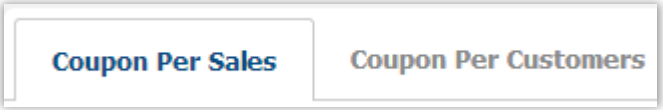


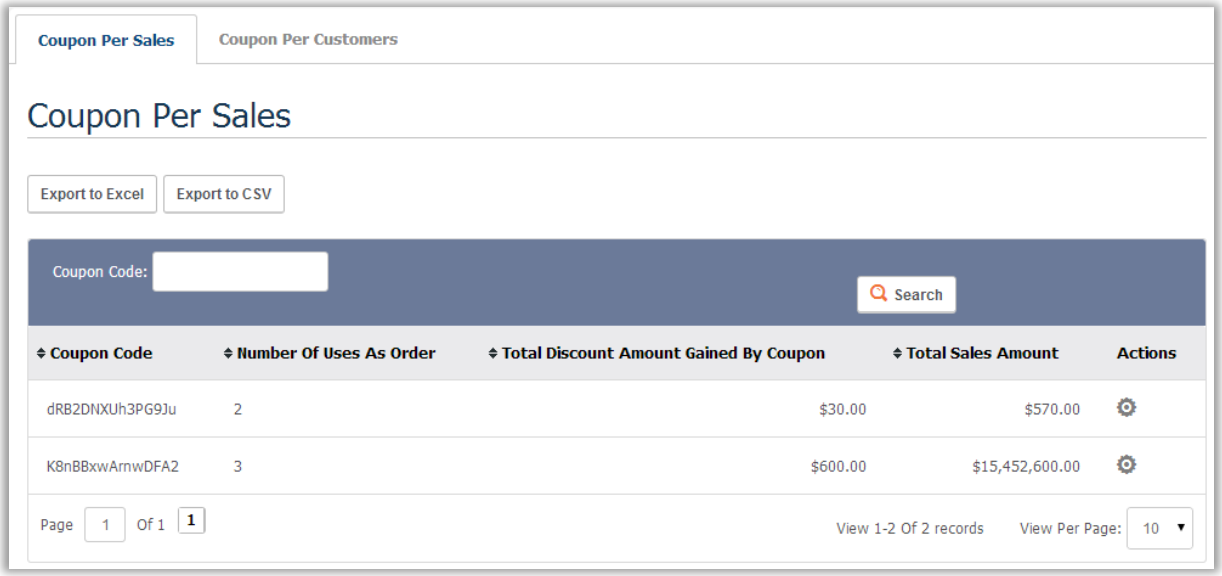
Coupon Reports

If you have activated coupons in your website, this report will show you the number of orders that used a specific coupon code. **Coupon Reports** can be managed in two ways as shown below.



Coupon Per Sales

The **Coupon Per Sales** option gives you the detail of coupon per sales with their code, number of uses and sales amount as shown in the following page.



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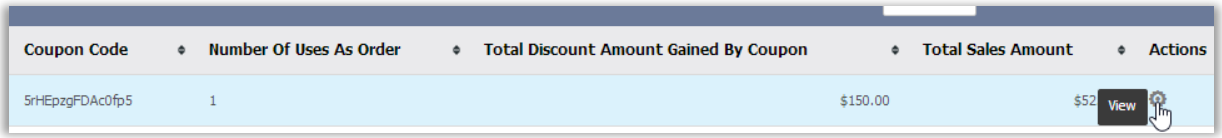
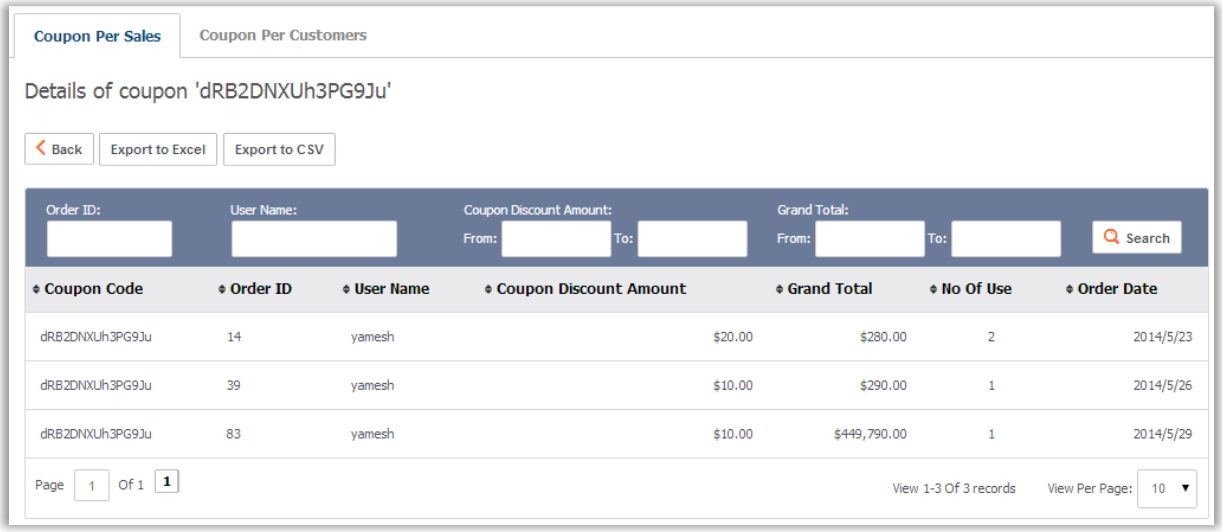
This report can also be viewed in Excel or CSV format. To view the details of each coupon, click on **View** pop-up under **Actions** as shown below.

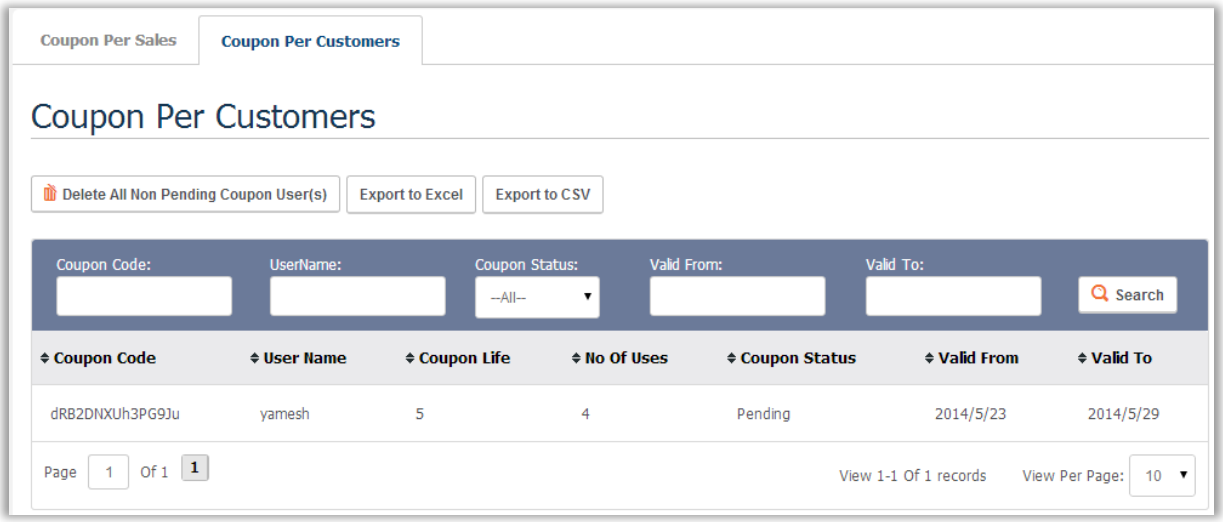


You will be directed to the following page.



Coupon Per Customers

In the **Coupon Per Customers** page, you can access reports on each coupon use as per the customers while also retrieving information on the validity of each coupon and its status. You can choose the reports in Excel or CSV format.



You can delete all the non-pending coupon users by clicking on **Delete All Non Pending User(s)** button and you will receive the following message.

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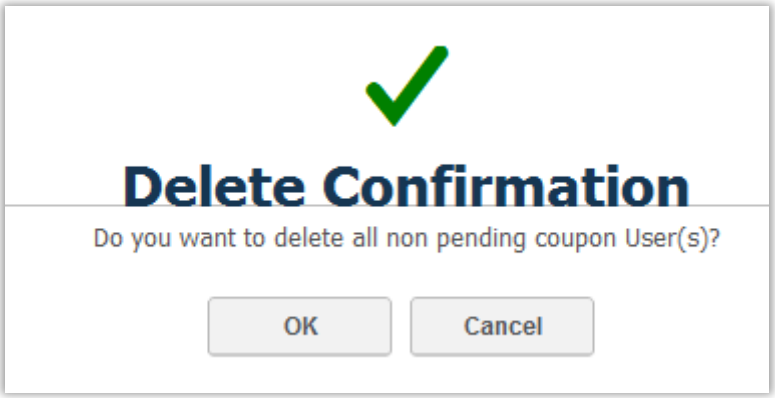

You can also specify your search by entering the following details as shown in the screenshot below.

- Coupon code – Enter the coupon code.
- Username – Enter the username.
- Coupon Status – Choose the coupon status from the drop down list.
- Valid From – Enter the beginning of validity.
- Valid To – Enter the end of validity.

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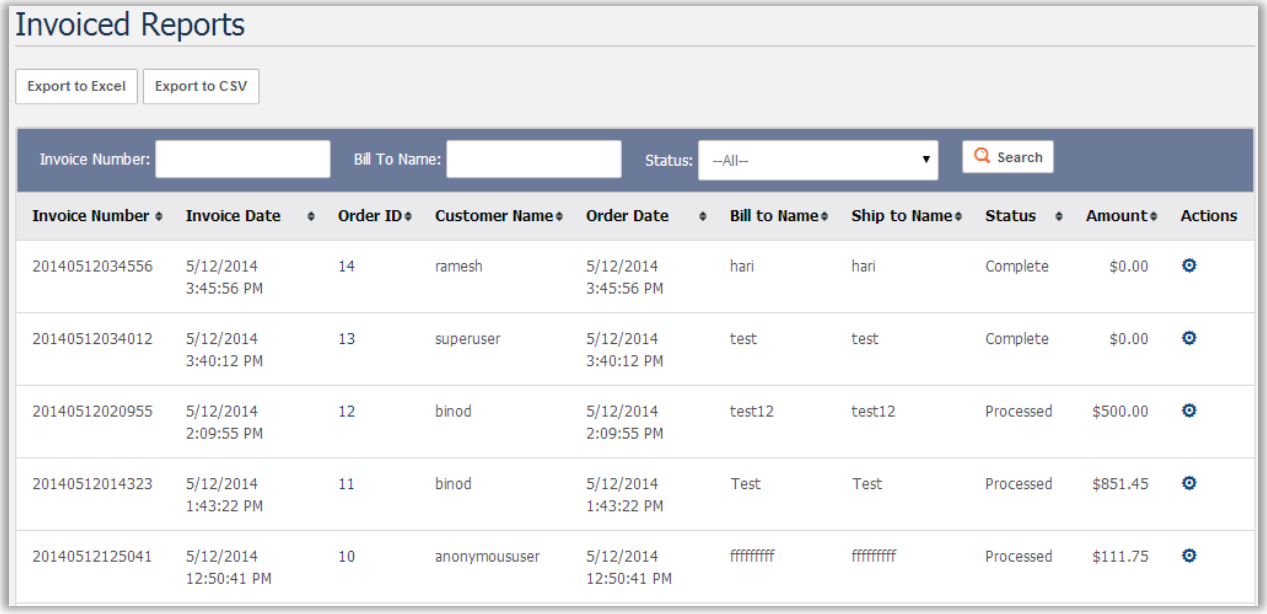
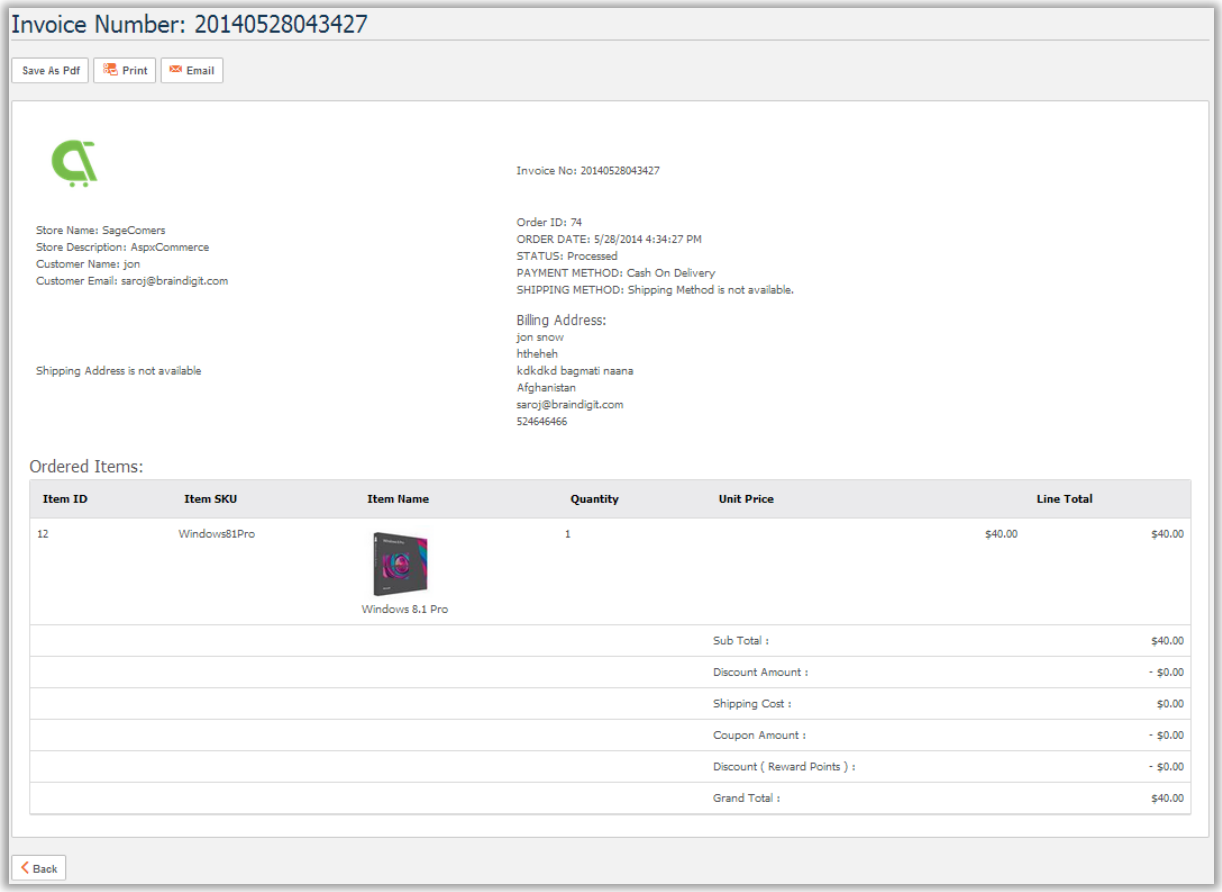
Invoiced Reports

The **Invoiced Reports** option under **Sales Report** will present a list of invoices with its information like in the picture shown below:



Invoice Number	Invoice Date	Order ID	Customer Name	Order Date	Bill to Name	Ship to Name	Status	Amount	Actions
20140512034556	5/12/2014 3:45:56 PM	14	ramesh	5/12/2014 3:45:56 PM	hari	hari	Complete	$0.00	
20140512034012	5/12/2014 3:40:12 PM	13	superuser	5/12/2014 3:40:12 PM	test	test	Complete	$0.00	
20140512020955	5/12/2014 2:09:55 PM	12	binod	5/12/2014 2:09:55 PM	test12	test12	Processed	$500.00	
20140512014323	5/12/2014 1:43:22 PM	11	binod	5/12/2014 1:43:22 PM	Test	Test	Processed	$851.45	
20140512125041	5/12/2014 12:50:41 PM	10	anonymoususer	5/12/2014 12:50:41 PM	fffffffff	fffffffff	Processed	$111.75	

The **View** pop-up under **Actions** will direct you to the selected invoice report. Please refer to the pictures below.



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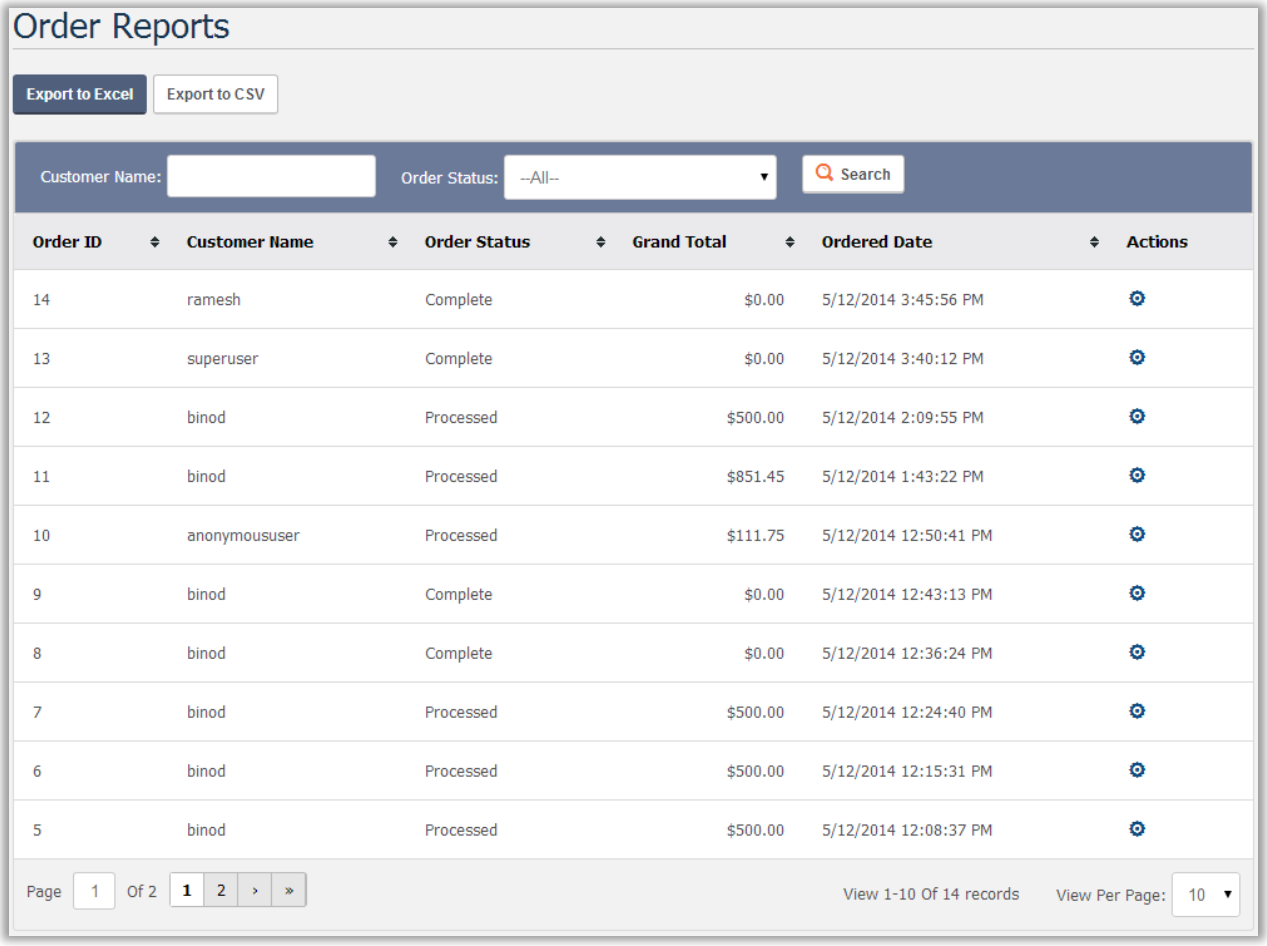
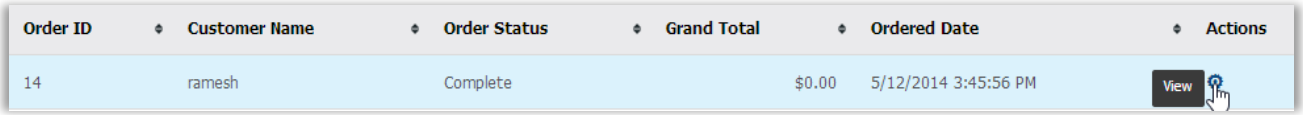
Order Reports

Order Reports provides a summary of all the orders made in your website. The report looks something like the picture below.



The reports can also be downloaded in Excel or CSV format.

To view the details, under **Actions**, click on the arrow button and choose **View** details as shown below.



This will land you to the following page.

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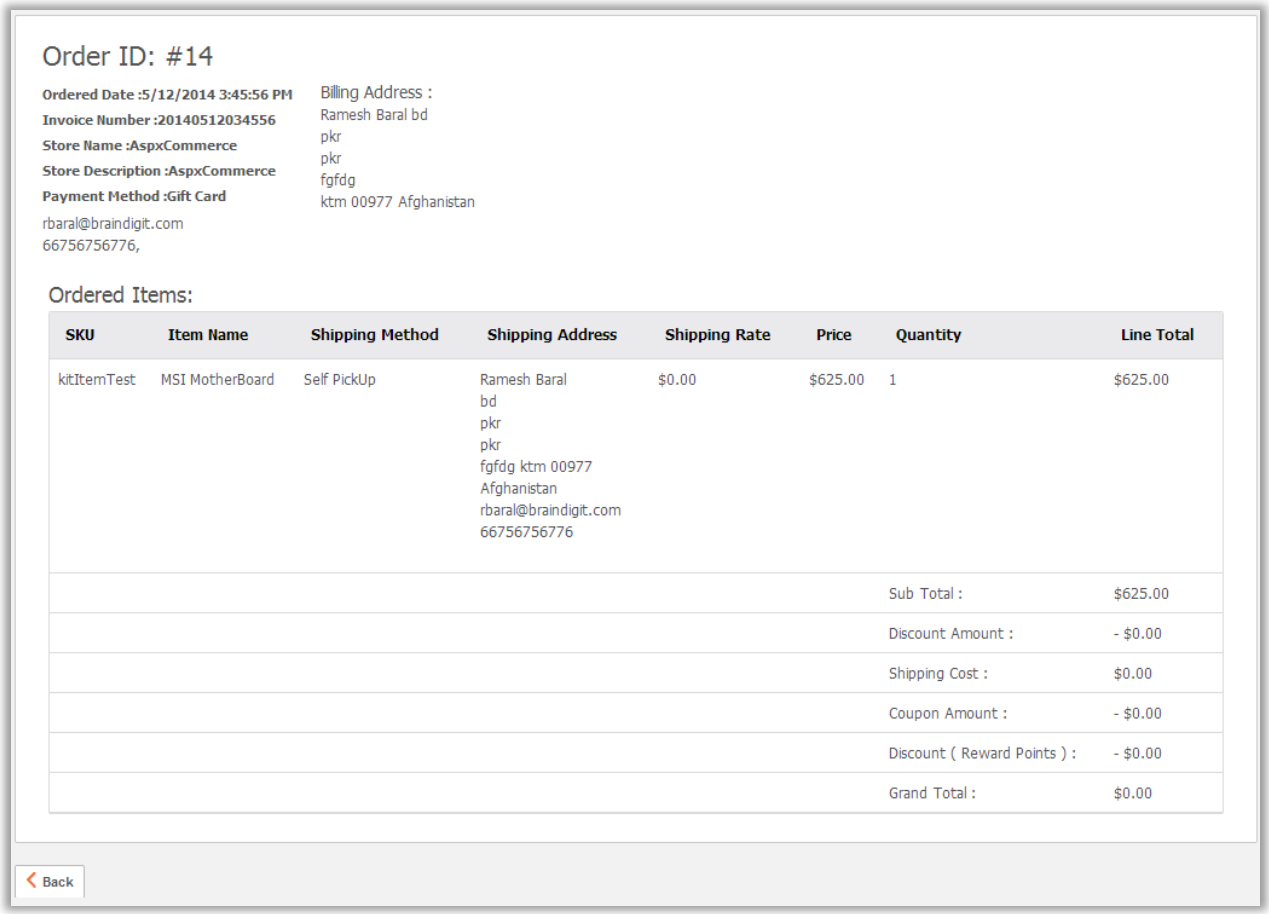

Order ID: #14

Ordered Date :5/12/2014 3:45:56 PM
Invoice Number :20140512034556
Store Name :AspxCommerce
Store Description :AspxCommerce
Payment Method :Gift Card
rbaral@braindigit.com
66756756776,

Billing Address :
Ramesh Baral bd
pkr
pkr
fgfdg
ktm 00977 Afghanistan

Ordered Items:

SKU	Item Name	Shipping Method	Shipping Address	Shipping Rate	Price	Quantity	Line Total
kitItemTest	MSI MotherBoard	Self PickUp	Ramesh Baral bd pkr pkr fgfdg ktm 00977 Afghanistan rbaral@braindigit.com 66756756776	$0.00	$625.00	1	$625.00
						Sub Total :	$625.00
						Discount Amount :	- $0.00
						Shipping Cost :	$0.00
						Coupon Amount :	- $0.00
						Discount (Reward Points) :	- $0.00
						Grand Total :	$0.00

Back

Return Reports

Return reports shows a report which can be viewed on a daily, monthly or yearly basis. This report can be viewed in Excel or CSV format. The return reports consists of the following details as shown in the picture below.

- **Refunded Amount** – Lists the amount refunded.
- **Shipping Cost** – Cost for shipping.
- **Postal Charges** – Postal charges paid while refunding.
- **Quantity** – Quantity of products refunded.
- **No. of Returns** – Gives the number of returns.
- **Period** – Lists the date.

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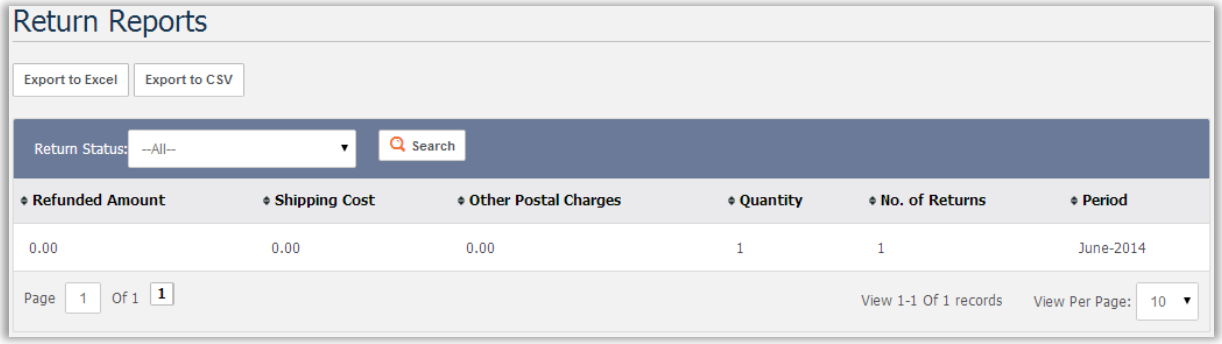
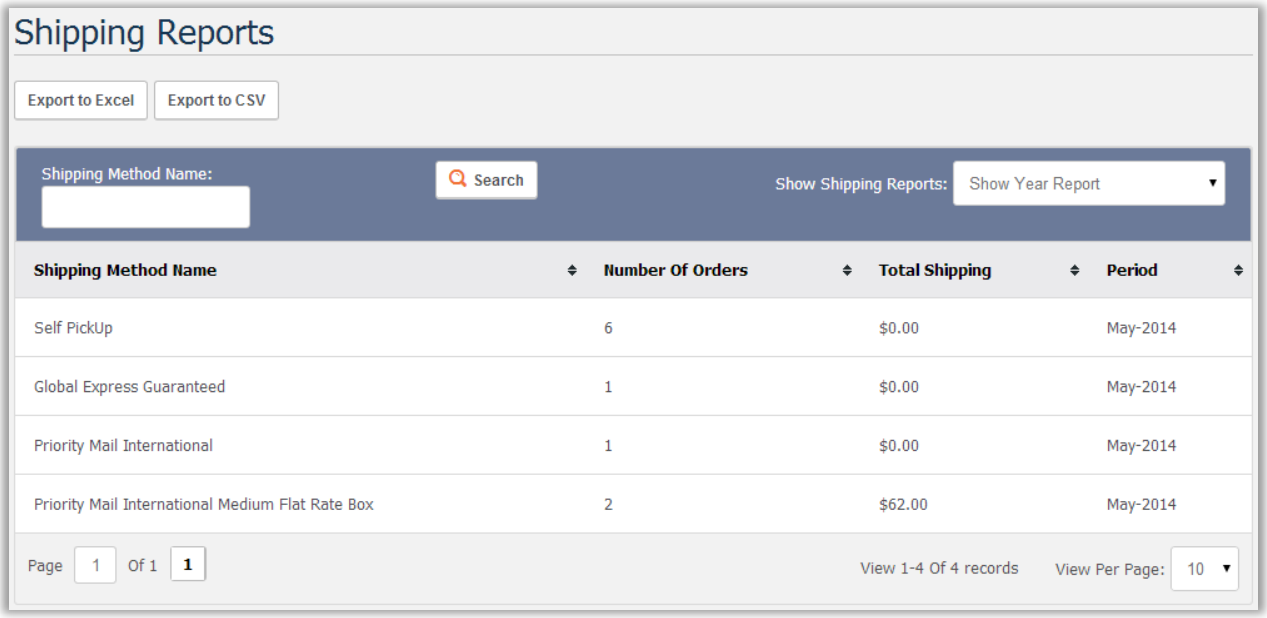


Shipping Reports

Shipping reports display the shipping methods used for orders along with the total amount charged for shipping those orders. You can view the shipping report as per daily, monthly or yearly from the drop down list as shown in the picture below.



You can also search the **Shipping Method Name** as shown below.

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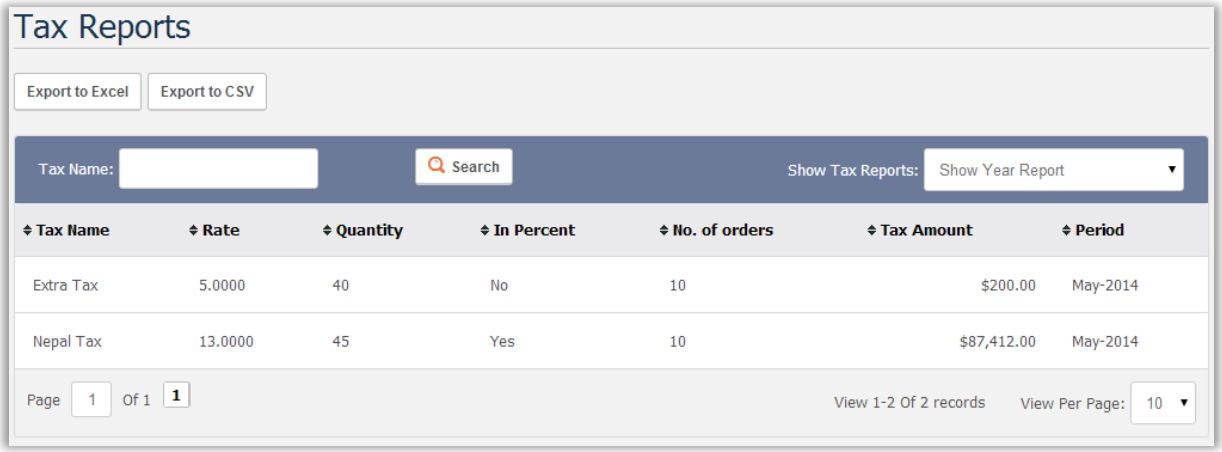
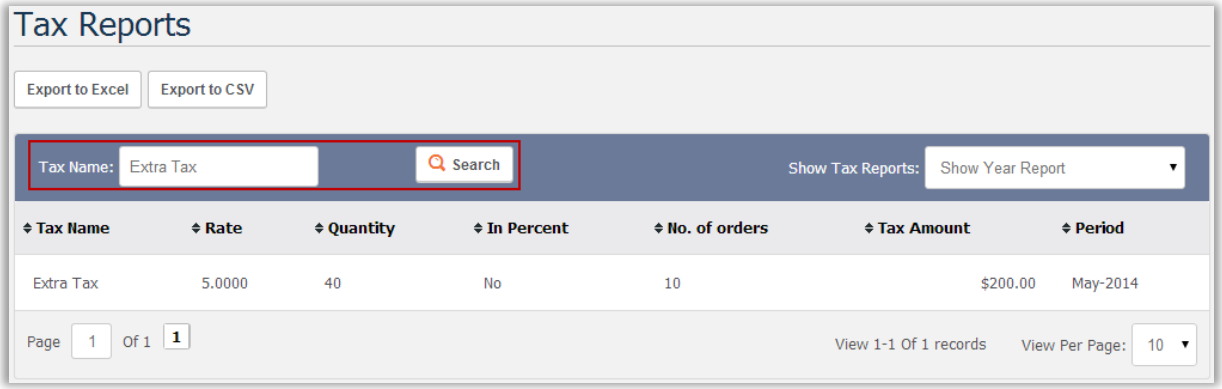
Tax Reports

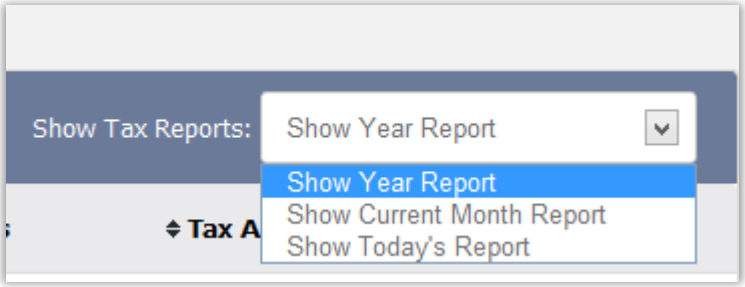
Tax Report contains tax rate name and the number of orders that were placed at each tax rate, as well as the total amount of tax charged for orders. Tax reports can be filtered and viewed on a yearly, monthly or daily basis. Tax report can be viewed in the desired format i.e. Excel or CSV. The report looks as shown below.



For quick search, you can enter the **Tax Name** as shown in the screenshot below.



You can also view daily, monthly or yearly tax report as shown below.



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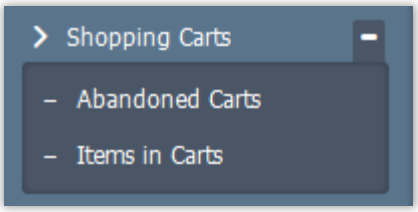
Shopping Carts

Shopping Carts shows the reports for two sections – **Abandoned Carts** or **Items in Carts.** You can access them by navigating **Reports>>Shopping Carts** from side menu bar as shown below.



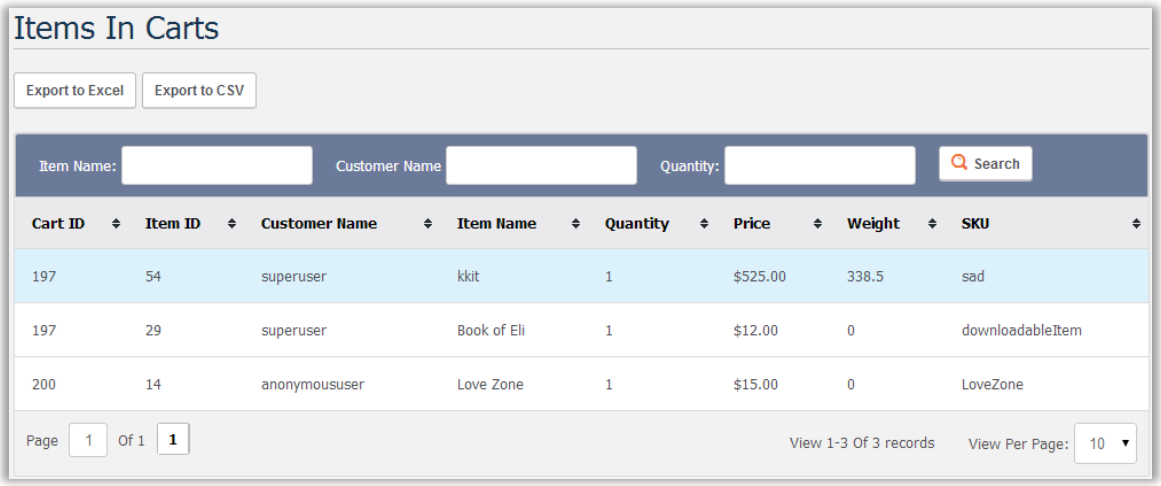
Abandoned Carts

This report lists the details of each registered customers who added products to their carts and logged out with orders still placed in the shopping cart.

You can enter **Customer Name** for quick search as shown below.

Items in Carts

This report lists all the products in the cart with all of its required details.



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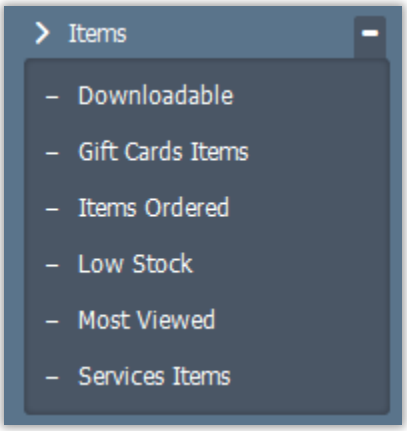
Items

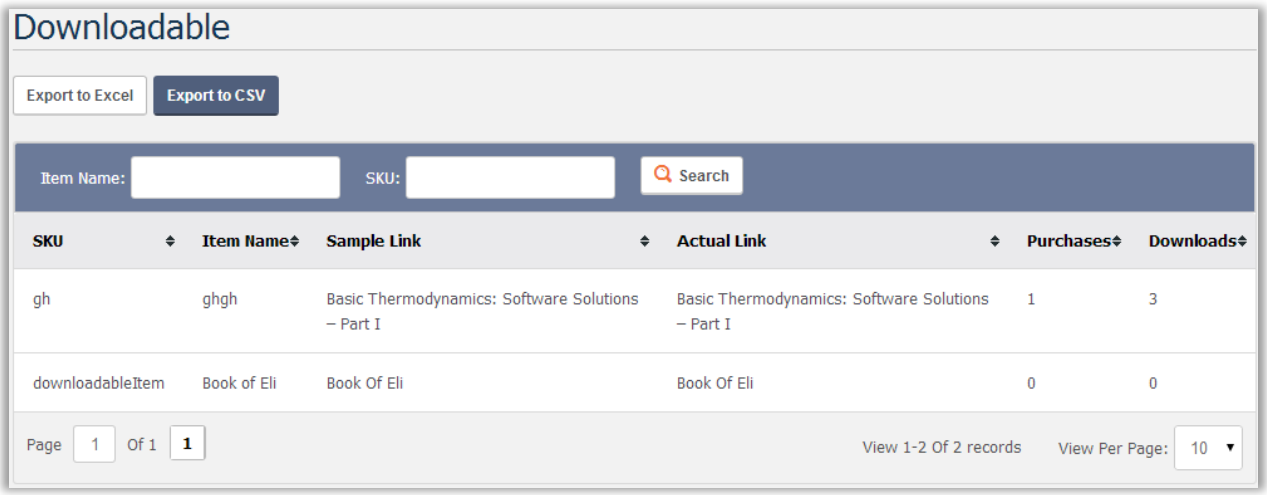
Items gives you all the necessary details regarding the items listing from their order, their list, items that are most viewed and so on. Navigate to **Reports>Items** to access reports on categories as shown in the image below.



