

AlaCart 2.0 Administrator's Guide to E-Commerce

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INTRODUCTION

The **AlaCart Administration Suite** provides the System Administrator with the tools to fully customize your e-commerce shopping site to your specifications. This is a robust program full of features required for on-line ecommerce, product purchasing, and refund management.

As the site Administrator, you have complete control over all facets of the AlaCart set up and designs. Use the Suite to define your company's e-commerce solutions. As the Administrator, you decide how your customers use and view your on-line shop.

Begin with the **Look and Feel** section, before moving on to the **Categories** and **Products** sections.

The Look and Feel page defines the layout as well as the general configuration parameters. Parameters include Color, Background Images, Messages, Other, Optional and Submit. Changes made in the Look and Feel section affect the entire shopping site, not just one page.



AlaCart Administration Suite

Admin Suite Home

["Look and Feel"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Orders](#)

Please use the above links to personalize your Shopping Cart.

Online Help Resources	
"Look and Feel"	Edit the Colors, Logos, and other features of your Shopping Cart.
Categories	Add/Edit/Delete the Categories in your Shopping Cart
Products	Add/Edit/Delete the Products in your Shopping Cart
Shipping	Edit the Shipping and Handling Charges.
Tax	Edit the Sales Tax Regions.
Order Configuration	Assorted Order Configuration Information.
Process Orders	Order Processing Information.
Order Refunds	Order Refund Information.

Click the links in the table for a thorough explanation of each item.

ADMINISTRATIVE SUITE MENU

USING THE ADMINISTRATIVE SUITE TO SET UP YOUR SHOPPING SITE




The following table highlights the main menu areas of interest on the **Administrative Suite Home Page**.

Option	Description
Look and Feel	<p>Define the colors for the title, background and various links, create your own messages to the customer, apply your company logo or other image.</p> <p>Your shopping site may be accessed from a website other than the site on which the Control Panel resides. In this case, the links must be set up here.</p>
Categories	<p>Arrange the products in your catalogue into classifications in order to help your customers quickly locate the items they want. Subcategories may also be set up.</p>
Products	<p>Load the individual items into your catalogue with their complete information including price, weight and description. Your catalogue can easily be kept up to date by adding or editing product information at any time.</p>
Shipping	<p>Define how shipping charges are calculated. Standard UPS rates are available or define your own shipping and handling fees by weight, price or number of items.</p>
Tax	<p>Specify whether taxes should be computed and displayed for the products. This setting will affect the entire line of products.</p>
Order Configuration	<p>Process your orders and refunds, produce sales reports and establish your payment method. A real time credit processor configuration requires the use of secure servers. Secure servers are highly recommended for manual payments, although the additional security feature is not a requirement. Once configured for secure processing, the checkout pages (i.e. the pages with Credit Card information being entered) is accessed via secure HTTPS protocols. The "S" indicating a secure server site. All of the information is then encrypted and all the data is password protected and secured as it is transferred to and from the Web server and your customers.</p>
Process Orders	<p>Define how the merchant will process and ship all outstanding orders that have been authorized and submitted via the customer checkout page. For each order to be processed, detailed order, customer, and billing are displayed.</p>
Order Refunds	<p>Define what and how orders can be refunded.</p>

ACCESSING THE ALACART ADMINISTRATION SUITE

Access the **AlaCart Administrative Suite** from the **Shopping Cart** tool on the **Control Panel**.



Icon	Rating	License Description
Choose from the following AlaCart tool options:		
 Silver	Budget Model	On-line credit card processing and purchasing are not available
 Gold	Medium Range	Real time credit card processing and purchasing are available.
 Platinum	Highest Package	Superior Real time credit card processing and purchasing are available. Holds up to one thousand products.



How To Install the AlaCart Administrative Tool:



1. Click on the **Shopping Cart** icon on the Control Panel.
2. Choose from **Silver**, **Gold** and **Platinum** Shopping Cart options. Platinum offers the largest in categories and products, holding up to 1,000 products.
3. The **AlaCart Manager** screen will display. At the bottom of the screen, a message will indicate whether or not AlaCart is installed.

This Message indicates that AlaCart is not installed.

- Continue to install.



Note: If the message says "AlaCart is currently installed on your domain, proceed to step 8 below"

4. Click on the **Install AlaCart** button to begin the installation process.



5. The screen will clear and a message will display to

indicate that the installation is processing. Wait about 10 minutes before proceeding to the next step. As with all requests to the server, the AlaCart installation process will complete in approximately 10 minutes.

Install AlaCart
Operation submitted to the server for processing
The operation will be completed within the next 10 minutes

6. After about 10 minutes, select the **previous page** on your browser to return to the **Control Panel**.

Back Arrow returns you to
the Control Panel



Note: The method of selecting a previous page is determined by your browser; America On Line, Internet Explore, and/or Netscape. The example below shows the selection bar from the Internet Explorer browser. The previous page is selected by clicking on the back arrow.



7. Re-select the **Shopping Cart** tool again.
8. The message should indicate that the AlaCart installation has been successfully installed.

Message indicates the
AlaCart is currently installed
on yourdomain.com. →

There are three versions of AlaCart, and three possible messages can occur. You will receive the message based on your selection of the AlaCart license you chose; Silver, Gold or Platinum.



9. Click on the **Setup AlaCart Configuration** link. This will activate the Shopping Cart Initialization screens.
10. Choose **Preserve my AlaCart database** to retain all of the product and category information on your shopping cart. Removing the AlaCart database will cause you to lose all of your product and category information.
11. When you upgrade your shopping cart, be sure to choose **Preserve my AlaCart database** information, otherwise you will have to re-enter all of your category and product information.
12. In the **User/Password Configuration** window, enter your **Username**.
13. Enter a **Password**. Re-enter the password exactly as it appears in the previous Password textbox.

