

## Pinnacle Cart User Manual v3.6.3

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# **Table of Contents**

	Foreword	0
Part I	Getting Started Overview	7
Part II	Categories & Products	11
1	Manage Categories Overview	11
	Add a New Category or Subcategory	11
	Edit an Existing Category	
	Delete an Existing Category	17
2	Manage Products Overview	17
	Add a New Product	17
	Edit an Existing Product	23
	Product Attributes Overview	26
	Add a Product Attribute	26
	Edit a Product Attribute	27
	Delete a Product Attribute	30
	Inventory Control	30
	Recommend Family for a Product	33
	Product Promotions	34
	Quantity Discounts Overview	36
	Add a New Quantity Range	36
	Edit a Quantity Range	37
	Delete a Quantity Range	
	Secondary Images Overview	38
	Add Secondary Image(s)	38
	Edit Secondary Image(s)	
	Delete a Secondary Image	
	Digital Downloads	40
3	Manufacturers	41
	Add a Manufacturer	41
	Edit a Manufacturer	42
	Delete Manufacturers	43
4	Bulk Uploading of Products	44
5	Bulk Images Loader	47
	Bulk Images Using FTP	48
	Bulk Loader FAQ	49
6	Thumbnail Generator	49
7	Global Products Attribute Overview	51
	Create New Global Products Attribute	52
	Assign Global Products Attribute	55
	Edit Existing Global Products Attribute	55
	Delete Existing Global Products Attribute	56
8	Recommended Products Families Overview	56
	Create a New Product Family	56
	Edit a Recommended Product Family	58
	Delete a Recommended Product Family	59

	Contents	3
9	Gift Certificates	60
Part III	Users & Orders	64
1	Browse Users and Orders Overview Search Users Search Orders Export to Quick Books	64 65
Part IV	Manage Emails	70
1	Newsletter Email Wizard	70
2	Product Updates Email Wizard	
	Email Archive	
	Default Email Top and Bottom	
_		
5	Notification Emails	
6	Manage Subscribers Email Addresses Overview	
	Search Subscribers Email Addresses	
	Edit Subscribers Email Addresses Delete Subscribers Email Addresses	
7	Import Email Addresses	
8		
9	Export Subscriber Email Addresses	
•	Check Bounced Email Addresses	
Part V	Manage Admins	99
1	Administrator Overview	99
	Create a New Administrator Account	
	Browse Administrators Edit an Existing Administrator Account	
	Delete an Existing Administrator Account	
	Update Your Profile	
Part VI	Cart Settings	107
1	Global Cart Settings Overview	107
	Company Information	
	Global Site Settings Order/Cart Settings	
	Security Settings	
	Bestsellers Settings	
	Proxy Settings	120
	Gift Message	121
	Digital Products	
	Printable Invoice Settings	
	Search Engine Settings	
	Pop3 Email Settings	
	Country List	
	Languages & Currencies Settings Overview	132
	Local Settings	132

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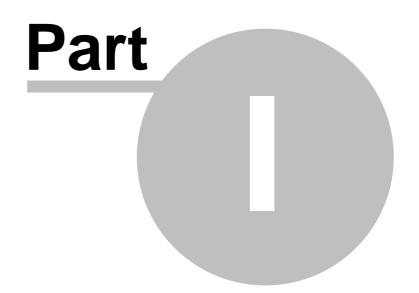
	Currency Overview	133
	Add New Currency	
	Edit Currency	
	Delete Currency	
	Language Overview	
	Add a Language	
	Edit Language	
	Delete Language	
	CCS Settings	
2	Payment Methods	
2	-	
	Enable/Add Gateway	
	Setting Up 2CO Account (2checkout)	
	Setting up Authorize.Net AIM 3.1	
	Setting Up Linkpoint.com	
	Setting Up PayPal Express Checkout	
	Setting Up PayPal Payments Pro	
	Setting Up PayPal.com	153
	Setting Up WorldPay.com	154
	Setting Up Google Checkout	156
	Setting up Authorize.Net AIM 3.0	158
	Setting up Authorize.Net eCheck.Net	160
	Setting up CCS	161
	Update Realtime Payment Method	162
	Disable Realtime Payment Method	162
	Add a New Custom Payment Method	163
	Update Custom Payment Method	165
	Delete Custom Payment Method	166
3	Shipping Management	167
	Add a Realtime Shipping Method	170
	Edit a Realtime Shipping Method	
	Delete a Realtime Shipping Method	
	Add a Custom Shipping Method	
	Edit a Custom Shipping Method	
	Delete a Custom Shipping Method	
	Fed-Ex, UPS and USPS Realtime Configuration	
٨	Edit Taxes	
-		
_	Advanced Tax Setup	
5	Edit Discounts	186
6	Create Promo Codes	188
	Enable Promo Codes	189
8	Delete Promo Codes	190
9	Appearance Settings Overview	190
	Change Site Colors	101
	Edit Site Colors	
	Edit Site Layout	
	-	
	Catalog & Product Page Settings	
	Edit Site Headers Text and Images	
	Edit Site Buttons Text and Images	
	Edit Default Site Images	
	Edit Site Header and Footer	
	Edit Site Home Page	<b>∠</b> 10

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	Co	ontents	5
	Edit Site Fonts		
10	Edit Text Pages		
	Add a New Text Page		
	Edit a Text Page		216
	Delete a Text Page		
11	Forms Control/ Custom Fields Overview		217
	Add Custom Field		217
	Edit Custom Field		
40	Delete Custom Field		
	File Manager		
13	Database & Back-up Tools		223
	Backup/Restore Overview		
	Data Export		
	Create Backup Restore Backup		
	Delete Backup		
	Clear Database		
Part VII	Charts and Reports		229
1	Charts		229
	Reports		
Dart VIII	Marketing		234
Fait VIII	Marketing		234
1	Sale Prices		234
2	iDev Affiliate Integration		235
3	Cart Plug-ins		237
	Data Export		238
	Stone Edge Order Manager		
	Shopzilla Data Feed Export		
	Google Sitemaps		
4	Products Feeds		
_	Placing Orders Through Dollar Days		
5	Google		
	Google Base Data Feed		
	Analytics Tracking Conversion Tracking		
	Adwords Conversion Tracking		
	Index		253

# **Top Level Intro**

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## **1 Getting Started Overview**

Pinnacle Cart is a premier eCommerce solution that enables business of all sizes to create, manage and grow their on-line business. The following guide provides you the facility to set up a basic storefront. These steps will assist you in providing Pinnacle Cart with basic information necessary to conduct transactions. We recommend you to complete these steps first before you begin adding products to store.

1. Enter the **Username** and **Password**, as shown in the Figure 1-1-1 below and click on the **Login** button. This information may have been provided to you via e-mail, or you may have set this up during installation.

	Cart Administrator Area <u>http://</u> Version 3.6.2	
-	rname and password:	
Username	Password	

Figure 1-1-1: Login Page

2. Admin Area Home page will open, as shown in the Figure 1-1-2 below.

	Categories à Users à Mar Products Orders En	age Manage Cart I Natage Cart I	🥩 🛞 Tarporta Markating	S Lograd
Denio Cart Ver. 3.6.0				Welcome, admin. Today is May 1, 2008
Quick Links	Steel Welcome to Demo Cart	1		
Admin Area > Browse Categories > Browse Products > Browse Unders > Browse Users > Admin Area Home > Update Your Profile Help & Support > User Manual > Support Area > Member Area > Damo Cat http://www.democat.com	New Orders 0 Sales Today \$3.00 Sales This Month \$2.00 Products in Store 1 Registered Users 1 Registered Users 1 Categories & Products Horoge P	Substa Substa	Monthly Sales Statistics for Hay 2008	
	<ul> <li>Bulk Images Loader</li> <li>Gold AttRivers</li> <li>Recommended Products</li> <li>Gold AttRivers</li> <li>Recommended Products</li> </ul> Parketing <ul> <li>Frough Oxto Feed</li> <li>Attra Data Pred</li> <li>Stocold Data Seed</li> <li>Gale Prices</li> <li>Cart Play-res</li> </ul> Pageorts <ul> <li>Reports</li> <li>Reports</li> </ul>	<ul> <li>Isport Bank</li> <li>Esport User Brain</li> <li>Esport Suborber Bank</li> <li>Conditionant Brain</li> <li>Conditionant Brain</li> <li>Strain Brain</li> <li>Esport Brain</li> <li>Esport to QuidBook</li> </ul>	i Databani ili Bachu Express Setup V Manage Admins Browse Administra Consa a New Ace	o Toole Reard Ors unt

Figure 1-1-2: Admin Area Home page

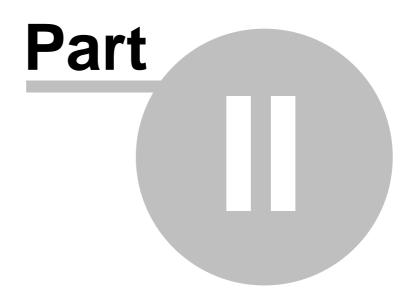
- 3. Click Global Cart Settings in Cart Settings.
- 4. In <u>Global Cart Settings</u> 107 page:
  - a. Click **Company Information** and enter all relevant information about your company.
  - b. Click Global Site Settings and enter information about administration e-mails, support e-mails, site name and URL information. Keep in mind this information will be presented to your customers from the cart and via e-mail. The e-mail address you enter is not used for admin notifications, it is only presented to the customer. Admin notifications are set up through the Manage Admins area.
- 5. Click Payment Methods in Cart Settings.

- 6. In <u>Payment Methods</u> (Quick Setup) page, select the **payment methods** you will be accepting. Be sure to click the **edit** icon be to make adjustments and enter in text for the cart.
- 7. Click Shipping Management in Cart Settings.
- 8. In <u>Shipping Management and page</u>, select the **shipping method** you will allow your customers to use. Pinnacle Cart has the ability to get real-time rates from Fed-Ex, UPS and USPS. You can also create your own **custom methods**.
- 9. Click Edit Taxes in Cart Settings (if applicable).
- 10. Select the states / countries where you will be charging tax and enter the rate.
- 11. Click **Appearance Settings** in Cart Settings.
- 12. In <u>Appearance Settings</u> page:
  - a. **Edit Site Header and Footer:** You can enter HTML, which will appear on the top and bottom of your site, or follow the directions to have your logo appear.
  - b. **Edit Site Home Page:** Enter the information to appear in the middle section of your home page.

After you complete these steps, you can enter your product into the Pinnacle Cart system. You can do this individually or by using the **Bulk Product Loader**. We suggest reviewing the user manual before you begin.

# **Top Level Intro**

This page is printed before a new top-level chapter starts



## 2 Categories & Products

## 2.1 Manage Categories Overview

You can use this section to manage the various functions related to the management of categories. Categories, along with the search function, allow customers to easily find items within your store. Please take the time make sure your categories are set up in an easy-to-understand matter.

*Marketing Tip:* If at all possible, try to limit the number of **Parent Categories** to under 15 if possible, this will prevent users from getting overwhelmed when they first land on your home page.

The following activities can be done with regards to a category:

Add a New Category or Subcategory

### 2.1.1 Add a New Category or Subcategory

To Add a New Category or Subcategory, follow the steps:

1. Click **Add a New Category**, as shown in the Figure 2-1-1 below.

		itegories & Products	Users & Orders	Manage Emails	-	Cart Settings	Report	ts	Marke	ting
	<b>▲</b> <b>₫</b>	Manage Pro Add a New								
		Manage Ca	tegories							
	63	Add a New	Category							
	۲	Manufactur	ers		Ch. K. K.	Devent Ordere	Lashilasaa			
	4	Bulk Produc	t Loader		Statistics	Recent Orders	Last Users			
	6	Bulk Images	Loader							
	-3	Thumbnail G	Generator			Мо	nthly Sales	Statist	ics fo	or Mau
	S	Global Attrib	outes		2					
		Recommend	led Products		2					
		Gift Certific	ates		(Jac 2+ -					
Fig	Jure		s This Month d a New Categ	ory						

#### 12 Pinnacle Cart User Manual v3.6.3

The Category (Insert) page opens.

**Note:** You can also open the **Category (Insert)** page directly, by clicking on **Add a New Category** link in the <u>Admin Area Home page</u> 8.

2. **Parent Category:** Select **Category Root** to create a **new category**, as shown in the Figure 2-1-2 12 below.

Marketing Tip: Keep you category names very short and specific

**Note:** Select any **parent category** from the available categories, to add or create a **child category** (**Subcategory**) under it.

You can also **add a subcategory**, by clicking **Add Subcategory** icon from Manage Catalog Categories page.

🙀 Category (Insert)	
Please note : required fields are bold	
Category Properties	
Parent Category	
Select Parent Category	Category Root test To add a parent category, highlight Category Root at the top. To assign a child category, highlight the category you want the new category appear under

Figure 2-1-2: Parent Category

- 3. Category Properties: Enter the following information:
  - a. **Category Name:** Type the name of the category.
  - b. Category Key: Used for bulk uploading of products with the bulk loader feature. It may be the same as the category name, but without spaces (example: Music\_and\_Movies).
  - c. **Category Header:** Here you can add an additional information about the category, mainly for SEO purposes.
  - d. **Meta Keywords, Title, and Description:** In these fields you want to input your meta information for SEO purposes.
  - e. **Is Category Visible to Users:** Uncheck the box if you don't want this category visible to the user. Otherwise, let it remain checked. By default, the box is checked.
  - f. List Subcategories on Catalog Page: Check the box if you want to list subcategories on the Catalog Page. Otherwise, let it remain unchecked.
  - e. **Priority:** Use priority to have products listed higher within Pinnacle Cart. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher the product will be

## listed.

**Note:** All categories at the same level in a catalog tree are sorted by priority.

Categories with the same priority are sorted alphabetically.

of Category Properties	
Category Name	
Category Key / ID	This will be used for bulk loading products. This might be the same as the Category name, but without spaces. Example: digital_recorders.
Category Header	
Meta Keywords	
Meta Title	
Meta Description	
Is category visible to users?	
List subcategories on catalog page?	
Priority (used for sorting)	5

#### Figure 2-1-3: Category Properties

4. **Category Description:** Type a description for the category, as shown in the Figure 2-1-4 below.

Category Descrip	tion (Top of Page) [Edit HTML of	nline ]		
Category Description	a de la ce à ce buiers	Lopling 1		
Y Category Descrip	tion (Bottom of Page) [Edit HTM	r onine j		
Category Descrip	oon (Bottom of Page) [Edit HTM			
V Category Descrip	ion (Bottom of Page) [ Edit HIM			
Category Descrip	son (Bottom of Page) [Edit HIM			
	ion (Bottom of Page) [ Edit H IM	L OFMIRE J		
	ion (Bottom of Page) [ Edit H IM	L OFMIRE J		
	son (Bottom of Page) [ Edit H IM	L Of Mire J		

#### Figure 2-1-4: Category Description

 You can also create an eye-catching description, by clicking Edit HTML Online in Category Description, as shown in Figure 2-1-5 below. This field allows you to enter HTML-enriched category description.

14 Pinnacle Cart User Manual v3.6.3

						-	—   <u>A</u> + 些 +
1	Ψ∋•π	n <sup>a</sup> fin B <sub>el</sub> e	i" 🎟 🖿	Font family	▼ 3(12)	? pt) 🔻	

Path: font » strong » font Figure 2-1-5: Online HTML Editor

6. **Category Image:** Click **Browse** and navigate to the image that you would like to upload for the category. The images can be in JPG, PNG and GIF format.

Category Image	
Image File	(note: accepted file types are JPG, PNG and GIF)
	Save changes Reset form

Figure 2-1-6: Category Image

- 7. If you want to reset the form, click on **Reset form** button.
- 8. Click **Save changes** button to save the details about the category. You will get a confirmation message that the new products category has been successfully created.

## 2.1.2 Edit an Existing Category

You can use this option to edit an existing category. To **edit an existing category**, follow the steps:

1. Click Manage Categories, as shown in the Figure 2-2-1 below.

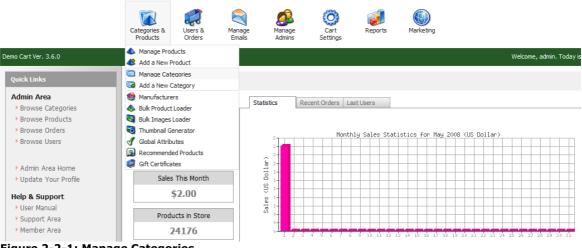


Figure 2-2-1: Manage Categories

2. The **Manage Catalog Categories** page will open, as shown in the Figure 2-2-2 15 below.

Note: You can also open the Manage Catalog Categories page directly, by clicking on the Manage Categories link in the <u>Admin Area Home page share</u>

You can also **add a subcategory**, by clicking **Add Subcategory** icon from <u>Manage Catalog Categories page</u>.

You can also **add a new category** from the **Manage Catalog Categories** page. To **add a new category**, click **Add a New Category** link on top of the page.

mo Cart Ver. 3.6.0		Welcome, admin. Today is May 4, 200
Quick Links	📁 Manage Catalog Categories	
Manage Categories Manage Products	Click to Add a New Category	
Add a New Product	Product Category Name	
<ul> <li>Manage Categories</li> <li>Add a New Category</li> </ul>	a Arts & Crafts	De 😒 😒
Manufacturers	Eads & Beading	De 😌 😒
Bulk Product Loader	Children's Art	De 😌 😒
Bulk Images Loader	Construction Paper	De 😌 😒
Thumbnail Generator	Craft Kits	De 😌 😌
▶ Global Attributes	Craft Supplies	De 😌 😌
Create New Attribute	Crayons & Chalk	De 🕏 🕏
Recommended Products	Floral Supply	De 😓 😓
New Product Family	Musical Instruments	De 😌 😒
	Carapbook Supplies	De 😎 🕲

Figure 2-2-2: Manage Catalog Categories

- 3. Click **Edit Category** *icon* for the category you want to modify.
- 4. The **Category (Update)** page opens, as shown in the Figure 2-2-3 below, where you can modify all the parameters of that category.

**Note:** You can also **delete the category** from the **Category (Update)** page. To delete the category, click **Remove this category** link on top of the page.

#### Pinnacle Cart User Manual v3.6.3

🔯 Category (Update)	
Please note : required fields are bold	
👸 Remove this category	
Category Properties	
Cal Parent Category	
Select Parent Category	Category Root
	To add a parent category, highlight Category Root at the top. To assign a child category, highlight the category you want the new category appear under
Tategory Properties	
Category Name	test
Category Key / ID	test This will be used for bulk loading products. This might be the same as the Category name, but without spaces. Example: digital_recorders.
Category Header	The the becade to bark reading produces. The high becare as the category hance back the read spaces exampler agrain econocies
Meta Keywords	
Meta Title	
Meta Description	
Is category visible to users?	
List subcategories on catalog page?	
Priority (used for sorting)	5
P Category Description (Top of Page) [Edit HTML online	]
Category Description (Bottom of Page) [Edit HTML onl	ine]
Catagory Imago	
Category Image	
Image File	(note: accepted file types are JPG, PNG and GIF)
	Save changes Reset form

Figure 2-2-3: Category (Update)

- If you want to reset the form, click on the **Reset form** button.
   Click **Save changes** button to update the information. You will get a

confirmation message that the category data has been successfully updated.

## 2.1.3 Delete an Existing Category

You can use this section to delete an existing administrator account. To **delete an existing administrator account**, follow the steps:

- 1. <u>Open 101</u> the **Site Administrators** page.
- 2. Click **Delete Account** icon for a category you want to remove. A pop up appears asking for confirmation, as shown in the Figure 5-4-1 below.
- 3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the administrator account has been successfully removed.

## 2.2 Manage Products Overview

You can use this section to manage the various functions related to management of products. The following things can be done with regards to a product:

Add a New Product 17 Edit 23 Product Attributes Overview 26 Add a Product Attribute 26 Edit 27 Delete 30 Recommend Family for a Product 33 Product Promotions 34 Quantity Discounts Overview 36 Add a New Quantity Range 36 Edit 37 Delete 37 Secondary Images Overview 38 Add Secondary Image(s) 38 Edit 39 Delete 39

## 2.2.1 Add a New Product

To Add a New Product, follow the steps:

1. Click Add a New Product, as shown in the Figure 2-4-1 below.

	Categories & Users & Orders	Manage Emails	Manage Admins	Cart Settings	<b>Reports</b>	Marketing
Demo Cart Ver. 3.6.0	<ul> <li>Manage Products</li> <li>Add a New Product</li> </ul>					
Quick Links	<ul> <li>Manage Categories</li> <li>Add a New Category</li> </ul>					
Admin Area • Browse Categories	<ul> <li>Manufacturers</li> <li>Bulk Product Loader</li> </ul>	St	atistics Re	ecent Orders La	st Users	
<ul> <li>Browse Products</li> <li>Browse Orders</li> </ul>	<ul> <li>Bulk Images Loader</li> <li>Thumbnail Generator</li> </ul>				Monthi	ly Sales Statistics for Ma
<ul> <li>Browse Users</li> <li>Admin Area Home</li> </ul>	<ul> <li>Global Attributes</li> <li>Recommended Products</li> <li>Gift Certificates</li> </ul>					

Figure 2-4-1: Add a New Product

The **Product (Insert)** page opens. By default, the **Product (Insert)** page opens under the **Product Info** tab, as shown in the Figure 2-4-2 below.

**Note:** You can also directly open the **Product (Insert)** page under the **Product Info** tab, by clicking on **Add a New Product** link in the <u>Admin Area Home page</u> 3.

- 2. **Product Categories:** Use this section to organize your products by selecting product categories.
  - a. **Main (primary) Category:** Select the primary (main) product category from the drop down menu.
  - b. **Secondary Categories:** Select the secondary product category by clicking on it.

**Note:** You can **select multiple secondary categories** by holding the **Ctrl button** on your keyboard and then clicking on the **categories**.

K Product (Insert)	
Please note : required fields are bold	
Decimal points and commas are accepted in The Produced	t Price and Weight fields.
Product Info Attributes Inventory Recommended	Products Promotions Quantity Discounts Secondary Images
Category(s) Product Will Be Listed In	
Main (primary) Category	Select Category 🗸
Secondary Categories	None Selected     A       Arss & Crafts     E       Beads & Beading     E       Children's Art     Construction Paper       Craft Kits     Craft Kits       Craft Kits     Craft Kits       Hold down the control key to select multiple categories.

Figure 2-4-2: Product Categories

- 3. **Product ID / Name:** Enter the following information:
  - a. **Product ID:** All products need to have an ID associated with them for easy look-up and identification. It is a unique identifier of the product in the store. This ID can also be used for <u>Bulk Loading images</u>

via FTP 48 to Pinnacle Cart.

- b. **Product Name (title):** Type the name of the product.
- c. **Meta Keywords:** Keywords to be used for searching this category. This may also help with search engine positioning.
- d. **Meta Title:** The customer will view the Meta title tags at the top of the browser window. Meta title tags help the search engines to decide your web page relevancy for the keyword phrases. You can enter the title of the product name as Meta title tag.
- e. **Meta Description:** A short, plain language description of the document, usually 20-25 words or less. Search engines that support this tag will use the information to publish on their search results page, normally below the Title of your site. This tag is particularly important if your document has very little text, is a frame set, or has extensive scripts at the top.
- f. **Product manufacturer:** Select the Product Manufacturer Name from the drop-down menu to search products by the product manufacturer. If you don't want to search the product by the manufacturer name, let it remain on **Do not assign manufacturer**. By default, the **Do not assign manufacturer** is selected in the drop-down menu.
- g. **Priority:** Use priority to have products listed higher within Pinnacle Cart. A higher number shall have a higher product listing. You can use either positive or negative numbers: For example: 50, -20, 4.

Product ID, Name & Search Engine Settings	
Product ID	All products need to have an ID associated for easy look-up and identification. This ID must be a unique name or number.
Product Name (title)	
Meta Keywords	
Meta Title	
Meta Description	
Product Manufacturer	Do not assign manufacturer  Allow search products by manufacturer
Priority	0 Use priority to have products listed higher within your cart. The higher the number, the higher the product will be listed. Use positive or negative number. Example: 50, -20, 4

Figure 2-4-3: Product ID / Name

- 4. **Properties:** Enter the following information:
  - a. **Item Price:** Type a numerical value with dot-separated decimal (i.e 1.45, 0.34). Do not enter any currency symbols. We have also incorporated a feature that allows you to show or hide the unit price. Check the **Call For Price** box next to the **Item Price** field, to hide a product's price.
  - b. Sale Price: If this item is on sale, enter the Sale Price.
  - c. **Is this product is a Taxable Item:** Check the box for calculating the tax for this product to the total amount of user's order. If you uncheck the box, then, the tax for this product will not be added. By default, the box is checked.
  - d. **Select Taxes Class :** Here you will determine what tax class you want this product to be a part of. The default value is 'General'.

e. **Tax Rate at Product Level :** If you wanted to give this product a custom tax rate

(i.e. %7.55), you would put it in here. \*Note that you do not put the % symbol into this field, just the numerical values.

**Note:** The sale price will appear in red color, below the retail (original) price indicating this item is on sale or has been discounted.

- f. **Free Shipping:** Check the box if there is no shipping charges for the product. Otherwise, let it remain unchecked if there are shipping charges for the product.
- g. **Unit Weight (Ibs):** Enter the weight for the product.
- h. **Shipping Price for Product Level:** By default, the cart assumes all shipping prices are calculated at the product level. If you enter in 0.00 (which is the default) the cart will use the Global <u>Shipping Methods</u> to calculate a shipping price, if an amount is entered, it will use the price entered and NOT use the global method.

**IMPORTANT**: If you are using a real-time shipping method, all items in your store will need to have a product weight for a shipping price to be presented to your customer.

**Note:** Unit Weight is not required, if free shipping is selected for the product.

- i. **Inter pack / Case pack:** Enter the number of Inter pack and Case pack if applicable for product. Case pack must indicate total number of product items in the case. This feature will only be present if you have activated it in <u>Wholesale Settings</u> [127].
- j. **Minimum/Maximum Quantity in Order:** Specify the minimum and maximum quantity a customer can order for a product, that may be added to the cart. By default, the minimum order for a product is 1.

**Note:** Leave the field blank if you don't want to use this feature.

- k. **Is Product Available:** Check the box if the product is available. Otherwise, let it remain unchecked if it is not available. By default, the box is checked.
- I. **Mark Product as Hot Deal:** Check the box to mark the product as a Hot Deal. Otherwise, let it remain unchecked if it is not a Hot Deal.

**Note:** Hot Deal products are always first on product catalog pages.

m. **Show Product On Home Page:** Check the box to show the product on the Home Page. Otherwise, let it remain unchecked to hide the product on the Home Page.

√ Product Properties	
Item Price	0.00 Call For Price
Sale Price	If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below the retail price.
Is this a taxable item?	
Select Taxes Class	General 🗸
Tax Rate at Product Level	If this item has "exclusive" tax rate, please enter it here
Free Shipping	
Unit Weight (lbs)	0.00 Not required if free shipping is selected
Shipping price for Product Level	Enter price if you want shipping charged at the product level. If a price is entered the "Shipping Management" settings for this item will be ignored. For free shipping enter 0.00 or dick free shipping above.
Inter Pack/Case Pack	
Minimum / Maximum Quantity in Order	1 0 Set the minimum and maximum number this product can be purchased by your customer. The default minimum is 1.
Is this product available?	
Mark product as a "Hot Deal"?	
Show product on home page?	

Figure 2-4-4: Properties

5. **Quick Overview:** Click on **O** in the extreme right of **Quick Overview** to expand it, and then, enter the overview for the product in plain text.

**Note:** HTML is not allowed in **Quick Overview**. The overview information may also appear on the Catalog pages.

Quick Overview	0
	_
Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages	

Figure 2-4-5: Quick Overview

6. **Detailed Description:** Enter the detailed description for the product in plain text.

Product	Descriptio	n																	0
This	deck	of	fun	playing	cards	includes	52	liberals	with	pictures	and	quotes	on	each	card.	This	2006	editi	or
•																			Þ.

Figure 2-4-6: Description

7. You can also create an eye-catching description, by clicking in **Description**, as shown in Figure 2-4-7 below.



Figure 2-4-7: Online HTML Editor

8. **Image Zooming:** Select 'Zoom', 'Magnify' or 'None' Depending on the affect you want to give on your product images on the product page.

 Product's Image Uploading: Click Browse and navigate to the image that you would like to upload for the product. The images only can be in JPG and PNG format.

**Note:** To add more than one image under Product's Image Uploading, click the **Save Changes** button and select **Edit This Product** on the next page. Then, select the Secondary Images under the product. To know more about **Secondary Images**, <u>click here</u> 3.

Sa Product's Image		
Image Zooming	Use Global Settings 🔹	
Primary Image	Browse. Accepted file types are: JPG, PNG and GIF. Thumbnails can only be generated from .JPG and .PNG file types only. If you would like to add additional images, click the "Secondary Images" tab at the top of the page.	
Current Image		
	http://www.dollardays.com/images/H09/Image2/10818.jpg (Click over image to see it real size)	
Edit previous product	Save changes Reset form	Edit next product 🕨

Figure 2-4-8: Product's Image Uploading

Note: You can also Assign Existing Global Attributes with a product, so that it would appear every time you add a product. To know how to Assign Existing Global Attributes with a product, <u>click here</u> 5.

To know how to create new global attributes, <u>click here</u> 52<sup>-</sup>.

- 10. If you want to reset the form, click on the **Reset form** button.
- 11. Click **Save changes** button to save the details about the product. You will get a confirmation message when the new product has been successfully added.

Note: Click on the links below to know more about the Attributes,

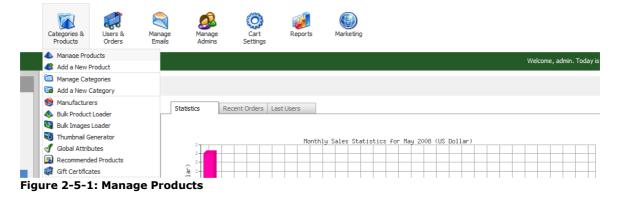
**Recommended Family, Product Promotions, Quantity Discounts** and **Secondary Images** for a product.

Attributes 55 Recommended Family 33 Product Promotions 34 Quantity Discounts 36 Secondary Images 38

## 2.2.2 Edit an Existing Product

You can use this option to edit an existing product. To **edit an existing product**, follow the steps:

1. Click **Manage Products**, as shown in the Figure 2-5-1 below.



2. The **Products List** page will open, as shown in the Figure 2-5-2 below.

**Note:** You can also directly open the **Products List** page, by clicking on the **Manage Products** link in the <u>Admin Area Home page</u> 3.

You can also **add a new product** from the **Products List** page. To **add a new product**, click **Add a New Product** link on top of the page.

Please enter in your search criteri You need to enter at least one search or	a. riteria for search to be effective
Search Products	
Product ID:	Product Name:
Category:	Status :
Any	Any 🗸
Product name	
Search	Reset Search

Figure 2-5-2: Products List

- 3. To search for a particular product, type the **Product ID** or **Product Name** in the **Products List** page. You can also search for products, by selecting a particular product **Category**, **Status** or **Sort by** from the drop down menu.
- 4. After entering the search criteria in the **Products List** page, click **Search products** button.

Product Searc	h Results		Products found : 24176   Page(	(s): 1 2 3 4 5 6 7 8-14 Las
Product ID	Product Name	Available	Price	
335424	"52 Most Dangerous Liberals" Deck of Playing Cards	Yes	\$1.32	De 48 🕲
323305	"A Basic Guide To Bobsledding"	Yes	\$1.00	۵۵ 🕼 🕼
313411	"A Swamp Critters" Christmas Cassette	Yes	\$0.26	De 48 👌
329894	"All Around Town" Children's Game Retail \$65.00	Yes	\$12.30	De 48 👌
315356	"Allerfed" Cold and Allergy Tablet PE Formula	Yes	\$1.12	De 🖉 🖉
313814	"Angels in the Realms of Glory" 2 Piece Cassette	Yes	\$0.32	De 🖉 🖉
331624	"Apple" Salt & Pepper Mills	Yes	\$5.00	De 48 👌
291878	"Argentina" Children's Book	Yes	\$0.48	De 🖉 🖉
301276	"Argentina" Welcome to My Country Book	Yes	\$0.48	De 🖉 🖉
339036	"AZZURE" Junior Premium/Urban Denim Jeans	Yes	\$28.47	De 🖉 🖉
\$5943	"Bait Shop" Birdhouse	Yes	\$11.09	الله 😥 😒
324630	"Bangles Galore" 16 Piece Set	Yes	\$1.20	الله 😥 😒
323306	"Basic Guide To Figure Skating"	Yes	\$1.00	De 🖉 🖉

5. The **Search Results** page opens, as shown in the Figure 2-5-3 below.

Figure 2-5-3: Search Results

- 6. Click **Edit Product** icon *real for the product you want to modify.*
- 7. The **Product (Update)** page opens, as shown in the Figure 2-5-4 below where you can modify all the parameters of that product.

**Note:** The **Product (Update)** page opens under the **Product Info** tab, as shown in the Figure 2-5-4 below.

You can also **delete the product** from the **Product (Update)** page. To delete a product, click **Delete this product** link on top of the page.

Bester bary order:          Image: Section 2000         Image: Section 20000         Image: Section 20000         Image: Section 20000         Image: Section 200000         Image: Section 2000000         Image: Section 20000000         Image: Section 2000000000000000000000000000000000000	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	mended       Products Promotions       Quantity Discour         Playing Cards & Accessories       None Selected         Arts & Carls       Beads & Beading         Chidren's Art       Construction Paper         Carlt Supplies       Hold down the control key to select multip         335424       All products need to have an ID associate         "52 Most Dangerous Liberals" Deck of Pl         "52 Most Dangerous Liberals" Deck of Pl         Do not assign manufacturer         Alow search products by manufacturer         0         Use priority to have products listed highe number. Example: 50, -20, 4	Delete this product     Product source: DollarDays.com  Product Info Attributes Inventory Recon Category(s) Product Will Be Listed In      Main (primary) Category Secondary Categories  Product ID, Name & Search Engine Settings  Product ID  Product Name (title) Meta Keywords Meta Title Meta Description
Product life Attheways and the second of the second is a function of the second is	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	Playing Cards & Accessories         None Selected         As & Crafts         Beads & Beading         Children's Ar         Construction Paper         Craft Kits         Craft Kits         Caft Kits         State         State         "S2 Most Dangerous Liberals" Deck of Pl         "S2 Most Dangerous Liberals" Deck of Pl         Do not assign manufacturer         Allow search products by manufacturer         O         Use priority to have products listed highe         number. Example: 50, -20, 4	<ul> <li>Product source: DollarDays.com</li> <li>Product Info Attributes Inventory Recon</li> <li>Category(s) Product Will Be Listed In</li> <li>Main (primary) Category</li> <li>Secondary Categories</li> <li>Product ID, Name &amp; Search Engine Settings</li> <li>Product ID</li> <li>Product Name (title)</li> <li>Meta Keywords</li> <li>Meta Title</li> <li>Meta Description</li> </ul>
Product him         Product him         Product him         Scandary backward           Category()         Product him         Product him         Product him           Scandary Category         Product him         Product him         Product him           Product him         Product him         Product him         Product him         Product him           Product him         Prod	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	Playing Cards & Accessories         None Selected         As & Crafts         Beads & Beading         Children's Ar         Construction Paper         Craft Kits         Craft Kits         Caft Kits         State         State         "S2 Most Dangerous Liberals" Deck of Pl         "S2 Most Dangerous Liberals" Deck of Pl         Do not assign manufacturer         Allow search products by manufacturer         O         Use priority to have products listed highe         number. Example: 50, -20, 4	Product Info Attributes Inventory Recon Category(s) Product Will Be Listed In Main (primary) Category Secondary Categories Product ID, Name & Search Engine Settings Product ID Product Name (title) Meta Keywords Meta Title Meta Description
Category(s) Product Will be Lated In         Hen (primary) Category       Print Selection         Secondary Categories       Not Selection         Product The Categories       Not Selection         Product Theme (state)       Not Selection         Product Theoretics       Item Price         Item Price       1.22         Cate Selection       If this tem is on also, onthe in the Selec Price. The Sele Price and appear in red below         Science Selection       If this tem is on also, onthe in the Selection and appear in red below         Science Selection       The Selection Selection         Product Theoretics       If this tem is on also, onthe in the Selection Selection Selection Selection         Science Selection       The Selection Selection       It t	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	Playing Cards & Accessories         None Selected         As & Crafts         Beads & Beading         Children's Ar         Construction Paper         Craft Kits         Craft Kits         Caft Kits         State         State         "S2 Most Dangerous Liberals" Deck of Pl         "S2 Most Dangerous Liberals" Deck of Pl         Do not assign manufacturer         Allow search products by manufacturer         O         Use priority to have products listed highe         number. Example: 50, -20, 4	Category(s) Product Will Be Listed In Main (primary) Category Secondary Categories Product ID, Name & Search Engine Settings Product ID Product Name (title) Meta Keywords Meta Title Meta Description
Hain (primary) Category       Paying Caté & Accessors:         Secondary Categories       Imposed & Sanch (Sanch & Sanch &	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	None Selected Ars & Crafts Beads & Deading Children's Art Construction Paper Craft Kts Craft Supplies Hold down the control key to select multip 335424 All products need to have an ID associate "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl Do not assign manufacturer Allow search products by manufacturer 0 Use priority to have products listed highe number. Example: 50, -20, 4	Main (primary) Category Secondary Categories Product ID, Name & Search Engine Settings Product ID Product Name (title) Meta Keywords Meta Title Meta Description
Secondary Categories     Income Secondary Bases & Bearing Bases & Be	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	None Selected Ars & Crafts Beads & Deading Children's Art Construction Paper Craft Kts Craft Supplies Hold down the control key to select multip 335424 All products need to have an ID associate "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl Do not assign manufacturer Allow search products by manufacturer 0 Use priority to have products listed highe number. Example: 50, -20, 4	Secondary Categories Product ID, Name & Search Engine Settings Product ID Product Name (title) Meta Keywords Meta Title Meta Description
Are & Golds       Bodd Service         Product ID       355/2         Product ID       152 Not Dargeout Libers' Doi of Playing Critities         Product ID       152 Not Dargeout Libers' Doi of Playing Critities         Product ID       152 Not Dargeout Libers' Doi of Playing Critities         Product Monufacturer       Do not statign menufacturer         It is a taxable tem?       Sign menufacturer         It is a taxable tem?       Sign menufacturer         It is a taxable tem?       Sign menufacturer         It	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	Ars & Crafts Beads & Beading Children's An Construction Paper Craft Kits Craft Supplies Hold down the control key to select multip 335424 All products need to have an ID associate "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl Use priority to have products listed highe number. Example: 50, -20, 4	Product ID, Name & Search Engine Settings Product ID Product Name (title) Meta Keywords Meta Title Meta Description
Product ID       35544         All products read to have an ID associated for easy look-up and identification. This         Product ID       35544         All products read to have an ID associated for easy look-up and identification. This         Product IB       "S2 Most Dangeous Libers" Dark of Playing Casts         Meta Reywords       "S2 Most Dangeous Libers" Dark of Playing Casts         Meta Tale       "S2 Most Dangeous Libers" Dark of Playing Casts         Meta Decorption       "Image: Casts and	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	Hold down the control key to select multip 335424 All products need to have an ID associate "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl "52 Most Dangerous Liberals" Deck of Pl Do not assign manufacturer Allow search products by manufacturer 0 Use priority to have products listed highen number. Example: 50, -20, 4	Product ID Product Name (title) Meta Keywords Meta Title Meta Description
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Al product need to have an D. associated for early look up and identification. The Product Name (title)  Product Name(title)  Product Name(title)  Product Manufacturer Product State Product Isseed Produce Product Isseed Product Isse	er the number, the higher the product will be listed. Use positive or negat ar in red below the retail price.	All products need to have an ID associate "52 Most Dangerous Liberals" Deck of Pl "53 Most Dangerous Liberals" Deck of Pl "54 Most Dangerous Liberals" Deck of Pl "55	Product Name (title) Meta Keywords Meta Title Meta Description
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Product Manufacturer       Or not assign manufacturer         Prointy <ul> <li>Allow search products by manufacturer</li> <li>Prointy</li> <li>Cal For Proce</li> <li>Sale Price</li> <li>I Sale Pri</li></ul>	ar in red below the retail price.	Allow search products by manufacturer 0 Use priority to have products listed highen number. Example: 50, -20, 4	
Allow search products by manufacturer Priority  Product Properties  Item Price Sale Price If the Item is on sale, enter in the Sale Price. The Sale Price will appear in red below Is this a taxable item? Select Taxes Class Taxe Clas	ar in red below the retail price.	Allow search products by manufacturer 0 Use priority to have products listed highen number. Example: 50, -20, 4	Product Manufacturer
Allow search products by manufacturer Priority  Product Properties  Item Price Item Pric	ar in red below the retail price.	Allow search products by manufacturer 0 Use priority to have products listed highen number. Example: 50, -20, 4	Product Manufacturer
Allow search products by manufacturer Priority  Product Properties  Item Price Item Pric	ar in red below the retail price.	Allow search products by manufacturer 0 Use priority to have products listed highen number. Example: 50, -20, 4	Product Manufacturer
Allow search products by manufacturer Priority  Product Properties  Item Price Item Pric	ar in red below the retail price.	Allow search products by manufacturer 0 Use priority to have products listed highen number. Example: 50, -20, 4	Product Manufacturer
Priority	ar in red below the retail price.	0 Use priority to have products listed highe number. Example: 50, -20, 4	
Use product brack bited higher within your cart. The higher the number, number, Example: 50, -30, 4   Product Properties  Item Price IS2 Call For Price Sale Price If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below Is this a taxable item? Select Taxes Class Tax Rate at Product Level If this item has "exclusive" tax rate, please enter it here Free Shipping Unit Weight (bp) OO Not required if free shipping is selected Shipping price for Product Level If this item is on sale, enter in the Tabapart for this item will be ignored Inter Prack/Case Pack Free Shipping Unit Weight (bp) OO Not required the "Shipping Management" settings for this item will be ignored Inter Prack/Case Pack Free Shipping Out word shipping is selected Shipping price for Product Level If this item infimum and maximum number this product can be purchased by your casts Is this product available? Call Controlew Free Shipping Cuick Overview Free Shipping Free Shipping Free Shipping Cards in the Quick Overview. This information may also appear on the Calding pages Free Shipping Free Shipping Free Shipping Free Shipping Free Shipping Cards includees 52 liberals with pictures and quoted Card Council Shipping Cards includees 52 liberals with pictures and quoted Card Council Shipping Cards includees 52 liberals with pictures and quoted Card Council Shipping Cards includees 52 liberals with pictures and quoted Card Council Shipping Cards includees 52 liberals with pictures and quoted Card Council Shipping Cards includees 52 liberals with pictures and quoted Card Council Shipping Card Shippi	ar in red below the retail price.	Use priority to have products listed highe number. Example: 50, -20, 4	Delevite :
Product Properties  Item Price I			Priority
Item Price       132       Call For Price         Sale Price       If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below         Is this a taxable item?       If         Select Taxee Class       Tax Class is not assigned         Tax Rate at Product Level       If this item has "exclusive" tax rate, please enter it there         Free Shipping       If this item has "exclusive" tax rate, please enter it there         Free Shipping is selected       Shipping price for Product Level         Inter Pack/Case Pack       If a price is entered the "Shipping Management" settings for this item will be ignored.         Inter Pack/Case Pack       Immun / Maximum Quantity in Order         Is this product available?       Immun / Maximum Quantity in Order         Show product on home page?       Immun / Maximum and maximum number this product can be purchased by your custs         Is this product as a "hot Deal??       Immun / Maximum and maximum number this product can be purchased by your custs         Show product on home page?       Immun / Maximum and maximum number this product can be purchased by your custs         Please note: enter here plan text, HTML is not allowed in the Quck Overview.       Immun / Maximum and papear on the Catalog pages         Product Description       Immun / Maximum and papear on the Catalog pages       Immun / Maximum and papear on the Catalog pages         Product Description       I			Product Properties
Sale Price If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below Is this a taxable item? Select Taxes Class Imc Class in not assigned Tax Rate at Product Level Tax Rate at Product Level Price Shipping Unit Weight (bs) 000 Not required if free shipping is selected Shipping price for Product Level If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored If a price is entered the "Shipping Management" settings for this item will be ignored Product as a Net Deal? Product Deal Product Level Product Deal Product Deal Product Level Product Deal Pr		132	
If this item is on sale, enter in the Sale Price. The Sale Price will appear in red below Setter Taxes Class Setect Taxes Class Tax Rate at Product Level Tax Rate at Product Level Tex Weight (bo) OO Not required if free shipping is selected Shipping price for Product Level Tex Preck Case Pack Tex Preck Case Pack Tex Preck Case Pack Tex Preck Case Pack Tex Pack/Case Pack Tex Information number this product and purchased by your cust Tex the information number this product and purchased by your cust Tex Information may also appear on the Catalog pages Preck of fun playing cards includes 52 liberals with pictures and quote This deck of fun playing cards includes 52 liberals with pictures and quote		1.32 Call For Pr	
Select Taxes Class International Control of the Catalog pages  Select Taxes Class International Control of Con	s will be ignored. For free shipping enter 0.00 or click free shipping above	If this item is on sale, enter in the Sale Pr	sale Price
Tax Rate at Product Level If this item has "exclusive" tax rate, please enter it here  Free Shipping Unit Weight (bb) 0.00 Not required if free shipping is selected Shipping price for Product Level Inter Pack/Case Pack 36 Minimum / Maximum Quantity in Order Is this product available?  Aark product available?  Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages  Product Description  This deck of fun playing cards includes 52 liberals with pictures and quote	will be ignored. For free shipping enter 0.00 or click free shipping above		Is this a taxable item?
If this item has "exclusive" tax rate, please enter it here  Free Shipping Unit Weight (bis)  O.00 Not required if free shipping is selected  Shipping price for Product Level  The price if you want shipping changement" settings for this item will be ignored Inter Pack/Case Pack  Minimum / Maximum Quantity in Order  It is product as a "Hot Deal"?  Show product on home page?  Quick Overview  Please note: enter here plan text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages  Product Description  This deck of fun playing cards includes 52 liberals with pictures and quote	s will be ignored. For free shipping enter 0.00 or click free shipping above	Tax Class is not assigned	Select Taxes Class
Prec Shipping   Unit Weight (bs)   Shipping price for Product Level   Enter price if you want shipping charged at the product level.   If a price is entered the "Shipping Management" settings for this item will be ignored.   Inter Pack/Case Pack   Inter Pack/Case Pack   Minimum / Maximum Quantity in Order   1   0   Set the minimum and maximum number this product can be purchased by your casts   Is this product available?   Wark product as a "hot Deal"?   Show product on home page?   Please note: enter here plain text, HTML is not allowed in the Quick Overview.   This information may also appear on the Catalog pages   Pleaser of fun playing cards includes 52 liberals with pictures and quoted in the card of the start includes 52 liberals with pictures and quoted in the card in the pictures and quoted in the card in the picture of the start includes includes 52 liberals with pictures and quoted in the card in the picture of th	will be ignored. For free shipping enter 0.00 or click free shipping above		Tax Rate at Product Level
Unit Weight (bs) OOO Not required if free shipping is selected Shipping price for Product Level Enter price if you want shipping charged at the product level. If a price is entered the "Shipping Management" settings for this item will be ignored Inter Pack/Case Pack Site a price is entered the "Shipping Management" settings for this item will be ignored Inter Pack/Case Pack Site a price is entered the "Shipping Management" settings for this item will be ignored Inter Pack/Case Pack Site a price is entered the "Shipping Management" settings for this item will be ignored Inter Pack/Case Pack Minimum / Maximum Quantity in Order Set the minimum and maximum number this product can be purchased by your custs Is this product as a "Not Deal"? Show product on home page? Outdo Overview Outdow Overview Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages Product Description This deck of fun playing cards includes 52 liberals with pictures and quote	will be ignored. For free shipping enter 0.00 or dick free shipping above		Free Shiming
Not required if free shipping is selected Shipping price for Product Level Inter Pack/Case Pack Inter Pack/Case Pack/Case Pack Inter Pack/Case Pack Inter Pack/Case Pack/Case Pac	will be ignored. For free shipping enter 0.00 or click free shipping above		
Enter price if you want shipping charged at the product level. If a price is entered the "Shipping Management" settings for this item will be ignored inter Pack/Case Pack Minimum / Maximum Quantity in Order I to 3 Set the minimum and maximum number this product can be purchased by your cust Is this product available? Mark product as a "hot Deal"? Show product on home page? Quick Overview Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages Product Description This deck of fun playing cards includes 52 liberals with pictures and quote	will be ignored. For free shipping enter 0.00 or click free shipping above		Unit Weight (lbs)
Inter Pack/Case Pack 36 Inter Pack/Case Pack 36 Minimum / Maximum Quantity in Order 1 0 Set the minimum and maximum number this product can be purchased by your cust Is this product as a "hot Deal"? Mark product as a "hot Deal"? Show product on home page? Quick Overview Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages Product Description This deck of fun playing cards includes 52 liberals with pictures and quote	will be ignored. For free shipping enter 0.00 or dick free shipping above	Traken main 16 march 14 march 14 march 16	Shipping price for Product Level
Minimum / Maximum Quantity in Order 1 0 Set the minimum and maximum number this product can be purchased by your cust Is this product as a 'Hot Deal'? Mark product as a 'Hot Deal'? Quick Overview Quick Overview Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages Product Description This deck of fun playing cards includes 52 liberals with pictures and quote		Enter price if you want shipping charged If a price is entered the "Shipping Manage	
Set the minimum and maximum number this product can be purchased by your custor Is this product as a "Hot Deal"? Mark product as a "Hot Deal"? Show product on home page? Quick Overview Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages Product Description This deck of fun playing cards includes 52 liberals with pictures and quoted		36	Inter Pack/Case Pack
Is this product available?  Mark product as a "Hot Deal"?  Show product on home page?  Quick Overview  Quick Overview  Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages  Product Description  This deck of fun playing cards includes 52 liberals with pictures and quotes	d by your customer. The default minimum is 1		Minimum / Maximum Quantity in Order
Mark product as a "Hot Deal"?  Show product on home page?  Quick Overview  Quick Overview  Please note: enter here plain text, HTML is not allowed in the Quick Overview.  This information may also appear on the Catalog pages  Product Description  This deck of fun playing cards includes 52 liberals with pictures and quote	a oy your customer, me defourt minimum is 1.		Is this product available?
Show product on home page?  Quick Overview  Please note: enter here plain text, HTML is not allowed in the Quick Overview.  This information may also appear on the Catalog pages  Product Description  This deck of fun playing cards includes 52 liberals with pictures and quote			
Quick Overview         Please note: enter here plain text, HTML is not allowed in the Quick Overview.         This information may also appear on the Catalog pages         Product Description         This deck of fun playing cards includes 52 liberals with pictures and quote			
Please note: enter here plain text, HTML is not allowed in the Quick Overview. This information may also appear on the Catalog pages Product Description This deck of fun playing cards includes 52 liberals with pictures and quote			
This information may also appear on the Catalog pages  Product Description  This deck of fun playing cards includes 52 liberals with pictures and quote			Quick Overview
This information may also appear on the Catalog pages  Product Description  This deck of fun playing cards includes 52 liberals with pictures and quote			Quidk Overview
This deck of fun playing cards includes 52 liberals with pictures and quote		illowed in the Quick Overview, pages	Please note: enter here plain text, HTML is not This information may also appear on the Catalo
	l		Product Description
	und quotes on each card. This 2006 editi	cards includes 52 liberals (	This deck of fun playing
< <u> </u>			

©2009

#### Figure 2-5-4: Product (Update) Page

- 8. If you want to reset the form, click on the **Reset form** button.
- 9. Click **Save changes** button to update the information. You will get a confirmation message that the product has been successfully updated.

