



nopCommerce User Guide

Open source e-commerce solution

Version 1.40

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1 Introducing nopCommerce

This chapter introduces nopCommerce. It includes the following:

- **What is nopCommerce?**, page 1
- **nopCommerce License**, page 1
- **Frontend - Public Store**, page 2
- **Backend – Administration Area**, page 2

What is nopCommerce?

The nopCommerce Frontend is accessed online through your web browser. It is an open source .net based e-commerce solution and contains a fully customizable shopping cart.

nopCommerce is an open source e-commerce solution that is **ASP.NET 3.5** based with a **MS SQL 2005** (or higher) backend database. Our easy-to-use shopping cart solution is uniquely suited for merchants that have outgrown existing systems, and may be hosted with your current web host or our hosting partners. It has everything you need to get started in selling physical and digital goods over the internet.

nopCommerce License

nopCommerce open source edition is licensed under nopCommerce Public License. It's basically a MPL 1.1 plus the *powered by nopCommerce* text requirement on every single page.

The nopCommerce Public License Version 1.0 (NPL) consists of the Mozilla Public License Version 1.1, modified to be specific to nopCommerce, with the Additional Terms in Exhibit B.

The original nopCommerce Public License 1.1 can be found at:
<http://www.nopcommerce.com/License.aspx>

Frontend - Public Store

After opening your store site in a browser, the nopCommerce front end home page is displayed, enabling your customers to access all the nopCommerce menus, functions and pages. These include product categories, products, promotional packages and more. From the public store your customers can view the categories, manufacturers and products. They can provide ratings and reviews and add blog comments and participate in the nopCommerce community forum. In addition, your customers can define and setup their customer account page settings as well as view additional content, such as news and enter polls use the private messaging feature, if required.

Backend – Administration Area

The nopCommerce backend system enables you to set up your store for selling and manage your and customers and orders, as well define the categories and manufacturers, products and product variants. It also includes setting up your general settings, such as taxation and payment methods, shipping details and more.

The backend also enables you to improve your store sales such as define promotional packages, review your stock and order and log reports and more.

2 Getting Started

This chapter describes how to download nopCommerce software, upload it to your server, define the file permissions and install it on your system. This chapter contains the following sections:

- **Technology and System Requirements**, below
- **Step 1: Downloading nopCommerce**, page 17
- **Step 2: Launching/Uploading**, page 18
- **Step 3: File permissions**, page 59
- **Step 4: Installation**, page 10

Technology and System Requirements

This section describes the system requirements of nopCommerce.

To run nopCommerce, the following must be installed on your system.

- Supported Operation Systems:
 - Windows 7
 - Windows Vista
 - Windows XP
 - Windows Server 2003
 - Windows Server 2008
- Supported Web Servers:
 - Internet Information Service (IIS) 5.1 or above.
- ASP.NET 3.5 SP1
- Supported Databases:
 - MS SQL Server 2005 or above.
- Supported Browsers:
 - Microsoft Internet Explorer 6 and above
 - Mozilla Firefox 2.0 and above
 - Apple Safari 2.x

- **nopCommerce runs in medium trust:** This is the recommended trust level for an ASP.NET application. In medium trust there are restrictions on an application, including limiting an application's file access to within the virtual directory where the application resides. In nopCommerce the following options do not run in medium trust:
 - Microsoft Excel related options
 - Working with PDFs
 - Configuring the Google checkout payment method
- **MS Visual Studio 2008 or above:** Required for editing source code.

Step 1: Downloading nopCommerce

You can download the required nopCommerce version from the nopCommerce website.

► To download nopCommerce:

- 1 Download the required open source nopCommerce software version from <http://www.nopcommerce.com/downloads.aspx>, to a local directory as follows:
 - **Full Version (including source code):** This version allows editing the code. Useful for developers requiring customizations.
 - **Limited Version (without source code):** This version does not enable editing the code and does not require compiling before uploading to your web server.

Note: The no source version is the compiled version of the source version. To work with the source version you must have Visual Studio 2008 or Visual Web Developer installed.

- 2 Extract the downloaded package.

Step 2: Launching/Uploading

This step describes how to launch a site in Visual Studio, and how to upload files to your web server (for users that do not have Visual Studio).

It includes the following:

- Launching a site in Visual Studio, below
- **Uploading files to your Web Server**, page 7

Launching a Site in Visual Studio

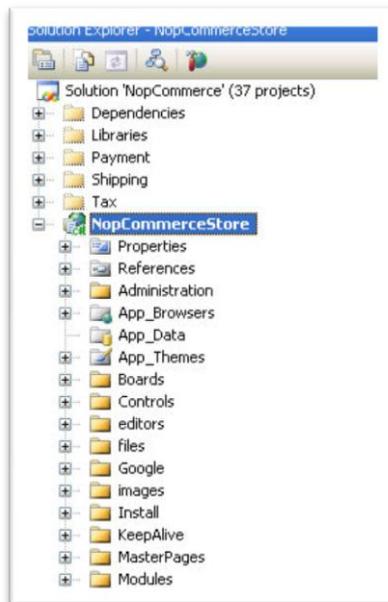
This section describes how to launch a site in Visual Studio, using the source code version.

► **To launch a site in Visual Studio:**

- 1 In Visual Studio 2008, Open the *nopCommerce.sln* file. The entire solution will be loaded.

Note: Ensure Visual Studio 2008 is installed.

- 2 In Visual Studio 2008, from the **Solution Explorer**, right-click **nopCommerce Store** project. A popup menu is displayed.



- 3 Select **Set** as **Start Up Project**.
- 4 Press **F5** to compile and run the site. The first step of the nopCommerce installation wizard is displayed, as shown on page 11.

Uploading Files to your Web Server

This section describes how to upload the files from the nopCommerce installation to the web server in ASP.net in Visual Studio. This is for users not using Visual Studio and need to upload the site to an internet server, using the *no source* version and an FTP client.

► **To upload files to a server:**

- 1 Extract the downloaded *no source* nopCommerce version to your desktop and create a connection in your FTP client to your web server.
- 2 Select all the files in the extracted nopCommerce directory and upload them to your web server.

Note: Upload them to the root of your directory that is set up for your domain.

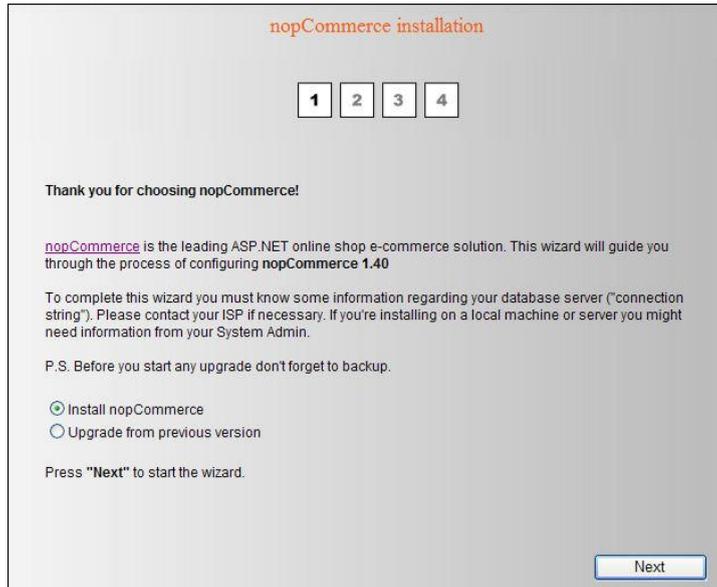
- 3 In the control panel of your web server, go to database manager in the domain and create a new SQL server database, providing a name and user for the database.

Note: Alternatively, you can create the database using the nopCommerce Installation Wizard, providing the login details have the privileges on the SQL. You can also use other means, either through direct scripts or the Microsoft SQL Server to create the database.

- 4 After the database is created, enter the following to run the nopCommerce Installation Wizard, which is located at your domain:

`www.yourstore.com/install/install.aspx`

- 5 The first step of the installation wizard is displayed, as follows:



- 6 Follow the steps in the installation process, as described in **Step 4: Installation**, on page 10, to install the web application using the database you created in **step 3** of this procedure.

Step 3: File Permissions

nopCommerce requires write permissions for the directories and files described below:

- Directories
 - Root
 - files
 - Google
 - images
 - images\thumbs
- Files
 - ConnectionStrings.config
 - web.config

These permissions are validated during the installation process. If you do not have write permissions, a warning message is displayed, requesting you to configure permissions, as shown below.



Note: This message is also displayed when you reject a write permission for any of the files or directories listed above.

Step 4: Installation

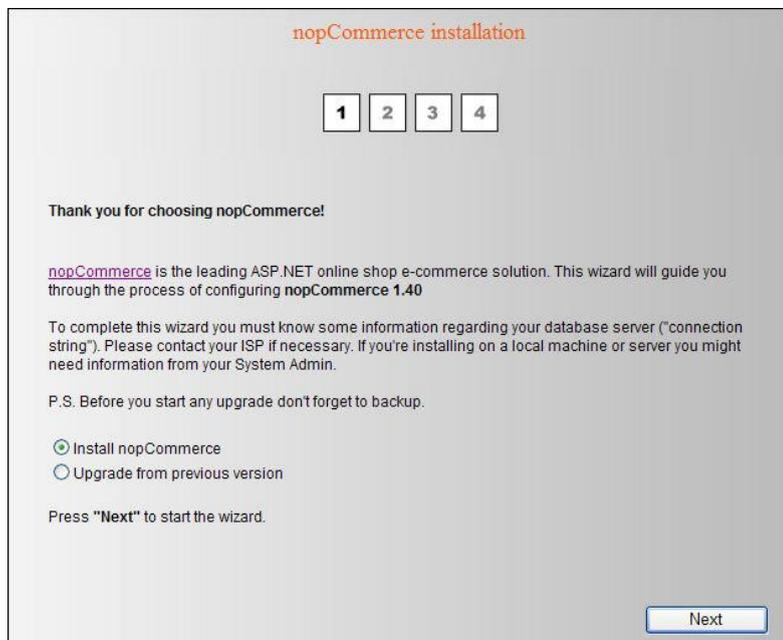
Before installing nopCommerce you must ensure you have SQL Server 2005 or SQL Server 2008 installed on your system. You can use any of the following authentication methods to connect to the server:

- **SQL Server Account:** When connecting using this method, logins are created in the SQL Server that are not based on the Windows user accounts. Both the user name and the password are created using the SQL Server and are stored in SQL Server. When using this method you must enter your login and password.
- **Integrated Windows Authentication:** When connecting using this method, the SQL Server validates the account name and password using the Windows principal token in the operating system. This means the user identity is confirmed by Windows. The SQL Server does not request a password, and does not perform the identity validation.

Windows Authentication is the default authentication mode, and is much more secure than SQL Server Authentication. Windows Authentication uses Kerberos security protocol, provides password policy enforcement with regard to complexity validation for strong passwords, provides support for account lockout, and supports password expiration. A connection made using Windows Authentication is sometimes called a trusted connection, because SQL Server trusts the credentials provided by Windows.

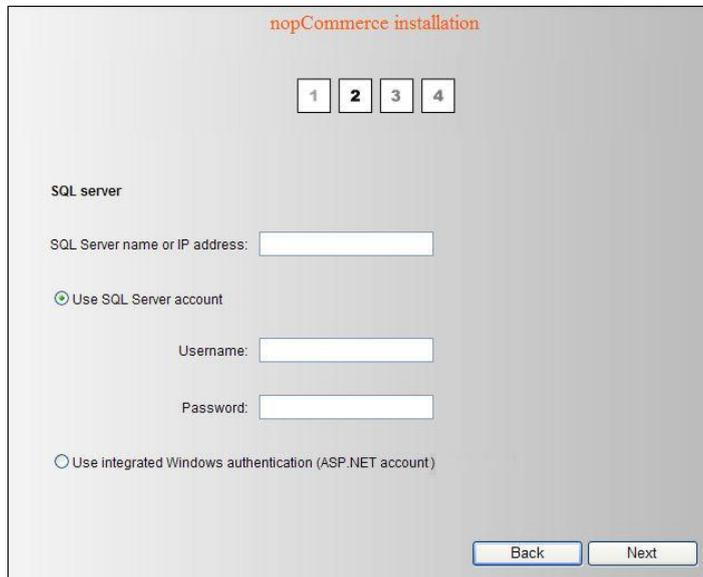
► **To install the software:**

- 1 Activate the installation using one of the following options ,as described below:
 - For users using the *no source* version and an FTP client:
 - From your web server domain, enter the following:
www.yourstore.com/install/install.aspx
 - For users using Visual Studio 2008 and the full source version:
 - Open the *nopCommerce.sln* file in Visual Studio 2008.
- 2 The first step of the nopCommerce Installation wizard is displayed, as follows:



***Note:** nopCommerce requires write permissions for certain directories and files, as described in **Step 3: File permissions, page 59**. If the user does not have these write permissions, a warning message is displayed requesting you to configure your permissions and then test the system again.*

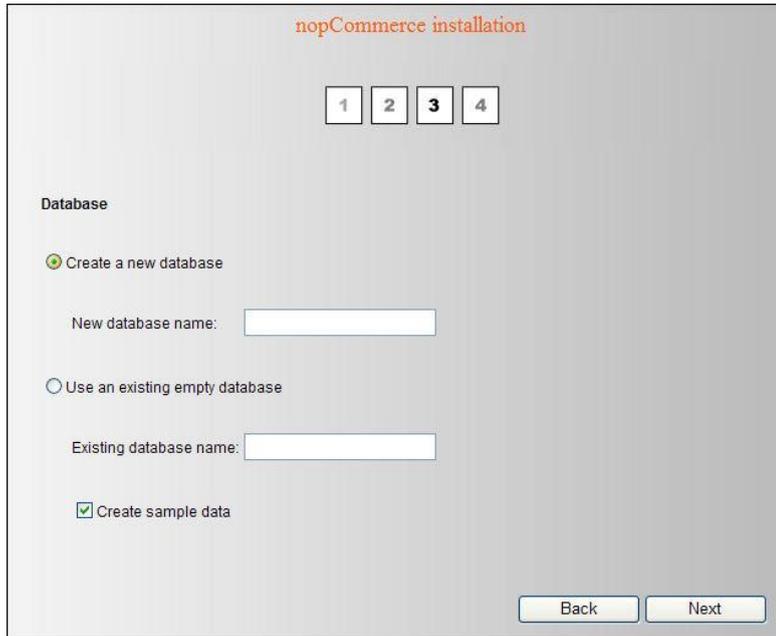
- 3 Click **Next** to display the second step of the nopCommerce Installation wizard where you enter your SQL server details, as follows:



The screenshot shows the 'nopCommerce installation' wizard at step 2. At the top, there are four numbered buttons: 1, 2, 3, and 4. Step 2 is currently selected. Below the buttons, the text 'SQL server' is displayed. There is a text input field for 'SQL Server name or IP address:'. Below that, there are two radio button options: 'Use SQL Server account' (which is selected) and 'Use integrated Windows authentication (ASP.NET account)'. Under the 'Use SQL Server account' option, there are two text input fields: 'Username:' and 'Password:'. At the bottom right, there are two buttons: 'Back' and 'Next'.

- 4 Enter your SQL Server information, follows:
- In the **SQL Server name or IP address** field, enter the required server name or IP address.
 - Select the required option, as follows:
 - **Use SQL Server account:** Select this option when your SQL Server uses SQL Server Authentication. When using this option, you must enter your login and password in the relevant fields.
 - **Use Integrated Windows authentication:** Select this option when your SQL Server uses Integrated Windows Authentication.

- 5 Click **Next** to display the third step of the of the nopCommerce Installation wizard where you enter the database information, as follows, as follows:

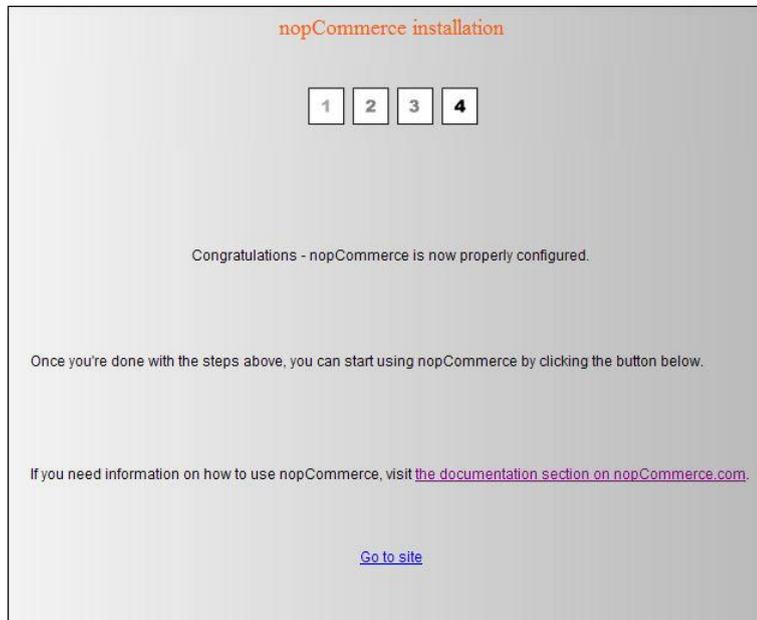


The screenshot shows the 'nopCommerce installation' wizard at step 3 of 4. The title 'nopCommerce installation' is at the top in orange. Below it are four numbered steps: 1, 2, 3 (highlighted), and 4. The main section is titled 'Database' and contains three options: 'Create a new database' (selected with a radio button), 'Use an existing empty database' (unselected), and 'Create sample data' (checked with a checkbox). The 'Create a new database' option has a text input field for 'New database name:'. The 'Use an existing empty database' option has a text input field for 'Existing database name:'. At the bottom right are 'Back' and 'Next' buttons.

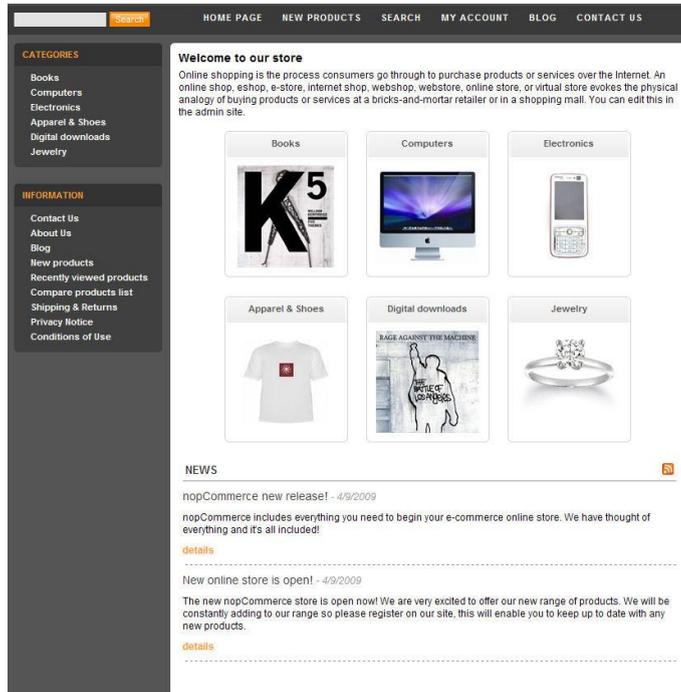
- 6 Select the required option, as follows:
- **Create a new database:** Select this option to create a new database and enter the database name in the **New database name** field.
 - **Use an existing empty database:** Select this option to use an existing empty database and enter the database name in the **Existing database name** field.

*Note: Check the **Create sample data** checkbox to include sample data in the database.*

- 7 Click **Next** to display the fourth step of the installation wizard, informing you the installation process has been completed successfully, as follows:



8 Click Go to site The site is loaded in your browser, as follows:



3 Introducing the Frontend

This chapter describes how to use the nopCommerce front end. This includes familiarizing yourself with the categories, manufacturers and products, filtering the product display, searching for products, comparing products and more.

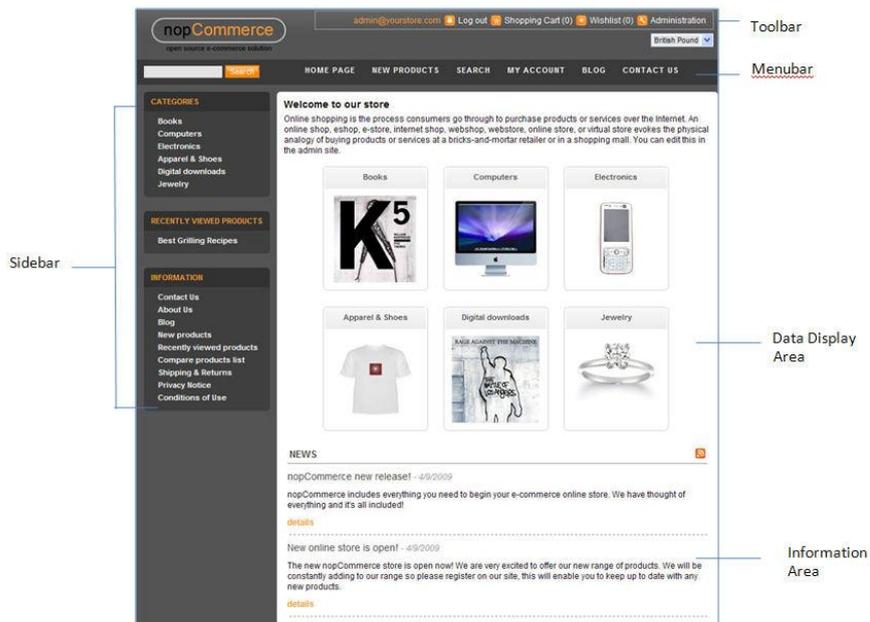
- **Overview**, page 17
- **Categories and Manufacturers**, page 18
- **Filtering the Display**, page 20
- **Searching**, page 20
- **New Product Pages**, page 23
- **Ratings and reviews**, page 25
- **Emailing a Friend**, page 28
- **Comparing Products**, page 30
- **Recently Viewed Products**, page 32
- **Registration**, page 33
- **Login**, page 34
- **Customer Account Pages**, page 35
- **Shopping Cart**, page 42
- **Wishlist**, page 44
- **Purchasing Process**, page 46
- **Order Details Page**, page 53
- **News**, page 55
- **Blog**, page 57
- **Polls**, page 58
- **Forums**, page 58
- **Private Messaging**, page 58

Overview

The nopCommerce Frontend is accessed online through your web browser. It is an open source .net based e-commerce solution and contains a fully customizable shopping cart.

nopCommerce is an open source e-commerce solution that is **ASP.NET 3.5** based with a **MS SQL 2005** (or higher) backend database. Our easy-to-use shopping cart solution is uniquely suited for merchants that have outgrown existing systems, and may be hosted with your current web host or our hosting partners. It has everything you need to get started in selling physical and digital goods over the internet. nopCommerce.

After logging in to the application, the nopCommerce home page is displayed, enabling you to access all the nopCommerce menus, functions and pages. These include product categories, products, promotional packages and more.

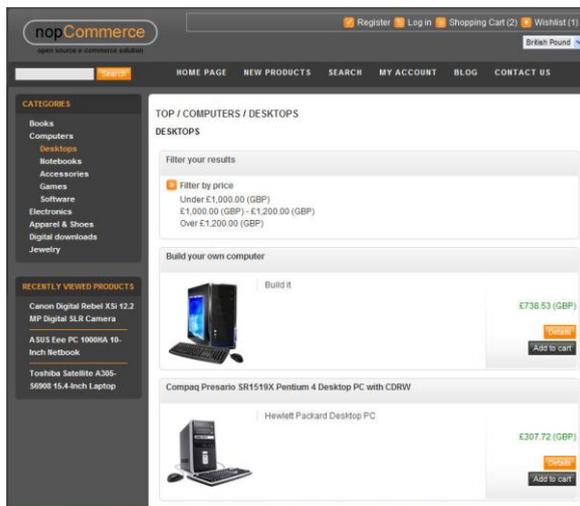
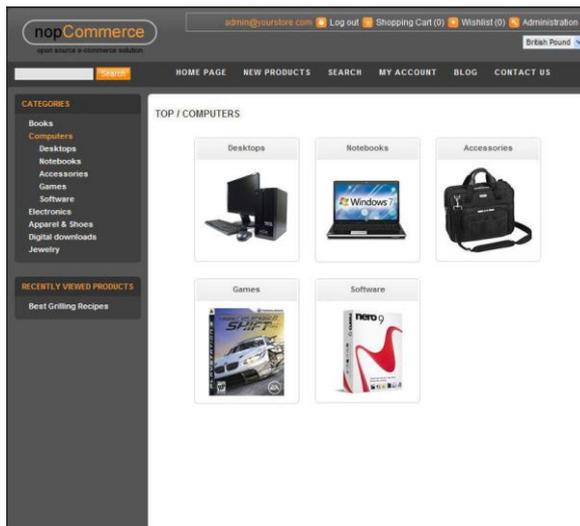


The main window includes the following components:

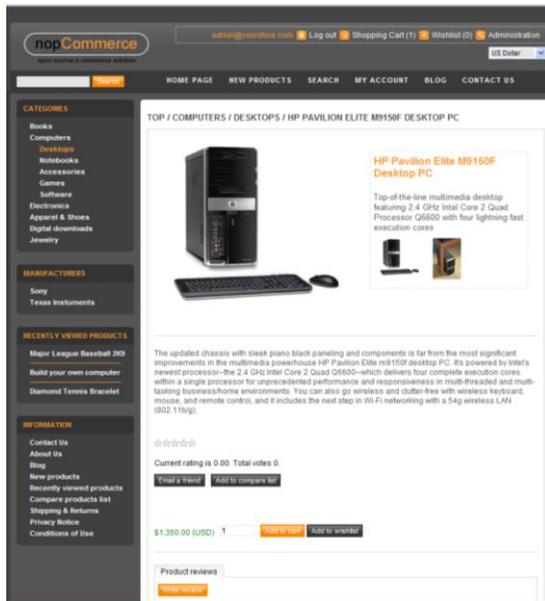
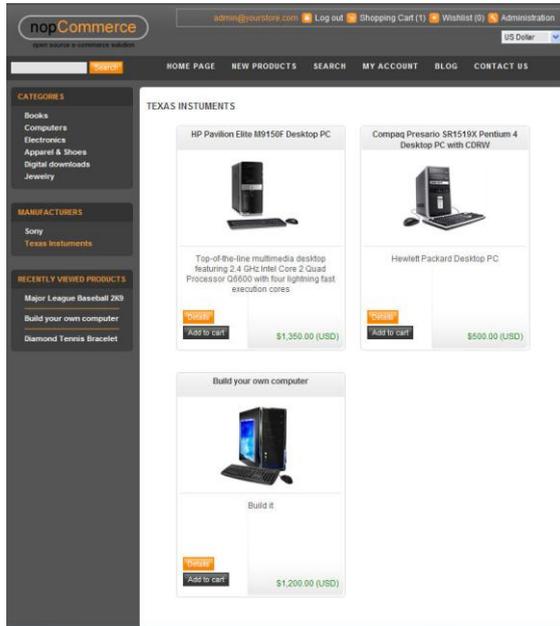
- Toolbar
- Menu bar
- Sidebar
- Data Display Area
- Information Area

Categories and Manufacturers

The **Categories** page is displayed by selecting **Categories** from the sidebar. This option enables you to add an unlimited number of categories and sub-categories in the backend. Initially, on opening this page, all the top level categories will be displayed and you can then choose to drill down into the sub-categories or view the products and descriptions belonging to each top level category, as shown in the windows below.



