



VPCart Storefront

UPGRADE GUIDE

Version 8.00

May 8, 2015

<http://www.vpcart.com>

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1. Introduction

Congratulations on your decision to upgrade to VPCart 8.00 - with advanced security and many great new and improved features, we are confident that you will find the latest version of VPCart easier to use and more powerful than ever before!

This document is for customers who are upgrading from an earlier version of VPCart to VPCart 8.00.

If you are a new customer using VPCart Shopping Cart for the first time, then please refer to our Quickstart Guide for detailed installation instructions.

Full version: http://www.vpcart.com/virtprog/VPCart_800_QuickStart_Guide.pdf

The upgrade to VPCart 8.00 involves a number of steps, some of which are done automatically and others need to be done manually by following the steps below.

Note: Once you have completed upgrading your database to VPCart 8.00, you will not be able to use your old admin with a store running 7.00 or earlier VPCart versions.

So if you have multiple sites running from one database, then you will need to ensure all sites are managed using a VPCart 8.00 admin.

2. Download Upgrade from our Website

Before you can begin the upgrade process, you need to retrieve the upgrade files from the VPCart website.

First, please visit our upgrade center by going to <http://www.vpcart.com/sales/upgrade.asp>.

Then enter your Order ID and email address and click the “**Continue**” button.

Your upgrade options will then be evaluated and you will be presented with a selection of options.

If you are upgrading to the same package as you originally purchased, and your order is less than 12 months old, you will be able to upgrade for free.

Otherwise, if you are outside of your 12-month upgrade period or you wish to upgrade to a higher package, then the cost of your upgrade will be calculated and you will be able to purchase the upgrade through our regular checkout process.

Once your order has been received and processed by the VPCart Administration Team, you will receive an email with your new files.

3. Install VPCart 8.00 Files

VPCart 8.00 is a complete replacement for previous releases of VPCart.

First, unzip the VPCart 8.00 files using a ZIP utility, such as WinZip or WinRAR.

Note: We recommend that you make a copy or backup of your existing file and database before completing the upgrade.

To begin your upgrade process, you need to copy the VPCart 8.00 files into your existing VPCart site.

If your old version of VPCart does not have any customizations, you can just overwrite the previous file versions. If in case your old version of VPCart contains customization in some VPCart files, you need to manually insert the customization codes into the VPCart 8.00 files.

To check the VPCart 8.00 files against your previous customized VPCart version, you can use a program called WinMerge available as a free download from: <http://winmerge.org/>

The VPCart upgrade process does not alter your data in any way. However, it is best to always back up your database before completing any major changes to your site in case something goes wrong and you need to reverse your changes.

4. Copy your Existing shop\$config.asp into the “Upgrade” Folder

The next step is to instruct VPCart 8.00 where to find your current database and configurations. To do this, you need to copy the “**shop\$config.asp**” file from your previous VPCart version into the “**Upgrade**” folder.

Note: The **Upgrade** folder is provided with the VPCart 8.00 files and folders.

5. Upgrading from Version 3.50 and Earlier Versions

Upgrading from Version 3.50 and earlier versions also entails the same process as mentioned in Chapter 3 above.

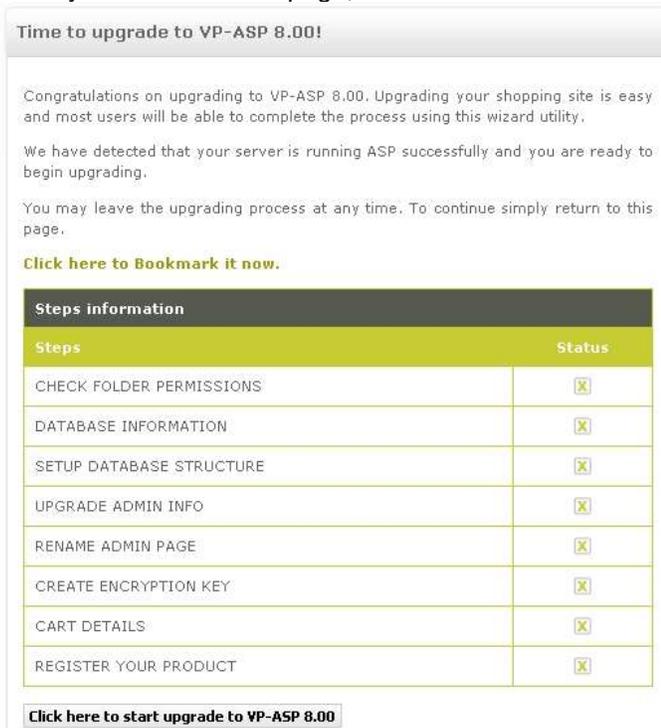
6. Run the Upgrade Wizard

VPCart 8.00 comes with an **Upgrade Wizard**, which you need to run through your browser. This Wizard will add new fields and system records to your database, but will not change any of your existing data.

