MCart 2005
User's Guide
Advanced Internet Technologies, Inc.
September 12, 2005

Revision History:

This is version 1.0 of the MCart 2005 (5.0) User's Guide. All updates to this document will be noted below.

Version 1.0	Original Documentation
Version 1.1	Documentation updated for date format of the store. Documentation updated for enabling recently viewed items in your store.

Preface:

This document is the user's manual for MCart 2005 offered by AIT. The MCart 4.0 User's Guide contains information for that specific version. There have been several major changes made in the upgrade to MCart 2005.
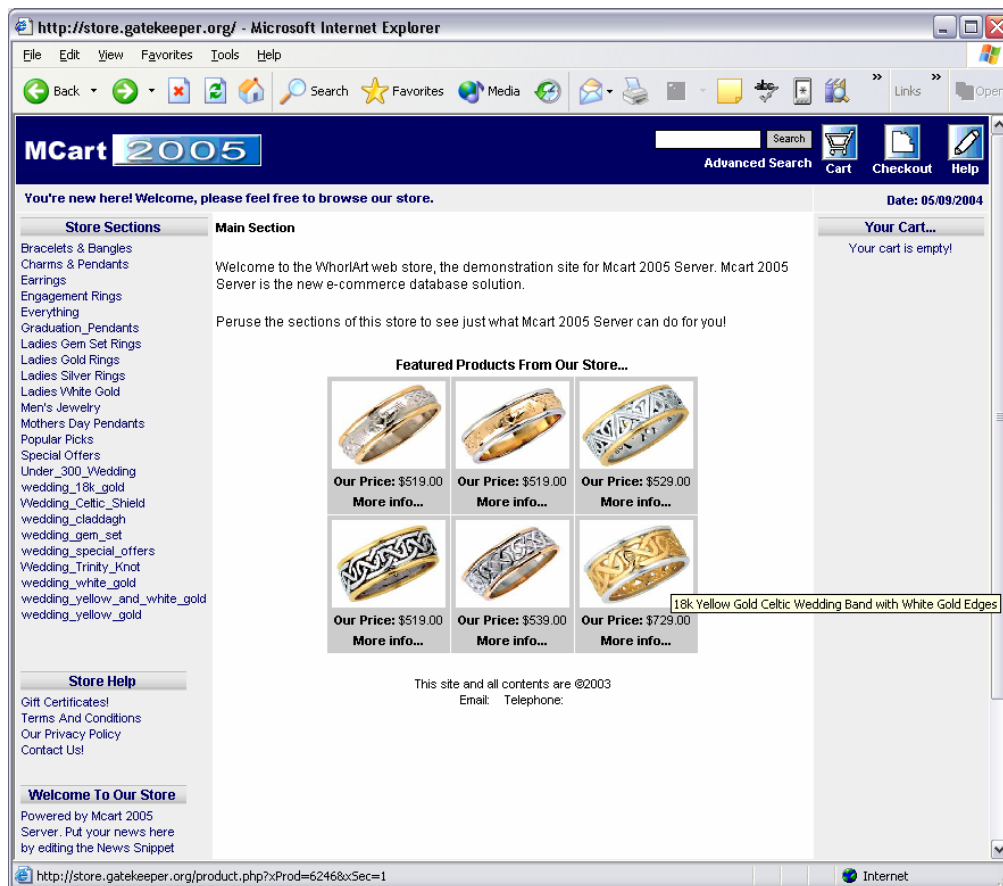
Target Audience:

AIT Customers

Table of Contents

Introduction

MCart 2005 is a database-driven E-Commerce system designed for serious online businesses. The PHP and MySQL driven cart features a wealth of options for high-end E-Commerce systems, such as customer accounts, stock control and order processing. In short, MCart 2005 is designed for those companies who want to offer a greater level of service to their customers than is possible with MCart 4.0.

Out of the Box Functionality

As soon as MCart 2005 is installed, it is a fully functioning store that sections and products can be added to. Obviously, there are many features and settings in MCart 2005 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 item.

Unique Web-Based Administration System

Web-based administration systems are not new, but the interface for MCart 2005 takes the concept a step further. Designed 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 have 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.

Note: The administration system requires Internet Explorer 5 and above. It cannot be used in Netscape due to lack of support for some of the features it requires. Users of the storefront are <u>NOT</u> required to use Internet Explorer 5.0 or above.

Template Driven Design

MCart 2005 store fronts are designed 100% using templates. tSys, short for Template System, is MCart 2005's built-in template system and provides quick and easy additions to HTML for designing your store. Of course, you may only want to change small parts of the default templates, but with tSys, you could create a unique storefront if you wanted.

Installation

Installation is as simple as logging into the AIT Online Customer Care Center at https://order.aitcom.net and ordering MCart 2005. Upon the receipt of order, AIT's provisioning system will add the installation of MCart 2005 for you. The user will receive a confirmation email that the store is setup, and the username and password for the Administrative section.

The default URL to the store will be store.domain.com, where domain.com is the owner's domain name. Please note that for MCart 4.0 users who have had multiple installations of MCart on their account, there is a difference in installation. Only one version of MCart 2005 is allowed per domain name, as the "store" tag line before the domain name is static. You cannot have multiple installations of MCart 2005 under the same domain name; each install requires a different domain.

Also, MCart 2005 is NOT installed on your virtual server account. It is installed on a centralized application environment with redundant systems and backups to ensure high availability.

Upgrade from MCart 4.0

The upgrade options for MCart 4.0 to MCart 2005 first appear with the Installation or order of MCart 2005. The steps below show the simple process to move an existing MCart 4.0 store to MCart 2005.

1. Order MCart 2005 based upon instructions in the Installation section.
2. Upon receipt of the confirmation email on the MCart 2005 order, login to the Administrative section of the shop to confirm that the username/password works.
3. Login to the current MCart 4.0 version admin section. This is usually at domain.com/mcart/admin; however, the installation directory may have been different depending on the installation. Figure 3-1 below shows what the Administration screen for MCart 4.0 or 4.0 Pro should look like.
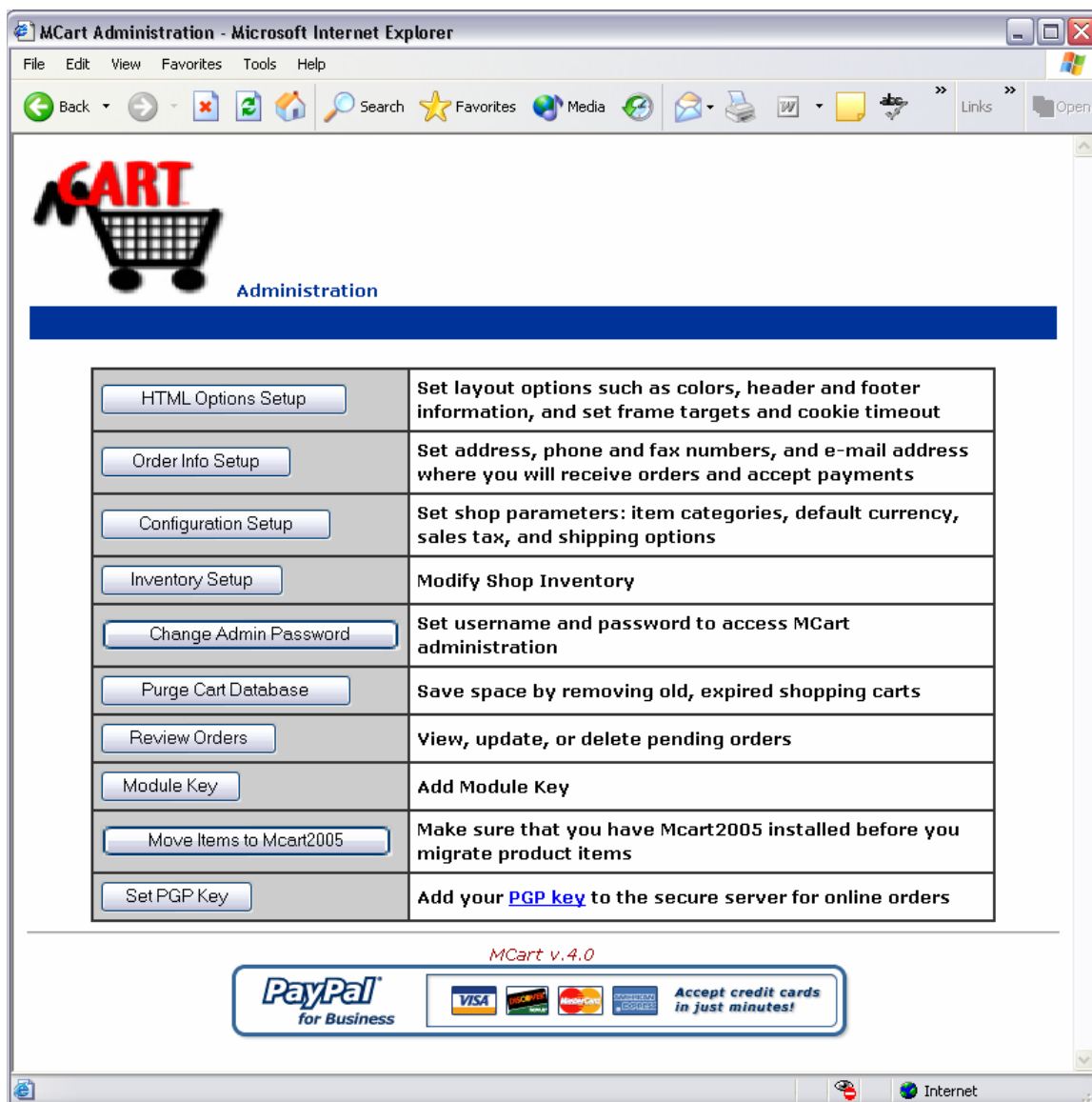
Figure 3-1

4. Click the "Move items to MCart 2005" button at the bottom of the screen. This action will move your inventory into the new MCart 2005 store.
5. Login to the Administration section for MCart 2005 to verify all inventory items have been moved successfully. If any errors occur, contact Customer Service for assistance.

NOTE: Only inventory items are moved. Store headers and footers, order configurations and other settings are NOT moved.

User Management

MCart 2005 has built-in user management for the administration system that enables you to setup an unlimited number of administration user accounts; permissions for each account can be as broad or as restricted as necessary. This is great for offices that want to have several people adding products, editing the storefront and managing the reporting functionalities. In addition, MCart 2005's user management features include the ability to log all actions, and log successful and failed login attempts.

The Administration Account
A default account is setup when MCart 2005 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. With this main administration account, users can still enter and use the MCart 2005 administration system while locking out all other user accounts or setting them to safe mode (see below). This is useful if you need to update the system but can't do it if there is other activity going on.

Note: For security reasons you should immediately change the administrator password as soon as you have installed MCart 2005.

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).

Username	Real Name		Action
administrator	Gareth Lancaster		Edit View Log
demo	Demonstration Account		Edit Delete View Log
media	Simon Brothers		Edit Delete View Log
paul	Paul Green		Edit Delete View Log
steve	Steve Something		Edit Delete View Log
Total Number of Users:			**5**

Figure 4-1

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.

Adding/Editing a User
The users details screen, reached 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. Figure 4-2 below shows the options available when editing a user. Similarly, these same options are available when adding a new user to the system.

- **Username -** This is the actual username for the account, used when logging in. If you are editing an account, this field cannot be edited.

- **Password** – This is where you 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.
- **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.
- **Deny Access To** - This section shows a list of all the main sections of MCart 2005 along with checkboxes for each one. If you check one of the sections, the user will not be able to enter them the next time they log in. This is useful if you want to restrict access to certain sections. For instance, most users would not need access to the Users or General section.

Note: The 'Login Enabled' and 'Deny Access To' options are not editable for the administrator user. This account always has complete access to the system.

Figure 4-2

Management Options
This screen gives you some global options for the user management of MCart 2005. The option definitions are detailed below and displayed in Figure 4-3.

Figure 4-3

- **Non-Administrator Safe Mode -** With this set to YES, all user accounts, except 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 are, all add actions, edit actions and delete actions, and changes to order status etc. If you are running a busy system that requires many daily changes, 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 from 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.
- **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 in case a user forgets to Logout. Setting the time limit to 0 will de-activate this option.
- **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.

Viewing Log Files
You can view overall log files (for all users) by date 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 unauthorized login attempts. Figure 4-4 below shows an example of this.

Date	Time	Username	IP Address	Description
			Total selected entries: 343, Viewing 21 25 < PREV [TOP] NEXT >	
06/04/2003	20:11:34	administrator	127.0.0.1	Added Product: IMG011
06/04/2003	20:11:27	administrator	127.0.0.1	Updated Product: IMG01
06/04/2003	20:10:59	administrator	127.0.0.1	Added Extra Field: options
06/04/2003	18:56:30	administrator	127.0.0.1	Updated Shipping Types: Special Delivery
06/04/2003	17:26:13	administrator	127.0.0.1	Updated Customer Accounts Settings

Figure 4-4

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 only the actions made by that user.

Clearing the Log Files
If you are logging all user actions, the log database can grow quite large and periodically, we suggest that you clear the log files. This can be done from the 'Clear Actions Log File' link on the Users menu. Logs not cleared by administrators after 90 days will be cleared by an AIT maintenance check.

General Settings

The General section of MCart 2005's administration system is where you setup most of the fundamental options for your store. The menu in this section is split into two components:

- **Administration Menu –** This is where you 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, like adding and removing a currency, we suggest that few users are given access to this section.

Company Details

This is where users can setup 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. These options cover a few global settings for your store and should be used with caution. Figure 5-1 below shows an example of this screen.

Company Name	WhorlArt Demo Store
Address Line 1	PO Box 6
Address Line 2	High Peak
Town/City	High Peak
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

Figure 5-1

Global Options

The global options are used for default configurations that users will see. Each option is described below, and Figure 5-2 shows an example of this screen.

- **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.
- **Order Number Offset –** Internally, orders are stored starting at number 1 as we use MySQL's 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.
- **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 of http://www.domain.com/product.php?xProd=20&xSec=3. AIT recommends that the default be left in place, as changing this option without making other changes to the system will render your shop unusable. If you are familiar with how to use Safe URLs, then this option is available.
- **Cookie Name -** This will not be applicable to most, but for advanced users this gives you control over the cart identifier cookie name that MCart 2005 uses. In addition to using cookies, MCart 2005 also uses a session identifier on URLs if required (e.g. for those customers who do not accept cookies).