AlaCart is not currently installed on alacart.com.

To install AlaCart for your domain, specify the user name and password

User Name:

Password:

Enter Password Again:

Choose a user and password that is different from your Control Panel access.



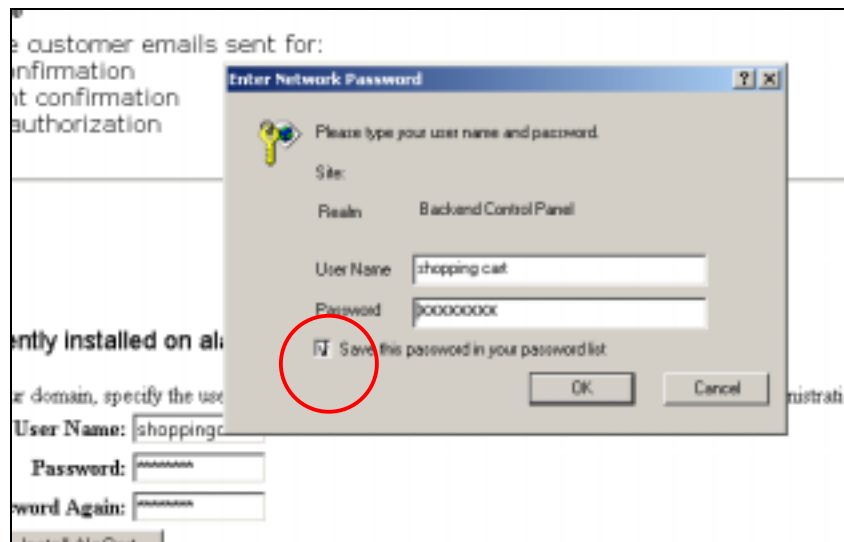
Note: For security, choose a Username and Password different from the name and password used

to access the Control Panel. This will provide an additional level of security measure for your shopping site administration. Remember, your password is case sensitive. Do not forget your password, you will have to contact support if you forget the password.

14. If you want the program to automatically enter your Username and Password when accessing the Shopping Cart in subsequent sessions, select the **Save User and Password** button. Thereafter, when the Username & Password window is invoked, you will only need to press RETURN for the password.



Warning for Internet Explorer users: This convenience creates a security issue and is not recommended. Invoking this option means that your shopping site can be entered without any security level of the username and password. Anyone entering your userid could just press ENTER to access the Administration Suite, without entering the password. Caution and careful consideration should be made as to who has access to the system.



15. Click on the **AlaCart Administration** button to begin setting up your commerce site.

ALACART ADMINISTRATION SUITE

Link to the **AlaCart Administration Suite**

If you would like to configure your shopping cart (User=shopping cart, Password=*****), go here - [AlaCart Administration](#).

[AlaCart Administration](#)

16. The Alacart Administration Suite home page appears.

17. Design your commerce site using the key menu options:

Look and Feel, Categories, Products, Shipping, Tax and Orders.



AlaCart Administration Suite

Admin Suite Home

["Look and Feel"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Orders](#)

Please use the above links to personalize your Shopping Cart.

Online Help Resources	
"Look and Feel"	Edit the Colors, Logos, and other features of your Shopping Cart.
Categories	Add/Edit/Delete the Categories in your Shopping Cart.
Products	Add/Edit/Delete the Products in your Shopping Cart.
Shipping	Edit the Shipping and Handling Charges.
Tax	Edit the Sales Tax Regions.
Order Configuration	Assorted Order Configuration Information.
Process Orders	Order Processing Information.
Order Refunds	Order Refund Information.

Click the links in the table for a thorough explanation of each item.

ALACART ADMINISTRATION SUITE HOME PAGE

The links to the functions used to set up your shopping site are found on the Home Page:

- Look and Feel
- Categories
- Products
- Shipping Tax
- Orders
- Password

A table of on-line **help** functions is also found on this page.



AlaCart Administration Suite

[Admin Suite Home](#)

["Look and Feel"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Orders](#)

Please use the above links to personalize your Shopping Cart.

Online Help Resources

"Look and Feel"	Edit the Colors, Logos, and other features of your Shopping Cart.
Categories	Add/Edit/Delete the Categories in your Shopping Cart
Products	Add/Edit/Delete the Products in your Shopping Cart
Shipping	Edit the Shipping and Handling Charges.
Tax	Edit the Sales Tax Regions.
Order Configuration	Assorted Order Configuration Information.
Process Orders	Order Processing Information.
Order Refunds	Order Refund Information.

Click the links in the table for a thorough explanation of each item.

USING THE ON-LINE HELP PAGES

AlaCart is made very intuitive and easy to use by virtue of its Help system outlining step-by-step processes. On-Line Help pages accompany the user throughout the set up of this program. A **Help Page** for each function provides an overview of the features available from the selected function.

The Help Pages can be accessed in two ways:

- The **Help Resources Table** on the Administration Suite Home Page.
Or
- The **Help Icon** found at the bottom of each page of a function.



Look for the On-Line Help icon located at the bottom of each page.

Use the On Line Help Resources conveniently located in a table on the Administrative Suite Home Page.

Online Help Resources	
"Look and Feel"	Edit the Colors, Logos, and other features of your Shopping
Categories	Add/Edit/Delete the Categories in your Shopping Cart
Products	Add/Edit/Delete the Products in your Shopping Cart
Shipping	Edit the Shipping and Handling Charges.
Tax	Edit the Sales Tax Regions.
Order Configuration	Assorted Order Configuration Information.
Process Orders	Order Processing Information.
Order Refunds	Order Refund Information.

Click the links in the table for a thorough explanation of each item.