The Manufacturers page is displayed by selecting **Manufacturers** from the sidebar. This option enables you to add an unlimited number of manufacturers in the backend. Initially, on opening this page, all the manufacturers will be displayed and you can then choose to drill down into the manufacturers or view the products and descriptions belonging to each manufacturer, as shown in the windows below.



Filtering the Display

nopCommerce enables you to filter the display by price or by specification. This is performed when you create categories and add products and attributes in the backend. Refer to **Managing Categories in Introducing the Backend** chapter for further details.

*Note: When adding an attribute in the backend, ensure the **Allow Filtering** check box is selected. Otherwise the user will not be able to filter by specification or price in the front end.*

An example of filtering the display by attributes is displayed below:

TOP / COMPUTERS / NOTEBOOKS
NOTEBOOKS

Filter your results

Filter by attributes

CPU Type
AMD
Intel

Memory
1 GB
3 GB

ASUS Eee PC 900HA 8.9-inch Netbook Black

High Speed Connectivity Anywhere with Wi-Fi 802.11b/g

 \$1,500.00 (USD)

[Details](#)
[Add to cart](#)

Toshiba Satellite A305-S6908 15.4-Inch Laptop

Stylish, highly versatile laptop with 15.4-inch LCD, webcam integrated into bezel, and high-gloss finish

 \$1,300.00 (USD)

[Details](#)
[Add to cart](#)

An example of filtering the display by prices is displayed below:

TOP / COMPUTERS / DESKTOPS
DESKTOPS

Filter your results

Filter by price

Under \$1,000.00 (USD)
\$1,000.00 (USD) - \$1,200.00 (USD)
Over \$1,200.00 (USD)

Build your own computer

Build it

 \$1,200.00 (USD)

[Details](#)
[Add to cart](#)

Compaq Presario SR1519X Pentium 4 Desktop PC with CDRW

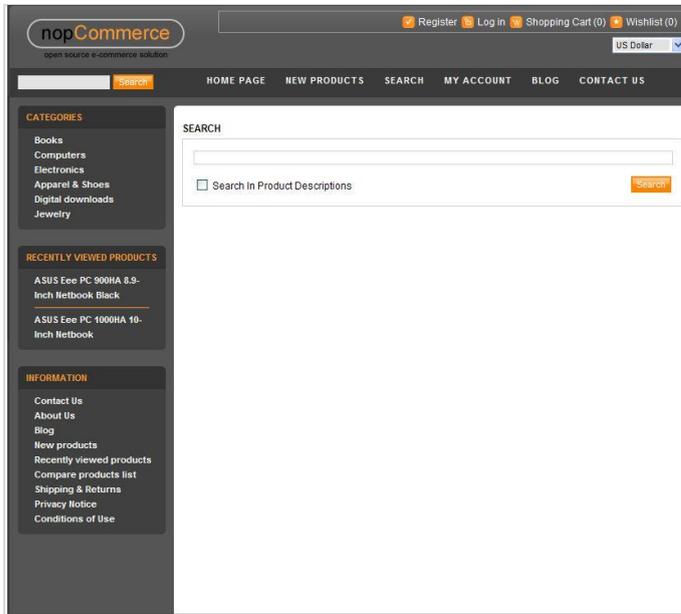
Hewlett Packard Desktop PC

 \$500.00 (USD)

[Details](#)
[Add to cart](#)

Searching

The **Search** page is displayed by clicking **SEARCH** on the toolbar. If required, you can expand your search by searching in the product descriptions.



► **To search for a product:**

- 1** Clicking **SEARCH** on the toolbar. In the search field enter the product to search for.
- 2** Select the **Search in Product Descriptions checkbox** to expand the search to the product description.
- 3** Click **Search**.

Note: Alternatively, you can use the search box to search for a product

New Product Pages

The **New Products** page is displayed by clicking **NEW PRODUCTS** on the toolbar. The new available products are displayed.

The screenshot shows a nopCommerce storefront. At the top, there's a header with the nopCommerce logo, a search bar, and navigation links: HOME PAGE, NEW PRODUCTS, SEARCH, MY ACCOUNT, BLOG, CONTACT US. The user is logged in as admin@yourstore.com. The currency is set to British Pound.

The sidebar on the left contains the following sections:

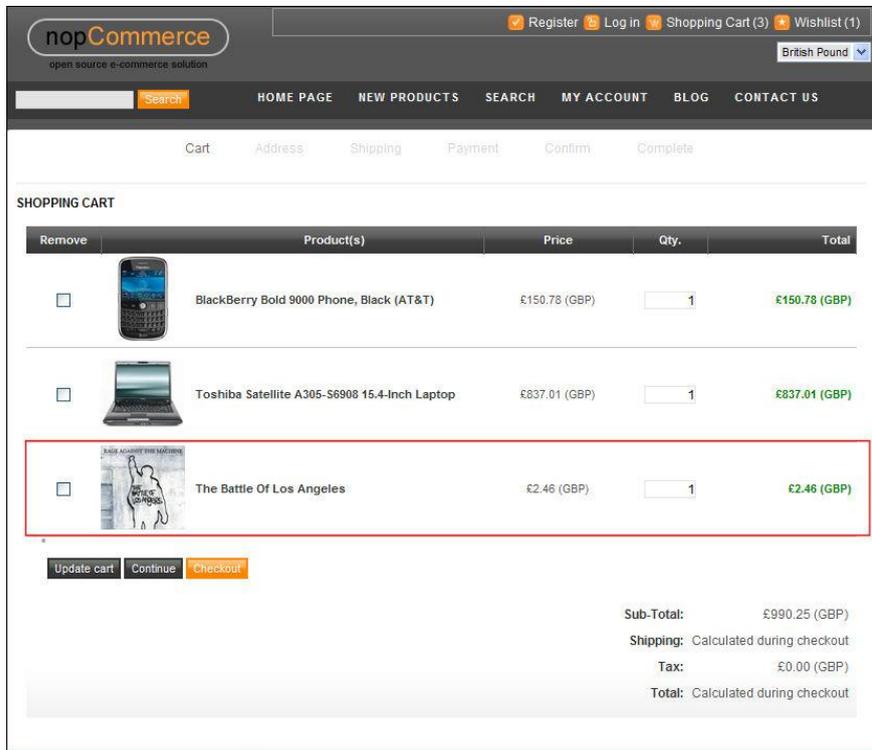
- CATEGORIES**
 - Books
 - Computers
 - Electronics
 - Apparel & Shoes
 - Digital downloads
 - Jewelry
- RECENTLY VIEWED PRODUCTS**
 - Best Grilling Recipes
- INFORMATION**
 - Contact Us
 - About Us
 - Blog
 - New products
 - Recently viewed products
 - Compare products list
 - Shipping & Returns
 - Privacy Notice
 - Conditions of Use

The main content area is titled "NEW PRODUCTS" and displays four product cards:

- The Battle Of Los Angeles**: A book cover featuring a figure holding a sign that says "THE BATTLE OF LOS ANGELES". Price: £2.46 (GBP).
- Custom T-Shirt**: A white t-shirt with a custom design. Price: £9.23 (GBP).
- Canon Digital Rebel XSi 12.2 MP Digital SLR Camera**: A black DSLR camera. Description: "12.2-megapixel CMOS sensor captures enough detail for poster-size, photo-quality prints". Price: From £387.73 (GBP).
- Sony DCR-SR85 1MP 60GB Hard Drive Handycam Camcorder**: A silver camcorder. Description: "Capture video to hard disk drive; 60 GB storage". Price: £214.79 (GBP).

► **To add a product to your shopping cart:**

- 1 Click **Add to cart**. The **Shopping Cart** window is displayed, containing the product you added.



- 2 Click **Checkout** to continue the process and purchase the product.

*Note: You can click **Continue** to return to the main window click **Update Cart** to update your shopping cart after selecting the **Remove** check box to remove an item form the cart.*

Ratings and Reviews

Rating and reviews are displayed on product details page. Ratings can be set from **1** to **5** stars. Customers can also write reviews, as described in the procedure below. A rating can also be set for each review.

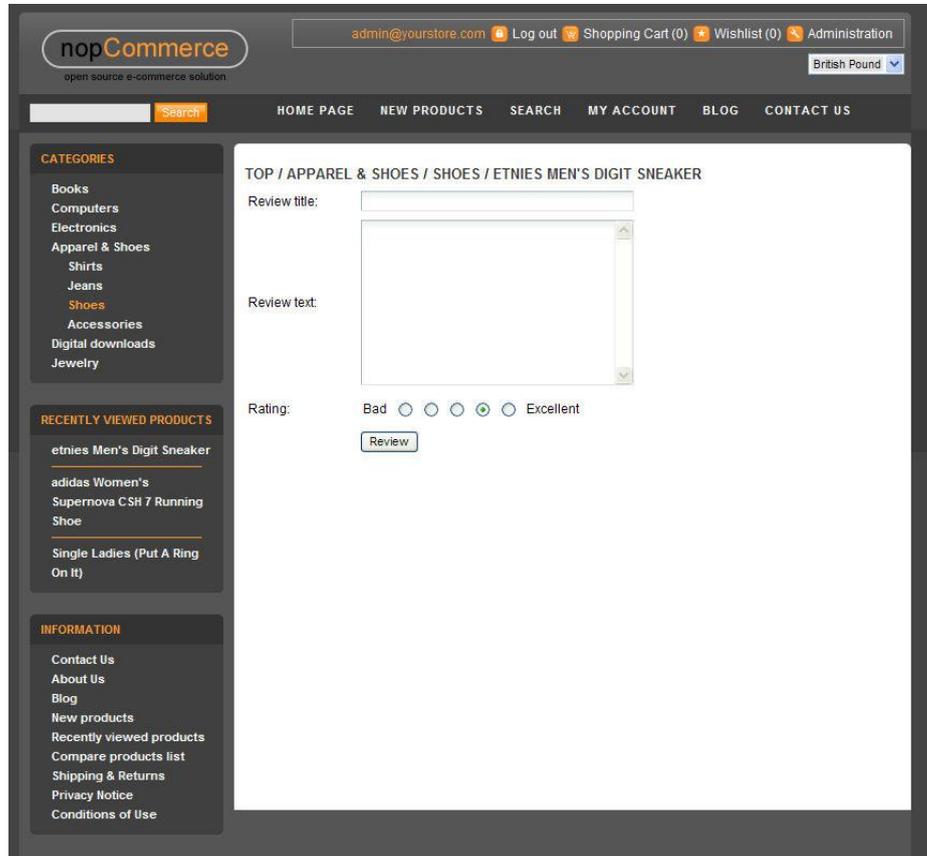
*Note: These 5 star ratings are different to the ratings attached to reviews. After a review has been written and approved by store owner, other customers can define whether they were helpful or not but clicking **Yes** or **No**.*

► **To add a review:**

- 1 Go to product details page.
- 2 Click **Details**. The product details page is displayed.

The screenshot shows a product page for 'etnies Men's Digit Sneaker' on a nopCommerce website. The page layout includes a top navigation bar with the nopCommerce logo, user information (admin@yourstore.com), and links for Log out, Shopping Cart (0), Wishlist (0), and Administration. A secondary navigation bar contains links for HOME PAGE, NEW PRODUCTS, SEARCH, MY ACCOUNT, BLOG, and CONTACT US. The left sidebar features a 'CATEGORIES' menu with links for Books, Computers, Electronics, Apparel & Shoes, Shirts, Jeans, Shoes, Accessories, Digital downloads, and Jewelry. Below this is a 'RECENTLY VIEWED PRODUCTS' section listing 'adidas Women's Supernova C SH 7 Running Shoe' and 'Single Ladies (Put A Ring On It)'. The 'INFORMATION' section includes links for Contact Us, About Us, Blog, New products, Recently viewed products, Compare products list, Shipping & Returns, Privacy Notice, and Conditions of Use. The main content area displays the product title 'TOP / APPAREL & SHOES / SHOES / ETNIES MEN'S DIGIT SNEAKER' and an image of the sneaker. A description box highlights the shoe's features: 'This sleek shoe has all you need—from the padded tongue and collar and internal EVA midsole, to the STI Level 2 cushioning for impact absorption and stability.' Below the image is a paragraph of text about etnies' history and commitment. The product has a current rating of 0.00 with 0 total votes. There are buttons for 'Email a friend' and 'Add to compare list'. The product is priced at £10.81 (GBP) and has a quantity of 1. There are buttons for 'Add to cart' and 'Add to wishlist'. At the bottom, there is a 'Product reviews' section with a 'WRITE REVIEW' button.

- 3 In the **Product Reviews** area, click **Write Review**. The review page is displayed.



The screenshot shows the nopCommerce storefront. The top navigation bar includes the nopCommerce logo, a search bar, and links for Home Page, New Products, Search, My Account, Blog, and Contact Us. The user is logged in as admin@yourstore.com. The breadcrumb trail is: TOP / APPAREL & SHOES / SHOES / ETNIES MEN'S DIGIT SNEAKER. The main content area contains a form for writing a review. The form has three sections: 'Review title' with a text input field, 'Review text' with a large text area, and 'Rating' with five radio buttons labeled 'Bad', 'Excellent', and 'Review'. The 'Review' button is highlighted. The left sidebar contains a 'CATEGORIES' menu with 'Shoes' selected, a 'RECENTLY VIEWED PRODUCTS' list, and an 'INFORMATION' menu.

- 4 Enter the following review information:

- In the **Review title** field, enter the title for the review.
- In the **Review text** field, enter the title for the review.
- In **Rating** area, select the required rating from **Bad** to **Excellent** and click **Review**. This review must be approved by store owner. Then other customers can define whether they were helpful or not buy clicking **Yes** or **No**.

► **To add a rating:**

- 1 Go to product details page.
- 2 Click on the required number of stars to define a rating for the product. The rating is updated after the page is reloaded, as shown below.

TOP / APPAREL & SHOES / SHOES / ETNIES MEN'S DIGIT SNEAKER



etnies Men's Digit Sneaker

This sleek shoe has all you need--from the padded tongue and collar and internal EVA midsole, to the STI Level 2 cushioning for impact absorption and stability.

Established in 1986, etnies is the first skateboarder-owned and skateboarder-operated global action sports footwear and apparel company. etnies not only pushed the envelope by creating the first pro model skate shoe, but it pioneered technological advances and changed the face of skateboard footwear forever. Today, etnies' vision is to remain the leading action sports company committed to creating functional products that provide the most style, comfort, durability and protection possible. etnies stays true to its roots by sponsoring a world-class team of skateboarding, surfing, snowboarding, moto-x, and BMX athletes and continues its dedication by giving back to each of these communities.

☆☆☆☆☆

Thank you. Rating will be updated very soon.

[Email a friend](#) [Add to compare list](#)

Emailing a Friend

You can email a friend to recommend a specific product. Only registered customers can use this feature.

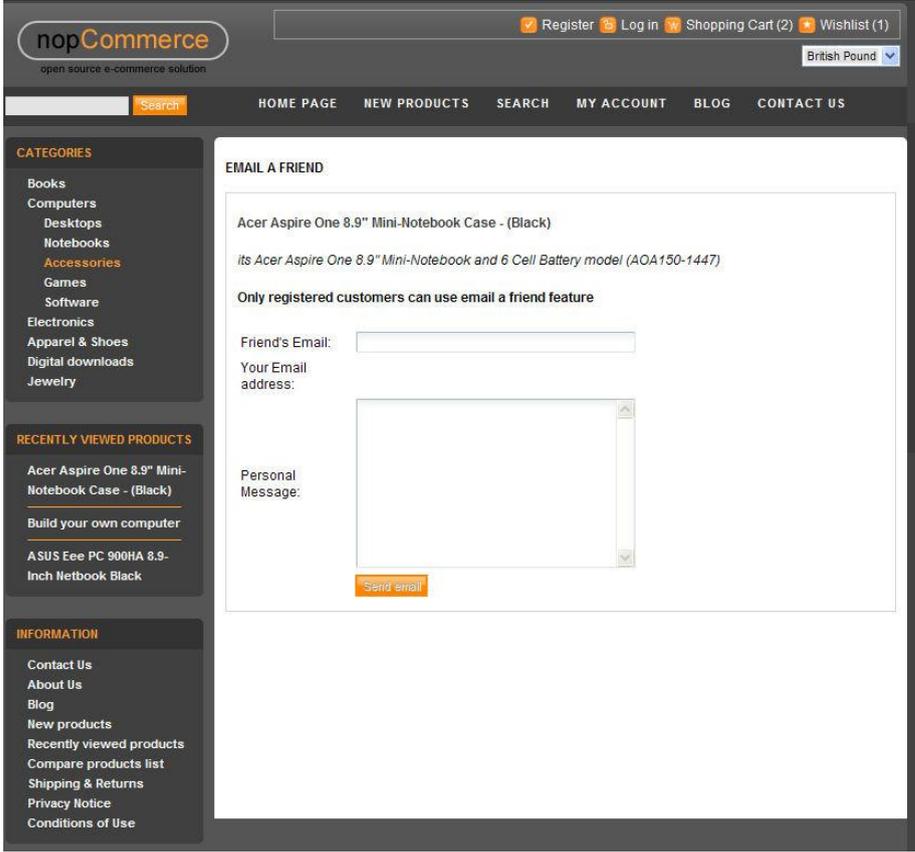
The screenshot displays a product page on the nopCommerce platform. The page title is "TOP / COMPUTERS / ACCESSORIES / ACER ASPIRE ONE 8.9" MINI-NOTEBOOK CASE - (BLACK)". The product is an "Acer Aspire One 8.9" Mini-Notebook Case - (Black)". The description states: "its Acer Aspire One 8.9" Mini-Notebook and 6 Cell Battery model (AOA150-1447)". Below the description, there is a star rating section showing "Current rating is 0.00. Total votes 0." and two buttons: "Email a friend" and "Add to compare list". A price table is also present, showing quantity breaks and prices. The table is as follows:

PRICE BREAKS - The more you buy, the more you save.			
Quantity	2 +	5 +	10 +
Price	£11.69	£10.46	£9.23

Below the table, the current price is shown as "£13.29 (GBP)" with a quantity of "1" and buttons for "Add to cart" and "Add to wishlist". At the bottom, there is a "Product reviews" section with a "Write review" button.

► **To email a friend:**

- 1 From the product page click **Email a Friend**. The **Email a Friend** window is displayed containing the selected product information.



The screenshot shows the 'Email a Friend' form on the nopCommerce website. The form is titled 'EMAIL A FRIEND' and is for the product 'Acer Aspire One 8.9" Mini-Notebook Case - (Black)'. The product description is 'its Acer Aspire One 8.9" Mini-Notebook and 6 Cell Battery model (AOA150-1447)'. A message states 'Only registered customers can use email a friend feature'. The form contains three input fields: 'Friend's Email:' (a text box), 'Your Email address:' (a text box), and 'Personal Message:' (a large text area). A 'Send email' button is located at the bottom of the form. The website header includes the nopCommerce logo, a search bar, and navigation links for Register, Log in, Shopping Cart (2), and Wishlist (1). The currency is set to British Pound. The left sidebar shows categories like Books, Computers, and Electronics, and recently viewed products.

- 2 Enter your friend's email in the **Friend's Email** field.
- 3 Enter a message in the **Personal Message** box.
- 4 Click Send Email.

Comparing Products

The **Compare Products** page is displayed by clicking **Compare Product List** from the sidebar. This enables you to compare data between products, such as price, specifications and more.

However, you must first select the **Add to compare list** button on the product pages that you want to compare, as described below.

Search HOME PAGE NEW PRODUCTS SEARCH MY ACCOUNT BLOG CONTACT US

CATEGORIES

- Books
- Computers
 - Desktops
 - Notebooks**
 - Accessories
 - Games
 - Software
- Electronics
- Apparel & Shoes
- Digital downloads
- Jewelry

RECENTLY VIEWED PRODUCTS

- ASUS Eee PC 900HA 8.9-Inch Netbook Black
- Toshiba Satellite A305-S6900 15.4-Inch Laptop
- Canon Digital Rebel XSi 12.2 MP Digital SLR Camera

INFORMATION

- Contact Us
- About Us
- Blog
- New products
- Recently viewed products
- Compare products list
- Shipping & Returns
- Privacy Notice
- Conditions of Use

TOP / COMPUTERS / NOTEBOOKS / ASUS EEE PC 900HA 8.9-INCH NETBOOK BLACK

ASUS Eee PC 900HA 8.9-Inch Netbook Black

High Speed Connectivity Anywhere with Wi-Fi 802.11b/g.



Much more compact than a standard-sized notebook and weighing just 2.5 pounds, the Eee PC 900HA is perfect for students toting to school or road warriors packing away to Wi-Fi hotspots. In addition to the 160 GB hard disk drive (HDD), the Eee PC 900HA also features 1 GB of RAM, VGA-resolution webcam integrated into the bezel above the LCD, 54g Wi-Fi networking (802.11b/g), multiple USB ports, SD memory card slot, a VGA output for connecting to a monitor, and up to 10 GB of online storage (complimentary for 18 months).

It comes preinstalled with the Microsoft Windows XP Home operating system, which offers more experienced users an enhanced and innovative experience that incorporates Windows Live features like Windows Live Messenger for instant messaging and Windows Live Mail for consolidated email accounts on your desktop. Complementing this is Microsoft Works, which equips the user with numerous office applications to work efficiently.

☆☆☆☆☆

Current rating is 0.00. Total votes 0.

Email a friend Add to compare list

► **To compare products:**

- 1 From the required product page click **Add to Compare** list. The selected product is displayed in the **Compared Products** page.
- 2 Repeat step 1 to add additional product to the **Compare Products** page.

The screenshot displays the 'COMPARE PRODUCTS' section of a nopCommerce website. At the top, there are navigation links: HOME PAGE, NEW PRODUCTS, SEARCH, MY ACCOUNT, BLOG, and CONTACT US. The main content area shows two product cards, each with a 'Remove' button. Below the cards is a table comparing the two products.

	ASUS Eee PC 1000HA 10-Inch Netbook	ASUS Eee PC 900HA 8.9-Inch Netbook Black
Price	\$2,600.00 (USD)	\$1,500.00 (USD)
Screensize	10.0"	
CPU Type	AMD	AMD
Memory	1 GB	1 GB
Hardrive	160 GB	160 GB

*Note: You can click **Remove** to remove a product from the **Compare Products** page.*

Recently Viewed Products

A list of the last three products whose details were reviewed by the current user are displayed in the sidebar, as shown below. Click on the required product to view the product details.

nopCommerce
open source e-commerce solution

admin@yourstore.com Log out Shopping Cart (0) Wishlist (0) Administration

British Pound

Search HOME PAGE NEW PRODUCTS SEARCH MY ACCOUNT BLOG CONTACT US

CATEGORIES

- Books
- Computers
- Electronics
 - Camera, photo
 - Cell phones
- Apparel & Shoes
- Digital downloads
- Jewelry

RECENTLY VIEWED PRODUCTS

- Canon Digital Rebel XSi 12.2 MP Digital SLR Camera
- Black & White Diamond Heart
- Single Ladies (Put A Ring On It)

INFORMATION

- Contact Us
- About Us
- Blog
- New products
- Recently viewed products
- Compare products list
- Shipping & Returns
- Privacy Notice
- Conditions of Use

TOP / ELECTRONICS / CELL PHONES / SAMSUNG RUGBY A837 PHONE, BLACK (AT&T)



Samsung Rugby A837 Phone, Black (AT&T)

Ruggedized 3G handset in black great for outdoor workforces



Ideal for on-site field services, the ruggedized Samsung Rugby for AT&T can take just about anything you can throw at it. This highly durable handset is certified to Military Standard MIL-STD 810F standards that's perfect for users like construction foremen and landscape designers. In addition to access to AT&T Navigation turn-by-turn direction service, the Rugby also features compatibility with Push to Talk communication, Enterprise Paging, and AT&T's breakthrough Video Share calling services. This quad-band GSM phone runs on AT&T's dual-band 3G (HSDPA/UMTS) network, for fast downloads and seamless video calls. It also offers a 1.3-megapixel camera, microSD memory expansion to 8 GB, Bluetooth for handsfree communication and stereo music streaming, access to personal email and instant messaging, and up to 5 hours of talk time.

☆☆☆☆☆

Current rating is 0.00. Total votes 0.

Email a friend Add to compare list

£61.54 (GBP) 1 Add to cart Add to wishlist

Registration

In order to login into nopCommerce you must first become a registered user. This includes entering your personal and company details as well as your contact information and email and password.

The screenshot shows the registration page of a nopCommerce store. The page has a dark header with the nopCommerce logo and navigation links. The main content area is divided into a left sidebar and a right main area. The sidebar contains categories, recently viewed products, and information. The main area contains the registration form, which is divided into several sections: 'Your Personal Details', 'Company Details', 'Your Address', 'Your Contact Information', 'Options', and 'Your Password'. The form includes various input fields, a dropdown menu for country, and a checkbox for receiving newsletters. A 'Register' button is located at the bottom right of the form.

► **To register as a user:**

- 1** In **Your Personal Details** area, enter your details in the relevant fields.
- 2** In the **Company Name** field, enter the name of your company.
- 3** In **Your Address** area, enter your address in the relevant fields.

- 4 In **Your Contact** area, enter your phone and fax numbers in the relevant fields.
- 5 In the **Options** area, check **I would like to receive newsletters** to receive the newsletters by email.
- 6 In **Your Password** area, define a password.
- 7 Click Register.

Login

By default customers are logged-in using their email and password that they provided when registering. The login page is displayed by selecting **Log in** from the toolbar. nopCommerce also supports logging-in by username and password.

Note: This option is enabled by the store owner in the backend in the Administration area. From the Configuration menu select Global Settings. Then select the other tab and check the 'Usernames' enabled checkbox. Refer to Introducing the Backend, on page 60, for further details.