Is Shop Available?	○ NO ⦿ YES
Order Number Offset	200000
Default Country	United Kingdom ⌄
Use Safe URLs Where Applicable (see documentation for requirements)	⦿ NO ○ YES
Cookie Name	jssCart
	Update Settings

Figure 5-2

General Settings

This screen contains some general display settings that are universally applicable to MCart 2005. Figure 5-3 below shows a screen example, and descriptions of the options available are listed below.

- **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. Please note that when updating this page, it will not update the time/date format in your templates. This option is only for reference.
- **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 Link Breaks To <BR> 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 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.

Figure 5-3

Currency Settings
This is where you setup the currencies that your shop will use. By default, the shop is setup for US Dollars, 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.

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.

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 in which all prices will be initially displayed.

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:

Figure 5-7

- **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:

  USD = United States Dollars
  GBP = British Pounds
  EUR = Euros
  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

  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 MCart 2005. For instance, if a user were setting up US Dollars, and the user wanted the currency to display like this:

  $10.99

The values the user 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.

- **Visible -** Users 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 a user wants to show a currency in a store simply for information purposes, this option allows the user to do this. If the customer is browsing a store in a currency with this option set to YES, they will be automatically changed to the base currency when they come to checkout.

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 a user 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 a store is up and running and a user has orders in different currencies, that any currencies that a user no longer wishes to use are not deleted. The user should simply set them to Visible = NO. The reason for this is that many parts of the MCart 2005 system reply upon the currency information stored here and past orders will not show prices formatted correctly if the currency is missing.

Live Exchange Rate Service
MCart 2005 also 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.

Figure 5-6

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.

Selecting a Live Exchange Service

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

Please see the Live Exchange Rate Services section for details on setting up your chosen service.

Language Settings
MCart 2005 is fully multi-language and you can setup as many languages as a store owner would want to use. In addition, there is no need to enter everything in all the languages the user wishes to show if the user does not want to. For instance, if you don't enter an alternative language version of a product description, MCart 2005 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.

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.

ID	Name	Visible	Action	
1	English	Y		Edit
17	French	N	Edit	Delete
18	German	N	Edit	Delete
Total Languages:				**3**

Figure 5-7

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.

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.

Default Language | English | **Change Default**
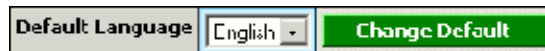
Figure 5-8

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.

Adding / Editing a Language

Adding and editing a language both use the same screen. Details of the fields are given below. 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 MCart 2005 use this).

Name	French
Visible	○ NO ● YES
Language Uses Double-Byte Encoding (e.g. Japanese)	● NO ○ YES
	< Back Update Language

Figure 5-9

- **Name –** The name of the language.
- **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 languages, 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 MCart 2005 handles the encoding correctly.

In addition to the normal product information that MCart 2005 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 test 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, i.e. extra pizza toppings. This also allows for multiple selections. This is very powerful if you have a number of optional extras for products as they can all be encapsulated in a single field.
RADIOBUTTONS	Shown as radio buttons. (only one option selectable)
USERINPUT	Shown as a text entry box for the product allowing customers to enter personalization information for the product.

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

Name	Title	Type	Action	
options	options	SELECT	Edit	Delete
photographer	Photographer	TEXT	Edit	Delete
Total Extra Fields:			2	
Sort / Reorder Extra Fields				

Figure 5-10

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.

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.
- **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.

Type	SELECT
Name	options
Title	options
Language: French	
Title	
Language: German	
Title	
	< Back Update Field

Figure 5-11

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.

Figure 5-12

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:

Figure 5-13

- **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. This is the number of columns and rows that the field should be sized to on the contact form page.
- **Validation and Validation Message - I**f you want to make it a requirement that a field is filled in you should select YES for Validation and enter a Validation Message.
- **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.

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 -** 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 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.

Product Editing

As the product information screens in the administration system contain a large amount of information about each product, MCart 2005 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	☐	☐	☐
	Extra Fields	☐	☑	☐
	Digital Download Options	☑	☑	☑
	Advanced Pricing	☐	☑	☐
	Stock Control	☐	☑	☐
	Product Options	☐	☐	☐
	Associated Products	☐	☑	☐
	Misc.	☑	☑	☑
	Other Languages	☐	☐	☐
	Update Settings			

Figure 5-14

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.

Meta Tag Details

Although MCart 2005 contains product and section specific Meta Tag options, this section allows you to setup Meta Tags that will be used by other pages.

Figure 5-15

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.

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.

Stock Control Settings

MCart 2005 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.

Figure 5-16

- **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. This option allows you to set when stock should be deducted for an order. The possible options are:
    1. **When Order is Placed** – As soon as an order comes in, the stock levels are altered.
    2. **When Order is Paid** – As soon as an order is marked as PAID, the stock levels are altered.
    3. **When Order is Dispatched** – As soon as order lines are marked as dispatched, the stock levels are altered. If you are operating part dispatches only those order lines and quantities entered on the part dispatch screen will be deducted from stock.
- **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.

Order Admin Settings
One of MCart 2005'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 MCart 2005 works.

Figure 5-17

- **Activate Dispatch Functionality -** If you do not wish to use the dispatch functionality, i.e. marking orders as dispatched etc., please select NO on this option, and otherwise select YES. Many of the subsequent options on this page will have no effect if Dispatching is turned off. 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. This is only of use to those taking credit card details for processing off-line, through their own Point of Sale machine. If YES is selected, as soon as an order is marked as paid, the credit card details will be removed from the database. We strongly suggest that you keep this option turned on as it is never advisable to keep credit card details on any server for longer than is necessary (even though they are encrypted).
- **Clear CC Details on PAID -** This is only of use to those taking credit card details for processing off-line, through their own Point of Sale machine. If YES is selected, as soon as an order is marked as paid, the credit card details will be removed from the database. We strongly suggest that you keep this option turned on as it is never advisable to keep credit card details on any server for longer than is necessary (even though they are encrypted).

Digital Products Settings
MCart 2005 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 MCart 2005.

Activate Digital Products Support	○ NO ⊙ YES
Download Key Valid Time In Hours	72
	(0 = no time limit on download key)
Download Key Number Uses	3
	(0 — no maximum number of uses on download key)
Download Files Directory	c:/development/web/jss/system/files/
	It is important that this directory be protected from direct web access!
Activate Instant Dispatch	○ NO ⊙ 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
	Update Settings

Figure 5-18

- **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 MCart 2005 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. Leaving the default option in place is suggested.
- **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 MCart 2005.

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.

Figure 5-19

- **Maximum Bestsellers to List -** The bestseller list of products is automatically generated by MCart 2005 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 MCart 2005 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, MCart 2005 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.
- **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. MCart 2005 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.
- **Maximum Random Products to List -** Again this is an automatically generated list of products from MCart 2005. 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.

Section Settings

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

Figure 5-20

- **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 First-Level Sub-Sections for Root Section -** This option allows you to create a sub-menu for the select main root section. The default templates have this ability if this option is set to YES. Otherwise, the sub-sections of the selected section will not be sent to the templates or on the main root section menu (on the top left in the default templates). Using this option can add quite a few extra database queries to each page load, depending on how may root sections you have.

Search Settings

MCart 2005 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. The options in this section allow you to tailor the search function in your store.

Figure 5-21

- **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 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.
- **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.

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

Figure 5-22

- **Basket Sort Order -** Allows you to specify the order in which items in the basket are displayed on the basket page. Available options are:

Type	Description
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.

- **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).
- **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, MCart 2005 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.

Review Settings

MCart 2005 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 MCart 2005. Each user can only review a product once – the system does not allow multiple reviews for the same product from the same customer.

Figure 5-23

- **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.

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.

Figure 5-24

- **Activate Recently Viewed Feature -** When set to YES, MCart 2005 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 -** This setting is the maximum number of products to retain in the Recently Viewed product history for a customer.
- **Section History to Store -** This is the maximum number of sections to retain in the Recently Viewed section history for a customer.

Note: Just making the 'Recently Viewed Feature' enabled will not show the necessary items. There is a template called 'recentview.html'. In this template is the code for the feature. This can be moved to bottom.html or any other template that you wish to display the recently viewed items.

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.

Figure 5-25

- **Activate Users Online Feature -** When set to YES, MCart 2005 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.

Contents

The Contents section of the MCart 2005 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 4 parts: Sections, Products, Search Sections and Search Products. MCart 2005 supports unlimited sections and section depth, e.g. you can categories 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.

The product information screen, at first glance may seem daunting but MCart 2005 categorizes 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.

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.

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.

SUB SECTIONS	Edit Section	Insert New Sub Section		Sort / Reorder		
Title	Short Description	Visible	Sections	Products		Action
Abstract	The modern world produces a lot of images that could be term...	v	0	6	Edit	Delete
People	From camp fires in the Australian outback to gently lazing r...	v	0	12	Edit	Delete
Scenery	We all love the world around us and what better way to celeb...	v	5	6	Edit	Delete
Space	The final frontier. Space provides such majesty and awe that ..	v	3	4	Edit	Delete
Wildlife	Wildlife images capture the imagination like nothing else. I. .	v	4	9	Edit	Delete
Total Number of Sections:						5

Figure 6-1

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 by clicking 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
The products part of the screen shows the products that will appear in this section.

PRODUCTS SHOWN HERE		Insert New Product Here	Sort / Reorder	
Code	**Name**	**Visible**		**Action**
IMG01	Globe From Space	Y		Edit Clone Remove
IMG4	Mountains In The Sun	Y		Edit Clone Remove
IMG03	Leopard In Waiting	Y		Edit Clone Remove
IMG04	Rays of Chemicals	Y		Edit Clone Remove
PEOPLE8	The Tribe	Y		Edit Clone Remove
ABS1	Filtered Fireworks	Y		Edit Clone Remove
Total Number of Products:				6
Search For Products To Add Here:				Search

Figure 6-2

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.
- **Clone -** A powerful feature of MCart 2005, 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 MCart 2005, it simply removes it from the current section. All other sections the product appears in are unaffected by this.

Clicking on a product code or product name (or, the 'Edit' button) will show the product editing screen for that product.

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.

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 and below are details of the different fields available:

Figure 6-3

- **Title** - This is the section title.
- **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.
- **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. Below is an example.

Title	Short Description	Visible	Sections	Products	Action
	Total selected sections: 18, Viewing 11 – 15	< PREV	[TOP]	NEXT >	
Planets	Our solar system contains many wonders, most noteably the pl...	Y	0	9	Edit Delete
Satellite	More and more satellites revove around the earth and some o...	Y	0	1	Edit Delete
Scenery	We all love the world around us and what better way to cele>...	Y	5	6	Edit Delete
Space	The final frontier. Space provides such majesty and awe that...	Y	3	4	Edit Delete
Stars And Nebulea	Curious and beautiful the starts and nebulea of the galaxy i...	Y	U	8	Edit Delete
Total Number of Sections:					5

Figure 6-4

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.

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.

Search Sections
The results of a section search are presented in the same format as the two section listing results. The search string will be looked for in the section title and the section short description.

Product Categories
Product categories allow you to categorize your product database. At the moment, MCart 2005 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

Figure 6-5

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

Name	First Rate
< Back	Update Category

Figure 6-6

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

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.

Figure 6-7

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

Figure 6-8

- **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.

Edit Template Product
This is another powerful feature of MCart 2005'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 MCart 2005.

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.

Adding / Editing Products
Adding and editing products happens on the same screen. There is a lot of product information that can be stored in MCart 2005 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 MCart 2005, no edits will be saved unless you click the bottom Insert / Update button.

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:

Figure 6-9

- **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.
- **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 grayed 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, i.e. 3 of a product would be 3 x Price, MCart 2005 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 MCart 2005 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. MCart 2005 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.

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).

Figure 6-10

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
4. 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 MCart 2005 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 deselecting 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.

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

Figure 6-11

- **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 AIT will set. 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.

Group Product Settings

MCart 2005 includes the ability f or 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.

Figure 6-12

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, i.e. 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. This will be coming in either version 1.3.0 or 1.4.0 along with other ways to link products together.

Advanced Pricing / Combinations
This section takes product pricing and product attributes a step further with three different pricing / combination types. They are as follows:
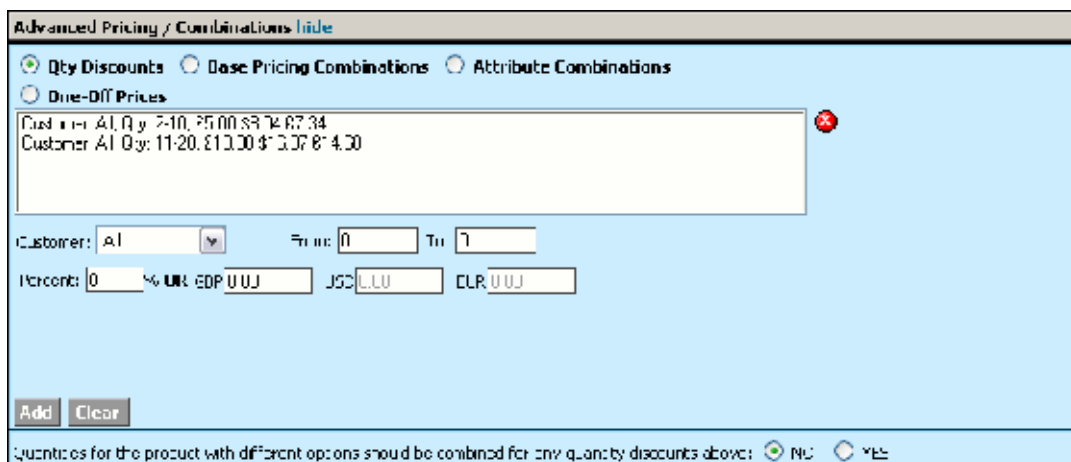
Figure 6-13

- **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 f or 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 color extra field and all color 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 MCart 2005. Like the Base Pricing Combinations here you can setup combinations of options (or even a single option) and change the weight, 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 MCart 2005 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.

Stock Control
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:

Stock Control hide	
Enabled?	○ NO ● YES
Stock Level	-6
Warning Level	10
Action on Zero?	● Leave Available ○ Hide

Figure 6-14

- **Enabled? -** Select YES if you want stock control to be enabled for this product. This, however, will have no effect if the global stock control setting is not on.
- **Stock Level -** This is your actual stock level for the product.

- **Warning Level -** The stock control system in MCart 2004 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 MCart 2005 what it is to do when the product's stock reaches zero. There are two options:
  - o **Leave Available:** 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.
  - o **Hide:** MCart 2005 will not send the product to the templates at all if the stock level reaches zero.

Product Options

These are some general categorization 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:

Figure 6-15

- **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.
- **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 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.

