3.0 User Guide

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Resources

Logging In and Logging Out

Overview

You would log in to the Administration in order to access the Account Manager, Website Editor, and other areas of the Administration. To log in, you must have a user ID. If you do not yet have a user ID, please contact Technical Support for further assistance. A link is also provided in case you forgot your user password. For security, you should exit Administration by logging out.

Login
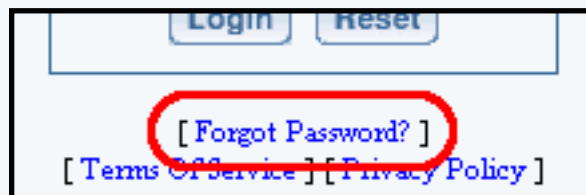
In the address field in your Internet browser, type the address of your starting page (provided when your site was activated), and then click on the button "Go" or press the enter key on your keyboard.

In the text boxes provided, enter your username and password. When done, click on the button "Login" to log in to the Administration. Please keep in mind that the username and password are both case sensitive.

If you do not know your password, please contact Technical Support so that we can send you a temporary password or click the "Forgot password?" link on the login page.

You can also view the Terms of Service and Privacy Policy when you are attempting to log in to the Administration. The Terms of Service must be agreed upon before activation of the Web site. Please read the Terms of Service periodically for any possible changes that might affect you. The Terms of Service is

the legal agreement between you and us, your Web site hosting company. The Privacy Policy explains your privacy rights when you use the Web site building software and when you register as a new user.
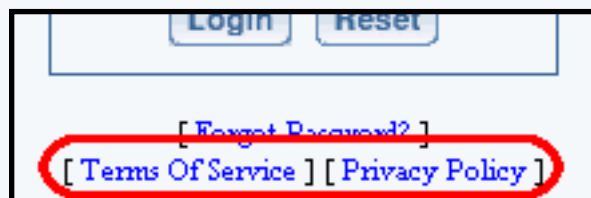
Back to the Top of the Page

Forgot Your Password?

If you cannot remember your password when attempting to log in to the Administration, click on the blue text "Forgot Password?". The Administration will then ask you to verify your username. After you enter the username, click on the button "Submit".

The Administration will send an e-mail to the e-mail address listed for your username account:

A link to change your password has been sent to your email address.
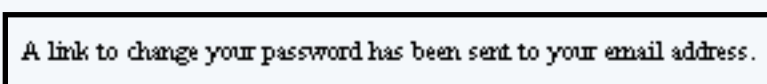
Once you have the e-mail, go to the Web address that is provided in the e-mail to change your password.

Back to the Top of the Page

Logout

Click on this link to log out of the Site Administration.
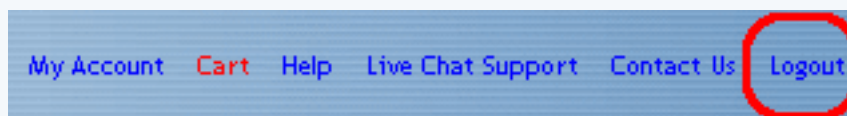
It is preferable to log out of the Administration using the above link - especially for security purposes should another person immediately use your computer after you.

Related Links:

[Change Your password](#)

[Back to the Top of the Page](#)

General Navigation

Overview

The Administration window includes a main navigation menu, a secondary navigation bar with tabs to subareas of Administration and text indicating which area of Administration you are in, and an options area which provides information about your current settings and the actual options that you will use to perform administrative functions. The screenshot below illustrates the general areas:

Main Navigation

In the top-right corner of the Administration window, links are provided to navigate to the following areas: "My Account", "Cart", "Help", Live Chat Support, "Contact Us", and "Logout". These navigation links always appear in the upper part of the Administration window, except when editing a page (the page editor window has its own top navigation bar). Here is the main navigation menu:
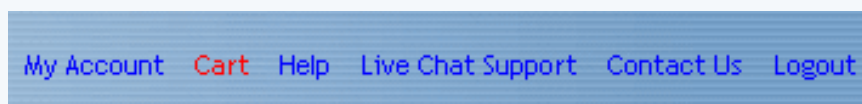
Secondary Navigation

When you click on the main navigation menu links, the Administration will display the appropriate secondary navigation bar for that section of the Administration. Text is displayed detailing the main menu section that you are in. For example, if you are in the "My Account" section, you will see "Account Manager":

To the right of that text are tabs for the secondary navigation options. The tabs vary according to which main menu section you are in. For example, in the "My Account" section, the following secondary navigation bar will appear:

Options Area

Clicking on a tab on the secondary navigation bar will display options for that secondary navigation menu. These will appear in the large content area of the Administration window, and may include links, menus, forms, selection lists, etc.

If you click the "Home" tab on the Account Manager secondary navigation bar, for example, then the lower area of the Administration window will change to provide a dropdown menu to access any Web site(s) assigned to your username, a dropdown menu to access any other users' Web sites to which you have been given access, and a link to your user account's billing:
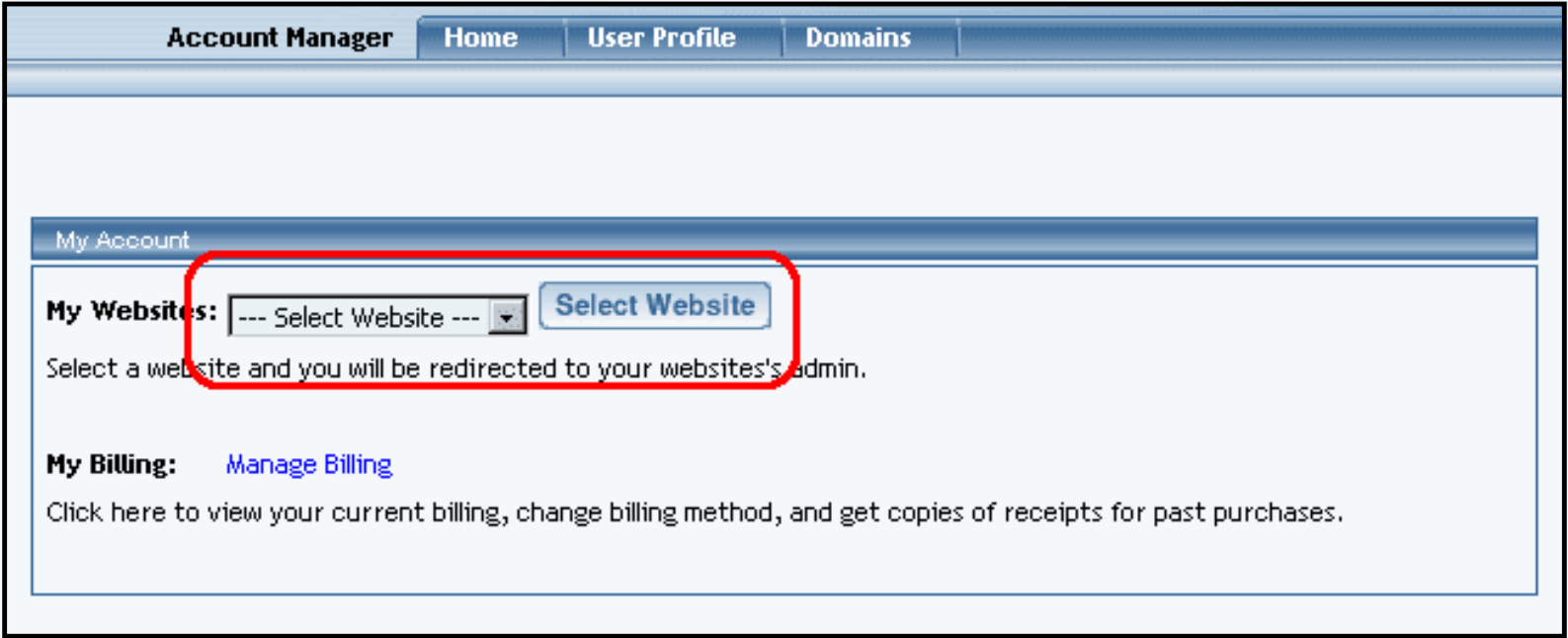
My Account

Overview
The Account Manager is the first area of the Administration that appears after you have logged in. It provides options to:

- manage your user account's user profile
- change the password of your user account
- manage your addresses
- purchase and manage domain names
- complete the purchase of domain names and Web sites via an online shopping cart
- edit your Web sites
- manage your billing

My Account Home Menu
When you log in to the Administration, this is the home page that will load first. It is also the page that will appear when you click the "Home" tab of the Account Manager or if you click the "My Account" link in the main navigation area.

"My Website" allows you to jump to the Website Editor for your Web site. The Website Editor is the tool to modify and manage your Web site. If you only have one Web site, you will see the following screen:

You would then click on the blue text of your sitename to go to the Website Editor.

If you have multiple Websites, you will see the following screen:

Select the site you wish to edit from the dropdown menu provided, and then click the "Select Website" button to enter the Website Editor for that site.

If you have been given permission to access Administration for other users' Web sites, then a second dropdown menu will appear listing those Web sites. You may select a Web site to work with from the dropdown menu and click "Select Website" to edit the site.

"My Billing" allows you to view your current billing method, change your billing method, and view receipts of your past purchases. Click on the blue text "Manage Billing" to the right of the text "My Billing" to go to the Billing Admin.

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User Profile
In this section, you can change your account information. You can change your name, username, e-mail address, phone numbers, password hint question, the answer to the password hint question, and your password. It also provides access to the manage addresses section of the Account Manager.

Personal Information

First Name:	First
Last Name:	Last
Username:	FirstLastUsername
Email:	test@tester.com

It is **highly** recommended that you have an email address. If you do have one, please use it as your username as well.

Work Phone:

Home Phone:

Fax Phone:

Mobile Phone:

Hint Question:

Hint Answer:

Only fill out these fields if you want to change your password.

New Password:

Confirm Password:

Update

Manage Addresses

Edit   Delete   123 Test Way
Las Vegas
Nevada 89121
United States

New Address

[Set Default Addresses]

Please keep in mind that your e-mail address is a required field. It is also very important to note exactly what you typed for your password hint question and answer. The password hint question and answer are used by Technical Support to identify you as the owner or as approved personnel for this website.

When you are done making changes to your account, click on the button "Update" to store and apply your changes.

At the bottom of the Personal Information section of "User Profile", you have the option to change your password for your username. This password must be either letters or numbers. This password is also case sensitive, so a password "HelloWorld2468" is different than "helloworld2468". Your password must include at least one letter and at least one number.

Enter in a new password twice, then click on the button "Update" to change the password for your username.

The "Manage Addresses" section allows you to maintain sets of addresses.

To add an address, click on the button "New Address".

In the new window that the Administration opened, fill out all of the information for your new address. When

done entering your information, click on the button "Create".

To edit an existing address, click on the button "Edit" next to the address you want to modify.

Modify the address as you desire, then click on the button "Update" when done.

To delete an existing address, click on the button "Delete" next to the address you want to delete. When the pop-up dialog window appears, click "OK" to confirm deletion of the address.
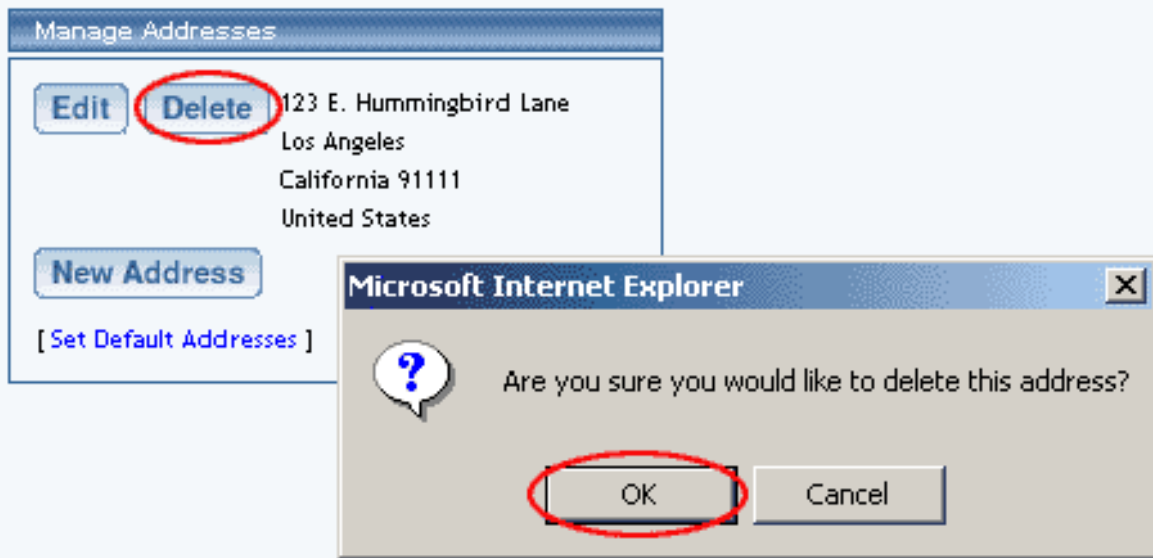
To set an address as a default address for your account, click on the blue text "Set Default Addresses".
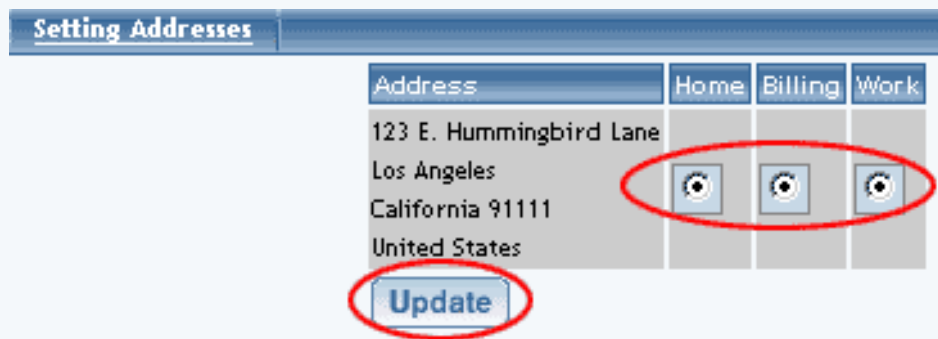
With the new window that appears, click on the radio button for each address to specify whether the address set is for your Home, Billing, or Work. Please keep in mind that you may only have one listed address designated for your Home, Billing, or Work addresses. When done, click on the button "Update" to save and apply your changes.

Back to the Top of the Page

Cart
The Cart is used to purchase your Web site and other Web site-related tools. Anything you purchase within the Administration will be held here for checkout.

In the top-right corner of an Administration page (except when editing a web page), click on the red text of "Cart".

You will see a list of all the items that you have selected to purchase for your Web site. To remove any items, click on the checkbox for the item you wish to remove, and then click on the button "Remove".

Description	Price	
Website Signup (Standard) for mynewwebsite	$XXX.XX	☐

Total Remove

$XXX.XX Checkout

To continue with the checkout process, click on the button "Checkout".

Section 1 lists and details all of the items to purchase for your Web site. If you decline to purchase an item at this time, you may click on the button "Save For Later" for that item.

In Section 2, you would specify your payment method.

When finished looking over the items in your Cart, click on the button "Continue" to continue checking out.

1. Item Details - *Select the items you wish to purchase later.*

	Item	Description	Price
Save For Later	1	2 Year Website Domain Purchase for ▓▓▓▓▓ - letsgetmyfirstdomainname.com	$ ▓
Save For Later	2	2 Year Website Domain Purchase for ▓▓▓▓▓ - letsgetanotherdomain.net	$ ▓
Save For Later	3	2 Year Website Domain Purchase for ▓▓▓▓▓ - anotherofmydomains.biz	$ ▓

Total: $ ▓▓▓

2. Payment Details - *Select the payment method you wish to use for this purchase.*

Purchase using one of your credit card methods

	Credit Card Type	Credit Card Number	Credit Card Expiration
⦿	Visa	************1111	4/2008

- OR -

Purchase using a new payment method

	New Payment Method
○	New Creditcard Method
○	New Echeck Method

Continue

Specify your payment information and your billing address.

When done, click on the button "Save" to save your payment information and billing address.

The Administration will then separate the page to detail the item(s) you are purchasing, the payment method you are using, and your current billing address. Click on the button "Purchase Now" to continue to purchase the items for your Web site.

Purchase Confirmation

Please check each section for its correctness and confirm your purchase request.

1. The items you are purchasing are...

Item	Description	Price
1	2 Year Website Domain Purchase for ▓▓▓▓ ▓▓ - letsgetmyfirstdomainname.com	$ ▓▓
2	2 Year Website Domain Purchase for ▓▓▓▓ ▓▓ - letsgetanotherdomain.net	$ ▓▓
3	2 Year Website Domain Purchase for ▓▓▓▓ ▓▓ - anotherofmydomains.biz	$ ▓▓
	Total:	$ ▓▓ ▓▓

2. The payment method you are using for this purchase is...

Credit Card Type:	Visa
Credit Card Number:	************1111
Credit Card Expiration:	4/2008
Name On Credit Card:	Test Tester

The total charge to your Visa Credit Card will be $ ▓▓ ▓▓

3. The current billing address for this payment method is...

Address:	1234567 test way
City:	Las Vegas
State:	Nevada
ZipCode:	89074
Country:	United States

[Purchase Now] [Back]

Please read the entire Terms of Service for purchasing these items for your Web site. If you do not have the time to read it now, please print this page out for your records to read at another time. To continue, scroll down to the bottom of the page and click on the button "I Agree".

The last screen will display a receipt of your purchase. Please print this page out for your records.

Thank you for your submission...
Your transaction has been APPROVED
Please see your receipt below....

12345 My Billing Street
#222222
Henderson, Nevada 89074
United States

Invoice Number: 11
Invoice Date: 04-15-2003

Item	Description	Price
1	2 Year Website Domain Purchase for ▓▓▓▓▓▓ - letsgetmyfirstdomainname.com	$ ▓▓
2	2 Year Website Domain Purchase for ▓▓▓▓▓▓ - letsgetanotherdomain.net	$ ▓▓
3	2 Year Website Domain Purchase for ▓▓▓▓▓▓ - anotherofmydomains.biz	$ ▓▓
	Total Due:	$ ▓▓
	Payment made on 04/15/2003	$ ▓▓
	Balance Due:	$ 0.00

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My Billing

Related Links: [My Account](#) | [Domains](#)

[Overview](#) | [Your Information](#) | [Your Websites](#) | [Your Payment Methods](#) | [Your Invoice](#)

Overview

The "My Billing" section of the Account Manager allows you to view your account information, view and modify your billing method, view dates and billing information about your Web sites, and view receipts of your past purchases.

My Billing

Current User:
myusername
_____

Return to My Account

Your Information

Website Owner Information

John Doe 1234567 test way Las Vegas,Nevada 89074	**Current Billing Address** 12345 My Billing Street #222222 Henderson,Nevada 89074	**Contact Details**

Your Websites

	Website Name	Company Name	Setup Date	Billing Day
View	mynewwebsite	My Second Company	04/09/2003	9

Your Payment Methods

Credit Card Methods...

	Credit Card Type	Credit Card Number	Credit Card Expiration	Default
View	Visa	************1111	4/2008	Yes
New				

Echeck Methods...

	Bank Name	Account Type	Account Number	Routing Number	Default
New					

Note: To add a new payment method click the "New" button.

Your Invoices

	Invoice Number	Invoice Date	Amount	Status
View	11	04/15/2003	$XXX.XX	Approved
View	6	04/10/2003	$XXX.XX	Approved
View	2	04/09/2003	$XXX.XX	Approved

Your Information
This section displays the information that we have on your User Account. It will list your name, your address, your billing address, and any other contact details that you have filled out. You may change this information from clicking "My Account" in the top-right corner. When the Administration reloads, click on the secondary navigation menu link "User Profile".

Your Websites
This section displays the information that we have on your Web sites.

You can view a detailed information on your Web site by clicking on the button "View" next to the name of your Web site.

A new window will open up with information about your Web site Name, Company Name, Setup Date, Status, Cancel Date, and Billing Day. When done viewing information about your Web site, click on the button "Close" to close the window.

Your Payment Methods
This section displays the default payment information that we have for your User Account; you may also add new payment information.

You can view detailed payment information by clicking on the button "View" next to the payment.

A new window will appear with information about your Billing Name, Credit Card Type, partial Credit Card Number, and Expiration Date. You can change the name as it appears on the card in the field "Billing Name". You may also change the expiration date of the credit card that we have on file. There are also options to set this payment method as the default payment method for all Web sites and set as the default payment method for selected sites. When you are done making changes, click on the button "Update" to save and apply your changes. When done viewing your payment information, click on the button "Close" to close the window.

To add new payment information, click on the button "New".

If you are entering new credit card information, fill out all of the credit card information and select a billing address. Click on the button "Continue" to add the payment information.

Add Credit Card Method

1. Enter Credit Card Information
Please enter the credit card information for your new payment method.

Credit Card Type: MasterCard ▾
Credit Card Number: [   ]
Credit Card Expiration: 06 ▾ 2003 ▾
Name On Card: [   ]

2. Select Billing Address
Please select the address that this payment method is being billed to.

[Edit] [Delete] ○ 123 Test Way
                         Las Vegas
                         Nevada 89121
                         United States

[New Address]

[Set Default Addresses]

(Continue) (Cancel)

If you are entering new e-check information, fill out all of the e-check information and select a billing address. Click on the button "Continue" to add the payment information.

Add Credit Card Method

1. Enter Echeck Information
Please enter the Echeck information for your new payment method.

Bank Account Number: [   ]
Bank Routing Number: [   ]
Bank Name: [   ]
Bank Account Type: Savings ▾
Account Contact: [   ]

2. Select Billing Address
Please select the address that this payment method is being billed to.

[Edit] [Delete] ○ 123 Test Way
                         Las Vegas
                         Nevada 89121
                         United States

[New Address]

[Set Default Addresses]

(Continue) (Cancel)

Your Invoice
This section displays all the invoices that we have for your User Account.

You can view detailed invoices by clicking on the button "View" next to the invoice.

A new window will appear with the receipt information on your purchases and charges.

You can e-mail the receipt to yourself by clicking on the button "Email". If you click on the button "Print", the Administration will print the page using your default printer settings. When you are done viewing the invoice, click on the button "Close".

Domain Manager

Overview

The Domains section of the Account Manager allows you to manage your domain names. You may:

- register new domain names
- transfer your existing domain names to your user account
- assign your domain names to websites
- define email aliases based upon your domain names, which will forward automatically to the "real" email addresses that you specify
- assign your own mail servers to handle email addresses based upon your domain names
- set up host names based upon your domain names
- check up on the domain name settings that you have entered, to ensure that they are correct
- renew your domain names that you have purchased through your user account
- change the contact information for domain names purchased through your user account.

To access the Domains tool, first log in to your user account. The Account Manager home page will appear. On its secondary navigation bar, click the "Domains" tab.

If you have multiple domain names, select the domain that you want to manage and then click on the button "Select Domain".

Main

This section allows you to choose the Web site that the domain will point to. You can also register a new domain and transfer a domain to your Web site.

To select a Web site that the domain will point to, choose your Web site in the drop-down menu next to the text "Website". After you have chosen a Web site,...

... you must click on the button "Update" to save and apply your changes.

If you need to disable the domain name so that it does not work (temporarily or permanently), select the website as "--Disable--" for the domain name. Back to the Top of the Page

Register New Domain
To register a new domain, click on the "Register a New Domain" link at the bottom of the Domains tool window.
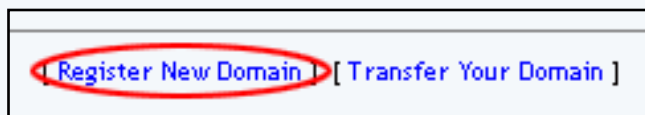
Enter in up to five domain names in the provided fields and then click on the button "Check". The system will then check for the availability of those domain names. (Do not enter "www.".)

The system will then inform you which domains are available to register, which domains are already taken, and which domains are not formatted properly. If the domain is available, click on the box to the left of the domain name to checkmark the box and select domains. Choose the length of your registration period in the drop-down menu next to the text "Please select the number of years you would like to register your domains for." Once you have selected the domains and specified a registration period, click on the button "Add Domains To Cart".

Click on the red text "Cart" in the top-right corner of the web page to continue with purchasing the domain name(s).

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Transfer Your Domain

To transfer a domain name to our name servers which will in turn point the domain name to your site, you would use this tool. Please keep in mind that this tool will only allow you to point the domain to a site listed on our servers.

To Transfer Your Domain, click on the blue text "Transfer Your Domain" at the bottom of the Domains tool window. Important: if you have email addresses based upon your domain names, then you will need to perform Step 2 before Step 1 so that you may use the Domains tool to set up any host names and mail server information needed to keep email working once the domain names are transferred to our nameservers.
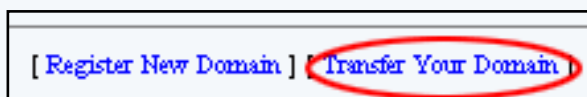
Contact the registrar of your domain name so that you can transfer your domain name to our name servers. Step 1 gives detailed information on what information to provide to your registrar. Or log in to your registrar's Web site "manage account" area and change your domain name's nameserver information to our nameservers, following the information provided under Step 1. Some registrars require that you specify the nameservers' IP addresses as well as their names.

For Step 2, enter the domain name in the blue text field next to the text "www.", then click on the button "Transfer This Domain". This will add your domain name to your user account so that you may use the Domains tool to point it to your Web site, manage its email, etc.
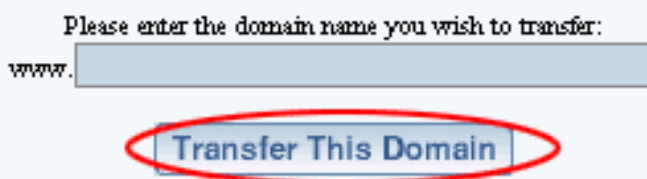
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Email Aliases

By default, your domain name is set up for email forwarding. Email forwarding allows you to define email aliases that will redirect email to an actual email address. So, for example, you can set up test@mydomainname.com to redirect to your real email address of testingemail@yahoo.com. Important: Email alias settings will not be used if you have set up your own mail server information.

To set up email aliases, click the "Email Aliases" link in the Domains tool.

Selected Domain: myownwebsitebiz.com (active)
[Main] [Email Aliases] [Hostnames] [Mail Servers] [Check Up]

Point Selected Domain To:

Website: --- Disable ---

Update

[Register New Domain] [Transfer Your Domain]

Specify your default email address in the field next to the text "Default Address". Any email aliases that you do not define will re-route email to the default email address. For example if you do not define GGGGG@mydomainname.com and someone sends to that email alias, you will still get that person's email at your default email address.

Email Aliases

Default Address

Status	Email Alias		Email Address	Delete
		forwards to		☐

In the text boxes provided, specify the email aliases under the column "Email Alias" and specify the email address the alias will re-route to under the column "Email Address". For the earlier example given above, "test" would be in the left column and "testingemail@yahoo.com" would be in the right column.

Email Aliases

Default Address

Status	Email Alias		Email Address	Delete
	test	forwards to	testingemail@yahoo.com	☐
		forwards to		☐
		forwards to		☐
		forwards to		☐

Update

To delete email aliases, checkmark the box in the column "Delete" for the email alias.

When done modifying your email aliases, click on the button "Update" to save and apply your changes. Your changes will take effect in approximately 24 to 48 hours.

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Hostnames

The "www." that you often use when typing a domain name is referred to as a subdomain. Our system automatically sets up the "www." for you, to point to your assigned Web site. The Hostnames section allows you to assign additional subdomains for your domain name, for example if your email provider requires special host names. Examples of such custom subdomains are smtp.mydomainname.com, webmail.mydomainname.com, etc.

To set up subdomains based upon your domain names, click the "Hostnames" link on the Domains tool page.

Selected Domain: myownwebsitebiz.com (active)
[Main] [Email Aliases] [Hostnames] [Mail Servers] [Check Up]

Point Selected Domain To:

Website: [--- Disable --- ▾]

[Update]

[Register New Domain] [Transfer Your Domain]

If you want to point your domain name to another Web site hosting server, specify the IP address of the Web site hosting server in the provided field next to the text "Default Host XXXXX.YYY points to".

Host Records

Default Host: mydomainname.com   points to [   ] (IP address only. See other notes below)

Status	Host		Host/IP	Delete
Add New	[ ] . mydomainname.com	points to	[ ]	☐

[Update]

Note: If the default host   (mydomainname.com) is not filled in, it will default to the assigned website. This also applies if you do not create the host www.mydomainname.com

To set up your hostnames, enter the subdomain under the column "Host" and enter the IP address or existing hostname that it will point to under the column "Host/IP". For example, let's say that your email provider has set up a mail server for you named "mail.mydomainname.com", and has assigned it the IP address "201.87.111.6". In the first empty box on the left, type "mail" (without the quotes). In the box on the right, type "201.87.111.6".

Or to set up hostname "webmail.mydomainname.com" and make it point to the same location as your email provider's mail server named "mail.emailco.net", you would enter "webmail" in the box on the left and "mail.emailco.net" in the box on the right. Our software will automatically generate A or CNAME records as needed, depending upon whether an IP address or host name is entered in the box on the right.

Host Records

Default Host: mydomainname.com points to [ ] (IP address only. See other notes below)

Status	Host		Host/IP	Delete
Add New	mail	. mydomainname.com points to	201.87.111.6	☐

Update

Note: If the default host (mydomainname.com) is not filled in, it will default to the assigned website. This also applies if you do not create the host www.mydomainname.com

To delete your hostanmes, checkmark the box in the column "Delete" for your hostname.

Host Records

Default Host: mydomainname.com points to [ ] (IP address only. See other notes below)

Status	Host		Host/IP	Delete
Add New	mail	. mydomainname.com points to	201.87.111.6	☐

Update

Note: If the default host (mydomainname.com) is not filled in, it will default to the assigned website. This also applies if you do not create the host www.mydomainname.com

When you are done making modifications to your hostnames, click "Update" to save and apply your changes. The changes will take effect in approximately 24 to 48 hours.

Host Records

Default Host: mydomainname.com points to [ ] (IP address only. See other notes below)

Status	Host		Host/IP	Delete
Add New	mail	. mydomainname.com points to	201.87.111.6	☐

Update

Note: If the default host (mydomainname.com) is not filled in, it will default to the assigned website. This also applies if you do not create the host www.mydomainname.com

Please keep in mind that if you are unsure of what information to put where, please consult with Technical Support before proceeding. Entering incorrect data could cause your domain name or email to not function properly.

Mail Servers

If you already have email addresses associated with the domain name (that is, you have set up email accounts that are based upon your domain name, and you log in to those actual accounts to send and receive email, e.g. sales@myowndomainname.com), contact the company that is providing you with email and ask them for how your mail servers need to be identified to the Internet. This will include the settings needed in MX records plus any special hostnames based upon your domain name that need to be defined.

To set up your mail server information, click the "Mail Servers" link on the Domains tool page. Important: If you set up your own mail server information, any email alias settings that you have entered will not be used.

Selected Domain: myownwebsitebiz.com (active)
[Main] [Email Aliases] [Hostnames] [Mail Servers] [Check Up]

Point Selected Domain To:

Website: --- Disable ---

Update

[Register New Domain] [Transfer Your Domain]

First, define any hostnames based upon your domain name that are needed for your email setup (such as "mail.yourdomainname.com"), and have obtained any other necessary mail server information from your email provider, then enter the mail server name(s) in the provided fields under the column "Server". Set the priority for each mail server by selecting the number from the dropdown menu under the column "Priority". The mail server with the lowest number will be used first when email is sent to your email addresses.

For example, if your email provider says that your domain name's email addresses use a mail server named "mxmail.samplecompany.thatdoesnotexist.com", then enter "mxmail.samplecompany.thatdoesnotexist.com" under the column "Server" and select any number from the dropdown menu under the column "Priority". If your email provider tells you that a secondary mail server also needs to be defined, in case the first one isn't working, then enter the second mail server's name or IP address in the second row's "Server" text box, and select a number from the second row's "Priority" dropdown menu that is higher than the number you chose for the first mail server.

To delete a mail server entry, check mark the box under the column "Delete" for the mail server. (You will need to delete all mail server entries in order to re-enable the use of email aliases.)

When done making modifications to your mail server, click on the link "Update" to apply your changes. The changes will take approximately 24 to 48 hours to take effect.

Please keep in mind that if you are unsure of what information to put where, please consult with Technical Support before proceeding. Entering incorrect data could cause your domain name or email to not function properly. Use the Check Up link on the Domains tool page to check for basic errors such as misspelled or undefined mail server hostnames.

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Check Up
This option allows you to run a check on your domain name settings to detect any basic errors. The Domains Tool will then report back any warnings or problems with the Domain Name(s). Common errors that can be detected include typos in your mail server settings, or invalid hostname settings such as trying to make a subdomain point to a hostname that does not exist.

If you are unsure about a warning or issue, please contact and consult with Technical Support before proceeding. Certain warnings or issues may cause your domain name or email to not function properly.

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Renew
If you purchased a domain name from us, you will have the ability to renew the domain name via the Domains tool. If you have not registered your domain name from us, you will need to contact its registrar to renew it.

To renew your domain name, click the "Renew" link on the Domains tool page. Choose the length of your renewal period in the drop-down menu next to the text "Please select the number of years you would like to renew your domain for." Then click on the button "Add Domain Renewal To Cart".

Click on the "Cart" tab on the Account Manager's secondary navigation bar to continue with renewing the Domain Name.

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Contact Details
To change the registered information for a domain that you purchased with us, you would click on the blue text link "Contact Details". You will see the following screen where you can change the information for your domain:

Contact Details

*Required Fields

Organization Info:

*Name:

*Address:

*City:

*State   --- Select State ---

*Zip Code:

*Country   United States

Admin Contact:

*First Name:

*Last Name:

Title:

Position:

*Address:

*City:

*State   --- Select State ---

*Zip Code:

*Country   United States

*Email:

*Phone Number:

Fax Number:

Submit Changes

All fields marked with a red asteriks are required fields. When you are done making the changes, you would click on the button "Submit Changes" to save your changes to your domain name. Changes will take approximately 24 hours to propagate.

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Page Basics

Start Building a Website

By default, your Web site was created with a template. You may decide to build your Web site from a template or to build your Web site from scratch. For advanced design options, click here. What follows is a basic summary of the steps needed to start building your Web site. Please click on the underlined links to take you to the appropriate pages for each topic.

Start from the Beginning

1. **Plan and Organize**

   Plan and organize the text to put on your pages, the images to place on your pages, the location of things on your pages, and your page organization (that is, how many pages you would need and which pages would be accessible from where). This step is the most critical, as building a Web site and then finding a mistake in your Web site structure could cause you to have to start from the beginning. This step can also minimize repetition as well as plan for future growth.

2. **Create a Template Page**

   - Create a new page that will be your template (name the page "template.html" so that you will know what the page is for). Your template page will be used as a guide so that pages copied from the template page will look identical to the template page.
   - Create a color palette so that you can define your colors for the Web site. If you have colors defined before you start, you will be able to just apply the colors to your pages and components without having to constantly create colors as you go.
   - Create a table component as the first component for the template page. With the table component, you will be able to organize other components on the page with ease. You can designate the structure of the table by adding and merging columns and rows for the table.
   - Create a navigation component so that visitors to your Web site can navigate between Web pages.
   - Add text components and image components that you would like to display for all of your pages.

3. **Create New Pages**

   - Create your new pages so that the components from the template.html page will be copied on to your new pages.
   - Add text components and image components to each of your pages.

4. **Publish**

   Publish your Web site to save and apply your changes so that Web site visitors can

see the latest changes to your Web site.

Start from a Template
1. **Modify the Page Design**

   Edit the design of all of the pages to fit your design ideas and design tastes; including the table, logos, header images, and navigation.
2. **Modify Content**

   Edit your text and images to fit your needs. If necessary, you may add additional components.

Advanced Design
- **HTML and Javascript**

  If you are familiar with using HTML and Javascript, you would input them to the page as literal components. If you need to input the code to the HEAD section of a page, you would input that code in to the Page Properties.
- **Foreign Language**

  To set up your Web site for other foreign languages, you would input a Language Translator component on to the page.
- **Splash Introduction page**

  To set up a splash introduction page for visitors to your Web site, you would click on the link "Add Splash Page" in the Website Editor main menu.
- **Stylesheet and Classes**

  If you are familiar with using style sheets and classes you can apply them to the template page before starting with the template page. Once your styles and classes have been defined, you will be able to use them on components. For more information on stylesheets, styles, and classes, click here
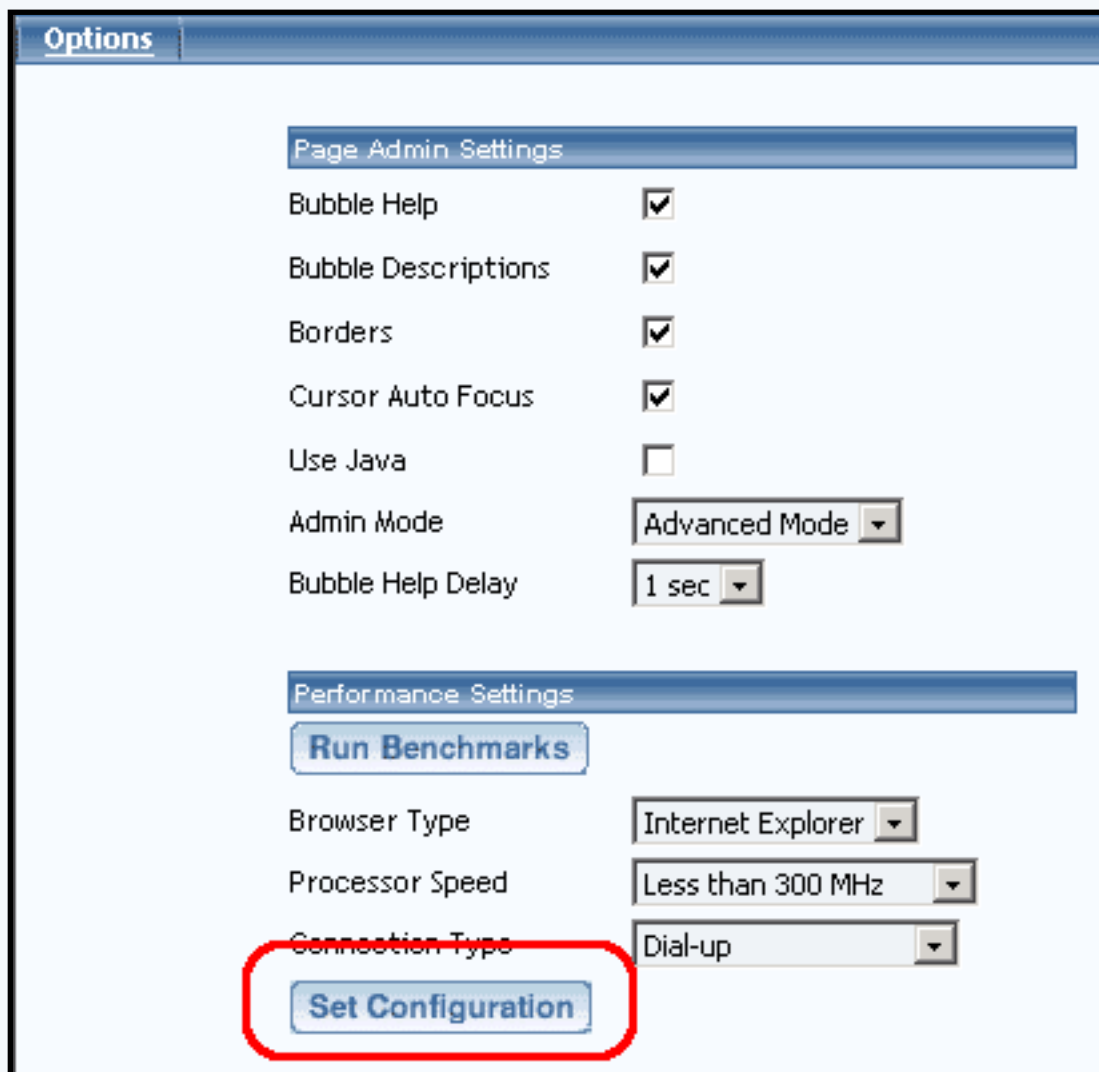
Back to the Top of the Page

Simple and Advanced Mode
This tutorial covers making modifications in Advanced Mode for the 3.0 Administration. There are more options and functionality in Advanced Mode than Simple Mode. Also, simple Mode will not allow you to add or remove components, it will only allow you to modify existing components.

To convert from Simple Mode to Advanced Mode, follow these steps (please keep in mind that you can only switch between Simple and Advanced Mode if you have at least one page for your Web site, disabled or active). From the Administration home page, click on the blue text of your sitename. Click on

the button "Edit" for any of your pages to enter the Page Editor. Click on the button "Options" in the top-left corner of the Web page. A small window appears.

Select "Advanced Mode" in the drop-down menu next to the text "Admin Mode". Click on the button "Set Configuration" to save and apply your changes.

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# Page Editor

Editing Basics

Editing Navigation

The Page Editor has been minimalized to reduce the amount of menus that might clutter your view of the page that you want to work with.

In the top-left corner of your Internet browser window, you will have five buttons: Page, Main, Reload, Options, and Back To Main Menu. Clicking on "Page", "Main", or "Options" will cause a menu window to appear. The "Reload" button will refresh or reload the page. The "Back To Main Menu" button will return you to the Website Editor main menu.

Page	Main	Reload	Options	Back To Main Menu	Active

Next to the buttons, the Page Editor will inform you whether the page is active or disabled.

Main Menu	Active	

Main Menu	Disabled	
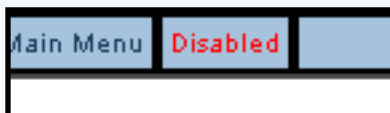
You will still be able to modify a disabled page but there will be no way to access the disabled page outside of the Administration. Once the page is enabled, the page will work normally.

In the top-right corner of your Internet browser window, you have a button to access Help which will open up the User Guide in a new window.

	Help

Editing Basics

Copying Components All components can be copied or used multiple times on multiple pages. If a component is copied, the Administration will create an exact replica of the component - each component can then be changed separately without the changes affecting the other component. If a component is used by multiple pages, all of the used components are linked together so that any changes on the component will be reflected on all of the used components. Click here for a more detailed explanation on copying and using components.

Copy Page
When a page is copied, the Administration creates an exact replica of the page. All components on the previous page, except for container components, will be used by the new page. Container components will be copied to the new page and any components inside of a container component will be used by the newly created page. Click here for a more detailed explanation on copying pages.

Adding Components
To add a component to a page, you would click on the button "Page" in the top-left corner of the Page Editor. Select the component type that you would like to add to the page.

In Advanced Mode, you can add a component inside of a container component by clicking on the editing squares in the top-left corner of the container cell.
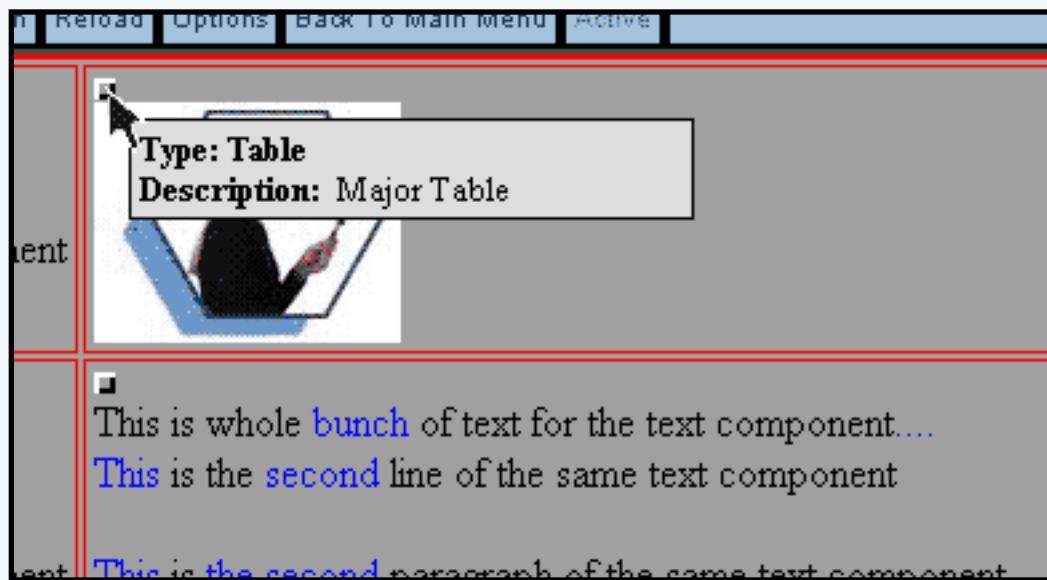
Select the component type from the pop-up menu that you would like to add to the container cell.
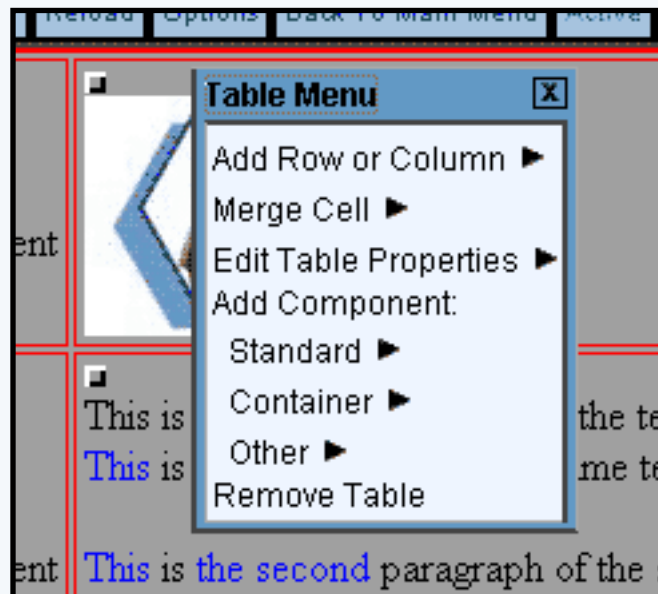
Click here for a more detailed explanation on adding components.
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Back to the Top of the Page

Modifying Components
When you click on any component, you will get a pop-up menu to edit and remove the component.
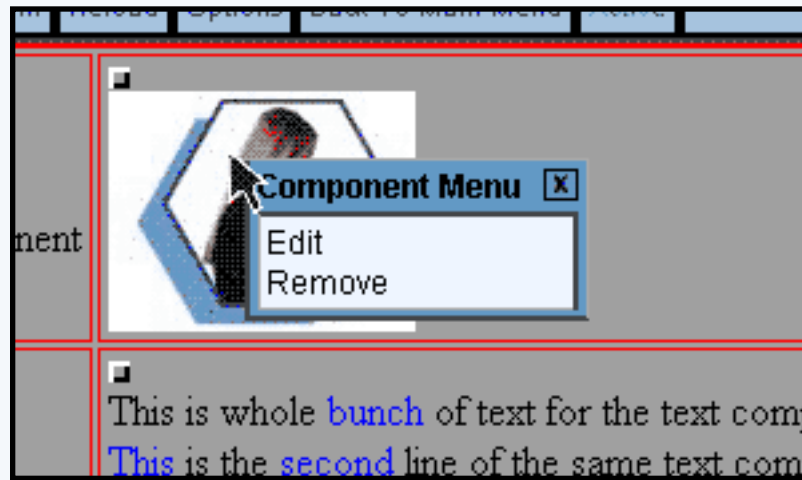
If there are multiple components in a container cell, you will also have the option to sort a component ahead or behind of other components. Moving a component ahead will sort the component in to the right or under the other component. Moving a component behind will sort the component to the left or above the other component.

For example, if you have two text components and you want to move the second text component on top of the first text component, you would either move the first text component ahead of the second text component...
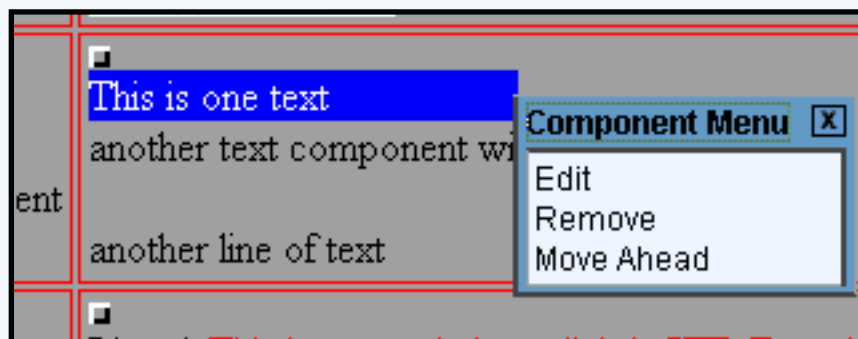
...or you would move the second text component behind the first text component.
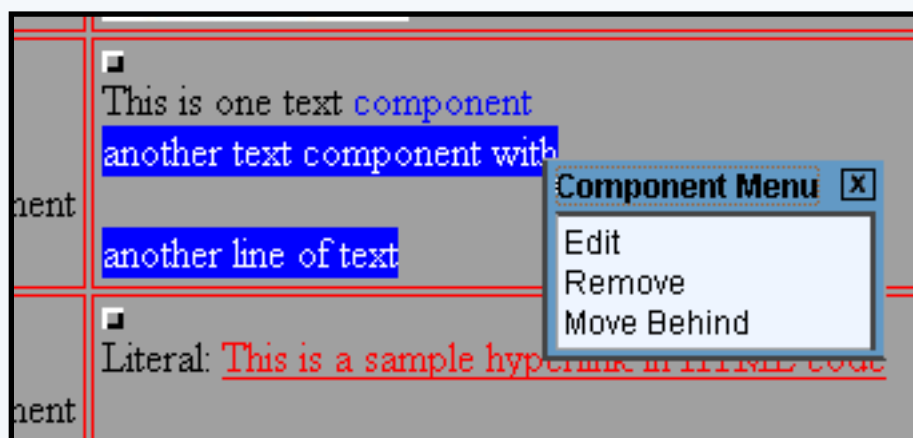
Both choices will achieve the same effect, to move the second text component on top of the first

text component.

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Website Editor

Overview

The Website Editor area of Administration allows you to manage all aspects of a Web site. When you access Website Editor, its secondary navigation bar provides tabs to access its major subareas:

- Edit Pages offers a main menu for managing the site's pages, to publish and view your site, and to access the Page Editor.
- Properties lets you manage Web site information such as addresses, contact information, the site's name and password for login, etc.
- Ecommerce provides a comprehensive set of options to set up and manage the site's product catalog and shopping options.
- Change Website allows you to switch to another Web site's Website Editor without having to return to the Account Manager home page.
- Tool Box offers tools to manage the site's physical files and password protect directories, work with forms and their submissions by visitors, manage which other users can access which part of the site's Administration, and much more.

To access the Web site Editor, you click the "My Account" link in the Administration main navigation menu. Select a Web site from the dropdown menu of your Web site(s). Or if you have been given permission to access Administration for other users' sites, select a site from that dropdown menu. The "Edit Pages" subarea of Website Editor will appear first. Use the tabs provided to switch to other subareas of Website Editor.

Edit Pages

Template: **Photographers - Portrait**   Scheme: **Purple**
[Activate Website]
[Create New Page] [Add Splash Page] [Pre Publish Checks] [Publish] [View Site]
[Delete Unused Components] [Delete Unused Images] [Change Page Order] [Change Template]

	Title	Filename	Menu Name	Status	Editor
☐	Home	index.html	Home	Active	Edit / View
☐	About Us	about.html	About Us	Active	Edit / View
☐	Contact Us	contact.html	Contact Us	Active	Edit / View
☐	Services	services.html	Services	Active	Edit / View
☐	Portfolio	portfolio.html	Portfolio	Active	Edit / View
☐	Weddings	weddings.html	Weddings	Active	Edit / View
☐	Feedback	feedback.html	Feedback	Active	Edit / View
☐	Template	TEMPLATE.html		Active	Edit / View
☐	splash	splash.html		Active	Edit / View

[Set Pages To Active] [Set Pages To Disabled] [Select All] [Select None]

[Find Components] [Edit Style Sheet] [Edit Color Palette] [Undo | Redo]

Template Info
Activate Website
Create New Page
Add Splash Page
Pre Publish Checks
Publish
View Site
Delete Unused Components

Delete Unused Images
Change Page Order
Change Template
Page Modifier
Find Components
Edit Style Sheet
Edit Color Palette
Undo
Redo

Template Information
At the top of the Website Editor main menu, you will see your sitename in bold. Below that, you will see the template that is currently applied to your Web site:

Back to the Top of the Page

Activate Website
This link allows you to add this Web site to your cart so that you can activate and purchase this Web site. Once the Web site has been activated, this link will disappear from the Administration.

Back to the Top of the Page
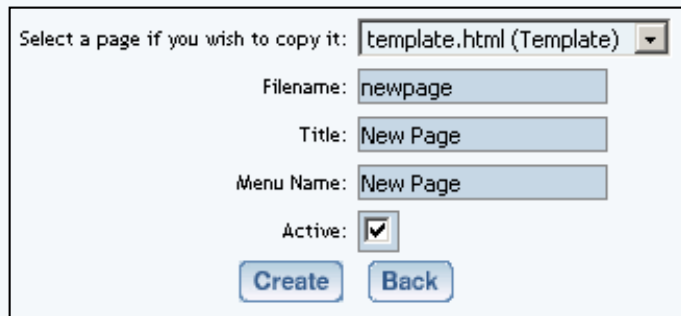
Create New Page
To create a new page, click on the link "Create New Page". The Website Editor will reload the page with information for your new page.
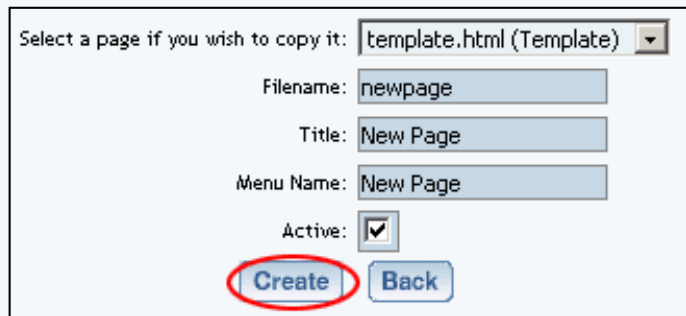
Select a page that you may wish to copy, if not, do not choose an option for the drop-down menu next to the text "Select a page if you wish to copy it". Enter the filename of the new page (do not add the file extension) in the text field next to the text "Filename". Enter in the title of the page in the text field next to the text "Title". Enter the name of the menu for this page in the text field next to the text "Menu Name". If you want the page to be active or enabled when it is created, checkmark the box next to the text "Active". Please keep in mind that the filename should not have any spaces and that the filename is case sensitive.

That is, a Web page called "Location.ivnu" is different than "location.ivnu".

When a page is copied, the Administration creates an exact replica of the page. All components on the previous page, except for container components, will be used by the new page. Any container components will be copied to the new page; any components inside of a container component will be used by the newly created page.

When done entering in the information for the new page, click on the button "Create". If you do not want to create a new page, click on the button "Back" to return to the Website Editor main menu.

Back to the Top of the Page

Add Splash Page
To create a splash introduction page that will display when visitors first arrive at your Web site, click on the link "Add Splash Page". The system will then create a splash.html page for your Web site; this page will be the first page that a customer will see when they visit your site.

The splash.html is a normal page, but a Flash component will be places on the page and will take up the whole page as it is displayed on a visitor's Web browser. The Flash component can be modified and removed as a normal Flash component.

Back to the Top of the Page

Pre Publish Checks
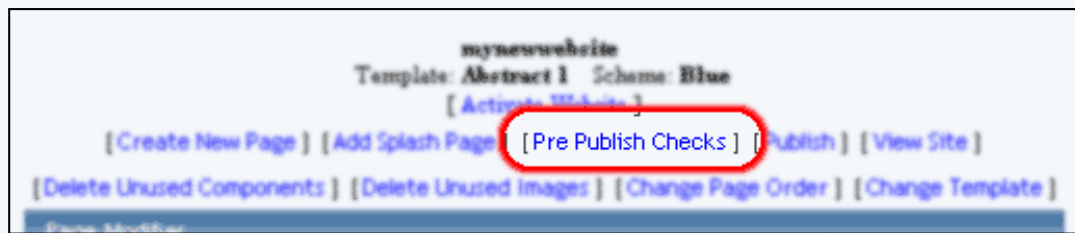
When you run a pre-publish check on your Web site, the Pre Publish Checks tool will check your website to see if your calendars, forms, and product items are set up correctly (if you have those components set up on your website). If you have those components, you will see something similiar to the following when you reun the Pre Publish Check:

If you get an error message, "FAILED", you will need to correct the error before continuing. Click here for more information on form components, calendar components, and item components. For this example,...

...no valid calendar was chosen for this calendar component. This particular issue can be corrected by selecting an appropriate calendar to assign to the calendar component:
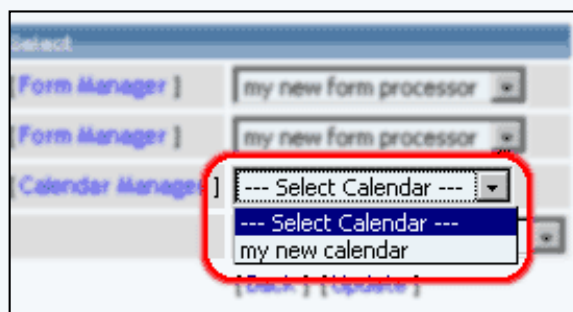
Once corrected, click on the link "Update" to have the Pre Publish Checks process check your setting again:

If there are no errors, the link "Publish" will appear in the bottom-right corner:

Click on the link to continue to Publish your Web site. Back to the Top of the Page

Publish
When you proceed with this function, the Administration will integrate all (if any) changes to the Web site.

When the publish process is completed, you will see the following:
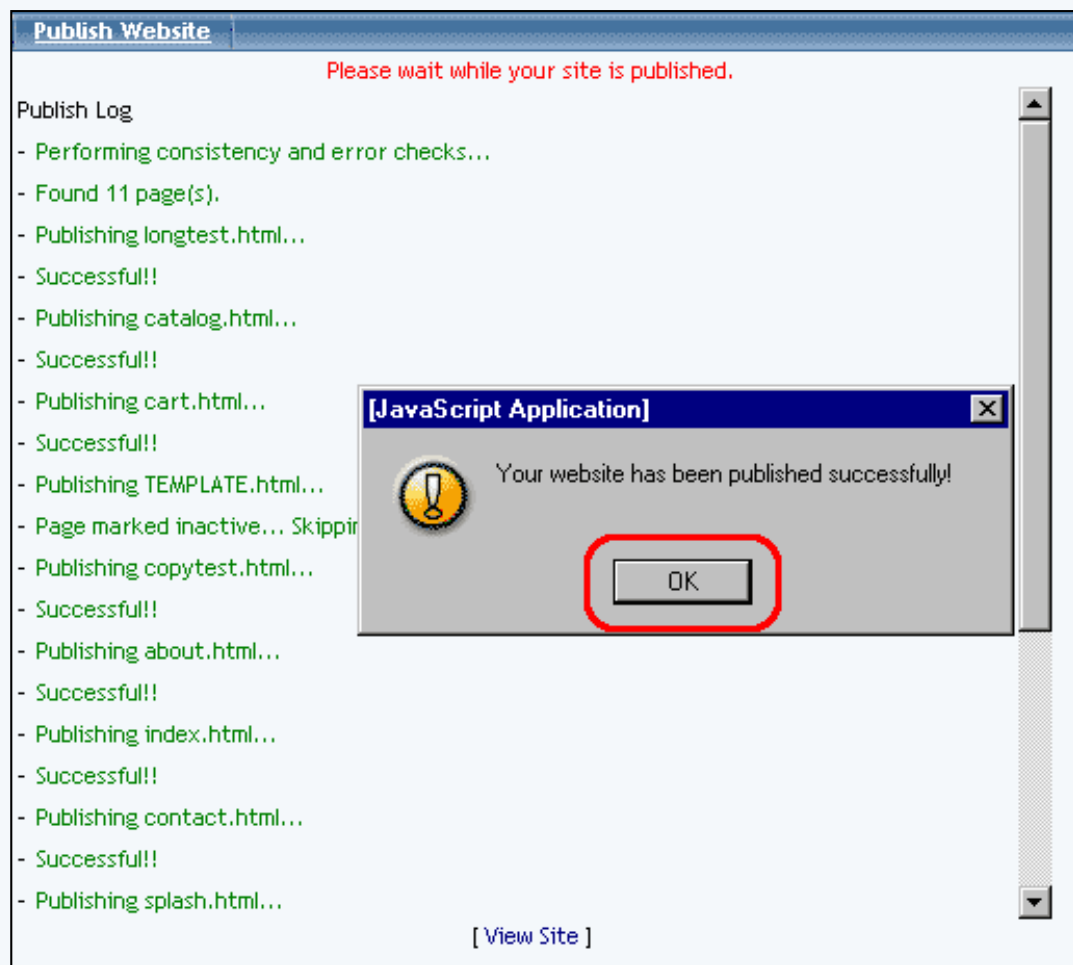
[Back to the Top of the Page](#)

View Site
Click this button to view your Web site. When you view the Web site, you will only see the information that was last published for your Web site.

[Back to the Top of the Page](#)

Delete Unused Components
When you click on "Delete Unused Components", a new window will appear. The Administration will display all of the components that it detects that is not in use on your Web site.

All unused components will be displayed in a table with information on the name of the component, the component type, the last time the component was updated, and the time the component was created. You can sort the list of components alphabetically by clicking on the name of the column. If you click on the column name again, the Administration will list the components by alphabet in reverse.

If you click on the name of the component, the Administration will bring up a new window displaying what the component looks like. You can then click on the button "Mark For Deletion" to designate this component to be deleted. When done viewing the component, click on the button "Close" to close the window.
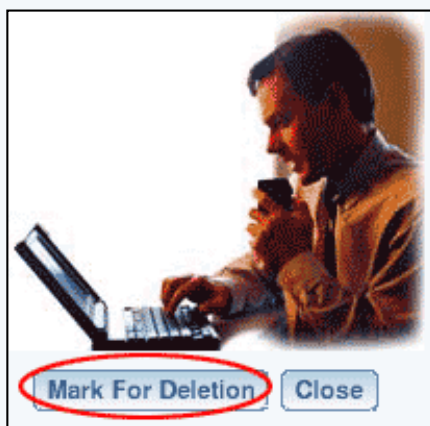
If you have many unused components, you can sift through pages of components by clicking on the page number to jump to that page.

You can also search for unused components by using the provided field next to the text "Search" at the top of the window. After you have entered in the keyword(s) to search for, select how many results you want to list in the drop-down menu next to the text "Results per page". To search for your keyword(s), click on the button "Search".

To delete unused components, click on the checkbox in the column "Delete" for the component. To select all of the components to delete, click on the button "Select All". To deselect all of the components, click on the button "Select None". When you are done designating which components to remove, click on the button "Delete Components".

If you are done deleting unused components, close the window by clicking on the blue text "Close Window".

Back to the Top of the Page

Delete Unused Images
When you click on "Delete Unused Images", a new window will appear. The Administration will display all of the image files that it detects as not in use on your Web site.

If you want to specify how many image files will be listed on one page, choose the number of files you would like to display

from the drop-down menu next to the text "Results per page".

All unused images will be displayed in a table with information on the name of the image and the location of the image file.

You can also specify if you would like to display image components that have recently been removed from the page due to an "Undo" command in the Page Editor. Check the checkbox next to the text "Show images in undo components". You must then click on the button "Show" to update how your images will be displayed.

All unused images will be displayed in a table with information on the name of the image and the location of the image file.

If you click on the name of the component, the Administration will bring up a new window displaying what the image looks like. You can then click on the button "Mark For Deletion" to designate this image to be deleted. When done viewing the image, click on the button "Close" to close the window.

Delete	Image	Directory
☐	website_editor_1.gif	_images
☐	website_editor_2.gif	_images
☐	website_editor_3.gif	_images
☐	website_editor_4.gif	_images
☐	website_editor_5.gif	_images

If you have many unused images, you can sift through pages of images by clicking on the number of the page to jump to that page.

Results per page 50

1

Delete	Image	Directory
☐	website_editor_1.gif	_images
☐	website_editor_2.gif	_images
☐	website_editor_3.gif	_images
☐	website_editor_4.gif	_images
☐	website_editor_5.gif	_images

Select All   Select None

To delete unused images, click on the checkbox in the column "Delete" for the image you want to delete. To select all of the images to delete, click on the button "Select All". To deselect all of the images, click on the button "Select None". When you are done designating which images to remove, click on the button "Delete Images".

Show ☐ Show images in undo components

Results per page 50

1

Delete	Image	Directory
☑	website_editor_1.gif	_images
☑	website_editor_2.gif	_images
☑	website_editor_3.gif	_images
☑	website_editor_4.gif	_images
☑	website_editor_5.gif	_images

Select All   Select None

Delete Images

If you are done deleting unused images, close the window by clicking on the blue text "Close Window".

Back to the Top of the Page

Change Page Order
You use the "Change Page Order" option to change the order in which buttons will appear in your Web site's menus (Navigation Components).

From the Administration home page, click on the blue text of your sitename. Click on the link "Change Page Order".

The Change Page Order Tool opens in a new window. You will see a list of all of your pages for your Web site. Click on a page name and then use the arrows to move the page up and down the list.
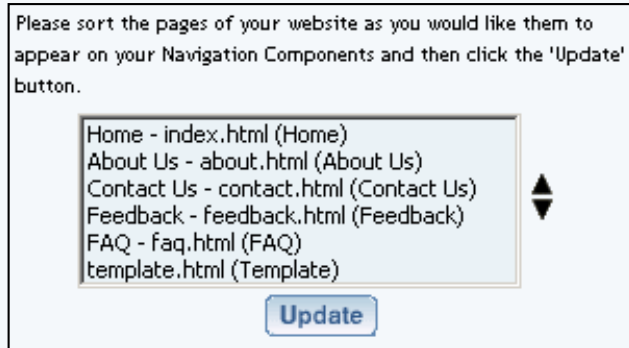
If you have to move a page from close to the bottom of a long list to the top (for example, trying to move your page #101 to the top of the list), click on the page name and click on the filename that you would like to move the first selected page in front of.

For example, if you have a list of 10 pages and wanted to move page 10 between page 1 and page 2, you would click once on page 10 ...
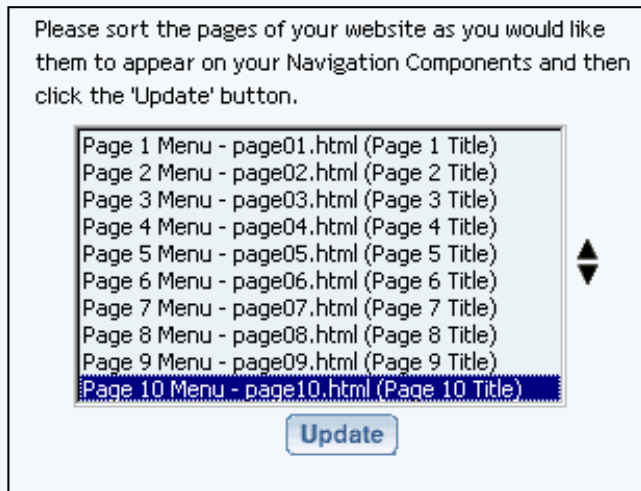
... and click once on page 2. The Administration will then move pages 2 through page 9 down the list and will move page 10 to the second spot, and now page 10 will be the second listed page and page 2 will be the third listed page, and so on...

When you are finished configuring the arrangement of your pages, click on the button "Update" to save and apply your changes to the Web site.
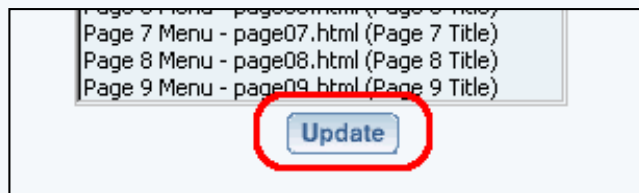
Change Template
If you want to change the layout and structure of your Web site, you would use this option. You also have the choice of keeping all of your components or deleting all components when you change the template.

From the Administration home page, click on the blue text of your sitename. In the section "Select A Page To Begin Customizing", click on the text "Change Template".
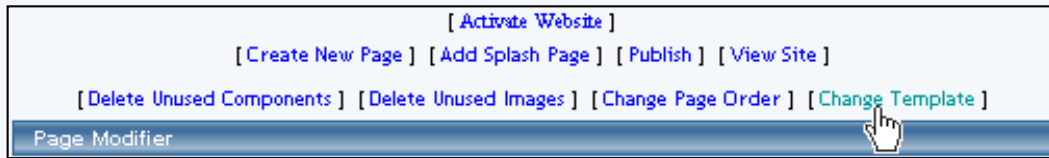
The Administration will then bring up a new window to change your template. Select your business industry in the prodvided drop-down menu next to the text "Industry". Select a template that you would like to use by clicking on the link "Choose Template".
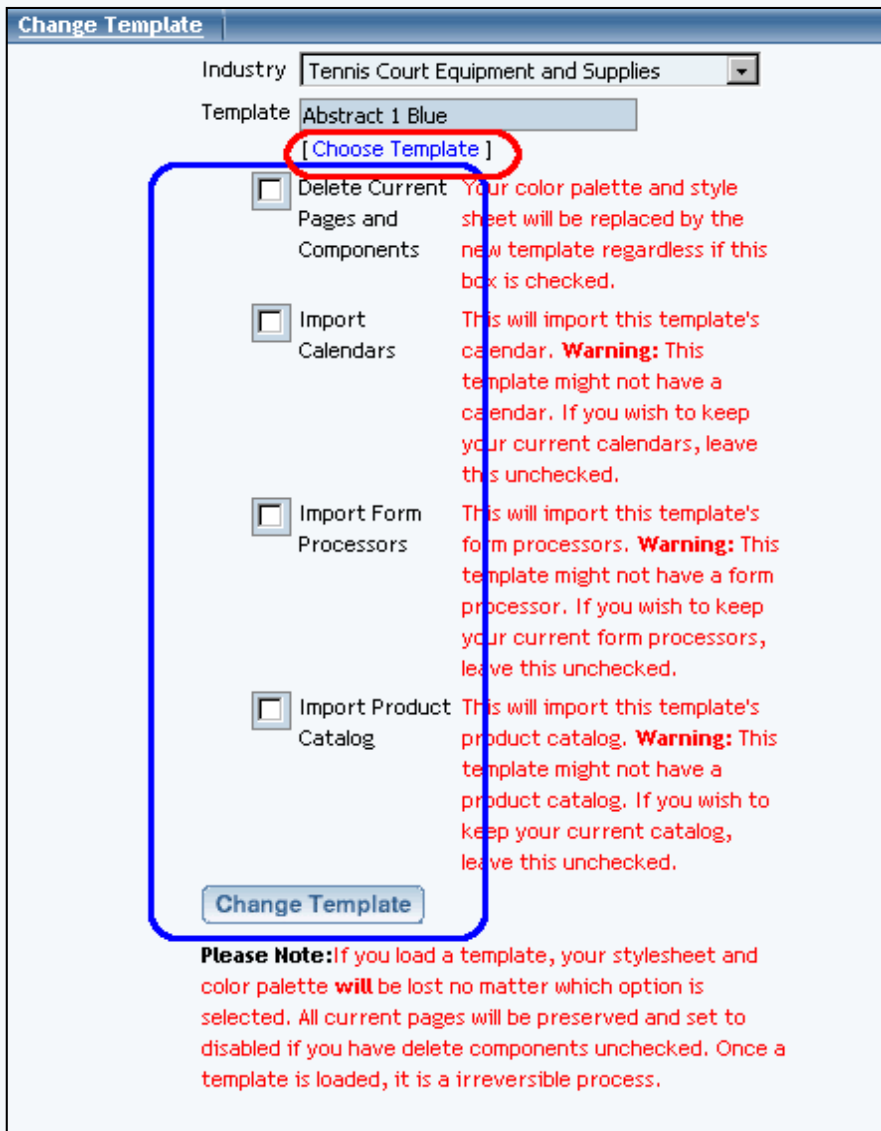
If you want to delete all of your components, checkmark the check box next to the text "Delete Current Pages and Components". If the checkbox is unchecked, all of your components will be untouched and will be available to be copied or used on your Web pages (you will get duplicate pages if you already have pages with the exact same page names of the template - to prevent this, rename your pages to names that the template does not use). If the checkbox is checked, **the Administration will remove all of your pages, files and images and replace them with the pages, files, and images from the template**.

Check the checkboxes next to the appropriate options if you wish to import calendars, forms, or the product catalog from the templates. If you do import them, they will replace your existing calendars, forms, or product catalog. This operation is irreversible, so please make sure if you will be overwriting your existing information.

Please keep in mind that changing your template will also cause the Administration to replace your Color Palette and Style sheet when you change template, as explained in the red text above the button "Change Template".

To continue with changing your template, click on the button "Change Template".

Back to the Top of the Page

Page Modifier
The Page Modifier section contains a list of all of the pages on your Web site.
Select
Title
File Name
Menu Name
Editor

Select	Title	Filename	Menu Name	Status	Editor
☐	Home	index.html	Home	Active	Edit / View
☐	Template	TEMPLATE.html		Active	Edit / View
☐	splash	splash.html		Active	Edit / View

[Set Pages To Active] [Set Pages To Disabled] [Select All] [Select None]

Select
The checkboxes to the left of the pages allow you to select multiple pages to manage. Checkmark the pages you want to affect, then click on the links at the bottom of the list: "Set Pages To Active" and "Set Pages To Disabled".

Select	Title	Filename	Menu Name	Status	Editor
☑	Home	index.html	Home	Active	Edit / View
☑	Template	TEMPLATE.html		Active	Edit / View
☑	splash	splash.html		Active	Edit / View

[Set Pages To Active] [Set Pages To Disabled] [Select All] [Select None]

If you want to select all of your pages, click on the blue text "Select All" at the bottom of the page list. If you want to select none of your pages, click on the blue text "Select None" at the bottom of the page list.

Back to the Page Modifier
Back to the Top of the Page

Title
Here you can specify the title of the Web page. The title is displayed in the top-left corner of the Internet browser when the page is viewed.

Click on the title of the page to change the title.

The Administration will reload the page and give you the option to change the filename, the title, and the menu name. Once you have finished making your changes to the page, click on the button "Update" to save and apply your changes to the page. If you want to delete this page, click on the button "Delete".
Back to the Page Modifier
Back to the Top of the Page

Filename
The filename of the page is how the Internet world will be accessing the Web page. The filename can only contain letters or numbers, to be compatible with the Web standards for page names. Please keep in mind that the filenames are case sensitive. So, for example, the page "aNewPage.html" is a totally different page than "anewpage.html".

Click on the filename of the page to change the filename.

The Administration will reload the page and give you the option to change the filename, the title, and the menu name. Once you have finished making your changes to the page, click on the button "Update" to save and apply your changes to the page. If you want to delete this page, click on the button "Delete".

Back to the Page Modifier
Back to the Top of the Page

Menu Name
If you create a navigation component to use for all of your pages and set it to automatically create the navigation, the navigation component will use the Menu Names of the pages as the text for the menu links.

Click on the menu name of the page to change the menu name.

The Administration will reload the page and give you the option to change the filename, the title, and the menu name. Once you have finished making your changes to the page, click on the button "Update" to save and apply your changes to the page. If you want to delete this page, click on the button "Delete".

Back to the Page Modifier

Editor

To begin editing a page, click on the blue text "Edit" that is in the same row as the page you want to modify You will then be taken in to the Page Editor.

To view a preview of the page, click on the blue text "View" that is in the same row as the page you want to modify. This link will open a new window that will display a preview of the page (this will work whether the page has not been published and/or is disabled). This differs from the View Site link, since the View Site link will display the last published information of the Web site (which will not show any disabled pages).

Properties

The "Website Properties" section allows you to change the sitename, add/modify your address information, change the business type, and give access to the WebCenter owner to modify your Web site.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Properties".
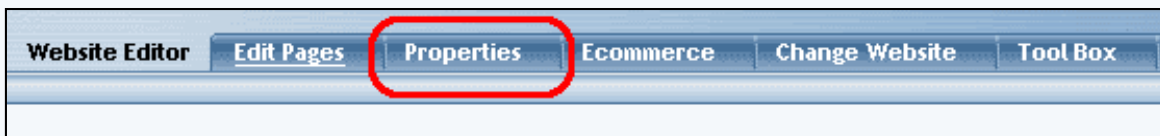
To change the sitename, replace your existing sitename with the sitename that you would like to change it to. Please keep in mind that the sitename must be made up of letters or numbers. Also, please be advised that you may only change your sitename to a sitename that is available; or, in other words, you can only choose an available sitename to change to.

Enter in any changes or additions of your address information.

If your Webcenter Owner will need access to modify your Web site, please check the box next to the text "Allow Webcenter Licensee To Edit This Site".

When you are done making changes to the properties of the Web site, click on the button "Update Website Information".

Change Website
If you have multiple Web sites, you can choose which Web site to work with in this section.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Change Website".

Select the Web site you want to work on in the drop-down menu and then click on the button "Select Website".

If you have been granted permission to edit another user's Web site, select that Web site under the section "Other Websites" and click on the button "Select Website" in the same section.

Tool Box

The Tool Box menu includes tools for managing aspects of your Web site not addressed by the other subareas of Website Editor. Click to learn more about each tool. (When editing another user's site, the Tool Box list may differ. Only those tools will be listed which you have permission to use for that site.)

- File Cabinet Manager
- Password Protection
- Website Statistics
- Image Tool
- Form Processor Manager
- Form Processor Browser

[Rebuild Search Engine](#)
[Website Permissions](#)
[Create a New User Account](#)
[Chat Room Admin](#)
[Website Promotion](#)
[Website Analyzer](#)
[Contact Manager](#)
[Calendar Manager](#)

Page Editor

Page Menu
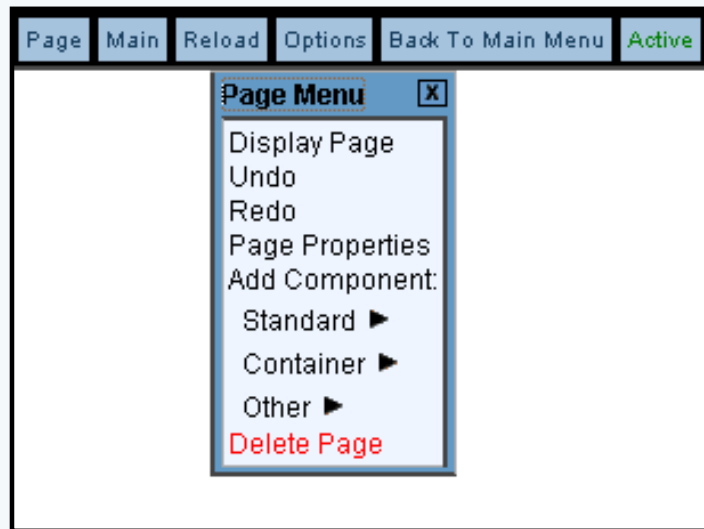
Display Page
This option will allow you to view the page that you are editing as your Web site visitors would see your Web page. If you choose this option, the Page Editor will open a new window to display the page that you are working on. As you apply changes to the page using the Page Editor, this window will refresh to show you what the page would look like for your Web site visitors.
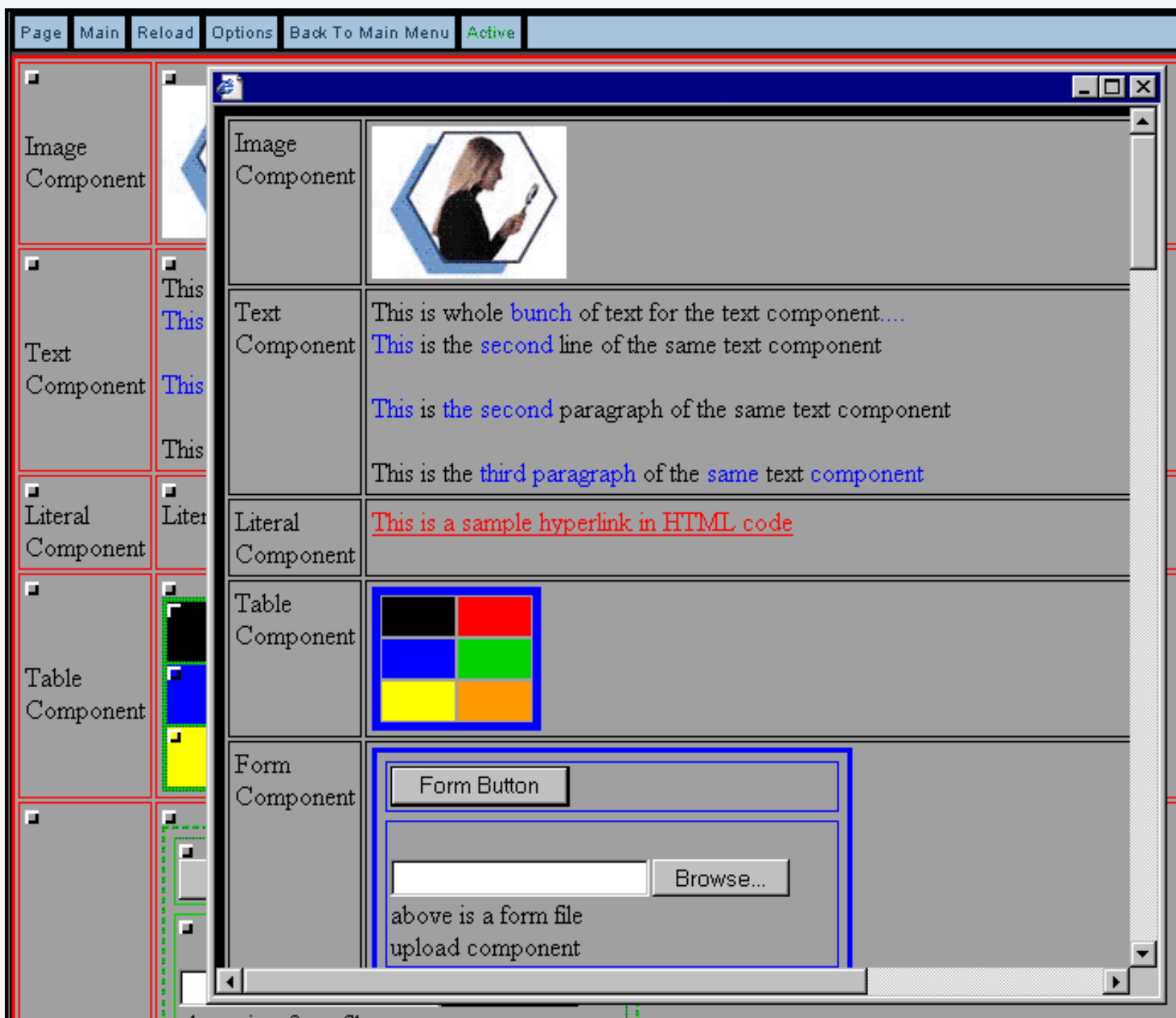
Please keep in mind that you are previewing the page. The page would still need to be published and active for a Web site visitor to be able to see the current look of the page.
Back to the Top of the Page

Undo
This option allows you to undo the last editing change that you have just applied. Not all changes or actions can be undone - for example, deleting components or deleting pages cannot be reversed. If a process or action cannot be reversed, you will be informed such.
Back to the Top of the Page

Redo
This option allows you to repeat the last editing change that you have just applied. Not all changes or actions can be repeated by this command.
Back to the Top of the Page

Page Properties

Under this section, you have options for Page Properties, Page Header, and Meta Data.

Page Properties

Background Color, Text Color, Link Color, and Visited Link Color allow you to change the colors for the appropriate sections.

To select an image file to use as background image, click on the blue text link "No Image". If you already have a background image specified, you would need to click on the blue text of your filename.

The Top Margin Width and Left Margin Width are to specify spacing margins from which the top of your Web page will be starting from.

The drop-down menu labelled "Classname" allows you to specify classes and styles that will apply to the body of the page.

When done, click on the button "Update" to save and apply your changes to the Web page.
Back to the Top of the Page

Page Header

The Page Header tab allows you to specify any code that you would need to specify in the HEAD section of an HTML page. Enter your desired text in the blue text area. When done, click on the button "Update" to save and apply your changes to the Web page.
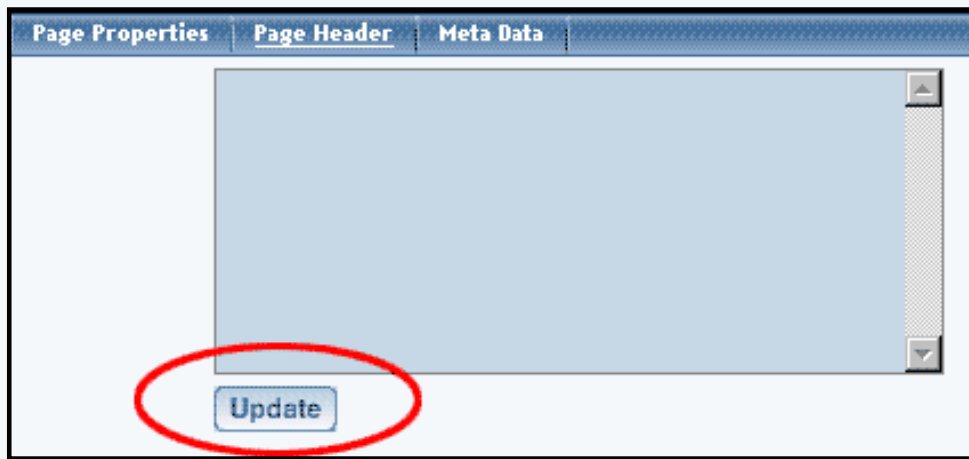
Meta Data

The Meta Data tab allows you to specify the Author, Description, Copyright, and Keywords for the page. This section appears in the HTML code of a Web page but will not be displayed on the Web page itself. When done, click on the button "Update" to save and apply your changes to the Web page.

Add Component

To add a component to a page inside the Page Editor, click on the button "Page" in the top-left corner of the Page Editor. Under the words "Add Component", click on the type of component that you want to add. The Standard type of components are images, text, and literal.

The Container type of components are table, form, and list.

The Other type of components are map, flash, navigation, stock quote, calendar, weather forecast, search, search result, catalog, cart, language translator, calculator, and item.

Page Menu

Display Page
Undo
Redo
Page Properties
Add Component:
 Standard ►
 Container ►
 Other ▼
  - Map
  - Flash
  - Navigation
  - Stock Quote
  - Calendar
  - Weather Forecast
  - Search
  - Search Result
  - Catalog
  - Cart
  - Language Translator
  - Calculator
  - Item
Delete Page

When the menu expands and you see the list of components for the component type, click on the name of the component to add that component.

A new window will open up, with a section for "Create New XXXX Component" and "Use Existing XXXX Component". In the section "Use Existing XXXX Component", the Page Editor will list all of the existing components for your component type. For a text component, you will see:

If you want to continue to create a new component for the page, enter in the name of your new component, then click on the button "Create New XXXX".

If you want to use a copy of an existing component, find the component you want to use a copy of and then click on the blue text of "Copy".

Use Existing Text Component

Search		Results per page	10 ▼

Page $\bar{1}$ 2 3 >>

Name ▼	Last Updated	Created Time	
Container - Form Component	Wed Mar 26 15:07:38 2003	Wed Mar 26 15:06:23 2003	View Copy Use
Container - List Component	Wed Mar 26 15:07:26 2003	Wed Mar 26 15:06:44 2003	View Copy Use
Container - Table Component	Wed Mar 26 15:07:48 2003	Wed Mar 26 15:05:54 2003	View Copy Use
form file component text	Mon Apr 7 18:20:58 2003	Mon Apr 7 18:20:16 2003	View Copy Use
form password component text	Mon Apr 7 18:19:49 2003	Mon Apr 7 18:18:47 2003	View Copy Use
list component A	Sat Mar 29 09:44:50 2003	Wed Mar 26 15:34:41 2003	View Copy Use
list component B	Wed Mar 26 15:44:00 2003	Wed Mar 26 15:43:51 2003	View Copy

If you want to use a component on this page, find the component you want to use and then click on the blue text of "Use". When this component is modified, the changes will affect all the other uses of this component.

Click here for a [more detailed explanation on adding components](#).
[Back to the Top of the Page](#)

Delete Page
This option allows you to delete the page that you are working on.

Click on "Page" in the top-left corner of the Page Editor. Click on "Delete Page". A pop-up dialog box will ask you to confirm deletion of the page. **Please keep in mind that deleting the page is an irreversible process; if you are not sure whether you want to delete a page, disable the page for a few weeks and then remove the page if you are sure you do not need anything from the page.** If you wish to continue to delete the page, click on the button "OK".
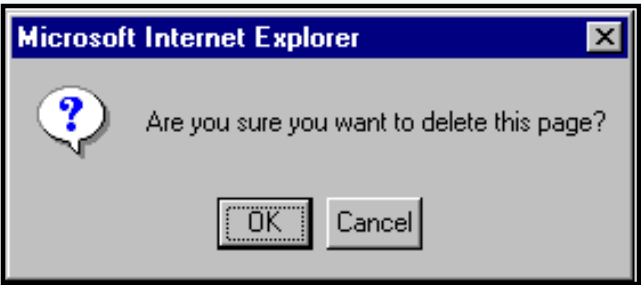
[Back to the Top of the Page](#)

Page Editor

Other Menus
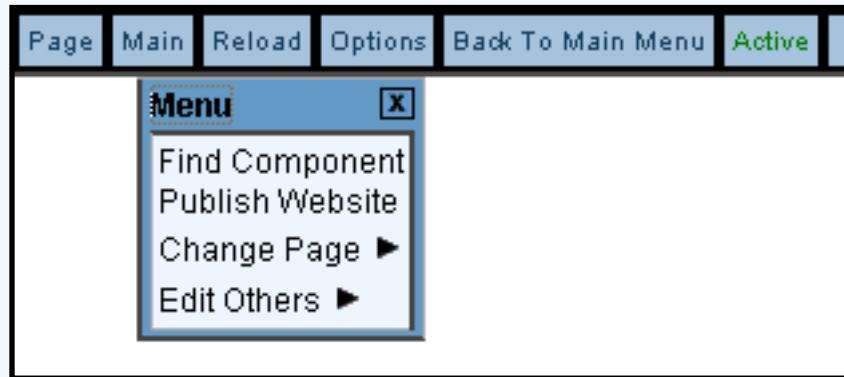
Main
Find Component
Publish Website
Change Page
Edit Others

Find Component
If you need to find a component that you have created, you would use this option. A new window will open up displaying all the components in your Web site.

Edit Components				
All components				
Search [ ] (Search)				
Page [All Pages ▼] Results per page [10 ▼]				
			1 2 3 4 5 6 >>	
Component Name ▼	**Type**	**Last Updated**	**Create Time**	
blank image1	Image	Sun Mar 30 14:33:26 2003	Sun Mar 30 14:30:22 2003	Edit
blank image2	Image	Sun Mar 30 14:36:44 2003	Sun Mar 30 14:35:31 2003	Edit
Cart Component	Cart	Wed Mar 26 16:25:03 2003	Wed Mar 26 16:25:03 2003	Edit
Container - Form Component	Text	Wed Mar 26 15:07:38 2003	Wed Mar 26 15:06:23 2003	Edit
Container - List Component	Text	Wed Mar 26 15:07:26 2003	Wed Mar 26 15:06:44 2003	Edit
Container - Table Component	Text	Wed Mar 26 15:07:48 2003	Wed Mar 26 15:05:54 2003	Edit
Flash Component	Flash	Tue Apr 15 12:36:04 2003	Wed Mar 26 15:55:38 2003	Edit
form button component	Button	Sat Mar 29 16:39:51 2003	Sat Mar 29 16:39:03 2003	Edit
form checkbox component	Checkbox	Sat Mar 29 16:50:21 2003	Sat Mar 29 16:40:56 2003	Edit
Form Component	Form	Tue Apr 15 10:14:27 2003	Wed Mar 26 15:32:11 2003	Edit
			1 2 3 4 5 6 >>	

Click on "Main" in the top-right corner of the Page Editor. Click on "Find Component".

Type in the name of the component in the text field next to the text "Search". You can specify whether you would like the Page Editor to search for all pages or a particular page. You can also specify the number of search results per page in a drop-down menu. When you are done specifying options to search for, click on the button "Search" to search for a component with the text that you specified.

The Page Editor will display a table with a list of components matching your search terms. By default, the Page Editor will list all created components until you search for a particular template. You can click on the name of the column in order to sort (alphabetically from A to Z) the components by the name of the column. If you click on the name of the column again, it will reverse sort (from Z to A) the components. You can automatically jump to the edit menu for the component by clicking on the button "Edit". You can jump from page to page by clicking on the page numbers on the top-right and bottom-right corners of the table.

If you are done searching for components, you can close the window.

Publish Website
When you proceed with this function, the Administration will integrate all (if any) changes to the Web site. You will see the following screen after the Publish process has completed:
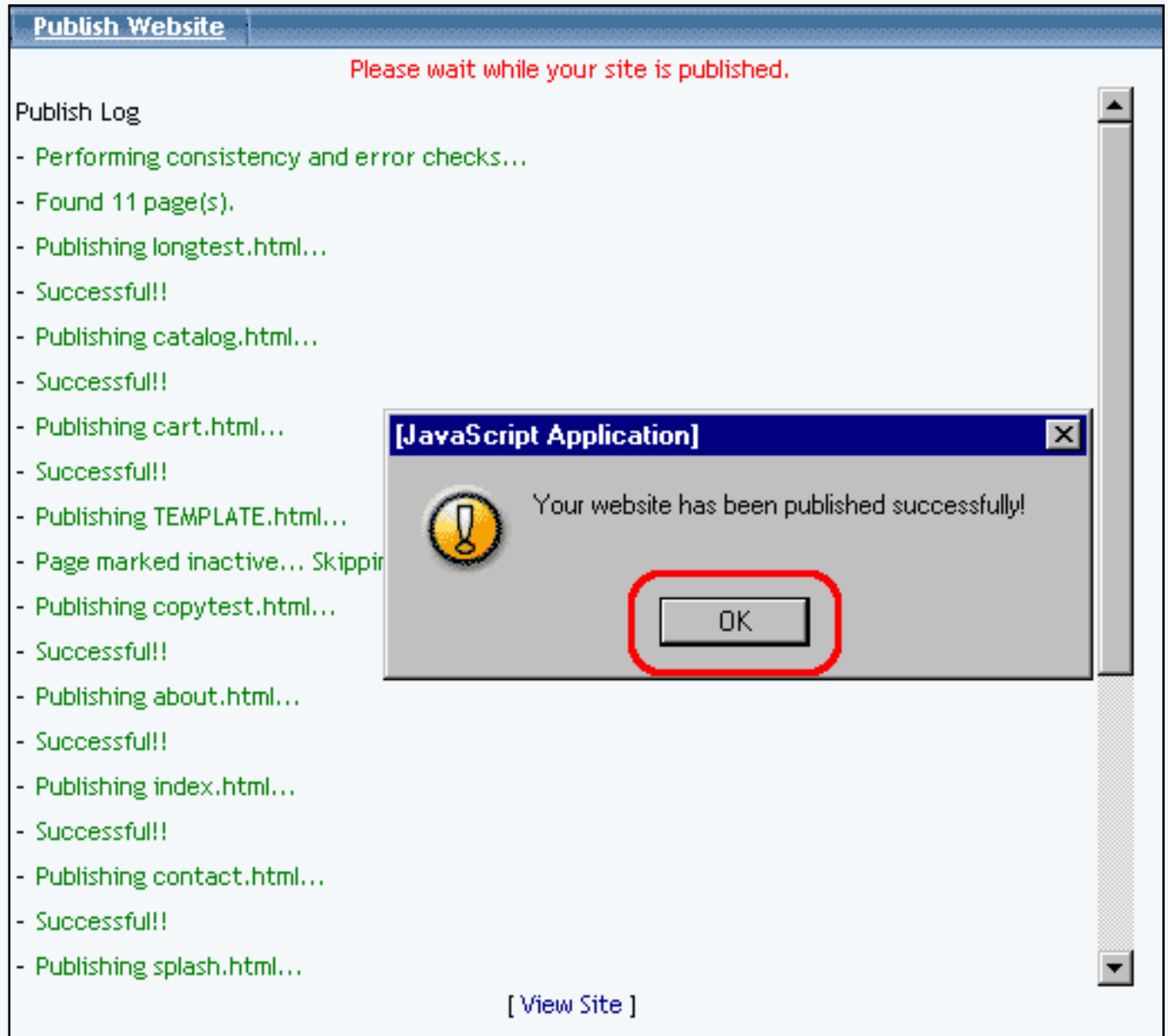
Change Page
When in the Page Editor, you can switch which page you would like to edit by using this function.

Click on "Main" in the top-right corner of the Page Editor. Click on "Change Page".
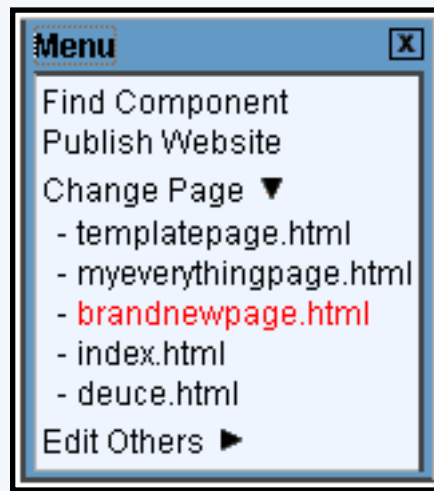
The Page Editor will list all of your pages for your Web site. Click on the name of the page that you would like to start editing on. The Page Editor will then reload so that you can begin editing your selected page.

Back to Main
Back to the Top of the Page

Edit Others
You can modify and view the style sheet and color palette for your Web site in this option. Click on "Main" in the top-right corner of the Page Editor. Click on "Edit Others".
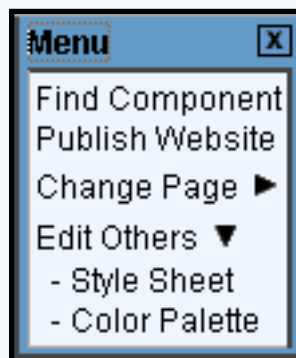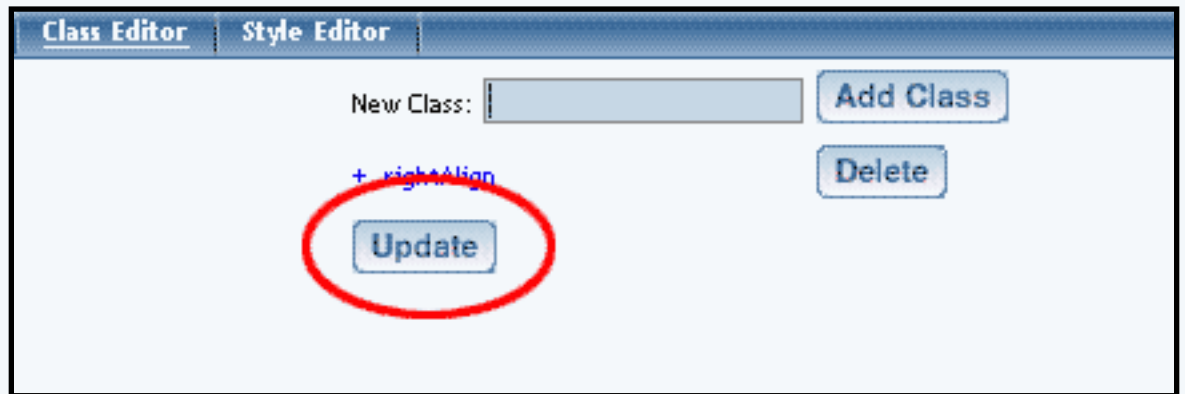
Style Sheet
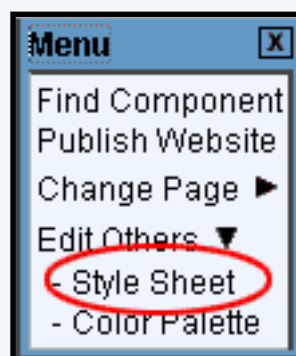
Class Editor

To define classes for your Web site, you would use the Style Sheet Class Editor. Enter in a class name, then click on the button "Add Class".

Click on the blue text of the class name to edit the class. Specify the main, link, visited link, hover link, and active link styles by using the drop-down menu for each option. To add styles in the drop-down menu, click on the button "Edit Style" or click on the link "Style Editor" at the top of the window.

Style Editor

To create a style, enter in the name for your style in the text field next to the text "Style Name" and then click on the button "Create New Style". The Page Editor

will then reload the page with options to modify your newly created style.

To edit an existing style, choose the style in the drop-down menu next to the text "Select Style:". The Page Editor will reload the page with options to modify the existing style.
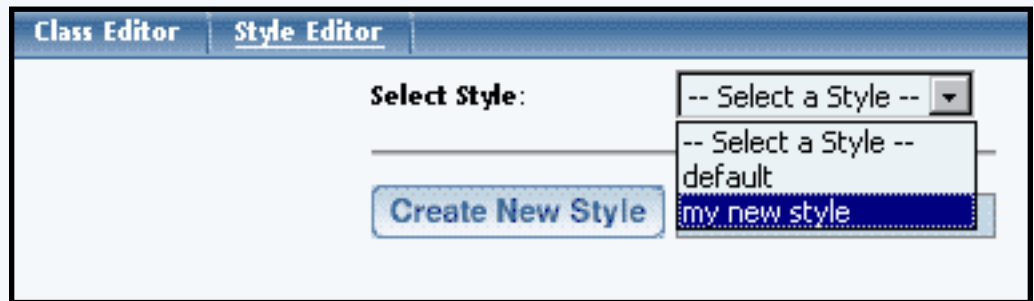
Each style has sections to modify font properties, text properties, background properties, box properties, and position properties. You also have links to delete the style and select another style to edit. You must click the button "Update" when switching between style properties or when finished in order to save and apply your changes to the Web site.

Font Properties allow you to specify font faces, font style, font weight, font size, and font color.

Text Properties allow you to specify word spacing, letter spacing, white-space, vertical alignment, text transformation, text alignment, text indentation, line height, and text decoration.

Background Properties allow you to specify a background image, background repeat, background attachment, background color, and background position.

Box Properties allow you to specify options for top margin, right margin, bottom margin, left margin, all margins, top padding, right padding, bottom padding, left padding, all padding, top border width, right border width, bottom border width, left border width, all borders width, border style, border color, clear, and float.

Box Properties:

Top Margin:	-- No Value -- ▾
Right Margin:	-- No Value -- ▾
Bottom Margin:	-- No Value -- ▾
Left Margin:	-- No Value -- ▾
Margin:	-- No Value -- ▾
Top Padding:	-- No Value -- ▾
Right Padding:	-- No Value -- ▾
Bottom Padding:	-- No Value -- ▾
Left Padding:	-- No Value -- ▾
Padding:	-- No Value -- ▾
Top Border Width:	-- No Value -- ▾
Right Border Width:	-- No Value -- ▾
Bottom Border Width:	-- No Value -- ▾
Left Border Width:	-- No Value -- ▾
Border Width:	-- No Value -- ▾
Border Style:	-- No Value -- ▾
Border Color:	⬚ No Color **?**
Clear:	-- No Value -- ▾
Float:	-- No Value -- ▾

[Update]

Position Properties allow you to specify options for position, top, right, bottom, left, width, height, minimum width, minimum height, maximum width, maximum height, overflow, and visibility.

Position Properties:

Position:	-- No Value -- ▼
Top:	-- No Value -- ▼
Right:	-- No Value -- ▼
Bottom:	-- No Value -- ▼
Left:	-- No Value -- ▼
Width:	-- No Value -- ▼
Height:	-- No Value -- ▼
Minimum Width:	-- No Value -- ▼
Minimum Height:	-- No Value -- ▼
Maximum Width:	-- No Value -- ▼
Maximum Height:	-- No Value -- ▼
Overflow:	-- No Value -- ▼
Visibility:	-- No Value -- ▼

[Update]

To delete a style, click on the red text "Delete Style" to delete the currently selected style. When the confirmation dialog window appears, click "OK" to confirm the removal of the style.

Style Name: my new style

- Font Properties
- Text Properties
- Background Properties
- Box Properties
- Position Properties
- Delete Style
- Select another Style

Microsoft Internet Explorer ✕

? Are you sure you want to delete my new style style?

[OK] [Cancel]

For <u>more information on classes and styles, click here</u>.
<u>Back to Main</u>
<u>Back to Edit Others</u>
<u>Back to the Top of the Page</u>

Color Palette
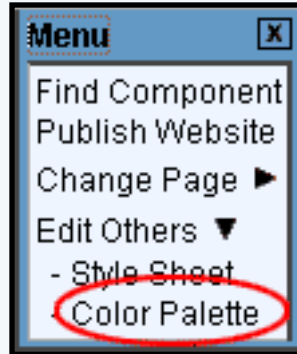
You can specify your own shade of colors by either using the sliders (one slider for each primary color of red, green, and blue) or by inputting the HTML hexadecimal color code. To choose one of our predetermined color shades, click on one of the colored squares near the bottom of the window. Once you have found a color that you like, enter in a description of the color in the field "Description" and then click on the button "Add Color to Palette". To best setup your Color Palette, <u>click here for more information</u>.
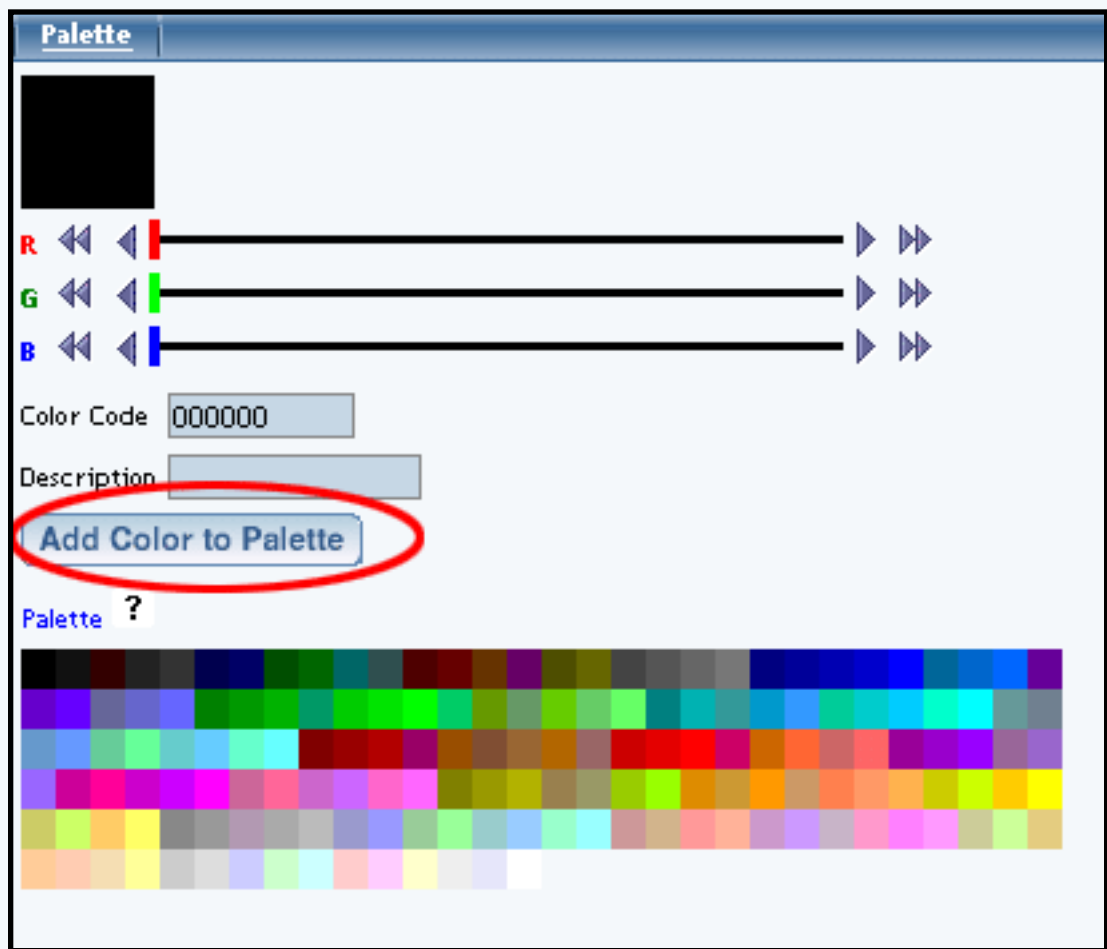
To remove colors from the color palette, click on the blue text "Palette".
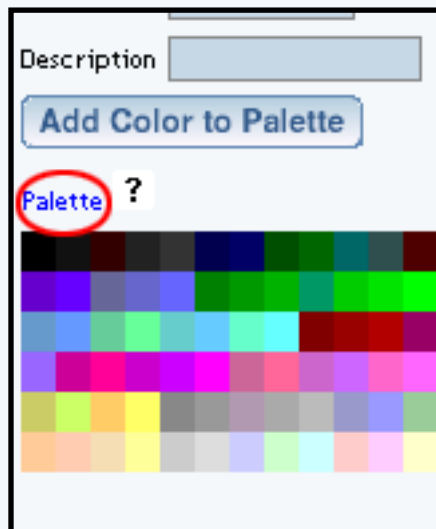
A new palette window appears. Click on the red text "Delete" to remove that color from the color palette.

Reload

Use this option to reload the Page Editor page that you are working on.

Options

This option allows you to specify your settings for your Site Builder Administration. You can specify the Page Admin Settings and your Performance Settings.

The Page Admin Settings allows you to enable/disable bubble help, enable/disable bubble descriptions, enable/disable borders, enable/disable cursor auto focus, enable/disable the use of Java, select between Simple and Advanced Mode for the Administration, and select the time delay before a bubble help displays on the page.

The Performance Settings allows you to optimize the speed at which the Administration responds based on the speed of your computer, your choice of Internet browser, and the speed of your Internet connection. Click on the button "Run Benchmarks" to allow the Administration to communicate with your computer.

When the new window opens and finishes loading (this could take anywhere from 3 seconds to 15 seconds), you will see the information that the computer reported back to the Administration. Click on the buttons "Set Browser Type", "Set Processor Speed", and "Set Connection Type" to assign the listed information as your benchmarks.
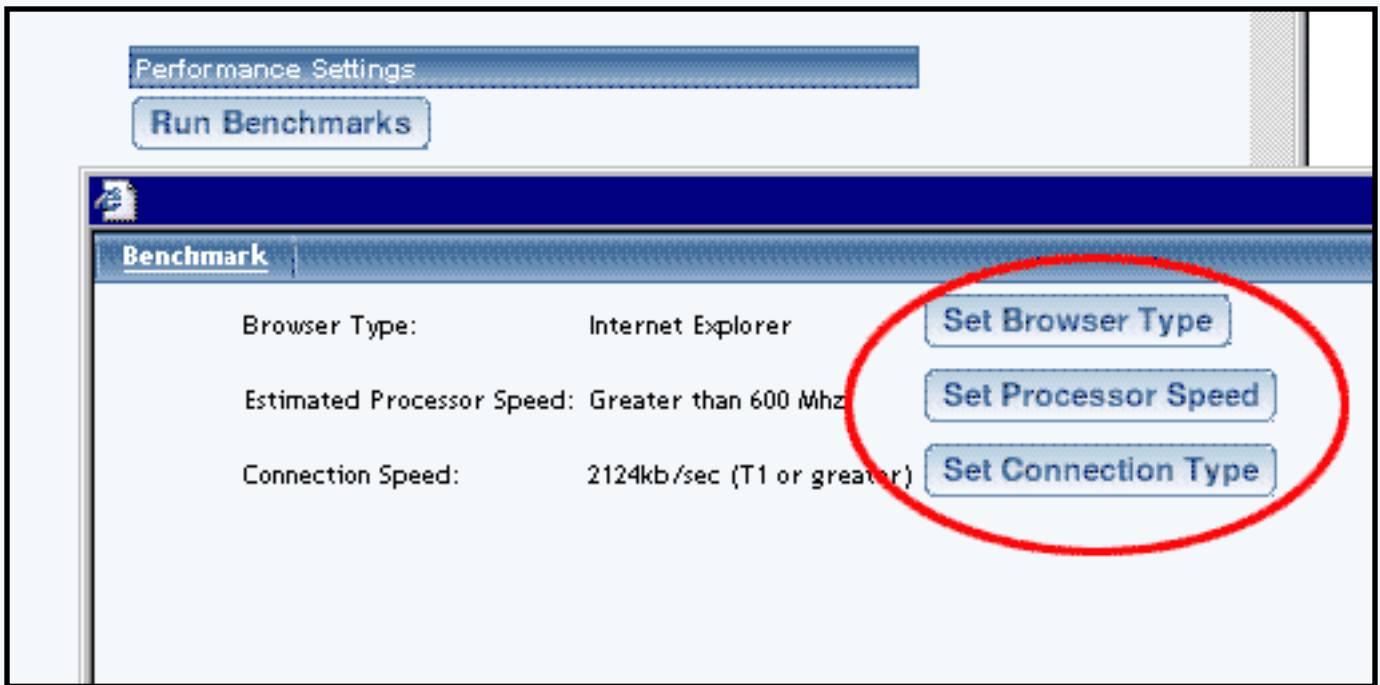
If you are done making modifications to your Options for your Administration, click on the button "Set Configuration" to save and apply your changes to the Administration.
Back to the Top of the Page

Back To Main Menu
Use this option to return to the Website Editor main menu.

Active
This section of the Page Editor navigation bar indicates if the page that you are editing is active or inactive. You set a page to active or inactive via the page modifier options on the Website Editor main menu.

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Styles, Classes, and Stylesheets

Detailed Explanation

Overview

If you wanted to change the overall appearance of a Web page, one of the most powerful ways to do so is with a style sheet. A style sheet is made up of style rules that tell an Internet browser how to present a Web page. Once you have created a [style](#), you would designate a [class](#). You can apply styles to your class using the [Style Editor](#) and then you would assign that class to your [component](#).

[Back to the Top of the Page](#)

Styles

Styles designate rules for Internet browsers to read when a Web site visitor arrives at your Web site. You can apply such styles such as font properties...

..., text properties...

Text Properties:

Word Spacing:	-- No Value -- ▾
Letter Spacing:	-- No Value -- ▾
White-Space:	-- No Value -- ▾
Vertical Alignment:	-- No Value -- ▾
Text Transformation:	-- No Value -- ▾
Text Alignment:	-- No Value -- ▾
Text Indentation:	-- No Value -- ▾
Line Height:	-- No Value -- ▾
Text Decoration:	☐ None ☐ Underline ☐ Overline
	☐ Line-through ☐ Blink

[Update]

..., background properties...

Background Properties:

Background Image:	No Image
Background Repeat:	-- No Value -- ▾
Background Attachment:	-- No Value -- ▾
Background Color:	☐ No Color ?
Background Position:	☐ Top ☐ Center ☐ Bottom
	☐ Left ☐ Right

[Update]

..., box properties...

Box Properties:

Top Margin:	-- No Value --
Right Margin:	-- No Value --
Bottom Margin:	-- No Value --
Left Margin:	-- No Value --
Margin:	-- No Value --
Top Padding:	-- No Value --
Right Padding:	-- No Value --
Bottom Padding:	-- No Value --
Left Padding:	-- No Value --
Padding:	-- No Value --
Top Border Width:	-- No Value --
Right Border Width:	-- No Value --
Bottom Border Width:	-- No Value --
Left Border Width:	-- No Value --
Border Width:	-- No Value --
Border Style:	-- No Value --
Border Color:	No Color ?
Clear:	-- No Value --
Float:	-- No Value --

Update

..., and position properties.

These styles can be added to the 3.0 software by using the [Style Editor](). From the Administration home page, click on the blue text of your sitename to go to the Website Editor. At the bottom of the list of your Web pages, click on the link "Edit Style Sheet".

So, for example, you could tell the browser to always display all text content as red instead of the default color. This will work if all of the text components have the same style (that is, all of the text components must have the same [class]()). Make a change once to the style and the whole look of your website has been changed.

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Classes
The 3.0 software allows you to designate a class to a component so that you can apply many styles at the same time. You can manage your classes by using the [Class Editor](). Your styles should have been created prior to this applying a class, but if you did not, you can come back to apply the styles to the class.

So, for example, if you wanted to have text wrap around an image you would designate a class called "text wrap left". You would have also needed to have a style already created, in which the style has a Box Properties of "float" is set to "right" (yes, that is correct - since this class and style will be applied to an image, the image will be aligned to the right and the text will be wrapping on the left) [to see more on how to wrap text, click here]. The style would be applied to the class under the drop-down menu for "Main".

Working with Forms

Detailed Explanation

Overview

Forms on your website can gather the information that a visitor submits to you and automatically populate the Contact Manager if the visitor decides to be added to your "e-mail list".

It is **always** best to confirm with a customer before adding them to the mail list. The confirmation with a Web site visitor is to prevent them from accusing you of unsolicted bulk e-mail (spam). **Please be advised that the Contact Manager must NOT be used to send spam or for any other unethical marketing practice. Such usage will result in termination of services without notice, as per the Terms of Service**.

Whether you have an existing form or will create a new form, you will need to:

- Step 1: have or create a form processor using the Form Processor Manager
- Step 2: modify or create your form input components with special field names
- Step 3: designate the form processor for the form component

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Step 1 - Set up the Form Processor

From the Administration home page, click on the blue text of your sitename. In the secondary navigation menu, click on "Tools". Click on "Form Processor Manager". If you don't already have a form processor to handle the forms on your website, enter in a name for your form processor (only letters, numbers, and spaces are valid characters) and click on the button "Create Form".

Once a form processor has been created, click on the blue text "Edit" for the form processor to modify the settings. You will see the following screen:

Specify your settings for the e-mail address that the form processor will send the form to and the subject that will be sent to you as the e-mail. If you want to specify where the Web site will take a visitor once the form has been submitted, specify the URL of a Web site or a Web page in the field "Redirect Link". Click on the square to the right of the text "Populate Contact Manager" so that the form processor will submit the contents of the form to the Contact Manager. When done entering in your information, click on the button "Update" to save your changes to the form processor. You will need to Publish the Web site in order to apply your changes to the Web site.

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Step 2 - Modify the Form Input Components
Whether you have to create your form input components for the form component or whether the fields already exist for a form component, the Field Names of the form input components must match what the system is looking for. If the Field Names do not match, the information from the form will not be sent to the Contact Manager. Please be advised that the Feedback Form created by default already has the correct Field Names, but still needs to have a form processor specified.

Below is a table that explains what the Field Names must be:

Information	Field Name	Type
Add Me to your E-mail List?	addemail	checkbox
First Name	firstName	textbox
Last Name	lastName	textbox
E-mail Address	email	textbox
Street Address	address	textbox
Second Address	address2	textbox
City	city	textbox
State	state	textbox
Zip Code	zipCode	textbox
Country	country	textbox
Home Phone Number	homePhone	textbox
Work Phone Number	workPhone	textbox
Mobile Phone	mobilePhone	textbox
Alternate Phone	alternatePhone	textbox
Secondary E-mail Address	email2	textbox

The column "Information" is the information that you want to gather from the Web site visitor. The column "Field Name" lists what the form input component's Field Name must be (the list is not case sensitive, so if you have a form input component called "firstname" or "FIRSTNAME", the contact manager will still accept the information correctly). The column "Type" details the form input type that the form input component must be.

The field "addemail" is required. The Contact Manager must also have either the field "firstName" or "email" in order to accept the information from the form (it is in your best interest to collect both information, as you will need to address the Web site visitor via the e-mail in any case). The checkbox for "addemail" must also be unchecked - so that a customer **MUST** choose to be added to your Contact Manager. All other listed fields are optional.

For a textbox component, the Field Name field is shown below:

For a checkbox component, the Field Name field is shown below:

Step 3 - Designate the Form Processor for the Form Component
Edit the Form Component itself. Under the section "Form Options", designate the form processor you created in step 1.

Cell Padding: 0

Cell Spacing: 0

Background Color: ▢ No Color

Border Color: ▢ No Color

Border Color Light: ▢ No Color

Border Color Dark: ▢ No Color

Background: No Image

Frame: All borders ▾

Rules: Show all interior borders ▾

Form Options

○ Action: [   ]

   Method: [GET ▾]

or

◉ Post to: [my new form processor ▾] Form Processor Manager

[Update]

Back to the Top of the Page
Back to the Previous Page

Working with Colors

Detailed Explanation

What is it Used For?

The Color Palette is used by the 3.0 software to allow you to easily desingate labels for your colors. However the Color Palette can also be used to easily change the entire look of your website quickly.

How Would I Use It?

Usually, the Color Palette would be set up with the color label set to the same as the color itself. So, for example, if the color was blue the color label would also be set to "blue". Instead of limiting the Color Palette in this fashion, apply a color label that is appropriate for the component. For example, if you have a particular color you want to apply to the company name, apply a color label of "Company Name" and designate a color for the color label.

So your Color Palette should be set up as follows:

Palette		
Description	**Edit**	
Button Text	000000	■
Company Name	000000	■
Event text	10FF78	■
Logo Text	FFFF00	■
Main Border	C0C0C0	■
Mouse Over Text	518AC4	■
Navigation Background	E2E9F3	■
Warning Text	E20408	■
No Color		⬚
Add Color		
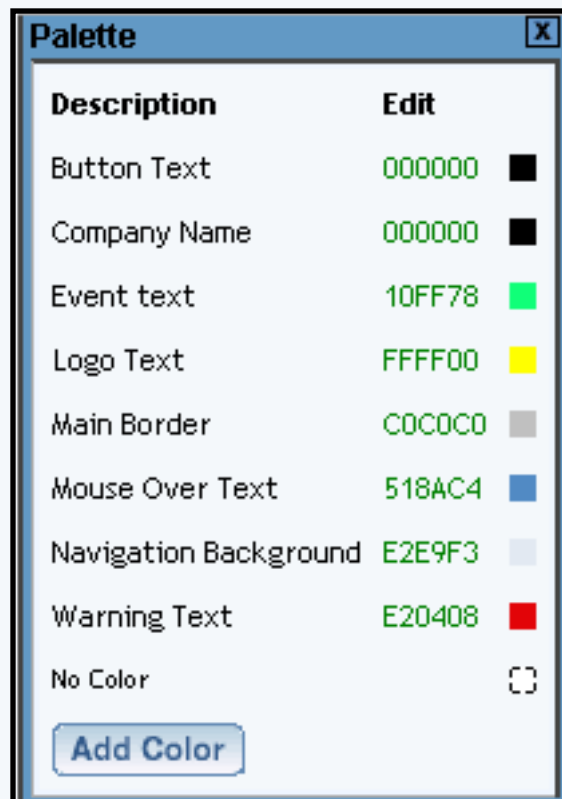
With a Color Palette set up in this fashion, you can apply the color label to the appropriate components

and then adjust the color of the color label in the Color Palette and all of your components using that color label will be changed.

For example, if you changed the color of "Logo Text" from yellowish to grayish...
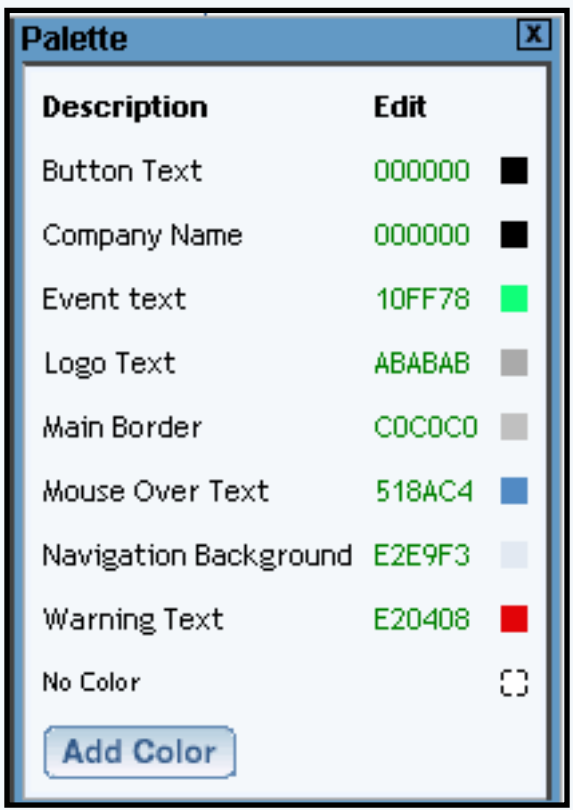
... any component that has a color label of "Logo Text" applied to it will have the color changed universally.