The screenshot shows the nopCommerce login page. At the top, there is a dark navigation bar with the nopCommerce logo and several utility links: Register, Log in, Shopping Cart (0), and Wishlist (0). Below the navigation bar is a search bar and a list of navigation links: HOME PAGE, NEW PRODUCTS, SEARCH, MY ACCOUNT, BLOG, and CONTACT US. The main content area is titled "WELCOME, PLEASE SIGN IN!" and is divided into two columns. The left column is for "New Customer" and contains a registration form with a "Register" button. The right column is for "Returning Customer" and contains a login form with fields for "E-Mail Address:" and "Password:", a "Remember me" checkbox, and a "Log in" button. Below the login forms is a section titled "About login / registration" with a text input field and a note: "Put your login / registration information here. You can edit this in the admin site." The left sidebar contains three sections: "CATEGORIES" (Books, Computers, Electronics, Apparel & Shoes, Digital downloads, Jewelry), "RECENTLY VIEWED PRODUCTS" (ASUS Eee PC 1000HA 10-Inch Netbook, Toshiba Satellite A305-S6908 15.4-Inch Laptop, ASUS Eee PC 900HA 8.9-Inch Netbook Black), and "INFORMATION" (Contact Us, About Us, Blog, New products, Recently viewed products, Compare products list, Shipping & Returns, Privacy Notice, Conditions of Use).

► **To login to nopCommerce:**

- 1 In the **E-Mail Addresses field**, enter your email address.
- 2 In the **Password** field, enter your registration password.
- 3 Click **Log in**. The Customer Account pages are displayed, as described on the following page.

*Note: You can select the **Remember me** checkbox to save your password in the system.*

Customer Account Pages

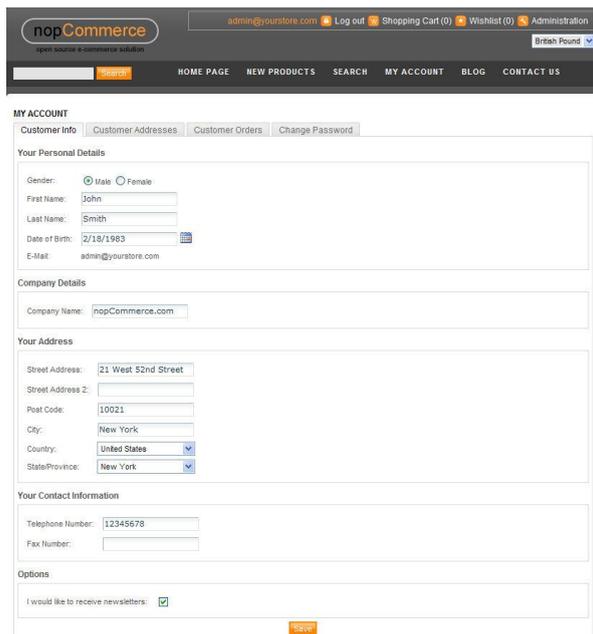
The customer account pages are displayed after logging in to the system.

They include the following tabs:

- Customer Info, below
- Customer Addresses
- Customers Orders
- Change Password
- Avatar

Customer Info

This page enables you to define customer information, such as company details, address, contact information and more.



The screenshot displays the nopCommerce website interface. At the top, there is a navigation bar with the nopCommerce logo, a search bar, and links for Home Page, New Products, Search, My Account, Blog, and Contact Us. The user is logged in as 'admin@yourstore.com'. The 'MY ACCOUNT' section is active, with the 'Customer Info' tab selected. The form contains the following fields:

- Your Personal Details:** Gender (Male selected, Female), First Name (John), Last Name (Smith), Date of Birth (2/18/1983), and E-Mail (admin@yourstore.com).
- Company Details:** Company Name (nopCommerce.com).
- Your Address:** Street Address (21 West 52nd Street), Street Address 2, Post Code (10021), City (New York), Country (United States), and State/Province (New York).
- Your Contact Information:** Telephone Number (12345678) and Fax Number.
- Options:** A checkbox for 'I would like to receive newsletters' which is checked.

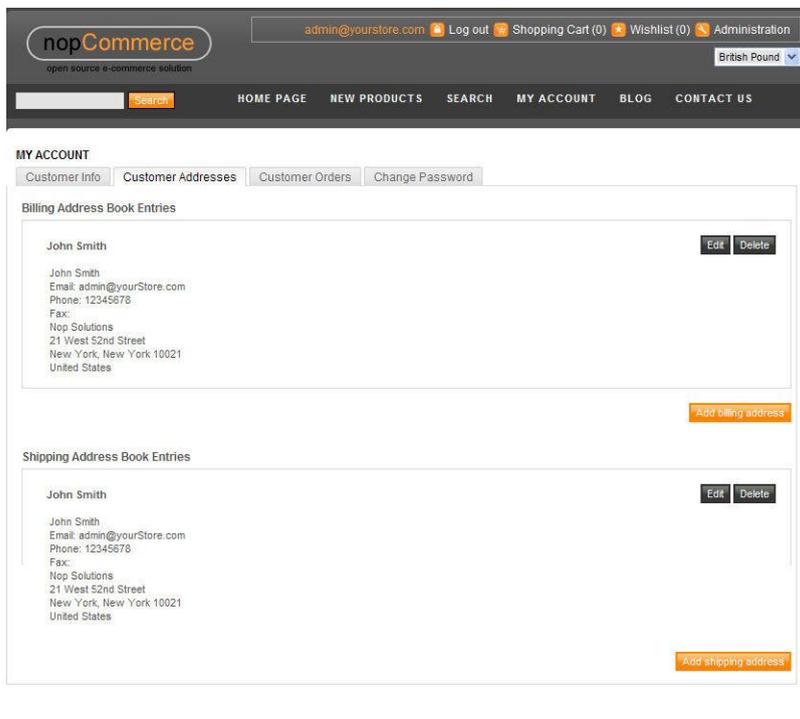
A 'Save' button is located at the bottom right of the form.

► **To define the customer info details:**

- 1 From the **Customer Info** tab, in the **Your Personal Details** area, enter your details in the relevant fields.
- 2 In the **Company Details** field, enter the name of your company.
- 3 In **Your Address** area, enter your address in the relevant fields.
- 4 In **Your Contact Information** area, enter your phone and fax numbers in the relevant fields.
- 5 In the **Options** area, check **I would like to receive newsletters** to receive the newsletters by email.
- 6 Click **Save**.

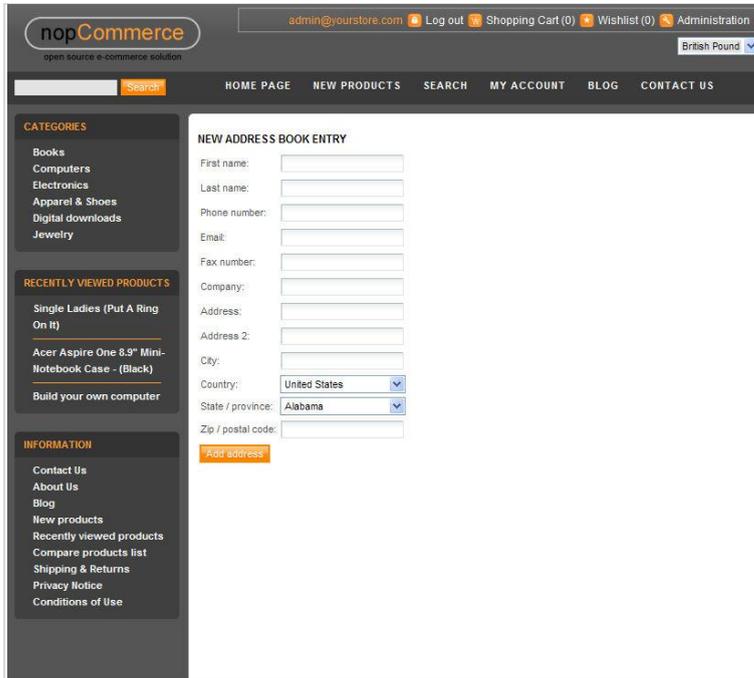
Customer Addresses

This section describes the billing and shipping addresses that are used to process the order.



► To add customer billing address information:

- 1 Select the **Customer Addresses** tab.
- 2 In the **Billing Address Book Entities** area, click the **Add Billing Address** button. A **New Address Book Entry** window is displayed.



The screenshot shows the nopCommerce administration interface. At the top, there is a navigation bar with the nopCommerce logo, a search bar, and links for Home Page, New Products, Search, My Account, Blog, and Contact Us. The user is logged in as 'admin@yourstore.com'. The main content area is titled 'NEW ADDRESS BOOK ENTRY' and contains the following form fields:

- First name:
- Last name:
- Phone number:
- Email:
- Fax number:
- Company:
- Address:
- Address 2:
- City:
- Country:
- State / province:
- Zip / postal code:

At the bottom of the form, there is an orange button labeled 'Add address'.

- 3 Enter the required billing address information in the relevant fields.
- 4 Click the **Add Address** button. The new address is displayed in the **Billing Address Entities** area of the **Customers Addresses** tab, shown on page 36.

*Note: You can edit an existing address by clicking **Edit**. You can remove an address by clicking **Delete**.*

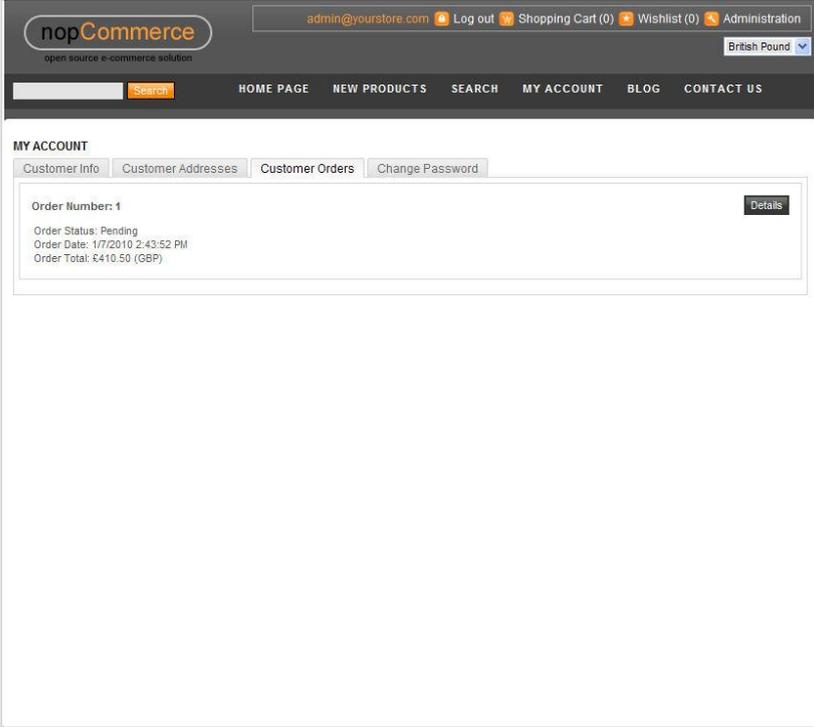
► **To add customer shipping address information:**

- 1** In the **Shipping Address Book Entities** area, click the **Add Shipping Address** button. A **New Address Book Entry** window is displayed, as shown on page 37.
- 2** Enter the required shipping address information in the relevant fields.
- 3** Click the **Add Address** button. The new address is displayed in the **Shipping Address Entities** area of the **Customers Addresses** tab, shown on page 36.

*Note: You can edit an existing address by clicking **Edit**. You can remove an address by clicking **Delete**.*

Customer Orders

This section describes the order details. Once an order has been processed the details of the order appear in this tab.



The screenshot shows the nopCommerce website interface. At the top, there is a navigation bar with the nopCommerce logo, a search bar, and links for Home Page, New Products, Search, My Account, Blog, and Contact Us. The user is logged in as 'admin@yourstore.com'. The 'MY ACCOUNT' section is active, with sub-tabs for Customer Info, Customer Addresses, Customer Orders, and Change Password. The 'Customer Orders' tab is selected, displaying the following order details:

Order Number: 1	Details
Order Status: Pending	
Order Date: 1/7/2010 2:43:52 PM	
Order Total: £410.50 (GBP)	

► **To view customer order information:**

- 1** Select the **Customer Orders** tab. The customer's orders are listed.
- 2** Click **Details** beside the order to view. The **Order Information** page is displayed, including the order details, shipping and billing address, products orders and more, as shown below.

The screenshot displays the 'Order Information' page in a nopCommerce storefront. At the top, there is a navigation bar with the nopCommerce logo, user information (admin@yourstore.com), and links for Log out, Shopping Cart (0), Wishlist (0), and Administration. A search bar and a currency dropdown (British Pound) are also present. Below the navigation bar, the 'ORDER INFORMATION' section is highlighted, with a 'Print' button in the top right corner. The order details include:

- Order #1**: Order Date: Thursday, January 07, 2010; Order Status: Pending; Order Total: £410.50 (GBP)
- Shipping Address**: John Smith, Email: admin@yourStore.com, Phone: 12345678, Fax: Nop Solutions, 21 West 52nd Street, New York, New York 10021, United States
- Shipping Method**: By Air
- Shipped On**: Not yet
- Weight**: 6 [lb(s)]
- Billing Information**: Billing Address (same as shipping address), Payment Method: Purchase Order
- Product(s)**: A table listing three items: Major League Baseball 2K9 (£9.23), APC Back-UPS RS 800VA - UPS - 800 VA - UPS battery - lead acid (BR800BLK) (£75.08), and Canon VIXIA HF100 Camcorder (£326.19).

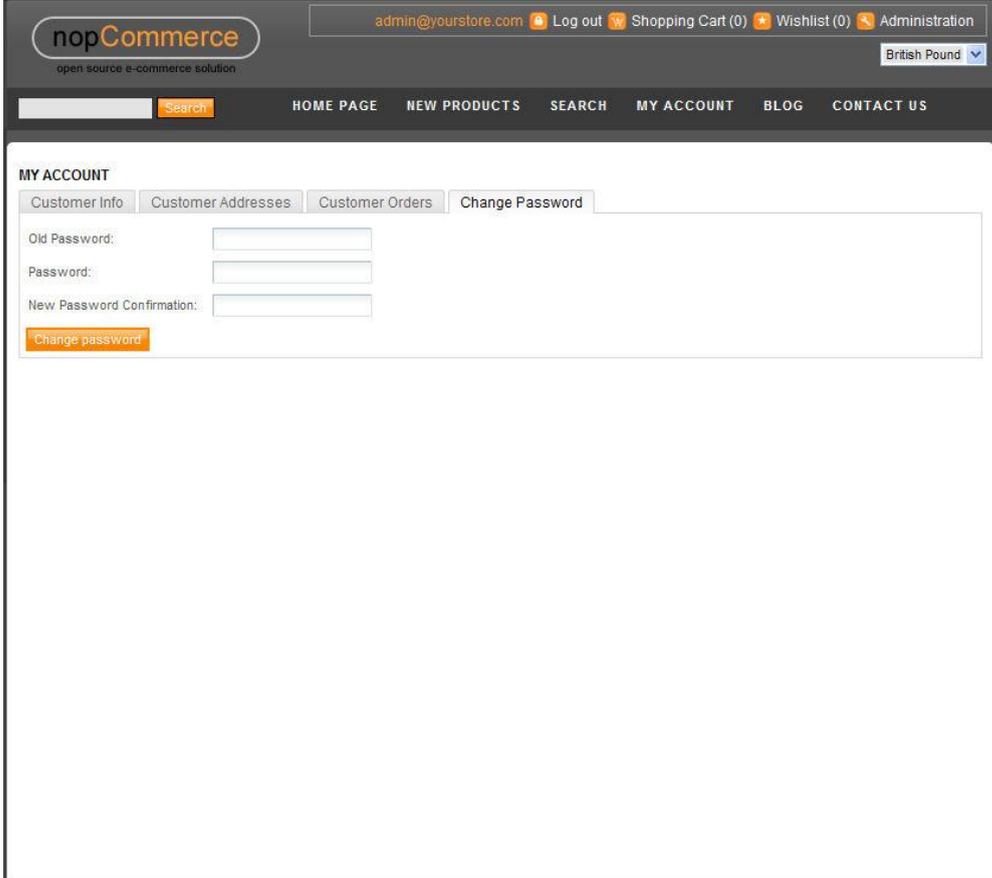
Summary totals at the bottom right of the order information section:

- Sub-Total: £410.50 (GBP)
- Shipping: £0.00 (GBP)
- Tax: £0.00 (GBP)
- Order Total: £410.50 (GBP)

*Note: You can print the order by clicking the **Print** button beside the required order.*

Change Password

This section describes how to change your password information.



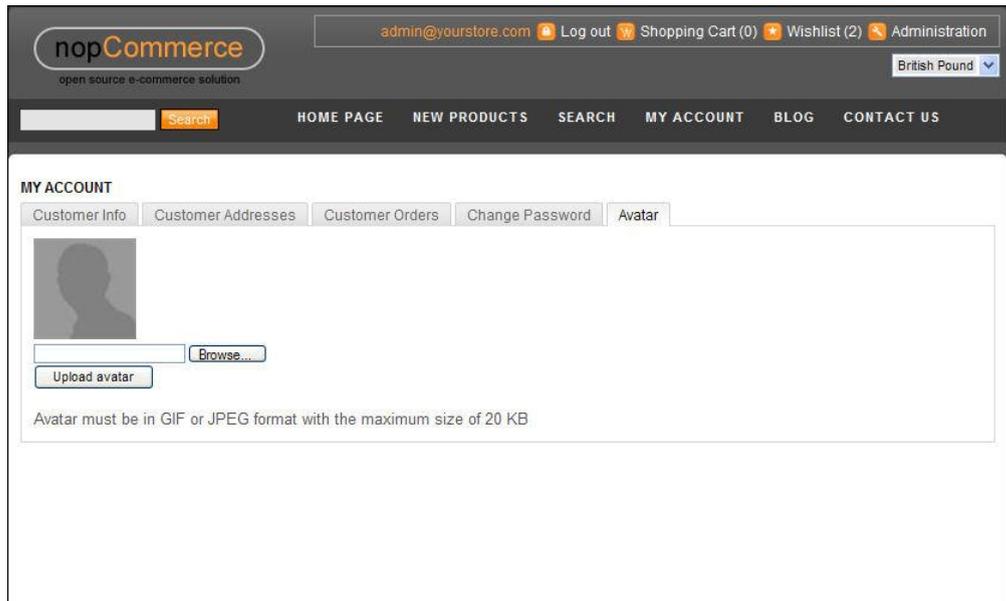
The screenshot shows the 'Change Password' form in a nopCommerce storefront. The page header includes the nopCommerce logo, a search bar, and navigation links for Home Page, New Products, Search, My Account, Blog, and Contact Us. The user is logged in as 'admin@yourstore.com'. The 'MY ACCOUNT' section has tabs for Customer Info, Customer Addresses, Customer Orders, and Change Password. The 'Change Password' form contains three input fields: 'Old Password:', 'Password:', and 'New Password Confirmation:'. A 'Change password' button is located below the fields.

► **To change your password:**

- 1** In the **Old Password** field, enter your previous password.
- 2** In the **Password** field, enter your new password.
- 3** In the **New Password Confirmation** field, enter the new password to confirm.
- 4** Click **Change password**.

Avatar

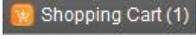
The **Avatar** tab is enabled from the Administration by selecting **Global settings** from the **Configuration** menu. Then in the **Customer Profiles** tab, check the **Allow customers to upload avatar** checkbox. This tab enables customers to upload their avatar which will be shown in forums, news comments and blog comments.



► To upload your avatar

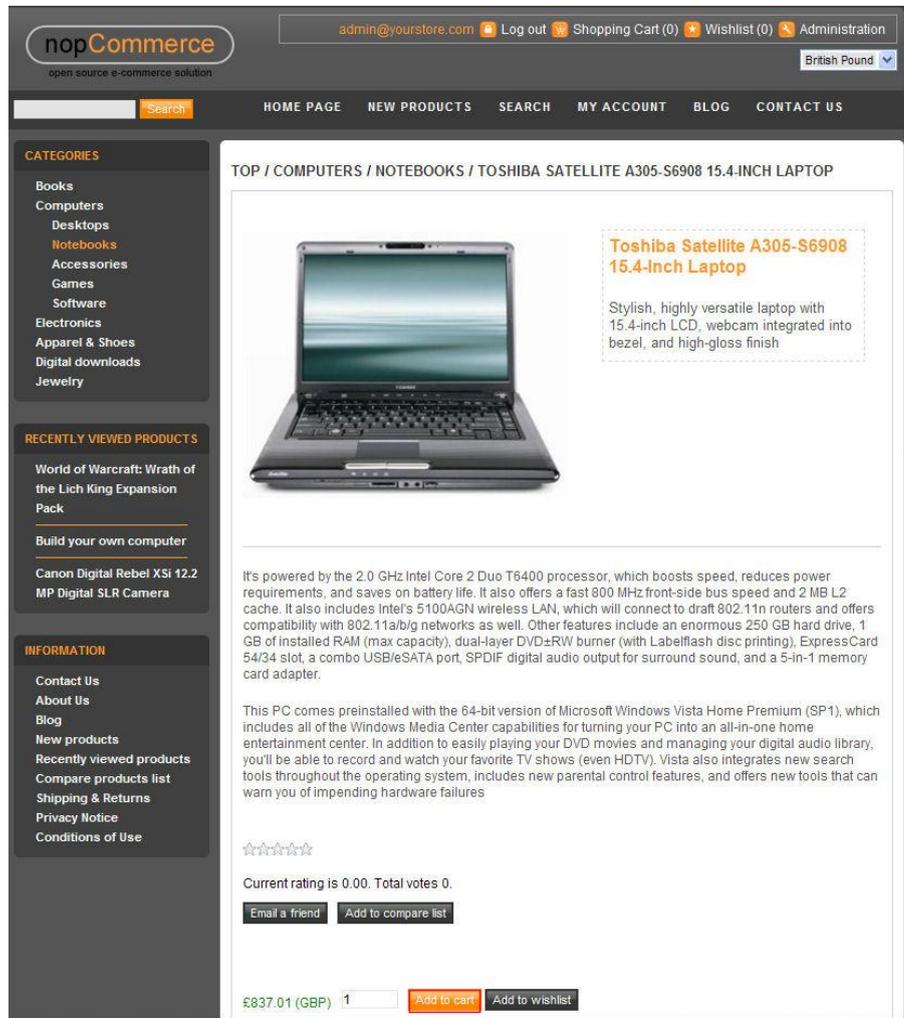
- 1 Click **Browse** and navigate to search for the required avatar file. The Avatar must be a jpg or JPEG format with a maximum of 20 kb.
- 2 Click **Upload**. The Avatar is uploaded and can be seen in forums, news comments and blog comments.

Shopping Cart

This section describes how to add an item to the shopping cart. Once items are added to the shopping cart, the **Shopping Cart**  icon is updated on the toolbar. You can view the items in your shopping cart by clicking this icon.

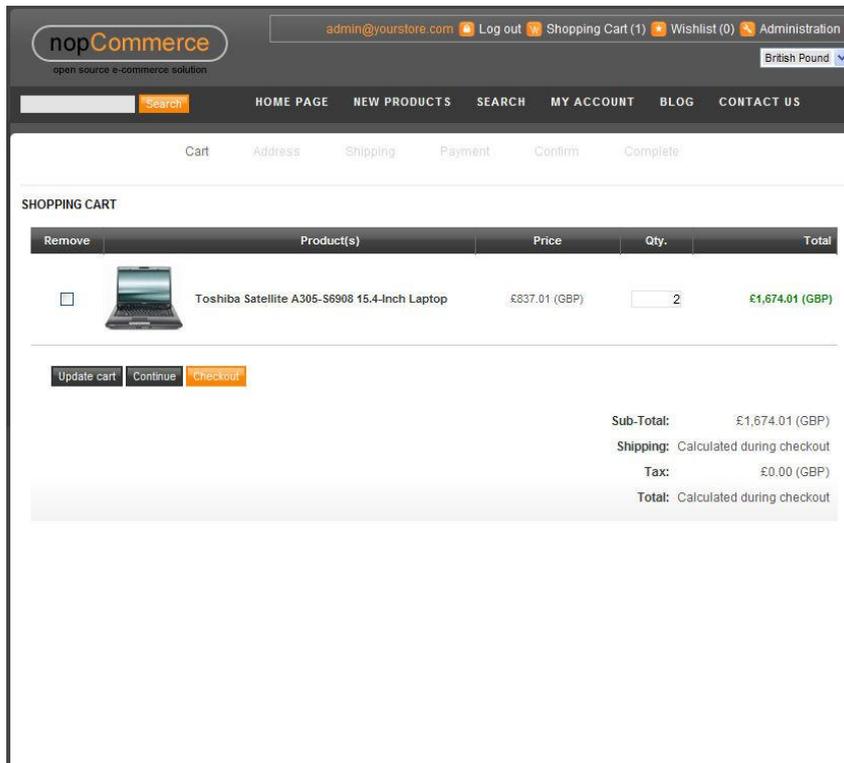
► **To add products to your shopping cart:**

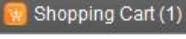
- 1 From the sidebar, navigate to a product to add to your shopping cart.
- 2 Click **Details**. The details page is displayed.



The screenshot shows a product page for a Toshiba Satellite A305-S6908 15.4-inch laptop. The page layout includes a top navigation bar with the nopCommerce logo, user account information (admin@yourstore.com), and shopping cart/wishlist icons. A secondary navigation bar contains links for Home Page, New Products, Search, My Account, Blog, and Contact Us. The left sidebar features a 'CATEGORIES' menu with options like Books, Computers, Notebooks, and more. Below this is a 'RECENTLY VIEWED PRODUCTS' section listing items like 'World of Warcraft: Wrath of the Lich King Expansion Pack' and 'Build your own computer'. An 'INFORMATION' section at the bottom of the sidebar includes links for Contact Us, About Us, and Shipping & Returns. The main content area displays the product title, a high-resolution image of the laptop, and a descriptive text box highlighting its features: 'Stylish, highly versatile laptop with 15.4-inch LCD, webcam integrated into bezel, and high-gloss finish'. Below the image, there is a detailed technical description of the laptop's specifications, including the Intel Core 2 Duo T6400 processor, 802.11a/b/g wireless LAN, 250 GB hard drive, and 1 GB RAM. A rating section shows a current rating of 0.00 with 0 total votes. At the bottom, there are buttons for 'Email a friend', 'Add to compare list', and a price display of £837.01 (GBP) with an 'Add to cart' button and an 'Add to wishlist' button.

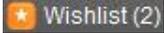
- 3 Enter the number of items to add click **Add to cart**. The shopping cart is displayed with the items displayed.



