

E-Commerce

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Ten Steps to Setting up Ecommerce

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The Steps

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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](#)

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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.

[\[Click for an example of an item used to collect donations \]](#)

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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.

[\[Click for an example of an Item Group \]](#)

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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](#).

[\[Click for an example of Package Options for a floral arrangement \]](#)

[\[Click for an example of the Main Package Option Area \]](#)

[\[Click for an example of the Package Options Area \]](#)

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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](#)

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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](#)



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[[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

Items

Name ▾

▾

[\[Manage Items \]](#)
[\[Upload Items \]](#)
[\[Download Items \]](#)
[\[Manage Inventory \]](#)
[\[Upload Package Options \]](#)
[\[Download Package Options \]](#)

Item Groups

Name ▾

▾

Packages

Name ▾

▾

Origins

[Main Catalog Administration]

8)
)

- [Product Categories](#)
- [Items](#)
- [Item Groups](#)
- [Packages](#)
- [Origins](#)
- [Catalog Page](#)

Product Catalog Rules

Discounts	Shipping	Handling	Taxes
<ul style="list-style-type: none"> • Add Discount Rule 		<ul style="list-style-type: none"> • 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 Start: 2001-01-01 00:00:00 FROM 5.00 To 9.99 apply discount 5.00% End: 2001-01-01 00:00:00 FROM 10.00 On Up apply discount 10.00% Modify Activate Delete			
GLOBAL(Rule ID #8) Easter Sale - Based on PRICE			
Status : ACTIVE . Discount Rule is applied AFTER TAX .			

[*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	Deactivate/Modify A Payment Method
Select one of available payment method(s):	Select one of the activated payment method(s):
	<input type="checkbox"/> Credit Card (Modify) <input type="checkbox"/> Online Check (Modify) <input type="checkbox"/> Personal Check (Modify) <input type="checkbox"/> Money Orders (Modify) <input type="checkbox"/> Gift Certificate (Modify) <input type="checkbox"/> UPS-Cash On Delivery (Modify) <input type="checkbox"/> Custom Payment Method (Modify) <input type="checkbox"/> International Bank Draft (Modify) <input type="checkbox"/> PayPal (Setup) <input type="checkbox"/> Open Account (Modify) <input type="checkbox"/> Institutional Purchase Order (Modify) <input type="checkbox"/> 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 :
Records Per Page :

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
View Details	View Order

[[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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General Ecommerce Navigation

Related Links: [10-Step Guide on Setting Up E-commerce](#)

[Update Catalog Images](#) | [View Update Status](#) | [Commerce Check](#) | [Publish](#) | [View Site](#) | [Product Catalog Management](#) | [Product Catalog Rules](#) | [Ecommerce Options](#) | [Orders](#)



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[[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.

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Catalog Image Thumbnails are queued

[[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.

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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.

[Update Catalog Images (View update status)]

Creating Images - 7 images in queue

Start Time: Fri Sep 12 12:12:06 2003

Elapsed Time: 25 secs

0% Finished

 In Queue Queue Id 5445106 Text Filename 50wam_About_Us-zt_thumbnail.gif	 In Queue Queue Id 5445107 Text Filename 100x100_thumbnail.gif	 In Queue Queue Id 5445108 Text Filename bny_thur
 In Queue Queue Id 5445110	 In Queue Queue Id 5445111	 In Queue Queue Id 5445112

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Commerce Check

The Commerce Check will run a preliminary check on your Web site's e-commerce settings.

[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.

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.

Status	Comment	Select
PASS	Catalog Page is set.	<input type="text" value="mycatalog"/> .html
PASS	Default Origin is set.	[Origins List] <input type="text" value="home"/>
PASS	Payment Method(s) exist(s).	[Payment Methods]
PASS	Cart Page is set.	<input type="text" value="mycart"/> .html
PASS	Item Shipping Origin is set.	
PASS	Shipping Method(s) exist(s).	[Shipping Methods]

[[Update](#)] [[Publish](#)]

[close window](#)

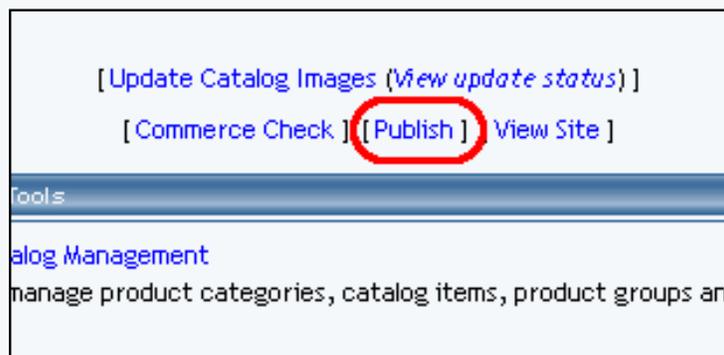
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Publish

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.



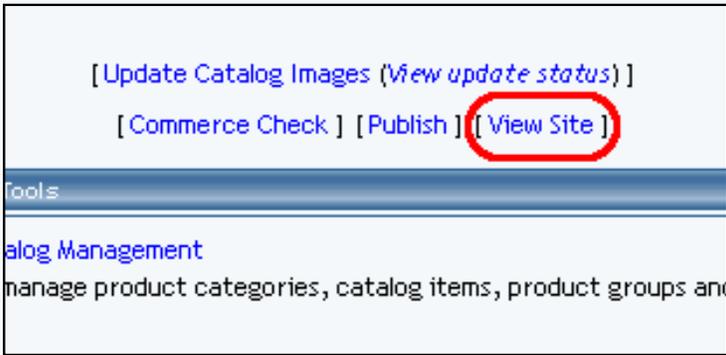
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View Site

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.

[Update Catalog Images (View update status)]
[Commerce Check] [Publish] [View Site]

Categories	Items
<p>Root Category</p> <ul style="list-style-type: none">a new category (28)packages (3273)item group (5404)Items (5405)disabled category (10613)express order form (12178)stamps (11184) <p>[Edit] [New] [Delete] [Sort]</p> <p>[Upload Categories] [Download Categories]</p>	<p>Search [Name] [Sort]</p> <p>[--- Choose Item ---] [Edit] [New] [Delete] [Copy]</p> <p>[Manage Items] [Upload Items] [Download Items] [Upload Package Options] [Download Package Options]</p>
	<p>Item Groups</p> <p>Search [Name] [Sort]</p> <p>[--- Choose Item Group ---] [Edit] [New] [Delete]</p>
	<p>Packages</p> <p>Search [Name] [Sort]</p> <p>[--- Choose Package ---] [Edit] [New] [Delete]</p>
	<p>Origins</p> <p>Search [Name] [Sort]</p> <p>[--- Choose Origin ---] [Edit] [New] [Delete] [Set Default]</p>
	<p>Catalog Page</p>

[close window](#)

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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.

Payment Methods	Merchant Account Options	Checkout Descriptions	Custom Field(s)	Other Options
Add A New Payment Method		Deactivate/Modify A Payment Method		
Select one of available payment method(s):		Select one of the activated payment method(s):		
		<input type="checkbox"/> Credit Card (Modify)		
		<input type="checkbox"/> Online Check (Modify)		
		<input type="checkbox"/> Personal Check (Modify)		
		<input type="checkbox"/> Money Orders (Modify)		
		<input type="checkbox"/> Gift Certificate (Modify)		
		<input type="checkbox"/> UPS-Cash On Delivery (Modify)		
		<input type="checkbox"/> Custom Payment Method (Modify)		
		<input type="checkbox"/> International Bank Draft (Modify)		
		<input type="checkbox"/> PayPal (Setup)		
		<input type="checkbox"/> Open Account (Modify)		
		<input type="checkbox"/> Institutional Purchase Order (Modify)		
		<input type="checkbox"/> Cash (Modify)		
<input type="button" value="Activate ==>"/>		<input type="button" value="<== Deactivate"/>		

[close window](#)

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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 :

Records Per Page :

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
View Order	Email Order

2003-07-16 09:38:48	\$ 20.00
Order # 19913	Las Vegas,NV 89121 US
View Order	Email Order

2003-04-23 11:07:05	\$ 2,000,000,000,005.00
Order # 25	Pasadena,CA 91107 US
View Order	Email Order

2003-04-22 17:50:03	\$ 2,000,000,000,005.00
Order # 24	Las Vegas,NV 89121 US
View Order	Email Order

[close window](#)

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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

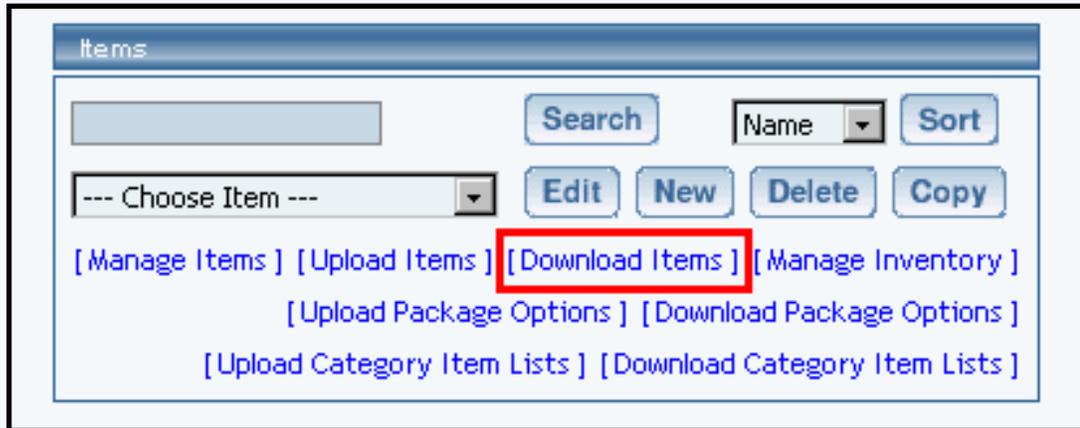
1. [Set up at least two products through the product catalog administration, entering all information for the items.](#)
2. [Create at least one category through the product catalog administration.](#) Add at least two products to this category.
3. [Download the tab-delimited item file](#) and [download 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 administration.](#)
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.

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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

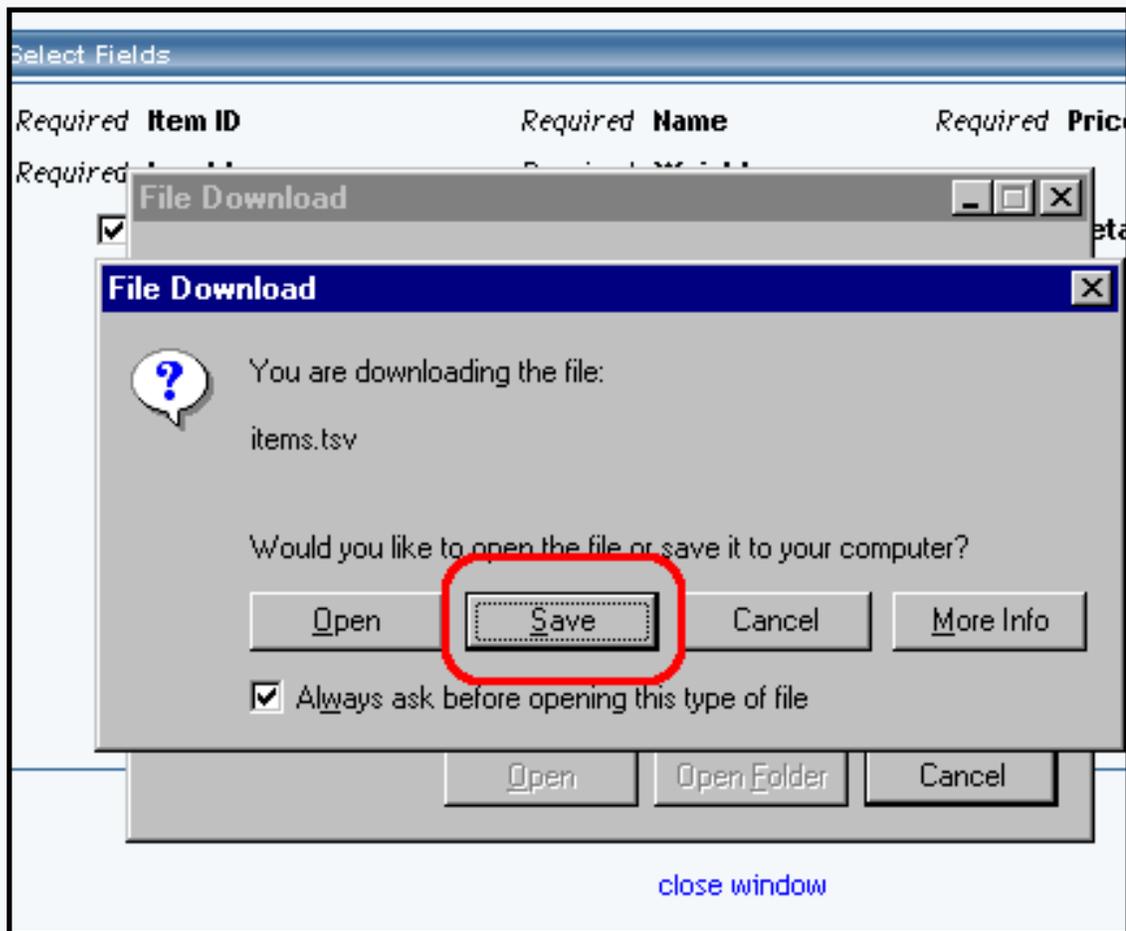
<i>Required</i> Item ID	<i>Required</i> Name	<i>Required</i> Price
<i>Required</i> taxable	<i>Required</i> Weight	
<input type="checkbox"/> Short Description	<input type="checkbox"/> Description	<input type="checkbox"/> Meta Description
<input type="checkbox"/> Meta Keywords	<input type="checkbox"/> Code	<input type="checkbox"/> Use Quantity
<input type="checkbox"/> Barcode	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Warranty Info
<input type="checkbox"/> Image	<input type="checkbox"/> MSRP	<input type="checkbox"/> Length(inch)
<input type="checkbox"/> Height(inch)	<input type="checkbox"/> Width(inch)	<input type="checkbox"/> Item Option(s)
<input type="checkbox"/> Use All Shipping Methods	<input type="checkbox"/> Hide Price	<input type="checkbox"/> Hide Purchase Button
<input type="checkbox"/> Inventory Option	<input type="checkbox"/> Current Inventory	<input type="checkbox"/> Add Inventory

[Select All](#) [Deselect All](#)

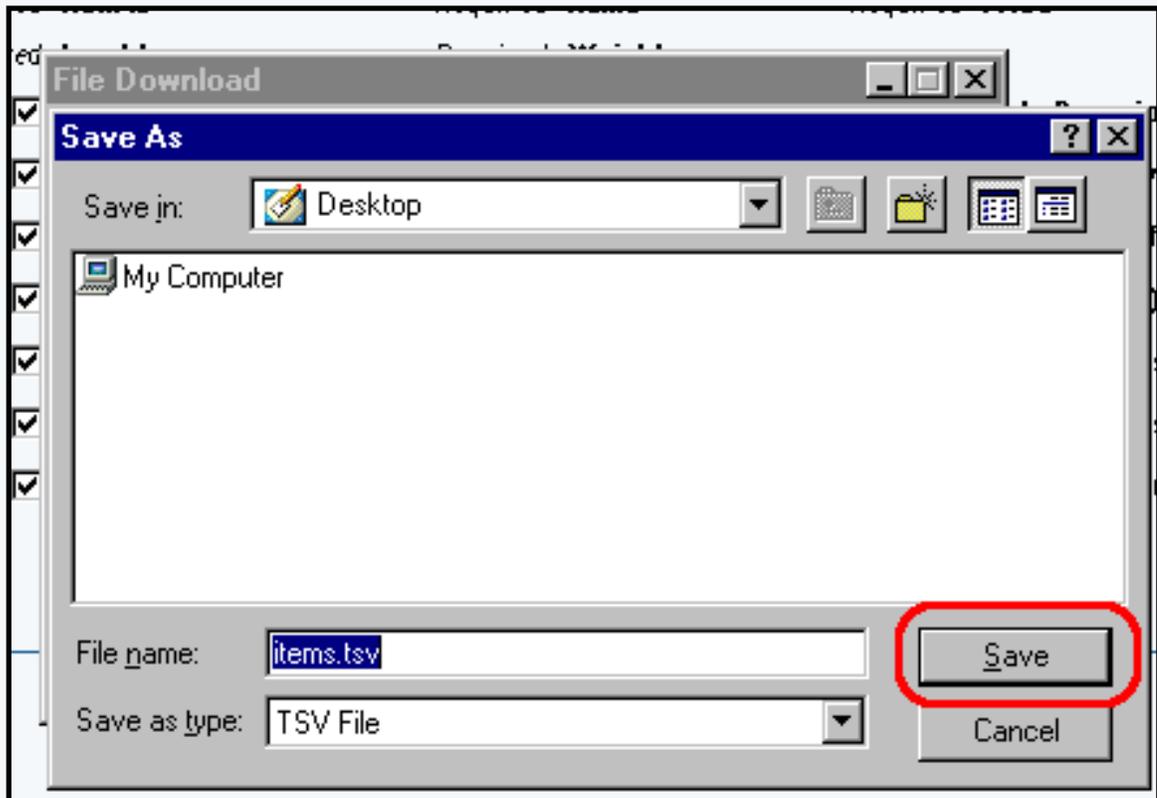
[close window](#)

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.



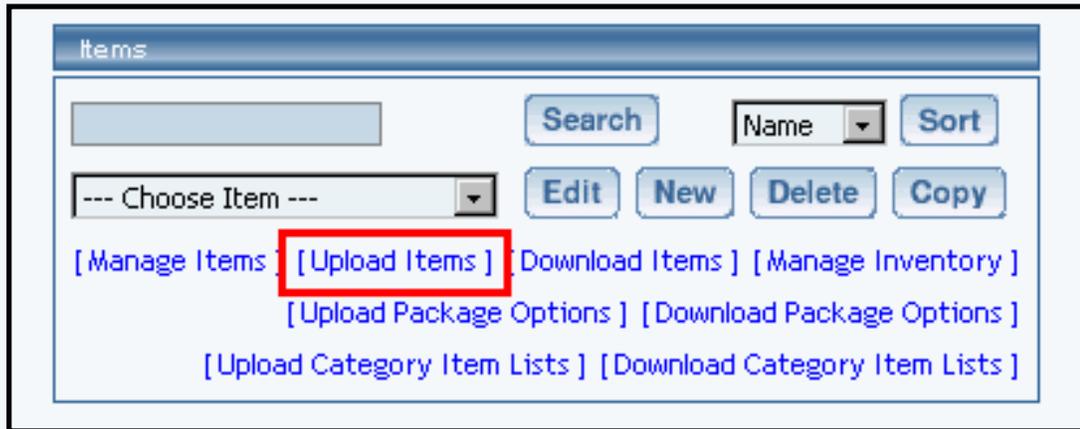
Click on the button "Save". Another dialog window will appear asking where you want to save the file and what filename you want to save the file as.



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

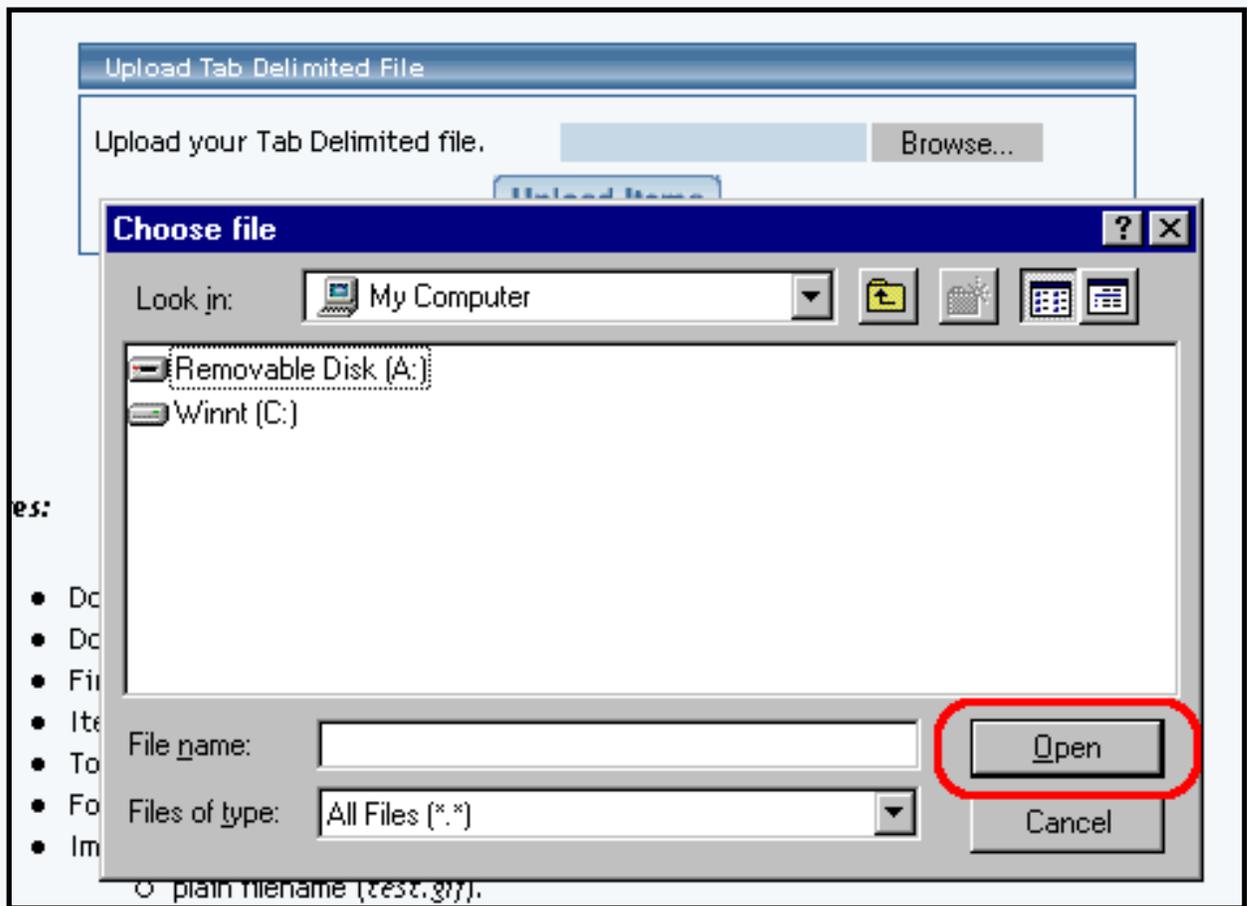
Upload your Tab Delimited file.

To download a sample file, [click here](#).

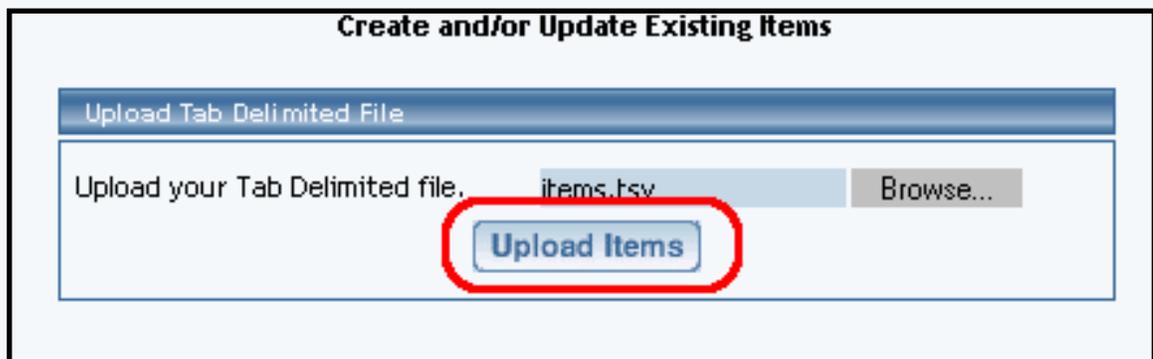
Notes:

- 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:

Upload Tab Delimited File

Upload your Tab Delimited file. Browse...

Upload Items

Created Items 0
Updated Items 12

Detail logs:

- Item carton of pencils is updated.
- Item pack of rabbits is updated.
- Item carton of pencils (UP) is updated.
- Item pack of rabbits (UP) is updated.
- Item green t shirt for package is updated.
- Item descriptor is updated.
- Item description limit is updated.
- Item description limit 22 is updated.
- Item description limit 22 is updated.
- Item T shirt is updated.
- Item red t shirt for package is updated.
- Item green t shirt for package is updated.

If the system detected any errors, it will inform you in **red text**.

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Manage Package Options for Products

Downloading Package Options for Products

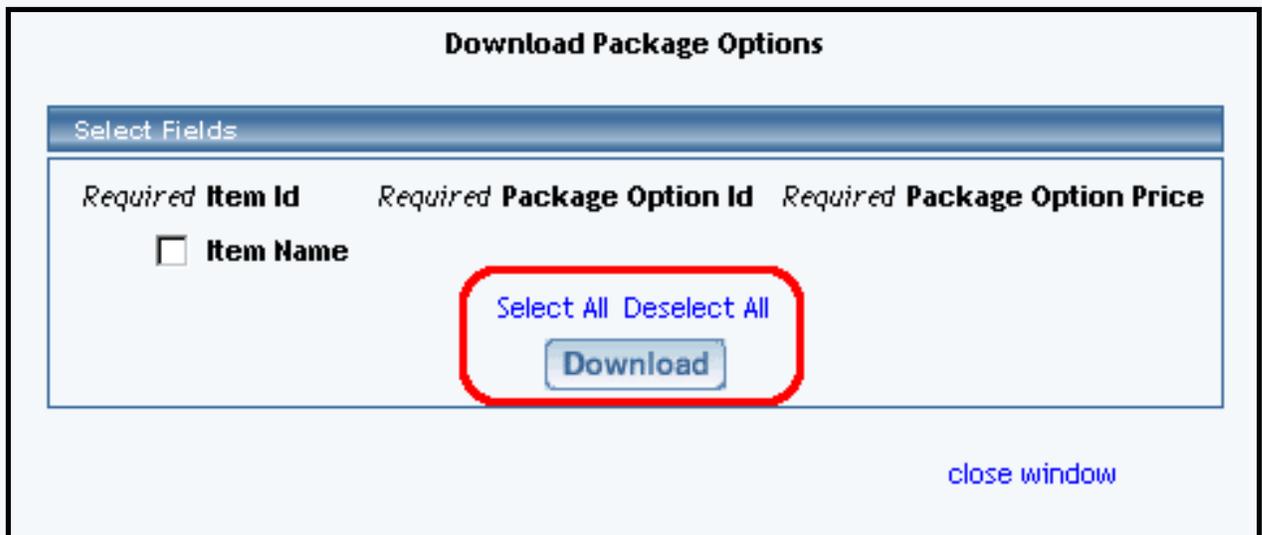
From the main menu of the E-commerce section, click on the link "Download Package Options" to download the tab-delimited category file.

Upload Items | **Download Items** | **Upload Package Options** | **Download Package Options**

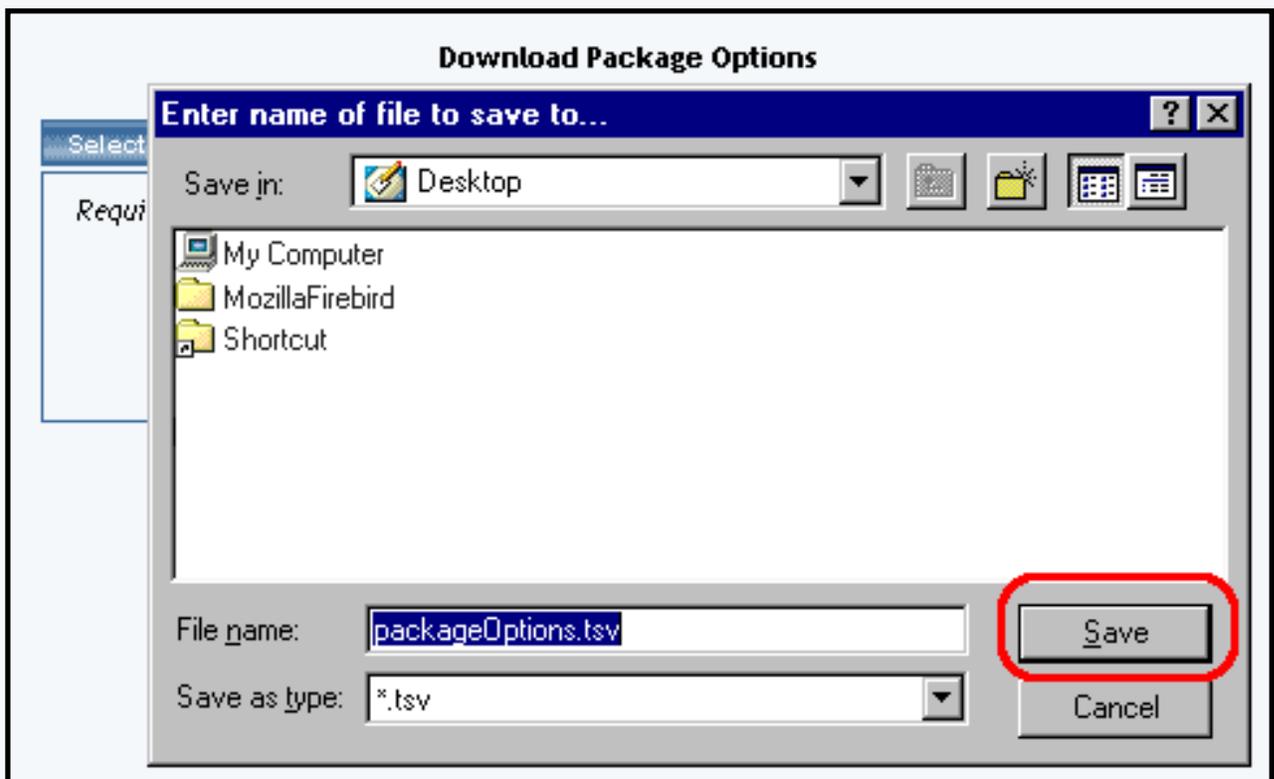
Download Package Options

Select Fields

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.

Create and/or Update Existing Package Options

Upload Tab Delimited File

Upload your Tab Delimited file.

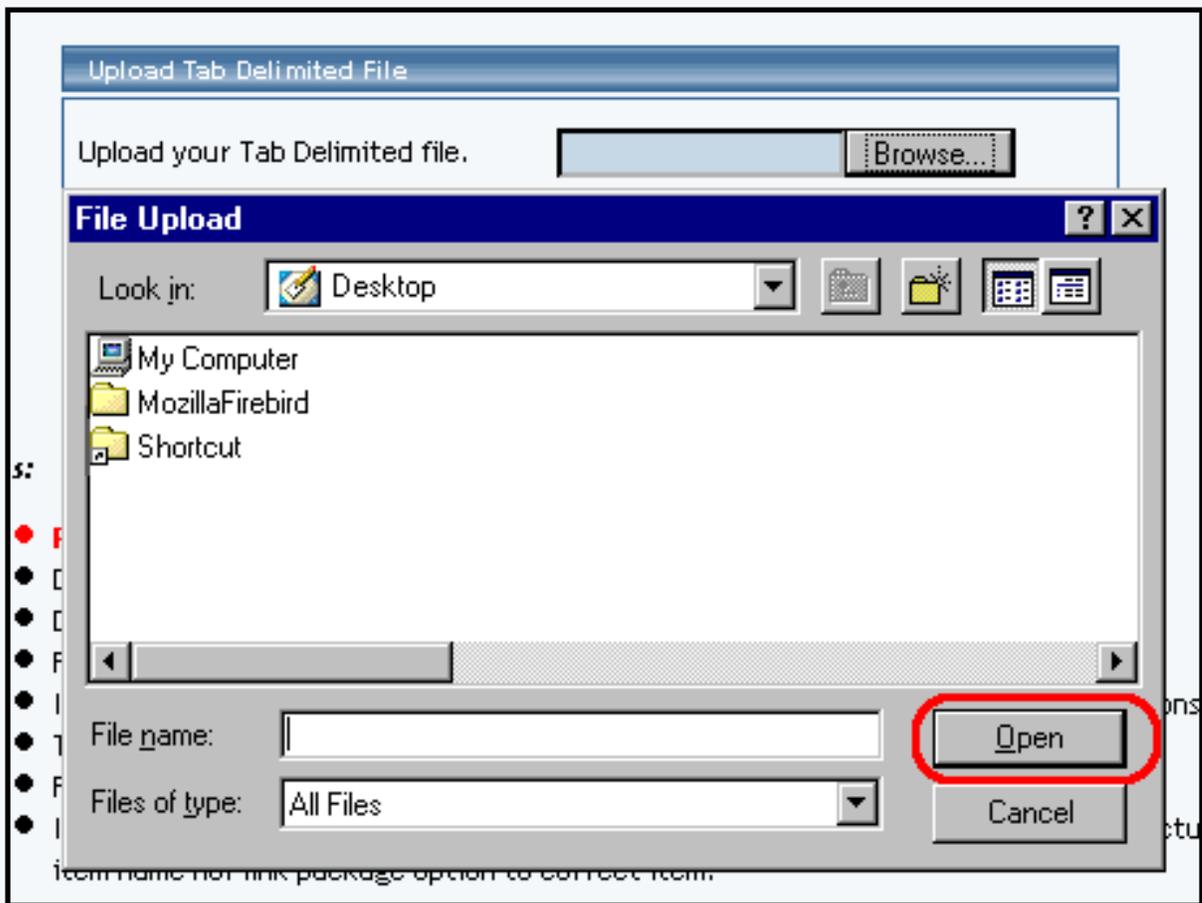
To download a sample file, [click here](#).

Notes:

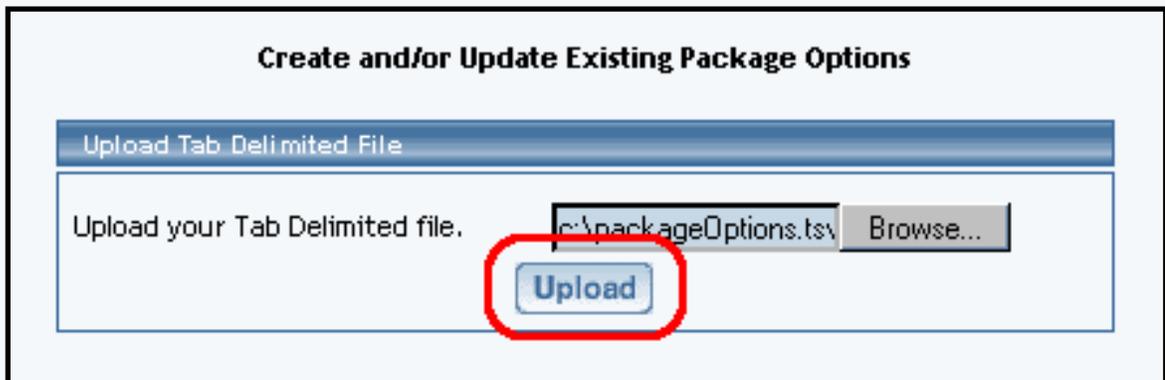
- **Please call Web Support before using this feature for the first time.**
- Download a sample TSV file or download existing package options to start.
- Download only the field(s) that you need to update.
- First line of TSV file (field descriptions) should not be changed.
- Item ID and Package Option ID fields should not be changed for existing package options.
- To create new package option, leave Package Option ID field blank.
- For Excel users, please save the file as TAB delimited file format.
- Item Name is provided for reference only. Changes to item name will not change the actual item name nor link package option to correct item.

[close window](#)

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

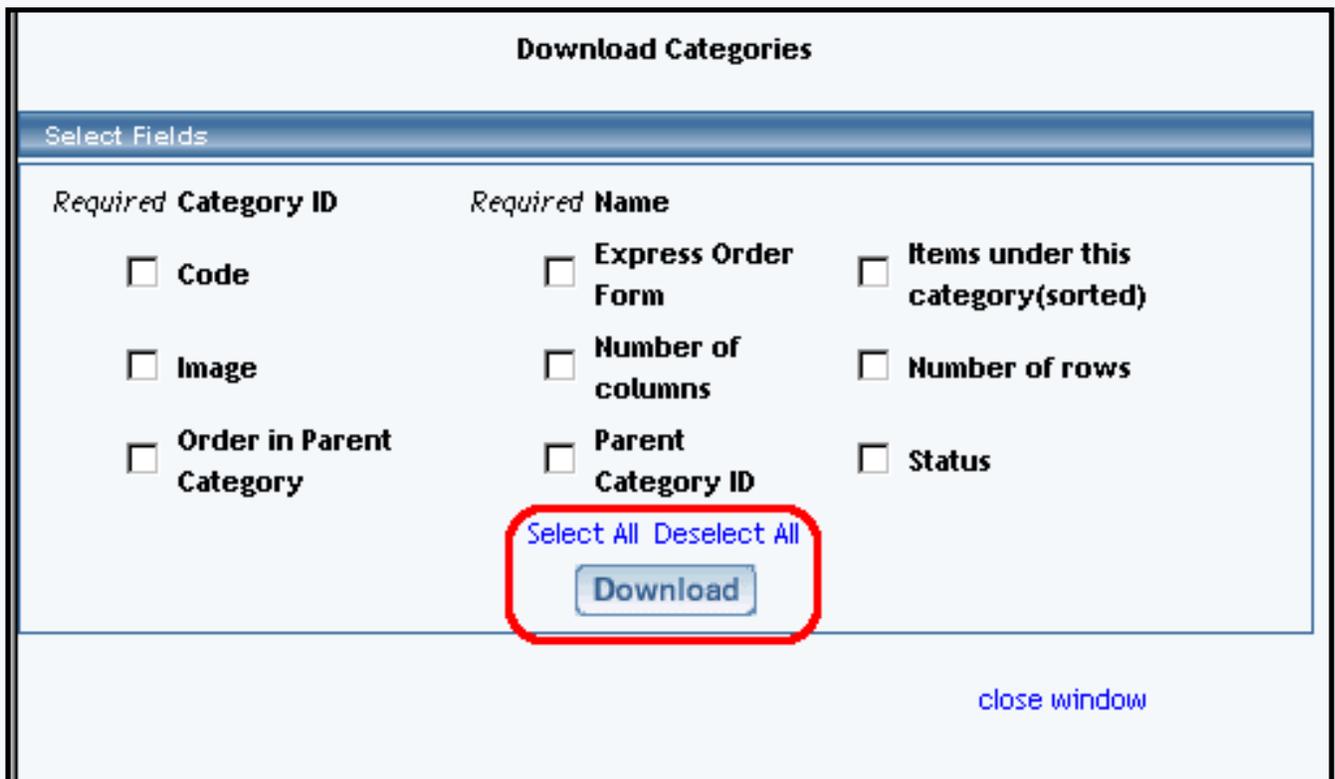
Downloading Categories

From the main menu of the E-commerce section, click on the link "Download Categories" to download the tab-delimited category file.



The screenshot shows a navigation menu with four items: "Upload Categories", "Download Categories", "Upload Item Lists", and "Download Item Lists". The "Download Categories" item is highlighted with a red rectangular box.

The following screen will load:

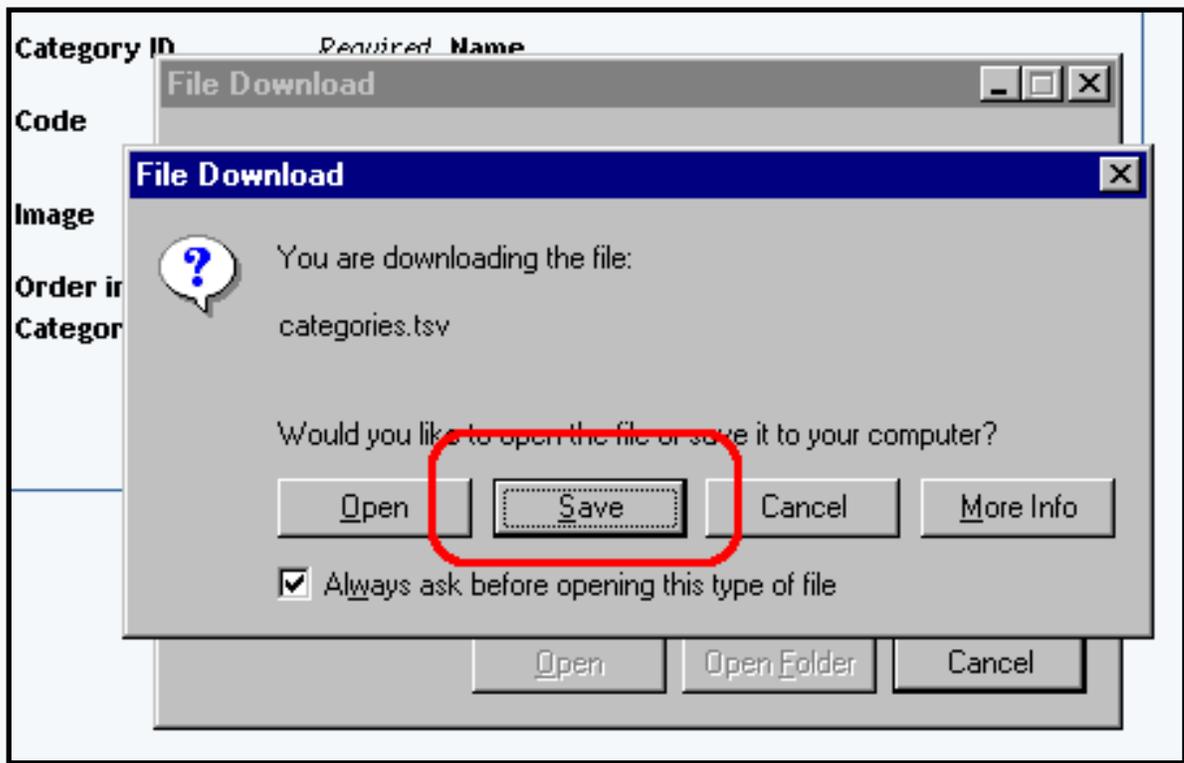


The screenshot shows the "Download Categories" selection screen. It features a "Select Fields" section with two columns of options: "Required Category ID" and "Required Name". The options are:

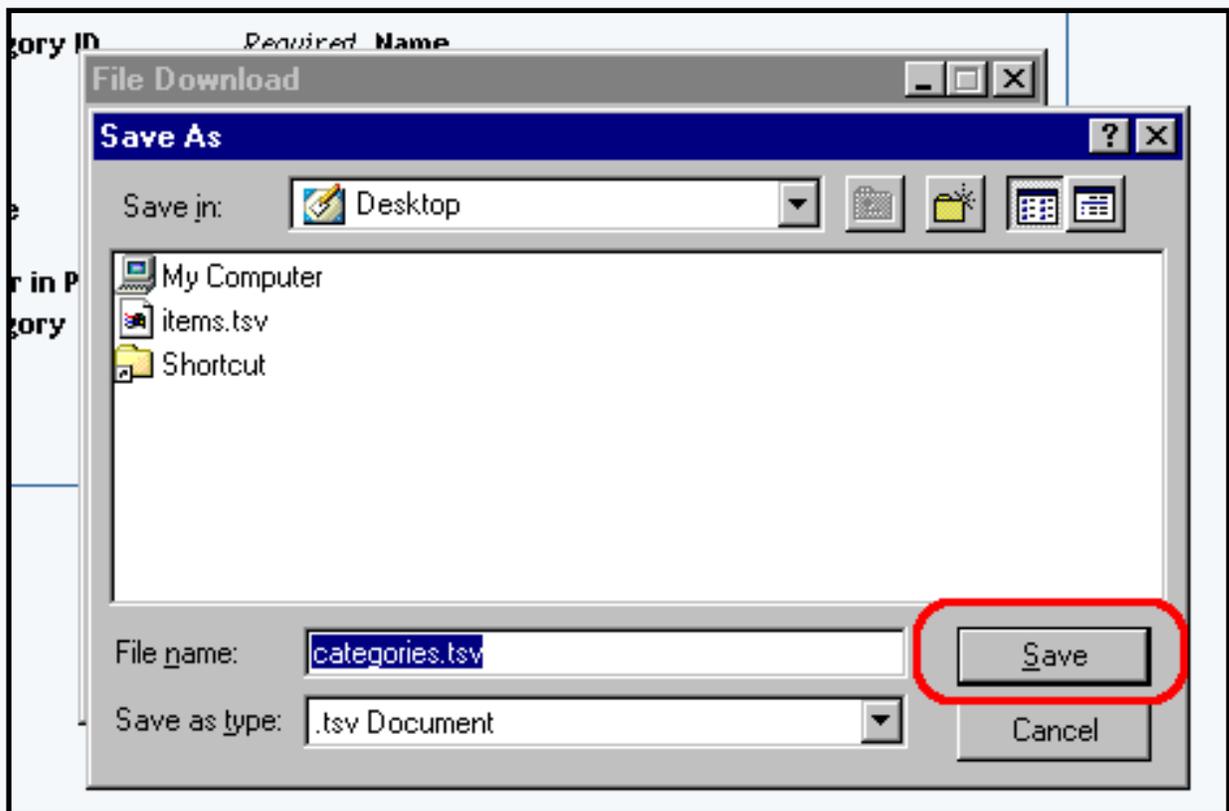
- Code
- Image
- Order in Parent Category
- Express Order Form
- Number of columns
- Parent Category ID
- Items under this category(sorted)
- Number of rows
- Status

Below the options, there are links for "Select All" and "Deselect All" in blue text, and a "Download" button. The "Download" button is highlighted with a red rectangular box. At the bottom right, there is a "close window" link in blue text.

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.



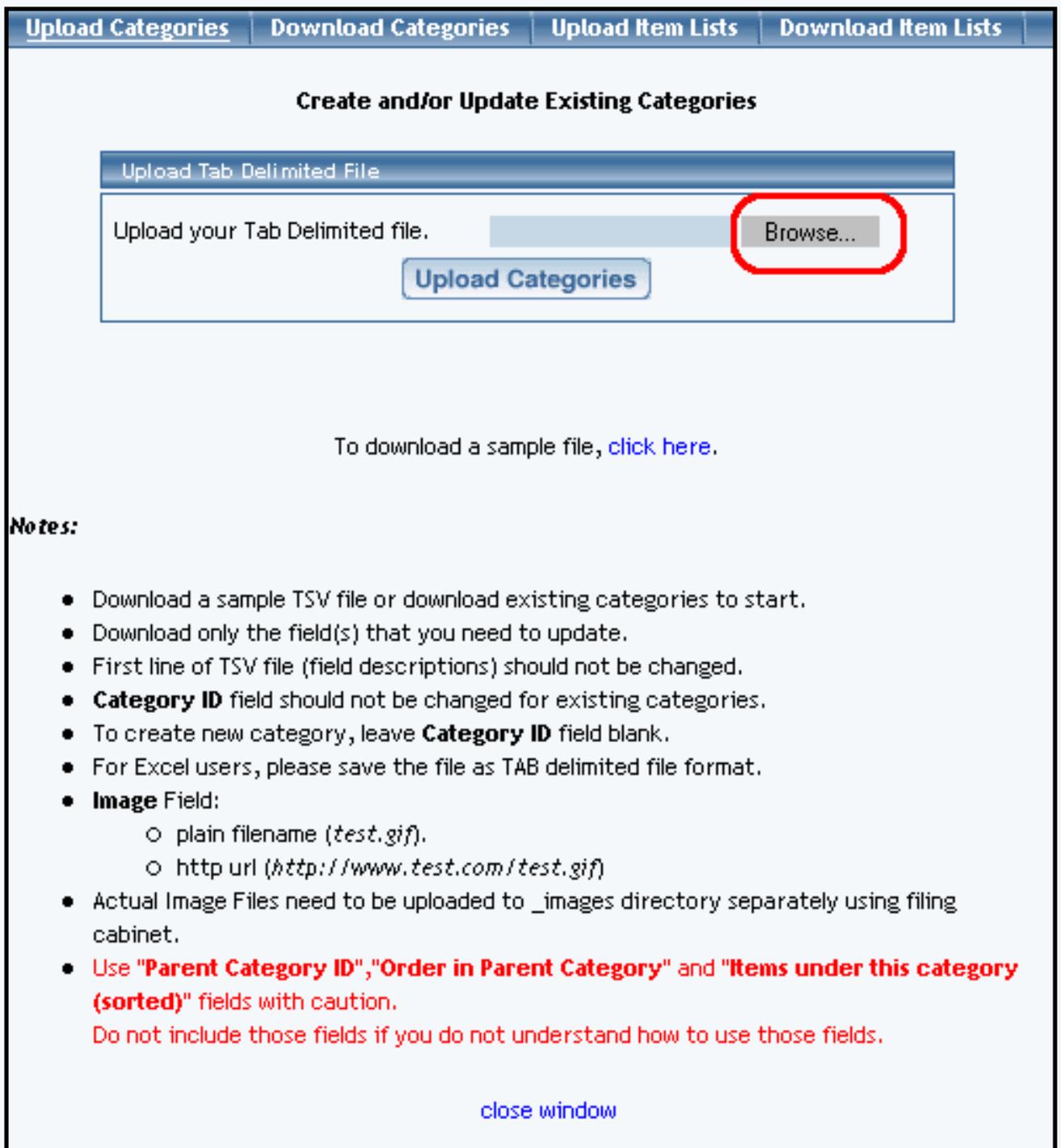
Navigate through your computer to specify a location where you would like to save the file. Enter in a filename in the field "File Name". When done, click on the button "Save" to save the tab-delimited category file to your computer.

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:

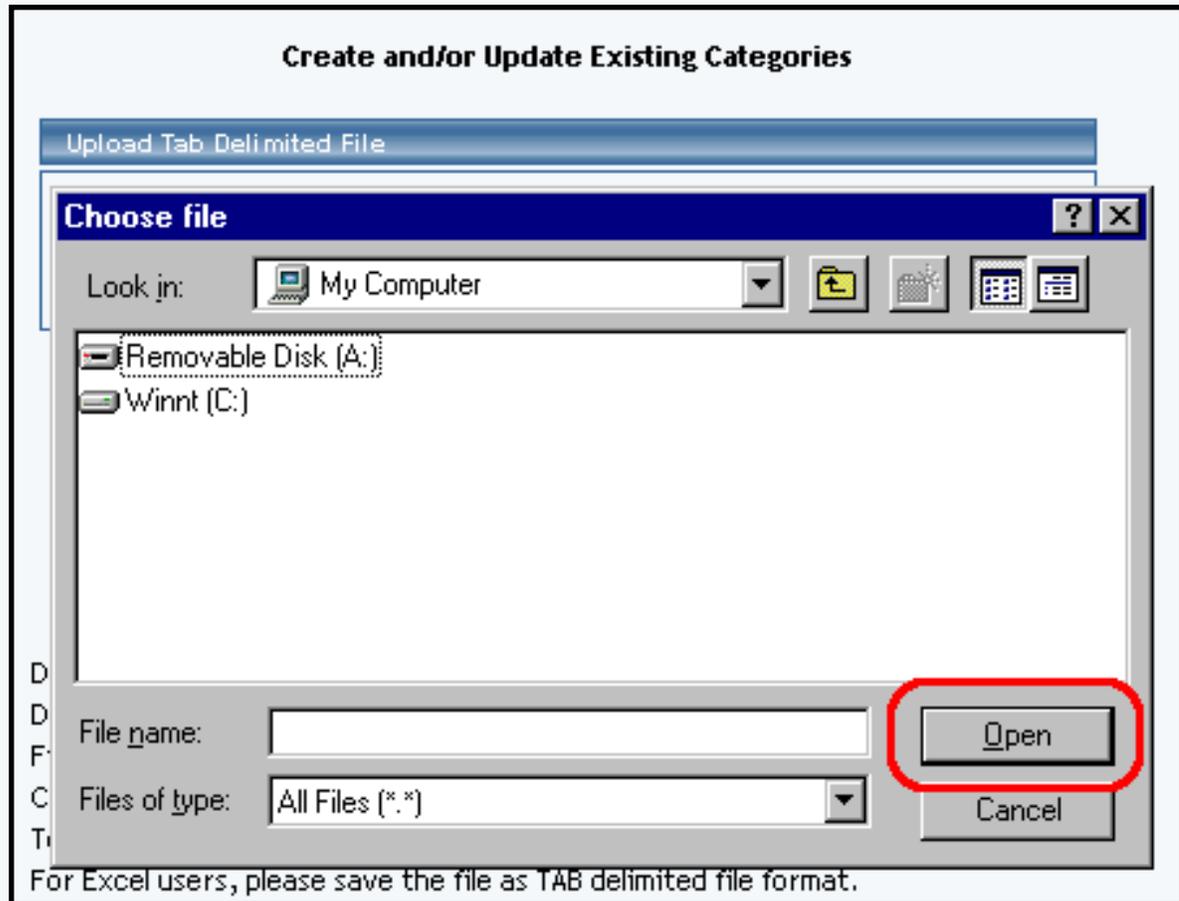
- Download a sample TSV file or download existing categories to start.
- Download only the field(s) that you need to update.
- First line of TSV file (field descriptions) should not be changed.
- **Category ID** field should not be changed for existing categories.
- To create new category, leave **Category 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](#)

Do not include those fields if you do not understand how to use those fields.

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".



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

[10-Step Guide on Setting Up E-Commerce](#)

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Working with Uploading and Downloading Your Product Catalog

List of Fields

Related Links: [10-Step Guide on Setting Up E-Commerce](#) | [Product Catalog Management](#) | [Working with Uploading and Downloading Your Product Catalog](#) | [Product Categories](#) | [Package Options for Items](#)

[List of Fields for the Item File](#) | [List of Fields for the Package Option File](#) | [List of Fields for the Category File](#) | [List of Fields for the Category Item File](#)

Below is a description of all the fields for the tab-delimited:

[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 Inventory](#)

[Hide Purchase Button](#)

[Height](#)

[Meta Keywords](#)

[Current Inventory](#)

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 lon
3	2222	pack of rabbits	0.15	1	0	long descript
4	5940	carton of pencils (UP)	200	1	0	this is my lon
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 thi
7	5947		500	0	0	

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:

Size=XS,S,M,L,XL,XXL,3XL;

If you wanted to have two drop-down selections for t-shirts for sizes and color, you would enter the following for this field:

Size=XS,S,M,L,XL,XXL,3XL;Color=Green,Blue,Red,Yellow;

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 inventory 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:

	I	J	K
	Items under this category (sorted)	Express O	Order in Pa
2	'5940,5948,5949,5950,5942,5941'	0	1
3	'5880,140,2222'	1	2
4	'5945,5884'	0	1
5	'5950'	0	2
6	'2222,5941,5883'	0	3
		1	4

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 specified 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-delimited 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-delimited 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.

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Working with Product Layouts

Detailed Explanation

[Overview](#) | [Adding the Catalog Component](#) | [Modifying the Catalog Component](#) | [Items in the Product Catalog](#) | [Categories in the Product Catalog](#) | [Item Groups in the Product Catalog](#) | [Packages in the Product Catalog](#)

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

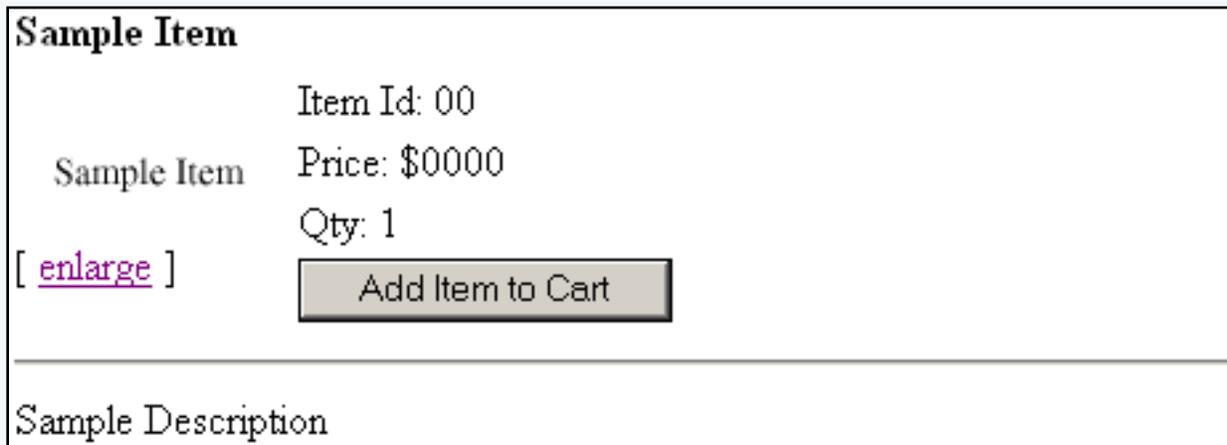
The [catalog component](#) acts as a placeholder to instruct the 3.0 system where the [product catalog](#) will appear on the catalog page. Your catalog page can still have other components, such as a [navigation component](#), [images](#), [text](#), etc... These components will appear on every page 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.



Select	Title	Filename	Menu Name	Status	Editor
<input type="checkbox"/>	Home	index.html	Home	Active	Edit / View
<input type="checkbox"/>	About Us	about.html	About Us	Active	Edit / View
<input type="checkbox"/>	Feedback	feedback.html	Feedback	Active	Edit / View
<input type="checkbox"/>	Contact Us	contact.html	Contact Us	Active	Edit / View
<input type="checkbox"/>	cart	cart.html	cart	Active	Edit / View
<input type="checkbox"/>	catalog	catalog.html	catalog	Active	Edit / View
<input type="checkbox"/>	FAQ	faq.html	FAQ	Active	Edit / View
<input type="checkbox"/>	Text from page	textfrom.html	Text From Page	Active	Edit / View

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.



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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:

Category Title Font: Size: Color:

Category Desc Font: Size: Color:

Font settings may override style sheet settings

Options to Show on Main

Page

Description:

Image:

Style Sheet Options

Default Class:

Title:

Category Title:

Category Description:

Category Images:

Other Options

Cart Page/Destination Form Page: .html

Show Main Catalog Link:

Show Categories Navigation Link:

Category per row at Main Catalog Page:

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:

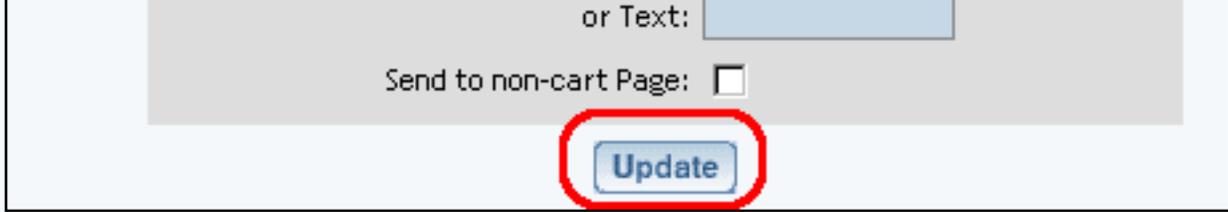
"Add to Cart" Image: [No Image](#)

or Text:

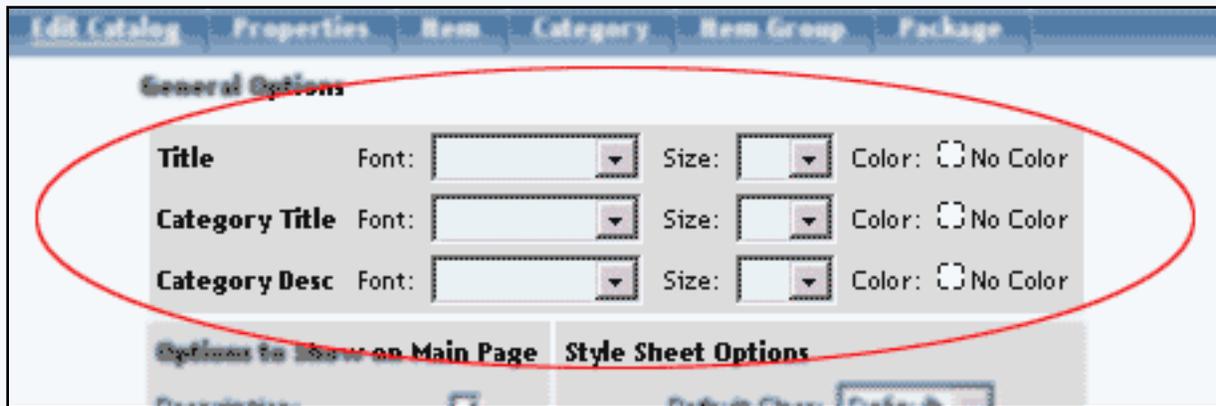
"Update Price" Image: [No Image](#)

or Text:

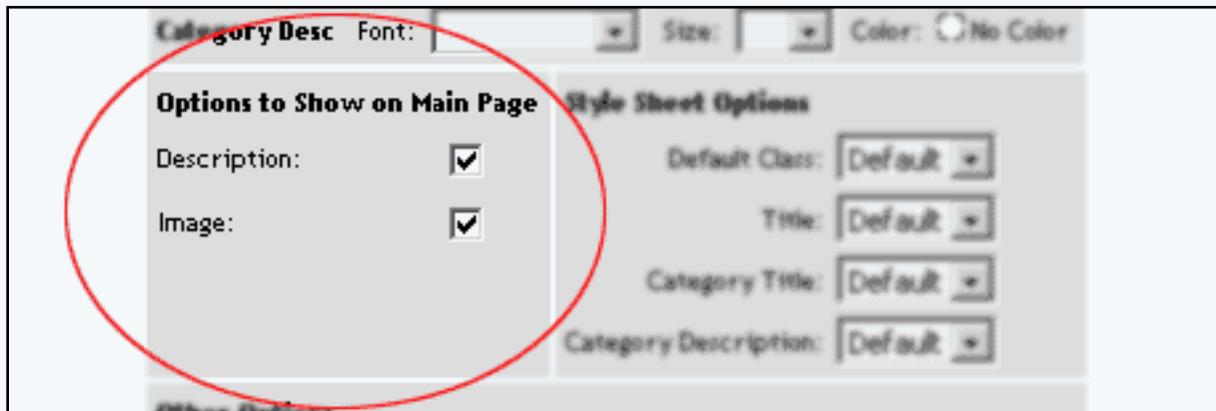
Send to non-cart Page:



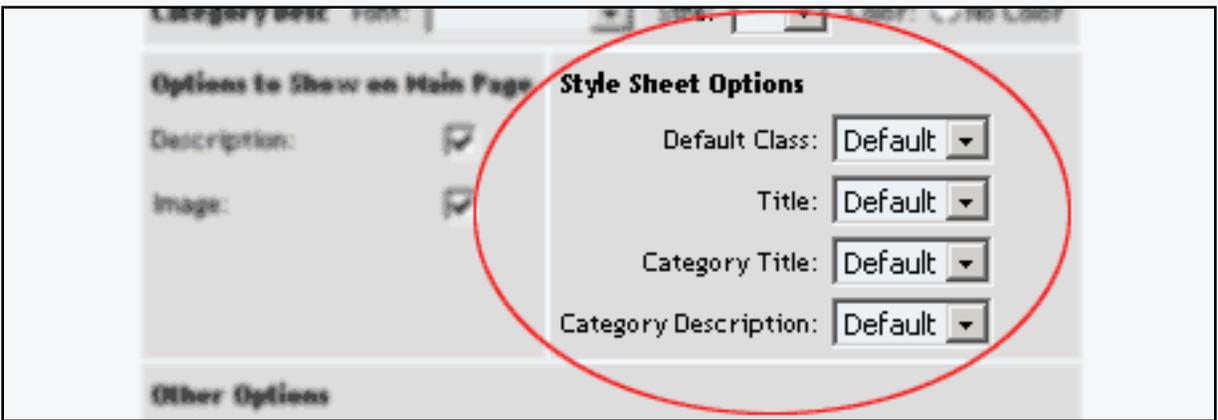
The Title, Category Title, and Category Description font styles may be modified by changing the default values next to each item.



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.

Category Images:

Other Options

Cart Page/Destination Form Page: .html

Show Main Catalog Link:

Show Categories Navigation Link:

Category per row at Main Catalog Page:

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:

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

General Options

Title Font: Size: Color:

Category Title Font: Size: Color:

Category Desc Font: Size: Color:

Font settings may override style sheet settings

Options to Show on Main

Page

Description:

Image:

Style Sheet Options

Default Class:

Title:

Category Title:

Category Description:

Category Images:

Other Options

Cart Page/Destination Form Page: .html

Show Main Catalog Link:

Show Categories Navigation Link:

Category per row at Main Catalog Page:

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:

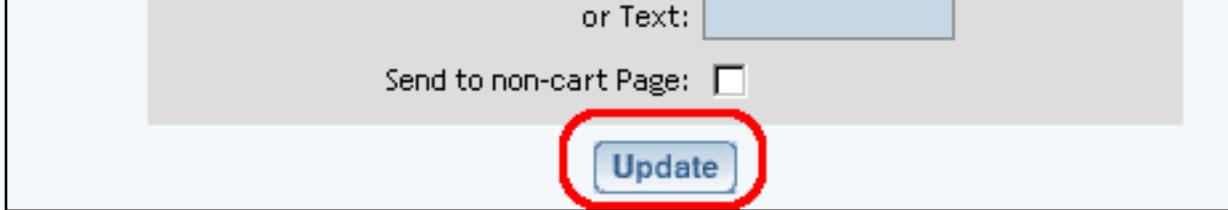
"Add to Cart" Image: [No Image](#)

or Text:

"Update Price" Image: [No Image](#)

or Text:

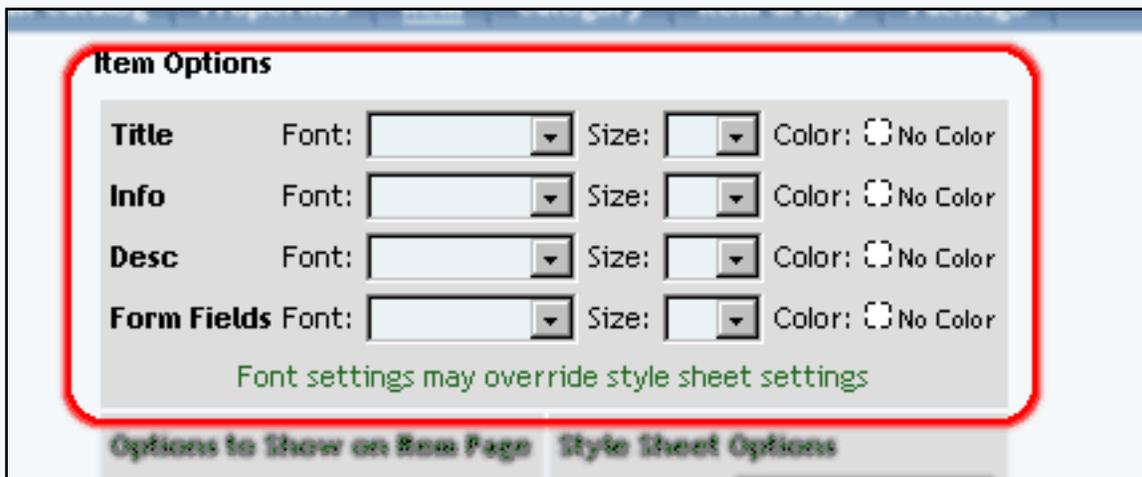
Send to non-cart Page:



[Back to the Previous Page](#)

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".

Font settings may override style sheet settings

Options to Show on Item Page	Style Sheet Options
Description: <input checked="" type="checkbox"/>	Title: <input type="text"/>
Price: <input checked="" type="checkbox"/>	Info: <input type="text"/>
Image: <input checked="" type="checkbox"/>	Description: <input type="text"/>
Manufacturer: <input checked="" type="checkbox"/>	Form Fields: <input type="text"/>
Item Id: <input checked="" type="checkbox"/>	Image: <input type="text"/>
Code: <input type="checkbox"/>	
Item Inventory: <input checked="" type="checkbox"/>	
"Add to Cart" Button: <input checked="" type="checkbox"/>	

Other Options

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

"Add to Cart" Button:

Other Options

Description Location:

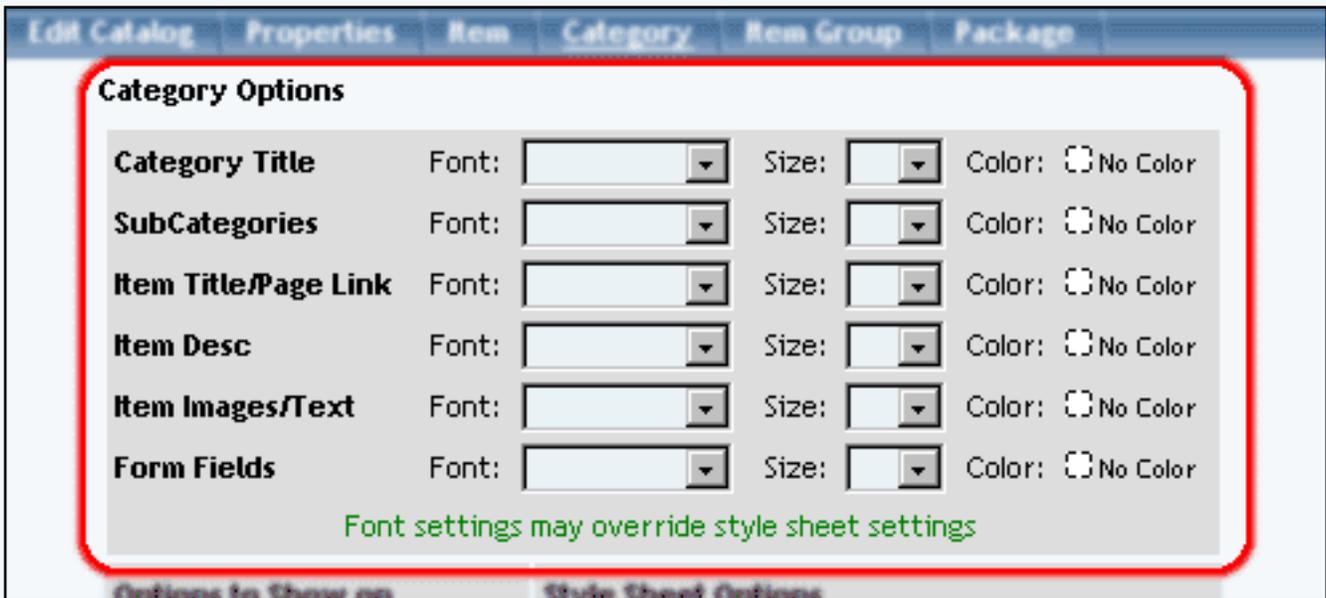
When finished, click the "Update" button located at the bottom of the administration page.

Edit Catalog	Properties	Item	Category	Item Group	Package
Item Options					
Title	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Info	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Desc	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Form Fields	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Font settings may override style sheet settings					
Options to Show on Item Page			Style Sheet Options		
Description:	<input checked="" type="checkbox"/>		Title:	<input type="text"/>	
Price:	<input checked="" type="checkbox"/>		Info:	<input type="text"/>	
Image:	<input checked="" type="checkbox"/>		Description:	<input type="text"/>	
Manufacturer:	<input checked="" type="checkbox"/>		Form Fields:	<input type="text"/>	
Item Id:	<input checked="" type="checkbox"/>		Image:	<input type="text"/>	
Code:	<input type="checkbox"/>				
Item Inventory:	<input checked="" type="checkbox"/>				
"Add to Cart" Button:	<input checked="" type="checkbox"/>				
Other Options					
Description Location:	<input type="text" value="Bottom (beneath add to cart button)"/>				
<input type="button" value="Update"/>					

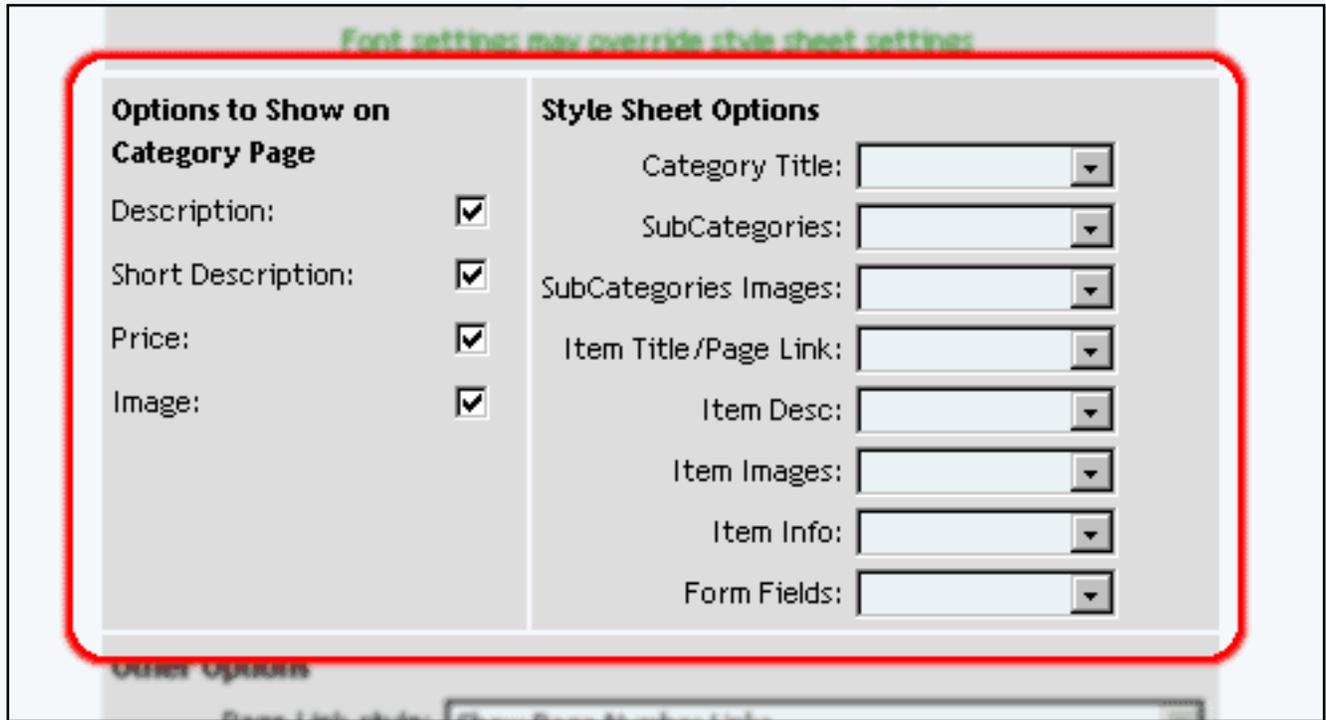
[Back to the Top of the Page](#)

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:

Location of Category Image:

Image Location:

Line Break between Image and Category:

Name:

Image Horizontal Align:

Image Vertical Align:

Image Horizontal Space:

Image Vertical Space:

Location of Item Image:

Image Location:

Line Break between Image and Item Description:

Image Horizontal Align:

Image Vertical Align:

Image Horizontal Space:

Image Vertical Space:

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:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="text" value="No Color"/>
SubCategories	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="text" value="No Color"/>
Item Title/Page Link	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="text" value="No Color"/>
Item Desc	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="text" value="No Color"/>
Item Images/Text	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="text" value="No Color"/>
Form Fields	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="text" value="No Color"/>
Font settings may override style sheet settings					
Options to Show on			Style Sheet Options		

Form FieldsFont: Size: Color: No Color

Font settings may override style sheet settings

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 OptionsPage Link style: **Location of Category Image:**Image Location: Line Break between Image and Category

Name:

Image Horizontal Align: Image Vertical Align: Image Horizontal Space: Image Vertical Space: **Location of Item Image:**Image Location: Line Break between Image and Item

Description:

Image Horizontal Align: Image Vertical Align: Image Horizontal Space: Image Vertical Space:

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Item Groups

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

	Font:	Size:	Color:
Title	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No Color
Item Info	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No Color
Item Desc	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No Color
Form Fields	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No Color

Font settings may override style sheet settings

Options to Show on Item Group Page | Style Sheet Options

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

Options to Show on Item Group Page	Style Sheet Options
Description: <input checked="" type="checkbox"/>	Title: default
Price: <input checked="" type="checkbox"/>	Info: default
Image: <input checked="" type="checkbox"/>	Item Desc: default
Code: <input checked="" type="checkbox"/>	Form Fields: default
Manufacturer: <input checked="" type="checkbox"/>	Image: default
Item Inventory: <input checked="" type="checkbox"/>	
"Add To Cart" Button: <input checked="" type="checkbox"/>	

Other Options

Description Location: Top (above add to cart button)

Update

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

Edit Catalog	Properties	Item	Category	Item Group	Package
Item Group Options					
Title	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Item Info	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Item Desc	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Form Fields	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Font settings may override style sheet settings					
Options to Show on Item Group Page			Style Sheet Options		
Description:	<input checked="" type="checkbox"/>	Title:	<input type="text" value="default"/>		
Price:	<input checked="" type="checkbox"/>	Info:	<input type="text" value="default"/>		
Image:	<input checked="" type="checkbox"/>	Item Desc:	<input type="text" value="default"/>		
Code:	<input checked="" type="checkbox"/>	Form Fields:	<input type="text" value="default"/>		
Manufacturer:	<input checked="" type="checkbox"/>	Image:	<input type="text" value="default"/>		
Item Inventory:	<input checked="" type="checkbox"/>				
"Add To Cart" Button:	<input checked="" type="checkbox"/>				
Other Options					
Description Location:	<input type="text" value="Top (above add to cart button)"/>				
<input type="button" value="Update"/>					

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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:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Info	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Desc	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Option Group Title	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Package Option	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> No Color
Form Fields	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="radio"/> 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.

Font settings may override style sheet settings	
Options to Show on Package	Style Sheet Options
Page	Title: <input type="text" value="default"/>
Description: <input checked="" type="checkbox"/>	Info: <input type="text" value="default"/>
Price: <input checked="" type="checkbox"/>	Description: <input type="text" value="default"/>
Image: <input checked="" type="checkbox"/>	Image: <input type="text" value="default"/>
Code: <input type="checkbox"/>	Option Group Title: <input type="text" value="default"/>
Manufacturer: <input checked="" type="checkbox"/>	Package Option: <input type="text" value="noUnderline"/>
Inventory: <input checked="" type="checkbox"/>	Form Fields: <input type="text" value="default"/>
Quantity Input Field: <input type="checkbox"/>	
Package Option Short Description: <input checked="" type="checkbox"/>	
Package Option Price: <input checked="" type="checkbox"/>	
Other Options	
Description Location: <input type="text" value="Bottom (beneath add to cart button)"/>	
<input type="button" value="Update"/>	

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

Edit Catalog	Properties	Item	Category	Item Group	Package
Package Options					
Title	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Info	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Desc	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Option Group Title	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Package Option	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Form Fields	Font:	<input type="text"/>	Size:	<input type="text"/>	Color: <input type="checkbox"/> No Color
Font settings may override style sheet settings					
Options to Show on Package Page			Style Sheet Options		
Description:	<input checked="" type="checkbox"/>	Title:	<input type="text" value="default"/>		
Price:	<input checked="" type="checkbox"/>	Info:	<input type="text" value="default"/>		
Image:	<input checked="" type="checkbox"/>	Description:	<input type="text" value="default"/>		
Code:	<input type="checkbox"/>	Image:	<input type="text" value="default"/>		
Manufacturer:	<input checked="" type="checkbox"/>	Option Group Title:	<input type="text" value="default"/>		
Inventory:	<input checked="" type="checkbox"/>	Package Option:	<input type="text" value="noUnderline"/>		
Quantity Input Field:	<input type="checkbox"/>	Form Fields:	<input type="text" value="default"/>		
Package Option Short Description:	<input checked="" type="checkbox"/>				
Package Option Price:	<input checked="" type="checkbox"/>				
Other Options					
Description Location:	<input type="text" value="Bottom (beneath add to cart button)"/>				
<input type="button" value="Update"/>					

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Working with Packages

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#) | [Package Management Page](#)

[Overview](#) | [When Should I Use a Package?](#) | [Step 1 - Define Your Choices](#) | [Step 2 - Configure Your Package](#) | [Step 3 - Configure Your Package Option Groups](#) | [Step 4 - Configure Your Package Options](#)

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 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	sub sandwich 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 which 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](#):

sub sandwiches

Package Base Price: \$1.50

Choice of Bread :

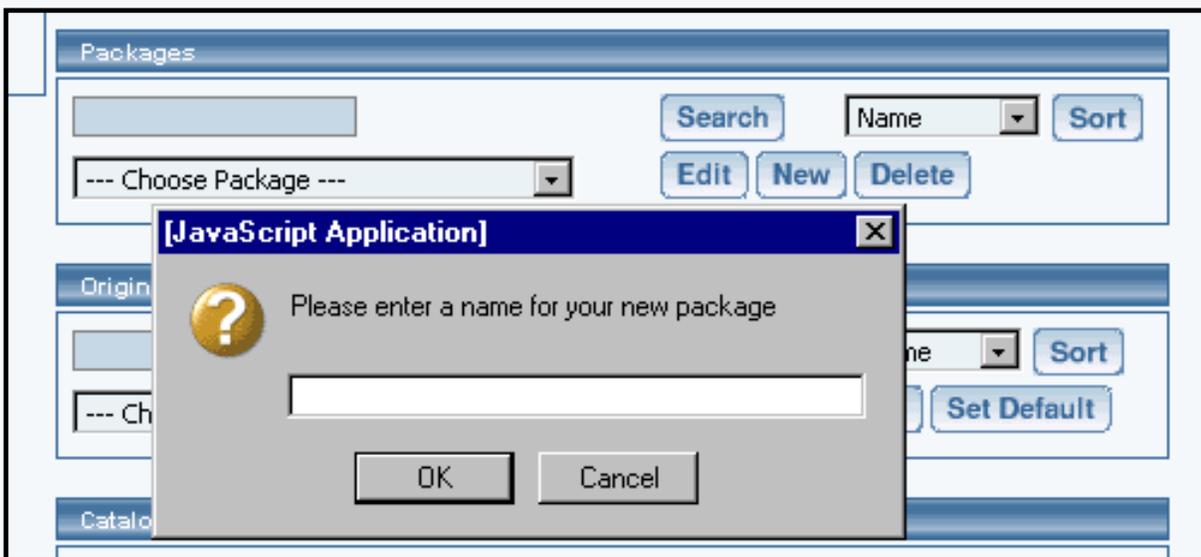
Choice of Meat

- Wheat
- Parmesan Oregano
- White
- Toasted Garlic
- Italian Cheese

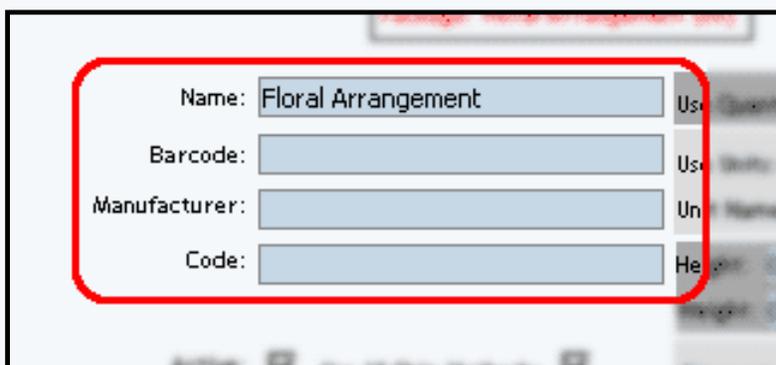
As for the second, third, and fourth choices, an item will have to be created for every one of the options to select. So, there will be an item for "roast beef", "turkey and ham", "veggies only", "seafood", "meatball", "club", "bell peppers", "lettuce", "onions", "pickles", "tomatoes", "cheese", "oil", "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

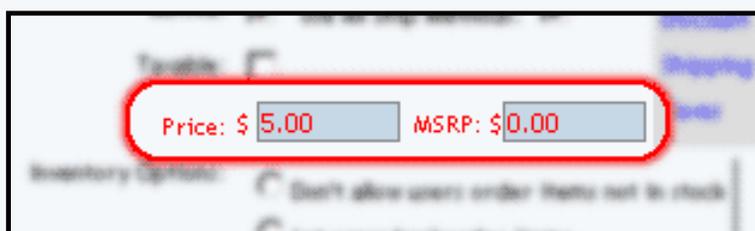
To add a new package, click on the "New" button located in the package section. The [package management page](#) will open in a new browser window.



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 field "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.

