



JShop Server

simple. effective. e-commerce

2.3.0 User Manual

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1 Introduction

JShop Server is a database-driven e-commerce system designed for servers that support both PHP and MySQL. Featuring a wealth of features for high-end e-commerce systems, such as customer accounts, stock control and order processing, JShop Server is designed for those companies wanting to offer a greater level of service to their on-line customers.

Out Of The Box Functionality

As soon as JShop Server is installed it is a fully functioning store that you can add sections and products to. Obviously there are many features and settings in JShop Server that can change the way it operates but you will be able to add product to your shopping cart and visit the checkout as soon as you've added your first product.

Unique Web-Based Administration System

Web-based administration systems are nothing new but the interface for JShop Server takes them a step further. Arranged more like an application the administration system is quick and easy to navigate and the on-screen features are intuitive – in fact it's almost like using an application on-line. A great deal of time and effort has gone into creating the look and feel of the administration system and with unique features such as interactive hiding and showing of information on the product page, administration doesn't hinder your productivity, it enhances it.

Template Driven Design

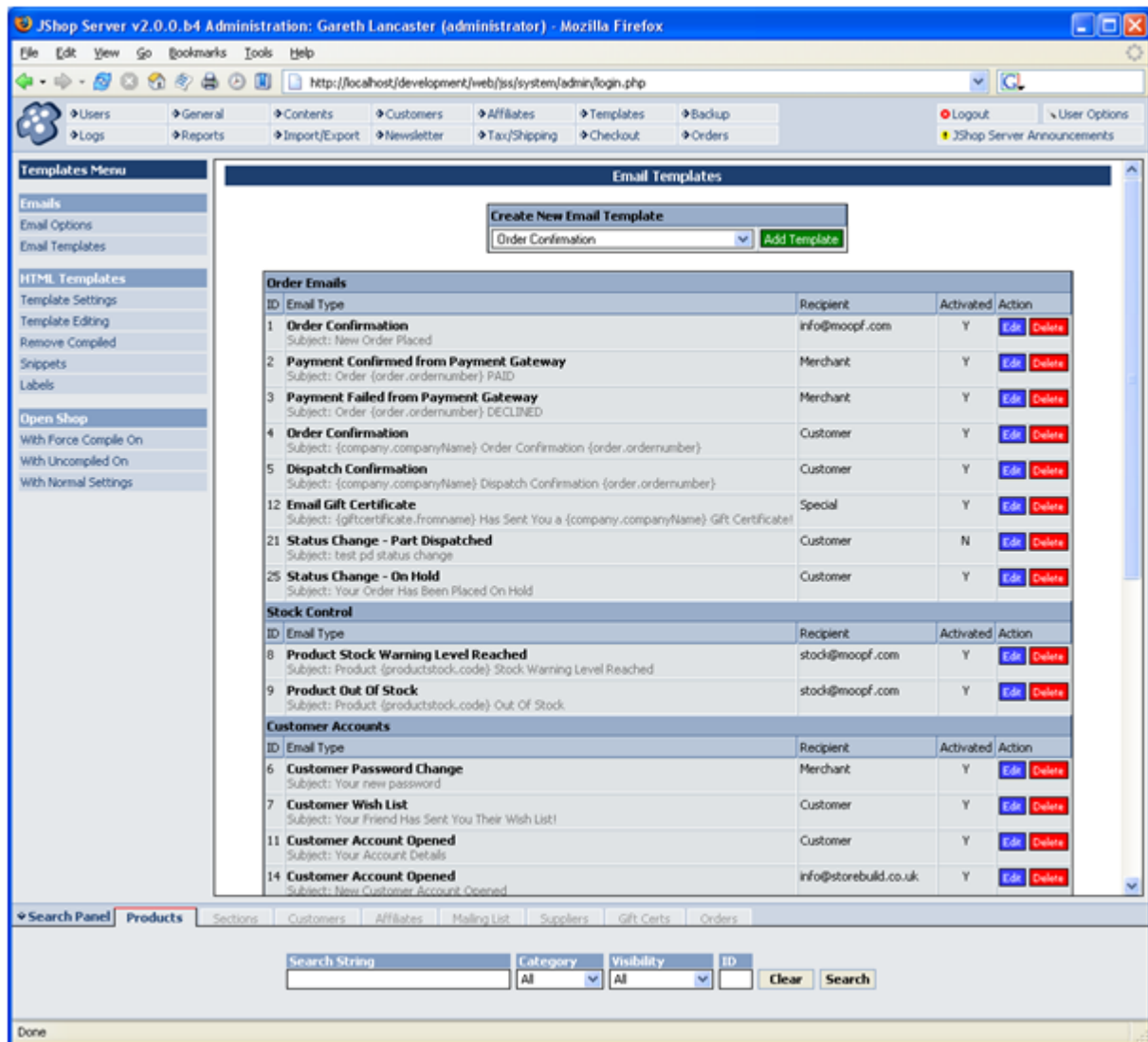
JShop Server stores are designed 100% using templates. tSys is JShop Server's built-in template system that provides quick and easy additions to normal HTML to design your store. Of course you may only wish to change small parts of the default templates but tSys's power enables you to produce a completely unique looking store should you wish to.

In-Built Order Management System

One of JShop Server's strengths is its in-built order management system that provides everything from receipt printing to customer emails and dispatch functionality. Orders can be edited and the order status system allows you to keep track of orders at every step of the way.

2 Administration System

2.1 Administration System Layout

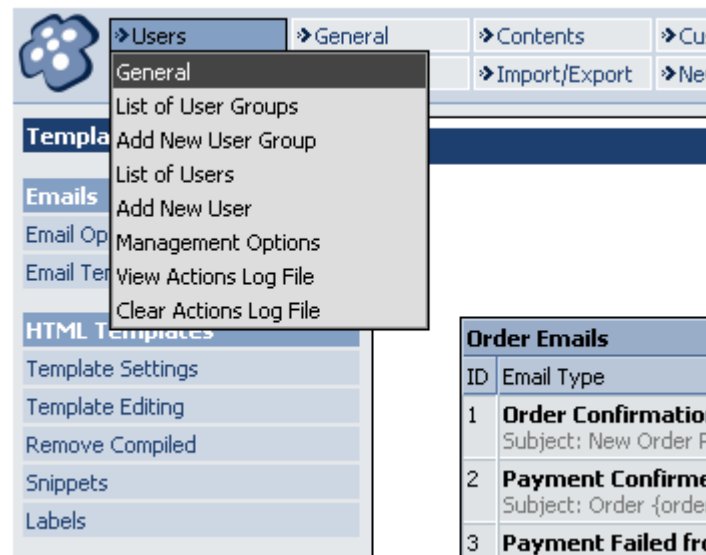


The JShop Server Administration System

The overall structure of the administration system is split into 4 parts: the top menu, the left sub-menu, the main content area of the screen and the bottom search panel. In addition there is a built-in announcements system which is shown on the main administration screen.

The Menu Bar

All the main functions are accessed through the top menu options. By default you can left click on these to visit a particular administration section, e.g. Users, or right click on them to see a sub-menu for the section.



The Right-Click Sub-Menu

The Left Sub-Menu

Once you have entered a particular section of the administration system, such as the User section for instance, the left hand part of the screen will show all the sub-options available within that section. This provides a quick and easy way to skip between screens within a particular section.

This left menu can be turned on or off per user (please see the section on User Options)

Main Content Area

This is where your main settings screens will be shown. All actions within JShop Server, such as setting system options, editing products and processing orders is performed in the main content area.

The Search Panel

The search panel provides quick and easy access to the various searches that can be performed in the administration system. For instance, search for products or orders. Clicking the 'Search Panel' text will hide or show the search panel. Often you'll probably want to hide the search panel when it's not in-use to provide greater screen space for the main content.

JShop Server Announcements

The administration system includes an embedded announcements system that we can use to alter customers to product information, details on security patches and information on new releases. In addition to a button being provided on the top left of the screen, if there is a new announcements that a logged in user has not yet read a strap line will appear underneath the top menu bar with the title of the announcement.

The announcements facility can be activated or de-activated for individual users in the Users section of the administration system.

2.2 User Options

On the top left of the screen there is a button called 'User Options'. This provides each individual user with the ability to alter some facilities of the administration system to suit their preferred way of working.

Show Left Hand Section Menu	<input type="radio"/> NO <input checked="" type="radio"/> YES
Search Panel Expanded At Login	<input checked="" type="radio"/> NO <input type="radio"/> YES
Default Page At Login	Orders
Main Menu Mouse Button Configuration	Left Click Button, Right Click Menu
Action Menu Position On Orders List	Right
Action Menu Activate	On Mouse Over
<div>Close Window Update Options</div>	

The User Options Screen

Show Left Hand Menu Section

If you'd prefer to just use the top menu options, for instance if you wished to maximise the screen space available for the main content area, select NO here to hide the left menu section.

Search Panel Expanded At Login

Here you can specify whether you want the search panel (at the bottom of the screen) shown open when you login or closed, preserving screen space.

Default Page At Login

This allows you to select which screen in JShop Server should show be default when you login to the system. If you generally process orders, you'll want to make the Orders screen your default page.

Main Menu Mouse Button Configuration

The top menu buttons, by default, load the administration section with a left-click and show the sub-menu drop-down with a right click. However, you can use this setting to swap these mouse buttons around.

Action Menu Position On Orders List

On the orders page each order has an 'Action' drop-down available to process the order in a number of different ways. By default this will show in the far-right column of the orders screen although using this option you can alter this to show on the far-left.

Action Menu Activate

In addition to changing the menu position on the orders list you can change whether the options show when you put the mouse over the Action button or when you click on it. Again, you can change this option to suit.

Note: Many of these options will not take effect when changed until the next time you login to JShop Server.

3 User Management

JShop Server has built-in user management for the administration system, with customisable permission groups, that enable you to setup an unlimited number of administration user accounts, each with different access permissions for which parts of the administration system they can use. In addition to this. JShop Server's user management features include the ability to log all actions and log successful and failed login attempts.

The basic structure of the administration accounts system consists of user groups and user accounts. A user account can only be used by one person at any given time and each user can be a member of multiple user groups for access permissions.

3.1 The Administrator Account

A default account is setup when JShop Server is installed, with username administrator (at installation this account also has a password of administrator). This is the main administration account for your system and this account cannot be deleted although you can alter the username and password. With this main administration account you can still enter and use the JShop Server administration system as normal whilst locking out all other user accounts or setting them to safe mode (see below). This is useful if you need to do updates to the system that require no other activity to be going on.

Note: For security reasons you should immediately change the administrator username and password as soon as you have installed JShop Server.

3.2 List of Groups

This screen shows a list of all the user groups setup in the system. There is a default user group setup called 'Administrators' which provides full access to all parts of the system. This user group cannot be deleted. For other user groups you can click on an 'Edit' button or on the group name is take you to the editing page or click the 'Delete' button to remove then group.

Group ID	Group Name	Action
1	Administrators	Edit
5	Contents And Orders Only	Edit Delete
Total Number of User Groups:		2

List Of User Groups

3.3 Adding/Editing a Group

The group details screen, obtained by clicking 'Edit' on the List of Groups or by clicking the 'Add New Group' link on the Users menu, gives you the ability to create a new user permissions group or edit an existing one.

Editing A Group

Group Name

Enter a name here to describe the group you are adding or editing.

Allowed Access For This Group

Here you'll see a long list of various permissions that you can grant or deny access to for this group. Any option that is checked will give members of the user group permission, any un-checked option will mean that members of the group do not have permission.

You'll also see 'Check All' and 'Uncheck All' against the light blue main section lines. These enable you to quickly set all the section's sub-options either checked or un-checked.

3.4 List of Users

This page shows you a list of all the user accounts currently setup in the system. Either clicking on the 'Edit' button or on the username will take you through to the user editing page. Clicking the 'Delete' button will remove the user account (this is not available for the main administrator account).

User ID	Username	Real Name	Member Of	Action
1	administrator	Gareth Lancaster	Administrators	Edit View Log
21	gareth	Gareth	Administrators	Edit Delete View Log
19	test	test	Administrators Contents And Orders Only	Edit Delete View Log
20	testtest	testet	Administrators	Edit Delete View Log
Total Number of Users:				4

List Of Users Screen

In addition the third button 'View Log' will show you an action log just for that user, making it easy to track the actions of an individual user in the system.

3.5 Adding/Editing a User

The users details screen, obtained by clicking 'Edit' on the List of Users or by clicking the 'Add New User' link on the Users menu, gives you the ability to create a new user account or edit an existing one.

Note: From version 2.1.1 onwards you can change the administrator username to any desired username and we recommend you do this for security reasons.

Username	gareth
Password	<input type="text"/>
Real Name	Gareth
Show JShop Server Announcements	<input type="radio"/> NO <input checked="" type="radio"/> YES
Login Enabled?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Member Of	<input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Contents And Orders Only
< Back Update User	

Editing A User

The information required on these screens is as follows. The 'Login Enabled' and 'Deny 'Member Of' options are not editable for the administrator user. This account always has complete access to the system.

Username

This is the actual username for the account, used when logging in. If you are editing an account this field will not be editable.

Password

Here you should enter a password when creating a new user account. When editing an account only enter a password if you want to change the current user account's password. If you leave it empty, the password will not be updated for the account.

Real Name

Enter a real name for the account. This is simply to help you identify different accounts.

Show JShop Server Announcements

Change this option to enable or disable the built-in JShop Server Announcement system. When active the user will see a button along the top menu to provide access to the announcements we have made and, if there's a new announcement that they haven't yet seen, they'll also see a strap line underneath the top menu providing details of the new announcement.

Login Enabled?

You can enable and disable individual user accounts. Checking the NO option will mean that you cannot login to the administration system with this user account. Checking YES will enable the account for login.

Member Of

This section allows you to provide membership of user groups to the user. Multiple groups can be selected, allowing you to combine certain permission groups together for a single user.

Note: Permissions are inclusive. If access to a section is denied in one group and allowed in another group and the user is a member of both groups, they will be given access.

3.6 Management Options

This screen gives you some global options for the user management of JShop Server. The options are as follows:

General Account Options	
Non-Administrator Safe Mode	<input type="radio"/> NO <input checked="" type="radio"/> YES This will not affect any user assigned to the Administrators user group
User Action Logging Enabled?	<input type="radio"/> NO <input checked="" type="radio"/> YES
User Login/Logout Logging Enabled?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Disable User Logins?	<input checked="" type="radio"/> NO <input type="radio"/> YES This will not affect any user assigned to the Administrators user group
Number User Actions Per Page	<input type="text" value="50"/>
User Account Security Settings	
Check IP Address	<input checked="" type="radio"/> NO <input type="radio"/> YES Those using AOL should not activate this option as the IP address will change between page loads
Timeout Login With No Action After	<input type="text" value="0"/> minutes (0 = no timeout) It is advisable to use this option to ensure that logins do not remain open indefinitely through lack of action or failure to use the logout button
Block Unsuccessful Logins	Block an account after <input type="text" value="5"/> unsuccessful logins for <input type="text" value="10"/> minutes Set first value to 0 to disable this feature. It is advisable to use this option to deter brute force login attacks to your admin system. Blocked accounts can have this status reset on the 'List of Users' page
<input type="button" value="Update Options"/>	

The Management Options screen gives you access to global user settings

Non-Administrator Safe Mode

With this set to YES all user accounts, apart from the main administrator account, will use the system in 'Safe Mode'. This means that although edit/delete/add etc. buttons will be available no updates to the database will be saved, effectively making the system 'read-only'.

User Action Logging Enabled?

Set this to YES if you want user actions saved to a log file for later viewing. Actions included in this include all add actions, edit actions and delete actions and changes to order status etc. If you are running a busy system with many changes each and every day you should be aware that the logs created can get quite large. Please see 'Clear Action Log File' for more information.

User Login/Logout Logging Enabled?

Set this to YES for log records to be created each time somebody tries to login to the administration system. This will log the username used and whether the login failed or was successful. This is separate to the normal user action logging (even though the records appear in the same log file), as this would normally be turned on (for security reasons) even if you didn't want to log all actions performed in the system.

Disable User Logins?

If set to YES this will instantly disable all user accounts, denying them access to the system.

Number User Actions Per Page

This is a configuration option for the viewing of action log files. It simply sets how many actions should be shown per page when viewing the log files.

Check IP Address

With this option enabled when a user logs in to the administration system their IP address is stored. With each page load within the administration system this stored IP address is checked against the user's current IP address. If the two differ the user is forcibly logged-out and taken back to the login page. This is a security feature to stop access to the administration system from different IP addresses with the same login details. If your users are on dial-up connections you should be aware that if they have to re-connect to the internet, their IP address will change and they will be logged out and need to login again.

Timeout Login With No Action After

This allows you to set a time limit after which, if no page has been visited in the administration system the user will automatically be logged out. This is a security feature to prevent user login sessions staying active if the user forgot to Logout. Setting the time limit to 0 will de-activate this option.

Block Unsuccessful Logins

This options provides some protection from brute force attacks, where an attacker would repeatedly try logging in to your administration system with different passwords in an attempt to gain access. By using this option you can only allow a certain number of unsuccessful login attempts before that username is locked out for a period of time. A block can be reset from the 'List of Users' from the administration system.

3.7 Viewing Log Files

You can view overall log files (for all users) in date order, with the most recent action first, by clicking on the 'View Actions Log File' option on the Users menu.

All log actions have a date, time, username, IP address and description of the action. Failed login attempts (if being logged) will show up in bold to help pick any possible unauthorised login attempts.

Total selected entries: 2176, Viewing 451 - 500 <PREV [TOP] NEXT >				
Date	Time	Username	IP Address	Description
03/Nov/2006	19:42:38	administrator	127.0.0.1	Deleted Extra Section Field: morestuff
03/Nov/2006	19:42:15	administrator	127.0.0.1	Added Extra Section Field: morestuff
03/Nov/2006	19:40:25	administrator	127.0.0.1	Updated Section: Abstract Impressions
03/Nov/2006	19:39:36	administrator	127.0.0.1	Deleted Language: Gibberish
03/Nov/2006	19:39:27	administrator	127.0.0.1	Deleted Language: German
03/Nov/2006	19:38:55	administrator	127.0.0.1	Deleted Language: French
03/Nov/2006	19:38:40	administrator	127.0.0.1	Added Language: Outlandish

User activity logs give you a view of everything that's happening in your administration system.

On the 'List of Users' page you can click the 'View Log' button against an individual user to see just actions made by that user.

3.8 Clearing the Log Files

If you are logging all user actions the log database can soon grow quite large and so, periodically, we suggest that you clear the log files. This can be done from the 'Clear Actions Log File' link on the Users menu.

4 General Settings

The General section of JShop Server's administration system is where you setup most of the fundamental options for your store. The menu in this section is split into two.

General Menu

These options are where you can setup global options such as company details, languages, currencies etc. and also options that alter the configuration of the administration system.

Shop Navigation Menu

These options cover some of the navigation elements to your shop such as how many products are listed on a section page, how you want to sort the basket etc.

Note: As the options in General are powerful and can make large changes to your store, for instance adding and removing a currency, we suggest that few users are given access to this section.

4.1 Company Details

This is where you can setup the basic company details for your store. Many of the pre-installed templates and email templates use the information you enter here, so it should be applicable for public view.

Company Name	Whorl Web Art Store
Address Line 1	PO Box 6
Address Line 2	High Peak
Town/City	Hayfield
County/State	Derbyshire
Postcode/ZIP	SK22 2EX
Country	United Kingdom
Telephone	01663 749726
Fax	
General Email	sales@whorl.co.uk
Store URL	http://www.doublepadlock.com/jssdemo/
Update Company Details	

Company Details screen is where you can enter your company information

The fields should be fairly self-explanatory, however, the General Email setting is only used for display on the templates. The actual email addresses that JShop Server sends various emails to for the merchant are set in the Email Options and against email templates in the Templates section of the administration system.

4.2 Global Options

These options cover a few global settings for your store and should be used with caution.

Shop Availability	
Is Shop Available?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Allow These IP Addresses To View Shop Even When Unavailable	<input type="text" value="127.0.0.1"/> (Separate multiple IP addresses with commas)
Force Admin System to Use SSL	<input type="radio"/> NO <input checked="" type="radio"/> YES
Default Settings	
Order Number Offset	<input type="text" value="200000"/>
Default Country	<input type="text" value="United Kingdom"/>
Shop URL Format & Search Engine Friendliness	
Omit Section ID From Product Links	<input type="radio"/> NO <input checked="" type="radio"/> YES
Remove .php From Links	<input checked="" type="radio"/> NO <input type="radio"/> YES
Use Safe URLs Where Applicable (see documentation for requirements)	<input type="radio"/> NO <input checked="" type="radio"/> YES
If using Safe URLs Append Section Name Or Product Name To URLs	<input type="radio"/> NO <input checked="" type="radio"/> YES If YES, use the following character to replace spaces and non-safe characters: <input <input="" and="" type="text" value="Remove"/> duplicate replacements.
Active 301 Redirects For Spiders When URL Used Doesn't Match Selected Format	<input type="radio"/> NO <input checked="" type="radio"/> YES
Response Code To Send Spiders for Invalid/Unavailable Products or Sections	<input type="text" value="301 - Redirect to index"/>
Server Time Settings	
Select Store Time Zone	<input type="text" value="GMT > London, Western Standard Time"/>
	Use the option below to adjust for Daylight Savings Time
Is DST In Effect?	<input type="radio"/> NO <input checked="" type="radio"/> YES
<input type="button" value="Update Settings"/>	

Global Options

Shop Availability

Is Shop Available?

Setting this to NO will instantly take your shop off-line. No matter what page the user tries to load the unavailable.html template will be served to the user. This is useful if you need to make updates to your store and you do not want it being used until those updates are finished. It should also be used when you are installing any JShop Server updates.

Allow These IP Addresses To View Shop Even When Unavailable

This setting allows you to provide limited access to your store, for instance if you're doing a lot of updates that you don't want seen during their change. You can make the shop unavailable with the previous option but enter a comma separated list of IP addresses that will still be permitted access to the store and see it as normal.

Force Admin System to Use SSL

If you have setup your store with a secure certificate, and have entered the secure URL in the required place in the config.php file for the system (please see the Installation section of this manual) then setting this option to YES will force the admin system to be used under SSL.

Default Settings

Order Number Offset

Internally orders are stored starting at order number 1 as we use MySQL's own auto numbering sequence. Here you can set a number that should be added to the 1 when order numbers are displayed. For instance, the default is 200000 so all order numbers viewed in the administration system or on the front-end of your shop will display by adding 200000 to the internal order number. For example order number 1 will display as 200001.

Default Country

When new customers visit your site this is the country they will be assigned until they log in or order from your store. This is used to calculate any tax that should be shown by default.

Shop URL Format & Search Engine Friendliness

Omit Section ID From Product Links

By default JShop Server will include the section ID in any product URL accessed from within a section. However, if you're concerned about search engines penalising you for duplicate content you can select this option to stop this being added. If turned off and products are in multiple sections the breadcrumb trail is not guaranteed to show the correct path to the section the customer was in, the system will show the first path it locates in its database.

Remove .php From Links

If your server supports it, you can select this option to have the .php removed from many links in JShop Server. If selected, a product URL will look something like <http://www.domain.com/product?xProd=25>

Use Safe URLs Where Applicable

This option is for those using Apache web servers who have mod_rewrite setup to support URLs in the style <http://www.domain.com/product.php/20/3> rather than the normal style which would be: <http://www.domain.com/product.php?xProd=20&xSec=3>. You can check whether your system supports this easily by going to a page and adding /hello to the end of it. For instance, the following: <http://www.domain.com/index.php/hello> – if the page shows correctly then your site supports mod_rewrite. Although many search engines (including Google) will index pages with the normal style of URL, some will not and, if your server supports it, you should turn this option on. Please speak to us or your hosting company if you need more information on this. NOTE: With this option on you should ensure that your templates have the <BASE> tag in them, e.g.: <BASE HREF="{shop.baseDIR}"> otherwise images will not appear correctly on the page. You can normally include this in top.html and this will then be included in all pages.

If using Safe URLs Append Section Name Or Product Name To URLs

If selected your URLs will include your product and section names, to provide more descriptive URLs.

If YES, use the following character to replace spaces and non-safe characters:

Here you can specify what character should be used to replace non-safe URL characters in section names and product names. My default this is the underscore '_' character but you could also use any other character of your choosing. If you wish to replace the characters with an empty string (so that nothing appears in their place) leave this field blank. Be careful which character you choose, however, as some characters will not be suitable for URLs. Normal usage would include _, - or +

In addition here you can select to either Remove or Leave duplicate replacements. For instance, if you have two non-safe characters in succession selecting Remove in this option will leave only one replacement character, e.g. this_is rather than this__is

Activate 301 Redirects For Spiders When URL Doesn't Match Selected Format

Again, if you're worried about search engines picking up duplicate content, you can use this to force JShop

Server to issue a 301 redirect should the spider visit using a URL that doesn't match the selected format, providing them with the correct format. This won't affect normal visitors to the store.

Response Code To Send Spiders for Invalid/Unavailable Products or Sections

By default JShop Server will send a normal 302 redirect to the home page if a spider arrives at a product or section that either no longer exists in your store or has been made invisible. Here you can change the response that you would like sent.

Server Time Settings

Select Store Time Zone

This option lets you select the time zone you'd like to use for your store. For instance, in the United Kingdom you'd choose GMT. This option is useful if you host in a different country to where you operate as the chances are that the server time zone will not match your time zone. Setting this option ensures that everything is kept in your local time zone.

Is DST In Effect?

Change this option to set whether Daylight Saving Time (DST) is currently in effect or not in your time zone. The system will then automatically alter its time settings accordingly.

4.3 Cart Sessions & Security Settings

This settings page provides complete control over how JShop Server handles cart sessions and the security associated with them. It is worth taking some time to familiarise yourself with these options and to change them to suit your particular store. This page has extensive in-line help to aid in making decisions on what settings to use.

The 'Advanced Options' title, when clicked, will display more advanced settings for cart session security. The default security options provide a basic level of security that is applicable to all installations but this can be further tailored using the advanced options.

Basic Options	
Cookie Name	<input type="text" value="jssCart"/>
Session Expiry Time	<input type="text" value="10"/> hours
History To Keep When Pruning Carts	<input type="text" value="30"/> days (An automatic job for this must be active in General -> Automated Jobs)
Advanced Options	
<p>These options allow you to customise the way the session security works in JShop Server to suit your hosting environment and what ISPs your customers generally use. It is advisable to only change these options whilst developing your store or whilst your shop is unavailable as changing these options may cause problems with existing cart sessions.</p>	
Check User Agent	<input type="radio"/> NO <input checked="" type="radio"/> YES
Check IP Address	<input type="radio"/> NO <input checked="" type="radio"/> YES
IP Octets (sections) to Include	<input type="text" value="255.xxx.xxx.xxx"/>
Track IP With Cookie	<input type="radio"/> NO <input checked="" type="radio"/> YES
Action on Hash Check Failure	<input type="text" value="Create copy of cart without customer information"/>
Check Referrer	<input type="radio"/> NO <input checked="" type="radio"/> YES
Create New Cart ID on Login	<input type="radio"/> NO <input checked="" type="radio"/> YES
Create New Cart ID on Checkout	<input checked="" type="radio"/> NO <input type="radio"/> YES
Customer Account Login Timeout	<input type="text" value="30"/> minutes (0 = disable this feature)
Log Cart Creation & Checks	<input checked="" type="radio"/> NO <input type="radio"/> YES Filename: <input type="text" value="cartlog.txt"/> (Include full path, e.g. /www/domain/file.txt, or path relative to main JShop Server directory)
<input type="button" value="Update Settings"/>	

Cart Sessions & Security Settings

Basic Options

Cookie Name

This will not be applicable to most but for advanced users this gives you control over the cart identifier cookie name that JShop Server uses. In addition to using cookies, JShop Server also uses a session identifier on URLs if required (e.g. for those customers who do not accept cookies).

Cookie Expiry Time

By default the cookie expiry time for cart sessions is set to 3 hours after the last action was performed, e.g. the customer visited a page in the store. You can change this expiry time here by entering a new number of hours. For instance, if you wanted carts to be maintained for a longer period of time, enter a higher number of hours here.

History To Keep When Pruning Carts

JShop Server includes an automated jobs system, one of which is the periodic pruning of old carts in its database. If you have the automatic job activated for cart pruning (see the Automated Jobs section of this manual) then this setting sets the number of days you'd like to keep when carts are pruned. If you'd like to keep cart history for a while, to use in the reports for instance, then you can change this setting to keep more history. However, it's advisable to keep on top of your carts as the information can build up a great deal over time.

Advanced Options

Check User Agent

This is recommended as a simple check that a session is owned by the user it was created for. However it is not perfect as many users have exactly the same user agent string.

Check IP Address

Although this will provide greater security on sessions this can cause issues with some ISPs (specifically AOL) where a user's IP address changes frequently during a visit. If set to YES, you can specify the number of octets (sections) of the IP address to use. If you are using this it's also advisable to activate the 'Track IP With Cookie' option for those customers whose IP address changes. NOTE: This option is not recommended for those running http:// and https:// on different domains.

IP Octets (sections) to Include

255 = check this octet, xxx = ignore. For those customers where IP addresses can change you may try using 255.xxx.xxx.xxx at the least to check a main group of IP addresses, although this may still cause isolated issues depending on their ISP NOTE: Only applicable if 'Check IP Address' is set to YES.

Track IP With Cookie

If you are checking IP addresses it is advisable to enable this option which will help to maintain a session for those on changing IP addresses. This is only really of any use if your http:// and https:// are running on the same domain, or you are not running an SSL certificate on your store. NOTE: Only applicable if 'Check IP Address' is set to YES.

Action on Hash Check Failure

Under most circumstances if a cart hash check fails it is advisable to create a new cart, copying the contents of the existing cart but blanking out customer login information. This would avoid a valid customer's cart from being accidentally dropped if their IP address changes

Check Referrer

This option will check the referrer value when a customer visits the site with a session in the URL. If the referrer is not your site (and not blank as some users legitimately hide the referring URL with privacy software) then a new session will be created. Although not perfect, this option is recommended as a simple check to capture many instances of a user sharing a URL to your store that includes a session

Create New Cart ID On Login

Use this option to force the customer's session to obtain a new Cart ID if they login to a customer account. This is useful for splitting sessions should the customer have shared a URL with their session ID and other checks have failed to identify this. By creating a new Cart ID, their session is then guaranteed to be unique.

Create New Cart ID On Checkout

Use this option to force the customer's session to obtain a new Cart ID when they start the checkout procedure. This is useful for splitting sessions should the customer have shared a URL with their session ID and other checks have failed to identify this. By creating a new Cart ID, their session is then guaranteed to be unique.

Customer Account Login Timeout

With this option set to a non-zero number, it sets the number of minutes that a customer should remain logged into their customer account. After this period of time has passed with no activity, either in their customer account or checkout, the customer will no longer be marked as logged in into their account for their session and they will need to login again if they wish to go to their account details or checkout.

Log Cart Creation & Checks

If you need to track dropped carts or find out if there are options you are using above that are causing carts to be dropped or copied please use this option and specify a filename. The log file created is a simple CSV detailing:

CartID, User Agent, Referrer, IP Address, Status, New CartID (if applicable)

NOTE: This should be used for debugging only and should not be left activated as it will create a very large log file if run for prolonged periods. Under normal circumstances you would not need to activate this.

4.4 General Settings

This screen contains some general display settings that are applicable to the whole of JShop Server.

Date Format	<input type="text" value="d/M/Y"/> Format Options: d Day of month, 2 digits D Day of week, e.g. Fri m Month, 2 digits M Month, 2 letter text, e.g. Mar F Text month, e.g. March y Year, 2 digits, e.g. 03 Y Year, 4 digits, e.g. 2003 Other characters shown as entered
Time Format	<input type="text" value="H:i:s"/> Format Options: H Hour, 24-hour format h Hour, 12-hour format i Minutes s Seconds a Lowercase 'am' or 'pm' A Uppercase 'AM' or 'PM' Other characters shown as entered
Convert Line Breaks To on Products and Section Fields	<input checked="" type="radio"/> NO <input type="radio"/> YES

General Settings

Date Format

You can specify how you would like dates to be shown in both the administration system and the front-end by changing the format string here. An explanation of the possible options is also given. For instance, if you were a US store you would want to show the month first.

Time Format

As per Date Format, this changes how the time is to be shown in both the administration system and on the front-end. Again an explanation of the possible options is also given.

Convert Line Breaks To
 on Products and Section Fields

By default this is set to YES meaning that any line breaks you enter in a product or section description will be automatically converted to
's when they are displayed on the front-end of your shop. It doesn't actually alter the data that's entered in any way, this is simply something that happens before the data is sent to the template system. If you wish to retain complete control over how your descriptions are shown, turn this option off. Doing so means you will need to enter your own
s for line breaks to be shown correctly.

Note: If you have the WYSIWYG editor turned on, this option will have no effect.

4.5 WYSIWYG Settings

JShop Server includes a built-in WYSIWYG editor, Innovastudio, that provides rich HTML editing in a number of places, for instance product and section descriptions or snippet editing. This screen contains the settings available to customise the use of the WYSIWYG editor.

Enable WYSIWYG Editor	<input type="radio"/> NO <input checked="" type="radio"/> YES
CSS Stylesheet Location	<input type="text" value="http://localhost/development/web/JSS/system/ + templates/shop.css"/> (Leave blank for no CSS)
Editor Configuration File	<input type="text" value="default"/>
Update Settings	

WYSIWYG Settings

Enable WYSIWYG Editor

Using the WYSIWYG editor is optional and it can be turned off using this option. If it is turned off, areas that would use the WYSIWYG editor will, instead, use large text box areas for editing.

CSS Stylesheet Location

If you wish to provide access to certain CSS styles then here you can enter the URL to the CSS file you'd like to use.

Editor Configuration File

Here you can change the configuration file used for the editor. These are located in the admin/resources/wysiwygconfigs directory and, if you're comfortable with creating new ones for the editor we use, these can be placed in this directory to be chosen from this drop-down.

Note: We cannot provide support for creating your own configuration files.

4.6 Currency Settings

This is where you setup the currencies that your shop will use. By default only one currency is setup on installation. This is GBP, but can be changed to whatever base currency you want to use. This base currency, however, cannot be deleted and if you create additional currencies that use exchange rates, they will be calculated from this base currency.

Code	Name	Use Exchange Rate?	Action
GBP	British Pounds	N	Edit
USD	United States Dollars	Y	Edit Delete
EUR	Euro	Y	Edit Delete
CAN	Canadaian Dollars	Y	Edit Delete
Total Currencies:			4

List of currencies

The main screen gives you an overall view of the currencies setup in your store including the currency code, descriptive name and whether or not the currency is calculated via. an exchange rate. There are buttons for editing a currency, deleting a currency or adding a new currency.

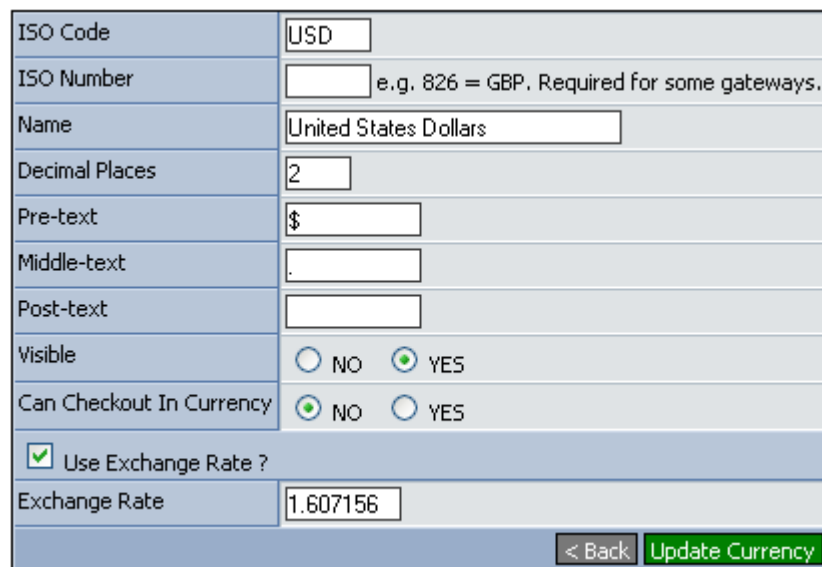


Changing The Default Currency

The bar at the bottom of this screen allows you to change the default currency. When a visitor first arrives at your store this will be the currency they initially see all prices in.

4.6.1 Adding/Editing a Currency

Adding and editing a currency both use the same screen. The only difference is that when editing the base currency some of the options, such as exchange rate settings, are unavailable as they are not applicable. Information required on this screen is as follows:



Editing an existing currency

ISO Code

This should be the ISO 3-letter code for the currency. This needs to be correct as when using payment gateways, most require this field to be sent and if it isn't accurate the gateway will not pick up the correct currency for the transaction. Whatever you enter here will automatically be converted to upper-case when saved for consistency (many payment gateways expect the currency code to be in upper-case).

Some examples of currency codes are:

GBP = British Pounds
 EUR = Euros
 USD = United States Dollars
 AUD = Australian Dollars
 CAN = Canadian Dollars.

A complete list of currency codes can be found here: http://www.oanda.com/site/help/iso_code.shtml

ISO Number

This is the 3-digit ISO Number for the currency and will only need to be used if your selected payment gateway requires it, e.g. Barclays ePDQ and Velocity Pay require this. Your payment gateway's manual will give you the correct numbers, e.g. 826 = GBP and 840 = USD.

Name

This is your descriptive name for the currency. Usually you would use this to display the currency selection on your site (the default templates use this).

Decimal Places

Enter the number of decimal places you would like to display the currency in. More often than not, currencies use 2 decimals places.

Pre-Text, Middle-Text and Post-Text

This defines the actual formatting of the currency when shown in JShop Server. For instance if you were setting up GBP and you wanted the currency to display like this: £10.99 your values you would use are as follows:

Pre-Text £
Middle-Text .
Post-Text

As you can see by setting these three options you can completely configure how the currency is to be displayed.

Note: The currency symbol for the Euro (€) is obtained by pressing Ctrl-Alt-4 on a United Kingdom keyboard. This does not always show correctly in emails, we have found. For instance, one copy of Outlook may display it correctly where as another version on another machine may display it as ? instead.

Visible

You can opt to make a currency invisible, meaning that it will not appear in the actual shop. This is useful if you want to add a currency to your store but need to setup prices before you actually make the currency available. It also allows you temporarily suspend taking orders in a currency.

Can Checkout In Currency?

If you want to show a currency in your store simply for information purposes this option allows you to do this. If the customer is browsing your store in a currency with this option set to YES, they will be automatically changed to the base currency when they come to checkout.

Use Exchange Rate and Exchange Rate

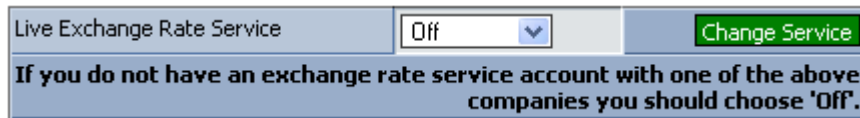
These options allow you to set a currency to be calculated automatically via. an exchange rate rather than having prices individually entered. All exchange rates are worked out from the base currency so, for instance, if you had a base currency of GBP and wanted to show EUR based on an exchange rate you could enter and exchange rate figure of 1.4 (depending on what exchange rates are at the time). This would calculate EUR to be 1.4 x GBP.

NOTE: It is important that once your store is up and running and you have orders in different currencies that you do not delete any currencies that you no longer wish to use – simply set them to Visible = NO. The reason for this is that many parts of the JShop Server system rely upon the currency information stored here and past orders will not show prices formatted correctly if the currency is missing.

4.6.2 Live Exchange Rate Service

JShop Server includes the ability to use a live exchange rate service to automatically retrieve and use up to date exchange rates every day for your store.

Note: Currently only Worldpay's exchange service is supported which requires a Worldpay account. Other exchange rate services will be added in future updates as required.



Live Exchange Rate Service Off [Change Service](#)

If you do not have an exchange rate service account with one of the above companies you should choose 'Off'.

Selecting A Live Exchange Service.

You can select the exchange rate service you wish to use from the drop-down (or select Off to turn this feature off). Click the 'Change Service' button and you will be taken to the settings screen for the service you have chosen.

Please see the 'Currency Exchange Services' section for details on setting up your chosen service.

4.7 Language Settings

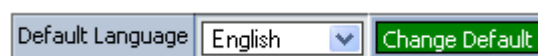
JShop Server is fully multi-language and you can setup as many languages as you want to use. In addition there is no need to enter everything in all the languages you wish to show if you do not want to. For instance, if you don't enter an alternative language version of a product description, JShop Server will, instead, show the default language description. This enables you to setup languages as you go along, gradually entering alternative language versions of text.

Not only can products and sections be multi-language but also product options, field titles, payment methods and shipping methods. In addition the native language versions of product information are stored with orders, enabling you to send native language emails to your customers.

ID	Name	Visible	Action
1	English	Y	Edit
22	Spanish	Y	Edit Delete
27	Outlandish	N	Edit Delete
Total Languages:			3

List of languages

Finally, all text on the templates is displayed using Labels and Snippets. These are discussed in more detail in the Templates section of this documentation. But it means that absolutely everything on your store can be made fully multi-language.



Default Language English [Change Default](#)

Changing The Default Language

The bar at the bottom of this screen allows you to change the default language. When a visitor first arrives at your store this will be the language they initially see all prices in.

Note: Once you have setup a new language you will see new fields that can be filled in on many sections of the administration system. These allow you to enter the alternative language versions for fields that this can be used on.

4.7.1 Adding/Editing a Language

Adding and editing a language both use the same screen. Details of the fields are given below.

Name	English
Language Uses Double-Byte Encoding (e.g. Japanese)	<input checked="" type="radio"/> NO <input type="radio"/> YES
<input data-bbox="874 436 954 465" type="button" value=" < Back "/> <input data-bbox="965 436 1141 465" type="button" value=" Update Language "/>	

Editing an existing language

Name

This is the name of the language. Normally this would be the name shown to the customer to select the language (the default templates with JShop Server use this).

Visible

Setting this to NO will mean that the language isn't visible from the front-end shop. This is useful if you wish to add a language but need to enter in additional language information for products etc. before you want the language to be visible.

Language Uses Double-Byte Encoding

Some language, such as Japanese, use Double-Byte encoding for characters. If the language you are adding or editing is like this please select YES for this option to ensure that JShop Server handles the encoding correctly.

4.8 Extra Product Fields

In addition to the normal product information that JShop Server allows, you can setup additional product information fields with this section. For instance, this is where you can setup option fields that the customer has to select, extra image fields or extra descriptive text fields. You can also change their display order by using the 'Sort /Reorder Extra Fields' button.

Name	Title	Type	Exclude Loop	Action	
photographer	Photographer	TEXT	Y	Edit	Delete
bottle	Please Select A Bottle	SELECT	N	Edit	Delete
YourName	Your Name	USERINPUT	N	Edit	Delete
Buttons	buttons	RADIOBUTTONS	N	Edit	Delete
options	options	SELECT	N	Edit	Delete
imagetest2	imagetest2	IMAGE	N	Edit	Delete
LoeweOptions	LoeweOptions	SELECT	N	Edit	Delete
test	test	CHECKBOXES	N	Edit	Delete
Total Extra Fields:				8	
Sort / Reorder Extra Fields					

List of extra product fields

What Extra Field Types Are Available?

There is a selection of different extra field type available and they are as follows:

Type	Description
------	-------------

TEXT	Up to 250 characters text field
TEXTAREA	Unlimited text field, similar to the product description field
IMAGE	Shown as an image
SELECT	Shown as a select box (only one option selectable)
CHECKBOXES	Shown as checkboxes. Each option is shown as a new text box so can be used to select multiple options for the same extra field, e.g. extra pizza toppings.
RADIOBUTTONS	Shown as radio buttons. (only one option selectable)
USERINPUT	Shown as a text entry box for the product allowing customers to enter personalisation information for the product.

Of all the fields CHECKBOXES probably needs more of an explanation. Unlike the other select option fields (SELECT and RADIOBUTTONS), CHECKBOXES allows multiple options for the same field to be selected. This is very powerful if you have a number of optional extras for products as they can all be encapsulated in a single field.

Note: Once an extra field has been setup you cannot change its type.

4.8.1 Adding/Editing Extra Fields

Adding and editing extra fields both use the same screen. However, when adding an extra field you need to make sure that you select the correct type as this cannot be changed later on. You choose the type of an extra field by using the select box by the 'Add New Field' button.

Editing an extra field. This shop has multiple languages as well

Information that can be entered for each field is as follows:

Name

This is an internal name for the field and should not contain any spaces. This is not shown to the customer in the default templates.

Title

This is the public name for the field and the default templates use this when showing the extra field.

Exclude From Loop

The default templates use a loop created with the tSys template language that loops through all your extra product fields on the product page and outputs any content that they may have. However, sometimes you may want to display one or two extra fields in a different way and by checking this to YES you can remove them from that default loop in the templates and display them elsewhere on the page where you want to.

Size (only for USERINPUT fields)


Specifies the display size of the text input box.

Maximum Length (only for USERINPUT fields)

Specifies the maximum number of characters that the customer can enter into the USERINPUT field.

4.8.2 Image Extra Fields

There are many additional fields available for the IMAGE type of extra field.

Type	IMAGE		
Name	<input type="text" value="imagetest2"/>		
Title	<input type="text" value="imagetest2"/>		
Exclude From Loop	<input checked="" type="radio"/> NO <input type="radio"/> YES		
Default Image	 <div> Upload: <input type="text"/> <input type="button" value="Browse..."/> </div> <div> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> </div> <div> <input type="checkbox"/> Remove Image </div>		
Image Display Dimensions	x: <input type="text" value="300"/>	y: <input type="text" value="0"/>	(Leave either x or y blank to only scale by one dimension)
Resize Images At Upload	<input type="radio"/> NO <input checked="" type="radio"/> YES If JPG, use this quality setting: <input type="text" value="75 (default)"/>		
Language: Spanish			
Title	<input type="text"/>		
Language: Outlandish			
Title	<input type="text"/>		
<input type="button" value=" < Back"/> <input type="button" value=" Update Field"/>			

Editing an IMAGE extra field

Default Image

This allows you to select a default image that will be shown on a product page if no product specific image has been uploaded for this field via the product editing screen. You can either upload an image from your local computer here or pick one that's already been uploaded.

Image Display Dimensions

This specifies how you want the image displayed on the screen. If you only provide one of the options then the image will be constrained to that size and the other dimension will scale to fit. For example setting 'x' to 300 and 'y' to 0 will lead to the image always being shown 300 pixels wide but will allow the height to change accordingly, so the image always stays in relative scale.

Resize Images At Upload

If you have GD enabled on your PHP installation you can use this option to have images uploaded for this field automatically resized to the dimensions entered in the option above. This means that the version that's stored on the server will be the correct dimensions already. In addition you can get a quality setting that will be used if the uploaded image is a JPG file.

4.9 Extra Section Fields

In much the same way as for products, JShop Server allows you to setup extra information fields against sections. You can also change their display order by using the 'Sort /Reorder Extra Fields' button.