Associated Products

MCart 2005 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.
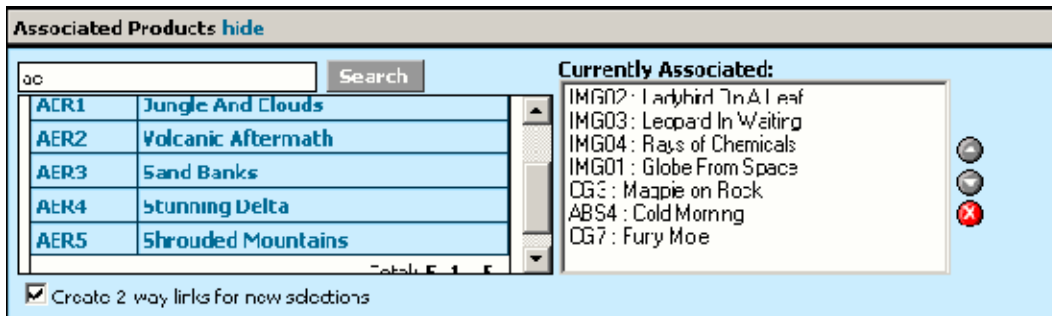
Figure 6-16

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.

Misc. Options

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.

Misc. Options hide	
Template For Product Page	product.html

Figure 6-17

Other Languages

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 and any TEXT or TEXTAREA extra product fields you are using.

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: 107, Viewing 31 – 35	< PREV	[TOP]	NEXT >
Code	**Name**	**Visible**			**Action**
DES1	The Lone Tree	Y			Edit Cone Delete
DES2	Twisted And Dry	Y			Edit Cone Delete
DES3	Twilight Cactus	Y			Edit Cone Delete
DES4	Glider Over Desert	Y			Edit Cone Delete
DES5	Dinosaur Hills	Y			Edit Cone Delete
Total Number of Products:					5

Figure 6-18

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.

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.

Figure 6-19

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.

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.

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.

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.
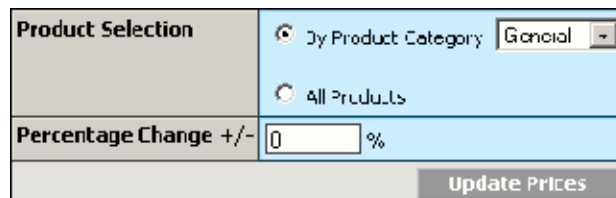
Figure 6-20

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 MCart 2005 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.

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.

Figure 6-21

Search Products
The results of a product search are presented in the same format as the two product listing results. The search string will be looked for in several product fields automatically.

Tax and Shipping

MCart 2005 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.

Main Country List

This is where you can add, edit and delete countries from the main country list used by MCart 2005.

Name	ISO Code	ISO Number	Visible	Action
Albania	AL	0	Y	Edit Delete
Algeria	DZ	12	Y	Edit Delete
American Samoa	AS	16	Y	Edit Delete
Andorra	AD	20	Y	Edit Delete
Angola	AO	24	Y	Edit Delete
Anguilla	AI	660	Y	Edit Delete
Antarctica	AQ	10	Y	Edit Delete
Antigua And Barbuda	AG	28	Y	Edit Delete
Argentina	AR	32	Y	Edit Delete

Total selected countries: 237, viewing 1 - 30 NEXT >

Figure 7-1

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	Australia
ISO Code	AU
ISO Number	36
Visible	○ NO ⊙ YES
	< Back Update Country

Figure 7-2

- **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.

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.

Figure 7-3

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: MCart 2005 contains a full current list of all recognized 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.

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 MCart 2005). Changing the order of the countries alters the order they will appear in the country select boxes for billing and delivery addresses.
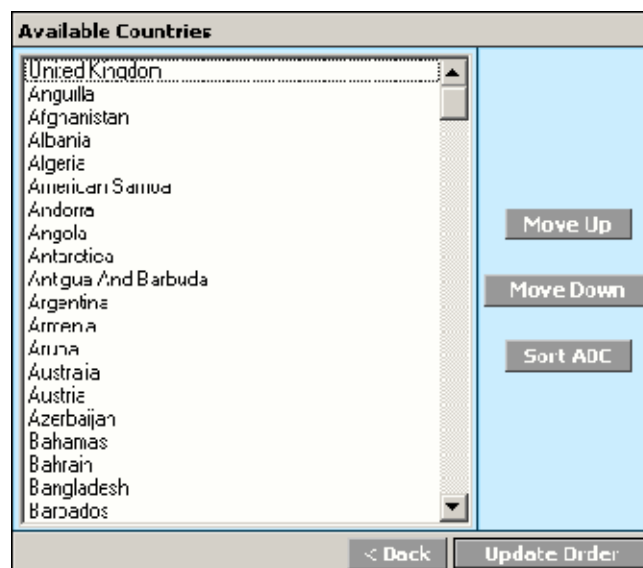
Figure 7-4

Tax Menu General Settings
On this screen you can specify some overall tax options.

Figure 7-5

- **Tax Enabled -** If you wish to enable tax in your store select YES, otherwise select NO.
- **Add Tax to Shipping -** If you wish to add tax onto the shipping charge you setup in MCart 2005 (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 zeroed.

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. There are several options to fill in and these are explained below.

Countries
As with the Country Settings screen this is split into two with Un-Taxed countries on the left and taxed countries on the right. You can move countries between the two boxes by selecting one and moving the applicable left or right arrow buttons.

Figure 7-6

Standard Rate Tax
This is the standard rate of tax you wish to use as a percentage. For instance, in North Carolina, you would enter 6.0 here. Products are set as being either zero tax, standard rate tax or second rate tax.

Second Rate Tax
In those parts of the world where some products attract a different tax rate to the normal tax, you can specify this here.

County/State Level Tax
In addition to the country tax you can specify a county/state level tax. The way this works is that MCart 2005 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.
The layout of this page is the same as for the Country Level Tax. The only difference is that rather than countries being shown, the counties/states you have entered for the county/deliveryCounty field are shown.

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 MCart 2005.

Shipping Menu General Settings
On this screen you can specify some overall shipping options for your store.

Figure 7-7

- **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.

Shipping Zones
The shipping in MCart 2005 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 US you might setup one zone that simply contains US, another that contains all the European countries, one for Foreign 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.

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.

Adding / Editing Shipping Zones

Figure 7-8

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.

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.

List of Shipping Types

Figure 7-9

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 takes 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.

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

Figure 7-10

- **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 by 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.
- **Hide If Basket Weight Above -** A common problem with shipping is that some methods/companies can only ship using certain methods if the weight is below a given weight. This option allows you to hide shipping types from customer selection on the checkout if the total basket weight is above what's entered here. Entering 0 de-activates this weight threshold.
- **Hide If Basket Weight Below -** A common problem with shipping is that some methods/companies can only ship using certain methods if the weight is above a given weight. This option allows you to hide shipping types from customer selection on the checkout if the total basket weight is below what's entered here. Entering 0 de-activates this weight threshold.

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, organized by zone, for the selected shipping type (the shipping type is shown in the page's grey title bar).

Figure 7-11

Adding / Editing Shipping Rates

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

Figure 7-12

- **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, by 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.

Logs

Built into MCart 2005, 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 MCart 2005, 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.

General Options

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

Figure 8-1

- **Enable Visitor Logging? -** If set to YES, MCart 2005'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.

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.

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.

Clear Log Records Up To And Including	07 -	04 -	2003 -
			Clear Logs Now

Figure 8-2

The 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, .net 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 MCart 2005 can recognize. The lists of recognized 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.

Figure 8-3

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.

Figure 8-4

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 given over the page.
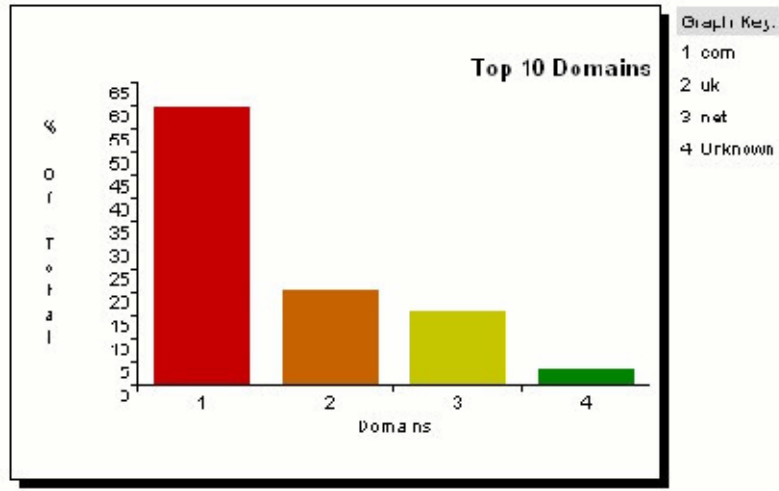
Figure 8-5

Templates

This section deals with the options that are available on the Templates menu in the MCart 2005 administration system. For a more detailed discussion of the templates and how they work, you should consult the 'tSys – The MCart 2005 Template Language' and 'Template Variables & Attributes' sections of this documentation. They cover, 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 the 'tSys – The MCart 2005 Template Language' section for detailed information on these). 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.

Email Options

This screen allows you to set some overall configuration options for emails that are sent out by MCart 2005.

Emails To Merchant	
Default Send To Email Address(es)	test@whorl.co.uk
Other Options	
Default From Email Address	whorlart@whorl.co.uk
Send Payment Success/Failure Emails	○ NO ● YES
	Update Email Options

Figure 9-1

- **Default Send To Email Address(es) -** This is for emails that are sent from MCart 2005 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. Note that there is no PGP option as in previous versions of MCart.
- **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 MCart 2005 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 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 MCart 2005 Server Template Language' section.

Figure 9-2

This screen provides a descriptive list of all the emails that MCart 2005 can send out along with edit buttons for each one. By default, these emails already have applicable content in them when you install MCart 2005 but you can, of course, alter these as much as you like.

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.

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) -** If left blank the default recipient addresses will be used from Email Options. Alternatively, enter the email addresses to

send this email to. This is only available for emails that are sent to the merchant.

- **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 MCart 2005 from sending them.

Figure 9-3

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 'tSys – The MCart 2005 Template Language' section for a detailed discussion of options for the templates themselves such the xTFC and xRTU options.

Compile Mode	Run templates uncompiled
Word Wrap When Editing	● NO ○ YES
Allow xTFC Command On Front-End	● NO ○ YES
Allow xRTU Command On Front-End	● NO ○ YES
Convert Line Breaks To on Snippets	○ NO ● YES
	Update Settings

Figure 9-4

- **Compile Mode -** This dictates how MCart 2005 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 <BR> on Snippets -** Setting this option to YES will change all line breaks in Snippets to <BR> 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 <BR> 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.

Remove Compiled
This screen allows you to remove all the currently compiled templates. 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.

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
The list of snippets gives you an overview of all the snippets you currently have setup in MCart 2005 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.

Name	Title	Action	
AdvancedSearch		Edt	Delete
ContactForm		Edt	Delete
ContactFormSent	Thank You For Contacting Us!	Edt	Delete
NewsletterUnsubscribe	You Have Unsubscribed.	Edt	Delete
SearchResults		Edt	Delete
Welcome		Edt	Delete
Total Snippets:			10

Figure 9-5

Adding / Editing Snippets
Adding and editing snippets uses the same screen and the options available are as follows:

Name	News
Title	Welcome To Our Store
Content	Powered by Mcart 2005 Server. Put your news here by editing the News Snippet in the Templates section of the administration.

< Back   Update Snippet

Figure 9-6

- **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 test field that can contain as much information as you like, including any amount of HTML.

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 show 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

The list of labels gives you an overview of all the labels currently setup in MCart 2005. 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}.

Type	Number	Action	
account	3	Add	Edit
cart	25	Add	Edit
contact	2	Add	Edit
customer	69	Add	Edit
general	5	Add	Edit
words	2	Add	Edit
Total Labels:	231		

Figure 9-7

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	Label Text	
myLabel	English	Hello
	French	Bonjour
	German:	
		< Back Insert Label

Figure 9-8

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:

Figure 9-9

Open Shop Menu
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.

Template Navigation
MCart 2005 includes 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. Templates are shown in black and directories are shown in blue.
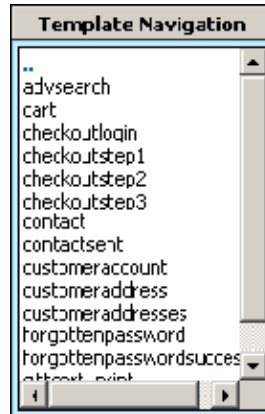
Figure 9-10

Note: You cannot navigate any higher than the main MCart 2005 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.

Figure 9-11

The Default Template Files
Below is a description of each of the templates and what they are for. They are
presented in alphabetical order for ease of location and the .html has been omitted.

Template	Description
advsearch	The advanced search page
affiliateaccount	Main affiliate account page
affiliatebanners	Affiliate account page showing banners available
affiliateedit	Affiliate edit account details page
affiliatelogin	Affiliate login page
affiliatepayments	Affiliate account page showing payments made
affiliatesales	Affiliate account page showing sales commissions earned
affiliatesignup	New affiliate signup page
affiliatesignupthanks	Affiliate signup confirmation page
affiliatestats	Affiliate account statistics page
cart	The cart / basket page
cartstockproblem	Page shown if there is a stock problem

	when the customer tries to logout.
checkoutlogin	First step in checking out where a customer can login etc.
checkoutstep1	Checking out step 1 (billing address)
checkoutstep2	Checking out step 2 (delivery address)
checkoutstep3	Checking out step 3 (payment details)
checkoutstep4	Checking out step 4 (final confirmation)
contact	Contact form
contactsent	Contact form successfully sent
customeraccount	Main customer account page
customeraddress	Add / edit customer delivery address
customeraddresses	List of customer's delivery addresses
customerdetails	Edit customer's account details
customerlogin	Login to customer account
customernew	Create new customer account
customerorder	Showing a customer's order
customerorderlist	List of customer's past orders
customerreview	Customer entering review page
customerreviewerror	Error adding customer review page
customerreviewthanks	Successful adding of customer's review
customerwishlist	Customer's wish list
downloadproblem	Page shown if the customer's digital product download link is not correct or expired.
forgottenpassword	Forgotten password page
forgottenpasswordsuccess	Successfully sent customer's new password
giftcert_print	Postal gift certificate template
giftcertificate	Gift certificate details page
giftcheckoutstep1	Gift certificate checkout out step 1 (billing address)
giftcheckoutstep3	Gift certificate checking out step 3 (payment details) Note: there is no step 2 for gift certificates
giftcheckoutstep4	Gift certificate checking out step 4 (final confirmation)
help	Main help page
index	The front page for the store
newslettererror	Error adding email address to newsletter mailing list
newslettersubscribe	Subscribed to newsletter success
newsletterunsubscribe	Unsubscribed from newsletter success
orderfailed	Order payment has failed
ordersuccess	Order payment has been a success
privacy	Privacy statement
product	The product page
productreviews	Extended customer reviews page for a product
receipt	Order receipt template

search	Search results page
section	The section page
terms	Terms and conditions page
unavailable	Shop is unavailable page
databaseunavailable	If MCart 2005 cannot connect to the database this template will be shown. Do not use any variables in this template!!