**Note:** Click on the links below to know more about the **Attributes**, **Recommended Family, Product Promotions, Quantity Discounts** and **Secondary Images** for a product.

Attributes 26 Recommended Family 33 Product Promotions 34 Quantity Discounts 36 Secondary Images 38

## 2.2.3 Product Attributes Overview

Product attributes allow you to provide your customers with the choices for any of the products. Examples include size, color, type, etc. You can use this section to manage various functions related to the management of product attributes and also for <u>assigning global product attributes</u> with a product. To know more about creating and managing product attributes, click on the links below.

Add a Product Attribute 27 <u>Edit a Product Attribute</u> 27 <u>Delete a Product Attribute</u> 30

#### 2.2.3.1 Add a Product Attribute

You can add attributes under an existing product. You can create unlimited number of attributes for any product. To **add a product attribute**, follow the steps:

- 1. <u>Open</u><sup>23</sup> the **Product (Update)** page.
- 2. In the **Product (Update)** page, click **Attributes** tab to open <u>Add a New</u> <u>Attribute</u> [27] page.

**Note:** You can also **delete the product** from **Add a New Attribute** page. To **delete the product**, click **Delete this product** link on top of the page.

- 3. Scroll down to **Add a New Attribute** and enter the following information to add product attributes:
  - a. Attribute Name: Type the name of the category.
  - b. **Attribute Caption:** Type the text that will define the attribute on the Add Product page.
  - c. **Priority:** Use priority to have products listed higher within Pinnacle

Cart. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher the product will be listed.

- d. **Attribute Type:** Select the attribute type, that is, Drop-down, or text input from the drop down menu.
- e. **Options (for Drop-Down):** If you select Drop-down as an Attribute Type. Type the options that you want should appear for selection on the product page as drop down menu.
- f. **Text Length (for Text Input):** If you select text input as an attribute type. Enter the text length.

Product Info Attributes Inventory Recommended	Products Promotions Quantity Discounts Secondary Images							
Add a New Attribute								
•								
Attribute Name								
Attribute Caption								
Priority	5 🗸							
Attribute Type	Drop-down 🗸							
Options								
	This field works for Drop-Down and Radio Button attributes							
Text Length	This field works for Text Input attributes							
Is this Atribute Active?	<b>v</b>							
Track Inventory By This Attribute?								
must be entered on a new line for it to appear correctly.	es to any product. Attributes allow you to give your customer $\Theta$ s choices for any product. Examples include size, color, or type. Each new selection If the attribute is a price modifier, you need to tell the system to increase or decrease the price (+ or -) between parenthesis () at the end of ges. You can also modify shipping weight on an attribute by entering the increase or decrease after the price and separated by a comma.							
Small(-25,-0.25) Decrease pric	ce by 25, decrease weight by 0.25							
Medium(-10%,+1) Decrease prio	ce by 10%, increase weight by 1							
Large(0,+2) Price will rem	ain the same, increase weight 2							
X-Large(+10.00) Increase pric	te by 10							
Add Attribute(s)								
Edit previous product Edit next product >> Edit next product >>								

Figure 2-6-1: Add a New Attribute

4. Click the **Add Attribute(s)** button to add attributes under a product.

**Note:** To know about assigning Global Attributes with a product, <u>click here</u> 55.

### 2.2.3.2 Edit a Product Attribute

You can use this option to edit product attributes. To **edit a product attribute**, follow the steps:

#### Pinnacle Cart User Manual v3.6.3

28

- 1. <u>Open 23</u> the **Product (Update)** page.
- 2. In the **Product (Update)** page, click **Attributes** tab.
- 3. Scroll down to **Product Attributes**, as shown in the Figure 2-7-1 29 below.

**Note:** You can also **Assign Existing Global Attributes with a product**, so that it would appear every time you add a product. To know how to **Assign Existing Global Attributes with a product**, <u>click here</u> **55**.

Un-check the **Is Active** check box in **Product Attributes** to hide the product attribute on the site. By default, the box is checked and the attribute is active on the site.

Please note : required fields ar	ire bold
0	cepted in The Product Price and Weight fields.
Delete this product	
S Product source: DollarDays.com	
	y Recommended Products Promotions Quantity Discounts Secondary Images
Product Attributes	
Active Inventory Attribute	Name Attribute Caption Priority Options
Color	color 5 v blue pink purple green red Options
To temporarily hide attribute, uncheck one of them may be a Price Modifier. (	dx the "Is Active" check box. Priority is used for sorting while site displaying attributes on product page. Each product may has unlimited number of attributes, but or Choose Price Modifier Attribute by selecting "Is a Price Modifier" radio button. Note: Price Modifier is always first in attributes list.
Add a New Attribute	
Attribute Name	
Attribute Caption	
Priority	5 •
Attribute Type	Diop-down 🗸
Options	
	This field works for Drop-Down and Radio Button attributes
Text Length	This field works for Text Input attributes
Is this Atribute Active?	
Track Inventory By This Attribute?	V
must be entered on a new line for it to	I number of attributes to any product. Attributes allow you to give your customer $\Phi$ s choices for any product. Examples include size, color, or type. Each new select to appear correctly. If the attribute is a price modifier, you need to tell the system to increase or decrease the price (+ or -) between parenthesis () at the end of mounts or percentages. You can also modify shipping weight on an attribute by entering the increase or decrease after the price and separated by a comma.
	Decrease price by 25, decrease weight by 0.25
Small(-25,-0.25)	Decrease price by 10%, increase weight by 1
Small(-25,-0.25) Medium(-10%,+1)	
Medium(-10%,+1) Large(0,+2)	Price will remain the same, increase weight 2
Medium(-10%,+1)	
Medium(-10%,+1) Large(0,+2)	Price will remain the same, increase weight 2

#### Figure

#### 2-7-1: Product Attributes

- 4. You can modify all the parameters under the **Product Attributes**.
- 5. If you want to reset the form, click on the **Reset form** button.
- 6. Click **Save changes** button at the bottom of the page, to update the information.

#### 2.2.3.3 Delete a Product Attribute

30

You can use this option to delete product attributes. To **delete a product attribute**, follow the steps:

- 1. <u>Open</u> 23 the **Product (Update)** page.
- 2. In the **Product (Update)** page, click **Attributes** tab.
- Scroll down to **Product Attributes** and click the **Delete** link under that attribute, which you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-8-1 below.

Microsof	t Internet Explor	er	×
?	Do you really wa	nt to delete selected	attribute?
	ОК	Cancel	

Figure 2-8-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

### 2.2.3.4 Inventory Control

Track Inventory for this item At the product level.

Product Info Attributes Inventory Recommended	Products Promotions Quantity Discounts Secondary Images							
🏡 Inventory Control								
Do you want inventory tracking for this item? No Inventory Tracking Track Inventory at product level Track inventory at a tribute level - Track only defined combinations In this method only DEFINED combinations are tracked and all undefined combinations are available for purchase. If an attribute combination is not defined below, a customer WILL BE allowed to purchase the product. Once a defined attribute reaches 0, customers will not be able to purchase it. Track inventory at attribute level - Sell only defined combinations In this method only DEFINED attribute combinations are available for purchase. If an attribute evaluation is the method only DEFINED attribute combinations In this method only DEFINED attribute combinations are available for purchase. If an attribute evaluation is not defined below, a customer WILL NOT allowed be able to purchase it. Once a defined attribute reaches 0, customers will not be able to purchase it.								
🏡 Inventory Control on Product Level								
Number of items in inventory	10							
Do not allow a sale if inventory is equal to or less than	0							
If inventory reaches allowed minimum :	Display "Out Of Stock" message							
Save changes Reset form								

- 1. Do you want inventory tracking? If so at what level?
  - A. Track Inventory at product level

1. Number of items in inventory: If you select the Inventory Tracking, enter the number of products you want to have in the inventory. The system will automatically decrease this value any time a user will purchase a product from your store.

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2. Stop sale if the number of items is less: If you select the Inventory Tracking, specify a value after which the system will automatically stop product sale when the number of items in inventory will be less than that value you will enter here.

3. If inventory reaches allowed minimum: If a product reaches the minimum specified value in the inventory, select from the drop-down

menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

Product (Update)											
Please note : required fields are bold  Please note : required fields are bold  Control solution and common are accorded in The Deed up Drive and Weight fields											
Decimal points and commas are accepted in The Produ	Decimal points and commas are accepted in The Product Price and Weight fields.										
Call Delete this product											
Product Info Attributes Inventory Recommended	Products Promotions Quantity Discounts Secondary Images										
🗞 Inventory Control											
Do you want inventory tracking for this item?	No Inventory Tracking     Track Inventory at product level     Track Inventory at attribute level - Track only defined combinations     In this method only DEFINED combinations are tracked and all undefined combinations are available for purchase. If an attribute combination is not defined below, a customer WILL BE allowed to purchase the product. Once a defined attribute reaches 0, customers will not be able to purchase it.     Track inventory at attribute level - Sell only defined combinations     This method only DEFINED attribute combinations are available for purchase. If an attribute combination is not defined below, a customer WILL NOT allowed be able to purchase it.										
😋 Inventory Control on Product's Attribute Level											
If inventory reaches allowed minimum :	Display "Out Of Stock" message										
Attribute "test"											
Product Sub ID Must be unique for product											
Number of items in inventory	10										
Do not allow a sale if inventory is equal to or less than	0										
Activate these settings?											
	Add New Inventory Record										

B. Track inventory at attribute level - Track only defined combinations - In this method only DEFINED combinations are tracked and all undefined combinations are available for purchase. If an attribute combination is not defined below, a customer WILL BE allowed to purchase the product. Once a defined attribute reaches 0, customers will not be able to purchase it.

1. If inventory reaches allowed minimum: If a product reaches the minimum specified value in the inventory, select from the drop-down

menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

2. Attribute - Select which attribute this inventory control is for.

3. Product Sub ID - Must be unique for product and different than the man product id or any other product or sub product id.

4. Number of items in inventory: If you select the Inventory Tracking,

enter the number of products you want to have in the inventory. The system will automatically decrease this value any time a user will purchase a product from your store.

5. Stop sale if the number of items is less: If you select the Inventory Tracking, specify a value after which the system will automatically stop product sale when the number of items in inventory will be less than that value you will enter here.

6. If inventory reaches allowed minimum: If a product reaches the minimum specified value in the inventory, select from the drop-down

menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

🎶 Product (Update)	
Please note : required fields are bold	
Decimal points and commas are accepted in The Prod	uct Price and Weight fields.
😢 Delete this product	
Product Info Attributes Inventory Recommended	Products Promotions Quantity Discounts Secondary Images
👟 Inventory Control	
Do you want inventory tracking for this item?	No Inventory Tradking     Track Inventory at product level     Track Inventory at attribute level - Track only defined combinations     In this method only DEFINED combinations are tracked and all undefined combinations are available for purchase. If an attribute combination is not defined below, a customer WILL BE allowed to purchase the product. Once a defined attribute reaches 0, customers will not be able to purchase it.     Track inventory at attribute level - Sell only defined combinations     In this method only DEFINED attribute combinations are available for purchase. If an attribute level, a customer will not be able to purchase it.
👟 Inventory Control on Product's Attribute Level	
If inventory reaches allowed minimum :	Display "Out Of Stock" message
Attribute "test"	test 👻
Product Sub ID	Must be unique for product
Number of items in inventory	10
Do not allow a sale if inventory is equal to or less than	0
Activate these settings?	
	Add New Inventory Record

C. Track inventory at attribute level - Sell only defined combinations - In this method only DEFINED attribute combinations are available for purchase. If an attribute combination is not defined below, a customer WILL NOT allowed be able to purchase it. Once a defined attribute reaches 0, customers will not be able to purchase it.

1. If inventory reaches allowed minimum: If a product reaches the minimum specified value in the inventory, select from the drop-down

menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

2. Attribute - Select which attribute this inventory control is for.

3. Product Sub ID - Must be unique for product and different than the man product id or any other product or sub product id.

4. Number of items in inventory: If you select the Inventory Tracking, enter the number of products you want to have in the inventory. The system will automatically decrease this value any time a user will purchase a product from your store.

5. Stop sale if the number of items is less: If you select the Inventory Tracking, specify a value after which the system will automatically stop product sale when the number of items in inventory will be less than that value you will enter here.

6. If inventory reaches allowed minimum: If a product reaches the minimum specified value in the inventory, select from the drop-down

menu Do not display item on user site if you want to remove the product automatically from the cart or Out of Stock message if you want to display a message to a customer.

## 2.2.4 Recommend Family for a Product

Product Families give you the ability to add recommended products to your product pages. You can use this section to recommend a product family with an existing or new product. But, for doing this, there must be some existing recommended product families. To **recommend family for a product**, follow the steps:

**Note:** To know how to **create** and **manage** a **recommended product family**, <u>click here</u> **set**.

- 1. Open the <u>Product (Insert)</u> or <u>Product (Update)</u> and page.
- 2. In the <u>Product (Insert)</u> 18 or <u>Product (Update)</u> 26 page, click **Recommended** tab to open <u>Product Families</u> 34 page.

## **Note:** You can also **delete the product** from the **Product Families** page. To **delete the product**, click **Delete this product** link on top of the page.

3. You can view the available product families and recommended product families for the product, if any, as shown in the Figure 2-9-1.

Product (Update)			
Please note : required fields are bold			
Decimal points and commas are accepted in The Product Price and Weight f	ields.		
🚷 Delete this product			
\$ Product source: DollarDays.com			
Product Info Attributes Inventory Recommended Products Promotion	ns Quantity Discounts	Secondary Images	
Recommended Products Families			
Available recommended product families : Thriller Books GK Books			×
44 Edit previous product	Save changes	Reset form	Edit next product 🕨

#### Figure 2-9-1: Product Families

- 4. To recommend family for this product, select a **product family** by clicking on it from the **Available recommended product families**.
- 5. Click  $\diamondsuit$  icon to assign selected family with the product.

**Note:** You can also unassign a family with product. To unassign, select a product family by clicking on it from the **Recommended families for this product** and then click **(** 

- 6. If you want to reset the form, click on **Reset form** button.
- 7. Click **Save changes** button to save the information.

## 2.2.5 Product Promotions

Product Promotion is essential to keep a product-oriented business ahead of its competition. You can use this section to promote an existing or new product by offering free products with it on buying a certain quantity of that product. To **promote a product**, follow the steps:

- 1. Open the <u>Product (Insert)</u> or <u>Product (Update)</u> and page.
- 2. In the <u>Product (Insert)</u> 18 or <u>Product (Update)</u> 26 page, click **Product Promotions** tab to open <u>Product Promotions</u> 35 page.

**Note:** You can also **delete the product** from the **Product Promotions** page. To **delete the product**, click **Delete this product** link on top of the page.

- 3. Enter the following information in the **Product Promotions** page:
  - a. **Minimum Number of this Product:** Enter the minimum quantity of this product a customer must order, to receive the free product(s). By default, 1 is selected.
  - b. **Free Product Quantity:** Enter the quantity of the free product that the customer will receive, once he/she buys the minimum order needed to receive the free product. By default, 1 is selected.
  - c. **Maximum number of free product:** Enter the maximum number of free product a customer is allowed to receive per order. By default, 999 is selected.
  - d. **Charge shipping for this free product:** Select **Yes** from the drop down menu if there are shipping charges for this free product, otherwise select **No**. By default, **No** is selected.
  - e. **Type in the product name or ID of the free product:** Enter the free product name or ID, to automatically search the free product from the database. Then click on the **free product**, to add it to the free product list.

**Note:** You can also **delete a free product** by selecting it from the **free products list** and then clicking **Remove Selected** link below the list of free products.

Product (Update)	
Please note : required fields are bold	
Decimal points and commas are accepted in The Prod	uct Price and Weight fields.
🚷 Delete this product	
\$ Product source: DollarDays.com	
Product Info Attributes Inventory Recommended	Products Promotions Quantity Discounts Secondary Images
Product Promotions - This section will allow you to creat	e "Buy X get Y FREE" type of promotions
Minimum number of this product (X)	1 Enter the quantity of this product a customer must order to receive the item(s) below for free
Free product quantity (Y)	1 The quantity of the free product selected below the customer will receive
Maximum number of free product (Y)	999 Enter the Maximum number of free product allowed per order for this product.
Charge shipping for this free product?	No 💌
Type in the product name or ID of the free product Our auto search feature will attempt to search your product database as you are entering in the product data	Below is a list of the free products you will be offering
Edit previous product	Save changes Reset form Edit next product IV

Figure 2-10-1: Product Promotions

- 4. If you want to reset the form, click on the **Reset form** button.
- 5. Click **Save changes** button to save the information.

#### Pinnacle Cart User Manual v3.6.3

## 2.2.6 Quantity Discounts Overview

36

Quantity Discounts are a requirement for any business looking to expose its products to the consumer marketplace. You can use this section to offer discounts on a product by adding quantity range for that product. To know more, click on the links below.

Add a New Quantity Range 36 Edit a Quantity Range 37 Delete a Quantity Range 37

## 2.2.6.1 Add a New Quantity Range

You can use this option to add a new quantity range to offer discount on a product. To **add a new quantity range**, follow the steps:

- 1. <u>Open 23</u> the **Product (Update)** page.
- 2. In the **Product (Update)** page, click **Quantity Discounts** tab to open <u>Quantity Discounts</u> appage.

**Note:** You can also **delete the product** from the **Quantity Discounts** page. To **delete the product**, click **Delete this product** link on top of the page.

- 3. Enter the following information under **Add a New Quantity Range**:
  - a. **Min Range:** Enter the minimum quantity to avail the discount.
  - b. Max Range: Enter the maximum quantity to avail the discount.
  - c. **Discount:** Enter how much discount will be provided on the product under the quantity range and then select from the drop down menu the discount is in % or **\$**.
  - d. **Wholesale:** Check the box if the product is available for wholesale. Otherwise, let it remain unchecked.
  - e. **Free Shipping:** Check the box if there are no shipping charges for the product. Otherwise, let it remain unchecked if there are shipping charges for the product.

	Product Info	Attributes	Inventory	Recommended	d Products Pr	omotions	Quantity	y Discounts	Secondary Images				
<	I Product Quantity Discounts Settings												
	Active	Min Rang	e Ma	ix Range	Discount			Wholesale	Free Shipping				
	There a	re not any a	active disco	ounts									
•	🕽 Add a new q	uantity range											
						%	•			Add			
••	Edit previous pr	oduct				(	Save ch	langes	Reset form				Edit next product 🕨

Figure 2-11-1: Quantity Discounts

4. Click **Add** button under **Action** to add a new quantity range.

### 2.2.6.2 Edit a Quantity Range

You can use this option to edit a quantity range, to modify the discount offered to a product. To **edit a quantity range**, follow the steps:

- 1. <u>Open</u><sup>23</sup> the **Product (Update)** page.
- 2. In the Product (Update) page, click on the Quantity Discounts tab.
- 3. You can modify all the information under **Quantity Discounts** for the existing quantity range.

4	I Product (Update)								
	🕕 Please n	ote : required fiel	ds are bold						
	Decimal period	oints and commas ar	e accepted in The P	oduct Price and Weight f	ields.				
	🍪 Delete thi	s product							
	💲 Product s	ource: DollarDays.co	m						
	Product Info	Attributes Inver	ntory Recommen	led Products Promotion	s Quantity D	Discounts	Secondary Images		
I	Product Qua	ntity Discounts Setti	ings						
	Active	Min Range	Max Range	Discount	w	holesale	Free Shipping		
		5	10	25.00 %	•				8
		100	1000	15.00 %	<b>▼</b>	/	$\checkmark$		8
-	🎨 Add a new quantity range								
				%	•			Add	
<b>∢∢ E</b> c	44 Edit previous product     Save changes     Edit next product >>								

Figure 2-12-1: Edit Quantity Discounts

- 4. If you want to reset the form, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information.

### 2.2.6.3 Delete a Quantity Range

You can use this option to delete a quantity range, to remove the discount offered on a product. To **delete a quantity range**, follow the steps:

- 1. <u>Open</u><sup>23</sup> the **Product (Update)** page.
- 2. In the **Product (Update)** page, click on the **Quantity Discounts** tab.
- 3. Under **Quantity Discounts**, check the box for the quantity range you want to remove and click on the **Delete** link.

A pop up appears asking for confirmation, as shown in the Figure 2-13-1 below.

Microsof	t Internet Explorer		×
?	Do you really want to	delete selected quanti	ity discount?
	ОК	Cancel	

### Pinnacle Cart User Manual v3.6.3

#### Figure 2-13-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

### 2.2.7 Secondary Images Overview

You can use this section to add more than one image for an existing or new product. In addition, you can also decide whether the image should be visible on the user site or not. To know more about creating and managing these images, click on the links below.

Add Secondary Image(s) <u>Edit Secondary Image(s)</u> <u>Delete a Secondary Image</u>

### 2.2.7.1 Add Secondary Image(s)

You can use this option to add secondary image(s) for a product. To **add secondary image(s) for a product**, follow the steps:

- 1. Open the <u>Product (Insert)</u> or <u>Product (Update)</u> 23 page.
- 2. In the <u>Product (Insert)</u> 18 or <u>Product (Update)</u> 26 page, click on the **Secondary Images** tab to open <u>Upload a New Secondary Image(s)</u> 38 page.

Note: You can also delete the product from the Upload a New Secondary Image(s) page. To delete the product, click Delete this product link on top of the page.

3. Click **Browse** under **Upload a New Secondary Image(s)** and navigate to the image that you would like to upload for the product.

**Note:** Uncheck the **Is this image visible on user site box**, if you want to hide the image on the user site. Otherwise, let it remain checked if you want this image to be visible on the user site. By default, the box is checked.

Product Info	Attributes	Inventory	Recommended	Products Promotions	Quantity Discounts	Secondary Images			
🔇 Upload New	🔇 Upload New Secondary Image(s)								
Secondary Ir	nage File \$1			Is this image visible	Browse e on user site?				
Secondary Image File \$2			Is this image visible	Browse e on user site?					
Secondary Ir	nage File \$3			Is this image visible	Browse e on user site?				
44 Edit previous pr	oduct			(	Save changes	Reset form	Edit next product 🕨		

Figure 2-14-1: Upload a New Secondary Image(s)

38

- 4. If you want to reset the form, click on the **Reset form** button.
- 5. Click **Save changes** button to upload the secondary image(s) for a product.

#### 2.2.7.2 Edit Secondary Image(s)

You can use this option to decide whether to display the secondary image(s) for a product on the user site or not. To **edit secondary image(s) for a product**, follow the steps:

- 1. Open the <u>Product (Insert)</u> or <u>Product (Update)</u> 23 page.
- 2. In the <u>Product (Insert)</u> 18 or <u>Product (Update)</u> 26 page, click on the **Secondary Images** tab.
- 3. You can view the added secondary image(s) under **Product Secondary Images**, as shown in the Figure 2-15-1.

Product Info	Attributes Ir	nventory	Recommended	Products Promotions	Quantity Discounts	Secondary Images		
S Product Sec	ondary Images							
Visible	x768 pixels, 269	9.74Kb	Ċ					
🔇 Upload New	Secondary Imag	e(s)						
Secondary I	mage File \$1			Is this image visible	Browse e on user site?			
Secondary I	mage File \$2			Is this image visible	Browse e on user site?			
Secondary I	mage File \$3			Is this image visible	Browse_ e on user site?			
Edit previous pr	Edit previous product Save changes Reset form Edit next pr						Edit next product <b>&gt;&gt;</b>	

Figure 2-15-1: Product Secondary Images

- 4. Under **Product Secondary Images**, uncheck the **Is this image visible on user site** box, if you want to hide the image on the user site. Otherwise, let it remain checked to make the image visible on the user site. By default, the box is checked.
- 5. If you want to reset the form, click on the **Reset form** button.
- 6. Click **Save changes** button to update the information.

#### 2.2.7.3 Delete a Secondary Image

You can use this option to delete the secondary image for a product. To **delete a secondary image for a product**, follow the steps:

### 40 Pinnacle Cart User Manual v3.6.3

- 1. Open the <u>Product (Insert)</u> or <u>Product (Update)</u> and page.
- 2. In the <u>Product (Insert)</u> 18 or <u>Product (Update)</u> page, click **Secondary Images** tab.
- 3. Under **Product Secondary Images**, click on the **Delete this image** link for the secondary image you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-16-1 below.

Microsof	t Internet Ex	plorer	×
?	Do you really	want to delete this	image?
	ОК	Cancel	

Figure 2-16-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

## 2.2.8 Digital Downloads

The Digital Downloads feature allow you to sell downloadable items to your customers. To activate this feature you must go to <u>Digital Products</u> area in the cart which is located under **'Cart Settings'** > **'Global Cart Settings'** > **'Digital Products'**. Once activated, you will notice another section within the **Add Product** area of Pinnacle Cart.

Digital Product Properties		0
Is this a digital download?	If you select yes, the product will be classified as a digital product and customers may download it from your store. Use a FTP application to upload products to the server. Please upload the file/application into /content/download folder and enter the relative path below. You may organize any directory structure you like in this folder	
Enter here path to digital product file	Please enter the relative path to the file. For example, if full file path is <u>(content/download/books/story.pdf</u> , your have to enter <u>books/story.pdf</u> only (exclude "(content/download"). Do not place "/" (slash) symbol before file path	

This area will allow you to enter in the URL to the digital product located on your server. When this product is ordered, Pinnacle Cart will present the customer with a "masked" URL to the product so they can download the product. The customer will never see the true location of the product, preventing unauthorized downloads of your product.

# 2.3 Manufacturers

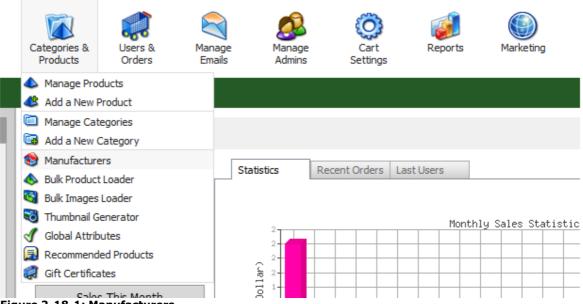
You can use this section to add and manage the product manufacturers details with their logo. In addition, you can also decide whether the manufacturer should be visible on the user site or not. Once the manufacturer is visible on the user site, the customer can find all the products under that manufacturer only by selecting the manufacturer name from the drop-down menu. So, the manufacturers will help the customers to find products more easily. To know more about creating and managing the manufacturers, click on the links below.

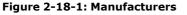
Add a Manufacturer 41 Edit 42 Delete 43

# 2.3.1 Add a Manufacturer

You can use this option to add a product manufacturer. To **add a new product manufacturer**, follow the steps:

1. Click **Manufacturers**, as shown in the Figure 2-18-1 below.





The **Manufacturers Settings** page opens, as shown in the Figure 2-18-2 42 below.

**Note:** You can also open the **Manufacturers Settings** page directly, by clicking on **Manufacturers** link in the <u>Admin Area Home page</u> 3.

2. Scroll down to **Add a New Manufacturer** and then enter the following information:

42

- a. **Manufacturer Name:** Enter the product manufacturer name.
- b. Manufacturer ID: Enter the product manufacturer ID.
- c. **Logo Image:** Click **Browse** and navigate to the logo that you would like to upload for the product manufacturer. The logo image can be in JPG, PNG or GIF format.

**Note:** Check the **Available** box for a product manufacturer to view the selected manufacturer name on the user site. Otherwise, let it remain unchecked to hide the product manufacturer name on the user site.

😵 Manufacturers			
On this page you can mana	age your products manufacturers		
New Manufacturer			
🚷 Add a New Manufacturer			
Manufacturer's Name			
Manufacturer's ID			
Logo Image	Supported file types	Browse are JPG, GIF and PNG	
Available			
L		Save changes Reset form	
Manufacturer's Name	Manufacturer's ID	Logo Image (JPG, GIF or PNG)	Available

#### Figure 2-18-2: Manufacturers Settings

3. Click Save Changes button and repeat Step 2 until you are done adding Manufacturers.

# 2.3.2 Edit a Manufacturer

You can use this option to edit a manufacturer details. To **edit a manufacturer details**, follow the steps:

- 1. <u>Open 41</u> the **Manufacturers Settings** page with existing manufacturers, as shown in the Figure 2-19-1.
- 2. You can modify all the parameters for an existing manufacturer.

1	😵 Manufacturers							
	🜒 On this page you can manage your products manufacturers							
	🕕 New manufacturer has been added to your manufacturers list							
	New Manufacturer							
1	Add a New Manufacturer							
	Manufacturer's Name							
	Manufacturer's ID							
	Logo Image	Supported file types	Browse are JPG, GIF and PNG					
	Available							
			Save changes Reset form					
_	Manufacturer's Name	Manufacturer's ID	Logo Image (JPG, GIF or PNG)	Available				
٩	ABC	ABC	Browse		8			
			Save changes Reset form					

Figure 2-19-1: Manufacturers Settings page with existing manufacturers

- 3. If you want to reset the form, click on the **Reset form** button.
- 4. Click Save changes button to update the information.

# 2.3.3 Delete Manufacturers

You can use this option to delete a product manufacturer. To **delete a product manufacturer**, follow the steps:

- 1. <u>Open 41</u> the **Manufacturers Settings** page with existing manufacturers.
- 2. Click **Delete** button for a manufacturer you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-20-1 below.

Microsof	t Internet Explore	21'	×
?	Do you really wan	t to remove this man	ufacturer?
	ОК	Cancel	

Figure 2-20-1: Delete Confirmation

3. Confirm deletion process, by clicking on **OK** button.

# 2.4 Bulk Uploading of Products

44

This section allows you to upload product data into your Pinnacle Cart using a .CSV file. Most database programs (including Excel) will allow you to import or save data in this format. Once uploaded, Pinnacle Cart will ask you which column represents what data type (Product ID, Product Name, Price, etc.). Pinnacle Cart uses Product ID as its data key, so products with a duplicate Product ID will be overwritten with the new data. This is a 3-step process and the data will not be stored until the final step is complete.

1. Click **Bulk Products Loader**, as shown in the Figure 2-21-1 below.

Categori Produc		Manage Emails	Manage Admins	Cart Settings	Reports	Marketing
📣 Mana	ge Products					
📣 Add a	New Product					
🛅 Mana	ge Categories					
🗟 Add a	New Category					
🚷 Manu	facturers		- P - P	December 201	1 1	
\land Bulk F	Product Loader	St	tatistics	Recent Orders	Last Users	
🔇 Bulk I	mages Loader					
😼 Thum	bnail Generator				Mont	hly Sales Statis
of Globa	l Attributes		1,100			
🗟 Reco	mmended Products		900-			
🦪 Gift C	ertificates		-008 Jan			
Figure 2-	21-1: Bulk Product	s Loader			· ·	

Figure 2-21-1: Bulk Products Loader

The Bulk Uploading Of Products (Step 1 of 3) page will open.

Note: You can also directly open the **Bulk Uploading Of Products (Step 1 of 3)** page, by clicking on **Bulk Products Loader** link in the Admin Area Home page 3.

2. **Category:** Select a **Category** that allows selecting products category with undefined category keys. The products with undefined category will be moved to this category.

Bulk Uploading Of Pro	oducts (Step 1 of 3)						
<ul> <li>This section will allow you to upload product data into your shopping cart from a .CSV file only. Most database programs (including Excel) will allow you to import or save data in this format. The data must have a delimiter (comma or semicolor) and each line must contain data specific to the product. Once uploaded, Demo Cart will ask you which column represents what data type (Product ID, Product Name, Price, etc.) Demo Cart uses Product ID as its data key, so products with a duplicate Product ID will be overwritten with the new data. This is a 3 step process and the data will not be stored until the final step is complete</li> <li>Please note: Products with undefined weight and shipping price will be automatically marked as Free Shipping</li> <li>Please fill this form very carefully!</li> <li>Bulk Uploading - Step 1</li> </ul>							
Deloading Settings							
Select Category	Arts & Crafts Beads & Beading Children's Art Construction Paper Craft Kits Craft Supplies Crayons & Chalk Floral Supply Musical Instruments Scrapbook Supplies	• •					
	Deadly the width was defined as the second is a selected as the second						

Figure 2-21-2: Default Products Category

- 3. **Uploading Settings:** Enter the following information:
  - a. **Data Separator:** Select from the drop down menu, **comma** or **semicolon**, which is used as a data separator.
    - b. **Data Update Rule:** Select from the drop down menu, if the bulk loader has a duplicate Product ID, should it overwrite the existing data with the bulk loaded data, keep it and add new, clear all the products from the selected category first and then add a new bulk loaded data or update existing products only.
    - c. Uploaded Products Availability: Use this option to enable/disable display of these products on Pinnacle Cart. Select from the drop down menu, Products Are Available For Sale, if you want to display these products on Pinnacle Cart. Otherwise, select Products Are Not Available For Sale, if you do not want to display these products on Pinnacle Cart. Incase you would like to display some of the products this has to be done manually.

What is being used to separate the data?	Comma (,)	
Data Update Rule	Overwrite Existing Data - Add New If the bulk loader encounters a duplicate Product ID from selected category first?	, should it overwrite the existing data with the bulk loaded data, keep it, or clear all products
Uploaded Products Availability	Products Are Available For Sale Depending on your choice, the bulk loader will set a	Product Availability Option. You may also set this option in the uploaded file.

#### Figure 2-21-3: Uploading Settings

4. Click **Browse** to select the .**CSV file** with products data.

Choose CSV file from local drive	Browse_
	Upload file Reset form

#### Figure 2-21-4: File With Products

- 5. If you want to reset the form, click on the **Reset form** button.
- 6. Click **Upload file** button to save the data.

46

The **Bulk Uploading Of Products (Step 2 of 3)** page will open, as shown in the Figure 2-21-5.

**Note:** All blank lines and lines with wrong price will be skipped.

Bulk Uploading Of Products (Step 2 of 3)					
<ul> <li>Uploaded file name : examplecsv.csv Total lines : 21 Displayed : First 10 lines Products category : Arts &amp; Crafts Data loging rule : overwrite</li> <li>Please make sure so data is loaded correctly!</li> <li>Please note : all blank lines and lines with wrong price will be skipped. Required fields are Product ID, Name and Price</li> <li>Bulk Uploading - Step 2</li> </ul>					
assign Fields with Data					
Select Field	CSV Line 1	CSV Line 2	CSV Line 3	CSV Line 4	
Category Keys 👻	Category Key	CAOAmerica	CAOAmerica	CAOAmerica	
Name 👻	Product Name	Potomac	Monument	Landmark	
Product ID 👻	ProductID	USAPotomac	USAMonument	USALandmark	
Price 👻	Price	6.5	7.5	8.5	
Manufacturer ID 🗸	Manufacturer ID	CAO	CAO	CAO	
Unit Weight 🗸	Unit Weight	0.3	0.3	0.3	
ls Taxable 🔻	Is Taxable	Yes	Yes	Yes	
Description 👻	Description	Body: Full W	Body: Full W	Body: Full W	
Overview 👻	Overview	5 x 56	6 1/4 x 54	6 x 60	
Attribute Options 1	Attribute Optio	Single Stick  5	Single Stick  5	Single Stick  5	
Attribute Name 1	Attribute Name	options	options	options	
Attribute Caption 1	Attribute Capti	Bundle Type	Bundle Type	Bundle Type	
		Insert into	DB Back		

Figure 2-21-5: Bulk Uploading Of Products (Step 2 of 3)

- 7. Select the respective titles for the data in the lines from the **drop down menu.**
- Click Back button to go back to Bulk Uploading Of Products (Step 1 of 3) page.
- 9. Click **Insert into DB** button to go to the next-step.

The **Bulk Uploading Of Products (Step 3 of 3)** page will open, as shown in Figure 2-21-6. This page will show the complete details regarding the **Bulk uploaded products**.

©2009

 Bulk Uploading Of Products (Step 3 of 3)
 New Products: 19 Updated Products: 0 Used fields: Category Keys, Name, Product ID, Price, Manufacturer ID, Unit Weight, Is Taxable, Description, Overview, Attribute Options 1, Attribute Name 1, Attribute Caption 1
 What do you want to do now?
 Start loading products again

Manage Product

Figure 2-21-6: Bulk Uploading Of Products (Step 3 of 3)

# 2.5 Bulk Images Loader

Bulk Images Loader allows you to add images to products already in your Pinnacle Cart. Please note, the file names need to be exactly the same as the Product ID to match the image with the product. For example, if the Product ID is **my\_bike**, the image name must be my\_bike.jpg or my\_bike.png.

To create **Bulk Images Loader**, follow the steps:

1. Click **Bulk Images Loader**, as shown in the Figure 2-22-1 below.

<ul> <li>Manage Products</li> <li>Add a New Product</li> <li>Manage Categories</li> <li>Add a New Category</li> <li>Manufacturers</li> <li>Manufacturers</li> <li>Bulk Product Loader</li> <li>Bulk Images Loader</li> </ul>	Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketi	ng
Image: Statistics     Recent Orders       Image: Statistics     Recent Orders								
Statistics Recent Orders Last Users		-						
🖏 Bulk Images Loader	🚯 Bulk Produc	t Loader	Sta	tistics	Recent Orders	Last Users		
Thumbnail Generator Monthly Sales Stat:	💐 Thumbnail (	Generator		2		Mon	thly Sales S	tatisti
Image: Global Attributes     Image: Global Attributes       Image: Global Attributes <td>Recomment</td> <th>ded Products</th> <td></td> <td>2</td> <td></td> <td></td> <td></td> <td></td>	Recomment	ded Products		2				

Figure 2-22-1: Bulk Images Loader

The **Bulk Images Loader** page will open, as shown in the Figure 2-22-2 48 below.

**Note:** You can also directly open the **Bulk Images Loader** page, by clicking on the **Bulk Images Loader** link in the <u>Admin Area Home page</u>.

2. Click **Browse** to add images in **Bulk Images Loader** page.

48

Note: The images can be in JPG, PNG or GIF formats.

💐 Bulk Images Loader	
Please note, the file names need to be	es to products already existing in your shopping cart. EXACLTY the same as the Product ID for Demo Cart to match the image with the product. the image name must be my_bike.jpg or my_bike.gif. gif will be accepted.
Images Loader	
🔇 Choose Image to Upload	
Image #1:	Browse
Image #2:	Browse
Image #3 :	Browse
Image #4:	Browse
Image #5 :	Browse
Image #6 :	Browse
Image #7:	Browse
Image #8 :	Browse
Image #9 :	Browse
Image #10 :	Browse
Image #11:	Browse
Image #12:	Browse
	Save changes Reset form

Figure 2-22-2: Images Loader

- 3. If you want to reset the form, click on the **Reset form** button.
- 4. After adding images, click **Upload images** button to upload.

# 2.5.1 Bulk Images Using FTP

Bulk loading images via FTP is very easy. When bulk loading images via FTP, it's important to understand Pinnacle Cart uses **Product ID** as the data key for matching images to a product, therefore all images must have the same name as the **Product ID**. If they do not, and you don't want to change them manually, we suggest using another method to associate images to a product. The <u>Bulk Images Loader</u> or adding a image when entering a product will work just as well.

Once all the images have the same name as the **Product ID**, open up your favorite FTP client and login to the server where Pinnacle Cart is located. FTP to the following directory:

images/products

Upload all images into this directory.

Once complete, login back into the admin area of Pinnacle Cart and run the <u>Thumbnail</u> <u>Generator</u> 49.

Every time you add images via this method, you will need to generate new thumbnails using the generator.

# 2.5.2 Bulk Loader FAQ

Frequently Asked Questions regarding the Bulk Loader

### Q. How many products can the bulk loader import?

A. If your file contains more than 2000 items, we suggest breaking up the file to prevent time out issues when importing the data. The Loader itself will accept an unlimited number of items, but the server may error due to amount of time it takes to move the data from your computer to the server.

#### Q. How can bulk load attributes for a product using the loader?

A. List all options in one column and separate them using a double bar or "||". Example: Blue || Red || Yellow || Brown.

### Q. How do I bulk load images?

A. You can use the Bulk Image Loader 47 or the FTP method 48.

## Q. How can I bulk load only new products into the cart?

A. Select "Keep Existing - Add New" under Data Update Rule in the Bulk Loader.

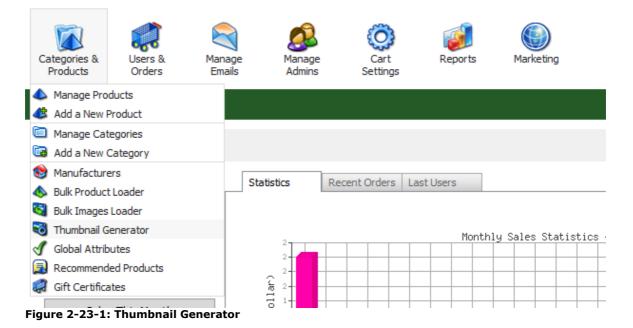
# 2.6 Thumbnail Generator

Thumbnail Generator can generate thumbnail images for all the JPG and PNG image files. The thumbnail generator can only work correctly, when the image file name exactly matches the Product ID for Pinnacle Cart to associate the image with the product.

To generate thumbnail images, follow the steps:

1. Click on **Thumbnail Generator**, as shown in the Figure 2-23-1 below.

50



The **Thumbnail Generator (Step 1 of 3)** page will open, as shown in the Figure 2-23-2 below.

**Note:** You can also open the **Thumbnail Generator (Step 1 of 3)** page directly, by clicking on the **Thumbnail Generator** link in the <u>Admin Area Home page</u>.

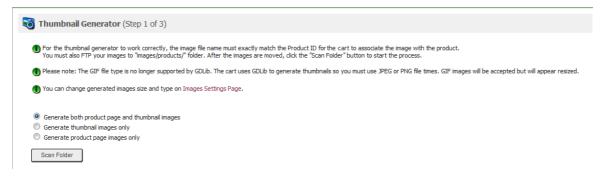


Figure 2-23-2: Thumbnail Generator (Step 1 of 3)

2. Click on the **Scan Folder** button to start the process.

**Note:** Thumbnail images will be created only for **JPG** and **PNG** image files as GDLib used by Pinnacle Cart to generate thumbnails, no longer support the GIF images format. The GIF images will appear resized.

The **Thumbnail Generator (Step 2 of 3)** page will open with the result, as shown in the Figure 2-23-3 below.

Thumbnail Generator (Step 2 of 3)
There are <u>1</u> valid image files in the directory "images/products/". <u>1</u> images have been associated with a product.
Generate Thumbnails Back

Figure 2-23-3: Thumbnail Generator (Step 2 of 3)

- 3. Click on the **Back** button to go back to <u>Thumbnail Generator (Step 1 of 3)</u> [50] [\*\*\*\*] [50] page [50].
- 4. Click on the **Generate Thumbnails** button to go to the next step.

The **Thumbnail Generator (Step 3 of 3)** page will open, as shown in the Figure 2-23-4.

🐯 Thumbnail Generator - Done
Thumbnail images have been successfully generated.
<ul> <li>What do you want to do now?</li> <li>Generate thumbnail images again</li> <li>Go to admin area home page</li> <li>Manage products</li> </ul>
gure 2-23-4: Thumbnail Generator (Step 3 of 3)

After some time, you will get a confirmation message that the thumbnail images have been successfully generated.

# 2.7 Global Products Attribute Overview

You can use this section to create and manage global product attributes that will appear every time you add a product. But, remember it will appear only when you assign the global product attribute on the <u>Product (Insert)</u> or <u>Product (Update)</u> and <u>Product (Update)</u> and <u>Product attributes</u>, click on the links below.

Create New Global Products Attribute 52 Assign 55 Edit 55 Delete 56

# 2.7.1 Create New Global Products Attribute

52

You can use this option to create global product attributes that will appear every time you add a product. To **Create New Global Products Attributes**, follow the steps:

1. Click **Global Attributes**, as shown in the Figure 2-24-1 below.

	ategories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing
	Manage Pro Add a New						
	Manage Ca	tegories					
	Add a New	Category					
۲	Manufactur	ers	Г	Statistics	Recent Orders	Last Users	
	Bulk Produc	t Loader		Stausucs	Recent Orders	Last Users	
3	Bulk Images	Loader					
	Thumbnail G	Generator				Mont	hly Sales Statisti:
S	Global Attrib	butes		2			
	Recommend	ded Products		2			
	Gift Certific	ates		(มี มีชายา -			
Figu	re 7-74-1.	Global Attrib	utes				

Figure 2-24-1: Global Attributes

The **Global Product Attributes** page will open, as shown in the Figure 2-24-2 below.

**Note:** You can also directly open the **Global Product Attributes** page, by clicking on the **Global Attributes** link in the <u>Admin Area Home page</u> .

2. Click on the **Click to Create a New Attribute** link.

🛭 Global Product Attributes			
🌍 Click to Create a New Attribute			
Attribute Name	Туре	Visible	Action

Figure 2-24-2: Global Product Attributes

The Global Product Attributes (insert) page will open.

3. Select the **product categories** for the attribute, where it will be applied.

**Note:** You can select **multiple product categories** by holding the **Ctrl** button on your keyboard and then clicking on the **categories**.

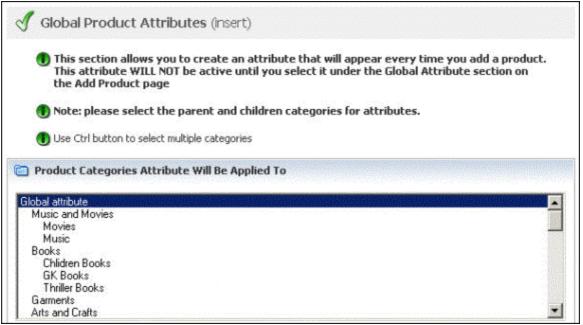


Figure 2-24-3: Global Product Attributes (insert)

- 4. **Global Product Attributes Settings:** Enter the following information:
  - a. **Attribute Name:** Enter the name for the attribute.
  - b. **Input Caption:** Type the text that will define the attribute on the Add Product Page.
  - c. **Default Priority (used for sorting):** Select the default priority for the attribute from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The attribute with the highest priority will appear first.
  - d. Is Attribute Active For Products: Select Yes from the drop down menu to activate the attribute on the Add Product Page. If No is selected, the attribute will not appear on the Add Product Page. By default, No is selected from the drop-down menu.
  - e. **Choose an Attribute Type:** Select **Drop-Down Box** or **Text Input** attribute type from the drop down menu.

f Global Product Attributes Settings	
Attribute Name :	
Input Caption :	
Default Priority (used for sorting) :	5
Is this attribute active for products?	No
Choose an Attribute Type :	Drop-Down Box

Figure 2-24-4: Global Product Attributes Settings

5. Drop-Down Box Attribute Parameters: If you select Drop-Down Box as

54

Attribute Type then enter the following information:

a. **Options list (value per line):** Type the attributes that you want to appear for selection on the product page as drop down menu. Each option should be entered in a new line.