Downloadable

Downloadable displays a report of items that were downloaded from your store. This report includes name, SKU (Stock Keeping Unit) of the item, sample and actual links, total number of purchased made and the number of time the products were downloaded.

In order to access this report, navigate to **Reports>Items>Downloadable**. You can also choose to export this report either in Excel or CSV format. Please refer to the image below.



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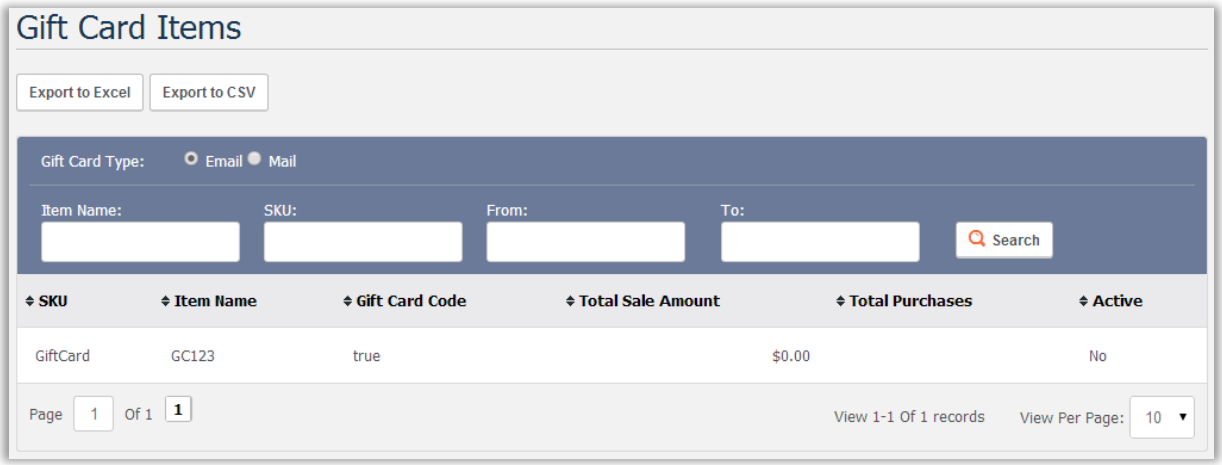
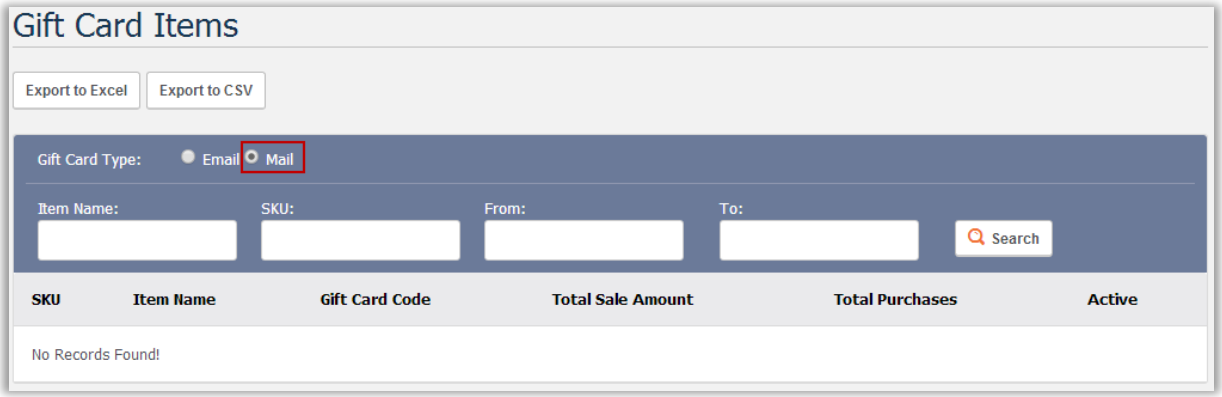
Gift Card Items

You can access the details of item name, gift card code, total amount, and total purchase. Navigate to **Reports>Items>Gift Card** Items in order to access a list of gift cards that your store offers.



Similarly, if you choose to see Gift Card Items by the Card Type:Mail, you will be directed to the following page.



Items Ordered

Items Ordered tab shows the list of items that have been ordered along with their quantity. Go to **Reports>Items>Items Ordered** to generate a report on items that were ordered in your store. You can view this report in Excel or CVS format. Your report would look something like the one in the image below.

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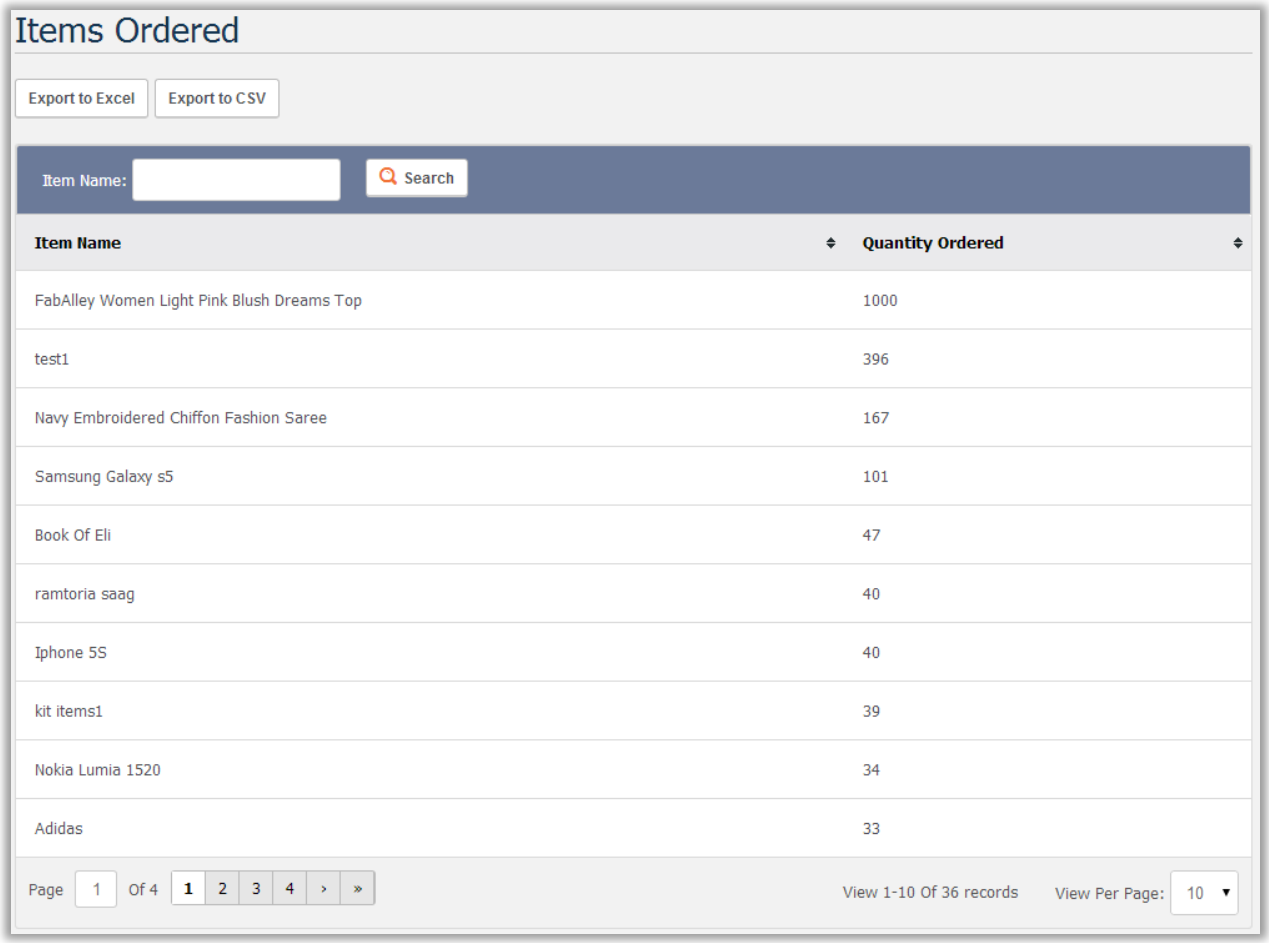

Low Stock

Low Stock tab shows the stock of the items. This will help you plan ahead of time and restore proper quantity of stock. Navigate to **Reports>Items>Low Stock** to access reports on whether any item in your store has been running low. Your low stock report will look something like the one in the picture below.

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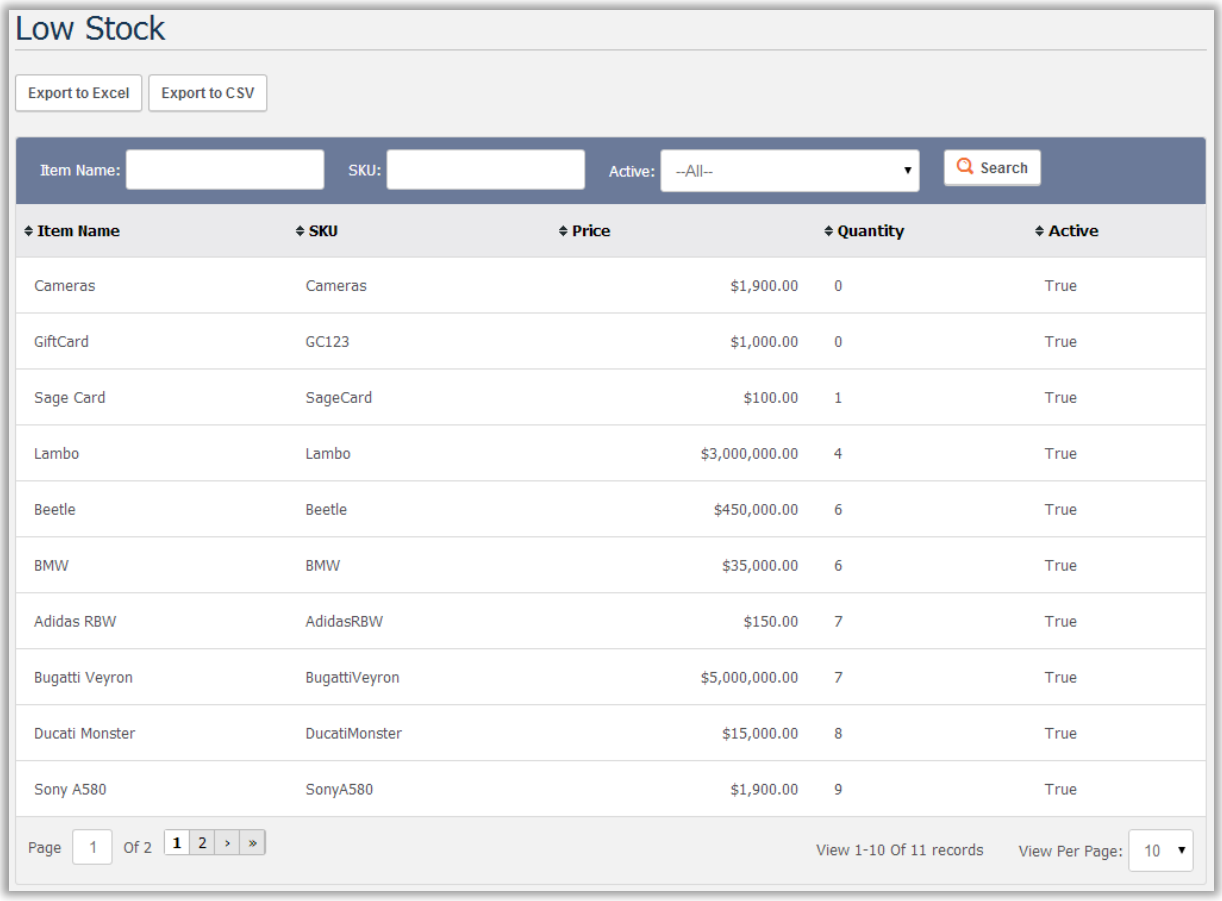

Most Viewed

Most Viewed tab shows the list of items that have been most viewed by users along with their price. Navigate to **Reports>Items>Most Viewed** to access reports on most viewed items in your store. This report displays items that were highly viewed by the customers across different periods as shown below.

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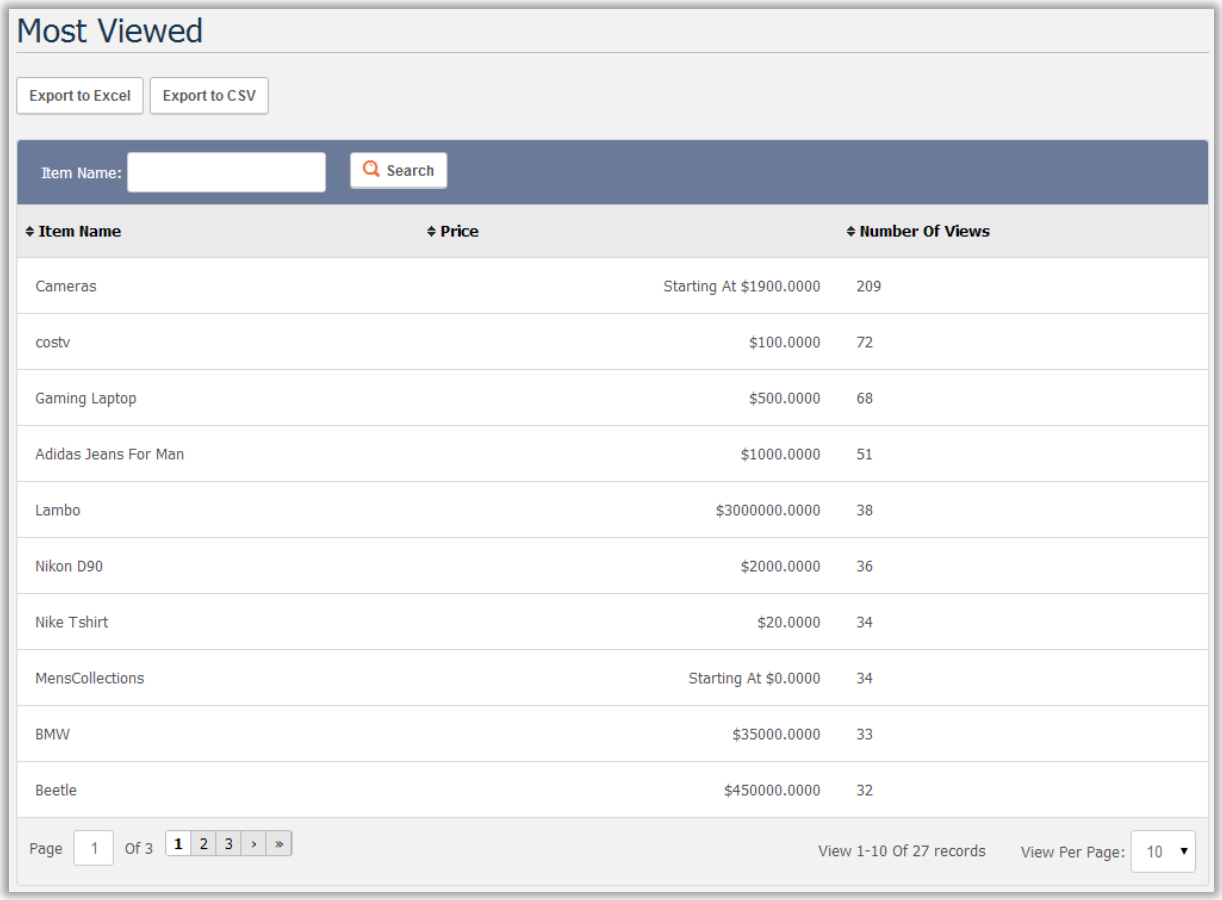
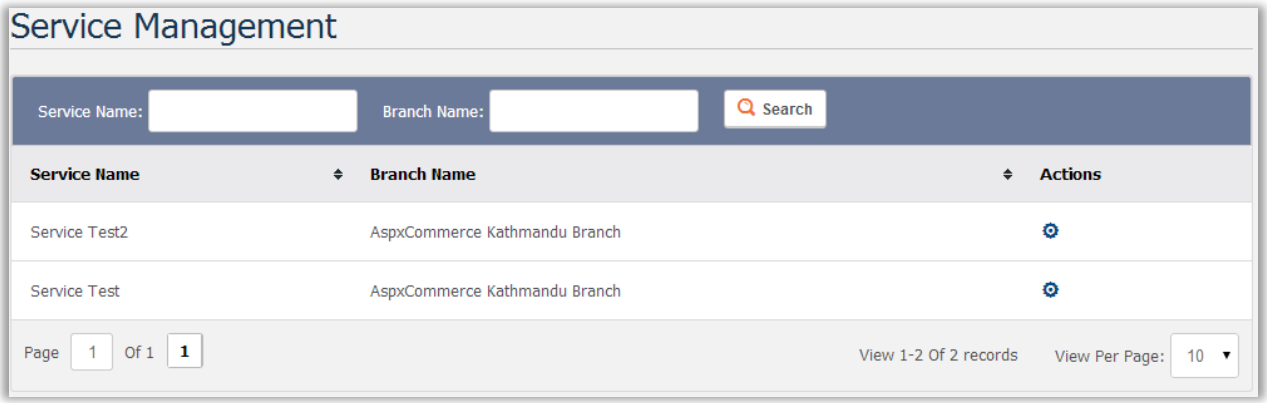


Services Items

Navigate to **Reports>Items>Services Items** in order to access a detailed report on services provided to customers. It also lists the branch name that provides services in each case. Refer to the screenshot below for a sample of the report:



Additionally, the **View** option under **Actions** directs you to a page, as shown below, where you can access further details on the service provider:

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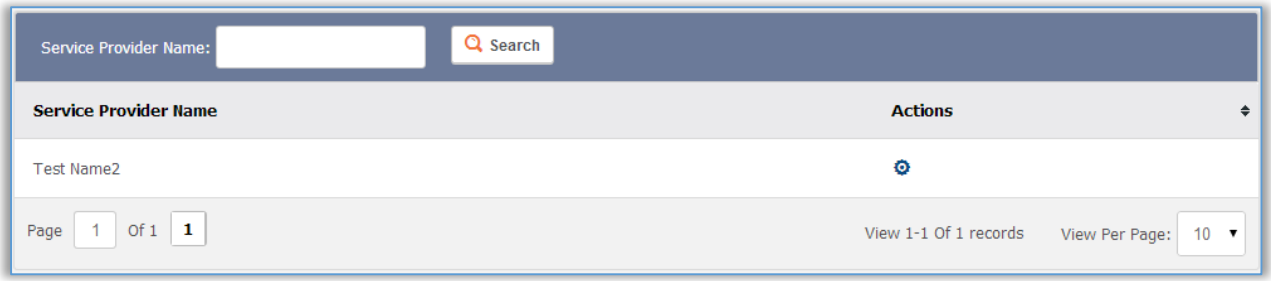
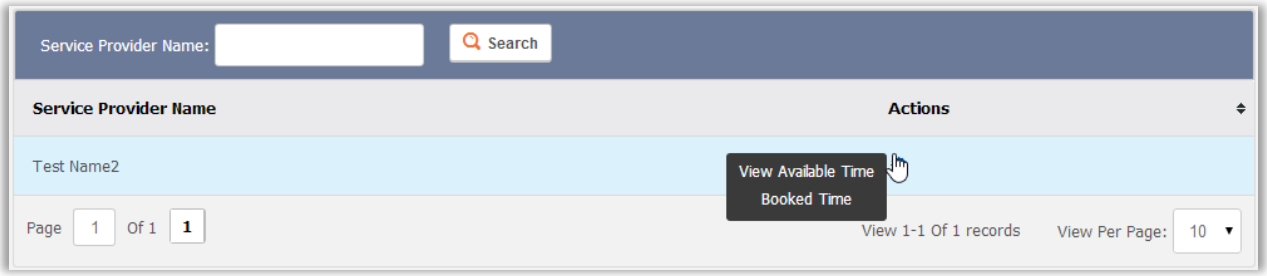
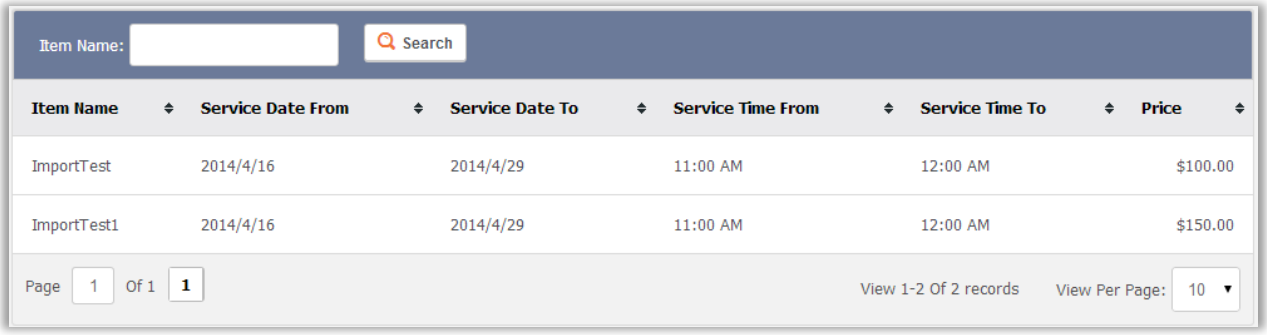


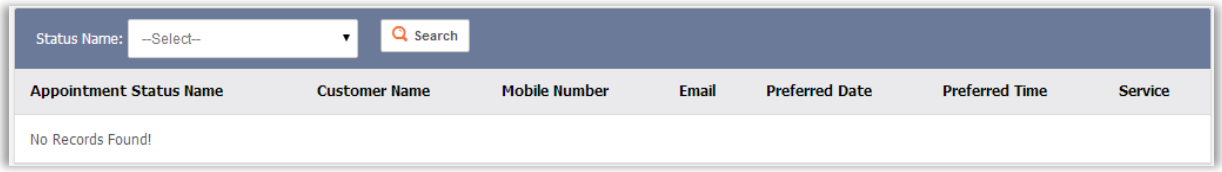
Again, under **Actions**, you can see the following two options.



The **View Available Time** option under **Actions** will take you to a page as shown below:



Similarly, the **Booked Time** option under **Actions** will take you to a page with records of booked time with the service provider. Please refer to the screenshot below for details:



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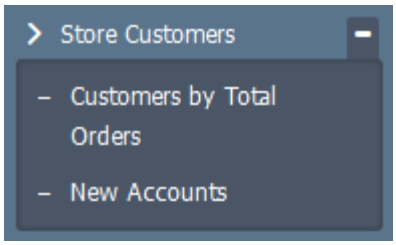
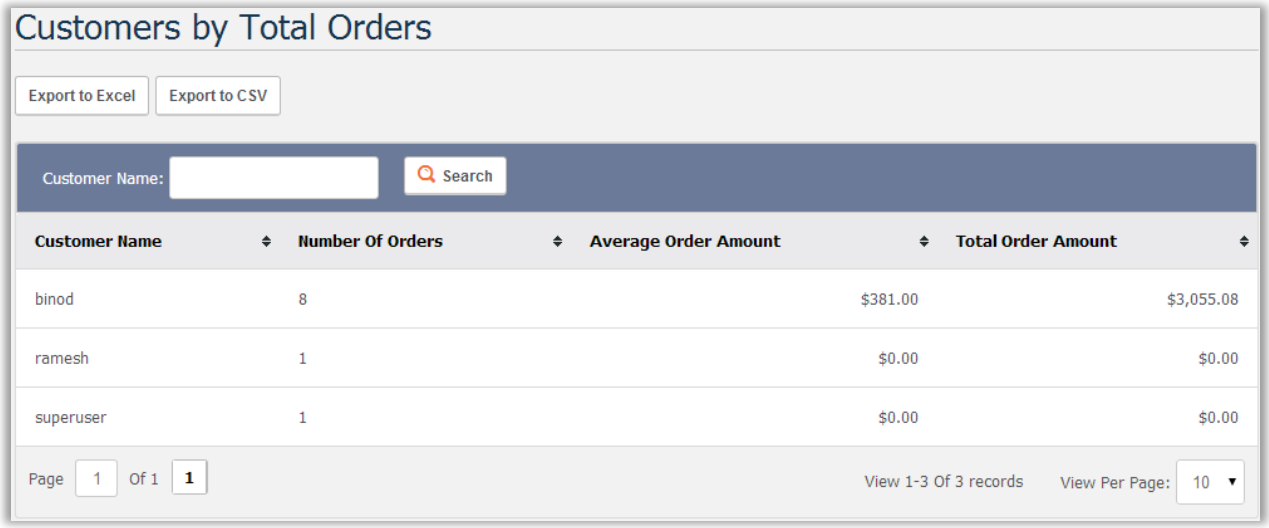
Store Customers

The **Store Customers** provides a report on customer behaviors in your store with regard to sales and accounts created. Under this, you can choose to access reports on two criteria: **New Account** and **Customers by Total Orders**.



Customers by Total Orders

The **Customers by Total Orders** option allows you to access a report on total order amount along with the average order amount each of the customers have made. The report would look like the one given in the picture below.



Customer Name	Number Of Orders	Average Order Amount	Total Order Amount
binod	8	$381.00	$3,055.08
ramesh	1	$0.00	$0.00
superuser	1	$0.00	$0.00

New Accounts

New Account option provides you a detailed report on each of the new accounts created in your store by the customers. Your report will look something like the one in the picture below.

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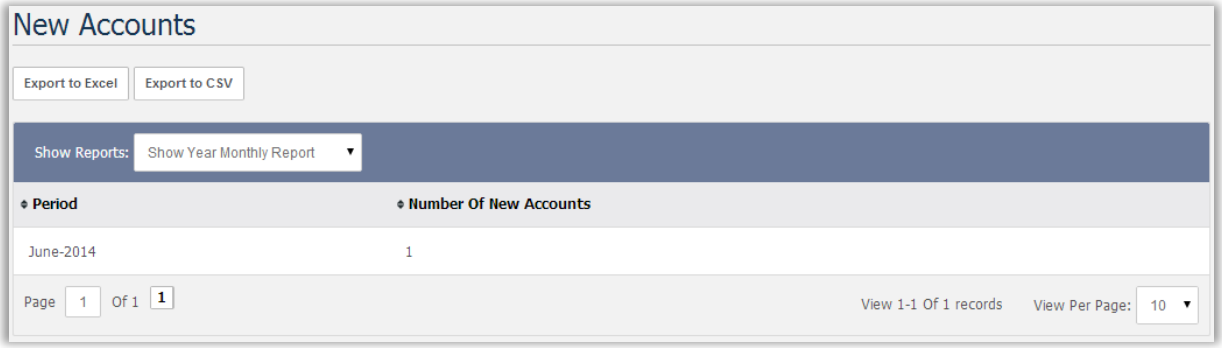
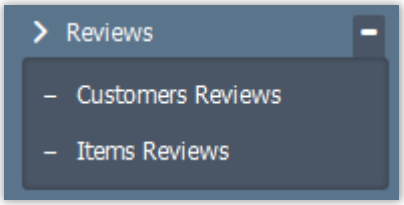


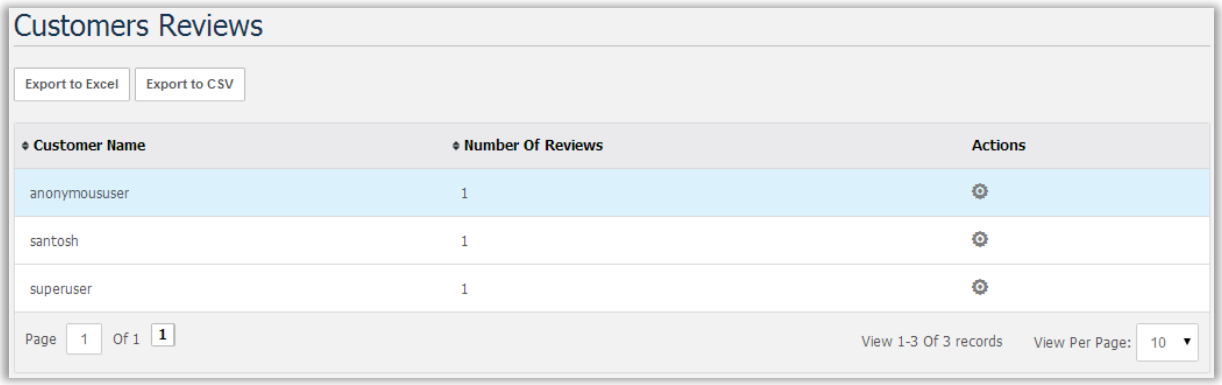
Reviews

To access the reviews you may have received, navigate to **Reports>Reviews** from side bar menu. Here, you can obtain customer reviews as well as item reviews.



Customer Reviews

Access reviews posted by your customers by navigating to **Reports>Reviews>Customer Reviews**. Your report will look like the one given in the image below.



Under **Actions**, click on the arrow to view the further details.

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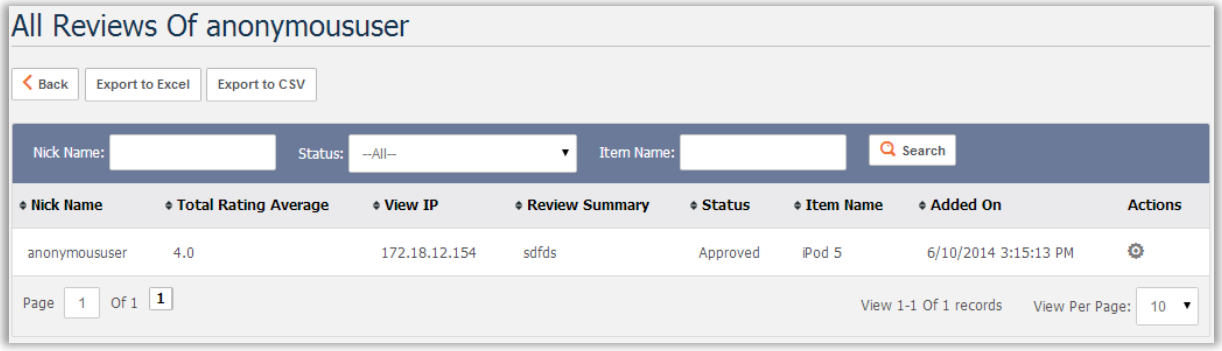
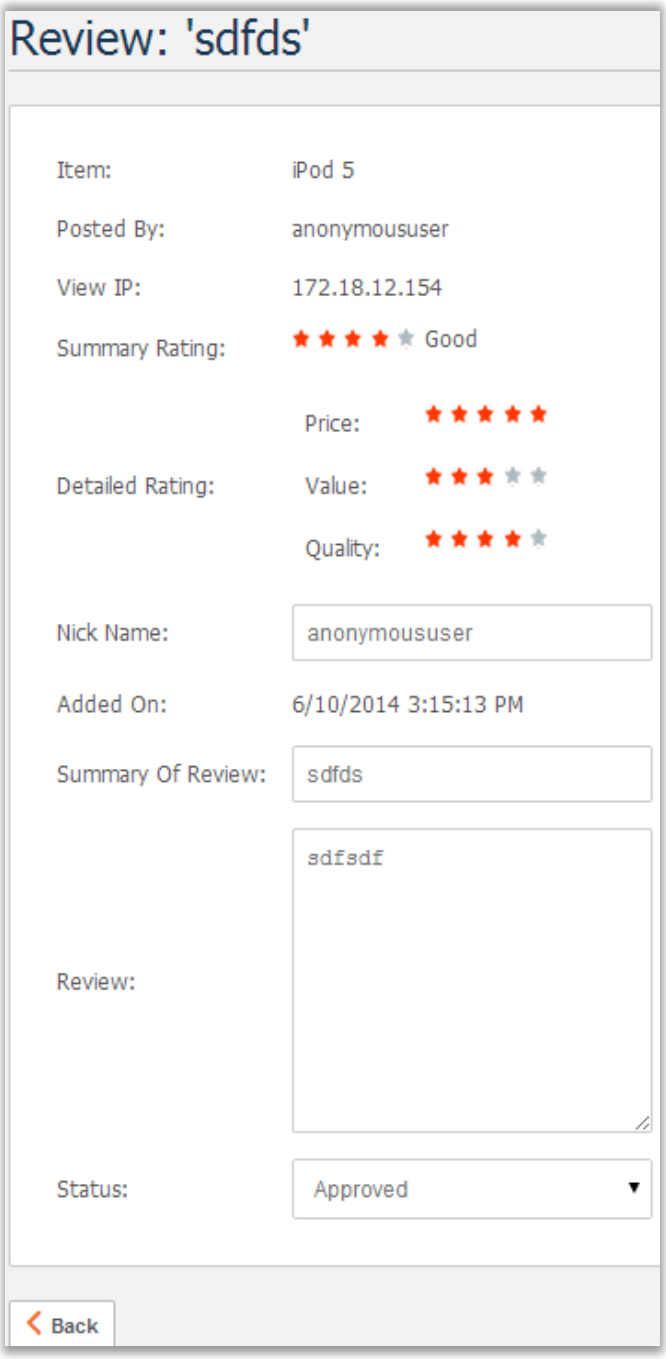


Again, under **Actions**, click on **View** to get the summary of the report.



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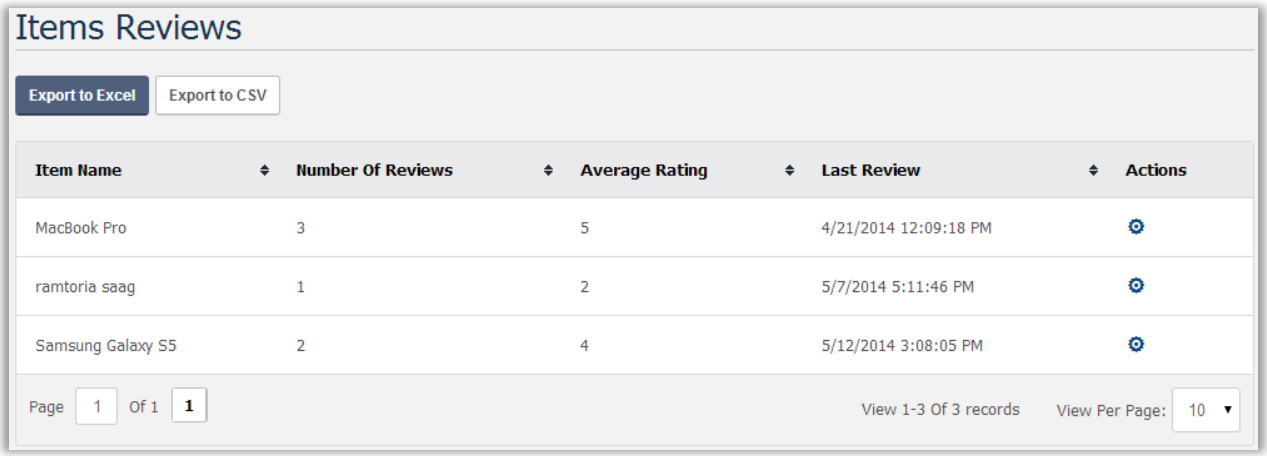
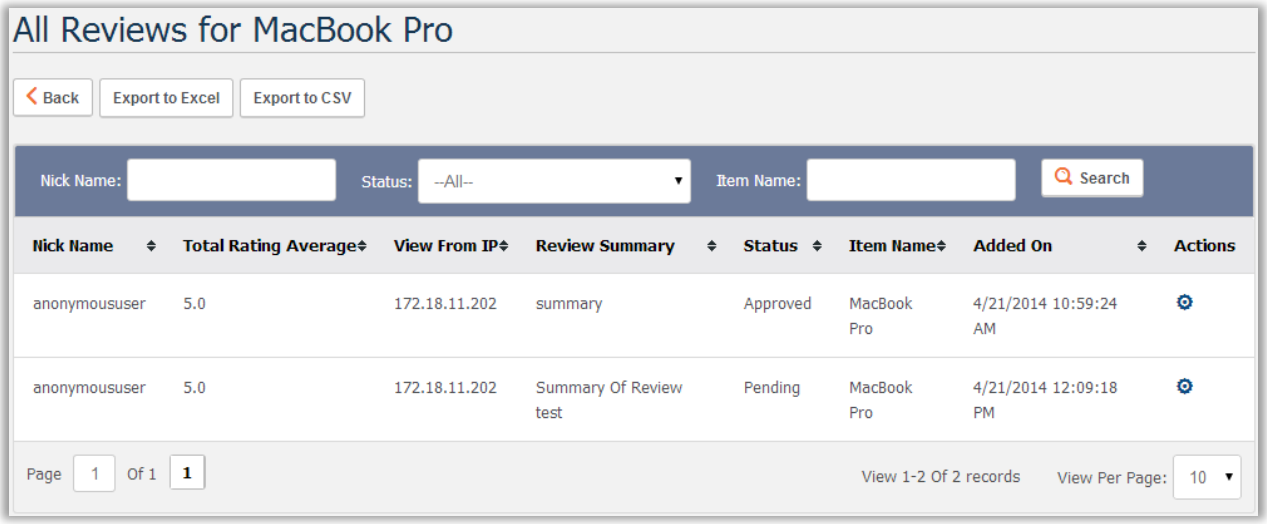
Items Reviews

You can also attain a report of reviews as per the items in your store. This report will give you an idea on which items are popular and which are not. Navigate to **Reports>Reviews>Item Reviews** and you will land upon a page like the one below.



You can further view the details by clicking on the down-arrow under **Actions**. You will be directed to a page like the one given below.



Again, under **Actions**, click on **View** to get the summary of the report.