*Note: You can remove an item from the cart by checking the **Remove** column and clicking **Update cart**. Click **Continue** to go back to the product details page. The **Shopping Cart**  icon will be updated on the toolbar. Click **Checkout** to continue with the ordering process.*

Wishlist

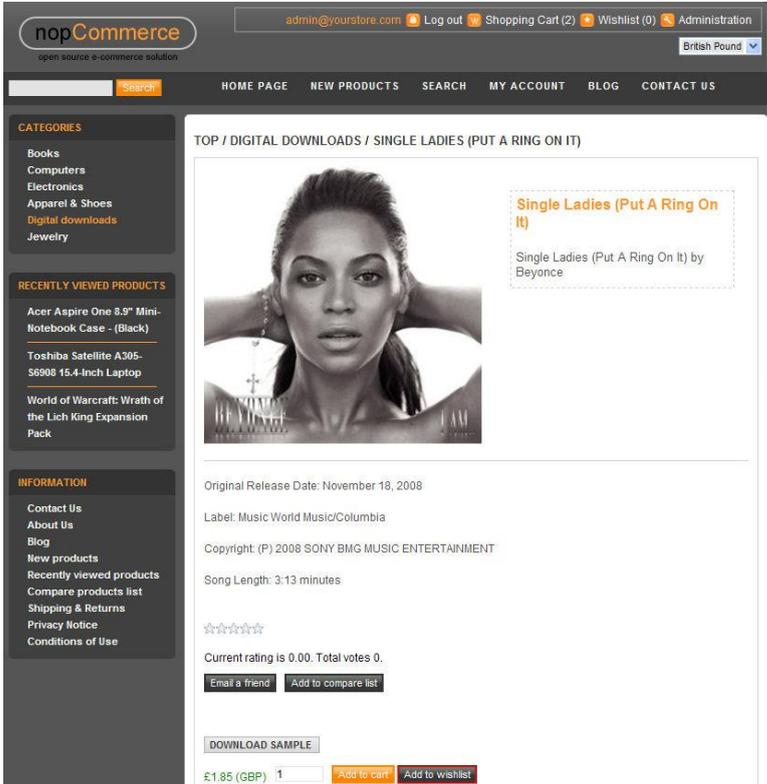
This section describes how to add an item to your wishlist. After adding products to your wishlist, a URL is displayed for sharing purposes. Meaning a friend can purchase the product for you. You can also use the wishlist to remember product that you would like to purchase later (by you or a friend).

Once items are added to the wishlist, the **Wishlist**  icon is updated on the toolbar. You can view the items in your wishlist by clicking this icon.

Note: The price of an item is determined at the time of purchase. Adding an item to your wishlist does not guarantee that it will be in stock at a later date.

► To add products to your wishlist:

- 1 From the sidebar, navigate to a product to add to your wishlist.
- 2 Click **Details**. The details page is displayed.



The screenshot shows a nopCommerce storefront. The top navigation bar includes the nopCommerce logo, user information (admin@yourstore.com), and links for Log out, Shopping Cart (2), Wishlist (0), and Administration. A currency dropdown is set to British Pound. The main navigation menu includes HOME PAGE, NEW PRODUCTS, SEARCH, MY ACCOUNT, BLOG, and CONTACT US. The left sidebar contains a CATEGORIES menu (Books, Computers, Electronics, Apparel & Shoes, Digital downloads, Jewelry), a RECENTLY VIEWED PRODUCTS section (Acer Aspire One 3.5" Mini-Notebook Case - (Black), Toshiba Satellite A305-S8908 15.4-Inch Laptop, World of Warcraft: Wrath of the Lich King Expansion Pack), and an INFORMATION section (Contact Us, About Us, Blog, New products, Recently viewed products, Compare products list, Shipping & Returns, Privacy Notice, Conditions of Use). The main content area displays the product 'Single Ladies (Put A Ring On It)' by Beyonce. It features a large image of Beyonce, the product title, and a description: 'Single Ladies (Put A Ring On It) by Beyonce'. Below the image, it shows the original release date (November 18, 2008), label (Music World Music/Columbia), copyright (© 2008 SONY BMG MUSIC ENTERTAINMENT), and song length (3:13 minutes). There is a star rating section showing 0.00 out of 5 stars. At the bottom, there is a 'DOWNLOAD SAMPLE' button, a price of £1.85 (GBP), a quantity input field set to 1, and two buttons: 'Add to cart' and 'Add to wishlist' (highlighted in red).

- 3 Enter the number of items to add click **Add to wishlist**. The wishlist is displayed with the items displayed.

admin@yourstore.com Log out Shopping Cart (2) **Wishlist (2)** Administration

British Pound

Search HOME PAGE NEW PRODUCTS SEARCH MY ACCOUNT BLOG CONTACT US

YOUR WISHLIST

Remove	Product(s)	Price	Qty.	Total
<input type="checkbox"/>	 Single Ladies (Put A Ring On It)	£1.85 (GBP)	<input type="text" value="1"/>	£1.85 (GBP)
<input type="checkbox"/>	 Acer Aspire One 8.9" Mini-Notebook Case - (Black)	£13.29 (GBP)	<input type="text" value="1"/>	£13.29 (GBP)

Update wishlist

Your wishlist URL for sharing:

<http://localhost:14123/Wishlist.aspx?CustomerGUID=18c47dc-2964-41db-9611-8a313bf672d3>

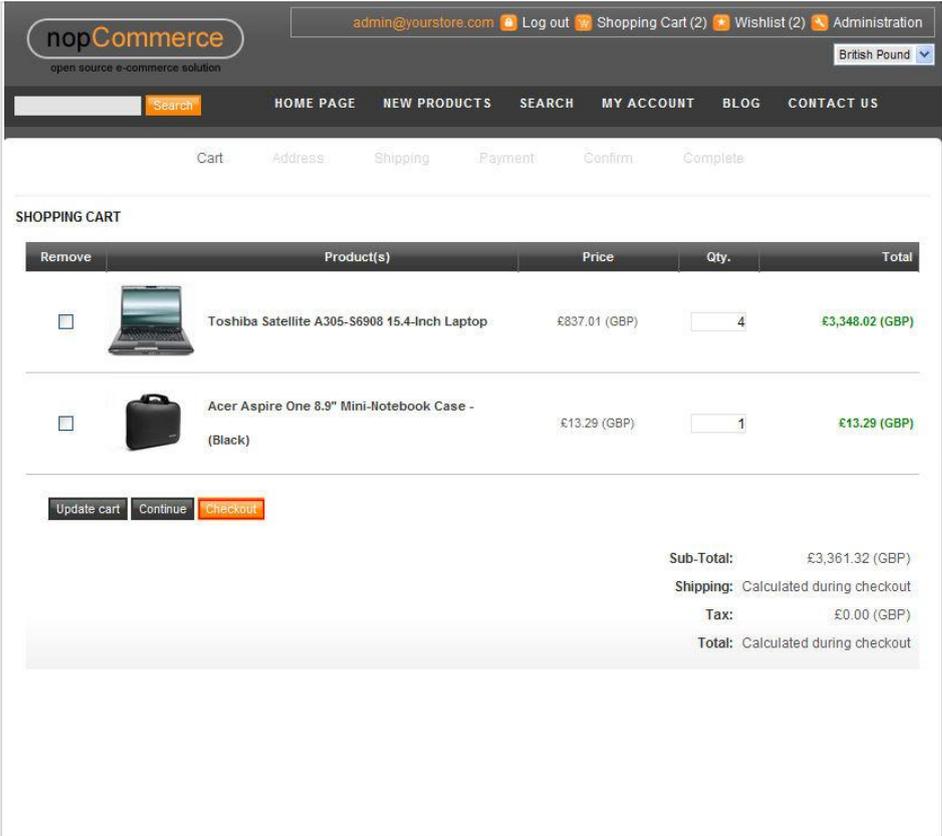
***Note:** You can remove an item from the wishlist by checking the **Remove** column and clicking **Update wishlist**. The **Wishlist**  icon will be updated on the toolbar. A wishlist URL is displayed for sharing.*

Purchasing Process

The following procedure describes the ordering process. This includes adding items to your cart, defining the address, shipping and payment information, confirming the order.

► To place an order:

- 1 Add several products to your shopping cart, as described in **Shopping Cart**.



The screenshot displays the nopCommerce shopping cart interface. At the top, the user is logged in as 'admin@yourstore.com' and has a shopping cart with 2 items. The cart contains two items:

Remove	Product(s)	Price	Qty.	Total
<input type="checkbox"/>	 Toshiba Satellite A305-S6908 15.4-Inch Laptop	£837.01 (GBP)	<input type="text" value="4"/>	£3,348.02 (GBP)
<input type="checkbox"/>	 Acer Aspire One 8.9" Mini-Notebook Case - (Black)	£13.29 (GBP)	<input type="text" value="1"/>	£13.29 (GBP)

Below the cart items, there are buttons for 'Update cart', 'Continue', and 'Checkout'. The summary section shows:

- Sub-Total: £3,361.32 (GBP)
- Shipping: Calculated during checkout
- Tax: £0.00 (GBP)
- Total: Calculated during checkout

- 2 From the **Shopping Cart** window, shown on the previous page, click **Checkout**. The Shipping Address window is displayed, which includes the shipping information of the order as well as the order summary, as follows:

The screenshot shows the nopCommerce checkout process. At the top, there's a navigation bar with the nopCommerce logo, user information (admin@yourstore.com), and links for Log out, Shopping Cart (2), Wishlist (2), and Administration. A currency dropdown is set to British Pound. Below this is a search bar and a main navigation menu with links for HOME PAGE, NEW PRODUCTS, SEARCH, MY ACCOUNT, BLOG, and CONTACT US. A progress bar indicates the current step is 'Shipping'.

The main content area is titled 'SHIPPING ADDRESS' and prompts the user to 'Select shipping address'. There are two options:

- Ship to this address:** A button that leads to a pre-filled address for John Smith. The details are: John Smith, Email: admin@yourStore.com, Phone: 12345678, Fax: Nop Solutions, 21 West 52nd Street, New York, New York 10021, United States.
- Or enter new address:** A form with input fields for First name, Last name, Phone number, Email, Fax number, Company, Address, Address 2, City, Country (set to United States), State / province (set to Alabama), and Zip / postal code. A 'Next' button is at the bottom.

Below the address selection is the 'Order summary' section, which contains a table of items and a summary of costs.

Product(s)	Price	Qty.	Total
 Toshiba Satellite A305-S6908 15.4-Inch Laptop	£837.01 (GBP)	4	£3,348.02 (GBP)
 Acer Aspire One 8.9" Mini-Notebook Case - (Black)	£13.29 (GBP)	1	£13.29 (GBP)
Sub-Total:			£3,361.32 (GBP)
Shipping:			£0.00 (GBP)
Tax:			£0.00 (GBP)
Total:			£3,361.32 (GBP)

3 Enter your shipping and billing options, as follows:

- In the **Select shipping address** area, perform one of the following:
- Click  to ship to the address detailed below.
- Enter the new shipping address details in the relevant fields, to ship the product to a different address.

*Note: If these fields are entered, click **Next** to proceed to the next step otherwise the process proceeds automatically to the next step where you select the shipping method.*

- In the **Select billing address** area, perform one of the following:
- Click  to bill to the address detailed below.
- Click  or enter the new billing address details in the relevant fields, to bill the product to a different address.

*Note: If these fields are entered, click **Next** to proceed to the next step otherwise the process proceeds automatically to the next step where you select the shipping method.*

4 The Select Shipping Method window is displayed.

nopCommerce
open source e-commerce solution

admin@yourstore.com Log out Shopping Cart (2) Wishlist (2) Administration
British Pound

Search HOME PAGE NEW PRODUCTS SEARCH MY ACCOUNT BLOG CONTACT US

Cart Address Shipping Payment Confirm Complete

SELECT SHIPPING METHOD

By Ground (£0.00 (GBP))
Compared to other shipping methods, like by flight or over seas, ground shipping is carried out closer to the earth

By Air (£0.00 (GBP))
The one day air shipping

Next

Order summary

Product(s)	Price	Qty.	Total
 Toshiba Satellite A305-S6908 15.4-Inch Laptop	£837.01 (GBP)	4	£3,348.02 (GBP)
 Acer Aspire One 8.9" Mini-Notebook Case - (Black)	£13.29 (GBP)	1	£13.29 (GBP)
Sub-Total:			£3,361.32 (GBP)
Shipping:			Calculated during checkout
Tax:			£0.00 (GBP)
Total:			Calculated during checkout

5 Select the required shipping method, as follows:

- **By Ground:** Select this option to ship the products by air.
- **By Air:** Select this option to ship the products by ground.

*Note: These options are not hardcoded and can be configured by store owner in the Administration area, by selecting **Shipping** > **Shipping Methods** from the **Configuration** menu.*

6 Click **Next**. The **Select Payment Method** window is displayed.

The screenshot shows the 'SELECT PAYMENT METHOD' window in a nopCommerce storefront. The window has a dark header with the nopCommerce logo and navigation links. Below the header, there are tabs for 'Cart', 'Address', 'Shipping', 'Payment', 'Confirm', and 'Complete'. The 'Payment' tab is active. The main content area contains four radio button options for payment methods: 'Credit Card', 'Purchase Order', 'Cash On Delivery', and 'Check / Money Order'. A 'Next' button is positioned below these options. Below the payment options is an 'Order summary' section. This section contains a table with the following data:

Product(s)	Price	Qty.	Total
 Toshiba Satellite A305-S6908 15.4-Inch Laptop	£837.01 (GBP)	4	£3,348.02 (GBP)
 Acer Aspire One 8.9" Mini-Notebook Case - (Black)	£13.29 (GBP)	1	£13.29 (GBP)
			Sub-Total: £3,361.32 (GBP)
			Shipping: £0.00 (GBP)
			Tax: £0.00 (GBP)
			Total: £3,361.32 (GBP)

7 Select the required payment method, as follows:

- Credit Card
- Purchase Order
- Cash on Delivery
- Check/Money Order

*Note: These options are not hardcoded and can be configured by store owner in the Administration area, by selecting **Payment>Payment Methods** from the **Configuration** menu.*

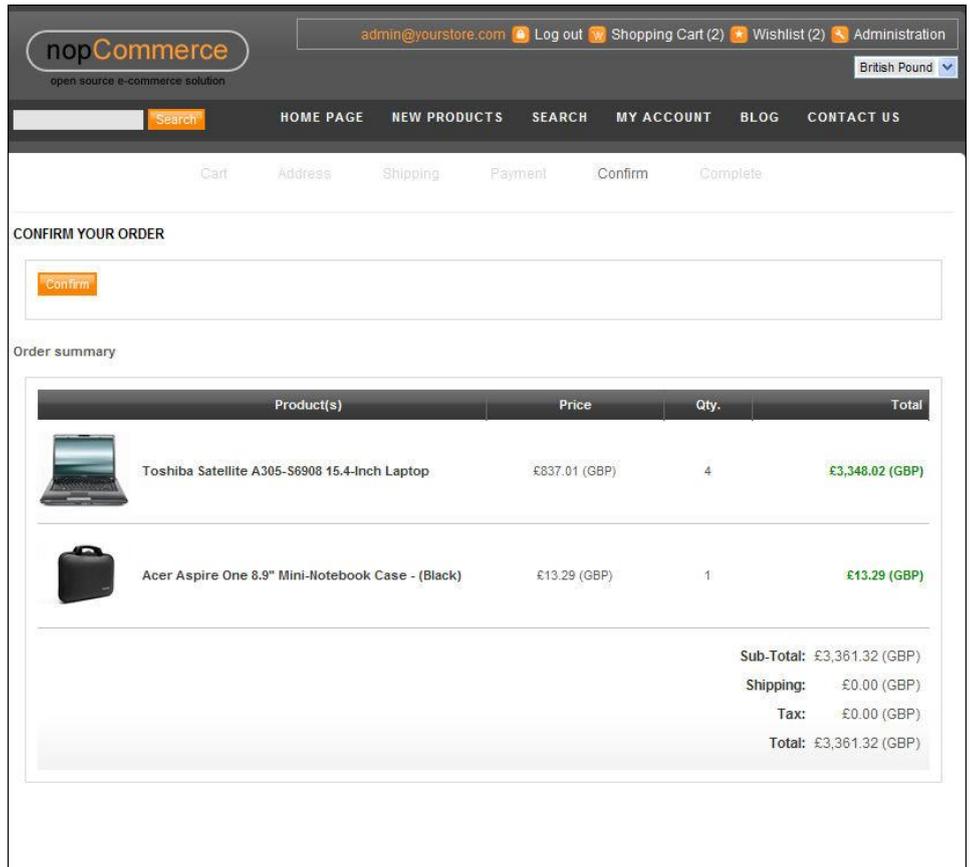
- 8 Click **Next**. The **Payment info** window is displayed, which varies according to your selection. In this case the Credit Card option was selected.

The screenshot shows the nopCommerce payment interface. At the top, there is a navigation bar with the nopCommerce logo, a search bar, and links for Home Page, New Products, Search, My Account, Blog, and Contact Us. The currency is set to British Pound. The main content area is titled 'PAYMENT INFO' and contains a form for selecting a credit card. The form includes fields for Cardholder name, Card number, Expiration date (01 / 2010), and Card code. A 'Next' button is located below the form. Below the payment form is an 'Order summary' section containing a table with the following data:

Product(s)	Price	Qty.	Total
 Toshiba Satellite A305-S6908 15.4-Inch Laptop	£837.01 (GBP)	4	£3,348.02 (GBP)
 Acer Aspire One 8.9" Mini-Notebook Case - (Black)	£13.29 (GBP)	1	£13.29 (GBP)
			Sub-Total: £3,361.32 (GBP)
			Shipping: £0.00 (GBP)
			Tax: £0.00 (GBP)
			Total: £3,361.32 (GBP)

- 9 Enter the required payment information in the relevant fields.

10 Click **Next**. A confirmation window is displayed.



The screenshot displays the nopCommerce checkout process. At the top, the user is logged in as 'admin@yourstore.com' and has a shopping cart with 2 items. The currency is set to British Pound. The navigation bar includes links for Home Page, New Products, Search, My Account, Blog, and Contact Us. The checkout progress bar shows the current step is 'Confirm'.

CONFIRM YOUR ORDER

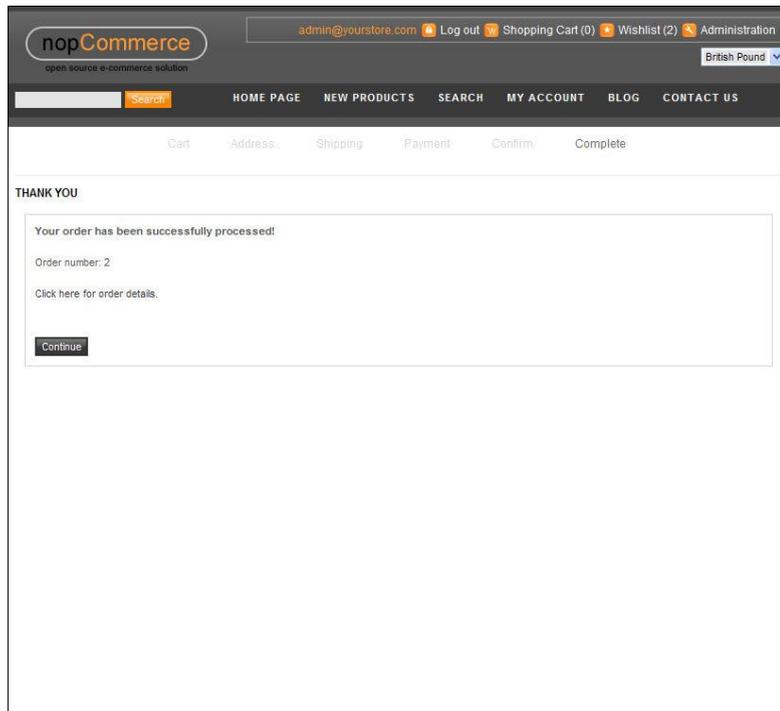
[Confirm](#)

Order summary

Product(s)	Price	Qty.	Total
 Toshiba Satellite A305-S6908 15.4-Inch Laptop	£837.01 (GBP)	4	£3,348.02 (GBP)
 Acer Aspire One 8.9" Mini-Notebook Case - (Black)	£13.29 (GBP)	1	£13.29 (GBP)

Sub-Total: £3,361.32 (GBP)
Shipping: £0.00 (GBP)
Tax: £0.00 (GBP)
Total: £3,361.32 (GBP)

- 11 Click **Confirm** to complete the order. A window informing you the order has been completed successfully is displayed.



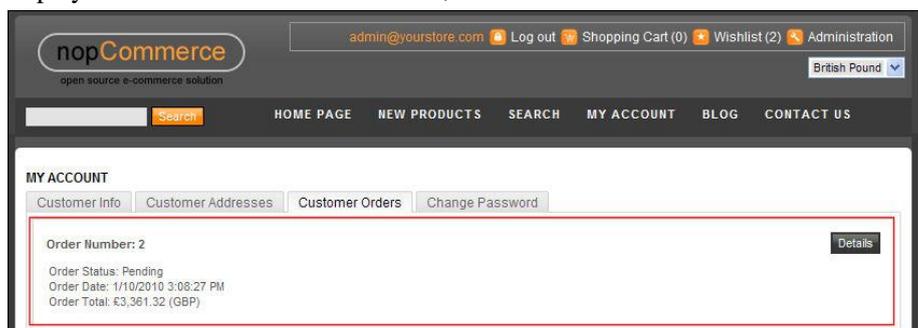
- 12 Click **Continue** to return to the homepage of the store.

Order Details Page

The order details page contains shipping and billing information, the status of the order as well the list of products purchased in addition to the payment method and more.

► To view the order details

- 1 Click **My Account** from the menu bar to view your new order which is displayed in the **Customers Order** tab, as follows.



2 Click **Details** to view the order details.

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open source e-commerce solution

admin@yourstore.com Log out Shopping Cart (0) Wishlist (2) Administration
British Pound

Search HOME PAGE NEW PRODUCTS SEARCH MY ACCOUNT BLOG CONTACT US

ORDER INFORMATION Print

Order #2
Order Date: Sunday, January 10, 2010 Order Total: £3,361.32 (GBP)
Order Status: Pending

Shipping Address
John Smith
Email: admin@yourStore.com
Phone: 12345678
Fax:
Nop Solutions
21 West 52nd Street
New York, New York 10021
United States

Shipping Method
By Air

Shipped On
Not yet

Weight
18 [[b(s)]]

Billing Information

Billing Address
-- --
Email: 99@hhh.com
Phone: ""
Fax:
"
", Alabama "
United States

Payment Method
Purchase Order

Sub-Total: £3,361.32 (GBP)
Shipping: £0.00 (GBP)
Tax: £0.00 (GBP)
Order Total: £3,361.32 (GBP)

Product(s)

Name	Price	Quantity	Total.
Toshiba Satellite A305-S6908 15.4-Inch Laptop	£837.01 (GBP)	4	£3,348.02 (GBP)
Acer Aspire One 8.9" Mini-Notebook Case - (Black)	£13.29 (GBP)	1	£13.29 (GBP)

News

This window describes any news managed by the store owner. For example, the nopCommerce latest release information.

The screenshot shows a nopCommerce store interface. At the top, there's a navigation bar with the nopCommerce logo, a search bar, and links for Register, Log in, Shopping Cart (2), and Wishlist (1). Below this is a secondary navigation bar with links for HOME PAGE, NEW PRODUCTS, SEARCH, MY ACCOUNT, BLOG, and CONTACT US. The left sidebar contains several sections: CATEGORIES (Books, Computers, Electronics, Apparel & Shoes, Digital downloads, Jewelry), RECENTLY VIEWED PRODUCTS (Canon Digital Rebel XSi 12.2 MP Digital SLR Camera, ASUS Eee PC 1000HA 10-Inch Netbook, Toshiba Satellite A305-S6908 15.4-Inch Laptop), and INFORMATION (Contact Us, About Us, Blog, New products, Recently viewed products, Compare products list, Shipping & Returns, Privacy Notice, Conditions of Use). The main content area features a 'Welcome to our store' message, a grid of product categories (Books, Computers, Electronics, Apparel & Shoes, Digital downloads, Jewelry) with representative images, and a 'NEWS' section. The news section contains two entries: 'nopCommerce new release! - 4/9/2009' and 'New online store is open! - 4/9/2009', each with a 'details' link.

Categories: Books, Computers, Electronics, Apparel & Shoes, Digital downloads, Jewelry

Recently Viewed Products: Canon Digital Rebel XSi 12.2 MP Digital SLR Camera, ASUS Eee PC 1000HA 10-Inch Netbook, Toshiba Satellite A305-S6908 15.4-Inch Laptop

Information: Contact Us, About Us, Blog, New products, Recently viewed products, Compare products list, Shipping & Returns, Privacy Notice, Conditions of Use

Welcome to our store

Online shopping is the process consumers go through to purchase products or services over the Internet. An online shop, eshop, e-store, internet shop, webshop, webstore, online store, or virtual store evokes the physical analogy of buying products or services at a bricks-and-mortar retailer or in a shopping mall. You can edit this in the admin site.

Categories: Books, Computers, Electronics, Apparel & Shoes, Digital downloads, Jewelry

NEWS

nopCommerce new release! - 4/9/2009

nopCommerce includes everything you need to begin your e-commerce online store. We have thought of everything and it's all included!

[details](#)

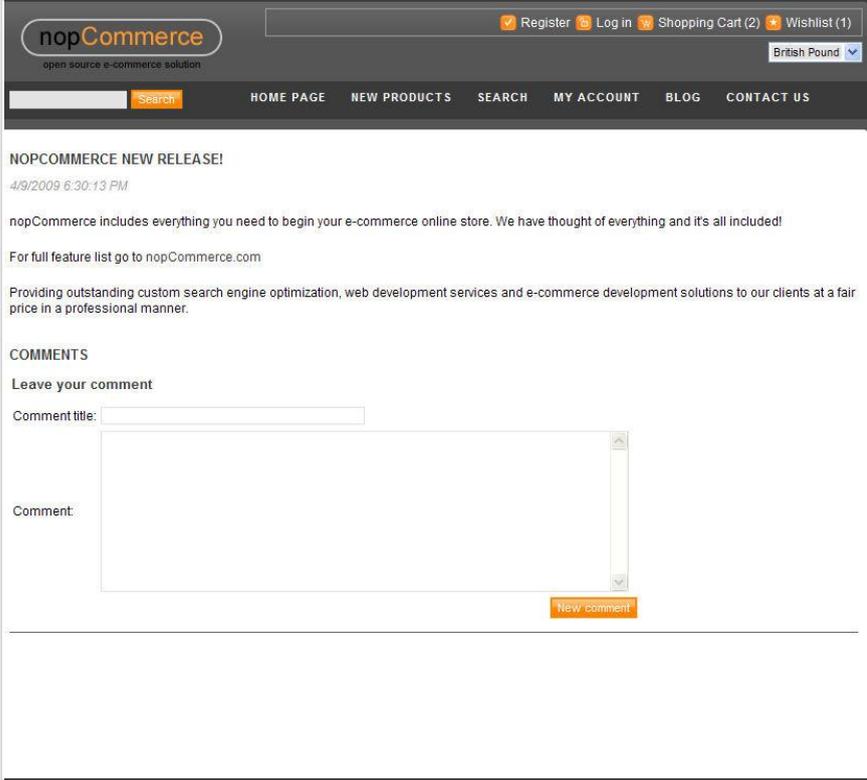
New online store is open! - 4/9/2009

The new nopCommerce store is open now! We are very excited to offer our new range of products. We will be constantly adding to our range so please register on our site, this will enable you to keep up to date with any new products.