Name	Title	Type	Exclude Loop	Action	
test	test	IMAGE	N	Edit	Delete
extratext	Extra Text	TEXT	N	Edit	Delete
Total Extra Fields:				2	
Sort / Reorder Extra Fields					

List of extra section fields

What Extra Field Types Are Available?

There is a selection of different extra field type available and they are as follows:

Type	Description
TEXT	Up to 250 characters text field
TEXTAREA	Unlimited text field, similar to the product description field
IMAGE	Shown as an image

Note: Once an extra field has been setup you cannot change its type.

4.9.1 Adding/Editing Extra Fields

Adding and editing extra fields both use the same screen. However, when adding an extra field you need to make sure that you select the correct type as this cannot be changed later on. You choose the type of an extra field by using the select box by the 'Add New Field' button.

Type	TEXT
Name	<input type="text" value="extratext"/>
Title	<input type="text" value="Extra Text"/>
Exclude From Loop	<input checked="" type="radio"/> NO <input type="radio"/> YES
Language: Spanish	
Title	<input type="text"/>
Language: Outlandish	
Title	<input type="text"/>
< Back Update Field	

Editing an extra section field

Information that can be entered for each field is as follows:

Name

This is an internal name for the field and should not contain any spaces. This is not shown to the customer in the default templates.

Title


This is the public name for the field and the default templates use this when showing the extra field.

Exclude From Loop

The default templates use a loop created with the tSys template language that loops through all your extra section fields on the section page and outputs any content that they may have. However, sometimes you may want to display one or two extra fields in a different way and by checking this to YES you can remove them from that default loop in the templates and display them elsewhere on the page where you want to.

4.9.2 Image Extra Fields

There are many additional fields available for the IMAGE type of extra field.

Type	IMAGE		
Name	<input type="text" value="test"/>		
Title	<input type="text" value="test"/>		
Exclude From Loop	<input checked="" type="radio"/> NO <input type="radio"/> YES		
Default Image	 Upload: <input type="text"/> <input type="button" value="Browse..."/> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> <input type="checkbox"/> Remove Image		
Image Display Dimensions	x: <input type="text" value="300"/> y: <input type="text" value="300"/> (Leave either x or y blank to only scale by one dimension)		
Resize Images At Upload	<input type="radio"/> NO <input checked="" type="radio"/> YES If JPG, use this quality setting: <input type="text" value="100 (best"/> <input type="button" value="v"/>		
Language: Spanish			
Title	<input type="text" value="spanish"/>		
Language: Outlandish			
Title	<input type="text"/>		
<input type="button" value="Back"/> <input type="button" value="Update Field"/>			

Editing an IMAGE extra field

Default Image

This allows you to select a default image that will be shown on a section page if no section specific image has been uploaded for this field via the section editing screen. You can either upload an image from your local computer here or pick one that's already been uploaded.

Image Display Dimensions

This specifies how you want the image displayed on the screen. If you only provide one of the options then the image will be constrained to that size and the other dimension will scale to fit. For example setting 'x' to 300 and 'y' to 0 will lead to the image always being shown 300 pixels wide but will allow the height to change accordingly, so the image always stays in relative scale.

Resize Images At Upload

If you have GD enabled on your PHP installation you can use this option to have images uploaded for this field automatically resized to the dimensions entered in the option above. This means that the version that's stored on the server will be the correct dimensions already. In addition you can get a quality setting that will be used if the uploaded image is a JPG file.

4.10 Extra Article Fields

In much the same way as for products, JShop Server allows you to setup extra information fields against articles. You can also change their display order by using the 'Sort /Reorder Extra Fields' button.

Name	Title	Type	Exclude Loop	Action	
test	test	IMAGE	N	Edit	Delete
extratext	Extra Text	TEXT	N	Edit	Delete
Total Extra Fields:				2	
Sort / Reorder Extra Fields					

List of extra article fields

What Extra Field Types Are Available?

There is a selection of different extra field type available and they are as follows:

Type	Description
TEXT	Up to 250 characters text field
TEXTAREA	Unlimited text field, similar to the product description field
IMAGE	Shown as an image

Note: Once an extra field has been setup you cannot change its type.

4.10.1 Adding/Editing Extra Fields

Adding and editing extra fields both use the same screen. However, when adding an extra field you need to make sure that you select the correct type as this cannot be changed later on. You choose the type of an extra field by using the select box by the 'Add New Field' button.

Type	TEXT
Name	<input type="text" value="extratext"/>
Title	<input type="text" value="Extra Text"/>
Exclude From Loop	<input checked="" type="radio"/> NO <input type="radio"/> YES
Language: Spanish	
Title	<input type="text"/>
Language: Outlandish	
Title	<input type="text"/>
< Back Update Field	

Editing an extra article field

Information that can be entered for each field is as follows:

Name

This is an internal name for the field and should not contain any spaces. This is not shown to the customer in the default templates.

Title


This is the public name for the field and the default templates use this when showing the extra field.

Exclude From Loop

The default templates use a loop created with the tSys template language that loops through all your extra article fields on the article page and outputs any content that they may have. However, sometimes you may want to display one or two extra fields in a different way and by checking this to YES you can remove them from that default loop in the templates and display them elsewhere on the page where you want to.

4.10.2 Image Extra Fields

There are many additional fields available for the IMAGE type of extra field.

Type	IMAGE		
Name	<input type="text" value="test"/>		
Title	<input type="text" value="test"/>		
Exclude From Loop	<input checked="" type="radio"/> NO <input type="radio"/> YES		
Default Image	 <div> Upload: <input type="text"/> <input type="button" value="Browse..."/> </div> <div> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> </div> <div> <input type="checkbox"/> Remove Image </div>		
Image Display Dimensions	x: <input type="text" value="300"/> y: <input type="text" value="300"/> (Leave either x or y blank to only scale by one dimension)		
Resize Images At Upload	<input type="radio"/> NO <input checked="" type="radio"/> YES If JPG, use this quality setting: <input type="text" value="100 (best"/>		
Language: Spanish			
Title	<input type="text" value="spanish"/>		
Language: Outlandish			
Title	<input type="text"/>		
<input type="button" value="Back"/> <input type="button" value="Update Field"/>			

Editing an IMAGE extra field

Default Image

This allows you to select a default image that will be shown on an article page if no article specific image has been uploaded for this field via the article editing screen. You can either upload an image from your local computer here or pick one that's already been uploaded.

Image Display Dimensions

This specifies how you want the image displayed on the screen. If you only provide one of the options then the image will be constrained to that size and the other dimension will scale to fit. For example setting 'x' to 300 and 'y' to 0 will lead to the image always being shown 300 pixels wide but will allow the height to change accordingly, so the image always stays in relative scale.

Resize Images At Upload

If you have GD enabled on your PHP installation you can use this option to have images uploaded for this field automatically resized to the dimensions entered in the option above. This means that the version that's stored on the server will be the correct dimensions already. In addition you can get a quality setting that will be used if the uploaded image is a JPG file.

4.11 Contact Form Fields

The contact form (template contactform.html) is a page in your store where customers can automatically send an email to you. This section of the administration system allows you to setup the fields that you would like the customer to fill in. There are 4 field types available, as detailed below:

Type	Description
TEXT	Single line entry field
TEXTAREA	Multiple row entry field
SELECT	A select box of options
CHECKBOX	Single check-box

Each of the fields can be validated and validation messages displayed if they are not filled in.

Name	Title	Type	Action	
Subject	Subject	SELECT	Edit	Delete
EmailAddress	Your Email Address	TEXT	Edit	Delete
cfComments	Comments	TEXTAREA	Edit	Delete
Opinion	Opinion Of This Site	SELECT	Edit	Delete
Total Fields:			4	
Sort / Reorder Fields				

List of contact form fields

4.11.1 Adding/Editing Contact Form Fields

Adding and editing contact form fields uses the same screen. However, some of the options are only available for certain types of fields. Options available are as follows:

Type	TEXT
Name	EmailAddress
Title	<input type="text" value="Your Email Address"/>
Size	<input type="text" value="40"/>
Maximum Length	<input type="text" value="250"/>
Validation	<input type="radio"/> NO <input checked="" type="radio"/> YES
Validate For	Custom Regex: <input type="text" value="^[YES NO]\$"/>
Validation Message	<input type="text" value="Please enter your email address"/>
Visible	<input type="radio"/> NO <input checked="" type="radio"/> YES
Language: Spanish	
Title	<input type="text"/>
Validation Message	<input type="text"/>
Language: Outlandish	
Title	<input type="text"/>
Validation Message	<input type="text"/>
< Back Update Field	

Editing a TEXT extra field, showing options already filled in

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Columns and Rows (only for TEXTAREA type fields)

This is the number of columns and rows that the field should be sized to on the contact form page.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

Visible

Setting this to NO will make a field invisible on the contact form.

Content (only available for SELECT type fields)

This allows you to enter a list of options for a select box field. You can enter a new option by typing it in the Option: box and either pressing return or clicking the 'Add' button.

If you select an already entered option its contents will appear in the Option: box allowing you to change it. You can then click 'Apply' to save that change.

In addition the three little buttons on the right of the content box allow you to move options up and down the list (changing their display order) or, by clicking the red X, to delete an option completely.

4.12 Captcha Settings

This screen allows you to activate the built-in support for reCAPTCHA (<http://www.recaptcha.com/>) to provide challenges on various forms within JShop Server. Captcha challenges are designed to help distinguish between robots and humans visiting your site and are useful for stopping spam or unwanted emails.

reCAPTCHA is © Carnegie Mellon University

Captcha Selection	
Captcha to use	reCAPTCHA ▼
Where it should be used	<input checked="" type="checkbox"/> Contact Form <input checked="" type="checkbox"/> Send To A Friend <input checked="" type="checkbox"/> Customer Account Signup <input checked="" type="checkbox"/> Affiliate Account Signup <input checked="" type="checkbox"/> Product Review <p>Note: Your templates will require the correct code to show the Captcha. If you do not have this code please refer to the default templates and include the captcha code in your own templates.</p>
Update Settings	

Captcha Selection

Captcha to use

Here you can select 'No Captcha' or 'reCAPTCHA' which is the only captcha system currently supported by JShop Server. Additional captcha options may become available in the future.

Where it should be used

Here you can select which forms or actions in your store will require the visitor to answer a captcha challenge. At the very least we suggest that you do this on the Contact Form and Send To A Friend form.

If you select 'reCAPTCHA' then an additional section of the screen will be displayed which allows you to set your options and account details for reCAPTCHA. These settings are as follows:

reCAPTCHA Settings	
reCAPTCHA is a free Captcha system available at http://www.recaptcha.com/ To use it, sign up at that site and enter your public and private keys below.	
reCAPTCHA is © Carnegie Mellon University	
Public Key	<input type="text"/>
Private Key	<input type="text"/>
Customisation Options	
The display of reCaptcha can be altered using JavaScript. If you do not wish to use these options, or want to customise with our own JavaScript, select 'No' for Include Customisation. Full documentation on the customisation options available for reCAPTCHA are available at http://recaptcha.net/apidocs/captcha/client.html	
Include Customisation	<input type="radio"/> NO <input checked="" type="radio"/> YES
Theme	Blackglass ▼
Language used for English	English ▼
Language used for Spanish	Spanish ▼
Update Settings	

reCAPTCHA Settings

Public Key

This is where you should enter the public key that reCAPTCHA provided to you.

Private Key

This is where you should enter the private key that reCAPTCHA provided to you.

Include Customisation

If selected this will activate output for JavaScript customisation options provided by the reCAPTCHA system. Only if this is set to YES will the following options become available.

Theme

reCAPTCHA has a number of display styles and here you can select which display style you would like to use on your site.

Language Options

Depending on the languages you have setup in your store you will see the corresponding number of language selection boxes. This allows you to select what language reCAPTCHA should display in for each language you have setup in your store.

4.13 Search/Listing Settings

These options allow you to change the number of records that are shown on various pages in the administration system before pages are used with Previous and Next buttons. They are as follows:

Number Products Per Page	<input type="text" value="10"/>
Number Sections Per Page	<input type="text" value="10"/>
Number Orders Per Page	<input type="text" value="20"/>
Number Customers Per Page	<input type="text" value="10"/>
Number Customer Reviews Per Page	<input type="text" value="10"/>
<input type="button" value="Update Settings"/>	

[Search / Listing Settings](#)

Number Products per Page

This sets how many products should be shown on the product list page, e.g. when searching for products in the Content section of the administration system.

Number Sections per Page

This sets how many sections should be shown on the section list page, e.g. when searching for sections in the Content section of the administration system.

Number Orders per Page

This sets how many orders should be shown on the orders list page.

Number Customers per Page

This sets how many customers should be shown on the customer list page, e.g. when searching for customers in the Customers section of the administration system.

Number Customer Reviews per Page

This sets how many customer reviews should be shown on the customer review list page, e.g. when searching for customer reviews in the Customers section of the administration system.

4.14 Product Editing

As the product information screens in the administration system contain a large amount of information about each product, JShop Server splits the product page up into sections. Each section contains a particular group of options and settings and these can be individually rolled-up or shown by clicking on the **'show'** and **'hide'** links next to each section's title.

Product Sections Hidden By Default	Section	Add	Edit	Clone
	General Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Extra Fields	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Digital Download Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Group Product Settings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Advanced Pricing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Stock Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Product Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Associated Products	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Misc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other Languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Default Check 2-way Links For Associated Products ☐ NO ☒ YES

[Update Settings](#)

Product Editing settings, a unique feature of JShop Server

The Product Editing options allow you to setup which of these sections should be hidden, or rolled-up, when you first go the product information screen. You can also set different sections to be hidden depending on whether you are adding a product, editing a product or cloning a product.

For instance, when adding a product you may decide that you need all the sections visible, in which case you will un-check all these boxes. When editing, however, you may not need the Advanced Pricing or Associated Products section visible by default, in which case you would opt for them to be hidden to start with.

Of course, when you are on a product information screen you can click the **'show'** and **'hide'** links to dynamically display or hide different sections.

Default Check 2-way Links For Associated Products

If you wish the product editing screen to have the 2-way link checkbox when adding associated products unchecked by default (so only create 1-way links, e.g. from the product to the associated product and not in reverse) then set this to NO. Alternatively set this to YES to have the box checked by default.

4.15 Meta Tag Details

Although JShop Server contains product and section specific Meta Tag options, this section allows you to setup Meta Tags that will be used by other pages.

Author Name	JShop Limited
Description	WhorlArt Demonstration Store For JShop Server
Keywords	jshop, server, professional, mysql, php, e-commerce
<input type="checkbox"/> Always use these, ignore products / sections Meta Tag settings	
<input type="button" value="Update Meta Tag Details"/>	

Meta Tag Details

The fields available on this screen are as follows:

Author Name

This is the author field Meta Tag details

Description

This is the description field Meta Tag. Many search engines use this as the description that's shown on the search results page.

Keywords

This is the keywords field Meta Tag.

Always use these, ignore products / sections Meta Tag settings

Selecting this checkbox option will mean that the author, description and keywords Meta Tags you enter on this screen will be used on all pages and any entered for particular products or sections will not be used.

Note: You could opt to remove the Meta Tag fields from the templates completely and use your own manually coded Meta Tags if you wish.

4.16 Stock Control Settings

JShop Server includes advanced stock control features that not only allow you to operate stock control on individual products but also down to individual options or combinations of options. There are a number of different ways in which the stock control can operate and the options here set some of the global stock control options.

Global Enable Stock Control?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Send Warning Level Email	<input type="radio"/> NO <input checked="" type="radio"/> YES
Send Zero Level Email	<input type="radio"/> NO <input checked="" type="radio"/> YES
Use Warning Level Instead Of Zero For Stock Check	<input checked="" type="radio"/> NO <input type="radio"/> YES
Force Stock Check At Checkout	<input type="radio"/> NO <input checked="" type="radio"/> YES
Show Product Level Stock On Section Structure	<input type="radio"/> NO <input checked="" type="radio"/> YES
<input type="button" value="Update Settings"/>	

Stock Control Settings

Global Enable Stock Control?

If set to YES, stock control is enabled in your store. You will still need to enable it for individual products. If set to NO all stock control routines are bypassed.

Send Warning Level Email

Against each product you can set a warning level. If the stock for this product falls below this warning level and this option is set to YES, a warning level email will be sent. This email can be configured in Templates.

Send Zero Level Email

Once a product reaches zero stock, or below, if this option is set to YES, an out of stock email will be sent. Emails will continue if the stock level falls even lower.

Use Warning Level Instead Of Zero For Stock Check

If this option is set to YES, rather than using 0 as the level to determine if a product should be considered out of stock, the warning level set against the product will be used instead.

Force Stock Check At Checkout

When set to YES and the customer tries to checkout a final stock check will be performed. If any of the products in the cart are found to be out of stock or have limited stock the customer will be notified. The template cartstockproblem.html is used for this notification.

Show Product Level Stock On Section Structure

If set to YES an extra column will appear on the section structure page showing the product level stock for the product (if applicable). Note: This will not show the stock levels for any option level stocks you have set.

4.17 Order Admin Settings

One of JShop Server's best features is the comprehensive order management that comes built in. The system can operate in a number of different ways, offering different functionality tailored to your needs and uses. This section allows you to change how the order administration in JShop Server works.

Activate Dispatch Functionality	<input type="radio"/> NO <input checked="" type="radio"/> YES
Dispatch Button on Orders Screen	<input checked="" type="radio"/> NO <input type="radio"/> YES The dispatch option is also available from the order processing drop-down box
Allow Partial Dispatches	<input type="radio"/> NO <input checked="" type="radio"/> YES
Email Customer On Dispatch	<input type="radio"/> NO <input checked="" type="radio"/> YES
Send Copy Of Dispatch Email	<input type="radio"/> NO <input checked="" type="radio"/> YES Email Address: <input type="text" value="gareth@whorl.co.uk"/>
Activate Dispatch Tracking	<input type="radio"/> NO <input checked="" type="radio"/> YES
Activate Receipt	<input type="radio"/> NO <input checked="" type="radio"/> YES
Show CC Number In Groups Of 4 Numbers With Spaces	<input type="radio"/> NO <input checked="" type="radio"/> YES
Update Settings	

JShop Server includes a fully configurable order management system

Activate Dispatch Functionality

If you do not wish to use the dispatch functionality, e.g. marking orders as dispatched etc., please select NO on this option, otherwise select YES. Many of the subsequent options on this page will have no effect if Dispatching is turned off.

Dispatch Button on Orders Screen

When set to YES this will show a dedicated Dispatch button for each order on the orders screen. Regardless of

the setting here, the actions drop-down against orders will show the dispatch option as will the drop-down at the top of the screen for processing multiple orders in one go.

Allow Partial Dispatches

If YES is selected, when dispatching an order an intermediate screen will show allowing you to select which order lines and how many of each order line have been dispatched. Outstanding quantities will be left on the order and the order will be marked as PART DISPATCHED. This allows you to operate back ordering.

Email Customer on Dispatch

Setting this option to YES will automatically send a dispatch notification email to the customer. This email can be configured in Templates.

Send Copy of Dispatch Email

If set to YES, a copy of the dispatch email will be sent to the email address entered in the Email Address field.

Activate Dispatch Tracking

If you wish to include dispatch tracking information in the email to the customer then set this option to YES. When dispatching you will be able to enter dispatch information including a dispatch reference and courier name and contact details. A list of Couriers can be setup in the Tax/Shipping section.

Activate Receipt

If YES is selected a link will appear against orders allowing a receipt to be printed. This receipt uses a template called receipt.html which is located in the usual template directory.

Show CC Number In Groups Of 4 Numbers With Spaces

If you wish to show the credit card number on the order details screen grouped into 4-digit blocks then set this to YES, alternatively set it to NO.

4.18 Order Status Settings

With version 2.0 JShop Server provides customisable order status'. This allows you to create your own order status settings and also select what should happen when an order is given an available status.

From the main status list you can add, edit and delete different statuses. However, there are a number of default statuses that are special in JShop Server and these can be edited but cannot be deleted.

ID	Name	Special Status	Colour	Processing	Action
1	New	YES		Deduct From Stock	Edit
2	Paid	YES		Deduct From Stock Clear Credit Card Details	Edit
3	Failed	YES	N/A	Credit To Stock	Edit
4	Cancelled	YES	N/A	Credit To Stock	Edit
5	Part Dispatched	YES	N/A		Edit
6	Dispatched	YES	N/A		Edit
8	On Hold	NO	N/A		Edit Delete
9	Invoice	NO			Edit Delete
Total Number of Status Settings:					8

Order Status List

4.18.1 Adding/Editing Order Statuses

Adding and editing order statuses uses the same screen.

Name	<input type="text" value="New"/>	
Order List Highlight Color	<div><div></div> #5c8b0f</div> <input type="button" value="Pick"/> (leave blank for default)	
Processing When Order Given This Status	<input type="checkbox"/> Deduct from stock (if not already deducted) <input type="checkbox"/> Credit to stock (if already deducted) <input type="checkbox"/> Create affiliate commission (if not already created) <input type="checkbox"/> Send supplier emails <input type="checkbox"/> Clear credit card details	
		<input type="button" value=" < Back"/> <input type="button" value="Update Status"/>

Order Status Detail Screen

Name

This is simply the name you would like to give this order status

Order List Highlight Color

On the main orders screen you can highlight rows with different colors to help highlight orders of different status. The value entered here is a HTML color, e.g. #000000 for black and #ffffff for white. You can use the Pick button to select a colour from the built-in colour picker in JShop Server.

Processing When Order Given This Status

The checkboxes here allow you to specify what processing JShop Server should do when a status is given to an order. These options should be self-explanatory and obviously, options such as Deduct from Stock will only be relevant if you are using the stock system.

4.19 Extra Order Paperwork

Within JShop Server you can setup multiple templates to use for printing different types of paperwork, in addition to the built-in Receipt printing facility. Once setup, multiple orders can be selected at once in the Order Administration section of JShop Server and can be printed using any one of the paperwork templates you have created. For more information about settings up paperwork templates please see the Templates Variables And Attributes section of this documentation.

From the main paperwork list you can add, edit and delete different paperwork templates. Paperwork templates should be stored in the main templates directory for JShop Server.

Name	Template File	Action	
5-Fold	receipt.html	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
avery	avery.html	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Delivery Note	Delivery_note.html	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Labels	aaa.html	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Total Paperwork Templates:		4	

Extra Order Paperwork List

4.19.1 Adding/Editing Paperwork Templates

Adding and editing order paperwork templates use the same screen. The options on the screen are:

Name	<input type="text" value="avery"/>
Template For Paperwork	<input type="text" value="advsearch.html"/>
<input type="button" value=" < Back"/> <input type="button" value=" Update Paperwork Template"/>	

[Extra Order Paperwork List](#)

Name

This is the name you would like to give to the paperwork, and is shown in the select box on the Order Administration screen for you to select it and print orders using it.

Template For Paperwork

Here you should select the template (from the standard templates directory) that you would like to use for the paperwork. Please see the Templates Variables And Attributes section of the documentation for special information about working with templates for paperwork.

4.20 Digital Products Settings

JShop Server supports digital products allowing you to sell downloadable products. It automatically creates download references for purchases of digital products and provides a number of ways of limiting how that download reference can be used. In addition individual products can be set so that, when dispatching digital products, registration names and registration codes are requested and stored by JShop Server.

Activate Digital Products Support	<input type="radio"/> NO <input checked="" type="radio"/> YES
Download Key Valid Time In Hours	<input type="text" value="72"/> (0 = no time limit on download key)
Download Key Number Uses	<input type="text" value="3"/> (0 = no maximum number of uses on download key)
Download Files Directory	<input type="text" value="z:/development/web/jss/system/files"/> It is important that this directory be protected from direct web access!
Activate Instant Dispatch	<input type="radio"/> NO <input checked="" type="radio"/> YES Digital products that do not require registration details will be dispatched when order is PAID if this and 'Allow Partial Dispatching' are set to YES
<input type="button" value=" Update Settings"/>	

[Digital Products Settings](#)

Activate Digital Products Support

If set to YES, digital products are activated and a new block will appear on the product editing screen allowing you to specify the download file for the product and registration details settings.

Download Key Valid Time In Hours

This allows you to set how long a download key generated by JShop Server should remain valid. After this time limit has expired the key can no longer be used. Set this to 0 for the time limit to be ignored.

Download Key Number Uses

This allows you to set how many times a file may be downloaded (or attempted to be downloaded) before the key can no longer be used. Once the number has been reached the key can no longer be used. Set this to 0 for the time limit to be ignored.

Download Files Directory

This specifies the directory on your server where the digital download files are to be stored. Please see the installation instructions in Section 2 of this documentation for more information on the digital files directory.

Activate Instant Dispatch

For digital products that do not require a registration name and/or code this option, when set to YES, will allow the instant dispatch of digital products as soon as the order is set to paid. If you use this option you should ensure that you have the Partial Dispatch option also set to YES to account for mixed digital/non-digital or digital with/without registration information orders.

NOTE: In order for the digital product functionality to work correctly you will also have to activate the dispatch features of JShop Server.

4.21 Automated Jobs

JShop Server includes an automated jobs system that provides a facility to run certain activities on a timed basis in a similar way to 'cron' on Unix systems. However, unlike cron, the automated jobs system is handled by JShop Server, specifically from the front-end so jobs may not always run at exactly the time specified. If a job should have been run at a specific time, the next time a page is visited on the store the job will then be run. So, for very time sensitive applications it's not suitable, but a range of jobs are included as standard and the facility exists to call custom PHP scripts if you wish to run other jobs on a timed basis.

Note: We cannot support custom PHP scripts used for automated jobs. However, please see the Extending JShop Server section of this manual for more information.

ID	Name	Active	Action	
1	Clear Logs	Y	Edit	Delete
2	Clear Carts	Y	Edit	Delete
3	Optimize Database	Y	Edit	Delete
4	Clear Cache	Y	Edit	Delete
Total Jobs:			4	

List of Automated Jobs

From the main jobs list you can add, edit or delete automated jobs.

4.21.1 Adding/Editing Automated Jobs

Adding and editing automated jobs use the same screen.

Name	<input type="text" value="Clear Carts"/>
Job To Run	<input type="text" value="Cart Pruning"/> Custom Script Path From Main Directory: <input type="text"/>
Active	<input type="radio"/> NO <input checked="" type="radio"/> YES
Day of Week	<input type="text" value="Any (*)"/> (if anything other than 'Any (*)' is selected this will override selection made for Day of Month option below)
Day of Month	<input type="text" value="Any (*)"/>
Hour	<input type="text" value="21"/>
Minute	<input type="text" value="25"/>
<input type="button" value=" < Back"/> <input type="button" value=" Update Job"/>	

Automated Job Editing Screen

Name

This is a name you'd like to give your job to help you identify it on the main automated jobs list.

Job To Run

There are a number of built-in jobs, as follows:

- **Log Pruning** – This job will automatically remove log data according to the amount of history you want kept (set in the Logs section of the administration system)
- **Cart Pruning** – This job will automatically remove old cart data according to the amount of history you want kept (set in General -> Global Settings)
- **Optimize Database** – This job will run mySQL optimization on your database to ensure it's kept as fast as possible.
- **Clear Cache** – If you're using the cache facility in JShop Server this job will completely clear the cache.
- **Custom Script** – You can also select custom scripts to run. If you select this option you can enter the path to the script in the text box below. The path you enter should be from the main JShop Server directory.

Active

Specifies if the job is active or not.

Day Of Week

This setting says which day of the week the job should be run. You can specify a single day or choose 'Any(*)' if you want the job to run every single day. This option will override any 'Day of Month' setting if you select anything other than 'Any(*)'

Day Of Month

Alternatively you can set a single day of the month that you would like a job to run, or again select 'Any(*)' for any day.

Hour

This is the hour of the day that you would like the job to run. Again, select 'Any(*)' to have a job run every hour.

Minute

This allows you to specify what minute of the hour you would like the job to run.

Note: Remember that jobs are triggered by visits to the front-end store by customers so jobs may not run at exactly the time you specify here. If a job is over-due, the next time a customer loads a page on your site the job will automatically run.

4.22 Image Settings

JShop Server includes the ability to set default images for various image fields, in addition to display dimensions and, should you have GD enabled in PHP, the ability for the system to resize images at upload.





Product Main Image	
Default Image	 Upload: <input type="text"/> <input type="button" value="Browse..."/> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> <input type="checkbox"/> Remove Image
Image Display Dimensions	x: <input type="text" value="250"/> y: <input type="text" value="192"/> (Use 0 for x or y to only scale by one dimension)
Resize Images At Upload	<input type="radio"/> NO <input checked="" type="radio"/> YES If JPG, use this quality setting: <input type="text" value="100 (best"/>
Product Thumbnail Image	
Default Image	 Upload: <input type="text"/> <input type="button" value="Browse..."/> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> <input type="checkbox"/> Remove Image
Image Display Dimensions	x: <input type="text" value="100"/> y: <input type="text" value="0"/> (Use 0 for x or y to only scale by one dimension)
Dimensions When Shown In Cart	x: <input type="text" value="50"/> y: <input type="text" value="37"/> (Use 0 for x or y to only scale by one dimension)
Dimensions When Shown In Navigation Bars	x: <input type="text" value="35"/> y: <input type="text" value="25"/> (Use 0 for x or y to only scale by one dimension)
Resize Images At Upload	<input type="radio"/> NO <input checked="" type="radio"/> YES If JPG, use this quality setting: <input type="text" value="75 (default"/>
Section Main Image	
Default Image	 Upload: <input type="text"/> <input type="button" value="Browse..."/> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> <input type="checkbox"/> Remove Image
Image Display Dimensions	x: <input type="text" value="180"/> y: <input type="text" value="180"/> (Use 0 for x or y to only scale by one dimension)
Resize Images At Upload	<input type="radio"/> NO <input checked="" type="radio"/> YES If JPG, use this quality setting: <input type="text" value="100 (best"/>
Section Thumbnail Image	
Default Image	 Upload: <input type="text"/> <input type="button" value="Browse..."/> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> <input type="checkbox"/> Remove Image
Image Display Dimensions	x: <input type="text" value="60"/> y: <input type="text" value="60"/> (Use 0 for x or y to only scale by one dimension)
Resize Images At Upload	<input type="radio"/> NO <input checked="" type="radio"/> YES If JPG, use this quality setting: <input type="text" value="75 (default"/>
Upload Directories	
These directory paths are appended to your main shop images path, which is set to: z:/Development/web/JSS/system/shopimages/	
Product Main Images	<input type="text" value="products/normal/"/>
Product Thumbnail Images	<input type="text" value="products/thumbnails/"/>
Product Extra Images	<input type="text" value="products/extras/"/>
Section Main Images	<input type="text" value="sections/normal/"/>
Section Thumbnail Images	<input type="text" value="sections/thumbnails/"/>
Section Extra Images	<input type="text" value="sections/extra/"/>
<input type="button" value="Update Settings"/>	

Image Settings

Image Fields

For each type of image there are a number of settings that can be changed on this screen:

Default Image

This allows you to select a default image that will be shown on a product page if no product specific image has been uploaded for this field via the product editing screen. You can either upload an image from your local computer here or pick one that's already been uploaded.

Image Display Dimensions

This specifies how you want the image displayed on the screen. If you only provide one of the options then the image will be constrained to that size and the other dimension will scale to fit. For example setting 'x' to 300 and 'y' to 0 will lead to the image always being shown 300 pixels wide but will allow the height to change accordingly, so the image always stays in relative scale.

Resize Images At Upload

If you have GD enabled on your PHP installation you can use this option to have images uploaded for this field automatically resized to the dimensions entered in the option above. This means that the version that's stored on the server will be the correct dimensions already. In addition you can get a quality setting that will be used if the uploaded image is a JPG file.

Dimensions When Shown In Cart (Product Thumbnail Only)

The default templates show the product thumbnail image on the cart.html template. This option lets you set the dimensions that the image should be shown at the cart. Please note that the image will be re-sized using these dimensions only and not using GD.

Dimensions When Shown In Navigation Bars (Product Thumbnail Only)

The default templates show the product thumbnail image on the navigation bars on the store, e.g. New Products, Special Offers etc. This option lets you set the dimensions that the image should be shown at. Please note that the image will be re-sized using these dimensions only and not using GD.

Upload Directories

This section of the screen allows you to set the default upload directories for the different image fields. Most of the time you would not need to change these but if you have a lot of product images, for instance, you may want to change the default product image directories for new uploads.

4.23 Cache Settings

JShop Server includes a built-in cache system to help ease the load on the server's MySQL process for some commonly used data and data that requires complex queries to create.

Cache Directory	Your cache directory is currently set to: z:/Development/web/JSS/system/cache/ NOTE: Directory must have correct permissions for cache to operate Please see the documentation for more information on this
Cache Options	<input type="radio"/> NO <input checked="" type="radio"/> YES (JShop Server will automatically handle label cache validity)
Cache Labels	<input type="radio"/> NO <input checked="" type="radio"/> YES (JShop Server will automatically handle label cache validity)
Cache Bestsellers	<input type="radio"/> NO <input checked="" type="radio"/> YES, Keep valid for: <input type="text" value="600"/> minute(s)
Cache Recommended Products	<input type="radio"/> NO <input checked="" type="radio"/> YES, Keep valid for: <input type="text" value="600"/> minute(s)
Cache Rootsections	<input type="radio"/> NO <input checked="" type="radio"/> YES (The rootsections loop is used for the main section navigation JShop Server will automatically handle cache validity)
Update Settings	

Cache Settings

Cache Directory

This simply outputs the setting you have in your static/config.php file which specifies the current location of the cache on your server.

Cache Options

Options are the main configuration settings for your store and these are retrieved from the database on every page load. However, you can cache these so that the query is not run on every page load. This is only really recommended once a store is setup and options won't change option. However, JShop Server handles the refreshing of the options cache automatically, so if you change an option, JShop Server will re-build the cache for you.

Cache Labels

Labels cover much of the text that the customer sees on the front-end of your store and again, these are retrieved from the database for each page load. In many situations it makes sense to cache these, especially if you have multiple languages, to reduce the queries required on the database. JShop Server will automatically re-build the cache if this is enabled when labels are changed.

Cache Bestsellers

The bestsellers list is, by default, shown on every single page in JShop Server. In many circumstances it makes sense to cache the bestsellers result as much of the time this list will not change. You can also set the amount of time the cache should be kept before it is refreshed. The longer this time limit is, the longer the cache will be used before refreshing.

Cache Recommended Products

Recommended products, shown on individual product pages, constitutes the most complex MySQL query that JShop Server performs. If you're using the Recommended Products facility it is strongly recommended that you cache these results. In addition, we would generally recommend that this cache is only refreshed once a day, so a valid time of 1440 should be used.

Cache Rootsections

The main section list (shown on the left menu in the default template) can be cached using this option. This vastly reduces the amount of work MySQL has to do for each page load, especially if you are retrieving

multiple sub-sections for display on the section list. JShop Server will automatically handle the refreshing of these cache results.

4.24 XML Sitemap

JShop Server includes XML sitemap production, suitable for submitting to search engines such as Google. It can maintain this automatically or you can re-generate the sitemap as and when you need. To use the sitemap facility you will need to have your cache directory setup correctly (please see the installation manual for more information on permissions etc. for the cache directory).

Options				
Sitemap Filename	The XML for the sitemap will be stored in your cache directory so you should ensure that this is writeable. The URL you should supply to search engines is: http://imac/jshopserver/dev230/sitemap.php			
Content To Include				
Type	Include	Priority	Last Modification	Change Frequency
Home Page	Yes ▾	1	Omit ▾	Always ▾
Sections	Yes ▾	1	Generation Date ▾	Weekly ▾
Products	Yes ▾	1	Generation Date ▾	Daily ▾
Articles	Yes ▾	1	Generation Date ▾	Monthly ▾
Other Options				
Automatically Generate New Sitemap	If current sitemap older than <input type="text" value="0.2"/> hour(s) (Enter 0 to turn off the automatic generation of the sitemap. If turned on the sitemap will be regenerated when requested if it's older than specified number of hours)			
Update Settings				

Generate XML Sitemap
If you have made any changes to your options above please click the 'Update Settings' button before generating your sitemap otherwise the changes will be lost.
Last Generated: 11/Sep/2010 @ 13:28:20 Generate Sitemap

The XML Sitemap Screen

Sitemap Filename

You are shown here the URL you should use to submit the sitemap to search engines etc.

Content To Include

For each type of page in your store you can specify a number of options that will be included in the sitemap:

Include

Specify YES to include this page type in the sitemap, otherwise select NO to omit it.

Priority

This specifies the priority of this type of page in relation to other pages on your site. Valid values are between 0.0 and 1.0.

Last Modification

This sets what last modification date JShop Server should use for this page type, or it can be omitted. Search engines may not use this information.

Change Frequency

This sets how frequently you want to suggest to the search engine that the contents on this page type changes.

Other Options

Automatically Generate New Sitemap

Here you can specify, in hours, how often the sitemap should be re-generated. If the sitemap is requested and the currently stored version is older than the number of hours you specify here a new one will be created and used instead.

Generate XML Sitemap

The section at the bottom of the screen allows you to manually re-generate your sitemap if you should need to. Once 'Generate Sitemap' is clicked, an information screen will show detailing the progress of the generation and letting you know when this has finished. You should not close the page before it has completed.

4.25 List Settings

This provides some overall control for the front-end of your store, regarding lists of products retrieved from the database. These settings have been included to help restrict excessive queries from the database and to provide ways of setting exactly how many products will appear in various sections.

Of course you could enter very high numbers into these options if you wish to just have everything returned.

Bestsellers	
Maximum Bestsellers To List	<input type="text" value="10"/>
Calculate By	Number Of Times Ordered <input type="button" value="v"/>
Limit Order History Query To	<input type="text" value="0"/> days (0 = all order history)
Product Selection Limit	Section Specific <input type="button" value="v"/>
NOTE: Choosing Section Specific is only advised if you are caching the Bestsellers lists	
Random Products	
Maximum Random Products To List	<input type="text" value="5"/>
Product Selection Limit	Section Specific <input type="button" value="v"/>
Other Lists	
Maximum New Products To List	<input type="text" value="5"/>
Maximum Top Products To List	<input type="text" value="10"/>
Maximum Special Offers To List	<input type="text" value="5"/>
Maximum Recommendations To List	<input type="text" value="5"/>
Maximum Reviews To List On Product Page	<input type="text" value="10"/>
<input type="button" value="Update Settings"/>	

Updating various list settings

Bestsellers

Maximum Bestsellers To List.

The bestseller list of products is automatically generated by JShop Server based on products ordered from your shop. This setting allows you to limit how many bestsellers should be made available for the templates.

Calculate By

This allows you to set how you would like JShop Server to calculate the bestseller list. You can opt to either calculate by total quantities sold or the number of times a product has been purchased.

Limit Order History Query To

By setting this to a number higher than zero, JShop Server will limit the order history examined to create the bestseller list to the number of days specified. This is taken from the current date and worked back, so a value of 14, for instance, would only take into account the last 14 days of orders when calculating.

Product Selection Limit

This option allows you to set whether the bestseller list should only choose products specific to the section you are in, and below. For instance, on the front page, products from the entire store will be chosen, but as you drill-down using the sections, setting this to 'Section Specific' will limit which products are included in this list. We only suggest using 'Section Specific' if you are caching the bestseller results as the MySQL query required is more complex for this method.

Random Products

Maximum Random Products To List

Again this is an automatically generated list of products from JShop Server. If you are not within a particular section, the random products are taken from the whole product database, if you are in a particular section of the shop the products are taken from the current section and any sections on the next level down. So, as you move deeper into sections, the possibilities returned by the random products become more and more tailored to the current section, keeping them relevant.

Product Selection Limit

This option allows you to set whether the random products list should only choose products specific to the section you are in, and below. For instance, on the front page, products from the entire store will be chosen, but as you drill-down using the sections, setting this to 'Section Specific' will limit which products are included in this list.

Other Lists

Maximum New Products To List

A product is set to being new in the product information screen. This allows you to set a maximum number of new products to send to the templates.

Maximum Top Products To List

Again a product is set to being a top product on the product information screen. This allows you to set a maximum number of top products to send to the templates.

Maximum Special Offers To List

Once again set in the product information screen.

Maximum Recommendations To List

Recommendations are an automatically produced list of products shown on a product page. JShop Server calculates the recommendations based on orders that have also included the currently shown product. It then arranges these by the most occurrences of a product being sold in conjunction with the currently shown project. This allows you to limit the number of products sent to the templates.

Maximum Reviews To List on Product Page

Normally you would only want to show the first few reviews on the actual product page. The default templates provide a link to a separate product review page where all the reviews are shown.

4.26 Section Settings

This is where you can setup general options for how information about sections and information on section pages is displayed.

Number Products Per Section Page	<input type="text" value="8"/>
Include Sub Sections on Pages After Page One	<input type="radio"/> NO <input checked="" type="radio"/> YES
Retrieve Sub-Sections for Root Section	<input type="radio"/> NO <input checked="" type="radio"/> YES If YES, how many levels down: <input type="text" value="3"/> NOTE: Each level radically increases the number of queries required. We suggest caching rootsections. Default templates only show up to 2 levels maximum
Update Settings	

Section Settings

Number Products per Section Page

This gives the total number of products that are shown on a section before Previous and Next style paging is used.

Include Sub Sections on Pages After Page One

If there is more than one page to a section (because of the number of products) and this option is set to NO will only show products on subsequent pages and not any sub-sections.

Retrieve Sub-Sections for Root Section

This option allows you to create sub-section lists for the main root sections on the front-end of your store. The default templates have this ability if this option is set to YES but only include the code to show up to two levels (the main level and the level below). However, you can include how many levels you want retrieved and update the templates accordingly to show this number of levels. If you increase the number of levels you are retrieving you should consider caching rootsections as the number of queries radically increases for each level you add.

4.27 Search Settings

JShop Server includes a comprehensive search facility for your store that will not only search products but also sections. In addition, search results can be sorted by a number of fields and also returned based upon price ranges.

Search Result Settings	
Number Products Per Page	<input type="text" value="10"/>
Product Fields To Search On	<input checked="" type="checkbox"/> Product Code <input checked="" type="checkbox"/> Product Name <input type="checkbox"/> Short Description <input checked="" type="checkbox"/> Full Description <input checked="" type="checkbox"/> Product Keywords <input type="checkbox"/> Meta Description Tag <input type="checkbox"/> Meta Keywords Tag <input checked="" type="checkbox"/> Photographer <input type="checkbox"/> PackQuantity <input type="checkbox"/> PackUnit
Include Sections In Search?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Max Number Of Sections To Return	<input type="text" value="5"/>
If 1 Product Found Take Directly To Product Page	<input type="radio"/> NO <input checked="" type="radio"/> YES
Search Suggest Settings	
Activate Search Suggest?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Characters Trigger Limit	<input type="text" value="1"/> (0 = no lower limit)
Search On and Sort By	<input type="text" value="Product Name"/> ▼
Only Search From Start Of Field?	<input checked="" type="radio"/> NO <input type="radio"/> YES
Result Limit	<input type="text" value="20"/> ▼
Update Settings	

Updating the Search Settings

The options in this section allow you to tailor the search function in your store.

Number Products Per Page

This sets the maximum number of products shown on the search results page before Previous and Next buttons are needed.

Product Fields To Search On

This option allows you to set which product fields are included when a search is done.

Include Sections In Search

If set to YES the search routine will also search section titles and descriptions for matches and return those results as well.

Max Number of Sections To Return

If the above option is turned on, this sets the maximum number of sections that will be returned. This is a total number of sections to return, there will not be any Previous or Next paging on the results.

If 1 Product Found Take Directly To Product Page

If set to YES when a customer searches on your site, if there is only one product match they will be taken directly to the product page, omitting the search results page.

Activate Search Suggest?

Setting this option to YES will activate the search suggest system (as long as the correct template additions are in place for this). The search suggest will provide a drop down below the search box with products that match the entered text.

Characters Trigger Limit

If set to a value above 0, the search suggest system will only provide suggestions once the entered number of characters has been entered.

Search On and Sort By

Here you can specify which product field you would like the search suggest to operate on and in what order they will be returned. This include the product name, product code or a combination of both of them.

Only Search From Start Of Field

When set to YES, the search suggest system will match the entered text to the start of the field selected in the 'Search On and Sort By' option. If set to NO, it will search for the text anywhere in the field(s) selected in 'Search On and Sort By'

Result Limit

This option allows you to limit the total number of results returned.

4.28 Basket Settings

This provides some basic options for the basket / cart used in your store.

General	
Basket Sort Order	Quantity
Show Basket After Add?	<input checked="" type="radio"/> NO <input type="radio"/> YES
Associated Products	
Show Associated Products	<input type="radio"/> NO <input checked="" type="radio"/> YES
Maximum Associated Products To Show	3
Select And Sort By	Random - selects sort order randomly
Update Settings	

Basket Settings

General

Basket Sort Order

Allows you to specify the order in which items in the basket are displayed on the basket page. Available options are:

- **Product Name** – sort by the product name.
- **Product Code** – sort by the product code.
- **Price (High to Low)** – sort by the highest price to the lowest price.
- **Price (Low to High)** – sort by the lowest price to the highest price.
- **Quantity** – sort by quantity, with the highest quantity first.
- **Added Order (First to Last)** - sort by the order the products were added, with the one added first shown at the top.
- **Added Order (Last to First)** - sort by the order the products were added, with the one added last shown at the top.

Show Basket After Add?

With this option set to YES the customer will be automatically taken to the main basket / cart page after they add a new product. Set to NO, the customer will be returned to the page they were viewing (if possible).

Associated Products

Show Associated Products

This option allows you to show associated products on the basket screen. It selects from the full list of associated products for all products in the basket.

Maximum Associated Products To Show

Limits the number of associated products selected to this number.

Select And Sort By

As you would not really wish to show all the associated products for the products in the basket, this option lets you dictate how you want them selected and sorted. The options are as follows:

Product Name, Product Code, Price (High to Low), Price (Low to High), Associated Position and Random.

Associated Position sorts and selects according to the positioning. For instance, all those products that appear at the top of the associated products lists for products will be selected before those appearing below the top spot, and so on.

Random is a special option that's useful if you wish to show constantly changing associated products on the basket page. By selecting random, JShop Server will randomly choose one of the other Select and Sort By options each time the page is loaded. By doing this the products, and the order in which they appear, will change as the different options are used.

4.29 Review Settings

JShop Server includes the ability for registered customers (those with a customer account) to be able to add reviews to products. This section provides some basic options for the review system within JShop Server.

Enable Customer Reviews?	<input type="radio"/> NO	<input checked="" type="radio"/> YES
Moderate Customer Reviews?	<input type="radio"/> NO	<input checked="" type="radio"/> YES
<input type="button" value="Update Settings"/>		

Review Settings

Each user can only review a product once – the system does not allow multiple reviews for the same product from the same customer.

Enable Customer Reviews?

If set to YES, customer reviews will be activated and customers will be able to add reviews (including a rating) to products in your store.

Moderate Customer Reviews?

If set to YES a customer review will not automatically appear in your store until it has been set to visible in the administration system (this is done in the Customers section). It would normally be advisable to activate this option to avoid any unwanted reviews or spam being available on your site.