Drop-Down Box Attribute Pa	arameters	
<b>Options list</b> (valu	e per line) :	
	<b>X</b>	× 
customer's choices for any produ a new line for it to appear correct decrease the price (+ or -) betw percentages. You can also modif price and separated by a comma-	uct. Examples include size, color, o ctly. If the attribute is a price mod veen parenthesis () at the end of fy shipping weight on an attribute . Examples below.	any product. Attributes allow you to give your or type. Each new selection must be entered on lifier, you need to tell the system to increase or each attribute. You may use actual amounts or by entering the increase or decrease after the
customer's choices for any produ a new line for it to appear corre- decrease the price (+ or -) betw percentages. You can also modif price and separated by a comma Small(-25,-0.25)	uct. Examples include size, color, o ctly. If the attribute is a price mod veen parenthesis () at the end of fy shipping weight on an attribute . Examples below. Decrease price by 25	or type. Each new selection must be entered on lifier, you need to tell the system to increase or each attribute. You may use actual amounts or by entering the increase or decrease after the 5, decrease weight by 0.25
customer's choices for any produ a new line for it to appear correct decrease the price (+ or -) betw percentages. You can also modif price and separated by a comma-	uct. Examples include size, color, o ctly. If the attribute is a price mod veen parenthesis () at the end of fy shipping weight on an attribute . Examples below. Decrease price by 25	or type. Each new selection must be entered on lifier, you need to tell the system to increase or each attribute. You may use actual amounts or by entering the increase or decrease after the
customer's choices for any produ a new line for it to appear corre- decrease the price (+ or -) betw percentages. You can also modif price and separated by a comma Small(-25,-0.25)	uct. Examples include size, color, o ctly. If the attribute is a price mod veen parenthesis () at the end of fy shipping weight on an attribute . Examples below. Decrease price by 25 Decrease price by 10	or type. Each new selection must be entered on lifier, you need to tell the system to increase or each attribute. You may use actual amounts or by entering the increase or decrease after the 5, decrease weight by 0.25

Figure 2-24-5: Drop-Down Box Attribute Parameters

6. Text Input Attribute Parameters: If you select Text Input as Attribute Type, then enter the Text Length under Text Input Attribute Parameters

🕑 Text Input Attribute Parameters	
Text Length :	20

Figure 2-24-6: Text Input Attribute Parameters

.

7. **Choose Update Mode:** Select the **Just Save Attributes** radio button, if you want the attribute data to be saved into your database, but that will not affect the product attributes. On the other hand, select **Bulk Update** radio button, if you want the attribute to be updated and assigned with all products globally or in selected categories along with the attribute data.



#### Figure 2-24-7: Choose Update Mode

- 8. If you want to reset the form, click on the **Reset form** button.
- 9. Click **Save changes** button to create global product attributes. You will get a confirmation message that the new attribute has been successfully created.

## 2.7.2 Assign Global Products Attribute

You can use this section to assign existing global attributes with a product, so that it would appear every time you add a product. To Assign Existing Global Attributes with a product, follow the steps:

- 1. Open the <u>Product (Insert)</u> or <u>Product (Update)</u> 23 page.
- 2. In the <u>Product (Insert)</u> 18 or <u>Product (Update)</u> 26 page, click **Attributes** tab.
- 3. In the new page, scroll down to **Assign Global Attributes** and check the box next to the **existing global attributes** that you want to assign with the product, as shown in the Figure 2-25-1.

🖋 Assign Global Attributes	
Please choose global attributes	type (Caption: type; Type: Select) doth ; rubber ; disposable;
	Please select Global Attributes you would like to assign with this product. To edit attributes dick over "Add Attribute(s)" button
	Apply Changes
	Please note: All the required fields on this page need to be completed before you can apply changes

Figure 2-25-1: Assign Global Attributes

4. Click **Add Attribute(s)** button to assign the checked global attribute with the product.

# 2.7.3 Edit Existing Global Products Attribute

You can use this option to edit global products attribute. To **edit global products attribute**, follow the steps:

1. <u>Open 52</u> the **Global Product Attributes** page with added global attributes, as shown in the Figure 2-26-1.

<	Icolar Product Attributes						
🍓 Click to Create a New Attribute							
	Attribute Name	Attribute Caption	Туре	Visible			
J	type	type	Select	No	۵ 🌒		

Figure 2-26-1: Global Product Attributes with added global attributes

- Click Edit Attribute icon for the global product attribute you want to modify.
- 3. The Global Products Attribute (update) opens, where you can edit all the

parameters.

56

- 4. If you want to reset the form, click on the **Reset form** button.
- 5. Click **Save changes** to update the information. You will get a confirmation message that the attribute has been successfully updated.

# 2.7.4 Delete Existing Global Products Attribute

You can use this option to delete an existing Global Products Attribute. To **delete a Global Products Attribute**, follow the steps:

- 1. <u>Open 52</u> the **Global Product Attributes** page with added global attributes.
- 2. Click **Delete Attribute** icon for the global product attribute you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-27-1 below.

Microsof	t Internet Explor	er	×
?	Do you really wa	nt to delete selected	attribute?
	ОК	Cancel	

Figure 2-27-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the attribute has been successfully removed.

# 2.8 Recommended Products Families Overview

Product Families give you the ability to add recommended products to your product pages. You can use this section to create the Product Families for Recommended Products. To know more about creating and managing product families, click on the links below.

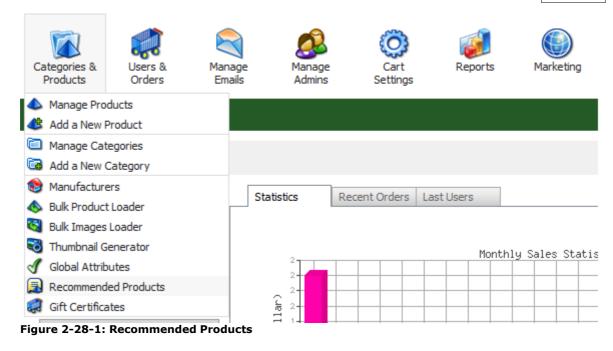
Create a New Product FamilyEditDelete59

# 2.8.1 Create a New Product Family

To Create a New Product Family, follow the steps:

1. Click **Recommended Products**, as shown in the Figure 2-28-1 below.





The **Recommended Products Family** page will open, as shown in the Figure 2-28-2 below.

Note: You can also directly open the **Recommended Products Families** page, by clicking on the **Recommended Products** link in the <u>Admin Area Home page</u>

You can also edit and delete a product family from the **Recommended Products Families** page. To know more about <u>editing</u> and <u>deleting</u> a product family, click on each of the links.

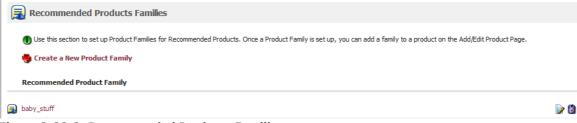


Figure 2-28-2: Recommended Products Families

2. Click on the **Create a New Product Family** link.

The **Recommended Products Family (Insert)** page will open, as shown in the Figure 2-28-3 below.

- 3. **Product Family Properties:** Enter the following information:
  - a. Name of Product Family: Enter the name of the product family.
  - b. Products in this family: Enter the Product Name or ID, of the products you would like to include within that family. The Product Name or ID will also help you to automatically search the product data from the database. Then, click on the products, to add them to

58

## the Selected Products list.

**Note:** You can also **delete products within a family** by selecting them and then, clicking the **Remove Selected** link below the list of **Selected Products**.

BRecommended Products (Family) (Upd	Recommended Products (Family) (Update)			
A product family gives you the ability to add recommended products to your product pages. To create a new product family, simply create a name and enter in the products you would like to include within the family. You will have the ability to select any product family in the "Add a New Product" section.				
Products Family Properties				
Product Family Name				
Name of Product Family	baby_stuff			
▲ Products in This Family				
Enter a Product Name or ID : Our auto search feature will attempt to search your product database as you are entering in the product data.	Selected Products:			
	Save changes Reset form			

Figure 2-28-3: Recommended Products Family (Insert)

- 4. If you want to reset the form, click on the **Reset form** button.
- 5. Click **Save changes** button to save the information. You will get a confirmation message that the new products family has been successfully added.

# 2.8.2 Edit a Recommended Product Family

To edit a recommended product family, follow the steps:

- 1. <u>Open 56</u> the **Recommended Products Families** page.
- 2. Click **Edit Products Family** icon for the recommended product family you want to modify.
- 3. The **Recommended Products Family (Update)** page opens, where you can modify all the parameters under **Product Family Properties**.

**Note:** You can also **delete products within a family** by selecting them and then, clicking the **Remove Selected** link below the list of **Selected Products**.

	Recommended Products (Family) (Update)				
A product family gives you the ability to add recommended products to your product pages. To create a new product family, simply create a name and enter in the products you would like to include within the family. You will have the ability to select any product family in the "Add a New Product" section.					
Products Family Properties					
Product Family Name					
Name of Product Family baby_stuff					
▲ Products in This Family					
Enter a Product Name or ID : Our auto search feature will attempt to search your product database as you are entering in the product data. Selected Products: Remove Selected	*				

Figure 2-29-1: Recommended Products Family (Update)

- 4. If you want to reset the form, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information. You will get a confirmation message that the products family has been successfully updated.

## 2.8.3 Delete a Recommended Product Family

To delete a recommended product family, follow the steps:

- 1. <u>Open</u> 56 the **Recommended Products Families** page.
- 2. Click **Delete Products Family** <sup>(2)</sup> icon for the recommended product family you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 2-30-1 below.

Microsof	t Internet Explorer		×
?	Do you really want t	o delete selected prod	lucts family?
	ОК	Cancel	

Figure 2-30-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the products family has been successfully removed.

# 2.9 Gift Certificates

60

On this page you can manage gift certificates purchased through Pinnacle Cart.

1. First you need to ensure you have the gift certificates 'Enabled' by clicking on the 'Enable Module' button as shown below.

Ç	Gift Certificates				
	🕕 On this page you can r	manage gift certificates purchas	sed through your	r cart.	
	Gift Certificates Settings	Gift Certificates Email			
	Gift Certificate Module:		Disabled	Enable Module	

- 2. Click the ' $\mathbf{P}$ ' to edit any certificate that has been purchased already.
- 3. You can delete the existing certificates by clicking on the 🙆 icon.

🧿 Gift Certificates				
Show: All Gift Certificates 🔻				
Client's Name	Voucher Number	Balance	Date Ordered	Action

4. You would then be able to edit any of the fields as shown below.

<b>Categories &amp; Products</b>	61
----------------------------------	----

Gift Certificates					
On this page you can manage gift certificates purchased through your cart.					
Gift Certificates Settings	Gift Certificates Email				
	Modifying this information could cause a certificate to beign invalid.           Gift Certificate Information				
	First Name :	mary			
	Last Name :	lamb			
	Balance :	1000.00			
Voucher: 797627720340398					
			Save changes	Reset form	

5. In order to edit the emails that get sent when someone purchases a gift certificate click the 'Gift Certificates Email tab to edit the email that is sent to the recipient of the certificate as shown below.

Gift Certificates Settings Gift Certifica	es Email [ Edit HTML Online ]
	<pre></pre>

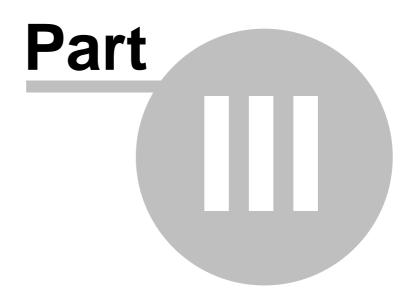
6. Click on [Edit HTML Online] in order to edit HTML style pages.

## 62 Pinnacle Cart User Manual v3.6.3

7. Once done click on the 'Save Changes' button to save the changes you have made here or click on the 'Reset Page' button to undo all your changes.

# **Top Level Intro**

This page is printed before a new top-level chapter starts



# 3 Users & Orders

# 3.1 Browse Users and Orders Overview

This section is used to search, view or edit users and orders for account / billing information as well as for browsing address book and orders for a user. You can also delete user profiles and orders. It has three sub sections:

<u>Search Users</u> <u>Search Orders</u> Export to Quick Books जी

## 3.1.1 Search Users

This section helps in viewing or editing user's account/billing information and browse user's address book. It also helps in removing user's profile.

To **search users**, follow the steps:

1. Click **Browse Users**, as shown in the Figure 3-1-1 below.

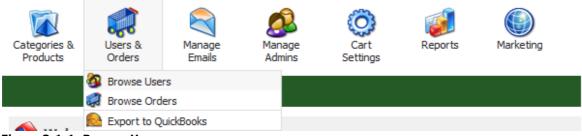


Figure 3-1-1: Browse Users

The **Users** page will open, as shown in the Figure 3-1-2 below.

**Note:** You can also directly open the **Users** page, by clicking on the **Browse Users** link in the Admin Area Home page s.

 Under Search Users, enter at least one-search criteria from the following: Last Name, User Name, Company, Email Address or Phone Number. You can enter multiple fields to get a more precise result.

🚳 Users				
Please enter in your search criteria. You need to enter at least one search criteria for search to be effective				
Search Users				
Last Name:	Email Address:			
Username Name:	Company:			
Phone Number:	]			
Search	Reset Search			

Figure 3-1-2: Users

3. After entering the criteria, click **Search users** button.

The **User Details** page opens with all the information about the selected user(s), as shown in the Figure 3-1-3 below.

	Users Search Results				Users found : 1
	Username	Name	Company	Email Address	
ł	test	test test		test@test.com	<del>8</del> 🛤 🔞
1					Users found : 1



4. You can view or edit account/billing information a, browse all orders and delete user from User Details and the respective icons.

# 3.1.2 Search Orders

This section helps in searching an order. You can edit/delete an order in the Pinnacle Cart. You can also view the details of an order.

To **search an order**, follow the steps:

1. Click **Browse Orders**, as shown in the Figure 3-2-1 below.

66

Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing
	🚳 Browse Use	rs				
	🕼 Browse Ord	ers				
	욢 Export to Q					
Figure 3-2-1:	browse Orders	5				

**Note:** You can also directly open the **Orders** page, by clicking on the **Browse Orders** link in the <u>Admin Area Home page</u>.

2. Under **Search Orders**, enter at least one-search criteria from the following: **Order ID**, **Name**, **Order status**, **Order payment status** or **Order period** for search to be effective. You can enter multiples fields to get a more precise result.

Order ID:	Order status : Process
Customer's Last Name:	Order payment status :
	Any
Order period : Any	▼

Figure 3-2-2: Orders

. . .

3. After entering the criteria, click **Search orders** button.

The **Order Details** page opens with all the information about the selected order(s), as shown in the Figure 3-2-3 below.

0rders Sea	rch Results						Orders found : 2   Page(s) :
Order ID	Customer's Name	Last Update		Status	Payment	Amount	
5	Julie Smith	05/04/2008 - 05:2	21:56 PM	Process	Pending	\$785.77	De 20 🔞
4	Sam Spade	05/04/2008 - 05:1	19:35 PM	Process	Pending	\$47.90	۵ 😒 📢
ti check all   ur	ncheck all						
Set New Or	der Status	Keep	current	T			
Set New Pa	yment Status	Keep	current	•			
		🗷 s	end notification	n to user when ord	er completed?		
			Print s	elected Up	date status	elete checked	
							Orders found : 2   Page(s) :

The **Orders** page will open, as shown in the Figure 3-2-2 below.

#### Figure 3-2-3: Order Details Page

4. You can view or edit the selected order details *print* invoice *a*, and **delete orders** are from Order Details of page by clicking on the respective icons.

**Note:** You can also set new order and payment status for an order from Order Details and then selecting the new status from the drop-down menu. Click **Update status** button to save the changes. Similarly, you can **print** and **delete** an order by selecting an order and then clicking on the appropriate buttons at the bottom of the from Order Details [67] page.

#### 3.1.3 **Export to Quick Books**

QuickBooks is designed for small business operators making the move from paperor spreadsheet-based accounting; it helps to organize information quickly and easily. With OuickBooks, accounting and financial tasks are fast and easy. OuickBooks tracks all your financial information, from invoices and bills to inventory and purchase orders.

To go to **Export to Quick Books**, follow the steps:

1. Click **Export to Quick Books**, as shown in the Figure 3-3-1 below.

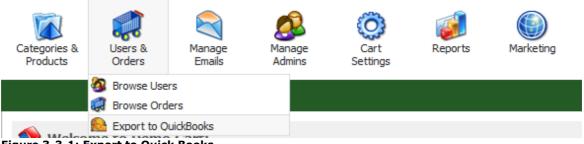


Figure 3-3-1: Export to Quick Books

The **Export to QuickBooks** page will open, as shown in the Figure 3-3-2 below.

Note: You can also directly open the **Export to OuickBooks** page, by clicking on the **Export to Quick Books** link in the Admin Area Home page 3.

Pinnacle Cart User Manual v3.6.3

68

<u>6</u> Export to QuickBooks		
This page allows you to create a file	e that can be imported into QuickBooks.	QuickBooks
Quick Books		
📁 Select Order Range		
Start Date (From)	May v 1 v 2008 v	
Finish Date (To)	May - 31 - 2008 -	
	Export QuickBooks	

Figure 3-3-2: Export to Quick Books Page

- Set the Select Orders Date Range from the drop down menu.
   Click Export QuickBooks button.
   The File Download window pops up.

- 5. Click Save button to open the Save As window, so you can choose where to save the file.
- 6. Find Where you have saved the file and open it in quickbooks.

# **Top Level Intro**

This page is printed before a new top-level chapter starts



### 70 Pinnacle Cart User Manual v3.6.3

# 4 Manage Emails

This section is used to edit pre generated HTML and TEXT versions of your emails. You can also manage your newsletters and notify your customers about product updates. In addition, you can now even manage (edit and delete) the subscriber's emails and top and bottom email templates for HTML and Text Email. You can also remove bad and bounced email addresses from your email list through this section.

The following activities can be done with regards to an email:

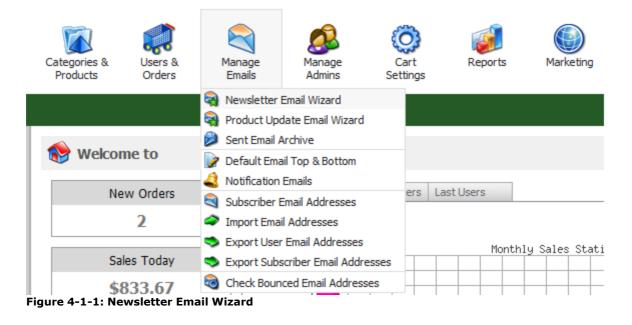
Newsletter Email Wizard 70 Product Updates Email Wizard 74 Emails Archive 79 Default Email Top and Bottom 81 Notification Emails 83 Manage Subscribers Email Addresses Overview 86 Import Email Addresses 99 Export User Email Addresses 91 Export Subscriber Email Addresses 93 Check Bounced Email Addresses 96

# 4.1 Newsletter Email Wizard

This section helps you to edit pre generated HTML and TEXT versions of your newsletter.

### To edit pre generated HTML and TEXT versions, follow the steps:

1. Click **Newsletter Email Wizard**, as shown in the Figure 4-1-1 below.



The Newsletter Email Wizard (step 1 of 3) page will open.

Note: You can also directly open the Newsletter Email Wizard (step 1 of 3) page, by clicking on the **Newsletter Email Wizard** link in the Admin Area Home page 8<sup>-</sup>.

- 2. Newsletter Email: Enter the following information:
  - a. **Subject:** Type the subject of the letter.
  - b. From Name: Type the name of the Sender.
  - c. From Email: Type the email address of the Sender.

their
1

Figure 4-1-2: Newsletter Email

3. Content for HTML Email: You can edit the HTML Email content in plain text.

👔 Content for HTML Email	[ Edit HTML Online ]

### Figure 4-1-3: Content for HTML Email

4. Further, you can create an eye-catching HTML Email content, by clicking Edit HTML Online in Content for HTML Email, as shown in the Figure 4-1-4 below.



Figure 4-1-4: Online HTML Editor

5. Content for Text Email: You can edit the Text Email content in plain text.

🦻 Content for Text Email		
	Preview email	

Figure 4-1-5: Content for Text Email

6. After Editing the HTML and Text Email, click Preview Email button.

The **Newsletter Email Wizard (step 2 of 3)** page will open, as shown in the Figure 4-1-7 below.

**Note:** In **Newsletter Email Wizard (step 2 of 3)** page, you can preview both the HTML and TEXT versions of your newsletter. Adding a top and bottom to these emails will improve their appearance.

7. To add a top and bottom, click **Emails Top & Bottom** in the left navigation, as shown in the Figure 4-1-6 below.

Quick Links
Manage Emails
Newsletter Wizard
Product Update Wizard
Sent Email Archive
Emails Top & Bottom
Notification Emails
Manage Emails
Import Emails
Export User Emails
Subscriber Emails
Check Bounced Emails
Admin Area Home
Update Your Profile

Figure 4-1-6: Emails Top & Bottom

**Note:** Clicking **Emails Top & Bottom** in the left navigation will open the **Top and Bottom Email Templates** page. Enter **HTML and Text Email Top & Bottom** and then click **Save changes** button to update the information. To know more about **Emails Top & Bottom**, go to <u>Default Email Top and Bottom</u> and <u>Bottom</u> and <u></u>

8. In the **Newsletter Email Wizard (step 2 of 3)** page, you can also request for a **Test Email**, by filling the **Test Email Address** box and then clicking on the **Send test email** button.

🙀 Newsletter Email Wizard	(step 2 of 3)
Please review both the HTML and To make changes, please select "E	TEXT versions of your newsletter. dit email® below.
🎉 HTML Email	
	Company Name- Newsletter
	Hello Company Name newsletter subscribers here!
	Put here your newsletter text.
TEXT Email	
-	
	Company Name - Newsletter
	Hello, company name newsletter subscribers here. Put here your newsletter text.
	Company Name
	Theor Stricks - Topoth
👂 Send Test Email	
	Test Email Address: Send test email
	Edit email Send email

Figure 4-1-7: Newsletter Email Wizard (step 2 of 3)

- 9. If you still want to make changes, click on the **Edit email** button. You will then be taken back to the <u>Newsletter Email Wizard (step 1 of 3)</u> 71 page.
- 10. You can send the email immediately by clicking on the **Send email** button.

A pop up appears asking for confirmation, as shown in the Figure 4-1-8 below.

Microsof	t Internet Explorer		×
?	Do you want to send th Depending on the size of this action may take sor To avoid duplicate send OK	of your list and your sub me time to complete.	scriber base,

74

#### Figure 4-1-8: Newsletter email sending confirmation

11. Confirm sending newsletter email, by clicking **OK** button.

Note: To avoid duplicate sends, click **OK** button only once.

The **Newsletter Email Wizard (step 3 of 3)** page will open. You will get a confirmation message that the Newsletter Email has been successfully sent.

### 4.2 Product Updates Email Wizard

You can send to your customer's updates about your products using this feature.

For Product Updates Email Wizard, follow the steps:

1. Click **Product Updates Email Wizard**, as shown in the Figure 4-2-1 below.

Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing
		🗟 Newsletter	Email Wizard			
		Rroduct Up	date Email Wizard			
<b>A</b>		👂 Sent Email /	Archive			
Welco	Nelcome to		ail Top & Bottom			
		4 Notification	Emails			
N	ew Orders	Subscriber B	Email Addresses	ers	Last Users	
	2	Import Email	il Addresses			
		🛸 Export User	Email Addresses		Month1	ly Sales Statist
S	ales Today	S Export Subs	scriber Email Address	es	nonchi	iy Sales Statist
5	833.67		ced Email Addresses			

Figure 4-2-1: Product Email Wizard

The **Product Updates Email Wizard (step 1 of 4)** page will open, as shown in the Figure 4-2-2 below.

**Note:** You can also directly open the **Product Updates Email Wizard (step 1 of 4)** page, by clicking on the **Product Updates Email Wizard** link in the <u>Admin Area</u> <u>Home page</u> **1**.

- 2. Set the **Select Product Updates Date Range** from the **From** and **To** drop down menu.
- 3. Select **Product Layout in the Email** from the **Choose the layout for the HTML email** drop down menu, as shown in the Figure 4-2-2 below.

😪 Product Update Email Wi	izard (step 1 of 4)			
You can adjust the email on the n	ucts and dick the "Generate Email" button. ext step. loading issues, the system will only allow 150 pro	ducts to be generati	ed.	
🎉 Select Product Updates Date I	Range			
	From :	May 👻	1 🔻	2008 👻
	To:	May 👻	31 👻	2008 👻
💐 Product Layout in the Email				
	Choose the layout for the HTML email :	Text		•
		Generate Em	ail	

Figure 4-2-2: Product Updates Email Wizard (step 1 of 4)

4. Click Generate Email button.

The **Product Updates Email Wizard (step 2 of 4)** page will open. You may **edit** generated HTML and TEXT for product updates email.

- 5. Email Properties: Enter the following information:
  - a. **Subject:** Type the subject of the Email, such as your company name.
  - b. From Name: Type the name of the Sender.
  - c. From Email: Type the email address of the Sender.

Rep 2 c	of 4)	
On this page you may edit generated HTML and TEX To preview email and then send it to subscribers did If you would like to change date range, dick over "C	k over "Preview email" button.	
Email Properties		
	Subject :	Product Updates
	From Name :	Site.com
	From Email :	updates@site.com
Figure 4.2.2. Empil Dreparties		

#### Figure 4-2-3: Email Properties

6. HTML Email: You can edit the HTML Email content in plain text.

🍃 HTML Email

Figure 4-2-4: HTML Email

7. Further, you can create an eye-catching HTML Email content, by clicking on **Edit HTML Online** in **HTML Email**, as shown in the Figure 4-2-5 below.

Product ID	Product Name	Price	
252107	"Faveur" Liquid Air Freshener	\$1.27	Click to
An			view
252109	"Faveur" One Press Air Freshener	\$1.27	Click to view
252108	*Faveur* Press Air Freshener	\$1.27	Click to
02100	Crategi criess pir riesilenei	¥1.4C	view
50373	"Faveur" Quick Shine Brass Cleaner	\$1.18	Click to
<del>and and a</del> ffective states and a second states and a			view
50374	"Faveur" Quick Shine Silver Cleaner	\$1.18	Click to
			view
47833	"Smelly Beasts" Air Freshener	\$0.66	Click to
			view
61230	"The Power puff Girls" 3D Stickers licensed by The	\$0.37	Click to view
61231	The Power puff Girls* 3D Stickers licensed by The	\$0.30	Click to
CALER .			view
64627	+ 12PC JUMBO STEEL WOOL P	\$0.89	Click to
	en la presidente de la contra de En la contra de la co		view
2229	1 Ounce Sequins	\$0.87	Click to
n e La statu da tanàna amin'ny tanàna mandritra dia kaominina dia kaominina dia kaominina dia kaominina dia kaomini			view

Figure 4-2-5: Online HTML Editor

8. Text Email: You can edit the Text Email content in plain text.

[ Edit HTML Online ]

Company Name - Product Updates	
Place here your text	
4	
	Place here your text

Figure 4-2-6: Text Email

- 9. Click **Change dates** button to change date range. You will be taken back to the <u>Product Updates Email Wizard (step 1 of 4)</u> [75] page.
- 10. To preview this email, click **Preview email** button.

The **Product Updates Email Wizard (step 3 of 4)** page will open, as shown in the Figure 4-2-7 below.

Note: In Product Updates Email Wizard (step 3 of 4) page, you can review both the HTML and TEXT modes of an email. It is suggested that you should review email, as it will be visible for subscribers in HTML and TEXT modes. You can also request for a **Test Email**, by filling the **Test Email Address** box and clicking **Send test email** button in the **Product Updates Email Wizard (step 3** of 4) page.

👂 HTML Email				
	Ram Shyam			4
	Company	Name - Product Updates		
	Product ID	Product Name	Price	
	72879	10 piece Jumbo Sidewalk Chalk	\$0.83	Click to view
	127928	100 count Crayons	\$1.00	Click to view
	69300	12 Piece Sponge Paint Kit	\$0.89	Click to view
	214435	12 Piece Sponge Paint Kit	\$0.93	Click to view
	267601	12 Piece Sponge Paint Kit	\$1.23	Click to view
	263557	12PC COLORED CHALK	\$0.49	Click to view
	Nirage Blace ber	e your text		-
	Fiace her	e your cexc		
	÷			
	1	O piece Jumbo Sidewalk Cha	11-	
		roduct ID: 72879	100	
		0.83		
			40/index.php?p=p	roduct&id=14&parer
			0.000.000.000	
	1	00 count Crayons		×
	The second s		CONTRACTOR AND A DECEMBER OF A DECEMBER OF A DECEMBER OF A DECEMBER	A DESCRIPTION OF A DESC
	4			
				1

Figure 4-2-7: Product Updates Email Wizard (step 3 of 4)

- 11. If you still want to make changes, click on the **Edit email** button. You will be taken back to the **Product Updates Email Wizard (step 2 of 4)** page.
- 12. You can send the product updates email immediately by clicking on the **Send email** button.

A pop up appears asking for confirmation, as shown in the Figure 4-2-8 below.



Figure 4-2-8: Email sending confirmation

13. Confirm sending product updates email, by clicking **OK** button.

Note: To avoid duplicate sends, click OK button only once.

The **Product Updates Email Wizard (step 4 of 4)** page will open. You will get a confirmation message that the Product Updates Email has been successfully sent.

### 4.3 Email Archive

This section is used to preview and remove emails that exist in your archive.

For previewing and removing emails from archive, follow the steps:

1. Click **Sent Emails Archive**, as shown in the Figure 4-3-1 below.

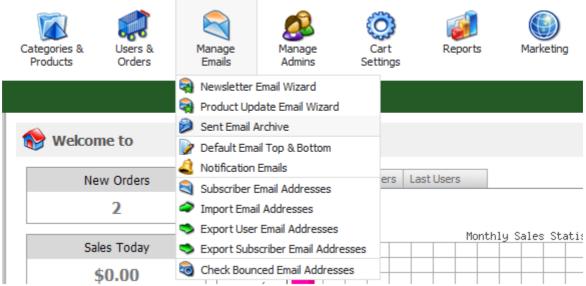


Figure 4-3-1: Sent Emails Archive

2. The **Emails Archive** page will open, as shown in the Figure 4-3-2 below.

**Note:** You can also directly open the **Emails Archive** page, by clicking on the **Sent Emails Archive** link in the <u>Admin Area Home page</u>.

80	Pinnacle Cart User Ma	anual v3.6.3	
	Benails Archive		
	谢 Newsletter Email Wizard		
	谢 Product Update Email Wizard		
	Definition the second s		
	Type / Subject	Sent At	
	Product Updates - Product Updates	05/04/2008 - 07:51:21 PM	B 🕄

Figure 4-3-2: Emails Archive

Note: Click Newsletter Email Wizard link on the top of the Emails Archive page to open <u>Newsletter Email Wizard (step 1 of 3)</u> 71 page.

Click Product Updates Email Wizard link on the top of the Emails Archive page to open <u>Product Updates Email Wizard (step 1 of 4)</u> page.

Click Edit default emails Top and Bottom link on the top of the Emails Archive page to open Top and Bottom Email Templates page. To know more about this page, go to Default Email Top and Bottom and section.

3. Click **Preview Email** icon to preview the email. The **Archived Email Preview** page will open, as shown in the Figure 4-3-3 below.

Enal Preview	
HTRL Email      Company Name - Product Updates      Product ID     Product Name     Price     books 1     click here to unsubscribe     Company Name     Company Name - Product Updates	
Company Name - Product Updates Product ID Product Name Price Product ID Product Name S2.53 Clic Click here to unsubscribe Click here to unsubscribe Company Name Click here to wast our site Company Name Click here to wast our site Company Name - Product Updates Company Name - Product Updates	
Product ID     Product Name     Price       books 1     books n things     \$2.53     Clice       music2     mr.music album     \$19.98     Clice       Click here to unsubscribe       Company Name       Click here to visit our site	
books 1     books n things     \$2.53     Clic       music2     murmusic album     \$19.98     Clic       Click here to unsubscribe       Company Name       Cick here to visit our site	
music2     mr music album     \$19.98     Clic       Click here to unsubscribe     Company Name     Click here to visit our site       Click here to visit our site     Company Name     Click here to visit our site	
Click here to unsubscribe Company Name Click here to visit our site	to view
Company Name Click here to vial our site TEXT Email	to view
Click here to visit our site  TEXT Emai  Company Name - Product Updates	
Company Name - Froduct Updates	
Place here your text	<b>^</b>
Place here your text	
	E
books_n_things Product ID: books1 \$2.53	
http://Site.com/index.php?p=product&id=24198&parent=0	Ŧ

What do you want to do now? Browse emails archive Newsletter Email Wizard Product Update Email Wizard

Figure 4-3-3: Archived Email Preview

Note: You can also delete emails that exist in your archive from the Emails

Archive mage. Click **Remove Email From Archive** icon for the email you want to delete. A pop up appears asking for confirmation, as shown in the Figure 4-3-4 below.

Microsof	t Internet Expl	orer	×
?	Do you really v	vant to delete select	ed email?
	ОК	Cancel	

Figure 4-3-4: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

### 4.4 Default Email Top and Bottom

In this section you can edit the top and bottom email templates for  $\ensuremath{\mathsf{HTML}}$  and  $\ensuremath{\mathsf{Text}}$  Email.

For editing the top and bottom email templates for HTML and Text Email, follow the steps:

1. Click **Default Email Top & Bottom**, as shown in the Figure 4-4-1 below.

Categories & Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing
		Email Wizard date Email Wizard			
🚷 Welcome to	Sent Email A				
•	Notification	ail Top & Bottom Emails			
New Orders	Subscriber B	Email Addresses	ers	Last Users	
2	Import Email	il Addresses			
	i Export User	Email Addresses		Month	ly Sales Statist
Sales Today	🗢 Export Subs	scriber Email Address	es		
\$0.00	Check Boun	ced Email Addresses			
Figure 4-4-1: Default Emai	ils Top & Botto	m			

The **Top and Bottom Email Templates** page will open. Here you can edit the top and bottom email templates for HTML and Text Email.

**Note:** You can also directly open the **Top and Bottom Email Templates** page, by clicking on the **Default Email Top & Bottom** link in the <u>Admin Area Home page</u>

2. **Top and Bottom for HTML Email:** You can **edit** the top and bottom for **HTML Email** by clicking on the respective box.

🚫 Top and Bottom Email T	Templates	
http://Site.com/images/custom/ folder. You can do this moving th	ttom page, the images need to be moved to the ne images via FTP, or click here to use file manager. ds to have the full path to the images.	
🍃 Top for HTML Email		[ Edit HTML Online ]
	<pre><!DOCTYPE HIML PUBLIC "-//W3C//DTD HIML 4.0 Transitional//EN">    </pre>	
🍃 Bottom for HTML Email		[Edit HTML Online]
	<pre></pre>	

Figure 4-4-2: Top and Bottom for HTML Email

3. Further, you can create an eye-catching top and bottom for HTML Email, by clicking **Edit HTML Online** in **Top and Bottom for HTML Email**, as shown in the Figure 4-4-3 below.

🍞 Top for HTML Email			[	Edit HTML Online ]
		ا 🗠 🖉 🖬 🙂 🕰 📼 🛶 🕹		
	{\$CompanyName htmlspecialchars}	{\$EmailTitle htmlspecialchars}		
	נ			
	Path: table » tbody » tr » td		1.	
🍃 Bottom for HTML Email			ſ	Edit HTML Online ]
	Image: Second secon	😔 🔅 🕹   🗷 📑 🙂 🔉 🖛 —   🛦 - 👻		
	Path:		1.	

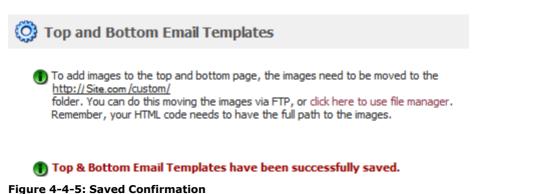
Figure 4-4-3: Online HTML Editor in Top and Bottom for HTML Email

4. **Top and Bottom for Text Email:** You can **edit** the top and bottom for **Text Email** by clicking on the respective box.

y Top for Text Email	
	{\$CompanyName} - {\$EmailTitle}
🍞 Bottom for Text Email	
	{\$ <u>CompanyName}</u> {\$ <u>GlobalHttpUrl</u> }
	< III •
	Save changes Reset form

Figure 4-4-4: Top and Bottom for Text Email

- 5. If you want to cancel or start again, click on **Reset form** button.
- Click on Save changes button to edit the Top and Bottom Email Templates. You can view the confirmation message on the top of the Top and Bottom Email Templates page, as shown in the Figure 4-4-5 below.



### 4.5 Notification Emails

This section is used for editing email templates in notification email type.

For Editing Email Template in Notification Email Type, follow the steps:

1. Click Notification Emails, as shown in the Figure 4-5-1 below.

84 Pinnacle Cart User Manual v3.6.3 Categories & Users & Manage Marketing Cart Products Orders Emails Admins Settinas 💫 🛛 Newsletter Email Wizard Product Update Email Wizard Sent Email Archive 🕈 Welcome to Default Email Top & Bottom Notification Emails ers Last Users New Orders Subscriber Email Addresses 2 2 Import Email Addresses Export User Email Addresses Monthly Sales Staf Sales Today Export Subscriber Email Addresses 🔞 🛛 Check Bounced Email Addresses \$0.00 800-

Figure 4-5-1: Notification Emails

2. The **Notification Emails** page will open, as shown in the Figure 4-5-2 below.

**Note:** You can also directly open the **Notification Emails** page, by clicking on the **Notification Emails** link in the <u>Admin Area Home page</u>.

Click **Edit default emails Top and Bottom** link on the top of the **Notification Emails** page to open **Top and Bottom Email Templates** page. To know more about this page, go to <u>Default Email Top and Bottom</u> and <u>Bottom</u> and

() r	🔇 Notification Emails				
	Edit default emails Top and Bottom				
	Notification Email Type	Action			
	New user registered - for Administrators				
2	New user registered - for Users				
	New order - for Administrators				
	New order - for Users				
	Password reset - for Users				
	Email to a Friend				
Figu	re 4-5-2: Notification Email Type				

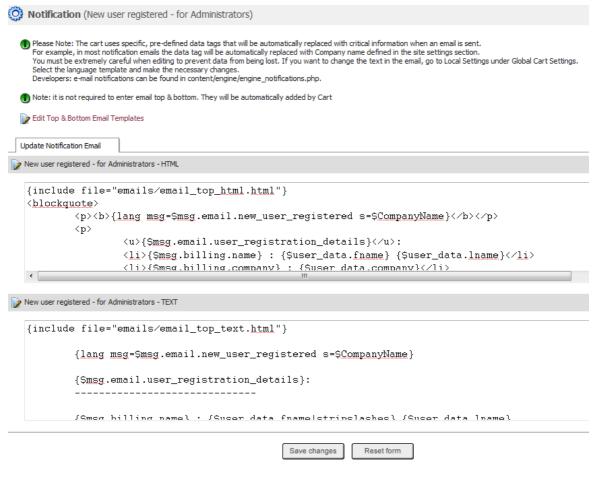
3. Click **Edit Email Template** icon, for the Notification Email Type you want to modify.

The **Edit Email Notification** page for that email type will open, as shown in the Figure 4-5-3 shown.

4. Click on the respective boxes (**HTML** and **TEXT**) to **edit** the template for that email type.

Note: Click Edit Top and Bottom Email Templates link on the top of the Edit Email Notification page to open Top and Bottom Email Templates page. To

know more about this page, go to <u>Default Email Top and Bottom</u> at section.



#### Figure 4-5-3: Edit Email Notification Page

- 5. If you want to cancel or start again, click on the **Reset form** button.
- 6. Click **Save changes** button to save email template for the email type. You can view the confirmation message on top of the **Edit Email Notification** page, as shown in the Figure 4-5-4 below.

Email template has been successfully saved

Figure 4-5-4: Saved Confirmation

7. Click **OK**.

86

### 4.6 Manage Subscribers Email Addresses Overview

This section is used for searching the email address of the subscribers such as News and Updates Subscribers, Newsletters Subscribers, etc. In addition, you can also modify the subscriber's information and delete subscriber's email from the mail list. To know more about managing subscribers email addresses, click on the links below.

<u>Search Subscribers Email Addresses</u>

### 4.6.1 Search Subscribers Email Addresses

For searching the email address of the subscribers, follow the steps:

1. Click **Manage Subscriber Email Addresses**, as shown in the Figure 4-6-1 below.

Categories & Users Products Order		Manage Admins	Cart Settings	Reports	Marketing
	Rroduct Up	Email Wizard date Email Wizard			
😵 Welcome to D	emo Default Email	ail Top & Bottom			
New Order	-	Email Addresses	ers	Last Users	
2		il Addresses			
	S Export Use	r Email Addresses		Monthl	y Sales Stat
Sales Today	/ 🔷 Export Sub	scriber Email Addr	esses		
\$0.00	Check Bour	nced Email Address	ses		

Figure 4-6-1: Manage Subscribers Emails

The **Manage Subscriber Email Addresses** page will open, as shown in the Figure 4-6-2 below.

**Note:** You can also directly open the **Manage Subscriber Email Addresses** page, by clicking on the **Manage Subscriber Emails** link in the <u>Admin Area Home page</u>

- 2. Search Subscribers Base: Enter the following information:
  - a. **Search by date:** Select the starting and ending date from the drop down menu, if you want to search the subscribers email list on the basis of date.

b. **Search by email:** Enter the email Address, if you want to search the subscribers email list on the basis of email.

Manage Subscriber Email Addresses Please enter in your search criteria. You need to enter at least one search criteria for search to be effective Please use Search by email option to get search result from registered user's database.			
earch Subscribers Base			
Search by date:	Search by email:		
Search by date: From:	Search by email: Email Address:		
-	-		
From:	-		
From: May    1	-		
From: May ▼ 1 ▼ 2008 ▼ To:	-		

Figure 4-6-2: Manage Subscriber Email Addresses

- 3. Click on the **Search users** button.
- 4. Scroll down to the bottom of the **Manage Subscriber Email Addresses** page, to view the **email address of the subscribers**, as shown in the Figure 4-6-3 below.

**Note:** You can view all the **imported email addresses** in the subscribers list. To know more about **importing email addresses**, <u>click here</u>.

	Email Address	Added At	Action
	justin@justin.in	05-05-2008 15:10	۵ 🏹
t,	check all   uncheck all		
		Delete checked	

Figure 4-6-3: Email addresses of subscribers

### 4.6.2 Edit Subscribers Email Addresses

To edit the email address of the subscribers, follow the steps:

- 1. <u>Open</u> be the **Email addresses of subscribers** page.
- 2. Click on the **Edit email** icon for the subscriber, you want to view or edit email information.

88

The **Edit Subscriber's Email (select)** page will open, as shown in the Figure 4-7-1  $\boxed{88}$  below.

**Note:** You can remove the email address of the subscribers by clicking on **Remove this e-mail from subscribers list** link. A confirmation box pops-up, as shown in the Figure 4-8-1 [89]. Click **OK** button to confirm deletion.

You can also click on **Browse Subscriber Emails** link to return back to <u>Manage</u> <u>Subscriber Email Addresses page</u>.

- 3. **Basic Information:** Enter the following information:
  - a. **Subscriber Email Address:** You can modify the subscriber email address.
  - b. **Subscribe to newsletter mail list:** Select **Yes** from the drop down menu to subscribe to newsletter mail list. Selecting **No** will unsubscribe you from the newsletter mail list.
  - c. **Subscribe to products updates mail list:** Select **Yes** from the drop down menu to subscribe to the product updates mail list. Selecting **No** will unsubscribe you from the products updates mail list.

Redit Subscriber's Email (select)		
👸 Remove this e-mail from subscribers list 📝 Browse Subscriber Emails		
asic Information		
	Subscriber Email Address :	justin@justin.info
	Email Mode :	HTML 👻
	Subscribe to newsletter mailist :	Yes 🔻
Subsc	ribe to products updates mailist :	No 👻
	Save c	hanges Reset form

#### Figure

4-7-1: Edit Subscriber's Email (select)

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information.

### 4.6.3 Delete Subscribers Email Addresses

To delete the email address of the subscribers, follow the steps:

1. <u>Open shi</u> the **Email addresses of subscribers** page.

2. Click on the **Delete email from subscribers list** <sup>(2)</sup> icon for the subscriber.

**Note:** You can also **delete email address of the subscribers** from the mail list by checking the box and then, clicking on the **Delete checked** button. A pop up appears asking for confirmation. Click **OK** button.

If you wish to delete all subscribers, click **check all** link and then click **Delete checked** button. A pop up appears asking for confirmation. Click **OK** button to confirm deletion.

A pop up appears asking for confirmation, as shown in the Figure 4-8-1 below.

Microsof	t Internet Explorer		×
?	Do you really want to	delete selected email fro	om maillist?
	OK	Cancel	

Figure 4-8-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the email has been successfully removed.

### 4.7 Import Email Addresses

You can use this section to import email addresses. The imported email addresses will be added to the subscribers list.

For **importing email addresses**, follow the steps:

1. Click **Import Email Addresses**, as shown in the Figure 4-9-1 below.

90

Categories & Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing
	🗟 Newsletter I	Email Wizard			
	Roduct Upo	late Email Wizard			
A	👂 Sent Email A	Archive			
Nelcome to	🍺 Default Ema	il Top & Bottom			
	4 Notification	Emails			
New Orders	Subscriber E	Email Addresses	ers L	ast Users	
2	Import Email	l Addresses			
	🤝 Export User	Email Addresses		Month1	y Sales Stat
Sales Today	S Export Subs	criber Email Addres	ses		9 04103 0040
\$0.00	Check Boun	ced Email Addresse	S		

Figure 4-9-1: Import Email Addresses

The **Import Email Addresses** page will open, as shown in the Figure 4-9-2 abelow.

**Note:** You can also directly open the **Import Email Addresses** page, by clicking on the **Import Emails** link in the <u>Admin Area Home page</u> 3.

- 2. Under **Import Email Addresses**, select from the drop down menu the format in which you would like to import the email addresses. There are three types of email list formats:
  - Email address per line
  - Comma-separated emails
  - Semicolon-separated emails
- 3. Enter or copy the email addresses under **Paste Email Addresses Here**.

			Manage Emails	91
O Import Email Addresses			L	
🥏 Import Emails Addresses				
	Choose import format :	Email per line	•	
🍞 Paste Email Addresses Here				
	(	Save changes Reset form	•	

Figure 4-9-2: Import Email Addresses

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to import the email addresses to the subscribers list.

### 4.8 Export User Email Addresses

You can use this section to export user email addresses.

For exporting user email addresses, follow the steps:

1. Click **Export User Email Addresses**, as shown in the Figure 4-10-1 below.

92

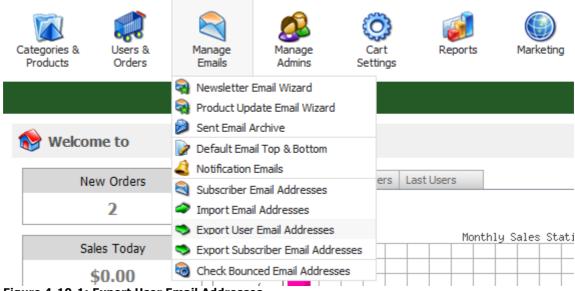


Figure 4-10-1: Export User Email Addresses

The **Export User Email Addresses** page will open, as shown in the Figure 4-10-2  $\boxed{93}$ .

**Note:** You can also directly open the **Export User Email Addresses** page, by clicking on **Export User Emails** link in the <u>Admin Area Home page</u> 3.

- 2. Under **Export User Email Addresses**, select from the drop down menu the subscriber's list and the format in which you would like to export the emails list. There are four types of email list formats:
  - Show as "name1" <email1>, "name2" <email2>
  - Comma-separated emails
  - Semicolon-separated emails
  - Email address per line

	Manage Emails	93
🚫 Export User Email Adresse	5	
) Choose the email list you want	to export and then copy the email address from the text box below and past it into the application (	of your choice.
Please choose subscribers list: Both Product Update and Newslette	ers Subscribers 🗸	
Please choose export format:		
Show as "name1" <email1>, "name</email1>	22" <email2>, ▼</email2>	
Continue		
💐 Emails		
	"Julie Smith" <jsmith78@yahoo.com>, "Sam Spade" <samspade@spade.org>,</samspade@spade.org></jsmith78@yahoo.com>	

#### Figure 4-10-2: Export User Email Addresses Page

3. Click **Continue** button to export the user email addresses. You can then copy/paste the exported user email addresses from the **Emails** text area in application you need.

## 4.9 Export Subscriber Email Addresses

You can use this section to export subscriber email addresses.

For **exporting subscriber email addresses**, follow the steps:

1. Click **Export Subscriber Email Addresses**, as shown in the Figure 4-11-1 below.

Pinnacle Cart User Manual v3.6.3

94

Categories & Products	Users & Orders	Manage Emails Admins Settings Reports	Marketing
		Rewsletter Email Wizard       Rewsletter Email Wizard       Rewsletter Email Wizard	
😵 Welcon	ne to	Sent Email Archive  Control Control  Contro  Control  Control  Control  Co	
Ne	w Orders	Subscriber Email Addresses	
	2	Import Email Addresses	
		S Export User Email Addresses Monthly S	ales Stati
Sal	es Today	S Export Subscriber Email Addresses	
'	<b>0.00</b> : Export Sub	Check Bounced Email Addresses	

Figure 4-11-1: Export Subscriber Email Addresses

The **Export Subscriber Email Addresses** page will open, as shown in the Figure 4-11-2 s.

**Note:** You can also directly open the **Export Subscriber Email Addresses** page, by clicking on the **Export Subscriber Emails** link in the Admin Area Home page

- 2. Under **Export Subscriber Email Addresses**, select from the drop down menu the format in which you would like to export the emails list. There are four types of email list formats:
  - Show as "name1" <email1>, "name2" <email2>
  - Comma-separated emails
  - Semicolon-separated emails
  - Email address per line

		Manage Emails	95
PP2			
🔅 Export Subscriber E	mail Adresses		
Choose the email list y	ou want to export and then copy the email address from	the text box below and past it into the application of	your ch
•			
Please choose export for			
Show as "name1" <ema< td=""><td>1&gt;, "name2" <email2>, ▼</email2></td><td></td><td></td></ema<>	1>, "name2" <email2>, ▼</email2>		
Continue			
💐 Emails			
7			
	No email addresses here yet.		