Adding Colors
When viewing the Color Palette, click on the button "Add Color". You will then see the following window:

R ◀◀ ◀ | ▶ ▶▶
G ◀◀ ◀ | ▶ ▶▶
B ◀◀ ◀ | ▶ ▶▶

Color Code   000000

Description

Add Color to Palette
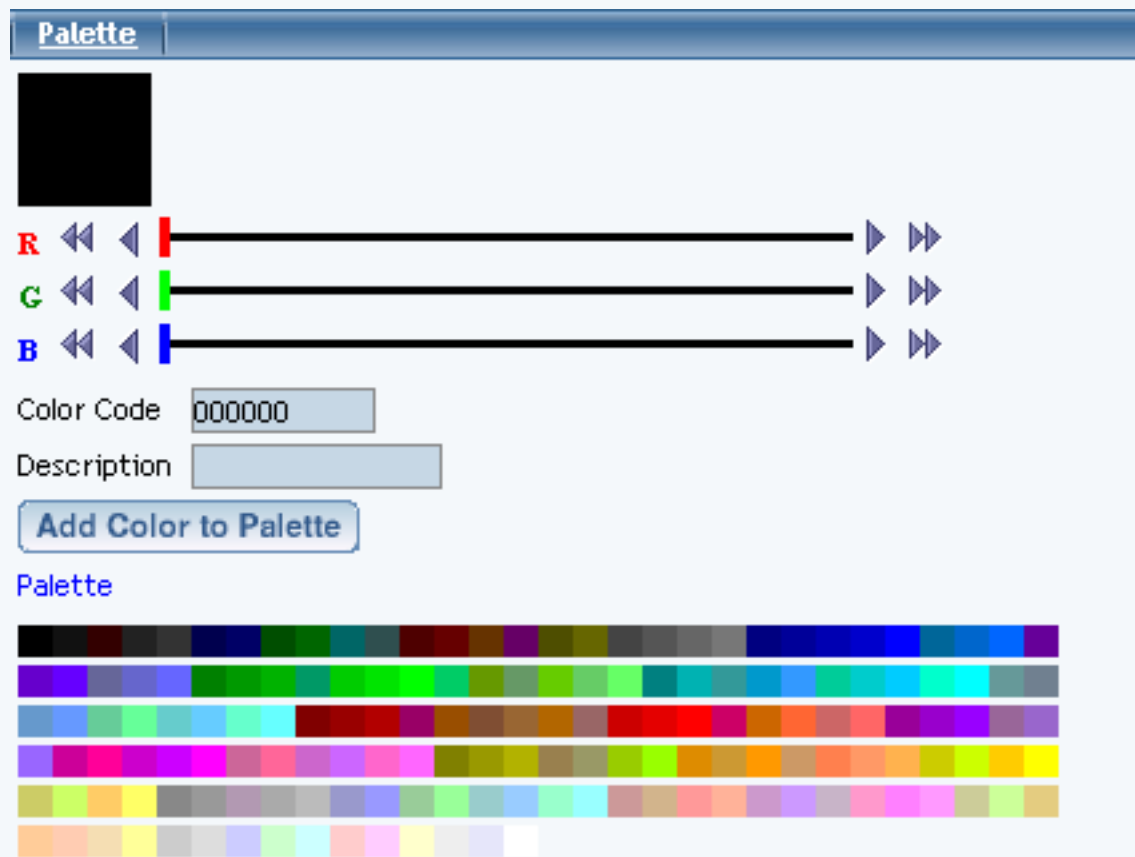
Palette

There are three ways that you can add a new color label to your Color Palette.
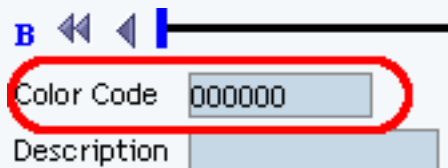
The first method is to use the color sliders:

R ◀◀ ◀ | ▶ ▶▶
G ◀◀ ◀ | ▶ ▶▶
B ◀◀ ◀ | ▶ ▶▶

Color Code   000000
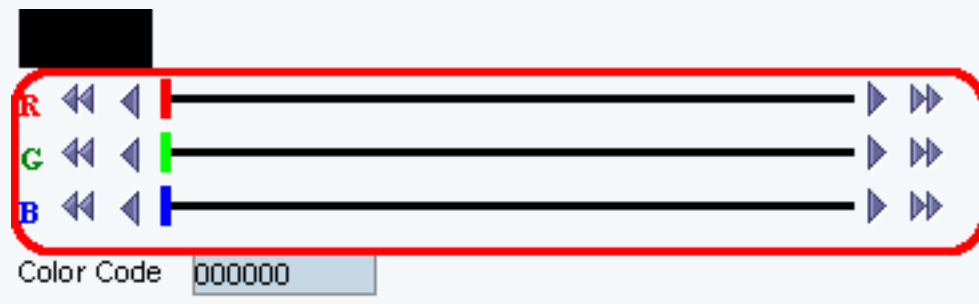
Slide the color sliders for Red, Green, and Blue colors to achieve the color that you want. The colored square at the top-right corner will change to display the color that you created.

Palette

R ◀◀ ◀ |
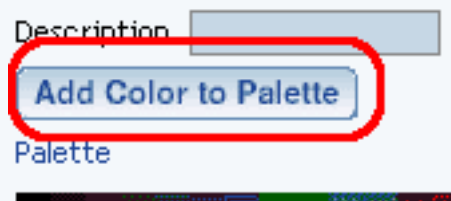
The second method is to use the Hexadecimal code for the color. If you do know the hexadecimal color code for your color, you can enter it in the field labelled "Color Code".

The third method is to choose a color label based on one of our provided 165 pre-defined colors. Click on any of the colored squares to choose a color.
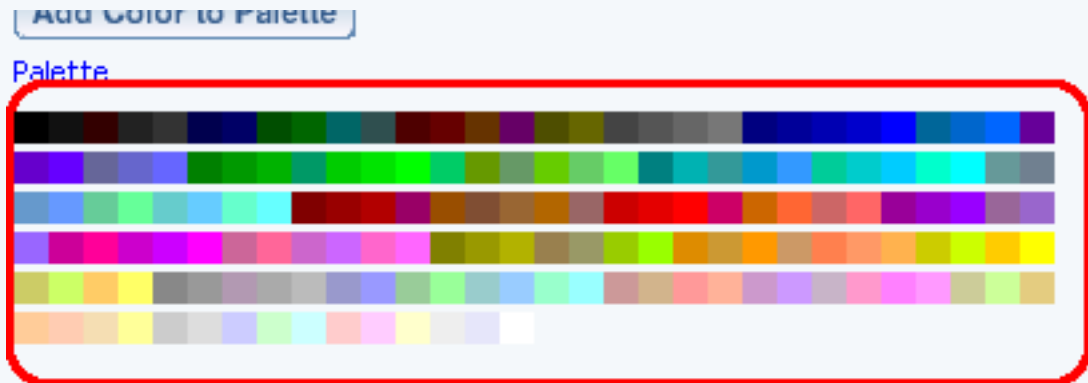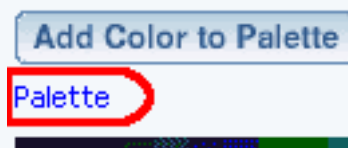
Once you have picked a color, enter in the label for your color in the field "Description". Then click on the button "Add Color to Palette".

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Removing Color Labels
When you are editing the Color Palette, click on the blue text "Palette"

You will then see the following screen:

Click on the red text "Delete" that is next to the color label that you want to remove. The system will ask whether you want to continue deleting the color label, click the button "OK" to continue to delet the color label.
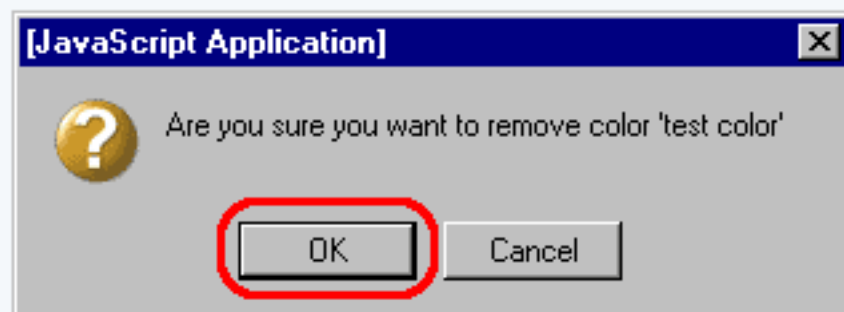
Working with Buttons

Detailed Explanation

What is it Used For?

Buttons are used on Web pages to allow your Web site visitors to navigate around your Web site. The buttons can be as simple as a color rectangle with text or as complex as moving images.

How to Add Buttons

To add a single button to a page, you would add an image component to the Web page. To add a menu of buttons to a page, you would add a navigation component.

Adding a Single Button

Click on "Page" in the top-left corner of the Page Editor. Click on "Standard". Click on "Image". Input a name for your button in the blue text field, then click on the button "Create New Image".

Specify the page you want to send Web site visitors to when the button is clicked in the blue text field next to the text "Link Url (Optional)". Click on the button "Select" next to the text "Image" to choose an image file as the button. Click on the button "Select" next to the text "Mouse Over (Optional)" to choose an image file as the button when the mouse pointer is over the button. When done specifying your options, click on the button "Update" to apply your changes to the image component.

Adding a Menu of Buttons

Click on "Page" in the top-left corner of the Page Editor. Click on "Other". Click on "Navigation". Input a name for your menu of buttons in the blue text field, then click on the button "Create New Menu".

If you want the Page Editor to automate the process of the menu navigation, click on the radio button next to the text "Yes". The Page Editor will generate links to all of active pages that have a Menu Name assigned.

If you select "No" to automate the menu navigation, you will have to define each menu listing. Enter the text you want to display on the Web site in the field "Text", the page you want to link to in the field "Link", and specify whether you want the link to open the page in a new window. When done specifying your new menu listing, click on the button "Create New Element". Once you have menu listings, you can modify them, move up or down, and delete the menu listing.

To customize the settings for your Navigation component, click on the button "Customize". Select a Menu Style in the drop-down menu at the top of the window. You have options to select

"Default", "Image" and "3Image". Once you have chosen a Menu Style, click on the button "Update" to see additional options.

Default menu Style

Image Menu Style

3Image Menu Style

Back to the Top of the Page

Changing the Color of your Site's Buttons

When your website was first built, its buttons were created in a navigation component based upon the color scheme and design of the layout template that you chose. You may change these buttons so that the background button itself looks different. Here are the steps to use one of our button images, though you are welcome to upload and use your own.

1) Choose a page that uses the navigation component whose buttons you wish to change, edit the navigation component, click the "Customize" button, then click the image name to open the image selection pop-up. The image name will vary depending upon which site template is in use. For the Products 6 Red template, for example, you'll see "Products_6_Red_Button.gif" as the image name to click.

2) In the image selection "Our Images" dropdown menu (at the top left of the window), scroll to the folders whose names begin with "Buttons". These are starting images for buttons that are freely available for use within your website.

3) The selected folder's contents will appear in a scrollable list on left side of the image selection pop-up. Click on the name of a button image. It will appear in the preview area to the right. If you like it, click the "Use" button just above and left of its preview. That will close the pop-up window; the selected button image's name will appear in the navigation component edit window as the new image name.

4) To save your change and create fresh versions of your site's buttons, click the "Update" button at the bottom of the edit window. A very small window will display the progress of the generation. If the small button is hidden behind the edit window, move it to the top; it doesn't always pop automatically to the top like other 3.0 windows. Close this small pop-up once generation is 100% complete.

5) To ensure that the new settings are preserved, be sure to publish the site. You should see your new buttons when you view your site. If not, delete your temporary Internet files. If you still do not see your new buttons, then your ISP may have its own cache and you will need to wait until that refreshes. The delay varies from one ISP to another.

Working with Calendars

Detailed Explanation

What is it Used For?

The calendar feature allows you to add one or more interactive calendars to your site. The calendar is added to a Web page by using a calendar component and modified by using the calendar manager. You can add interactive calendars for events such as:

     Online Bookings of concerts, plays, events
     Online Team Sign-ups
     Class Enrollments
     Professional Scheduling (for Dentists, Doctors, Lawyers, etc...)
     Online Reservation Requests (for hotels or motels, bed & breakfasts, etc...)
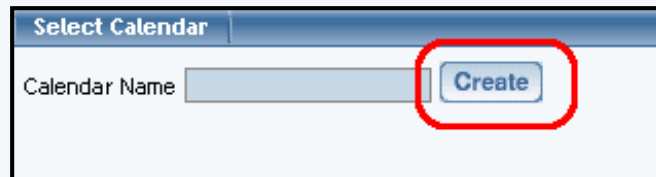
To add a calendar to your Web site, you need to create the calendar first and then add the calendar to the Web page.
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Create Calendar

To create a calendar from the Calendar Manager, go to the Administration home page. Click on the blue text of your sitename to go in to the Website Editor. Click on "Tool Box" in the secondary navigation menu. Click on "Calendar Manager".

When the Calendar Manager page first loads, you will see the following screen

Enter in a name for your new calendar, then click on the button "Create". You will see the following screen:

Choose your calendar in the drop-down menu to the right of the text "Calendar". Click on the button "Edit" to edit the calendar. Click on the button "Delete" to delete the calendar. When you edit the calendar, you will see the following screen:

Jun ▾ 2003 ▾ Go

<< June 2003 >>

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Properties

Add Events: One Time Event   Monthly Event   Weekly Event

Thursday, June 26th 2003

M	W	12:00am
M	W	1:00am
M	W	2:00am
M	W	3:00am
M	W	4:00am
M	W	5:00am
M	W	6:00am
M	W	7:00am
M	W	8:00am
M	W	9:00am
M	W	10:00am
M	W	11:00am
M	W	12:00pm
M	W	1:00pm
M	W	2:00pm
M	W	3:00pm
M	W	4:00pm
M	W	5:00pm
M	W	6:00pm
M	W	7:00pm
M	W	8:00pm
M	W	9:00pm
M	W	10:00pm
M	W	11:00pm

Back to the Top of the Page

Calendar Properties

To get to the properties section of the calendar, open up the Calendar Manager. Select a calendar to edit, then click on the button "Edit". Below the small picture of the current month, click on the blue text "Properties".
Back to the Top of the Page

Jump to a Specific Date

To jump to another month or year, select the month or year in the drop down menu, then click on the blue text "Go". To manually move through month to month, click on the blue << to move to the previous month or the blue >> to move to the next month. If the system is already displaying the month in which you want to select, you may click on the day that you wish to work with.

The day that is underlined shows you the current day. The day that has a dark grey background is the day that you are currently viewing.
Back to the Top of the Page

How to Add an Event

To add a one-time event, click on the blue text "One Time Event" above the daily schedule or click on the time that the event will

start.

[To add a weekly event](#), click on the blue text "Weekly Event" above the daily schedule or click on the "W" for the time that the event will start.

[To add a monthly event](#), click on the blue text "Monthly Event" above the daily schedule or click on the "M" for the time that the event will start.
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Adding an Event
      One Time Event
      Weekly Event
      Monthly Event

Back to the Top of the Page

Editing an Event
The events in the daily schedule are color coded based on the event time - light gray for one-time events, pink for monthly events, and light green for weekly events. You may click on the blue text "Edit" to edit the event or the blue text "Delete" to delete the event.

When you edit an event, the window will be identical to the window when you added the event with the exception of the button "add" now replaced with the button "Update".
Back to Create Calendar
Back to the Top of the Page

Add a Calendar to the Page
There are two methods to add components to a page. The first is from the Page Menu in the Page Editor. The second method is from the editing square inside of a container component.

      Method 1 - adding a component from the Page Menu
      Method 2 - adding a component from the editing square

Once the calendar component has been added to the page, you can now edit the calendar component - which determines how the calendar will appear on the website.
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      Edit Calendar

Once you have created your calendar using the Calendar Manager, specify which calendar to use for this calendar component.

Designate whether you want the calendar to display on the website as full-view or reduced view using the checkbox to the right of the text "Full View". If you want Web site visitors to see the event times in full-view, click the checkbox to the right of the text "Show Event Times". The width and height dimensions of the days in the full-view calendar can be specified in the text fields next to the text "Day Width" and "Day Height". Please keep in mind that the width and height that you specify are suggestions to the system if nothing else restricts the size. That is, the system will attempt to display the width of each day evenly across the available width of the browser window while still trying to keep your suggested width and height dimensions.

Specify your color labels for Title Background, Title Font, Days Of Week Background, Days Of Week Font, Days Of Month Background, Days Of Month Font, Blackout Border, Event Background, Event Font, and Border Color by clicking on the dashed-square to the right of the text.

When done configuring your options for the calendar component, click on the button "Update" to save and apply your changes.

Back to Add a Calendar to the Page

Back to the Top of the Page

Component Basics

Properties
All components have a tab option called "Properties". The properties of the component allow you to change the name, bookmark, horizontal lines before and after, blank lines before and after, blank spaces before and after, alignment, and a class.

Name: specify a name of the component to identify this component from other components. The component name does not appear anywhere on the Web page itself and is only used to help you identify components.
Bookmark: specify a bookmark for this component so that you may link to this exact location on the page from another Web page. For example, let's say you bookmarked an image and the bookmark name is "my new bookmark" (without the double quotes), when you link to this exact location, the URL would be "#my new bookmark" (without the double quotes).
Horizontal Rule Before: allows you to specify whether you want to place a horizontal line before this component.
Horizontal Rule After: allows you to specify whether you want to place a horizontal line after this component.
Blank Lines Before: allows you to specify where you want a blank line before this component.
Blank Lines After: allows you to specify where you want a blank line after this component.
Blank Spaces Before: allows you to specify where you want a blank space before this component.
Blank Spaces After: allows you to specify where you want a blank space after this component.
Alignment: allows you to specify a general alignment to apply to the component.
Class Name: if you are using a stylesheet and have specified a class for this component, you may select the class that will apply to this component. Only Standard and Container components can have a class applied to them; Other components cannot have a class applied to them.
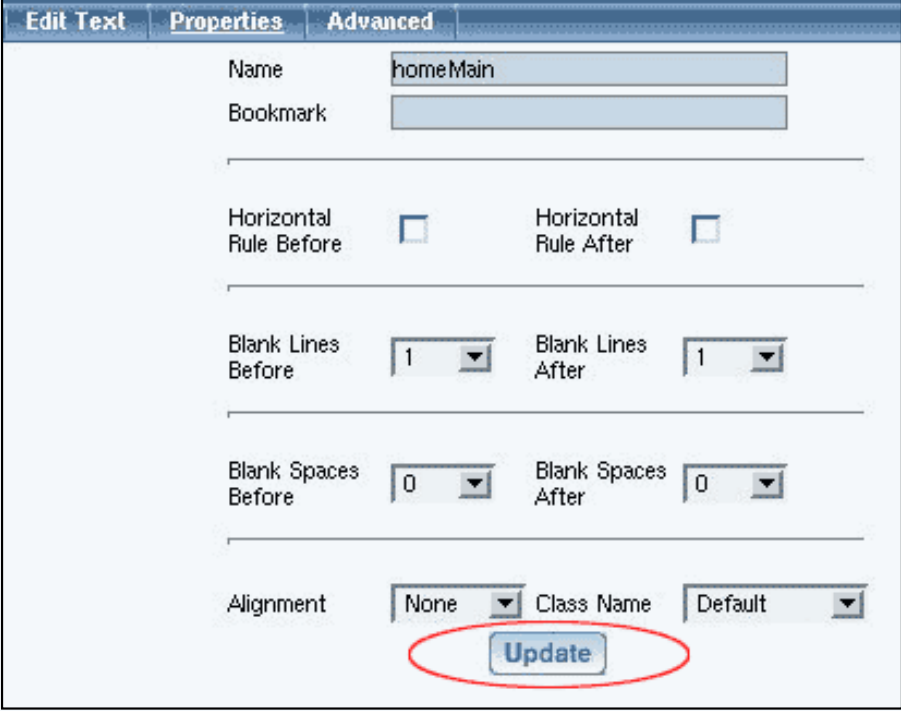
When you are done making your changes, you must click on the button "Update" to apply your changes to the component.

Select Colors

Any time you see a dashed square next to the text "No Color", click on the dashed square to select a color. If you already have selected a color, the square will be in the color that you last specified.
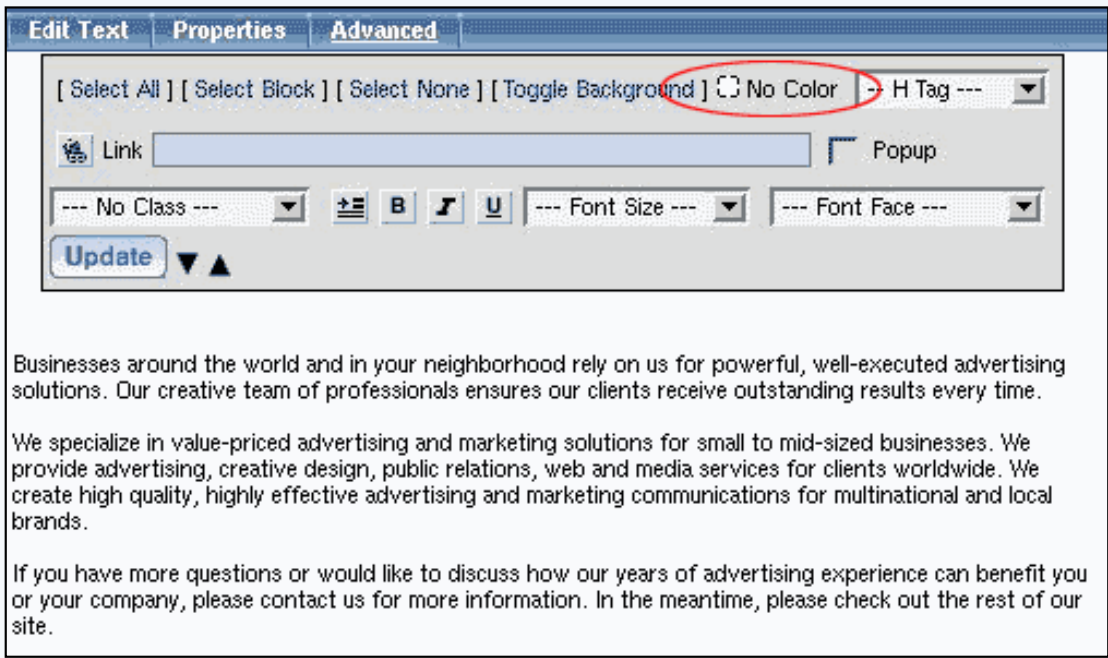
After you have clicked on the colored square, a color palette will appear.
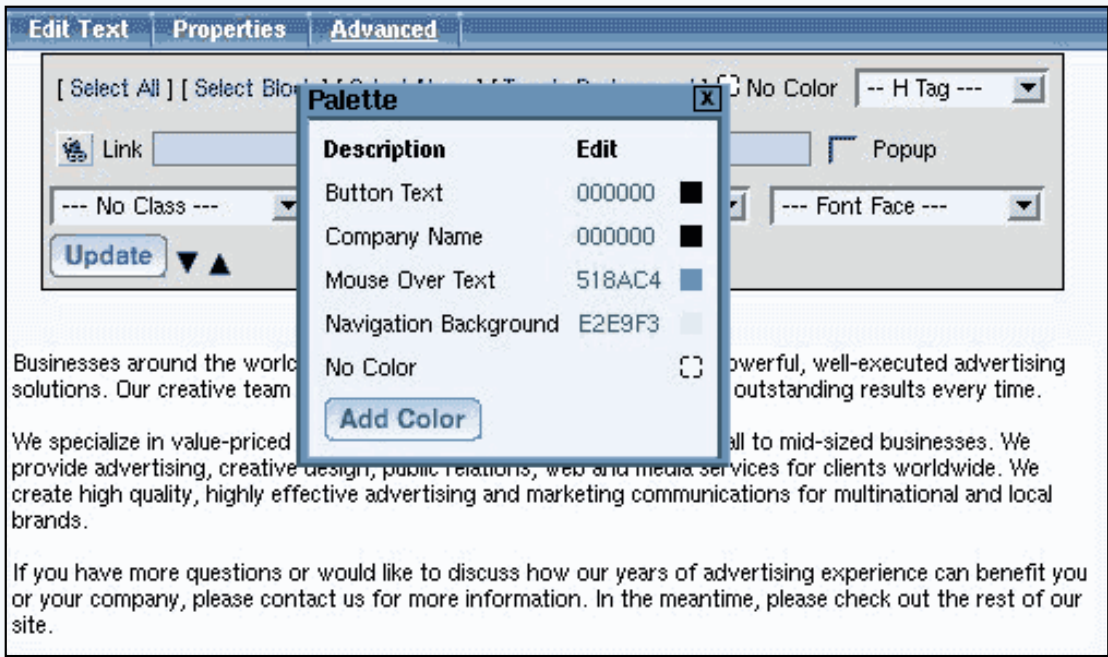
Click on a colored square in the color palette to use that color. To add a new color, click on the button "Add Color". To edit the color for an existing color label, click on the 6 digit alpha-numeric color code.

Click here for more information on the color palette.

Back to the Top of the Page

Select an Image

When you click on the button "Select" to select an image for the image component, the Page Editor opens up a new window. The three white text options allow you to select an image from your directory or the image library, an image from the Internet, and to upload a new image file. Click on the section that best identifies where your image is located. The Page Editor recognizes BMP, JPG, GIF, and PNG file formats.

[Select an Image from your Image Directory](#)
[Select an Image from the Web](#)
[Upload an Image from your Computer](#)

Select Image

If the image you want to use is in our royalty-free library of images, select a business category to browse through in the drop-down menu next to the text "Our Images".

Once you have chosen a category, the Image Selector will reload and display the files of the business category in the section called "Files".

Our Images

Alarm Systems & Services ▼

Your Images

_images/

Files

85_001.jpg
85_002.jpg
alarm-1.jpg
alarmsystem.gif
contactphone.gif
express2home.jpg
hdAbout.gif
hdContact.gif
hdFeedback.gif
hdNews.gif
hdService.gif
hdWelcome.gif
headpiece.gif
productsservice.jpg
smp4164rsb.jpg
smp4204cfbaboutus.jpg
smp4612baboutus.jpg
smp4820bhome.jpg
topCurve.gif
topImage.gif

Use No Image

No Image Selected

Click on the filename of an image to see a small preview on the right side. If this is the image that you would like to use, click on the button "Use".
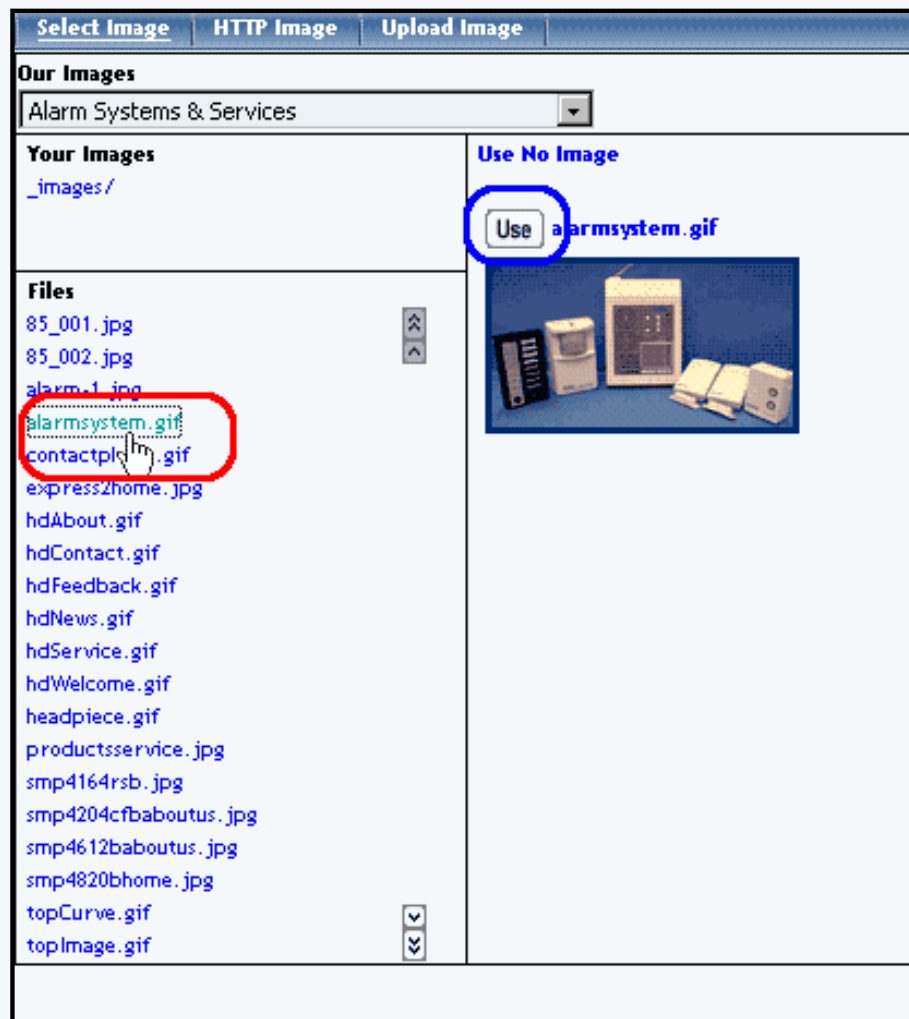
If the image you want to use is in your images folder, click on the directory name of "_images/" of your images folder.

Click on the filename of an image to see a small preview on the right side. If this is the image that you would like to use, click on the button "Use".
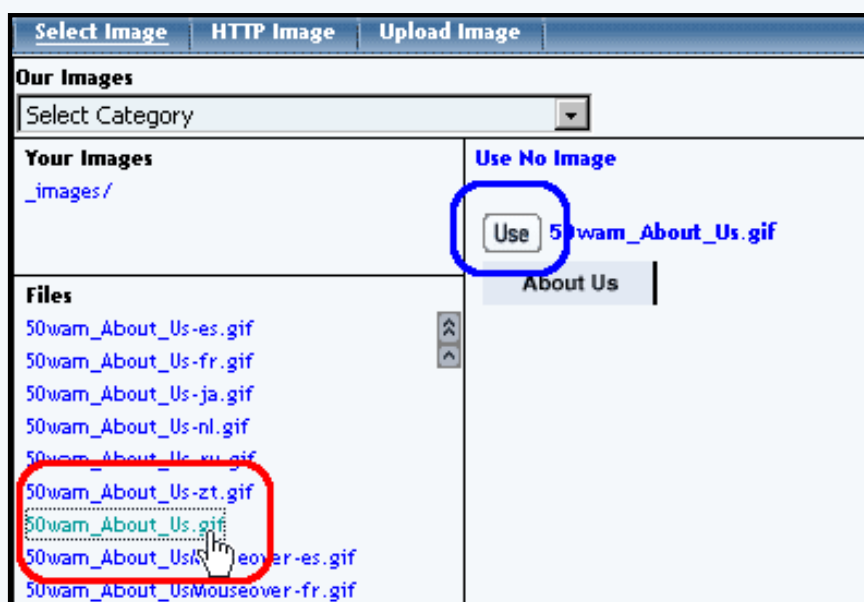
Back to the Top of Select an Image
Back to the Top of the Page

HTTP Image

Specify the exact Web address of the image file that you want to use for this image component. For example, if the image you want to use is "jumbotext.gif" in the images directory of the Web site "www.anotherwebsitewithpictures.com", then you would need to input "http://www.anotherwebsitewithpictures.com/images/jumbotext.gif" (without the quotes) in the field "Url". When done, click on the button "Submit".

Upload Image

Click on the button "Browse" to locate and select the file that you would like to upload. A dialog box allowing you to browse through your computer will be opened. Navigate through your computer folders to locate your file. Once you can see your file, click on the name of the file and click on the button "Open". Click on the button "Upload" to upload the image to your File Cabinet as well as select the image file for use with the image component.

Component Types

There are three categories of components. Standard, Container, and Other.

Standard Components

Image - This option allows you to add an image or picture to the Web page.

Text - This option allows you to add text to the Web page. Ideally, you would have one text component for every paragraph of text.

Literal - This option allows you to add HTML or Javascript code to the Web page.

Container Components

Table - The Table Component serves as a container for other components. You can even add tables to a table component. Ideally, you should start your page with a table component so that you position your components with ease.

Form - The Form Component serves as a container for other components. A form component is largely identified as a table component, but has unique options to add form input components. Such form input components include: button, checkbox, password, radio, select, textbox, and textarea. Once you have created your form, you must create and designate a form processor that will handle the form information that visitors will fill out.

form button

checkbox

password field

radio button

item select

text box

text area

List - The List Component serves as a container for other components. Once you add a list item component (a bullet), you will be able to add other components. Each list item component will have a bullet preceding the component.

Other Components

Map - Map Components will display a map on the Web page that will allow visitors to zoom out and in around the address that you specify.

Flash - Flash Components allow you to add Flash animation to your Web page. You may use one of our Flash templates or you may use your own custom Flash file (SWF or SWT).

Navigation - To add a menu navigation for all of your pages, you would use a Navigation component.

Stock Quote - For your Web page, you can add a stock quote component that will list up-to-date information regarding the stock symbol that you specify.

Calendar - add a calendar to your Web page to allow visitors to see, modify, and add appointments to the calendar. You would manage the calendars using the Calendar Manager.

Weather Forecast - A Weather Forecast component will display the weather information for a particular zip code.

Search - To allow your Website visitors to search your entire Web site, you must add a Search Component. You must also add a Search Result Component to a Web page and you must also create a database of your site by the Rebuild Search Engine Tool.

Search Result - To allow your Web site visitors to search your entire Web site, you must add a Search Component, a Search Result Component, and you must also create a database of your site by the Rebuild Search Engine Tool.

Catalog - Before a product catalog can be viewed on a Web site, a catalog page must be added. If you will allow customers to purchase from your Web site, you will also need a cart component.

Cart - Before products can be purchased from a Web site, a shopping cart page must be added (see adding a new page for details). The cart component is used in conjunction with a catalog component.

Language Translator - This component will add flags of different countries whose languages that your Web site has been translated in to. When a customer clicks on the flags, your entire Web site will be translated in to the national lanugage of that country.

Calculator - add a number of specialized calculators (such as Body Mass, Budget Percent, Retirement Savings, Savings Goal, and Single Deposit Savings, to name but a few) to your Web site easily without having to know the code for it.

Item - give Web site visitors the ability to add a specific item to their shopping cart.

Adding Components

Detailed Explanation

Related Links: [Editing Basics](#) | [Component Basics](#)

[Overview](#) | [Add a Component from the Page Menu](#) | [Add a Component from an Editing Square](#)

Overview
There are two methods to add components to a page. The first is from the [Page Menu](#) in the [Page Editor](#). The second method is from the editing square inside of a [container component](#).

Add a Component from the Page Menu
To add a component to a page inside the Page Editor, click on the button "Page" in the top-left corner of the Page Editor. A small menu appears.

Under the words "Add Component", click on the type of component that you want to add. The [Standard type of components](#) are:
[images](#)
[text](#)
and [literal](#).

The Container type of components are:
table
form
and list.

The Other type of components are:
map
flash
navigation
stock quote
calendar
weather forecast
search
search result
catalog
cart

[language translator](#)
[calculator](#)
and [item](#).

Page Menu

Display Page
Undo
Redo
Page Properties
Add Component:
  Standard ▶
  Container ▶
  Other ▼
   - Map
   - Flash
   - Navigation
   - Stock Quote
   - Calendar
   - Weather Forecast
   - Search
   - Search Result
   - Catalog
   - Cart
   - Language Translator
   - Calculator
   - Item
Delete Page

When the menu expands and you see the list of components for the component type, click on the name of the component to add that component.

A new window will open up, with a section for "Create New XXXX Component" and "Use Existing XXXX Component". In the section "Use Existing XXXX Component", the Page Editor will list all of the existing components for your [component type](#). To decide whether to copy or use a component, click [here for a more detailed explanation](#).

For a text component, you will see:

Add Text Component

Create New Text Component

Name [   ]

[Create New Text]

Use Existing Text Component

[Search] [   ] **Results per page** [10 ▼]

Page 1 2 3 >>

Name ▼	Last Updated	Created Time	
Container - Form Component	Wed Mar 26 15:07:38 2003	Wed Mar 26 15:06:23 2003	View Copy Use
Container - List Component	Wed Mar 26 15:07:26 2003	Wed Mar 26 15:06:44 2003	View Copy Use
Container - Table Component	Wed Mar 26 15:07:48 2003	Wed Mar 26 15:05:54 2003	View Copy Use
form file component text	Mon Apr 7 18:20:58 2003	Mon Apr 7 18:20:16 2003	View Copy Use
			View

If you want to continue to create a new component for the page, enter in the name of your new component, then click on the button "Create New XXXX".

If you want to use a copy of an existing component, find the component you want to use a copy of and then click on the blue text of "Copy".

If you want to use a component on this page, find the component you want to use and then click on the blue text of "Use". When this component is modified, the changes will affect all the other uses of this component.

Use Existing Text Component

Name ▼	Last Updated	Created Time	
Container - Form Component	Wed Mar 26 15:07:38 2003	Wed Mar 26 15:06:23 2003	View Copy Use
Container - List Component	Wed Mar 26 15:07:26 2003	Wed Mar 26 15:06:44 2003	View Copy Use
Container - Table Component	Wed Mar 26 15:07:48 2003	Wed Mar 26 15:05:54 2003	View Copy Use
form file component text	Mon Apr 7 18:20:58 2003	Mon Apr 7 18:20:16 2003	View Copy Use
form password component text	Mon Apr 7 18:19:49 2003	Mon Apr 7 18:18:47 2003	View Copy Use
list component A	Sat Mar 29 09:44:50 2003	Wed Mar 26 15:34:41 2003	View Copy Use
list component B	Wed Mar 26 15:44:00 2003	Wed Mar 26 15:43:51 2003	View Copy

Add a Component from an Editing Square

If you have container components on your Web page and if you have the Page Editor settings set to assist you (that is, you are in Advanced Mode and you have borders turned on), you will see editing squares in the top left corner of table, form, and list components:
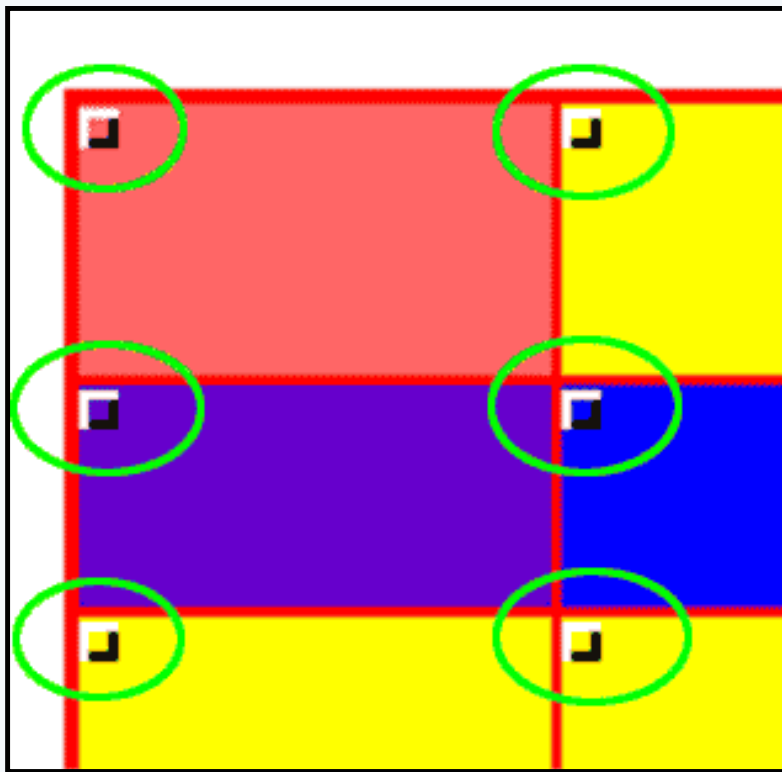
For a table component
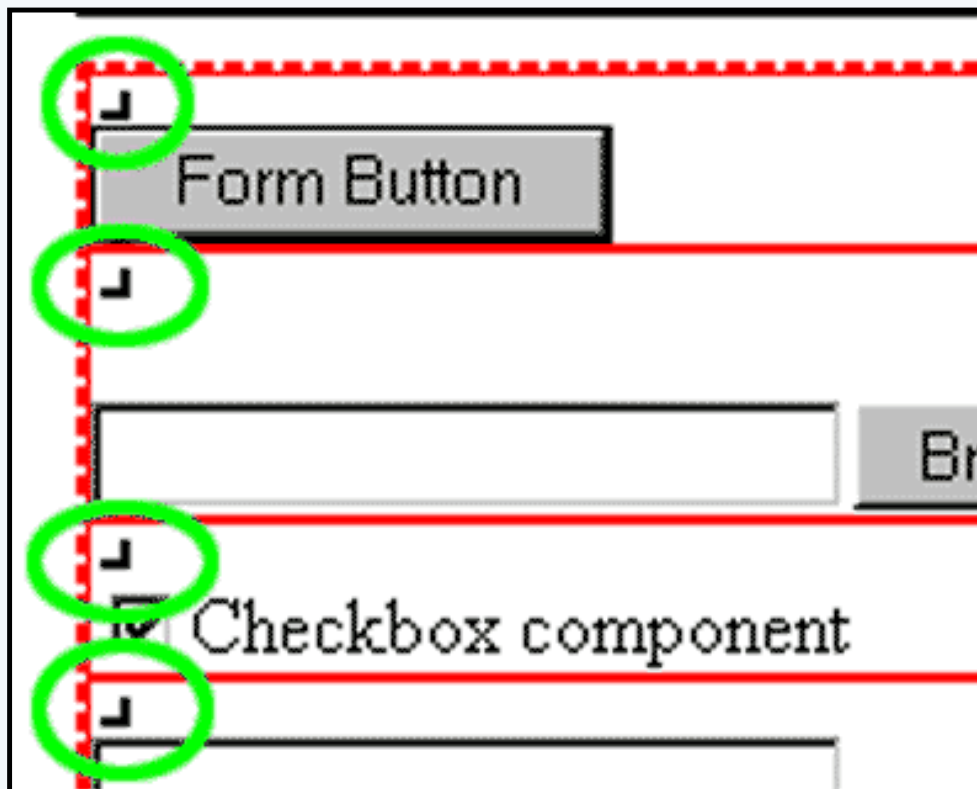
For a form component
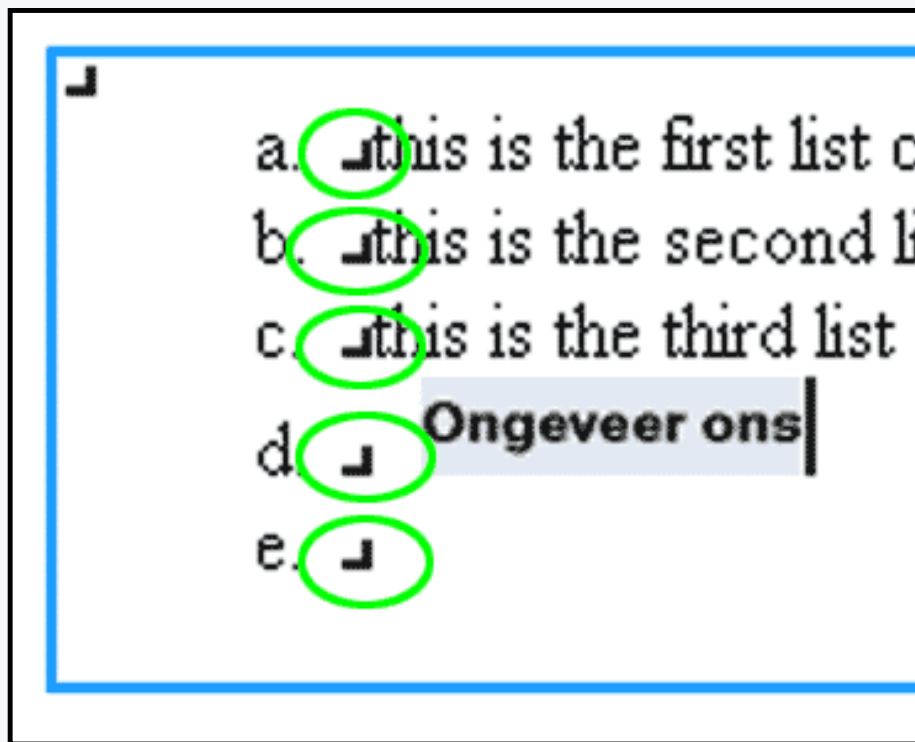
For a list component

For a list component, the editing square in the top-left corner allows you to first add list item components, or bullets, to your page. Your list item components then allow you to add other components as a list item by clicking on the editing square to the right of the bullet.

When the menu expands and you see the list of components for the component type, click on the name of the component to add that component.

A new window will open up, with a section for "Create New XXXX Component" and "Use Existing XXXX Component". In the section "Use Existing XXXX Component", the Page Editor will list all of the existing components for your component type. To decide whether to copy or use a component, click here for a more detailed explanation.

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Copy and Use

Detailed Explanation

Related Links: <u>Editing Basics</u> | <u>Component Basics</u>

Overview

Copy and Use are two terms used by the 3.0 Administration. Copy and Use actually have different properties with regard to changing the components and the effect those changes have on other pages.

Detailed Explanation of Copy

When you copy a component, you create another component with identical attributes. For example, if you created a component called "component A" and copied that component, the system will create another component called "component A (copy 1)" that will be an exact duplicate of the original component "component A". If you make a change to "component A", it will not affect "component A (copy 1)", and if you make a change to "component A (copy 1)" it will not affect "component A".

COPYING A COMPONENT
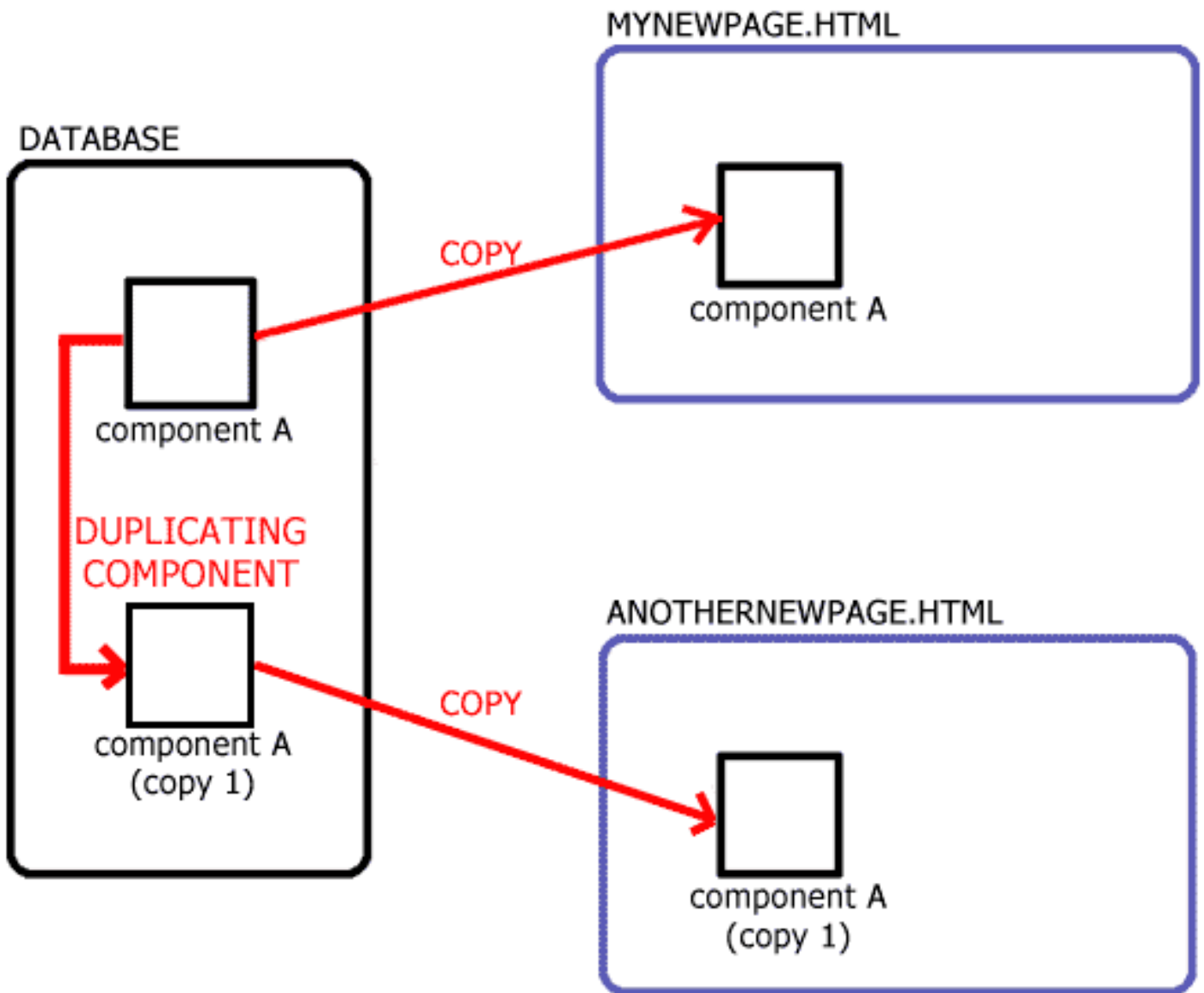
Since the components are not related to each other, removing either of them will **not** affect the other component. Container components are exceptions to this rule.

For example, let's say you created a text component "my text component" on a page called "test1.html". Also, let's say that this text component has the text "My first Web site" in it. If you **copy** the component "my text component" to the page "test22.html", the system will create a component called "my text component (copy 1) and assign that component to the page. Since you have two different components assigned to two different pages, any changes to one text component would not affect the other. So, if you changed the text component on "test1.html" to say "My attempt to copy this component", the text component on "test22.html" will still say "My first Web site".

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Detailed Explanation of Use

When you use a component, you are applying that component to a page. So, for example, if you created a component called "component A" on page "mynewpage.html", you could use the component "component A" on a page called "anothernewpage.html. What happens is that the system will assign "component A" to both pages. If you make any change to that component on either page, it will affect the other page because the system assigned the same component for both pages.

USING A COMPONENT

MYNEWPAGE.HTML

DATABASE

USE

component A

component A

USE

ANOTHERNEWPAGE.HTML
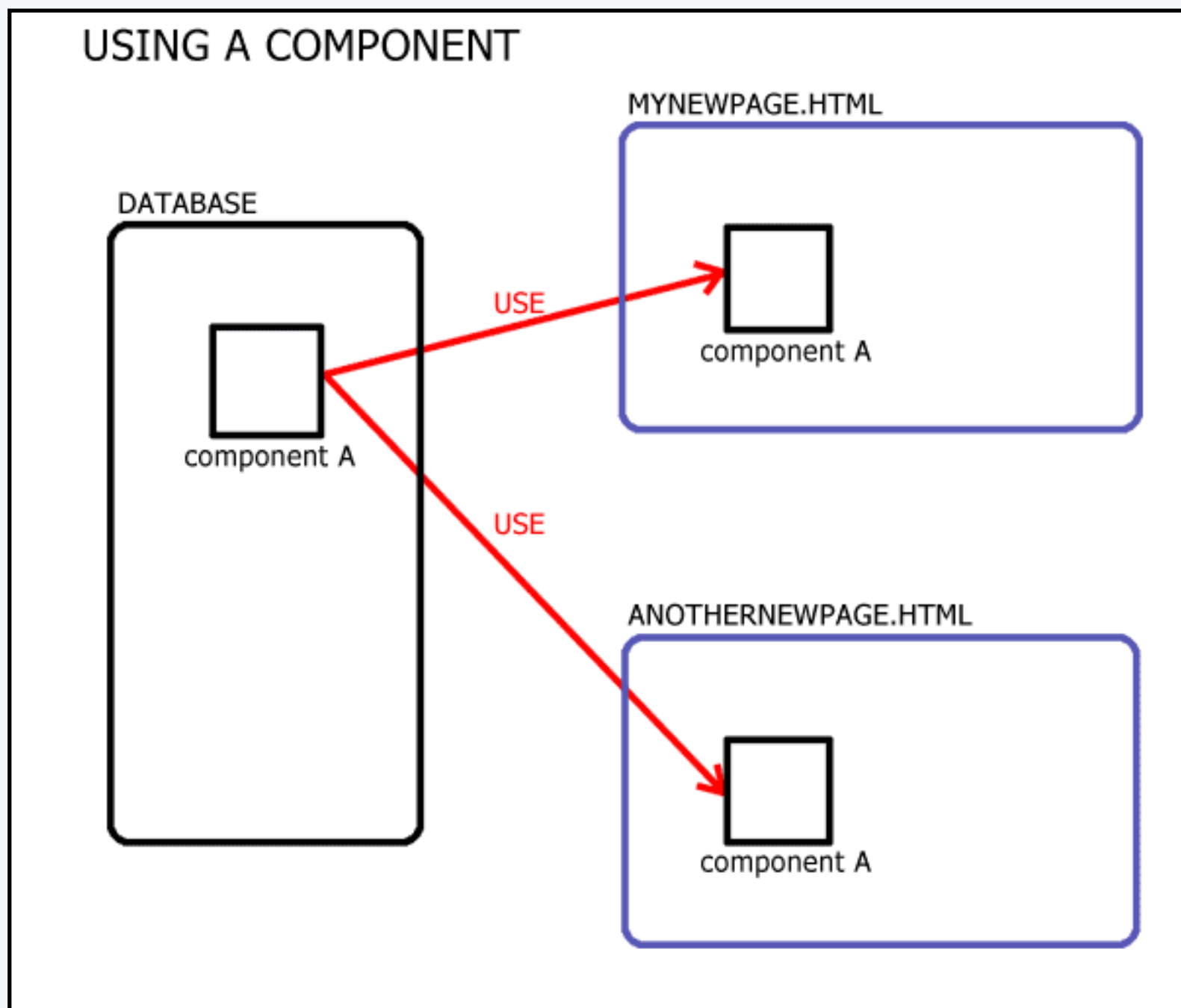
component A

If you remove the used non-container component from one page, that will **not** remove the used component from other pages. For container components (tables, forms, lists) if you remove an item from the component AND that component is in **use** on another page, the change will be reflected on all pages that

the component is in use on.

For example, let's say you created a text component "my text component" on a page called "test1.html". Also, let's say that this text component has the text "My first Web site" in it. If you **used** the component "my text component" on a page called "test2.html", any changes to the text component "my text component" would be made to both pages since both pages have the same component assigned to the page. So, if you changed the text component to say "This is my first attempt at a Web site", this text would be on the page "test1.html" as well as "test2.html".

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Detailed Explanation of Copy Page
When you copy a page, the 3.0 software will make a duplicate of the orginal page so that the copied page looks identical to the original page. All container components (such as tables, forms, or lists) will be copied from the original page to the new page. All other components (including those components that are inside of a container component) will be used by the new page. You may remove any component from any page without affecting the other pages. If you make a modification to a used component, that change will be made for the other pages. If you make a change to a copied component, that change will not be made to other pages.

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Copy and Use with Regards to Container Components
Container components (such as tables, forms, or lists) have special rules with regards to Copy and Use for Version 3.0.

If you copy a container component from one page to another, both container components are separate and changes can be made to either without affecting the other pages. However, the non-container components inside the container component will be used on both the original container component and the copied container component. That is, if you make a change to a non-container component inside a copied container component, that same component in the original container component will be changed as well.

COPYING CONTAINERS

DATABASE

MYNEWPAGE.HTML

table component A

component B

component C

table component A

component B

component C

DUPLICATING CONTAINER

ANOTHERNEWPAGE.HTML

table component A (copy 1)

component B

component C

table component A (copy 1)
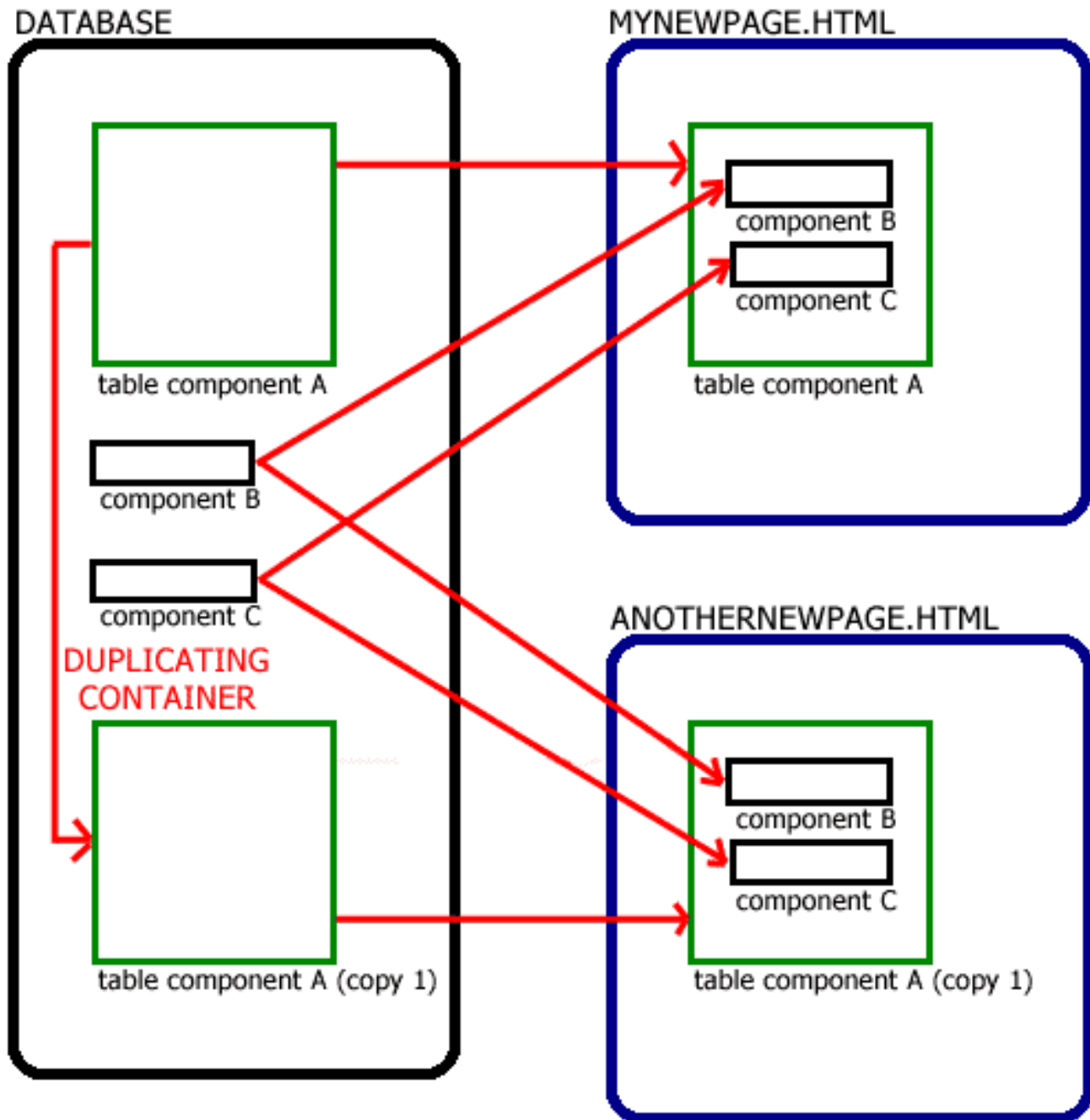
If you have container components inside the main container component, these container components are copied as well.

COPYING CONTAINERS

DATABASE — table component A — table component B — DUPLICATING CONTAINER — table component B (copy 1) — DUPLICATING CONTAINER — table component A (copy 1)

MYNEWPAGE.HTML — table component B — table component A

ANOTHERNEWPAGE.HTML — table component B (copy 1) — table component A (copy 1)
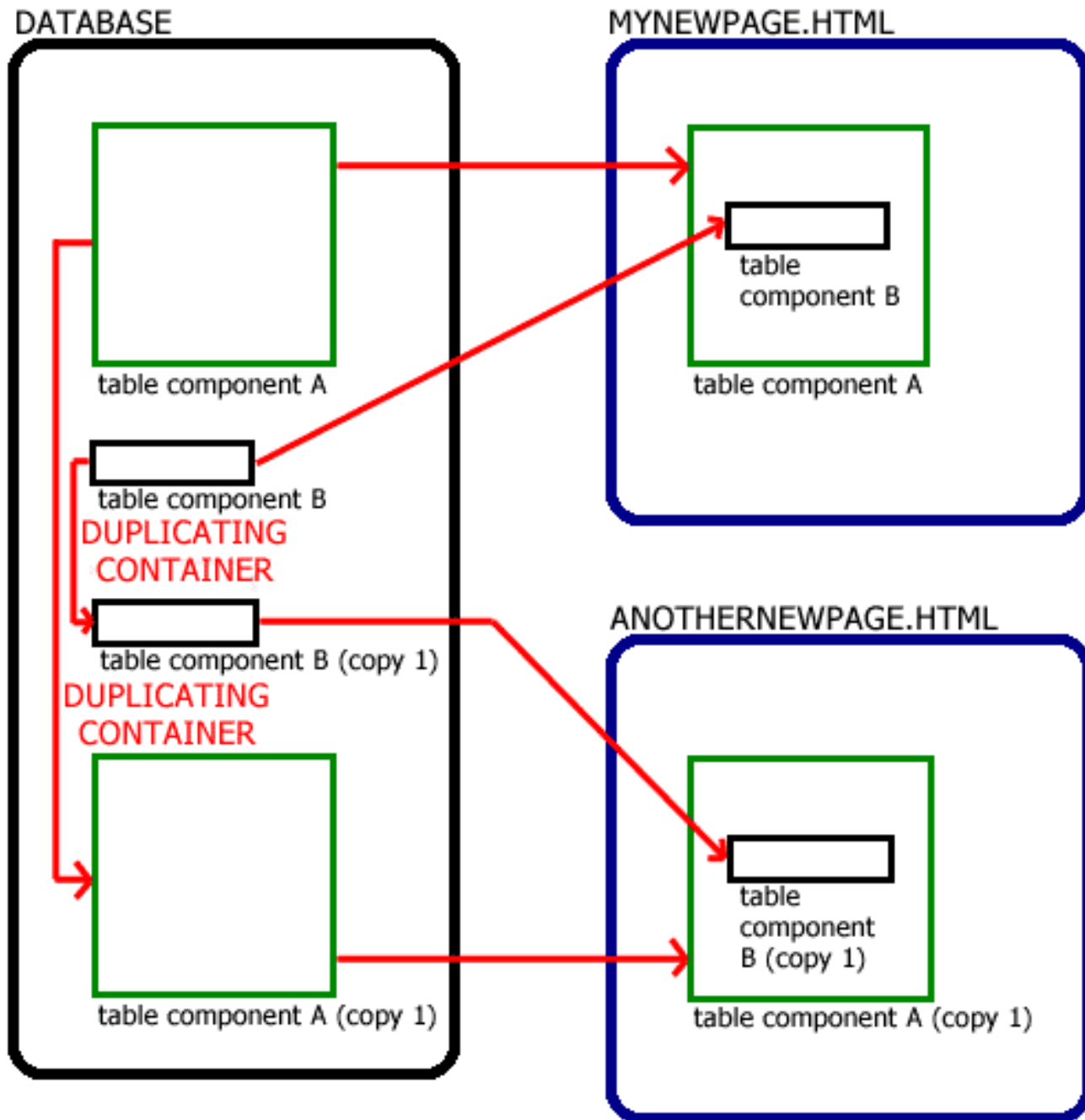
As with other components, if the container component is used on multiple pages, a change made to the container component or the components inside the container will be made on the other pages.

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Standard Component

Image

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Image](#)

Overview
Adding an image component to a Web page will assign a placeholder to the page. Once the image component has been added, you need to inform the image component what image file to apply. This separation allows you to remove the image component and not affect the image file as well as allow you to remove the image file and not remove the image component.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Standard". Click on "Image".
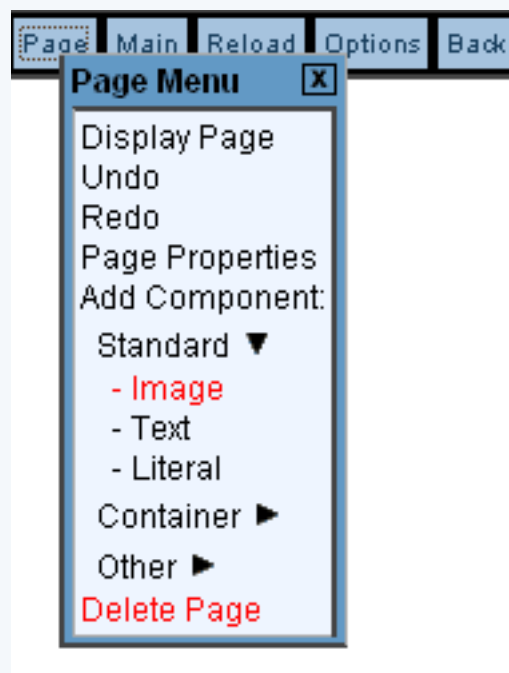
This option allows you to add an image or picture to the Web page.

Edit Image

Link URL: specify a hyperlink for the image, which will essentially make the image a button. If the image is to send customers to a page on your Web site, enter in the filename of the page. For example, if you want the image to point to mytestpage.html, enter in "mytestpage.html" (without the quotes) in this field. If this image is to send customers to another Web site, you must enter in

the full Web address. For example, if you want the image to link to www.anotherwebpageofmine.com, you would enter "http://www.anotherwebpageofmine.com" (without the quotes) in this field.

Popup: checkmark this option to allow your image to open links in a new window, assuming that you have a URL specified in the field "Link URL".

Alternate Text: this field allows you to specify text that will display as a pop-up tag for the image. This tag is only visible in the WYSIWYG of the Page Editor and will not be seen by visitors to your Web site.

Title Text – On Hover: text entered in this field will be displayed to visitors to your Web site if they place their mouse cursor over the image.

Border: specify the blue border width that will surround the image. If you do not want a blue border, select a border of "0".

Horizontal Align: specify whether to align the image to the left, center, right, or not at all.

Vertical Align: specify whether to align the image to the top, middle, bottom, or not at all.

Image: click on the button "Select" to specify what image file that this image component will use. When you click on the button "Select", a new window will display allowing you to choose your image.

Mouse Over: specify a second image file that will appear if the viewer's mouse cursor moves over this image. When you click on the button "Select", a new window will display allowing you to choose your image.

Horizontal Space: specify the horizontal spacing around the image.

Vertical Space: specify the vertical spacing around the image.

Width: specify the width of the image that you want to display. This will not adjust the dimensions of the image file itself, only the dimension of the image that will display on the Web page.

Height: specify the height of the image that you want to display. This will not adjust the dimensions of the image file itself, only the dimension of the image that will display on the Web page.

When you are done making your changes, you must click on the button "Update" to apply your changes to the image.

Name   my image component

Link Url (Optional)

Popup   ☐

Alternate Text (Optional)

Title Text - On Hovers (Optional)

Border   0 ▼

Vertical Align   None ▼

Image   Select 50wam_About_Us.gif

Mouse Over (optional)   Select 50wam_catalog.gif

Horizontal Space

Vertical Space

Width

Height

Update

About Us

Back to the Top of the Page
Editing Basics
Back

Standard Component

Text

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Text](#) | [Advanced](#)

Overview

To add text to the page, you would need to add a text component.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Standard". Click on "Text".

This option allows you to add text to the Web page. Ideally, you would have one text component for every paragraph of text.

Create New Text Component

Name [   ]

[Create New Text]

Use Existing Text Component

[Search] [   ] **Results per page** [10 ▼]

Page 1 2 3 4 5 >>

Name ▼	Last Updated	Created Time	
aboutus Main	Fri Apr 4 10:57:43 2003	Fri Apr 4 10:57:11 2003	View Copy Use
company Name	Sun Apr 6 13:31:53 2003	Fri Apr 4 10:27:39 2003	View Copy Use
Contact - Address Content 0	Fri Apr 4 11:17:21 2003	Fri Apr 4 11:17:21 2003	View Copy Use
Contact - Address Content 1	Fri Apr 4 11:17:21 2003	Fri Apr 4 11:17:21 2003	View Copy Use
Contact - Address Title 0	Fri Apr 4 11:17:21 2003	Fri Apr 4 11:17:21 2003	View Copy Use
Contact - Address Title 1	Fri Apr 4 11:17:21 2003	Fri Apr 4 11:17:21 2003	View Copy Use
Contact - Content 0	Fri Apr 4 11:17:21 2003	Fri Apr 4 11:17:19 2003	View Copy Use
			View

Edit Text

In the blue section provided, enter in the text that you would like to display on the Web page. HTML code will not be interpreted in this section, so the HTML code will actually appear on the Web page itself – if you do want to use HTML code, you must use a [Literal Component](#).

The text entered in to the blue text area will be displayed as formatted. If you want to limit the dimensions of your text component, you may click on the blue "+" and "-" signs above the blue text area. You may adjust the width of the blue text area by clicking on the blue "+" or "-" next to the text "Columns". You may also adjust the height of the blue text area by click on the blue "+"

or "-" next to the text "Rows".

[Back to Edit Text](#)
[Back to the Top of the Page](#)

Advanced

In the Advanced tab for the Text Component, you can apply colors, heading attributes, hyperlinks, class, indenting, bold, italics, underline, font size, and font face to selected text.

Edit Text | Properties | Advanced

[Select All] [Select Block] [Select None] [Toggle Background] ◯ No Color -- H Tag ---

🌐 Link

--- No Class --- | ±≡ | B | I | U | --- Font Size --- | --- Font Face ---

Update ▼ ▲

Businesses around the world and in your neighborhood rely on us for powerful, well-executed advertising solutions. Our creative team of professionals ensures our clients receive outstanding results every time.

We specialize in value-priced advertising and marketing solutions for small to mid-sized businesses. We provide advertising, creative design, public relations, web and media services for clients worldwide. We create high quality, highly effective advertising and markeint communications for multinational and local brands.

If you have more questions or would like to discuss how our years of advertising experience can benefit you or your company, please contact us for more information. In the meantime, please check out the rest of our site.

To apply different formatting, you must select the text first and then change your formatting for the selected text. When finished, you must click on the button "Update" to save and apply your changes to the text component to the Web site.

Select the text to edit by:
1) clicking on individual words to apply your formatting
2) click on the link "Select All" to select the entire text component
3) or click on the link "Select Block" to select a group of text. Click on the first word in the group, then click on the last word in the group.

Please keep in mind that you cannot select an individual letter in a word. To do this, you can either separate the specific letter from a word in the same component (such as, by using a space) or add the letter as a separate text component that is next to the rest of the word in another text component.

Unselect your previous text before selecting new text to apply the new formatting to.

The following image explains what each formatting options are:
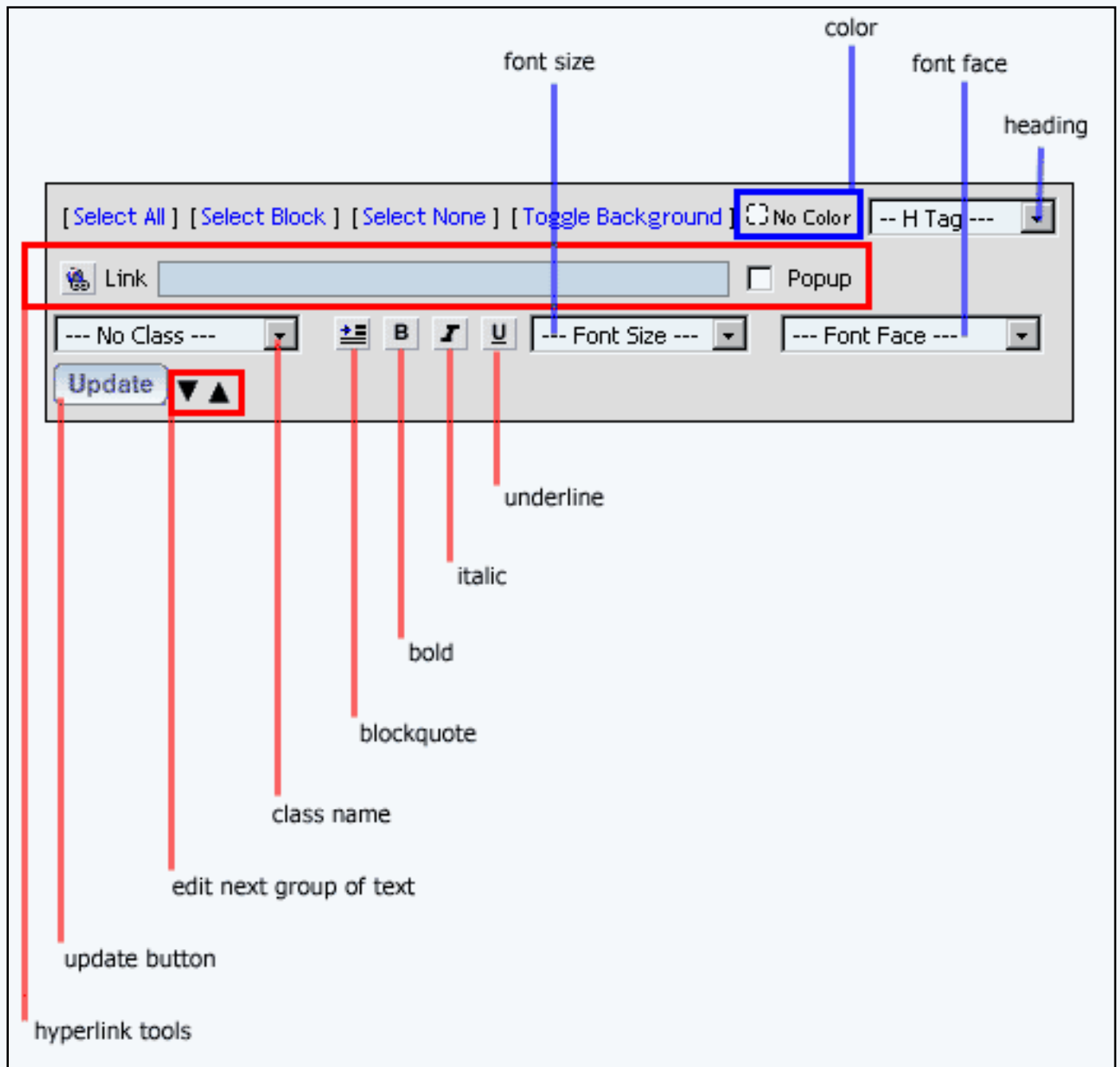
"Font Face", "Font Size", and "Heading" allow you to apply font characteristics to your selected text. For more information on changing color, click here for more information.

"Bold", "Italic", and "Underline" allow you apply font styles. "Class name" allows you to apply classes and styles to your selected text.

For adding a hyperlink to selected text, first select the text to apply your hyperlink. Enter in the hyperlink in the field "Link". If you want the hyperlink to open up in a new window when the Web visitor clicks on it, checkmark the option "Popup". Click on the button next to the text "Link" to apply the hyperlink to the selected text. You must still click on the button "Update" to store your changes.
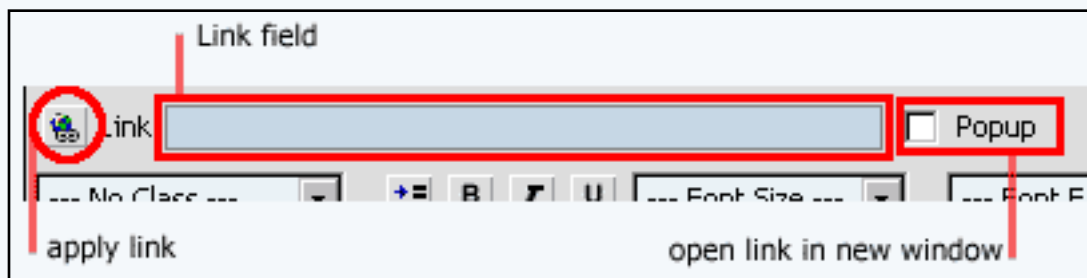
To "indent" a sentence or parapgraph in the text component, click on the "Select Block" blue text at the top of the window. Click on the first word of the sentence and then click on the last word of the sentence. Click on the indent button next to the "B" (bold) button. The effect is demonstrated below:

Businesses around the world and in your neighborhood rely on us for powerful, well-executed advertising solutions. Our creative team of professionals ensures our clients receive outstanding results every time.

> We specialize in value-priced advertising and marketing solutions for small to mid-sized businesses. We provide advertising, creative design, public relations, web and media services for clients worldwide. We create high quality, highly effective advertising and markeint communications for multinational and local brands.

If you have more questions or would like to discuss how our years of advertising...

If the text for your text component is exceptionally long/large, you may see the following:

Once you have selected text to apply formatting, choose the options that you would like to apply to that text.

Unselect your previous text before selecting new text to apply the new formatting to.

For adding a hyperlink to selected text, select the text, enter in the hyperlink in the field "Link", then click on the button next to the text "Link" to hyperlink the selected text.

When you are all done formatting this text component, click on the button "Update" to save and apply your changes to the

The Page Editor has been designed to speed up editing of text, so it only allows groups of text to be edited. Click on the up and down black triangles to move between groups of text so that you may apply advanced formatting.
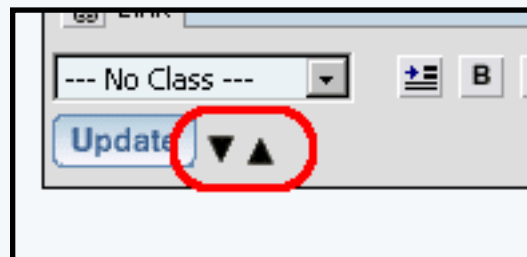
If you clicked on the down arrow, for example, you will see the following:
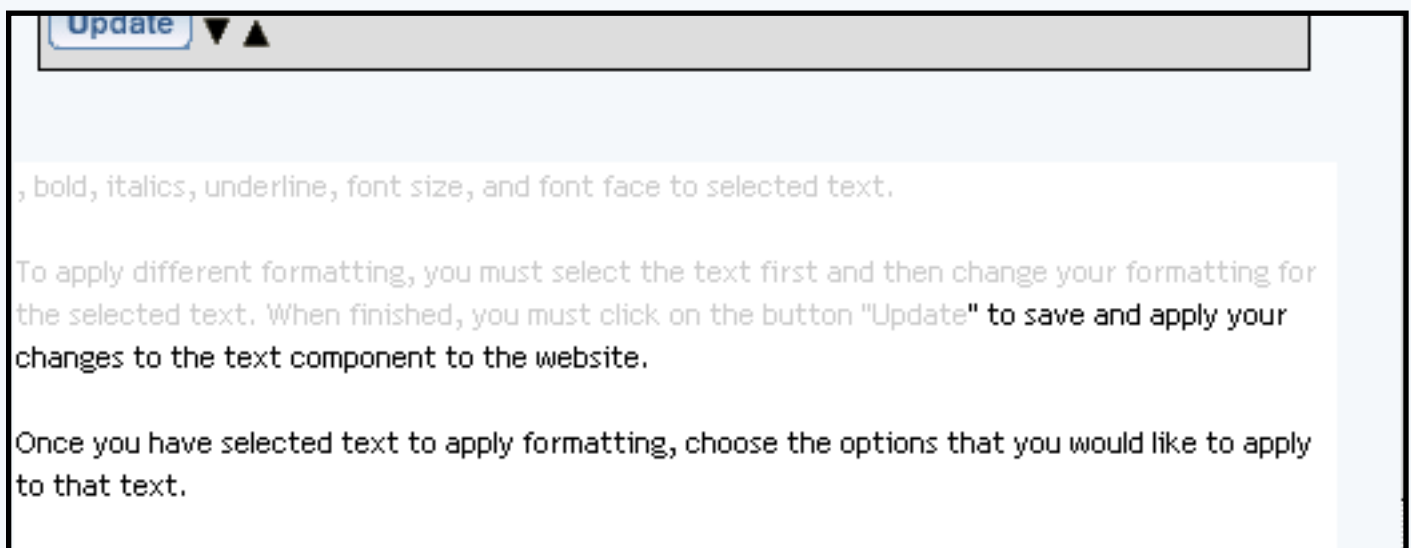
, bold, italics, underline, font size, and font face to selected text.

To apply different formatting, you must select the text first and then change your formatting for the selected text. When finished, you must click on the button "Update" to save and apply your changes to the text component to the website.

Once you have selected text to apply formatting, choose the options that you would like to apply to that text.

When you are all done formatting this text component, click on the button "Update" to save and apply your changes to the Web page. You will still need to Publish the Web page in order for Web site viewers to see your changes.

Back to Advanced

Standard Component

Literal

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Literal](#)

Overview
This option allows you to add HTML or Javascript code to the Web page.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Standard". Click on "Literal".

This option allows you to add HTML or Javascript code to the Web page.

If you need to add HTML or Javascript code to the HEAD of the document, insert your code in to the [Page Header](#).

Edit Literal
Enter in your Javascript or HTML code in to the blue text area. All HTML or Javascript code in this section will be interpreted by the Page Editor. When finished entering in code, you must click on the button "Update" to save and apply your changes to the Web page.

Please keep in mind that Technical Support cannot assist with HTML or Javascript code. If you are using HTML or Javascript code with a Literal Component, it is assumed that you are comfortable and knowledgable about code. If you want to read about HTML and Javascript code, there are a number of free and educational websites that inform you about code:

HTML Goodies
W3 Schools
Dyanmic Drive

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Editing Basics
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Container Component

Table

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Table](#) | [Modifying Rows or Columns](#)

Overview
The Table Component serves as a container for other components. You can even add tables to a table component. Ideally, you should start your page with a table component so that you position your components with ease.

Add Table Component

Create New Table Component

Name [   ]

[Create New Table]

Use Existing Table Component

[Search] [   ] **Results per page** [10 ▼]

Page 1 2 3 >>

Name ▼	Last Updated	Created Time	
bottomImageTable	Tue Apr 8 12:14:57 2003	Tue Apr 8 11:31:16 2003	View Copy Use
Contact - Address Table	Fri Apr 4 11:17:21 2003	Fri Apr 4 11:17:19 2003	View Copy Use
Contact - Top Table	Fri Apr 4 11:17:21 2003	Fri Apr 4 11:17:13 2003	View Copy Use
containerTable	Sun Apr 6 13:35:02 2003	Fri Apr 4 11:09:09 2003	View Copy Use
containerTable (copy 1)	Fri Apr 4 11:18:19 2003	Fri Apr 4 11:14:36 2003	View Copy Use
containerTable (copy 1)	Sat Apr 5 11:02:58 2003	Fri Apr 4 11:14:32 2003	View Copy Use
containerTable (copy 1)	Fri Apr 4 11:16:58 2003	Fri Apr 4 11:14:21 2003	View Copy Use

Click on "Page" in the top-left corner of the Page Editor. Click on "Container". Click on "Table".

Edit Table
You can specify the table width, table height, border width, cell padding and cell spacing for the table. Cell padding is the area around the contents of the cell. Cell spacing is the area around the cell itself.

contents of the cell

cell padding

table cell

cell spacing
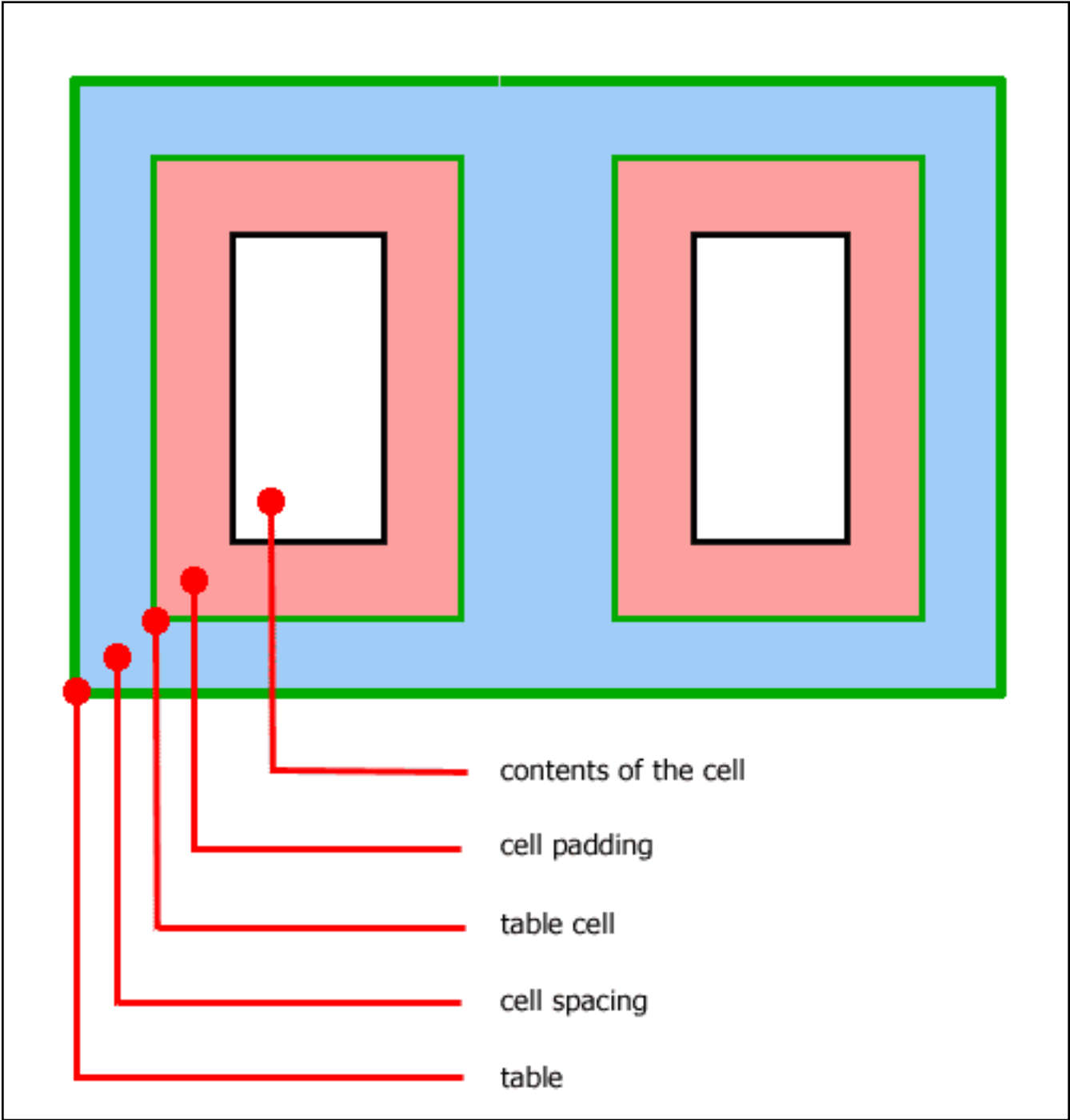
table

You can change the colors of the table with respect to the background, border, light border, and dark

border. The Background Color will specify a color inside the table itself whereas the Border Color will specify a color for the outline of the table. If you specify a Border Color Light or Border Color Dark, these colors will override the Border Color. Border Color Light and Border Color Dark add color shading to the table. All of the border colors will only show up if the Border Width is a number larger than zero (0).
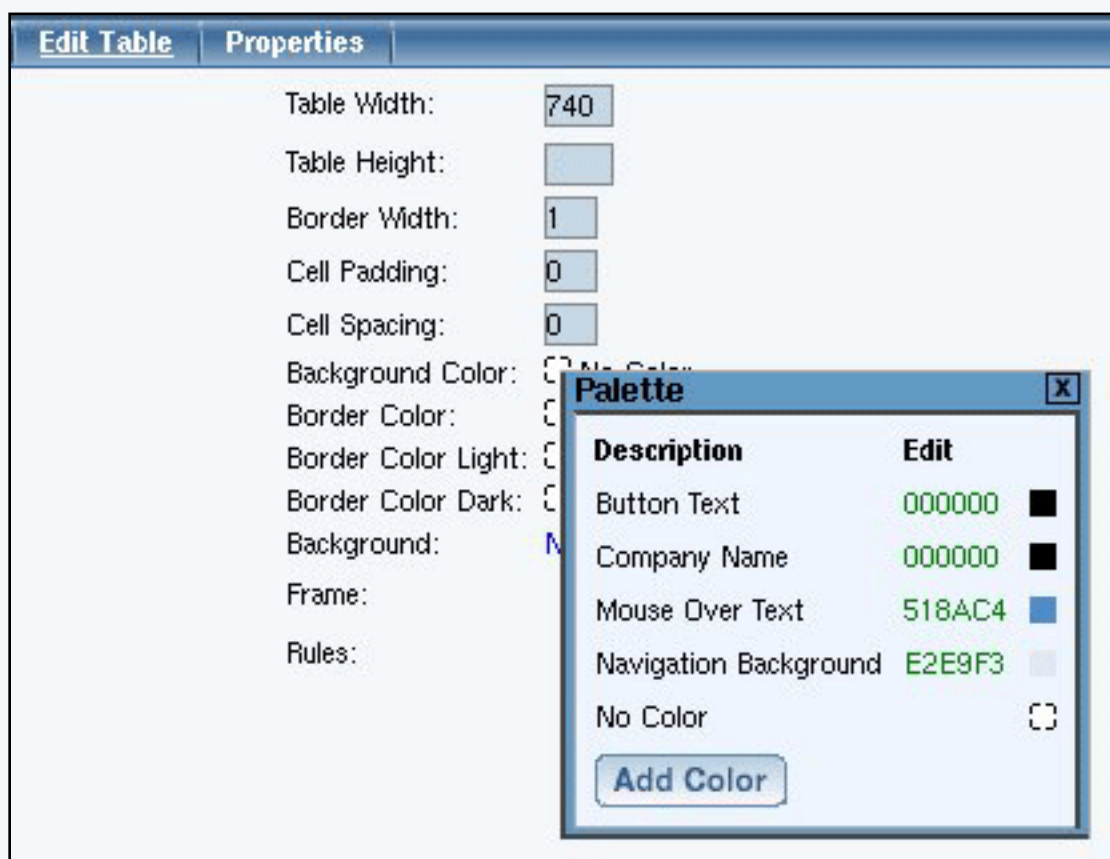
The Background Image will apply a background image to the table itself. The Background Image will be applied in front of the Background Color, so only one can be used at the same time. If your table is larger than the Background Image, the Background Image will be repeated so that the background of the table is completely using the Background Image.

The Frame and Rules options allow you customize the look of the border for the table. The Frame option allows you to "Hide borders", "All borders" (this option is also the default), "Border on top edge", "Border on bottom edge", "Border on top and bottom edges", "Border on left edge", "Border on right edge", and "Border on left and right edges". The Rules option allows you to "Hide all interior borders", "Show all interior borders" (this option is also the default)", "Show borders between columns only", and "Show borders between rows only".

When you are done modifying the options for the table component, click on the button "Update" to save and apply your changes to the Web page.
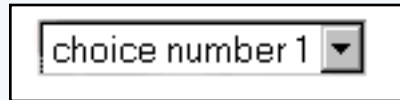
Back to Edit Table
Back to the Top of the Page

Modifying rows or columns
To add cells to the table, click on the editing square in the top left corner of any table cell. When the menu appears, click on "Add Row or Column". Click on the location where you would like to add a column or row. If you choose "Above" or "Below", the Page Editor will add a row above or below the cell you modified, respectively. If you choose "Right" or "Left", the Page Editor will add a column to the right or left of the cell you modified, respectively.

Home   About Us   Contact Us   Feedback

Table Menu   ☒

Add Row or Column ▼
- Above
- Below
- Left
- Right
Merge Cell ►
Edit Table Properties ►
Add Component:
 Standard ►
 Container ►
 Other ►
 Macros ►
Remove Table
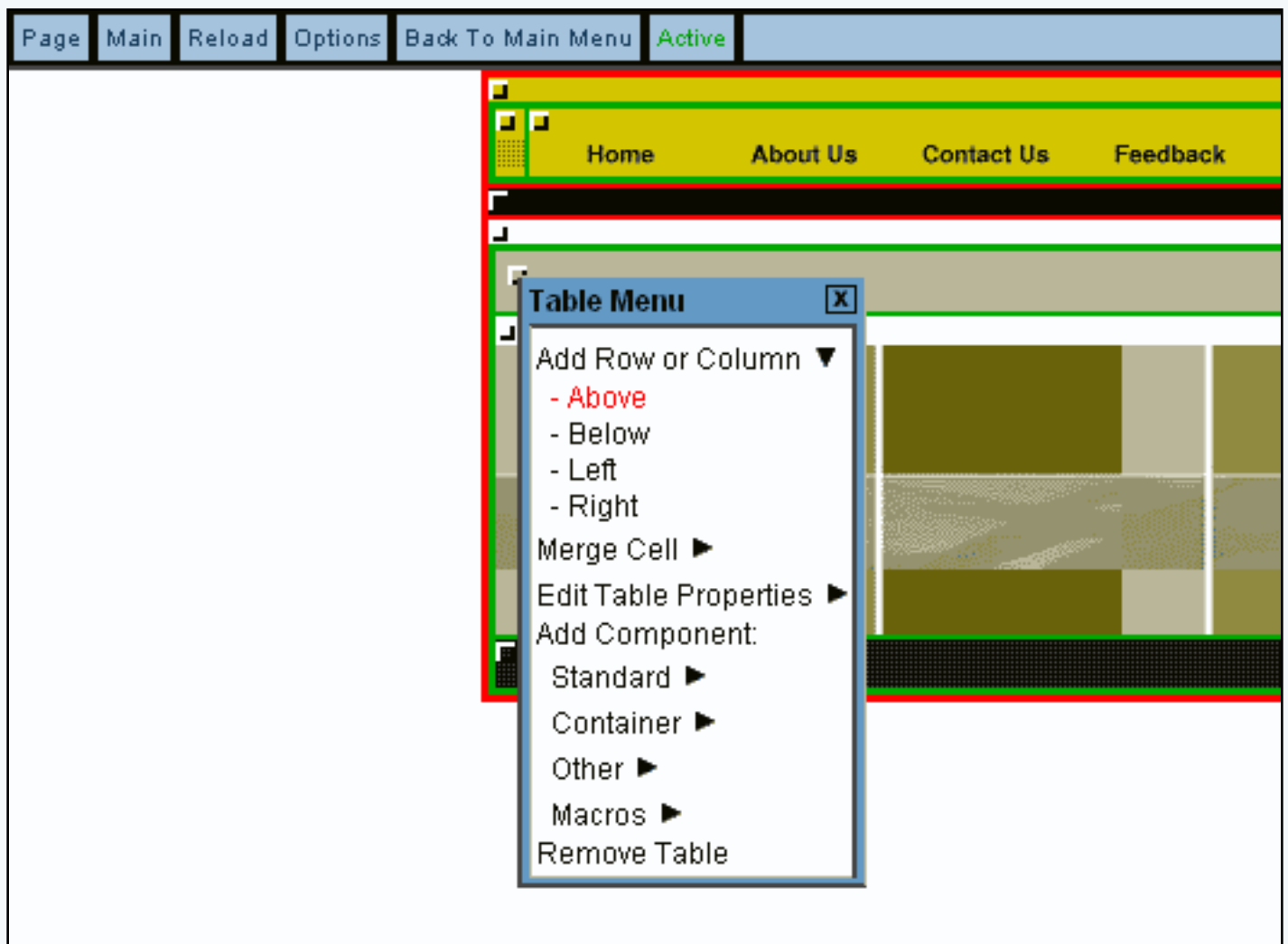
To remove cells from a table, click on the editing square of the table cell you want to remove. Click on "Merge Cell". Depending on the location of the cell you want to remove, you will get options to merge that cell with the adjacent table cells. Click on the cell location that you want to merge your selected cell with.

Please keep in mind, that adding or merging cells will not alter the content in the cells.

Home   About Us   Contact Us   Feedback

Table Menu   ☒

Add Row or Column ▶
Merge Cell ▼
  - Down
  - Right
Edit Table Properties ▶
Add Component:
  Standard ▶
  Container ▶
  Other ▶
  Macros ▶
Remove Table
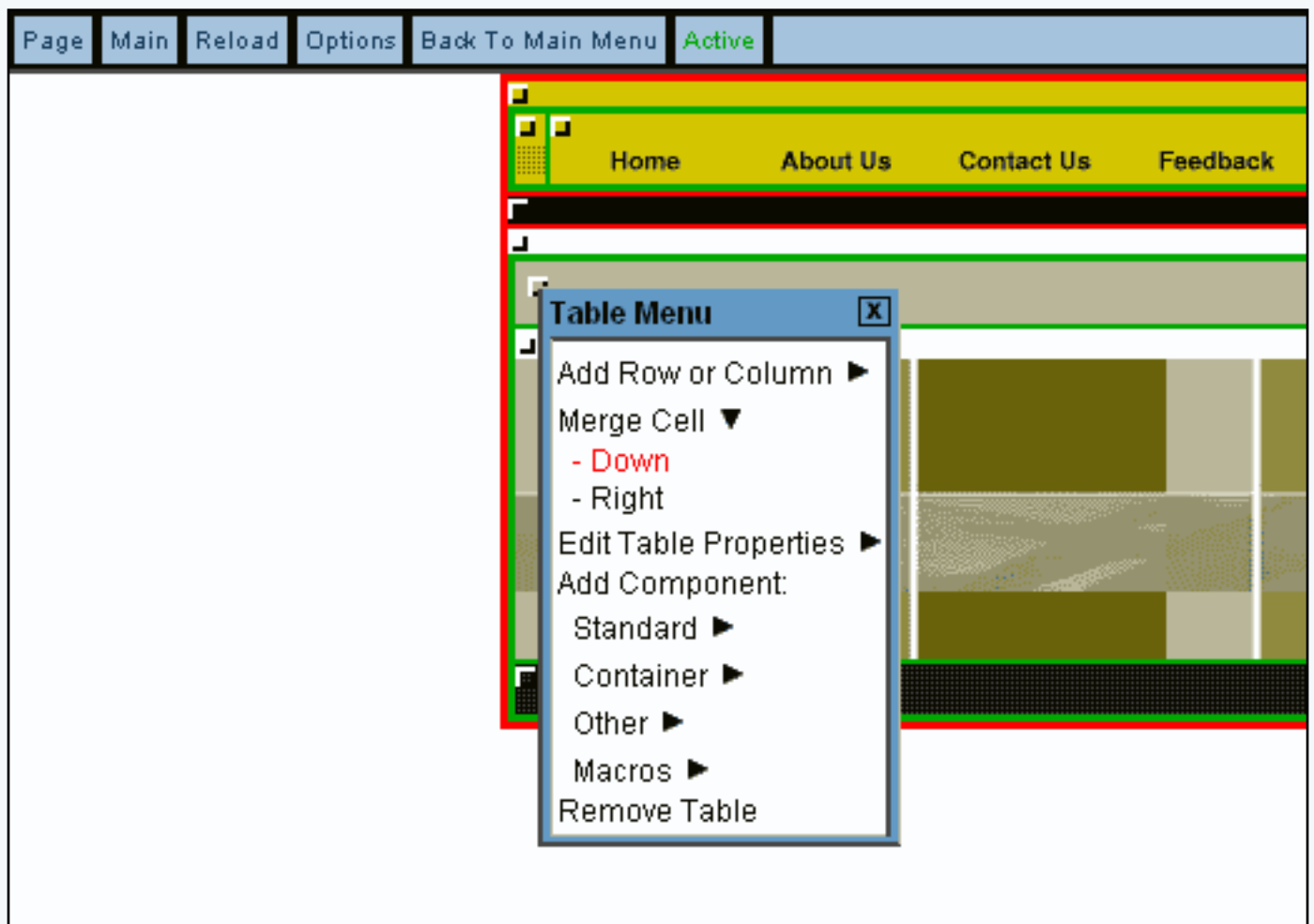
[Back to Modifying Rows or Columns](#)

[Back to the Top of the Page](#)
[Editing Basics](#)
[Back](#)

Container Component

Form

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Form](#) | [Required Fields](#) | [Modify the Form](#) | [Form Input Components](#)

Overview
The Form Component serves as a container for other components. A form component is largely identified as a table component, but has unique options to add form input components. Such [form input components](#) include: button, checkbox, password, radio, select, textbox, and textarea.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Container". Click on "Form".

Once you have created your form, you **must designate a [form processor](#) that will handle the form information that visitors will fill out**. If the form uses a form processor from our system, you can view the visitor's form information using the [Form Processor Browser](#). If you use your own custom form processor, you will already have your own way to view the visitor's form information.
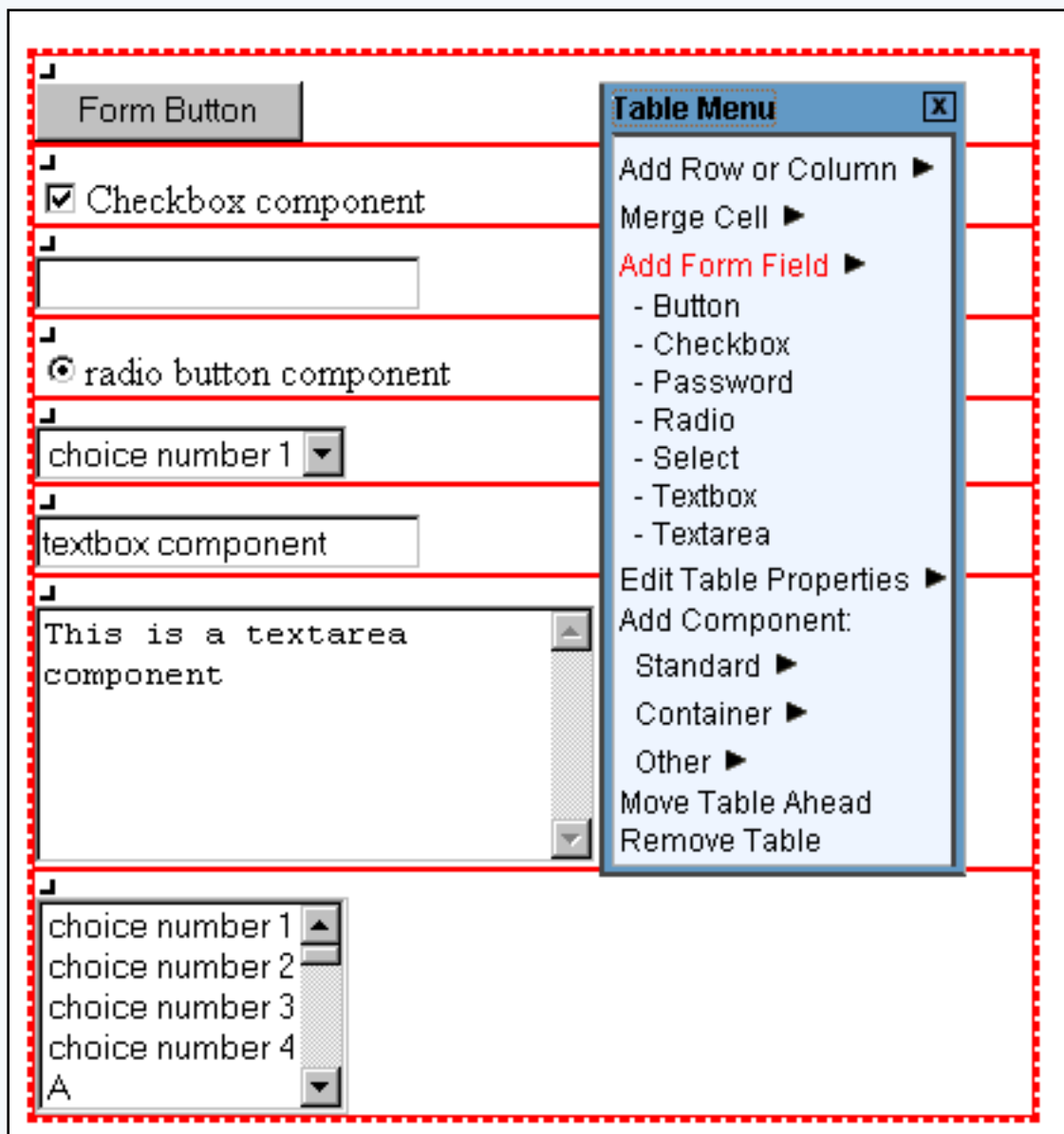
If you wish to designate this form component to send information to the Contact Manager, please click here for more information.

When you are building your form, please keep in mind that you should not add other container components (such as form components, table components, or list components) to the form. Use the form component's ability to add rows or columns in order to achieve your formatting/alignment ideas. Also, the order in which you place your form input components is the order in which the information will be sent to you via e-mail and via the Form Processor Browser.

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Edit Form

You can specify the form width, form height, border width, cell padding and cell spacing for the form. Cell padding is the area around the contents of the cell. Cell spacing is the area around the cell itself.

You can change the colors of the form with respect to the background, border, light border, and dark border. The Background Color will specify a color inside the form itself whereas the Border Color will specify a color for the outline of the form. If you specify a Border Color Light or Border Color Dark, these colors will override the Border Color. Border Color Light and Border Color Dark add color shading to the form. All of the border colors will only show up if the Border Width is a number larger than zero (0).

The Background Image will apply a background image to the form itself. The Background Image will be applied in front of the Background Color, so only one can be used at the same time. If your form is larger than the Background Image, the Background Image will be repeated so that the background of the form is completely using the Background Image.

The Frame and Rules options allow you customize the look of the border for the form. The Frame option allows you to "Hide borders", "All borders" (this option is also the default), "Border on top edge", "Border on bottom edge", "Border on top and bottom edges", "Border on left edge", "Border on right edge", and "Border on left and right edges". The Rules option allows you to "Hide all interior borders", "Show all interior borders" (this option is also the default)", "Show borders between columns only", and "Show borders between rows only".

For the section "Form Options", you can choose to select to manually specify the form's Action and Method fields or specify the [form processor](#) that will handle the form when the form gets submitted. If you know the Action and Method, select the first radio button and fill out your information. If you set up a form processor using the [Form Processor Manager](#), select the second radio button, then select your form processor in the drop-down menu.

When you are done modifying the options for the form component, click on the button "Update" to save and apply your changes to the Web page.

Required Fields
Some times, you may need to specify certain form input fields as required. Click on the tab "Required Fields" in the form editing window. You will see the following screen:

Specify the exact field name of the form input component that you would like to have as required. The field name of the form input component must be put in the text field next to the text "Field Name". This must be exactly the same - for example, if the field name of the form input component is "first_name", only "first_name" would be correct.

For the drop-down menu "Valid Input", specify the type of characters that the system should be expecting from this form input component.

Specify "Any" if the form input component accepts any type of character (letter or number) as input. Specify "Character" if the form input component should only accept letters (alphabet). Specify "Integer" if the form input component should only accept whole numbers - for example, "123" and "456" are valid but "12.34" is not. Specify "Number" if the form input component accepts numbers only - for example, "12345.00" and "123456" are valid.
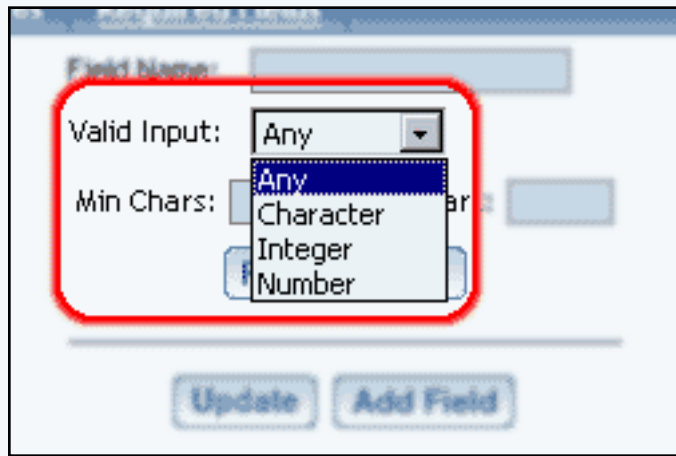
Both the "Min Chars" and "Max Chars" fields are mandatory in order to require Web site visitors to fill out this field. Specify the minimum number of characters that the form input component will allow in the field "Min Chars" and the maximum number of characters in the field "Max Chars".

When done, you must click on the button "Update" to save your changes. To apply your changes to the Web site, you must Publish.

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Modifying Elements in the Form Component
To add form input components to the form, click on the editing square in the top left corner of any form cell. When the menu appears, click on "Add Form Input Component". You have options to select the type of form input components to add.

Back to Modify Form
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Form Input Components
Form input components include: button, checkbox, password, radio, select, textbox, and textarea. Once you have created your form, you must create and designate a form processor that will handle the form information that visitors will fill out. Click here for more information on Form Input Components.

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Editing Basics
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Container Component

Form

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#) | [Form Component](#)

Form Input Components

Form input components include: button, checkbox, password, radio, select, textbox, and textarea. Once you have created your form, you must create and designate a form processor that will handle the form information that visitors will fill out.

[form button](#)
[checkbox](#)
[password field](#)
[radio button](#)
[item select](#)
[text box](#)
[text area](#)

Form Button

Specify the name of the form input component in the field "Field Name" – this name has uses of which Javascript and HTML can work with. The text on the button itself would be placed in the field "Text on Button".

Select the button type under the drop-down menu next to the text "Button Type". You will be able to choose from "Print", "Reset", "Submit (Button)" and "Submit (Image)".

If the option "Print" is selected, you will be able to select an image to use for your button by clicking on the blue text next to the drop-down menu. If you do not choose an image, the system will request the generic form button and the words inputted in the field "Value on Button" will be used. When a customer clicks on this button, their computer will bring up the print dialog and will attempt to print the page.

The "Reset" option will cause the button to clear and reset all of the form fields. The generic form button with the words inputted in the field "Value on Button" will be used.

The "Submit (Button)" option will cause the button to submit all of the contents of the form component to the form processor. The generic form button with the words inputted in the field "Value on Button" will be used.

If the option "Submit (Image)" is selected, you will be able to select an image to use for your button by clicking on the blue text next to the drop-down menu. If you do not choose an image, the system will request the generic form button and the words inputted in the field "Value on Button" will be used. When a customer clicks on this button, all of the contents of the form will be submitted to the form processor.

When you are done specifying your options for the form input component, you must click on the button "Update" to save and apply your changes to the Web page. If you need to specify a form processor, you can use the system's form processor manager.

Back to Form Input Components
Back to the Top of the Page

Checkbox

The field "Value" will assign a value to the checkbox component that will get sent to you when the form gets submitted.

Enter in the text you would like to display next to the checkbox in the field "Display Text". The text here will appear to the right of the checkbox.

By default, the field "Field Name" of the form input component checkbox is set to the name of the form input component. If you build multiple checkboxes that are associated as a group, you will want to make sure that you are using the same "Field Name". To specify your own, you would select "< New >" in the drop down list and then type in the group name for the checkboxes in the blue text field provided.

If you would like to have the checkbox automatically checked when the visitor views the page, select "Yes" in the drop-down menu next to the text "Checked".

When you are done specifying your options for the form input component, you must click on the button "Update" to save and apply your changes to the Web page.

Password Field

The Password form input component acts like a text field, but the input text is rendered in such a way as to hide the characters (that is, as a series of asterisks). This form input component is often used for sensitive input such as passwords.
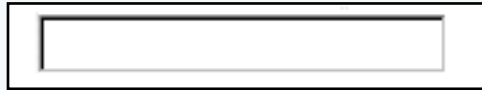
Please keep in mind that this mechanism affords only light security protection. Although the field is masked from casual observers to the Web site, the field is still transmitted to the server as clear text and may be read by anyone with low-level access to the network.

Specify the name of the form input component in the field "Field Name" – this name has uses of which Javascript and HTML can work with.

Specify the size of the text field that a Web site viewer would enter in their sensitive information in the field "Field Size". Specify the maximum size of the text field in the field "Maximum Length".

When you are done specifying your options for the form input component, you must click on the button "Update" to save and apply your changes to the Web page.

Radio Button

The field "Value" will assign a value to the radio component that will get sent to you when the form gets submitted.

Enter in the text you would like to display next to the radio button in the field "Display Text". The text here will appear to the right of the radio button.

By default, the field "Field Name" of the form input component radio button is set to the name of the form input component. If you build multiple radio buttons that are associated as a group, you will want to make sure that you are using the same "Field Name". To specify your own, you would select "< New >" in the drop down list and then type in the group name for the radio buttons in the blue text field provided.

If you would like to have the radio button automatically selected when the visitor views the page, select "Yes" in the drop-down menu next to the text "Checked".

When you are done specifying your options for the form input component, you must click on the button "Update" to save and apply your changes to the Web page.

Edit Radio | **Properties**

Component Name: new radio component

Value: `1`

Display Text: `radio button component`

Field Name: `< New >`
`new radio button group`

Checked: `Yes`

Update

Back to Form Input Components
Back to the Top of the Page

Item Select
The Select Form Input Component allows you to add a field on to the Web page where a Web site visitor would be able to select an option among many. The field would either appear as a drop-

down menu or as a multiple-select menu.
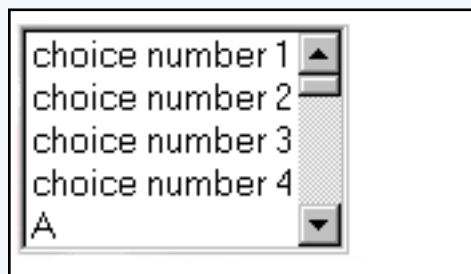
Specify the name of the form input component in the field "Field Name" – this name has uses of which Javascript and HTML can work with.

Indicate how many options you want to display in the field "Size of list". If you enter "1", then the Select form input component will display as a drop-down menu;

...otherwise, it will appear as a box with a list of text.

Scrollbars will be added to allow Web site visitors to see the additional options if there are more options than is allowed to display.

In the field "Allow multiple selections", you would specify whether you would want a Web site visitor to select more than one option. More than one option can be selected by holding down the CTRL key on the keyboard and clicking on multiple options. If this option is set to "Yes" and the option "Size of list" is set to "1", it will be very difficult for Web site visitors to select additional options.

To add options to the select form input component, click on the blue text "Add Item". A new pop-up window will appear. Enter in the text to display as an option in the field "Choice" and enter in the value of the option under the field "Value". If you want the option to be selected, checkmark the box "Selected". When done entering information, click on the button "Add".

If you click on an option, you can modify, remove, move up, and move down the option by clicking on the blue text that would correspond to the action you would like to perform on the option.

When you are done specifying your options for the form input component, you must click on the button "Update" to save and apply your changes to the Web page.

Textbox

Specify the name of the form input component in the field "Field Name" – this name has uses of which Javascript and HTML can work with.

If you want text to automatically display in the textbox form input component, specify that text in the field "Default Value".

You can specify the size of the textbox form input component under the field "Character Length (Size)" and you can specify the maximum number of characters that a Web site visitor may type under the field "Maximum Length".

When you are done specifying your options for the form input component, you must click on the button "Update" to save and apply your changes to the Web page.

Textarea

Specify the name of the form input component in the field "Field Name" – this name has uses of which Javascript and HTML can work with.

If you want text to automatically display in the textarea form input component, specify that text in the field "Default Value".

Specify the dimension of the textarea form input component to display on the page using the field "Number of Columns" as the width and the field "Number of Rows" as the height. Typed text that exceeds the textarea's dimensions will cause the scrollbars to appear so that you can scroll up and down the textarea. The textarea will accept virtually an unlimited amount of characters.

If you want the textarea to wrap text, select either "Hard" or "Soft". Hard will automatically cause

the text to wrap if the number of characters in a word exceeds the column width. Soft will also do so, but will try to keep the whole word together.

When you are done specifying your options for the form input component, you must click on the button "Update" to save and apply your changes to the Web page.

Container Component

List

Overview

The List Component serves as a container for other components.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Container". Click on "List".

Once you add a list item component, you will be able to add other components to the list component. Each list item component will have a bullet preceding the component.

Edit List

Specify the position of the list component in the drop-down menu next to the text "Position". You have the option to select a position of "Inside" and "Outside". A position of "Outside" will have your second line (and the remaining other lines) of text indented so it is under the first line of text. A position of "Inside" will place the second line (and the remaining other lines) of text directly under the bullet - so that the first line of text will be the only line indented.

Here is what the positions will look like on a sample list:

The bullet that will appear in front of every list item component can be specified in the drop-down menu next to the text "Set A Style". You have the option to select a style of "Circle", "Decimal", "Disc", "Lower Alpha", "Lower Roman", "Square", "Upper Alpha", "Upper Roman", and "Use Image".

This is what the bullet styles will look like:

```
  ○ Circle Bullets              a.  Lowercase Alphabet Bullets
  ○ second bullet               b.  second bullet

  ● Disc Bullets                A.  Uppercase Alphabet Bullets
  ● second bullet               B.  second bullet

  ● Standard Bullets            i.  Lowercase Roman Numeral Bullets
  ● second bullet               ii. second bullet

  ■ Square Bullets              I.  Uppercase Roman Numeral Bullets
  ■ second bullet               II. second bullet

  1.  Numbered Bullets
  2.  second bullet
```

If you select the option "Use Image", you have the ability to specify your own image to use as the bullet for your list items.
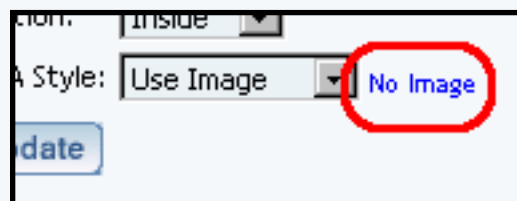
Back to the Top of the Page

Modifying List Item Components
To add list item components to the list component, click on the editing square in the top left corner of any list component cell. When the menu appears, click on "Add List Item Component".
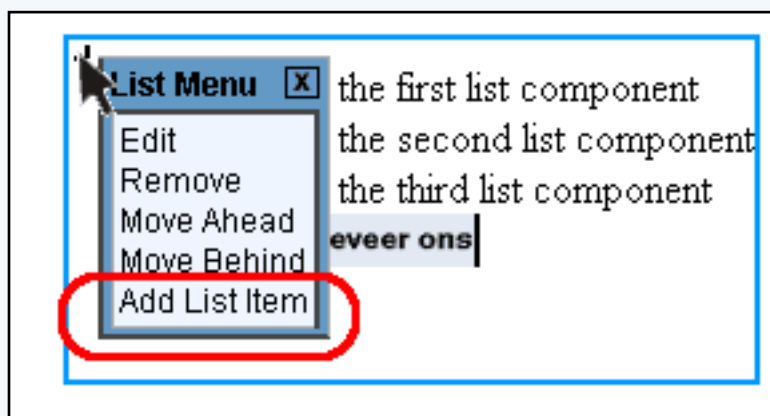
A bullet will be added where you can add a component as the list item component. To the right of the bullet, you will see an editing square. Click on the editing square to the right of the bullet to add a component for that list item.
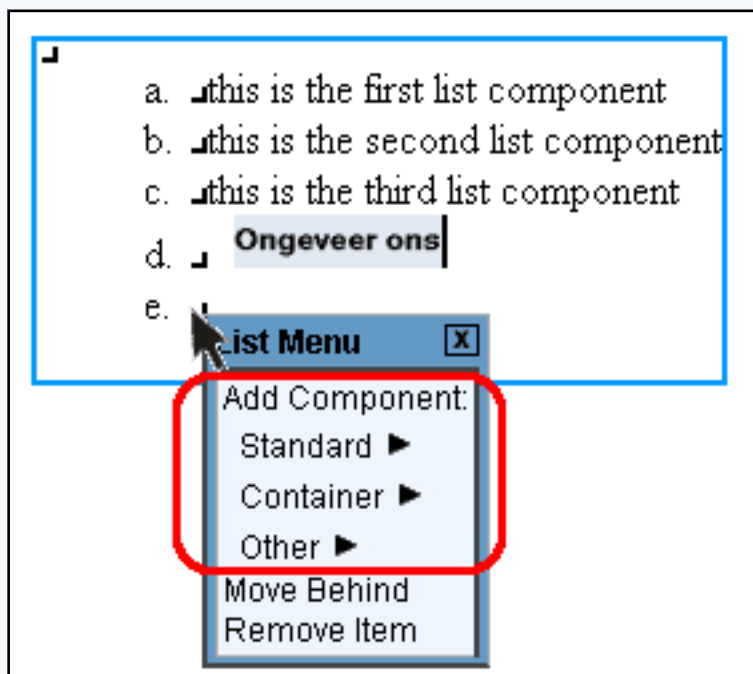
Other Component

Map

Overview

The Map Component will display a map on the Web page that will allow visitors to zoom in and out around the address that you specify.

Click on "Page" in the top-left corner of the Page Editor. Click on "Other". Click on "Map".

Edit Map
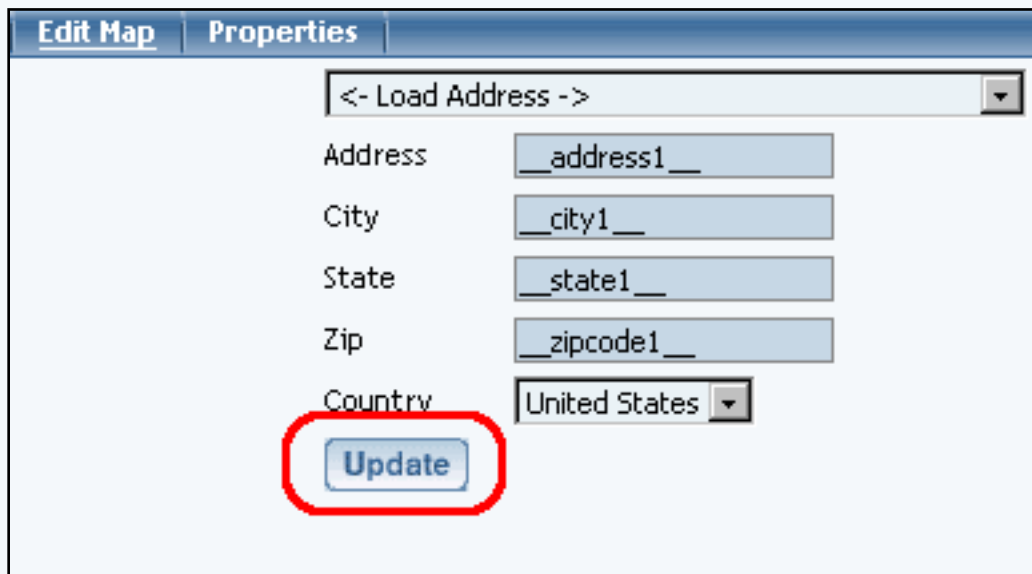
If you want to generate a map based on the default address that you have listed in the My Account section, select your address in the drop-down menu.

If you want to specify another address to use for the map component, select "<- Load Address ->" in the drop-down menu. Fill out all of the address information in the related fields so that the Page Editor can

generate a map to that address on the Web page.

For best results, please use the full address names. If that does not pull up a valid map, you may use variations of the street address - for example, use "St." or "St" for "street", use "Rd." or "Rd" for "Road", and so on. If you know the 9-digit zipcode for the address you want to display, this greatly helps in pinpointing the correct address to display.

When done configuring your options, click on the button "Update" to save and apply your changes to the Web page.

Other Component

Flash

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Flash](#) | [Upload Flash](#) | [Flash Introduction Page](#)

Overview

Flash Components allow you to add Flash animation to a Web page. You may use one of our Flash templates or you may use your own custom Flash file (SWF or SWT).

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Other". Click on "Flash".
Back to the Top of the Page

Edit Flash

In the drop-down menu next to the text "Select a template", choose a Flash template to use or choose the option "Use My Own Flash File" to select your own custom Flash file. If you do use your own Flash file, the Flash file must be in SWF or SWT file format. Once you have selected a Flash file to use, click on the button "Change Template" to apply that Flash file to the Flash component.

After you have chosen a Flash Template to work with by clicking on the "Change Template" button, you can view a preview of the Flash template by clicking on the blue text "Sample Flash". This will show you what the template looks like but will not add in the changes that you have made.

Edit Flash	Properties	Upload Flash

Name
Splash

Change template
Generic Blue (splash) ▼

{company name}

Sample Flash

Dimensions
Width: 50 | Percent ▼   Height: 50 | Percent ▼

Text Elements		**Color**
Text 1	__companyname__	☐ No Color
Text 2	the second line of text	☐ No Color
Text 3	the third line of text	☐ No Color
Text 4	keyword 2	☐ No Color
Text 5	keyword 2	☐ No Color
Text 6	__companyname__	☐ No Color

Image Elements	**File**	**Quality**	**Width**	**Height**	**Keep Ratio**
Image 1	No Image	100 ▼	126	125	☐
Image 2	No Image	100 ▼	140	140	☐

Sound Elements
Sound 1   Default Sound ▼
Sound 2   Default Sound ▼

[Update Flash]
[View Flash]

In the fields "Width" and "Height", specify the dimensions of the Flash component as it will appear on the Web page. **In order for the Flash to display on the Web site, you must specify both the height and width dimension for the Flash component**. You may specify whether the dimensions of height and width are in pixels or percent by using the drop-down menu next to the width and height fields.

If you are using one of our Flash templates, after you click on the button "Change Flash Template" the Page Editor will give you options to change the text, images, and sound for the Flash template. If you decide this template is not to your liking, you can switch to another Flash template and click on the button "Change Template" again.