4.30 Recent View Settings

Your store has a feature that allows customers to quickly and easily look over a list of products and sections that they have viewed in your store. This screen allows you to turn this feature on or off and to set some options.

Activate Recently Viewed Feature	<input type="radio"/> NO <input checked="" type="radio"/> YES
Product History To Store	<input type="text" value="5"/>
Section History To Store	<input type="text" value="5"/>
<input type="button" value="Update Settings"/>	

Recent View Settings

Activate Recently Viewed Feature

When set to YES JShop Server will store product and section history for customers, allowing them to easily skip back to products or sections they've already looked at in your store.

Product History To Store

The maximum number of products to retain in the Recently Viewed product history for a customer.

Section History To Store

The maximum number of sections to retain in the Recently Viewed section history for a customer.

4.31 Users Online Settings

This simple feature lets you include on your shop's pages an indication of how many other people are currently on your site.

If you have this option set to YES, you will also see the users online statistics below the Update Settings button so you can view details in the admin system.

Activate Users Online Feature	<input type="radio"/> NO <input checked="" type="radio"/> YES
Time Limit For Calculation	<input type="text" value="10"/>
<input type="checkbox"/> Reset Most Ever Users Online Figures	
<input type="button" value="Update Settings"/>	
Current Users Online	
There are 0 users online currently	
The most ever was 5 users on 20/Nov/2006	

Users Online Settings

Activate Users Online Feature

When set to YES JShop Server will start tracking the number of users online on your site which you can then display via. the templates for your store.

Time Limit For Calculation

This allows you to set the length of time in minutes that's used to determine how many people online. For instance a value of 60 will include everybody that's been active on-line for the last hour and a value of 10 will only include those that have been active on-line in the last 10 minutes.

Reset Most Ever Users Online Figures

If checked, when 'Update Settings' is clicked the most ever users online figure and date will be reset.

4.32 Send to a Friend Fields

The send to a friend page (template send2friend.html) is a page in your store where customers can send a link to the current page they're on to their friends. This section of the administration system allows you to setup the fields that you would like the customer to fill in. There are 4 field types available:

Name	Title	Type	Action
sf_fromemail	Your Email Address	TEXT	Edit
sf_fromname	Your Name	TEXT	Edit
sf_toemail	Your Friend's Email Address	TEXT	Edit
sf_toname	Your Friend's Name	TEXT	Edit
sf_message	Your Message	TEXTAREA	Edit
Total Fields:			5
Sort / Reorder Fields			

List of contact form fields

Type	Description
TEXT	Single line entry field
TEXTAREA	Multiple row entry field
SELECT	A select box of options
CHECKBOX	Single check-box

Each of the fields can be validated and validation messages displayed if they are not filled in.

4.32.1 Adding/Editing Send to a Friend Fields

Adding and editing contact form fields uses the same screen. However, some of the options are only available for certain types of fields. Options available are as follows:

Type	TEXT	
Name	sf_fromname	
Title	<input type="text" value="Your Name"/>	
Size	<input type="text" value="40"/>	
Maximum Length	<input type="text" value="250"/>	
Validation	<input type="radio"/> NO <input checked="" type="radio"/> YES	
Validate For	<input type="text" value="Not Blank"/>	<input type="text"/>
Validation Message	<input type="text" value="Please enter your name"/>	
Language: Spanish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
Language: Outlandish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
< Back Update Field		

Editing a TEXT extra field, showing options already filled in

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Columns and Rows (only for TEXTAREA type fields)

This is the number of columns and rows that the field should be sized to on the contact form page.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

Visible

Setting this to NO will make a field invisible on the contact form.

Content (only available for SELECT type fields)

This allows you to enter a list of options for a select box field. You can enter a new option by typing it in the Option: box and either pressing return or clicking the 'Add' button.

If you select an already entered option its contents will appear in the Option: box allowing you to change it. You can then click 'Apply' to save that change.

In addition the three little buttons on the right of the content box allow you to move options up and down the list (changing their display order) or, by clicking the red X, to delete an option completely.

5 Contents

The Contents section of the JShop Server administration system is where you setup the sections and products for your store. It is probably the part of the administration system where you will spend most time as it represents the core of your store.

The menu in this section is split into 3 parts: Sections, Products and Articles.

JShop Server supports unlimited sections and section depth, e.g. you can categorise your store to an infinite level of sections and sub-sections. Each section can only appear in the store once for consistency but products can appear in as many sections as you want through an easy selector on the product information screen.

Sections and products can be made invisible at any time should the need arise and both can also be setup to only be available to certain customer types should you need that functionality. For instance you could present some sections to wholesale customers that aren't available to other customers, and the same for products.

At first glance the product information screen may seem daunting but JShop Server categorises the settings available against products and presents them in a concise and intuitive fashion.

Please read this part of the documentation in depth as there are many powerful functions and settings within Contents that you may otherwise miss.

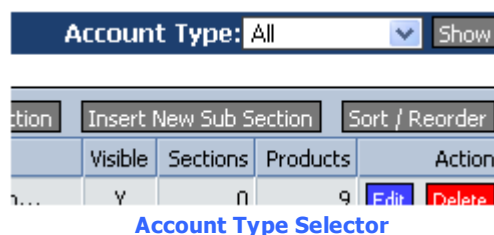
5.1 Sections Structure

The Sections Structure screen when it is first shown starts at the root of your store – the main section. This is the section that the default templates use on the front page (index.html).

The Sections Structure screen is split into two – at the top you have a list of sub-sections and at the bottom you have a list of products, both applicable to the section you are currently viewing.

Account Type Selection

At the top right of the screen there is a drop down called 'Account Type' with a 'Show' button. This allows you to limit the information you see in the Sections Structure screen to only show products and sections specific to a particular customer account type. This is useful for viewing the information that different customer accounts will see.



The Sections Part Of The Screen

SUB SECTIONS						Edit Section	Insert New Sub Section	Sort / Reorder
ID	Title	Short Description	Visible	Sections	Products	Action		
21	Abstract Impressions	The modern world produces a lot of images that could be term...	Y	0	9	Edit	Delete	
20	People	From camp fires in the Australian outback to gently lazing r...	Y	0	13	Edit	Delete	
22	Scenery	We all love the world around us and what better way to celeb...	Y	5	8	Edit	Delete	
23	Space	The final frontier. Space provides such majesty and awe that...	Y	3	5	Edit	Delete	
19	Wildlife	Wildlife images capture the imagination like nothing else. I...	Y	4	12	Edit	Delete	
Total Number of Sections:						5		

The Sections Part Of The Screen

Here you see the sub-sections for the current section. If you think of the current section as the parent, these are that section's children. The buttons at the top of this list do the following:

Edit Section: This shows the section editing screen for the section you are viewing. For instance, when Sections Structure first loads, clicking this button will edit the main section's settings.

Insert New Sub Section: This shows the section adding screen and when created the section will appear in the list, making it a child of the currently viewed section.

Sort / Reorder: This shows the reordering screen that allows you to move the sub-sections up and down to change their display order.

Once you have created some sub-sections via. the 'Insert New Sub Section' button you will see them appearing on the section list. Clicking on the title of one of these will transfer you to the section structure for that section. Now the page shows you sub-sections that appear on that section and products that appear on the section as well.

To help you navigate the section structure the top title bar contains the full path to the current section you are viewing and you can click on any of the previous section's titles to go back to that level.

Each sub-section listed has an 'Edit' button that will launch the edit screen for that section and a 'Delete' button if you wish to remove the section.

The Products Part Of The Screen

PRODUCTS SHOWN HERE						Insert New Product Here	Sort / Reorder by Name	Sort / Reorder by Code
ID	Code	Name	Visible	Stock Level	Action			
85	MOUNT8	Icy Mounts	Y	n/a	Edit	Clone	Remove	Delete
51	JUN4	Juicy Plants	Y	n/a	Edit	Clone	Remove	Delete
74	LAKE3	Lake At Sunset	Y	n/a	Edit	Clone	Remove	Delete
11	IMG4	Mountains In The Sun	Y	n/a	Edit	Clone	Remove	Delete
183	qty.test.2	Quantity Test	Y	Main: -36	Edit	Clone	Remove	Delete
171	test123	Shirt	Y	n/a	Edit	Clone	Remove	Delete
25	DES3	Twilight Cactus	Y	n/a	Edit	Clone	Remove	Delete
19	AER2	Volcanic Aftermaths	Y	-2	Edit	Clone	Remove	Delete
Total Number of Products:						8		
Search For Products To Add Here:						<input type="text"/>	Search	

The Products Part Of The Screen

The products part of the screen shows the products that will appear in this section. The buttons at the top of this list do the following:

Insert New Product Here: This shows the product adding screen and once added the product will automatically be added to the currently viewed section.

Sort/Reorder: This shows the reordering screen that allows you to move the products up and down to change their display order for this section.

Clicking on a product code or product name (or, indeed, the 'Edit' button) will show the product editing screen for that product. In addition there are two other buttons shown for each product, these are as follows:

Clone: A powerful feature of JShop Server, the Clone button will launch the product adding screen but with the selected product's details already loaded. This allows you to quickly and easily create a new product based on a product that already exists in the database.

Remove: This does not delete the product from JShop Server, it simply removes it from the current section. All other sections the product appears in are unaffected by this.



Delete: This option will delete the product from the JShop Server database entirely.

In addition, if you have the stock control system turned on and the option selected to show stock levels on this screen, you'll see a column with applicable stock levels shown.

At the bottom of the product part of the screen is a search box. This allows you to quickly search for products to add to this section. The screen that appears will show you a list of all products found, along with a select button for each one. In addition to this, the checkboxes to the left of each product allow you to select more than one product from the list and then clicking on the 'Select' button at the top all of these products will be added to the current section. You will, of course, be taken back to the relevant section once you have selected products.

5.2 Adding/Editing Sections

You can only add a new section from the Section Structure page. However, there are several places where Edit buttons are available for sections. Both adding and editing a section use the same screen.

General	
Title	<input type="text" value="Scenery"/>
SEO URL Title	<input type="text"/> (Overrides normal Name for Safe URL page links)
Short Description	<input type="text" value="We all love the world around us and what better way to celebrate everything that's am"/>
Full Description	<div> <div>Home Insert</div> <div> <div> <div>html</div> <div></div> <div></div> <div></div> </div> <div> <div>A</div> <div>A²</div> <div>S</div> <div>A²</div> </div> <div> <div>H</div> <div>→</div> <div>←</div> <div></div> </div> </div> <div> <div>↶</div> <div>↷</div> <div></div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div>A</div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> <div> <p>We all love the world around us and what better way to celebrate everything that's amazing in nature by hanging beautiful prints on your walls featuring the best that nature has to offer.</p> </div>
META Description	<input type="text"/>
META Keywords	<input type="text"/>
Thumbnail	<div>  <div> <div>Upload: <input type="text"/> <input type="button" value="Browse..."/></div> <div> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> </div> <div><input type="checkbox"/> Remove Image</div> </div> </div>
Image	<div> <div></div> <div> <div>Upload: <input type="text"/> <input type="button" value="Browse..."/></div> <div> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> </div> <div><input type="checkbox"/> Remove Image</div> </div> </div>
Is Section Visible?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Available To Customer Types	<div> <div>All</div> <div>General</div> <div>Wholesale</div> <div>High Volume</div> </div>
Parent Section	<input type="text" value="Whorl Web Art Store"/> <input type="button" value="Pick Parent Section"/>
Template For Section Page	<input type="text" value="section.html"/>
Exclude From Sitemap	<input checked="" type="radio"/> NO <input type="radio"/> YES

The General Part Of The Section Editing Screen

Title

This is the section title.

SEO URL Title

If entered and you are using Safe URLs with the option to add names to URLs, this text will be used instead of the section's title field for this text.

Short Description

A 250 character short description for the section. You would normally use this where the section appears as a sub-section (the default templates use this).

Full Description

An unlimited text field for the full section description that would be shown on the actual section page.

META Description

A specific Meta Tag description field for this section.

META Keywords

A specific Meta Tag keywords field for this section.

Thumbnail

A thumbnail image for this section. This would normally be shown where the section appears as a sub-section (the default templates use this). You have the option of clicking 'Browse...' to upload an image from your local PC or clicking the 'Pick Image...' button to launch the in-built image picker. The image picker will show the sections/thumbnail directory contents and you can search for the correct image through that, if it has already been uploaded. In addition you can enter a name directly into the Pick: field if you know it already exists in the sections/thumbnails directory. The pick field will also accept a URL to an image if you wish to directly link to images on another site.

Image

A full sized image for this section. This would normally be shown on the section page itself. You have the option of clicking 'Browse...' to upload an image from your local PC or clicking the 'Pick Image...' button to launch the in-built image picker. The image picker will show the sections/normal directory contents and you can search for the correct image through that, if it has already been uploaded. In addition you can enter a name directly into the Pick: field if you know it already exists in the sections/normal directory. The pick field will also accept a URL to an image if you wish to directly link to images on another site.

Is Section Visible?

Setting this to NO will automatically make the section inaccessible from your store.

Available To Customer Types

This selection allows you to select which customer account types can view this section – if a customer's account type doesn't match this list then the section will not be displayed for them. In this way you can create sections only visible to certain customer types. Selecting 'All' makes the section available to all account types. You may also select multiple account types by using the Shift and CTRL keys on your keyboard.

Parent Section

This allows you to quickly set where you would like this section to appear. By changing this setting you can move sections (and any of their sub-sections) to different parts of your shop. Click the 'Pick Parent Section' to launch a pop-up allowing you to drill-down the current section structure and select the new parent for this section.

Template For Section Page

Sections are not limited to a single template page. You can setup more than one template for sections and have different sections use different templates. Here you can select the template that the section should use – the default is section.html

Exclude From Sitemap

If you do not wish this section to appear in the sitemap select NO here, otherwise select YES.

5.2.1 Extra Fields

Extra Fields Part Of The Section Editing Screen

This section is where your extra section fields will appear (see the 'General' section of the documentation for more information on setting up extra product fields).

1. Extra product fields of type TEXT will be shown as a single text line field.
2. Extra product fields of type TEXTAREA will be shown as a multiple text line field into with HTML can also be added.
3. Extra product fields of type IMAGE will be shown in the same way as the normal Thumbnail and Image fields. Images are stored in products/extras however.

5.2.2 Additional Languages

Languages Part Of The Section Editing Screen

If you only have one language setup in your store, this section will not be shown. Otherwise it will present you

with alternative language fields for the section title, short description, long description, Meta Keywords, Meta Description and any extra TEXT or TEXTAREA fields you have setup.

5.3 ABC Sections Listing

The ABC Sections Listing provides a full list of sections within your store in alphabetical order. Clicking on any section title will show the Section Structure page for that section. In addition you will see 'Edit' and 'Delete' buttons for each section shown.

Total selected sections: 20, Viewing 1 - 10 NEXT >						
ID	Title	Short Description	Visible	Sections	Products	Action
21	Abstract Impressions	The modern world produces a lot of images that could be term...	Y	0	9	Edit Delete
28	Aerial		Y	2	8	Edit Delete
27	Animals Of The Sky	From massive eagles to small robins and bats, we have a wide...	Y	0	4	Edit Delete
26	Creatures Of The Deep	We all love good programs about the animals that live in our...	Y	0	7	Edit Delete
30	Desert	From the harshes deserts in the world comes some amazing pho...	Y	0	6	Edit Delete
31	Jungle	Deep in the 100% humidity of the jungle our photographers ca...	Y	0	8	Edit Delete
24	Jungle Animals	All the fun of the jungle from leopards to elephants, giraff...	Y	0	7	Edit Delete
32	Lakes	Take a punt on the river or run your speedboat over a great ...	Y	0	6	Edit Delete
29	Mountains	They are all around us and we constantly are in awe of the m...	Y	0	14	Edit Delete
20	People	From camp fires in the Australian outback to gently lazing r...	Y	0	13	Edit Delete
Total Number of Sections:						10

An example section listing screen, this is an ABC Section list.

5.4 Invisible Sections Listing

This is displayed in the same format as the ABC Sections Listing but this one only shows those sections that currently have their Visible field set to NO.

5.5 Product Categories

Product categories allow you to categorise your product database. At the moment JShop Server only uses this for Global Price Changes (see later in this section) but in the future the uses of Product Categories will be enhanced to provide more functionality.

List Of Product Categories

The list of product categories shows you all the current categories you have setup in your store. Each product category has 'Edit' and 'Delete' buttons. The only exception to this is the default 'General' category which cannot be deleted.

Name	Action
First Rate	Edit Delete
General	Edit
Specials	Edit Delete
Total Number of Categories:	3

List of Product Categories

Adding / Editing A Product Category

Adding and editing a product category use the same screen. The fields available for product categories are as follows:

Editing a product category

Name

The name of the category. This is purely internal and is not shown to the customer at any point.

5.6 Product Flags

Product Flags allows you to create any extra flags you need against products. These are in the format of YES/NO options and are would mainly be used in the templates to display certain things if they are set to YES (the value to check is actually Y or N in the templates). Once created they become available in the 'Product Options' block of the Product Editing Screen.

List Of Product Flags

The list of product flags shows you all the current flags you have setup in your store. Each product flag has 'Edit' and 'Delete' buttons.

Name	Descriptive Name	Action	
color_Black	Black	Edit	Delete
color_Red	Red	Edit	Delete
preview	Preview Only Product	Edit	Delete
storeavailable	Available In Stores	Edit	Delete
Total Number of Flags:		4	

List of Product Flags

Adding / Editing A Product Flag

Adding and editing a product flag use the same screen. The fields available for product flags are as follows:

Editing a product flag

Name

The name of the flag. It is this name you would use in the templates, e.g. {product.flags.storeavailable} in the above example.

Descriptive Name

This is the name for the flag that is shown on the product editing screen. You would make this a more intuitive to describe the flag.

5.7 Edit Template Product

This is another powerful feature of JShop Server's content management. The template product is used as the basis for every new product you add to your store. When you click the 'Add New Product' link from the Content menu or the 'Insert New Product Here' button on the Section Structure screen, the product information screen that appears will be filled in according to the settings you have used in the template product. The template product is edited just like any other product within JShop Server.

If most or all of your products use the same extra field options, for instance, you can set those up in the template product and they will already be filled in every time you add a new product. Of course, whilst filling in field settings for the new product you can remove them if they're not needed for the product you're adding but the basic reason for using the template product is that many stores sell similar items with similar entries and, hence, using the template product will save time and effort.

5.8 Adding/Editing Products

Adding and editing products happens on the same screen. There is a lot of product information that can be stored in JShop Server and product management is very powerful in the system. At first glance the product information screen can look a little bit overwhelming which is why we have split up the fields into logical blocks, each of which can be shown or hidden as needed.

In General -> Product Editing you can set which blocks are hidden by default when adding, editing or cloning a product. We suggest you use this feature, especially the settings for editing a product as it will help to reduce the amount of information on screen to only that that is most often changed.

At the top of each block on the product information screen is the block title and a blue link. If a block is visible it will say 'hide' and clicking it will roll the block up so just the block's title is visible. Once a block has been rolled up, the link will change to 'show' and clicking it again will un-roll the block again, showing you the fields contained within it.

This section on adding and editing products has also been split into the same blocks you will see on the product information screen for consistency.

Note: As with all other screens in JShop Server no edits will be saved unless you click the bottom Insert / Update button.

5.8.1 General Details

These are the most common settings for products and the block contains all the basic product information that all products need. The fields are as follows:

General Details	
Code (SKU)	<input type="text" value="PLA3"/>
Name	<input type="text" value="Jupiter Storm"/>
SEO URL Title	<input type="text"/> (Overrides normal Name for Safe URL page links)
Short Description	<input type="text"/>
Full Description	<div> <div>Home</div> <div>Insert</div> </div> <div> <div> <div>html</div> <div></div> <div></div> <div></div> </div> <div> <div>A</div> <div>A²</div> <div>S</div> <div>A²</div> </div> <div> <div>H</div> <div>→</div> <div>←</div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> <div></div> </div> <div> <div>B</div> <div><i>I</i></div> <div><u>U</u></div> <div>A</div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

General Details Block

Code (SKU)

This is your product code for the product. It is optional and can be left blank, however the system won't allow two products to have the same non-blank product code.

Name

This is the product's name.

SEO URL Title

If entered and you are using Safe URLs with the option to add names to URLs, this text will be used instead of the product's name field for this text.

Short Description

A 250 character short description for the product that you could use to put on a section page that lists many products.

Full Description

An unlimited text field for the full description of the product. This may contain any HTML you wish to use.

Search Keywords

An extra field that can be used to contain extra keywords that people might search for when trying to find this product. For instance, you could include any common misspellings in here.

META Description

A specific Meta Tag description field for this product.

META Keywords

A specific Meta Tag keywords field for this product.

Thumbnail

A thumbnail image for this product. This would normally be shown where the product appears on a section page (the default templates use this). You have the option of clicking 'Browse...' to upload an image from your local PC or clicking the 'Pick Image...' button to launch the in-built image picker. The image picker will show the products/thumbnail directory contents and you can search for the correct image through that, if it has already been uploaded. In addition you can enter a name directly into the Pick: field if you know it already exists in the products/thumbnails directory. The pick field will also accept a URL to an image if you wish to directly link to images on another site.

Image

A full sized image for this product. This would normally be shown on the product page itself (the default templates do this). You have the option of clicking 'Browse...' to upload an image from your local PC or clicking the 'Pick Image...' button to launch the in-built image picker. The image picker will show the products/normal directory contents and you can search for the correct image through that if it has already been uploaded. In addition you can enter a name directly into the Pick: field if you know it already exists in the products/normal directory. The pick field will also accept a URL to an image if you wish to directly link to images on another site.

Price

Provides entry boxes for the price in all the currencies that exist in your store. For those currencies that are calculated by exchange rate, the entry box will be greyed out and will automatically update once the new base currency price has been entered.

Normal Price

This field allows you to enter a second price, maybe a normal retail price for instance. The template system includes calculations and attributes that allow you to show the difference between this price and your selling

price, and also a percentage difference. This is useful if you want to show how much customers can save by purchasing with you.

One-Off Price

In addition to the normal price for a product that is obviously linked to the quantity ordered, e.g. 3 of a product would be 3 x Price, JShop Server provides the ability to include a One-Off Price for the product that is not linked to the quantity ordered. So, no matter how many of a product is ordered, this One-Off Price will only be added to the total once. This is useful for setup charges, for instance. This field allows you to enter any applicable one-off price (you can also change the one-off price dependant on any options selected for the product in the 'Advanced Pricing/Combinations' section of the product editing screen.

Orderable Quantity

These two options (Minimum and Maximum) allow you to limit how many of a certain product can be ordered. Leaving either's value at 0 will make JShop Server ignore that limit so, for instance, you could set a minimum of 10 but no maximum, meaning that people could order any quantity as long as it was 10 or above.

Weight

The weight of the product. JShop Server makes no stipulation on the unit of measurement of weight that you use, so please use what you are comfortable with if you intend to use this field.

Tax Rate

Allows you to choose the tax rate for this product. Possible selections are Zero Rate, Standard Rate or Second Rate. Please see the 'Tax/Shipping' section of this documentation for more information.

Free Shipping

Selecting YES in this field will mean that the product is completely excluded from any quantity, weight or goods total values used to calculate shipping.

Exclude Account Type Discounts

When set to YES any customer account type discounts will not be applied to this product, allowing you to exempt it from normal discounts, or apply your own product-level discounts in the 'Advanced Pricing/Combinations' section of the product editing screen.

Supplier And Supplier's Product Code

Here you can select the supplier for this product (should you be using the supplier sub-system in JShop Server) along with the supplier's product code for this product. In addition to setting the product code here you can also change the supplier's product code in the Advanced Pricing / Combinations section of the product editing screen.

Supplier Cost

You can also enter an associated supplier cost and the currency that this is in and you can do this here.

5.8.2 Extra Fields

This section is where your extra product fields will appear (see the 'General' section of the documentation for more information on setting up extra product fields).

Extra Fields Block: Here there is a SELECT field and a TEXT field being edited

- Extra product fields of type TEXT will be shown as a single text line field.
- Extra product fields of type TEXTAREA will be shown as a multiple text line field into with HTML can also be added.
- Extra product fields of type IMAGE will be shown in the same way as the normal Thumbnail and Image fields. Images are stored in products/extras however.
- Extra product fields of type USERINPUT will show a select box with 3 options in it. Exclude (if you don't wish to include the field for the product), Include (if you want to include the field for the product but not make it compulsory) and Required (if you want to include the field for the product and make it compulsory).

All other fields, the SELECTBOX, RADIOBUTTONS and CHECKBOXES fields will be shown in a different way that provides a lot of functionality whilst remaining simple to use.

Each option in these fields can not only have a name (and alternative language versions if you are running your JShop Server store with multiple languages) but it can also be set to only be visible to certain customer account types and either add a percentage or a fixed price to the overall price of the item.

Note: On the front-end of your store products with options cannot be added from anywhere other than from the actual product page itself, i.e. not from the product listed on a section. You can include an 'add to cart' button on the section page for the product but the customer will be forwarded directly to the product page rather than the product automatically being added to the basket.

Note: On the front-end product pages, the price fields will dynamically update (if the user has Javascript enabled) when options are chosen that change the product's price. This gives the customer an instant update on the total price for the product.

The fields available for each option are:

New

This is where you enter the option's text that will be shown to the customer.

Option Visible

You can make options temporarily invisible in the store by unchecking this option. The option will then appear in the option list (on the right) in grey, rather than black, giving you a visual indication of which options are visible.

Account Types

If you wish to limit the option to only being available for a certain customer account type then select the account type here. Selecting 'All' will make it available for everybody.

Percent or Prices

If you want the option to impact on the price of a product then you should enter either a percentage difference here (percentages can also be minus, if you wish to remove a percentage from the price) or a flat rate price that will be added (or taken away in the case of a minus price) from the overall price for the product.

Clicking 'Add' will add the current field settings as a new option. If you click on an already existing option in the list on the right an 'Apply' button will also appear that you should click once you have finished updating the option's settings.

The right box also has up and down arrows that can be used to change the display order of the options and a red X to delete a selected option from the list.

In addition to the pricing options available for individual selections in extra fields, please see the 'Advanced Pricing / Combinations' section for further product pricing options.

5.8.3 Digital Download Options

Digital Download Options

This section offers settings for digital download products. Here you can specify the digital file and registration information.

Is Digital Product?

Set to YES if the product is a digital product.

Digital File

This is where you choose the actual digital download file for the product. You can either 'Browse...' to upload a file from your computer or choose 'Pick File...' NOTE: It is much better to upload files using FTP as PHP has an in-built maximum file limit for uploads that your hosting company will set, normally not very large. If your file is larger than the maximum your PHP setup will allow the file will not upload correctly and you should use FTP.

Registration Details

Here you have 3 options for registration information for your digital product. If either 'Registration Code' or 'Registration Code and Name' are selected you will be prompted to enter registration information on the dispatch screen. If 'None' is selected you will not be required to enter dispatch information for the product.

5.8.4 Group Product Settings

Group Product Settings

JShop Server includes the ability for you to create a product made from other products in your store. For instance you could create a special offer pack that contains several other products. Stock control is handled across all the grouped products, so all products with stock control activated will be checked and debited as per normal. You can also include products in a group product that are invisible from your main site should you wish to.

The top box on the left is where you can enter a search string to find products. Clicking the 'Search' button will load the search results into the larger box on the left. Once you have performed a search clicking on the product code or product name will add the product to the list on the right, which is the full list of products that will be displayed on this product's product page. The value entered in the Qty box below the search results will be the quantity used when adding a product to the grouping, e.g. if you enter 2 in the Qty box, 2 of the selected product will be included in the group product.

Additionally you can alter the display order of the grouped products by selecting a product in the right hand window and using the up and down arrows to move it up and down the list. Finally the red X will remove a product from the list.

Note: Currently you can only include products in a group product that have no selectable options.

5.8.5 Advanced Pricing / Combinations

Advanced Pricing / Combinations Block: Qty Discounts is shown

This section takes product pricing and product attributes a step further with three different pricing /

combination types. They are as follows:

Qty Discounts

This enables you to setup quantity discounts on the product. The discounts can take the form of a flat rate discount or a percentage discount. In addition the quantity discounts can be made available only to certain customer types.

There is also an option at the bottom of this section called "Quantities for the product with different options should be combined for any quantity discounts above". You should set this to YES if you would like all selections of a product with options to count towards the quantity discount. For instance, if the customer orders the same product in red and blue, their quantities will be combined when calculating the quantity discount.

Base Pricing Combinations

If pricing of individual options in the Extra Fields block isn't sufficient to capture how you need to charge for an item the Base Price Combinations enables you to change the actual base price of a product (set in the General Details block) based on combinations of selected options. For instance, if all had a size and colour extra field and all colours in all sizes were the same price apart from the Small, Black one and the Large, Blue one, you could enter a base pricing combination here that changes the price of the product if either of those combinations are selected. With base pricing combinations if you select to use a flat price, this will become the new product price. If you decide to use a percentage change this will be calculated using the existing base price set in the General Details block.

Attribute Combinations

This is a feature we feel is unique to JShop Server. Like the Base Pricing Combinations here you can setup combinations of options (or even a single option) and change the weight, product code, supplier's product code, stock level, minimum orderable quantity or maximum orderable quantity of the product. As you can see changing the weight of a product if Large was selected would be very useful for shipping, changing the product code is good for your own order management and changing the stock level allows you to keep track of the stock levels for each variation of the product independently. In addition there is a sixth option in Attribute Combinations that allows you to exclude a combination of items from being added to the shopping cart. Attribute combinations also act in a drill-down fashion. For instance you could set the product code for all products that have Large selected to one code, but also add in an option so if it was Large and Blue, the code would again be different – any other combination with Large would use the code assigned to Large on its own. In this way JShop Server checks for the loosest match first, so by the time it has worked through all the options it has selected the most specific for the selected options.

One-Off Prices

Acting in a similar way to the Base Pricing Combinations facility the One-Off Prices facility allows you to change the one-off price for the product depending on what options are chosen or the customer account type viewing the product.

You can switch between the 4 different pricing / combination types by clicking the radio buttons at the top. The large box will then change to show the type you are currently looking at. Also note that the options available for each of the types differ.

Note: This section is purposefully free from too much validation to give you the freedom to combine pricing combinations as you need them. However, this can also lead to confusion and care must be taken that especially with pricing options, conflicts do not arise that cause the product pricing to not be as expected. It is suggested that you try out different uses of the combinations for yourself to see just what's possible.

5.8.6 Stock Control

Stock Control	
Enabled?	Yes, but track options only ▾
Stock Level	-36
Warning Level	-2
Action on Zero?	Leave Available (with purchase) ▾ ('Hide' only applies if tracking main stock level)

Stock Control Block

These options cover any product-level stock control you wish to use. Please also see the 'Advanced Pricing / Combinations' section for combination-level stock control. The fields here are as follows:

Enabled?

There are three options here. Select 'No' if you don't wish to track stock on this product, select 'Yes' if you wish to track stock on this product and track the main stock level (even if you have product option stock levels as well) or select 'Yes, but track options only' if you want to track stock on options but ignore the main stock level. If you choose this last option you can ignore the Stock Level setting below.

Note: This will have no effect if the global stock control setting is not on (please see the 'General' section of the documentation)

Stock Level

This is your actual stock level for the product.

Warning Level

The stock control system in JShop Server allows you to send emails when a product's stock falls below the warning level, to give you an advanced warning that you may have stock problems with a product soon.

Action on Zero?

This tells JShop Server what it is to do when the product's stock reaches zero. There are two options:

- **Leave Available (with purchase):** This leaves the product visible and purchasable in your store. If you wanted to show the product but not allow a customer to add it to their basket you would use this option and use an if statement in the template to see if the stock was above zero. If it was you would show the add to cart button, otherwise you could hide it.
- **Leave Available (no purchase):** This leaves the product visible but cannot be purchased. Any attempt to add the product to the basket will result in the customer receiving an out of stock message on the cart template.
- **Hide:** JShop Server will not send the product to the templates at all if the stock level reaches zero.

5.8.7 Product Options

Product Options	
Product Category	General <input type="button" value="v"/>
Show In Section	Selected Sections: <div>Whorl Web Art Store <input type="button" value="^"/> <input type="button" value="v"/></div> <div>Section Picker <input type="button" value="Remove"/></div>
New Product	<input checked="" type="radio"/> NO <input type="radio"/> YES
Top Product	<input checked="" type="radio"/> NO <input type="radio"/> YES
On Special Offer	<input checked="" type="radio"/> NO <input type="radio"/> YES
Is Product Visible?	<input type="radio"/> NO <input checked="" type="radio"/> YES If invisible still allow product to be shown with direct link: <input checked="" type="radio"/> NO <input type="radio"/> YES
Available To Customer Types	<div>All <input type="button" value="^"/> <input type="button" value="v"/></div> <div>General</div> <div>Wholesale</div> <div>High Volume</div>
Product Flags	Preview Only Product: <input checked="" type="radio"/> NO <input type="radio"/> YES Available In Stores: <input checked="" type="radio"/> NO <input type="radio"/> YES Red: <input checked="" type="radio"/> NO <input type="radio"/> YES Black: <input checked="" type="radio"/> NO <input type="radio"/> YES

Product Options Block

These are some general categorisation options for the product and this is where you set which sections the product should appear in and what customers can view the product etc. The fields here are as follows:

Product Category

Allows you to select which internal product category the product belongs to.

Show In Section

The top select box here provides a list of all the sections (and their full paths). You can select sections from this list and click 'Add' to add them to the bottom box which contains the list of sections that this product is to be shown on. Selecting a section from the bottom box and clicking 'Remove' will remove this product from that section. In addition you can click the 'Set Default' button whilst one of the selected sections is highlighted. This will make it the default section for the product, and will be used when generating links from other lists on your store, e.g. random products, and on the sitemap. This will also be used when the system creates canonical links for products.

New Product

Select YES if you would like the product marked as a new product.

Top Product

Select YES if you would like the product marked as a top product.

On Special Offer?

Select YES if you would like the product to be marked as on special offer.

Is Product Visible?

Selecting NO here will hide the product from your store. You can instantly make it visible again by selecting YES.

If invisible still allow product to be shown with direct link

If a product is set to be invisible and this option is set to YES, the product can still be accessed via. with a direct link. It will not appear in any sections or through the search, however. This is useful if you wish to setup a special offer product only for certain advertising as the product can only be found by going to it directly.

Available To Customer Types

This field allows you to select which customer account types can view this product – if a customer’s account type doesn’t match this list then the product will not be displayed for them. In this way you can create products only visible to certain customer types. Selecting ‘All’ makes the product available to all account types. You may also select multiple account types by using the Shift and CTRL keys on your keyboard.

Product Flags

Any addition product flags you have setup in your store using the ‘Product Flags’ option available in the Contents section of the administration system will appear here with YES / NO radio buttons in the same way as the special offer etc. flags.

5.8.8 Associated Products

Associated Products Block: A search has been performed for products here

JShop Server allows you to associate a product with other products within your store to enable cross-selling. This section provides the means to select other products to link to the one you are adding or editing.

The top box on the left is where you can enter a search string to find products. Clicking the ‘Search’ button will load the search results into the larger box on the left. Once you have performed a search clicking on the product code or product name will add the product to the list on the right, which is the full list of products that will be displayed on this product’s product page.

Additionally you can alter the display order of the associated products by selecting a product in the right hand window and using the up and down arrows to move it up and down the list. Finally the red X will remove a product from the list.

There is one other option available here – Create 2-way links for new selections. This enables you not only to show the selected product on this product’s page but also the other way around. Those that you select like this will have (<->) shown after the product name in the list on the right.

5.8.9 Misc. Options

The Misc. Options Block

This section contains only one field – Template For Product Page. As with sections, you can set up different product page templates if you wish and choose to show some products with one templates, and others with another. The default template is product.html.

5.8.10 Other Languages

Other Languages	
Language: Spanish	
Name	<input type="text"/>
Short Description	<input type="text"/>
Full Description	<div> </div> <div></div>
META Description	<input type="text"/>
META Keywords	<input type="text"/>
Photographer	<input type="text"/>

An Example Languages Block

If you only have one language setup in your store, this section will be empty. Otherwise it will present you with alternative language fields for the product name, short description, long description, Meta Keywords, Meta Description and any TEXT or TEXTAREA extra product fields you are using.

5.9 ABC Products Listing

The ABC Products Listing provides a full list of products within your store in alphabetical order of product code then product name. Clicking on any product code or name will show the product editing page for that product. In addition you will see 'Edit' and 'Delete' buttons for each section shown along with a 'Clone' button. The use of the 'Clone' button is described in the 'Sections Structure' part of the documentation.

Total selected products: 150, Viewing 31 - 40 < PREV [TOP] NEXT >					
ID	Code ▲	Name	Stock Level	Visible	Action
64	CG3	Maggie on Rock	n/a	Y	Edit Clone Delete
65	CG4	Badger Waiting	n/a	Y	Edit Clone Delete
106	CG5	Poised Squirrel	n/a	Y	Edit Clone Delete
110	CG6	Dozing Cat	n/a	Y	Edit Clone Delete
111	CG7	Furry Mole	n/a	Y	Edit Clone Delete
66	DEEP1	Angel Fish	n/a	Y	Edit Clone Delete
67	DEEP2	Picasso Trigger Fish	n/a	Y	Edit Clone Delete
70	DEEP3	Basking Shark	n/a	Y	Edit Clone Delete
71	DEEP4	Shoal Of Jellyfish	n/a	Y	Edit Clone Delete
112	DEEP5	Displaying Whale	n/a	Y	Edit Clone Delete
Total Number of Products:					10

A typical product listing screen.

5.10 Invisible Products Listing

This is displayed in the same format as the ABC Products Listing but this one only shows those products that currently have their Visible field set to NO.

5.11 Sort Special Offers

This brings up the reordering screen for products you have marked as Special Offer (see 'Adding / Editing Products'). You can move products up/down/to the top/to the bottom, changing their display order. Special Offers are shown in the default templates on the right hand navigation menu for the store, but you can obviously show them anywhere you like.

Products

Cold Morning
Filtered Fireworks UPDATE
Globe From Space
Leopard In Waiting
Pink And Blue Nebulea
The Tribe

Move Top

Move Up

Move Down

Move Bottom

Sort ABC

< Back

Update Order

A typical sort / reorder screen

5.12 Sort New Products

This brings up the reordering screen for products you have marked as New (see 'Adding / Editing Products'). You can move products and down, changing their display order. New Products are shown in the default templates on the right hand navigation menu for the store, but you can obviously show them anywhere you like.

5.13 Sort Top Products

This brings up the reordering screen for products you have marked as Top (see 'Adding / Editing Products'). You can move products and down, changing their display order. Top Products are shown in the default templates on the right hand navigation menu for the store, but you can obviously show them anywhere you like.

5.14 Global Price Change

This is a powerful function and one that cannot be undone once it has been used. It basically allows you to make a percentage price change (either plus or minus) to your product database.

Product Selection	<input checked="" type="radio"/> By Product Category <div>General ▼</div>
	<input type="radio"/> All Products
Percentage Change +/-	<input type="text" value="0"/> %
<input type="button" value="Update Prices"/>	

The Global Price Change Screen

The screen gives you the choice of either changing a particular category of Products or changing all the products in the database.

Note: We suggest using this function with caution and only if you are certain that you need to update prices in this way. Using the Import / Export facilities you can update prices outside of JShop Server and re-import them, giving you greater flexibility over your price changes. If you do use this function we suggest exporting the prices before the change so that they can be easily re-imported again if need be.

5.15 Global Option Reset

This function provides a quick and easy way of resetting special offer, new product and top product options against products to NO. Once used these changes cannot be undone automatically.

Option Selection	<input type="checkbox"/> Special Offer Option <input type="checkbox"/> New Product Option <input type="checkbox"/> Top Product Option
Flag Selection	<input type="checkbox"/> Preview Only Product <input type="checkbox"/> Available In Stores <input type="checkbox"/> Red <input type="checkbox"/> Black
<input type="button" value="Update Options"/>	

The Global Option Reset Screen

In addition, if you have product flags setup, you can reset those flags to NO in the same way.

5.16 Articles

Articles is JShop Server's content management system that allows you to quickly and easily add and maintain informational pages on your site. You could use this for help articles, delivery information, your terms and conditions, frequently asked questions, news etc. Articles provides a unified way of providing all this content and, in conjunction with different templates for different content types and with the options available against articles, and sub-articles, you can use the same system to deliver a wealth of different types of content. In addition JShop Server's Articles system provides you with ways of grouping like links together to use as collections on the front end of your store and advanced options such as automatic RSS feed generation.

5.16.1 Article Browser

The Article Browser provides you with navigation for all your content. When you first visit this section you will see the main articles in your store.

Account Type Selection

At the top right of the screen there is a drop down called 'Account Type' with a 'Show' button. This allows you to limit the information you see in the article browser screen to only show articles specific to a particular customer account type. This is useful for viewing the information that different customer accounts will see.

Account Type: All Show

Article Sorted By: Created (Newest First)

Visible Sub Articles Action

Account Type Selector

The Articles Part of the Screen

SUB SECTIONS					Edit Article	Insert New Article	Sorted By: Created (Newest First)
ID	Title	Name	Abstract	Visible	Sub Articles		
18	News	News		Y	2	Edit	
5	Top Link	TopLinks	Holder for sub articles for top links in default templates	Y	2	Edit	
2	Bottom Links	BottomLinks	Holder for sub articles for bottom links in default templates	Y	2	Edit	
Total Number of Articles:							

The Articles Part Of The Screen

Here you see the sub-articles for the currently selected article. If you think of the current article as the parent, these are that article's children. The buttons at the top of this list do the following:

Edit Article: This shows the article editing screen for the article you are viewing. For instance, when the article browser first loads, clicking this button will edit the main article's settings, although generally you would not use the main article in your store.

Insert New Article: This shows the article adding screen and when created the added will appear in the list, making it a child of the currently viewed article.

Sort / Reorder: This shows the reordering screen that allows you to move the sub-articles up and down to change their display order. However, if the parent article is not set to 'Manual Sorting' you will not see this option and JShop Server will take care of the sorting for you.

Once you have created some sub-articles via. the 'Insert New Article' button you will see them appearing on the article list. Clicking on the title of one of these will transfer you to the article browser for that article.

To help you navigate the article browser the top title bar contains the full path to the current article you are viewing and you can click on any of the previous article's titles to go back up to that level.

5.16.2 Adding/Editing Articles

Adding and editing articles happens on the same screen.

General	
Title	Terms & Conditions
SEO URL Title	 (Overrides normal Title for Safe URL page links)
Name (for Templates)	TermsConditions
Abstract	The terms and conditions for you store
Content	<div> <div>Home Insert</div> <div> <div> <div>html</div> <div></div> <div></div> <div></div> </div> <div> <div>A</div> <div>A²</div> <div>S</div> <div>A²</div> </div> <div> <div>H</div> <div>→</div> <div>←</div> <div></div> <div></div> </div> </div> <div> <div>↶</div> <div>↷</div> <div></div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div>A</div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin blandit interdum risus. Maecenas tempus mauris in est laoreet ac semper diam varius. Sed laoreet, enim in ultricies blandit, erat lacus fringilla sodales enim urna eu sapien. Donec consequat dapibus est. Praesent ligula arcu, convallis sed cond vehicula, convallis a velit. Aenean in ipsum eget libero porta auctor ut eu ipsum. Sed et tellus enim, tellus. Morbi venenatis tristique nisi, et pharetra dolor consequat sit amet. Praesent enim quam, rho tempor sed, hendrerit quis diam. Duis at tincidunt enim. Mauris eu risus purus. Proin in orci tincidunt tincidunt venenatis. Aliquam erat volutpat. Mauris nisi arcu, interdum eu faucibus et, hendrerit eu tur Vestibulum facilisis tempus nunc eu semper. Integer non vehicula purus. Class aptent taciti sociosqu torquent per conubia nostra, per inceptos himenaeos. Nullam dapibus tincidunt nulla id egestas. Nulla id ante ligula. Vestibulum fermentum quam sed est i <BODY> <DIV> <P> </p>
META Description	
META Keywords	
Is Article Visible?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Available To Customer Types	<div> <div>All</div> <div>General</div> <div>Wholesale</div> <div>High Volume</div> </div>
Parent Article	<div>Article Home > Bottom Links</div> <div>Pick Parent Article</div>
Template For Article	article.html

The General Section of the Article Editing Screen

Title

This is the article title.

SEO URL Title

If entered and you are using Safe URLs with the option to add names to URLs, this text will be used instead of the article's title field for this text.

Name (for Templates)

This field allows you to set a simple name for the article to allow you to refer to it in your templates. This feature allows you to quickly and easily edit the templates to provide additional link areas. In the default templates the top links, bottom links and news section are all referenced in this way so their sub-articles can be pulled out and displayed to suit.

Abstract

A 250 character short abstract for the article.

Content

An unlimited text field for the full article content.

META Description

A specific Meta Tag description field for this article.

META Keywords

A specific Meta Tag keywords field for this article.

Is Article Visible?

Setting this to NO will automatically make the article inaccessible from your store.

Available To Customer Types

This selection allows you to select which customer account types can view this article – if a customer's account type doesn't match this list then the article will not be displayed for them. In this way you can create articles only visible to certain customer types. Selecting 'All' makes the article available to all account types. You may also select multiple account types by using the Shift and CTRL keys on your keyboard.

Parent Article

This allows you to quickly set where you would like this article to appear. By changing this setting you can move articles (and any of their sub-articles) to different parts of your article structure. Click the 'Pick Parent Article' to launch a pop-up allowing you to drill-down the current article structure and select the new parent for this article.

Template For Article Page

Articles are not limited to a single template page. You can setup more than one template for articles and have different articles use different templates. Here you can select the template that the article should use – the default is article.html

5.16.2.1 Extra Fields

Extra Fields	
test	<div> <div> </div> <div> Upload: <input type="text"/> <input type="button" value="Browse..."/> </div> <div> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> </div> <div> <input type="checkbox"/> Remove Image </div> </div>
Extra Text	<input type="text"/>

Extra Fields Part Of The Article Editing Screen

This section is where your extra article fields will appear (see the 'General' section of the documentation for more information on setting up extra article fields).

1. Extra product fields of type TEXT will be shown as a single text line field.
2. Extra product fields of type TEXTAREA will be shown as a multiple text line field into with HTML can also be added.
3. Extra product fields of type IMAGE will be shown in the same way as the normal Thumbnail and Image fields. Images are stored in products/extras however.

5.16.2.2 Additional Options

Additional Options	
Sub Article Sort Order	Manual Sorting
Default Template For Sub Articles When Created	article.html
Exclude From Breadcrumb	<input checked="" type="radio"/> NO <input type="radio"/> YES
Depth Retrieve (for Navigation)	1
Creation Date/Time	01 01 2010 Time: 01:00
Exclude From Sitemap	<input checked="" type="radio"/> NO <input type="radio"/> YES

The Additional Options Part of the Article Editing Screen

Sub Article Sort Order

Here you can specify how you want sub-articles for this article sorted. The options available are:

- **Manual Sorting** - you handle the sorting manually using the 'Sort/Reorder' facility on the article browser
- **Created (Newest First)**
- **Created (Oldest First)**
- **Alphabetical (A-Z)**
- **Alphabetical (Z-A)**
- **ID (Highest First)** - when an article is added it is given a unique sequential ID, this sorts using that
- **ID (Lowest First)** - when an article is added it is given a unique sequential ID, this sorts using that

Default Template For Sub Articles When Created

Here you can specify what template any sub-articles should be set to use when they are created. By using this option you can ensure that sub-articles use a consistent theme without having to think about setting the template manually for each one.