#### Figure

4-11-2: Export Subscriber Email Addresses Page

3. Click **Continue** button to export the subscriber email addresses in the selected format under **Emails**, as shown in the Figure 4-11-3. You can then copy/paste the exported subscriber email addresses from the **Emails** text area in application you need.

96	Pinnacle Cart User	Manual v3.6.3
	Section 2015 Subscriber Email Ad	dresses
	① Choose the email list you want	to export and then copy the email address from the text box below and past it into the application of your choice.
	Please choose export format: Show as "name1" <email1>, "nam</email1>	e2" <email2>, ▼</email2>
	Continue	
	💐 Emails	
		"justin@justin.info" <justin@justin.info>,</justin@justin.info>

Figure 4-11-3: Emails Address of Subscribers

### 4.10 Check Bounced Email Addresses

This section will allow you to remove bad and bounced email addresses from your email list. It will login to the POP3 email server you selected and conduct a scan on returned email address.

**Note:** Before running this feature, enter information regarding your email account in **POP3 Email Settings** under **Global Cart Settings**. To know more about **POP3 Email Settings**, <u>click here</u> [128].

For managing the bounced emails, follow the steps:

1. Click **Check Bounced Email Addresses**, as shown in the Figure 4-12-1 below.

	ers & Manage ders Emails	Manage Admins	Cart Settings	Reports	Marketing
		<sup>.</sup> Email Wizard odate Email Wizard			
😵 Welcome to	Sent Email Default Email	Archive ail Top & Bottom			
New Ord	lers	n Emails Email Addresses	ers L	ast Users	
2	Import Email	ail Addresses er Email Addresses		Mauda 1	
Sales To	day 🤝 Export Sub	oscriber Email Addr	esses	rionth	y Sales Stat
\$0.0	-	nced Email Addres	ses		

Figure 4-12-1: Check Bounced Email Addresses

**Check Bounced Email Addresses (Step 1 of 3)** page will open, as shown in the Figure 4-12-2.

Note: You can also directly open the Check Bounced Email Addresses (Step 1 of 3) page, by clicking on the Check Bounced Emails link in the Admin Area Home page 8

```
    Check Bounced Email Addresses (Step 1 of 3)

    This section allows you to remove bad and bounced email addresses from your email list. It will login to the POP3 email server you designated and conduct a scan on all returned email addresses. Before you run this scan you will need to enter information regarding your email account. Click here to set up this feature.

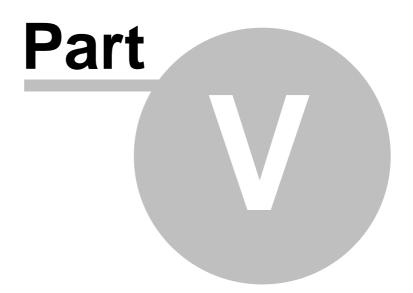
    Check bad emails
```

Figure 4-12-2: Check Bounced Email Addresses (Step 1 of 3)

 Click on the Check bad emails button to open Check Bounced Email Addresses (Step 2 of 3) page, where you can view all the bounced email addresses.

# **Top Level Intro**

This page is printed before a new top-level chapter starts



## 5 Manage Admins

### 5.1 Administrator Overview

This section is used to create a new administrator account, edit or delete an existing administrator account. In addition, you can also update your profile. It has 4 sub sections:

Create a New Administrator Account Browse Administrators 101 Edit an Existing Administrator Account 102 Delete 17 Update Your Profile 104

### 5.1.1 Create a New Administrator Account

To create a new administrator account, follow the steps:

1. Click Create a New Account, as shown in the Figure 5-1-1 below.

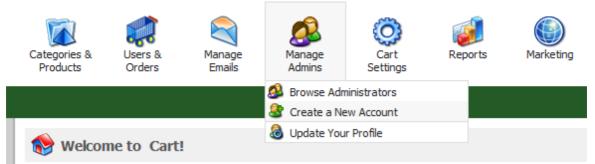


Figure 5-1-1: Create New Administrator Account

The **Site Administrator (insert)** page will open, as shown in the Figure 5-1-2 100.

**Note:** You can also directly open the **Site Administrator (insert)** page, by clicking on **Create a New Account** link in the <u>Admin Area Home page</u> 3.

- 2. Basic Information & Security: Enter the following information:
  - a. Full Name: Type the full name of the person.
  - b. Email: Type his email address.
  - c. **Email type:** Select from the drop down menu the Email type (Plain text messages or HTML-enriched messages).

**Note:** You can also select whether the person will receive **invoice notifications**, **out of stock messages**, **new user registration notifications** or **all** by checking

the boxes.

- d. **Username:** Enter a unique user name.
- e. **Password:** Enter the password for this username.
- f. **Password Confirmation:** Re Type the password.

Site Administrator (insert)	
Please note: required fields are bold	
Administrator Properties	
🔕 Basic Information & Security	
First & Last Name	
Email Address	
Email Type	HTML enriched messages
	Receive invoice notifications
	Receive out of stock messages
	Mew user registration notifications
Username	
Password	
	Strong password contain 8-16 characters, do not include common words or name, and combine uppercase letters, lowercase letters, numbers, and symbols.
Password Confirmation	

# Figure 5-1-2: Basic Information & Security

3. **Administrator Privileges:** You can also select the level of access you would like to give to this administrator by clicking the check boxes. You must select at least one privilege by clicking in the box next to it.

**Note:** Select **Yes** from the **Account Active** drop-down menu to activate this administrator account whereas select **No** to de-activate the account.

		Manage Admins 10
Administrator Privileges		
Account Active	Yes	
Manage product categories	Add/edit/delete products, bulk loaders	Manage site users
Manage orders	Edit and send emails	Manage site administrators
Edit global site settings	Manage payment, shipping, taxes and discounts	<ul> <li>Manage site content (pages, skins, colors and files)</li> </ul>
Clear / Export MySQL database	See statistics	Marketing
All privileges		

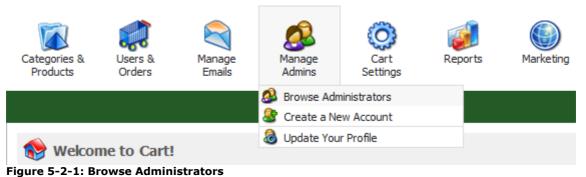
#### Figure 5-1-3: Administrator Privileges

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to save details about the new administrator account. You will get a confirmation message that the new administrator account has been successfully created.

5.1.2 Browse Administrators

You can use this section to browse, edit and delete an existing administrator account. To **browse administrator**, follow the steps:

1. Click Browse Administrators, as shown in the Figure 5-2-1 below.



-

The Site Administrators page will open, as shown in the Figure 5-2-2 below.

**Note:** You can also directly open the **Site Administrators** page, by clicking on the **Browse Administrators** link in the <u>Admin Area Home page</u>.

You can also **create a new administrator account** from <u>Site Administrators page</u> 102, by clicking on **Create a New Administrator Account** link on the top of the page.

Your account will not be listed in Site Administrators page because you are

#### 102 Pinnacle Cart User Manual v3.6.3

browsing other accounts in your company. However, you can <u>update your own</u> <u>profile</u> by clicking on **Update Your Profile** link on the top of the page.

2. You can <u>edit</u>  $10^{2}$  ( ) and <u>remove</u>  $17^{2}$  ( ) existing administrator account by clicking on the respective icons.

🕵 Site Administ	rators			
🎯 Create a New A 💩 Update Your Pi	dministrator Account ofile			
User Name	First & Last Name	Active	Last Access	
💄 john	John	Yes	05/05/2008 - 04:33:02 PM	D 🕄

#### Figure 5-2-2: Site Administrators

3. Go to these links to know further about how to: <u>Edit an Existing Administrator Account</u> <u>Delete an Existing Administrator Account</u>

### 5.1.3 Edit an Existing Administrator Account

You can use this section to edit an existing administrator account. To **edit an existing administrator account**, follow the steps:

- 1. <u>Open 101</u> the **Site Administrators** page.
- 2. Click **Edit Account** *icon* for an account you want to modify.
- 3. The **Site Administrator (update)** page will open, as shown in the Figure 5-<u>3-1</u> 103 below where you can **edit** the various fields.

**Note:** You can also **delete this account** from the **Site Administrator (update)** page. To **delete the account**, click **Remove this account** link on top of the page.

		Manage Admins	103
💩 Your Administrator Profile			
Please note: required fields are bold			
Leave password field blank if you don't want to d	nange it		
Administrator Properties			
👌 Basic Information & Security			
First & Last Name	admin		
Email Address	admin@site.com		
Email Type	HTML enriched messages	•	
	Receive invoice notifications		
	Receive out of stock messages		
	New user registration notifications		
Username	admin		
Password			
			1
	Strong password contain 8-16 characters, do no name, and combine uppercase letters, lowercase		
Password Confirmation			-
Inactive Account Notice	Every Day	<u>-</u>	
Change Password Notification	Enable	•	
🍃 Your Privileges			
Manage product categories	Add/edit/delete products, bulk loaders	Manage site users	
Manage orders	Edit and send emails	Manage site administ	ators
Edit global site settings	Manage payment, shipping, taxes and discounts	Manage site content colors and files)	(pages, <mark>s</mark> kins,
Clear / Export MySQL database	See statistics	Marketing	
Figure 5-3-1: Site Administrator			

#### (update) Page

- 4. If you want to cancel or start again, click on **Reset form** button.
- 5. Click Save changes button to update the information. You will get a confirmation message that the administrator account has been successfully updated.

#### 5.1.4 **Delete an Existing Administrator Account**

You can use this section to delete an existing administrator account. To **delete an** existing administrator account, follow the steps:

1. **Open** 101 the **Site Administrators** page.

#### Pinnacle Cart User Manual v3.6.3

- 2. Click **Delete Account i** icon for a category you want to remove. A pop up appears asking for confirmation, as shown in the Figure 5-4-1 below.
- 3. Confirm deletion process, by clicking **OK** button. You will get a confirmation message that the administrator account has been successfully removed.

### 5.1.5 Update Your Profile

104

You can use this section to update your own profile. To **update your own profile**, follow the steps:

1. Click **Update Your Profile**, as shown in the Figure 5-5-1 below.

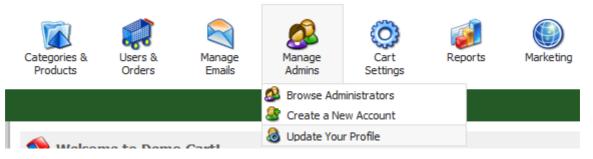


Figure 5-5-1: Update Your Profile

2. Your Administrator Profile page will open, as shown in the Figure 5-5-2 tob below where you can update the various fields and add more privileges, if all privileges are not selected.

**Note:** You can also directly open **Your Administrator Profile** page, by clicking on the **Update Your Profile** link in the <u>Admin Area Home page</u>.

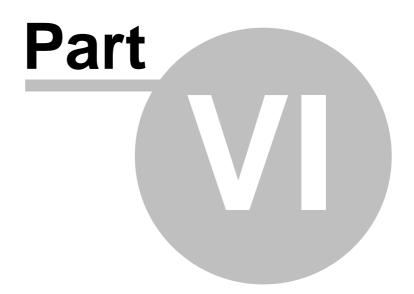
		Manage Admins	105
💩 Your Administrator Profile		_	
Please note: required fields are bold			
Leave password field blank if you don't want to char	nge it		
Administrator Properties			
훦 Basic Information & Security			
First & Last Name	admin		
Email Address	admin@site.com		
Email Type	HTML enriched messages	•	
	<ul> <li>Receive invoice notifications</li> <li>Receive out of stock messages</li> <li>New user registration notifications</li> </ul>		
Username	admin		
Password			
	Strong password contain 8-16 characters, do no name, and combine uppercase letters, lowercase		
Password Confirmation			
Inactive Account Notice	Every Day		
Change Password Notification	Enable	•	
🍃 Your Privileges			
Manage product categories	Add/edit/delete products, bulk loaders	Manage site users	
Manage orders	Edit and send emails	Manage site administ	trators
Edit global site settings	Manage payment, shipping, taxes and discounts	Manage site content colors and files)	(pages, skins,
Clear / Export MySQL database	See statistics	Marketing	

#### Figure 5-5-2: Update Administrator Profile

- If you want to cancel or start again, click on **Reset form** button.
   Click **Save changes** button to update your profile.

# **Top Level Intro**

This page is printed before a new top-level chapter starts



## 6 Cart Settings

You can use this section in order to manage the cart settings. To know in detail about the cart settings, click on respective links below:

Global Cart Settings Overview 107 Order Settings Overview 141 Shipping Management 167 Edit Taxes 181 Edit Discounts 186 Create Promo Codes 188 Enable Promo Codes 188 Delete Promo Codes 189 Delete Promo Codes 190 Appearance Settings Overview 190 Content Management Overview 213 Forms Control/ Custom Fields Overview 217 File Manager 221 Database & Back-up Tools 223

### 6.1 Global Cart Settings Overview

This section allows you to **select** the **cart setting** you would like to adjust. Select from the following cart settings:

<u>Company Information</u> Used to enter the information about your company. <u>Global Site Settings</u> This section is used to enter information about administration

e-mails, support e-mails and other information about Pinnacle Cart. Order/Cart Settings [112]: Settings for how visitors use Pinnacle Cart.

Security Settings [115]: This section is used to manage the following information: Cookie Prefix, User Session Timeout, Order Timeout, Account Blocking on failed payment transactions, Number of hours Account is Blocked, Number of time Account Access can fail before access is denied, etc.

Bestsellers Settings for your most popular products.

Proxy Settings: 120 This area will allow you to run the cart on proxy servers.

<u>Gift Message</u> [12<sup>1</sup>]: This section allows you to enable or disable gift messaging.

Digital Products 122: This section allows you to enable or disable Digital Produces and set download limit for downloading digital products.

<u>Printable Invoice Settings</u> Teal: This section allows you to set print invoice height and manage the company information for the printable invoice page.

Search Engine Settings [126]: This section is used to enter Search Engine information like Meta Keywords, Auto generation of additional keywords, Use of URL

Transformation for Products-Catalog & Text etc.

<u>Wholesale Settings</u> [127]: This section is used for Advanced Wholesales Support and allows companies who will wholesale to apply Case Pack and Inter Pack fields to the Add a Product Page.

Pop3 Email Settings 128: Use this section to set up POP3 email account for managing bounced and bad email addresses.

#### 108 Pinnacle Cart User Manual v3.6.3

<u>Country List</u> [130]: Use this section to enable countries you sell your products. You can view all the enabled countries during the checkout process. <u>Local Settings</u> [132]: Use this section to manage the site local settings, customize the cart to specific currencies and add a new language template to Pinnacle Cart.

### 6.1.1 Company Information

In this section you can provide company contact information, which will appear, in customer communications on the website.

To provide company contact information, follow the steps:

1. Click Global Cart Settings, as shown in the Figure 6-1-1 below.

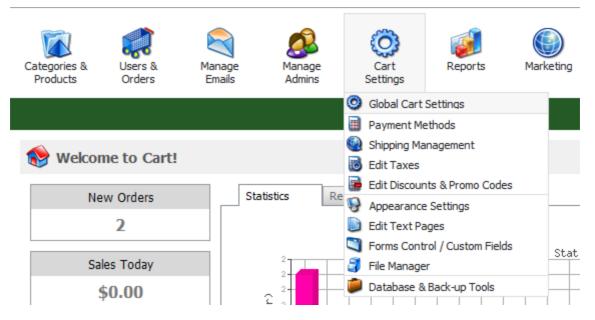
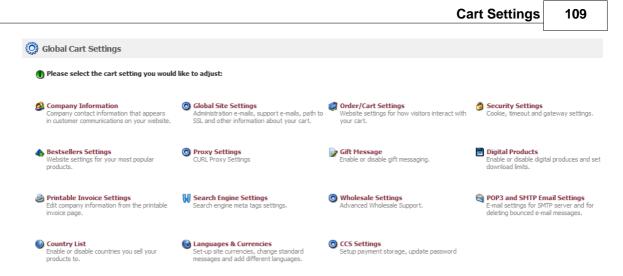


Figure 6-1-1: Select Global Cart Settings

2. **Global Cart Settings** page will open, as shown in the Figure 6-1-2 109 below.

**Note:** You can also directly open the **Global Cart Settings** page, by clicking on the **Global Cart Settings** link in the <u>Admin Area Home page</u> 3.

The **Global Cart Settings** page, allows you to select any of the **cart settings** (such as <u>Company Information</u> [108], <u>Global Site Settings</u> [111], <u>Order/Cart Settings</u> [112], <u>Security Settings</u> [115], <u>Bestsellers Settings</u> [118], <u>Gift Message</u> [121], <u>Digital Products</u> [122], <u>Printable Invoice Settings</u> [128], <u>Search Engine Settings</u> [128], <u>Wholesale Settings</u> [127], <u>Pop3 Email Settings</u> [128], <u>Country List</u> [130] and <u>Site Local Settings</u> [132]) you would like to adjust.





3. Click Company Information.

The **Company Information** page will open, as shown in the Figure 6-1-3 110 below.

- 4. **Company Information:** Enter the following information:
  - a. **Company Name:** Type the name of your company.
  - b. **Company Address Line 1:** Enter the street name and number of your company's primary address.
  - c. **Company Address Line 2:** Enter any secondary address information such as PO Box, suite number or floor number. This is not a mandatory field.
  - d. **Company City:** Type the city where the company is located.
  - e. Company State: Type the state where the company is located.
  - f. **Company Zip:** Enter the zip code or postal code for your company's location.
  - g. Company Country: Type the country where the company is located.
  - h. Company Phone: Type the company's phone no.
  - i. **Company Fax:** Type the company's fax no. This is not a mandatory field.
  - j. **Company Website:** Type the company's website address.
  - k. **Company Email:** Enter the email address you wish to use as your company's primary email. This email address will appear on all invoices issued by your company.
  - I. **Company Slogan:** Type the company slogan, if there is any, so it will appear on all invoices. This is not a mandatory field.

Note: All the required values are in bold in the **Company Information** page.

Site Settings (Company Information) This is sensitive information, please consult your user manual before making any changes. Please note: required values are bold. Company Information Company Information Company Name **Company Name** Enter the name of your company Address Line 1 Company Address Line 1 Address line 1 Company Address Line 2 Address line 2 City **Company City** City State **Company State** State / Province Company Zip Zip or Postal Code USA **Company Country** Country **Company Phone** Primary customer service phone number (xxx) xxx-xxxx Company Fax Fax (xxx) xxx-xxxx http://www.site.com **Company Website** URL of your corporate website support@site.com Company Email E-mail address to appear on all invoices Company Slogan Company tagline or slogan to appear on all invoices

Save changes

Reset form

# Figure 6-1-3: Company Information Page

- 5. If you want to cancel or start again, click on **Reset form** button.
- 6. Click Save changes button to save details about Company Information.

You can view the confirmation message on top of the Company Information page,

as shown in the Figure 6-1-4 below.

🚫 Site Settings (Company Information)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Settings has been successfully saved

Figure 6-1-4: Save Confirmation

# 6.1.2 Global Site Settings

This section is used to enter information about administration e-mails, support emails and other information about Pinnacle Cart.

To go to **global site settings** page, follow the steps:

- 1. <u>Open the Global Cart Settings page</u>.
- 2. Click on **Global Site Settings**.

The **Global Site Settings** page will open, as shown in the Figure 6-2-1 [112] below.

Note: All the required values are in bold in the Global Site Settings page.

- 3. Global Site Settings: Enter the following information:
  - a. **Global Site Name:** Enter the name displayed on your web site as the Site Name.
  - b. **Global Notification Email:** Enter the email address, which will be seen by the customers who receive emails from your company.
  - c. **Global Support Email:** Enter the email address for your company that will be used and displayed for customers to write to when they are in need of help.
  - d. **Global Http Url:** Enter the URL for your web site, including the prefix http://www.

**Note:** If you are using the software as both your website and Pinnacle Cart, enter the website address here (example: http://www.mystore.com) whereas if you have additional pages that are included with Pinnacle Cart, enter the website address where Pinnacle Cart is located (example: http://www.mystore.com/cart).

e. **Global Https Url:** Enter the URL for your web sites secure pages, including the prefix https://www.

Note: Do not enter the slash symbol (/) in the website address.

f. **Global Server Path:** Enter the full path of the cart location on your server.

Note: Do not enter the slash symbol (/) in the website address.

Global Site Settings (Global Site Settings		
(1) This is sensitive information, please consult your user manual before making any changes.		
Please note: required values are bol	d.	
Global Site Settings		
Global Site Settings		
Global Site Name	Site name	
Global Notification Email	notifications@site.com Email address for administrator e-mails	
Global Support Email	support@site.com E-mail address for your customer service department	
Global Http Url	http://site.com If you are using the software as both your website and shopping cart, please enter the website address here (Example: http://www.mystore.com). If you have additional pages that are included with your cart, please enter the website address where your cart is located (Example: http://www.mystore.com/cart).	
Global Https Url	https://site.com Enter the URL of the website. Do not enter the slash symbol ( / ) in the website address. This is ok - https://www.mystore.com. This is incorrect - https://www.mystore.com/.	
Global Server Path	/var/www/html/site Enter the full path of the cart location on your server. Do not enter the slash symbol ( / ) in the website address.	
	Save changes Reset form	

#### Figure 6-2-1: Global Site Settings Page

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click Save changes button to save details about Global Site Settings.

You can view the confirmation message on top of the **Global Site Settings** page, as shown in the Figure 6-2-2 below.

🚫 Site Settings (Global Site Settings)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Settings has been successfully saved

Figure 6-2-2: Save Confirmation

# 6.1.3 Order/Cart Settings

This section is used to do the settings how you want visitors to use Pinnacle Cart.

To go to **order/cart settings** page, follow the steps:

- 1. <u>Open 108</u> the **Global Cart Settings** page.
- 2. Click Order/Cart Settings.

The **Order/Cart Settings** page will open, as shown in the Figure 6-3-1 [114] below.

- 3. **Order/Cart Settings:** Enter the following information:
  - a. Visitor See Price: If you leave the default option, which is Yes, the site users who are not logged into your system, will be able to see the price of items displayed for sale. If No is selected, users have to be logged into the cart to view prices.
  - b. Visitor May Add Item: Select Yes or No from the drop down menu as to whether customers, who have not logged into your system, will be allowed to place items to their Pinnacle Cart. If you leave the default option, which is Yes, anyone on the site can add products to their Pinnacle Cart whereas No only allows registered users to add products to the cart.
  - c. **Allow Express Checkout:** Select **Yes** from the drop down menu, if you want to allow express checkout for users. If you leave the default option, which is **No**, user has to register before purchasing.
  - d. **Min Order Number:** Enter the minimum number of order. By default, it remains **1**.
  - e. After Product Added Go To: Select the next page (Current Page or Cart Page) from the drop-down menu that the user will view once the product is added to the cart. By default, the Current Page is selected.

f. **Min Order Subtotal Level 0:** Minimal Order Subtotal Amount For Standard Users

default value: 0.00.

g. **Min Order Subtotal Level 1:** Minimal Order Subtotal Amount For Wholesalers at 1st Level

default value: 0.00

h. **Min Order Subtotal Level 2:** Minimal Order Subtotal Amount For Wholesalers at 2nd Level

default value: 0.00

i. **Min Order Subtotal Level 3:** Minimal Order Subtotal Amount For Wholesalers at 3rd Level

default value: 0.00

j. **Display Terms And Conditions Checkbox:** Would you like your customers to be agree with your site terms and conditions to continue checkout?

default value: Yes

k. Enable Wish List: Would you like your customers to use wish list

feature?

default value: No

I. Inventory Stock Update At: When do you want to update stock

count?

default value: Order Completed

Note: All the required values are in bold in the Order/Cart Settings page.

This is sensitive information, please co	nsult your user manual before making any changes.
Please note: required values are bold.	
Order/Cart Settings	
Order/Cart Settings	
Visitor See Price	Yes A setting of "yes" will show the price of your products to your site users. Changing the setting to "no" will only show prices to website users they are registered and logged in on the website.) default value: YES
Visitor May Add Item	Yes A setting of "yes" allows anyone on the site to add products to their shopping cart. A setting of "no" only allows registered users to add products to the cart. default value: YES
Allow Create Account	Yes Would you like your customers to be able to create an account in the cart. A setting of "Yes" will allow customers to save shipping address information and login to the cart to view previous order information. default value: Yes
Checkout Process Mode	Traditional  What process would you like your customer to use for checkout. A setting of Traditional will use our standard checkout process. A setting of OPC enables the One Page Checkout feature default value: Traditional
Min Order Number	1 Minimal Invoice Order Number default value: 1
After Product Added Go To	Current page What page do you want your users to be on after they have added a product to the cart? default value: Current Page
Min Order Subtotal Level 0	0.00 Minimal Order Subtotal Amount For Standard Users default value: 0.00
Min Order Subtotal Level 1	0.00 Minimal Order Subtotal Amount For Wholesalers at 1st Level default value: 0.00
Min Order Subtotal Level 2	0.00 Minimal Order Subtotal Amount For Wholesalers at 2nd Level default value: 0.00
Min Order Subtotal Level 3	0.00 Minimal Order Subtotal Amount For Wholesalers at 3rd Level default value: 0.00
Display Terms And Conditions Checkbox	Yes Would you like your customers to be agree with your site terms and conditions to continue checkout? default value: Yes
Enable Wish List	No Would you like your customers to use wish list feature? default value: No
Inventory Stock Update At	Order completed When do you want to update stock count? default value: Order Completed

#### Figure 6-3-1: Order/Cart Settings Page

- 4. If you want to cancel or start again, click on **Reset form** button.
- 5. Click **Save changes** button to save details about **Order/Cart Settings**.

You can view the confirmation message on top of the **Order/Cart Settings** page, as shown in the Figure 6-3-2 below.

Site Settings (Order/Cart Settings)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Settings has been successfully saved

Figure 6-3-2: Save Confirmation

# 6.1.4 Security Settings

This section is used to manage the following information: Cookie Prefix, User Session Timeout, Order Timeout, Account Blocking on failed payment transactions, Number of hours Account is Blocked, Number of time Account Access can fail before access is denied, etc.

To go to **security settings** page, follow the steps:

- 1. <u>Open 108</u> the **Global Cart Settings** page.
- 2. Click Security Settings.

The **Security Settings** page will open, as shown in the Figure 6-4-1 [117] below.

- 3. Security Settings: Enter the following information:
  - a. **Security Mode:** Select **Complete** security mode from the drop down menu, if you would like to make checkout pages secure, otherwise select **Standard** security mode. By default, this is **Standard**.
  - b. **Security Cookies Prefix:** Enter the prefix the system will use for cookies. By default, this is **CartUserCookie**.
  - c. **Security User Cookie Timeout:** Enter the number, in seconds, in the user session, after which a user is logged (timed) out for remaining inactive. By default, this time is **36000 seconds**.
  - d. **Security Order Cookie Timeout:** Enter the number of seconds on the Order Pages, before a user is logged (timed) out for inactivity. By default, this time is **36000 seconds**.
  - e. **Security Account Blocking:** This determines if a user will be blocked for a failed payment attempt or not. If you leave the default option, which is **Yes**, the user will be blocked if a payment attempt fails and selecting **No** will allow the user not to be blocked if a payment attempt fails.
  - f. **Security Account Blocking Attempts:** Enter the number of times a user can attempt payment before being blocked, if Security Account Blocking is selected **Yes** in **Security Account Blocking**. By default, the Security Account Blocking Attempts is **3**.
  - g. **Security Account Blocking Hours:** Enter the number of hours you wish a user to be blocked after a failed payment attempt. By default, this time is **24 hours**.
  - h. Security Display Clean Payment Page: This determines when

HTTPS protocol is enabled, it will display clean HTML payment page or not. If you leave the default option, which is **Yes**, it will display clean HTML payment page and selecting **No** will not display clean HTML payment page.

- i. **Security Admin Time Out:** Enter the number, in minutes, in the administrator session, after which an admin is logged (timed) out for remaining inactive. By default, this time is **15 minutes**.
- j. Security Inactive Account Notice: Enable Inactive Account Notice for super administrators. Your choices are, to send it at login or using a cron job to set the timing of this notice. default value: Using-Cron-Job
- k. **Security Change Password Notification:** Enable Change Password Notification for super administrators. Your choices are, to send it at login or using a cron job to set the timing of this notice. default value: Using-Cron-Job

Note: All the required values are in bold in the Security Settings page.

Site Settings (Security Settings)

This is sensitive information, please consult your user manual before making any changes.

Security Settings	
Security Settings	
Security Mode	Standard
	Choose complete if you would like to make the checkout and shipping pages secure. default value: STANDARD
Security Cookies Prefix	CartUserCookie
	User cookie name prefix default value: CartUserCookie
Security User Timeout	36000
	Set the user session time-out in seconds default value: 36000
Security Account Blocking	Yes
	For security purposes, enable or disable account blocking on failed payment transactions. default value: YES
Security Account Blocking Attempts	3
	After failed attempts to purchase, block account access after "x" amount of attempt. default value: 3
Security Account Blocking Hours	24
	On failed transactions, block account access for "x" amount of hours default value: 24
Security Display Clean Payment Page	No
	Display Clean HTML Payment Page when HTTPS protocol is enabled default value: NO
Security Admin Time Out	15
	Administrator Session Timeout, minutes default value: 15
Security Inactive Account Notice	Using-cron-job
	Enable Inactive Account Notice for super administrators. default value: Using-Cron-Job
Security Change Password Notification	Using-cron-job
	Enable Change Password Notification for super administrators default value: Using-Cron-Job

#### Figure 6-4-1: Security Settings Page

- 4. If you want to cancel or start again, click on **Reset form** button.
- 5. Click Save changes button to save details about Security Settings.

Reset form

Save changes

You can view the confirmation message on top of the Security Settings page, as shown in the Figure 6-4-2 below.

Site Settings (Security Settings)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Settings has been successfully saved

Figure 6-4-2: Save Confirmation

# 6.1.5 Bestsellers Settings

In this section, you can provide settings for your most popular products.

To go to **bestsellers settings** page, follow the steps:

- 1. <u>Open</u> the **Global Cart Settings** page.
- 2. Click Bestsellers Settings.

The **Bestsellers Settings** page will open, as shown in the Figure 6-5-1 below.

- 3. Bestsellers Settings: Enter the following information:
  - a. Catalog Best Sellers Available: If you leave the default option, which is Yes, the Bestsellers Box will be displayed and select No if you don't want it.
  - b. **Catalog Best Sellers Count:** Select the number of Bestsellers from the drop-down menu that are to be displayed in Bestsellers box. By default, the number is **7**.
  - c. **Catalog Best Sellers Period:** This contains a listing of Bestsellers based on their sales value. To display names of Bestsellers listed for a period, say for example, 3 or 6 months or more, select the months or year from the drop down menu. By default, this is **2 months**.

Note: All the required values are in bold in the Bestsellers Settings page.

Site Settings (Bestsellers Settings)	
This is sensitive information, please co	onsult your user manual before making any changes.
Please note: required values are bold.	
Bestsellers Settings	
Ø Bestsellers Settings	
Catalog Best Sellers Available	Yes Do you want the Best Sellers Box to be displayed? default value: YES
Catalog Best Sellers View	Thumb  Please choose view default value: thumb
Catalog Best Sellers Count	7 Number of Best Sellers to be displayed in Best Sellers box. default value: 7
Catalog Best Sellers Period	2 months Best Seller Period default value: 2 Months
Customer Also Bought Available	Yes  Visplay Products Other Customer Bought Box on Cart Page? default value: NO
Customer Also Bought Count	6 How many 'Products Other Customer Bought' you would like to display? default value: 6
Customer Also Bought View	Thumb - Please choose view default value: thumb

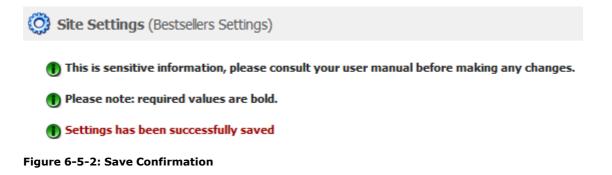
#### Figure 6-5-1: Bestsellers Settings Page

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to save details about **Bestsellers Settings**.

You can view the confirmation message on top of the **Bestsellers Settings** page, as shown in the Figure 6-5-2 below.

Save changes

Reset form



# 6.1.6 Proxy Settings

120

Proxy Settings

1. **Does your hosting provider require a proxy for CURL? :** Do not change this option unless you know for sure your hosting company requires the proxy. Set it to yes if it does.

2. **Please choose proxy server type :** Some hosting companies deviate from the standard usage of http for a proxy, if yours does, this is where you would change it. Currently the only other option is Socks5.

3. **Proxy Server Address :** Here is where you would put the full address of the proxy server that your hosting company has given you.

4. **Proxy Server Port :** Here is where you would put the port of the proxy server that your hosting company has given you.

5. **Does your proxy server require authentication? :** Normally this option is set to 'No', but is sometimes required by your host. If it is required, change the value to 'Yes'

6. **Proxy server username :** If your proxy server does require authentication this is where you would put the username.

7. **Proxy server password :** If your proxy server does require authentication this is where you would put the password.

🔅 Site Settings (Proxy Settings)	
This is sensitive information, please	consult your user manual before making any changes.
Please note: required values are bold	I.
Proxy Settings	
Proxy Settings	
Proxy Settings	
Proxy Available	No Does your hosting provider require proxy usage for CURL scripts? default value: NO
Ргоху Туре	Http  Please choose proxy server type default value: HTTP
Proxy Address	Proxy Server Address
Proxy Port	3128 Proxy Server Port
Proxy Requires Authorization	No Does your proxy server requires authentication? default value: NO
Proxy Username	Proxy server username
Proxy Password	Proxy server password
	Save changes Reset form

Cart Settings

121

# 6.1.7 Gift Message

This section allows you to enable or disable gift messaging and to set the maximum length of the gift message.

To go to **gift message** page, follow the steps:

- 1. <u>Open 108</u> the **Global Cart Settings** page.
- 2. Click **Gift Message**.

The **Gift Message** page will open, as shown in the Figure 6-6-1 below.

- 3. Gift Message: Enter the following information:
  - a. **Gift Card Active:** If you leave the default option, which is **No**, the gift card will be inactive and selecting **Yes** will make it active.

122

b. **Gift Card Message Length:** Enter the maximum length of the gift card message. By default, this is **225**.

Note: All the required values are in bold in the Gift Message page.

Site Settings (Gift Message)	
<ul> <li>This is sensitive information, please</li> <li>Please note: required values are bo</li> </ul>	e consult your user manual before making any changes. old.
Gift Message	
🧿 Gift Message	
Gift Card Active	No Enable gift cards? default value: NO
Gift Card Message Length	225 Max length of the gift message default value: 225
	Save changes Reset form

#### Figure 6-6-1: Gift Message Page

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to save details about **Gift Message**.

You can view the confirmation message on top of the **Gift Message** page, as shown in the Figure 6-6-2 below.

Site Settings (Gift Message)	
This is sensitive information, please consult your user manual before making any changes.	
Please note: required values are bold.	
Settings has been successfully saved	
Figure 6-6-2: Save Confirmation	

# 6.1.8 Digital Products

This section allows you to enable or disable Digital Produces and set download limit for downloading digital product.

To go to **digital products** page, follow the steps:

- 1. <u>Open 108</u> the **Global Cart Settings** page.
- 2. Click **Digital Products**.

The **Digital Products** page will open, as shown in the Figure 6-7-1 123 below.

- 3. **Digital Products:** Enter the following information:
  - a. **Digital Products Active:** Select **Yes** from the drop down menu to allow digital products and make it active. Selecting **No** will not allow digital products and make it inactive. By default, this is **No**.
  - b. **Digital Products Download Limit:** Enter how many times a user can download digital product. By default, this is **10**.

Note: All the required values are in bold in the Digital Products page.

Site Settings (Digital Products)		
<ul> <li>This is sensitive information, please consult your user manual before making any changes.</li> <li>Please note: required values are bold.</li> </ul>		
Digital Products		
Oigital Products		
Digital Products Active	Yes Do you want to allow digital products? default value: NO	
Digital Products Download Limit	10 How many times user can download digital product? default value: 10	
	Save changes Reset form	

Figure 6-7-1: Digital Products Page

- 4. If you want to cancel or start again, click on **Reset form** button.
- 5. Click **Save changes** button to save details about **Digital Products**.

You can view the confirmation message on top of the **Digital Products** page, as shown in the Figure 6-7-2 below.

Site Settings (Digital Products)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Settings has been successfully saved

Figure 6-7-2: Save Confirmation

# 6.1.9 Printable Invoice Settings

This section allows you to set print invoice height and manage the company information for the printable invoice page.

To go to **Printable Invoice Settings** page, follow the steps:

- 1. <u>Open 108</u> the **Global Cart Settings** page.
- 2. Click **Printable Invoice Settings**.

The **Printable Invoice Settings** page will open, as shown in the Figure 6-8-1 below.

- 3. In **Print Invoice Height**, enter the default height of invoice sheet (in pixels). By default, this is (**950 pixels**). This is the only mandatory field.
- 4. You can also select **Yes** from the drop-down menu for the **company information** (such as Company Name, Address, Phone, Logo Alignment, etc.) you want to add in the printable invoice page.

Site Settings (Printable Invoice Settin	ngs)	
<ul> <li>This is sensitive information, please consult your user manual before making any changes.</li> <li>Please note: required values are bold.</li> </ul>		
Printable Invoice Settings		
Printable Invoice Settings		
Print Invoice Height	950 Default invoice sheet height (in pixels) default value: 950	
Printable Invoice Company Name	Yes Do you want to add company name in printable invoice? default value: YES	
Printable Invoice Company Address	Yes Do you want to add company address in printable invoice? default value: YES	
Printable Invoice Company Phone	Yes Do you want to add company phone number in printable invoice default value: YES	
Printable Invoice Company Fax	Yes Do you want to add company fax number in printable invoice? default value: YES	
Printable Invoice Company Email	Yes Do you want to add email address in printable invoice? default value: YES	
Printable Invoice Company Web	Yes Do you want to add website address in printable invoice? default value: YES	
Printable Invoice Company Logo Alignment	Left Do you want to add Logo in printable invoice? default value: LEFT	

Save changes

Reset form

# Figure 6-8-1: Printable Invoice Settings Page

- 5. If you want to cancel or start again, click on the **Reset form** button.
- 6. Click **Save changes** button to save details about **Printable Invoice Settings**.

You can view the confirmation message on top of the **Printable Invoice Settings** page, as shown in the Figure 6-8-2 below.

O site Settings (Printable Invoice Settings)

This is sensitive information, please consult your user manual before making any changes.

Please note: required values are bold.

Settings has been successfully saved

Figure 6-8-2: Save Confirmation

# 6.1.10 Search Engine Settings

This section is used to enter Search Engine information like Meta Keywords, Auto generation of additional keywords, and Use of URL Transformation for Products-Catalog & Text.

To go to the **search engine settings** page, follow the steps:

- 1. <u>Open 108</u> the **Global Cart Settings** page.
- 2. Click Search Engine Settings.

The **Search Engine Settings** page will open, as shown in the Figure 6-9-1 represented below.

- 3. Search Engine Settings: Enter the following information:
  - a. **Page (Site) Title:** Enter the Page (Site) Title you wish to use. It should not be more than 60 characters in length.
  - b. Allow Keywords Auto-Generation: If you leave the default option, which is Yes, this will allow auto generation of additional keywords for your products, category and site pages and if No is selected from the drop down menu, auto generation of additional keywords for your products, category and site pages will not be allowed.
  - c. **Generate Flat HTML URLs for catalog pages:** Select **Yes** from the drop down menu to generate Flat HTML URLs for catalog pages. Selecting **No** won't generate Flat HTML URLs for catalog pages. By default, this is **No**.
- 4. **Meta Keywords:** Enter the Meta Keywords that are to be used by search engines to direct users to your site. Separate all the keywords and phrases by comma (,). The length must be between 200 to 1000 characters.
- 5. **Meta Description:** Enter the Meta Description that is to be used by search engines to direct users to your site. The length must be between 6 to 125 characters.
- 6. **File "robots.txt":** You can create a robots.txt file that will be located in your main directory. This may help in search engine positioning.

🚫 Search Engine Settings	
Search Engine Settings	
Search Engine Settings	
Page (Site) Title	Site Tide Site title tag ( <title> tag), should not be more than 60 characters.&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;Allow keyword auto-generation?&lt;/th&gt;&lt;th&gt;Yes 🔹&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;Generate flat html URLs for catalog pages?&lt;/th&gt;&lt;th&gt;No  Please note: this feature requires MOD_REWRITE Apache Web server Module and does not work on all servers.&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;Meta Keywords&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;Recommended length is 200-1000 characters. Separate keywords and phrases by using a comma&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;Meta Description&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;Recommended length is 6-125 characters.&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;File "robots.txt"&lt;/th&gt;&lt;th&gt;User-agent: *&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;This file creates a robots.txt file that will be located in your main directory. This file makes it easier for the search engines to index your website.&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;Save changes Reset form&lt;/th&gt;&lt;/tr&gt;&lt;/tbody&gt;&lt;/table&gt;</title>

# Figure 6-9-1: Search Engines Settings Page

- 7. If you want to cancel or start again, click on the **Reset form** button.
- 8. Click Save changes button to save details about Search Engine Settings.

### 6.1.11 Wholesale Settings

This section is used for Advanced Wholesales Support, and allows companies, who will wholesale, to apply Case Pack and Inter Pack fields to the Add a Product page. You can also add wholesale prices at product level globally. This information will also appear on the front end of your website.

To go to the **wholesale settings** page, follow the steps:

- 1. <u>Open 108</u> the **Global Cart Settings** page.
- 2. Click Wholesale Settings.

The Wholesale Settings page will open.

- 3. Wholesale Settings: Enter the following information:
  - a. Activate wholesaler discounts at: Select from the drop down menu, I don't have wholesalers if you don't have wholesalers, Add discounts at product level to enter wholesale prices for each products or Calculate discounts globally to automatically adjust wholesale prices on the basis of percentage discounts you provide in Wholesale Global Discounts 128 below.

128	Pinnacle Cart User Manual v3.6.3
-----	----------------------------------

💮 Wholesale Settings		
Use the settings below if you are selling who Information here can be viewed on the "Add	lesale. I a Product" page as well as appearing to wholesale buyers on the front end of the website after they are logged in.	
Wholesale Settings		
🞯 Wholesale Settings		
Activate wholesaler discounts at	I don't have wholesalers If "product level" is selected, you will need to enter in wholesale prices for each product. If "globally" is selected, cart will automatically adjust wholesale prices based on the percentage discount you outline below.	

Figure 6-10-1: Wholesale Settings

- 4. Wholesale Global Discounts: Enter the following information:
   a. How many wholesale levels do you have: You can select up to 3
  - levels of wholesalers from the drop down menu.
  - b. **Discounts Level:** Enter the percentage discounts for wholesale levels.

<b>)</b> wł	holesale Global Discounts	
Но	w many wholesale levels do you have?	1 🔹
Dis	scount percentage level 1, %	0.00

#### Figure 6-10-2: Wholesale Global Discounts

# 5. **Case Pack / Inter Pack Settings:** Enter the following information:

- a. Allow Wholesale Case Pack: Select Yes from the drop down menu to allow companies, who will wholesale, to apply Case Pack fields to the Add a Product Page, and select **No** if you don't want to Wholesale Case Pack.
- b. Allow Wholesale Inter Pack: Select Yes from the drop down menu to allow companies, who will wholesale, to apply Inter Pack fields to the Add a Product Page, and select No if you don't want to Wholesale Inter Pack.

🗿 Case Pack / Inter Pack Settings		
Allow wholesale case pack?	Yes	•
Allow wholesale inter pack?	Yes	•

Figure 6-10-3: Case Pack / Inter Pack Settings

- 6. If you want to cancel or start again, click on **Reset form** button.
- 7. Click Save changes button to save details about Wholesale Settings.

# 6.1.12 Pop3 Email Settings

This section allows you to set up POP3 email account for managing bounced and bad email addresses and your smtp server settings for how the cart sends out emails.

To go to POP3 and SMTP Email Settings page, follow the steps:

- 1. <u>Open where</u> the **Global Cart Settings** page.
- 2. Click **Pop3 Email Settings**.

The POP3 and SMTP Email Settings page will open.

- 3. **POP3 protocol settings:** Enter the following information:
  - a. **POP3 Server Name:** Enter the name of the POP3 Server.
    - b. **POP3 Server Port:** Enter the POP3 Server Port.
    - c. **POP3 Server Username:** Enter your POP3 Server Username.
  - d. **POP3 Server Password:** Enter your POP3 Server Password.

	POP3 Server Password	password
	POP3 Server Username	username@server
	POP3 Server Port	110
	POP3 Server Name	pop3.server
0	POP3 Protocol Settings	

Figure 6-11-1: POP3 protocol settings

4. **Sendmail Engine settings:** Select how you want the cart to send out email notifications. Use php if your server allows you to send email the using php mail function, or use SMTP if you are going to use your SMTP server for sending the notification emails. <<u>contact your webhost to find out which they recommend</u><u>using before setting this function</u>>

Sendmail Settings		
Sendmail Engine	Use PHP mail Function (simple)	•

Figure 6-11-2: Sendmail Settings

5. **SMTP Server Settings:** This is the area where you would fill in your SMTP server settings if you selected the SMTP option as shown in figure 6-11-2.

a. **Security Settings:** If your server uses SSL or TLS encryption please select that option here.

- b. SMTP Server Name: Enter the name of the SMTP Server.
- c. SMTP Server Port: Enter the SMTP Server Port.
- d. **SMTP Server Username:** Enter your SMTP Server Username.
- e. Server Password: Enter your SMTP Server Password.

#### 130 Pin

### Pinnacle Cart User Manual v3.6.3

SMTP Server Settings	
Security Settings	None 👻
SMTP Server Name	smtp.server
SMTP Server Port	465
SMTP Server Username	username@server
SMTP Server Password	password

#### Figure 6-11-3: SMTP Server Settings

# 6. Undeliverable email settings: Enter the number of fault delivery attempts after which it will be decided that it is a dead email.

Note: Dead email means that the email address does not exist.

Ondeliverable Email Settings			
How many attempts on email delivery?	4		
		Save changes	Reset form

### Figure 6-11-4: Undeliverable email settings

- 7. If you want to cancel or start again, click on the **Reset form** button.
- 8. Click **Save changes** button to save these settings.

# 6.1.13 Country List

Use this section to enable countries you sell your products. You can view all the enabled countries during the checkout process.

To go to **Country Listing** page, follow the steps:

- 1. **Open** 108 the **Global Cart Settings** page.
- 2. Click **Country List.**

The **Country Listing** page will open.

3. Here you select what countries you want to appear within the cart.

a. **Active :** Use the check box to determine wether or not you want the country enabled/disabled.

b. **Country Name:** Use the text field to edit or input the country name (i.e. Poland, Mexico, New Zealand).

c. **Priority :** Use the text field to edit the priority of the country. You would use this feature if you wanted certain countries to appear before others in your drop down menus.

<b>Cart Settings</b>	131
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d. ISO Alpha 2 and 3 : When editing or adding a new country to your list, you need to make sure research what these are ahead of time as they need to be correctly filled out. If they are not, shipping gateways will not be able to recognize the country properly and give you inaccurate rates, if any at all.

	numbers are used by real-time shipp	ppear to your customers, h <i>ping providers and most ga</i> t			/editing	a coun	try, mai	ke sure	the .	ISO nui	nbers	are co	orrect	to insu	re pr	oper fu	nctiona	ity.	
New Cour	ntry																		
Add Nev	v Country																		
Country	Listing	Browse alphab	etically: A B	C D E	FG	н	IJ	к	LI	M N	0	Ρ	Q	R :	5	τU	۷	w '	Y
Check All	Uncheck All				Br	owse b	y page:	1	2	3 4	5	6	7	8 9	)	10 1	1 12	13	
Active	Country Name 🛧 🗣	Priority 🛧 🗣	ISO Alpha 2	ISO Alpha 3	150	Numbe	er												
<b>V</b>	Afghanistan	0	AF	AFG	004											٩	1		
<b>V</b>	Albania	0	AL	ALB	008		7									0	-		
<b>V</b>	Algeria	0	DZ	DZA	012		7									٩	8		
V	American Samoa	0	AS	ASM	016		7									۲	8		
<b>V</b>	Andorra	0	AD	AND	020											٩	8		
V	Angola	0	AO	AGO	024											٢	1		
V	Anguilla	0	AI	AIA	660											٩	8		
V	Antarctica	0	AQ	ATA	010											٩	8		
<b>V</b>	Antigua and Barbuda	0	AG	ATG	028											٩	8		
V	Argentina	0	AR	ARG	032											٢	8		
$\checkmark$	Armenia	0	AM	ARM	051											٩	8		
V	Aruba	0	AW	ABW	533											٢	8		
<b>V</b>	Australia	0	AU	AUS	036											٩	8		
V	Austria	0	AT	AUT	040											٩	8		
$\checkmark$	Azerbaijan	0	AZ	AZE	031											٩	8		
$\checkmark$	Azores	0	AP													٩	8		
<b>V</b>	Bahamas	0	BS	BHS	044											٩	8		
<b>V</b>	Bahrain	0	BH	BHR	048											٩	8		
V	Bangladesh	0	BD	BGD	050											۲	8		
<b>V</b>	Barbados	0	BB	BRB	052											6	8		

Save changes Reset form

#### Figure 6-12-1: Country Listing

By default, the only Countries to have all of their States/Provinces 4. filled out are the US and Canada. If you are wanting to use another country you will need to fill out the States/Provinces listing for that country by clicking on the globe on the right, next to the recycle bin.