There are also a number of includes that the default templates use to make re-using parts much easier. The 'includes' can be found in the 'includes' sub-directory of the templates directory. Here's what each of the 'includes' shipped with MCart 2005 does:

Template	Description
address_fields	Contains the loop that outputs all the fields that a customer needs to enter for a delivery address.
affiliate_fields	Contains the loop that outputs all the fields that an affiliate needs to enter for their account details.
bottom	This creates the right menu bar.
copyright	This outputs the copyright statement on the store.
customer_fields	Contains the loop that outputs all the fields that a customer needs to enter for their main account details.
order_address_fields	As address_fields but for delivery address fields when ordering.
order_customer_fields	As customer_fields but for billing address fields when ordering.
order_extra_fields	Outputs the extra ordering fields on the order confirmation page.
ordering_cart	Outputs the shopping cart. Used in the ordering process.
top	Create the top and left sections of the store pages.

Includes are a very powerful way to help keep maintenance down to a minimum by allowing you to create only one copy of a particular item. For instance, the standard templates with MCart 2005 use top.html and bottom.html to create all the navigation for the pages, so if we need to update the navigation we only need to update those files.

Section Page and Product Page Templates
The default templates include one template for the sections page and one for the product pages in your store. However, against each section and product in your store you can pick which template you would like to use so it's perfectly possible to have several different section page or product page templates and use different ones on different sections or products. Please see the 'Contents' section of this documentation for more information on how to edit sections and products.

About page.php

page.php is a special page in MCart 2005. It has no particular function apart from showing whatever template you use with it. This means that you can create any number of additional templates for different pages within your site and still have the control that MCart 2005 gives you. For instance, in the templates that come with MCart 2005, we use page.php to show the Privacy, Help and Terms and Conditions pages which enables us to keep the look, feel and store information on screen along with those pages.

To use page.php, you simply enter the following into your navigation template:

```
page.php?xPage=template.html
```

Where template.html is the template you want to use to display this page.

tSys – The MCart 2005 Server Template Language

MCart 2005 uses an in-built template system for designing your shop's appearance. This template system allows you to include data from your store quickly and easily, whilst keeping everything in html files. In order to increase the speed of the template system, all commands, properties, variables and attributes are case-sensitive. This saves the template system having to do case-insensitive matches.

Outputting Variables

Another section details with variable names that are available on each of the pages for your shop. Variables are included as follows:

```
{product.name}
```

In the above example, on a product page, this would output the name of the product. You simply embed these variables within your templates.

Variable formatting options

When outputting a text variable you can limit the number of characters that are displayed, like this:

```
{sections.shortdescription:10}
```

The above example will limit the number of characters of the section's short description to 10 characters. In addition you can add a further part to the formatting, like this:

```
{sections.shortdescription:10:dots}
```

This will not only limit the output to 10 characters but also add 3 dots to the end if the short description is actually longer than 10 characters.

Note: This should only be used on string type variables, e.g. any number variables should not be treated in this way.

The include Directive

The include directive makes it easy to re-use templates on multiple pages. For instance, in the templates that are installed with MCart 2005, we use an include to

include top.html (which contains the top bar and the left menu) and bottom.html (which contains the right menu and the bottom copyright etc. This means we only have to keep one file up to date, to update these parts of the page. Of course you can use includes as much as you like and most people will find it useful to keep parts of the page you want to re-use in separate include files.
To include a file, you do the following:

```
<#include:top.html#>
```

This will include the template top.html, replacing the include directive with the contents of top.html. Any variables or other directives within top.html will also be recognized and used.

The loop Directive
To provide more functionality in the template system there are a number of commands that can be used. These may look difficult to begin with but the descriptions below should help you to understand what each command does.

```
<#loop:variable-name:limit#>
<#/loop#>
```

The loop command loops round a collection of records, outputting the HTML contained between the `<#loop#>` and `<#/loop#>` directives. For instance, on many pages a variable called products is available (for instance, on a section page). You can do the following to loop through all the products:

```
<#loop:products#>
<br>{products.name}
<#/loop#>
```

This will loop through all the products, outputting the product name for each. When you setup a loop there are two special variables that are created. For instance in the example above we also have access to:

{loop.products.total} – the total number of records
{loop.products.count} – the current number of times the loop has been run (starting at 1).

So, working on the example above, we can change this to put a number in-front of each of the products that's output:

```
<#loop:products#>
<br>{loop.products.count}. {products.name}
<#/loop#>
```

Now, the product names will be output with a 1 in front of the first one, 2 in front of the second one etc. In addition, we could give a total count underneath the products:

```
<#loop:products#>
<br>{loop.products.count}. {products.name}
<#/loop#>
<p>Total Products: {loop.products.total}
```

Note that the total variable can be used outside the loop and it will still remember the total number of records that was output. There is a second part to the loop directive which can be excluded (as we have done in the above examples) or included, as below. This is the limit amount and, if included, it will limit the number of times the loop runs to this value.

```
<#loop:products:5#>
<br>{products.name}
<#/loop#>
```

The above example will limit the output to 5 products, no matter how many records are available. This is useful if you never want to show more than a certain number of records in a situation – for example, you may want to limit the bestsellers list to no more than 10 products.

The if Directive

For those of you not familiar with programming languages, an **if** statement has a test and does something if that test is true. For instance:

```
<#if:customer.loggedin:eq:Y#>
 Hey, welcome back {customer.firstname}
<#/if#>
```

The above example tests to see if the variable `customer.loggedin` is equal to Y. If it is, it will output the 'Hey, welcome back {customer.firstname}' HTML, replacing {customer.firstname} with the customer's first name.

But the if statement also has another part to it, that means you can do something else if the test isn't true. Expanding on the above example, we could do the following:

```
<#if:customer.loggedin:eq:Y#>
Hey, welcome back {customer.firstname}
<#else#>
You're new here. Why don't you open an account with us!
<#/if#>
```

We've used the `<#else#>` directive in the above example to output something different if the customer isn't logged in.

So what tests are available? We've seen the use of **eq** to test if a variable is equal (the same as) a value, but you can also use the following tests:

Type	Description
eq	tests if the values are equal
neq	tests if the values are not equal
blank	tests if the value is blank
even	tests if a number is even
odd	tests if a number is odd
mod	performs modulus on a number
lt	tests to see if a variable is less than a value

lte	tests to see if a variable is less than or equal to a value
gt	tests to see if a variable is greater than a value
gte	tests to see if a variable is greater than or equal to a value
starts	tests to see if a string starts with certain characters
nstarts	tests to see if a string does not start with certain characters
ends	tests to see if a string ends with certain characters
nends	tests to see if a string does not end with certain characters
contains	tests to see if a string contains certain characters
ncontains	tests to see if a string does not contain certain characters

The set Directive

The set directive allows you to quickly and easily copy a variable to another variable for use in your templates. It is ideal for creating re-usable include files across the whole of your site. For instance, referencing the billing fields for a customer is normally done like this:

```
<#loop:ordering.customer.fields#>
 {ordering.customer.fields.titleText}
<#/loop>
```

However, by adding a set directive before this you can shorten what's needed considerably:

```
<#set:theFields:ordering.customer.fields#>
<#loop:theFields#>
 {theFields.titleText}
<#/loop>
```

The form Directive

The form directive allows you to pickup GET or POST form fields and use them in your code. For instance, if you had a GET field to your template called xField, then the following:

```
<#form:xField#>
```

Would output the value of xField. This is most useful when used in conjunction with the set directive, for instance:

```
<#set:myProduct:product=<#form:xProd#>#>
```

In the example above myProduct is set to equal the product specified by the form field xProd. You can then access all the fields of the product like so:

```
{myProduct.name}
{myProduct.sclevel}
```

As example of its use would be create extra pages for products if you wanted to split up information across more than one page. Of course, it will work with any variable available within MCart 2005.

Standard Variables

tSys has access to a variable called browser which gives you information about the browser that is being used to view a page. The variables are as follows:

```
{browser.short}  Possible Values
     IE,OPERA,KONQUEROR,NS
{browser.long}   Possible Values
     IE6,IE5.5,IE5,IE4,IE,OPERA,KONQUEROR,NS7,NS6,NS4,NS3
```

The most useful of these is {browser.short} as it enables your templates to make decisions based upon the browser that's being used to view the site.

Embedding Variables in PHP

If you wish to include PHP in your templates and you need access to some of the attributes available in the template system you should prefix the variable with a *, like this:

```
<?php $myVariable = {*product.name}; ?>
```

This will ensure that the tSys template system outputs the correct variable code, otherwise parse errors will occur.

Nesting Directives

We've given you simple examples in this documentation so far, but you can do far more with the simple directives. For instance, you can put if statements within loops, or loops within loops.

Error Messages

MCart 2005 includes some error trapping in the tSys template system. However, we cannot capture everything and occasionally you will see PHP parse errors like the following:

```
Parse error: parse error in
/www/htdocs/storebobcom/routines/tSys.php(332) : eval()'d code on line
387
```

This parse error basically means that there is a problem with the PHP that your template is converted into. The line number refers to lines in the compiled version of the template and not in the original template itself.

Conclusion

As you can see, the template system MCart 2005 uses doesn't have many special commands that you need to learn, and the best way is to try things out to see what results you get. All the directives are contained within < and > signs, to conform with HTML tags, so you shouldn't have any problem using your favorite design package to put the templates together.

Compiled vs. Uncompiled Templates

MCart 2005's template system includes the ability for you to pre-compile your templates. This makes them run much, much faster, than if they were uncompiled. When a template is compiled by MCart 2005, it is basically converted into native PHP. This runs very fast when a page is requested and adds only a few milliseconds

onto the CPU time it takes a page to be created and sent to the user. It is always advisable that you run your store from compiled templates as this basically means that taking the template and converting it into PHP (which is the time consuming part) is only done once. When the page is requested again the native PHP version is opened instead. There are some things you need to make sure of if you're going to use compiled templates.

1. PHP must have full write access to the templates/compiled directory.
2. Making changes to your templates will not automatically take effect on the site unless you force the templates to recompile (see the 'Templates' section of the documentation for more information and the 'Overriding Normal Template Settings' section further on).

Template Settings In MCart 2005
So what are the template settings that are available within MCart 2005? There are three settings:

1. Run Uncompiled – Each time a page is created, the template system will take your HTML template, convert it into PHP/HTML and use that to create the output.

2. Compile if unavailable – If a compiled version of a template is not available, MCart 2005's template system will take your HTML template, convert it into PHP/HTML, save this version and create the output. Next time the page is requested, it will use the compiled version.

3. Always compile – This forces the template system to always compile and save the template, no matter whether a compiled version exists or not.

Settings 1 and 3 are most useful when you're developing, as with setting 2 you will be updating templates but the old, compiled version will be used. With settings 1 and 3 each time the new template will be read.

Overriding Normal Template Settings
The xTFC command, when used with a URL will override the normal template settings – but only for you, i.e.:

        http://store.yourdomain.com/index.php?xTFC=1

Will force the template system to run in Force Compile mode. Likewise, there is an xRTU command which when used like this:

        http://store.yourdomain.com/index.php?xRTU=1

Will force the template system to run in Uncompiled mode. Both of these settings can be removed by using 0 as the value, i.e.

        http://store.yourdomain.com/index.php?xTFC=0

Will reset your session to using the normal template settings.

Setting Different Template Directories

There's no reason why you can't run the same shop with different templates, to give you completely different output. For instance, you may have two different domain names and want the shop to have different branding depending on which domain name the customer has used. This is possible with MCart 2005, by using a template command with the URL as so:

```
http://store.yourdomain.com/index.php?xTemplates=templates2/
```

This example would use a directory called templates2 for the shop's templates, rather than the normal templates directory.

The xForce Command

Although not directly related to the templates themselves, xForce is a useful feature that enables you to start a new cart session. Adding xForce to the end of your URL, like this:

```
http://store.yourdomain.com/index.php?xForce=Y
```

Will force a new cart to be created for your session. This is useful if you have made changes to things such as the default tax as it will reset your session to the defaults.

Working Out How tSys' Variables Work

This section contains detailed information on the variables that are available in your templates for displaying form fields, products, section, the shopping cart etc. Taken on their own this section may be confusing at first which is why we suggest that you spend time looking over the default templates that are installed with MCart 2005.

As you know, MCart 2005 is ready "out of the box" and is a fully functioning web store from the moment it is installed. The templates are complete and correct and will probably give you better knowledge if they are examined in conjunction with this documentation.

There is no way that we can cover all the possibilities within the documentation regarding the template system – there are simply too many ways that you could choose to display information, so you should expect some trial and error.

Why Isn't Everything Included In This Section?

Some of the pages in MCart 2005, such as customer login forms, etc. only really have one set of data, all of which should be used. Those pages and variables aren't included in this documentation, although they may be added later. As we have said previously, the best way to learn about the variables available is to look at the templates – we've tried to include all those variables and attributes in this documentation that may not appear in the default templates and to give you an overall feel for how data is structured for your templates.

In addition, some things such as the options variable just have too many attributes to include in the documentation although again we may be able to include these in the future. Finally, however, it is simply impossible to cover every piece of data and every possible way of using that data in this documentation.

Email Templates
The email templates use exactly the same format for variables as the HTML templates for your actual store. Although information is more limited in availability in the email templates, many of the attributes and variables can still be used.

Multiple Languages
Internally, MCart 2005 finds the correct alternative language version for all those fields that can be specified in multiple languages and outputs the version that should be used in the standard attribute name. For example with the products, {product.name} will always contain the applicable language version of the product name (if the customer is using one of the alternative languages and an alternative language version of the product name wasn't found, then the default language version would be used.)

General Form Notes
All forms within MCart 2005 are created with normal form tags but using variables sent from MCart 2005 to the template system. This ensures that the forms are constructed correctly with the correct form action. You can add your own onSubmit validation to any of the forms if you wish and, you can also change the form method from POST to GET should you need to. MCart 2005 is flexible in how form information can be submitted.