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: Weight: 0.00 Width: 0.00

Weight: 0.00 Length: 0.00

Active: Use All Ship Methods:

Taxable:

Price: \$ 1.50 MSRP: \$0.00

Inventory Options: Don't allow users order items not in stock
 Let users backorder items
 Don't use inventory

Warranty:

Discount Handling Charges
Shipping Methods Shipping Rules
Taxes

A list of all available option groups will be listed on the left side of the administration page.

Package Option Groups Options Related Products

Package: sub sandwiches (218232)

Name: sub sandwiches

All Option Groups (0/3)

- Type of sandwich (5)
- Choice of Condiments (6)
- Choice of Veggies (7)

New
Delete

Option Groups In Package (0/3)

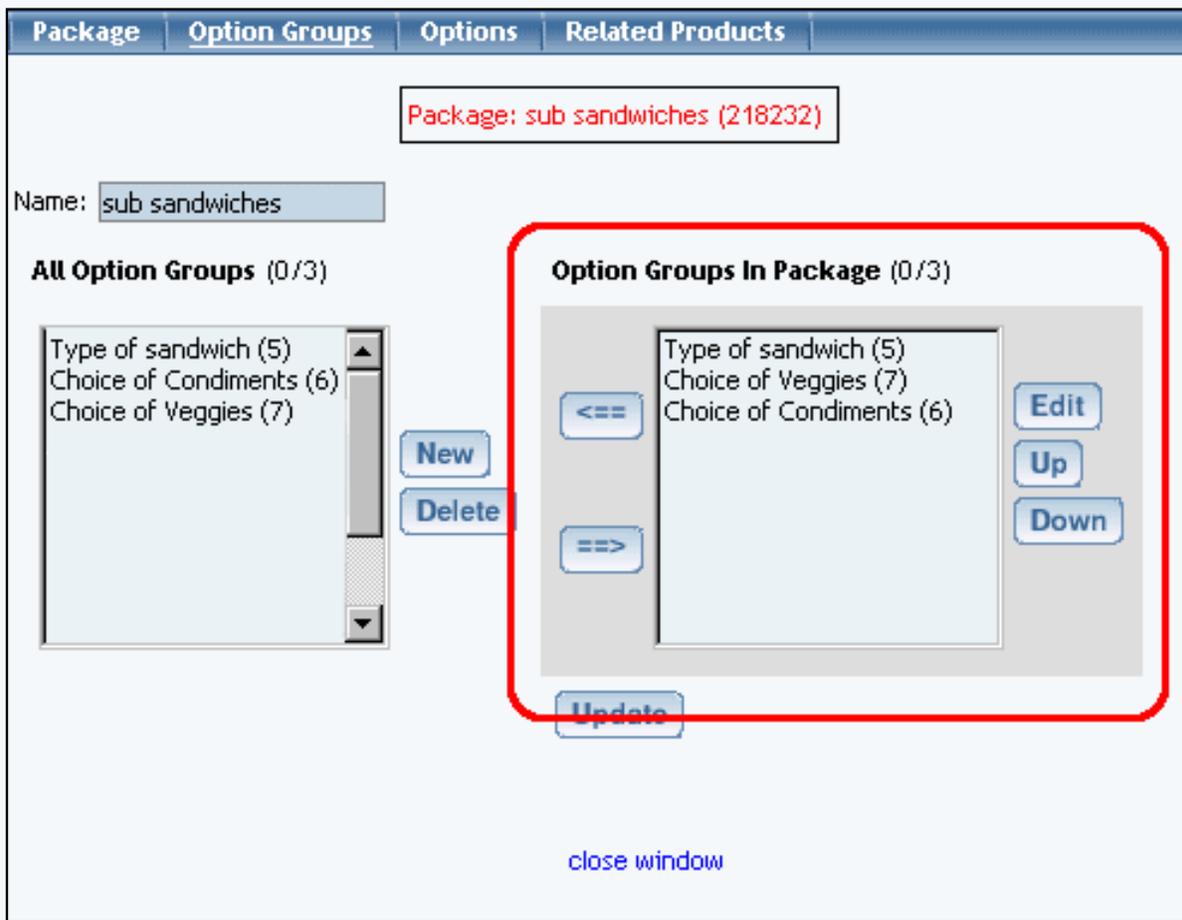
- Type of sandwich (5)
- Choice of Veggies (7)
- Choice of Condiments (6)

<=> Edit
=> Up
Down

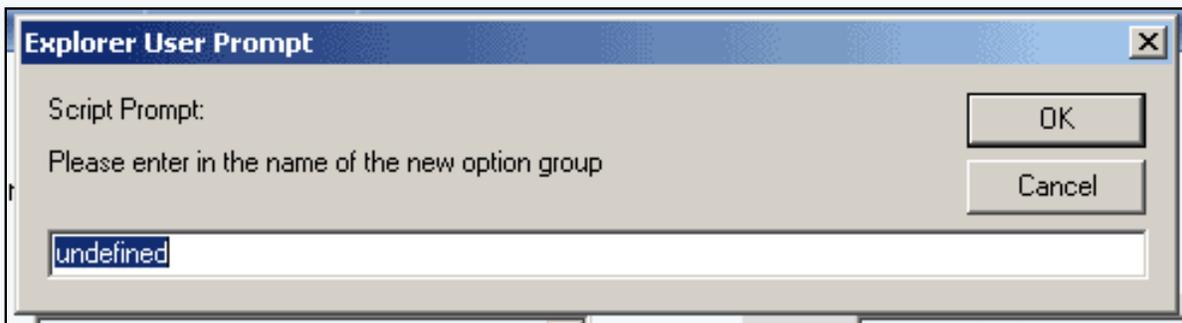
Update

close window

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".

Option Group

Package: sub sandwiches (218232)



Option Group: Type of sandwich (5)

Option Group Name:

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

Update

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

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.

All Package Options (1/29)

- AMD Memory 1 - \$0.00 (19)
- AMD Memory 1 - \$0.00 (20)
- AMD Memory 1 - \$45.00 (5)
- AMD Memory 2 - \$70.00 (6)
- AMD Memory 3 - \$100.00 (7)**
- ATI All in Wonder Pro - 32 Meg Upgrade - \$30.00 (24)
- ATI All in Wonder Pro - 32 Meg Upgrade - \$30.00 (17)
- ATI All in Wonder Pro - 64 meg upgrade - \$60.00 (18)
- Amd CPU 1 - \$120.00 (13)
- Amd CPU 1 - \$120.00 (22)

Package Options in Option Group (0)

- Asus 2a - \$60.00 (15)

Buttons: Create, Delete, Update, Set (Default Package Option Id: 0)

All Package Options (1/29)

- AMD Memory 1 - \$0.00 (19)
- AMD Memory 1 - \$0.00 (20)
- AMD Memory 1 - \$45.00 (5)
- AMD Memory 2 - \$70.00 (6)
- AMD Memory 3 - \$100.00 (7)**
- ATI All in Wonder Pro - 32 Meg Upgrade - \$30.00 (24)
- ATI All in Wonder Pro - 32 Meg Upgrade - \$30.00 (17)
- ATI All in Wonder Pro - 64 meg upgrade - \$60.00 (18)
- Amd CPU 1 - \$120.00 (13)
- Amd CPU 1 - \$120.00 (22)

Package Options in Option Group (1)

- Asus 2a - \$60.00 (15)
- AMD Memory 3 - \$100.00**

Buttons: Create, Delete, Update, Set (Default Package Option Id: 0)

To create a new package option for an item, click on the button "Create". You will see the following screen:

Package Option

Item: Select an item

Package Options

Price: \$

Discount Handling Charge Rules

Shipping Rules Taxes

close window

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 once you have selected an item).

Item: SW - Oil (218409)

Package Options

Price: \$

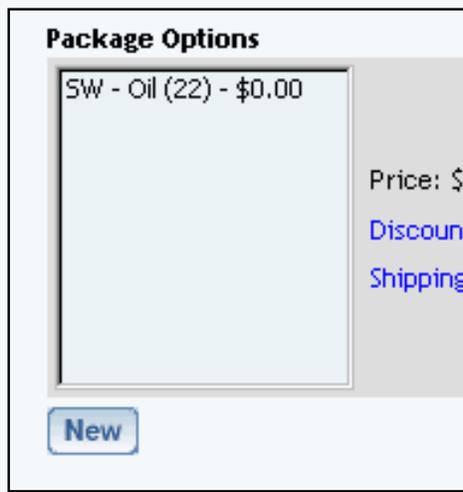
Discount Handling Charge Rules

Shipping Rules Taxes

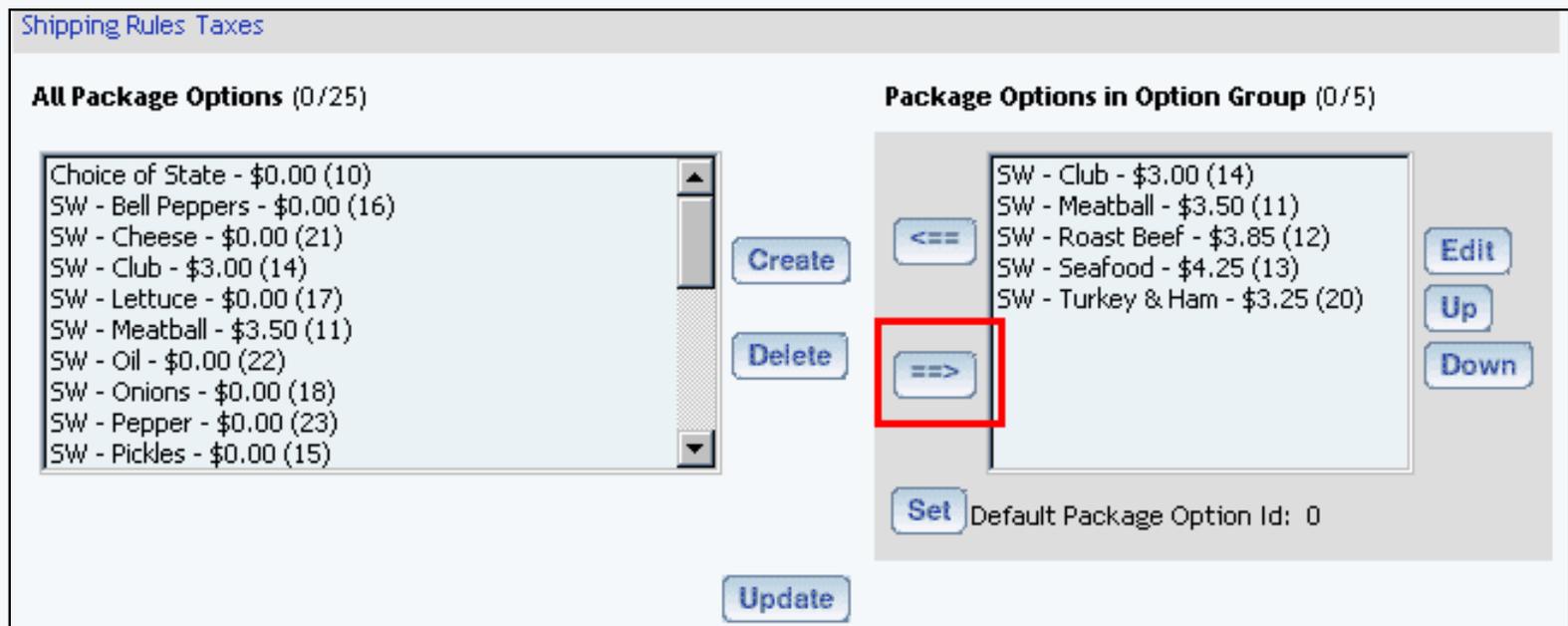
New

close window

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 :

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]

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](#)

[Back to the Top of the Page](#)
[Product Catalog Management](#)
[10-Step Guide on Setting Up Ecommerce](#)
[Back to the Previous Page](#)

Product Categories

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#)

[Overview](#) | [Category Management Page](#) | [Category Layout](#) | [Category Item Management](#) | [Express Order Form](#)

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.

Online Shopping



[Build your Own Stereo System](#)

Category Name



[Stereo Equipment](#)



[Video Equipment](#)

Category Image

[An example of a main catalog page with top-level categories]

Online Shopping : Stereo Equipment

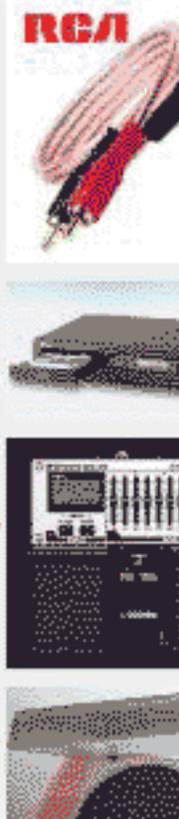
Categories: Top Level Category (Main Category)

Cables Subcategory Name

CD Players and Changers

Graphic Equalizers & Amps Image for Subcategory

Record Players



[An example of subcategories]

Online Shopping : Stereo Equipment / Tape Decks

Subcategory

<p><u>Dual Tape Deck</u></p> <p>Price: \$95.00</p> <p>Product in this subcategory</p>		<p><u>Single Tape Deck</u></p> <p>Price: \$65.00</p>	
--	---	--	---

[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



Item Id: 237

MSRP: \$125.00

Price: \$95.00

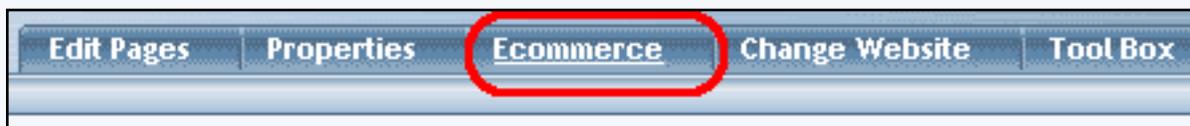
Qty :

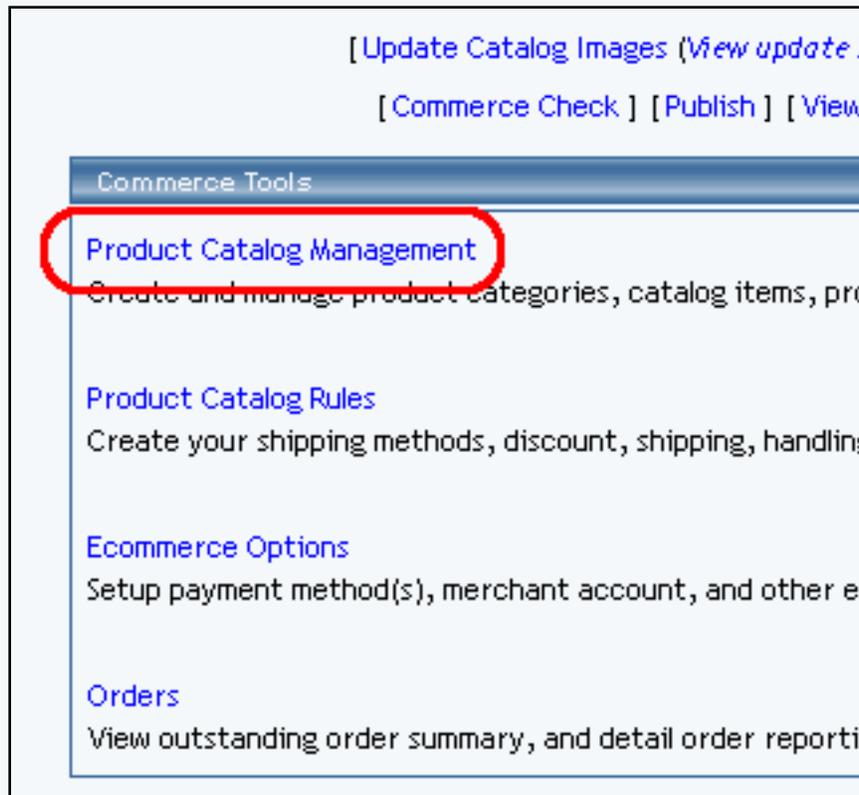
[[enlarge](#)]

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.

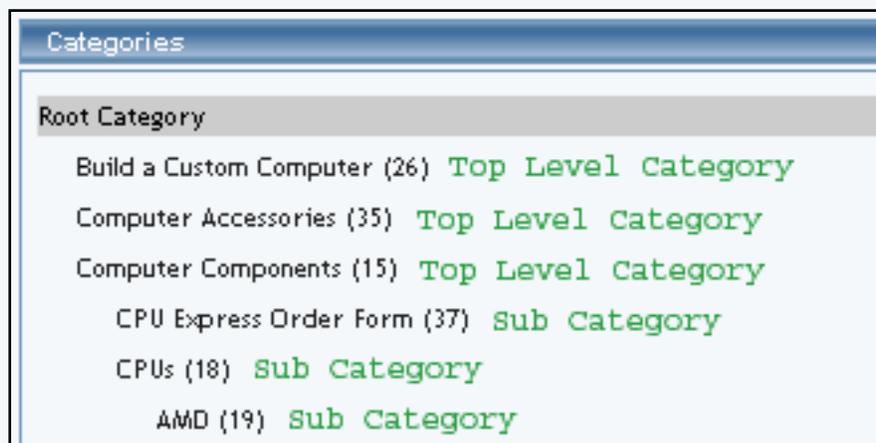
[An example of an actual product/item page]

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.





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.



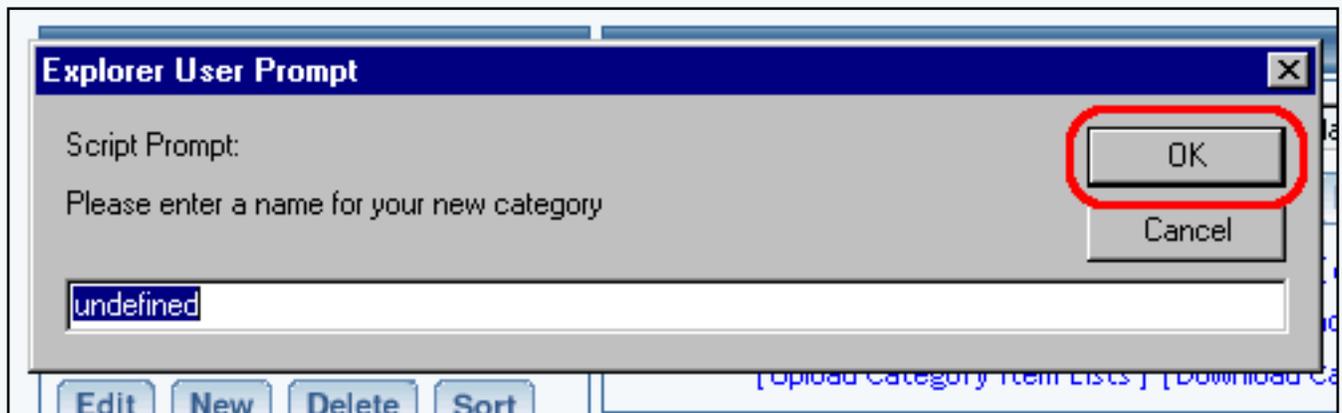
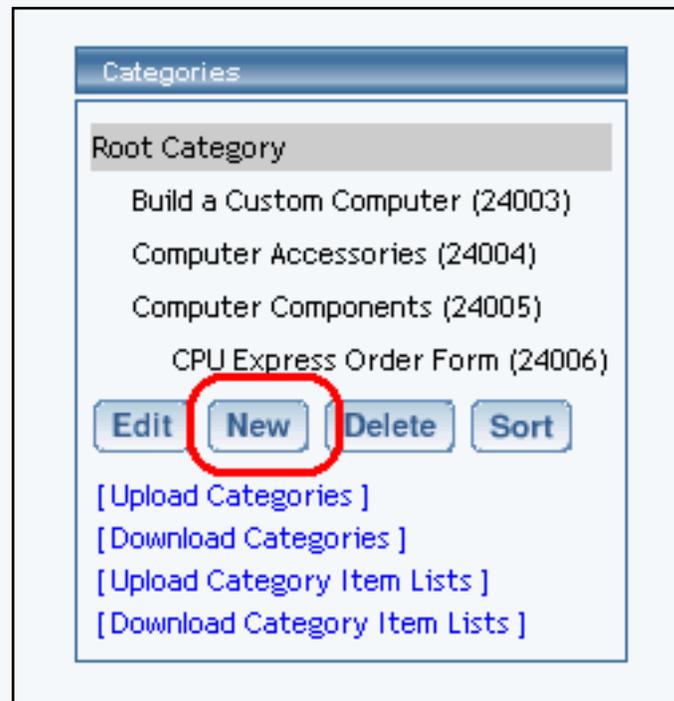
Categories and subcategories are normally set up to logically arrange related products by classification. An example would be a catalog with top-level categories representing different types of products, with subcategories further classifying products by brand name.

Categories are automatically arranged alphabetically when the online catalog is generated.

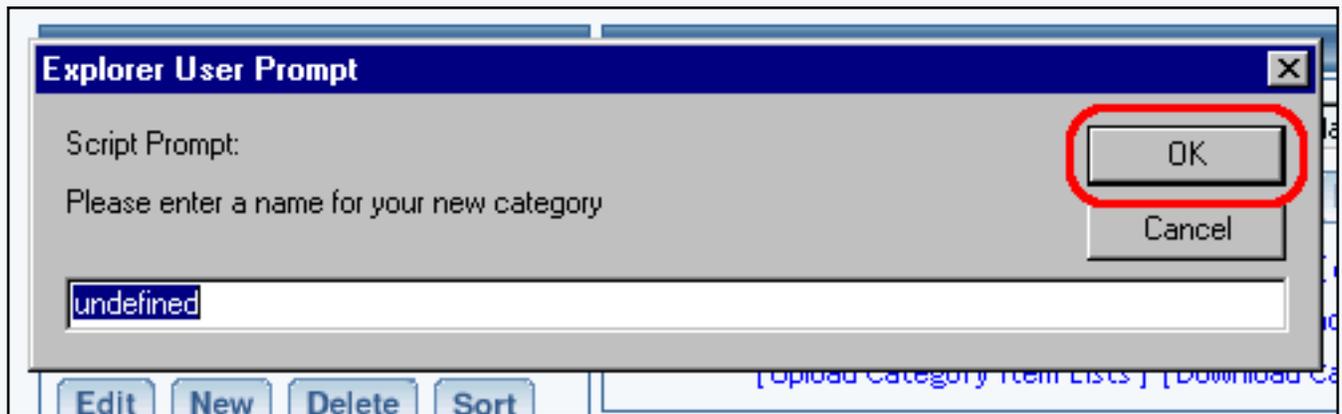
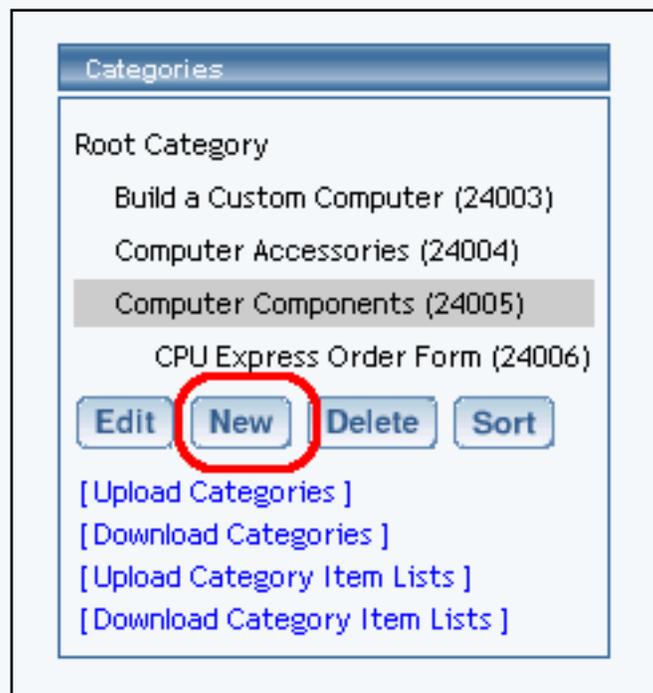
To add a new top-level category, click on root directory to select it. Then, click on the "New" button located below category list. Enter the name of the new category in the prompt window, and click ok.

Enter the name of the new category in the prompt window, and click ok. The [category management page](#)

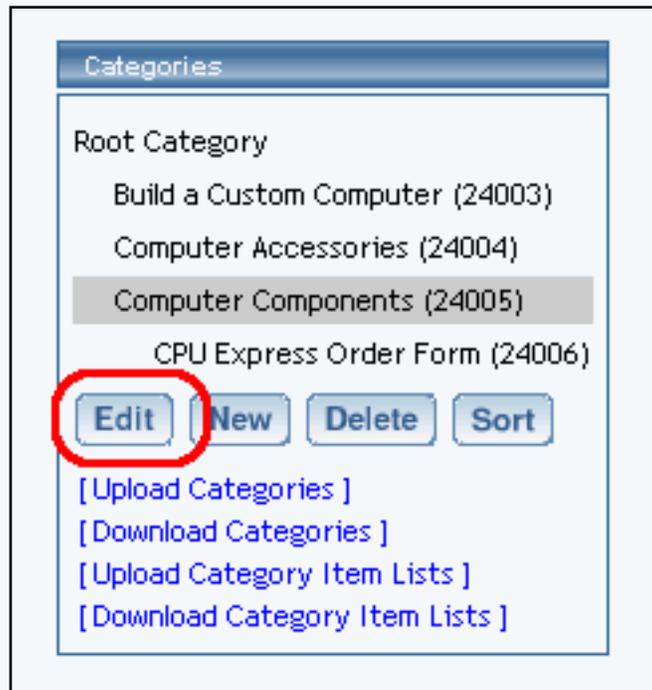
will load in a new browser window.



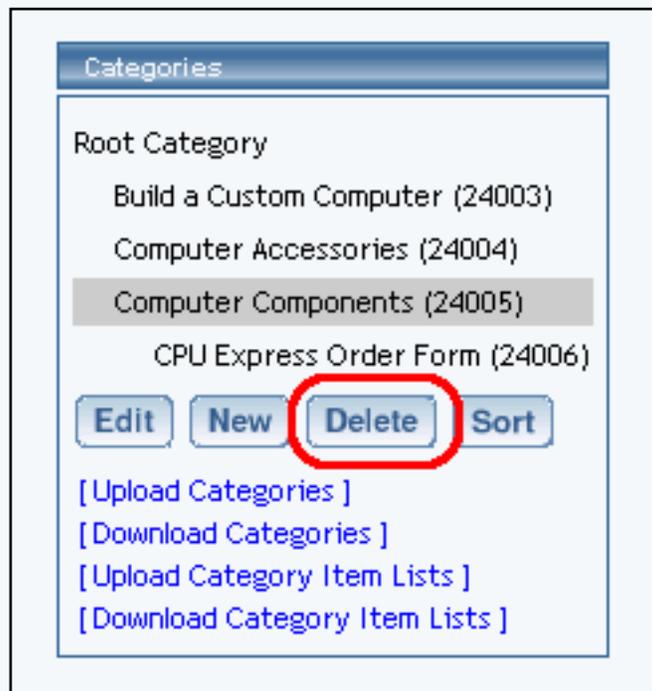
To add a subcategory, click on an existing category name to highlight it, and then click the "New" button. Enter the name of the new category in the prompt window, and click ok. The [category management page](#) will load in a new browser window.



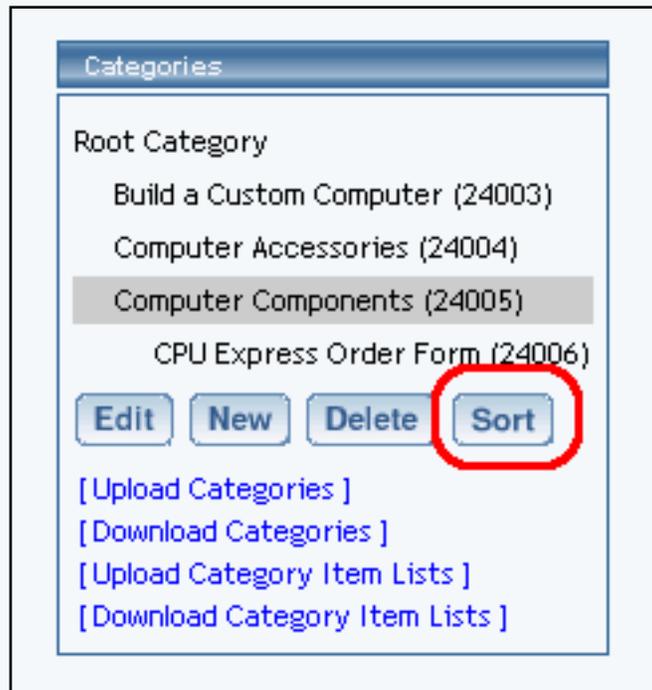
To edit a category, highlight an existing category name and then click the "Edit" button. The [category management page](#) will load in a new browser window.



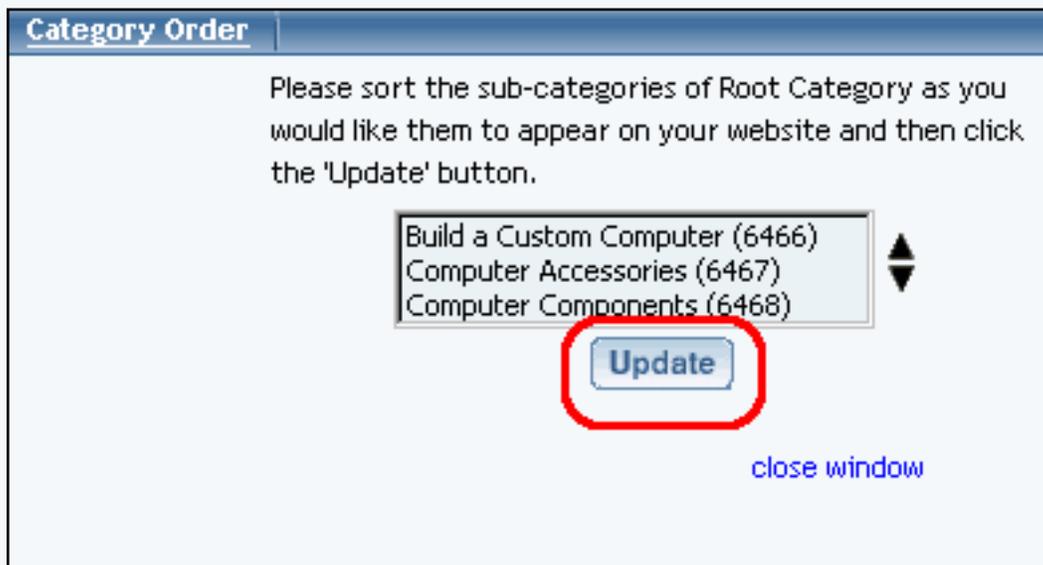
To delete an existing category, highlight the category name and click the "delete" button.



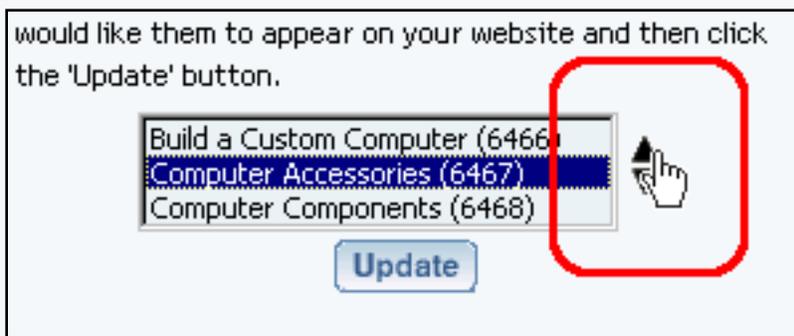
To sort all of the subcategories for a selected category, highlight the category name and click on the button "sort".



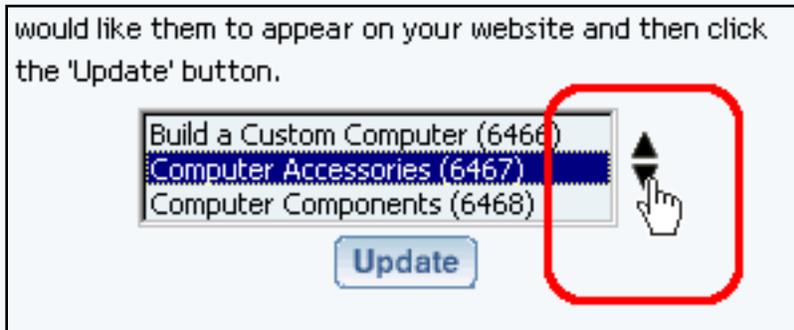
When the new window loads, you will see a list of subcategories under the category in which you selected.



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](#).

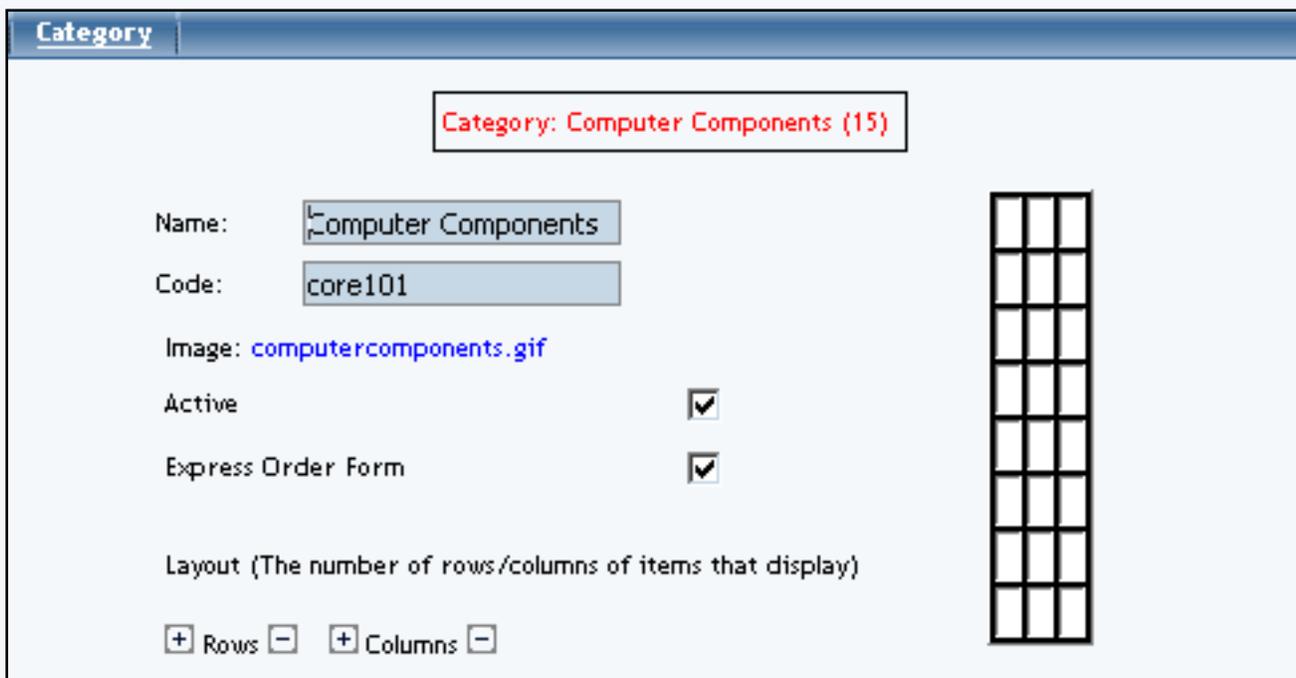
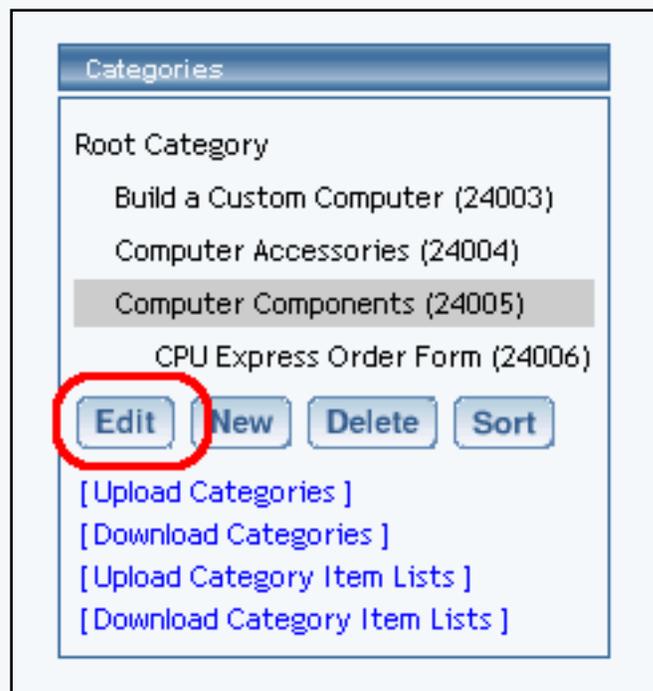
[Back to the Top of the Page](#)

Category Management Page

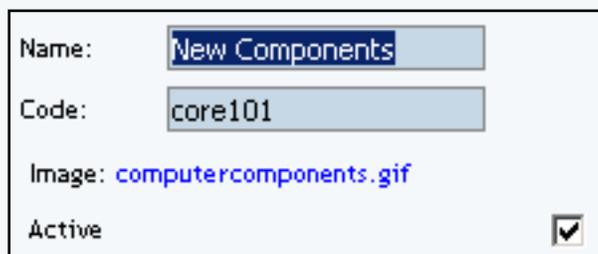
The Category Management page is used to modify the category name, options and basic layout, as well as add or remove existing items, item groups, or product packages to categories.

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.

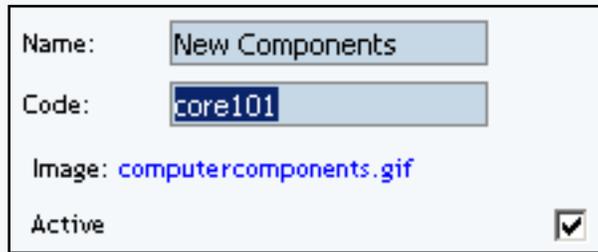


To change the name of a category, type over the existing name in the field provided.



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.



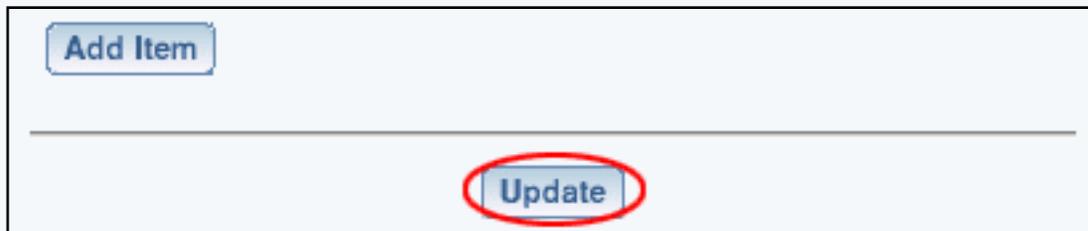
A screenshot of a web form for category administration. It contains four fields: 'Name' with the value 'New Components', 'Code' with the value 'core101', 'Image' with the value 'computercomponents.gif', and 'Active' with a checked checkbox.

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.



A screenshot of the same category administration form as above. A mouse cursor is pointing at the text 'computercomponents.gif' in the 'Image' field.

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.



A screenshot of a page footer area. It features two buttons: 'Add Item' on the left and 'Update' on the right. The 'Update' button is circled in red.

[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 management 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".

The screenshot shows a web interface for managing a category. At the top, a blue header bar contains the word "Category". Below this, a red-bordered box displays "Category: Computer Components (15)". The main form area includes several fields: "Name:" with a text box containing "Computer Components", "Code:" with a text box containing "core101", and "Image:" with a link to "computercomponents.gif". There are two checkboxes, "Active" and "Express Order Form", both of which are checked. Below these is a section titled "Layout (The number of rows/columns of items that display)". This section contains four hand icons with plus and minus signs, labeled "Rows" and "Columns". To the right of the form is a vertical grid of 15 black-outlined boxes, representing the layout of products on the page.

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

Category: Computer Components (15)

Name: Computer Components

Code: core101

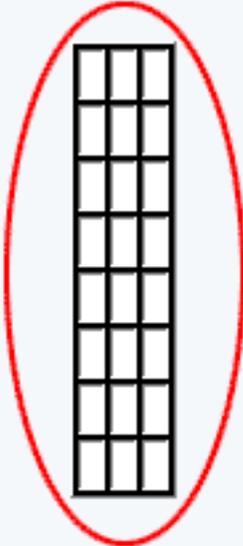
Image: computercomponents.gif

Active

Express Order Form

Layout (The number of rows/columns of items that display)

+ Rows - + Columns -



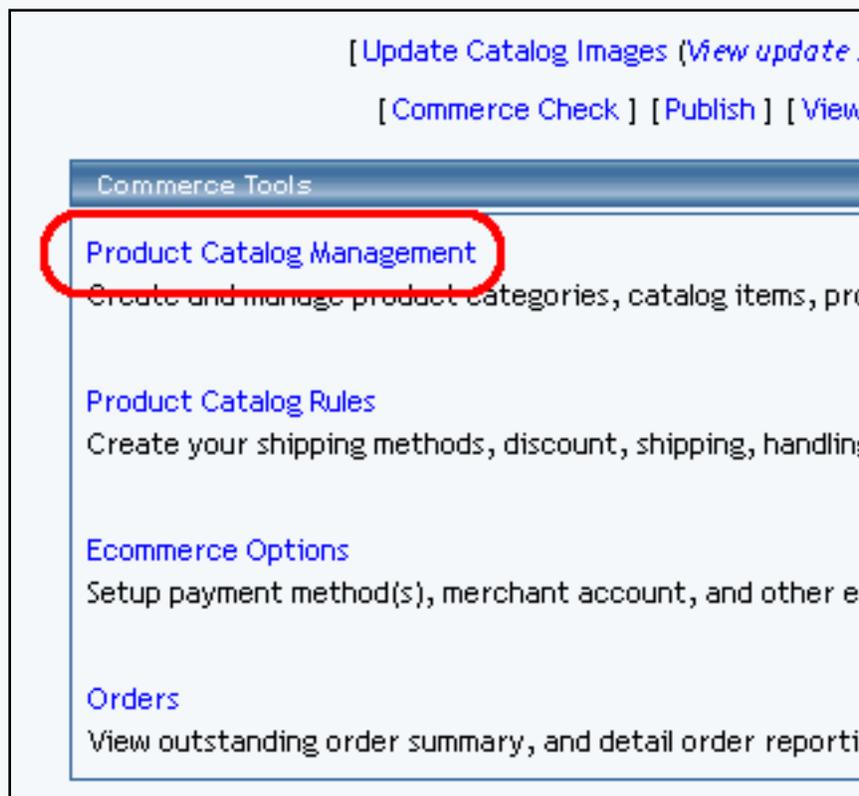
[Back to the Top of the Page](#)

Category Item Management

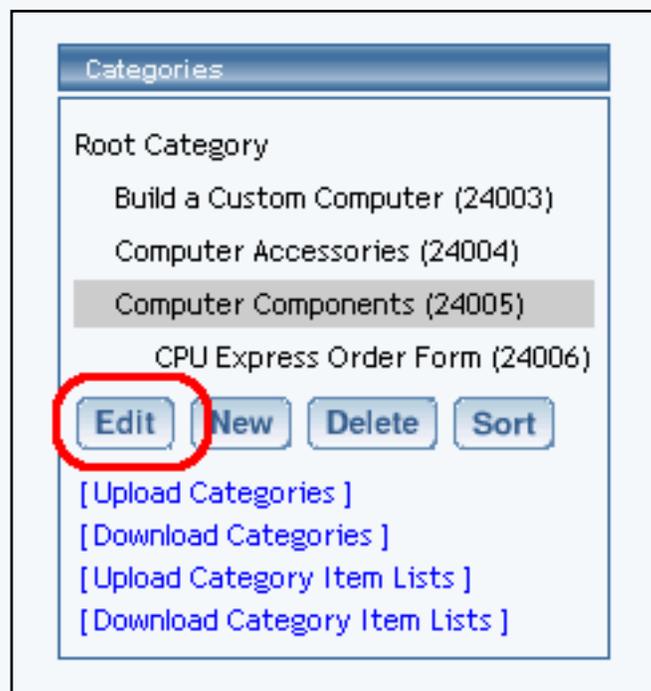
Category Item Management allows you to add, remove and/or arrange items, item groups, and packages.

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.





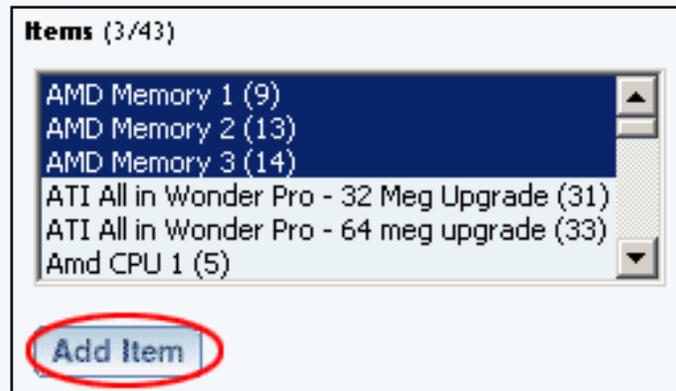
Create a new product category, or click on a category or subcategory to modify in the category list. Click on the "Edit" button located at the bottom of the categories section. The category management page will open in a new browser window.



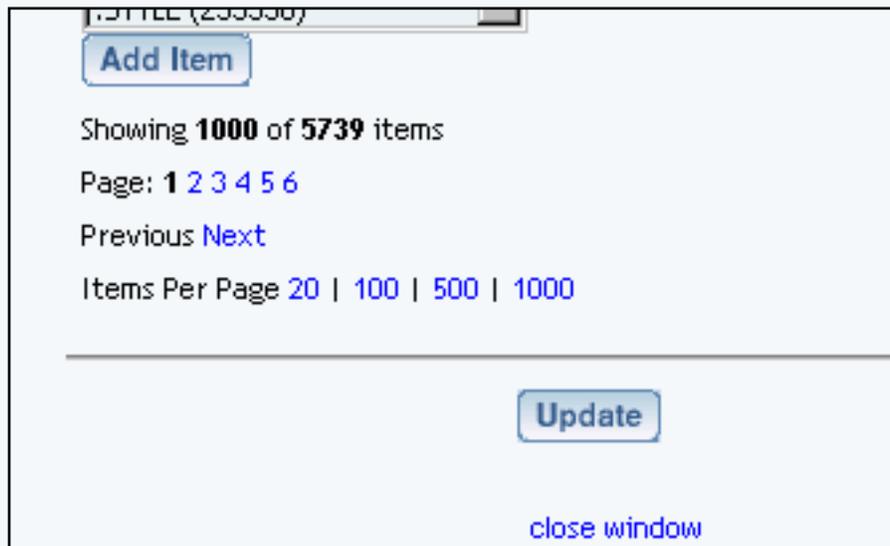
In order for products to be visible from the Web site, items must first be added to a category.

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.

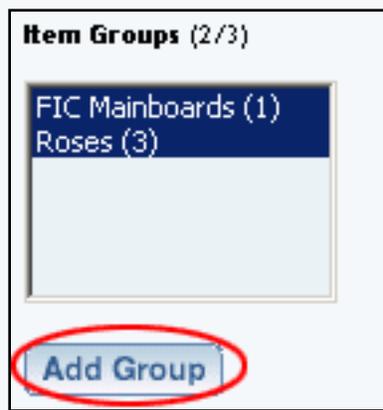


If you see the following,...

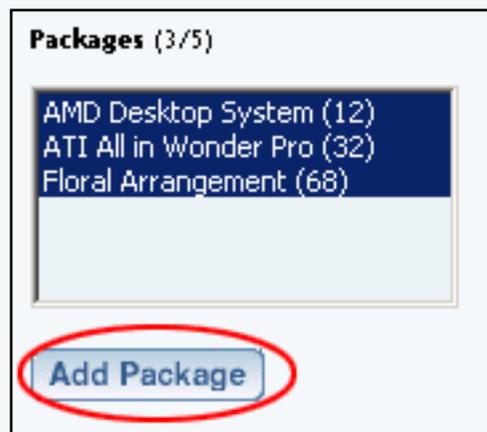


...then you have a large product catalog. In order to present the products to you in a way that would be quick and efficient, the 3.0 system displays only a portion of your products. Click on the page numbers to browse through the different portions. To display more products for a portion, click on the 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".

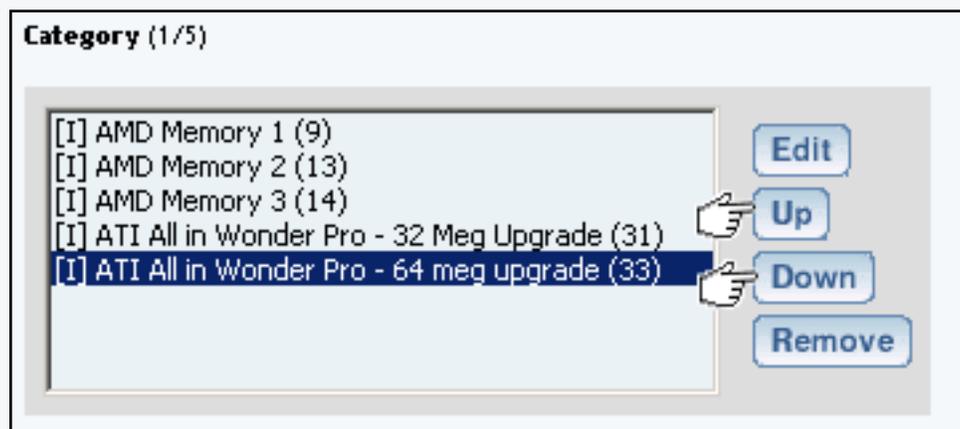
To add item groups, select the desired groups from the "Item Groups" list located toward the bottom of the administration page. Click the "Add Group" button.



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.

Category (1/5)

[I] AMD Memory 1 (9)	<input type="button" value="Edit"/> <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Remove"/>
[I] AMD Memory 2 (13)	
[I] AMD Memory 3 (14)	
[I] ATI All in Wonder Pro - 32 Meg Upgrade (31)	
[I] ATI All in Wonder Pro - 64 meg upgrade (33)	

Press the "Update" button located at the bottom of the administration page to apply any changes made.

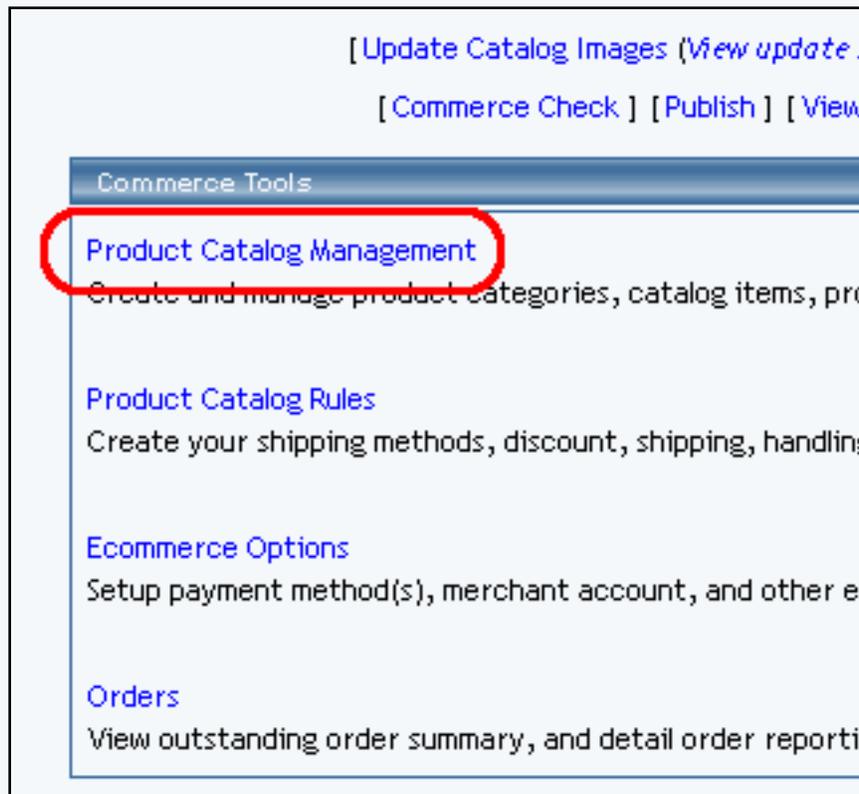
[Back to the Top of the Page](#)

Express Order Form

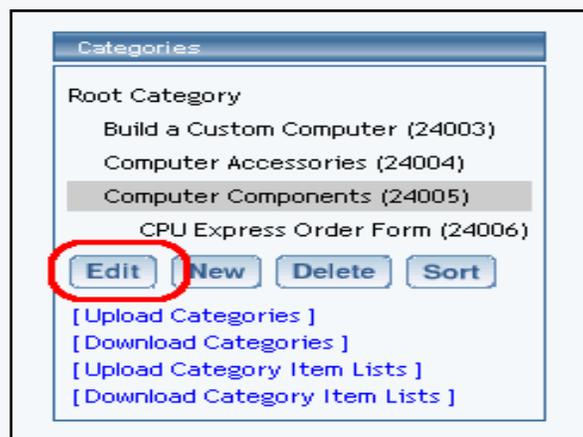
The Express Order Form lists all products in a category in a format allowing customers to add multiple items to the shopping cart in one easy step.

Testing 1 - Model 3325 43XZ 17" Monitor, sleek design, great resolution.	Price: \$240.00 Sale Price: \$189.00	Qty <input type="text" value="0"/>
Testing 3 - Model 223532 17" Monitor, sleek design, great resolution.	Price: \$240.00 Sale Price: \$189.00	Qty <input type="text" value="0"/>
Testing 4 - Model 33zb 17" Monitor, sleek design, great resolution.	Price: \$240.00 Sale Price: \$189.00	Qty <input type="text" value="0"/>
Testing 5 - Model 22EZ1 17" Monitor, sleek design, great resolution.	Price: \$240.00 Sale Price: \$189.00	Qty <input type="text" value="0"/>
Testing 6 - Model 22RZ2 17" Monitor, sleek design, great resolution.	Price: \$240.00 Sale Price: \$189.00	Qty <input type="text" value="0"/>

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.

Image: P09_300_Aufm-CPUs-xxx-215.jpg	
Active	<input checked="" type="checkbox"/>
Express Order Form	<input checked="" type="checkbox"/>

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.

Category (1/5)

[I] AMD Memory 1 (9)	Edit Up Down Remove
[I] AMD Memory 2 (13)	
[I] AMD Memory 3 (14)	
[I] ATI All in Wonder Pro - 32 Meg Upgrade (31)	
[I] ATI All in Wonder Pro - 64 meg upgrade (33)	

Press the "Update" button to apply changes.

Update

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.

[Back](#)

Items

Related Links: [10-Step Guide on Setting Up E-Commerce](#) | [Product Catalog Management](#)

[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 one package option defined for this item), and would not be available for purchase outside of the package.

[[Update Catalog Images \(View update status\)](#)]

[[Commerce Check](#)] [[Publish](#)] [[View Site](#)]

Items

Search Name Sort

--- Choose Item --- Edit New Delete Copy

[[Manage Items](#)] [[Upload Items](#)] [[Download Items](#)] [[Manage Inventory](#)]
[[Upload Package Options](#)] [[Download Package Options](#)]
[[Upload Category Item Lists](#)] [[Download Category Item Lists](#)]

Item Groups

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,...

[[Commerce Check](#)] [[Publish](#)] [[View Site](#)]

Items

Please click here to go to Items Page.

Item Groups

...your product catalog is very large and has been moved to another page to make it more efficient for you to edit your products:

Items

Showing **1000** of **5739** items

Items Per Page 20 | 100 | 500 | 1000 | 2000

Page: 1 2 3 4 5 6 Previous Next

Search Name Sort

--- Choose Item --- Edit New Delete Copy

[[Manage Items](#)] [[Upload Items](#)] [[Download Items](#)] [[Manage Inventory](#)]
[[Upload Package Options](#)] [[Download Package Options](#)]

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](#).

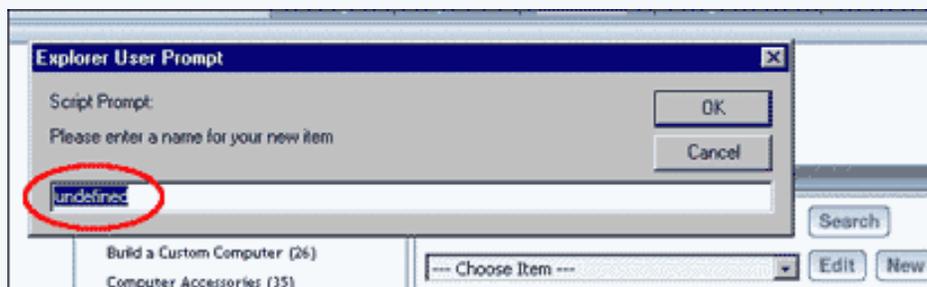
Adding an Item

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.

Item	Package Options	Options	Related Products
Item: New Item (270040)			
Name:	<input type="text" value="New Item"/>	Use Quantity:	<input checked="" type="checkbox"/>
Barcode:	<input type="text"/>	Use Units:	<input type="checkbox"/>
Manufacturer:	<input type="text"/>	Min Units:	<input type="text"/>
Code:	<input type="text"/>	Max Units:	<input type="text" value="0.00"/>
Active:	<input checked="" type="checkbox"/>	Unit Measurement:	<input type="text"/>
Use All Shipping Methods:	<input checked="" type="checkbox"/>	Unit Name:	<input type="text"/>
Taxable:	<input checked="" type="checkbox"/>	Height(inch):	<input type="text" value="0.00"/>
Enable Variable Price:	<input type="checkbox"/>	Width(inch):	<input type="text" value="0.00"/>
Price:	<input type="text" value="\$ 0.00"/>	Weight(lbs):	<input type="text" value="0.00"/>
MSRP:	<input type="text" value="\$ 0.00"/>	Length(inch):	<input type="text" value="0.00"/>
Hide Price:	<input type="checkbox"/>	Discount	Handling Charges
Hide "Add To Cart" button:	<input type="checkbox"/>	Shipping Methods	Shipping Rules
Inventory Options:	<input type="radio"/> Don't allow users order items not in stock <input type="radio"/> Let users backorder items <input checked="" type="radio"/> Don't use inventory	Taxes	

[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.

Item: New Item (270043)

Name:

Barcode:

Manufacturer:

Code:

Active: Use All Shipping Methods:

Taxable: Enable Variable Price:

Use Units:
Min Units:
Unit Measu
Weight (lb)
Weight (kg)
Discount
Shipping M

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

Code:

Unit measurement

Height (inch):

Weight (lbs.):

Active: Use All Shipping Methods:

Taxable: Enable Variable Price:

Price: \$ MSRP: \$

Hide Price: Hide "Add To Cart" button:

Inventory Options:

Don't allow users order items not in stock

Let users backorder items

Don't use inventory

Discount
Shipping Methods
Taxes

Enter the Retail Price in the field provided. This is the base-price a customer will be charged when purchasing the item.

Taxable: Enable Variable Price: Disc
 Hide Price: Hide "Add To Cart" button: Ship
 Tax
 Inventory Options:

Price: \$ 0.00 MSRP: \$ 0.00

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.

Inventory Options:

Don't allow users order items not in stock
 Let users backorder items
 Don't use inventory

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.

Inventory Options: <input type="radio"/> Don't allow users order items not in stock <input checked="" type="radio"/> Let users backorder items <input type="radio"/> Don't use inventory Current Inventory: 0. Add <input type="text"/> (reflects number sold)	Published Inventory Inventory: Sold: Availability: 0
Warranty: <input type="text"/>	

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:

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: Image: No Image

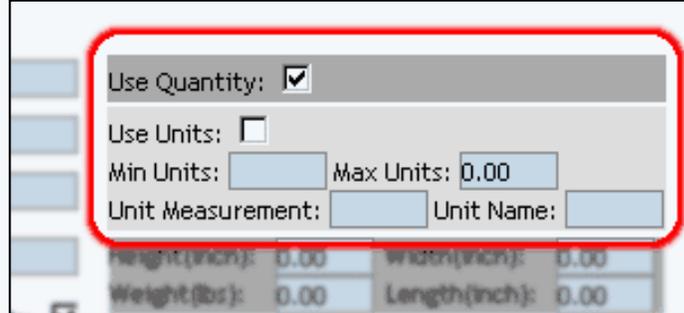
- East Coast distributor
- Midwest distributor
- West Coast distributor
- home

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](#) will load in a new window.

Shipping Origin: Image: No Image

[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:
Unit Measurement: Unit Name:
Height (inch): Width (inch):
Weight (lbs): Length (inch):

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

A screenshot of a product configuration form. The form contains several fields and checkboxes. The 'Unit Measurement' field is set to 'bottle(s)' and the 'Unit Name' field is set to 'ounce(s)'. These two fields are highlighted with a red rectangular border. Other fields include 'Use Quantity' (unchecked), 'Use Units' (checked), 'Min Units' (empty), 'Max Units' (0.00), 'Height(inch): 0.00', 'Width(inch): 0.00', 'Weight(lbs): 0.00', and 'Length(inch): 0.00'. There are also links for 'Discount', 'Handling Charges', 'Shipping Methods', 'Shipping Rules', and 'Taxes'.

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.

A screenshot of a product configuration form, similar to the one above. In this version, the 'Min Units' and 'Max Units' fields are highlighted with a red rectangular border. 'Min Units' is empty and 'Max Units' is set to '0.00'. The 'Unit Measurement' field is 'bottle(s)' and the 'Unit Name' field is 'ounce(s)'. Other fields and checkboxes are the same as in the first screenshot.

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.

Online Shopping : Stereo Equipment / Cables

Gold RCA Cables



Item Id: 241

Price: \$0.95

Cable Color :

Qty :

Unit : ft

[[enlarge](#)]

Price will be calculated:
 $0.95 \times \text{Qty} \times \text{Unit}$
(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)

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.

Unit Name:	ounces		
Height (inch):	<input type="text" value="0.00"/>	Width (inch):	<input type="text" value="0.00"/>
Weight (lbs):	<input type="text" value="1.3"/>	Length (inch):	<input type="text" value="0.00"/>
Discount	Handling		
Shipping Methods		Shipping Rules	
Taxes			

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](#).

Unit Name:	ounces		
Height (inch):	<input type="text" value="0.00"/>	Width (inch):	<input type="text" value="0.00"/>
Weight (lbs):	<input type="text" value="1.3"/>	Length (inch):	<input type="text" value="0.00"/>
Discount	Handling		
Shipping Methods		Shipping Rules	
Taxes			

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:

[Empty text input field]

If blank, default caption will be "Customers who shopped for this item also shopped for item(s) below:"

Related Product(s) (0/0)

[Empty list box]

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:

[Empty text input field]

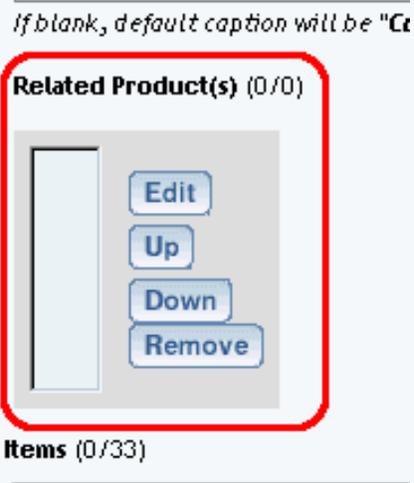
If blank, default caption will be "Customers who shopped for this item also shopped for item(s) below:"

Related Product(s) (0/0)

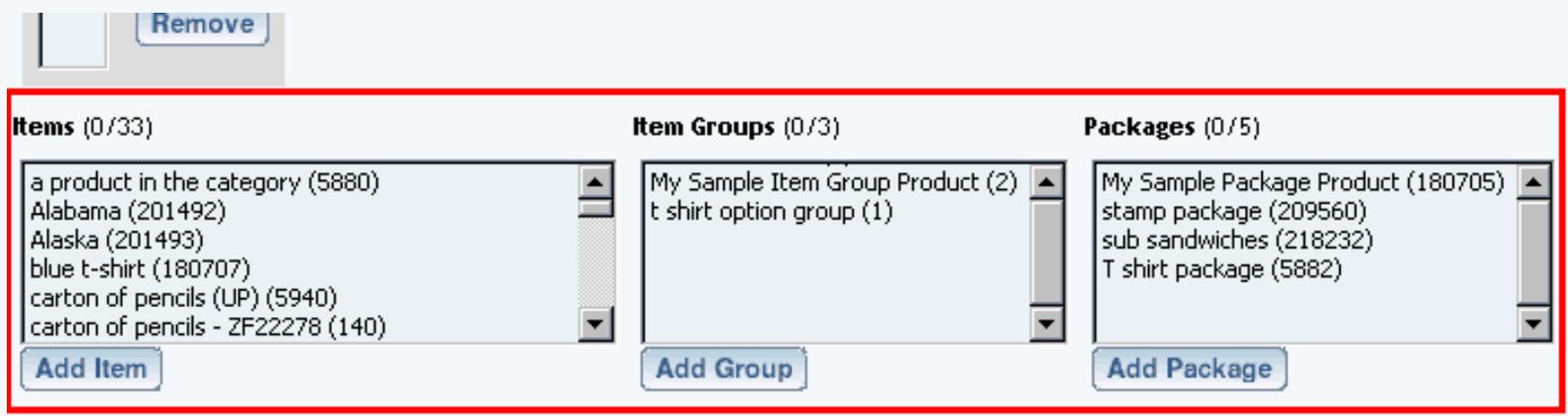
[Empty list box]

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](#)

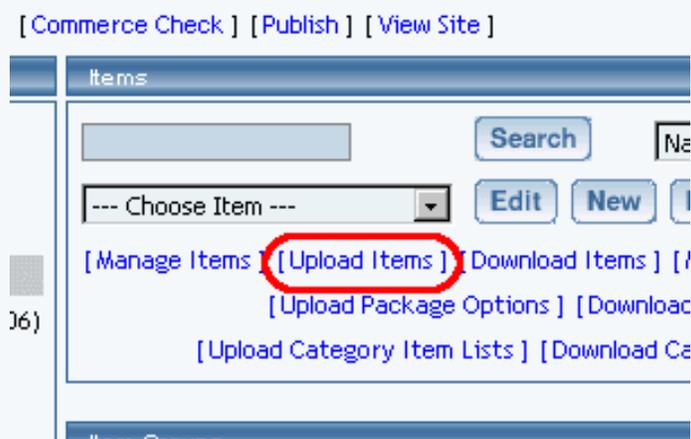
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Upload Items

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.

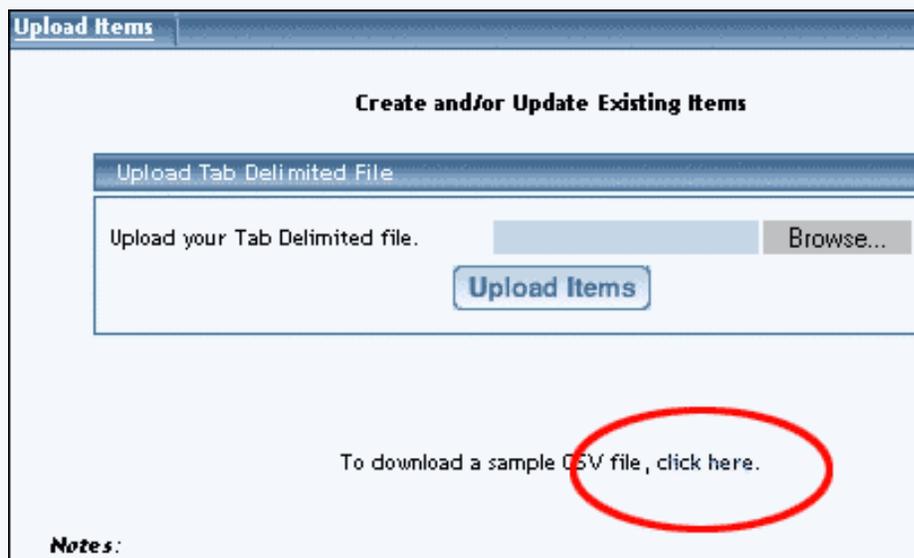
Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page. Click on the "Upload Items" text link located in the items section of the catalog management page.



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.

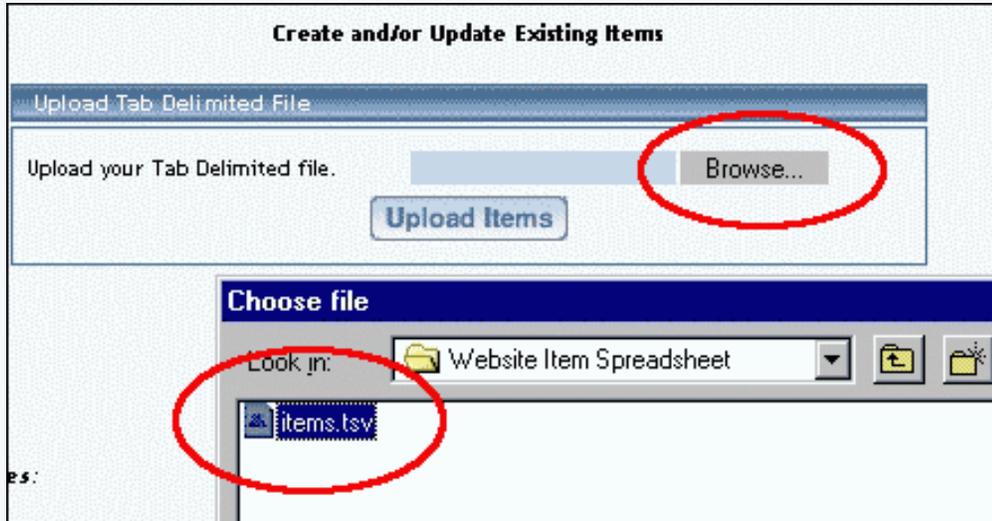


Updating Existing Items:

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.



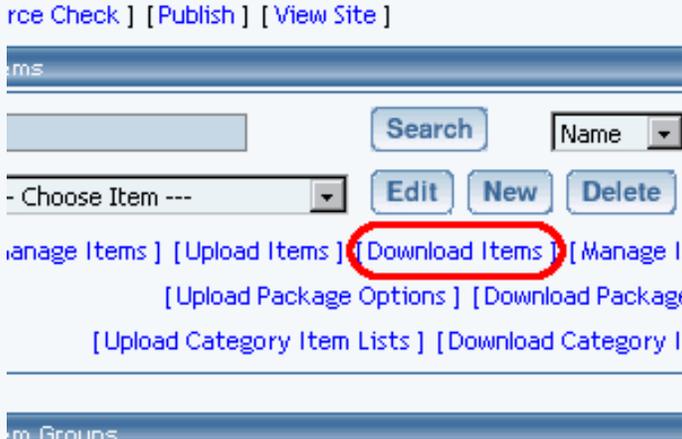
Tip: Create at least one complete item by entering all pertinent details from the product catalog management page. After updating, [download](#) the tab delimited text file by accessing the download items page. Load this file into a spreadsheet management software package, such as Microsoft Excel. Enter all necessary item information beneath the fields provided (the item(s) already entered will provide a starting point for all remaining products).

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.



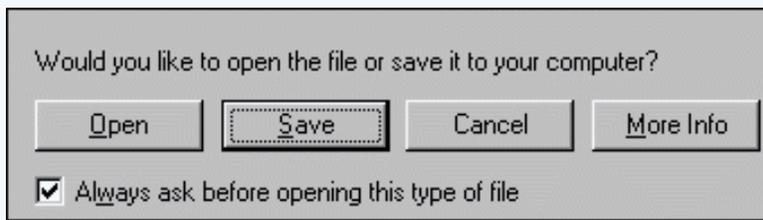
Select any desired optional fields to include by clicking in the checkbox next to the option. When finished, click the "Download" button.

Download Items

Select Fields		
<i>Required</i> Item ID	<i>Required</i> Name	<i>Required</i> Price
<i>Required</i> taxable	<i>Required</i> Weight	
<input type="checkbox"/> Short Description	<input type="checkbox"/> Description	<input type="checkbox"/> Meta Description
<input type="checkbox"/> Meta Keywords	<input type="checkbox"/> Code	<input type="checkbox"/> Use Quantity
<input type="checkbox"/> Barcode	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Warranty Info
<input type="checkbox"/> Image	<input type="checkbox"/> MSRP	<input type="checkbox"/> Length(inch)
<input type="checkbox"/> Height(inch)	<input type="checkbox"/> Width(inch)	<input type="checkbox"/> Item Option(s)
<input type="checkbox"/> Use All Shipping Methods	<input type="checkbox"/> Hide Price	<input type="checkbox"/> Hide Purchase Button
<input type="checkbox"/> Inventory Option	<input type="checkbox"/> Current Inventory	<input type="checkbox"/> Add Inventory
Select All Deselect All		
<input type="button" value="Download"/>		

[close window](#)

A dialog box will appear, providing an option to either open or save the file.

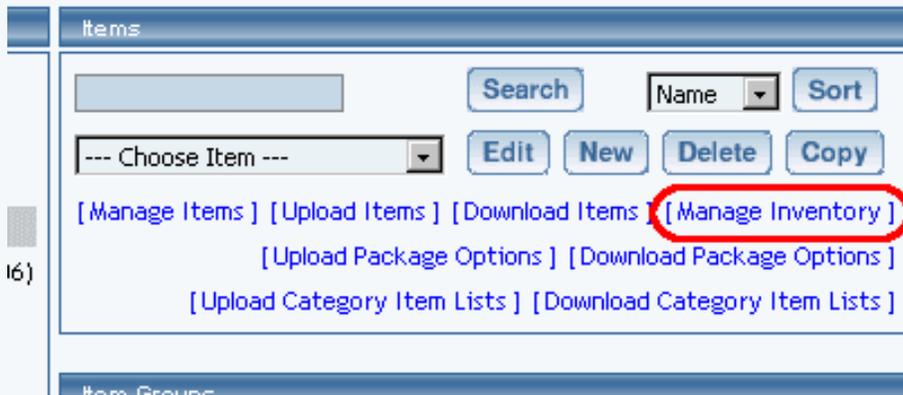


The default file name will be "items.tsv". For best results, open the "items.tsv" file with a spreadsheet application, such as Microsoft Excel, or a software application capable of importing a tsv (tab separated values) text document.

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

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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
328330	3XL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
5880	a product in the category	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	854 / 0 / 854	854	<input type="text"/>
328321	Ash	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
332449	Birthday Card	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
328320	Black	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
180707	blue t-shirt	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	100 / 0 / 100	100	<input type="text"/>
211518	climbing rope	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
	Crown rock						

Click on the blue numbers next to the text "Items Per Page" to increase or decrease the number of items to display for inventory 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

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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
328330	3XL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
5880	a product in the category	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	854 / 0 / 854	854	<input style="background-color: #D9E1F2;" type="text"/>
328321	Ash	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
332449	Birthday Card	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
328320	Black	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
180707	blue t-shirt	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	100 / 0 / 100	100	<input style="background-color: #D9E1F2;" type="text"/>
211518	climbing rope	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
	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.

9 Natural	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
pack of rabbits	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	193 / 0 / 193	193	<input type="text"/>

[Set All to **No Inventory**] [Set All to **Allow Backorder**] [Set All to **No Backorder**]

Update

do not use Inventory

do not allow users order items not in stock

do not allow users to backorder items

Inventory (reflects number sold)

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.

9 Natural	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
pack of rabbits	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	193 / 0 / 193	193	<input type="text"/>

[Set All to **No Inventory**] [Set All to **Allow Backorder**] [Set All to **No Backorder**]

Update

do not use Inventory

do not allow users order items not in stock

do not allow users to backorder items

Inventory (reflects number sold)

[Back to the Top of the Page](#)
[Product Catalog Management](#)
[10-Step Guide on Setting Up E-Commerce](#)
[Back to Previous Page](#)

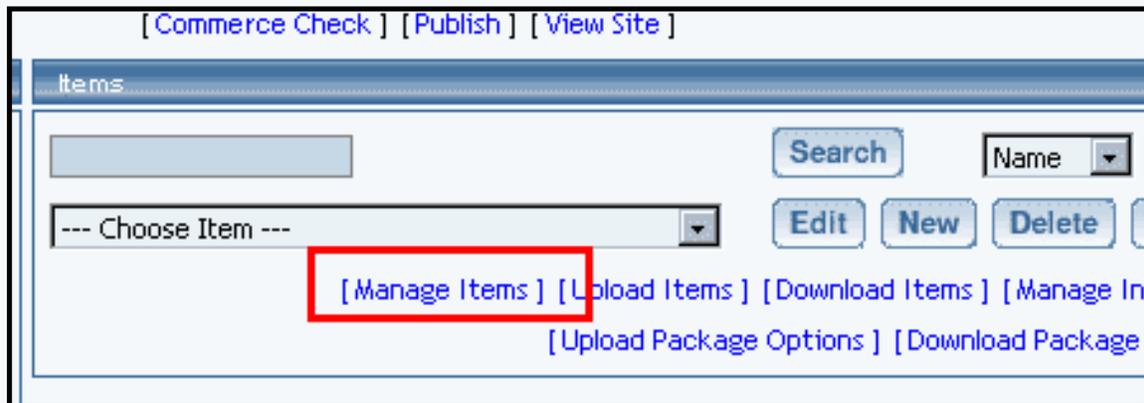
Managing Items

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
<input type="checkbox"/>	328329	2XL	Active	Taxable	No	No	Yes
<input type="checkbox"/>	328330	3XL	Active	Taxable	No	No	Yes
<input type="checkbox"/>	5880	a product in the category	Active	Non-taxable	No	No	Yes
<input type="checkbox"/>	328321	4sh	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:

Select	Item ID	Item Name
<input type="checkbox"/>	5880	a product
<input type="checkbox"/>	180707	blue t-shirt
<input type="checkbox"/>	5940	carton of
<input type="checkbox"/>	140	carton of
<input type="checkbox"/>	151473	form test
<input type="checkbox"/>	5945	green t-shirt
<input type="checkbox"/>	5884	green t-shirt
<input type="checkbox"/>	2222	pack of ra
<input type="checkbox"/>	5941	pack of ra
<input type="checkbox"/>	180708	pure gold
<input type="checkbox"/>	5883	red t-shirt
<input type="checkbox"/>	180706	red t-shirt

[Set Items to

Once you have some items selected, click on one of the below links to apply a setting to your selected items:

180706 red t-shirt Active Taxable No No Yes

[Select All] [Deselect All]

[DELETE Items] [Set Items to **ACTIVE**] [Set Items to **DISABLED**]
 [Set Items to **TAXABLE**] [Set Items to **NON-TAXABLE**]
 [Set Items to **Use All Shipping Method(s)**] [Set Items to **NOT Use All Shipping Method(s)**]
 [Set Items to **HIDE Price(s)**] [Set Items to **SHOW Price(s)**]
 [Set Items to **HIDE "Add To Cart" button**] [Set Items to **SHOW "Add To Cart" button**]

close window

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

Related Links: [10-Step Guide on Setting Up E-Commerce](#) | [Item Management Page](#)

[Overview](#) | [Discount Details For Items](#) | [Discount Rules For Shoppers](#)

Overview

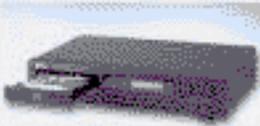
An item-specific discount is a reduction in the retail price limited to any selected item. Discounts applied to items will always override any global discounts.

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 :

**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]

Order Number# 67				
Product Description	Quantity	Unit Price	Sub Total	Delete
CD Player	400	\$ 65.00	\$ 26,000.00	<input type="checkbox"/>
<i>Volume Discount</i>			\$ (5,200.00)	
<input type="button" value="Update"/>	<input type="button" value="Empty"/>	<input type="button" value="Checkout"/>		
Table-based Volume Discount Applied at Checkout			Sub Total:	\$ 26,000.00
			Volume Discount:	\$ (5,200.00)
			Total:	\$ 20,800.00

[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.

Unit Name:		
Height (inch):	0.00	Width (inch): 0.00
Weight (lbs):	.55	Length (inch): 0.00
<input checked="" type="checkbox"/>	Discount	Handling
	Shipping Methods	Shipping Rules
	Taxes	
<input type="checkbox"/> not in stock Published Inventory		

Click on the "Discount" text link. The Item Discount Rules page will load in a new browser window.

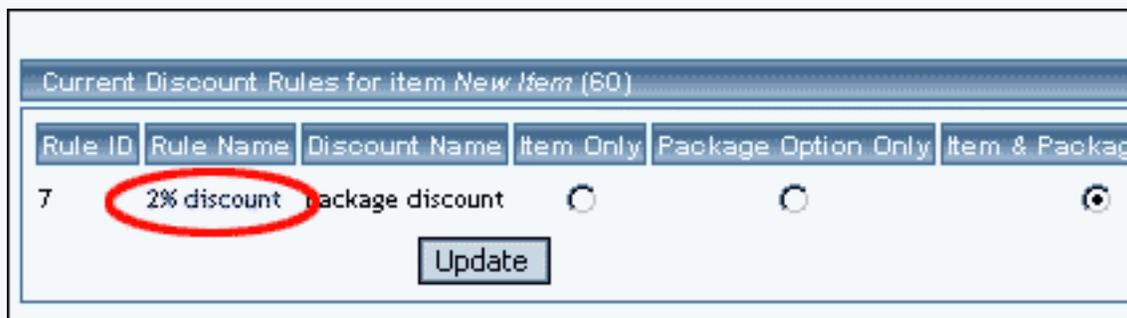
Discount Rules	Shipping Methods	Shipping Rules	Handling Rules	Tax Rules				
Discount Rules Admin for item <i>New Item</i> (60)								
Current Discount Rules for item <i>New Item</i> (60)								
Rule ID	Rule Name	Discount Name	Item Only	Package Option Only	Item & Package Opti			
<input type="button" value="Update"/>								
Apply or Remove Existing Discount Rules								
Active <input checked="" type="checkbox"/> <input type="radio"/> Item Only <input type="radio"/> Package Option Only <input checked="" type="radio"/> Item and Package Option	<table border="1"> <thead> <tr> <th>Available Rules</th> <th>Rules for item # 60</th> </tr> </thead> <tbody> <tr> <td>2% discount(7) New Quantity Discount(12)</td> <td></td> </tr> </tbody> </table>		Available Rules	Rules for item # 60	2% discount(7) New Quantity Discount(12)		<input type="button" value="<=="/> <input type="button" value="==>"/>	
Available Rules	Rules for item # 60							
2% discount(7) New Quantity Discount(12)								
Add Discount Rule								

[*Item Discount Administration*]

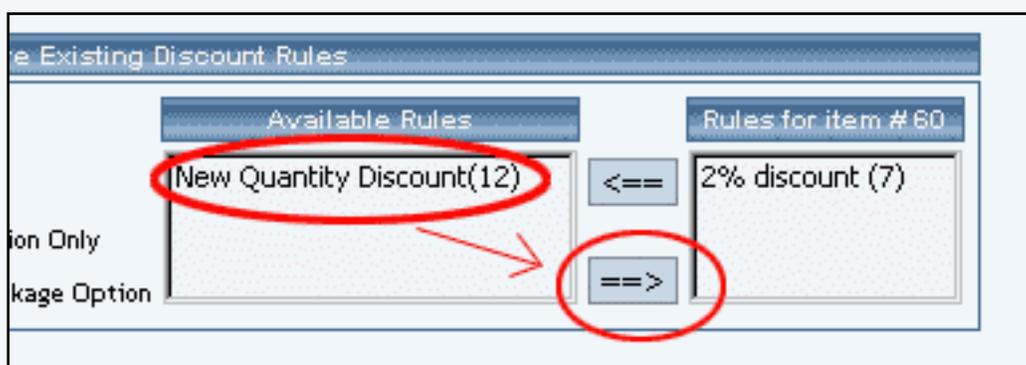
To create a new item discount rule, click on the "Add Discount Rule" text link. The "[add discount rule](#)" page will load in a new browser window.

Apply or Remove Existing Discount Rules			
Active <input checked="" type="checkbox"/> <input type="radio"/> Item Only <input type="radio"/> Package Option Only <input checked="" type="radio"/> Item and Package Option	<table border="1"> <thead> <tr> <th>Available</th> </tr> </thead> <tbody> <tr> <td>2% discount(7) New Quantity D</td> </tr> </tbody> </table>	Available	2% discount(7) New Quantity D
Available			
2% discount(7) New Quantity D			
Add Discount Rule			

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.