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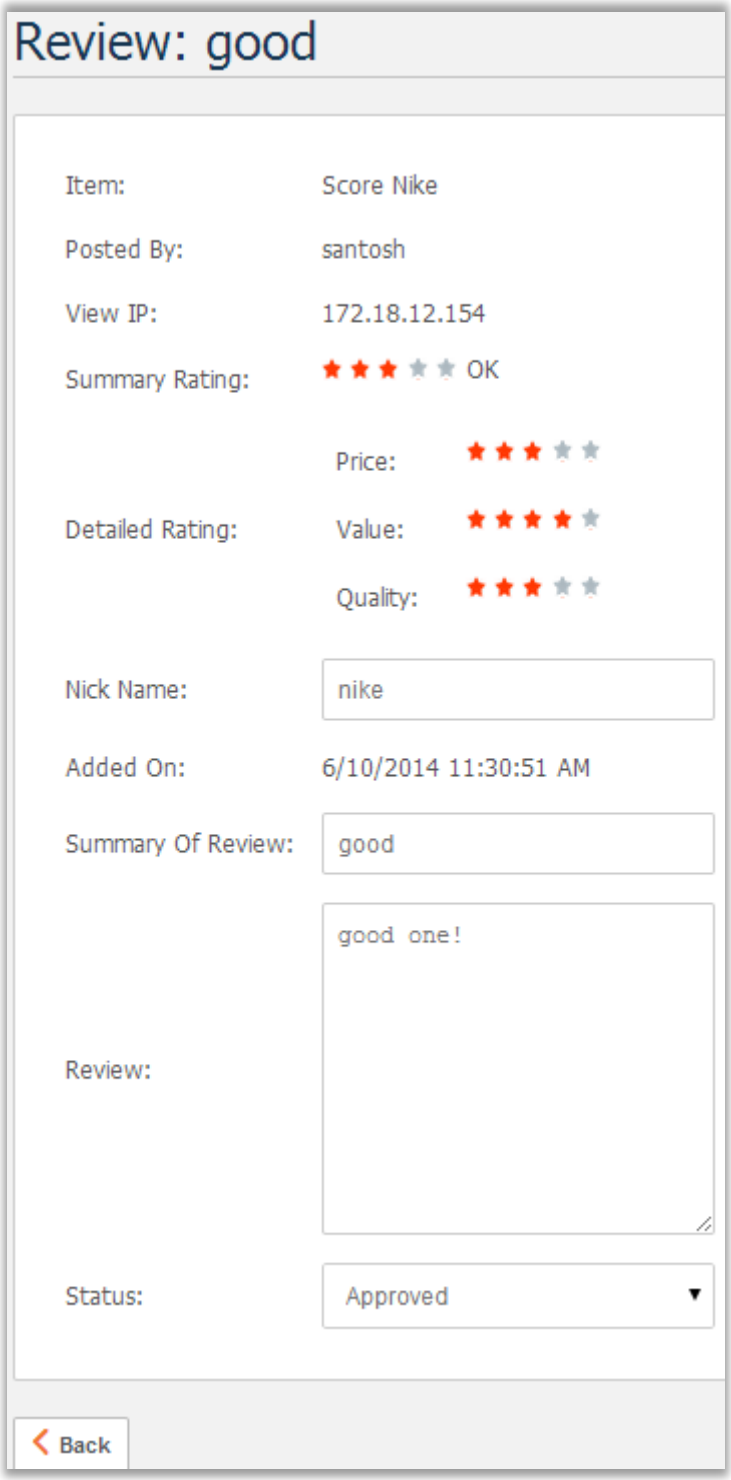

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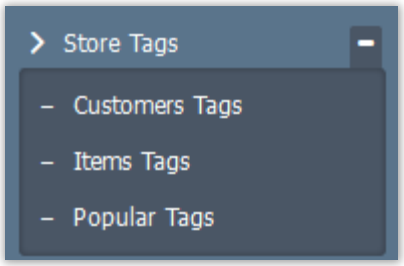
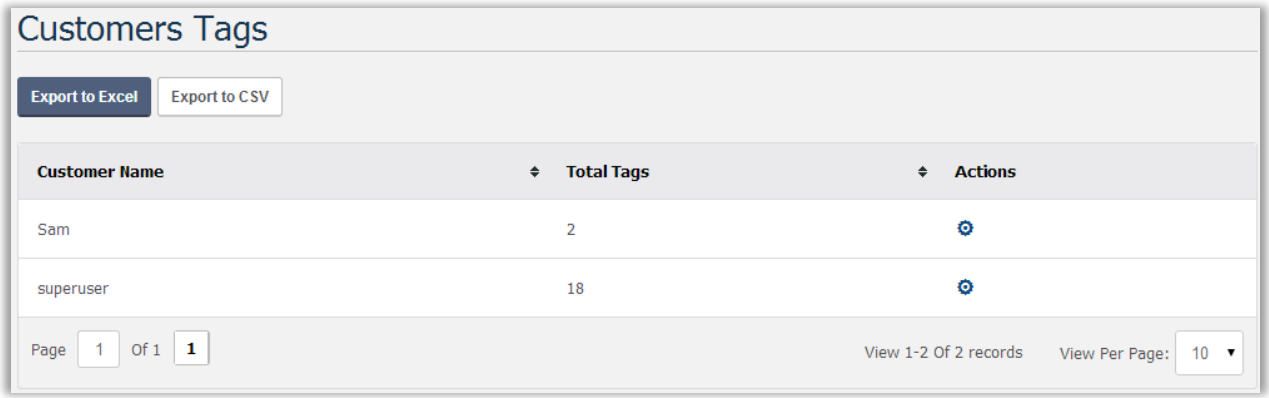
Store Tags

The **Store Tags** module under **Reports** menu allows you to access reports on **Customer Tags**, **Item Tags** and **Popular Tags**.

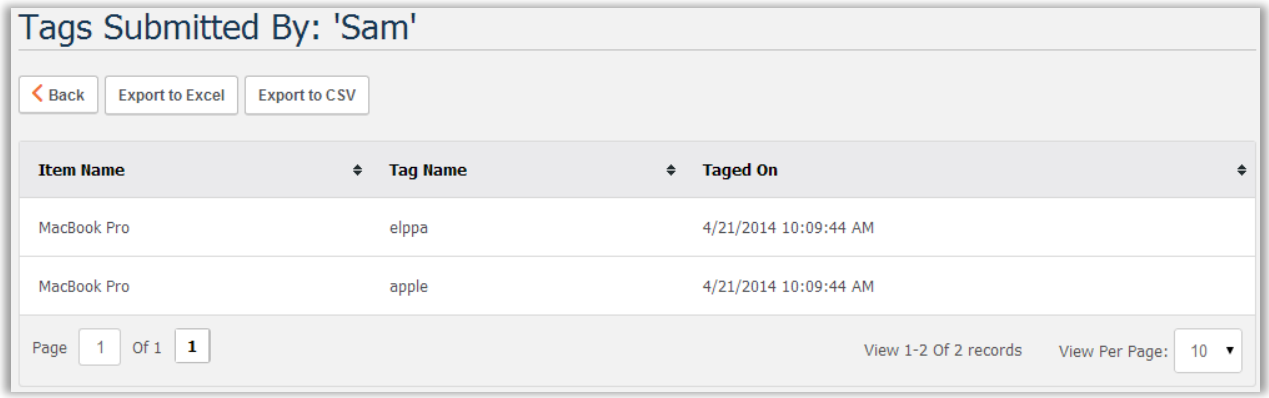


Customer Tags

This report, as shown in the image below, lists the customers and the number of approved tags that were submitted by them.



Further details on individual tags submitted by each customer can be obtained by clicking on the **View** pop-up under **Actions**. The report would look something like the image below.



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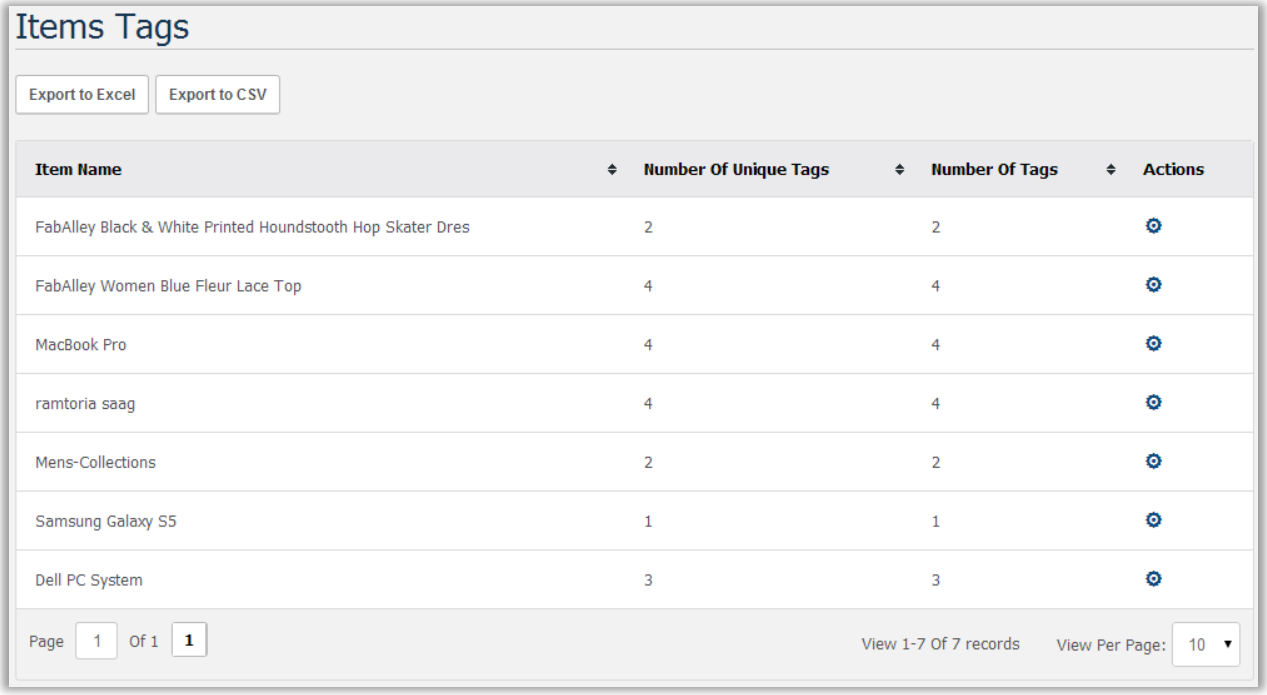
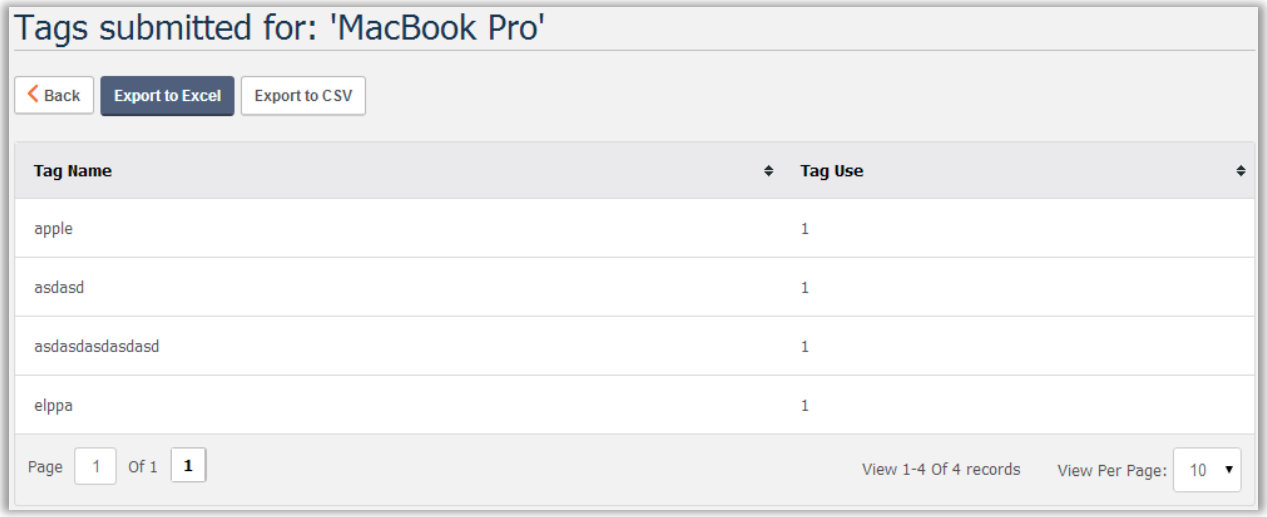
Items Tags

This report displays a list of items with tag. To view the list of **Item Tags**, go to **Reports>Store Tags>Item Tags** which will direct you to the following page.



Item Name	Number Of Unique Tags	Number Of Tags	Actions
FabAlley Black & White Printed Houndstooth Hop Skater Dres	2	2	
FabAlley Women Blue Fleur Lace Top	4	4	
MacBook Pro	4	4	
ramtoria saag	4	4	
Mens-Collections	2	2	
Samsung Galaxy S5	1	1	
Dell PC System	3	3	

Further details, as shown in the image below, will be displayed to you by clicking on the **View** pop-up under **Actions**.



Tag Name	Tag Use
apple	1
asdasd	1
asdasdasdasdasd	1
elppa	1

Popular Tags

This report lists all the approved tags, and the number of times each tag has been used in your store. To view the **Popular Tags**, select **Reports>Store Tags>Popular Tags**.

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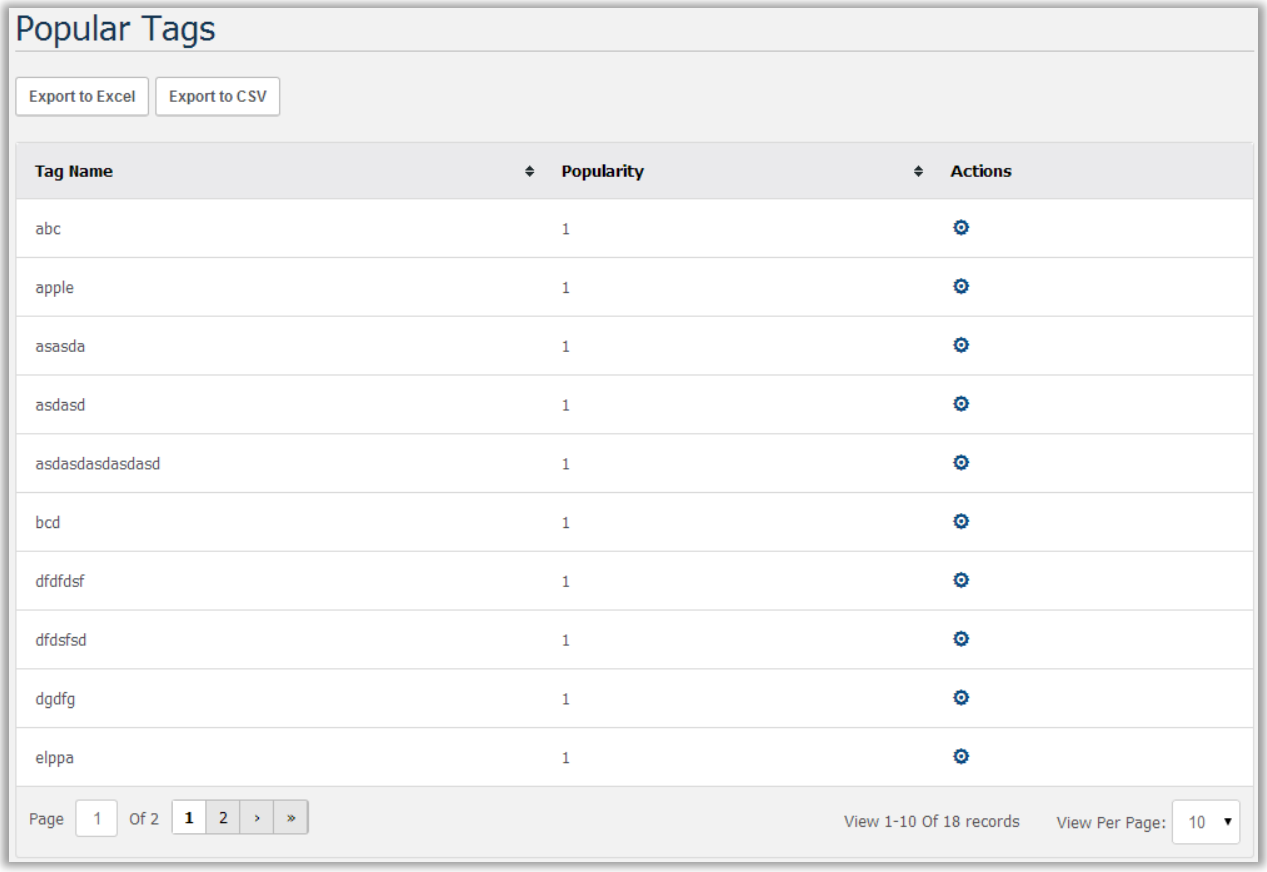
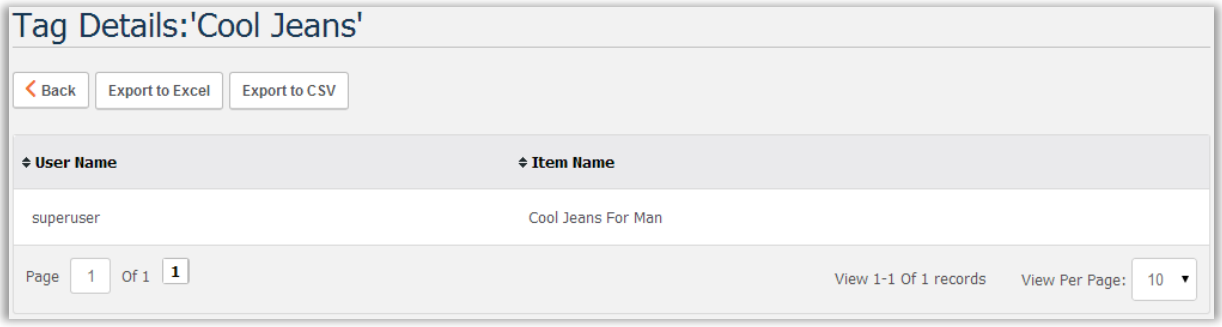


Further details can be accessed from the **View** pop-up under **Actions**.



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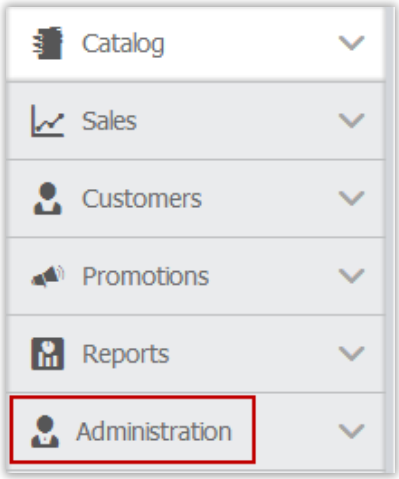
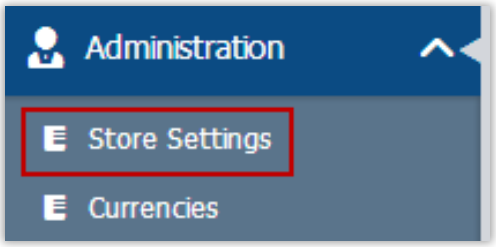
Administration

Administration page manages all the settings of your store starting from the Store Settings, Payment Methods, Currencies, Credit Cards, Store Access to Index Management and Import Manager. You can manage all these section under a single page.

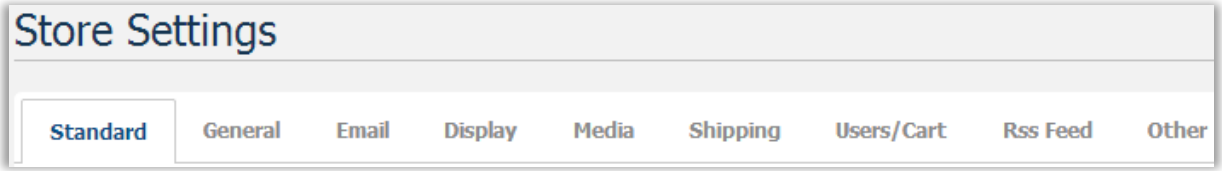


Store Settings

Store Settings enables you to set the design of your store. It includes the visibility, page settings, designing, managing customer profiles and much more. To manage your store settings, from side bar menu, navigate **Store Management>>Administration>>Store Settings.**



Store Settings page contains the following setting tabs: - **Standard, General, Email, SEO/Display, Media, Shipping, Users/Cart, RSS Feed and Other.**



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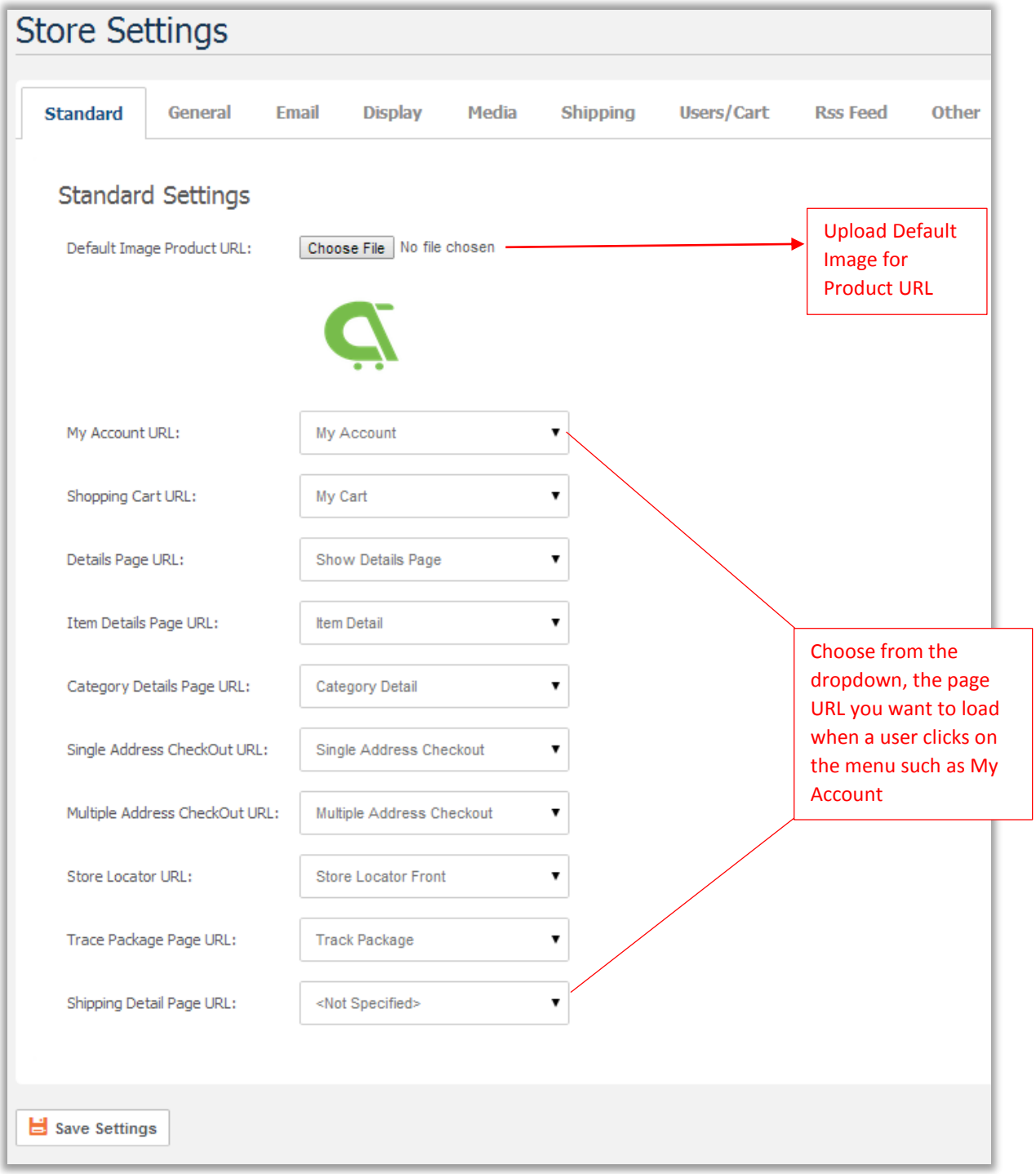
Standard

Once you click on the **Standard** tab, you will land on the following page. You can choose from the dropdown, the page URL you want to load when a user clicks on the menu such as My Account URL or Advance Search URL.



As you can see from the above picture, Standard Settings is used to control which URL the menu items must point to. Don't forget to click on **Save** button to save your settings.

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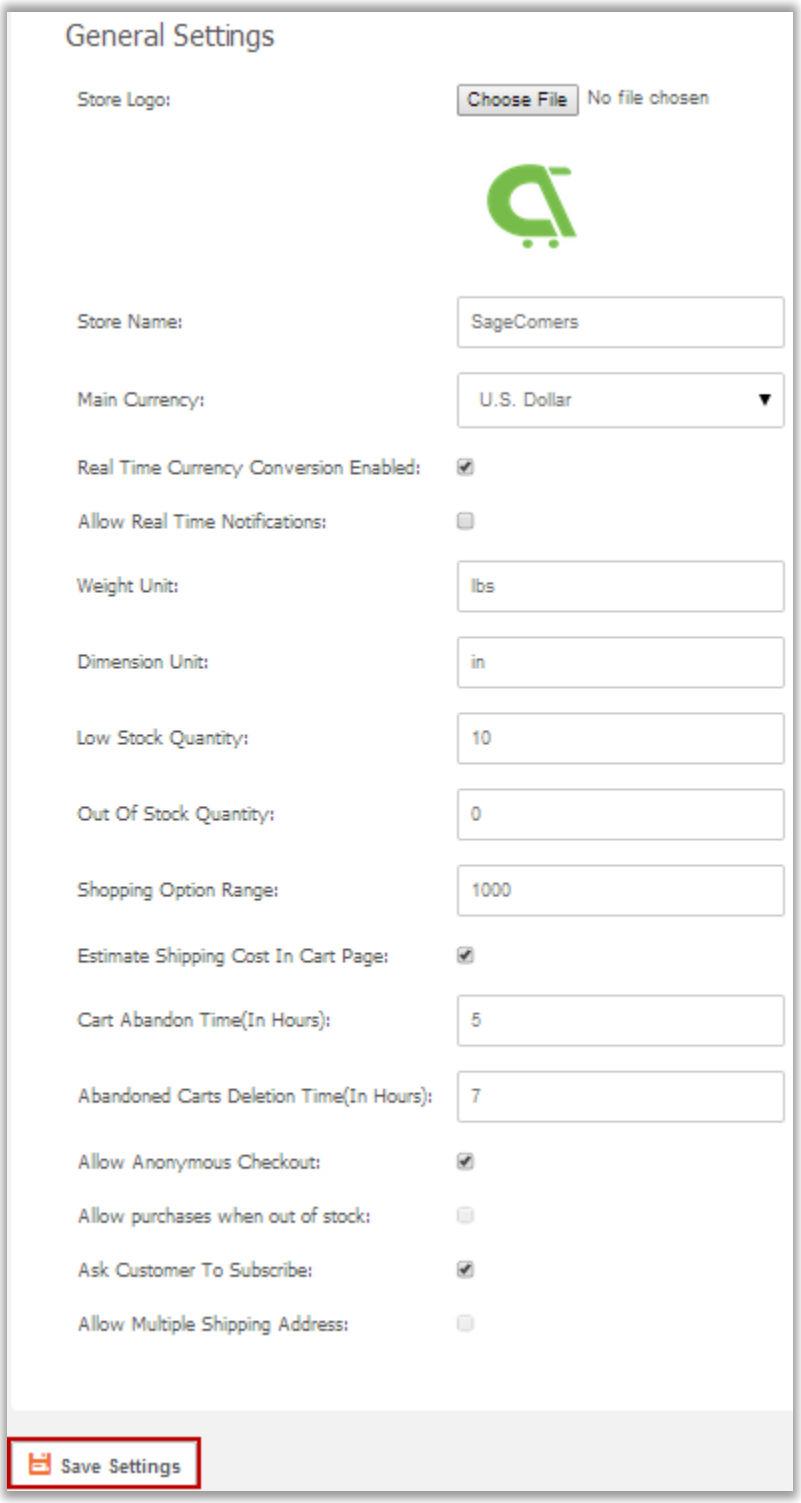
General

General tab allows you to administrate the store.



The General Tab consists of the following fields.

- **Store Logo** – Upload your store logo.
- **Store Name** – Choose your store name.

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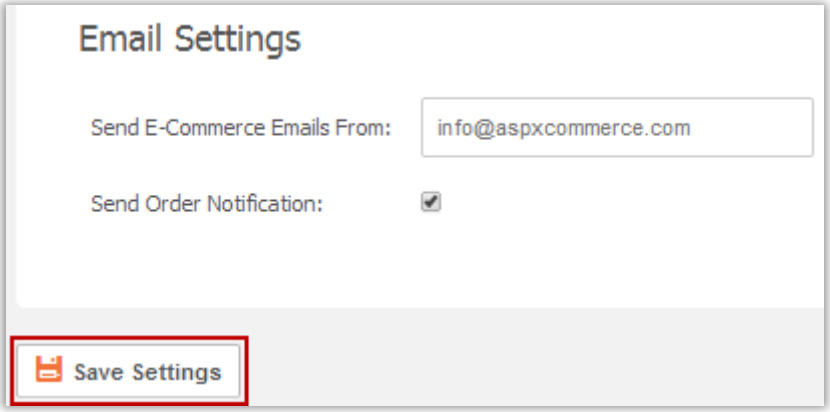
- **Main Currency** – Choose your currency.
- **Real Time Currency Conversion Enabled** – Enable this for real time rate conversion.
- **Allow Real Time Notifications** – Enable this to receive real time notifications.
- **Weight Unit** – Choose your weight unit.
- **Dimension Unit** – Set your dimension unit.
- **Low Stock Quantity** – Set your low stock quantity.
- **Out of Stock Quantity** – Set the out of stock quantity.
- **Shopping Option Range** – Limit the number of items a customer can buy.
- **Estimate Shopping Cost in Cart Page** – Enable this to estimate shopping cost in cart page.
- **Cart Abandon Time (In Hours)** – Set the cart abandon in hours.
- **Abandoned Carts Deletion Time (In Hours)** – Limit the time when abandoned carts are deleted.
- **Allow Anonymous Checkout** – Enable this to allow anonymous checkout.
- **Allow purchases when out of stock** – Enabling this will let customers buy items that are out of stock.
- **Ask Customer To Subscribe** – Enable this to ask customers to subscribe.
- **Allow Multiple Shipping Address** – This allows shipping to multiple addresses by a customer.

Do not forget to click on **Save** button to save your changes.

Email

Email tab facilitates emailing, just as shown in the picture.



The Email Tab consists of the following fields.

- **Send E-commerce Emails From** – This is the email address from which emails are sent.
- **Send Order Notifications** – Enable this if there are order notifications to be sent.

Do not forget to click on **Save** button to save your changes.

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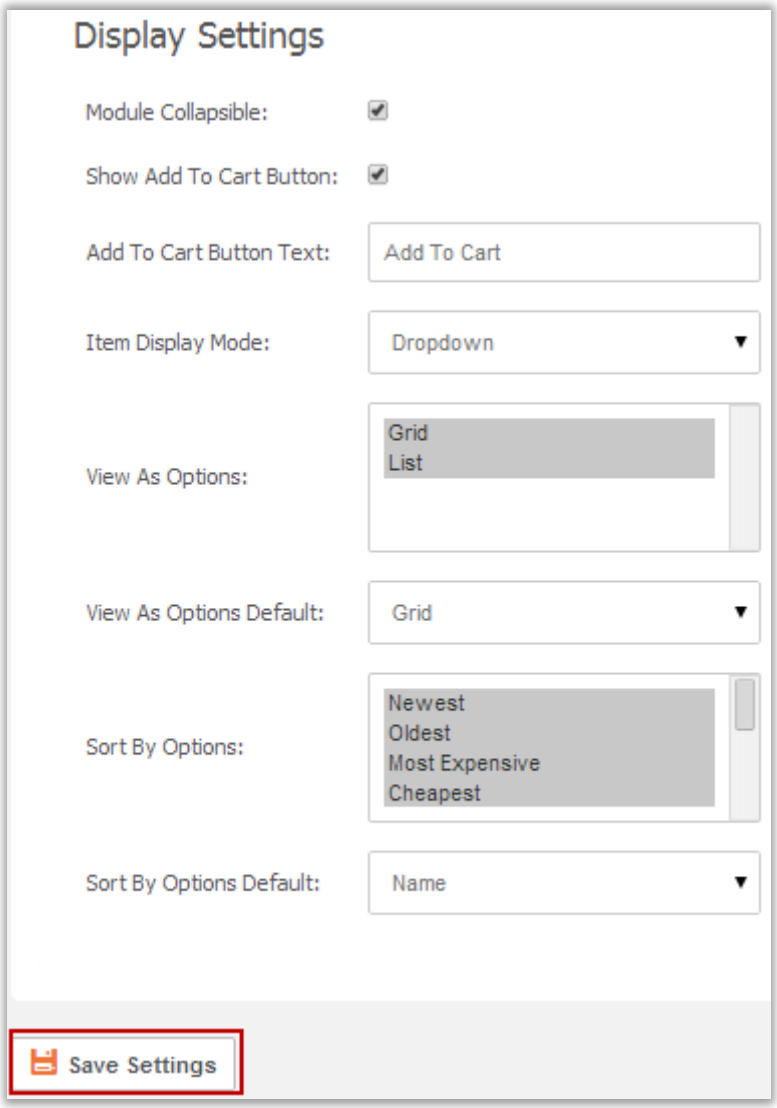
Display

From this page you can control what is displayed in the front end. You can customize the look of your site with **Display** tab.



The Display Tab consists of the following fields.

- **Module Collapsible**- If you enable it, a module that shows on front end can be collapsed by clicking.
- **Show Add to Cart Button** – If enabled, it shows add to Cart Button.
- **Add to Cart Button Text** – Text for Cart Button.
- **Item Display Mode** – You can choose to display item either as drop down or icon.
- **View as Options** – Here you can see all the view options.
- **View as Options Default** – This filed defines default view option.
- **Sort By Option** – This field lists available sort options.
- **Sort By Options Default** – This field defines a default sort option.

Do not forget to click on **Save** button to save your settings.

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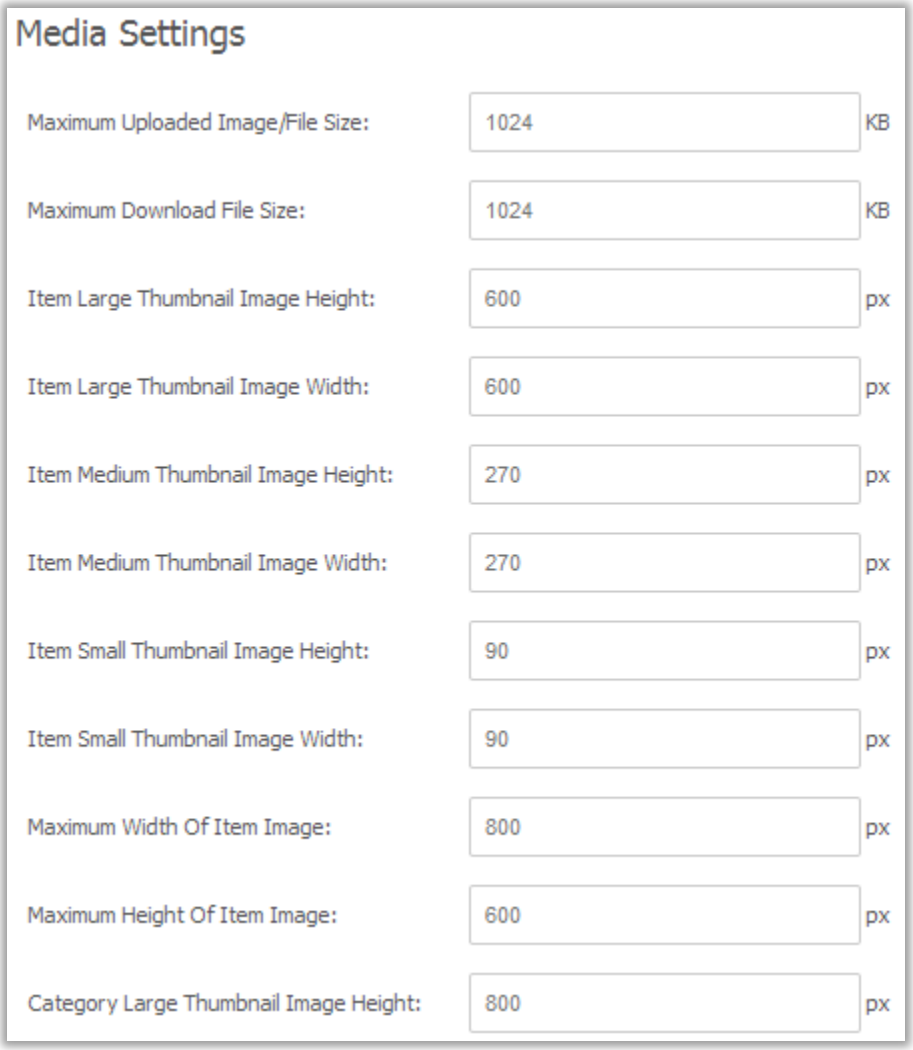
Media

If you click on the **Media** tab, you will see a screen similar to below (First portion). This is the place from where you can set image and file sizes.



You can see that the image and file sizes are in KB and the fields are in pixels.

The second portion deals with watermarks to protect your copyright on the images.

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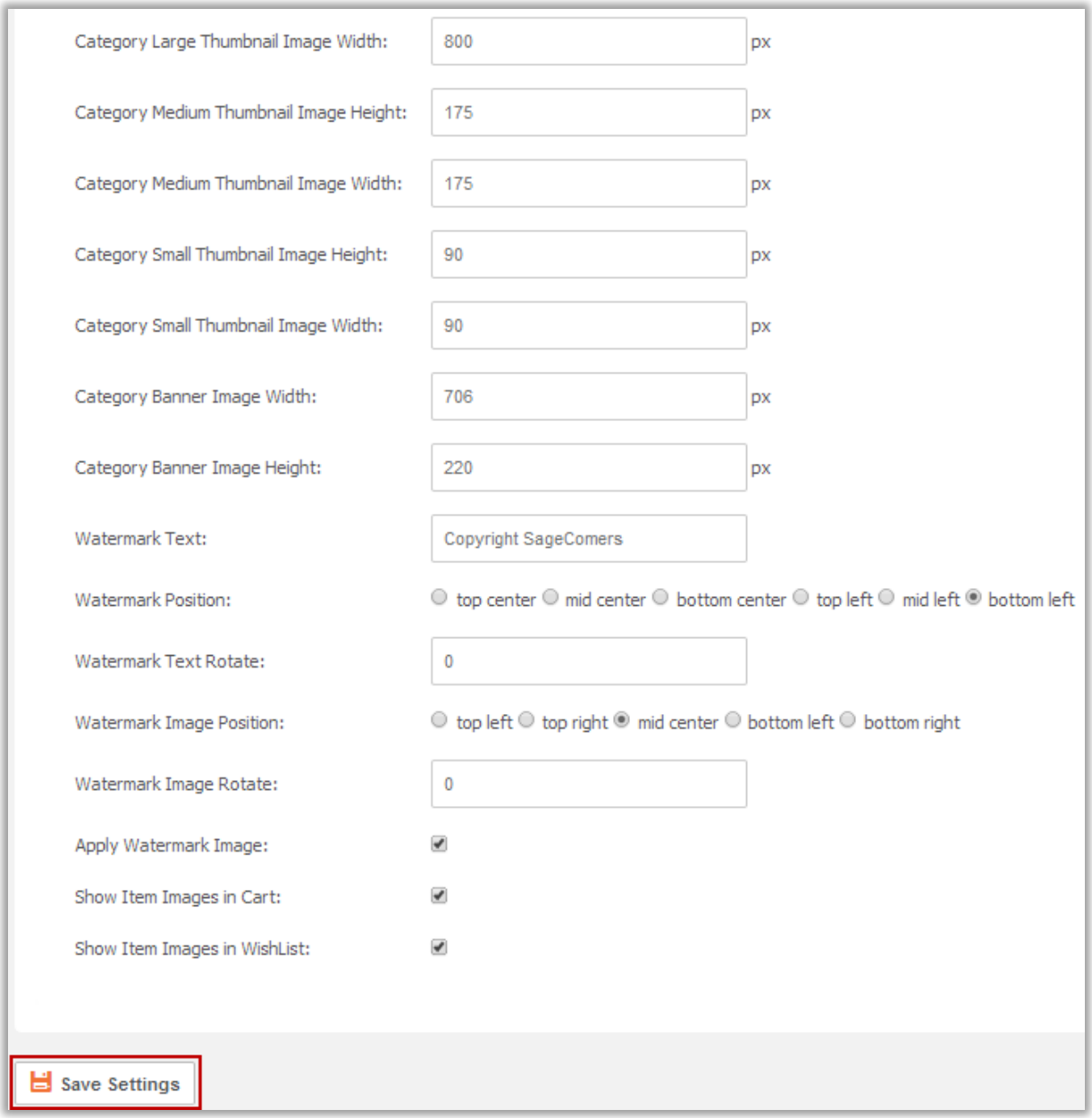

It consists of the following fields.