General Form Field Notes
In the default templates, on many of the customer f ill-in forms, such as account details or the contact form etc. we use a loop to display the form elements. This has only been done this way for ease of creating the default templates. However, you can access form fields individual should you want to. For instance, the contact form's group of fields is as follows:

{contactform.fields} – This is the group of contact form fields that can be looped around.

In addition to loop method of accessing form fields, you can also access them directly. For instance, with the contactform, if you had a field called EmailAddress you can access the attributes of this field like this:

{contactform.field.EmailAddress.titleText}

This will show the title text for the EmailAddress field. Presenting fields in this manner gives you the freedom to construct your forms however you wish.

Note: Using the direct method, reordering form fields, deleting fields and adding new fields will not take effect unless you manually add them into your templates. With the loop method obviously this does not occur as the system simply loops around all the form fields available in the correct order.

Form fields generally have the following attributes:

Attribute	Values	Description
title	Text	The title of the field
fieldname		The internal field name of the field
validation	0 or 1	If set to 1 this field has validation and will be

		checked when submitted
validationmessage		Any applicable validation message for the field
fieldtype	TEXT or TEXTAREA or CHECKBOX or SELECT	The internal type of the field. You should ensure that fields are displayed in the correct manner.
size		The size of the field (only available for TEXT)
maxlength		The maximum number of characters that can be entered into the field (only available for TEXT)
cols		The number of columns to display (only available for TEXTAREA)
rows		The number of rows to display (only available for TEXTAREA)
content		The actual content of the field if any already exists, e.g. when editing account details this will contain the current value of the field.
error	Y or blank	If set to Y then this field has been rejected by the validation and you can use this to show the validationmessage.
selected		The currently selected item (only available for SELECT)
options		The group of options (only available for SELECT)

The best way to work out how MCart 2005 handles form fields is to look at the default templates. Using the default templates as a guide you should find it easy to change how form fields are displayed on your store's pages.

Products
Below is a list of the main attributes available for products.

Attribute	Values (if applicable)	Description
productID		Internal product ID
code		Product code
name		Product name
shortdescription		Short description
description		Full description
thumbnail	Image + Image path	Thumbnail image
mainimage	Image + Image path	Main product image
visible	Y or N	Product visibility status
metaDescription		Meta Tag Description
metaKeywords		Meta Tag Keywords
keywords		Search keywords

templateFile		Template used for product page
newproduct	Y or N	New Product status
topproduct	Y or N	Top Product status
scEnabled	Y or N	Stock control enabled or disabled for this product
scLevel		Actual stock level
scWarningLevel		Stock warning level
scActionZero		Action to perform is stock falls below 1 unit.
productType	N	Only N at the moment, reserved for future use.
weight		Weight of the product
taxrate	0, 1 or 2	Tax rate for the product
freeShipping	Y or N	Does product have free shipping.
specialoffer	Y or N	Is product on special offer?
price	Formatted price	This is the product price and will include tax if the customer account type that the user is assigned to has this option set.
priceextax	Formatted price	This is the product price excluding any tax
priceincax	Formatted price	This is the product price including any tax
pricetax	Formatted price	This is the tax price for the product
rrp	Formatted price	This is the normal price and will include tax I the customer account type that the user is assigned to has this option set.
rrpextax	Formatted price	This is the normal price excluding tax
rrpinctax	Formatted price	This is the normal price including tax
rrptax	Formatted price	This is the tax amount for the normal price
rrpDifference	Formatted price	This is the difference between the price and normal price fields
rrpPercent		This is the percentage difference between the price and normal price fields
inCart	Y or N	Flag showing if the product is in the customer's cart or not.
ooprice	Formatted Price	This is the one-off product price

		and will include tax if the customer account type that the user is assigned to has this option set.
oopriceextax	Formatted Price	One-Off price excluding tax
oopriceinctax	Formatted Price	One-Off price including tax
oopricetax	Formatted Price	Tax amount for the One-Off price
isDigital	Y or N	Flag showing if the product is a digital product or not
allowDirect	Y or N	Flag showing if the product can be viewed direct, even if the product is set to be invisible.
ignoreDiscounts	Y or N	Flag showing if the product is excluded from customer account type discounts
minQty	Number	Minimum quantity that can be ordered.
maxQty	Number	Maximum quantity that can be ordered.
groupedProduct	Y or N	Flag showing if the product is a group product or not.

Product Extra Fields

There are two ways in which the extra fields for products can be accessed. First of all, there is a group of extra fields. This is what the standard MCart 2005 templates use. It ensures that all extra fields are picked up and displayed (if applicable to a particular product). The main group of extra fields is product.extrafields

Secondly, the extra fields can be accessed directly by their field name. For instance, if you had an extra field called autograph, this can be accessed like so:

{product.extra_autograph.title} – to display the title of the autograph field.

Notice that extra_ has to be added in front of the extra field's name for it to be picked up correctly.

Which ever way you access the extra fields, the following attributes are available for each extra field:

Attribute	Values (if applicable)	Description
name		The extra field's name
title		The extra field's title
type	TEXT, TEXTAREA, SELECT, IMAGE, CHECKBOXES and RADIOBUTTONS	The extra field's type. Note: You should ensure that you display the extra field correctly according to its type, otherwise this may cause incorrect functioning of the automatic price update scripts.

content	Only for SELECT, CHECKBOXES and RADIOBUTTONS types	The content of the field for this product. options This is a group of options that can be looped around. Each option has the following attributes: option – the text for the option exvalID – the internal option ID which must be used as the value sent to the cart.

Note: The extra field attributes are only available on the product page and only for the product that is being viewed. They are not available for each product in a group.

Product Flags

If you have setup any extra product flags using the Product Flags option in the Contents section of the administration system, you can access these in the template system via a sub-group called flags. For example if you had a flag called isLimited then you could use the following to check the value:

```
<#if:product.isLimited:eq:Y#>
 This product is available in limited amounts
<#/if#>
```

The 'Add To Cart' Product Form

You can include the Add To Cart form for a product anywhere where you list a product and, obviously, on the product page itself. For each product page the form is started like this:

```
<form name="{product.form.name}" action="{product.form.action}"
method="POST" onSubmit="{product.form.onsubmit}">
```

This ensures that the correct form is created for the product. If you look at the default templates you'll see that on the section pages we use the following for the 'Add To Cart' link:

This is a special variable created for each product and basically it submits the product form. In addition to this you can use a normal submit button on the form, as the default product.html template does.

```
<a href="{products.add.link}" class="middle-links">
```

If you do not wish to include a quantity box on your pages (as we do on the section pages in the default templates) you do not have to and MCart 2005 will assume a quantity of 1 when the product is added to the basket. Alternatively, the following will create a correctly named quantity box:

```
<input type="text" size="5" value="1" class="textbox"
name="{product.qtyboxname}" onBlur="{product.recalculateprice}">
```

The onBlur part of this uses a built-in link to the JavaScript recalculate price function that is simply used to update the price on the product page when options are selected. You should not include the onBlur part if you use a quantity box on any page other than actual product pages. Of course, if you wanted to you could use a select box instead of a text field for the quantity box – the display is up to you as long as the field is called the correct name, i.e. {product.qtyboxname}

Other In-Built Product Links

The following are other in-built product links that you can use for products in your store:

```
<a href="{products.link}" class="middle-links">
```

This is a link that takes the customer directly to the product's product page. You would normally use this where a product is listed – for instance in the random products section etc.

```
<a href="{products.wishlist.link}" class="middle-links">
```

This is a link that lets the customer add the product to their wish list.

Other Special Variables for Product Pages

Product pages also contain other special groups and attributes that can be used. They are as follows:

- quantitytable
- combinationstable
- exclusionstable
- reviews

Note: These are only available on a product page and are not available in for a product in a group.

Quantitytable

The quantitytable group is used to display any quantity discounts you have for an individual product. The default templates show the discount amount for each quantity breakdown using the following:

```
{product.pricing.quantitytable.entries.discount}
```

Atrtibutes discountExTax, discountIncTax and discountTax are also available. However, it is possible to show the price after discount by using this instead:

```
{product.pricing.quantitytable.entries.priceDiscounted}
```

Attributes priceDiscountedExTax, priceDiscountedIncTax and priceDiscountedTax are also available. Importantly, however, you should note that this price is calculated from the main price from the product and any options etc. that a product may have will not be included in this price. It also does not update as the normal price fields do on the product page when options are selected that affect a product's price.

Product Customer Reviews

Available on the individual product pages the customer reviews variable, accessed in the form {reviews.attribute}, has the following attributes:

Attribute	Values (if applicable)	Description
enabled	Y or N	Whether customer reviews are enabled or not
total		Total number of customer reviews for this product
content	Group	The group of reviews, see below for more information
averagerating		The average rating given to this product

The 'content' attribute is a group containing all the reviews for the product and you should use a loop to access each individual review. The attributes of the content variable, accessed in the form of {reviews.content.attribute} are as follows:

Attribute	Description
name	Review author's name
rating	The rating this review gave to the product
title	The title of the review
review	The actual review itself

Groups of Products

There are a number of different groups of products available in MCart 2005. These are as follows:

Group	Where Used	Description
products	Section pages	Group of products in a section (section.html) and on the main root section in index.html
randomproducts	Anywhere	Pick out a list of random products
specialoffers	Anywhere	Group of special offer products
bestsellers	Anywhere	Automatically generated group of best selling products
newproducts	Anywhere	Group of new products
topproducts	Anywhere	Group of top products
recommended	On a Product page	Automatically generated group of recommended products based on order database
associated	On a Product page	Group of associated products
groupedproducts	On a Product Page	Collection containing all products if current product is a group product.

As you have previously seen attributes for single products are accessed by using the {product.attribute} format. With a group of products, you first need to create a loop and then access the attributes. For instance, the following outputs the list of randomproducts:

```
<#loop:randomproducts#>
 {randomproducts.name}<br>
<#/loop#>
```

You see that rather than use {prdoduct.attribute} we use {group.attribute}, in this case {randomproducts.name}. Products in a group have access to the same attributes that are available in the normal single product method, with the exception of any extra fields that can only be displayed using the {product.attribute} method on a product page.

Other Ways to Show Products
If you wish to pick out individual products then you can use a special variable to do so. Normally the product variable on a product page is constructed like this:

{product.code} – to display the product code.

You can also do this, however, to show a particular product's variable anywhere:

{product=144.code} – to display product ID 144's product code

In this way you can easily pick out particular products in places where you want them to show.

Sections
Below is a list of the main variables available for sections.

Attribute	Values (if applicable)	Description
sectionID		Internal section ID
title		Section title
thumbnail	Image + Image path	Thumbnail image
image	Image + Image path	Main section image
metaDescription		Meta Tag description
metaKeywords		Meta Tag keywords
shortDescription		Section's short description
fullDescription		Section's full description
parent		Internal section ID of parent section
templateFile		Template used for section page
totalproducts		Outputs the total number of products in a section. Does not include any products in sub-sections.

In-Built Section Links
The following are in-built section links to ensure that you link to other sections correctly:

```
<a href="{sections.link}">
```
The example above is used with the sections group and accesses the link URL for the customer to be taken directly to the section.

Groups of Sections

There are a number of different groups of sections available in MCart 2005. These are as follows:

Group	Where Used	Description
rootsection	Anywhere	Group of the top level sections in your store.
subsections	In conjunction with a group of the next level of sections for each of the sections in rootsection.	Only available if activated within the General section of the administration system
rootsection	On section page	Group of sub-sections for the currently viewed section.

Cart

Cart is the variable that is used to display both the full cart and, in the default templates, the always shown "Mini-Cart" on the right hand navigation menu. You can access the cart variable on any of your template pages.

Below is a list of the main attributes available for the cart:

Attribute	Description
products	Group of the products in the cart.
totals	Group of totals for the shopping cart (these are only ever accessed individually).
emptylink	URL Link to empty the shopping cart of all products.
currencyID	Internal currency ID for the cart
accTypeID	Internal customer account type ID
languageID	Internal language ID for the customer

Product Fields Available For Cart Products

Not all the available fields for a product are available for list of products in the shopping cart and there are some extra ones specific to the cart itself. The following are available:

Attribute	Values (if applicable)	Description
productID		Internal product ID
code		Product code
name		Product name
Shortdescription		Short Description
thumbnail	Image + Image path	Thumbnail image for the product
link		URL Link to the product page for this product.
extrafields		Group of option fields with selected options
qty		Quantity for the product
qtyboxname		Form name for the quantity box
price	Formatted Price	Price for the product. If

		customer account type shows prices including tax, tax will be included in this price.
priceextax	Formatted Price	Price excluding tax for the product
priceinctax	Formatted Price	Price including tax for the product
pricetax	Formatted Price	Tax amount for the product
total	Formatted Price	Total cost (price x qty)
deleteItemLink		URL Link to delete the item from the cart

The totals Variable

The totals variable contains the following attributes:

Attribute	Values (if applicable)	Description
goods	Formatted Price	The goods total for the cart
discount	Formatted Price	The special discount total for the cart
order	Formatted Price	The current final ordering total (excluding shipping and tax if customer account type does not include tax in the standard prices).

The Cart extrafields Variable

Although structured in the same way as the normal product extrafields variable the one available for products in the cart does not include any non-option fields (e.g. no IMAGE, TEXT or TEXTAREA fields). In addition it only includes the selected options for the product and not the complete list of options for each field. In all other respects it is accessed in the same way. Again these extrafields can be accessed directly using the same method as is used for the products variables.

The Cart Form

The cart form is used f or the 'Update Cart' button (which, in the default templates, is simply a submit button). The form is started like this:

The form should surround all the products on the page to ensure that the quantity boxes are shown and updated correctly when the 'Update Cart' button is clicked.

```
<form name="{cart.form.name}" action="{cart.form.action}"
method="POST">
```

Cart Error States

There are a number of error states that are added as attributes to the cart variable if there is a problem when adding a product to the cart. You can use these on the cart page to display appropriate error messages. These are detailed below:

Attribute	Values (if applicable)	Description
error	EXCLUDED	The product with the options

		selected could not be added to the basket as the combination is excluded.

In addition there are also error states that are added if the customer tries to checkout but MCart 2005 will not let them. These are detailed over the page.

Attribute	Values (if applicable)	Description
checkouterror	EMPTY	Customer could not check out as they have an empty cart.
checkouterror	VALUE	Customer could not check out as they have not reached the minimum order amount (if applicable)

Company

Below is a list of the main attributes available for the company (the values for these fields are setup in **General -> Company Details** and **General -> Meta Tag Details** in the administration system).