#### **Country Listing** 5.

**State / Province Name :** In this text field you can edit or add the a. name of the State or Province that correlates with the country you are editing. There are no spell checks for these fields so you will need to make sure that they spelling is correct.

Short Name (Code) : In this text field can edit or add the shorthand b. version of the State or Province name. Usually it is only two letters.

Once you are done adding or editing the States/Provinces for the 6. country you selected, hit save changes at the bottom.

### Pinnacle Cart User Manual v3.6.3

7. Once you are done adding or editing your countries list, hit save changes at the bottom.

# 6.1.14 Languages & Currencies Settings Overview

This section allows you to manage the Languages and Currencies, customize the cart to specific currencies and add a new language template to Pinnacle CartCart as well as manage (edit and delete) those language templates. To know in detail about the following sections, click on respective links below:

Local Settings 132 Currency 133 Language 136

### 6.1.14.1 Local Settings

132

You can use this section to manage the site local settings.

To go to Languages and Currencies page, follow the steps:

- 1. <u>Open 108</u> the **Global Cart Settings** page.
- 2. Click Languages & Currencies.

The Site **Languages & Currencies** page will open under the **Local Settings** tab, as shown in the Figure 6-13-1 (133) below.

**Note:** By default, the **Languages & Currencies** page opens under the **Local Settings** tab, as shown in the Figure 6-13-1 below.

- 3. Local Settings: Enter the following information:
  - a. Local Date/Time Format: Enter the format to be used on your web site to display date and time. By default, this is %m/%d/%Y %r.
  - b. Weight Unit: Select the measurement unit for weight from the drop down menu, generally shipping weight (i.e. Lbs or Kg) used by your company. By default, this is Lbs.
  - Length Unit: Select the measurement unit for length from the drop down menu (i.e. Feet, Inches or Centimeters) used by your company. By default, this is Inches.
  - d. **Currency Decimal Symbol:** Enter the symbol, generally a decimal point (.) or a comma (,) that your company's currency uses to separate whole denominations (i.e. dollars) from partial denominations (i.e. cents). By default, this is (.).
  - e. **Currency Thousands Separating Symbol:** Enter the thousands separating symbol. By default, this is (,).

Cart Set	tings	133
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🔅 Site Local Se	ttings		
Local Settings	Currency	Language	
local Settings			
Local Time/Date For	rmat		<mark>/ ⋅ ‰r</mark> ormat on the site. %Y-Year(yyyy), ‰m-Month(mm),%d-Day(dd), %r-Time(hh:mm:ss AM/PM); %T-Time(hh:mm:ss, 24 hours). ue is %m/%d/%Y - %r (used MySQL notation)
Weight Unit		lbs 🔻	
Length Unit		Inches	•
Currency Decimal S	ymbol		
Currency Thousand	ls Separating Symbol		
			Save changes Reset form

# Figure 6-13-1: Site Local Settings Page

- 4. If you want to cancel or start again, click on **Reset form** button.
- 5. Click **Save changes** button to save details about **Local Settings**. You will get a confirmation message that the Local settings have been saved.

### 6.1.14.2 Currency Overview

You can use this section to customize the cart to specific currencies. You can add and manage (edit and delete) the existing currencies as well as new custom currencies. To know more about currencies, click on the links below.

Add New Currency

6.1.14.2.1 Add New Currency

You can use this section to create custom currency and then add the existing or custom currency to Pinnacle Cart.

To add an existing currency to Pinnacle Cart, follow the steps:

- 1. **Open**<sup>132</sup> the **Site Local Settings** page.
- 2. Click on the **Currency** tab on top of the page.

The **Currency** page opens, as shown in the Figure 6-14-1 below.

## 134 Pinnacle Cart User Manual v3.6.3

ocal Setting: Add New Cu		Language			
		ency you want to add to y	our cart. If you want to add a c	istom currency, use the form b	elow
	EUR - Euro		▼ 1.000000000		Add
	Add Custom Curren	cy			
	Code	Title	Exch. Rate	Decimal Left	Right
			1.000000000	2 🗸	Add
Currencies i	n Use				
Default	Code	Title	Exch. Rate	Decimal Left	Right
۲	USD	US Dollar	1.000000000	2 🗸 \$	
			Save change	es Reset form	

#### Figure 6-14-1: Currency page

3. Select an existing currency you want to add to Pinnacle Cart from the dropdown menu, as shown in the Figure 6-14-1

**Note:** You don't have to enter any details for an existing currency. Once added, the existing currency will automatically have all the information under Currencies in Use. Also, the exchange rate of an existing currency will be displayed with respect to the default currency.

4. Click **Add** button to add it to Pinnacle Cart and view it under <u>Currencies in</u> Use 134.

**Note:** You cannot delete the **Default currency** under **Currencies in Use** in <u>Currency in use page</u> [134]. To make a currency default, select the radio-button of the currency under **Currencies in Use** and then click **Save changes** button.

Default	Code	Title	Exch. Rate	Decima	l Left	Right	
۲	USD	US Dollar	1.000000000	2	<b>→</b> \$		
$\odot$	EUR	Euro	3.000000000	2	★ €	8	
			Save change	Reset	t form		
Please not			ank rates. For more information p has changed or after a new curr			/stats/exchange/eurofxref/ht	ml/index.en.h

# Figure 6-14-2: Currencies in Use

You can also create a custom currency from the **Currency** page and then add it to Pinnacle Cart. To create a custom currency, scroll down to **Add Custom Currency** 

## under Add New Currency in <u>Currency in use page</u> 134.

5. Enter the **Code**, **Title**, **Exch. Rate** and the Symbol (**Left** or **Right**) for the custom currency. Also, select the **Decimal** for the currency from the drop-down menu, as shown in the Figure 6-14-3 below.

Add Custom Currency					
Code	Title	Exch. Rate	Decimal	Left	Right
Rs	Rupes	10.000000000	2 🗸	Rs	Add

#### Figure 6-14-3: Add Custom Currency

6. Click **Add** button to add it to Pinnacle Cart and view it under **Currencies in Use**.

#### 6.1.14.2.2 Edit Currency

You can use this section to edit the existing or custom currency of Pinnacle Cart.

To edit an existing or custom currency of Pinnacle Cart, follow the steps:

- 1. Scroll down to <u>Currencies in Use</u> 134 on the <u>Currency page</u> 134.
- 2. You can modify all the parameters for a currency under Currencies in Use 134.

Add New Cu	urrency					
Jse the dro	p-down to select the curr	ency you want to add to y	our cart. If you want to add a c	ustom currency, use	the form below	ν.
	EUR - Euro		▼ 1.000000000			Add
	Add Custom Currer	ю				
	Code	Title	Exch. Rate	Decimal	Left	Right
			1.000000000	2 🗸		Add
Currencies i	in Use					
Default	Code	Title	Exch. Rate	Decimal	Left	Right
۲	USD	US Dollar	1.000000000	2 🗸	\$	
			Save change	Reset form		

3. If you want to reset the form, click on the **Reset form** button.

4. Click **Save changes** button to update the information.



6.1.14.2.3 Delete Currency

You can use this section to delete the existing or custom currency of Pinnacle Cart.

To delete an existing or custom currency of Pinnacle Cart, follow the steps:

- 1. Scroll down to <u>Currencies in Use 134</u> in <u>Currency page 134</u>.
- 2. Click **Delete a** icon for a currency you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-15-1 below.

Microsof	t Internet Expl	orer	×
?	Do you really v	vant to delete this c	urrency?
	ОК	Cancel	

Figure 6-15-1: Delete Confirmation

3. Click **OK** button to remove it.

### 6.1.14.3 Language Overview

Use this section to select the language template you want to use on your site. You can add and manage (edit and delete) the language template. To know more about language template, click on the links below.

Add a Language 136 Edit 138 Delete 140

6.1.14.3.1 Add a Language

You can use this section to add a language template.

To add a language template, follow the steps:

- 1. <u>Open 132</u> the **Site Local Settings** page.
- 2. Click on the **Language** tab on top of the page.

The **Language** page opens, as shown in the Figure 6-16-1 below.

🔅 Site Loo	cal Settings			
Local Setting	s Currency	Language		
🔞 Site Langua	ge Settings			
If you we	ould like to create a new templat ould like to edit or change text in ew Language Template Language Name			
۲	English	Yes		
			Save changes	Reset form

Cart Settings

137

Figure 6-16-1: Language page

**Note:** You can set a language as an **active language** by clicking on the radio button and then clicking on the **Save changes** button.

3. Click Add a New Language Template link under Language Settings to open Add / Create Language page, as shown in the Figure 6-16-2 below.

🚫 Add / Create Language	
	If you have a template file compatable with this cart, you can choose to upload it here. ou will be returned to the main language template page, late.
Set New Language Properties	
🍥 Add New Language	
Language Name	
Language Code	
Is this Language Active?	
Output See existings language as a base	Use language template  Very Please select the Base Language for the template. The Base Language will be the language that will appear initially. You can edit the Base Language once the template is created.
Upload Language File	Browse
	Save changes Reset form

Figure 6-16-2: Add / Create Language page

- 4. Scroll down to **Add/ Create a New language** and enter the following information.
  - a. Language Name: Enter the name of the Language.

- b. Language Code: Enter the Language Code.
- c. **Is this language active**: Check this Box to make the language you are adding as an active language for the site.
- d. **Use existing language as a base**: Select the base language for the template from the drop-down menu.

**Note:** Base Language will be the language that will appear initially. You can edit the Base Language once the template is created.

- e. **Upload language file:** Click on **Browse** to upload the language file from your local computer. The uploaded file must be compatible with this cart for it to work correctly.
- 5. If you want to reset the form, click on the **Reset form** button.
- 6. Click **Save changes** button to update the information.

You can view the confirmation message on top of the **Add / Create Language** page, as shown in the Figure 6–16-3 below.

New Language
Language has been successfully created

Return To Localization Settings

Figure 6-16-3: Language Confirmation Page

#### 6.1.14.3.2 Edit Language

138

You can use this section to edit an existing language template. To know more about editing a language template, follow the steps below.

- 1. <u>Open 136</u> the **Language** page.
- 2. Scroll down to **Language name** and click on **Edit** icon to edit an existing language template.

Update Language page opens.

**Note:** Click **Return To Main Languages Admin** link to return to <u>Language page</u>

3. Edit the required Language settings under **Current Language**.

	Cart Settings 139					
🚫 Update Language - English						
Messages that your users see are grouped Use this page to edit the messages corresp Return To Languages Management I	into categories corresponding to the area of your store. conding to the language and category shown. Page					
Change Language Properties	Change Language Properties					
🍥 Current Language: English						
Language Name	English					

english

 $\checkmark$ 

Is this Language Active

Language Code

#### Figure 6-17-1: Current Language

4. You can also edit the messages under Edit Messages Below.

📝 Edit Messages Below	
Message Category	Common 👻
ISO-8859-1	
ISO-8859-1	
Home	
Home	
Choose Your Currency	
Choose Your Currency	
	Save changes Reset form

## Figure 6-17-2: Edit Messages

- If you want to reset the form, click on the **Reset form** button.
   Click **Save changes** button to update the information.



You can use this section to delete an existing language template. To know more about deleting a language template, follow the steps below:

1. <u>Open 136</u> the **Language** page.

2. Scroll down to **Language name** and click on **Delete (a)** icon to delete an existing language template.

A pop up appears asking for confirmation, as shown in the Figure 6-18-1 below.

Microsof	t Internet Exp	olorer	X
?	Do you really	want delete this la	anguage?
	ОК	Cancel	

Figure 6-18-1: Delete Confirmation

3. Click **OK** to confirm deletion.

# 6.1.15 CCS Settings

**Please Note** 

It's strongly recommend you do not store credit cards on your system unless you feel it is absolutely necessary.

No system is 100% safe and you will be held responsible for any breach in the security of your server.

CISP complaint payment gateways are the only recommend repository for customer payment information.

While we provide this feature as a service to our customers, we strongly advise against using it.

Since no encryption method is completely secure, we cannot be held responsible for any issues surrounding the storage of your customers payment data.

Entering in the information below will create a certificate

1. Make sure you enter in a password where prompted as shown below. <The password you enter will be used to view payment data on the order page.>.

- 2. Fill in your Location and company information in the remaining fields.
- 3. Once completed the information below to generate a certificate for encrypting payment

information.

# PLEASE READ

**PLEASE NOTE - Any payment data encrypted with this certificate can only be accessed by the password you enter.** 

While you can generate a new certificate at anytime, you will not be able to access payment information encrypted with an older certificate.

Therefore, it is very important you do not lose this password. If lost, the only solution is to generate a new certificate.

Certificate Data	
🧿 Generate New Certificate	
CCS Password (8 chars min)	
CCS Password Confirmation	
Country Name	Afghanistan 👻
State / Province Name	State
Locality Name	City
Organization Name	Company Name
Organization Unit Name	Company Name Unit
Common Name	Company Name
Email Address	support@site.com
	Save changes Reset form

# 6.2 Payment Methods

This section is used to manage the order settings (i.e. Realtime and Custom Payment method and Gateway). To know in detail about the following sections, click on respective links below:

Enable/Add Gateway 142

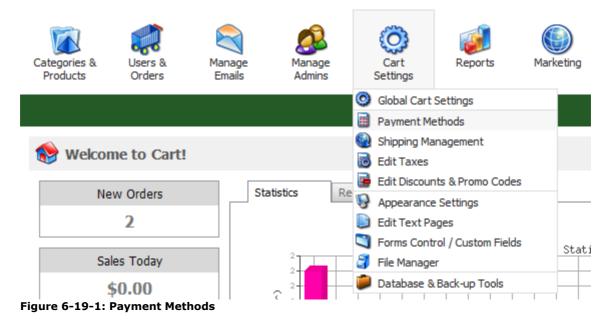
Update Realtime Payment Method Disable Add a New Custom Payment Method Update Delete 166

# 6.2.1 Enable/Add Gateway

You can use this section to create and select gateways you want to enable.

# To enable and add gateway under Realtime Processing - Payment with Credit Card in Payment Methods (Quick Setup) page, follow the steps:

1. Click **Payment Methods**, as shown in the Figure 6-19-1 below.



**Payment Methods (Quick Setup)** page will open, as shown in the Figure 6-19-2 143 below.

**Note:** You can also open the **Payment Methods (Quick Setup)** page directly by clicking on **Payment Methods** link in the <u>Admin Area Home page</u> 3.

You can also <u>edit</u> 162 and <u>disable</u> 162 the **Realtime Payment Method** as well as <u>add</u> 163, <u>edit</u> 165 and <u>delete</u> 166 the **Custom Payment Method** from the **Payment Methods (Quick Setup)** page.

2. Scroll down to **Enable/Add Gateway**. Under **Enable/Add Gateway**, select a gateway from the drop down menu you want to enable/add.

Note: From Payment Methods (Quick Setup) page, you can enable/add any of these Gateway from the drop down menu (Authorize.Net, DataCash, Echo-inc.com,

<b>Cart Settings</b>	143
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FastTransact.com, iTransact.com, LinkPoint.com, NetBilling.com, NTPNow.com, PayPal Express Checkout, PayPal Pro, Protx.com, PsiGate.com, Shift4.com, VeriSign.Net, ViaKLIX, 2CheckOut.com, HSBC-CPI, PinnProcessing, Transaction Central, VeriSign.Net Pay Flow Link, WorldPay.com and Custom Payment Method).

	Payment Methods (Quick Se	tup)				
	Gateways. 🍓 Add a New Custom Payment Me		your customers purc	hases. The real-time s	ection will require you to set up an account with the listed Processors and	
-	Enable/Add Gateway					
	Choose a gateway you want to enable	Authorize.Net AIM 3.0	•			
			Enable ga	teway		
-	Active Payment Gateways					
	Name	Gateway	Priority	Active		
Ą	Realtime Processing - Payment w	vith Credit Card				
ć	Authorize.Net AIM 3.1	Authorize.Net AIM 3.1	1 👻	Yes		2 🕲
C	Pinnacle Cart CCS	Pinnade Cart CCS	1 👻	Yes		2 🕲
Ą	Realtime Processing - Instant Pa	yment Notification Methods (with ba	ck-processing)			
6	2CheckOut.com	2CheckOut.com	1 🔻	Yes		2 🕲
			Save changes	Reset form		

#### Figure 6-19-2: Payment Methods (Quick Setup) page

3. Click **Enable gateway** button to setup the selected payment gateway as shown in the Figure 6-19-3 below.

4. Click the  $\checkmark$  to edit any of the parameters of your active payment gateways, as shown in the Figure 6-19-3 below.

## Pinnacle Cart User Manual v3.6.3

Please	use caution when making	changes to this page. Incorrect values n	nay prevent the gatewa	y from operating correctly.			
Gateway Pr	operties						
Payment N	Nethod Properties						
Payment	t Method Name	Authorize.Net AIM 3.1 This is the text that will help cu	stomers identify this paymer	nt method. It will appear in the Payment Selection drop-down box.			
Protocol		HTTPS +					
Priority		1 Priority is used to sort available					
Payment S	Gerver Settings	"Select Payment Method" drop-	-down Box on user site				
	Processor ID	authorizenet_aim_3_1					
URL To Ga	iteway	https://secure.authorize.net/gal Changing this URL may disable need to change this information to do so by your gateway com	your gateway. You should n n unless you have been noti				
Login :		API Login ID					
Transactio	n Key :						
		Valid transaction key					
Test Requ	est :	TRUE Processing mode (TRUE for tes	t mode and FALSE for real n	rocessing)			
Auth Type	::	Auth-Capture Auth-Capture is the normal tra notified of the approval, and ti Auth-Only stands for Authorize	nsaction method; a transact ne transaction automatically ation-Only and means obtain	ion is sent to the system for approval, the transaction is approved, the merchan settles at the end of the business day without any further action by the mercha ing an authorization for a certain amount on a customer's credit card without ac lays, the transaction will expire.			
Enable Car	rdinal Centinel :	No           No           Image: Click here to setup Car	No           No           Image: Click here to setup Cardinal Centinel Module				
Accepted (	Credit Cards						
Enable	Card Code	Card Name	Require CVV2				
<b>V</b>	VISA	Visa		8			
<b>V</b>	MC	Master Card		- 0			
<b>V</b>	AMEX	American Express		0			
	DICL	Diners Club		8			
	JCB	JCB		8			
	CARTE	Carte Blanche		8			
	ABC	Australian BankCard		8			
				-			
	DINO	Discover/Novus		8			
	SW	Switch		ů			
	SO	Solo		0			
	ERT	enRoute		Ċ			
	UKE	Visa Electron		0			
Add Card							
Enable	Card Code	Card Name	Require CVV2				
				Add			
Payment F	Form Title						
Payment	t Form Title	Credit Card Payment with Auth This is the text that will help cu		nt method if it is selected. It will appear on the Payment Form.			
	you would like to appear on the	Payment Pagee - [Edit HTML Online]					
Message y							

Message you would like to appear on Thank You Page - [Edit HTML Online]

<b>Your Order Has Been Sent</b>

Save changes Reset form

#### Figure 6-19-3: Payment Method (Update) page

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information and add the **gateway** under **Realtime Processing Payment with Credit Card** in <u>Payment</u> <u>Methods (Quick Setup)</u> [143] [\*\*\*\*] [143] page [143].

## 6.2.1.1 Setting Up 2CO Account (2checkout)

1. Go to **2checkout.com** and sign-up to become a seller.

2. Once your receive an e-mail confirming your are a seller on their system login to the 2checkout management area.

3. In the **"Helpful Links**" area, click to enter the **"Look & Feel"** area of the management system.

4. Under the area designated "Approved, pending and affiliate area" enter in the following information

• Direct Return drop-down box to "No"

• In the blank designated for "Approved URL" enter http(s)://www.yourcarturl.com/index.php?p=invoice&oa=ProcessPayment (be sure to replace http://www.yoursitename with the actual URL to your store)

• In the blank designated for "Pending URL" enter http(s)://www.yourcarturl.com/index.php?p=invoice (be sure to replace http://www.yoursitename with the actual URL to your store.)

Save your changes

5. Next login to your Pinnacle Cart administration and go to Payment Methods 142 located under Cart Settings.

6. Activate the **2Checkou**t payment method

Payment Method Setup - 2C	neckOut.com (Update)
Please use caution when making of the second sec	changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties	
Payment Method Properties	
Payment Method Name	2CheckOut.com This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol	HTTPS  It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority	Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings	
Payment Processor ID	2checkout
URL To Gateway	https://www.2checkout.com/2co/buyer/purchase Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Sid :	12345678 2CheckOut Seller ID (Account Number)
Demo :	Y Processing mode (Set to Y for testing (no credit card will be billed) OR leave blank for live processing)
Payment Form Title	
Payment Form Title	Credit Card Payment with 2CheckOut.com This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.
Message you would like to appear on the F	ayment Pagee - [Edit HTML Online ]
To complete this transformed to the second secon	d 2checkout.com as your payment method. ansaction, it is necessary to send you to 2checkout.com. on is complete, you will be returned to our site.
Message you would like to appear on Than	k You Page - [Edit HTML Online ]
thank you for your ord	эг.
	Save changes Reset form

- 7. On the 2Checkout Payment screen, do the following
- a. Set the Protocol to HTTP
- b. Enter your 2checkout.com store id in the blank labeled "sid"

c. If you are running a test enter "Y" into the blank labeled Demo or leave blank for live transactions.

8. Enter in the information you would like to have appear on your thank you pages.

9. Save your changes.

# 6.2.1.2 Setting up Authorize.Net AIM 3.1

Steps for setting up an Authorize.net account in the cart.

1. Get an Authorize.net account.

Pinnacle Cart uses the ADC Direct response method, Version : 3.1 (Simple Integration Method)

2. Login to your **Authorize.net** and go to Settings and Profiles area and look under the Security table. Specifically, make sure **Card Code Verification** and **Address Verification System (AVS)** are set as you would like them. These settings allow you to control security on your account and may help in preventing fraudulent transactions from being placed on Pinnacle Cart.

3. Logout of Authorize.net and login to the Pinnacle Cart Management area.

4. Go to Cart Settings >> Payment Methods and activate the Authorize 3.1.net gateway.

**Important:** You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

5. Enter in your Authorize.net Login (API Login) and Transaction Key.

148

Payment Method Setup - Authorize.Net AIM 3.1 (Update)			
Please use caution when making changes to this page. Incorrect values may prevent the gateway from operating correctly.			
Gateway Properties			
of Payment Method Properties			
Payment Method Name	Authorize. Net AIM 3.1 This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.		
Protocol	HTTPS + It is strongly recommended to use HTTPS protocol for Credit Card and Check payments		
Priority	Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site		
Payment Server Settings			
Payment Processor ID	authorizenet_aim_3_1		
URL To Gateway	https://seoure.authorize.net/gateway/transact.dll Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company		
Login :	API Login ID		
Transaction Key :	Valid transaction key		
Test Request :	TRUE		
Auth Type :	Auth-Capture Auth-Capture is the normal transaction method; a transaction is sent to the system for approval, the transaction is approved, the merchant is notified of the approval, and the transaction automatically settles at the end of the business day without any further action by the merchant. Auth-Chrly stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actually charging the card. If the money is not captured within 30 days, the transaction will expire.		
Enable Cardinal Centinel :	No           Image: Control of the setup of		

6. If you are going to run a test transaction, set Test Request to True. Once testing is complete, make sure you set this back to False. Any of the following card numbers can be used to run test transactions. Please note that these numbers do not represent real card accounts; they will return a decline in live mode, and an approval in test mode. Any expiration dates after the current day's date can be used with these numbers.

370000000000002 - American Express 6011000000000012 - Discover 5424000000000015 - MasterCard 4007000000027 - Visa

7. Set Auth Type to **AUTH\_CAPTURE** or **AUTH ONLY** depending on the how you would like Authorize.net to handle your transactions. (default is AUTH\_CAPTURE)

8. Make sure your currency code is set to USD. At this time **Authorize.net** is only accepting transactions in US DOLLARS.

9. Enable the credit cards you have set up on the **Authorize.net** system. Do not enable credit cards that are not associated with your **Authorize.net** account, this will only cause confusion with your customers.

10. Enter in the messages you would like to appear on the both the payment and thank-you page.

11. Click save settings and log-out.

#### 6.2.1.3 Setting Up Linkpoint.com

**Important:** The **LinkPoint.com** payment gateway requires a **digital certificate** to be uploaded to the cart for it to send and receive payment transaction data. This gateway will not work unless this certificate has been uploaded to the cart. When you activate this gateway you may notice a certificate is already present, this is simply an example certificate and it will need to be replaced with the certificate you receive from **LinkPoint.com** 

The owner of the account should have received a welcome e-mail when the merchant account was opened. You must have a **LinkPoint API account** in order to receive this e-mail. If you lost this e-mail, you will have to call your merchant account provider to have the e-mail resent at 1-800 456-5989 x4100 (human interaction is a security requirement). At the very end of the message (embedded in the e-mail text) will be the digital certificate, which is your pem file. Follow the instructions given in the e-mail exactly to save the digital certificate into a file on your Web server with a .pem extension. Note the location (path) to the pem file.

content/engine/payment/linkpoint/certificate.pem

OR you can simply upload the certificate directly through the admin area within Pinnacle Cart.

Payment Method Setup - Lini	(Point.com (Update)
Please use caution when making c	hanges to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties	
Payment Method Properties	
Payment Method Name	LinkPoint.com This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol	HTTPS v It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority	3  Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings	
Payment Processor ID	linkpoint
URL To Gateway	https://secure.linkpt.net:1129/LSGSXML Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Certificate File	Browse. This gateway requires a Security Certificate to work properly. Typically, this will be located in the "My Account" area of most gateway providers. Current Certificate: content/engine/payment/inkpoint/certificate.pem File Size: 1785 bytes File change time: May 1, 2008, 10:23 am
Store Number :	Merchant Store Number
Order Type :	SALE  The possible values are SALE (immediately charges a customer's credit card) and PREAUTH (reserves funds on a customer's credit card).
Mode :	GOOD  This field puts the account in live mode or test mode. Set to LIVE for live mode, GOOD for an approved response in test mode, DECLINE for a declined reponse in test mode, or DUPLICATE for a duplicate response in test mode.

Additionally, you will need to set the protocol to HTTPS and have a SSL set up in Global

Site Settings 111 to use Linkpoint.com.

#### 6.2.1.4 Setting Up PayPal Express Checkout

To enable Paypal Express Checkout scroll down to **'Enable/Add Gateway'**. Under **'Enable/Add Gateway'** select **'Paypal Express Checkout'**.

1. Upload your certificate to the server by clicking on the '**browse'** button under the '**Payment Server Settings'**.=

2. Your certificate should come from PayPal in the form of a **.pem** file.

#### 3. Enter your PayPal Pro Username and Password

Payment Method Setup - FastTransact.com (Update)		
Please use caution when making cha	nges to this page. Incorrect values may prevent the gateway from operating correctly.	
Gateway Properties		
I Payment Method Properties		
Payment Method Name	FastTransact.com This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.	
Protocol	HTTPS	
Priority	10 Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site	
Payment Server Settings		
Payment Processor ID	fasttransact	
URL To Gateway	secure.fasttransact.com Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company	
Account Id :	This is the number of your merchant or agent account, as a 12 digit string	
Site Tag :	The site tag of your website or retail site, as was configured within the system. This field is optional. It is used to select which email receipt templates will be used, as well as for accounting purposes.	
Allow Avs :	No Set this flag to "Yes" to anable AVS (Address Verification System) for credit card transactions	
Allow Cvv2 :	Yes Set this flag to "Yes" to enable CVV2 (Card Verification Value 2) for credit card transactions	

\*Note: The username in the picture is not the one you want to you use, you want to use the one supplied to you by PayPal.

4. Decide on wether or not you want PayPal Express Checkout to be your only merchant option for customers in the **'Exclusive'** option.

5. Choose wether or not you are going to make this option 'Live' or in 'Test' mode on the 'Mode' option.

6. And finally determine what kind of payment action you want to have live on Pinnacle Cart: **'Sale'**, **'Authorization'**, or **'Order'**. The description for each option is located below the **'Payment Action'** field.

## 6.2.1.5 Setting Up PayPal Payments Pro

To use the **PayPal Payments Pro Gateway**, you will need an Payments Pro Gateway through <u>PayPal.com</u>. Once logged into PayPal.com you will see an option to set up a **PayPal Payments Pro Gateway**.

PayPal's Payments Progateway differs from the traditional PayPal.com gateway in every transaction is completed on your website. So the customer doesn't have to be directed to Paypal.com to complete the transaction.

First you will need to apply for a Website Payments Pro account.

1. Return to your Business Account Overview page and click the Merchant Tools tab.

- 2. Under Website Payments Pro, click Learn More.
- 3. Under Getting Started, click Submit application.
- 4. Complete the application form and click Continue.
- 5. On the Application Approved page, click Getting started with PayPal.
- 6. Follow the link to accept the billing agreement.
- 7. You are taken to a page for API Setup.

Next you will need to generate an API Certificate through PayPal.com to up be uploaded to the cart. This certificate is used by PayPal.com to identify Pinnacle Cart.

#### Follow these steps to generate your API Certificate:

Once you have completed these steps, you can start the process of setting up PayPal though the back of the cart.

- 1. Login to PayPal and go to "Request API Credentials" and apply for the SSL Client-Side Certificate.
- 2. Next you will receive an e-mail form PayPal stating your API certificate is ready to use.

Pinnacle Cart User Manual v3.6.3

## 3. Login and click "View or Remove Credentials" under

PayPal					Log Out   Help	
My Account	Send Money	Request Mon	ey Merc	hant Services	Auction Tools	
Overview	Add Funds	Withdraw	History	Resolution Cen	ter Profile	
API Set-up						
Many websites use PayPal's Application Programming Interface (API). PayPal's APIs are secure. For your protection, you either explicitly grant permission to your shopping cart or solution provider to use PayPal's API for you or you get you own secure API credentials to use yourself. <b>Choose one of the following options.</b> If you are not sure about your needs, check with your shopping cart or solution provider.						
Grant API Permission Select this option if you have been instructed by your shopping cart or solution provider to grant them permission to make API calls on your behalf.						
			View or Re	move Credentials		
Learn more about <u>API access permissions and API credentials</u> . Looking for a partner to integrate Website Payments Pro for you? <u>These shopping cart services</u> have already integrated Website Payments Pro and are waiting to help you.						

- 4. Next download your API certificate and save it to your computer. Also record your API username and API password.
- 5. Login to Pinnacle Cart and activate PayPal Pro
- 6. Use the HTTPS protocol
- 7. Enter in your API Username and API Password into the cart. Your Paypal Username and Password will not work.
- 8. Upload your certificate to the server by clicking on the "browse" button under the Payment Server Settings.

152

😨 Payment Method Setup - PayPa	al Pro (Update)
Please use caution when making cha	nges to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties	
🖋 Payment Method Properties	
Payment Method Name	PayPal Pro This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol	HTTPS
Priority	Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings	
Payment Processor ID	paypalpro
URL To Gateway	https://api.paypal.com/2.0/ Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Certificate File	Browse This gateway requires a Security Certificate to work properly. Typically, this will be located in the "My Account" area of most gateway providers. Current Certificate: <u>content/engine/bayment/baypal/certificate.pem</u> File Size: 1827 bytes File change time: May 1, 2008, 10:23 am
Username :	PayPal Pro API Username
Password :	PayPal Pro API Password
Code :	USD  PayPal-Supported Currencies
Payment Action :	Sale When your buyer approves an authorization, the buyer's balance can be placed on hold for a 29-day period to ensure the availability of the authorization amount for capture. You can reauthorize a transaction only once, up to 115% of the originally authorized amount (not to exceed an increase of \$75 USD). After a successful reauthorization, PayPal honors 100% of authorized funds for three days. You can settle without a reauthorization from day 4 to day 29 of the authorization period, but PayPal cannot ensure that 100% of the funds will be available after the three-day honor period. However, PayPal will not allow you to capture funds if the buyer's account is restricted, locked, or a fraudulent case occurs, or if your account has a high restriction level. You can use Authorization & Capture only when your account has a low restriction level.

Click save and you're done.

**PLEASE NOTE:** You will need to have your SSL (Security Certificate) set up in the cart for PayPal Pro to work.

## 6.2.1.6 SettingUpPayPal.com

- 1. To use the **Paypal.com** gateway, you will need to have an account with <u>Paypal.</u> <u>com</u>.
- 2. Once that account is set up, login to your admin area and go to Cart Settings >> Payment Methods and activate the **PayPal.com** gateway.

154

#### Pinnacle Cart User Manual v3.6.3

Payment Method Setup - PayPal.com (Update)		
Please use caution when making of	changes to this page. Incorrect values may prevent the gateway from operating correctly.	
Gateway Properties		
of Payment Method Properties		
Payment Method Name	PayPal.com This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.	
Protocol	HTTPS  T is strongly recommended to use HTTPS protocol for Credit Card and Check payments	
Priority	5 Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site	
Payment Server Settings		
Payment Processor ID	paypalipn	
URL To Gateway	https://www.psypal.com/cgi-bin/websor Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company	
Business :	PayPal Account ID	
Mode :	LIVE  PayPal Mode	
Currency Code :	USD PayPal-Supported Currencies and Max Amount    AUD- Australian Dollar - 12, 500 AUD    CAD- Canadian Dollar-12, 500 CAD    EUR-Euro - 8, 000 EUR    GBP- Pound Sterling - 5, 500 GBP    JPY- Japanese Yen - 1, 000, 000 JPY   USD- U.S. Dollar - 10, 000 USD	
Payment Action :	Sale When your buyer approves an authorization, the buyer's balance can be placed on hold for a 29-day period to ensure the availability of the authorization amount for capture. You can reauthorize a transaction only once, up to 115% of the originally authorized amount (not to exceed an increase of \$75 USD). After a successful reauthorization, PayPal homors 100% of authorized funds for three days. You can settle without a reauthorization from day 4 to day 29 of the authorization period, but PayPal cannot ensure that 100% of the funds will be available after the three-day honor period. However, PayPal will not allow you to capture funds if the buyer's account is restricted, locked, or a fraudulent case occurs, or if your account has a high restriction level. You can use Authorization & Capture only when your account has a low restriction level.	

## 3. Set the **Protocol** to **HTTP.**

#### 4. Enter in your **PayPal Account information**.

- 5. Select your **Currency**.
- 6. Save your settings.

**Important:** If you use the PayPal.com transaction method, your customers will be transferred over to PayPal.com to complete the transaction. Once the transaction is complete, they will be presented with a link within PayPal.com that allows them to return to Pinnacle Cart. If the customer does not click this link, the cart will not know if the funds have been successfully transferred to your Paypal account. If you get a notification from PayPal.com that a customer has sent you money and you don't see the order in within the cart, it means the customer did not click the "Return to cart" link and you will need to search "Abandoned" orders in the cart to retrieve their order.

## 6.2.1.7 Setting Up WorldPay.com

1. Go to WorldPay.com and sign-up.

2. Once you receive an e-mail confirming you are approved on their system. In this e-mail will be your **Installation ID**, **Username** and Password. Login to your WorldPay account.

3. In the admin area of WorldPay you will see "Installations for xxxxx", in that table will be your Installation ID. Across from your Installation ID you will see a link for Configuration Options, click that link.

- 4. Enter the following information:
- In Your website URL for activation Enter the URL to your site.
- In Callback URL Enter

http://www.yourstorename.com/index.php?p=invoice&oa=ProcessPayment (replace www.yourstorename.com with the actual URL to your store)

Activate Call Back URL

Save your changes

5. Next login to your Pinnacle Cart administration area and go to Payment Methods 142 located under Cart Settings.

- 6. Activate the WorldPay payment method
- 7. On the WorldPay Payment screen, do the following

Payment Method Setup - WorldPay.com (Update)		
Please use caution when making change Gateway Properties	es to this page. Incorrect values may prevent the gateway from operating correctly.	
Payment Method Properties		
Payment Method Name	WorldPay.com This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.	
Protocol	HTTPS ▼ It is strongly recommended to use HTTPS protocol for Credit Card and Check payments	
Priority	A Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site	
Nayment Server Settings		
Payment Processor ID	worldpay	
URL To Gateway	https://select.worldpay.com/woo/purchase Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company	
Testmode :	Succeed  Choose Live for real transactions, Succeed or Failed for test transactions	
Instid :	WorldPay Installation ID	
Currency :	USD The currency of the purchase (see WorldPay Guide for a list of codes)	

a. Set the Protocol to HTTP

b. Enter in the URL to the WorldPay Gateway. (default is https://select.worldpay.com/wcc/purchase)

c. Enter your **WorldPay Installation ID** in the blank labeled Instid.

## 156 Pinnacle Cart User Manual v3.6.3

d. You can set the account to test mode is you like. Just be sure to set it to live for real transactions.

8. Save your changes.

## 6.2.1.8 Setting Up Google Checkout



Google Checkout is a payment system that can be used in the cart to accept credit cards.

To register for an account, <u>click here</u>.

Once you have registered, you will need to activate Google Checkout in the admin area of the cart and enter in your account information.

Payment Method Setup - Google	Checkout (Update)
Please use caution when making chan	ges to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties	
f Payment Method Properties	
Payment Method Name	Google Checkout This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol	HTTPS IN It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority	1 Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings	
Payment Processor ID	googlecheckout
URL To Gateway	Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Merchant Id :	Google Checkout Merchant ID
Merchant Key :	Google Checkout Merchant Key
Mode :	Test Select Test mode to use sandbox account.
Auth Type :	Sale Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actua charging the card.
Shipping Price On Error :	0.00 Shipping Price for Google Checkout Orders when Google can't connect to a cart server
Request Buyer Phone Number :	No The setting indicates whether the customer must enter a phone number to complete an order.
Google Checkout Button Background :	Colored Will the button be placed on a white background or a colored background?
Google Checkout Button Size :	Small - 160x43 V What size button would you like?
Your Location :	US  This parameter identifies a locale associated with the transaction.
Continue Shopping Link :	This URL allows the buyer to continue shopping after confirming an order.
Callback Url :	https://domainname.com/content/engine/payment/google/checkout.php This is to be entered in the "API callback URL" area of Google. Replace "domainname.com" with the actual domain name of your site.
Payment Form Title	
Payment Form Title	Credit Card Payment with Google Checkout This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.
Message you would like to appear on the Paym	ent Pagee - [Edit HTML Online ]
<u>Please click Google Check</u>	out button
<	
Message you would like to appear on Thank You	J Page - [Edit HTML Online ]
<b>Your Order Has Been Sent&lt;</b>	/b>
<u>&lt;</u>	

Save changes Reset form

1. You do not need to modify the **'URL To Gateway'** or **'Checkout Button URL'** fields unless Google instructs you to do so.

2. You will want to use your **Google Checkout Vendor ID** and **Merchant Key** available from the Google Checkout API link.

3. Once you have input this information, you will need to set the **'Mode'** to either **'Test'** or **'Live'** depending on wether or not you want to test the gateway out live right away.

4. Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's account without actually charging the card and Sale means it will charge the account immediately.

5. This next area you can set the shipping price for Google Checkout Orders when Google can't connect to the cart server.

6. The Request Buyer Phone Number option is where you can indicate whether the customer must enter a phone number to complete an order.

7. Google Checkout Button Background section is to set the google checkout button to have a white background, or the same color background as the mycart box.

8. Google Checkout Button Size is the option where you can pick from 3 different sizes for the google checkout button.

9. The Your Location option allows you to set your carts location to be UK or US. This must be the same origin setting that you have for your google checkout account.

10. The Continue Shopping Link option is where you can set the "Continue Shopping" link on the google checkout server when a customer is done there. Most people just simply put there carts website address in that filed.

Make sure you have the call back url listed here into your settings over at google. <call them for instructions on where to put this.> <also note to replace domainname.com with your website domain name in this url when putting it into the google settings on the google server.>

## 6.2.1.9 Setting up Authorize.Net AIM 3.0

Steps for setting up an **Authorize.net** account in the cart.

1. Get an Authorize.net account.

*Pinnacle Cart uses the ADC Direct response method, Version : 3.0 ( Simple Integration Method )* 

2. Login to your **Authorize.net** and go to Settings and Profiles area and look under the Security table. Specifically, make sure **Card Code Verification** and **Address Verification System (AVS)** are set as you would like them. These settings allow you to control security on your account and may help in preventing fraudulent transactions from being placed on Pinnacle Cart.

3. Logout of **Authorize.net** and login to the Pinnacle Cart Management area.

4. Go to Cart Settings >> Payment Methods and activate the Authorize 3.0 or 3.1.net gateway.

**Important:** You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

5. Enter in your Authorize.net Login and Password or Transaction Key.

Payment Method Setup - Authorize.Net AIM 3.0 (Update)		
	nges to this page. Incorrect values may prevent the gateway from operating correctly.	
Gateway Properties		
Payment Method Properties		
Payment Method Name	Authorize. Net AIM 3.0 This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.	
Protocol	HTTPS v	
Priority	Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site	
Payment Server Settings		
Payment Processor ID	authorizenet	
URL To Gateway	https://secure.authorize.net/gateway/transact.dll Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company	
Login :	Merchant Login ID	
Authentication Method :	Password  Choose authentication method you would like to use	
Password :	Valid password or transaction key (depends on authentication method you selected above)	
Test Request :	TRUE  Processing mode (TRUE for test mode and FALSE for real processing)	
Auth Type :	Auth-Capture Auth-Capture is the normal transaction method; a transaction is sent to the system for approval, the transaction is approved, the merchant is notified of the approval, and the transaction automatically settles at the end of the business day without any further action by the merchant. Auth-Only stands for Authorization-Only and means obtaining an authorization for a certain amount on a customer's credit card without actually charging the card. If the money is not captured within 30 days, the transaction will expire.	
Enable Cardinal Centinel :	No	

#### 6. If you are going to run a test transaction, set Test Request to True.

Once testing is complete, make sure you set this back to False. Any of the following card numbers can be used to run test transactions. Please note that these numbers do not represent real card accounts; they will return a decline in live mode, and an approval in test mode. Any expiration dates after the current day's date can be used with these numbers.

37000000000002 - American Express 6011000000000012 - Discover 542400000000015 - MasterCard 4007000000027 - Visa

7. Set Auth Type to **AUTH\_CAPTURE** or **AUTH ONLY** depending on the how you would like Authorize.net to handle your transactions. ( default is

## 160 Pinnacle Cart User Manual v3.6.3

AUTH\_CAPTURE )

8. Make sure your currency code is set to USD. At this time **Authorize.net** is only accepting transactions in US DOLLARS.

9. Enable the credit cards you have set up on the **Authorize.net** system. Do not enable credit cards that are not associated with your **Authorize.net** account, this will only cause confusion with your customers.

10. Enter in the messages you would like to appear on the both the payment and thank-you page.

11. Click save settings and log-out.

## 6.2.1.10 Setting up Authorize.Net eCheck.Net

Steps for setting up an **Authorize.net eCheck.Net** account in the cart.

## 1. Get an Authorize.net account.

*Pinnacle Cart uses the ADC Direct response method, Version : 3.1 ( Simple Integration Method )* 

2. Go to Cart Settings >> Payment Methods and activate the Authorize eCheck.Net gateway.

**Important:** You will need to have an SSL (Security Certificate) set up to transfer credit card information securely to the gateway.

3. Enter in your Authorize.net Login (API Login) and Transaction Key.

📴 Payment Method Setup - Aut	horize.Net eCheck.Net (Update)
	hanges to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties	
🖋 Payment Method Properties	
Payment Method Name	Authorize.Net eCheck.Net This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Protocol	HITPS  T is strongly recommended to use HITPS protocol for Credit Card and Check payments
Priority	1 Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
Payment Server Settings	
Payment Processor ID	authorizenet_echeck
URL To Gateway	https://secure.authorize.net/gateway/transact.dll Changing this URL may disable your gateway. You should never need to change this information unless you have been notified to do so by your gateway company
Login :	API Login ID
Transaction Key :	Valid transaction key
Test Request :	TRUE  Processing mode (TRUE for test mode and FALSE for real processing)
Secure Source Echeck :	YES  Is this a SecureSource / Wells Fargo eCheck account?

# 4. **If you are going to run a test transaction, set Test Request to True**. Once testing is complete, make sure you set this back to False.

5. Enter in the messages you would like to appear on the both the payment and thank-you page.

6. Click save settings and log-out.

## 6.2.1.11 Setting up CCS

Steps for setting up CCS.

1. Make sure you have setup your certificate in the <u>CCS settings</u> before enabling this gateway.

2. Once there Enable the CCS by selecting 'Yes' as shown below.

162

#### Pinnacle Cart User Manual v3.6.3

Payment Method Setup - CCS (Update)		
Please use caution when	n making changes to this page. Incorrect values may prevent the gateway from operating correctly.	
Gateway Properties		
of Payment Method Properties		
Payment Method Name	CCS This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.	
Protocol	HTTPS	
Priority	1 Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site	
Enable CCS	Yes  Select "Yes" if you want enable CCS	

3. Click save settings and log-out.

# 6.2.2 Update Realtime Payment Method

To **update realtime payment method**, follow the steps:

- 1. **Open** [142] the **Payment Methods (Quick Setup)** page.
- Click Update Payment Method Settings icon in Realtime
   Processing Payment with Credit Card for the realtime payment method you want to edit.
- 3. The **Payment Method (Update) page** opens, as shown in the Figure 6-<u>19-3</u> 145 where you can edit all the parameters.

**Note:** The only difference between update in **realtime processing** and update in custom **payment method** is **Payment Server** Settings section. In **realtime processing** there is **Payment Server** Settings section, as shown in the Figure 6-19-3 [145].

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information.

## 6.2.3 Disable Realtime Payment Method

To **disable realtime payment method**, follow the steps:

- 1. <u>Open 142</u> the **Payment Methods (Quick Setup)** page.
- Click Disable Realtime Payment Method <sup>12</sup> icon in Realtime Processing

   Payment with Credit Card for the realtime payment method you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-20-1 below.



## Figure 6-20-1: Disable Confirmation

3. Confirm deletion process, by clicking **OK** button.

# 6.2.4 Add a New Custom Payment Method

In this section you can **add a new custom payment method** that can be used by your customers.

To add a new custom payment method, follow the steps:

- 1. <u>Open 142</u> the **Payment Methods (Quick Setup) page**.
- 2. In the **Payment Methods (Quick Setup)** page, click on **Add a New Custom Payment Method** link.

The Payment Method Setup - New Method (Insert) page will open.

- 3. **Common Settings:** Enter the following information:
  - a. **Payment Method Name:** Enter the text (i.e. Credit Card, Check, etc.) that will help customers to identify this payment method. It will appear in the Payment Selection drop-down menu.
  - Is This Method Available: Select Yes from the drop-down menu if you want to receive payments using this method, otherwise select No. By default, it is Yes.
  - c. **Protocol:** Select **HTTPS** or **HTTP** from the drop down menu, it is strongly recommended to use HTTPS, which is a secure protocol for Credit Cards, and Check payments. By default, it is **HTTPS**.
  - d. Priority: Priority is used to sort available payment methods in Select Payment Method drop-down menu on the user's site. You can select this on a scale of 1 to 10, where 1 is given the highest priority. By default, it is 5.

164

#### Pinnacle Cart User Manual v3.6.3

🝺 Payment Method Setu	p - New Method (Insert)
Please use caution when r	naking changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties	
of Payment Method Properties	
Payment Method Name	This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box.
Is This Method Available?	Yes Select "Yes" if you want this payment method will be active to receive payments. Otherwise select "No"
Protocol	HTTPS  It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority	5 Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site

#### Figure 6-21-1: Common Settings

4. **Payment Form Title:** Enter the text that will help customers to identify payment method if it is selected. It will appear on the Payment Form.

Payment Form Title

Payment Form Title

This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.

#### Figure 6-21-2: Payment Form Title

5. **Message you would like to appear on the Payment Page and Thank You Page:** Type the message you would like to appear on the Payment and Thank You Page.

All provide the second second

Message you would like to appear on Thank You Page - [Edit HTML Online]

Save changes

Reset form

Figure 6-21-3: Message Box for Payment and Thank You Page

- 6. You can also create an eye-catching description by clicking **Edit HTML Online** in **Payment** and **Thank You** Page.
- 7. If you want to cancel or start again, click on **Reset form** button.
- 8. Click **Save changes** button to save details about new custom payment method under **Realtime Processing Payment with Credit Card** in Payment Methods (Quick Setup) page 143.

# 6.2.5 Update Custom Payment Method

You can use this option to edit custom payment methods.

To update custom payment method settings, follow the steps:

- 1. <u>Open 142</u> the **Payment Methods (Quick Setup)** page.
- 2. Click **Update Payment Method Settings** icon for the **Custom Payment Method** you want to edit.
- 3. The **Payment Method (Update)** page opens, as shown in the Figure 6-22-1 166 where you can edit all the parameters.

Note: The only difference between update in realtime processing and update in custom payment method is Payment Server Settings section. In realtime processing there is Payment Server Settings section.

166
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## Pinnacle Cart User Manual v3.6.3

Payment Method Setup - Cu	stom Method (Update)
Please use caution when making of the second sec	changes to this page. Incorrect values may prevent the gateway from operating correctly.
Gateway Properties	
Payment Method Properties	
	Custom Method
Payment Method Name	This is the text that will help customers identify this payment method. It will appear in the Payment Selection drop-down box
Is This Method Available?	Yes Select "Yes" if you want this payment method will be active to receive payments. Otherwise select "No"
Protocol	HTTPS It is strongly recommended to use HTTPS protocol for Credit Card and Check payments
Priority	5 Priority is used to sort available payment methods in "Select Payment Method" drop-down Box on user site
💡 Payment Form Title	
Payment Form Title	Custom Method This is the text that will help customers identify this payment method if it is selected. It will appear on the Payment Form.
Call me to place this o	order.
Message you would like to appear on Than	k You Page - [ Edit HTML Online ]
Thank You.	
	Save changes Reset form

#### Figure 6-22-1: Update Custom Payment Method Page

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information.