Exclude From Breadcrumb

Sometimes you will want to use an article as a container for other articles but won't necessarily want it to appear in the breadcrumb. If so set this option to YES. The Top Links collection in a fresh installation of JShop Server has this set to YES, for example.

Depth Retrieve (for Navigation)

This is primarily for advanced template editing where you want to create template code to not only show sub-articles but also sub-sub-articles etc. if you're created a complex navigation where you want multiple levels shown on the same templates.

Creation Date/Time

Primarily useful if you're sorting articles by Creation Time. This can be changed after the article is created.

Exclude From Sitemap

If you do not wish this article to appear in the sitemap select NO here, otherwise select YES.

5.16.2.3 RSS Feed Options

JShop Server can automatically create RSS feeds from articles and sub-articles and this section of the article editing screen allows you to set those options.

Please note that RSS feeds can only be created for articles that are available to customer account type 'All' and will only include sub-articles also available to customer account type 'All'. RSS feeds re also multi-language.

RSS Feed Options	
Include Article in Parent RSS Feeds	<input type="radio"/> NO <input checked="" type="radio"/> YES (Will only be included if available to 'All' customer account type)
Provide Sub-Article Feed	<input checked="" type="radio"/> NO <input type="radio"/> YES (Feeds only valid if customer account type is 'All')
Depth Retrieve (for RSS Feed)	<input type="text" value="1"/>
Maximum Entries in Feed	<input type="text" value="20"/>
Field For RSS Content	<input type="text" value="Abstract"/>

RSS Feed Options section of Article Editing Screen

Include Article in Parent RSS Feeds

If a parent article has an RSS feed activated for it, this determines whether this sub-article will appear in the RSS feed.

Provide Sub-Article Feed

When turned on for an article an RSS link will be shown on the article page linking to an RSS feed for sub-articles. The article title will be used for the title of the RSS feed.

Depth Retrieve (for RSS Feed)

Sets how many levels down you want to include the sub-articles from for this article's RSS feed.

Maximum Entries in Feed

Limits the maximum number of entries included in the feed. They will be sorted by creation date/time in descending order.

Field For RSS Content

Here you can set whether you would like to use the abstract or main content field for the description for each entry in the RSS feed.

5.16.3 ABC Articles Listing

The ABC Articles Listing provides a full list of articles within your store in alphabetical order. Clicking on any article title will show the article browser page for that article. In addition you will see 'Edit' and 'Delete' buttons for each section shown.

Total selected articles: 13, View					
ID	Title	Name	Abstract	Visible	Sub A
1	Article Home		This is the main article holder and the information on it would not normally be shown	Y	
2	Bottom Links	BottomLinks	Holder for sub articles for bottom links in default templates	Y	
10	Delivery Costs			Y	
6	Help	Help	Help article for your store	Y	
18	News	News		Y	
20	News Article Two			Y	
8	Privacy Policy	Privacy	Your store's privacy policy	Y	
11	Safe Shopping With Us			Y	
7	Terms & Conditions	TermsConditions	The terms and conditions for you store	Y	
14	test			Y	
Total Number of Articles:					

[An example article listing screen, this is an ABC Article list.](#)

5.16.4 Invisible Articles Listing

This is displayed in the same format as the ABC Articles Listing but this one only shows those articles that currently have their Visible field set to NO.

6 Tax/Shipping

JShop Server includes full tax and shipping support, both of which can be configured in a number of different ways. The Tax / Shipping sections of the administration covers both tax and shipping and also the main list of countries for your store.

6.1 Main Country List

This is where you can add, edit and delete countries from the main country list used by JShop Server.

Total selected countries: 237, Viewing 211 - 240 < PREV [TOP]				
Name	ISO Code	ISO Number	Visible	Action
Tonga	TO	776	Y	Edit Delete
Trinidad And Tobago	TT	780	Y	Edit Delete
Tunisia	TN	788	Y	Edit Delete
Turkey	TR	792	Y	Edit Delete
Turkmenistan	TM	795	Y	Edit Delete
Turks And Caicos Islands	TC	796	Y	Edit Delete
Tuvalu	TV	798	Y	Edit Delete
Uganda	UG	800	Y	Edit Delete
Ukraine	UA	804	Y	Edit Delete
United Arab Emirates	AE	784	Y	Edit Delete
United Kingdom	GB	826	Y	Edit Delete

Extract of Main Country List Screen

Each one has an 'Edit' and 'Delete' button and in addition there is an 'Add New Country' button at the bottom of the list to create a new country.

Adding / Editing Countries

Name	<input type="text" value="United Kingdom"/>
ISO Code	<input type="text" value="GB"/>
ISO Number	<input type="text" value="826"/>
Visible	<input type="radio"/> NO <input checked="" type="radio"/> YES
<input type="button" value="Back"/> <input type="button" value="Update Country"/>	

The Add/Edit Country Screen

Name

This is the visible display name of the country.

ISO Code

This is the official ISO Code for the country and should be two upper-case characters.

ISO Number

This is the official ISO Number for the country.

Visible

If set to NO the country will not be visible in your store.

6.2 Country Settings

The screen allows you to choose which countries that will be available in your store. This setting is split into two large selection boxes; the left one is a list of countries that are currently excluded from your store and won't appear, the right one is a list of countries that are included in your store and will appear.



Choosing countries for your store

You can move countries between the two boxes by selecting one in the left box and clicking the round right-arrow button. This will move the country into the 'Available Countries' list. Selecting a country in the right box and clicking the round left arrow button will move a country into the 'Unavailable Countries' list.

Once you have finished updating your country settings you can click the 'Update Country Settings' button to save the changes.

Note: JShop Server contains a full current list of all recognised countries. This country database table also includes relevant ISO codes that are required by some payment gateways. If countries change in the future we will issue updates to keep this list accurate and complete.

6.3 Reorder Countries

Not only can you select which countries you want to appear in your store but you can also change their display order (as with many other things within JShop Server). Changing the order of the countries alters the order they will appear in the country select boxes for billing and delivery addresses.

The screenshot shows a window titled "Available Countries". It contains a list of countries: United Kingdom, Anguilla, Albania, Algeria, American Samoa, Andorra, Angola, Antarctica, Antigua And Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, and Belarus. To the right of the list are five buttons: "Move Top", "Move Up", "Move Down", "Move Bottom", and "Sort ABC". At the bottom of the window are two buttons: "< Back" and "Update Order".

Reordering the country list

6.4 Tax Menu General Settings

On this screen you can specify some overall tax options.

The screenshot shows a window titled "Tax Menu General Settings". It contains five rows of settings, each with a label and two radio buttons (NO and YES). The settings are: Tax Enabled, Add Tax To Shipping, Include Delivery Address In Tax Calculation, Zero Tax If Delivery Address Not Taxable, and Tax Rounding. The Tax Rounding setting has a dropdown menu showing "Round tax before multiplying by quantity". At the bottom right is a button labeled "Update Settings".

Tax Menu General Settings

Tax Enabled

If you wish to enable tax in your store select YES, otherwise select NO.

Add Tax on Shipping

If you wish to add tax onto the shipping charge you setup in JShop Server (presuming that you are using shipping in your store) select YES for this option, otherwise no tax will be added to the order total for the shipping charge.

Include Delivery Address In Tax Calculation

This setting allows you to check the delivery address for tax, in addition to the billing address. For instance, if you are in Europe but the purchaser is in the United States and wants it delivered in Europe then tax would be applicable. This is set as an option as some countries tax does not operate on this policy.

Zero Tax If Delivery Address Not Taxable

If you set this option to YES, even if the billing address is taxable, if the delivery address is not taxable, all tax values will be zero'd.

Tax Rounding

JShop Server includes two different tax rounding mechanisms. With 'Round tax before multiplying by quantity' selected, the tax for a product will be worked out on a quantity of 1 and then multiplied by the cart quantity (usually used in B2C sites). With 'Round tax after multiplying by quantity' the tax will be calculated on the full quantity (usually B2B or small value items).

6.5 Country Level Tax

This is where you setup the country level tax rates. For instance in Europe VAT is a country level tax rate and this would be setup in here. However, if your company operates from a number of different countries you can setup different tax rates from these screens.

ID	Country	Standard Rate	Second Rate	Action	
73	France	17.5%	0%	Edit	Delete
80	Germany	17.5%	0%	Edit	Delete
105	Italy	17.5%	0%	Edit	Delete
171	Portugal	17.5%	0%	Edit	Delete
197	Spain	17.5%	0%	Edit	Delete
203	Sweden	17.5%	0%	Edit	Delete
222	United Kingdom	17.5%	0%	Edit	Delete
Total Taxed Countries:					7

Extract of Country Tax Rates Screen

Each one has an 'Edit' and 'Delete' button and in addition there is an 'Add New Tax Rate' button at the bottom of the list to create a new tax rate against a country.

Adding / Editing Tax Rates

Country	United Kingdom
Standard Tax Rate	17.5 %
Second Tax Rate	0 %
<input type="button" value=" < Back"/> <input type="button" value="Update Tax Rate"/>	

The Add/Edit Tax Rate Screen

Country

This is the visible display name of the country. When editing a tax rate this cannot be changed, when created a tax rate this will be shown in a drop-down box for you to pick the applicable country.

Standard Tax Rate

This is the standard tax rate you would like to charge for this country.

Second Tax Rate

This is the second (normally reduced if applicable to your country) that you want to charge for this country.

6.6 County/State Level Tax

In addition to the country tax you can specify a county/state level tax. The way this works is that JShop Server first sees if there is a country level tax for the customer's country. If a county/state level tax appears for the customer's county/state then this is used instead of the country level tax.

Counties/States	Un-Taxed Counties/States:	Taxed Counties/States:
	<div></div>	<div></div>
Standard Tax Rate	<input type="text"/> %	
Second Tax Rate	<input type="text"/> %	
<div>Update County/State Tax Settings</div>		

The County/State Level Tax Screen

Counties/States entered can be moved from the left 'Un-Taxed' list to the right 'Taxed' list. Any that appear in the right list will then have applicable Standard and Second Tax Rate values applied should they be used by a customer.

Note: This screen is only available if you have changed the county and deliveryCounty fields to be select boxes in Customers. Otherwise no county/state tax can be calculated by JShop Server.

6.7 Shipping Menu General Settings

On this screen you can specify some overall shipping options for your store.

Shipping Enabled	<input type="radio"/> NO <input checked="" type="radio"/> YES
Default Shipping	<div>3-4 Day</div>
Show Shipping On Cart	<input type="radio"/> NO <input checked="" type="radio"/> YES
<div>Update Settings</div>	

Shipping Menu General Settings

Shipping Enabled

Select YES if you want to include shipping in your store, select NO otherwise for no shipping charges to be calculated.

Default Shipping

This allows you to select the default shipping option that is selected when a customer checks out. If you have alternative options for shipping the customer will still be able to change their method of shipping.

Show Shipping On Cart

If selected, the normal cart page (cart.html) for your site will also show currently selected shipping costs. In addition the customer will be given the option to change the shipping type on the cart screen.

6.8 Shipping Zones

The shipping in JShop Server works on zones and this is the first part of the shipping you need to sort out – you enter rates against shipping types according to zones. A zone is defined as a group of countries and/or counties/states. For instance if you were running a store from the UK you might setup one zone that simply contains United Kingdom, another that contains all the European countries, one for America and another for the rest of the world.

With countries, once a country is marked to a zone it cannot be put in another zone unless it is first removed from the zone it is in or that zone is deleted. This stops you from putting a country in more than one zone which would give unpredictable results.

List Of Shipping Zones

The main shipping zones page lists all the zones you have setup, by their name. Each one has an 'Edit' and 'Delete' button and in addition there is an 'Add New Zone' button at the bottom of the list to create a new zone.

Name	Action	
All	Edit	Delete
Vanatue	Edit	Delete
Total Zones:	2	

Shipping Zones List

Adding / Editing Shipping Zones

Name	<input type="text" value="All"/>	
Countries In Zone	Available Countries: UNited THngy Albania Algeria American Samoa Andorra Angola Anguilla	Selected Countries: Antarctica Antigua And Barbuda Argentina Armenia Aruba Australia Austria Azerbaijan Bahamas Bahrain
Countries/States In Zone	Available Counties/States: <div></div>	Selected Counties/States: <div></div>
<input type="button" value="Back"/> <input type="button" value="Update Zone"/>		

Editing a shipping zone

Adding and editing zones uses the same screen. The following fields are available:

Name

This is an internal name to help you remember what the zone contains.

Countries In Zone

On the left you will see a list of all the countries in your store that do not currently have a zone associated with them. On the right is a list of countries that are in the current zone (obviously if you are adding a new zone this list will be blank). You can move countries between the two boxes by selecting the countries in one and clicking the appropriate left or right arrow.

Counties/States In Zone

This will only appear if you have opted for the county and deliveryCounty fields to be shown as select boxes. If this is the case a list of counties/states that you have previously entered will appear in the left hand box, and the counties/states selected for this zone in the right hand box. Again you can select counties/states and click the appropriate left or right arrow buttons to move them between boxes.

6.9 Shipping Types

Once you have setup your shipping zones you can now enter your shipping types. These are the actual shipping choices you will make available to your customers when they checkout. For instance you may want to give the option of First Class Post or Next Day delivery, for example. Both of these are separate shipping types. Once you have setup a shipping type you can then enter rates against those types for the different zones in your store and that will be dealt with in the next section.

Name	Action
3-4 Day	Edit Rates Delete
Special Delivery	Edit Rates Delete
Vanatu Shipping	Edit Rates Delete
Total Shipping Types:	3
Sort / Reorder Types	

List of shipping types

The main shipping types page lists all the shipping types you have setup, according to the order in which they should appear (the order can be changed by clicking the 'Sort/Reorder Types' button). Each shipping type has an 'Edit', 'Delete' and 'Rates' button. The Rates button take you to the screen to enter rates for this shipping type and this will be dealt with in the next section. In addition to these buttons there is an 'Add New Type' button at the bottom of the list to create a new shipping type.

6.9.1 Adding/Editing Shipping Types

Adding and editing shipping types uses the same screen. The fields available are as follows:

Name	<input type="text" value="3-4 Day"/>			
Flat Rate / Multiplication	<input type="text" value="Multiplication"/>			
Value To Use	<input type="text" value="Quantity"/> Round-Up Values <input type="radio"/> NO <input checked="" type="radio"/> YES			
Base Price	GBP <input type="text" value="2.5447"/>	USD <input type="text" value="4.0897"/>	EUR <input type="text" value="3.7367"/>	CAN <input type="text" value="8.6520"/>
Available To Customer Type	<input type="text" value="All"/>			
Weight Limits	Hide if above or equal to (0 = ignore): <input type="text" value="0"/> Hide if below or equal to (0 = ignore): <input type="text" value="0"/>			
Goods Total Limits	Hide if above or equal to (0 = ignore): GBP <input type="text" value="0.0000"/> USD <input type="text" value="0.0000"/> EUR <input type="text" value="0.0000"/> CAN <input type="text" value="0.0000"/> Hide if below or equal to (0 = ignore): GBP <input type="text" value="0.0000"/> USD <input type="text" value="0.0000"/> EUR <input type="text" value="0.0000"/> CAN <input type="text" value="0.0000"/>			
Shipping Value Taxable	<input type="radio"/> NO <input checked="" type="radio"/> YES			
Language: Spanish	<input type="text"/>			
Language: Outlandish	<input type="text"/>			
Name	<input type="text"/>			
Back Update Shipping Type				

Editing an existing shipping type

Name

This is the name that will be shown on your store's checkout and should be easy for the customer to understand.

Flat Rate / Multiplication

This decides how a rate should be used to calculate the shipping cost. For instance, if you choose 'Flat Rate' then the prices you enter in the shipping rates will be the actual shipping cost. If, however, you choose 'Multiplication', then the applicable shipping rate will be multiplied by the 'Value to Use' amount. For instance, if you were using Quantity as the 'Value to Use' field then a rate would be multiplied by the quantity to get the shipping cost.

Value To Use

Each shipping type can be based on a different value from the shopping cart. The options are Quantity (the total number of items in the cart), Goods Total (the total price of the goods, excluding any tax) and Weight (the total weight of all the items in the cart). The value is used to create different rate entries that can cover different possibilities for this value. For instance using Quantity, you could setup one rate that was only used if the quantity was less than 10, and another rate if the quantity was over 10. The 'Round-Up Values' option, if set to YES, will round the value used to calculate the shipping to the next whole number, e.g. a value of 101.45 would be rounded to 102.

Base Price

In addition to the shipping cost calculated from the rates each shipping type can have a base price as well. Here you would normally put a standard packaging and handling charge (if applicable).

Available To Customer Type

Here you can choose the customer account type that this shipping type is available for. 'All' means that it is applicable to all customer account types. If a customer checks out and does not have a customer account type that matches the selection here, this shipping type will not be shown as an option.

Weight Limits

A common problem with shipping is that some methods/companies can only ship using certain methods if the weight is below a given weight. These options allow you to hide shipping types from customer selection on the checkout if the total basket weight is above or below what's entered here. Entering 0 de-activates a weight threshold.

Goods Totals Limits

As with the weight limits these options allow you to hide a shipping type from being visible to a customer if goods total limits fall outside the thresholds entered. Entering 0 de-activates these thresholds.

Shipping Value Taxable

If you have set shipping to be taxable in your store you can override this for each shipping type by setting this option to NO.

6.9.2 Shipping Rates

On the shipping types list screen there is a green 'Rates' button next to each of the shipping types that you setup. Clicking this brings up the shipping rates page for that shipping type.

The main shipping rates page shows the currently entered shipping rates, organised by zone, for the selected shipping type (the shipping type is shown in the page's grey title bar).

From Qty	To Qty	Pricing (Flat Rate)	Action
Zone: All			
All / Others		£2.000000 \$3.214312 ¥2.936876 \$6.800000	Edit Delete
1	10	£10.000000 \$16.071560 ¥14.684380 \$34.000000	Edit Delete
Zone: Vanatue			
1	1000	£30.500000 \$49.018258 ¥44.787359 \$103.700000	Edit Delete
Total Rates:			3

List of shipping rates for a shipping type

Adding / Editing Shipping Rates

From Qty	<input type="text"/>
To Qty	<input type="text"/>
All/Others	<input checked="" type="radio"/> NO <input type="radio"/> YES (If YES is selected, From and To will be ignored)
Price (Flat Rate)	GBP <input type="text" value="0.000000"/> USD <input type="text" value="0.000000"/> EUR <input type="text" value="0.000000"/> CAN <input type="text" value="0.000000"/>
Zone	<input type="text" value="All"/>
<input type="button" value="Back"/> <input type="button" value="Insert Shipping Rate"/>	

Adding a new shipping rate

Adding and editing shipping rates is done on the same screen. Fields available on this screen are as follows:

From 'x'

Where x is the 'Value To Use' setup for the shipping type. For instance, if the shipping type was using Quantity then this would say 'From Qty'. In here you should enter the lower limit that this rate is applicable to, for instance 1.

To 'x'

Where x is the 'Value to Use' setup for the shipping type. For instance, if the shipping type was using Quantity then this would say 'To Qty'. In here you should enter the upper limit that this rate is applicable to, for instance 10.

All/Others

If selected this rate will ignore the From and To values and will, instead, be used for any values that fall outside any of the other rates. This is a catch-all option.

Price

After the word price you'll see either Flat Rate or Multiplication which tells you how the shipping costs are calculated for this shipping type. For instance, if the shipping type was flat rate, the price you enter here would be the final shipping cost. If the shipping type was multiplication, the price you enter here would be multiplied by the shopping cart's 'Value To Use' (either Quantity, Goods Total or Weight). For instance, if you were using Goods Total as the 'Value To Use' in the shipping type and this rate's From value was 1 and to value was 100 to be charged by a Multiplication, when a customer with a goods value of 56 tried to checkout, the price you enter here would be multiplied by 56 to give the shipping cost.

Zone

This allows you to select the zone that this rate is applicable to. Different zones for the same shipping type can have completely different rates associated with them.

6.10 Couriers

Linked to dispatching in JShop Server you can assign a courier to an order when dispatching. This information can then be carried across in emails to the customer to allow them to quickly and easily track their order.

Name	Action
UPS	Edit Delete
Royal Mail	Set Default Edit Delete
Total Couriers:	2

List of Couriers

The courier page lists all the couriers you have setup in the system along with a button to select one as the default. The default will be the option selected when you go to the dispatching screen. Each courier has an 'Edit' and 'Delete' button. In addition to these buttons there is an 'Add New Courier' button at the bottom of the list to create a new courier.

6.10.1 Adding/Editing Couriers

Adding and editing couriers is performed on the same screen.

Name	Royal Mail
Website URL	http://www.royalmail.co.uk/
Additional Contact Information	Phone: 0800 090 09090
< Back Update Courier	

Editing an existing Courier

Name

This is the name of the courier.

Website URL

This is the website URL for the courier. It is most useful to enter a link that takes the customer directly to the tracking page on the courier's website for ease of use.

Additional Contact Information

If you wish to provide your customer with any additional contact information then you can use this free text box.

6.11 Suppliers General Settings

Within JShop Server the suppliers module allows you to assign suppliers to products, allowing you to email suppliers to dispatch goods, in a drop-shipping arrangement. Supplier emails only contain products particular to that supplier and different email templates can be created for use with different suppliers.

The general settings screen sets up the main settings for the supplier system.

Activate Supplier System	<input type="radio"/> NO <input checked="" type="radio"/> YES
Update Settings	

Supplier General Settings

Activate Supplier System

If you wish to use the supplier system select YES here, otherwise select NO.

6.12 Suppliers Email Templates

This is where you can setup email templates to use for supplier emails. You can setup any number of different templates and templates can be re-used for multiple suppliers.

Name	Action	
Template Style 2	Edit	Delete
Default Template	Edit	Delete
Total Email Templates:	2	

List of Supplier Email Templates

The main screen shows a list of current templates along with Edit and Delete buttons.

Adding / Editing Email Templates

Template Name	<input type="text" value="Default Template"/>
Subject	<input type="text" value="Please Dispatch The Following Items For Us"/>
Content (Text Version)	<pre> Order Number: {order.ordernumber} Date: {order.orderdate} Time: {order.ordertime} Our Account Number: {supplier.accnum} <#if:order.products.extrafields.content:neq:blank#> <#if:order.products.extrafields.type:eq:USERINPUT#> {order.products.extrafields.title}: {order.products.extrafields.contentNative} <#/if#> <#if:order.products.extrafields.type:eq:SELECT#> {order.products.extrafields.title}: {order.products.extrafields.contentNative} <#/if#> </pre>
Content (HTML Version)	<div></div>
From/Reply-To Email Address	<input type="text"/>
<input type="button" value=" < Back"/> <input type="button" value=" Update Template"/>	

Supplier Email Template Editing

Adding or editing an email template uses the same screen with the following options available:

Template Name

This is the name you wish to call this template.

Subject

This is the subject line for the email.

Content (Text Version) / Content (HTML Version)

This is the actual body content for the email itself. If you only want to send a text version, leave the HTML version blank, and visa-versa. You can supply both, in which case the recipient's email software will decide which to use.

From/ Reply-To Email Address

This is the email address that will appear as the from address.

6.13 Supplier Fields

This is where you setup fields for information you wish to store about suppliers in your system. There is a basic set installed with JShop Server and all, apart from sup_company can be deleted. Feel free to add fields for any information you wish to keep about a supplier. In addition any of these fields can be used in the emails to suppliers.

There are 4 field types available, as detailed below:

Type	Description
TEXT	Single line entry field
TEXTAREA	Multiple row entry field
SELECT	A select box of options
CHECKBOX	Single check-box

Each of the fields can be validated and validation messages displayed if they are not filled in.

List Of Supplier Fields

Name	Title	Type	Action
sup_company	Company Name	TEXT	Edit
sup_sdfsadf	asdfafds	TEXT	Edit Delete
Total Fields:			2
Sort / Reorder Fields			

List of Supplier Fields

The list of supplier fields gives you an overall view of the fields for suppliers, their internal and viewable titles along with an 'Edit' button and a 'Delete' button.

At the bottom of this screen there is also an 'Add New Field' button along with a select box for the type of field you would like to add.

6.13.1 Adding/Editing Supplier Fields

Adding and editing supplier fields uses the same screen. However, some of the options are only available for certain types of fields. Options available are as follows:

Type	TEXT	
Name	sup_company	
Title	<input type="text" value="Company Name"/>	
Size	<input type="text" value="40"/>	
Maximum Length	<input type="text" value="250"/>	
Validation	<input checked="" type="radio"/> NO <input type="radio"/> YES	
Validate For	<input type="text" value="Not Blank"/> <input type="button" value="v"/>	<input type="text"/>
Validation Message	<input type="text"/>	
Language: Spanish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
Language: Outlandish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
		<input type="button" value="Back"/> <input type="button" value="Update Field"/>

Editing an existing TEXT type field

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Columns and Rows (only for TEXTAREA type fields)

This is the number of columns and rows that the field should be sized to on the contact form page.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

Visible

Setting this to NO will make a field invisible.

Content (only available for SELECT type fields)

This allows you to enter a list of options for a select box field. You can enter a new option by typing it in the Option: box and either pressing return or clicking the 'Add' button.

If you select an already entered option its contents will appear in the Option: box allowing you to change it. You can then click 'Apply' to save that change.

In addition the three little buttons on the right of the content box allow you to move items up and down the list (changing their display order) or, by clicking the red X, to delete an item completely.

6.14 ABC Supplier Listing

The ABC Supplier Listing shows a complete listing page of all the suppliers in your system, split into pages depending on the number you have setup. It shows the company name of the supplier along with Edit and Delete buttons.

Total selected suppliers: 2, Viewing 1 - 10	
Company Name	Action
chiasmus	Edit Delete
whorl12	Edit Delete
Total Number of Suppliers:	2

ABC Supplier Listing

In addition to this straight-forward listing, a search panel is provided at the bottom of the screen to allow you to search for suppliers.

6.15 Adding/Editing Suppliers

Adding and editing suppliers uses the same screen. Fields available largely depend on what you have setup in Supplier Fields, and you'll see an entry point for each of those on this screen. In addition, however, there are some special supplier fields that also require filling in, and these are explained below.

Company Name	whorl12
asdfafds	
Send Supplier Emails For Orders	<input type="radio"/> NO <input checked="" type="radio"/> YES
Supplier Email Template	Default Template v
Email Address For Orders	gareth@whorl.co.uk
Account Number With Supplier	WHD987989898
< Back Update Supplier	

Editing an existing supplier

Send Supplier Emails For Orders

If you wish to send this supplier order emails then set this to YES.

Email Address For Orders

This is the email address for the supplier where the order emails should be sent.

Account Number With Supplier

This is your account number with the supplier. This can be included on the email template should you need to include your account number on the order emails.

7 Logs

Built into JShop Server is a log system that tracks visitors to your store, much like normal server access logs do. However, there are some important differences:

1. Because the system is built into JShop Server it can track information specific to your store which would be difficult for normal logging systems to do.
2. The logging system uses a database table and hence can produce 'live' results. By this we mean that you do not have to wait for log reports to be generated each day and can see visits to your web site as they happen.

The log system also includes a built in graphing function.

7.1 General Options

This section allows you to setup the main log system configuration options.

Enable Visitor Logging?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Do Reverse DNS Lookup?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Ignore Referrers From Reports	<input type="text" value="jshop.co.uk,whorl.co.uk"/> (separate search strings by a comma)
Ignore IP's From Logs	<input type="text" value="192.0.0.1"/> (hits from these IP addresses will not be logged)
History To Keep When Pruning	<input type="text" value="10"/> days (An automatic job for this must be active in General -> Automated Jobs)
Update Settings	

Logs General Options

Enable Visitor Logging?

If set to YES, JShop Server's visitor logging will be enabled and information about visits to your store will be saved to a database. You should be aware that log information can grow very large so if you are short of space this option should be turned off or you should operate a very strict time scale in which the logs are cleared (see 'Clear Logs'). If this option is set to NO, no log information will be stored.

Do Reverse DNS Lookup?

Reverse DNS Lookup is used to find the details for the 'Top Level Domain' report. However, if you are finding that your store is slow with this option turned on this means that the DNS server your site is using is slow to respond and so, to improve performance, you should set this feature to NO.

Ignore Referrers From Reports

This option is used to filter out any internal referrals from one page to another. For instance if your site's domain is www.yourdomain.com, you should put www.yourdomain.com in this field, otherwise the Referrer report would include your site's internal links, rendering the report useless.

Ignore IPs From Logs

This is useful if you wish to disable logging from set IP addresses, for instance the IP addresses you and your employees use to access the Internet. By doing this your own hits will not appear in the logs.

History To Keep When Pruning

If you have an automated job (or jobs) active for pruning the logs the setting here will dictate the history in days that log information will be kept. Logging can generate a lot of information and it's important to keep on

top of this in order to stop the database growing to an unmanageable size.

7.2 Logs Summary

This screen simply gives you an overview of data in the log database. It tells you the total number of page hits registered, the range of dates the hits cover, the total number of days the logs cover and the average number of hits per day.

Total Hits In Database	5046
Earliest Log Date	04/Jun/2006
Latest Log Date	15/Mar/2007
Total Number Of Days	47
Average Hits Per Day	107

Logs Summary

7.3 Log Reports

The logs system provides a range of different reports and these are detailed below:

Report	Description
Browser Type	Report showing the spread of browsers on your web site. Grouped by browser type.
Operating System	Report showing the spread of operating systems on your web site. Grouped by operating system.
Referring URL	Report showing sites that people have come from to reach your store. Grouped by URL.
Search Engine Summary	Report showing search engines that people have come from to reach your store. Grouped by search engine.
Search Engine / Keywords Combined	Report showing search engines and keywords used on those search engines to reach your store. Grouped by search engine and keywords.
Search Engine Keywords	Report showing the keywords used in search engines to reach your store. Grouped by keywords.
Pages Viewed	Report showing the popularity of different pages on your site. Grouped by page name (without any query strings)
Top Level Domain	Report showing the top level domain name of visitors, e.g. .com, .uk etc. Grouped by top level domain.
IP Address	Reporting showing IP addresses of visitors that have visited your site. Grouped by IP address

Note: The search engine reports are based on those search engines that JShop Server can recognise. The list of recognised search engines can be updated by us so if you have a request for a new search engine to be included please do let us know. This update can be issued quickly.

Each report is grouped by a certain type of record, for instance the operating system report is grouped by operating system which means that all occurrences of an operating system are grouped into one record with a total. The reports then show the results grouped by the total for each of the types of record, in descending

order.

Reports	<input type="checkbox"/>	Browser Type	
	<input type="checkbox"/>	Operating System	
	<input type="checkbox"/>	Referring URL	
	<input type="checkbox"/>	Search Engine Summary	
	<input type="checkbox"/>	Search Engine / Keywords Combined	
	<input type="checkbox"/>	Search Engine Keywords	
	<input type="checkbox"/>	Pages Viewed	
	<input type="checkbox"/>	Top Level Domains	
	<input type="checkbox"/>	IP Address	
	Date From	01	03
Date To	17	03	2007
Group By	Month		
Show Report			

Report Selector

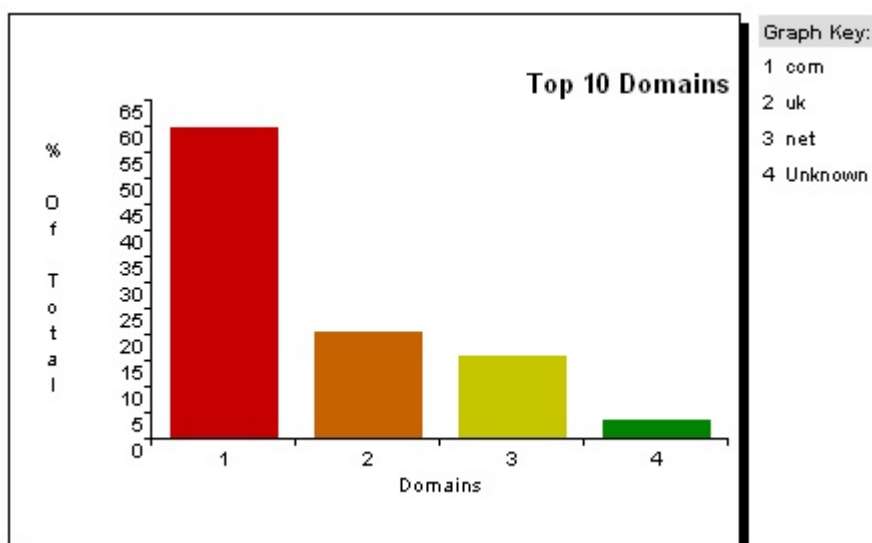
By using the Select Range section of the Logs menu you can restrict the date range you want the reports to cover and in addition select a primary grouping for the reports, to help split the report up even further.

For instance, should you select Month as the grouping, the report will show totals for occurrences by month and not for the total in the database. This becomes more useful when grouping by day of week, for instance, as it allows you to see which day of the week is the most popular for referrals, and from which sites, for example.

In addition to the actual textual report each report has an associated graph with it. Unlike the textual report, the graph doesn't use the primary grouping, e.g. month and just groups by type of record for the whole date range. The graphs are designed to give you an overall feel for popularity of certain records, e.g. browser, rather than for detailed analysis.

The graphs, along with the textual reports, are suitable for printing and the top of the logs reports page contains a 'Print Logs' button on the right, which will bring up a print dialog.

An example of one of the graphs is below.



Log Graph: This one shows popularity of top level domains

7.4 Clear Logs

Clear Log Records Up To And Including	17 ▼	03 ▼	2007 ▼
			Clear Logs Now

[Clear Logs](#)

This screen gives you the ability to delete log information in the database. Log data can grow large so it's advisable to periodically delete the log information from the database using this option. For large sites with a large number of visitors a day, weekly or, if you have sufficient room on your server, monthly, is advisable. Each page viewed in the store adds one record to the logs database.

Alternatively you should consider using an automated job (General -> Automated Jobs) to keep the log data in check.

8 Templates

This section deals with the options that are available on the Templates menu in the JShop Server administration system. For a more detailed discussion of the templates and how they work, you should consult the separate Templates manual available for JShop Server. This covers, in detail, using the templates themselves to change both your store and emails.

The Templates menu consists of four different parts. Firstly there is the 'Email Templates Menu' and the options there cover emails sent out from the system (excluding the newsletters, which are dealt with separately – see the 'Newsletters' section). Secondly there is the 'HTML Templates Menu' and this covers settings for the templates that dictate the look and feel of your store's front-end. Thirdly there is the 'Open Shop' menu and this provides links to opening your store with a number of different template settings (please see tSys section of the Templates manual available for JShop Server). Finally is the 'Template Navigation' section that provides a file list of the templates directory and gives access to on-screen editing of the templates.

8.1 Email Options

This screen allows you to set some overall configuration options for emails that are sent out by JShop Server.

Basic Options	
Default Send To Email Address(es)	<input type="text" value="gareth@whorl.co.uk"/>
Default From Email Address	<input type="text" value="gareth@whorl.co.uk"/>
Send Payment Success/Failure Emails	<input checked="" type="radio"/> NO <input type="radio"/> YES
Email Sending Options	
Email Method	<input type="text" value="PHP mail()"/>
PHP mail() Options	
Add '-f' Option For Return Headers	<input type="radio"/> NO <input checked="" type="radio"/> YES
Update Email Options	

Email Options

Default Send To Email Address(es)

This is for emails that are sent from JShop Server to the merchant and here you can provide a comma separated list of email addresses that you would like these merchant emails sent to. You can enter any number of email addresses here separated by commas. This can be over-ridden by individual email template options.

Default From Email Address

All emails that come from the system will use this email address as the 'From' address. This means that if a customer replies to one of the automatically generated JShop Server emails, they will be replying to this From address. This can be over-ridden by individual email template options.

Send Payment Success/Failure Emails

This allows you to set whether or not you want the system to send out payment success and failure emails to the merchant. With this set to YES, not only will the merchant receive an email when an order is initially placed but, in the case of payment gateways that require the customer to visit the actual payment gateway, the merchant will receive an email confirming that the order has been paid or that the order payment has failed, depending on what happens at the payment gateway. Please see the 'Checkout' and 'Orders' section for more information on this.

Email Method

In JShop Server you can select to either use PHP's built in mail() function or, if you have access to a third party SMTP server (especially useful if you wish to use the newsletter feature in JShop Server) then you can select SMTP Server from this box. Depending what is selected here the following options will be available.

Add '-f' Option For Return Headers (PHP mail() Only)

Some servers require that the mailing '-f' option is used to send the from address. If you are having difficulty sending emails from JShop Server try turning this option on.

Basic Options	
Default Send To Email Address(es)	<input type="text" value="gareth@whorl.co.uk"/>
Default From Email Address	<input type="text" value="gareth@whorl.co.uk"/>
Send Payment Success/Failure Emails	<input checked="" type="radio"/> NO <input type="radio"/> YES
Email Sending Options	
Email Method	<input type="text" value="SMTP Server"/>
SMTP Server Options	
Server Address	<input type="text" value="mail.authsmtp.com"/>
Server Port	<input type="text" value="2525"/>
Requires Authentication?	<input type="radio"/> NO <input checked="" type="radio"/> YES
Server Username	<input type="text" value="gareth@whorl.co.uk"/>
Server Password	<input type="password" value="*****"/>
<input type="button" value="Update Email Options"/>	

SMTP Server Email Options

Server Address

Here you enter the address of the SMTP server you wish to use.

Server Port

Here you enter the port that you wish to connect to the server on. This would normally be 25 although some third party email services (such as <http://www.authsmtp.com>) also provide alternative port access.

Requires Authentication

If you select YES for this option you can then enter the Server Username and Server Password in the boxes below. Many third party SMTP services will require username and password authentication.

8.2 Email Templates

Emails sent from the system use exactly the same template language as the HTML template – the in-built tSys template system – and can have plain text and HTML versions. For more information on using this template language please see the 'tSys – The JShop Server Template Language' section.

Create New Email Template

▼
Add Template

Order Emails				
ID	Email Type	Recipient	Activated	Action
1	Order Confirmation Subject: New Order Placed	info@moopf.com	Y	Edit Delete
2	Payment Confirmed from Payment Gateway Subject: Order {order.ordernumber} PAID	Merchant	Y	Edit Delete
3	Payment Failed from Payment Gateway Subject: Order {order.ordernumber} DECLINED	Merchant	Y	Edit Delete
4	Order Confirmation Subject: {company.companyName} Order Confirmation {order.ordernumber}	Customer	Y	Edit Delete
5	Dispatch Confirmation Subject: {company.companyName} Dispatch Confirmation {order.ordernumber}	Customer	Y	Edit Delete
12	Email Gift Certificate Subject: {giftcertificate.fromname} Has Sent You a {company.companyName} Gift Certificate!	Special	Y	Edit Delete
21	Status Change - Part Dispatched Subject: test pd status change	Customer	N	Edit Delete
25	Status Change - On Hold Subject: Your Order Has Been Placed On Hold	Customer	Y	Edit Delete
Stock Control				
ID	Email Type	Recipient	Activated	Action

[List of Email Templates](#)

This screen provides a descriptive list of all the emails that JShop Server can send out along with edit buttons for each one. By default, these emails already have applicable content in them when you install JShop Server but you can, of course, alter these as much as you like. In addition the system allows you to setup multiple email templates for the same action, for instance you should send order status change emails in different formats to different recipients, one to the customer, one to a central processing email address, another to an email address that goes through to a mobile phone etc.

When you click the 'Edit' button against an email template you will be presented with an editing screen where you can change both the subject and the content of the email. Clicking update on this screen will take you back to the email templates list.

Subject	<input type="text" value="New Order Placed"/>
Content (Text Version)	<pre> <?php echo "hello"; ?> Order Number: {order.ordernumber} Date: {order.orderdate} Time: {order.ordertime} <#loop:order.products#> {order.products.qty} x {order.products.code}, <#if:order.products.extrafields.type:eq:SELECT#> {order.products.extrafields.title}: </pre>
Content (HTML Version)	<div></div>
Recipient Email Address(es)	<input type="text" value="Custom"/> If custom, send to these email addresses: <input type="text" value="info@moopf.com"/>
From/Reply-To Email Address	<input type="text" value="info@whorl.co.uk"/>
Activated	<input type="radio"/> NO <input checked="" type="radio"/> YES
<input type="button" value="Back"/> <input type="button" value="Update Template"/>	

List of Email Templates

Fields available when editing an email template are as follows:

Subject

This is the subject for the email. This can include template attributes etc.

Content

This is the normal text-only version of the email. If you do not wish to send a text-only version of the email (although it is advisable to have a plain text version for those customers who do not have HTML compliant email software) then leave this field blank.

Content HTML

If you wish to have an HTML version of an email you can enter the HTML for the email here. If this is left blank no HTML version of the email will be sent.

Recipient Email Address(es)

A number of options are available here from the drop down:

- **Customer** – The email will be sent to the customer
- **Merchant** – The email will be sent to the default merchant email address (set in Templates -> Email Options)

- **Special** – Available for some email types, e.g. use Special to send an emailed gift certificate to the intended recipient.
- **Custom** – Select this if you'd like to enter a different email address to send the email to in the box below the drop-down.

From/Reply-To Email Address

This allows you to set the from address that will be sent with the email. If left blank the default address from Email Options will be used instead.

Activated

If set to NO, this email will not be sent. This is useful if you want to turn off some of the emails to stop JShop Server from sending them.

8.3 Template Settings

This screen allows you to set some of the global settings for the template system and also for template editing. You should refer to the Templates Manual for a detailed discussion of options for the templates themselves such as the xTFC and xRTU options.

Compile Mode	Run templates uncompiled
Word Wrap When Editing	<input checked="" type="radio"/> NO <input type="radio"/> YES
Allow xTFC Command On Front-End	<input checked="" type="radio"/> NO <input type="radio"/> YES
Allow xRTU Command On Front-End	<input checked="" type="radio"/> NO <input type="radio"/> YES
Convert Line Breaks To on Snippets	<input type="radio"/> NO <input checked="" type="radio"/> YES
Strip HTML Comments When Outputting	<input type="radio"/> NO <input checked="" type="radio"/> YES
Disallow PHP in Templates	<input type="radio"/> NO <input checked="" type="radio"/> YES We recommend that you use this option for security reasons as it will strip any PHP directly embedded into your templates. Only turn this option off if you do not need to use PHP in your templates and never use this option in conjunction with 777 permissions on the template files on a shared server.
Update Settings	

Template Settings

Compile Mode

This dictates how JShop Server handles the templates for your store's front-end. The template system can operate in several different modes. Once developed you would normally run mode 2 – 'Compile if compiled version doesn't exist' as this is quicker and less intensive on the server. Whilst developing option 1 would normally be used – 'Run templates uncompiled'

Word Wrap When Editing

This sets whether you would like the template contents word-wrapped on the template editing screen.

Allow xTFC Command On Front-End

If set to YES, the normal template compile mode can be overridden and forced to use the 'Force compilation each time' mode. You would normally set this to NO if you did not need to use the xTFC option, for security reasons.

Allow xRTU Command On Front-End

If set to YES, the normal template compile mode can be overridden and forced to use the 'Run templates uncompiled' mode. You would normally set this to NO if you did not need to use the xRTU option, for security reasons.

**Convert Line Breaks To
 on Snippets**

Setting this option to YES will change all line breaks in Snippets to
 tags before they are sent to the template system for display. This is useful if Snippets will normally be edited by people who are not comfortable with HTML and just want to enter paragraphs of text. Setting this option to NO will mean that line breaks will not be converted and so you will have to enter
 tags yourself in order to create paragraphs or breaks in text. In both modes Snippets can, of course, contain any other HTML you want to use.

Note: If you have the WYSIWYG editor turned on, this option will have no effect.

Strip HTML Comments When Outputting

With this option turned on, anything contained in normal HTML comments in your templates will be stripped from the resulting page output.

Disallow PHP in Templates

With this option enabled, the tSys template system in JShop Server will strip any PHP blocks from the uncompiled versions of your templates before parsing and processing. We recommend using this option for security reasons, especially on shared servers where 777 permissions create cross-account security risks due to poor server side security. We strongly recommend that if you are on a shared server and have to use 777 permissions on the template directory that you set this option to YES.


8.4 Installed Template Sets

The Installed Template Sets menu option provides you with access to all the template sets you currently have installed for your JShop Server installed. By default a single template set is installed with JShop Server although you can create your own additional sets or find others that have been produced for use with the system. We will be launching a template shop later in 2009 to provide access to further high quality templates ready for use with JShop Server. For more information on developing template sets, or altering the default templates, please see the separate Templates manual for JShop Server.

The main screen provides you with an overview of the template sets installed, including a thumbnail representation of each one, some information and a description for each set and a number of options. The set shown at the top of this list in a darker colour is your currently selected default template set (the set used by your store when somebody visits). If you have more than one set installed, each additional set will show an orange 'Set As Default' button which you can click to change the default templates used for your site. You can also open your site in another template set, without setting it as the default, by clicking the red 'View Site' button.

Template sets designed for version 2.2.0 and above of JShop Server will also show an 'Edit Options' button which will provide access to the designer-defined options available for the templates and for all template sets where CSS files are found a select box and 'Edit CSS File' button will be shown providing access to JShop Server's built-in CSS editor.

JShop Server Default Templates



Location: templates/default


Author: Whorl Ltd.
Home Page: <http://www.jshop.co.uk/>
Version: 2.2

This is the standard, default template set for JShop Server. Options on this template include the selection of different colour style sheets, logo upload and product display options (columns or rows.)!

[Edit Options](#)
[Edit Templates](#)
[View Site](#)

css/blue.css [Edit CSS File](#)

JShop Server Default Templates (Copy)



Location: templates/defaultCopy

Author: Whorl Ltd.
Home Page: <http://www.jshop.co.uk/>
Version: 2.2

This is the standard, default template set for JShop Server. Options on this template include the selection of different colour style sheets, logo upload and product display options (columns or rows.)!