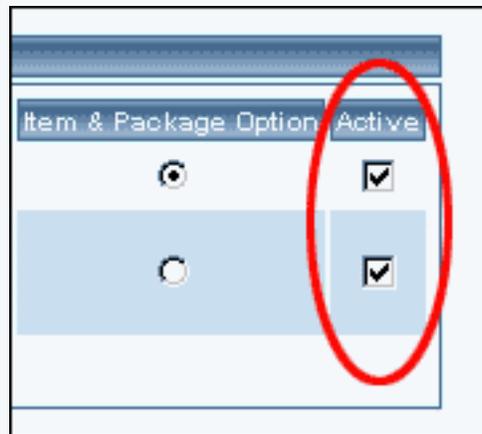
To remove a discount rule that is currently applied to the item, click on the name of the rule under "Rules for Item". Click on the left arrow to remove the rule. The current page will refresh, and the chosen discount rule will only appear under the "Available Rules" section.



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.

Current Discount Rules for item <i>New Item</i> (80)					
Rule ID	Rule Name	Discount Name	Item Only	Package Option Only	Item & Package Option
7	2% discount	Package discount	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
12	New Quantity Discount	Quantity Discount	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.



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

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.

Item Name	Item Only	Package Option Only	Item & Package Option	Active
CPU identical to B Item	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Add Memory 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Graphics Card 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
New Item	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

Update

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.

Modify	Item	Package	Option Group	Package Option
Items Admin for Discount Rule # 7 (2% discount)				
Discount details for Items				
Item Name	Item Only	Package Option Only	Item & Package Option	Active
CPU with the See @ Store	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
AMD Memory 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Graphics Card 3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
New Item	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>				

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.

Modify	Item	Package	Option Group	Package Option
Items Admin for Discount Rule # 7 (2% discount)				
Discount details for Items				
Item Name	Item Only	Package Option Only	Item & Package Option	Active
CPU with the See @ Store	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
AMD Memory 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Graphics Card 3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
New Item	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>				

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

Related Links: [10-Step Guide on Setting Up E-Commerce](#) | [Item Management Page](#)

[Overview](#) | [Shipping Method Details for Items](#)

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 screenshot shows a 'Select Shipping Method(s)' section for a shopping cart. It is divided into two parts. The top part is for 'CD Changer - 16 CD Capacity' (Unit Price: \$ 165.00 - Quantity: 3). It lists seven shipping options: No Shipping Required, Courier, Yellow Freightways, UPS 2nd Day Air, UPS 3 Day Select, Global Express Mail, and Parcel Post. Red brackets group 'No Shipping Required', 'Courier', and 'Yellow Freightways' as 'User Defined "Custom" Shipping Methods', and 'UPS 2nd Day Air', 'UPS 3 Day Select', and 'Global Express Mail' as 'Integrated Shipping Methods (auto-calculates shipping charges)'. A note states 'This product has "All shipping methods" enabled.' The bottom part is for 'Donate to the American Hearing Loss Foundation' (Unit Price: \$ 75.00). It only shows 'No Shipping Required' as an option. A note states 'This product only has one custom shipping method applied.'

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.



The screenshot shows a portion of an item administration page. At the top, there is a text input field for "Item Name". Below it, there are four input fields for dimensions and weight: "Height (inch): 0.00", "Width (inch): 0.00", "Weight (lbs): .55", and "Length (inch): 0.00". A checked checkbox is visible to the left of a menu. The menu contains the following options: "Discount", "Handling", "Shipping Methods" (circled in red), "Shipping Rules", and "Taxes". At the bottom of the page, there is a "Published Inventory" section.

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.

Discount Rules	Shipping Methods	Shipping Rules	Handling Rules	Tax Rules
Shipping Methods Admin for item <i>New Item</i> (60)				
Current Shipping Methods for item <i>New Item</i> (60)				
Method ID	Method Name	Active		
<input type="button" value="Update"/>				
Apply or Remove Existing Shipping Methods				
Active <input checked="" type="checkbox"/>	Available Methods	Methods for item # 60		
	<ul style="list-style-type: none"> UPS Ground(7) ▲ UPS 3 Day Select(8) UPS Next Day Air(9) This is the Ship Name(18) ▼ 	<input type="button" value="<=="/> <input type="button" value="==>"/>	<input type="text"/>	
<input type="button" value="Add Shipping Method"/>				
<input type="button" value="close 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.

Discount Rules | **Shipping Methods** | Shipping Rules | Handling Rules | Tax Rules

Shipping Methods Admin for item *New Item* (60)

Current Shipping Methods for item *New Item* (60)

Method ID	Method Name	Active

Update

Apply or Remove Existing Shipping Methods

Active

Available Methods	Methods for item # 60
UPS Ground(7)	
UPS 3 Day Select(8)	
UPS Next Day Air(9)	
This is the Ship Name(18)	

Add Shipping Method

close window

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.

Discount Rules | **Shipping Methods** | Shipping Rules | Handling Rules | Tax Rules

Shipping Methods Admin for item *New Item* (60)

Method(s) is/are assigned to item.

Current Shipping Methods for item *New Item* (60)

Method ID	Method Name	Active
7	UPS Ground	<input checked="" type="checkbox"/>

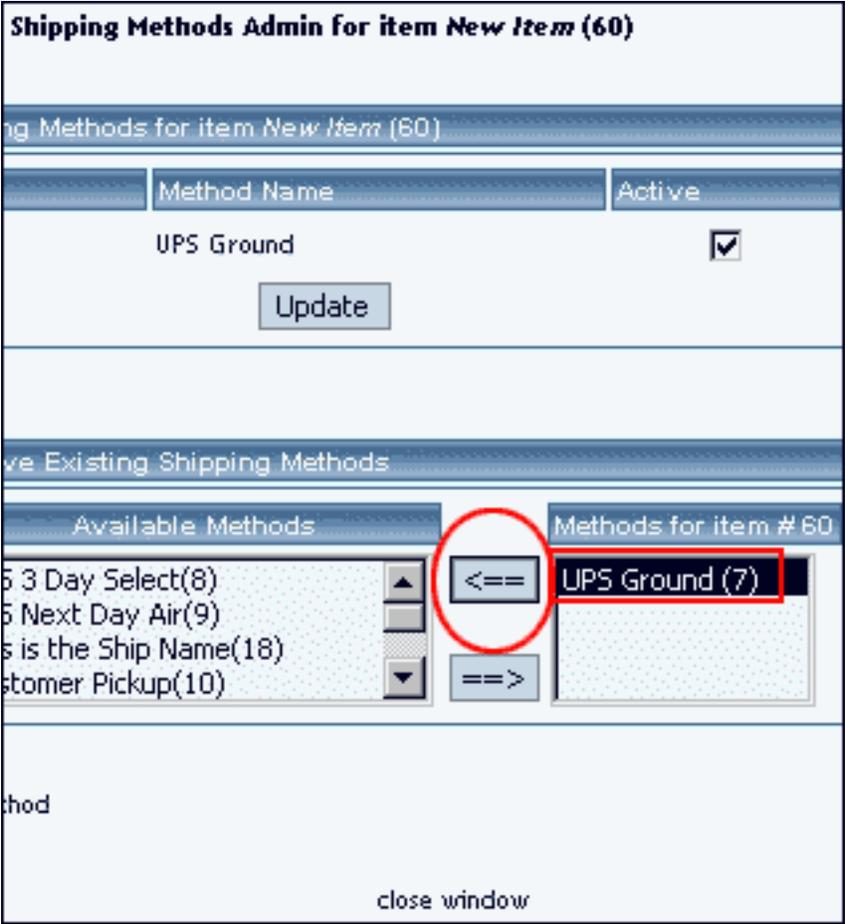
Update

Apply or Remove Existing Shipping Methods

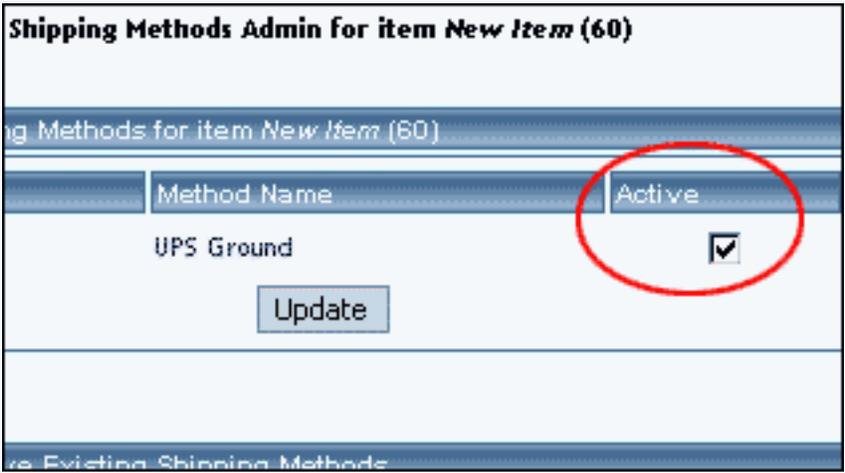
Active

Available Methods	Methods for item # 60
UPS 3 Day Select(8)	UPS Ground (7)
UPS Next Day Air(9)	

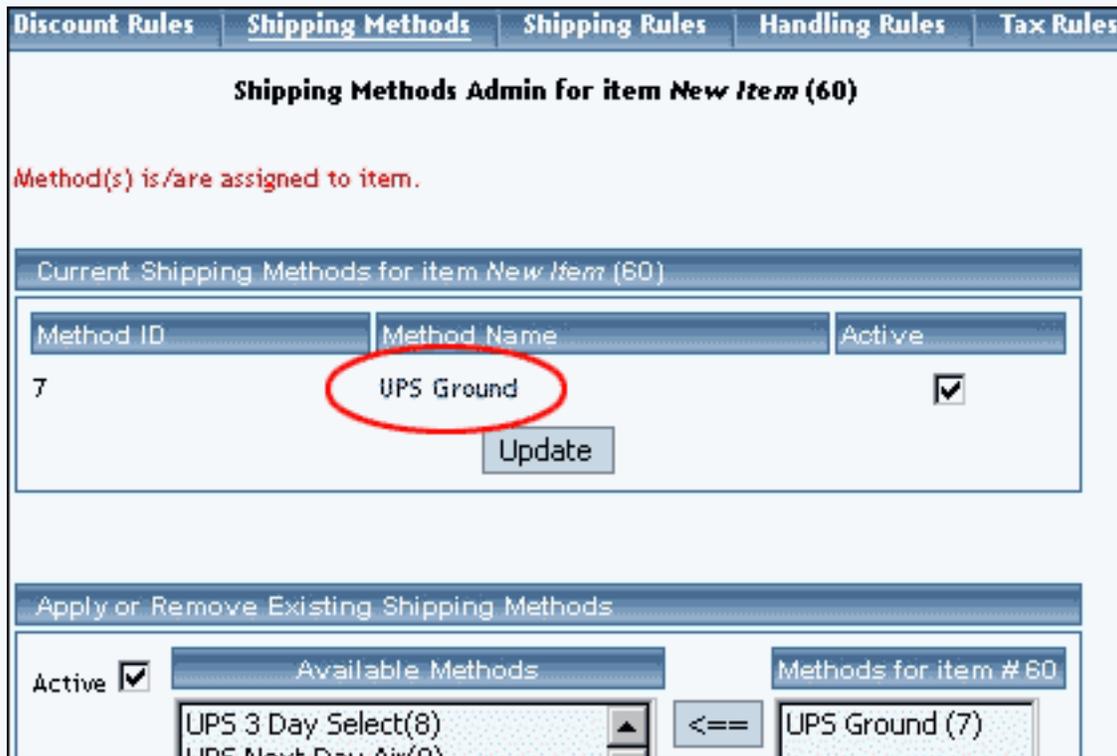
To remove an existing shipping method from the item, highlight the method from the "Current Shipping Methods" list. Click on the left arrow button. The page will refresh with the selected method now populated in the "Available Methods" section. More than one method may be selected by highlighting multiple 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.

Modify **Item** **Package** **Tax Rules**

Items Admin for Shipping Method # 7 (UPS Ground)

Shipping Method details for Items

Item Name	Active
New Item	<input checked="" type="checkbox"/>

Update

Apply or Remove Shipping Methods for Items

Active

Available Items

Items using Method

New Item(60)

Items that use all shipping methods:
(includes shipping method # 7)
test(37)

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.

Modify **Item** **Package** **Tax Rules**

Items Admin for Shipping Method # 7 (UPS Ground)

Shipping Method details for Items

Item Name	Active
New Item	<input checked="" type="checkbox"/>

A list of items that have "use all shipping methods" enabled will also display at the bottom of the screen.

Apply or Remove Shipping Methods for Items						
Active <input checked="" type="checkbox"/>	<table border="1"> <thead> <tr> <th>Available Items</th> </tr> </thead> <tbody> <tr> <td>Testing 4 - Model 22821 - C&K(14)</td> </tr> <tr> <td>Testing 5 - Model 22821 - C&K(14)</td> </tr> <tr> <td>Testing 6 - Model 22822 - C&K(15)</td> </tr> <tr> <td>Monitor 1(27)</td> </tr> </tbody> </table>	Available Items	Testing 4 - Model 22821 - C&K(14)	Testing 5 - Model 22821 - C&K(14)	Testing 6 - Model 22822 - C&K(15)	Monitor 1(27)
Available Items						
Testing 4 - Model 22821 - C&K(14)						
Testing 5 - Model 22821 - C&K(14)						
Testing 6 - Model 22822 - C&K(15)						
Monitor 1(27)						
Items that use all shipping methods: (includes shipping method #7)						
<ul style="list-style-type: none"> Item(27) 4P Desktoptower(76) 4P The Fighter (Item)(71) 4P The Fighter (Item)(70) 4P All-AT Driver(76) 4 All-AT Water without transport(71) 4 Small Water(76) Special Edition Carrying Case(71) Special Edition Carrying Case(76) Star Desktop(76) PC Workboard 1(81) PC Workboard 4(11) Graphics Card 1(11) 						

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.

Modify	Item	Package	Tax Rules
Items Admin for Shipping Method # 7 (UPS Ground)			
Shipping Method details for Items			
Item Name	Active		
New Item	<input checked="" type="checkbox"/>		

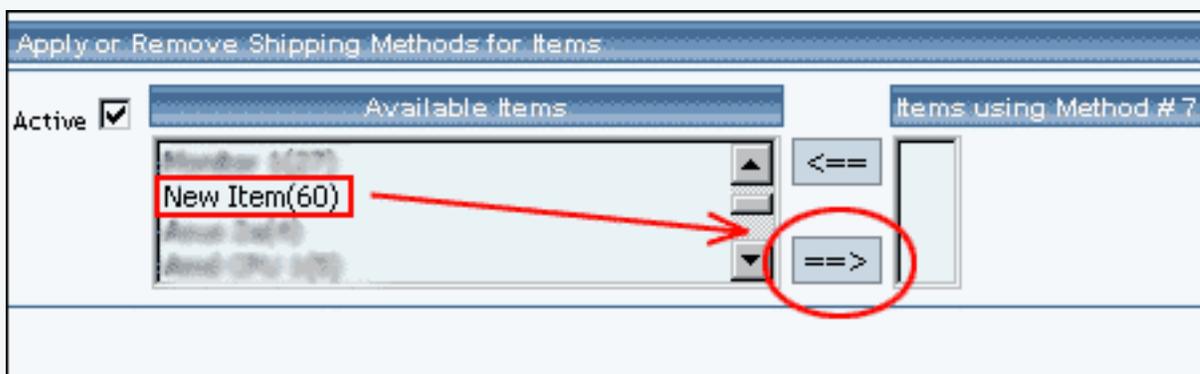
To view the details of any item in the list, click on the item name.



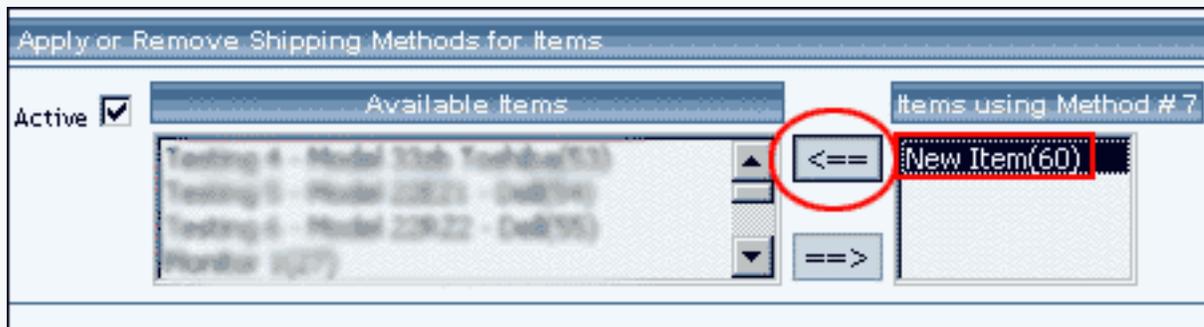
The [item management](#) page will load in a new window.

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.

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Item Shipping Rules

Related Links: [10-Step Guide on Setting Up E-Commerce](#) | [Item Management Page](#)

[Overview](#) | [Shipping Rule Details for Items](#)

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](#).

Order Number # 84	
Shipment(s)	Order Summary
Shipment: Yellow Freightways Ship To: [change] Custom Shipping Method	SubTotal: \$ 93.60 Shipping: \$ 9.36 tax: \$ 0.00 Order Total: \$ 102.96
Shipping : \$ 9.36 tax : \$ 0.00 Custom Shipping Rule to calculate shipping charges	<input type="button" value="Place Order"/>
Products:	Payment Info
Hydrogen Peroxide USP Grade UnitPrice : \$ 23.40 - Quantity :	Payment Method: Cash [change] Whom to Contact : Procurement

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.

Discount Rules | Shipping Methods | **Shipping Rules** | Handling Rules | Tax Rules

Shipping Rules Admin for item New Item (60)

Current Shipping Rules for item *New Item* (60)

Rule ID	Name	Item Only	Package Option Only	Item & Package Option	Active
---------	------	-----------	---------------------	-----------------------	--------

Update

Apply or Remove Existing Shipping Rules

Active

Item Only

Package Option Only

Item and Package Option

Available Rules

Rules for item # 60

<==

==>

Add Shipping Rule

Global shipping rules that apply to this item *New Item* (60):

Customer Pickup (2)

Courier (3)

close 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.

Apply or Remove Existing Shipping Rules

Active

Item Only

Package Option Only

Item and Package Option

Available Rules

Rules for

<==>

==>

Add Shipping Rule

Global shipping rules that apply to this item *New Item (60)*:

Customer Pickup (2)

Courier (3)

close 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.

Apply or Remove Existing Shipping Rules

Active

Item Only

Package Option Only

Item and Package Option

Available Rules

Rules for

<==

==>

Add Shipping Rule

Global shipping rules that apply to this item *New Item (60)*:

Customer Pickup (2)

Courier (3)

close window

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.

Shipping Rules Admin for item *New Item (60)*

Current Shipping Rules for item *New Item (60)*

Rule ID	Name	Item Only	Package Option Only	Item & Package Option	Active
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)

<==

==>

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 <i>New Item</i> (60)					
Rule ID	Name	Item Only	Package Option Only	Item & Package Option	Active
7	Customer Pickup	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

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.

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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

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)

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 <i>New Item (60)</i>					
Rule ID	Name	Item Only	Package Option Only	Item & Package Option	Active
7	Customer Pickup	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

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.

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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

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 the details of the rule itself, click on the "Rule Id" number. The

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

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.

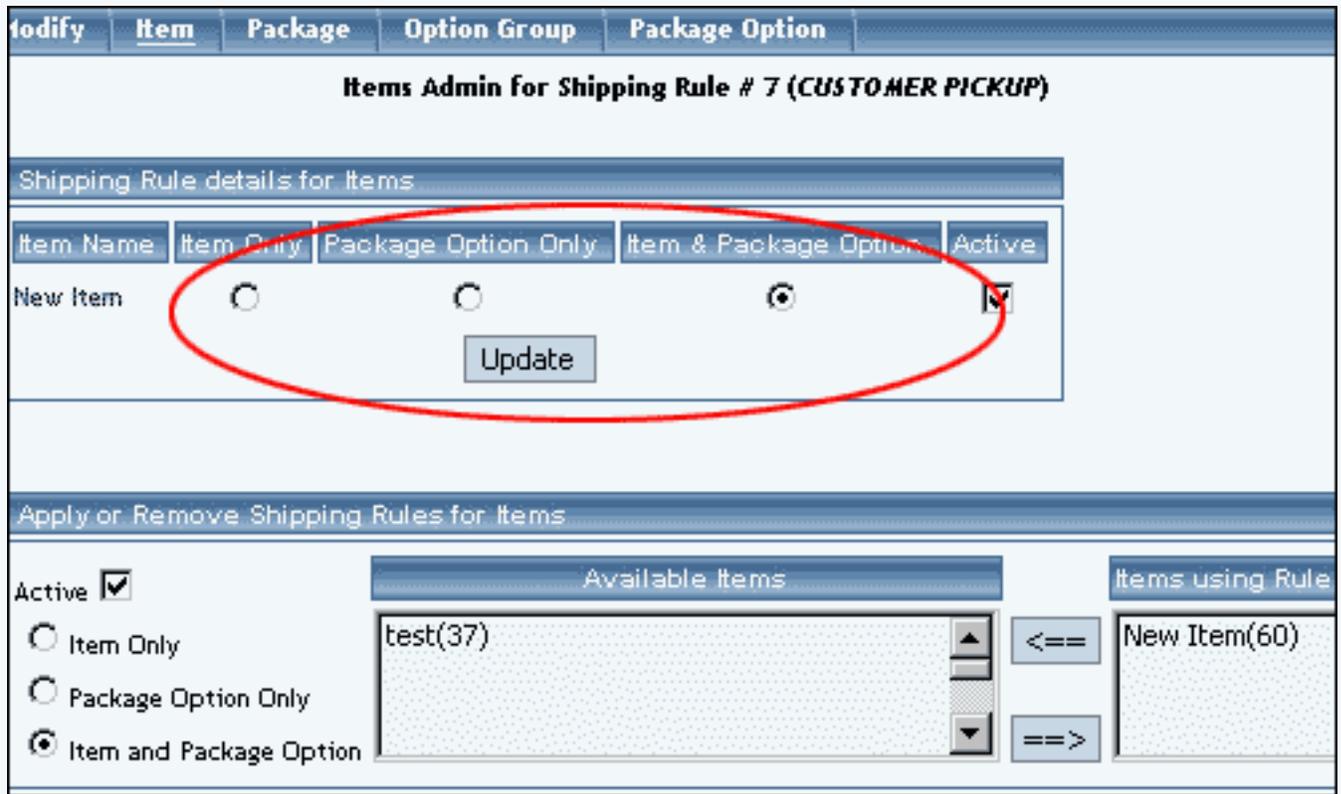
Modify	Item	Package	Option Group	Package Option
Items Admin for Shipping Rule # 7 (CUSTOMER PICKUP)				
Shipping Rule details for Items				
Item Name	Item Only	Package Option Only	Item & Package Option	Active
New Item	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>				
Apply or Remove Shipping Rules for Items				
Active <input checked="" type="checkbox"/>	Available Items		Items using Rule	
<input type="radio"/> Item Only	test(37)		<input type="button" value="<=="/>	New Item(60)
<input type="radio"/> Package Option Only			<input type="button" value="==>"/>	
<input checked="" type="radio"/> Item and Package Option				

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.

Modify	Item	Package	Option Group	Package Option
Items Admin for Shipping Rule # 7 (CUSTOMER PICKUP)				
Shipping Rule details for Items				
Item Name	Item Only	Package Option Only	Item & Package Option	Active
New Item	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>				
Apply or Remove Shipping Rules for Items				
Active <input checked="" type="checkbox"/>	Available Items		Items using Rule	
<input type="radio"/> Item Only	test(37)		<input type="button" value="<=="/>	New Item(60)
<input type="radio"/> Package Option Only			<input type="button" value="==>"/>	
<input checked="" type="radio"/> Item and Package Option				

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.



Items Admin for Shipping Rule # 7 (CUSTOMER PICKUP)

Shipping Rule details for Items

Item Name	Item Only	Package Option Only	Item & Package Option	Active
New Item	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

Update

Apply or Remove Shipping Rules for Items

Active

Item Only

Package Option Only

Item and Package Option

Available Items

test(37)

Items using Rule

New Item(60)

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.

Modify	Item	Package	Option Group	Package Option
Items Admin for Shipping Rule # 7 (CUSTOMER PICKUP)				
Shipping Rule details for Items				
Item Name	Item Only	Package Option Only	Item & Package Option	Active
New Item	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>				
Apply or Remove Shipping Rules for Items				
Active <input checked="" type="checkbox"/>	Available Items		Items using Rule	
<input type="radio"/> Item Only	test(37)		New Item(60)	
<input type="radio"/> Package Option Only				
<input checked="" type="radio"/> Item and Package Option				

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.

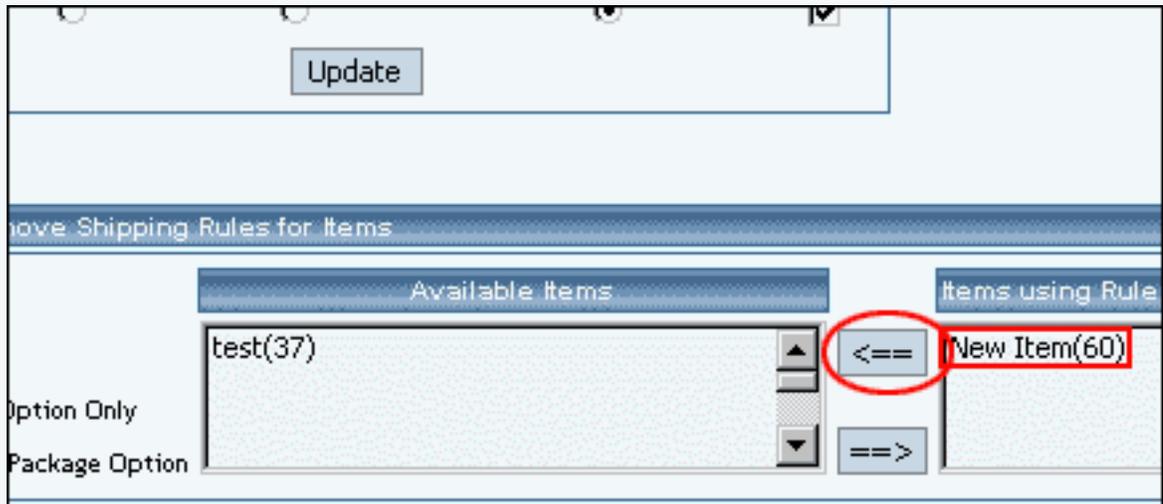
To add an item to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.

<input type="button" value="Update"/>				
Apply or Remove Shipping Rules for Items				
<input checked="" type="checkbox"/>	Available Items		Items using Rule	
<input type="radio"/> Item Only	test(37)		New Item(60)	
<input type="radio"/> Package Option Only				
<input checked="" type="radio"/> Item and Package Option				

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

Related Links: [10-Step Guide on Setting Up E-Commerce](#) | [Item Management Page](#)

[Overview](#) | [Tax Rule Details for Items](#)

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 accommodate 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.

Discount Rules | Shipping Methods | Shipping Rules | Handling Rules | **Tax Rules**

Tax Rules Admin for item AMD Memory 1 (9)

Current Tax Rules for item AMD Memory 1 (9)

Rule ID	Rule Name	Tax Name	Item Only	Package Option Only	Item & Package Option	Active
3	package test	package test	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

Apply or Remove Existing Tax Rules

Active

Item Only
 Package Option Only
 Item and Package Option

Available Rules

Rules for item # 9

package test (3)

[Add Tax Rule](#)

[close window](#)

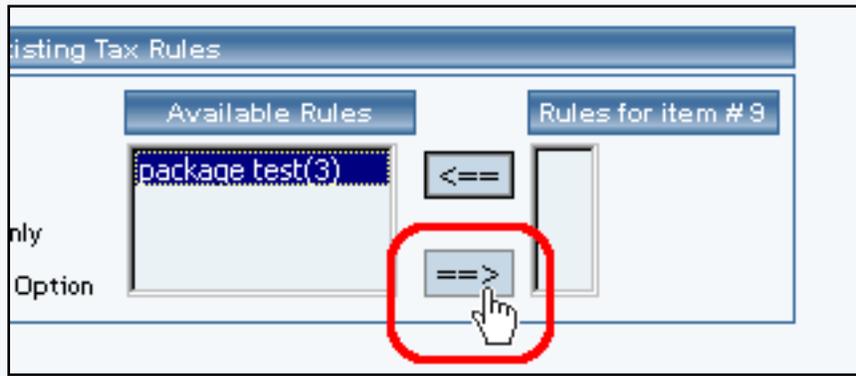
Any global tax rules that apply to the item will be listed at the bottom of the page. To view a global rule, click on the rule name. The [tax modification](#) administration page will open in a new browser window.

When a custom tax rule is applied to an item, it will override any global rules that were previously active for the item.

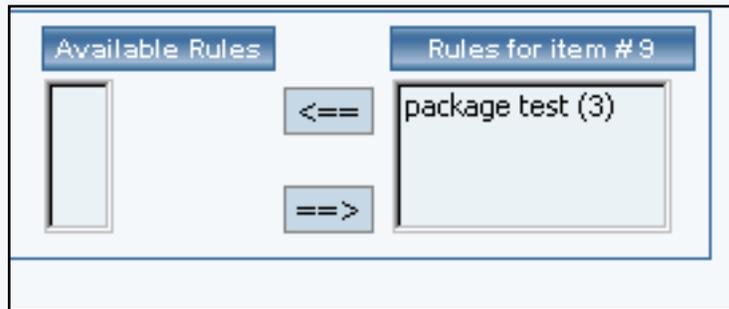
To add a new custom tax rule, click on the "Add Tax Rule" text link. The [add tax rule](#) administration page will open in a new browser window.



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.



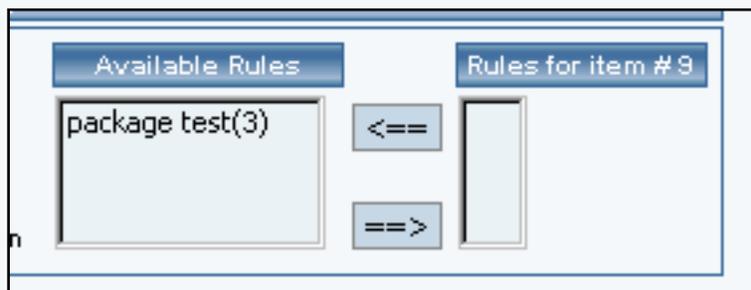
The page will refresh with the selected tax rule now populated in the "Current Tax Rules" list. More than one rule may be selected by highlighting multiple rules.



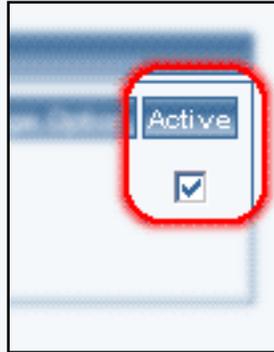
To remove an existing custom tax rule from the item, highlight the rule from the "Current Tax Rules" list. Click on the left arrow button.



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.

Modify	Item	Package	Option Group	Package Option
Items Admin for Tax Rule # 3 (package test)				
Tax Rule details for Items				
Item Name	Item Only	Package Option Only	Item & Package Option	Active
AMD Memory 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>				
Apply or Remove Tax Rules for Items				
Active <input checked="" type="checkbox"/>	Available Items		Items using Rule #	
<input type="radio"/> Item Only <input type="radio"/> Package Option Only <input checked="" type="radio"/> Item and Package Option	Testing 4 - Model 33zb Toshiba(53) Testing 5 - Model 22EZ1 - Dell(54) Testing 6 - Model 22RZ2 - Dell(55) Special Edition Carrying Case(78)	<input type="button" value="<=="/> <input type="button" value="==>"/>	AMD Memory 1(9)	
close window				

This page is used to view and manage the tax rule details for all items using the selected rule.

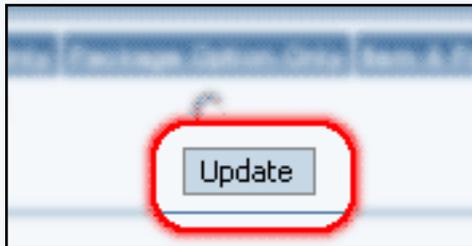
All items that the rule is currently applied to will be listed under the "Tax Rule Details for Items" section.

Apply or Remove Tax Rules for Items				
Active <input checked="" type="checkbox"/>	Available Items		Items using Rule # 3	
<input type="radio"/> Item Only <input type="radio"/> Package Option Only <input checked="" type="radio"/> Item and Package Option	Testing 4 - Model 33zb Toshiba(53) Testing 5 - Model 22EZ1 - Dell(54) Testing 6 - Model 22RZ2 - Dell(55) Special Edition Carrying Case(78)	<input type="button" value="<=="/> <input type="button" value="==>"/>	AMD Memory 1(9)	

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.



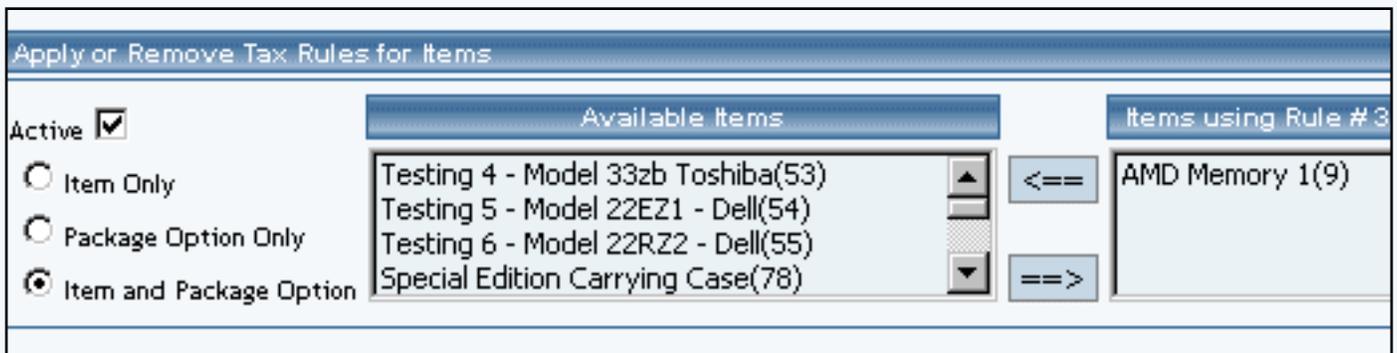
Click the "Update" button to save changes.



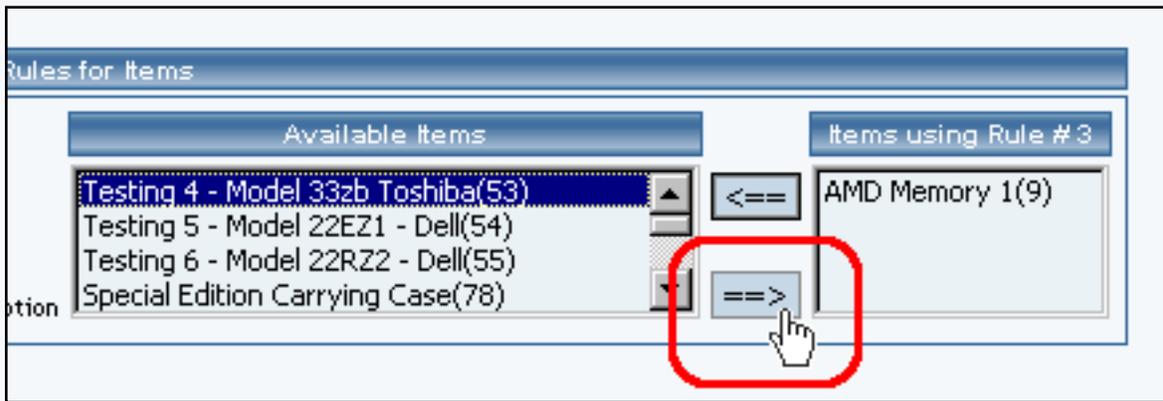
To view the details of any item in the list, click on the item name. The item management page will load in a new window.



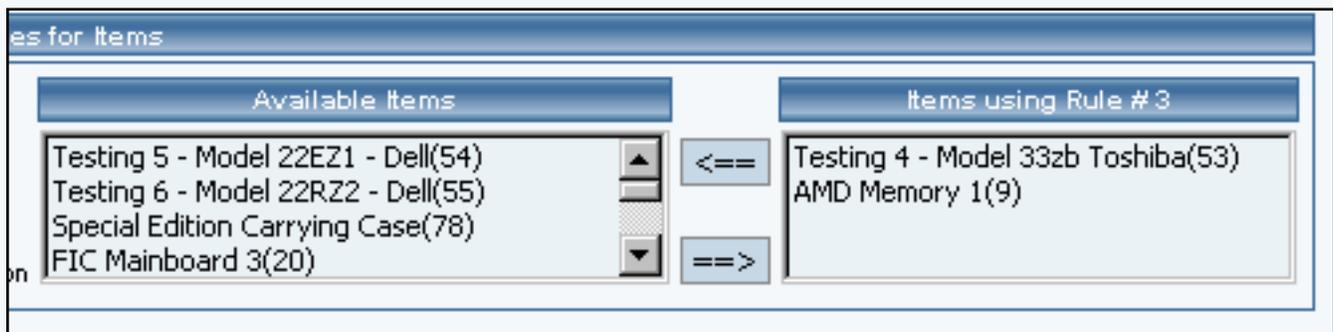
To add or remove a tax rule to or from an item, use the "Apply or Remove Rule to or from Items" section located toward the bottom of the administration page.



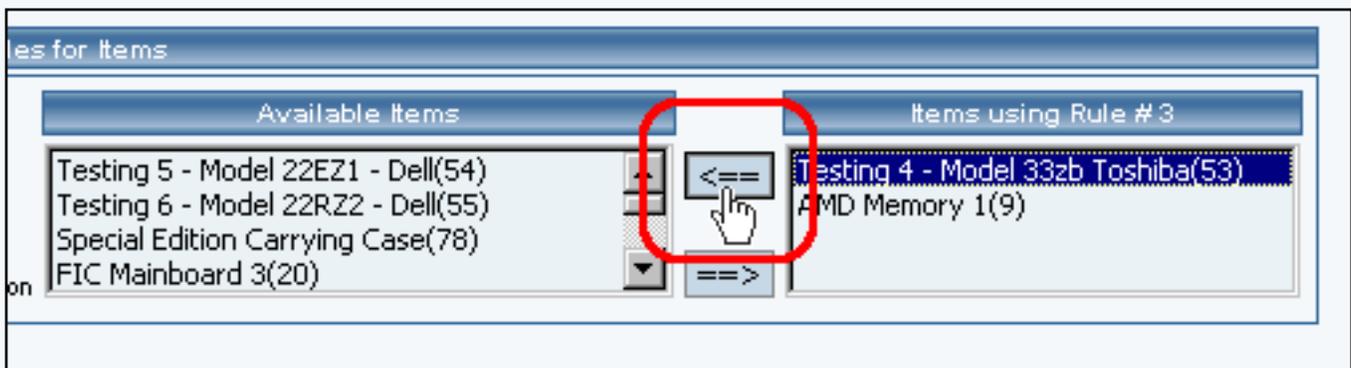
To add an item to the rule, click on the name of the item under the "Available Methods" heading. Click the "right arrow" button.



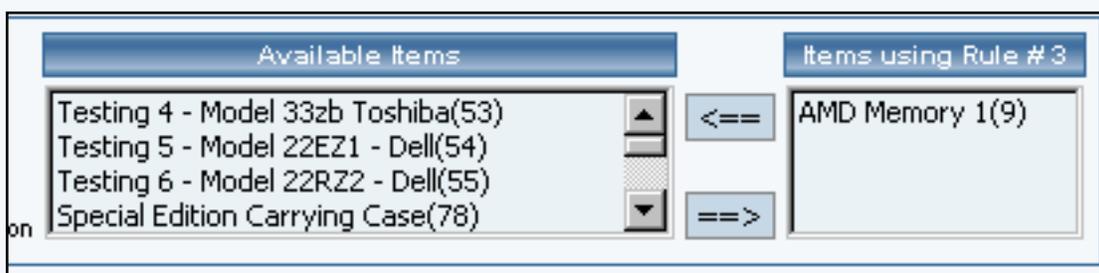
The page will refresh with the item now located under the "Items Using Rules" heading.



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

Related Links: [10-Step Guide on Setting Up E-Commerce](#) | [Item Management Page](#)

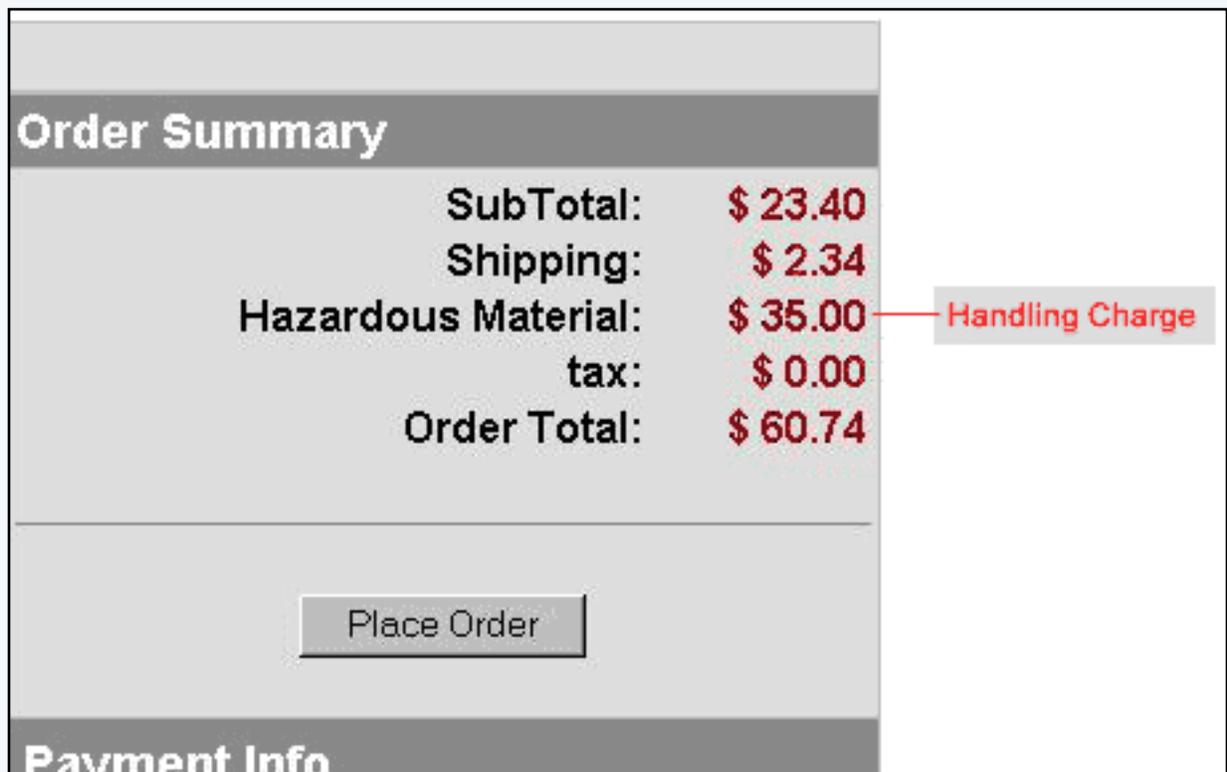
[Overview](#) | [Handling Rules Details For Items](#)

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.



The screenshot shows an 'Order Summary' table with the following items:

Order Summary	
SubTotal:	\$ 23.40
Shipping:	\$ 2.34
Hazardous Material:	\$ 35.00
tax:	\$ 0.00
Order Total:	\$ 60.74

A red arrow points from a grey box labeled 'Handling Charge' to the 'Hazardous Material' row. Below the table is a 'Place Order' button. At the bottom of the screenshot, the text 'Payment Info' is partially visible.

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.

Discount Rules | **Shipping Methods** | **Shipping Rules** | **Handling Rules** | **Tax Rules**

Handling Rules Admin for item AMD Memory 1 (9)

Current Handling Rules for item AMD Memory 1 (9)

Rule ID	Rule Name	Handling Name	Item Only	Package Option Only	Item & Package Option	Active
2	combination special handling	combination special handling	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

Apply or Remove Existing Handling Rules

Active

Item Only

Package Option Only

Item and Package Option

Available Rules

Rules for item # 9

combination special handling (2)

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.

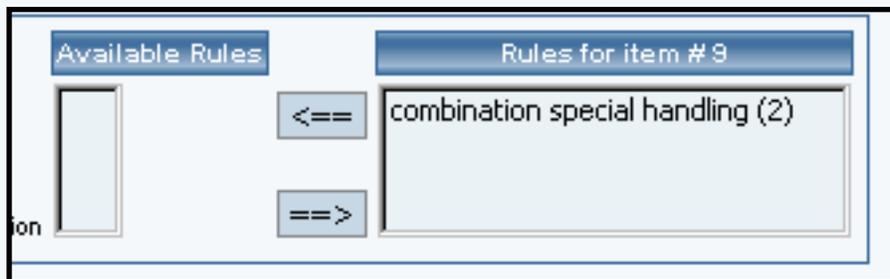
To add a new handling charge rule, click on the "Add Handling Rule" text link. The [add handling charge rule](#) administration page will open in a new browser window.



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.



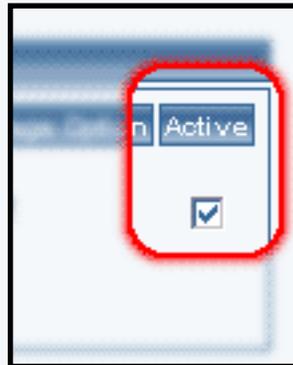
To remove an existing rule from the item, highlight the rule from the "Current Handling Charge Rules" list. Click on the left arrow button.



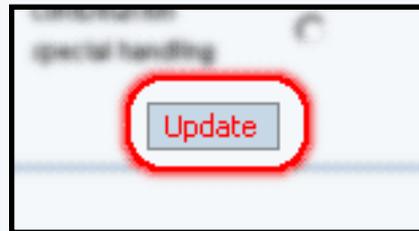
The page will refresh with the selected rule now populated in the "Available Rules" section. More than one rule may be selected by highlighting multiple rules.



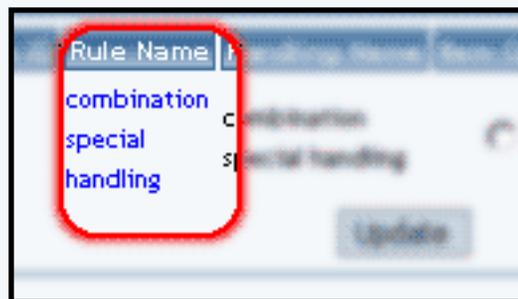
To activate or deactivate a rule currently applied to the item, click or unclick the selection box next to the rule to change, located in the "Handling Charge Rule Details" section.



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.

Item Name	Item Only	Package Option Only	Item & Package Option	Active
ATI All in Wonder Pro - 32 Meg Upgrade	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
AMD Memory 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

Update

Apply or Remove Handling Rules for Items

Active

Item Only

Package Option Only

Item and Package Option

Available Items

- Testing 4 - Model 33zb Toshiba(53)
- test(37)
- 4" stormtrooper(70)
- Testing 5 - Model 22EZ1 - Dell(54)

Item

- ATI All in Wonder
- AMD Memory 1(9

close window

All items that the rule is currently applied to will be listed under the "Handling Rule Details for Items"

section.

Item Name	Item Only	Package Option Only	Item & Package Option	Active
ATI All in Wonder Pro - 32 Meg Upgrade	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
AMD Memory 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

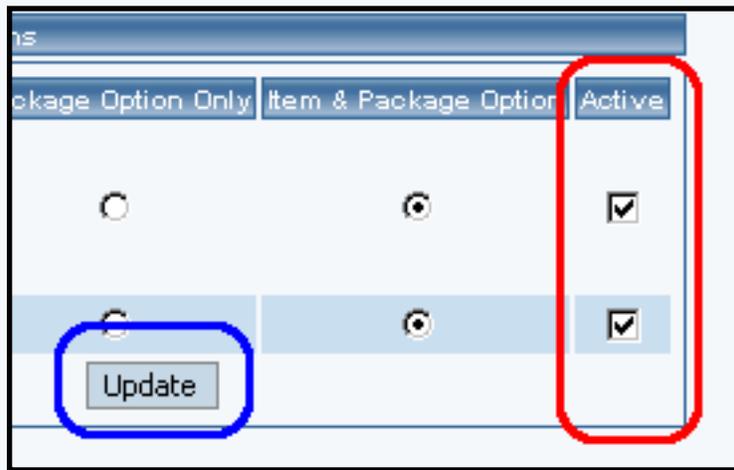
Update

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.

Item Only	Package Option Only	Item & Package Option	Active
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

Update

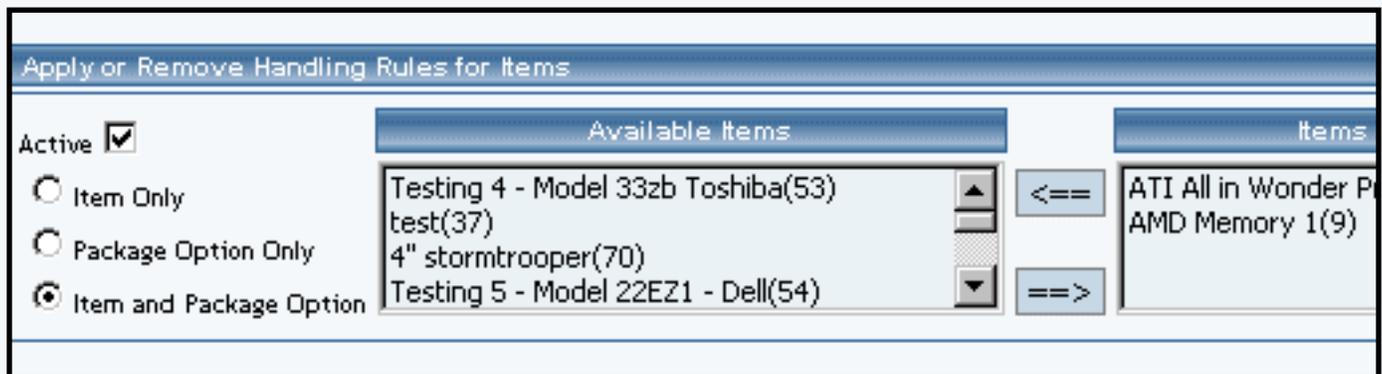
The handling charges rule can be activated or deactivated for any item in the list. Toggle the selection box under "Active" next to the item to modify to change the status. Click the "Update" button to save changes.



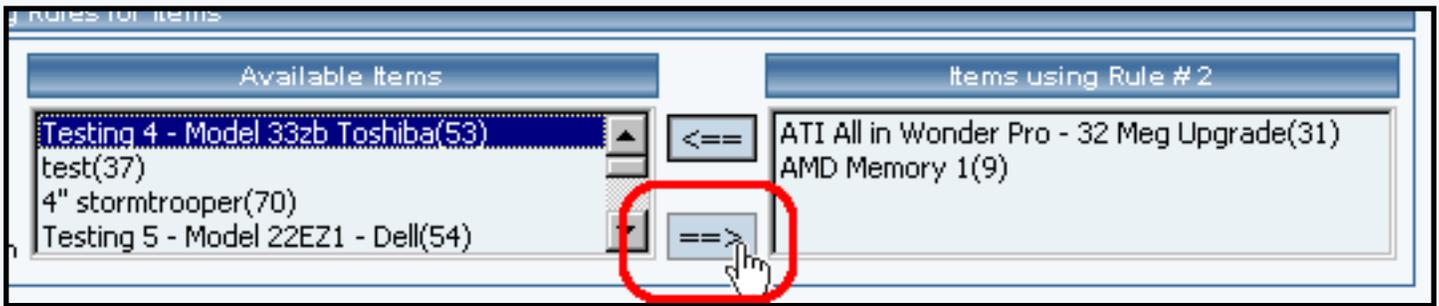
To view the details of any item in the list, click on the item name. The [item management](#) page will load in a new window.



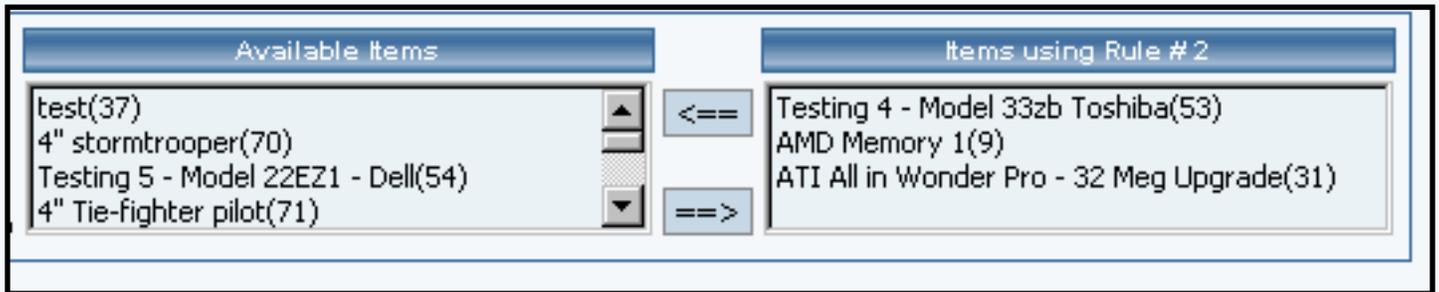
To add or remove items from the rule, use the "Apply or Remove Handling Charges to or from Items" section located toward the bottom of the administration page.



To add an item to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.



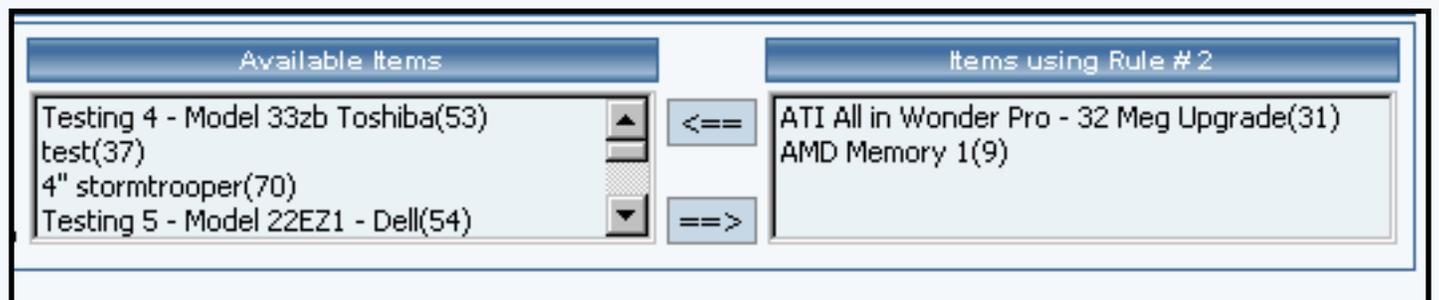
The page will refresh with the item now located under the "Items Using..." heading.



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

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Item Management Page](#)

[Overview](#) | [Item Package Option Rules](#)

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

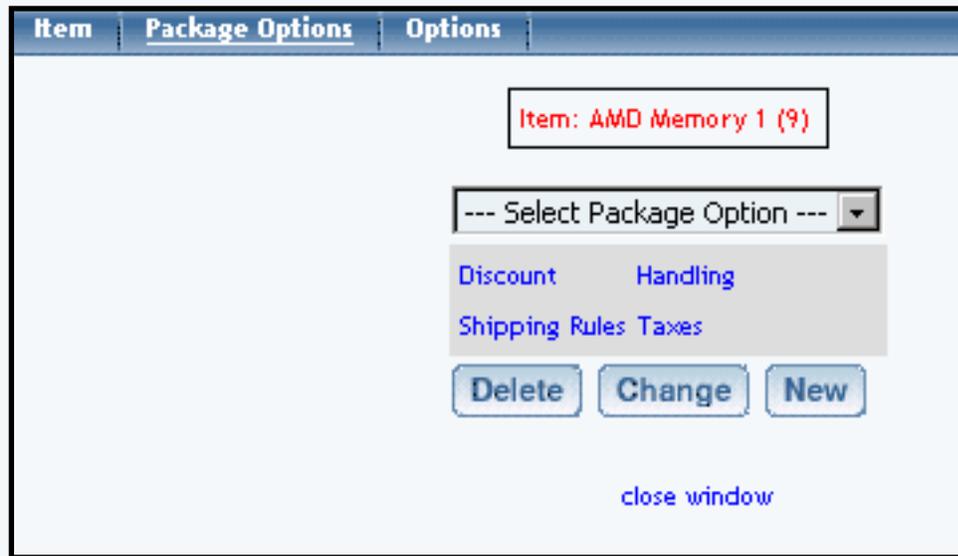
In order for a product to be used in package, it must first be [added as an item](#).

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.

Roses	Package Option Group	<input checked="" type="checkbox"/> Red Roses [\$11.25 - 0.23 = 11.03] 3 Red Roses Item
	Item Package Options	<input type="checkbox"/> Yellow Roses [\$9.50 - 0.19 = 9.31] 3 Yellow Roses
		<input checked="" type="checkbox"/> White Roses [\$13.00 - 0.26 = 12.74] 3 White Roses
Carnations		<input checked="" type="radio"/> Carnations [\$5.50 - 0.11 = 5.39] Small arrangement of carnations
Vase		<input checked="" type="radio"/> Crystal Vase [\$25.00 - 1.75 = 23.25] Fine smoked Crystal Vase
		<input type="radio"/> Glass Vase [\$4.50 - 0.32 = 4.18] Medium sized glass vase
		<input type="button" value="Update Price"/> <input type="button" value="Add to Cart"/>

[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.

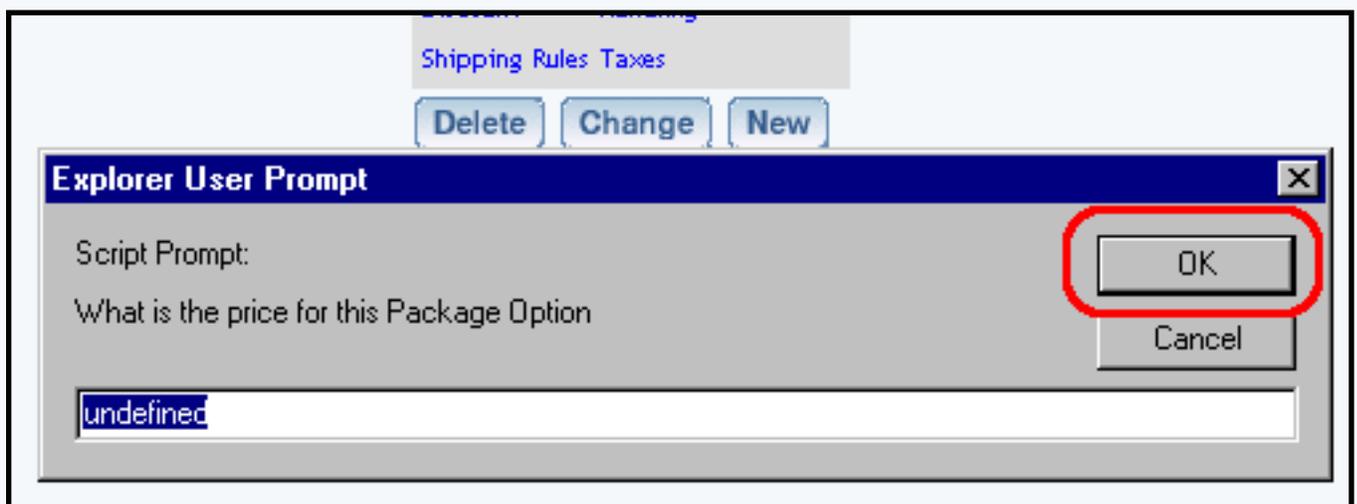


Any item to be used in a package must have at least one package option defined. All package options are created by defining a price for each option. The system will display the package option by its price, and a system defined identification number. Once a package option is defined, it may be used in one or more package items.

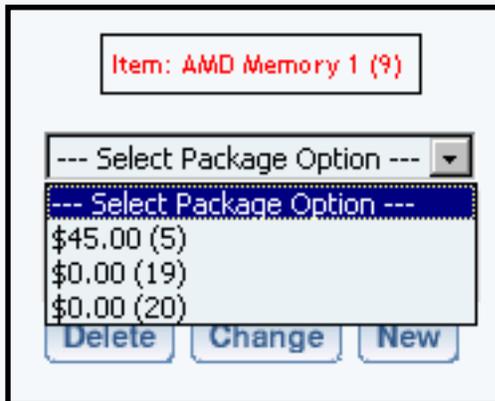
To create a new package option, click on the "new" button.



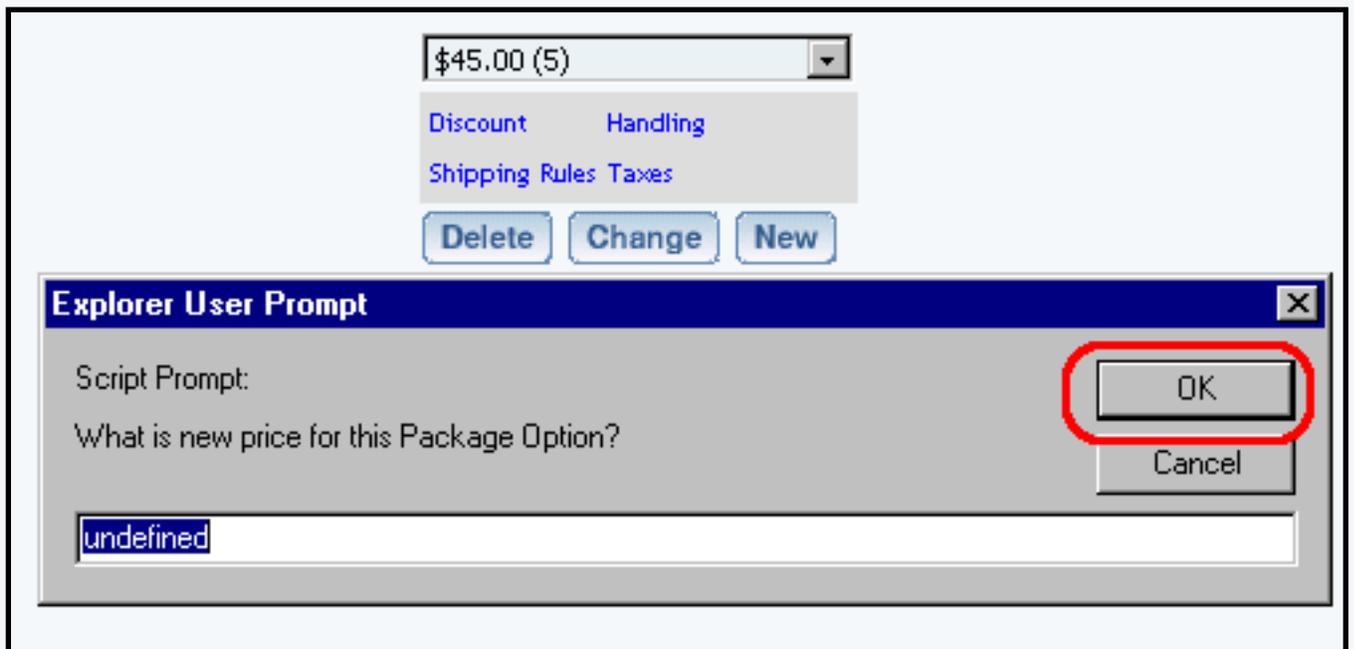
Type the retail price of the option in the pop-up dialog box, and click ok. Repeat this process to create all necessary package options.



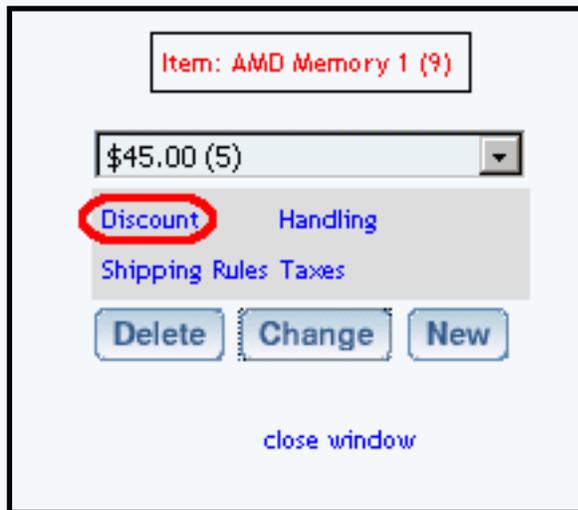
To change the price of an existing package option, select the option from the drop down menu and click on the "change" button.



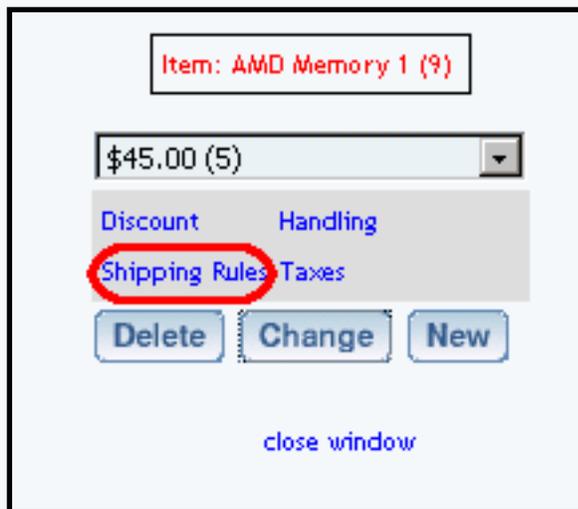
A dialog box will pop-up. Type in the new retail price and click ok.



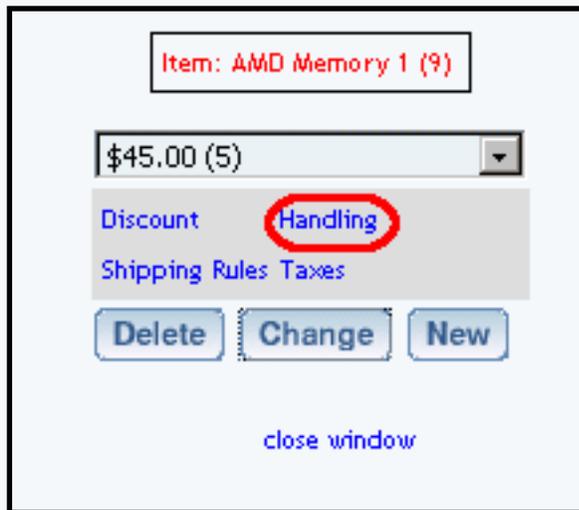
To create, modify or view package option discounts, select the desired package option from the drop-down menu, and click on the "discount" text link. The [package option discount page](#) will load in a new browser window.



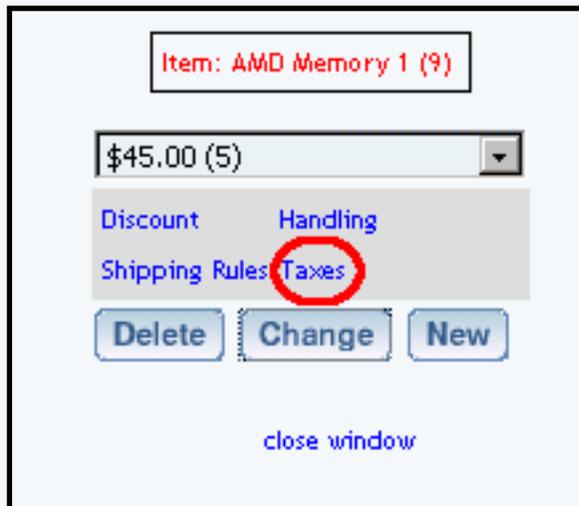
To create, modify or view package option shipping rules, select the desired package option from the drop-down menu, and click on the "Shipping Rules" text link. The [package option shipping rules page](#) will load in a new browser window.



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](#)

[Item Package Option Handling Rules](#)

[Item Package Option Shipping Rules](#)

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Package Option Discount Rules

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Item Management Page](#) | [Package Options for Items](#) | [Discount Rules For Shoppers](#)

[Overview](#) | [Current Discount Details for a Package Option](#) | [Discount Details for Package Options](#) | [Applying or Removing Existing 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 separately.

CD Changer - 16 CD Capacity



Item Id: 226
Price: \$165.00
Qty :
[\[enlarge \]](#)

No discount applied when item is purchased separately

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.

Discount Rules | **Shipping Rules** | **Handling Rules** | **Tax Rules**

Discount Rules Admin for Package Option (5) AMD Memory 1 (9)

Current Discount Rules for Package Option (5) AMD Memory 1 (9)

Rule ID	Rule Name	Discount Name	Active
13	Special Item Discount	Special 5% Discount	<input checked="" type="checkbox"/>

Update

Apply or Remove Existing Discount Rules

Active

Available Rules

- 2% discount(7)(14)
- New Quantity Discount(12)

Rules for Package Option # 5

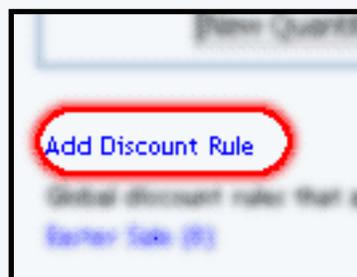
- Special Item Discount (13)

Navigation: <==, ==>

[Add Discount Rule](#)

[close 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.

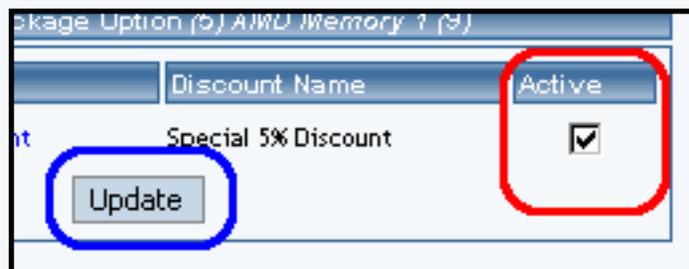
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Current Discount Details for a Package Option

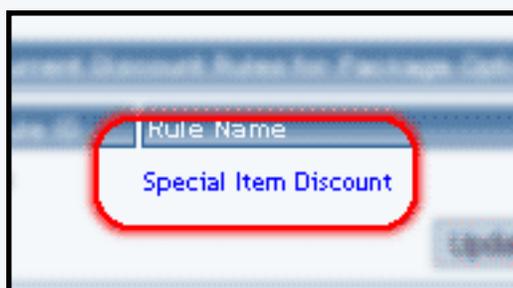
To activate, deactivate, or view discount rules currently applied to the selected package option.

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.



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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.

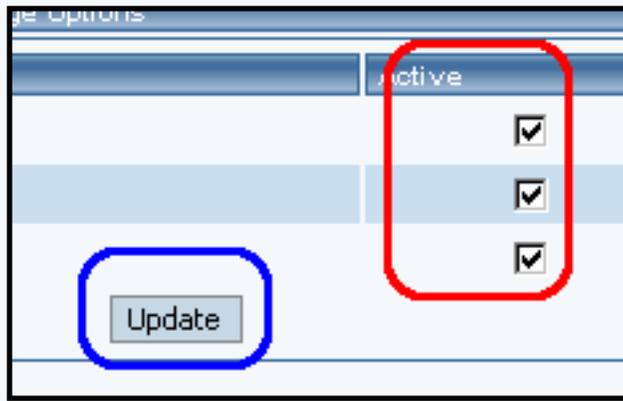
This page is used to view and manage the discount details for all package options using the selected discount rule.

Modify	Item	Package	Option Group	Package Option
Package Options Admin for Discount Rule # 13 (Special Item Discount)				
Discount details for Package Options				
ID	Item Name	Active		
(30)	Crystal Vase	<input checked="" type="checkbox"/>		
(5)	AMD Memory 1	<input checked="" type="checkbox"/>		
(27)	White Roses	<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Discounts for Package Options				
Active <input checked="" type="checkbox"/>	Available Package Options		Package Options us	
	(29)Glass Vase(65)	<input type="button" value="<=="/>	(30) Crystal Vase(6	
	(2)Intel Memory(10)		(5) AMD Memory 10	
	(3)Intel Memory 2(15)		(27) White Roses(6	
	(4)Intel Memory 3(16)	<input type="button" value="==>"/>		
close window				

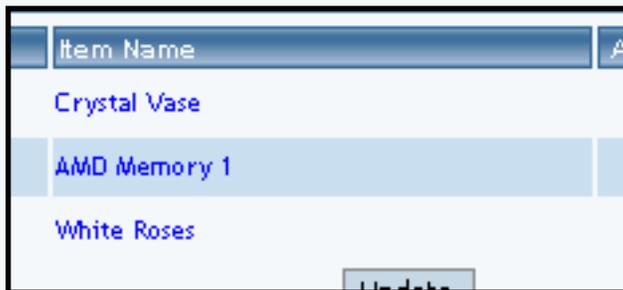
All package options that the rule is currently applied to will be listed under the "Discount Details for Package Options" section.

Discount details for Package Options		
ID	Item Name	Active
(30)	Crystal Vase	<input checked="" type="checkbox"/>
(5)	AMD Memory 1	<input checked="" type="checkbox"/>
(27)	White Roses	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>		

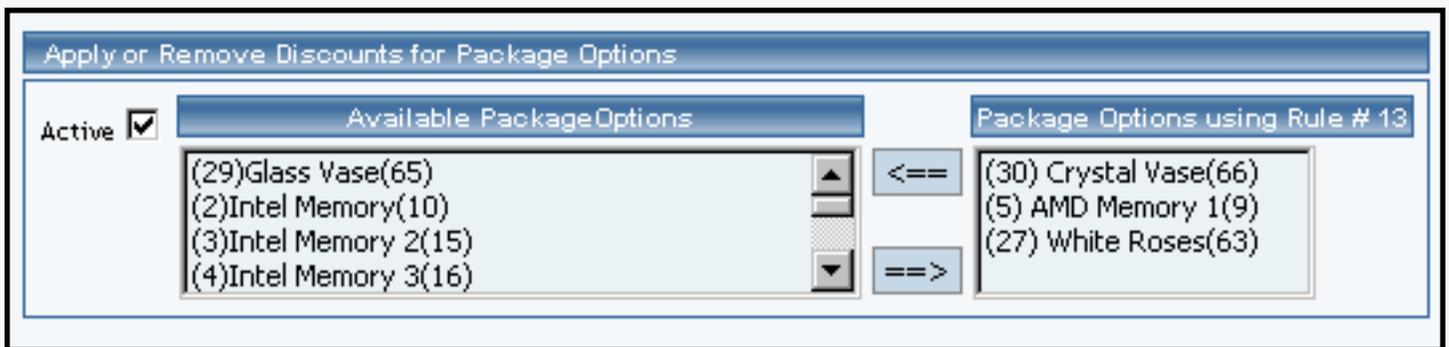
The discount rule can be activated or deactivated for any package option in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.



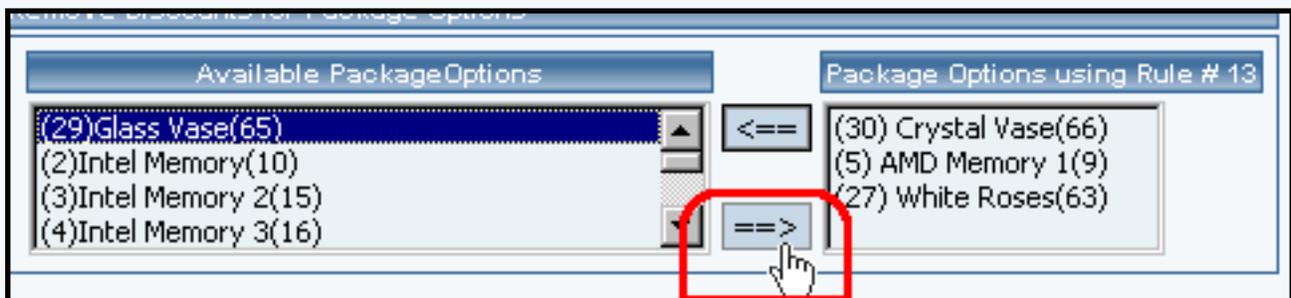
To view the details of any package option in the list, click the applicable name. The package option management page will load in a new window.



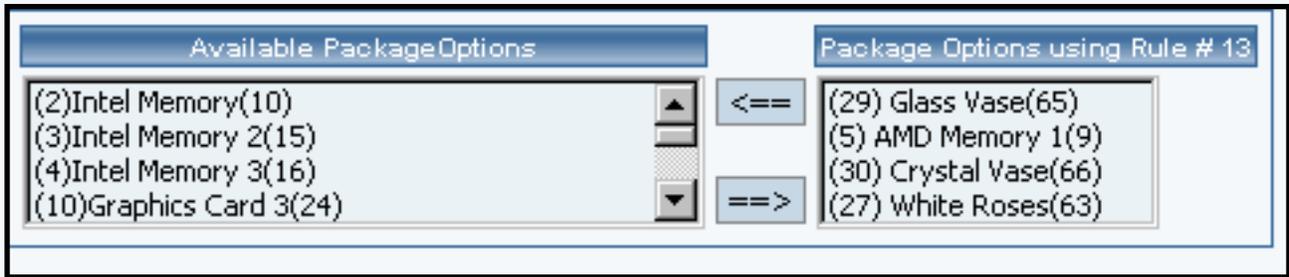
To add or remove package options from the discount rule, use the "Apply or Remove Discounts for Items" section located toward the bottom of the administration page.



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.

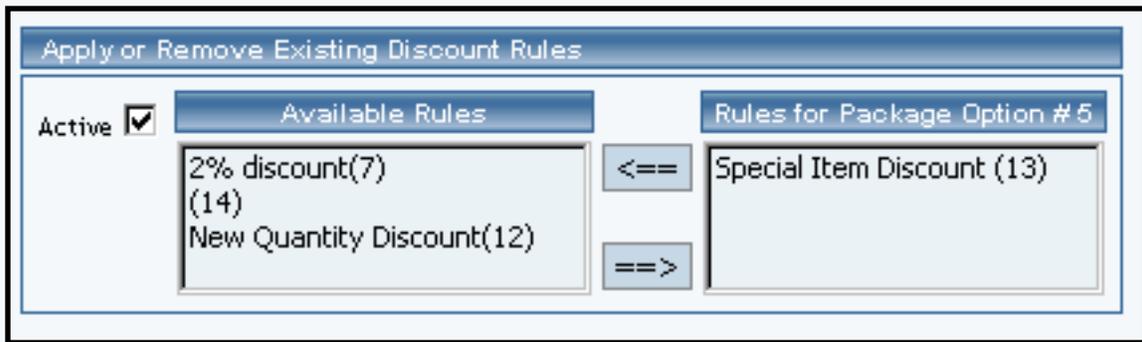


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Applying or Removing Existing Discount Rules

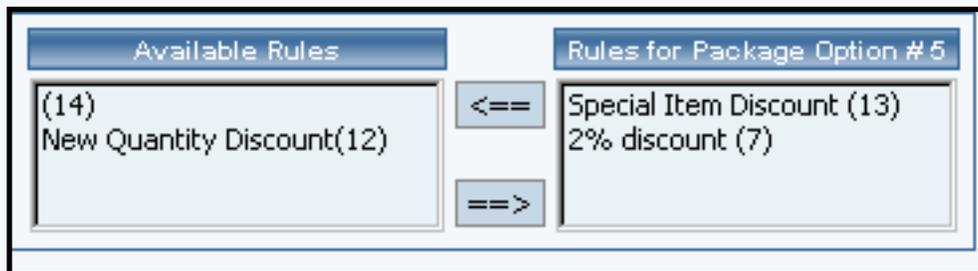
Apply an existing discount rule to a package option, remove a discount rule currently applied to the package option, or deactivate all discount rules applied to the current package option.



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.

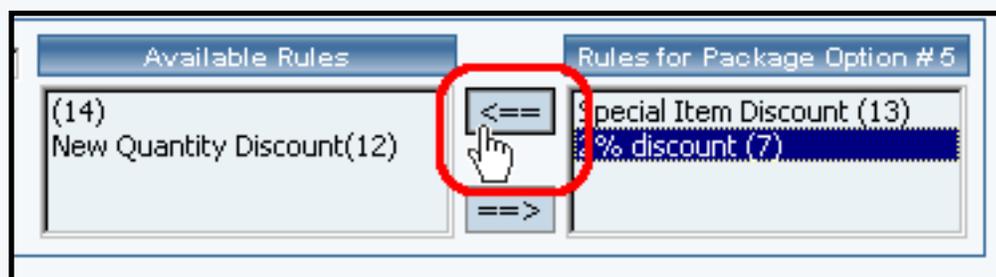


The current page will refresh, and the chosen discount rule will appear under the "Rules for Package Option". The new rule will then apply to all purchases that include this package option.



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.

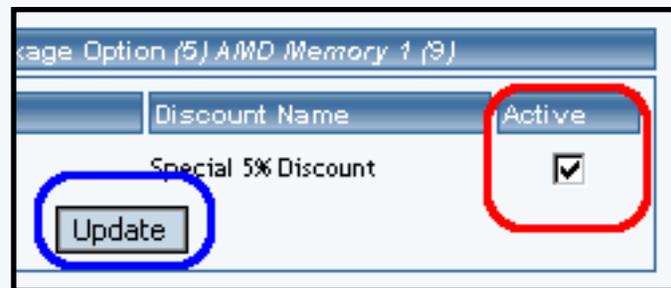


The current page will refresh, and the chosen discount rule will only appear under the "Available Rules"

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.



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Package Option Tax Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Item Management Page](#) | [Package Options for Items](#)

[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.

The screenshot displays the 'Tax Rules Admin' interface for a specific package option. At the top, there are navigation tabs for 'Discount Rules', 'Shipping Rules', 'Handling Rules', and 'Tax Rules'. The main title is 'Tax Rules Admin for Package Option (5) AMD Memory 1 (9)'. Below this, a section titled 'Current Tax Rules for Package Option (5) AMD Memory 1 (9)' contains a table with the following data:

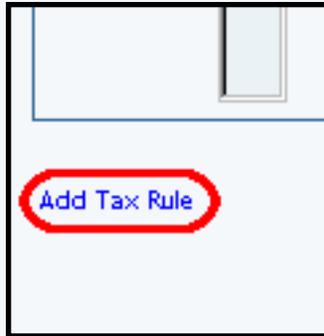
Rule ID	Rule Name	Tax Name	Active
3	package test	package test	<input checked="" type="checkbox"/>

Below the table is an 'Update' button. The next section is 'Apply or Remove Existing Tax Rules', which includes an 'Active' checkbox (checked), an 'Available Rules' list (empty), and a 'Rules for Package Option # 5' list containing 'package test (3)'. Navigation arrows '<==>' and '==>' are positioned between the lists. At the bottom left is an 'Add Tax Rule' link, and at the bottom right is a 'close window' link.

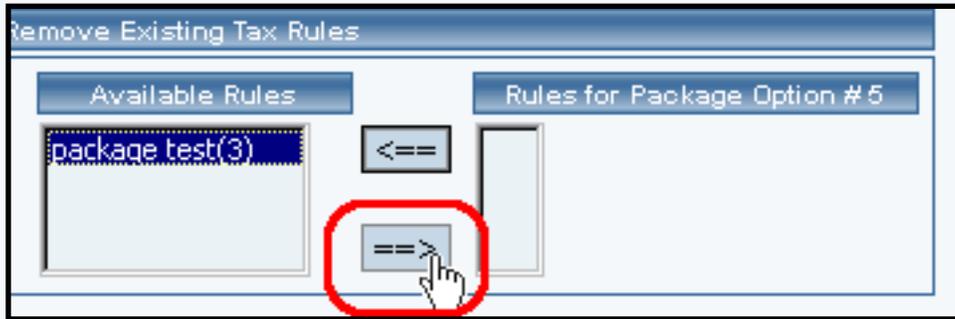
Any global tax rules that apply to the package will be listed at the bottom of the page. To view a listed global tax rule, click on the tax rule name. The global [tax modification page](#) will open in a new browser window.

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.