How To Use the Help Table:

1. Click on the desired link, such as "Look and Feel", in the left column of the On Line Help Resources table.

Click on the link to see the help screen for a function



Online Help Resources	
"Look and Feel"	Edit the Colors, Logos, and other features of your Shopping
Categories	Add/Edit/Delete the Categories in your Shopping Cart
Products	Add/Edit/Delete the Products in your Shopping Cart
Shipping	Edit the Shipping and Handling Charges.
Tax	Edit the Sales Tax Regions.
Order Configuration	Assorted Order Configuration Information.
Process Orders	Order Processing Information.
Order Refunds	Order Refund Information.

Click the links in the table for a thorough explanation of each item.

2. A **Help page** will be displayed which provides an in-depth walk through of how to set up the "Look and Feel" of your shopping cart site. This help feature is available for all of the menus.

"Look and Feel" Help Page

This page will show the administrator the steps to edit many of the look and feel aspects of the shopping cart as well as some of the general configuration parameters. Any changes you make will update the entire shopping cart, not just one page. The following are explanations of each the fields or parameters:

Colors:
Each of the configurable color parameters are defined in a separate web page. On the color configuration page, you click the desired color from the grid of available colors and select your selection. Optionally, you can manually type in the hexadecimal color value in the text input field.

Background: This is the background color for the entire shopping cart. This color will fill the entire background of all pages. If you enter a background image, the background color will be hidden beneath the image background.

Text: This is the color for all text, including labels and titles, in the cart.

Links: This is the color for all links that have not yet been followed.

Visited Links: This is the color for all links that have already been followed.

Active Links: This is the color for links while the user is clicking the link.

Title: This is the color of the main title for the cart, as well as the title on most pages.

Current Link: When a user is on a specific page, the heading at the top will be larger for a link, and will show in the color.

3. Click on Look and Feel link on the **Administration Suite** home page to return to the home page or select any of the other links to access the preferred function.

Return to the Administration Suite Home Page

Link to the "Look and Feel" function

AlaCart Administration Suite

[Admin Suite Home](#)

"Look and Feel"
Categories
Products
Shipping
Tax
Orders



How To Use the Help Icon:

1. Click on the **Help Icon** located at the bottom of each page.



2. The **Help Page** for the associated link will be displayed. For example, clicking on the Help icon found at the bottom of the “**Look and Feel**” page will invoke the same Look and Feel Help Page that is accessed by clicking on the “Look and Feel” link in the Help Table on the Admin Suite Home page.

Online Help Resources	
"Look and Feel"	Edit the Colors, Logos, and other features of your Shopping Cart
Categories	Add/Edit/Delete the Categories in your Shopping Cart
Products	Add/Edit/Delete the Products in your Shopping Cart
Shipping	Edit the Shipping and Handling Charges.
Tax	Edit the Sales Tax Regions.
Order Configuration	Assorted Order Configuration Information.
Process Orders	Order Processing Information.
Order Refunds	Order Refund Information.

3. Click on **Admin Suite Home** link at the top of the page to return to the home page or select any of the other links to access a separate function.



LOOK AND FEEL

Design and Edit Your E-Commerce Site

The **Look and Feel** page allows you to design the total look of your shopping site much like designing a store window. You decide the colors for the background, text and links. You can add your company logo and other graphics. You can also create messages to welcome your customers to your site and thank them for their order.

AlaCart Administration Suite

[Admin Suite Home](#)
[Look and Feel](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Orders](#)

Colors:

[Change Background Color](#) [Change Text Color](#)
[Change Links Color](#) [Change Viewed Links Color](#)
[Change Active Links Color](#) [Change Title Color](#)
[Change Current Links Color](#)

Some of the changes to the following fields will only effect the actual shopping cart. You will not see the changes in the Admin Suite.

Background Image Selections

01	02	03	04	05
06	07	08	09	10
11	12	13	14	15
	16			

Select Background Image By Number:

Your Custom Background Image URL:

Shopping Cart Logo Selections

 **01**  **02**  **03**  **04**  **05**

 **06**  **07**

Select Shopping Cart Logo By Number:

Your Custom Shopping Cart Logo URL(full path):

Messages (plain text or HTML) :

Welcome Message :
(Displayed on Shop Entrance page)

Footer Message :
(Displayed at the bottom of all shopping pages)

Thank You Message :
(Displayed after an order is completed)

Order Confirmation Email Message:

Messages (plain text or HTML) :

Welcome Message : (Displayed on Shop Entrance page)	<pre><i>Welcome to The AlaCart Demo</i></pre>
Footer Message : (Displayed at the bottom of all shopping pages)	<pre><p align="right">Alabanza, ©2000</p></pre>
Thank You Message : (Displayed after an order is completed)	<pre>Thank you for testing AlaCart</pre>
Order Confirmation Email Message:	<pre>Thank you for attempting to buy from The AlaCart Demo. Your order information is detailed above. As soon as your order is shipped you will be notified via email. In the mean time, if you have any questions regarding the status of your order, please contact us using the information below. Have a nice day and don't forget to do a good deed today.</pre>

Other:

Which unit of weights will you use when defining products : kgs lbs

Trade Name(used in official correspondance) :

Shopping Cart Title Text:

Or, Shopping Cart Title Image URL:

Or, Shopping Cart Title Audio Video Interleave (AVI) URL:

Shopping Cart Title Width(pixels):

Shopping Cart Title Height(pixels):

For Site Navigation, how should the HTML links be constructed? : Use the Domain Name (YourDomainName.com) Use the IP Address (900.06.06.1991)

OPTIONAL

If you wish to develop your own customized front end to your shopping cart and still utilize the backend processing capabilities of the shopping cart, see [AlaCart Integration Help](#).