# 6.2.6 Delete Custom Payment Method

You can use this option to delete custom payment methods settings.

To **delete custom payment methods** settings, follow the steps:

- 1. <u>Open 142</u> the **Payment Methods (Quick Setup)** page.
- 2. Click **Delete Custom Payment Method** icon for **Custom Payment Method** you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-23-1 below.

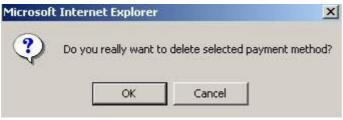


Figure 6-23-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

# 6.3 Shipping Management

This section allows you to control the shipping settings and methods for the cart. You can choose not to have the cart calculate shipping, use UPS and USPS realtime shipping calculations or set up a custom shipping method to fulfill the needs.

To manage the shipping settings of the cart, follow the steps:

1. Click **Shipping Management**, as shown in the Figure 6-24-1 below.

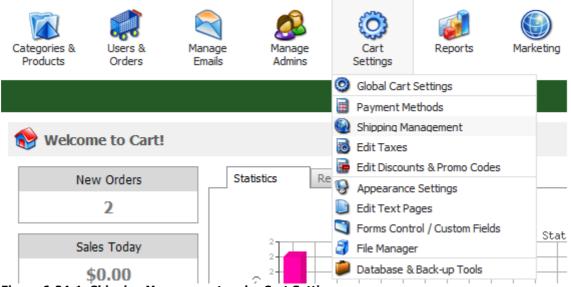


Figure 6-24-1: Shipping Management under Cart Settings

Shipping Management page will open under Shipping Settings tab.

**Note:** You can also open the **Shipping Management** page directly under **Shipping Settings** tab by clicking on **Shipping Management** link in the <u>Admin Area Home</u> <u>page</u> 3.

2. Enable/Disable Shipping Calculation: Enter the following information:

- a. **Enable Shipping:** Select **Yes** from the drop down menu to enable shipping charges and **No** to disable shipping charges completely. By default, it is **Yes**.
- b. **Display Shipping Prices:** Select **Yes** from the drop down menu to display shipping prices on shipping methods page. Selecting **No** won't display any information. By default, it is **Yes**.
- c. **Allow International Shipping:** Select **Yes** from the drop down menu to allow international shipping. If **Yes** is selected, Cart will display shipping methods for all available countries. If **No** is selected, shipping is available only for country selected in <u>Shipping Origin</u> <u>Settings</u> [169]. By default, it is **No**.
- d. **Allow Shipping If No Available Methods:** Select **Yes** from the drop down menu to continue checkout and you will charge shipping costs in the future and if **No** is selected, error message will be displayed. By default, it is **No**.
- e. **Display Shipping Weight:** Select **Yes** from the drop down menu to display product weight on product and catalog page. Selecting **No** won't display any information. By default, it is **Yes**.
- f. **Display Product Shipping Price:** Select **Yes** from the drop down menu to display product shipping price on product page and if **No** is selected, the shipping price won't appear on the product page. You must add at least one shipping method on product level. By default, it is **Yes**.
- g. **Enable "Shipping Quote" feature:** Select **Yes** from the drop down menu to enable the shipping quote feature, otherwise select **No**. If enabled, customers will be able to get a shipping quote for products within their cart before they register. By default, it is **No**.

O Enable/Disable Shipping Calculation	
Enable Shipping?	Yes  Selecting NO will disable shipping charges completely; however you may still add a handling fee below.
Display shipping prices?	Yes  If Yes is selected, shipping prices will appear on the shipping methods page.
Allow International Shipping?	No vou want the Demo Cart to allow international Shipping? (If Yes is selected, Demo Cart will display shipping methods for all available countries. If No is selected, shipping is available only for country selected in Shipping Origin Settings)
Allow orders to be completed if no shipping methods are available?	No  If No is selected the cart will not allow an order to be completed if it cannot calculate a shipping price.
Display the shipping weight on the product / catalog pages?	Yes If no is selected the cart will not display the shipping weight on the product pages.
Should the cart display the shipping price on the product page?	Yes If you have entered in a shipping price by product, should that price be displayed on the product page?
Enable "Shipping Quote" feature?	No   If enabled, customers will be able to get a shipping quote for products within their cart before they register.
Is Shipping Taxable?	No 👻
Shipping Tax Class	Tax Class is not assigned 👻

Figure 6-24-2: Enable/Disable Shipping Calculation

3. **Shipping Label:** In **Shipping Label Text**, enter the Shipping Text message you would like on the Order page and in the Invoice, as shown in the Figure 6-24-3 below.

📝 Shipping Label	
Shipping Label Text	Shipping This is the name for the shipping line item on the order and invoice page. The default is "shipping".

Figure 6-24-3: Shipping Label

- 4. Handling Fee: Enter the following information:
  - a. **Charge Per-Order Handling Fee:** Enter the charge per-order handling fee and select from the drop down menu it is in % or **\$**. Keep it as "0.00" if you do not wish to add a handling fee.
  - b. **Is Handling Fee Taxable:** Select **Yes** from the drop down menu if it is taxable, otherwise select **No**. By default, it is **No**.
  - c. **Show Handling Separately:** Select **Yes** from the drop down menu if you want the handling to show separately on the billing page, otherwise select **No**. By default, it is **No**.
  - d. **Handling Text:** Enter the handling text message, as you would like to appear.

**Note:** Handling Fee are optional fields.

🚔 Handling Fee	
	Handling fees are optional. You may set up a handling fee as a percentage of the sale or a flat rate. Keep it as "0.00" if you do not wish to add a handling fee.
Charge per-order Handling Fee	0.00 USD -
Is Handling Fee Taxable?	No
Handling Tax Class	Tax Class is not assigned 👻
Show Handling Separately?	No  Thandling is not separated then shipping tax will be applied
Handling Text	Handling
Figure 6-24-4: Handling Fee	

- 5. Shipping Origin Settings (Realtime): Enter the following information:
  - a. City: Enter the name of the City.
    b. State/Province Name: Select the State/Province Name from the drop down menu.
  - c. **ZIP/Postal Code:** Enter the zip/postal code.
  - d. **Origin Country:** Select the Origin Country from the drop down menu.

🍥 Shipping Origin Settings (Realtime)	
	This information will be used to calculate real-time shipping costs. Please enter in the origin information for all shipments from your store.
City	City
State/Province Name	All States/Provinces
ZIP/Postal Code	
Origin Country	United States
	Save changes Reset form

Figure 6-24-5: Shipping Origin Settings (Realtime)

- 6. If you want to cancel or start again, click on the **Reset form** button.
- 7. Click **Save changes** button to save details.

A confirmation pop up appears, as shown in the Figure 6-24-6 below, which will tell that the shipping settings have been saved successfully.



Figure 6-24-6: Save Confirmation

8. Click **OK** button.

You can also <u>add</u> [174], <u>edit</u> [176] & <u>delete</u> [177] a **custom shipping method**; <u>add</u> [170], <u>edit</u> [172] & <u>delete</u> [173] a **realtime shipping method** and edit <u>Fed-Ex, UPS and USPS</u> <u>Realtime Configuration</u> [177] in the <u>Shipping Management page</u> [168].

To know in detail about the following sections, click on respective links below:

Add a Realtime Shipping Method Edit 172 Delete 173 Add a Custom Shipping Method 174 Edit 176 Delete 177 FedEx, UPS and USPS Configuration 177

# 6.3.1 Add a Realtime Shipping Method

To add a realtime shipping method, follow the steps:

1. <u>Open 167</u> the **Shipping Management** page.

Note: By default, the Shipping Management page opens under Shipping Settings tab.

2. In the Shipping Management page, click on Realtime Calculation tab.

The **Realtime Shipping Costs Calculation Settings** page opens, as shown in the Figure 6-25-1 below.

**Note:** You can also **edit** and **delete** the **realtime shipping** method from the **Realtime Shipping Costs Calculation Settings** page. To know more about <u>editing</u> 172 and <u>deleting</u> 173 **realtime shipping** method, click on each of the links.

D								
reate a custom shippin		ethods of the cart. You	i can choose not to have the c	art calculate shipping, o	r you can choose H	Edex, UPS or USPS	s real-time ship	oping. You can aiso cho
hipping Settings Re	al-Time Methods Cus	tom Methods Rea	al-Time Shipping Configurations	5				
Add A New Realtime S	Shipping Method							
	Shipping Method							
Add A New Realtime S Realtime Shipping Cos Carrier/Method			Country/State					
Realtime Shipping Cos			Country/State Fee		Priority	Hidd	en	
Realtime Shipping Cos Carrier/Method	ts Calculation Settings				Priority	Hidd	en	
Realtime Shipping Cos Carrier/Method Min Weight	ts Calculation Settings	Include 👻	Fee	% <b>v</b>	Priority		en 🗸	Ö
Realtime Shipping Cos Carrier/Method Min Weight FedEx - Priority	Max Weight	Include 🔻	Fee United States - ALL	% -				Ø

Figure 6-25-1: Realtime Shipping Costs Calculation Settings page

3. Click on Add A New Realtime Shipping Method link, in the bottom of the Realtime Shipping Costs Calculation Settings page, to expand it.

Scroll down to Add A Realtime Shipping Method in the bottom of the Realtime Shipping Costs Calculation Settings page, as shown in the Figure 6-25-2 method.

- 4. Add A Realtime Shipping Method: Enter the following information:
  - a. **Carrier-Method Name:** Select the **Carrier-Method Name** from the drop down menu by clicking on it.
  - b. **Country:** Select the **Country** from the drop down menu by clicking on it.
  - c. **State/Province:** Select the **State/Province** from the drop down menu by clicking on it. You can also select **All States/Provinces**.
  - d. **Min/Max Weight:** Enter the **minimum and maximum weight** and select from the drop down menu that it **Include range** or **Exclude range**.
  - e. **Additional Fee:** Enter the **additional fee** and depending on whether it is a percentage of shipping charges or a fixed amount in dollars selects the value from the drop down menu.
  - f. **Priority:** Select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher will be the listing.
  - g. **Hidden:** Select **Yes** from the drop down menu if you want to hide this Shipping Method, otherwise select **No**.

🛞 Shipping Management		
create a custom shipping program.	-	calculate shipping, or you can choose FedEx, UPS or USPS real-time shipping. You can also choose to
	Custom Methods Real-Time Shipping Configurations	
😽 Add A New Realtime Shipping Method		0
Carrier - Method Name	Internatinal Methods Canada Post - Regular Canada Post - Expedited Canada Post - Xpresspost Canada Post - Priority Courier	
Country	Canada Hold down the control key to select multiple ca	tegories.
State/Province	All States/Provinces Alberta British Columbia Manitoba New Brunswick	
Min/Max Weight	0.01 150	Include range 🗸
Additional Fee	0 %	•
Priority	5 🗸	
Hidden	No	
	Add meth	boo

Figure 6-25-2: Add A Realtime Shipping Method

5. Click Add method button.

A confirmation pop up appears, as shown in the Figure 6-25-3 below, which will tell that the new realtime shipping method has been successfully added.

Microsoft	Internet Explorer
⚠	New realtime shipping method has been successfully added!
	OK

Figure 6-25-3: Realtime Shipping Add Confirmation

6. Click **OK** button.

# 6.3.2 Edit a Realtime Shipping Method

To edit a realtime shipping method, follow the steps:

- 1. <u>Open 170</u> the **Realtime Shipping Costs Calculation Settings** page.
- 2. You can edit any of the **realtime shipping method** information in **Realtime Shipping Costs Calculation Settings** page.
- 3. If you want to cancel or start again, click on the **Reset form** button.
- 4. Click **Save changes** button to update the information.

A confirmation pop up appears, as shown in the Figure 6-26-1 below, which will tell that the changes have been saved successfully.



Figure 6-26-1: Saved Confirmation

5. Click OK button.

# 6.3.3 Delete a Realtime Shipping Method

To delete a realtime shipping method, follow the steps:

- 1. <u>Open 170</u> the **Realtime Shipping Costs Calculation Settings** page.
- 2. Click **Delete Realtime Method** <sup>[2]</sup> icon for the realtime shipping method you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-27-1 below.

Microsof	Internet Explorer		×
?	Do you really want to	o delete selected realtime	emethod?
	ОК	Cancel	

Figure 6-27-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

You will get a confirmation message that the selected realtime shipping method has been successfully removed, as shown in the Figure 6-27-2 below.

t Internet Explorer 🔀
Selected Realtime Shipping Method has been successfully removed!
ОК

Figure 6-27-2: Selected Realtime Shipping Method Delete Confirmation

4. Click OK button.

# 6.3.4 Add a Custom Shipping Method

174

To add a custom shipping method, follow the steps:

1. <u>Open 167</u> the **Shipping Management** page.

Note: By default, the Shipping Management page opens under Shipping Settings tab.

2. In the **Shipping Management** page, click on the **Custom Calculation** tab.

The **Custom Shipping Costs Calculation Settings** page opens, as shown in the Figure 6-28-1 below.

**Note:** You can also **edit** and **delete** the custom shipping method from the **Custom Shipping Costs Calculation Settings** page. To know more about <u>editing</u> 176 and <u>deleting</u> 177 a **custom shipping** method, click on each of the links.

C	Shipping Management						
	This section allows you to control the shipping methods of the cart. Y create a custom shipping program.	You can choose no	ot to have the cart calculate sh	ipping, or you can choo	se FedEx, UPS or US	SPS real-time shipping	g, You can also choose to
	Shipping Settings Real-Time Methods Custom Methods R	Real-Time Shipping	) Configurations				
4	Add A New Custom Shipping Method						0
6	Realtime Shipping Costs Calculation Settings						
	Carrier Name		Calculation Method	Country/State	Priority	Hidden	
	Custom Shipping #1		Base + Weight 🔹	ALL - ALL	5 🗸	No 👻	۵ 🅪
		Si	ave changes Reset for	m			

Figure 6-28-1: Custom Shipping Costs Calculation Settings page

3. Click on Add A New Custom Shipping Method link in the bottom of the Custom Shipping Costs Calculation Settings page, to expand it.

Scroll down to Add A New Custom Shipping Method in the bottom of the Custom Shipping Costs Calculation Settings page, as shown in the Figure 6-28-2 [175] below.

- 4. Add A New Custom Shipping Method: Enter the following information: a. Carrier Name: Enter the carrier name.
  - b. **Calculation Method:** Select the calculation method (Weight, At product level, Price-based, etc.) from the drop down menu.
  - c. **Countries:** Select the country from the drop down menu. You can also select **ALL COUNTRIES** from the drop down menu.
  - d. **State/Province:** Select the State/Province from the drop down menu.
  - e. **Priority:** Select the Priority from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority. The higher the number, the higher it will be listed.

f. **Hidden:** Select **Yes** from the drop down menu if you want to hide this Custom Shipping Method, otherwise select **No**.

👋 Add A New Custom Shipping Method		0
Carrier Name		
Calculation Method	Base + Weight ▼	
Countries	ALL COUNTRIES United States Canada United Kingdom Afghanistan Albania Algaria Hold down the control key to select multiple categories.	tin ₩ ▼
States/Provinces	All States/Provinces	۸ ۲
Priority	5 🗸	
Hidden	No 🔻	
	Add method	

#### Figure 6-28-2: Add A New Custom Shipping Method

5. Click Add method button.

The **Custom Shipping Rates** page opens, as shown in the Figure 6-28-3 below.

log Custom Shipping Rates				
<ul> <li>Carrier Name: Custom Shipping ; Method Name: Base + Weight</li> <li>Country - State: ALL - ALL</li> </ul>	#2			
Please enter rates below Min Weight	Max Weight	Base Price	Price Per Lbs	
No rates defined yet				
-				
🍓 Add a New Rates Range				

🙆 Back to Shipping Management page

Figure 6-28-3: Custom Shipping Rates

- 6. To add Shipping Rates for this Custom Method, enter the **Min Weight**, **Max Weight**, **Base Price** and **Price Per Lbs**.
- 7. Click **Add** button to add the new custom range.

Microsof	t Internet Explorer
⚠	New custom range has been successfully added!
	ок

Figure 6-28-4: Custom Shipping Rates Add Confirmation

# 6.3.5 Edit a Custom Shipping Method

176

To edit a custom shipping method, follow the steps:

- 1. Open 174 the Custom Shipping Costs Calculation Settings page.
- 2. Click **Edit Shipping Rates for This Method** icon for the custom shipping method you want to modify.

The **Custom Shipping Rates** page opens, as shown in the Figure 6-29-1 below, where you can edit the shipping rates range.

**Note:** You can also add many different levels by **Adding New Rates Range** in the **Custom Shipping Rates** page. To **add new rates range**, enter the information and click **Add** button. To know more about **adding a custom rates range**, <u>click</u> <u>here</u> 175.

3. Edit any of the information in **Custom Shipping Rates** page.

Custom Shipping Rate	tes			
<ul> <li>Carrier Name: Custom Shi Method Name: Base + We</li> <li>Country - State: ALL - ALL</li> </ul>	ight			
Please enter rates below				
Min Weight (1) No rates defined yet	Max Weight	Base Price	Price Per Lbs	
Add a New Rates Range				

🧿 Back to Shipping Management page

Figure 6-29-1: Edit Custom Shipping Rates page

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information.

A confirmation pop up appears, as shown in the Figure 6-29-2 below, which will tell that the changes have been saved successfully.

Microsof	t Internet Explorer
⚠	Custom Rates have been successfully saved!
	ОК

Figure 6-29-2: Saved Confirmation

6. Click OK button.

# 6.3.6 Delete a Custom Shipping Method

To **delete a custom shipping method**, follow the steps:

- 1. <u>Open 174</u> the **Custom Shipping Costs Calculation Settings** page.
- 2. Click **Delete Custom Method** <sup>(2)</sup> icon for the custom shipping method you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-30-1 below.

Microsof	t Internet Explorer		×
?	Do you really want t	o delete custom shippi	ing method?
	ОК	Cancel	

Figure 6-30-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button.

You will get a confirmation message that the selected custom shipping method has been successfully removed, as shown in the Figure 6-30-2 below.

Microsof	t Internet Explorer
⚠	Selected custom shipping method has been successfully removed!
	OK

Figure 6-30-2: Selected Custom Shipping Method Delete Confirmation

4. Click OK button.

## 6.3.7 Fed-Ex, UPS and USPS Realtime Configuration

This section can be used to set or edit realtime-shipping gateway (UPS, USPS and Fed-Ex Gateway Settings).

To set up realtime shipping gateway follow the steps:

1. **Open** 167 the **Shipping Management** page.

Note: By default, the Shipping Management page opens under Shipping Settings tab.

In the **Shipping Management** page, click on **Real-time Shipping Configurations** tab.

- 2. The Real-time Shipping Configurations page opens.
- 3. **UPS Gateway Settings:** Enter the following information, as shown in the Figure 6-31-1 [179] below.
  - a. To set up UPS real-time shipping you will first need to have an account with UPS. To set up an account
  - b. Next you will need to generate a XML access key though UPS to get rates. To generate this key, login to your UPS account and generate a Developer Key by going to the following location: <u>https://www.ups.</u> <u>com/e\_comm\_access/laServ?</u> CURRENT\_PAGE=INTRO&OPTION=ACCESS\_LICENSE&loc=en\_US
  - c. Once that is complete, you will have the ability to generate a XML access key. Once you have that key, copy and paste that information into the UPS area of the cart along with the username and password to your account.

The following URLs exist for connecting the cart to UPS:

https://www.ups.com/ups.app/xml/Rate https://www.ups.com/ups.app/xml/Track

- UPS Rate Chart: Select from the UPS Rate Chart drop down menu, which rate chart (Regular Daily Pickup, On Call Air, etc.) applies to the shipment. By default, this is **Regular Daily Pickup**. **Regular Daily Pickup** rates are the lowest published rates, and apply to the majority of UPS shipments.
- **UPS Container:** UPS Container drop-down menu allows you to specify the shipping container type (Your Packaging, UPDS Tube, etc.). It is a global setting and will be applied to all products in Pinnacle Cart. By default, this is **Your Packaging**.
- **UPS residential or commercial delivery:** Select from the drop down menu, it is a **residential** or **commercial** delivery.

**Note:** Unless you have very specific shipping requirements, you should be using the default methods.

Cart Settings	179
---------------	-----

UPS Gateway Settings		
Please choose settings options below. Unless you have very specific shipping requirements, you should be using the default methods. Rate Chart determines which rate chart applie shipment. Regular Daily Pickup rates are the lowest published rates, and apply to the majority of UPS shipments. Container drop-down box allows for the type of shipping container specified, but is a global setting and will be applied to all products in your cart. UPS online tool is by default getting shipping rate for "Bill to UPS account" = "Yes".		
UPS XML Access Key	Validate the account	
UPS User Id	admin	
UPS Password		
UPS Pickup Type	Daily Pickup(default)	
UPS Package Type	Your Paokaging (default)	
UPS residential or commercial delivery	Commercial 👻	
Server URL for UPS Rating Tool	https://www.ups.com/ups.app/xml/Rate	
Server URL for UPS Tracking Tool	https://www.ups.com/ups.app/xml/Track	

#### Figure 6-31-1: UPS Gateway Settings

- USPS Gateway Settings: Enter the following information, as shown in the Figure 6-31-2 below. First you will need to get an account through <u>http://</u> www.uspswebtools.com/registration/
  - a. USPS Web Tools User ID: Enter the USPS Web Tools User ID.
  - b. **USPS Server URL:** Enter the USPS Server URL.

USPS Gateway Settings
<b>UNITED STATES</b> Please note: to begin using USPS rates calcalutors APIs you must complete a simple registration process. Click here to go to USPS site.
USPS Web Tools User ID
Server URL for USPS Rating Tool
Server URL for USPS Tracking Tool
Server URL for USPS Labeling Tool
gure 6-31-2: USPS Gateway Settings

5. **Canada Post Gateway Settings:** Insert your Merchant ID into the 'Canada Post Merchant ID' field after going to

<u>http://www.canadapost.ca/</u> to sign up for an account. You will need to get your Server URL for Canada Post Rating tool from Canada Post. Do not change the values in 'Server URL for Canada Post Tracking tool'. 180

#### Pinnacle Cart User Manual v3.6.3

🗊 Canada Post Gateway Settings					
CANADA POST CANADA Please note: to begin using	Canada Post rates calcalutors APIs you must complete a simple registration process. Click here to go to Canada Post site				
Canada Post Merchant ID	CPC_DEMO_XML				
Server URL for Canada Post Rating Tool	http://206.191.4.228:30000/				
Server URL for Canada Post Tracking Tool	https://em.canadapost.ca/emo/basicPin.do				
Show delivery date with method name	No				
Total Amount for Insurance Calculation	No				
Turn Around Time (hours)	0				

Figure 6-31-3: Canada Post gateway Settings

- 6. **FedEx Gateway Settings:** Enter the following information, as shown in the Figure 6-31-3 below.
  - a. **FedEx Account Number:** Enter the FedEx Account Number.
  - b. **FedEx Meter:** Enter the FedEx Meter.

📁 FedEx Gateway Settings	
Please note: to begin using FedEx rates calcalutors APIs you must complete a simple registration process. Click here to go to FedEx site.	
FedEx Account Number	
FedEx Meter	
Display FedEx Shipping Rates with VAT	Yes  V.S. users, please ignore this setting
	Save changes Reset form

#### Figure 6-31-4: FedEx Gateway Settings

- 7. If you want to cancel or start again, click on the **Reset form** button.
- 8. Click Save changes button to save details.

**Note:** You can also generate **FedEx Meter Number**, by clicking on **O** icon or **Generate FedEx Meter Number** link.

9. Generate FedEx Meter Number: Click Sicon or Generate FedEx Meter Number link to open the Generate FedEx Meter Number Page, as shown in the Figure 6-31-4 below.

<b>Cart Settings</b>	181
----------------------	-----

Company Name Shipping Department
Shipping Department
Shipping Department
-
support@site.com
Address Line 1
City
Alabama 🔻
•
United States

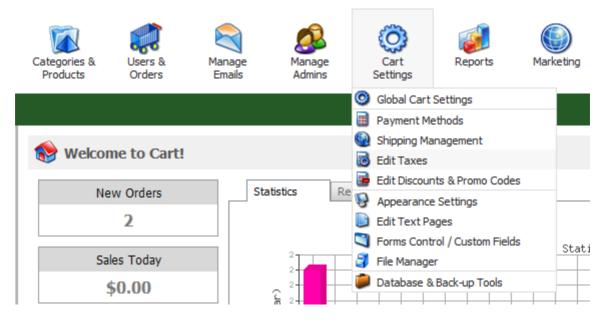
#### Figure 6-31-5: Generate FedEx Meter Number

- 10. Enter the information under Generate FedEx Meter Number and click **Save changes** button.
- 11. If you want to cancel or start again, click on the **Reset form** button.

# 6.4 Edit Taxes

Setting up taxes:

1. Go to 'Edit Taxes' page under 'Cart Settings'.



2. Define settings for the tax you are creating under **'Edit Tax Settings'** tab. **'Default Tax Country'** and **'Default Tax State'** are used to calculate taxes on product page(s) before user logs in for VAT.

New Tax Rate	
🍓 Add a New Tax Rate	
Tax Rate Name	
Define a New Tax Zone	All Countries 🗸
	All States / Provinces 👻
Select a Tax Class	General  Click here to manage classes
Rate Priority	1 Rates at the same priority are added, others are compounded
Tax Rate, %	
Apply To	<ul> <li>Simple Users</li> <li>Wholesalers Level 1</li> <li>Wholesalers Level 2</li> <li>Wholesalers Level 3</li> </ul>
	Save changes Reset form

3. After you complete this page, you should now have a working tax scheme setup.

# 6.4.1 Advanced Tax Setup

Setting up taxes using Advanced Mode.

## 1. Go to 'Edit Taxes' page under 'Cart Settings'

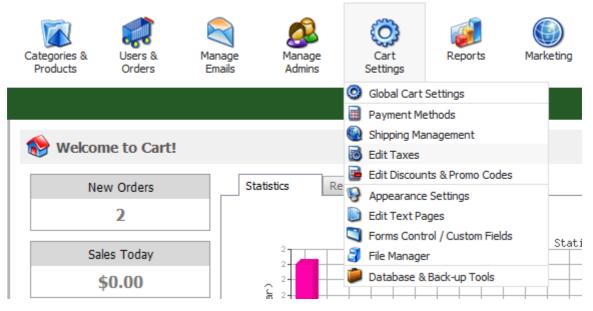


Figure 6-32-1: Advanced Taxes

2. Use **1** Switch to Advanced Mode link to use the advance setting for taxes. This setting will give you more control over creating taxes.

3. Define settings for the tax you are creating under 'Edit Tax Settings' tab.

4. **'Default Tax Country'** and **'Default Tax State'** are used to calculate taxes on product page(s) before user logs in for VAT as shown in figure 6-32-2

184	Pinnacle Car	t User Manua	l v3.6.3			
	Edit Tax Settings	Edit Tax Zones	Edit Tax Classes	Edit Tax Rates		
	🗿 Taxes Settings					
	Display Prices wit	h Tax?		No	▼	
	Apply Tax to Orders By		Order Billing A		lress if there no shipping w)	
	Default Tax Coun	itry		United States		•
	Default Tax State	e / Province		Alabama		•
					Save changes	Reset form

## Figure 6-32-2: Advanced Taxes: Tax Settings

5. Add tax zone under **'Edit Tax Zones'** tab. Create a zone then click on pencil icon to add counties and states to the zone.

6. Please note that without defining the zone (counties and states details for zone) taxes will note work.

Edit Tax Settings Edit Tax Zones	Edit Tax Classes Edit Tax Rates	
Taxes Zones		
Tax Zone Name	Tax Zone Description	•
	Save changes	Reset form

## Figure 6-32-3: Advanced Taxes: Tax Zones

7. Add class under **'Edit Tax Classes'** tab. Class is nothing but group of product which you can use to define taxes. Classes allow you to apply different tax rate to different products. Create a class then click on pencil icon to add products to the class.

					Cart Settin	gs	185
	Edit Tax Settings	Edit Tax Zones	Edit Tax Classes	Edit Tax Rates			
(	Taxes Classes		_				
	Tax Class Name		Tax Class Descrip	otion		•	
	General		Default class for all	products			
					Save changes	Reset	form

Figure 6-32-4: Advanced Taxes: Tax Classes

8. Final step is **'Edit Tax Rates'**. Click on **'Add a New Tax Rate'** link to add a tax rate to a zone. Choose appropriate zone and class for the rate.

Edit Tax Settings	Edit Tax Zones	Edit Tax Classes	Edit Tax Rates
Taxes Rates			
This page allow	s to manage taxes	rates. Please note: I	Rates at the same priority are added, others are compounded
🍓 Add a New Tax	Rate		

## Figure 6-32-5: Advanced Taxes: Tax Rates

9. If tax is applicable for all site users then select all check boxes under '**Apply to'** section.

10. **'Apply to'** section allows you to define different tax for different type of users or eliminate any kind of user from tax rule.

186	Pinnacle Cart	User Manual	v3.6.3		
	Edit Tax Settings	Edit Tax Zones	Edit Tax Classes	Edit Tax Rates	
	Taxes Rates				
	Back to tax rat	<b>W</b>	Rate Data		
		Tax Zone :	state		-
		Tax Class :	General		•
		Rate Priority :	1 👻 Rate	s at the same priority a	are added, others are compounded
		Tax Rate (%) :	0.00		
		Apply to :	<ul> <li>Simple Users</li> <li>Wholesalers Le</li> <li>Wholesalers Le</li> <li>Wholesalers Le</li> </ul>	evel 2	
	Tax Ra	te Description :			
					Save changes Reset form

Figure 6-32-6: Advanced Taxes: Tax Rate Setup

11. After you complete this page, you should now have a working tax scheme setup.

**\*Note**, for any countries other than the US and Canada, you will have to populate your own countries list.

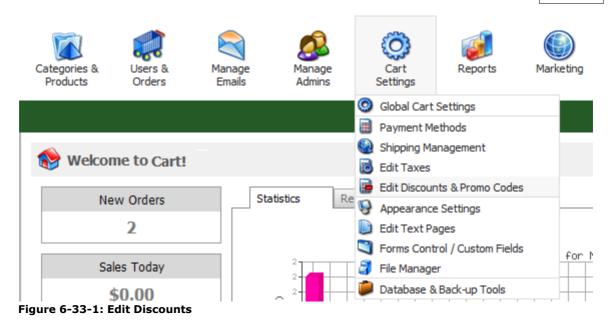
# 6.5 Edit Discounts

In this section, you can create various discount ranges for all purchases. The discount amount you set on <u>Discounts page</u> are global for the cart and will be applied to all purchases.

**Note:** To set the individual discounts, go to <u>Quantity Discounts</u> under <u>Product</u> (Insert) page 18 and enter the specific discount on a **product**.

To edit discounts, follow the steps:

1. Click Edit Discounts & Promo Codes, as shown in the Figure 6-33-1 below.



**Discounts** page opens, as shown in the Figure 6-33-2 we below.

**Note:** You can also open the **Discounts** page directly by clicking on **Edit Discounts** link in the <u>Admin Area Home page</u>.

- Under Global Discounts, you can select Yes from the Use Global Discounts drop down menu if you want to provide the discount globally, otherwise select No.
- 3. You cam create various discount range(s) for all the purchases by entering the **minimum amount**, **maximum amount** or **discount value** on the respective boxes. You can also select from the drop down menu that the discount value is in % or **USD**.

**Note:** The ranges for the discount amount (percentage or flat amount) should be set as an incentive for larger purchases. The ranges set should not overlap, as this will negate the desired discount given.

	t User Manual v3.6.3	<b>)</b>		
🖶 Discounts				
•				
The discounts you set on thi				d enter the specific discou
-		ally, the range is used as an incentive to g	et larger purchases.	
Please note: Enter numb	ers with . (dot) decimal symbol			
Global Discounts				
	Use Globa	Discounts? No 👻		
			<b>D</b> : 1	
	Min Amount	Max Amount	Discount	
Range 1	0.00	0.00	0.00	% 👻
Range 2	0.00	0.00	0.00	% 👻
Range 3	0.00	0.00	0.00	% 👻
Range 4	0.00	0.00	0.00	% 👻
Range 5	0.00	0.00	0.00	% 🔻
Range 6	0.00	0.00	0.00	% 🗸
Range 7	0.00	0.00	0.00	% 🗸
Range 8	0.00	0.00	0.00	% 🗸
Range 9	0.00	0.00	0.00	% 🗸
Range 10	0.00	0.00	0.00	% 🗸
	Range 1 Range 2 Range 3 Range 5 Range 6 Range 7 Range 8	Range 1 0.00 Range 2 0.00 Range 4 0.00 Range 5 0.00 Range 5 0.00 Range 6 0.00 Range 7 0.00 Range 8 0.00	Range 1   0.00 <tr< td=""><td>For the discounts you set on this page are global for the cart and will be applied to all purchases. To set individual discounts, go to "Add a Product" page an choose to use a range of discounts as a flat rate or percentage. Ideally, the range is used as an incentive to get larger purchases.                 Please note: Enter numbers with . (dot) decimal symbol                 Global Discounts                 Luse Global Discounts?                 No                 Min Amount                 Mange 1                 0.00                 Range 1                 0.00                 Range 3                 0.00                 Range 4                 0.00                 Range 7                 0.00                 Range 8                 0.00                 Range 8                 0.00                 Range 7                 0.00                 Range 8                 0.00                 Range 7                 0.00</td></tr<>	For the discounts you set on this page are global for the cart and will be applied to all purchases. To set individual discounts, go to "Add a Product" page an choose to use a range of discounts as a flat rate or percentage. Ideally, the range is used as an incentive to get larger purchases.                 Please note: Enter numbers with . (dot) decimal symbol                 Global Discounts                 Luse Global Discounts?                 No                 Min Amount                 Mange 1                 0.00                 Range 1                 0.00                 Range 3                 0.00                 Range 4                 0.00                 Range 7                 0.00                 Range 8                 0.00                 Range 8                 0.00                 Range 7                 0.00                 Range 8                 0.00                 Range 7                 0.00

Figure 6-33-2: Discounts Page

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to save details about the discounts.

# 6.6 Create Promo Codes

In this section, you can know how to add coupons or promo codes that can be provided to the users to get discounts on their orders.

To **add promo codes**, follow the steps:

1. <u>Open 186</u> the **Discounts** page.

**Note:** You can also **enable** and **delete** the promo codes from the **Discounts** page. To know more about <u>enabling</u> and <u>deleting</u> the **promo codes**, click on each of the links.

2. In the **Discounts page**, scroll down to **Create a New Promo Code**, as

shown in the Figure 6-34-1 below and enter the following information: a. **Campaign Name:** Enter the campaign name.

- b. **Promo Code:** Enter the code that can be provided to the users to get discounts.
- c. **Is it Active:** Select **Yes** from the drop down menu to make the promo code active, otherwise select **No**.
- d. Start Date: Select the start date for the promo codes to avail the

#### discount.

- e. **Finish Date:** Select the **last date** for the promo codes to avail the discount.
- f. **Discount:** Enter how much discount will be provided in this promo code and then select from the drop down menu it is in **%** or **USD**.
- g. **Minimum order subtotal for this code:** Enter the minimum order to avail this code to get discounts.

🍓 Create a New Promo Code

Campaign Name :		
Promo Code :		
Is it Active? :	Yes 🔻	]
Start Date :	May 🗸	1 👻 2008 💌
End Date :	May 🗸	31 🗸 2008 🗸
Discount :		USD 👻
Minimum order subtotal for this code :		]
Sav	e changes	Reset form

#### Figure 6-34-1: Create a New Promo Code

- 3. If you want to cancel or start again, click on the **Reset form** button.
- 4. Click **Save changes** button to add a promo code.

# 6.7 Enable Promo Codes

After creating a promo code, you can enable that promo code.

To enable promo codes, follow the steps:

- 1. <u>Open 186</u> the **Discounts** page.
- 2. In the **Discounts** page, scroll down to **Promo Codes**, as shown in the Figure <u>6-35-1</u> below.
- 3. Under **Promo Codes**, select **Yes** from the drop down menu if you want to enable promo codes, otherwise select **No**.

	Do you want to enable promo codes?	No 👻			
Campaign Name	Date Ranges	Promo Code	Discount	Subtotal	Action
Tom	05/01/2008 - 05/31/2008	ТОМ	\$1.00	\$1.00	8
	Sav	e changes Reset form			

## 190 Pinnacle Cart User Manual v3.6.3

#### Figure 6-35-1: Promo Codes

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to enable the promo code.

# 6.8 Delete Promo Codes

To **delete promo codes**, follow the steps:

- 1. <u>Open 186</u> the **Discounts** page.
- 2. In the **Discounts** page, scroll down to **Promo Codes**.
- 3. Select the **Promo Codes** you want to delete by checking the box and click **Delete** icon.

A pop up appears asking for confirmation, as shown in the Figure 6-36-1 below.

Microsof	t Internet Explorer	×
?	Do you really want to delete select	td promo code?
	OK Cancel	]

Figure 6-36-1: Delete Confirmation

4. Confirm deletion process, by clicking **OK** button.

# 6.9 Appearance Settings Overview

This section is used for appearance settings. To know in detail about the following sections, click on the respective links below:

Change Site Colors 191 Edit Site Colors 193 Edit Site Layout 193 Catalog & Product Page Settings 199 Edit Site Headers Text and Images 203 Edit Site Buttons Text and Images 206 Edit Default Site Images 206 Edit Site Header and Footer 209 Edit Site Home Page 210 Edit Site Fonts 212

# 6.9.1 Change Site Colors

In this section, you can change the colors of your site by modifying the existing templates or by creating a new custom template.

To change site colors, follow the steps:

1. Click **Appearance Settings**, as shown in the Figure 6-37-1 below.

	Categories & Products	Users & Orders	Manag Emails		Manage Admins		Cart Settings	Reports	Marke	ting
						0	Global Cart	Settings		
							Payment Me	ethods		
	<b>A</b>						Shipping Ma	nagement		
	Welcor	ne to Demo	Cart!			6	Edit Taxes			
				Cha Ka K		<b>a</b>	Edit Discour	nts & Promo Codes		
	Ne	w Orders		Statisti	cs Re	9	Appearance	Settings	_	
		2					Edit Text Pa	iges		
							Forms Cont	rol / Custom Fields		Stat:
	Sa	les Today			2	3	File Manage	r		
	1	\$0.00		?	2	٢	Database &	Back-up Tools	-	
Figu	re 6-37-1: Ap	pearance Set	tings und	der Cart	Settings					

2. **Appearance Settings** page will open, as shown in the Figure 6-37-2 [191] below.

**Note:** You can also open the **Appearance Settings** page directly by clicking on **Appearance Settings** link in the <u>Admin Area Home page</u> 3.

In the **Appearance Settings** page, you can also adjust the <u>Edit Site Colors</u> [193], <u>Edit Site Layout</u> [195], <u>Catalog & Product Page Settings</u> [199], <u>Edit Site Headers Text and Images</u> [205], <u>Edit Site Buttons Text and Images</u> [205], <u>Edit Default Site Images</u> [206], <u>Edit Site Header & Footer</u> [206], <u>Edit Site Home Page</u> [210] and <u>Edit Site Fonts</u> [212].

P Appearance Settings			
Please select the appearance setting you	u would like to adjust		
Change Site Colors Edit your site template's color or add a custom template	Edit Site Colors Choose from a vast array of colors.	Edit Site Layout Edit site width, change top navigation bar, change placement of boxes on the pages and add custom boxes	Catalog & Product Page Settings Edit the layout of the catalog pages, number of products per page, size of the product image thumbnails and more.
Edit Site Headers Text and Images Edit Site default names/images and header text. Examples include: check-out, search, categories, my cart, etc.	Edit Site Buttons Text and Images Choose from 19 site buttons, upload custom buttons and edit button text name.	Edit Default Site Images Edit default site images. Examples include: logo, hot deals, credit card CVV2 and many more.	Edit Site Header and Footer Edit html or upload your own custom header, footer or images.
Edit Site Home Page Edit and add copy and images to your homepage.	Generation State Fonts Update your site fonts		

192

#### Figure 6-37-2: Appearance Settings Page

3. Click **Change Site Colors** link in the **Appearance Settings** page.

**Site Color Templates** page opens, as shown in the Figure 6-37-3 [193] below.

- 4. To **create your own new custom template** for changing the site colors, select the color template that closely matches the colors you want from **Select a Color Template** drop-down menu under **Choose a color template**
- 5. Under Create a New Template, select Yes from the drop down menu for " Do You Want To Create A Custom Color Template".
- 6. Enter the name of the new color template you would like to create.
- Click Save changes button to add it to the existing color templates drop down menu. You will be taken to edit site colors page, where you can further define the colors of your template. To know more, go to Edit Site <u>Colors</u> [193].

Note: You can also edit an existing template in the <u>Site Color Templates page</u> for changing the site colors. Select an existing template from **Select a Color Template** drop-down menu under **Choose a color template** and then clicking **Edit current template** link. You will be taken to **edit site colors** page, where you can edit the colors of your existing template. To know more, go to <u>Edit Site Colors</u> <del>193</del>].

				Cart Settings	19
ok blow.  Cell Current Template (current template is "Cart-Default")  Color Scheme  Color Scheme  Venue template  Converted te	Site Color Templates (current - Cart-	Default)			
Color Scheme Color	look below.		ined templates, or create a custom tem	plate. For information on creating a custom colo	or template,
Choose a color template         Image: Color template         Image: Color template         Image: Color template         Select a Color Template         Cart: Default (active)         Edit current template    Cart: Default (active)          Image: Cart: Default (active)    Select a Color Template          Cart: Default (active)         Edit current template    Cart: Default (active)          Image: Cart: Default (active)    Select a Color Template          Cart: Default (active)    Select a lows you to create your own custom color templates. To create a new template:          1. Select the color template the colors you you want (or select blank)         2. Select the Color Template the color you want (or select blank)           3. Select the color templates. To create a new template:         1. Select the color template the color you want (or create)         3. Select the color template the color you want (or create)         4. Press Stare Charge: and you will be traceatory.         5. Select the Charge: Charge: and you will be traceatory.         5. Select the Charge: Charge: and you will be traceatory.         5. Select the Charge: Charge: and you will be traceatory.         5. Press Stare Charge: and you will be traceatory mage where you can further define the colors of yo	_	art-Deiduit )			
top meru         Meru Header         Page Header         Page text         Meru Lext         Product 1         Iproduct 2         Product 3         bottom menu					
Menu Header       Page Header         Page text       Page text         Menu text       Form Header         Irput Caption:					
Menu Header       Page Header         Page text       Page text         Menu text       Form Header         Irput Caption:					
Menu Header       Page Header         Page text       Page text         Menu text       Form Header         Irput Caption:					
Menu Header       Page Header         Page text       Page text         Menu text       Form Header         Irput Caption:					
Menu text       Page text         Form Header       Input Caption:         Input Caption:       Product 1         Product 2       Product 3         Bottom menu       Bottom menu         Select a Color Template       Car-Default (active)         Edit current template       Edit current template         Create a New Template       Car-Default (active)         Edit current template       Edit current template         Demo Cart allows you to create your own custom color templates. To create a new template:       . select the color template that dosely matches the colors you want (or select blank)         . Select TS for 'Do You' Want To Create A Custom Color Template''       .         . Select TS for 'Do You' Want To Create A Custom Color Template''       .         . Select TS for 'Do You' Want To Create A Custom Color Template''       .         . Select TS for 'Do You' Want To Create A Custom Color Template''       .         . Press 'Save Changes' and you will be taken to our custom color page where you can further define the colors of your template.         Do you want to create a new Color Template?       .         No       .         Name of the New Color Template       .			nenu		
Menu text       Por Header         Input Caption:       Input Caption:         Product 1       Product 2         Product 3		<ul> <li>Manus brush</li> </ul>			
Input Caption:   Product 1   Product 2   Product 3   bottom menu   Select a Color Template Cart-Default (active) Edit current template Cart-Default (active) Edit current template Cart-Default (active) Edit current template Demo Cart allows you to create your own custom color templates. To create a new template: <ul> <li>Select the color template that dosely matches the colors you want (or select blank)</li> <li>Select tPS for Do You Want To Create A Custom Color Template*</li> <li>Select the color template that dosely matches the colors you want (or select blank)</li> <li>Select the color template to custom color Template*</li> <li>There in the name of the template you will be creating.</li> <li>Press Tsave Changes* and you will be creating.</li> <li>Press Tsave Changes* and you will be taken to our custom color page where you can further define the colors of your template.</li> </ul> Do you want to create a new Color Template*   No   Name of the New Color Template		Menu text     Page text			
Product 1         Product 2         Product 3         bottom menu         Select a Color Template         Cart-Default (active)         Edit current template         Create a Hew Template         Demo Cart allows you to create your own custom color templates. To create a new template:         1. Select the color template that dosely matches the colors you want (or select blank)         2. Select the color template that dosely matches the color so you want (or select blank)         3. Enter in the name of the template you will be creating.         4. Press "Save Changes" and you will be taken to our custom color page where you can further define the colors of your template.         Do you want to create a new Color Template?         No         Name of the New Color Template					
Product 2         Product 3         Beter a Color Template         Cart-Default (active)         Edit current template    Create a Hew Template          Demo Cart allows you to create your own custom color templates. To create a new template:         1. Select the color template that dosely matches the colors you want (or select blank)         2. Select YES for Do You Want To Create A custom Color Template*         3. Enter in the name of the template you will be creating.         4. Press "save Changes" and you will be creating.         Do you want to create a new Color Template?         No         Name of the New Color Template					
Product 3         bottom menu         Select a Color Template         Cart-Default (active) Edit current template         Create a New Template         Demo Cart allows you to create your own custom color templates. To create a new template: <ul> <li>Select the color template that dosely matches the colors you want (or select blank)</li> <li>Select YES for 'Do You Want To Create A Custom Color Template"</li> <li>Select YES for 'Do You Want To Create A Custom Color Template"</li> <li>Enter in the name of the template you will be creating.</li> <li>Press 'Save Changes' and you will be taken to our custom color page where you can further define the colors of your template.</li> <li>Do you want to create a new Color Template?</li> <li>No</li> <li>No</li> <li>Name of the New Color Template</li> <li>Do you want to create a new Color Template?</li> <li>No</li> <li>Select the New Color Template</li> <li>Do you want to create a new Color Template?</li> <li>No</li> <li>Select 'Do You Want To Create A Custom Color page where you can further define the colors of your template.</li> <li>Do you want to create a new Color Template?</li> <li>No</li> <li>No&lt;</li></ul>		Product 1			
bottom menu         Select a Color Template         Cart-Default (active)         Edit current template         Create a New Template         Demo Cart allows you to create your own custom color templates. To create a new template:         1. Select the color template that dosely matches the colors you want (or select blank)         2. Select YES for 'Do You Want To Create A Custom Color Template"         3. Enter in the name of the template you will be taken to our custom color page where you can further define the colors of your template.         Do you want to create a new Color Template?         No         Name of the New Color Template					
Select a Color Template       Cart-Default (active) Edit current template         Create a New Template         Demo Cart allows you to create your own custom color templates. To create a new template: <ol> <li>Select the color template that dosely matches the colors you want (or select blank)</li> <li>Select YES for 'Do You Want To Create A Custom Color Template"</li> <li>Enter in the name of the template you will be creating.</li> <li>Press "Save Changes" and you will be taken to our custom color page where you can further define the colors of your template.</li> </ol> <li>Do you want to create a new Color Template?         <ol> <li>No</li> <li>Name of the New Color Template</li> </ol> </li>					
Edit current template         Create a New Template         Demo Cart allows you to create your own custom color templates. To create a new template:         1. Select the color template that dosely matches the colors you want (or select blank)         2. Select YES for Do You Want To Create A Custom Color Template"         3. Enter in the name of the template you will be creating.         4. Press "Save Changes" and you will be taken to our custom color page where you can further define the colors of your template.         Do you want to create a new Color Template?         Name of the New Color Template		Botton	n menu		
Edit current template         Create a New Template         Demo Cart allows you to create your own custom color templates. To create a new template:         1. Select the color template that dosely matches the colors you want (or select blank)         2. Select YES for Do You Want To Create A Custom Color Template"         3. Enter in the name of the template you will be creating.         4. Press "Save Changes" and you will be taken to our custom color page where you can further define the colors of your template.         Do you want to create a new Color Template?         Name of the New Color Template					
Demo Cart allows you to create your own custom color templates. To create a new template:  1. Select the color template that dosely matches the colors you want (or select blank) 2. Select YES for 'Do You Want To Create A Custom Color Template" 3. Enter in the name of the template you will be creating. 4. Press "Save Changes" and you will be taken to our custom color page where you can further define the colors of your template.  Do you want to create a new Color Template?  No  Name of the New Color Template	Select a Color Template		▼		
1. Select the color template that dosely matches the colors you want (or select blank) 2. Select YES for 'Do You Want To Create A Custom Color Template" 3. Enter in the name of the template you will be taken to our custom color page where you can further define the colors of your template.  Do you want to create a new Color Template?  No  Name of the New Color Template	Create a New Template				
1. Select the color template that dosely matches the colors you want (or select blank) 2. Select YES for 'Do You Want To Create A Custom Color Template" 3. Enter in the name of the template you will be taken to our custom color page where you can further define the colors of your template.  Do you want to create a new Color Template?  No  Name of the New Color Template					
2. Select YES for 'Do You Want To Create A Custom Color Template" 3. Enter in the name of the template you will be taken to our custom color page where you can further define the colors of your template. Do you want to create a new Color Template? No Name of the New Color Template					
Name of the New Color Template	<ol> <li>Select YES for "Do You Want To Create A 0 3. Enter in the name of the template you will</li> </ol>	ustom Color Template" e creating.	r define the colors of your template.		
	Do you want to create a new Color Template?	No 👻			
	Name of the New Color Template				
Save changes					

Figure 6-37-3: Site Color Templates

- 8. After creating a new custom template or editing an existing template, select the new or updated color template from Select a Color Template drop-down menu under **Choose a color template**.
- 9. Click Save changes button to make it the active template and change the site colors.