[Edit Options](#)
[Edit Templates](#)
[Set As Default](#)
[View Site](#)

css/blue.css [Edit CSS File](#)

Example of Installed Template Sets screen

8.5 Edit Options

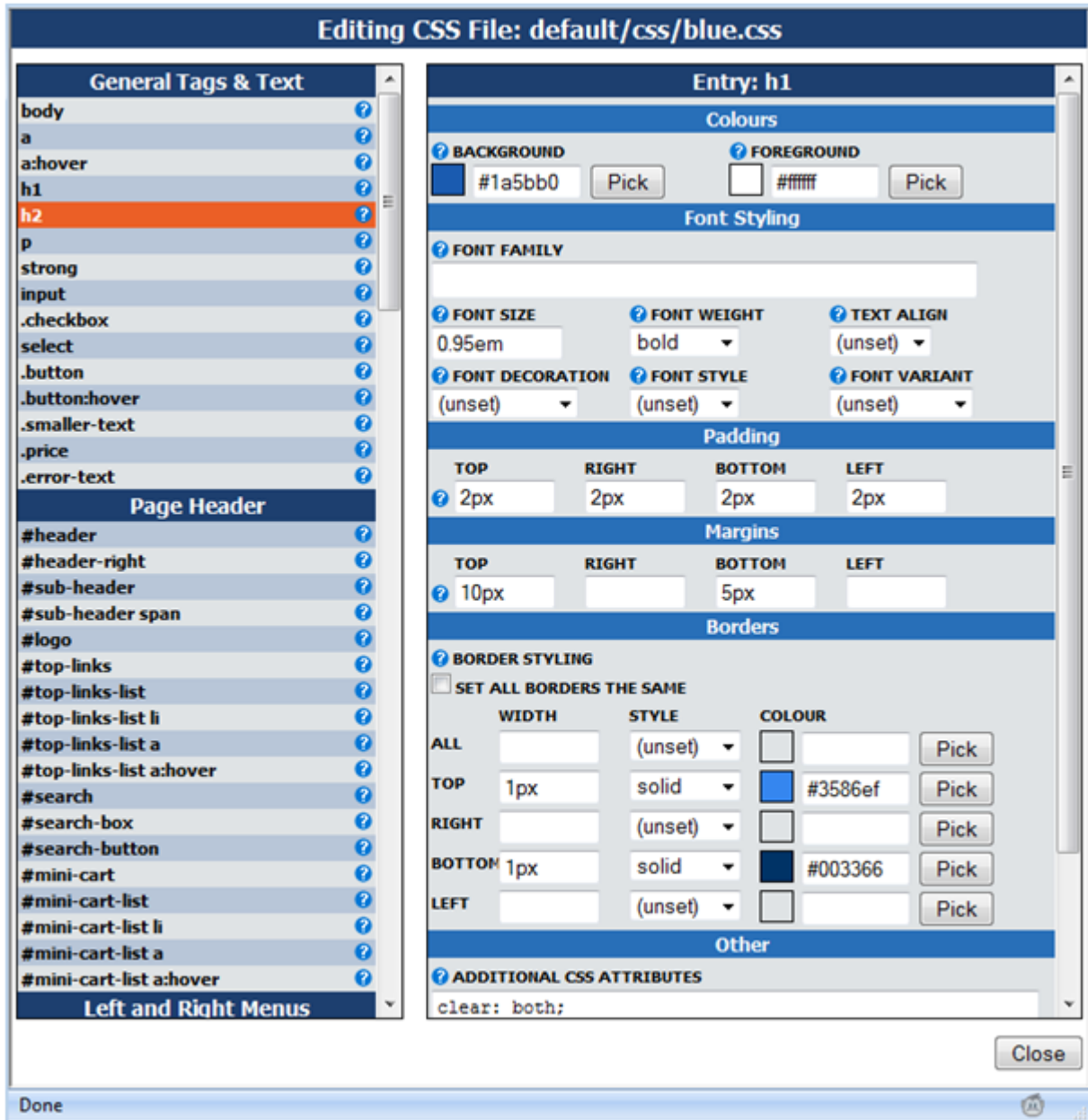
For those template sets designed to work with the new template management system in JShop Server 2.2.0, a blue 'Edit Options' button will be displayed which, when clicked will display options specific to that template set. For instance, here is the options screen for the default JShop Server templates. As you can see this allows you to upload a new logo, select which CSS colour scheme you would like to use and set a number of display options for your store. The options available for each template set are up to the designer who created the template set, so you won't always see the same options.

Available Options	
Your Logo	 <div> Upload: <input type="text"/> Browse... Pick or URL: <input type="text"/> Pick Image... <input type="checkbox"/> Remove Image </div>
Choose Colour Scheme	Blue (css/blue.css) ▼
Site Width	Full width of the browser (css/fullwidth.css) ▼
If Fixed width, enter width in pixels	800
Front Page Product Display	Single column, full width ▼
Section Page Product Display	Two columns, half width each ▼
Search Page Product Display	Two columns, half width each ▼
Update Template Options	

Typical Edit Options Screen

8.6 Edit CSS File

This option provides a powerful yet simple editor for changing colours, fonts and various other display options controlled by the CSS files for the templates. For more information on the technical side of the CSS editor, and how to develop CSS files that support the extra features used by the editor please see the separate Templates manual for JShop Server.



JShop Server Built In CSS Editor

The CSS Editor may look daunting at first but actually it's pretty easy to follow. On the left hand side of the screen you'll see a list of all the CSS selectors within the CSS file you're editing. If you're editing a CSS file designed with JShop Server's CSS editor in mind you'll see headings, helping to split up the various selectors to help guide your way around them. In addition you'll also see blue help buttons and, if you put your mouse over these, you'll get some more explanation about what that selector does. The default templates for version 2.2.0 include help on all the selectors.

If you click on a selector on the left, this will load up the selector's style options in the right hand pane. This part of the screen is split into the following sections:

- **Colours** – The basic colours for the selector, so here you can set background colours and foreground (text) colours.
- **Font Styling** – This is where you can change the font settings for the selector.
- **Padding** – This is where you can change the padding around the selector, so for instance you could change the padding around each link you have on your site.
- **Margins** – Similar to padding, margins provide you with a way of increasing or decreasing spacing around an element that uses the selector.
- **Borders** – Here you can set the different borders you would like elements using the selector to have.
- **Other** – In here are any other CSS attributes for the selector that are not covered by JShop Server's CSS Editor.

What you'll notice when you click on a selector on the left is that not all the sections on the right will display – the editor will only expand those sections that have settings for the chosen selector. However, you can easily expand other sections, if you'd like to add attributes for them to the chosen selector, by clicking on the section's title, eg. click on Colours to expand or collapse the Colours selection.

When you make a change to a selector you'll see a Save Changes button appear next to the Close button at the bottom of the window. Clicking this will update your CSS file whilst keeping the editor open. By doing this you can have the editor open in a window and have your site open in another browser window, allowing you to refresh that to see how the changes you have made work in practise.

8.7 Advanced Template Defaults

Advanced Template Defaults provides you with a way to select additional default template sets that should be selected for different browsers. You could use this to select a different template set for visitors using Internet Explorer 6, for instance, or for those visiting from mobile platforms. The listing page shows a complete listing of all the defaults you currently have setup. It shows the browsers selected, any custom detection strings you have added and the template set that should be selected along with Edit and Delete buttons.

Recognised Browsers	Custom Detection	Template Set	Action
iPod Touch iPhone	Blackberry or Opera mobile	templates/default	Edit Delete
These checks are processed from first to last and stop at the first positive match.			

Advanced Template Defaults Listing

Adding / Editing Defaults

Adding and editing defaults uses the same screen. Here you can select any number of the browsers that JShop Server recognises as standard, enter any custom browser detection strings and select the template set you wish to use as the default.

Browsers		
Recognised Browsers	<input type="checkbox"/> Opera 9.x	<input type="checkbox"/> Opera 8.x
	<input type="checkbox"/> Opera 7.x	<input type="checkbox"/> Opera
	<input type="checkbox"/> Internet Explorer 8	<input type="checkbox"/> Internet Explorer 7
	<input type="checkbox"/> Internet Explorer 6	<input type="checkbox"/> Google Chrome
	<input type="checkbox"/> Firefox 1.x	<input type="checkbox"/> Firefox 2.x
	<input type="checkbox"/> Firefox 3.x	<input type="checkbox"/> Firefox
	<input checked="" type="checkbox"/> iPod Touch	<input checked="" type="checkbox"/> iPhone
	<input type="checkbox"/> Safari 4.x	<input type="checkbox"/> Safari 3.x
	<input type="checkbox"/> Safari 2.x	<input type="checkbox"/> Safari
	<input type="checkbox"/> Internet Explorer 5.5	<input type="checkbox"/> Internet Explorer 5
	<input type="checkbox"/> Internet Explorer 4	<input type="checkbox"/> Internet Explorer
	<input type="checkbox"/> Konqueror	<input type="checkbox"/> Netscape 7.x
	<input type="checkbox"/> Netscape 6.x	<input type="checkbox"/> Netscape 4.x
	<input type="checkbox"/> Netscape	
	Custom Selection Enter words, separated by commas, to detect browser agents not currently picked up by the default browser detection. For each option below all words you enter must be matched for a positive match to be found. These checks are case insensitive.	
	Custom 1	<input type="text" value="Blackberry"/>
	or Custom 2	<input type="text" value="Opera mobile"/>
	or Custom 3	<input type="text"/>
Selection Use Template Set <input type="text" value="templates/default"/>		
<input type="button" value=" < Back"/> <input type="button" value=" Update Default"/>		

Editing a template default record

Recognised Browsers

All the browsers listed in this section are already detected as standard by JShop Server so you simply have to click the checkboxes next to each one to select them.

Custom Selection

As browsers are constantly being released and as it's impossible to code in every single browser available into JShop Server, here you can enter up to three different custom detection strings to pick up additional browsers. For each option all the keywords you enter have to be found in the visiting browser's user agent string in order to make a positive match.

Use Template Set

Here you can select which of your currently installed template sets to use as the default.

8.8 Template Editing

JShop Server include a simple template editor for managing your templates. The Template Navigation (as show below) allows you to navigate through the template directories. You can click on a template name in order to bring up the template editing screen in a pop-up. Templates are shown in black and directories are shown in blue.

Template Editing			
Filename	Size	Date	Action
..		09/06/2006 10:55	
compiled		09/06/2006 10:55	
includes		09/06/2006 10:55	
advsearch.html	1.77kb	14/03/2007 16:42	[Edit] [X]
affiliateaccount.html	2.29kb	14/03/2007 16:43	[Edit] [X]
affiliatebanners.html	1.41kb	16/03/2007 17:08	[Edit] [X]
affiliatedit.html	1.94kb	05/07/2006 16:35	[Edit] [X]
affiliatelogin.html	1.09kb	05/07/2006 21:11	[Edit] [X]
affiliatpayments.html	1.06kb	05/07/2006 15:07	[Edit] [X]
newsletterunsubscribe.html	0.32kb	30/06/2006 12:15	[Edit] [X]
orderfailed.html	0.48kb	14/03/2007 16:36	[Edit] [X]
ordersuccess.html	4.14kb	14/03/2007 16:36	[Edit] [X]
privacy.html	0.30kb	05/11/2006 19:50	[Edit] [X]
product.html	10.79kb	14/03/2007 16:52	[Edit] [X]
productreviews.html	0.78kb	05/11/2006 20:56	[Edit] [X]
receipt.html	6.16kb	16/03/2007 16:59	[Edit] [X]
recentview.html	0.88kb	02/07/2006 14:36	[Edit] [X]

Template Settings

Note: You cannot navigate any higher than the main JShop Server directory for security reasons.

The template editing screen allows you to make changes to templates via. your browser. Changes to the template can be saved by clicking on the 'Save' button or the template can be saved under a different name by entering a name in the text box at the bottom and clicking 'Save As'. This is useful if you want to use different templates for different product and section pages (the template that a product or a section uses can be specified on the product/section information screens – please see the 'Content' section for more information).

Edit Template: z:/Development/web/JSS/system/templates/affiliateaccount.html

```

<#set: path.endText#>{ labels.affiliates.titleAdministration} </set>
<#include: includes/top.html#>
<div id="jssMainContent">
    <#include: includes/breadcrumb.html#>
    <div class="jssPageHeading">{ labels.affiliates.titleAdmin
        <div style="margin-left: auto; margin-right: auto; text-align: center;">
            <h1>{ labels.affiliates.accountDetails} </h1>
            <div style="float: left; width: 200px; text-align: left;">
                <p>
                    { affiliate.aff_Company}
                    <br/>{ affiliate.aff_Conta
                    <br/>{ affiliate.aff_Addre
                    <br/>{ affiliate.aff_Addre
                    <br/>{ affiliate.aff_Town}
                    <br/>{ affiliate.aff_Count
                    <br/>{ affiliate.aff_Count
                    <br/>{ affiliate.aff_Postc
                </p>
            </div>
            <div style="float: right; width: 200px; text-align: right;">

```

.html

Save As

Save

Close

Template Settings

8.9 Remove Compiled

This screen allows you to remove all the currently compiled templates for each of the installed template sets. This is useful if you want to make sure that all the compiled templates are up to date as the first time a template is needed if a compiled version doesn't exist, one will be created.

8.10 Snippets

Snippets are long section of text or HTML that you can include in your templates. This allows you to change, for instance, the welcome text on the front page without having to edit the templates. Snippets, in contrast to Labels, can have both a title and a main content. In the default templates the news section on the left hand menu uses both the title and the content of the Snippet called News. Changing the information for a snippet will update what is shown immediately.

Some snippets are setup by default and are used in the default templates. However, you do not have to use those that are setup by default and you can setup as many other snippets as you would like to use.

Snippets are fully multi-language as well and if you have alternative languages setup for your store the adding and editing screens allow you to enter alternative language versions of both the title and the content of the snippet.

List Of Snippets

Name	Title	Action
AdvancedSearch		Edit Delete
AffiliateSignup		Edit Delete
AffiliateSignupThanks	Your Application Has Been Recieved	Edit Delete
ContactForm		Edit Delete
ContactFormSent	Thank You For Contacting Us!	Edit Delete
GiftCertificates		Edit Delete
help	Help	Edit Delete
NewPasswordSent		Edit Delete
News	Welcome to the demo!	Edit Delete
NewsletterSubscribe	Thank You For Subscribing	Edit Delete
NewsletterUnsubscribe	You Have Unsubscribed.	Edit Delete
privacy	Privacy	Edit Delete
SearchResults		Edit Delete
send2friend	Send Page To A Friend	Edit Delete
send2friendSent	Send To Friend	Edit Delete
StockProblem		Edit Delete
terms	Terms And Conditions	Edit Delete
test	test	Edit Delete
Welcome		Edit Delete
Total Snippets:		19

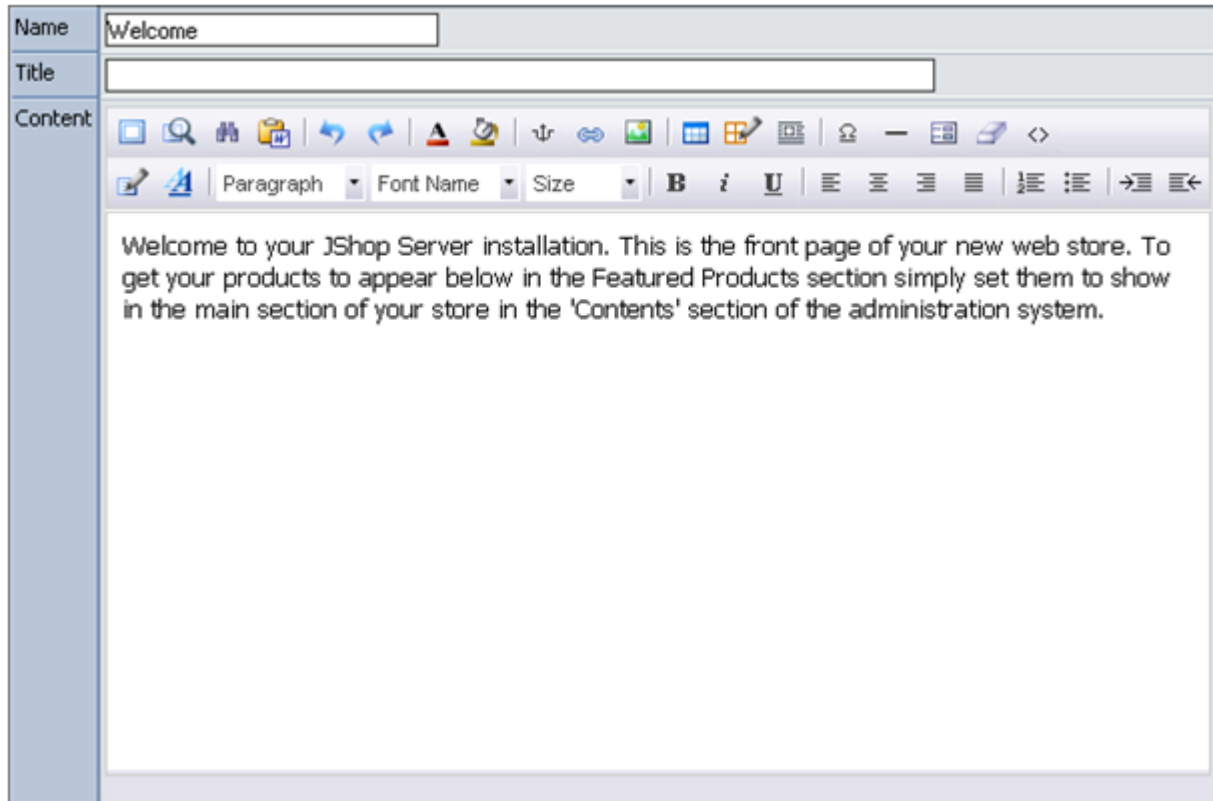
List of Snippets

The list of snippets gives you an overview of all the snippets you currently have setup in JShop Server along

with 'Edit' and 'Delete' buttons for each one. In addition the 'Add New Snippet' button at the bottom of the list allows you to add a new snippet.

8.10.1 Adding/Editing Snippets

Adding and editing snippets uses the same screen and the options available are as follows:



Editing A Snippet

Name

This is the internal name for the snippet and only letters and numbers are allowed. This is the name you use to pick the snippet out on a template. For instance, if you had a snippet called News, you can use {snippet=News.title} to show the snippet's title and {snippet=News.content} to show the snippet's content.

Title

This is the title field for the snippet. This is optional and if you just want to make use of a snippet's content that is perfectly acceptable. You would normally only fill this in if you intend to use the title on your templates.

Content

This is a long text field that can contain as much information as you like, including any amount of HTML.

8.11 Labels

In contrast to snippets, labels are smaller pieces of text (up to 250 characters) that are used throughout the default templates anywhere that text that does not come from the database is shown on the page. Labels are used to make multi-language versions of your site much easier – each label can have alternative language versions (if you are using multi-language). This enables you to use one set of templates that can display in any of your languages.

In addition labels are also useful if you want to change some of the display text as you do not have to edit the templates – as soon as you update a label the change will appear on the front-end of your store.

Of course, using labels isn't compulsory and many might find that they do not want to use them if they aren't using multi-languages. In this case, you can simply replace the label in the templates with whatever text you want to show. The default templates do use labels throughout but this is easy to change when editing the templates.

List Of Labels

Type	Number	Action	
account	3	Add	Edit
affiliates	56	Add	Edit
breadcrumb	1	Add	Edit
cart	35	Add	Edit
user	1	Add	Edit
usersonline	2	Add	Edit
words	2	Add	Edit
Total Labels:	347		

List Of Labels (shortened for display purposes)

The list of labels gives you an overview of all the labels currently setup in JShop Server. The first column gives the type of the label and this helps to split them up into logical groups for editing. This type is also used when using the label in a template. For instance in type 'account' there is a label called 'accountHomeLink'. This can be included on a template by using {labels.account.accountHomeLink}.

In addition the 'Add Label With New Type' allows you to add a new label type to the list.

Adding / Editing Labels

Adding and editing labels use slightly different screens. Adding a label provides you with a single label entry section along with an editable label name, as shown below.

Label Name	<input type="text" value="myLabel"/>		
Label Text	English:	<input type="text" value="Label"/>	
	Spanish:	<input type="text" value="Label (spanish)"/>	
	Outlandish:	<input type="text"/>	
		<input type="button" value=" < Back"/> <input type="button" value=" Insert Label"/>	

Adding a New Label

As you can see in the above image, alternatives are being entered for the different languages the shop is setup for.

When editing labels, a whole list of the labels within the type selected are shown on the screen allowing quick and easy editing of the whole type. In addition there is a check box at the end of each label's row that, if checked, will delete the label when you click the 'Update Labels' button. A typical edit screen is shown over the page:

Label Name	Label Text	Delete
copyrightText	English: This site and all contents are	<input type="checkbox"/>
	Spanish:	
	Outlandish:	
email	English: Email:	<input type="checkbox"/>
	Spanish:	
	Outlandish:	
telephone	English: Telephone:	<input type="checkbox"/>
	Spanish:	
	Outlandish:	
years	English: 2003-2006	<input type="checkbox"/>
	Spanish:	
	Outlandish:	

Editing All The Labels In 'copyright'

8.12 Open Shop

The links here allow you to open the shop in a number of different template modes. If your shop is already live and you want to force some templates to recompile you can use the 'With Force Compile On'. This will allow you to navigate the store and each page you view will be recompiled. All other users on the site will still be using the currently compiled version (presuming you are operating the templates compiled) until you view that page in this mode. Once you have forced the template to recompile all other users on the site will then use the newly compiled version.

Using 'With Uncompiled On' means that the store will open and use the normal templates rather than the compiled versions. This is useful if you're making some changes to the templates but don't want normal users to see them yet, as they will still be using the compiled versions.

Note: 'With Force Compile On' uses the xTFC option so if this is not enabled in Template Settings then this link will simply open the shop in the normal template mode. The same is true for 'With Uncompiled On' as well.

9 Import/Export

Getting information into and out of a new system is always important and this section provides both import and export routines to help you in this.

What Files Can Be Imported?

The import routines in JShop Server accept any normal CSV file with Windows line breaks. If you are preparing a CSV file from a Mac, you will need to ensure that Windows line breaks are used, otherwise this may cause unexpected results when importing.

9.1 Saving Import/Export Layouts

Each of the import / export screens has a small section at the top which provides the ability to load and save previously make import or export layouts. On any particular import or export screen previously saved layouts applicable to the current import or export section will be shown in a drop-down box and you can select one of these and click the 'Load' button to load it. Selecting one of the saved layouts and clicking 'Delete' will allow you to delete it.

Layout Management

Once loaded a further button will appear marked 'Save', enabling you to save an updated layout to the same name. Alternatively, you can use the 'Save As' button to save a new layout or save a loaded layout with a new name (the original will still exist as well).

Inclusion Of The 'Save' Button

These routines make it easy to retrieve a layout that you use often, for instance you can save a layout for exporting orders and each time you export orders you can re-load this layout to make sure that the CSV file that is created is outputted in the same way.

9.2 The Main Fields Boxes

For both importing and exporting fields can be selected in left hand box and clicking on the arrow will transfer them to the right hand box. On the far right of the two boxes the up and down arrows will move fields up and down the field order and the red X will remove them altogether from the right hand box.

Main Fields Boxes: This one is for updating image locations.

9.3 Additional Import/Export Information

Each of the import / export screens also has the same section near the bottom of the page – Additional Import (or Export) Information. These fields describe the actual format of the CSV file to be imported or exported and are as follows:

Additional Import / Export Information

First row contains column headings

For imports this means that the first row contains column headings and this first line will be ignored. For exports this means that the first line in the export will contain all the column heading you have included in the correct order.

Field Delimiter (Seperator)

This describes how each field in a record is separated. The choices are Tab, Comma, SemiColon or Pipe.

Text Qualified by Quote Marks

If YES is selected, for imports all starting and ending quote marks on a text field will be stripped before being put into the database. For exports, all text fields will be surrounded by quote marks.

9.4 Importing

When on an import screen the left hand select box shows a list of all the possible fields that JShop Server will recognise for the import and the right hand screen should contain a list of all the fields in your import CSV file in the correct order. If there are extra fields in your CSV file you can use the special SKIP_FIELD field from the left hand box to tell JShop Server to skip the field, as it's not needed.

Location Of Import File

File To Import	
Upload From Computer	<input type="text"/> <input type="button" value="Browse..."/>
or Load From Server	<input type="text" value="Z:/Development/web/JSS/system/admin/"/>
<input type="button" value="Import Now"/>	

Selecting File To Import

JShop Server provides you with two options of supplying the file to import:

Upload From Computer

Clicking the 'Browse' button will open a file dialog window and allow you to choose the file you wish to import from your local machine. Please note that large files may not work correctly using this method due to configuration settings in PHP limiting the size of uploaded files.

Load From Server

Here you can enter a path and file name to an import file located on your server. This is the best option for larger imports.

9.4.1 Update Product Images

This is an import screen and provides the ability to import a list of product IDs and / or product codes along with corresponding image locations. You should have already uploaded the images to your server and make sure that the references that you import here are relative to the main JShop Server directory. Without either a product ID or product code field being included in the import CSV, products will not be updated as there will be no way of cross-referencing import records to the appropriate product.

9.4.2 Update Stock Levels

This is an import screen and provides the ability to import a list of product IDs and / or product codes along with corresponding stock levels. Without either a product ID or product code field being included in the import CSV, products will not be updated as there will be no way of cross-referencing import records to the appropriate product.

Note: This will only update the basic stock level settings for products and not any combination stock levels that you have setup. Also, updating stock levels should not be done whilst orders are being processed on the system as importing new stock levels will set the stock level absolutely and this may lead to discrepancies afterwards.

9.4.3 Update Main Prices

This is an import screen and provides the ability to import a list of product IDs and / or product codes along with corresponding main prices. Without either a product ID or product code field being included in the import CSV, products will not be updated as there will be no way of cross-referencing import records to the appropriate product.

Note: Only those currencies that are not calculated by exchange rates can have their prices updated by this import. Currencies calculated by exchange rates will not appear in the left hand box.

9.4.4 Update Existing Products

This is an import screen and provides the ability to import a list of product IDs and / or other product information to update existing product information in your store. Without either a product ID or product code field being included in the import CSV, products will not be updated as there will be no way of cross-referencing import records to the appropriate product.

For product extra fields that are select boxes, check boxes or radio buttons you can enter a list of options, separated by commas, to load up these field options.

If you wish to import directly into certain sections you can use either the sectionIDs field or the sectionNames field to set the sections that the product appear in. sectionIDs should contain a list of internal section IDs, separated by commas, and sectionNames should contain a list of section titles, again separated by commas.

9.4.5 New Products

This provides the ability to import new products into the JShop Server product database. We only recommend using the product ID field if you are using the 'Replace Insert' Insert Method (see below.)

For product extra fields that are select boxes, check boxes or radio buttons you can enter a list of options, separated by commas, to load up these field options.

If you wish to import directly into certain sections you can use either the sectionIDs field or the sectionNames field to set the sections that the product appear in. sectionIDs should contain a list of internal section IDs, separated by commas, and sectionNames should contain a list of section titles, again separated by commas.

An extra box is available with this import entitled 'Insert Method'. There are three possible options:

- **Straight Insert:** JShop Server will attempt to import the products directly, without affecting any existing products. If you are importing a product ID and that product ID already exists in the database, JShop Server will not add the record to the database.
- **Replace Insert:** JShop Server will import the records, updating any products that already exist with the new information and creating new records for those that don't exist. The decision to update or replace is made by checking to see if the product ID already exists. Be warned, if a product ID does already exist the record will first be deleted before the new data with the same product ID is inserted – this could cause data loss.
- **Drop All Products Then Insert:** As the name suggests this will drop every product in the database then insert the products from the CSV file. Use this option with caution!

9.4.6 Update Qty Discounts

This import screen provides you with the ability to import different quantity discounts for already existing products in the system. Your import file should use either the productID field or the product code (code) field to link to ensure that the information is linked correctly to the product record.

For the accTypeID field you will also need to use the correct account Type ID, which is a number. You can use 0 for 'All Accounts'.

NOTE: Importing quantity discounts for a product will cause already existing quantity discounts for that product to be removed before the import. Only products that exist in the import file will be affected, other products will remain unchanged.

9.4.7 Update Base Pricing Combinations

This import screen provides you with the ability to import different base pricing combinations for already existing products in the system. Your import file should use either the productID field or the product code (code) field to link to ensure that the information is linked correctly to the product record.

For the accTypeID field you will also need to use the correct account Type ID, which is a number. You can use 0 for 'All Accounts'.

For your option fields you should enter the text version of the option and only a single option can be entered for each field on each row of the import. They must match exactly or the record will not be imported.

NOTE: Importing base pricing combinations for a product will cause already existing base pricing combinations for that product to be removed before the import. Only products that exist in the import file will be affected, other products will remain unchanged.

9.4.8 Update Attribute Combinations

This import screen provides you with the ability to import different attribute combinations for already existing products in the system. Your import file should use either the productID fields or the product code (code) field to link to ensure that the information is linked correctly to the product record.

For your option fields you should enter the text version of the option and only a single option can be entered for each field on each row of the import. They must match exactly or the record will not be imported. The type field describes what the attribute is and the following are permitted values:

W = Weight
 C = Product Code
 S = Stock Level
 q = Minimum Quantity
 Q = Maximum Quantity
 E = Exclude
 U = Supplier Code

For Stock Levels (S) you can also set the Exclude flag to Y or N according to whether you want the option excluded from purchase if it goes out of stock.

NOTE: Importing attribute combinations for a product will cause already existing attribute combinations for that product to be removed before the import. Only products that exist in the import file will be affected, other products will remain unchanged.

9.4.9 Mailing List

This is an import screen and provides the ability to import a list of email addresses to the JShop Server newsletter distribution list.

9.4.10 Customers

This is an import screen and provides the ability to import customers into your database. Important fields are as follows:

- **Password** – this should be the plain text password. It will be encrypted by the system on import.
- **Account Type ID** – this is the internal accTypeID for the customer. The default account type is 1.
- **Email** – Ideally you should ensure that all records have an email address against them, otherwise the account cannot be used by the customer on the site.

9.4.11 Sections

This provides a way of importing sections into your store. Important fields are as follows:

- **parentID** – this is the internal (Jshop Server) ID number for the section that this section should have as a parent in the section structure.

9.4.12 Associated

This import provides a quick way for you to assign associated products in your store. The file you import is a set format, although within that you can use either productIDs or product codes to do the linking and field separators can be specified. It also provides a way for you to specify bi-directional associations and the positioning of each associated product against their relative products. More information is available on the import screen itself.

9.5 Exporting

When on an export screen the left hand select box shows a list of all the possible fields that JShop Server will export and the right hand screen shows those fields you have selected to export and the order in which they will be exported.

Saving The Exported File

Output Method	
Select Output Method	Download File In Browser
Server File Name (Save To Server only)	Z:/Development/web/JSS/system/admin/
Export Now	

Selecting How To Export The Data

JShop Server provides you with three different options when exporting.

Download File In Browser

This will cause a file download box to pop-up and allow you to save the file to your local computer. Please note that some browsers do not support this method and you will not be able to use this to export information.

Output To Screen (Save With 'View Source')

This will output the export to the screen and you can then save it to your local machine by using the View Source option in your web browser.

Save To Server

This lets you save the export directly to your web server in the location specified by the 'Server File Name' field. It is important that you enter a valid path and file name and that the directly you are exporting to has the correct permissions to allow PHP to create a file. In addition please note that it is advisable to export to a password protected directory to disallow people getting access to the files via. the web. For extra security choose a path that is outside of the web root.

Exporting Orders

When exporting orders there is an additional section of the export screen that allows you to choose a data range for the export along with a selection to only export orders with a certain order status.

Order Selection						
From Date:	01	03	2007	To Date:	17	03
Order Status:				Any Status		

Extra Selection Criteria For Order Exports

9.5.1 Available Exports

Export Mailing List

Export screen that provides access to all the records on your mailing list. Currently only two fields are available. RecipientID is an internal JShop Server identifier for the record.

Export Orders

Export screen that provides access to all the orders from your store. This screen also provides you with a Date Range selector allowing you to limit the range of orders that will appear in the exported file.

Note: Including any of the order line fields, e.g. lineID, product code, product name etc. will cause the export file to include a line for each of the order lines. These lines will all contain the same basic order header information.

Export Products

Export screen that provides access to all the products in your store.

Note: Only those currencies that are not calculated by exchange rates can be exported.

Export Customers

Export screen that provides access to all the customers from your store.

Export Stock Levels

Export screen that provides access to just the product stock level fields. This is useful for creating an export that can then be updated in a spreadsheet on your PC and imported again using the 'Update Stock Levels' import option.

Export Affiliates

Export screen that provides access to all the affiliates in your store.

Export Sections

Export screen that provides access to all the sections currently setup in your store.

9.6 Quickbooks Menu

JShop Server provides an order export in Quickbooks IIF format for importing into the Quickbooks accounting software. Currently this export supports the United Kingdom, United States and Australian versions of Quickbooks and it's important that you select the correct version on the Quickbooks Settings screen for the export to work correctly.

In addition import errors into Quickbooks can be caused by choosing incorrect account settings on the

Quickbooks Settings screen so you should be careful when setting up your exports and importing into Quickbooks, testing with a dummy company if possible to make sure it's working correctly for you.

9.6.1 Quickbooks Settings

These options cover a few global settings for your store and should be used with caution.

Basic Settings	
International Version	United Kingdom ▼
Order Prefix (leave blank for no prefix)	UKK
Transaction Settings	
Transaction Class	Website:Retail
Tax Class (US Only)	Internet:Tax
Product Settings	
Declare Products As Inventory Items	<input type="radio"/> NO <input checked="" type="radio"/> YES
Asset Account	Inventory Asset
Cost Of Goods Account	Cost of Goods Sold
Income Accounts	
Product Income Account	Sales:Product
Shipping Income Account	Sales:Shipping
Gift Certificate Income Account	Sales:Gift Certificate
Discount Account	Sales:Discount
Update Settings	

The Quickbooks Settings Screen

International Version

It is important that you select the correct international version of Quickbooks that you're using here as the export formats are different depending on the version you use.

Order Prefix

If you would like to prefix all the order numbers from JShop Server with a certain string to help identify them once in Quickbooks, enter that string here. If you leave it blank no prefix will be added.

Transaction Class

This is the INC account that you want to use for the transaction

Tax Class (US Only)

This is only used for the US version of Quickbooks and specifies the INC account for the tax component of orders

Declare Products As Inventory Items

If set to YES, the export will add extra lines to define the products on an order as inventory within Quickbooks.

Asset Account

This is the asset account to use for inventory items (if you are declaring products as inventory items).

Cost Of Goods Account

This is the cost of goods (COG) account to use for inventory items (if you are declaring products as inventory items).

Product Income Account

This is the the income (INC) account to assign products on orders to.

Shipping Income Account

This is the the income (INC) account to assign shipping lines on orders to.

Gift Certificate Income Account

This is the the income (INC) account to assign gift certificate orders to.

Discount Account

This is the the income (INC) account to assign discount totals to.

9.6.2 Quickbooks Export

This is the screen where you create the order export file for importing into Quickbooks.

The screenshot shows a web form titled 'Select By Date' with a radio button selected. It includes fields for 'From Date' (01/03/2007) and 'To Date' (21/03/2007). Below this is a 'Select By Order Numbers' section with radio buttons and empty input fields for 'Order Number From' and 'Order Number To'. A 'Plus Order Status Filter' section has a dropdown for 'Order Status' set to 'Any Status'. The 'Output Method' section has a dropdown for 'Select Output Method' set to 'Download File In Browser' and a text field for 'Server File Name' (Z:/Development/web/JSS/system/admin/) with a red note '(Save To Server only)'. An 'Export Now' button is at the bottom right.

The Quickbooks Export Screen

Selecting Which Orders To Export

You can select orders either by date range, or by order number range. Which ever you select, ensure that you have the correct radio button selected, by clicking on the relevant title, e.g. "Select By Order Numbers".

In addition to the date range and order number range you can also specify only to export orders of a given order status within the range specified. Use the 'Order Status' drop-down to select a specific order status or choose 'Any Status' to output all orders within the range.

Saving The Exported File

This close-up shows the 'Output Method' section of the form. It includes a dropdown for 'Select Output Method' set to 'Download File In Browser' and a text field for 'Server File Name' (Z:/Development/web/JSS/system/admin/) with a red note '(Save To Server only)'. An 'Export Now' button is at the bottom right.

Selecting How To Export The Data

JShop Server provides you with three different options when exporting.

Download File In Browser

This will cause a file download box to pop-up and allow you to save the file to your local computer. Please note that some browsers do not support this method and you will not be able to use this to export information.

Output To Screen (Save With 'View Source')

This will output the export to the screen and you can then save it to your local machine by using the View Source option in your web browser.

Save To Server

This lets you save the export directly to your web server in the location specified by the 'Server File Name' field. It is important that you enter a valid path and file name and that the directly you are exporting to has the correct permissions to allow PHP to create a file. In addition please note that it is advisable to export to a password protected directory to disallow people getting access to the files via. the web. For extra security choose a path that is outside of the web root.

10 Newsletter

The Newsletter sub-system in JShop Server provides both a means of capturing email addresses in your store via the Join Newsletter section (if used) and also when people order via a checkbox on the billing details. Customers with accounts can also change their newsletter setting on the customer account details screen. If you are using the Affiliates system within JShop Server you can also send newsletters to affiliates using the Newsletter system.

You are not forced to use the included Newsletter system if you do not want to. By using the Import/Export section of JShop Server the full mailing list that is used for the Newsletter can be exported for use outside of the system.

In addition to the actual Newsletter, this section of the administration system also provides a 'Latest News' feature for your store where you can create news items for display in your store.

Note: By default the newsletter options are 'opt-in' for the customer. Although this could be changed in the templates, for instance when ordering or editing customer account details, to force inclusion in the newsletter we strongly advise against this as there a number of laws that protect consumers from being automatically included on mailing lists.

10.1 Newsletter Options

This screen allows you to set some general options for newsletters that you send out using JShop Server.

Reply/From Email Address For Newsletters	<input type="text" value="'gareth@whorl.co.uk' <me@there.com>"/>
Newsletter Test Recipient	<input type="text" value="info@sldata.com"/>
Ban Sign-Ups From These Domains	<input type="text"/> (Seperate multiple domains with commas)
Active Double-Opt In Signup	<input type="radio"/> NO <input checked="" type="radio"/> YES
Email Addresses To List Per Page	<input type="text" value="30"/>
Convert Line Breaks To on News Items	<input checked="" type="radio"/> NO <input type="radio"/> YES
Sending: Emails Per Batch	<input type="text" value="5"/>
Sending: Automatically Process Next Batch	<input checked="" type="radio"/> NO <input type="radio"/> YES
Update Newsletter Options	

Newsletter Options

Reply/From Email Address For Newsletters

This option sets the email address that the recipient will see on the newsletter. If they reply to the newsletter this will also be the address their reply arrives to.

Newsletter Test Recipient

This is the recipient email address that you would like to use when clicking the 'Test' button on the List of Newsletter. The email address specified here will receive the test mailing of the newsletter.

Ban Sign-Ups From These Domains

You can enter a comma separated list of domain here that you do not want to allow sign-ups from. Often spam-bots use fake addresses at your own domain name when filling in forms, so you should enter your own domain name here, e.g. 'whorl.co.uk,jshop.co.uk'

Activate Double-Opt In Signup

When activated new signups to the newsletter will be sent an email with an activation link in it to double confirm that they signed up to the newsletter. Without clicking this link their account will not become active in the system and they will not receive the newsletter.

Email Addresses To List Per Page

This option sets the number of newsletter email records to show per page on the 'Subscribed Emails' page.

Convert Line Breaks To
 on News Items

This gives you the option of having JShop Server automatically convert line breaks to
 tags when displaying news items on your site. If you set this to NO you will have to enter your own line breaks.

Note: If you have the WYSIWYG editor turned on, this option will have no effect.

Sending: Emails Per Batch

JShop Server sends the newsletter out in batches, refreshing the sending page after each batch to keep you up to date on progress. This setting dictates how many emails are sent in each batch. A typical setting would be around 50 – 100. However, if you experience time outs you should lower this setting to take into account the speed of your mail server.

Sending: Automatically Process Next Batch

When set to YES, no user input is required between sending each batch, the page reloads and the next batch is sent automatically. If set to NO, the sending screen will require you to click on a link in order to send the next batch. For most, a setting of YES would normally be used here.

10.2 List of Newsletters

This screen provides a list of all the newsletters you have setup using JShop Server. Newsletters are not automatically deleted once sent, so they can be sent again should you wish.

Date	Subject	Recipient List	Status	Action
13/Jan/2005		Full Mailing List	NOT SENT	Edit Send Test Delete
04/Nov/2003	NOV TEST 4	Affiliate Group High Profile	SENT	Edit Reset Test Delete
04/Nov/2003	NOVEMBER TEST 3	Account Type High Volume	SENT	Edit Reset Test Delete
04/Nov/2003	november newsletter test 2	Full Mailing List	SEND INCOMPLETE	Edit Resume Test Delete
04/Aug/2003	sending to the whole group!	Full Mailing List	SEND INCOMPLETE	Edit Resume Test Delete
01/Apr/2003	Test newsletter	Full Mailing List	SENT	Edit Reset Test Delete
Total Newsletters:				6

[List of Newsletters](#)

Against each newsletter shown you will see the date the newsletter was created, the intended recipient list and the current send status. The status will be one of the following:

Status	Description
NOT SENT	This shows that the newsletter has not currently been sent out from the system.
SENT	This shows that the newsletter has been sent out from the system.
BEING SENT	This shows that the newsletter is currently being sent out by JShop Server. Please see below for more information on this.

SEND INCOMPLETE	The send process was started but has not yet been finished.
-----------------	---

Along with each newsletter listed there is are 'Edit', 'Delete' and 'Test' buttons. The 'Test' button will send a copy of the newsletter, via email, to the test recipient email address as specified in the 'Newsletter Options' screen.

In addition, depending on the status of the newsletter a fourth button may be seen. If the newsletter has not been sent this button will say 'Send' and, once clicked, will start the send process. If the newsletter has been sent this button will say 'Reset' and will be reset the status of the newsletter to NOT SENT allowing it to be sent again.

Once you click the 'Send' button you will be asked to confirm that you wish to send the newsletter. Clicking OK will load a pop-up window with the send page and the first batch will be processed. You will need to keep this window open for the duration of the sending process. After each batch the screen will update and, depending on your newsletter options, will either automatically proceed to process the next batch or wait for user input before sending the next batch.

By re-loading the List Of Newsletters page you can keep track of the current status of the newsletter. If the system is still sending the newsletter out to recipients it will appear as BEING SENT. If the system has finished sending the newsletter it will appear as SENT.

10.3 Adding/Editing Newsletters

The adding and editing screens use the same page and below are details of the fields available:

Recipient List	Full Mailing List
Subject	Test newsletter
Content (Text Version)	<p>Hi,</p> <p>This is a test newsletter - hope you like it!</p> <p>To remove yourself click here: {removelink}</p>
Content (HTML Version)	<div> </div> <div> <p><BODY>
</p> <p>You can add a remove link into either the Text or HTML versions of the newsletter by including {removelink}. This will output a tailored URL for each newsletter recipient to be able to automatically unsubscribe.</p> <p>Note: Unsubscribe link is not available for newsletters sent to affiliates</p> </div>
<div> < Back Update Newsletter </div>	

Editing a newsletter

Recipient List

This select box allows you to select who should receive the newsletter. If you are using the affiliate system in JShop Server you will also be able to select affiliates here to send them a separate newsletter.

In addition to being able to send to the full mailing list for customers, you can select to send to only those with certain customer account types. Note: A cross-reference is done between the main subscribed newsletter email list and the customer account database – only those customers who appear on the newsletter email list will be emailed, others will not.

With affiliates again you can send a newsletter to all affiliates or select only certain affiliate groups to send newsletters tailored to them.

Subject

This is the subject of the email message that will appear in the recipients email inbox.

Content Text

This is the plain text version of the newsletter that will be sent to the recipient. If you do not wish to have a plain-text version of your newsletter then you should leave this field blank.

Content HTML

This is the HTML version of the newsletter that will be sent to the recipient. If you do not wish to have a HTML version of your newsletter then you should leave this field blank.

It is always good practice to include a remove link in emails you send and JShop Server provides a way of doing this. By including {removelink} in your newsletter, this will be replaced with a remove link particular to the individual recipient that, when clicked, will automatically remove them from the newsletter mailing list.

10.4 Subscribed Emails

This screen provides a listing of all the email addresses currently subscribed to your main customer newsletter. In addition you can search by using the 'Search Mailing List' section on the left hand menu of the main screen which will provide the same Subscribed Emails list limited to the search you have entered.

Total selected customers: 35, Viewing 31 - 60 < PREV [TOP]	
Email	Action
summat@whorl.co.uk	Edit Delete
test@whorl.co.uk	Edit Delete
testorder@whorl.co.uk	Edit Delete
testsss@jshop.co.uk	Edit Delete
yttttest@whorl.co.uk	Edit Delete
Total Number of Email Addresses:	5

List Of Subscribed Email Addresses

10.5 Un-Activated Emails

Similar to the Subscribed Emails list, this list shows any email addresses that have been added but have not yet been verified. This list will only contain items if you have activated the Double Opt-In option in Newsletter - > Newsletter Options screen.

10.6 Bulk Remove Emails

Should you wish to bulk remove email addresses from your mailing list you can do so with this option. You simply need to provide a text file with a single email address per line. The file you wish to use can be supplied using the 'Browse' button on this screen. Once selected click 'Remove Emails' to process the list.

10.7 Latest News

Title	Date	Posted By	Action
new news	26/Aug/2005	administrator	Edit Delete
test new news	27/Oct/2003	administrator	Edit Delete
New Photographers Now Included	16/Apr/2003		Edit Delete
New Range Of Products!	16/Apr/2003		Edit Delete
Total News:			4
			Sort / Reorder News

List Of News Items

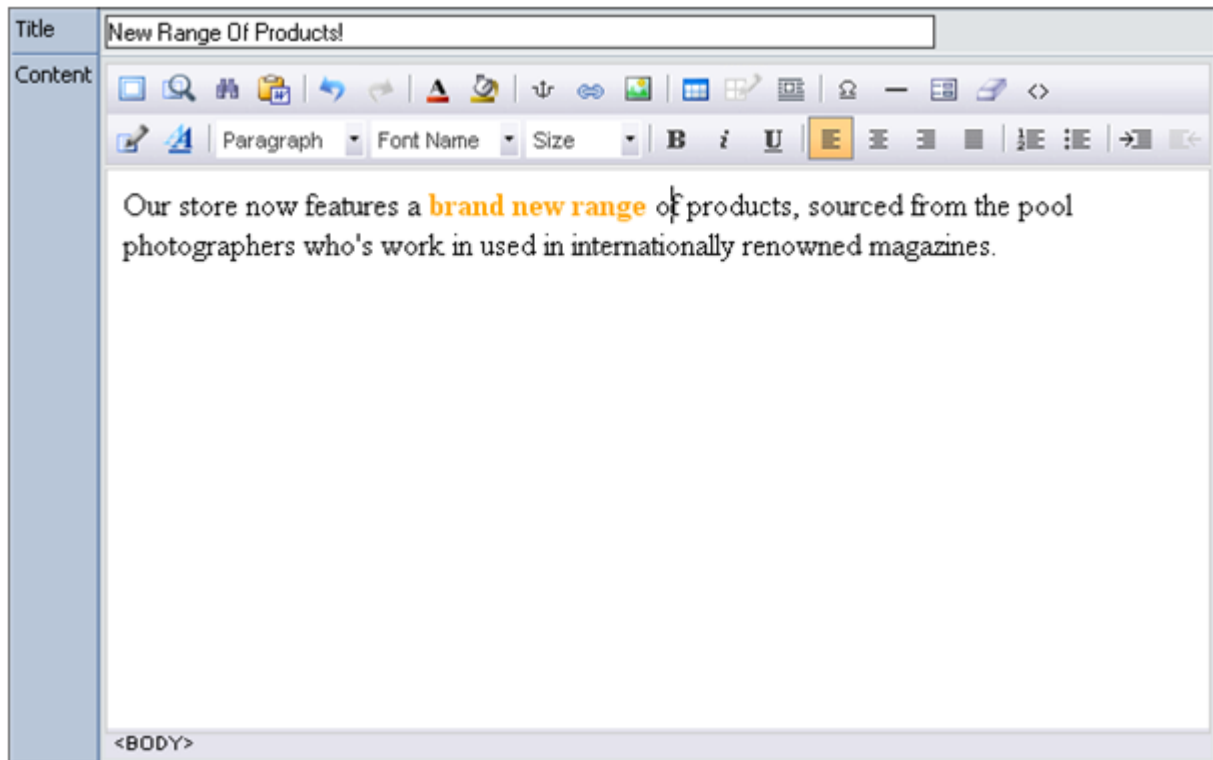
Along with each news item listed there is an 'Edit' button and a 'Delete' button. In addition there is a 'Sort /

Reorder News' button that allows you to change the display order of news items. By default news items are displayed in date order.