Attribute	Values (if applicable)	Description
companyName		Your company name
addressLine1		First line of your address
addressLine2		Second line of your address
city		Postal city
county		Postal county / state
country		Postal country
postcode		Postcode / ZIP
telephone		Telephone number
fax		Fax number
storeurl		The store URL
metaAuthor		Meta Tag Author
metaDescription		Meta Tag Description
metaKeywords		Meta Tag Keywords

Customer

Below is a list of the main attributes available for the customer (if the customer is logged in).

Attribute	Values (if applicable)	Description
customerID		Internal customer ID
accTypeID		Internal customer account type ID
title		Customer's title
forename		Forename or First Name
surname		Surname or Last Name
address1		Address line 1
address2		Address line 2
town		Town/City
county		County / State
postcode		Postcode / ZIP

telephone		Telephone number
fax		Fax number
email		Email address
company		Company name
newsletter	Y or N	Whether the customer is subscribed to your newsletter or not.
loggedin	Y or N	Whether the customer is actually logged in or not.

Note: Any extra customer fields you have setup will also be available directly by the field name you used in Customers -> Customer Fields.

Customer Link Attributes
The following customer link attributes are available so you can include navigation links for customers.

Attribute	Values (if applicable)	Description
registerlink		URL that takes an unregistered customer to the customer registration screen.
forgottenlink		URL that takes a customer to the forgotten password screen.
homelink		URL that takes a logged in customer to their account home page.
addresseslink		URL that takes a logged in customer to their delivery addresses page.
orderlink		URL that takes a logged in customer to their order history page.
wishlistlink		URL that takes a logged in customer to their wishlist
logoutlink		URL that logs a customer out.

Address (Delivery Addresses)
On the customer address editing page this is available as addressfields (as part of the customer variable) and on the ordering section this is available as address (as part of the ordering variable). It contains all the field information for delivery addresses both stored with an order and in the customer's address book. It is structured in the same way as the customer record and the form fields are displayed in the same way as described in General Form Fields.

In addition to the pages that display individual address, such as adding and editing a customer address or adding a new delivery address when ordering, there is a group of delivery addresses called addresses which becomes part of the customer variable on the main customer address screen that lists all the addresses in a customer's address book (customeraddresses.html).

The addresses Group

The addresses group adds the following attribute links to each address in the customer's address book:

Attribute	Values (if applicable)	Description
editlink		URL link that takes the customer to the editing screen for an address.
deletelink		URL link that allows the customer to delete an address in their address book.

In addition to this, the customer variable also obtains a link attribute called 'addressaddlink' that takes them to the editing screen to add a new address into their address book.

Wishlist

Wishlist is the variable that is used to display the customer's wish list. Below is a list of the main attributes available for the wishlist:

Attribute	Values (if applicable)	Description
products		Group of the products in the cart.
emptylink		URL link to empty the wishlist of all products.

Product Fields Available For Wishlist Products

Not all the available fields for a product are available for list of products in wishlist and there are some extra ones specific to the wishlist itself. The following are available:

Attribute	Values (if applicable)	Description
productsID		Internal product ID
code		Product code
name		Product name
thumbnail	Image + Image path	Thumbnail image for the product
link		URL Link to the product page for this product.
extrafields		Group of option fields with selected options
qty		Quantity for the product
qtyboxname		Form name for the quantity box
commentboxname		Form name for the comments box
comment		Any comment that the customer has entered against the product.
price	Formatted Price	Price for the product. If customer account type shows

		prices including tax, tax will be included in this price.
priceextax	Formatted Price	Price excluding tax for the product
priceinctax	Formatted Price	Price including tax for the product
pricetax	Formatted Price	Tax amount for the product
total	Formatted Price	Total cost (price x qty)
deletelink		URL Link to delete the item from the wish list
AddToBasketLink		URL Link to add the product to the current basket

The Wishlist Form

The wishlist form is used for the 'Update Wishlist' button (which, in the default templates, is simply a submit button). The form is started like this:

```
<form name="{wishlist.form.name}" action="{wishlist.form.action}"
method="POST">
```

The form should surround all the products on the page to ensure that the quantity boxes are shown and updated correctly when the 'Update Wishlist' button is clicked. In addition to the normal wishlist form there is a Send Wishlist form as well. The form is started like this:

```
<form name="{wishlist.send.form.name}"
action="{wishlist.send.form.action}"
method="POST">
```

On this form a required field is the list of email addresses that the customer would like to send their wish list to. This can be included with the following:

```
<input type="text" name="{wishlist.send.form.emaillist}" value=""
class="textbox" size="50">
```

Ordering

The ordering variable (which is used for both normal ordering and gift certificate ordering although the templates for these are different) inherits from many of the other variables available in MCart 2005. For instance, the customer's address fields are available either to an existing customer, a new customer or to a customer that is not opening an account (MCart 2005 treats them all the same in this respect and asks that the same customer fields are filled in). Delivery addresses are available as well for an existing customer to select one from their address book, to select their billing address as the delivery address or to enter a completely new delivery address.

One exception to this is cart which an be addressed in exactly the same way as on the normal cart pages.

There are, of course, extra fields shown on the cart which are not available on the normal cart page for the tax totals, gift certificate totals and shipping totals, but these work in much the same way as the normal total fields for the cart.

In addition there are groups for things such as shipping methods and payment options and in this regard the templates should be self explanatory from all that you have seen. For instance, the credit card fields for the Credit Card payment option can be accessed directly as was discussed in General Form Fields.

The ordering process is fairly static although it can be altered through various options within MCart 2005. For instance, you can opt not to allow separate delivery addresses, or to not use the gift certificate system and the ordering pages are setup to check for these occurrences.

You may obviously wish to change the layout of the pages but in terms of functionality they can be pretty much left as they are (as long as the if statements are left in) and they will alter themselves to suit your settings.

Order
order is a variable that contains order information. It is used on the order success page, the customer order history page (only the order header information is available in the group orderlist.orders that is used on the main customer order history list page) and when printing a receipt in the order administration system.

Attributes for the main order variable are as follows:

Attribute	Values (if applicable)	Description
orderID		Internal order ID
ordernumber		Internal order ID plus you base order number setting
orderdate		Formatted order date
ordertime		Formatted order time
totals		Group containing order totals
products		Group containing order product information
ip		IP address saved with the order
customerID		Internal customer ID (if applicable)
All customer fields		See the Customer part of this section for information on the attribute names available.
All delivery address fields		See the Customer part of this section for information on the attribute names available.
currencyID		Internal currency ID of the order
status		Status of the order. Please see the Order Management section of this documentation for more information.

shippingMethod		Name of the shipping method used. There is also shippingMethodNative which is stored in the language the customer checkout out in.
paymentID		Internal payment ID for the order
paymentName		Actual name of the payment method. There is also paymentNameNative which is stored in the language the customer checkout out in.
orderPrinted	Y or N	Whether or not the order has been printed
orderNotes		Internal Order Notes field
languageID		Language customer used when ordering
giftCertOrder	Y or N	Y if the order was for a gift certificate
Any extra order fields		Any extra order fields referenced by field name

The Totals Group
The totals group contains the following attributes:

Attribute	Values (if applicable)	Description
goods	Formatted Price	The goods total
shipping	Formatted Price	The shipping total
tax	Formatted Price	The tax total
discount	Formatted Price	The special discount total
giftcertificates	Formatted Price	Total of any gift certificates used on the order
order	Formatted Price	Final order total

The Products Group
The products group contains the following attributes:

Attribute	Values (if applicable)	Description
productID		Internal product ID
code		Product code
name		Product name. On the front-end this will be in the language the order was placed in.
extrafields		Group of option fields with selected options
qty		Quantity for the product
price	Formatted Price	Price excluding tax.

total	Formatted Price	Total cost (price x qty)

The Products Extrafields Group

This is in the same format as the extra fields for the cart variable. W hen the customer views their order all option names will be in their native language which is saved along with the product details at the time of ordering.

The orderlist Group

The order list group contains a list of orders and is used on the main customer order history page. Information is as above for the main order variable (without any product information) with the addition of an attribute called viewlink which creates a link to the full order page for any given order.

Languages

languages is a group containing all the languages setup in your store and it is normally used to display a language selection feature on your store. Attributes for each language are as follows:

Attribute	Values (if applicable)	Description
languageID		Internal language ID
name		The actual language name.
link		A URL link that changes the language the customer is viewing the store in.

Only visible languages will be included in the group.

Note: The cart variable contains an attribute called languageID that contains the languageID of the currently selected language.

Currencies

currencies is a group containing all the currencies setup in your store and it is normally used to display a currency selection feature on your store. Attributes for each currency are as follows:

Attribute	Values (if applicable)	Description
currencyID		Internal currency ID
code		ISO 3-character code for the currency
name		Descriptive name for the currency
decimals		Number of decimal places
pretext		Formatting pre-text
middletext		Formatting middle-text
posttext		Formatting post-text
useexchangerate	Y or N	Whether the currency is calculated via. an exchange rate or not.
exchangerate		The applicable exchange rate.

checkout	Y or N	Whether checking out in the currency is allowed or disallowed.

Only visible currencies will be included in the group.

Note: The cart variable contains an attribute called currencyID that contains the currencyID of the currently selected currency.

Snippets
Snippets are accessed in a slightly different way to normal variables as you need to pick out individual snippets, rather than the whole database of snippets. If you have a snippet called News, you can display the title and the content of the snippet by including the following on your templates.

```
{snippet=News.title}
{snippet=News.content}
```

Labels
All labels are automatically made available to your templates by MCart 2005. They are accessed in the following format:

```
{labels.type.labelname}
```

Where type = the label type, e.g. navigation for example and labelname = the actual label name. The default templates are setup to use labels throughout and you can add / edit / remove labels from the Templates section of the administration system.

Options
Options is a special variable that contains all the configuration options from the jss_options database table. This isn't used a great deal in the default templates but can be employed to provide some powerful conditional statements based on the internal settings of your MCart 2005 store.

There are 90 different options stored in the jss_options database table and these are made available in the following format:

```
{options.optionName}
```

Where optionName = the actual option name from the jss_options database table. For instance you could do the following to check if customer accounts are enabled for your store:

```
<#if:options.customerAccounts:eq:1#>
 Customer accounts are enabled!
<#else#>
 Customer accounts are disabled!
<#/if#>
```

There are too many options in the jss_options database table to go into details on here but they all have been given very descriptive names.

Paging Variables

Paging variables become available on the search page for products and on the section page for products. They provide access to any number of pages in the results, along with Previous and Next links. The following attributes become part of the sectionpages variable on section pages and the search variable on search results pages:

Attribute	Values (if applicable)	Description
page		Currently viewed page
pages		Group of page links
previouslink		URL link to the previous page (blank if not applicable)
nextlink		URL link to the next page (blank if not applicable)

The pages group should be looped around and contains links to all the other pages available. Attributes of pages are:

Attribute	Values (if applicable)	Description
page		Page number
link		URL link to the page

News

The news group contains all the Latest News items you have entered for your store. The attributes available for each news item are as follows:

Attribute	Values (if applicable)	Description
newsID		Internal unique ID for the news item
title		Title of the news item
content		Content of the news item
date		Formatted date of when the news item was first created
time	Formatted time	Formatted time of when the news item was first created
postedBy		The username of the person who created the news item.

Note: In addition to the news group there is also a group called newstitles. This group contains much the same information and is used in the same way. The only difference is that this group does not include the content attribute so is useful when you simply want to create a list of news items that link through to your full news page. This gives a speed benefit as the content field is never retrieved from the database.

Users Online

The usersonline variable contains information about the number of users currently looking at your store and the most ever online at once. Attributes are:

Attribute	Values (if applicable)	Description
current		Current number of users on your site
timelimit		The length of time (in minutes) used to calculate the number of users online
most		The most number of users ever recorded online at once
mostdate		The date when the most number of users online was recorded

Linking to News Items

By default a template called news.html is used to display the full content of all your news items in the store. This page is setup to be used with page.php, like this:

```
page.php?xPage=news.html
```

A link created as above will show the news.html template and show your news items. News.html includes anchors for each of the new items, like this:

```
<a name="news{news.newsID}"/>
```

As you can see this is created by the word news followed by the unique ID for the news item. In the default templates, top.html also contains a list of news items for the left hand menu bar in your store. This links to individual news items like this:

```
page.php?xPage=news.html#news{newstitles.newsID}
```

All this is doing is showing the news page and going straight to the anchor for the particular news item the customer has clicked on.

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 MCart 2005 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.

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.

Figure 10-1

Once loaded, a 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).

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.

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.
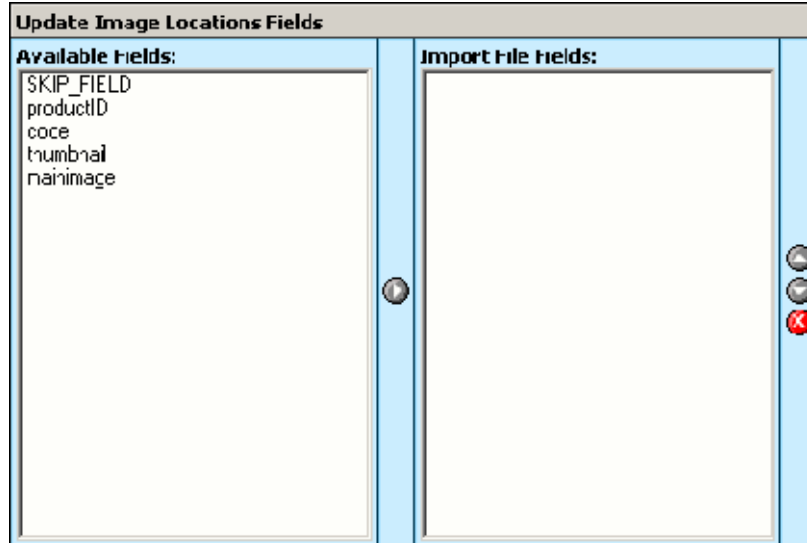
Figure 10-2

Importing
When on an import screen the left hand select box shows a list of all the possible fields that MCart 2005 will recognize 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 MCart 2005 to skip the field, as it's not needed.

Exporting
When on an export screen the left hand select box shows a list of all the possible fields that MCart 2005 will export and the right hand screen shows those fields you have selected to export and the order in which they will be exported.