Return to Shopping URL (URL where you want to send customers after they have added products to their shopping cart):

Return Home Icon Selections



Select Return Home Icon By Number:

Your Custom Return to Shopping Image URL (path and name of the image on the server). If not specified, a text link will be used:



Complete the **Look and Feel** page before proceeding on to the Categories and Products pages. The Look and Feel page allows you to control the aesthetic features, including:

- Colors (Attributes such as colors are ultimately controlled by the browser that your visitors use to view the site.)
- Images
- Background
- Message text
- Units of weight (kg or lb)
- Your trade name and logo
- Title of your shopping site
- The opening page (front end) of your shopping site
- Return link from the Shopping Cart

Colors

Background, Links, Text, Title Colors

Colors:

Change Background Color	Change Text Color
Change Links Color	Change Viewed Links Color
Change Active Links Color	Change Title Color
Change Current Links Color	

The Colors section of the Look and Feel page is used to change the colors for the background, links and text. Colors may be specified for the standard HTML links. However, the browser determines how these are displayed.

Click on a link to select its color. The color window shown below will be displayed. A color may be selected by choosing from a color chart, entering the RGB (red, green and blue) numeric values of the color or entering a hexadecimal value.

The current color of the link is shown here. When a new color selection is made, the color will change to reflect the new selection.

Change Background Color
Click Desired Color

Background Color

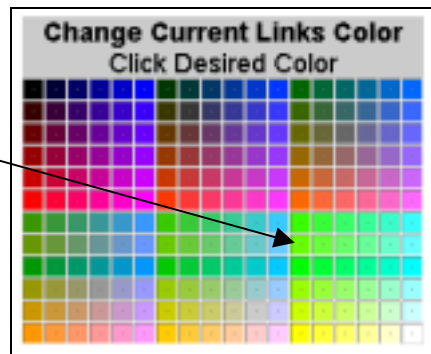
Red	Green	Blue	Hexadecimal
<input type="text" value="51"/>	<input type="text" value="204"/>	<input type="text" value="255"/>	<input type="text" value="33CCFF"/>



How To Select a Color From The Color Chart:

1. Click on the color on the color chart.

Click on a color to select it.



OR

Enter the red, green and blue numeric values in the RGB windows.

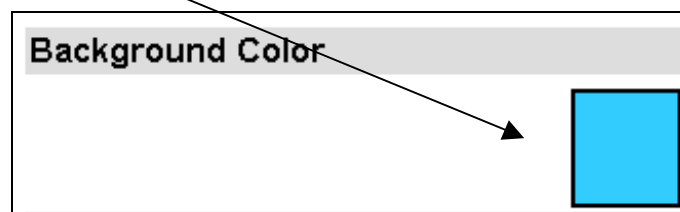
Red	Green	Blue
255	153	0

OR

Enter the hexadecimal value for the color in the window.

Hexadecimal
FF9900

2. The selected color will be displayed in the “current color” box.



3. Click the **Update Color** selection box to complete the

transaction.

Update Color

4. Click on the “**Look and Feel**” link at the top of the page to return back to the Look and Feel page.



Note: Background Color: The background color will appear as a “flat” wash of color over the entire screen. You must chose between a Background Color or Background Image but not both color and an image. A Background Image takes precedence over Background Color. To select a background color, be sure that “None” is displayed in the Background Image by Number window.

Option	Description
Links:	Links that have not yet been viewed by the user will appear in the color selected for this link. For instance, if the user has not linked to Products, the word “Products” will display in the selected color. Once the Product link is accessed, the word “Products” will change to the Viewed Link color (Viewed Links are explained below).
Active Links:	Clicking on a link will active it. The original color of the link will change to indicate that it is being“activated” while the link connection is taking place.
Current Links:	The link that is currently in use. In the above example, Look and Feel will appear in the Current Links color at the top of the screen.
Text:	This color will be applied to the general text and messages on the screen.
Viewed Links:	This color indicates a link that has been already been viewed by the user.
Title:	The title of your shopping site will display in the selected color, at the top of each page. While in the Administration Suite, the title “ AlaCart Administration Suite ” will also display in that color.



Note: The text of the title of your shopping site is entered in the Messages section of the Look and Feel page.

Background Image Selections

A **background image**, much like wallpaper on your desktop, may be selected for the background. The color images one through sixteen are shown on the Look and Feel pages. Select image numbers (1-16) from the drop down list in the window. Attributes of the *preloaded* images, such as colors, cannot be altered.

After the Look and Feel selections are activated, the URL for the selected image will be automatically entered in the **Your Custom Background Image URL** window.

Enter the complete URL of your custom background image

Background Image Selections

01 02 03 04 05
06 07 08 09 10
11 12 13 14 15
16

Select Background Image By Number:

Your Custom Background Image URL:

A **Custom background** may be selected in place of the preloaded images included in the AlaCart. For example, you might display the background image used on the other pages of your website.

To use a custom background, enter the complete URL pathname, (including <http://www.>) in the **Your Custom Background Image URL** window.



Note: Choose either a color or an image for the background. If a selection is entered for both, the image will override the color.

Shopping Cart Logo

If a **Shopping Cart Logo** is selected, it will display on every page of your shopping site. You may choose one of the seven preloaded images or use your own custom picture. To choose one of the preloaded images, select the image number from the drop down list in the Shopping Cart Logo window. To use your own custom image, enter the full URL in the Custom Shopping Cart window.



Note:

- Select a Shopping Cart Logo by Number
- or
- Use the full path for Your Custom Shopping Cart Logo URL including the <http://www>.

Messages

Enter text for messages into the Message windows. If a window is left blank, the message will be omitted.

Message	Description
Welcome Message:	Displays on the Shop Entrance page when the customer first enters the AlaCart site.
Footer Message:	Displays at the bottom of each page of the shopping site.
Thank You Message:	Displays when the order is completed.
Order Confirmation Email Message:	Delivered via the customer's email to confirm that the order was received.
Order Has Shipped Email Message:	Notifies the customer, via their email, when the order has been shipped.
Order Refund Email Message:	Notifies the customer, via their email, when a refund is being credited.