- **Watermark Text** – Enter the Watermark Text you want to implement.
- **Watermark Position** – Position your watermark text.
- **Watermark Text Rotate** – Rotate your watermark text by specifying degrees to rotate.
- **Watermark Image Position** – Specify image watermark position.
- **Watermark Image Rotate** – Rotate your watermark image by specifying degrees to rotate.
- **Apply Watermark Image** – Apply watermark image if you want to.
- **Show Item Images in Cart** – Enabling this will let you see item images on the cart.
- **Show Item Images in WishList** – Enabling this will let you see item images in the wishlist.

Do not forget to click on **Save** button to save your required settings.

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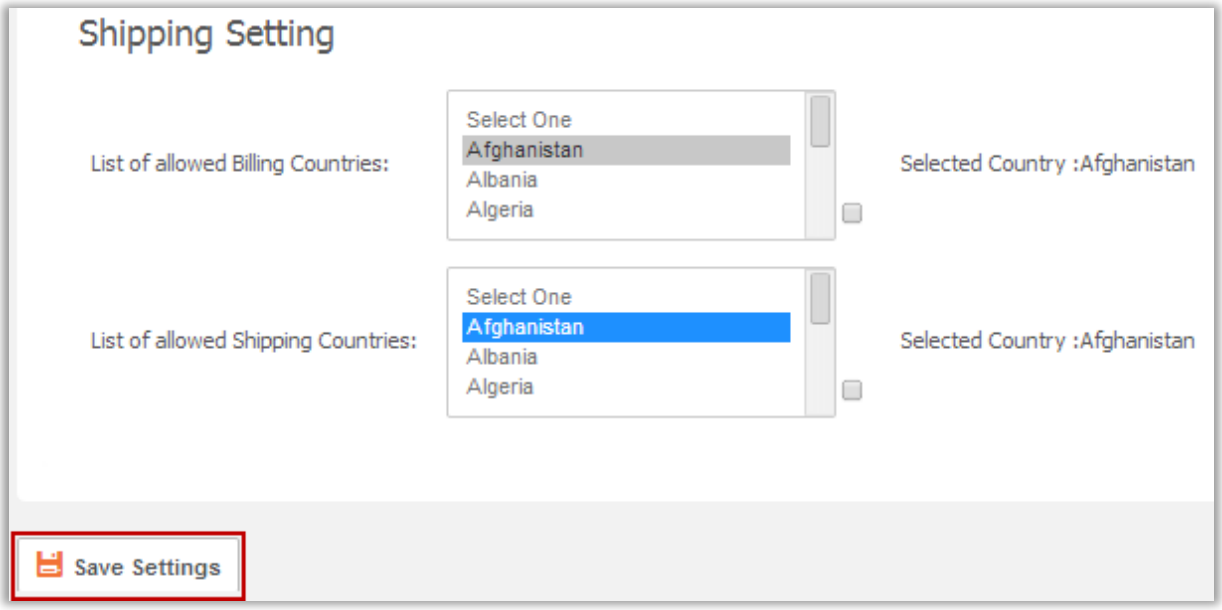
Shipping

Use **Shipping** tab to specify customers from which countries are to be billed and countries where you can ship the products.



This tab consists of the following fields.

- **List of allowed Billing Countries** – Specify the countries where you can bill your customers.
- **List of allowed Shipping Countries** – Specify the countries where you can ship the ordered products.

Do not forget to click on **Save** button to save your required settings.

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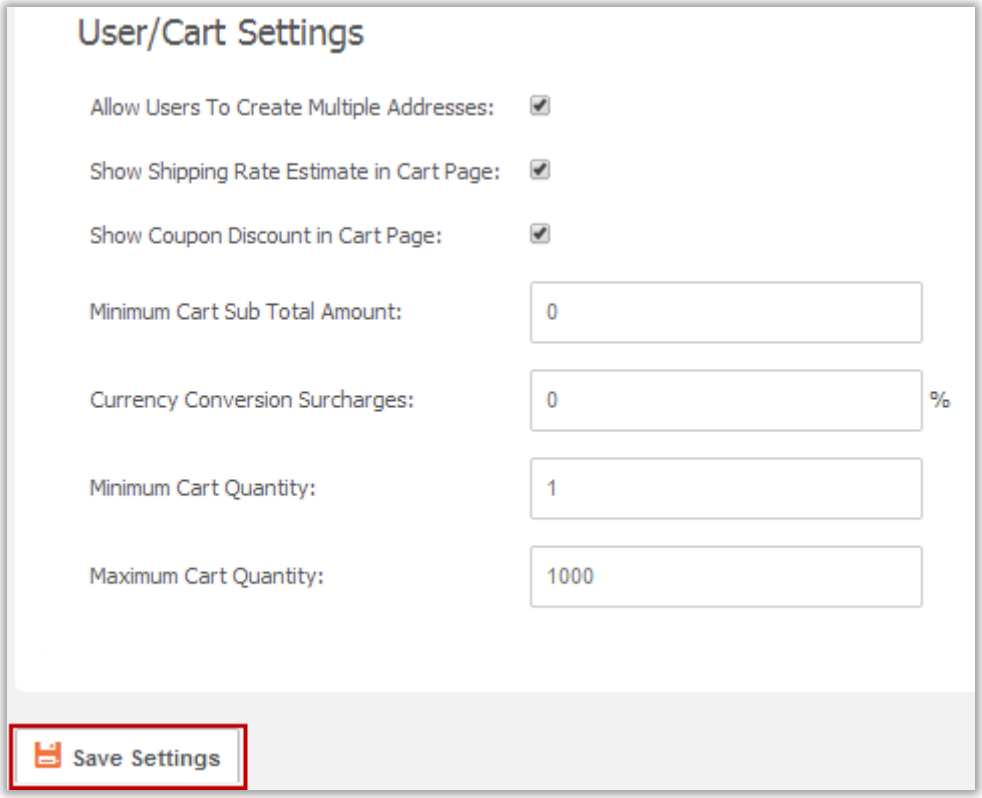
Users/Cart

Users/Cart tab helps you to decide whether to enable multiple addresses, implement minimum cart amount and small currency charges involved.



It consists of the following fields.

- **Allow Users to Create Multiple Addresses** – Enabling it lets you use multiple addresses.
- **Minimum Cart Sub Total Amount** – Define minimum cart amount.
- **Currency Conversion Surcharges** – Lets you add surcharges on a transaction in percentage.

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RSS Feed

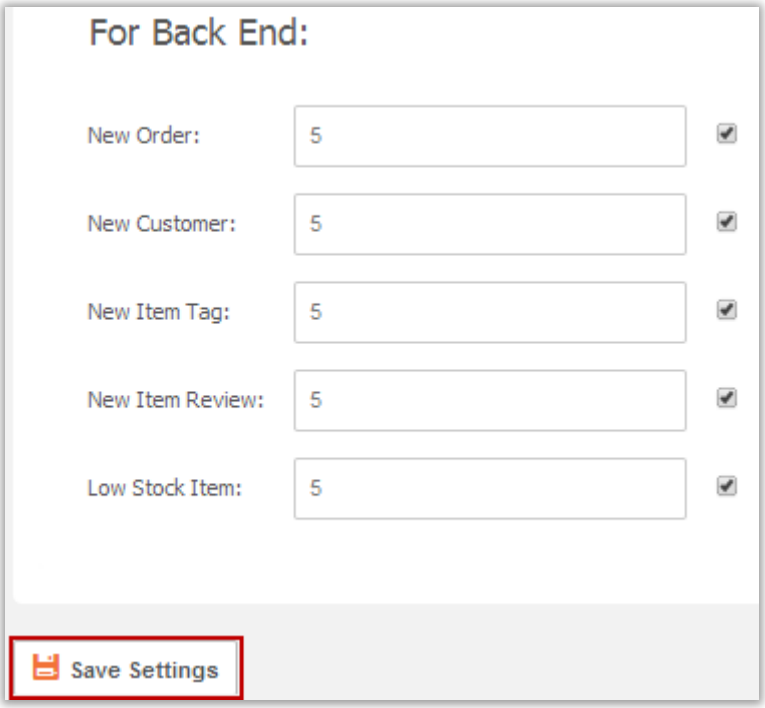
RSS Feed controls the feeds for individual elements and feed counts.

Frontend

You can select the **RSS Feed URL** from the dropdown list and specify the URL. To enable the RSS Feed, check on the checkbox. Also, specify the number of feeds to display for each of the Feed.

Backend

Same goes for backend.



Do not forget to click on **Save Settings** button to save your required settings.

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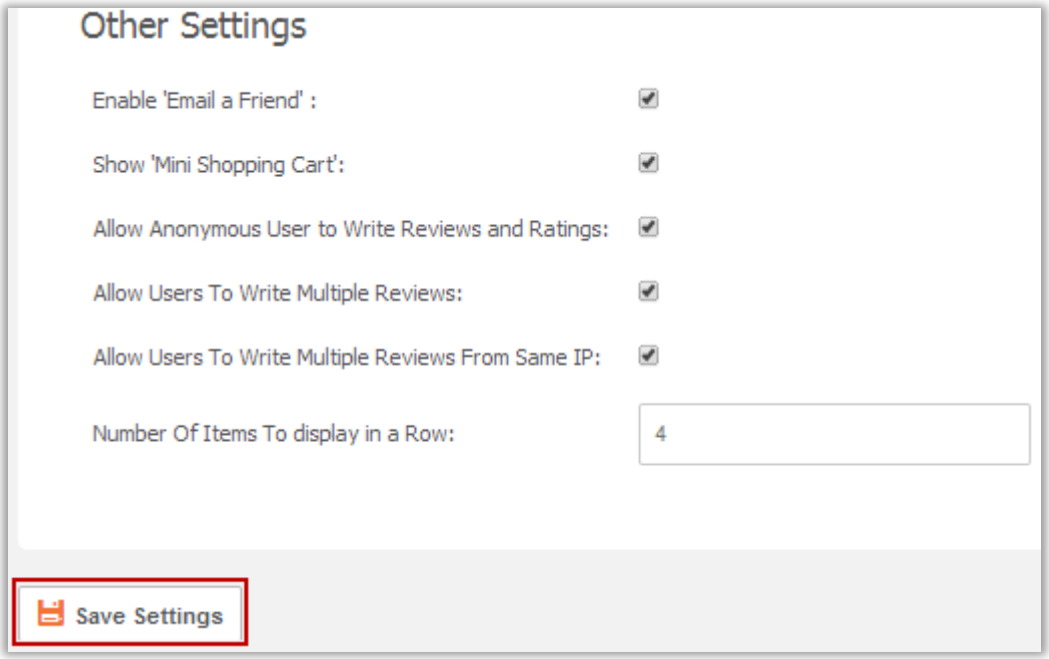
Other

This tab deals with other site settings, not covered under the above categories.



The Other Tab consists of the following settings.

- **Enable "Email a Friend"** – Enable this to show an option to email a friend.
- **Show "Mini Shopping Cart"** – Enable this to view Mini shopping cart.
- **Allow Anonymous User to Write Reviews and Ratings** – Enable this to allow anonymous user to write reviews and ratings.
- **Allows Users to Write Multiple Reviews from Same IP** – Enable this to allow users to write multiple reviews from same IP.
- **Number of Items to display in a Row** – The total number of items will be shown in specified number of rows.

Do not forget to click on **Save Settings** button to save your required settings.

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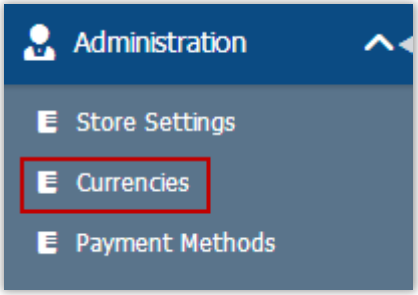
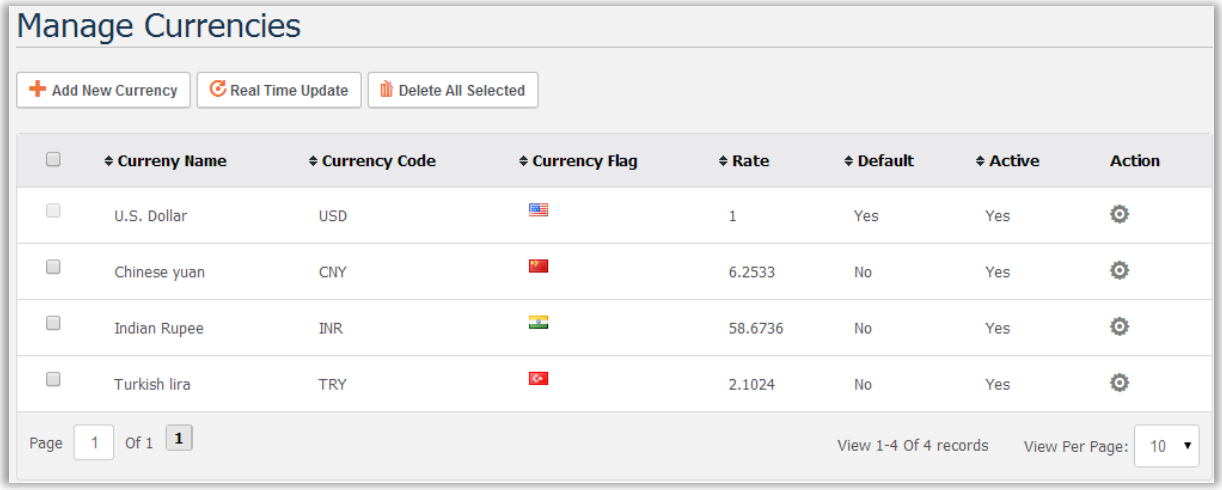
Manage Currencies

In the **Currencies** page, you can add new currency, receive real update and delete the unwanted ones.



To manage currencies, navigate to **Administration>>Manage Currencies** and you will land on a page similar to the one given below.



Add New Currency

Under **Manage Currencies**, click on **Add New Currency** button and you will be directed to the following page.

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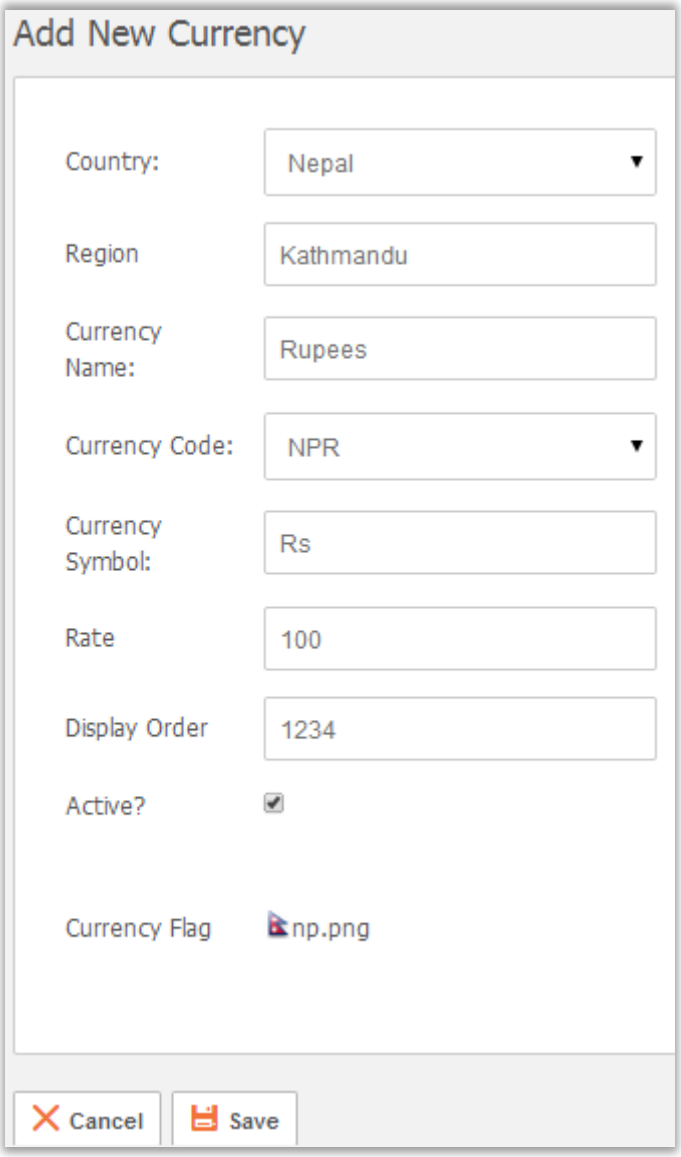

This tab consists of the following fields.

- **Country** – Select a country from the drop down list.
- **Region** – Specify the region.
- **Currency Name** – Specify the currency name.
- **Currency Code** – Select the currency code from the drop down list.
- **Currency Symbol** – Specify the currency symbol.
- **Rate** – State the rate.
- **Display Order** – Specify currency order in the list.
- **Active?** – State either active/inactive.

Assign a currency flag and do not forget to click on **Save** button to save your work.

Under **Action**, you will find three pop-ups as shown below.

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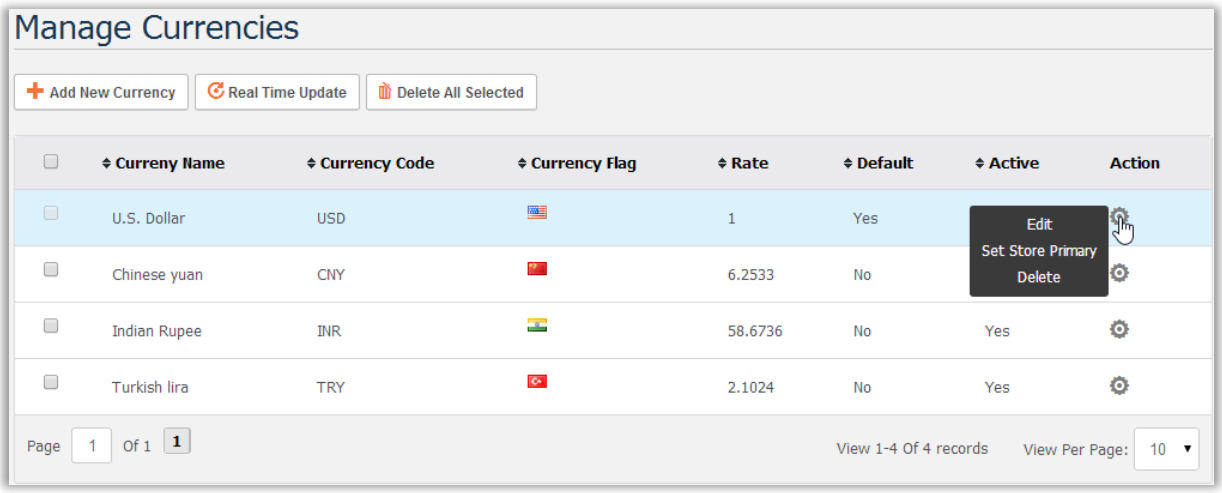
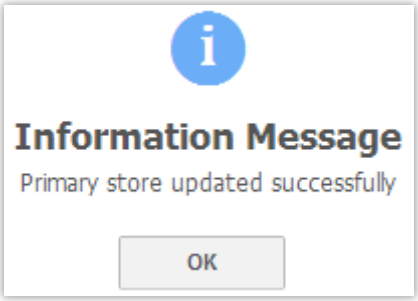
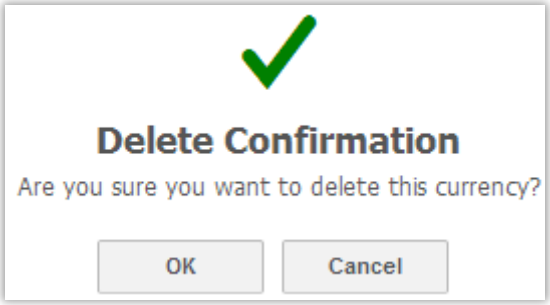


i. **Edit** – This will lead you to the same form as **Add New Currency**.

ii. **Set Store Primary** – This updates the primary store and shows the following message.



iii. **Delete** – This deletes the Currency and shows the following message.



Click on **Ok** to permanently delete the currency if not then, click on **Cancel**

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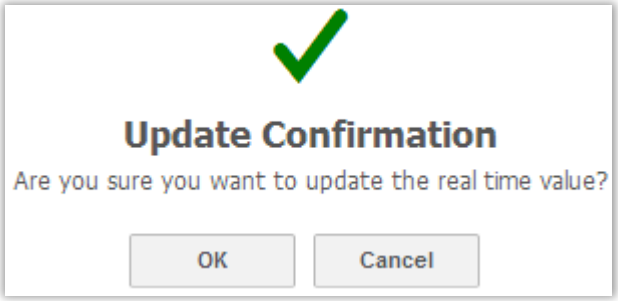
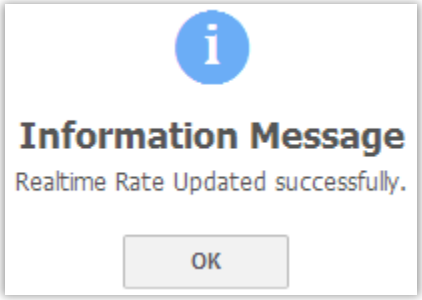
Real Time Update

The **Real Time Update** tab under **Manage Currencies** will generate a pop-up that will ask for your confirmation before you make any changes.



Click on **Ok** to confirm or **Cancel** to ignore the update. You will receive the following message.



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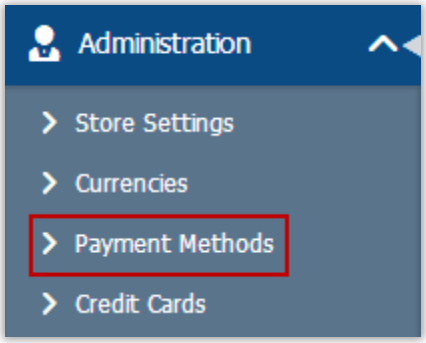
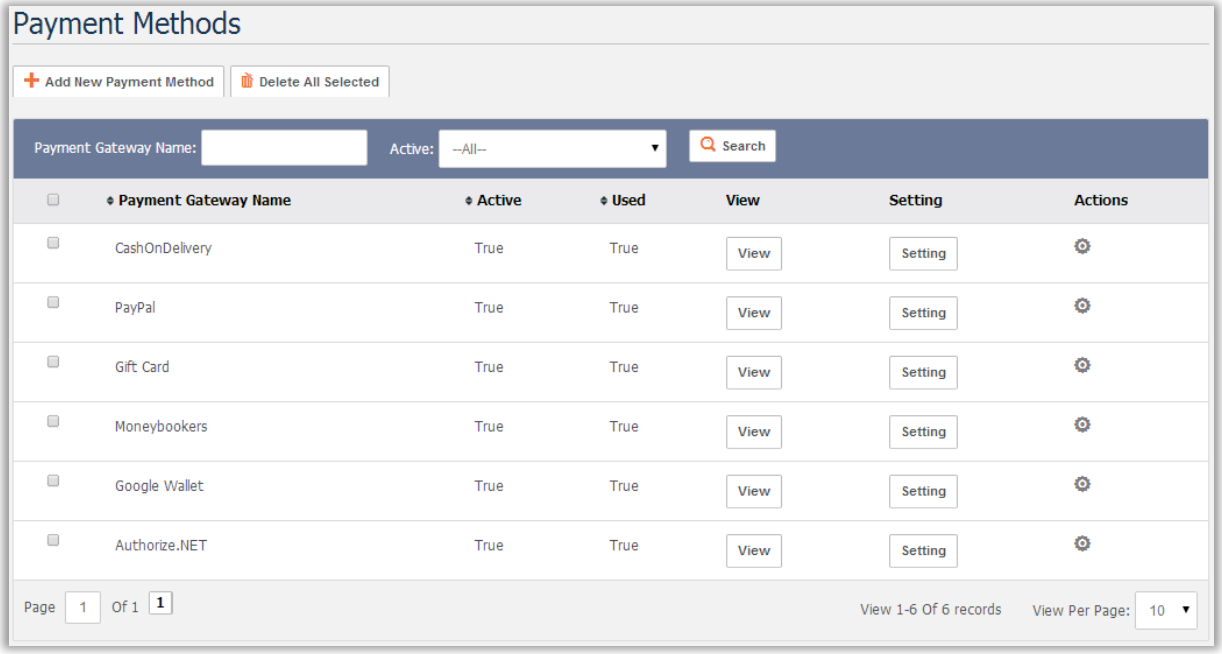
Payment Methods

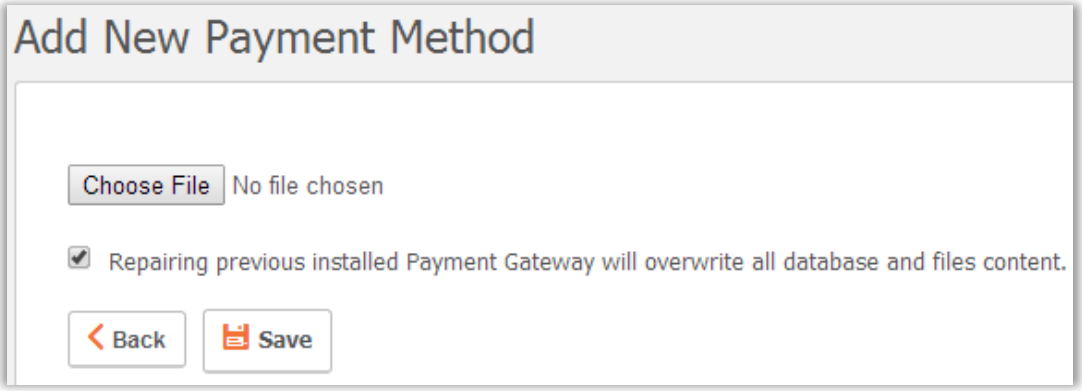
Payment Method indicates the different method for payment. You can add new payment method and delete the non-required methods.



If you click on the **Administration>>Payment Methods**, you will land on the following page.



You can use **Deleted All Selected** button to delete all the selected payment methods. You can also use **Add New Payment Method** button to add new payment methods.



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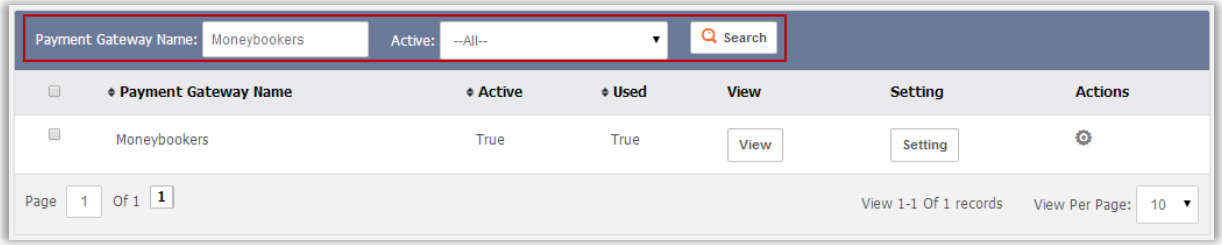
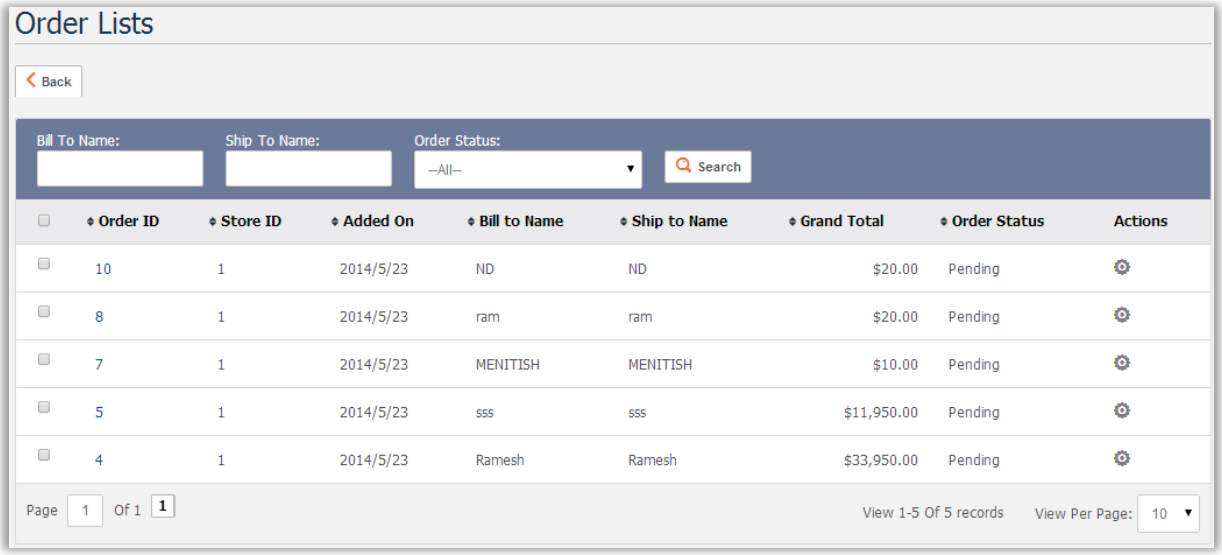
Click on **Save** button to save your **New Payment Method** and then click on **Back** button to go to previous page.

To search for a payment method, enter **Payment Gateway Name** and select **Active** from the dropdown list to be true or false as shown below.



Click on **View** button and you will land on **Order Lists** page.



If you click on **Action** button, you will see two pop-ups as shown in the following screenshot.

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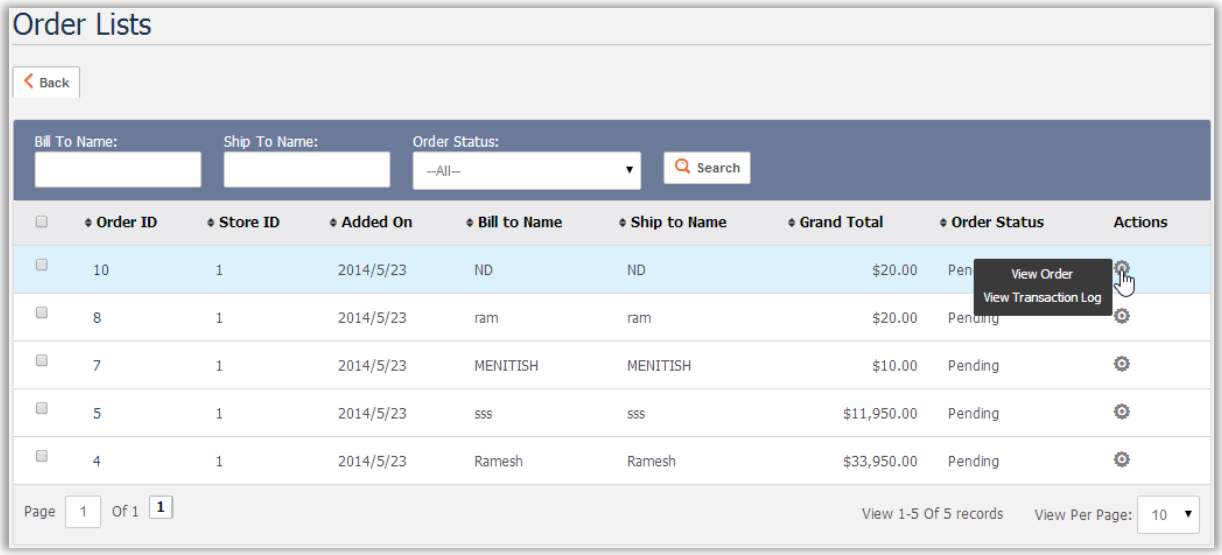
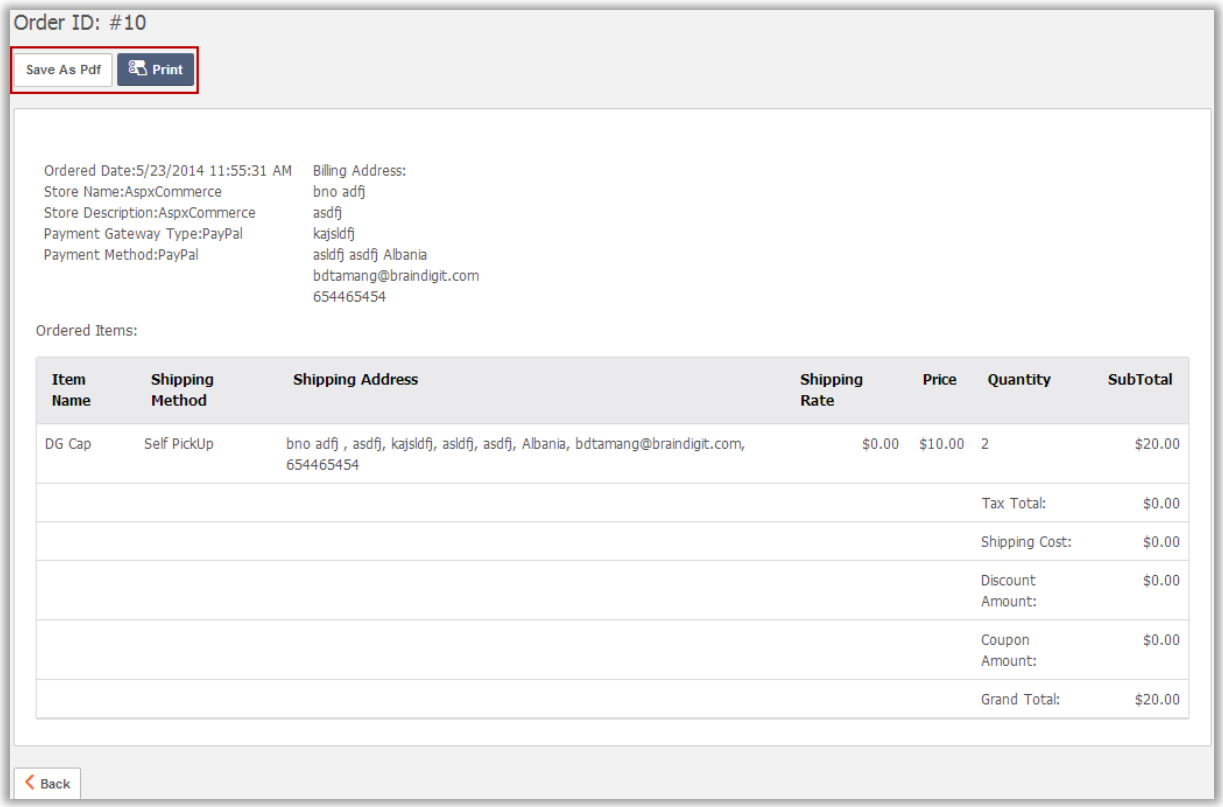


i. **View Order** - Here you will come across the details of the order just like below.



You can save this order in the form of Pdf and you can print it as well.

ii. **View Transaction Log** – You can see the transaction details just like below.

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Transaction Detail

Payment Gateway Name:	CashOnDelivery
OrderID:	12
Transaction ID:	107758
Order Completed AS:	Processed
Order Amount:	$ 450000
Payer Email:	N/A
Credit Card No:	N/A
Auth Code:	N/A
Response Text:	Transaction occured successfully
Customer Name:	superuser
CustomerID:	1
Session Code:	cploldmannspiome0dycgyo0
Added On:	2014-01-23 1:05 TT

Back

To change the settings of **Payment Gateway Name**, click on the **Settings** button. Note that there is no settings for **Cash On Delivery**. For our purpose, we have used **MoneyBookers** setting.

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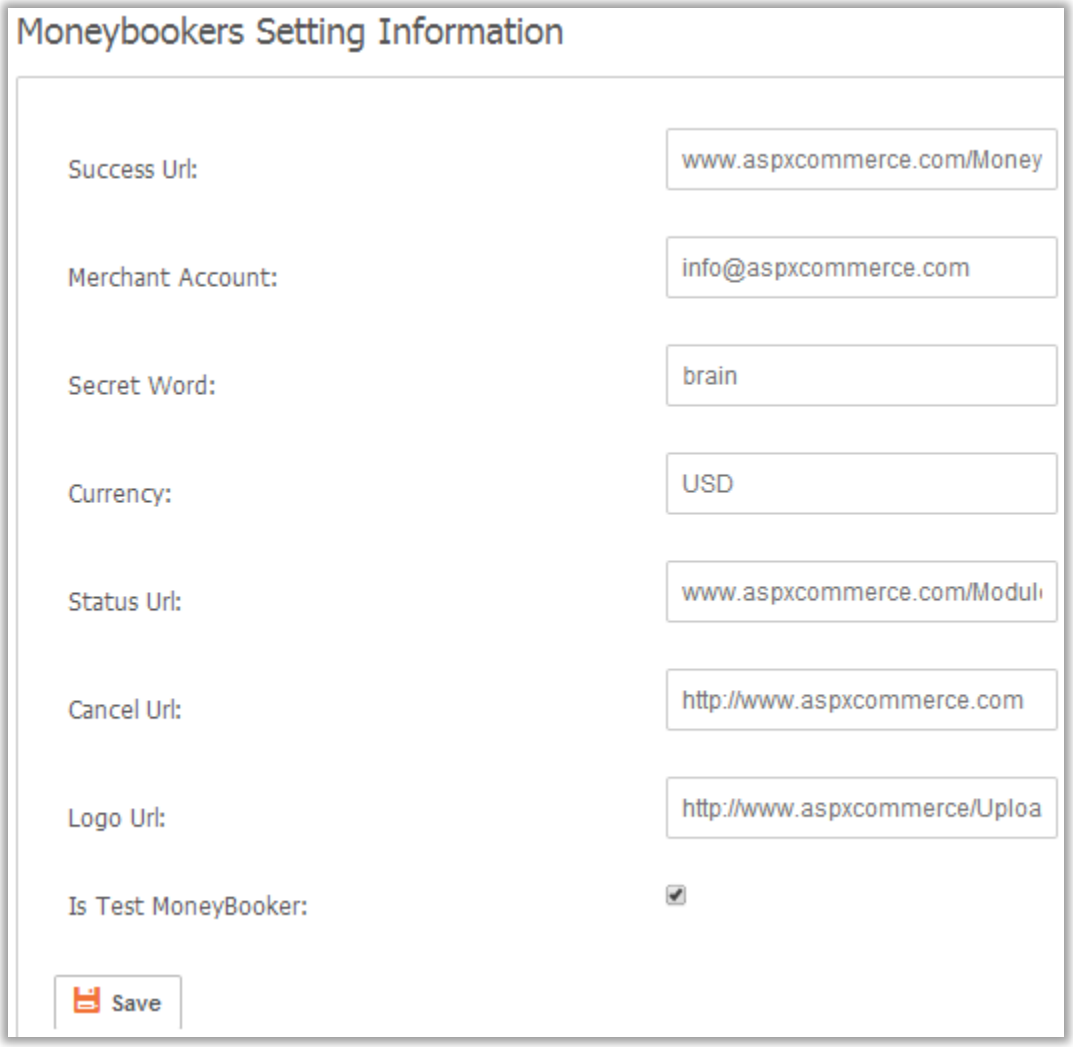
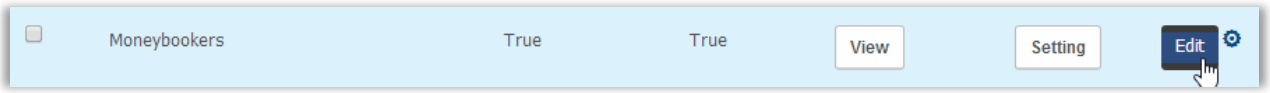


This Tab consists of the following fields.