Note: Please see section 20 of the documentation for more information on how to display news items in your store.

10.8 Adding/Editing News Items

The adding and editing screens use the same page and below are details of the fields available:



Editing a news item

Title

This is the title of the news items

Content

This is the full detail for the news items. This field can contain as much information as you require and can include HTML. Note that line breaks are automatically converted into
 tags when displayed in your store.

Reset Date Of This News Item To Now

This option is only available when editing a news item and if checked the news item's date and time will be re-set to the current date and time when it is saved.

In addition, you will also see extra language versions of the available fields if you have multiple languages setup in your store.

11 Customers

JShop Server includes a comprehensive customer account and management system. In JShop Server it is possible for customers to open accounts, setup an address book of delivery addresses, manage and send a wish list and many other features. In addition the administration system in JShop Server provides the ability to setup multiple customer account types and to allocate customers to these account types. Rather than just a way of categorising customers, you can give automatic discounts, give other special discounts, change the payment options available or even show sections and products only to certain customer types.

This section allows you to manage your customers, account types and customer reviews.

11.1 General Settings

This screen gives you access to some overall configuration options for customers in JShop Server.

Allow Customer Accounts	<input type="radio"/> NO <input checked="" type="radio"/> YES
Automatically Login On Account Creation	<input type="radio"/> NO <input checked="" type="radio"/> YES
Take Customer to Account on Login	<input type="radio"/> NO <input checked="" type="radio"/> YES
Allow Seperate Delivery Address	<input type="radio"/> NO <input checked="" type="radio"/> YES
Make County/DeliveryCounty Field A Select Box	<input type="radio"/> NO <input checked="" type="radio"/> YES
New Accounts Default Account Type	General <input type="button" value="v"/>
Minimum Password Length	4 <input type="text"/> characters
<input type="button" value="Update Settings"/>	

General Settings

Allow Customer Accounts

If set to YES, customers will be allowed to open accounts, otherwise customer accounts will not be available in your store.

Automatically Login On Account Creation

If set to YES, when a customer opens an account they will automatically be logged in. This means that, for instance, during checkout, they will immediately go to the next stage of ordering without having to enter their login details again.

Take Customer To Account At Login

If set to YES, the customer will automatically be forwarded to their account home page when they login, otherwise they will either be taken back to the previous page or, in some circumstances where this is not possible, taken back to the front page of the store.

Allow Separate Delivery Address

If this option is set to NO, the ordering system will not allow the entry of a separate delivery address and customers will only be allowed to purchase giving their billing address.

Make County / DeliveryCounty Field A Select Box

This option changes the county/state fields that JShop Server uses. If set to YES these fields will become select boxes, rather than text entry field. The purpose of this is if you need to provide a set list of counties / states for the purposes of tax and / or shipping. If you set this as YES, you can set options for these select boxes by editing the county field in 'Customer Fields' or the deliveryCounty field in 'Delivery Address Fields'.

Note: The select options in county and deliveryCounty fields will be linked to avoid inconsistency between the two.

New Accounts Default Account Type

This allows you to set the account type given to all newly opened accounts.

Minimum Password Length

This allows you to set the minimum number of characters a customer may use for their password.

11.2 Account Types

This is where you can create account types for your customers. When a customer field signs up from your store they are automatically entered into the 'General' customer account type. You can then choose to move them into another customer account type as the need arises.

List Of Account Types

This screen shows you the currently available account types you have setup in JShop Server.

Name	Description	Discount %	Action
General	General Customer Account. All customers are initially placed in this type.	0%	Edit
High Volume	Those customers that order from us often. Gives special discounts.	0%	Edit Delete
Wholesale	Put all wholesale customers into this account type	0%	Edit Delete
Total Number of Account Types:			3

The List Of Account Types

The General account type, although it can have its name changed, cannot be deleted as this is the default account in JShop Server.

Along with each of the account types is an 'Edit' button to edit the account type details and a 'Delete' button to remove the account type.

Adding / Editing Account Types

Adding and editing account types uses the same screen. The following fields are available for account types:

Name	<input type="text" value="General"/>
Description	<input type="text" value="General Customer Account. All customers are initially placed in this"/>
Show Prices Including Tax	<input type="radio"/> NO <input checked="" type="radio"/> YES
Discount %	<input type="text" value="0"/>
Allow Seperate Delivery Address	<input type="radio"/> NO <input checked="" type="radio"/> YES
<input type="button" value=" < Back"/> <input type="button" value="Update Account Type"/>	

Editing an existing account type

Name

This is the internal name for the account type.

Description

A description, never shown on the front-end, to help you remember what the account type is for.

Show Prices Including Tax

The default product price field that is sent to the templates can either include or exclude tax, based on this setting. For instance for general customers you would probably opt to include tax in the price shown on the product pages and in the cart. However, if you have wholesale customers, for instance, then it may be preferable to show the prices excluding tax. In both instances tax will be shown as a separate line at checkout.

Discount %

This is a very powerful feature that enables you to give an automatic discount off product prices to members of a customer account type. This discount isn't shown as an extra line in the cart or at checkout – the prices the customer sees throughout the store will be the price excluding this discount. This is useful if you have wholesale customers, for instance, that receive a standard percentage discount off normal product prices.

Allow Separate Delivery Address

If you are allowing deperate Delivery Addresses in Customers -> General Settings you can still disable this ability per account type by using this option. If you wish customers with an account type to be able to select a separate delivery address select YES here, otherwise select NO.

11.3 Account Assign Rules

Account assign rules within JShop Server allow you to automatically set or adjust a customer's given account type depending on the information they enter whilst either creating their account or editing their account.

However, in addition to setting their customer account type you can also set their tax exempt status. This would allow you, for instance, to setup an extra customer field and use a regular expression to validate any VAT number or your own customer account reference numbers.

The main list gives an overview of the rules you have setup, indicating what account type they're setting the customer to and whether they're setting the tax exempt flag against their customer account type.

Name	Assign Account Type	Set Tax Exempt	Action
My Test 2	Set Default / No Change	Y	Edit Delete
Test	Wholesale	Y	Edit Delete
Total Number of Account Assign Rules:			2
Sort / Reorder Rules Order			

List of Account Assign Rules

In addition the 'Sort / Reorder Rules Order' allows you to change the order in which the rules are applied. So, you should put the least restrictive rules first, and the most restrictive rules last. The last matched rule will dictate how the customer is treated.

Adding / Editing Account Assign Rules

Adding and editing account assign rules use the same screen.

Name	My Test 2		
Assign Account Type	Set Default / No Change		
Assign Tax Exempt	<input type="radio"/> NO <input checked="" type="radio"/> YES		
Only If Country Equals	<div> <div>Turkey</div> <div>Turkmenistan</div> <div>Turks And Caicos Islands</div> <div>Tuvalu</div> <div>Uganda</div> <div>Ukraine</div> <div>United Arab Emirates</div> <div>United Kingdom</div> <div>United States</div> <div>United States Minor Outlyir</div> </div>		
If Field Match:	e_Retailer	Equals:	TEST
AND If Field Match:	surname	Equals:	Lancaster
AND If Field Match:	None	Not Blank	
AND If Field Match:	None	Not Blank	
AND If Field Match:	None	Not Blank	

Editing an Existing Account Assign Rule

Name

This is an internal name only that helps you identify different rules in the administration system.

Assign Account Type

Here you can select what account type a customer should be given that matches this rule. You can select 'Set Default / No Change' if you don't wish to change their customer account type.

Assign Tax Exempt

If set to YES then the customer will not have tax charged. This could be used, for instance, if you're selling across Europe as customers with valid VAT numbers from a different European country usually don't have to pay the tax at the time of purchase, and account for it locally.

Only if Country Equals

Here you can select one or more countries that this rule should apply to. You can multi-select using the SHIFT and CTRL keys as you would in any other application. In addition you can select 'No Country Check' if you don't wish to restrict this rule to a given country or countries.

If Field Match & AND If Field Match

This is where you can pick up on what the customer has entered into different customer fields to help qualify the rule. Each line has three boxes. The first is the field you would like to check, the second is the type of comparison you would like to do on the first and the third is the actual comparison value. The comparison type drop-down contains several selections:

- **Not Blank** – Just checks that the field is not blank.
- **Equals** – Checks whether the field equals the value entered (this comparison is not case sensitive)
- **Custom Regex** – Allows you to enter a custom regular expression to match more complex scenarios.

The rules are "ANDed" together which means that the customer's entries have to match all the rules entered here in order to satisfy the criteria.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

11.4 Customer Fields

JShop Server has a standard set of customer fields that you cannot delete (some of them, however, can be made invisible to the customer). In addition to the standard customer fields you can also setup additional customer fields. These customer fields do not necessarily have to be editable by the customer – in fact there are a number of options that give you control over who fills them in (the customer, or you), whether they have to be completed when ordering (for instance, if somebody orders from your site with no account) and whether they are to be included in the order details available in the Order Management system.

There are 4 field types available, as detailed below:

Type	Description
TEXT	Single line entry field
TEXTAREA	Multiple row entry field
SELECT	A select box of options
CHECKBOX	Single check-box

Each of the fields can be validated and validation messages displayed if they are not filled in.

Note: The county field can be changed to a select box if you need to operate tax and / or shipping against a set list of options. This is done in the General Settings page of the Customer section of the administration system.

List Of Customer Fields

Name	Title	Type	Action
company	Company Name	TEXT	Edit
title	Title	SELECT	Edit
forename	Forename	TEXT	Edit
surname	Surname	TEXT	Edit
address1	Address Line 1	TEXT	Edit
address2	Address Line 2	TEXT	Edit
town	Town / City	TEXT	Edit
county	County / State	SELECT	Edit
country	Country	SELECT	Edit
postcode	Postcode / Zip	TEXT	Edit
telephone	Telephone Number	TEXT	Edit
fax	Fax Number	TEXT	Edit
e_Retailer	Retailer	CHECKBOX	Edit Delete
e_testfield	Test Field	TEXT	Edit Delete
Total Fields:			14
Sort / Reorder Fields			

List of Customer Fields

The list of customer fields gives you an overall view of the fields for customers, their internal and viewable

titles along with an 'Edit' button and, if the field isn't one of the standard JShop Server customer fields, a 'Delete' button.

At the bottom of this screen there is also an 'Add New Field' button along with a select box for the type of field you would like to add.

11.4.1 Adding/Editing Customer Fields

Adding and editing customer fields uses the same screen. However, some of the options are only available for certain types of fields. Options available are as follows:

Type	TEXT	
Name	company	
Title	<input type="text" value="Company Name"/>	
Size	<input type="text" value="40"/>	
Maximum Length	<input type="text" value="250"/>	
Validation	<input type="radio"/> NO <input checked="" type="radio"/> YES	
Validate For	<input type="text" value="Not Blank"/> <input type="button" value="v"/>	<input type="text"/>
Validation Message	<input type="text" value="wrong!"/>	
Visible	<input type="radio"/> NO <input checked="" type="radio"/> YES	
Language: Spanish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
Language: Outlandish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
		<input type="button" value="Back"/> <input type="button" value="Update Field"/>

Editing an existing TEXT type field

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Columns and Rows (only for TEXTAREA type fields)

This is the number of columns and rows that the field should be sized to on the contact form page.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular

need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

Include When Ordering

Selecting YES for this option will save any contents of this field with any order the customer places. This isn't a link to the customer record, the order will contain the data that the user (or internally, see below) had in this field at the time of ordering. In addition selecting this option will show this field on the checkout billing page for those customers who do not have accounts.

Internal Only

Selecting YES for this option will mean that the field is not shown to the customer and they can not fill it in. Instead this is only saved internally. Selecting both this and 'Include When Ordering' would be useful for making sure that internal accounts references for the customer are saved with the order and thus available for export using the 'Import/Export' section of JShop Server.

Visible

Setting this to NO will make a field invisible.

Content (only available for SELECT type fields)

This allows you to enter a list of options for a select box field. You can enter a new option by typing it in the Option: box and either pressing return or clicking the 'Add' button.

The screenshot shows a web interface for managing content for select fields. On the left, a blue sidebar is labeled 'Content'. The main area contains a list of options: 'Mr', 'Mrs', 'Dr', 'Miss', and 'Miss'. To the right of the list are three circular buttons: an up arrow, a down arrow, and a red 'X'. Below the list is a text input field labeled 'Option:' followed by an 'Add' button and an 'Apply' button.

Content Section Available For SELECT Type Fields

If you select an already entered option its contents will appear in the Option: box allowing you to change it. You can then click 'Apply' to save that change.

In addition the three little buttons on the right of the content box allow you to move items up and down the list (changing their display order) or, by clicking the red X, to delete an item completely.

11.5 Delivery Address Fields

JShop Server has a standard set of delivery fields that you cannot delete (some of them, however, can be made invisible to the customer). In addition to the standard delivery address fields you can also setup additional delivery address fields. For any extra delivery address fields you can specify if they should be included when ordering, meaning that they will be saved with the order and the customer will also be asked to fill them in if adding a new delivery address when ordering.

There are 4 field types available, as detailed below:

Type	Description
TEXT	Single line entry field
TEXTAREA	Multiple row entry field
SELECT	A select box of options
CHECKBOX	Single check-box

Each of the fields can be validated and validation messages displayed if they are not filled in.

Note: The deliveryCounty field can be changed to a select box if you need to operate tax and / or shipping against a set list of options. This is done in the General Settings page of the Customer section of the administration system.

List Of Delivery Address Fields

Name	Title	Type	Action
deliveryCompany	Company Name	TEXT	Edit
deliveryName	Delivery name	TEXT	Edit
deliveryAddress1	Address Line 1	TEXT	Edit
deliveryAddress2	Address Line 2	TEXT	Edit
deliveryTown	Town / City	TEXT	Edit
deliveryCounty	County / State	SELECT	Edit
deliveryCountry	Country	SELECT	Edit
deliveryPostcode	Postcode / Zip	TEXT	Edit
deliveryTelephone	Telephone	TEXT	Edit
e_mobile	mobile	TEXT	Edit Delete
Total Fields:			10
Sort / Reorder Fields			

List of Delivery Address Fields

The list of delivery address fields gives you an overall view of the fields for customers, their internal and viewable titles along with an 'Edit' button and, if the field isn't one of the standard JShop Server customer fields, a 'Delete' button.

At the bottom of this screen there is also an 'Add New Field' button along with a select box for the type of field you would like to add.

11.5.1 Adding/Editing Delivery Address Fields

Adding and editing delivery address fields uses the same screen. However, some of the options are only available for certain types of fields. Options available are as follows:

Type	TEXT	
Name	company	
Title	<input type="text" value="Company Name"/>	
Size	<input type="text" value="40"/>	
Maximum Length	<input type="text" value="250"/>	
Validation	<input type="radio"/> NO <input checked="" type="radio"/> YES	
Validate For	<input type="text" value="Not Blank"/>	<input type="text"/>
Validation Message	<input type="text" value="wrong!"/>	
Visible	<input type="radio"/> NO <input checked="" type="radio"/> YES	
Language: Spanish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
Language: Outlandish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
		<input type="button" value="Back"/> <input type="button" value="Update Field"/>

Editing a Delivery Address field

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Columns and Rows (only for TEXTAREA type fields)

This is the number of columns and rows that the field should be sized to on the contact form page.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

Include When Ordering

Selecting YES for this option will save any contents of this field with any order the customer places. This isn't a link to the customer record, the order will contain the data that the user (or internally, see below) had in this field at the time of ordering. In addition selecting this option will show this field on the delivery checkout page for those customers who do not have accounts.

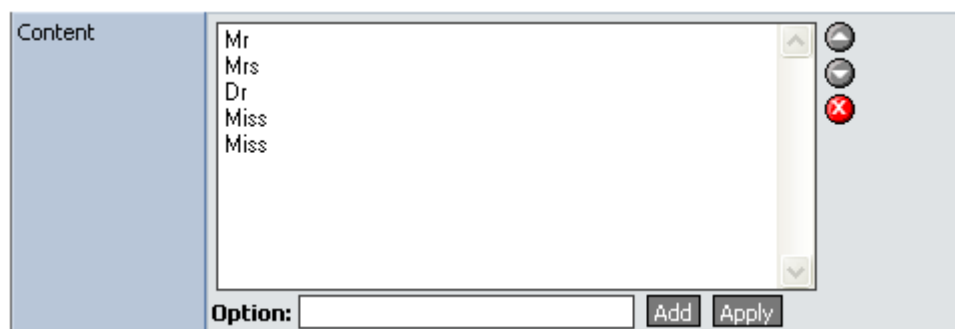
Visible

Setting this to NO will make a field invisible.

Content (only available for SELECT type fields)

This allows you to enter a list of options for a select box field. You can enter a new option by typing it in the Option: box and either pressing return or clicking the 'Add' button.

If you select an already entered option its contents will appear in the Option: box allowing you to change it. You can then click 'Apply' to save that change.



The screenshot shows a user interface for managing content for a SELECT type field. On the left, a blue vertical bar is labeled 'Content'. To its right is a large white text area containing a list of options: 'Mr', 'Mrs', 'Dr', 'Miss', and 'Miss'. To the right of this list are three small circular buttons: an up arrow, a down arrow, and a red 'X'. Below the text area is a label 'Option:' followed by a text input box. To the right of the input box are two buttons: 'Add' and 'Apply'.

Content Section Available For SELECT Type Fields

In addition the three little buttons on the right of the content box allow you to move items up and down the list (changing their display order) or, by clicking the red X, to delete an item completely.

11.6 Adding/Editing a Customer

Adding and editing a customer uses the same screen. You can add a new customer by clicking the 'Add New Customer' menu option and edit a customer from the customer listing / search pages.

Email Address	<input type="text" value="gareth@whorl.co.uk"/>
Password	<input type="text"/>
Company Name	<input type="text" value="90890"/>
Title	<input type="text" value="Mr"/> ▼
Forename	<input type="text" value="Gareth"/>
Surname	<input type="text" value="Lancaster"/>
Address Line 1	<input type="text" value="PO Box 16"/>
Address Line 2	<input type="text"/>
Town / City	<input type="text" value="High Peak"/>
County / State	<input type="text"/> ▼
Country	<input type="text" value="United Kingdom"/> ▼
Postcode / Zip	<input type="text" value="SK22 2EX"/>
Telephone Number	<input type="text" value="01663 749726"/>
Fax Number	<input type="text"/>
Test Field	<input type="text" value="k"/>
<input checked="" type="checkbox"/> Retailer	
Account Type	<input type="text" value="High Volume"/> ▼
Tax Exempt	<input checked="" type="radio"/> NO <input type="radio"/> YES
<input type="button" value=" < Back"/> <input type="button" value=" Update Customer"/>	

Editing an existing customer

The fields shown on this screen are those from the 'Customer Fields' setting page plus the following:

Email Address

The email address of the customer. The system will not allow you to setup a customer with the same email address as a customer that already exists in the store.

Password

Only enter a password here if you want to set/change a password for the customer. Left blank, any existing password will be left unchanged.

Account Type

This select box allows you to select which customer account type this customer belongs to. Please see the 'Account Types' heading (discussed previously in this section) for more information on account types.

Tax Exempt

This allows you to set whether the customer should be exempt from tax. This is useful if you're dealing with other companies and tax rules allow zero tax. For instance, in the EU sales between VAT registered companies should not be taxed. By default this is set to NO.

11.7 ABC Customer Listing

This shows a list of customers in surname, forename order along with 'Edit' and 'Delete' buttons.

11.8 Date Customer Listing

This shows a list of customer in descending date of sign-up, with the newest first. It also shows 'Edit' and 'Delete' buttons.

Total selected customers: 514, Viewing 1 - 10 NEXT >				
Name	Email	Date Opened	Account Type	Action
a, a Mr	gareth20070310@whorl.co.uk	10/Mar/2007	General	Edit Delete
a, a Mr	gaz1@whorl.co.uk	10/Feb/2006	General	Edit Delete
a, a Mr	gaz2@whorl.co.uk	10/Feb/2006	General	Edit Delete
a, a Mr	gaz3@whorl.co.uk	10/Feb/2006	General	Edit Delete
a, a Mr	gaz4@whorl.co.uk	10/Feb/2006	General	Edit Delete
a, a Mr	gaz5@whorl.co.uk	10/Feb/2006	General	Edit Delete
a, a Mr	gaz6@whorl.co.uk	10/Feb/2006	General	Edit Delete
a, a Mr	gaz7@whorl.co.uk	10/Feb/2006	General	Edit Delete
a, a Mr	gareth44@jshop.co.uk	08/Feb/2006	General	Edit Delete
a, a Mr	gareth45@jshop.co.uk	08/Feb/2006	General	Edit Delete
Total Number of Customers:				10

A typical list of customers

11.9 Unmoderated Reviews

If you are operating the review functionality of JShop Server along with the setting that allows reviews to be moderated (please see the 'General' section for more details on customer reviews), this will display a list of currently unmoderated reviews (those reviews with the visible flag set to NO).

Total selected reviews: 5, Viewing 1 - 10				
Author	Date	Product	Rating	Action
a a	31/Oct/2003	LAKE6 : Lake Ride	5	Edit Delete
a a	31/Oct/2003	NEB4 : Start Birthing Clouds	5	Edit Delete
Gareth Lancaster	02/Apr/2003	MOUNT6 : Cloud Filled Valley	5	Edit Delete
Gareth Lancaster	02/Apr/2003	DEEP1 : Angel Fish	5	Edit Delete
Joe Bloggs	31/Mar/2003	LAKE1 : Lake Reflections	5	Edit Delete
Total Number of Reviews:				5

Unmoderated Review List

From this list you can see the author, the date the review was made, the product it relates to and the rating given. In addition there are 'Edit' and 'Delete' buttons available for each of the reviews.

Once either deleted or edited and the visible flag set to YES the review will disappear from this list.

Editing Reviews

The edit review screen shows the author of the review, the product code and name and the rating the customer gave. In addition to this, the following fields are editable:

Title

The title of the review that the customer entered.

Review

The actual review itself that the customer entered.

Author	Gareth Lancaster
Product	MOUNT6 : Cloud Filled Valley
Rating	5
Title	<input type="text" value="Great product!"/>
Review	<div>This is an absolutely fantastic product! Well done on providing it :)</div>
Visible	<input checked="" type="radio"/> NO <input type="radio"/> YES
<div>< Back Update Review</div>	

Editing a review

11.10 Reviews by Product

This shows all reviews, irrespective of the visible flag, sorted alphabetically by product code and product name. As with the Unmoderated Reviews list there are 'Edit' and 'Delete' buttons for each of the customer reviews.

12 Checkout

The Checkout section of the administration system gives you access to configuration options and settings for the way the checkout procedures of your store should operate. This section includes any extra order fields, your payment options and gift certificate settings.

12.1 Checkout Settings

This screen lets you set some of the global checkout options for your store.

Allow One Step Checkout	<input type="radio"/> NO <input checked="" type="radio"/> YES NOTE: Customers without JavaScript enabled will use the multi-step checkout
Show Summary Before Order Submit (One Step Checkout)	<input type="radio"/> NO <input checked="" type="radio"/> YES
Force Customer Account Creation	<input checked="" type="radio"/> NO <input type="radio"/> YES
Minimum Order Value (Base Currency)	<input type="text" value="10"/>
Skip Payment Option Step If Only One Payment Type Available	<input type="radio"/> NO <input checked="" type="radio"/> YES Note: If you are taking credit card details directly, this step will not be skipped even if you only have one payment option. Only applicable to multi-step checkout.
<input type="button" value="Update Settings"/>	

Checkout Settings

Allow One Step Checkout

Select YES if you would like to use the one step checkout facility that was added in version 2.3.0. Only customers with Javascript enabled will be able to use the one step checkout, other customers will be taken through the normal multi-step checkout.

Show Summary Before Order Submit (One Step Checkout)

Select YES if you would like the customer to view the normal order summary screen before actually submitting the order to you with the one step checkout.

Force Customer Account Creation

With this option set to YES, visitors to your store will not be able to checkout unless they already have an account or unless they open an account. The option to checkout without an account will be removed.

Minimum Order Value (Base Currency)

A setting above 0 activates this option. This allows you to set a minimum goods total value (excluding tax) that the customer must have in their basket before they are allowed to check out.

Skip Payment Option Step If Only One Payment Type Available

If you are only taking credit cards on your store through a payment gateway that the customer is transferred to, or via. other options excluding gift certificates and offer codes you can select YES here to skip the payment option step at checkout, taking the customer directly onto the order summary screen before they submit their order.

12.2 Extra Order Fields

When you first install JShop Server an extra order field has already been created for you. This is the 'I agree to the terms and conditions' check box on the final ordering page. We have included this as an example of the extra order fields and because it is a field that most people need. Any other extra order fields you setup will also be shown on this final ordering page and any data entered saved with the order, unless you opt for them to be 'Internal Only' in which case you can edit these through the order administration system for any other

information you need to store against an order.

There are 4 field types available, as detailed below:

Type	Description
TEXT	Single line entry field
TEXTAREA	Multiple row entry field
SELECT	A select box of options
CHECKBOX	Single check-box

Each of the fields can be validated and validation messages displayed if they are not filled in.

List Of Extra Order Fields

The list of extra order fields gives you an overall view of the fields for the final ordering page along with an 'Edit' button and a 'Delete' button.

Name	Title	Type	Action	
terms	I agree to the Terms and Conditions.	CHECKBOX	Edit	Delete
e_asdas	LeaveWith Neighbour If Out	CHECKBOX	Edit	Delete
e_xzc234234	My Code	TEXT	Edit	Delete
e_asdfas	Nothing Option	TEXT	Edit	Delete
Total Fields:			4	
Sort / Reorder Fields				

Extra Order Fields List

At the bottom of this screen there is also an 'Add New Field' button along with a select box for the type of field you would like to add.

12.2.1 Adding/Editing Extra Order Fields

Adding and editing extra order fields uses the same screen. However, some of the options are only available for certain types of fields. Options available are as follows:

Type	CHECKBOX
Name	terms
Title	I agree to the Terms and Conditions.
Validation	<input type="radio"/> NO <input checked="" type="radio"/> YES
Validate For	Not Blank <input type="button" value="v"/>
Validation Message	Please indicate that you agree to the terms and condition
Internal Only	<input checked="" type="radio"/> NO <input type="radio"/> YES
Visible	<input type="radio"/> NO <input checked="" type="radio"/> YES
Language: Spanish	
Title	
Validation Message	
Language: Outlandish	
Title	
Validation Message	
<input type="button" value="Back"/> <input type="button" value="Update Field"/>	

Editing an Extra Order Field

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Columns and Rows (only for TEXTAREA type fields)

This is the number of columns and rows that the field should be sized to on the contact form page.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

Internal Only

Selecting YES for this option will mean that the field is not presented to the customer to fill in. Instead it will be saved with an order empty and this can then be filled in by editing the order in the order management section of JShop Server. This is useful if you need extra fields against an order to store other, internal information.

Visible

Setting this to NO will make a field invisible.

Content (only available for SELECT type fields)

This allows you to enter a list of options for a select box field. You can enter a new option by typing it in the Option: box and either pressing return or clicking the 'Add' button.

If you select an already entered option its contents will appear in the Option: box allowing you to change it. You can then click 'Apply' to save that change.

In addition the three little buttons on the right of the content box allow you to move items up and down the list (changing their display order) or, by clicking the red X, to delete an item completely.

12.3 Payment Options

This is where you can setup the various payment options you wish to give customers when they checkout. In addition to being able to provide Credit Card, PayPal and NoChex payments (should you want to), you can also setup an unlimited number of other 'offline' payment methods that the customer can choose on the payment details page when checking out.

List Of Payment Options

This screen presents a list of the currently setup payment options. It includes details on whether the payment option is enabled and which customer types it is available for. Next to each payment option is an 'Edit' button and on all but the Credit Card, PayPal and NoChex options, a 'Delete' button will be available in order to remove the payment option completely.

Name	Type	Enabled	Account Types	Status	Action
Credit / Debit Card	BARCLAYSEPDQ Settings	Y	All	Paid	Edit
Cheque		Y	All	New	Edit Delete
PayPal	PAYPAL Settings	N	All	Paid	Edit
NoChex	NOCHEX Settings	N	General High Volume	Paid	Edit
Bank Draft		N	General High Volume	Paid	Edit Delete
Total Payment Options:					6
Sort / Reorder Options					

Payment Options list

PayPal, NoChex and Credit Card (if you have selected a payment gateway for credit cards on the Edit screen) will also have green 'Settings' buttons available. For more information on what the screens clicking on these buttons bring up please see the 'Payment Gateways' section of this documentation.

Note: Credit Card, PayPal and NoChex options cannot be deleted from the store completely but if you do not wish to use any of them you can set the Enabled flag to NO on the edit screen and they will not then appear as a payment option to the customer.

12.3.1 Adding/Editing Payment Options

Adding and editing payment options uses the same screen. The fields available are as follows (some of these are only available for certain payment option types):

Name	Credit / Debit Card
Type	CC
Enabled	<input type="radio"/> NO <input checked="" type="radio"/> YES
Account Types	<div> <div>All</div> <div>General</div> <div>Wholesale</div> <div>High Volume</div> </div>
Route Through Gateway	Barclays ePDQ
Customer Email Confirmation	When order is placed
Set Order Status	<div>Paid</div> <div>For payment gateways and online payment providers (e.g. Paypal) order will be created as NEW then set to the above if payment is successful or set to FAILED if payment is declined</div>
Language: Spanish	
Name	
Language: Outlandish	
Name	
<div> <div>< Back</div> <div>Update Payment Option</div> </div>	

Editing a Payment Option

Name

This is the name of the payment option. This will be shown to the customer in your store.

Enabled

Select NO if you want to remove this payment option completely from being selected in your store's checkout process.

Account Types

This selects what customer account types can actually see this payment option, this gives you the ability to only show specific customers of a certain account type some payment options. Selecting 'All' will make the payment option available to all customers.

Customer Email Confirmation

This allows you to set when the customer will receive their email confirmation. This is important especially where payment gateways are concerned as some of them require that JShop Server transfers the customer to the payment gateway for them to make their final payment for the order. JShop Server will first save the order, then forward them onto the payment gateway. Once the customer has made payment at the payment gateway, JShop Server will normally receive a notification on payment status.

The options available here are:

- **No customer confirmation email:** If the customer pays using this payment option they will not be sent a confirmation email.
- **When order is placed:** As soon as the order is created by JShop Server the customer confirmation email will be sent.
- **When order is marked as paid:** As soon as the order is marked as paid, either manually through the Order Management section or automatically by a notification from a payment gateway, the customer confirmation email will be sent.

Set Order Status

This option allows you to set what status the order should be set to when this payment option is used. By doing this you can trigger certain processing to happen straight away for certain payment methods or highlight an order in a particular way on the Orders screen.

Route Through Gateway (only available for the credit card option)

This allows you to set up how the credit cards will be processed. The select box lists the currently supported payment gateways along with an option called 'Offline'. If you plan on taking credit card details yourself and processing them manually then 'Offline' is the option you should choose. You should only choose one of the other options if you actually have an account with that payment gateway.

Once you have set a payment gateway on this page, a green 'Settings' button will appear on the Credit Card line on the List Of Payment Options screen. Clicking this button will allow you to setup integration details for the payment gateway. For more information on this see the 'Payment Gateway' section of this documentation.

12.4 Credit Card Fields

Note: This screen is only applicable if you are using the 'Offline' method for Credit Cards or if you're using a payment gateway where credit card details are taken directly on your site (please see the 'Payment Gateways' section for details on this.)

This screen lets you setup the credit card fields that you would like to present the customer with on the payment details page should they choose to pay by credit card. You cannot add fields to this list and you cannot delete them but you can set some fields to be invisible should you not want it to appear.

Note: If you are not using a payment gateway you should not, under any circumstances, make the ccCVV field visible for the customer to enter.

The ccType field which is a select box of accepted credit card types has validation that uses a built in routine within JShop Server. The credit card names you enter determine whether or not this validation is carried out. Entering the following credit card names exactly as shown below will be validated for correctness as far as is possible:

Visa, Mastercard, American Express, Discover, JCB, Diners Club, Switch, Solo

Any other card types that are sent to the credit card validation routine will simply return true as it will have no basis on which to accept or decline it for validation.

Name	Title	Type	Action
ccName	Name on Credit Card	TEXT	Edit
ccNumber	Credit Card Number	TEXT	Edit
ccExpiryDate	Expiry Date (mm/yy)	TEXT	Edit
ccType	Credit Card Type	SELECT	Edit
ccStartDate	Start Date	TEXT	Edit
ccIssue	Issue Number (Switch / Solo Only)	TEXT	Edit
ccCVV	CVV 3-Digit Number	TEXT	Edit
Total Fields:			7
Sort / Reorder Fields			

List of Credit Card fields

12.4.1 Editing Credit Card Fields

You can edit some of the information against the credit card details. The fields are as follows:

Note: The Visible field is only available on some fields.

Type	SELECT	
Name	ccType	
Title	<input type="text" value="Credit Card Type"/>	
Content	<div> <div> <div>Visa</div> <div>Mastercard</div> <div>Switch</div> <div>Solo</div> <div>Hummanba</div> </div> <div> <div>↑</div> <div>↓</div> <div>✖</div> </div> </div> <div> Option: <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Apply"/> </div>	
Validation	<input type="radio"/> NO <input checked="" type="radio"/> YES	
Validate For	<input type="text" value="Not Blank"/> <input type="button" value="v"/> <input type="text"/>	
Validation Message	<input type="text"/>	
Language: Spanish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
<input type="button" value="Back"/> <input type="button" value="Update Field"/>		

Editing the credit card type field

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

Visible

Setting this to NO will make a field invisible.

Content (only available for SELECT type fields)

This allows you to enter a list of options for a select box field. You can enter a new option by typing it in the Option: box and either pressing return or clicking the 'Add' button.

If you select an already entered option its contents will appear in the Option: box allowing you to change it. You can then click 'Apply' to save that change.

In addition the three little buttons on the right of the content box allow you to move items up and down the list (changing their display order) or, by clicking the red X, to delete an item completely.

12.5 Gift Certificate Settings

JShop Server includes a full gift certificate system that allows the purchase and redemption of either email-type or postal-type gift certificates (please see the 'Order Administration' section of this documentation for more information.)

Enable Gift Certificates	<input type="radio"/> NO <input checked="" type="radio"/> YES
Expiry In Days (0 = never expire)	<input type="text" value="0"/>
<input type="button" value="Update Settings"/>	

Gift Certificate Settings

Gift Certificates that are sold in a multi-currency store are currency specific. This means that the currency that the gift certificate is sold in has to be used by the redeemer in order to redeem the certificate. This is due to problems relating the value of a certificate in a currency that you have setup not using an exchange rate to the actual base currency of the store.

This screen allows you to set some of the general gift certificates options. Options available are:

Enable Gift Certificates

If this is set to NO, gift certificates will not be available for purchase or redemption in your store. Note: It is possible to bypass this option for purchasing of gift certificates but the standard templates do include a check – if this option is set to NO the templates will not show the gift certificate purchase option or the redemption option on the front-end.

Expiry In Days

This sets up the default length of time a gift certificate is valid for, with 0 meaning that the gift certificate should never expire. It is important that you check on the laws in the country in which you operate as to whether you can set gift certificates to expire at all or have to provide a minimum length of time. For instance, in some US states it is illegal to sell gift certificates that expire and this is becoming more and more common.

12.6 Gift Certificate Fields

Name	Title	Type	Action
fromname	From	TEXT	Edit
toname	To	TEXT	Edit
message	Message	TEXTAREA	Edit
certValue	Amount	TEXT	Edit
certCurrency	Currency	SELECT	Edit
certEmail	Email Address	TEXT	Edit
sendPostal	Please tick here if you would prefer to send the certificate via. post.	CHECKBOX	Edit
Total Fields:			7
			Sort / Reorder Fields

List of Gift Certificate Fields

This allows you to edit the display of the gift certificate fields that are presented to the customer on the gift certificate purchasing page. You can change the display order of the fields by clicking the 'Sort/Reorder Fields' button.

You cannot add extra fields to this list and you cannot delete any of the existing gift certificate fields either.

Editing Gift Certificate Fields

The editable fields are as follows:

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Type	TEXTAREA
Name	message
Title	<input type="text" value="Message"/>
Columns	<input type="text" value="30"/>
Rows	<input type="text" value="5"/>
Validation	<input type="radio"/> NO <input checked="" type="radio"/> YES
Validate For	<input type="text" value="Not Blank"/> <input type="button" value="v"/>
Validation Message	<input type="text" value="You must enter a message"/>
Language: Spanish	
Title	<input type="text"/>
Validation Message	<input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Update Field"/>	

Editing a Gift Certificate field

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

12.7 Create/Edit Gift Certificates

Both adding and editing a gift certificate use the same screen although when editing a gift certificate some of the fields cannot be changed. When editing a gift certificate the bottom of the editing screen will also give a breakdown on the orders that the gift certificate was used on, how much was used and how much is left on the certificate.

Status	<input type="text" value="Activated"/>			
From Name	<input type="text"/>			
To Name	<input type="text"/>			
Message	<input type="text"/>			
Amount	<input type="text"/>	<input type="text" value="British Pounds"/>		
Expires	<input type="text" value="No"/>	<input type="text" value="17"/>	<input type="text" value="03"/>	<input type="text" value="2007"/>
Type	<input type="text" value="Email"/>			
Delivery Details				
Email Address	<input type="text"/>			
or				
Company Name	<input type="text"/>			
Delivery name	<input type="text"/>			
Address Line 1	<input type="text"/>			
Address Line 2	<input type="text"/>			
Town / City	<input type="text"/>			
County / State	<input type="text"/>			
Country	<input type="text" value="United Kingdom"/>			
Postcode / Zip	<input type="text"/>			
Telephone	<input type="text"/>			
mobile	<input type="text"/>			
<input type="button" value=" < Back"/> <input type="button" value=" Insert Gift Certificate"/>				

Editing a Gift Certificate

The fields are as follows:

Status

This is the current status of the gift certificate. The different states for a gift certificate are:

- **Activated:** The gift certificate is active and can be used.
- **Not Activated:** The gift certificate is not active and cannot be used.

From Name

The name of the person the gift certificate is coming from.

To Name

The name of the person the gift certificate is going to.

Message

Any message to be put on the gift certificate.

Amount

The amount of the gift certificate and the currency (if applicable) that this gift certificate is for.

Expires

Expiry details for the gift certificate. If set to Yes, the expiry date can be selected from the three drop down boxes.

Type

Sets the type of the gift certificate. An email gift certificate is sent via. email to the recipient and a postal gift certificate needs to be printed and sent to the delivery address. Please see the 'Order Management' section for more information on this.

Delivery Details

These fields are for the actual delivery details for the gift certificate. If you have selected an email gift certificate then you should fill in the Email Address field. Alternatively for a postal gift certificate you should fill in the postal address details.

12.8 Search Gift Certificates

The Search Gift Certificates section on the search panel at the bottom of the screen gives you the ability to search for gift certificates based on either the Certificate Serial Number, the from name or the to name. In addition you can specify a particular status for the gift certificate, to filter out only those you want to see. You do not have to enter anything into the search string if you just want to display all gift certificates of a certain status.

Total selected gift certificates: 5, Viewing 1 - 20								
Certificate Serial	From	To	Type	Expiry Date	Value	Value Left	Status	Action
7D3D7E897E426A47A9374495A26CF5CF	gareth	joan	Email	n/a	£10.00	£10.00	Not Activated	Email Edit Delete
43A034039185CDBED42A609A0C2361A5	me	you	Email	n/a	£10.00	£10.00	Not Activated	Email Edit Delete
87CA4EB840B6F78E3B6D6B418C0FEF40	gareth	me	Email	n/a	£20.00	£20.00	Activated	Email Edit Delete
6F18C1B79CF5EB73FD82769C7099A71D	Germima Peebody	David	Email	27/Sep/2005	£20.00	£0.00	Expired	Email Edit Delete
E633725B1FF30DE3C9FD8212087F931B	Brian Holmes	Susan	Email	27/Sep/2005	£10.00	£10.00	Expired	Email Edit Delete
Total Number of Gift Certificates:								5

Typical list of Gift Certificates

The list of gift certificates gives you details of the Certificate Serial Number (which is auto-generated when a gift certificate is created), who it is from, who it is to, the type, expiry details and status. Each line has an 'Edit' and a 'Delete' button as well.

In addition for email gift certificates a button called 'Email' will be displayed which, when clicked, allows you to automatically send out the gift certificate email. Note: This also happens automatically when an email gift certificate order is marked as dispatched in the Order Management system.

For postal certificates a button called 'Show' will be displayed which, when clicked, will open up a new window with the printable gift certificate. This printable gift certificate is generated using the template giftcert_print.html which can be found in the normal templates directory.

12.9 Automatic Discounts

In addition to the standard discounts available per customer types, the Automatic Discounts section allows you to setup additional discounts based upon a number of criteria, including products in the cart. These discounts can take several forms, including goods total and shipping total discounts or cheapest product free etc. For instance, setting up an Automatic Discount that gives a 100% discount off the shipping cost when the goods in the cart total more than 100 GBP would equate to free shipping. Automatic discounts can also be shown on your front end store against products and sections that have products that qualify and full automatic lists, presented in a similar way to the search or section listing pages.

Automatic Discounts are shown as a separate line in the cart and at checkout, giving the total amount of all the discounts that are applicable to the order.

List Of Automatic Discounts

The list of Special Discounts is separated into two sections, those that give a discount on the goods total and those that give a discount off the shipping cost. The list also shows you the goods total level or quantity level that needs to be achieved for the discount to take effect, the customer account types it is applicable to and the actual discount percentage.

Name	Offer Type	Accounts	Active	Discount	Action
Buy One Get One Free	Goods Total	All	Yes	50%	Edit Delete
Section	Qualifying Products: Discount	All	Yes	10%	Edit Delete
shippingFull	Shipping Total	Wholesale	Yes	100%	Edit Delete
Total Special Discounts:					3

Automatic Discounts List

In addition each line has an 'Edit' and 'Delete' button and a new Automatic Discount can be added by clicking the 'Add New Discount' button at the bottom of the screen.

12.9.1 Adding/Editing Automatic Discounts

Adding and editing Automatic Discounts uses the same screen. The screen is split into several sections as follows.

General

General	
Internal Name	<input type="text" value="Buy One GeT One Free"/>
Title	<input type="text" value="Buy One Nebula, get another one free!"/>
SEO URL Title	<input type="text"/>
Description	<div> <div>Home Insert</div> <div> <div> <div>html</div> <div></div> <div></div> <div></div> </div> <div> <div>A</div> <div>A²</div> <div>S</div> <div>A²</div> </div> <div> <div>H</div> <div>→</div> <div>←</div> <div></div> </div> </div> <div> <div>↶</div> <div>↷</div> <div></div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div>A</div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div>

General Section of Automatic Discounts Screen

Internal Name

This is an internal name to help you reference the discounts you have setup. It is not normally shown to the customer.

Title

This is the text that will be shown to the customer to describe the discount.

SEO URL Title

If specified, links to the discount listing page for this discount will use this text instead of the title string.

Description

By default this is shown on the discount listing page, which lists all the products and sections that a discount applies to.

Image

By default this is shown on the discount listing page, which lists all the products and sections that a discount applies to.

Template For Discount Page

You can setup different templates for different discounts should you wish to, giving you the ability to display different discount listing pages in different ways to suit. By default a single discount listing template is included in JShop Server.

Offer Type

There are several discount options available here:

- **Goods Total** - This type will apply the discount to the entire goods total of the cart. It can still be limited so that it only comes into effect if the 'Requires Products' section is met.
- **Shipping Total** - This type will apply the discount to the entire shipping total of the cart. It can still be limited so that it only comes into effect if the 'Requires Products' section is met.
- **Qualifying Products: Cheapest Free** - This will apply an 100% discount to the cheapest qualifying product from the 'Requires Products' section that is in the cart.
- **Qualifying Products: Most Expensive Free** - This will apply an 100% discount to the most expensive qualifying product from the 'Requires Products' section that is in the cart.
- **Qualifying Products: Discount** - This will apply the specified discount amount (see below) to all the qualifying products from the 'Requires Products' section that are in the cart.
- **Qualifying Products: Set Price** - This will apply a fixed price to all the qualifying products from the 'Requires Products' section that are in the cart.

Amount

Here you can supply the actual discount either as a percentage or a fixed amount in any of the currencies in your store. For 'Qualifying Products: Cheapest Free' and 'Qualifying Products: Most Expensive Free' this field does not apply.

Value Excludes Tax?

Select YES here if the value you have entered (this does not apply to percentage discounts) should be used by the system as including any tax already.

Discount Tax?

Select YES here if you want to discount tax as well as goods/shipping values.

Discount Active?

Select YES to ensure that the discount is active in your store or NO to turn it off.

Public Display

Select YES here if you would like the discount listed on your store, alongside products and sections that it applies to and also include a link to the discount listing page for this entry.

Usage Limitations

Usage Limitations				
Valid From	29	10	2010	
Expires	No	01	01	2003
Only Allow If Goods Total >	GBP 0.0000	USD 0.0000	EUR 0.0000	CAN 0.0000
Only Allow If Total Quantity >	0			
Account Types	<div> All General Wholesale High Volume </div>			

The Usage Limitations Section of the Automatic Discounts Screen

Valid From

If you wish to select a date when this discount becomes active, select it here. This allows you to setup discounts to come into effect in the future.

Expires

Here you can specify that the discount should expire on the given date, or select No to create a discount that never expires.

Only Allow If Goods Total >

Here you can specify that the discount should only become available if the goods total in the cart (before discounts) is greater than the amounts you enter here.

Only Allow If Total Quantity >

Here you can specify that the discount should only become available if the total number of products in the cart is above the give nvalue.

Account Types

This box allows you to select the customer account types that the discount is applicable to. 'All' literally means all accounts. You may select any combination of account types by clicking on the account type names whilst holding the Shift or CTRL key.