Messages (plain text or HTML) :

<p>Welcome Message : (Displayed on Shop Entrance page)</p>	<pre><i>Welcome to The AlaCart Demo</i></pre>
<p>Footer Message : (Displayed at the bottom of all shopping pages)</p>	<pre><p align="right">Alabama, 02000</p></pre>
<p>Thank You Message : (Displayed after an order is completed)</p>	<pre>Thank you for testing AlaCart</pre>
<p>Order Confirmation Email Message:</p>	<pre>Thank you for attempting to buy from The AlaCart Demo. Your order information is detailed above. As soon as your order is shipped you will be notified via email. In the mean time, if you have any questions regarding the status of your order, please contact us using the information below. Have a nice day and don't forget to do a good deed today.</pre>

Other

The **Other** section of the Look and Feel page allows additional parameters to be set including **Weight**, **Trade Name** and the **Title** of your shopping site.

Unit of Weights: The unit of weight selected here will be used to define the “weight” field in your product listings. To omit “weight” in the listing, enter a zero (0) here.

Trade Name: The “shop name” which will appear in the subject line of any email sent from your shopping cart site.

Shopping Cart Title Text or Image: This area is used to design the appearance of the title at the top of the shopping site. The text of the title may simply be typed in or an image may be used. Images can be either graphic images or videos.

To enter the title text, type the Title in the window. To enter either a graphic or video image, enter the full URL in the window. If you are entering an image, do not type a title in the Title Text window.

Shopping Cart Title Width and Height (pixels): The size of the title may be specified for an image or video. The size of title text (entered in the first window) cannot be changed. **For Site Navigation, how should the HTML links be constructed?** Select **Use the Domain Name** if your domain registration is complete. If you are setting up the shopping site before your domain registration has been completed, the **IP address** must be used since the domain name will not be recognized. Once your domain is registered, you may change this response to **Use the Domain Name**.



Other:

Which unit of weights will you use when defining products : kgs
 lbs

Trade Name(used in official correspondance) :

Shopping Cart Title Text:

Or, Shopping Cart Title Image URL:

Or, Shopping Cart Title Audio Video Interleave (AVI) URL:

Shopping Cart Title Width(pixels):

Shopping Cart Title Height(pixels):

For Site Navigation, how should the HTML links be constructed? : Use the Domain Name (YourDomainName.com)
 Use the IP Address (900.06.06.1991)

Return to Shopping Link Configuration

An optional feature of the AlaCart allows the Shopping Cart to be accessed from another website.



How To Access AlaCart from another website:

1. Add the following value-pair parameter to every link on each page :

`exShopCartID=$exShopCartID`

This will enable you to properly identify the customer's shopping cart when you pass control to **Checkout**. Without this parameter, the customer's shopping cart will not be properly identified and will erroneously be seen as empty.

Be sure to enter the complete path of the URL

2. In the **Return to Shopping URL**, enter the complete URL pathname or IP address of the website to which the customer will return when leaving the AlaCart feature.

Return to Shopping URL (URL where you want to send customers after they have added products to their shopping cart):

3. To use an image (icon) for requesting to exit the AlaCart and return to the website entered above, enter the pathname or IP address of the image in the **Return to Shopping Image URL** window.

Return to Shopping Image URL (path and name of path and name of the image on the server). If not specified, a text link will be used:

4. If no image URL is entered, a **text box** will display for the return link.

Activating the Selections on the Look and Feel Page

The selections you made on the Look and Feel page will not take effect until they are “activated” by clicking the **Submit** button located at the bottom of the Look and Feel page.

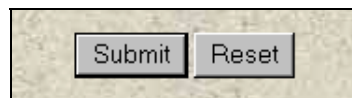


How To Activate the Selections on the Look and Feel Page:

1. Make the selections in the windows, text boxes and buttons on the Look and Feel page.
2. Click the **Submit** button at the bottom of the Look and Feel page to activate the selections.

OR

Select the **Reset** button to clear all selections in order to reselect.



Note: *Reset will cancel the current selections on the screen. Previously saved selections will not be affected.*

PRODUCTS

Products Overview

The **Product Menu** is used by the shopping cart administrator to enter, edit and delete products and product information for the items offered on your shopping site. There are four main links.



- **List Existing Products** – lists all the products and information such as description, price and weight
- **Add a Product** – add an additional product to the catalogue
- **Delete a Product** – remove a product from the catalogue
- **Edit an Existing Product** – change the information for an existing product



Note: A product cannot be edited or deleted until it has first been added.



How To Use the Products Menu:

1. Click on the **Products** link at the top of a page in the AlaCart Administrative Suite.
2. Click on the link in the **Products Menu** to List Existing, Add, Delete or Edit an existing product.

List Existing Categories

The **List Existing Categories** link displays all the categories that the products are listed in. Categories hold the products One Category can hold dozens of products. You must first list a category before you can add a product.