- **Success URL** – URL to land after successful transaction.
- **Merchant Account** – Merchant account goes here.
- **Secret Word** – You need to use a secret word here.
- **Currency** – Set up your currency.
- **Status URL** – Acts as intermediary between user and payment.
- **Cancel URL** – If a payment is canceled, this is the landing out.
- **Logo URL** – Payment URL logo goes here.
- **Is Test MoneyBooker** – Enable it for testing purposes.

(Note – Individual settings for each Payment Gateway Name may be different.)

From your **Payment Methods** page, you can also edit a payment method by clicking on the arrow under **Actions** and then on **Edit**. For our example, we have used **Moneybookers**.



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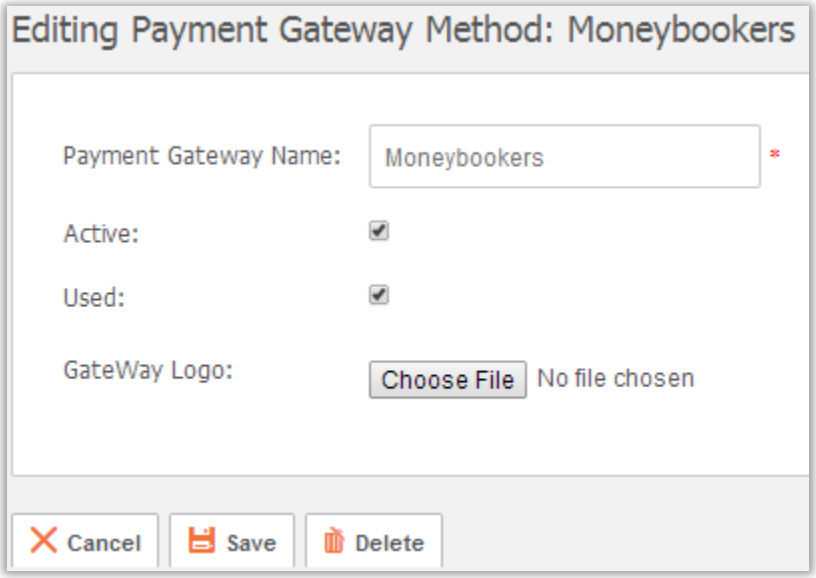
From this page, you can change **Gateway Name**, **Gateway Logo** or activate a **Payment Gateway**.

To add a payment method, click on the Add New Payment Method, from where you need to upload zip form of the payment method. Here, we have added a MoneyBookers payment gateway.



Please note if you repair previous Payment Gateways, the corresponding database and file contents will be lost.

Once you have installed a payment gateway, you will land on the following page.

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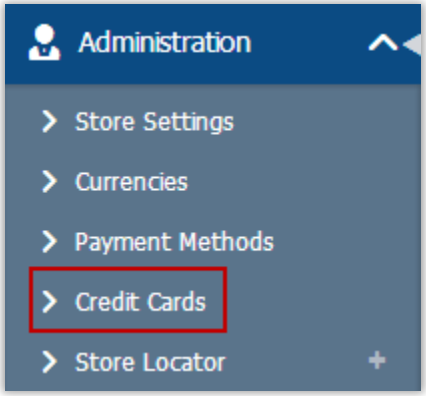
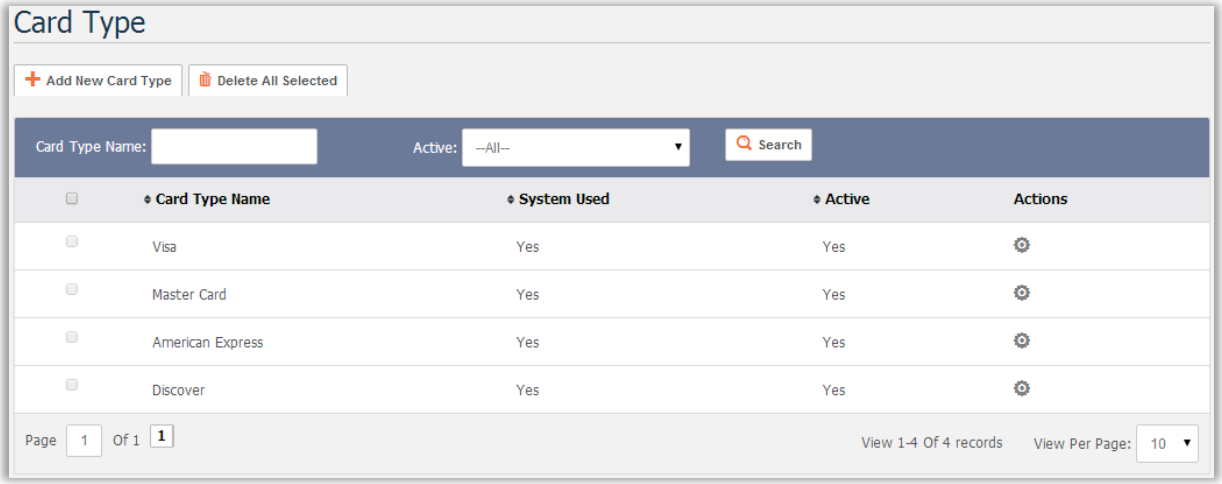
Credit Cards

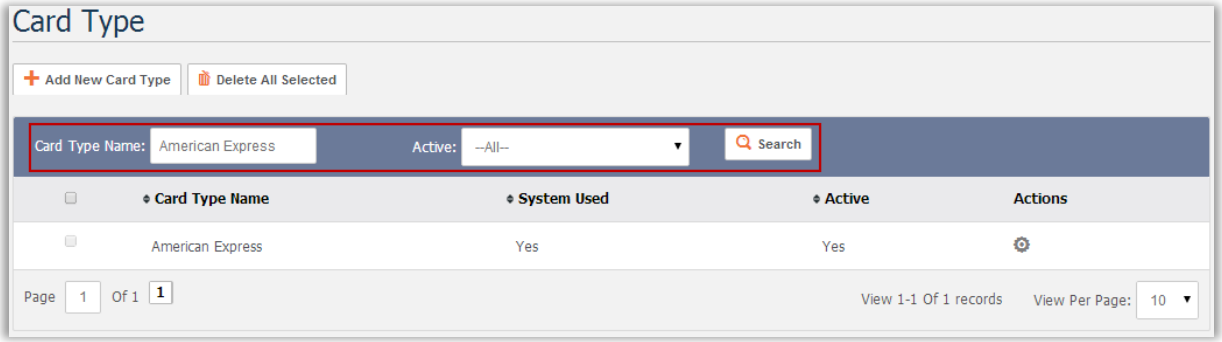
Credit Card deals with the addition of new Card Type and you can also delete the unwanted card types.



Navigate to **Store Management>Administration>Credit Cards**, you will land on the following page.



For easier search, enter the **Card Type Name** and choose whether **Active** is Yes or No from the dropdown list as shown below.



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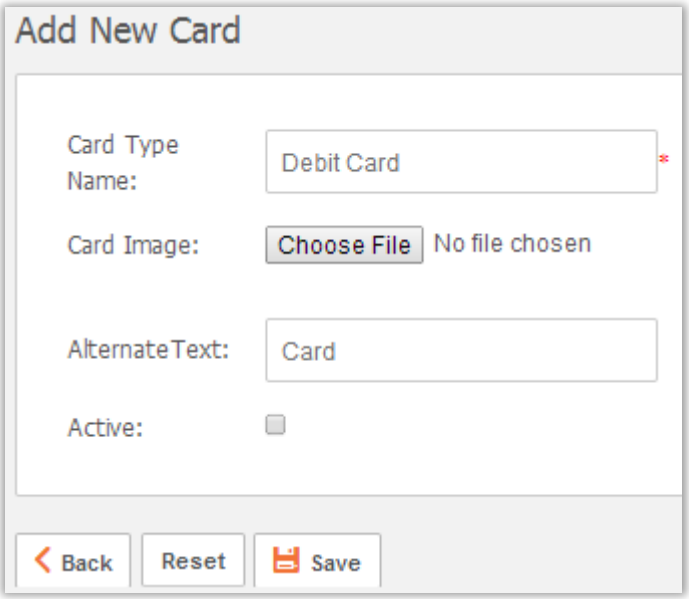
Add New Card Type

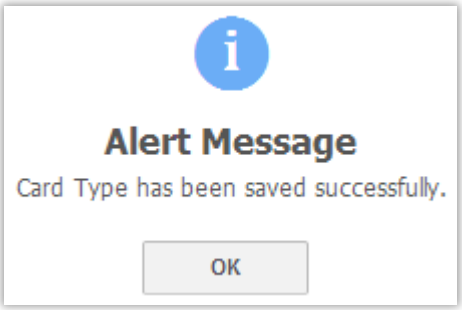
Under **Credit Card**, the **Add New Card Type** tab will direct you to a form as shown in the picture below.



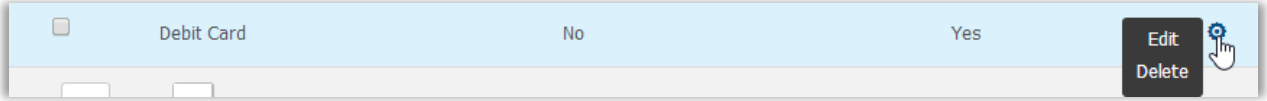
It consists of the following fields.

- **Card Type Name** – Enter the type of card name.
- **Card Image** – Choose an image for the Card type.
- **Alternate Text** – Enter an alternate text.
- **Active** – Enable to activate.

Click on **Save** button to save your changes. After that, you will notice the following message that appears.



Under **Action**, you will find two pop-ups as shown in the screenshot below.



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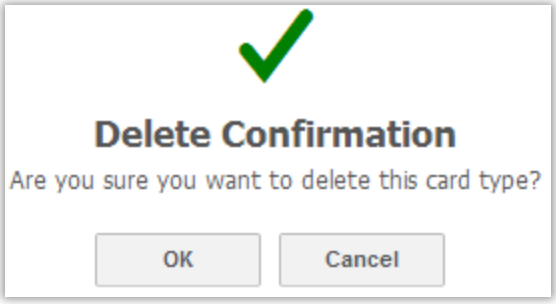
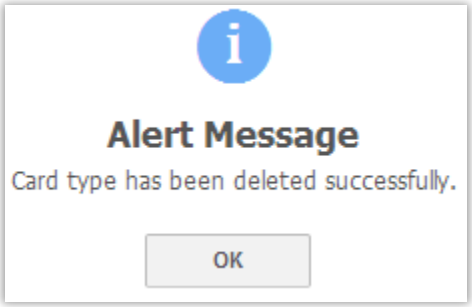
If you click on **Edit**, you will land on a similar form as **Add New Card**. The **Delete** button will delete that **Card Type**.

You can delete all the unnecessary card types by selecting them and clicking on **Deleted All Selected**. When you click on that button, the following message will appear.



If you click on Ok button, the card type is deleted and you get the following message.



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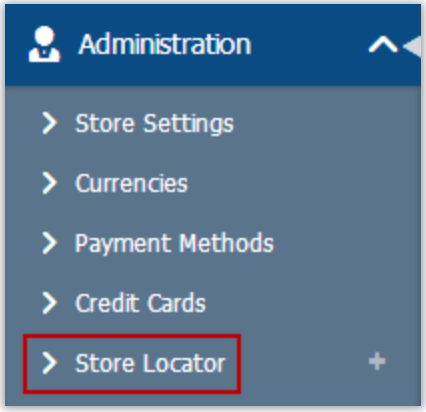
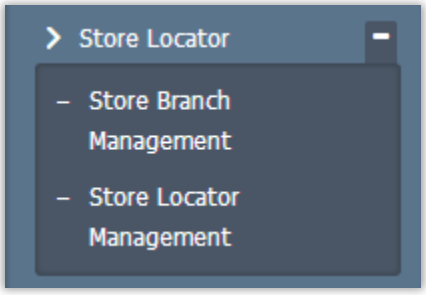
Store Locator

This feature allows you to set up a location to your store in Google maps. All you need to do is navigate to **Administration>>Store Locator** and you will be prompted with two more options.



After clicking on **Store Locator**, you will land on the following page.



Store Locator Management

Once you click on the **Store Locator Management** tab, you will be directed to a page with Google map where AspxCommerce has been set by default.

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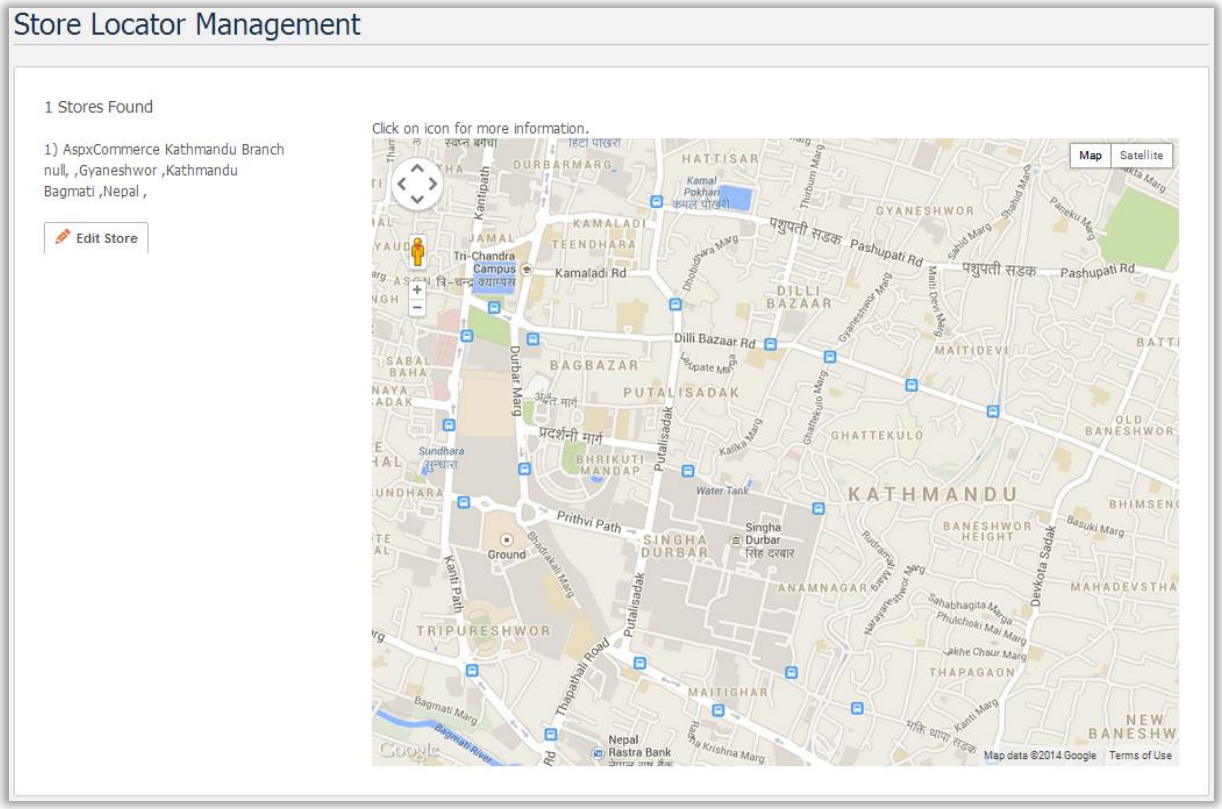
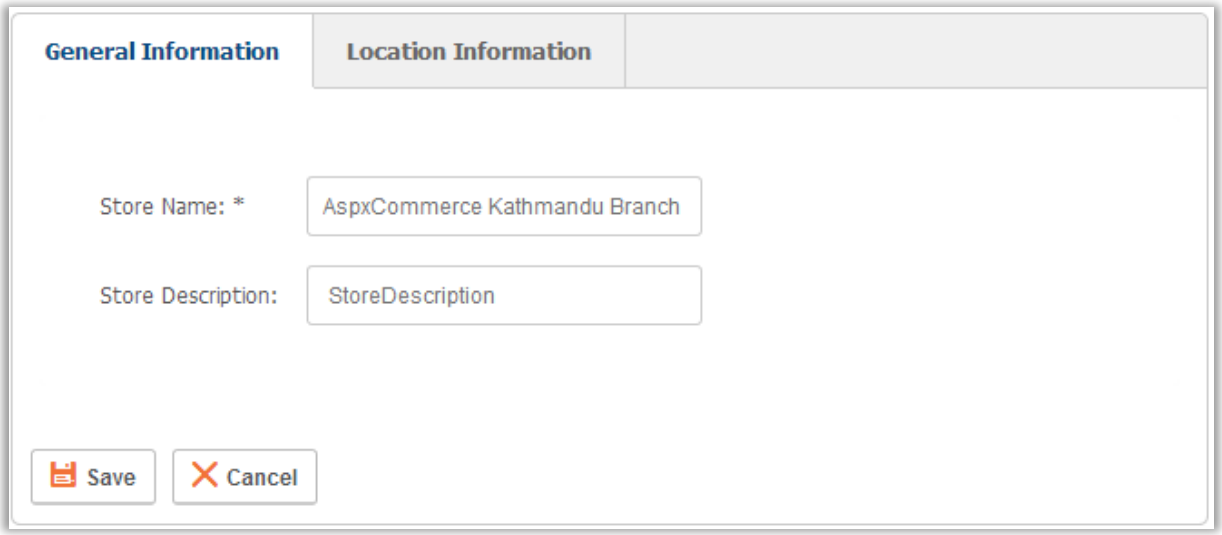


To add details of your own store, click on **Edit Store**. Then, scroll down to see a form you can fill up to add details of your store.

Add General Information:



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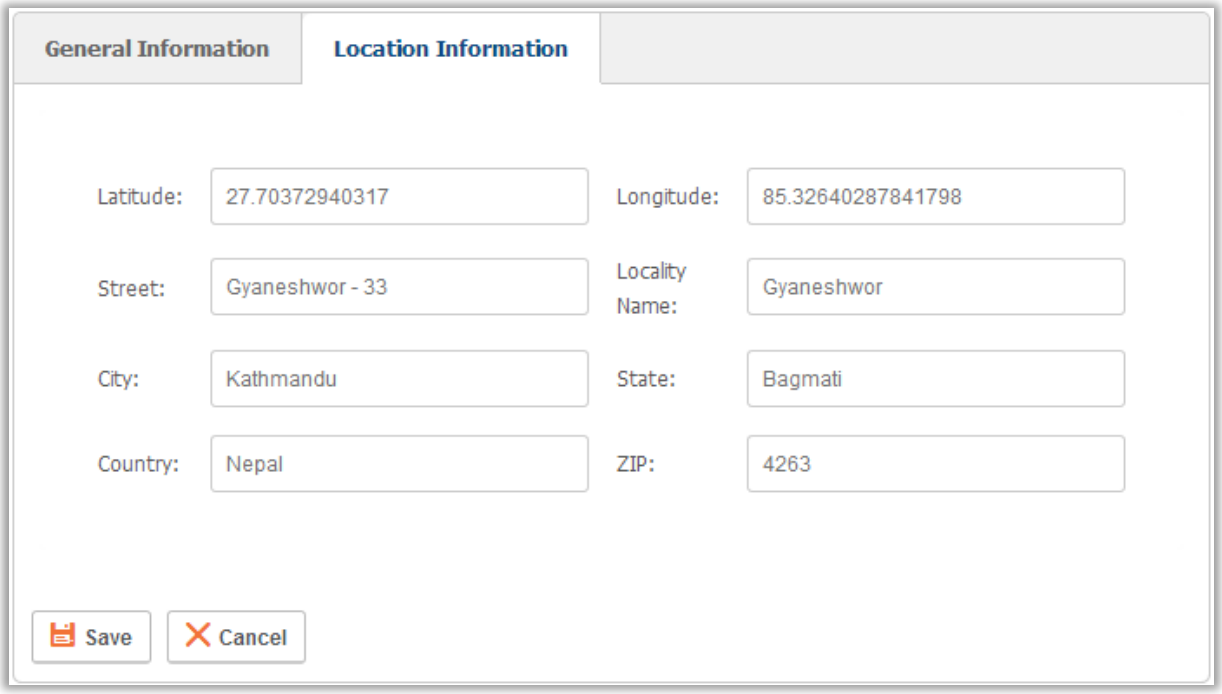
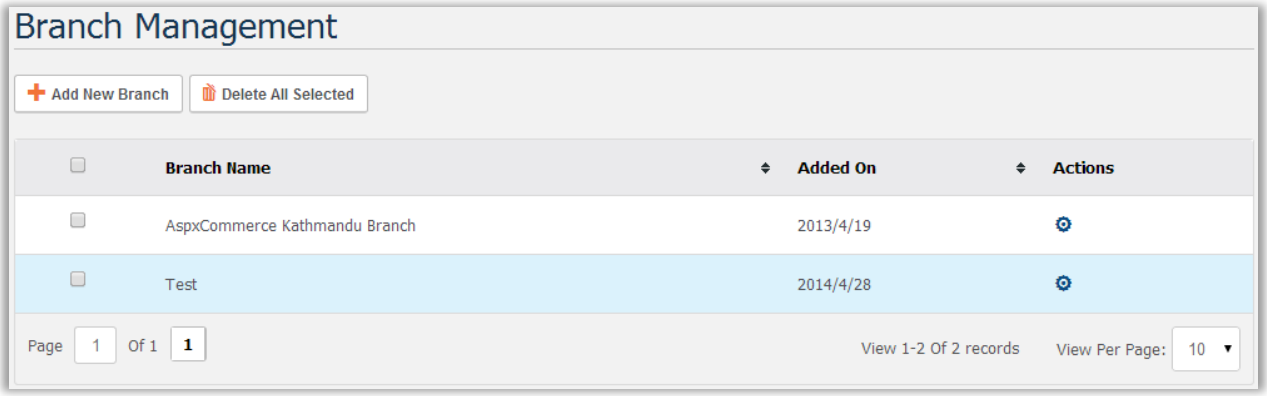
Add Location Information:



Click on Save button after changing the required settings.

Store Branch Management

You can also add locations to branches your store may have. For this, click on the **Store Branch Management** tab inside the **Store Locator.** You will be prompted to a screen as shown below.



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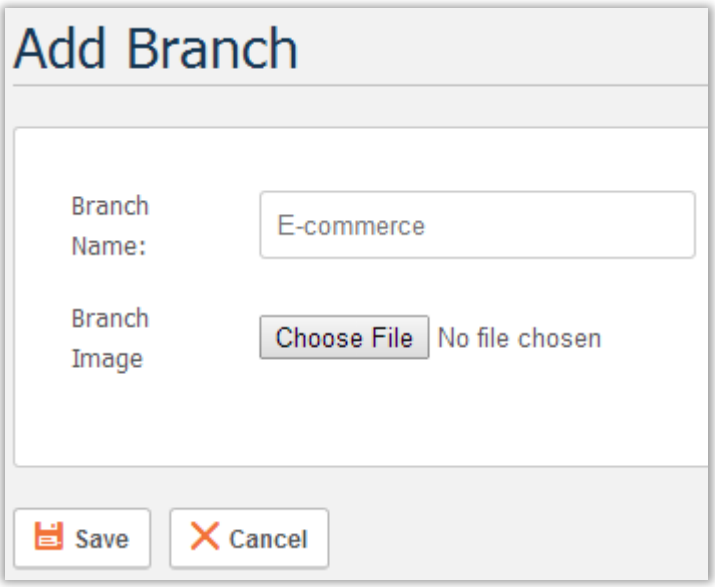
Add New Branch

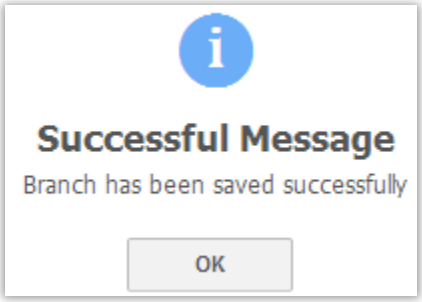
Click on **Add New Branch** button and you will land on the following page.



It consists of the following fields.

- **Branch Name** – Specify the branch name.
- **Branch Image** – Upload the branch image of your choice.

Click on **Save** button and you will see the following message.



You will see the newly added page as shown below.

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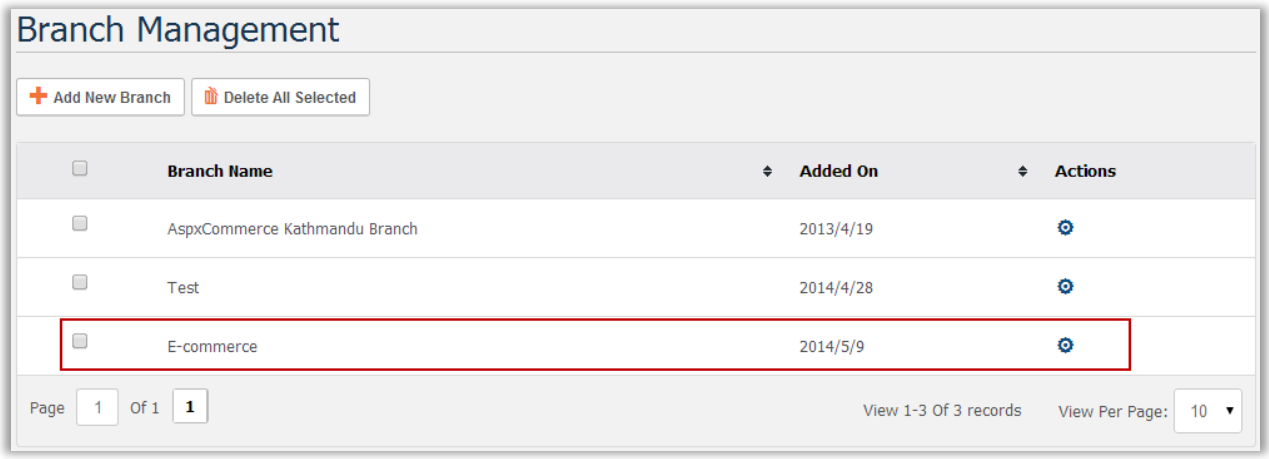
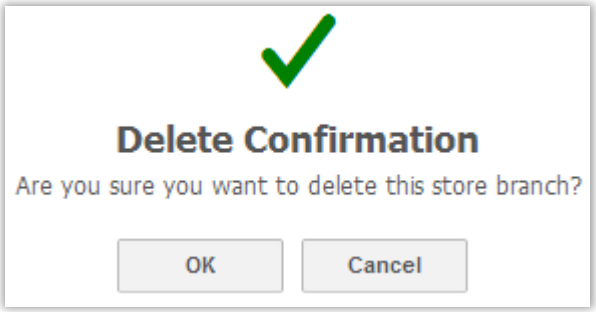


If you click on **Edit** under **Actions**, you will land to a similar page. Change the necessary details and save your changes.

To delete a branch name, click on **Delete All Selected** button and you will receive the following message.



You can also delete the branch name by clicking on **Delete** under **Actions**.

Shipping

AspxCommerce offers effective taxing mechanism as well as wide ranges of shipping methods. To access shipping options, navigate to **Administration>>Shipping** and you can see the following icon.

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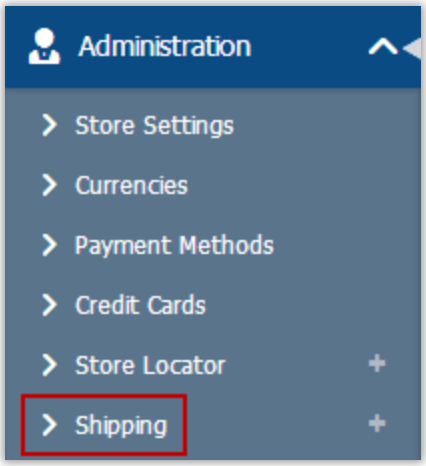
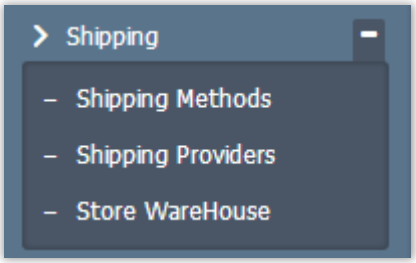
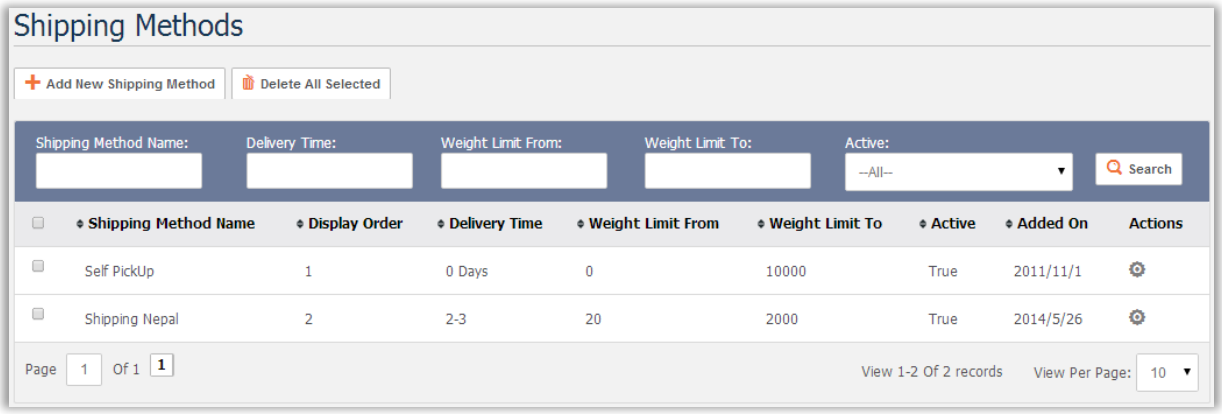


Click on **Shipping** icon and you will land on the following page.



Shipping Methods

Navigate to **Shipping>>Shipping Methods** to define custom shipping methods.



Edit Shipping Method

The **Edit** option under **Actions** enables you to edit selected shipping method. You can edit general settings and the shipping charges settings. Please refer to the image below.

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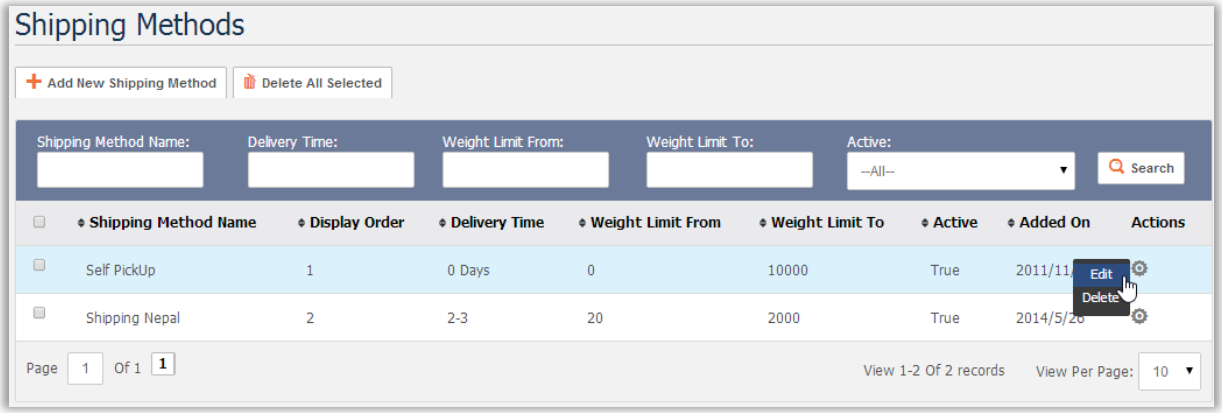
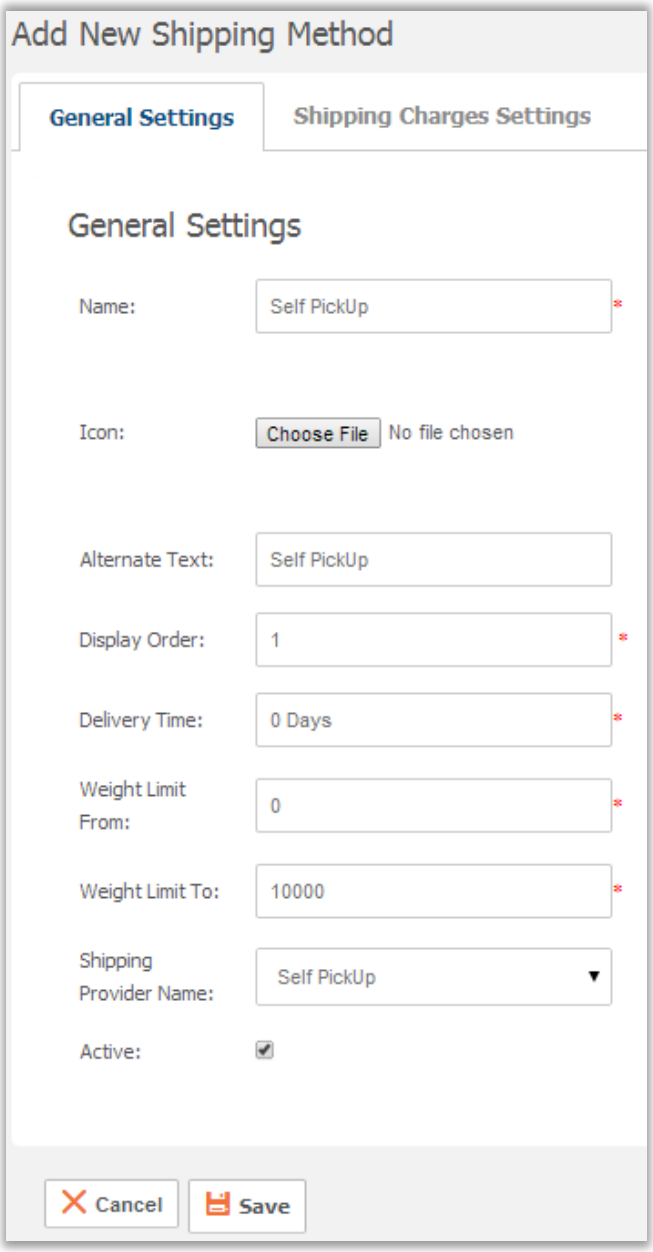


Edit General Settings



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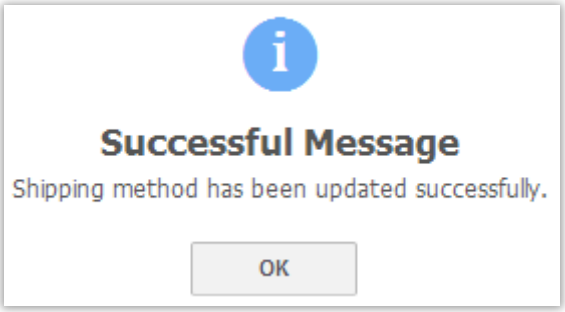
It consists of the following fields.

- **Name** – Type to edit the name of shipping method.
- **Icon** – Choose the icon.
- **Alternate Text** – Assign an alternate text.
- **Display Order** – Specify the display order.
- **Delivery Time** – Specify the delivery time.
- **Weight Limit From** – Assign the range of weight limit.
- **Weight Limit To** – Specify the weight limit.
- **Shipping Provider Name** – Choose a shipping provider from the drop down list.
- **Active** – Click to activate.

Click on **Save** button and you will receive the following message.



Edit Shipping Charges Settings

The Shipping Charges Setting enables you to edit three sections: Cost Dependencies, Weight Dependencies and Item Dependencies. Here, you can also add Weight, Cost as well as Item dependencies. To add weight dependencies, on the **Shipping Charges Settings** tab, click on **Add Cost Dependencies**.