When done specifying your options for the Flash component, click on the button "Update Flash". Once you have clicked on "Update Flash", you will see a button labelled as "View Flash". This will allow you to view a preview of what the Flash file will look like.
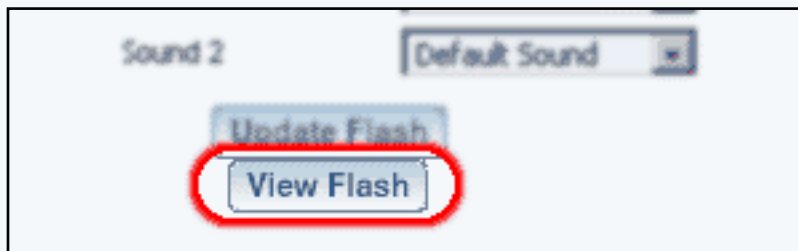
Upload Flash
Click on the button "Browse" to locate and select your custom Flash file to use with the Flash component. Navigate through the folders on your computer to get to your Flash file. Click once on your Flash file and then click on the button "OK". Click on the button "Upload File" to upload your Flash file to your Web site.

You may delete Flash files and Sound files by selecting the files in the drop-down menus and clicking on the appropriate button to delete the files.

Flash Introduction Page
One of the default pages that have been built for you is a splash.html page. This splash.html page loads before your index.html page, and is used for a Flash introduction. The splash.html page already comes with a Flash component already placed on the page. You may edit this Flash component to display the Flash template that you would like to display when a visitor goes to your Web site.

To add a splash page, you would click on the link Add Splash Page in the main menu of the Website Editor.

If you do not want the Flash introduction page to load when visitors come to your Web site, you must disable the splash.html page. **If you delete the splash.html page, the system will automatically recreate the page when you publish the Web site.**

Other Component

Navigation

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#) | [Working with Buttons](#)

[Overview](#) | [Edit Menu](#) | [Navigation Component Menu Style](#)

Overview

To add a menu navigation for all of your pages, you would use a Navigation component.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Other". Click on "Navigation".

When you add the Navigation component, you will have the following screen:

Edit Menu

If you want the Page Editor to automate the process of the menu navigation, click on the radio button next to the text "Yes". The Page Editor will generate links to all of active pages that have a Menu Name assigned.

If you select "No" to automate the menu navigation, you will have to define each menu listing. Enter the text you want to display on the Web site in the field "Text", the page you want to link to in the field "Link", and specify whether you want the link to open the page in a new window. When done specifying your new menu listing, click on the button "Create New Element". Once you have menu listings, you can modify them, move up or down, and delete the menu listing.

Navigation Component Menu Style
To customize the settings for your Navigation component, click on the button "Customize". Select a Menu Style in the drop-down menu at the top of the window. You have options to select "Default", "Image" and "3Image". Once you have chosen a Menu Style, click on the button "Update" to see additional options.
Default menu Style
Image Menu Style
3Image Menu Style

Default

Alignment – specify whether you want your navigation menu to be aligned horizontally or vertically.

Wrap – if you specified a horizontal alignment, you can specify whether you want the Administration to wrap the navigation menu when the menu exceeds the width of the page.

Padding – specify whether there will be extra spacing on all four sides of the Navigation component. The padding will be measured in pixels.

Style class, mouse-over style class, and highlight style class give you the ability to designate the style sheet classes that will apply to the Navigation component.

When you are done specifying all of your options for your Menu Style, click on the button "Update" to save your changes to the Navigation Component.

Back to Navigation Component Menu Style
Back to the Top of the Page

Image

Alignment – specify whether you want your navigation menu to be aligned horizontally or vertically.

Wrap – if you specified a horizontal alignment, you can specify whether you want the Administration to wrap the navigation menu when the menu exceeds the width of the page.

Padding – specify whether there will be extra spacing on all four sides of the Navigation component. The padding will be measured in pixels.

Mouse Over – specify whether you want to have the menu navigation text to change color when the mouse pointer moves over the buttons.

Font – specify the font face for the text on the buttons.

Font Color – specify the font color of the text on buttons.

Mouse Over Font Color – if you have specified to use a mouse-over on the menu, you can specify the font color of the navigation menu when the mouse pointer moves over the button.

Font Size – specify the size of the font for the text on the buttons.

Text Alignment – specify the alignment of the text on the buttons.

Image - click on the blue text "No Image" to specify the image file to be used

Mouse Over Image - click on the blue text "No Image" to specify the image file to be used

Button Width – specify the width of the buttons. You can only specify the button width if you are not using an image.

Button Color - specify a button color if you are not using an image for the button.

Mouse Over Button Color – specify the mouse-over button color if you are not using an image for the button.

Transparent Color - specify the color of the button that you would like to have transparent. Whatever color that you select for this field "Transparent Color" will be made transparent by the navigation component.

Horizontal Shift - specify the number of pixels, beginning from the left of the button, that you want to start the text on the button. Text alignment must also be set to "left".

Vertical Shift - specify the number of pixels, beginning from the top of the button, that you move the text on the button down. Text alignment must also be set to "left".

Baseline Alignment - by default, the baseline alignment is turned off. As such, buttons with lowercase Y, lower case G, lowercase J, lower case Q, lowercase P, and lowercase Y will appear like so:
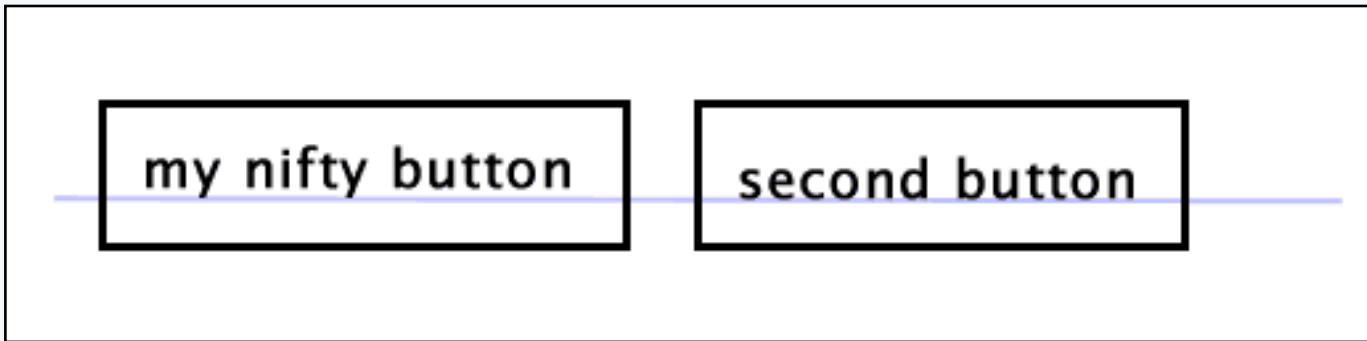
If this occurs, you can checkmark this option so that the text appears as so:

When you are done specifying all of your options for your Menu Style, click on the button "Update" to save your changes to the Navigation Component.

3Image
Left Image, Middle Image, and Right Image fields give you the ability to specify the left, middle, and right portions of the button. All three images will be combined by the system to create the button.

Mouse Over Left Image, Mouse Over Middle Image, and Mouse Over Right Image fields give you the ability to specify the left, middle, and right portions of the button. All three images will be combined by the system to create the Mouse Over effect for the button when a mouse pointer moves over the button.

Alignment – specify whether you want your navigation menu to be aligned horizontally or vertically.

Wrap – if you specified a horizontal alignment, you can specify whether you want the Administration to wrap the navigation menu when the menu exceeds the width of the page.

Button Width – specify the width of the buttons.

Style Class and Mouse Over Style Class give you the ability to specify Style sheet Classes to the buttons.

When you are done specifying all of your options for your Menu Style, click on the button "Update" to save your changes to the Navigation Component.

Other Component

Stock Quote

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Stock Quote](#)

Overview

For your Web page, you can add a stock quote component that will list up-to-date information regarding the stock symbol that you specify.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Other". Click on "Stock Quote".

Edit Stock Quote

Enter in the stock symbol for the stock you wish to track in the field "Symbol".

Specify your settings for the font color, font size, border color, and background color.

You can also specify what stock information to display, such as price, volume, year range. Net, day range, and horizontal.

When you are done configuring your options for the Stockquote Component, click on the button "Update" to save and apply your changes to the Web page.

Edit Stock Quote | **Properties**

Symbol

Font   ⬚ No Color   Font Size   [--- Choose --- ▼]

Border   ⬚ No Color   Background   ⬚ No Color

Price ☐   Net ☐

Volume ☐   Day Range ☐

Year Range ☐   Horizontal ☐

[Update]

Other Component

Calendars

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Calendar](#)

Overview

Interactive calendars now can be added to your 3.0 website. Just a few possible uses include online team signups, reservations at your bed & breakfast, requesting an appointment for your services, displaying the hours that you are open, and much much more. You control whether visitors can add events, what types of events they can add, what information they must enter when adding an event, where you want your e-mail notification sent whenever a visitor adds an appointment, the calendar's initial timezone, etc. These and other calendar controls are provided in the [Calendar Manager tool](#). Display options such as where and how a calendar is displayed in your website are provided in the Calendar Component.

The calendar component allows you to attach a calendar to the web page. Calendars are created using the [Calendar Manager](#) located in your Website Editor Toolbox. You use the calendar component to control details of displaying the calendar on your site, including on what page, where on the page, what color scheme, etc.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Other". Click on "Calendar".

Edit Calendar

Once you have created your calendar using the [Calendar Manager](#), specify which calendar to use for this calendar component in the following section:
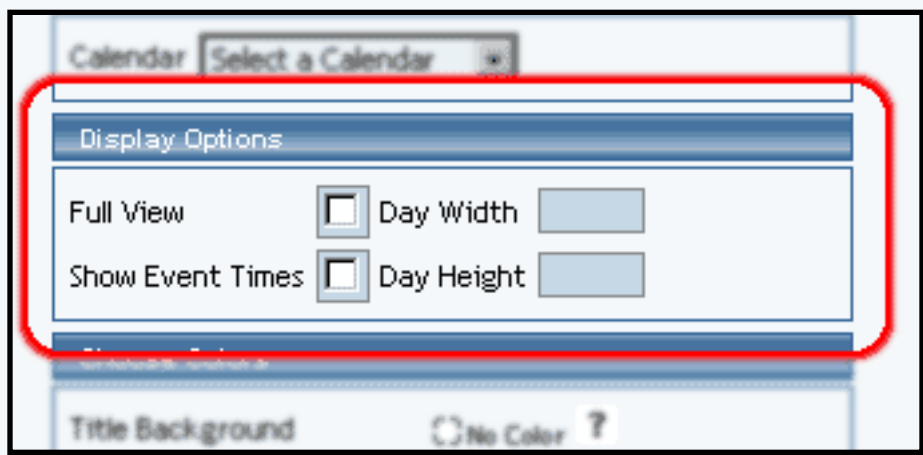
If you click on the blue text "Calendar Manager", you will be taken to the Calendar Manager so that you can edit the calendar.

Designate whether you want the calendar to display on the website as full-view or reduced view using the checkbox to the right of the text "Full View". If you want Web site visitors to see the event times in full-view, click the checkbox to the right of the text "Show Event Times". The width and height dimensions of the days in the full-view calendar can be specified in the text fields next to the text "Day Width" and "Day Height". Please keep in mind that the width and height that you specify are suggestions to the system if nothing else restricts the size. That is, the system will attempt to display the width of each day evenly across the available width of the browser window while still trying to keep your suggested width and height dimensions.

Specify your color labels for Title Background, Title Font, Days Of Week Background, Days Of Week Font, Days Of Month Background, Days Of Month Font, Blackout Border, Event Background, Event Font, and Border Color by clicking on the dashed-square to the right of the text. If you want to specify the font size of the Title, Days of Week, or Day of Month, use the provided drop-down menus.

When done configuring your options for the calendar component, click on the button "Update" to save and apply your changes.

Back to the Top of the Page
Back to the Previous Page

Other Component

Weather Forecast

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

[Overview](#) | [Edit Weather Forecast](#)

Overview

A Weather Forecast component will display the weather information for a particular zip code.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Other". Click on "Weather Forecast".

Edit Forecast

Specify a zip code that you would like the weather forecast component to report the weather on.

You can specify settings for showing the location that the weather forecast component is reporting the weather for, showing the current weather, and showing a multiple day forecast.

Designate the options for the display of the weather forecast component for font size, font color, primary background color, secondary color, secondary background color, header color, header background color, and border color.

Specify the different options that you would like the weather forecast component to report on, such as temperature, picture, condition, feels like, UV index, dew point, humidity, visibility, pressure, wind, number of days, date, day, picture, condition, and precipitation.

When you are done configuring your options for this component, click on the button "Update"

Edit Weather Forecast | Properties

Zip Code

Show Location ☑

Show Current Weather ☑

Show Multiple Day Forecast ☑

Display Options

Font Size [10 ▾]

Font Color ⬚ No Color

Primary Background Color ⬚ No Color

Secondary Color ⬚ No Color

Secondary Background Color ⬚ No Color

Header Color ⬚ No Color

Header Background Color ⬚ No Color

Border Color ⬚ No Color

Current Weather Options

Temperature	☑	Dew Point	☑	
Picture	☑	Humidity	☑	
Condition	☑	Visibility	☑	
Feels Like	☑	Pressure	☑	
UV Index	☑	Wind	☑	

Multiple Day Forecast Options

Number of Days [5 ▾]	Precipitation ☑		
Date	☑		
Day	☑		
Picture	☑		
Condition	☑		
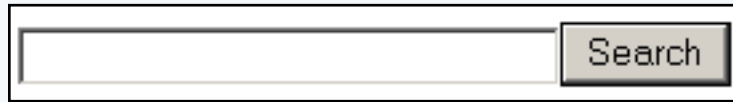
[Update]

Other Component

Search

Overview

To allow your Web site visitors to search your entire Web site, you add a Search Component to the page. You must also add a [Search Result Component](#) to a Web page and you must also create a database of your site by [Rebuild a Search Engine](#).

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Other". Click on "Search".
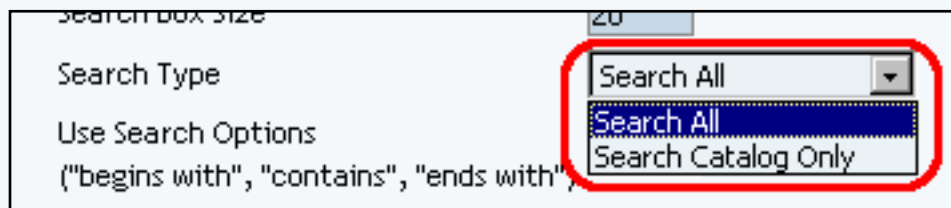
Edit Search

Specify the size of the text field that you would like a Web site visitor to be able to type in a term to search for. Specify the number of characters that you would like to display in the text field "Search Box Size".

In the text field "Initial Text on Box", put in text that you want to display within the search box to your Web site visitors. Please keep in mind that the text in the search box will be limited to the size of the search box.

If you want to separate the search box and the search button, you may enter in the number of spaces in the field called "Number of Spaces after Search Box" or you may enter in the number of line breaks in the text field called "Number of Line Breaks after Search Box".

For the drop-down menu "Search Type", specify whether the search component will search the entire site or just the catalog.

For "Use Search Options("begins with", "contains", "ends with")", you will be able to display additional options for your Web site visitors. Visitors will be able to search for a part of a word, whether that part is

in the beginning, middle, or end.
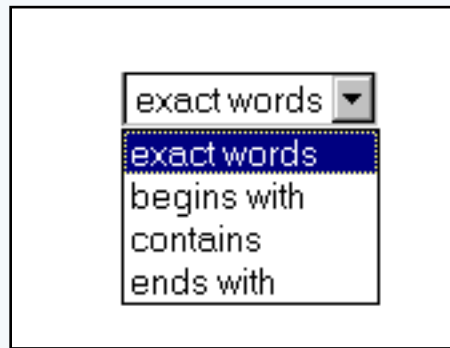
For example, if your visitor wanted to search for "Reconstruction", your visitor could type in:

> "recon" and choose "Begins With"
> "construct" and choose "Contains"
> "tion" and choose "Ends With"
> "reconstruction" and choose "Exact Words"

Specify the text that you want to display on the button in the text field "Submit Button Text".

If you want to separate the search box and the search options ("begins with", "contains", "ends with", "exact"), you may enter in the number of spaces in the field called "Number of Spaces after the Search Option" or you may enter in the number of line breaks in the text field called "Number of Line Breaks after the Search Option".

In the section "Submit Button Type", you can specify the type of button to use. Choose "Default" if you want the default form buttons; also choose the text you want to display on the default button in the text field "Submit Button Text". Choose "Image" if you want to specify your own image to use for the submit button.

For the field "Search Results Page", specify the page that will have the Search Result Component so that the system will list the results for your Web site visitors to see.

When done configuring your options for the component, click on the button "Update" to save your changes. You must still Publish the Web site to apply your changes to your Web site.

Edit Search | Properties

Search Box Size `20`

Initial Text on Box

Number of Spaces
after Search Box: `0`

Number of Line Breaks
after Search Box: `0`

Search Type `Search All ▾`

Use Search Options
("begins with", "contains", `Yes * ▾`
and "ends with")

* Number of Spaces
after the Search Option: `0`

* Number of Line Breaks
after the Search Option: `0`

Submit Button Type

⦿ Default | Submit Button Text:
`Search`

○ Image | Button Image:
No Image

Search Results Page `mysearch ▾`

Update

Other Component

Search Result

Related Links: <u>How to Add a Component</u> | <u>How to Modify a Component</u> | <u>Editing Basics</u>

<u>Overview</u> | <u>Edit Search Results Component</u>

Overview
To allow your Web site visitors to search your entire Web site, you must add a <u>Search Component</u>, a Search Result Component, and you must also create a database of your site by <u>Rebuild a Search Engine</u>.
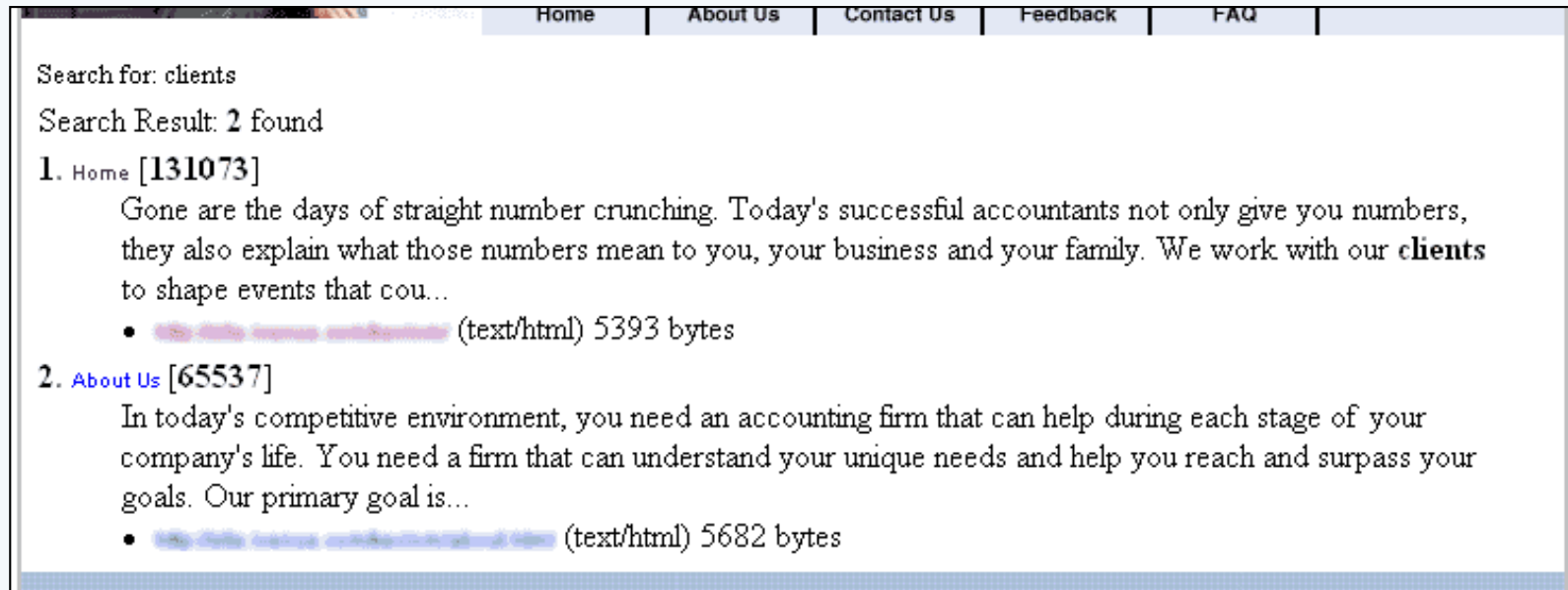
Click on "Page" in the top-left corner of the <u>Page Editor</u>. Click on "Other". Click on "Search Result".

Edit Search Result
The options for the search result component allow you to specify the title class, the content class, and page class for the component.

Specify the number of search results to display per page in the provided field.

For the drop-down menu "Display Descriptions On Result", specify whether you want your search results to display a summary description of the page.

When done configuring your options for the component, click on the button "Update" to save and apply your changes to the Web page.
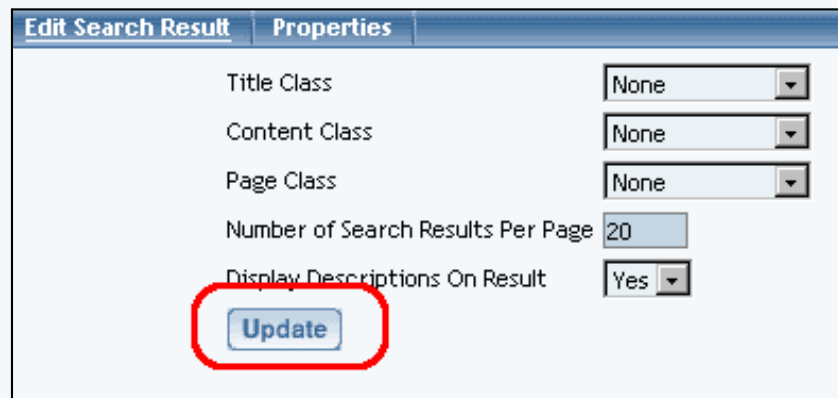
Other Component

Catalog

Overview

You use the **catalog component** along with the [cart component](#) and your [catalog page specification](#) in the Product Catalog Management area of the Administration to control the display of your online online catalog. Only pages that have a catalog component can be used as the catalog page for your site.

The catalog component acts as a placeholder for where the catalog information will appear on the catalog page. Of course, you will add other kinds of components to your catalog page such as a navigation component, images, text, etc. These components will appear on every page of the catalog, in addition to the actual catalog information.

The catalog component includes options to control how the various kinds of catalog entities in your catalog are displayed. The display options are provided for:

- [Items](#)
- [Categories](#)
- [Item Groups](#)
- [Packages](#)

The catalog component also sets general catalog display options, including which page is to serve as the "cart" template. The page that you specify must include a [cart component](#) to be eligible.

Adding a Catalog Page and Component

First, [add a new page](#) to serve as your catalog page. Click the "Edit" link on the Website Editor - Edit Page menu. The page editor window will appear. The catalog component can be added directly as an element to the page, or within a pre-existing table. Click the location on the page where you would like for catalog information to appear. Then [add component](#) by clicking "Other" and then "Catalog".

Once the component is added, the page will refresh with a sample image in the location where the catalog will display.

Sample Item

Sample Item

Item Id: 00

Price: $0000

Qty: 1

[enlarge]

Add Item to Cart

Sample Description

Modifying the Catalog Component
To edit the catalog component, click on the sample catalog image from the page modifier. Choose "edit" from the component pop-up menu. The catalog component editor will load in a new browser window.

The Title, Category Title, and Category Description font styles may be modified by changing the default values next to each item.

The descriptions and images may be hidden or displayed by checking the appropriate box. These two selections only control the layout of the main catalog page.

Style sheets for the main catalog page may be applied. See the section on style sheets for further information.

If you want to show a link to the top-level of the Product Catalog, select "yes" in the drop-down menu next to the text "Show Main Catalog Link".

Specify how many categories you would like to display in a row for the top-level of the Product Catalog by inputting numbers in to the text field next to the text "Category per row at Main Catalog Page".

The Catalog Title can be customized by typing a new title in the space provided. The title acts as the primary heading for the catalog page.

Before a customer can access the shopping cart, a shopping cart page must be selected. Select a page that contains a shopping cart component from the drop-down menu "Cart Page/Destination Form Page" provided. If necessary, create a shopping cart page before proceeding. If you want visitors to be sent to a quote page that has a form, you would select that page here and checkmark the option "Send to non-cart Page" that is listed further down the window.

The text that displays on the "MSRP", "Price", "Package Base Price", "In Stock", "Add to Cart", and "Update Price" buttons may be customized. Type the text to display in the fields provided.

To use a custom image for the "MSRP", "Price", "Package Base Price", "In Stock", "Add to Cart", and "Update Price" buttons , click on the "No Image" text under the button to change. The image selection administration page will open in a new browser window.

To change an existing custom image used for the "MSRP", "Price", "Package Base Price", "In Stock", "Add to Cart", and "Update Price" buttons, click on the current image name. The image selection administration page will open in a new browser window.

If "Send to non-cart Page" is selected, you will see the following screen:

Checkmark all of the fields that you want to be sent to your form page. The data will not display on the form page, but the data will be sent along with the form when the form gets submitted.

To apply any changes made, press the "Update" button located at the bottom of the administration page.

General Options

Title	Font: [▼]	Size: [▼]	Color: ⬚ No Color
Category Title	Font: [▼]	Size: [▼]	Color: ⬚ No Color
Category Desc	Font: [▼]	Size: [▼]	Color: ⬚ No Color

Font settings may override style sheet settings

Options to Show on Main Page

Description: ☑

Image: ☑

Style Sheet Options

Default Class: [default ▼]

Title: [default ▼]

Category Title: [default ▼]

Category Description: [default ▼]

Category Images: [default ▼]

Other Options

Cart Page/Destination Form Page: [mycart ▼] .html

Show Main Catalog Link: [Yes ▼]

Show Categories Navigation Link: [Yes ▼]

Category per row at Main Catalog Page: [3]

Catalog Title: [ ]

"MSRP" Image: No Image

or Text: [ ]

"Price" Image: No Image

or Text: [ ]

"Discounted Price" Image: No Image

or Text: [ ]

"Package Base Price" Image: No Image

or Text: [ ]

"In Stock" Image: No Image

or Text: [ ]

"Add to Cart" Image: No Image

or Text: [ ]

"Update Price" Image: No Image

or Text: [ ]

Send to non-cart Page: ☐

Update

Items

From the main catalog component editor, click on the "Items" text link at the top of the page.

The display of the actual product items within the catalog may be customized by changing any of the available options.

Objects such as an item's image or price can be hidden or shown by clicking on the appropriate check box.

To use the product catalog as an image gallery only, hide the "price" and the "add to cart button".

To move the description around the Add to Cart button, select in the drop-down menu for the section "Other Options".

When finished, click the "Update" button located at the bottom of the administration page.

Categories
From the main catalog component editor, click on the "Items" text link at the top of the page.

How actual product categories are displayed within the catalog may be customized by changing any of the available options.

Objects such as images or prices can be hidden or shown by clicking on the appropriate check box.

The image spacing and alignment can be modified by changing the selections from the drop-down menus provided. See the section on aligning images for further information.

Other Options

Page Link style: Show Page Number Links ▼

Location of Category Image:

Image Location: Before Category Name ▼

Line Break between Image and Category Name: No ▼

Image Horizontal Align: None ▼

Image Vertical Align: None ▼

Image Horizontal Space: [   ]

Image Vertical Space: [   ]

Location of Item Image:

Image Location: Before Item Description ▼

Line Break between Image and Item Description: No ▼

Image Horizontal Align: None ▼

Image Vertical Align: None ▼

Image Horizontal Space: [   ]

Image Vertical Space: [   ]

Update

When finished, click the "Update" button located at the bottom of the administration page.

Edit Catalog	Properties	Item	Category	Item Group	Package

Category Options

Category Title	Font: [▼]	Size: [▼]	Color: ○ No Color
SubCategories	Font: [▼]	Size: [▼]	Color: ○ No Color
Item Title/Page Link	Font: [▼]	Size: [▼]	Color: ○ No Color
Item Desc	Font: [▼]	Size: [▼]	Color: ○ No Color
Item Images/Text	Font: [▼]	Size: [▼]	Color: ○ No Color
Form Fields	Font: [▼]	Size: [▼]	Color: ○ No Color

Font settings may override style sheet settings

Options to Show on   **Style Sheet Options**

| **Form Fields** | Font: | [_____] [▼] | Size: [___] [▼] | Color: ⬚ No Color |

Options to Show on Category Page

Description:	☑
Short Description:	☑
Price:	☑
Image:	☑

Style Sheet Options

Category Title:	[_____] [▼]
SubCategories:	[_____] [▼]
SubCategories Images:	[_____] [▼]
Item Title/Page Link:	[_____] [▼]
Item Desc:	[_____] [▼]
Item Images:	[_____] [▼]
Item Info:	[_____] [▼]
Form Fields:	[_____] [▼]

Other Options

Page Link style:	Show Page Number Links [▼]

Location of Category Image:

Image Location:	Before Category Name [▼]
Line Break between Image and Category Name:	No [▼]
Image Horizontal Align:	None [▼]
Image Vertical Align:	None [▼]
Image Horizontal Space:	[_____]
Image Vertical Space:	[_____]

Location of Item Image:

Image Location:	Before Item Description [▼]
Line Break between Image and Item Description:	No [▼]
Image Horizontal Align:	None [▼]
Image Vertical Align:	None [▼]
Image Horizontal Space:	[_____]
Image Vertical Space:	[_____]

[**Update**]

Item Groups

From the main catalog component editor, click on the "Item Groups" text link at the top of the page.

How item groups are displayed within the catalog may be customized by changing any of the available options.

Objects such as an item group's image or price can be hidden or shown by clicking on the appropriate check box.

When finished, click the "Update" button located at the bottom of the administration page.

Packages

From the main catalog component editor, click on the "Packages" text link at the top of the page.

How packages are displayed within the catalog may be customized by changing any of the available options.

Package Options

Title	Font: [▼]	Size: [▼]	Color: ⬭ No Color
Info	Font: [▼]	Size: [▼]	Color: ⬭ No Color
Desc	Font: [▼]	Size: [▼]	Color: ⬭ No Color
Option Group Title	Font: [▼]	Size: [▼]	Color: ⬭ No Color
Package Option	Font: [▼]	Size: [▼]	Color: ⬭ No Color
Form Fields	Font: [▼]	Size: [▼]	Color: ⬭ No Color

Font settings may override style sheet settings

Options to Show on Package   **Style Sheet Options**

Objects such as a package's image or price can be hidden or shown by clicking on the appropriate check box.

Options to Show on Package Page

		Style Sheet Options	
Description:	☑	Title:	default ▼
Price:	☑	Info:	default ▼
Image:	☑	Description:	default ▼
Code:	☐	Image:	default ▼
Manufacturer:	☑	Option Group Title:	default ▼
Inventory:	☑	Package Option:	noUnderline ▼
Quantity Input Field:	☐	Form Fields:	default ▼
Package Option Short Description:	☑		
Package Option Price:	☑		

Other Options

Description Location: [Bottom (beneath add to cart button) ▼]

[Update]

When finished, click the "Update" button located at the bottom of the administration page.

Other Component

Cart

Overview
Before products can be purchased from a Web site, a shopping cart page must be added (see adding a new page for details).

The shopping cart page can be customized as desired from the page modifier. Add a cart component (located in the Add a Component/Other submenu) to the page at the desired location. The cart component can be added directly as an element to the page, or within a pre-existing table.

Click on "Page" in the top-left corner of the Page Editor. Click on "Other". Click on "Cart".

Once the cart component is added, the page will refresh with a sample image in the location where the cart will display.

Welcome, **John**. (If you are not John, click here.)					Log In

Order Number# **208**
Unit

Product Description	Quantity	Unit Price	Sub Total	Delete
Snoopy Watch Option(s) : belt=leather,color=red,model=male	1	$ 85.00	$ 85.00	☐
Discount			$ (4.25)	
Pentium 4 ($ 15.00) *Memory* : 1 of 1GB Memory ($ 200.00) *Hard Drive* : 1 of Maxtor 20G ($ 30.00)	1	$ 245.00	$ 245.00	☐

Update Cart	Continue Shopping	Checkout

SubTotal:	$ 330.00
Item Discounts Total:	$ (4.25)
Discount:	$ (12.25)

Modifying the Cart Component

To edit the cart component, click on the sample cart image from the page modifier. Choose "edit" from the component pop-up menu. The catalog component editor will load in a new browser window.

Any available layout styles may be selected from the "Layout" drop-down menu. An example of the current layout is given at the bottom of the administration page.

A stylesheet may be added to any element listed. Select the stylesheet to apply from the drop-down menu provided.

The text to be displayed on any button images used in the shopping cart may be customized by typing in the text to use in the space(s) provided.

The buttons used in the shopping cart may be added or changed by clicking on the "No Image" text link (or the currently used image filename).

To add or change a logo image for the shopping cart, click on the "No Image" text link (or the current image filename).

To select a custom Web page to load for the "Continue Shopping" link, click the radio button next to "Other URL". Type the full Web page address in the space provided (http://www.mydomain.com/page.html).

To specify the link "Home" in the checkout process, select "Other URL (Full URL)" and enter in the full Web site address of the page you want to send your Web site visitors to when they click on the "Home" link. If you do not, leave the selection "Default Home Link" as selected.

When finished, click the "Update" button to save any changes.

Back to the Top of the Page
Editing Basics
Back to Previous Page

Other Component

Language Translator

Related Links: [How to Add a Component](#) | [How to Modify a Component](#) | [Editing Basics](#)

Overview | Edit Language Translator

Overview

This component will add flags of different countries whose languages that your Web site has been translated in to. When a customer clicks on the flags, your entire Web site will be translated in to the national lanugage of that country.

Click on "Page" in the top-left corner of the [Page Editor](#). Click on "Other". Click on "Language Translator".

Language Translator

Number of languages allowed - informs you of the maximum number of languages that your Web site can be translated in to.

URL - specify the URL of your Web site that will be translated. If you have a [domain name](#), you will want to use that instead of the long address of your Web site (that is, the default address of your Web site).

Source Language - informs you of the language that the Page Editor will recognize as the source for the Language Translator component.

Languages - checkmark the languages (up to the maximum) that you would like your Web site to be translated to.

When done specifying your options, click on the button "Update" to save and apply your changes.

Edit Language Translator

Number of languages allowed: 6

URL: http://site.XXXXX.com/YYYYY

Source Language: English

Languages:

- ☑ Dutch
- ☑ French
- ☐ German
- ☐ Greek
- ☐ Italian
- ☑ Japanese
- ☐ Korean
- ☐ Portuguese
- ☑ Russian
- ☐ Simplified Chinese
- ☑ Spanish
- ☑ Traditional Chinese

Update

Other Component

Calculator

Overview | Edit Calculator

Overview

Calculator components allow you to easily add specialized calculators to your Web pages, including "Cash Flow Calculator", "Retirement Savings Calculator", "Variable Compounding & Deposit Savings Calculator", "Mortgage Calculator", "Resting Metabolic Rate Calculator", and "Typing Test Calculator", to name but a few.

Click on "Page" in the top-left corner of the Page Editor. Click on "Other". Click on "Calculator".

Page Menu ☒

Display Page
Undo
Redo
Page Properties
Add Component:
 Standard ▶
 Container ▶
 Other ▼
  - Map
  - Flash
  - Navigation
  - Stock Quote
  - Calendar
  - Weather Forecast
  - Search
  - Search Result
  - Catalog
  - Cart
  - Language Translator
  - Calculator
  - Item
Delete Page
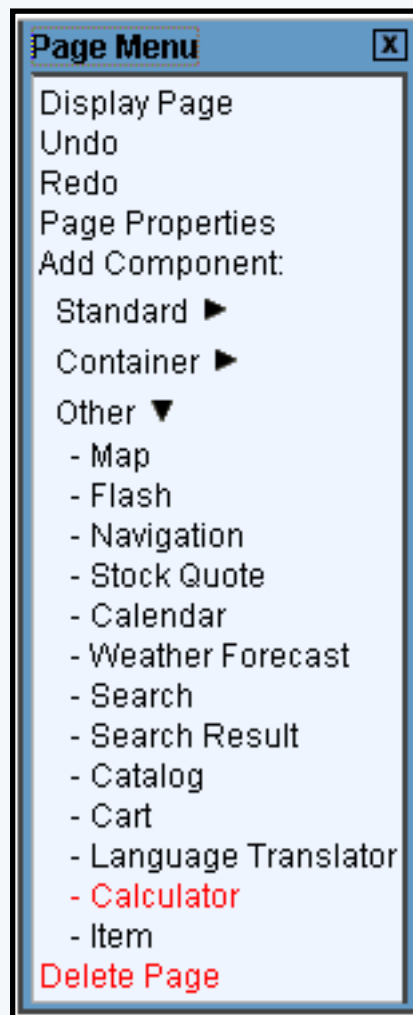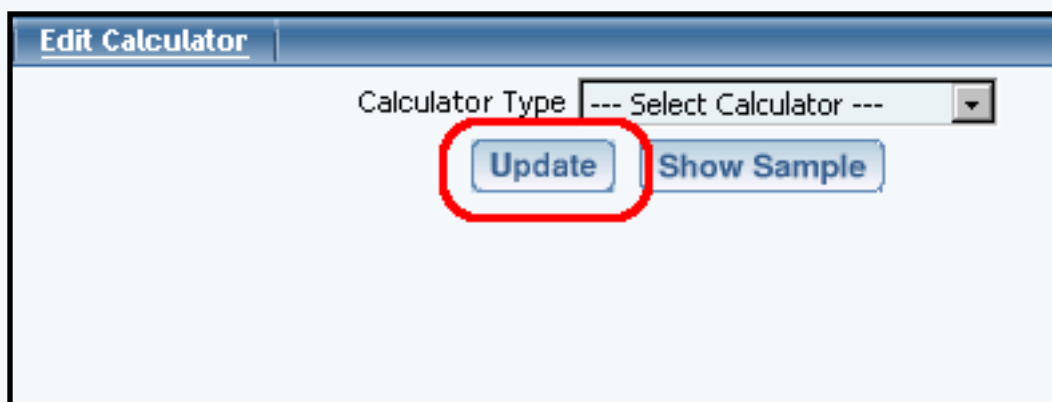
This option allows you to add a calculator to the Web page. You can add the following type of calculators:

Body Mass
Calorie Burn
Cash Flow
Children's Math Tutor
College Funding
Daily Calorie Intake
Debt Consolidation
Debt Investment
Expense Percentage
Generic Savings
IRA
Loan Comparison
Monthly Deposit Savings
Mortgage
Net Worth
Paint
Payment Breakdown
Portfolio Mix
Refinancing
Resting Metabolic Rate
Retirement Savings
Savings Goal
Single Deposit Savings
Tile
Typing
Variable Compound Savings
Wallpaper

Edit Calculator
When you begin adding this component, you will see the following screen:

Specify the type of calculator that you wish to add to the page in the drop-down menu next to the text "Calculator Type". To see a sample of the calculator, click on the button "Show Sample". To continue

adding that calculator type as the calculator component, click on the button "Update".

After you click on the button "Update" to select your calculator type, the system will report to you that the calculator has been updated:
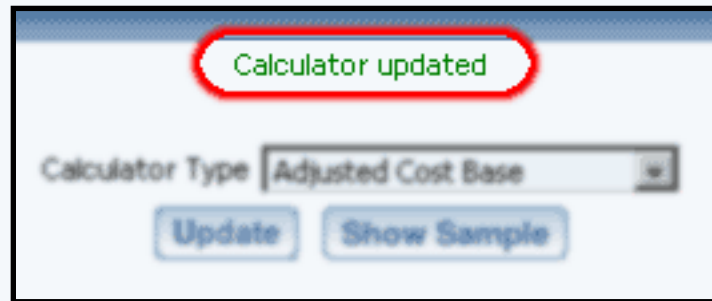
Other Component

Item

Overview

Item components allow you to add a specialized component to your page. This component allows visitors to your Web site to purchase a specific product from your Product Catalog.

To add an Item Component to the page, click on "Page" in the top-left corner of the Page Editor. Click on "Other". Click on "Item".

Back to the Top of the Page

Edit Item

The first option, which is required, is a drop-down menu to select your product that the item component will be linked to. This drop-down menu will conatin a list of every product (both active and inactive products) in your Product Catalog. **Please keep in mind that the Item Component will only allow you to assign an item/product to the component. You cannot assign packages or item groups to this component.**

The gray sections for "Options", "Options to Show", and "Style Sheet Options" allow you to specify how the Item Component will be displayed on the Web page. Click here for more information on the display options for items. Click here for more information on Style Sheets.

The final gray section has other options for display on the page.

You can specify the layout of the description of the product with respect to the "Add to Cart" button by

using the drop-down menu next to the text "Description Location".

Specify the page you are using as the cart page (for checkout of your Web site) that has the [Cart Component](#) by using the drop-down menu next to the text "Cart Page".

If you have your own "Add to Cart" button or image, click on the text "No Image" to [select an image](#). Otherwise, the system will create a generic form button with the text you specify in the text field next to the text "or Text:".

When done specifying all of your options for the component, click on the button "Update" to save your changes to the component.

File Cabinet Manager

Overview

The File Cabinet Manager allows you to manage your Web site storage space. You can upload files, create folders, rename and delete files and folders, copy and view files, and move files from folder to folder.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Tool Box". Click on the link "File Cabinet Manager".

File Cabinet Manager	Directory: /		
Directories [Create] [Rename] [Delete]	**Files**	[View] [Copy] [Delete] [Rename] [Move] [Select All] [Select None] [Upload Files]	
⊟ **Root*** _fileCabinet* ⊞ _flash* _images* _product _thumbnails _tmp	**FileName** about.html* contact.html* faq.html* feedback.html* global.css index.html* products.html* template.html* * - Protected Files/Directories	**Size** 5.6k 6.1k 12.2k 6.2k 6.7k 5.4k 6.8k 4.6k	**Date Modified** Thu Apr 10 13:05:46 2003 Thu Apr 10 13:05:46 2003 Thu Apr 10 13:05:46 2003 Thu Apr 10 13:05:46 2003 Thu Apr 10 13:05:46 2003 Thu Apr 10 13:05:46 2003 Thu Apr 10 13:05:46 2003 Thu Apr 10 13:05:46 2003
Status: Idle	**Disk Usage:** 352k **Disk Free:** 49.6M		

The left side of the File Cabinet Manager relates to directories..
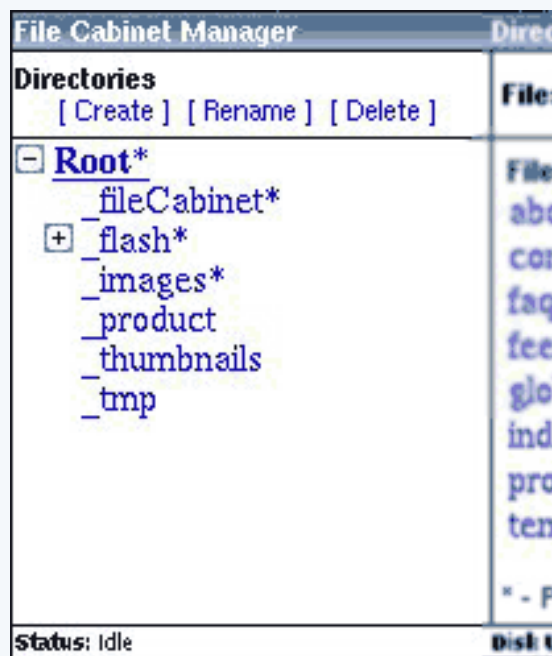
..while the right side of the File Cabinet Manager relates to your files.

The top-left section of the File Cabinet Manager has tools for directories..
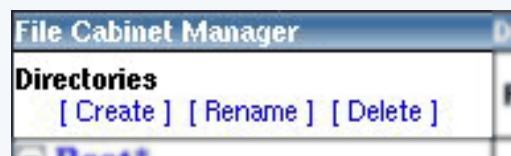
and the top-right section has tools for files.

The bottom section of the File Cabinet Manager informs you of the current action that the File Cabinet Manager is processing as well as the disk usage and available storage space.

Manage Directories:
Any directory with a "*" at the end of the filename is protected by the File Cabinet Manager. Such directories cannot be deleted, renamed, or moved. The current directory you are in is displayed by the File Cabinet Manager with bolded text. When you load the File Cabinet Manager, the "Root" directory is selected by default.

To create a directory (or folder), click on the directory name (the directory that will become the parent of the directory that you are creating) that you want to create your own directory.
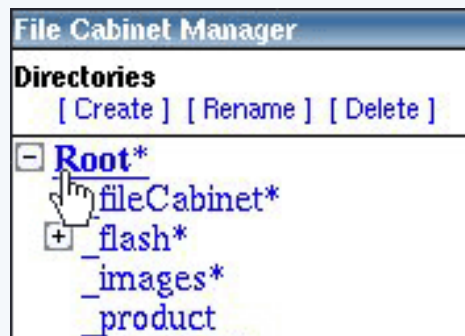
Then click on the link "Create" in the top left corner of the File Cabinet Manager.

When the File Cabinet Manager asks for the directory name, enter in the name you want for your directory. Please keep in mind that only letters or numbers may be used for the directory name. After you have selected a name, click on the button "OK" to add the directory.
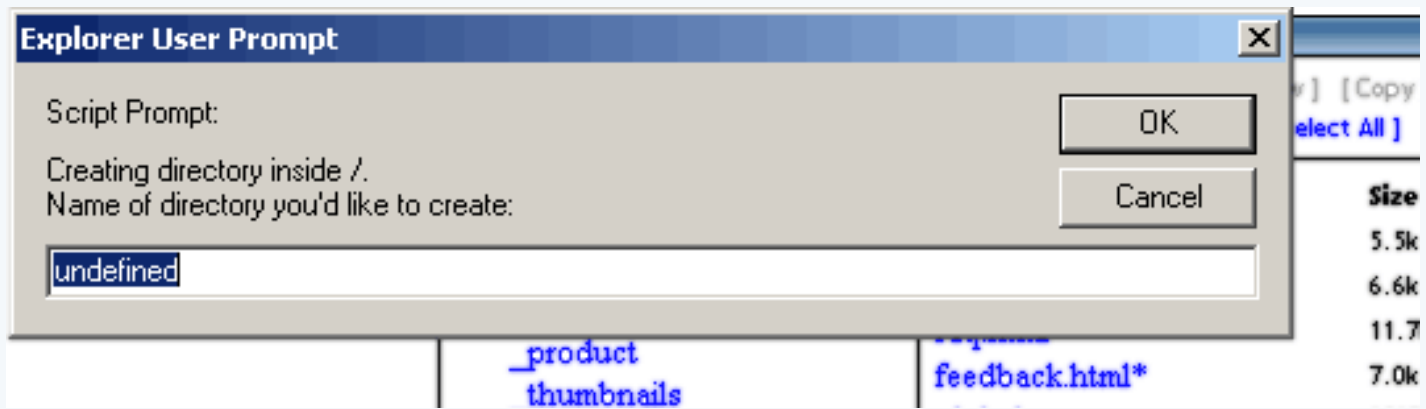
To rename a directory, click on the directory name and then click on the link "Rename". When the File Cabinet Manager asks for the name that you would like to rename the directory to, enter in a name for the directory. Please keep in mind that only letters or numbers may be used for the directory name. After you have selected a name, click on the button "OK" to rename the directory.
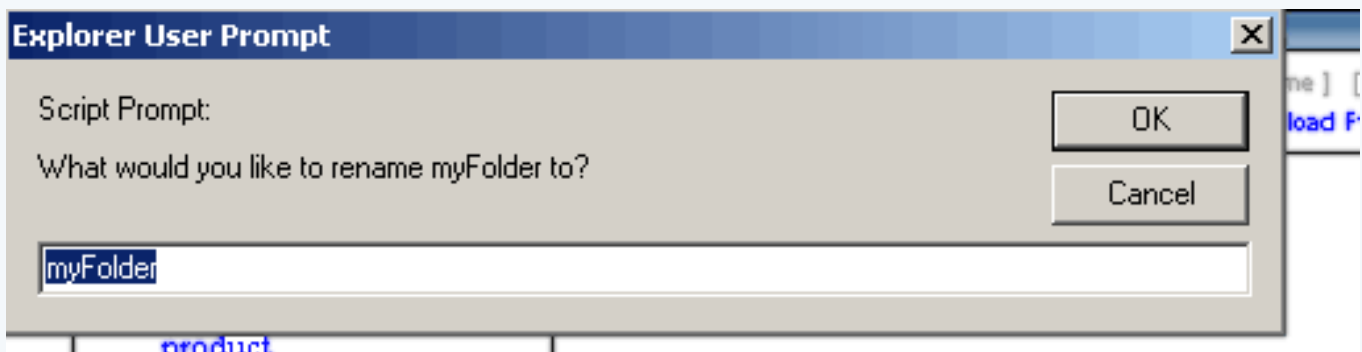
To delete a directory, click on the directory name that you would like to delete and then click on the link "Delete". When the File Cabinet Manager asks you to confirm the deletion of the directory and all of its contents, click on the button "OK" to continue. Please keep in mind that this process is irreversible and any files or folders deleted in this manner cannot be restored.

[Create] [Rename] [Delete]

[Select All] [Select None] [U

Microsoft Internet Explorer ☒

Root*

_fileCabin

⊞ _flash*

?   Are you sure you want to delete myFolder and all files in it?

ed

_images*

_product

_thumbne   OK   Cancel

_tmp

myFolder
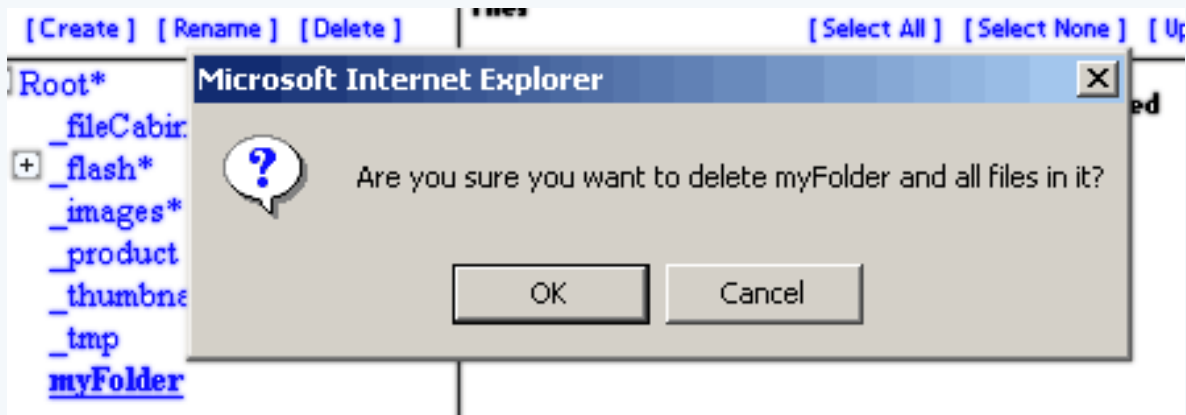
Manage Files:

Any file with a "*" at the end of the filename is protected by the File Cabinet Manager. Such files cannot be deleted, renamed, or moved.

feedback.html*	6.2k	Th
global.css	6.7k	Th
index.html*	5.4k	Th
products.html*	6.8k	Th

To manage files, click on the filenames to select the files that you will be working with. If you click once on the filename, the file will be selected. If you click on the filename again, the file will be unselected.

25sa4_HomeMouseover.gif	23
Personal_5_Button.gif	12
Personal_5_Left_Corner.gif	21
Personal_5_Left_Line.jpg	53
Personal_5_orange_Main.jpg	3.4

Multiple files can be selected by clicking on your desired filenames. To select all of the files, click on the link "select All".
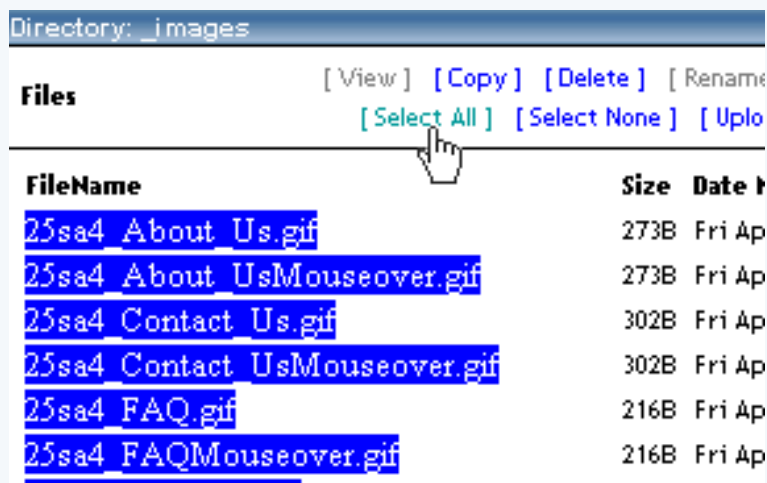
To view the file itself, select a filename and click on the link "View".

A new window will be opened by the File Cabinet Manager to display the file. Only one selected file can be viewed; if you have multiple files selected, you must unselect files in order to view them individually.
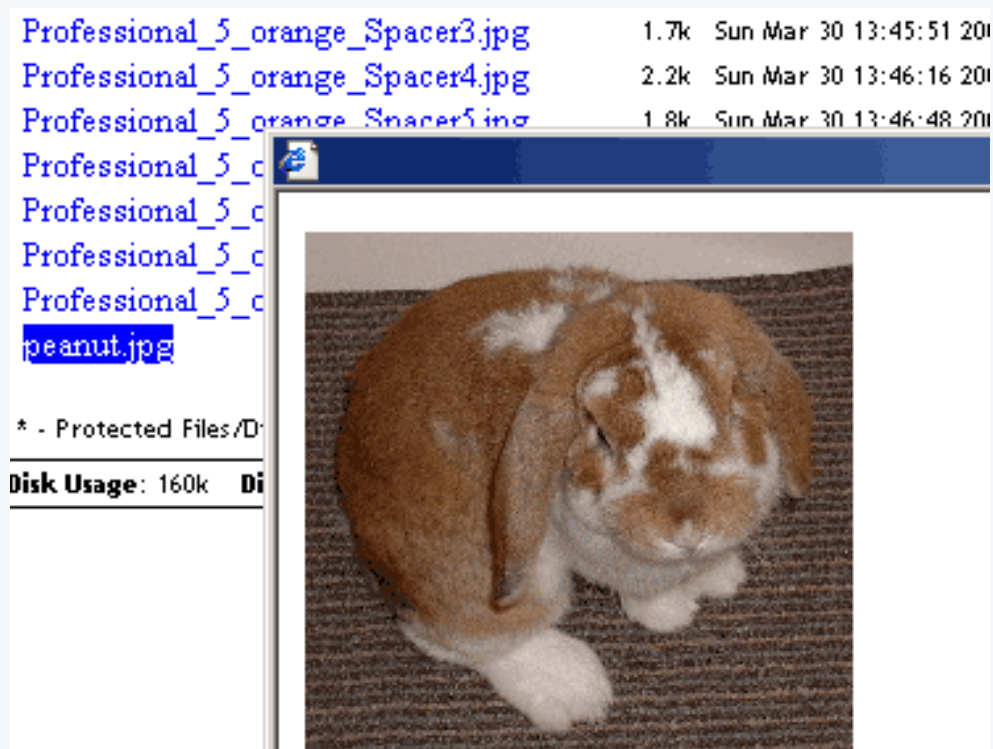
If you select a file and click on the link "Copy", the File Cabinet Manager will open a new window. You can select multiple files by clicking on them.

In the new window, select the directory that you would like to copy the file to by using the drop-down menu next to the button "Copy Files". If you want to overwrite existing files with the file that you are copying, click on the checkbox next to the text "Overwrite Files". When you are done specifying the directory, click on the button "Copy Files" to copy the selected files.

Directory: _images

Files

[View] [Copy] [Delete] [Rename] [Move
[Select All] [Select None] [Upload Files]

FileName   **Size Date Modified**

25sa4_About_Us.gif   273B Fri Apr 11 13:17

25sa4_About_UsM

25sa4_Contact_Us

25sa4_Contact_Us

25sa4_FAQ.gif

25sa4_FAQMouse

25sa4_Feedback.gi

25sa4_FeedbackM

25sa4_Home.gif

25sa4_HomeMous

Personal_5_Buttor

Personal_5_Left_C

Personal_5_Left_L

Personal_5_orange

Personal_5_orange

Personal_5_orange

Personal_5_orange

Personal_5_Right_

Personal_5_Space_

Copy Files

Files:

25sa4_Feedback.gif

25sa4_FeedbackMouseover.gif

Select Directory to copy files to

☐ Overwrite Files

root ▼   **Copy Files**

root
_fileCabinet
_flash
_images
_product
_thumbnails
_tmp
_flash/upload
_flash/upload/sounds

To delete a file, click on the file name that you would like to delete and then click on the link "Delete".
You may delete multiple selected files.

When the File Cabinet Manager asks you to confirm the deletion of file, click on the button "OK" to continue.

The second confirmation informs you that this process is irreversible and any files deleted in this manner cannot be restored. If you wish to continue to delete the selected file(s), click on the button "OK".

Microsoft Internet Explorer

? Deleting is irreversible. Do you wish to continue?

OK   Cancel
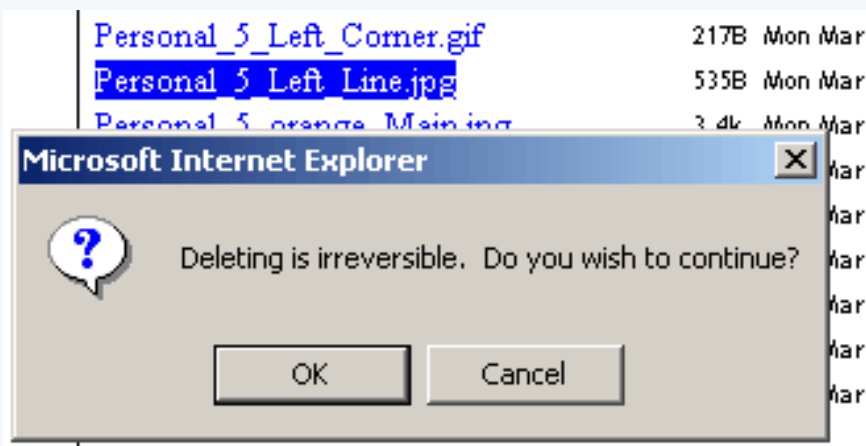
To rename a file, click on the filename and then click on the link "Rename". Only one file may be renamed at a time.

Directory: _images

Files   [View] [Copy] [Delete] [Rename] [Move]
[Select All] [Select None] [Upload Files]

FileName	Size	Date Modified
25sa4_About_Us.gif	273B	Fri Apr 11 13:17:37
25sa4_About_UsMouseover.gif	273B	Fri Apr 11 13:17:37
25sa4_Contact_Us.gif	302B	Fri Apr 11 13:17:37
25sa4_Contact_UsMouseover.gif	302B	Fri Apr 11 13:17:37
25sa4_FAQ.gif	216B	Fri Apr 11 13:17:38
25sa4_FAQMouseover.gif	216B	Fri Apr 11 13:17:38

When the File Cabinet Manager asks for the name that you would like to rename the file to, enter in the name that you would like to designate for the file. Please keep in mind that only letters or numbers may be used for the file name and that the file must contain the file extension. For example, if the file was called "myimage.jpg", you could not rename this file to "someimage" or "some image.gif". After you have selected a name, click on the button "OK" to rename the file.

Explorer User Prompt

Script Prompt:

What would you like to rename this file to?

OK   Cancel

25sa4_FAQ.gif
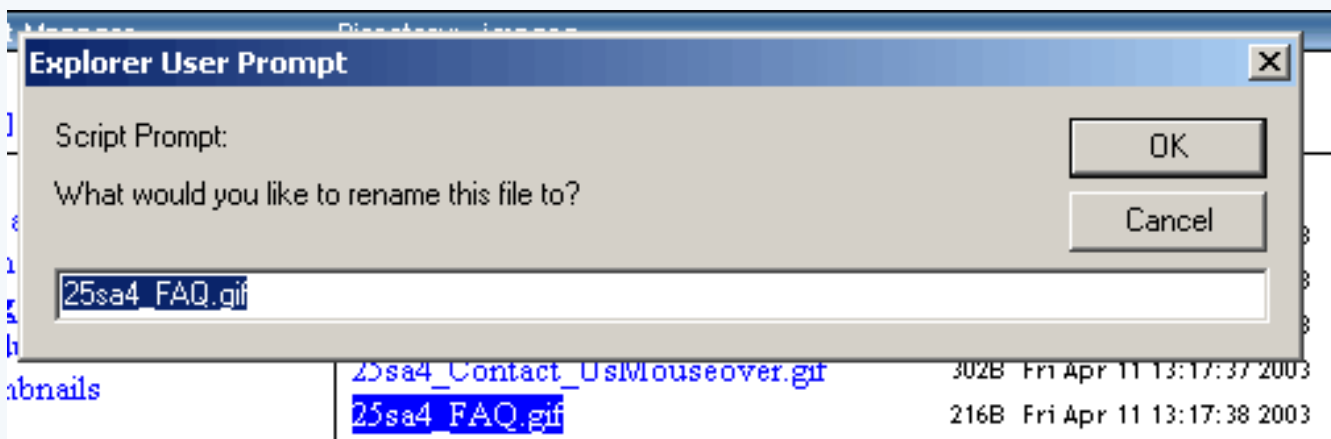
If you select the exact same name that you originally had, the File Cabinet Manager will inform you that you will overwrite the file.

To move files, click on the filename(s) that you would like to move. You can select multiple files by clicking on them.

The File Cabinet Manager will open a new window. In the new window, select the directory that you would like to move the file(s) to by using the drop-down menu next to the button "Move File". If you want to overwrite existing files with the file that you are moving, click on the checkbox next to the text "Overwrite Files". When you are done specifying the directory, click on the button "Move File" to move the selected file(s).

To upload files, click on the link "Upload Files".

When the File Manager asks you for the number of files to upload, choose the maximum number of files that you will be uploading during this session. Then click on the button "Continue".
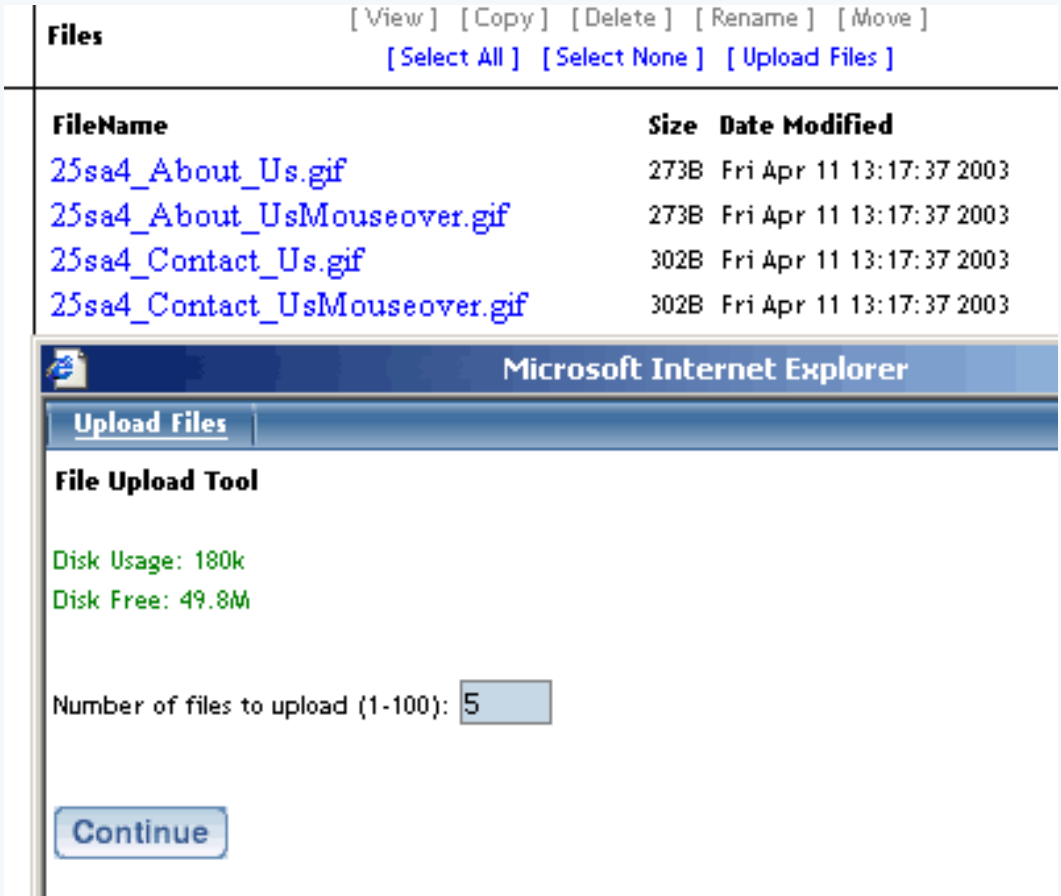
Choose the destination directory by selecting the directory in the drop-down menu next to the text "Destination". If you want to automatically overwrite the files in the destination directory with the files you will be uploading, checkmark the box next to the text "Overwrite Files:". Click on the button "Browse" to locate the file on your computer and to select the file you want to upload. When the dialog box opens up, locate and select the file you want to upload, then click on the button "Open". When you are done selecting your files, click on the button "Upload Files" to upload the files to the specified directory.

Upload Files

File Upload Tool

Disk Usage: 176k
Disk Free: 49.8M

Destination: _images ▼
Overwrite Files: ✔

File 1: [＿＿＿＿＿] Browse...

File 2: [＿＿＿＿＿] Browse...

File 3: [＿＿＿＿＿] Browse...

File 4: [＿＿＿＿＿] Browse...

File 5: [＿＿＿＿＿] Browse...

[Upload Files]

Once the system File Upload Tool reports that the files have been uploaded successfully, close the window if you are done or click on the button "Upload More Files" to upload additional files.

Upload Files

File Upload Tool

Disk Usage: 180k
Disk Free: 49.8M

Files uploaded successfully:
C:\Documents and Settings\Desktop\blueborder.gif

[Upload More Files]

Back to the Top of the Page

Java File Cabinet Manager

Related Links:

Overview

The Java File Cabinet Manager allows you to manage your Web site storage space. You can upload files, download files, create folders, rename and delete files and folders, copy and view files, and move files from folder to folder.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Tool Box". Click on the link "File Cabinet Manager (Java)".

If you do not have the latest Java plug-in, you may get it here. If you do have the latest Java plug-in, after it finishes loading it will load the Java File Cabinet Manager:
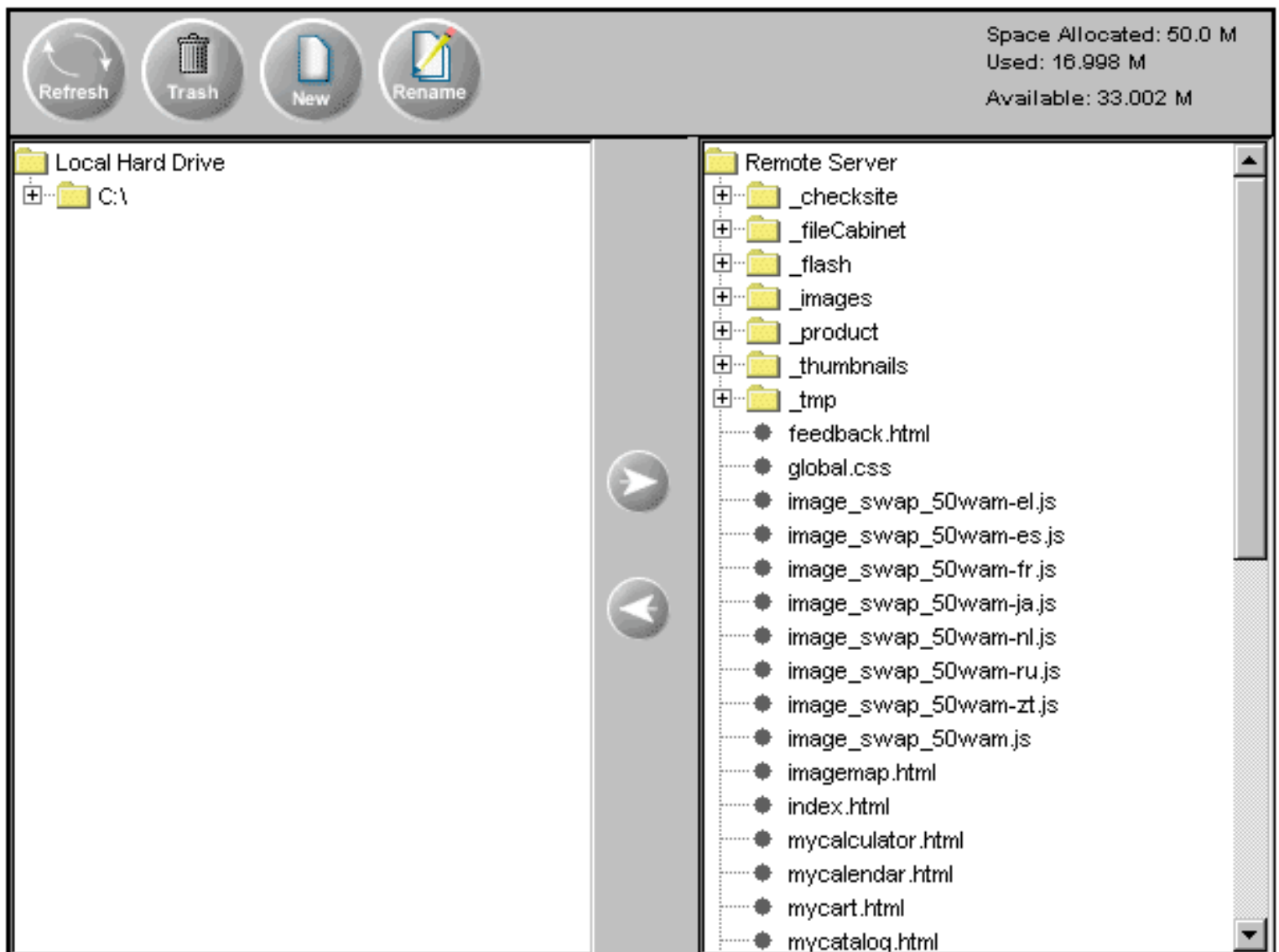
Note: When you upload files, any special character, other then ".", "-", and "_", will be converted to "_".

Close

The left side of the Java File Cabinet Manager displays the files and folders on your computer.
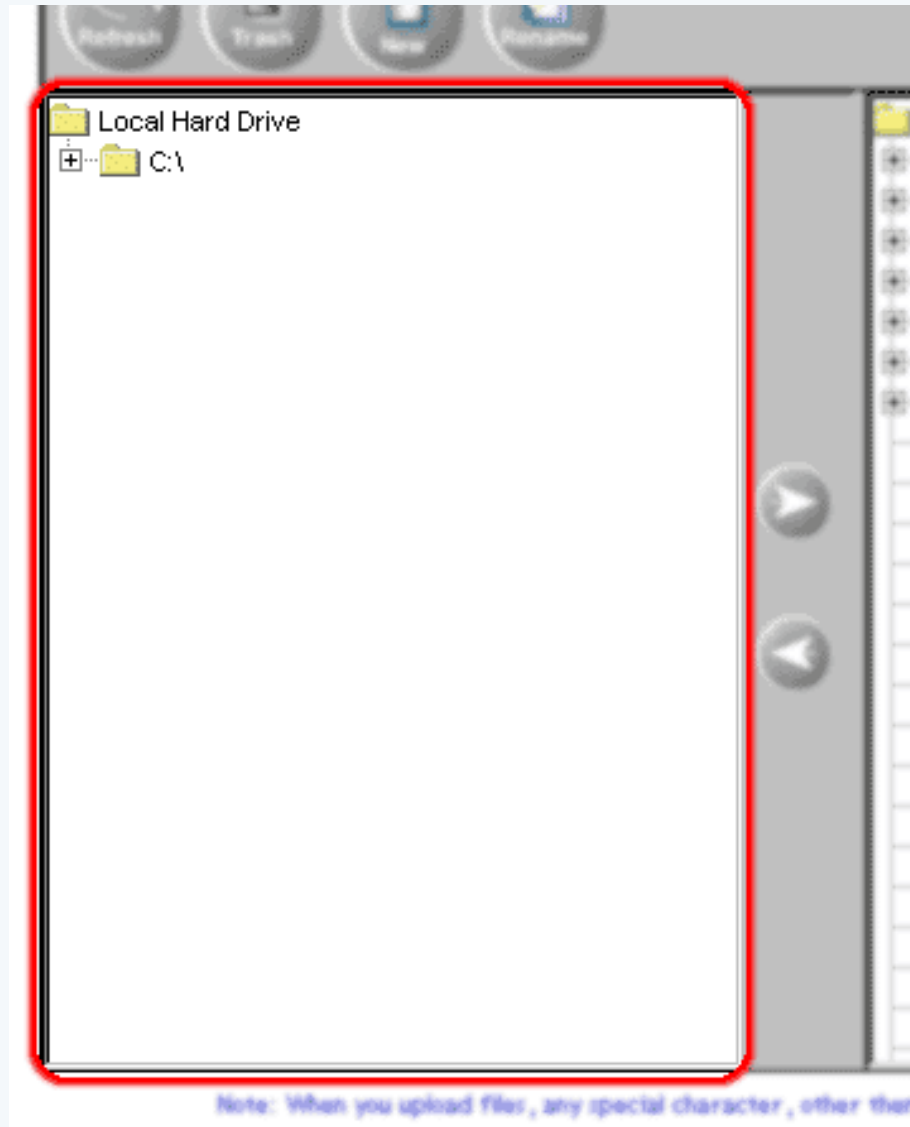
The right side of the Java File Cabinet Manager displays the files and folders of your Web site.
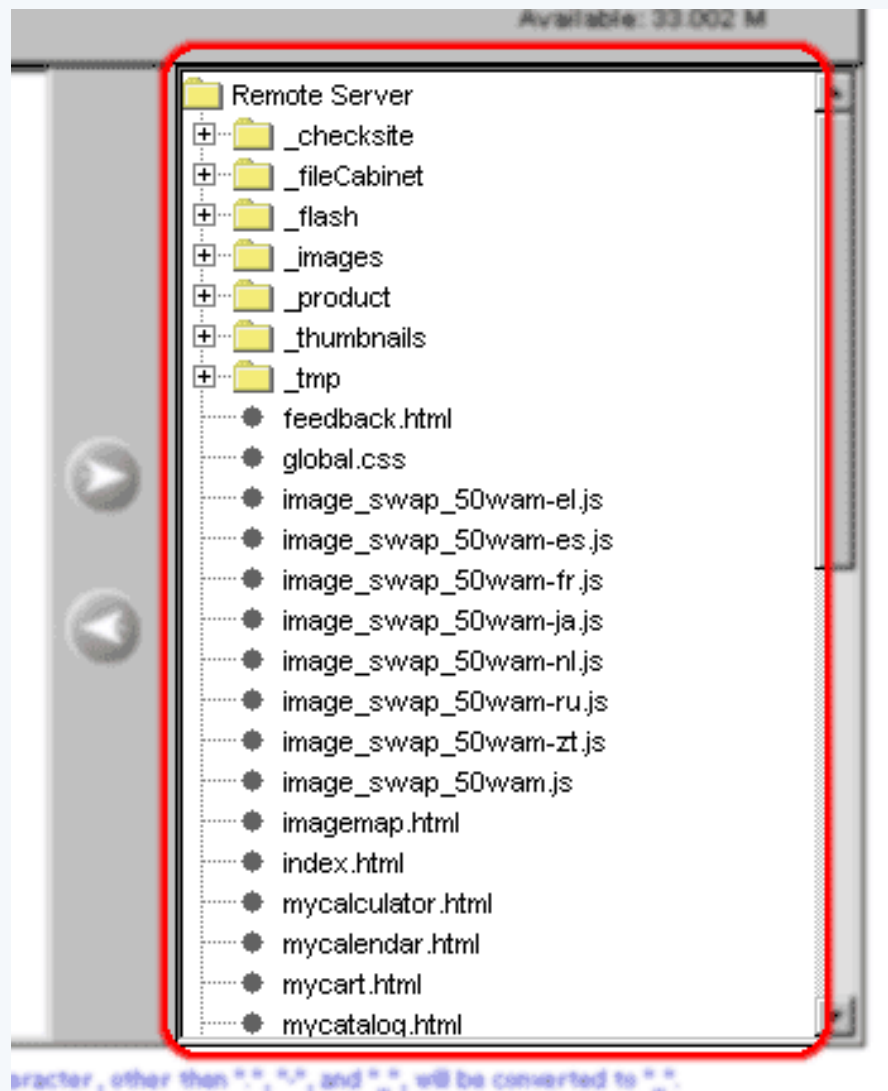
The top-left side gives you options to Refresh, Trash, New and Rename.

The top-right side informs you how much total storage space your Web site has, how much storage space you are using, and how much storage space you have left.

In the center of the Java File Cabinet Manager, you have two buttons with arrows pointing to the left and right. The button pointing to the right will upload files from your computer to your Web site. The button pointing to the left will download files from your Web site and to your computer.
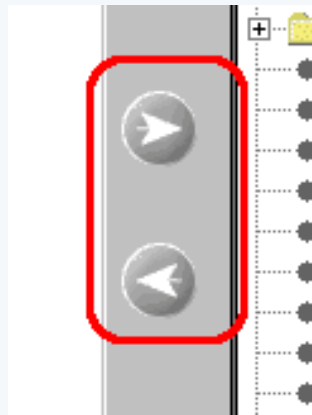
Back to the Top of the Page

Upload and Download Files
To upload files, navigate through the folders on your computer to find the files that you wish to upload. Click on the filenames. To select more than one file, hold down the "Ctrl" key on your keyboard and continue to click on other filenames. Once you have files selected, click on the folder in your Web site that you would like to upload your selected files to. Once that is done, click on the button with the arrow pointing to the right to upload your files to the Web site. The time that it takes to upload your files depends on the number of files, size of files, and your internet connection.

To download files, navigate through the folders on your Web site to find the files that you wish to download. Click on the filenames. To select more than one file, hold down the "Ctrl" key on your keyboard and continue to click on other filenames. Once you have files selected, click on the folder on your computer that you would like to download your selected files to. Once that is done, click on the button with the arrow pointing to the left to download your files to yoru computer. The time that it takes to download your files depends on the number of files, size of files, and your internet connection.

Once done, you may click on the button "Refresh" to refresh the view of the Java File Cabinet Manager.

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Creating Folders

To create a folder on your computer or in your Web site, click on the folder that you would like to create a new folder in. Click on the button "New" in the top-left side of the Java File Cabinet Manager. A new folder will appear in the folder that you selected. Type in a name for your new folder (which is labelled "NewFolder" by default), then press the "Enter" key on your keyboard. Please keep in mind that the folder names cannot have spaces or illegal characters. For instance, "JOHN Doe" and "my #5 photo album!" are not valid.

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Deleting Files or Folders

To delete files on your computer or in your Web site, click on the fielnames that you would like to delete. To select more than one file, hold down the "Ctrl" key on your keyboard and continue to click on other filenames. Click on the button "Trash" in the top-left side of the Java File Cabinet Manager. The Java File Cabinet Manager will then ask you to confirm the deletion of the files.
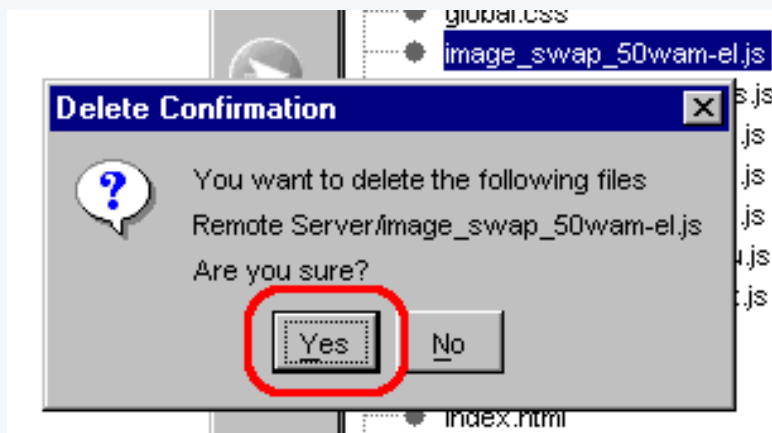
Click on the button "Yes" to continue to delete the file.

To delete folders, click on the foldername that you would like to delete. Then click on the button "Trash" to delete the folder. The Java File Cabinet Manager will bring up a dialog box asking you to confirm the deletion of the folder, so click on the button "Yes" if you want to continue to delete the folder.

Please be aware that you cannot delete files and folders on your Web site that are designated as protected files. To see which files and folders are protected, use the File Cabinet Manager.

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Renaming Files and Folders

Click on the file or folder that you want to rename. Then click on the button "Rename". Type in the new name for your file or folder. Press "Enter" when done. Please keep in mind that the filenames and folder names cannot have spaces or illegal characters. For instance, "JOHN Doe.jpg" and "my #5 photo album!" are not valid. Also, please be aware that you cannot rename files and folders on your Web site that are designated as protected files. To see which files and folders are protected, use the File Cabinet Manager.

Back to the Top of the Page

Refreshing the View

After a deletion, rename, upload, or download, you may want to refresh the Java File Cabinet Manager to verify that you are looking at the same thing that the system is. Click on the button "Refresh" in the top-left side of the Java File Cabinet Manager.

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Back to the Top of the Page

Password Protection

Overview

The Password Protection Tool allows you to apply password protection to directories.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Tool Box". Click on the link "Password Protection".
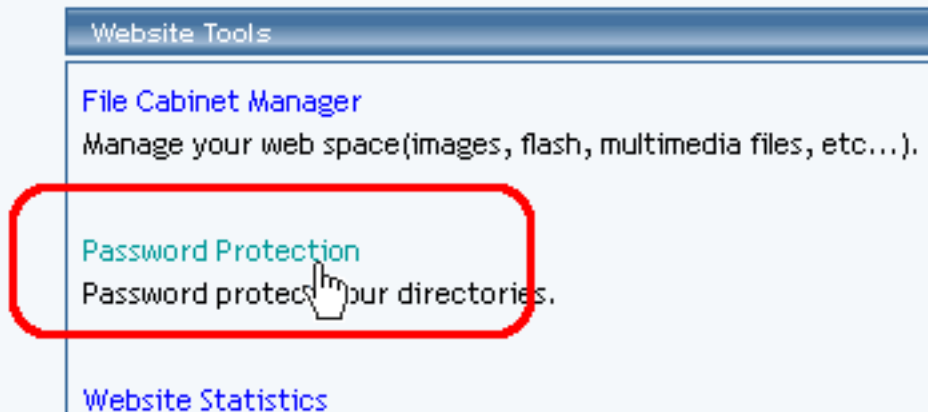
Select a directory to apply password protection to in the drop-down box at the top of the new window. When the directory has been selected, click on the button "Activate Password Protection".
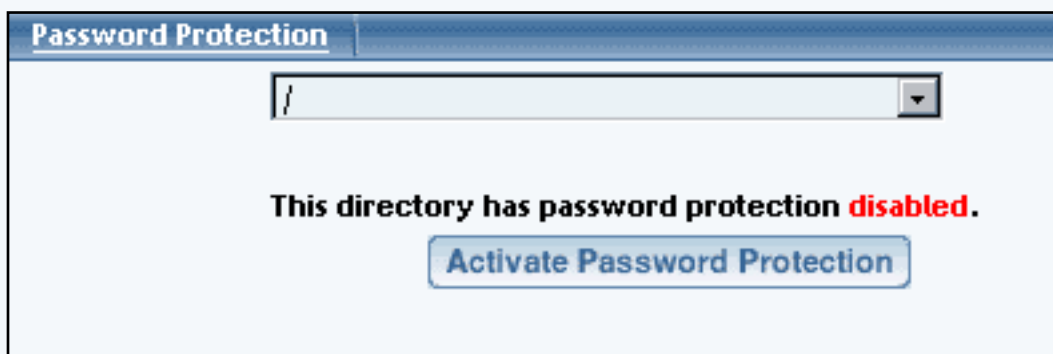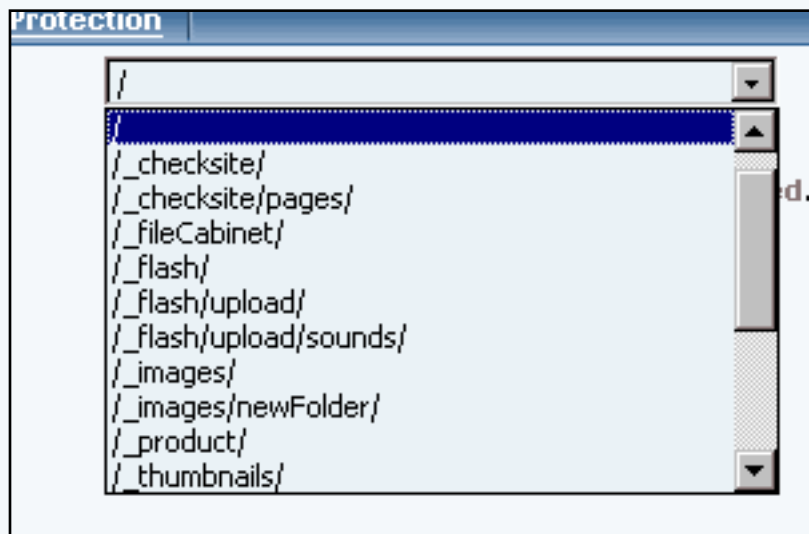
The Password Protection Tool will then reload the page. It will also inform you that the directory you are working with has password protection enabled. To disable password protection for the currently selected directory, click on the button "Disable Password Protection".

This directory has password protection enabled.

Disable Password Protection

Authentication Message

Please enter username and password.

Set Message

New User

Username

Password

Add User

Delete Users

--- Choose User ---

Delete User

Change Password

--- Choose User ---

Change Password

Specify the message that you would like to display to visitors to the password protected directory in the text field in the section "Authentication Message". When done specifying your message, click on the button "Set Message". Your current Authentication Message is also displayed.

This directory has password protection enabled.

Disable Password Protection

Authentication Message

Please enter username and password.

Set Message

New User

Username [   ]

Password [   ]

Add User

Delete Users

--- Choose User --- ▼

Delete User

Change Password

--- Choose User --- ▼ [   ]

Change Password

To add a new user for the password protected directory, enter in a username and password in the section "New User". Please keep in mind that the username and password can only consist of letters and numbers. When done, click on the button "Add User" to add your new user.

This directory has password protection enabled.

Disable Password Protection

Authentication Message

Please enter username and password.

Set Message

New User

Username

Password

Add User

Delete Users

--- Choose User ---

Delete User

Change Password

--- Choose User ---

Change Password

Once the Password Protection Tool detects that you have at least one user, you will have additional sections of "Delete Users" and "Change Password" below the section "New User".

To delete a user, select the username that you would like to delete, and then click on the "Delete User" button.

This directory has password protection enabled.

Disable Password Protection

Authentication Message

Please enter username and password.

Set Message

New User

Username [   ]

Password [   ]

Add User

Delete Users

--- Choose User --- [▼]

Delete User

Change Password

--- Choose User --- [▼] [   ]

Change Password

To change the password for a user, select the username in the drop-down menu, enter in a new password, then click on the button "Change Password".

This directory has password protection enabled.

Disable Password Protection

Authentication Message

Please enter username and password.

Set Message

New User

Username

Password

Add User

Delete Users

--- Choose User ---

Delete User

Change Password

--- Choose User ---

Change Password

Please keep in mind that if you set up a password protected directory, a file in this directory must be linked to directly. For example, let's say you create a folder called "mynewfolder" and you move (or copy) a file to that folder called "testfile.txt". If your domain name is "mydomainname.com", then the link to that file would be www.mydomainname.com/mynewfolder/testfile.txt. You would not be able to just link to "www.mydomainname.com/mynewfolder" as this will give you an error since the listing of the entire contents of the directory is not permitted.

Back to the Top of the Page

Statistics

What are Statistics used for?

Your Web site's Statistics function allows you to request statistical reports regarding visits to your Web site. While it isn't possible to view email addresses, gender, age or other personal information about visitors, you can use the reports to view how many visits your site has received, which parts of your site are being visited, how visitors found your site, etc. This information can be used to improve the navigation of your site, to fine tune submission to search engines, and to otherwise make your site more effective.

Request a Report

From the Administration home page, click on the blue text of your sitename. In the secondary navigation menu, click on "Tool Box". Click on "Website Statistics". To request a report, select the report to generate under "Action". The "Action" option asks what type of statistical report to generate.

Select the pages that the report will be requested for under "Pages". The "Pages" option allows you to specify the pages for the statistical report. To select multiple pages, hold down the CTRL key on the keyboard while clicking on other pages. If "all" is selected with other pages, the Site Administration will request the statistical reports on all pages.

The "The number of most recent visitors to display" option is linked with the "Most Recent Visitors" report. When the "Show All" or "Most Recent Visitors" statistical reports are requested, enter in the number of most recent visitors that you want the report to display. The default setting is the last 10 visitors.

Select the date range that you want to request the report on under "Date Range". This option allows you to specify the time period of the statistical reports. If the "Start Date" is left blank, the Site Administration will begin the statistical reports from the beginning of your recorded statistics. If the "End Date" is left blank, the Site Administration will end the statistical reports to the current day. Statistical data for the current day will not be available until the next day.

When done configuring your options, click on "Submit Request" to request the statistical reports.

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Reports

The reports available via this function include:

You can also an option to [delete](#) some or all of your site's statistical data. **This option cannot be reversed.**

"Show Page Hits" will display the number of hits per selected page(s) for the selected time period.

"Most Recent Visitors" will display, by default, the last 10 visitors to the selected page(s) for the selected time period.

Website Statistics

Statistics Result

Current time: 2003-04-23 17:50:09 GMT

Your statistics shows that the hits are recorded
from **2003-04-18 17:50:42 GMT**
to **2003-04-18 17:51:34 GMT**.

Most Recent 10 Visitors

On the following pages: **all**
From **2003-04-18 17:50:42 GMT**
To **2003-04-18 17:51:34 GMT**

IP Address	Time	Referred from
195.101.51.1 (1.0-127.51.101.195.in-addr.arpa)	2003-04-18 17:50:42	-

Go Back to Statistics page

Back to the Reports
Back to the Top of the Page

"Show Hits Per Day" will display the number of hits per day for the selected page(s) for the selected time period.
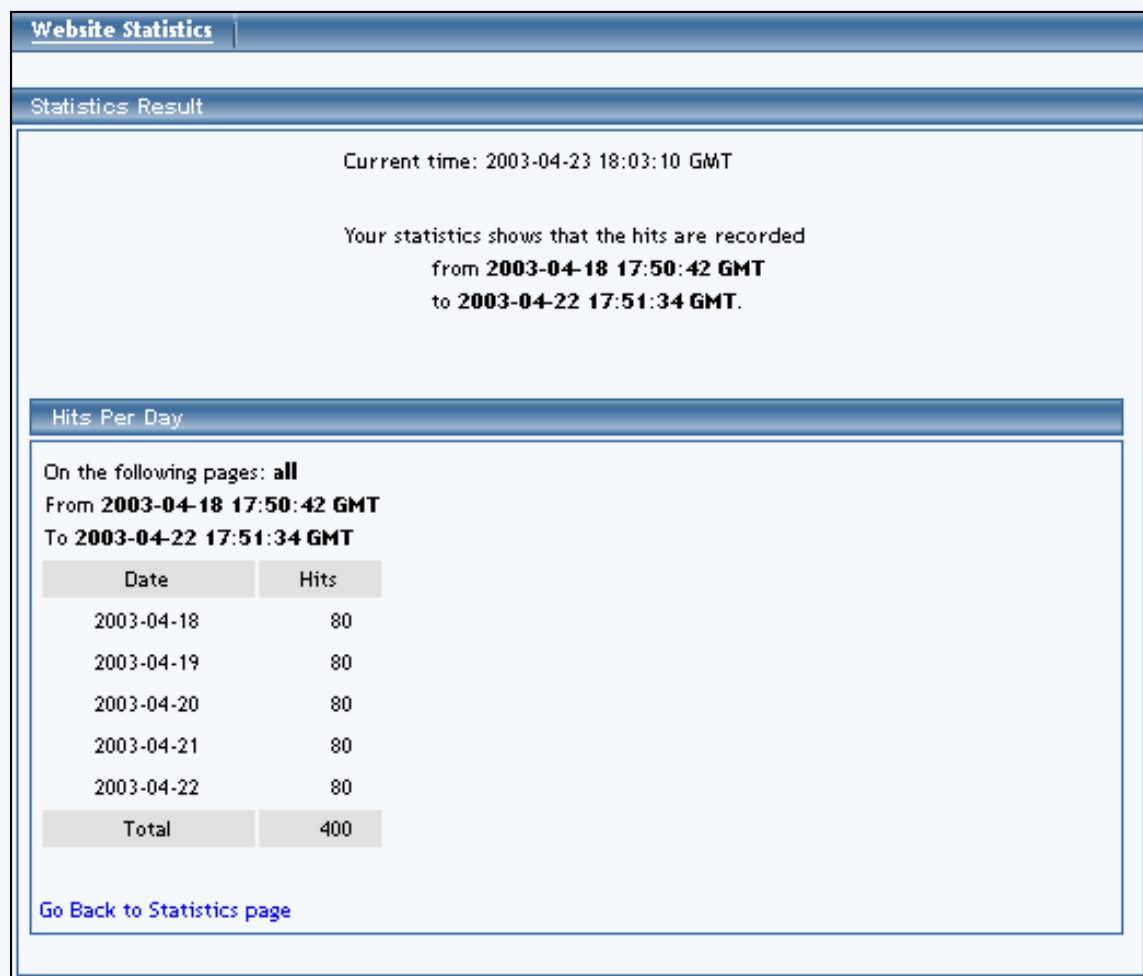
Back to the Reports
Back to the Top of the Page

"Hits Per Day In a Week" will display the number of hits per day for a week for the selected page(s) for the selected time period.

Website Statistics

Statistics Result

Current time: 2003-04-23 18:15:25 GMT

Your statistics shows that the hits are recorded
from **2003-04-18 17:50:42 GMT**
to **2003-04-20 17:51:34 GMT**.

Hits Per Day in a Week

On the following pages: **all**
From **2003-04-18 17:50:42 GMT**
To **2003-04-20 17:51:34 GMT**

Monday	0 hits (0%)	
Tuesday	0 hits (0%)	
Wednesday	0 hits (0%)	
Thursday	0 hits (0%)	
Friday	80 hits (33%)	
Saturday	80 hits (33%)	
Sunday	80 hits (33%)	
Total	240	

80 80 80

0   0   0   0

Mon Tue Wed Thu Fri Sat Sun

Go Back to Statistics page

Back to the Reports
Back to the Top of the Page

"Hits In Last 30 Days (from End Date)" will display the number of hits per day from 30 days before the End Date for the selected page(s).

Website Statistics

Statistics Result

Current time: 2003-04-23 18:23:37 GMT

Your statistics shows that the hits are recorded
from **2003-04-18 17:50:42 GMT**
to **2003-04-22 17:51:34 GMT**.

Last 30 Days

On the following pages: **all**
From **2003-03-23 00:00:00 GMT**
To **2003-04-22 23:59:59 GMT**

400   80 80 80 80 80 400

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Go Back to Statistics page
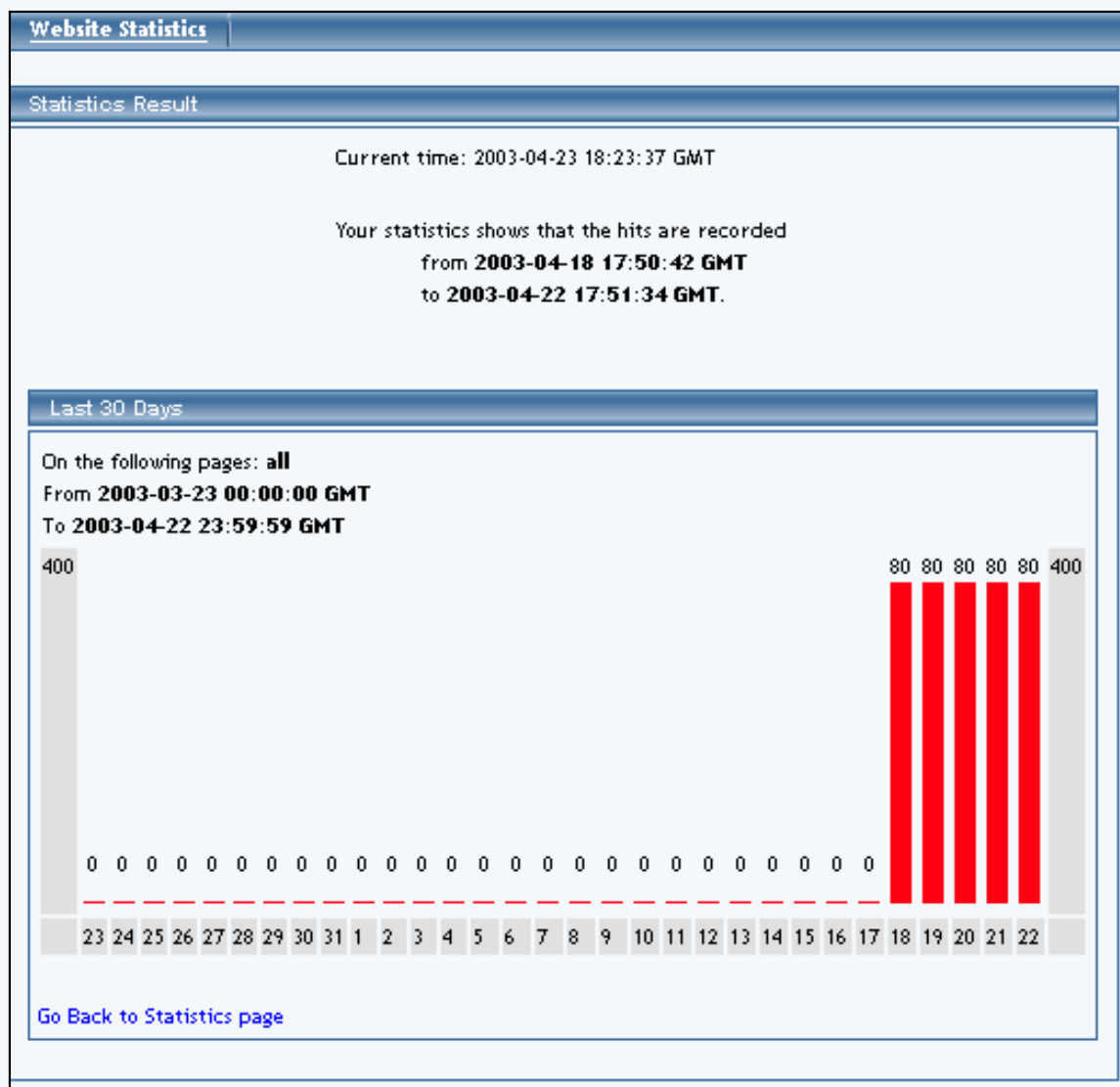
Back to the Reports
Back to the Top of the Page

"Show All" will display the statistical reports for "Show Page Hits", "Most Recent Visitors", "Show Hits Per Day", "Hits Per Day In a Week", and "Hits In Last 30 Days (from End Date)" for the selected page(s) for the selected time period.

Back to the Reports
Back to the Top of the Page

"Delete Statistics (*Unrecoverable*)" will delete all statistics for the selected pages for the selected time period – this option is irreversible and unrecoverable. When this action is performed, the Site Administration will ask repeatedly whether the deleting of statistics has been confirmed. **Please keep in mind that removing statistics will help to speed up statistical reporting but there is no way to recover the data.**

Delete Statistics

Warning

You have requested to DELETE your Statistics PERMANENTLY.

The data you are about to DELETE is from the following date range:

from 2003-04-18 17:50:42 GMT
to 2003-04-18 17:51:34 GMT

on the following pages:

- **all**

Once the data are DELETED, they are UNRECOVERABLE.

Are You Sure You Want To DELETE Your Statistics PERMANENTLY?

[Delete Statistics Permanently]   [ABORT]

Delete Statistics

Warning

Microsoft Internet Explorer ☒

❓ Warning: You are about to DELETE your current statistics data. Doing so is irreversible. Depending on your selections of date range and pages, the entire or a part of the statistics will be deleted.

Are you sure you want to DELETE your current statistics?

[OK]   [Cancel]

---

on the following pages:

- **all**

Once the data are DELETED, they are UNRECOVERABLE.

Are You Sure You Want To DELETE Your Statistics PERMANENTLY?

[Delete Statistics Permanently]   [ABORT]

Delete Statistics

Final Warning

You have requested to DELETE your Statistics PERMANENTLY.

The data you are about to DELETE is from the following date range:

> from 2003-04-18 17:50:42 GMT
> to 2003-04-18 17:51:34 GMT

on the following pages:

- **all**

Once the data are DELETED, they are UNRECOVERABLE.

Are You Sure You Want To DELETE Your Statistics PERMANENTLY?

[Delete Statistics Permanently] [ABORT]

Delete Statistics

Final Warning

Microsoft Internet Explorer ✕

❓ Warning: You are about to DELETE your current statistics data. Doing so is irreversible. Depending on your selections of date range and pages, the entire or a part of the statistics will be deleted.

Are you sure you want to DELETE your current statistics?

[OK]   [Cancel]

on the following pages:

- **all**

Once the data are DELETED, they are UNRECOVERABLE.

Are You Sure You Want To DELETE Your Statistics PERMANENTLY?

[Delete Statistics Permanently]   [ABORT]

Website Statistics

Delete Statistics

Statistics are deleted

Total 4 hits

from **2003-04-18 17:50:42 GMT**
to **2003-04-18 17:51:34 GMT**

on the following pages:

- **all**

are deleted.

Go Back to Statistics page

Back to the Top of the Page

Image Tool

Related Links:

[Overview](#) | [Edit Image](#) | [Logo Maker](#)

Overview
The Image Tool allows you to modify existing images and to create your own logo.

Edit An Existing Image
Click on the blue text "No Image" to select an image file to edit.
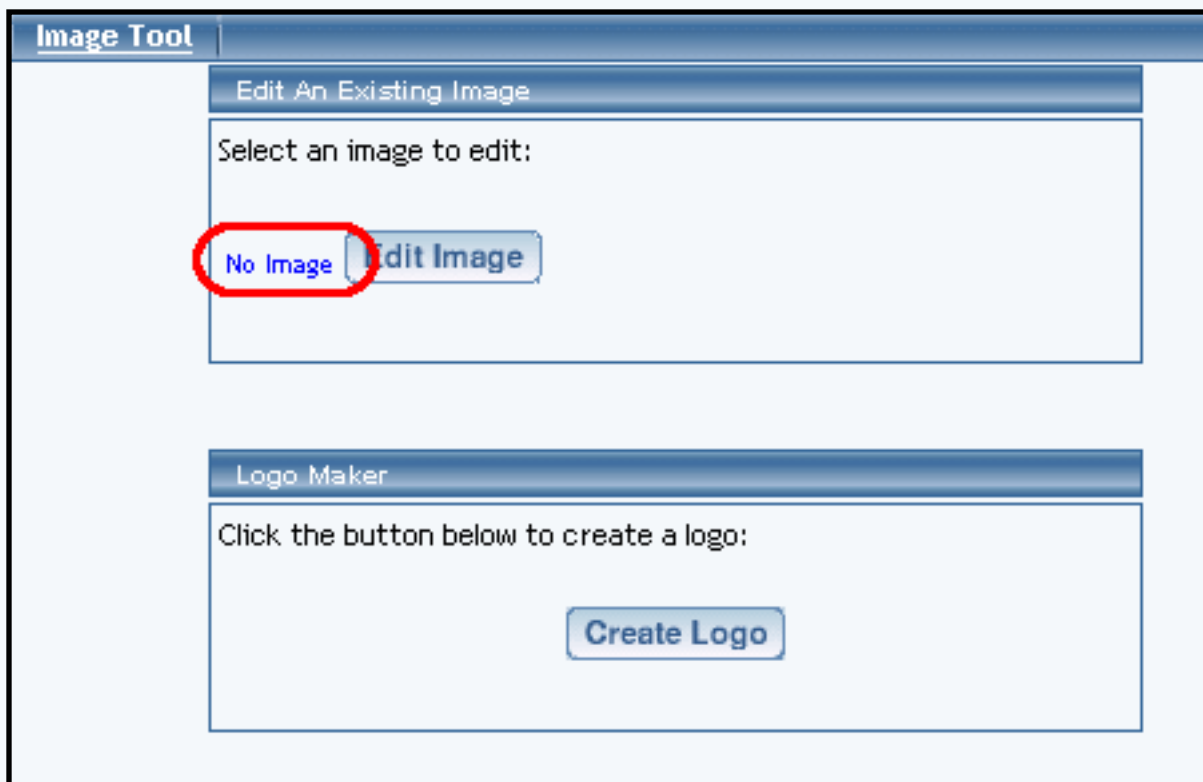
A new window will open up that will allow you to select an image from your Web site, select an image from our image library, select an image from a website, or to upload your own image file. Please keep in mind that using the Image Tool to modify your images requires you to have the latest Java plug-in for your Internet browser. Once you have found an image to edit, click on the button "Use" next to a preview of the image.
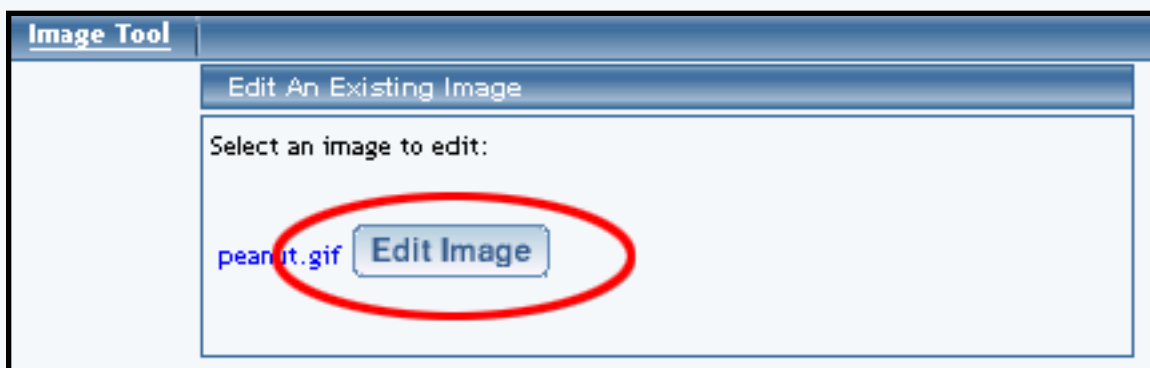
Once your image has been selected, click on the button "Edit Image" to modify your image file.

Close Session - this option will close the current editing session with your selected image. The Image Tool intelligently remembers whether you opened an image and did not finish editing.
Save - this option will save the work you have done to the image to the same filename.
Save As - this option will save the work you have done to the image as a different filename.
Undo - this option will only be available if the Image Tool recognizes that you have performed an action. You will be able to undo all of your actions as long as the editing session remains open.
Resize - this action allows you to resize the image.
Crop - this action allows you to specify a rectangular section of the image as your new image.
Transparent - this action allows you to make certain colors of an image transparent. You may only apply transparency on gif image files.
The Back button will return you to the main menu of the Image Tool.

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Logo Maker
The Logo Maker allows you to create a text logo for your Web site.

From the Administration home page, click on the blue text of your sitename to get to the Web site Editor home page. Click on the secondary navigation menu link "Tool Box". Click on the blue text "Image Tool". Click on the button "Create Image" to create your own text logo.

You will then see the following screen:

Click on one of the sample images that shows the best style that you would like to have for your text logo.

Back
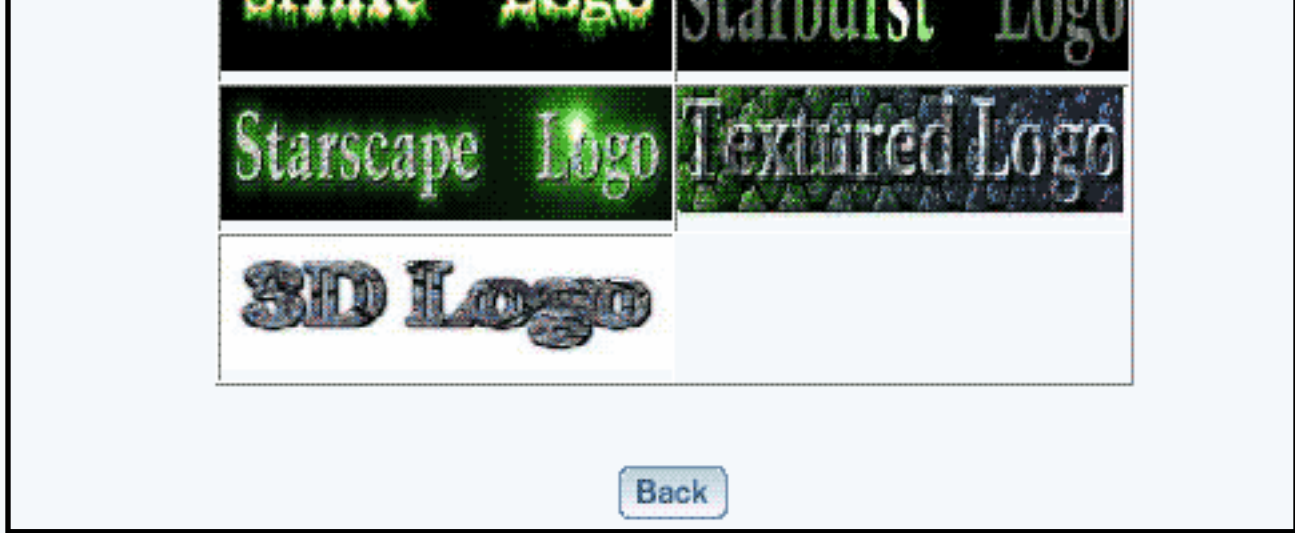
Depending on which logo style that you have chosen, you will have a different set of options. For example, if you click on Crystal Logo, you will get the following:

Filename - specify the filename of the image.

Text for Logo - specify the text that will appear as your logo. Please be advised that the amount of text that you may put in will be limited by the Font Size that you have specified.

Font Size (in pixels) - specify the size of the text that will appear as your logo in pixel dimensions.

Font Face - specify the font face for the text that will appear as your logo.

Font Color - specify the font color for the text that will appear as your logo.

Background Color - specify the background color of the logo. other options - depending on which style that you choose, you will have other options that will pertain to that style choice.

When done specifying your options for your logo, click on the button "Create Logo" to continue creating your logo. To cancel, click on the button "Back".

After you click on the button "Create Logo", the Image Tool will report to you:
"Your logo has been queued up for creation
It will be put into your images directory"

After a couple of minutes, the image will be placed in to your images directory. Once the file has been placed there, you can add the logo to a page as an image component.

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Image Tool

Resize

Related Links: [Image Tool Overview](#) | [Logo Maker](#)

You will see the following screen when the Administration first loads the Image Tool's Resize options:
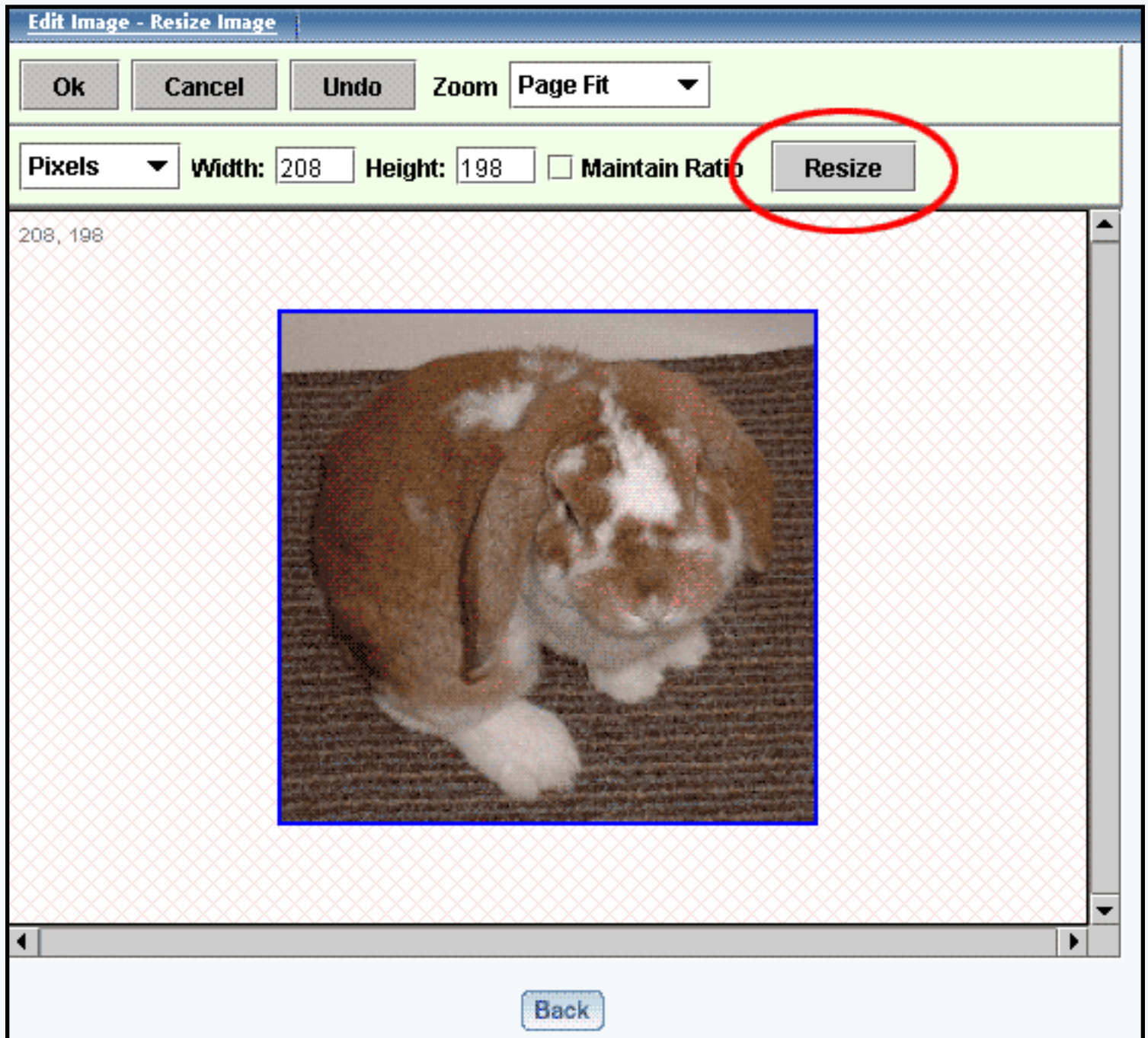
If you check the "Maintain Ratio" box before you change the height or width, then you only need to change one of the dimensions as the Image Editor will then automatically maintain the correct

proportions by adjusting the other dimension to match. Please keep in mind that the maximum size that you can save your image as is 1200 x 1200 dots per inch (or dpi). When you are done adjusting the image dimensions, click on the button "Resize" to store your changes. To the left and above your image, the gray text will inform you of the current size of the image. If this is correct, click on the button "OK".
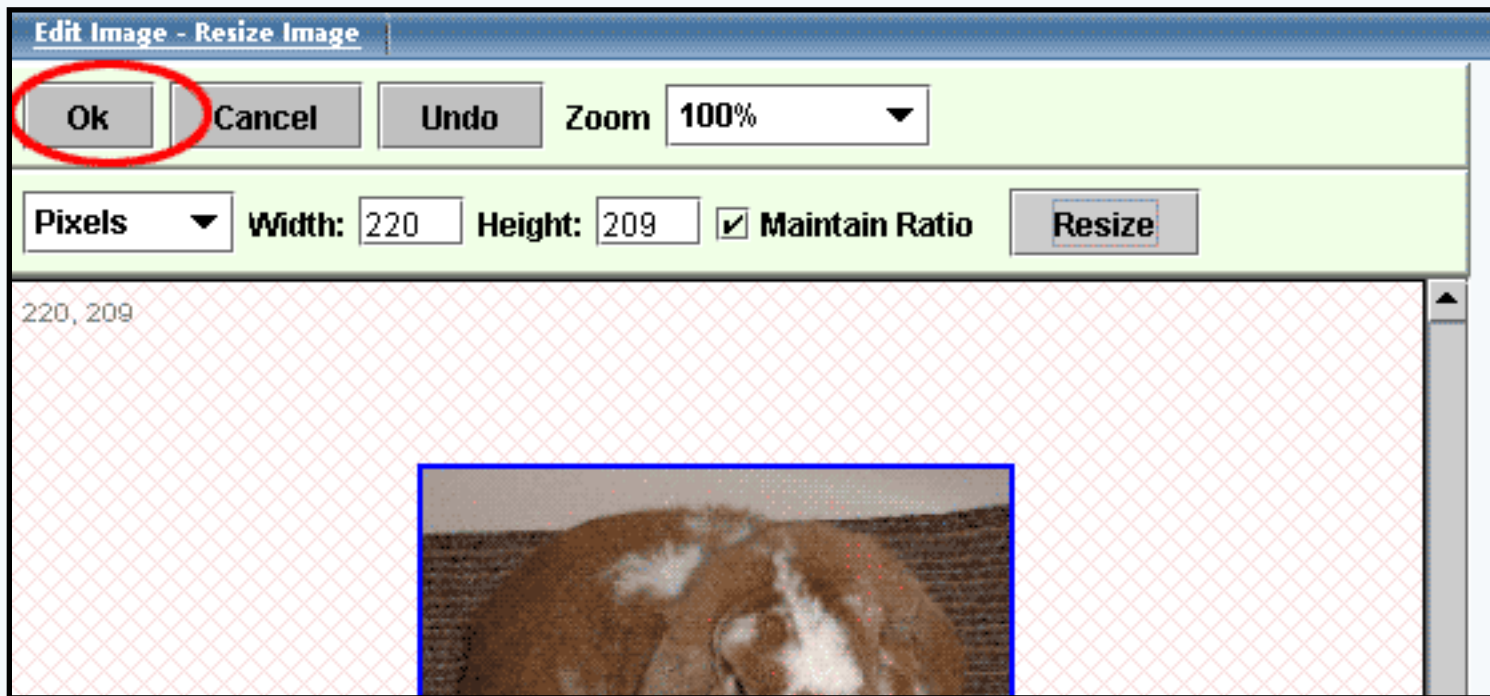
If the resized image dimensions is not correct, click on the button "Undo" to return the image to the previous size. If you are done resizing the image, click on the link "Save Image As" to save your image.

If you want continue to work on the image, click on another option to apply to your image.

After you click on the link "Save Image As", enter in the filename that you want to save the image as,

then click on the button "Save".

File saved as 00modifiedpeanut.gif

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Image Tool

Crop

Related Links: Image Tool Overview | Logo Maker

You will see the following screen when the Administration first loads the Image Tool's Crop options:
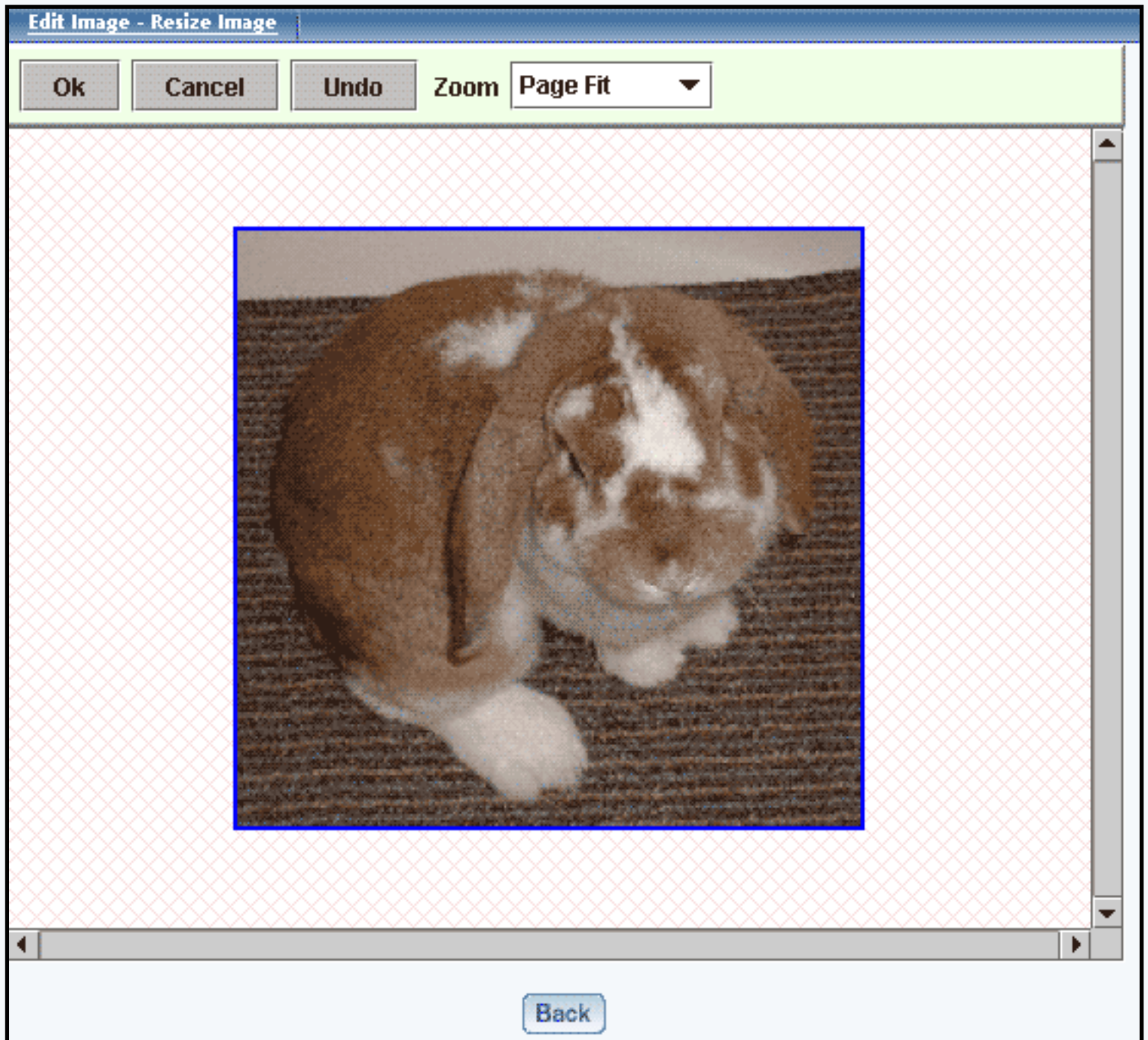
To crop the image, click-and-drag on the image to draw a rectangle around the portion of the image that you want to crop around.