Please follow the steps below:

1. Open your browser and enter the URL of your new VPCart folder. For example, <http://www.yoursite.com/vpcart/default.htm>, where www.yoursite.com is your website address and **vpcart** is the folder where you installed your new copy of VPCart 8.00.
2. There are two options to choose from: “**Installing**” or “**Upgrading**.” Please click the “**Upgrading**” button.
3. You are now ready to upgrade to VPCart 8.00. You will see a Summary Page of the steps you will be going through to upgrade your existing VPCart to the latest release.

Once you have read the page, click the button at the bottom.



The screenshot shows a web page titled "Time to upgrade to VP-ASP 8.00!". The page contains the following text:

Congratulations on upgrading to VP-ASP 8.00. Upgrading your shopping site is easy and most users will be able to complete the process using this wizard utility.

We have detected that your server is running ASP successfully and you are ready to begin upgrading.

You may leave the upgrading process at any time. To continue simply return to this page.

Click here to Bookmark it now.

Steps information	
Steps	Status
CHECK FOLDER PERMISSIONS	X
DATABASE INFORMATION	X
SETUP DATABASE STRUCTURE	X
UPGRADE ADMIN INFO	X
RENAME ADMIN PAGE	X
CREATE ENCRYPTION KEY	X
CART DETAILS	X
REGISTER YOUR PRODUCT	X

Click here to start upgrade to VP-ASP 8.00

4. The first step is to check your folder permissions and make sure that the required folders have “**READ/WRITE**” permissions applied.

Click the “**Check your folder permissions**” button.

Folder to check		
Folder name	Requirement	Status
admin	Required Read / Write	
admin/config	Required Read / Write	
config	Required Read / Write	
upgrade	Required Read / Write	
admin/export	Optional Read / Write	
admin/import	Optional Read / Write	
blogs	Optional Read / Write	
html	Optional Read / Write	
images	Optional Read / Write	
news	Optional Read / Write	
products	Optional Read / Write	
stylesheets	Optional Read / Write	
templates	Optional Read / Write	
upload	Optional Read / Write	

Check your folder permissions

Some of the folders in VPCart 8.00 need to have read/write permissions in order to work properly. This step will automatically check the required folders to have read/write permission. Once you are ready, please click the **“Check your folder permissions”** button.

Folders that have read/write permission will be displayed with a **“Pass”** status. Folders that do not have read/write permission will be displayed with a **“Fail”** status.

If one of your folders appear to have a **“Fail”** status, please enable read/write permission to the folder. You may contact your hosting provider to do this for you if your VPCart files are in a remote server. However, if you are running from a local machine, you can enable read/write permission to the folder yourself.

To set up folder permission in Win XP, please refer to the Help Guide below:
<http://helpnotes.vpasp.com/shopexd.asp?id=715>

To set up folder permission in Win Vista/ Win 7, please refer to the Help Guide below:
<http://helpnotes.vpasp.com/shopexd.asp?id=914#permissions>

Please click the **“Check your folder permissions”** button again once you have set the read/write permission to your folders.

If all required folders have a **“Pass”** status, then you can click the **“Continue”** button.

5. The next step is to connect to your database.

Connect to database

Please select which type of database your existing stores uses.

Alternatively you can upload your old shop\$config.asp to the UPGRADE folder and click the Retrieve Database Information button and this will automatically retrieve your database details for you.

Retrieve database information

Configuration table name:

Database type:

- Access
- ODBC
- MySQL 351
- MySQL 510
- MsSQL 2000
- MsSQL 2005 & above

This step will basically retrieve your existing database for your new VPCart 8.00 site.

You need to ensure that you have placed your original **shop\$config.asp** file from your current site into the Upgrade folder.

Please click **“Retrieve Database Information.”**

VPCart will then automatically populate the database fields with the connection settings from your existing site.