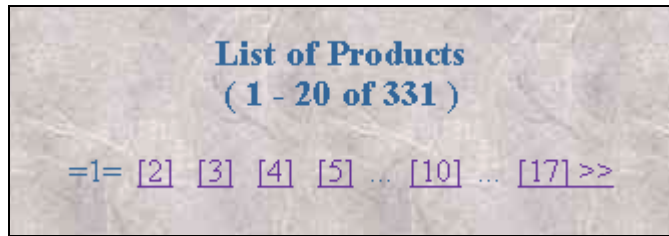
Category Menu

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

- Product ID
- Category
- Name
- Price
- Weight

Product ID	Category	Name	Price	Weight
A-0001	Class Replacements, Size A	Replacement Pack 0 001	\$13.78	1.00 lbs
A-0003	Class Replacements, Size A	Replacement Pack 0 003	\$13.76	1.00 lbs
A-0004	Class Replacements, Size A	Replacement Pack 0 004	\$13.47	1.00 lbs
A-0005	Class Replacements, Size A	Replacement Pack 0 005	\$13.47	1.00 lbs
A-0010	Class Replacements, Size A	Replacement Pack 0 010	\$14.82	1.00 lbs
A-0015	Class Replacements, Size A	Replacement Pack 0 015	\$14.82	1.00 lbs
A-0020	Class Replacements, Size A	Replacement Pack 0 020	\$17.12	1.00 lbs
A-0025	Class Replacements, Size A	Replacement Pack 0 025	\$17.12	1.00 lbs

NAVIGATING THROUGH MULTIPLE PAGE LISTINGS



When listing items, such as a list of Products, the list may consist of more than one page. The total number of items ("Products" in our example) will be displayed at the top of the page as well as the number of items listed on the current page.

In the example above, there are a total of 331 products in the listing and the first 20 are displayed on the first page.

The bracketed numbers on the next line indicate the page numbers for the product listings. The last number indicates the total number of pages. A break in the page numbers indicates there are more pages in between. In the example below, there are more pages between [10] and [17]. The page number line will also display at the bottom of each page.

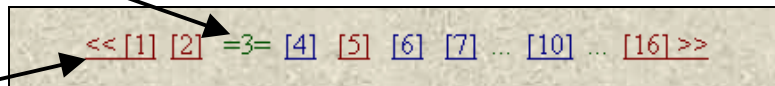


How To View Multiple Pages of Products:

1. Click on the **page number** that appears in brackets.

Current Page # 3

2. The brackets will be replaced with the equal sign '=' around the current page number. The sample below shows that page number three is the current page.



Click on the chevrons << to View First Page

To view the first page click on the forward arrows << also referred to as "chevrons". To view the last page in the series, click on back arrows >> chevrons.

Add a Product

Product information is loaded into the AlaCart using this link. Products may be added to the shopping cart at any time. A picture, referred to as an **image URL**, may be included with the product information, if desired.



Add a Product

Item Number: *(must be unique)* SK2005

Category: Shim Kits, A Size, 2x2, 1/2' Bolt

Item Name: Standard Shim Kit

Price: \$ 135.35

Weight: 13.50 kgs

URL location for a picture of the Product: http://widget.gif

Add Reset



How To Add a Product:

1. Click on **Add a Product** on the Product Menu.
2. Enter the **Item Number**. This must be a unique number that has not already been added to the product list.
3. Select the **Category** or **Subcategory** from the drop down window.



Note: *The last category entered will be displayed in the window. Use the drop down list to select another category.*

4. Enter the **Name** of the product.
5. Enter the **Price** of the product.
6. Enter the **Weight** in the **units** defined on the **Look and Feel** screen.
7. Optionally, enter the complete URL of the picture to be displayed with the product information.
8. Select the **Add** button.



Note: To clear the information and re-enter or cancel the data, select the Reset button.

Delete an Existing Product

Products can be removed from the AlaCart catalogue by selecting the **Delete an Existing Product** link. A list of all the products will be displayed with a **Delete** button in the Action column.

Delete a Product link will display the product listing with a **Delete** button in the Action column

Delete a Product
(1 - 10 of 330)

=1= [2] [3] [4] [5] ... [10] ... [20] ... [30] ... [33] >>>

Product ID	Category	Name	Price	Weight	Action
A-0001	Shim Replacements, Size A	Replacement Pack 0 001	\$13.78	1.00 lbs	Delete
A-0003	Shim Replacements, Size A	Replacement Pack 0 003	\$13.76	1.00 lbs	Delete
A-0004	Shim Replacements, Size A	Replacement Pack 0 004	\$13.47	1.00 lbs	Delete
A-0005	Shim Replacements, Size A	Replacement Pack 0 005	\$13.47	1.00 lbs	Delete
A-0010	Shim Replacements, Size A	Replacement Pack 0 010	\$14.82	1.00 lbs	Delete
A-0015	Shim Replacements, Size A	Replacement Pack 0 015	\$14.82	1.00 lbs	Delete
A-0020	Shim Replacements, Size A	Replacement Pack 0 020	\$17.12	1.00 lbs	Delete



How To Delete a Product:

1. Click on **Delete an Existing Product** link on the Product Menu.

2. Locate the desired product in the listing.

Product ID	Category	Name	Price	Weight	Action
A-001	Shim Replacements, Size A	Replacement Pack 0001	\$13.75	100 lbs	Delete
A-002	Shim Replacements, Size A	Replacement Pack 0002	\$13.75	100 lbs	Delete
A-004	Shim Replacements, Size A	Replacement Pack 0004	\$13.47	100 lbs	Delete
A-005	Shim Replacements, Size A	Replacement Pack 0005	\$13.47	100 lbs	Delete

3. Click the **Delete** button.

Product ID	Category	Name	Price	Weight	Action
A-001	Shim Replacements, Size A	Replacement Pack 0001	\$13.75	100 lbs	Delete
A-002	Shim Replacements, Size A	Replacement Pack 0002	\$13.75	100 lbs	Delete
A-004	Shim Replacements, Size A	Replacement Pack 0004	\$13.47	100 lbs	Delete
A-005	Shim Replacements, Size A	Replacement Pack 0005	\$13.47	100 lbs	Delete



Warning: *The Delete action will be completed immediately. You will not be asked to confirm the delete request.*

4. Click on the **Refresh** tool to review the listing. The deleted item should be gone.

Edit an Existing Product

Information for products that have been added to the Alacart product list can be changed. Use the **Edit an Existing Product** link to update product information such as price.