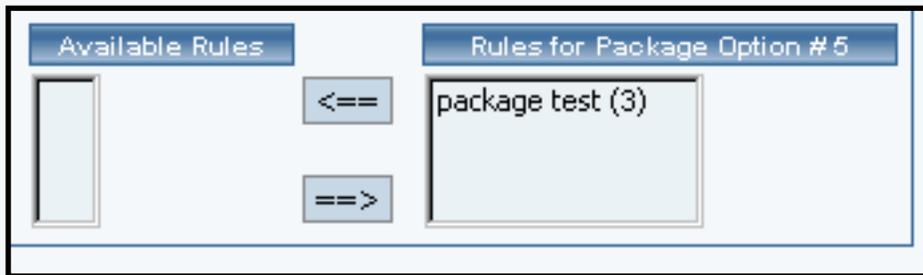
To add a new custom tax rule, click on the "Add Tax Rule" text link. The [add tax rule](#) administration page will open in a new browser window.



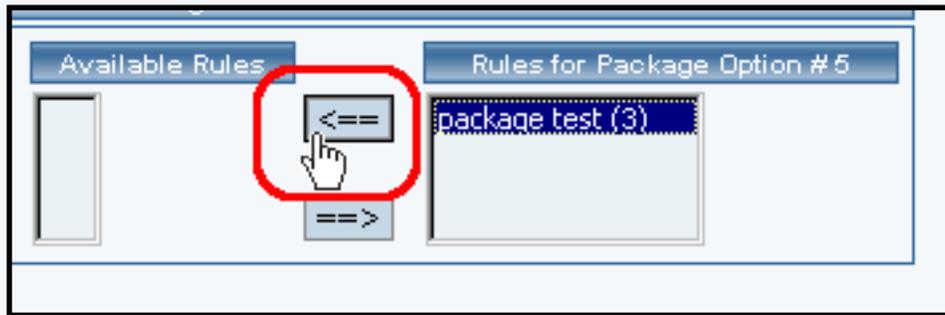
To Apply an existing tax rule to the package option, highlight the tax rule from the "Available Methods" list, located in the "Apply or Remove Existing Tax Rules" section. Click on the right arrow button.



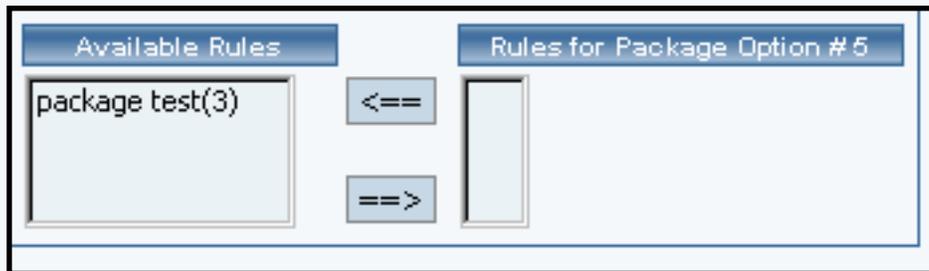
The page will refresh with the selected tax rule now populated in the "Current Tax Rules" list. More than one tax rule may be selected by highlighting multiple rules.



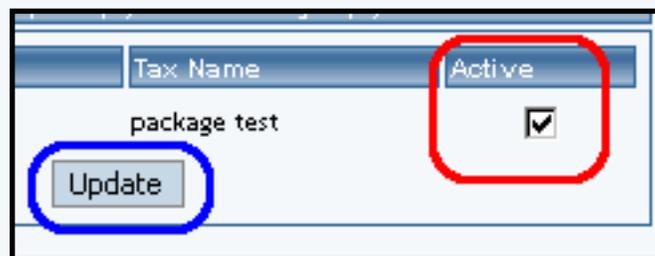
To remove an existing custom tax rule from the package option, highlight the tax rule from the "Current Tax Rules" list. Click on the left arrow button.



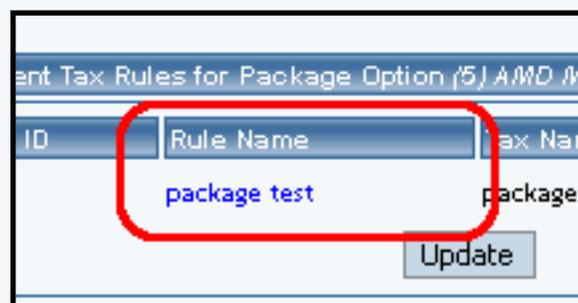
The page will refresh with the selected tax rule now populated in the "Available Rules" section. More than one tax rule may be selected by highlighting multiple rules.



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.



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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.

Modify | **Item** | **Package** | **Option Group** | **Package Option**

Items Admin for Tax Rule # 3 (package test)

Tax Rule details for Items

Item Name	Item Only	Package Option Only	Item & Package Option	Active
Testing 4 - Model 33zb Toshiba	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
AMD Memory 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

Update

Apply or Remove Tax Rules for Items

Active

Item Only

Package Option Only

Item and Package Option

Available Items

- Testing 5 - Model 22EZ1 - Dell(54)
- Testing 6 - Model 22RZ2 - Dell(55)
- Special Edition Carrying Case(78)
- FIC Mainboard 3(20)

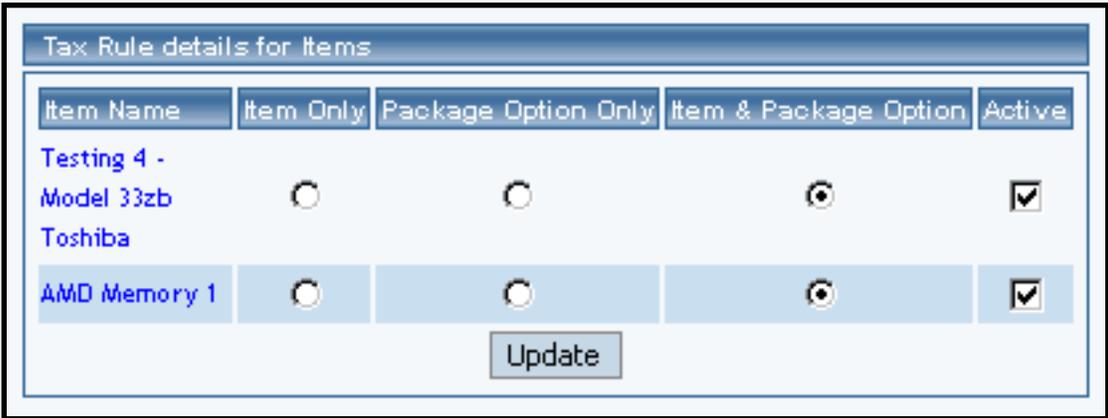
Items using

- Testing 4 - Model 3
- AMD Memory 1(9)

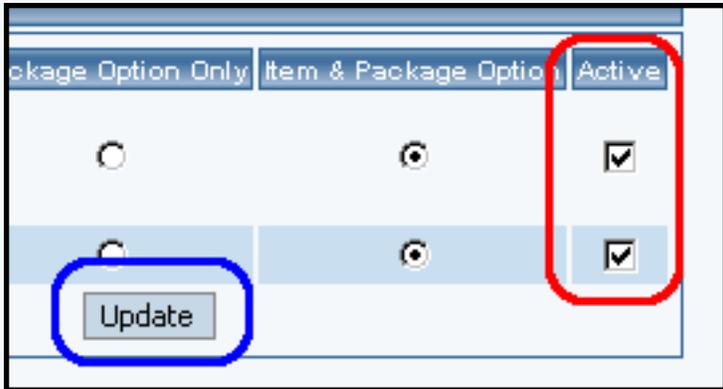
close window

This page is used to view and manage the rule details for all package options using the selected tax rule.

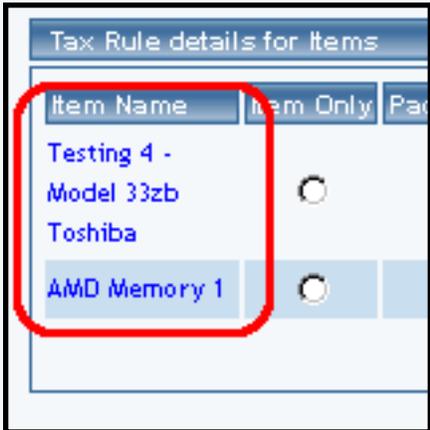
All package options that the rule is currently applied to will be listed under the "Tax Rule Details for Package Options" section.



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.

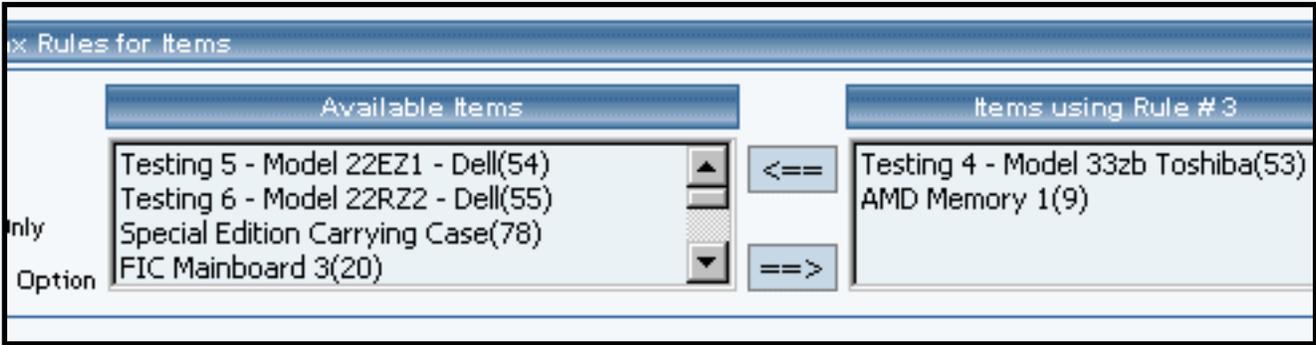


To view the details of any package option in the list, click the applicable name. The package option management page will load in a new window.



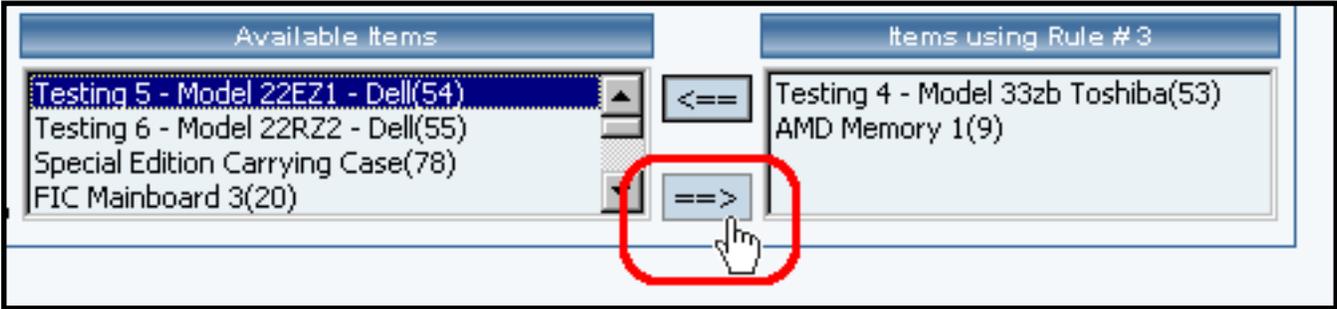
To add or remove package options from the tax rule, use the "Apply or Remove Tax Rules for Package

Options" section located toward the bottom of the administration page.

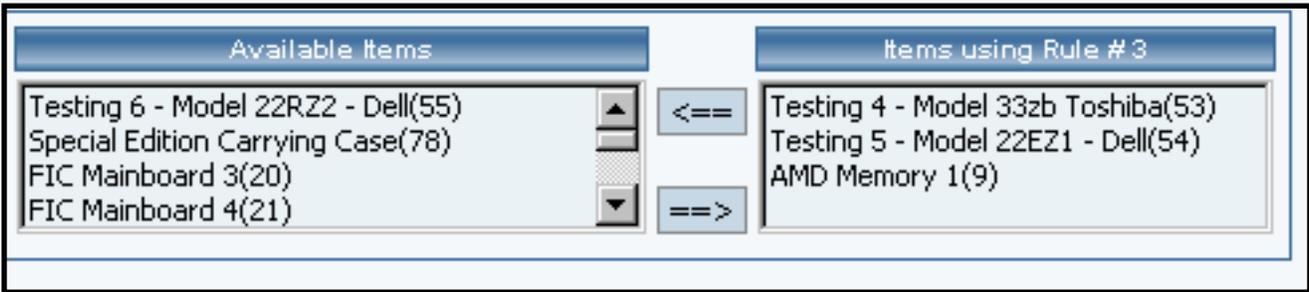


When a custom tax rule is applied to a package option, it will override any global rules that were previously active for the package option.

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 separately.

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 separately

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.

Discount Rules | Shipping Rules | **Handling Rules** | Tax Rules

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
<input type="button" value="Update"/>			

Apply or Remove Existing Handling Rules

Active

Available Rules		Rules for Package Option # 5
combination special handling(2)	<input type="button" value="<=="/>	
	<input type="button" value="==>"/>	

[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.

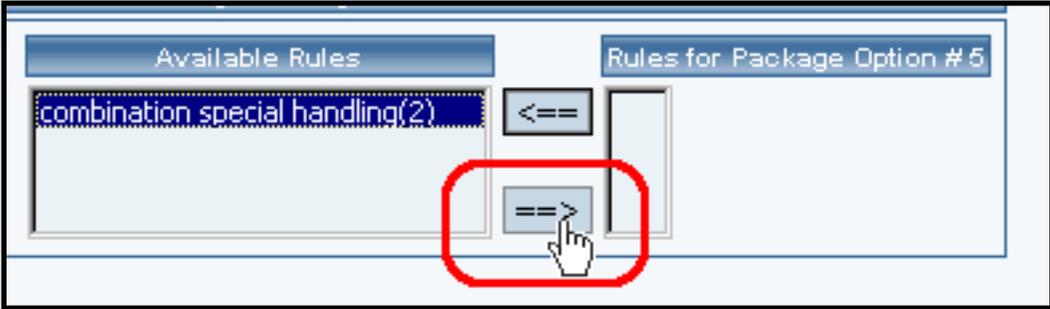
To add a new custom handling rule, click on the "Add Handling Rule" text link. The [add handling rule](#) administration page will open in a new browser window.

Apply or Remove Existing Handling Rules

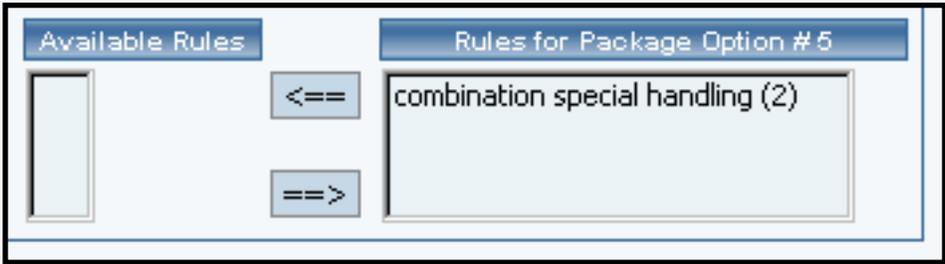
Active

Available Rules		Rules for Package Option # 5
combination special handling(2)	<input type="button" value="<=="/>	
	<input type="button" value="==>"/>	

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.



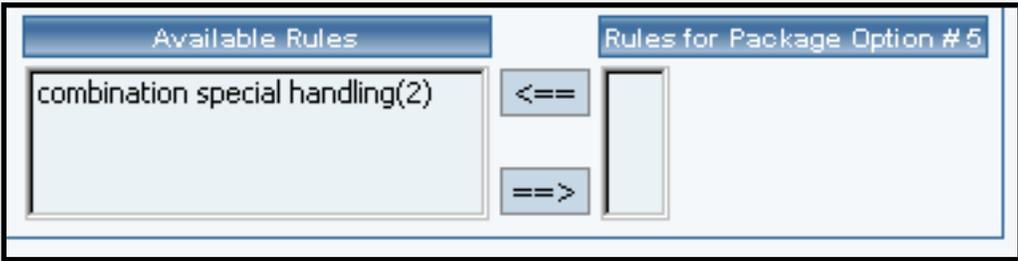
The page will refresh with the selected handling rule now populated in the "Current Handling Rules" list. More than one handling rule may be selected by highlighting multiple rules.



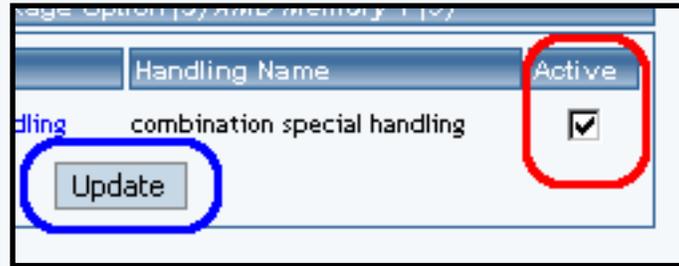
To remove an existing custom handling rule from the package option, highlight the rule from the "Current Handling Rules" list. Click on the left arrow button.



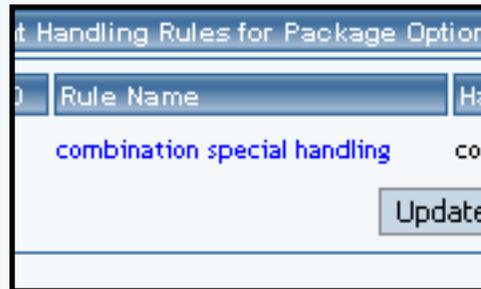
The page will refresh with the selected rule now populated in the "Available Rules" section. More than one handling rule may be selected by highlighting multiple rules.



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.

Modify	Item	Package	Option Group	Package Option
Package Options Admin for Handling Rule # 2 (combination special handling)				
Handling Rule details for Package Options				
ID	Item Name	Active		
(1)		<input checked="" type="checkbox"/>		
(5)	AMD Memory 1	<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Handling Rules for Package Options				
Active <input checked="" type="checkbox"/>	Available PackageOptions		Package Options u	
	(29)Glass Vase(65)		<input type="button" value="<=="/> (1) () <input type="button" value="==>"/> (5) AMD Memory 1	
	(2)Intel Memory(10)			
	(3)Intel Memory 2(15)			
	(4)Intel Memory 3(16)			
close window				

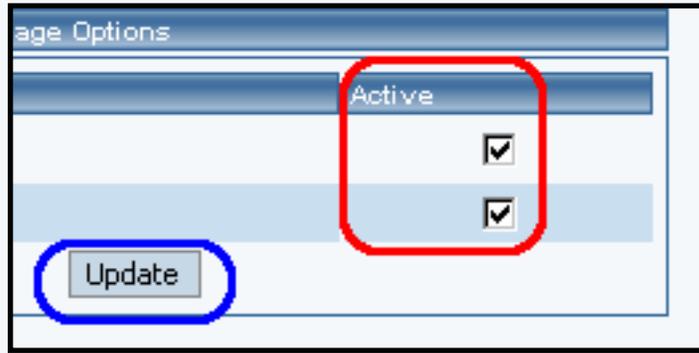
Click on the desired handling charges rule to view the rule details. The handling charges rules details for package options page will load in a new browser window.

This page is used to view and manage the handling charges details for all package options using the rule.

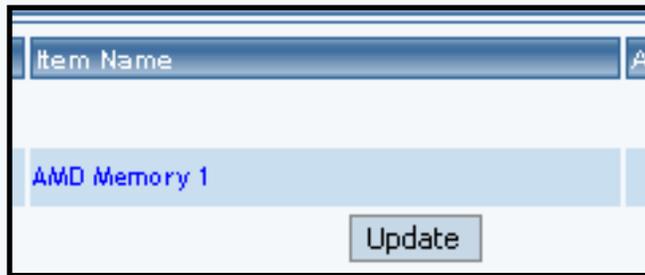
All package options that the rule is currently applied to will be listed under the "Handling Charges Rules Details for Package Options" section.

Handling Rule details for Package Options		
ID	Item Name	Active
(1)		<input checked="" type="checkbox"/>
(5)	AMD Memory 1	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>		

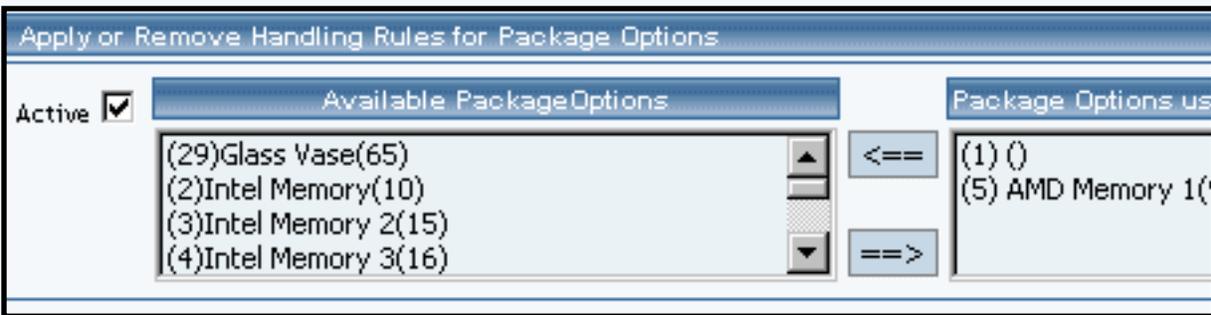
The handling charges can be activated or deactivated for any package option in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.



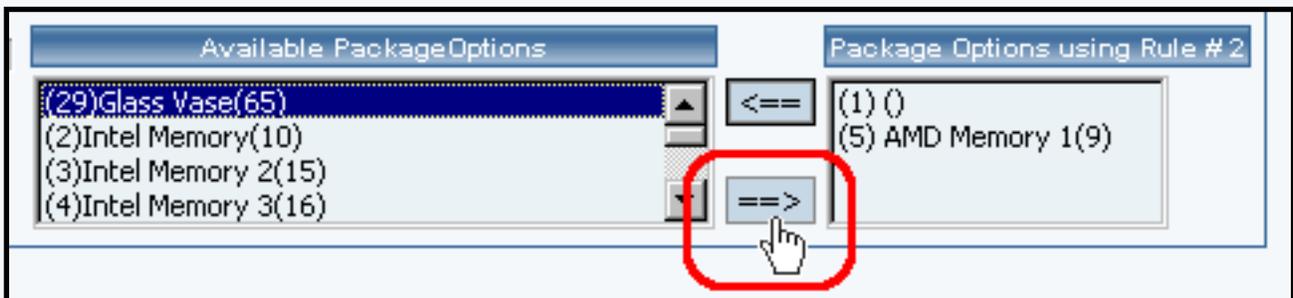
To view the details of any package option in the list, click the applicable name. The package option management page will load in a new window.



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.



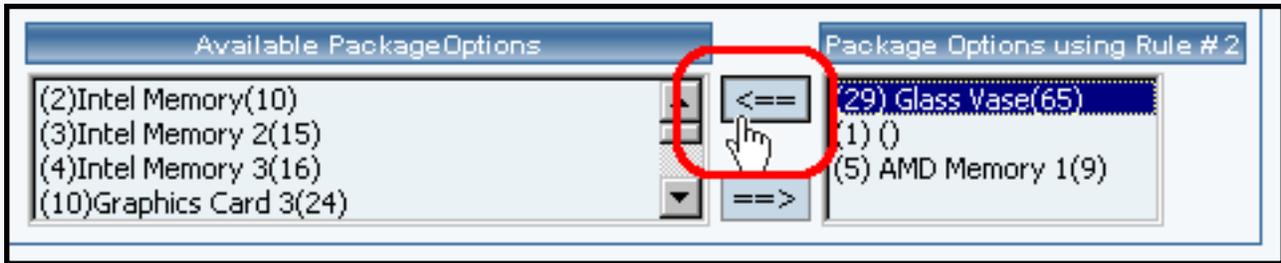
To add a package option to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.



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 separately. 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.

Discount Rules | **Shipping Rules** | Handling Rules | Tax Rules

Shipping Rules Admin for Package Option (5) AMD Memory 1 (9)

Current Shipping Rules for Package Option (5) AMD Memory 1 (9)

Rule ID	Name	Active
Update		

Apply or Remove Existing Shipping Rules

Active

Available Rules		Rules for Package Option # 5
Customer Pickup(7) Courier(8) Courier(9)	<== ==>	

[Add Shipping Rule](#)

Global shipping rules that apply to this Package Option (5) AMD Memory 1 (9):

[Customer Pickup \(2\)](#)

[Courier \(3\)](#)

[close window](#)

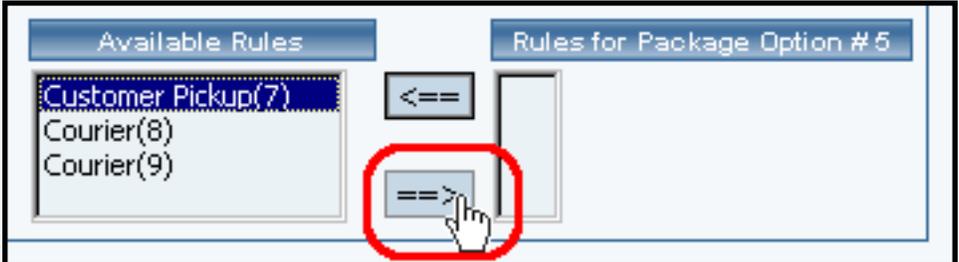
Any global shipping rules that apply to the package will be listed at the bottom of the page. To view a listed global shipping rule, click on the rule name. The global shipping rules modification page will open in a new browser window.

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.

	Courier(8) Courier(9)
Add Shipping Rule	
Global shipping rules that a	
Customer Pickup (2)	
Courier (3)	

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.



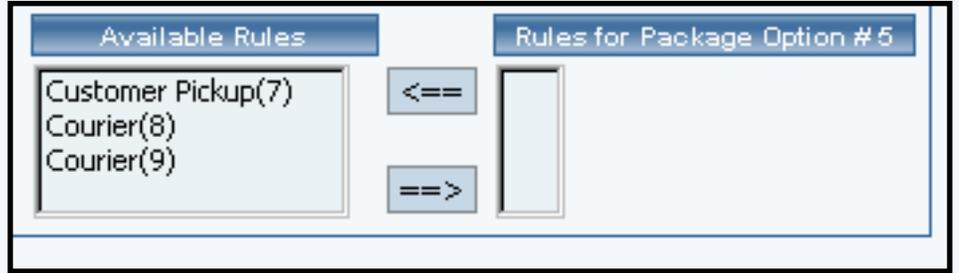
The page will refresh with the selected rule now populated in the "Current Shipping Rules" list. More than one shipping rule may be selected by highlighting multiple rules.



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.

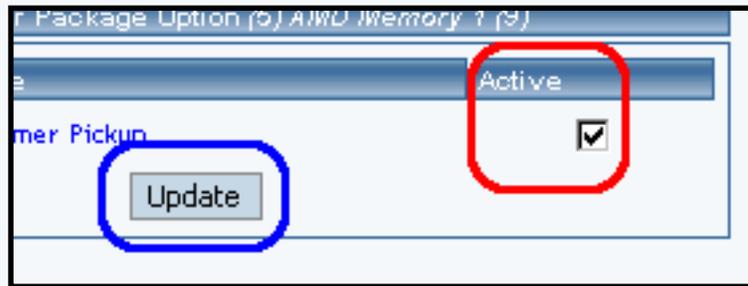


The page will refresh with the selected rule now populated in the "Available Rules" section. More than one shipping rule may be selected by highlighting multiple rules.



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.

Modify | Item | Package | Ship Rules | Tax Rules

Package Options Admin for Shipping Method # 10 (Customer Pickup)

Shipping Method details for Package Options

ID	Item Name	Active
(5)	AMD Memory 1	<input checked="" type="checkbox"/>

Update

Apply or Remove Shipping Methods for Package Options

Active

Available Package Options	Package Options
(20) AMD Memory 1 (9)	(5) AMD Memor
(6) AMD Memory 2 (13)	
(13) Amd CPU 1 (5)	
(22) Amd CPU 1 (5)	

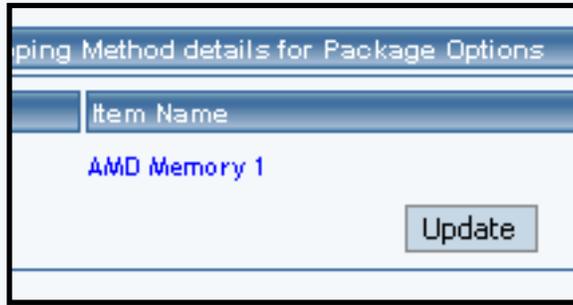
Package Options that use all shipping methods:
(includes shipping method # 10)

- (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

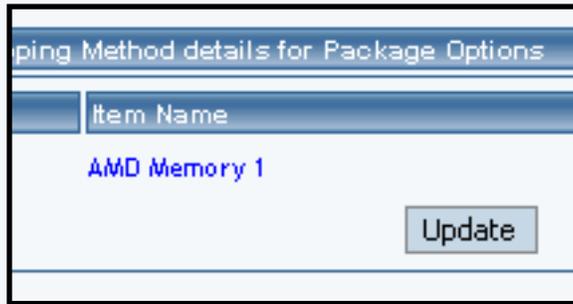
will load in a new browser window.



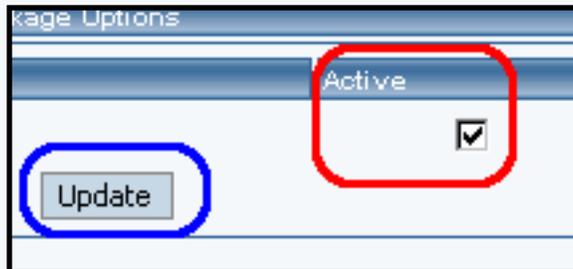
This page is used to view and manage the shipping rule details for all package options using the selected rule.

All package options that the rule is currently applied to will be listed under the "Shipping Rule Details for Package Options" section.

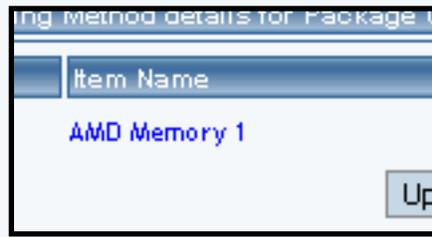
The shipping rule can be activated or deactivated for any package option in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.



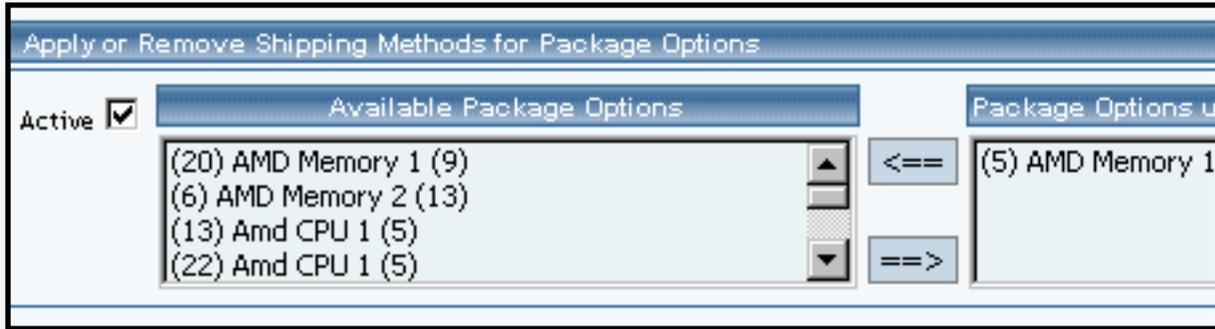
To view the details of any package option in the list, click the applicable name. The package option management page will load in a new window.



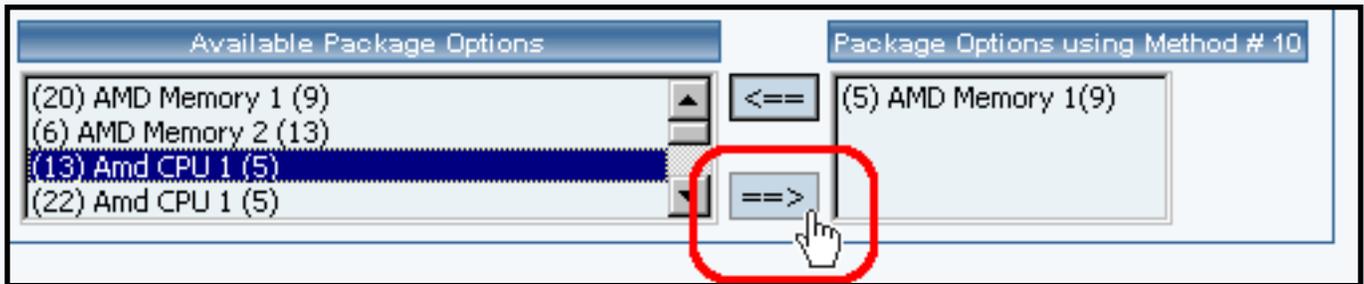
To add or remove package options from the shipping rule, use the "Apply or Remove Discounts for Items" section located toward the bottom of the administration page.



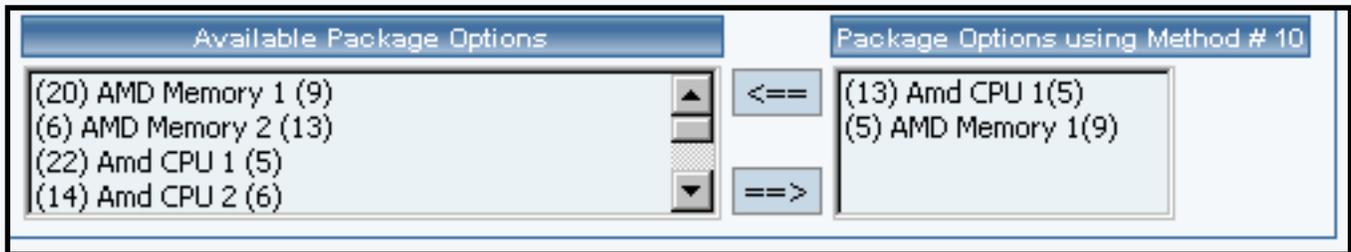
To add a package option to the rule, click on the name of the item under the "Available Rules" heading. Click the "right arrow" button.



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

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Item Management Page](#)

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.



Online Shopping : Stereo Equipment / Cables

Gold RCA Cables

 Item Id: 241
Price: \$0.95
Cable Color :
Qty :
Unit :

[[enlarge](#)]

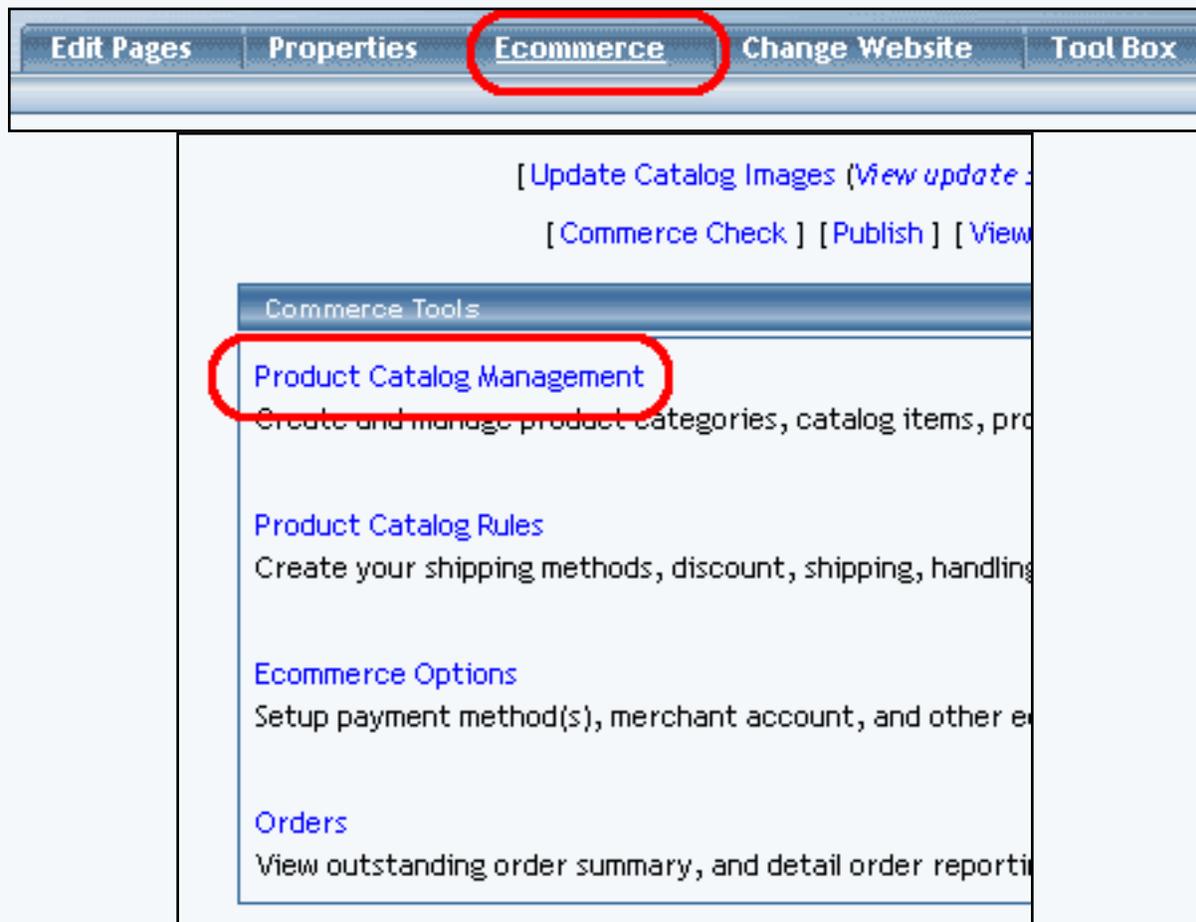
Item Options

Gold stereo RCA cables custom cut to your specifications. Laser cut and laser solder perfect audio signal every time.

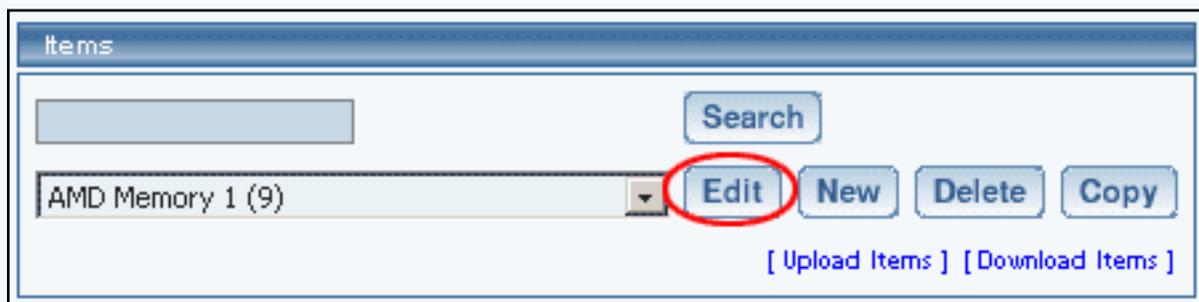
As an example, the options feature can be used to offer customers a choice of colors or sizes, or a text field can be created which allows a customer to type in comments. Any number of options can be set up, as long as the choices do not affect the selling price of the product.

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.



Item	Package Options	Options	Related Products
Item: New Item (270040)			
Name: New Item			Use Quantity: <input type="checkbox"/>

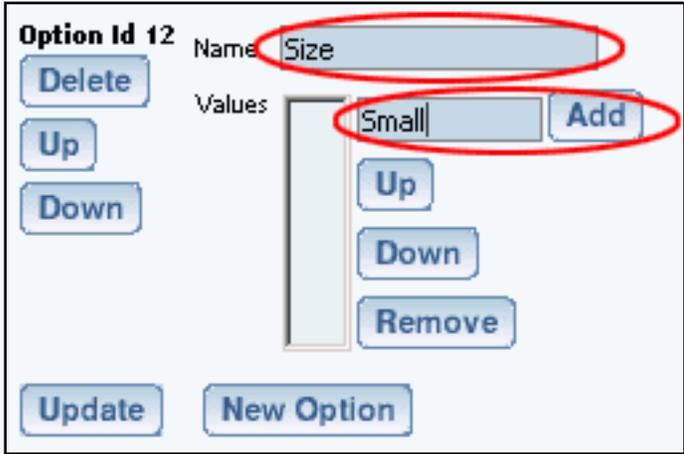
To add a small text area to the item, activate the feature by clicking the check box next to "Text Area Option". Enter the name to display above the text area in the space provided. Click on the "Update" button to save the changes.

Item	Package Options	Options	Related Products
Item: New Item (270040)			
Text Area Option <input checked="" type="checkbox"/>			
Name <input type="text" value="New Text Area Option"/>			
(The text area option allows customers to send comments or further information for this item)			
<input type="button" value="New Text Area Option"/>			
<input checked="" type="button" value="Update"/> <input type="button" value="New Option"/>			

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.

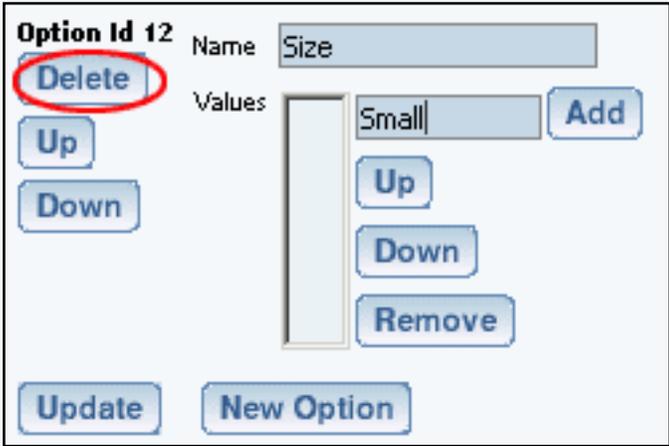
Item: New Item (270040)			
Text Area Option <input checked="" type="checkbox"/>			
Name <input type="text" value="New Text Area Option"/>			
Name <input type="text"/>			
(The text area option allows customers to send comments or further information for this item)			
<input checked="" type="button" value="New Text Area Option"/>			
<input type="button" value="Update"/> <input type="button" value="New 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 (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.

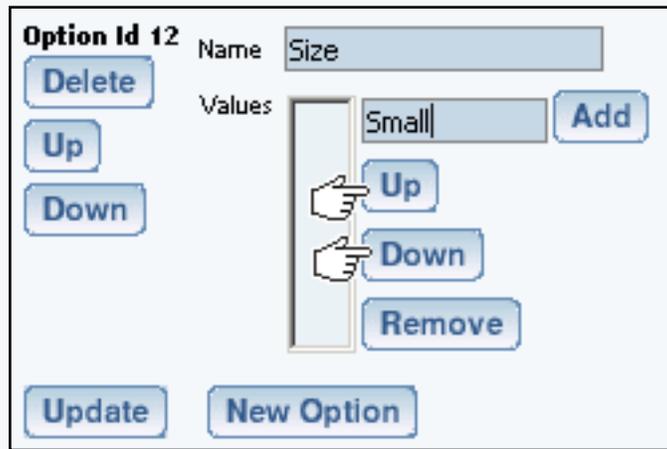


For each option created, a new option administration area is populated on the page.

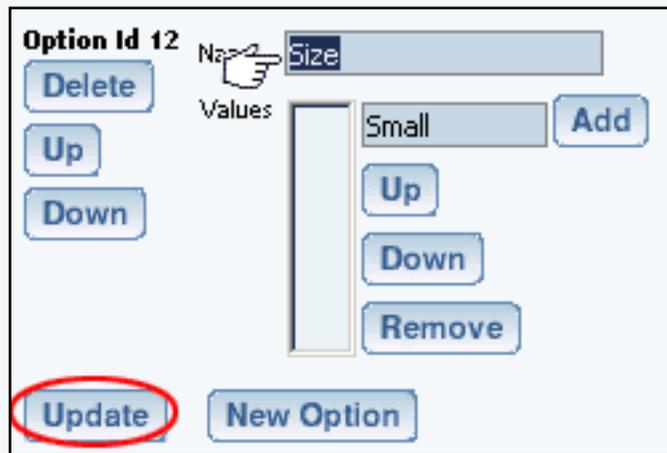
To delete an existing option set, click on the "Delete" button located beneath the option Id number.



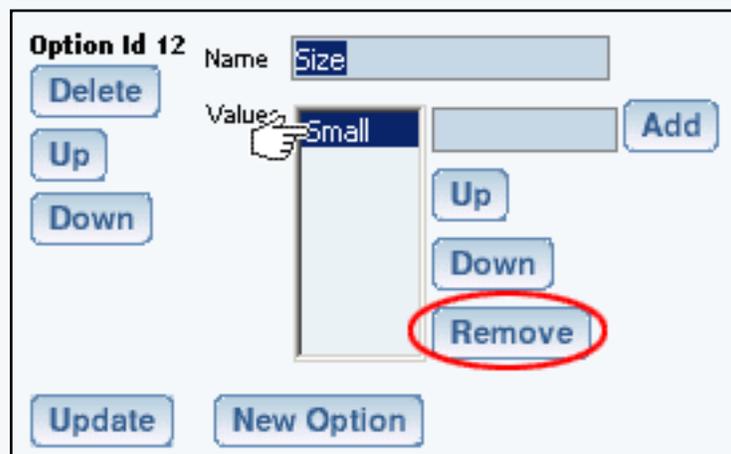
To change the order of any option set, click on the "Up" or "Down" arrow button located beneath the "Option Id" number. Repeat this process until all option sets appear exactly as they should be displayed in the product catalog.



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.

Option Id 12 Name: Size

Values: Small

Buttons: Delete, Up, Down, Add, Up, Down, Remove, Update, New Option

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.

Option Id 12 Name: New

Values:

Buttons: Delete, Up, Down, Add, Up, Down, Remove, Update, New Option

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Item Groups

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#)

[Overview](#) | [Item Group Management Page](#)

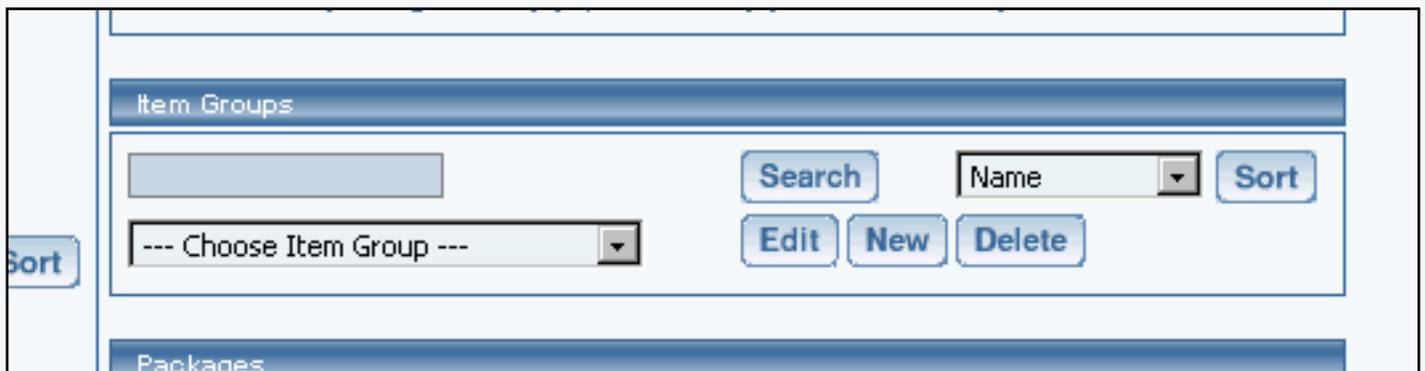
Overview

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.

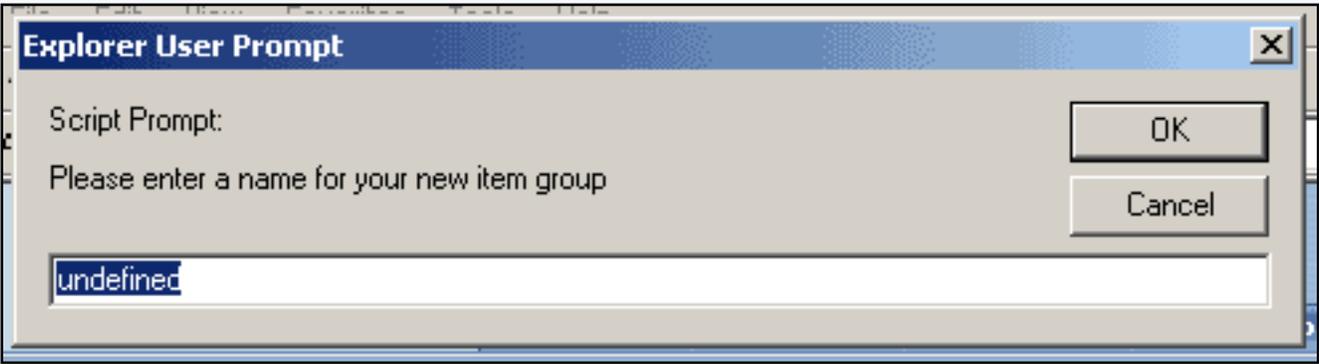
All products in any item group appear in a drop-down menu in the online catalog, allowing customers to quickly select a desired product. When a customer selects a product from the menu, the page refreshes, displaying all of the pertinent product details. The customer can then choose to view another item from the menu, or to purchase the current product.



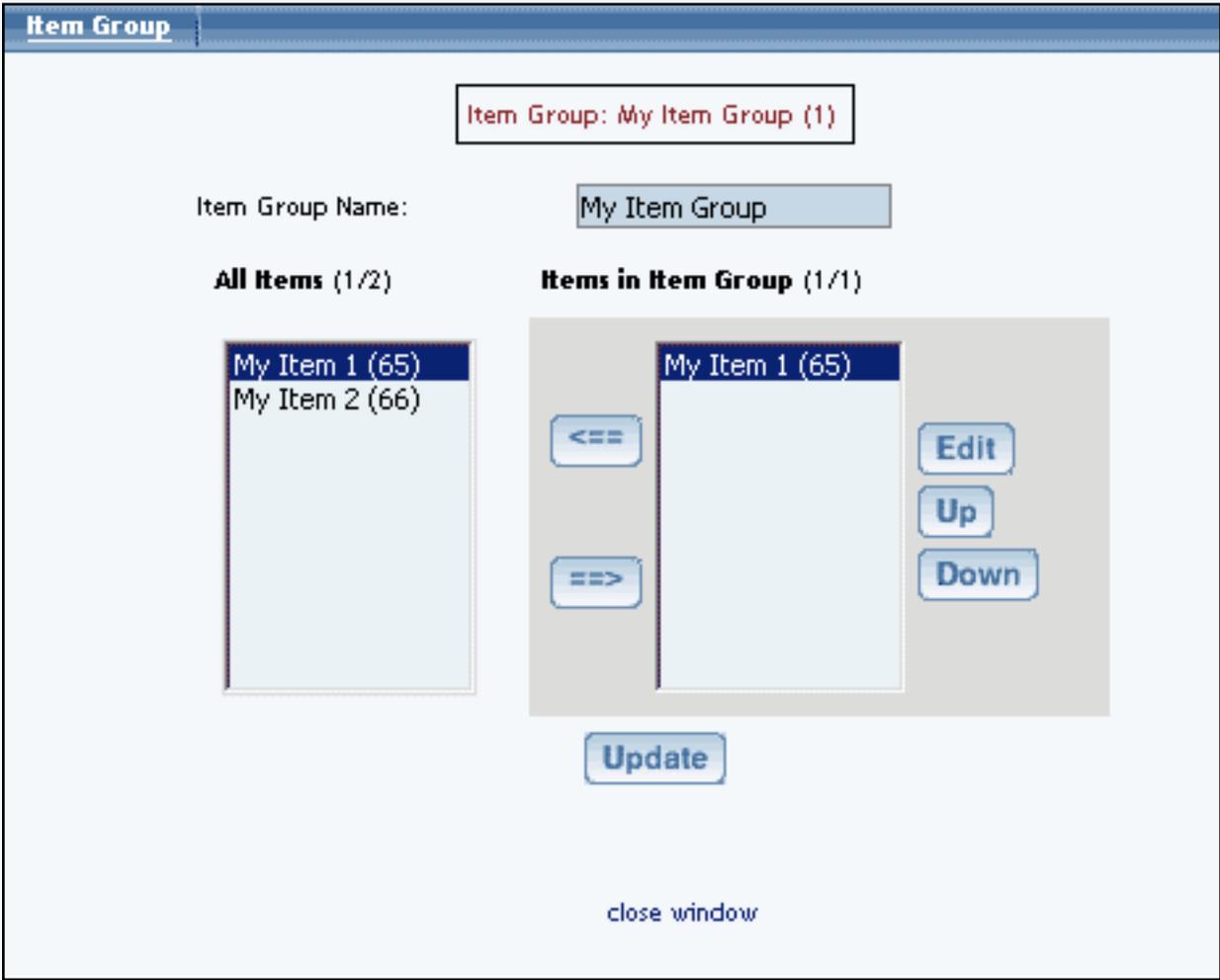
Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.



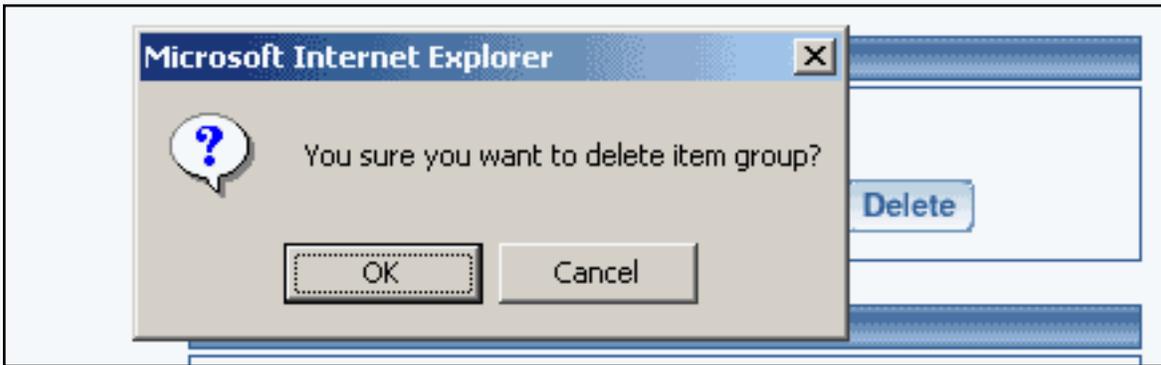
To add a new item group, click on the "New" button located in the item group section. The item group management page will open in a new browser window.



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.

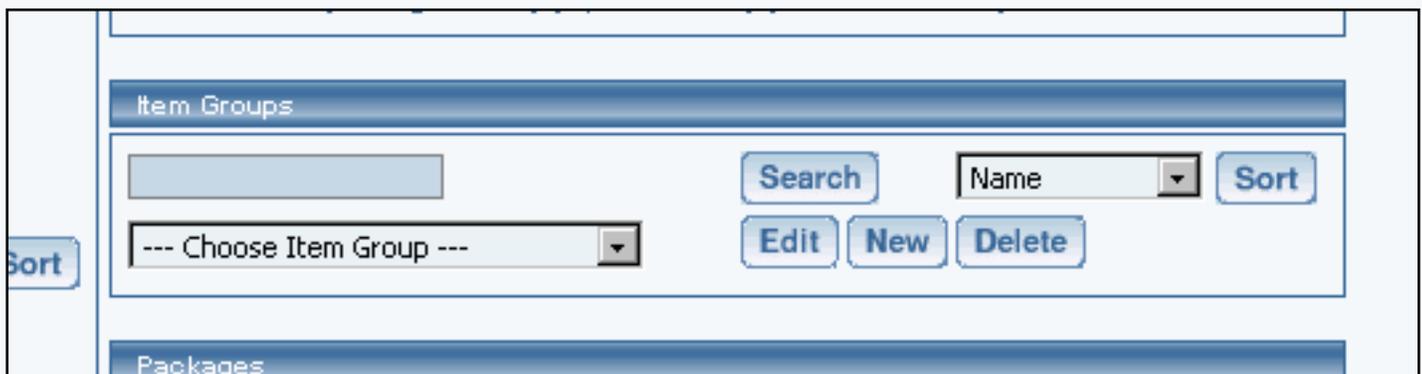


To search for item groups, type the item name in the empty text field located just above the item drop down menu and click the "Search" button. Once the page reloads, all matching groups will be available for selection from the drop down menu.

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.

Item Group Name:

All Items (1/2)

My Item 1 (65)
My Item 2 (66)

Items in Item Group (0/1)

My Item 1 (65)

<<=> Edit
=>> Up
Down

Item Group Name:

All Items (1/2)

My Item 1 (65)
My Item 2 (66)

Items in Item Group (1/2)

My Item 1 (65)
My Item 2 (66)

<<=> Edit
Up
Down

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.

Item Group Name:

All Items (0/2) **Items in Item Group** (1/2)

My Item 1 (65)
My Item 2 (66)

My Item 1 (65)
My Item 2 (66)

Item Group Name:

All Items (0/2) **Items in Item Group** (0/1)

My Item 1 (65)
My Item 2 (66)

My Item 2 (66)

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	Package Options	Options
Item Group: My Item Group (1) →		Item: My Item 2 (66)
Name:	<input type="text" value="My Item 2"/>	Use Quantity: <input checked="" type="checkbox"/>
Barcode:	<input type="text"/>	Use Units: <input type="checkbox"/> Max Units: <input type="text" value="0.00"/>
Manufacturer:	<input type="text"/>	Unit Name: <input type="text"/>
Code:	<input type="text"/>	Height (inch): <input type="text" value="0.00"/> Width (inch): <input type="text" value="0.00"/>
		Weight (lbs): <input type="text" value="0.00"/> Length (inch): <input type="text" value="0.00"/>
Active:	<input checked="" type="checkbox"/> Use All Shipping Methods:	<input checked="" type="checkbox"/>
Taxable:	<input type="checkbox"/> Enable Variable Price:	<input type="checkbox"/>
Price:	\$ <input type="text" value="0.00"/> MSRP: \$ <input type="text" value="0.00"/>	Discount Handling
		Shipping Methods Shipping Rules
		Taxes
Inventory Options:	<input type="radio"/> Don't allow users order items not in stock <input type="radio"/> Let users backorder items <input checked="" type="radio"/> Don't use inventory	
Warranty:	<input type="text"/>	
Short Description:	<input type="text"/>	
Description:	<input type="text"/>	
Meta Keywords:	<input type="text"/>	
Meta Description:	<input type="text"/>	
Shipping Origin:	<input type="text" value="default"/>	Image: No Image
<input type="button" value="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.

The image displays two screenshots of a web interface for managing an item group. Both screenshots show the 'Item Group Name' as 'My Item Group'. The interface is divided into two main sections: 'All Items (0/2)' and 'Items in Item Group (1/2)'. In the top screenshot, 'My Item 2 (66)' is selected in the 'Items in Item Group' list, and the 'Edit', 'Up', and 'Down' buttons are visible. In the bottom screenshot, 'My Item 1 (65)' is selected in the 'Items in Item Group' list, and the 'Edit', 'Up', and 'Down' buttons are visible. An 'Update' button is located below the 'Items in Item Group' list in both screenshots.

To change the name of the item group, type over the existing name in the field provided, then click the "Update" button.

Packages

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#) | [Package Management Page](#)

[Overview](#) | [Package Management Page](#) | [Related Products](#)

Overview

A package is an purchasable 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](#)

Online Catalog : [Floral Arrangement](#)

Floral Arrangement Package Name

Package Base Price: \$25.10 (\$26.25 - \$1.15 in discounts)
Manufacturer:

Update Price Add to Cart

Choose from an assortment of flowers, roses, vases, and add an optional personal greeting card. build your own!

Personalized Greeting:

Description

Optional Comment Text Area

An Example of a Package Name, Description and Comment Text Area

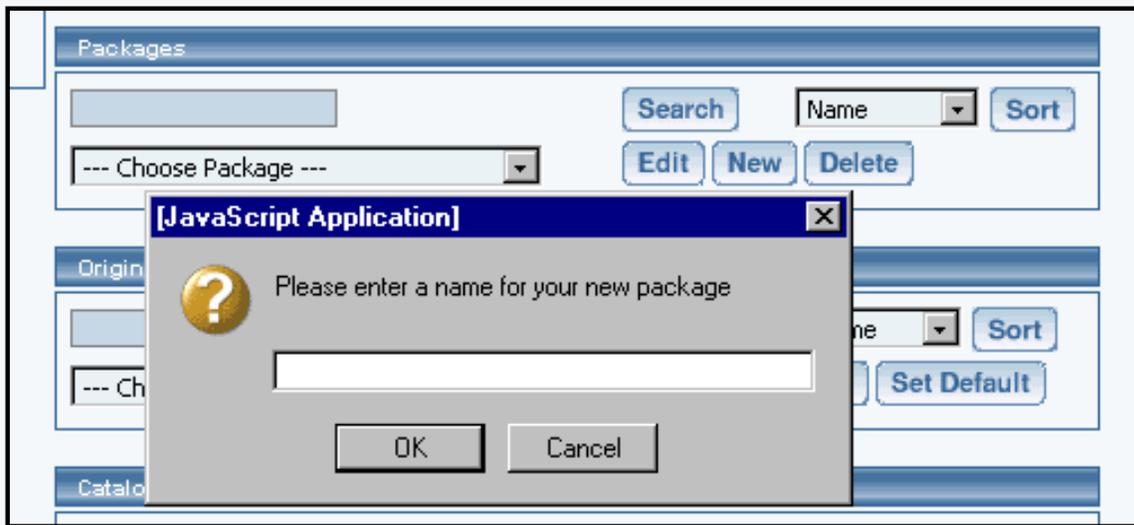
Roses	Option Group 1	Item Options (Item Package Options)	<input checked="" type="checkbox"/> Red Roses [\$11.25 - 0.23 = 3 Red Roses <input type="checkbox"/> Yellow Roses [\$9.50 - 0.19 = 3 Yellow Roses <input type="checkbox"/> White Roses [\$13.00 - 0.26 = 3 White Roses
Carnations	Option Group 2		<input checked="" type="radio"/> Carnations [\$5.50 - 0.11 = \$ Small arrangement of carnations
Vase	Option Group 3		<input type="radio"/> Crystal Vase [\$25.00 - 1.75 = \$ Fine smoked Crystal Vase <input checked="" type="radio"/> Glass Vase [\$4.50 - 0.32 = \$ Medium sized glass vase

An example of a package with three option groups

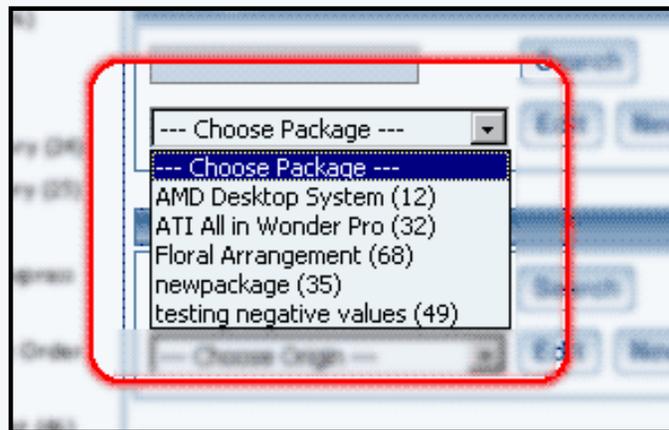
Navigation: Click on the main "Ecommerce" link at the top of any main administration page. Click on the "Product Catalog Management" text link to load the product catalog management page.

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.

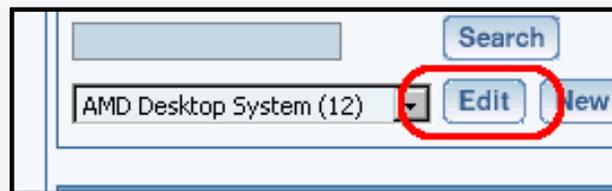
To add a new package, click on the "New" button located in the package section. The [package management page](#) will open in a new browser window.



To edit an existing package, select the package to edit from the drop down menu...

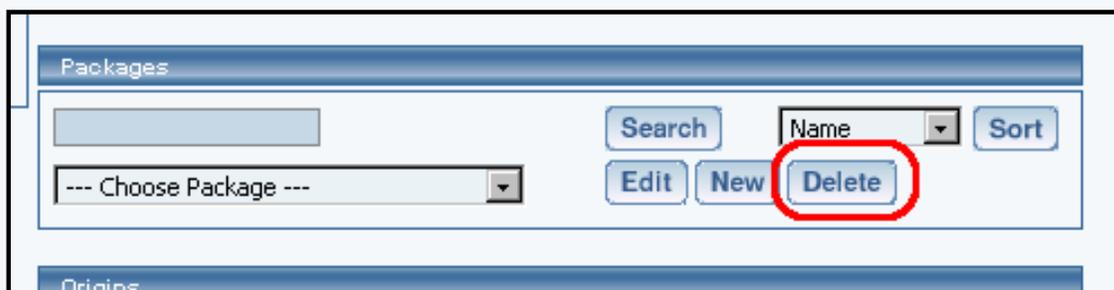


...then click on the "Edit" button.



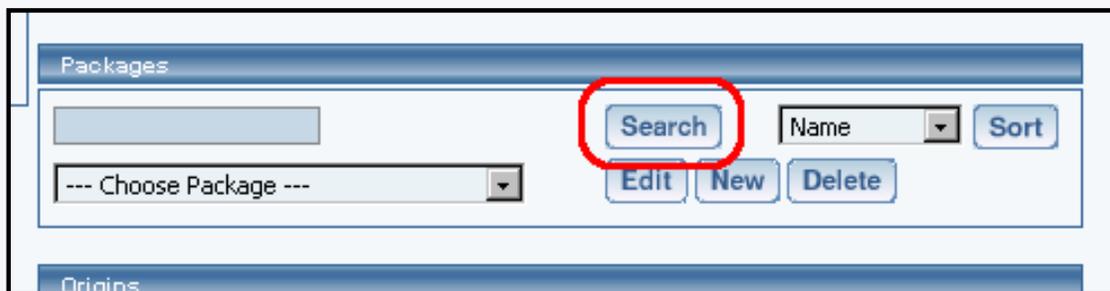
The [package management page](#) will open in a new browser window.

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.



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

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:

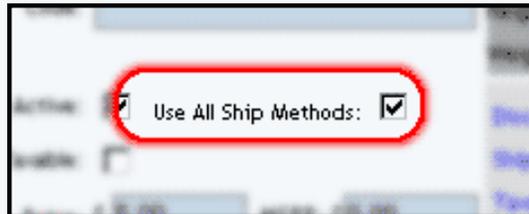
Enter the package name, item barcode identification number, product manufacturer, and product identification number (code) in the fields provided. The package name is the only required field in this area.

A screenshot of a form for creating or editing a package. The form is enclosed in a red rounded rectangle. It contains four input fields: "Name" with the text "Floral Arrangement", "Barcode", "Manufacturer", and "Code". To the right of each field is a small "Use" checkbox. The form is set against a blurred background of the application interface.

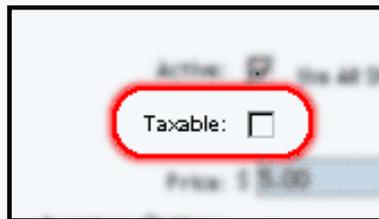
Check the selection box next to "active" if this package is to be available for use in the catalog. Packages that not active will not be displayed or available for purchase from the web site catalog.



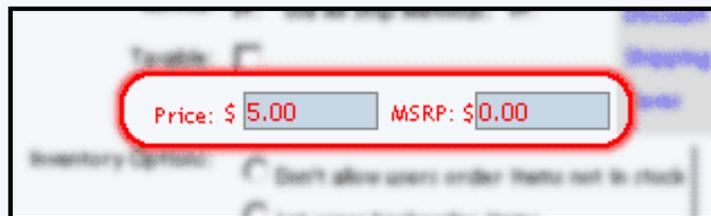
Check the box next to "Use all ship methods" if this package will be shipped using all active shipping methods. If this box is not checked, then shipping methods may be manually selected by accessing the package shipping methods page.



Check the box next to "taxable" if this package is being sold as retail goods.

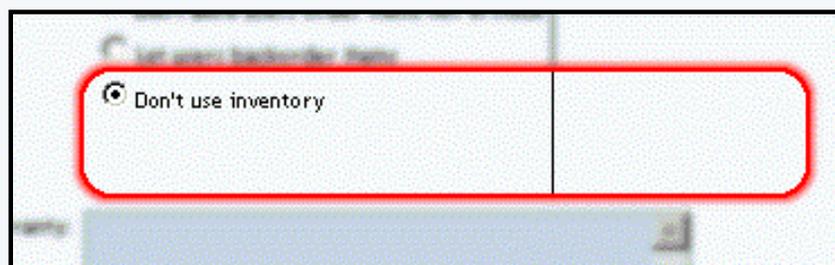


Enter the starting retail price in the field provided. This is the base price that will be displayed and charged for the main "starting" item in the package, not the final price of the complete package. Optionally, enter the manufacturer's suggested retail price (MSRP) in the field provided. If this 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.



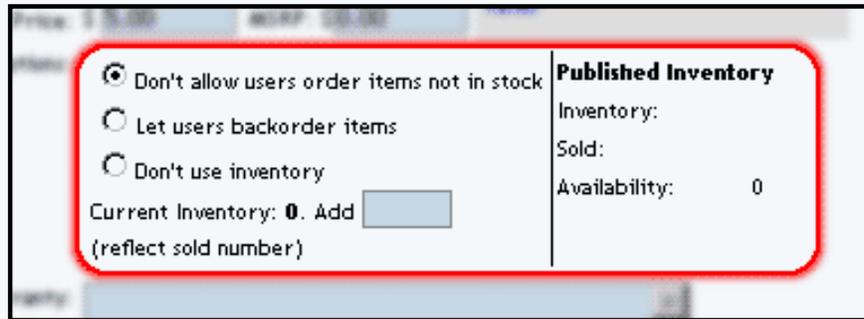
Under inventory options, click the radio button next to desired selection.

The default is "Don't use inventory" which deactivates the inventory control system for this package.



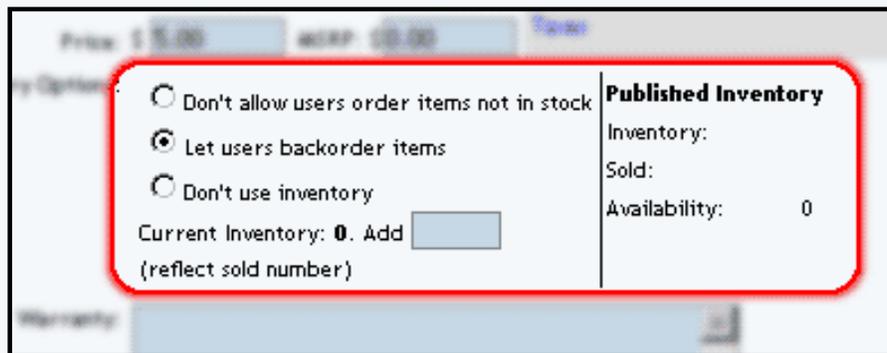
Selecting "Don't allow users to order items not in stock" will activate the inventory control system, and will not allow a

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.



The screenshot shows a web interface for inventory management. On the left, there are three radio button options: "Don't allow users order items not in stock" (which is selected), "Let users backorder items", and "Don't use inventory". Below these is a text field for "Current Inventory: 0" with an "Add" button and a note "(reflect sold number)". On the right, a section titled "Published Inventory" displays "Inventory:", "Sold:", and "Availability: 0".

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.



The screenshot shows the same web interface as above, but with the radio button for "Let users backorder items" selected. The "Published Inventory" section on the right remains the same, showing "Availability: 0".

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.

Warranty:

Short Description: Design your own beautiful floral arrangements for all occasions

Description: Choose from an assortment of flowers, roses, vases, and add an optional personal greeting card.

Meta Keywords:

Meta Description:

Instruction(s):
shown at order
confirmation email
and proof of
purchase.

Shipping Origin: Image: [No Image](#)

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.

Shipping Origin:

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](#) 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.

A screenshot of a web form. A red-bordered box highlights a section containing the following fields: "Use Quantity:" with a checked checkbox, "Use Units:" with an unchecked checkbox, "Min Units:" with an empty text input, "Max Units:" with a text input containing "0.00", "Unit Measurement:" with an empty text input, and "Unit Name:" with an empty text input. Below these fields are other form elements like "Weight (inch): 0.00", "Width (inch): 0.00", "Weight (lb): 0.00", and "Length (inch): 0.00".

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](#).

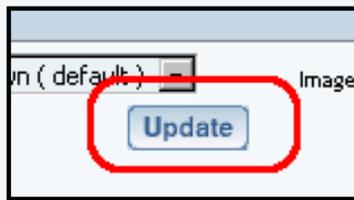
Click on the "handling" text link in order to access and set up [package handling charge rules](#).

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.

Package	Option Groups	Options	Related Products
----------------	----------------------	----------------	-------------------------

Package: sub sandwiches (218232)

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)

EditUpDownRemove

<p>Items (0/33)</p> <div style="border: 1px solid gray; padding: 5px;"><p>a product in the category (5880)</p><p>Alabama (201492)</p><p>Alaska (201493)</p><p>blue t-shirt (180707)</p><p>carton of pencils (UP) (5940)</p><p>carton of pencils - ZF22278 (140)</p></div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Add Item</div>	<p>Item Groups (0/3)</p> <div style="border: 1px solid gray; padding: 5px;"><p>My Sample Item Group Product (2)</p><p>t shirt option group (1)</p></div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Add Group</div>	<p>Packages (0/5)</p> <div style="border: 1px solid gray; padding: 5px;"><p>My Sample Package Product (180705)</p><p>stamp package (209560)</p><p>sub sandwiches (218232)</p><p>T shirt package (5882)</p></div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Add Package</div>
---	---	---

Update

When you click on the "Related Products" tab, you will see the following screen:

Item: New Item (270040)

Related Product(s) Caption:

[Empty text input field]

If blank, default caption will be "Customers who shopped for this item also shopped for item(s) below:"

Related Product(s) (0/0)

[Empty list box]

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:

[Empty text input field]

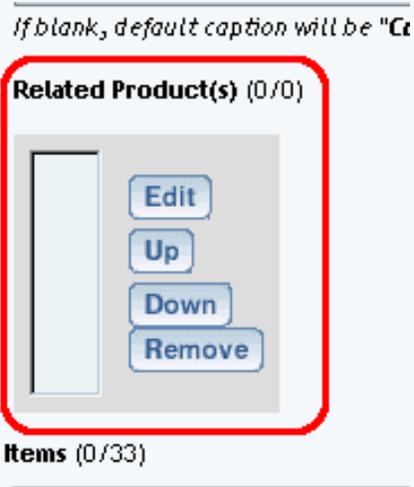
If blank, default caption will be "Customers who shopped for this item also shopped for item(s) below:"

Related Product(s) (0/0)

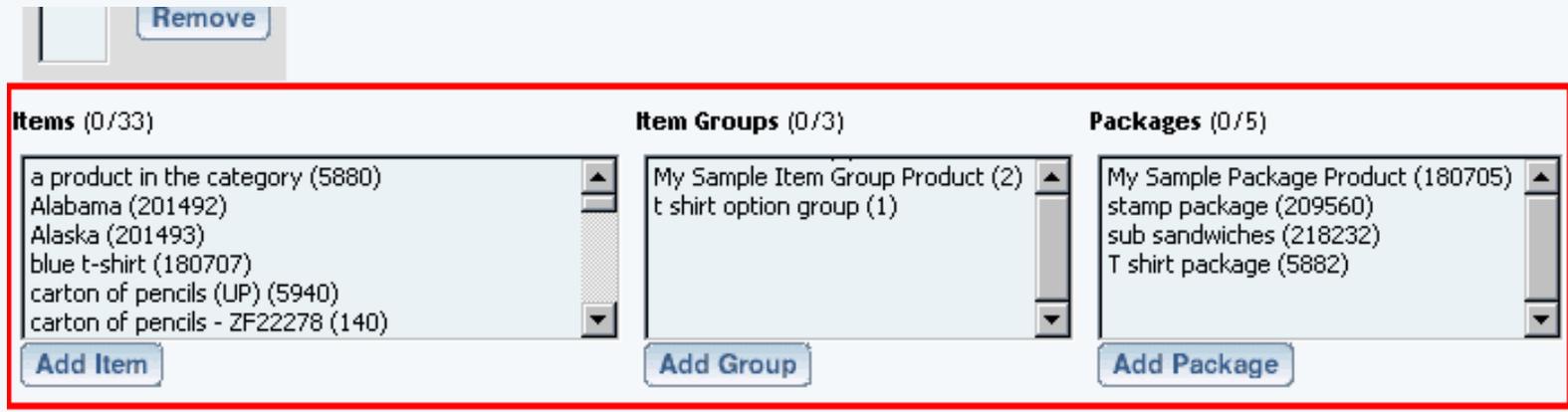
[Empty list box]

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](#)

[10-Step Guide on Setting Up Ecommerce](#)

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Package Options

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Package Management Page](#)

[Overview](#) | [How Do I Use It?](#) | [Text Area Option](#) | [Drop-Down Option](#)

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.



Online Shopping : [Stereo Equipment](#) / [Cables](#)

Gold RCA Cables

 Item Id: 241
Price: \$0.95
Cable Color :
Qty :
Unit :

[[enlarge](#)]

Item Options

Gold stereo RCA cables custom cut to your specifications. Laser cut and laser solder perfect audio signal every time.

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 administration 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:

[[Update Catalog Images](#) (*View update status*)]

[[Commerce Check](#)] [[Publish](#)] [[View Site](#)]

Categories	Items
<p>Root Category</p> <ul style="list-style-type: none">a new category (28)packages (3273)item group (5404)Items (5405)disabled category (10613)express order form (12178)stamps (11184) <p>Edit New Delete Sort</p> <p>[Upload Categories] [Download Categories]</p>	<p><input type="text"/> Search <input type="text" value="Name"/> Sort</p> <p><input type="text" value="--- Choose Item ---"/> Edit New Delete Copy</p> <p>[Manage Items] [Upload Items] [Download Items] [Upload Package Options] [Download Package Options]</p>
	Item Groups
	<p><input type="text"/> Search <input type="text" value="Name"/> Sort</p> <p><input type="text" value="--- Choose Item Group ---"/> Edit New Delete</p>
	Packages
	<p><input type="text"/> Search <input type="text" value="Name"/> Sort</p> <p><input type="text" value="--- Choose Package ---"/> Edit New Delete</p>
	Origins
	<p><input type="text"/> Search <input type="text" value="Name"/> Sort</p> <p><input type="text" value="--- Choose Origin ---"/> Edit New Delete Set Default</p>
	Catalog Page
	<p>Catalog Page <input type="text" value="mycatalog"/>.html</p> <p>Set Catalog Page</p>

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: sub sandwiches (218232)

Name: Use Quantity:

Barcode: Use Units: Max Units:

Manufacturer: Unit Name:

Code: Height: Width:

Weight: Length:

Active: Use All Ship Methods:

Taxable:

Price: \$ MSRP: \$

Discount [Handling Charges](#)

[Shipping Methods](#) [Shipping Rules](#)

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: 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.

Package: sub sandwiches (218232)

Text Area Option

Name

(The text area option allows customers to send comments or further information for this item)

[New Text Area Option](#)

[Update](#) [New Option](#)

[close window](#)

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.

Package: sub sandwiches (218232)

Text Area Option 1

Name

(The text area option allows customers to send comments or further information for this item)

2 [New Text Area Option](#)

3 [Update](#) [New Option](#)

[close window](#)

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.

Item: New Item (270040)

Text Area Option

Name

Name

(The text area option allows customers to send comments or further information for this item)

Create a drop-down option

To create a new option, click on the "New Option" button.

Package Option Groups Options Related Products

Package: sub sandwiches (218232)

Text Area Option

Name

(The text area option allows customers to send comments or further information for this item)

[close window](#)

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).

Option Id 39160 Name

Delete

Up

Down

Values Add

Up

Down

Remove

Update New Option

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.

Option Id 39160 Name

Delete

Up

Down

Values Add

Up

Down

Remove

Update New Option

To delete an existing option set, click on the "Delete" button located beneath the option Id number.

Option Id 37159 Name: Choice of Bread
Delete
Up
Down
Values: Wheat, Parmesan Oregano, White, Toasted Garlic, Italian Cheese
Add, Up, Down, Remove

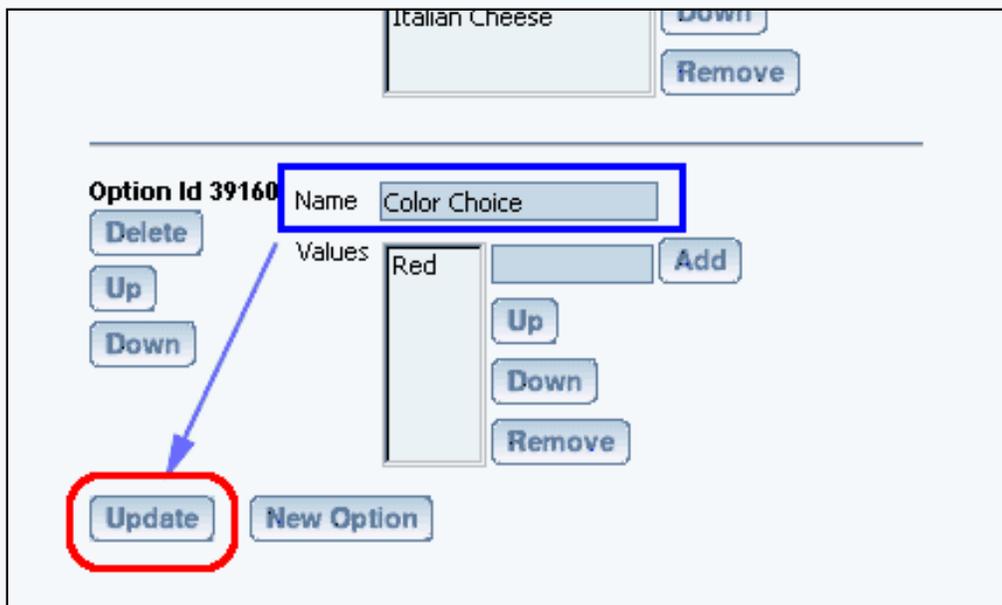
Option Id 39160 Name: Color
Delete
Up
Down
Values: Red
Add, Up, Down, Remove

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.

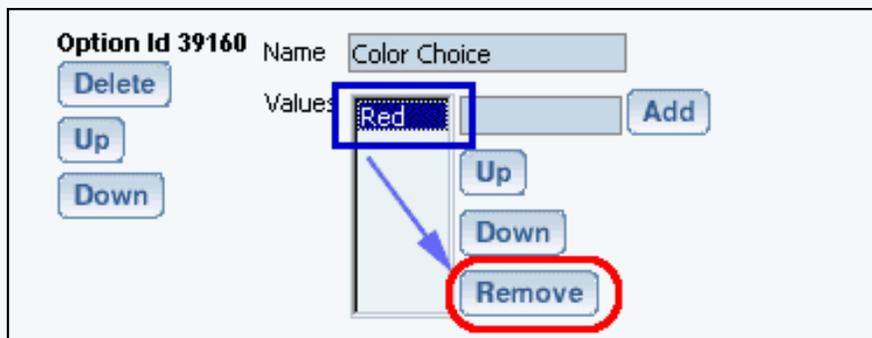
Option Id 37159 Name: Choice of Bread
Delete
Up
Down
Values: Wheat, Parmesan Oregano, White, Toasted Garlic, Italian Cheese
Add, Up, Down, Remove

Option Id 39160 Name: Color
Delete
Up
Down
Values: Red
Add, Up, Down, Remove

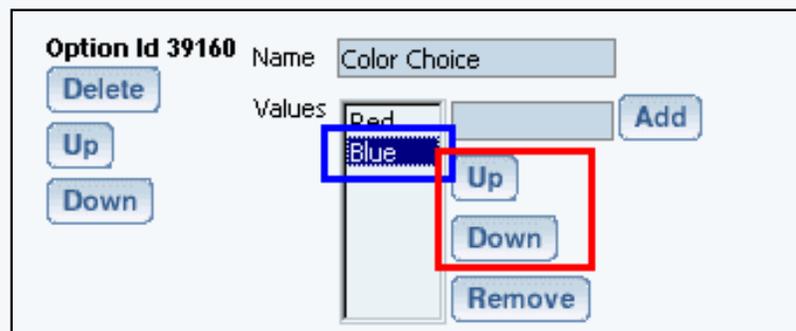
To change the name of any option set, type over the existing name, and click the "Update" button.



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.