If you are using Access, **Database name** and **Folder** will automatically be filled in.

If you are using ODBC, the **DSN Name** will automatically be filled in.

If you are using SQL SERVER or MySQL, the following db details will automatically be filled in:

Database Name
Database User ID
Database Password
Database Address

Click **“Check Database”** once you are ready to check if your database is connected or not.

If the db is connected successfully, the **“Continue To Setup Database Structure”** button will appear and you can click to proceed to the next step.

6. Set up Database Structure.



This step will add any new fields to your existing db to be ready for VPCart 8.00.

Click "**Upgrade**" to start the process.

Note: Before proceeding, be sure to back up your existing db.

VPCART Version 8.0.0.6 onwards will automatically create a new table called "**configuration800_[xshopid]**". The **[xshopid]** is retrieved from your **shop\$config.asp** file.

For example, if your **xshopid** has a value similar to the one below:
const xShopId="furniturestore"

Then the new table that VPCART will create could be, for example, **configuration800_furniturestore**.

This new configuration table is a copy of your existing configuration table. So after upgrading, your new version will use the **configuration800_[xshopid]** table.

This upgrade process might take awhile, so a processing icon will appear.

Once finished, a summary of the database upgrade will be displayed:

Setup database structure - Access

Now it's time to upgrade your database by upgrading the VPASP tables and fields your shopping cart will use.

Don't worry! The Wizard will take care of this for you.

Step 1: Upgrade database structure: Yes

Step 2: Upgrade data: Yes

Pass

0 new tables
 56 new tables bypassed as already present in database
 69 new records added
 2332 new records bypassed as already present in database
 14 new fields added
 2 new fields bypassed as already present in database
 728 records updated
 1 records updated error.

Please proceed to the next step.

Afterwards, the **“Continue To Upgrade Admin Info”** button will appear and you can click it to proceed to the next step.

7. Upgrade Admin Info

Upgrade admin info

Now it's time to upgrade your admin privileges.

Please enter your old encryption key, so that we can locate your admin information.

Enter your old encryption key:

Please assign a admin user name to have a full privileges of VP-ASP.

Enter your existing admin user name:

You need to enter new second password here.

Enter your new second password:

Confirm your new second password:

In this step, you need to enter your **“existing Admin User Name”** and you also need to enter a **“New Second Password.”**

VPCart needs to retrieve your existing Admin user Name to give full privileges to access Administration.

The New Second Password must contain alphanumeric (a-z, A-Z, 0-9) characters. This will ensure the security of your VPCart 8.00 administration.

If the details you have entered are valid, the “**Continue To Rename Admin Page**” button will appear. Click the button to proceed to the next step.

8. Rename Admin Page

Rename admin page

To further increase the security of your administration area, the VPASP Control Panel, we suggest you select your own name for the admin log in page.

Renaming your admin page makes it harder for unauthorised people to gain access to the administration area.

When you go live we also suggest renaming the folder the VPASP Control Panel is located in. The default name of the folder is "admin". You can change this to any name but try using one that is not obvious for a hacker to try.

Please enter a new name of admin page: .asp

Rename admin page

This step will rename your existing Admin Page to the file name you specified.

Please enter a new name for your Admin Page and make sure the page name is not a common name.

For example, we do not recommend you to create a common name like “admin” or “login.”

You can create the page name with a combination of alphanumeric characters (e.g. jacksyte87635).

Click “**Rename Admin Page**” once you have entered the name.

Click “**Continue To Create Encryption Key**” to proceed to the next step.

9. Create Encryption Key

Create encryption key

Now you need to create a unique encryption key so when you start taking credit cards the card numbers are encrypted to make it next to impossible for hackers to steal your customers data.

Starting to get the idea that security for your online store is incredibly important? Great, because it is! With our help though and by using this Wizard you will be ensuring your store is as safe as possible.

The encryption key is a unique set of character used to scramble customer credit card information into random gibberish.

Please enter a 10+ character encryption key: 12 chars

Example: ag12AhjBcG

Update encryption key

This step will create an encryption key for your VPCart 8.00 site. Encryption key is a unique set of characters used to scramble customer credit card information.

Make sure you enter a 10+ character encryption key (e.g. jfh73GFKah3o). Click **“Update Encryption Key”** to update and check if the data you entered is valid or not.