When you let go of the mouse button, a dialog box will appear asking if you wish to crop the selected region. If the region is correct, click on the button "OK".
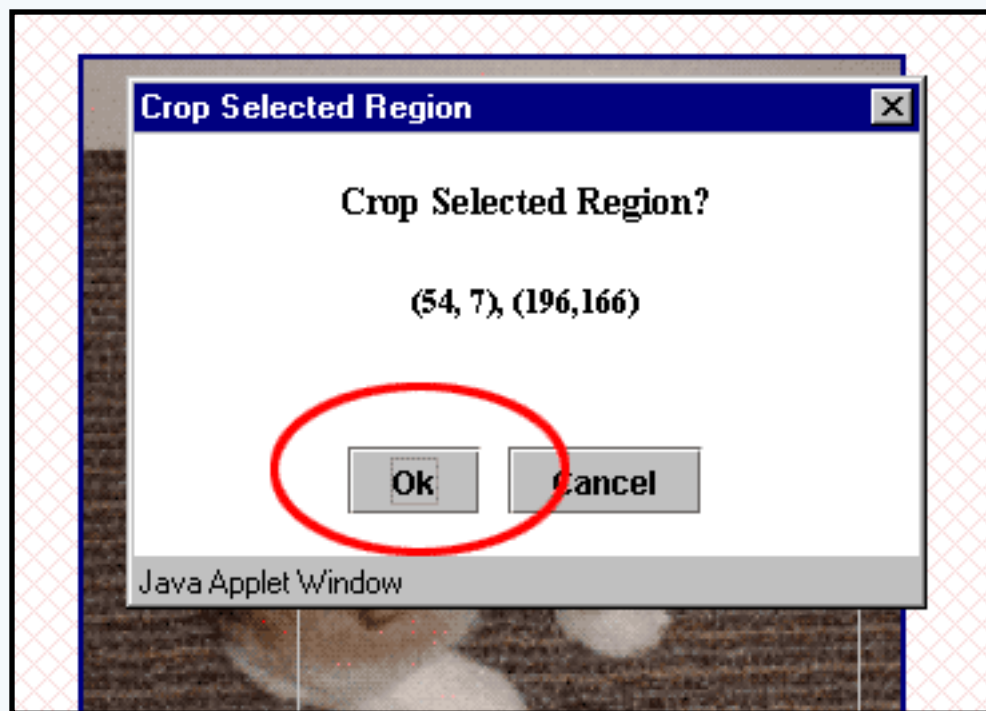
Once the image has been cropped, click on the button "Ok". If the cropped region is incorrect, click on the button "Undo" to return the image to its previous state.
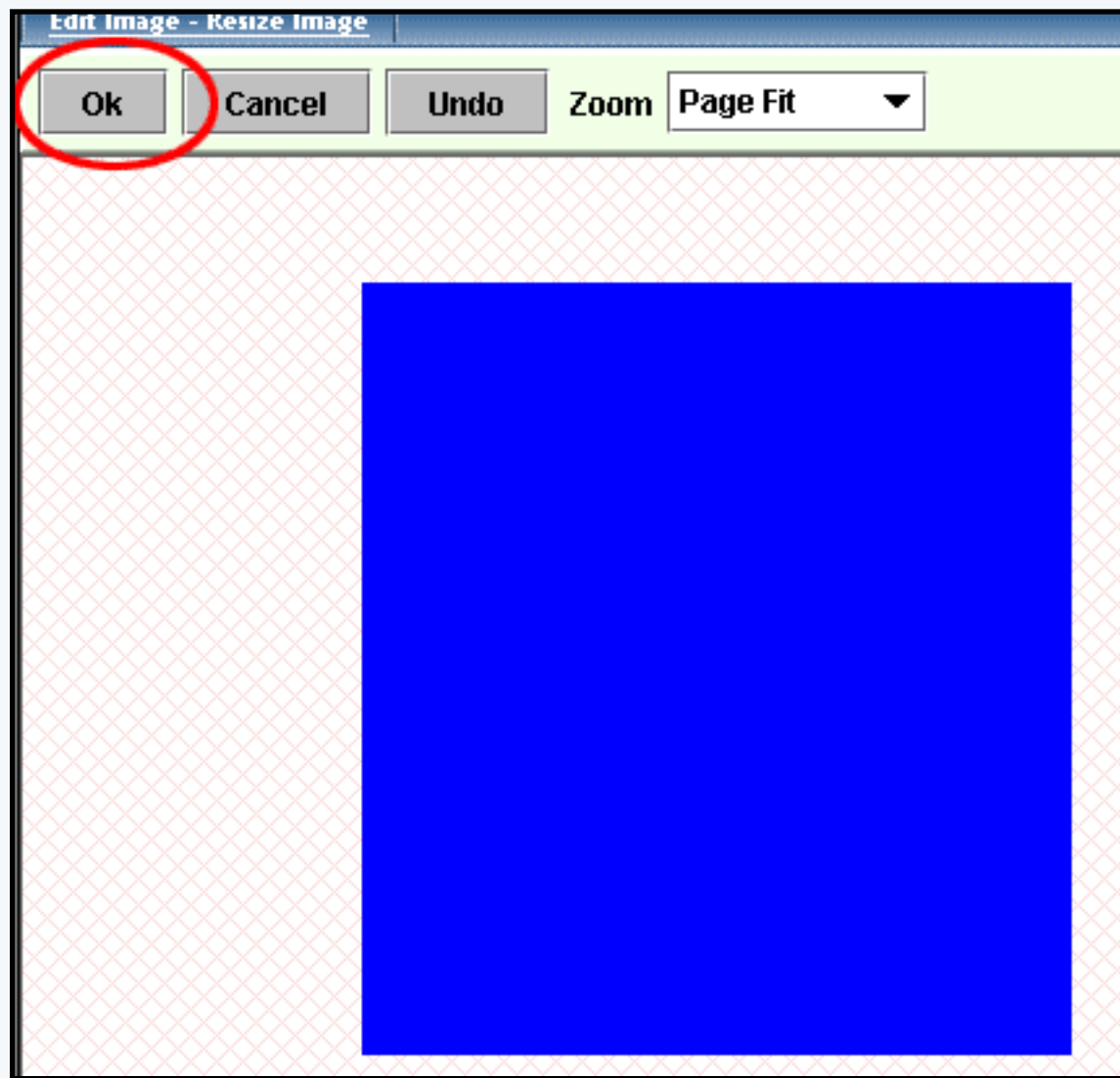
After you click on the link "Save Image As", enter in the filename that you want to save the image as, then click on "Save".

[Close Session] [Save] [Save As]
[Undo (crop)] [Resize] [Crop] [Transparent]

Back

: You can only do transparency only on gif image

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[Back to Image Tool Overview](#)
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Image Tool

Transparent

Related Links: <u>Image Tool Overview</u> | <u>Logo Maker</u>

Transparent
You will see the following screen when the Administration first loads the Image Tool's Crop options:
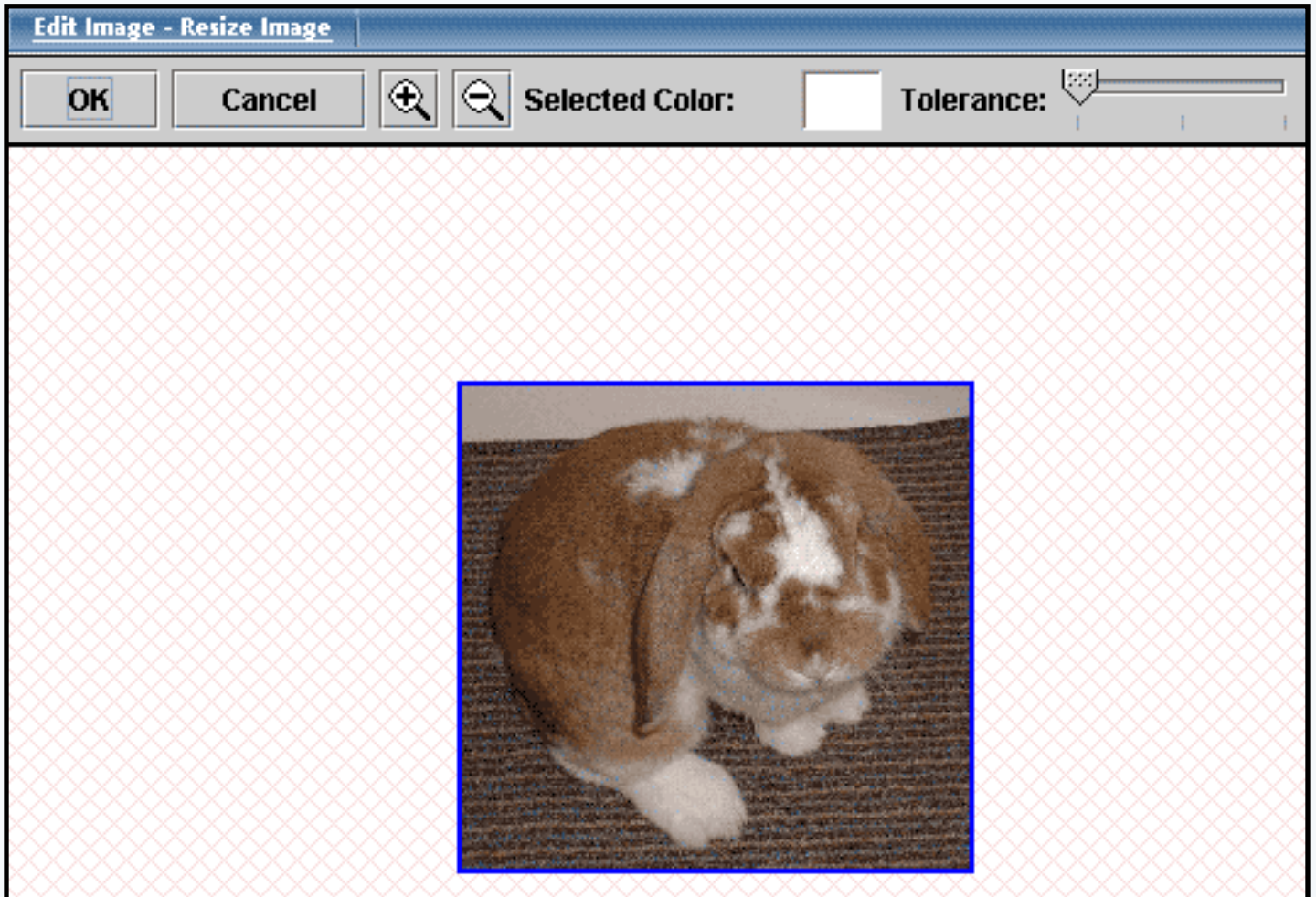
With the mouse cursor, click on the color that you want to make transparent.
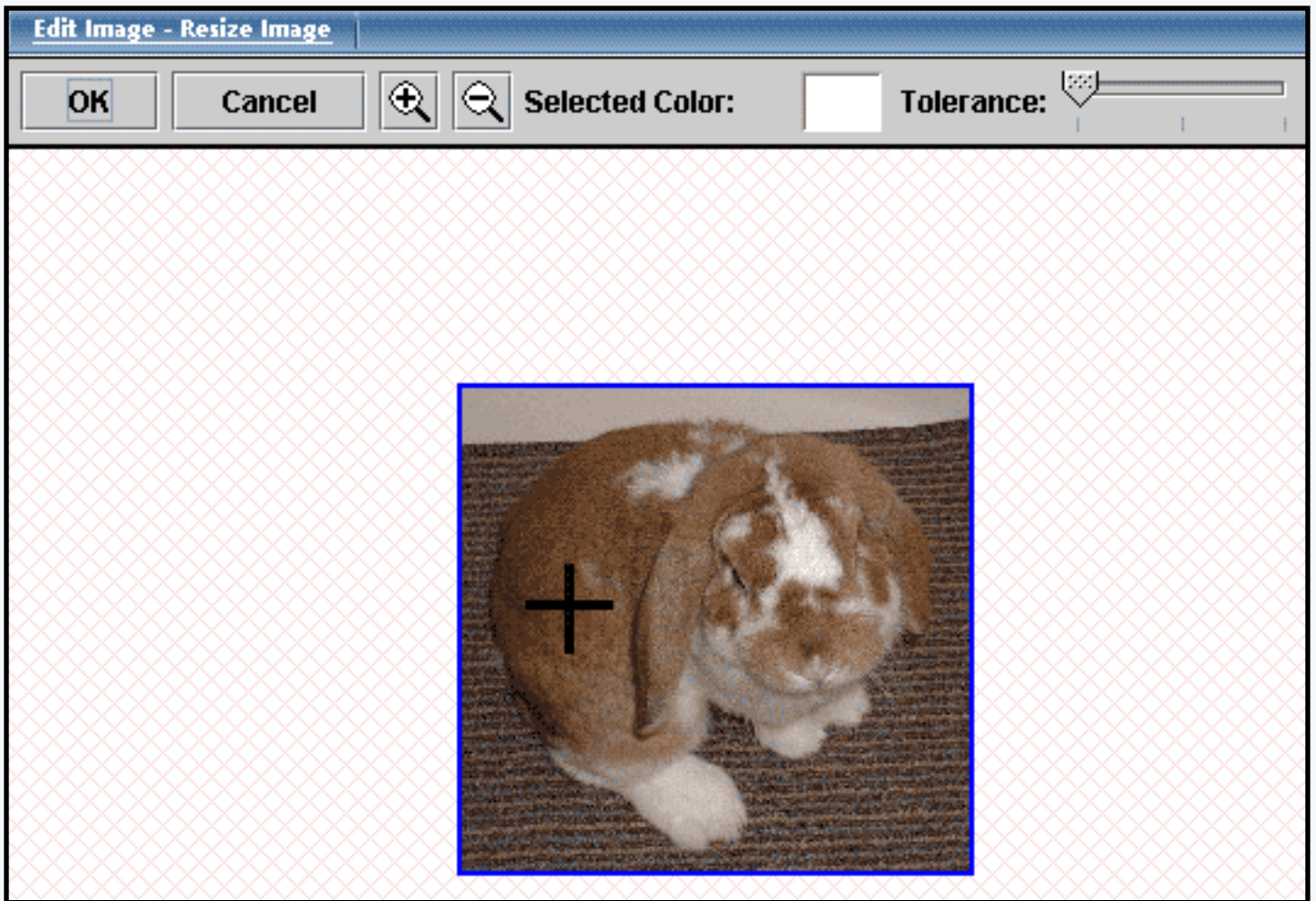
The Image Editor will then display the selected color in the rectangle to the right of the text "Selected Color". You may alter the "Tolerance" slider to designate similar colors that will also be made transparent. If the Tolerance is moved to the right, more similar colors will be made transparent. When you have achieved the level of transparency that you desire, click on the button "OK".

After you click on the link "Save Image As", enter in the filename that you want to save the image as, then click on "Save".

Form Processor Manager

Overview

The Form Processor Manager allows you to control how your Web site's forms will be processed. When a Web site visitor uses a form on your Web site (created using a form component on a Web page), the form processor can redirect the information in the forms to a loctaion that you designate. When visitors fill out the information on the form, you can view them by using the Form Processor Browser.

From the Administration home page, click on the blue text of your sitename. In the secondary navigation menu, click on the link "Tool Box". Click on the blue text "Form Processor Manager".
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Create Form Processor

If you want to designate your own handling of forms, you would create a form processor. In the Form Processor Manager, enter in your form processor name in the text field provided. When finished, click on the button "Create Form Processor". You must then edit the form to specify your settings for the form processor.
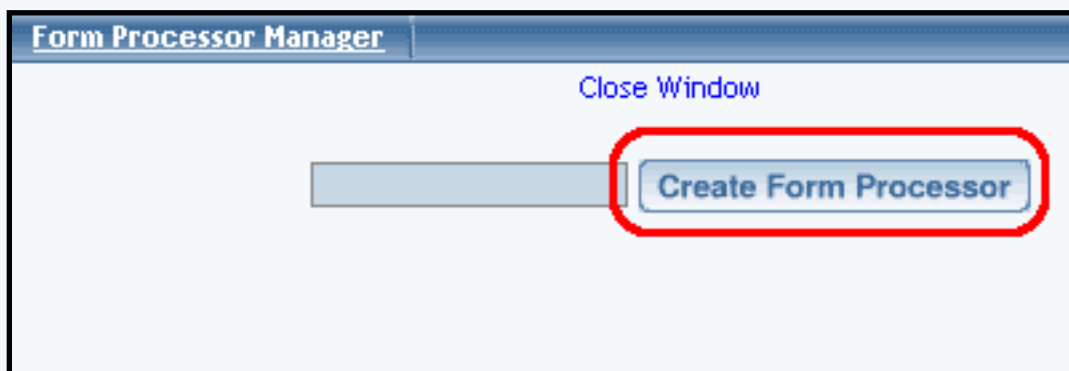
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Modify Form Processor

In the Form Processor Manager, if you have already created form processors, you will see a list of them. Next to the name of every form processor, there will be links to delete, empty, and edit the form processor.
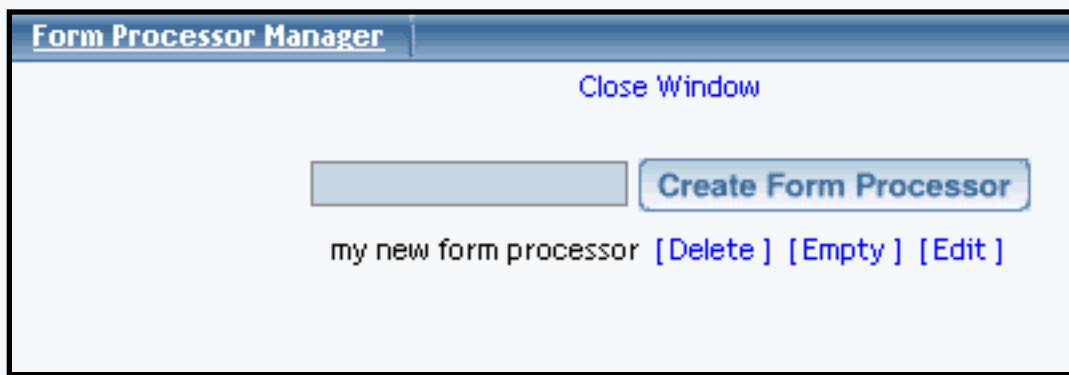
Delete

To delete a form processor, click on the blue text "Delete" to the right of the form processor name.
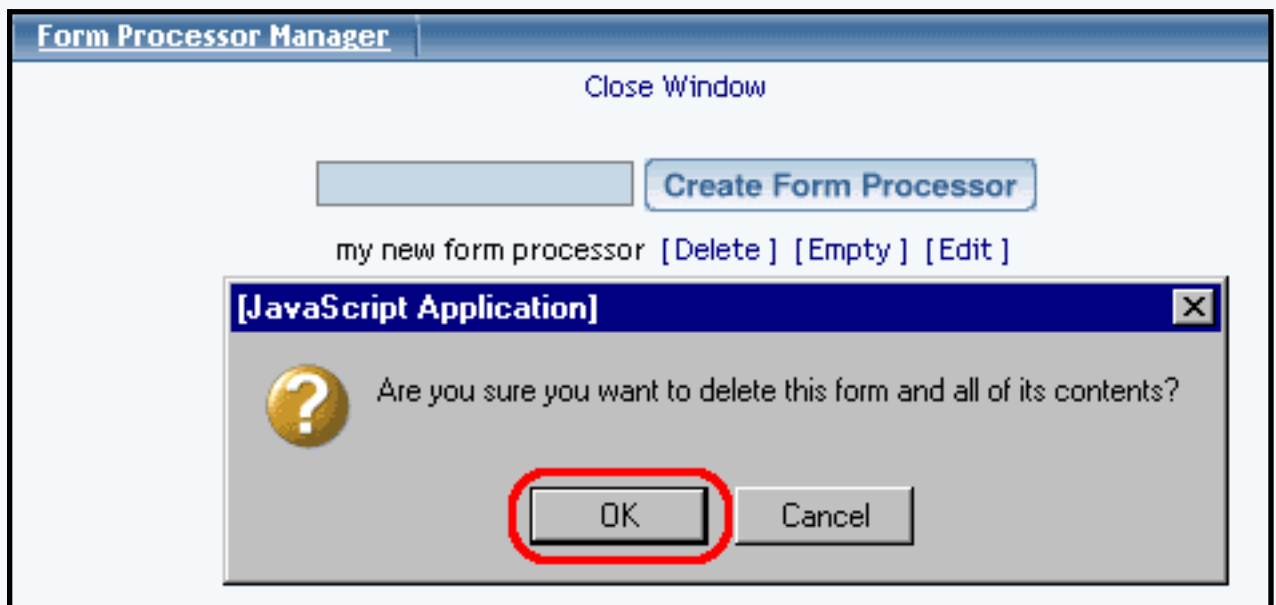
If you want to continue with the deletion of the form processor, click on the button "OK".

Empty

To empty the form processor, click on the blue text "Empty" to the right of the form processor name. This will empty all of the form information that the form processor handled - or, in other words, all of the form information that you would see in the Form Processor Browser would be removed from the Administration.

Edit

To edit the form processor's settings, click on the blue text "Edit" to the right of the form processor name. The Form Processor Manager will reload the window with the settings for your form processor. When done specifying your settings, click on the button "Update" to save and

apply your changes to the form procesor. If you do not want to make any changes, click on the blue text "Return To Main Form Page" to return to the Form Processor Manager main page.
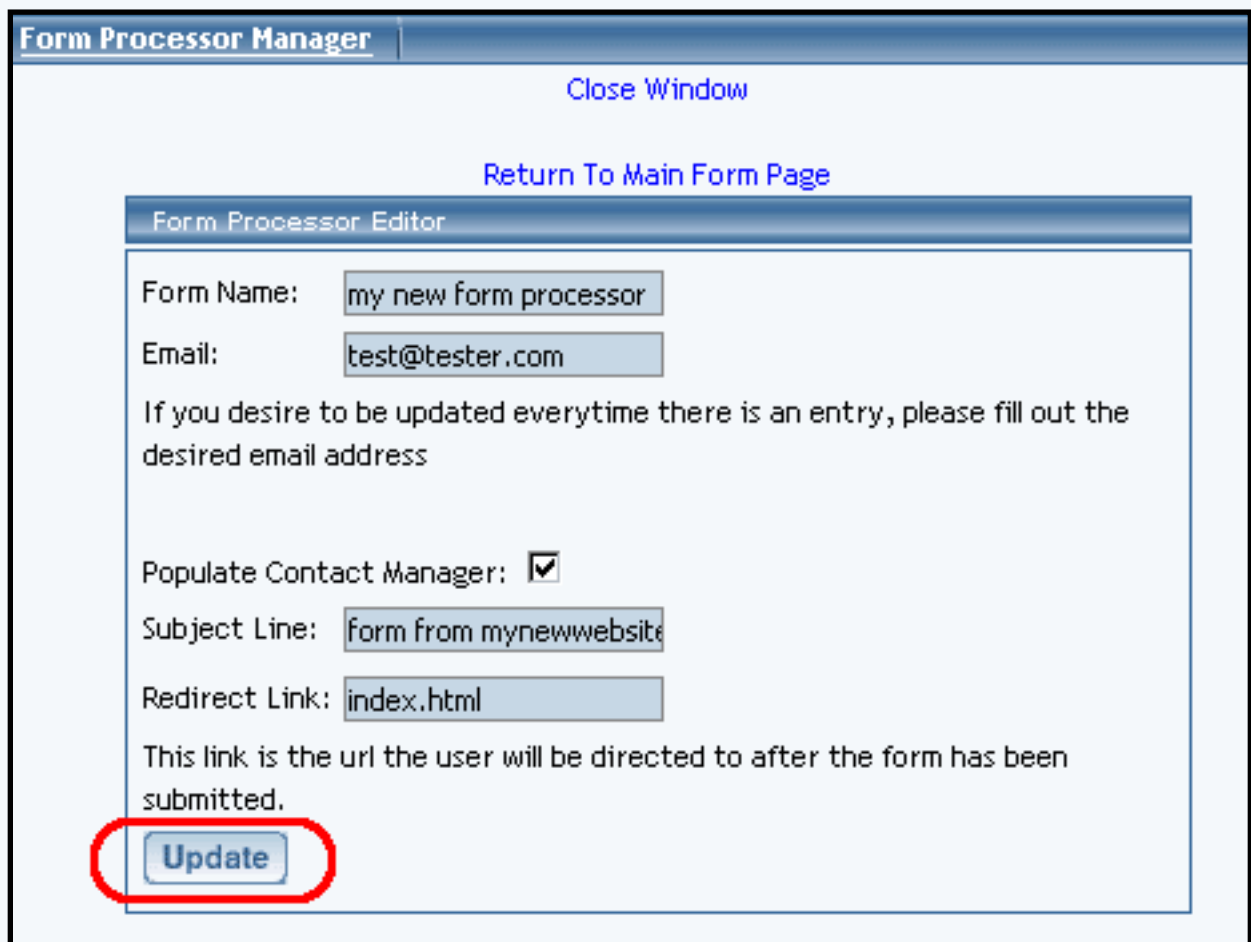
Form Name - you can change the name of the form processor in this text field.

Email - specify the e-mail address that will be notified every time a Web site visitor fills out the form on the Web site that is using this form processor. If you would like to send to multiple recipients, enter the other e-mail addresses separated with commas only (no spaces). For example, if you wanted forms to send to johndoe@yahoo.com and janedoe@hotmail.com, you would enter in "johndoe@yahoo.com,janedoe@hotmail.com" in this field.

Populate Contact Manager - if the form processor will be used by a form component to input information in to the Contact Manager, this needs to be checked. Click here for more information.

Subject Line - specify the subject of the e-mail that will be sent to e-mail address listed above.

Redirect Link - if you want the form processor to send the Web site visitor to another Web page after they complete the form, you would specify the Web address of the page here.

Form Processor Browser

Overview
The Form Processor Browser allows you to view all of the forms that Web site visitors fill out from your website if the forms are using a form processor that you have created.

When the Form Processor Browser loads, select a form processor in the drop-down menu next to the text "Select Form Processor". Then, select the date from which you want to view all submitted forms for that date.

The results of the form will look similar to the e-mail that will be sent out to the e-mail address specified for the Form Processor Manager for that form processor:

form textbox component field: text for a text field componen

form password component
field:

no nothing form button: Form Button

form file component:

form radio component: none

form checkbox component: none

form textarea component field: this is the text that goes in to a text area component. you can type multiple lines
                                here

This email, including any attached files, is confidential and is for the sole use of the individual or entity for whom
it is intended. This email represents the originator's personal views and opinions, which do not necessarily reflect
those of this Company. If you are not the intended recipient of this email, be advised that you have received this
email in error. Any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited and may
be subject to legal sanction. If you have received this email in error, please immediately notify
postmaster@sitehelp.org .

This email and any attachments have been scanned for viruses and are believed to be free of any virus or defect
that might affect any computer system into which it is received. However, it is the responsibility of the recipient
to ensure that it is virus free and no responsibility or liability is accepted by this Company for loss or damage
arising from its use.
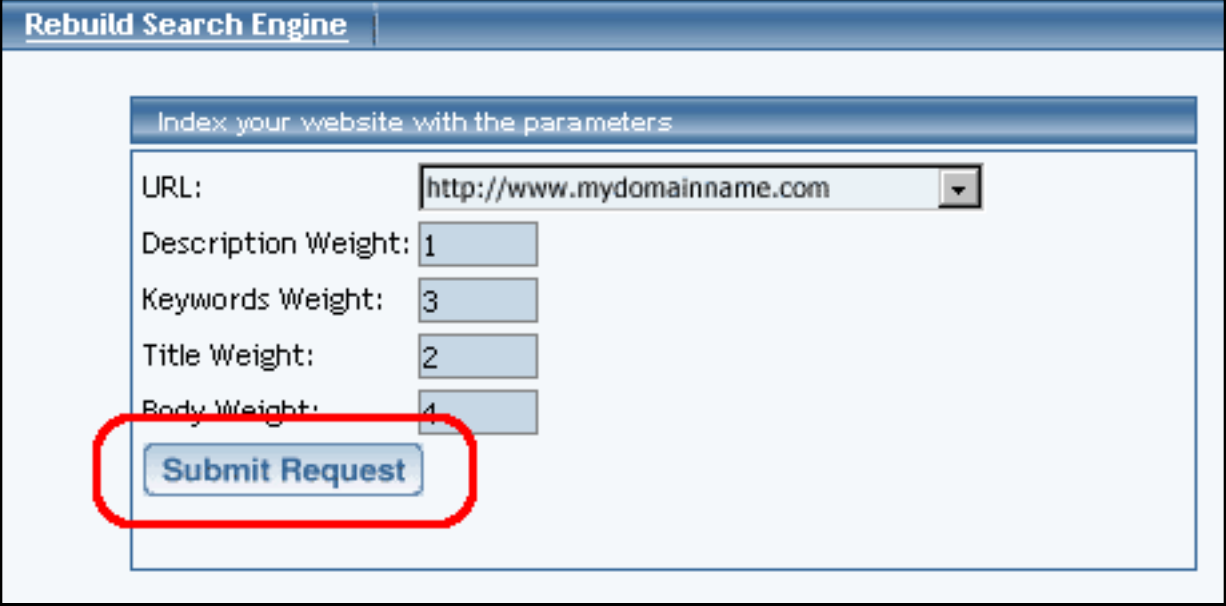
[INFO] -- Virus Manager:
This email message and any attachments have been scanned for viruses and are believed to be free of any virus.

When you are done viewing all of the form results, you may close the window.

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Rebuild Search Engine

The Rebuild Search Engine Tool allows you to create a database for the Search Component for your Web site. The Search Component, in conjunction with a Search Result Component, will allow your customers to be able to search your Web site for a particular page.

Specify the URL that you want the Rebuild Search Engine Tool to index. This will allow customers using that Web address to use the Search Component to search your Web site.

For the "Description Weight", "Keywords Weight", "Title Weight", and "Body Weight", specify numbers in each of the fields. The numbers will assign the order in which the Rebuild Search Engine Tool will look for the searching term. The higher the number, the higher the importance. So for example, if you wanted Web site visitors to search your Web site based on the information in the Body of the pages, then the "Body Weight" field would have the highest number.

When you are done assigning the precedence for your search parameters, click on "Submit" to have the Rebuild Search Engine Tool create a database of your Web site. After you click on "Submit", the following screen will appear:

Depending on the complexity and number of pages, the system will take approximately 2 minutes to index your Web site. If you return back to the Rebuild Search Engine Tool and see the following screen, the Search Engine server is not finished with indexing your site:

The Rebuild Search Engine tool will also report when the last time your Web site was indexed:

Please keep in mind that if you add new pages or modifying existing components, the Rebuild Search Engine Tool must be run again in order to allow your customer to search the new or modified information.

After the Web site has been indexed by the Rebuild Search Engine Tool, you must Publish the Web site so that your Web site visitors will be able to search the latest information.

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Website Permissions

Overview

The Website Permissions Tool allows you to authorize an existing username to modify your Web site. To create new usernames, use the Create New User Account tool.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Tool Box". Click on the link "Website Permissions".

When the Website Permissions Tool reloads the page, enter in the username for the person you want to provide access to modify your Web site. The username you enter must match the username of the person exactly. If the person you wish to give permission to access your site does not have a username, you will need to register that person as a new user by clicking on the link "Register A New User"; click here for more information on creating new usernames.

Enter in the name of the existing username and then click on the button "Add User". The Website Permissions Tool will then inform you:

For each username, you can permit the ability to manage calendars, manage chat rooms, manage your contacts, manage E-commerce, edit forms, edit a Web site, use the HTML File Cabinet and the Java File Cabinet Manager, use the Image Tool, Publish the Web site, Index the Search Engine, view forms, analyze your website, website promotion, website statistics, and manage password protection. Checkmark the functions that you would like to **allow** for the username. When done, click on the button "Update" to apply your permissions.

The Website Permissions Tool will inform:

If you want to remove a username, click on the button "Remove" to the right of the username.

The Website Permissions Tool will report that the user has been removed:

When done adding or modifying users, you must click on the button "Update" to save your changes. To apply your changes to your Web site, you must Publish the website.

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Create New User Account

The Create New User Account tool allows you to create a username. This username will be able to access the 3.0 Administration. You will be able to assign permissions to your website with the tool Website Permissions.

From the main menu of the Website Editor, click on the secondary navigation menu link "Toolbox". Click on the blue text of "Create New User Account". The system will then display the following:

All of the bolded fields are required. When finished entering in all of the information for the username, click on the button "Create".

Chat Room Admin

What is it used for?

Chat Administration allows you to add one or more **chat rooms** to your site and control access to your rooms. You can add **public**, **restricted** and **protected** chat rooms. You can also set up a list of **protected users** and grant them permission to enter certain protected room(s). Examples would be to offer memberships in an online club or to sell access to special online chat events.

Instructions and a URL (Web address) are provided for each room that your create, so that you can link to the room from any page of your Web site.

Existing rooms of each type, if any, are listed on the main Chat Administration page for your convenience. In the following example, there are several rooms of each type already created:

Chat Room Administration - Direct Access Rooms Management

Public Rooms   New Public Room

GeneralChat

Restricted Rooms*   New Restricted Room

RestrictedChat

Protected Rooms**   New Protected Room

ProtectedChat

Protected User Management

Edit Preferences

* Rooms with one general password.

** Rooms with username password.

Chat Admin

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How do I use it?

You use the links on the main Chat Administration page to access room management and other chat settings for your Web site. From the main administration page, you can:

- Add public chat room
- Add restricted chat room
- Add protected chat room
- Edit, view or delete public chat room
- Edit, view or delete restricted chat room
- Edit, view or delete protected chat room
- Manage your protected chat user list
- Set chat preferences

To view information about, edit or delete a room, first select the type of room that you wish to manage. All existing rooms of that type will be listed along with instructions and a URL (Web address) that you can use on your Web site pages to link to it. Links are provided to the right of each room to edit or delete it. Here is an example of the information that is displayed when you click the "Public Rooms" on the main Chat Administration page:

Chat Room Administration - "Direct Access Rooms" Management

GeneralChat   New Chat Room

Name	Type	Change Password*	Delete
My General Chat Room	Public		Delete

If you wish to add a link on your site to the "GeneralChat" chat room you may use the URL(s) below. It can be copied and pasted into the link portion of a text or image element.

By copying and pasting the below HTML code in a text element on any page of your site, a link to the "GeneralChat" chat room will be placed on that page of your site.

* For restricted rooms only

Chat Admin -> Public Rooms -> GeneralChat

Add Public (Direct Access) Chat Room:

To add a new public chat room, you assign it two names. In the "Direct Access Room Details" section, use the "Room Name" text box to enter the name that will appear while the visitor is in the room. In the "Public User Chat Room Details" section, use the "Room Name" text box to enter the name that will appear in the list of your Web site's chat rooms. Click the "Create" button to create the room, or click the "Cancel" button to abort the creation of the room.

```
Chat Room Administration - Create "Public Direct Access Room"

Direct Access Room Details

    Room Name: [                    ]
               6 to 25 characters, alpha-numeric only



Public User Chat Room Details

    Room Name: [                    ]
               6 to 25 characters, alpha-numeric, "-", "_" or ""




                              [ Cancel ]  [ Create ]


Chat Admin -> Create Public DA Room
```

Add Restricted Direct Access Chat Room:

To add a new restricted chat room, you assign it two names plus a password that all visitors must use to enter the room. In the "Direct Access Room Details" section, use the "Room Name" text box to enter the name that will appear while the visitor is in the room. Enter a password for the restricted room in the "Restricted Password" box, and enter it again in the "Confirm Restricted Password" box. In the "Public User Chat Room Details" section, use the "Room Name text box to enter the name that will appear in the list of your Web site's chat rooms. Click the "Create" button to create the room, or click the "Cancel"

button to abort the creation of the room.

Add Protected Direct Access Chat Room:
To add a new protected chat room, you assign it two names. (After it has been created, you will need to edit the protected room to set its list of users permitted to enter it.) In the "Direct Access Room Details" section, use the "Room Name" text box to enter the name that will appear while the visitor is in the room. In the "Public User Chat Room Details" section, use the "Room Name text box to enter the name that will appear in the list of your Web site's chat rooms. Click the "Create" button to create the room, or click the "Cancel" button to abort the creation of the room.

Chat Room Administration - Create "Protected Direct Access Room"

Direct Access Room Details

Room Name: [　　　　　　]
6 to 25 characters, alpha-numeric only

Public User Chat Room Details

Room Name: [　　　　　　]
6 to 25 characters, alpha-numeric, "-", "_" or ""

[Cancel] [Create]

Chat Admin -> Create Protected DA Room

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Edit, View or Delete a Public (Direct Access) Chat Room:

To manage one of your existing public chat rooms, first click the "Public Rooms" link on the Chat Administration main page. A page such as the following will appear:

To set up a link to a room in the list, highlight the URL that is displayed for it, copy to clipboard, go to Site Administration, go to Site Modifier, select the page containing the text or image element that will serve as the link, edit that element, and paste the chat room's URL into the element's link option box. Optionally, set the link's Target to "_blank" if you wish to have the chat page open in a new window. Remember to click the button to submit or apply the changes and then update your site.

You may also add a new public chat room from the Public Rooms main page, by scrolling to the bottom of the page and clicking the "Click here to create new public direct access room" link.

To delete the room, simply click the "Delete" link to its right, then click the button to confirm the deletion.

To edit the room, click the "Edit" link to the right of its name. The following edit page will appear:

In the "Public User Chat Room Details" area, use the "Room Name" text box to enter the new name that will appear in the list of your Web site's chat rooms. Click the "Confirm Changes" button to update the room with the new information that you entered, or click the "Cancel" button to exit the edit page without saving your changes. (You may also delete the room from this page, by clicking the "Delete DA Room" button and then clicking the button to confirm the deletion.)

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Edit, View or Delete a Restricted Direct Access Chat Room:
To manage one of your existing restricted chat rooms, first click the "Restricted Rooms" link on the Chat Administration main page. A page such as the following will appear:

RestrictedChat   Edit / Delete

My Restricted Chat Room

If you wish to add a link on your site to the "RestrictedChat" chat room you may use the URL(s) below. It can be copied and pasted into the link portion of a text or image element.

http://site.ivenue.com/Chatroom/RestrictedChat/Chat.html

By copying and pasting the below HTML code in a text element on any page of your site, a link to the "RestrictedChat" chat room will be placed on that page of your site.

RestrictedChat

Click here to create new restricted direct access room.

Chat Admin -> Restricted Rooms

To set up a link to a room in the list, highlight the URL that is displayed for it, copy to clipboard, go to Site Administration, go to Site Modifier, select the page containing the text or image element that will serve as the link, edit that element, and paste the chat room's URL into the element's link option box. Optionally, set the link's Target to "_blank" if you wish to have the chat page open in a new window. Remember to click the button to submit or apply the changes and then update your site.

You may also add a new restricted chat room from the "Restricted Rooms" main page, by scrolling to the bottom of the page and clicking the "Click here to create new restricted direct access room" link.

To delete the room, simply click the "Delete" link to its right, then click the button to confirm the deletion.

To edit the room, click the "Edit" link to the right of its name. The following edit page will appear:

Chat Room Administration - Edit "RestrictedChat" Direct Access Room

Direct Access Room Details

Room Name: RestrictedChat
6 to 25 characters, alpha-numeric only

Change Password: ☐

Required only for changing the password.

New Restricted Password:
6 to 25 characters, alpha-numeric only

Confirm New Password:

[Cancel] [Confirm Changes] [Delete DA Room]

Chat Admin -> Restricted Rooms -> Edit RestrictedChat DA Room

In the "Direct Access Room Details" section, use the "Room Name" text box to enter the new name that will appear while the visitor is in the room. To change the room's password, click the checkbox labeled "Change Password", enter the new password in the "New Restricted Password" box, and enter it again in the "Confirm New Password" box.

Click the "Confirm Changes" button to update the room with the new information that you entered, or click the "Cancel" button to exit the edit page without saving your changes. (You may also delete the room from this page, by clicking the "Delete DA Room" button and then clicking the button to confirm the deletion.)

Back to How Do I Use It
Back to the Top of the Page

Edit, View or Delete a Protected Direct Access Chat Room:
To manage one of your existing protected chat rooms or to change its list of permitted users, first click the "Protected Rooms" link on the Chat Administration main page. A page such as the following will appear:

ProtectedChat   Edit / Delete / Permissions

My Protected Chat Room

If you wish to add a link on your site to the "ProtectedChat" chat room you may use the URL(s) below. It can be copied and pasted into the link portion of a text or image element.

http://site.icenex.com/Chatroom/ProtectedChat/Chat.html

By copying and pasting the below HTML code in a text element on any page of your site, a link to the "ProtectedChat" chat room will be placed on that page of your site.

ProtectedChat

Click here to create new protected direct access room.

Chat Admin -> Protected Rooms

To set up a link to a room in the list, highlight the URL that is displayed for it, copy to clipboard, go to Site Administration, go to Site Modifier, select the page containing the text or image element that will serve as the link, edit that element, and paste the chat room's URL into the element's link option box. Optionally, set the link's Target to "_blank" if you wish to have the chat page open in a new window. Remember to click the button to submit or apply the changes and then update your site.

You may also add a new protected chat room from the "Protected Rooms" main page, by scrolling to the bottom of the page and clicking the "Click here to create new protected direct access room" link.

To delete the room, simply click the "Delete" link to its right, then click the button to confirm the deletion.

To edit the room's list of permitted users, click the "Permissions" link to its right. How to edit permissions

To edit the room, click the "Edit" link to the right of its name. The following edit page will appear:

In the "Direct Access Room Details" section, use the "Room Name" text box to enter the new name that will appear while the visitor is in the room. Click the "Confirm Changes" button to update the room with the new information that you entered, or click the "Cancel" button to exit the edit page without saving your changes. To delete the room, click the "Delete DA Room" button and then click the button to confirm the deletion. You can edit the room's permission list from this page, by clicking the "Click here to edit user permissions for this room" link.

You use the Edit Permissions page to control who is permitted to enter the protected chat room. All of your protected users are listed according to their current status for that room, "permitted" or "not permitted":

Chat Room Administration - Edit Permissions for: "ProtectedChat"

Joe_Somebody

Non permitted users   Permitted users

☐ Set expiration date
   (For all newly permitted users)

4 ▾   17 ▾   2004 ▾
Month   Day   Year

Cancel   Update

Note: You must press update to make changes.

Chat Admin -> Protected Rooms -> Edit Protected Permissions

To change a user from "not permitted" to "permitted", highlight the user's name in the box on the left and click the arrow that points to the box on the right. To change a user from "permitted" to "not permitted", highlight the user's name in the box on the right and click the arrow that points to the box on the left. You may set an ending date for the permissions, by clicking the checkbox labeled "Set expiration date". Adjust the date as needed by using the Month, Day and Year dropdown menus to select the desired values.

Click the "Update" button to confirm your changes, or click "Cancel" to exit the Edit Permissions page without saving your changes. (You may also assign room permissions to a particular user while adding or editing that user.)

Add or Edit Protected Chat Users:
To manage site's list of "protected chat users", first click the "Protected User Management" link on the Chat Administration main page. The following page will appear:
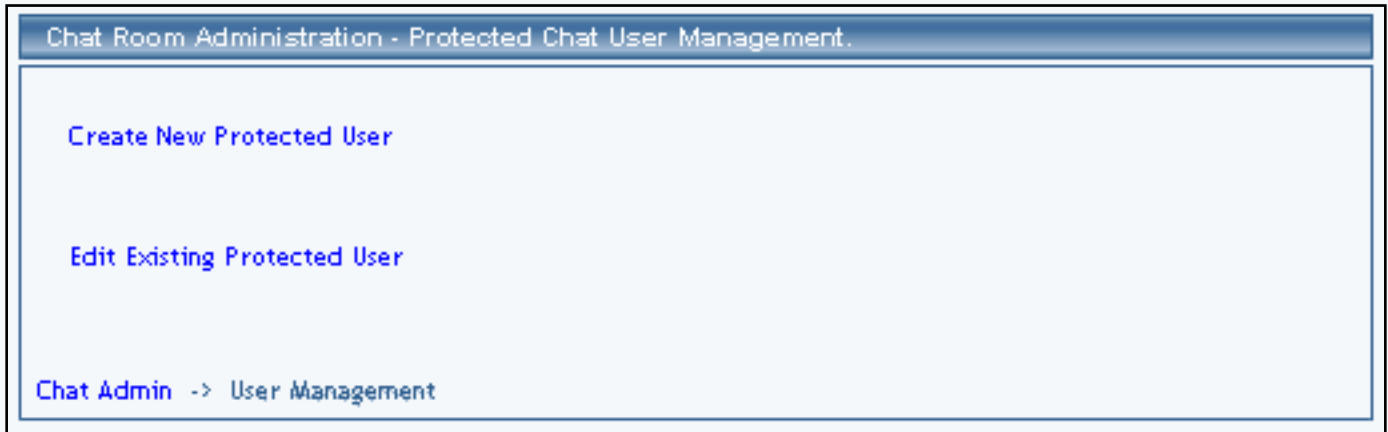
To add a new protected user, click "Create New Protected User". The following page will appear:

Chat Room Administration - Create Protected Chat User.

User Name
Status: Active
Age

Password
Confirm Password

Email(optional)

Accessible Rooms

	Room Name	Set Expiration	Expiration Date (Only if setting expiration)
☐	ProtectedChat	☐	4 ▾ 16 ▾ 2004 ▾

Cancel   Create

Chat Admin -> User Management -> Create New User

Enter the new user's name, age and password. You must enter the password twice to confirm that you have typed it as intended. If you wish, change the new user's status from "Active" to "Inactive". Click the checkbox to the left of each protected room which the new user will have permission to enter. If you wish, specify an end date for the permission.

To edit, deactivate or remove a protected user from your site list, click "Edit Existing Protected User". The following page will appear:

Chat Room Administration - Edit Chat User: "Joe_Somebody"

| Active ▼ | 25 | joes@mydomain.com |
| Status | Age | Email(optional) |

☐ Change Password

| | |
| Password | Confirm Password |

Accessible Rooms

	Room Name	Set Expiration	Expiration Date (Only if setting expiration)
☑	ProtectedChat	☐	4 ▼ 17 ▼ 2004 ▼

Cancel   Confirm Changes   Delete User

Chat Admin -> User Management -> Search User -> Edit User

Enter all or part of the username or email address, indicate if you want to search by username or email address, and then click "Search". A page such as the following page will appear:

Chat Room Administration - Search Protected Chat User.

| | User Name ▼ | Search |
| Search Text | Search Type | |

Chat Admin -> User Management -> Search User

Find the user you wish to modify in the search result's dropdown menu, then click "Select". The following page will appear:

Change the user's name, age and password as necessary. Note that you must click the checkbox to indicate that you are changing the password. Enter the new password twice to confirm that you have typed it as intended. You may change the new user's status via the "Status" dropdown menu. To change the user's protected room permissions, click the checkbox to the left of each protected room so that it is checked or unchecked, to permit or not permit the user to enter that room. If you wish, specify an end date for each permission via the Month, Day and Year dropdown menus; click the "Set expiration" checkbox.

Click the "Confirm Changes" button to update the user with the new information that you entered, or click the "Cancel" button to exit the edit page without saving your changes.
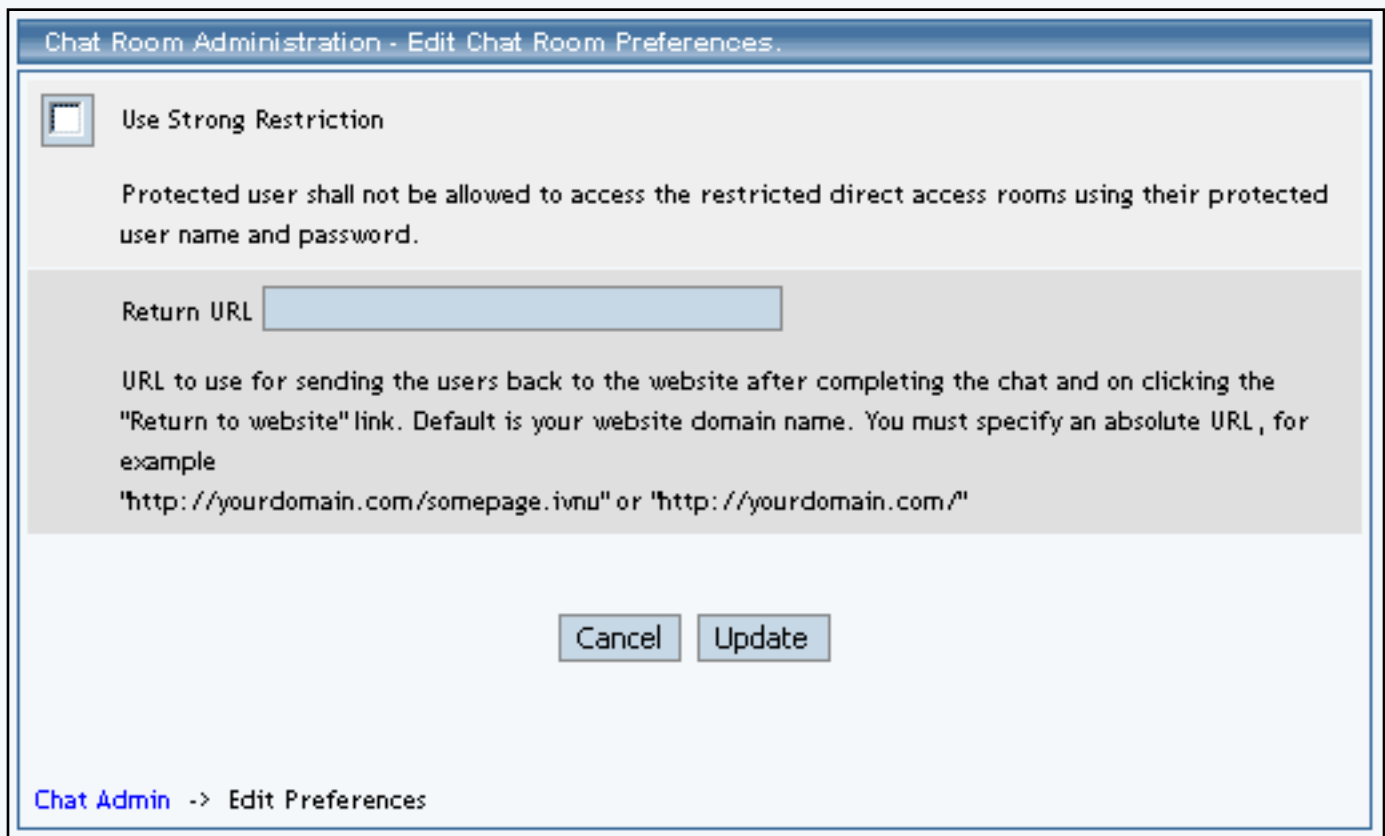
To delete the user, click the "Delete User" button and click as required to confirm the deletion.

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Set Chat Preferences:

To set your site's chat preferences, click the "Edit Preferences" link on the Chat Administration main page. The following page will appear:

If the checkbox labeled "Use Strong Restriction" is unchecked, protected users will be allowed to enter restricted chat rooms by using their own login information. To require them to use the restricted room's password like normal (non-protected) chat users, click the checkbox so that it is checked. To save your new preference, click the "Update" button; to exit the preferences page without saving your changes, click the "Cancel" button.

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Definitions

Public chat rooms do not require use of a password to enter the room. As for all types of rooms, the visitor's chat name and age are required to enter. Your Web site's chat rooms are automatically restricted to visitors 18 years of age or older. The chat name can by anything the visitor chooses, as long as it is not in use currently. You can change the name of the room at any time by editing the public chat room.

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Restricted chat rooms require use of a password to enter, as well as chat name and age. You assign a password to each of your restricted chat rooms, change the name of the room, and change the room's password at any time, by editing the restricted chat room.

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Unlike restricted rooms which have their own passwords, **protected chat rooms** are accessible only to certain "protected users" whom you have given permission to enter. You can change a protected room's permission list of users, rename the name of the room, etc. by editing the protected room.

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Protected chat users are those individuals whom you have identified as authorized to enter the protected room(s) to which you assign them. You assign each user in your protected user list a username and a password which that user will use to enter. You can add and delete protected users from your Web site's protected user list or change a user's username and password via Protected User Management.

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Related links

Chat Administration Overview
Chat Administration Definitions
How to use Chat Administration

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Website Promotion

What is the site promotion tool used for? The Site Promotion function makes submitting your Web site to search engines easier by organizing the tools for search engine submission.

Site Promotion Tips

Before submitting your Web site to the search engines please make sure to read these Site Promotion Tips.

Before you submit your site to the search engines, your Web site should be "optimized". This includes providing good content for the search engines to read (particularly Google); adding "meta tags" to each page for the search engines to review when they visit the site; performing Website Analyzer to detect any broken images or links; fixing any such errors; and removing any "under construction" wording. Many directories will reject sites that have "under construction" wording.

When optimizing, start with your home page, since this is the page submitted by the Website Promotion tool. Optionally, set up meta tags in the other pages too -- but make sure that the meta tags reflect the actual content of the page. A page about stoves shouldn't have keywords about automobiles. You set up meta tags on a page by editing its Page Properties.

Description Meta Tag

Your description should reflect the actual content of the page, and shouldn't be longer than 150 characters (about 25 to 30 words). Omit promotional or trivial words. Do not capitalize every word. Do capitalize proper nouns and the first word of a sentence. Use correct grammar. Do not include your company name. Use as few commas as possible.

Description

25 words or less description of your site (No HTML):

Example 1: Providing ecommerce ready web sites, web portals, domain names, email aliases, customized website layouts, website promotion. Located in Los Angeles, California.

Notice that the keywords were repeated in the description. If your city is small, substitute the nearest large city in the title and description. If most of your customers are not local, then you can omit the city and state from your title and description. **Limited to 25 words. Try to use all 25 words. DO NOT USE ALL CAPITAL letters or capitalize every word in a sentence, or use promotional language. Don't repeat the title here, because its editors will delete it or reject it.**

User Info

Keywords Meta Tag

Avoid words that do not appear within the actual content of the page. Your list can be up to 1024 characters long, but not all search engines will read that far. Start your list with the most important words, then the next most important, etc. Separate your keywords with a comma followed by a space. You can have several words before the next comma ("keyphrase", for example "sugar free candy"). Include plurals and other variations, including common typos. Separate very similar keywords or keyphrases with dissimilar ones. Try to avoid repeating the same word more than 3 times in the list, not counting its variations such as plural versus singular.

"finest" or "greatest." Limited to 60 characters.

Keywords

Enter keywords for your site:

Separate your keywords using commas and do not use any HTML

Example: ecommerce, websites, domains, email, hosting, templates, layouts

Description

25 words or less description of your site (No HTML):

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How Do I Submit To Search Engines?

From the Administration home page, click on the blue text of your sitename. Click on "Tool Box" from the secondary navigation menu links.

| Edit Pages | Properties | Ecommerce | Change Website | Tool Box | Template Tools |

Click on "Website Promotion" at the bottom of the page.

Website Promotion

The Site Promotion function can submit your Web site to google.com, hotbot.com, and scrubtheweb.com.

Site Promotion

Choose Your Search Engines

☑ Google
☑ HotBot
☑ Scrub The Web

The Following Search Engines require payment or manual submission. Click the link for each one to add your site.

- Altavista
- DMOZ (Open Directory Project, used by AOL, Netscape, Dogpile, & Others)
- Fast
- Lycos
- MSN Web Pages

URLs to Submit

Also listed are links to search engines that require payment or manual submission.

The links will take you directly to the page that will instruct you on how to submit your Web site to that search engine. Under "URLs to submit", select which Web address that you want to submit to the search engines. Due to new search engine rules, please select only one Web address to submit.

Directory Title

For "Directory Title", this is the same company name as it appears on your home page, and it will be verified by the search engine companies.

Keywords

For "Keywords", enter in keywords that will describe your Web site to visitors on the Web. The keywords should be as unique as possible while still describing your business and your Web site. The keywords should be separated by commas and should not have any HTML.

"finest" or "greatest." Limited to 60 characters.

Keywords

Enter keywords for your site:

Separate your keywords using commas and do not use any HTML

Example: ecommerce, websites, domains, email, hosting, templates, layouts

Description

25 words or less description of your site (No HTML):

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Description

For "Description", use 25 words or less describing who you are and what you provide. The description must be full sentences and should make sense (rather than listed whole bunch of keywords with commas).

Example: ecommerce, websites, domains, email, hosting, templates, layouts

Description

25 words or less description of your site (No HTML):

Example 1: Providing ecommerce ready web sites, web portals, domain names, email aliases, customized website layouts, website promotion. Located in Los Angeles, California.

Notice that the keywords were repeated in the description. If your city is small, substitute the nearest large city in the title and description. If most of your customers are not local, then you can omit the city and state from your title and description. **Limited to 25 words. Try to use all 25 words. DO NOT USE ALL CAPITAL letters or capitalize every word in a sentence, or use promotional language. Don't repeat the title here, because its editors will delete it or reject it.**

User Info

The User Information (first name, last name, email address) area are required fields so that the search

engine companies can record who is submitting a Web site to them.

When you are done configuring all of the options, click on the button "Submit Your Site to Search Engines" to submit your Web site to google.com, hotbot.com, and scrubtheweb.com.

Promote your Website
For submitting your site to Search Engines, there are three main parts. One, you need to think of approximately 25 to 30 keywords for your site. Write it out in a basic text editor program, such as Microsoft Notepad or Apple TextEditor. You will also need a 2 to 3 sentence description about who you are, where you are located, and what you provide. Also write this description in the same text document. Save this text document to a location on your computer that you can easily remember. Some notable keywords to use include your Domain Name and your location (city, zipcode, or state). If your pages contain different content (which they usually do), your keywords and description should be different for each of the pages.

Second, the keywords and description need to be inputted here to all of your pages for best results. Keywords and description should be different and related to each of your pages.

For best results as well, input your main key phrases (5 to 6 words) in to the titles. All you will be doing is copy-pasting from the text document to the other pages, so this helps you out so you won't have to type things out repeatedly.

After parts one and two are completed, then you only need to do part three once a month. Part three is submitting your site to search engines by using the Website Promotion Tool. Here, you also copy-paste the keywords and description from the text document to here, then you submit your site.

Please keep in mind that being listed on Search Engine companies can take anywhere from 1 day to 4 months. The tips listed above should shorten that time and greatly improve your rankings. Also, the Web site should be submitted to as many search engine companies as you can find. Most search engines companies have the ability to submit your Web site to them for free. The Website Promotion tool provides courtesy links to the exact page that you would need to go to learn more on how to submit your

site to that search engine.

Website Analyzer

What is it used for? The Website Analyzer Tool will allow you to analyze your entire site. It will detect broken links, broken images and the amount of time each page on your site will take to be downloaded on a 28.8kbs modem. Please use this tool in conjunction with the Website Promotion Tool. Doing this will increase and expedite your chances of inclusion and rankings for all of the major search engines and will prevent possible problems when the search engines visit your site.

How do I use it?
From the Administration, home page, click on blue text of your sitename. From the secondary menu navigation links, click on "Tool Box". Click on "Website Analyzer".

When the Website Analyzer Tool is run for the very first time, click on the link "Generate New Report".

Your Web site will then be processed by the Website Analyzer server. The Website Analyzer Tool will report "Please come back and check the status of the report generation at a later time. Thank you for your patience."
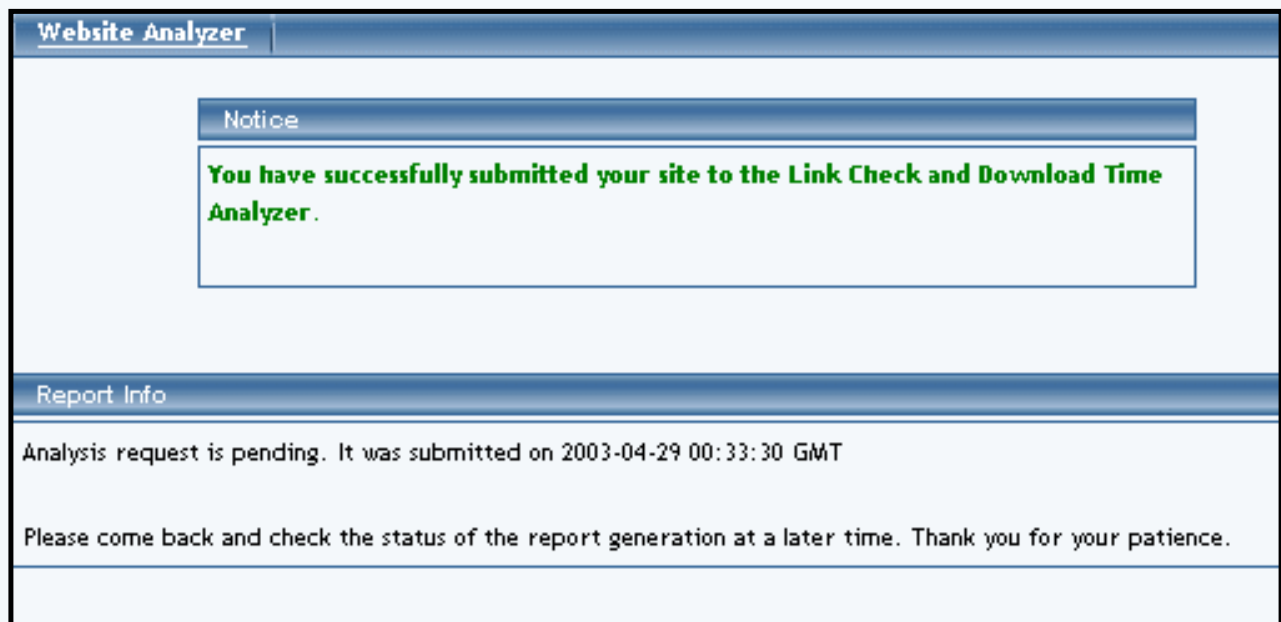
The Website Analyzer report will be generated and will take approximately 2 to 5 minutes to be completed. When it is done, you will see the following screen:

You can then click on the blue text "View Finished Report" to view the Website Analysis report. The picture below will show you what the report will look like when completed.

Site Analyzer Report

April 29, 2003

Status: Done.

URL Analyzed	Check Broken Links	Check Download Time	Images Used
http://site.XXXXX.com/YYYYYY/	0	Download Time	Images In Use

Script run on *Tue Apr 29 10:52:04 2003*.

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Broken Link report
If you have any broken links, click on the number that specifies how many broken links exists on your Web site (if you have no broken links, the number "0" will not be a link). Below is a sample results page that displays what the Website Analyzer report will specify as broken links.

Broken Link Report
April 29, 2003

Report for : http://site.XXXXXX.com/YYYYY/
Go To: Main report page.

---

404 Not Found

http://site.XXXXXX.com/YYYYY/

- http://site.XXXXXX.com/YYYYY/thisIsABadLink.html
- http://site.XXXXXX.com/YYYYY/thisIsAnotherBadLink.html
- http://site.XXXXXX.com/YYYYY/thisIsTheThirdBadLink.html

http://site.XXXXXX.com/YYYYY/formtest.html

- http://site.XXXXXX.com/YYYYY/TEMPLATE.html
- http://site.XXXXXX.com/YYYYY/index2.html

Script run on *Tue Apr 29 11:07:15 2003*.

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Download Time report
To find out approximately how long your pages will take to download on a 28.8k modem, click on the button "Download Time". Below is the report that you will see specifying the size of your pages as well as the approximate download time on a 28.8k modem.

Download Times Report

Url	Total Size (Kb)	28.8 Kbs Download Time (seconds)
http://site.XXXXXX.com/YYYYY/ form.html	1	0
http://site.XXXXXX.com/YYYYY/global.css	6	2

Close

Back to the Top of the Page

Images in Use report
To find out which images you are currently using, click on the button "Images In Use". Below is the Website Analyzer report valid images that are in use on the Web site.

Valid Images In use on site.

Local Images

http://site.XXXXXX.com/YYYYY/_images//50wam_About_Us.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Blue_Footer_2_BG.jpg

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Blue_Footer_BG.jpg

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Blue_Header_BG.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Blue_Header_Main.jpg

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Footer1.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Footer2.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Footer3.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Footer4.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Footer5.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Footer6.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Header_Right_1.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Header_Right_2.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Header_Right_3.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Header_Right_4.gif

http://site.XXXXXX.com/YYYYY/_images//Abstract_1_Header_Right_5.gif

External Images

Contact Manager

Overview
The Contact Manager allows you to manage your contacts, create mailing lists, and send e-mail. **Please be advised that the Contact Manager must NOT be used to send unsolicited bulk e-mail (or spam).**

To get to the Contact Manager from the Administration home page, click on the blue text of your sitename. In the secondary navigation menu, click on "Tool Box". Click on "Contact Manager".
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Contacts
The "Contacts" tab of the Contact Manager allows you to see a list of your contacts (if any), search for contacts, assign and remove contacts on Mailing Lists, and manage contacts (edit, remove, and add). If you just started the Contact Manager, you will not have any contacts in the contact list - you will have the red text "No contacts found" on the screen. You will see the following screen:

Add Contacts
You can add contacts to the Contact Manager by going to the "Add Contact" link.

Input all of the information for your contact, and then click on the button "add" to add that contact to your contact list.
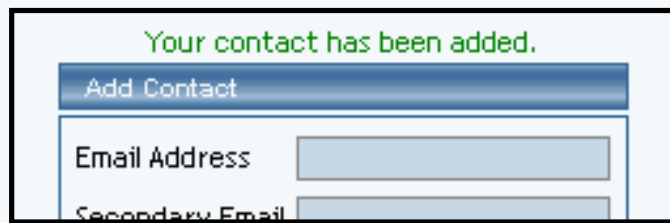
The only required information is that the contact must have an e-mail address or a first name in order to be added as a contact. After you click on the button "Add", the system will report to you that the contact has been added:
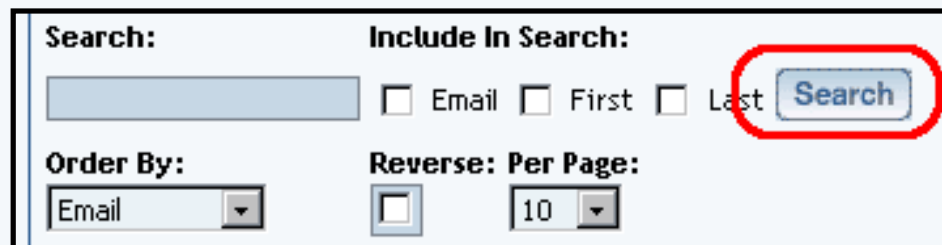
If you want a form to import directly to the Contact Manager, please click here for detailed information on the process. This is the only other method to add contacts to the Contact Manager.

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Manage Contacts

Once you have contacts to manage, you will be able to use the other functions of the Contacts section. You can search for a particular contact by typing in the search text in the provided text field.

Click on the squares next to the text "Email", "First", or "Last" to search by e-mail, first name, or last name, respectively. When you are done, click on the button "Search" to have the Contact Manager display the search results.

The list of contacts can also be sorted using the drop-down menu under the text "Order By:". You can sort by the e-mail address, first name, last name, or the creation date. If you want to reverse the sort order, click on the square under the text "Reverse". In the drop-down menu under the text "Per Page", select the number of contacts that you would like ot have displayed on the page. To apply your search sorting, click on the button "Search".

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Delete Contacts

To delete contacts, click on the empty square to the left of the contact name for every contact that you wish to remove.

When done selecting all of the contacts you wish to delete, click on the blue text "Delete". **Please be advised that deleting a contact is an irreversible process**.

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Add Contacts to Mail List
Once you have created at least one Mail List, you can assign contacts to that mail list. The Contacts section will have a new section if you have at least one mail list:

If you select a mail list in the drop down menu, the contact Manager will checkmark and highlight all of the contacts in the mail list:

Click on the squares to the left of the contact so that the contacts you want for the mail list are all selected (to remove a contact from the mail list, simply un-check the contact). Once you have them all selected, click on the blue text "Set Mailing List" to designate all of the selected contacts to the specified mail list.
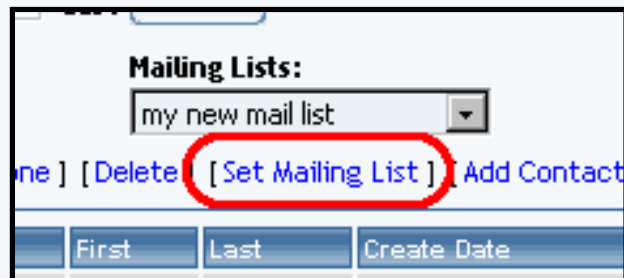
Mail Lists
Mail Lists give you the ability to create an e-mail group. You can then assign contacts to this e-mail group by using the "Contacts" tab. Mail Lists allow you to send an e-mail to the whole mailing list without remembering every single e-mail address or having to input all of the e-mail addresses manually.

To create a mail list, input a name for your mail list in the provided text field. Your mail list's name can only consist of letters, numbers, or spaces. When you are done entering in the mail list name, click on the button "Create" to create your mail list.

The system will then inform you that the mail list has been created.
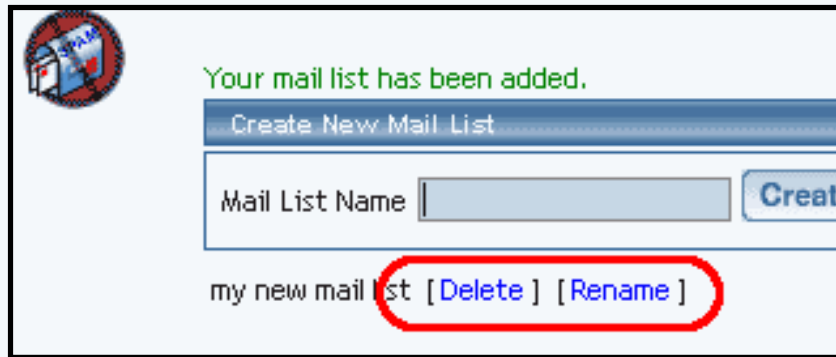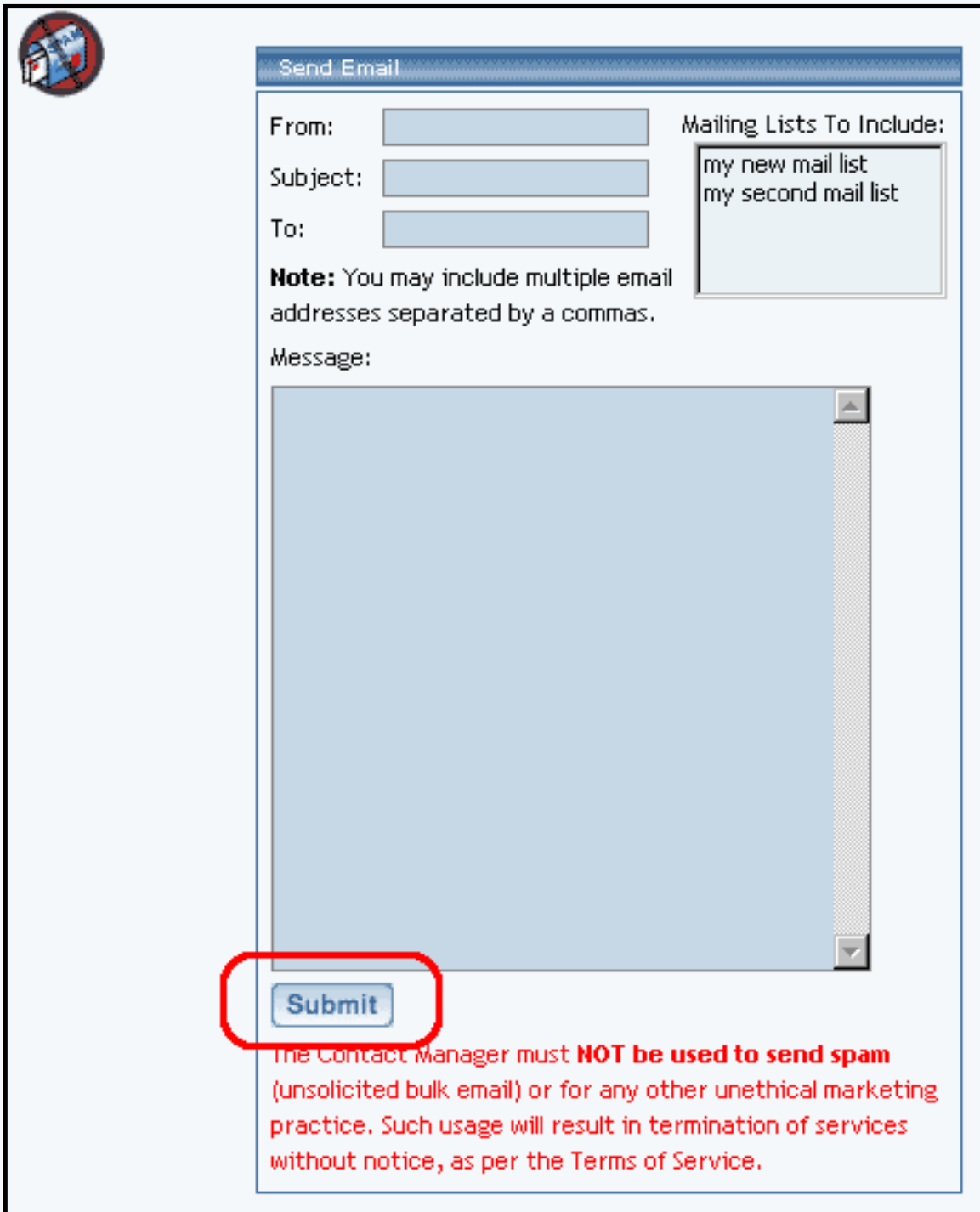
After the mail list has been created, below the "Create New Mail List" section, you will see the name of your mail list and blue text links to "Delete" and "Rename" that allow you to delete the mail list and to rename the mail list, respectively.

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Send E-mail
The Send E-mail option of the Contact Manager allows you to send e-mail within the 3.0 software. You may send e-mail to any of your mailing lists that you have added, and/or to -email addresses that you specify. The form allows you to specify a subject for your e-mail and a message. All recipients will be identified as "blind carbons" to protect their privacy (basically, none of the receipients will see the e-mail addresses of the other recipients).

Fill out the e-mail address that will be designated as the "From" e-mail address. Fill out the subject and message of the e-mail in the fields "Subject" and "Message". To send the message to your mail list, click on the mail list name. If you have multiple mail lists set up, hold down the CTRL key on your keyboard and then click on multiple mail list names.
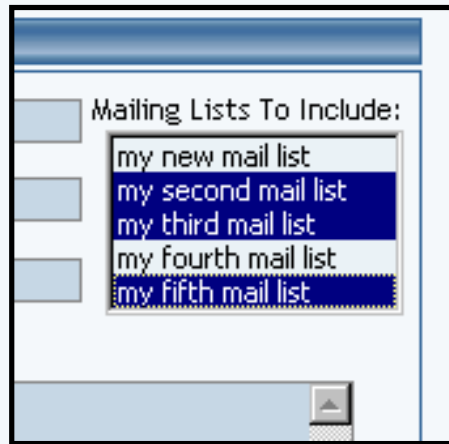
If you want to designate individual e-mail addresses, fill in those e-mail addresses in the field "To". If you have multiple e-mail addresses to send in the "To" field, separate each of them with a comma (,). When you want to send the message, click on the button "Submit".

Please be advised that the Contact Manager must NOT be used to send spam (unsolicited bulk e-mail) or for any other unethical marketing practice. Such usage will result in termination of services without notice, as per the Terms of Service.

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To-do List

The To-do List option of the Contact Manager allows you to create, manage, and delete "To-do" appointments. When you click on the To-do List option, you will see a list of all of your "To-do" appointments (if any).
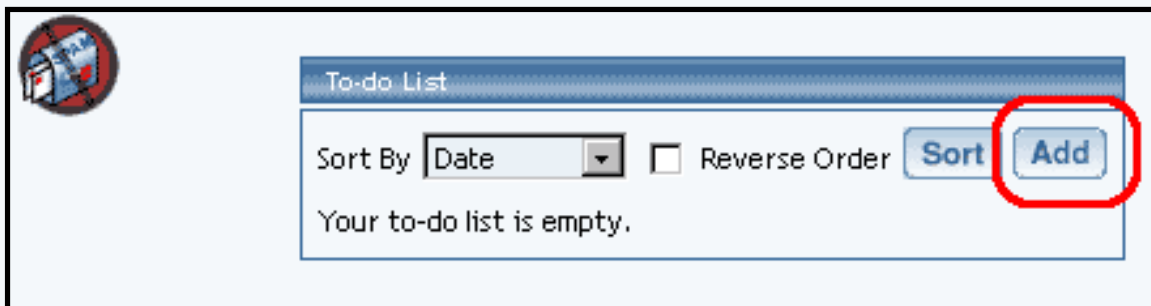
Create a To-do appointment by clicking on the button "Add". The Contact Manager will reload with options to add a To-do appointment:

Click on a date that you would like to set your To-do appointment for...

...and the date will change.

If you are setting a To-do appointment for a month (or year) other than the month displayed, select your month and year from the drop-down menu and then click on the blue text "Go to month".

The Contact Manager will reload and display the appropriate month to add a To-do appointment.

Click on a day to choose that day to add a To-do appointment. Fill out all of the other options for your To-do appointment, then click on the button "Add" to add the To-do appointment.

Once a To-do appointment has already been created, click on the blue text of the To-do appointment to edit (you will be able to click on the date, priority, status, or description of the To-do appointment to modify it).
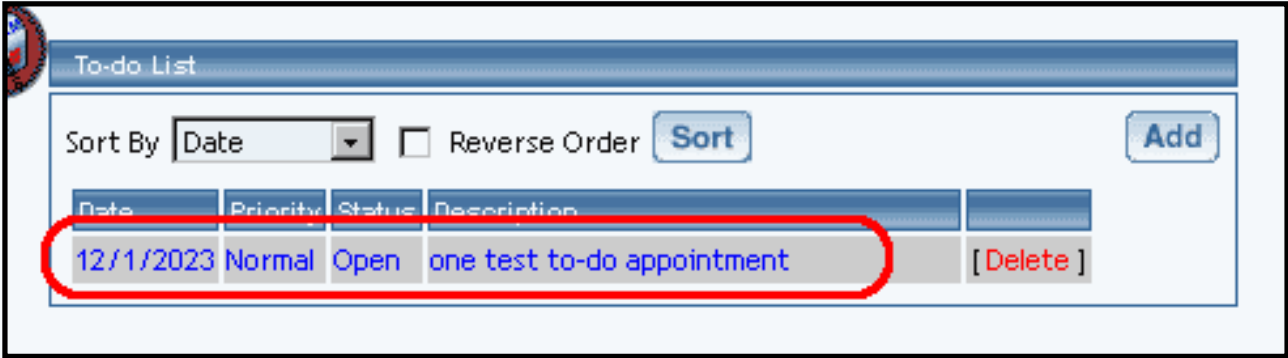
You will be able to update the To-do appointment with more information, as well as change the status, the notes, or the day for the To-do appointment. When done with your changes, click on the button "Update to save your changes to the To-do appointment.
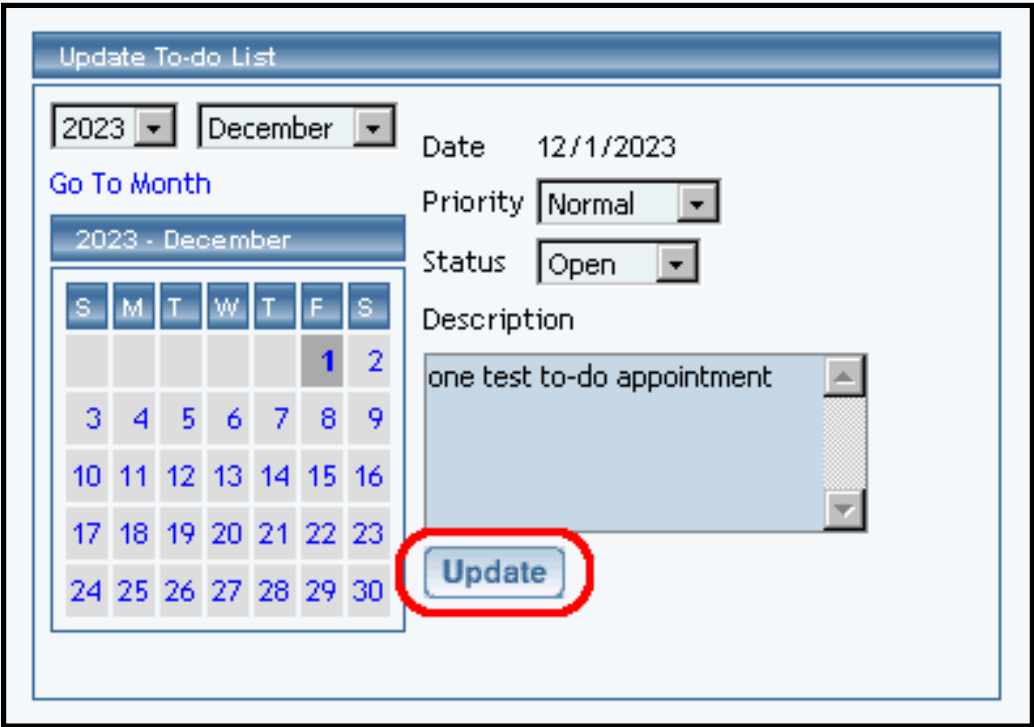
To delete a To-do appointment, click on the red text "Delete" to the right of the To-do appointment.
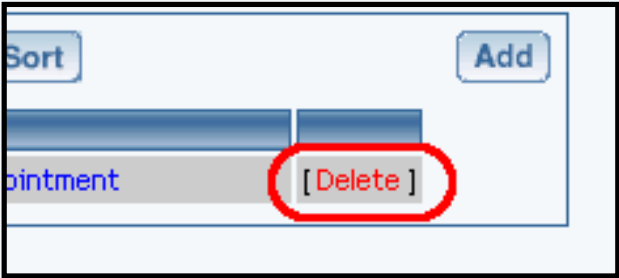
Calendar Manager

Overview
The calendar feature allows you to add one or more interactive calendars to your site. Here are just a few possible applications:
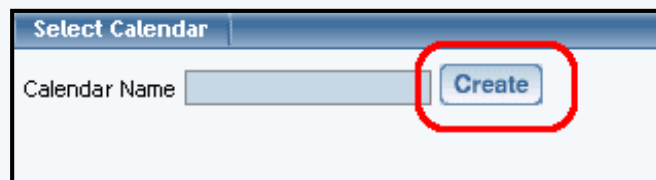
     Online Bookings of concerts, plays, events
     Online Team Sign-ups
     Interactive Scheduling of Contractors
     Class Enrollments

The Calendar Manager allows you to create, delete and edit calendars. You may edit a calendar's color scheme, modify its daily schedules of events, specify blackout times, and control how much access your site visitors will have to event information and scheduling. To add the calendar to a Web page, you would need to add a calendar component.

Create Calendar
To create a calendar from the Calendar Manager, go to the Administration home page. Click on the blue text of your sitename to go in to the Website Editor. Click on "Tool Box" in the secondary navigation menu. Click on "Calendar Manager".

When the Calendar Manager page first loads, you will see the following screen

Enter in a name for your new calendar, then click on the button "Create". You will see the following screen:

Choose your calendar in the drop-down menu to the right of the text "Calendar". Click on the button "Edit" to edit the calendar. Click on the button "Delete" to delete the calendar. When you edit the calendar, you will see the following screen:

Jun ▾ 2003 ▾ Go

<< June 2003 >>

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Properties

Add Events: One Time Event | Monthly Event | Weekly Event

Thursday, June 26th 2003

M | W	12:00am
M | W	1:00am
M | W	2:00am
M | W	3:00am
M | W	4:00am
M | W	5:00am
M | W	6:00am
M | W	7:00am
M | W	8:00am
M | W	9:00am
M | W	10:00am
M | W	11:00am
M | W	12:00pm
M | W	1:00pm
M | W	2:00pm
M | W	3:00pm
M | W	4:00pm
M | W	5:00pm
M | W	6:00pm
M | W	7:00pm
M | W	8:00pm
M | W	9:00pm
M | W	10:00pm
M | W	11:00pm

Back to the Top of the Page

Calendar Properties
To get to the properties section of the calendar, open up the Calendar Manager. Select a calendar to edit, then click on the button "Edit". Below the small picture of the current month, click on the blue text "Properties".

The following screen will load:

Calendar Name - If you want to change the name of the calendar, you would do so here. The name of the calendar is for your use only, to assist you in identifying which calendar is which.

Timezone - Setting this option will display that timezone for your calendar in the Calendar Manager. Those who visit the Web page that has the calendar will be able to define which timezone that they want the calendar to display as.

Simultaneous - Enter in the number of events that you want to allow to be scheduled for the same period of time. If you want the system to accept an unlimited number of events for a specific time frame, enter "0" (zero).

Allow Adding - If you want to allow Web site visitors to add events to the calendar, this option would be checked.

Show Details - If you have full-view enabled for the calendar component, you may check this option to display the event details in the

full-view view of the calendar. If you do not have full-view enabled for the calendar component, you may check this option to display the event details only when a customer clicks on the event name.

Notify - If the Web site visitor is able to add an event to the calendar, the customer will be able to request an e-mail reminder to themselves if this option is checked. The e-mail will be sent from the e-mail address that is listed in the field "Email" text field.

Other Information

> *Email* - This field specifies the e-mail address that will receive e-mail notification that an event has been added (as well as all the event details), assuming of course that "Allow Adding" has been enabled. This field also specifies the e-mail address that e-mail will be sent from if a Web site visitor requests an e-mail notification of an event, assuming of course that "Notify" has also been enabled.

> *Ask for 1* - By default, this field has been filled in with "Email Address". If you want customers to be notified (and you have "Notify" enabled) with a reminder that an event's scheduled time is arriving, this field must remain untouched in order for the system to inform the customer. If you do not want to inform customers of events at all, then you may remove this field or use different text. Whatever is in this field will appear when an event is added. When an event is added, a text field will allow a Web site visitor to input their own information. If something is filled out, it will be e-mailed to the e-mail address listed in the field "Email".

> *Ask for 2* - By default, this field has been filled in with "First Name". Whatever is in this field will appear when an event is added. When an event is added, a text field will allow a Web site visitor to input their own information. If something is filled out, it will be e-mailed to the e-mail address listed in the field "Email".

> *Ask for 3* - By default, this field has been filled in with "Last Name". Whatever is in this field will appear when an event is added. When an event is added, a text field will allow a Web site visitor to input their own information. If something is filled out, it will be e-mailed to the e-mail address listed in the field "Email".

Event Types - By default, this field has been filled in with "General". The event types that appear when adding an event are designated here. Click in the blue text area. Type out your event types and hit "Enter" on your keyboard to separate different event types from each other.

When you are done specifying properties for the calendar, click on the button "Update" to save and apply your changes.
Back to the Top of the Page

Jump to a Specific Date
To jump to another month or year, select the month or year in the drop down menu, then click on the blue text "Go". The monthly calendar will reload with information on the selected month and year.

To manually move through month to month, click on the blue << to move to the previous month or the blue >> to move to the next month. After you click on the << or the >>, the monthly calendar will reload with information on the selected month.
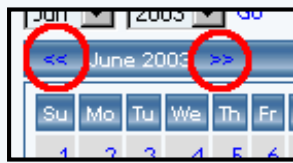
If the system is already displaying the month in which you want to select, you may click on the day that you wish to work with.

The day that is underlined shows you the current day.
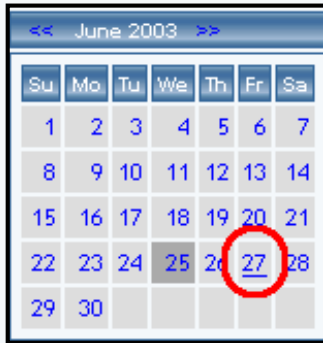
The day that has a dark grey background is the day that you are currently viewing.
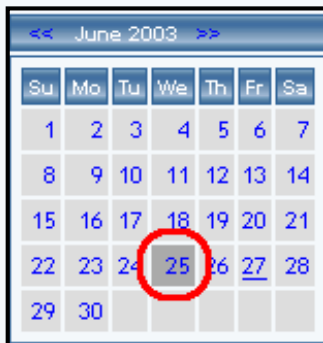
Once you click on a day, the daily schedule will load on the right side.
Back to the Top of the Page

How to Add an Event
To add a one-time event, you may click on the blue text "One Time Event" above the daily schedule or you may click on the time that the event will start.

To add a weekly event, you may click on the blue text "Weekly Event" above the daily schedule or you may click on the "W" for the time that the event will start.

To add a monthly event, you may click on the blue text "Monthly Event" above the daily schedule or you may click on the "M" for the time that the event will start.

Adding an Event

One Time Event

Date - The field shows you the currently selected date. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly shcedule on it to allow you to choose another day.

Starts At - Choose the time that event will begin at. This time will be using the timezone you specified under the calendar properties. Specify the hour, minutes, and the morning/night indicator (AM/PM) using the drop-down menus.

Duration - Specify how long the event will last by using the drop-down menus to specify the length in days, hours, and minutes.

Blackout - If this event is actually a blackout to prevent your Web site visitors from adding appointments, check mark this box. Of course, "Allow Adding" must be enabled under the calendar properties.

Description - Specify the event type for the event. This drop-down menu lists all of the event types that you specified in the calendar properties.

Details - Specify details for the event. These details may or may not show up on the Web site, depending on whether "Show Details" is enabled under calendar properties.

When done specifying your options, click on the button "Add" to add the event to your calendar.

Weekly Event

Begin Date - The field shows you the currently selected date that the event will start on. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly shcedule on it to allow you to choose another day.

End Date - The field shows you the current end date for the event. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly shcedule on it to allow you to choose another day. If you do not want to specify an end date for your event, click on the blue text "No End Date".

Starts At - Choose the time that event will begin at. This time will be using the timezone you specified under the calendar properties. Specify the hour, minutes, and the morning/night indicator (AM/PM) using the drop-down menus.

Duration - Specify how long the event will last by using the drop-down menus to specify the length in days, hours, and minutes.

Repeat - If you want the weekly event to repeat, select how often that event will repeat between the "Begin Date" and the "End Date". You choose to have the event repeat every week, every 2 weeks, every 3 weeks, every 4 weeks, every 5 weeks, every 6 weeks, every 7 weeks, every 8 weeks, every 9 weeks, or every 10 weeks.

Blackout - If this event is actually a blackout to prevent your Web site visitors from adding appointments, check mark this box. Of course, "Allow Adding" must be enabled under the calendar properties.

Description - Specify the event type for the event. This drop-down menu lists all of the event types that you specified in the calendar properties.

Details - Specify details for the event. These details may or may not show up on the Web site, depending on whether "Show Details" is enabled under calendar properties.

When done specifying your options, click on the button "Add" to add the event to your calendar.

Monthly Event

Begin Date - The field shows you the currently selected date that the event will start on. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly shcedule on it to allow you to choose another day.

End Date - The field shows you the current end date for the event. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly shcedule on it to allow you to choose another day. If you do not want to specify an end date for your event, click on the blue text "No End Date".

Starts At - Choose the time that event will begin at. This time will be using the timezone you specified under the calendar properties. Specify the hour, minutes, and the morning/night indicator (AM/PM) using the drop-down menus.

Duration - Specify how long the event will last by using the drop-down menus to specify the length in days, hours, and minutes.

Repeat - Specify the period in which the monthly event will repeat. If you want the monthly event to fall on a specific day of the week, select the first radio button and choose the occurence and the day of the week from the drop-down menu. If you want the monthly event to fall on the same date listed in "Begin Date", select the second radio button and choose the occurence from the drop-down menu.

Blackout - If this event is actually a blackout to prevent your Web site visitors from adding appointments, check mark this box. Of course, "Allow Adding" must be enabled under the calendar properties.

Description - Specify the event type for the event. This drop-down menu lists all of the event types that you specified in the calendar properties.

Details - Specify details for the event. These details may or may not show up on the Web site, depending on whether "Show Details" is enabled under calendar properties.

When done specifying your options, click on the button "Add" to add the event to your calendar.

Editing an Event

The events in the daily schedule are color coded based on the event time - light gray for one-time events, pink for monthly events, and light green for weekly events.

If you hover your mouse pointer over the event type, you will see the event details in a small window section.

You may click on the blue text "Edit" to edit the event or the blue text "Delete" to delete the event.

When you edit an event, the window will be identical to the window when you added the event with the exception of the button "add" now replaced with the button "Update".

Ten Steps to Setting up Ecommerce

Related Links: Ecommerce Overview

The Steps

Step 1. Plan and Organize All Product Information

○ Before beginning to set up Ecommerce through the online software, plan and organize all items, categories, subcategories, groups, and packages. Determine any special shipping methods, shipping rules, special item discounts, and item handling charges.

Step 2. Add Items

○ Add items (upload product images and define any package options in this step) - Add all products and product components to be used in the catalog

○ Select shipping options - Define shipping methods and any special shipping rules

○ Package options - All items used in product packages must first have at least one package option defined

■ Package options are always defined at the time an item is added, or by editing the item.

○ Discount options - Define any special discounts associated with products

○ Inventory - Activate inventory control and specify beginning stock on hand

Step 3. Add **Packages** & **Item Groups**

○ **Packages**

■ Products and product components that will be used in packages must already exist as items with item package options defined

■ At least one option group must be created

■ At least one item package option must be added to each option group created.

○ **Item Groups**

- Products to be used in Item Groups must already exist as items

Step 4. Add Categories and Subcategories
- Categories and subcategories are used to organize the online catalog by product type, brand, or any other organized system which allows customers to easily find products

Step 5. Add Items, Item Groups, and Packages to Categories
- Add all products to be used in the catalog into their respective categories

Step 6. Set up Global Rules
- Shipping methods
- Discounts
- Shipping rules
- Handling charges
- Tax rules

Step 7. Set Up Payment Methods and Ecommerce Options
- Payment Methods
- Merchant Account Information - Online merchant account details, Paypal, and/or e-mail processing
- Shopping Cart Check Out Options

Step 8. Create and Customize a Shopping Cart Page
- Add a cart component to a new shopping cart Web page
- Edit the cart component to customize the general look of the cart

Step 9. Create and Customize a Catalog Page
- Add a catalog component to a new catalog page
- Edit the catalog component to customize the general look of the catalog
- Specify your "check out" shopping cart page in the catalog component options
- Select your newly created catalog page from the Ecommerce Product Catalog Management Page

Step 10. Publish the Web site, and update the catalog images

Back to the Top of the Page

Product Examples

Item Examples
Item Group Example
Package Examples
Express Order Form Example

Item Examples

Use items in the online catalog when the products for sale are offered as single items. Once items

are added to categories, customers will be able to browse the product catalog by category, click on the item they wish to purchase, and add it to the shopping cart.

[*Click for an example of a category that contains two items for sale*]

[*Click for an example of an item page with an add to cart button*]

Use an item to collect donations or to allow customers to pay for services. With variable pricing, donors can enter the exact amount to pay. In the example below, both the quantity and "unit" of measure have been disabled.

[*Click for an example of an item used to collect donations*]

Back to Examples

Item Group Example

An Item Group is a group of products organized for quick access. All products will be available on one page via a drop-down menu. When a customer selects a new product from the drop-down menu, the page will automatically refresh. The selected item's details will then be displayed, allowing a customer to purchase that item or select a different item from the menu.

[*Click for an example of an Item Group*]

Back to Examples

Package Examples

A package is an item with at least one subset ("package option groups") of items that are provided as purchase options. A customer can choose to purchase a package, then select which options to include. The price of the final product is calculated based on a customer's choices. For a step-by-step walkthrough on creating a package, click here for more information.

[*Click for an example of Package Options for a floral arrangement*]

[*Click for an example of the Main Package Option Area*]

[*Click for an example of the Package Options Area*]

Back to Examples

Express Order Form Example

An express order form is useful when customers often order many different items. An express order form provides a method to present any or all products on one page. A customer can then go down the list, enter the quantity to purchase for any desired products, and click the "add to cart" button at the bottom of the page. The "add to cart" button will then send all items to be purchased to the shopping cart.

[*Click for an Example of an Express Order Form*]

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E-commerce Overview
Back to the Previous Page

Ecommerce Overview

Related Links: [10-Step Guide on Setting Up E-commerce](#)

[General Navigation](#) | [Product Catalog Management](#) | [Product Catalog Rules](#) | [Ecommerce Options](#) | [Check Orders and Order Reporting](#)

Website Editor	Edit Pages	Properties	Ecommerce	Change Website	Tool Box

mynewwebsite

[Update Catalog Images (*View update status*)]

[Commerce Check] [Publish] [View Site]

Commerce Tools

Product Catalog Management
Create and manage product categories, catalog items, product groups and packages.

Product Catalog Rules
Create your shipping methods, discount, shipping, handling, and tax rules.

Ecommerce Options
Setup payment method(s), merchant account, and other ecommerce options.

Orders
View outstanding order summary, and detail order reporting.

[*Main Ecommerce Administration*]

General Navigation
To successfully navigate the Ecommerce administration pages and find the appropriate tool quickly, please read through the [ecommerce navigation guide](#).

Product Catalog Management

[*Main Catalog Administration*]

The Product Catalog Management section is used to create, define, and manage all products and items used in the online catalog.

Product Categories
Items
Item Groups
Packages
Origins
Catalog Page

Product Catalog Rules

[*Catalog Rules Administration*]

The Product Catalog Rules section is used to create and manage shipping methods, shipping rules, discount rules, handling charge rules, and tax rules.

Product Catalog Rules

Add A New Payment Method

Select one of available payment method(s):

Deactivate/Modify A Payment Method

Select one of the activated payment method(s):

☐ **Credit Card** (Modify)

☐ **Online Check** (Modify)

☐ **Personal Check** (Modify)

☐ **Money Orders** (Modify)

☐ **Gift Certificate** (Modify)

☐ **UPS-Cash On Delivery** (Modify)

☐ **Custom Payment Method** (Modify)

☐ **International Bank Draft** (Modify)

☐ **PayPal** (Setup)

☐ **Open Account** (Modify)

☐ **Institutional Purchase Order** (Modify)

☐ **Cash** (Modify)

[Activate ==>]   [<== Deactivate]

close window

[*Ecommerce Options Administration*]

Ecommerce Options

The Ecommerce Options section is used to set up or modify payment methods, merchant account information, shopping cart options and checkout descriptions.

Ecommerce Options

Check Orders and Order Reporting

Outstanding Order Summary

- View or Download Order Reports
- Change Order Status with date ranges

Sort Order : [Checkout Date ▼] [Descending ▼]
Records Per Page : [5 ▼]
[Change]

Page: **1**
Current Page: 1/1 (Note: 5 Records per page)

2003-07-31 11:24:03	$ 800.15
Order # 26148	Las Vegas,NV 89121 US

[*Main Order Reporting & Administration*]

The Order administration page is used to check orders, update the status of orders, and view or download detail and summary order reports.
Orders

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10-Step Guide on Setting Up Ecommerce
Back

General Ecommerce Navigation

Update Catalog Images | View Update Status | Commerce Check | Publish | View Site | Product Catalog Management |
Product Catalog Rules | Ecommerce Options | Orders

Website Editor	Edit Pages	Properties	Ecommerce	Change Website	Tool Box

mynewwebsite

[Update Catalog Images (*View update status*)]

[Commerce Check] [Publish] [View Site]

Commerce Tools

Product Catalog Management
Create and manage product categories, catalog items, product groups and packages.

Product Catalog Rules
Create your shipping methods, discount, shipping, handling, and tax rules.

Ecommerce Options
Setup payment method(s), merchant account, and other ecommerce options.

Orders
View outstanding order summary, and detail order reporting.
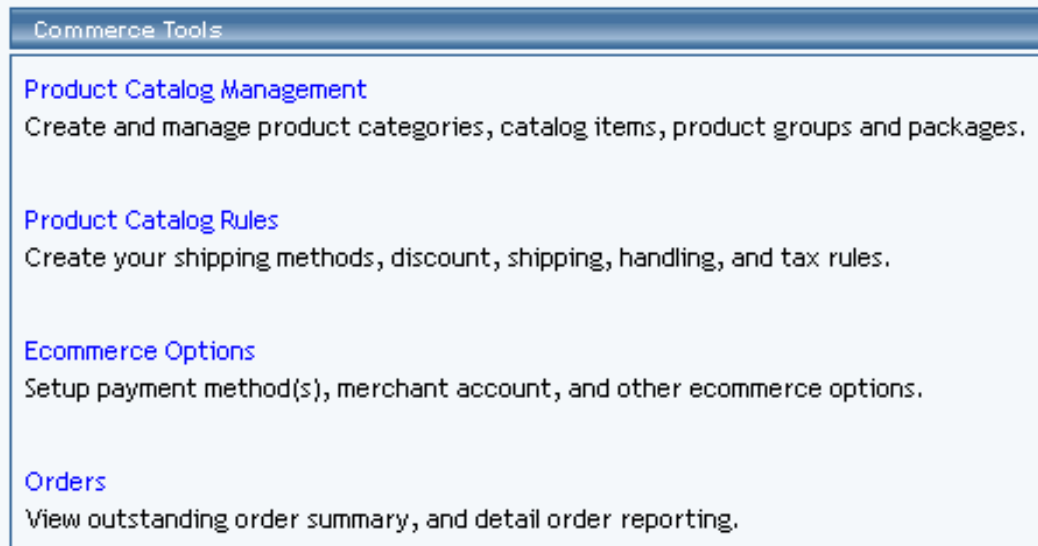
Update Catalog Images
Applies any changes made to the images in the catalog, allowing these changes to be viewed "live" on the Web site. Use this option any time images are changed or added to the catalog.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Update Catalog Images" text link. The main ecommerce page will reload and display a confirmation message: "Catalog Image Thumbnails are queued". All thumbnail images used in the catalog will be generated.

[Update Catalog Images (*View update status*)]

[Commerce Check] [Publish] [View Site]

Commerce Tools

Product Catalog Management
Create and manage product categories, catalog items, product groups and packages.

Product Catalog Rules
Create your shipping methods, discount, shipping, handling, and tax rules.

Ecommerce Options
Setup payment method(s), merchant account, and other ecommerce options.

Orders
View outstanding order summary, and detail order reporting.

Back to the Top of the Page

View Update Status
View the current status and/or progress of any pending thumbnail image updates for the product catalog.

If there are any images still pending, a progress status bar will load with a detailed list of completed and pending changes. If all operations have been completed, the message "No images in the queue" will display.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Once the main ecommerce page loads, click on the "view update status" text link. The queue status page will load in a new browser window.

[Back to the Top of the Page](#)

Commerce Check
The Commerce Check will run a preliminary check on your Web site's e-commerce settings.

If the system detects that something is not set up properly, it will inform you. If you are unsure what the messages mean, please contact Technical Support for further assistance or you may browse the User Guide to determine the solution to your problem.

Publish
Any time changes are made to the catalog or any ecommerce options, the changes must be applied by publishing the Web site. This will publish changes to any Web site pages as well as the catalog and ecommerce system. Publishing the Web site will not regenerate the thumbnail images used in the product catalog. Use the update catalog images option to apply any catalog image changes.

A complete log of all completed operations will display. All successful changes will then be viewable "live" on the Web site.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Once the main ecommerce page loads, click on the "Publish" text link. The Publish Site page will load in a new browser window.

View Site
The "View Site" option allows quick access to the live Web site from the ecommerce administration. To see any changes made to the catalog, publish the Web site before viewing.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Once the main ecommerce

page loads, click on the "View Site" text link. The Web site home page will load in a new browser window.
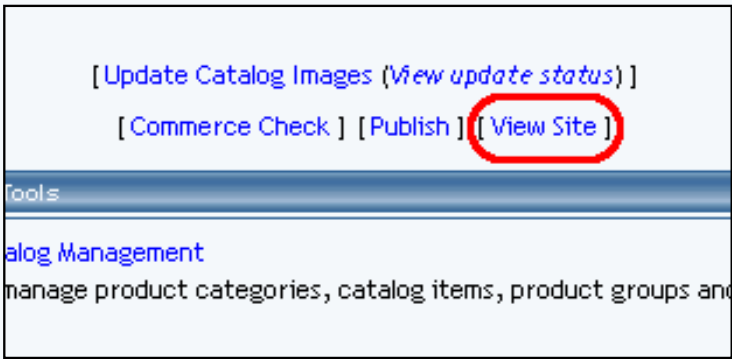
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Product Catalog Management
The product catalog management section is used to add, modify and manage all products and items used in the catalog.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Once the main ecommerce page loads, click on the "Product Catalog Management" text link.
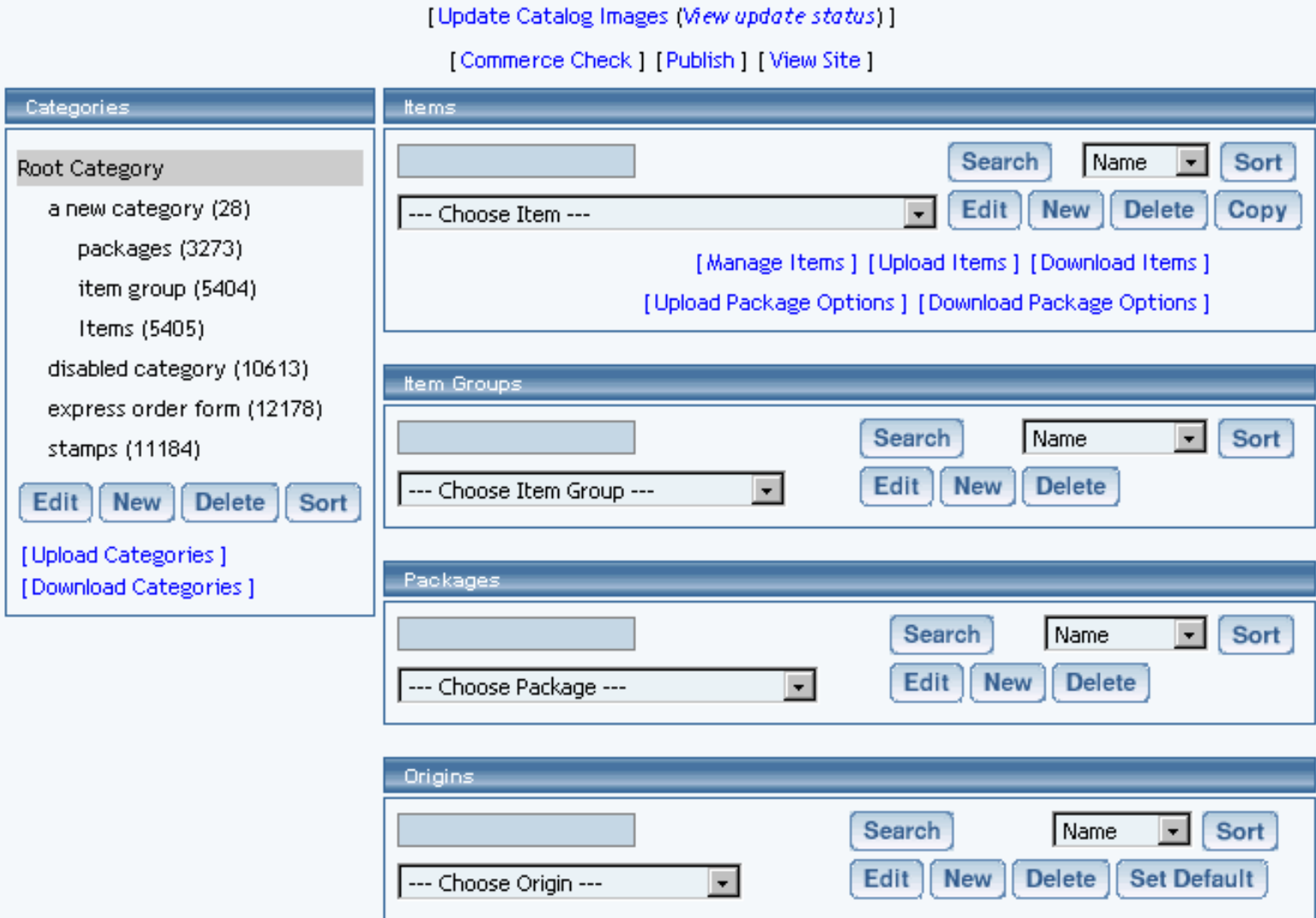
Catalog Page

Catalog Page   mycatalog ▼ .html

Set Catalog Page

Back to the Top of the Page

Product Catalog Rules
The product catalog rules section is used to define and manage shipping methods, discount rules, shipping rules, handling charges, and tax rules used in the catalog.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Once the main ecommerce page loads, click on the "Product Catalog Rules" text link.

Discounts | **Shipping** | **Handling** | **Taxes**

- Add Discount Rule   ● View Discount Rules

SPECIFIC (Rule ID #7) 2% discount - (No Basis)

Status : **ACTIVE**. Discount Rule is applied **BEFORE TAX**.

Discount

Discount Name: **Package discount**
Start: **2003-01-01 00:00:00**   Apply **2.00%** of amount
End: **2009-01-01 00:00:00**

Modify   Deactivate   Delete

SPECIFIC (Rule ID #12) New Quantity Discount - Based on QUANTITY

Status : **INACTIVE**. Discount Rule is applied **BEFORE TAX**.

Discount

Discount Name: **Quantity Discount**   FROM **5.00** To **9.99** apply discount **5.00%**
Start: **2001-01-01 00:00:00**   FROM **10.00** On Up apply discount **10.00%**
End: **2001-01-01 00:00:00**

Modify   Activate   Delete

GLOBAL (Rule ID #8) Easter Sale - Based on PRICE

Status : **ACTIVE**. Discount Rule is applied **AFTER TAX**.

Discount

Discount Name: **Easter Sale Discount**   FROM **0.00** To **499.99** apply discount **10.00%**
Start: **2003-01-01 00:00:00**   FROM **500.00** On Up apply discount **15.00%**
End: **2006-01-01 00:00:00**

Modify   Deactivate   Delete

close window

Ecommerce Options
The ecommerce section is used to set up payment methods, merchant account information, shopping cart options, and other ecommerce options.

Navigation: Click on the main "Ecommerce" text link at the top of any main administration page. Once the main ecommerce page loads, click on the "Ecommerce" text link. The Ecommerce Options page will load in a new browser window.

Orders
The order section is used to check orders, access order reports, and update the status of orders. Order reports can be customized and viewed online, or exported to be utilized in spreadsheet compatible software.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Once the main ecommerce page loads, click on "Order Reporting". The order reporting summary page will load in a new browser window.

Outstanding Order Summary

- View or Download Order Reports
- Change Order Status with date ranges

Sort Order : [Checkout Date ▼] [Descending ▼]

Records Per Page : [5 ▼]

[Change]

Page: **1**

Current Page: 1/1 (Note: 5 Records per page)

2003-07-16 09:48:03	$ 9,490.90
Order # 19916	Las Vegas,NV 89121 US

2003-07-16 09:38:48	$ 20.00
Order # 19913	Las Vegas,NV 89121 US

2003-04-23 11:07:05	$ 2,000,000,000,005.00
Order # 25	Pasadena,CA 91107 US

2003-04-22 17:50:03	$ 2,000,000,000,005.00
Order # 24	Las Vegas,NV 89121 US

close window

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10-Step Guide on Setting Up E-Commerce

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Working with Uploading and Downloading Your Product Catalog

Detailed Explanation

Related Links: [10-Step Guide on Setting Up E-Commerce](#) | [Product Catalog Management](#) | [Product Categories](#) | [Package Options for Items](#)

[Overview](#) | [Suggested Work Flow](#) | [Manage Products](#) | [Manage Package Options for Products](#) | [Manage Categories](#) | [Modify the Mass-Upload File](#) | [List of Fields for the Mass-Upload File](#)

Overview

Version 3.0 gives website owners the ability to manage products and categories by using any spreadsheet or database software capable of reading and writing text files in tab delimited format. This allows a website owner to:

- add new products and make changes to existing products by uploading and downloading an item file
- add new categories, designate subcategories, and assign items to categories with a category file
- as well as add and make changes to package options for products.

At any time, tab-delimited files may be [downloaded from your Administration](#).

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Suggested Work Flow
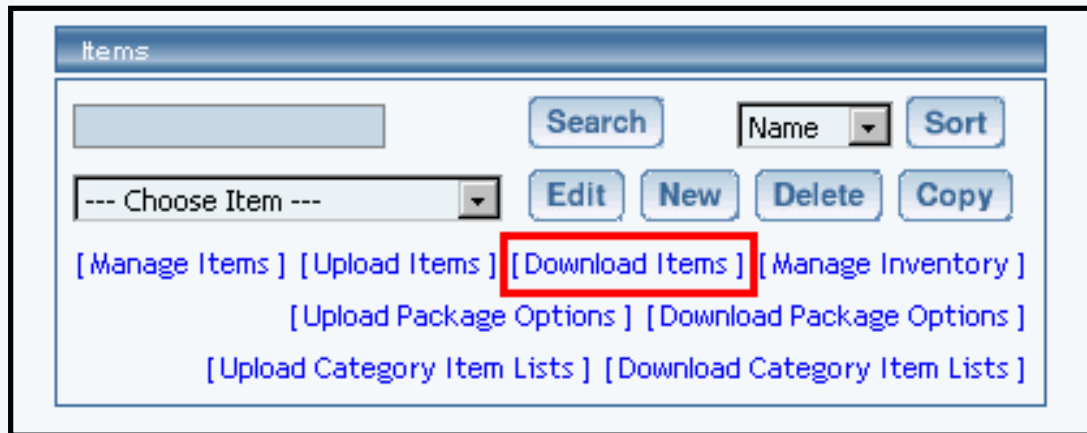
1. [Set up at least two products through the product catalog adminstration, entering all information for the items](#).
2. [Create at least one category through the product catalog administration](#). Add at least two products to this category.
3. [Download the tab-delimited item file](#) and [download the tab-delimited category file](#).
4. [Edit the tab-delimited file for your items, by modifying existing items or adding new items](#). Save the file as a tab-delimited text file.
5. [Upload your new item file into the e-commerce system](#). All new items will automatically be given a system generated Item ID number.
6. Download and open the tab-delimited item file (items.tsv) again. The Item ID field for your newly added products will now be populated with a system-generated number.
7. [Edit the tab-delimited file for your categories, by modifying existing categories or adding new categories](#). Use the Item ID from the items.tsv file to assign items to a category. Save the file as a tab-delimited text file.
8. [Upload the categories.tsv file by using the category upload tool in the ecommerce product adminstration](#).
9. Repeat the above steps any time new products or categories need to be added to the catalog. Item information and category information can be changed/updated, provided that the system generated

Item ID number and the system generated Category ID number are present in the tab-delimited text files.

Manage Products

Downloading Items From the main menu of the E-commerce section, click on the link "Download Items" to download the tab-delimited item file.

A new window will appear:

Download Items

Select Fields

Required **Item ID**	*Required* **Name**	*Required* **Price**
Required **taxable**	*Required* **Weight**	
☐ Short Description	☐ Description	☐ Meta Description
☐ Meta Keywords	☐ Code	☐ Use Quantity
☐ Barcode	☐ Manufacturer	☐ Warranty Info
☐ Image	☐ MSRP	☐ Length(inch)
☐ Height(inch)	☐ Width(inch)	☐ Item Option(s)
☐ Use All Shipping Methods	☐ Hide Price	☐ Hide Purchase Button
☐ Inventory Option	☐ Current Inventory	☐ Add Inventory

Select All Deselect All

[Download]

close window

Checkmark the boxes next to the fields that you would like to have downloaded for your items. If you want all of them selected, you may click on the blue text "Select All" above the "Download" button.

When done specifying your options, click on the button "Download". A dialog window will appear asking if you want to open or save the tab-delimited text file.
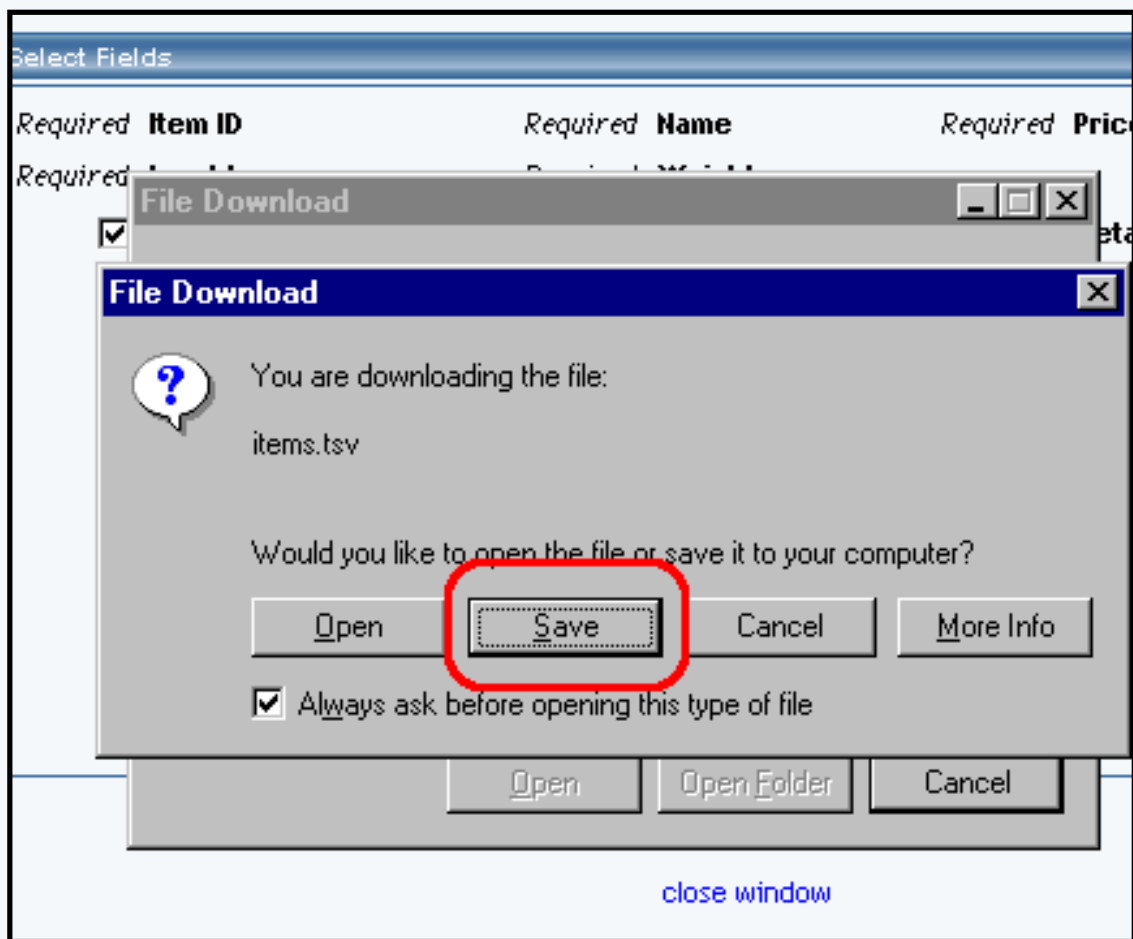
Click on the button "Save". Another dialog window will appear asking where you want to save the file and what filename you want to save the file as.
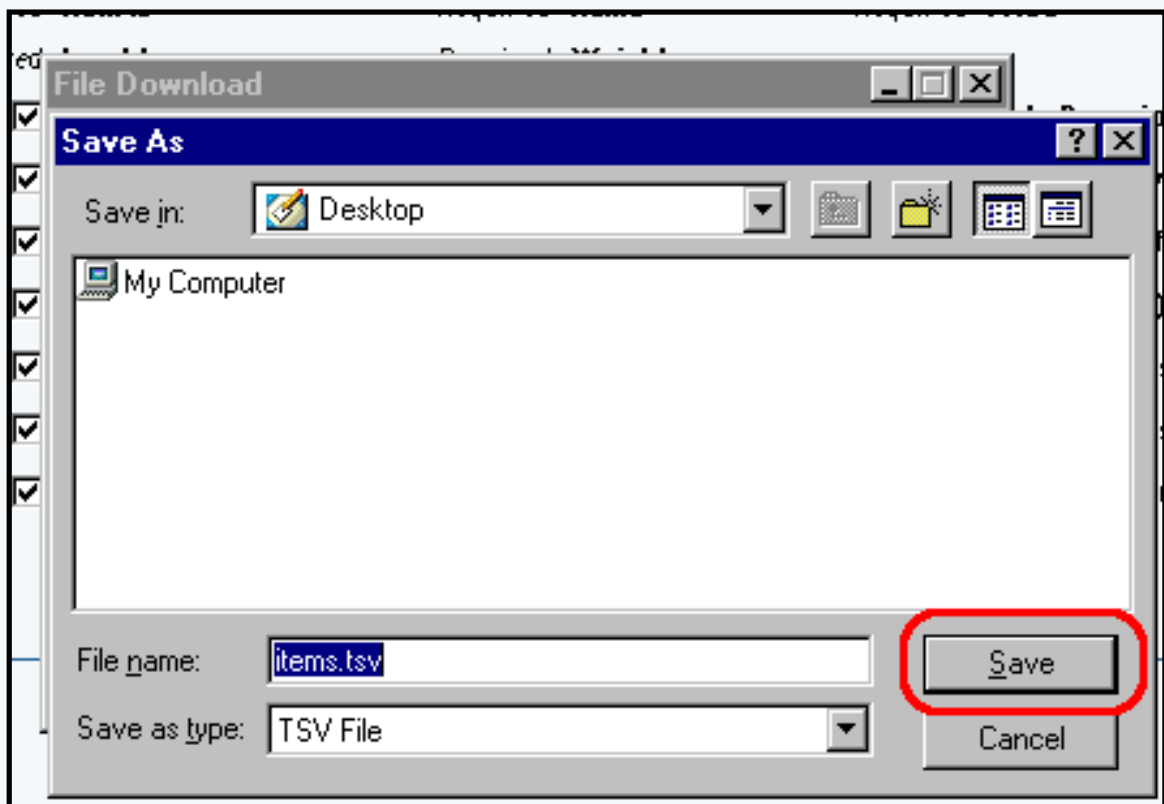
Navigate through your computer to specify a location where you would like to save the file. Enter in a filename in the field "File Name". When done, click on the button "Save" to save the tab-delimited item file to your computer.

Uploading Items
From the main menu of the E-commerce section, click on the link "Upload Items" to upload your tab-delimited text file for items.
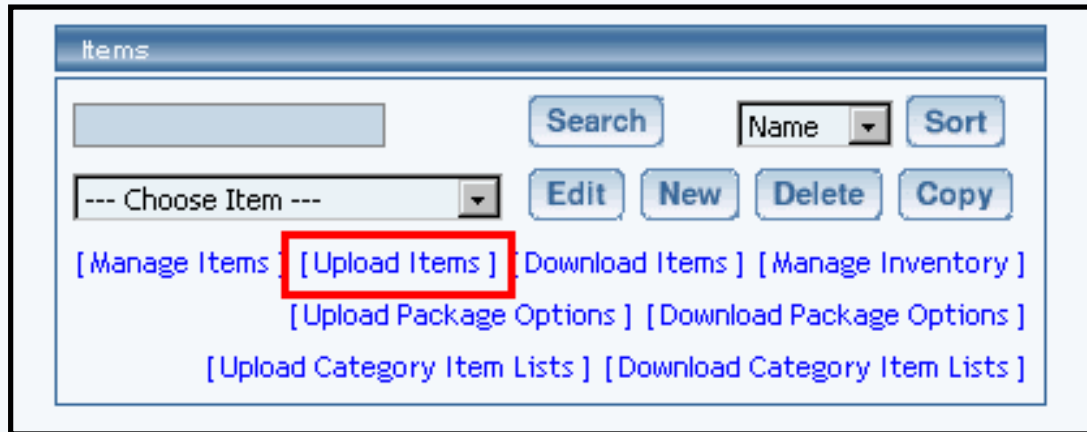
A new window will open up asking for the location of your upload file. Click on the button "Browse..."

Create and/or Update Existing Items

Upload Tab Delimited File

Upload your Tab Delimited file. [ ] Browse...

Upload Items

To download a sample file, click here.

Notes:

- Download a sample TSV file or download existing items to start.
- Download only the field(s) that you need to update.
- First line of TSV file (field descriptions) should not be changed.
- Item ID field should not be changed for existing items.
- To create new item, leave Item ID field blank.
- For Excel users, please save the file as TAB delimited file format.
- **Image** Field:
  - plain filename (*test.gif*).
  - http url (*http://www.test.com/test.gif*)
- Actual Image Files need to be uploaded to _images directory separately using filing cabinet.
- **Item Option(s)** Field Format:
  - *OptionName1=valueA,valueB,valueC;OptionName2=valueD,valueE;*
- Use **"Inventory Option"**,**"Current Inventory"** and **"Add Inventory"** fields with caution. Do not include those fields if you do not understand how to use those fields.
- **Inventory Option** field allowed values:
  - **0** : Do not use inventory
  - **1** : Do not allow users order items not in stock
  - **2** : Allow users to backorder items
- **Current Inventory** field is provided for reference only. Changes to **current inventory** field will not change the inventory. To update current inventory, please use **Add Inventory** field instead.