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Package Option Groups

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#) | [Package Management Page](#)

[Overview](#) | [Adding Items to an Option Group](#) | [Package Option Group Details](#) | [Package Option Group Administration](#)

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

Option Group

- [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

Package Option

- 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

Option Group

Multiple Selection Boxes

- [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 = 12.74]
3 White Roses

Items (Package Options)

Carnations

Option Group

Required (forced choice)

- [Carnations](#) [\$5.50 - 0.11 = 5.39]
Small arrangement of carnations

Vase

Option Group

- [Crystal Vase](#) [\$25.00 - 1.75 = 23.25]
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.

Package	Option Groups	Options	Related Products
Package: sub sandwiches (216232)			
Name:	sub sandwiches	Use Quantity:	<input checked="" type="checkbox"/>
Barcode:		Use Units:	<input type="checkbox"/> Max Units: 0.00
Manufacturer:		Unit Name:	
Code:		Height:	0.00
		Width:	0.00
		Weight:	0.00
		Length:	0.00
Active:	<input checked="" type="checkbox"/>	Use All Ship Methods:	<input checked="" type="checkbox"/>
Taxable:	<input checked="" type="checkbox"/>	Discount	Handling Charges
Price:	\$ 1.50	MSPR:	\$0.00
Inventory Options:	<input type="radio"/> Don't allow users order items not in stock <input type="radio"/> Let users backorder items <input checked="" type="radio"/> Don't use inventory		
Warranty:			

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.

Package Option Groups Options Related Products

Package: sub sandwiches (218232)

Name: sub sandwiches

All Option Groups (0/3)

- Type of sandwich (5)
- Choice of Condiments (6)
- Choice of Veggies (7)

New
Delete

Option Groups In Package (0/3)

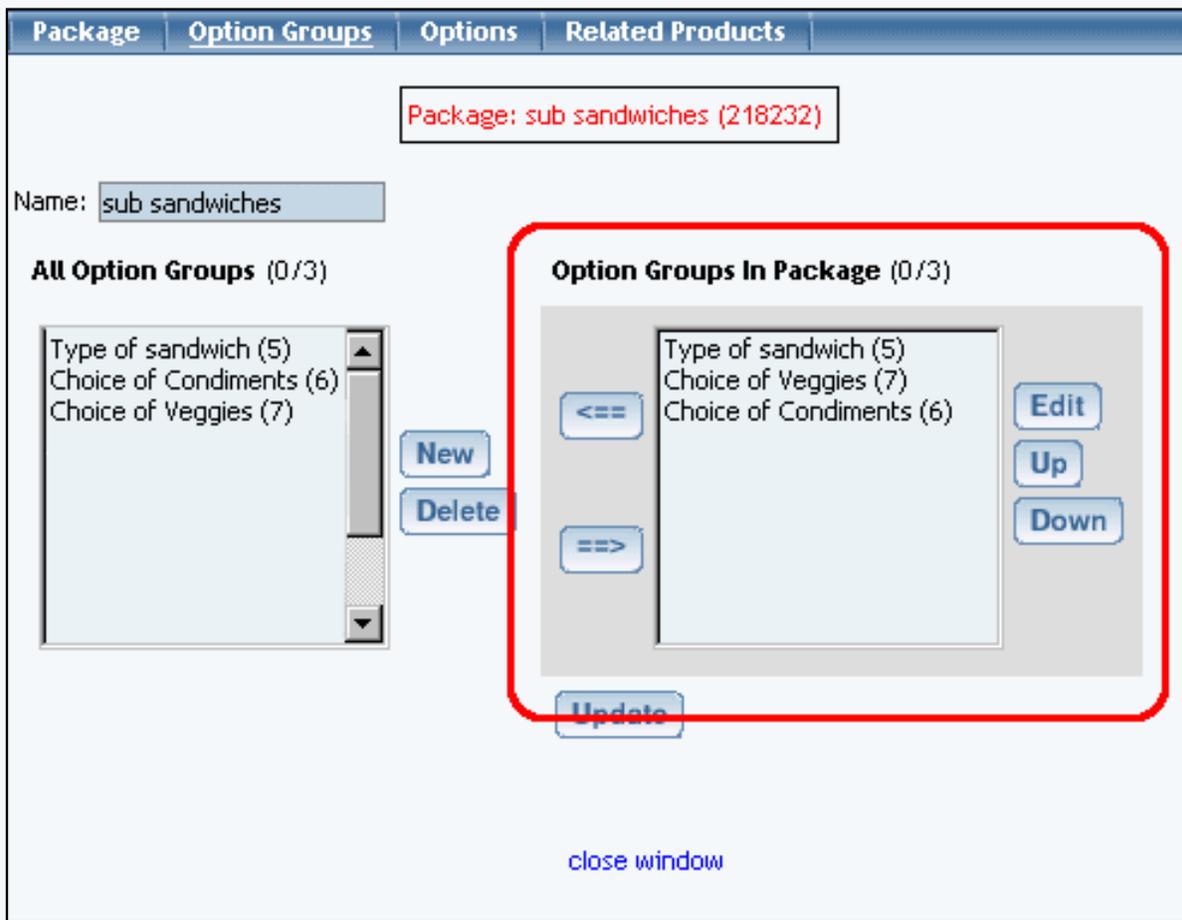
- Type of sandwich (5)
- Choice of Veggies (7)
- Choice of Condiments (6)

<=> Edit
Up
Down

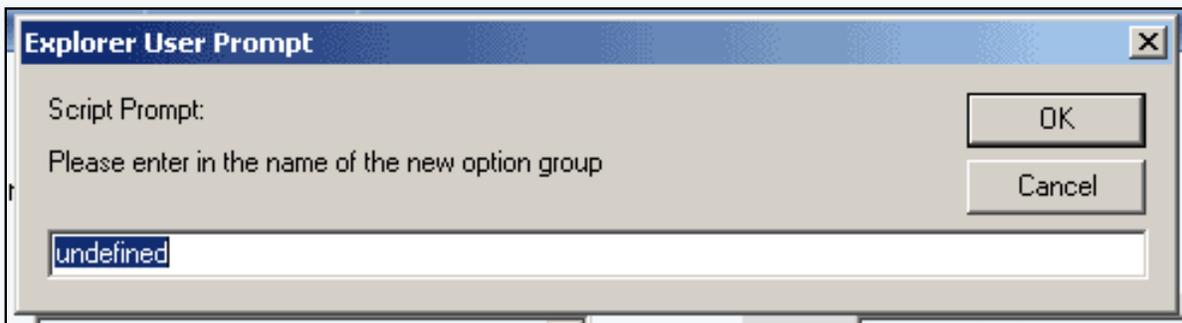
Update

close window

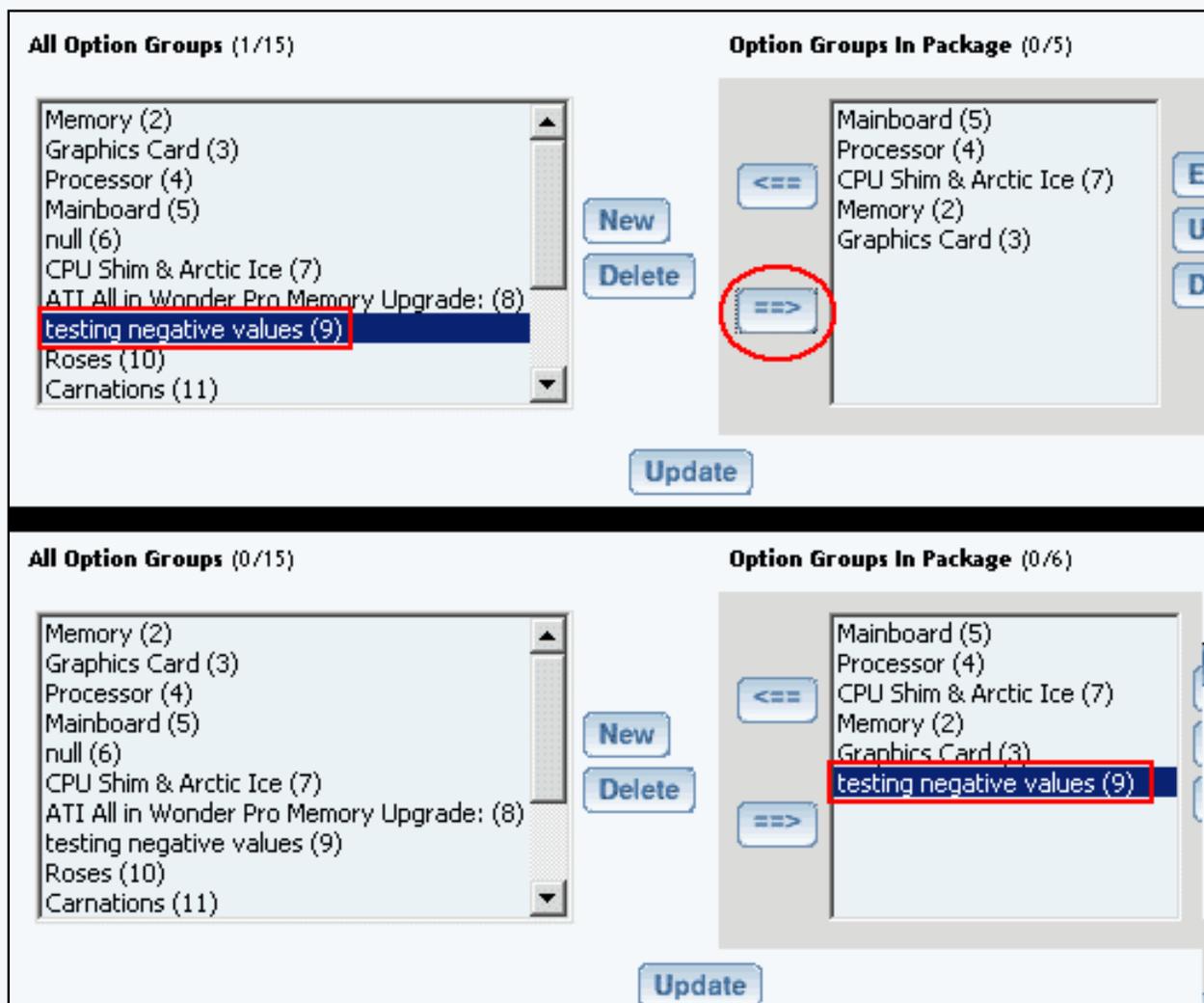
Option groups that are currently used by the package will be display to the right.



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.

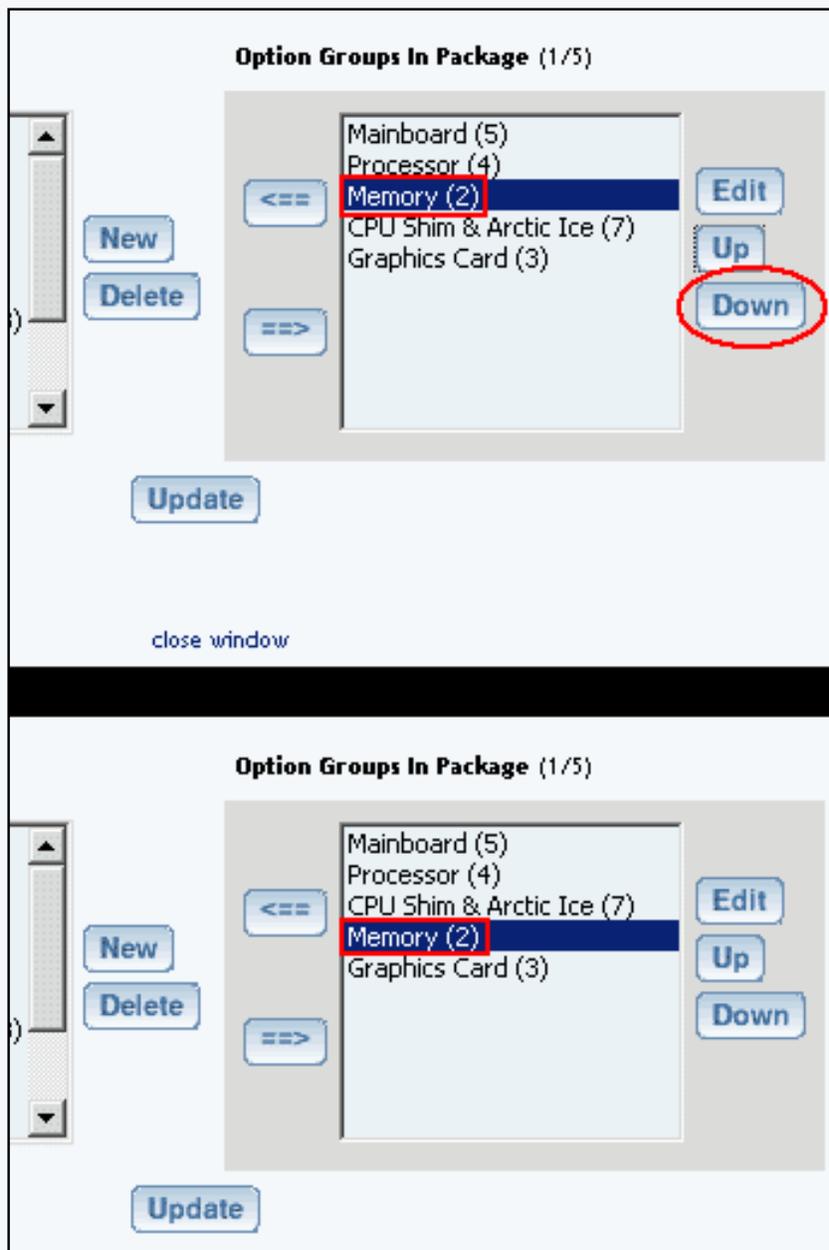


To add an existing option group to this package, click on the option group name in the "Available Option Groups" section. Press the "Right" arrow button located to the left of the "Option Groups in Package" section. The option group will be removed from the available group and added to the option groups in the package.

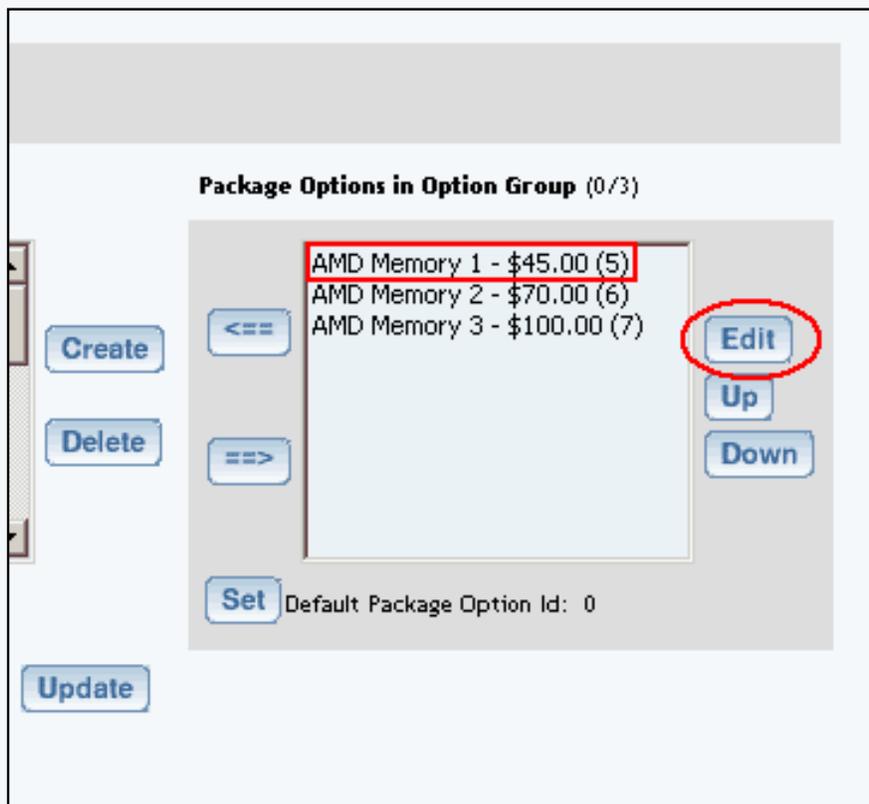


To delete an option group, click on the name of the group from the "Available Option Groups" section. Click the "Delete" button located near the center of the administration page.

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.



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 to 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:

Option Group

Package: sub sandwiches (218232) → Option Group: Type of sandwich (5)

Option Group Name:

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)

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)

Default Package Option Id: 0

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 options as a drop-down instead of as a checkbox or radio button.

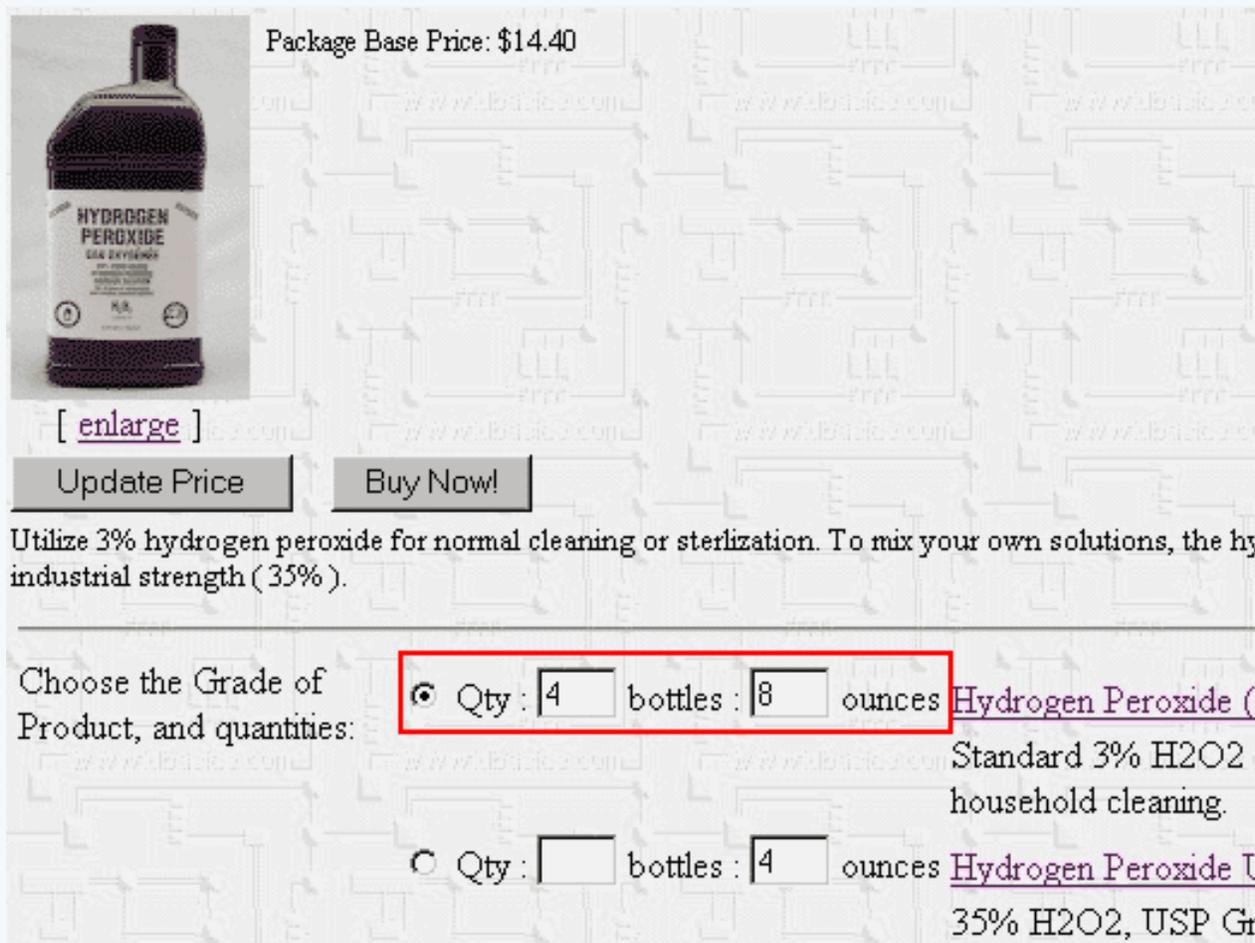
Multiple: Allows customers to purchase multiple items in this group. Selecting this option implies that a customer can select nothing.

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.



Package Base Price: \$14.40

[[enlarge](#)]

Update Price Buy Now!

Utilize 3% hydrogen peroxide for normal cleaning or sterilization. To mix your own solutions, the hy industrial strength (35%).

Choose the Grade of Product, and quantities:

Qty : bottles : ounces [Hydrogen Peroxide \(Standard 3% H2O2 c household cleaning.](#)

Qty : bottles : ounces [Hydrogen Peroxide U 35% H2O2, USP Gr](#)

[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.

The image displays two screenshots of a software interface, likely for configuring package options. Both screenshots show a list of package options on the left and a list of options currently in an option group on the right.

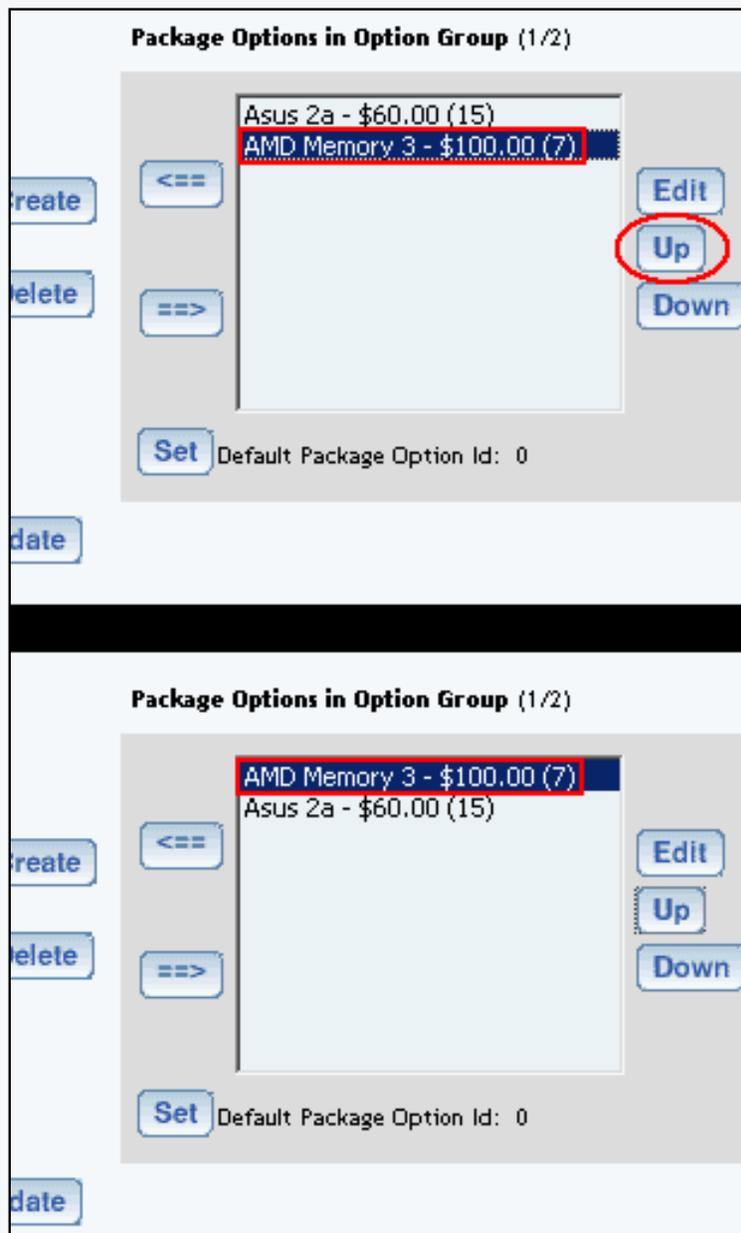
Top Screenshot:

- All Package Options (1/29):** A list of options including AMD Memory 1, AMD Memory 2, AMD Memory 3 (highlighted in red), ATI All in Wonder Pro, and Amd CPU 1. Buttons for "Create" and "Delete" are visible.
- Package Options in Option Group (0):** A list containing "Asus 2a - \$60.00 (15)". A red circle highlights the "=>" button, indicating the process of adding an option to the group.
- Update:** A button at the bottom.

Bottom Screenshot:

- All Package Options (1/29):** The same list of options as the top screenshot, with "AMD Memory 3 - \$100.00 (7)" highlighted in red.
- Package Options in Option Group (1):** The list now contains two items: "Asus 2a - \$60.00 (15)" and "AMD Memory 3 - \$100.00" (highlighted in red). The "=>" button is no longer highlighted.
- Update:** A button at the bottom.

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.



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.

Package Option

Item: AMD Memory 1 (9)

Package Options

- AMD Memory 1 (5) - \$45.00
- AMD Memory 1 (19) - \$0.00
- AMD Memory 1 (20) - \$0.00

Price: \$

[Discount](#) [Handling](#)

[Shipping Rules](#) [Taxes](#)

[New](#)

[close 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.

Package Option

Item: AMD Memory 1 (9)

Package Options

AMD Memory 1 (5) - \$45.00
AMD Memory 1 (19) - \$0.00
AMD Memory 1 (20) - \$0.00

Price: \$ 45.00

[Discount](#) [Handling](#)

[Shipping Rules](#) [Taxes](#)

[New](#) [Update](#) [Delete](#)

[close window](#)

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.

Discount Rules Shipping Rules Handling Rules Tax Rules

Discount Rules Admin for Package Option (15) Asus 2a (4)

Current Discount Rules for Package Option (15) Asus 2a (4)

Rule ID	Rule Name	Discount Name	Active
7	2% discount	Package discount	<input checked="" type="checkbox"/>

[Update](#)

Apply or Remove Existing Discount Rules

Active

Available Rules		Rules for Package Option # 15
Special Item Discount(13) (14)	<==	2% discount (7)
New Quantity Discount(12)	==>	

[Add Discount Rule](#)

[close 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.

Discount Rules | **Shipping Rules** | Handling Rules | Tax Rules

Shipping Rules Admin for Package Option (15) Asus 2a (4)

Current Shipping Rules for Package Option (15) Asus 2a (4)

Rule ID	Name	Active
Update		

Apply or Remove Existing Shipping Rules

Active

Available Rules		Rules for Package Option # 15
Customer Pickup(7)	<==	
Courier(8)		
Courier(9)	==>	

[Add Shipping Rule](#)

Global shipping rules that apply to this Package Option (15) Asus 2a (4):

[Customer Pickup \(2\)](#)

[Courier \(3\)](#)

[close 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
<input type="button" value="Update"/>			
Apply or Remove Existing Tax Rules			
Active <input checked="" type="checkbox"/>	Available Rules	Rules for Package Option # 15	
	package test(3)	<==	
		==>	
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: [10-Step Guide on Setting Up E-commerce](#) | [Package Option Groups](#)

[Overview](#) | [Package Option Group Discount Details](#) | [Discount Rules For Shoppers](#)

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 :

Sleeve Options :

Cuff Options :

Collar Options :

Neck Size :

Color :

[[enlarge](#)]

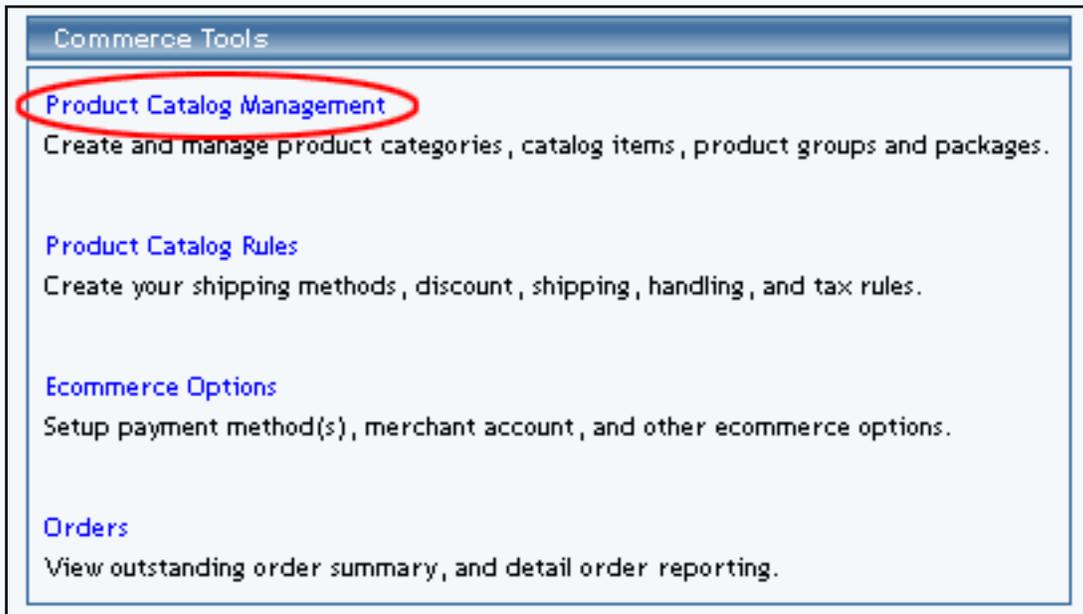
Package Option Group Discount Applies to all Options

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.

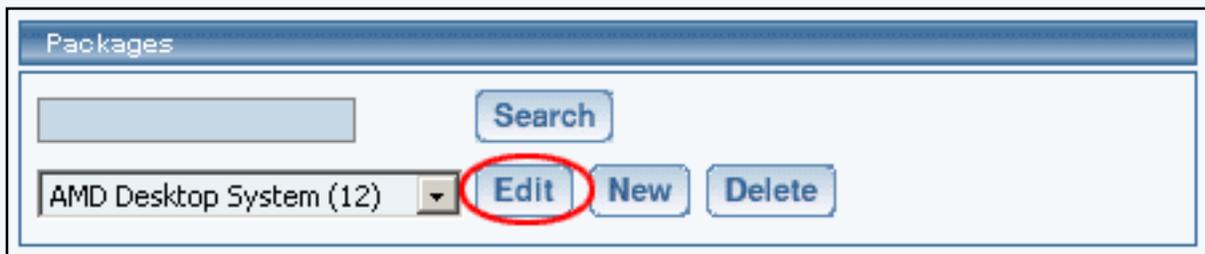
Size	Option Group	
<input type="radio"/>	Small Men's Dress Shirt - Custom Tailored	[\$45.00 - 4.50 = 40.50] Size: Small - Custom Tailored
<input checked="" type="radio"/>	Medium Men's Dress Shirt - Custom Tailored	[\$55.00 - 5.50 = 49.50]

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.



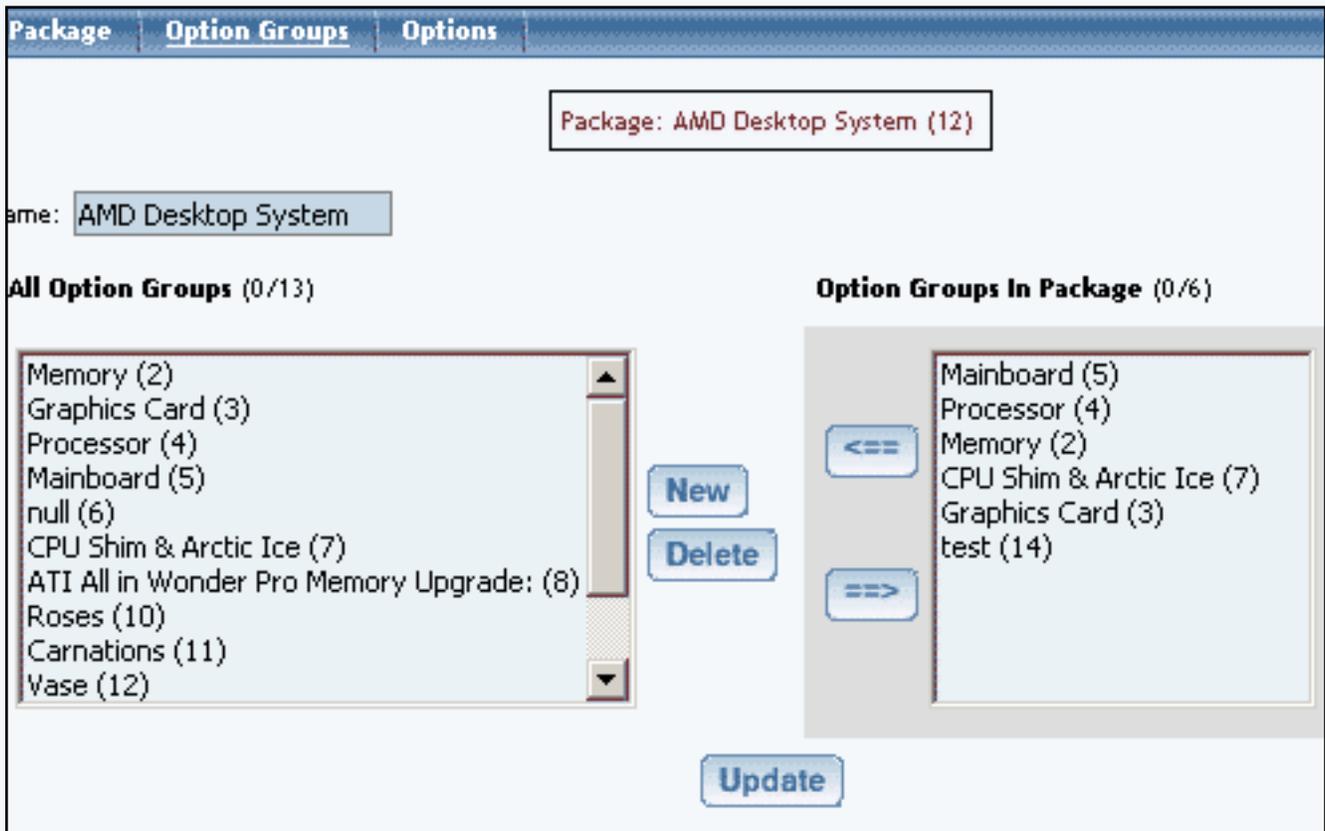


Select an existing package from the drop-down menu in the package section and click the "Edit" button, or click on the "new" button to create and name a new package. The package management page will load in a new browser window.

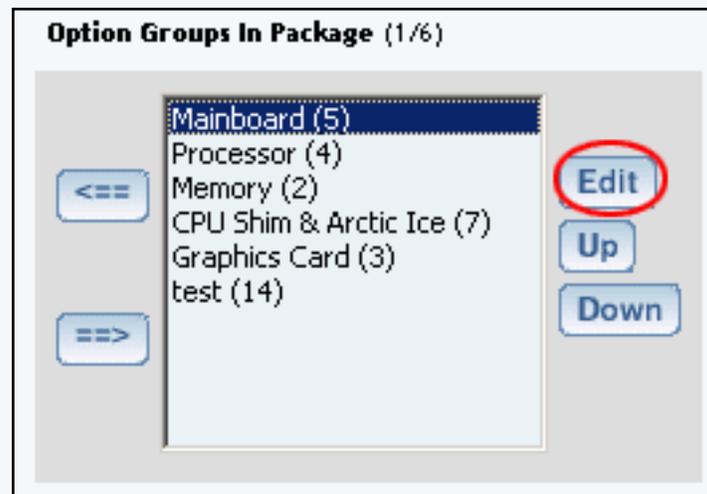


Click on the "Option Groups" text link at the top of the administration page. The option groups administration page will load.





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.

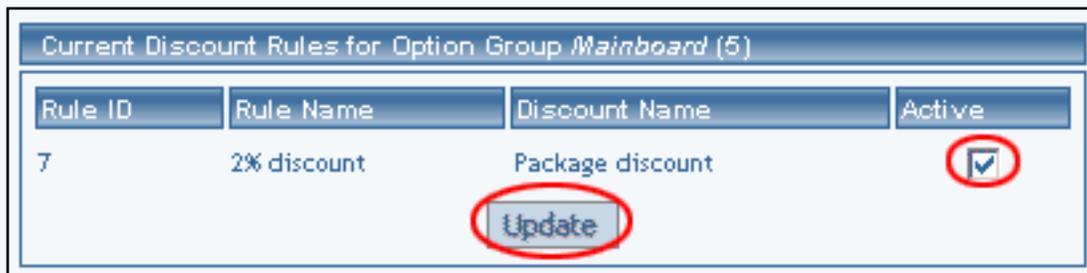
Click on the "Discount" text link located on the left-hand side of the administration page. The Option Group Discount Rules page will load in a new browser window.



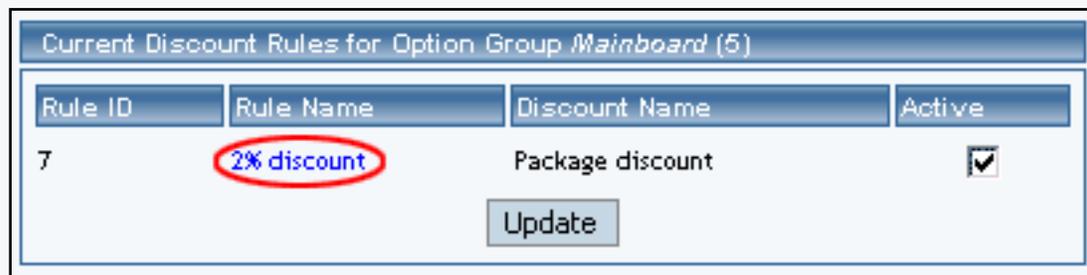
To create a new discount rule, click on the "Add Discount Rule" text link. The [add discount rule](#) page will load in a new browser window.



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.



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 Shim & Arctic Ice		☑		
Memory		☑		
Mainboard		☑		
<input type="button" value="Update"/>				
Apply or Remove Discount to or from Option Groups				
Active	Available Option Groups		Option Groups using Rule # 7	
<input checked="" type="checkbox"/>	Graphics Card(3)	<==	CPU Shim & Arctic Ice(7)	
	Roses(10)		Memory(2)	
	Processor(4)		Mainboard(5)	
	Carnations(11)	==>		

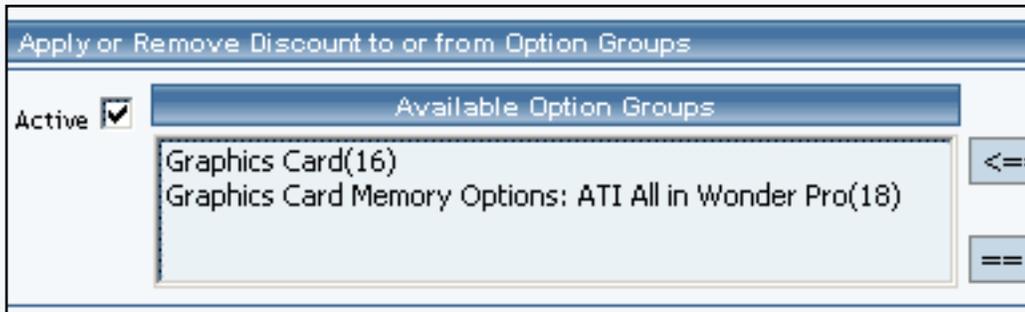
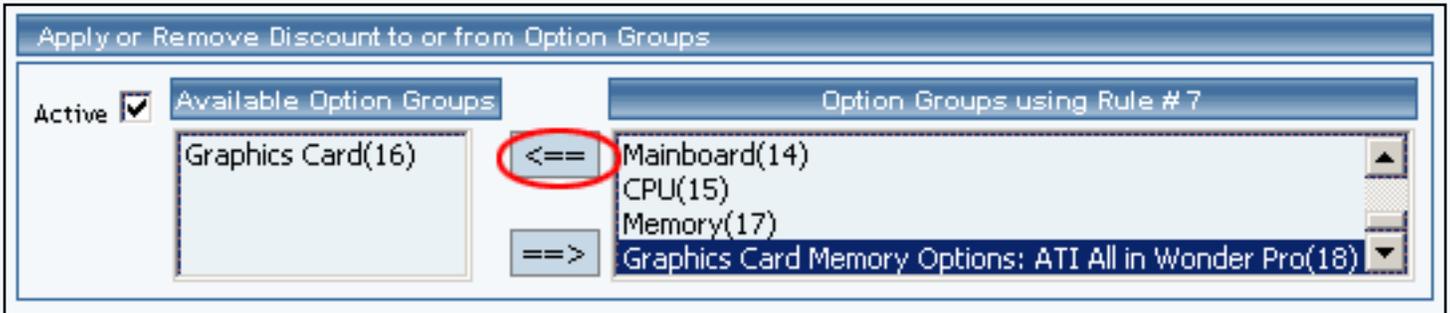
To add an existing discount rule to the option group, click on the name of the rule Available Rules". Click on the right arrow to add the rule to the item. The current page will refresh, and the chosen discount rule will appear under the "Rules for Option Group" section.

Apply or Remove Discount to or from Option Groups				
Active	Available Option Groups		Option Groups using Rule # 7	
<input checked="" type="checkbox"/>	Graphics Card(16)	<==	(7)	
	Graphics Card Memory Options: ATI All in Wonder Pro(18)		Mainboard	
		==>	CPU(15)	
			Memory(17)	

Apply or Remove Discount to or from Option Groups				
Active	Available Option Groups		Option Groups using Rule # 7	
<input checked="" type="checkbox"/>	Graphics Card(16)	<==	Mainboard(14)	
			CPU(15)	
		==>	Memory(17)	
			Graphics Card Memory Options: ATI All in Wonder Pro(18)	

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.



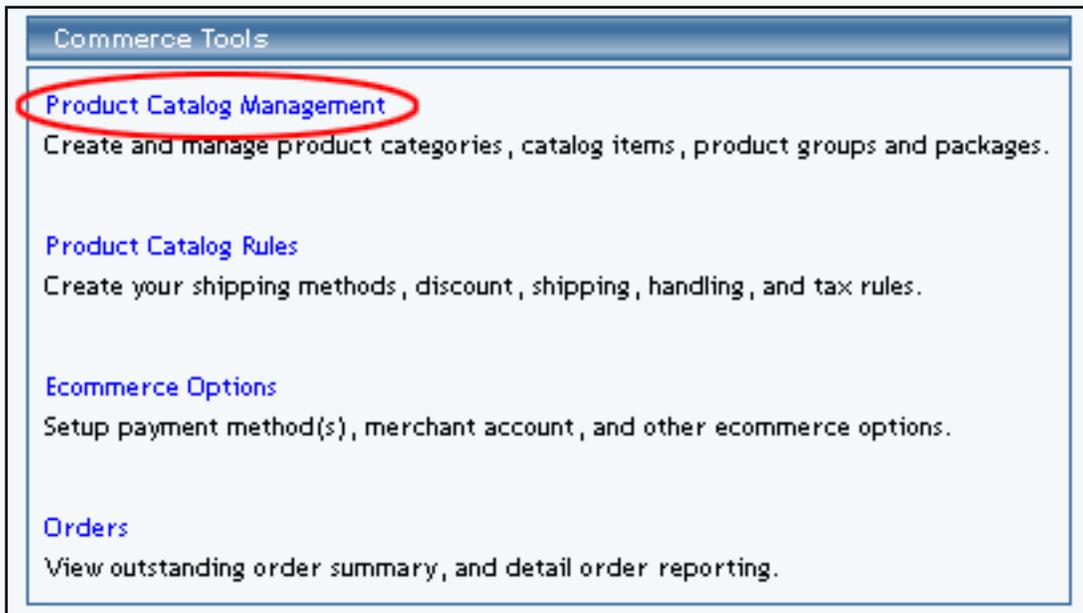
[Back to the Top of the Page](#)

Discount Details for Option Groups

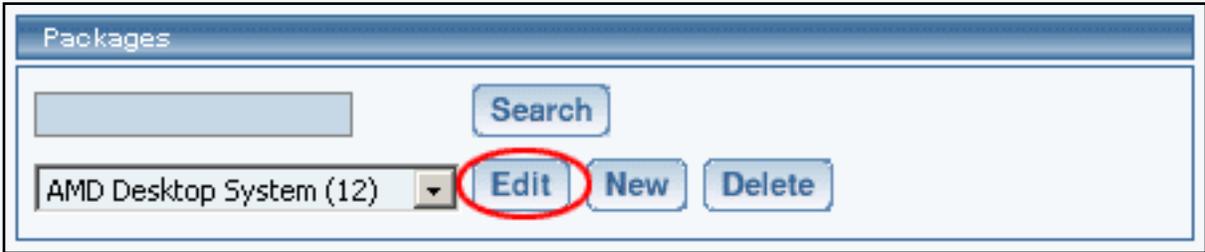
View and manage the discount for all option groups using the selected discount rule.

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.





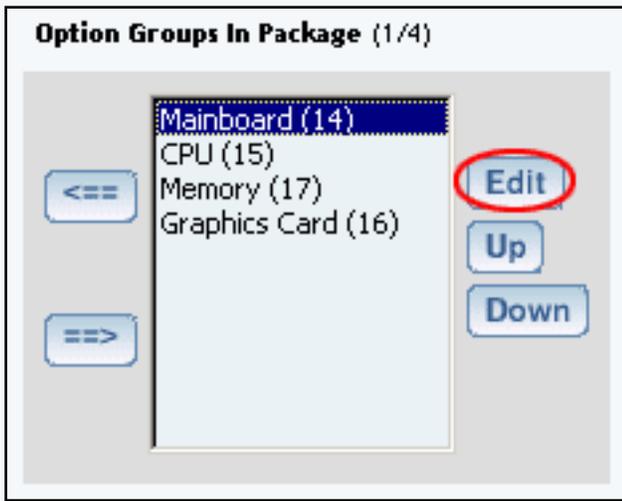
Access the package management page by either creating a new package or by selecting an item to edit from the item drop down menu. The package management page will load in a new browser window.



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.



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 (circled in red)	Package discount	<input checked="" type="checkbox"/>

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	<input checked="" type="checkbox"/>
Memory	<input checked="" type="checkbox"/>

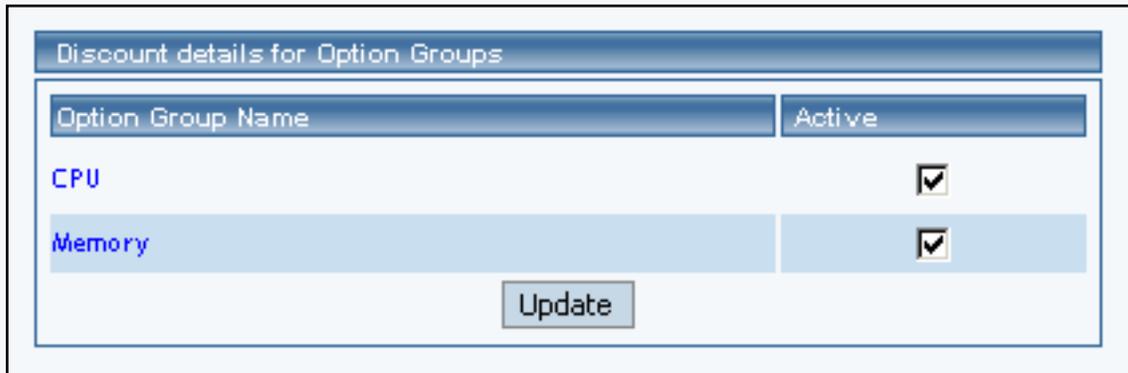
Update

Apply or Remove Discount to or from Option Groups

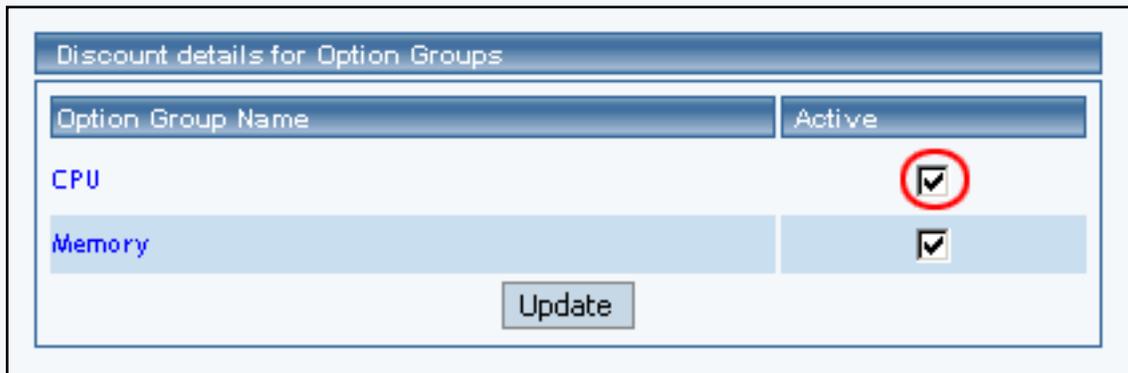
Active Available Option Groups

Graphics Card Memory Options: ATI All in Wonder Pro(18) <==

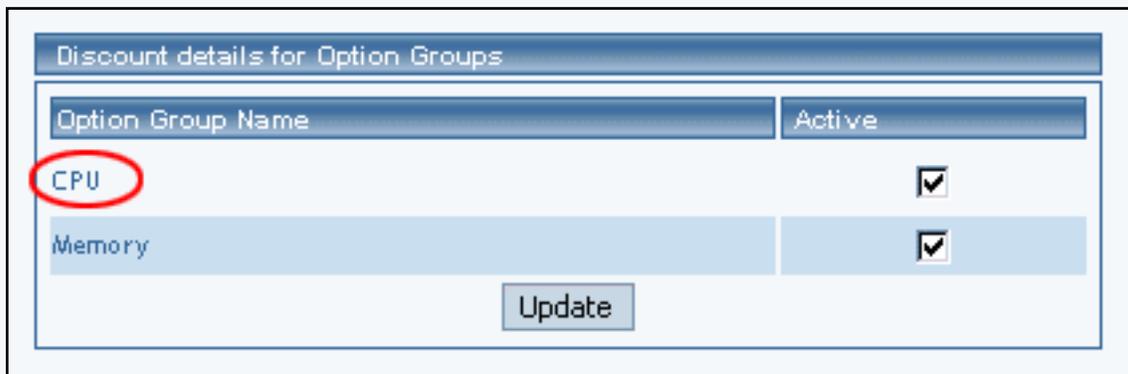
All option groups that the rule is currently applied to will be listed under the "Discount Details for Option Groups" section.



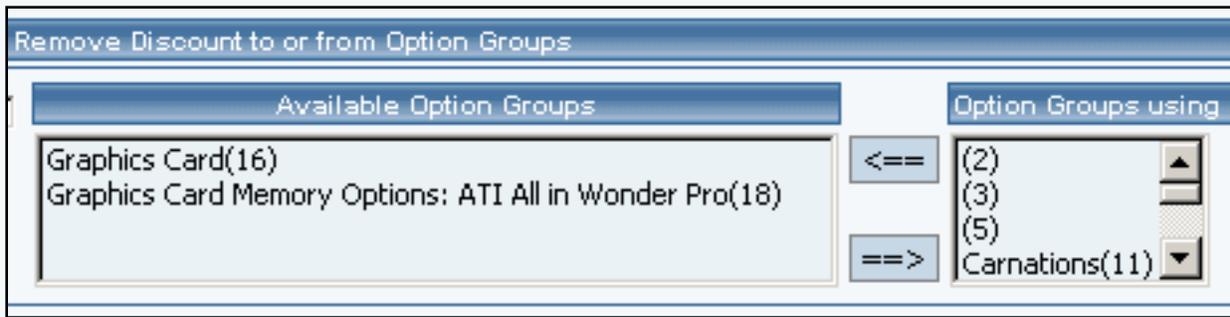
The discount rule can be activated or deactivated for any option group in the list. Toggle the selection box under "Active" next to the item to change to change the status. Click the "Update" button to save changes.



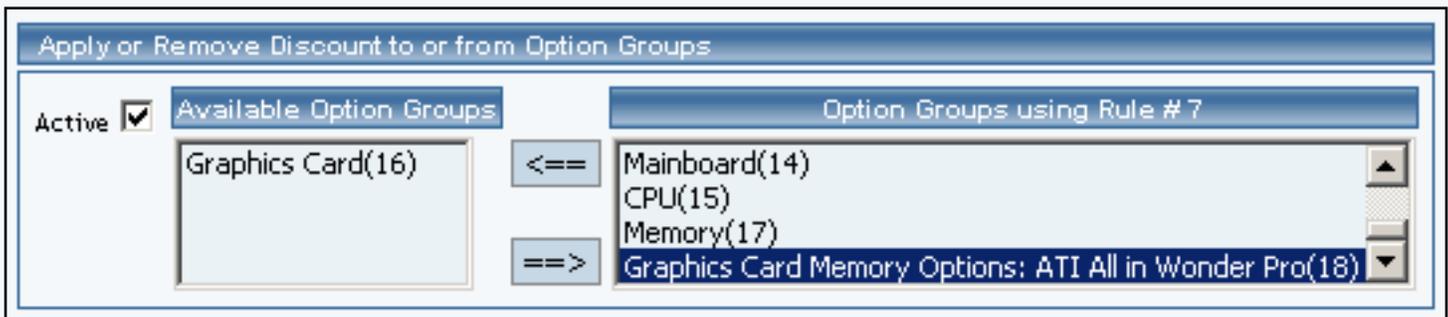
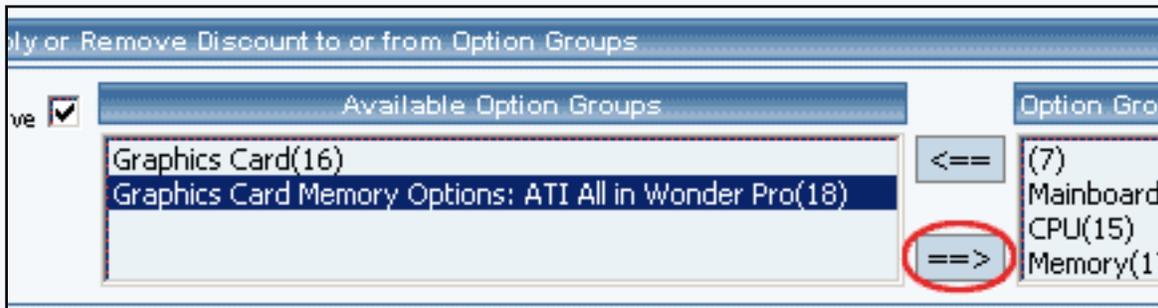
To view the details of any option group in the list, click the applicable name. The [option group management page](#) will load in a new window.



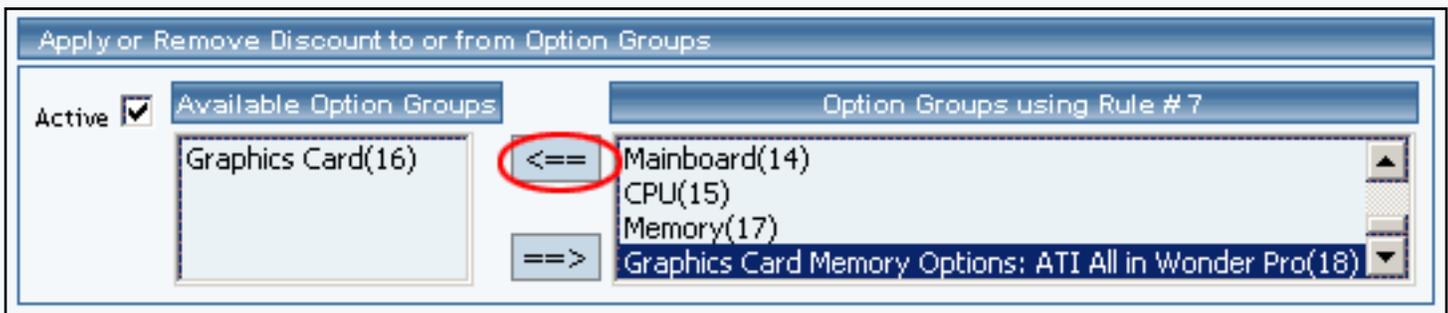
To add or remove option groups from the discount rule, use the "Apply or Remove Discounts for Option Groups" section located toward the bottom of the administration page.

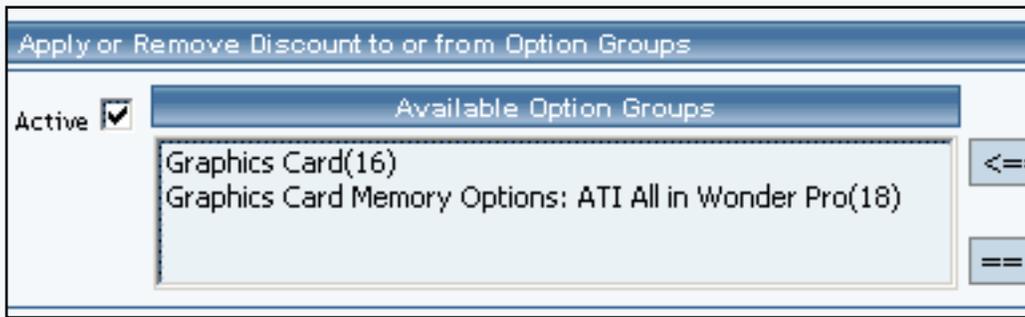


To add a package to the rule, click on the name of the package under the "Available Option Groups" section. Click the "right arrow" button. The page will refresh with the item now located under the "Option Groups Using..." heading.



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.





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[10-Step Guide on Setting Up Ecommerce](#)

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Package Option Group Tax Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Package Option Groups](#)

[Overview](#) | [Package Option Group Tax Details](#)

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.

[Update Catalog Images (View update status)]
[Publish] [View Site]

Items

Search

--- Choose Item --- Edit New [Upload Items]

Item Groups

Search

--- Choose Item Group --- Edit New Delete

Packages

Search

AMD Desktop System (12) Edit New Delete

Origins

Search

--- Choose Origin --- Edit New Delete Set D

Catalog Page

Catalog Page .html

Set Catalog Page

m (42)
43)

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.

Package **Option Groups** Options

Package: AMD Desktop System (12)

Name: AMD Desktop System Use Quantity:

Barcode: mbcpu Use Units: Max Units: 0.00

Manufacturer: AMD Unit Name:

Code: AMDcombo Height: 0.00 Width: 0.00

Weight: 2.40 Length: 0.00

Active: Use All Ship Methods:

Taxable:

[Discount](#) [Handling Charges](#)

[Shipping Methods](#) [Shipping Rules](#)

[Taxes](#)

Click on the "Option Groups" text link at the top of the administration page. The option groups administration page will load.

Package **Option Groups** Options

Package: AMD Desktop System (12)

Name: AMD Desktop System

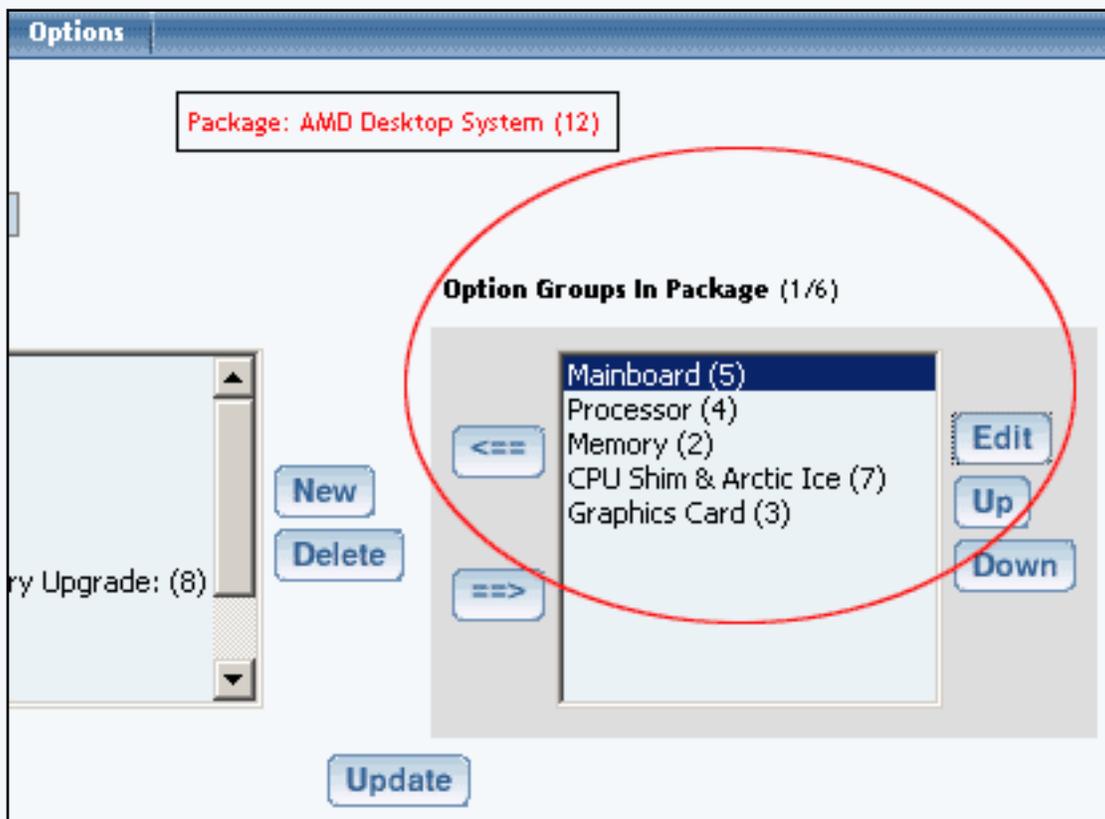
All Option Groups (0/13)

- Memory (2)
- Graphics Card (3)
- Processor (4)
- Mainboard (5)
- null (6)
- CPU Shim & Arctic Ice (7)
- ATI All in Wonder Pro Memory Upgrade: (8)
- Roses (10)
- Carnations (11)
- Vase (12)

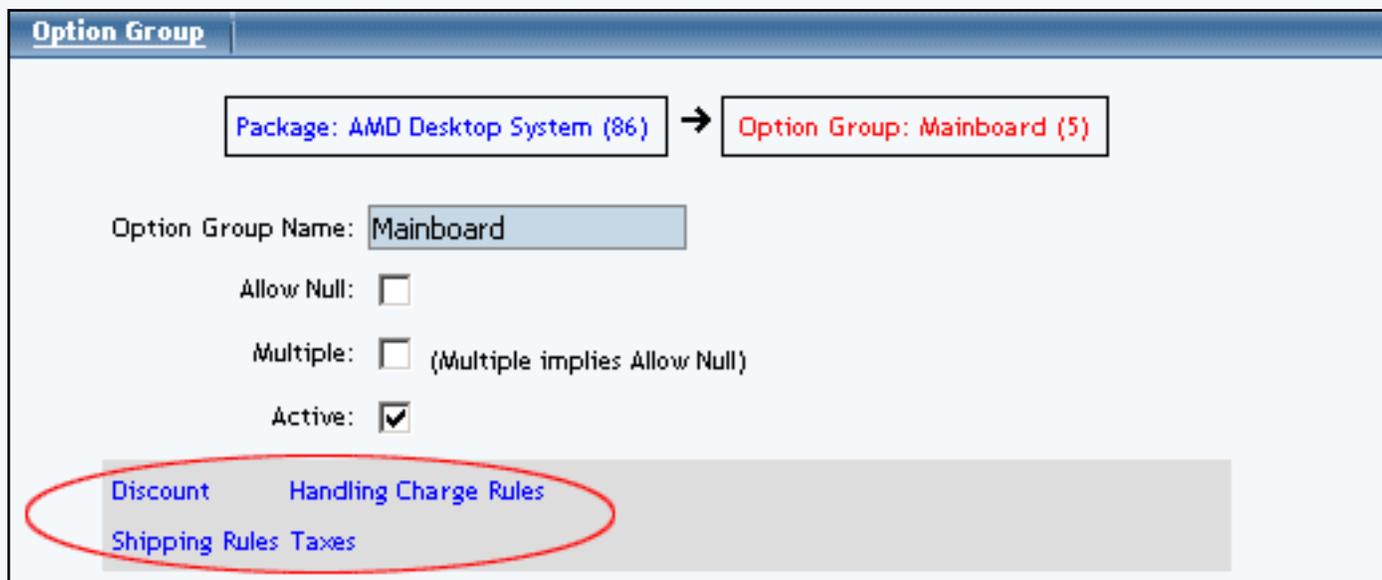
Option Groups In Package (0/6)

- Mainboard (5)
- Processor (4)
- Memory (2)
- CPU Shim & Arctic Ice (7)
- Graphics Card (3)

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.



Discount Rules	Shipping Rules	Handling Rules	<u>Tax Rules</u>
Tax Rules Admin for Option Group <i>Mainboard</i> (5)			
Current Tax Rules for Option Group <i>Mainboard</i> (5)			
Rule ID	Rule Name	Tax Name	Active
<input type="button" value="Update"/>			
Apply or Remove Existing Tax Rules			
Active <input checked="" type="checkbox"/>	Available Rules		Rules for Option Group # 5
	<input type="text"/>	<input type="button" value="<=="/>	<input type="text"/>
		<input type="button" value="==>"/>	
Add Tax Rule			
close 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.

Tax Rules Admin for Option Group *Mainboard (5)*

Current Tax Rules for Option Group *Mainboard (5)*

Rule ID	Rule Name	Tax Name	Active

Apply or Remove Existing Tax Rules

Active

Available Rules		Rules for Option Group # 5
AMD Discount(9)	<==	
	==>	

[Add Tax Rule](#)

[close window](#)

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	<input checked="" type="checkbox"/>

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	<input checked="" type="checkbox"/>

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
---------	-----------	----------	--------

Apply or Remove Existing Tax Rules

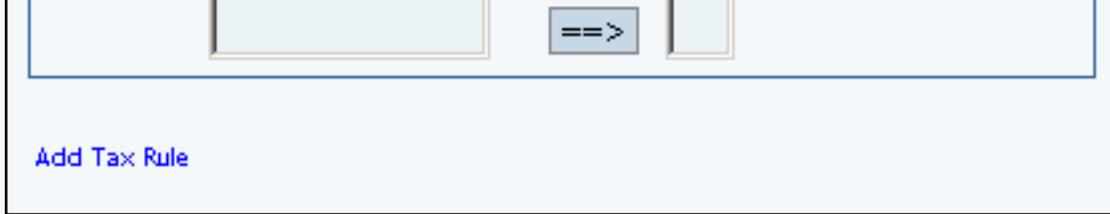
Active

Available Rules

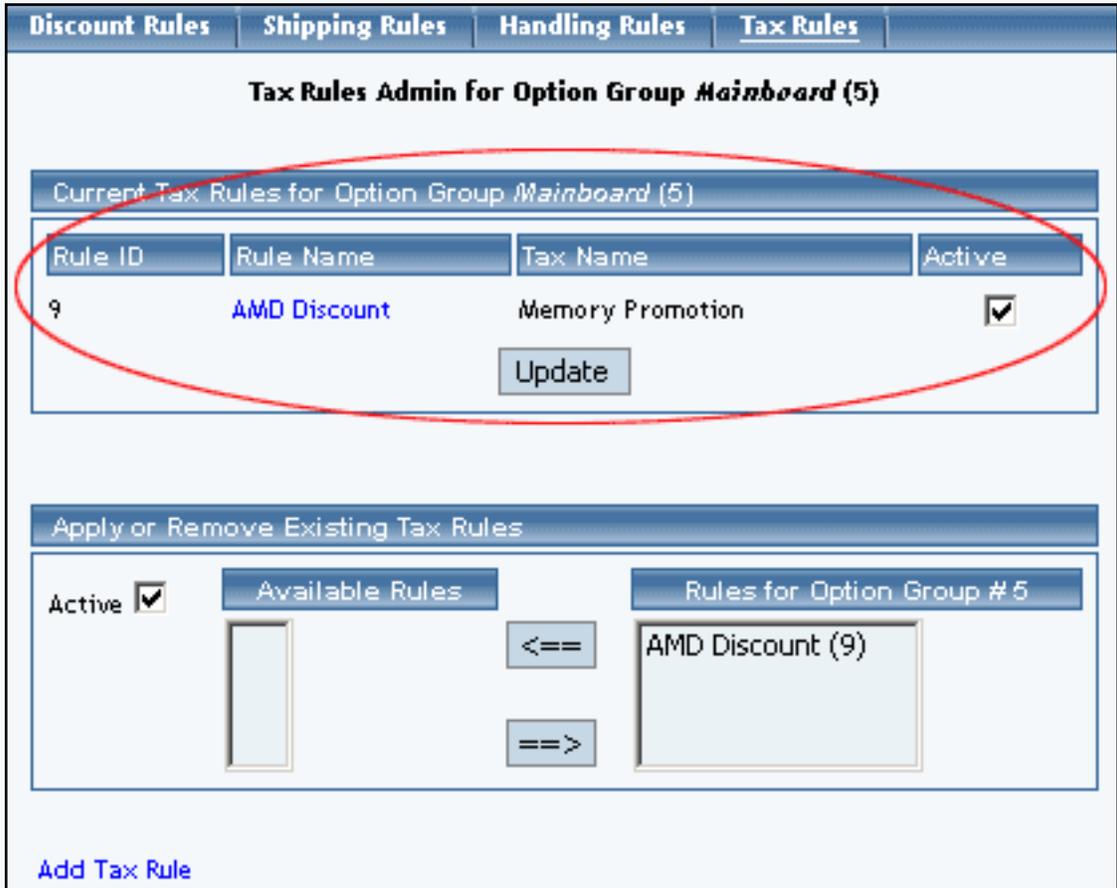
AMD Discount(9)

Rules for Option Group # 5

[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.



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.

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		<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Tax Rule to or from Option Groups				
Active <input checked="" type="checkbox"/>	Available Option Groups		<==	Option Groups using Rule # 9
	CPU Shim & Arctic Ice(7)			Mainboard(5)
	ATI All in Wonder Pro Memory Upgrade:(8)			
	Memory(2)			
	Graphics Card(3)		==>	

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 ---

[Upload Items]

Item Groups

--- Choose Item Group ---

Packages

AMD Desktop System (12)

Origins

--- Choose Origin ---

Catalog Page

Catalog Page .html

m (42)
43)

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.

Package **Option Groups** Options

Package: AMD Desktop System (12)

Name: AMD Desktop System Use Quantity:

Barcode: mbcpu Use Units: Max Units: 0.00

Manufacturer: AMD Unit Name:

Code: AMDcombo Height: 0.00 Width: 0.00

Weight: 2.40 Length: 0.00

Active: Use All Ship Methods:

Taxable:

[Discount](#) [Handling Charges](#)

[Shipping Methods](#) [Shipping Rules](#)

[Taxes](#)

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.

Option Group

Package: AMD Desktop System (86) → Option Group: Mainboard (5)

Option Group Name: Mainboard

Allow Null:

Multiple: (Multiple implies Allow Null)

Active:

[Discount](#) [Handling Charge Rules](#)

[Shipping Rules](#) [Taxes](#)

Click on the "Taxes" text link. The tax rules for option groups administration page will load in a new browser window.

Discount Rules	Shipping Rules	Handling Rules	Tax Rules
Tax Rules Admin for Option Group <i>Mainboard</i> (5)			
Current Tax Rules for Option Group <i>Mainboard</i> (5)			
Rule ID	Rule Name	Tax Name	Active
<input type="button" value="Update"/>			
Apply or Remove Existing Tax Rules			
Active <input checked="" type="checkbox"/>	Available Rules		Rules for Option Group # 5
	<input type="text"/>	<input type="button" value="<=="/>	<input type="text"/>
		<input type="button" value="==>"/>	
Add Tax Rule			
close 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.

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		<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Tax Rule to or from Option Groups				
Active <input checked="" type="checkbox"/>	Available Option Groups		Option Groups using Rule # 9	
	CPU Shim & Arctic Ice(7)	<==	Mainboard(5)	
	ATI All in Wonder Pro Memory Upgrade:(8)	<==		
	Memory(2)	<==		
	Graphics Card(3)	<==		

All option groups that this rule is currently applied to will be listed under the "Option Group Name" section.

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		<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Tax Rule to or from Option Groups				
Active <input checked="" type="checkbox"/>	Available Option Groups		Option Groups using Rule # 9	
	CPU Shim & Arctic Ice(7)	<==	Mainboard(5)	
	ATI All in Wonder Pro Memory Upgrade:(8)	<==		
	Memory(2)	<==		
	Graphics Card(3)	<==		

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.

Option Groups Admin for Tax Rule # 9 (AMD Discount)

Tax Rule details for Option Groups

Option Group Name	Active
Mainboard	<input checked="" type="checkbox"/>

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)

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.

Option Group

Option Group: Mainboard (5)

Option Group Name:

Allow Null:

Multiple: (Multiple implies Allow Null)

Active:

[Discount](#) [Handling Charge Rules](#)
[Shipping Rules](#) [Taxes](#)

All Package Options (0/1)

AMD Memory 1 - \$0.00 (1)

Package Options in Option Group (0/0)

Default Package Option Id: 0

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		<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Tax Rule to or from Option Groups				
Active <input checked="" type="checkbox"/>	Available Option Groups		<==	Option Groups using Rule # 9
	CPU Shim & Arctic Ice(7)			Mainboard(5)
	ATI All in Wonder Pro Memory Upgrade:(8)			
	Memory(2)			
	Graphics Card(3)		==>	

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.

Option Groups Admin for Tax Rule # 9 (AMD Discount)

Tax Rule details for Option Groups

Option Group Name	Active
Mainboard	<input checked="" type="checkbox"/>

Apply or Remove Tax Rule to or from Option Groups

Active

Available Option Groups		Option Groups using Rule # 9
CPU Shim & Arctic Ice(7)	<==	Mainboard(5)
ATI All in Wonder Pro Memory Upgrade:(8)		
Memory(2)		
Graphics Card(3)	==>	

[close window](#)

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	<input checked="" type="checkbox"/>
Mainboard	<input checked="" type="checkbox"/>

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)	<==	CPU Shim & Arctic Ice(7)
Memory(2)		Mainboard(5)
Graphics Card(3)		
Processor(4)	==>	

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																																																																
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<table border="1"> <thead> <tr> <th>Modify</th> <th>Item</th> <th>Package</th> <th>Option Group</th> <th>Package Option</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">Option Groups Admin for Tax Rule # 9 (AMD Discount)</td> </tr> <tr> <td colspan="5">Tax Rule details for Option Groups</td> </tr> <tr> <td colspan="2">Option Group Name</td> <td colspan="3">Active</td> </tr> <tr> <td colspan="2">Mainboard</td> <td colspan="3" style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="5" style="text-align: center;"><input type="button" value="Update"/></td> </tr> <tr> <td colspan="5">Apply or Remove Tax Rule to or from Option Groups</td> </tr> <tr> <td>Active <input checked="" type="checkbox"/></td> <td colspan="2">Available Option Groups</td> <td colspan="2">Option Groups using Rule # 9</td> </tr> <tr> <td></td> <td>CPU Shim & Arctic Ice(7)</td> <td style="text-align: center;"><==</td> <td colspan="2">Mainboard(5)</td> </tr> <tr> <td></td> <td>ATI All in Wonder Pro Memory Upgrade:(8)</td> <td style="text-align: center;">==></td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Memory(2)</td> <td></td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Graphics Card(3)</td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>					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		<input checked="" type="checkbox"/>			<input type="button" value="Update"/>					Apply or Remove Tax Rule to or from Option Groups					Active <input checked="" type="checkbox"/>	Available Option Groups		Option Groups using Rule # 9			CPU Shim & Arctic Ice(7)	<==	Mainboard(5)			ATI All in Wonder Pro Memory Upgrade:(8)	==>				Memory(2)					Graphics Card(3)			
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	Graphics Card(3)																																																															

Memory(2)
Graphics Card(3)



close window

[Back to the Top of the Page](#)
[Back to Package Option Groups](#)
[10-Step Guide on Setting Up Ecommerce](#)
[Back](#)

Package Option Group Handling Charges

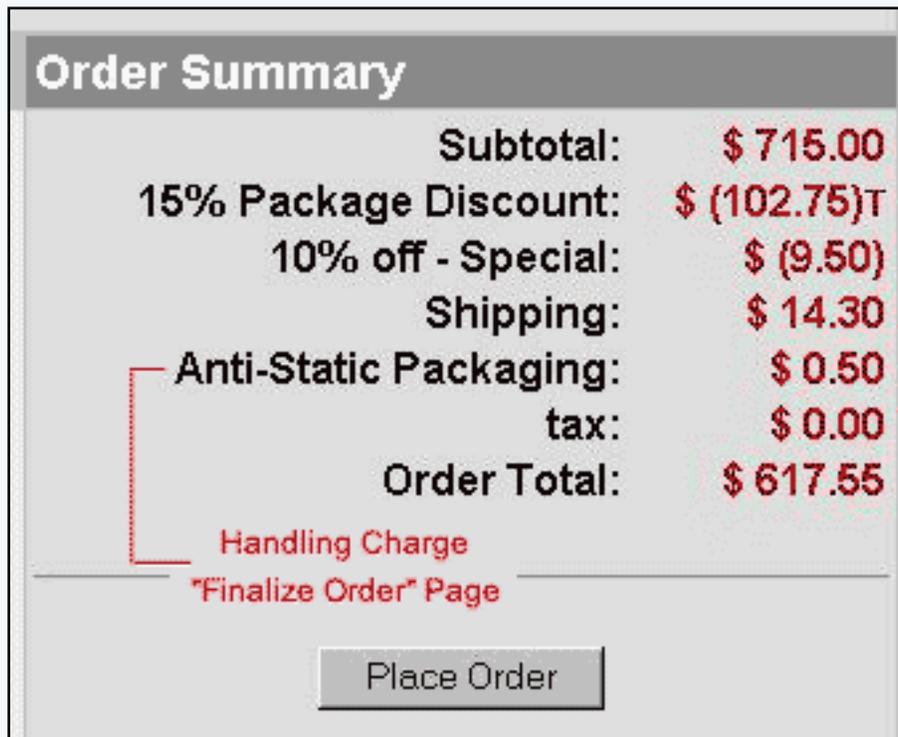
Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Package Option Groups](#)

[Overview](#) | [Package Option Group Handling Details](#)

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 separately. 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.



The screenshot shows an "Order Summary" window with the following items and amounts:

Subtotal:	\$ 715.00
15% Package Discount:	\$ (102.75)T
10% off - Special:	\$ (9.50)
Shipping:	\$ 14.30
Anti-Static Packaging:	\$ 0.50
tax:	\$ 0.00
Order Total:	\$ 617.55

A red bracket highlights the "Anti-Static Packaging" line item, with a red arrow pointing to the text "Handling Charge" and "'Finalize Order' Page" below it. At the bottom of the window is a "Place Order" button.

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.

[[Update Catalog Images \(View update status\)](#)]

[[Publish](#)] [[View Site](#)]

Commerce Tools

[Product Catalog Management](#)
Create and manage product categories, catalog items, product groups and

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.

Packages

Origins

The package management page will load in a new browser window.

Packages

Origins

Catalog Page

Catalog Page

Microsoft Internet Explorer

Package Option Groups Options

Package: newpackage (35)

Name: Use Qua

Barcode: Use Unit

Manufacturer: Unit Nar

Code: Height:

Weight:

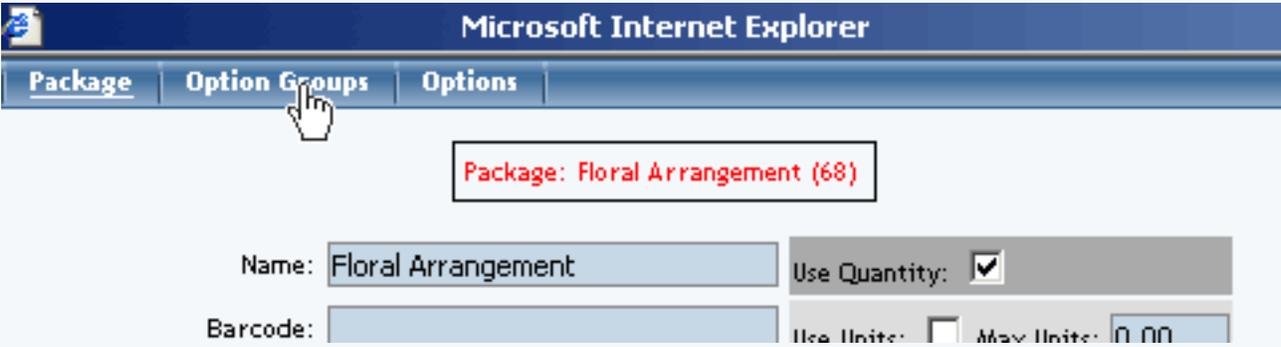
Active: Use All Ship Methods: Discoun

Taxable: Shippin

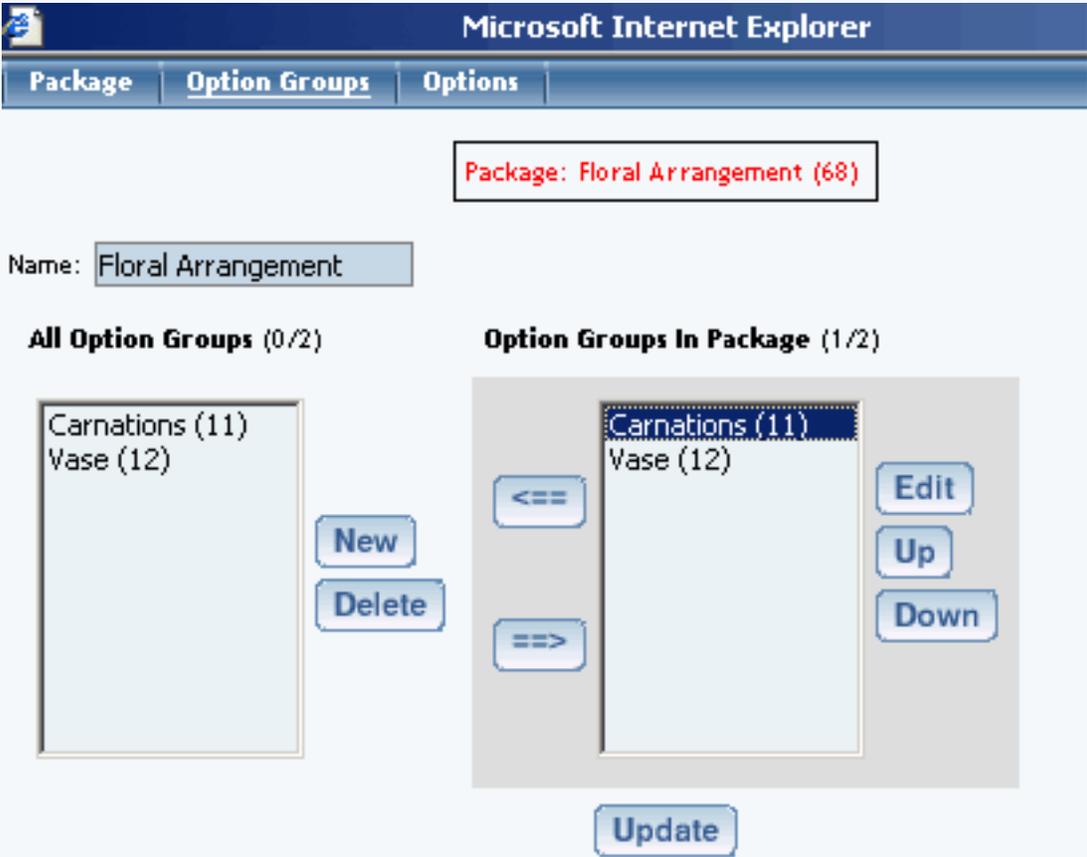
Price: \$ MSRP: \$ Taxes

Inventory Options: Don't allow users order items not in stock

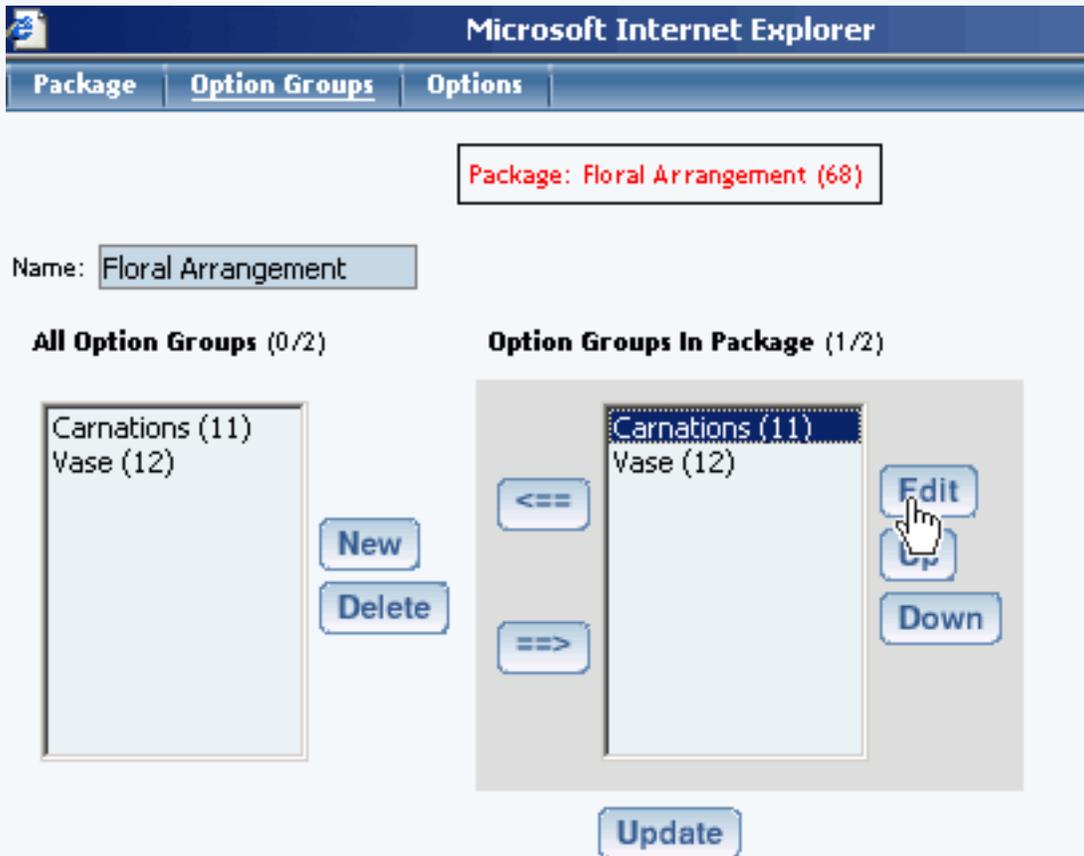
Click on the "Option Groups" text link at the top of the administration page.