If valid, the **“Continue To Cart Details”** button will appear. Click it to proceed to the next step.

10. Cart Details

Cart details

We are nearly there!

Now you need to enter the email address that you would like to have emails from the cart sent from.

After an order has been completed, who should be notified via email? Please enter the email address that you would order notifications sent to.

This is also the FROM address for the order confirmation that is sent to the customer.

Email address:

What would you like the name on the email to be? For example it could be your company name or your name.

Shop name:

What would you like the subject line of the email that is sent to you and the customer when an order is made to be?

Email subject:

Now you need to set what the mail server name is. This tells VP-ASP what service to use to try to send emails from.

It could be your ISP's mail server name or the mail server name from where your site is hosted. For example: mail.yourdomain.com

You will need to contact your web hosts or your ISP if sending from your local machine to find out what is needed to be used here.

Mail server:

Some email systems may have SMTP Authentication set to be required. If this is the case then you simply need to enter below the email address and password for an email account that is on the same server as your email system.

Mail user ID:

Mail password:

The type of e-mail interface program to use. VP-ASP supports ASPMAIL, CDONTS, ASPEMAIL, OCXMAIL and JMAIL. VP-ASP does not write to your mail system directly. It needs an interface and these are the most common ones.

Test mail component

Mail type: ▼

The URL to return to your main page. It can be a full URL such as http:.. or just a file name such as default.asp.

Home page:

The default title for your shopping cart site. E.g. Johnnys Music Shop. This will appear in the top of the customers browser window and in search engine results.

Default title:

In this step, you need to enter all of the cart details for your VPCart 8.00 site.

Here is the list of fields you need to fill in:

Email address: After an order has been completed, who should be notified? This is the email address of that person. The order confirmation will be sent to the customer's email address.

Shop Name: The name of your shop. Used on emails to the customer as the name of the sender.

Email Subject: This is simply the subject when the customer gets an email confirmation.

Mail Server: This is the name of the mail service on your ISP. Your ISP provider should inform you about this. It will normally start with either "mail" or "smtp". There is no standard name. You must ask your Windows administrator or Web hosting company. If not set correctly, emails will not be sent. Please take note that this is not used with CDONTS or Unix.

Mail User ID: If your ISP is using a User ID for mail service, you may enter the value here or leave it empty if your ISP is not using any User ID.

Mail Password: If your ISP is using a password for mail service, you may enter the value here or you may leave it empty if your ISP is not using a password.

Mail Type: The type of email interface program to use. VPCart supports ASPMAIL, CDONTS, ASPEMAIL, OCXMAIL and JMAIL. VPCart does not write to your mail system directly. It needs an interface and these are the most common ones.

Home Page: The URL to return to your main page. It can be a full URL such as http:... or just a filename such as default.htm.

Default Title: The default title for your shopping cart site (e.g. Johnny Instrumental Shop).

In this step, you can also perform a test for Mail Component. Click the "**Test Mail Component**" link to see any available mail components for your hosting. Mail components with an "**Available**" status can be selected as a value for Mail Type.

Click "**Update Cart Details**" then click the "**Continue To Register Your Product**" button to proceed to the next step.

11. Register Your Product

Register your product

Congratulations! We are finally at the last page in the set up process.

These last few details will activate your software and also list your contact details for your customers on your site.

Please enter your VP-ASP registration details below:

Your VP-ASP order number.

Order number:

Next we need you to enter a unique name for your store.

Every store must have a unique name to ensure there are no conflicts with any other VP-ASP stores on the server. It can be any name you like - eg. "shop800_myshopname" or "any_unique_yourshopname"

Shop ID:

Now please enter the domain of your site. If testing locally you would use something like http://localhost/vpasp700.

If setting up on your live server you would use your live domain name. For example http://www.yourdomain.com/shop.

Domain:

If your store will be using an SSL certificate please enter this here. If not you can simply leave blank.

For example a url protected by SSL would like something like https://www.yourdomain.com - note the extra "s" in the http. This denotes that the URL is in secure mode.

SSL:

Finally enter your company details.

Company name:

Address:

City:

State:

Zip code:

Country:

Phone:

Fax:

Email:

This step will register your purchase of VPCart 8.00 as well as your information details.

Please provide the following details in the form:

Order Number: Your VPCart Order Number. This should automatically be filled in with your existing order number.