How To Edit an Existing Product:

1. Click on the **Edit an Existing Product** link on the Product Menu.
2. The edit screen displays a listing of all the products with an **Update** button in the Action column.

Item Details	Category	Name	Price	Weight	Picture URL	Action
RS-0111	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	170.37	10.00	http://www.theveck.com	Update
RS-0112	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	170.37	10.00	http://www.theveck.com	Update
RS-0113	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	171.81	10.00	http://www.theveck.com	Update
RS-0114	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	160.89	10.00	http://www.theveck.com	Update
RS-0115	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	170.71	10.00	http://www.theveck.com	Update
RS-0116	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	170.84	10.00	http://www.theveck.com	Update
RS-0117	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	170.86	10.00	http://www.theveck.com	Update
RS-0118	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	171.98	10.00	http://www.theveck.com	Update
RS-0119	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	170.82	10.00	http://www.theveck.com	Update
RS-0120	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	165.77	10.00	http://www.theveck.com	Update

3. Locate the item to edit.

Item to edit

Item Details	Category	Name	Price	Weight	Picture URL	Action
RS-0114	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	160.89	10.00	http://www.theveck.com	Update
RS-0115	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	160.89	10.00	http://www.theveck.com	Update
RS-0116	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	171.40	10.00	http://www.theveck.com	Update
RS-0117	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	160.00	10.00	http://www.theveck.com	Update

4. Place the cursor in the window of the field to edit and enter the new information. In the example, the price was changed from 160.89 to **164.25**.

RS-0114	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	164.25	10.00	http://www.theveck.com	Update
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5. Select the **Update** button to complete the edit.

RS-0114	Shim Stock, 40# 12'x50' SS Roll	Roll Stock 0.003	164.25	10.00	http://www.theveck.com	Update
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How To Set Shipping:



1. Alacart supports Shipping via UPS, or non-UPS
2. Use the Shipping feature to configure all shipping and handling fees that will be added to each shipment. Shipping costs can be configured using two different options.
3. Use either one or the other or both methods. Depending on your preference here, UPS shipping options can be presented to your customers so that they can choose which type of shipping method they desire. If you allow this feature, the associated shipping costs will be dynamically calculated at the time of checkout, based on the products purchased and the actual costs provided by UPS.
4. After received the billing information from your customers Alacart submits the merchant and billing address along with the weight of all ordered products to the UPS calculation WEB site.
5. Additionally, you can create a table of shipping and handling charges. The administrator is able to determine if these fees should be calculated based on the total weight of the order, the total number of items ordered, or the total price.



How To Configure Taxes:

Tax Administration

Under some circumstances you may not want to compute or display any tax data. Either your entire line of products are not taxable or your taxes are treated as an integrated part of the product pricing. Here is where you may adversely specify whether or not to include taxes in the order and billing process:

Tax Preference:	<input checked="" type="checkbox"/> Compute and display taxes <input type="checkbox"/> Do not compute or display taxes
<input type="button" value="Submit Tax Preference"/>	

Tax Rate Table

State/Province/Region	Country	Tax Rate	Action
Ohio	United States	4.57%	<input type="button" value="Delete"/>
Maryland	United States	6.00%	<input type="button" value="Delete"/>
Louisiana	United States	3.27%	<input type="button" value="Delete"/>
State/Province/Region: <input type="text" value=""/>	Country: <input type="text" value="United States"/>	Tax Rate: <input type="text" value=""/>	<input type="button" value="Add"/>
International State/Province/Region: <input type="text" value=""/>			

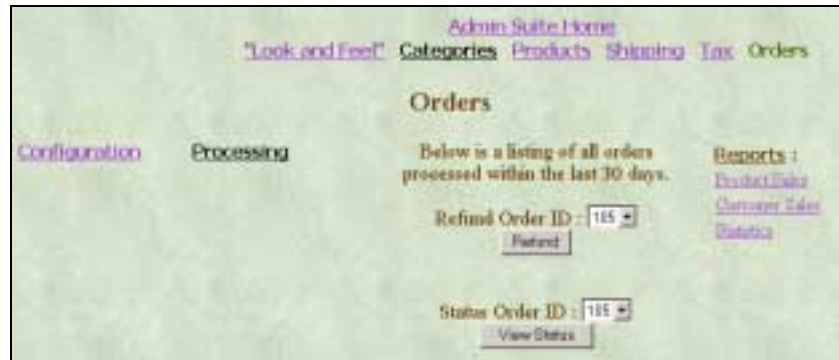
A tax table has been conveniently included to assist with the calculation of taxes. Use the tax page to configure tax integration and define any specific taxes for each defined region.

1. **Tax Usage:** Under certain circumstances, you may not want to display any tax data to your customers. For example, all of your products may be non-taxable or you may sell goods in a country that does not compute taxes additional to the product price. This page gives you the ability to control the display and computation of taxes. If you choose to compute and display taxes, your customers will see tax data on their checkout pages.
2. **Tax Rate Table:** The Tax Rate Table is simply a table that lists the tax rates to be applied on orders in the specified geographic locations.

State/Province/Region	What geographic location would your customer's billing address necessitate taxes?
Country	What country location would your customer's billing address necessitate taxes? This is used in conjunction with the State/Province/Region field.
Tax Rate	Tax rate as a percentage (eg. 4.5%).



How To Manage Orders:



1. Use the **Orders** page to manage all of the orders that have been placed to your shopping cart site.
2. **Configuration:** Configure the manner in which you will credit card accept payments for your products, as well as the method in which you will ship your products.
3. **Split Shipment Preference:** This configuration option pertains to the shipment of multi-product orders. You chose whether or not to allow orders with multiple items to be shipped separately. If you allow it, then your customers may choose this option at the time of checkout. Your customers may desire this option if there is urgency to their need for the items they have ordered. Under such conditions, if one of more of the ordered items are not in stock at the time of purchase, you can ship the items as they become available. The only change that this makes to the customer's final order is the additional costs associated with separate shipping fees.