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:
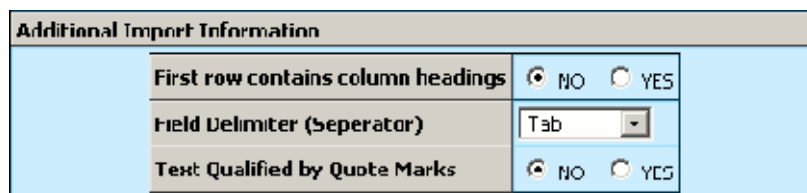
Figure 10-3

- **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 (Separator) -** 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.

Import: Update 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 MCart 2005 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.

Import: 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.

Import: Update Base Prices

This is an import screen and provides the ability to import a list of product IDs and / or product codes along with corresponding base 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.

Import: Update 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.

Import: New Products

This provides the ability to import new products into the MCart 2005 product database. We only recommend using the product ID field if you are using the 'Replace Insert' Insert Method (see below.)

An extra box is available with this import entitled 'Insert Method'. There are three possible options:

- **Straight Insert -** MCart 2005 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, MCart 2005 will not add the record to the database.

- **Replace Insert -** MCart 2005 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!

Import: Mailing List

This is an import screen and provides the ability to import a list of email addresses to the MCart 2005 newsletter distribution list.

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 MCart 2005 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.

Newsletter

The Newsletter sub-system in MCart 2005 provides both a means of capturing email addresses in your store by 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.

You are not forced to use the included Newsletter system if you do not want to. By using the Import/Export section of MCart 2005 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.

Newsletter Options
This screen allows you to set some general options for newsletters that you send out using MCart 2005.

Reply/From Email Address For Newsletters	me@mystore.com
Newsletter Test Recipient	me@mystore.com
Email Addresses To List Per Page	20
Convert Line Breaks To on News Items	○ NO ● YES
Sending: Emails Per Batch	30
Sending: Automatically Process Next Batch	● NO ○ YES
	Update Newsletter Options

Figure 10-1

- **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.
- **Email Addresses To List Per Page -** This option sets the number of newsletter email records to show per page on the administrative page.
- **Convert Line Breaks To <BR> on News Items** - This gives you the option of having MCart 2005 automatically convert line breaks to <BR> tags when displaying news items on your site. If you set this to NO you will have to enter your own line breaks.
- **Sending: Emails Per Batch —** MCart 2005 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 o click on a link in order to send the next batch. For most, a setting of YES would normally be used here.

List of Newsletters

This screen provides a list of all the newsletters you have setup using MCart 2005. Newsletters are not automatically deleted once sent, so they can be sent again should you wish.

Date	Subject	Status	Action
04/03/2003	sending to the whole group!	SENT	Ecit Reset Test Delete
02/03/2003	test newsletter	BEING SENT	Edit Test Delete
06/04/2003	asdf	SENT	Ecit Reset Test Delete
01/04/2003	Test newsletter	SENT	Ecit Reset Test Delete
11/03/2003	Welcome to the new Whorlart store!	SENT	Ecit Reset Test Delete
Total Newsletters:			**5**

Figure 10-2

Against each newsletter shown you will see the date the newsletter was created along with a 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 MCart 2005. Please see below for more information on this.

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.

Adding / Editing Newsletters
The adding and editing screens use the same page and below are details of the fields available:

Figure 10-3

- **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 MCart 2005 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.

Latest News
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.

Title	Date	Posted By	Action
test new news	29/07/2003	administrator	Edit Delete
New Photographers Now Included	16/04/2003		Edit Delete
New Range Of Products!	16/04/2003		Edit Delete
Total News:			3
			Sort / Reorder News

Figure 10-4

Note: Please see section 20 of the documentation for more information on how to display news items in your store.

Adding / Editing News Items
The adding and editing screens use the same page and below are details of the fields available:

Title	Welcome To The New Store
Content	Welcome to our brand new store, full of new products at attractive prices. Please feel free to browse of contact us for more information if you are unsure on anything.

☐ Reset Date Of This News Item To Now

< Back   **Update News Item**

Figure 10-5

- **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 <BR> 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.

Customers

MCart 2005 includes a comprehensive customer account and management system. In MCart 2005, 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 MCart 2005 provides the ability to setup multiple customer account types and to allocate customers to these account types. Rather than just a way of categorizing 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.

General Settings
This screen gives you access to some overall configuration options for customers in MCart 2005.

Figure 11-1

- **Allow Customer Accounts -** If set to YES, customers will be allowed to open accounts, otherwise customer accounts will not be available in your store.
- **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 MCart 2005 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'.
- **New Accounts Default Account Type -** This allows you to set the account type given to all newly opened accounts.

Note: The select options in county and deliveryCounty fields will be linked to avoid inconsistency between the two.

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 MCart
2005.

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	50%	Edit Delete
Total Number of Account Types:			3

Figure 11-2

The General account type, although it can have its name changed, cannot be deleted
as this is the default account in MCart 2005.

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	Genera
Description	Genera Customer Account. All customers are nitally paced in this
Show Prices Including Tax	⦿ NO ○ YES
Discount %	0

< Back   Update Account Type

Figure 11-3

- **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.

Special Discounts

In addition to the standard discounts available per customer types, the Special Discounts section allows you to setup additional discounts based upon both customer type and goods total amount. These discounts take the form of a percentage off the goods total cost or off the shipping amount. For instance, MCart 2005 allows for the setting up a Special Discount that gives a 100% discount off the shipping cost when the goods in the cart total more than $100 would equate to free shipping.

Special 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. Special Discounts are calculated based on the goods total price, excluding tax.

List of Special 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 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	Goods Total >	Accounts	Discount	Action
Discount Type: Goods Total Discount				
High Value Discount	£100.00 $142.00 €140.00	Wholesale	10%	Edit Delete
Total Special Discounts:				1

Figure 11-4

In addition each line has an 'Edit' and 'Delete' button and a new Special Discount can be added by clicking the 'Add New Discount' button at the bottom of the screen.

Adding / Editing Special Discounts

Adding and editing special discounts uses the same screen. The fields available are as follows:

Figure 11-5

- **Name -** This is an internal name to help you reference the discounts you have setup. It is not normally shown to the customer.

- **Type -** There are two possible options here: 'Goods Total Discount' applies the discount to the goods total value and 'Shipping Discount' applies the discount to the eventual shipping charges for the order.

- **Goods Total -** Here you can enter the goods total amount after which this discount becomes applicable.
- **Discount -** This is the actual discount percentage you wish to use.
- **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.

Customer Fields

MCart 2005 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

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 MCart 2005 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.

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	TEXT	Edit
country	Country	SELECT	Edit
postcode	Postcode / Zip	TEXT	Edit
telephone	Telephone Number	TEXT	Edit
fax	Fax Number	TEXT	Edit
e_testfield	Test Field	TEXT	Edit Delete
Total Fields:			**13**
Sort / Reorder Fields			

Figure 11-6

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	address1
Title	Address Line 1
Size	40
Maximum Length	250
Validation	○ NO ● YES
Validation Message	Please enter the first line of your address
	< Back Update Field

Figure 11-7

- **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 and Validation Message -** If you want to make it a requirement that a field is filled in you should select YES for Validation and enter a Validation Message.
- **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 MCart 2005.
- **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.

Delivery Address Fields
MCart 2005 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
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 MCart 2005 customer fields, a 'Delete' button.

Figure 11-8

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.

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:

Figure 11-9

- **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 and Validation Message -** If you want to make it a requirement that a field is filled in you should select YES for Validation and enter a Validation Message.
- **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.
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.

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	customer@aol.com
Password	
Company Name	
Title	Mr
Forename	John
Surname	Thompson
Address Line 1	123 W. Main St.
Address Line 2	
Town / City	Anytown
County / State	PA
Country	United States
Postcode / Zip	12345
Telephone Number	999-111-1245
Fax Number	
Account Type	General
Tax Exempt	○ NO ● YES
	< Back **Update Customer**

Figure 11-10

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. By default this is set to NO.

ABC Customer Listing
This shows a list of customers in surname, forename order along with 'Edit' and 'Delete' buttons.

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.

Name	Email	Date Opened	Account Type	Action
			Total selected customers 3, Viewing 1 – 5	
Bloggs, Joe Mr	joebloggs@whorl.co.uk	27/03/2003	General	Edit Delete
Johns, Simone Mrs	simonejohns@jshop.co.uk	27/03/2003	General	Edit Delete
Lancaster, Gareth Mr	gareth@whorl.co.uk	01/04/2003	General	Edit Delete
Total Number of Customers:				3

Figure 11-11

Search Customers
This searches the customers in your store on their email address or name along with an account type and displays the results, along with 'Edit' and 'Delete' buttons as per the ABC Customer Listing' and the 'Date Customer Listing' pages.

Unmoderated Reviews
If you are operating the review functionality of MCart 2005 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).

Author	Date	Product	Rating	Action
			Total selected reviews 3. Viewing 1 – 5	
Gareth Lancaster	02/04/2003	MOUNT6 : Cloud Filed Valley	5	Edit Delete
Gareth Lancaster	02/04/2003	DEEF1 : Angel Fish	5	Edit Delete
Joe Bloggs	31/03/2003	LAKE1 : Lake Reflections	5	Edit Delete
Total Number of Reviews:				3

Figure 11-12

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.

Author	Anonymous
Product	DEEP1 : Angel Fish
Rating	3
Title	It's OK I suppose
Review	Well, it's not really anything to shout about, but it is of an angel fish so I suppose we should be thankful. Maybe...
Visible	○ NO ● YES
	< Back Update Review

Figure 11-13

- **Visible -** If you are running the reviews in moderated mode then all new reviews will automatically have their visible flag set to NO and they will not appear in your store. Once you have moderated the review you can set this flag to YES and the review will then automatically appear in your store.

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.

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.

Checkout Settings

This screen lets you set some of the global checkout options for your store.

Figure 12-1

- **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.

Extra Order Fields

When you first install MCart 2005, 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
c_asdf	sdfsadf	SELECT	Edit	Delete
Total Fields:				2
			Sort / Reorder Fields	

Figure 12-2

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.

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	○ NO ⦿ YES
Validation Message	Please indicate that you agree to the terms and condition
Internal Only	⦿ NO ○ YES
Visible	○ NO ⦿ YES
	< Back Update Field

Figure 12-3

- **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 and Validation Message -** If you want to make it a requirement that a field is filled in you should select YES for Validation and enter a Validation Message.
- **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 MCart 2005. 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.

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.

Figure 12-4

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.

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):

Figure 12-5

- **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 MCart 2005 transfers the customer to the payment gateway for them to make their final payment for the order. MCart 2005 will first save the order, then forward them onto the payment gateway. Once the customer has made payment at the payment gateway, MCart 2005 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 MCart 2005 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.
- **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.

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 MCart 2005. 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			

Figure 12-6

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.

Figure 12-7

- **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 and Validation Message -** If you want to make it a requirement that a field is filled in you should select YES for Validation and enter a Validation Message.
- **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.

Gift Certificate Settings
MCart 2005 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.)

Figure 12-8

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.

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.

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	

Figure 12-9

You cannot add extra fields to this list and you cannot delete any of the existing gif t certificate fields either.

Editing Gift Certificate Fields
The editable fields are as follows:

Type	TEXT
Name	certValue
Title	Amount
Size	10
Maximum Length	15
Validation	○ NO ● YES
Validation Message	You must enter a valid amount
	< Back Update Field

Figure 12-10

- **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 and Validation Message -** If you want to make it a requirement that a field is filled in you should select YES for Validation and enter a Validation Message.

Create New Gift Certificate / Editing A Gift Certificate
Both adding and editing a gift certificate use the same screen although when editing a gift certificate some of the fields cannot be changed. The fields are as follows:

Certificate Serial	3C355130ED355BC1298D98DD50FA5D73
Status	Activated
From Name	Tom Johnson
To Name	Mom
Message	Happy Mother's Day. Love, Tommy
Amount	20 US Dollar
Expires	No 06 09 2004
Type	Postal
Delivery Details	
Email Address	
	or
Company Name	
Name	Laura Johnson
Address Line 1	123 Green St.
Address Line 2	
Town / City	Somewhere
County / State	NC
Country	United States
Postcode / Zip	12345
Telephone	123-456-7890
	< Back **Update Gift Certificate**

Figure 12-11

- **Certificate Serial** – This is a random number and letter combination that will be copied and pasted by the recipient of the Gift Certificate. When adding a new gift certificate, this will not appear. It will only appear once one is added, and edited.
- **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 gif t 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.

Search Gift Certificates

The Search Gift Certificates section of the Checkout menu 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**	**Status**	**Action**
E2E5096D574976E8F115A3F1E0FFB52B	Gareth Lancaster	Michael Art-Lover	Email	n/a	Not Activated	Email Edit Delete
E48E13207341B6EFF37FB:622282247B	Harry Round	Simone Julius	Email	n/a	Activated	Email Edit Delete
FE3C765E51D6DADB1EDDBA0DFE601085	Someone	Another Person	Email	26/03/2003	Expired	Email Edit Delete
559E4C29FF85968364F9014:F4661639	Myself	Myself	Email	n/a	Activated	Email Edit Delete
648E9E6A126696BDEFUEAF62B2B222BU	Simon Jones	Mum	Postal	n/a	Not Activated	Show Edit Delete
Total Number of Gift Certificates:						5

Figure 12-12

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 gif t certificate is generated using the template giftcert_print.html which can be found in the normal templates directory.

Reports

MCart 2005includes a comprehensive reports sections that produces a number of different reports covering products, sections, abandoned carts, orders and customer accounts.

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?	○ NO	⦿ YES
Track Section Popularity?	○ NO	⦿ YES
Track Search Statistics?	○ NO	⦿ YES
Update Settings		

Figure 13-1

- **Track Product Popularity? -** If this is set to YES, MCart 2005 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, MCart 2005 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, MCart 2005 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.

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.

Total Products	108
Total Hidden Products	0
Total Product Views	183
Total Sections	18
Total Hidden Sections	0
Total Section Views	224
Total Outstanding Carts	58
Total Products In Carts	15
Total Orders	35
Total Customers	3

Figure 13-2

Clear Report Data

This screen allows you to periodically clear some of the data that MCart 2005 stores for the reports.

Figure 13-3

- **Clear Popularity Records Up To And Including -** Clicking on the 'Clear Popularity Data Now' will remove any popularity data f or 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 MCart 2005 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.

The Reports
The reports produced by this section are detailed below:

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	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.

Figure 13-4

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 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.

Figure 13-5

Affiliates

In this version of MCart, 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.

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.