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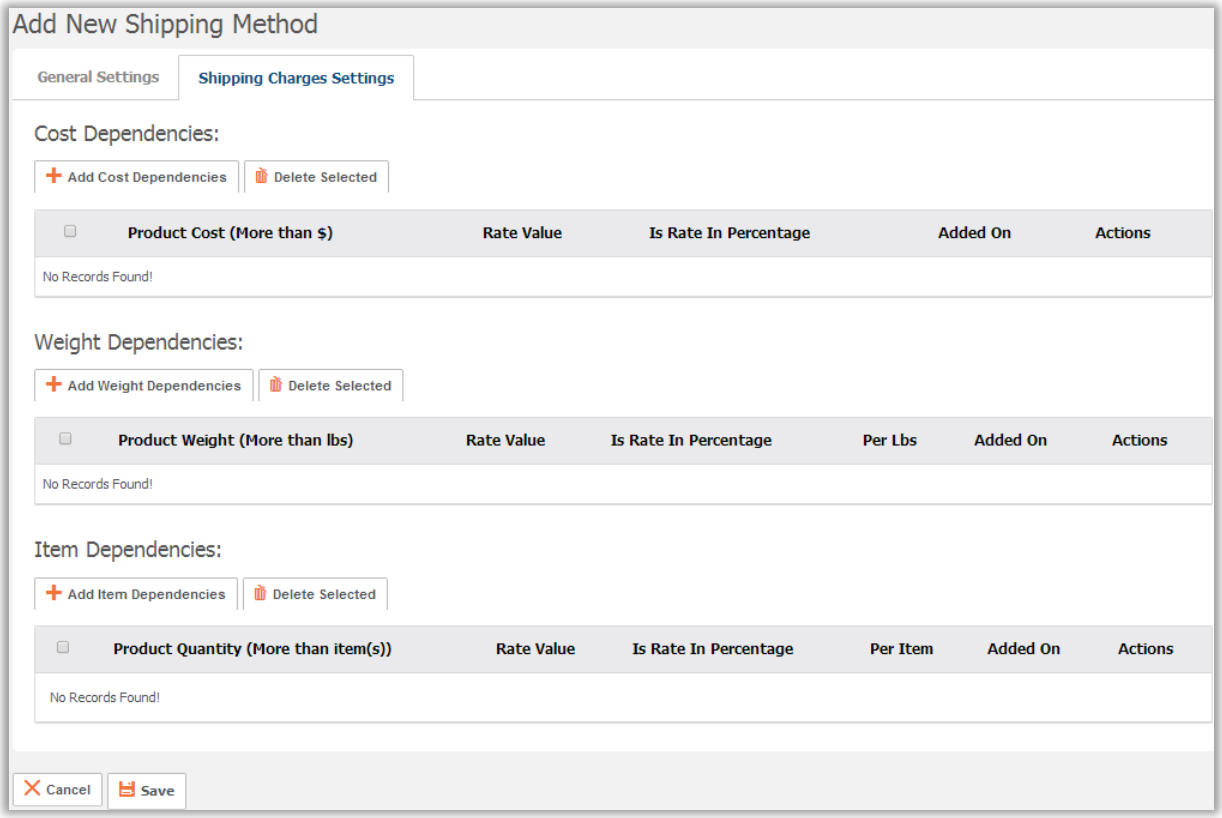
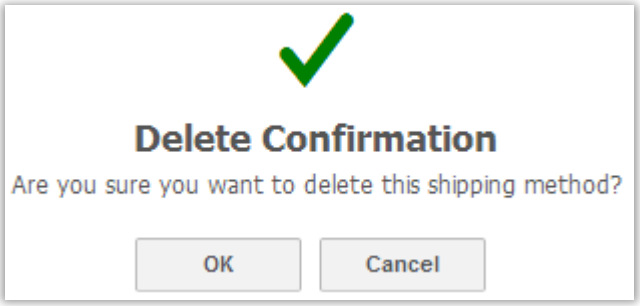
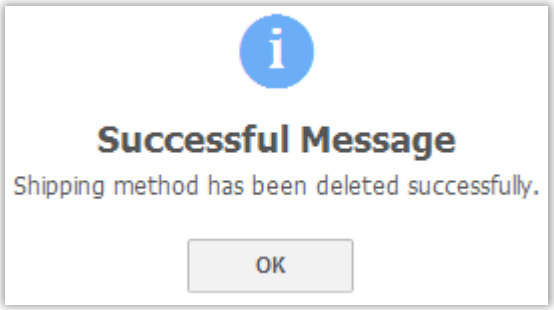


Click on **Delete** button to delete the Shipping Method and you will receive the following message.



If you click on **Ok** button, you will receive the following message.



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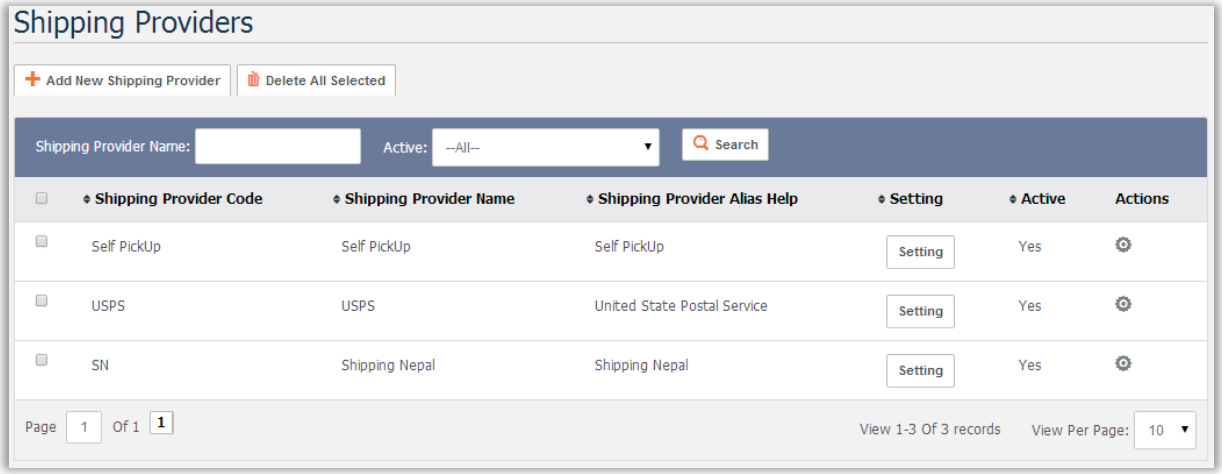
Add New Shipping Method

Navigate to **Administration>Shipping>Shipping Methods>Add New Shipping Method** and you will be prompted to a form same as General Settings. Fill the required fields and click on **Save** button to add new shipping method.

Shipping Providers

Shipping Providers is the means of transportation that you choose to deliver goods form one point to another. This may include – Air Freight Services, Road and Railways Freight Services and the likes.

To add shipping providers, navigate to **Administration>>Shipping>>Shipping Providers** you will be directed to the following page.



The **Settings** tab from the previous image will direct you to a pop-up with fields to set details on the shipping provider—just like in the image given below.

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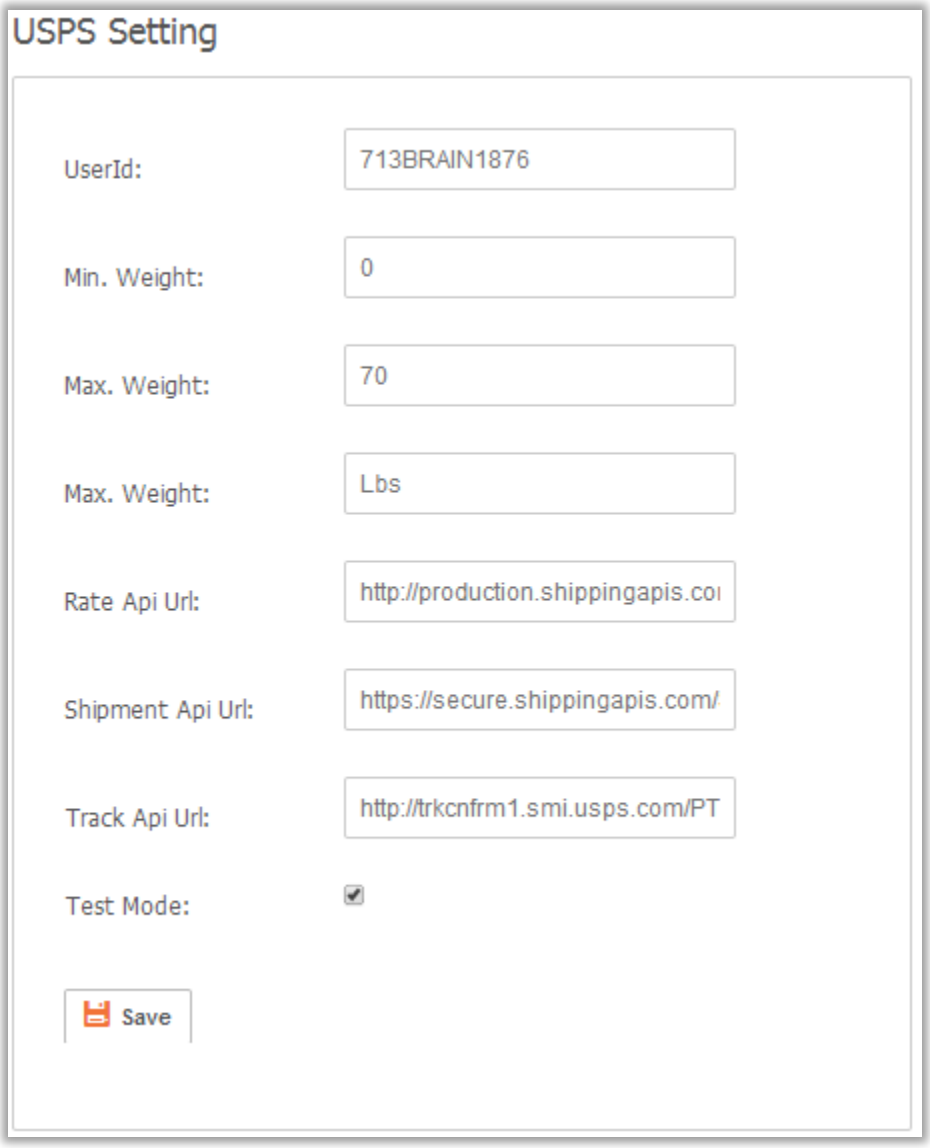

Do not forget to click on **Save** button to save your settings.

Add New Shipping Provider

Click on Add New Shipping Provider and you will land on the following page.

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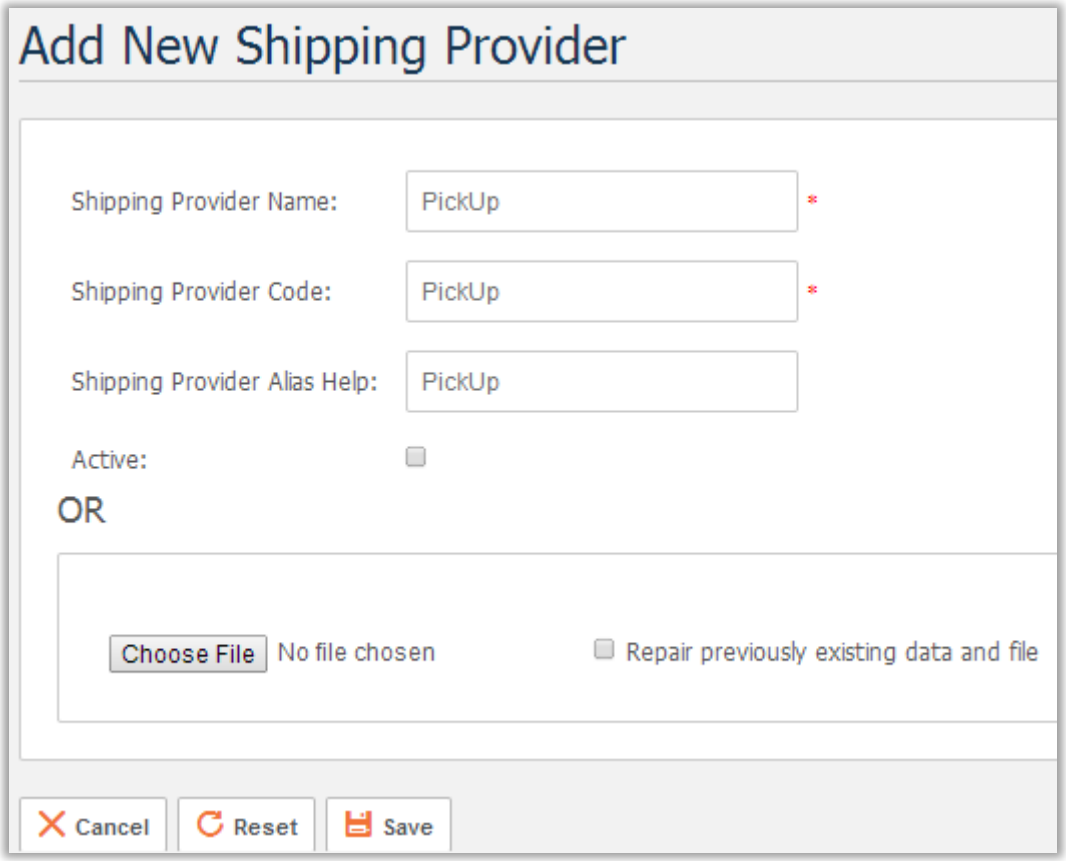
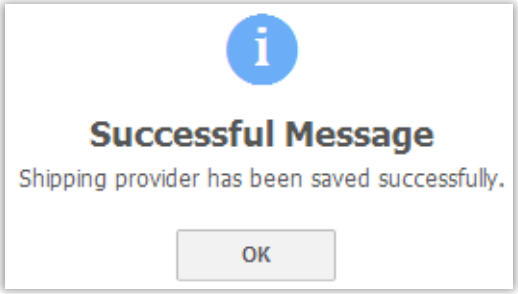


It consists of the following fields.

- **Shipping Provider Name** – Enter the shipping provider name.
- **Shipping Provider Code** – Enter the shipping provider code.
- **Shipping Provider Alias Help** – Enter the shipping provider alias help.
- **Active** – Enable this to activate.
- Choose a file.
- Enable to repair existing data and file.

Do not forget to click **Save** button to save your settings and you will receive the following message.



The **Edit** option under **Actions** also directs you to a similar page. Please fill up each feature to make necessary changes.

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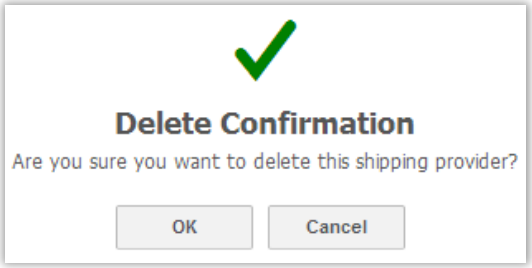
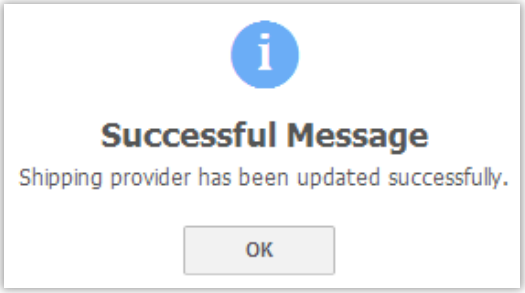
The **Delete** option under **Action** deletes the selected Shipping Provider and prompts with the following message.



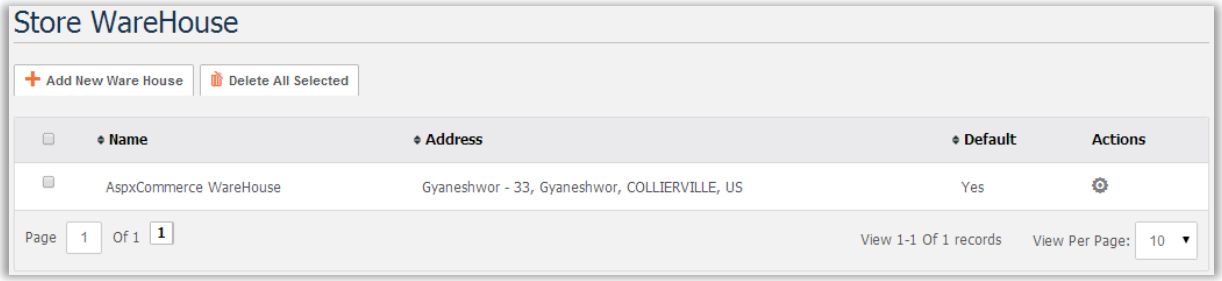
If you click on **Ok** button, you will receive the following message.



Store WareHouse

Store Warehouse is used to store the warehouse with a list of details. Navigate to **Administration>>Shipping>>Store WareHouse.**

You can see a list of warehouses. Refer to the image below for details.



Add New WareHouse

The **Add New WareHouse** tab will lead you to the following pop-up form.

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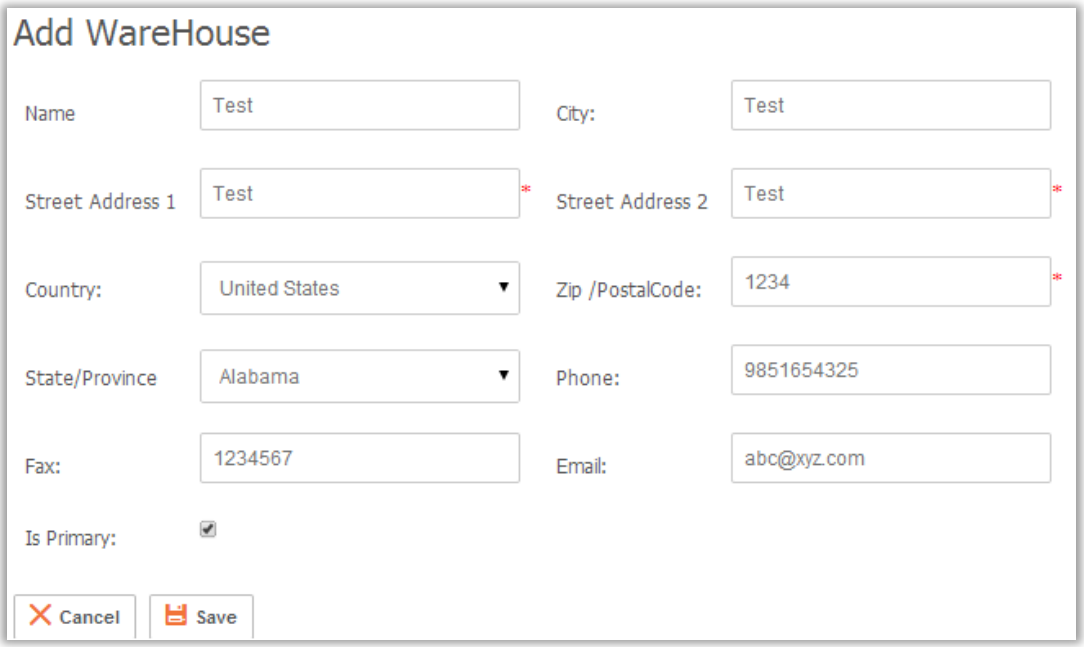
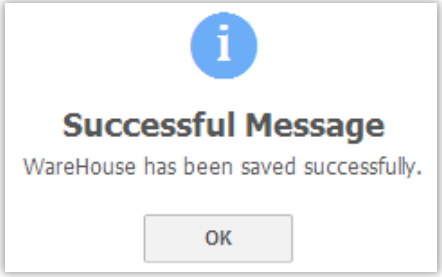
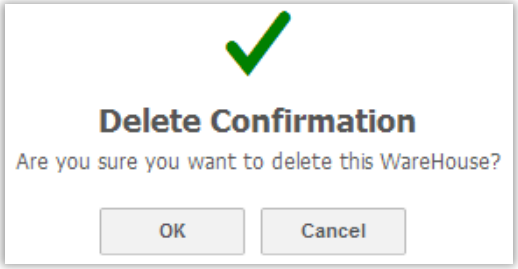


Fill in all the required details and click on **Save** button. You will receive the following message.

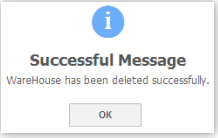


Note that a similar form will be displayed when you click on the **Edit** option under **Actions**. Fill in details to make changes and save it.

The **Delete** option under **Actions** will delete that particular warehouse and the following confirmation message pops up.



If you click on **Ok** button, you will receive the following message.



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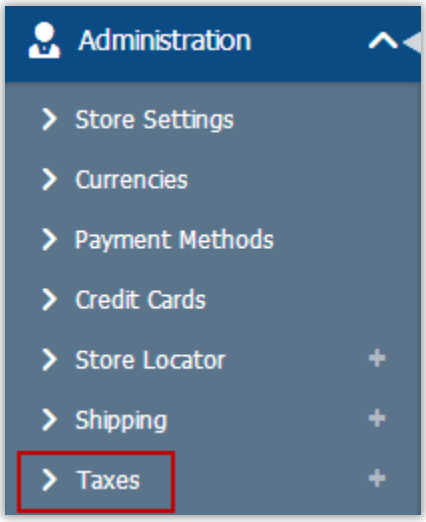
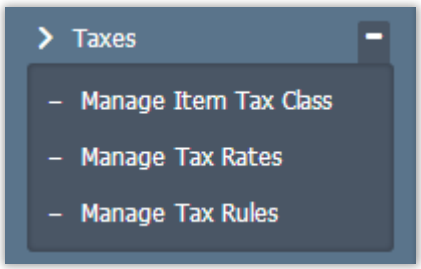
Taxes

AspxCommerce shopping cart software comes with a rich feature of automatic tax calculation. It enables you to set different tax rules for different products and customer types. You can also assign multiple tax rules to a single item and/or a group of customers. When a customer proceeds through checkout process, the tax is automatically calculated for each item separately (as Unit Tax) at the checkout page giving a vivid picture also of the total tax incurred for all the purchases done. Navigate to **Administration>>Taxes.**



Tax can be managed through Taxes which contains the following sections: - **Manage Item Tax Class**, **Manage Tax Rates** and **Manage Tax Rules**.



Manage Item Tax Class

Item Tax Class is associated with the different products in your store. Items can be any electronic good, apparel or foot wear, all of which are applicable of different tax rates. In order to apply different tax rates to different items, you need to define Item Tax Class first.

Step 1. Navigate to **Taxes>>Manage Item Tax Class** to define an Item Tax Class.

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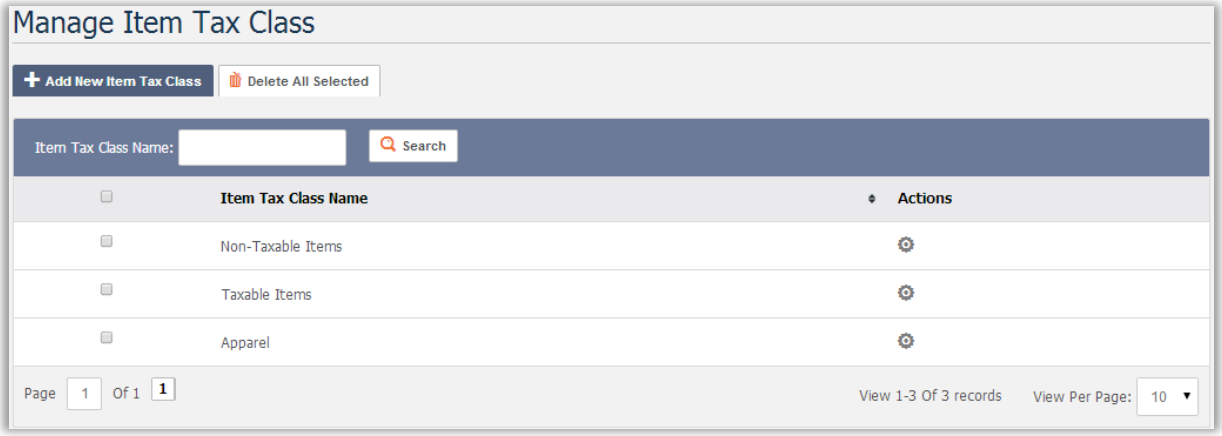
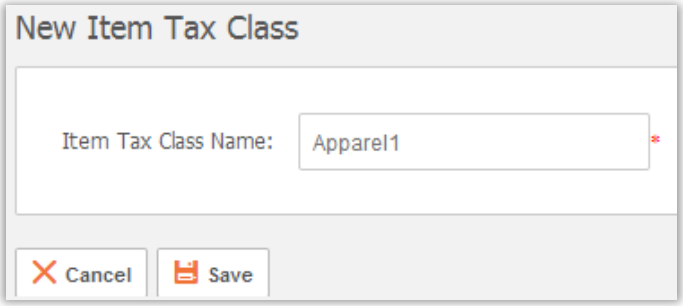
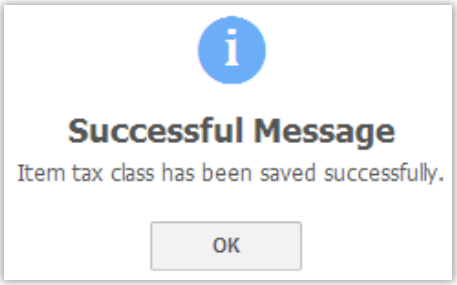


Step 2. Click the **Add New Item Tax Class** button to add a new item tax class.

Step 3. Define the item class (eg. Apparel) and click the **Save** button.

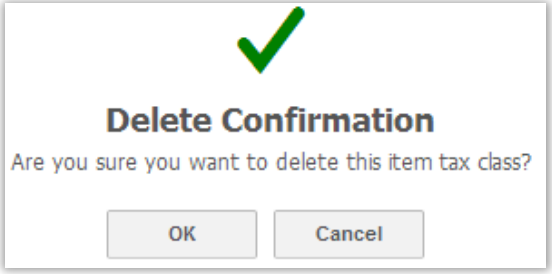


You will receive the following message.



If you click on **Edit** under **Actions**, you will land to the same page. Change the **Item Tax Class Name** and save the change.

You can delete it by clicking on **Delete** under **Actions**. You will receive the following message.



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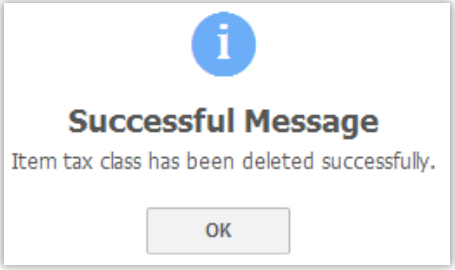
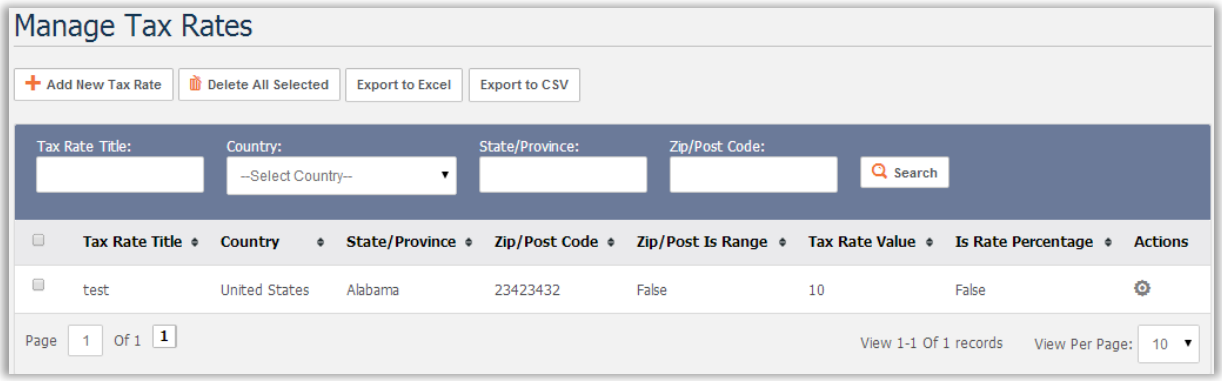
If you click on **Ok** button, you will receive the following message.



Manage Tax Rates

Tax Rate is associated with different types of taxes that are to be applied to different products. Taxes can be charged as an absolute amount or on a percentage basis and are automatically applied to the total order during checkout. AspxCommerce enables you to set multiple taxes for different products.

Step 1. Navigate to **Taxes>>Manage Tax Rates** to configure the Tax Rate for the products in your store.



Step 2. Click the **Add New Tax Rate** button to add a new tax rate. This opens up the fields to manage the tax rate information.

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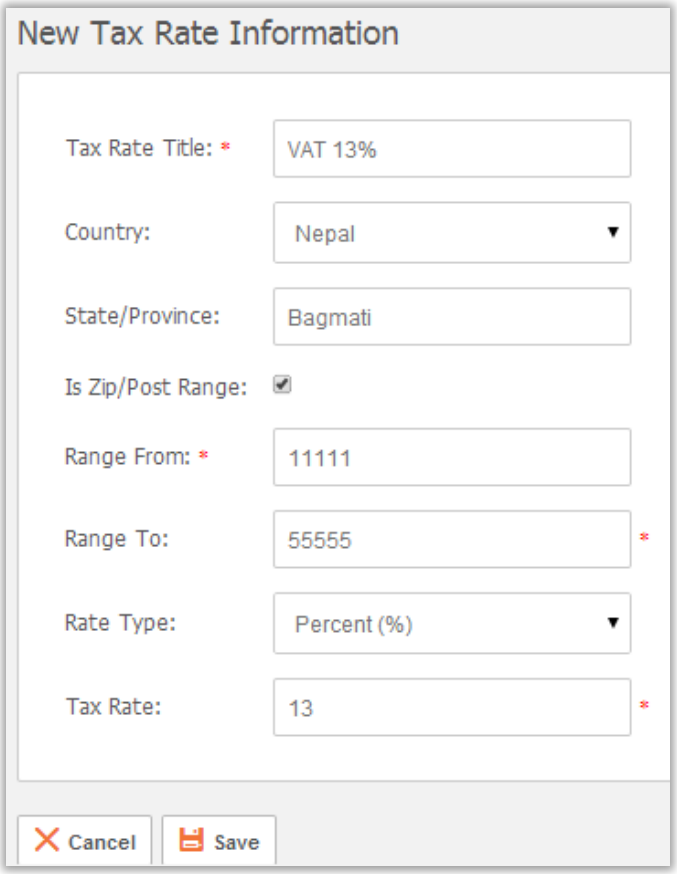

It consists of the following fields.

- **Tax Rate Title:** Assign a suitable name to the tax rate.
- **Country:** From the drop-down box, select a name of the country to which the tax rate is to be applied.
- **State/Province:** Define the state or leave it blank if you intend to apply the same tax rate for all provinces of the chosen country.
- **Zip/Post Code:** Define the zip/postal code if certain (or leave it blank to cover any zip/postal code in the country).
- **Is Zip/ Post Range:** Click on this checkbox if the zip/ postal code is not known but you assume it to fall under a certain range. If so, enter the range starting from and ending to certain zip/postal values.

- **Rate Type:** Select the rate type to be applied. It can be applied either in Absolute ($) or in Percentage (%).
- **Tax Rate:** Enter the tax rate value.

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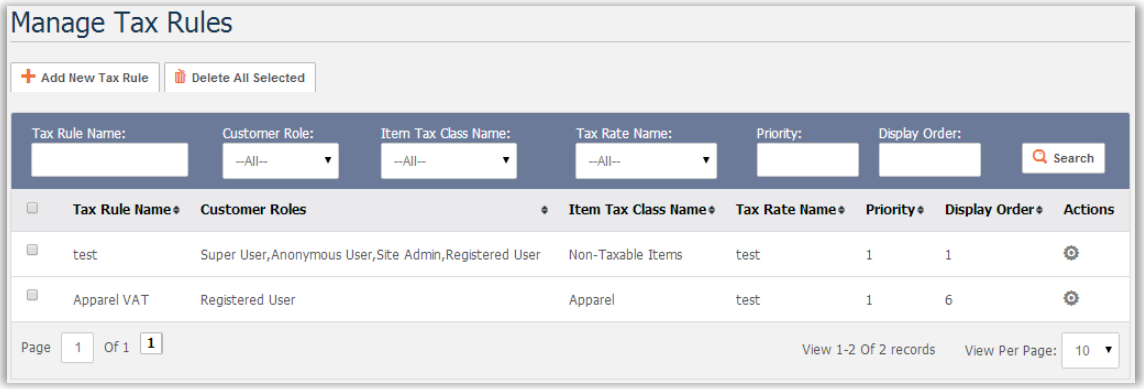
Step 3. Click the **Save** button to save the added tax rate. You shall see a success message.

(Note: For proper tax calculation, the shipping address of the customer should match the tax address assigned here or else no tax will be charged. Therefore, blank spaces are allowed in state and zip code fields so that the same rate can be applied to the whole of the chosen country.)

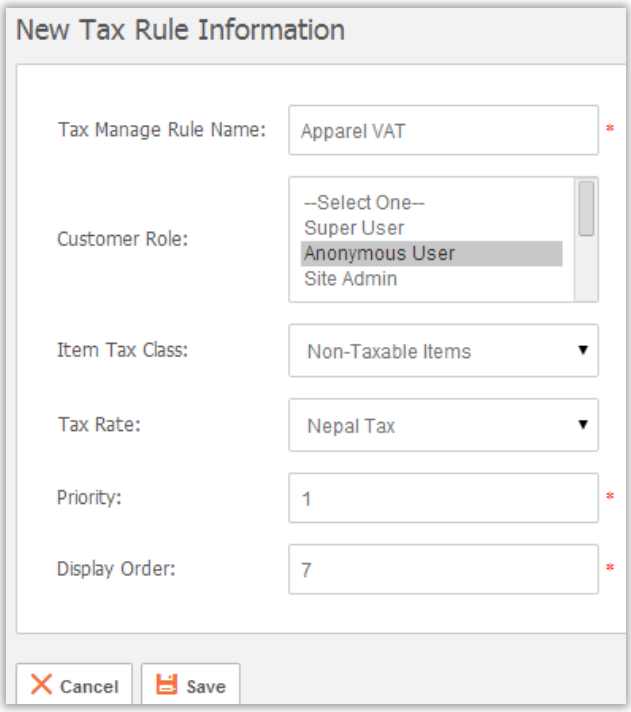
Manage Tax Rules

Tax Rule is a combination of Item Tax Class and Tax Rates for specific customer roles. Tax rule is the amount of tax that is to be paid if you are the specified class of customer, who has bought this particular class of item at the given rate.

Step 1. Navigate to **Taxes>>Manage Tax Rules** to set a Tax Rule for an item.



Step 2. Click the **Add New Tax Rule** button to a new tax rule.



It consists of the following fields.

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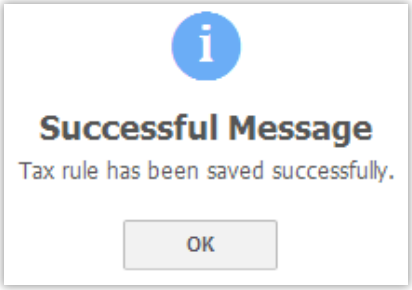
- **Tax Manage Rule Name:** Assign a name to the tax rule, which will be visible while applying the tax rate for an item in the 'Manage Item' section.
- **Customer Role:** Select the type of customer to whom this tax role is to be applied. *(Ctrl+Click for multiple selections)*
- **Item Tax Class:** Select the item tax class i.e. the type of product.
- **Tax Rate:** Select the tax rate that is to be applied to the above selected customer type and item tax class.
- **Priority:** Set the priority of the tax rule.
- **Display Order:** Determines the tax rules position in the list of tax rule.

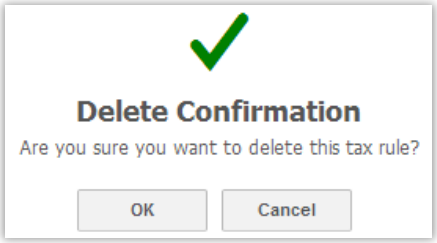
Step 3. Click the **Save** button to save the added tax rule.

You shall see a success message.

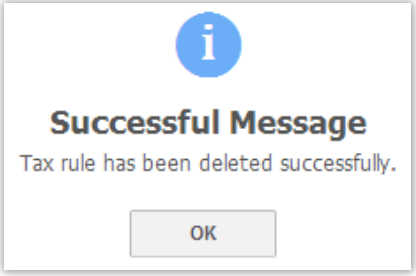


If you click on **Edit** under **Actions** then you will land on the same page. Click on **Save** button after you make your changes.

You can also delete the Tax rule by clicking on **Delete** under **Actions**. You will receive the following message.



If you click on **Ok** button you will receive the following message.



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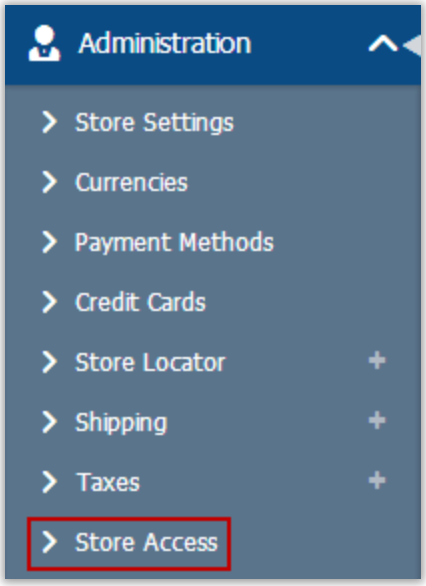
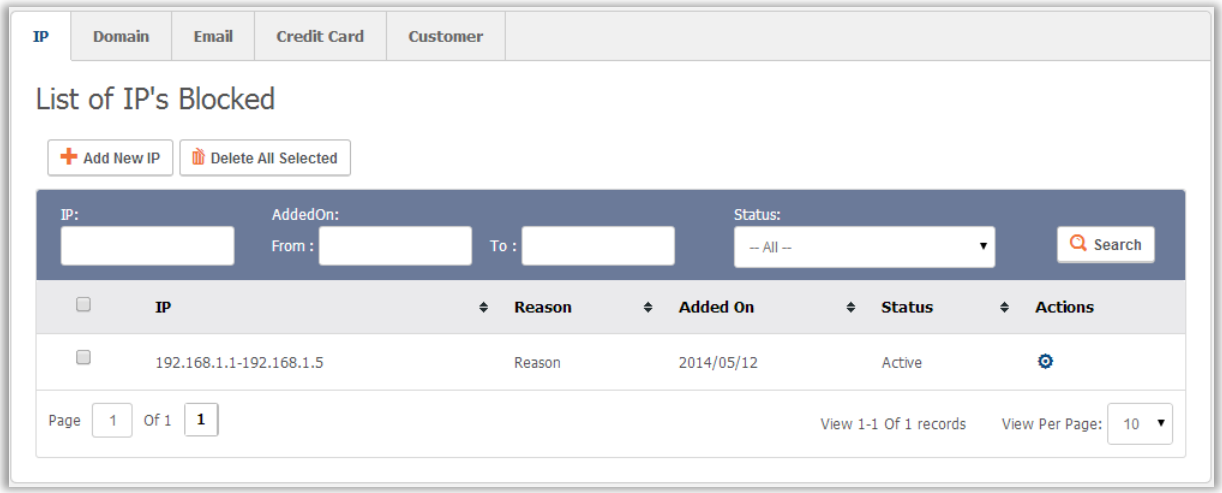
Store Access

The Store Access feature helps you control or check unwanted access to your store. You can block IP addresses that may be trying to hack your store or access information without your permission.



IP Address

In order to block any IP addresses, navigate to **Administration>>Store Access**.



On IP tab, click on **Add New IP** button and you will be prompted to the pop-up as shown below.