Specify the location of your upload file by browsing through your computer directory. When you find your upload file, click on the file name and then click on the button "OK".
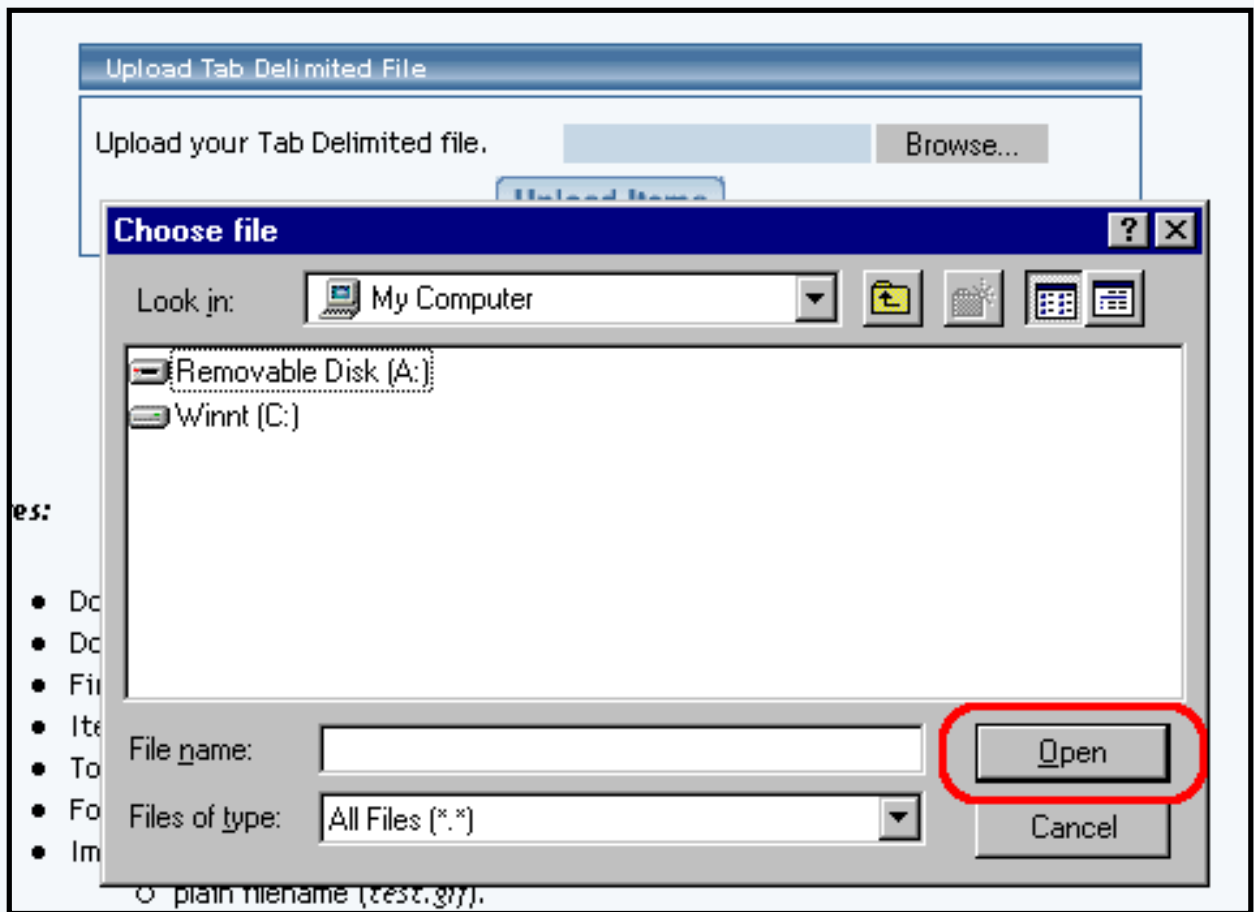
You will then see the following screen:
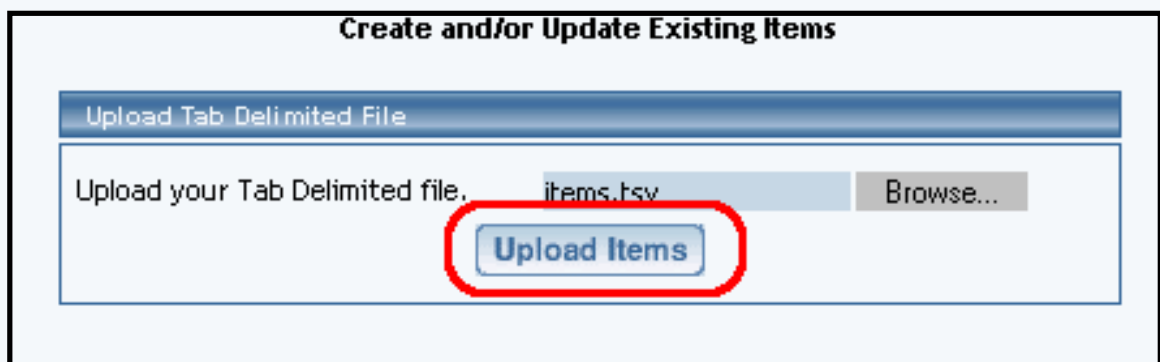
Click on the button "Upload Items" to upload the file to the E-commerce section of your Web site. The system will then display a log of the uploading process:

If the system detected any errors, it will inform you in red text.

Manage Package Options for Products

Downloading Package Options for Products

From the main menu of the E-commerce section, click on the link "Download Package Options" to download the tab-delimited category file.

The following screen will load:

Checkmark the boxes next to the fields that you would like to have downloaded for your package options. If you want all of them selected, you may click on the blue text "Select All" above the "Download" button. When done specifying your options, click on the button "Download". A dialog window will appear asking where you want to save the file and what filename you want to save the file as.

Navigate through your computer to specify a location where you would like to save the file. Enter in a filename in the field "File Name". When done, click on the button "Save" to save the tab-delimited category file to your computer.

Uploading Package Options for Products

From the main menu of the E-commerce section, click on the link "Upload Package Options" to upload your tab-delimited text file for categories.

A new window will open up asking for the location of your upload file. Click on the button "Browse...".

Specify the location of your upload file by browsing through your computer directory. When you find your upload file, click on the file name and then click on the button "Open". When you are back at the Upload Package Options screen, click on the button "Upload Package Options" to upload the file to the E-commerce section of your Web site.
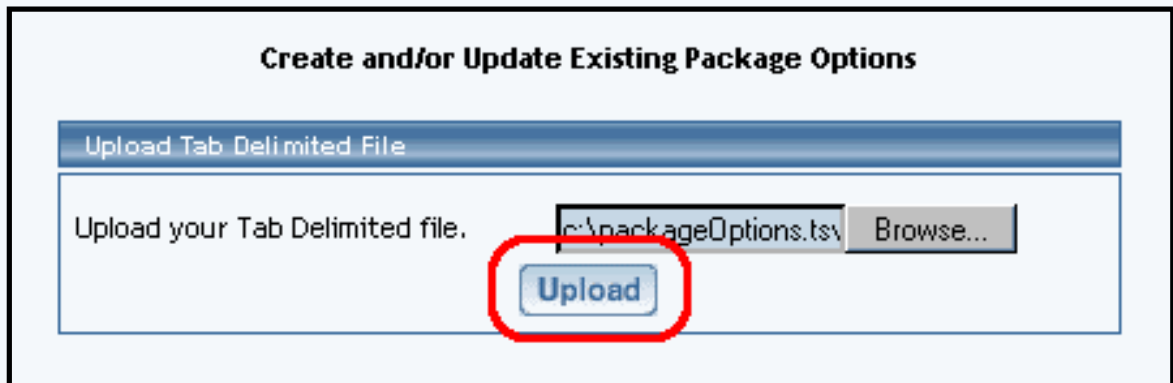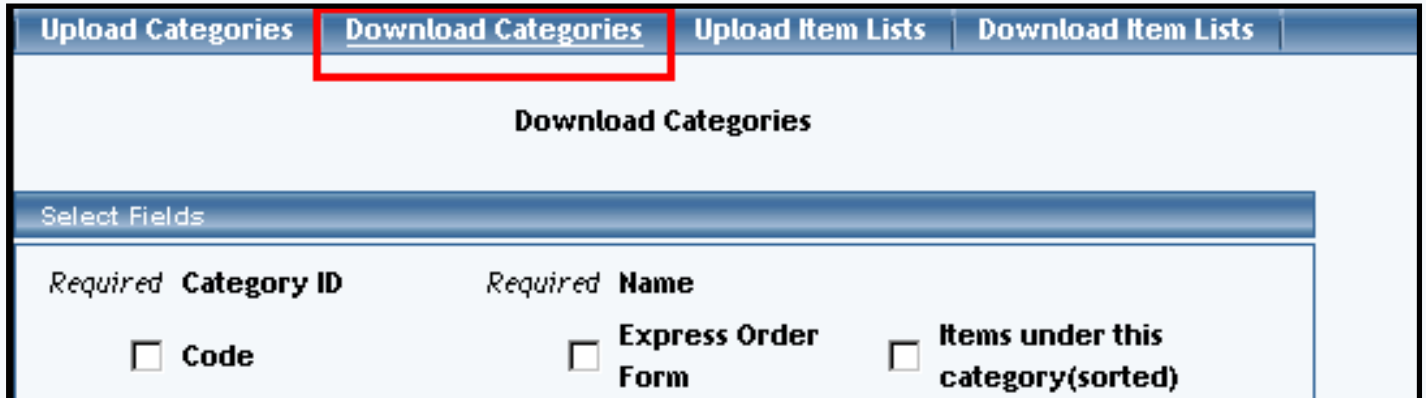
The system will then display a log of the uploading process. If the system detected any errors, it will inform you in red text.

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Manage Categories

Downloading Categories
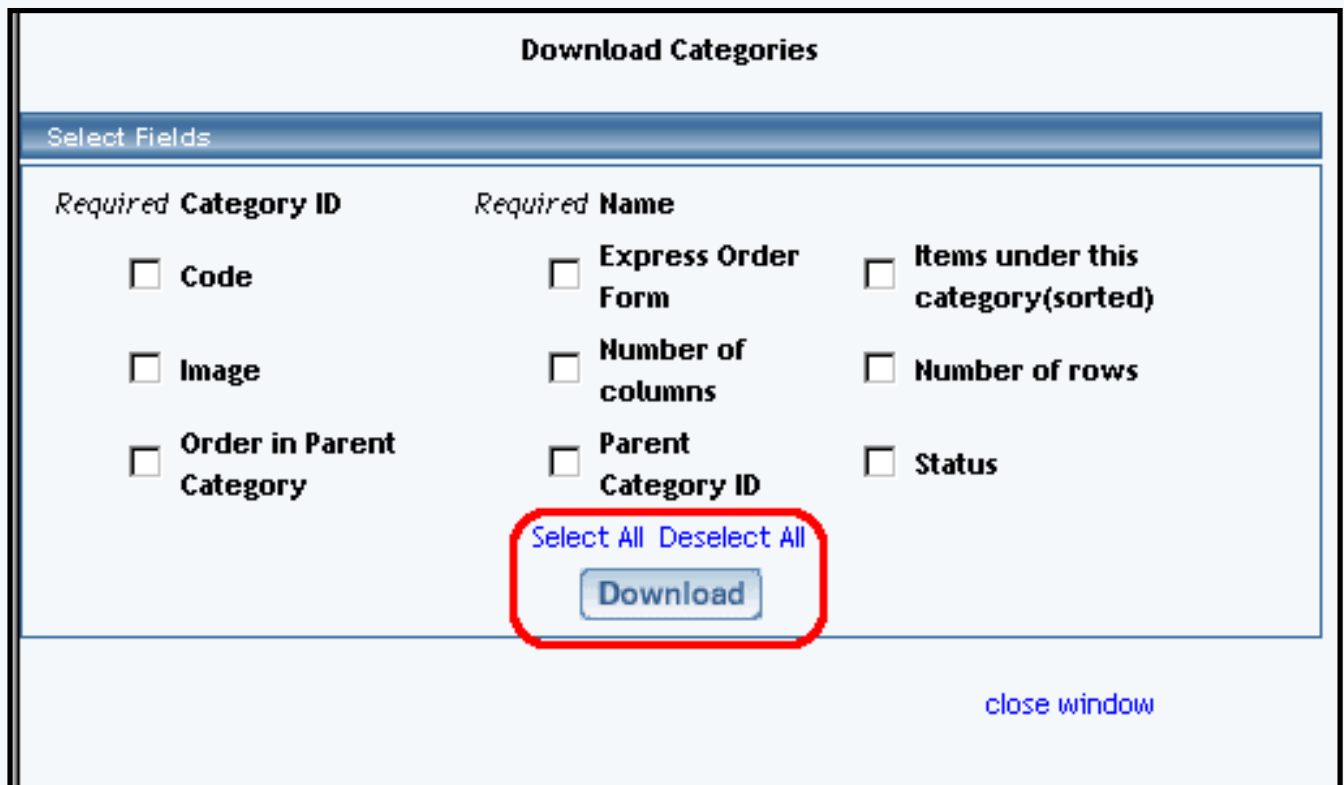
From the main menu of the E-commerce section, click on the link "Download Categories" to download the tab-delimited category file.

The following screen will load:

Checkmark the boxes next to the fields that you would like to have downloaded for your categories. If you want all of them selected, you may click on the blue text "Select All" above the "Download" button. When done specifying your options, click on the button "Download". A dialog window will appear asking if you want to open or save the tab-delimited category file.

Click on the button "Save". Another dialog window will appear asking where you want to save the file and what filename you want to save the file as.

Navigate through your computer to specify a location where you would like to save the file. Enter in a filename in the field "File Name". When done, click on the button "Save" to save the tab-delimited category file to your computer.

Uploading Categories

From the main menu of the E-commerce section, click on the link "Upload Categories" to upload your tab-delimited text file for categories.

A new window will open up asking for the location of your upload file. Click on the button "Browse...".

Notes:

- Download a sample TSV file or download existing categories to start.
- Download only the field(s) that you need to update.
- First line of TSV file (field descriptions) should not be changed.
- **Category ID** field should not be changed for existing categories.
- To create new category, leave **Category ID** field blank.
- For Excel users, please save the file as TAB delimited file format.
- **Image** Field:
  - plain filename (*test.gif*).
  - http url (*http://www.test.com/test.gif*)
- Actual Image Files need to be uploaded to _images directory separately using filing cabinet.
- Use **"Parent Category ID","Order in Parent Category"** and **"Items under this category (sorted)"** fields with caution.
  Do not include those fields if you do not understand how to use those fields.

close window

close window

Specify the location of your upload file by browsing through your computer directory. When you find your upload file, click on the file name and then click on the button "OK".

Create and/or Update Existing Categories

Upload Tab Delimited File

Choose file

Look in: My Computer

Removable Disk (A:)
Winnt (C:)

File name:

Files of type: All Files (*.*)

Open

Cancel

For Excel users, please save the file as TAB delimited file format.
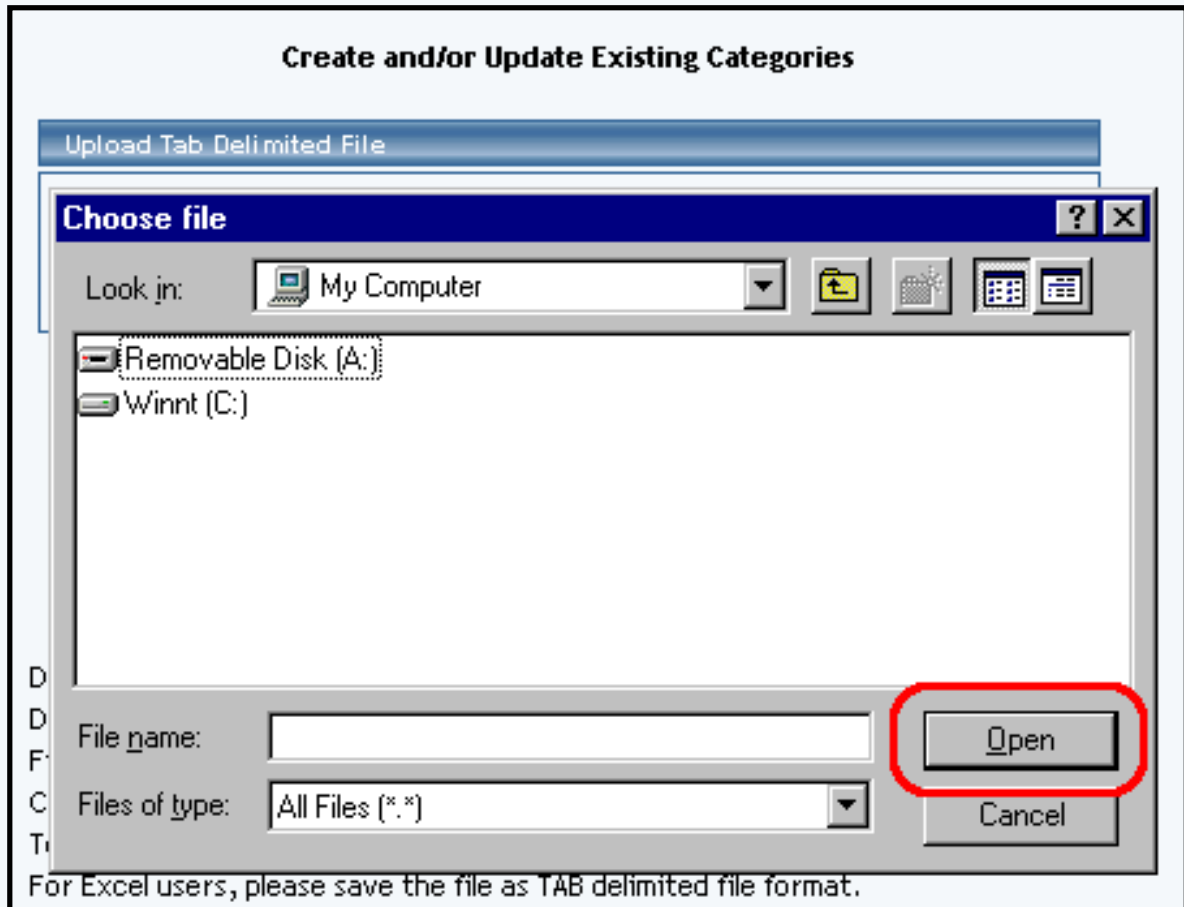
Click on the button "Upload Categories" to upload the file to the E-commerce section of your Web site. The system will then display a log of the uploading process. If the system detected any errors, it will inform you in red text.

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Editing the Mass-Upload File
Once the file has been saved to your computer, you may edit the tab-delimited text file using a text editor such as Notepad, but take care not to remove any line breaks or tabs. A safer way to edit the tab-delimited text file is to open it in a spreadsheet program, such as Microsoft Excel.

If you are using a spreadsheet program to edit the tab-delimited text file, you will see each of the downloaded fields that you selected as part of the column name. For the tab-delimited item file you will see

the following:

Item ID	Name	Price	taxable	Weight	Width(inch	Item Optio	Barcode	MSRP

If you use a text-editing program to edit the tab-delimited item file, you will see the following instead:

```
items.tsv - Notepad
File  Edit  Search  Help
"Item ID"        Name      Price    taxable Weight  Width(inch)
"Item Option(s)"           Barcode MSRP     Description      Height(inch)
"Use Quantity"  Image     Length(inch)     "Short Description"
Manufacturer    "Meta Description"         "Meta Keywords" Code
"Warranty Info"■
```

This does look very odd, so you can see why using a spreadsheet program to edit the tab-delimited text file is very recommended. The remainder of this page will assume that you are using a spreadsheet program to edit the tab-delimited text file.
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List of Fields
All of the fields in the tab-delimitted text files are listed on this page.
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Please make sure that the first line of text in the tab-delimited text files MUST NOT be changed. If you are using Microsoft Excel or a spreadsheet program, DO NOT customize the column to display for numbers or text. Once you are done with inputting information for all of your pages, you need to save the file. The file MUST BE SAVED as a tab-delimited text file. This file must not have any spaces in the filename and this file should have the extension of ".txt" at the end of the filename.

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Product Catalog Management

10-Step Guide on Setting Up E-Commerce
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Working with Uploading and Downloading Your Product Catalog

List of Fields

Below is a description of all the fields for the tab-delimitted:

item file - to upload and modify Items

package option file - to upload and modify Package Options for Items

category file - to upload and modify Categories

category item file - to upload and modify products in Categories

Item file

- Item ID
- Name
- Price
- taxable
- Weight
- Description
- Inventory Option
- Width
- Hide Price
- Item Option
- Image
- Short Description
- Meta Description
- Barcode
- Manufacturer
- Use All Shipping Methods
- Warranty Information
- MSRP - Manufacturer's Suggested Retail Price
- Code
- Length
- Use Quantity
- Add Iventory
- Hide Purchase Button
- Height

Item ID - the item identification number

        If you have existing products, the tab-delimited text file will download them so that you will see them in the tab-delimited text file.

	A	B	C	D	E	
1	Item ID	Name	Price	taxable	Weight	Description
2	140	carton of pencils	200	1	0	this is my lor
3	2222	pack of rabbits	0.15	1	0	long descript
4	5940	carton of pencils (UP)	200	1	0	this is my lor
5	5941	pack of rabbits (UP)	0.15	1	0	long descript
6	5945	green t shirt for packag	500	0	0	.let us run th

        Edit all the fields that you desire. To replace an item with the information that you will upload, you must keep the field "Item ID" the same. So, for example (see above screenshot), if you wanted to upload the 1st product (carton of pencils) with new information, you must keep the "140"; the "140" is the system's way of identifying that product. Please do not enter item ID's in your tab-delimited text file unless you are **absolutely sure** that you want this automatic replacement to occur.

        If the field "Item ID" is blank for an item, the system will assign an Item ID to that product and assume it is a new product. This product would then need to be assigned to a category in order to be displayed on the Web site.

Name - name of the product

        The Name field must not have any line breaks in it; that is, the name of the product must be one line of text.

Price - the price of the product in decimal format

        The price of the product must be either numbers or decimals. For example, "100.5"

Taxable - whether the item is to be considered taxable

        To enable the item as taxable, enter "1" (one) in the field. Enter "0" (zero) if the item is not to be taxed.

Weight - the weight of the item, in pounds

        The weight of the product must be either numbers or decimals. For example, "100.5"

Width - the width of the item, in inches.

        The width of the product must be either numbers or decimals. For example, "100.5"

Item Option

        You have the ability to provide a drop-down selection for your item. This drop-down selection does not have the ability to define different prices, for that, you would need an item group.

        The format of this is the name of the option, followed by the equal sign, followed by the options separated by spaces, and then ended with a semi-colon. For example, if you wanted to have a drop-down selection for t-shirts for the sizes, you would enter the following for this field:

<p style="text-align:center">**Size=XS,S,M,L,XL,XXL,3XL;**</p>

If you wanted to have two drop-down selections for t-shirts for sizes and color, you would enter the following for this field:

<p style="text-align:center">**Size=XS,S,M,L,XL,XXL,3XL;Color=Green,Blue,Red,Yellow;**</p>

Use All Shipping Methods

      This field allows you to set your product to use all of the [global shipping methods](#).

Barcode

      This is the barcode of this product. This personal identification code will NOT show up on the Web site at all and only shows in the Product Catalog Management section of your Administration.

MSRP - Manufacturer's Suggested Retail Price

      The price of the product must be either numbers or decimals. For example, "100.5"

Description - the description of the product

      The text for your description **CAN NOT** contain a line break or carriage return. This is a limitation of tab-delimited files; for tab-delimited files, the line break signifies the end of the entry and the next bunch of text would be read as the Item ID (the first field for an entry). You will have to edit the item after you have finished uploading to apply line breaks to the description - this will have to be done for all items that need such line breaks.

Height - the height of the item, in inches.

      The height of the product must be either numbers or decimals. For example, "100.5"

Hide Price

      If you want to hide the price of this item on the Web site, enter "1" (one) for this field. Otherwise, enter "0" (zero) to display the price for this product.

Hide Purchase Button

      If you want to hide the "Add to Cart" button of this item on the Web site, enter "1" (one) for this field. Otherwise, enter "0" (zero) to display the the purchasing button.

Use Quantity

      Set the Use Quantity field to "1" (one) to allow the customer to order multiple quantities. Set the Use Quality field to "0" (zero) if you need to prevent a customer from being able to specify the quantity to order or if a custom unit of measure is needed instead of a generic quantity.

Image - the image for this item

      Enter in the exact filename of the image that you want to have applied for this item. For example, if the image for this product is called "myImage.jpg", you would put "myImage.jpg in this field. The system will then search the "_images" directory of your Web site for this file and then assign this image to the product. This, of course, means that this image file must have already been [uploaded](#) to the _images directory.

Add Inventory

      The number in this field will be added to the current inventory numbers for this product. So, for example, if you had an iventory of 1000 for one product and you had "123" in the "Add Inventory" field for this product, after you upload the inventory number for this product will be 1123. You may also subtract from the current Web

site inventory by putting in a negative number. For example, if 1000 quantities of a product were bought from your physical store, you would add "-1000" to the "Add Inventory" field for the product.

Length - the length of the item, in inches.
> The length of the product must be either numbers or decimals. For example, "100.5"

Short Description - the short description of the product
> The text for your short description **CAN NOT** contain a line break or carriage return. This is a limitation of tab-delimited files; for tab-delimited files, the line break signifies the end of the entry and the next bunch of text would be read as the Item ID (the first field for an entry). You will have to edit the item after you have finished uploading to apply line breaks to the description - this will have to be done for all items that need such line breaks.

The short description will of the product will only show up if that setting has been enabled on the category level of the [catalog component](#).

Manufacturer - the company that manufactures the product

Meta Description - the description of the product that is readable by search engines
> Use this field to apply a description for the product. This Meta Description is read by Search Engine companies when you [promote your Web site to the internet world](#). Your Web site visitors will not see this meta description unless they view the HTML code of your Web page. The text for your Meta Description **CAN NOT** contain a line break or carriage return. This is a limitation of tab-delimited files; for tab-delimited files, the line break signifies the end of the entry and the next bunch of text would be read as the Item ID (the first field for an entry)

Meta Keywords - the keywords of the product that is readable by search engines
> Use this field to apply keywords for the product. These Meta Keywords are read by Search Engine companies when you [promote your Web site to the internet world](#). Your Web site visitors will not see these meta keywords unless they view the HTML code of your Web page. This text **CAN NOT** contain a line break or carriage return. This is a limitation of tab-delimited files; for tab-delimited files, the line break signifies the end of the entry and the next bunch of text would be read as the Item ID (the first field for an entry)

Code
> This is your personal identification code for this product. This personal identification code will NOT show up on the Web site at all and only shows in the Product Catalog Management section of your Administration.

Warranty Information
> This is warranty information on the product. Only you will see this information in the Administration. If you want to post this information for visitors to see, input this information in to [Description](#) instead.

Inventory Option
> This field states the type of inventory option that you want to use for a product. Enter in "0" (zero) if you will not be using inventory. Use "1" (one) if you will use inventory and you do not want the customer to backorder items. Use "2" (two) if you will use inventory and you also want the customer to be able to backorder items.

Current Inventory
> This field reports the current inventory that the system has for your product. Please keep advised, that the Web site's inventory for a product can change instantly as the products are available for visitors to purchase while you are updating the upload sheet.

Package Option file

Item ID
Package Option ID
Package Option Price
Item Name

Item ID - the item identification number

For your package option, you must supply the Item ID of the product that you want to supply the package option for.

Package Option ID - the package option identification number

This is the ID number for the package option. If it is an existing package option, a number will be provided. If the package option is new for the item, leave this field blank for the entry.

Package Option Price - the price of your package option for the product.

Item Name

This field is used to help you identify the package option you are applying to an item. If you have existing package options, these will already be filled out the same as the item. So, for example, if you have ten package options for the item "sub sandwiches", all ten of the package options will have the name "sub sandwiches".

If you are adding new package options, what this means is that the field "Item Name" is not used but is only used to help you identify the package options for the same product.

Category file

Category ID
Name
Code
Number of Rows
Image
Status
Number of Columns
Parent Category ID
Items Under this Category (sorted)
Express Order Form
Order in Parent Category

Category ID - the category identification number

If you have existing categories, the tab-delimited category file will download them so that you will see them in the tab-delimited text file. Edit all the fields that you desire. To replace an item with the information that you will upload, you must keep the field "Category ID" the same. Please do not enter item ID's in your tab-

delimited category file unless you are **absolutely sure** that you want this automatic replacement to occur.

If the field "Category ID" is blank for a category, the system will assign an Category ID to that category and assume it is a new category.

Name - name of the category

The Name field must not have any line breaks in it; that is, the name of the category must be one line of text.

Code

This is your personal identification code for this category. This personal identification code will NOT show up on the Web site at all and only shows in the Product Catalog Management section of your Administration.

Number of Rows

Specify how many rows of items that you would like the system to display on the Web site for this category. Based on the number of rows and the number of columns, the system will display all of the items for this category in that fashion. For example, if you define 4 rows and 4 columns, you will have 16 items on the page for this category (if you have more than 16 items, the remainder will be on other pages of the category) with 4 items going from left-to-right and 4 items going from top-to-bottom.

Image - the image for this category

Enter in the exact filename of the image that you want to have applied for this category. For example, if the image for this category is called "myImage.jpg", you would put "myImage.jpg in this field. The system will then search the "_images" directory of your Web site for this file and then assign this image to the category. This, of course, means that this image file must have already been uploaded to the _images directory.

Status

Specify whether the category will be active or inactive. If the category is inactive, the category and all the items assigned to the category will not show up on the Web site. Enter "active" to enable the category and enter "inactive" to disable the category.

Number of Columns

Specify how many columns of items that you would like the system to display on the Web site for this category. Based on the number of rows and the number of columns, the system will display all of the items for this category in that fashion. For example, if you define 4 rows and 4 columns, you will have 16 items on the page for this category (if you have more than 16 items, the remainder will be on other pages of the category) with 4 items going from left-to-right and 4 items going from top-to-bottom.

Parent Category ID

Specify the Category ID of the category that will be the parent of this category. For example, if you wanted a category of Shirts (category ID 12345) to have two subcategories of Children and Adults, the Children category and the Adult Category would have the Parent Category ID of 12345.

You must still specify the order of these categories under the field Order in Parent Category.

Items Under this Category

The Item IDs of items that will be assigned to this category will be listed here. If you already downloaded the tab-delimited category file, you will see numbers separated by commas:

From the tab-delimited item file, gather all of the Item IDs and enter them here. You do not need the single quotes to surround all of the numbers, but you **DO need to place a comma between every Item ID**. If an Item ID that is used in this field does not exist as an item, the system will not assign that item to the category.

Express Order Form

   If you want the system to apply an Express Order Form for this category, specify a "1" (one) in this field. Otherwise, specify a "0" (zero) to not use the Express Order Form for this category.

Order in Parent Category

   Specify how you would like to sort these categories under the parent category specifed under the field Parent Category ID. So, for example, if you had categories of Men, Women, Boys, and Girls for the parent category Shirts and you wanted them in alphabetical order, the category Boys would be "1", Girls would be "2", Men would be "3", and Women would be "4".

Category Item File

  Category ID
  Item ID
  Category Name
  Item Name

Category ID

   If you have products in existing categories, the system will download your tab-delimitted text file with the Category IDs of your existing categories. The Category ID must exist or the system will give an error.

Item ID

   If you have products in existing categories, the system will download your tab-delimitted text file with the Item IDs that are already in an existing category. The Item ID must exist or the system will give an error.

Category Name

   When the Category Item File is downloaded, this field is filled with the names of the categories. It is only used for informational purposes, so putting in a new name for the category in this file will do nothing.

Item Name

   When the Category Item File is downloaded, this field is filled with the names of the items that are in the category. It is only used for informational purposes, so putting in a new name for the item in this file will do nothing.

Please make sure that the first line of text in the tab-delimited text files MUST NOT be changed. If you are using Microsoft Excel or a spreadsheet program, DO NOT customize the column to display for numbers or text. Once you are done with inputting information for all of your pages, you need to save the file. The file MUST BE SAVED as a tab-delimited text file. This file must not have any spaces in the filename and this file should have the extension of ".txt" at the end of the filename.

Working with Product Layouts

Detailed Explanation

Overview
Version 3.0 allows you to customize how your catalog appears to your shoppers with the use of a catalog component on a page that you specify as your catalog page. With those options, you can also set up colors and stylesheets to apply to your catalog page to get the right look for you.
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Adding the Catalog Component
The catalog component acts as a placeholder to instruct the 3.0 system where the product catalog will appear on the catalog page. Your catalog page can still have other components, such as a navigation component, images, text, etc... These components will appear on every page of the product catalog, in addition to the actual catalog information.

First, you must already have a catalog page already created (if not, click here for more information on creating new pages). You can name this page whatever you would like, though it must not have any spaces and you should restrict the filename to only letters. For the examples on this page, it will be assumed that "catalog.html" is the name of the catalog page.

Once you have a page to work with, you would then add a catalog component to the page. Click here for more information on adding components to a page. Below is a sample image that will appear to indicate where the catalog component was placed.

Modifying the Catalog Component
Edit the catalog component by clicking on the sample image of the catalog. If you are in Simple Mode, the editing window will open; if you are in Advanced Mode, select "Edit" in the small window that popped up over the catalog component. You will see the following screen:

General Options

Title	Font:	[▼]	Size:	[▼]	Color:	⬚ No Color
Category Title	Font:	[▼]	Size:	[▼]	Color:	⬚ No Color
Category Desc	Font:	[▼]	Size:	[▼]	Color:	⬚ No Color

Font settings may override style sheet settings

Options to Show on Main Page

Description: ☑

Image: ☑

Style Sheet Options

Default Class: [default ▼]

Title: [default ▼]

Category Title: [default ▼]

Category Description: [default ▼]

Category Images: [default ▼]

Other Options

Cart Page/Destination Form Page: [mycart   ▼] .html

Show Main Catalog Link: [Yes ▼]

Show Categories Navigation Link: [Yes ▼]

Category per row at Main Catalog Page: [3]

Catalog Title: [   ]

"MSRP" Image: No Image

or Text: [   ]

"Price" Image: No Image

or Text: [   ]

"Discounted Price" Image: No Image

or Text: [   ]

"Package Base Price" Image: No Image

or Text: [   ]

"In Stock" Image: No Image

or Text: [   ]

"Add to Cart" Image: No Image

or Text: [   ]

"Update Price" Image: No Image

or Text: [   ]

Send to non-cart Page: ☐

[Update]

The Title, Category Title, and Category Description font styles may be modified by changing the default values next to each item.

The descriptions and images may be hidden or displayed by checking the appropriate box. These two selections only control the layout of the main catalog page.

Style sheets for the main catalog page may be applied. See the section on style sheets for further information.

The Catalog Title can be customized by typing a new title in the space provided. The title acts as the primary heading for the catalog page.

Before a customer can access the shopping cart, a shopping cart page must be selected. Select a page that contains a shopping cart component from the drop-down menu provided. If necessary, create a shopping cart page before proceeding.

The text that displays on the "Add to Cart" and "Update Price" buttons may be customized. Type the text to display in the fields provided.

To use a custom image for the "Add to Cart" and/or the "Update Price" button, click on the "No Image" text under the button to change. The image selection administration page will open in a new browser window.

To change an existing custom image used for the "Add to Cart" or "Update Price" button, click on the current image name. The image selection administration page will open in a new browser window.

Other Options

Cart Page/Destination Form Page: [mycart ▼] .html

Show Main Catalog Link: [Yes ▼]

Show Categories Navigation Link: [Yes ▼]

Category per row at Main Catalog Page: [3]

Catalog Title: [ ]

"MSRP" Image: No Image

or Text: [ ]

"Price" Image: No Image

or Text: [ ]

"Discounted Price" Image: No Image

or Text: [ ]

"Package Base Price" Image: No Image

or Text: [ ]

"In Stock" Image: No Image

or Text: [ ]

"Add to Cart" Image: No Image

or Text: [ ]

"Update Price" Image: No Image

or Text: [ ]

Send to non-cart Page: ☐

[Update]

To apply any changes made, press the "Update" button located at the bottom of the administration page.

General Options

Title	Font: [▼]	Size: [▼]	Color: ⬚ No Color
Category Title	Font: [▼]	Size: [▼]	Color: ⬚ No Color
Category Desc	Font: [▼]	Size: [▼]	Color: ⬚ No Color

Font settings may override style sheet settings

Options to Show on Main Page

Description: ☑

Image: ☑

Style Sheet Options

Default Class: [default ▼]

Title: [default ▼]

Category Title: [default ▼]

Category Description: [default ▼]

Category Images: [default ▼]

Other Options

Cart Page/Destination Form Page: [mycart ▼] .html

Show Main Catalog Link: [Yes ▼]

Show Categories Navigation Link: [Yes ▼]

Category per row at Main Catalog Page: [3]

Catalog Title: [ ]

"MSRP" Image: No Image

or Text: [ ]

"Price" Image: No Image

or Text: [ ]

"Discounted Price" Image: No Image

or Text: [ ]

"Package Base Price" Image: No Image

or Text: [ ]

"In Stock" Image: No Image

or Text: [ ]

"Add to Cart" Image: No Image

or Text: [ ]

"Update Price" Image: No Image

or Text: [ ]

Send to non-cart Page: ☐

[Update]

Items

The display of the actual product items within the catalog may be customized by changing any of the available options.

Objects such as an item's image or price can be hidden or shown by clicking on the appropriate check box.

To use the product catalog as an image gallery only, hide the "price" and the "add to cart button".

To move the description around the Add to Cart button, select in the drop-down menu for the section "Other Options".

When finished, click the "Update" button located at the bottom of the administration page.

Categories
How actual product categories are displayed within the catalog may be customized by changing any of the available options.

Objects such as images or prices can be hidden or shown by clicking on the appropriate check box.

The image spacing and alignment can be modified by changing the selections from the drop-down menus provided. See the section on aligning images for further information.

Other Options

Page Link style: Show Page Number Links

Location of Category Image:

Image Location: Before Category Name

Line Break between Image and Category Name: No

Image Horizontal Align: None

Image Vertical Align: None

Image Horizontal Space:

Image Vertical Space:

Location of Item Image:

Image Location: Before Item Description

Line Break between Image and Item Description: No

Image Horizontal Align: None

Image Vertical Align: None

Image Horizontal Space:

Image Vertical Space:

Update

When finished, click the "Update" button located at the bottom of the administration page.

Edit Catalog	Properties	Item	Category	Item Group	Package

Category Options

Category Title	Font:	Size:	Color:	No Color
SubCategories	Font:	Size:	Color:	No Color
Item Title/Page Link	Font:	Size:	Color:	No Color
Item Desc	Font:	Size:	Color:	No Color
Item Images/Text	Font:	Size:	Color:	No Color
Form Fields	Font:	Size:	Color:	No Color

Font settings may override style sheet settings

Options to Show on   **Style Sheet Options**

Form Fields   Font: [▼]   Size: [▼]   Color: ⬚ No Color

Font settings may override style sheet settings

Options to Show on Category Page

Style Sheet Options	

Description: ☑

Category Title: [▼]

Short Description: ☑

SubCategories: [▼]

SubCategories Images: [▼]

Price: ☑

Item Title/Page Link: [▼]

Image: ☑

Item Desc: [▼]

Item Images: [▼]

Item Info: [▼]

Form Fields: [▼]

Other Options

Page Link style: [Show Page Number Links ▼]

Location of Category Image:

Image Location: [Before Category Name ▼]

Line Break between Image and Category Name: [No ▼]

Image Horizontal Align: [None ▼]

Image Vertical Align: [None ▼]

Image Horizontal Space: [ ]

Image Vertical Space: [ ]

Location of Item Image:

Image Location: [Before Item Description ▼]

Line Break between Image and Item Description: [No ▼]

Image Horizontal Align: [None ▼]

Image Vertical Align: [None ▼]

Image Horizontal Space: [ ]

Image Vertical Space: [ ]

[**Update**]

Item Groups
How item groups are displayed within the catalog may be customized by changing any of the available options.

Objects such as an item group's image or price can be hidden or shown by clicking on the appropriate check box.

When finished, click the "Update" button located at the bottom of the administration page.

Packages
How packages are displayed within the catalog may be customized by changing any of the available options.

Edit Catalog	Properties	Item	Category	Item Group	Package

Package Options

Title	Font: [▼]	Size: [▼]	Color: ◌ No Color
Info	Font: [▼]	Size: [▼]	Color: ◌ No Color
Desc	Font: [▼]	Size: [▼]	Color: ◌ No Color
Option Group Title	Font: [▼]	Size: [▼]	Color: ◌ No Color
Package Option	Font: [▼]	Size: [▼]	Color: ◌ No Color
Form Fields	Font: [▼]	Size: [▼]	Color: ◌ No Color

Font settings may override style sheet settings

Options to Show on Package   **Style Sheet Options**

Objects such as a package's image or price can be hidden or shown by clicking on the appropriate check box.

Options to Show on Package Page

		Style Sheet Options	
Description:	☑	Title:	default ▼
Price:	☑	Info:	default ▼
Image:	☑	Description:	default ▼
Code:	☐	Image:	default ▼
Manufacturer:	☑	Option Group Title:	default ▼
Inventory:	☑	Package Option:	noUnderline ▼
Quantity Input Field:	☐	Form Fields:	default ▼
Package Option Short Description:	☑		
Package Option Price:	☑		

Other Options

Description Location: [Bottom (beneath add to cart button) ▼]

Update

When finished, click the "Update" button located at the bottom of the administration page.

Working with Packages

Overview

Packages can be a very useful grouping of products, able to display and organize your products to your Web site visitors in a more efficient manner. A product such as a "customize your own computer" or a "sub sandwich" would be best added to the Web site as a Package.

When Should I Use a Package?

Because [Item Groups](#) are similar to Packages, it can be difficult to know when to use a package. Item Groups should only be used if all you are doing is grouping a bunch of items together for your Web site visitors. For example, an Item Group can be used to present different sizes of t-shirts, assuming that each size has a different price. In general, Packages should be used if you want to present your customer with choices that will affect the price of the entire Package. Here are two examples, one product of a "customize your own computer" and one product of "sub sandwich":

customize your own computer	sub sandwich

1st choice - choose a case:
    case #1
    case #2
 	
2nd choice - choose a motherboard:
    motherboard #1
    motherboard #2
 	
3rd choice - choose your processor:
    processor abc1000
    processor abc2000
 	
4th choice - choose your graphics card:
    "normal" graphics card
    awesome graphics card
 	
5th choice - choose your memory
    256 MB RAM
    512 MB RAM
    1024 MB RAM
 	
6th choice - choose your storage:
    100 GB
    500 GB
 	
7th choice - choose your operating system:
    operating system #1
	1st choice - choose your bread:
	    white
	    wheat
	
	2nd choice - choose your type of sandwich:
	    roast beef
	    turkey and ham
	    veggies only
	    seafood
	    meatball
	    club
	
	3rd choice - choose your veggies:
	    bell peppers
	    lettuce
	    onions
	    pickles
	    tomatoes
	
	4th choice - choose your condiments:
	    cheese
	    oil
	    pepper
	    salt
	    vinegar

operating system #2

8th choice - choose your display:
      15 inch flat panel monitor
      30 inch flat panel monitor

9th choice - choose your software:
      game #1
      game #2
      word processor
      spreadsheet program
      presentation program
      home productivity suite

Each choice gives you options, where the options may or may not change the price. To make the further examples easier to understand, we'll take the "sub sandwich" product as a sample product.

Step 1 - Define Your Choices
Step one involves identifying your choices and options, as well as determining whih affects the price of your Package. For our sub sandwich example, the first choice is the choice of bread. To make things simple, let's assume that the choice of bread does not affect your price. As such, we'll set up the bread choices as options instead of items:

As for the second, third, and fourth choices, an item will have to be created for every one of the options to select. So, there will be an item for "roast beef", "turkey and ham", "veggies only", "seafood", "meatball", "club", "bell peppers", "lettuce", "onions", "pickles", "tomatoes", "cheese", "oil", "pepper", "salt", and "vinegar". Click here for more information on Items. Once the items are created, the next step is to create the Package.

Step 2 - Configure Your Package
To add a new package, click on the "New" button located in the package section. The package management page will open in a new browser window.
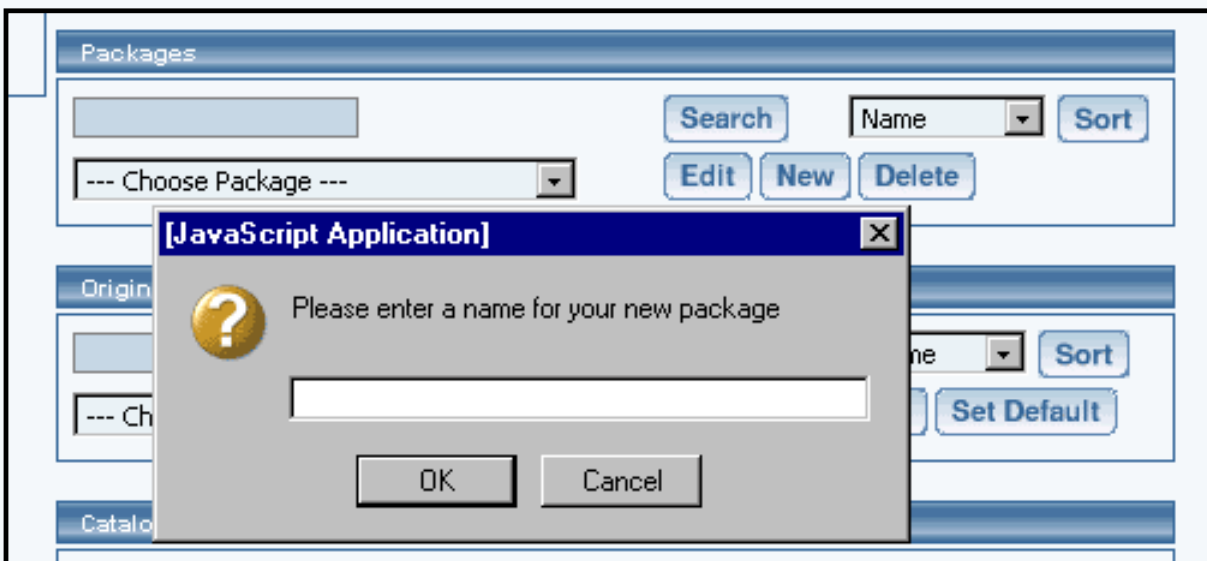
At the very least, enter in the name for the package in the text field "Name". For our example, our name would be "sub sandwiches"

Enter in the starting retail price in the text field "Price". This is the base price that will be displayed and charged for the main "starting" items in the package, not the final price of the complete package. If you have a manufacturer's suggested retail price (MSRP), you place that price in the text filed "MSRP". If this value is greater than zero, it will be displayed above the retail price on the item page in the catalog. If no value is entered, the MSRP will not be displayed. If the MSRP is less than the retail price (other than zero), the system will display the MSRP but will put a slash through the MSRP price. For our example, the starting retail price of our sub sandwich will be "1.25".

For more information on setting up your package, click here for more information. For right now, you have already set up the basics for your package. You are now ready to create an Package Option Group.

Step 3 - Configure Your Package Option Group

An option group is a collection of items that make up one choice in a package. A customer will be able to select one item, no items, or multiple items from the option group, depending on how the group is set up. Click on the tab

"Option Groups" when you are editing the Package.

A list of all available option groups will be listed on the left side of the administration page.

Option groups that are currently used by the package will be display to the right.

To create and define a new option group, click on the "New" button near the center of the administration page. Enter the name of the option group in the pop-up dialog box. The new option group will then be added to the "Available Option Groups" section.

For more information on setting up your package option group, click here for more information. For our example, an option group would be created for "Choose your type of sandwich", "Choose your veggies", and "Choose your condiments" - so a total of 3 package option groups would be created.

Step 4 - Configure Your Package Options
For this final step, we will define prices for items that will only apply for Packages. Click on one of the package option groups, then click on the button "Edit".

Package: sub sandwiches (218232) → Option Group: Type of sandwich (5)

Option Group Name: Type of sandwich

Allow Null: ☑

Use Drop down menu: ☐ (Drop Down Menu should contain only package options of items that do not have item options nor use units)

Multiple: ☐ (Multiple implies Allow Null)

Active: ☑

Show Quantity Input Field: ☐

Show Unit Input Field: ☐

Discount   Handling Charge Rules

Shipping Rules Taxes

All Package Options (0/49)

```
2XL - $2.50 (47)
2XL - $1.50 (36)
3XL - $5.00 (48)
3XL - $3.00 (37)
Ash - $0.00 (26)
Black - $0.00 (27)
Crew-neck sweatshirt - $20.95 (32)
Large - $0.00 (33)
Logo on back - $0.00 (40)
Logo on front - $0.00 (38)
```

[Create]

[Delete]

[<==]

[==>]

Package Options in Option Group (0/5)

```
SW - Club - $3.00 (14)
SW - Meatball - $3.50 (11)
SW - Roast Beef - $3.85 (12)
SW - Seafood - $4.25 (13)
SW - Turkey & Ham - $3.25 (20)
```

[Edit]

[Up]

[Down]

[Set] Default Package Option Id: 0

[Update]

The box on the left displays all of the package options for items that are in the system. The box on the right displays all of the package options for items that are applied to this package. To apply an existing package option to this package, click on the package option in the "All Package Options" section. Click on the "Right" arrow button. The option will be added to the option group.

To create a new package option for an item, click on the button "Create". You will see the following screen:

In the drop-down menu next to the text "Item", choose one of the items that you want to apply a price for. This price will only apply to packages. Once you have selected an item, enter in a price in the field "Price", then click on the button "New" (Please note, that the button "New" will only appear onc eyou have selected an item).

Once a price has been added, it will appear to the box on the left. This box shows you all of the package options that have been applied to this item.

Repeat this process for all of the items. When done, click on the blue text link "close window". You will then be back at the package option group editing screen. Select all of the package options for items (to select more than one, hold down the CTRL key and click on multiple selections) the box in the left and then click on the button that looks like an arrow pointing to the right.

Please keep in mind that you are only providing options for the "choice" that is the option group. For this example, the option group "type of sandwich" will only have package options applied for the items labelled "roast beef", "turkey and ham", "veggies only", "seafood", "meatball", and "club". The option group "choice of veggies" will only have the following package options for items labelled "bell peppers", "lettuce", "onions", "pickles", and "tomatoes". The option group "choice of condiments" will only have the following package options for items labelled "cheese", "oil", "pepper", "salt", and "vinegar".

Click on the button "Update" to store your changes to the Package. You must still Publish to apply your changes to the Web site. For more information on setting up your package options for your item, click here for more information.

Once done, you'll see our example as:

sub sandwiches

Package Base Price: $1.50

Choice of Bread : [Wheat ▾]

[update prices]   [add me to cart]

Choice of Meat

- ⦿ None
- ○ SW - Club [$3.00]
- ○ SW - Meatball [$3.50]
- ○ SW - Roast Beef [$3.85]
- ○ SW - Seafood [$4.25]
- ○ SW - Turkey & Ham [$3.25]

Choice of Veggies

- ☐ SW - Bell Peppers [$0.00]
- ☑ SW - Lettuce [$0.00]
- ☐ SW - Onions [$0.00]
- ☐ SW - Pickles [$0.00]
- ☐ SW - Tomatoes [$0.00]

Choice of Condiments

- ☐ SW - Cheese [$0.00]
- ☐ SW - Oil [$0.00]
- ☐ SW - Pepper [$0.00]
- ☐ SW - Salt [$0.00]
- ☐ SW - Vinegar [$0.00]

[update prices]   [add me to cart]

Once you have a number of options selected, you would click on the button "Update Price" and then you would be able to add that Package to the shopping cart.

Related Links:

Package Option Groups
Package Discount Rules
Package Shipping Methods
Package Shipping Rules
Package Tax Rules
Package Handling Charges

Product Categories

Overview

The online catalog is organized by setting up categories within the software. Products are placed "inside" categories, and customers can browse through each category to find products of interest.

Each category is like a folder in a file cabinet which contains a list of products that customers can buy. A subcategory can also be created by adding a category inside another category.

Setting up a catalog with categories and subcategories would be like having a book with a table of contents. The table of contents itself would be the main category, and each chapter listed would be a subcategory. By accessing any "chapter" (subcategory), a customer will then have access to any products listed.

Each category and/or subcategory is like a folder that contains:

- A list of products inside
- Other folders inside (subcategories)
- Both a list of products and other folders inside

Like any good filing system, all information enclosed should be organized in a manner that allows easy access to all products.

The category system allows a business to display products according to product type, product brand, and/or any other classification.

This gives customers an easy way to find the product(s) they are looking for. A visitor can enter through the main catalog page, and will see links to all top-level categories (and an optional category image). A customer can then select which category to view. After clicking on one of the top-level categories, any products and/or subcategories within will be displayed.
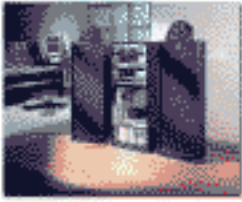
[*An example of a main catalog page with top-level categories*]
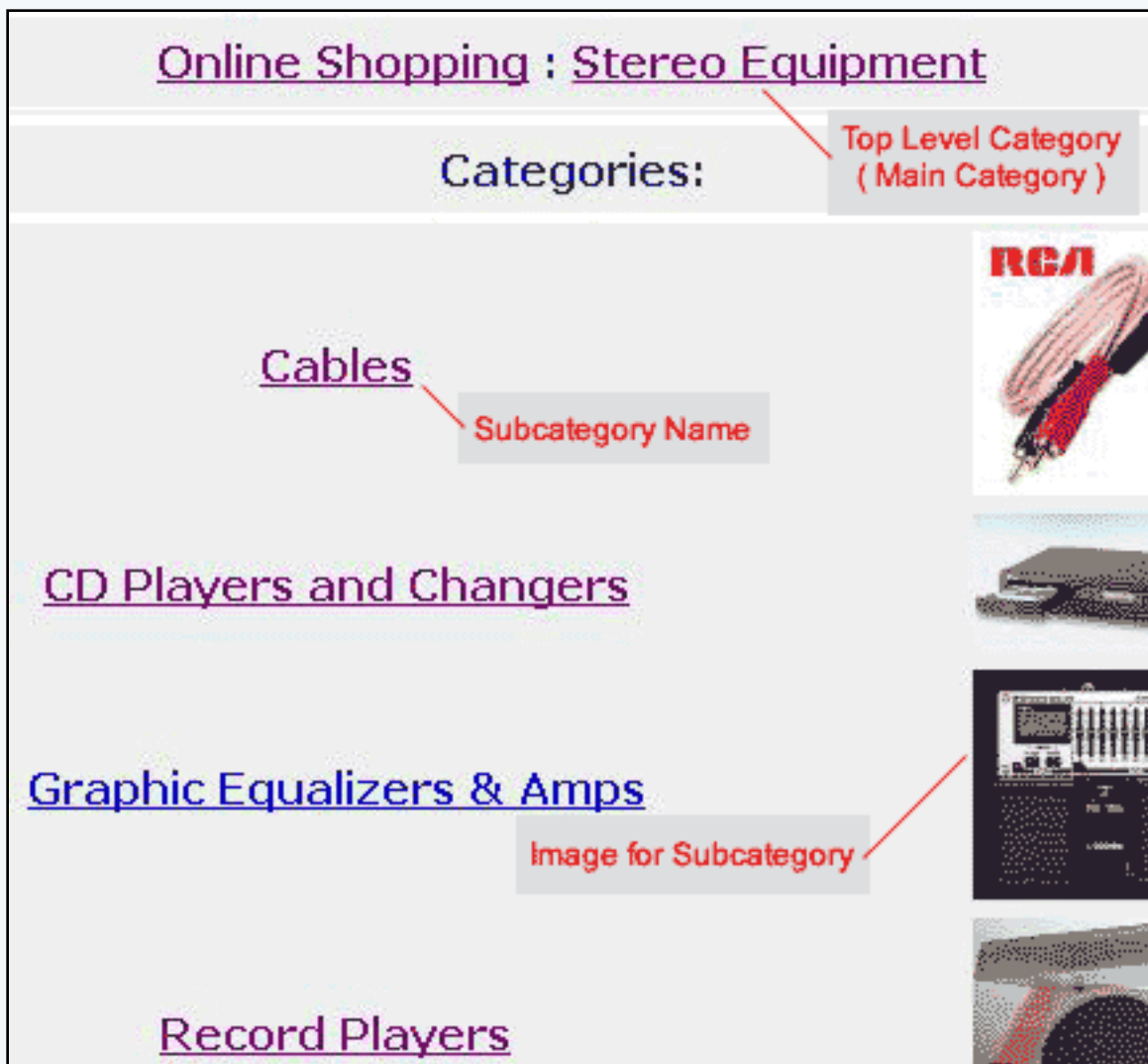
[*An example of subcategories*]

[*An example of products within a subcategory*]

- At least one top-level category needs to be created

- Any necessary subcategories are created "under" the appropriate top-level category
- All top level categories will be visible when a visitor first enters the main catalog
- Subcategories will only be visible when a user clicks on the "parent" category
- Items, packages, and item groups are added into the appropriate categories and/or subcategories
- **At least one category must be created in order to use the catalog**

Online Shopping : Stereo Equipment / Tape Decks

Dual Tape Deck   Parent Category
(subcategory)

Item Id: 237 Product Name
MSRP: $125.00
Price: $95.00
Qty : 1

[enlarge]   Buy Now!

Dual Tape Deck with digital signal processing, high-speed dubbing, and MP3 process
your tapes into MP3's, or copy straight to your computer's CD burner.

[An example of an actual product/item page]

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Edit Pages   Properties   Ecommerce   Change Website   Tool Box
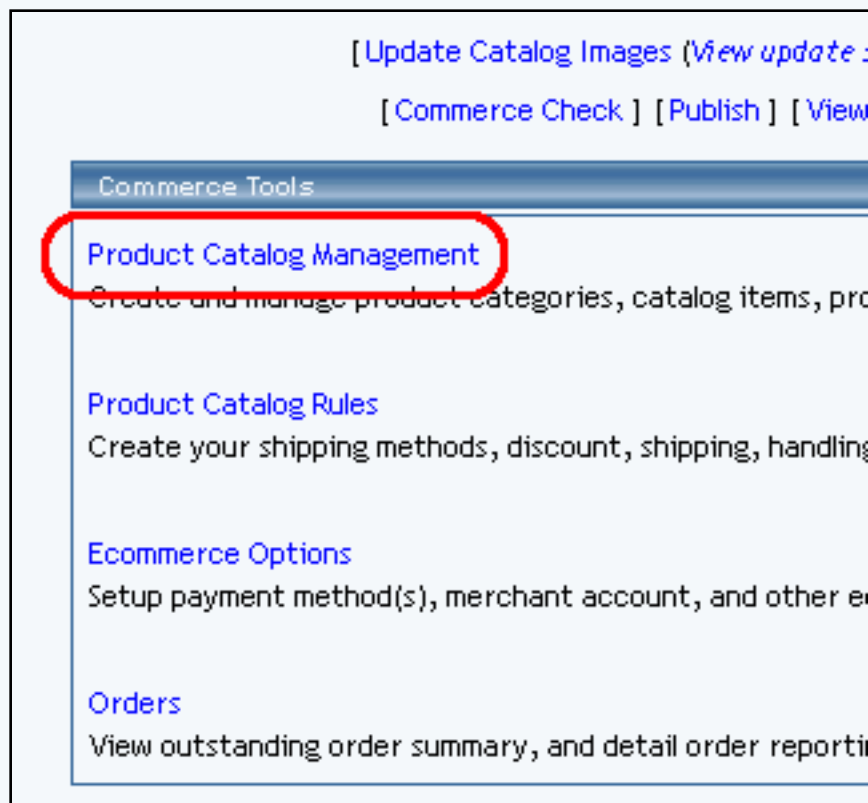
A top-level category is a category that is visible from the main catalog page of the Web site. A subcategory is a category that is only visible once a visitor has clicked on the parent category.
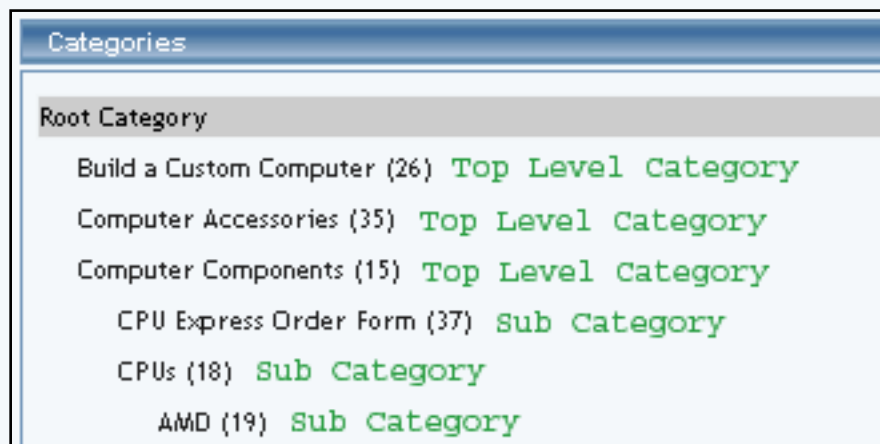
Categories and subcategories are normally set up to logically arrange related products by classification. An example would be a catalog with top-level categories representing different types of products, with subcategories further classifying products by brand name.

Categories are automatically arranged alphabetically when the online catalog is generated.

To add a new top-level category, click on root directory to select it. Then, click on the "New" button located below category list. Enter the name of the new category in the prompt window, and click ok.

Enter the name of the new category in the prompt window, and click ok. The category management page

will load in a new browser window.
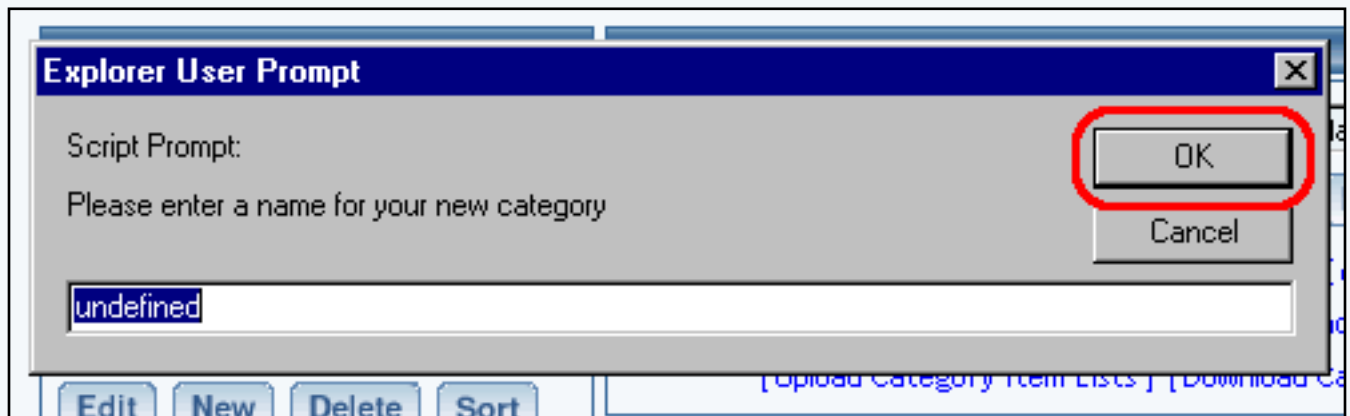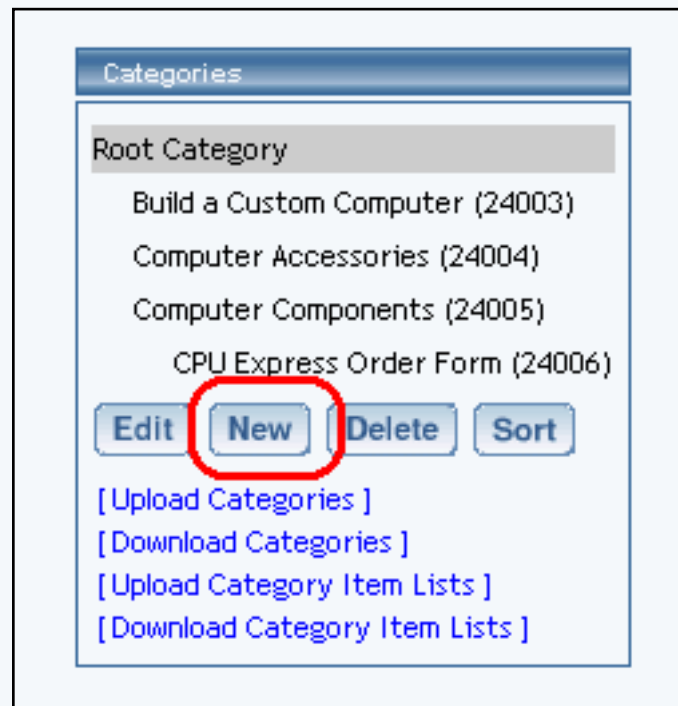
To add a subcategory, click on an existing category name to highlight it, and then click the "New" button. Enter the name of the new category in the prompt window, and click ok. The category management page will load in a new browser window.
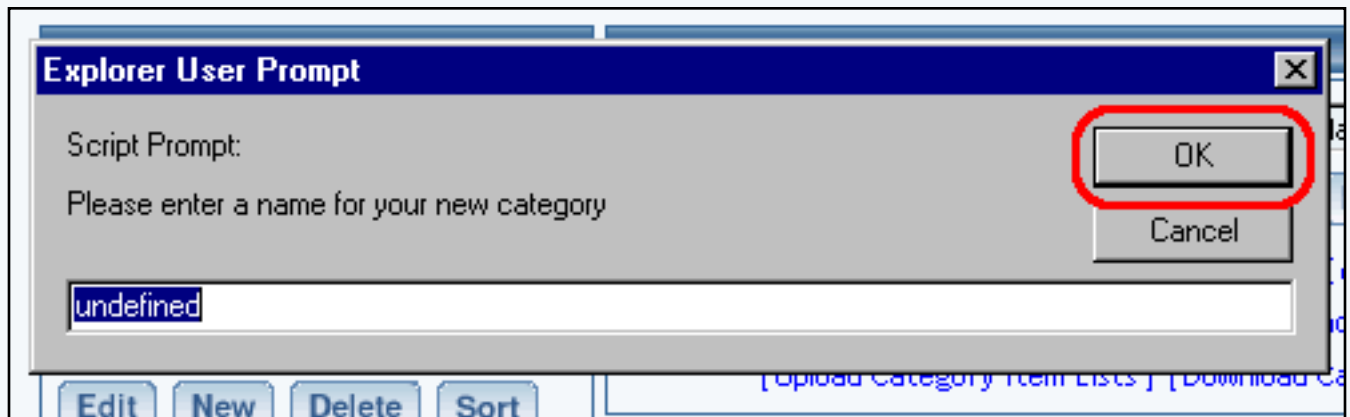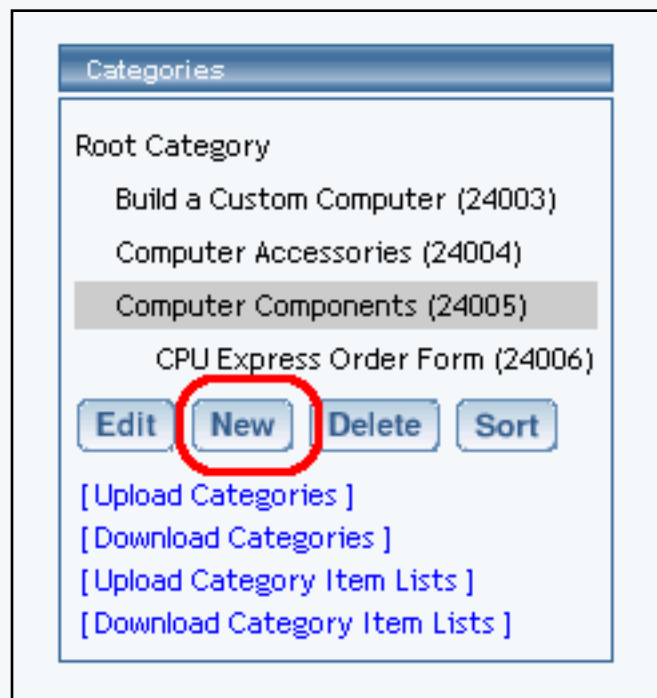
To edit a category, highlight an existing category name and then click the "Edit" button. The category management page will load in a new browser window.
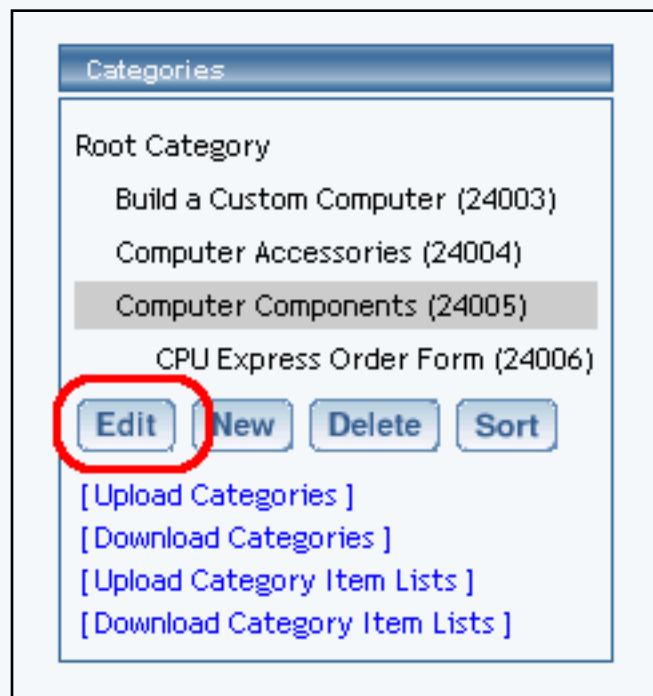
To delete an existing category, highlight the category name and click the "delete" button.
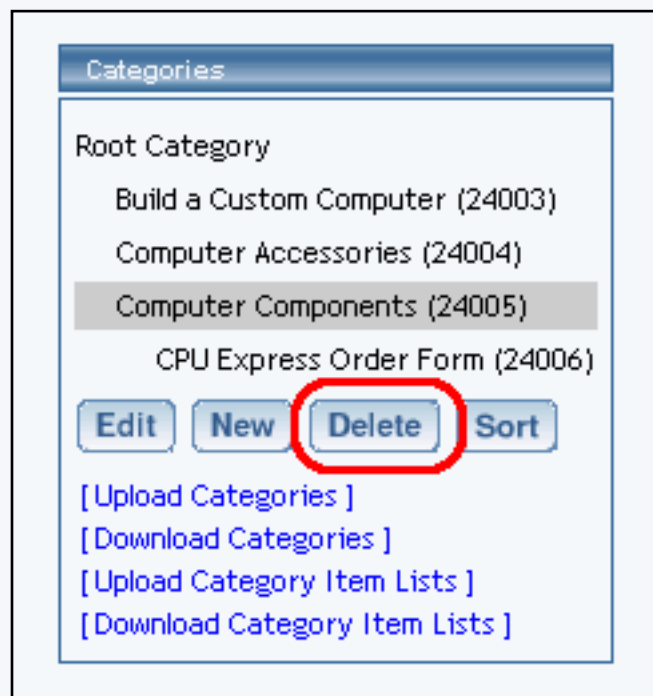
To sort all of the subcategories for a selected category, highlight the category name and click on the button "sort".
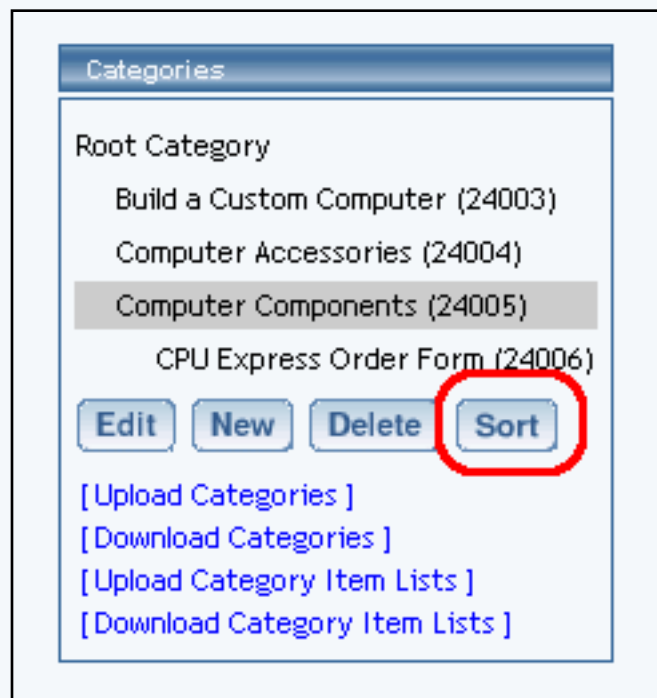
When the new window loads, you will see a list of subcategories under the category in which you selected.
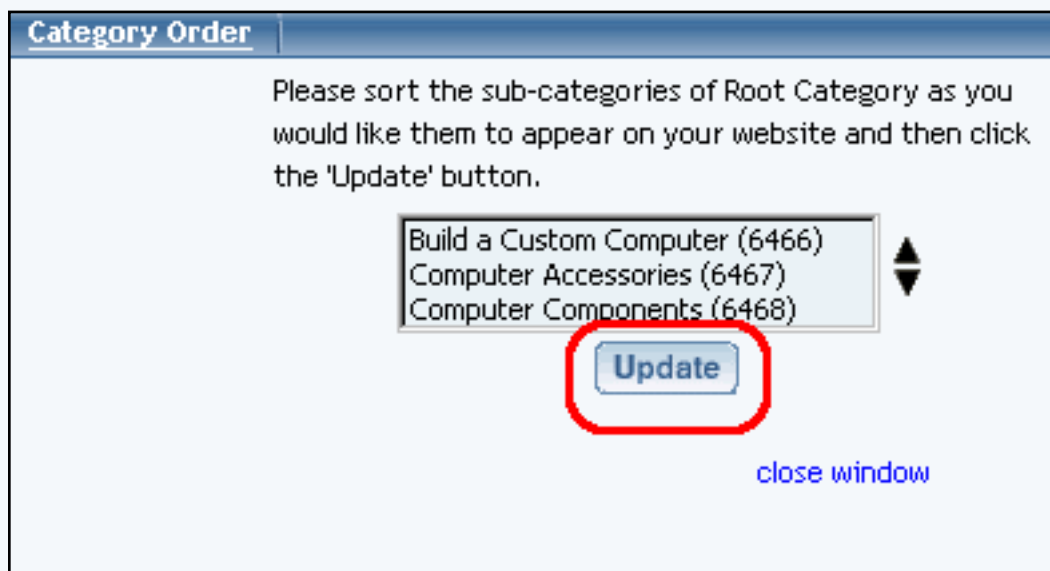
Click on a subcategory that you would like to sort, then click on the up arrow to move the subcategory up in the list...
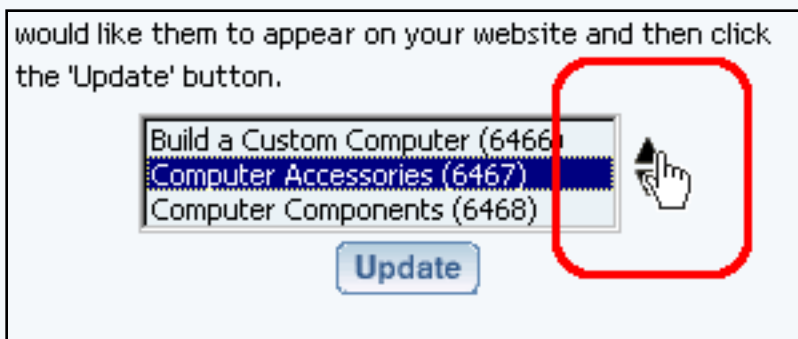
... and on the down arrow to move the subcategory down in the list.
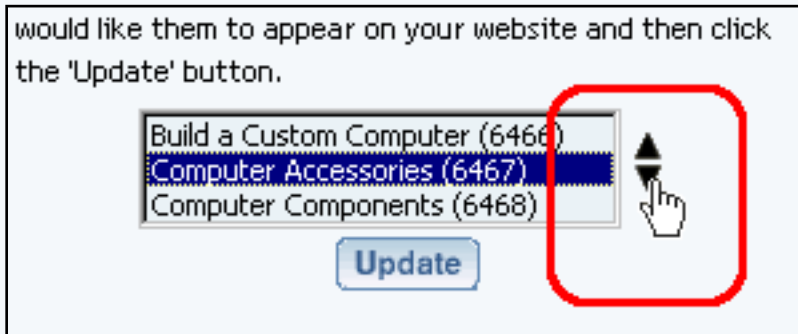
Click on the button "Update" to save your sorting changes.

To upload and download categories, click here for more information on that topic.

Category Management Page
The Category Management page is used to modify the category name, options and basic layout, as well as add or remove existing items, item groups, or product packages to categories.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Create a new product category, or click on a category or subcategory to modify in the category list. Click on the "Edit" button located at the bottom of the categories section. The category management page will open in a new browser window.

To change the name of a category, type over the existing name in the field provided.

To add or change the code of a category (optional), type the code in the field provided. A category code is a method to identify each category for reference purposes only, and has no specific function in the

catalog.
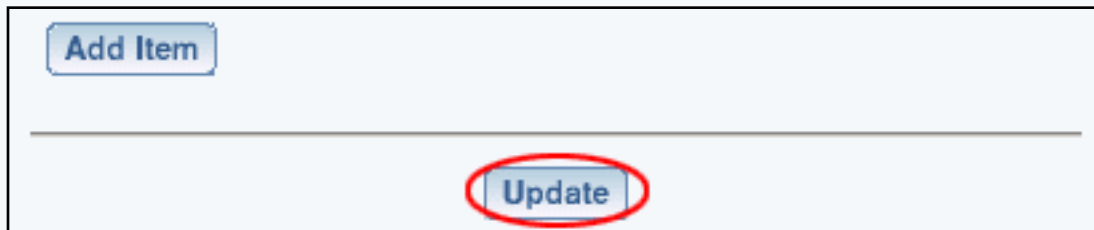
To add or change the image associated with the category, click on the image file name, or "No Image" if there is no current image applied. The image selection page will load in a new window.

Click on the "Update" button, located at the bottom of the category administration page to apply any changes. The page will reload and display a confirmation message.

Back to the Top of the Page

Category Layout

Products can be visually arranged on a page by specifying how many columns of products/subcategories to display vertically (next to each other) and how many rows of products/subcategories to display horizontally. The category managment page is used to control the layout of all items in the category. It is also used to modify the name and details of the category.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Create a new product category, or click on a category or subcategory to modify in the category list. Click on the "Edit" button located at the bottom of the categories section. The category

management page will open in a new browser window.

The columns portion of the layout section defines how many products will display vertically (next to each other) on the page. To add a column, click on the "+" plus sign to the left of "Columns". To remove a column, click on the "-" minus sign to the right of the "Columns".

The rows portion of the layout section defines how many horizontal rows of products will display per page. To add a row, click on the "+" plus sign to the left of "Rows". To remove a row, click on the "-" minus sign to the right of "Rows".

As an example, a category set up to display two columns and two rows will display up to four products on the first page. The first two products will display side by side, the third and fourth products will display below the first two, and any remaining products will be accessible by clicking on a link to the next page.

Back to the Top of the Page

Visual Layout
The Visual Layout is the visual representation of how products will appear on the catalog page. Each black box outline represents one product.
Add or Remove rows in the category layout section using the plus and minus buttons provided.
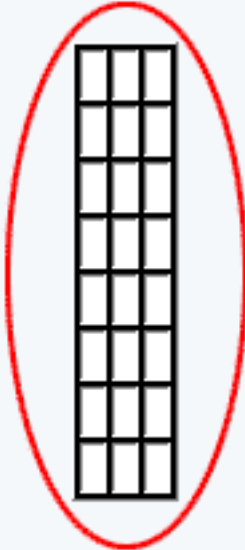
Category Item Management

Category Item Management allows you to add, remove and/or arrange items, item groups, and packages.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.
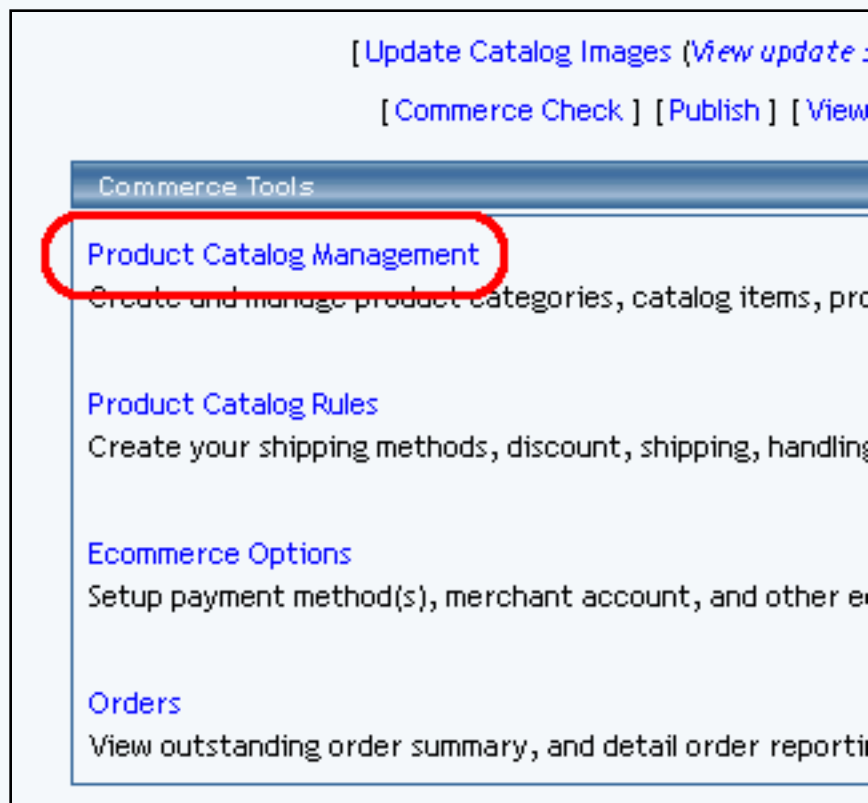
Create a new product category, or click on a category or subcategory to modify in the category list. Click on the "Edit" button located at the bottom of the categories section. The category management page will open in a new browser window.
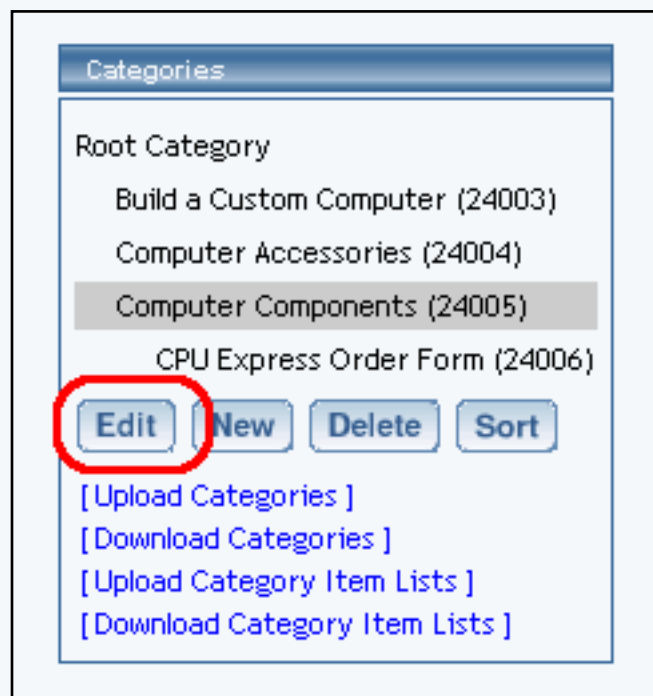
In order for products to be visible from the Web site, items must first be added to a category.

To add an item to the category, select the item by clicking on it in the main "Items" list located toward

the bottom of the administration page. Multiple items may be selected by highlighting as many items as desired. Click the "Add Item" button. The page will refresh with the chosen items now populated in the main category list.
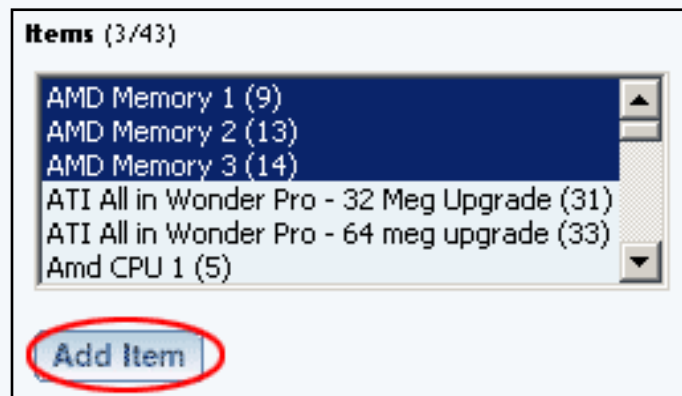
If you see the following,...
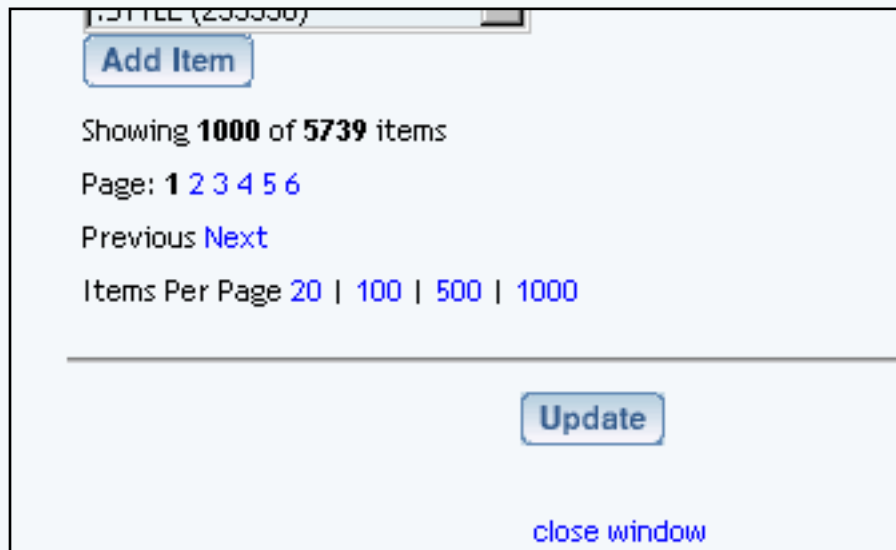
...then you have a large product catalog. In order to present the products to you in a way that would be quick and efficient, the 3.0 system displays only a portion of your products. Click on the page numbers to browse through the different portions. To display more products for a portion, click on the appropriate number next to the text "Items Per Page". For the above example, it is currently showing 1000 products at a time; to display less, we could click on "20", "100", "500", or "1000".

To add item groups, select the desired groups from the "Item Groups" list located toward the bottom of the administration page. Click the "Add Group" button.
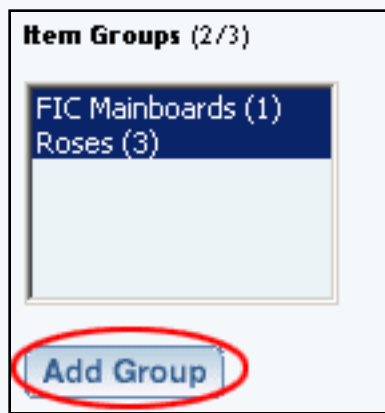
To add packages, select the desired packages from the "Packages" list located toward the bottom of the administration page. Click the "Add Package" button.
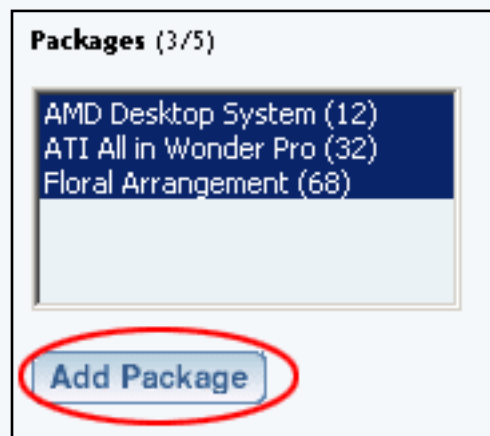
To order products in the category, highlight an item to move by clicking on it from the list of items in the "Category" section. Click the "up" or "down" arrow button to move the product to the desired position. Repeat this process until all products are listed in the order to be displayed in the catalog.
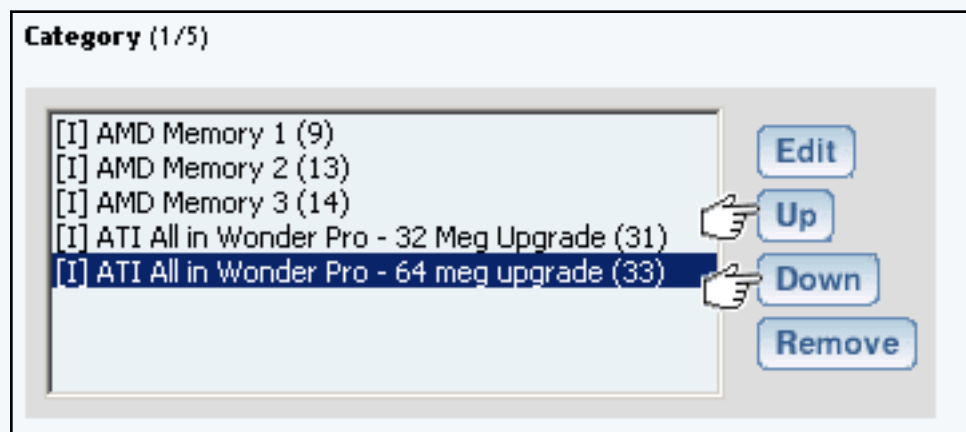
To remove a product from the list of items in the category, select the item and press the "Remove" button.

Press the "Update" button located at the bottom of the administration page to apply any changes made.

[Back to the Top of the Page](#)

Express Order Form
The Express Order Form lists all products in a category in a format allowing customers to add multiple items to the shopping cart in one easy step.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Create a new product category, or click on a category or subcategory to modify in the category list. Click on the "Edit" button located at the bottom of the categories section. The category management page will open in a new browser window.

To enable the form for the category, click on the "Express Order Form" selection box. The page will refresh.

The Express order form can only be used with product items, and not packages or item groups.

To add or remove items to the category, use the category item management section.

Press the "Update" button to apply changes.

The Express order form will arrange all items in the category as follows:

Each item will display the item's image (if applicable), a short description, and a quantity field. The "Add to Cart" link will submit all selected items (items where a customer has selected a quantity greater than zero) to the shopping cart with one click.

This feature allows customers to quickly purchase multiple products without having to navigate through the entire catalog, page by page, to make multiple purchases.

Items

[Overview](#) | [Adding Items](#) | [Item Management Page](#) | [Related Products](#) | [Upload Items](#) | [Download Items](#) | [Manage Inventory](#)

Overview

Any product that will be sold from the Web site must be added as an item within the software.

Use the Product Catalog Management Administration section to [add](#), remove and modify items (products and package components) that are used in the online catalog.

The first step when creating an online catalog is to create the items that will be used as products. Items are added through the product catalog management system, and then these items are either added to categories, or used as components ("package options") in packages.

An item can be:

- An actual tangible product that will be sold on the Web site
- An item which allows customers to collect money for non-tangible goods
  - To pay bills
  - To collect donations
  - To sell services
- A product component or "package option"

If something is going to be offered in the online catalog, it must always first be added as an item.

A product component, referred in the software as a package option, is an item that has been created that will be used as a part of a package. A package is a product bundle, and allows site owners to provide customers with purchase options. For more information on packages, please see the complete section on [packages](#) or the [10 Step Guide to Setting Up Ecommerce](#).

In some cases, a package option may also be sold independently in the catalog. In such cases, the item is added to any desired category and sold like any other product, and the package option, created by editing the item, is used within a package.

In other cases, an item may be specifically created for use in a package (with at least on package option defined for this item), and would not be available for purchase outside of the package.

All specific details for any products or services sold in the product catalog are managed by creating and/or editing items.

Please note, that if you see the following instead,...

...your product catalog is very large and has been moved to another page to make it more efficient for you to edit your products:

In this Item Management window, click on the blue numbers next to the text "Items Per Page" to increase or decrease the number of items to display in the drop-down menu. Click on the page numbers next to the text "Page" to browse between different portions of your items.

Navigation: To access the catalog management section, click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

All products (and product components) that will be used in the catalog must first be added as items.

To edit an existing item, select the item to edit from the drop down menu, then click on the "Edit" button. The item management page will open in a new browser window.

To delete an existing item, select the item to delete from the drop down menu, then click on the "delete" button.

To copy an existing item, select the item to copy from the drop down menu, then click on the "Copy" button. Type the new item name in the prompt window, and click "Ok". The current page will refresh, and the item management page will open in a new browser window.

To search for items, type the item name in the empty text field located just above the item drop down menu and click the "Search" button. Once the page reloads, all matching items will be available for selection in the drop down menu.

To sort the drop-down list of all of your products, choose either "Name" or "Item ID" in the drop-down menu to the left of the word "Sort". Then click on the button "Sort".

To manage the general properties of all of your items, click here for more information.

Adding an Item

Before any products or product components can be used in the online catalog, each must be added as an item.

An item can be:

- An actual product for sale
- A product or a product component that will be used in a package
- Both a product and a package component

To add a new item, click on the "New" button located in the item section.
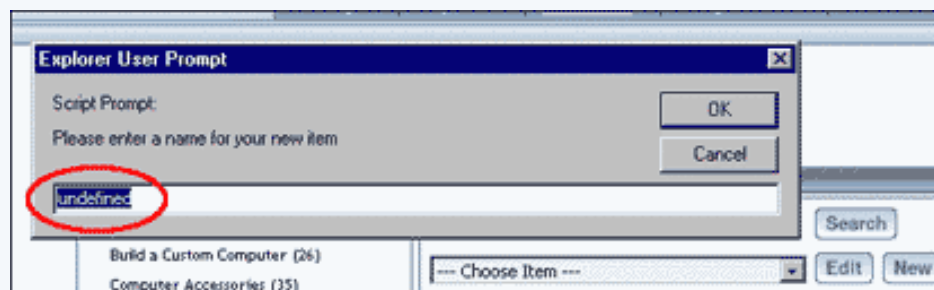
A dialog box will appear. Type in the name of the new item, and click "ok". Once the item name has been defined, the item management page will open in a new browser window.

[*Main Item Administration*]

Back to the Top of the Page

Item Management Page
Modify item specific information, such as descriptions, pricing, inventory, product image, and item rules.

The item management page is used to modify item-specific information. All item details are managed by accessing this page.

Use the item management page to:

- Add or modify product details such as the product descriptions, the product weight, and the product pricing
- Activate, deactivate or make inventory adjustments.
- Access item specific rules
- Change or define an item's package options
- Modify or create an item's options

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page. The item management page is loaded in a new browser window any time a product item is added or selected for editing.

Reference the following guide when adding or changing any product/item information:

Enter the product name, item barcode identification number, product manufacturer, and product identification number (code) in the fields provided. The product name is the only required field in this area.

Check the selection box next to "active" if this item is to be available for use in the catalog. Items that are not active will not be displayed or available for purchase from the Web site.

Check the box next to "Use all available shipping methods" if this item will be shipped using all active shipping methods. If this box is not checked, then shipping methods must be manually selected by accessing the item shipping methods page.

Check the box next to "taxable" if this item is being sold as retail goods.

Check the box next to "variable pricing" only if the amount to pay is determined by the customer. Checking this box will result in a blank field appearing on the item order form, allowing customers to type in a dollar amount to pay for this item.

Variable pricing is ideal for:

- Allowing customers to pay invoices online
- Collecting donations
- Selling gift certificates

Enter the Retail Price in the field provided. This is the base-price a customer will be charged when purchasing the item.

Optionally, enter the manufacturer's suggested retail price (MSRP) in the field provided. If this value is greater than zero, it will be displayed above the retail price on the item page in the catalog. If no value is entered, the MSRP will not be displayed.

Checkmark the checkbox "Hide Price" if you only want to hide the price of this item, rather than all items. Checkmark the checkbox "Hide 'Add To Cart' button" if you want to hide the "Add to Cart" button for this item, rather than for all items. **Please keep in mind that this setting is overridden by the [Catalog Component](#)'s ability to hide prices and hide the "Add to Cart" button for all items**.

Under inventory options, click the radio button next to desired selection. The default is "no inventory" which will deactivate the inventory control system for this item.

Selecting "Don't allow users to order items not in stock" will activate the inventory control system. The system will not allow a customer to purchase any items out of stock or that exceed the available inventory (items with zero inventory will still show up in any active categories that contain the item).

Selecting "Let users backorder items" will allow customers to purchase and pay for items regardless of quantity on hand. All products which are listed as being out of stock will automatically be placed on back-order.

When the inventory control system is activated, inventory-tracking information will appear. To modify inventory, enter the number of units in the field provided, next to "Add Inventory". To add inventory, enter a positive value. To remove inventory, enter a negative value.

A running total of inventory is kept and displayed, with the current stock and total items sold listed. To complete an inventory adjustment, click on the "update" button at the bottom of the administration page.

The "Published Inventory" section will not reflect any inventory adjustments until the Web site is published.

Enter any warranty information, a short description, a main description, Meta Keywords, Meta Description, and Instruction in the fields provided. All of these fields are optional.

Warranty:	
Short Description:	
Description:	
Meta Keywords:	
Meta Description:	
Instruction(s): shown at order confirmation email and proof of purchase.	
Shipping Origin:	home

The short description appears at the category level in the catalog. It is also used as the primary description if the item is used as a package option or if an item is used in an express order form.

The main description appears on the main item page. It is used to provide detailed product information and any necessary product specifications. The Meta Keywords and Meta Description are only used for search engine information, and will not be visible to Web site visitors. Enter key words that apply to this item and a short description of this item in the spaces provided.

The Instruction text area gives you the ability to place a block of text that will appear at the end of a successful order. This text will appear on the order confirmation page, on the order fax sent to the site owner, and in the e-mail confirmation sent to the customer and to the site owner.

Select a shipping origin from the drop down menu provided.
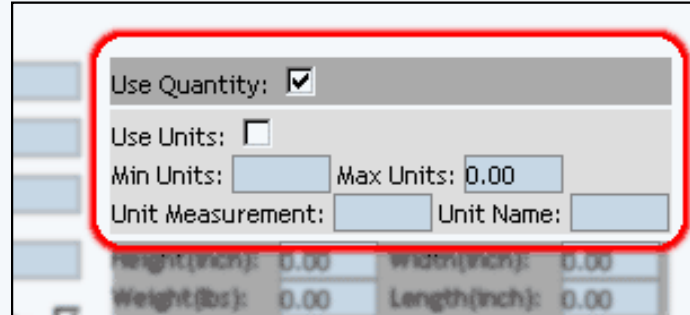
Shipping Origin: home
East Coast distributor
Midwest distributor
West Coast distributor
home
Image: No Image
Update
close window

Select an image to use with this item by clicking on the current image name or on "no image" if an image has never been selected. The image selection page page will load in a new window.

Shipping Origin: home ▾   Image: No Image

Update

close window

The quantity and unit of measure options are located toward the upper right-hand corner of the administration page.

Use Quantity: ☑

Use Units: ☐
Min Units: [ ]   Max Units: 0.00
Unit Measurement: [ ]   Unit Name: [ ]

Height(inch): 0.00   Width(inch): 0.00
Weight(lbs): 0.00   Length(inch): 0.00

Uncheck the "Use Quantity" box only 1) to prevent a customer from being able to specify the quantity to order or 2) To use a custom unit of measure in place of a generic quantity.

When the "Use Quantity" box is checked, a customer is able to order multiple quantities. If the "Use Quantity" box and the "Use Units" boxes are both unchecked, a customer is not able to specify any quantity for purchase. This combination is primarily useful if non-tangible goods are being sold.

The "Unit" feature provides a method to specify custom units of measure, such as "yards", "packs", "cases", "ounces", or any desired custom unit. The unit feature can be used as a replacement for the quantity, or both quantities and units can be used. When the unit feature is active, customers can specify fractions of a unit, i.e. 1.5 cases, 3.75 yards, etc.

Specify the unit being measured in the in the field provided next to "Unit Measurement".

Examples of Measured Units:

- Bottles
- Cases
- Boxes

Specify the type of unit to be used in field provided next to "Unit Name".

Examples of Unit Names:

- Ounces
- Feet
- Yards

If quantity and units are both active, as an example, a customer could order 10 qty. of 8 ounces of the item, or 5 qty. of 12.5 feet of rope.

Entering a value for "Min units" will prevent a customer from ordering less than the value entered. Entering a value for "Max units" will prevent a customer from ordering above the specified value. If "Max Units" are not specified, a customer will be able to order an unlimited amount of the item.

Gold RCA Cables

Item Id: 241

Price: $0.95

Cable Color : Black

Qty : 1

Unit : 1 ft

Buy Now!

Price will be calculated:
0.95 X Qty X Unit
(Price per foot) X (# of feet) X (Qty Ordered)

Quantity and Unit Used together:
Choose the length of cable (units in feet)
and how many cables to order (the quantity)

[enlarge]

Gold stereo RCA cables custom cut to your specifications. Laser cut and laser solder perfect audio signal every time.

[An example of quantity and units used together]

Enter the height, width, weight and length of the item in the fields provided. All of these fields are optional. However, the integrated shipping methods require a value for weight in order to calculate shipping charges.

Click on the "discount" text link in order to access and set up item discount rules.

Click on the "handling" text link in order to access and set up item handling charge rules.

Click on the "shipping methods" text link in order to access and set up item shipping methods.

Click on the "shipping rules" text link in order to access and set up item shipping rules.

When completed, save any changes to the item by clicking on the "update" button located at the bottom of the administration page.

If this item will be used as a package option, click on the "Package Options" link at the top of the administration page.

Click on the "Options" link at the top of the administration page to set up any item-specific options.

Related Products
Click on the tab "Related Products" to assign products that are related to this product. For example, for a professional sports team jersey and matching cap, the baseball cap would be a related product of the jersey.

When you click on the "Related Products" tab, you will see the following screen:

Item: New Item (270040)

Related Product(s) Caption:

If blank, default caption will be "Customers who shopped for this item also shopped for item(s) below:"

Related Product(s) (0/0)

Edit

Up

Down

Remove

Items (0/33)

a product in the category (5880)
Alabama (201492)
Alaska (201493)
blue t-shirt (180707)
carton of pencils (UP) (5940)
carton of pencils - ZF22278 (140)

Add Item

Item Groups (0/3)

My Sample Item Group Product (2)
t shirt option group (1)

Add Group

Packages (0/5)

My Sample Package Product (180705)
stamp package (209560)
sub sandwiches (218232)
T shirt package (5882)

Add Package

Update

The first section details the caption you would like to have on the Web site. This caption will be next to all of your assigned related products. If nothing is assigned, the default caption will be "Customers who shopped for this item also shopped for item(s) below:".

Item: New Item (270040)

Related Product(s) Caption:

If blank, default caption will be "Customers who shopped for this item also shopped for item(s) below:"

Related Product(s) (0/0)

The second section details all of the related products that are currently related to this product. Order the products by clicking on the nam of the product and clicking on the "Up" or "Down" buttons. To jump to the item management window for the

related product, select the product and click on the button "Edit". To remove the product as a related product, click on the product name and click on the button "Remove".

To add a related product, you would use the third section. In each group of products (Items, Item Groups, and Packages), click on the product name and then click on the appropriate add button ("Add Item" button if you are adding an item, the "Add Group" button if you are adding an item group, and the "Add Package" button if you are adding a package). Once the product name is listed in the second section, it has been applied.

When done specifying all of your related products for this product, click on the button "Update" to save your changes.
Related Links

Item Discount Rules
Item Shipping Methods
Item Shipping Rules
Item Tax Rules
Item Handling Charges
Item Package Options
Item Options

Back to Item Management Page
Back to the Top of the Page

Upload Items
The upload item page is used to upload a spreadsheet that contains all item/product details in record form (a tab delimited

text file). This feature can be used to upload new items or update existing items.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page. Click on the "Upload Items" text link located in the items section of the catalog management page.
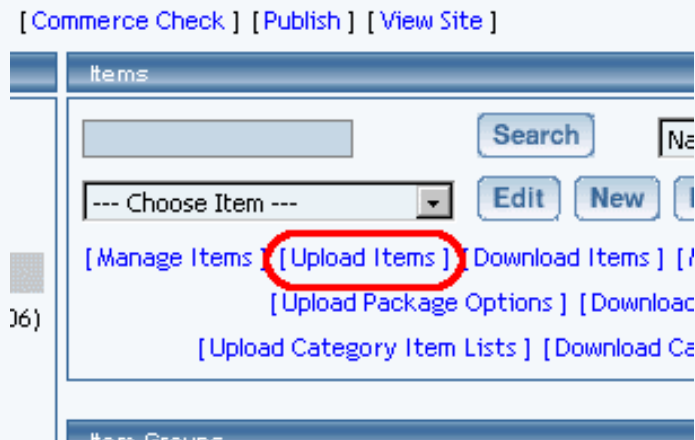
Adding New Items:
Prepare a spreadsheet which includes the details of all items (with a program such as Microsoft Excel). Save the document as a tab delimited text document: "items.tsv". In Excel, click on File, then choose "Save As". From the list, select "Text (tab delimited)".

An example of a tab delimited text file is provided. To view this document, click on the "click here" text link provided.
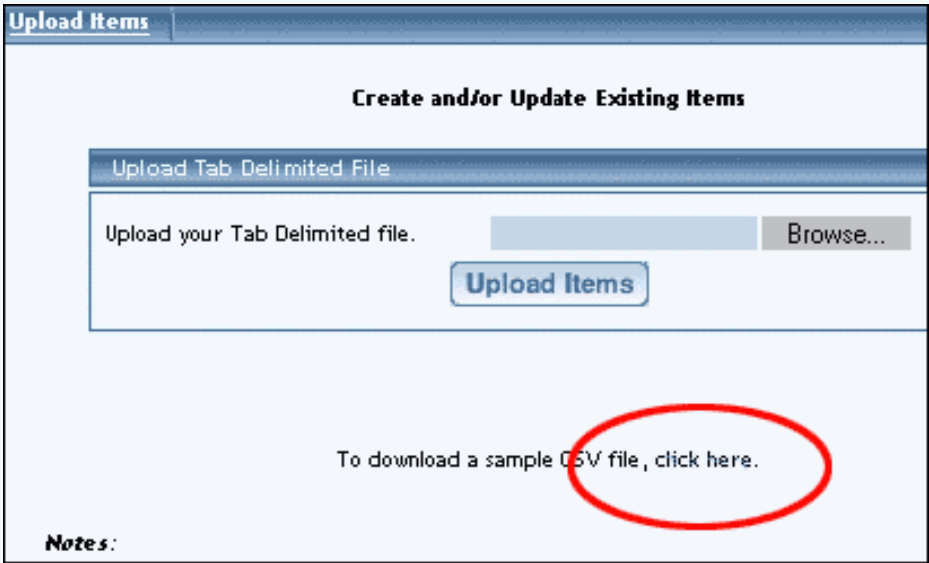
Updating Existing Items:
To update the details of existing items, first download the tab delimited text file which will contain all current item information. Load this file into any spreadsheet software. Update any item information as necessary, and add any new items as needed. Save the file in the same tab delimited text format.

Uploading the File:

Click on the "Upload Items" text link, which will load the product upload page in a new browser window. Click on the browse button, and browse your local hard drive to select the tab delimited text document that contains your product item details. Click on the "Open" button in the file browser window to finish selecting the file to upload.
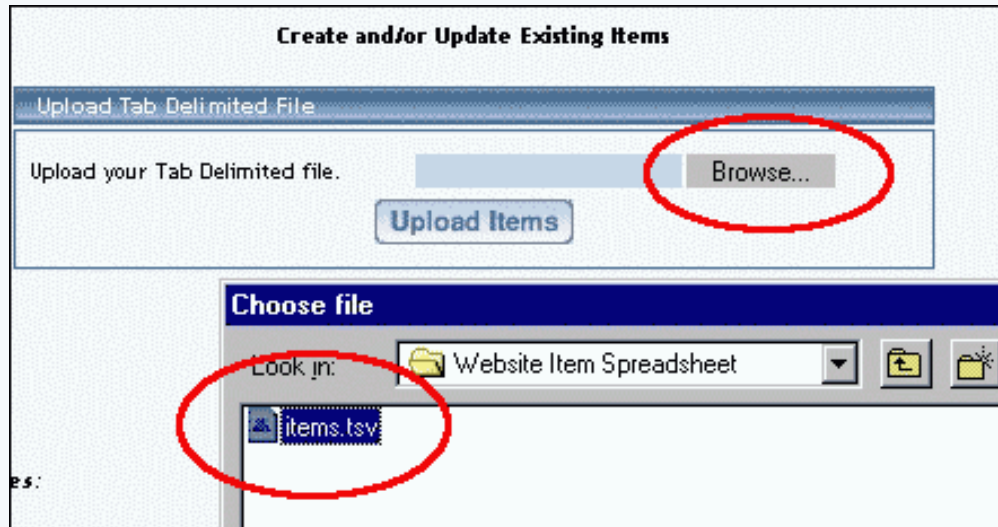
After selecting the file, click on the "Upload Items" button.
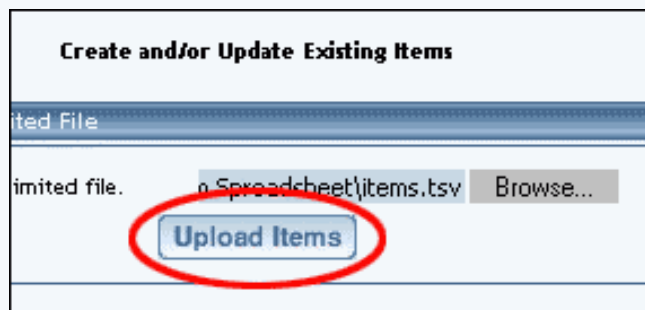
The page will refresh and present the number of items successful added and/or updated. A itemized status report will load, allowing confirmation that all desired changes were made.

Tip: Create at least one complete item by entering all pertinent details from the product catalog management page. After updating, download the tab delimited text file by accessing the download items page. Load this file into a spreadsheet management software package, such as Microsoft Excel. Enter all necessary item information beneath the fields provided (the item(s) already entered will provide a starting point for all remaining products).

Back to the Top of the Page

Download Items

A tab delimited text file may be downloaded which includes the item details for each product/item in your catalog.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Click on the "Download Items" text link. The item download tool will open in a new browser window.

Select any desired optional fields to include by clicking in the checkbox next to the option. When finished, click the "Download" button.

A dialog box will appear, providing an option to either open or save the file.

The default file name will be "items.tsv". For best results, open the "items.tsv" file with a spreadsheet application, such as Microsoft Excel, or a software application capable of importing a tsv (tab separated values)text document.

Manage Inventory
From the Product Catalog Management window, click on "Manage Inventory".
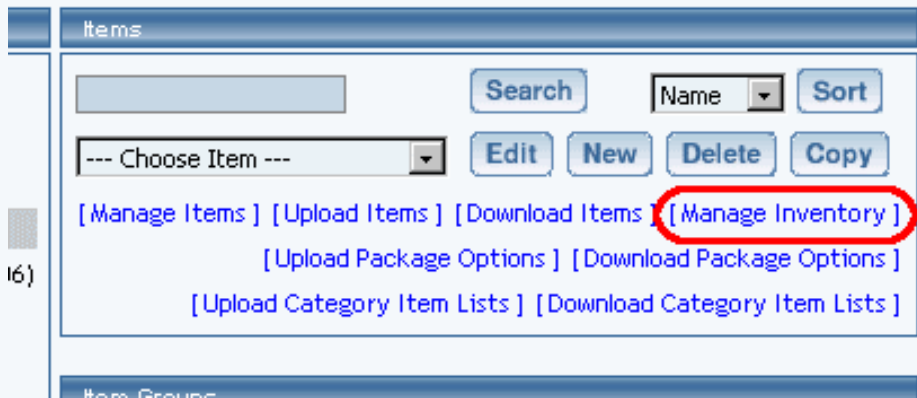
The system will then open up a new window and display the following:

Item Inventory Management

Items

Showing **20** of **51 items**

(Some systems may not respond properly when Items Per Page is large. If you experience difficulties, click one of the links below to reduce the number of items per page.)

Items Per Page 20 | 100 | 500 | 1000 | 2000

Page: **1** 2 3

Previous
Next

Item Id	Item Name	No Inventory[1]	No BO[2]	Allow BO[3]	Published Inventory Inventory/Sold/Availability	Current Inventory[T]	Add
328329	2XL	●	○	○			
328330	3XL	●	○	○			
5880	a product in the category	○	●	○	854 / 0 / 854	854	[ ]
328321	Ash	●	○	○			
332449	Birthday Card	●	○	○			
328320	Black	●	○	○			
180707	blue t-shirt	○	○	●	100 / 0 / 100	100	[ ]
211518	climbing rope	●	○	○			
	Crew neck						

Click on the blue numbers next to the text "Items Per Page" to increase or decrease the number of items to display for iventory management. Click on the page numbers next to the text "Page" to browse between different portions of your items.

For the following header,...

Item Inventory Management

Showing **20** of **51 items**

(Some systems may not respond properly when Items Per Page is large. If you experience difficulties, click one of the links below to reduce the number of items per page.)

Items Per Page 20 | 100 | 500 | 1000 | 2000

Page: **1** 2 3

Previous
Next

Item Id	Item Name	No Inventory[1]	No BO[2]	Allow BO[3]	Published Inventory Inventory/Sold/Availability	Current Inventory[T]	Add
328329	2XL	⦿	○	○			
328330	3XL	⦿	○	○			
5880	a product in the category	○	⦿	○	854 / 0 / 854	854	▭
328321	Ash	⦿	○	○			
332449	Birthday Card	⦿	○	○			
328320	Black	⦿	○	○			
180707	blue t-shirt	○	○	⦿	100 / 0 / 100	100	▭
211518	climbing rope	⦿	○	○			
	Crew neck						

...here are the explanations:

Item ID - the item ID for the product
Item Name - the name of the product
No Inventory - the product will not be using inventory management
No BO - the product will be using inventory management and the system will prevent the customer from backordering products. **Allow BO** - the product will be using inventory management and the system will allow the customer to backorder products. **Published Inventory Inventory/Sold/Availability** - this column reports the published inventory that the Web site recognizes. The first number is the current inventory. The second number is the number of products sold. The third number is the number of available inventory of a product. **Current Inventory** - this column reports the inventory that the Web site recognizes - but not necessarily is published to the Web site. **Add** - put in a number to affect the inventory for a product. To add 20 of a product, you would place "20" in the available field; to subtract 20 of a product, you would place "-20" in the available field. A blue text box will appear if the product is using inventory management.

To set all of your products on the page as using a particular inventory choice, click on one of the below links to set all of the products to one choice.

When done, you **must** click on the button "Update" to save your changes. You must also Publish the Web site in order to apply your changes to the Web site.

Managing Items

Related Links: 10-Step Guide on Setting Up E-Commerce | Product Catalog Management | Items

Easily manage all of your items to:

> set them to active or disabled
> hide or display price
> hide or display the "Add to Cart" button
> use global or specific shipping methods
> set taxable or non-taxable option
> or delete selected components

From the main menu of the Website Editor, click on the "Ecommerce" link in the secondary navigation menu. Click on "Product Catalog Management". Click on "Manage Items".
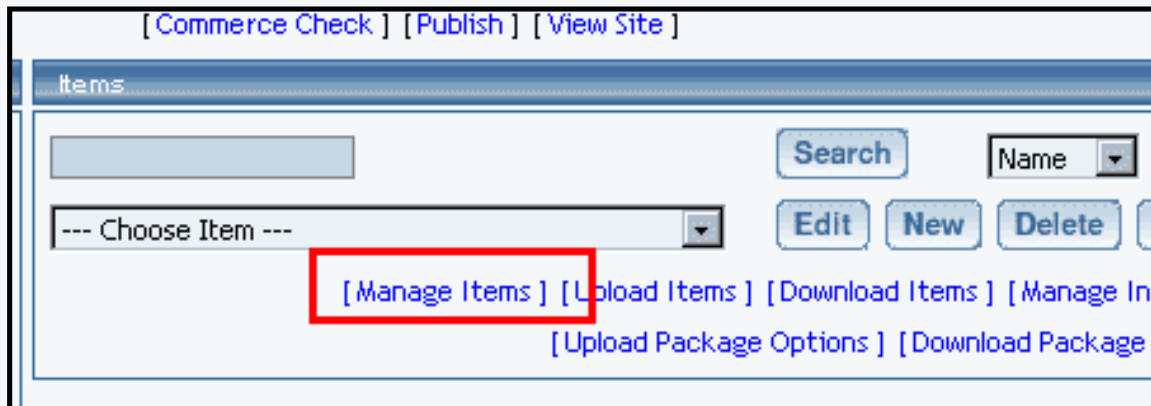
A new window will display:

Item Modifier

Items

Showing **20** of **51 items**

(Some systems may not respond properly when Items Per Page is large. If you experience difficulties, click one of the links below to reduce the number of items per page.)

Items Per Page 20 | 100 | 500 | 1000 | 2000
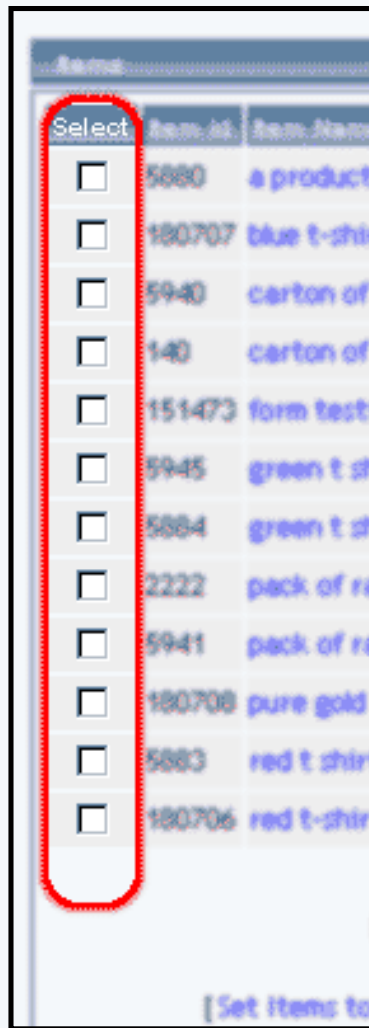
Page: **1** 2 3   Previous Next

Select	Item Id	Item Name	Status	Taxable	Hide Price	Hide "Add To Cart"	Use All Ship Methods
☐	328329	2XL	Active	Taxable	No	No	Yes
☐	328330	3XL	Active	Taxable	No	No	Yes
☐	5880	a product in the category	Active	Non-taxable	No	No	Yes
☐	328321	Ash	Active	Taxable	No	No	Yes

In this Item Management window, click on the blue numbers next to the text "Items Per Page" to increase or decrease the number of items to display in the Item Management window. Click on the page numbers next to the text "Page" to browse between different portions of your items.
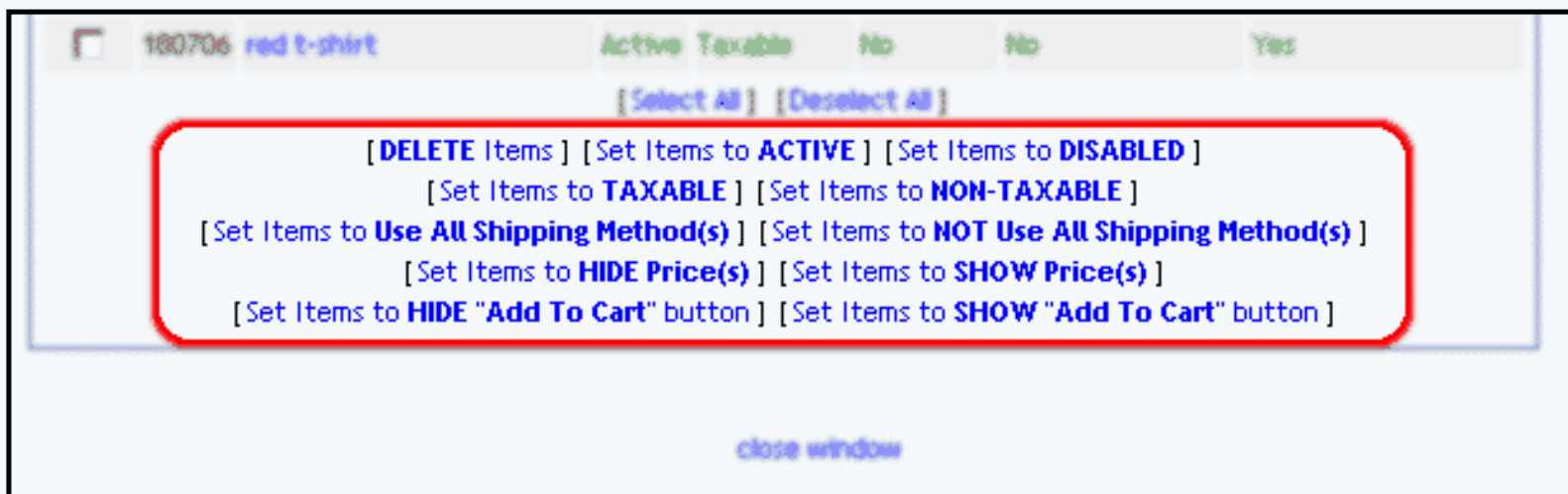
The Item Modifier window will list all of your items that you have entered in to the 3.0 system. Use the checkboxes to the left of the item name to apply a setting:

Once you have some items selected, click on one of the below links to apply a setting to your selected items:

If you are all finished managing general properties of your items, you may click on the link "Close Window" to close the window. You **must** Publish the site in order to apply your changes to your Web site.

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Product Catalog Management
10-Step Guide on Setting Up E-Commerce
Back to the Previous Page

Item Discount Rules

Overview

An item-specific discount is a reduction in the retail price limited to any selected item. Discounts applied to items will always override any global discounts.

Item discounts can be used to:

- Offer Quantity or volume discounts
- Offer time-limited special event sales
- Offer a sale to quickly liquidate products

Online Shopping : Stereo Equipment / CD Players and

CD Player

[enlarge]

Item Id: 225
MSRP: ~~$75.00~~
Price: ~~$65.00~~
Sale Price: $58.50
Qty : 20
Buy Now!

Item-specific Discount
10% Off

This State of the art CD Player is a perfect addition to your home entertainment system.

[An example of a discount applied to an item]

[*An example of a volume discount calculated based on a table of values*]

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing item from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new item. The item management page will load in a new browser window.

Click on the "Discount" text link. The Item Discount Rules page will load in a new browser window.

[*Item Discount Administration*]

To create a new item discount rule, click on the "Add Discount Rule" text link. The "add discount rule" page will load in a new browser window.

To view a selected item discount, click on the name of the desired rule, which will load the Discount Details for Items administration page in a new browser window.

To add an existing discount rule to the item, click on the name of the rule under "available rules". Click on the right arrow to add the rule to the item. The current page will refresh, and the chosen discount rule will appear under the "Current Discount Rules for Items". The new rule will then apply to all purchases that include this item.

To remove a discount rule that is currently applied to the item, click on the name of the rule under "Rules for Item". Click on the left arrow to remove the rule. The current page will refresh, and the chosen discount rule will only appear under the "Available Rules" section.

To apply the discount item rule to the item only, to the items package options only (if applicable), or to the item and package options, click on the applicable radio button next to the rule name in the "Current Discount" rules section. Click on the "Update" button to save any changes.

To activate or deactivate a discount rule, check or uncheck the applicable selection box next to the rule. Click on the "Update" button to save any changes.

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Discount Details For Items

View and manage the discount details for all items using the selected discount rule. Use this section to apply or remove discounts from items.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing item from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new item. The item management page will load in a new browser window.

Click on the "Discount" text link. The Item Discount Rules page will load in a new browser

window. Click on the current discount rule to view the rule details. The discount details for items page will load in a new browser window.

This page is used to view and manage the discount details for all items using the selected discount rule.

All items that the rule is currently applied to will be listed under the "Discount Details for Items" section.

The current discount rule can be applied to an item, a package, or both an item and a package. To change how a rule is applied to any listed item, click on the applicable radio button next to the item. Press the "Update" button to save any changes.

The discount rule can be activated or deactivated for any item in the list. Toggle the selection box under "Active" next to the item to modify to change the status. Click the "Update" button to save changes.

To view the details of any item in the list, click on the item name. The item management page will load in a new window.

To add or remove items from the discount rule, use the "Apply or Remove Discounts for Items"

section located toward the bottom of the administration page.

To add an item to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button. The page will refresh with the item now located under the "Items Using..." heading.

To remove an item from the rule, click on the name of the item under the "Items Using..." heading. Click the "left arrow" button. The page will refresh with the item now located under the "Available Items" heading.

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Item Shipping Methods

Overview

Shipping methods are used to tell the software how products can be shipped when a customer places an order. All products can use the automatic default selection, which will give customers a choice from all available shipping methods when a product is purchased.

Any products requiring special shipping, however, may be managed differently. Custom Shipping methods may be added through the software, and any product can be changed so that only certain shipping methods are allowed. In this situation, when customers purchase the product, they will only have a choice from the shipping methods that are active for the product. Shipping methods may be controlled by item, by accessing the item administration page.

The above example of a shopping cart checkout page shows one item with all shipping methods enabled, and one item with one single custom shipping method applied.

To learn more about shipping methods and rules,view the section on shipping methods.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page. Access the item management page by either creating a new item or by selecting an item to edit from the item drop down menu. The item management page will load in a new browser window.

If "use all shipping methods" is selected on the main item administration page, then no custom shipping methods will be available for the item. If necessary, disable the "use all shipping methods" option before proceeding. Click on the "Shipping Methods" text link to access the item shipping rule page.

When first setting up a catalog, shipping methods must be added. To add a new shipping method, click on the "Add Shipping Method" text link, and reference the guide on adding shipping methods. The custom shipping methods administration page will load in a new browser window.

Once any necessary shipping methods have been added or activated, one or more shipping methods may then be applied to any item. To Apply an existing shipping method to the item, highlight the shipping method from the "Available Methods" list, located in the "Apply or Remove Existing Shipping Rules" section.

Click on the right arrow button. The page will refresh with the selected shipping method now populated in the "Current Shipping Methods" section. More than one shipping method may be selected by highlighting multiple methods.