Figure 14-1

- **Activate Affiliate System -** If you wish to use the in-built affiliate system for MCart 2005, you should set this option to YES, otherwise set this to NO.
- **Affiliate Signup Moderated -** If you wish to review 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 right away. If you wish to add a link to the affiliate registration form you can add a hyperlink that points to affiliates.php?xCmd=register.
- **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.
- **Create Affiliate Commission -** This option lets you decide at which stage of order processing to create an affiliate's commission. The options are 'When Order Is Placed' and 'When Order Is Paid'.
- **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.

Affiliate Groups
The affiliate system in MCart 2005 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 MCart 2005. 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

Figure 14-2

The General group, although it can have its name changed, cannot be deleted as this is the default group in MCart 2005.

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:

Figure 14-3

- **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 activated) -** 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.

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.

Figure 14-4

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.

Adding / Editing Banners

Adding and editing banners uses the same screen. The following fields are available for affiliate banners:

Figure 14-5

- **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 f or 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.

Affiliate Fields
MCart 2005 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

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.

Name	Title	Type	Action
aff_Company	Company	TEXT	Edit Delete
aff_Contact	Contact Name	TEXT	Edit Delete
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	

Figure 14-6

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	Company
Size	40
Maximum Length	250
Validation	○ NO ● YES
Validation Message	Please enter you company name
Visible	○ NO ● YES
	< Back Update Field

Figure 14-7

- **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 and Validation Message -** If you want to make it a requirement that a field is filled in you should select YES for Validation and enter a Validation Message.
- **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.

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.

Figure 14-8

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:
  - o 'New' – Generally used when affiliate signups are being moderated. Affiliate will not have access to their administration system.
  - o 'Live' – Normal status for an affiliate account that is operational.
  - o '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.
  - o 'Declined' – Generally used when the affiliate signups are being moderated and the account has been declined.

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.

Company	Username	Email	Date Opened	Group	Status	Action
Bob's discount jewelry	bob	bob@bob-affiliate.com	06/09/2004	General	Live	Edit Delete
Total Number of Affiliates:						1

*Total selected affiliates: **1**, Viewing **1 – 20***

Figure 14-9

Date Affiliate Listing
This shows a list of all affiliates of all status in descending date order, with the newest first.

Search Affiliates
This searches the affiliates in your store on their email address, company name or username along with a status and affiliate group selection and displays the results, along with 'Edit' and 'Delete' buttons as per the ABC Affiliate Listing screen.

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 our on the same screen. Some of the information, however, cannot be edited once a transaction has been created.

Affiliate	Bob's discount jewelry (bob)
Reference	Referral of 14 new customers
Transaction Type	Credit
Amount	40.00
Transaction Status	Authorized
	< Back Insert Transaction

Figure 14-10

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 MCart 2005 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:
  - o 'Credit' – The affiliate account is credited with the transaction amount.
  - o 'Debit' – The affiliate account is debited with the transaction amount (this is useful for refunded orders etc.)

- o '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'.

Transactions (All)
This shows a list of all affiliate transactions in date order with the newest first.

Date	Affiliate	Reference	Type	Amount	Status	Action
						Total selected transactions: **1**, Viewing **1 – 30**
06/09/2004 (10:19:06)	Bob's discount jewelry (bob)	Referring 14 new customers	Credit	$40.00	Auth	Edit Delete
Total Number of Transactions:						1

Figure 14-11

This shows a list of all un-authorized affiliate transactions in date order with the newest first.

Show Payment Due List
When you are ready to make payments to affiliates this report will show you a list of all the affiliates whose 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
Bob's discount jewelry (bob)	456 Main St. Anywhere NY 12345 US	Bob Smith	$40.00	Mark Paid
Total Number of Payment To Be Made:				1

Figure 14-12

Orders

MCart 2004 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 organization within the order management system can be expanded and tailored to your own company's needs.

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.

Figure 15-1

In addition on the far left of the list each order line has a checkbox. Multiple orders can be selected and either viewed in one go by using the 'View' button, printed en-mass by using the 'Print' button or deleted by using the 'Delete' button.

Order Status
MCart 2005 has a number of order statuses, and these are explained below. The dispatching status codes will not be applicable if you are not using the dispatch functionality of the system.

Internal	Full Name	Description
N	New	A new order, yet to be processed
P	Paid	Payment has been processed
F	Failed	Payment has failed
C	Cancelled	Order has been cancelled
I	Part Dispatched	Order has been partially dispatched/shipped
D	Dispatched	Order has been fully dispatched/shipped

Note: The internal status codes can be picked up in the templates and used to change the way order are displayed in the customer's order history, for instance.

Order Searching

At the bottom of the order management screen in their own frame 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.
- **Order Type -** This allows you to view orders by a specific order status and whether the order is marked as printed or unprinted.
- **Search -** This is a free text search that searches customer's name, order number and customer's email address.

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, 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.

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.

Figure 15-2

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.

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.

Processing Orders

The Process column on the order list page provides a processing flow depending on the current status of an order. For instance, if an order is marked as New, you will see a 'Cancel' button to set the order as cancelled and a 'Set Paid' button to mark the order as Paid. If you have the dispatch functionality enabled, the order would then present a 'Dispatch' button to progress the order through to the next stage. This ensures that orders are processing in a logical manner.

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.

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 MCart 2005 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**
MOUNT6	Cloud Filled Valley	2	2
CG7	Furry Mole	1	1
AER2	Volcanic Aftermath	5	5

Tracking Information	
Enable Tracking	○ NO ● YES
Tracking Reference	
Tracking Misc.	
Courier	Phone Us ▾

< Back   Dispatch Order

Figure 15-3

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.

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 MCart 2005.

Receipt Printing
MCart 2005 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 MCart 2005.

Backup

MCart 2005 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 MCart 2005, but there are also other methods that can be used to ensure your data is safe (please see later in this section).

Backup Database

This screen simply asks you if you are sure you wish to backup your database. If you do, click Yes.

Once you click Yes, the system will create a backup file and you will be presented with a File Download screen like the one below:
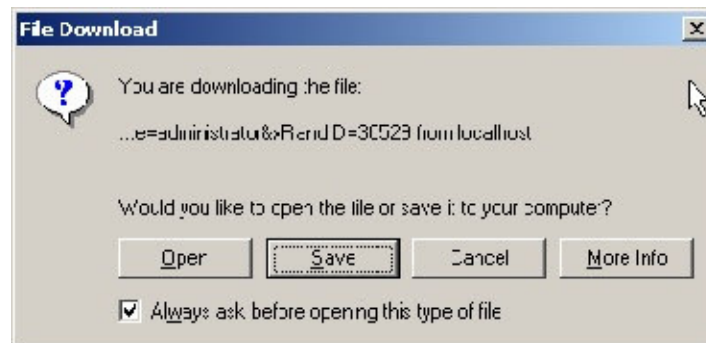
Figure 16-1

You should click the Save button to save the file to your local machine. The name of the file to save should appear as `backup.sql` – it isn't imperative that the file is called `backup.sql`, but you should ensure that no editing is performed on the file at all, otherwise this may invalidate the backup. Once saved the backup is complete.

Note: If your database is large the backup file might take many minutes to create and also take some time to download.

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

By clicking the Browse button you can locate and choose a previous MCart 2005 file from your local machine to use for the Restore. 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 MCart 2005 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.

Payment Gateways

This section describes the payment gateways that MCart 2005 supports. Some of these payment gateways require extra setup, normally in your payment gateway's administration system.

Note: We cannot guarantee that the order statuses within MCart 2005 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 MCart 2005 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.

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. AIT offers secure certificates (i.e. https or SSL certificates) for use with MCart 2005.

Gateways Accepted for use with MCart 2005

The following gateway providers are a short list of the number of payment gateways that MCart 2005 will work with. AIT highly recommends Merchant Commerce and Payment Services (http://merchantcommerce.net) for MCart 2005 integration with a payment gateway, however these others will work as well.

- Merchant Commerce and Payment Services (MCPS)
- 2checkout
- PayPal
- Authorize.net
- InternetSecure
- Protx
- SecPay
- SecureTrading
- WorldPay
-

Gateway: MCPS
- **Settings Page Details**
    - **Login ID -** This is the login ID issued to you by MCPS when you signed up for an account with them.
    - **Transaction Key -** This is a valid transaction key for your MCPS account. These can be created in your Authorize.net administration system.
    - **Test Mode -** When set to YES no live transactions will take place via MCPS. 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 MCPS payment page.
    - **Send Customer Email From MCPS -** If set to YES, the customer will also receive an email confirming their payment from MCPS.
- **What Do I Need To Setup At MCPS?**

- o You need to ensure that you set the Response/Receipt URL correctly in your MCPS administration system. On the settings page for MCPS, in MCart 2005 you will be told what the correct URL should be for this. Make sure you use this exactly otherwise MCart 2005 will not receive responses from MCPS.   In addition you need to make sure that the transaction key you enter into MCart 2005 is a valid transaction key for your account.
  - o Log on to your gateway, Click settings, Click transaction version and make sure that you are using version 3.0 or higher.

Gateway: 2checkout
- **Settings Page Details**
  - o **Account Number** - This is the account number issued to you by 2checkout when you signed up for an account with them.
  - o **Secret Word -** This is the secret word you setup at 2checkout. This needs to be correct otherwise MCart 2005will not receive payment status notifications from 2checkout
- **What Do I Need To Setup At 2checkout?**
  - o 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, i.e. http://store.yourdomain.com/gateways/response/2checkout.php (this will be different on your server and depends on where you installed MCart 2005 to).
    - ▪ Next go into Account Details -> Return and set the following:
      - • Secret Word:
      - • Set this to the same secret word you entered into MCart 2004's 2checkout settings. This secret word setting is right at the bottom of the Account Details -> Return page on 2checkout.

Gateway: InternetSecure
- **Settings Page Details**
  - o **Merchant Number -** This is the account number issued to you by InternetSecure when you signed up for an account with them.
  - o **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.
  - o **Language -** Select the language you wish the payment page to be displayed in.
  - o **Description -** Enter a description for orders passed to InternetSecure.
- **What Do I Need To Setup At InternetSecure?**
  - o 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. /gateways/response/internetsecure.php (this will be different on your server and depends on where you installed MCart 2005 to).

Note: InternetSecure will only send a notification if the payment is successful. MCart 2005 will receive no notification if payment fails.

Gateway: Protx
- o **Settings Page Details**
    - o **Vendor ID -** This is the account number issued to you by Protx when you signed up for an account with them. If you just wish to test you can use the testvendor Vendor ID.
    - o **Encryption Password -** Again issued by Protx. If you just wish to test you can use the testvendor Encryption Password.
    - o **Description -** Enter a description for the order that will appear on Protx's payment page.
    - o **Transaction Mode -** Protx 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.
    - o **Authorization Mode -** Protx provide 'Full Authorization' where payment is taken straight away and 'Deferred' where payment is only taken after it is released by you in Protx's administration system.
    - o **Vendor Email -** The email address you would like Protx to send the merchant confirmation email to (this is separate to any email sent from MCart 2005).
    - o **Send Customer Email From Protx -** If this is set to NO, MCart 2005 will not forward the customer's email address to Protx and Protx will not send the customer an email confirming the order.
- o **What Do I Need To Setup At Protx?**
    - o Nothing needs setting up in your Protx administration system.

Note: Direct integration with Protx which will require your own SSL will be available in MCart 2005 soon in addition to the current integration method.

Gateway: SecPay
- o **Settings Page Details**
    - o **Merchant ID -** This is the account number issued to you by SecPay when you signed up for an account with them. For testing you can use the secpay Merchant ID.
    - o **Transaction Mode -** SecPay 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 SecPay account live.
    - o **Authorization Mode -** SecPay have 3 authorization modes. 'Full Authorization' takes the payment straight away, 'Deferred' secures a nominal payment on the credit card until fully released by yourself in the SecPay administration system, 'Deferred Full' secures the full payment on the credit card until fully released by yourself.
    - o **Digest Key -** This is the digest key that you need to setup at SecPay (see below). It is required for payment notifications.

- o **What Do I Need To Setup At SecPay?**
    - o In your SecPay 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 MCart 2005's SecPay settings page, otherwise MCart 2005 will not receive payment notifications correctly.)

Gateway: SecureTrading
- o **Settings Page Details**
    - o **Merchant ID -** This is the account number issued to you by SecureTrading when you signed up for an account with them.
    - o **Email Customer Confirmation -** Set to YES if you would like SecureTrading to email a confirmation to the customer as well as MCart 2005.
    - o **Merchant Email Address -** Enter the email address that you would like confirmations from SecureTrading to arrive.
- o **What Do I Need To Setup At SecureTrading?**
    - o In order for MCart 2005 to receive payment status notifications you need to edit and upload some files to your SecureTrading administration system. When you installed MCart 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
    - o 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://shop.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.

Gateway: Worldpay Select Junior
- • **Settings Page Details**
    - o **Installation ID -** This is the installation ID issued to you by Worldpay when you signed up for an account with them.
    - o **Description -** This is the description of the order that will appear on the Worldpay payment page.
    - o **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.
    - o **Authorization Mode -** Worldpay have 2 authorization modes. 'Full Authorization' takes the payment straight away and 'Pre-Authorization'

secures payment on the customer's credit card until it is released by you in Worldpay's administration system.
- o **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?**
  - o 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://shop.yourdomain.com/gateways/response/worldpay.php (this will be different on your server and depends on where you installed MCart 2005 to)
    - Callback Enabled?
      - Make sure that this is checked
    - Callback Password
      - Enter the same callback password as you entered into MCart's Worldpay Settings page.
    - Use Callback Response
      - If this is checked the order success page from MCart 2005 will be shown as the confirmation page rather than Worldpay's own confirmation page.

Gateway: PayPal
- **Server Requirements**
  - o In order to receive payment status notifications your account will require 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.
- **Settings Page Details**
  - o **Account -** Enter the email address of your PayPal account here.
  - o **Description -** This is the description of the order that will appear on the PayPal payment page.
  - o **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.

Gateway: Authorize.net SIM
- **Settings Page Details**
  - o **Login ID -** This is the login ID issued to you by Authorize.net when you signed up for an account with them.
  - o **Transaction Key -** This is a valid transaction key f or your Authorize.net account. These can be created in your Authorize.net administration system.
  - o **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.
  - o **Description -** This is the description of the order that you would like to appear on the Authorize.net payment page.
  - o **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 MCart 2005 you will be told what the correct URL should be for this. Make sure you use this exactly otherwise MCart 2005 will not receive responses from Authorize.net.   In addition you need to make sure that the transaction key you enter into MCart 2005 is a valid transaction key for your account.
    - Log on to your gateway, Click settings, Click transaction version and make sure that you are using version 3.0 or higher.