Shop ID: A unique name for your shop (e.g. "shop800_myshopname"). This should automatically be filled in with your existing Shop ID.

Domain: This represents the URL of your site where the shopping cart files are located (e.g. <http://www.yourvpaspwebsiteurl.com/vpasp>). This should automatically be filled in with your existing domain URL.

SSL: This is your secure URL to which credit card information is encrypted. This should automatically be filled in with your existing secure URL.

Company Name: Enter your company / shop name

Address: Enter your company / shop address

City: Enter your city

State: Enter your state

ZIP Code: Enter your ZIP code

Country: Enter your country

Phone: Enter your phone number

Fax: Enter your Fax number

Email: Enter your email address

Click "**Update Information**" after you have entered all the details.

Click "**Continue To End**" to finish the upgrade process.

Note: After you have run the Wizard, your database will have been updated to the required VPCart 8.00 format.

Click [here](#) to see your cart

Click [here](#) to see your admin page

Click here to learn more about how to earn money by promoting VP-ASP on your site.

Click here to look at template and module which you can add to your site.

[Print this page](#) for your future reference.

If you want to go to your new VPCart 8.00 Storefront, please go to "Click [here](#) to see your cart."

If you want to go to your new VPCart 8.00 administration, please go to "Click [here](#) to see your admin page."



Administrator's Login

Default username and password still in use!
Username = admin
Password = admin
Please change as soon as possible!

Userid

Password

Password 2

Login

Note:

Userid is your existing admin user ID.

Password is your existing admin password.

Password 2 is your existing admin password 2. (If you have entered a new second password 2 in the Upgrade Wizard, then please enter your new admin password 2).

Once you have completed upgrading your database to VPCart 8.00, you will not be able to use your old admin with a store running 650 or earlier VPCart versions.

So if you have multiple sites running from one database, then you will need to ensure that all sites are managed using a VPCart 8.00 Admin.

We strongly recommend changing the default folder name “admin” to a new unique folder name for security reasons!

7. Update your Language Files for VPCart 8.00

Note: If you only use the English language in your store, then you can skip this step.

There are several new language variables added in VPCart 8.00, so if you have any additional languages installed, you will need to update your database.

If you are upgrading from a version earlier than VPCart 5.00, you will find that languages are handled completely different in the latest version. Rather than being stored in the **shop\$language_xxxx.asp** files, they are stored in the database in the languages table.

1. Download the new language files for VPCart 8.00 from the VPCart website – <http://www.vpasp.com/sales/languages800.asp>
2. Unzip the downloaded file into the “**admin**” folder where you installed VPCart 8.00.
3. Log in to your VPCart Administration and go to **Advanced Settings > International**
4. Click the “**Language**” tab.

Home » Advanced Settings » International » View/Edit Currency



5. Click “**Add Language.**”



6. Type the filename of the language you are updating. For example, if you are updating to the Spanish language, enter the “**shop\$language_spanish.asp**” filename.



Set **Merge With Database** to “Yes.”

If you have made a lot of customizations to the languages and you only want to add new entries from the language file to your database, set **Update Existing** to “No.”

7. Click the “**Continue**” button. This will add the new language terms to your languages table.

Add Language

shop\$language_spanish.asp Added (1326) Updated (2)
shop\$language2_spanish.asp Added (161) Updated (3)

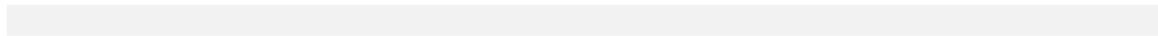
[Reset Language](#)

8. Click the **“Reset Language”** link. Select the language you just added and click the **“Continue”** button.

Language

Language

9. If you have more than one language in your site, follow the steps above for each language.



8. Convert your State and Country Tax Settings

Note: This step only needs to run for versions lower than VPCart 6.50 (e.g. 6.00, 5.50 and other lower versions). If you are using Version 6.50, please skip this step.

The way state and country tax rates are defined have been changed for VPCart 6.50 and the new VPCart 8.00. Rather than having them stored in shop configuration, they are now stored in the **shopstates** and **shopcountries** tables.

1. Open your browser.
2. Enter the URL of your new VPCart 8.00 folder followed by “**converttaxes.asp**.” For example, <http://www.vpasp.com/vpasp/admin/converttaxes.asp>, where www.vpasp.com is your website address and **vpasp** is the folder where you installed your new copy of VPCart. **Admin** is the folder where the **converttaxes.asp** file is located.