#### 6.9.2 **Edit Site Colors**

In this section, you can edit site colors.

To edit site colors, follow the steps:

- 1. **Open** [191] the **Appearance Settings** page.
- 2. Click Edit Site Colors in the Appearance Settings page.

**Edit Site Colors** page opens, as shown in the Figure 6-38-1 below.

**Note:** Click **Preview Site** link on top of the <u>Edit Site Colors page</u> to view the site how it looks.

3. Click the **edit** icon in **Edit Site Colors** page to customize the colors of the respective sections (i.e. **Body**, **Site**, **Bars**, **Box**, **Page**, **Catalog** and **Form**) in the Figure 6-38-1 below.

Preview Site	
Update Site Top and Bottom	
💰 Body	
Body background	#ffffff 💰
💰 Site	
Site background	#FFFFF 🖌
Site border	#D0D0D0
Site text	#696969
Site link	#0E4369
Site link hover	#706E05
💰 Form	
Form header background	#FFFFFF 🖌
Form header text	#000000
Form items text	#333333
Form comments text	#999999
Form input	#666666
Form separator background	#F0F0F0 💰
Form separator text	#000000
Form border	#89a8ad 🖌
	Save changes Reset form

# Figure 6-38-1: Edit Site Colors Page

- 4. If you want to cancel or start again, click on **Reset form** button.
- 5. Click **Save changes** button to update the site colors.

# 6.9.3 Edit Site Layout

In this section you can edit site width, change top navigation bar settings, change placement of boxes on the pages and add custom boxes.

To edit site layout, follow the steps:

- 1. **Open** [191] the **Appearance Settings** page.
- 2. Click Edit Site Layout in the Appearance Settings page.

#### Site Layout page opens.

3. **Site Width & Align:** Select the site width & align by clicking on the respective radio button, as shown in the Figure 6-39-1 below.

河 Site Layout				
Change Site Layout				
🧿 Site Width & Align				
100%	1024x768 centered	1024x788 align left	800x600 centered	800x800 align left
◎ 100%	<ul> <li>1024x768 Pixels</li> <li>Adapted, Centered</li> </ul>	<ul> <li>1024x768 Pixels</li> <li>Adapted, Align Left</li> </ul>	800x600 Pixels Adapted, Centered	800x600 Pixels Adapted, Align Left

Figure 6-39-1: Site Width & Align

- 4. **Top Bar Settings:** Decide the height of the Top Bar and will it be visible. Enter the following information, as shown in the Figure 6-39-2 below:
  - a. **Is Top Bar Visible:** Select **Yes** from the drop down menu to make the **Top Bar** visible.
  - b. Top Bar Height (pixels): Enter the Top Bar Height in pixels.
  - c. **Checkout Controls Location:** Select the checkout controls location (i.e. **Top Bar** or **Over Top Bar**) from the drop-down menu.

Top Bar Settings					
Is Top Bar Visible?	Yes 🔻				
Top Bar Height (pixels)	23				
Checkout Controls Location	Top Bar 👻				

#### Figure 6-39-2: Top Bar Settings

- 5. **Box Settings:** Here you can customize the settings of the boxes. Enter the following information, as shown in the Figure 6-39-3 [197] below:
  - a. **Hide boxes on checkout pages:** Select **Yes** from the drop down menu to hide boxes on checkout pages, otherwise select **No**.
  - b. **Hide right side on fixed-width carts:** Select **Yes** from the drop down menu to auto-hide right side boxes on the Catalog, Cart &

Project information pages, otherwise select **No**.

- c. Boxes width (pixels): Enter the box width in pixels.
- d. **Boxes Header Text Align:** Select the box header text alignment (Center, Left or Right) from the drop-down menu.
- e. **Category Menu:** Select **Right** or **Left** from the drop down menu, wherever you want **Category Menu** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- f. **My Cart:** Select **Right** or **Left** from the drop down menu, wherever you want **My Cart** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- g. **Best Sellers:** Select **Right** or **Left** from the drop down menu, wherever you want **Best Sellers** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- h. **Search:** Select **Right** or **Left** from the drop down menu, wherever you want **Search** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- i. **Subscribe:** Select **Right** or **Left** from the drop down menu, wherever you want **Subscribe** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- j. **Recent Items:** Select **Right** or **Left** from the drop down menu, wherever you want **Recent Items** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.
- k. **Manufacturers:** Select **Right** or **Left** from the drop down menu, wherever you want **Manufacturers** box to be displayed and also select the **Priority** from the drop down menu. You can select this on a scale of 1 to 10, where 1 is given the highest priority.

Note: Please click here to edit boxes headers link below Box Settings in Site Layout page to open Edit Site Headers page. To know more about edit site headers, <u>click here</u> 2033.

🗿 Box Settings		
Hide boxes on checkout pages?	Yes 🔻	
Hide right side on fixed-width carts?	Yes  This option allows to auto-hide right side boxes on (	Catalog, Cart & Product Information pages for better look and feel.
Boxes width (Pixels)	200	
Boxes Header Text Allign	Left 🔹	
	Display Side Priority	
Category Menu	Left 🔹 1 - Top 👻	]
My Cart	Right 🔹 1 - Top 👻	
Best Sellers	Right 🔹 2 👻	
Search	Right 🔹 3 👻	
Subscribe	Left 🔸 5 🗸	
Recent Items	Right 🔹 4 👻	]
Manufacturers	Left 🔹 1 - Top 👻	
	Please dick here to edit hoves headers	

#### Figure 6-39-3: Box Settings

Custom Boxes Settings: Here you can Add, Edit or Delete Custom boxes.

6. To **Add A New Box**. Click **Add a New Box** link in **Custom Boxes Settings**, as shown in the Figure 6-39-4 below.

Oustom Boxes Settings [Click here to Add a New Box]

There are no custom boxes yet

Figure 6-39-4: Custom Boxes Settings

The **Site Box (insert)** page will open. Here, you can add a custom box to Pinnacle Cart.

Note: Click on Click here to edit Appearance Settings (Default Images, Layout and Colors) link to open Appearance Settings page

- 7. **Common Box Properties:** Enter the following information, as shown in the Figure 6-39-5 below:
  - a. **Box Name:** Enter the **box name** to easily identify a box in admin area.
  - b. Header Text or HTML: Enter the header text.
  - c. **Box Side/Visibility:** Select **Right** or **Left** from the drop down menu, wherever you want the box side visible. You can also select **Invisible** to hide it.
  - d. **Priority:** Priority is used for sorting. You can select this on a scale of 1 to 10 from the drop down menu, where 1 is given the highest priority.

198	Pinnacle Cart User Manual v3.6.3					
	_					
	Site Box (insert)					
	Use this section to add a custom box to your cart	t. To get the correct look, be sure to use HTML.				
	Olick here to edit Appearance Settings (Default Ir	mages, Layout and Colors)				
	To add images to the box, the images need to be moved to the <u>http://Site.com/images/custom/</u> folder. You can do this moving the images via FTP, or click here to use file manager. Remember, your HTML code needs to have the full path to the images.					
	Please note: required fields are bold					
	Box Properties					
	📁 Common Box Properties					
	Box Name Box name is used to help you identify a box in admin area.					
	Header Text or HTML	You may place there as a text for box header as a box header image HTML, too				
	Box Side / Visibility	Left 👻				
	Priority (used for sorting)	5 🗸				

Figure 6-39-5: Common Box Properties

8. Box HTML: Enter text in the Box HTML box.

Box HTML [Edit HTML Online]	
	Save changes Reset form

#### Figure 6-39-6: Box HTML

- 9. You can also create an eye-catching description by clicking **Edit HTML Online** in **Box HTML**.
- 10. If you want to cancel or start again, click on the **Reset form** button.
- 11. Click **Save changes** button to save details about adding a box.
- 12. To Edit a Box, click on Edit icon under Custom Boxes Settings in Site Layout page. The Site Box (update) page opens, where you can edit all the

parameters. After editing, click **Save changes** button to update.

- 13. To **Delete a Box**, click on **Delete** icon under **Custom Boxes Settings** in **Site Layout** page. A confirmation pop up appears, click **OK** button to delete the box.
- 14. If you want to cancel or start again, click on **Reset form** button.
- 15. Click **Save changes** button to update the site layout settings.

## 6.9.4 Catalog & Product Page Settings

This section is used to enter catalog information. It allows you to setup catalog and product page views. You can also manage the number of products per page, size of the product image thumbnails and more.

To do catalog settings, follow the steps:

- 1. <u>Open 191</u> the **Appearance Settings** page.
- 2. Click Catalog & Product Page Settings in the Appearance Settings page.

#### Catalog Settings page opens.

**Note:** By default, the **Catalog Settings** page opens under **Catalog Page Views** tab, as shown in the Figure 6-40-1 below.

To set **catalog page views**, follow the steps:

- 3. Under Catalog Page Views tab, select the Catalog Views and enter the Catalog Settings.
- 4. **Catalog Views:** Select the **catalog view available** by clicking on the respective check box, as shown in the Figure 6-40-1 below. Also, select the view, which will be active by default by clicking on the radio button.

📁 Catalog Settings								
This page allows you setup catalog and product page views								
Catalog Page Views	Product Page Settings	Image Settings						
Catalog Views								
Check checkbox if yo	Check checkbox if you want to enable view. Select default view with radiobutton.							
Text View			umbnails - Double Column	Two Column View	Two Column Box View	Three Column View		
$\odot$	(	٥	$\bigcirc$	0	0	$\odot$		

#### Figure 6-40-1: Catalog Views

- 5. **Catalog Settings:** Enter the following information, as shown in the Figure 6-40-2 which below:
  - a. **List Products By:** Select sort order of product list from the drop down menu. By default, Priority is selected.

200

- b. **Products per Page:** Enter the number of products to be displayed per page. If you are displaying **thumbnail images**, it is advisable to keep the number below 30 so that the customers can easily view the page.
- c. **Pages Number in Navigation Bar:** Enter the number of page links that will be listed in **Catalog Navigation Bar**.
- d. **Replace Catalog With Alternative Navigation**: Select **Yes** from the drop-down menu to Replace catalog with alternative navigation. It will hide the menu on **Cart**, **Shipping** and **Invoice** page and will only show the catalog. On the other hand, selecting **No** will not replace catalog with alternative navigation.
- e. **Display subcat products in primary category:** Select **Yes** from the drop down menu to display subcategory products in primary category. Selecting **No** won't display subcategory products in primary category.
- f. **Display Products ID on catalog pages:** Select **Yes** to display product ID on catalog pages along with the product. On the other hand, selecting **No** will hide the product ID on catalog pages along with the product.

O Catalog Settings	
List Products By	Newest to System
Products per page	20
Pages number in navigation bar	If you are displaying thumbnal images, we strongly suggest not exceeding 30 products per page to keep the file size of the page low enough for your customers to easily view the page.  S Number of Page Links will be listed in Catalog Navigation Bar (page breaks) This number should be greater than 0.
Display subcategory products in primary category?	Yes 💌
Display Products ID on catalog pages?	Yes 💌

#### Figure 6-40-2: Catalog Settings

- 6. If you want to cancel or start again, click on **Reset form** button.
- 7. Click **Save changes** button to save the catalog page views.
- 8. Here you can set up your price ranges so when viewing a particular category you can sort by the defined price ranges as shown in Figure 6-40-3

OPrice Ranges Filter		
Do you want to enable price ranges filter?	No	<b>~</b>
Price Range 1	0.00	19.99
Price Range 2	20.00	49.99
Price Range 3	50.00	99.99
Price Range 4	100.00	199.99
Price Range 5	200.00	499.99
Price Range 6	500.00	999.99
Price Range 7		
Price Range 8		
Price Range 9		
Price Range 10		

Figure 6-40-3: Price Range Filters

For **product page settings**, follow the steps:

- 1. Click Product Page Settings tab in the Catalog Settings page.
- 2. Enter the following information, as shown in the Figure 6-40-4 [202] below:
  - a. **Choose page style:** Choose a style from existing page style templates.
    - b. **Recommended Product View:** Select how the product will be displayed on product page from the drop-down menu.
  - c. **Recommended Products on Product Page:** Select the number of recommended products to be displayed on product page from the drop-down menu.
  - d. **Send Email to a Friend As:** Select the format (**HTML** or **Text**) of the email if a customer wants to notify a friend about a product through email. You can also disable this feature by selecting **Feature Disabled** from the drop-down menu.
  - e. **Image Zooming:** Select 'Zoom', 'Magnify' or 'None' Depending on the affect you want to give on your product images on the product page.

202	Pinnacle Cart User Manual v3.6.3
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Catalog Page Views Product Page Settings Imag	ge Settings	
Product Page Settings		
Style 1	Style 2	Style 3
Recommended Product View	Thumbnail-Three Column 👻	
Recommended Products on Product Page	7 🔹	
Send Email to a Friend As :	HTML	
Image Zooming :	None 👻	
	Save changes Reset form	

#### Figure 6-40-4: Product Settings Page

- 3. If you want to cancel or start again, click on the **Reset form** button.
- 4. Click **Save changes** button to save the product page settings.

For **Image settings**, follow the steps:

- 1. Click **Image Settings** tab in the **Catalog Settings** page.
- 2. Enter the following information, as shown in the Figure 6-40-5 [202] below:
  - a. **Thumbnail image size:** Set **Catalog image thumbnail size**, in pixels. It is recommended to have the image size between 50 and 120 pixels.
  - b. **Thumbnail Image Type:** Select the Products image thumbnail type from the drop-down menu.
  - c. **Image on product page size:** Set the **Products image thumbnail size**, in pixels. It is recommended to have the image size between 200 and 400 pixels.
  - d. **Image on Product Page Image Type:** Select the image type on Product page from the drop-down menu.

**Note:** If you make a change to image sizes, you will need to regenerate thumbnails using the <u>Thumbnail Generator</u> (49).

Catalog Page Views Product Page Settings Image	Settings
💐 Images Settings	
Thumbnail Image Size	75 Catalog image thumbnail size, in pixels. Recommended value is between 50 and 120 pixels.
Thumbnail Image Type	Proportionate   Products image thumbnail type.
Image on Product Page Size	200 Products image thumbnail size, in pixels. Recommended value is between 200 and 400 pixels.
Product Page Image Type :	Proportionate  Type of image preview on product page
	If you make a change to image sizes, you will need to regenerate thumbnails using the Thumbnail Generator. Please click button
	Generate Thumbnails below to regenerate thumbnail images with new settings.
	Save changes Reset form

Figure 6-40-4: Image Settings Page

- 3. If you want to cancel or start again, click on the **Reset form** button.
- 4. Click **Save changes** button to save the image settings.

## 6.9.5 Edit Site Headers Text and Images

This section will allow you to upload site default names/images and header text such as Checkout, Search, Categories, My Cart, etc. You can also choose the header set from the 15 pre-defined sets.

To edit site headers text and images, follow the steps:

- 1. **Open** 191 the **Appearance Settings** page.
- 2. Click Edit Site Headers Text and Images in the Appearance Settings page.

Edit Site Headers page opens.

3. **Header Set:** Select **Header Set** from the **Pre-defined Custom Header Set** drop down menu and click **Use This Set** button to use this header set with Active Language, as shown in the Figure 6-41-1 below.

**Note:** You can view the header set automatically in front of **Preview** as soon as you select it in **Pre-defined Custom Header Set** drop down menu.

Choose a pre-defined Header set		
Choose Set to Use with Active Language	English Set03-150x25 Set05-150x25 Set10-150x25 Set29-175x25	
Preview	Checkout	\$ 
		Use This Set

#### Figure 6-41-1: Header Set

- 4. Select the language from **Choose language to edit** drop down menu under **Current Headers Set**.
- Enter header text in the Caption box and click Browse of the respective sections to upload the image (image types are JPG, GIF and PNG) in Edit Site Headers page, as shown in the Figure 6-41-2 below.

I

**Note:** You can remove a particular image by clicking on **Delete This Image** link under **Current Headers Set**. A pop up appears asking for confirmation. Click **OK** button.

You can also **Delete All Images** at once by clicking on **Delete All Images** link under **Current Headers Set** in the bottom of the **Edit Site Headers** page. A pop up appears asking for confirmation. Click **OK** button.

Please Select Headers Mode	
Set Header as Background Image	Yes 🗸
	Save changes
Current Headers Set	
Description	Caption / Image Alt Text
Choose Language to Edit	English 👻
Categories Box Header	Categories
Signup for our newsletter Box Header	Signup for our newsletter
Checkout Box Header	Checkout
My Profile Box Header	My Profile
About this product Box Header	About this product
Order Product Box Header	Order
Manufacturers Box Header	Manufacturers
Related Items	Related Items
Text Buttons Background	Browse_
	Current image (175x25 pixels, 1.99kb file size) Delete This Image
	Delete all images
	Save changes Reset form

#### Figure 6-41-2: Edit Site Headers Page

- 6. If you want to cancel or start again, click on **Reset form** button.
- 7. Click **Save changes** button to upload your headers to the cart.

# 6.9.6 Edit Site Buttons Text and Images

This section will allow you to upload custom buttons to Pinnacle Cart and edit button text name. You can also choose the button from the 19 pre-defined site buttons.

To edit site buttons text and images, follow the steps:

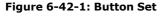
- 1. <u>Open with the Appearance Settings page</u>.
- 2. Click Edit Site Buttons Text and Images in the Appearance Settings page.

Edit Site Buttons page opens.

3. **Button Set:** Select **Button Set** from the **Pre-defined Custom Button Set** drop down menu and click **Use This Set** button to use this button set, as shown in the Figure 6-42-1 below.

**Note:** You can view the button set automatically in front of **Preview** as soon as you select it in **Pre-defined Custom Button Set** drop down menu.

💐 Edit Site Buttons		
Change Images or Captions		
Choose a pre-defined Button set		
Choose Set to Use with Active Language	English Set12 NorthPeak4 NorthPeak1 Set23	
Preview	ADD TO CART	
		Use This Set



- 4. Select the language from **Choose language to edit** drop down menu under **Current Buttons Set**.
- Enter button caption in the Caption box or click Browse of the respective sections to upload the image (image types are JPG, GIF and PNG) in Edit Site Buttons page, as shown in the Figure 6-42-2 below.

**Note:** You can **Delete All Images** at once by clicking on **Delete All Images** link under **Current Buttons Set** in the bottom of the **Edit Site Buttons** page. A pop up appears asking for confirmation. Click **OK** button.

206

Current Buttons Set	
Description	Caption / Image Alt Text
Choose Language to Edit	English 👻
Add to Cart on Product Page	Add To Cart Browse_
	Current image (120x22 pixels, 1.75kb file size) Delete This Image
	Add to Cart
Checkout Button on Product Page	Checkout Browse
	Current image (120x22 pixels, 1.70kb file size) Delete This Image
	Checkout
Save Button on Profile Page	Save Browse_
	Current image (120x22 pixels, 1.59kb file size) Delete This Image
	Save
Cancel on Unsubscribe Page	Cancel Browse_
	Current image (120x22 pixels, 1.64kb file size) Delete This Image
	Cancel
Email to a Friend Button on Product Page	Email to a Friend Browse_
	Current image (120x22 pixels, 1.80kb file size) Delete This Image
	E-mail to a Friend
	Delete all images
	Save changes Reset form

#### Figure 6-42-2: Edit Site Buttons Page

- 6. If you want to cancel or start again, click on **Reset form** button.
- 7. Click **Save changes** button to upload your buttons to the cart.

# 6.9.7 Edit Default Site Images

This section helps you in editing default site images such as logo, hot deals, credit card CVV2 and many more. In addition, you can also change their text.

### To edit default site images, follow the steps:

- 1. **Open** [191] the **Appearance Settings** page.
- 2. Click Edit Default Site Images in the Appearance Settings page.

**Edit Default Site Images** page opens, as shown in the Figure 6-43-1 where below.

 Select Image Set from the Pre-defined Image Set drop down menu and click Use This Set button to use this image set, as shown in the Figure 6-43-1 [208] below.

**Note:** You can view the image set automatically in front of **Preview** as soon as you select it in **Pre-defined Image Set** drop down menu.

- 4. Select the language from **Choose language to edit** drop down menu under **Current Images Set**.
- Enter images caption in the Caption box or click Browse of the respective sections to upload the image (image types are JPG, GIF and PNG) in Edit Default Site Images page, as shown in the Figure 6-43-1 [208] below.

**Note:** Under **Current Images Set**, click **Delete This Image** link for the image that you want to remove from Pinnacle Cart. A pop up appears asking for confirmation. Click **OK** button.

208	Pinnacle Cart User Manual v3.6.3	
	💐 Edit Default Site Images	
	Change Images or Captions	
	Choose a pre-defined Image set	
	Choose Set to Use with Active Language	English Adefault
	Preview	Æ
		Use This Set
	Current Images Set	
	Description	Caption / Image Alt Text
	Choose Language to Edit	English 👻
	Appears on catalog pages in text view	Click to View Browse_
		There is no image yet. Use default image.
	Print version of product page	Print Browse_
		Current image (16x15 pixels, 0.88kb file size) Delete This Image
	Cart Image in top bar	Cart Browse_
		Current image (27x26 pixels, 0.32kb file size) Delete This Image
	Gift Certificate image	Gift Certificate Browse
		Current image (58x47 pixels, 2.18kb file size) Delete This Image
		Delete all images
		Save changes Reset form
I	Figure 6-43-1: Edit Default Site	

Image Page

**Note:** You can **Delete All Images** at once by clicking on **Delete All Images** link under **Current Images Set** in the bottom of the **Edit Default Site Images** page. A pop up appears asking for confirmation. Click **OK** button.

- 6. If you want to cancel or start again, click on **Reset form** button.
- 7. Click **Save changes** button to upload your images to the cart.

# 6.9.8 Edit Site Header and Footer

This section allows you upload your own custom header, footer or images. To get the correct look, be sure to use HTML.

To go to **site top & bottom**, follow the steps:

- 1. <u>Open 191</u> the **Appearance Settings** page.
- 2. Click Edit Site Header and Footer in the Appearance Settings page.

**Site Top & Bottom** page opens, as shown in the Figure 6-44-1 below.

Note: Click on Load Your Company Logo and other images link to open Edit Default Site Images page. To know more about Edit Default Site Images, click here 2061.

- 3. Site Top & Bottom Page: Enter the following information:
  - a. **Page Top HTML:** Enter your site page headers in HTML.
    - b. Page Bottom HTML: Enter your site page footers in HTML.

210

#### Pinnacle Cart User Manual v3.6.3

📆 Site Top & Bottom
Use this section to add a custom top and bottom to your cart. To get the correct look, be sure to use HTML. Note: default site top and bottom areas contain some control tags. It is strongly recommended to keep these tags in HTML code.
🞯 Load Your Company Logo and other images
To add images to the top and bottom, the images need to be moved to the <u>http://Site.com/images/custom/</u> folder. You can do this moving the images via FTP, or click here to use file manager. Remember, your HTML code needs to have the full path to the images.
Update Site Top and Bottom
Page Top HTML
Show default site top (logo and slogan)
Show custom site top (use HTML below)
Page Bottom HTML
<pre></pre>
Save changes Reset form

Figure 6-44-1: Site Top & Bottom page

- 4. You can also create an eye-catching description by clicking **Edit HTML Online** in **Page Top and Bottom HTML**.
- 5. If you want to reset the form, click on the **Reset form** button.
- 6. Click **Save changes** button to save details about the Site Top & Bottom.

# 6.9.9 Edit Site Home Page

This section allows you to add/edit a custom content to Pinnacle Cart home page. To get the correct look, be sure to use HTML.

To go to **site home** page, follow the steps:

- 1. <u>Open 191</u> the **Appearance Settings** page.
- 2. Click Edit Site Home Page in the Appearance Settings page.

# **Site Home Page** opens, as shown in the Figure 6-45-1 [211] below.

Note: Click Load home page center image and other images link to open Edit Default Site Images page. To know more about Edit Default Site Images, click here 2063.

- 3. Site Home Page: Enter the following information:
  - a. **Home Page HTML:** Enter the HTML to be used for your site page headers.
  - b. Home Page Settings: Choose the view you would like to be used to display product items on Home Page, or disable products displaying by selecting No products on Home Page from the Choose a View drop down menu. You can also decide the number of product to be displayed on Home Page, by default it is 10 and enter the URL with which the Home Page is linked. By default, it is index.php?p=home.

😵 Site Home Page	
<ul> <li>Use this section to add custom content to your cart h keep the tags in the HTML code.</li> <li>Load home page center image and other images.</li> <li>To add images to the home page, the images ne <u>http://Site.com/images/custom/</u>folder. You can do this moving the images to have the f</li> </ul>	ed to be moved to the P, or click here to use file manager.
Update Site Home Page	
With the second	
<a href="login.p&lt;br&gt;To remove this t&lt;/th&gt;&lt;td&gt;TEXT BETWEEN THE COMMENTS TO REMOVE&gt;&lt;br&gt;hg">Click here</a> to login into admin area to start customizing your store. ext, <u>login</u> and go to Cart Settings >> Appearance Settings >> Edit Site Home Page. TEXT BETWEEN THE COMMENTS TO REMOVE>	
•	II. •
O Home Page Settings	
Choose a View	Thumbnail - Double Column Please choose the view you would like to be used to display product items on home page, or disable products displaying.
Number of Product Items on Homepage :	10 Please enter valid number. By default it is 10
Home Page Links To	index.php?p=home Please enter valid URL. By default it is index.php?p=home
	Save changes Reset form

Figure 6-45-1: Site Home Page

- 4. You can also create an eye-catching description by clicking **Edit HTML Online** under **Home Page HTML** in **Site Home Page**.
- 5. If you want to reset the form, click on the **Reset form** button.
- 6. Click **Save changes** button to save details about the Site Home Page.

# 6.9.10 Edit Site Fonts

212

This section allows you to update your site fonts used in your store style sheet. For easy or advanced editing choose edit mode below.

To **update your site fonts**, follow the steps:

- 1. <u>Open and</u> the **Appearance Settings** page.
- 2. Click Edit Site Fonts in the Appearance Settings page.

Site Fonts page opens, as shown in the Figure 6-46-1 below.

**Note:** By default, **Site Fonts** page opens under **Simple mode**. You can also change it to advance mode by clicking **Switch to Advanced Mode** link.

3. You can **edit** all elements font (family, size, style and weight) from the drop down menu.

This section allows you edit fonts us For easy or advanced editing choose	ed in your store stylesheet. e edit mode below.			
Switch to Advanced Mode				
Category Properties				
Element Name	Font-Family	Font-Size	Font-Style	Font-Weig
Site	Verdana	▼ 12px	▼ Normal ▼	Normal 👻
Box Header	Verdana		▼ Normal ▼	Bold 👻
Box Text	Verdana		✓ Normal ✓	Normal 👻
Page Header	Verdana	▼ 14px	▼ Normal ▼	Bold 👻
Page Navigation	Verdana		✓ Normal ✓	Normal 👻
Catalog Navigation	Verdana	▼ 12px	✓ Normal ✓	Normal 👻
Catalog Item	Verdana	<b>→</b> 9px	✓ Normal ✓	Normal 👻
Form Separator	Verdana	▼ 12px	✓ Normal ✓	Normal 👻
Form Header	Verdana		✓ Normal ✓	Bold 👻
Form Items	Verdana	▼ 11px	✓ Normal ✓	Normal 👻
Form Input	Arial		✓ Normal ✓	Normal 👻
Form Remark	Verdana	• 9рх	✓ Normal ✓	Normal 👻
Product Subtitle	Verdana	▼ 14px	▼ Normal ▼	Bold 👻

#### Figure 6-46-1: Site Fonts

4. If you want to reset the form, click on the **Reset form** button.

5. Click **Save changes** button to update your site fonts.

# 6.10 Edit Text Pages

This section is used for content management settings. You can add and manage (edit and delete) the site text pages of Pinnacle Cart with the help of this section. To know in detail about the following sections, click on the respective links below:

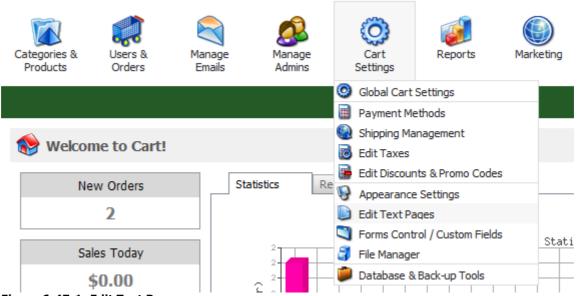
Add a New Text Page 213 Edit 216 Delete 216

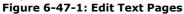
# 6.10.1 Add a New Text Page

You can use this section to add and manage the custom page of Pinnacle Cart.

To add a new custom text page on Pinnacle Cart, follow the steps:

1. Click Edit Text Pages, as shown in the Figure 6-47-1 below.





2. The **Site Text Pages** will open, as shown in the Figure 6-47-2 below.

**Note:** You can also open the **Site Text Pages** directly by clicking on **Edit Text Pages** link in the <u>Admin Area Home page</u> 3.

It is recommended not to delete the four pre-defined text pages (**Terms and Conditions**, **About Us**, **Contact Information** and **How to Enable Cookies**).

You can also **edit** and **delete** the text pages from the **Site Text Pages.** To know more about <u>editing</u> and <u>deleting</u> at **ext page**, click on each of the links.

Site Text Pages			
🆶 Add a New Page			
Please note: there are just Us, Contact Information a		ngly recommended that you do not delete those p	ages. These pages include: Terms and Conditions, At
Page Title	Short Name (URL Param)	Is Visible	
j rage nue	Short Name (UKL Param)	13 1131016	
About Us	about_us	Yes	De 19
-			▶ 3
About Us	about_us	Yes	

Figure 6-47-2: Site Text Pages

3. In the Site Text Pages, click on Add a New Page link.

The Site Page (insert) page will open.

**Note:** You can also change the <u>Appearance Settings</u> of that site page by clicking edit Appearance Settings (Default Images, Layout and Colors) link on top of the Site Page (insert) page.

- 4. **Common Page Information:** Enter the following information:
  - a. Short Name: Enter a name for the page.
  - b. Page Title: Enter a page title for the menu.
  - c. **Is This Page Visible:** Select **Yes** from the drop down menu if you want this page to be visible to the users. Selecting **No** will hide the page.
  - d. **Priority:** Rank a page within your website using the priority feature. You can select this on a scale of 1 to 10, where 1 has the highest priority. The higher the number, the higher the page will be listed.

Site Page (insert)					
Use this section to add a custom page to your cart. To get the correct look, be sure to use HTML.					
ges, Layout and Colors)					
To add images to this page, the images need to be moved to the <u>http://Site.com/images/custom/</u> folder. You can do this moving the images via FTP, or click here to use file manager. Remember, your HTML code needs to have the full path to the images.					
Please note: required fields are bold					
Yes 🔻					
5 🗸					

Figure 6-47-3: Common Page Information

5. **Link Locations:** Select **Yes** from the drop down menu for **Top** or **Bottom**, wherever you want the **link locations** and choose **No** for the other option, as shown in the Figure 6-47-4 below.

🖕 Link Locations	
Тор	Yes 👻
Bottom	No

- Figure 6-47-4: Common Page Information
  - 6. **Page HTML:** Enter text in the **Page HTML box**.
  - 7. You can also create an eye-catching description by clicking **Edit HTML Online** in **Page HTML**.

216	Pinnacle Cart User Manual v3.6.3
-----	----------------------------------

Page HTML - [Edit HTML Online ]			

#### Figure 6-47-5: Page HTML

- 8. If you want to cancel or start again, click on **Reset form** button.
- 9. Click **Save changes** button to save details about the new text page. You will get a confirmation message that the **new page has been added successfully**.

## 6.10.2 Edit a Text Page

To **edit a text page**, follow the steps:

- 1. <u>Open 213</u> the **Site Text Pages**.
- 2. Click **Edit Page** icon for a text page you want to modify.
- 3. The **Site Page (update)** opens, where you can modify all the parameters.
- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information. You will get a confirmation message that the **new page has been updated successfully**.

## 6.10.3 Delete a Text Page

To **delete a text page**, follow the steps:

- 1. <u>Open 213</u> the Site Text Pages.
- 2. Click **Delete Page** icon for a text page you want to remove.

A pop up appears asking for confirmation, as shown in the Figure 6-48-1 below.

Microsol	ft Internet Expl	orer	×
?	Do you really v	vant to delete select	ed page?
	ОК	Cancel	

Figure 6-48-1: Delete Confirmation

3. Confirm deletion process, by clicking **OK** button. You will get a confirmation

message that the page has been removed successfully.

# 6.11 Forms Control/ Custom Fields Overview

You can use this section to manage forms and custom fields. In addition, you can also control the standard fields like Company Name and Phone in Billing and Shipping information. You can also create a custom field as well as manage the existing fields. To know more about Forms Control/ Custom Fields section, click on the links below.

Add Custom Field 217 Edit 219 Delete 220

# 6.11.1 Add Custom Field

You can use this section to add a custom field. To **insert a new custom field**, follow the steps:

1. Click Forms Control/ Custom Fields, as shown in the Figure 6-49-1 below.

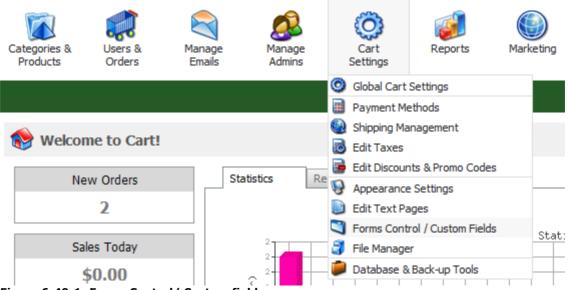


Figure 6-49-1: Forms Control/ Custom fields

2. Add Forms Control/ Custom Fields page will open, as shown in the Figure 6-49-2 below.

**Note:** You can control the **Standard Fields** by clicking on the radio button ( **Required**, **Not Required** and **Not Available**) after each field. Once selected, click **Save changes** button to update. 218

💐 Forms Control & Custom Fields				
Enable/Disable Fields				
T Standard Fields Control				
	Required	Not Required	Not Available	
Company Name in Billing Information	0	۲	$\odot$	
Address Line 2 in Billing Information	0	۲	0	
Phone in Billing Information Company Name in Shipping Information	•	0	0	
Address Line 2 in Shipping Information	0		0	
		Save changes Re	iset form	
🍓 Create a New Custom Field				
Form / Field Name Type	Active	Required		
Registration Form				
like_us Drop-D		No Eiolde page		D 🔁
<ol> <li>Click on Create page, as shown i</li> </ol>	n the Figure			Field (Insert)
	n the Figure	6-49-3 belov		Field (Insert)
<ol> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> </ol>	n the Figure	6-49-3 belov		Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to each a</li></ul>	n the Figure	6-49-3 belov		Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to early Browse custom fields</li> </ul>	n the Figure	6-49-3 belov		Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to early Browse custom fields</li> <li>Category Properties</li> </ul>	n the Figure	6-49-3 belov		Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to early Browse custom fields</li> <li>Category Properties</li> <li>Custom Field Properties</li> </ul>	n the Figure	6-49-3 belov	ν.	Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to early Browse custom fields</li> <li>Category Properties</li> <li>Custom Field Properties</li> <li>Field Type</li> </ul>	n the Figure	6-49-3 belov	ν.	Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to early Browse custom fields</li> <li>Category Properties</li> <li>Custom Field Properties</li> <li>Field Type</li> <li>Field Name</li> </ul>	n the Figure	6-49-3 belov	ν.	Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to early Browse custom fields</li> <li>Category Properties</li> <li>Custom Field Properties</li> <li>Field Type</li> <li>Field Name</li> <li>Field Caption</li> </ul>	n the Figure	6-49-3 belov perties.	ν.	Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to early Browse custom fields</li> <li>Category Properties</li> <li>Custom Field Properties</li> <li>Field Type</li> <li>Field Name</li> <li>Field Caption</li> <li>Is This Field Available?</li> </ul>	n the Figure	6-49-3 belov perties.	✓.	Field (Insert)
<ul> <li>Click on Create page, as shown i</li> <li>Custom Field (Insert)</li> <li>This section allows you to early a structure</li> <li>This section allows you to early a structure</li> <li>Browse custom fields</li> <li>Category Properties</li> <li>Category Properties</li> <li>Custom Field Properties</li> <li>Field Type</li> <li>Field Name</li> <li>Field Caption</li> <li>Is This Field Available?</li> <li>Is This Field Required?</li> </ul>	n the Figure	6-49-3 belov perties.	✓.	

Figure 6-49-3: Custom Field (Insert)

- 4. Scroll down to **Custom Field Properties** and then enter the following information:
  - a. **Field Type**: Use the drop-down menu to select the type of field (**Text Box**, **Drop-Down**, **Radio Buttons**, **Checkbox** and **Text Area**).
  - b. Field name: Enter the name of the field
  - c. Field Caption: Enter the caption of the field.
  - d. **Is this field available**: Select this checkbox to make this an available field.
  - e. **Is this field required**: Select this checkbox to make this a required field.
  - f. **Add this field to**: Use the drop-down menu to select a section to which this field will be added.
  - g. **Priority**: Assign a priority to this field from the drop-down menu. You can select this on a scale of 1 to 9, where 1 is given the highest priority.
  - h. **Maximum text length**: Enter the maximum length of the text to be typed in the field.

Note: Maximum text length can only be entered for a Text Box field.

i. **Options (one per line)**: Enter the options to be displayed in the dropdown/ radio button menu.

Note: Options (one per line) can only be entered for Drop-Down or Radio Buttons field.

j. **Checked/ Unchecked value**: Enter the values as Yes/No to determine the behavior of the field when it is checked/ unchecked.

Note: Checked/ Unchecked value can only be entered for a Checkbox field.

- 5. If you want to cancel or start again, click on the **Reset form** button.
- 6. Click on **Save Changes** button to add a new field.

# 6.11.2 Edit Custom Field

You can use this option to edit a custom field.

To edit a custom field, follow the steps:

- 1. <u>Open</u> [217] the **Add Forms Control/ Custom Fields** page.
- 2. Click on **Edit Custom Field** Ficon to open **Custom Field (Update)** page, as shown in the Figure 6-50-1 below.
- 3. You can modify all the parameters for an existing field under **Custom Field Properties**.

220	Pinnacle Cart User Manual v3.	6.3
	Custom Field (Update)	
	This section allows you to edit custom	field properties.
	Browse custom fields	
	Category Properties	
	Tustom Field Properties	
	Field Type	Drop-Down
	Field Name	like_us
	Field Caption	Do you like us?
	Is This Field Available?	
	Is This Field Required?	
	Add this Field To	Registration Form 👻
	Priority	1 •
	Options (one per line)	YES NO
		Save changes Reset form

#### Figure 6-50-1: Custom Field (Update) page

- 4. If you want to reset the form, click on the **Reset form** button.
- 5. Click **Save changes** button to update the information.

# 6.11.3 Delete Custom Field

You can use this option to delete a custom field.

To delete **a custom field**, follow the steps:

- 1. <u>Open and</u> the Add Forms Control/ Custom Fields page.
- 2. Click on **Delete Custom Field** icon. A popup confirmation box will appear, as shown in Figure 6-51-1 below.

Microsof	t Internet Explore	er	×
?	Do you really wan	t to delete this sele	cted field
	ОК	Cancel	

Figure 6-51-1: Delete Confirmation

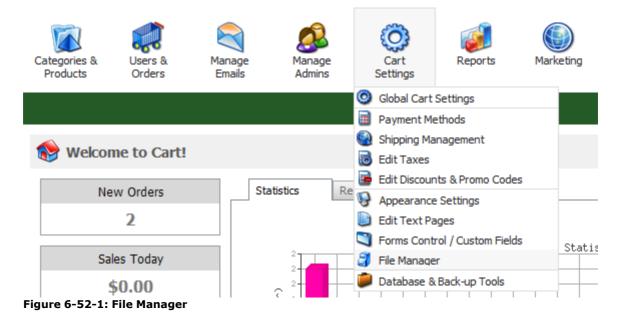
3. Confirm deletion process, by clicking **OK** button.

# 6.12 File Manager

This section will allow you to manage your files on your website. You can edit and delete files using this section.

For managing your files, follow the steps:

1. Click File Manager, as shown in the Figure 6-52-1 below.



Launch File Manager page will open, as shown in the Figure 6-52-2.



#### Figure 6-52-2: Launch File Manager

222

2. Click on **Click here to launch File Manger** link to open **Files Manager** (browser) window, as shown in the Figure 6-52-3 [222] below.

**Note:** You can also directly open the **Files Manager (Browser)** window, by clicking on **File Manager** link in the <u>Admin Area Home page</u> 3.

You will need to disable the pop-up blockers to run File Manager.

Backups         Image: Syn         2008/05/07, 10:43 am         -           Image: Content         2008/05/05, 4:13 pm         -	ize	Perm. 40755	
Image: Syn         2008/05/07, 10:43 am         -           Image: Syn         2008/05/05, 4:13 pm         -		40755	
		10733	
		40777	C
images 2008/05/05, 4:13 pm -		40777	C
install 2008/05/06, 5:14 pm -		40777	C
ismarty 2008/05/05, 4:13 pm -		40777	C
htaccess 2008/04/11, 12:07 pm 0.	49 kb	100644	
admin.php 2008/05/06, 5:11 pm 10	).38 kb	100644	9
ebug.sql 2008/05/07, 11:16 am 36	5,570.45 kb	100777	
ownload.php 2008/05/05, 4:13 pm 2.	07 kb	100777	
index.php 2008/05/05, 4:13 pm 25	5.37 kb	100777	

# Figure 6-52-3: Files Manager (Browser) window

- 3. Click **Open Folder** icon under **Action** to open a folder.
- 4. Click **Edit File** icon to edit a file and **Delete File** icon to delete a file. After editing and deleting a file, click **Save changes** button.
- 5. Click **Browse** under **Upload New File Into This Folder** to upload a new file. The maximum file size must not exceed 2MB.

ጵ Upload New File Into T	'his Folder	
Choose the file from y	our drive	(max file size is 32 Mb)
	Upload file	Reset form

Figure 6-52-4: Upload New File

- 6. If you want to cancel or start again, click on the **Reset form** button.
- 7. Click **Upload file** button to upload a new file.

# 6.13 Database & Back-up Tools

You can use this section to perform important database management tasks. You can export the database records to your local computer, backup the database records and restore them, if required and can also clear existing database records. To know more about the Database and Backup-tools, click on the following links below.

Data Export 223 Backup/Restore 223 Clear Database 226

### 6.13.1 Backup/Restore Overview

You can use this section to perform backup of your database records, restore them and delete an existing backup. To know more about backup/restore, click on the links below.

Create Backup 224 Restore 225 Delete 226

#### 6.13.1.1 Data Export

You can use this section to export your products, orders or users..

To export any of the above, follow the steps:

- 1. Open the **Database & Back-up Tools** page.
- 2. Click on **Data Export** tab to open **Data Export** page, as shown in Figure 6-54-1.
- 3. Select the data you want to export from the pull down list.
- 4. Select if you want the columns separated with a , or a ;
- 5. Select the Decimal Separator.
- 6. Now you can select to pull the data from the database within a certain date range or not.

224	Pinnacle Ca	rt User Manual v3	.6.3						
	Database 8	& Back-up Tools							
	This section v	vill allow you to export or	delete data in y	our database					
	Backups must	t be downloaded via FTP	from content/ba	ckups folder					
	U backaps mast		nom contenque	ickups folder					
	Data Export	Backup / Restore	Clear Databas	e					
	Export Data into								
	CXPOIL Data Inte	Cav nie							
	Choose data yo	u want to export		Products	•	-			
	Columns separa	tors		; (semicolon)		-			
	Columns separa					_			
	Decimal Separat	tor		. (dot)	•	•			
	Date Range			Apply filter	by date	s			
				From:					
				May 👻 To:	1 -	2008	•		
				May 👻	31 🖣	2008	-		
					ſ	Export da	atabase	Reset	form

7. Once done with that you can hit **Export database** and you will be prompted to save the csv file to your local computer.

### 6.13.1.2 Create Backup

You can use this section to create a backup of your existing database records.

To create a **backup**, follow the steps:

- 1. <u>Open 223</u> the **Database & Back-up Tools** page.
- 2. Click on **Backup/ Restore** tab to open **Backup/ Restore** page, as shown in Figure 6-54-1.
- 3. Select the categories you want backup from **Backup Pinnacle Cart** list.

**Note:** You can also select all categories by clicking the **check all** link under **Backup Pinnacle Cart**.

	Cart Settings	225
Database & Back-up Tools	;	
<ul> <li>This section will allow you to export o</li> <li>Backups must be downloaded via FTF</li> <li>Data Export</li> <li>Backup / Restore</li> </ul>		
📁 Backup Your Cart		
Engine Files	Admin and user areas, etc	
Skins Folder	Backup your site skin files	

All your cart images

check all | uncheck all

Backup your digital products

Make your cart database dump

Backup

1



4. Click on the **Backup** button to create a backup. The created backup can be seen under **Your Backups**.

### 6.13.1.3 Restore Backup

Images

Download Folder

Backup Database

To restore backup:

1.	Open	224 the	Backup	<b>Restore</b>	page.
👛 Vou	Rackupe				

Size	Date Created	
15,549.96 Kb	May 5, 2008, 4:13 pm	🛱 🖏
0.03 Kb	May 5, 2008, 4:13 pm	6 🗐
15,609.02 Kb	May 5, 2008, 4:13 pm	6 🗐
	15,549.96 Kb 0.03 Kb	15,549.96 Kb         May 5, 2008, 4:13 pm           0.03 Kb         May 5, 2008, 4:13 pm

2. Click on **Restore** icon under **Your Backups** to perform restoration using an existing backup. A popup box will appear requesting your confirmation.



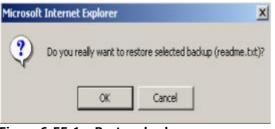


Figure 6-55-1 – Restore backup page

3. Click **OK** button to confirm restoration.

### 6.13.1.4 Delete Backup

You can use this section to delete an existing backup.

1.	Open 224 the	Backup/Restore page.
----	--------------	----------------------

Vour Backups			
File Name	Size	Date Created	
database-dump.sql	15,549.96 Kb	May 5, 2008, 4:13 pm	iii 😂 😂
readme.txt	0.03 Kb	May 5, 2008, 4:13 pm	iii 😂 🖏
3.6.0 -20080501-102024-files-skins-img-dwnld-db.tar.gz	15,609.02 Kb	May 5, 2008, 4:13 pm	6 🕄

2. Click on **Delete** icon to remove an existing backup from **Your Backup** list. A popup box will appear requesting your confirmation.

Microsoft I	nternet E	kplorer	×
?	Do you real	ly want to delete t	his file?
	ОК	Cancel	

Figure 6-56-1: Delete Backup/Restore Page

3. Click **OK** button to confirm deletion.

## 6.13.1.5 Clear Database

You can use this section to delete your existing database records.

To clear the database, follow the steps:

- 1. Open the **Database & Back-up Tools** page.
- 2. Click on **Clear Database** tab to open **Clear Database** page, as shown in the Figure 6-57-1.
- 3. Select the sections that you want to remove under **Clear Database**.

Note: You can also select all sections by clicking the check all link.

Database & Back-up Tools					
This section will allow you to export or	delete data in your database				
Backups must be downloaded via FTP from content/backups folder					
Data Export Backup / Restore	Clear Database				
🔞 Clear Database					
Categories	Removes category data and category images				
Products	Removes all products with primary & secondary images				
Users & Orders	Removes users and orders data. This will also affect some statistics data				
Emails Archive	Removes sent email archive				
Statistics	Removes site traffic statistics				
	check all   uncheck all				
	Clear database Reset form				

#### Figure 6-57-1: Clear Database

- 4. If you want to cancel or start again, click on the **Reset form** button.
- 5. Click **Clear database** button to delete the data.

# **Top Level Intro**

This page is printed before a new top-level chapter starts



# 7 Charts and Reports

This section will give your statistics details. To know specifically about the following sections, click on respective links below:

Charts 229 Reports 231

# 7.1 Charts

In this section you can view monthly graphical representation of total pages viewed, unique hosts and sales in US Dollars.

To view this data, follow the steps:

1. Click **Charts**, as shown in the Figure 7-1-1 below.

Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing	
					🗿 Charts		
					heports 🐌		
Figure 7-1-1: C	Charts						

2. The **Charts** page will open, as shown in the Figure 7-1-2 below.

**Note:** You can also open the **Charts** page directly by clicking on **Charts** link in the Admin Area Home page 3.

3. In the **Charts** page, under **Select Period & Charts Type**, select a **month**, **year** and **chart type** (**Bars**, **Lines**, **Dots**, etc.) from the drop-down menu.

230	Pinnacle Cart User Manual v3.6.3				
	🧭 Charts				
	Graphical representation of Page \	ews, Unique Hosts and Dollars Spent. To view this data, select a month, year and chart type.			
	Please select statistics period and	hart type and dick over Update button			
	Charts				
	Select Period & Charts Type				
	Month & Year	May 🔹 2008 👻			
	Туре	Bars Rars			
		Lines Dots Show report			
		Areas Steps Impulses			

### Figure 7-1-2: Charts Page

- Click **Show report** button.
   The graphical representation of the selected month & year will open, as shown in the Figure 7-1-3 below.