To remove an existing shipping method from the item, highlight the method from the "Current Shipping Methods" list. Click on the left arrow button. The page will refresh with the selected method now populated in the "Available Methods" section. More than one method may be selected by highlighting multiple methods.

To activate or deactivate a shipping method currently applied to an item, click or unclick the selection box next to the method to change, located in the "Shipping Methods Details" section. Click the "Update" button. The current page will refresh showing the desired changes.

To view the shipping method item details of a currently applied method, click on the name of the method, located in the "Methods Details" section.

The shipping method details for items page will load in a new browser window.

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Shipping Method Details for Items
View and manage the details for all items. This page is used to apply the current shipping methods to more products, or remove the shipping method from products.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing item from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new item. The item management page will load in a new browser window.

Click on the "Shipping Methods" text link. The shipping methods for items administration page will load in a new browser window. Click on the shipping method to view the details. The

shipping method details for items page will load in a new browser window.

This page is used to view and manage the shipping method details for all items.

All items that the method is currently applied to will be listed under the "Shipping Method Details for Items" section.

A list of items that have "use all shipping methods" enabled will also display at the bottom of the screen.

The shipping method can be activated or deactivated for any item in the list. Toggle the selection box under "Active" next to the item to modify to change the status. Click the "Update" button to save changes.

To view the details of any item in the list, click on the item name.

The item management page will load in a new window.

To add or remove a shipping method to or from an item, use the "Apply or Remove Shipping Methods for Items" section located toward the bottom of the administration page.

To add an item to the method, click on the name of the item under the "Available Methods" heading. Click the "right arrow" button. The page will refresh with the item now located under the "Items Using Methods" heading.

To remove an item from the method, click on the name of the item under the "Items Using Method" heading. Click the "left arrow" button.

The page will refresh with the item now located under the "Available Items" heading.

Item Shipping Rules

Overview

Shipping rules are used whenever a new shipping method is created in the software. While a shipping method specifies how a product can be shipped, a shipping rule tells the software how to calculate the shipping charges.

Whenever a new shipping method is created, at least one shipping rule needs to be created.

Use the item shipping rules administration to view, remove, add, activate, or deactivate shipping rules for an item. Shipping rules may be set up for custom shipping methods only. If an item only has integrated shipping methods applied, shipping rules will not be available for this item. Integrated shipping methods are those which automatically calculate shipping charges.

A shipping rule may be applied globally or limited to specific items. For further detailed information on shipping rules, view the section on shipping rules.

An example of a user-defined shipping method and shipping rule at the "finalize checkout" stage

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page. Access the item management page by either creating a new item or by selecting an item to edit from the item drop down menu. The item management page will load in a new browser window. Click on the "Shipping Rules" text link.

The shipping rules administration page will open in a new browser window.

Any global shipping rules that apply to the item will be listed at the bottom of the page. To view a global

rule, click on the rule name. The global shipping rules modification page will open in a new browser window.

Since shipping rules are actually applied to a shipping method, and not directly to an item, the specific shipping rule will override any global shipping rules associated with the shipping method.

This means that specifying a rule for any shipping method will not affect other shipping methods that may be available for this product.

A custom "user-defined" shipping method must be active for the item in order to apply a shipping rule. If necessary, activate and/or create a custom shipping method for the item before proceeding.

To add a new rule, click on the "Add Shipping Rule" text link.

The add shipping rule administration page will open in a new browser window.

To apply an existing shipping rule to the item, highlight the rule from the "Available Rules" list, located in the "Apply or Remove Existing Shipping Rules" section. Click on the right arrow button.

The page will refresh with the selected rule now populated in the "Current Shipping Rules" list. More than one shipping rule may be selected by highlighting multiple rules.

Shipping Rules Admin for item *New Item* (60)

Rule(s) is/are assigned to item.

Current Shipping Rules for item *New Item* (60)

Rule ID	Name	Item Only	Package Option Only	Item & Package Option	Active
7	Customer Pickup	○	○	◉	☑

Update

Apply or Remove Existing Shipping Rules

Active ☑

○ Item Only

○ Package Option Only

◉ Item and Package Option

Available Rules

Rules for item # 60

<== Customer Pickup (7)

==>

Add Shipping Rule

To remove an existing custom shipping rule from the item, highlight the rule from the "Current Shipping Rules" list. Click on the left arrow button.

The page will refresh with the selected rule now populated in the "Available Rules" section. More than one shipping rule may be selected by highlighting multiple rules.

To activate or deactivate a custom shipping rule currently applied to an item, click or unclick the selection box next to the rule to change, located in the "Shipping Rule Details" section. Click the "Update" button. The current page will refresh showing the desired changes.

Shipping Rules Admin for item New Item (60)

Rule(s) is/are assigned to item.

Current Shipping Rules for item New Item (60)

Rule ID	Name	Item Only	Package Option Only	Item & Package Option	Active
7	Customer Pickup	○	○	●	☑

Update

Apply or Remove Existing Shipping Rules

Active ☑
○ Item Only
○ Package Option Only
● Item and Package Option

Available Rules

<== ==>

Rules for item # 60

Customer Pickup (7)

To view a custom shipping method for a currently applied rule, click on the name of the shipping method, located in the "Shipping Details" section. The shipping method details for items page will load in a new browser window. This page is used to view and manage which items the custom shipping method is currently applied to.

To view the details of the rule itself, click on the "Rule Id" number. The

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Shipping Rule Details For Items
View and manage the shipping rule details for all items using the selected rule.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing item from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new item. The item management page will load in a new browser window.

Click on the "Shipping Rules" text link. The "item shipping rules" page will load in a new browser window.

Click on the desired shipping rule ID Number to view the rule details. The shipping rule details for items page will load in a new browser window.

This page is used to view and manage the shipping rule details for all items using the selected rule.

All items that the rule is currently applied to will be listed under the "Shipping Rule Details for Items" section.

The current rule can be applied to an item, a package, or both an item and a package. To change how a rule is applied to any listed item, click on the applicable radio button next to the item. Press the "Update" button to save any changes.

The shipping rule can be activated or deactivated for any item in the list. Toggle the selection box under "Active" next to the item to modify to change the status. Click the "Update" button to save changes.

To view the details of any item in the list, click on the item name. The item management page will load in a new window.

To add or remove items from the shipping rule, use the "Apply or Remove Shipping Rules for Items" section located toward the bottom of the administration page.

To add an item to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.

The page will refresh with the item now located under the "Items Using..." heading.

To remove an item from the rule, click on the name of the item under the "Items Using..."

heading. Click the "left arrow" button.

The page will refresh with the item now located under the "Available Items" heading.

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Item Tax Rules

Overview

Tax rules may be created that apply to all items or only specific products. When an item-specific tax rule is applied to any product, any global rules previously in effect will be disabled.

The ecommerce catalog system is designed to accomodate a variety of possible tax situations. This section provides a guide to applying any tax rule to actual items that are used in the online shopping system. This would only be necessary if an item requires different tax rules than other items sold from the Web site.

The item tax rule administration page is used to view, remove, add, activate, or deactivate item specific tax rules.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing item from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new item. The [item management](#) page will load in a new browser window.

Click on the "Taxes" text link. The tax rules for item administration page will load in a new browser window.

Any global tax rules that apply to the item will be listed at the bottom of the page. To view a global rule, click on the rule name. The tax modification administration page will open in a new browser window.

When a custom tax rule is applied to an item, it will override any global rules that were previously active for the item.

To add a new custom tax rule, click on the "Add Tax Rule" text link. The add tax rule administration page will open in a new browser window.

To Apply an existing tax rule to the item, highlight the rule from the "Available Methods" list, located in the "Apply or Remove Existing Tax Rules" section. Click on the right arrow button.
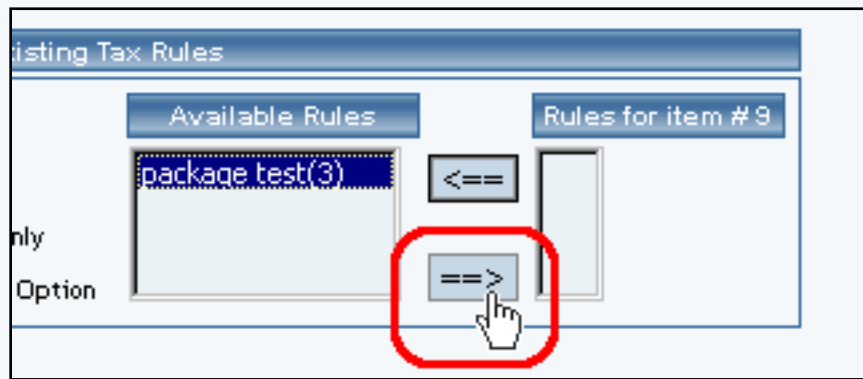
The page will refresh with the selected tax rule now populated in the "Current Tax Rules" list. More than one rule may be selected by highlighting multiple rules.
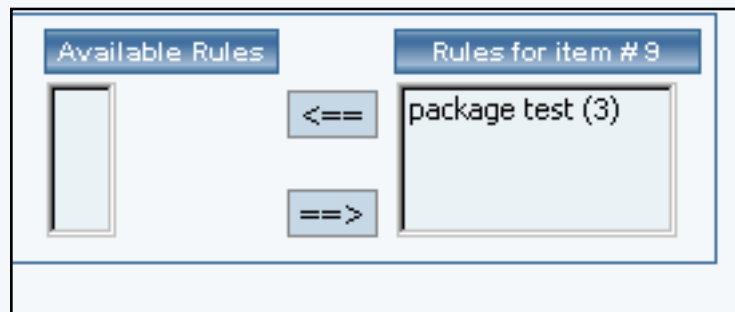
To remove an existing custom tax rule from the item, highlight the rule from the "Current Tax Rules" list. Click on the left arrow button.
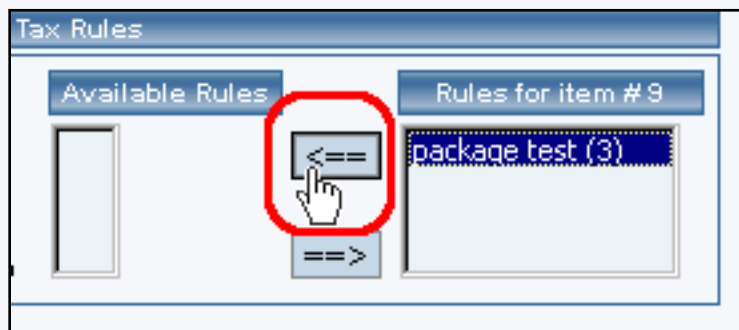
The page will refresh with the selected rule now populated in the "Available Rules" section. More than one rule may be selected by highlighting multiple rules.
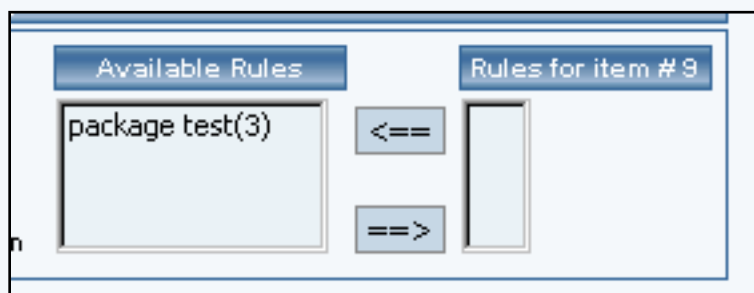
To activate or deactivate a custom tax rule currently applied to a item, click or unclick the selection box next to the rule to change, located in the "Tax Rule Details" section. Click the update button. The current page will refresh showing the desired changes.
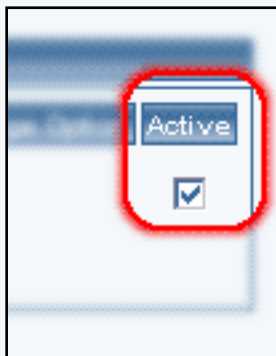
To view the custom tax rule details of a currently applied rule, click on the name of the rule, located in the "Tax Details" section. The tax rule details for items page will load in a new browser window. This page is used to view and manage which items the custom rule is currently applied to.
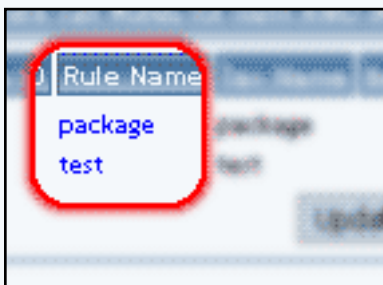
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Tax Rule Details for Items
View and manage the tax rule details for all items using the selected rule.

Click on the desired tax rule to view the details. The tax rule details for items page will load in a new browser window.

This page is used to view and manage the tax rule details for all items using the selected rule.

All items that the rule is currently applied to will be listed under the "Tax Rule Details for Items" section.

The tax rule can be activated or deactivated for any item in the list. Toggle the selection box under "Active" next to the item to modify in order to change the status.
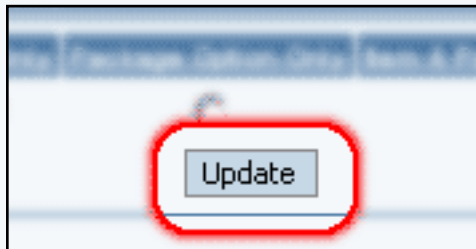
Click the "Update" button to save changes.

To view the details of any item in the list, click on the item name. The item management page will load in a new window.
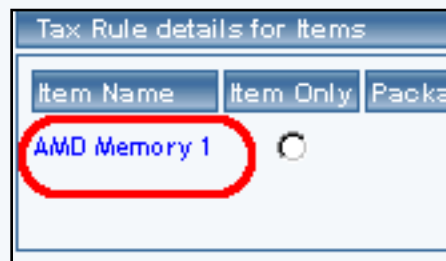
To add or remove a tax rule to or from an item, use the "Apply or Remove Rule to or from Items" section located toward the bottom of the administration page.

To add an item to the rule, click on the name of the item under the "Available Methods" heading. Click the "right arrow" button.

The page will refresh with the item now located under the "Items Using Rules" heading.

To remove an item from the rule, click on the name of the item under the "Items Using Rule" heading. Click the "left arrow" button.

The page will refresh with the item now located under the "Available Rules" heading.

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Item Handling Charges

Overview

Handling charges can be applied to any item or product used in the catalog. This feature allows a site owner to apply a charge that is independent of any shipping methods and/or charges.

When a handling charge rule is applied to any item, any global handling charges that may have been in effect will be disabled for the item.

Use the item handling charges administration page to view, remove, add, activate, or deactivate item specific handling charges.

An example of a handling charge named "Hazardous Material", as it appears at checkout

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing item from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new item. The item management page will load in a new browser window.

Click on the "Handling Charges" text link. The Handling Charge Rules administration page will load in a new browser window.

Any global handling charge rules that apply to the item will be listed at the bottom of the page. To view a global rule, click on the rule name. The global handling charge rules modification page will open in a new browser window.

When a handling charge is applied to an item, it will override any global rules that were previously active for the item.

To add a new handling charge rule, click on the "Add Handling Rule" text link. The add handling charge rule administration page will open in a new browser window.

To Apply an existing handling charge rule to the item, highlight the rule from the "Available Methods" list, located in the "Apply or Remove Existing Handling charges Rules" section. Click on the right arrow button.

The page will refresh with the selected rule now populated in the "Current Handling Charge Rules" list. More than one rule may be selected by highlighting multiple rules.
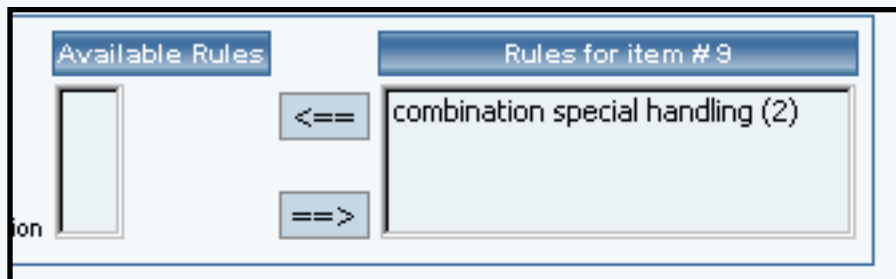
To remove an existing rule from the item, highlight the rule from the "Current Handling Charge Rules" list. Click on the left arrow button.
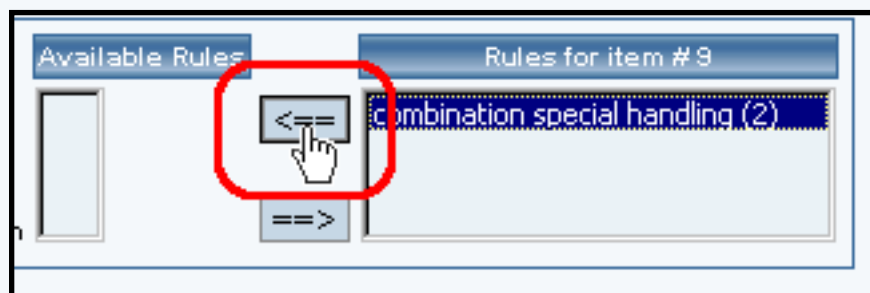
The page will refresh with the selected rule now populated in the "Available Rules" section. More than one rule may be selected by highlighting multiple rules.

To activate or deactivate a rule currently applied to the item, click or unclick the selection box next to the rule to change, located in the "Handling Charge Rule Details" section.
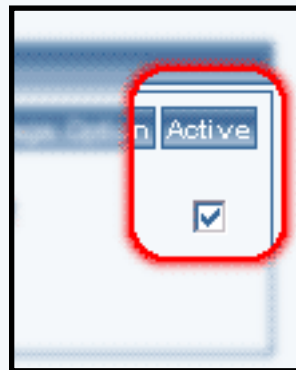
Click the update button. The current page will refresh showing the desired changes.
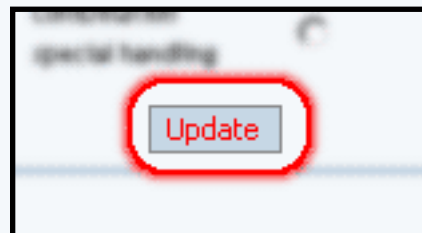
To view the details of a currently applied rule, click the name of the rule, located in the "Handling Charge Details" section. The handling charge rule details for items page will load in a new browser window. This page is used to view and manage which items the rule is currently applied to.
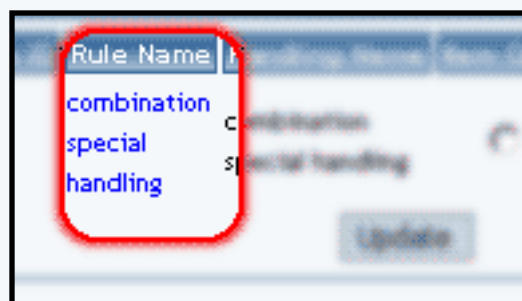
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Handling Rules Details For Items
View and manage the handling charge details for all items using the selected handling charge rule, or apply the existing rule to other items.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page. Select an existing item from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new item. The item management page will load in a new browser window. Click on the "Handling Rules" text link. The Item Handling Charge Rules page will load in a new browser window. Click on the rule to view the details.

The handling charge rules details for items page will load in a new browser window. This page is used to view and manage the handling charges rules details for all items using the selected rule.

All items that the rule is currently applied to will be listed under the "Handling Rule Details for Items"

section.

The current rule can be applied to an item, a package, or both an item and a package. To change how a rule is applied to any listed item, click on the applicable radio button next to the item. Press the "Update" button to save any changes.

The handling charges rule can be activated or deactivated for any item in the list. Toggle the selection box under "Active" next to the item to modify to change the status. Click the "Update" button to save changes.

To view the details of any item in the list, click on the item name. The [item management](#) page will load in a new window.

To add or remove items from the rule, use the "Apply or Remove Handling Charges to or from Items" section located toward the bottom of the administration page.

To add an item to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.

The page will refresh with the item now located under the "Items Using..." heading.

To remove an item from the rule, click on the name of the item under the "Items Using..." heading. Click the "left arrow" button.

The page will refresh with the item now located under the "Available Items" heading.

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Package Options

Overview

The package option feature is used to tell the software that an item will be available for use in a product package, and what price this item will sell for when it is used in a package.

A [package](#) is a product that is made up from groups of items. Customers are given choices from at least one group of items, and the price of the package is automatically calculated based on the customer's selections.

This feature is ideal to offer:

- An optional warranty
- Product upgrades
- Customizable product bundles

In order for a product to be used in package, it must first be [added as an item](#).

Once the item is created, at least one item package option must be defined before it can be used in a package. An item's package option is defined by specifying the retail price that the item will sell for as a part of the package.

[*An example of Item Package Options in three Option Groups*]

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page. Access the item management page by either creating a new item or by selecting an item to edit from the item drop down menu. The item management page will load in a new browser window. Click on the "Package Options" text link located at the top of the administration window.
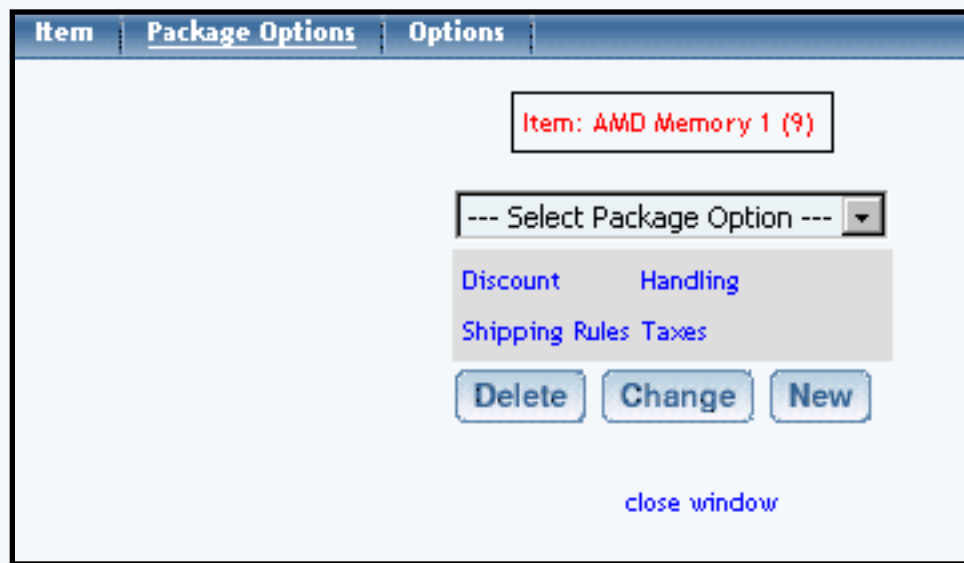
Any item to be used in a package must have at least one package option defined. All package options are created by defining a price for each option. The system will display the package option by its price, and a system defined identification number. Once a package option is defined, it may be used in one or more package items.
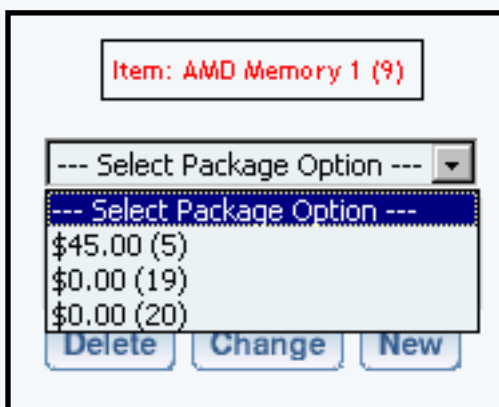
To create a new package option, click on the "new" button.

Type the retail price of the option in the pop-up dialog box, and click ok. Repeat this process to create all necessary package options.
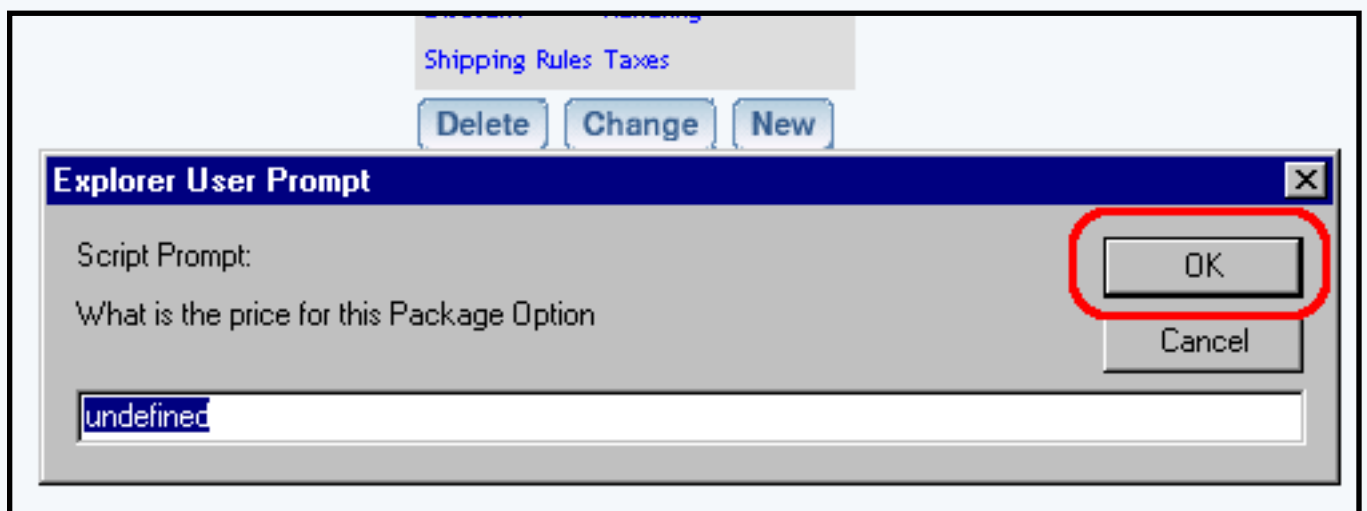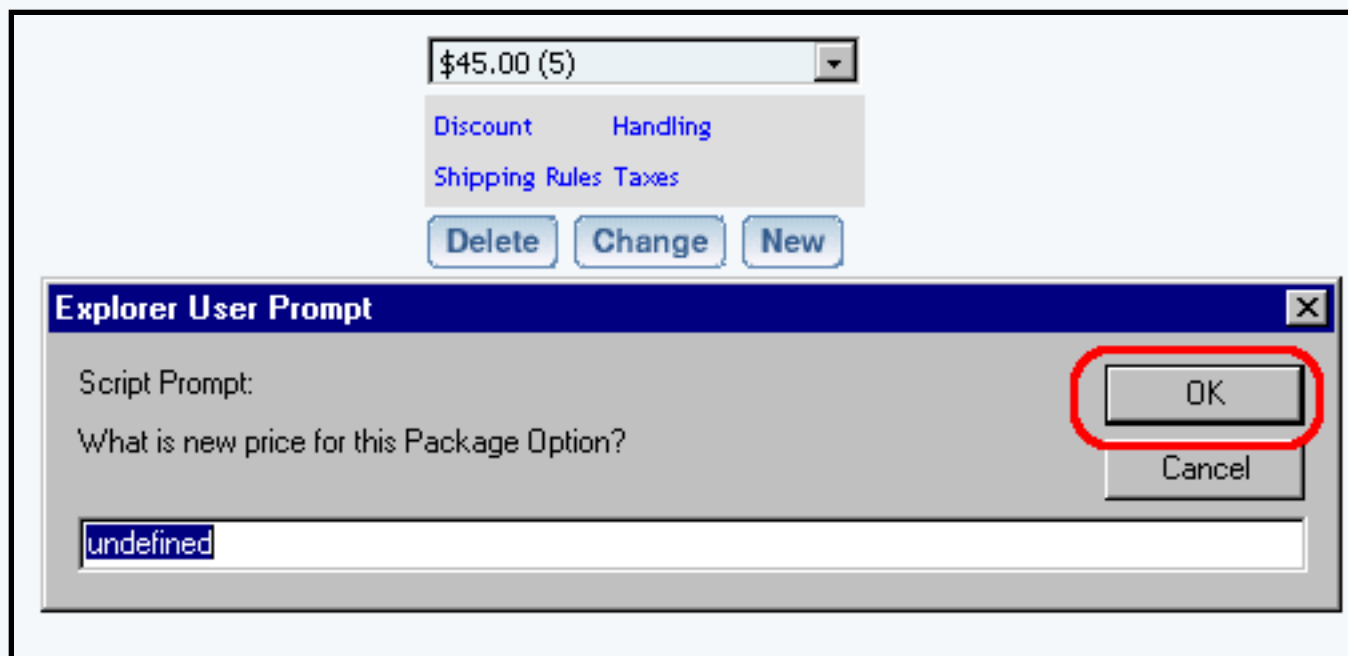
To change the price of an existing package option, select the option from the drop down menu and click on the "change" button.

A dialog box will pop-up. Type in the new retail price and click ok.

To create, modify or view package option discounts, select the desired package option from the drop-down menu, and click on the "discount" text link. The package option discount page will load in a new browser window.

To create, modify or view package option shipping rules, select the desired package option from the drop-down menu, and click on the "Shipping Rules" text link. The package option shipping rules page will load in a new browser window.

To create, modify or view package option handling rules, select the desired package option from the drop-down menu, and click on the "Handling" text link. The package option handling rules page will load in a new browser window.

To create, modify or view package option tax rules, select the desired package option from the drop-down menu, and click on the "Taxes" text link. The package option tax rules page will load in a new browser window.

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Item Package Option Rules
Item Package Option Discount Rules
Item Package Option Tax Rules
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Package Option Discount Rules

Overview

A package option discount is a reduction in the retail price limited to the selected package option. Any global discount rules will be disabled once a package discount is applied.

A package option discount will not be applied to an item, only to an item's package option. This gives a Web site owner the ability to offer a discount if a customer purchases the package, rather than buying the individual item seperately.

CD Changer - 16 CD Capacity

Item Id: 226
Price: $165.00 — No discount applied when item is purchased seperately
Qty : 1

[enlarge]   Buy Now!

This State of the art CD changer is a perfect addition to your home entertainment system

[In the above example, there is no discount applied to the item]

CD Player   ☐ CD Changer - 16 CD Capacity [$165.00 - 24.75 = 140.25]
High Quality, Stackable CD changer with a 16 CD Capacity.

☑ CD Player [$65.00] Package Option Discount
High Quality, Stackable CD Player

Tape Deck   ○ Dual Tape Deck [$95.00 - 14.25 = 80.75]

[However, in this example the item is discounted as a part of a "build your own stereo" package]

Navigation: From the item management page, click on the "Package Options" text link located at the top of the administration window.

Create a new package option, or select an existing package option to use from the drop-down menu. Click on the "Discount" text link. The package option discount page will load in a new browser window.

To create a new discount rule, click on the "Add Discount Rule" text link. The add discount rule page will load in a new browser window.

Any global discount rules will be disabled once a package discount is applied.
Back to Item Management Page

Current Discount Details for a Package Option
To activate, deactivate, or view discount rules currently applied to the selected package option.

To activate or deactivate a current package option discount, check or uncheck the box next to the rule, and click the "update" button. The current page will refresh and confirm any changes.
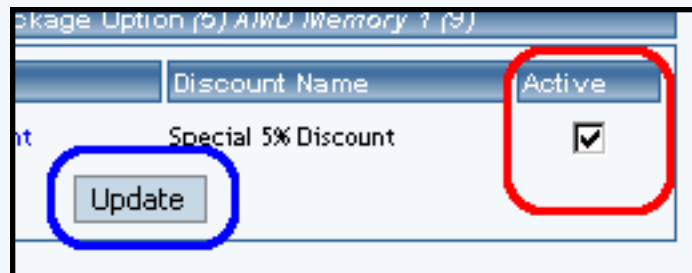
Any package discount that is applied will override global discount rules, and only the package discount will apply to the package option.

To view a selected package option discount, click on the name of the desired rule, which will load the Discount Details for Package Options administration page in a new browser window.
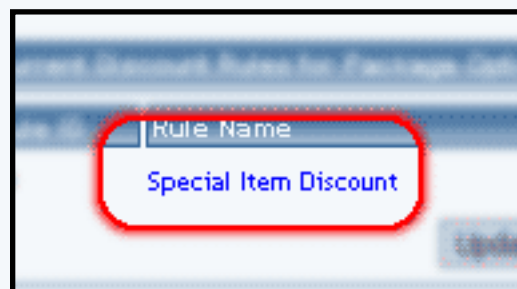
Discount Details for Package Options
View and manage the discount details for all package options using the selected discount rule.

Navigation: From the package option discount page, click on the current discount rule to view the rule details. The "discount details for package options" page will load in a new browser window.

This page is used to view and manage the discount details for all package options using the selected discount rule.

Package Options Admin for Discount Rule # 13 (Special Item Discount)

Discount details for Package Options

ID	Item Name	Active
(30)	Crystal Vase	☑
(5)	AMD Memory 1	☑
(27)	White Roses	☑

Update

Apply or Remove Discounts for Package Options

Active ☑

Available PackageOptions		Package Options us
(29)Glass Vase(65) (2)Intel Memory(10) (3)Intel Memory 2(15) (4)Intel Memory 3(16)	<== ==>	(30) Crystal Vase(6 (5) AMD Memory 1((27) White Roses(6

close window

All package options that the rule is currently applied to will be listed under the "Discount Details for Package Options" section.

Discount details for Package Options

ID	Item Name	Active
(30)	Crystal Vase	☑
(5)	AMD Memory 1	☑
(27)	White Roses	☑

Update

The discount rule can be activated or deactivated for any package option in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.
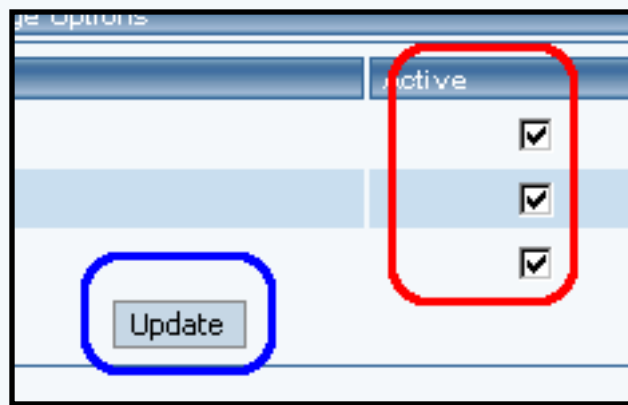
To view the details of any package option in the list, click the applicable name. The package option management page will load in a new window.
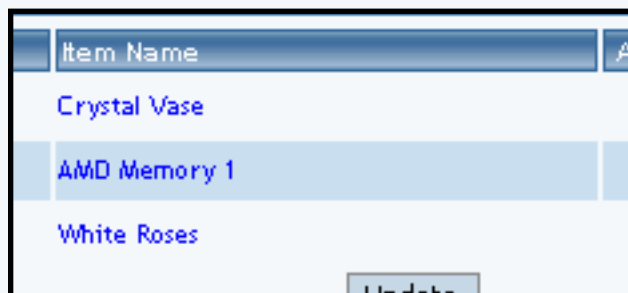
To add or remove package options from the discount rule, use the "Apply or Remove Discounts for Items" section located toward the bottom of the administration page.

To add a package option to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.
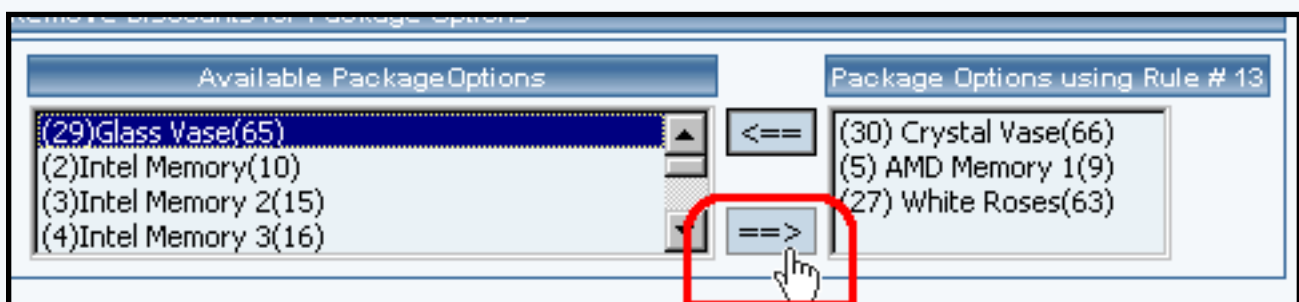
The page will refresh with the item now located under the "Package Options Using..." heading.
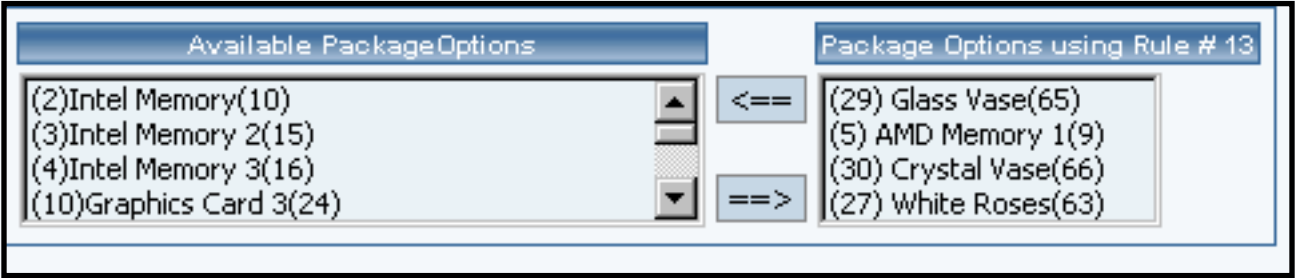
To remove a package option from the rule, click on the name of the item under the "Package Options Using..." heading. Click the "left arrow" button.

The will refresh with the item now located under the "Available Package Options" heading.

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Applying or Removing Existing Discount Rules
Apply an existing discount rule to a package option, remove a discount rule currently applied to the package option, or deactivate all discount rules applied to the current package option.
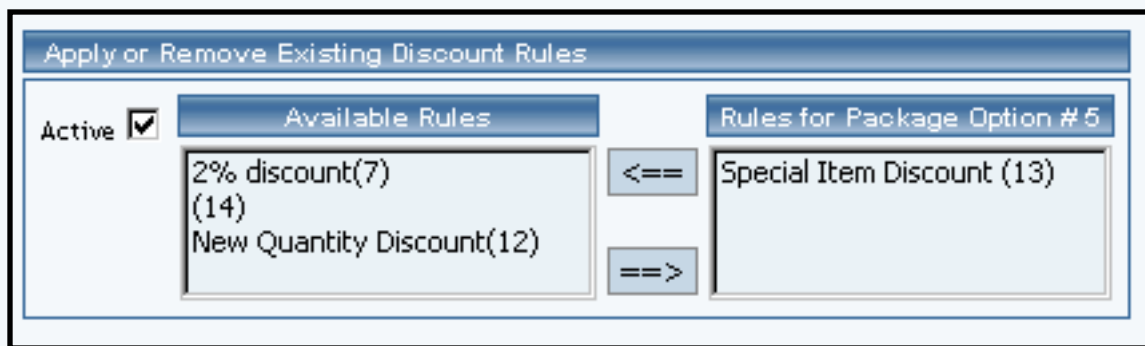
To add an existing discount rule to the package option, click on the name of the rule under "available rules". Click on the right arrow to add the rule to the package option.
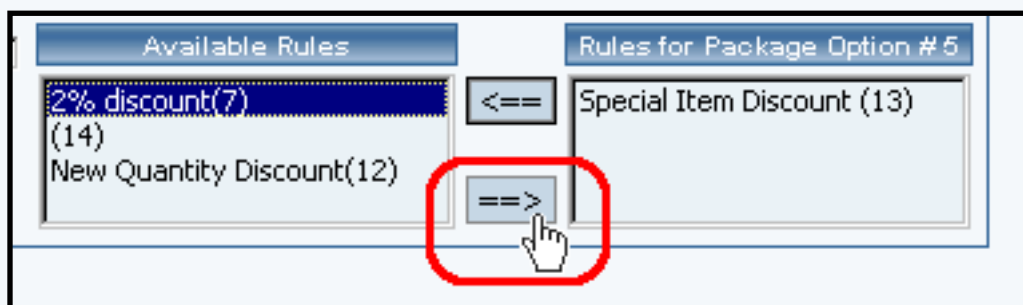
The current page will refresh, and the chosen discount rule will appear under the "Rules for Package Option". The new rule will then apply to all purchases that include this package option.
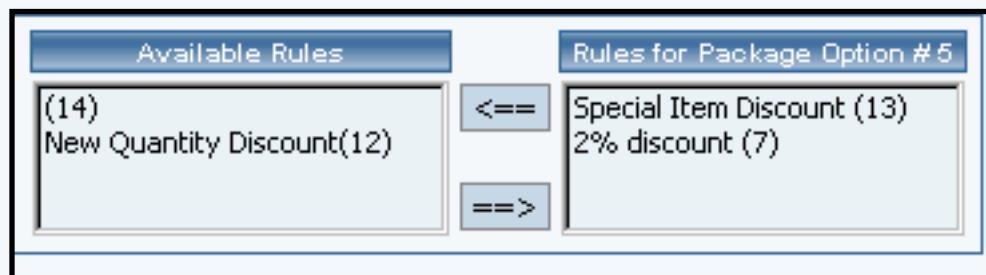
Once a discount is applied to a package option, global discount rules will be disabled.

To remove a discount rule that is currently applied to the package option, click on the name of the rule under "Rules for Package Option". Click on the left arrow to remove the rule.
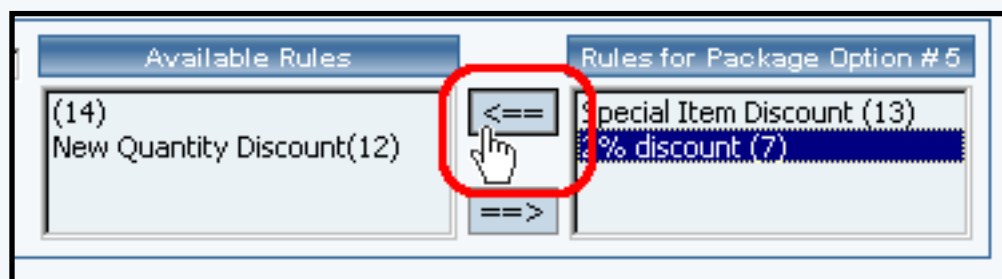
The current page will refresh, and the chosen discount rule will only appear under the "Available Rules"

section.
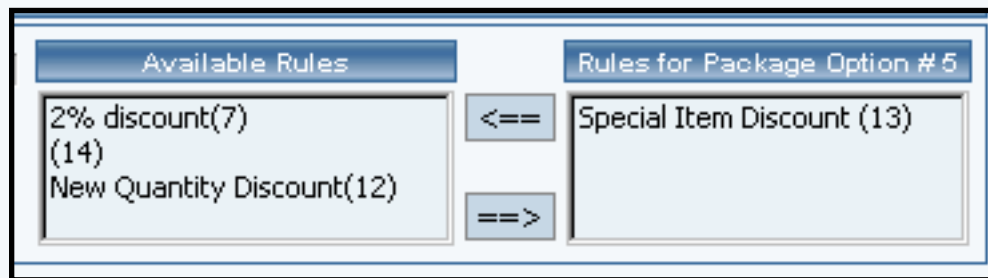
To deactivate currently applied package rules, uncheck the box next to "Active", and click on the "update" button. This will deactivate the package option discount rule, but leave the current configuration intact. To activate the discount rules once more, check the box next to "Active", and click on the update button.
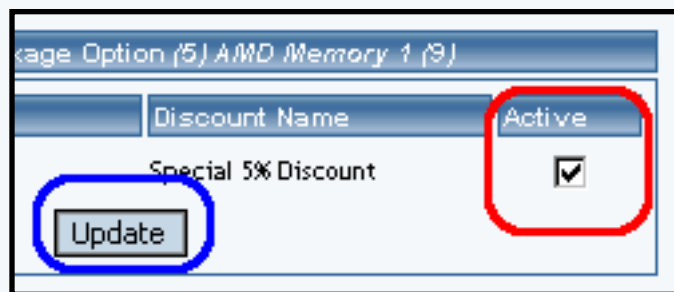
Package Option Tax Rules

Related Links:

Overview | Tax Rule Details for Package Options

Overview

Tax rules may be applied to any package option. This feature would be used only if the item, sold individually, would have a different tax rate then when sold as a part of a package.

Use this section to view, remove, add, activate, or deactivate tax rules for a package option.

Navigation: From the item management , click on the "Package Options" text link located at the top of the administration window.

Create a new package option, or select an existing package option from the drop-down menu. Click on the "Taxes" text link. The package options tax administration page will open in a new browser window.

Any global tax rules that apply to the package will be listed at the bottom of the page. To view a listed global tax rule, click on the tax rule name. The global tax modification page will open in a new browser window.

When a custom tax rule is applied to a package option, it will override any global rules that were previously active for the package option.

To add a new custom tax rule, click on the "Add Tax Rule" text link. The add tax rule administration page will open in a new browser window.
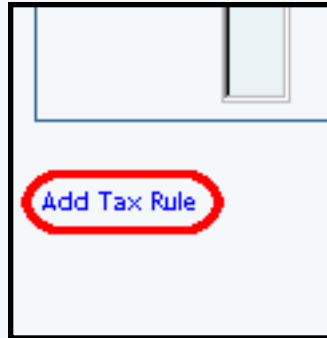
To Apply an existing tax rule to the package option, highlight the tax rule from the "Available Methods" list, located in the "Apply or Remove Existing Tax Rules" section. Click on the right arrow button.
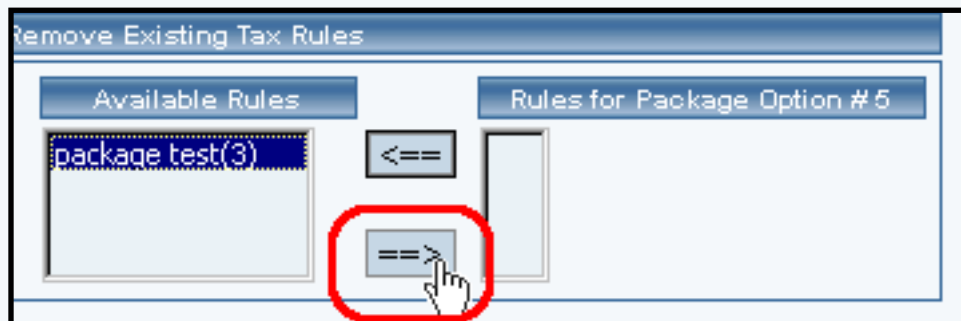
The page will refresh with the selected tax rule now populated in the "Current Tax Rules" list. More than one tax rule may be selected by highlighting multiple rules.
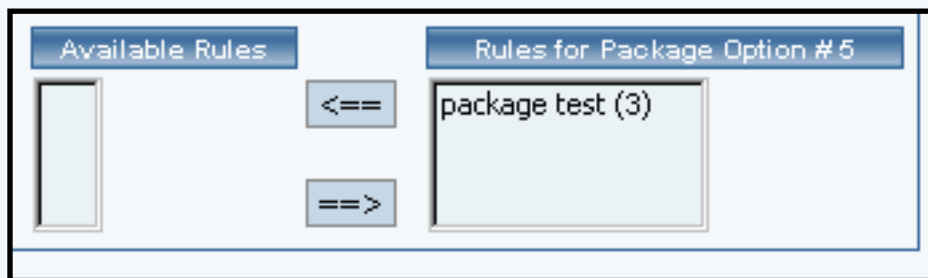
To remove an existing custom tax rule from the package option, highlight the tax rule from the "Current Tax Rules" list. Click on the left arrow button.
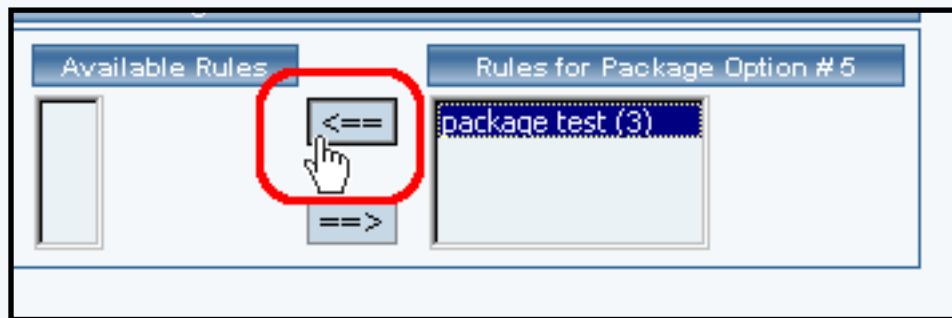
The page will refresh with the selected tax rule now populated in the "Available Rules" section. More than one tax rule may be selected by highlighting multiple rules.
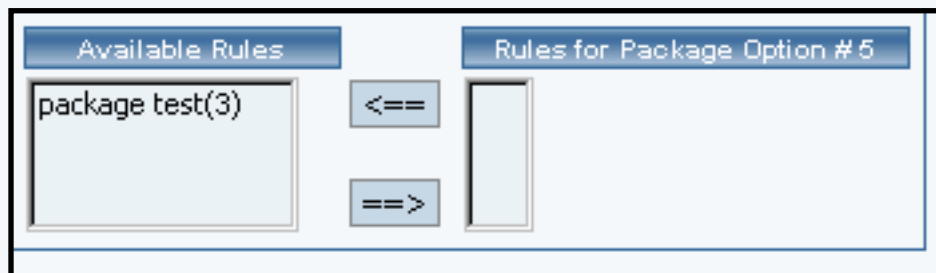
To activate or deactivate a custom tax rule currently applied to a package option, click or unclick the selection box next to the tax rule to change, located in the "Tax Rule Details" section. Click the update button. The current page will refresh showing the desired changes.
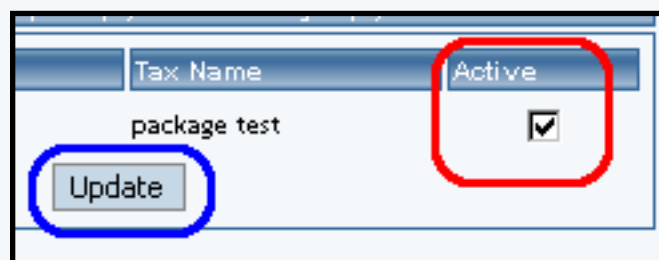
To view the custom tax rule package option details of a currently applied tax rule, click on the name of the tax rule, located in the "Tax Details" section. The tax rule details for items page will load in a new browser window. This page is used to view and manage which items the custom tax rule is currently applied to.
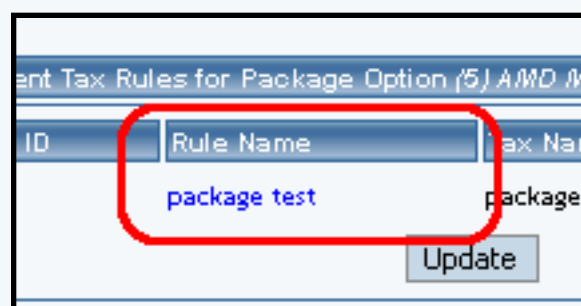
Tax Rule Details for Package Options

View and manage the tax details for all package options using the selected rule.

Navigation: From the item management page, click on the "Package Options" text link located at the top of the administration window.

Create a new package option, or select an existing package option to use from the drop-down menu. Click on the "Taxes" text link. The tax rules for packages options administration page will load in a new browser window.

Click on a current tax rule to view the rule details. The tax rule details for package options page will load in a new browser window.

This page is used to view and manage the rule details for all package options using the selected tax rule.

All package options that the rule is currently applied to will be listed under the "Tax Rule Details for Package Options" section.

The tax rule can be activated or deactivated for any package option in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.

To view the details of any package option in the list, click the applicable name. The package option management page will load in a new window.

To add or remove package options from the tax rule, use the "Apply or Remove Tax Rules for Package

Options" section located toward the bottom of the administration page.

When a custom tax rule is applied to a package option, it will override any global rules that were previously active for the package option.

To add a package option to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.

The page will refresh with the item now located under the "Package Options Using..." heading.
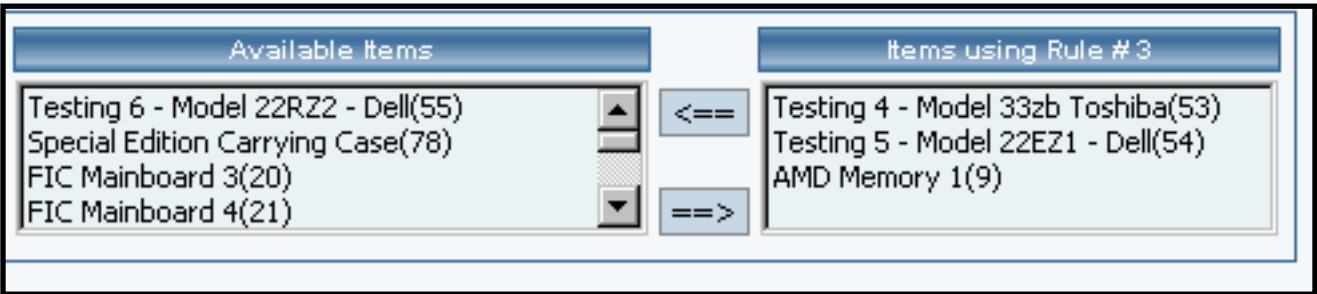
To remove a package option from the rule, click on the name of the item under the "Package Options Using..." heading. Click the "left arrow" button.

The will refresh with the item now located under the "Available Package Options" heading.

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Package Option Handling Charges Rules

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Item Management Page](#) | [Package Options for Items](#)

[Overview](#) | [Handling Charges Details for Package Options](#)

Overview

Handling charges may be applied to any package option. This feature would only need to be used if special handling charges do not apply when the item is sold seperately.

Applying a package option handling charge rule will disable any handling charge applied to the item.

For example, this feature may be used to:

- Add a labor charge that wouldn't be present if the product was not a package option

- Add a packaging charge for materials that wouldn't be needed when the product was sold seperately

Use this section to view, remove, add, activate, or deactivate custom handling charges for a package option.

Navigation: From the [item management](#) page, click on the "Package Options" text link located at the top of the administration window.

Create a new package option, or select an existing package option from the drop-down menu. Click on the "Tax Rules" text link. The package options handling rules administration page will open in a new browser window.

Handling Rules Admin for Package Option (5) AMD Memory 1 (9)

Current Handling Rules for Package Option (5) AMD Memory 1 (9)

Rule ID	Rule Name	Handling Name	Active

Update

Apply or Remove Existing Handling Rules

Active ☑   Available Rules   Rules for Package Option # 5

combination special handling(2)   <==

==>

Add Handling Rule

Global handling rules that apply to this package option (5) AMD Memory 1 (9):
Fuel Surcharge (4)
Fuel Surcharge (5)

close window

Any global handling rules that apply to the package will be listed at the bottom of the page. To view a listed global handling rule, click on the rule name. The global handling rules modification page will open in a new browser window.

When a custom handling rule is applied to a package option, it will override any global rules that were previously active for the package option.

To add a new custom handling rule, click on the "Add Handling Rule" text link. The add handling rule administration page will open in a new browser window.

To Apply an existing handling rule to the package option, highlight the rule from the "Available Methods" list, located in the "Apply or Remove Existing Handling Rules" section. Click on the right arrow button.
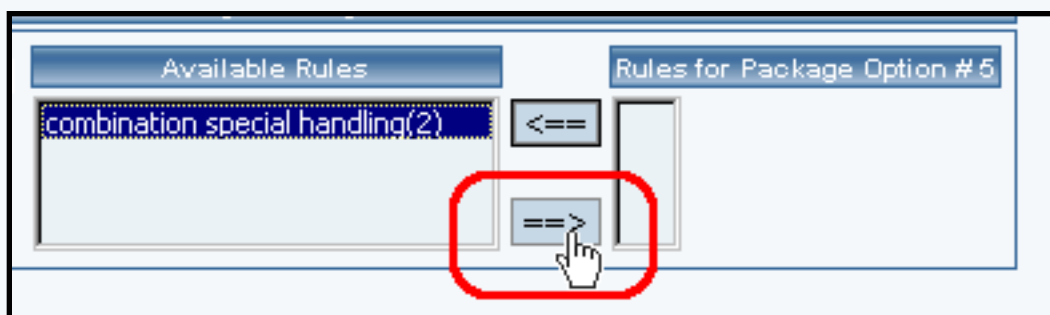
The page will refresh with the selected handling rule now populated in the "Current Handling Rules" list. More than one handling rule may be selected by highlighting multiple rules.
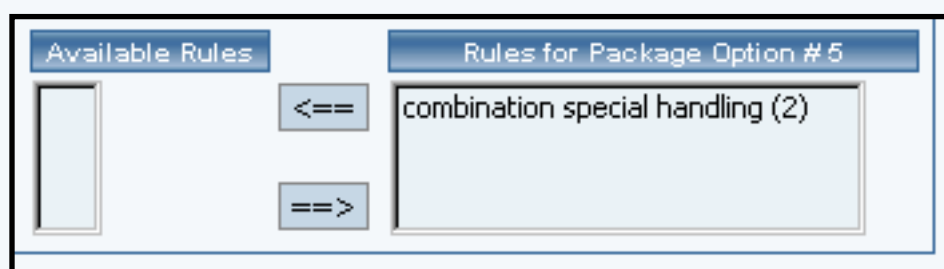
To remove an existing custom handling rule from the package option, highlight the rule from the "Current Handling Rules" list. Click on the left arrow button.
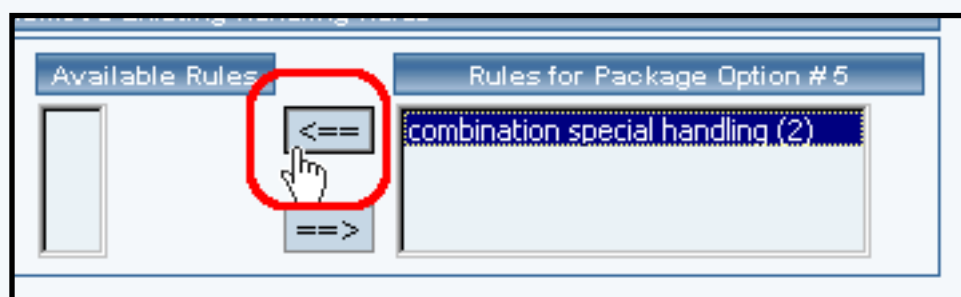
The page will refresh with the selected rule now populated in the "Available Rules" section. More than one handling rule may be selected by highlighting multiple rules.
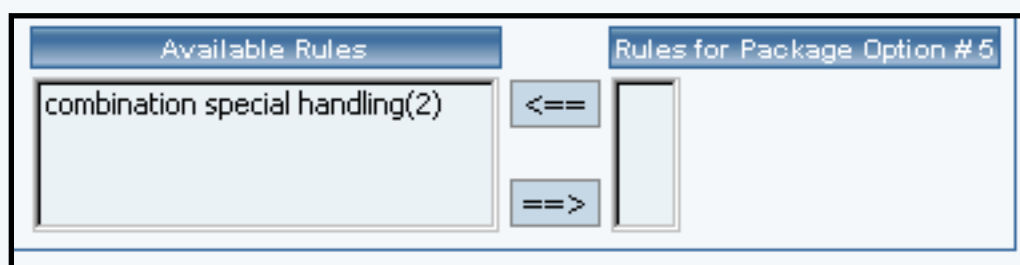
To activate or deactivate a custom handling rule currently applied to a package option, click or unclick the selection box next to the rule to change, located in the "Handling Rule Details" section. Click the update button. The current page will refresh showing the desired changes.
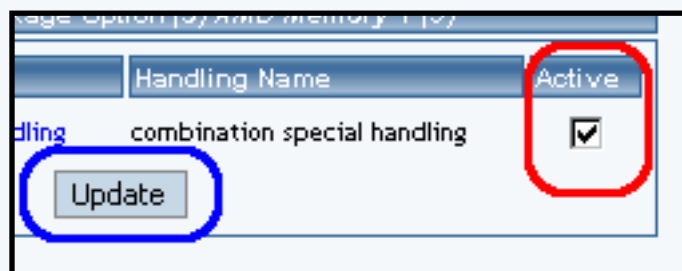
To view the custom handling rule package details of a currently applied handling rule, click on the name of the rule, located in the "Handling Details" section. The handling rule details for package options page will load in a new browser window. This page is used to view and manage which package items the custom handling rule is currently applied to.
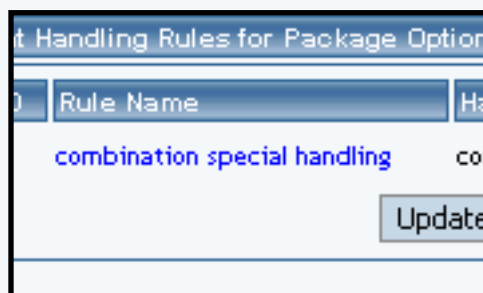
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Handling Charges Details for Package Options
View and manage the handling charges details for all package options using the rule.

Navigation: From the item management page, click on the "Package Options" text link located at the top of the administration window.

Create a new package option, or select an existing package option to use from the drop-down menu. Click on the "Handling Rules" text link. The "package option handling charges rules details" page will load in a new browser window.

Click on the desired handling charges rule to view the rule details. The handling charges rules details for package options page will load in a new browser window.

This page is used to view and manage the handling charges details for all package options using the rule.

All package options that the rule is currently applied to will be listed under the "Handling Charges Rules Details for Package Options" section.

The handling charges can be activated or deactivated for any package option in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.

To view the details of any package option in the list, click the applicable name. The package option management page will load in a new window.

To add or remove package options from the handling charges rule, use the "Apply or Remove Handling Charges Rules for Items" section located toward the bottom of the administration page.
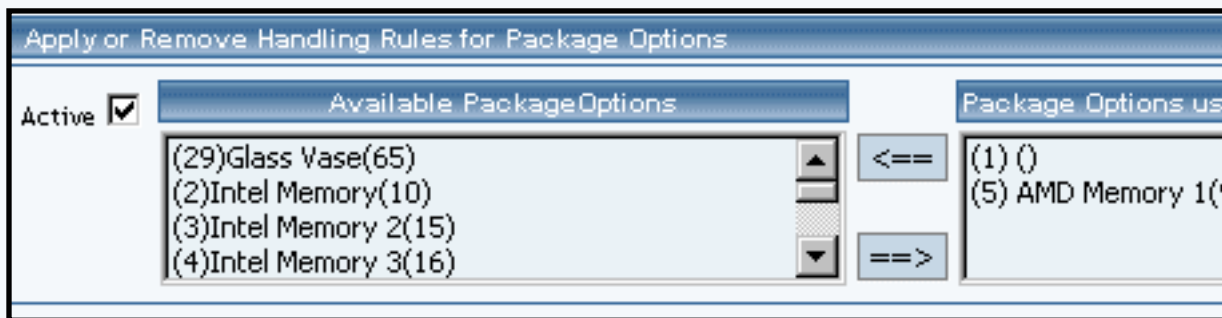
To add a package option to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.

The page will refresh with the item now located under the "Package Options Using..." heading.
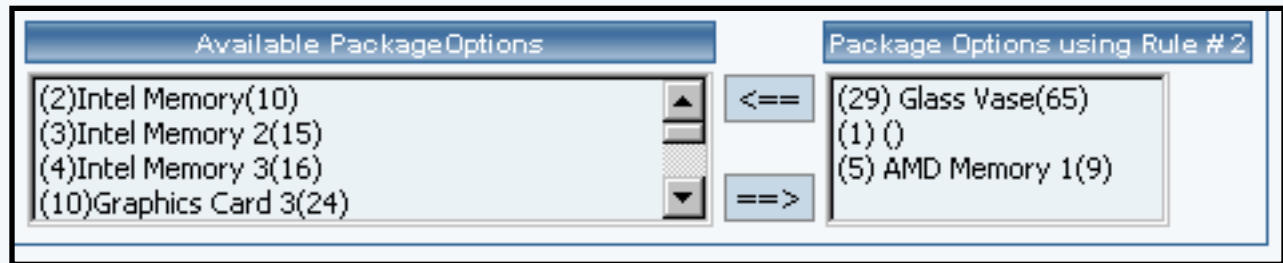
To remove a package option from the rule, click on the name of the item under the "Package Options Using..." heading. Click the "left arrow" button.

The will refresh with the item now located under the "Available Package Options" heading.

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Package Option Shipping Rules

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Item Management Page](#) | [Package Options for Items](#)

[Overview](#) | [Shipping Rule Details for Package Options](#)

Overview

Shipping rules may be applied to any package option. This feature would only need to be used if the handling rules do not apply when the item is sold seperately. Shipping rules can only be applied to user-defined shipping methods.

Use this section to view, remove, add, activate, or deactivate custom shipping rules for a package option.

Navigation: From the [item management](#) page, click on the "Package Options" text link located at the top of the administration window. Create a new package option, or select an existing package option from the drop-down menu. Click on the "Shipping Rules" text link. The shipping rules for package options administration page will open in a new browser window.

Any global shipping rules that apply to the package will be listed at the bottom of the page. To view a listed global shipping rule, click on the rule name. The global shipping rules modification page will open in a new browser window.

When a custom shipping rule is applied to a package option, it will override any global rules that were previously active for the package option.

To add a new custom shipping rule, click on the "Add Shipping Rule" text link. The add shipping rule administration page will open in a new browser window.

To apply an existing shipping rule to the package option, highlight the rule from the "Available Rules" list, located in the "Apply or Remove Existing Shipping Rules" section. Click on the right arrow button.

The page will refresh with the selected rule now populated in the "Current Shipping Rules" list. More than one shipping rule may be selected by highlighting multiple rules.

To remove an existing custom shipping rule from the package option, highlight the rule from the "Current Shipping Rules" list. Click on the left arrow button.

The page will refresh with the selected rule now populated in the "Available Rules" section. More than one shipping rule may be selected by highlighting multiple rules.

To activate or deactivate a rule currently applied to a package option, click or unclick the selection box

next to the rule to change, located in the "Shipping Rule Details" section. Click the "Update" button. The current page will refresh showing the desired changes.

To view a custom shipping method for a currently applied rule, click on the name of the method, located in the "Shipping Details" section. The shipping method details for package options page will load in a new browser window. This page is used to view and manage which package options the custom shipping method is currently applied to.

To view the details of the rule itself, click on the "Rule Id" number. The shipping rule details for packages page will load in a new window.

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Shipping Rule Details for Package Options
View and manage the shipping rule details for all package options using the selected rule.

Navigation: From the item management page, click on the "Package Options" text link located at the top of the administration window.

Create a new package option, or select an existing package option to use from the drop-down menu. Click on the "Shipping Rules" text link. The package option shipping rules page will load in a new browser window.

Package Options Admin for Shipping Method # 10 (*Customer Pickup*)

Shipping Method details for Package Options

ID	Item Name	Active
(5)	AMD Memory 1	☑

[Update]

Apply or Remove Shipping Methods for Package Options

Active ☑

Available Package Options

```
(20) AMD Memory 1 (9)
(6) AMD Memory 2 (13)
(13) Amd CPU 1 (5)
(22) Amd CPU 1 (5)
```

[<==]

[==>]

Package Option

(5) AMD Memor

Package Options that use all shipping methods:
(includes shipping method # 10)

(29) Glass Vase(65)
(2) Intel Memory(10)
(3) Intel Memory 2(15)
(4) Intel Memory 3(16)
(10) Graphics Card 3(24)
(11) Graphics Card 5(25)
(12) Graphics Card 6(26)
(21) Monitor 2(28)
(30) Crystal Vase(66)
(8) Graphics Card 1(22)
(31) Greeting Card(67)
(9) Graphics Card 2(23)
(32) AMD Memory 3(14)
(16) CPU w/Artic Ice & Shim(30)
(33) AMD Memory 3(14)
(25) Yellow Roses(62)
(26) Red Roses(61)
(18) ATI All in Wonder Pro - 64 meg upgrade(33)
(27) White Roses(63)
(28) Carnations(64)

close window

Click on the desired shipping rule to view the details. The shipping rule details for package options page

will load in a new browser window.
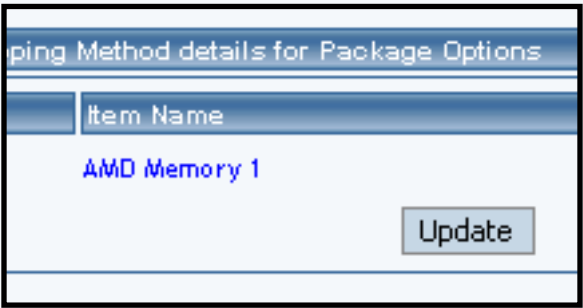
This page is used to view and manage the shipping rule details for all package options using the selected rule.

All package options that the rule is currently applied to will be listed under the "Shipping Rule Details for Package Options" section.

The shipping rule can be activated or deactivated for any package option in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.
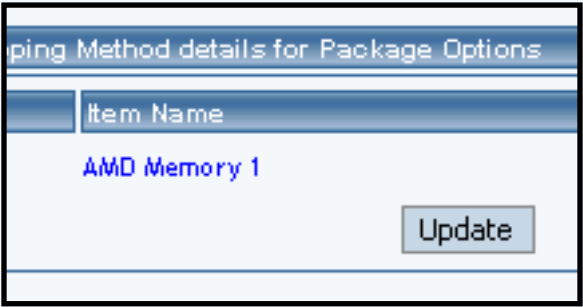
To view the details of any package option in the list, click the applicable name. The package option management page will load in a new window.

To add or remove package options from the shipping rule, use the "Apply or Remove Discounts for Items" section located toward the bottom of the administration page.

To add a package option to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.

The page will refresh with the item now located under the "Package Options Using..." heading.

To remove a package option from the rule, click on the name of the item under the "Package Options Using..." heading. Click the "left arrow" button.

The will refresh with the item now located under the "Available Package Options" heading.

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Item Options

Overview
Item options allow a site owner to:

- Offer customers a choice from a list of selections
- Add a text field which allows a customer to type in actual information needed to complete the purchase

When purchasing product, a customer will be presented with a drop-down menu which contains a list of choices. The customer will be able to choose one option from this menu.

If the text field option is used, the customer will see a named label (such as "Special Instructions:") with an empty text area below. A customer purchasing the product will be able to type comments, special instructions, and/or specific details pertinent to the purchase.

As an example, the options feature can be used to offer customers a choice of colors or sizes, or a text field can be created which allows a customer to type in comments. Any number of options can be set up, as long as the choices do not affect the selling price of the product.

Use the item option administration page to add, delete or modify options associated with an item. This feature allows customers to select non-price dependent options from a pre-defined list of choices.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Access the item management page by either creating a new item or by selecting an item to edit from the item drop down menu. The item management page will load in a new browser window. Click on the "Options" text link located at the top of the administration window.

To add a small text area to the item, activate the feature by clicking the check box next to "Text Area Option". Enter the name to display above the text area in the space provided. Click on the "Update" button to save the changes.

If necessary, more than one text area may be added. To add another text field, click on the "New Text Area Option" button, and repeat the steps above.

To create a new option, click on the "New Option" button. Once the page reloads, replace the default option name "New" with any desired name (example: "Color"). In the empty field next to "values", type in the first value (example: "Red"), and click the "Add" button. Add as many values as desired by repeating this process.

For each option created, a new option administration area is populated on the page.

To delete an existing option set, click on the "Delete" button located beneath the option Id number.

To change the order of any option set, click on the "Up" or "Down" arrow button located beneath the "Option Id" number. Repeat this process until all option sets appear exactly as they should be displayed in the product catalog.

To change the name of any option set, type over the existing name, and click the "Update" button.

To delete an existing value within an option set, highlight the value and press the "Remove" button located to the right of the value list.

To re-order any values within an option set, highlight the value to move by clicking on it from the list of values. Use the "Up" or "Down" arrow button to move the value. Repeat this process until the value list is ordered as it should be displayed in the catalog.

To change the name of any value used in an option set, delete the value, then add a new one.

Click the "Update" button to apply any changes before closing the item options window.

Back to Item Management Page
Back to the Top of the Page
10-Step Guide on Setting Up Ecommerce
Back to the Previous Page

Item Groups

Overview

An item group is a different way to display products. By creating an item group, a site owner tells the software to display items via a drop-down menu. Item groups are sets of products organized to provide an easy method to select and purchase related items.

All products in any item group appear in a drop-down menu in the online catalog, allowing customers to quickly select a desired product. When a customer selects a product from the menu, the page refreshes, displaying all of the pertinent product details. The customer can then choose to view another item from the menu, or to purchase the current product.
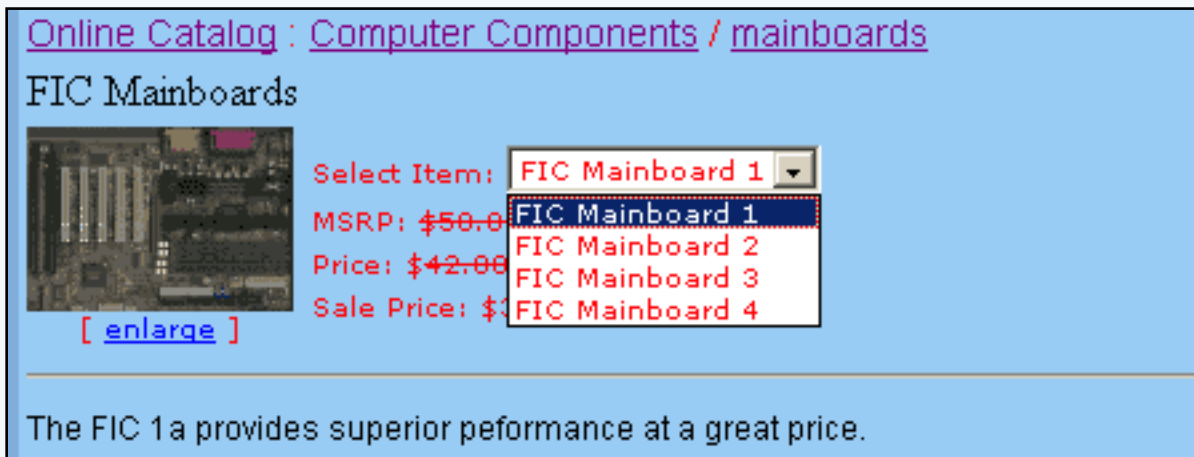
Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.
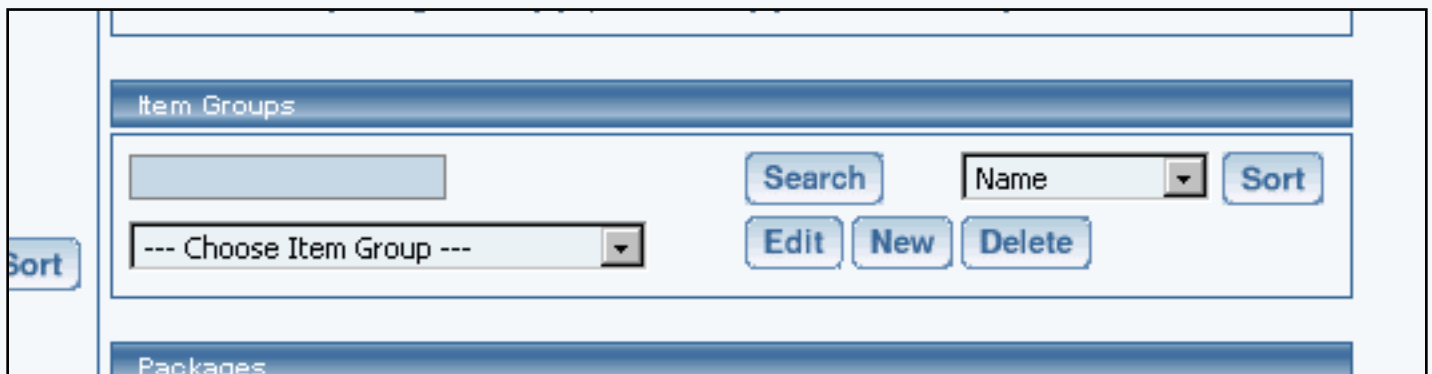
To add a new item group, click on the "New" button located in the item group section. The item group management page will open in a new browser window.
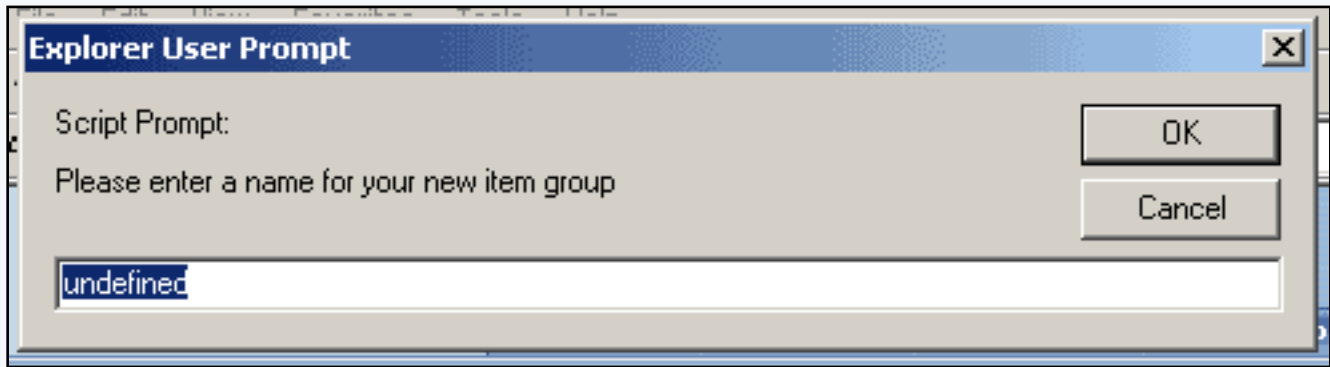
To edit an existing item group, select the group to edit from the drop down menu, then click on the "Edit" button. The item group management page will open in a new browser window.
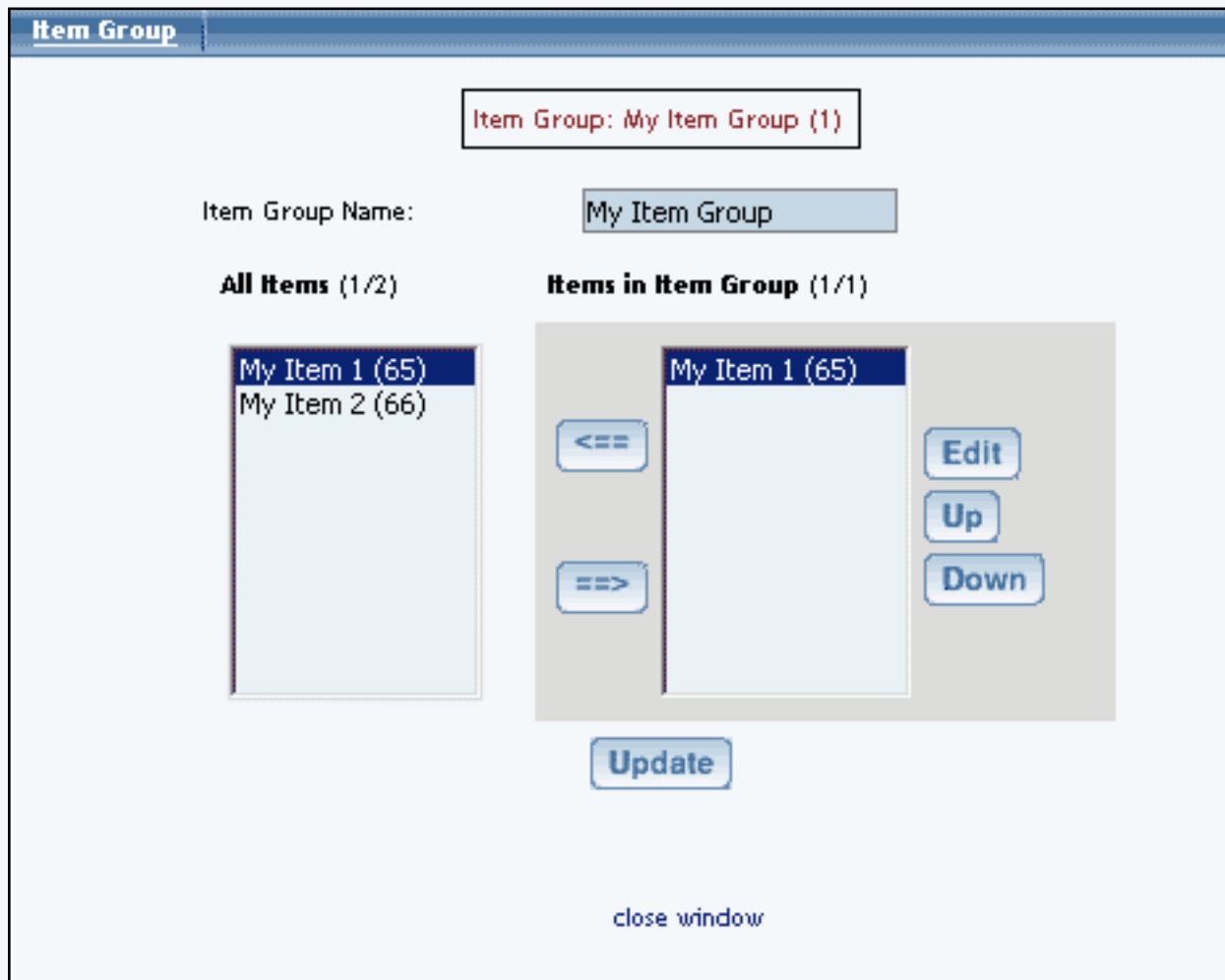
To delete an existing item group, select the item to delete from the drop down menu, then click on the "delete" button.
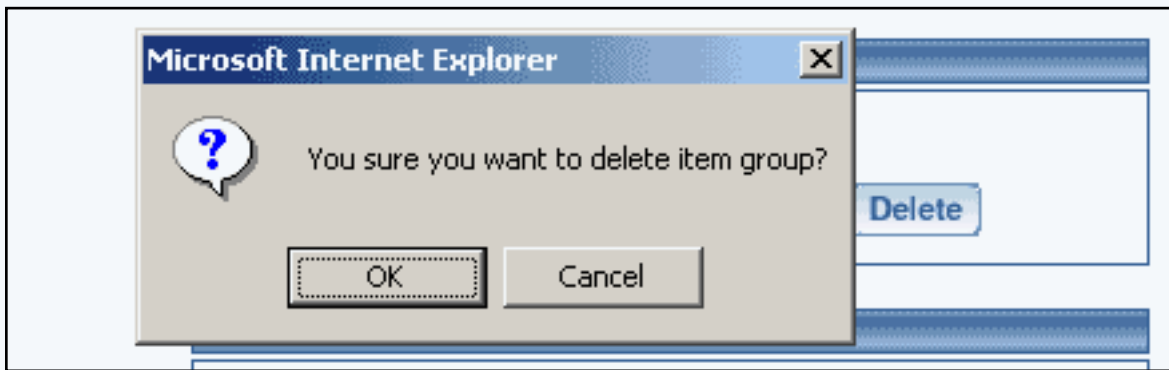
To search for item groups, type the item name in the empty text field located just above the item drop down menu and click the "Search" button. Once the page reloads, all matching groups will be available for selection from the drop down menu.

Item Group Management Page
Add, remove or re-order items used in an item group. Any products to be used in any Item Group must first be added as items.
Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.
Select an existing item group from the drop-down menu in the item group section and click the "Edit" button, or click on the "new" button to create and name a new item group. The item group management page will load in a new browser window.
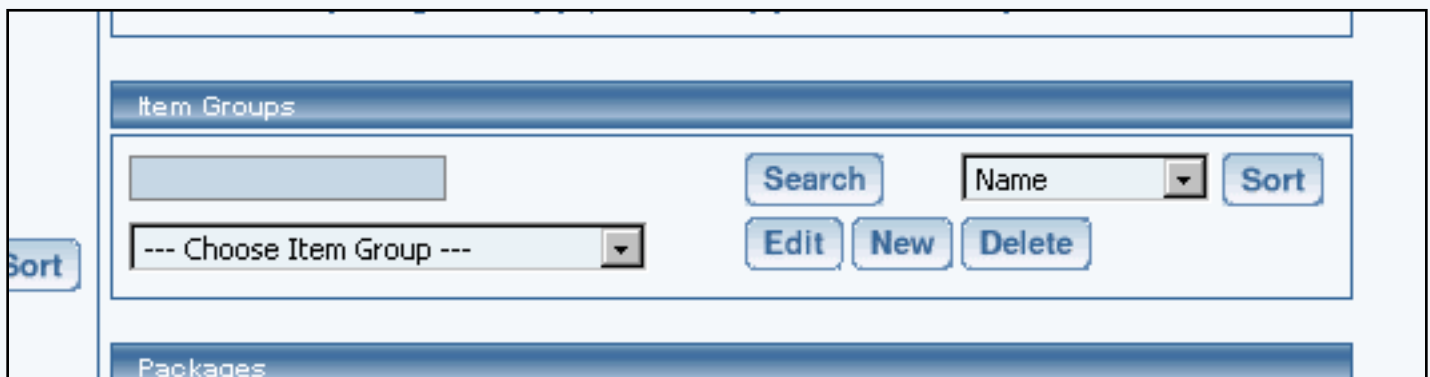
Item groups are sets of products organized to provide an easy method to select and purchase related items. All products in any item group appear in a drop-down menu in the online catalog, allowing customers to quickly select a desired product.
To add items to be used in the item group, select any item(s) from the "All Items" list on the left side of the page. Click on the right arrow button. The page will reload with the selected items now listed in the "Items in Item Group" section.

To remove items currently used in an item group, select any item(s) from the "Items in Item Group" section located on the right side of the page. Click on the left arrow button. The page will reload with the selected items now listed in the "All Items" section.

To edit items used in an item group, highlight the item in the "Items in Item Group" section, and click the edit button located to the right of the list. The item management page will load.

Item Group: My Item Group (1) → Item: My Item 2 (66)

Name: My Item 2   Use Quantity: ☑

Barcode: Use Units: ☐ Max Units: 0.00

Manufacturer: Unit Name:

Code: Height (inch): 0.00   Width (inch): 0.00

                                    Weight (lbs): 0.00   Length (inch): 0.00

Active: ☑   Use All Shipping Methods: ☑   Discount   Handling

Taxable: ☐   Enable Variable Price: ☐   Shipping Methods Shipping Rules

Price: $ 0.00   MSRP: $ 0.00   Taxes

Inventory Options: ◯ Don't allow users order items not in stock
                    ◯ Let users backorder items
                    ⦿ Don't use inventory

Warranty:

Short Description:

Description:

Meta Keywords:

Meta Description:

Shipping Origin: default ▼   Image: No Image

Update

close window

To change the order in which the items display in the product catalog, highlight the item to move by

clicking on it from the item list. Use the "Up" or "Down" arrow button to move the item. Repeat this process until all items are ordered as desired.

To change the name of the item group, type over the existing name in the field provided, then click the "Update" button.

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Product Catalog Management
10-Step Guide on Setting Up E-Commerce
Back to Previous Page

Packages

Overview

A package is an purchaseable product with at least one subset ("package option groups") of items that are provided as purchase options. A customer can choose to purchase a package, then select which options to include in the final package. The end retail price of the package will be calculated based on a customer's choices.

In order to to set up a package, several steps must be completed:

- Any product that will be sold as a part of a package must first be added as an item
- At least one package option must be created through the item administration
  - An item will not be available to use in a package unless a package option is first defined by accessing the item administration page.
- The main package must be created (see below)
- At least one package option group must be defined
- At least one item (now referred to as an item's package option) must be added to each package option group created
  - See the section on adding items to an option group

An Example of a Package Name, Description and Comment Text Area

An example of a package with three option groups

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

A main "package item" is created, and then other items are included within at least one package option group. Each package option and/or package option group can be configured independently. This allows a great deal of versatility for customizing product specifications, and provides a means to offer customers the ability to build their own products within pre-defined parameters.

To add a new package, click on the "New" button located in the package section. The package management page will open in a new browser window.
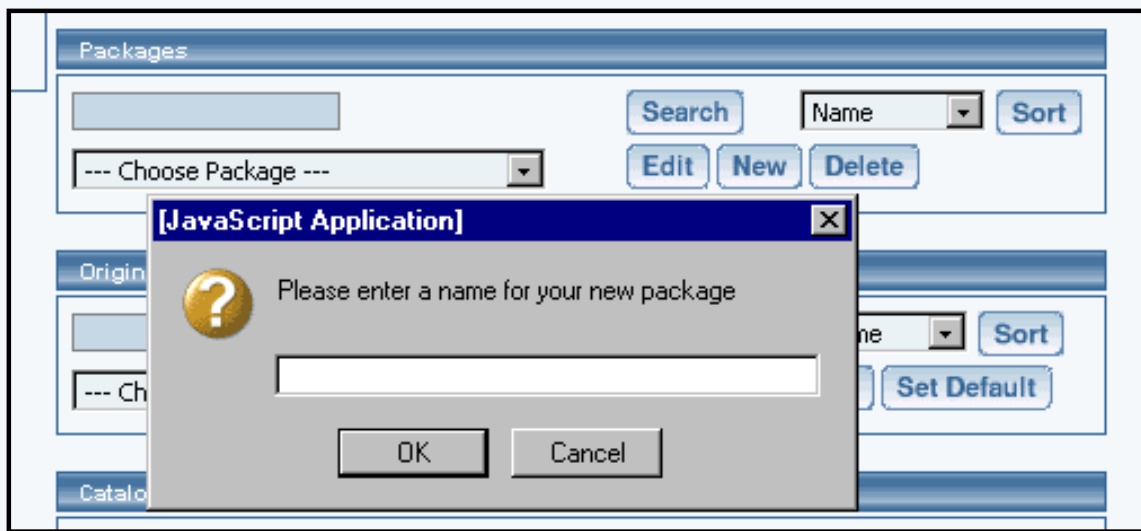
To edit an existing package, select the package to edit from the drop down menu...
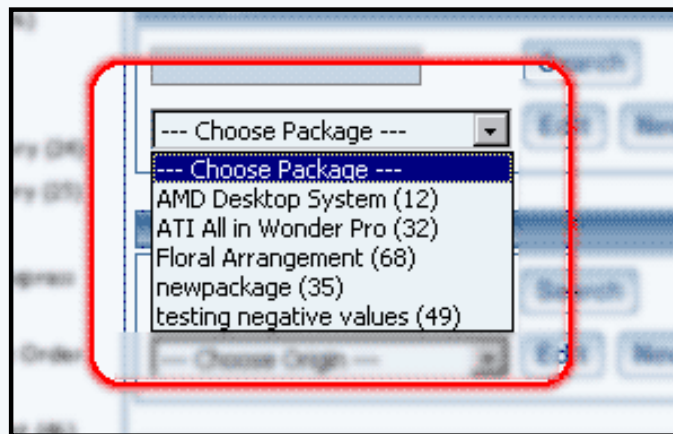
...then click on the "Edit" button.
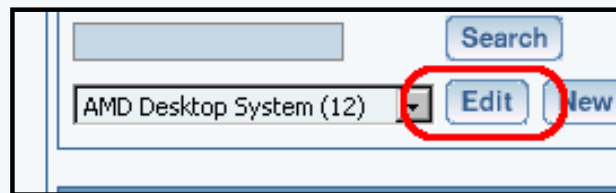
The package management page will open in a new browser window.

To delete an existing package, select the item to delete from the drop down menu, then click on the "delete" button.
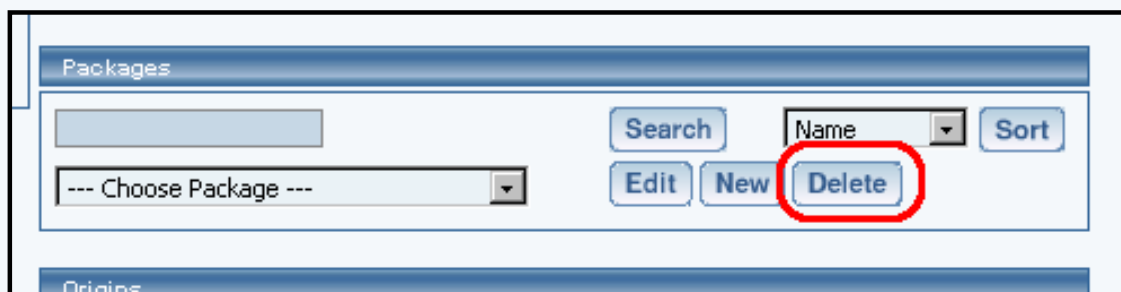
To search for packages, type the package name in the empty text field located just above the package drop down menu and

click the "Search" button. Once the page reloads, all matching packages will be available for selection in the drop down menu.
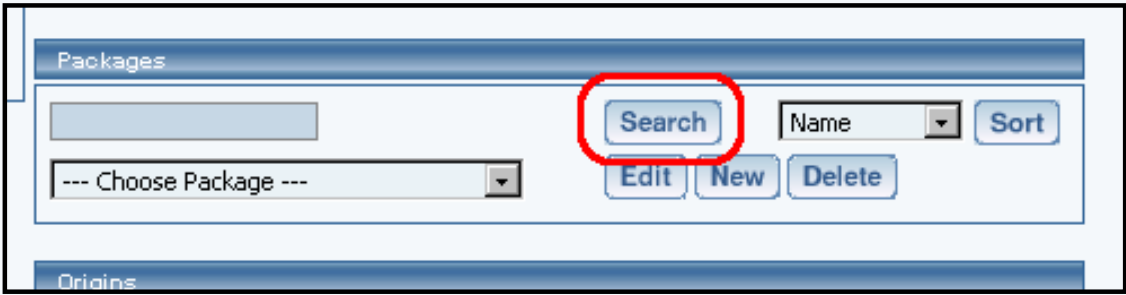
Package Management Page
Modify package-specific information, such as the name, descriptions, pricing, inventory, image, and package rules.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select a package to edit from the drop down menu located in the "Packages" section and press the "Edit" button, or click on the "New" button to create and name a new package. The package management page will open in a new browser window.

The process of adding and managing packages is nearly identical to adding and managing items. The starting "package item" can be a tangible product with a base starting price, with each option group provided as an optional or required add-on. Alternately, the starting "package item" can be a non-tangible item with a base price of zero, with each configured option group used to build a "final" product from a pre-defined list of possible items.

Once a package is set up, access the package option groups page to configure all option groups and included items.

To set up a new package, or modify an existing package, reference the following guide:

Enter the package name, item barcode identification number, product manufacturer, and product identification number (code) in the fields provided. The package name is the only required field in this area.


Check the selection box next to "active" if this package is to be available for use in the catalog. Packages that not active will not be displayed or available for purchase from the web site catalog.

Check the box next to "Use all ship methods" if this package will be shipped using all active shipping methods. If this box is not checked, then shipping methods may be manually selected by accessing the package shipping methods page.
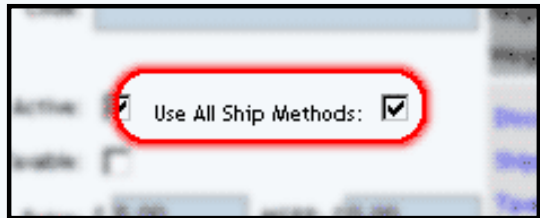
Check the box next to "taxable" if this package is being sold as retail goods.
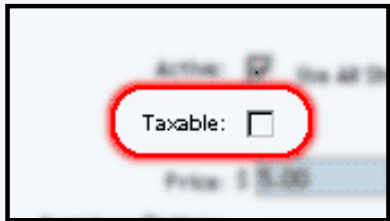
Enter the starting retail price in the field provided. This is the base price that will be displayed and charged for the main "starting" item in the package, not the final price of the complete package. Optionally, enter the manufacturer's suggested retail price (MSRP) in the field provided. If this value is greater than zero, it will be displayed above the retail price on the item page in the catalog. If no value is entered, the MSRP will not be displayed.
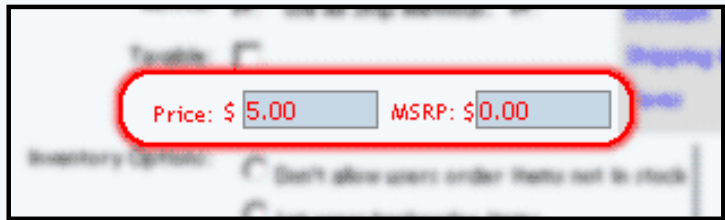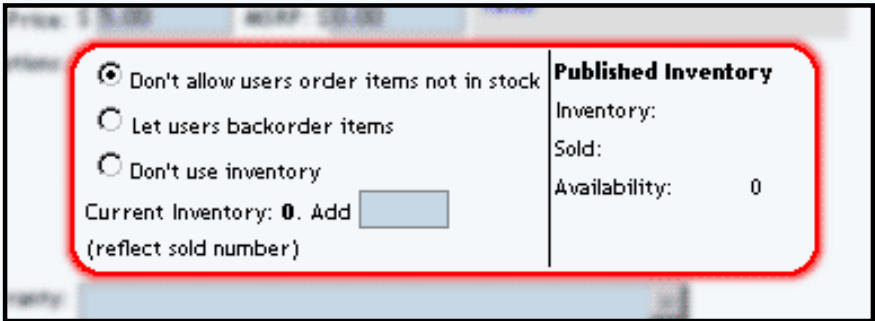
Under inventory options, click the radio button next to desired selection.

The default is "Don't use inventory" which deactivates the inventory control system for this package.
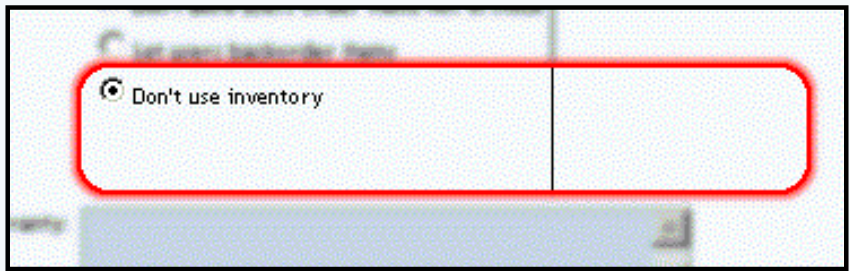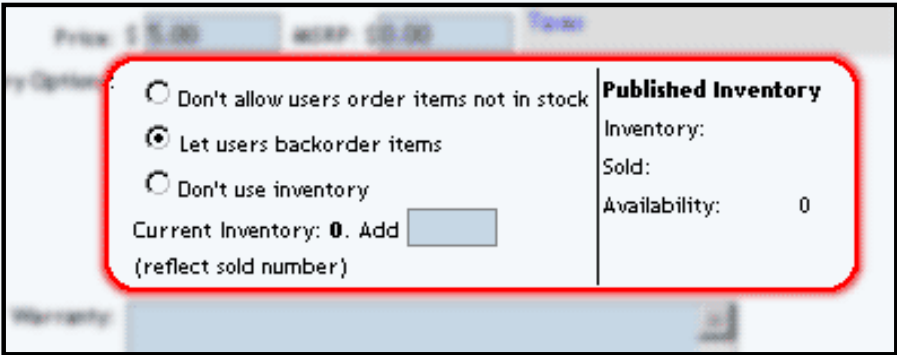
Selecting "Don't allow users to order items not in stock" will activate the inventory control system, and will not allow a

customer to purchase any packages that are not in stock. Packages with no available inventory will still show up in any active categories that contain the package.

Selecting "Let users backorder items" will allow customers to purchase and pay for items regardless of the quantity on hand. Out of stock packages are automatically placed on back order.

When the inventory control system is activated, inventory-tracking information will appear. To modify inventory, enter the quantity in the field provided, next to "Add Inventory". To add inventory, enter a positive value. To remove inventory, enter a negative value.

A running total of inventory is kept and displayed, with the current stock and total units sold listed. To complete an inventory adjustment, click on the "update" button at the bottom of the administration page.

The "Published Inventory" section will not reflect any inventory adjustments until the web site is published.

Enter any warranty information, a short description, a main description, Meta Keywords, Meta Description, and Instruction in the fields provided. All of these fields are optional.

The short description appears at the category level in the catalog. It is also used as the primary description if the package is used in an express order form.

The main description appears on the main package page. It is used to provide detailed product information and any necessary product specifications.

The Meta Keywords and Meta Description are only used for search engine information, and will not be visible to Web site visitors. Enter key words that apply to this package and a short description of this package in the spaces provided.

The Instruction text area gives you the ability to place a block of text that will appear at the end of a successful order. This text will appear on the order confirmation page, on the order fax sent to the site owner, and in the e-mail confirmation sent to the customer and to the site owner.

Select a shipping origin from the drop down menu provided.

Select an image to use with this package by clicking on the current image name or on "no image" if an image has never been selected. The image selection page page will load in a new browser window.

Uncheck the "Use Quantity" box only 1) to prevent a customer from being able to specify the quantity to order or 2) To use a custom unit of measure in place of a generic quantity.

When the "Use Quantity" box is checked, a customer is able to order multiple quantities. If the "Use Quantity" box and the "Use Units" boxes are both unchecked, a customer is not able to specify any quantity for purchase. This combination is primarily useful if non-tangible goods are being sold.

The "Unit" feature provides a method to specify custom units of measure, such as "yards", "packs", "cases", "ounces", or any desired custom unit. The unit feature can be used as a replacement for the quantity, or both quantities and units can be used. Specify the type of unit to be used in field provided next to "Unit Name".

If quantity and units are both active, as an example, a customer could order 10 qty. of 8 ounces, or 5 qty. of 12.3 feet of rope.

Entering a value for "Max units" will prevent a customer from ordering above the specified value, in units. If "Max Units" are not specified, a customer will be able to order an unlimited amount of the package.

Enter the height, width, weight and length of the package, if applicable, in the fields provided. All of these fields are optional. However, the integrated shipping methods require a value for weight in order to calculate shipping charges.

Click on the "discount" text link in order to access and set up package discount rules.

Click on the "handling" text link in order to access and set up package handling charge rules.

Click on the "shipping methods" text link in order to access and set up package shipping methods.

Click on the "shipping rules" text link in order to access and set up package shipping rules.

Click on the "Taxes" text link in order to access and set up package tax rules.

When completed, save any changes to the item by clicking the "update" button located at the bottom of the administration page.
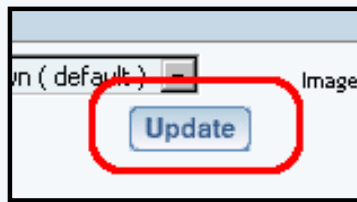
To set up the individual package options to be included, click on the "Option Groups" link at the top of the administration page. The package option group management page will load.

Related Products
Click on the tab "Related Products" to assign products that are related to this product. For example, for a professional sports team jersey and matching cap, the baseball cap would be a related product of the jersey.

When you click on the "Related Products" tab, you will see the following screen:

Item: New Item (270040)

Related Product(s) Caption:

If blank, default caption will be "Customers who shopped for this item also shopped for item(s) below:"
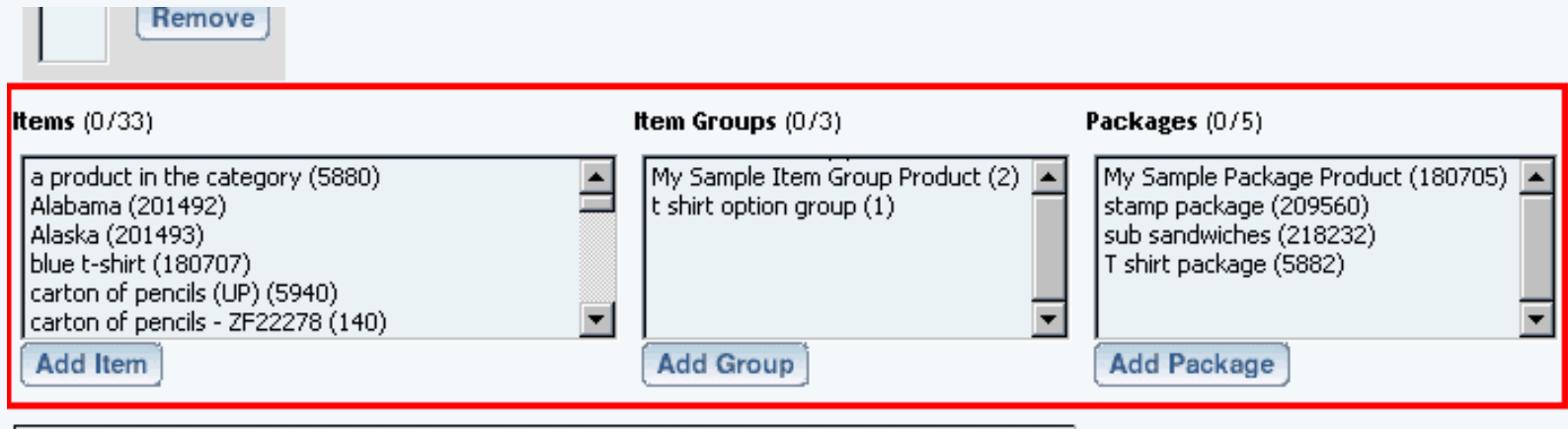
Related Product(s) (0/0)

Edit
Up
Down
Remove

Items (0/33)

a product in the category (5880)
Alabama (201492)
Alaska (201493)
blue t-shirt (180707)
carton of pencils (UP) (5940)
carton of pencils - ZF22278 (140)

Add Item

Item Groups (0/3)

My Sample Item Group Product (2)
t shirt option group (1)

Add Group

Packages (0/5)

My Sample Package Product (180705)
stamp package (209560)
sub sandwiches (218232)
T shirt package (5882)

Add Package

Update

The first section details the caption you would like to have on the Web site. This caption will be next to all of your assigned related products. If nothing is assigned, the default caption will be "Customers who shopped for this item also shopped for item(s) below:".

Item: New Item (270040)

Related Product(s) Caption:

If blank, default caption will be "Customers who shopped for this item also shopped for item(s) below:"

Related Product(s) (0/0)

The second section details all of the related products that are currently related to this product. Order the products by clicking on the nam of the product and clicking on the "Up" or "Down" buttons. To jump to the item management window for the

related product, select the product and click on the button "Edit". To remove the product as a related product, click on the product name and click on the button "Remove".

To add a related product, you would use the third section. In each group of products (Items, Item Groups, and Packages), click on the product name and then click on the appropriate add button ("Add Item" button if you are adding an item, the "Add Group" button if you are adding an item group, and the "Add Package" button if you are adding a package). Once the product name is listed in the second section, it has been applied.

When done specifying all of your related products for this product, click on the button "Update" to save your changes.

Related Links:

Package Options
Package Option Groups
Package Discount Rules
Package Shipping Methods
Package Shipping Rules
Package Tax Rules
Package Handling Charges

Package Options

,/A>**Overview** Package options allow a site owner to:

- Offer customers a choice (which does not affect the price) from a list of selections
- Add a text field which allows a customer to type in actual information needed to complete the purchase

When purchasing product, a customer will be presented with a drop-down menu which contains a list of choices. The customer will be able to choose one option from this menu.

If the text field option is used, the customer will see a named label (such as "Special Instructions:") with an empty text area below. A customer purchasing the product will be able to type comments, special instructions, and/or specific details related to the purchase.

As an example, the options feature can be used to offer customers a choice of colors or sizes, or a text field can be created which allows a customer to type in comments. Any number of options can be set up, as long as the choices do **not** affect the selling price of the product.

Use the package option administration page to add, delete or modify options associated with an package. This feature allows customers to select options from a pre-defined list of choices.

How Do I Use It?
Click on the main "Ecommerce" link at the top of any main adminstration page.

mynewwebsite

[Update Catalog Images (*View update status*)]

[Commerce Check] [Publish] [View Site]

Commerce Tools

Product Catalog Management
Create and manage product categories, catalog items, product groups and packages.

Product Catalog Rules
Create your shipping methods, discount, shipping, handling, and tax rules.

Ecommerce Options
Setup payment method(s), merchant account, and other ecommerce options.

Orders
View outstanding order summary, and detail order reporting.

Click on the "Product Catalog Management" text link to load the product catalog management page. You will see the following screen:

Categories

Root Category

   a new category (28)

      packages (3273)

      item group (5404)

      Items (5405)

   disabled category (10613)

   express order form (12178)

   stamps (11184)

[Edit] [New] [Delete] [Sort]

[Upload Categories]
[Download Categories]

Items

[_____] [Search] [Name ▾] [Sort]

[--- Choose Item --- ▾] [Edit] [New] [Delete] [Copy]

[Manage Items] [Upload Items] [Download Items]

[Upload Package Options] [Download Package Options]

Item Groups

[_____] [Search] [Name ▾] [Sort]

[--- Choose Item Group --- ▾] [Edit] [New] [Delete]

Packages

[_____] [Search] [Name ▾] [Sort]

[--- Choose Package --- ▾] [Edit] [New] [Delete]

Origins

[_____] [Search] [Name ▾] [Sort]

[--- Choose Origin --- ▾] [Edit] [New] [Delete] [Set Default]

Catalog Page

Catalog Page [mycatalog ▾] .html

[Set Catalog Page]

Access the package management page by either creating a new package or by selecting a package to edit from the package drop down menu. The package management page will load in a new browser window.

Package | Option Groups | Options | Related Products

Package: sub sandwiches (218232)

Name: sub sandwiches | Use Quantity: ☑

Barcode: | Use Units: ☐ Max Units: 0.00

Manufacturer: | Unit Name:

Code: | Height: 0.00 Width: 0.00
Weight: 0.00 Length: 0.00

Active: ☑ Use All Ship Methods: ☑

Discount Handling Charges

Taxable: ☑

Shipping Methods Shipping Rules

Price: $ 1.50 MSRP: $ 0.00 Taxes

Inventory Options:
○ Don't allow users order items not in stock
○ Let users backorder items
◉ Don't use inventory

Warranty:

Short Description:

Description:

Meta Keywords:

Meta Description:

Instruction(s): shown at order confirmation email and proof of purchase.

Shipping Origin: home ▼ Image: No Image

Update

close window

Click on the "Options" text link located at the top of the administration window. You will see the following screen.

Create a Text Area option

To add a small text area to the item, activate the feature by clicking the check box next to "Text Area Option". Enter the name to display above the text area in the space provided and then click on the "Update" button to save the changes.

If necessary, more than one text area may be added. To add another text field, click on the "New Text Area Option" button, and repeat the steps above.

Create a drop-down option

To create a new option, click on the "New Option" button.

Once the page reloads, replace the default option name "New" with any desired name (for example, "Color" if you wanted to present a choice of color).

In the empty field next to "values", type in the first value (for example, "Red" if one of the options for your choice of color was red), and click the "Add" button. Add as many values as desired by repeating this process.

To delete an existing option set, click on the "Delete" button located beneath the option Id number.

To change the ordering of any option set (that is, which one will appear first, which will appear second, and so on), click on the "Up" or "Down" arrow button located beneath the "Option Id" number. Repeat this process until all option sets appear exactly as they should be displayed in the product catalog.

To change the name of any option set, type over the existing name, and click the "Update" button.

To delete an existing value within an option set, highlight the value and press the "Remove" button located to the right of the value list.

To re-order any values within an option set, highlight the value to move by clicking on it from the list of values. Use the "Up" or "Down" arrow button to move the value. Repeat this process until the value list is ordered as it should be displayed in the catalog.

To change the name of any value used in an option set, delete the value, then add a new one. Click the "Update" button to apply any changes before closing the item options window.

Package Option Groups

Overview

A package option group is used to give customers a choice between items (package options) when purchasing a package. A group is given a name which is used to describe all of the items in the group. At least one group needs to be created in the software in order to use a package.

The package option group administration page is used to set up and manage groups of items to be used as purchase options for a [package](#).

Once a group is defined, items ([item package options](#)) are then added to this group.

Each "item" that is added to an option group will be presented as a purchase option. Customers will be able to buy one or more of the items from this group, and then make additional selections from any other group that is a part of the package.

- Items will not be available to add to package option groups unless the item has at least one package option defined through the [item's administration page](#).

Tuner / Equalizer

○ Graphic Equalizer [$65.00 - 9.75 = 55.25]

Professional quality graphics equalizer features precision control over 12 bands and an acoustic effects generator

⊙ Standard AM / FM Tuner [$45.00 - 6.75 = 38.25]

The perfect tuner for your stereo system, featuring an automatic sound stabilizing system.

Amp

○ None

⊙ High Fidelity 300 Watt Amplifier [$135.00 - 20.25 = 114.75]

This high fidelity 300 watt amplifier will bring your music to life!

CD Player ☐ CD Changer - 16 CD Capacity [$165.00 - 24.75 = 140.25]

High Quality, Stackable CD changer with a 16 CD Capacity.

☑ CD Player [$65.00 - 9.75 = 55.25]

High Quality, Stackable CD Player

Roses

☑ Red Roses [$11.25 - 0.23 = 11.03]

3 Red Roses

☐ Yellow Roses [$9.50 - 0.19 = 9.31]

3 Yellow Roses

☐ White Roses [$13.00 - 0.26 = 12.7

3 White Roses

Carnations

⊙ Carnations [$5.50 - 0.11 = 5.39]

Small arrangement of carnations

Vase

○ Crystal Vase [$25.00 - 1.75 = 23.2

Fine smoked Crystal Vase

⊙ Glass Vase [$4.50 - 0.32 = 4.18]

Medium sized glass vase

Update Price   Add to Cart

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select a package to edit from the drop down menu located in the "Packages" section and press the "Edit" button, or click on the "New" button to create and name a new package. The package management page will open in a new browser window. Click on the "Option Groups" text link located at the top of the administration page.

An option group is a collection of items that make up one choice in a package. A customer will be able to select one item, no items, or multiple items from the option group, depending on how the group is set up.

A list of all available option groups will be listed on the left side of the administration page.

Option groups that are currently used by the package will be display to the right.

To create and define a new option group, click on the "New" button near the center of the administration page. Enter the name of the option group in the pop-up dialog box. The new option group will then be added to the "Available Option Groups" section.

To add an existing option group to this package, click on the option group name in the "Available Option Groups" section. Press the "Right" arrow button located to the left of the "Option Groups in Package" section. The option group will be removed from the available group and added to the option groups in the package.

To delete an option group, click on the name of the group from the "Available Option Groups" section. Click the "Delete" button located near the center of the administration page.

To change the display order of option groups currently used in the package, click on the name of the group to move. Use the "Up" or "Down" buttons to move the selection to the desired position. Repeat this process until all option groups appear in the order to be displayed in the catalog.

Option Groups In Package (1/5)

Mainboard (5)
Processor (4)
Memory (2)
CPU Shim & Arctic Ice (7)
Graphics Card (3)

Edit
Up
Down

New
Delete

<==
==>

Update

close window

Option Groups In Package (1/5)

Mainboard (5)
Processor (4)
CPU Shim & Arctic Ice (7)
Memory (2)
Graphics Card (3)

Edit
Up
Down

New
Delete

<==
==>

Update
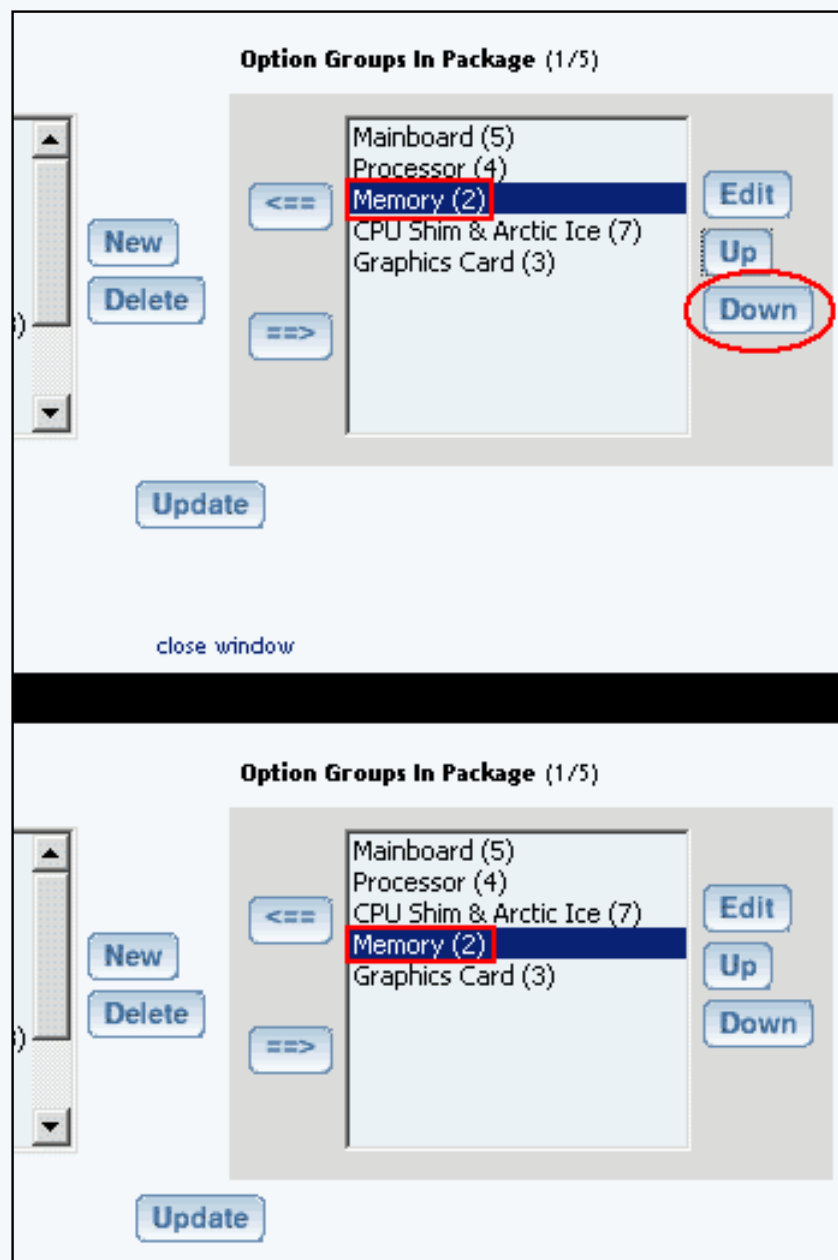
To modify an existing option group (or a newly created one), first add the option group to the package from the available group list. Then, click on the option group name under the "Option Groups in Package" section. Click on the "Edit" button. The modify package option group details administration page will load in a new browser window.

Modify Package Option Group Details

Modify or define package option group details. This section is used customize the settings for each option group used in a package.

Navigation: From the package option group administration page, select a package to edit from the drop down menu located in the "Packages" section and press the "Edit" button. The package management page will open in a new browser window. Click on the "Option Groups" text link located at the top of the administration page. Click on an option group from the "Option Groups in Package" Section. Click the "Edit" button. You will see the following screen:

To change the name of the option group, type over the existing name in the field provided.

Explanation of the Package Option Group Settings:

Allow Null: Allows customers to select "None" from the product package page. Check this box if items in this group are optional. Uncheck this box if a selection is required in order to complete a purchase.

Use Drop down menu: Will display your optiosn as a drop-down instead of as a checkbox or radio button.

Multiple: Allows customers to purchase multiple items in this group. Selecting this option implies that a customer can select nothing.

Active: Uncheck the "Active" box to disable this option group.

Show Quantity Input Field: Check this box to allow customers to specify how many of any option to

purchase. With the quantity box unchecked, customers will not be given a choice for the quantity as it will be assumed they only wanted one of the choice.

Show Unit Input Field: Check this box to enable the custom unit of measure for all package options in the group. A custom unit of measure must be specified in the item administration for all items used in the group. See the item administration page for further information about units.

[*Example of quantity and unit used in a package option group*]

Adding Items to a Package Option Group
Once a package option group is created, items must be added to the group. Each item added to the group will be presented as a purchase choice. A customer will be able to choose which item(s) they would like to purchase from the option group.

All items to be used in package option groups must first be defined as package options. See the section on defining item package options for further information.

To add a package option (an item) to this option group, click on the package option in the "All Package Options" section. Click on the "Right" arrow button. The option will be added to the option group.

To change the display order of package options currently used in the group, click on the name of the option to move. Use the "Up" or "Down" buttons to move the selection to the desired position. Repeat this process until all options appear in the order to be displayed.

Asus 2a - $60.00 (15)
AMD Memory 3 - $100.00 (7)

reate

<==

Edit

Up

elete

==>

Down

Set Default Package Option Id: 0

date

Package Options in Option Group (1/2)

AMD Memory 3 - $100.00 (7)
Asus 2a - $60.00 (15)

reate

<==

Edit

Up

elete

==>

Down

Set Default Package Option Id: 0

date

To set the default option, click on the package option, then click the "Set" button below the "Package Options in Group" section. This defines which package option will automatically be selected for purchase in this group.

To edit a package option's details, click on the name of the option in the "Package Options in Group" section. Click the "Edit" button. The package option administration page will load in a new browser window.

To view the details of the current package, click on the package name at the top of the administration page. The package administration page will load.

Package Option Administration
View, create, modify and manage package options by item.

Administration
Package Option Group Discounts
Package Option Group Taxes
Package Option Group Handling
Package Option Group Shipping

Click on the name of any package option currently used in a package option group. The package option administration page will load in a new browser window.

The base item for the package option will be selected by default in the "Item" drop down menu. To view package options for a different item, select the desired item from the drop-down menu.

To change the retail price of any listed package option, click on the name in the list, and type the new price over the old one in the field provided. Click the "Update" button to apply the change.

To delete a package option, click on the name in the list, and click the "Delete" button.

To create, modify, or view discounts for the selected package option, click on the "Discounts" text link located beneath the price. The package option discount administration page will load in a new browser window.

To create, modify, or view shipping rules, click on the "Shipping Rules" text link. The package option shipping rules administration page will load in a new browser window.

To create, modify, or view handling charges, click on the "Handling" text link. The package option handling charges rules administration page will load in a new window.

Discount Rules | Shipping Rules | Handling Rules | Tax Rules

Handling Rules Admin for Package Option (15) Asus 2a (4)

Current Handling Rules for Package Option (15) Asus 2a (4)

Rule ID	Rule Name	Handling Name	Active

[Update]

Apply or Remove Existing Handling Rules

Active ☑   Available Rules   Rules for Package Option # 15

combination special handling(2)   [<==]

[==>]

Add Handling Rule

Global handling rules that apply to this package option *(15) Asus 2a (4)*:
Fuel Surcharge (4)
Fuel Surcharge (5)

close window

To create, modify, or view tax rules, click on the "Taxes" text link. The package option tax rules administration page will load in a new window.

Discount Rules   **Shipping Rules**   **Handling Rules**   **Tax Rules**

Tax Rules Admin for Package Option (15) Asus 2a (4)

Current Tax Rules for Package Option (15) Asus 2a (4)

Rule ID	Rule Name	Tax Name	Active

Update

Apply or Remove Existing Tax Rules

Active ☑

Available Rules

package test(3)

<==

==>

Rules for Package Option # 15

Add Tax Rule

Global tax rules that apply to this package option (15) Asus 2a (4):

Sales Tax Rule (1)

zdsrde (2)

close window

Back to the Top of the Page
Package Management Page
Product Catalog Management
10-Step Guide on Setting Up Ecommerce
Back

Package Option Group Discount

Related Links:

Overview

A package option group discount is a reduction in the retail price applied to all package options in a group. Once a group discount is applied, global discount rules will be disabled. This feature would only need to be used when a discount must be applied to an entire group rather than an individual package option within the group.

Custom Tailored Men's Dress Shirt

Package Base Price: $40.50 ($45.00 - $4.50 in discounts)
General Style : Standard
Sleeve Options : Standard
Cuff Options : Matching Pattern
Collar Options : Matching Pattern
Neck Size : 14 - 16
Color : White

[enlarge]
Update Price   Buy Now!
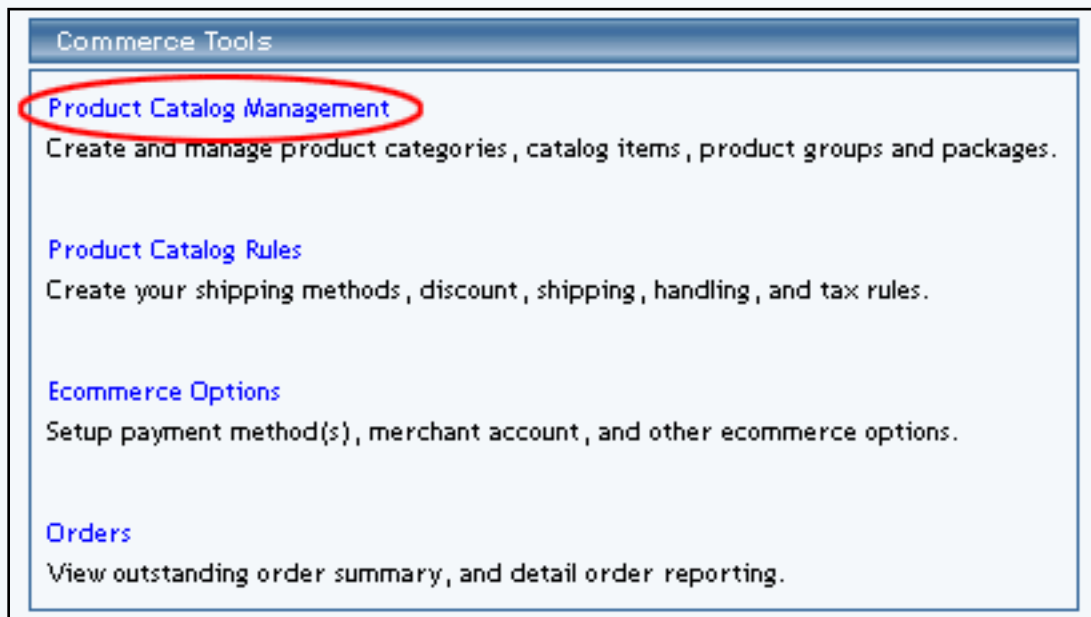
The finest fabrics are used to create this custom tailored, perfectly fitting men's dress shirt. Select the desired styles and additional options below, and we'll ship your shirt steam-pressed and ready to wear.