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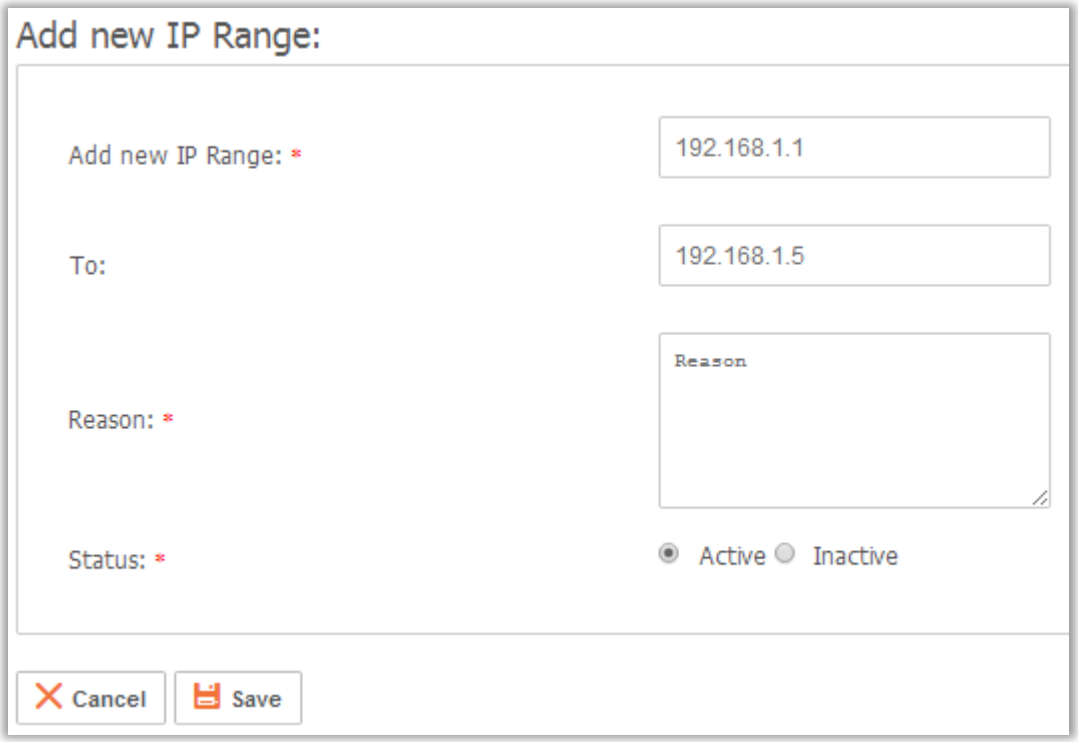
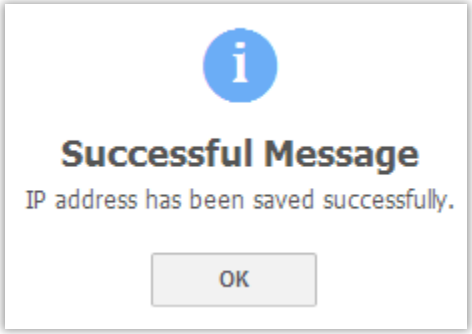


Click on **Save** button and you will receive the following message.



To delete IP addresses once blocked, select IP address to be deleted from the list and click on **Delete All Selected** button.

Alternately, you can click on the down arrow icon under **Actions** and select **Edit** to set status to **Inactive** and **Save** it.

Likewise, you can also block Domain Name, Email, Credit Cards and Customers. You can use the search options provided at the top of every tab.

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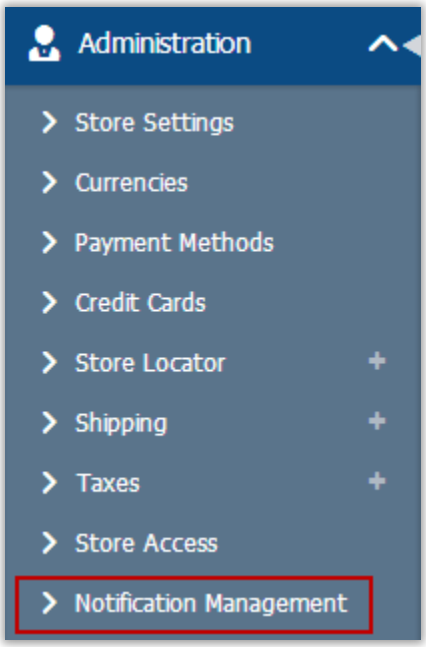
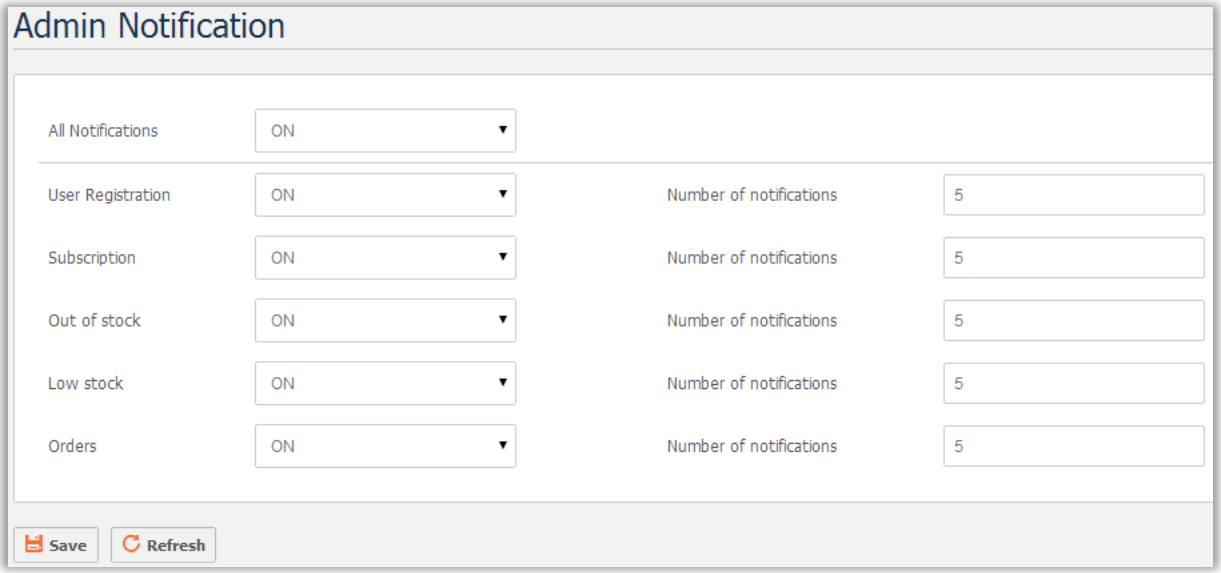
Notification Management

AspxCommerce provides you a module to manage all the notifications for your site. There are major notifications for View Users, View Items and View Orders that appear on the top of C-Panel under AspxCommerce.

Navigate to **Administration>>Notification Management**, you will land on the following page.



You can choose the notifications to be either ON or OFF for different fields and limit the number of notifications as shown below.



It consists of the following fields.

- **User Registration** – You can view the number of registered users.
- **Subscription** – The user registration can be viewed with their registered date and time.

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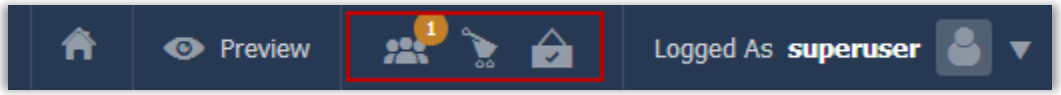
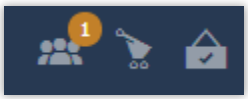
- Out of Stock – This lists the items that are currently out of stock.
- Low Stock – This lists the items that are currently low in stock.
- Orders – This lists the orders that may be processed or pending.

You can click on Refresh button to view your recent changes and then click on Save button to save the changes.

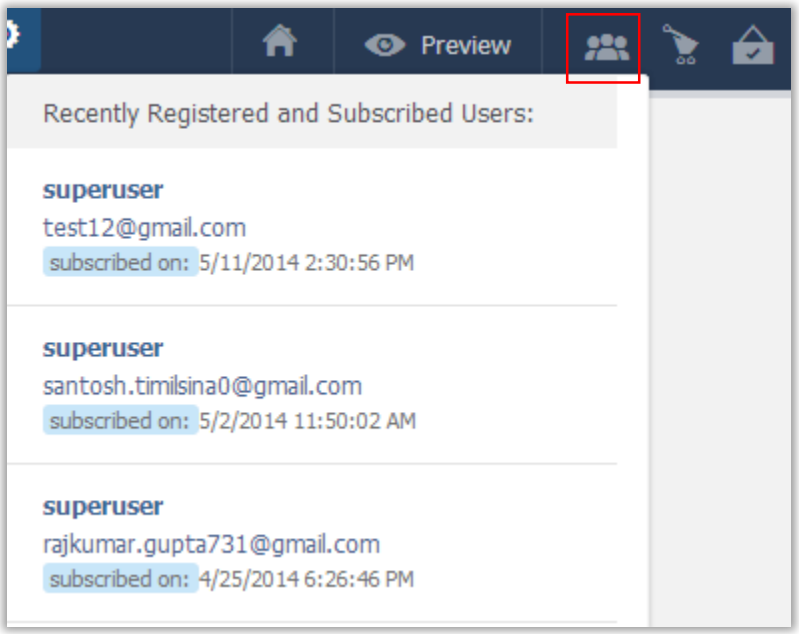
You can view the notifications for Users, Items and Orders in Top Sticky Bar as shown below.



If there are any notifications then it will look as shown in the picture below.



The first icon is to View Users Info which lists the Recently Registered Users with the date and time of registration. Click on this icon and you will see the following box.



The above screenshot gives the details of type of user, their email address and the date and time of subscription.

The second icon is to View Items Info which shows two different lists – Items that are out of stock and Items that are low in stock. Click on this icon and you will see the following box.

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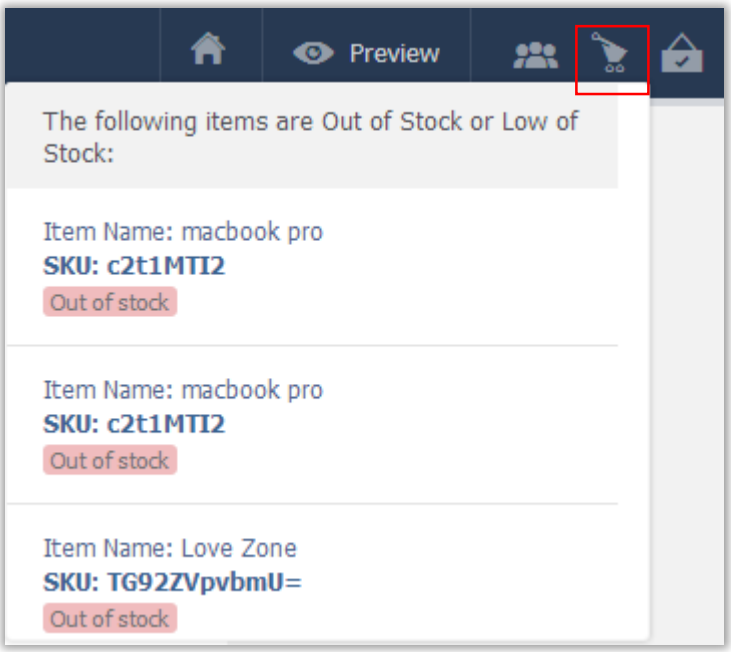
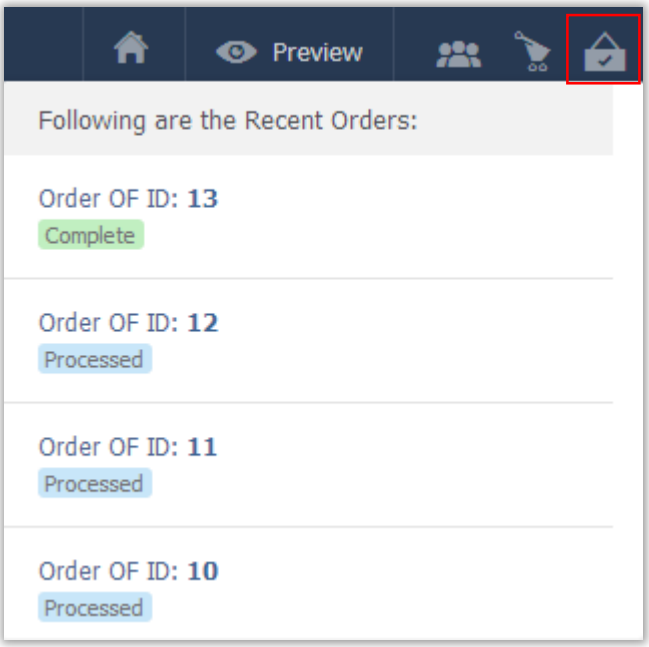


The above screenshot gives the details of name of item, their Stock Keeping Unit and the status of the item – whether low in stock or out of stock.

The third icon is to **View Orders Info** which lists the ID of order and their status which maybe either Processed or Pending. Click on this icon and you will see the following box.



The above screenshot gives the details of the order of ID and its status – whether in process or complete.

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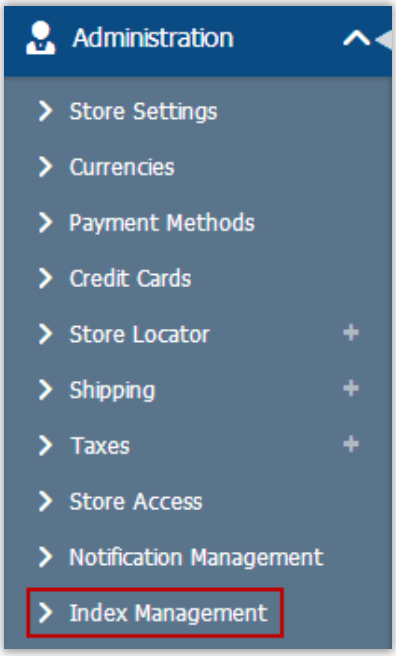
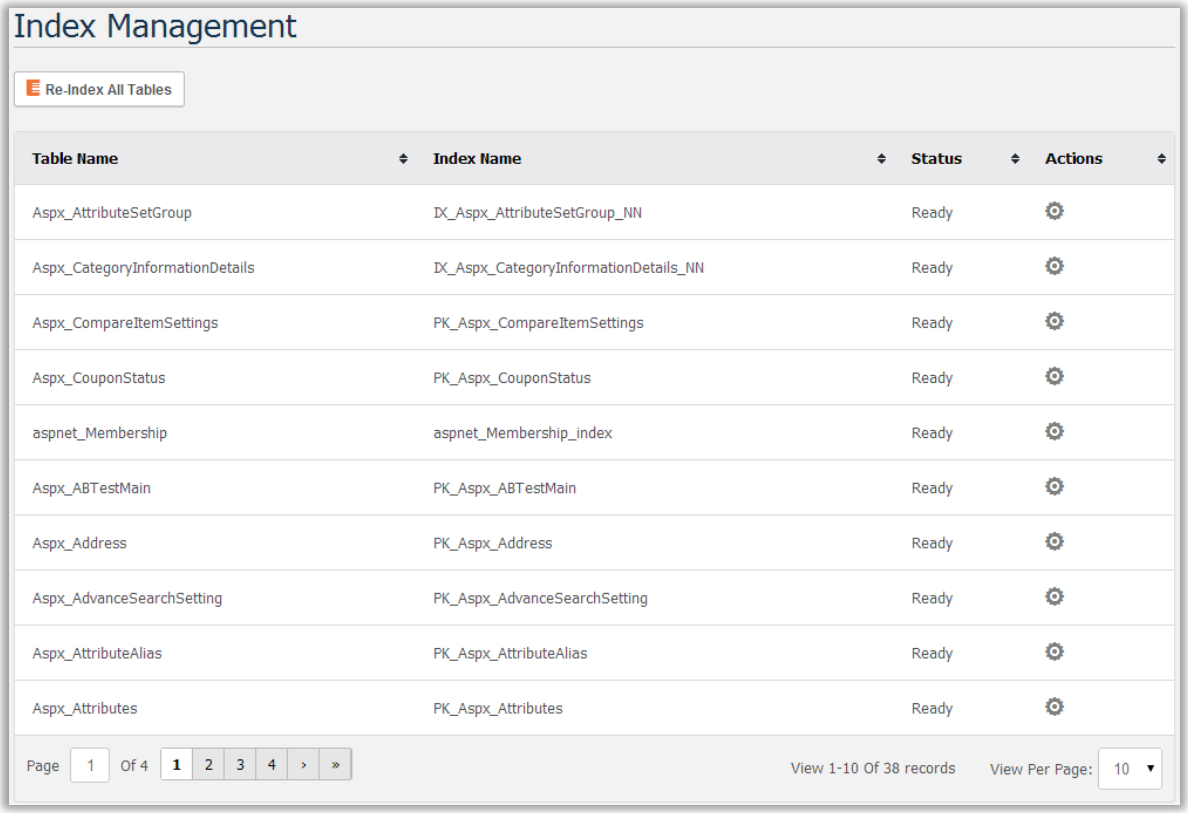
Index Management

Index Management in AspxCommerce supports the database by increasing its performance. Index management manages the cluttered indexes and defragments the fragmented index which improves the optimization of the database. Index Management re-indexes all your tables and is helpful for the fast retrieval of data from the tables.



Navigate to **Administration>>Index Management** and you will land on the following page.



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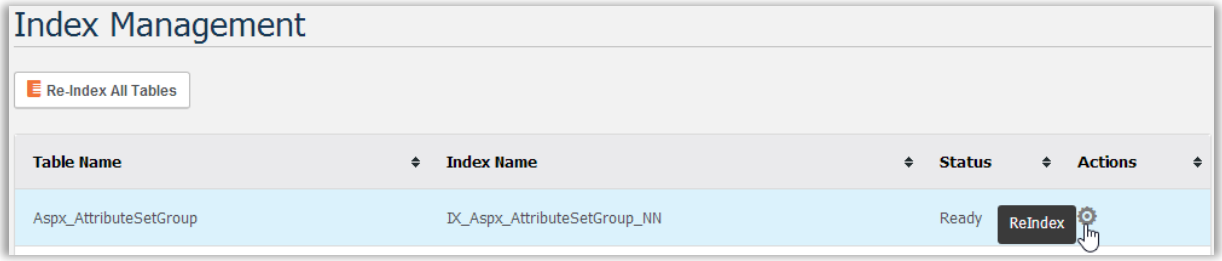
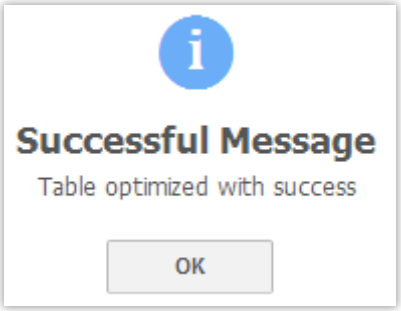
Click on **Re-Index** under **Actions** to defragment that index.



You will get the following message after re-indexing.



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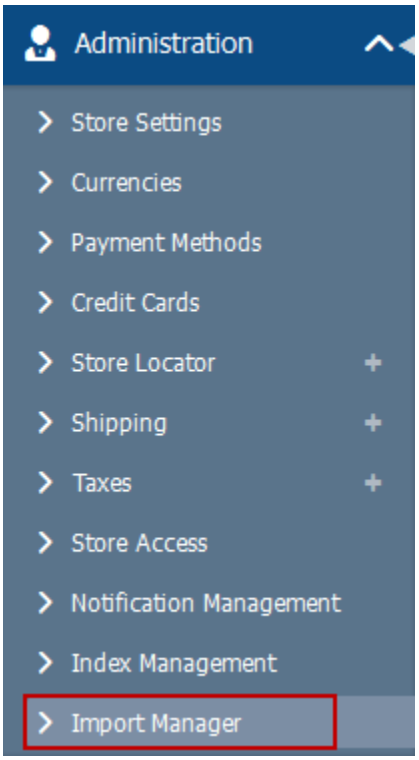
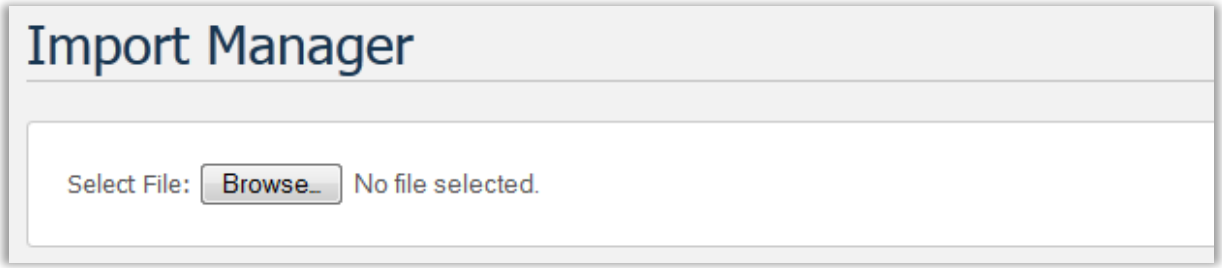
Import Manager

Import Manager in **AspxCommerce** helps to import files from Excel to database. All the backup files that you exported as excel worksheet can be retrieved by importing it from here. Therefore, import manager also functions as backup database restore. Be careful while importing files because once you map the files means the present table will be replaced by the data from the excel file.

Navigate to **Administration>>Import Manager**, you will be directed to a page with an option to choose any file from your computer.



Navigate to **Store Management>>Administration>>Import Manager**, you will be directed to the following page.



You can browse backup files by clicking on **Browse** button and selecting your desired backup file in excel from your computer. Note that your excel file should cohere with the structure of the database table in the system. Once the file is browsed, the data of the file is listed on the left of the screen with its corresponding mapping fields on the right as shown in figure below:

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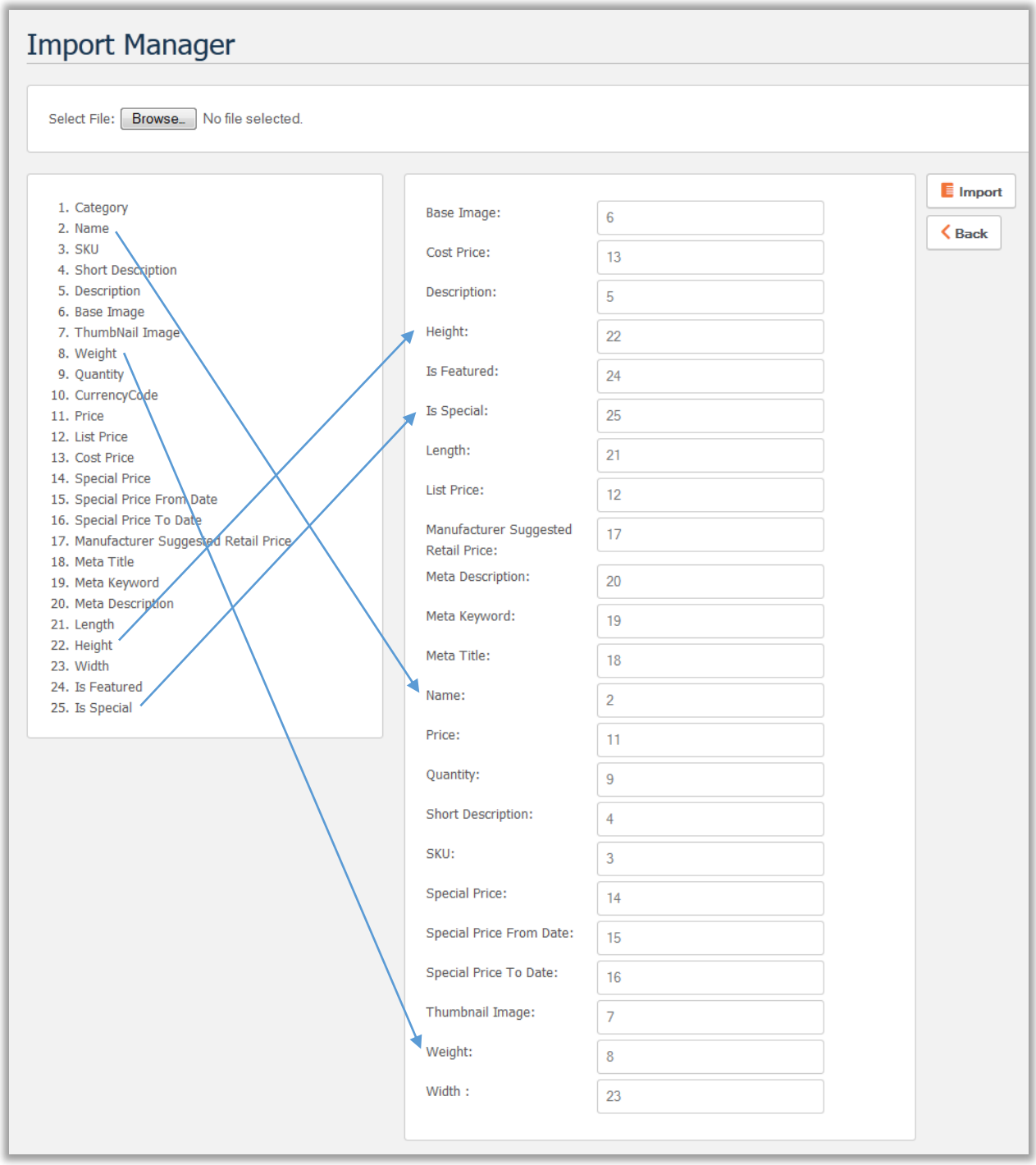

On the left side of the screen, you can see a list of columns as derived from your Excel file. This is mapped to the system database according to its number as seen on the right side of the page. The arrows show the match between the fields. Eg. Name on the excel file is 2nd column which is mapped with the Name on the right with value 2.

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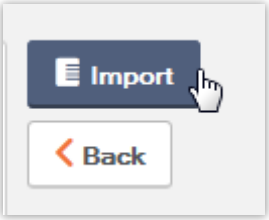
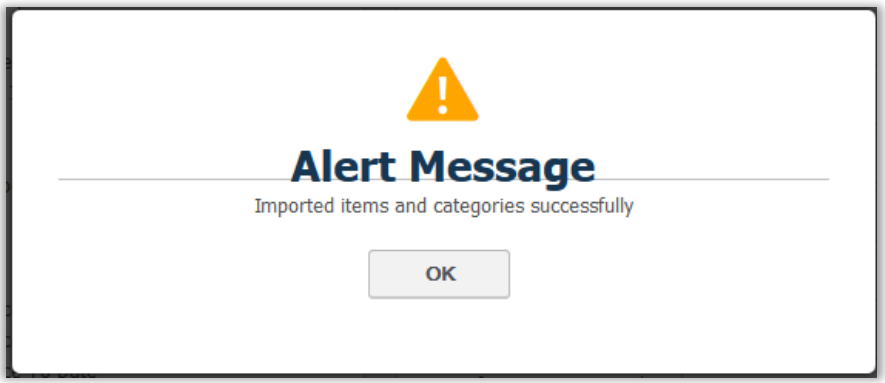
Once the mapping is completed, click on the **Import** button at the top-right to restore the file to system database. If in any case you prefer ignoring the process, just hit **Back** button to return to previous page.



If the file is imported successfully, the following message appears that confirms the success of the file import.



Note: If you click on **Import** button, that particular table on the database is replaced by the data on excel file and you will lose the previous data.

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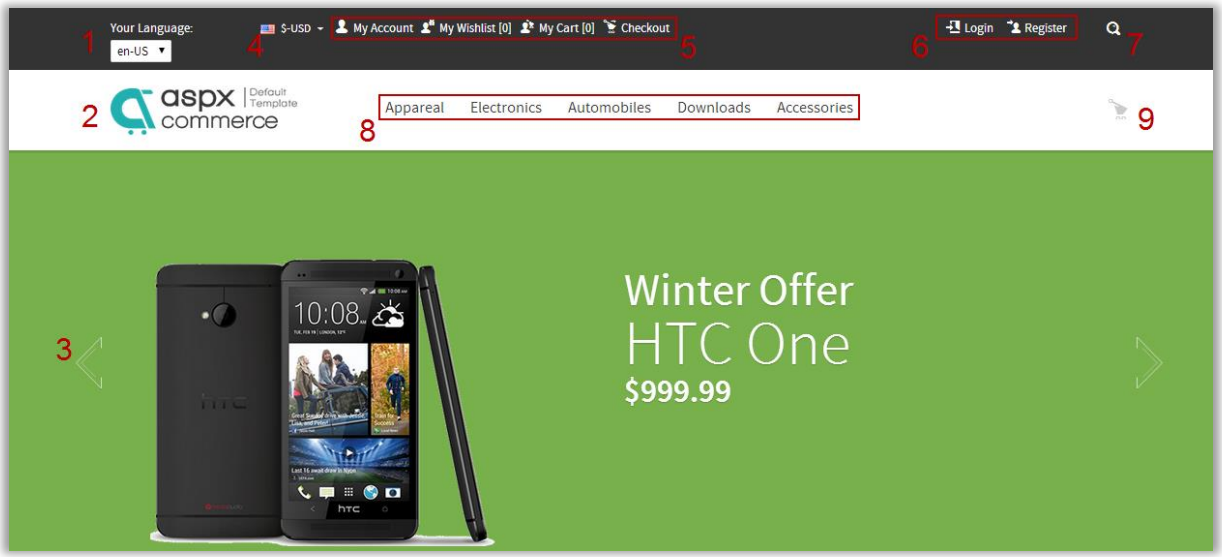
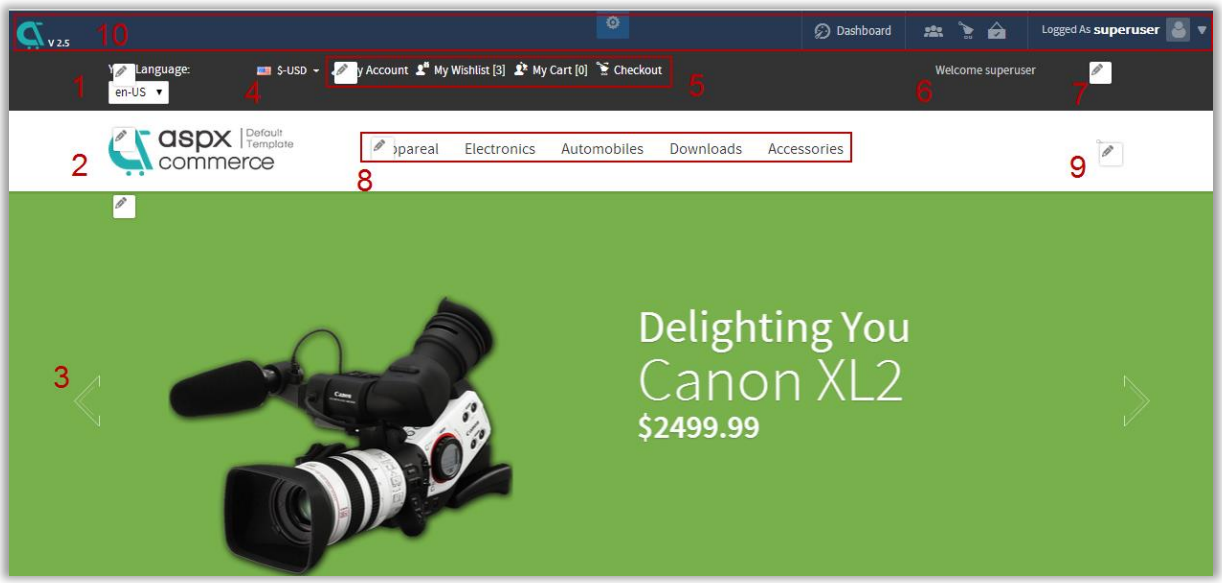
Introducing the FrontEnd

Home Page

As soon as you browse to AspxCommerce, you will end up on a home page similar to the screenshot shown below:



And when you log in with your credentials, the same page will show inline editing icons for each modules where you can make changes from the frontend itself. The page looks something like the image below:



The fields as shown in the two pictures above (matched one to the other) are defined below:

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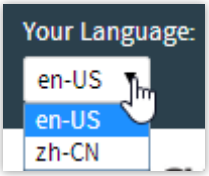
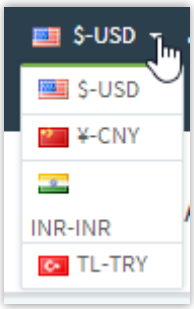
1. **Language:** Language can be changed as per user requirements. The default language US English is visible. To change, you can click to find a dropdown with options, as is shown in the image below:



2. **Store Logo:** Upload the logo for your store here; this will appear in the header bar at the top of your website, as shown below:-

Click the Edit button to open a box where, you can browse to locate and upload file from your computer. You can also add logo text, its navigation URL including a slogan. When you are happy with the changes, **save** your work.

3. **Banner Slider:** You can display unlimited banners as a slider of images on top of your homepage or each category page.
4. **Select Currency:** Choose the currency you want to use from the dropdown.



5. **Quick Links:** Quick links consists of **My Account, My Wishlist, My Cart,** and **Checkout** options. These links allow customers to manage their account and makes their shopping experience much easier.
6. **Top Links**: Top links consists of Login and Register. These links prepare customers to start their shopping experience easily.
7. **Advanced Search:** Click on it to display an advanced search block, through which you can search for items using their attributes. Attributes that are displayed here can be managed from the admin panel in Manage Attribute settings. Using this feature helps us improve our search criteria. Refer to **Manage Attributes** to know more about attributes settings.

   (NOTE:Advanced Search Option is available to Registered Users, not Superusers.)

8. **Mega Category**: From here you can directly select which category of products you want to search for.

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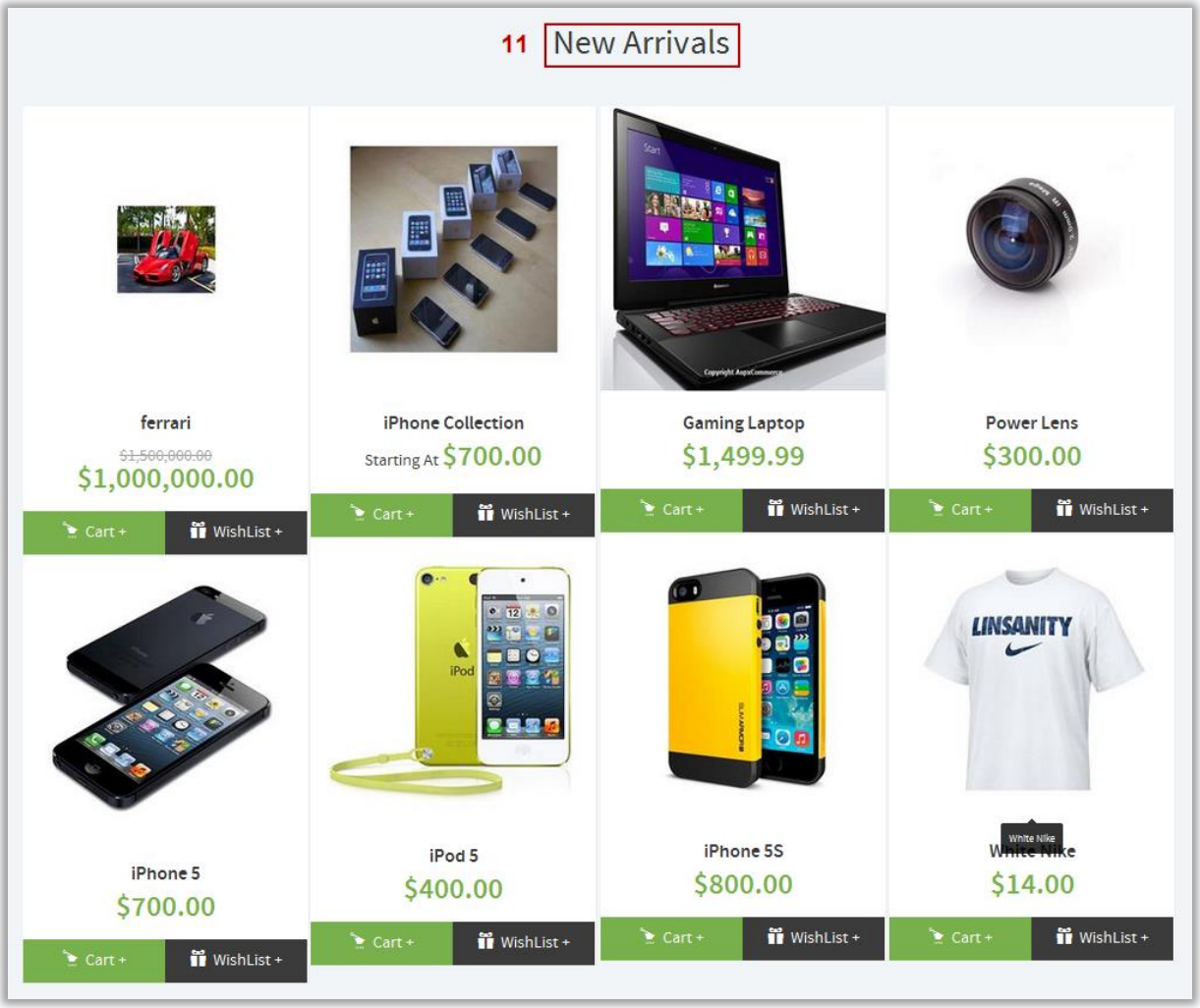
9. **Shopping Bag Header**: From here, you can see the shopping bag type chosen. It can either be a Slider or Pop-up type.
10. **AspxCommerce Quick View:** This panel only shows up when you are logged in. Here, you can see the AspxCommerce logo on the left side. And on the right side, you get specifications about users, items and orders in your store. Also given are information regarding your account and an option for logging out.



11. **New Arrivals**: Latest or new items added on the store is displayed under 'New Arrivals'. From here, customers can not only find products but also get information about its price. They can also choose to add those items to their cart or add them on their wish list.

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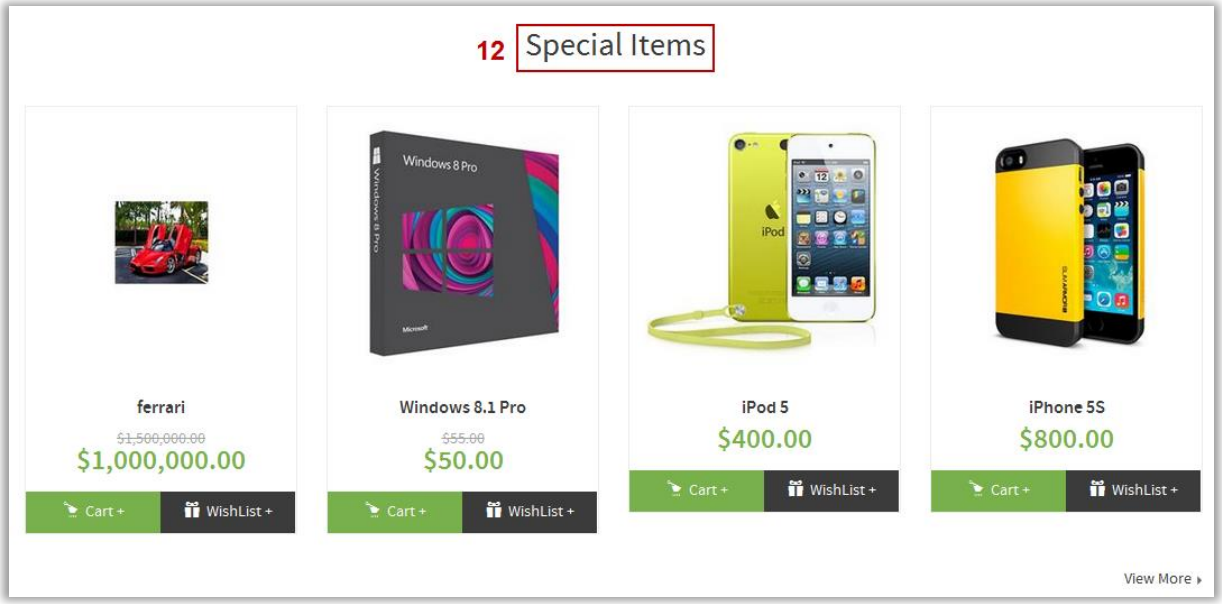
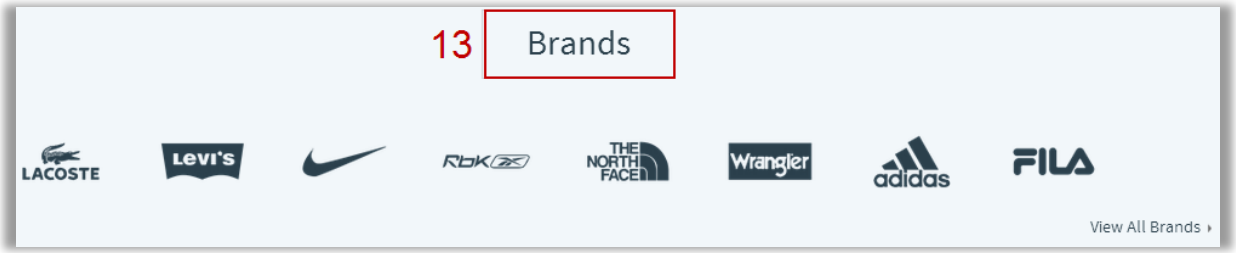
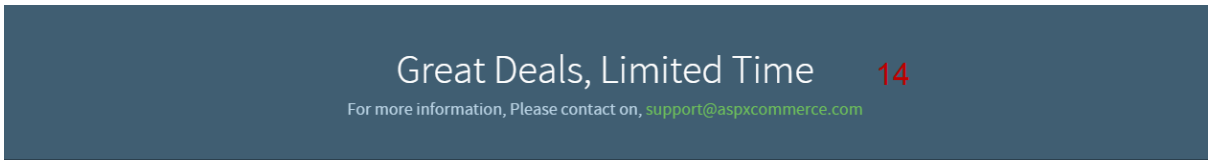


12. **Special Items:** This block contains the products that are featured as special in your store.