[details](#)

► **To add a news comment:**

- 1 Click the **Details** button below the New section at the bottom of the homepage. The following window is displayed:



The screenshot shows the nopCommerce website interface. At the top, there is a navigation bar with the nopCommerce logo, a search bar, and links for Register, Log in, Shopping Cart (2), and Wishlist (1). Below the navigation bar, there is a main content area with the following text:

NOPCOMMERCE NEW RELEASE!
4/9/2009 6:30:13 PM

nopCommerce includes everything you need to begin your e-commerce online store. We have thought of everything and it's all included!

For full feature list go to nopCommerce.com

Providing outstanding custom search engine optimization, web development services and e-commerce development solutions to our clients at a fair price in a professional manner.

COMMENTS
Leave your comment

Comment title:

Comment:

- 2 In the **Comments** you can enter a comment title and text.
- 3 Click **New Comment** to add a new comment to the new section.

Blog

A **blog** is a type of website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order.

The screenshot displays the top navigation bar of a nopCommerce website. It includes a search bar, a navigation menu with links for HOME PAGE, NEW PRODUCTS, SEARCH, MY ACCOUNT, BLOG, and CONTACT US, and a utility bar with links for admin@yourstore.com, Log out, Shopping Cart (0), Wishlist (0), and Administration. The current page is the BLOG section, which features two blog posts. The first post is titled 'Customer Service - Client Service - 4/9/2009' and discusses the importance of customer service in an online business context. The second post is titled 'Online Discount Coupons - 4/9/2009' and describes how online discount coupons benefit shoppers. Both posts include a 'Comments (0)' link.

Customer Service - Client Service - 4/9/2009

Managing online business requires different skills and abilities than managing a business in the 'real world.' Customers can easily detect the size and determine the prestige of a business when they have the ability to walk in and take a look around. Not only do 'real-world' furnishings and location tell the customer what level of professionalism to expect, but "real world" personal encounters allow first impressions to be determined by how the business approaches its customer service. When a customer walks into a retail business just about anywhere in the world, that customer expects prompt and personal service, especially with regards to questions that they may have about products they wish to purchase.

Customer service or the client service is the service provided to the customer for his satisfaction during and after the purchase. It is necessary to every business organization to understand the customer needs for value added service. So customer data collection is essential. For this, a good customer service is important. The easiest way to lose a client is because of the poor customer service. The importance of customer service changes by product, industry and customer. Client service is an important part of every business organization. Each organization is different in its attitude towards customer service. Customer service requires a superior quality service through a careful design and execution of a series of activities which include people, technology and processes. Good customer service starts with the design and communication between the company and the staff.

In some ways, the lack of a physical business location allows the online business some leeway that their 'real world' counterparts do not enjoy. Location is not important, furnishings are not an issue, and most of the visual first impression is made through the professional design of the business website.

However, one thing still remains true. Customers will make their first impressions on the customer service they encounter. Unfortunately, in online business there is no opportunity for front-line staff to make a good impression. Every interaction the customer has with the website will be their primary means of making their first impression towards the business and its client service. Good customer service in any online business is a direct result of good website design and planning.

By Jayashree Pakhare (buzzle.com)

Comments (0)

Online Discount Coupons - 4/9/2009

Online discount coupons enable access to great offers from some of the world's best sites for Internet shopping. The online coupons are designed to allow compulsive online shoppers to access massive discounts on a variety of products. The regular shopper accesses the coupons in bulk and avails of great festive offers and freebies thrown in from time to time. The coupon code option is most commonly used when using a shopping cart. The coupon code is entered on the order page just before checking out. Every online shopping resource has a discount coupon submission option to confirm the coupon code. The dedicated web sites allow the shopper to check whether or not a discount is still applicable. If it is, the sites also enable the shopper to calculate the total cost after deducting the coupon amount like in the case of grocery coupons. Online discount coupons are very convenient to use. They offer great deals and professionally negotiated rates if bought from special online coupon outlets. With a little research and at times, insider knowledge the online discount coupons are a real steal. They are designed to promote products by offering 'real value for money' packages. The coupons are legitimate and help with budgeting, in the case of a compulsive shopper. They are available for special trade show promotions, nightlife, sporting events and dinner shows and just about anything that could be associated with the promotion of a product. The coupons enable the online shopper to optimize net access more effectively. Getting a 'big deal' is not more utopian amidst rising prices. The online coupons offer internet access to the best and cheapest products displayed online. Big discounts are only a code away! By Gaynor Borade (buzzle.com)

Comments (0)

Polls

Polls can be managed by store owner. From the Administration area, select **Polls** from the **Content Management** menu and ensure that the **Show on home page** is checked. One poll with a minimum display order will be shown on the main page, as follows:

TODAY'S POLL

Do you like nopCommerce?

Excellent

Good

Poor

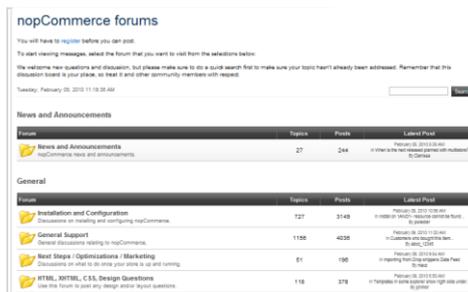
Very bad

Forums

Forums are disabled by default. You need to enable forums in the Administration section, as described below.

► To define forums:

- 1 Select **Admin Area > Content management > Forums > Forum Settings**. Ensure that **Forums enabled** is checked. The **Forums** link should be displayed in the menu in the public store.
- 2 Select **Admin area > Content management > Forums > Forums**. Create several forums groups and then create several forums. To view an example of how forums should work go to <http://www.nopcommerce.com/boards/>



Private Messaging

Private messages are disabled by default. They are useful when forums are also enabled. It is recommended to enable forums when you plan to use this feature. After they're enabled other customers will see the **PM** button in forums. **PM** will be shown near each customer's name who posted some messages in forums. To view an example, go to

<http://www.nopcommerce.com/Boards/Topic.aspx?TopicID=2000>

► To use private messaging

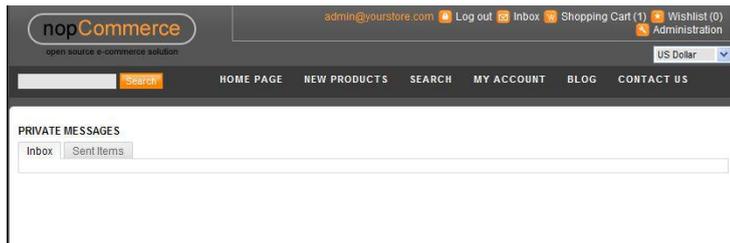
- 1 From the administration area, select **Global Settings > Customer profiles** tab from the **Content management** menu. Ensure **Allow private messages**

is checked.

- 2 An **Inbox** link will be displayed in the header of public store, as follows:



- 3 Click the **Inbox** link. The private message window is displayed.



4 Introducing the Backend – Setting up the Store

This chapter describes how to set up your store using the backend using the backend.

- **Overview**, below
- **Accessing the Backend**, page 61
- **Managing Categories**, page 61
- **Managing Manufacturers**, page 69
- **Managing Attributes**, page 75
- **Managing Products**, page 78

Overview

This chapter introduces the backend. It describes how to access the backend, add categories, manufacturers and products and product variants and more.

The backend main window is displayed as follows:

The screenshot shows the nopCommerce backend dashboard. It features a menu bar at the top with options like Dashboard, Catalog, Sales, Customers, Promotions, Content Management, Configuration, System, and Help. A link bar at the top right contains 'Public Store | Clear Cache | Log Out'. The main display area is divided into several sections: 'Store Statistics' with a table of order status (Pending, Processing, Complete, Cancelled) across time periods; 'Incomplete orders' and 'Registered customers' tables; 'Best Sellers' table listing products like Toshiba Satellite and Acer Aspire; and 'Popular Searches' table listing terms like 'camera' and 'can'. A 'nopCommerce News' sidebar on the right contains announcements and links.

The nopCommerce backend main window includes the following components

- **Menu bar**
- **Display Area**
- **Link Bar**

Accessing the Backend

This section describes how administrators can access the backend using the provided email (username) and password. The default administrator's email and password are:

Email (username): admin@yourstore.com

Password: admin.

It is recommended to change this default email and password after the installing and setting up your store.

► To access the backend:

- 1 Login to your store as an administrator.
- 2 From the front end toolbar, click Administration (Administration). This link is visible for users with administrator access right only.
- 3 The nopCommerce backend main window is displayed, as shown below.

The screenshot displays the nopCommerce backend dashboard. It features a 'Dashboard' header and a 'Store Statistics' section. The 'Order totals' table shows data for Today, This Week, This Month, This Year, and All Time. The 'Incomplete orders' table lists items with their total counts. The 'Registered customers' table shows the number of customers in the last 7 days. The 'Best Sellers' table lists top-selling products with their total counts and amounts. The 'Popular Searches' table lists search terms and their counts. A 'nopCommerce News' sidebar on the right contains announcements and links.

Order Status	Today	This Week	This Month	This Year	All Time
Pending	\$1,037.00 (USD)	\$40,899.00 (USD)	\$233,355.10 (USD)	\$9,120,613.59 (USD)	\$9,495,487.09 (USD)
Processing	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)
Complete	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)
Cancelled	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)

Item	Total	Count
Total unpaid orders (pending payment status)	\$9,495,487.09 (USD)	293
Total not yet shipped orders	\$9,495,344.96 (USD)	293
Total incomplete orders (pending order status)	\$9,495,487.09 (USD)	298

Item	Count	Action
In the last 7 days	65	View

Product	Total count	Total amount (tax excl)
Custom T-Shirt	10032	\$150,480.00 (USD)
Single Ladies (Put A Ring On It)	10021	\$30,060.00 (USD)
ASUS Eee PC 900HA 8.9-Inch Netbook Black	6946	\$8,769,000.00 (USD)
Arrow Men's Wrinkle Free Pinpoint Solid Long Sleeve	120	\$2,000.00 (USD)
ASUS Eee PC 1800HA 10-Inch Netbook	112	\$291,200.00 (USD)

Search Term	Count
Computer	63
book	49
books	33
text	33
asus	31

Managing Categories

This section describes how to manage categories. It includes the following:

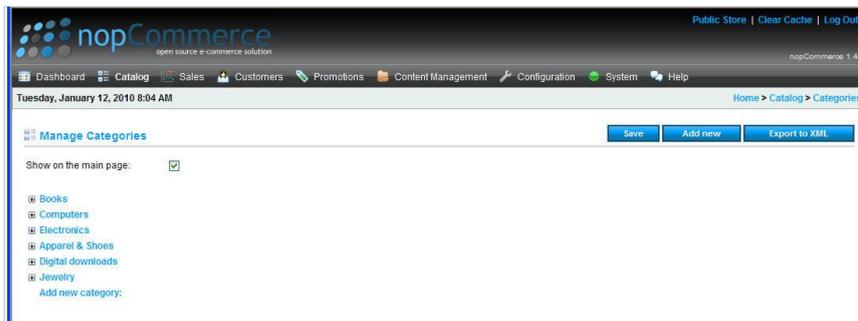
- **Adding Categories**, below
- **Editing Categories**, page 64

Adding Categories

This section describes how to add and edit categories that are displayed in the public store as shown on page 17. You can export the categories setting to an external file for backup purposes, by clicking the **Export to XML** button. To display the categories on the home page of the public store you must check the **Show on the main page** checkbox.

► **To add a category:**

- 1 From the **Catalog** menu, select **Categories**. The **Manage Categories** window is displayed.



*Note: You can export the categories page to an external file for backup purposes, by clicking the **Export to XML** button. To display the categories in the public store check the **Show on the main page** checkbox.*

3 Click **Add New**. The **Add a new category** window is displayed.

The screenshot shows a web application window titled "Add a new category (back to category list)" with a "Save" button in the top right corner. The window contains a "Category info" tab with several input fields and a rich text editor. The fields are: "Name" (text input), "Image" (text input with a "Browse..." button), "Description" (rich text editor with a toolbar), "Template" (dropdown menu showing "Products in Lines 1"), "Parent category" (dropdown menu showing "[...]"), "Price ranges" (text input), "Published" (checkbox checked), and "Display order" (text input showing "1").

4 In the **Category Info** tab, define category information, as follows:

- In the **Name** field, enter the name of the category.
- In the **Image** field, browser to select an image representing the category.
- In the **Description** field, enter a description for the new category. Use the editor for layout and fonts.
- From the **Template** dropdown list select the required template, as follows:
 - Products in Lines 1
 - Products in Lines 2
 - Products in Grid
- From the **Parent Category** dropdown list select the required category of the parent. The new category will be placed under this category in the public store.

- In the **Price ranges** field, enter a price range in the currency that you defined in the **Currencies** window. This allows customers to filter products by price ranges. Format: **0-1000;1000-1200;1200-** ('1200-' means **1200** and over).



- Select the **Published** checkbox to enable the category to be visible in the public store.
- 5 In the **Display Order** field, enter the order number for displaying the category. This display number is used to sort categories in the public store (ascending). The category with display order **1** will be displayed at the top of the list.
 - 6 Click **Save**. The new category will be displayed in the public store under the parent category that was selected.

Editing Categories

This section describes how to edit the category details that are displayed in the public store as shown on page 17. In this window you define the search engine optimization parameters required for improving ranking in search engine results.

► **To edit a category**

- 1 From the Manage Categories window, shown on page 62, double-click the category to edit. The edit categories window is displayed, showing the **Categories Info** tab.

The screenshot shows the 'Edit category details' window with the 'Categories Info' tab selected. The window title is 'Edit category details (back to category list)' and it has 'Save' and 'Delete' buttons in the top right corner. The 'Category info' tab is active, with sub-tabs for 'SEO', 'Products', and 'Discounts applied to the category'. The form contains the following fields:

- Name:** Books
- Image:** A book cover with 'K5' on it. Below the image are 'Remove image' and 'Browse...' buttons.
- Description:** A large empty text area with a rich text editor toolbar above it.
- Template:** Products in Grid
- Parent category:** [--]
- Price ranges:** -25,25-50,50-
- Published:**
- Display order:** 1

2 Edit the category details, as described in **Adding Categories**, on page 62.

3 Select the **SEO** tab, as follows:

The screenshot shows the 'Edit category details' form with the 'SEO' tab selected. The form includes the following fields and values:

- Meta keywords: Books, Dictionary, Textbooks
- Meta description: Books category description
- Meta title: (empty)
- Search engine friendly page name: (empty)
- Page size: 10

4 Define the following SEO parameters:

- In the **Meta keywords** field, enter the required category meta keywords, which are a brief and concise list of the most important themes of your page. The meta keywords tag takes the following form:

```
<meta name="keywords" content="keywords,keyword,keyword phrase,etc.">
```

- In the **Meta description** field, enter a description of the category. The meta description tag is a brief and concise summary of your page's content. The meta description tag is in the following format:

```
<meta name="description" content="Brief description of the contents of your page.">
```

- In the **Meta title** field, enter the required title. The title tag specifies the title of your Web page. It is code which is inserted into the header of your web page and is in the following format :

```
<head>  
<title> Creating Title Tags for Search Engine Optimization & Web Usability </title>  
</head>
```

- In the **Search engine friendly page name** field, enter the name of the page used by search engines. If you enter nothing then the category page URL is formed using the category name. If you enter **customSEOPageName**, then the following custom the URL will be used:

<http://www.yourStore.com/Category/1-customSEOPageName.aspx>

- In the **page size** field, enter the number of products to display on the category details page per page. For example, when you add seven products to a category and you set its page size to three. Three products per page will be displayed on this category details page in the public store.

5 Select the **Products** tab, as follows:



This tab contains a list of the product belonging to the selected category.

You can add new products to the category by clicking **Add Product**, as described below.

6 Click **Add product** to add products to categories. The **Add product** window is displayed.



7 Define the new product details, as follows:

- In the **Product** name field, enter the product name.
- From the **Category** drop down list, select the category under which to display the product.
- From the **Manufacturer** drop down list, select the manufacturer under which to display the product.

- Alternatively, you can click **Search**. The window is expanded ,as follows:

Name	Published	Display order
<input type="checkbox"/> Black & White Diamond Heart	✓	1
<input type="checkbox"/> Diamond Tennis Bracelet	✓	1
<input type="checkbox"/> Vintage Style Three Stone Diamond Engagement Ring	✓	1
<input type="checkbox"/> Diamond Pave Earrings	✓	1
<input type="checkbox"/> adidas Women's Supernova CSH 7 Running Shoe	✓	1
<input type="checkbox"/> etnies Men's Digit Sneaker	✓	1
<input type="checkbox"/> Levi's Skinny 511 Jeans	✓	1
<input type="checkbox"/> V-Blue Juniors' Cuffed Denim Short with Rhinestones	✓	1
<input type="checkbox"/> Arrow Men's Wrinkle Free Pinpoint Solid Long Sleeve	✓	1
<input type="checkbox"/> 50's Rockabilly Polka Dot Top JR. Plus Size	✓	1

1 2 3 4 5

Add to category

- Check the required product you would like to add to the category and click the **Add to Category** button. The selected product will be displayed under the selected category.

8 Select the Discounts applied to the category tab, as follows:

Category Info | SEO | Products | Discounts applied to the category

50% sale

This window contains the discount associated with the category that are added in the Administration area by selecting **Discounts** from the **Promotions** menu. When adding several discounts you will see them in the **Discounts applied to the category** tab. Note that discounts with **Assigned to product variants (SKUs)** type are visible here. After discounts are mapped to a category, they will be applied to all the products in this category.

- 9** Click **Save** to save the category changes.
- 10** You can click **Delete** to remove the category.

*Note: You can click **Delete** to remove the category, click **Yes** at the confirmation to remove the category from the store.*

Managing Manufacturers

This section describes how to manage manufacturers. It includes the following:

- **Adding Manufacturers**, below
- **Editing Manufacturers**, page 71

Adding Manufacturers

This section describes how to add manufacturers that are displayed in the public store as shown on page 17 . You can export the manufacturer settings to an external file for backup purposes, by clicking the **Export to XML** button.

► To add a manufacturer:

- 1 From the **Catalog** menu, select **Manufacturers**. The Manage Manufacturers window is displayed.



*Note: You can export the manufacturer and their settings to an external XML file for backup purposes by clicking the **Export to XML** button.*

- 2 Click **Add New**. The **Add a new manufacturer** window is displayed.

Manufacturer info

Name:

Image: Browse...

Description:

Template: Products In Grid

Price ranges:

Published:

Display order:

- 3 In the **Manufacturer Info** tab, define manufacturer information, as follows:

- In the **Name** field, enter the name of the manufacturer.
- In the **Image** field, browser to select an image representing the manufacturer.

- In the **Description** field, enter a description for the new manufacturer. Use the editor for layout and fonts.
- From the **Template** dropdown list select the required template, as follows:
 - Products in Grid
- In the **Price ranges** field, enter a price range in the currency that you defined in the **Currencies** window. This is defined in the Administration area, by selecting select **Location>Currencies** from the **Configuration** menu.
- Select the **Published** checkbox to enable the manufacturer to be visible in the public store.
- In the **Display Order** field, enter the order number for displaying the manufacturer. This display number is used to sort manufacturer in the public store (ascending). The manufacturer with display order **1** will be displayed at the top of the list.

4 Click **Save**.

Editing Manufacturers

This section describes how to edit the manufacturer's details that are displayed in the public store as shown on page 17. In this window you define the search engine optimization parameters required for improving ranking in search engine results.

► **To edit a manufacturer:**

- 1 From the **Manage Manufacturers** window, shown on page 69, double-click the manufacturer to edit. The **Edit Manufacturers** window is displayed, showing the **Manufacturers Info** tab.

The screenshot shows the 'Edit manufacturer details' window with the 'Manufacturer Info' tab selected. The window title is 'Edit manufacturer details (back to manufacturer list)'. There are 'Save' and 'Delete' buttons in the top right corner. The left sidebar contains radio buttons for 'Manufacturer Info', 'SEO', and 'Products', with 'Manufacturer Info' selected. The main content area includes: a 'Name' field with 'Sony' entered; an 'Image' field with a 'NO IMAGE AVAILABLE' placeholder and a 'Browse...' button; a rich text editor for 'Description' with a toolbar and the text 'Hardware and Manufacturers'; a 'Template' dropdown menu set to 'Products In Grid'; 'Price ranges' and 'Published' (checked) checkboxes; and a 'Display order' field with '1' entered.

- 2 Edit the manufacturer's details, as described in **Adding Manufacturers**, on page 69.

- 3 Select the **SEO** tab, as follows:

The screenshot shows the 'Edit manufacturer details' window with the 'SEO' tab selected. The window title is 'Edit manufacturer details (back to manufacturer list)'. There are 'Save' and 'Delete' buttons in the top right corner. The left sidebar contains radio buttons for 'Manufacturer Info', 'SEO', and 'Products', with 'SEO' selected. The main content area includes: a 'Meta keywords' field; a 'Meta description' field; a 'Meta title' field; a 'Search engine friendly page name' field; and a 'Page size' field with '10' entered.

4 Define the following SEO parameters:

- In the **Meta keywords** field, enter the required category meta keywords. These are a brief and concise list of the most important themes of your page. The meta keywords tag takes the following form:

```
<meta name="keywords" content="keywords,keyword,keyword  
phrase,etc.">
```

- In the **Meta description** field, enter a description of the category. The meta description tag is a brief and concise summary of your page's content. The meta description tag is in the following format:

```
<meta name="description" content="Brief description of the contents  
of your page.">
```

- In the **Meta title** field, enter the required title. The title tag specifies the title of your Web page. It is code which is inserted into the header of your web page and is in the following format :

```
<head>  
<title> Creating Title Tags for Search Engine Optimization & Web  
Usability </title>  
</head>
```

- In the **Search engine friendly page name** field, enter the name of the page used by search engines. If you enter nothing then the category page URL is formed using the category name. If you enter **customSEOPageName**, then the following custom the URL will be used:

```
http://www.yourStore.com/Manufacturer/1-  
customSEOPageName.aspx
```

- In the **page size** field, enter the number of products to display on the category details page per page. For example, when you add seven products to a category and you set its page size to three. Three products per page will be displayed on this category details page in the public store.

5 Select the **Products** tab, as follows:



This tab contains a list of the products belonging to the selected manufacturer. You can add new products to the manufacturer by clicking **Add Product**, as described below.

6 Click **Add product** to add products to the manufacturer. The **Add product** window is displayed.



7 Define the new product details, as follows:

- In the **Product** name field, enter the product name.
- From the **Category** drop down list, select the category under which to display the product.
- From the **Manufacturer** drop down list, select the manufacturer under which to display the product.
- Alternatively, you can click **Search**. The window is expanded ,as follows:

Name	Published	Display order
<input type="checkbox"/> Black & White Diamond Heart	✓	1
<input type="checkbox"/> Diamond Tennis Bracelet	✓	1
<input type="checkbox"/> Vintage Style Three Stone Diamond Engagement Ring	✓	1
<input type="checkbox"/> Diamond Pave Earrings	✓	1
<input type="checkbox"/> adidas Women's Supernova CSH 7 Running Shoe	✓	1
<input type="checkbox"/> etnies Men's Digit Sneaker	✓	1
<input type="checkbox"/> Levi's Skinny 511 Jeans	✓	1
<input type="checkbox"/> V-Blue Juniors' Curfed Denim Short with Rhinestones	✓	1
<input type="checkbox"/> Arrow Men's Wrinkle Free Pinpoint Solid Long Sleeve	✓	1
<input type="checkbox"/> 50's Rockabilly Polka Dot Top JR Plus Size	✓	1

- Select the required product to add and click **Add to Manufacturer**. The selected product will be displayed under the selected category.

8 Click **Save** to save the manufacturer changes.

9 You can click **Delete** to remove the manufacturer.

*Note: You can click **Delete** to remove the manufacturer, click **Yes** at the confirmation to remove the manufacturer from the store.*

Managing Attributes

This section describes how to manage attributes. It includes the following:

- **Product Attributes**, below
- **Specification Attributes**, page 76

Product Attributes

- 1 From the **Catalog** menu, select **Attributes > Product Attributes**. The Product Attributes window is displayed.



Name	Edit
Color	Edit
Custom Text	Edit
HDD	Edit
OS	Edit
Processor	Edit
RAM	Edit
Size	Edit
Software	Edit

- 2 Click **Add new**. The **Add a new product attribute** window is displayed.



Add a new product attribute (back to product attribute list) Save

Name:

Description:

- 3 In the **Name** field enter the name of the attribute.
- 4 In the **Description** field, enter a description of the attribute.
- 5 Click **Save**. The new attribute is added to the **Product Attributes** window.

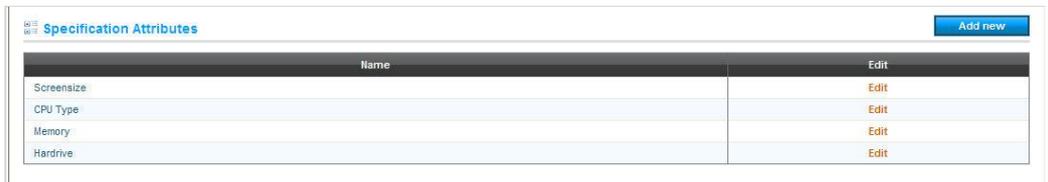
*Note: To edit existing attribute click **Edit** beside the attribute and then enter the name and description in the relevant fields.*

Specification Attributes

This section describes how to add a new specification attribute. After a specification attribute is added, the administrator defines the specification attribute options in the **Add new specification attribute** window. For example, for a **Color** specification attribute, you can define the specification attribute options, such as green, blue, or red and so on.

► **To add specification attributes:**

- 1 From the **Catalog** menu, select **Attributes > Product Specification**. The **Specification Attributes** window is displayed.