Requires Products

Requires Products	
Products In These Sections	<div>Whorl Web Art Store > Space > Stars And Nebulea</div> <div>Section Picker Remove</div>
OR Products In These Categories	<input type="checkbox"/> General <input type="checkbox"/> Specials <input type="checkbox"/> First Rate <input type="checkbox"/> Offer Test 1
OR Any Of These Products	<div> <input type="text"/> Search </div> <div> Currently Selected: NEB3 : Rainbow Nebulea NEB6 : Sepia Nebulea NEB7 : Purple Swirl Galazy </div>
Product Multiples	Requires a quantity of <input type="text" value="2"/> EXACTLY (with multiples) <input type="button" value="v"/> qualifying products in the cart (Ensure that this is at least 1 if you are limiting to products.)

Requires Products Section of the Automatic Discounts Screen

Products In These Sections

This section allows you to pick which sections you wish to include in the discount. Only products that appear in the section itself will be included, if you wish to include products from sub-sections you should also select them here.

Products In These Categories

This part allows you to select product categories for inclusion in the discount. All products in any of the product categories selected will be included.

Any Of These Products

This part allows you to select individual products to include in the discount.

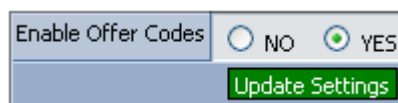
Product Multiples

This part of 'Requires Products' allows you to specify how many of the qualifying products need to be in the cart for the discount to become active. If you are using one of the Qualifying Products discount types, you will need to enter at least 1 for the quantity here. However, you can use this section for offers such as buy one get one free. The drop down provides the following options:

- **EXACTLY** - This will match the quantity you enter and only that quantity. So, if the customer had more than the quantity of qualifying products in the cart, the discount would only apply to the quantity entered here.
- **EXACTLY (with multiples)** - This will match multiples of the quantity you enter. If you were doing a buy one get one free, you could specify a quantity of 2 and use this option to match 2, 4, 6, 8 etc. products apply the discount to each group of two.
- **OR MORE** - This option allows you to specify that the quantity is the minimum and any number above that can be included in the discount.

12.10 Offer Code Settings

JShop Server includes an offer code system that allows you to setup discount offer codes that can be entered on the payment step of your store's checkout to receive a discount against the total cost of the order.



Offer Code Settings

This screen allows you to set some of the offer code system options. Options available are:

Enable Offer Codes

If this is set to NO, offer codes will not be available for redemption in your store. Set this option to YES if you would like to activate the offer code system.

12.11 List of Offer Codes

Offer codes allow you to setup discounts that require the entry of a special code to redeem them. They can also be based upon a number of criteria, including products in the cart. These discounts can take several forms, including goods total and shipping total discounts or cheapest product free etc. For instance, setting up an offer code that gives a 100% discount off the shipping cost when the goods in the cart total more than 100 GBP would equate to free shipping.

Offer codes are shown as a separate line in the cart and at checkout, giving the total amount of all the discounts that are applicable to the order.

Total selected offer codes: 3, Viewing					
Code	Offer Type	Accounts	Active	Amount	
fulltest	Goods Total	All	Yes	£150.00	Edit
me	Goods Total	All	No	£5.00	Edit
offer1	Goods Total	All	Yes	£5.00	Edit
Total Number of Offer Codes:					

Typical list of Offer Codes

The list of offer codes gives you details of the code itself and the amount it is for. Each line has an 'Edit' and a 'Delete' button as well.

12.11.1 Adding/Editing Offer Codes

Adding and editing offer codes uses the same screen. The screen is split into several sections as follows.

General

General	
Code	<input type="text" value="fulltest"/>
Offer Type	<input type="text" value="Goods Total"/>
Amount	<input type="text" value="150"/> British Pounds
Value Excludes Tax?	<input checked="" type="radio"/> NO <input type="radio"/> YES (This option does not apply to % offers)
Discount Tax?	<input checked="" type="radio"/> NO <input type="radio"/> YES
Discount Active?	<input type="radio"/> NO <input checked="" type="radio"/> YES

General Section of the Offer Codes Screen

Code

This is the text you will require the customer to enter in order to redeem the code.

Offer Type

There are several discount options available here:

- **Goods Total** - This type will apply the offer code to the entire goods total of the cart. It can still be limited so that it only comes into effect if the 'Requires Products' section is met.
- **Shipping Total** - This type will apply the offer code to the entire shipping total of the cart. It can still be limited so that it only comes into effect if the 'Requires Products' section is met.
- **Qualifying Products: Cheapest Free** - This will apply an 100% discount to the cheapest qualifying product from the 'Requires Products' section that is in the cart.
- **Qualifying Products: Most Expensive Free** - This will apply an 100% discount to the most expensive qualifying product from the 'Requires Products' section that is in the cart.
- **Qualifying Products: Discount** - This will apply the specified discount amount (see below) to all the qualifying products from the 'Requires Products' section that are in the cart.
- **Qualifying Products: Set Price** - This will apply a fixed price to all the qualifying products from the 'Requires Products' section that are in the cart.

Amount

Here you can supply the actual discount either as a percentage or a fixed amount in any of the currencies in your store. For 'Qualifying Products: Cheapest Free' and 'Qualifying Products: Most Expensive Free' this field does not apply.

Value Excludes Tax?

Select YES here if the value you have entered (this does not apply to percentage discounts) should be used by the system as including any tax already.

Discount Tax?

Select YES here if you want to discount tax as well as goods/shipping values.

Discount Active?

Select YES to ensure that the discount is active in your store or NO to turn it off.

Usage Limitations

Usage Limitations	
Valid From	24 09 2010
Expires	No 29 10 2010
Allow Multiple Use By Same Person	<input checked="" type="radio"/> NO <input type="radio"/> YES
Only Allow If Goods Total >	GBP 0.0000 USD 0.0000 EUR 0.0000 CAN 0.0000
Only Allow If Total Quantity >	0
Account Types	<div> All General Wholesale High Volume </div>

The Usage Limitations Section of the Offer Codes Screen

Valid From

If you wish to select a date when this offer code becomes active, select it here. This allows you to setup offer codes to come into effect in the future.

Expires

Here you can specify that the offer code should expire on the given date, or select No to create an offer code that never expires.

Allow Multiple Use By Same Person

If set to NO the system will attempt to deny a customer using an offer code more than once, however, no system is full-proof in this regard. JShop Server uses checks on customer accounts, cookies and email addresses to try to limit a customer to a single use if this option is set to YES.

Only Allow If Goods Total >

Here you can specify that the discount should only become available if the goods total in the cart (before discounts) is greater than the amounts you enter here.

Only Allow If Total Quantity >

Here you can specify that the discount should only become available if the total number of products in the cart is above the give nvalue.

Account Types

This box allows you to select the customer account types that the discount is applicable to. 'All' literally means all accounts. You may select any combination of account types by clicking on the account type names whilst holding the Shift or CTRL key.

Requires Products

Requires Products	
Products In These Sections	<div>Whorl Web Art Store > Space > Stars And Nebulea</div> <div>Section Picker Remove</div>
OR Products In These Categories	<input type="checkbox"/> General <input type="checkbox"/> Specials <input type="checkbox"/> First Rate <input type="checkbox"/> Offer Test 1
OR Any Of These Products	<div> <input type="text"/> Search </div> <div> Currently Selected: NEB3 : Rainbow Nebulea NEB6 : Sepia Nebulea NEB7 : Purple Swirl Galazy </div>
Product Multiples	Requires a quantity of <input type="text" value="2"/> EXACTLY (with multiples) <input type="button" value="v"/> qualifying products in the cart (Ensure that this is at least 1 if you are limiting to products.)

Requires Products Section of the Automatic Discounts Screen

Products In These Sections

This section allows you to pick which sections you wish to include in the discount. Only products that appear in the section itself will be included, if you wish to include products from sub-sections you should also select them here.

Products In These Categories

This part allows you to select product categories for inclusion in the discount. All products in any of the product categories selected will be included.

Any Of These Products

This part allows you to select individual products to include in the discount.

Product Multiples

This part of 'Requires Products' allows you to specify how many of the qualifying products need to be in the cart for the discount to become active. If you are using one of the Qualifying Products discount types, you will need to enter at least 1 for the quantity here. However, you can use this section for offers such as buy one get one free. The drop down provides the following options:

- **EXACTLY** - This will match the quantity you enter and only that quantity. So, if the customer had more than the quantity of qualifying products in the cart, the discount would only apply to the quantity entered here.
- **EXACTLY (with multiples)** - This will match multiples of the quantity you enter. If you were doing a buy one get one free, you could specify a quantity of 2 and use this option to match 2, 4, 6, 8 etc. products apply the discount to each group of two.
- **OR MORE** - This option allows you to specify that the quantity is the minimum and any number above that can be included in the discount.

12.12 Redeemed Codes Report

This reports allows you to select date ranges and display a summary giving the total amounts used for each offer code during that period. It also gives the number of times that the offer code was used.

Code	Times Used	Total Redeemed
towels	2	£5.72 GBP
we3	1	£5.00 GBP
Grand Total		£10.72 GBP \$0.00 USD ?0.00 EUR \$0.00 CAN

Redeemed Code Report

13 Reports

JShop Server includes a comprehensive reports sections that produces a number of different reports covering products, sections, abandoned carts, orders and customer accounts.

13.1 General Options

This screen allows you to set some of the global reporting options – the changes you make here can limit the reports that are available.

Track Product Popularity?	<input type="radio"/> NO	<input checked="" type="radio"/> YES
Track Section Popularity?	<input type="radio"/> NO	<input checked="" type="radio"/> YES
Track Search Statistics?	<input type="radio"/> NO	<input checked="" type="radio"/> YES
Update Settings		

General Options

Track Product Popularity?

If this is set to YES JShop Server will keep track of how many times people view products, this information is used for the Product Popularity report. If this is set to NO, no information will be stored for that report.

Track Section Popularity?

If this is set to YES JShop Server will keep track of how many times people view sections, this information is used for the Section Popularity report. If this is set to NO, no information will be stored for that report.

Track Search Statistics?

If this is set to YES JShop Server will track search terms used in the search facility of your store. It will also track the average number of products and sections returned for each of the search terms.

13.2 Reports Summary

Total Products	151
Total Hidden Products	0
Total Product Views	3361
Total Sections	20
Total Hidden Sections	0
Total Section Views	2303
Total Carts In Database	6
Total Products In Carts	6
Total Orders	413
Total Customers	514

Reports Summary

This screen gives a general overview of your store including the total number of products, sections, product views, outstanding carts, the number of products in those outstanding carts, orders and customer account totals.

13.3 Clear Report Data

This screen allows you to periodically clear some of the data that JShop Professional stores for the reports.

Clear Popularity Records Up To And Including	17	03	2007	Clear Popularity Data Now
Clear Abandoned Carts Up To And Including	17	02	2007	Clear Abandoned Carts Now
Clear Search Statistics Up To And Including	17	02	2007	Clear Search Statistics Now

[Clear Report Data](#)

Clear Popularity Records Up To And Including

Clicking on the 'Clear Popularity Data Now' will remove any popularity data for products and sections before and including the selected date. Obviously tracking data can build up to be quite large, especially on busy sites, so this should be done regularly to keep the data manageable.

Clear Abandoned Carts Up To And Including

Clicking on the 'Clear Abandoned Carts Now' button will remove any old JShop Server carts from the database. Again this information can build up over time so it is advisable to periodically delete old carts after you have run any reports that use this data.

Clear Search Statistics Up To And Including

Clicking on this button will remove search statistics data up until the date specified.

13.4 Individual Reports

13.4.1 Order Summary Report

This report provides quick an easy way to obtain order totals from JShop Server. There are a number of configuration options available:

Date From:	01	03	2007
Date To:	17	03	2007
Group By:	Month		
Orders In Currency:	GBP		
Order Status:	New		
Totals To Show:	<input checked="" type="checkbox"/> Goods Total <input checked="" type="checkbox"/> Shipping Total <input checked="" type="checkbox"/> Tax Total <input type="checkbox"/> Discount Total <input type="checkbox"/> Cert Total <input checked="" type="checkbox"/> Order Total		

[Generate Report](#)

[Order Summary Report Selections](#)

Date From

This is the start date for the report

Date To

This is the end date for the report

Group by

This is how you want to summarise each entry. You can group by day, month or year.

Orders In Currency

Use this box to select which currency you wish to see a report for

Order Status

Use this box to select which order status you want to see a report for.

Totals To Show

By checking the different boxes you can opt to show any of the available sub-totals for your orders report.

Orders Report					
Day	Total Orders	Goods Total	Shipping Total	Tax Total	Order Total
02/09/2004	3	£69.93	£3.00	£12.78	£77.13
13/09/2004	19	£950.00	£21.02	£170.11	£1141.13
15/09/2004	1	£47.00	£1.00	£8.41	£56.41
16/09/2004	2	£118.64	£3.01	£20.76	£142.41
23/09/2004	20	£735.41	£21.01	£128.70	£885.12
26/09/2004	5	£154.77	£0.00	£27.07	£181.84
27/09/2004	3	£37.20	£3.00	£7.04	£47.24
Totals	53	£2112.95	£52.04	£374.87	£2531.28

An Example Of The Output Of The Orders Summary Report

13.4.2 Stock Level Report

The Stock level Report provides listings of products in your store depending on a combination of selection choices that can be made.

Type:	Main Stock Level	▼
Include:	Zero Or Negative Stocks Only	▼
Order By:	Product Code	▼
Generate Report		

Order Summary Report Selections

Type

Here you can select between a main stock level report of option stock level report.

Include

This specifies what products to include. You can include all or only include products that meet a certain stock status, e.g. zero or negative.

Order By

This allows you to alter the sorting of the report to your own desired order.

13.4.3 Other Reports

All the other reports utilize the same selection screens and provide the same selection options. The reports are as follows:

Report	Description
Product Popularity	Report showing store products in order of the number of times they have been viewed. Grouped by product code/name.
Section Popularity	Report showing store sections in order of the number of times they have been viewed. Grouped by section title.
Abandoned Carts Products	Report showing store products in order of the number of times they appear in abandoned carts. Grouped by product code/ name.
Search Statistics	Report showing terms searched for in your store and the number of products and section returned for those terms
Total Orders	Report showing the total number of orders.
Ordered Products	Report showing store products in order of the number of times they appear in orders. Grouped by product code/name.
New Customer Accounts	Report showing the total number of customer accounts opened.

Each report is grouped by a certain type of record, for instance the Product Popularity report is grouped by product code/name which means that all occurrences of a product are grouped into one record with a total. The reports then show the results grouped by the total for each of the types of record, in descending order.

Date From:	01	03	2007
Date To:	17	03	2007
Group By:	Month		
Include Account Type:	All		
Limit Result Lines:	10		
Generate Report			

Selection And Sorting Options For Reports

By using the Date From and Date To section of the screen you can restrict the date range you want the reports to cover and in addition select a primary grouping for the reports, to help split the report up even further. For instance, should you select Month as the grouping, the report will show totals for occurrences by month and not for the total in the database. This is useful for reports such as the Total Orders report as it allows you to show breakdown totals for particular periods, right down to individual days.

14 Affiliates

With version 1.2.0 of JShop Server we introduced the built-in affiliate system. This provides you with the ability to run your own Affiliate system (including 2nd tier commissions if you wish to) directly from your store with no third party software required.

This section of the documentation discusses the Affiliates section of the administration system and the various features of the Affiliate system.

Note: All commission payments are created in the base currency for your store and all payment information in the affiliate system will be shown in this currency.

14.1 General Options

This screen allows you to set your global Affiliate options. The changes you make here will affect how your affiliate system will operate, how commissions are created and how you will handle the sign-up of new affiliates.

Activate Affiliate System	<input type="radio"/> NO <input checked="" type="radio"/> YES
Affiliate Signup Moderated	<input checked="" type="radio"/> NO <input type="radio"/> YES
Activate 2nd Tier Feature	<input type="radio"/> NO <input checked="" type="radio"/> YES
Minimum Payment Amount	<input type="text" value="0"/> GBP
Life Span Of Affiliate Cookie	<input type="text" value="30"/> days (0 = first time only)
Status Of Created Commission	Create Un-Authorized Payments <input type="button" value="v"/> <small>Note: If a customer checks out in a currency that isn't linked to the base currency by an exchange rate the system will create an Un-Authorized payment regardless of this setting.</small>
Include Shipping For Commission Calculation	<input checked="" type="radio"/> NO <input type="radio"/> YES
Include Tax For Commission Calculation	<input checked="" type="radio"/> NO <input type="radio"/> YES
<input type="button" value="Update Settings"/>	

Affiliate Settings

Activate Affiliate System

If you wish to use the in-built affiliate system for JShop Server you should set this option to YES, otherwise set this to NO.

Affiliate Signup Moderated

If you wish to vet each affiliate before allowing them to actually use the system then you can moderate signups by setting this option to YES. Alternatively, setting this option to NO will activate the affiliate account straight away.

Activate 2nd Tier Feature

A second tier affiliate system provides two levels of commission on sales. Imagine this scenario: An affiliate signs up and via the link on their web site another customer comes to your site and signs up as an affiliate. When that affiliate places a link to your site on theirs, any customer coming through and purchasing from your site will create a commission for them. In addition, with the 2nd Tier feature you can set a commission level to the original affiliate, through which this affiliate signed up. This is a 2nd Tier commission. Setting this option to YES will activate the 2nd Tier commission functionality in the affiliate system.

Minimum Payment Amount

This is the level over which you will pay out to affiliates. It is used when creating the 'Show Payment Due List'.

Life Span Of Cookie

By adjusting this setting you can decide whether a customer who has come through an affiliate needs to purchase on their first visit for the affiliate to obtain a commission (set this to 0 to operate like this) or whether they can order at any time within 'x' number of days for the affiliate to receive commission.

Status Of Created Commission

Your affiliates will only see authorized transactions appear in their account administration. This option lets you say whether you would like the automatic commissions generated from the order processing system to be unauthorized or authorized by default. Unauthorized payments have to be manually authorized later. If a customer checks out in a currency that isn't linked to the base currency by an exchange rate the system will create an Un-Authorized payment regardless of this setting.

Include Shipping For Commission Calculation

This option decides whether you will include an order's shipping total in the total used to calculate a commission. This is only applicable if you are calculating commissions based on percentages.

Include Tax For Commission Calculation

This option decides whether you will include an order's tax total in the total used to calculate a commission. This is only applicable if you are calculating commissions based on percentages.

14.2 Affiliate Groups

The affiliate system in JShop Server provides a means to create different groups of affiliates, each of which has different commission rates. This is useful if you have some affiliates that you wish to enter into special agreements with or you wish to reward with higher commissions.

List Of Affiliate Groups

This screen shows you the currently available affiliate groups you have setup in JShop Server. By default there is a General affiliate group that all new affiliates will be placed into. This is where you should set you default commission rates to normal affiliates.

Name	Action
General	Edit
High Profile	Edit Delete
Total Number of Affiliate Groups:	2

The List Of Affiliate Groups

The General group, although it can have its name changed, cannot be deleted as this is the default group in JShop Server.

Along with each of the groups is an 'Edit' button to edit the group's details and a 'Delete' button to remove the group from the system.

Adding / Editing Affiliate Groups

Adding and editing affiliate groups uses the same screen. The following fields are available for affiliate groups:

Name	<input type="text" value="General"/>	
Base Commission	<input type="text" value="5.52"/>	Percent <input type="button" value="v"/>
2nd Tier Commission (if activated)	<input type="text" value="2.56"/>	Percent <input type="button" value="v"/>
		<input type="button" value="Back"/> <input type="button" value="Update Group"/>

Editing an existing Affiliate Group

Name

This is the internal name for the affiliate group.

Base Commission

This is the commission orders that have come through an affiliate that is a member of this group will attract. It can either be a percentage or a flat rate in the base currency for your store.

2nd Tier Commission

If the 2nd Tier Commission function of the affiliate system is activated, this is the commission the original affiliate will attract. It can either be a percentage or a flat rate in the base currency for your store.

14.3 Affiliate Banners

You can provide your affiliates with any number of banners you would like them to use to link through to your site and you can even limit which affiliates have access to which banners through their affiliate administration.

List Of Banners

This screen shows you the currently available banners that you have setup.


Name	Size	Action	
JShop Bannersdsds	120 x 60	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
test	300 x 300	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Total Number of Banners:		2	

The List Of Banners

Along with each of the banners is an 'Edit' button to edit the banner's details and a 'Delete' button to remove the banner from the system.

14.3.1 Adding/Editing Banners

Adding and editing banners uses the same screen. The following fields are available for affiliate banners:

Name	<input type="text" value="JShop Banner"/>		
Banner Image		Upload: <input type="text"/> <input type="button" value="Browse..."/> Pick or URL: <input type="text"/> <input type="button" value="Pick Image..."/> <input type="checkbox"/> Remove Image	
Image Size	Width: <input type="text" value="120"/> Height: <input type="text" value="60"/>		
Description	<input type="text" value="Small, easily manageable banner suitable for any site."/>		
Available To Affiliate Groups	<input type="button" value="All"/> <input type="button" value="General"/> <input type="button" value="High Profile"/>		
<input type="button" value="Back"/> <input type="button" value="Update Banner"/>			

Editing an existing banner

Name

This is the descriptive name for the banner.

Banner Image

The actual banner image itself. You have the option of clicking 'Browse...' to upload an image from your local PC or clicking the 'Pick Image...' button to launch the in-built image picker. The image picker will show the banners directory contents and you can search for the correct image through that, if it has already been uploaded. In addition you can enter a name directly into the Pick: field if you know it already exists in the banners directory. The pick field will also accept a URL to an image if you wish to directly link to images on another site.

Image Size

To give more information to your affiliates on the banner you can enter the ideal width and height for displaying it on their site.

Description

Informative description to help your affiliates decide which banner to use.

Available To Affiliate Groups

With this option you can limit which affiliate groups see this banner as an option in their affiliate administration. You may select more than one group from this list by holding down the CTRL key whilst clicking on them. Selecting the 'All' group will make this banner available to the members of all affiliate groups.

14.4 Affiliate Fields

JShop Server has a standard set of affiliate account fields although you are free to add, edit or make these invisible as your needs dictate

There are 4 field types available, as detailed below:

Type	Description
TEXT	Single line entry field
TEXTAREA	Multiple row entry field
SELECT	A select box of options
CHECKBOX	Single check-box

Each of the fields can be validated and validation messages displayed if they are not filled in.

List Of Affiliate Fields

Name	Title	Type	Action	
aff_Company	Company	TEXT	Edit	
aff_Contact	Contact Name	TEXT	Edit	
aff_Address1	Address Line 1	TEXT	Edit	Delete
aff_Address2	Address Line 2	TEXT	Edit	Delete
aff_Town	City/Town	TEXT	Edit	Delete
aff_County	County/State	TEXT	Edit	Delete
aff_Country	Country	TEXT	Edit	Delete
aff_Postcode	Postcode/Zip	TEXT	Edit	Delete
aff_Email	Email	TEXT	Edit	Delete
aff_Telephone	Telephone	TEXT	Edit	Delete
aff_Fax	Fax	TEXT	Edit	Delete
aff_ChequeName	Make Cheques Payable To	TEXT	Edit	Delete
Total Fields:			12	
Sort / Reorder Fields				

List of Affiliate Fields

The list of affiliate fields gives you an overall view of the fields for customers, their internal and viewable titles along with an 'Edit' button and 'Delete' button (if applicable).

At the bottom of this screen there is also an 'Add New Field' button along with a select box for the type of field you would like to add.

14.4.1 Adding/Editing Affiliate Fields

Adding and editing affiliate fields uses the same screen. However, some of the options are only available for certain types of fields. Options available are as follows:

Type	TEXT	
Name	aff_Company	
Title	<input type="text" value="Company"/>	
Size	<input type="text" value="40"/>	
Maximum Length	<input type="text" value="250"/>	
Validation	<input type="radio"/> NO <input checked="" type="radio"/> YES	
Validate For	<input type="text" value="Not Blank"/>	<input type="text"/>
Validation Message	<input type="text" value="Please enter you company name"/>	
Visible	<input type="radio"/> NO <input checked="" type="radio"/> YES	
Language: Spanish		
Title	<input type="text"/>	
Validation Message	<input type="text"/>	
		<input type="button" value="Back"/> <input type="button" value="Update Field"/>

Editing an Affiliate Field

Name

This is an internal name that is used in the database. It must be unique and you will be told if it is not. This field is not generally shown to the customer.

Title

This is the description of the field that is shown to the customer in the default templates.

Size and Maximum Length (only for TEXT type fields)

Size is the actual size of the form field on the page and maximum length is the maximum number of characters a customer can enter into the field.

Columns and Rows (only for TEXTAREA type fields)

This is the number of columns and rows that the field should be sized to on the contact form page.

Validation, Validate For and Validation Message

If you want to make it a requirement that a field is filled in you should select YES for the Validation radio button. In addition, with the Validate For option, you can select how you want the field validated. There are a number of built-in validation types, such as Not Blank or Email Address and, in addition, choosing "Custom Regex:" allows you to enter a Perl style regular expression for the validation, permitting complex validation routines to be used. If you are not sure how to use regular expressions or wish to find some for your particular need a good site is <http://regexlib.com/> where you will find many that you can enter here.

Finally the Validation Message is the error message you wish to display if the validation or the field fails and requires the user to re-input information.

NOTE: The regular expression validation uses Perl style regular expressions. This has changed in version 2.3.0 from POSIX due to the depreciation of the ereg group of functions in PHP

Visible

Setting this to NO will make a field invisible.

Content (only available for SELECT type fields)

This allows you to enter a list of options for a select box field. You can enter a new option by typing it in the Option: box and either pressing return or clicking the 'Add' button.

If you select an already entered option its contents will appear in the Option: box allowing you to change it. You can then click 'Apply' to save that change.

In addition the three little buttons on the right of the content box allow you to move items up and down the list (changing their display order) or, by clicking the red X, to delete an item completely.

14.5 Adding/Editing an Affiliate

Adding and editing an affiliate uses the same screen. You can add a new affiliate by clicking the 'Add New Affiliate' menu option and edit a customer from the affiliate listing / search pages.

When editing an affiliate for any that have 2nd tier affiliates you will see a link providing access to a list of those affiliates. In addition if the affiliate you are editing is a 2nd tier affiliate a link will be provided to the parent affiliate.

Username	<input type="text" value="whorl"/>
Password	<input type="text"/>
Company	<input type="text" value="Whorl Ltd."/>
Contact Name	<input type="text" value="Gareth Lancaster"/>
Address Line 1	<input type="text" value="PO Box 16"/>
Address Line 2	<input type="text"/>
City/Town	<input type="text" value="High Peak"/>
County/State	<input type="text" value="Derbyshire"/>
Country	<input type="text" value="United Kingdom"/>
Postcode/Zip	<input type="text" value="SK22 2WZ"/>
Email	<input type="text" value="gareth@whorl.co.uk"/>
Telephone	<input type="text" value="01663 749726"/>
Fax	<input type="text" value="01663 749726"/>
Make Cheques Payable To	<input type="text" value="Gareth Lancaster"/>
Affiliate Group	<input type="text" value="High Profile"/> ▼
Status	<input type="text" value="Live"/> ▼
<p>This is a 2nd tier affiliate. Parent affiliate is maya</p> <p>This affiliate has 1 2nd tier affiliates. Please click here for a list.</p>	
<input type="button" value=" < Back"/> <input type="button" value="Update Affiliate"/>	

Editing an existing affiliate account

The fields shown on this screen are those from the 'Affiliate Fields' setting page plus the following:

Username

This is the affiliate's username that they use to login to their account.

Password

Only enter a password here if you want to set/change a password for the affiliate. Left blank, any existing

password will be left unchanged.

Affiliate Group

This select box allows you to select which affiliate group this affiliate belongs to. Please see the 'Affiliate Groups' heading (discussed previously in this section) for more information on affiliate groups.

Status

This lets you set the status of the affiliate's account. Possible values are:

- **'New'** – Generally used when affiliate signups are being moderated. Affiliate will not have access to their administration system.
- **'Live'** – Normal status for an affiliate account that is operational.
- **'On Hold'** – Status you can use in exceptional circumstances when you wish to halt the affiliate logging into their administration system or receiving commission payments.
- **'Declined'** – Generally used when the affiliate signups are being moderated and the account has been declined.

14.6 Affiliate Lists

New Affiliate Listing

This shows a list of all affiliates with the account status of 'New'. This list is mostly used for moderation of affiliate signups.

ABC Affiliate Listing

This shows a list of all affiliates of all status in alphabetical order of company name.

Total selected affiliates: 3, Viewing 1 - 10						
Company	Username	Email	Date Opened	Group	Status	Action
Maya Ltd.	maya	maya@whorl.co.uk	12/Sep/2003	General	Live	Edit Delete
Moopf Development	moopf	gareth@moopf.com	12/Sep/2003	General	Live	Edit Delete
Whorl Ltd.	whorl	gareth@whorl.co.uk	07/Sep/2003	High Profile	Live	Edit Delete
Total Number of Affiliates:						3

A typical list of affiliates

Date Affiliate Listing

This shows a list of all affiliates of all status in descending date order, with the newest first.

14.7 Creating/Editing a Transaction

Each commission or payment is created as a transaction in the affiliate system. You can, at any time, create or edit transactions for affiliates and both these operations are carried out on the same screen. Some of the information, however, cannot be edited once a transaction has been created.

Affiliate	Whorl Ltd. (whorl) ▼
Reference	<input type="text"/>
Transaction Type	Credit ▼
Amount	<input type="text"/>
Transaction Status	Un-Authorized ▼
<input type="button" value=" < Back"/> <input type="button" value="Insert Transaction"/>	

Editing an existing affiliate transaction

The fields shown on this screen are as follows

Affiliate

When adding a new transaction you can choose the affiliate to create this for from the drop-down box shown for this field. Once a transaction has been created you cannot edit the affiliate it is for.

Reference

Use this to enter a reference for the transaction that the affiliate will see. When transactions for commissions are automatically created by JShop Server the reference will be the order number it was for.

Transaction Type

This select box allows you to set the type for the transaction. The possibilities are:

- **'Credit'** – The affiliate account is credited with the transaction amount.
- **'Debit'** – The affiliate account is debited with the transaction amount (this is useful for refunded orders etc.)
- **'Payment'** – A payment transaction is created.

Amount

This is the amount of the transaction in the base currency of your store.

Transaction Status

Affiliates only see Authorized transactions and this select box allows you to change the status of the transaction. Options are Authorized and 'Un-Authorized'.

14.8 Transactions

Transactions (All)

This shows a list of all affiliate transactions in date order with the newest first.

Total selected transactions: 17, Viewing 1 - 30						
Date	Affiliate	Reference	Type	Amount	Status	Action
22/Sep/2004 (11:46:02)	Whorl Ltd. (whorl)	Payment	Payment	£5.83	Auth	Edit Delete
22/Sep/2004 (11:45:09)	Maya Ltd. (maya)	Payment	Payment	£1.15	Auth	Edit Delete
07/Nov/2003 (00:38:30)	Whorl Ltd. (whorl)	200392	Credit	£2.48	Auth	Edit Delete
07/Nov/2003 (00:38:30)	Maya Ltd. (maya)	200392	Credit	£1.15	Auth	Edit Delete
07/Nov/2003 (00:36:57)	Whorl Ltd. (whorl)	200391	Credit	£2.89	UnAuth	Authorize Edit Delete
07/Nov/2003 (00:36:57)	Maya Ltd. (maya)	200391	Credit	£1.34	UnAuth	Authorize Edit Delete
06/Nov/2003 (19:42:11)	Whorl Ltd. (whorl)	200384	Credit	£1.79	UnAuth	Authorize Edit Delete
06/Nov/2003 (19:42:11)	Maya Ltd. (maya)	200384	Credit	£0.83	UnAuth	Authorize Edit Delete
06/Nov/2003 (19:40:35)	Whorl Ltd. (whorl)	200383	Credit	£4.23	UnAuth	Authorize Edit Delete
06/Nov/2003 (19:33:15)	Whorl Ltd. (whorl)	200382	Credit	£0.00	UnAuth	Authorize Edit Delete
06/Nov/2003 (19:32:53)	Whorl Ltd. (whorl)	200382	Credit	£0.00	UnAuth	Authorize Edit Delete
12/Sep/2003 (22:48:58)	Whorl Ltd. (whorl)	200367	Credit	£0.75	Auth	Edit Delete
12/Sep/2003 (22:43:54)	Whorl Ltd. (whorl)	200366	Credit	£0.75	Auth	Edit Delete
12/Sep/2003 (22:41:38)	Whorl Ltd. (whorl)	200365	Credit	£1.80	Auth	Edit Delete
12/Sep/2003 (14:19:20)	Whorl Ltd. (whorl)	debit	Debit	£0.10	Auth	Edit Delete
12/Sep/2003 (14:16:58)	Whorl Ltd. (whorl)	parial payment	Payment	£1.20	Auth	Edit Delete
12/Sep/2003 (12:44:22)	Whorl Ltd. (whorl)	200362a	Credit	£1.35	Auth	Edit Delete
Total Number of Transactions:						17

A typical list of affiliate transactions.

Transactions (UnAuth'd)

This shows a list of all un-authorized affiliate transactions in date order with the newest first.

14.9 Show Payment Due List

When you are ready to make payments to affiliates this report will show you a list of all the affiliates whos balance is over the minimum payment amount (set in General Settings). Each entry shows how much is payable along with the company name, payee and postal address. There is also a button for each entry called 'Mark Paid' that will set the account as paid and send an email to the affiliate alerting them to the payment.

Affiliate	Address	Payable To	Amount	Action
Whorl Ltd. (whorl)	PO Box 16 High Peak Derbyshire SK22 2WZ United Kingdom	Gareth Lancaster	£2.00	Mark Paid
Total Number of Payment To Be Made:				1

A typical payment due list.

15 Orders

JShop Server includes a comprehensive Order Management system that features automatic emails to customers and merchants, dispatching with dispatch tracking and partial dispatching / back ordering, receipt printing and order editing.

The order management is designed to be quick and easy to use and, above all, productive. There is a comprehensive searching mechanism always available on the orders screen and orders can be printed en-mass. Linked with the Checkout -> Extra Order Fields settings and Customer -> Customer Fields settings, the information stored with each order that's both publicly available to the customer and privately available to your own organisation within the order management system can be expanded and tailored to your own company's needs.

15.1 Orders List

The main orders screen constitutes the orders list and is presented full screen width and in descending order number order. Each line shows you the order number, the date and time that the order was placed, the customer's name, order total, printed status, order status and action and process options.

Selected Orders Action: Please select...		Currency: GBP	Create Order	Total selected transactions: 413, Viewing 1 - 10			Next >
<input type="checkbox"/> Order	Date & Time	Customer Name	Total	Printed	Status	Action	
<input type="checkbox"/> 200599	13/Mar/2007 (11:57:59)	Mr Gareth Lancaster	£202.35	NO	New		
<input type="checkbox"/> 200598	13/Mar/2007 (11:56:33)	Mr Gareth Lancaster	£202.35	NO	New		
<input type="checkbox"/> 200597	14/Feb/2007 (12:33:34)	Mr Gareth Lancaster	£341.75	NO	Paid		
<input type="checkbox"/> 200596	05/Nov/2006 (15:20:07)	Mr Gareth Lancaster	£14.74	YES	Dispatched		
<input type="checkbox"/> 200595	05/Nov/2006 (14:50:22)	Mr Gareth Lancaster	£65.30	YES	Dispatched		
<input type="checkbox"/> 200594	04/Nov/2006 (16:21:16)	Mr Gareth Lancaster	£45.63	NO	Dispatched		
<input type="checkbox"/> 200593	04/Nov/2006 (16:19:46)	Mr Gareth Lancaster	£38.24	NO	Invoice		
<input type="checkbox"/> 200592	03/Nov/2006 (19:05:12)	Mr Gareth Lancaster	£64.68	NO	On Hold		
<input type="checkbox"/> 200591	03/Nov/2006 (19:01:29)	Mr Gareth Lancaster	£19.56	NO	New		
<input type="checkbox"/> 200590	03/Nov/2006 (19:00:54)	Mr Gareth Lancaster	£19.56	NO	On Hold		
Total Number of Orders							10

A typical list of orders

In addition on the far left of the list each order line has a checkbox. Multiple orders can be selected and an action chosen from the top select box. This provides access to view orders, delete orders, print orders, receipts or any additional paperwork templates you have setup, send supplier emails (should you be using this option) and set the orders as paid or as cancelled.

In addition each line has an 'Action' button that can be used process individual orders. By default this appears on the far right, although both this position and when it's shown (either by mouse over or mouse click) can be changed on a per-user basis via the User Options button located at the top right of the JShop Server menu.

£202.35	NO	New	
£341.75	NO		Order: 200598
£14.74	YES	D	View Order
£65.30	YES	D	Edit Order
£45.63	NO	D	Show Receipt
£38.24	NO		Change Status
£64.68	NO		New
£19.56	NO		Paid
£19.56	NO		Failed
			Cancelled
			On Hold
			Invoice
			Dispatch
			Print
			Order
			Receipt
			5-Fold
			avery
			Delivery Note
			Labels
			Suppliers
			Send Emails
			Other
			Delete Order

The Order Action Drop-Down

15.2 Order Searching

At the bottom of the Jshop Server administration in the search panel are the order searching controls. These stay on screen all the time you are in the order management system giving you quick access to them. There are several different ways in which orders can be searched for:

Note: Orders are always displayed with the most recent at the top of the list.

Date Range

Here you can select a range: Today, Yesterday, Last 7 Days or Last Month, or you can select a month and year to view.

Status

This allows you to view orders by a specific order status and whether the order is marked as printed or unprinted.

Search String

This is a free text search that searches customer's name, order number and customer's email address.

Printed

This allows you to select whether to show only printed, unprinted or all orders.

Product Category

This allows you to select only orders that include products from a certain category in your store.

15.3 Accessing an Order's Details

To see the full details of an order, simply click the order number from the Orders List. This will show a screen containing the product information at the top, followed by billing and delivery addresses (if applicable), then payment details, processing details, dispatch information, any extra order fields and finally other fields such as the standard internal notes field and the customer's IP address.

In addition to viewing orders singularly you can view a selection of orders at once by using the checkboxes on the orders list page and you can print either a single order from the order details page or multiple orders at once from the orders list page.

15.4 Editing Orders

To edit an order click the 'Edit' button in the Action column on the orders list page. From here you can update many of the order's settings and, in addition the top of the screen gives you access to editing of the actual products and totals of the order.

<input type="checkbox"/> Zero Tax Charges				Add Products	Update Order Lines
Remove	Product Code	Product Details	Quantity	Price Each	Total Cost
<input type="checkbox"/>	ABS1	Filtered Fireworks UPDATE	1	<input type="checkbox"/> 42.420000	£42.42
Goods Total					£42.42
Shipping Total		3-4 Day <input type="button" value="Re-Calculate Shipping"/>			<input type="checkbox"/> 2.01
Tax Total					£0.00
Discount Total		<input type="text"/> <input type="button" value="Set Offer Code"/>			<input type="checkbox"/> -0.00
Order Total					£44.43

Editing the products on an order

You'll see text entry boxes next to the Quantity boxes, Price boxes, Discount Total, Shipping Total, Shipping Method and Tax Total lines. Here you can change the values for the order and click 'Update Order Lines' for them to take effect. For all these fields (except the shipping method) the current values are also shown for clarity.

Most product lines will show a check box next to the price field. When checked this will lock the price of the product so, when you update the order lines again, this price will not change even it should do. Similar check boxes appear for the Shipping Total and Discount Total. These are especially useful if you are editing an order after your discount or shipping settings have changed as it enables you to keep the old calculation rather than have the system calculate new, different, charges for you.

In addition there is a checkbox for each line in the 'Remove' column. Any checked lines will be deleted from the order once 'Update Order Lines' is clicked.

Finally, if the 'Zero Tax Charges' checkbox is checked when 'Update Order Lines' is clicked all tax on the order will be zeroed.

On the main details screen the important buttons are the 'Set Customer' and 'Re-calculate Tax & Shipping' ones. With the 'Set Customer' button the system will use the customer's email address you have entered to locate and load up their customer account. This will pre-fill the billing address details and set tax etc. accordingly. If the customer does not have an account it will set the tax settings etc. to the default.

With the 'Re-calculate Tax & Shipping' buttons, updated customer billing and delivery address details are used to re-calculate the tax and shipping on an order. It is important that you use this option if you change the billing or delivery address details to ensure that the correct shipping and tax is calculated as part of the order.

NOTE: The order is never actually changed until you click the 'Update Order' button at the bottom of the main details screen. Only at this point will the order actually be changed.

15.4.1 Adding Products

Next to the 'Update Order Lines' button you will also see an 'Add Products' button. Clicking this brings up a pop-up window containing a product search where you can search for products to add to the order.

Against each product you will see either an 'Add To Basket' or 'Select Options' button. The 'Add To Basket' button will only show for those products with no selectable options against them. For those that do have selectable options you can click the 'Select Options' button to show the product detail screen.

Total selected products: 149 , Viewing 31 - 45 < PREV [TOP] NEXT >			
Code ▲	Name	Price	Action
CG3	Magpie on Rock	£23.33 ex. tax (£27.41 inc. tax)	Add To Basket
CG4	Badger Waiting	£24.97 ex. tax (£29.34 inc. tax)	Add To Basket
CG5	Poised Squirrel	£24.99 ex. tax (£29.36 inc. tax)	Add To Basket
CG6	Dozing Cat	£24.99 ex. tax (£29.36 inc. tax)	Add To Basket
CG7	Furry Mole	£26.67 ex. tax (£31.34 inc. tax)	Add To Basket
DEEP1	Angel Fish	£29.16 ex. tax (£34.26 inc. tax)	Add To Basket
DEEP2	Picasso Trigger Fish	£30.83 ex. tax (£36.23 inc. tax)	Add To Basket
DEEP3	Basking Shark	£16.66 ex. tax (£19.58 inc. tax)	Add To Basket
DEEP4	Shoal Of Jellyfish	£24.99 ex. tax (£29.36 inc. tax)	Add To Basket
DEEP5	Displaying Whale	£29.98 ex. tax (£35.23 inc. tax)	Add To Basket
DEEP6	Happy Dolphin	£23.00 ex. tax (£27.03 inc. tax)	Add To Basket
DEEP7	Basking Anenomes	£36.66 ex. tax (£43.08 inc. tax)	Add To Basket
DES1	The Lone Tree	£40.32 ex. tax (£47.38 inc. tax)	Add To Basket
DES2	Twisted And Dry	£33.31 ex. tax (£39.14 inc. tax)	Add To Basket
DES3	Twilight Cactus	£38.30 ex. tax (£45.00 inc. tax)	Add To Basket
Total Number of Products:			15

[Searching for products to add to an order](#)

15.4.2 Product Details Screen

Accessed by either clicking on the 'Select Options' button or the product name or code on the product search screen, this screen shows you more details about the product, allows you to make any selections that are needed and gives a link to the product on your main web site. From here you can change the quantity to add and change any selectable options.

Select Product Options	
<div> <div>Excluding Tax</div> <div>Including Tax</div> </div>	
Normal Price:	£470.00 £470.00
One-Off Price:	£0.00 £0.00
Please Select A Bottle	Red (+£2.99) ▼
buttons	<input checked="" type="radio"/> On <input type="radio"/> Off
LoeweOptions	two ▼
test	<input type="checkbox"/> red (+£1.18) <input type="checkbox"/> blue <input type="checkbox"/> pink <input type="checkbox"/> green <input type="checkbox"/> green (-£2.35)
Quantity	1
<input type="button" value="Add To Basket"/>	

Quantity Discounts	
Combination	Discount
Quantity: 2 - 10	5.00%

Product Statistics	
Minimum Order Quantity	0
Maximum Order Quantity	0
Main Stock Level	-34

A typical product options screen when adding a product to an order

15.5 Creating New Orders

JShop Server includes the ability to create orders via. the administration interface. This uses exactly the same screens as shown when editing an order. To create an order click on the 'Create Order' button on the main orders listing screen (you can select the currency to create the order in using the drop-down beside the 'Create Order' button).

15.6 Processing Orders

The Action column on the order list page provides processing options for a single order. It provides access to order status changes, order printing and paperwork printing, including any extra order paperwork you have setup templates for.

In addition to this the Printed column in the orders list provides you with visual confirmation that orders have been printed, often a pre-requisite before progressing an order through your dispatch process.

15.7 Dispatching

There are a number of different ways that dispatching can work, depending on the settings you have chosen in General -> Order Admin Settings. We shall take each option in turn here.

Note: If you are using the Digital Products feature of JShop Server you should make sure that you have dispatching enabled for it to work correctly.

Products Left To Dispatch			
Product Code	Product Details	Qty Left	Dispatch
JUNGAN3	Staring Gorilla	1	1

Tracking Information	
Enable Tracking	<input type="radio"/> NO <input checked="" type="radio"/> YES
Tracking Reference	<input type="text"/>
Tracking Misc.	<input type="text"/>
Courier	Phone Us <input type="button" value="v"/>
<input type="button" value=" < Back"/> <input type="button" value=" Dispatch Order"/>	

Dispatch screen showing both dispatch tracking and partial dispatch functionality

Dispatch Functionality Activated

If the dispatch functionality has been activated a 'Dispatch' button will appear in the Process column on the order list page. Clicking this and OK'ing the confirmation box that will appear will mark the order as dispatched and you will be returned to the orders list page.

Dispatch Tracking Activated

If the dispatch tracking functionality has been activated, clicking the 'Dispatch' button will bring up an intermediate page that allows you to enter the dispatch tracking information that can, in turn, be included on the email sent to the customer. This also pulls on the Courier information which is setup in Tax/Shipping -> Couriers. Each order can have the following dispatch tracking information with it:

Enable Tracking

If set to NO this will disable dispatch tracking for the order and dispatch tracking information will not be sent to the customer.

Tracking Reference

This is where you enter the tracking reference for the courier you have used to dispatch the goods to the customer.

Tracking Misc.

This is a free field in case you need to give the customer any extra information about the dispatch.

Courier

This lets you select the courier that you have used which allows both the courier name and contact details to be included in the email to the customer.

Allow Partial Dispatches

If this option has been turned on the intermediate page after clicking the 'Dispatch' button will contain a basket at the top. This will detail the order lines and quantities that are left to dispatch on the order. Here you can change the quantities to those actually being dispatched. If there are still product lines left after the dispatch the order is marked as Part Dispatched and remains open for further dispatches. Any order lines that are not included at all in the dispatch can have their quantities set to 0.

By default when you first view this page, the Dispatch field box for each line will equal the total quantity left on the order line.

Dispatching Gift Certificates

Email gift certificates can be dispatched by clicking the 'Dispatch' button on the orders list. If you are not using the dispatch functionality they can be sent to the recipients email address using the routines in Customers.

Postal gift certificates require printing and this can be done from the orders detail page. A link to the printable gift certificate can be found with the other gift certificate information in the order's basket at the top of the details page. The postal gift certificate is designed using the template giftcert_print.html which is in the normal templates directory for JShop Server.

15.8 Receipt Printing

JShop Server can also print receipts. In the Action column on the orders list page is an orange 'Receipt' button (if you have enabled Receipt printing in General -> Order Admin Settings). This will open a new window with the receipt ready for printing. This receipt is designed using the template receipt.html which is in the normal templates directory for JShop Server.