Split Shipment Preference

Allow orders to be shipped partially if some items are out of stock.

Only ship complete orders.

Payment Processing

4. Payment Processing Method: Choose from the four alternatives to determine processing of payment transactions. For all but the Manual payment processing method, your transactions are processed as follows:
 - At the time of checkout, when the customer submits the payment information, the credit card and payment are validated and payment is either authorized by the payment processor or it is refused.
 - If it is refused, the details for the refusal are displayed for the customer to see and correct if possible.
 - Next when you actually ship the product(s) and mark them as such in the **Order Processing** administration site, the payment is settled and the funds are transferred to your bank account.
 - If, at any time before shipping the product, you or the customer cancels the order, the payment is voided. Likewise, if the products are returned and a refund is authorized by you, the customer processes the refund back to their credit card account.
 - While setting up and testing your shopping cart, you should set your payment processor to **TEST** mode so that all transactions **DO NOT** result in the actual transfer of funds.
 - Each real-time payment gateway interface is also configured to use Address Verification System (AVS). This service is available only for United States purchases and enables verification that each credit card used also matches the billing address given against the address on file with the credit card account. If either the street address or the zip code fails to match the account information, the payment will be rejected.

- **Manually** The **manual** method indicates that credit card processing will not be done in *real time*. Instead, when an order is placed, the

order information is stored until you can process the credit card transaction offline, manually. If you desire, the order information (except the credit card number) will be emailed to you (You will be prompted to supply your email address).



The AuthorizeNet WebLink©

<http://www.authorizenet.com/products/weblink/>

uses the ADC Direct Response integration method. You will need to have a merchant account number to complete the setup.

To register a merchant account with AuthorizeNet, go to the URL <http://www.authorizenet.com/merchant/info/>

AlaCart utilizes the AVS facilities of AuthorizeNet and is configured to reject all payments where the billing street address or zip code does not match the account holder's address and zip code. This only applies to orders placed from within the United States. For reference, AlaCart is configured to make the following transaction types with AuthorizeNet :

- **AUTH_ONLY** for payment authorizations
- **PRIOR_AUTH_CAPTURE** for immediate payment settlements
- **AUTH_CAPTURE** for settlements of prior authorized payments
- **VOID** for payment cancellation/void
- **CREDIT** for refund/credit/return



[CyberCash CashRegister](#)© In order to complete the setup here, you will need to have an Internet merchant account including your:

- **CyberCash ID (CCID)**
- **Merchant Key**
- **Hash Secret** (Optional)

Also, in order for AlaCart to successfully process all your online payment needs, you must make sure that your CyberCash

merchant account is configured to accept transactions of the following kind:

- **mauthonly** for payment authorizations
- **mauthcapture** for immediate payment settlements
- **postauth** for settlements of prior authorized payments
- **void** for payment cancellations
- **return** for refunds/returns

To register and completed the merchant account with CyberCash, go to the URL:

<https://amps.cybercash.com/newuser.fcgi?process=cpc&cpc=ALA0006C>

AlaCart utilizes the AVS facilities of CyberCash and is configured to reject all payments whose billing street address or zip code does not match the account holder's address and zip code. This only applies to orders placed from within the United States.



[VeriSign Payflow Pro](#)©. You will need to have a merchant account number to complete the setup. For reference, AlaCart is configured to make the following transaction types with VeriSign:

- **A** for payment authorizations
- **S** for immediate payment settlements
- **D** for settlements of prior authorized payments
- **V** for payment cancellation/void
- **C** for refund/credit/return

To register a merchant account with VeriSign, go to URL:

<https://registration.signio.com/registration.dll?goreg&partner=PNl&product=PFP>

AlaCart utilizes the AVS facilities of VeriSign and is configured to reject all payments whose billing street address or zip code does not match the account holder's address and zip code. This only applies to orders placed from within the United States.



Cobranding Notice to Verisign Users:

VeriSign users will receive the following e-mail message from VeriSign.

RE: VeriSign Cobranding Notification

Please provide a screen shot or a direct URL to the page containing the logo and required verbiage.

Best regards,

VeriSign Payment Services.

5. Track the status of orders via the **View Status of Order**.

Using the **View Status of Order** page allows you to track in-depth order information which is pertinent to your e-commerce business site:

Highlights of View Status of Order

View Status of Order			
Order Number 105			
Product Name	Product ID	Quantity	Status
Haha, The	00011	1	SHIPPED
Independence Day	00005	1	SHIPPED
TAX		\$ 0.00	
SHIPPING		\$ 2.50	
TOTAL BILLED AMOUNT		\$ 0.00	
ORDER DATE		2020-10-11	
SHIP DATE		2020-10-11	
PAYMENT TRANSACTION ID		00	
AUTHORIZATION CODE			
TRANSACTION ORDER ID			
SHIP USING		UPS - Ground	
SHIP TO		John Tester 1234 Some St Somewhere, DC 00000 Some State	
BILL TO		John Tester 1234 Some St Somewhere, DC 00000 Some State	
CUSTOMER'S COMMENTS			
MERCHANT'S MESSAGE			

- Order Number
- Product Name and ID
- Quantity
- Status (Indicates if the product has been SHIPPED)
- TAX
- SHIPPING
- TOTAL BILLED AMOUNT
- ORDER DATE and SHIP DATE
- PAYMENT TRANSACTION ID, AUTHORIZATION CODE , TRANSACTION ORDER ID
- SHIP USING (methods of shipment may including UPS or ground)
- SHIP TO and BILL TO
- CUSTOMER'S and MERCHANT'S MESSAGE