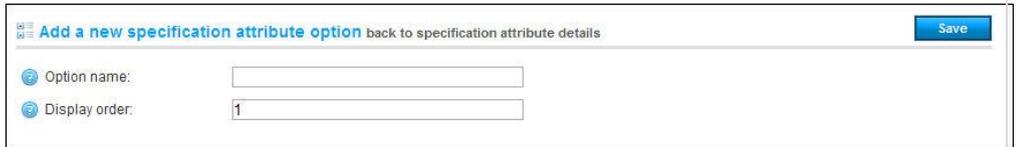
- 2 Click **Add new**. The **Add a new specification attribute** window is displayed.



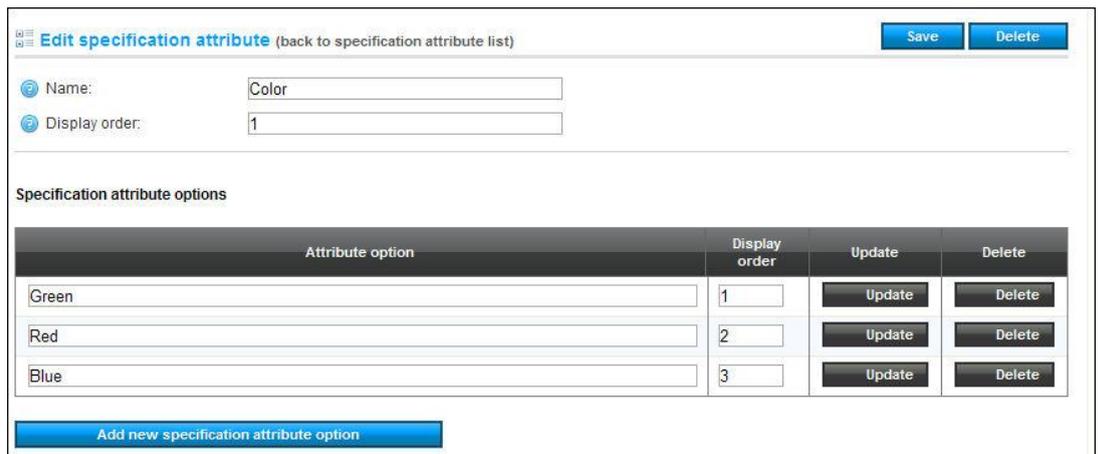
- 3 In the **Name** field enter the name of the specification attribute.
- 4 In the **Display order** field, enter the display order number of the specification attribute.
- 5 Click **Save**. The new specification attribute is added to the **Specification Attributes** window.
- 6 Click **Edit** beside the specification attribute. The **Edit specification attribute** window is displayed.



- 7 Click **Add new specification attribute option**. The **Add a new specification attribute option** window is displayed.



- 8 In the **Option name** field enter the attribute option, **Green** for example if the attribute is a color.
- 9 In the **Display order field**, enter the required display order for the selected option. Entering 1 will display it at the top of the list.
- 10 Click **Save**.
- 11 Repeat these steps 7 through 9 to add additional attribute options, for example, **Red, Blue** and more. The specification attribute window is displayed as follows:



Attribute option	Display order	Update	Delete
Green	1	Update	Delete
Red	2	Update	Delete
Blue	3	Update	Delete

- 12 Click **Update** beside the attribute option to update the store or **Delete** to remove the attribute option from the system.

Managing Products

Products are the merchandise that is for sale in your store. All products need to be listed under a category or subcategory. nopCommerce has no limit in numbers of products in your store. All products will have their own **Product Page**. This section describes how to manage products in the system. It includes the following

- **Adding Products**, below
- **Editing Product Details**, page 85
- **Defining SEO Display Data**, page 85
- **Category Mappings**, page 87
- **Manufacturer Mappings**, page 88
- **Related Products**, page 89
- **Pictures**, page 90
- **Product Specifications**, page 92
- **Adding Product Variants**, page 94
- **Tier Prices**, page 95
- **Product Variant Attributes**, page 98
- **Discounts**, page 101

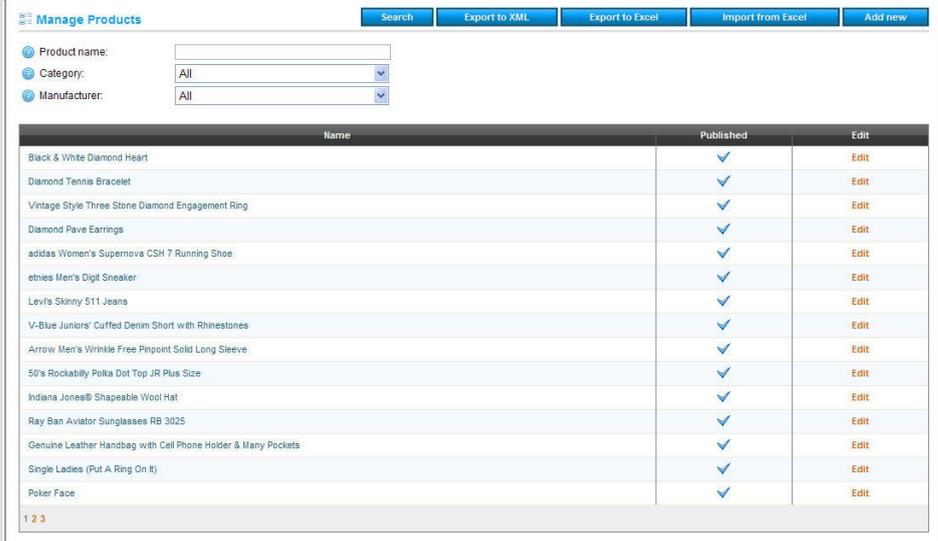
Adding Products

Products can be added to a category after the category is created. You can add products by checking and un-checking products. Products are not directly orderable. However, Product Variants (SKUs) are. For example, a customer cannot order the **Creative Sound Card** product directly; they must order an OEM or Retail version of the **Creative Sound Card**. So in our case, the Product is **Creative Sound Card**, and there are two variants for this product: **OEM** and **Retail**, each with potentially different prices.

When you add a product, then systems adds one product and one product variant. Later you can add new product variants to these products. Some of the options and values are applied to product variants (not products).

► **To add products:**

- 1 From the **Catalog** menu, select **Products> Manage Products**. The Manage Products window is displayed.



The screenshot shows the 'Manage Products' interface. At the top, there are buttons for 'Search', 'Export to XML', 'Export to Excel', 'Import from Excel', and 'Add new'. Below these are three filter fields: 'Product name' (text input), 'Category' (dropdown menu set to 'All'), and 'Manufacturer' (dropdown menu set to 'All'). The main area contains a table with the following data:

Name	Published	Edit
Black & White Diamond Heart	✓	Edit
Diamond Tennis Bracelet	✓	Edit
Vintage Style Three Stone Diamond Engagement Ring	✓	Edit
Diamond Pave Earrings	✓	Edit
adidas Women's Supernova CSH 7 Running Shoe	✓	Edit
etnies Men's Digit Sneaker	✓	Edit
Levi's Skinny 511 Jeans	✓	Edit
V-Blue Juniors' Cuffed Denim Short with Rhinestones	✓	Edit
Arrow Men's Wrinkle Free Pinpoint Solid Long Sleeve	✓	Edit
50's Rockabilly Polka Dot Top JR Plus Size	✓	Edit
Indiana Jones® Shapeable Wool Hat	✓	Edit
Ray Ban Aviator Sunglasses RB 3025	✓	Edit
Genuine Leather Handbag with Cell Phone Holder & Many Pockets	✓	Edit
Single Ladies (Put A Ring On It)	✓	Edit
Poker Face	✓	Edit

At the bottom left of the table, there are page numbers '1 2 3'.

***Note:** You can export the product list to an external file for backup purposes, by clicking **Export to XML** or **Export to Excel**.*

*Alternatively, you can import a product from an external file by clicking **Import from Excel***

2 Click **Add New**. The **Add a new product** window is displayed.

3 Define the product's general information, as follows:

- In the **Products name** field, enter the name of the new product.
- In the **Short description** field, enter a short description of the product.
- In the **Full description** field, enter a long description of the product.
- In the **Admin** comment field, enter a comment for information purposes.
- From the **Product type** drop down list, select the type of product, as follows:
 - Standard Product
- From the **Product Template** dropdown list select the required template to define how the product and its variants will be displayed , as follows:
 - Variants in Grid
- Select the **Show on home page** checkbox to display the product on the homepage of the store.
- Select the **Published** checkbox to publish the product and make it available in the store.

4 Select the **Allow customer reviews** checkbox to enable customers to provide reviews of the product on the home page of the store.

- 5 Select the **Allow customer ratings** checkbox to enable customers to provide ratings of the product on the home page of the store.
- 6 In the **Product SKU field**, enter the product stock keeping unit, used internally for tracking the product
- 7 In the **Manufacturer part number** field, enter the part number provided by the manufacturer for the product.
- 8 Select the **Downloadable product** checkbox to enable the product to be downloaded from the website. The following options, are displayed related to downloadable products:
 - **Use download URL:** Select this checkbox to use file URL to download the file.
 - **Download file:** Enter the path of the file to download.
 - **Unlimited downloads:** Select this checkbox to enable unlimited downloads. When this option is unchecked, an additional field **Max. downloads** appears below it. Enter the maximum number of downloads, that are enabled for the customer, after purchasing the product.
 - **Has sample download file:** Select this checkbox if a sample download file exists. The following options, are displayed:
 - **Use download URL:** Select this option to use the file URL to download the sample file.
 - **Sample download file:** Enter the path of the sample download file.

Note :If the store owner uploads a sample download, then it will be shown on the product details page and can be downloaded for without any charge by any customer

9 Define the shipping and tax details, as follows:

- Select the **Shipping enabled** checkbox to enable the product to be shipped to a location defined by the customer.
- Select the **Free shipping** checkbox to enable the product to be shipped without charge to a location defined by the customer.
- In the **Additional shipping charge** field, enter the additional amount to charge for shipping in the primary store currency. You can manage primary store currency in the **Administration** area by selecting **Location > Currencies** from the **Configuration** menu, as described on page 174.
- Select the **tax exempt** checkbox, if the product is exempted from tax.
- From the **Tax category** dropdown list, select the required tax classification for this product variant, as in the following example:
 - Books
 - Electronics and software
 - Downloadable Products
 - Jewelry
 - Apparel and Shoes

*Note: These options are not hard-coded and can be configured by store owner in the Administration area, by selecting **Tax > Tax Classes** from the **Configuration** menu.*

10 Define the stock details for the product , as follows:

- Select the **Manage Stock** check box to enable system stock management. Stock quantities are automatically adjusted when customers make a purchase.
- In the **Stock Quantity** field, enter the number of items that are currently in stock.
- In the **Minimum stock quantity** field, enter a minimum value, under which an action will be taken as defined in the next item.
- From the **Low stock activity** dropdown list, select the action to be taken when the stock quantity falls below the **minimum stock quantity** value, as follows:
 - **Nothing:** No action is taken, meaning customers can continue to order products.
 - **Disable buy button:** The buy button becomes disabled when stock is low therefore customers cannot buy this product but can still see it existing in the store.
 - **Un-publish:** The product is not visible in the store anymore. Used when the product will be stopped entirely.
- In the **Notify Admin for quantity below** field, enter a value under which the administrator will be notified.
- In the **Minimum cart quantity** field, enter the minimum value. A customer cannot place an order for a quantity under this value.
- In the **Maximum cart quantity** field, enter the maximum value. A customer cannot place an order for a quantity over this value.
- From the **Warehouse** dropdown list select the warehouse where this product is stores or shipped from. These can be managed in the **Administration** area by selecting **Location > Warehouses** from the configuration menu, as described on page 178. It's used for internal purposes.

11 Define the price and availability details of the product, as follows:

- Select the **Disable buy button** checkbox to disable the customer from buying the product.
- In the **Price** field, enter the product price in the currency defined in the backend. You can manage primary store currency in the **Administration** area by selecting **Location > Currencies** from the **Configuration** menu, as described on page 174.
- (optional) In the **Old Price** field, enter an old price. If the old price is larger than *zero* it will be visible in public store and displayed beside the new price for comparison purposes.
- From the **Available start** date calendar, select the date from when the product will be available.
- From the **Available end** date calendar, select the date until when the product will be available.

12 Define the product specifications, as follows:

- In the **Weight** field, enter the weight of the product. Can be used for shipping calculation purposes. This field is in the primary store measure unit. You can set it in the **Administration** area. From the **Configuration** menu select the **Global settings>Units** tab, as described on page 109.
- In the **Length (inches)** field, enter the product length.
- In the **Width (inches)** field, enter the product width.
- In the **Height (inches)** field, enter the product height.

*Note: Inches are not hard-coded. You can change the primary store measure dimensions. From the **Configuration** menu select the **Global settings>Units** tab, as described on page 109.*

13 Click **Save**.

Editing Product Details

You can edit the product details at any time by clicking the **Edit** button. To remove the product from the system, click the **Delete** button. A confirmation button will be displayed.

▶ **To edit product details:**

- 1 From the **Catalog** menu, select **Products> Manage Products**. The **Manage Products** window is displayed.
- 2 Click **Edit** beside the product to edit. The **Edit product details** window is displayed, showing the **Product Info** tab, shown on page 80.
- 3 Edit the product information, as described in **Managing Products**, on page 78.

Defining SEO Display Data

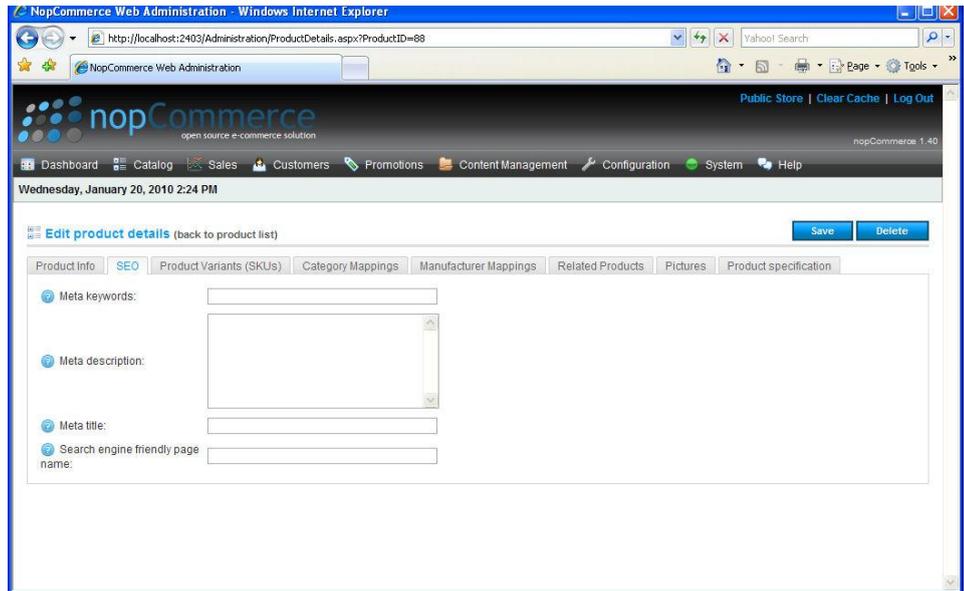
Search engine optimization (SEO) is the process of improving the volume or quality of traffic to a web site from search engines via "natural" or un-paid search results as opposed to search engine marketing (SEM) which deals with paid inclusion. Typically, the earlier (or higher) a site appears in the search results list, the more visitors it will receive from the search engine. SEO may target different kinds of search, including image search, local search, video search and industry-specific vertical search engines. This gives a web site web presence.

As an Internet marketing strategy, SEO considers how search engines work and what people search for. Optimizing a website primarily involves editing its content and HTML and associated coding to both increase its relevance to specific keywords and to remove barriers to the indexing activities of search engines.

▶ **To define SEO display data:**

- 1 From the **Catalog** menu, select **Products> Manage Products**. The **Manage Products** window is displayed.
- 2 Click **Edit** beside the product to edit. The **Edit product details** window is displayed, showing the **Product Info** tab, shown on page 80.

3 Select the **SEO** tab, as follows:



4 Define the following SEO parameters:

- In the **Meta keywords** field, enter the required category meta keywords. These are a brief and concise list of the most important themes of your page. The meta keywords tag takes the following form:

```
<meta name="keywords" content="keywords,keyword,keyword  
phrase,etc.">
```

- In the **Meta description** field, enter a description of the category. The meta description tag is a brief and concise summary of your page's content. The meta description tag is in the following format:

```
<meta name="description" content="Brief description of the contents  
of your page.">
```

- In the **Meta title** field, enter the required title. The title tag specifies the title of your Web page. It is code which is inserted into the header of your web page and is in the following format :

```
<head>  
<title> Creating Title Tags for Search Engine Optimization & Web  
Usability </title>  
</head>
```

- In the **Search engine friendly page name** field, enter the name of the page used by search engines. If you enter nothing then the category page URL is formed using the category name. If you enter **customSEOPageName**, then the following custom the URL will be used:

<http://www.yourStore.com/Products/1-customSEOPageName.aspx>

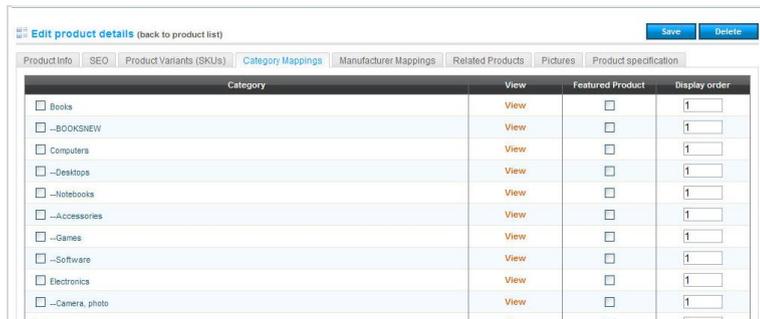
- 5 Click **Save**.

Category Mappings

The category mappings window enables store owners to map products to categories in order to group them, as required. You can assign a product to as many categories as you want in nopCommerce.

► **To define category mapping:**

- 1 From the **Catalog** menu, select **Products> Manage Products**. The **Manage Products** window is displayed.
- 2 Click **Edit** beside the product to edit. The **Edit product details** window is displayed, showing the **Product Info** tab, shown on page 80.
- 3 Select the **Category Mappings** tab, as follows:



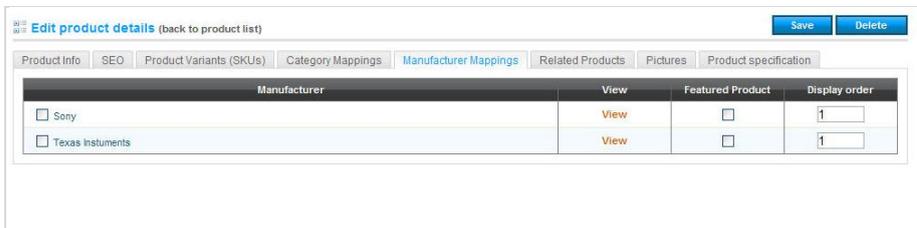
- 4 From the **Category** list select the required categories to which you want to map your selected product.
- 5 Check the **Featured Product** checkbox to display the selected product as a featured product on the details page in the store.
- 6 In the **Display order** field enter the display order of the selected product. Setting this value **1** means it will be displayed at the top of the list.
- 7 (Optional) You can click **View** to display the **Edit** category details page and edit the category details, as described in **Managing Categories**, on page 61.
- 8 Click **Save**.

Manufacturer Mappings

The manufacturer mappings window enables store owners to map products to manufacturer in order to group them, as required. You can assign a product to as many manufacturers as you want in nopCommerce.

► **To define manufacturer mappings:**

- 1 From the **Catalog** menu, select **Products> Manage Products**. The **Manage Products** window is displayed.
- 2 Click **Edit** beside the product to edit. The **Edit product details** window is displayed, showing the **Product Info** tab, shown on page 80.
- 3 Select the **Manufacturer Mappings** tab, as follows:



- 4 From the **Manufacturer** list, select the required manufacturers to which you want to map your selected product.
- 5 Check the **Featured Product** checkbox to display the selected product as a featured product on the details page in the store.
- 6 In the **Display order** field enter the display order of the selected product. Setting this value **1** means it will be displayed at the top of the list.
- 7 (Optional) You can click **View** to display the **Edit** manufacturer details page and edit the category details, as described in **Managing Manufacturers**, on page 69.
- 8 Click **Save**.

Related Products

The **Related Products** option provides the opportunity to advertise products that are not part of the selected category, to your visitors. These products are displayed below the selected product. Related products can also be used to *pin* certain products from the category to a more prominent position.

You can add an unlimited number of related products to a product, although consideration should be made for the look and feel for the visitor.

► **To define related products:**

- 1 From the **Catalog** menu, select **Products > Manage Products**. The **Manage Products** window is displayed.
- 2 Click **Edit** beside the product to edit. The **Edit product details** window is displayed, showing the **Product Info** tab, shown on page 80.
- 3 Select the **Related Products** tab, as follows:

Product	View	Display order
<input checked="" type="checkbox"/> Diamond Pave Earrings	View	1
<input checked="" type="checkbox"/> Vintage Style Three Stone Diamond Engagement Ring	View	1

[Add new related product](#)

- 4 From the **Product** list, select the related product to add.
- 5 In the **Display order** field enter the display order of the selected product. Setting this value **1** means it will be displayed at the top of the list.
- 6 (Optional) You can click **View** to display the **Edit** product details page and edit the product details, as described in **Managing Products**, on page 78.
- 7 Click **Add new related product** to add a new related product. The **Edit product details** window is displayed, showing the

Add related product

Product name:

Category:

Manufacturer:

[Search](#)

- 8 Enter the search criteria for the related product:
 - In the **Product name** field, enter the name of the product
 - From the **Category** field, select the category to search by.
 - From the **Manufacturer** field, select the Manufacturer to search by.
- 9 Click **Search**. The related products that were found based on the search criteria will be added to the related products list.
- 10 Click **Save**.

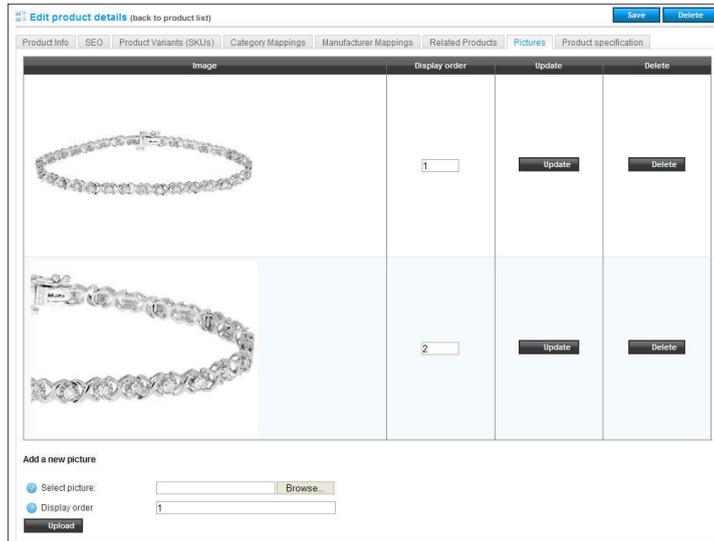
Pictures

The **Pictures** tab in the **Edit Product Details** page enables you to upload product images. After adding a new product, nopCommerce assumes you will want to upload some images for the product, and displays the **Pictures** tab after the product has been successfully added.

► **To add pictures:**

- 1 From the **Catalog** menu, select **Products > Manage Products**. The **Manage Products** window is displayed.
- 2 Click **Edit** beside the product to edit. The **Edit product details** window is displayed, showing the **Product Info** tab, shown on page 80.

3 Select the **Pictures** tab, as follows:



4 From the **Add a new picture** area, in the **select picture** field, click the **Browse** button and navigate and select the new picture you want to upload to your product page.

5 In the Display order field, enter a value for the display order. Entering a value of 1 will display the uploaded image first.

6 Click **Upload**. The picture will be displayed in the **Image** list.

7 You can change the order of the images at any time and then click **Update** to update the site with the new picture.

*Note: Click **Delete** beside the required image to remove it from the list and from the details page and click **Update** to update the site.*

8 Click **Save**.

Product Specifications

This page enables you to enter product specifications. Specifications can be used to list any technical or other useful information about the product (for example, color, height and so on).

► **To define product specifications:**

- 1 From the **Manage Products** window on page 79, click **Edit** beside the product for which you want to define the product specifications. The **Edit product details** window is displayed.
- 2 Select the **Product specifications** tab.

Attribute	Attribute option	Allow filtering	Show on product page	Display order	Update	Delete
Screensize	10.0"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Update	Delete

Add a new product specification attribute

Select specification attribute: Screensize

Attribute option: 10.0"

Allow filtering:

Show on product page:

Display order: 1

Add attribute

- 3 Add a new product specification attribute, as follows:
 - From the **Select specification** dropdown list, select the required specification attribute. These were defined the **Specification Attributes** section, on page 76.
 - From the **Attribute option** dropdown list, select the value of the specification attribute.
 - Select the **Allow filtering** checkbox to enable product filtering by the selected attribute. For further details on filtering refer to **Filtering the Display** on page 20.
 - Select the **Show on product page attribute** checkbox to show the value of the specification attribute on the product page and on the compare products page.
 - In the display order field, enter the order display value of the specification. **1** represents the top of the list.
- 4 Click **Add Attribute**. The specification attribute is added to the product, as follows:

The screenshot shows the 'Edit product details' interface with the 'Product specification' tab selected. At the top right, there are 'Save' and 'Delete' buttons. Below the tabs, there is a table with the following columns: Attribute, Attribute option, Allow filtering, Show on product page, Display order, Update, and Delete. The table contains two rows: 'Screensize' with '10.0\"

Attribute	Attribute option	Allow filtering	Show on product page	Display order	Update	Delete
Screensize	10.0"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Update	Delete
Hardrive	160 GB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Update	Delete

Below the table, there is a section titled 'Add a new product specification attribute' with the following fields:

- Select specification attribute: Hardrive
- Attribute option: 160 GB
- Allow filtering:
- Show on product page:
- Display order: 1

An 'Add attribute' button is located at the bottom of this section.

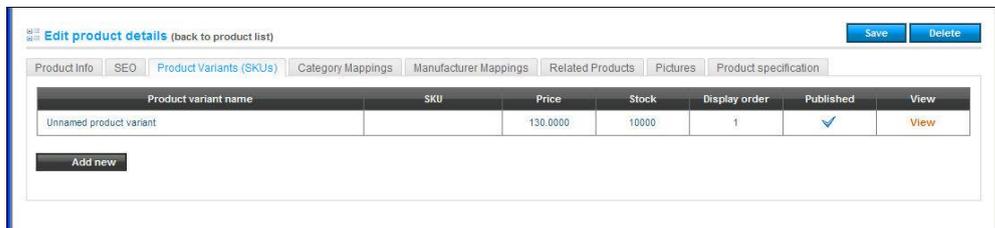
- 5 Edit the specification attribute as required and then click **Update** to update the store.
- 6 If required, you can click **Delete** to remove the specification attribute.
- 7 Click **Save**.