Package Option Group Discount
Applies to all Options

Size — Option Group

Small Men's Dress Shirt - Custom Tailored [$45.00 - 4.50 = 40.50]
Size: Small - Custom Tailored

Medium Men's Dress Shirt - Custom Tailored [$55.00 - 5.50 = 49.50]

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Edit Pages | Properties | Ecommerce | Change Website | Tool Box | Template T

Select an existing package from the drop-down menu in the package section and click the "Edit" button, or click on the "new" button to create and name a new package. The package management page will load in a new browser window.

Click on the "Option Groups" text link at the top of the administration page. The option groups administration page will load.

Select an option group from the "Option Groups in Package" list on the right-hand side of the administration page. Click on the "edit" button.

The details for option group administration page will load.

Click on the "Discount" text link located on the left-hand side of the administration page. The Option Group Discount Rules page will load in a new browser window.

To create a new discount rule, click on the "Add Discount Rule" text link. The add discount rule page will load in a new browser window.

To activate or deactivate a current option group discount, check or uncheck the box next to the rule, and click the "update" button. The current page will refresh and confirm any changes.

To view a discount rule currently applied to the option group, click on the name of the desired rule, which will load the discount details for option groups administration page in a new browser window.

To add an existing discount rule to the option group, click on the name of the rule Available Rules".
Click on the right arrow to add the rule to the item. The current page will refresh, and the chosen
discount rule will appear under the "Rules for Option Group" section.

To remove a discount rule that is currently applied to the option group, click on the name of the rule

under the "Rules for Option Group" section. Click on the left arrow to remove the rule. The current page will refresh, and the chosen discount rule will only appear under the "Available Option Groups " section.
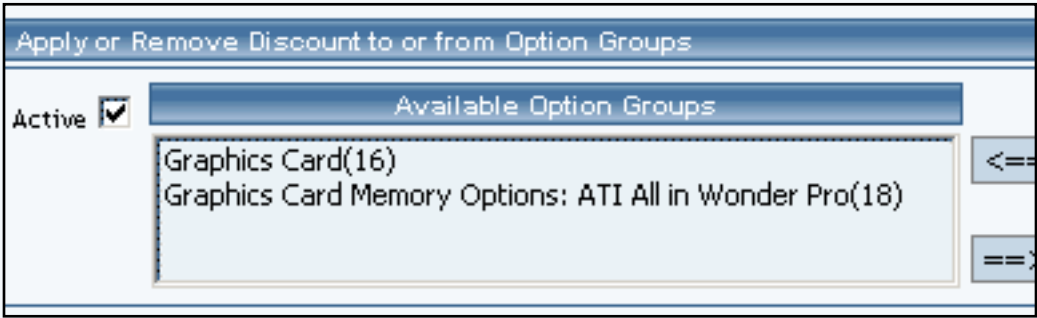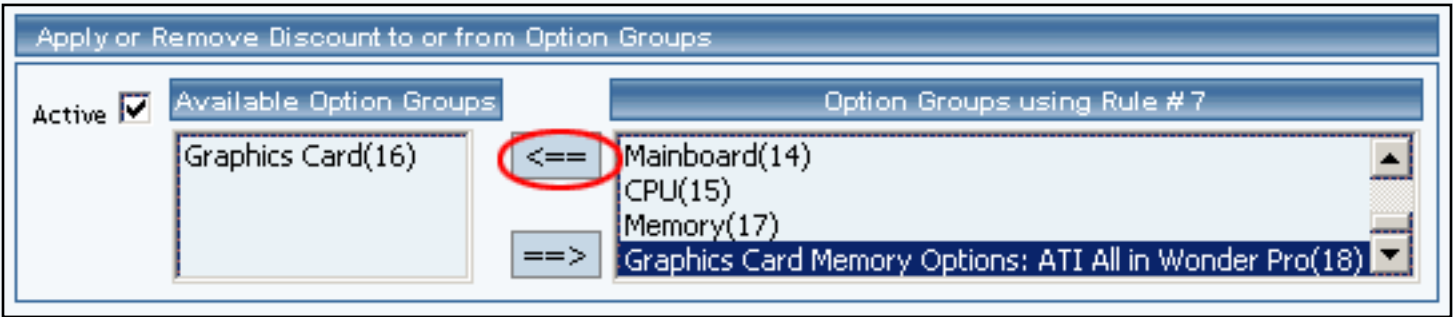
Discount Details for Option Groups
View and manage the discount for all option groups using the selected discount rule.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.
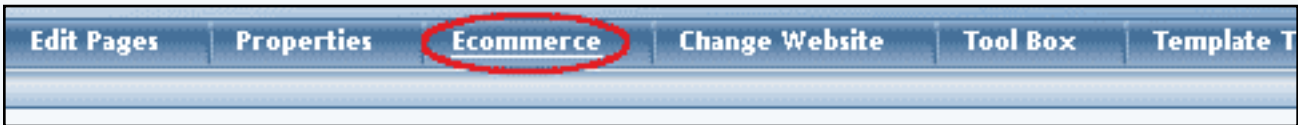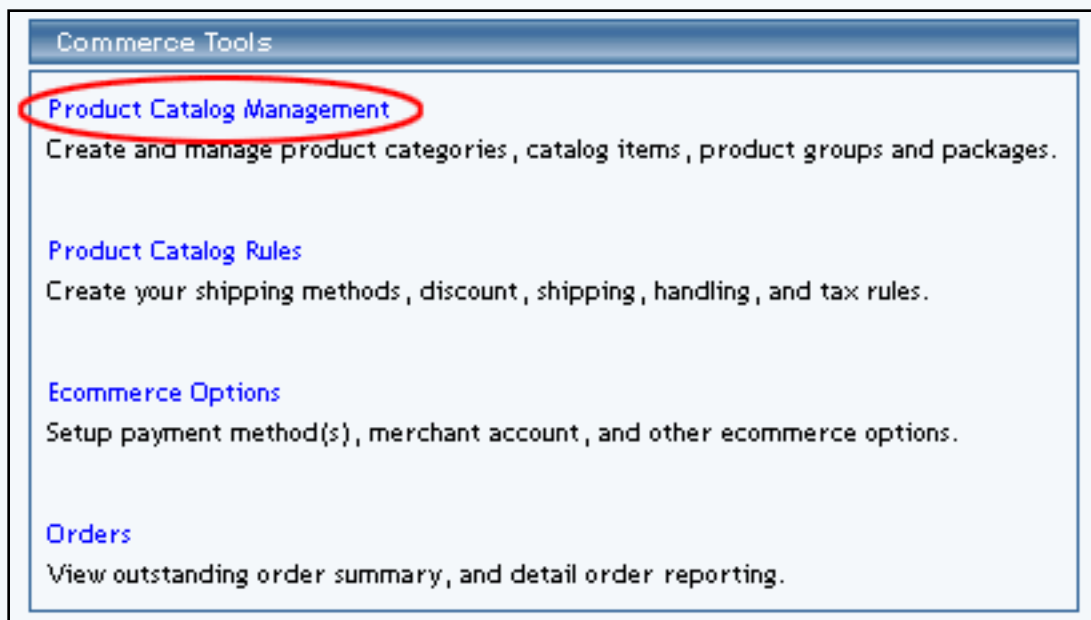
Access the package management page by either creating a new package or by selecting an item to edit from the item drop down menu. The package management page will load in a new browser window.
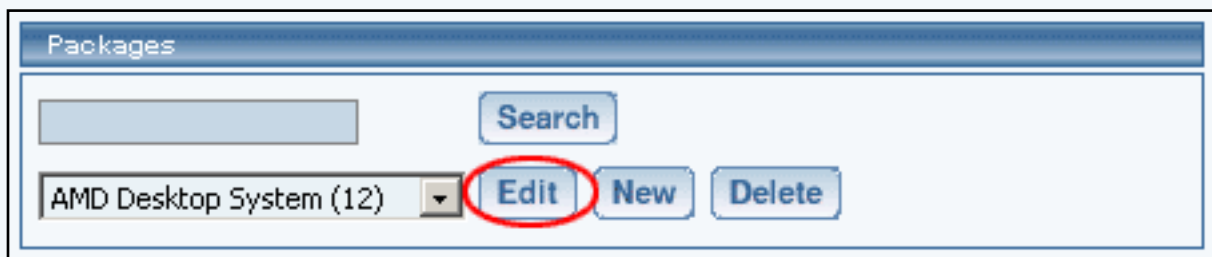
Click on the "Option Groups" text link at the top of the administration page.

Click on the desired package option in the "Option Groups in Package", then click the "Edit Button". Click on the "Discounts" text link.

Mainboard (14)
CPU (15)
Memory (17)
Graphics Card (16)

<== Edit
Up
==> Down

Active: ✔

Discount   Handling Charge Rules

Shipping Rules Taxes

All Package Options (0/19)

Click on any current discount rule. The "discount details for option groups" page will load in a new window.

Current Discount Rules for Option Group *Mainboard* (5)

Rule ID	Rule Name	Discount Name	Active
7	2% discount	Package discount	✔

Update

This page is used to view and manage the discount details for all option groups using the selected discount rule.

Modify	Item	Package	Option Group	Package Option	

Option Groups Admin for Discount Rule # 7 (2% *discount*)

Discount details for Option Groups

Option Group Name	Active
CPU	✔
Memory	✔

Update

Apply or Remove Discount to or from Option Groups

Active ✔

Available Option Groups		Op
Graphics Card Memory Options: ATI All in Wonder Pro(18)	<==	

All option groups that the rule is currently applied to will be listed under the "Discount Details for Option Groups" section.

The discount rule can be activated or deactivated for any option group in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.

To view the details of any option group in the list, click the applicable name. The option group management page will load in a new window.

To add or remove option groups from the discount rule, use the "Apply or Remove Discounts for Option Groups" section located toward the bottom of the administration page.
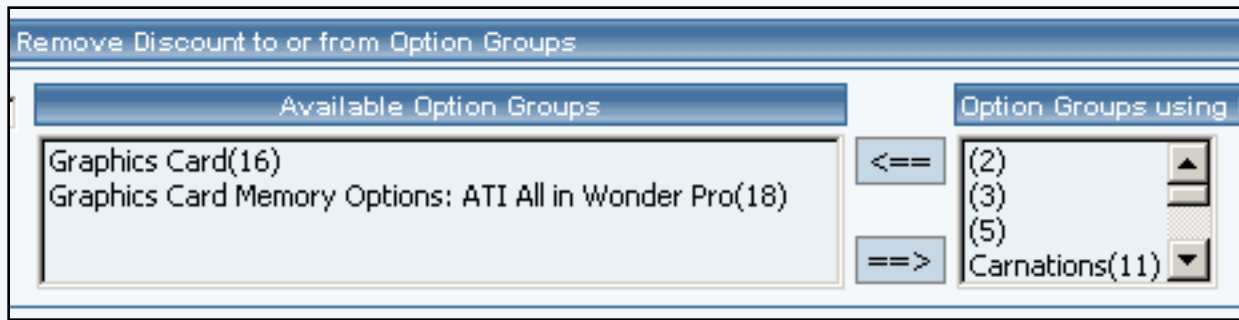
To add a package to the rule, click on the name of the package under the "Available Option Groups" section. Click the "right arrow" button. The page will refresh with the item now located under the "Option Groups Using..." heading.
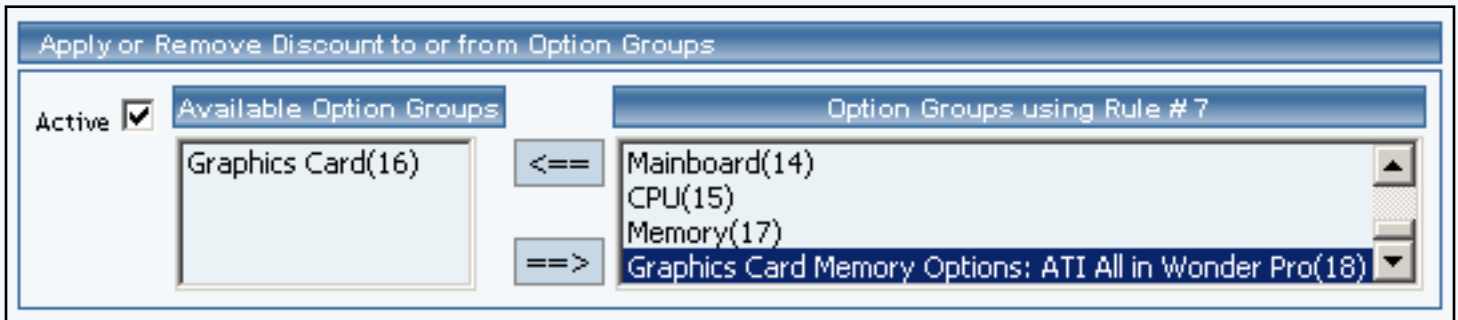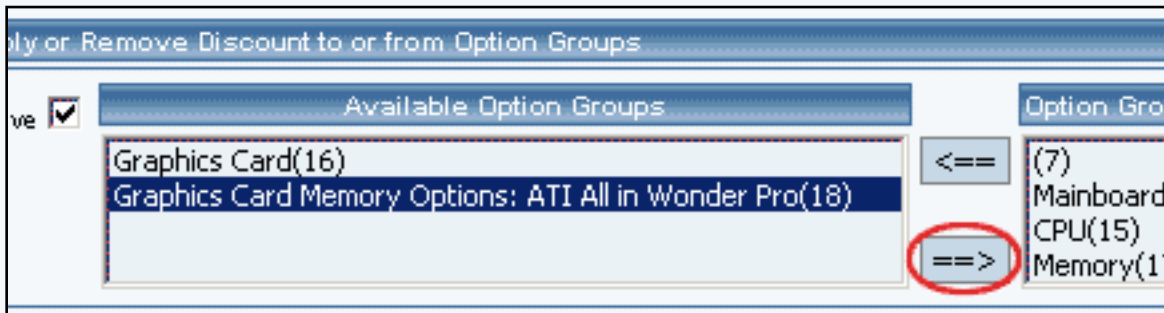
To remove an option group from the rule, click on the name of the item under the "Option Groups Using..." heading. Click the "left arrow" button. The will refresh with the item now located under the "Available Option Groups" heading.
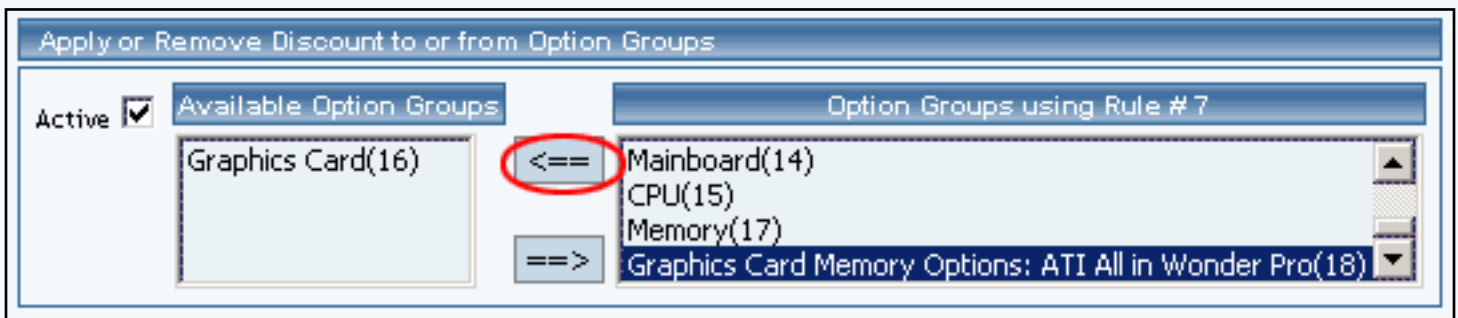
Apply or Remove Discount to or from Option Groups

Active ☑

Available Option Groups

Graphics Card(16)
Graphics Card Memory Options: ATI All in Wonder Pro(18)

<==

==>

Back to the Top of the Page
Back to Package Option Groups
10-Step Guide on Setting Up Ecommerce

Back

Package Option Group Tax Rules

Overview

Tax rules may be applied to all options in any option group. This would only be necessary if a Web site owner has a tax situation where a different tax rate applies only when items are used in a package, and the tax rule applies to all products/items used in this group.

Customers will see an itemized list of any taxes at checkout.

Use this section to view, remove, add, activate, or deactivate option group specific tax rules.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the package section and click the "Edit" button, or click on the "New" button to create and name a new package. The package management page will load in a new browser window.

Click on the "Option Groups" text link at the top of the administration page. The option groups administration page will load.

Select an option group from the "Option Groups in Package" list on the right-hand side of the administration page. Click on the "edit" button.

The details for option group administration page will load.

Click on the "Taxes" text link located on the left-hand side of the administration page. The option group tax rules page will load in a new browser window.

When a custom tax rule is applied to an option group, it will override any global rules that were previously active for any items in the option group.

To add a new custom tax rule, click on the "Add Tax Rule" text link. The add tax rule administration page will open in a new browser window.

Add Tax Rule

Step 1

Rule Type:

GLOBAL ▼

Item Specific means rule can be assigned to item.

Global means rule will be applied to all items that do not have specific rule assigned.

Shipping Method Specific means rule can be assigned to custom/userdef shipping method.

Shipping Method Global means rule will be applied to all shipping methods that do not have specific rule assigned.

Rule Name: [   ] Name for your reference.

Tax Name: [   ] Name to show in cart.

Step 2

Status: ACTIVE ▼

Step 3

Applied to Region:

Country:

(Any) ▼

State:

(Any) ▼

ZipCode: [   ]

Choose the region to apply the tax rule. Zip Code can be a partial number(902 or 91).

Step 4

Amount: [   ]

Amount can be either $5.25(flat fee) or 5.00%(percentage)

[Add Rule]

To apply an existing tax rule to the option group, highlight the rule from the "Available Rules" list, located in the "Apply or Remove Existing Tax Rules" section. Click on the right arrow button. The page will refresh with the selected tax rule now populated in the "Rules for Option Group" list. More than one rule may be selected by highlighting multiple rules.

| Discount Rules | Shipping Rules | Handling Rules | Tax Rules |

Tax Rules Admin for Option Group *Mainboard* (5)

Current Tax Rules for Option Group *Mainboard* (5)

Rule ID	Rule Name	Tax Name	Active

Update

Apply or Remove Existing Tax Rules

Active ☑

Available Rules		Rules for Option Group # 5
AMD Discount(9)	<==	
	==>	

Add Tax Rule

close window

| Discount Rules | Shipping Rules | Handling Rules | Tax Rules |

Tax Rules Admin for Option Group *Mainboard* (5)

Rule(s) is/are assigned to optionGroup.

Current Tax Rules for Option Group *Mainboard* (5)

Rule ID	Rule Name	Tax Name	Active
9	AMD Discount	Memory Promotion	☑

Update

Apply or Remove Existing Tax Rules

Active ☑

Available Rules		Rules for Option Group # 5
	<==	AMD Discount (9)
	==>	

To remove an existing custom tax rule from the package, highlight the rule from Rules for Option Group" list. Click on the left arrow button. The page will refresh with the selected rule now populated in the "Available Rules" section. More than one rule may be selected by highlighting multiple rules.

Discount Rules	Shipping Rules	Handling Rules	Tax Rules

Tax Rules Admin for Option Group *Mainboard* (5)

Current Tax Rules for Option Group *Mainboard* (5)

Rule ID	Rule Name	Tax Name	Active
9	AMD Discount	Memory Promotion	☑

Update

Apply or Remove Existing Tax Rules

Active ☑

Available Rules		Rules for Option Group # 5
	<==	AMD Discount (9)
	==>	

Add Tax Rule

Discount Rules	Shipping Rules	Handling Rules	Tax Rules

Tax Rules Admin for Option Group *Mainboard* (5)

Selected rule(s) is/are removed from option group.

Current Tax Rules for Option Group *Mainboard* (5)

Rule ID	Rule Name	Tax Name	Active

Update

Apply or Remove Existing Tax Rules

Active ☑

Available Rules		Rules for Option Group # 5
AMD Discount(9)	<==	
	==>	

Add Tax Rule

Add Tax Rule

To activate or deactivate a custom tax rule currently applied to an option group, click or unclick the selection box next to the rule to change, located in the "Current Tax Rules" section. Click the update button. The current page will refresh showing the desired changes.

Discount Rules	Shipping Rules	Handling Rules	Tax Rules

Tax Rules Admin for Option Group *Mainboard* (5)

Current Tax Rules for Option Group *Mainboard* (5)

Rule ID	Rule Name	Tax Name	Active
9	AMD Discount	Memory Promotion	☑

Update

Apply or Remove Existing Tax Rules

Active ☑

Available Rules		Rules for Option Group # 5
	<==	AMD Discount (9)
	==>	

Add Tax Rule

To view the details of a currently applied rule, click on the name of the rule, located in the "Tax Details" section. The tax rule details for option groups page will load in a new browser window. This page is used to view and manage which packages the custom rule is currently applied to.

Tax Rule Details for Option Groups

View and manage tax rule details for all package option groups using the selected method.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

[Update Catalog Images (*View update status*)]

[Publish] [View Site]

Items

--- Choose Item --- | Search |

| Edit | New | D

[Upload Items]

Item Groups

| Search |

--- Choose Item Group --- | Edit | New | Delete |

Packages

| Search |

AMD Desktop System (12) | Edit | New | Delete |

m (42)

43)

Origins

| Search |

--- Choose Origin --- | Edit | New | Delete | Set D

Catalog Page

Catalog Page   newcatalog .html

| Set Catalog Page |

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package. The item management page will load in a new browser window.

Click on the "Option Group" text link located at the top of the administration page. Select any option group from the "Option Groups in Packages" section. Click the "Edit Button". The option group administration page will load.

Click on the "Taxes" text link. The tax rules for option groups administration page will load in a new browser window.

Click on the desired tax rule to view the details. The tax rule details for option groups page will load in a new browser window.

All option groups that this rule is currently applied to will be listed under the "Option Group Name" section.

The tax rule can be activated or deactivated for any option group in the list. Toggle the selection box under "Active" next to the item to modify to change the status. Click the "Update" button to save changes.

To view the details of any option group in the list, click on the name. The option group management page will load in a new window.

To add or remove a tax rule to or from a package, use the "Apply or Remove Tax Rules to or from Option Groups" section located toward the bottom of the administration page.

To add an option group to the rule, click on the name of the option group under the "Available Rules" heading. Click the "right arrow" button. The page will refresh with the option group now located under the "Option Groups Using Rules" heading.

| Modify | Item | Package | Option Group | Package Option |

Option Groups Admin for Tax Rule # 9 (AMD Discount)

Tax Rule details for Option Groups

Option Group Name	Active
Mainboard	☑

[Update]

Apply or Remove Tax Rule to or from Option Groups

Active ☑

Available Option Groups

CPU Shim & Arctic Ice(7)
ATI All in Wonder Pro Memory Upgrade:(8)
Memory(2)
Graphics Card(3)

[<==] [==>]

Option Groups using Rule # 9

Mainboard(5)

close window

| Modify | Item | Package | Option Group | Package Option |

Rule is assigned to selected group(s).

Option Groups Admin for Tax Rule # 9 (AMD Discount)

Tax Rule details for Option Groups

Option Group Name	Active
CPU Shim & Arctic Ice	☑
Mainboard	☑

[Update]

Apply or Remove Tax Rule to or from Option Groups

Active ☑

Available Option Groups

ATI All in Wonder Pro Memory Upgrade:(8)
Memory(2)
Graphics Card(3)
Processor(4)

[<==] [==>]

Option Groups using Rule # 9

CPU Shim & Arctic Ice(7)
Mainboard(5)

To remove a package from the rule, click its name under the "Option Groups Using Rules" heading. Click the "left arrow" button. The page will refresh with the option group now located under the "Available Packages" heading.

| Modify | Item | Package | Option Group | Package Option |

Option Groups Admin for Tax Rule # 9 (AMD Discount)

Tax Rule details for Option Groups

Option Group Name	Active
CPU Shim & Arctic Ice	☑
Mainboard	☑

Update

Apply or Remove Tax Rule to or from Option Groups

Active ☑

Available Option Groups		Option Groups using Rule # 9
ATI All in Wonder Pro Memory Upgrade:(8) Memory(2) Graphics Card(3) Processor(4)	<== ==>	CPU Shim & Arctic Ice(7) Mainboard(5)

| Modify | Item | Package | Option Group | Package Option |

Selected group(s) is/are removed from rule.

Option Groups Admin for Tax Rule # 9 (AMD Discount)

Tax Rule details for Option Groups

Option Group Name	Active
Mainboard	☑

Update

Apply or Remove Tax Rule to or from Option Groups

Active ☑

Available Option Groups		Option Groups using Rule # 9
CPU Shim & Arctic Ice(7) ATI All in Wonder Pro Memory Upgrade:(8) Memory(2) Graphics Card(3)	<== ==>	Mainboard(5)

Memory(2)
Graphics Card(3)

▼ | ==> |

close window
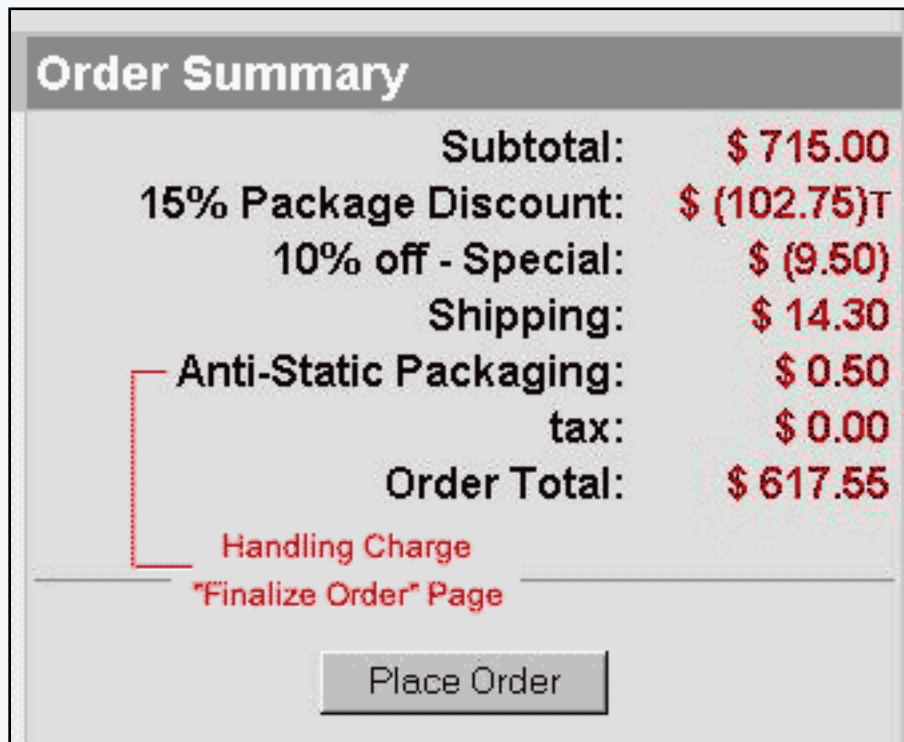
Package Option Group Handling Charges

Overview

Handling charges may be applied to any package option group. This would only be necessary if special handling charges are required when the items are offered in a package, and not when a customer purchases the item seperately. A handling charge rule will apply to each item offered in the group.

When a customer purchased a package, the handling charges will be applied to any selected item from the option group, and the customer will be able to see an itemized list of any handling charges on the "finalize order" page.

Use this section to view, remove, add, activate, or deactivate option group specific handling charges. Any global handling rules for the option group will be disabled once a package group rule is added.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page.

Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.

The package management page will load in a new browser window.

Click on the "Option Groups" text link at the top of the administration page.

The option groups administration page will load.

Select an option group from the "Option Groups in Package" list on the right-hand side of the administration page. Click on the "edit" button.

The details for option group administration page will load.

Package: Floral Arrangement (68) → Option Group: Carnations (11)

Option Group Name: Carnations

Allow Null: ☐

Multiple: ☐ (Multiple implies Allow Null)

Active: ☑

Discount   Handling Charge Rules

Shipping Rules Taxes

All Package Options (0/12)

```
Memory 1 - $0.00 (19)
Memory 3 - $100.00 (33)
Memory 3 - $100.00 (32)
Pro - 32 Meg Upgrade - $30.00 (24)
CPU 1 - $120.00 (22)
Carnations - $5.50 (28)
Crystal Vase - $25.00 (30)
Glass Vase - $4.50 (29)
Memory - $100.00 (2)
Memory 2 - $110.10 (3)
```

Package Options in Option Group (0/1)

```
Carnations - $5.50 (28)
```

Create

Delete

<==

==>

Set   Default Package Option Id: 0

Update

Click on the "Handling Charge Rules" text link.

Discount   Handling Charge Rules

Shipping Rules Taxes

The package option group handling charges administration page will load in a new window.

Discount Rules | **Shipping Rules** | **Handling Rules** | **Tax Rules**

Handling Rules Admin for Option Group *Carnations* (11)

Option Group Name: Carnation

Allow Null: ☐

Multiple: ☐ (Mul

Active: ☑

:count   Handling Charge

ipping Rules Taxes

ll Package Options (0/12)

AMD
AMD
AMD
ATI All in Wonder
Amd
Carnations - $5.50 (28)
Crystal Vase - $25.00 (30)
Glass Vase - $4.50 (29)

Current Handling Rules for Option Group *Carnations* (11)

Rule ID	Rule Name	Handling Name	Active

Update

Apply or Remove Existing Handling Rules

Active ☑

Available Rules		Rules for Option Group
combination special handling(2)	<==	
	==>	

Any global handling charge rules that apply to any item or package option will be deactivated for all items in the package option group once a handling charge is applied to the option group.

To add a new handling charge rule, click on the "Add Handling Charge Rule" text link.

Package | **Option Groups** | **Options**

Package: Floral Arrangement (68)

Name: Floral Arrangement   Use Quantity: ☑

Barcode: Use Units: ☐ Max Units: 0.00

The "add handling charges rule" administration page will open in a new browser window.

Discount Rules | Shipping Rules | Handling Rules | Tax Rules

Handling Rules Admin for Option Group *Carnations* (11)

ıtion Group Name: Carnatioı

Allow Null: ☐

Multiple: ☐ (Mult

Active: ☑

count   Handling Charge

ipping Rules Taxes

ll Package Options (0/12)

AMD
AMD
AMD
ATI All in Wonder
Amd
Carnations - $5.50 (28)
Crystal Vase - $25.00 (30)
Glass Vase - $4.50 (29)

Current Handling Rules for Option Group *Carnations* (11)

Rule ID	Rule Name	Handling Name	Active

Update

Apply or Remove Existing Handling Rules

Active ☑

Available Rules		Rules for Option Group
combination special handling(2)	<== ==>	

To Apply an existing handling charges rule to the option group, highlight the rule from the "Available Methods" list, located in the "Apply or Remove Existing Handling charges Rules" section. Click on the right arrow button.

Apply or Remove Existing Handling Rules

Active ☑

Available Rules		Rules for Option Group # 11
combination special handling(2)	<== ==>	

The page will refresh with the selected rule now populated in the "Rules for Option Group" list. More than one rule may be selected by highlighting multiple rules.

Apply or Remove Existing Handling Rules

Active ☑

Available Rules		Rules for Option Group # 11
	<== ==>	combination special handling (2)

To remove an existing custom rule from the package, highlight the rule from the "Rules for Option Group" list. Click on the left arrow button.

The page will refresh with the selected rule now populated in the "Available Rules" section. More than one rule may be selected by highlighting multiple rules.
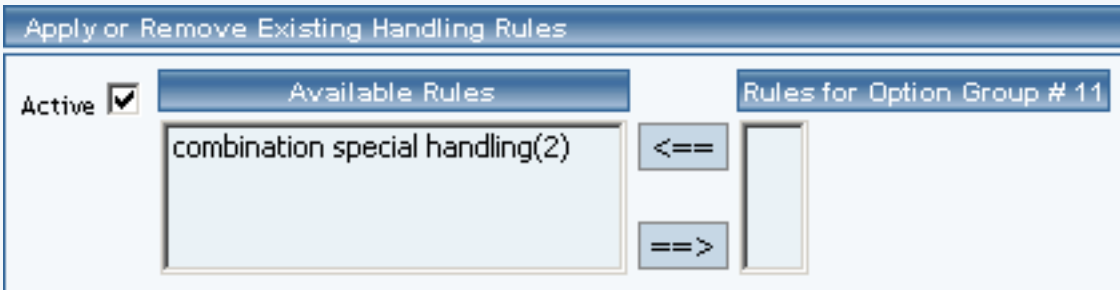
To activate or deactivate a rule currently applied to the option group, click or unclick the selection box next to the rule to change, located in the "Current Handling Rules for Option Group" section.

Click the update button.

The current page will refresh showing the desired changes.

Option Group Details are updated.

Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	☐

Current Handling Rules for Option Group *Carnations* (11)

Update

To view the details of a currently applied rule, click on the name of the rule, located in the "Current Handling Rules for Option Group" section.

Current Handling Rules for Option Group *Carnations* (11)

Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	☐

Update

The handling charges rule details for option groups page will load in a new browser window. This page is used to view and manage which packages the rule is currently applied to.

Microsoft Internet Explorer

Modify | Item | Package | Option Group | Package Option

elected group(s) is/are removed from rule.

Option Groups Admin for Handling Charge Rule # 2 (*combination special handli*

Handling Charge Rule details for Option Groups

Option Group Name	Active
Carnations	☑

Update

Apply or Remove Handling Charge Rule to or from Option Groups

Active ☑

Available Option Groups		Option Grou
Vase(12) Roses(13) Mainboard(14) CPU(15)	<== ==>	Carnations(

Handling Rule Details for Option Groups
View and manage the handling charges details for all package option groups using the selected rule.

Navigation:

Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.

The package management page will load in a new browser window.

Click on the "Option Groups" text link at the top of the administration page.

The option groups administration page will load.

Select an option group from the "Option Groups in Package" list on the right-hand side of the administration page. Click on the "edit" button.

The details for option group administration page will load.

Click on the "Handling Charge Rules" text link.

The package option group handling charges administration page will load in a new window.

To view the details of a currently applied rule, click on the name of the rule, located in the "Current Handling Rules for Option Group" section.

The handling charges rule details for option groups page will load in a new browser window. This page is used to view and manage which packages the rule is currently applied to.

Modify	Item	Package	**Option Group**	Package Option

elected group(s) is/are removed from rule.

Option Groups Admin for Handling Charge Rule # 2 (*combination special handli*

Handling Charge Rule details for Option Groups

Option Group Name	Active
Carnations	☑

[Update]

Apply or Remove Handling Charge Rule to or from Option Groups

Active ☑

Available Option Groups		Option Grou
Vase(12)	▲	Carnations(
Roses(13)		
Mainboard(14)	▼	
CPU(15)		

<== ==>

To activate or deactivate a rule currently applied to the option group, click or unclick the selection box next to the rule to change, located in the "Current Handling Rules for Option Group" section.

Current Handling Rules for Option Group *Carnations* (11)

Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	☑

[Update]

Click the update button.

[Update]

The current page will refresh showing the desired changes. All option groups that the rule is currently applied to will be listed under the "Handling Charge Rule Details for Option Groups" section.

The page will refresh with the selected rule now populated in the "Rules for Option Group" list. More than one rule may be selected by highlighting multiple rules.
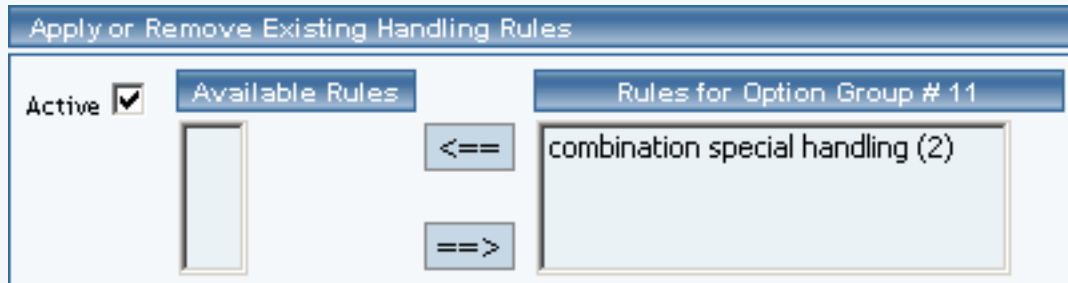
To remove an existing custom rule from the package, highlight the rule from the "Rules for Option Group" list. Click on the left arrow button.
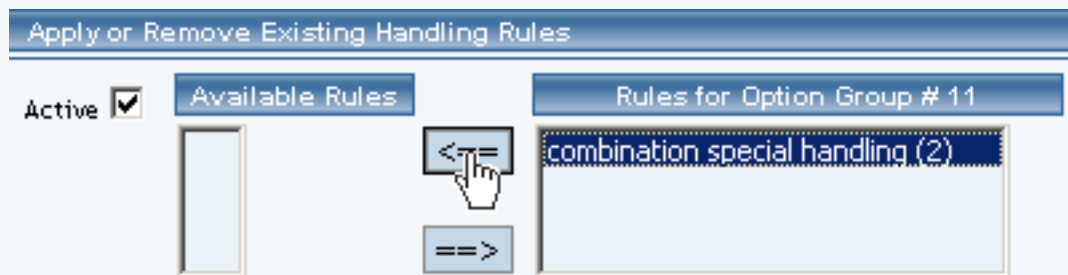
The page will refresh with the selected rule now populated in the "Available Rules" section. More than one rule may be selected by highlighting multiple rules.

Back to the Top of the Page

Package Option Group Shipping Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Package Option Groups](#)

[Overview](#) | [Package Option Group Shipping Details](#)

Overview

When any user-defined shipping method is used for a package, a shipping rule may be applied, which tells the software how to calculate the shipping charges. Shipping rules applied to a package option group will not be applied to the base package, only the group.

An example of a user-defined shipping method and shipping rule at the "finalize checkout" stage

Use this section to view, remove, add, activate, or deactivate custom shipping rules for a package. Shipping rules may be set up for user-defined "custom" shipping methods only. Shipping rules for the package are based on the main package item, and once a shipping rule is applied, any global shipping rules will be deactivated for the package. View, remove, add, activate, or deactivate option group specific shipping rules.

This feature will only be available for package option groups that contain items which have the "Use all shipping methods" option selected.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package. The package management page will load in a new browser window.

Click on the "Option Groups" text link at the top of the administration page. The option groups administration page will load.

Select an option group from the "Option Groups in Package" list on the right-hand side of the administration page. Click on the "edit" button.

The details for option group administration page will load. Click on the "Shipping Rules" text link. The package option group shipping rules administration page will load in a new window.

To add a new shipping rule, click on the "Add Shipping Rule" text link. The add shipping rule administration page will open in a new browser window.

Add Shipping Rule

Step 1

Shipping Method:

FED EX ▼

Rule Type: SPECIFIC ▼

Select shipping method for this shipping rule.

Specific means rule can be assigned to item.
Global means rule will be applied to all items that do not have specific rule assigned.

Step 2

Status: ACTIVE ▼

Shipping is NON-TAXABLE ▼

Step 3

Applied to Region:

Country:

(Any) ▼

State:

(Any) ▼

ZipCode: [   ]

Choose the region to apply the shipping rule.
Zip Code can be a partial number(902 or 91).

Step 4

Shipping Type:

○ **Flat Fee/Percentage(No Basis)**

Amount: [   ]   Amount can be either $5.25(flat fee) or 5.00% (percentage)

○ **Table(Based on quantity/unit/price/weight)**

Based on QUANTITY ▼

From [0]   **on Up apply shipping** [   ]   **Add Row**

Add Rule

close window

To Apply an existing shipping rule to the option group, highlight the rule from the "Available Methods" list, located in the "Apply or Remove Existing Shipping Rules" section. Click on the right arrow button. The page will refresh with the selected rule now populated in the "Rules for Option Group" list. More than one rule may be selected by highlighting multiple rules.

Discount Rules	Shipping Rules	Handling Rules	Tax Rules

Shipping Rules Admin for Option Group *Mainboard* (5)

Current Shipping Rules for Option Group *Mainboard* (5)

Rule ID	Name	Active

Update

Apply or Remove Existing Shipping Rules

Active ☑

Available Rules		Rules for Option Group # 5
Fed Ex(11)	<==	
	==>	

Add Shipping Rule

close window

Discount Rules	Shipping Rules	Handling Rules	Tax Rules

Shipping Rules Admin for Option Group *Mainboard* (5)

Rule(s) is/are assigned to optionGroup.

Current Shipping Rules for Option Group *Mainboard* (5)

Rule ID	Name	Active
11	Fed Ex	☑

Update

Apply or Remove Existing Shipping Rules

Active ☑

Available Rules		Rules for Option Group # 5
	<==	Fed Ex (11)
	==>	

To remove an existing custom rule from the option group, highlight the rule from the "Rules for Option Group" list. Click on the left arrow button. The page will refresh with the selected rule now populated in the "Available Rules" section. More than one rule may be selected by highlighting multiple rules.

| Discount Rules | Shipping Rules | Handling Rules | Tax Rules |

Shipping Rules Admin for Option Group *Mainboard* (5)

Current Shipping Rules for Option Group *Mainboard* (5)

Rule ID	Name	Active
11	Fed Ex	☑

Update

Apply or Remove Existing Shipping Rules

Active ☑

Available Rules		Rules for Option Group # 5
	<==	Fed Ex (11)
	==>	

Add Shipping Rule

| Discount Rules | Shipping Rules | Handling Rules | Tax Rules |

Shipping Rules Admin for Option Group *Mainboard* (5)

Selected rule(s) is/are removed from option group.

Current Shipping Rules for Option Group *Mainboard* (5)

Rule ID	Name	Active

Update

Apply or Remove Existing Shipping Rules

To activate or deactivate a rule currently applied to the option group, click or unclick the selection box next to the rule to change, located in the "Current Shipping Rules for Option Group" section. Click the "Update" button. The current page will refresh showing the desired changes.

To view the details of a currently applied rule, click on rule number, located in the "Current Shipping Rules for Option Group" section. The shipping rule details for option groups page will load in a new browser window. This page is used to view and manage which option groups the rule is currently applied to.

To view the details of the shipping method, click on the shipping method. The shipping method details administration page will load in a new window.

Shipping Rule Details for Option Groups
View and manage the shipping rule details for all option groups using the selected shipping rule.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package. The package management page will load in a new browser window.

Click on the "Option Groups" text link at the top of the administration page. The option groups administration page will load.

Select an option group from the "Option Groups in Package" list on the right-hand side of the administration page. Click on the "edit" button.

The details for option group administration page will load. Click on the "Shipping Rules" text link. The package option group shipping rules administration page will load in a new window.

To view the details of a currently applied rule, click on the name of the rule, located in the "Current Shipping Rules for Option Group" section. The shipping rule details for option groups page will load in a new browser window.

Option Groups Admin for Shipping Rule # 11 (FED EX)

Shipping Rule details for Option Groups

Option Group Name	Active
Mainboard	☑

[Update]

Apply or Remove Shipping Rule to or from Option Groups

Active ☑

Available Option Groups
- CPU Shim & Arctic Ice(7)
- ATI All in Wonder Pro Memory Upgrade:(8)
- Memory(2)
- Graphics Card(3)

<== ==>

Option Groups using Rule # 11
- Mainboard(5)

close window

All option groups that the rule is currently applied to will be listed under the "Current Shipping Rules for Option Groups" section.

The shipping rule can be activated or deactivated for any option group in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.

To view the details of any option group in the list, click the applicable name. The option group management page will load in a new window.

To add or remove option groups from the shipping rule, use the "Apply or Remove Shipping Rules" section located toward the bottom of the administration page.

To add an option group to the rule, click on the name of the option group under the "Available Rules" section. Click the "right arrow" button. The page will refresh with the item now located under the "Rules for Option Group..." section.

Modify	Item	Package	Option Group	Package Option

Option Groups Admin for Shipping Rule # 11 (*FED EX*)

Shipping Rule details for Option Groups

Option Group Name	Active
Mainboard	☑

[Update]

Apply or Remove Shipping Rule to or from Option Groups

Active ☑

Available Option Groups

CPU Shim & Arctic Ice(7)
ATI All in Wonder Pro Memory Upgrade:(8)
Memory(2)
Graphics Card(3)

[<==] [==>]

Option Groups using Rule # 11

Mainboard(5)

close window

Modify	Item	Package	Option Group	Package Option

Rule is assigned to selected group(s).

Option Groups Admin for Shipping Rule # 11 (*FED EX*)

Shipping Rule details for Option Groups

Option Group Name	Active
Memory	☑
Mainboard	☑

[Update]

Apply or Remove Shipping Rule to or from Option Groups

Active ☑

Available Option Groups

CPU Shim & Arctic Ice(7)
ATI All in Wonder Pro Memory Upgrade:(8)
Graphics Card(3)
Processor(4)

[<==] [==>]

Option Groups using Rule # 11

Memory(2)
Mainboard(5)

To remove an option group from the rule, click on the name of the option group under the "Rules for Option Group..." section. Click the "left arrow" button. The page will refresh with the item now located under the "Available Rules" section.

Graphics Card(3)
Processor(4)

==>

Back to the Top of the Page
Back to Package Option Groups
10-Step Guide on Setting Up Ecommerce
Back

Package Discount Rules

A package discount is a reduction in the retail price that is applied to the package base price at check out.

This discount is used to tell the software to apply a discount to the retail price of the package itself, and not any package groups or package options.

Once a package discount is applied, global discount rules will be disabled for the base package.

The 10% package discount is listed seperately from the any discounts applied to package options. In the example above, the base price of the package is $30.00, and therefore the package discount is $3.00

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

Website Editor	Edit Pages	Properties	Ecommerce	Change Website	Tool Box

mynewwebsite

[Update Catalog Images (*View update status*)]

[Commerce Check] [Publish] [View Site]

Commerce Tools

Product Catalog Management
Create and manage product categories, catalog items, product groups and packages.

Product Catalog Rules
Create your shipping methods, discount, shipping, handling, and tax rules.

Ecommerce Options
Setup payment method(s), merchant account, and other ecommerce options.

Orders
View outstanding order summary, and detail order reporting.

Select an existing package from the drop-down menu in the package section and click the "Edit" button, or click on the "new" button to create and name a new package. The package management page will load in a new browser window.

Click on the "Discount" text link. The Package Discount Rules page will load in a new browser window.

Discounts applied to the package item only apply to the base retail price of the main package item, and not any package options.

Once a package discount is applied, global discount rules will be disabled for the package item.

To create a new item discount rule, click on the "Add Discount Rule" text link. The add discount rule page will load in a new browser window.

Discount Name: [   ] Name to show in cart.

Step 2

Status: ACTIVE ▼

Discount is applied

BEFORE TAX ▼

Before Tax means that taxes will be calculated after discount is applied, hence be calculated based upon the discounted item price.

After Tax means taxes will be calculated based upon the undiscounted price of the item.

Step 3

Start:

Year: Month: Date:

2003 ▼ 01 ▼ 01 ▼ 📅   Beginning of promotion date time.

Hour: Minute: Second:

00 ▼ 00 ▼ 00 ▼

End:

Year: Month: Date:

2003 ▼ 01 ▼ 01 ▼ 📅   End of promotion date time.

Hour: Minute: Second:

00 ▼ 00 ▼ 00 ▼

Step 4

Discount type:

○ **Flat Fee/Percentage(No Basis)**

Amount: [   ]   Amount can be either $5.25(flat fee) or 5.00%(percentage)

○ **Table(Based on quantity/unit/price/weight)**

Based on QUANTITY ▼

From [0   ] **on Up apply discount** [   ]   **Add Row**

Add Rule

To activate or deactivate a current package discount, check or uncheck the box next to the rule, and click the "update" button. The current page will refresh and confirm any changes.

To view a selected item discount, click on the name of the desired rule, which will load the [Discount Details for Packages administration page in a new browser window.](#)

Modify	Item	Package	Option Group	Package Option

Packages Admin for Discount Rule # 7 (2% discount)

Discount details for Packages

Package Name	Active
ATI All in Wonder Pro	☑
testing negative values	☑
AMD Desktop System	☑

[Update]

Apply or Remove Discounts for Packages

Active ☑

Available Packages		Packages using Rule # 7
newpackage(35)	<==	ATI All in Wonder Pro(32)
Floral Arrangement(68)	==>	testing negative values(49)
		AMD Desktop System(12)

close window

To add an existing discount rule to the package, click on the name of the rule under "available rules". Click on the right arrow to add the rule to the item. The current page will refresh, and the chosen discount rule will appear under the "Current Discount Rules for Packages".

Discount Rules Admin for package *AMD Desktop System* **(12)**

Rule(s) is/are assigned to package.

Current Discount Rules for package *AMD Desktop System* (12)

Rule ID	Rule Name	Discount Name	Active
7	2% discount	Package discount	☑
12	New Quantity Discount	Quantity Discount	☑

Update

Apply or Remove Existing Discount Rules

Active ☑

Available Rules		Rules for package # 12
Special Item Discount(13) (14)	<== ==>	2% discount (7) New Quantity Discount (12)

Add Discount Rule

close window

To remove a discount rule that is currently applied to the package, click on the name of the rule under "Rules for Package". Click on the left arrow to remove the rule. The current page will refresh, and the chosen discount rule will only appear under the "Available Rules" section.

Discount Details for Packages
View and manage the discount details for all packages using the selected discount rule.

Navigation: Access the package management page by either creating a new package or by selecting an package to edit from the package drop down menu. The package management page will load in a new browser window.

Package: sub sandwiches (218232)

Name:	sub sandwiches
Barcode:	
Manufacturer:	
Code:	

Use Quantity: ☑

Use Units: ☐   Max Units: 0.00

Unit Name:

Height: 0.00   Width: 0.00

Weight: 0.00   Length: 0.00

Active: ☑   Use All Ship Methods: ☑

Taxable: ☑

Discount   Handling Charges

Shipping Methods   Shipping Rules

Price: $ 1.50   MSRP: $ 0.00   Taxes

Inventory Options:
- ○ Don't allow users order items not in stock
- ○ Let users backorder items
- ⦿ Don't use Inventory

Warranty: [   ]

Click on the "Discounts" text link.

Click on any current discount rule. The discount details for packages page will load in a new window.

All packages that the rule is currently applied to will be listed under the "Discount Details for Packages" section.

The discount rule can be activated or deactivated for any package in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.

To view the details of any package in the list, click the applicable name. The package management page will load in a new window.

To add or remove packages from the discount rule, use the "Apply or Remove Discounts for Packages" section located toward the bottom of the administration page.

To add a package to the rule, click on the name of the package under the "Available Rules" heading. Click the "right arrow" button. The page will refresh with the item now located under the "Packages Using..." heading.

AMD Desktop System ☑

Update

Apply or Remove Discounts for Packages

Active ☑

Available Packages		Packages using Rule # 7
newpackage(35) Floral Arrangement(68)	<== ==>	ATI All in Wonder Pro(32) testing negative values(49) AMD Desktop System(12)

close window

Modify	Item	Package	Option Group	Package Option

Rule is assigned to selected package(s).

Packages Admin for Discount Rule # 7 (2% *discount*)

Discount details for Packages

Package Name	Active
ATI All in Wonder Pro	☑
testing negative values	☑
newpackage	☑
AMD Desktop System	☑

Update

Apply or Remove Discounts for Packages

Active ☑

Available Packages		Packages using Rule # 7
Floral Arrangement(68)	<== ==>	ATI All in Wonder Pro(32) testing negative values(49) newpackage(35) AMD Desktop System(12)

To remove a package from the rule, click on the name of the item under the "Packages Using..." heading. Click the "left arrow" button. The will refresh with the item now located under the "Available Packages" heading.

Packages Admin for Discount Rule # 7 (2% *discount*)

Discount details for Packages

Package Name	Active
ATI All in Wonder Pro	☑
testing negative values	☑
newpackage	☑
AMD Desktop System	☑

[Update]

Apply or Remove Discounts for Packages

Active ☑

Available Packages		Packages using Rule # 7
Floral Arrangement(68)	<==	ATI All in Wonder Pro(32)
		testing negative values(49)
	==>	newpackage(35)
		AMD Desktop System(12)

Selected package(s) is/are removed from rule.

Packages Admin for Discount Rule # 7 (2% *discount*)

Discount details for Packages

Package Name	Active
ATI All in Wonder Pro	☑
testing negative values	☑
AMD Desktop System	☑

[Update]

Apply or Remove Discounts for Packages

Active ☑

Available Packages		Packages using Rule # 7
newpackage(35)	<==	ATI All in Wonder Pro(32)
Floral Arrangement(68)		testing negative values(49)
	==>	AMD Desktop System(12)

Floral Arrangement(68)

testing negative values(49)
AMD Desktop System(12)

==>

To remove a package option from the group, click on the name of the group from the "Package Options in Group". Click the "Delete" button located near the center of the administration page.

Back to the Top of the Page
Package Management Page
Product Catalog Management
10-Step Guide on Setting Up Ecommerce

Back

Package Shipping Methods

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Product Catalog Management](#) | [Package Management Page](#)

Overview

Package shipping methods are used to tell the software which choices to give a customer for shipping when purchasing a package. This would only be necessary if a Web site owner does not want to ship the package via all available methods.

Use this section to view, remove, add, activate, or deactivate custom shipping methods for a package. If "use all shipping methods" is selected on the main package administration page, then no custom shipping methods will be available.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the main "Ecommerce" link at the top of any main administration page.

Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.

The package management page will load in a new browser window.

Access the package management page by either creating a new package or by selecting an package to edit from the item drop down menu. The package management page will load in a new browser window.

If "use all shipping methods" is selected on the main item administration page, then no custom shipping methods will be available for the package. If necessary, disable the "use all shipping methods" option before proceeding.

le: 1234564 Use Units: ☐ Max Units: 0.00

:r: ATI Unit Name:

le: Height: 1.00 Width: 3.00
Weight: 3.25 Length: 4.00

'e: ☑ Use All Ship Methods: ☐ Discount   Handling

le: ☑ Shipping Methods Shipping Rules

:e: $ 100.00 MSRP: $ 0.00 Taxes

1s: ○ Don't allow users order items not in stock
○ Let users backorder items
◉ Don't use inventory

Shipping methods applied to packages will override the shipping methods available to any items used in any option group, but only for the package options and not the original item. Shipping method combinations can be viewed or modified through the custom shipping methods administration page.

Microsoft Internet Explorer

| Discount Rules | Shipping Methods | Shipping Rules | Handling Rules | Tax Rules |

Shipping Methods Admin for package

Current Shipping Methods for package *ATI All in Wonder Pro (32)*

| Method ID | Method Name | Active |

Update

Apply or Remove Existing Shipping Methods

Active ☑

Available Methods / Methods for package # 32

UPS Ground(7)
UPS 3 Day Select(8)
UPS Next Day Air(9)
This is the Ship Name(18)

<==
==>

Add Shipping Method

To add a new shipping method, click on the "Add Shipping Method" text link. The custom shipping methods administration page will load in a new browser window.

Add Shipping Method

To Apply an existing custom shipping method to the package, highlight the shipping method from the "Available Methods" list, located in the "Apply or Remove Existing Shipping Rules" section. Click on the right arrow button.

Apply or Remove Existing Shipping Methods

Active ✔

Available Methods		Methods for package # 35
Customer Pickup(10)	<==	
Courier(11)		
UPS 2nd Day Air(6)		
newmethod(20)	==>	

The page will refresh with the selected shipping method now populated in the "Current Shipping Methods" section. More than one shipping method may be selected by highlighting multiple methods.

Apply or Remove Existing Shipping Methods

Active ✔

Available Methods		Methods for package # 35
Customer Pickup(10)	<==	newmethod (20)
Courier(11)		
UPS 2nd Day Air(6)		
UPS Ground(7)	==>	

To remove an existing shipping method from the package, highlight the method from the "Current Shipping Methods" list. Click on the left arrow button.

Apply or Remove Existing Shipping Methods

Active ✔

Available Methods		Methods for package # 35
Customer Pickup(10)	<==	newmethod (20)
Courier(11)		
UPS 2nd Day Air(6)		
UPS Ground(7)	==>	

The page will refresh with the selected method now populated in the "Available Methods" section. More

than one method may be selected by highlighting multiple methods.

To activate or deactivate a shipping method currently applied to a package, click or unclick the selection box next to the method to change, located in the "Shipping Methods Details" section.

Click the "Update" button. The current page will refresh showing the desired changes.

To view the shipping method package details of a currently applied method, click on the name, located in the "Methods Details" section. The shipping method details for packages page will load in a new browser window.
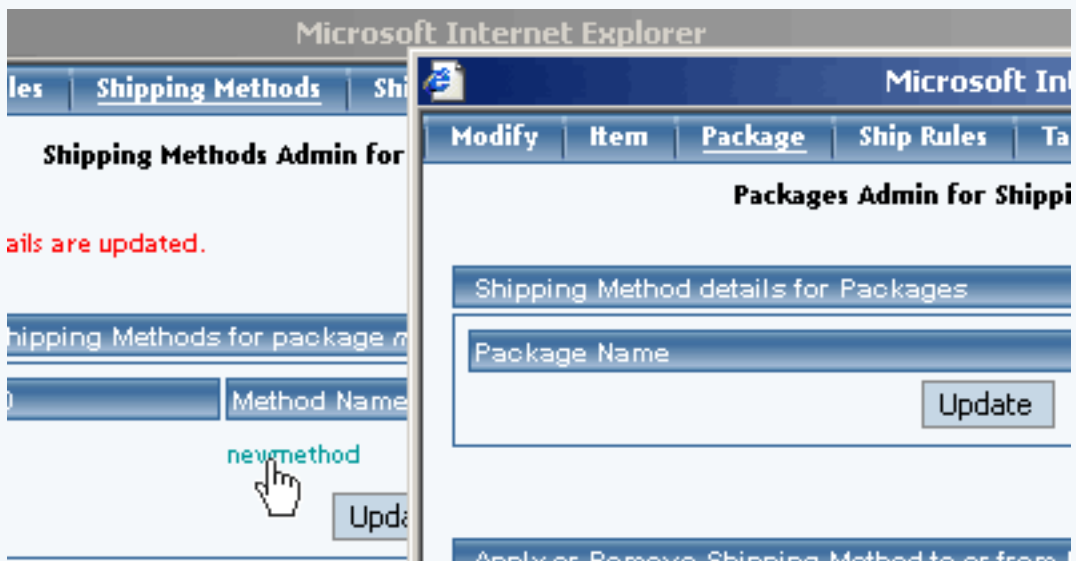
Shipping Method Details for Packages
View and manage the shipping method details for all packages using the selected method.

All items that this method is currently applied to will be listed under the "Shipping Method Details for Items" section. A list of packages that have "use all shipping methods" enabled will also display at the bottom of the screen.

Shipping Methods Admin for package

Current Shipping Methods for package *ATI All in Wonder Pro* (32)

Method ID	Method Name	Active

Update

Apply or Remove Existing Shipping Methods

Active ☑

Available Methods	Methods for package # 32
UPS Ground(7)	
UPS 3 Day Select(8)	
UPS Next Day Air(9)	
This is the Ship Name(18)	

<== ==>

Add Shipping Method

The shipping method can be activated or deactivated for any package in the list. Toggle the selection box under "Active" next to the item to modify to change the status. Click the "Update" button to save changes.

Current Shipping Methods for package *newpackage* (35)

Method ID	Method Name	Active
20	newmethod	☑

Update

Current Shipping Methods for package *newpackage* (35)

Method ID	Method Name	Active
20	newmethod	☐

Update

Update

To view the details of any package in the list, click on the item name. The package management page will load in a new window.
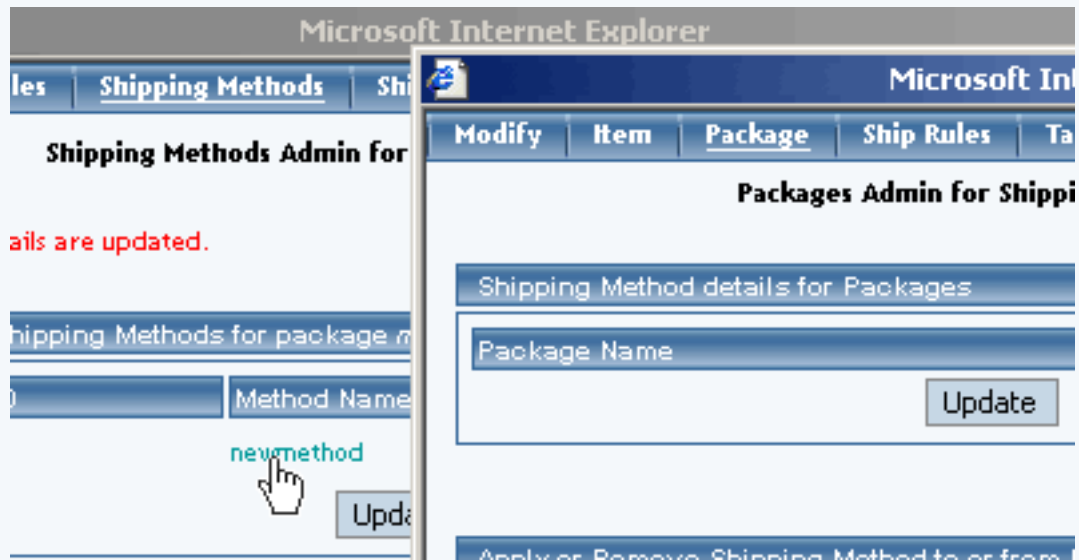
To add or remove a shipping method to or from a package, use the "Apply or Remove Methods for Packages" section located toward the bottom of the administration page.

To add a package to the method, click on the name of the package under the "Available Methods" heading. Click the "right arrow" button. The page will refresh with the package now located under the "Items Using Methods" heading.
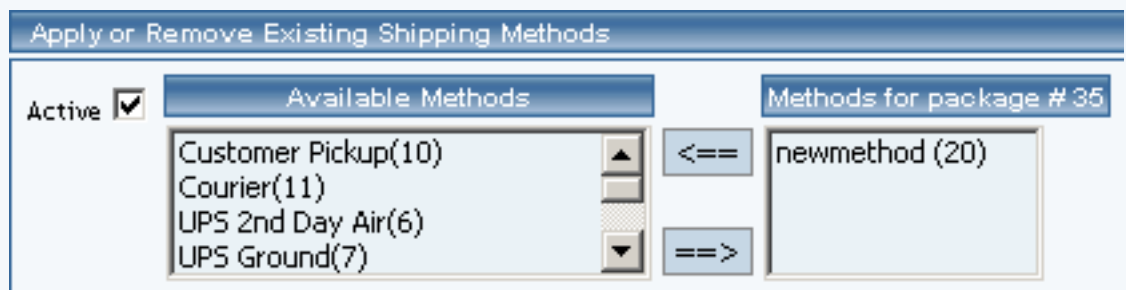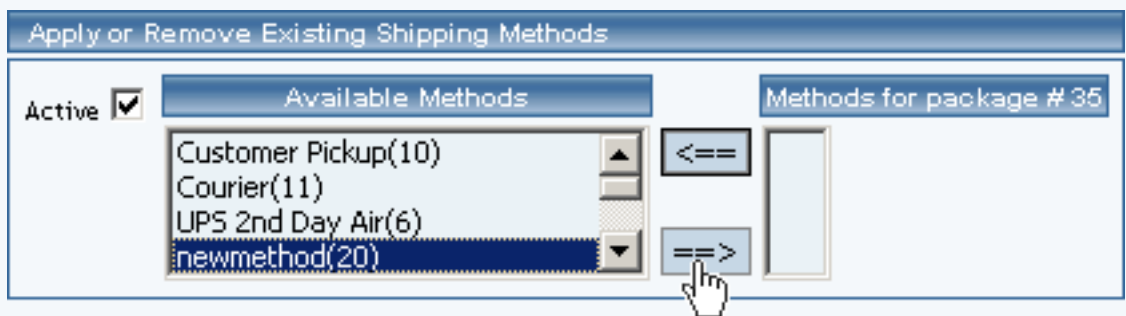
To remove a package from the method, click its name under the "Items Using Method" heading.

Click the "left arrow" button. The page will refresh with the package now located under the "Available Packages" heading.

Package Shipping Rules

Overview

When any user-defined shipping method is used for a package, a shipping rule may be applied, which tells the software how to calculate the shipping charges. Shipping rules applied to the package will not be applied to any package option groups or package options.

Use this section to view, remove, add, activate, or deactivate custom shipping rules for a package. Shipping rules may be set up for user-defined "custom" shipping methods only. Shipping rules for the package are based on the main package item, and once a shipping rule is applied, any global shipping rules will be deactivated for the package.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page.

Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.

The package management page will load in a new browser window.

Click on the "Shipping Rules" text link.

The shipping rules for package administration page will open in a new browser window.

Any global shipping rules that apply to the item will be listed at the bottom of the page.

To view a global rule, click on the rule name. The global shipping rules modification page will open in a new browser window.

A custom shipping method must be active for the package in order to apply a custom rule. If necessary, activate a custom shipping method for the package before proceeding.

To add a new rule, click on the "Add Shipping Rule" text link. The add shipping rule administration page will open in a new browser window.

To apply an existing shipping rule to the package, highlight the rule from the "Available Rules" list, located in the "Apply or Remove Existing Shipping Rules" section. Click on the right arrow button. The page will refresh with the selected rule now populated in the "Current Shipping Rules" list. More than one shipping rule may be selected by highlighting multiple rules.

To remove an existing custom shipping rule from the package, highlight the rule from the "Current Shipping Rules" list. Click on the left arrow button.

The page will refresh with the selected rule now populated in the "Available Rules" section. More than one shipping rule may be selected by highlighting multiple rules.

To activate or deactivate a custom shipping rule currently applied to a package, click or unclick the selection box next to the rule to change, located in the "Shipping Rule Details" section. Click the "Update" button. The current page will refresh showing the desired changes.

To view a custom shipping method for a currently applied rule, click on the name of the shipping method, located in the "Shipping Details" section. The shipping method details for packages page will load in a new browser window. This page is used to view and manage which packages the custom shipping method is currently applied to.

To view the details of the rule itself, click on the "Rule Id" number. The shipping rule details for packages page will load in a new window.

Shipping Rule Details for Packages
View and manage the discount details for all packages using the selected discount rule.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page.

Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.

The package management page will load in a new browser window.

Click on the "Shipping Rules" text link.

The shipping rules for package administration page will open in a new browser window.

Click on any current shipping rule. The "shipping rule details for packages" page will load in a new window. This page is used to view and manage the discount details for all packages using the selected rule.

All packages that the rule is currently applied to will be listed under the "Shipping Rule Details for Packages" section.

The shipping rule can be activated or deactivated for any package in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.

To view the details of any package in the list, click the applicable name. The package management page will load in a new window.

To add or remove packages from the shipping rule, use the "Apply or Remove Shipping Rules for Packages" section located toward the bottom of the administration page.

To add a package to the rule, click on the name of the package under the "Available Rules" heading. Click the "right arrow" button. The page will refresh with the item now located under the "Packages Using..." heading.

To remove a package from the rule, click on the name of the item under the "Packages Using..." heading. Click the "left arrow" button. The will refresh with the item now located under the "Available Packages" heading.

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Package Tax Rules

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Product Catalog Management](#) | [Package Management Page](#)

Overview

Tax rules may be added to any package. A package tax rule would only be necessary if a site owner did not want to use global tax rules. Upon applying a tax rule, any global tax rules will be deactivated, and the software will use the package rule to calculate taxes. A package tax rule will apply only to the base price of the package, and not to any package option groups or package options.

Use this section to view, remove, add, activate, or deactivate package-specific tax rules.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page.

Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.

The package management page will load in a new browser window.

Click on the "Taxes" text link.

The Tax Rules for package page will load in a new browser window.

Tax rules will not be available unless the "taxable" box is checked from the main package administration page.

Any global tax rules that apply to the item will be listed at the bottom of the page.

To view a global rule, click on the rule name.

The global tax modification page will open in a new browser window.

When a custom tax rule is applied to an item, it will override any global rules that were previously active for the item.

To add a new custom tax rule, click on the "Add Tax Rule" text link.

The add tax rule administration page will open in a new browser window.

Step 1

Rule Type:
GLOBAL

Item Specific means rule can be assigned to item.
Global means rule will be applied to all items that do not have specific rule assigned.
Shipping Method Specific means rule can be assigned to custom/userdef shipping method.
Shipping Method Global means rule will be applied to all shipping methods that do not have specific rule assigned.

Rule Name:
Name for your reference.

Tax Name:
Name to show in cart.

Step 2

Status: ACTIVE

To Apply an existing tax rule to the package, highlight the rule from the "Available Methods" list, located in the "Apply or Remove Existing Tax Rules" section.

Click on the right arrow button.

The page will refresh with the selected tax rule now populated in the "Current Tax Rules" list. More than one rule may be selected by highlighting multiple rules.

To remove an existing custom tax rule from the package, highlight the rule from the "Current Tax Rules" list.

Click on the left arrow button.

The page will refresh with the selected rule now populated in the "Available Rules" section. More than one rule may be selected by highlighting multiple rules.

To activate or deactivate a custom tax rule currently applied to a package, click or unclick the selection

box next to the rule to change, located in the "Tax Rule Details" section.

Click the update button.

The current page will refresh showing the desired changes.

To view the details of a currently applied rule, click on the name of the rule, located in the "Current Tax Rules" section.

The tax rule details for packages page will load in a new browser window. This page is used to view and manage which packages the custom rule is currently applied to.

Tax Rule Details for Packages
View and manage tax rule details for all packages using the selected method.

Navigation: From the package administration page, click on the "Taxes" text link.

The Tax Rules for package page will load in a new browser window.

Click on the desired tax rule to view the details.

The tax rule details for packages page will load in a new browser window.

All items that this rule is currently applied to will be listed under the "Tax Rule Details for Packages" section.

The tax rule can be activated or deactivated for any package in the list. Toggle the selection box under "Active" next to the item to modify to change the status. Click the "Update" button to save changes.

To view the details of any package in the list, click on the item name.

The package management page will load in a new window.

To add or remove a tax rule to or from a package, use the "Apply or Remove Tax Rules to or from Packages" section located toward the bottom of the administration page.

To add a package to the rule, click on the name of the package under the "Available Rules" heading.
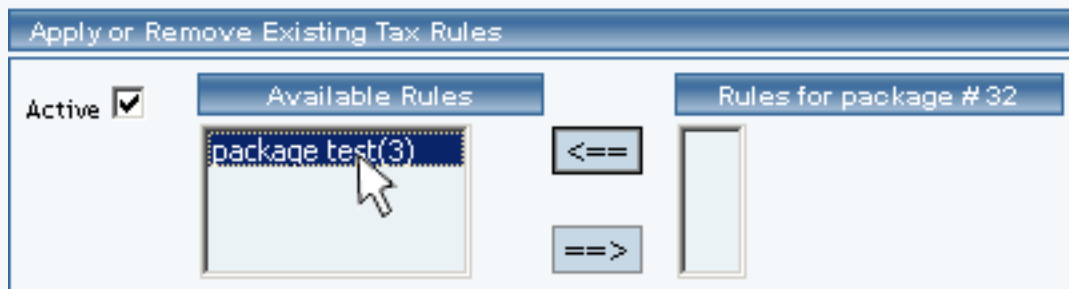
Click the "right arrow" button. The page will refresh with the package now located under the "Packages Using Rules" heading.

To remove a package from the rule, click its name under the "Items Using Rule" heading.

Click the "left arrow" button.

The page will refresh with the package now located under the "Available Packages" heading.

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Package Handling Charges

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#) | [Package Management Page](#)

Overview

Handling charge rules can be applied to any package. A handling charge rule is used to tell the software how to calculate any desired handling charges when a customer purchases the package. This would only be necessary if the package handling charges are different from any global rules that currently exist for the entire catalog.

Use this section to view, remove, add, activate, or deactivate package-specific handling charges. Handling charges will be applied to the package base price at checkout, and any global handling charges will be deactivated for the package.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page.

Click on the "Product Catalog Management" text link to load the product catalog management page.

Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.

The package management page will load in a new browser window.

Click on the "Handling Charges" text link. The Handling Charges Rules page will load in a new browser window.

Any global handling charges rules that apply to the package will be listed at the bottom of the page. To view a global rule, click on the rule name.

Add Handling Rule

Global handling rules that apply to this package *newpackage (35)*:

Fuel Surcharge (4)

Fuel Surcharge (5)

The global handling charges rules modification page will open in a new browser window.

Add Handling Rule

Global handling rules that app

Fuel Surcharge (4)

Fuel Surcharge (5)

Microsoft Internet Explorer

Modify

Modify Handling Rule # 4 (*Fuel Surcharge*)

GLOBAL (Rule ID #4)

Rule Name: Fuel Surcharge   (No Basis)

Status: ACTIVE

Handling is NON-TAXABLE

Handling Name: Fuel Surcharge

Applied to Region   Handling Charges

Country:

To add a new custom handling rule, click on the "Add Handling Charge Rule" text link.

Add Handling Rule

Global handling rules that apply to this package *newpackage (35)*:

Fuel Surcharge (4)

Fuel Surcharge (5)

The add handling charges rule administration page will open in a new browser window.

Global handling rules tha
Fuel Surcharge (4)
Fuel Surcharge (5)

Add Handling Rule

Step 1

Rule Type: GLOBAL

Specific means rule can be assigned
item.
Global means rule will be applied to
items that do not have specific rule
assigned.

Rule Name: _____ Name for your reference.

Handling Name: _____ Name to show in cart.

Step 2

To Apply an existing handling charges rule to the package, highlight the rule from the "Available Methods" list, located in the "Apply or Remove Existing Handling charges Rules" section.

Click on the right arrow button.

The page will refresh with the selected rule now populated in the "Current Handling Charges Rules" list. More than one rule may be selected by highlighting multiple rules.

Current Handling Rules for package *newpackage* (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	☑

Update

To remove an existing custom rule from the package, highlight the rule from the "Current Handling Charges Rules" list.

Apply or Remove Existing Handling Rules

Active ☑ Available Rules   Rules for package # 35

<== combination special handling (2)

==>

Click on the left arrow button.

Apply or Remove Existing Handling Rules

Active ☑ Available Rules   Rules for package # 35

<== combination special handling (2)

==>

The page will refresh with the selected rule now populated in the "Available Rules" section.More than one rule may be selected by highlighting multiple rules.

Apply or Remove Existing Handling Rules

Active ☑ Available Rules   Rules for package # 35

combination special handling(2)   <==

==>

To activate or deactivate a custom rule currently applied to the package, click or unclick the selection box next to the rule to change, located in the "Handling charges Rule Details" section.

Click the update button.

The current page will refresh showing the desired changes.

To view the details of a currently applied custom rule, click the name of the rule, located in the "Handling charges Details" section.

The handling charges rule details for packages page will load in a new browser window. This page is used to view and manage which packages the rule is currently applied to.

Handling Charges Details for Packages

View and manage the handling charges details for all packages using the selected rule.

Navigation: From the main package administration page, Click on the "Handling Charges" text link. The Handling Charges Rules page will load in a new browser window. This page is used to view and manage the handling charges details for all packages using the selected rule.

All packages that the rule is currently applied to will be listed under the "Handling Charges Rules Details for Packages" section.

The Handling charges can be activated or deactivated for any package in the list. Toggle the selection box under "Active" next to the item to change to change the status.

Click the "Update" button to save changes.

To view the details of any package in the list, click the applicable name.

The package management page will load in a new window.

Modify | **Item** | **Package** | **Option Group** | **Package Option**

Packages Admin for Handling Rule # 2 (*combination special handling*)

Handling Rule details for Packages

Package Name	Active
newpackage	☑
package 3	☑
package 5	☑

Update

Apply or Remove Handling Rules for Packages

Active ☑

Available Packages		Packages using Rule # 2
ATI (32) Floral Arrangement(68)	<== ==>	testing values(49) newpackage(35)

To add or remove packages from the rule, use the "Apply or Remove Handling Charges Rules for or from Packages" section located toward the bottom of the administration page.

Apply or Remove Existing Handling Rules

Active ☑

Available Rules		Rules for package # 35
	<== ==>	combination special handling (2)

Add Handling Rule

To add a package to the rule, click on the name of the package under the "Available Rules" heading.

Click the "right arrow" button.

The page will refresh with the item now located under the "Packages Using..." heading.

To remove a package from the rule, click on the name of the item under the "Packages Using..." heading.

Click the "left arrow" button.

The will refresh with the item now located under the "Available Packages" heading.

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Origins

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#)

Overview

The origins feature is used to tell the software where products are being shipped from. By default, one origin location must be specified, and the origin management page will automatically load the first time the product catalog administration is accessed.

In many cases, only one point of origin will be necessary. However, if a web site owner has products being shipped from different areas, additional locations may be added.

Shipping origins are only critical when a web site owner is using the system-integrated shipping methods (UPS, USPS and Fed-X). These methods calculate shipping charges by looking at the shipping origin and destination. Therefore, when using integrated shipping methods, it is important that the correct origin is assigned to products.

Use the origins feature to specify different "ship from" addresses. The integrated shipping methods will then calculate shipping charges based on the zip code of the selected origin. The shipping origins is specified for each item in the online catalog.

Navigation: Click on the main "Ecommerce" link at the top of any main administration page.
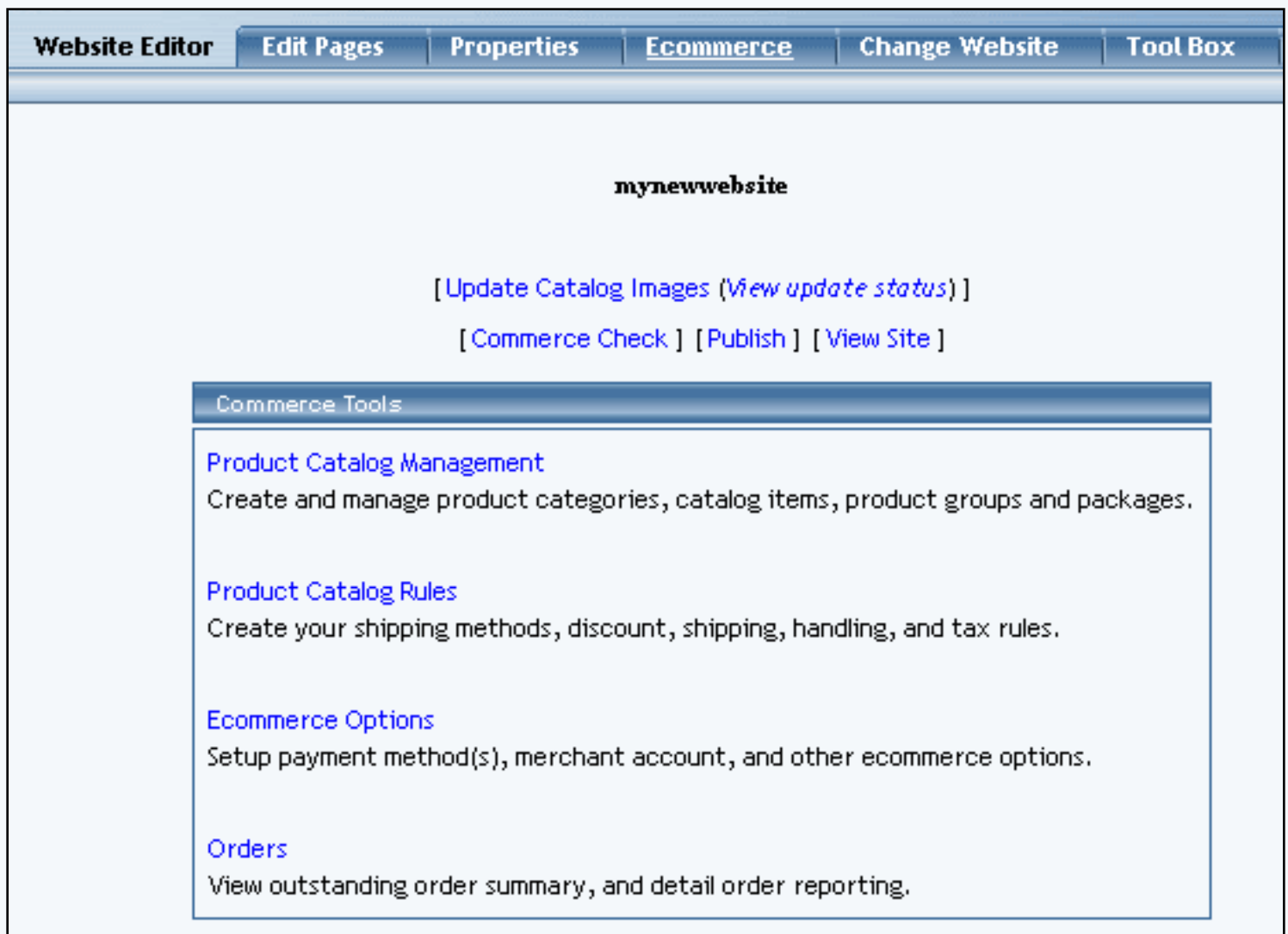
Click on the "Product Catalog Management" text link to load the product catalog management page.
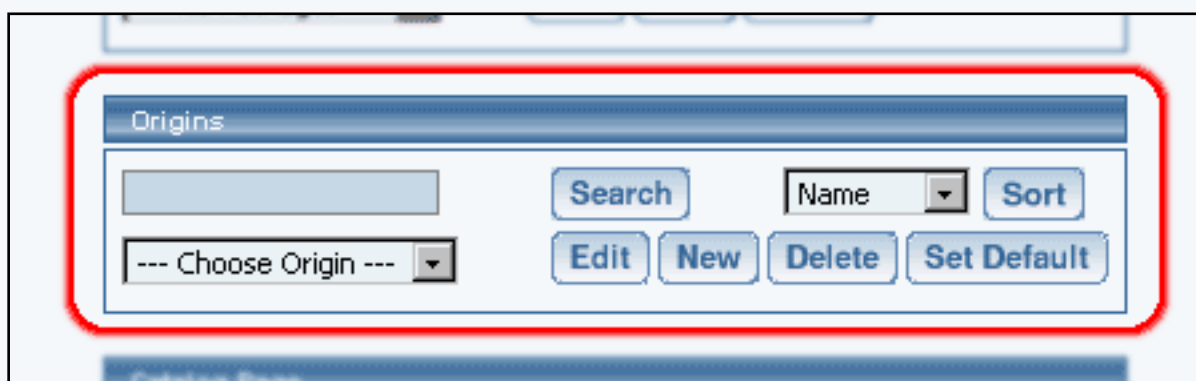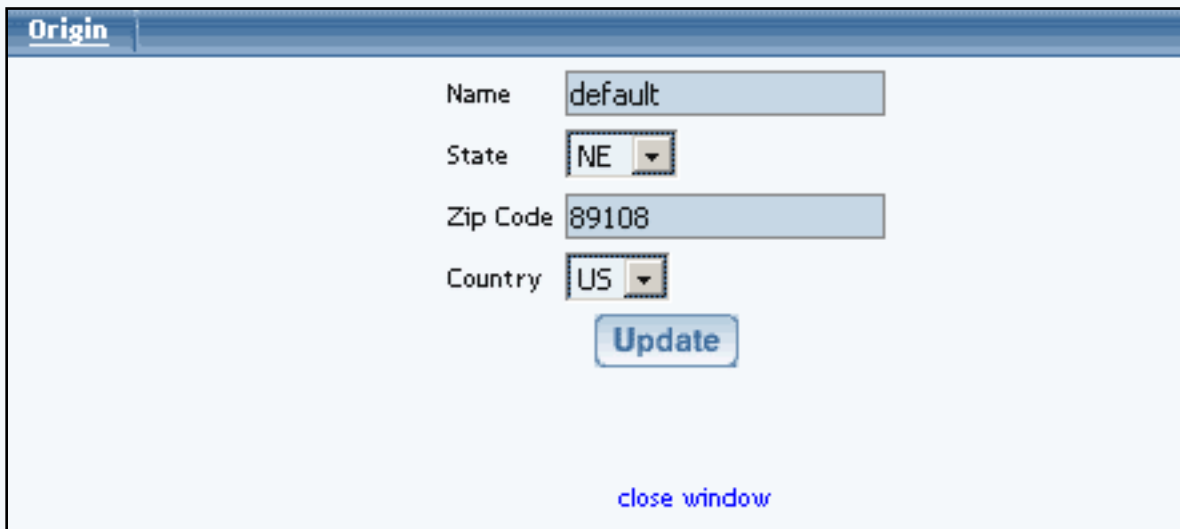
To add a new shipping origin, click on the "New" button located in the item section. A prompt will display asking for the name of the origin. Once a name is chosen, click ok. The origin management page will open in a new browser window.

Explorer User Prompt

Script Prompt:

Please enter a name for your new origin

OK

Cancel

undefined
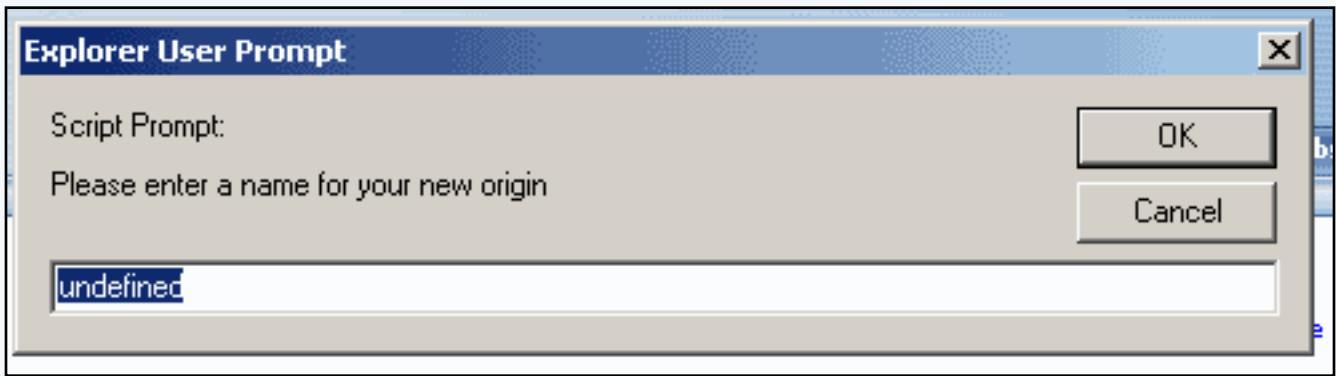
Select the state of origin from the drop down menu, type in the zip code, and select the country. To save the changes, click on the "Update" button. After the page reloads, click on the "close window" text link.

Origin

Name

State   AL

Zip Code

Country   US

Update

close window

To edit an existing origin, select the origin to edit from the drop down menu, then click on the "Edit" button. The origin management page will open in a new browser window.

Origin

Name   default

State   NE

Zip Code   89108

Country   US

Update

close window

To delete an existing origin, select the origin to delete from the origin drop down menu, then click the "delete" button.
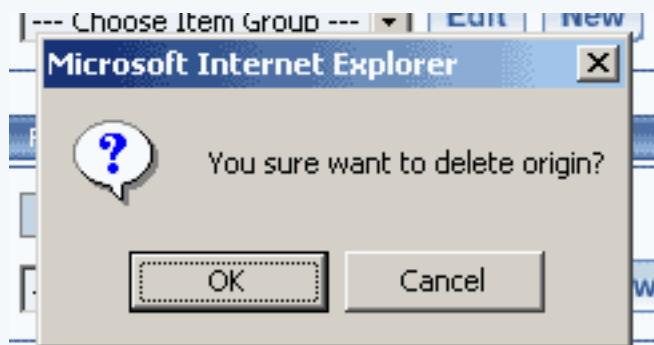
To search for origins, type the origin name in the empty text field located just above the origin drop down menu and click the "Search" button. Once the page reloads, all matching origins will be available for selection in the drop down menu.
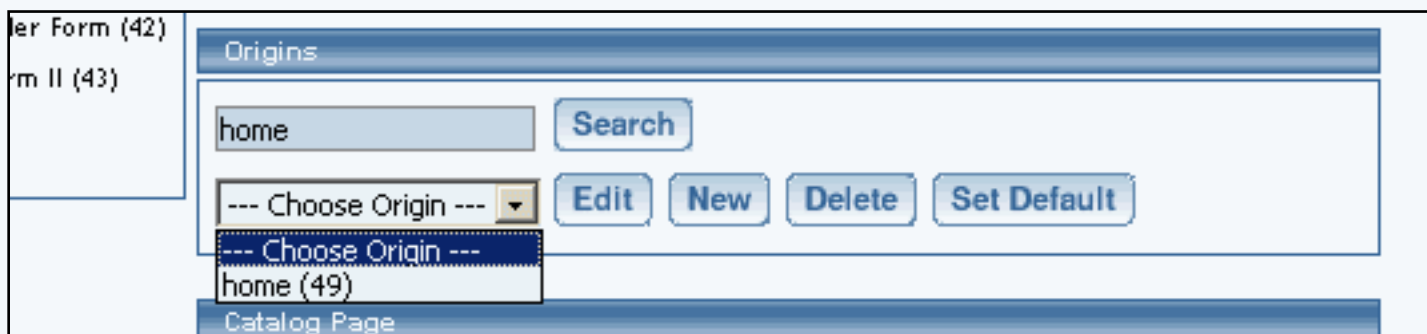
To set the origin default, select the desired origin from the drop down menu, then click the "set default" button.
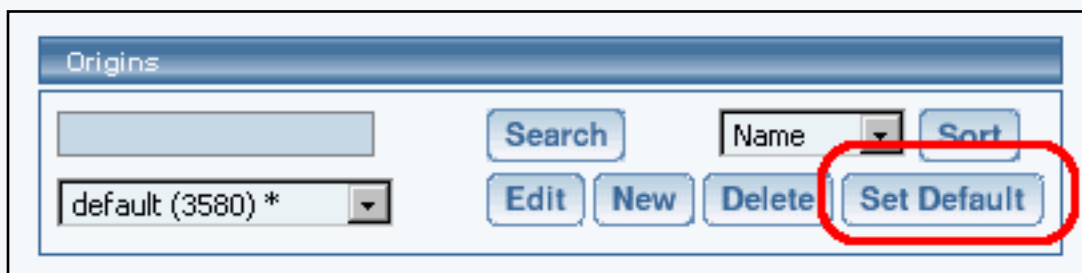
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Product Catalog Management

Catalog Page

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#)

Overview The catalog page is the entrance to the online shopping system. A customer accesses a link to the shopping cart page, and a list of all categories is presented.

Before a catalog can be utilized on the Web site, a main catalog page must be created from the [website editor](#).
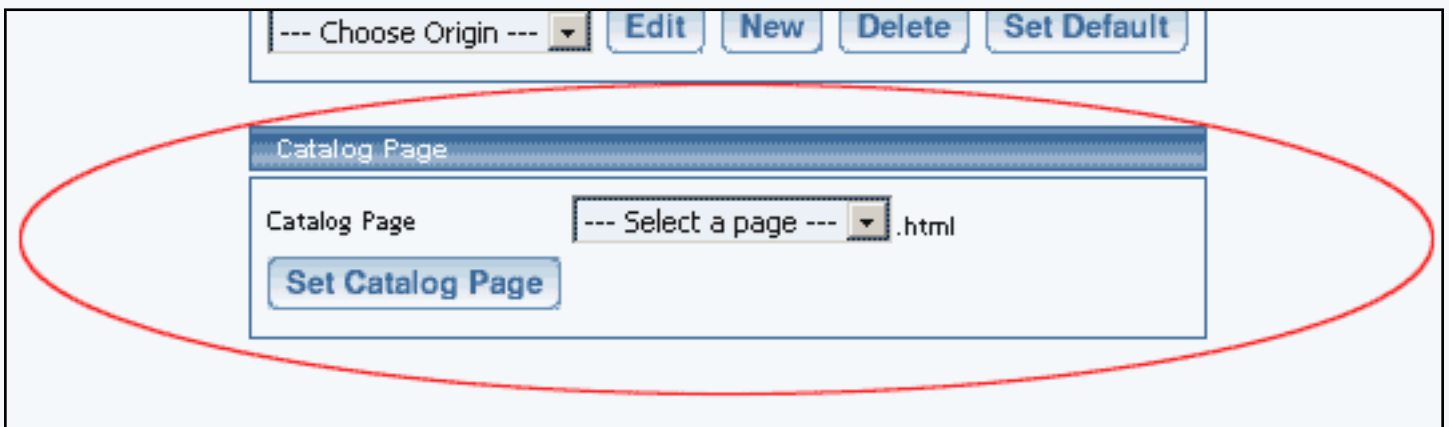
[An example of a main catalog "entrance" page]

The catalog page may be completely customized with a unique look, or it may be created to match the design of the rest of the Web site. Once the catalog page is created, a [catalog component](#) must be added to the page. The layout and appearance of the catalog itself may also be customized by editing the catalog component.

Sample Item

Sample Item

[enlarge]

Item Id: 00
Price: $0000
Qty: 1

Add Item to Cart

Sample Description

Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page. In the "Catalog Page" section, select the page to be used as the online catalog. Click on the "Set Catalog Page".

--- Choose Origin ---   Edit   New   Delete   Set Default

Catalog Page

Catalog Page   --- Select a page ---   .html

Set Catalog Page

After publishing the site, all active product information will be available by accessing the selected page from the main Web site.

Tip: A shopping cart page must also be created in the same manner as the catalog page. The catalog component must properly point to a page that contains a cart component before the online catalog will be functional. Be certain to edit the catalog component and specify the name of the cart page in the main catalog component adminstration.

For more information on setting up your Product Catalog, click here.

Product Catalog Rules

Related Links:

Overview | Product Catalog Rules Management

Overview

Create and manage shipping methods, shipping rules, discount rules, handling charge rules, and tax rules.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules".

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Product Catalog Rules Management

Discount Rules

SPECIFIC(Rule ID #13) Special Item Discount - (No Basis)

Status : **ACTIVE**. Discount Rule is applied **BEFORE TAX**.

	Discount

Discount Name: **Special 5% Discount**
Start: **2003-04-17 00:00:00**   Apply **5.00%** of amount
End: **2004-01-01 00:00:00**

Modify   Deactivate   Delete

SPECIFIC(Rule ID #14) - (No Basis)

Status : **ACTIVE**. Discount Rule is applied **BEFORE TAX**.

	Discount

Discount Name: **Test**
Start: **2003-09-01 00:00:00**   Apply **20.00%** of amount
End: **2003-03-01 00:00:00**

Modify   Deactivate   Delete

GLOBAL(Rule ID #8) Easter Sale - Based on PRICE

Status : **ACTIVE**. Discount Rule is applied **AFTER TAX**.

	Discount

Discount Name: **Easter Sale Discount**   FROM **0.00** To **499.99** apply discount **10.00%**
Start: **2003-01-01 00:00:00**   FROM **500.00** On Up apply discount **15.00%**
End: **2006-01-01 00:00:00**

Modify   Deactivate   Delete

[Shipping Rules](#)

- Add Shipping Method
- View Shipping Methods

- Add Shipping Rule
- View Shipping Rules

Shipping Methods

USER DEFINED

ID	Code	Name	Status	Delete
10	pickup	Customer Pickup	ACTIVE (Deactivate)	Delete
11	courier	Courier	ACTIVE (Deactivate)	Delete
18	codecode	This is the Ship Name	ACTIVE (Deactivate)	Delete

UPS

ID	Code	Name	Status	Delete
6	2DA	UPS 2nd Day Air	ACTIVE (Deactivate)	Delete
7	GND	UPS Ground	ACTIVE (Deactivate)	Delete
8	3DS	UPS 3 Day Select	ACTIVE (Deactivate)	Delete
9	1DA	UPS Next Day Air	ACTIVE (Deactivate)	Delete
19	EAM	UPS Next Day Air Early A.M.	ACTIVE (Deactivate)	Delete

close window

Handling Rules

Discounts | **Shipping** | **Handling** | **Taxes**

- Add Handling Rule
- View Handling Rules

SPECIFIC(Rule ID #2) combination special handling - (No Basis)

Status : **ACTIVE**. Handling is **TAXABLE**.

Handling Name: **combination special handling**

Applied to Region	Handling
Country:**(Any)**	
State:**(Any)**	Apply **$2.00**
Zip:**(Any)**	

Modify   Deactivate   Delete

GLOBAL(Rule ID #5) Fuel Surcharge - (No Basis)

Status : **ACTIVE**. Handling is **NON-TAXABLE**.

Handling Name: **Fuel Surcharge**

Applied to Region	Handling
Country:**(Any)**	
State:**(Any)**	Apply **$0.65**
Zip:**(Any)**	

Modify   Deactivate   Delete

close window

[Tax Rules](#)

Discounts | **Shipping** | **Handling** | **Taxes**

- Add Tax Rule
- View Tax Rules

ITEM SPECIFIC(Rule ID #3)package test

Status : **ACTIVE** Tax Name: **package test**

Applied to Region	Tax
Country:**(Any)** State:**(Any)** Zip:**(Any)**	Apply **$1.00**

Modify   Deactivate   Delete

GLOBAL(Rule ID #1) Sales Tax Rule

Status : **ACTIVE** Tax Name: **Sales Tax**

Applied to Region	Tax
Country:**(Any)** State:**Nevada** Zip:**(Any)**	Apply **6.50%** of amount

Modify   Deactivate   Delete

GLOBAL(Rule ID #2)zdsrde

Status : **ACTIVE** Tax Name: **rtzdrh**

Applied to Region	Tax
Country:**(Any)** State:**(Any)** Zip:**(Any)**	Apply **$12.00**

Modify   Deactivate   Delete

close window

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Discount Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Rules](#)

[Overview](#) | [Discount Descriptions](#) | [Add a Discount Rule](#) | [Modify a Discount Rule](#) | [Discount Rules For Shoppers](#)

Overview
Apply price reductions based on custom rules. Discounts can be applied to an item, a package option, a package or globally.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window.
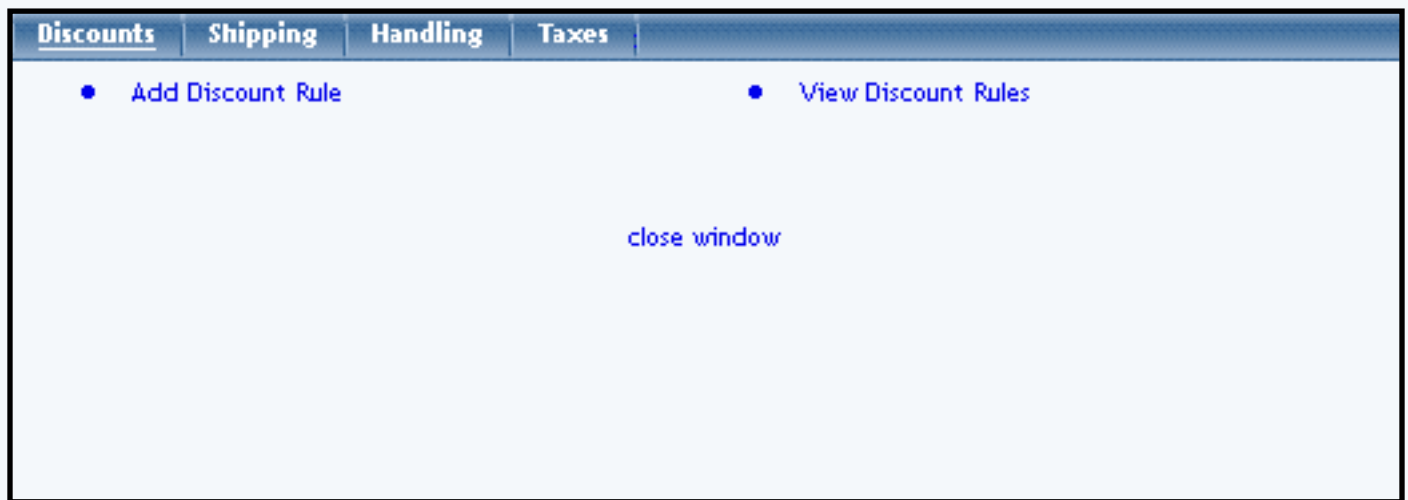
Any existing discount rules will be displayed when the administration page is accessed. Item specific rules are listed first, in the order that they were created. Global rules are listed afterward.

SPECIFIC(Rule ID #13) Special Item Discount - (No Basis)

Status : **ACTIVE**. Discount Rule is applied **BEFORE TAX**.

	Discount

Discount Name: **Special 5% Discount**
Start: **2003-04-17 00:00:00**   Apply **5.00%** of amount
End: **2004-01-01 00:00:00**

Modify   Deactivate   Delete

SPECIFIC(Rule ID #14) - (No Basis)

Status : **ACTIVE**. Discount Rule is applied **BEFORE TAX**.

	Discount

Discount Name: **Test**
Start: **2003-09-01 00:00:00**   Apply **20.00%** of amount
End: **2003-03-01 00:00:00**

Modify   Deactivate   Delete

GLOBAL(Rule ID #8) Easter Sale - Based on PRICE

Status : **ACTIVE**. Discount Rule is applied **AFTER TAX**.

	Discount

Discount Name: **Easter Sale Discount**   FROM **0.00** To **499.99** apply discount **10.00%**
Start: **2003-01-01 00:00:00**   FROM **500.00** On Up apply discount **15.00%**
End: **2006-01-01 00:00:00**

Modify   Deactivate   Delete

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Discount Descriptions:
The heading of each discount rule includes a type indicator (SPECIFIC or GLOBAL), the rule ID Number, the rule Name, and the Basis for the rule.

The rule basis refers to how the calculation is performed. "No Basis" means that the rule has been applied as a single value, such as a percentage of the product price, or a single "Flat Rate" that is applied when a purchase is made.

When a basis is listed, this means that 1) the rule is applied based on Quantity, Unit, Weight, or Price, or 2) a table of values has been created to calculate the charge. The basis indicator is listed as "Based On" with a type identifier, such as "Units" or "Quantity". In such cases, the discount is variable based on the "price" or "unit", and is calculated from a pre-defined table of values.

Below the main heading is a status indicator (Active or Inactive) and a tax indicator (Before Tax or After Tax). These settings can be modified from the rule's administration page.

The "Discount Name" is different from the "Rule Name". The discount name is the text that will actually display in the catalog and shopping cart whenever a discount is applied.

The starting and ending date of the discount is listed. Discounts are automatically applied and deactivated

according to the dates and times listed.

The actual discount amount is shown, as it will be applied. If a basis exists for the rule, the table of values will be listed.

To deactivate or activate a rule, click on the "Deactivate" or "Activate" text link located at the bottom of the rule. The screen will refresh with the applied change.

To delete a rule, click on the "Delete" text link.

To modify a rule, click on the "Modify" text link. The modify discount rule administration page will load in a new window.
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Add a Discount Rule
Add and define a new product discount rule

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Add a Discount Rule" text link.

Step 1

Rule Type: SPECIFIC ▼

Specific means rule can be assigned to item.

Global means rule will be applied to all items that do not have specific rule assigned.

Rule Name: [   ]

Name for your reference.

Discount Name: [   ]

Name to show in cart.

Step 2

Status: ACTIVE ▼

Discount is applied

BEFORE TAX ▼

Before Tax means that taxes will be calculated after discount is applied, hence be calculated based upon the discounted item price.

After Tax means taxes will be calculated based upon the undiscounted price of the item.

Step One: Name and define the Rule Type

From the drop-down menu, select "Specific" or "Global" for the rule type.

A global discount will apply to all products purchased. The global discount, however, will be overridden if a specific rule is used for any product in the catalog.

A specific rule is applied to individual items, package options, and/or packages. After defining a specific rule, the rule must be added to any products in order to be applied.

Type in a rule name and a discount name. The rule name identifies the rule for administrative purposes. The discount name is actually displayed in the catalog and shopping cart whenever the discount is applied.

Step Two: Defining the Rule Status

From the first drop-down menu, select whether or not the rule will be created as an active or inactive rule. The system default is active.

From the second drop-down menu, select the applicable tax-state of the discount: Before Tax or After Tax. The system default is Before tax.

Step Three: The Discount Duration

Define a starting date and time, and an ending date and time. Click on the calendar icons to select a date from a calendar-style pop-up window, or use the drop-down menus provided.

Step Four: Type of Discount and Calculation

To create a rule that will apply a single discount based on the price, click on the radio button next to "Flat Fee/Percentage (No Basis)". In the "Amount" field provided, type in the discount amount. For a flat fee, type the value in currency format i.e. 3.25 for three dollars and twenty-five cents. To apply a percentage, enter the numeric value followed by a percentage sign, such as 5%.

To create a rule that will calculate the discount based on a table of values and/or a specific basis (such as unit, quantity, or weight), click on the radio button next to "Table". Specify what the rule will be based on by selecting QUANTITY, UNIT, WEIGHT, or PRICE from the drop-down menu provided.

Type the minimum value of the rule next to the "From" field in the space provided. As an example, if the discount is to be applied only when a customer orders a quantity of 10 or more, enter "10" in the field. Enter the discount amount to the right of "Discount" in the space provided. The discount value can be entered as a dollar amount or a percentage (such as 10%).

To create a table of values, click the "Add Row" button. A second row identical to the first will appear. Type the second set of values in the space provided. Continue adding as many rows as needed to finish building the discount table.

Click the "Add Rule" button once the rule has been successfully defined. The page will refresh to the "Modify Discount Rule" administration page.
Back to the Top of the Page

Modify a Discount Rule
Modify the details of an existing discount rule.

Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the blue text "Modify" for the Discount Rule that you would like to change.

Modify | **Item** | **Package** | **Option Group** | **Package Option**

Modify Discount Rule # 12 (*New Quantity Discount*)

SPECIFIC (Rule ID #12)

Rule Name: `New Quantity Discount` - Based on `QUANTITY ▾`

Status: `INACTIVE ▾`. Discount Rule is applied `BEFORE TAX ▾`.

Discount

Discount Name:

`Quantity Discount`

Start:

Year: `2001 ▾` Month: `01 ▾` Date: `01 ▾` 🗓

Hour: `00 ▾` Minute: `00 ▾` Second: `00 ▾`

End:

Year: `2001 ▾` Month: `01 ▾` Date: `01 ▾` 🗓

Hour: `00 ▾` Minute: `00 ▾` Second: `00 ▾`

From `5.00` **to 9.99 apply discount** `5.00%`

From `10.00` **on Up apply discount** `10.00%`

From `` **on Up apply discount** ``

[Add Row]

[Update Rule]

Delete Rule
Change Rule Type to GLOBAL

close window

All listed options and fields can be changed by modifying the desired option or by typing over any text/value displayed.

For a detailed description of each option, see the "add discount rule" administration page.

To convert a Global Rule to a Specific Rule, or to change a Specific Rule to a Global Rule, click on the applicable text link located at the bottom of the administration page.

To delete this rule, click on the "Delete" text link located on the bottom of the administration page.

When finished with modifications, click on the "Update Rule" button to save any changes made to the discount rule.

To view which items this rule applies to, or to add this rule to items, click on the "Item" text link located at the top of the administration page.

The discount details for items page will load in the current window.

To view which packages this rule applies to, or to add this rule to packages, click on the "Package" text link located at the top of the administration page.

The discount details for packages page will load in the current window.

To view which option groups this rule applies to, or to add this rule to an option group, click on the "Option Group" text link located at the top of the administration page.

The discount details for option groups page will load in the current window.

To view which package option groups this rule applies to, or to add this rule to package option group, click on the "Option Groups" text link located at the top of the administration page.

The discount details for package option groups page will load in the current window.

Package Options Admin for Discount Rule # 12 (New Quantity Discount)

Discount details for Package Options

ID	Item Name	Active

[Update]

Apply or Remove Discounts for Package Options

Active ☑

Available PackageOptions

```
(29)Glass Vase(65)
(1)Asus 1a(3)
(2)Intel Memory(10)
(3)Intel Memory 2(15)
```

[<==]
[==>]

Package Options using R

close window

Back

Discount Rules

Related Links:

Overview
Apply price reductions for specific products for specific shoppers. Discount rules can still be set up for [items](#), [packages](#), [package options](#), and [package option groups](#) (click on the links to learn more about applying discounts for the respective sections).

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window.
[Back to the Top of the Page](#)

Set Up Discount Rules for Specific Shoppers
From the "Discount Rules Administration" page, click on the "Add a Discount Rule" text link.

The system will then display a new window to add your new discount rule.

Step 1, Name and Label the Discount Rule
For "Rule Type", specify whether you want the discount rule to be applicable to certain shoppers (Shopper Specific) or for all shoppers (Shopper Global). For "Rule Name", enter in a name for the discount rule that will only be for your reference. For "Discount Name", enter in a name for the discount rule that will appear to your shoppers.

Step 2, Defining the Rule Status

From the first drop-down menu, select whether or not the rule will be created as an active or inactive rule. The system default is active. The second drop-down menu you select the applicable tax-state of the discount, "Before Tax" or "After Tax". The system default is "Before Tax".

Step 3, Discount Duration

Define a starting date and time, and an ending date and time. Click on the calendar icons to select a date from a calendar-style pop-up window, or use the drop-down menus provided. This will be the only times that the discount rule will be applied. If it is blank, the system will have it applied all the time.

Step 4, Type of Discount and Calculation

To create a rule that will apply a single discount based on the price, click on the radio button next to "Flat Fee/Percentage (No Basis)". In the "Amount" field provided, type in the discount amount. For a flat fee, type the value in currency format i.e. 3.25 for three dollars and twenty-five cents. To apply a percentage, enter the numeric value followed by a percentage sign, such as 5%.

When done specifying your options for the 4 steps, click on the button "Add Rule" to save your discount rule. If the discount rule is "Shopper Specific", you will see the following:

If the discount rule is "Shopper Global", you will see the following instead:

Modify | **Shopper**

Modify Discount Rule # 456 (Members Discount)

SHOPPERGLOBAL (Rule ID #456)

Rule Name: Members Discount - (No Basis)

Status: ACTIVE . Discount Rule is applied BEFORE TAX .

Discount

Discount Name:
Members Discount

Apply 75.00% of amount

Start:

Year: Month: Date:

Hour: Minute: Second: reset

End:

Year: Month: Date:

Hour: Minute: Second: reset

Update Rule

Delete Rule
Change Rule Type to SPECIFIC
Change Rule Type to GLOBAL
Change Rule Type to SHOPPERSPECIFIC

close window

Whichever screen appears, click on "Shopper" in the top of the window to [add shoppers to this discount rule](#).
[Back to the Top of the Page](#)

Add Specific Shoppers
The discount rule can be applied to specific shoppers that you assign. The system will only list shoppers as customers who have already purchased something from your website.
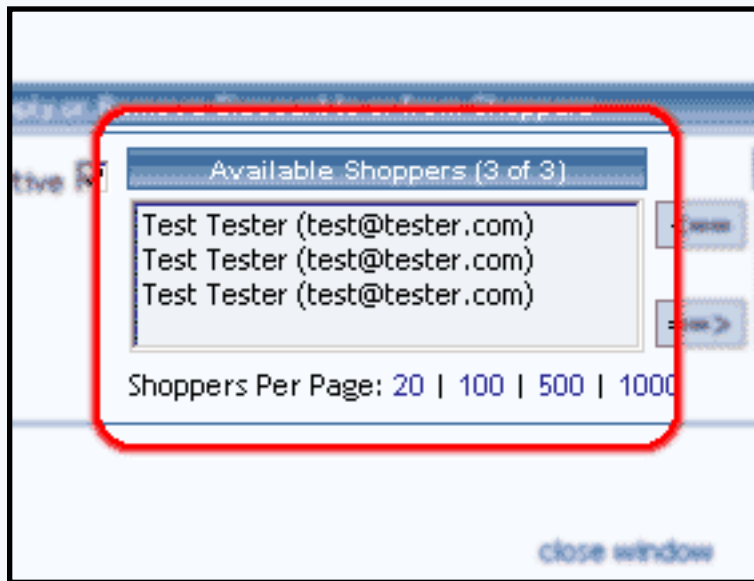
Go in to the Discount Rules Administration screen. Click on "Modify" for any existing discount rule. Click on the white text at the top of the window labelled "Shopper".
If you just added the discount rule, you will only have to click on the white text at the top of the window labelled "Shopper". You will then see the following screen

The top section will display all of the shoppers that the discount rule currently applies to.

The bottom section allows you to manage which shoppers will get the discount rule.

If you already have shoppers who have bought something from your website, click on their name and email address, then click on the button "==>" to apply the discount rule to that shopper. To select multiple shoppers, hold down the CTRL key when clicking on multiple names.

If you already have shoppers that you no longer want the discount to apply to, click on their name and email address, then click on the button "<==" to remove the discount rule for that shopper. To select multiple shoppers, hold down the CTRL key when clicking on multiple names.

When finished, click on the button "Update" to save your changes. You must still Publish the Web site in order for your customer to take advantage of the changes.

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10-Step Guide on Setting Up Ecommerce
Discount Rules
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</div>

Shipping Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Rules](#)

[Overview](#) | [Shipping Methods](#) | [Shipping Rules](#)

Overview
Add, view, modify, or delete shipping methods and rules.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Shipping" text link located at the top of the administration page.

Discounts	Shipping	Handling	Taxes		

- Add Shipping Method
- View Shipping Methods

- Add Shipping Rule
- View Shipping Rules

Shipping Methods

USER DEFINED

ID	Code	Name	Status	Delete
10	pickup	Customer Pickup	ACTIVE (Deactivate)	Delete
11	courier	Courier	ACTIVE (Deactivate)	Delete
18	codecode	This is the Ship Name	ACTIVE (Deactivate)	Delete

UPS

ID	Code	Name	Status	Delete
6	2DA	UPS 2nd Day Air	ACTIVE (Deactivate)	Delete
7	GND	UPS Ground	ACTIVE (Deactivate)	Delete
8	3DS	UPS 3 Day Select	ACTIVE (Deactivate)	Delete
9	1DA	UPS Next Day Air	ACTIVE (Deactivate)	Delete
19	EAM	UPS Next Day Air Early A.M.	ACTIVE (Deactivate)	Delete

close window

The shipping administration page lists all existing shipping methods and shipping rules.

To view only shipping methods, click on the "Shipping Methods" text link at the top of the page.
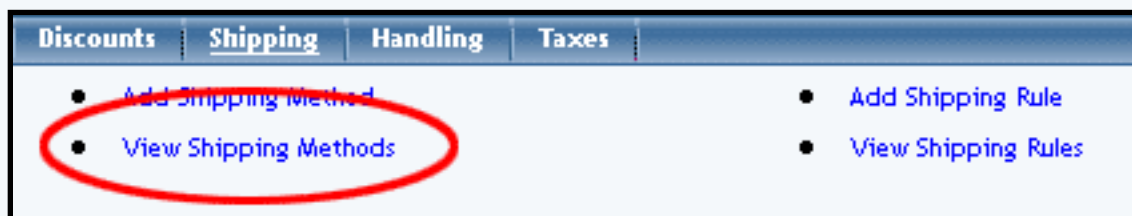
To view only shipping rules, click on the "Shipping Rules" text link.
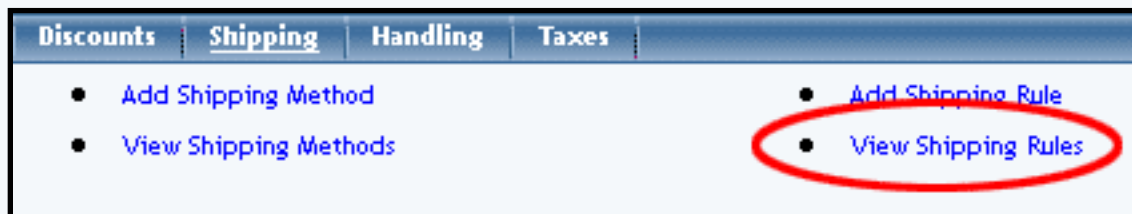
Back to the Top of the Page

Shipping Methods
Add, modify, or view user-defined or system integrated shipping methods.

Shipping methods are broken down into two separate groups: User Defined, and System Integrated. Any user defined, custom shipping methods are grouped together and listed first.

Shipping Method Field Descriptions
Add a Shipping Method
Modify a Shipping Method

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Shipping Method Field Descriptions:
Heading: Displays either "User Defined" (custom shipping method) or lists the name of the system-integrated method.

ID #: System generated number unique to every method.

Code: Text name unique to each method. With user- defined, custom shipping methods, this field is defined at the method is created.

Name: The name of the shipping method that will be visible in the shopping cart.
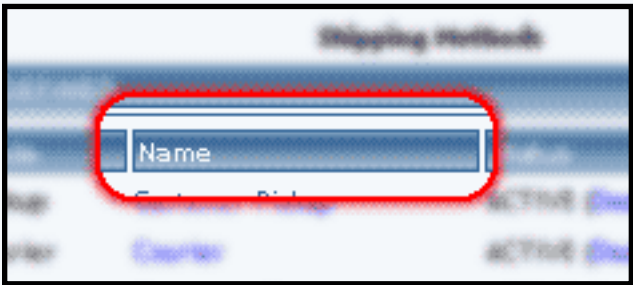
Status: Indicates whether a shipping method is available for use or disabled.
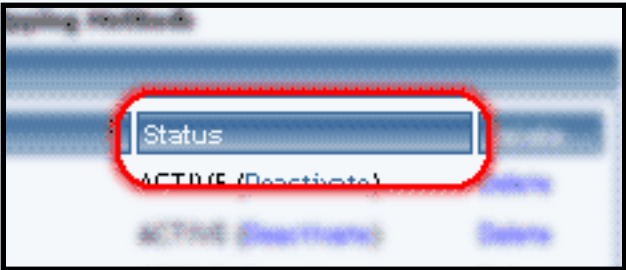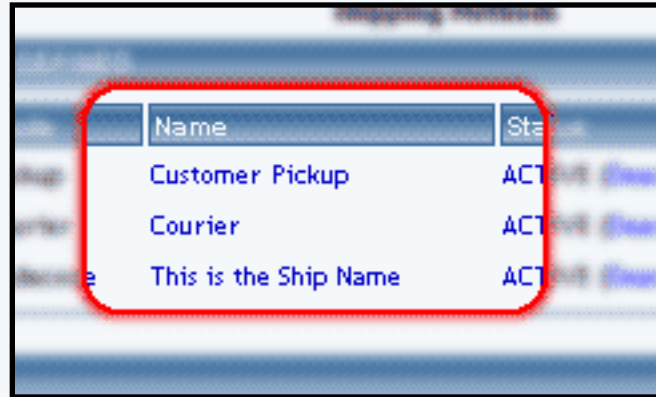
To delete a shipping method, click on the "delete" text link next to the method.
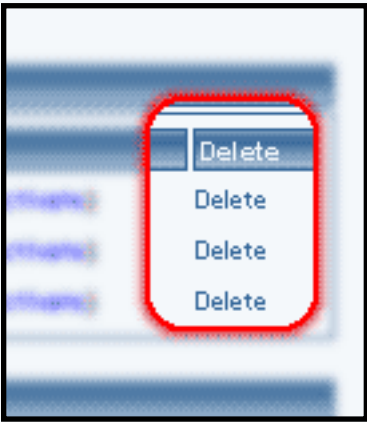
To activate or deactivate a method, click on the applicable text link located next to the status indicator.

To make changes to a shipping method, click on the name of the method.

To add a shipping rule, click on the "Add Shipping Rule" text link located in the upper left-hand side of the administration page.
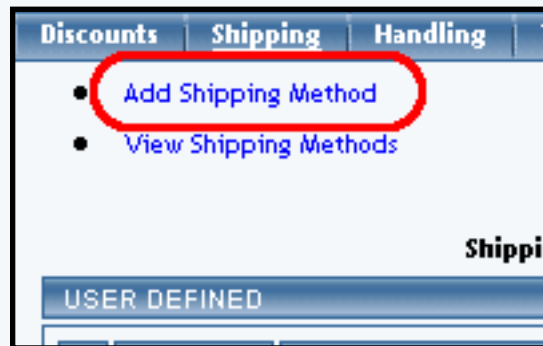
Add a Shipping Method
Create a new user-defined shipping method or add a system-integrated shipping method.

Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Shipping" text link located at the top of the administration page. Click on the "Add a Shipping Method" text link.

Custom shipping methods (user-defined) can be added that are based entirely upon custom shipping rules. Shipping rules must be used to define how any shipping charges will be calculated.

System-integrated shipping methods automatically calculate associated shipping charges based on weight, shipping origin, and destination.

Adding Custom Shipping Methods (User-defined)

Adding custom shipping methods that utilize shipping rules to calculate any shipping charges.

Enter the name of the shipping method to display in the field provided next to "Name".

Enter a unique code (text or numeric) in the field provided next to "Code". The code is a required field, used only for identification purposes.

Select the starting status of the shipping method by selecting "Active" or "Inactive" from the drop-down menu provided.

When finished, click the "Add" button. The screen will refresh with all fields reset, allowing additional methods to be added.
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Adding System-integrated Shipping Methods
Adding UPS or USPS shipping methods which automatically calculate shipping charges

Adding a UPS Shipping Method
Adding integrated UPS shipping methods that automatically calculate shipping charges

Navigation: Click on the "UPS" text link located at the top of the "add a shipping method" administration page.

Custom | UPS | USPS

Add UPS Shipping Method

Select Drop-Off/Pickup:

Regular Daily Pickup ▾   Update

UPS Shipping Options

Domestic Shipping Options

- UPS Next Day Air Early A.M®
- UPS Next Day Air®
- UPS Next Day Air Saver®
- UPS 2nd Day Air A.M®
- UPS 2nd Day Air®
- UPS 3 Day Select®
- UPS Ground

International Shipping Options

- UPS Worldwide Express Plus^SM
- UPS Worldwide Express^SM
- UPS Worldwide Expedited^SM
- UPS Standard To Canada

Notes:
- *UPS has 150 lbs as weight limitation.*
- *Please use custom shipping method and rules if this rate calculator gives incorrect value.*

close window

Custom | UPS | USPS

Add UPS Shipping Method

Select Drop-Off/Pickup:

Regular Daily Pickup ▾   Update

On Call Air
One Time Pickup
Customer Counter
Regular Daily Pickup
Letter Center

UPS Shipping O

Intern

- UPS Next Day Air Early A.M®
- UPS Next Day Air®

Drop-off/Pickup:

Select the method of pickup from the drop-down menu provided, and click on the "Update" button. This option defines how packages will be delivered or picked up by UPS.

UPS Options:

Click on any domestic or international UPS shipping method to add the method. The page will refresh with the rule added. Continue to select as many shipping methods as needed.
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Adding a USPS Shipping Method
Adding integrated USPS shipping methods that automatically calculate shipping charges

Navigation: Click on the "USPS" text link located at the top of the "add a shipping method" administration page.

Click on any listed shipping method to add the method for use. The page will refresh with the rule added. Continue to select as many shipping methods as needed.
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Modify a Shipping Method
Change the name of a custom shipping method. Delete, activate, or deactivate shipping methods. Access shipping method item and package pages.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click

on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Shipping" text link located at the top of the administration page. Click on the "Name" of the method to modify.

The shipping method modification page will load in a new browser window.

To change the displayed shipping method name, type over the existing text in the field provided.

To change the status of the method, select the appropriate choice from the Status drop-down menu.

Click the "Update" button to apply any changes.

To delete the method, click on the "Delete Method" text link.
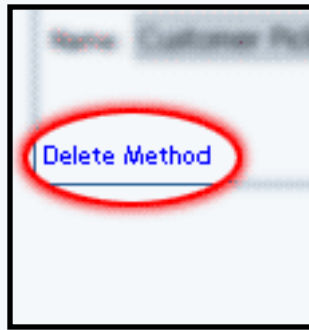
To view which items this method applies to, or to add this method to items, click on the "Item" text link located at the top of the administration page. The shipping method details for items page will load in the current window.

To view which packages this method applies to, or to add this rule to packages, click on the "Package" text link located at the top of the administration page. The shipping method details for packages page will load in the current window.

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Shipping Rules
Add, modify or view custom shipping rules

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Shipping" text link located at the top of the administration page.

Shipping rules are used to define shipping charges for custom shipping methods. A shipping rule cannot be applied to a system-integrated shipping method.