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)

Create

Delete

Update

Package Options in Option Group (0/1)

Carnations - \$5.50 (28)

<=>

=>

Set Default Package Option Id: 0

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.

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.

The "add handling charges rule" administration page will open in a new browser window.

Microsoft Internet Explorer

Discount Rules | Shipping Rules | Handling Rules | Tax Rules

Handling Rules Admin for Option Group Carnations (11)

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)	<==	
	==>	

Option Group Name: Carnations

Allow Null:

Multiple: (Multiple)

Active:

Discount | Handling Charge

Shipping Rules Taxes

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)

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)	<==	
	==>	

(A mouse cursor is shown clicking 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.

Apply or Remove Existing Handling Rules

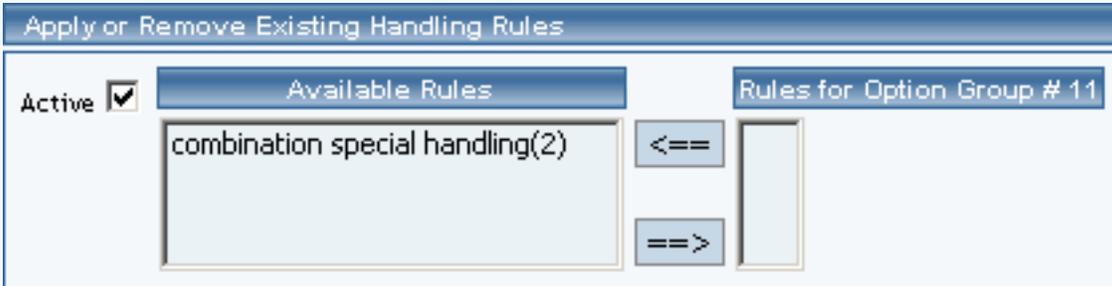
Active

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.

Current Handling Rules for Option Group <i>Carnations</i> (11)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input type="checkbox"/>

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 <i>Carnations</i> (11)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input type="checkbox"/>

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.



Selected group(s) is/are removed from rule.

Option Groups Admin for Handling Charge Rule # 2 (*combination special handling*)

Handling Charge Rule details for Option Groups	
Option Group Name	Active
Carnations	<input checked="" type="checkbox"/>

Apply or Remove Handling Charge Rule to or from Option Groups		
Active	Available Option Groups	Option Group
<input checked="" type="checkbox"/>	Vase(12) Roses(13) Mainboard(14) CPU(15)	<input type="button" value="<=="/> Carnations(<input type="button" value="==>"/>

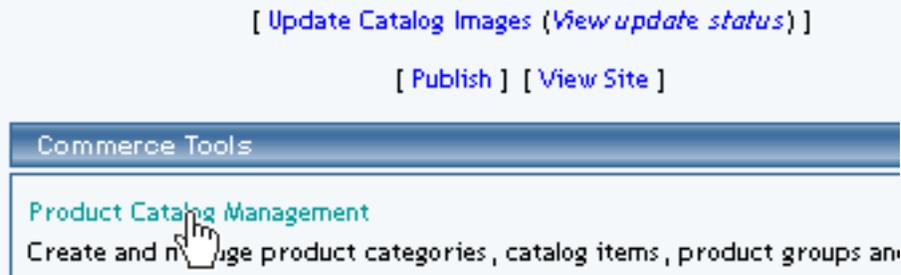
Handling Rule Details for Option Groups

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.

Packages

newpackage (35)

Origins

--- Choose Origin ---

Catalog Page

Catalog Page

[Set Catalog Page](#)

Microsoft Internet Explorer

Package Option Groups Options

Package: newpackage (35)

Name: newpackage Use Quantity:

Barcode: Use Units:

Manufacturer: Unit Name:

Code: Height:

Weight:

Active: Use All Ship Methods: Discount:

Taxable: Shipping:

Price: \$ 0.00 MSRP: \$ 0.00 Taxes:

Inventory Options: Don't allow users order items not in stock

Click on the "Option Groups" text link at the top of the administration page.

Microsoft Internet Explorer

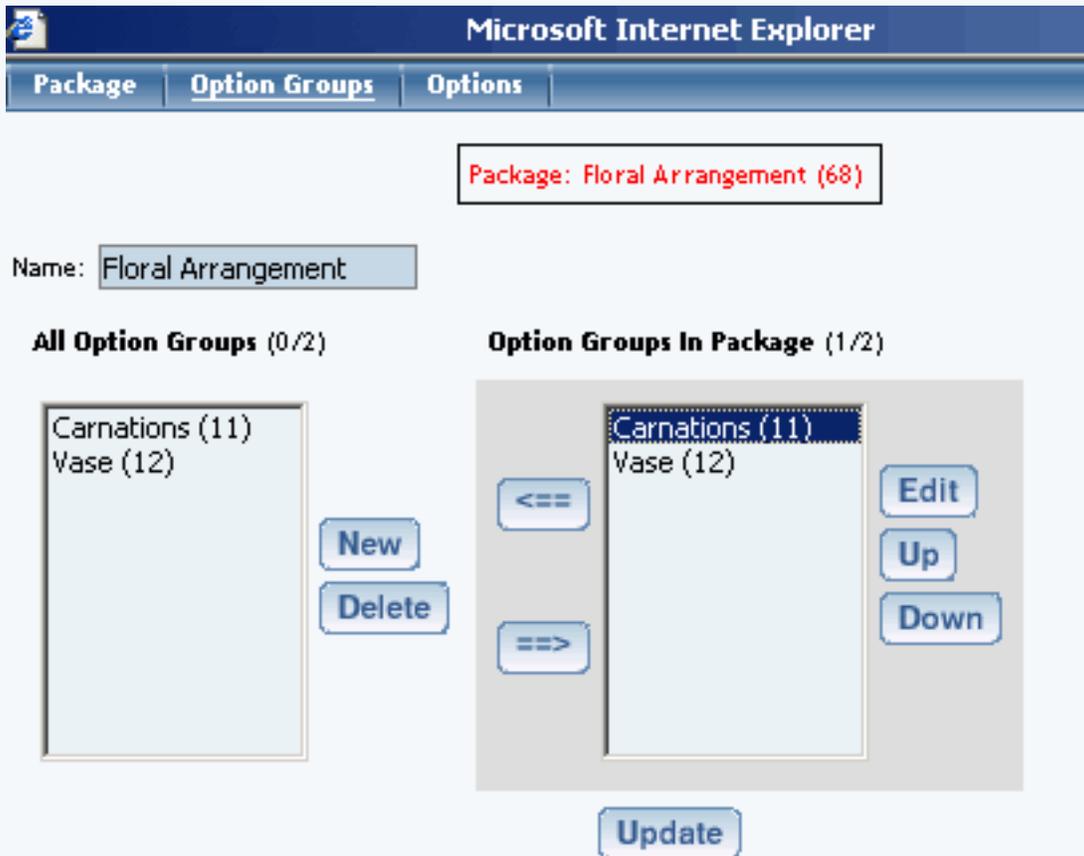
Package Option Groups Options

Package: Floral Arrangement (68)

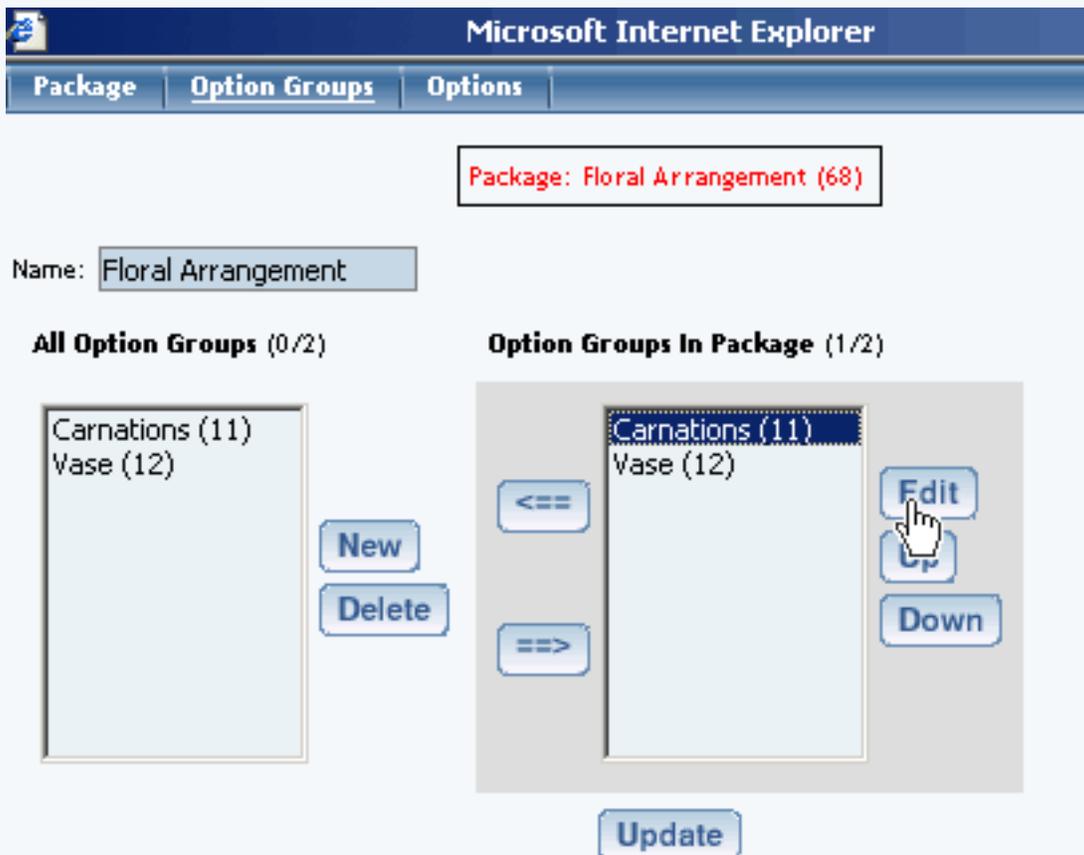
Name: Floral Arrangement Use Quantity:

Barcode: Use Units: Max Units: 0.00

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.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying "Option Group". The main content area shows a breadcrumb trail: "Package: Floral Arrangement (68)" followed by an arrow pointing to "Option Group: Carnations (11)". Below this, the "Option Group Name" is set to "Carnations". There are three checkboxes: "Allow Null" (unchecked), "Multiple" (unchecked) with the note "(Multiple implies Allow Null)", and "Active" (checked). A navigation bar contains links for "Discount", "Handling Charge Rules", "Shipping Rules", and "Taxes". The "Handling Charge Rules" link is highlighted. Below the navigation bar, there are two panels: "All Package Options (0/12)" and "Package Options in Option Group (0/1)". The "All Package Options" panel contains a list of options with their prices and counts: 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), and Memory 2 - \$110.10 (3). To the right of this list are "Create" and "Delete" buttons. The "Package Options in Option Group" panel contains a single option: "Carnations - \$5.50 (28)". To the left of this panel are left and right arrow buttons. Below the right panel is a "Set" button with the text "Default Package Option Id: 0". An "Update" button is located at the bottom center of the page.

Click on the "Handling Charge Rules" text link.

This is a close-up of the navigation bar from the previous screenshot. It shows four links: "Discount", "Handling Charge Rules", "Shipping Rules", and "Taxes". The "Handling Charge Rules" link is highlighted in red, and a mouse cursor is clicking on it.

The package option group handling charges administration page will load in a new window.

Microsoft Internet Explorer

Discount Rules | Shipping Rules | **Handling Rules** | Tax Rules

Handling Rules Admin for Option Group Carnations (11)

Option Group Name: Carnations

Allow Null:

Multiple: (Multiple)

Active:

Count Handling Charge

Shipping Rules Taxes

11 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 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	<input type="checkbox"/>

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.

Selected group(s) is/are removed from rule.

Option Groups Admin for Handling Charge Rule # 2 (combination special handling)

Handling Charge Rule details for Option Groups

Option Group Name	Active
Carnations	<input checked="" type="checkbox"/>

Update

Apply or Remove Handling Charge Rule to or from Option Groups

Active

Available Option Groups	Option Groups
Vase(12) Roses(13) Mainboard(14) CPU(15)	Carnations(11)

<== < > ==>

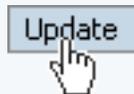
To activate or deactivate a rule currently applied to the option group, click or unclick the selection box next to the rule to change, located in the "Current Handling Rules for Option Group" section.

Current Handling Rules for Option Group Carnations (11)

Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

Update

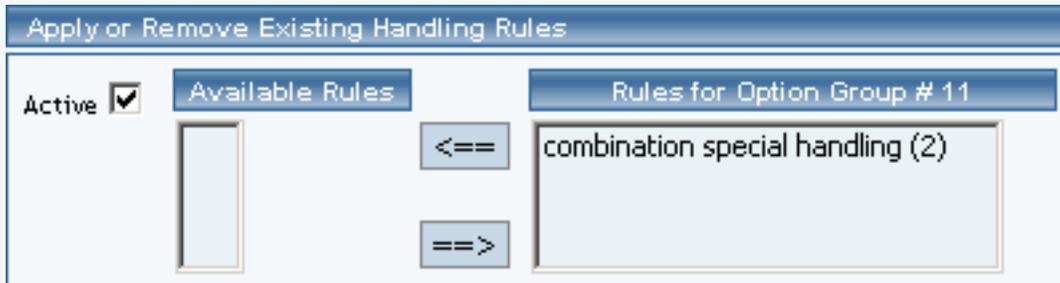
Click the update button.



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.



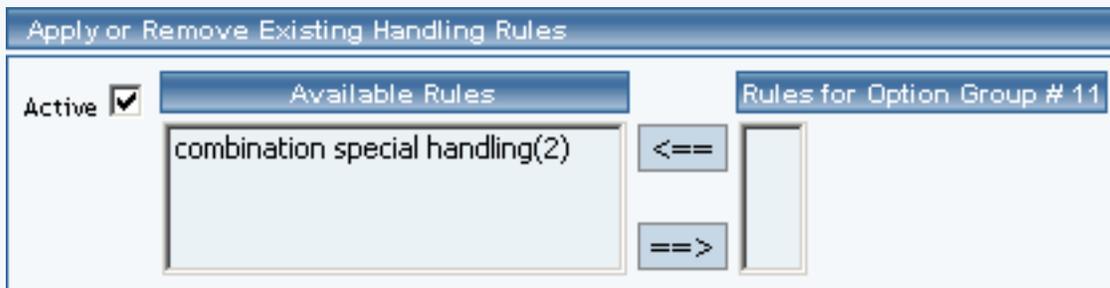
The page will refresh with the selected rule now populated in the "Rules for Option Group" list. More than one rule may be selected by highlighting multiple rules.



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](#)

[Back to Package Option Groups](#)
[10-Step Guide on Setting Up Ecommerce](#)
[Back](#)

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.

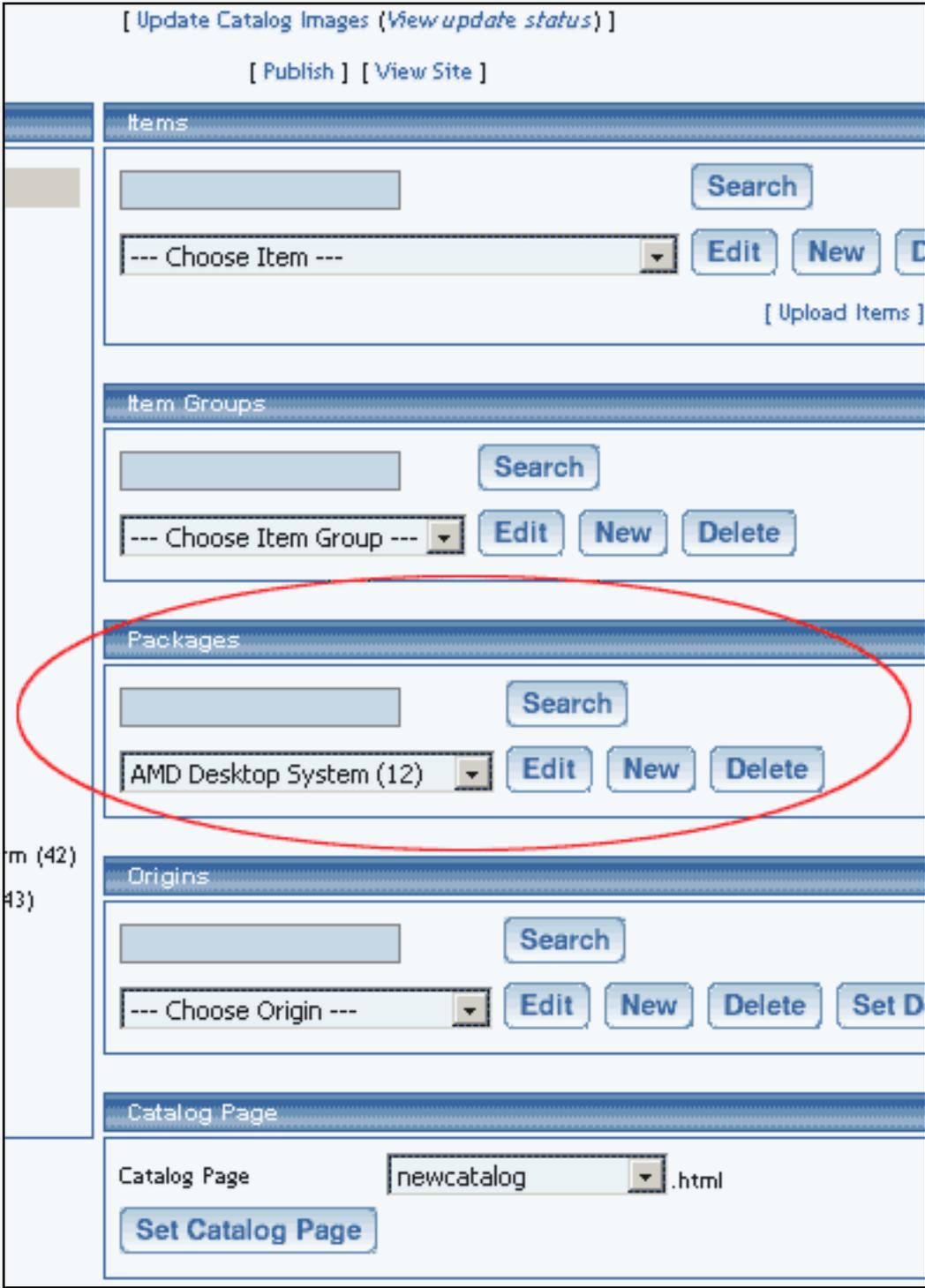
Order Number # 84	
Shipment(s)	Order Summary
Shipment: Yellow Freightways Ship To: [change] Custom Shipping Method	SubTotal: \$ 93.60 Shipping: \$ 9.36 tax: \$ 0.00 Order Total: \$ 102.96
Shipping : \$ 9.36 tax : \$ 0.00 Custom Shipping Rule to calculate shipping charges	<input type="button" value="Place Order"/>
Products:	Payment Info
Hydrogen Peroxide USP Grade UnitPrice : \$ 23.40 - Quantity :	Payment Method: Cash [change] Whom to Contact : Procurement

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.

Package **Option Groups** Options

Package: AMD Desktop System (12)

Name: AMD Desktop System Use Quantity:

Barcode: mbcpu Use Units: Max Units: 0.00

Manufacturer: AMD Unit Name:

Code: AMDcombo Height: 0.00 Width: 0.00

Weight: 2.40 Length: 0.00

Active: Use All Ship Methods:

Taxable:

[Discount](#) [Handling Charges](#)

[Shipping Methods](#) [Shipping Rules](#)

[Taxes](#)

Click on the "Option Groups" text link at the top of the administration page. The option groups administration page will load.

Package **Option Groups** Options

Package: AMD Desktop System (12)

Name: AMD Desktop System

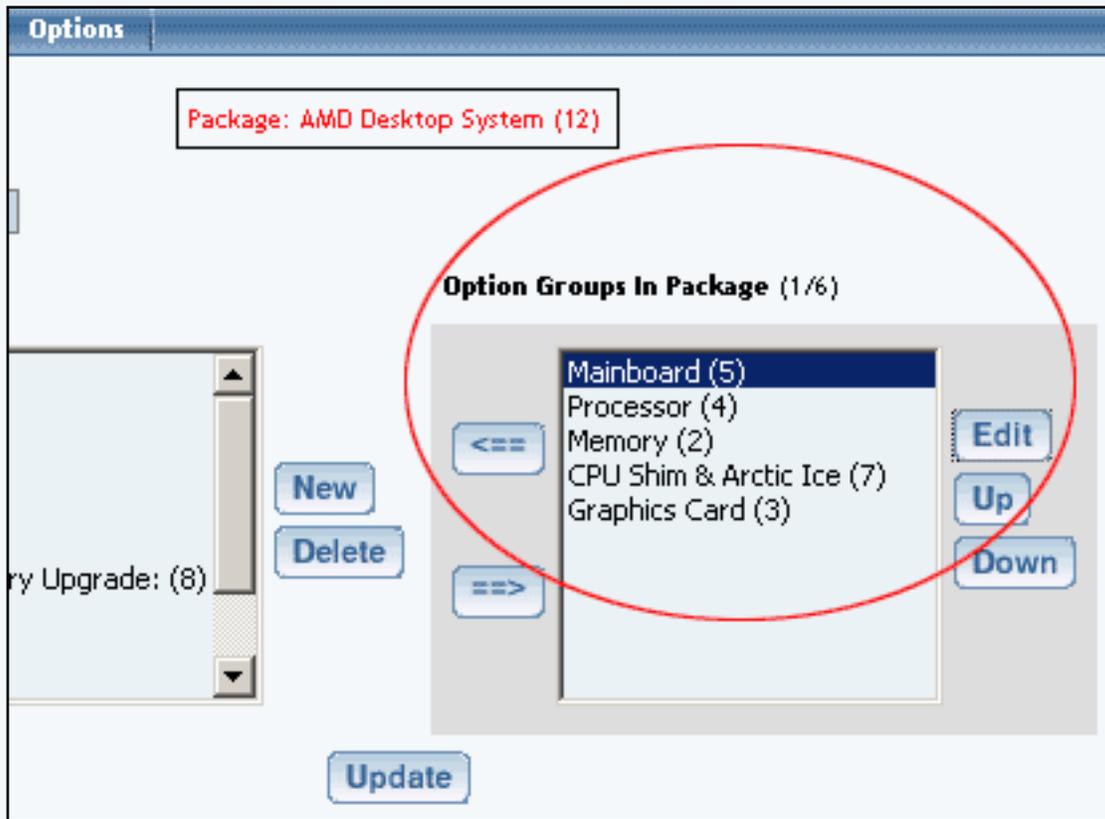
All Option Groups (0/13)

- Memory (2)
- Graphics Card (3)
- Processor (4)
- Mainboard (5)
- null (6)
- CPU Shim & Arctic Ice (7)
- ATI All in Wonder Pro Memory Upgrade: (8)
- Roses (10)
- Carnations (11)
- Vase (12)

Option Groups In Package (0/6)

- Mainboard (5)
- Processor (4)
- Memory (2)
- CPU Shim & Arctic Ice (7)
- Graphics Card (3)

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.

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
---------	------	--------

Apply or Remove Existing Shipping Rules

Active

Available Rules		Rules for Option Group # 5
	<input type="button" value="<=="/>	
	<input type="button" value="==>"/>	

[Add Shipping Rule](#)

[close 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:

Select shipping method for this shipping rule.

Rule Type:

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: **Shipping is**

Step 3

Applied to Region:**Country:**

Choose the region to apply the shipping rule.

State:

Zip Code can be a partial number (902 or 91).

ZipCode:

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** **From** **on Up apply shipping** [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

Fed Ex(11)

<==

Rules for Option Group # 5

==>

[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	<input checked="" type="checkbox"/>

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	<input checked="" type="checkbox"/>

Apply or Remove Existing Shipping Rules

Active

Available Rules	Rules for Option Group #5
	Fed Ex (11)

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
---------	------	--------

Apply or Remove Existing Shipping Rules

Apply or Remove Existing Shipping Rules

Active

Available Rules

Fed Ex(11)

Rules for Option Group # 5

<==

==>

Add Shipping Rule

close window

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.

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	<input checked="" type="checkbox"/>

Update

Apply or Remove Existing Shipping Rules

Active

Available Rules

Rules for Option Group # 5

Fed Ex (11)

<==

==>

Add Shipping Rule

close window

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.

Option Groups Admin for Shipping Rule # 11 (FED EX)

Shipping Rule details for Option Groups

Option Group Name	Active
Mainboard	<input checked="" type="checkbox"/>

Update

Apply or Remove Shipping Rule to or from Option Groups

Active

Available Option Groups		Option Groups using Rule # 11
CPU Shim & Arctic Ice(7)	<==	Mainboard(5)
ATI All in Wonder Pro Memory Upgrade:(8)		
Memory(2)		
Graphics Card(3)	==>	

close window

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

Shipping Rule Details for Option Groups

View and manage the shipping rule details for all option groups using the selected shipping rule.

[Update Catalog Images (View update status)]

[Publish] [View Site]

Items

Search

--- Choose Item --- Edit New [Upload Items]

Item Groups

Search

--- Choose Item Group --- Edit New Delete

Packages

Search

AMD Desktop System (12) Edit New Delete

Origins

Search

--- Choose Origin --- Edit New Delete Set D

Catalog Page

Catalog Page .html

Set Catalog 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.

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.

Package **Option Groups** Options

Package: AMD Desktop System (12)

Name: AMD Desktop System Use Quantity:

Barcode: mbcpu Use Units: Max Units: 0.00

Manufacturer: AMD Unit Name:

Code: AMDcombo Height: 0.00 Width: 0.00

Weight: 2.40 Length: 0.00

Active: Use All Ship Methods:

Taxable:

[Discount](#) [Handling Charges](#)

[Shipping Methods](#) [Shipping Rules](#)

[Taxes](#)

Click on the "Option Groups" text link at the top of the administration page. The option groups administration page will load.

Package **Option Groups** Options

Package: AMD Desktop System (12)

Name: AMD Desktop System

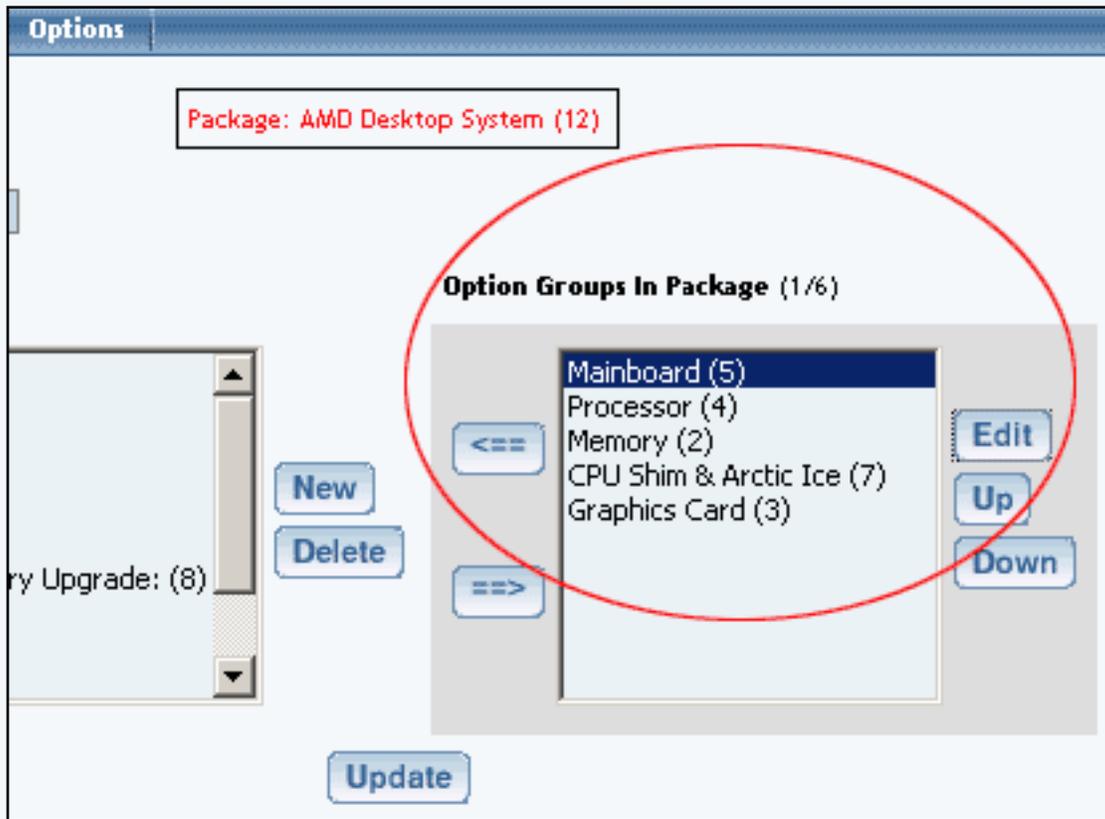
All Option Groups (0/13)

- Memory (2)
- Graphics Card (3)
- Processor (4)
- Mainboard (5)
- null (6)
- CPU Shim & Arctic Ice (7)
- ATI All in Wonder Pro Memory Upgrade: (8)
- Roses (10)
- Carnations (11)
- Vase (12)

Option Groups In Package (0/6)

- Mainboard (5)
- Processor (4)
- Memory (2)
- CPU Shim & Arctic Ice (7)
- Graphics Card (3)

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.

Discount Rules	Shipping Rules	Handling Rules	Tax Rules
Shipping Rules Admin for Option Group <i>Mainboard</i> (5)			
Current Shipping Rules for Option Group <i>Mainboard</i> (5)			
Rule ID	Name	Active	
11	Fed Ex	<input checked="" type="checkbox"/>	
<input type="button" value="Update"/>			
Apply or Remove Existing Shipping Rules			
Active <input checked="" type="checkbox"/>	Available Rules	<input type="button" value="<=="/>	Rules for Option Group # 5
	<input type="text"/>	<input type="button" value="==>"/>	Fed Ex (11)
Add Shipping Rule			

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.

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	<input checked="" type="checkbox"/>

Apply or Remove Shipping Rule to or from Option Groups

Active

Available Option Groups		Option Groups using Rule # 11
CPU Shim & Arctic Ice(7)	<==	Mainboard(5)
ATI All in Wonder Pro Memory Upgrade:(8)		
Memory(2)		
Graphics Card(3)	==>	

[close window](#)

All option groups that the rule is currently applied to will be listed under the "Current Shipping Rules for Option Groups" section.

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	<input checked="" type="checkbox"/>

Apply or Remove Existing Shipping Rules

Active

Available Rules

Rules for Option Group # 5

Fed Ex (11)

[Add Shipping Rule](#)

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.

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	<input checked="" type="checkbox"/>

Apply or Remove Existing Shipping Rules

Active

Available Rules

Rules for Option Group # 5

Fed Ex (11)

[Add Shipping Rule](#)

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.

Option Group

Option Group: Mainboard (5)

Option Group Name:

Allow Null:

Multiple: (Multiple implies Allow Null)

Active:

[Discount](#) [Handling Charge Rules](#)
[Shipping Rules](#) [Taxes](#)

All Package Options (0/1)

AMD Memory 1 - \$0.00 (1)

Package Options in Option Group (0/0)

<==

==>

Edit
Up
Down

Default Package Option Id: 0

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.

Option Groups Admin for Shipping Rule # 11 (FED EX)

Shipping Rule details for Option Groups

Option Group Name	Active
Mainboard	<input checked="" type="checkbox"/>

Apply or Remove Shipping Rule to or from Option Groups

Active

Available Option Groups		Option Groups using Rule # 11
CPU Shim & Arctic Ice(7)	<==	Mainboard(5)
ATI All in Wonder Pro Memory Upgrade:(8)		
Memory(2)	==>	
Graphics Card(3)		

[close window](#)

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	<input checked="" type="checkbox"/>
Mainboard	<input checked="" type="checkbox"/>

Apply or Remove Shipping Rule to or from Option Groups

Active

Available Option Groups		Option Groups using Rule # 11
CPU Shim & Arctic Ice(7)	<==	Memory(2)
ATI All in Wonder Pro Memory Upgrade:(8)		Mainboard(5)
Graphics Card(3)		
Processor(4)	==>	

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.

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		
Memory		<input checked="" type="checkbox"/>		
Mainboard		<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Shipping Rule to or from Option Groups				
Active <input checked="" type="checkbox"/>	Available Option Groups		Option Groups using Rule # 11	
	CPU Shim & Arctic Ice(7)	<==	Memory(2)	
	ATI All in Wonder Pro Memory Upgrade:(8)		Mainboard(5)	
	Graphics Card(3)			
	Processor(4)	==>		

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		
Memory		<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Shipping Rule to or from Option Groups				
Active <input checked="" type="checkbox"/>	Available Option Groups		Option Groups using Rule # 11	
	CPU Shim & Arctic Ice(7)	<==	Memory(2)	
	ATI All in Wonder Pro Memory Upgrade:(8)			
	Graphics Card(3)			
	Processor(4)	==>		

Graphics Card(3)
Processor(4)



close window

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Package Discount Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Management](#) | [Package Management Page](#) | [Discount Rules For Shoppers](#)

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 screenshot displays a product listing for a stereo system. The package base price is \$30.00. The product includes a CD player, amp, speakers, tape deck, and tuner. A 10% off special is listed. The price is shown as \$395.00 with a package discount of \$3.00 applied at checkout. A red box highlights the package discount and the 10% off special.

Package Base Price: \$ 30.00		
Option(s) : Case Trim Color=White		
Each Stereo / Entertainment System package includes:		
• Amp : High Fidelity 300 Watt Amplifier - 1		
• Speakers : Standard Home Speakers - 1 @ \$		
• CD Player : CD Player - 1 @ \$ 65.00 - \$ 9.75T 15% Package Special		
• Tape Deck : Single Tape Deck - 1 @ \$ 65.00		
• Tuner / Equalizer : Standard AM / FM Tune		
10% off - Special	1	\$ 395.00 \$ 395.00 \$ (3.00)
Update Empty		

The 10% package discount is listed separately 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.

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:

Taxable:

Price: \$ 1.50 MSRP: \$ 0.00

Inventory Options:

- Don't allow users order items not in stock
- Let users backorder items
- Don't use inventory

Warranty:

[Discount](#) [Handling Charges](#)

[Shipping Methods](#) [Shipping Rules](#)

[Taxes](#)

Click on the "Discount" text link. The Package Discount Rules page will load in a new browser window.

[Discount Rules](#) | [Shipping Methods](#) | [Shipping Rules](#) | [Handling Rules](#) | [Tax Rules](#)

Discount Rules Admin for package *AMD Desktop System* (12)

Current Discount Rules for package *AMD Desktop System* (12)

Rule ID	Rule Name	Discount Name	Active
7	2% discount	Package discount	<input checked="" type="checkbox"/>

Apply or Remove Existing Discount Rules

Active

Available Rules		Rules for package # 12
Special Item Discount(13) (14) New Quantity Discount(12)	<==	2% discount (7)
	==>	

[Add Discount Rule](#)

[close 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.

[Add Discount Rule](#)

Step 1

Rule Type:

Rule Name:

Discount Name:

Rule Type: **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:

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: 2003 Month: 01 Date: 01

Beginning of promotion date time.

Hour: 00 Minute: 00 Second: 00

End:

Year: 2003 Month: 01 Date: 01

End of promotion date time.

Hour: 00 Minute: 00 Second: 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.

Discount Rules Shipping Methods Shipping Rules Handling Rules Tax Rules

Discount Rules Admin for package *AMD Desktop System* (12)

package Details are updated.

Current Discount Rules for package *AMD Desktop System* (12)

Rule ID	Rule Name	Discount Name	Active
7	2% discount	Package discount	<input type="checkbox"/>

Update

Apply or Remove Existing Discount Rules

Active

Available Rules		Rules for package # 12
Special Item Discount(13) (14) New Quantity Discount(12)	<==	2% discount (7)
	==>	

Add Discount Rule

close window

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		<input checked="" type="checkbox"/>		
testing negative values		<input checked="" type="checkbox"/>		
AMD Desktop System		<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>				
Apply or Remove Discounts for Packages				
Active <input checked="" type="checkbox"/>	Available Packages		Packages using Rule # 7	
	newpackage(35) Floral Arrangement(68)		<input type="button" value="<=="/> <input type="button" value="==>"/>	ATI All in Wonder Pro(32) 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](#) | [Shipping Methods](#) | [Shipping Rules](#) | [Handling Rules](#) | [Tax Rules](#)

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	<input checked="" type="checkbox"/>
12	New Quantity Discount	Quantity Discount	<input checked="" type="checkbox"/>

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](#)

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 Rules	Shipping Methods	Shipping Rules	Handling Rules	Tax Rules
Discount Rules Admin for package <i>AMD Desktop System</i> (12)				
Selected rule(s) is/are removed from package.				
Current Discount Rules for package <i>AMD Desktop System</i> (12)				
Rule ID	Rule Name	Discount Name	Active	
7	2% discount	Package discount	<input checked="" type="checkbox"/>	
<input type="button" value="Update"/>				
Apply or Remove Existing Discount Rules				
Active <input checked="" type="checkbox"/>	Available Rules	Rules for package # 12		
	Special Item Discount(13) (14) New Quantity Discount(12)	<==	2% discount (7)	
		==>		
Add Discount Rule				
close window				

To deactivate all currently applied discount rules, uncheck the box next to "Active", and click on the "update" button. This will deactivate all item discount rules, 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.

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	Option Groups	Options	Related Products
Package: sub sandwiches (218232)			
Name:	<input type="text" value="sub sandwiches"/>	Use Quantity:	<input checked="" type="checkbox"/>
Barcode:	<input type="text"/>	Use Units:	<input type="checkbox"/> Max Units: <input type="text" value="0.00"/>
Manufacturer:	<input type="text"/>	Unit Name:	<input type="text"/>
Code:	<input type="text"/>	Height:	<input type="text" value="0.00"/> Width: <input type="text" value="0.00"/>
		Weight:	<input type="text" value="0.00"/> Length: <input type="text" value="0.00"/>
Active:	<input checked="" type="checkbox"/> Use All Ship Methods:	<input checked="" type="checkbox"/>	Discount Handling Charges
Taxable:	<input checked="" type="checkbox"/>		Shipping Methods Shipping Rules
Price:	\$ <input type="text" value="1.50"/> MSRP: \$ <input type="text" value="0.00"/>		Taxes
Inventory Options:	<input type="radio"/> Don't allow users order items not in stock <input type="radio"/> Let users backorder items <input checked="" type="radio"/> Don't use inventory		
Warranty:	<input type="text"/>		

Click on the "Discounts" text link.

Discount Rules Shipping Methods Shipping Rules Handling Rules Tax Rules

Discount Rules Admin for package *AMD Desktop System (12)*

Current Discount Rules for package *AMD Desktop System (12)*

Rule ID	Rule Name	Discount Name	Active
7	2% discount	Package discount	<input checked="" type="checkbox"/>

Update

Apply or Remove Existing Discount Rules

Active

Available Rules		Rules for package # 12
Special Item Discount(13) (14) New Quantity Discount(12)	<==	2% discount (7)
	==>	

[Add Discount Rule](#)

[close window](#)

Click on any current discount rule. The discount details for packages page will load in a new 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		<input checked="" type="checkbox"/>			
testing negative values		<input checked="" type="checkbox"/>			
AMD Desktop System		<input checked="" type="checkbox"/>			
<input type="button" value="Update"/>					
Apply or Remove Discounts for Packages					
Active <input checked="" type="checkbox"/>	Available Packages		Packages using Rule # 7		
	newpackage(35) Floral Arrangement(68)		<input type="button" value="<=="/> <input type="button" value="==>"/>	ATI All in Wonder Pro(32) testing negative values(49) AMD Desktop System(12)	
close 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.

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:

Taxable:

Price: \$ 1.50 MSRP: \$0.00

Inventory Options:

- Don't allow users order items not in stock
- Let users backorder items
- Don't use inventory

Warranty:

Discount Handling Charges

Shipping Methods Shipping Rules

Taxes

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.

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	<input checked="" type="checkbox"/>
testing negative values	<input checked="" type="checkbox"/>
AMD Desktop System	<input checked="" type="checkbox"/>

Update

AMD Desktop System

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](#)

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	<input checked="" type="checkbox"/>
testing negative values	<input checked="" type="checkbox"/>
newpackage	<input checked="" type="checkbox"/>
AMD Desktop System	<input checked="" type="checkbox"/>

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	<input checked="" type="checkbox"/>
testing negative values	<input checked="" type="checkbox"/>
newpackage	<input checked="" type="checkbox"/>
AMD Desktop System	<input checked="" type="checkbox"/>

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)

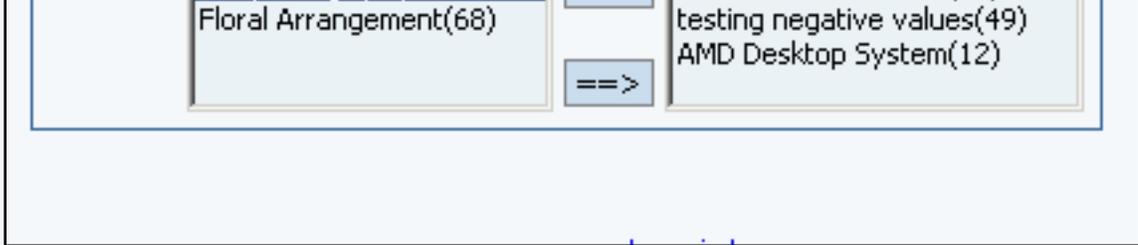
Discount details for Packages

Package Name	Active
ATI All in Wonder Pro	<input checked="" type="checkbox"/>
testing negative values	<input checked="" type="checkbox"/>
AMD Desktop System	<input checked="" type="checkbox"/>

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)
	==>	



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](#)

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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.



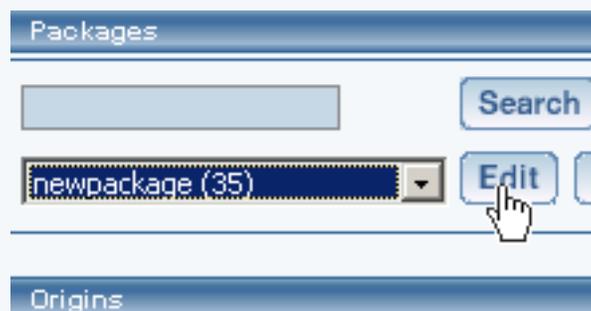
Click on the "Product Catalog Management" text link to load the product catalog management page.

[[Update Catalog Images \(View update status\)](#)]

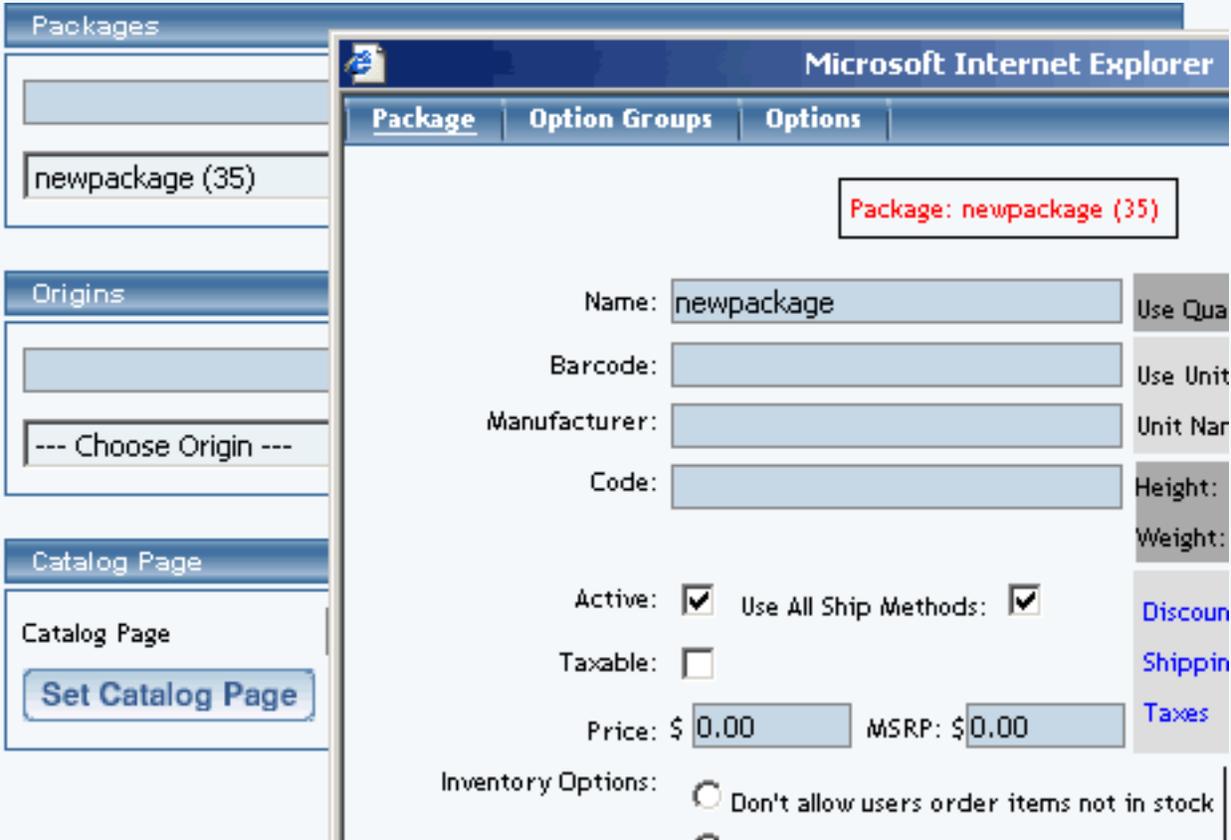
[[Publish](#)] [[View Site](#)]



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.

Item ID: Use Units: Max Units:
 Item Name: Unit Name:
 Item Description: Height: Width:
 Weight: Length:
 Use All Ship Methods:
 Discount Handling
 Shipping Methods Shipping Rules
 Taxes
 Price: \$ MSRP: \$
 Inventory: 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) <input type="button" value="▲"/>	<input type="button" value="<=="/> <input type="button" value="==>"/>
UPS 3 Day Select(8) <input type="button" value="■"/>	
UPS Next Day Air(9) <input type="button" value="■"/>	
This is the Ship Name(18) <input type="button" value="▼"/>	

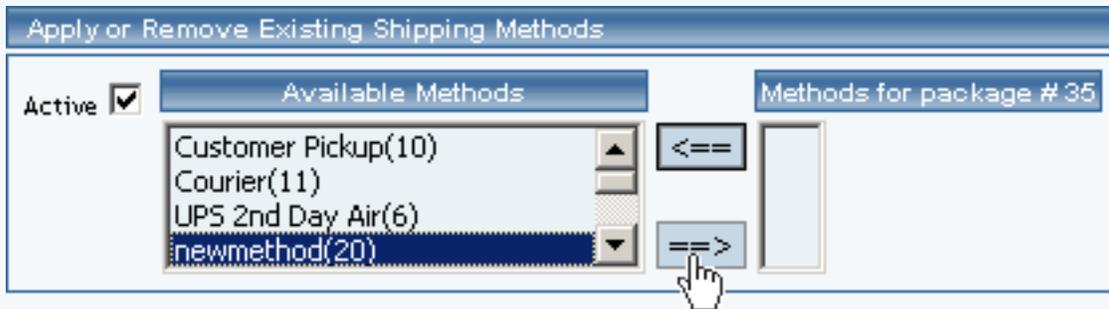
[Add Shipping Method](#)

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

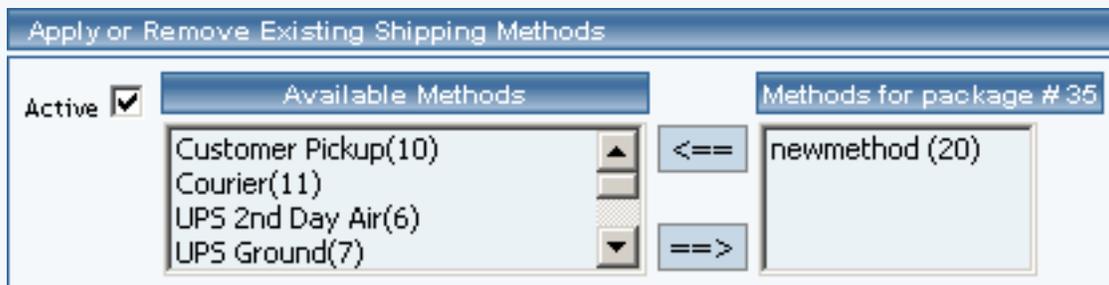


To Apply an existing custom shipping method to the package, highlight the shipping method from the "Available Methods" list, located in the "Apply or Remove Existing Shipping Rules" section. Click on the right arrow button.



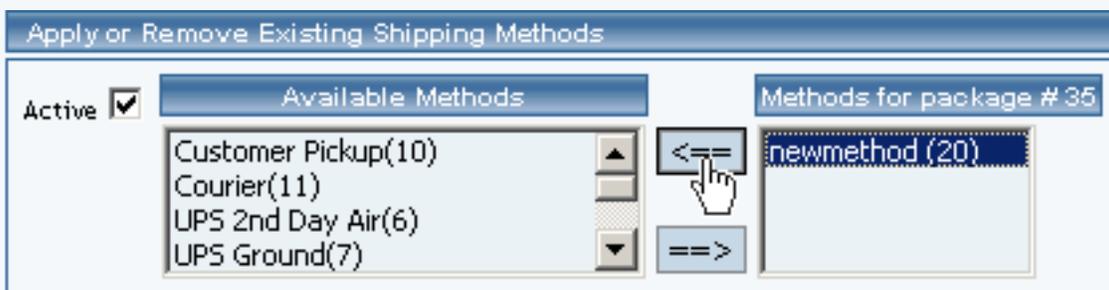
Apply or Remove Existing Shipping Methods											
Active <input checked="" type="checkbox"/>	<table border="1"><thead><tr><th>Available Methods</th><th>Methods for package # 35</th></tr></thead><tbody><tr><td>Customer Pickup(10)</td><td></td></tr><tr><td>Courier(11)</td><td></td></tr><tr><td>UPS 2nd Day Air(6)</td><td></td></tr><tr><td>newmethod(20)</td><td></td></tr></tbody></table>	Available Methods	Methods for package # 35	Customer Pickup(10)		Courier(11)		UPS 2nd Day Air(6)		newmethod(20)	
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 <input checked="" type="checkbox"/>	<table border="1"><thead><tr><th>Available Methods</th><th>Methods for package # 35</th></tr></thead><tbody><tr><td>Customer Pickup(10)</td><td>newmethod (20)</td></tr><tr><td>Courier(11)</td><td></td></tr><tr><td>UPS 2nd Day Air(6)</td><td></td></tr><tr><td>UPS Ground(7)</td><td></td></tr></tbody></table>	Available Methods	Methods for package # 35	Customer Pickup(10)	newmethod (20)	Courier(11)		UPS 2nd Day Air(6)		UPS Ground(7)	
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 <input checked="" type="checkbox"/>	<table border="1"><thead><tr><th>Available Methods</th><th>Methods for package # 35</th></tr></thead><tbody><tr><td>Customer Pickup(10)</td><td>newmethod (20)</td></tr><tr><td>Courier(11)</td><td></td></tr><tr><td>UPS 2nd Day Air(6)</td><td></td></tr><tr><td>UPS Ground(7)</td><td></td></tr></tbody></table>	Available Methods	Methods for package # 35	Customer Pickup(10)	newmethod (20)	Courier(11)		UPS 2nd Day Air(6)		UPS Ground(7)	
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.

The screenshot shows a window titled "Apply or Remove Existing Shipping Methods". On the left, there is an "Active" checkbox which is checked. To its right is a list box titled "Available Methods" containing the following items: "Customer Pickup(10)", "Courier(11)", "UPS 2nd Day Air(6)", and "newmethod(20)". To the right of this list box are two arrow buttons: "<==>" and "==>". Further right is an empty list box titled "Methods for package # 35".

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.

The screenshot shows a table titled "Current Shipping Methods for package newpackage (35)". The table has three columns: "Method ID", "Method Name", and "Active". The first row contains the values "20", "newmethod", and a checked checkbox. Below the table is an "Update" button. A red circle highlights the "Active" checkbox.

Method ID	Method Name	Active
20	newmethod	<input checked="" type="checkbox"/>

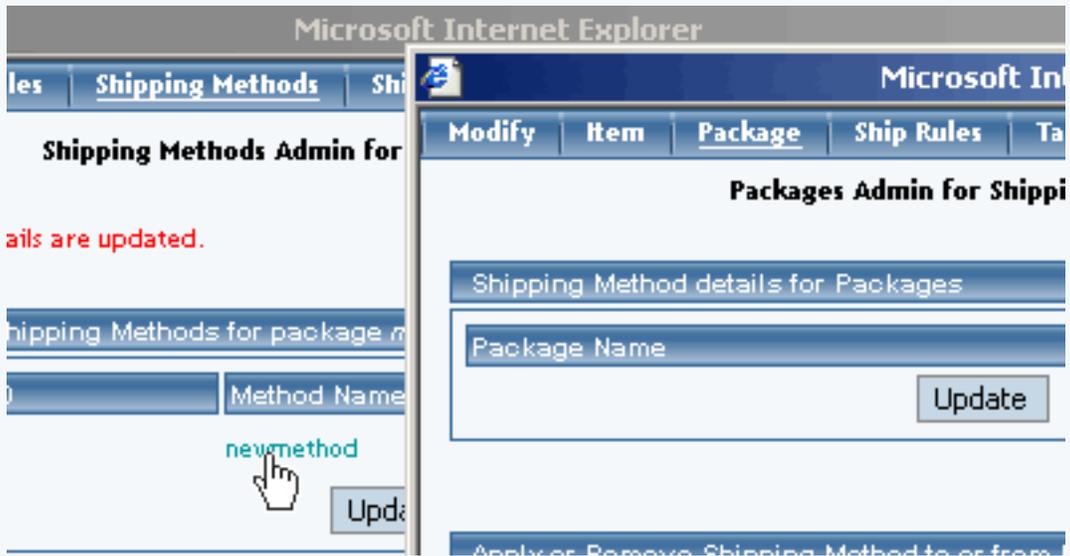
The screenshot shows the same table as above, but the checkbox in the "Active" column is now unchecked. A red circle highlights the "Active" checkbox.

Method ID	Method Name	Active
20	newmethod	<input type="checkbox"/>

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.

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](#)

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	<i>newmethod</i>	<input checked="" type="checkbox"/>

Update

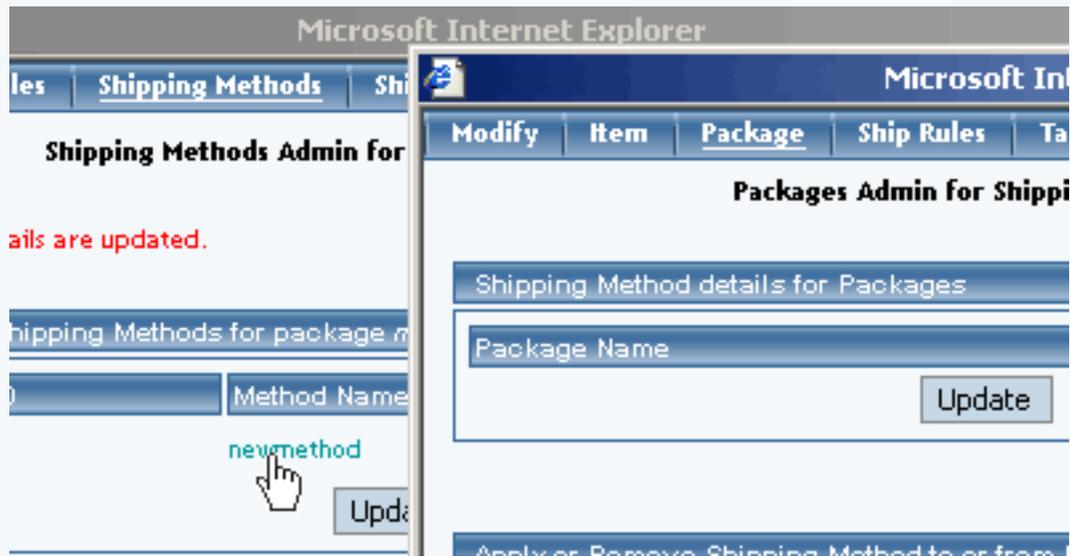
Current Shipping Methods for package *newpackage* (35)

Method ID	Method Name	Active
20	<i>newmethod</i>	<input type="checkbox"/>

Update

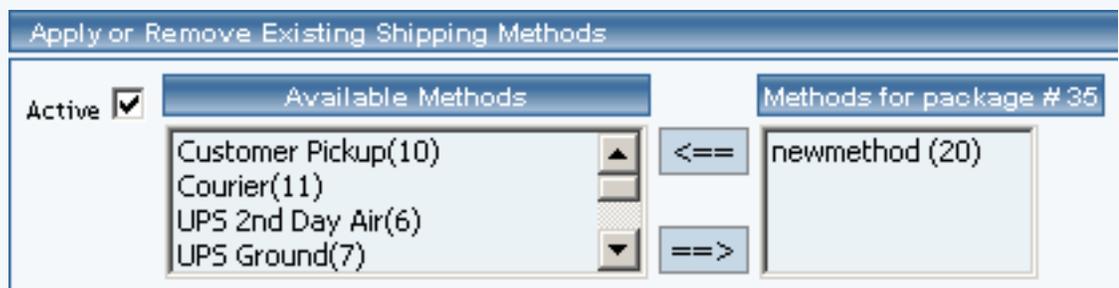
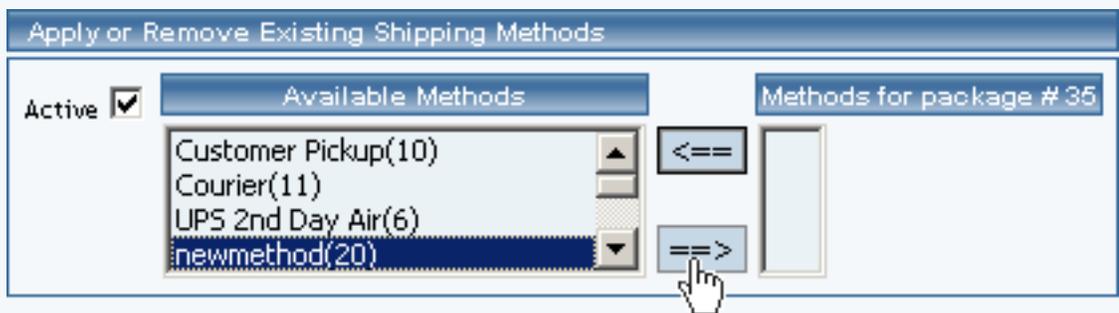
Update

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.

The screenshot shows a window titled "Apply or Remove Existing Shipping Methods". On the left, there is a checkbox labeled "Active" which is checked. Below it is a list box titled "Available Methods" containing the following items: Customer Pickup(10), Courier(11), UPS 2nd Day Air(6), and UPS Ground(7). To the right of this list box are two buttons: a left-pointing arrow with an equals sign (<==) and a right-pointing arrow with an equals sign (==>). A mouse cursor is clicking the left-pointing arrow. To the right of these buttons is another list box titled "Methods for package # 35" which contains the item "newmethod (20)".

The screenshot shows the same window as above. The "Available Methods" list box now contains: Customer Pickup(10), Courier(11), UPS 2nd Day Air(6), and newmethod(20). The "Methods for package # 35" list box is now empty. The left-pointing arrow button is still visible, but the mouse cursor is no longer present.

[Back to the Top of the Page](#)
[Package Management Page](#)
[Product Catalog Management](#)
[10-Step Guide on Setting Up Ecommerce](#)
[Back to the Previous Page](#)

Package Shipping Rules

Related Links: [10-Step Guide on Setting Up Ecommerce](#) | [Product Catalog Management](#) | [Package Management Page](#)

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.



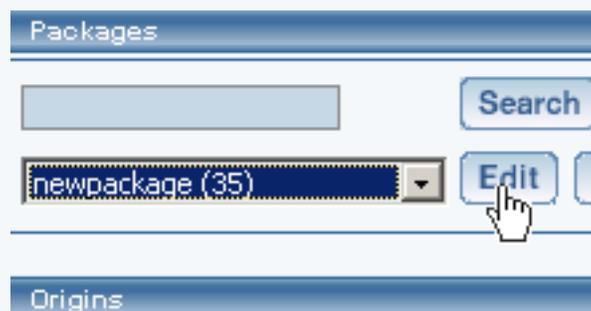
Click on the "Product Catalog Management" text link to load the product catalog management page.

[[Update Catalog Images \(View update status\)](#)]

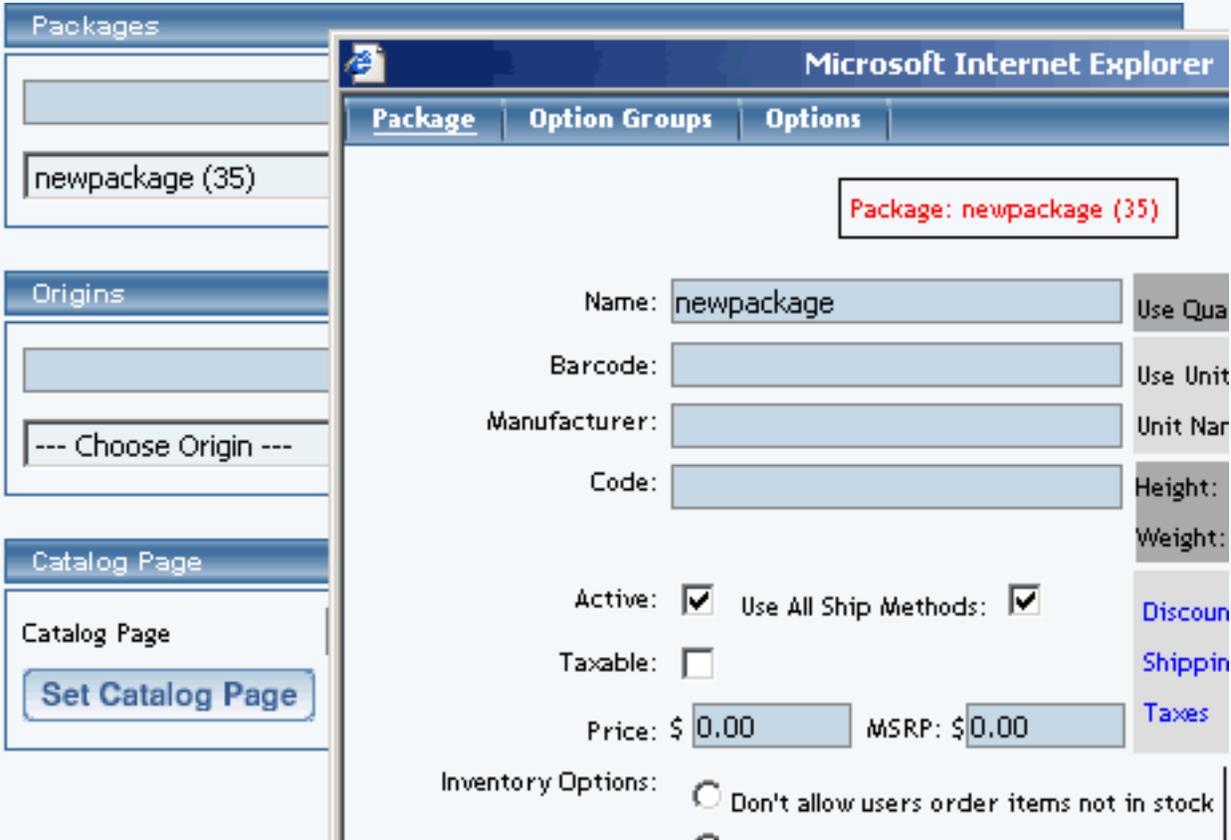
[[Publish](#)] [[View Site](#)]



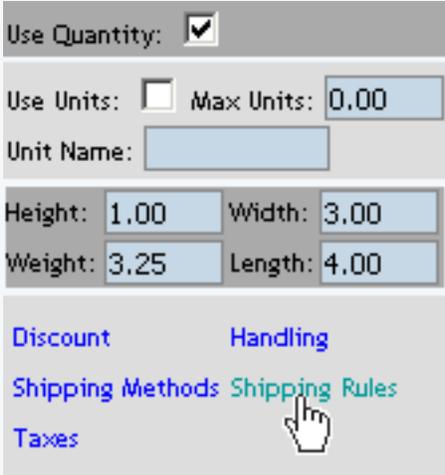
Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.



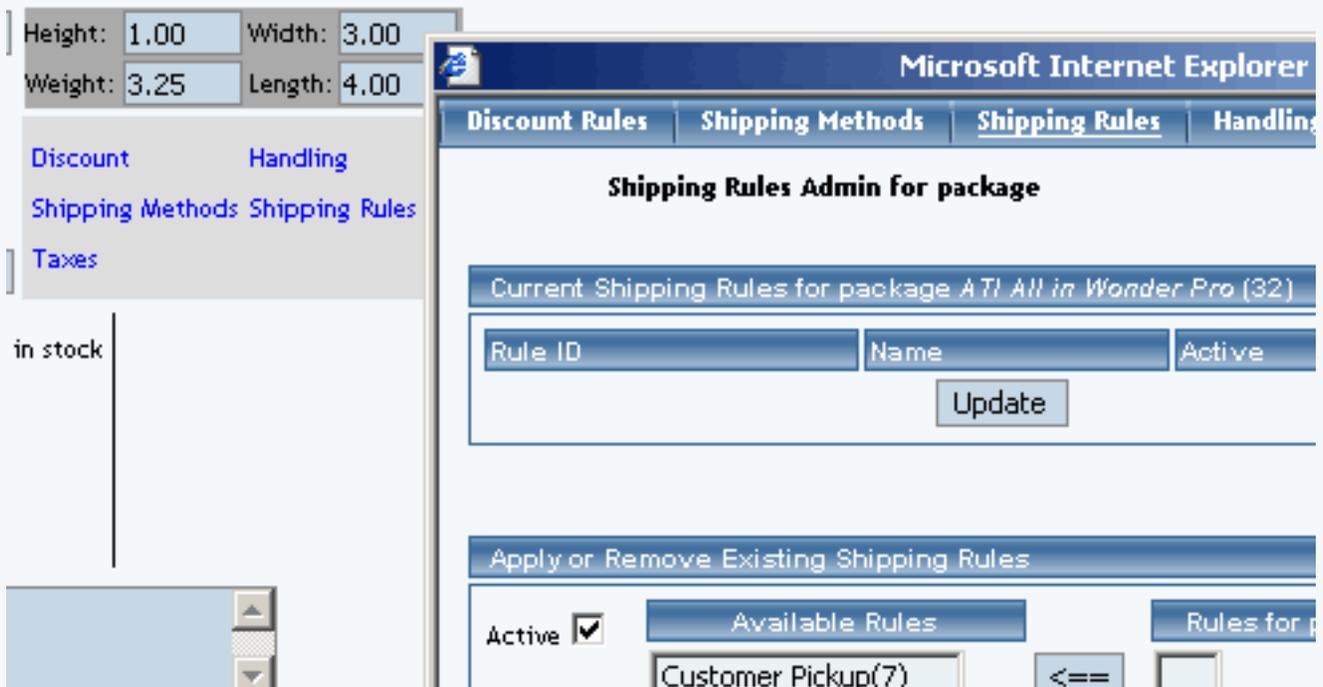
The package management page will load in a new browser window.



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.

[Add Shipping Rule](#)

Global shipping rules that apply to this package *ATI All in Wonder Pro (32)*:

[Customer Pickup \(2\)](#)

[Courier \(3\)](#)

To view a global rule, click on the rule name. The global shipping rules modification page will open in a new browser window.

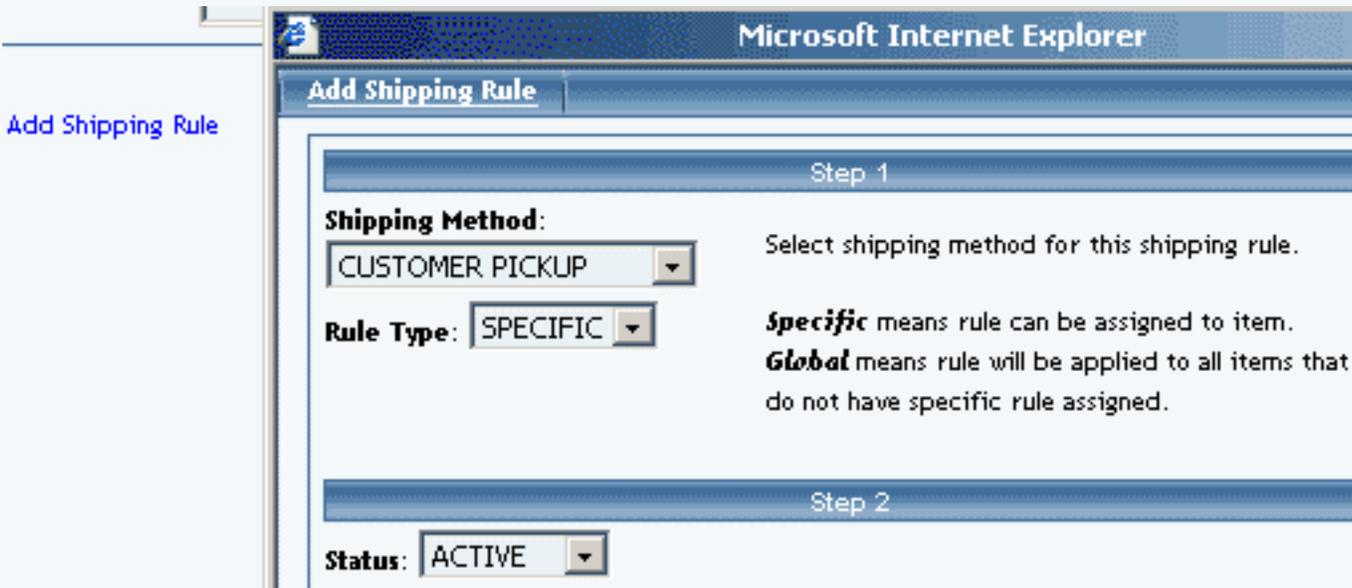


A custom shipping method must be active for the package in order to apply a custom rule. If necessary, activate a custom shipping method for the package before proceeding.



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.

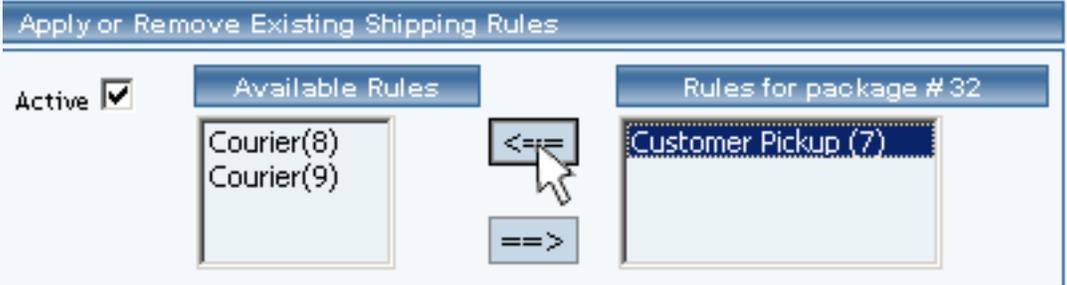
[Add Shipping Rule](#)



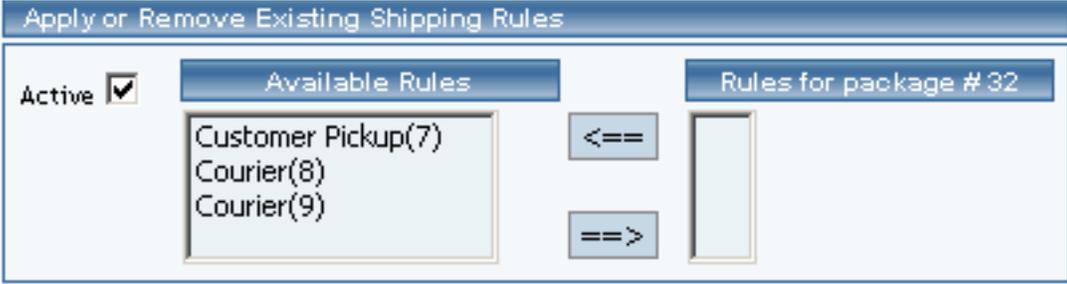
To apply an existing shipping rule to the package, highlight the rule from the "Available Rules" list, located in the "Apply or Remove Existing Shipping Rules" section. Click on the right arrow button. The page will refresh with the selected rule now populated in the "Current Shipping Rules" list. More 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.

Rule ID	Name	Active
7	Customer Pickup	<input checked="" type="checkbox"/>
8	Courier	<input checked="" type="checkbox"/>

Update

Rule ID	Name	Active
7	Customer Pickup	<input checked="" type="checkbox"/>
8	Courier	<input checked="" type="checkbox"/>

Update

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.

Current Shipping Rules for package ATI All in Wonder Pro (32)

Rule ID	Name
7	Customer Pickup
8	Courier

Update

Apply or Remove Existing Shipping Rule

Active Available Rules
Courier(9)

Microsoft Internet Explorer

Modify Item Package Ship Rules Tax Rules

Items Admin for Shipping Method # 10

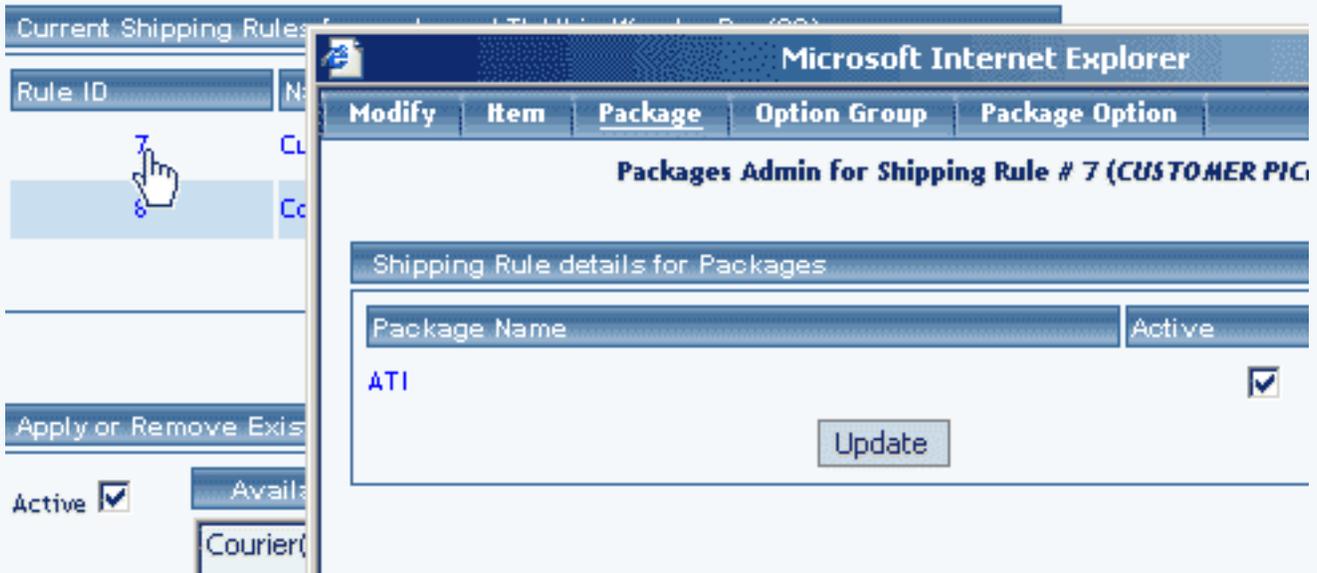
Shipping Method details for Items

Item Name	Active
New Item	

Update

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.

Rule(s) is/are assigned to package.



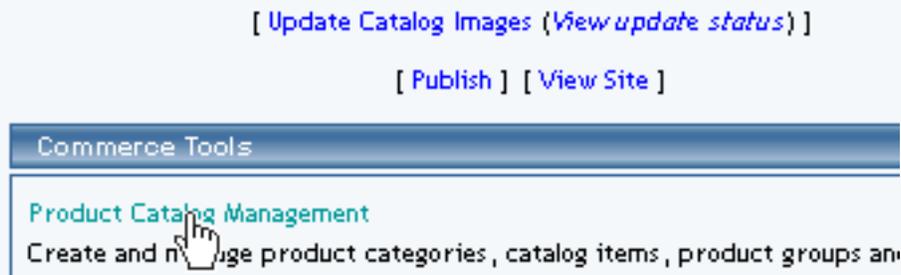
Shipping Rule Details for Packages

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.



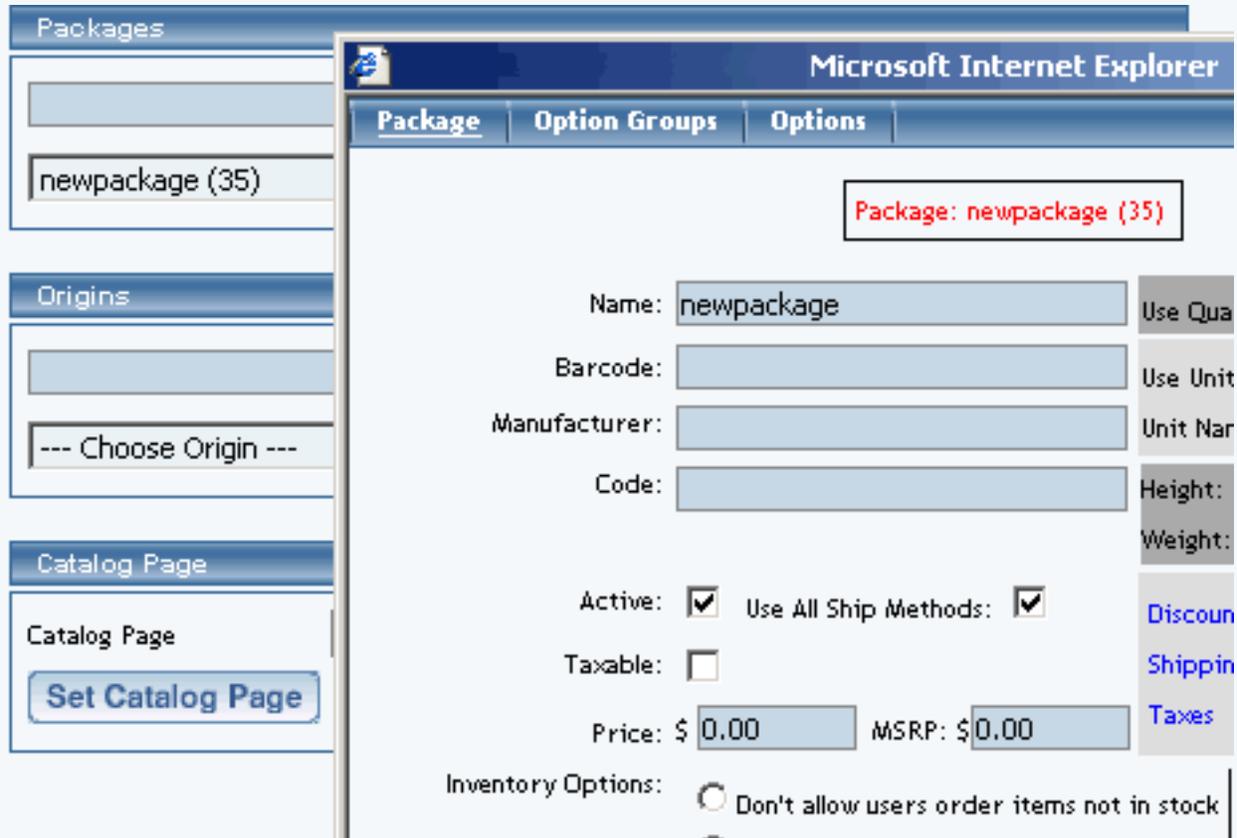
Click on the "Product Catalog Management" text link to load the product catalog management page.



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.

Use Quantity:

Use Units: Max Units: 0.00

Unit Name:

Height: 1.00 Width: 3.00

Weight: 3.25 Length: 4.00

Discount Handling

Shipping Methods **Shipping Rules**

Taxes

The shipping rules for package administration page will open in a new browser window.

Height: 1.00 Width: 3.00

Weight: 3.25 Length: 4.00

Discount Handling

Shipping Methods Shipping Rules

Taxes

in stock

Microsoft Internet Explorer

Discount Rules Shipping Methods **Shipping Rules** Handling

Shipping Rules Admin for package

Current Shipping Rules for package *ATI All in Wonder Pro* (32)

Rule ID	Name	Active

Update

Apply or Remove Existing Shipping Rules

Active Available Rules Rules for p

Customer Pickup(7) <==

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.

Current Shipping Rules for package *ATI All in Wonder Pro (32)*

Rule ID	Name
7	Customer Pickup
8	Courier

Apply or Remove Existing Shipping Rule

Active Available Rules
 Update

Microsoft Internet Explorer

Modify Item Package Ship Rules Tax Rules

Items Admin for Shipping Method # 10 (

Shipping Method details for Items

Item Name	Active
New Item	

Update

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.

Current Shipping Rules for package

Rule ID	Name	Active
7	Customer Pickup	<input checked="" type="checkbox"/>
8	Courier	<input checked="" type="checkbox"/>

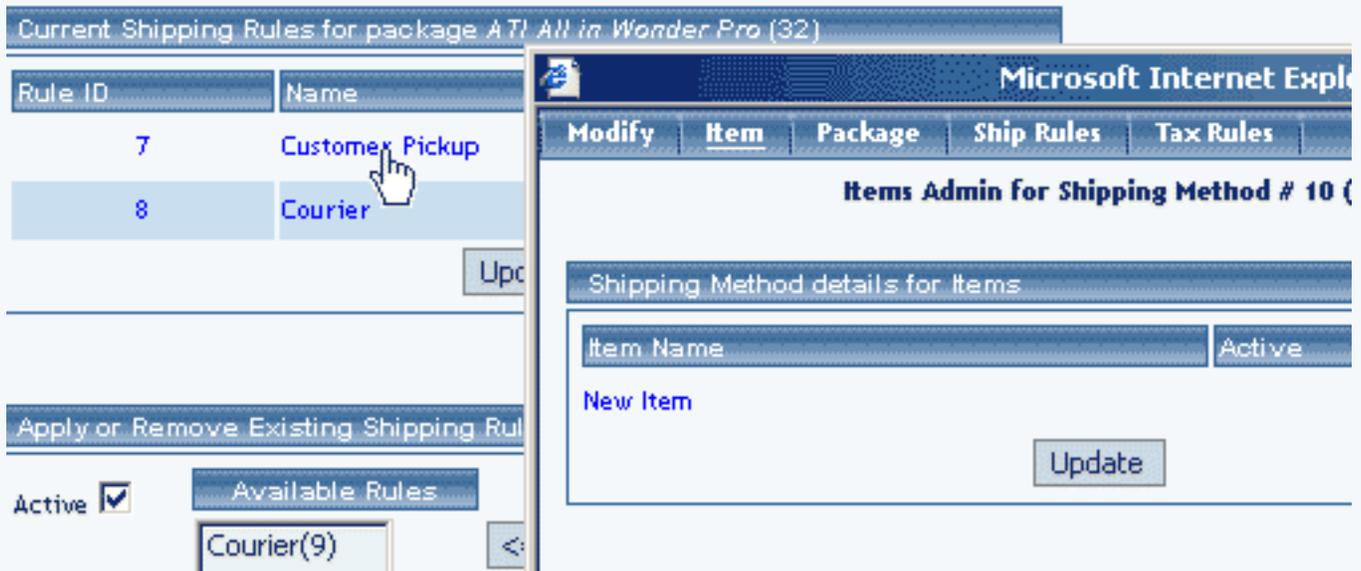
Update

Current Shipping Rules for package *ATI All in Wonder Pro (32)*

Rule ID	Name	Active
7	Customer Pickup	<input checked="" type="checkbox"/>
8	Courier	<input checked="" type="checkbox"/>

Update

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.