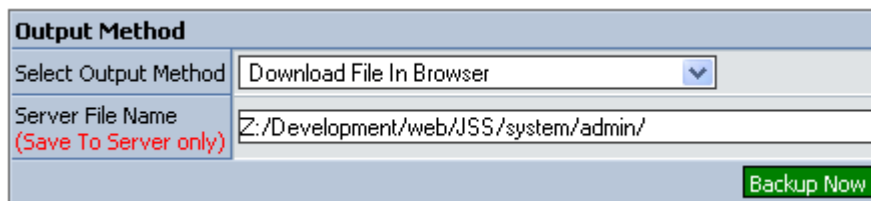
16 Backup

JShop Server includes a full backup and restore system to help you store and, if necessary, retrieve the data for your store. It is always advisable to keep backups of your data and not only can this be done through JShop Server but there are also other methods that can be used to ensure your data is safe (please see later in this section).

The initial installation SQL for JShop Server was created using the Backup Database functions of the software.

16.1 Backup Database

This screen allows you to backup your database. This does a complete backup of all the data in the database. Note: Images, templates and the PHP files for JShop Server are not stored in the database and so should be backed up separately.



Backup Screen

Note: If your database is large the backup file might take many minutes to create and also take some time to download.

Saving The Backup File

JShop Server provides you with three different options when backing up.

Download File In Browser

This will cause a file download box to pop-up and allow you to save the file to your local computer. Please note that some browsers do not support this method and you will not be able to use this to backup data.

Output To Screen (Save With 'View Source')

This will output the backup to the screen and you can then save it to your local machine by using the View Source option in your web browser.

Save To Server

This lets you save the backup directly to your web server in the location specified by the 'Server File Name' field. It is important that you enter a valid path and file name and that the directory you are backing up to has the correct permissions to allow PHP to create a file. In addition please note that it is advisable to backup to a password protected directory to disallow people getting access to the files via the web. For extra security choose a path that is outside of the web root.

16.2 Restore Database

If the need ever arises for you to restore a previously made backup, this option allows you to do this.

SQL Backup File (Upload From Computer)	<input type="text"/> Browse...
OR	
SQL Backup File (Load From Server)	<input type="text" value="Z:/Development/web/JSS/system/admin/"/>
Restoring data from an SQL backup will overwrite all existing data. Only use this option if you are sure you need to and, if unsure, make another backup of the data on the system before proceeding.	
<input type="button" value="Restore Data"/>	

Restore Screen

Upload From Computer

Clicking the 'Browse' button will open a file dialog window and allow you to choose the file you wish to restore from your local machine. Please note that large files may not work correctly using this method due to configuration settings in PHP limiting the size of uploaded files.

Load From Server

Here you can enter a path and file name to a backup file located on your server. This is the best option for larger restores.

Once you have picked your backup file, click Restore Data and the process will begin.

Note: As soon as the restore begins all tables currently in the JShop Server database will be dropped and you will not be able to retrieve them. Please be certain that you wish to restore your data. It is advisable to only make the Backup/Restore section available to the administrator account to avoid any accidental use. Once the restore has finished you will also be logged out should you try to continue accessing the admin system and will have to login again.

16.3 Other Methods for Backup and Restore

As discussed in the Installation manual, if you are comfortable with MySQL we suggest installing phpMyAdmin on your server. With phpMyAdmin you are able to backup your whole database, or just certain tables from it, export these to files and load them in again.

Many users may find the flexibility that phpMyAdmin can offer more suitable for their needs. Please note that although we cannot give support directly on using phpMyAdmin we can help in its use with JShop Server.

17 Payment Gateways

This section describes the payment gateways that JShop Server supports. Some of these payment gateways require extra setup, normally in your payment gateway's administration system.

Note: We cannot guarantee that the order status within JShop Server will always update correctly. This can be down to the customer not completing their purchase, the payment gateway not sending a notification of payment status back to JShop Server or time-out problems when the payment gateway tries to contact your server.

You should always check payments with your administration system from the payment gateway – this is the only 100% authoritative source of payment information.

17.1 Integration with Other Payment Gateways

JShop Server's integration with payment gateways is modular which enables us to add new payment gateways to the supported list in between upgrades. If you wish to use a payment gateway that is not currently supported by JShop Server please contact us.

We cannot guarantee we will be able to support all payment gateways, mostly because some rely upon special software being installed on your server (that your server may not be capable of having) or require particular operating systems on your server.

However, the majority will not be a problem to install so please feel free to contact us. Charges for the integration of a new gateway will depend on the complexity of the required integration and the demand for the gateway.

17.2 The Use of cURL

Some payment gateways require the use of secure server socket connections between the merchant's server and the payment gateway's server either for authorising a transaction or receiving a response regarding payment status. For example, USA ePAY requires a secure server socket connection to actually authorise a payment and PayPal requires a secure server socket connection for the merchant's web site to receive a notification of payment status.

For these instances JShop Server uses a PHP extension called cURL. Further cURL needs to be compiled with SSL support. This is available as standard on many servers and you may already have it installed and if you have any doubt you should contact your hosting company or system administrator for more information.

17.3 Secure Server Requirements

If you are taking credit card details for processing off-line or if you are using one of the payment gateways that require your site to take the credit card details, such as USA ePAY, you will need a secure server. This secure server should operate from the same web root as your normal server, e.g. all normal files can be accessed under http:// or https:// - please speak to your web hosting company for more information. However, please refer to our Installation manual which contains advice on taking credit card details directly and why, in the majority of circumstances, you should not consider doing so.

17.4 Gateways

17.4.1 2checkout

Server Requirements

There are no extra server requirements needed to integrate with 2checkout.

Where Are Credit Card Details Taken?

Credit card details are taken on 2checkout's payment page.

Settings Page Details

Account Number

This is the account number issued to you by 2checkout when you signed up for an account with them.

Secret Word

This is the secret word you setup at 2checkout. This needs to be correct otherwise JShop Server will not receive payment status notifications from 2checkout

What Do I Need To Setup At 2checkout?

In your 2checkout administration system you should go to Shopping Cart -> Cart Details and set the following:

Return to a routine on your site after credit card processed?:

Set this to Yes

Return URL:

Set this to the gateways/response/2checkout.php URL on your server, e.g.
<http://www.yourdomain.com/jss/gateways/response/2checkout.php>
(this will be different on your server and depends on where you installed JShop Server to).

Next go into Account Details -> Return and set the following:

Secret Word:

Set this to the same secret word you entered into JShop Server's 2checkout settings. This secret word setting is right at the bottom of the Account Details -> Return page on 2checkout.

17.4.2 Authorize.net

17.4.2.1 Authorize.net SIM

Server Requirements

There are no extra server requirements needed to integrate with Authorize.net SIM.

Where Are Credit Card Details Taken?

Credit card details are taken on Authorize.net's payment page.

Settings Page Details

Login ID

This is the login ID issued to you by Authorize.net when you signed up for an account with them.

Transaction Key

This is a valid transaction key for your Authorize.net account. These can be created in your Authorize.net administration system.

Test Mode

When set to YES no live transactions will take place via. Authorize.net. Set to NO when you do wish to process live transactions.

Description

This is the description of the order that you would like to appear on the Authorize.net payment page.

Send Customer Email From Authorize.net

If set to YES the customer will also receive an email confirming their payment from Authorize.net

What Do I Need To Setup At Authorize.net?

You need to ensure that you set the Response/Receipt URL correctly in your Authorize.net administration system. On the settings page for Authorize.net in JShop Server you will be told what the correct URL should be for this. Make sure you use this exactly otherwise JShop Server will not receive responses from Authorize.net.

In addition you need to make sure that the transaction key you enter into JShop Server is a valid transaction key for your account.

17.4.2.2 Authorize.net AIM

Server Requirements

You will require your own secure server certificate (SSL) and cURL installed for PHP with secure sockets support.

Where Are Credit Card Details Taken?

Credit card details are taken on your site.

Settings Page Details

Login ID

This is the login ID issued to you by Authorize.net when you signed up for an account with them.

Password

This is your Authorize.net account password.

Test Mode

When set to YES no live transactions will take place via. Authorize.net. Set to NO when you do wish to process live transactions.

Transaction Mode

This is the type of authorization to perform on the credit card – either a Full Authorization or a Pre Authorization. With a Pre Authorization you will need to login to Authorize.net in order to release the funds when ready.

What Do I Need To Setup At Authorize.net?

According to Authorize.net it is recommended that you set your 'Password-Required Mode' to TRUE in your Authorize.net administration interface. This requires the use of your password in order to submit an order via the web through a system such as JShop Server.

17.4.3 Banque Populaire RTS

Server Requirements

There are no extra server requirements needed to integrate with this gateway.

Where Are Credit Card Details Taken?

Credit card details are taken on the payment gateway's payment page.

Settings Page Details

Internet Member Number

This is the number on your prima card (6 numbers)

Merchant Activity Code (MCC)

You will have received this with your contract (4 numbers)

Contract Number (Business Number)

You will have received this with your contract (10 numbers)

Payment Type

The option selected here should match what you have been setup for with the Banque Populaire system, otherwise an error will be generated when attempting to checkout.

Name of Merchant's Server

Purely informational

Merchant's Name

Purely informational

Merchant's Email Address

Used to generate a confirmation email of the order information from the system

Automatic Redirection Timer

Number of seconds before the completion page at Banque Populaire automatically sends the customer back to your site.

What Do I Need To Setup At Banque Populaire?

There is nothing you need to setup on your gateway's administration pages.

17.4.4 Barclays ePDQ

Server Requirements

There are no extra server requirements needed to integrate with Barclays ePDQ.

Where Are Credit Card Details Taken?

Credit card details are taken on Barclays ePDQ payment page.

Settings Page Details

Client ID <currency>

For each currency you are allowing people to check out in you will need to enter the corresponding client ID in the appropriate box.

Note: It is important that you set ISO numbers for your currencies in General -> Currency Settings in order for the ePDQ integration to work correctly.

Charge Type

Here you can choose between a Full Authorisation or Pre Authorisation. With Pre Authorisation you will need to login to your Barclays ePDQ administration system in order to release the funds when ready.

Passphrase

Passphrase that corresponds to the passphrase you have entered into your Barclays ePDQ CPI setup.

Merchant Display Name

The company name you wish to display on the Barclays ePDQ payment page.

Payment Page Text Colour

The colour of the text you wish to use on the payment page, in normal HTML colour syntax e.g. #000000 = Black, #FFFFFF = White

Payment Page Background Colour

The colour of the background you wish to use on the payment page, in normal HTML colour syntax e.g. #000000 = Black, #FFFFFF = White

Payment Page Logo

The full URL to any logo you would like to show on the Barclays ePDQ payment page. Note: This should only be used if you have a secure server and can reference the image with https://

Supported Card Types

Here you can select the card types that you support through Barclays ePDQ. This will limit the selections available to the customer on the payment page.

Use https (if available) for Transfer to Barclays

If you are using an SSL certificate with your JShop Server store you should select YES for this option as it will avoid transferring the customer to an http:// connection to send them to Barclays.

Show Delivery Information

If you do not wish to show the delivery address information on the Barclays ePDQ checkout screens, select YES here.

What Do I Need To Setup At Barclays?

On the details page for Barclays ePDQ in JShop Server you will be given details that you need to enter into your ePDQ CPI administration. In addition you should ensure that the Passphrase you enter into JShop Server matches the Passphrase you enter into the CPI.

Finally, you will need to password protect the gateways/barclays/ directory with a .htaccess username and password and also enter these details into your ePDQ CPI.

17.4.5 CardSave

Enter topic text here.

17.4.5.1 CardSave Direct

Server Requirements

You will require your own secure server certificate (SSL) and cURL installed for PHP with secure sockets support.

Where Are Credit Card Details Taken?

Credit card details are taken on your site. In addition, for 3D Secure transactions, an IFRAME will be shown within your site for the customer to enter their authentication password.

Settings Page Details

Merchant ID

This is the Merchant ID issued to you by the gateway.

Password

This is the transaction password issued to you by the gateway.

What Do I Need To Setup At Cardsave?

There is nothing that you need to setup at CardSave.

17.4.5.2 CardSave Hosted

Server Requirements

There are no extra server requirements needed to integrate with CardSave Hosted Payment Page.

Where Are Credit Card Details Taken?

Credit card details are taken on CardSave's payment page.

Settings Page Details

Merchant ID

This is the Merchant ID issued to you by the gateway

Pre-Shared Key

This is the pre-shared key available from CardSave via. the Merchant Information page.

Password

This is the transaction password issued to you by the gateway.

Order Description

A free text field describing the order.

Transaction Type

Here you can select SALE or PREAUTH

What Do I Need To Setup At Cardsave?

There is nothing that you need to setup at CardSave.

17.4.6 ChronoPay

Server Requirements

There are no extra server requirements needed to integrate with this gateway.

Where Are Credit Card Details Taken?

Credit card details are taken on the payment gateway's payment page.

Settings Page Details

Product ID Fields

ChronoPay will have provided you with individual IDs for each currency you can take in your store. You should enter these here.

Checkout Languages

Here you can specify what language the customer sees on the ChronoPay pages depending on what language they were viewing your store in.

Product Description

Descriptive text that appears on the ChronoPay payment page.

What Do I Need To Setup At ChronoPay?

You will need to setup the following options in your Chronopay Admin:

Access URL: (see the JShop Server settings page for the gateway for the URL)

17.4.7 ecardon XML

Server Requirements

You will require your own secure server certificate (SSL) and cURL installed for PHP with secure sockets support.

Where Are Credit Card Details Taken?

Credit card details are taken on your site. This integration does not support 3D Secure.

Settings Page Details

Sender ID

This is the sender ID issued to you by the gateway when you signed up for an account with them.

Channel ID <currency>

For each currency you are allowing people to check out in you will need to enter the corresponding channel ID in the appropriate box.

User ID

This is the user ID issued to you by the gateway when you signed up for an account with them.

User Password

This is the user password you have setup with the gateway for transactions.

Transaction Mode

ecardon provide both a test mode and a live mode.

Payment Usage

A free text description that will appear on the customer's credit card bill.

What Do I Need To Setup At ecardon?

There is nothing that you need to setup at eMS.

17.4.8 eMS (e-services.rs)

Server Requirements

There are no extra server requirements needed to integrate with eMS.

Where Are Credit Card Details Taken?

Credit card details are taken on eMS's payment page.

Settings Page Details

Username

This is the username issued to you by eMS when you signed up for an account with them.

Password

This is the transaction password issued to you by eMS.

Store ID

This is the Store ID issued to you by eMS

Order Description

A free text field to describe the order on the eMS payment pages

What Do I Need To Setup At eMS?

There is nothing that you need to setup at eMS.

17.4.9 eProcessingNetwork

Server Requirements

There are no extra server requirements needed to integrate with eProcessingNetwork.

Where Are Credit Card Details Taken?

Credit card details are taken on eProcessingNetwork's payment page.

Settings Page Details

Account Number / Username

This is the account number / username issued to you by eProcessingNetwork when you signed up for an account with them.

Background Color

This is the background color that will be used on the payment page.

What Do I Need To Setup At eProcessingNetwork?

You should not need to setup anything at eProcessingNetwork in order for transactions to be successfully processed.

17.4.10 goMerchant

Server Requirements

There are no extra server requirements needed to integrate with goMerchant.

Where Are Credit Card Details Taken?

Credit card details are taken on the goMerchant payment page on their site.

Settings Page Details

goMerchant Merchant Name

Your merchant name as issued by goMerchant when you signed up for an account with them.

What Do I Need To Setup At goMerchant?

You should not need to setup anything at goMerchant in order for transactions to be successfully processed.

17.4.11 Google Checkout

Server Requirements

An SSL certificate is required and cURL support with SSL needs to be available in PHP.

Where Are Credit Card Details Taken?

Payment details are taken on Google's own checkout pages.

Settings Page Details

Mode

Select either the Google Checkout sandbox or live service

Merchant ID

Your Google Checkout merchant ID

Merchant Key

Your Google Checkout merchant key

Button Size

Select the size of the Google Checkout button you would like to display on your site.

Button Style

Select the style of the Google Checkout button you would like to display on your site.

Merchant Location

Select your country. Please note that Google Checkout only supports merchants from the United Kingdom or the US.

County/State Cross Reference

As Google Checkout allows free text entry of counties outside the US, and a pre-defined list of 2-letter US state abbreviations, here you can provide alternative spelling versions to match what comes from back from Google Checkout. This only applies if you are displaying County/States as a select box in JShop Server.

What Do I Need To Setup At Google?

Within your Google Checkout account (either Sandbox or Live), login and go to Settings -> Integration. Here you will find your Merchant ID and Key. Ensure that 'My company will only post digitally signed carts' is checked and that 'Notification as XML' is selected. In 'API callback URL' enter the URL shown on the settings page for Google Checkout in JShop Server. Set the API version number to 2.2.

What Else do I Need to Setup for JShop Server?

You will need to implement an htaccess username and password on the gateways/googlecheckout directory. This should use your Google Checkout Merchant ID as the username and Merchant Key as the password. Your hosting control panel would normally provide the ability to password protect directories.

Processing Google Checkout Orders

When an order is placed using Google Checkout on your store, your Orders page will show the Google Checkout order number on the orders list along with the current financial and fulfillment status of the order at Google. From the Orders page in JShop Server you can tell Google that you want to process the payment, cancel the order or mark the order as delivered. The options available depend on the current financial and fulfillment status. Please note that this will not impact your JShop Server order status, which you should process as normal. When sending processing messages to Google Checkout the financial and fulfillment status will be updated once JShop Server receives a response.

Integration Notes

Please bear the following in mind when using Paypal Express. As it bypasses the normal JShop Server checkout there are some important things to be aware of:

1. Default shipping prices have to be sent when sending a customer to Google Checkout. These defaults are used if the merchant calculations facility fails during the customer's checkout. JShop Server uses the following method to create these default values: (1) If a shipping type is available to the default country set in JShop Server it calculates using this location, (2) If it is not available to the default country, JShop Server picks the first zone used on the shipping type to calculate the order. Under normal circumstances the merchant calculations will provide exact shipping costs as the customer checks out through Google Checkout.
2. Discounts and discount codes redeemed on your site (via. the cart page, or automatically calculated discounts) have to be sent to Google Checkout as negative cart items. There can be tax issues caused by this as Google Checkout calculates the tax themselves, although JShop Server will attempt to account for

this. When an order notification comes back from Google Checkout to your store, JShop Server splits out this line again to use for its own discount totals.

3. Gift certificates cannot be redeemed through Google Checkout, nor can they be purchased from your store using Google Checkout as payment.
4. If you use one-off prices in your store against products you should not use Google Checkout as it has no support for this
5. Calculations done on Google Checkout may lead to different rounding or totals than if the JShop Server checkout was used.
6. Editing orders in JShop Server that have been placed with Google Checkout is not recommended as this will have no impact on the order in Google Checkout. In addition Google Checkout does not send across per-item tax totals when a customer completes the ordering process at Google Checkout and this may cause problems with order editing.

17.4.12 InternetSecure

Server Requirements

There are no extra server requirements needed to integrate with InternetSecure.

Where Are Credit Card Details Taken?

Credit card details are taken on InternetSecure's payment page.

Settings Page Details

Merchant Number

This is the account number issued to you by InternetSecure when you signed up for an account with them.

Transaction Mode

InternetSecure have 3 transaction modes. Use 'Test Mode (Success)' to test successful transactions, use 'Test Mode (Failure)' to test failed transactions and use 'Live Mode' to use your InternetSecure account live.

Language

Select the language you wish the payment page to be displayed in.

Description

Enter a description for orders passed to InternetSecure.

What Do I Need To Setup At InternetSecure?

In your InternetSecure administration system you should go to Export Scripts -> Export Script Options and set the following:

Server Domain Name:

Set this to the domain name of your server.

Web Page:

Set this to the gateways/response/internetsecure.php URL on your server, e.g.
<http://www.yourdomain.com/gateways/response/internetsecure.php>
(this will be different on your server and depends on where you installed JShop Server to).

Note: InternetSecure will only send a notification if the payment is successful. JShop Server will receive no notification if payment fails.

17.4.13 Moneris eSelect Plus Hosted Paypage

Server Requirements

There are no extra server requirements needed to integrate with Moneris eSelect PLUS Hosted Paypage

Where Are Credit Card Details Taken?

Credit card details are taken on the payment gateway's payment page.

Settings Page Details

PS Store ID

This is your account ID with the gateway.

HPP Key

This is your Hosted Paypage Token (HPP Key) as issued by the gateway.

Language

Choose between one of the available languages – this dictates what language the payment pages will be shown in.

Server

Here you should choose the test server whilst testing your setup and the live server when you are ready to put your gateway integration into live more.

What Do I Need To Setup At Moneris?

You will need to create a hosted paypage within your Moneris account. When setting this up you can enter the following details for JShop Server's integration:

Response Method: Send to your server as a POST

Approved URL: (see the JShop Server settings page for the gateway for the URL)

Declined URL: (see the JShop Server settings page for the gateway for the URL)

17.4.14 Multicards

Server Requirements

There are no extra server requirements needed to integrate with Multicards.

Where Are Credit Card Details Taken?

Credit card details are taken on Multicard's payment page.

Settings Page Details

Multicards Merchant ID

This is the merchant ID issued to you by Multicards when you signed up for an account with them.

Description

This is the description of the order that will appear on the Multicards payment page.

Authorisation Mode

Multicards have 2 authorisation modes. 'Normal' takes the payment straight away and 'Deferred' secures

payment on the customer's credit card until it is released by you in Multicard's administration system.

Silent Post Password

This should be the same as the silent post password you setup in Multicards. If it is not, JShop Server will not receive updates on payment status.

Page IDs

Each currency you transact in with Multicards has its own payment page with a unique reference. Enter the appropriate references here for each of the currencies in your store.

What Do I Need To Setup At Multicards?

For each of your payment pages at Multicards you need to ensure that the following options are set:

Post URL

Set this on each of your Multicards payment pages to the Post URL shown on JShop Server's Multicards settings page.

Silent Post

Make sure this is set to YES

Post Fields

Set this to: user1,user2

Silent Post Password

Set this to the same password you entered in JShop Server's Multicards settings page.

17.4.15 Multipay

Server Requirements

There are no extra server requirements needed to integrate with Multipay.

Where Are Credit Card Details Taken?

Credit card details are taken on the Multipay payment page on their site.

Settings Page Details

Administrator ID (free field)

You can use this as a reference so that you know where orders are coming from if you have more than one ordering process.

Seller ID From Multipay

Your seller ID as issued by Multipay when you signed up for an account.

Order Description

A description of the order that will appear on the Multipay payment page.

Country

The country of the merchant

Language

The language you would like the payment page to appear in.

Payment Types Allowd

Check all those payment types that you would like to accept on your Multipay payment page. The customer will then have a selection of which to choose from.

What Do I Need To Setup At Multipay?

You should not need to setup anything at Multipay in order for transactions to be successfully processed.

17.4.16 NoChex

Server Requirements

There are no extra server requirements needed to integrate with NoChex.

Where Are Credit Card Details Taken?

Payment details are taken on NoChex's payment page.

Settings Page Details

Account

Enter the email address of your NoChex account here.

Description

This is the description of the order that will appear on the NoChex payment page.

Logo

This lets you specify a logo to appear on the NoChex payment page. However, this needs to be from a secure server otherwise a security notice will be shown to the customer on the NoChex payment page.

What Do I Need To Setup At NoChex?

Nothing needs to be setup at NoChex.

Note: JShop Server will only receive a payment notification if the customer clicks the "Continue" link at the bottom of the NoChex payment confirmation page. NoChex only accepts GBP!

17.4.17 Optimal Payments API

Server Requirements

You will require your own secure server certificate (SSL) and cURL installed for PHP with secure sockets support.

Where Are Credit Card Details Taken?

Credit card details are taken on your site.

Settings Page Details

Account Number

This is your account number with Optimal Payments

Merchant ID

This is your merchant ID with Optimal Payments

Merchant Password

This password will be given to you by Optimal Payments and is automatically generated by them.

Server

Here you should choose the test server whilst testing your setup and the live server when you are ready to put your gateway integration into live more.

What Do I Need To Setup At Optimal Payments?

You should not need to setup anything at Optimal Payments in order for transactions to be successfully processed.

17.4.18 Paypal**17.4.18.1 Paypal Website Payments Standard**

Server Requirements

In order to receive payment status notifications your server will require cURL with SSL support. Sending the customer to PayPal to make payment and returning them to your order success page does not require any special server requirements however.

Where Are Credit Card Details Taken?

Payment details are taken on PayPal's payment page.

Settings Page Details

Account

Enter the email address of your PayPal account here.

Description

This is the description of the order that will appear on the PayPal payment page.

Logo

This lets you specify a logo to appear on the PayPal payment page. However, this needs to be from a secure server otherwise a security notice will be shown to the customer on the PayPal payment page.

Live/Testing Server

Here you can specify whether you wish to use the live Paypal checkout or, for integration testing, the Paypal Sandbox.

What Do I Need To Setup At PayPal?

To receive payment notifications (assuming you have cURL with SSL support installed) you will need to go into your PayPal account and activate the "Instant Payment Notification" feature that's available. All you have to do is turn this on, JShop Server will send the correct notification URL to PayPal.

17.4.18.2 Paypal Express

Server Requirements

An SSL certificate is required and cURL support with SSL needs to be available in PHP. Paypal has strict rules on the positioning of their logos and checkout buttons on your website. Please see the following document for more information:

[Express Checkout Button Placement and Usage](#)

Where Are Credit Card Details Taken?

Payment details are taken on Paypal's own payment pages.

Settings Page Details

Username

This is your Paypal Express API username (please note that this is not your Paypal email address)

Password

This is your Paypal Express API password (please note that this is not your normal Paypal password)

Signature

This is the API signature provided by Paypal's own administration system for API calls.

Payment Type

Here you can select whether you want to fully action a sale straight away or just authorize a card before manually actioning the full payment through Paypal's administration system once the goods are ready to be dispatched.

Live/Testing Mode

JShop Server does support Paypal's sandbox testing mode and this can be selected here.

Checkout Locale

For each language you have setup in your JShop Server store you can select which language Paypal's own checkout pages should be shown in here.

Show JShop's Shipping Address

If selected, JShop Server will send any shipping address it already has (if the customer selected Paypal Express whilst going through your own checkout) on the Paypal checkout pages.

Page Style

Here you can enter the name of any page style you have setup at Paypal. If you do not have one, leave this field blank.

What Do I Need To Setup At PayPal?

When you setup Paypal Express you need an API username, password and signature. These are setup in your Paypal admin system by logging in, going to My Account -> Profile -> API Access -> Request API Credentials -> Request API Signature. Applying for a Centinel account in order to be able to use 3D Secure is also done through your Paypal admin system.

Integration Notes

Please bear the following in mind when using Paypal Express. As it bypasses the normal JShop Server checkout there are some important things to be aware of:

1. When using their live shipping rate update service (which JShop Server does) the software has to provide Paypal with a maximum value for the order which cannot be breached. This is really quite awkward as it's not feasible for JShop Server to calculate every single permutation of shipping for every shipping zone for a given cart and so the system sets the maximum amount to double the order total when we send the order.
2. Paypal Express does not send a billing address back to the system, it will only provide a shipping address and so JShop Server will use this as the billing address as well as the shipping address when creating the order if your checkout has been bypassed completely.

17.4.18.3 Paypal Website Payments Pro

Server Requirements

An SSL certificate is required and cURL support with SSL needs to be available in PHP. Please also note that, if you are using Paypal Website Payments Pro, it is obligatory to also enable and use Paypal Express on your website. If you do not you will be breaching Paypal's terms and conditions of use. The integration also supports 3D Secure using Paypal's partner, Centinel Commerce. Please refer to Paypal's own documentation and administration system for details on how to apply for an account with Centinel to add 3D Secure support.

Where Are Credit Card Details Taken?

Payment details are taken on your own checkout pages.

Settings Page Details

Payment Type

Here you can select whether you want to fully action a sale straight away or just authorize a card before manually actioning the full payment through Paypal's administration system once the goods are ready to be dispatched.

Live/Testing Mode

JShop Server does support Paypal's sandbox testing mode and this can be selected here.

Enable 3D Secure

If you have a Centinel 3D Secure account setup you can turn this option on, otherwise leave it off.

Centinel Processor ID

The processor ID provided to you by Centinel Commerce.

Centinel merchant ID

The merchant ID provided to you by Centinel Commerce.

Centinel Transaction Password

The transaction password provided to you by Centinel Commerce.

What Do I Need To Setup At PayPal?

When you setup Paypal Pro you need an API username, password and signature. These are setup in your Paypal admin system by logging in, going to My Account -> Profile -> API Access -> Request API Credentials -> Request API Signature. Applying for a Centinel account in order to be able to use 3D Secure is also done

through your Paypal admin system.

17.4.19 PayPoint

Enter topic text here.

17.4.19.1 PayPoint Lite / Professional (Secpay)

Server Requirements

There are no extra server requirements needed to integrate with Paypoint.

Where Are Credit Card Details Taken?

Credit card details are taken on Paypoint's payment page.

Settings Page Details

Merchant ID

This is the account number issued to you by Paypoint when you signed up for an account with them. For testing you can use the secpay Merchant ID.

Transaction Mode

Paypoint have 3 transaction modes. Use 'Test Mode (Success)' to test successful transactions, use 'Test Mode (Failure)' to test failed transactions and use 'Live Mode' to use your Paypoint account live.

Authorisation Mode

Paypoint have 3 authorisation modes. 'Full Authorisation' takes the payment straight away, 'Deferred' secures a nominal payment on the credit card until fully released by yourself in the Paypoint administration system, 'Deferred Full' secures the full payment on the credit card until fully released by yourself.

Digest Key

This is the digest key that you need to setup at Paypoint (see below). It is required for payment notifications.

Remote Password

If you wish to have Paypoint authenticate that the transaction has originated from your store you should set your remote password in Paypoint's admin system and enter it here. In addition, however, checking this is not setup by Paypoint by default and, to quote their manual:

"...please ask for this to be done by emailing admin@secpay.com, quoting your Paypoint account ID and requesting that the 'req_digest=true' option be added to your account."

What Do I Need To Setup At Paypoint?

In your Paypoint administration system you should go to Change Remote Passwords and set the following:

Which Password Type?

Select 'Digest Key' and enter a digest key password (this needs to be the same as you enter into JShop Server's Paypoint settings page otherwise JShop Server will not receive payment notifications correctly.)

17.4.19.2 PayPoint Metacharge

Server Requirements

There are no extra server requirements needed to integrate with Paypoint.

Where Are Credit Card Details Taken?

Credit card details are taken on Paypoint's payment page.

Settings Page Details

MCPE Installation ID

This is the installation ID provided to you by the payment gateway.

Mode

Paypoint have 3 transaction modes. Use 'Test Mode (Success)' to test successful transactions, use 'Test Mode (Failure)' to test failed transactions and use 'Live Mode' to use your Paypoint account live.

Authorisation Mode

Paypoint have 2 authorisation modes. 'Auth with Capture' takes the payment straight away, 'Pre-Auth' secures a nominal payment on the credit card until fully released by yourself in the Paypoint administration system.

Order Description

This is a free text field to describe the order for the customer.

What Do I Need To Setup At Paypoint?

In your Paypoint administration system you should go to Settings Account Management -> Installations and set the following against the correct installation ID:

Return URL

The URL to use here is shown on the PayPoint Metacharge settings screen in JShop Server

Response URL

The URL to use here is shown on the PayPoint Metacharge settings screen in JShop Server

Password Protection

If you are password protecting the gateways/response/paypointmetacharge directory on your server ensure that you enter the correct username and password at Paypoint in the 'Response HTTP Auth Username' and 'Response HTTP Auth Password' fields

17.4.20 PaySystems TPP-Pro

Server Requirements

There are no extra server requirements needed to integrate with PaySystems TPP-Pro.

Where Are Credit Card Details Taken?

Credit card details are taken on the PaySystems TPP-Pro payment page on their site.

Settings Page Details

PaySystems Merchant ID

Your merchant ID as issued by PaySystems TPP-Pro when you signed up for an account with them.

Payment Page Order Description

A description of the order that will be shown on the PaySystems TPP-Pro payment page that the customer sees.

What Do I Need To Setup At PaySystems TPP-Pro?

You should not need to setup anything at PaySystems TPP-Pro in order for transactions to be successfully processed.

17.4.21 PSiGate HTML**Server Requirements**

There are no extra server requirements needed to integrate with PSiGate HTML.

Where Are Credit Card Details Taken?

Credit card details are taken on the payment gateway's payment page.

Settings Page Details**Merchant ID**

This is your merchant ID with the gateway.

Transaction Mode

Whilst testing you can choose any of the Test Mode option to simulate the given response, e.g. declined or good. When you are ready to go live you should change this setting to 'Live'

Authorization Mode

Here you can choose between PreAuth (amounts are secured on a card but not taken) and Sale (amounts are taken instantly from the customer's card)

What Do I Need To Setup At PSiGate?

You should not need to setup anything at Optimal Payments in order for transactions to be successfully processed.

17.4.22 RBS Worldpay Select Junior**Server Requirements**

There are no extra server requirements needed to integrate with Worldpay.

Where Are Credit Card Details Taken?

Credit card details are taken on Worldpay's payment page.

Settings Page Details**Installation ID**

This is the installation ID issued to you by Worldpay when you signed up for an account with them.

Description

This is the description of the order that will appear on the Worldpay payment page.

Transaction Mode

Worldpay have 3 transaction modes. Use 'Test Mode (Success)' to test successful transactions, use 'Test Mode (Failure)' to test failed transactions and use 'Live Mode' to use your Worldpay account live.

Authorisation Mode

Worldpay have 2 authorisation modes. 'Full Authorisation' takes the payment straight away and 'Pre-Authorisation' secures payment on the customer's credit card until it is released by you in Worldpay's administration system.

Contact Mode

This option allows you to specify whether the customer is able to change their contact details whilst on Worldpay's payment pages. You can either let them change their details, fix them (but show them to the customer) or hide them completely.

Callback Password

This is the callback password that you also need to enter into Worldpay's administration system (please see below).

What Do I Need To Setup At Worldpay?

In your Worldpay administration system you should go Configuration Options and set the following:

Callback URL

Set this to the gateways/response/worldpay.php URL on your server, e.g.
<http://www.yourdomain.com/jss/gateways/response/worldpay.php>
(this will be different on your server and depends on where you installed JShop Server to)

Callback Enabled?

Make sure that this is checked

Callback Password

Enter the same callback password as you entered into JShop Server's Worldpay Settings page.

Use Callback Response

If this is checked the order success page from JShop Server will be shown as the confirmation page rather than Worldpay's own confirmation page.

17.4.23 Realex

17.4.23.1 Realex Redirect

Server Requirements

There are no extra server requirements needed to integrate with this gateway.

Where Are Credit Card Details Taken?

Credit card details are taken on the payment gateway's payment page.

Settings Page Details

Merchant ID

This is your merchant ID with the gateway.

Secret

This is the shared secret given to you by the payment gateway as part of your setup

Account

This is the settlement account these payments should go to. Please consult the gateway for more information on the required setting here.

Auto Settle Mode

Here you can choose between manual settling, which means that you have to login to your Realex administration system to fully process a payment or settling in the next batch, which will automatically process payments.

What Do I Need To Setup At Realex?

You will need to contact Realex to let them know the response URL for your store. This is listed in JShop Server on the settings page for the Realex Redirect integration.

17.4.23.2 Realex Remote

Server Requirements

You will require your own secure server certificate (SSL) and cURL installed for PHP with secure sockets support.

Where Are Credit Card Details Taken?

Credit card details are taken on your site.

Settings Page Details

Merchant ID

This is your merchant ID with the gateway.

Secret

This is the shared secret given to you by the payment gateway as part of your setup

Account

This is the settlement account these payments should go to. Please consult the gateway for more information on the required setting here.

Auto Settle Mode

Here you can choose between manual settling, which means that you have to login to your Realex administration system to fully process a payment or settling in the next batch, which will automatically process payments.

What Do I Need To Setup At Realex?

You should not need to setup anything at Realex in order for transactions to be successfully processed.

17.4.24 Sage Pay

17.4.24.1 Sage Pay VSP Form

Server Requirements

There are no extra server requirements needed to integrate with Sage Pay.

Where Are Credit Card Details Taken?

Credit card details are taken on Sage Pay's payment page.

Settings Page Details

Vendor ID

This is the account number issued to you by Sage Pay when you signed up for an account with them. If you just wish to test you can use the testvendor Vendor ID.

Encryption Password

Again issued by Sage Pay. If you just wish to test you can use the testvendor Encryption Password.

Description

Enter a description for the order that will appear on Sage Pay's payment page.

Transaction Mode

Sage Pay provide both a test mode and a live mode. If you are testing with the testvendor details ensure that you also use 'Test Mode' here.

Apply AVS/CV2 Check

This allows you to fine tune how you want AVS and CV2 checking to be applied to orders. For more information please refer to Sage Pay's own integration documentation.

Apply 3D Secure

This allows you to fine tune how you want 3D Secure checking to be applied to orders. For more information please refer to Sage Pay's own integration documentation.

Authorisation Mode

Protx provide 'Full Authorisation' where payment is taken straight away and 'Deferred' where payment is only taken after it is released by you in Sage Pay's administration system.

Vendor Email

The email address you would like Sage Pay to send the merchant confirmation email to (this is separate to any email sent from JShop Server).

Send Customer Email From Sage Pay

If this is set to NO, JShop Server will not forward the customer's email address to Sage Pay and Sage Pay will not send the customer an email confirming the order.

What Do I Need To Setup At Sage Pay?

Nothing needs setting up in your Sage Pay administration system.

17.4.24.2 Sage Pay VSP Direct

Server Requirements

You will require your own secure server certificate (SSL) and cURL installed for PHP with secure sockets support.

Where Are Credit Card Details Taken?

Credit card details are taken on your site. In addition, for 3D Secure transactions, an IFRAME will be shown within your site for the customer to enter their authentication password.

Settings Page Details

Vendor ID

This is the account number issued to you by Sage Pay when you signed up for an account with them. If you just wish to test you can use the testvendor Vendor ID.

Description

Enter a description for the order that will appear on Sage Pay's payment page.

Transaction Mode

Sage Pay provide both a test mode and a live mode. If you are testing with the testvendor details ensure that you also use 'Test Mode' here.

Authorisation Mode

Protx provide 'Full Authorisation' where payment is taken straight away and 'Deferred' where payment is only taken after it is released by you in Sage Pay's administration system.

Apply AVS/CV2 Check

This allows you to fine tune how you want AVS and CV2 checking to be applied to orders. For more information please refer to Sage Pay's own integration documentation.

Apply 3D Secure

This allows you to fine tune how you want 3D Secure checking to be applied to orders. For more information please refer to Sage Pay's own integration documentation.

What Do I Need To Setup At Sage Pay?

If you are using the Simulator at Sage Pay you will need to ensure that you activated the VSP Direct option in order to test the gateway integration correctly. You will also need to ensure that you have setup your full Sage Pay account correctly, including your server's IP address, in order to allow transactions to be sent to their system correctly. It is important to familiarise yourself with Sage Pay's own documentation for the VSP Direct system as it is highly configurable.

Test card numbers, house numbers, postcodes and CVS numbers can be located in Sage Pay's VSP Direct integration manual.

17.4.25 SecureHosting

Server Requirements

There are no extra server requirements needed to integrate with SecureHosting.

Where Are Credit Card Details Taken?

Credit card details are taken on a SecureHosting payment page. In the gateways/resources/SecureHosting/

directory in the JShop Server installation are two template files both of which you should upload to your SecureHosting account. You may edit them but they provide the basic functionality for the integration with JShop Server.

Settings Page Details

SecureHosting SH Reference Number

This is the account number / username issued to you by SecureHosting when you signed up for an account with them.

SecureHosting Check Code

Again, this is issued to you by SecureHosting and can be retrieved from your SecureHosting administration system.

Template File Name

This is the name of the template you wish to use for the payment page. Most people should leave this as template.html – the default template file that comes with JShop Server is already called template.html

What Do I Need To Setup At SecureHosting?

You should not need to setup anything at SecureHosting in order for transactions to be successfully processed.

17.4.26 SecureTrading

Server Requirements

There are no extra server requirements needed to integrate with SecureTrading.

Where Are Credit Card Details Taken?

Credit card details are taken on SecureTrading's payment page.

Settings Page Details

Merchant ID

This is the account number issued to you by SecureTrading when you signed up for an account with them.

Email Customer Confirmation

Set to YES if you would like SecureTrading to email a confirmation to the customer as well as JShop Server.

Merchant Email Address

Enter the email address that you would like confirmations from SecureTrading to arrive.

What Do I Need To Setup At SecureTrading?

In order for JShop Server to receive payment status notifications you need to edit and upload some files to your SecureTrading administration system. When you installed JShop Server a sub-directory was created in the main gateways directory called 'resources'. Within this is a directory called 'SecureTrading'. The following files are in there:

callback.txt
callback-f.txt
form.html

Editing callback.txt and callback-f.txt

Open both of these files in a text editor. The contents of both are exactly the same, like this:

```
method1      POST
url1         http://www.yourdomain.com/gateways/response/securetrading.php
fields1      orderref, streference, stauthcode, stresult, rnd
pipe1        yes
```

You need to edit the url1 line in both and change the URL to the url where gateways/response/securetrading.php can be found on your server. All three files (including form.html) then need to be uploaded to your SecureTrading account.

17.4.27 Skipjack Secure Process (HTML)

Server Requirements

There are no extra server requirements needed to integrate with this gateway.

Where Are Credit Card Details Taken?

Credit card details are taken on the payment gateway's payment page.

Settings Page Details

Skipjack HTML Serial Number

This is your Skipjack ID as given by the payment gateway.

Company Name

Text you want to display in the company name on the payment gateway pages.

Text Top

Text you want to display at the top of the payment gateway pages.

Text Bottom

Text you want to display at the bottom of the payment gateway pages.

Page Title

Text you want to display as the page title of the payment gateway pages.

Page Background Colour

A HTML color (e.g. #000000) for the background of the payment pages.

Page Text Colour

A HTML color (e.g. #000000) for the text of the payment pages.

Submit Button Text

The text for the submit button on the payment pages.

Submit Button Text

The text for the reset button on the payment pages.

What Do I Need To Setup At Skipjack?

You will need to setup the following options in your Skipjack Admin, specifically in Preference -> Response Files:

Send Customer to the following WebPages/URLs: Ensure this is selected.

Thank you for your order: (see the JShop Server settings page for the gateway for the URL)

Backend Response URL: (see the JShop Server settings page for the gateway for the URL)

17.4.28 USA ePay

Server Requirements

You will require a secure server and cURL installed with SSL support in order to use the USA ePay payment gateway.

Where Are Credit Card Details Taken?

Credit card details are taken on your site and authorisation happens between your server and USA ePay's server directly – the customer is never transferred to USA ePay's servers.

Settings Page Details

Source Key

Enter the source key as provided by USA ePay.

Transaction Mode

USA ePay have 2 transaction modes. Use 'Test Mode' to test transactions and use 'Live Mode' to use your USA ePay account live.

Authorisation Mode

USA ePay have 2 authorisation modes. 'Sale' takes payment immediately, 'Pre-Auth' reserves the payment on the customer's credit card until payment is released by yourself in USA ePay's administration system.

Email Customer

Select Yes if you want USA ePay to email the customer a confirmation as well as JShop Server.

What Do I Need To Setup At USA ePay?

There is nothing that you need to setup at USA ePay.

17.4.29 UseCash

Server Requirements

There are no extra server requirements needed to integrate with this gateway although to use the full security offered you need to be running PHP version 4.3.0 or greater.

Where Are Credit Card Details Taken?

Customers do not pay with credit cards using UseCash, they print off a barcode which they take to their nearest PayZone to pay with cash. Your system is then automatically notified. Please note that UseCash can only currently accept payments in Euros.

Settings Page Details

Vendor Username

Username provided to you by UseCash

Secret Key

This is the secret key you have set against your account at UseCash

What Do I Need To Setup At UseCash?

You will need to setup the following options in your UseCash Admin:

Callback URL: (see the JShop Server settings page for the gateway for the URL)

17.4.30 Verisign**17.4.30.1 Verisign Payflow Link USA**

Server Requirements

There are no extra server requirements needed to integrate with Verisign Link.

Where Are Credit Card Details Taken?

Credit card details are taken on Verisign payment page.

Settings Page Details

Login ID

This is your Verisign Login ID.

Partner

This is your Verisign Partner name.

Transaction Type

Choose between one of the available options for transaction type – Sale, Authorisation, Delayed Capture.

Description

The company name you wish to display on the Verisign payment page.

What Do I Need To Setup At Verisign?

On the details page for Verisign Payflow Link USA in JShop Server you will be given details that you need to enter into your Verisign administration. These are entered into the Account Info -> Payflow Link Info section of the Verisign Administration. They are as follows:

Return URL Method: POST

Return URL: (see the JShop Server settings page for the gateway for the URL)

Silent POST: Tick the check box

Silent POST URL: (see the JShop Server settings page for the gateway for the URL).

17.4.30.2 Verisign Payflow Link Australia

Server Requirements

There are no extra server requirements needed to integrate with Verisign Link.

Where Are Credit Card Details Taken?

Credit card details are taken on Verisign payment page.

Settings Page Details

Login ID

This is your Verisign Login ID.

Partner

This is your Verisign Partner name.

Transaction Type

Choose between one of the available options for transaction type – Sale, Authorisation, Delayed Capture.

Description

The company name you wish to display on the Verisign payment page.

What Do I Need To Setup At Verisign?

On the details page for Verisign Payflow Link Australia in JShop Server you will be given details that you need to enter into your Verisign administration. These are entered into the Account Info -> Payflow Link Info section of the Verisign Administration. They are as follows:

Return URL Method: POST

Return URL: (see the JShop Server settings page for the gateway for the URL)

Silent POST: Tick the check box

Silent POST URL: (see the JShop Server settings page for the gateway for the URL).

18 Currency Exchange Services

This section describes the live currency exchange rate services that JShop Server supports. Some of these services require extra setup, normally in your service's administration system.

Integration With Other Exchange Services

JShop Server's integration with currency exchange services is modular which enables us to add new services to the supported list with the minimum of effort. If you wish to use a service that is not currently supported by JShop Server please contact us.

We cannot guarantee we will be able to support all currency exchange services, mostly because some rely upon special software being installed on your server (that your server may not be capable of having) or require particular operating systems on your server.

However, the majority will not be a problem to install so please feel free to contact us. There may be a charge for integrating your chosen currency exchange service.

18.1 RBS Worldpay

Server Requirements

There are no extra server requirements needed to integrate with the Worldpay currency exchange service although you will need to be a Worldpay merchant in order to use it.

Settings Page Details

Worldpay Installation ID

This is your installation ID as setup by Worldpay.

Worldpay Info Password

This is the information password you have setup at Worldpay.

What Do I Need To Setup At Worldpay?

You need to ensure that you have setup an Info Password at Worldpay for the Installation ID you will be using to access the exchange rate service, otherwise exchange rate information will not be received by JShop Server.