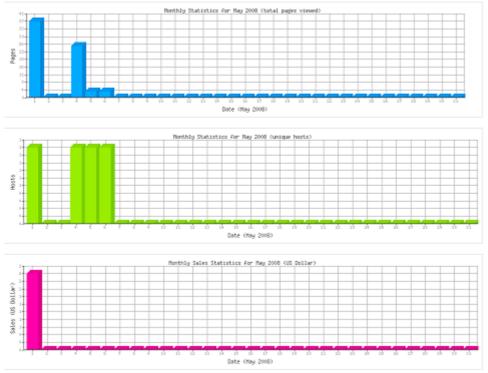


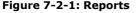
Figure 7-1-3: Graphical Representation

# 7.2 Reports

In this section you can view different types of reports. To view this reports, follow the following steps:

1. Click **Reports**, as shown in the Figure 7-2-1 below.

Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing	
					🌀 Charts		
					🍅 Reports		



2. **Reports** page will open, as shown in the Figure 7-2-2 and below.

**Note:** You can also open the **Reports** page directly by clicking on the **Reports** link in the <u>Admin Area Home page</u> 3.

- 3. In **Reports** page, under **Select Report Date Range**, select a **date range** from the drop-down menu.
- 4. Choose a **report type** by clicking on the radio-button.

🤯 Reports		
This section allow you to view many different types of re To view a report, select a date range, report type and di		
🛞 Select Report Date Range		
From: May • 1 • 2008 •	To: May	Show report
hat the second type by the second sec		
Top Viewed Products		Show report
Top Viewed Categories		Show report

- 5. Click **Show report** button.
- 6. The selected report within that range you have selected will open, as shown in the Figure 7-2-3 below.

Figure 7-2-2: Select Reports Page

232	Pin	nacle Cart User M	lanual v3.6.3			
	🥡 F	Reports				
	This section allow you to view many different types of reports regarding your cart. To view a report, select a date range, report type and dick "Show Report".					
	ء 🗐	elect Report Date Ra	inge			
		From: May v 1	To:     May			
	Show Printer-Friendly Report					
	<b>i</b> 1	op Viewed Products	(May 1, 2008 - May 31, 2008)			
	#	Product ID	Product Name	Views		
	1	52937	Baby Bibs	1		
			Total View	s: 1		

### Figure 7-2-3: Selected Report Type Information

**Note:** You can also view **printer friendly report**, by clicking Show Printer-Friendly Report in **Reports** page.

# **Top Level Intro**

This page is printed before a new top-level chapter starts



# 8 Marketing

234

You can use this section for marketing. To know more about marketing with the help of this section, click on the links below.

Google Base 247 Data Feed 247

Sale 234 Prices 234

<u>iDev</u> विक्री <u>Affiliate Integration</u>विक्री

Cart Plug-ins 237

# 8.1 Sale Prices

You can use this section to globally set or remove sale prices within the cart.

To **set sale prices** within the cart, follow the steps:

1. Click **Sale Prices**, as shown in the Figure 8-3-1 below.

Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	<b>Reports</b>	Marketing	
						🤝 Froogle D I Shopzilla	
Nelcon	ne to Cart!					Sale Price	
M AACICOI	lie to cart:					🦻 iDevAffilia	ate Integration
Ne	w Orders	Sta	tistics Re	cent Orders La	st Users	🜮 Cart Plug	-ins
Figure 8-3-1	: Sale Prices	3					

Setup Sale Prices page will open, as shown in the Figure 8-3-2 [235].

**Note:** You can also open the **Setup Sale Prices** page directly by clicking on **Sale Prices** link in the <u>Admin Area Home page</u> 3.

 Under Price Update Settings, click on the radio button of the Set New Sale Prices and enter the discount price. You can also select from the drop down menu that the discount is in % or \$.

**Note:** You can also delete all sale prices by clicking on the radio button of the **Remove All Sale Prices** and then clicking **Save Changes** button to remove all the

sale prices. A confirmation pop up appears, click **OK** button.

🔅 Setup Sale Prices		
Use this section to globally modify all price	ces within the cart.	
Setup Sale Prices		
💝 Price Update Settings		
Set New Sale Prices	۲	
0.00 %		
Remove All Sale Prices	0	
		Save changes

#### Figure 8-3-2: Setup Sale Prices

3. Click **Save changes** button to save the details. You will get a confirmation message that the Sale Prices has been updated successfully.

# 8.2 iDev Affiliate Integration

This section will allow you to integrate or put together the iDevAffiliate application.

To integrate the iDevAffiliate application, follow the steps:

1. Click **iDevAffiliate Integration**, as shown in the Figure 8-4-1 below.

Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing	
						<ul> <li>Froogle I</li> <li>Shopzilla</li> <li>Sale Price</li> </ul>	Data Feed
😵 Welcor	ne to Cart!						iate Integration
New Orders         Statistics         Recent Orders         Last Users           Figure 8-4-1: Affiliate App Integration							

iDev Affiliate Integration page will open, as shown in the Figure 8-4-2 2361.

**Note:** You can also open the **iDev Affiliate Integration** page directly by clicking on **Affiliate Integration** link under **Cart Settings** or **iDev Affiliate Integration** link under **Marketing** in the <u>Admin Area Home page</u> **S**.

- 2. **Affiliate App Integration Settings:** Enter the following information, as shown in the Figure 8-4-2 [236] below:
  - a. **Do You Want to Enable iDevAffiliate:** Select **Yes** from the drop down menu if you want to enable iDevAffiliate, otherwise select **No**.
  - b. **iDevAffiliate Installation URL:** Enter the iDevAffiliate Installation URL.
  - c. **iDev Affiliate Username:** Enter the iDevAffiliate username.
  - d. **iDev Affiliate Password:** Enter the iDevAffiliate password.
  - e. Affiliate Link Text: Enter the Affiliate Link Text.

iDev Affiliate Integration	iDev Affiliate Integration					
<ul> <li>This page allows you to integrate iDevAffiliate Application. Click Login button below to go to iDevAffiliate admin area</li> <li>For information regarding iDevAffiliate, please click here</li> <li>iDev Affiliate Setup</li> </ul>						
Affiliate Integration Settings						
Do you want to enable iDevAffiliate?	No 👻					
iDevAffiliate Installation URL :						
iDev Affiliate Username :						
iDev Affiliate Password :						
Affiliate Link Text :	Affiliate Program					
	Save changes					

#### Figure 8-4-2: Affiliate App Integration Settings

3. Click **Save changes** button to save details about the **iDevAffiliate Integration Settings**.

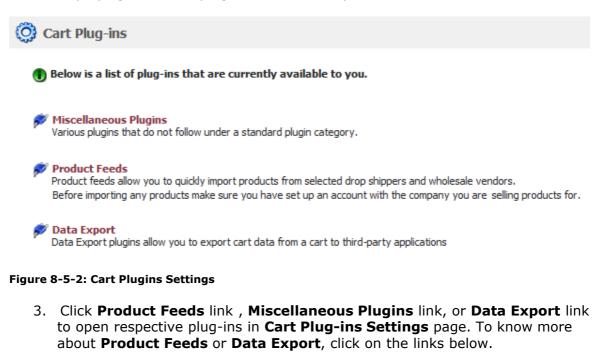
# 8.3 Cart Plug-ins

This area allows you to manage Cart Plug-ins like Product Feeds, Miscellaneous Plugins, and Data Export. This allows you to simplify the integration process by providing a quick and fast way to import and export product related data. To manage Cart Plug-ins area, follow the steps below.

1. Click **Cart Plug-ins**, as shown in the Figure 8-5-1 below.

Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Mar	) keting	
						🤝 sł	oogle Dat nopzilla Da ale Prices	ta Feed
Welcon	ne to Cart!					萨 iD	evAffiliate	Integration
Ne	w Orders	Stat	istics Re	cent Orders	Last Users	🗭 Ci	art Plug-in:	s
Figure 8-5-1		ins						

2. **Cart Plug-ins Settings** page will open, as shown in the Figure 8-5-2 below, displaying the list of plug-ins available to you.



Product Feeds 242 Data Export 238

### Pinnacle Cart User Manual v3.6.3

### 8.3.1 Data Export

238

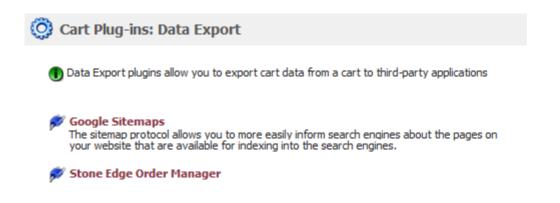
Data Export cart plug-in allows you to export marketing related data like google sitemaps to your local computer or to an order management website like stoneedge. com.

To open **Data Export** page, follow the steps below.

1. Open the Cart Plug-ins Settings page.

2. Click on **Data Export** link to open **Cart Plug-ins: Data Export** page, as shown in the Figure below. The page displays a list of various Data Export options available.

3. Click Google Sitemaps link or Stone Edge Order Manager link to open respective options.



Note: Google Sitemaps and Stone Edge Order Manager are used as an example in this section. Data export options may vary from user to user.

### 8.3.1.1 Stone Edge Order Manager

The Stone Edge Order Manager is the leading order management system for smallto-medium Web merchants. The Order Manager makes it easy to import orders from your Pinnacle Cart and then gives you the tools you need to manage your business efficiently.

To use Stone Edge Order Manager, follow the steps below.

- 1. Open the Cart Plug-ins: Data Export page.
- 2. Click on Stone Edge Order Manager link to open Stone Edge Order Manager Settings page, as shown in the Figure 8-7-4.

🔅 Stone Edge Order Manager Export				
<ul> <li>This area will export data to Stone Edge Order Manager. For more information regarding Stone Edge, http://www.stoneedge.com Please enter access information below.</li> <li>Connection URL is https://site.com/cart/content/admin/plugins/stone_edge_order_manager/plugin.stone_edge_order_manager.php</li> </ul>				
Plugin Settings				
Stone Edge Order Manager Settings				
Enable Stone Edge Order Manager Export?	No  Selecting NO will disable export. Authentification failed message will be returned.			
Username				
Password				
	Save changes Reset form			

#### Figure 8-7-4: Stone Edge Order Manager Settings

- 3. Set **Enable Stone Edge Order Manager Export** drop-down box to **Yes** to enable export. Selecting **No** will disable export and Authentication failed message will be returned.
- 4. Enter your **Username** and **Password**.
- 5. If you want to reset the form, click on the **Reset form** button.
- 6. Click **Save changes** button to update the information.

#### 8.3.1.2 Shopzilla Data Feed Export

For your products to appear in Shopzilla's product search engine, you must provide a Product Listings Datafeed. Shopzilla will process your datafeed every 36 - 48 hours to ensure that the most current version of your product listings appear in our product search engine. You can sign up for a shopzilla merchant account by going to <a href="http://merchant.shopzilla.com/">http://merchant.shopzilla.com/</a>.

1. Once signed up you will need to fill in your <u>Shopzilla Merchant Identification</u> <u>Number</u>, your <u>Shopzilla Username</u>, and your <u>Shopzilla Password</u>.

- **ROI Tracker:** Monitor your conversion rate and improve your campaign performance Shopzilla's free conversion tracking tool.
- **BizRate Survey Program:** Receive your customers' feedback and become a BizRate Certified Store by participating in Shopzilla's free survey program.
  - 2. Click on **Save Changes** once you have the information filled in.

🚫 Shopzilla Data Feed Export	
ROI Tracker: Monitor your conversion rate and improve you	st current version of your product listings appear in our product search engine.
Settings Export Data Feed Export To Shopzill	a
Shopzilla Settings	
Shopzilla Merchant Identification Number	
Shopzilla Username	
Shopzilla Password	
Shopzilla's ROI Tracker No	•
BizRate Survey Invitation No	•
	Save changes

This feature allows you to save shopzilla datafeed file on your computer.

Click "Export Datafeed" button below to get your file.

Settings Expo	ort Data Feed	Export To Shopzilla
Export Data Feed		
This feature allows you Click "Export Datafeed"	to save shopzilla button below to	datafeed file on your computer. get your file
	Export data fe	ed

This feature allows you to export your products directly to a shopzilla.

Click "Export To Shopzilla" button to do it now.

		Marketing	241
Settings	Export Data Feed Export To Shopzilla	L	
Export Shopz	illa		
This feat	are allows you to export your products directly to a shopzilla.		

Export	to	Shopzilla
--------	----	-----------

### 8.3.1.3 Google Sitemaps

Google Site Maps allows you to inform search engines about URLs on your websites that are available for crawling. In its simplest form, a Sitemap that uses the Sitemap Protocol is an XML file that lists URLs for a site.

To use **Google Sitemap**, follow the steps below.

- 1. <u>Open</u> the **Marketing : Google** page.
- 2. Click on **Google Sitemaps** tab to open **Google Site Map Export** page, as shown in the Figure 8-7-2 below.

#### Figure 8-7-2: Google Site Map Export

3. Click **Continue** button to export your sitemap in an XML format to your local computer.

Ô	Google Site Map Export
	Google Site Maps allows you to inform search engines about URLs on your websites that are available for crawling. In its simplest form, a Sitemap that uses the Sitemap Protocol is an XML file that lists URLs for a site.
	Using this protocol does not guarantee that your webpages will be included in search indexes (Note that using this protocol will not influence the way your pages are ranked by Google).
	This system will create a XML document that must be saved locally, zipped in gzip format, an uploaded back to the server.
	Currently Google recommends placing you sitemap at the root directory of your HTML server; that is, place it at http://example.com/sitemap.xml.gz
	By default the system will assign <changefreq> as weekly and assign its own priority to pages.</changefreq>
	If you want to adjust this, make the necessary changes in the XML file before you zip it and move back to the server.
	For more information about Google Site Maps visit https://www.google.com/webmasters/sitemaps/login? continue=%2Fwebmasters%2Fsitemaps%2Fsiteoverview&hl=en
	Continue

- A **File Download Dialog** box will appear, as shown in Figure 8-7-3 below.
  - 4. Click **Save** button to save the file to your local computer.

### 242 Pinnacle Cart User Manual v3.6.3

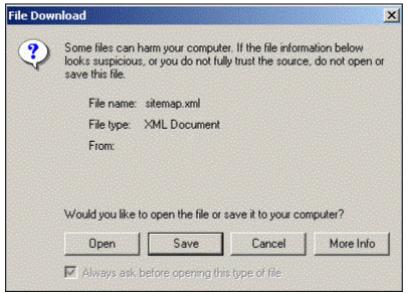


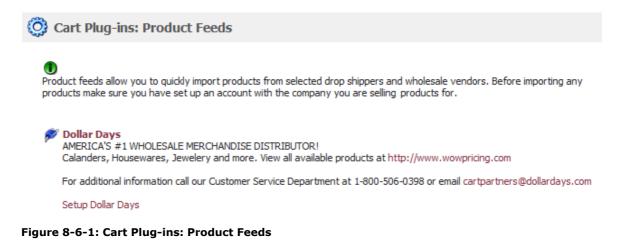
Figure 8-7-3: Data Download

# 8.4 **Products Feeds**

Product Feeds cart plug-in allows you to quickly import products from selected drop shippers and wholesale vendors. Before importing any products, make sure you have set up an account with the company you are selling products for.

To Manage Product Feeds area, follow the steps below.

- 1. <u>Open 237</u> the **Cart Plug-ins Settings** page.
- Click on Product Feeds link to open Cart Plug-ins: Product Feeds page, as shown in the Figure 8-6-1 below. This page displays a list of selected drop shippers and wholesale vendors from which you can import products.



3. Click on Dollar Days link to open DollarDays.com Import page, as shown

in the Figure 8-6-2 below.

**Important**: Pinnacle Cart will allow you to order products directly from the admin area of Pinnacle Cart once you sell Dollar Days items. For this feature to work, you will need to open an account through Dollar Days and enter in your account information in the "Setup Dollar Days" area.

**Note:** You can also click on **Setup Dollar Days** link to manage the Dollar Days Settings. You need a Dollar Days username and password to continue.

C	his process will guide you through importing Dollar Days products into your store. lick continue below to select to the categories you would like to import.
Λ	lote: It may take up to one minute while updater receives information required for update.
	ast Update: 2008/05/01 17:21:34
	php /var/www/html/cart/content/admin/plugins/
	dollar_days_import/cron.php "/var/www/html/cart"

#### Figure 8-6-2: DollarDays.com Import

4. Click **Continue** button to open **DollarDays.com Import Settings** page, as shown in the Figure 8-6-3 below.

#### OllarDays.com Import

Please select which categories you would like to import into your store.

Make sure you don't have a duplicate category already existing within your store as this process may overwrite existing data. Also, be sure to check the product ID's of the categories you are importing to insure that you will not be importing duplicates. You can view an example of the products at http://www.wowpricing.com

Import all categories & products

📑 Dol	🔁 Dollar Days Categories					
🛅 Arts	& Crafts (dollar_days_1)					
	Beads & Beading (dollar_days_1722)					
Ċ.	Children's Art (dollar_days_566)					
	Construction Paper (dollar_days_1723)					
	Craft Kits (dollar_days_1726)					
	Craft Supplies (dollar_days_443)					
	Crayons & Chalk (dollar_days_836)					
	Floral Supply (dollar_days_1729)					
	Musical Instruments (dollar_days_1106)					
	Scrapbook Supplies (dollar_days_1731)					
	Sewing Supplies (dollar_days_1734)					

Figure 8-6-3: DollarDays.com Import Settings

5. Select the products and categories you want to import by selecting the respective checkboxes.

**Note:** You can also import all settings and products by checking **Import all** categories and products checkbox.

6. Indicate the how much you would like to mark-up the item prices. *Note: Dollar Days product prices reflect your cost, therefore you will need to markup the prices using the Global Price Changes feature to get a profit on any item you sell.* 

		Marketing	245
🚫 DollarDays.com Impo	vrt	L	
Depending on your agreeme	inserted into your database with Dollar Days Pricing. nt with Dollardays, you may want to increase or decrease this pricing. sbally increase or decrease pricing.		
Click "Continue" button	to import products right now, OR click "Save Changes" button	to save your selection for a f	uture usage
Clicking continue will start t			
Save changes Conti	nue		

Selecting a duplicate category or product that already exist in your store may overwrite the existing ones. Hence, make sure you don't have a duplicate category and always check the product ID's of the categories you are importing.

6. Click **Continue** button to finish import process.

**Important:** All Dollar Days items import into Pinnacle Cart with the shipping price already set. You will not need to set up any shipping methods for these products.

# 8.4.1 Placing Orders Through Dollar Days

If a customer of yours places an order that includes a Dollar Days item, the cart indicate this on the Order page within the admin area.

Order Properties			
Order Status			
Order ID	5		
Created At	05/04/2008 - 05:21:56 PM	Last status change Set Order Status	05/04/2008 - 05:21:56 PM
Order Status	Process		Do not change  user when order completed?
Payment Status	Pending		Save changes

This order may be sent to DollarDays.com but setup is not completed yet. Please click here to do it now

1. **Click the Send order to DollarDays.com** link on the order page. A pop-up window will an invoice from Dollar Days and the items purchased by your customer. You will use this area to place an order through Dollar Days on behalf of your customer.

**Important:** You will need to enter in your Dollar Days account information into the "Setup Dollar Days" area for this feature to work. You can set this up at Marketing >> Plugin's >> Product Import >> Setup Dollar Days.

ExtOrder - Microsoft Internet Explo	orer					_	
File Edit View Favorites Tools Help	,						1
🕲 Back 🕤 🐑 💌 📓 🏠	🔎 Search   👷	Favorites	3	· 🍇 🛛 •	J 🥝 🗶 🤇	o 😋 🕴	8
ddress 🗃 https://www.dollardays.com/xml/	extOrder.aspx				*	🔁 Go	Links »
Google - 💌 🚺	了 Search 🔹 🚿	PageBank	🔉 29 blocke	d 🖓 Check 🔹	🔍 AutoLink 📼	📮 AutoFill 🔉	•
DollarDays WOWPricing Everything Under the Sun®							
Customer Id: 24118		llis M. Hale					
	Pieces Per	rder # 631 Piece	879 # of	Extended Case	Extended		
SKU # Description	Case	Price	Cases	Cost	Freight	TOTAL	
269683 12Ast Foam Animal Sticker	72	\$0.73	4	\$210.24	\$31.54	\$241.78	
269721 10Pc Artist Brush Set	72	\$0.99	6	\$427.68	-	\$491.83	12
		Totals:	10	\$637.92		\$733.61	
Required Fields Shipping					Order Total	\$733.61	
*Ship To:	Joe Customer						
*Address:	myplace 124						
Address:							
*City:	Blaine		*Sta	ate: Min	*Zip: 85004	•	
Ship Phone:							
Country:	United States of A	merica		~			
Billing					3		
*Name on (	Card: Joe Custo	mer					
*Add	myplace 1	24					
Add	ress:						~
Done					🔒 🙂 Inter	met	

2. Once the pop-up window appears, simply enter in your payment information (remember, the customer has already paid you for the order) to complete the order.

Dollar Days will ship the item(s) to the customer on your behalf. If the order contains both Dollar Days items and items you sell, you will need to return to the order screen to process your items.

#### 8.5 Google

Google supplies business owners with a variety of tools that can help you gain more exposure, track visitors and sales conversions.

Click on the tabs below for a summary of these tools and how they can better help your business.

Please understand setting up conversion tracking through Analytics and Adwords can be fairly complex will require you to change the code snippets provided. Please be sure you read the documentation provided by Google to fully understand this process.

#### 8.5.1 **Google Base Data Feed**

Google Base is a new service from Google that find information about products for sale online. By concentrating completely on product search, Google Base applies the power of Google's search technology to a very particular task: locating stores that sell the item you want to find and pointing you directly to the place where you can make a purchase.

To use **Google Base Data Feed** for your product, follow the steps below.

1. Click **Google Base Data Feed**, as shown in the Figure 8-1-1 below.

Categories & Products	Users & Orders	Manage Emails	Manage Admins	Cart Settings	Reports	Marketing	
						🤝 Google Base	
						🛸 Shopzilla Data Feed	
						Sale Prices	
Welcon	ne to Cart!					姠 iDevAffiliate Integra	tion
			Kakas D			🜮 Cart Plug-ins	
Eiguro 8-1-1	w Orders		tistics	ecent Orders   La	ast Users		

Figure 8-1-1: Google Base Data Feed

2. Google Base Data Feed Export page will open, as shown in the Figure 8-1-2 below.

Note: You can also open the Google Base Data Feed Export page directly by clicking on **Google Base Data Feed** link in the <u>Admin Area Home page</u>.

3. Product Description: Select Use quick overview or Use detailed **description** from the drop down menu.

248	Pinnacle Cart User Manual v3.6.3						
	O Post it on Base. Find it on Google.						
	<ul> <li>Google Base is a place where you can upload your product information, making it available on Google and other tools including Google Product Search. This tool will create a RSS feed that can be uploaded to your Google Base Account.</li> <li>To create a new account click here.</li> </ul>						
	Google Base will not accept feeds with special or HTML characters in the product description. If you are using HTML or special characters, you should select "Quick Overview" as your product description in the drop-down below						
	Froogle Properties						
	Export Settings						
	Product Description	Use quick overview					
	Feed Expiration Date MM/DD/YYYY						
		Export data feed					

#### Figure 8-1-2: Google Base Data Feed Export

4. Click **Export data feed** button. You will be taken to the **Pinnacle Cart login** page.

# 8.5.2 Analytics Tracking

To use **Google Analytics Tracking**, follow the steps below.

- 1. <u>Open</u> the **Marketing : Google** page.
- 2. Click on Google Analytics tab to open Google Analytics page, as shown

Google Base Feed	Analytics Tracking	Conversion Tracking	Adwords Conversion Trac	cking					
Google Analytics									
<pre>Activate Google Analytics Tracking Code  <pre> <pre> <pre> <pre> </pre> </pre> <pre> <pre> </pre> </pre> <pre> <pre> <pre> </pre> </pre> <pre> <pre> <pre> </pre> </pre> </pre> <pre> <pre> <pre> <pre> </pre> </pre> <pre> <pre> <pre> <pre> </pre> </pre> </pre> <pre> <pre> <pre> <pre> <pre> <pre> <pre> </pre> </pre> </pre> <pre> <pre> <pre> <pre> <pre> <pre> <pre> </pre> </pre> </pre> </pre> <pre> <pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre>						Analytics we about where your visitors come from and how they interact site. You'll get the information you need to write better ads, in your marketing initiatives, and create higher-converting Google Analytics is free to everyone, whether you are an r, publisher, or site owner. Since the code provided may change, it y suggested you refer to the documentation provided by Google sure you are using the most up-to-date method for tracking. Int - Site tracking will not work until you replace the example D (UA-xxxxxxx) with an actual tracking ID provided to you when up for Google Analytics. Please do not activate this code until you ed your tracking ID. et or more information regarding Google Analytics. to sign up of an account on Google.			
Save changes									

Important - Site tracking will not work until you replace the example tracking ID (UAxxxxxx) with an actual tracking ID provided to you when you sign up for Google Analytics. Please do not activate this code until you have added your tracking ID. Learn more about where your visitors come from and how they interact with your site. You'll get the information you need to write better ads, strengthen your marketing initiatives, and create higher-converting websites. Google Analytics is free to everyone, whether you are an advertiser, publisher, or site owner. Since the code provided may change, it is strongly suggested you refer to the documentation provided by Google to make sure you are using the most up-to-date method for tracking.

Click here for more information regarding Google Analytics.

<u>Click here</u> to sign up of an account on Google.

# 8.5.3 Conversion Tracking

To use Google Analytics Conversion Tracking, follow the steps below.

- 1. <u>Open</u> the **Marketing : Google** page.
- 2. Click on **Conversion Tracking** tab to open **Conversion Tracking** page, as shown below.

🚫 Post it on Base. Find it on Google.

required

Shipping

Google supplies business owners with a variety of tools that can help you gain more exposure, track visitors and sales conversions. Click on the tabs below for a summary of these tools and how they can better help your business. 🖲 Please understand setting up conversion tracking through Analytics and Adwords can be fairly complex will require you to change the code snippets provided. Please be sure you read the documentation provided by Google to fully understand this process Google Base Feed Analytics Tracking Conversion Tracking Adwords Conversion Tracking C Analytics Conversion Tracking Analytics Conversion Tracking Activate Conversion Tracking Code Before Google Analytics can begin to report ecommerce activity on your website berore google Analytics can begin to replot econtinence activity on your website, you must enable ecommerce tracking on the profile settings page for your website within Google Analytics. Once that is complete, you can active the Conversion Tracking Code and start tracking conversions through Google Analytics. Since the code provided may change, it is strongly suggested you refer to the documentation provided by Google to make sure you are using the most up-to-date method for tracking. <script type="text/javascript"> var gaJsHost = (("https:" == document.location.protocol )
? "https://ssl." : "http://www."); document.write(unescape("%3Cscript src='" + gaJsHost + "google-analytics.com/ga.js" This code passes the following information over to Google Analytics for tracking type='text/<u>javascript</u>'%3E%3C/script%3E")); purposes </script>

Order ID <script type="text/javascript"> Shipping City try{literal}{{/literal} var pageTracker = \_gat.\_getTracker("UA-xxxxx-x"); State Country pageTracker.\_addTrans( "{\$order\_num}", // order ID - required Additionally this code will track individual items in each order including: "{Sorder\_amount|string\_format:"%.2f"}", // total -Order ID - necessary to associate item with transaction Product ID / SKU Product name Category Unit price Quantity "{\$tax|string\_format:"%.2f"}", // Tax "{\$shipping\_amount|string\_format:"%.2f"}", "{\$city}", // City "{\$region}", // State "{\$country}" // Country You will have the option of removing per item tracking by removing the per item variables within this code. Please refer to Google Analytics documentation additional information -tracking ID Click here for more information regarding Google Analytics. Click here to sign up of an account on Google

Save changes

Before Google Analytics can begin to report ecommerce activity on your website, you must enable ecommerce tracking on the profile settings page for your website within Google Analytics. Once that is complete, you can active the Conversion Tracking Code and start tracking conversions through Google Analytics. Since the code provided may change, it is strongly suggested you refer to the documentation provided by Google to make sure you are using the most up-to-date method for tracking.

This code passes the following information over to Google Analytics for tracking purposes.

Order ID Tax Shipping City State Country

Additionally this code will track individual items in each order including:

Order ID - necessary to associate item with transaction

Product ID / SKU

Product name

Category

Unit price

Quantity

You will have the option of removing per item tracking by removing the per item variables within this code. Please refer to Google Analytics documentation additional information.

Important - Site tracking will not work until you replace the example tracking ID (UAxxxxxx) with an actual tracking ID provided to you when you sign up for Google Analytics. Please do not activate this code until you have added your tracking ID.

Click <u>here</u> for more information regarding Google Analytics.

Click <u>here</u> to sign up of an account on Google.

# 8.5.4 Adwords Conversion Tracking

To use **Google Adwords Conversion Tracking**, follow the steps below.

- 1. <u>Open</u> the **Marketing : Google** page.
- 2. Click on Adwords Conversion Tracking tab to open Adwords Conversion Tracking page, as shown below.

🗿 Post it on Base. Find it on Google.											
<ul> <li>Google supplies business owners with a variety of tools that can help you gain more exposure, track visitors and sales conversions. Click on the tabs below for a summary of these tools and how they can better help your business.</li> <li>Please understand setting up conversion tracking through Analytics and Adwords can be fairly complex will require you to change the code snippets provided. Please be sure you read the documentation provided by Google to fully understand this process.</li> </ul>											
Google Base Feed	Analytics Tracking	Conversion Tracking	Adwords Conversion Tracking		l						
C Adwords Conversion Tracking											
Activate Adwords	Conversion Tracking Code			To begin to trac Adwords Accou "Conversion Tra the code provid For addition infi files found with	version Tracking & Adwords conversions you will need to sign up for a Google nt. Once you have an account, you will need to activate acking" within the Adwords Account management area and paste led to you in the text box on the right. armation on Adwords conversion tracking please reference the help in your Google Adwords Management area. In up of an account on Google.						
			Save changes								

To begin to track Adwords conversions you will need to sign up for a Google Adwords Account. Once you have an account, you will need to activate "Conversion Tracking" within the Adwords Account management area and paste the code provided to you in the text box on the right.

For addition information on Adwords conversion tracking please reference the help files found within your Google Adwords Management area

Click here to sign up of an account on Google.

# Index

# - A -

Account 115 Account Access 115 Account Active 99 Account Blocking 115 203 Active Language Add 136 New Attribute 11 New Category 11 New Product 11 New Quantity Range 11 Product Attribute 11 Add Attribute 55 Add Custom Currency 133 Add Custom Field 217 Add Forms Control 219 Add Product 52 Add Product Page 52 Add Secondary Image 39 Add Shipping Rates 174 Additional Fee 170 Admin Area Home 7 Administrator 101 Administrator Overview 99 Administrator Privileges 99 Administrator Profile 104 Advanced Mode 212 Advanced Wholesales Support 127 Affiliate App Integration 235 Affiliate App Integration Settings 234 Affiliate Integration 235 Affiliate Link Text 235 Affiliate Settings 234 Allow International Shipping 167 Allow Keywords Auto-Generation 126 Allow Shipping If No Available Methods 167 Allow Wholesale Case Pack 127 Allow Wholesale Inter Pack 127 Appearance Settings 212 Appearance Settings Overview 190

Archived Email Preview 79 Assign Existing Global Attributes 55 Assign Global 55 Assign Global Attribute 55 Assigning Global 26 Attribute Active For Products 52 Attribute Caption 26 Attribute Name 52 Attribute Parameters 52 Attribute Type 52 Attributes 30 Attributes Overview 26

#### - B -

Backup 224 Backup button create 224 Backup Your Cart 224 Backup Your Cart list 224 Backup/Restore 225 Backup/Restore Overview 223 Backup-tools 223 Best Sellers 195 **Bestsellers** names 118 Bestsellers Box 118 Bestsellers Settings 118 Billing 217 **Bottom Email Templates** 83 Bottom HTML 209 Bottom Page 209 Bounced Emails 96 Browse add 47 upload 136 **Browse Administrators** clicking 101 **Browse Orders** clicking 65 **Browse Subscriber Emails** 87 Browse Users 64 clicking 64 Bulk back 44

Bulk clicking 47 regarding 44 **Bulk Images Loader** 11 Bulk Products Loader 44 Bulk Update 52 **Bulk Uploading Of Products** 44 back 11 open 11

#### - C -

127 Calculate Calculation Method 174 Call For Price 17 Campaign Name 188 Cart 136 Cart Page 112 Cart Plug-ins 241 Cart Plug-ins Settings 237 Cart Settings 7 Case Pack 127 Catalog enter 199 Catalog Best Sellers Available 118 Catalog Best Sellers Count 118 Catalog Best Sellers Period 118 Catalog Navigation Bar 199 Catalog Page 167 **Catalog Page Views** 199 Catalog Settings 199 **Catalog Views** select 199 Categories 11 product ID's 242 Category 44 Delete Account icon 17, 103 **Category Description** 11 Category Image 11 Category Key 11 Category Menu 195 **Category Name** 11 **Category Properties** 11 Category Root create 11 **Category Visible** 11

Change Site Colors 191 Charge Per-Order Handling Fee 167 Charts 229 Charts Page 229 Charts Type 229 **Check Bounced Email Addresses** 96 Checking Import 242 Checkout 203 Checkout Controls Location 195 Clear Database 226 Clicking Browse Administrators 101 **Browse Orders** 65 64 **Browse Users** 47 Bulk Create 52 Default 81 Global 52 Import 89 Manage 14 OK button 190 Recommended 56 **Remove Selected** 58 Reports 231 136 Save Save Changes button 234 Send 74 Switch 212 Update Your Profile 104 Code Enter 133 **Color Templates** Select 191 213 Colors Comma-separated emails 93 **Common Box Properties** 195 Common Page Information 213 Company 64 **Company Address Line** 108 Company City 108 **Company Country** 108 Company Fax 108 **Company Information** 124 **Company Information Page** 108 **Company Name** 124 Company Phone 108 Company Slogan 108

Index

**Company State** 108 **Company Website** 108 108 Company Zip **Content Management Overview** 213 Cookie Prefix 115 Country Select 181 Country List 130 Create 136 Backup button 224 Category Root 11 New Product Family 11 **Product Families** 11 Create Backup 224 Create Bulk 47 Create Language 136 Create New Global Products Attribute 11 Create Promo Codes 188 Credit Card realtime 162 CSV file 44 Currency 133 **Currency Decimal Symbol** 132 **Currency Overview** 133 Currency Thousands Separating Symbol 132 **Current Buttons Set** 205 **Current Headers Set** 203 Current Images Set 206 **Current Language** 138 Current Page 112 **Custom Boxes Settings** 195 Custom Calculation 174 **Custom Color Template** 191 **Custom Field Properties** 219 Custom Fields 219 **Custom Fields Overview** 217 174 Custom Method **Custom Shipping Costs Calculation Settings** 177 Custom Shipping Method 177 **Custom Shipping Rates** 174 **Custom Shipping Rates Add Confirmation** 174 CVV2 206

- D -

Data Download 241

**Data Separator** 44 Data Update Rule 44 Default 133 clicking 81 Default Email Top 81 Default Emails Top & Bottom 81 **Default Images** 213 **Default Priority** 52 Default Products Category 11 Delete 190 Delete File icon 221 Existing Category 11 **Existing Product** 11 **Global Products Attribute** 11 Product Attribute 11 **Quantity Range** 11 **Recommended Product Family** 11 Secondary Image 11 Delete Backup 226 Delete Backup/Restore Page 226 Delete Currency 136 **Delete Custom** 166 Delete Custom Field 220 Delete Custom Field icon 220 Delete Custom Method icon 177 88 Delete email Delete email address 88 **Delete Existing Global** 56 **Delete Existing Global Products Attribute** 11 Delete File icon delete 221 Delete Language 140 **Delete Manufacturers** 43 Delete promo 190 **Delete Promo Codes** 190 Delete Realtime Method icon realtime 173 Delete subscriber's email 86 **Delete Subscribers Email Addresses** 88 122 **Digital Produces Digital Products** 122 **Disable Confirmation** 162 **Disable Realtime** 162 Discounts 190 Discounts Level 127 **Discounts Page** 186

Display Shipping Prices 167 Display Shipping Weight 167

#### - E -

E-commerce 7 Edit 136 Existing Category 11 **Existing Product** 11 **Product Attribute** 11 Quantity Range 11 Recommended Product Family 11 Edit Account icon 102 **Edit Appearance Settings** 195 Edit Currency 135 Edit Custom Field 219 Edit Custom Fieldicon open Custom Field 219 **Edit Custom Shipping Rates** 176 Edit Default Site Image Page 206 Edit Default Site Images 206 Edit Discounts 186 Edit Existing Global 55 Edit Existing Global Products Attribute 11 Edit File icon edit 221 Edit HTML Online 83 Edit Language 138 Edit Messages 138 70 Edit pregenerated HTML Edit Quantity Discounts 37 Edit realtime-shipping 177 Edit Secondary Image 39 Edit Shipping Rates 176 Edit Site 7 Edit Site Buttons 205 Edit Site Buttons Page 205 Edit Site Buttons Text 205 Edit Site Colors 193 Edit Site Colors Page 193 Edit Site Fonts 212 Edit Site Headers 7 Edit Site Headers Page 203 **Edit Site Headers Text** 203 Edit Site Layout 195 Edit Subscriber's Email 87

Edit Subscribers Email Addresses 87 Edit Taxes 181 Edit This Product 17 Edit Top 83 Email 83 Remove Email From Archive icon 79 E-mail 87 Email Address 74 **Email Archive** 79 Email button 74 Email list 96 **Email Notification** 83 **Email Notification Page** 83 **Email Properties** 74 **Email Template** 83 Emails 83 E-mails 107 **Emails Address** Subscribers 93 **Emails Archive** 79 Emails Top 83 Enable 189 promo **Enable Cookies** 213 Enable iDevAffiliate 235 Enable Promo Codes 189 **Enable Shipping** 167 Enable/add 142 Enable/Add Gateway 142 Enable/disable 44 Enable/Disable Shipping Calculation 167 Enter Catalog 199 Checkbox 217 Code 133 Drop-Down 217 FedEx Account Number 177 FedEx Meter 177 235 **iDevAffiliate** iDevAffiliate Installation URL 235 iDevAffiliate username 235 Language Code 136 Meta Description 126 Meta Keywords 126 Page 126 POP3 Server Port 128 Top Bar Height 195

Enter URL 210 Username 7 website 111 zip/postal 167 Existing Global 56 Existing Administrator Account 102 **Existing Category** Delete 11 Edit 11 Existing Product 23 Delete 11 Edit 11 Export **ClickContinue button** 93 Continue button 241 copy/paste 93 Export marketing 223 Export QuickBooks button 67 Export Subscriber Email Addresses 93 Export Subscriber Email Addresses Page 93 **Export Subscribers Emails** 93 Export User Email Addresses 91 Export User Email Addresses Page 91 **Export Users Emails** 91

# - F -

Fed-Ex 177 FedEx Account Number 177 FedEx Gateway Settings 177 Fed-Ex Gateway Settings 177 FedEx Meter 177 FedEx Meter Number 177 Fee Handling 167 Fonts 212 Footer 7 Form 193 Forms Control 217

### - G -

Gateway 141 Generate FedEx Meter Number 177 Generate FedEx Meter Number Page 177 Generate Flat HTML URLs 126 Generate Thumbnails button 49 Getting Started Overview 7 GIF 203 Gift Card Active 121 Gift Card Message Length 121 Gift Message 121 Gift Message Page 121 Global 122 assigning 26 existing 56 **Global Attributes** 52 Global Http Url 111 Global Https Url 111 **Global Notification Email** 111 **Global Product Attributes** 56 **Global Product Attributes Settings** 11 Global Products Attribute Overview 11 Global Server Path 111 Global Site Name 111 Global Site Settings 111 **Global Site Settings Page** 111 Global Support Email 111 Google 247 Google Base 247 Google Base Data Feed 247 Google Base Data Feed Export 247 Google Site Map Export 241 Google Site Maps 241 Google Sitemap 241 Google sitemaps 241 **Graphical Representation** 229

# - H -

Handling Fee 167 Handling Fee Taxable 167 Header Set 203 Hide product's 17 Home Page 7 Hot Deal 17 Hot Deal products 17

257

Index

HTML Email 83 HTML-enriched 11 HTTP 163

#### - | -

**IDev Affiliate Integration** 235 **IDev Affiliate Password** 235 IDev Affiliate Username 235 235 **IDevAffiliate IDevAffiliate** application integrate 235 **IDevAffiliate Installation URL** 235 235 **IDevAffiliate Integration IDevAffiliate Integration Settings** 235 IDevAffiliate username 235 Image settings 199 Images 203 Images Loader 47 Import 89 Import Email Addresses 89 Inter Pack 127 Inter Pack Settings 127 **Inventory Control** 17 Inventory Tracking product 17 Invisible 195 Invoice 167

#### - L -

Language 136 Language Code 136 Language Confirmation Page 136 Language Name 136 Language Overview 136 Language settings 138 Languages and Currencies 132 Last Name 64 Launch File Manager 221 Layout 213 Load Your Company Logo 209 Local Settings 132 Local Settings Overview 132 Local Settings Page 132 Login 96

Login Page 7 Logo Alignment 124 Logo Image 41

# - M -

Manage clicking 14 **Dollar Days** 242 Manage Admins 99 Manage Categories 14 Manage Categories Overview 11 Manage Emails Overview 70 Manage Product Feeds 242 Manage Products 26 Manage Products Overview 17 Manage Subscriber Email Addresses 86 Manage Subscribers Email Addresses Overview 86 Manage Subscribers Emails 86 Manufacturer ID 41 Manufacturer Name 41 Manufacturers 41 Manufacturers Settings 43 Marketing 235 Meta Description 126 Meta Keywords 107

# - N -

Name 74 **Bestsellers** 118 New Account 99 New Administrator Account 101 New Attribute 52 Add 11 New Box 195 New Category 14 Add 11 New Currency 133 New Custom 163 New Custom Field 217 New Custom Shipping Method 174 New File 221 New File Into This Folder upload 221

Index

New Global 52 New Language Template 136 New Manufacturer 41 New Method 163 New Page 213 New Product 33 Add 11 New Product Family 56 Create 11 New Promo Code 188 New Quantity Range 36 Add 11 New Rates Range 176 New realtime 170 New Realtime Shipping Method 170 New Secondary Image 38 Upload 11 New Template 191 136 News 70 Newsletter Email Newsletter email sending 70 Newsletter Email Wizard 70 **Newsletters Subscribers** 86 Notification Email Type 83 Notification Emails 83

#### - 0 -

**Online HTML Editor** 83 Open Clear Database 226 **Open Custom Field** 219 Edit Custom Fieldicon Open Data Export 223 Open DollarDays.com Import 242 Open DollarDays.com Import Settings 242 Open Files Manager 221 **Open Google Site Map Export** 241 Open Stone Edge Order Manager Settings 238 Open Your Administrator Profile 104 **Order Details** 65 Order Details Page 65 Order ID 65 Order Manager 238 **Order Pages** 115 Order Settings Overview 141 Order status 65

Order Timeout 115 Order/Cart Settings 112 Order/Cart Settings Page 112 Orders Overview 64 Origin Shipping 167

#### - P ·

Page Bottom HTML 209 Page HTML 213 Page Title 213 Page Top 209 Page Top HTML 209 Pages Number 199 Password 238 Password Confirmation 99 Payment 162 Payment Form 163 **Payment Form Title** 163 Payment Method Name 163 Payment Method Page 165 Payment Method Setup 163 **Payment Methods** 162 Payment Page 163 Payment Selection 163 Payment Server Settings 162 PayPal Express Checkout 142 PavPal Pro 142 Phone 124 Phone Number 64 POP3 email 128 POP3 email account 128 POP3 Server 128 POP3 Server Name 128 POP3 Server Password 128 POP3 Server Port 128 POP3 Server Username 128 Popup 225 Pre-defined Custom Button Set 205 Pre-defined Custom Header Set 203 Pre-defined Image Set 206 Preview Email icon 79 Preview Site 193 Price 44 17 Shipping

Print Invoice Height 124 Printable Invoice Settings 124 124 Printable Invoice Settings Page Priority 170 Product 17 Bulk Uploading 11 Inventory Tracking 17 **Recommend Family** 11 Secondary Images 23 **Product Attribute** 30 Add 11 Delete 11 Edit 11 Product Attributes Overview 51 Product Available 17 **Product Categories** 44 Product Description 247 Product Email Wizard 74 Product Family 58 **Recommended Products** 56 **Product Family Properties** 58 Product Feeds cart 242 Product ID 44 Product ID's 242 categories Product Info 23 Product Layout 74 Product level 127 Product Name 44 Product On 17 Product Page 122 Product Page Image Type 199 **Product Page Settings** 199 **Product Promotions** 34 Product Quantity 34 **Product Secondary Images** 39 Product shipping 167 **Product Shipping Price** 167 Product Update 11 Product Updates Email 74 Product Updates Email Wizard 74 Product's hide 17 Product's Image Uploading 17 **Products Active** 122 Products Are Available For Sale 44

Products Are Not Available For Sale 44 **Products Availability** 44 Products checkbox 242 210 Products displaying Products Download Limit 122 Products Feeds 237 Products List 34 Products Loader 44 Products-Catalog 107 Promo enable 189 make 188 Promo Code Select 190

#### - Q -

Quantity Discounts 37 **Quantity Discounts Overview** 36 Quantity Range 37 Delete 11 Edit 11 Quick Books 67 Quick Books Page 67 Quick Overview 17 Quick Setup 162

### - R -

**Realtime Calculation** 170 **Realtime Processing** 162 **Realtime Shipping Add Confirmation** 170 **Realtime Shipping Costs Calculation Settings** 173 **Realtime Shipping Method** 173 Recommended Family 33 **Recommended Product View** 199 Recommended Products 58 56 Product Families **Recommended Products Families** 58 Delete 11 Edit 11 **Recommended Products Families Overview** 56 Remove Email From Archive icon email 79 **Remove Selected** 58 **Replace Catalog With Alternative Navigation** 199

Index

Reports 231 Restore Backup 225

### - S -

Sale Prices 234 enter 11 Save clicking 136 Save Confirmation 122 Search Engine 107 Search Engine Settings 126 Search Engines Settings Page 126 Search Orders 65 Search products button 23 Search Results 23 Search Subscribers Base 86 Search Subscribers Email Addresses 86 Search Users 64 **Secondary Categories** 11 Secondary Images 39 product 23 select 17 Secondary Images Overview 38 Security Account Blocking 115 Security Account Blocking Attempts 115 Security Account Blocking Hours 115 Security Admin Time Out 115 Security Cookies Prefix 115 Security Display Clean Payment Page 115 Security Mode 115 Security Order Cookie Timeout 115 Security Settings 115 Security User Cookie Timeout 115 Select Button Set 205 Select Complete 115 Select Drop-Down Box 52 Select Global 108 Select Header Set 203 Select HTTPS 163 Select Image Set 206 Select Orders Date Range Set 67 Select Report Date Range 231 Select Reports Page 231 Sent Emails Archive 79

Server URL 177 Set Enable Stone Edge Order Manager Export 238 234 Set New Sale Prices Settings 136 Uploading 11 Settings Overview 107 Settings Page 115 Shipping 217 Label 167 167 Origin Price 17 Shipping Label Text 167 Shipping Management 170 **Shipping Method** 170 170 Shipping Settings Shipping Taxable 181 Shipping Text 167 Site Administrator 101 195 Site Box Site Fonts 212 Site Layout 195 Site Local Settings 136 Site Name 111 Site Page 213 Site Text Pages 213 Site Top 209 Sort 163 Sort order 199 Standard Fields control 217 Standard Shipping 17 Start Date 188 Started Overview Getting 7 Statistics Overview 229 Status 65 Stock 17 Stone Edge Order Manager 238 Stone Edge Order Manager Settings 238 Subscriber Email Address 87 Subscriber's 86 Subscribers Emails Address 93 Subscribers' emails 70 Subscribers' list 91

# - T -

262

Taxes 181 Test Email 74 Test Email Address 74 Text Email 74 Text Email Top 70 Text Input 52 **Text Input Attribute Parameters** 11 Text Length 26 Thumbnail Generator 49 clicking 11 open 11 Thumbnail Image Type 199 Top Bar Height 195 **Top Bar Settings** 195 **Top Bar Visible** 195 Track Inventory 17 Transaction Central 142

# - U -

Unassign 33 Unchecked 217 Under Promo Codes 189 Under Quantity Discounts 37 Under Search Orders 65 Under Search Users 64 UnderExport Subscriber Email Addresses 93 Update Administrator Profile 104 Update Custom 165 Update Language 138 **Update Realtime** 162 Update status button 65 Update Your Profile 104 Updates Date Range 74 Updates Email Wizard 74 Updates Subscribers 86 UPS 167 UPS Container 177 **UPS Gateway Settings** 177 UPS Rate Chart 177 URL 241 **URL** Transformation 107 Use Global Discounts 186

User Details 64 User Details Page 64 User Name 64 User Session Timeout 115 USPS Configuration 177 USPS Gateway Settings 177 USPS realtime 167 USPS Realtime Configuration 177 USPS Server URL 177 USPS Web Tools User ID 177

#### - W -

Wholesale Case Pack127Wholesale Global Discounts127Wholesale Inter Pack127Wholesale Settings127

### - Y -

Your Backups 225 Your Cart 44 Your Cart login 247 Your Packaging 177

- 7 -

ZIP/Postal Code 167

Endnotes 2... (after index)