Any state or country tax rates you have set up will automatically be converted.

9. Redesign your New Site for VPCart 8.00

In the previous version, you had to modify **shoppage_header.htm** and **shoppage_trailer.htm** to change the design, colors, etc., on your own.

In VPCart 8.00, your site's header and footer template are now fully controlled by CSS.

Your previous version of **shoppage_header.htm** and **shoppage_trailer.htm** will no longer be used in VPCart 8.00 because it has a totally different layout. VPCart 8.00 will use its own **shoppage_header.htm** and **shoppage_trailer.htm** located in the "templates/default" folder. The header and footer layout are controlled by the **basic-style.css** file.

Now, you can just modify the design through the "**basic-style.css**" file located in the "**templates/default/css**" folder.

If you need to set up the layouts in your VPCart 8.00, such as the Display Search Box, MiniCart, Categories, etc., you can easily configure them through our **Layout Manager** feature.

Please refer to the **VPCart User Manual**, specifically **Chapter 4.20 Layout Manager**, for more information.

The downloadable VPCart User Manual PDF can be found at:
http://www.vpasp.com/virtprog/VPCart_800_User_Guide.zip

10. Update templates

In our new VPCart 8.00, all the template files are stored in the “**templates**” folder.

This is different from our previous version where template files were stored in the root directory (6.50 and below); and in V7, the templates are stored in **templates/default-2cols** or **templates/default-3cols**.

After you have located the template files, you will need to update the template files used in your existing version to the new VPCart 8.00 site, which is in the “**templates/default**” folder.

You may still want to keep your existing design or layout for the templates to be used in the new version. However, since VPCart 8.00 has a fully responsive layout, we do not recommend you to move your existing templates from the older version as it may cause a broken layout issue. You can still move your existing templates from an older version to VPCart 8.00, but you will need to check the page after the old template files have been applied to make sure that it is working fine in both desktop view and mobile view.

11. Update shop\$colors.asp

The **shop\$colors.asp** file in previous versions controlled many aspects of the fonts and formatting throughout your site.

In VPCart 8.00, the file is now redundant and the settings have been moved to the CSS files.

If you are upgrading from VPCart 7.02 or earlier, you cannot keep your current **shop\$colors.asp** file. You must manually transfer any changes to the CSS files supplied with the 8.00 files.

12. Upgrade your gateway

If you are using a payment gateway, you will need to upgrade your files to use the latest VPCart 8.00 files.

1. Download the new gateway files from the VPCart website – <http://www.vpasp.com/sales/epdownload800.asp>
 2. Unzip the downloaded file into the folder where you installed VPCart 8.00.
 3. Follow any gateway specific installation instructions from the **readme.txt** file.
-

13. Upgrade your Categories

Note: This is only required if upgrading from 4.xx or earlier versions. If you are upgrading from 5.xx or later, please skip this section.

The way VPCart handles categories and subcategories has been completely changed since the version you are using was released.

The VPCart 8.00 method for handling categories eliminates the need for the subcategories table, subcatlevel3, subcatlevel4, subcatlevel5 and prodsubcategories tables. The only two tables used are categories table and the prodcategories table.

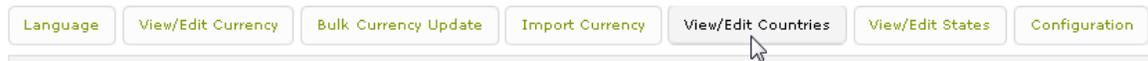
To convert your categories:

1. Open your browser.
 2. Enter the URL of your new VPCart 8.00 folder followed by “**convertcategories.asp**.” For example, <http://www.vpasp.com/vpasp/admin/convertcategories.asp>, where www.vpasp.com is your website address and **vpasp** is the folder where you installed your new copy of VPCart. **Admin** is the folder where the **convertcategories.asp** file is located.
 3. Click the “**Convert**” button.
-

14. Set up your Countries and States

In VPCart 8.00, the countries and states that are included in the dropdown menus, from which your customers can choose their respective addresses from, are now stored in your database to make them easier to update.

You can modify the list of countries by going to **Advanced Settings > International > View/Edit Countries**.



You can modify the list of states by going to **Advanced Settings > International > View/Edit States**.