Adding Product Variants

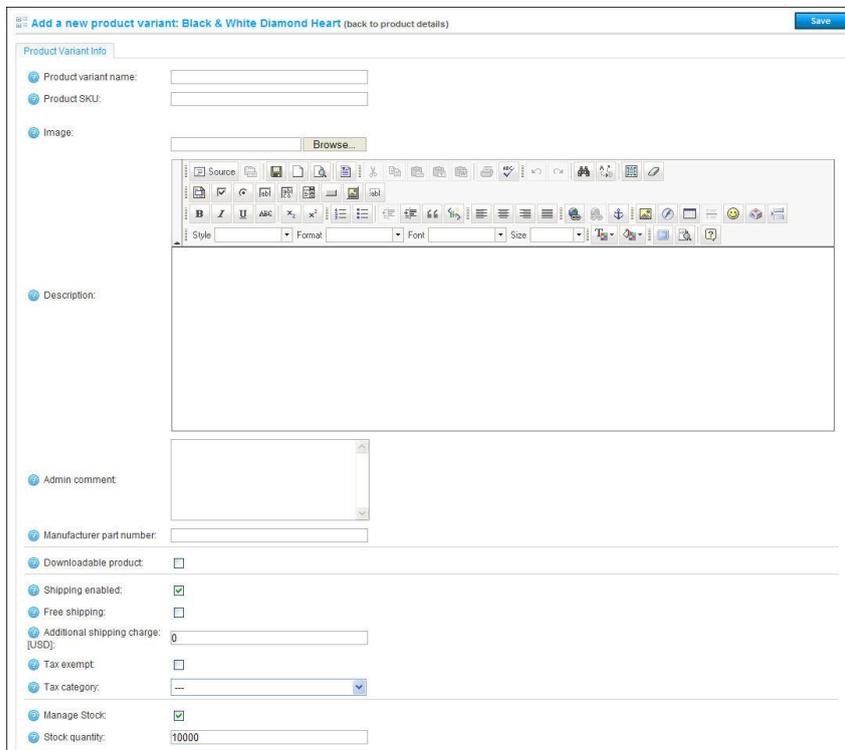
Product variants are added in the **Product Variants (SKUs)** tab. It is used to a variation of the product. For example, the same Nokia cell phone model that appears in three different colors will be added as product variant.

► **To add product variants:**

- 1 From the **Manage Products** window on page 79, click **Edit** beside the product to which you want to add a product variant. The **Edit product details** window is displayed.
- 2 Select the **Product Variants (SKUs)** tab.



- 3 Click **Add New**. The **Add a new product variant** window is displayed.



- 4 Define the general parameters for the product variant, as follows:
 - In the **Products variant name** field, enter the name of the new product variant.
 - In the **Product SKU** field, enter the product stock keeping unit, used internally for tracking the product variant.
 - In the **Description** field, enter a description of the product variant.
 - In the **Admin** comment field, enter a comment for information purposes.
- 5 Define the remaining product variant attributes, as described in steps 7 through 12 in **Adding Products** on pages 81 to 84.
- 6 Click **Save**.

Tier Prices

This section describes how to add tier prices. Tier prices are applied only to the product variant price and not to product attributes. Tier Pricing is a promotional tool that allows a store owner to price items differently for higher quantities. This is an effective way to move more merchandise and appeal to customers who buy more than one product at a time. When a customer adds a certain quantity of a product to their cart, the price is automatically changed to reflect the discount.

► To add tier prices:

- 1 From the **Manage Products** window on page 79, click **Edit** beside the product to which you want to add a product variant. The **Edit product details** window is displayed.
- 2 Select the **Product Variants (SKUs)** tab.

The screenshot shows the 'Edit product details' window with the 'Product Variants (SKUs)' tab selected. The window has a breadcrumb trail 'Edit product details (back to product list)' and 'Save' and 'Delete' buttons. Below the breadcrumb are several tabs: 'Product Info', 'SEO', 'Product Variants (SKUs)', 'Category Mappings', 'Manufacturer Mappings', 'Related Products', 'Pictures', and 'Product specification'. The 'Product Variants (SKUs)' tab is active, showing a table with the following data:

Product variant name	SKU	Price	Stock	Display order	Published	View
Unnamed product variant		130 0000	10000	1	✓	View

Below the table is an 'Add new' button.

- 3 Click the **Edit** button beside the product variant for which to define tier prices. The **Edit product variant** window is displayed, showing the **Product Variant Info** tab.

4 Select the **Tier Prices** tab, as follows:

Product Variant Info | **Tier Prices** | Product Variant Attributes | Discounts

Tier prices are applied only to product variant price (and not applied to product attributes).

Add tier price

Quantity: 2 and above.

Price: 0 [USD]

Add tier price

5 Add the tier price, as follows:

- In the **Quantity** field, enter the quantity of the product variant.
- In the **Price** field, enter the price per item of the product variant.

6 Click **Add tier price**. The tier prices tab is updated with the new data, as shown below.

Product Variant Info | **Tier Prices** | Product Variant Attributes | Discounts

Tier prices are applied only to product variant price (and not applied to product attributes).

Quantity	Price [USD]	Update	Delete
2 and above.	10.0000 [USD]	Update	Delete

Add tier price

Quantity: 2 and above.

Price: 10 [USD]

Add tier price

7 Click **Update** beside the required tier price to update the tier price in the store. You can click **Delete** to remove the tier price.

8 Click **Save**.

You can now view the updated product details page in the public store, as follows:

TOP / BOOKS / DIAMOND TENNIS BRACELET



Diamond Tennis Bracelet
1.0 Carat (ctw) in White Gold



Jazz up any outfit with this classic diamond tennis bracelet. This piece has one full carat of diamonds uniquely set in brilliant 10 karat white gold.

☆☆☆☆☆

Current rating is 0.00. Total votes 0.

[Email a friend](#) [Add to compare list](#)

PRICE BREAKS - The more you buy, the more you save.	
Quantity	2 +
Price	\$10.00

\$360.00 (USD) [Add to cart](#) [Add to wishlist](#)

Product Variant Attributes

This section describes how to define product variant attributes which are applied to the product variant.

▶ To define product variant attributes

- 1 From the **Manage Products** window on page 79, click **Edit** beside the product to which you want to add a product variant. The **Edit product details** window is displayed.
- 2 Select the **Product Variants (SKUs)** tab.



- 3 Click the **Edit** button beside the product variant for which to define tier prices. The **Edit product variant** window is displayed, showing the **Product Variant Info** tab.

4 Select the **Product Variant Attributes** tab, as follows:

The screenshot shows the 'Edit product variant for product: Diamond Tennis Bracelet' interface. The 'Product Variant Attributes' tab is selected. The 'Add a new attribute' section contains the following fields:

- Select attribute: Custom Text
- Text prompt: (empty)
- Required:
- Control Type: Dropdown List
- Display order: 1

Buttons: Save, Delete

5 Add a new attribute, as follows:

6 From the **Select attribute** dropdown list, select the attribute to add to the product variant.

*Note: These attributes are defined in the Product Attributes window shown on page 75, that is displayed in Administration area by selecting **Attributes > Product Attributes** from the Catalog menu.*

7 In the **Text Prompt** field, enter the text that will be shown in front of this product attribute in the public store. For example, for a **Color** product attribute that is attached to your product variant, you can enter text such as "**Select the preferred color**". This text will be followed by the product attribute values, such as **Green, Blue and Red**.

8 Select the **Required** checkbox to define this option as required for customers.

9 From the **Control Type** dropdown list, select the required pre-defined control type, as follows:

- **Dropdown list**
- **Radio list**
- **Checkboxes**
- **Textbox**

Note: Dropdown lists, radio lists and checkboxes require store owner to define values (such as, Green, Blue, Red). The Textbox control type does not require this, since customers will be required to enter text into this textbox field.

10 Click the **Add attribute** button. The window is expanded, as follows:

11 Click in the **Values** column beside the attribute for which you want to add values to. The **Add/Edit Values** window is displayed, follows:

*Note: Product variant attributes with the **Textbox** control type **do not** require you to add values, since values will be entered by customer for this control type.*

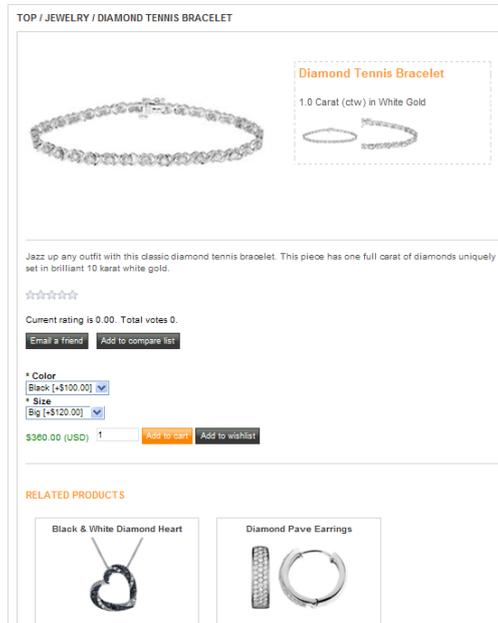
12 In the **Add new values** area, enter the attribute value details, as follows:

- In the **Name** field, enter the name for the value (such as, Red, Green, Yellow, for a color attribute for example).
- In the **Price adjustment** field, enter the price adjustment that is applied when selecting this attribute value.
- In the **Weight adjustment** field, enter the weight adjustment that is applied when selecting this attribute value.
- Select the **Pre-selected** checkbox to indicate this attribute value is pre-selected for the customer.
- In the **Display Order** field, enter the display order of the attribute value. A value of 1 represents the top of the list.

13 Click **Update** beside each attribute to update the attribute in the store.

14 Click **Save**. The new attribute value is added to the **Add/Edit Values** window.

You can now view the updated product details page in the public store, as follows:



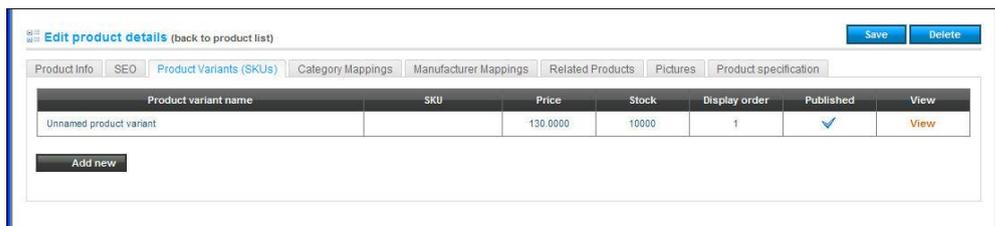
Discounts

This section describes how to add discounts. Tier prices are applied only to the product variant price and not to product attributes.

► To add discounts:

1 From the **Manage Products** window on page 79, click **Edit** beside the product to which you want to add a product variant. The **Edit product details** window is displayed.

2 Select the **Product Variants (SKUs)** tab.



- 3 Click the **View** button besides the product variant for which to define discounts. The **Edit Product variant** window is displayed, showing the **Product Variant Info** tab.
- 4 Select the **Discounts** tab, as follows:

Edit product variant for product: **Diamond Tennis Bracelet** (back to product details) Save Delete
 Product Variant Info Tier Prices Product Variant Attributes **Discounts**
 50% sale

- 5 Select the discount checkbox to apply the discount to the product variant. Discounts with **Assigned to product variants (SKUs)** type are visible here.
- 6 Click **Save**. The **Discounts** tab is displayed, as follows:

Edit product variant for product: **Diamond Tennis Bracelet** (back to product details) Save Delete
 Product Variant Info Tier Prices Product Variant Attributes **Discounts**
 50% sale

You can now view the updated product details page in the public store, as follows:

TOP / BOOKS / DIAMOND TENNIS BRACELET

Diamond Tennis Bracelet
1.0 Carat (ctw) in White Gold

Jazz up any outfit with this classic diamond tennis bracelet. This piece has one full carat of diamonds uniquely set in brilliant 10 karat white gold.

☆☆☆☆☆
Current rating is 0.00. Total votes 0.

[Email a friend](#) [Add to compare list](#)

PRICE BREAKS - The more you buy, the more you save.	
Quantity	2 +
Price	\$10.00

\$360.00 (USD) [Add to cart](#) [Add to wishlist](#)
 Your price: **\$310.00 (USD)**

5 Preparing for Selling

This section describes how to prepare and setup your public store your products. It includes the following:

- **Settings**, below
- **Taxes**, page 114
- **Shipping**, page 124
- **Payments**, page 142
- **Content Management**, page 153
- **Location**, page 170

Settings

This section describes the general and global settings for your public store, for example closing the store, or enabling unregistered users to purchase products in your store. This section includes:

- **All Settings**, page 104
- **Global Settings**, page 105

All Settings

Modifying the settings in this window is only recommended to use for advanced users. It is not recommended to modify these settings unless the user is very familiar with the system.

► **To define settings:**

- 1 From the **Configuration** menu, select **All settings**. The **All Settings** window is displayed.

Name	Value	Edit
Analytics.GoogleEnabled	false	Edit
Analytics.GoogleID	UA-0000000-0	Edit
Analytics.GoogleJS	<script type="text/javascript"> var gaJsHost = (("https:" == document.location.protocol) ? "https://ssl." : "http://www."); document.write(unescape("%3Cscript src=" + gaJsHost + "google-analytics.com/ga.js" type="text/javascript"%3E%3Cscript%3E")); </script> <script type="text/javascript"> try { var pageTracker = _gat._getTracker("UA-0000000-0"); pageTracker._trackPageview(); } catch(err) {}</script>	Edit
Blog.AllowNotRegisteredUsersToLeaveComments	true	Edit
Blog.NotifyAboutNewBlogComments	false	Edit
Cache.BlogManager.CacheEnabled	true	Edit
Cache.CategoryManager.CategoriesCacheEnabled	true	Edit
Cache.CategoryManager.MappingsCacheEnabled	true	Edit
Cache.CountryManager.CacheEnabled	true	Edit
Cache.CreditCardTypeManager.CacheEnabled	true	Edit
Cache.CurrencyManager.CacheEnabled	true	Edit
Cache.CustomerManager.CacheEnabled	true	Edit
Cache.DiscountManager.CacheEnabled	true	Edit
Cache.ForumManager.CacheEnabled	true	Edit
Cache.IpBlocklistManager.CacheEnabled	true	Edit
Cache.LanguageManager.CacheEnabled	true	Edit
Cache.LocalizedStringResourceManager.CacheEnabled	true	Edit
Cache.ManufacturerManager.ManufacturersCacheEnabled	true	Edit
Cache.ManufacturerManager.MappingsCacheEnabled	true	Edit
Cache.MeasureManager.CacheEnabled	true	Edit
Cache.NewspaperManager.CacheEnabled	true	Edit
Cache.OrderManager.CacheEnabled	true	Edit

2 Click **Add New**. The **Add a new** setting window is displayed.

3 Define the general setting , as follows:

- In the **Name** field, enter the required setting.
- In the **Value** field, enter the value of the setting.
- In the **Description** field, enter a description for the setting.

4 Click **Save**. The new setting is displayed in the **All settings** window.

*Note: You can click the **Edit** button beside each parameter to edit the parameter value, as described above.*

Global Settings

This section describes how to set the general global settings of your store. This includes the general settings, such as the store name, and URL, the SEO, media and unit settings, the security settings, customer profiles and more.

► **To define general settings:**

1 From the **Configuration** menu, select **Global settings**. The **Global Settings** window appears showing the **General** tab.

2 Define the general global settings, as follows:

- In the **Store name** field, enter the name of your store.
- In the **Store URL** field, enter the URL of your store. For example, **http://www.yourstore.com**.
- Select the **Store closed** checkbox to close the store.
- Select the **Anonymous checkout** checkbox to enable anonymous checkout. Meaning, customers are not required to enter a login when purchasing products.

3 Select the **SEO Display** tab, as follows:

The screenshot shows the 'Global Settings' window with the 'SEO Display' tab selected. The 'Enable store name prefix' checkbox is checked. The 'Default title' field contains 'Your store name', 'Default meta description' contains 'Your store meta description', and 'Default meta keywords' contains 'Your store meta keywords'. The 'Store theme' dropdown is set to 'darkOrange'. The 'Show welcome message on home page' checkbox is checked. The 'Display news RSS feed link in the browser address bar' and 'Display blog RSS feed link in the browser address bar' checkboxes are unchecked. Below these are several URI rewrite format fields with default values like '{0}Products/{1}-{2}.aspx'.

4 Define the SEO display settings, as follows:

- Select the **Enable store name prefix** checkbox to enable categories, manufacturers and products to display the store name. For example, *<Your Store>:<Your Product Name>*.
- In the **Default title** field, enter the default title for the pages in your store.
- In the **Default meta** description field, enter the default meta description for the pages in your store. This can be overridden for individual categories, manufacturers and products.
- In the **Default meta keywords** description field, enter the default meta keywords for the pages in your store. This can be overridden for individual categories, manufacturers and products.
- From the **Store theme** dropdown list, select the public store theme for the appearance of your public store. You can download new themes from the **Extensions** page at www.nopcommerce.com. You can also develop your own themes if you have a designer.
- Select the **Show welcome message on home page** checkbox to show the welcome message on your store homepage.
- Select the **Display news RSS feed link in the browser address bar** checkbox to enable the news RSS feed link in the customers browser address bar.
- Select the **Display blog RSS feed link in the browser address bar** checkbox to enable the blog RSS feed link in the customers browser address bar.

5 Modify the URL rewrite formats:

- In the **Product URL rewrite format** field, enter the required formats for the product URLs. It must contain Three arguments, as follows:
{0}Products/{1}-{2}.aspx
- In the **Category URL rewrite format** field, enter the required formats for the category URLs. It must contain Three arguments, as follows: {0}Category/{1}-{2}.aspx.
- In the **Manufacturer URL rewrite format** field, enter the required formats for the manufacturer URLs. It must contain Three arguments, as follows: {0}Manufacturer/{1}-{2}.aspx.
- In the **News URL rewrite format** field, enter the required formats for the news URL. It must contain Three arguments, as follows:
{0}News/{1}-{2}.aspx.
- In the **Blog URL rewrite format** field, enter the required formats for the blog URL. It must contain Three arguments, as follows:
{0}Blog/{1}-{2}.aspx.
- In the **Topic URL rewrite format** field, enter the required formats for the topic URL. It must contain Three arguments, as follows:
{0}Blog/{1}-{2}.aspx.

*Note: Ensure you have created the necessary rewrite rule in **UrlRewriting.config** file. Otherwise, by default, only .aspx extensions will be rewritten.*

6 Select the **Media** tab, as follows:



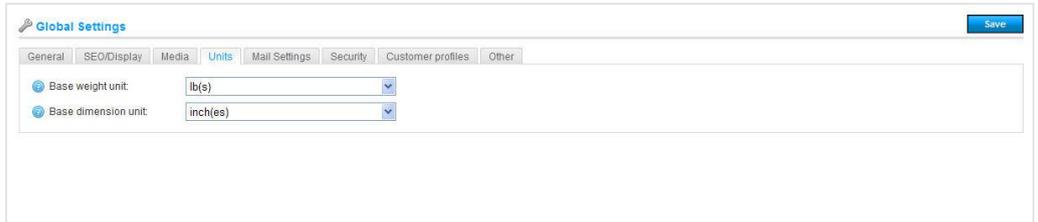
The screenshot shows the 'Global Settings' interface with the 'Media' tab selected. The settings are as follows:

Setting	Value	Unit
Maximum image size:	600	pixels
Product thumbnail image size:	125	pixels
Product detail image size:	300	pixels
Product variant detail image size:	125	pixels
Category thumbnail image size:	125	pixels
Manufacturer thumbnail image size:	125	pixels
Show product images on cart:	<input checked="" type="checkbox"/>	
Show product images on wishlist:	<input checked="" type="checkbox"/>	
Cart/Wishlist thumbnail image size:	80	pixels

7 Define the media settings, as follows:

- In the **Maximum image size** field, enter the maximum image size (meaning, the longest side) allowed for image upload (pixels).
- In the **Product thumbnail image** field, enter the default size for the product thumbnail images (pixels).
- In the **Product detail image size** field, enter the default size for the product detail images (pixels).
- In the **Product variant detail image** field, enter the default size for the product variant images (pixels).
- In the **Category thumbnail image** field, enter the default size for the product thumbnail images on the category pages (pixels).
- In the **Manufacturer thumbnail image** field, enter the default size for the product thumbnail images on the manufacturer pages (pixels).
- In the **Manufacturer thumbnail image** field, enter the default size for the product thumbnail images (pixels).
- Select the **Show product images on cart** checkbox to display product images in your store shopping cart.
- Select the **Show product images on wishlist** checkbox to display product images on customer wishlists.
- In the **Cart / Wishlist thumbnail image size** field, enter the default size for product thumbnail images on the shopping cart and wishlist (pixels).

8 Select the **Units** tab, as follows:

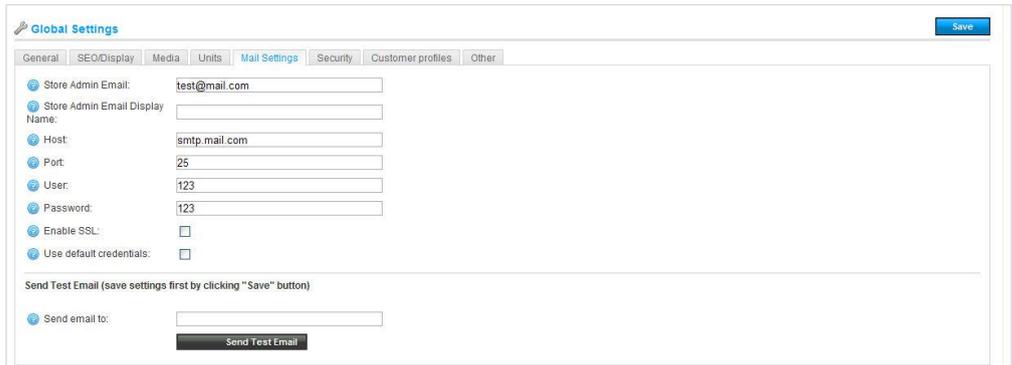


The screenshot shows the 'Global Settings' interface with the 'Units' tab selected. The 'Base weight unit' is set to 'lb(s)' and the 'Base dimension unit' is set to 'inch(es)'. A 'Save' button is visible in the top right corner.

9 Define the unit settings, as follows:

- From the **Base weight unit** dropdown list, select your store's base weight unit, as follows:
 - ounces(s)
 - lb(s)
 - kg(s)
- From the **Base dimension unit** dropdown list, select your store's base dimension unit, as follows:
 - inch(es)
 - feet
 - meter(s)

10 Select the **Mail Settings** tab, as follows:



The screenshot shows the 'Global Settings' interface with the 'Mail Settings' tab selected. The 'Store Admin Email' is 'test@mail.com'. The 'Host' is 'smtp.mail.com', 'Port' is '25', 'User' is '123', and 'Password' is '123'. There are checkboxes for 'Enable SSL' and 'Use default credentials', both of which are unchecked. A 'Send Test Email' section is visible at the bottom with a 'Send Test Email' button.

11 Define the mail settings, required for notifying the store owner about new orders for example, using the send email to friend option, as follows:

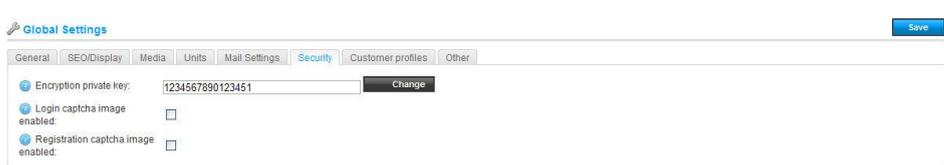
- In the **Store Admin Email** field, enter the displayed *from* email address for all outgoing emails from your store. Example, *sales@yourstore.com*.
- In the **Store Admin Email Display Name** field, enter the display name for outgoing emails from your store. Example, *Your Store Sales Department*.
- In the **Host** field, enter the host name of IP address of your email server.
- In the **Port** field, enter the SMTP port of your email server.

Note: You cannot change a port in a medium trust environment.

- In the **User** field, enter the user name of your email server.
- In the **Password** field, enter the password of your email server.
- Select the **Enable SLL** checkbox to use Security Sockets Layer to encrypt the SMTP connection.
- Select the **Use default credentials** checkbox to use default credentials for the connection.
- In the **Send email to** field, enter the email address for the test email and click **Send test Email**.

Note: Before sending the test email click Save to save the settings.

12 Select the **Security** tab, as follows:



13 Define the security settings, as follows:

- In the **Encryption private key** field, enter the encryption private key used for storing sensitive data. Click **Change** at any time to change this key. All sensitive data is encrypted using this private key. Sensitive data includes all credit card information.
- Select the **Login captcha image enabled** checkbox to enable captcha verification on the customer login page.

- Select the **Registration captcha image enabled** checkbox to enable captcha verification on the customer registration page. It is recommended to select this checkbox.

14 Select the **Customer profiles** tab, as follows

The screenshot shows the 'Global Settings' interface with the 'Customer profiles' tab selected. The settings are as follows:

- Customer name format: Show Emails (dropdown)
- Allow customers to upload avatars:
- Allow viewing customer profiles:
- Show customers location:
- Show customers join date:
- Allow private messages:
- Allow customers to select time zone:
- Current time zone: (GMT+02:00) Jerusalem
- Default store time zone: (GMT+02:00) Jerusalem (dropdown)

15 Define the customer profiles, as follows:

- From the **Customer name format** dropdown list, select the required customer name format, as follows:
 - Show Emails
 - Show Usernames
 - Show Full Names

The customer name will be shown in the store under, news and blog comments, forums and more.

- Select the **Allow customers to upload avatars** checkbox to enable customers to upload avatars

The customer avatars will be shown in the store under, news and blog comments, forums and more.
- Select the **Allow viewing customer profiles** checkbox to enable viewing customer profiles.
- Select the **Show customers location** checkbox to show the customers location.
- Select the **Show customers join date** checkbox to show the customers join date.
- Select the **Allow private messages** checkbox to enable private messaging. This option is very useful when forums are enabled.

- Select the **Allow customers to select time zone** checkbox to enable customers to select the time zone in the public store on the accounts page. Otherwise, the default time zone is used

Note: Only when option is enabled, the time zone can be set on the Customer Accounts pages in the public store.