Shipping Rule Field Descriptions
Add a Shipping Rule
Modify a Shipping Rule

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Shipping Rule Field Descriptions:

Heading: Each shipping rule heading specifies the status (active/inactive) and tax information (taxable/non-taxable)

Applied to Region: Specifies which shipping destinations this rule applies to.
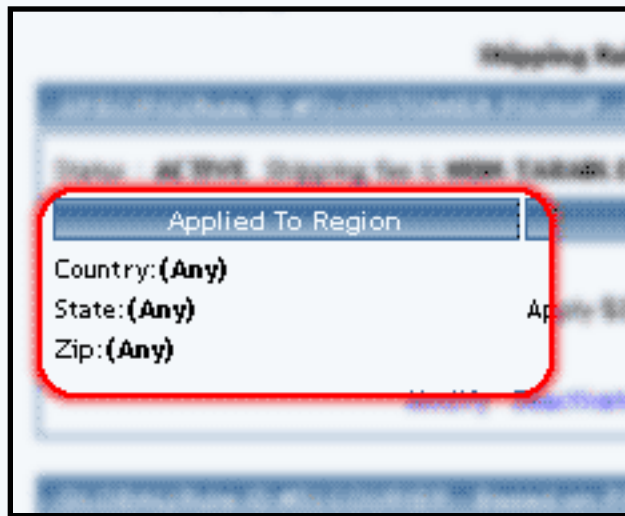
Shipping charges: Either specifies the single charge to be applied, or displays a table of values used to calculate shipping charges.
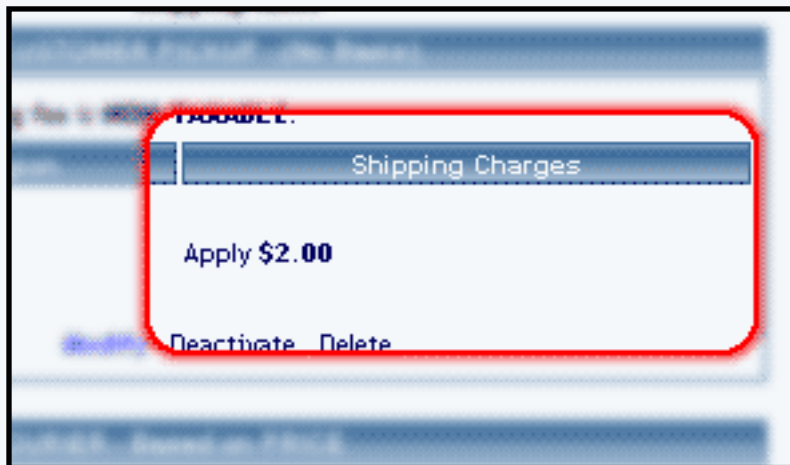
To add a shipping rule, click on the "Add shipping rule" text link. The add shipping rule administration page will load in a new window.
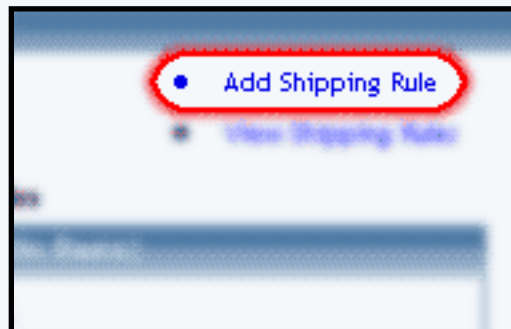
To modify a shipping rule, click on the "Modify" button located beneath the rule to modify. The shipping rule modification page will load in a new browser window.
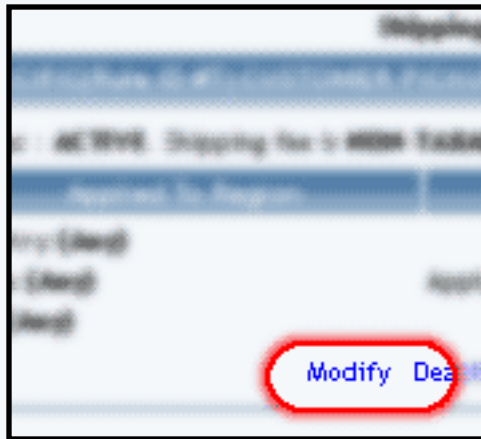
To delete a shipping rule, click on the "Delete" text link located beneath the rule.

To activate or deactivate a shipping rule, click on the "Activate" or "Deactivate" text link located beneath the rule.

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Add a Shipping Rule

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Shipping" text link located at the top of the administration page. Click on the "Add Shipping Rule" text link. The add shipping rule administration page will load in a new browser window.

Add Shipping Rule

Step 1

Shipping Method:

`CUSTOMER PICKUP ▼`

Rule Type: `SPECIFIC ▼`

Select shipping method for this shipping rule.

Specific means rule can be assigned to item.
Global means rule will be applied to all items that do not have specific rule assigned.

Step 2

Status: `ACTIVE ▼`

Shipping is `NON-TAXABLE ▼`

Step 3

Applied to Region:
Country:

`(Any) ▼`

State:

`(Any) ▼`

ZipCode: `|`

Choose the region to apply the shipping rule.
Zip Code can be a partial number (902 or 91).

Step 4

Shipping Type:

○ **Flat Fee/Percentage(No Basis)**

Amount: `[        ]`

Amount can be either $5.25(flat fee) or 5.00% (percentage)

○ **Table(Based on quantity/unit/price/weight)**

Based on `QUANTITY ▼`

From `0` **on Up apply shipping** `[        ]` [**Add Row**]

[**Add Rule**]

close window

Step 1.
Shipping rules may only be applied to custom shipping methods. If the desired shipping method has not

been created, add a custom shipping method before proceeding.
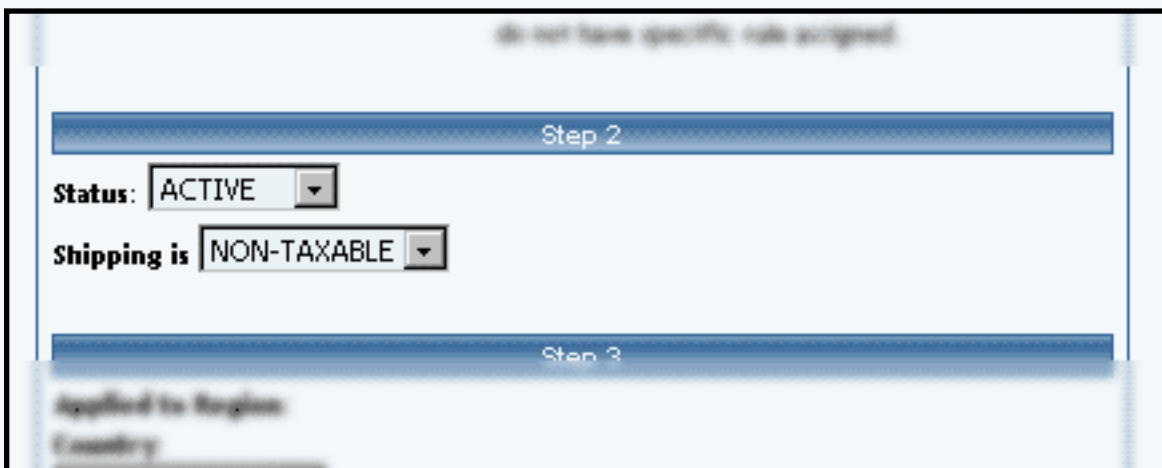
From the top "Shipping Method" drop-down menu, select a method that this rule will apply to.

Select either "Specific" or "Global" from the "Rule Type" drop down menu.

A global rule will apply to all products shipped using the selected shipping method. Use this option to uniformly apply this rule to all shipments. A global discount will apply to all products purchased. The global shipping rule, however, will be overridden if a specific rule is used for any product in the catalog.

Step 2:
From the "Status" drop-down menu, select whether the rule will be added as "active" or "inactive".

From the "Shipping is" drop-down menu, select whether or not to include tax on the rule.

Step 3:
To apply the rule to an entire country, select the country from the drop-down menu provided.

To apply the rule to a specific state, select the state from the drop-down menu provided.

To apply the rule only to a specific zip code or range of zip codes enter part or all of the zip code in the field provided.

Step 4:

To create a rule that will apply a single charge to any shipment, click on the radio button next to "Flat Fee/Percentage (No Basis)". In the "Amount" field provided, type in the amount to charge. For a flat fee, type the value in currency format i.e. 3.25 for three dollars and twenty-five cents. To apply a charge

based on a percentage of the order dollar amount, enter the numeric value followed by a percentage sign, such as 5%.

To create a rule that will calculate the shipping charge based on a table of values and/or a specific basis (such as unit, quantity, or weight), click on the radio button next to "Table". Specify what the rule will be based on by selecting QUANTITY, UNIT, WEIGHT, or PRICE from the drop-down menu provided.

Type the minimum value of the rule next to the "From" field in the space provided. As an example, if the shipping charge is to be applied only when a customer orders a quantity of 10 or more, enter "10" in the field. Enter the amount to charge to the right of "shipping" in the space provided. The charge can be entered as a dollar amount or a percentage (such as 10%).

To create a table of values, click the "Add Row" button. A second row identical to the first will appear. Type the second set of values in the space provided. Continue adding as many rows as needed to finish building the shipping charges table.

When finished, click the "Add Rule" button to add the rule.
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Modify a Shipping Rule
Change the details of a custom shipping rule. Access shipping method item and package pages.

Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Shipping" text link located at the top of the administration page. Click on the "modify" text link beneath the shipping rule to modify.

The modify shipping rule administration page will load in a new browser window.

Make any necessary modifications by changing any of the available fields and or options. Refer to the fields/options description on the add a shipping rule page for further details.

When finished with any modifications, click the "Update" button located beneath the rule details.

To delete the rule, click on the "Delete" text link located beneath the rule details.

To change the rule from global to specific, or specific to global, click on the "Change Rule type..." text link.

To view which items this rule applies to, or to add this rule to items, click on the "Item" text link located at the top of the administration page. The shipping rule details for items page will load in the current window.

To view which packages this rule applies to, or to add this rule to packages, click on the "Package" text link located at the top of the administration page. The shipping rule details for packages page will load in the current window.

To view which package option groups this rule applies to, or to add this rule to package option group, click on the "Option Groups" text link located at the top of the administration page. The handling rule details for option groups page will load in the current window.

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Product Catalog Rules

Handling Rules

Related Links:

Overview | Handling Charges Options/Field Descriptions | Add a Handling Charge Rule | Modifying a Handling Charge Rule

Overview
Add, view, modify or delete Handling Charge Rules

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Handling" text link at the top of the administration page.

The "handling charges administration" page lists all existing rules.

Handling Charge Options/Field Descriptions:

Heading: The heading of each handling charge rule includes a type indicator (SPECIFIC or GLOBAL), the rule ID Number, the rule Name, and the Basis for the rule.

The rule basis refers to how the calculation is performed. "No Basis" means that the rule has been applied as a single value, such as a percentage of the product price, or a single "Flat Rate" that is applied when a purchase is made.

When a basis is listed, this means that 1) the rule is applied based on Quantity, Unit, Weight, or Price, or 2) a table of values has been created to calculate the charge. The basis indicator is listed as "Based On" with a type identifier, such as "Units" or "Quantity". In such cases, the charge is variable based on the "price" or "unit", and is calculated from a pre-defined table of values.

Below the main heading is a status indicator (Active or Inactive) and a tax indicator (Before Tax or After Tax). These settings can be modified from the rule's administration page.

The "Handling Charge Name" is different from the "Rule Name". The name in this section is the text that will actually display in the catalog and shopping cart whenever the charge is applied.

Applied to Region: Specifies which shipping destinations this rule applies to.
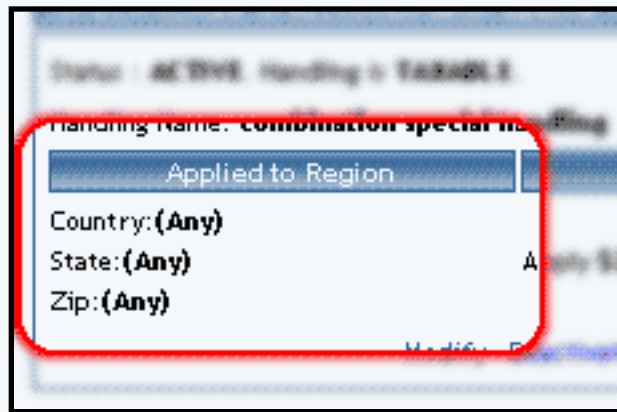
The actual amount that will be charged is shown under the "Handling" column. If the handling charge is variable, a table of values will be listed.
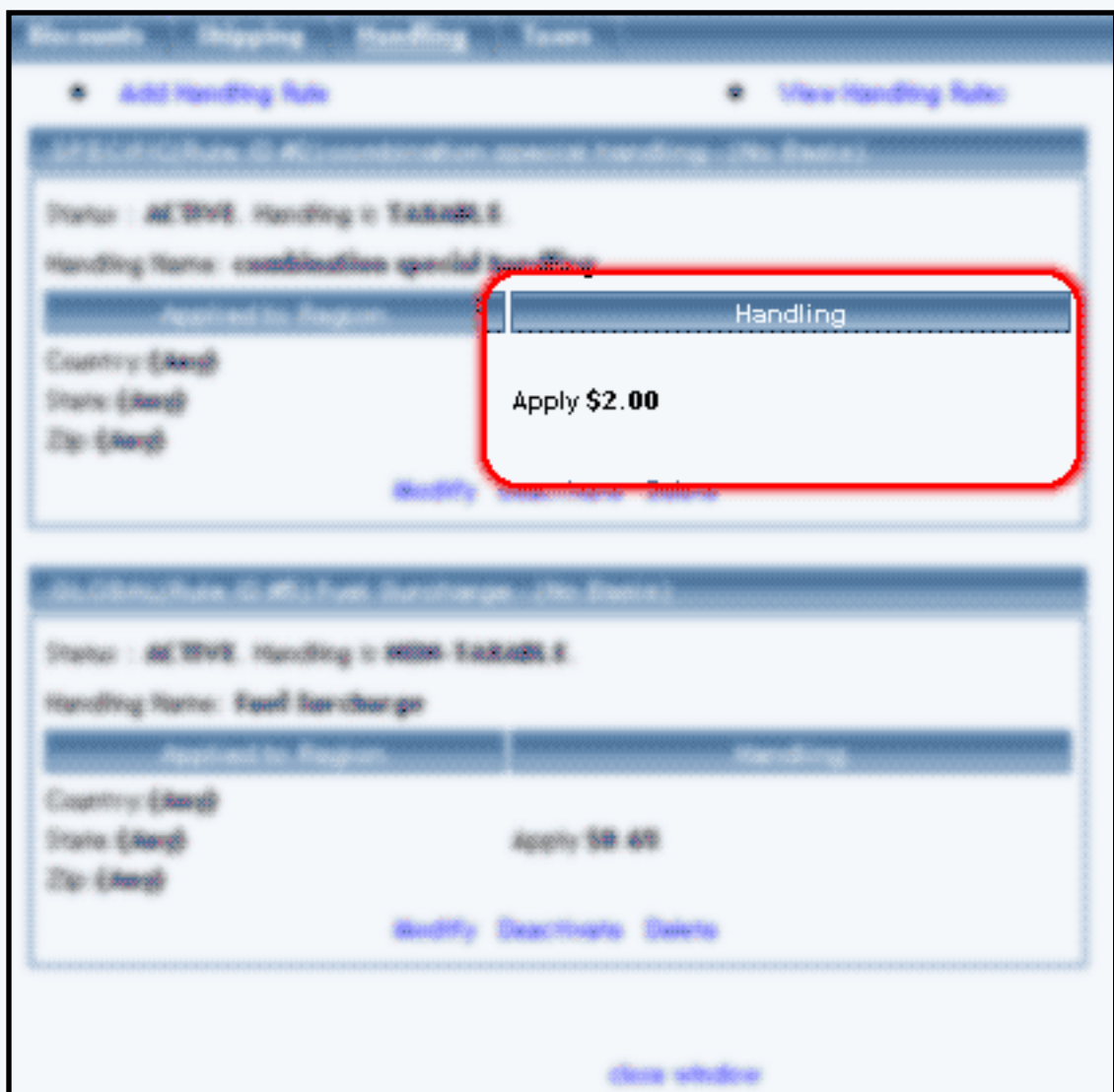
To add a new rule, click on the "Add Handling Rule" text link at the top of the administration page. The add handling charges rules administration page will load in a new window.

To deactivate or activate a rule, click on the "Deactivate" or "Activate" text link located at the bottom of the rule. The screen will refresh with the applied change.

To delete a rule, click on the "Delete" text link.
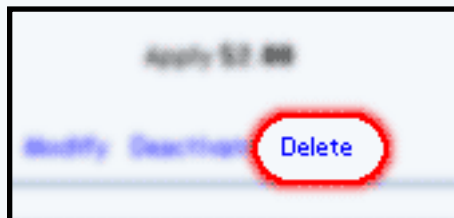
To modify a rule, click on the "Modify" text link. The modify handling charge rule administration page will load in a new window.
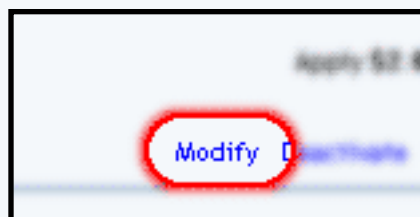
Back to the Top of the Page

Add a Handling Charge Rule
Add a new handling charge rule

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Handling" text link located at the top of the admi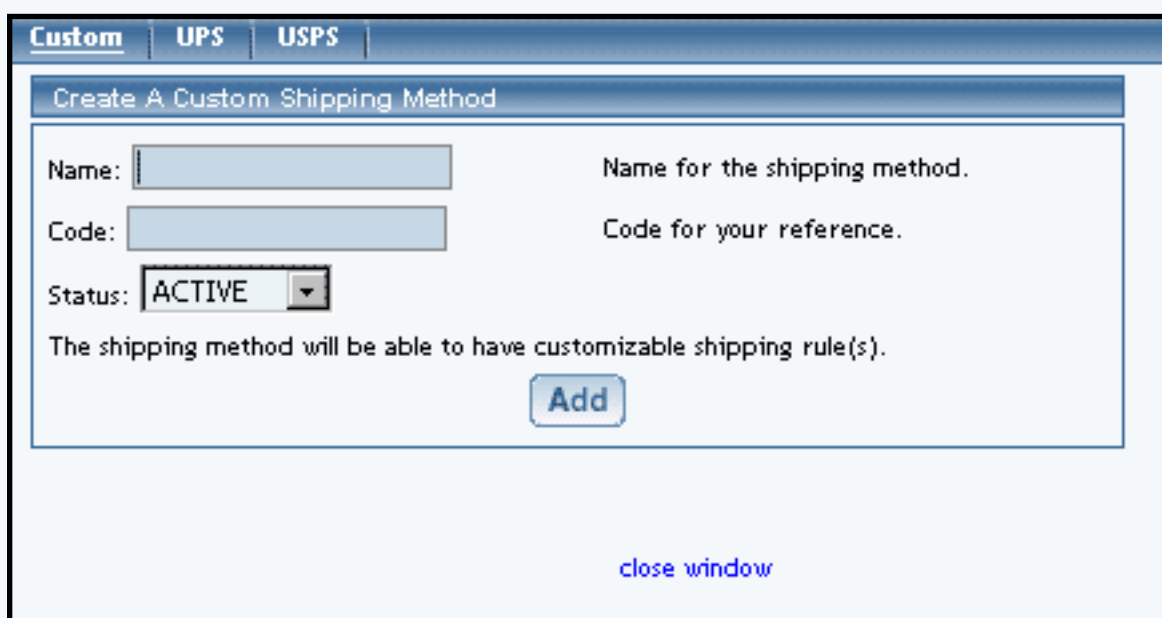nistration page. Click on the "Add Handling Rule" text link. The add handling rule administration page will load in a new browser window.

Add Handling Rule

Step 1

Rule Type: [GLOBAL ▼]

Specific means rule can be assigned to item.

Global means rule will be applied to all items that do not have specific rule assigned.

Rule Name: [   ]   Name for your reference.

Handling Name: [   ]   Name to show in cart.

Step 2

Status: [ACTIVE ▼]

Handling is [NON-TAXABLE ▼]

Step 3

Applied to Region:

Country:

[(Any) ▼]

State:

[(Any) ▼]

ZipCode: [   ]

Choose the region to apply the handling rule.

Zip Code can be a partial number(902 or 91).

Step 4

Handling Type:

○ **Flat Fee/Percentage(No Basis)**

   Amount: [   ]   Amount can be either $5.25(flat fee) or 5.00%(percentage)

○ **Table(Based on quantity/unit/price/weight)**

Based on [QUANTITY ▼]

From [0   ] **on Up apply handling** [   ]   [Add Row]

[Add Rule]

close window

Step 1:
From the top "Rule Type" drop-down menu, select "Global" or "Specific". A global rule will apply to all items. A specific rule may be applied directly to items, packages, or package options.

The global handling charge, will be overridden if a specific rule is used for any product in the catalog.

Type a rule name in field provided. The Rule Name is for reference purposes only.

Type a Handling Charge Name in the field provided. This is the text that will display in the shopping cart any time this rule is applied.

Step 2:
From the "Status" drop-down menu, select whether the rule will be added as "active" or "inactive".

From the "Handling is" drop-down menu, select whether or not to include tax on the rule.

Step 3:
To apply the rule to an entire country, select the country from the drop-down menu provided.

To apply the rule to a specific state, select the state from the drop-down menu provided.

To apply the rule only to a specific zip code or range of zip codes enter part or all of the zip code in the field provided.

Step 4:
To create a rule that will apply a single charge to any item or shipment, click on the radio button next to "Flat Fee/Percentage (No Basis)". In the "Amount" field provided, type in the amount to charge. For a flat fee, type the value in currency format i.e. 1.25 for one dollar and twenty-five cents. To apply a charge based on a percentage of the order dollar amount, enter the numeric value followed by a percentage sign, such as 1%.

To create a rule that will calculate the handling charge based on a table of values and/or a specific

basis (such as unit, quantity, or weight), click on the radio button next to "Table". Specify what the rule will be based on by selecting QUANTITY, UNIT, WEIGHT, or PRICE from the drop-down menu provided.

Type the minimum value of the rule next to the "From" field in the space provided. As an example, if the handling charge is to be applied only when a customer orders a quantity of 10 or more, enter "10" in the field. Enter the amount to charge to the right of "handling" in the space provided. The charge can be entered as a dollar amount or a percentage (such as 10%).

To create a table of values, click the "Add Row" button. A second row identical to the first will appear. Type the second set of values in the space provided. Continue adding as many rows as needed to finish building the shipping charges table.

When finished, click the "Add Rule" button to add the rule.
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Modify a Handling Charge Rule
Modify the details of a handling charge rule.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Handling" text link located at the top of the administration page. To modify any rule, click on the "modify" text link beneath the rule.

All listed options and fields can be changed by modifying the desired option or by typing over any text/value displayed.

For a detailed description of each option, see the section above on adding a handling charge rule.

To convert a Global Rule to a Specific Rule, or to change a Specific Rule to a Global Rule, click on the applicable text link located at the bottom of the administration page.

To delete this rule, click on the "Delete" text link located on the bottom of the administration page.

When finished with modifications, click on the "Update Rule" button to save any changes.

To view which items this rule applies to, or to add this rule to items, click on the "Item" text link located at the top of the administration page. The handling charge rule details for items page will load in the current window.

To view which packages this rule applies to, or to add this rule to packages, click on the "Package" text link located at the top of the administration page. The handling charge rule details for packages page will load in the current window.

To view which option groups this rule applies to, or to add this rule to an option group, click on the "Option Group" text link located at the top of the administration page. The handling charge rule details for option groups page will load in the current window.

To view which package options this rule applies to, or to add this rule to a package option, click on the "Package Option" text link located at the top of the administration page. The handling charge rule details for option groups page will load in the current window.

Tax Rules

Related Links: <u>10-Step Guide on Setting Up E-commerce</u> | <u>Product Catalog Rules</u>

<u>Overview</u> | <u>Tax Options/Field Descriptions</u> | <u>Add a Tax Rule</u> | <u>Modify a Tax Rule</u>

Overview
Add, view, modify or delete Tax Rules

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Taxes" text link at the top of the administration page.

The tax administration page will list all existing rules.

Tax Options/Field Descriptions:

The Heading of each tax rule includes a type indicator (SPECIFIC or GLOBAL), the rule ID Number, and the rule Name.

Below the heading, the Status (either active or inactive) and Tax Name will display.

The region(s) that tax rule applies to and the amount to be applied are listed side by side.

To add a tax rule, click on the "Add Tax Rule" text link located at the top of the administration page. The add tax rule administration page will open in a new browser window.

To deactivate or activate a rule, click on the "Deactivate" or "Activate" text link located at the

bottom of the rule details. The screen will refresh with the applied change.

To delete a rule, click on the "Delete" text link.

To modify a rule, click on the "Modify" text link. The modify tax rule administration page will load in a new window.

Add a Tax Rule
Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Taxes" text link located at the top of the administration page. Click on the "Add Tax Rule" text link. The add tax rule administration page will load in a new browser window.

Step 1

Rule Type:

GLOBAL

Item Specific meansrule can be assigned to item.
Global means rule will be applied to all items that do not have specific rule assigned.
Shipping Method Specific means rule can be assigned to custom/userdef shipping method.
Shipping Method Global means rule will be applied to all shipping methods that do not have specific rule assigned.

Rule Name:

Name for your reference.

Tax Name:

Name to show in cart.

Step 2

Status: ACTIVE

Step 3

Applied to Region:
Country:

(Any)

State:

(Any)

Choose the region to apply the tax rule. Zip Code can be a partial number(902 or 91).

ZipCode:

Step 4

Amount:

Amount can be either $5.25(flat fee) or 5.00%(percentage)

Add Rule

close window

Step 1:

From the top "Rule Type" drop-down menu, select the appropriate rule type:

Item Specific: Tax can be applied to any individual items.

Global: Tax will be applied to all items that do not currently have an overriding specific rule assigned.

Shipping Method Specific: Tax can only be applied to any custom (user defined) shipping method.

Shipping Method Global: Tax is applied to all shipping methods that do not have a specific rule assigned.

Type the Rule name in the space provided. The Rule Name is used for reference purposes only.

Type the Tax Name in the space provided. The Tax Name is the text that will be displayed in the shopping cart any time the tax is applied.

Step 2:
From the "Status" drop-down menu, select whether the rule will be added as "active" or "inactive".

Step 3:

To apply the rule to an entire country, select the country from the drop-down menu provided.

To apply the rule to a specific state, select the state from the drop-down menu provided.

To apply the rule only to a specific zip code or range of zip codes enter part or all of the zip code in the field provided.

Step 4:

In the "Amount" field provided, type in the amount to charge. For a flat fee, type the value in currency format i.e. 1.35 for one dollar and thirty-five cents. To apply a charge based on a percentage of the order dollar amount, enter the numeric value followed by a percentage sign, such as 5%.

When finished, click the "Add Rule" button to add the rule.
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Modify a Tax Rule
Modify the details of a tax rule.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Taxes" text link located at the top of the administration page.

To modify any rule, click on the "modify" text link beneath the rule details.

All listed options and fields can be changed by modifying the desired option or by typing over any text/value displayed.

For a detailed description of each option, see the adding a tax rule section above.

To change the rule type click on the applicable text link located at the bottom of the

administration page.

To delete this rule, click on the "Delete" text link located on the bottom of the administration page.

When finished with modifications, click on the "Update Rule" button to save changes.

To view which items this rule applies to, or to add this rule to items, click on the "Item" text link located at the top of the administration page. The tax rule details for items page will load in the current window.

To view which packages this rule applies to, or to add this rule to packages, click on the "Package" text link located at the top of the administration page. The tax rule details for packages page will load in the current window.

To view which option groups this rule applies to, or to add this rule to an option group, click on the "Option Group" text link located at the top of the administration page. The tax rule details for option groups page will load in the current window.

To view which package options this rule applies to, or to add this rule to a package option, click on the "Package Option" text link located at the top of the administration page. The tax rule details for package options page will load in the current window.

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10-Step Guide on Setting Up Ecommerce

Product Catalog Rules

Back

Ecommerce Options

Related Links: [10-Step Guide on Setting Up E-Commerce](#)

Overview
Set up or modify payment methods, merchant account information, shopping cart options and checkout descriptions.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Ecommerce Options" text link to load the ecommerce administration page.

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Adding and Modifying Payment Methods
View, add or modify payment methods available to customers at check out.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the

"Ecommerce Options" text link to load the ecommerce administration page.

Any available payment methods are located in the left-hand column under "Add a New Payment Method".

Currently used payment methods are located in the right-hand column under "Deactivate/Modify A Payment Method.

To activate an available payment method(s), check any applicable box next to the payment method name. Click on the "Activate" button.

The screen will refresh with the chosen payment method(s) now listed in the right-hand column.

Payment Method Credit Card is activated.
Payment Method Online Check is activated.
Payment Method Personal Check is activated.
Payment Method Gift Certificate is activated.

Add A New Payment Method
Select one of available payment method(s):

- ☐ Open Account
- ☐ Institutional Purchase Order
- ☐ Cash
- ☐ Money Orders
- ☐ Custom Payment Method
- ☐ UPS-Cash On Delivery
- ☐ PayPal
- ☐ International Bank Draft

Deactivate/Modify A Payment Method
Select one of the activated payment method(s):

- ☐ Credit Card (Modify)
- ☐ Online Check (Modify)
- ☐ Personal Check (Modify)
- ☐ Gift Certificate (Modify)

[Activate ==>]   [<== Deactivate]

close window

To deactivate any payment method(s), check any applicable box next to the active payment method name. Click on the "Deactivate" button.

Add A New Payment Method
Select one of available payment method(s):

- ☐ Open Account
- ☐ Institutional Purchase Order
- ☐ Cash
- ☐ Money Orders
- ☐ Custom Payment Method
- ☐ UPS-Cash On Delivery
- ☐ PayPal
- ☐ International Bank Draft

Deactivate/Modify A Payment Method
Select one of the activated payment method(s):

- ☑ Credit Card (Modify)
- ☑ Online Check (Modify)
- ☐ Personal Check (Modify)
- ☐ Gift Certificate (Modify)

[Activate ==>]   [<== Deactivate]

close window

The screen will refresh with the chosen payment method(s) now listed in the left-hand column.

Payment Method Credit Card is deactivated.
Payment Method Online Check is deactivated.

Add A New Payment Method
Select one of available payment method(s):

- ☐ **Open Account**
- ☐ **Institutional Purchase Order**
- ☐ **Cash**
- ☐ **Credit Card**
- ☐ **Online Check**
- ☐ **Money Orders**
- ☐ **Custom Payment Method**
- ☐ **UPS-Cash On Delivery**
- ☐ **PayPal**
- ☐ **International Bank Draft**

Deactivate/Modify A Payment Method
Select one of the activated payment method(s):

- ☐ **Personal Check** (Modify)
- ☐ **Gift Certificate** (Modify)

Activate ==>   <== Deactivate

close window

To view the information that a payment method requires, click on the name of the method. An example which including all required fields will be displayed at the bottom of the administration page.

To use a payment type not listed, modify the "Custom Payment Method" from the list of available methods. You will then see the following new window:

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Modify a Payment Method
Modify payment method details, including sub-types and required fields.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Ecommerce Options" text link to load the ecommerce administration page. Click on the "modify" text link next to any currently active payment method. The payment modification administration page will load in a new browser window.

To add a custom credit card type or a custom online check type, first click on the "modify" link next to the payment method. When the new page loads, click on the "Add New Card Type" text link.

For example, a custom checking account type or a new credit card may be defined and used in the shopping cart system.
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Credit Cards
Modify credit card fields and descriptions. Add an existing card type. Create a custom card type.

To activate or deactivate any card type, click on the "Activate/Deactivate" text link located next to applicable

card type. The status of the card type is displayed with an "active" or "inactivate" text label located to the far right of the card type.

To add a new card type, click on the "Add New Card Type" text link located below the list of cards. The add card type administration page will open in a new browser window.
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Modifying Credit Card Details:
All field descriptions can be customized. The current description is located in the first column of the details and the new description is located in the second. Type the new text to display in the space provided. For example, "Card Number" could be changed to "Credit Card Number".

The field size, referring to how many characters can be displayed in the field at one time, can be customized by typing a new value in the space provided.

The field maxlength, referring to how many maximum characters can be entered into the field, can be customized by type a new value in the space provided.

Any field in the payment method may be selected as a required or optional field, and may be set to active or inactive. Check the appropriate box(es) next to the field to be changed.

The CVV code will be transmitted to a merchant account through the payment gateway (if applicable), but will not be stored on the servers.

When finished, click the "Update" button to save any changes.
Back to the Top of the Page

Add a New Card Type

Add a card type that has been deleted. Add and define a new custom credit card.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Ecommerce Options" text link to load the ecommerce administration page. Click on the "modify" text link next to "credit cards". If necessary, activate the credit cards payment method before proceeding. The credit card payment method details administration page will load in a new browser window. Click on the "Add New Card Type" text link.

The add card type administration page will load in a new browser window.
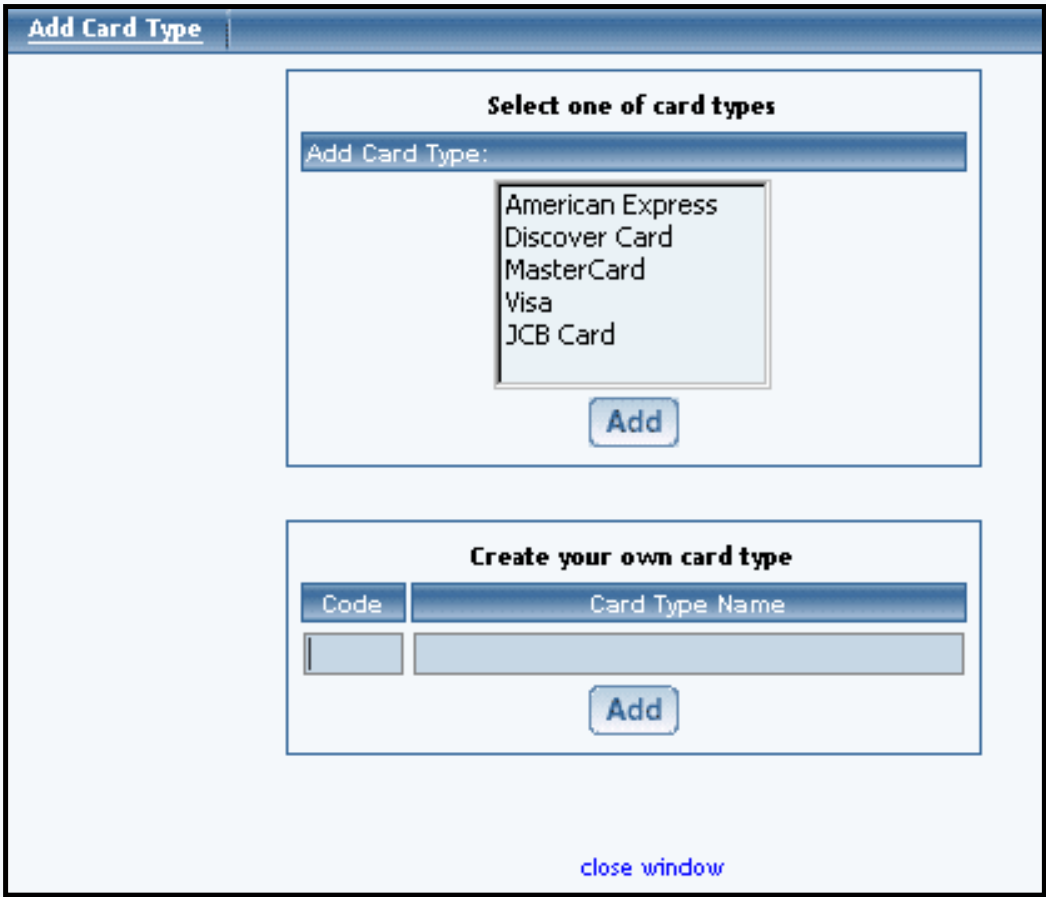
To add one of the major credit cards as a compatible payment method, click on the card name from the list provided and then click the "Add" button.
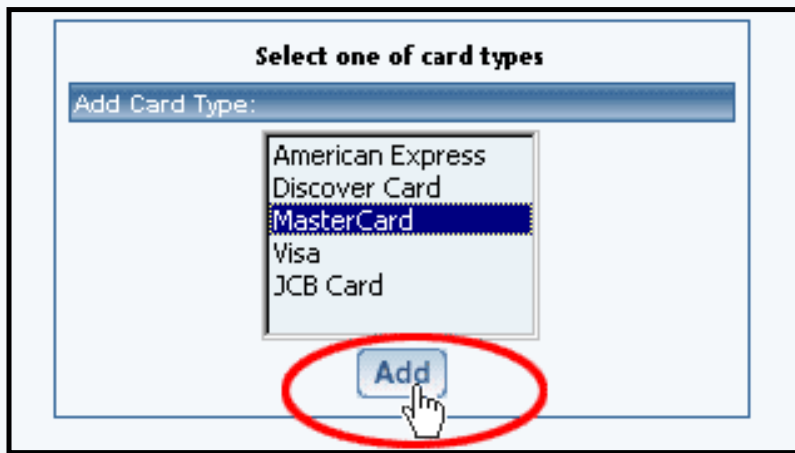
To define a custom card type, type an identification code and card name in the spaces provided below the "Create Your Own Card Type" heading. Click the "Add" button.

The current administration window will refresh, and then the credit card payment method details (modify) administration page will focus. The new card type will display on the active cards list.

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Online Checks
Modify online check descriptions and data fields. Add an existing account type. Create a custom account type.

To activate or deactivate any account type, click on the "Activate/Deactivate" text link located next to applicable account name. The status of the account type is displayed with an "active" or "inactivate" text label located to the far right of the card type.

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Modifying Account Details:

All field descriptions can be customized.

The current description is located in the first column of the details...

...and the new description is located in the second.

Type the new text to display in the space provided. As an example, "Bank Name" could be changed to "Financial Institution".

The field size, referring to how many characters can be displayed in the field at one time, can be customized by typing a new value in the space provided.

The field maxlength, referring to how many maximum characters can be entered into the field, can be customized by type a new value in the space provided.

Any field in the payment method may be selected as a required or optional field, and may be set to active or inactive. Check the appropriate box(es) next to the field to be changed. When done with your modifications, you must click on the button "Update" to save and apply your changes.
Back to the Top of the Page

Add a New Online Check Account Type
Add an account type that has been deleted. Add and define a new custom account type.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Ecommerce Options" text link to load the ecommerce administration page. Click on the "modify" text link next to "online checks". If necessary, activate the online check payment method before proceeding. The online check payment method details administration page will load in a new browser window.

Click on the "Add New Account Type" text link. The add account type administration page will load in a new browser window.

To add a currently existing account type, click on the account name from the list provided. Click the "Add" button.

To define a custom account type, type an identification code and account name in the spaces provided below the "Create Your Own Account Type" heading. Click the "Add" button.

The current administration window will refresh, and then the online check payment method details (modify) administration page will focus. The new account type will display on the active cards list.
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Other Payment Methods
Modify payment method descriptions and data fields.

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Ecommerce Options" text link to load the ecommerce administration page. Click on the "modify" text link next to the payment method to modify.

If necessary, activate the payment method before proceeding. The specific payment method details administration page will load in a new browser window.

All field descriptions can be customized. The current description is located in the first column of the details and the new description is located in the second. Type the new text to display in the space provided.

The field size, referring to how many characters can be displayed in the field at one time, can be customized by typing a new value in the space provided.

The field maxlength, referring to how many maximum characters can be entered into the field, can be customized by type a new value in the space provided.

Any field in the payment method may be selected as a required or optional field, and may be set to active or inactive. Check the appropriate box(es) next to the field to be changed.
Back to the Top of the Page

Merchant Account Options
Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Ecommerce Options" text link to load the ecommerce administration page.

Click on the "Merchant Account Options" text link located at the top of the administration page.

Current **default** credit card processor: *Email Processing*

List of all processors activated:

- Email Processing

Specify processor for each card type:

Card Type	Processor		
American Express	Email Processing *		Change
Discover	Email Processing *		Change
Mastercard	Email Processing *		Change
Visa	Email Processing *		Change

* Default Processor

List of available processor providers +:

Add **AccessPoint**

Add **AuthorizeNet 3.1**

Add **Bank Of America**

Add **CDG Commerce/iTransact**

Add **Concord EFS 2.0**

Add **CSI LinkPoint API**

Add **CSI LinkPoint HTML**

Add **Echo**

Add **Skipjack**

Add **Sure Pay**

Add **Verisign PayFlow Pro 3.0**

+ By selecting this/these merchant provider(s), I acknowledge and understand that I am not being provided with an account for this/these merchant provider(s), but should already have established account(s) with this/these merchant provider(s) in order to utilize their service.

close window

The current default credit card processor is listed at the top of the administration page.
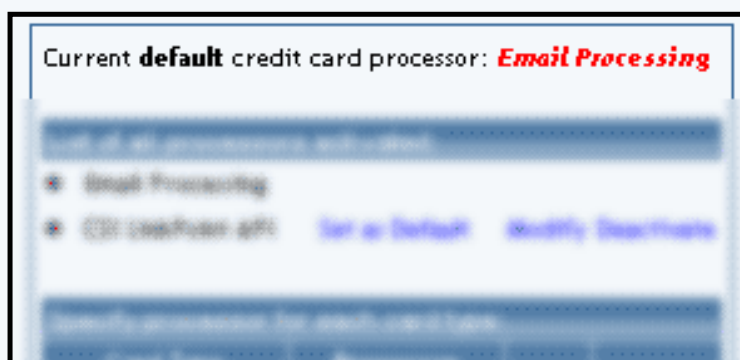
If "Email Processing" is listed, there is no payment gateway or merchant account currently activated as default. All orders must be manually processed.

A list of all currently active processors is listed at the top of the administration screen.

List of all processors activated:

- Email Processing
- CSI LinkPoint API   Set as Default   Modify Deactivate
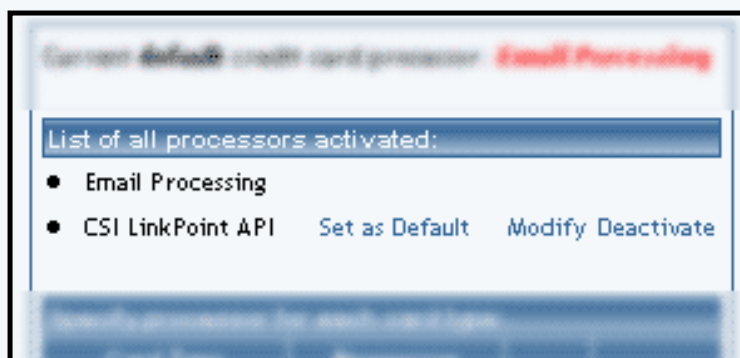
To add a processing method/merchant account, click on the "add" text link next to the name of the processor to add, located toward the bottom of the administration page in the section "List of available processor providers.
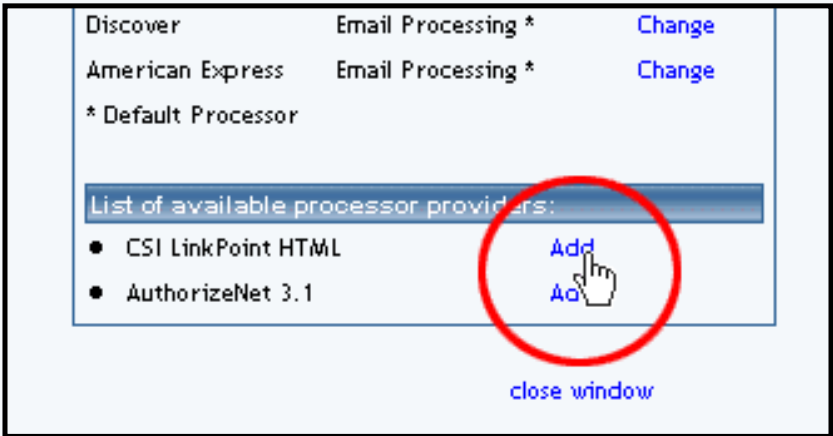
To set any listed processing method as the default, click on the "Set as Default" text link next to the name of the method.
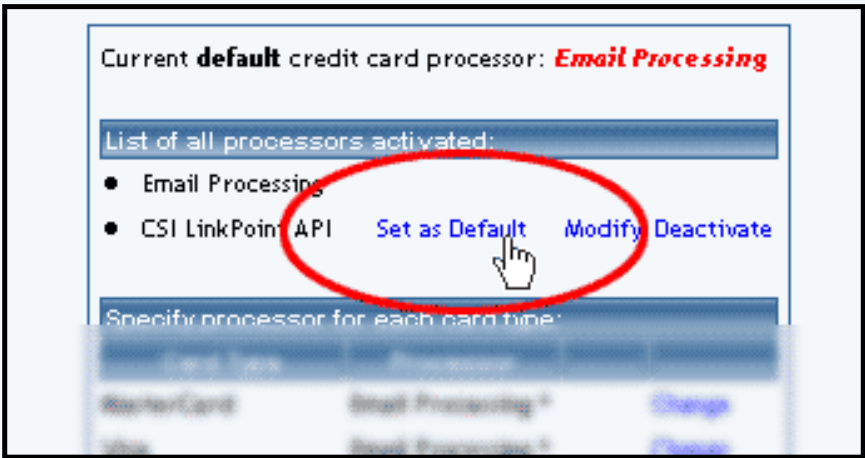
To activate or deactivate any method, click on the "Activate" or "Deactivate" text link next to the name of the method.
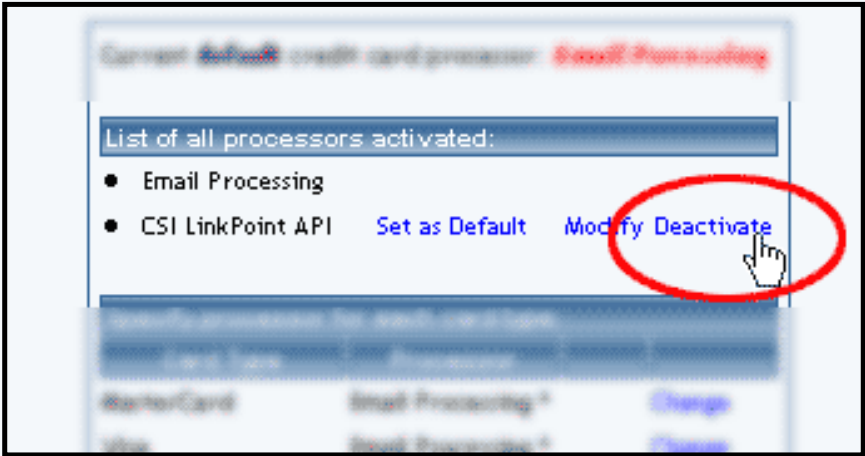
To modify an existing method, used only to change processor-specific information only, click on the "modify"

link next the name of the method.
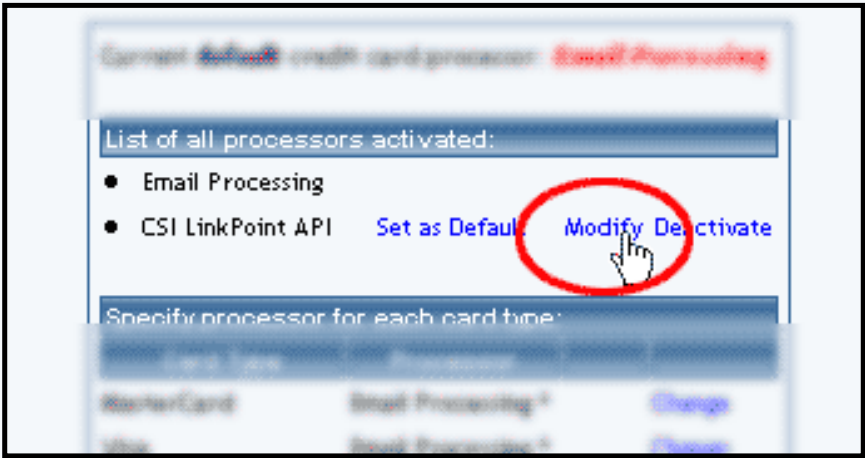
The processor modification page will load in a new window. Edit any necessary fields, and press the "update" button to save the changes.
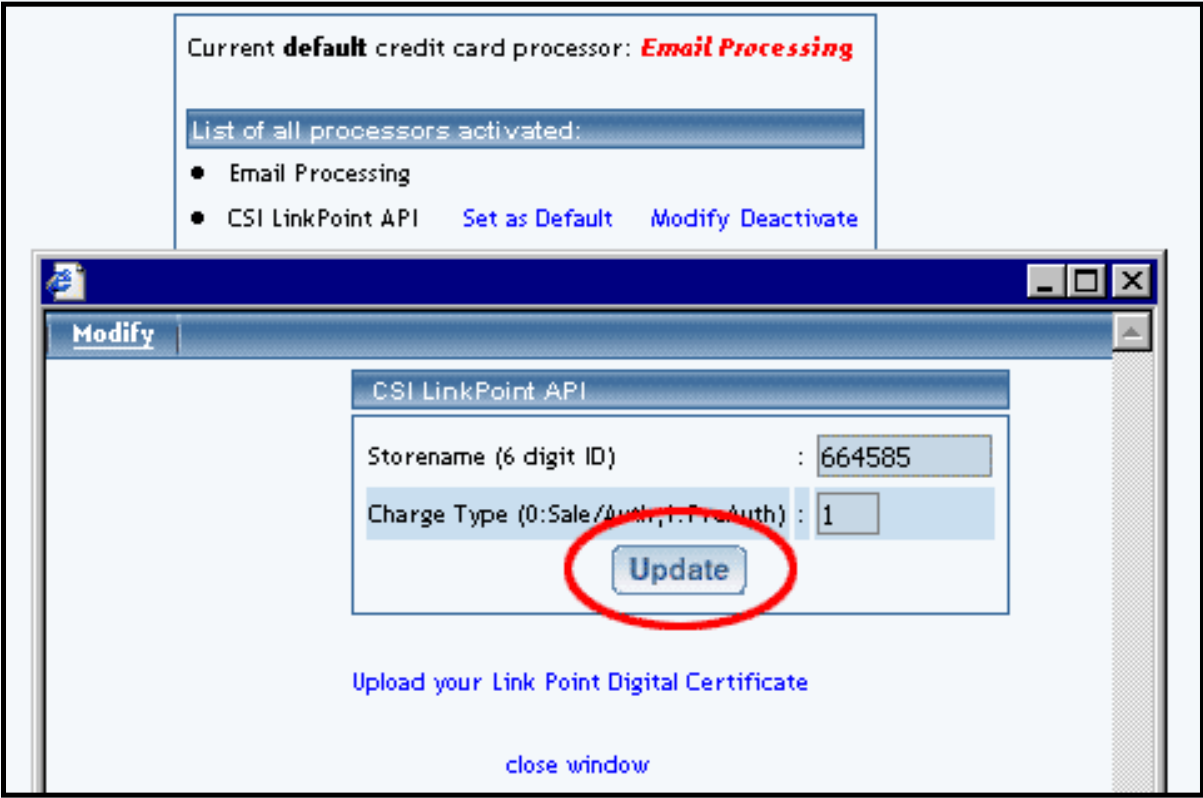
If the desired merchant account/payment processor is not listed, the provider may not be supported. Please contact technical support for additional information.

To change the processor for a specific card type, click on the "change" text link.
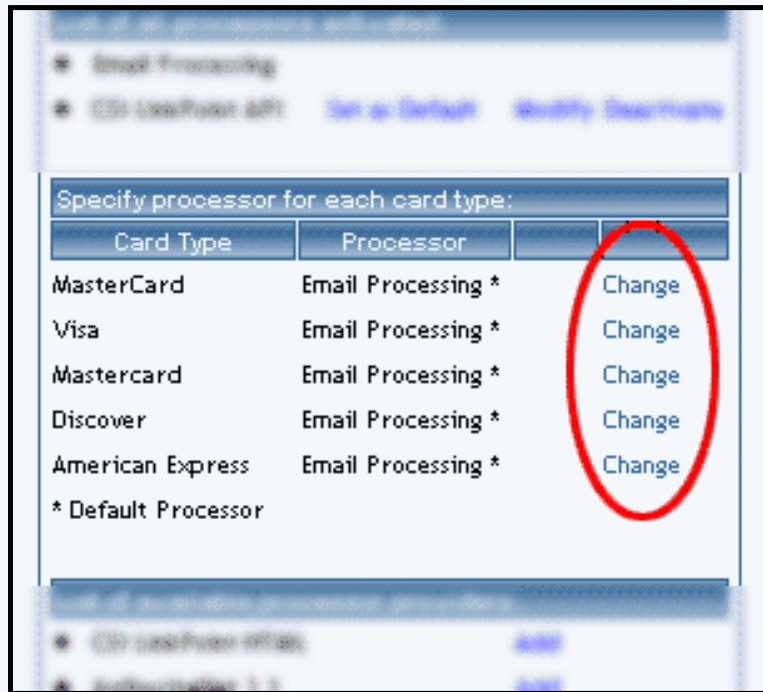
The "change processor for card type" administration page will load in a new window. Select the desired processor from the list provided. Click "Update" to save the change.

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Checkout Descriptions
Add or change a custom text description to each page in the order checkout process

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Ecommerce Options" text link to load the ecommerce administration page.

Click on the "Checkout Descriptions" text link located at the top of the administration page. The checkout descriptions administration page will load in a new browser window.

Seven custom descriptions can be added/modified for use on the shopping cart checkout pages. The descriptions appear toward the top of each page.

List of Descriptions:

- Cart Page
- Shipping Address Page
- Billing Address Page
- Shipping Method Page

- Payment Page
- Finalize Order Page
- Successful Order Page Add, modify, or remove descriptions for any page, by typing in the space provided for each description.

When finished, click the "Update" button to save any changes.
Back to the Top of the Page

Custom Fields
The "Custom Fields" tab allows you to specify your own field(s) that will appear on the Payment page during the checkout ordering process. The following page loads when you click on the tab "Custom Fields":

The first section allows you to specify a text area for the customer to add their own comments or words. Checkmark the checkbox to the right of the text "Text Area Option". Enter text in the text field "Name" that you would like to have appear during the checkout process next to the text area.

For example, if you put in "Don't forget your email address..." in the field "Name", this is what will appear:

You can also give your Web site customers a drop-down menu to select from. The second section on the page allows you to specify your drop-down menus. Enter a name for the drop-down menu, whatever is in this field will appear on the Web site during the Payment page of the checkout process next to the drop-down menu. Enter your drop-down menu selections in the text field next to the button "Add". Then click on the button "Add". Click on "Update to save your changes.

For example, if you put "Where did you hear about us" in the "Name" field of the drop-down menu, you would get something like this:

[Back to the Top of the Page](#)

Other Options
Show/hide cart content after adding item to cart, modify order faxing, format order e-mail confirmation, enable/prevent zero shipping charges, change real time processing for international credit card orders

Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Ecommerce Options" text link to load the ecommerce administration page.

Click on the "Other Options" text link located at the top of the administration page.

All listed options have two settings. To toggle any option, click on the main description. The page will refresh and display the new setting.

Option 1:

- Show cart content after adding item to cart.
- Return to the product page after item is added.

> - **Show Cart Content After Add Item**, to *CHANGE*, click here
>
> **Notes:** • **Show Cart Content After Add Item** means after shopper click on "Add to Cart", the cart content will be displayed.
> • **Return To Product Page After Add Item** means after shopper click on "Add to Cart", the product will be added to cart and the page will stay at product page.

Option 2:

- Fax Orders to Web site owner(done at 12:00 AM Pacific Time only; our fax server can only send faxes to US or Canadian phone numbers).
- Do not fax orders.

> - **Do not Fax Order Details**, to *CHANGE*, click here
>
> **Notes:** • **Fax Order Details** means after shopper placed order, we will fax a copy of order details to your fax number.
> • **Do not Fax Order Details** means after shopper placed order, we will NOT fax copy of order details.

Option 3:

- Format e-mail order confirmation in HTML.
- Format e-mail order confirmation in text.

> • **TEXT format Order Confirmation Email,** to *CHANGE,* click here
>
> **Notes:** • **TEXT format Order Confirmation Email** means after shopper placed order, we will send order confirmation email (to shopper and siteowner) in plain TEXT.
> • **HTML format Order Confirmation Email** means after shopper placed order, we will send order confirmation email (to shopper and siteowner) in HTML formatted.

Option 4:

- Enable customers to place orders with zero shipping charges.
- Prevent customer from placing orders with zero shipping charges.

> • **Allow Shopper to Place Order at ZERO shipping charges,** to *CHANGE,* click here
>
> **Notes:** • **Block Shopper to Place Order at ZERO shipping charges** means shopper will not be able to checkout when shipping charges is zero.
> • **Allow Shopper to Place Order at ZERO shipping charges** means shopper will still be able to checkout even the shipping charges is zero.

Option 5:

- International credit card orders are done via Real-Time processing.
- International credit card orders are NOT done via Real-Time processing.

> • **Transaction from International Credit Card Holder IS processed real time,** to *CHANGE,* click here
>
> **Notes:** • **Transaction from International Credit Card Holder is NOT processed real time** means the credit card transaction will not be sent to real time credit card processor(if applicable) for Non-US address shopper(s). Siteowner will have to manually process the credit card transaction.
> • **Transaction from International Credit Card Holder IS processed real time** means the credit card transaction will be sent to real time credit card processor(if applicable) for US/Non-US address shopper(s).

Option 6:

- The system will assume that the billing and shipping addresses are the same.
- This is a default setting. Customers are prompted to provide a shipping address in addition to the billing address.

Option 7:

- Web site shoppers will not be asked to select a shipping method. You must have one <u>shipping method</u> set up. If you do select this option, a new drop-down menu will appear asking you to select the default shipping method if you have more than one shipping method:

- The default setting. Your Web site shoppers will have to select a <u>shipping method</u> for their selected products.

Option 8:

- "Do NOT show shopper login during checkout process" means shopper account login feature is DISABLED during checkout process.
- "SHOW shopper login during checkout process" means shoppers account login feature is ENABLED during checkout process.

Option 9:

- "DO NOT show product CODE" means the checkout process will not display the product code.
- "SHOW product CODE when available" means product code will be shown at checkout process and proof of purchase.

Option 10:

- "DO NOT block shopper from placing order based upon subtotal amount" means shopper will still be able to place order regardless of minimum subtotal amount.
- "Block Shopper from placing order unless minimum subtotal amount is satisfied" means the shopper will not be able to place order when subtotal amount is less than the minimum value set. Please set the minimum subtotal amount.

Option 11:

- "Billing Email is required (recommended)" means the shopper will have to enter an email address in order to continue with the checkout process.
- "Billing Email is optional" means the shopper will not be required to enter an email address.

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10-Step Guide on Setting Up Ecommerce
Back to the Previous Page

Orders

Related Links:

Overview
Check orders, update the status of orders, and view or download detail and summary order reports.

Click on the "Ecommerce" text link in the secondary navigation menu. Click on the "Orders" text link. The outstanding order summary administration page will load in a new browser window.

Ecommerce Options
Setup payment method(s), merchant account, and other e

Orders
View outstanding order summary, and detail order report

Where you will see the following page:

Outstanding Order Summary

- View or Download Order Reports
- Change Order Status with date ranges

Sort Order : [Checkout Date ▼] [Descending ▼]
Records Per Page : [5 ▼]
[Change]

Page: **1**
Current Page: 1/1 (Note: 5 Records per page)

2003-07-16 09:48:03	$ 9,490.90
Order # 19916	Las Vegas,NV 89121 US

2003-07-16 09:38:48	$ 20.00
Order # 19913	Las Vegas,NV 89121 US

2003-04-23 11:07:05	$ 2,000,000,000,005.00
Order # 25	Pasadena,CA 91107 US

2003-04-22 17:50:03	$ 2,000,000,000,005.00
Order # 24	Las Vegas,NV 89121 US

close window

Orders may be sorted by Order number, Total, Checkout Date, First Name, Last Name, or by E-mail Address. To change the sort order, choose the desired sort field from the drop-down menu provided. Orders may be sorted in ascending or descending order by selecting the desired choice.

Outstanding orders are listed five orders per page. To change, choose either 5, 10, 20, 50, or 100 orders to display per page in the drop-down menu labelled "Records per page". Then click on the button "Change".

To view a different page, click on the page number link, located toward the top of the administration page.

To e-mail any customer, click on the e-mail address provided in the order summary.

To view or update a specific order, click on the order ID number (Order #).

2003-04-17 09:50:08	$ 76.57
Order # 118	Las Vegas ,NV 89108 US
Order Example	myAddress@myemailservice.com

The order detail page will load in a new browser window.

Order Details(# 118)

Order Status: Open ▾ (Comments are optional but recommended)
Comments:
Shipment tracking #(if any):
To inform customer of the update above by Email, Check Here. ☐

Update Order History

Inform customer by Email all the product history based on the status selected.
Select status: Open ▾ Inform Customer
Note: Only th| Open |ct that has been set to the status selected will be sent.

| Open |
| Pending |
| Processing |
| Billed |
| Shipped |
| Completed |
| Canceled |
| Backordered |

Order Hist Billed   ML Proof of Purchase   Text Proof of Purchase

Billing Inform Backordered

Name: *Order Example*	Date: *2003-04-17 09:50:0*
Business Name:	IP Address: *67.104.14.4*
Address: *222 Testing Avenue*	
City: *Las Vegas* State: *Nevada*	ZipCode: *89108*

Click on the "View or Download Order Reports" to access the order report administration page,...

Outstanding Order Summary

- View or Download Order Reports
- Change Order Status with date ranges

Sort Order : [Checkout Date ▼] [Descending ▼]
Records Per Page : [5 ▼]
[Change]

Page: 1

...which will launch in a new browser window.

Order Report

Select Data to Retrieve	Search Criteria
○ Detailed List	Order Number
● Summary List	
☑ Display Orders(Uncheck to Download)	Start Date End Date
☑ Basic Order/Amount Information	
☐ Customer/Billing Information	Customer First Name
☐ Shipping Information	
☐ Basket Details	Customer Last Name
	Product Name

If you have a great number of products, you can quickly close them using the "Change Order Status with date ranges" link.

Outstanding Order Summary

- View or Download Order Reports
- Change Order Status with date ranges

Sort Order : [Checkout Date ▼] [Descending ▼]

Records Per Page : [5 ▼]

[Change]

Page: 1

When you click on that link, a new window will open up:

Change Order Status

Change Order Status

Set Orders with Status from Start Date ~   **End Date**   **to Status**

Open	Year:	Month:	Date:	Year:	Month:	Date:	[Open ▼]
Pending							
Processing	[▼]	[▼]	[▼]	[▼]	[▼]	[▼]	
Billed	Hour:	Minute:	Second:	Hour:	Minute:	Second:	
Shipped			reset			reset	
Completed	[▼]	[▼]	[▼]	[▼]	[▼]	[▼]	
Canceled							
Backordered							

[Change]

close window

Click on the status of the orders that you want to affect. For example, if you want to change all "Open" orders to "Completed", you will select "Open" in the select box. To select more than one status, hold down the CTRL key on the keyboard and select additional statuses.
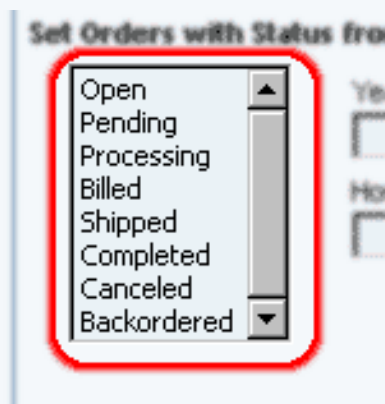
Specify the range of dates that the change of order status will apply to.

Specify the change in the order status that will be applied to the selected ranges:

When done specifying your options, click on the button "Change" to apply the order status change to the selected orders.

ite: Second: Hour: M
reset

Change

close window

Order Details
View an order or update an order's status.

Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Orders" text link.

Ecommerce Options
Setup payment method(s), merchant account, and other e

Orders
View outstanding order summary, and detail order report

The order administration page will load in a new browser window.

Outstanding Order Summary

- View or Download Order Reports
- Change Order Status with date ranges

Sort Order : [Checkout Date ▼] [Descending ▼]
Records Per Page : [5 ▼]
[Change]

Page: **1**
Current Page: 1/1 (Note: 5 Records per page)

2003-07-16 09:48:03	$ 9,490.90
Order # 19916	Las Vegas,NV 89121 US

2003-07-16 09:38:48	$ 20.00
Order # 19913	Las Vegas,NV 89121 US

2003-04-23 11:07:05	$ 2,000,000,000,005.00
Order # 25	Pasadena,CA 91107 US

2003-04-22 17:50:03	$ 2,000,000,000,005.00
Order # 24	Las Vegas,NV 89121 US

close window

Click on the order ID number to view the order details.

Order Status (optional):

The order status tracking system can be used to manage orders from the time an order is placed until the order is completed.

Open: An order has been placed.

Pending: The order has been received and manually placed on hold pending further action.

Processing: The order is currently being processed.

Billed: The order has been successfully billed.

Shipped: The order or item has been successfully shipped.

Completed: The order or item has been processed, billed, shipped, and completed.

Canceled: The order or item has been canceled.

Backordered: The order or item has been placed on backorder.

The order status can be manually controlled by order and by item. Items within an order can have a different status than the order itself. This allows easy management of orders with items on backorder or orders with items using different shipping methods.

Any shipment tracking numbers may be entered in the space provided.

Upon an order status update, an e-mail can be sent to a customer by checking the box next to "To inform customer of the update above by Email, check Here" or by clicking the "Inform Customer" button.

Always click the applicable "Update" button when changing the status of order.

To view the order history of the customer, click the "Order History" button.

To view the "HTML" proof of purchase page, click the "HTML Proof of Purchase" button.

To view the text version of the proof of purchase, click the "Text Proof of Purchase" button.

To view any item within an order, click on the item ID number, located in the order details.

Order Reporting
For: View or download order reports

How: Click on the "Ecommerce" text link located at the top of any main administration page.Then click on the "Orders" text link.

Ecommerce Options
Setup payment method(s), merchant account, and other e

Orders
Vie utstanding order summary, and detail order report

The outstanding order summary administration page will load in a new browser window.

Sort Order : Checkout Date ▼ Descending ▼

Re Order Number | Descending
Total | Ascending
Checkout Date
First Name
Last Name
Current Pa Email ords per page)

09:48:03

Click on the "View or Download Order Reports" to access the order report administration page,...

Outstanding Order Summary

- View or Download Order Reports
- Change Order Stat with date ranges

Sort Order : Checkout Date ▼ Descending ▼
Records Per Page : 5 ▼
Change

Page: 1

...which will launch in a new browser window.

Order Report

Select Data to Retrieve	Search Criteria
○ Detailed List	Order Number
◉ Summary List	
☑ Display Orders(Uncheck to Download)	Start Date End Date
☑ Basic Order/Amount Information	
☐ Customer/Billing Information	Customer First Name
☐ Shipping Information	
☐ Basket Details	Customer Last Name
	Product Name

Select Data to Retrieve:

A summary or detail report may be viewed or downloaded by clicking on the applicable radio button, located at the top of the administration page.

Uncheck the box next to "Display Orders" to download a comma delimited text file.

Upon order generation, a "download" pop-up dialog box will open, allowing the file to be downloaded and saved.
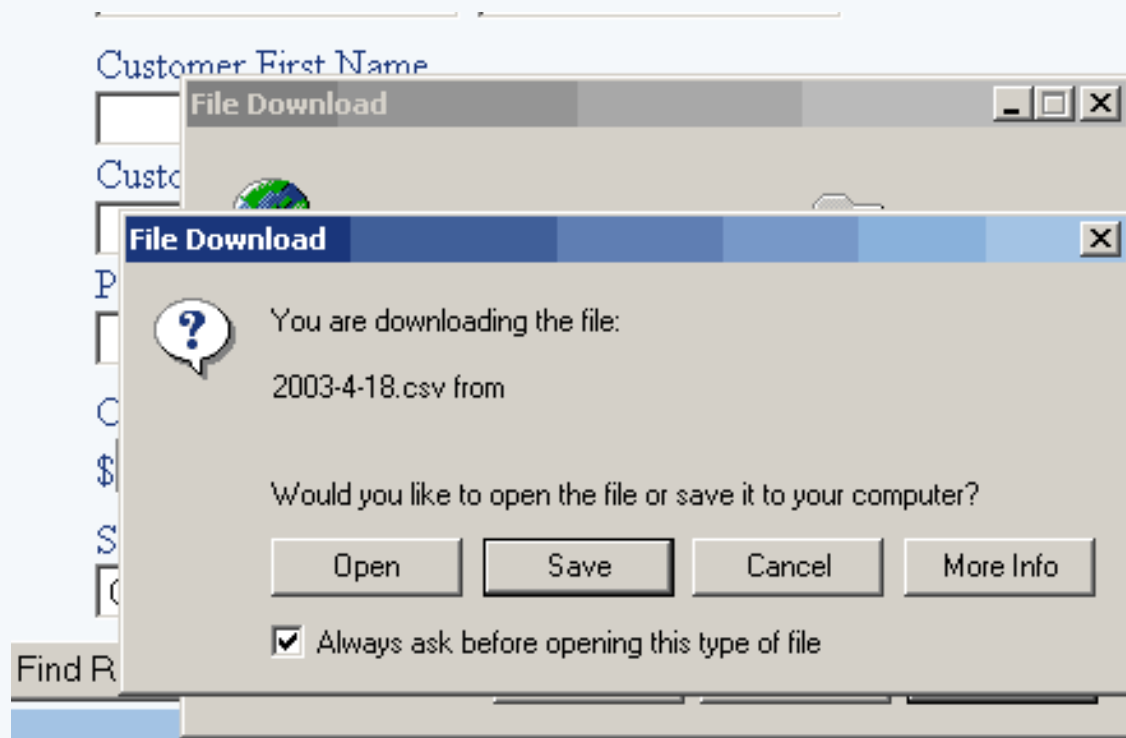
Check the box next to any listed group of information to include it in the report.

☑ Basic Order/Amount Information
☐ Customer/Billing Information
☐ Shipping Information
☐ Basket Details

Search Criteria:

Type in a partial or full value in any field listed to view or download only orders containing the specified information or range of data.

Search Criteria

Order Number

[   ]

Start Date   End Date

[   ]   [   ]

Customer First Name

[   ]

Customer Last Name

[   ]

Product Name

[   ]

Cost

$[   ]   to $[   ]

Sort Order   Status

[Order Number ▼]   [Any Status   ▼]

As an example, to view or download any order containing products that start with the letter "a", type "a" in the field provided for "Product Name".

Customer First Name

[   ]

Customer Last Name

[   ]

Product Name

[a   ]

Order reports may be sorted by order number, date, or order total. Select the desired option from the included drop-down menu. Select a specific value from the "Status" drop-down menu to display or download orders with the selected status only.

Sort Order

Order Number ▼

| Order Number |
| Date |
| Total |

Find

Status

Any Status ▼

| Any Status |
| Outstanding Orders |
| Open |
| Pending |
| Processing |
| Billed |
| Shipped |
| Completed |
| Canceled |
| Backordered |

Press the "Find Records" button to generate the report.

Find Records

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10-Step Guide on Setting Up Ecommerce

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New Features

January 2004

- Enhancement for [Page Editor Options](#) - you can turn on or off the cursor auto focus

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December 2003

- Enhancement for the [website permissions tool](#) - more sections of the administration are available to apply permissions to designated users.

November 2003

- Enhancement for the [Product Catalog](#) - tweaks and minor additions to the entire E-commerce system including shopper management, block shoppers unless a minimum order amount is reached, more merchant accounts compatible with the system, the option to require the email address, and much more!

Log of Features

Release Information
[Latest Feature Additions](#)

- [2003](#)

Features added in 2003

Initial Release - April 2003

Highlight features:

○ [WYSIWYG - What You See Is What You Get](#). Each page of the Web site can be edited on screen, in a view that is very close to what the published page would look like on the site.

○ [Common Components](#) - Updating the component once will update the component everywhere

○ [Flash Components](#) - Flash animation can be added to any location on any page.

○ Separate [Template](#) and [Business Type](#) - Choose the layout you like and automatically enhance it with any one of our business templates.

○ [Advanced Mode/Simple Mode](#) - Site owners are free to edit the site in the mode that best suits the task at hand.

○ [Better Statistics Processing](#) - The new and improved statistics engine will allow faster retrieval of statistics.

○ [Website Permissions](#) - Assign permissions to users that you would allow access to certain sections of your Administration.

○ [Language Translation](#) - Allow your customers to choose from a variety of languages to view your Web site in.

○ Online User Guide - An in-depth User Guide covering all aspects of the 3.0 administration and accessible by clicking "Help"; the User Guide is searchable and frequently updated, with additional resources including screenshots, FAQ (Frequently Asked Questions), troubleshooting tips, and glossary.

○ [Domain Manager](#) - Online tools to register new domains, transfer existing ones, set up their e-mail information, and manage where they point on the Internet.

○ [Website Analyzer](#) - Analyze your Web site for broken links, download times for your pages, and current image usage.

○ Ecommerce:
  - [Fully Customizable Shopping Cart](#) - Add products, categories, item groups, and

packages and manage rules (discounts, shipping, handling, and taxes) for them.

- Variable Pricing - Collect donations, allow customers to pay invoices online, or sell gift certificates.
- Custom Units - Define a custom unit of measure to use with individual products (such as ounces, feet, or packs), use units in place of a standard quantity, or use both quantity and units.
- Express Order Forms - Create one or more categories that allow customers to quickly purchase multiple items on one page.

May 2003

- Contact Manager - Manage contacts, maintain mailing lists, send e-mail, and manage a to-do list.
- Enhancement for Shopping Cart - ability to specify whether an item description will appear above or below the "Add to Cart" button.

June 2003

- Calculators - easily add specialized calculators to your Web pages, including "Cash Flow Calculator", "Retirement Savings Calculator", "Variable Compound Savings Calculator", "Resting Metabolic Rate Calculator", and "Typing Test", to name but a few.
- Calendar - Interactive calendars now can be added to your 3.0 website. Just a few possible uses include online team signups, reservations at your bed & breakfast, requesting an appointment for your services, displaying the hours that you are open, and much much more. You control whether visitors can add events, what types of events they can add, what information they must enter when adding an event, where you want your e-mail notification sent whenever a visitor adds an appointment, the calendar's initial timezone, etc. These and other calendar controls are provided in the new Calendar Manager tool. Display options such as where and how a calendar is displayed in your website are provided in the new Calendar Component.

July 2003

- Enhancement for Shopping Cart - ability to customize the creation of categories as well as the ability to easily assign products to those categories.
- Item Component - allows you to sell any item in your catalog from any page of your Web site. For example, add an item component to your Web site's home page to offer a "Special of the Month" or "Featured Product" which visitors can add directly to their shopping cart.

August 2003

- Enhancement for Form Component - ability to specify whether form input components will be required as well as the ability to further specify which form processor you would like to use with your form.
- Enhancement for Change Template - ability to specify additional options for importing calendars, forms, and the product catalog from the applied template.

- Pre Publish Check - the Pre Publish Check tool will verify whether form, calendar, and item components are set up correctly; if they are not, the system will inform you how to correct the problem.
- Enhancement for Website Permissions - the Website Permissions tool has been modified to be more intuitive and detailed about applying permissions for existing users.
- Enhancement for Website Permissions - Publishing the Web site and managing calendars have been added to the Website Permissions tool.

September 2003

- Enhancement for the button form input component - ability to specify your own images for the button as well as a Print function that will print the page when the Web site visitor clicks on the button.
- Java Filing Cabinet - a filing cabinet tool built in Java that allows you to quickly upload and download files from your Web site.
- Enhancement for the Upload Items tool - ability to specify package options and apply them to many items at once.
- Enhancement for the Shopping Cart - a preliminary check will be run on your Web site to check your e-commerce settings.
- Enhancement for the Ordering system - ability to customize how orders are displayed.
- Enhancement for the Product Catalog - ability to define related products for items and related products for packages.
- Enhancement for Site Search - customize the search ability to focus on all pages or on your product catalog. These changes are detailed under the Search Component and Search Result Component.
- Enhancement for the Rebuild Search Engine tool - the tool now displays the last time the Web site was indexed.

October 2003

- Enhancement for the Catalog Component - ability to designate a non-cart page where product information would be sent to a specified form page.
- Create Users - Website owners now have the ability to create usernames for their own personnel.
- Enhancement for the Search Component - ability to specify line breaks to separate the search boxes and search buttons.
- Enhancement for the Product Catalog - large product catalogs (more than 1000 products) now display more elegantly in the Administration.
- Enhancement for the Product Catalog - inventory management is now easier to apply and manage.
- Enhancement for the Product Catalog - ability to easily designate which items go in to which categories
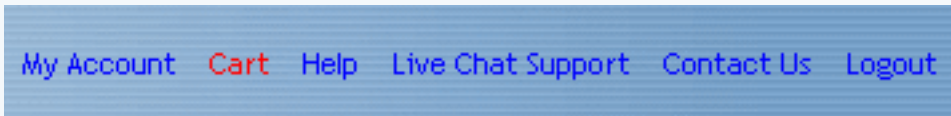
Obtaining Help

Related Links: [Glossary](#) | [FAQ](#) | [Troubleshooting Tips](#)

[Help](#) | [Live Chat Support](#) | [Contact Us](#)

Help

The Help section of Administration provides helpful information on all of the tools and options that you may perform within the Administration. You may browse through the information by clicking the "Help" link in the Administration main navigation menu and clicking through the categories and subcategories to access the topics that they contain. The link to the User Guide is in the top-right corner of the Administration.
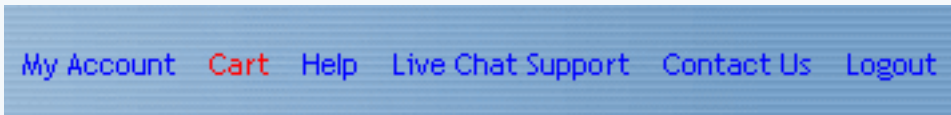
Help in context is available in an increasing number of the Administration windows. A question mark indicates when contextual help is available. Click on the question mark and a small window will pop up offering an overview of that part of Administration plus link(s) to learn more.

These question mark icons will only be displayed if you have enabled "Bubble Help". You do so from the [Options](#) menu link provided on the top navigation bar of the [page editor window](#).

[Back to the Top of the Page](#)

Live Chat Support

During Technical Support hours (Monday through Friday, 7 AM to 7 PM Pacific Standard Time), you can click on the link "Live Customer Support" to chat online with our Chat Technical Support Representatives. The link to "Live Customer Support" is in the top-right corner of the Site Administration pages.

If you access the Chat Technical Support during our off hours, you will see the following page:

Customer Support - Microsoft Internet Explorer

We are sorry but we are not available right now.

Our regular working hours are:

Monday	07:00AM - 07:00PM PST
Tuesday	07:00AM - 07:00PM PST
Wednesday	07:00AM - 07:00PM PST
Thursday	07:00AM - 07:00PM PST
Friday	07:00AM - 07:00PM PST
Saturday	Closed
Sunday	Closed

Close
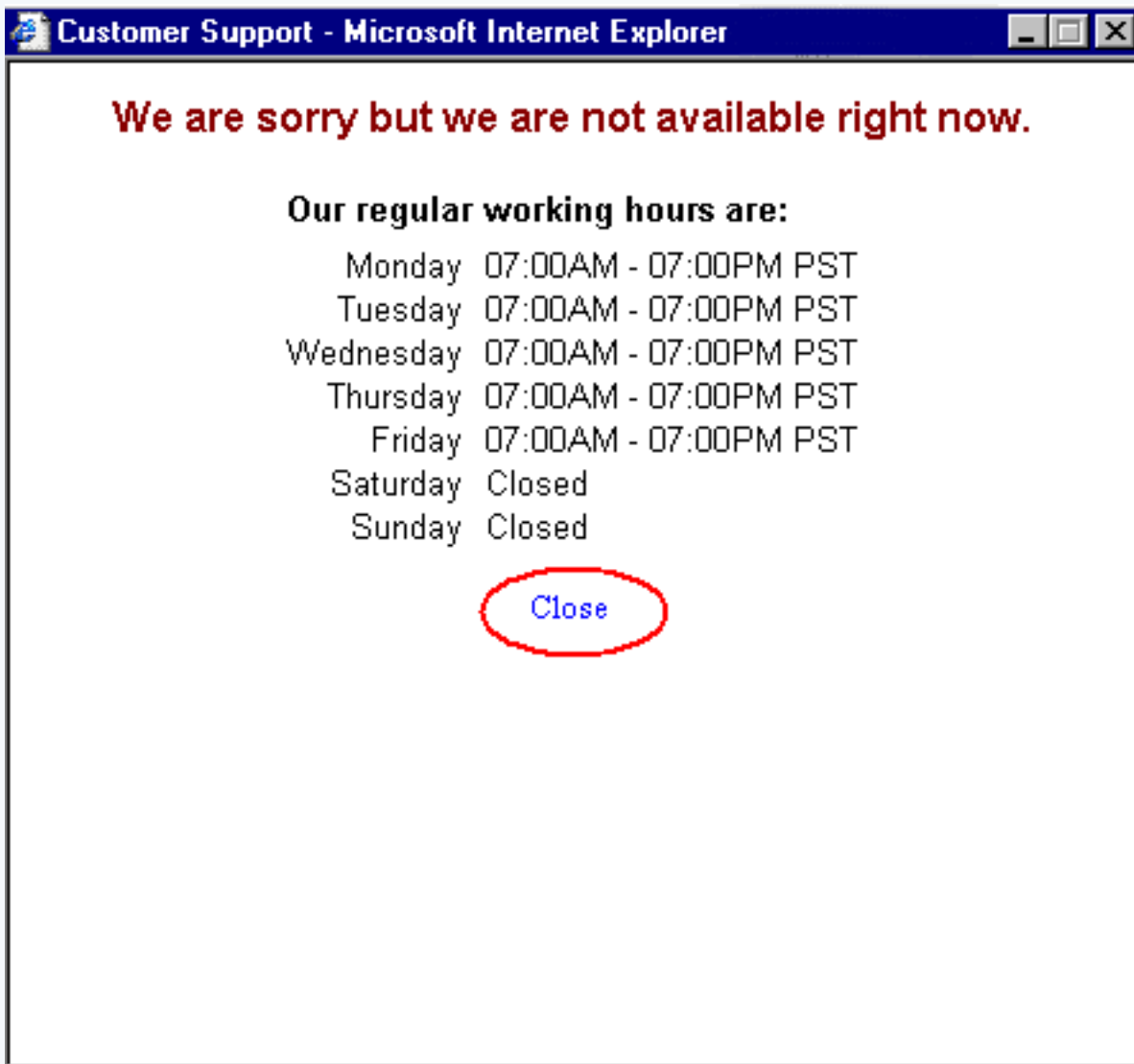
If you receive the above message during normal business hours (Monday through Friday, 7 AM to 7 PM, Pacific Standard Time), please contact Technical Support by phone.

Once the Java plug-in for your Internet browser finishes loading, you will see the following screen.
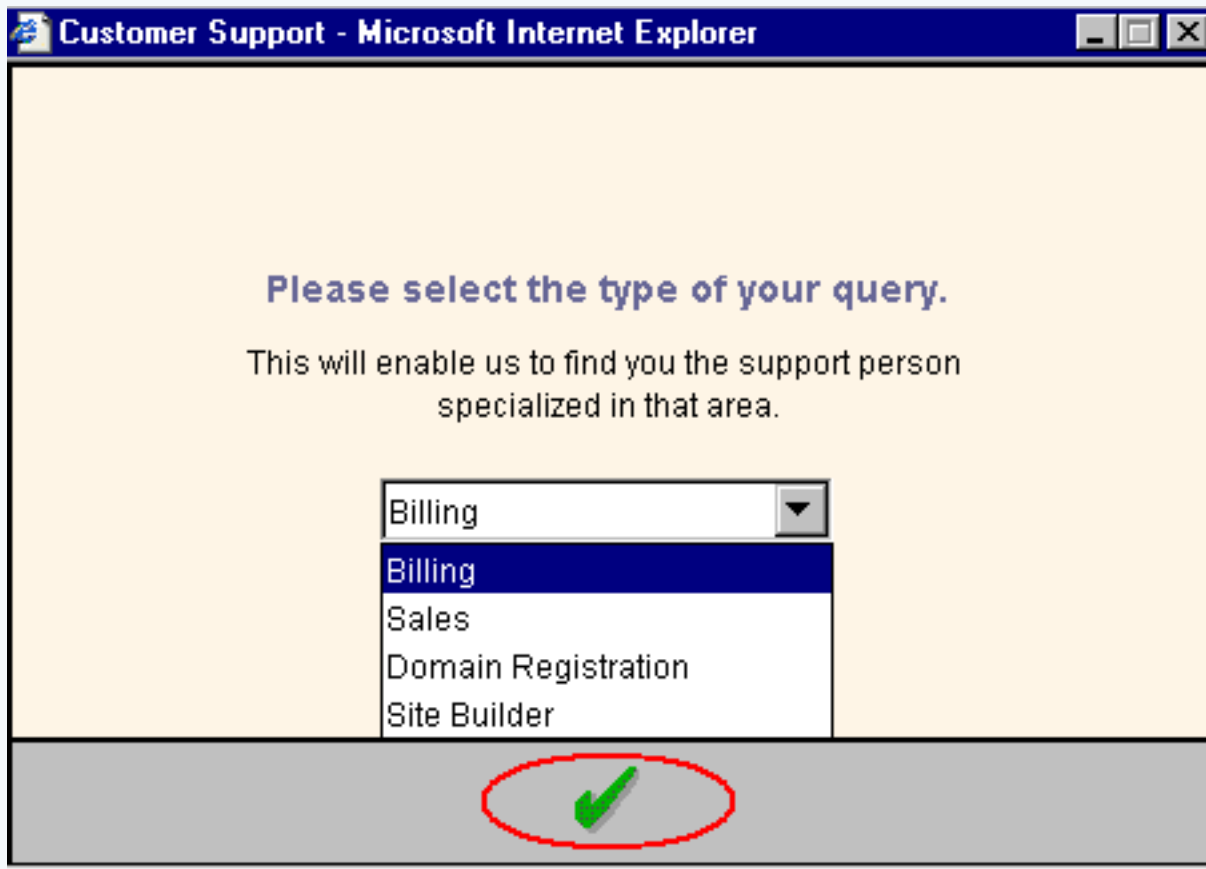
Select the problem category that best generalizes the issue you want to address with the Chat Technical Support Representatives, then click on the green checkmark to log in to the Live Customer Support system.

[Back to the Top of the Page](#)

Contact Us
This section of the Administration offers ways that you may contact us for assistance. Telephone and live chat support are available from 7 a.m. to 7 p.m. Pacific time, Monday through Friday. You may email support or complete an online help request form at any time. A support representative will contact you at the next opportunity. The link to contact us is in the top-right corner of the Administration.

The Administration will then display the following screen:

Please choose which product(s) or program(s) you are having trouble with:
Check all that apply.

☐ Website Builder

☐ I have a question or comment

○ I am a webcenter owner
○ I am a website owner

First Name: [   ]

Last Name: [   ]

Home Phone Number: [   ]

Work Phone Number: [   ]

Alt. Phone Number: [   ]

Alt. Phone Number: [   ]

E-Mail Address: [   ]

Your Sitename: [   ]

Subject: [   ]

Please describe your problem in detail below:
(Please don't enter any credit card information here)

[   ]

[Submit]

Fill out as much detailed information in the form so that our representatives would be able to assist you

in the best possible fashion in the shortest amount of time.

Back to the Top of the Page

Frequently Asked Questions

How do I?

- Access Technical Support through the Internet?

  You may contact Technical Support via Live Customer Support or through a Contact Us form.

- Add buttons?

  Buttons may be added to a Web site individually, via button, or as a menu, via the navigation component. Click here for an expanded discussion on the issue of adding buttons.

- Add a calculator to the page?

  You can add a component to the page as normal, but you add a Calculator Component to the page.

- Add a calendar to the page?

  Add the component to the page normally, then add a Calendar Component to the page.

- Add a component in general?

  There are a number of ways to add a component to a page, so click here for an expanded discussion on adding components to a page.

- Add a domain name to the site database?

The secondary navigation menu link "Domains" in the section My Account will allow you to manage your domains.

- Add meta tags to my Web pages?

  You can add meta tags to your pages by going to the Page Editor. Under the Page menu, click on Page Properties.

- Add/modify a chat room?

  You can manage your chat rooms via the Chat Room Admin Tool that is in the Toolbox.

- Add/modify Flash?

  The Flash introduction page (or splash introduction page) can be modified by using the Flash Component.

- Add/modify a Flash introduction page?

  The system can add a Flash introduction page by clicking on the link "Add Splash Page" in the Website Editor.

- Add/modify Javascript?

  To add Javascript to your Web page, you would place the code in to a Literal Component or in the Page Header.

- Add/modify a map?

  Add a component to the page normally, then select the Map Component to add to the page.

- Add/modify password-protection for folders?

  Password protection is managed by the tool Password Protection in the Toolbox.

- Add/modify a weather forecast?

  Add a component to the page as normal, then select Weather Component to add to

the page.

- Add/organize products?

    Organize the products in your Product Catalog by using the [Product Catalog Management](#) tool in the section E-commerce.

- Add a page?

    Add a page to your Web site by clicking on the link ["Create New Page"](#) in the Website Editor main menu.

- Add a product to a page other than the catalog page?

    You can create a "buy an item form" on any Web page by using the [Item Component](#).

- Align my item and category images?

    The alignment of thumbnails for both items and categories in your online catalog is set in the "Category" tab of the [Catalog component](#).

- Analyze the approximate download time for my Web pages?

    You can request a report for the download time for all of your pages by using the [Website Analyzer](#) Tool.

- Analyze my Web site for broken links?

    You can request a report for the broken links on all of your pages by using the [Website Analyer](#) Tool.

- Analyze my Web site for images in use?

    You can request a report for all of the images in use on your Web site by using the [Website Analyzer](#) Tool.

- Arrange the layout of my products in the Product Catalog?

    The layout of your products in the Product Catalog are handled in a number of

different areas. Click here [for an expanded discussion on the layout of your products](#).

- Change the password?

  You can change the password in the section My Account under the tab [User Profile](#).

- Change the sitename?

  The sitename of your Web site can be changed under the Website Editor's tab [Properties](#).

- Change the sort order or position of elements?

  The sorting order of components on the page can be changed by clicking on the component and selecting "Move Ahead" to move the component DOWN the page or "Move Behind" to move the component UP the page. Click here for [an expanded discussion on moving components](#).

- Change the template of the Web site?

  You can change the template of the Web site by clicking on the link ["Change Template"](#) in the Website Editor main menu.

- Copy components?

  When you add a component to the page, you have the option to assign a [copy of the component](#) to the page.

- Copy or Move files?

  You can copy or move files from your storage area by using the [File Cabinet Manager](#) tool from the Toolbox.

- Create a new calendar?

  Create a calendar using the [Calendar Manager](#) Tool in the Toolbox. You would still need to assign the calendar to the page by using a [Calendar Component](#).

- Create a new username?

    Create a new username using the[Create A New User Account](#) Tool in the Toolbox. You would still need to assign permissions for the username by using the [Website Permissions tool](#).

- Customize the "Continue Shopping" link from the checkout process?

    The option to customize the "Home" link can be found in [Cart Component](#).

- Delete a page?

    You can delete a page from the Website Editor by clicking on the either the Title, Filename, or Menu Name of the page you want to delete. All three of the above links will open up the same window. [Click on the button "Delete" to delete that page](#).

- Disable a page?

    Disable a Web page (so that it is not accessible on the Web site but the page still exists for you to modify it) by clicking on the checkbox to the left of the page name and clicking on the link ["Set Pages to Disabled"](#) in the Website Editor main menu.

- Do mouse-overs for images?

    If you already added an [Image Component](#) to the page, the Image Component has options to include a mouse-over effect when the mouse pointer hovers over the image.

- Edit a component if I cannot find it?

    Use the tool [Find Component](#) in the Page Editor (under the menu "Main") or from the Website Editor main menu.

- Get statistics for my Web site?

    Statistics for your Web site can be obtained from the tool [Website Statistics](#) from the Toolbox.

- Manage all of the products at one time?

You can apply many settings to all of your items at once by clicking on the link "Manage Items" in the Item section on the Product Catalog Management main window. You can also upload all of your products at one time by using the "Upload Items" link in the Item section on the Product Catalog Management main window.

- Manage the inventory for my products?

  For each item, you can manage the inventory from the Item's modification window.

- Modify calendars?

  You can modify the calendar by using the tool Calendar Manager in the Toolbox. You can modify the display of the calendar by using he Calendar Component.

- Register a new domain name?

  Register a new domain name by using the tool Domains in the My Account section.

- Set up e-mail aliases?

  E-mail aliases may be set up using the Domains tool in the My Account section.

- Set up forms to go to the Contact Manager?

  All of the Form Input Components must have field names that match what the Contact Manager is set to look for. Click here for an expanded discussion on the issue of setting up forms to go to the Contact Manager.

- Set up MX records?

  MX records can be set from the Domains tab of the section My Account.

- Set up my product catalog?

  A 10-step guide to setting up your Product Catalog gives an outline of the steps that you need and would like to take in order to set up your Product Catalog.

- Set up subdomains?

Subdomains, or hostnames, may be set up by using the tool ["Domains"](#) from the section "My Account".

- Submit my site to search engines?

  The tool ["Website Promotion"](#) in the Toolbox allows you to submit your Web site to search engines.

- Translate my Web site?

  To task of translating your website falls to the [Language Component](#).

- Upload files?

  The [File Cabinet Manager](#) allows you to upload files to your Web site storage space.

- Upload products or categories to my Product Catalog using a excel spreadsheet?

  You can upload products and categories by using the approriate links in the Product Catalog Managment tool of the E-commerce section. Click here for an [expanded discussion on the issue of uploading products and categories](#).

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What are?

- The basics for editing pages?

  The User Guide page called ["Getting Started"](#) gives a summary of the steps that are needed in order to start editing your Web pages.

- The differences between Classes, Styles, and Stylesheets?

  Styles, Classes, and Stylesheets allow you to customize the entire look of your Web site easily. Click here for an [expanded discussion on the issue of styles and classes](#).

- The differences between Copy and Use?

  "Copy" and "Use" have different meanings in version 3.0. Click here for the [full discussion on the differences between Copy and Use](#).

- The different components that I can add?

  Click here for a [list of all the available components in version 3.0](#).

- The steps to promote a Web site?

  Here are [tips to use the Website Promotion tool](#) as well as [tips to improve the promotion of your Web site](#).

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Where is the?

- Calendar Editor? [Answer](#)
- Contact Manager? [Answer](#)
- Domain Manager? [Answer](#)
- Image Editor? [Answer](#)
- Language Translator Tool? [Answer](#)
- Page Characteristics? [Answer](#)

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[Troubleshooting](#)

Troubleshooting

Domains and E-mail

- Why doesn't my domain name or e-mail aliases work?
    1. Please check to make sure that the domain name has not expired. Go to a Whois Web site, such as betterwhois.com or whois.com and search to find your domain name. A Whois Web site will report to you whether your domain name is expired. If the domain is expired, you will have to renew the domain with your registrar (click here if you registered this domain with us) or register a new domain (click here to register a new domain with us).
    2. Confirm that you have specified a Web site that the domain will point to. The reason for this is because initially, domain names are attached to your username and not a sitename.
    3. Please check to confirm that your Web site has not been disabled due to a billing issue. If you are able to log in to the Administration of the Web site, your Web site has not been disabled due to a billing issue. If you do have a billing issue, please contact Technical Support so that we may resolve the problem.
    4. Please run the Checkup option in the Domain Manager to make sure that your Domain is functioning correctly and has been set up correctly on our servers.
    5. If the above listed information does not correct the problem, please contact Technical Support so that we may better assist you.

- Why isn't my e-mail associated with the domain working?
    1. Please check to make sure that the domain name has not expired. If the domain name has expired, your e-mail associated with the domain will also cease to function. Go to a Whois Web site, such as betterwhois.com or whois.com and search to find your domain name. A Whois Web site will report to you whether your domain name is expired. If the domain is expired, you will have to renew the domain with your registrar (click here if you registered this domain with us) or register a new domain (click here to register a new domain with us).
    2. Please check to confirm that your Web site has not been disabled due to a billing issue. If you are able to log in to the Administration of the Web site, your Web site has not been disabled due to a billing issue.
    3. Please run the Checkup option in the Domain Manager to make sure that your Domain is

functioning correctly and has been set up correctly on our servers.

4. Please check with your E-mail server company to make sure that their servers and your account is up and running.
5. If you are not receiving e-mails, check to make sure that you do not have SPAM filters or SPAM blocking in place that could possibly prevent the receiving of e-mails.
6. If the above listed information does not correct the problem, please contact Technical Support so that we may better assist you.

Ecommerce and Orders

- Why can't I add item groups or packages to my category?
  Make sure that you have unchecked the "express order form" option for that category.

- Why can't I view my product catalog and/or checkout page from the Web site?
  1. In order for the online catalog and checkout page to display on the Web site, you must have a catalog component and a cart component added to the site and properly configured. Make certain you have created a catalog page, a shopping cart page, and added each component to the proper page.
  2. Verify that the catalog component is pointing to the correct cart page.
  3. Make certain that the correct catalog page is specified in the ecommerce administration.

- Why aren't some of my items or categories displaying in the online catalog?
  1. Please keep in mind that only active items and active categories will display on the Web site.
  2. The Web site must be Published after any changes are made in the Administration, Website Editor, and the Ecommerce section.
  3. Make certain that any missing items are added to at least one category.

- Why aren't some of my category/item images visible when viewing the online catalog?
  1. Verify that the image is allocated to the proper item or category.
  2. Any time images to be used in the catalog are added or changed, the catalog images must be updated.
  3. Verify that images for the category, item, or package are enabled by editing the catalog component.

Errors

- What do I do if I continue to get Internal Server Errors?
    1. Verify that you are able to go to other Web sites without the same error, such as www.yahoo.com, www.microsoft.com, www.apple.com, or www.mozilla.org.
    2. Confirm that any anti-virus program or pop-up blocking program is not interfering with the 3.0 Administration. If you are unsure, simple disable those programs during the time that you are working in the 3.0 Administration.
    3. Close all internet browser windows. Clear out all of your internet cookies and empty out all of your temporary internet files. Log back in to the 3.0 Administration.
    4. If the above information does not solve your problem with Internal Server Errors, please contact Technical Support so that we may better assist you.

Forms

- How do I modify my HTML form to send information to the Contact Manager?
    1. Create a form processor via the Form Processor Manager tool.
    2. Add a form component to the page(s) as desired, setting it to use your form processor from step1.
    3. Add a literal component to the form component and then paste in the HTML code of your form.
    4. Edit the HTML code in the literal component, deleting the FORM tag and any hidden inputs.
    5. Name your form fields under the list here to make sure that the Contact Manager knows what to do with the form fields.
    6. Publish the website to see your changes and to test the form.

- Why doesn't my form require certain field after I have set up the Required Fields option?
    1. Confirm that the Required Field option is referencing the name of the field exactly. For

example, if the form's field is called "first_name", then in order to require that field the name must be listed as exactly as "first_name".
   2. Confirm that the required field option for that field has BOTH "Min Chars" and "Max Chars" filled out. Max chars should never be lower than Min chars.

- Why don't my forms work?
   1. After you create a form on your Web page with the use of a [form component](#), you must [specify a form processor](#) to handle the information from the forms. If you [create a custom form processor](#) using the [Form Processor Manager](#), you will be able to use the [Form Processor Browser](#) to view the forms from your Web site.
   2. Please make sure that the e-mail address that is receiving the forms from your Web site does not have any SPAM filtering in place. If it does, you can create e-mail filters that will allow e-mails with the [subject line that you specify](#).

Internet Browser

- How do I clear my Internet cookie files?
   1. If you are using Internet Explorer for Microsoft Windows, in the file menu at the top-left corner of the Internet browser, click on "Tools". Click on "Internet Options". In the new window that appears, click on the button "Delete Cookies...". In the new dialog box that appears, click on the button "OK". When the system is done, click on the button "OK" again.
   2. If you are using Internet Explorer for Macintosh, in the file menu at the top-left corner of the Internet browser, click on "Edit". Click on "Preferences". In the new window that appears, go to the section "Receiving Files". Click on "Cookies". For the section to the right, click on every website's cookie and click on the button "Delete". When you are done, click on the button "OK".
   3. If you are using Mozilla, open the Edit menu and choose Preferences. Under the Privacy & Security category, choose Cookies. If no subcategories are visible, double-click the category to expand the list. Click on the button "Manage Cookies". In the new window that opens up, click on the button "Remove Cookies". Click the button "Close" to close the window, and then click on the button "OK" to close your preferences.
   4. If you are using Netscape, in the file menu at the top-left corner of the Internet browser, click on "Edit". Click on "Preferences". Click the "+" sign next to the text "Advanced". Click on "Cache". For the section to the right, click on the button "Clear Disk Cache".

Depending on the size of your temporary Internet files folder and the speed of your computer, this can take anywhere from 5 seconds to 15 minutes. When you regain control of the mouse cursor, click on the button "OK".

5. If you are using any other browser type, the steps listed above should be similar to the other browsers.

- How do I clear my temporary Internet files?
    1. If you are using Internet Explorer for Microsoft Windows, in the file menu at the top-left corner of the Internet browser, click on "Tools". Click on "Internet Options". In the new window that appears, click on the button "Delete Files...". In the new dialog box that appears, click on the button "OK". Depending on the size of your temporary Internet files folder and the speed of your computer, this can take anywhere from 5 seconds to 15 minutes. When you regain control of the mouse cursor, click on the button "OK" again.
    2. If you are using Internet Explorer for Macintosh, in the file menu at the top-left corner of the Internet browser, click on "Edit". Click on "Preferences". In the new window that appears, click on "Advanced". For the section to the right, click on the button "Empty Now". When the Internet browser is finished (you will regain control of the mouse pointer), click on the button "OK".
    3. If you are using Netscape, in the file menu at the top-left corner of the Internet browser, click on "Edit". Click on "Preferences". Click the "+" sign next to the text "Advanced". Click on "Cache". For the section to the right, click on the button "Clear Disk Cache". Depending on the size of your temporary Internet files folder and the speed of your computer, this can take anywhere from 5 seconds to 15 minutes. When you regain control of the mouse cursor, click on the button "OK".
    4. If you are using Mozilla, click on "Edit" in the browser menu. Click on "Preferences". A new window will appear. Click on the "+" next to the text "Advanced". Click on "Cache". Click on the button "Clear Cache". Depending on the size of your temporary Internet files folder and the speed of your computer, this can take anywhere from 5 seconds to 15 minutes. When you regain control of the mouse cursor, click on the button "OK".
    5. If you are using any other browser type, the steps listed above should be similar to the other browsers.

- How do I enable Javascript for my Internet browser?
    1. If you are using Internet Explorer for Microsoft Windows, in the file menu at the top-left corner of the Internet browser, click on "Tools". Click on "Internet Options". Click on the tab "Security" at the top of the new window that appeared. Click on the button "Custom Level". Scroll down the list and click on the circle to the left of "Enable" for the option "Active scripting". Click on the button "OK". Alternatively, you may select a security setting of "Low" or "Medium-Low" to automatically enable Javascript for your Internet browser.
    2. If you are using Internet Explorer for Macintosh, in the file menu at the top-left corner of the Internet browser, click on "Edit". Click on "Preferences". In the new window that appears, click on the "+" sign next to the text "Web Browser". Click on "Web Content".

For the section to the right, checkmark the box next to the text "Enable Scripting". Click on thge button "OK" to apply your changes to the Internet browser.

3. If you are using Netscape, in the file menu at the top-left corner of the Internet browser, click on "Edit". Click on "Preferences". Click on "Advanced". Checkmark the option "Enable Javascript", then click on the button "OK". You may have to restart your Internet browser for the changes to take effect.

4. If you are using any other browser type, the steps listed above should be similar to the other browsers.

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Minimum Technical Specifications

Below is a link that will analyze your computer as a preliminary test to see if your system is compatible with our 3.0 Administration. Please keep in mind that the best way to test if your system can run our software is to run a risk-free, trial Web site.

[Click here to run a preliminary test on your system.](#)

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My Account

- I'm having trouble logging in to the Administration?
    1. Please confirm that you are using your username and not your sitename.
    2. Your username and password are case sensitive so you would need to make sure that your Caps Lock on your keyboard is not on.
    3. If you have just forgotten your password, you may click [here](#) for more information on having the system send you a temporary password to the e-mail address that we have on file for your username.
    4. If you continue to have problems logging in to the Administration, please contact Technical Support so that we may better assist you.

- Why won't the system accept my change of password?
    1. The system requires that the password have both at least one letter and at least one number. For example, "abcdefg" and "123456" would not be valid passwords but "abc123" and "123abc" would both be valid passwords.
    2. Please avoid using special characters such as ", !, @, #, $, %, and so on...
    3. If the system is reporting that you must supply a password hint question and password hint answer, these must be supplied before setting a password.
    4. If the above listed information does not correct the problem, please contact Technical Support so that we may better assist you.

Website Editor

- For a table component, why is the table larger than what is specified?

    The width of a table is dependent on the width of the table cells. For example, if you have the table width set to 400 pixels but you have two table cells in a row with each table cell set to 500 pixels, the true width of the table is 1000 pixels and not 400 pixels.
    The width of each table cell can only be as small as the largest item inside the table cell. For example, if you have a 500 pixel wide image inside of a table cell with a width of 400 pixels, the width of the table cell is going to be 500 pixels.
    If the table has properties of spacing and padding, these properties will also serve to increase the actual width of the table.
    If the table has a class assigned, this class could apply a style that would increase the width of the table or the widths of the table cells.
    No matter how you're specifying table width, each table has a minimum size and it will never display smaller than that size. The minimum size of a table cell is calculated by the length of the longest single word or the widest component. The minimum width of the table would be the widest table row, which of course is based on the width of the table cells for that row.

- For a text component, how do I select text under the Advanced section?
    1. If you want to select all of the text in the text component, click on the blue text "Select All".
    2. If you want to select specific words, click on the words themselves to select the words.
    3. If you want to select a string of continuous words, click on the blue text "Select Block", then click the very first word and then click the very last word that you would like

selected. Everything in between the first and last word will be selected.

4. Please keep in mind that you cannot select an individual letter in a word. To do this, you can either separate the specific letter from a word in the same component (such as, by using a space) or add the letter as a separate text component that is next to the rest of the word in another text component.

- How do I add text to an image?
    1. You can use free websites to modify these images, such as myimager.com and gifworks.com.
    2. Add a navigation component to the page. Set automation for the navigation component to no. Remove all the buttons. Create a "button" by indicating the text you want on the image. If you want the image to link like a button, specify where it will link to in the field "Link".
    3. Add a table component to the page. Specify the image that you want text on to be the background image of the table itself and specify the dimensions of the table to be the size of the image. Add a text component to the table itself.

- How do I align the text that appears on the Flash pages?

    The Flash templates only have certain sections where the text would appear. You can not apply alignment settings to text on Flash components. You may either choose another Flash template to meet your needs or build a Flash file of your own for use with the Flash component.

- How do I get text to wrap around an image?

    For text to wrap around an image component, the "float" option must first be enabled for the image component:
    1. On the Website Editor's Edit Pages menu, click "Edit" for the page whose text is to be wrapped.
    2. If you do not have a class whose main style sheet has the "float" option set, you'll need to create one. Here are the steps:
        - On the top navigation bar, click Main and then click Edit Others - Style Sheets.
        - Click the Style Editor tab and create a new style with a name such as "image float left".
        - Click the Box Properties tab and select "left" from the Float dropdown menu (you may need to scroll down to find "Float") and click the "Update" button.
        - Click the Class Editor tab and create a class named imagefloatleft (you can't have spaces in a class name).
        - Click your new Class's name to edit it, select your new stylesheet in the Main dropdown menu, and click the "Update" button; close the pop-up window.
    3. Click the image that you want to wrap text around, click "Edit", click the Properties tab, and select your float class ("imagefloatleft" if you followed the steps above) in the Class Name dropdown menu. Click Update and close the edit pop-up.
    4. Click the text that will wrap around the image, click "Edit", click the Properties tab, and make sure the text is assigned to a class that does not have the float option.

5. Click "Back to Main Menu" on the top navigation bar to return to the Edit Pages menu, and click "Publish" to update your Web site with the changes you have made.

- How do I get the correct map to display for my map component?
  1. You may try different spelling versions of the street address, for example replacing "Road" with "Rd." or "Rd".
  2. Use the 9-digit zipcode for the address you want to display.
  3. To display an intersection, use the word "and" or the ampersand ("&") or the word "at". Examples: "First & Broadway" or "Interstate 25 and Colorado Blvd" or "Smith Road at Blake St."
  4. To display interstates or highways, spell out the word "interstate" or "highway" completely. Some abbreviations may not be accepted.
  5. For "North" and "South" in the street name, north and south may be abbreviated "N" and "S." The abbreviations "No." and "So." are not accepted.
  6. For the city name, do not appreviate the cityname. For instance, New York should not be entered as NYC. In addition, cities like North Hampton should not be entered as N. Hampton.
  7. For suite and apartment numbers, MapQuest does not recognize suite numbers and apartment numbers so it is best to omit them when entering addresses.
  8. When a building's address is represented as an address range (for example, 24-58 Elm St.), you should select a single address within that range (for example, 24 Elm St.). MapQuest does not accept address ranges.
  9. The Website Editor uses [MapQuest](#) to generate the maps on the Web site. MapQuest locates addresses through a process known as "[geocoding](#)". MapQuest uses a wide variety of information from many sources to provide geocoding, mapping and routing services. If you are still unable to get the correct map, it is very likely that MapQuest does not have the correct address for your location; you can report the map error to MapQuest by [clicking here](#).

- How do I edit my Flash components if there is no Flash Editor?
  There is no explicit tool to modify Flash, instead the [Flash component](#) itself allows you to designate the changes to the Flash on the page.

- How do I remove the "Activate Site" and "Modify Site" links at the top of the Web site?
  The "Activate Site" and "Modify Site" links can only be removed if the Web site is activated. After the [Web site has been activated](#), you must [Publish](#) the site in order to remove those links.

- I just added a [calendar component](#) to the page but cannot see the calendar on the Web site?
  1. Make sure that you have [published the Web site](#) and refreshed your view of the Web site.
  2. Confirm that the [calendar component](#) actually has an [assigned calendar to use](#). If you never created a calendar, you must do so from the [Calendar Manager](#).

- I just added a search component but cannot search for anything?
  In order to search your site properly, you must have a designated page for the search component and another page for a search result component. Ideally, both components would be on separate pages. Also, you must index your Web site using the Rebuild Search Engine Tool before you will be able to search your site.

- I just assigned Web site permissions for a user, why doesn't it work?
  After new permissions have been applied, one must click on the button "Update" to save the changes and Publish in order to apply the changes.

- I just uploaded a file (image file, text document, spreadsheet document, etc...) and I cannot see it on the Web site?
  1. Confirm that there are no illegal characters in the name of the file. For best results, use letters and numbers only.
  2. Verify the upper and lower case of the letters used in the filename. For example, "myFILE.txt" is not the same as "myfile.txt".
  3. You must Publish the Web site in order to see your files outside of the Administration.
  4. Verify that the path to your file is correct. If you have the file in a folder/directory, this directory must also have no spaces or illegal characters in the name.
  5. If the above information does not resolve the issue, please contact Technical Support for further assistance.

- Why aren't changes to my template page being done to my other pages?
  1. Please verify that you have Published the site and refreshed your browser's Internet window to see the latest information.
  2. For more information about copied pages and the effect a change will have on the other pages, click here.

- Why can I edit a page but cannot view it on the Web site?
  1. Check to make sure that the page is active and enabled.
  2. Have you Published the site?
  3. Verify that you still have a link to the page in question.
  4. Verify that you do not have two pages with the exact same filenames. If you do, you must change the filename of the page that you do not want or you can delete the extra page.
  5. If the above listed information does not correct the problem, please contact Technical Support so that we may better assist you.

- Why can't I access files in my Web site directories?
  1. Please keep in mind that the system-generated directories have an underscore "_" in front of the directory name. For example, the images directory is "_images". Any directories created by yourself can have "_" in them, but it is not necessary.
  2. Confirm whether the directory itself is password protected. If it is, you will have to disable

password protection in order to view the files or assign users for password protection.

- Why do I get a "Forbidden" error when attempting to access my password protected folder?
    1. Please keep in mind that if you set up a password protected directory, a file in this directory must be linked to directly. For example, let's say you create a folder called "mynewfolder" and you move (or copy) a file to that folder called "testfile.txt". If your domain name is "mydomainname.com", then the link to that file would be www.mydomainname.com/mynewfolder/testfile.txt. You would not be able to just link to "www.mydomainname.com/mynewfolder" as this will give you an error since the listing of the entire contents of the directory is not permitted. The error that will appear will be "Forbidden... You do not have permissions to view..."
    2. If you do not have a home page called "index.html" and you do not have an active splash page called "splash.html", the system will not be able to identify a home page. You must have your home page as the filename of "index.html" in order for our system to identify a starting page for your Web site visitors.

- Why doesn't my Flash component come up on the Web site?
    1. The system will only display Flash components if the height and width of the component have been specified.
    2. You may have password protection enabled for the directory in which the Flash introduction file is in. You will need to disable it.
    3. Please confirm that you have the latest Flash Player for your computer. You can download the latest free Flash Player here

- Why isn't my Web site being translated correctly?
    1. Please verify that you have set up a Language Translator component properly.
    2. If you have changed your sitename and you are currently translating your Web site via that Web address, you will need to re-translate your Web site by editing the Language Translator component and clicking on the "Update" button again. You will then need to Publish your Web site as well.
    3. If you have multiple domain names, only one can be used as the Web address of your site to provide to Systran to translate your Web site.
    4. Use shorter sentences to improve the translation tool's ability.
    5. Verify that you are using proper grammar and correct spelling.

- Why doesn't my Navigation component create new buttons for my new pages?
    1. Confirm that your newly created pages are active and have a menu name applied.
    2. Confirm that your Navigation component is set to automated.
    3. If your Navigation component is using the image or 3-image style, that image file **must** exist in your image directory (you can check by browsing through the File Cabinet Manager). If the image file is incorrect, please specify the correct image to use for your buttons.

4. Confirm that you have [published](#) the website and [viewing the actual website](#) (and not a [preview of the page](#)).
- Why don't my buttons wrap the way I want?
    1. Confirm that the width of the table cell is actually given in pixels and not in percentages. Also, edit the table cell and give it less width than your computer screen.
    2. Make sure the Navigation Component is set to Horizontal layout and set to wrap.

<p align="center">Back to the Top of the Page
Back to the Previous Page</p>

Website Promotion

- How can I learn more about optimizing and submitting my site?

    Here are some sites which we have found to be informative and up to date. The search engine world keeps changing, so even these sites can become outdated occasionally. For example, even Microsoft's submit-it.com site listed below has outdated information regarding how long it takes to get listed. We advise paying most attention to these sites' tips on what to do and what NOT to do when optimizing your sites:

    www.searchenginewatch.com
    www.submit-it.com/subopt.htm
    www.rankwrite.com/
    www.sofer.com/research/searchmain.html
    www.bruceclay.com/

- How do I get my site ready for the search engines?

    In addition to the information that you provide when submitting your site via the Website Promotion tool, you also need to provide "meta tags" that the search engines can review when they visit the site later. Start with your home page; optionally, set up meta tags in the other pages too. Make the meta tags reflect the page's actual content. A page about services shouldn't have keywords about products. To set up meta tags on a page, edit the page. Click on "Page" in the top-left corner. Click on "Page Properties". A new window will appear. Click on the tab "Meta Data". Enter your keywords in the field "Key Words" and your description in the field "Description".

- Why does it take so long for my Web site to appear in the search engines?

    It takes time to process the millions of Web site submissions that search engine companies

receive each day. As a result, every search company has its own time table for updating its search database. For example, Google may revisit your Web site no more often than every 6 weeks. If the company shares its information with other "partner" companies, those companies have their own time tables too. If the search company uses human editors instead of automatic "spidering" software to review your Web site, then more time is required. And some search companies may not accept your Web site at all. They are independent companies. We include a Website Promotion Tool in your Web site's software to help you to submit your site, but we cannot force those other companies to list you or to speed up the review process.

- Why is my Web site not coming up under search engines?
    1. Have you submitted your site to the major search engines and directories? These are listed in your Web site's Website Promotion Tool, which offers automated submission to the search engines that permit it, and links to the ones that do not but that still offer free manual submission. (Many also offer paid submission programs; refer to their sites for more information and for submission instructions.)
    2. Is your domain name working? Your site can't be reviewed by search engine "spider" software or by directory editors if the domain name that you submitted is broken. Correct the domain name problem and then resubmit your site. And domain name problems might cause your site to be dropped from directories and search engines.
    3. Is your site ready? You need good readable page content without "under construction" text or other wording that makes your site seem unready. DMOZ editors especially do not want submissions from sites that aren't ready. Google is one of the most important search engines that relies upon the readable page text to collect information about your site. Other search engines compare meta tags to page text to prevent cheating. Play it straight and put good content on your site, and you'll generally get better results. You may also run the Website Analyzer Tool to verify if you have any broken links on your Web site.
    4. Are you looking for your site using words or phrases that don't actually occur in your site's content or meta tags? Or are you using a search word or phrase that's too vague? For example, a site that sells English grammar textbooks can rank reasonably well in a search for "English grammar textbooks", but it will have a hard time ranking well if your only search word is "grammar". The Web has educational sites about grammar as well as commercial sites; and it is international, offering sites about the grammar of many languages, not just English.
    5. Does your site have an introductory Flash page or other "splash" intro activated? These can interfere with search engine "spider" software, causing them to collect little or no information about your site. And they aren't liked by people who are searching the Web either. If submitting your site manually, you can bypass the Flash intro by specifying a page name in the Web address, e.g. http://www.myowndomain.com/index.html. If you are using the Website Promotion Tool to submit to search engines, you should keep the Flash intro page (splash.html) disabled, since you never know when the search engines will revisit your site.
    6. Are you using any tricks that could get you in trouble? Examples of what NOT to do

include using text that is the same color as the page background; using keywords that have nothing to do with what your site is really about; submitting a Web address that redirects to a different place on the Web, stuffing the same keywords over and over in your page or within your meta tags. Again, play it straight, provide good content, and you'll do better than if you try to trick the search engines.

Glossary

A Record - Address Record. Assigns an IP address to a domain name.

border - the border is the outline of the table. The border is also called the frame of the table. Click for an explanatory diagram

Canonical Name - The real name of a host. Used in CNAME records, PTR records, NS records and MX records.

cell padding - Cell padding is the area around the contents of the cell. Click for an explanatory diagram

cell spacing - Cell spacing is the area around the cell itself. Click for an explanatory diagram

class - By creating classes in your style sheet, you will be able to specify the look and feel. You can apply one or more classes to HTML components. When the Web page is viewed by an Internet browser, the rules of the class gets applied to designated components.

CNAME Record - Canonical Name Record. Creates an alias of a canonical name. The alias gains all properties of the original, including IP addresses and mail routes.

components - Components refer to the individual parts of your Web site. When the individual items on your Web site are categorized as components, they become easier to handle and work with. For example if you think of a box of crayons as a component, it is much easier to handle the crayon box than all of the individual crayons.

Domain Name Servers - Domain Name Servers are servers that manage domain names using DNS. The Domain Name Servers figure out whether and where to forward a request for a Web page by using the domain name.

DNS - DNS stands for Domain Name System. DNS is the way that the Internet domain names are located and translated in to IP address. The domain name is used as a meaningful and easy-to-remember "handle" for an Internet address.

e-mail aliases - An e-mail alias allows you to create a number of different e-mail addresses which will re-route and deliver e-mail to a specified e-mail address. An e-mail alias is also referred to as e-mail

forwarding.

e-mail forwarding - This is an e-mail service in which your e-mail is automatically re-routed from an e-mail address(es) to another specified e-mail address(es). E-mail forwarding is more commonly known as e-mail aliases.

Flash - Flash, a popular authoring software developed by Macromedia, is used to create vector graphics-based animation programs with full-screen navigation interfaces, graphic illustrations, and simple interactivity in an anti-aliased, resizable file format that is small enough to stream across a normal modem connection. The software is popular on the Web, both because of its speed (vector-based animations, which can adapt to different display sizes and resolutions, play as they download) and for the smooth way it renders graphics. Flash files, unlike animated images such as GIF and JPEG, are compact, efficient, and designed for optimized delivery.

Form Processor - All forms on the Internet require a Form Processor to handle the contents of the form when the form is submitted by a visitor. The Form Processor gathers and sends out the information of the form to a designated location, usually an e-mail address.

frame - On a table component, the "frame" refers to the border around the entire table whereas "rules" refers to the borders of the table cells inside the table.

Get - There are two methods to send form data to a server. GET, the default, will send the form input in an URL, whereas POST sends it in the body of the submission. The latter method means you can send larger amounts of data, and that the URL of the form results doesn't show the encoded form.

hostname - A hostname (or sitename) can be thought of as a domain name. The hostname is translated in to an Internet address by the Domain Name System.

HTML - HTML stands for HyperText Markup Language. HTML is the standard coding language used to display Web pages on the Internet.

HTTP - HTTP stands for HyperText Transfer Protocol. HTTP is the set of rules for exchanging files on the World Wide Web. Viewing Web pages on the Internet is considered file exchange (from the Web site server to the Web site visitor's computer).

IP address - IP address stands for Internet Protocol address. An IP address is a 32-bit number that identifies each sender or receiver of information on the Internet. Every computer that is connected to the Internet has a unique IP address to identify them.

Java - Java is a programming language expressly designed for use in the distributed environment of the Internet. Java can be used to create complete applications that may run on a single computer or be distributed among servers and clients in a network. It can also be used to build a small application module or applet for use as part of a Web page. Applets make it possible for a Web page user to interact with the Web page.

Java applet - A Java Applet is Java code that is stored on your Web site host server where the Web page has instructions to execute the Java applet. The Java code does not appear on the Web page.

Javascript - JavaScript is an interpreted programming or script language from Netscape. In general, script languages are easier and faster to code in than the more structured and compiled languages such as C and C++. Script languages generally take longer to process than compiled languages, but are very useful for shorter programs.

MX record - An MX record is the Mail eXchanger record. The MX record on a Domain Name Server tells the world where the e-mail server is located so that you can receive e-mail. It creates a mail route for a domain name.

Merchant Account - A Merchant Account is an account a merchant (or store), like yourself, has with a bank in order to accept credit card orders from customers. Funds are collected by a bank from credit card purchasers and disbursed to the merchant. Once the merchant has a merchant account set up, the merchant can accept credit card information from customers online.

Merchant Account Processing - Merchant account processing services are provided by a bank or a third party processor (on behalf of the bank) to the merchant. These services include authorization of credit cards, settlement of funds through the bankcard associations (MasterCard and Visa), depositing of funds to checking accounts, merchant billing, and account activity reporting.

package - a method for presenting a product to your shoppers with options that can alter the final price. An example would be a custom floral arrangement whose final price depends upon what flowers the shopper selects and what type of vase, if a vase is requested.

Post - There are two methods to send form data to a server. GET, the default, will send the form input in an URL, whereas POST sends it in the body of the submission. The latter method means you can send larger amounts of data, and that the URL of the form results doesn't show the encoded form.

registrar - A registrar is the company that manages your domain name. When a domain name is registered with a registrar, the registrar's servers tell visitors what domain name server that the domain name is pointing to.

royalty-free - In general, images provided to other people for computer use are made available if the user pays a fee. This fee is caused a royalty fee. Our collections of images that are provided to computer users are "royalty-free", meaning that you do not have to pay any fee for the use of our images.

rules - On a table component, "rules" refers to the borders of the table cells inside the table whereas the "frame" refers to the border around the entire table.

Site Builder - The technology that allows you to build and modify your Web site through the Internet.

sitename - The sitename is how Technical Support refers to your Web site. Your sitename is different from your username.

style sheet - A style sheet refers to the definition of a document's appearance in terms of elements such as: default typeface, how the individual sections should be laid out, line spacing, etc...

URL - URL stands for Uniform Resource Locator or Universal Resource Locator. A URL is the address for a file (resource) accessible on the Internet. The type of file or resource depends on the Internet application protocol. Using the World Wide Web's protocol, the HyperText Transfer Protocol (HTTP), the resource can be an HTML page, an image file, a program such as a common gateway interface application or Java applet, or any other file supported by HTTP. The URL contains the name of the protocol required to access the resource, a domain name that identifies a specific computer on the Internet, and a pathname (hierarchical description of a file location) on the computer. - your username is the login ID that you would use in order to log in to the Administration. Your username is also how Technical Support refers to your account.

WYSIWYG - WYSIWYG stands for What You See Is What You Get. A WYSIWYG editor contains an interface to create content while seeing what the end result will look like while the content is created.