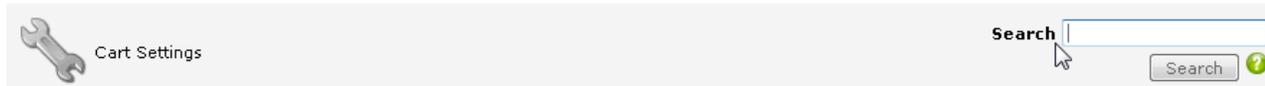


With regard to configuring the dropdown menu for states, you need to specify the countries that will show their respective states – **Xdisplaystates**.

For example, if you want to show the respective states for the US and UK in the State dropdown menu on **shopcustomer.asp**, you would set **Xdisplaystates = US,UK**

To set this up, please follow the steps below:

1. In the top menu, select “**Advanced Settings**” then “**Software Configurations**” from the dropdown menu.
2. Enter “**Xdisplaystates**” in the Search Box and press the “**Search**” button.



3. Change the value to “**US,UK**” and click “**Continue**.”

Then any states listed in View/Edit States with country code “US” or “UK” will appear in your storefront’s State dropdown menu.

15. Set your Site to Use utf-8 charset

Log in to your VPCart 8.00 site. Go to: **Advanced Settings » International » Language**

Click **“Edit Language.”**

In the Selection Criteria, select **“keyword” “equals”** and enter: **“langcharset.”**

Select the Language you use from the dropdown menu (e.g. English). Then click **“Display.”**



Languages Search

Results per page: 20

Selection criteria: keyword equals langcharset

Language: English

Reset Language

Reset Display

If the result shows that it is already using utf-8, then you can skip this.

id	lang	keyword	caption	Edit
794	English	langcharset	utf-8	

However, if you are not using utf-8, please click edit and try to change charset to utf-8.

id	lang	keyword	caption	Edit
794	English	langcharset	ANSI	



id: 794

lang: English

keyword: langcharset

caption: utf-8

Update record Make Copy of Record Delete

Click **“Update record.”** And then click **“Back To Languages.”**

You will need to click **“Reset Language”** and select the language you have edited above (e.g. **English**), so that the change you made above will load onto your site.

If you have multiple languages installed, you will need to follow the steps above for each of the other languages to use utf-8 charset.

16. Securing your Site

In order to ensure that your VPCart site is as secure as possible, we recommend following these security steps after upgrading in order to double-check that all recommendations have been implemented.

16.1 *Removing “Installation” Folder and “Upgrade” Folder*

Delete the following folders from your VPCart site:

- **Installation**
- **Upgrade**

Remote Users: Please ensure that you have deleted all these folders on both your local PC and your remote server.

16.2 *Change the Default ADMIN Folder Name to a Unique Name*

To protect your admin, we strongly recommend changing the ADMIN folder name to something unique and hard to guess.

16.3 *Removing “default.htm” File*

Please delete the default file in the root of your VPCart site: **default.htm**.

This is the default file that will show the upgrade button, which should be deleted when the upgrade has been completed.

16.4 *Removing Copy of Default Database*

Please delete the default MS Access file that comes with the installation.

The database name is “**shopping800.mdb**,” which is located in the “**database**” folder.

16.5 *Removing “diag_smstest.asp” File*

Please delete the “**diag_smstest.asp**” file located in the “**admin**” folder.

Remote Users: Please ensure that you have deleted this file on both your local PC and your remote server.

16.6 *Credit Card Storage Settings*

VPCart recommends that you DO NOT store credit card numbers.

If you take credit card numbers into your system rather than using a Payment Gateway, we recommend that you delete the credit card number as soon as the order has been processed.

This can either be done manually or the **shopa_displayorders.asp** page will delete credit card numbers automatically when the order is marked as processed.

16.7 *Securing your Database*

Note: This step is for Access users ONLY!

If your database is not in a secure location, with the correct settings, hackers may be able to download through the web browser. To secure your database folder, you will need to update your IIS settings and the NTFS properties on your **database** folder.

To set up IIS permissions on your database folder:

- a) Click "**Start**," "**Control Panel**," then double-click "**Administrative Tools**."
- b) Double-click "**Internet Information Services**."
- c) Browse the database folder by expanding the menus on the left .
- d) Right click your database folder and select "**Properties**."
- e) Uncheck the "**Read box**."
- f) Click "**Apply**."
- g) Click "**OK**."