13. **Brands:** This section displays a list of bands displayed in your store. Click on 'View All Brands' to find a complete list of brands.



14. **Contact Email:** Find the email address here to contact store administrator.

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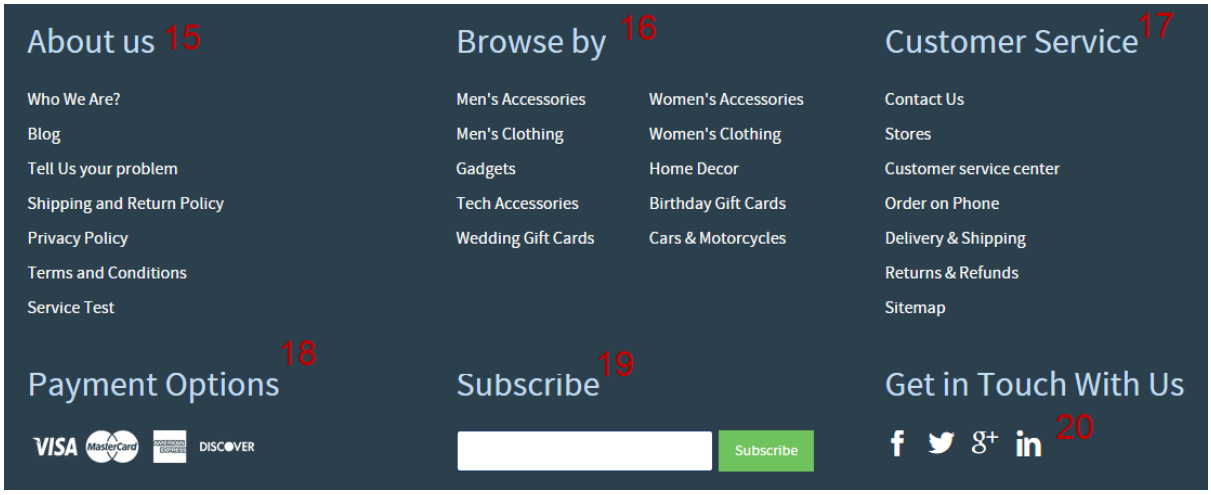
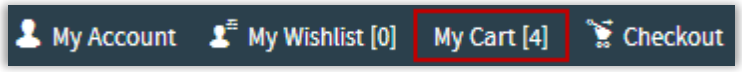


15. **About us:** Find details about the store here.
16. **Browse By:** Find categories and sub-categories to browse items directly from here.
17. **Customer Service:** Find additional details regarding the store.
18. **Payment Options:** Here are the various payment options made available to the customers.
19. **Subscribe:** Enter your email address to subscribe for store updates.
20. **Get in Touch:** Use various social media to get in touch.

Your Cart

Clicking on **My Cart** on top links displays items in your cart.



The number in the square brackets [4] signifies the number of items you have in your cart.

Once you click on the **My Cart [4]**, a page appears with details on every items in your cart including the amount. Please refer to the screenshots (top-half and bottom-half) are as given below.

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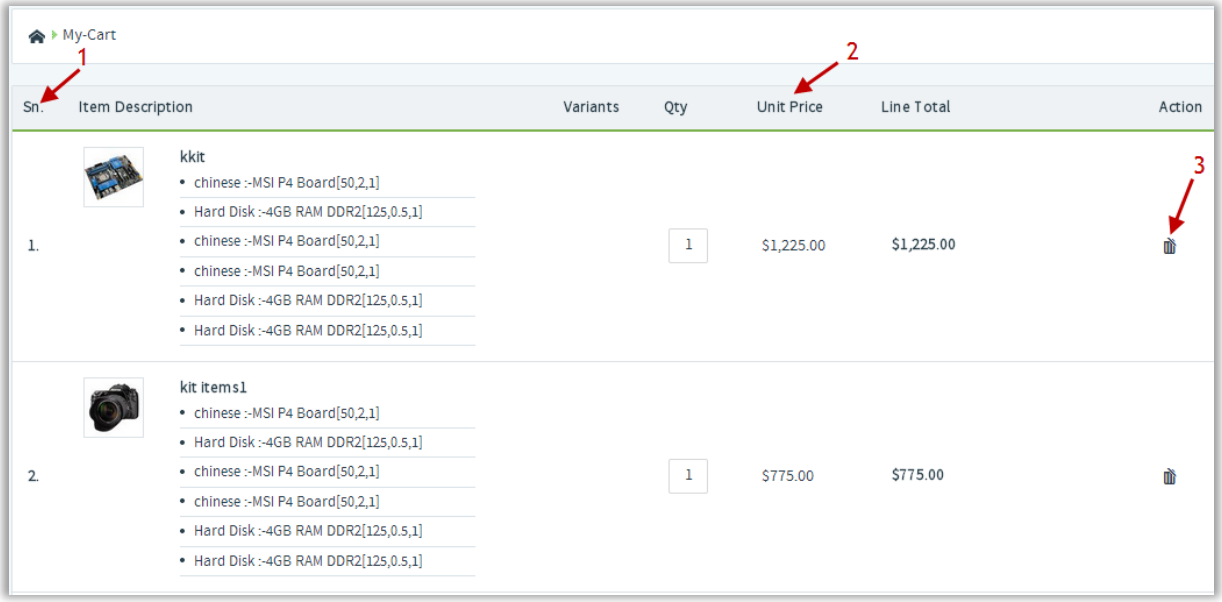
Top-half screenshot:



1. Number of items in the cart
2. Price of each item
3. Click to delete item/s

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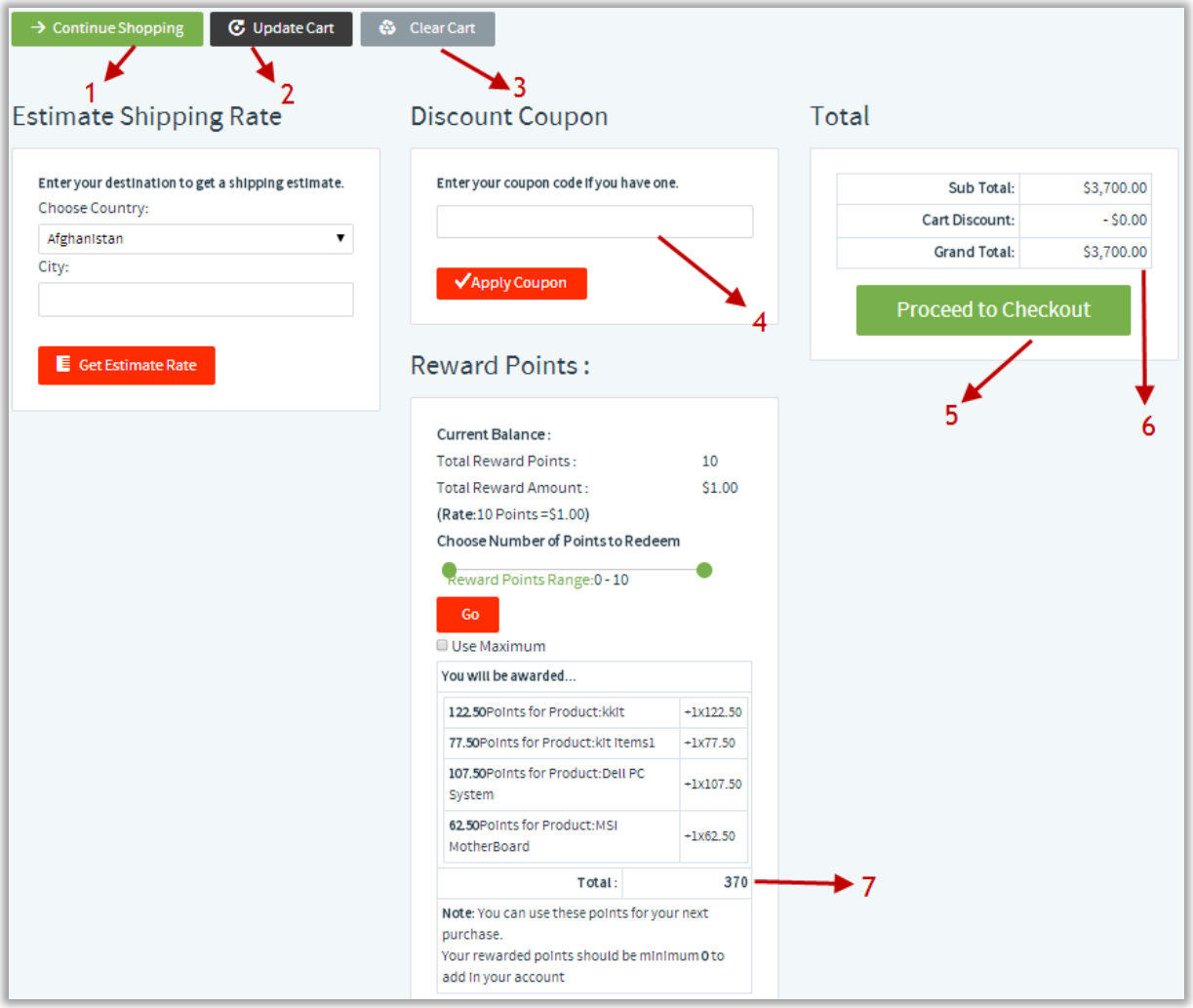
Bottom-half screenshot:



1. Click to continue shopping before checking out.
2. Update your cart.
3. Click to clear your cart.
4. Enter Coupon Code if you have one.
5. Click to Checkout.
6. Your cart items amount in total.
7. Points earned for the next purchase.

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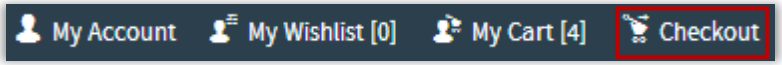
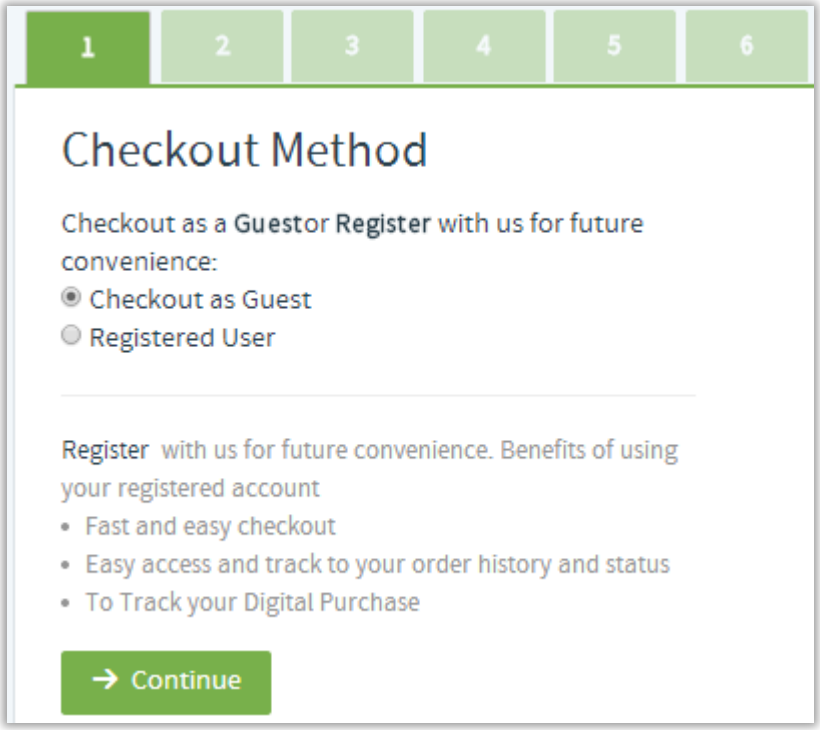
How to Checkout?

Once the products are added to your cart and you are happy with it, you can proceed to checkout by clicking on the **Checkout** option in the top links, as shown in the screenshot below.



Checkout Method

Once you click on the **Checkout** option, you will land up on a page like the one given below where you will have to go through a series of steps to proceed to checkout.



Note: If the user is buying any digital items; the user needs to be a registered user at the time of checkout.

Billing Information

Once you click on **Continue** in the first step of your checkout method, you will be directed to the second step, which is where you provide Billing Information. Remember, the fields marked with "*" are mandatory. If you are checking out as a registered user, your default billing address will appear. Refer to the screen shot below for details.

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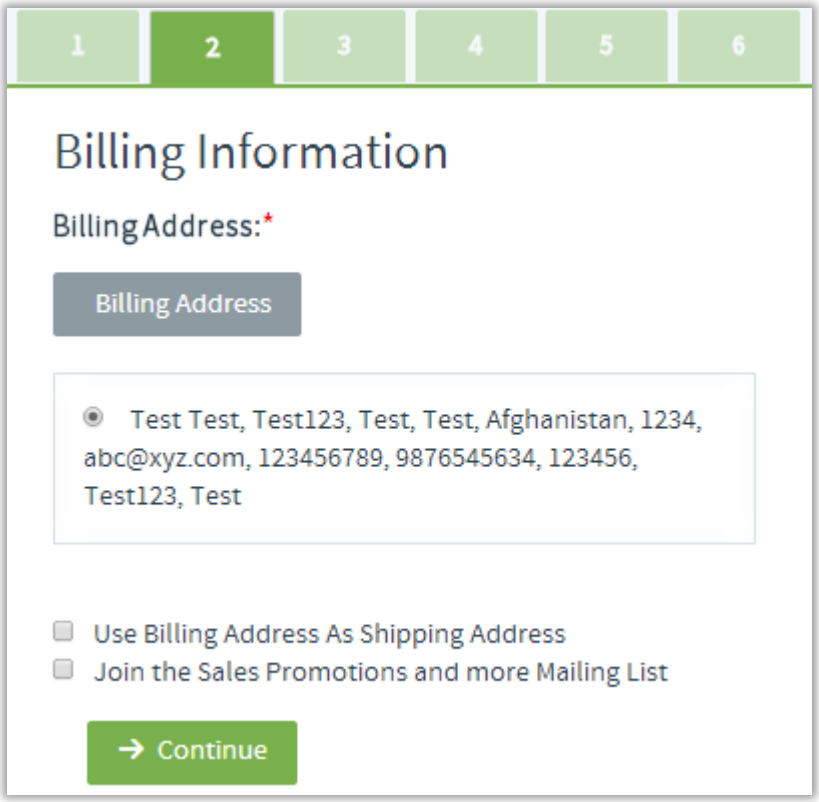
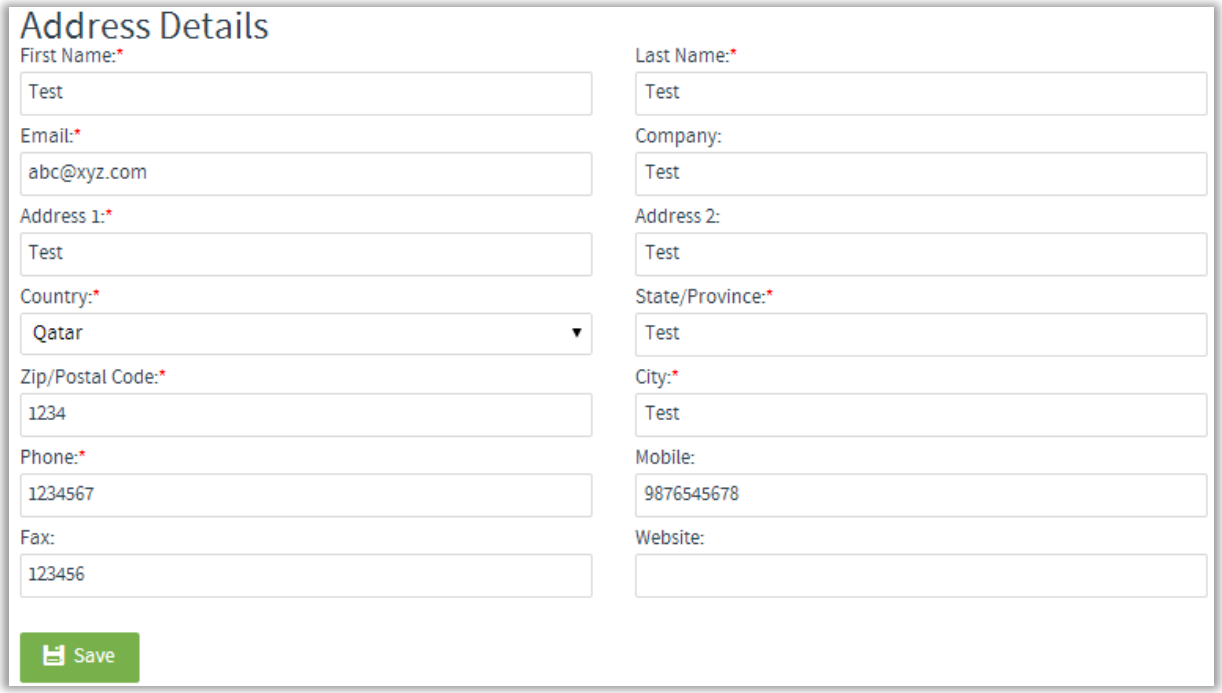


Click on **Billing Address** button to add new billing address as shown below.



Click on **Save** button to save your billing address. Then click on **Continue** to continue with checkout.

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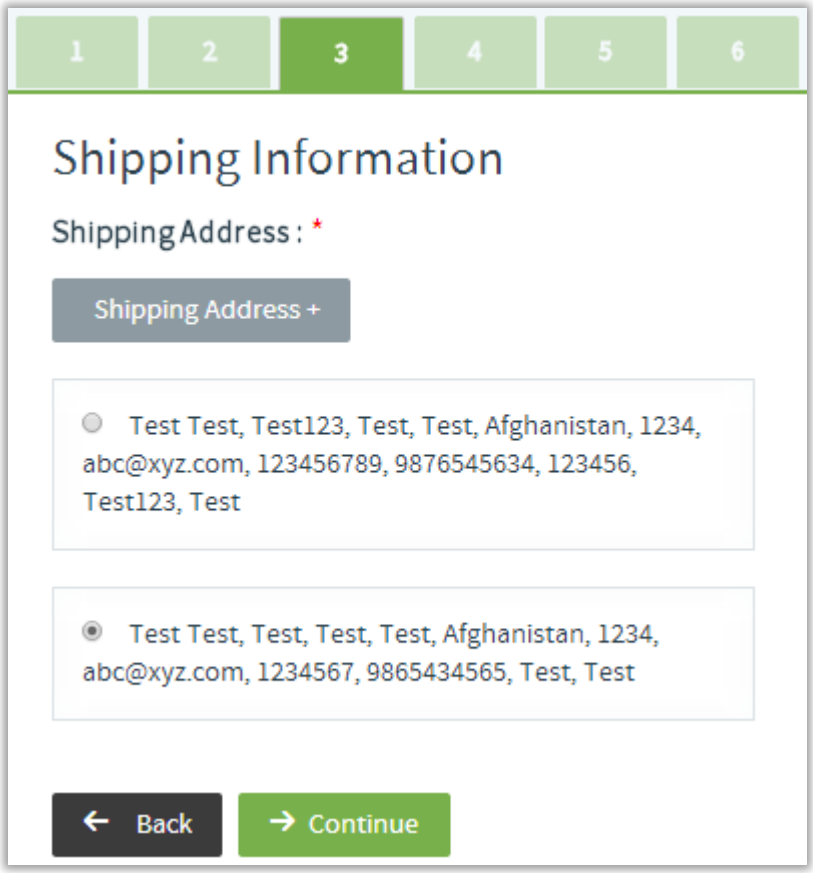
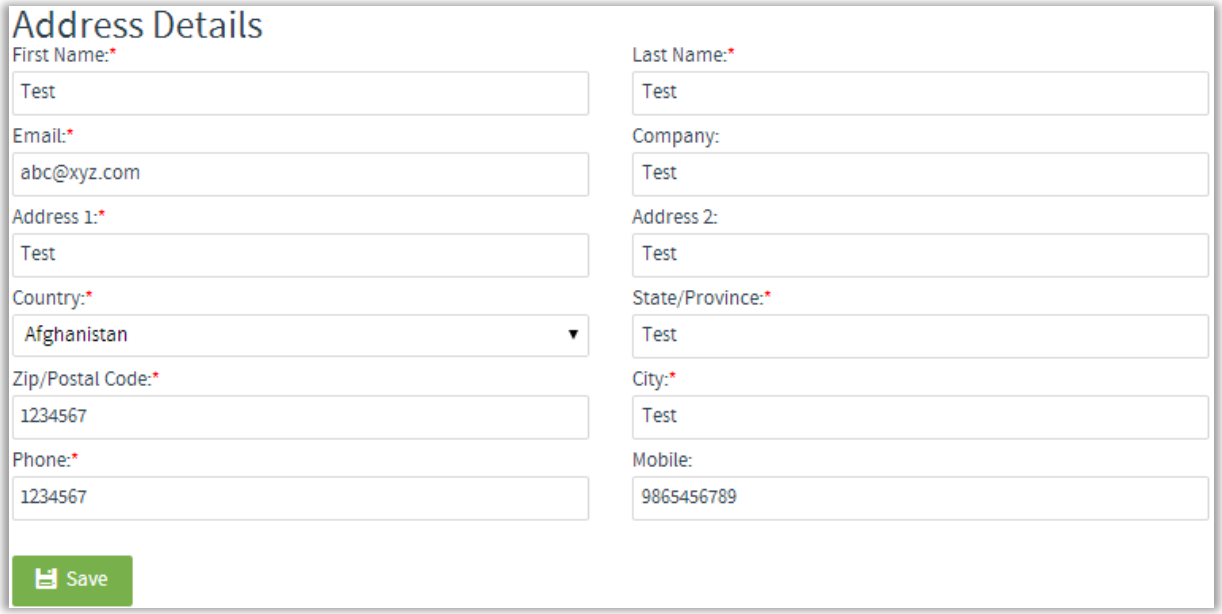
Shipping Information

Once you confirm your billing information and click to **continue,** you will reach to the third step where you have to provide and confirm your shipping information. The **Shipping Information** tab will look like the screenshot given below.



If you click on **Shipping Address,** you will land on the following page.



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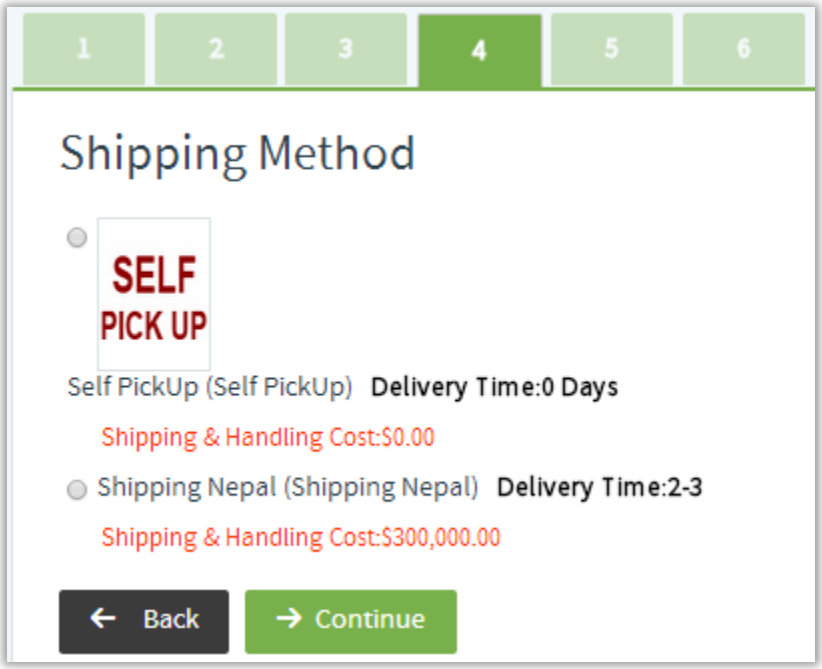
Fill in the required fields and click on **Save** to save your shipping address. Then click on **Continue**.

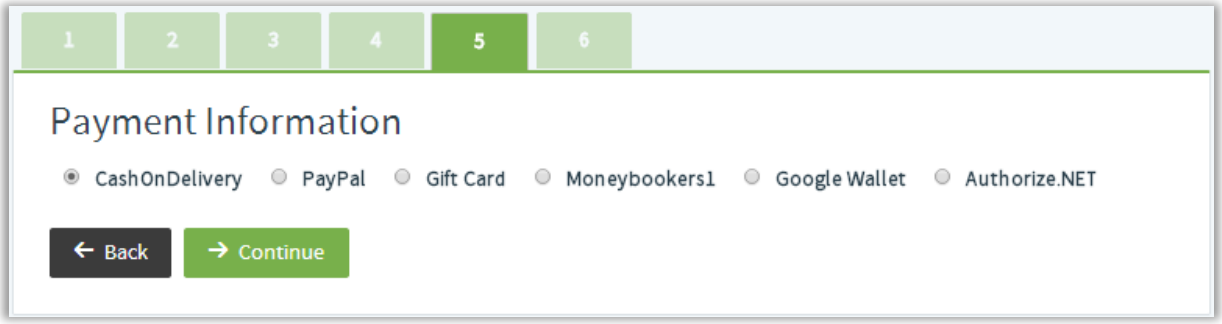
Shipping Method

Once shipping information is entered, click **Continue** and you will be taken to the next step, as shown in the screenshot below, where you can choose your preferred shipping method.



Payment Information

Once you have selected the Shipping Method, click on continue and you will be directed to a tab, as shown below, where you can select the type of payment you prefer.



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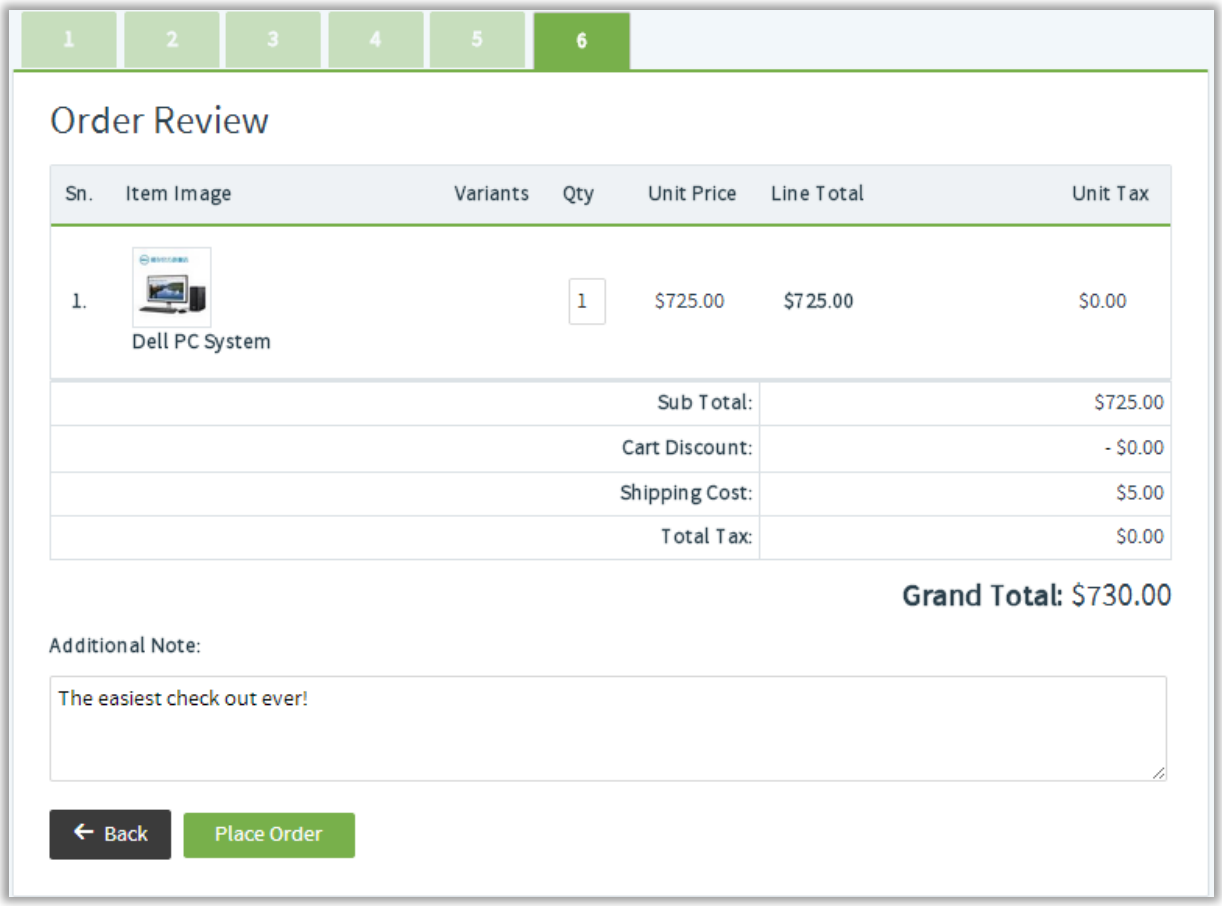
Order Review

The final step is to review your order one last time before you make your final checkout. The review tab will provide you details and options for reviewing your items. Please refer to the screenshot below.



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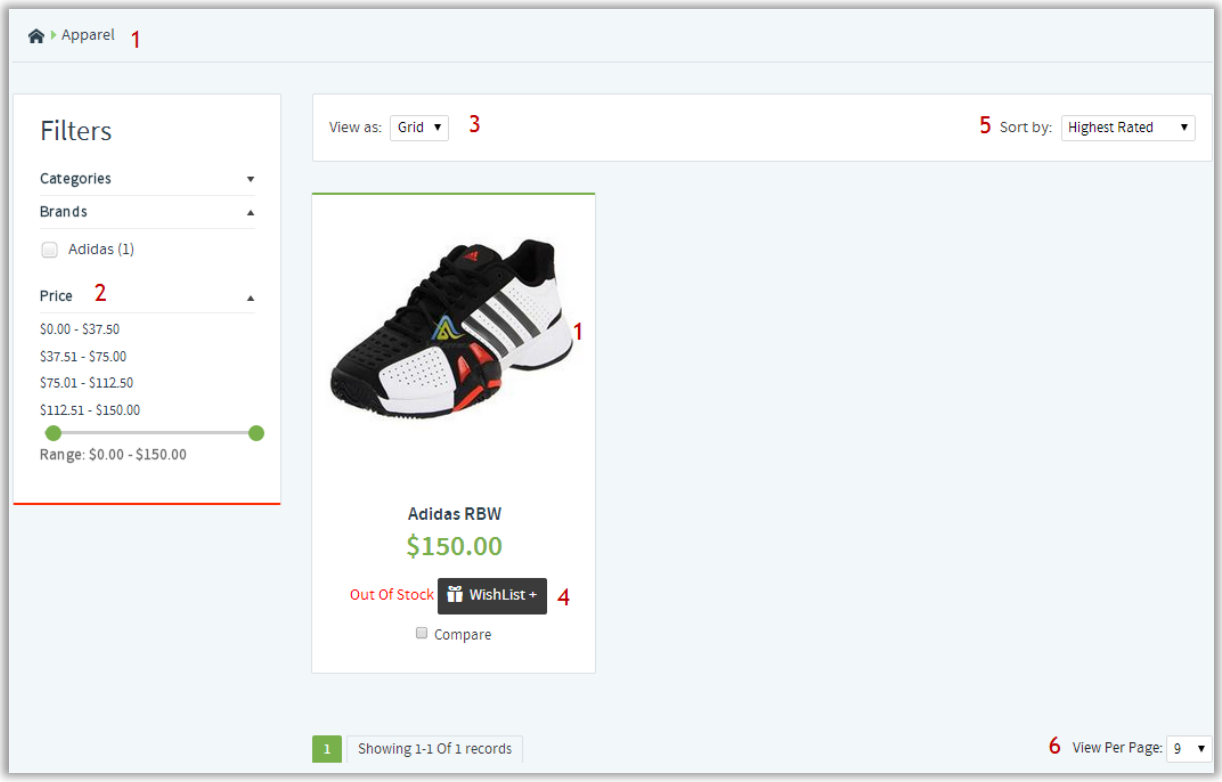
Category Page

The **Category Page** looks like the image given below.



1. **Category Name -** Displays the category name at the top of the category page.
2. **Filter -** To filter or sort products in a more sophisticated way, you can use built-in product filter. Here, we have used filter by price.
3. **View as -** You can choose various options like **Grid** and **List** from the dropdown to view category products.
4. **Category Products -** Displays all the product details under selected category. Clicking on the desired product will then prompt you to the product detail page.
5. **Sort by -** You can sort out the display of item from lists in the dropdown options. The options range from: Name, Newest, Oldest, Most Expensive, Cheapest, Most Popular, Featured, Special, Best Sellers, Highest Discount, and Highest Rated.
6. **View per page -** You can add unlimited items to the category. So, this paging or pagination option makes it easier for your customers to navigate to the other products page of the same category.

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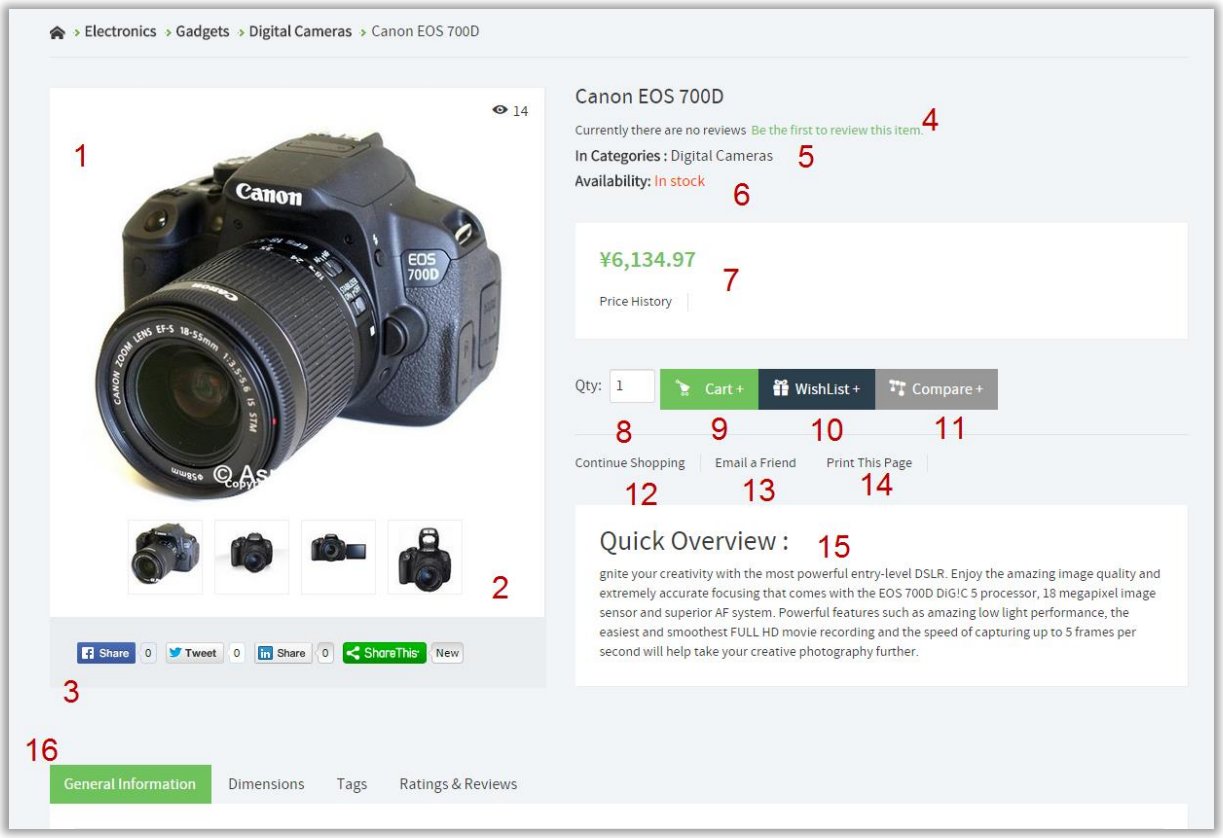
Product Page

The **Product Page** looks like the image given below.



1. **Product Image** – Displays the product base image, thumbnail image and small image in a slider. Products can be zoomed in and out to see the quality of the same.
2. **Image Gallery** – These are an array of thumbnail images you can click to show as product image. Products can be zoomed in and out to see the quality of the same.
3. **Product Reviews** – This is an option to add comments or reviews for the product.
4. **Social Share** – You can spread a word about the product on some of the leading social media.
5. **Categories** - Displays the category that this particular product falls under.
6. **Availability -** States whether the product is available for purchase or is out of stock.
7. **Price History** - Displays the product price. However, buyers can also view price history that displays price history of the product against different date and time.
8. **Quantity** – Displays the number of the same product remaining in the store.
9. **Add to Cart** – This option allows the customer to add concerned product to their cart for purchase.
10. **Wishlist** – This option lets you add products to the wishlist in order to follow up with it later.
11. **Compare** – You will be prompted to a box with the help of which, you can add products to compare the list.

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12. **Continue Shopping** – Clicking on **Continue Shopping** option lets you skip checkout and proceed to adding other products to your cart.
13. **Email a Friend** – Buyers can use this feature to recommend an item or share it.
14. **Print** – You can also print this product page for future reference.
15. **Quick Overview** – Displays a small description about the product.
16. **Product Information Tabs** – This tab consists of **General Information, Dimensions, Tags** and **Ratings & Reviews** about the product.

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