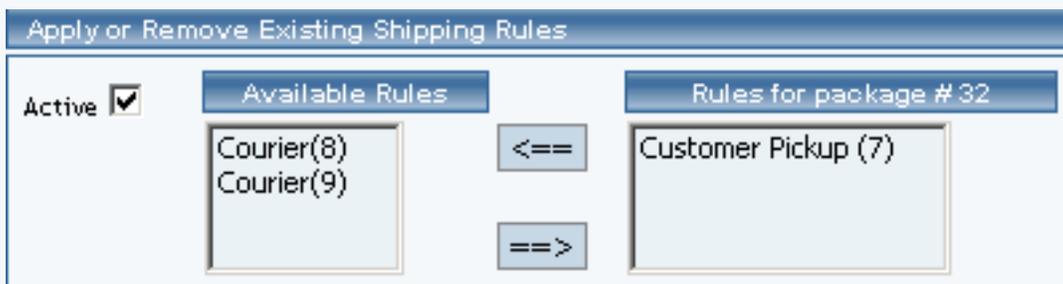
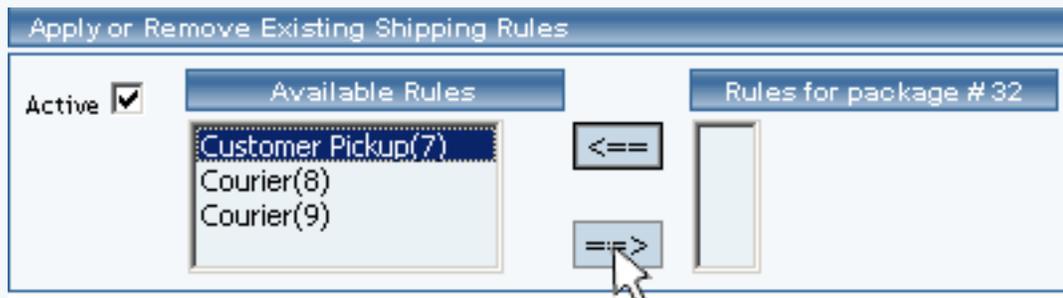
Add Shipping Rule

Global shipping rules that apply to this package *ATI All in Wonder Pro (32)*:

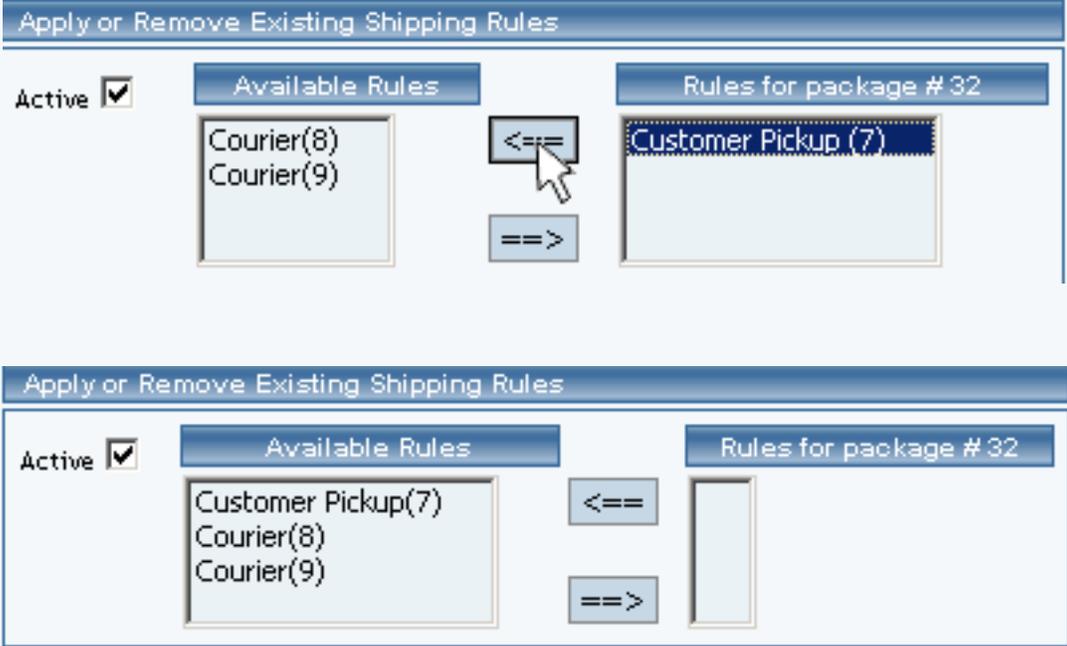
[Customer Pickup \(2\)](#)

[Courier \(3\)](#)

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.



[Back to the Top of the Page](#)
[Package Management Page](#)
[Product Catalog Management](#)
[10-Step Guide on Setting Up Ecommerce](#)

[Back](#)

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.



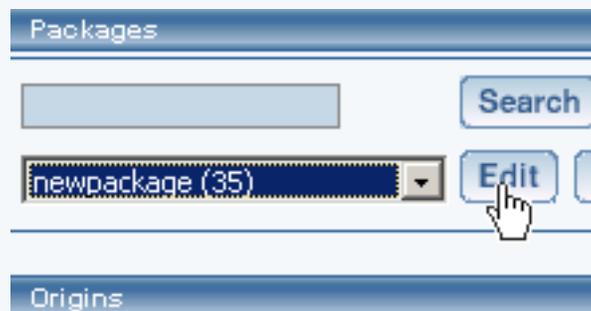
Click on the "Product Catalog Management" text link to load the product catalog management page.

[[Update Catalog Images \(View update status\)](#)]

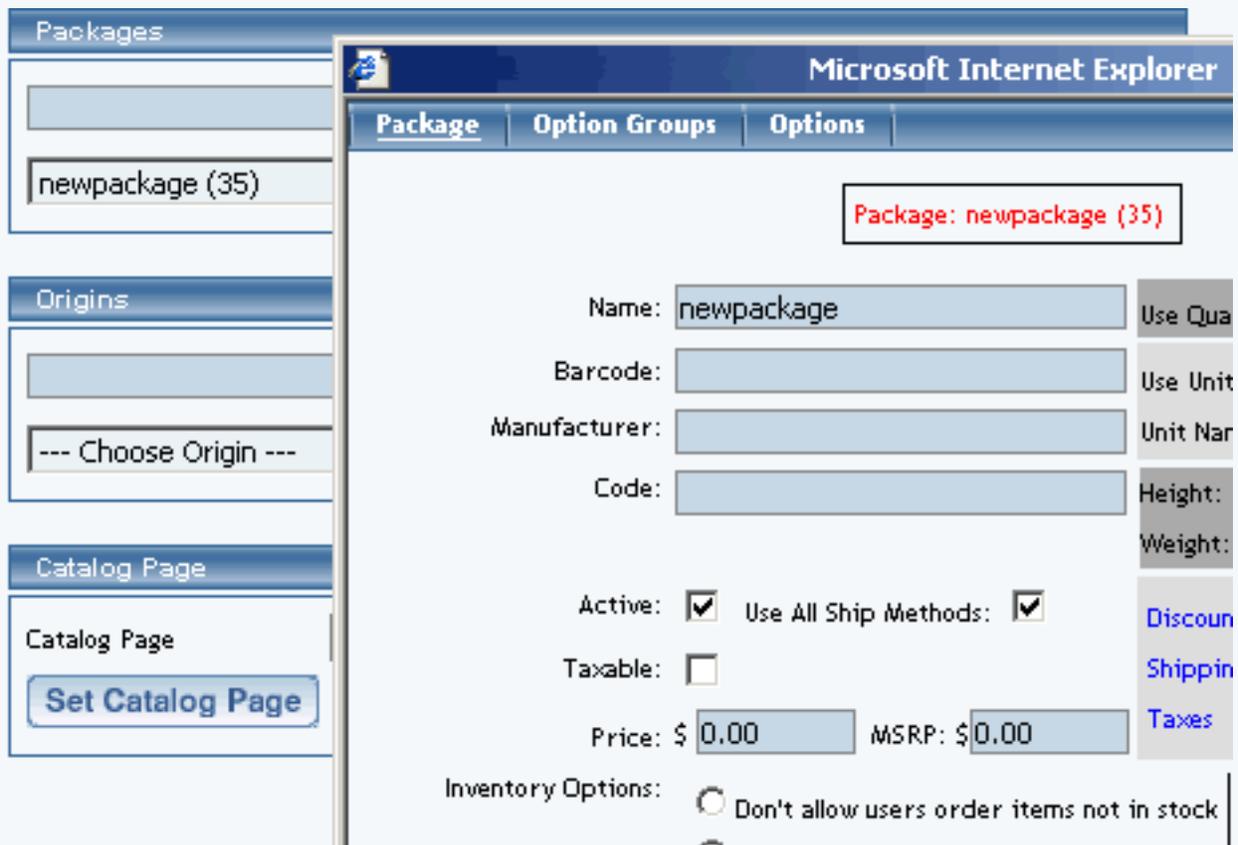
[[Publish](#)] [[View Site](#)]



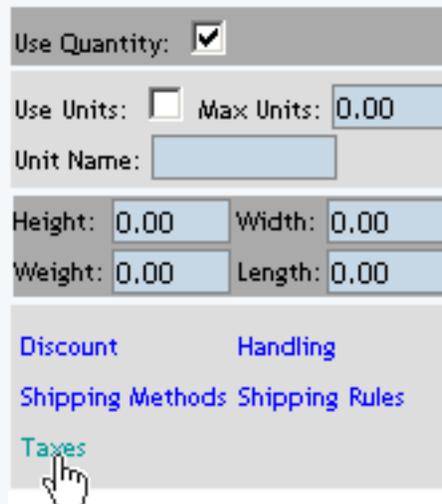
Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.



The package management page will load in a new browser window.



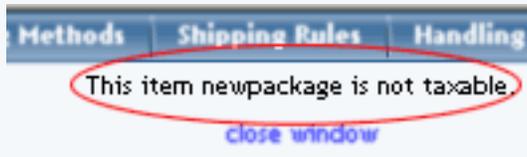
Click on the "Taxes" text link.



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.



Microsoft Internet Explorer

Discount Rules Shipping Methods Shipping Rules Handling Rules Tax

Tax Rules Admin for package *ATI All in Wonder Pro (32)*

Current Tax Rules for package

Rule ID	Rule Name	Tax Name	Active
Update			

Apply or Remove Existing Tax Rules

Active

Available Rules		Rules for package # 32
package test(3)	<==	
	==>	

[Add Tax Rule](#)

Global tax rules that apply to this package *ATI All in Wonder Pro (32)*:

[Sales Tax Rule \(1\)](#)

[zdsrde \(2\)](#)

[close window](#)

Any global tax rules that apply to the item will be listed at the bottom of the page.

[Add Tax Rule](#)

Global tax rules that apply to this package

[Sales Tax Rule \(1\)](#)

[zdsrde \(2\)](#)

To view a global rule, click on the rule name.

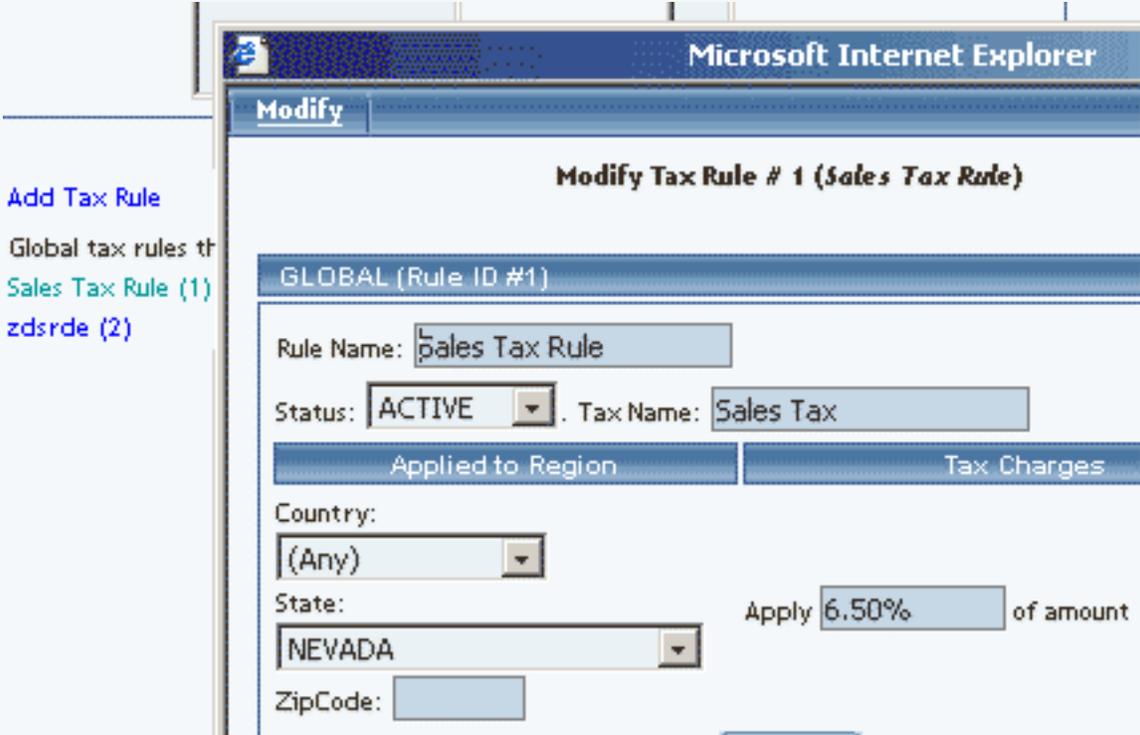
[Add Tax Rule](#)

Global tax rules that apply to this package

[Sales Tax Rule \(1\)](#)

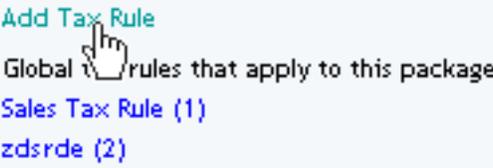
[zdsrde](#) 

The global [tax modification page](#) will open in a new browser window.

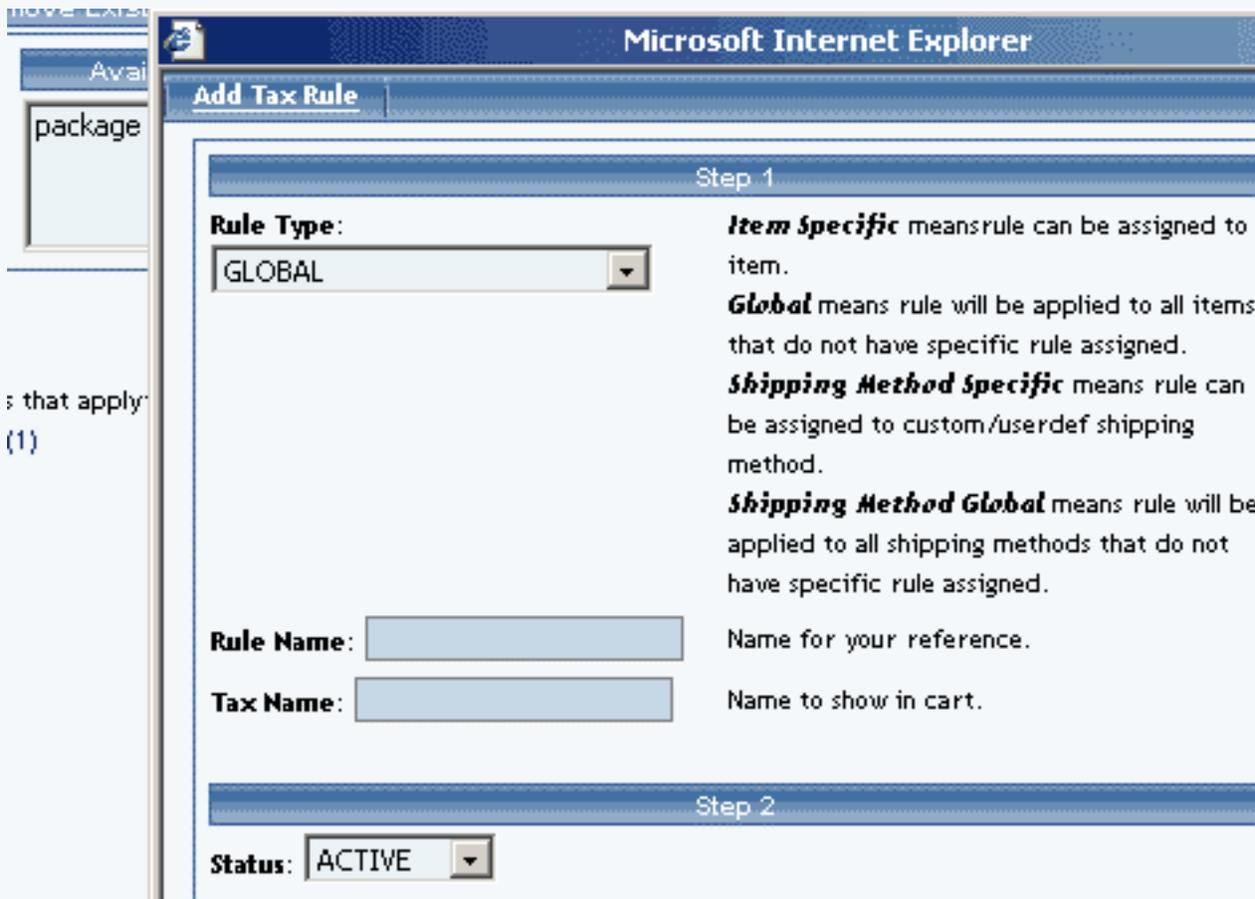


When a custom tax rule is applied to an item, it will override any global rules that were previously active for the item.

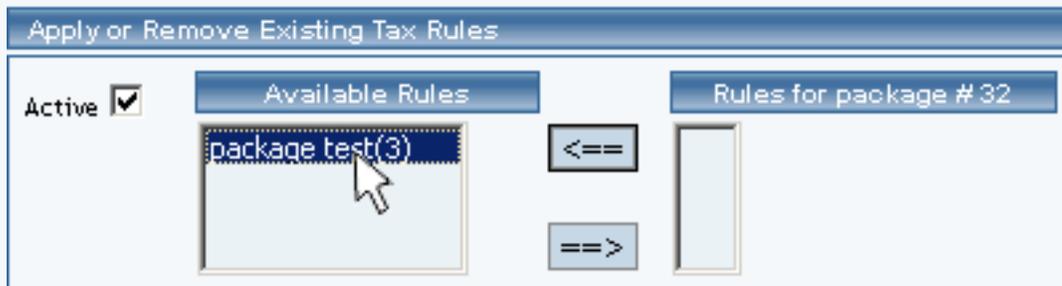
To add a new custom tax rule, click on the "Add Tax Rule" text link.



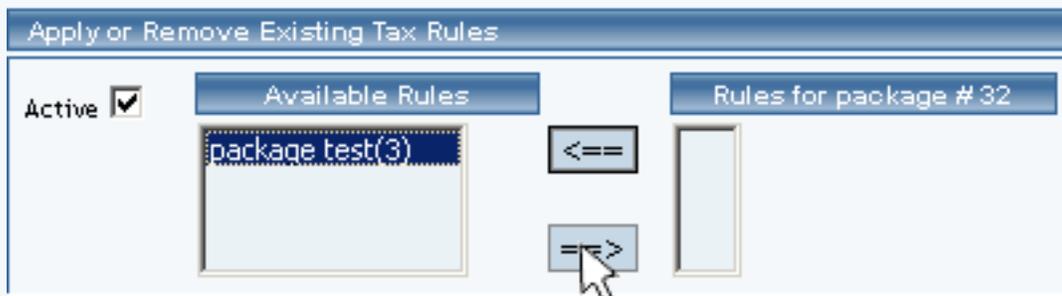
The [add tax rule](#) administration page will open in a new browser window.



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.



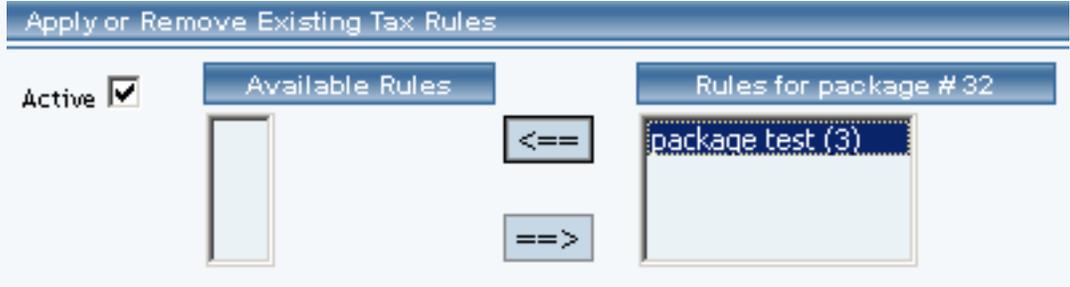
Click on the right arrow button.



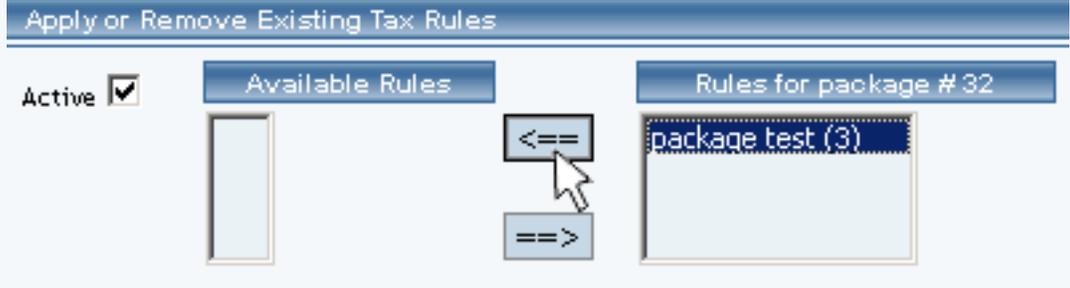
The page will refresh with the selected tax rule now populated in the "Current Tax Rules" list. More than one rule may be selected by highlighting multiple rules.



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.

Rule ID	Rule Name	Tax Name	Active
3	package test	package test	<input checked="" type="checkbox"/>

Update

Apply or Remove Existing Tax Rules

Active

Available Rules

Rules for package # 32

package test (3)

Click the update button.

Rule ID	Rule Name	Tax Name	Active
3	package test	package test	<input type="checkbox"/>

Update

The current page will refresh showing the desired changes.

package Details are updated.

Rule ID	Rule Name	Tax Name	Active
3	package test	package test	<input type="checkbox"/>

Update

To view the details of a currently applied rule, click on the name of the rule, located in the "Current Tax Rules" section.

Current Tax Rules for package			
Rule ID	Rule Name	Tax Name	Active
3	package test	package test	<input type="checkbox"/>

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.

Microsoft Internet Explorer

Modify Item Package Option Group Package Option

Packages Admin for Tax Rule # 3 (package test)

Tax Rule details for Packages

Package Name	Active
ATI	<input type="checkbox"/>
testing values	<input checked="" type="checkbox"/>

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.

Use Quantity:

Use Units: Max Units:

Unit Name:

Height: Width:

Weight: Length:

[Discount](#) [Handling](#)

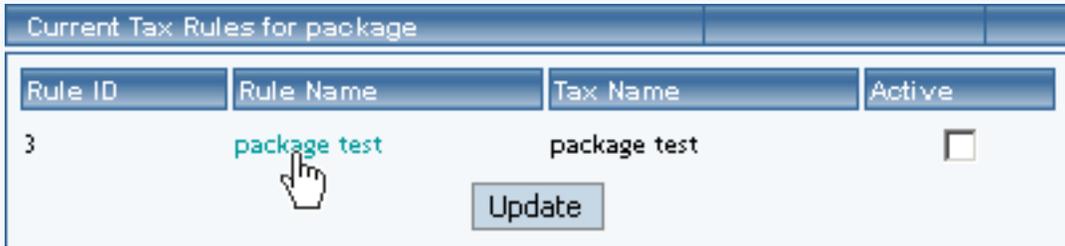
[Shipping Methods](#) [Shipping Rules](#)

[Taxes](#)

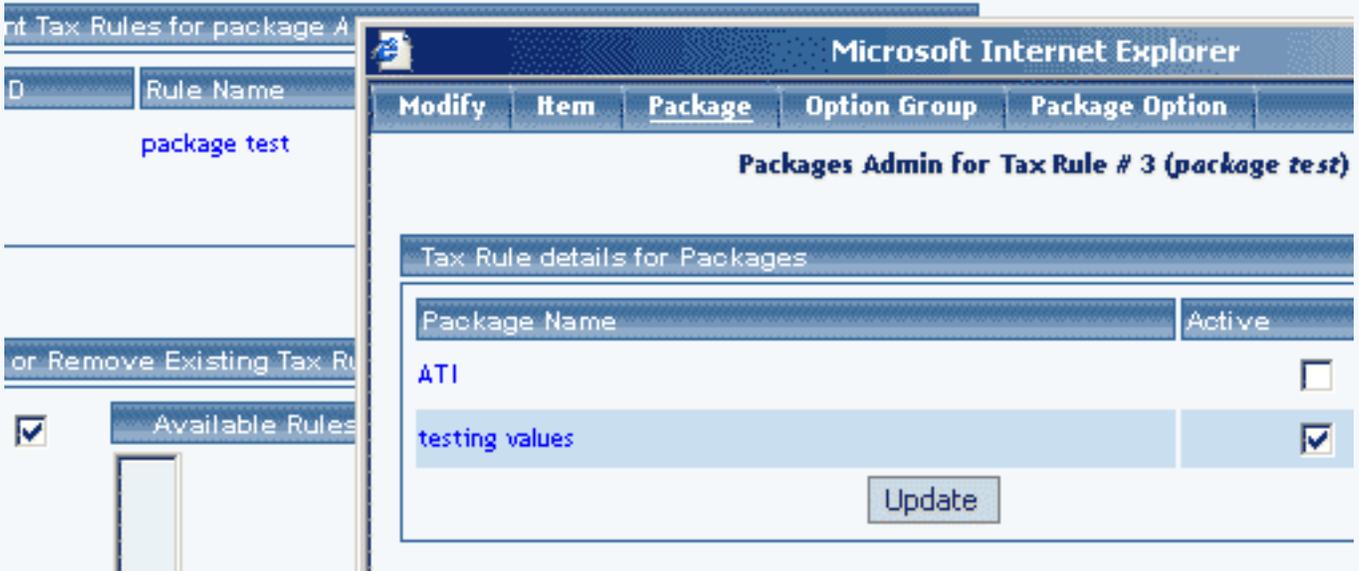
The Tax Rules for package page will load in a new browser window.



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.

Current Tax Rules for package AT! All in Wonder Pro (32)			
Rule ID	Rule Name	Tax Name	Active
3	package test	package test	<input checked="" type="checkbox"/>

Apply or Remove Existing Tax Rules

Active

Available Rules

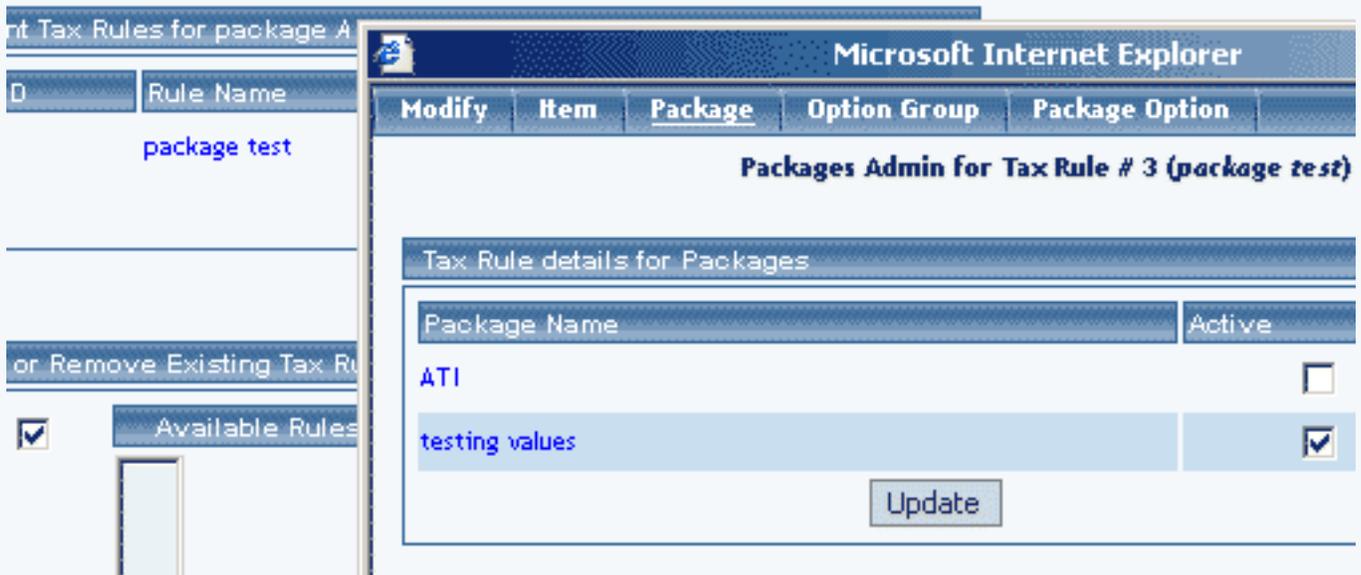
Rules for package # 32

Current Tax Rules for package			
Rule ID	Rule Name	Tax Name	Active
3	package test	package test	<input type="checkbox"/>

Current Tax Rules for package			
Rule ID	Rule Name	Tax Name	Active
3	package test	package test	<input type="checkbox"/>

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.



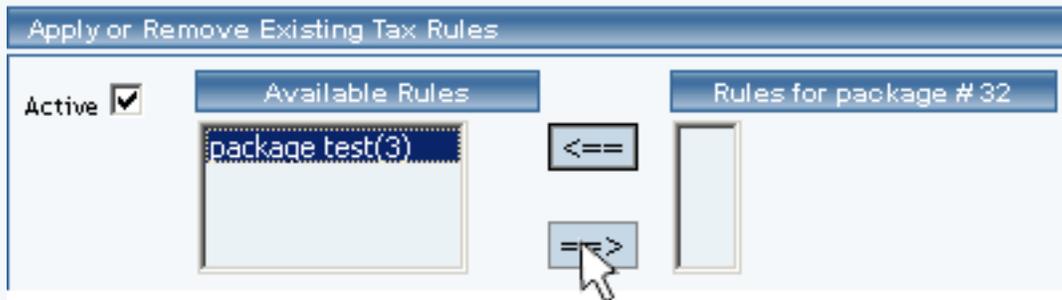
To add or remove a tax rule to or from a package, use the "Apply or Remove Tax Rules to or from Packages" section located toward the bottom of the administration page.

[Add Tax Rule](#)
 Global rules that apply to this package
[Sales Tax Rule \(1\)](#)
[zdsrde \(2\)](#)

To add a package to the rule, click on the name of the package under the "Available Rules" heading.



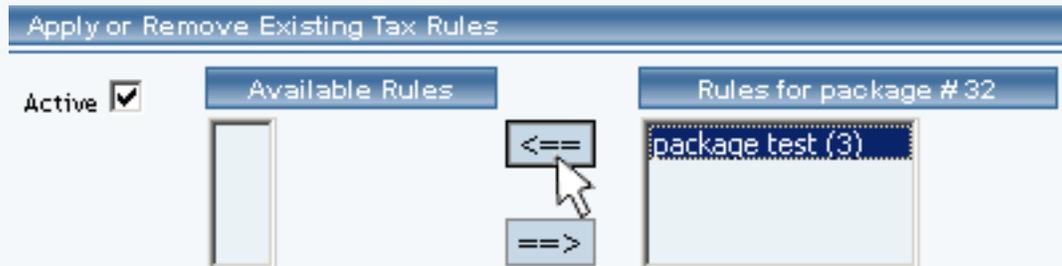
Click the "right arrow" button. The page will refresh with the package now located under the "Packages Using Rules" heading.



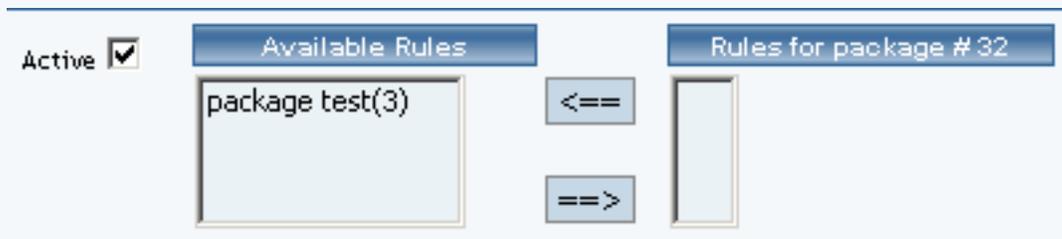
To remove a package from the rule, click its name under the "Items Using Rule" heading.



Click the "left arrow" button.



The page will refresh with the package now located under the "Available Packages" heading.



[Back](#)

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.

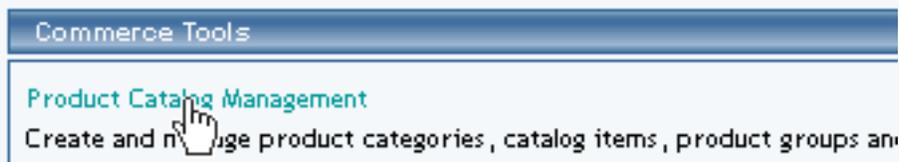
Navigation: Click on the main "Ecommerce" link at the top of any main administration page.



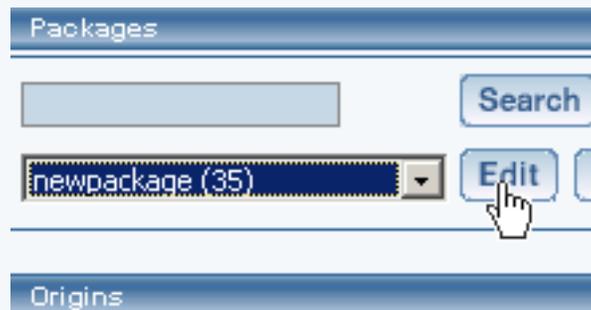
Click on the "Product Catalog Management" text link to load the product catalog management page.

[[Update Catalog Images \(View update status\)](#)]

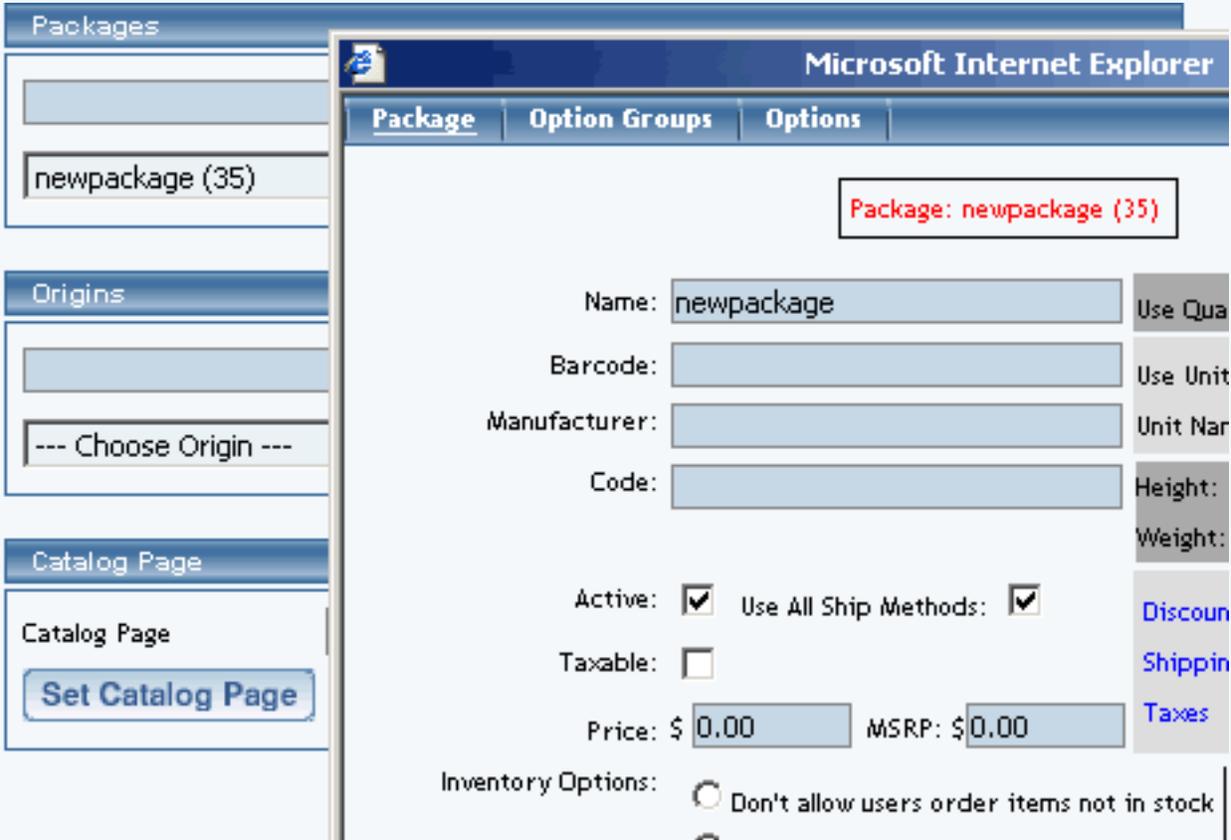
[[Publish](#)] [[View Site](#)]



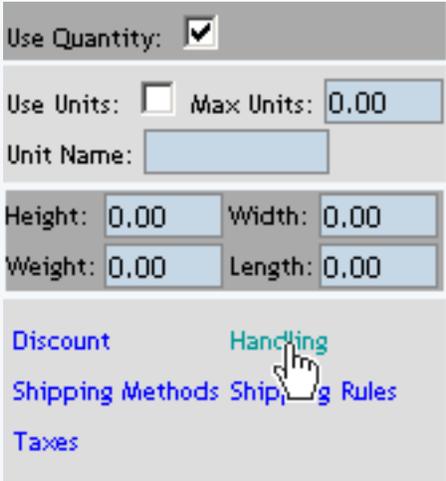
Select an existing package from the drop-down menu in the item section and click the "Edit" button, or click on the "new" button to create and name a new package.



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.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Modify Handling Rule # 4 (Fuel Surcharge)' page. The browser title bar reads 'Microsoft Internet Explorer'. The page has a 'Modify' tab selected. The main content area is titled 'Modify Handling Rule # 4 (Fuel Surcharge)'. Below the title, there is a section for 'GLOBAL (Rule ID #4)'. The form contains the following fields:

- Rule Name: Fuel Surcharge (No Basis)
- Status: ACTIVE (dropdown menu)
- Handling is: NON-TAXABLE (dropdown menu)
- Handling Name: Fuel Surcharge

Below the form, there is a table with two columns: 'Applied to Region' and 'Handling Charges'. The 'Country:' label is visible below the table.

In the sidebar on the left, there are the following links:

- [Add Handling Rule](#)
- Global handling rules that apply to this package *newpackage (35)*:
- [Fuel Surcharge \(4\)](#)
- [Fuel Surcharge \(5\)](#)

To add a new custom handling rule, click on the "Add Handling Charge Rule" text link.

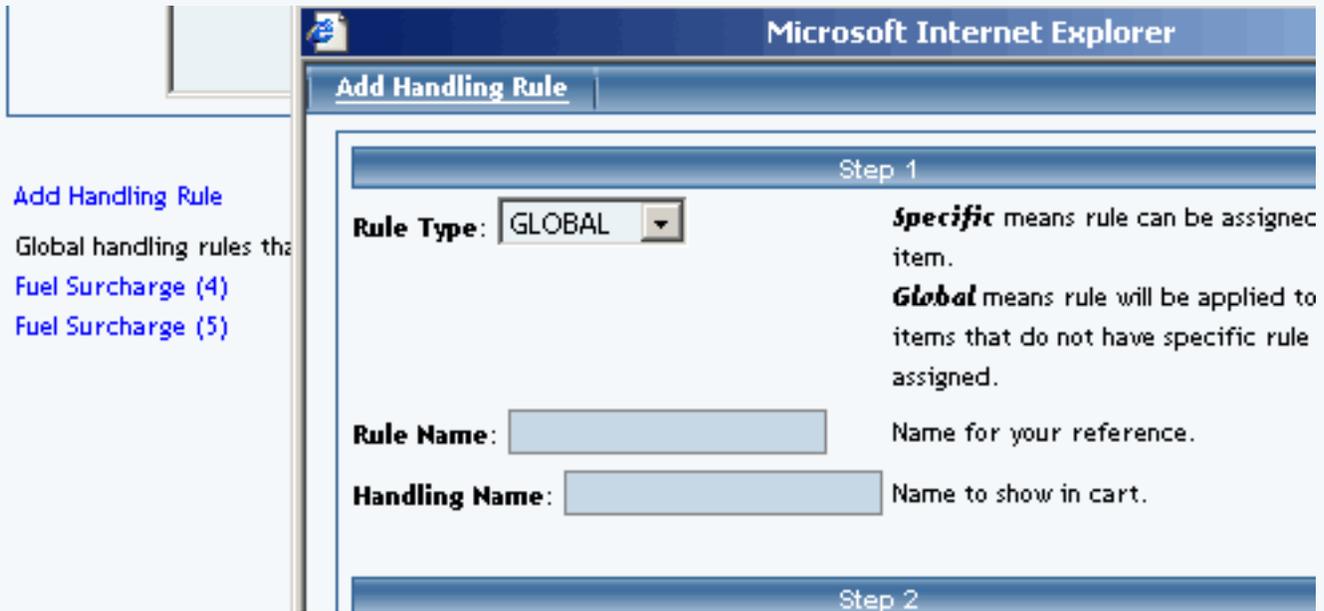
[Add Handling Rule](#)

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.



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.



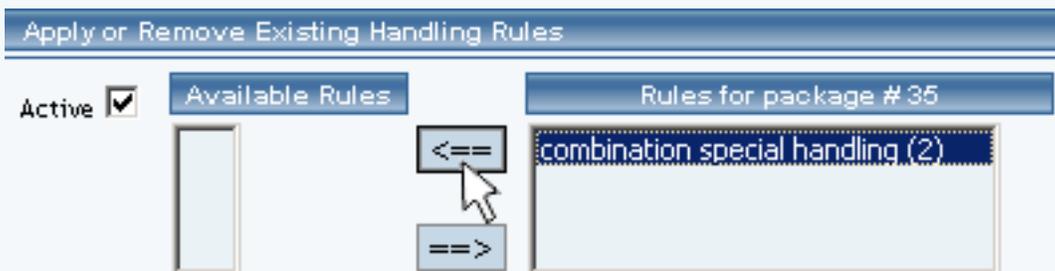
The page will refresh with the selected rule now populated in the "Current Handling Charges Rules" list. More than one rule may be selected by highlighting multiple rules.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

To remove an existing custom rule from the package, highlight the rule from the "Current Handling Charges 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 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.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

Click the update button.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

The current page will refresh showing the desired changes.

package Details are updated.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input type="checkbox"/>

To view the details of a currently applied custom rule, click the name of the rule, located in the "Handling charges Details" section.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

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.

Packages Admin for Handling Rule # 2 (*combination special handling*)

Handling Rule details for Packages

Package Name	Active
newpackage	<input checked="" type="checkbox"/>
package 3	<input checked="" type="checkbox"/>
package 5	<input checked="" type="checkbox"/>

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)
	==>	

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.

Use Quantity:

Use Units: Max Units: 0.00

Unit Name:

Height: 0.00 Width: 0.00

Weight: 0.00 Length: 0.00

Discount [Handling](#) Shipping Methods Shipping Rules Taxes

All packages that the rule is currently applied to will be listed under the "Handling Charges Rules Details for Packages" section.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

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.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

Click the "Update" button to save changes.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

To view the details of any package in the list, click the applicable name.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input checked="" type="checkbox"/>

The package management page will load in a new window.

Packages Admin for Handling Rule # 2 (*combination special handling*)

Handling Rule details for Packages	
Package Name	Active
newpackage	<input checked="" type="checkbox"/>
package 3	<input checked="" type="checkbox"/>
package 5	<input checked="" type="checkbox"/>

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.

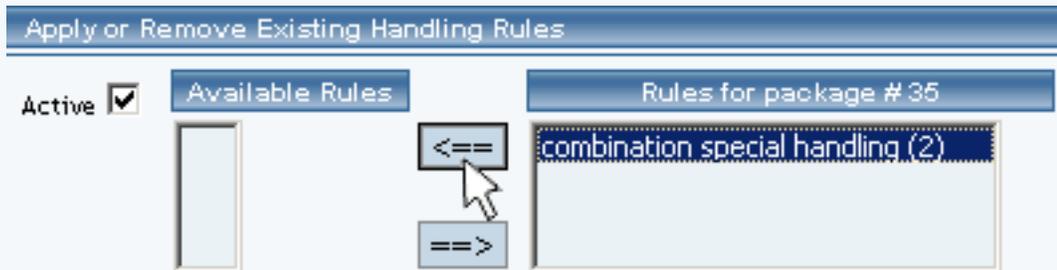
package Details are updated.

Current Handling Rules for package <i>newpackage</i> (35)			
Rule ID	Rule Name	Handling Name	Active
2	combination special handling	combination special handling	<input type="checkbox"/>

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.



[Back to the Top of the Page](#)
[Package Management Page](#)
[Product Catalog Management](#)
[10-Step Guide on Setting Up Ecommerce](#)

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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.

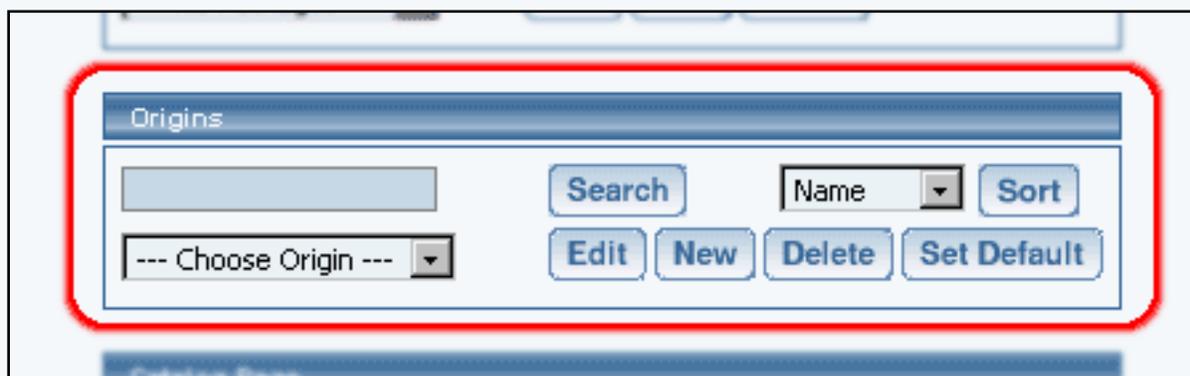
Shipping origins are only critical when a web site owner is using the system-integrated shipping methods (UPS, USPS and Fed-X). These methods calculate shipping charges by looking at the shipping origin and destination. Therefore, when using integrated shipping methods, it is important that the correct 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.



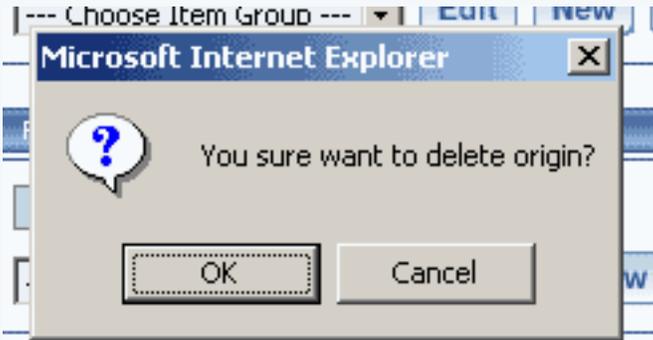
Select the state of origin from the drop down menu, type in the zip code, and select the country. To save the changes, click on the "Update" button. After the page reloads, click on the "close window" text link.

A web page titled "Origin" with a blue header. It contains a form with the following fields: "Name" (text input), "State" (dropdown menu with "AL" selected), "Zip Code" (text input), and "Country" (dropdown menu with "US" selected). Below the form is a blue "Update" button. At the bottom of the page is a blue text link that says "close window".

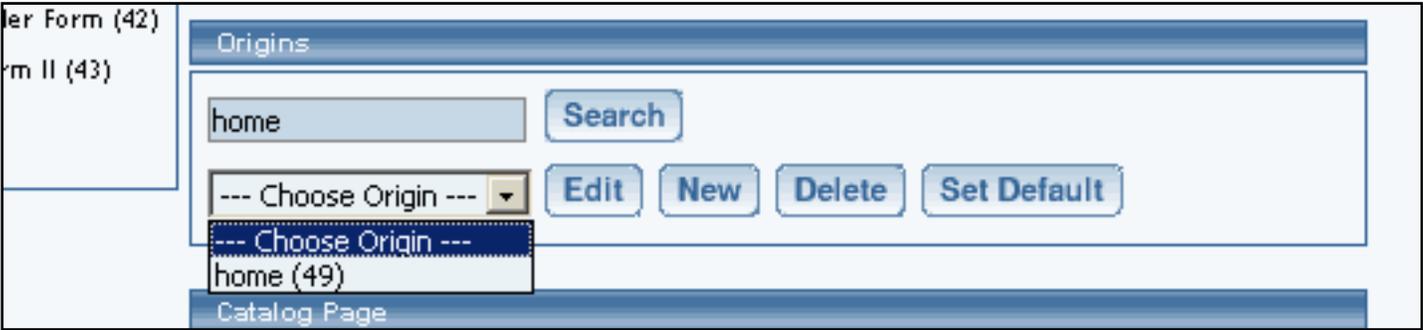
To edit an existing origin, select the origin to edit from the drop down menu, then click on the "Edit" button. The origin management page will open in a new browser window.

A web page titled "Origin" with a blue header. It contains a form with the following fields: "Name" (text input with "default" entered), "State" (dropdown menu with "NE" selected), "Zip Code" (text input with "89108" entered), and "Country" (dropdown menu with "US" selected). Below the form is a blue "Update" button. At the bottom of the page is a blue text link that says "close window".

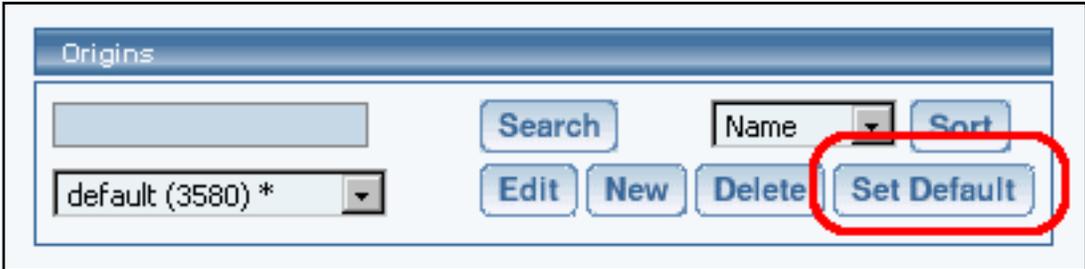
To delete an existing origin, select the origin to delete from the origin drop down menu, then click the "delete" button.



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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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	
	Item Id: 00
Sample Item	Price: \$0000
	Qty: 1
[enlarge]	<input type="button" value="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".

The screenshot shows a web interface for managing product catalogs. At the top, there are buttons for "Edit", "New", "Delete", and "Set Default", along with a dropdown menu labeled "Choose Origin". Below this, a section titled "Catalog Page" contains a dropdown menu labeled "Catalog Page" with the text "Select a page" and ".html". A "Set Catalog Page" button is located below the dropdown. A red oval highlights the "Set Catalog Page" button and the dropdown menu.

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 administration.

For more information on setting up your Product Catalog, [click here](#).

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Product Catalog Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#)

[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**

Start: **2003-01-01 00:00:00** FROM **0.00** To **499.99** apply discount **10.00%**

End: **2006-01-01 00:00:00** FROM **500.00** On Up apply discount **15.00%**

[Modify](#) [Deactivate](#) [Delete](#)

[Shipping Rules](#)

Discounts	Shipping	Handling	Taxes	
<ul style="list-style-type: none"> Add Shipping Method View Shipping Methods 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Add Handling Rule 		<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Add Tax Rule 		<ul style="list-style-type: none"> View Tax Rules 	
ITEM SPECIFIC(Rule ID #3) package test			
Status : ACTIVE Tax Name: package test			
Applied to Region		Tax	
Country: (Any)			
State: (Any)		Apply \$1.00	
Zip: (Any)			
Modify Deactivate Delete			
GLOBAL(Rule ID #1) Sales Tax Rule			
Status : ACTIVE Tax Name: Sales Tax			
Applied to Region		Tax	
Country: (Any)			
State: Nevada		Apply 6.50% of amount	
Zip: (Any)			
Modify Deactivate Delete			
GLOBAL(Rule ID #2) zdsrde			
Status : ACTIVE Tax Name: rtzdrh			
Applied to Region		Tax	
Country: (Any)			
State: (Any)		Apply \$12.00	
Zip: (Any)			
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	
Start: 2003-01-01 00:00:00	FROM 0.00 To 499.99 apply discount 10.00%
End: 2006-01-01 00:00:00	FROM 500.00 On Up apply discount 15.00%
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 screenshot displays three discount rules in a list view. Each rule entry includes a header bar with the rule ID and name, a status and tax indicator, a table for discount details, and a set of action buttons.

Rule ID	Rule Name	Status	Tax Indicator	Discount Details	Actions
SPECIFIC (Rule ID #7)	2% discount - (No Basis)	ACTIVE	BEFORE TAX	Apply 2.00% of amount	Modify Deactivate Delete
SPECIFIC (Rule ID #2)	New Quantity Discount - Based on QUANTITY	INACTIVE	BEFORE TAX	FROM 5.00 To 9.99 apply discount 5.00% FROM 10.00 On Up apply discount 10.00%	Modify Activate Delete
GLOBAL (Rule ID #8)	Easter Sale - Based on PRICE	ACTIVE	AFTER TAX	FROM 0.00 To 499.99 apply discount 10.00% FROM 500.00 On Up apply discount 15.00%	Modify Deactivate Delete

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.



Add Discount Rule

Step 1

Rule Type:

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:

Discount is applied

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: 2003 Month: 01 Date: 01  Beginning of promotion date time.

Hour: 00 Minute: 00 Second: 00

End:

Year: 2003 Month: 01 Date: 01  End of promotion date time.

Hour: 00 Minute: 00 Second: 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

Step One: Name and define the Rule Type

From the drop-down menu, select "Specific" or "Global" for the rule type.

The screenshot shows a two-step configuration process for a rule. **Step 1** includes a 'Rule Type' dropdown menu set to 'SPECIFIC', a 'Rule Name' text input field, and a 'Discount Name' text input field. Explanatory text defines 'Specific' as a rule assigned to an item and 'Global' as a rule applied to all items without a specific rule. **Step 2** includes a 'Status' dropdown menu set to 'ACTIVE' and a 'Discount is applied' dropdown menu set to 'BEFORE TAX'. Explanatory text defines 'Before Tax' as tax calculated after a discount is applied, and 'After Tax' as tax calculated before a discount is applied.

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.

Rule Name: Name for your reference.

Discount Name: Name to show to user.

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 Day

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 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

From on Up apply discount

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.

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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: <input type="text" value="New Quantity Discount"/> - Based on <input type="text" value="QUANTITY"/>				
Status: <input type="text" value="INACTIVE"/> . Discount Rule is applied <input type="text" value="BEFORE TAX"/> .				
Discount				
Discount Name:				
<input type="text" value="Quantity Discount"/>				
Start:		From <input type="text" value="5.00"/> to 9.99 apply discount <input type="text" value="5.00%"/>		
Year: <input type="text" value="2001"/> Month: <input type="text" value="01"/> Date: <input type="text" value="01"/>		From <input type="text" value="10.00"/> on Up apply discount <input type="text" value="10.00%"/>		
Hour: <input type="text" value="00"/> Minute: <input type="text" value="00"/> Second: <input type="text" value="00"/>		From <input type="text"/> on Up apply discount <input type="text"/>		
End:		<input type="button" value="Add Row"/>		
Year: <input type="text" value="2001"/> Month: <input type="text" value="01"/> Date: <input type="text" value="01"/>				
Hour: <input type="text" value="00"/> Minute: <input type="text" value="00"/> Second: <input type="text" value="00"/>				
<input type="button" value="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.

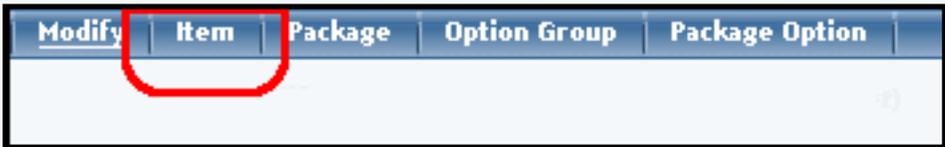
For a detailed description of each option, see the ["add discount rule" administration page](#).

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.

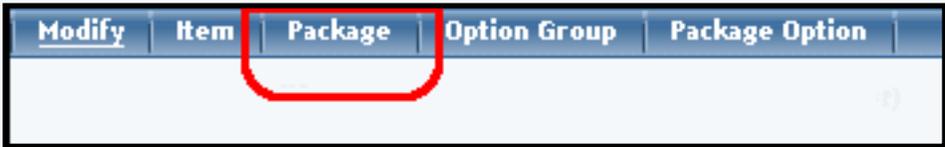
To view which items this rule applies to, or to add this rule to items, click on the "Item" text link located at the top of the administration page.



The [discount details for items](#) page will load in the current window.

A screenshot of the 'Items Admin for Discount Rule # 12 (New Quantity Discount)' page. The page has a navigation menu at the top with 'Item' selected. Below the menu is a section titled 'Discount details for Items' containing a table with columns for 'Item Name', 'Item Only', 'Package Option Only', 'Item & Package Option', and 'Active'. The table lists 'Writeable CDs' and 'New Item'. Below the table is an 'Update' button. The next section is 'Apply or Remove Discounts for Items', which includes an 'Active' checkbox, radio buttons for 'Item Only', 'Package Option Only', and 'Item & Package Option', and two panes: 'Available Items' and 'Items using Rule #'. The 'Available Items' pane lists 'Testing 4 - Model 33zb Toshiba(53)', 'test(37)', '4" stormtrooper(70)', and 'Testing 5 - Model 22EZ1 - Dell(54)'. The 'Items using Rule #' pane lists 'Writeable CDs(34)' and 'New Item(60)'. At the bottom of the page is a 'close window' link.

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.

Modify | **Item** | **Package** | **Option Group** | **Package Option**

Packages Admin for Discount Rule # 12 (New Quantity Discount)

Discount details for Packages

Package Name: Active:

Update

Apply or Remove Discounts for Packages

Active:

Available Packages: ATI All in Wonder Pro(32), testing negative values(49), newpackage(35), Hoth Battle(84)

Packages using Rule # 12:

<==> ==>

close 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.

Modify	Item	Package	Option Group	Package Option
------------------------	----------------------	-------------------------	------------------------------	--------------------------------

Option Groups Admin for Discount Rule # 12 (New Quantity Discount)

Discount details for Option Groups

Option Group Name	Active
-------------------	--------

Apply or Remove Discounts for Option Groups

Active <input checked="" type="checkbox"/>	<table border="1"> <tr> <th align="center" colspan="2">Available Option Groups</th> <td></td> <td></td> </tr> <tr> <td>Memory(2)</td> <td align="center">▲</td> <td align="center"><==</td> <td></td> </tr> <tr> <td>Graphics Card(3)</td> <td align="center">■</td> <td></td> <td></td> </tr> <tr> <td>Roses(10)</td> <td align="center">▼</td> <td align="center">==></td> <td></td> </tr> <tr> <td>Processor(4)</td> <td></td> <td></td> <td></td> </tr> </table>	Available Option Groups				Memory(2)	▲	<==		Graphics Card(3)	■			Roses(10)	▼	==>		Processor(4)				<table border="1"> <tr> <th align="center">Option Groups using Rule # 12</th> </tr> <tr> <td> </td> </tr> </table>	Option Groups using Rule # 12	
Available Option Groups																								
Memory(2)	▲	<==																						
Graphics Card(3)	■																							
Roses(10)	▼	==>																						
Processor(4)																								
Option Groups using Rule # 12																								

[close 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.

Modify	Item	Package	Option Group	Package Option
------------------------	----------------------	-------------------------	------------------------------	--------------------------------

The [discount details for package option groups](#) page will load in the current window.

Modify | **Item** | **Package** | **Option Group** | **Package Option**

Package Options Admin for Discount Rule # 12 (New Quantity Discount)

Discount details for Package Options

ID	Item Name	Active

Apply or Remove Discounts for Package Options

Active

Available PackageOptions	Package Options using R
(29)Glass Vase(65)	
(1)Asus 1a(3)	
(2)Intel Memory(10)	
(3)Intel Memory 2(15)	

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Discount Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Rules](#) | [Discount Rules](#)

[Overview](#) | [Set Up Discount Rules for Specific Shoppers](#) | [Add Specific Shoppers](#)

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.

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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 1

Rule Type:

- SPECIFIC
- GLOBAL
- SHOPPERSPECIFIC
- SHOPPERGLOBAL

Specific means rule can be assigned to item.

Global means rule will be applied to all items that do not have specific rule assigned.

Shopper Specific means rule will be applied to shoppers that purchase specific item(s).

Shopper Global means rule will be applied to shoppers that purchase items that do not have specific rule assigned.

Rule Name:

Name for your reference.

Discount Name:

Name to show in cart.

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 2

Status:

Discount is applied

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, 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 3

Start:

Year: Month: Date: 

Hour: Minute: Second: [reset](#)

End:

Year: Month: Date: 

Hour: Minute: Second: [reset](#)

Beginning of promotion date time.

End of promotion date 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%.

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

From on Up apply discount

[Add Row](#)

[Add Rule](#)

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:

Modify	Shopper	Item	Package	Option Group	Package Option
Modify Discount Rule # 456 (Members Discount)					
SHOPPERSPECIFIC (Rule ID #456)					
Rule Name: <input type="text" value="Members Discount"/> - (No Basis)					
Status: <input type="text" value="ACTIVE"/> . Discount Rule is applied <input type="text" value="BEFORE TAX"/> .					
			Discount		
Discount Name: <input type="text" value="Members Discount"/> Apply <input type="text" value="75.00%"/> of amount					
Start:					
Year:	Month:	Date:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Calendar"/>		
Hour:	Minute:	Second:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="reset"/>		
End:					
Year:	Month:	Date:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Calendar"/>		
Hour:	Minute:	Second:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="reset"/>		
<input type="button" value="Update Rule"/>					
Delete Rule					
Change Rule Type to SPECIFIC					
Change Rule Type to GLOBAL					
Change Rule Type to SHOPPERGLOBAL					
close window					

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: - (No Basis)

Status: . Discount Rule is applied .

Discount

Discount Name: Apply of amount

Start:

Year: Month: Date:

Hour: Minute: Second:

End:

Year: Month: Date:

Hour: Minute: Second:

[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](#).

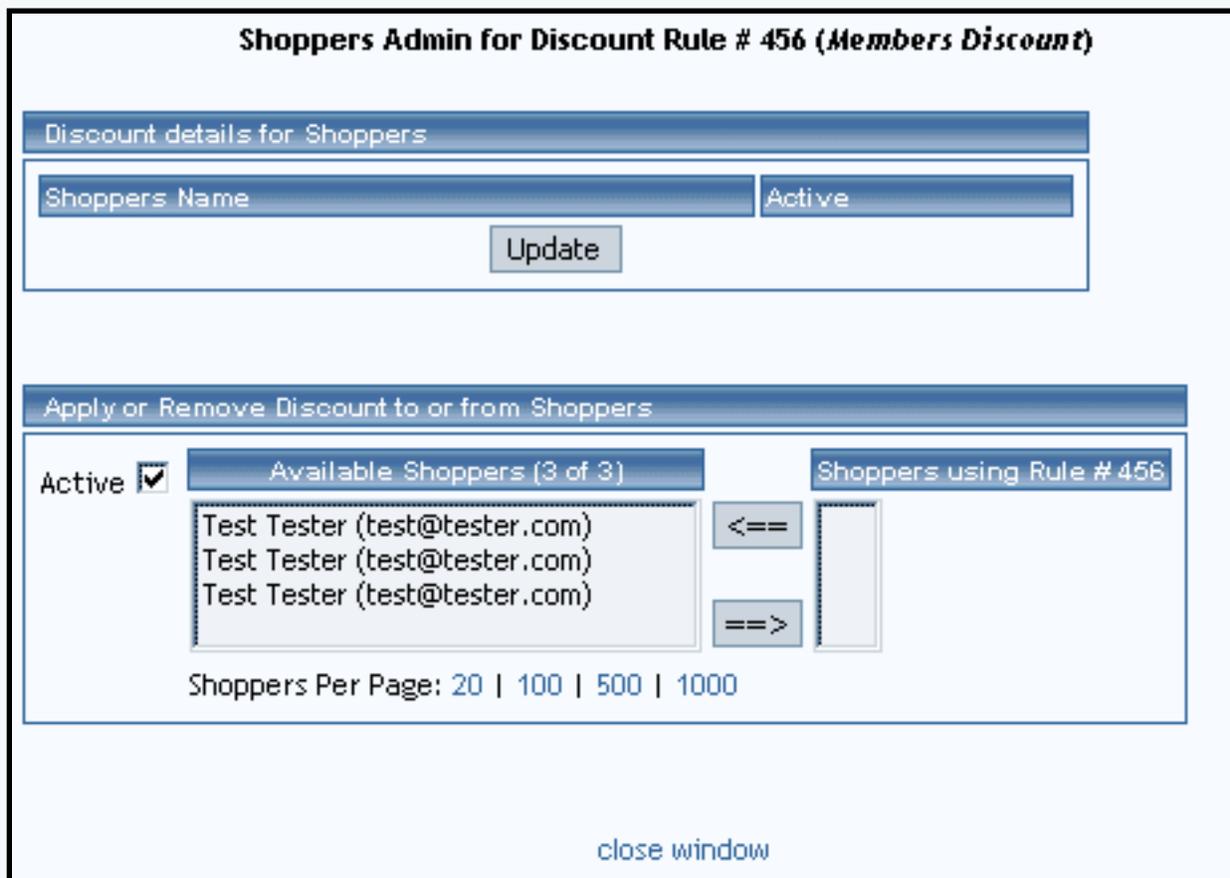
[Back to the Top of the Page](#)

Add Specific Shoppers

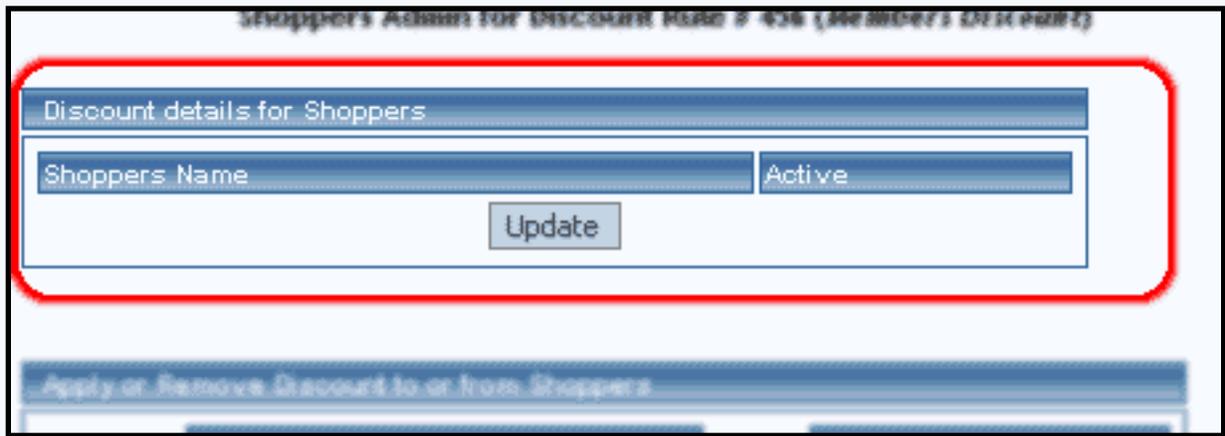
The discount rule can be applied to specific shoppers that you assign. The system will only list shoppers as customers who have already purchased something from your website.



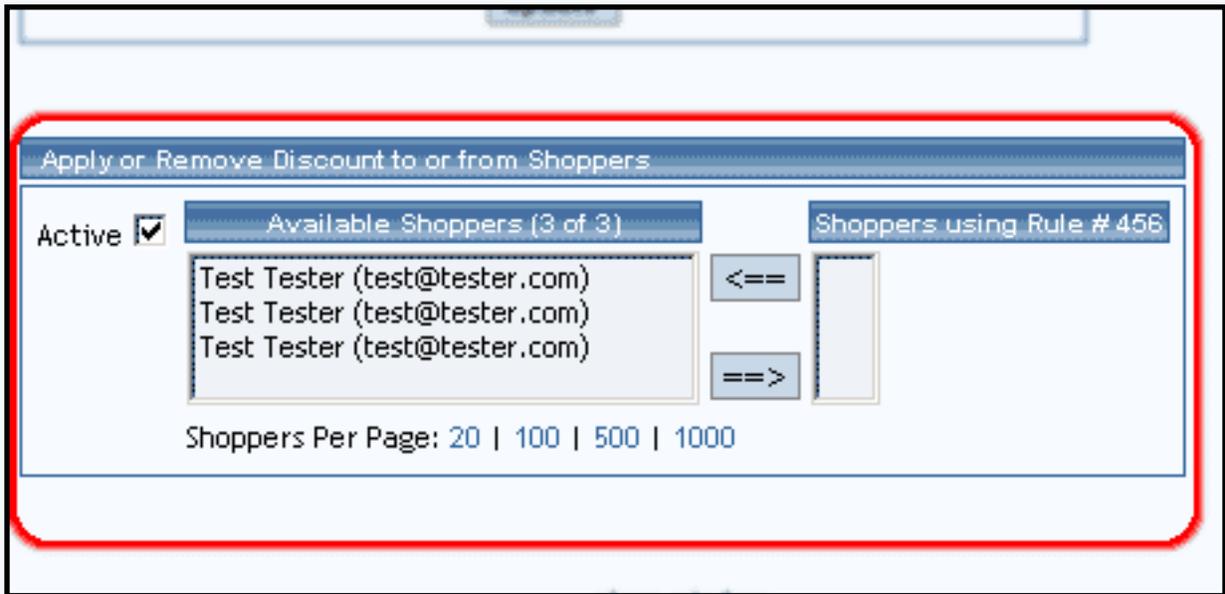
Go in to the Discount Rules Administration screen. Click on "Modify" for any existing discount rule. Click on the white text at the top of the window labelled "Shopper". If you just added the discount rule, you will only have to click on the white text at the top of the window labelled "Shopper". You will then see the following screen



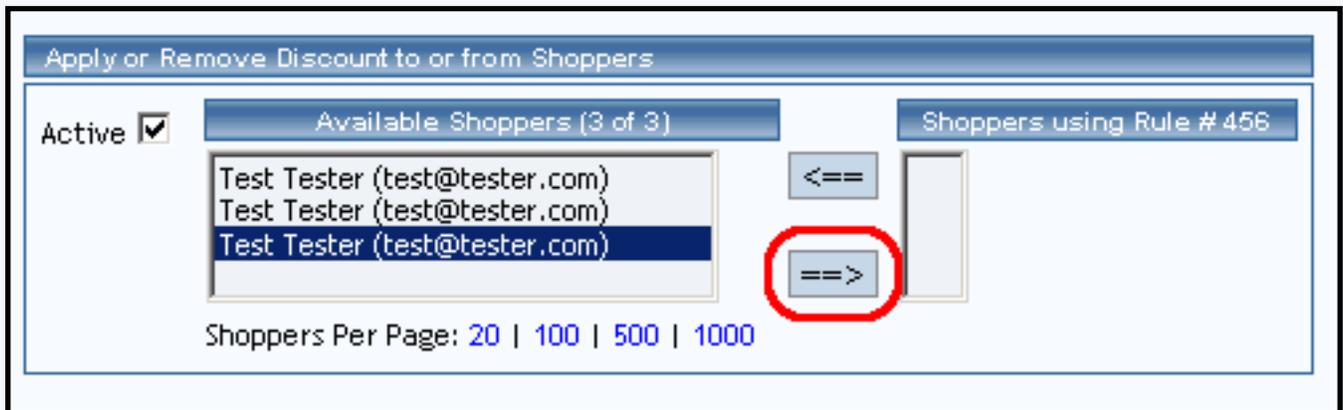
The top section will display all of the shoppers that the discount rule currently applies to.



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](#)
[Back](#)

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.

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.



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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.

Shipping Methods

USER DEFINED	
ID	Name
00	customer Pickup
01	Carrier
02	This is the Ship Name

ID #: System generated number unique to every method.

Shipping Methods

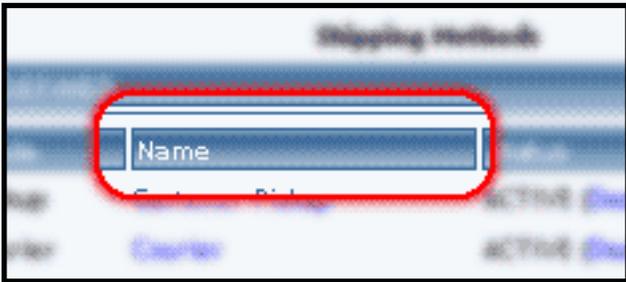
ID	Name	Status	Actions
00	customer Pickup	ACTIVE (Search)	Delete
01	Carrier	ACTIVE (Search)	Delete
02	This is the Ship Name	ACTIVE (Search)	Delete

ID	Name	Status	Actions
6	UPS 2nd Day Air	ACTIVE (Search)	Delete
7	UPS Ground	ACTIVE (Search)	Delete
8	UPS 1 Day Select	ACTIVE (Search)	Delete
9	UPS Next Day Air	ACTIVE (Search)	Delete
10	UPS Next Day Air Early A.M.	ACTIVE (Search)	Delete

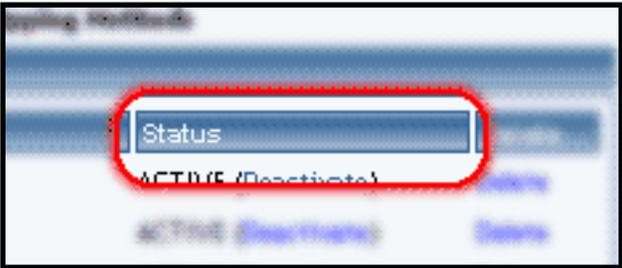
Code: Text name unique to each method. With user- defined, custom shipping methods, this field is defined at the method is created.

ID	Code	Name
00		customer Pickup
01		Carrier
02		This is the Ship Name

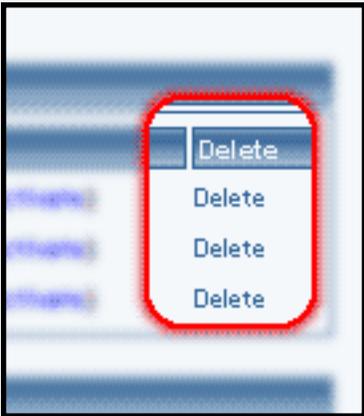
Name: The name of the shipping method that will be visible in the shopping cart.



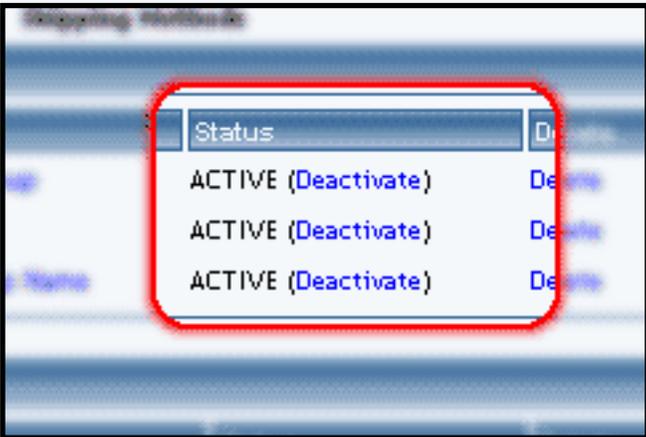
Status: Indicates whether a shipping method is available for use or disabled.



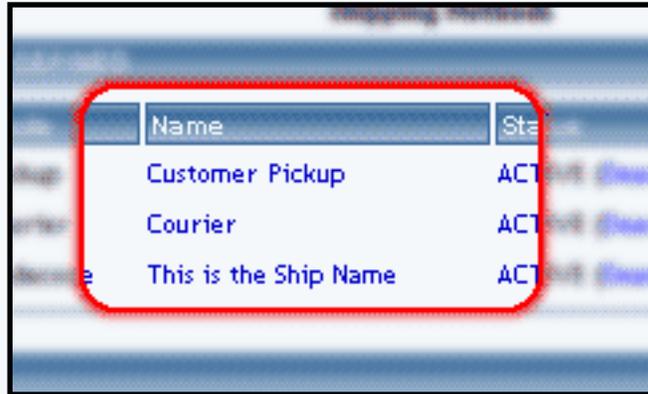
To delete a shipping method, click on the "delete" text link next to the method.



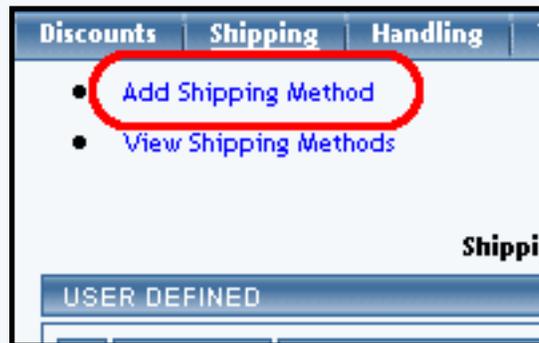
To activate or deactivate a method, click on the applicable text link located next to the status indicator.



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.



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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.

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Adding Custom Shipping Methods (User-defined)

Adding custom shipping methods that utilize shipping rules to calculate any shipping charges.

The screenshot shows a web interface for creating a custom shipping method. At the top, there are three tabs: 'Custom', 'UPS', and 'USPS'. Below the tabs is a title bar that says 'Create A Custom Shipping Method'. The main form area contains three input fields: 'Name:' with a text box, 'Code:' with a text box, and 'Status:' with a dropdown menu currently showing 'ACTIVE'. To the right of these fields are labels: 'Name for the shipping method.', 'Code for your reference.', and 'The shipping method will be able to have customizable shipping rule(s)'. Below the form is a blue 'Add' button. At the bottom right of the window is a blue text link that says 'close window'.

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 [v] Update

UPS Shipping Options

Domestic Shipping Options	International Shipping Options
<ul style="list-style-type: none">UPS Next Day Air Early A.M.SMUPS Next Day AirSMUPS Next Day Air SaverSMUPS 2nd Day Air A.M.SMUPS 2nd Day AirSMUPS 3 Day SelectSMUPS Ground	<ul style="list-style-type: none">UPS Worldwide Express PlusSMUPS Worldwide ExpressSMUPS Worldwide ExpeditedSMUPS 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

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

Custom | UPS | USPS

Add UPS Shipping Method

Select Drop-Off/Pickup:
Regular Daily Pickup [v] Update

- On Call Air
- One Time Pickup
- Customer Counter
- Regular Daily Pickup
- Letter Center

UPS Shipping Options

Domestic Shipping Options	International Shipping Options
<ul style="list-style-type: none">UPS Next Day Air Early A.M.SMUPS Next Day AirSM	<ul style="list-style-type: none">UPSUPS

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.

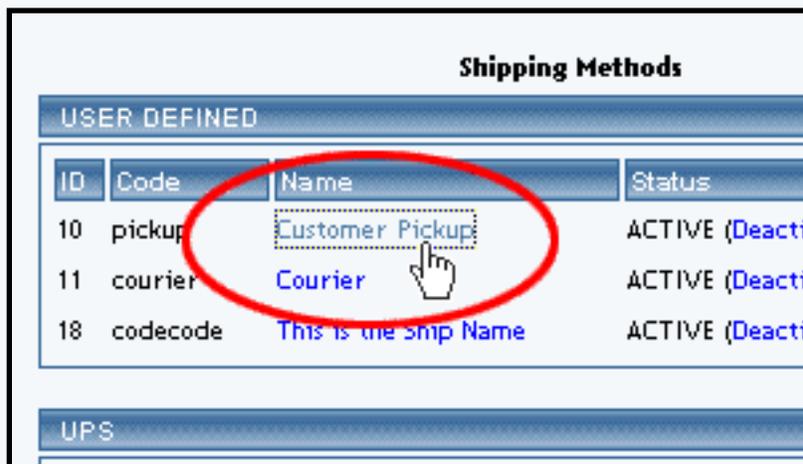
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Modify a Shipping Method

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

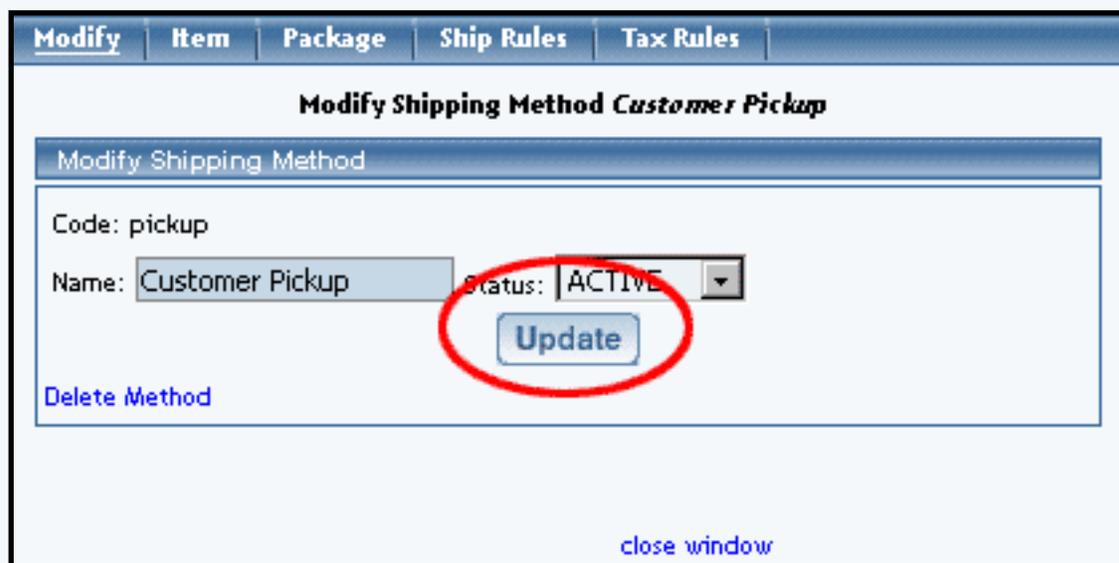
on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Shipping" text link located at the top of the administration page. Click on the "Name" of the method to modify.



The screenshot shows a table titled "Shipping Methods" with a sub-header "USER DEFINED". The table has four columns: ID, Code, Name, and Status. The first row is highlighted with a red oval, and a mouse cursor is pointing at the "Customer Pickup" text in the Name column.

ID	Code	Name	Status
10	pickup	Customer Pickup	ACTIVE (Deacti
11	courier	Courier	ACTIVE (Deacti
18	codecode	This is the shp Name	ACTIVE (Deacti

The shipping method modification page will load in a new browser window.



The screenshot shows the "Modify Shipping Method" form for "Customer Pickup". The form has a header with tabs: "Modify", "Item", "Package", "Ship Rules", and "Tax Rules". The main title is "Modify Shipping Method Customer Pickup". The form contains the following fields:

- Code: pickup
- Name: Customer Pickup
- Status: ACTIVE (dropdown menu)
- Update button (circled in red)
- Delete Method link
- close window link

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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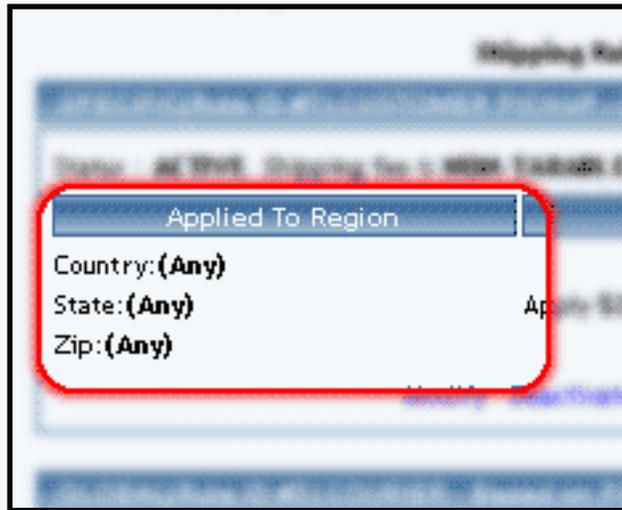
Shipping Rule Field Descriptions:

Discounts	Shipping	Handling	Taxes
<ul style="list-style-type: none"> • Add Shipping Method • View Shipping Methods 	<ul style="list-style-type: none"> • Add Shipping Rule • View Shipping Rules 		
Shipping Rules			
SPECIFIC(Rule ID #7) CUSTOMER PICKUP - (No Basis)			
Status : ACTIVE . Shipping fee is NON-TAXABLE .			
Applied To Region		Shipping Charges	
Country: (Any)		Apply \$2.00	
State: (Any)			
Zip: (Any)			
Modify Deactivate Delete			
GLOBAL(Rule ID #3) COURIER - Based on PRICE			
Status : ACTIVE . Shipping fee is NON-TAXABLE .			
Applied To Region		Shipping Charges	
Country: United States		FROM 0.00 To 49.99 apply shipping \$5.00	
State: (Any)		FROM 50.00 To 99.99 apply shipping \$10.00	
Zip: (Any)		FROM 100.00 On Up apply shipping \$20.00	
Modify Deactivate Delete			

Heading: Each shipping rule heading specifies the status (active/inactive) and tax information (taxable/non-taxable)

The screenshot shows the same shipping rules interface as above. A red rounded rectangle highlights the heading and status information for the first rule: "SPECIFIC(Rule ID #7) CUSTOMER PICKUP - (No Basis)" and "Status : **ACTIVE**. Shipping fee is **NON-TAXABLE**."

Applied to Region: Specifies which shipping destinations this rule applies to.



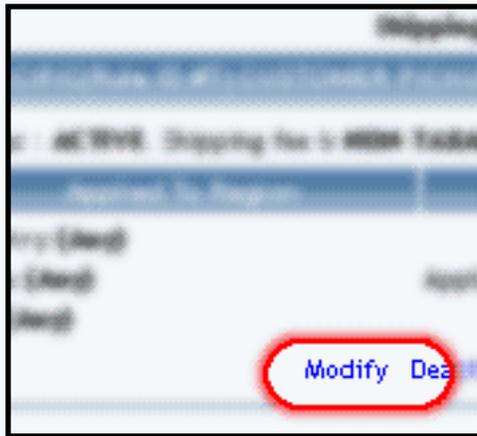
Shipping charges: Either specifies the single charge to be applied, or displays a table of values used to calculate shipping charges.



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:

Select shipping method for this shipping rule.

Rule Type:

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: **Shipping is**

Step 3

Applied to Region:**Country:**

Choose the region to apply the shipping rule.

State:

Zip Code can be a partial number (902 or 91).

ZipCode:

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** **From** **on Up apply shipping** [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.

The screenshot shows a configuration window titled "Step 1". It contains two main sections. The first section is labeled "Shipping Method:" and features a dropdown menu with "CUSTOMER PICKUP" selected. To the right of this section is the instruction "Select shipping method for this shipping rule." The second section is labeled "Rule Type:" and features a dropdown menu with "SPECIFIC" selected. To the right of this section are two lines of explanatory text: "**Specific** means rule can be assigned to item." and "**Global** means rule will be applied to all items that do not have specific rule assigned." Below the "Rule Type" section, there is a blue bar labeled "Step 2" and a partially visible "Status" dropdown menu.

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".

The screenshot shows a configuration window titled "Step 2". It contains two main sections. The first section is labeled "Status:" and features a dropdown menu with "ACTIVE" selected. The second section is labeled "Shipping is" and features a dropdown menu with "NON-TAXABLE" selected. Above the "Status" section, there is a faint text label "do not have specific rule assigned". Below the "Shipping is" section, there is a blue bar labeled "Step 3" and a partially visible "Applied to Region" section with a "Country" dropdown menu.

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.

Shipping to [NEW TABLE]

Step 3

Applied to Region:

Country:
 Choose the region to apply the shipping rule.

State:
 Zip Code can be a partial number (902 or 91).

ZipCode:

Step 4

Shipping Type
 Flat Fee/Percentage(No Basis)

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:

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

From **on Up apply shipping**

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.

Applied To Region	Shipping Charges
Country: United States	FROM 0.00 To 49.99 apply shipping \$5.00
State: (Any)	FROM 50.00 To 99.99 apply shipping \$10.00
Zip: (Any)	FROM 100.00 On Up apply shipping \$20.00

[Modify](#) [Deactivate](#) [Delete](#)

The modify shipping rule administration page will load in a new browser window.

Modify

Modify Shipping Rule # 3 (COURIER)

GLOBAL (Rule ID #3) COURIER

Based on:

Status:

Shipping is:

Applied to Region	Shipping Charges
Country: <input type="text" value="UNITED STATES"/>	From <input type="text" value="0.00"/> to 49.99 apply shipping <input type="text" value="\$5.00"/>
State: <input type="text" value="(Any)"/>	From <input type="text" value="50.00"/> to <input type="text" value="99.99"/> apply shipping <input type="text" value="\$10.00"/>
ZipCode: <input type="text"/>	From <input type="text" value="100.00"/> on Up apply shipping <input type="text" value="\$20.00"/>
	From <input type="text"/> on Up apply shipping <input type="text"/>

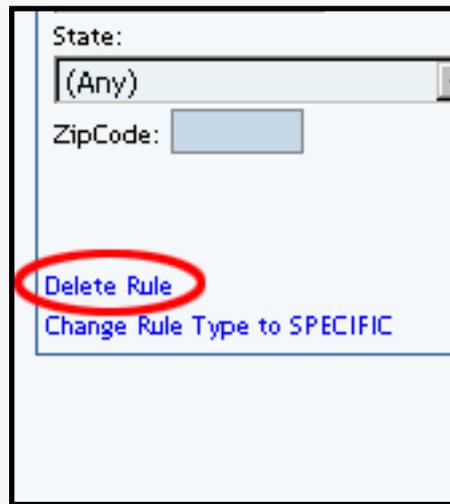
[Delete Rule](#)
[Change Rule Type to SPECIFIC](#)

[close window](#)

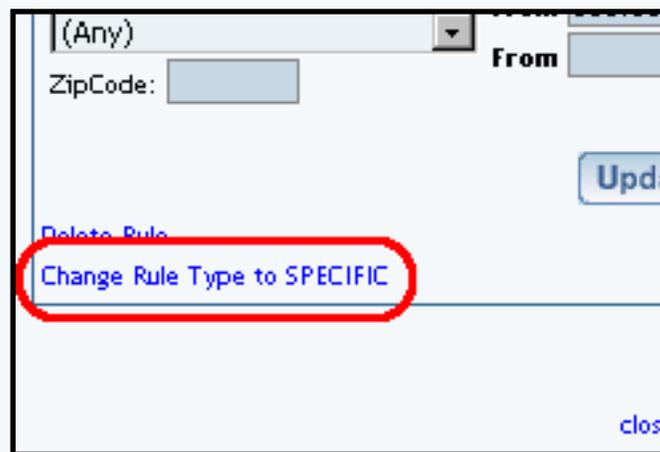
Make any necessary modifications by changing any of the available fields and or options. Refer to the fields/options description on the add a shipping rule page for further details.

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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Handling Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Rules](#)

[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

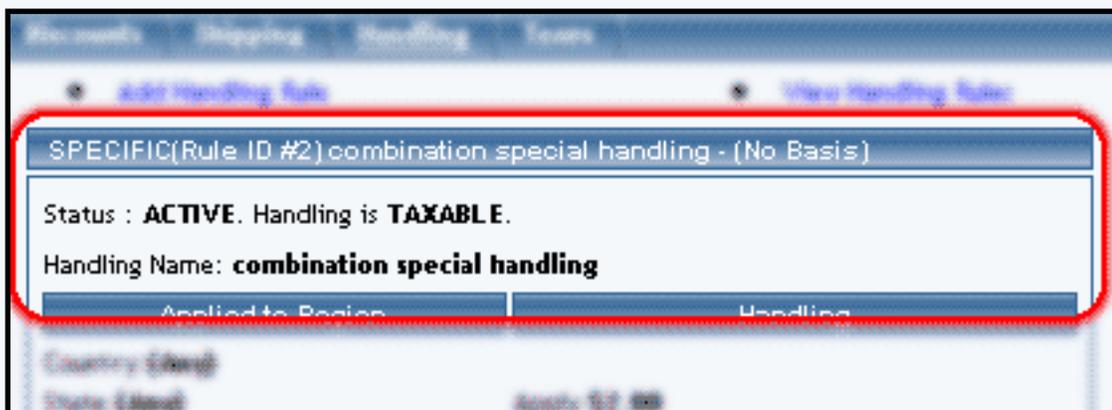
Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the "Product Catalog Rules" text link. The "Discount Rules Administration" page will load in a new window. Click on the "Handling" text link at the top of the administration page.

The "handling charges administration" page lists all existing rules.

Discounts	Shipping	Handling	Taxes
<ul style="list-style-type: none">Add Handling RuleView 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			

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.



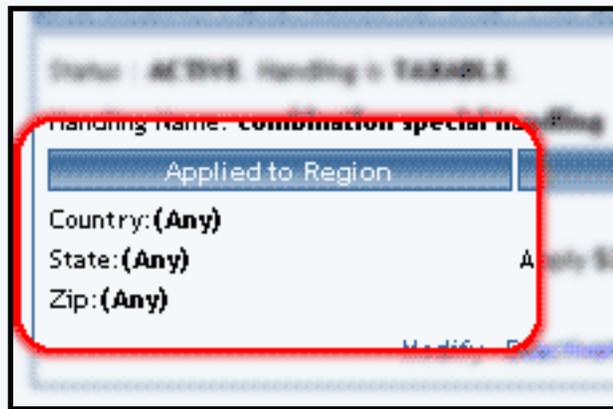
The rule basis refers to how the calculation is performed. "No Basis" means that the rule has been applied as a single value, such as a percentage of the product price, or a single "Flat Rate" that is applied when a purchase is made.

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.

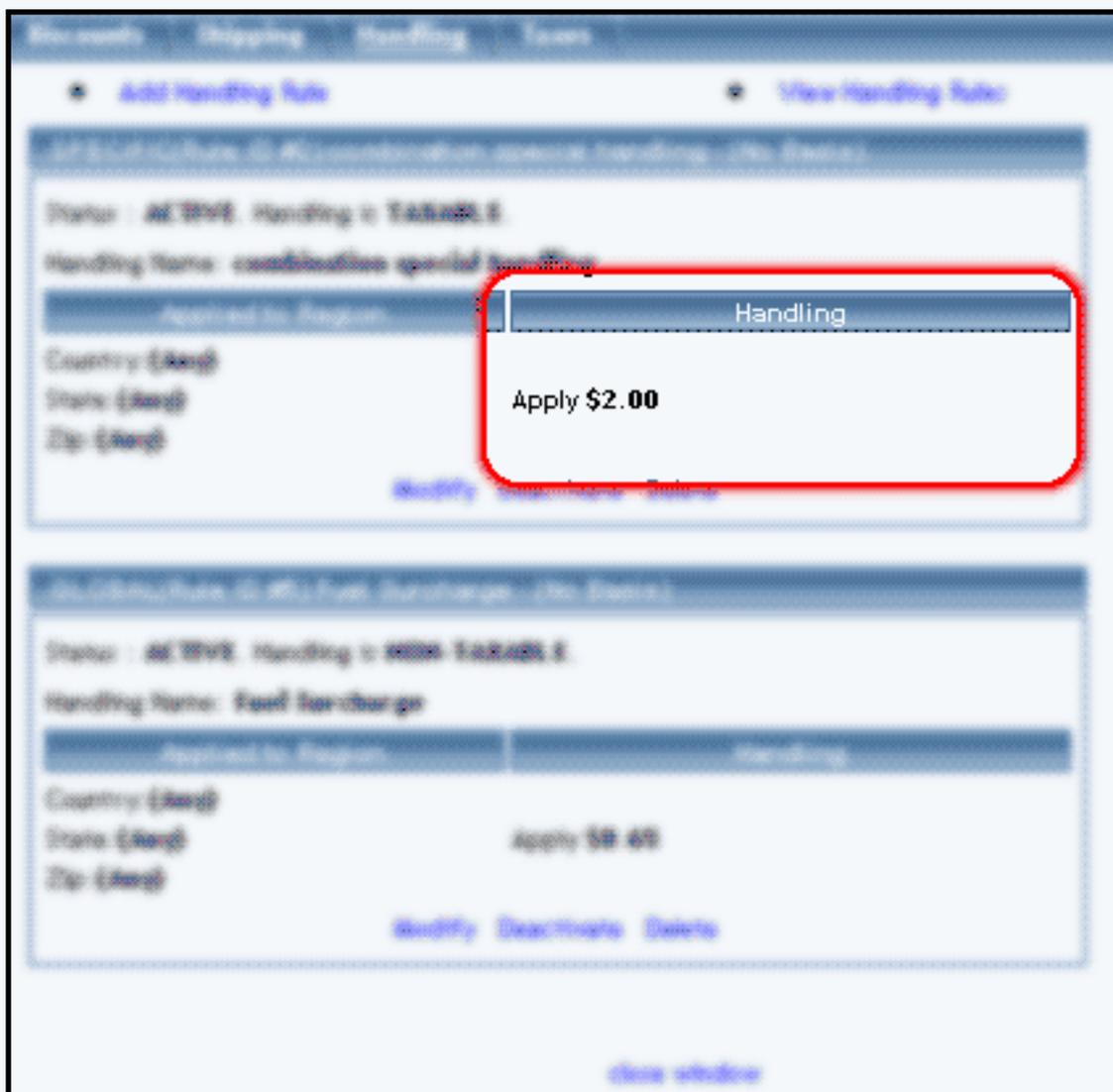
Below the main heading is a status indicator (Active or Inactive) and a tax indicator (Before Tax or After Tax). These settings can be modified from the rule's administration page.

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.



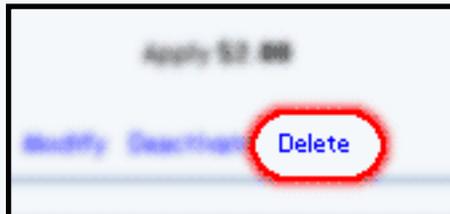
To add a new rule, click on the "Add Handling Rule" text link at the top of the administration page. The add handling charges rules administration page will load in a new window.



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.



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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 administration 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)

Choose the region to apply the handling rule.

State:

(Any)

Zip Code can be a partial number (902 or 91).

ZipCode:

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

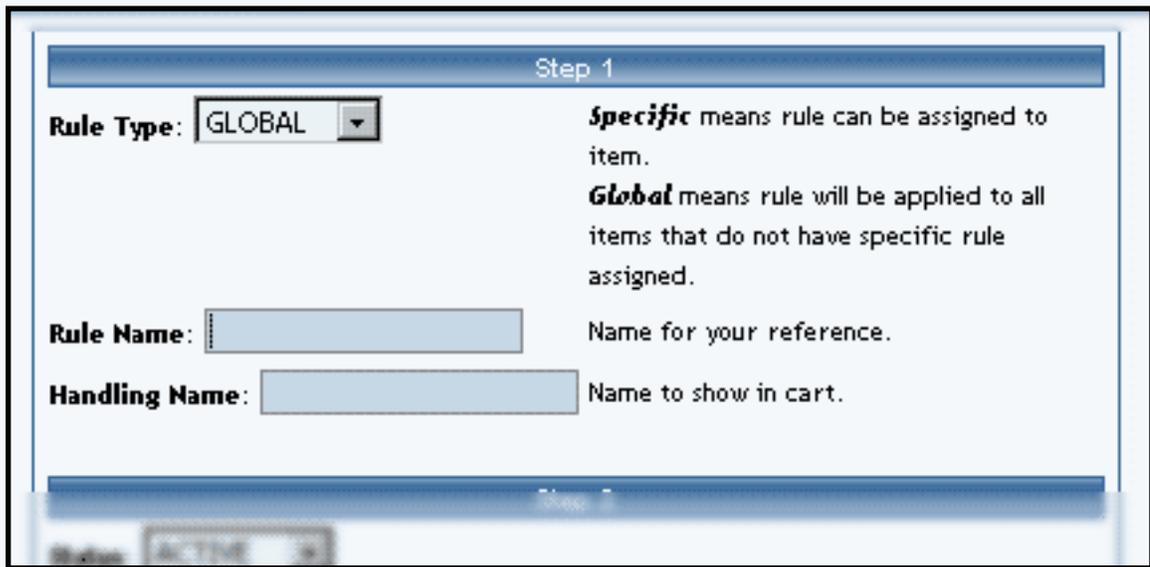
Add Row

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 screenshot shows a web form titled "Step 1". At the top, there is a blue header bar with the text "Step 1". Below the header, the form contains the following fields and instructions:

- Rule Type:** A dropdown menu with "GLOBAL" selected.
- Rule Name:** An empty text input field.
- Handling Name:** An empty text input field.

Instructions for the Rule Type dropdown:

- Specific** means rule can be assigned to item.
- Global** means rule will be applied to all items that do not have specific rule assigned.

Instructions for the Rule Name field: Name for your reference.

Instructions for the Handling Name field: Name to show in cart.

At the bottom of the form, there is a blue bar with "Step 2" and a "Status" dropdown menu with "ACTIVE" selected.

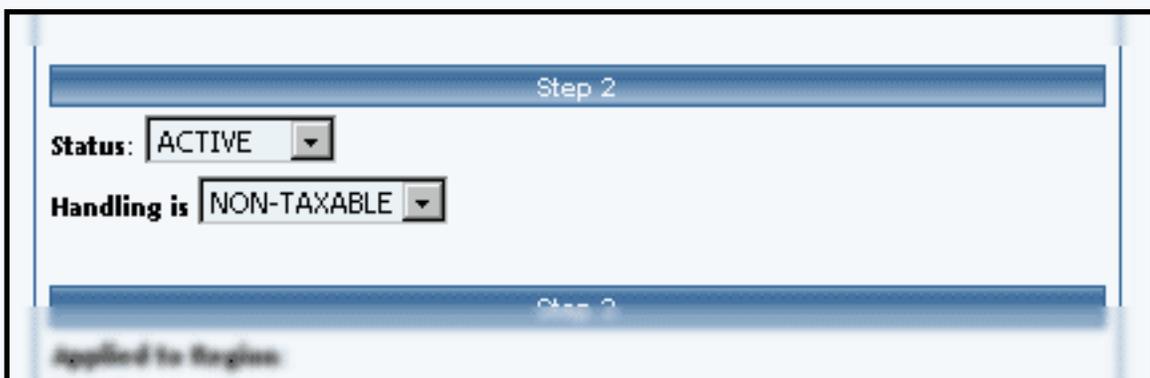
The global handling charge, will be overridden if a specific rule is used for any product in the catalog.

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".



The screenshot shows a web form titled "Step 2". At the top, there is a blue header bar with the text "Step 2". Below the header, the form contains the following fields and instructions:

- Status:** A dropdown menu with "ACTIVE" selected.
- Handling is:** A dropdown menu with "NON-TAXABLE" selected.

At the bottom of the form, there is a blue bar with "Step 3" and the text "Applied to Region".

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.

Step 3

Applied to Region:

Country: (Any) Choose the region to apply the handling rule.

State: (Any) Zip Code can be a partial number(902 or 91).

ZipCode: []

Step 4

Handling Type:

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%.

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

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.

Modify	Item	Package	Option Group	Package Option
Modify Handling Rule # 2 (combination special handling)				
SPECIFIC (Rule ID #2)				
Rule Name: <input type="text" value="Combination special hand(No Basis)"/>				
Status: <input type="text" value="ACTIVE"/>				
Handling is: <input type="text" value="TAXABLE"/>				
Handling Name: <input type="text" value="combination special hand"/>				
Applied to Region		Handling Charges		
Country: <input type="text" value="(Any)"/>				
State: <input type="text" value="(Any)"/>		Apply <input type="text" value="\$2.00"/>		
ZipCode: <input type="text"/>				
<input type="button" value="Update"/>				
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 section above on adding a handling charge rule.

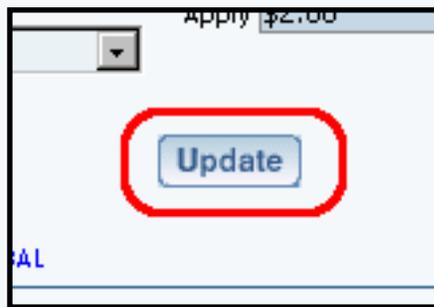
To convert a Global Rule to a Specific Rule, or to change a Specific Rule to a Global Rule, click on the applicable text link located at the bottom of the administration page.



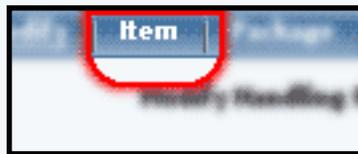
To delete this rule, click on the "Delete" text link located on the bottom of the administration page.



When finished with modifications, click on the "Update Rule" button to save any changes.



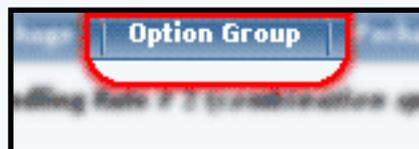
To view which items this rule applies to, or to add this rule to items, click on the "Item" text link located at the top of the administration page. The [handling charge rule details for items](#) page will load in the current window.



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.



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Tax Rules

Related Links: [10-Step Guide on Setting Up E-commerce](#) | [Product Catalog Rules](#)

[Overview](#) | [Tax Options/Field Descriptions](#) | [Add a Tax Rule](#) | [Modify a Tax Rule](#)

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.

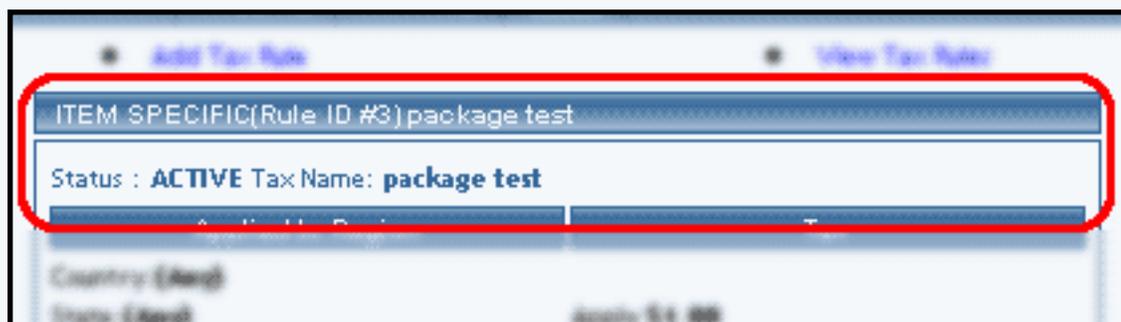
The screenshot displays the 'Taxes' tab in an administration interface. At the top, there are navigation links for 'Add Tax Rule' and 'View Tax Rules'. Below this, three tax rules are listed, each with a title bar, status, name, and a table of applied regions and tax rates. Each rule also includes 'Modify', 'Deactivate', and 'Delete' options.

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)	Apply \$1.00		
State: (Any)			
Zip: (Any)			
Modify Deactivate Delete			
GLOBAL(Rule ID #1) Sales Tax Rule			
Status : ACTIVE Tax Name: Sales Tax			
Applied to Region		Tax	
Country: (Any)	Apply 6.50% of amount		
State: Nevada			
Zip: (Any)			
Modify Deactivate Delete			
GLOBAL(Rule ID #2) zdsrde			
Status : ACTIVE Tax Name: rtzdrh			
Applied to Region		Tax	
Country: (Any)	Apply \$12.00		
State: (Any)			
Zip: (Any)			
Modify Deactivate Delete			



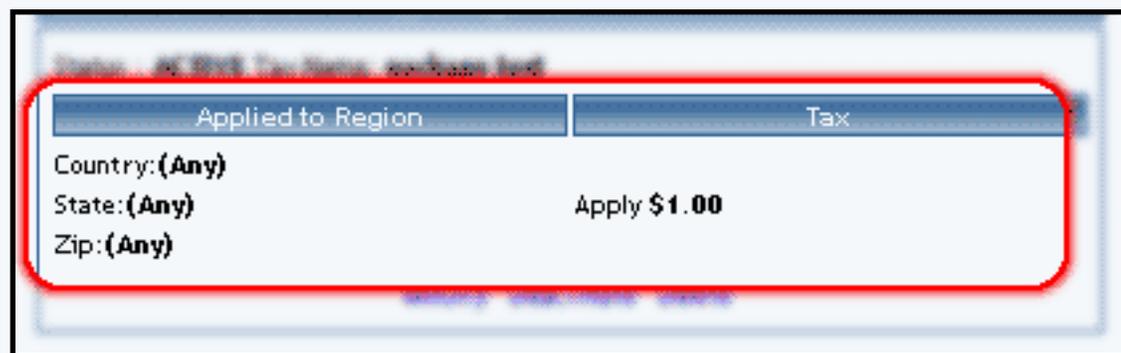
Tax Options/Field Descriptions:

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.

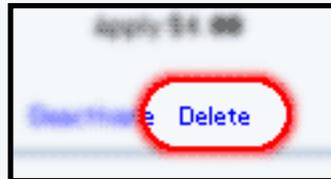


To deactivate or activate a rule, click on the "Deactivate" or "Activate" text link located at the

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.



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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.

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)

Choose the region to apply the tax rule.

Zip Code can be a partial number (902 or 91).

State:

(Any)

ZipCode:

Step 4

Amount:

Amount can be either \$5.25 (flat fee) or 5.00% (percentage)

Add Rule

[close window](#)

Step 1:

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

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 2

Status: ACTIVE

Applied to Region:

Step 3:

To apply the rule to an entire country, select the country from the drop-down menu provided.

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)

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%.

Step 4

Amount:

Amount can be either \$5.25(flat fee) or 5.00%(percentage)

Add Rule

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.

The screenshot shows a web interface for modifying a tax rule. At the top, there are navigation tabs: **Modify**, **Item**, **Package**, **Option Group**, and **Package Option**. The main title is **Modify Tax Rule # 3 (package test)**. Below this is a section titled **ITEM SPECIFIC (Rule ID #3)**. The form contains the following fields and options:

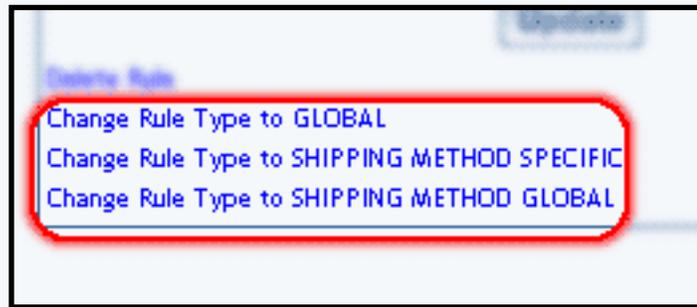
- Rule Name:**
- Status:** (dropdown menu)
- Tax Name:**
- Applied to Region:** (dropdown menu)
- Tax Charges:**
- State:** (dropdown menu)
- ZipCode:**
- Update** button
- Links: [Delete Rule](#), [Change Rule Type to GLOBAL](#), [Change Rule Type to SHIPPING METHOD SPECIFIC](#), [Change Rule Type to SHIPPING METHOD GLOBAL](#)
- [close window](#) link

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

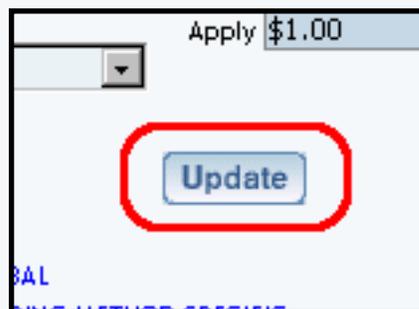
administration page.



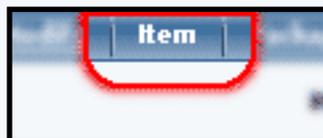
To delete this rule, click on the "Delete" text link located on the bottom of the administration page.



When finished with modifications, click on the "Update Rule" button to save changes.



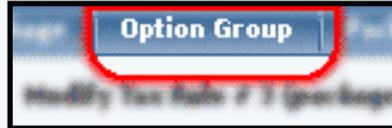
To view which items this rule applies to, or to add this rule to items, click on the "Item" text link located at the top of the administration page. The [tax rule details for items](#) page will load in the current window.



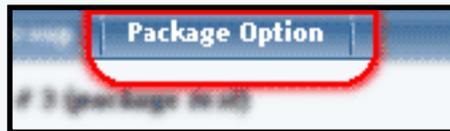
To view which packages this rule applies to, or to add this rule to packages, click on the "Package" text link located at the top of the administration page. The [tax rule details for packages](#) page will load in the current window.



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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Ecommerce Options

Related Links: [10-Step Guide on Setting Up E-Commerce](#)

[Overview](#) | [Add and Modify Payment Methods](#) | [Merchant Account Options](#) | [Checkout Descriptions](#) | [Custom Fields](#) | [Other Options](#)

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.

The screenshot displays the "Payment Methods" section of the Ecommerce Options administration page. At the top, there are five tabs: "Payment Methods", "Merchant Account Options", "Checkout Descriptions", "Custom Field(s)", and "Other Options". The "Payment Methods" tab is selected. Below the tabs, there are two main sections: "Add A New Payment Method" and "Deactivate/Modify A Payment Method". The "Add A New Payment Method" section contains a list of payment methods with checkboxes: Credit Card, Online Check, Personal Check, Gift Certificate, Money Orders, Custom Payment Method, UPS-Cash On Delivery, PayPal, International Bank Draft, Open Account, Institutional Purchase Order, and Cash. The "Deactivate/Modify A Payment Method" section is currently empty. At the bottom of the form, there are two buttons: "Activate ==>" and "<== Deactivate". A "close window" link is located at the bottom right of the form.

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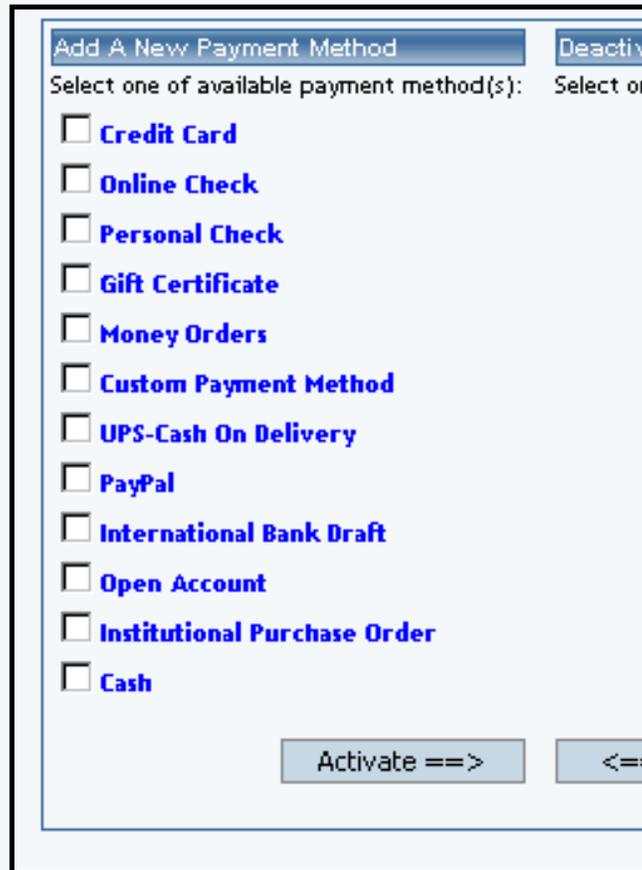
Adding and Modifying Payment Methods

View, add or modify payment methods available to customers at check out.

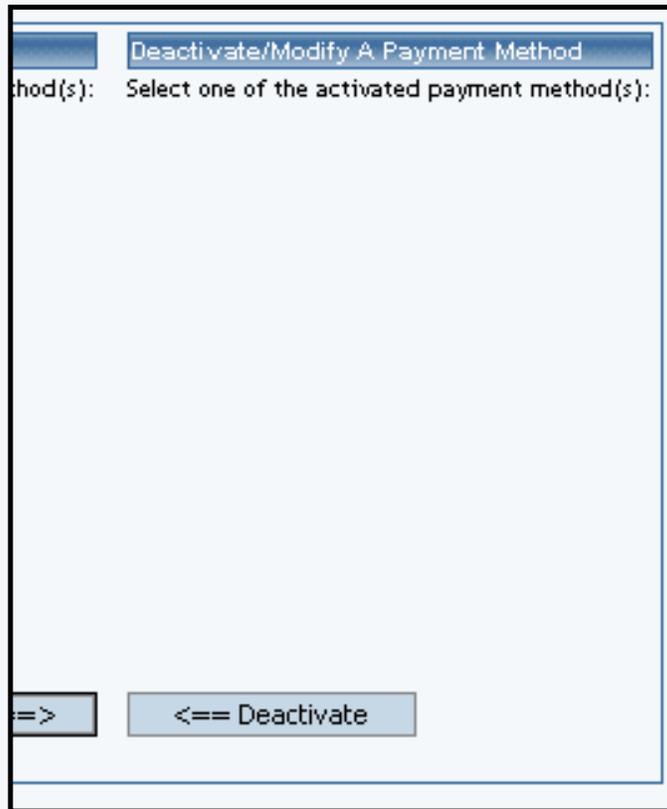
Navigation: Click on the "Ecommerce" text link located at the top of any main administration page. Click on the

"Ecommerce Options" text link to load the ecommerce administration page.

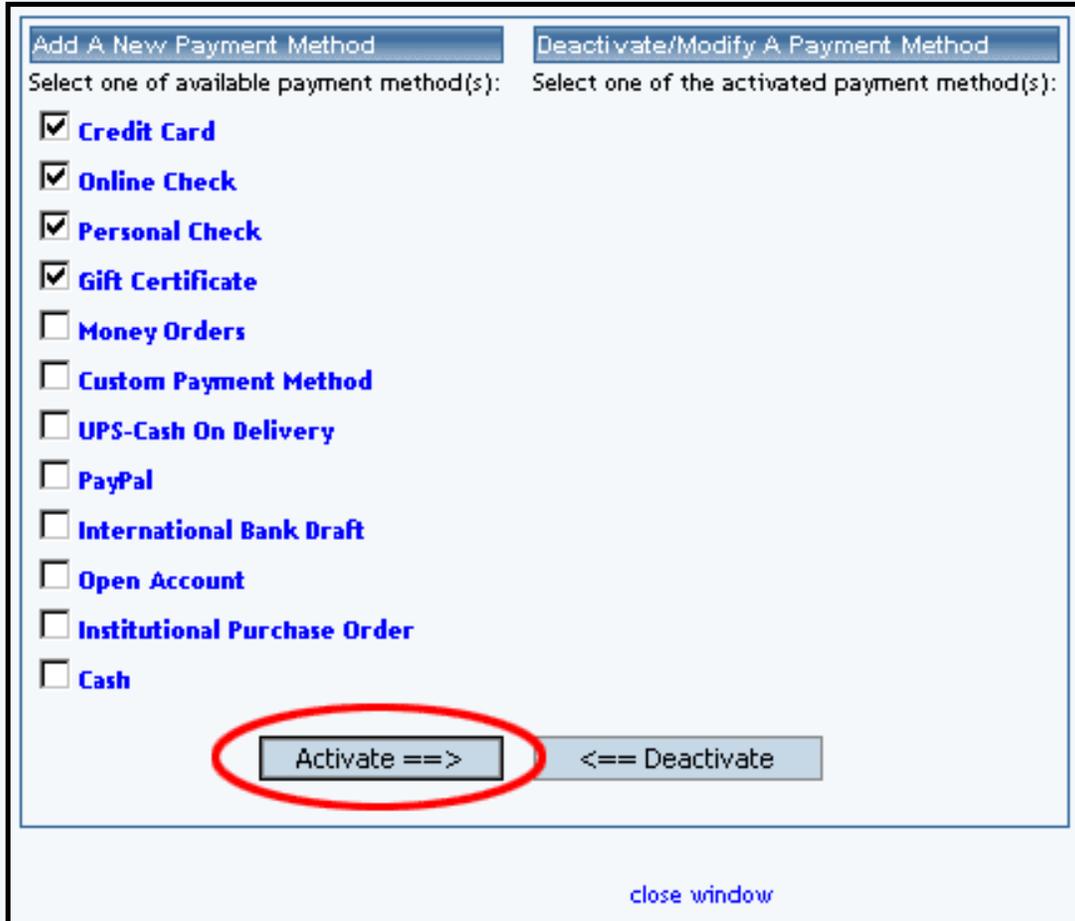
Any available payment methods are located in the left-hand column under "Add a New Payment Method".



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	Deactivate/Modify A Payment Method
Select one of available payment method(s):	Select one of the activated payment method(s):
<input type="checkbox"/> Open Account	<input type="checkbox"/> Credit Card (Modify)
<input type="checkbox"/> Institutional Purchase Order	<input type="checkbox"/> Online Check (Modify)
<input type="checkbox"/> Cash	<input type="checkbox"/> Personal Check (Modify)
<input type="checkbox"/> Money Orders	<input type="checkbox"/> Gift Certificate (Modify)
<input type="checkbox"/> Custom Payment Method	
<input type="checkbox"/> UPS-Cash On Delivery	
<input type="checkbox"/> PayPal	
<input type="checkbox"/> International Bank Draft	
<input type="button" value="Activate ==>"/>	<input type="button" value="<== 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	Deactivate/Modify A Payment Method
Select one of available payment method(s):	Select one of the activated payment method(s):
<input type="checkbox"/> Open Account	<input checked="" type="checkbox"/> Credit Card (Modify)
<input type="checkbox"/> Institutional Purchase Order	<input checked="" type="checkbox"/> Online Check (Modify)
<input type="checkbox"/> Cash	<input type="checkbox"/> Personal Check (Modify)
<input type="checkbox"/> Money Orders	<input type="checkbox"/> Gift Certificate (Modify)
<input type="checkbox"/> Custom Payment Method	
<input type="checkbox"/> UPS-Cash On Delivery	
<input type="checkbox"/> PayPal	
<input type="checkbox"/> International Bank Draft	
<input type="button" value="Activate ==>"/>	<input type="button" value="<== 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	Deactivate/Modify A Payment Method
Select one of available payment method(s):	Select one of the activated payment method(s):
<input type="checkbox"/> Open Account	<input type="checkbox"/> Personal Check (Modify)
<input type="checkbox"/> Institutional Purchase Order	<input type="checkbox"/> Gift Certificate (Modify)
<input type="checkbox"/> Cash	
<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Online Check	
<input type="checkbox"/> Money Orders	
<input type="checkbox"/> Custom Payment Method	
<input type="checkbox"/> UPS-Cash On Delivery	
<input type="checkbox"/> PayPal	
<input type="checkbox"/> International Bank Draft	

[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.

[Cash \(modify\)](#)

Credit Card Payment Method

Card Type Visa [close window](#)
 Mastercard
 Discover
 American Express

Expiration Month ▾
Expiration Year ▾

Card Number

Credit Card Verification Code

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:

Modify **Custom Payment Method** Payment Method Details

Modify Custom Payment Method Details

Current Description	New Description	Field Size	Field Max Length	Required (Mandatory)	Active
Field One	<input type="text" value="Field One"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Field Two	<input type="text" value="Field Two"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Field Three	<input type="text" value="Field Three"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Field Four	<input type="text" value="Field Four"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Field Five	<input type="text" value="Field Five"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

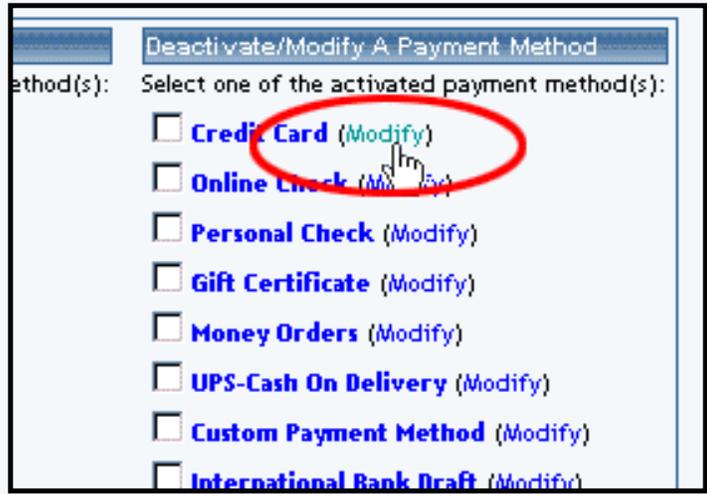
[close window](#)

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

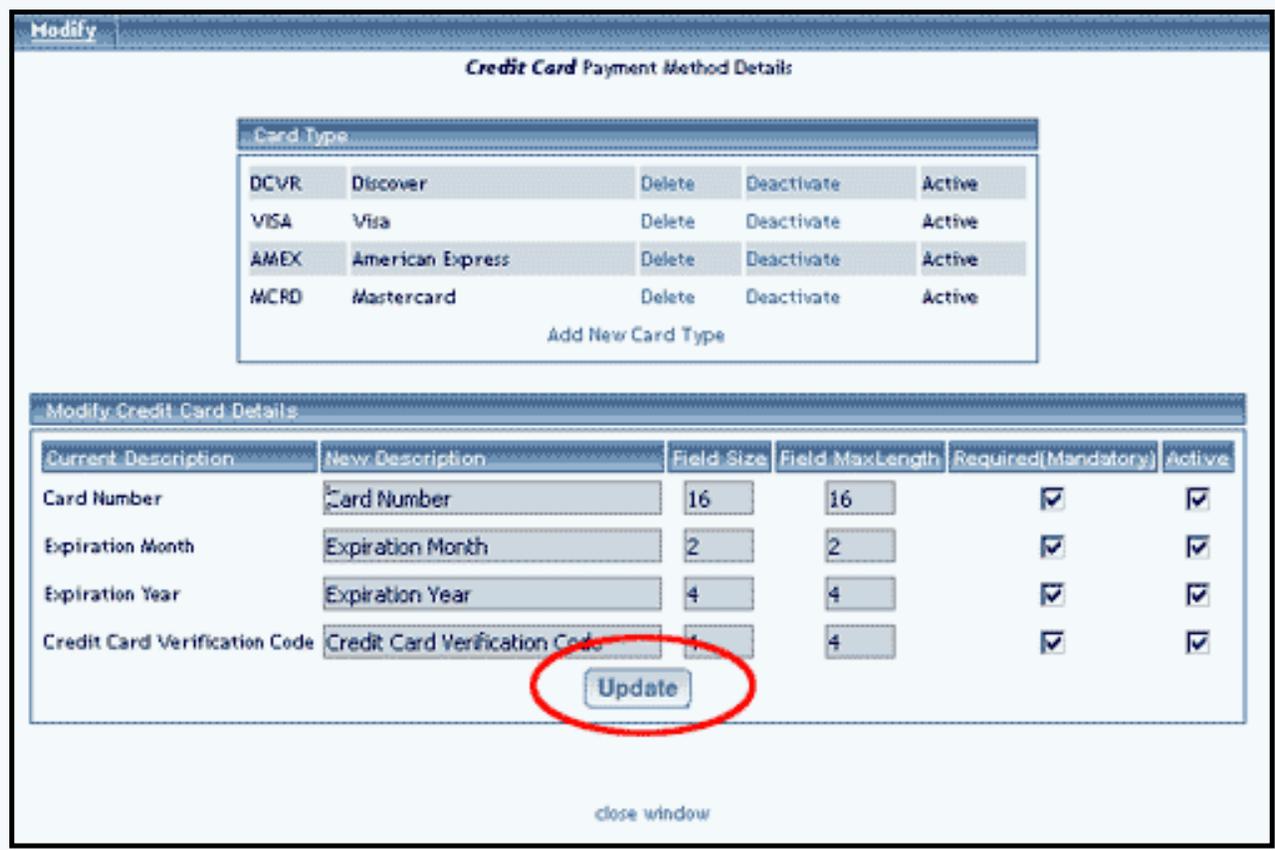
Modify a Payment Method

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.

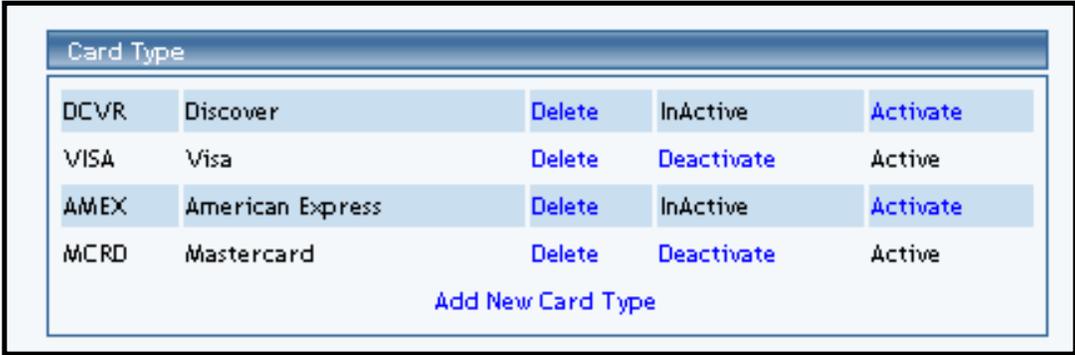
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Credit Cards

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.



Card Type				
DCVR	Discover	Delete	InActive	Activate
VISA	Visa	Delete	Deactivate	Active
AMEX	American Express	Delete	InActive	Activate
MCRD	Mastercard	Delete	Deactivate	Active

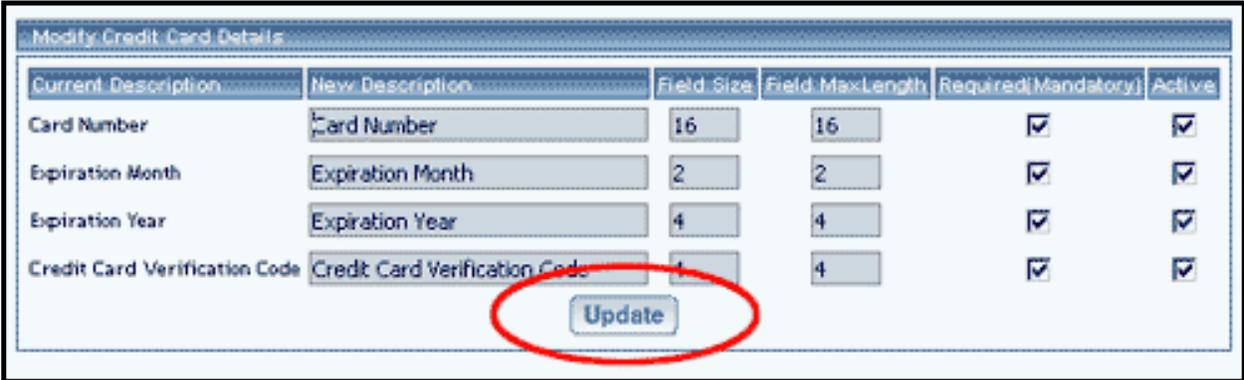
[Add New Card Type](#)

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".



Current Description	New Description	Field Size	Field MaxLength	Required(Mandatory)	Active
Card Number	Card Number	16	16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expiration Month	Expiration Month	2	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expiration Year	Expiration Year	4	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Card Verification Code	Credit Card Verification Code	4	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

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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.

The screenshot shows the 'Add Card Type' administration page. It has a blue header with the text 'Add Card Type'. Below the header, there are two main sections. The first section is titled 'Select one of card types' and contains a dropdown menu with the text 'Add Card Type:'. The dropdown menu is open, showing a list of card types: American Express, Discover Card, MasterCard, Visa, and JCB Card. Below the dropdown menu is an 'Add' button. The second section is titled 'Create your own card type' and contains a table with two columns: 'Code' and 'Card Type Name'. Below the table is an 'Add' button. At the bottom of the page, there is a 'close window' link.

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.

Modify

Online Check Payment Method Details

Account Type

CHECKING	Checking Account	Delete	Deactivate	Active
SAVING	Saving Account	Delete	Deactivate	Active

Add New Account Type

Modify Online Check Details

Current Description	New Description	Field Size	Field Max Length	Required (Mandatory)	Active
Bank Name	Bank Name	20	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ABA Routing	ABA Routing	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Number	Account Number	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check Number	Check Number	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Update

close window

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.

Current Description	New Description	Field Size	Field MaxLength	Required (Mandatory)	Active
Bank Name	Bank Name	20	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ABA Routing	ABA Routing	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Number	Account Number	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check Number	Check Number	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The current description is located in the first column of the details...

Current Description	New Description
Bank Name	Bank
ABA Routing	ABA
Account Number	Acco
Check Number	Chec

...and the new description is located in the second.

Current Description	New Description	Field Size
	<input type="text" value="Bank Name"/>	20
	<input type="text" value="ABA Routing"/>	10
er	<input type="text" value="Account Number"/>	10
	<input type="text" value="Check Number"/>	10

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.

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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.

Add Account Type

Select one of account types

Add Account Type:

- Checking Account
- Savings Account
- Money Market Account

Add

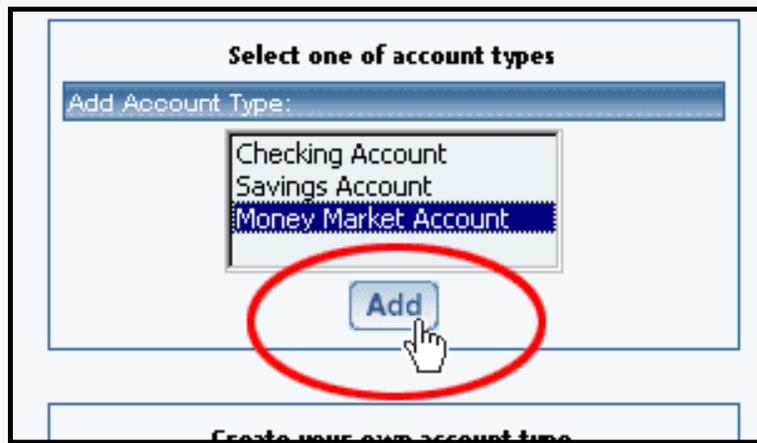
Create your own account type

Code	Account Type Name

Add

[close 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.

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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**



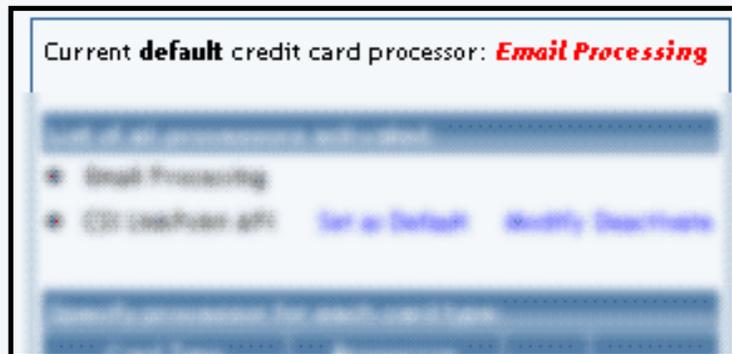
Add **Verisign PayFlow Pro 3.0**



+ 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.

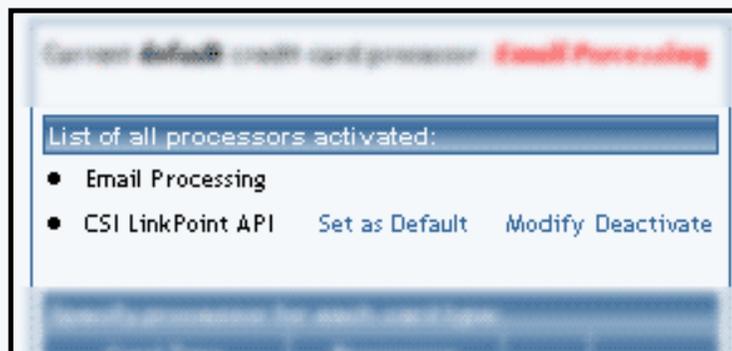
[close window](#)

The current default credit card processor is listed at the top of the administration page.

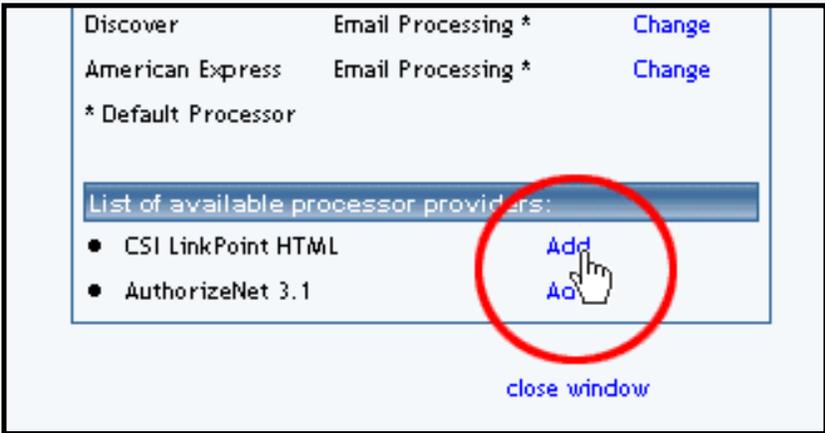


If "Email Processing" is listed, there is no payment gateway or merchant account currently activated as default. All orders must be manually processed.

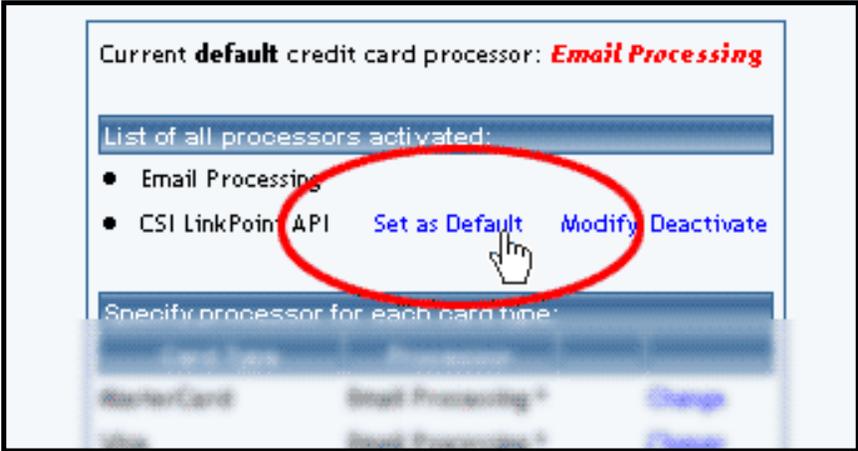
A list of all currently active processors is listed at the top of the administration screen.



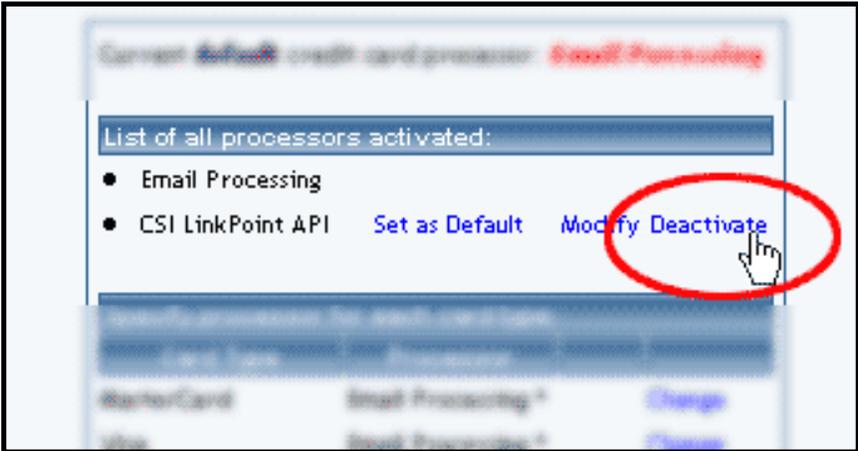
To add a processing method/merchant account, click on the "add" text link next to the name of the processor to add, located toward the bottom of the administration page in the section "List of available processor providers."



To set any listed processing method as the default, click on the "Set as Default" text link next to the name of the method.

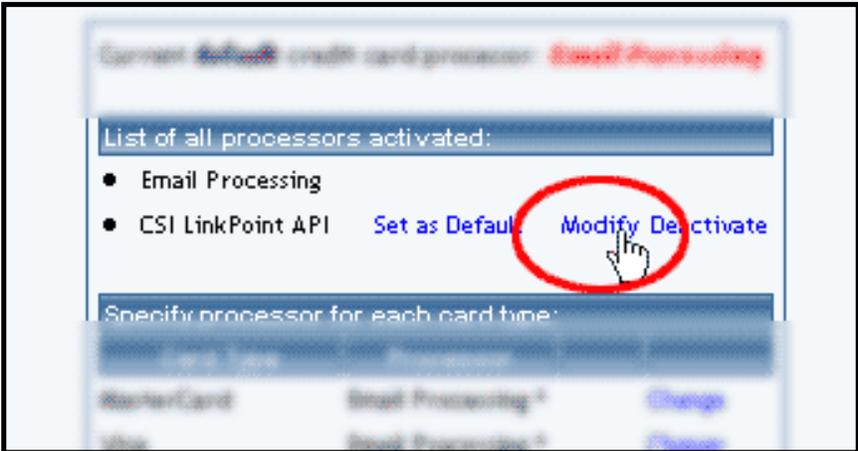


To activate or deactivate any method, click on the "Activate" or "Deactivate" text link next to the name of the method.

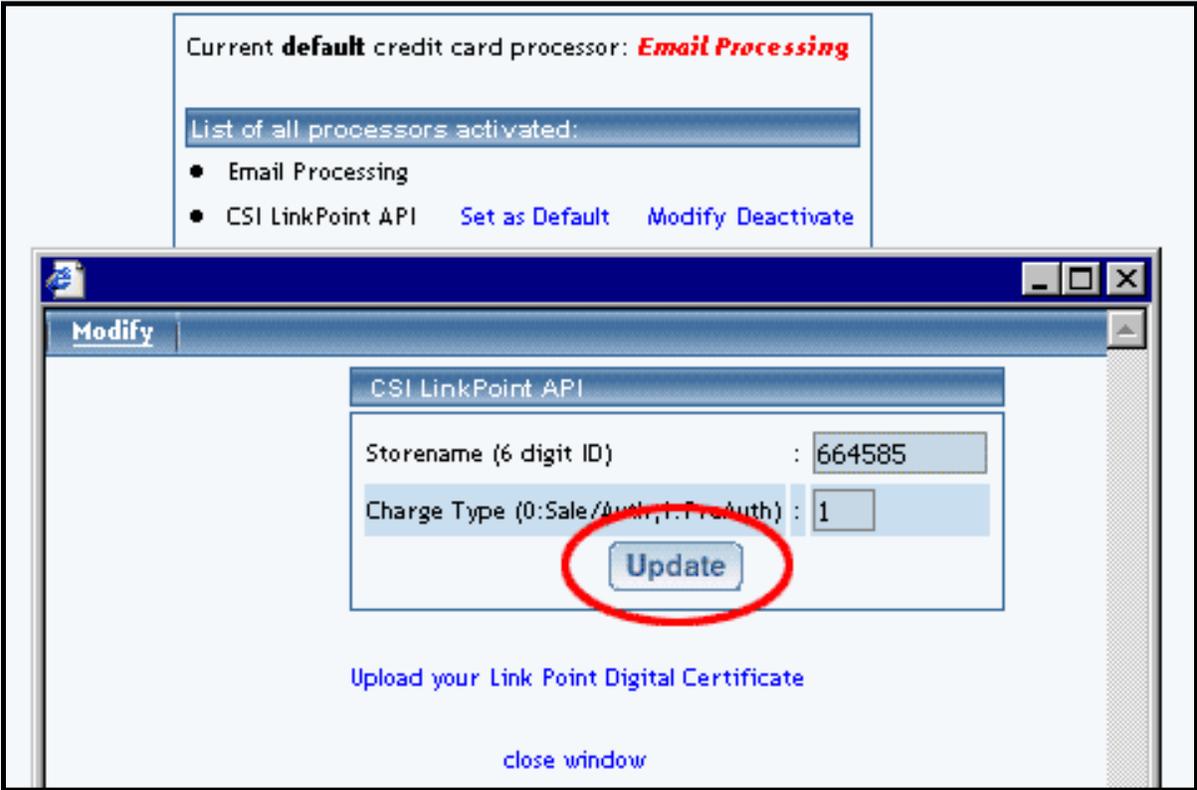


To modify an existing method, used only to change processor-specific information only, click on the "modify"

link next the name of the method.

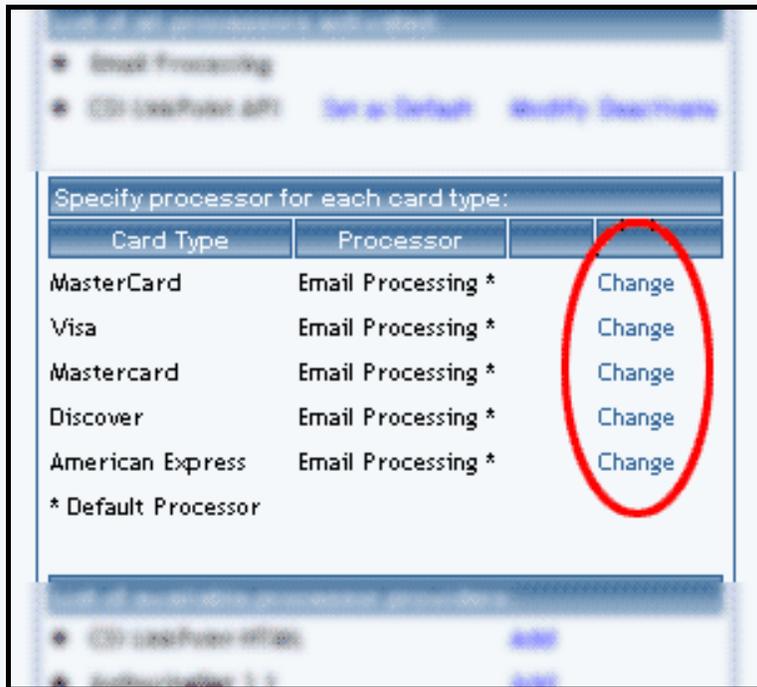


The processor modification page will load in a new window. Edit any necessary fields, and press the "update" button to save the changes.



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.

Checkout Descriptions

• Description for **Cart** page :

This is the description for the shopping cart page. HTML can be added in this field for customization. This is bold! .

• Description for **Shipping Address** page :

This is the description for the shopping cart's Shipping Address page. HTML can be added in this field for customization.

• Description for **Billing Address** page :

This is the description for the Billing Address page. HTML can be added in this field for customization.

• Description for **Shipping Method** page :

This is the description for the Shipping Method page. HTML can be added in this field for customization.

• Description for **Payment** page :

This is the description for the Payment page. HTML can be added in this field for customization.

• Description for **Finalize Order** page :

This is the description for the Finalize Order page. HTML can be added in this field for customization.

• Description for **Successful Order** page :

This is the description for the Successful Order page. HTML can be added in this field for customization.

[close 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.

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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":

Payment Methods	Merchant Account Options	Checkout Descriptions	Custom Field(s)	Other Options
<p>Text Area Option <input type="checkbox"/></p> <p>Name <input type="text"/></p> <p>(The text area option allows customers to send comments or further information for this order)</p> <p><input type="button" value="New Text Area Option"/></p>				
<p>Select Box Option</p> <hr/> <p>Name <input type="text"/></p> <p>Values <input type="text"/> <input type="button" value="Add"/></p> <p><input type="button" value="Up"/></p> <p><input type="button" value="Down"/></p> <p><input type="button" value="Remove"/></p> <p><input type="button" value="Update"/></p> <p style="text-align: right;">close window</p>				

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.

Merchant Account Options

Text Area Option

Name

(The text area option allows customers to send comments or further information for this order)

[New Text Area Option](#)

Select Box Option

For example, if you put in "Don't forget your email address..." in the field "Name", this is what will appear:

1. Checkout 2. Shipping Address 3. Billing Address 4.

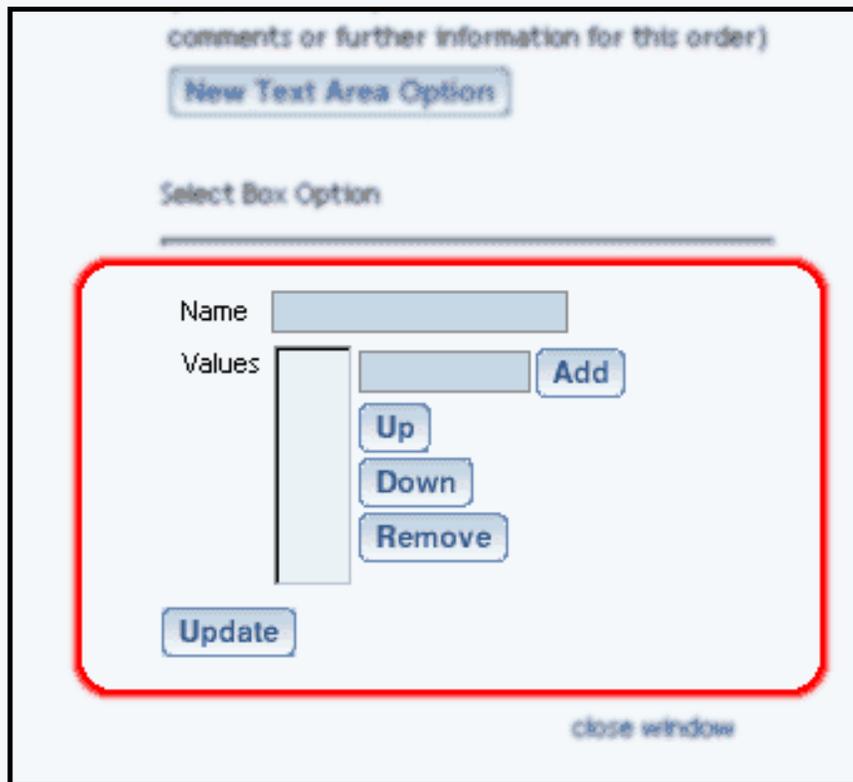
Choose a Payment Method

Credit Card

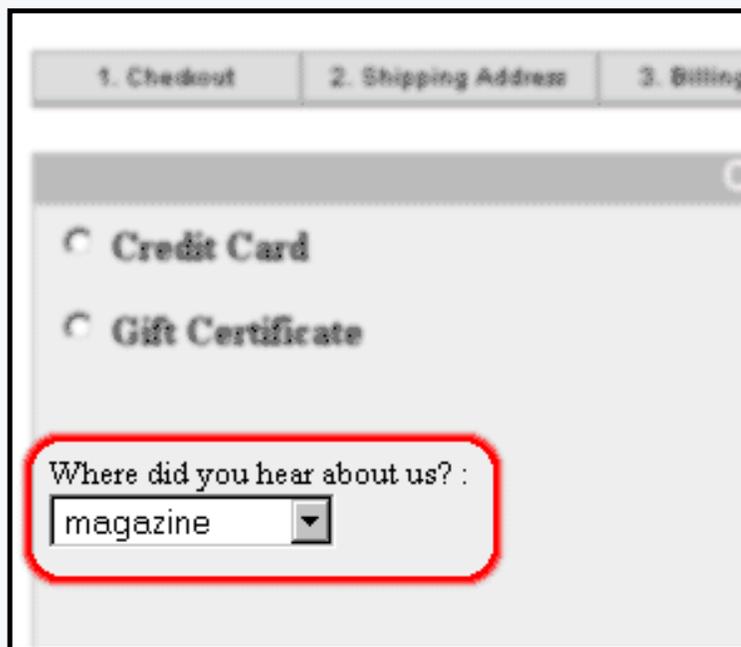
Gift Certificate

Don't forget your email address... :

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:



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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.

- **Billing Address will be copied to as Shipping Address automatically**, to *CHANGE*, click here

Notes:

- **Billing Address will be copied to as Shipping Address automatically** means checkout process will use billing address as the same as shipping address automatically.
- **Billing Address will NOT be copied to as Shipping Address automatically** means Shipping Address will be requested in addition to billing address. (default)

Option 7:

- Web site shoppers will not be asked to select a shipping method. You must have one [shipping method](#) 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:

- **Eligible Item(s) will use default Shipping Method**, to *CHANGE*, click here

Notes:

- **Eligible Item(s) will use default shipping method** means checkout process will set default shipping method to item(s) automatically. Please set default shipping method.
- **Shipping Method will NOT be set to item(s) automatically** means shoppers will be given shipping method selection step at checkout process.

Select Default Shipping Method:

- The default setting. Your Web site shoppers will have to select a [shipping method](#) 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.

- **Do NOT show shopper login during checkout process**, to *CHANGE*, click here

Notes:

- **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.

• **DO NOT show product CODE**, to *CHANGE*, click [here](#)

Notes:

- **SHOW product CODE when available** means product code will be shown at checkout process and proof of purchase.
- **DO NOT SHOW product CODE** means product code will not be shown.

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.

• **DO NOT block shopper from placing order based upon subtotal amount**, to *CHANGE*, click [here](#)

Notes:

- **Block Shopper from placing order unless minimum subtotal amount is satisfied** means shopper will not be able to place order when subtotal amount is less than the minimum value set. Please set the minimum subtotal amount.
- **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.

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.

• **Billing Email is required (recommended)**, to *CHANGE*, click [here](#)

Notes:

- **Billing Email is optional** means shopper will not be required to enter email address.
- **Billing Email is required** means shopper will have to enter email address to place order.

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Orders

Related Links: [10-Step Guide on Setting Up Ecommerce](#)

[Overview](#) | [Order Details](#) | [Order Reporting](#)

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 : Records Per Page : 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
View Order	Email Order
2003-07-16 09:38:48	\$ 20.00
Order # 19913	Las Vegas,NV 89121 US
View Order	Email Order
2003-04-23 11:07:05	\$ 2,000,000,000,005.00
Order # 25	Pasadena,CA 91107 US
View Order	Email Order
2003-04-22 17:50:03	\$ 2,000,000,000,005.00
Order # 24	Las Vegas,NV 89121 US
View Order	Email Order

[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.

Sort Order :

Records Per Page :

Current Page: 1 (Note: 5 Records per page)

09:48:03	
----------	--

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".

Sort Order :

Records Per Page :

Page: 1

Current Page: 1/1 (Note: 5 Records per page)

To view a different page, click on the page number link, located toward the top of the administration page.

Sort Order :

Records Per Page :

Page: 1

Current Page: 1/1 (Note: 5 Records per page)

09:48:03	
916	Las Vegas,NV 89121 US

To e-mail any customer, click on the e-mail address provided in the order summary.

2003-04-17 09:50:08	\$ 76.57
Order # 118	Las Vegas ,NV 89108 US
Order Example	myAddress@myemailservice.com

To view or update a specific order, click on the order ID number (Order #).

2003-04-17 09:50:08	\$ 76.57
Order # 118 Order Example	Las Vegas ,NV 89108 US myAddress@myemailservice.com

The order detail page will load in a new browser window.

Order Details(# 118)

Order Status: (Comments are optional but recommended)

Comments:

Shipment tracking #(if any):

To inform customer of the update above by Email, Check Here.

Inform customer by Email all the product history based on the status selected.

Select status:

Note: Only the **Open** product that has been set to the status selected will be sent.

Billing Information

Name: <i>Order Example</i>	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 :

Records Per Page :

Page: 1

...which will launch in a new browser window.

Order Report

Select Data to Retrieve	Search Criteria	
<input type="radio"/> Detailed List	Order Number	
<input checked="" type="radio"/> Summary List	<input type="text"/>	
<input checked="" type="checkbox"/> Display Orders(Uncheck to Download)	Start Date	End Date
<input checked="" type="checkbox"/> Basic Order/Amount Information	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Customer/Billing Information	Customer First Name	
<input type="checkbox"/> Shipping Information	<input type="text"/>	
<input type="checkbox"/> Basket Details	Customer Last Name	
	<input type="text"/>	
	Product Name	
	<input type="text"/>	

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
Pending
Processing
Billed
Shipped
Completed
Canceled
Backordered

Year: Month: Date: Year: Month: Date:

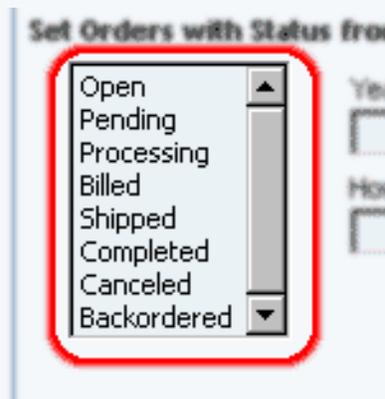
Hour: Minute: Second: reset Hour: Minute: Second: reset

Open

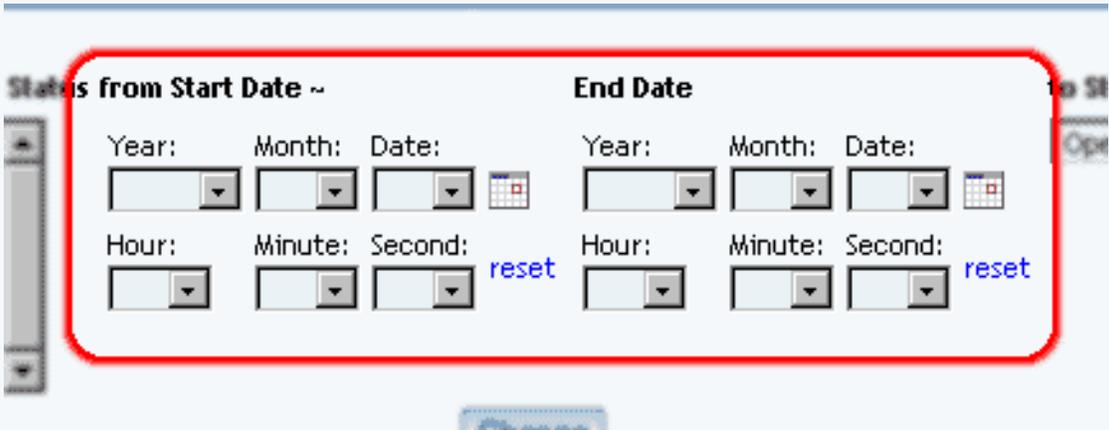
Change

close window

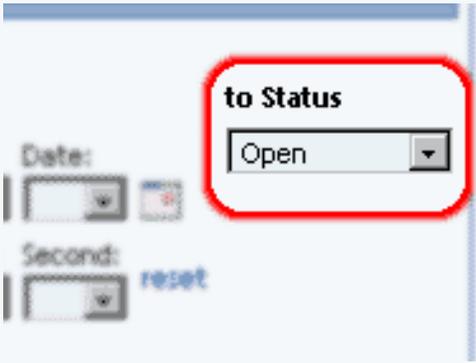
Click on the status of the orders that you want to affect. For example, if you want to change all "Open" orders to "Completed", you will select "Open" in the select box. To select more than one status, hold down the CTRL key on the keyboard and select additional statuses.



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: [reset](#) Hour: M

[close window](#)

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

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 : Records Per Page : 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
View Order	Email Order
2003-07-16 09:38:48	\$ 20.00
Order # 19913	Las Vegas,NV 89121 US
View Order	Email Order
2003-04-23 11:07:05	\$ 2,000,000,000,005.00
Order # 25	Pasadena,CA 91107 US
View Order	Email Order
2003-04-22 17:50:03	\$ 2,000,000,000,005.00
Order # 24	Las Vegas,NV 89121 US
View Order	Email Order

[close window](#)

Click on the order ID number to view the order details.

Order # 117	2003-04-17 09:50:08	Las Vegas, NV 89108 US	\$ 76.00
Order # 118	2003-04-14 16:08:05	Albuquerque, NM 87108 US	\$ 1,138.00

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.

Order Details(# 118)

Order Status: (Comments are optional but recommended)

Comments:

Shipment tracking #(if any):

To inform customer of the update above by Email, Check Here.

Inform customer by Email all the product history based on the status selected.

Select status:

Note: Only the **Open** product that has been set to the status selected will be sent.

Order History

Billing Information

Name: <i>Order Example</i>	Date: 2003-04-17 09:50:
Business Name:	IP Address: 67.104.14.
Address: 222 Testing Avenue	
City: Las Vegas	State: Nevada
ZipCode: 89108	

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.

Comments:

Shipment tracking #(if any):

To inform customer of the update above by Email, Check Here.

Inform customer by Email all the product history based on the status selected.
Select status:

Note: Only the history of product that has been set to the status selected will be sent.

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.

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

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.

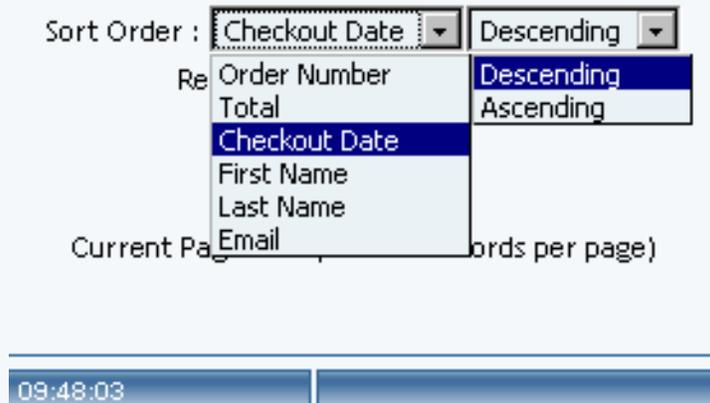
[Ecommerce Options](#)

Setup payment method(s), merchant account, and other e

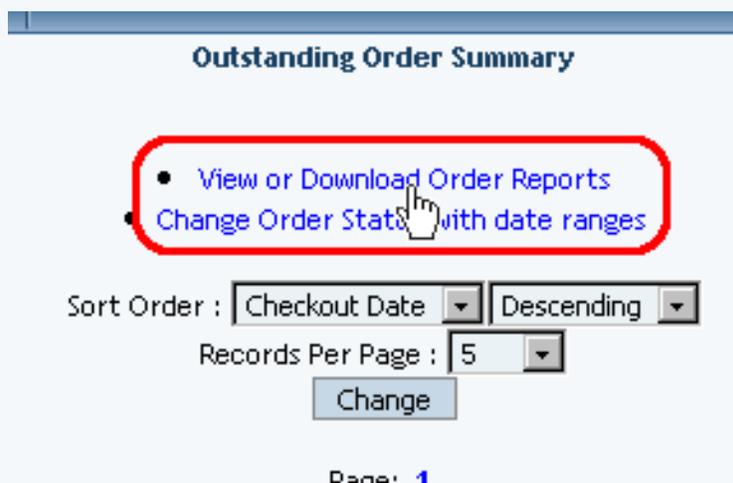
[Orders](#)

View outstanding order summary, and detail order report

The outstanding order summary administration page will load in a new browser window.



Click on the "View or Download Order Reports" to access the order report administration page,...



...which will launch in a new browser window.

Order Report

Select Data to Retrieve	Search Criteria	
<input type="radio"/> Detailed List	Order Number	
<input checked="" type="radio"/> Summary List	<input type="text"/>	
<input checked="" type="checkbox"/> Display Orders(Uncheck to Download)	Start Date	End Date
<input checked="" type="checkbox"/> Basic Order/Amount Information	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Customer/Billing Information	Customer First Name	
<input type="checkbox"/> Shipping Information	<input type="text"/>	
<input type="checkbox"/> Basket Details	Customer Last Name	
	<input type="text"/>	
	Product Name	
	<input type="text"/>	

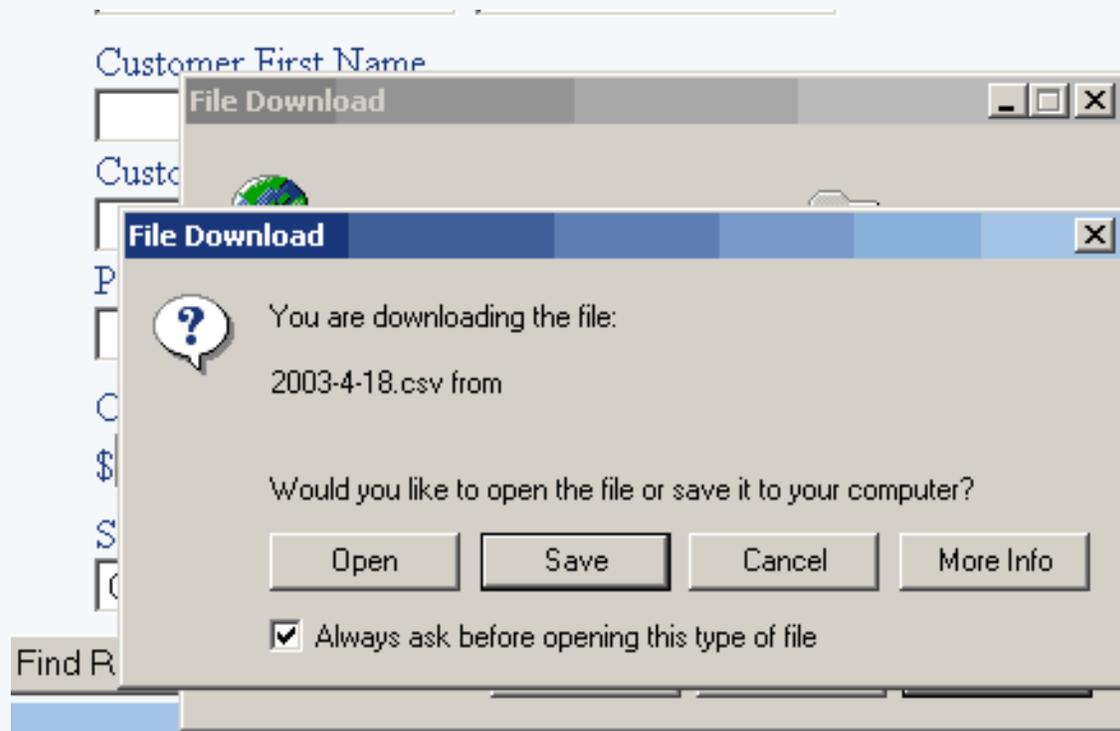
Select Data to Retrieve:

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.

Select Data to Retrieve
<input type="radio"/> Detailed List
<input checked="" type="radio"/> Summary List
<input type="checkbox"/> Display Orders(Uncheck to Download)
<input checked="" type="checkbox"/> Basic Order/Amount Information
<input type="checkbox"/> Customer/Billing Information
<input type="checkbox"/> Shipping Information
<input type="checkbox"/> Basket Details

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

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
<input type="text"/>
Customer Last Name
<input type="text"/>
Product Name
<input type="text" value="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

Status

Any Status ▼

Any Status

Outstanding Orders

Open

Pending

Processing

Billed

Shipped

Completed

Canceled

Backordered

Find

Press the "Find Records" button to generate the report.

Find Records

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