- The **current time zone** is displayed automatically.
- From the **Default store time zone** dropdown list, select the default time zone.

Note: The current time zone is displayed automatically.

16 Select the **Other** tab, as follows:

The screenshot shows the 'Global Settings' page with the 'Other' tab selected. The settings listed are:

- 'Usernames' enabled
- New customer registration is not allowed
- Allow navigation only for registered customers:
- 'Customer email validation' enabled
- 'Compare Products' enabled
- 'Wishlist' Enabled
- 'Email a friend' enabled
- 'Recently viewed products' enabled
- 'Recently added products' enabled
- Notify about new product reviews:
- Show best sellers on home page:
- 'Products also purchased' enabled:
- Number of also purchased products to display:

17 Define the other additional settings, as follows:

- Select the **'Usernames' enabled** checkbox to enable using usernames for login and registration instead of emails. It is not recommended to change the option in the Product environment.
- Select the **New customer registration is not allowed** checkbox to disable new customer registration.
- Select the **Allow navigation only for registered customers** checkbox to enable navigation only after entering customer login information.
- Select the **'Customer email validation' enabled** checkbox to require email validation during customer registration. After registration a confirmation email is sent to validate the customer's email.
- Select the **'Compare Products' enabled** checkbox to enable customer to use the **Compare Products** option in your public store.
- Select the **'Wishlist' enabled** checkbox to enable customer to use the customer wishlists in your public store.

- Select the '**Email a friend**' **enabled** checkbox to enable customers to use the **Email a friend** option in your public store.
- Select the '**Recently viewed products**' **enabled** checkbox to enable customers to use the **Recently viewed products** option in your public store.
- Select the '**Recently added products**' **enabled** checkbox to enable customers to use the **Recently added products** option in your public store.
- Select the **Notify about new product reviews** checkbox to notify the store owner about new public reviews.
- Select the **Show best sellers on home page** checkbox to display the best sellers on the home page.
- Select the '**Products also purchased**' **enabled** checkbox to enable customers to view a list of products purchased by other customers who also purchased the above.
- In the **Number of also purchased products to display** field enter the number of products also purchased by other customers. This field is displayed when the **Products also purchased** option is enabled.

18 Click **Save** to save the global settings.

Taxes

This section describes how to define the tax settings in nopCommerce, it includes the following:

- **Overview**, below
- **Tax Classes**, below
- **Taxation Settings**, page 115
- **Tax Rate Providers**, page 117

Overview

In nopCommerce, the following can be taxable: products, shipping fees and payments methods.

Depending on where your store is located, you may be required to collect tax. nopCommerce enables you to configure taxes for specific areas (Florida Tax) and specific products (Electronics Tax). New tax rates can be added to existing tax categories or to a new tax category, and are based on a country or a state. This allows products to be taxed accordingly to location, and achieves a final tax rate value by adding or compounding the tax rates defined in the assigned products tax class.

Tax Classes

Tax classes are assigned to products, shipping fees and payment method additional fees.

► To define tax classes:

- 1 From the **Configuration** menu, select **Tax>Tax Classes**. The **Tax Classes** window is displayed.



Name	Display order	Edit
Books	1	Edit
Electronics & Software	2	Edit
Downloadable Products	5	Edit
Jewelry	5	Edit
Apparel & Shoes	8	Edit

- 2 Click Add new. The Add a new tax classification window is displayed.



Add a new tax classification (back to tax classes list) Save

Name:

Display order:

- 3 In the **Name** field, enter the name of the tax classification (category).
- 4 In the **Display order** field, enter the display order of the tax classification. A value of **1** represents the top of the list.
- 5 Click **Save**.

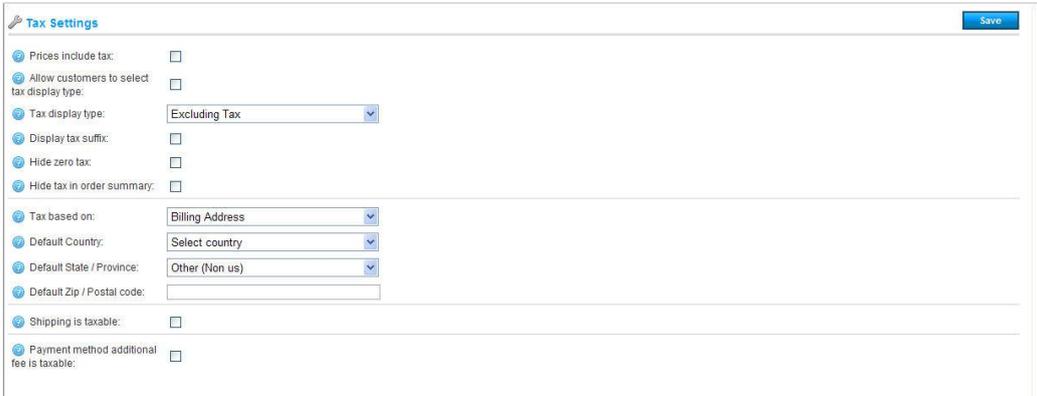
*Note: You can click **Edit** in the **Tax class** window to display the **Edit tax classes** window and then edit the tax classes, as described above.*

Taxation Settings

In nopCommerce, you can define the tax settings. This includes setting the tax type to include or exclude tax in the prices displayed, defining the country for tax calculation purposes and more.

► To define tax settings:

- 1 From the **Configuration** menu, select **Tax>Tax Settings**. The **Tax Settings** window is displayed.



The screenshot shows the 'Tax Settings' configuration window. It contains several settings:

- Prices include tax:**
- Allow customers to select tax display type:**
- Tax display type:** Excluding Tax (dropdown menu)
- Display tax suffix:**
- Hide zero tax:**
- Hide tax in order summary:**
- Tax based on:** Billing Address (dropdown menu)
- Default Country:** Select country (dropdown menu)
- Default State / Province:** Other (Non us) (dropdown menu)
- Default Zip / Postal code:** (text input field)
- Shipping is taxable:**
- Payment method additional fee is taxable:**

A 'Save' button is located in the top right corner of the window.

- 2 Define the tax settings, as follows:
 - Select the **Prices include tax** checkbox to include tax in entered prices to indicate all entered product prices already include tax
 - Select the **Allow customers to select tax display type** checkbox to enable customers to select the tax display type.

- From the **Tax display type** dropdown list, select the required tax display type, as follows:
 - Including Tax
 - Excluding Tax

*Note: This option is hidden when the **Allow customers to select tax display type** checkbox is disabled*

- Select the **Display tax suffix** checkbox to display the tax suffix, including or excluding tax.
 - Select the **Hide zero tax** check box to hide the zero tax in the order summary.
 - Select the **Hide tax in order summary** checkbox to hide the tax in the order summary.
- 3** From the **Tax based on** dropdown list, select the required option as follows:
- **Billing Address:** When this option is selected, tax is based on the customer billing address. If billing address is unknown the default address is used (entered below).
 - **Shipping Address:** When this option is selected, tax is based on customer shipping address. If the shipping address is unknown the default address is used (entered below).
 - **Default Address:** When this option is selected, tax is based on the default address that is entered below.
 - **Shipping Origin:** When this option is selected, tax is based on address where your store is located. This address can be set in the **Administration** area, by selecting **Shipping > Shipping Settings** from the **Configuration** menu.
- 4** From the **Default Country** dropdown list, select the default country used for tax calculations.
- 5** From the **Default State** dropdown list, select the default state or province used for tax calculations.
- 6** In the **Default Zip/Postal Code** field, enter the default postal code used for tax calculation purposes.

- 7 Select the **Shipping is taxable** checkbox to indicate shipping is taxable. The following options are then displayed:
 - **Shipping price includes tax:** Select to include tax in the shipping price.
 - **Shipping tax class:** From the dropdown list, select the required tax class used for the shipping tax calculation.

- 8 Select the **Payment method additional fee is taxable** checkbox to indicate the payment method additional fee is taxable. The following options are then displayed
 - **Payment method additional fee includes tax:** Select to indicate the Payment method additional fee is taxable.
 - **Payment method additional fee tax class:** From the dropdown list, select the required tax class used for the Payment method additional fee tax calculation.

- 9 Click **Save** to save the settings.

Tax Rate Providers

Only one tax rate provider can be used for tax calculation. These are the radio button options which are displayed besides each tax provider in the list enabling you to select the default tax provider to be used. Adding new tax providers is recommended only for advanced users.

- ▶ To define tax rate providers:

- 1 From the **Configuration** menu, select **Tax>Tax Providers**. The **Tax Providers** window is displayed.

Name	Display order	Is default	Edit
No tax	1	<input type="radio"/>	Edit
Tax By Country & State	2	<input checked="" type="radio"/>	Edit
Strike Iron Basic (US and CA Only)	2	<input type="radio"/>	Edit
Fixed Rate Tax	10	<input type="radio"/>	Edit

- 2 Click the required radio button in the list to select the default tax provider to use.

► **To add new tax rate providers (for advanced users only):**

1 Click **Add new**. The Add a new tax provider window is displayed

2 In the **Name** field, enter the name of the tax provider.

3 In the **Description** field, enter a description for the tax provider.

4 In the **Configuration template path** field, enter the path to the configuration template for this provider.

5 In the **Class name** field, enter the fully qualified class name for this tax provider.

6 In the **Display order** field, enter the display order of this tax provider. A value of **1** represents the top of the list.

7 Click **Save**.

*Note: You can click **Edit** in the **Tax providers** window to display the **Edit tax providers details** window and then edit the tax providers, as described above.*

No Tax

When this option is selected, no taxes are applied to products and shipping fees. Refer to **Taxation Settings** on page 115, and select the **Excluding Tax** option from the **Tax display type** dropdown list.

► **To define no taxes:**

1 From the **Configuration** menu, select **Tax>Tax Providers**. The **Tax Providers** window is displayed.

Name	Display order	Is default	Edit
No tax	1	<input type="radio"/>	Edit
Tax By Country & State	2	<input checked="" type="radio"/>	Edit
Strike Iron Basic (US and CA Only)	2	<input type="radio"/>	Edit
Fixed Rate Tax	10	<input type="radio"/>	Edit

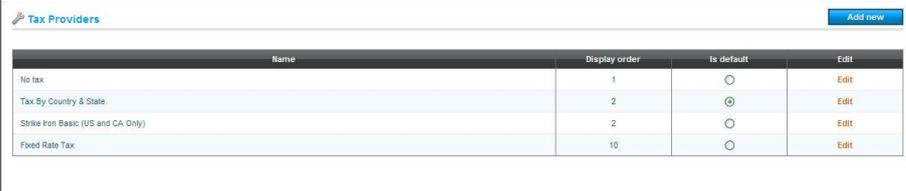
- 2 In the **No Tax** row, select the radio button in the **Is Default** column.
- 3 Click **Save**.

Tax by Country& State& Zip

When this option is selected, tax is calculated according to country, state and zip code. This is the only provider that uses tax classes. If another tax provider is used, then store owner does not have to specify tax classes for each product.

► **To configure tax by country, state and zip:**

- 1 From the **Configuration** menu, select **Tax>Tax Providers**. The **Tax Providers** window is displayed.



Name	Display order	Is default	Edit
No tax	1	<input type="radio"/>	Edit
Tax By Country & State	2	<input checked="" type="radio"/>	Edit
Strike Iron Basic (US and CA Only)	2	<input type="radio"/>	Edit
Fixed Rate Tax	10	<input type="radio"/>	Edit

- 2 Click **Edit** beside the **Tax by country & state** option in the list. The **Edit tax provider details** window is displayed, as follows:

Edit tax provider details (back to tax providers list) Save Delete

Name: Tax By Country & State

Description:

Configuration template path: Tax\General\ConfigureTax.ascx

Class name: NopSolutions.NopCommerce.Tax.GeneralT

Display order: 2

Add new tax rate

- 3 Click **Add new tax rate**. The window is expanded with the following fields:

Adding new tax rate

Country: United States

State / province: *

Zip:

Tax class: Books

Percentage: 0

Save Cancel

- 4 Define the new tax rate, as follows:
- From the **Country** dropdown list, select the country for which the tax rate is defined.
 - From the **State/province** dropdown list, select the state or province for which the tax rate is defined. If an asterix (*) is selected, this tax rate will apply to all customers from the selected country regardless of the state.

- In the **Zip** field, enter the Zip/postal code country for which the tax rate is defined. If this field is empty, then this tax rate will apply to all customers from the selected country or state regardless of the zip code.
- From the **Tax class** dropdown list, select the required class for which to apply the tax rate.
- Click **Save**. The new tax rate is displayed, as follows:

Country	State/province	Zip	Tax category	Percentage	Edit	Edit
United States	*	*	Books	0.0000	Edit	Delete

*Note: You can click **Edit** beside the tax rate to edit the tax rate details, as described above. You can click **Delete** to remove the tax rate.*

- 5 Click **Save**.

Strike Iron Basic

This is an external tax provider that uses an internet service to get tax rates. It can be used in USA and Canada only.

- **To configure tax according to strike iron basic:**

- 1 From the **Configuration** menu, select **Tax>Tax Providers**. The **Tax Providers** window is displayed.

Tax Providers				Add new
Name	Display order	Is default	Edit	
No tax	1	<input type="radio"/>	Edit	
Tax By Country & State	2	<input checked="" type="radio"/>	Edit	
Strike Iron Basic (US and CA Only)	2	<input type="radio"/>	Edit	
Fixed Rate Tax	10	<input type="radio"/>	Edit	

- 2 Click **Edit** beside the **Strike Iron Basic (US and CA Only)** option in the list. The **Edit tax provider details** window is displayed, as follows:

Edit tax provider details (back to tax providers list) Save Delete

Name:

Description:

Configuration template path:

Class name:

Display order:

To use this service, you need to create a Strikelron account and purchase its online tax service. To enable this provider, you'll need to:

Step 1. [Create a Strikelron account](#)
Step 2. [Purchase the service](#)
Step 3. Fill in your Strikelron account details below

Strikelron User ID:

Strikelron Password:

Test Online Tax Service (USA)
Zip Code:

Test Online Tax Service (Canada)
Two Letter Province Code:

► **To enable this provider:**

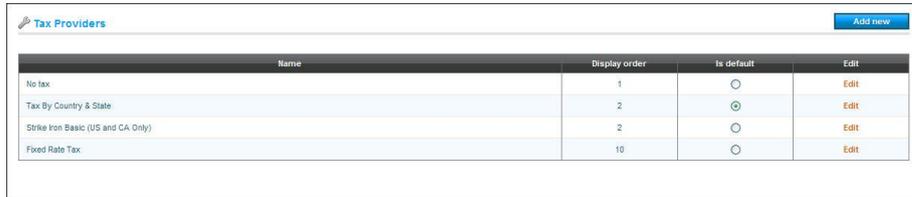
- 1 Create a **Strike Iron** account, at the following website <http://www.strikeiron.com/Home.aspx>
- 2 Purchase the online tax service for this account at the following link: <http://www.strikeiron.com/Catalog/ProductDetail.aspx?pv=5.0.0&pn=Sales+and+Use+Tax+Basic>
- 3 Enter your **Strike Iron** account details in the following fields:
 - In the **Strike Iron user ID** field, enter your user ID.
 - In the **Strike Iron Password** field, enter your user password.
- 4 Test the online tax service for USA or Canadian users, as required:
 - For USA users, in the **Zip code** field, enter the required zip code and click the **Test (USA)** button
 - For Canadian users, in the **Two Letter Province Code** field, enter the required province code and click the **Test (Canada)** button.
- 5 Click **Save**.

Fixed Rate Tax

When this option is selected, tax is calculated according a fixed rate.

► **To configure fixed rate tax:**

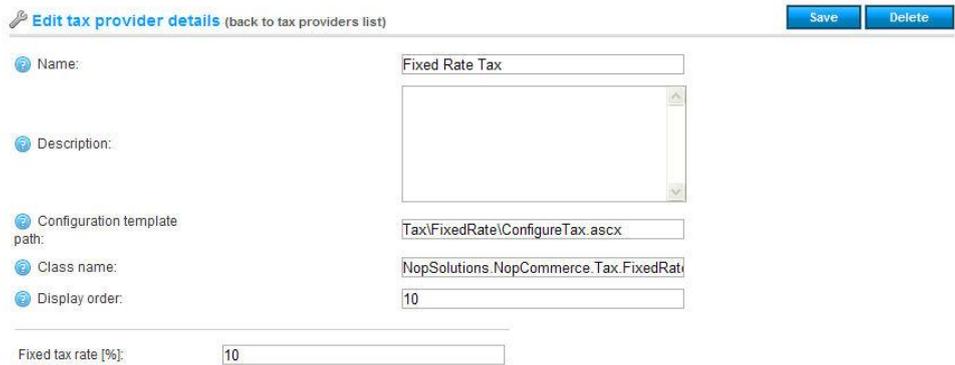
- 1 From the **Configuration** menu, select **Tax>Tax Providers**. The **Tax Providers** window is displayed.



The screenshot shows the 'Tax Providers' window with a table of providers. The table has columns for Name, Display order, Is default, and Edit. The providers listed are: No tax (Display order: 1, Is default: unselected), Tax By Country & State (Display order: 2, Is default: selected), Strike Iron Basic (US and CA Only) (Display order: 2, Is default: unselected), and Fixed Rate Tax (Display order: 10, Is default: unselected). Each row has an 'Edit' link.

Name	Display order	Is default	Edit
No tax	1	<input type="radio"/>	Edit
Tax By Country & State	2	<input checked="" type="radio"/>	Edit
Strike Iron Basic (US and CA Only)	2	<input type="radio"/>	Edit
Fixed Rate Tax	10	<input type="radio"/>	Edit

- 2 Click **Edit** beside the **Fixed Rate Tax** option in the list. The **Edit tax provider details** window is displayed, as follows:



The screenshot shows the 'Edit tax provider details' window for 'Fixed Rate Tax'. It includes fields for Name, Description, Configuration template path, Class name, Display order, and Fixed tax rate [%].

Edit tax provider details (back to tax providers list) Save Delete

Name: Fixed Rate Tax

Description:

Configuration template path: Tax\FixedRate\ConfigureTax.ascx

Class name: NopSolutions.NopCommerce.Tax.FixedRat

Display order: 10

Fixed tax rate [%]: 10

- 3 In the **Fixed tax rate %** field, enter the fixed rate tax value in percentages.
- 4 Click **Save**.

Shipping

This section describes how to define the shipping settings in nopCommerce, it includes the following:

- **Overview**, below
- **General Shipping Settings**, below
- **Shipping Methods**, page 125
- **Adding Shipping Rate Computation Methods** page 126
- **Offline Shipping Rate Computation Providers**, page 127
- **Real-time Shipping Rate Computation Providers**, page 135

Overview

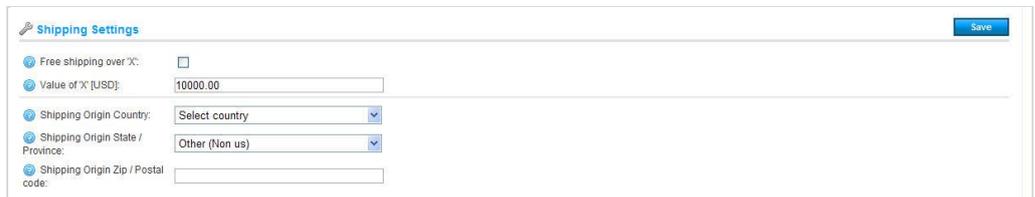
The shipping settings defined in this section are used for shippable products only. In addition you can also define the shipping methods, the shipping rate computation provider and more.

General Shipping Settings

This section enables you to define the shipping methods. This includes defining free shipping for quantities exceeding a certain value, setting the shipping origin country, state and zip code and more.

► To define shipping settings:

- 1 From the **Configuration** menu, select **Shipping**> **Shipping Settings**. The Shipping Settings window is displayed.



The screenshot shows the 'Shipping Settings' configuration window. It features a title bar with a gear icon and the text 'Shipping Settings' on the left, and a 'Save' button on the right. The main content area contains several settings:

- 'Free shipping over X': A checkbox that is currently unchecked.
- 'Value of X (USD)': A text input field containing the value '10000.00'.
- 'Shipping Origin Country': A dropdown menu with 'Select country' as the selected option.
- 'Shipping Origin State / Province': A dropdown menu with 'Other (Non us)' as the selected option.
- 'Shipping Origin Zip / Postal code': An empty text input field.

- 2 Select the **Free shipping over 'X'** checkbox to enable free shipping for orders over the amount of X. Set the X value in the field below.
- 3 In the **Value of 'X'** field, enter the X value. All orders with a total greater than the value of X will qualify for free shipping.
- 4 In the **Shipping Origin Country** field, enter the origin shipping country. This where the order was shipped from
- 5 In the **Shipping Origin State / Province** field, enter the origin shipping state province. This where the order was shipped from.
- 6 In the **Shipping Origin Zip / Postal code** field, enter the origin shipping zip or postal code.
- 7 Click **Save**.

Shipping Methods

If you have shippable products, you will need to set up the shipping methods that your store will use to deliver orders to customers. You can either define your own shipping methods or use the pre-defined shipping methods provided by such popular carriers as USPS, UPS and FedEx. If you decide to define and use your own shipping methods, the shipping rates for these methods will need to be entered into nopCommerce manually. If you decide to use the shipping methods provided by the carrier companies like USPS, UPS or FedEx, the shipping rates for these methods will need to be obtained from the respective carrier companies.

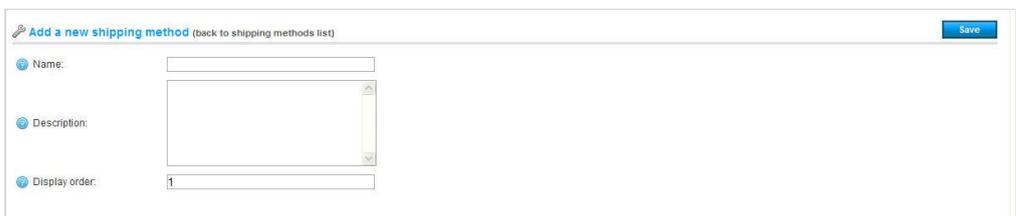
► To add new shipping methods :

- 1 From the **Configuration** menu, select **Shipping> Shipping Methods**. The **Shipping Methods** window is displayed.



Name	Display order	Edit
By Ground	1	Edit
By Air	3	Edit

- 2 Click **Add new**. The **Add a new shipping method** window is displayed.



Add a new shipping method (back to shipping methods list) Save

Name:

Description:

Display order:

- 3 In the **Name** field, enter the name of the shipping method viewed by the customer.
- 4 In the **Description** field, enter a description for the shipping method viewed by the customer.
- 5 In the **Display order** field, enter the display order of the shipping method. A value of **1** represents the top of the list.
- 6 Click **Save**.

*Note: You can click **Edit** in the **Shipping methods** window to display the **Edit shipping methods details** window and then edit the shipping methods, as described above.*

Adding Shipping Rate Computation Methods

This section describes how to add new shipping rate computation methods for advanced users only.

- ▶ **To add a new shipping rate computation (for advanced users only):**

- 1 Click **Add new**. The **Add a new shipping rate computation method** window is displayed.

- 2 In the **Name** field, enter the name of this shipping rate computation method.
- 3 In the **Description** field, enter the name of this shipping rate computation method.
- 4 In the **Configuration template path** field, enter the path to the configuration template for this shipping rate computation method.
- 5 In the **Class name** field, enter the fully qualified class name for this shipping rate computation method.

- 6 In the **Display order** field, enter the display order of this shipping rate computation method. A value of **1** represents the top of the list.
- 7 Click **Save**.

*Note: You can click **Edit** in the **shipping rate computation methods** window to display the **Edit shipping rate computation method** window and then edit the shipping rate computation method, as described above.*

Offline Shipping Rate Computation Providers

The shipping rate computation provider is defined by selecting the required radio button option in the shipping rate computation list.

The shipping rate computation providers are displayed in the **Shipping Rate Computation** window. These are defined in the *Administration* area, by selecting **Shipping > Shipping Rate Computation** from the **Configuration** menu.

Only one shipping rate computation provider can be used for shipping rate calculation. This will be set as the default shipping provider that is used.

The shipping rate computation method and their configuration settings include the following offline shipping methods:

- **Free Shipping**, page 128
- **Shipping by Order Weight**, page 128
- **Shipping by Order Total**, page 130
- **Shipping by Country & Order Weight**, page 132
- **Fixed Rate Shipping**, page 134

Free Shipping

When this option is selected no shipping rate exists, since shipping is free.

► To define free shipping

- 1 From the **Configuration** menu, select **Shipping> Shipping Rate Computation**. The **Shipping Rate Computation** window is displayed.



Name	Display order	Is default	Edit
Free Shipping	1	<input type="radio"/>	Edit
Shipping By Order Total	2	<input type="radio"/>	Edit
Shipping By Order Weight	3	<input checked="" type="radio"/>	Edit
Shipping By Country & Order Weight	4	<input type="radio"/>	Edit
Fixed Rate Shipping	6	<input type="radio"/>	Edit
USPS (US Postal Service)	9	<input type="radio"/>	Edit
UPS (United Parcel Service)	10	<input type="radio"/>	Edit
FedEx	25	<input type="radio"/>	Edit

- 2 In the **Free Shipping** row, select the radio button in the **Is Default** column.

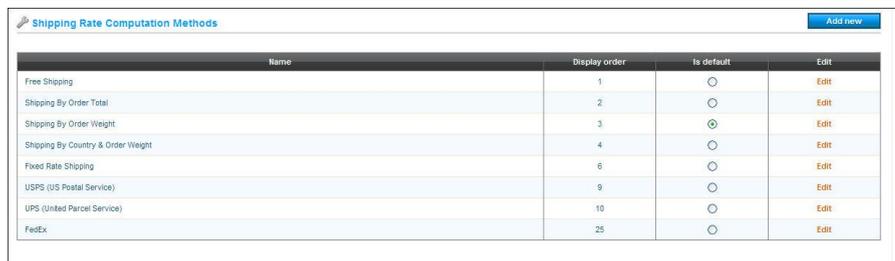
- 3 Click **Save**.

Shipping by Order Weight

This option calculates a shipping fee based on how much the shipment weighs. This is the recommended shipping calculation for companies that have products that vary in weight. The ability to charge different costs depending on the weight of the shipment helps to keep the company's shipping costs down when heavy items are shipped, yet keep the cost reasonable for customers who purchase products that are light in weight. If you decide to use matrix by weight, set up weight brackets and how much shipping will cost if the shipment falls within that bracket. For example: 1 pound up to 5 pounds will cost \$3.00 per kg, 6 pounds up to 12 pounds will cost \$8.00 per kg. You can set up multiple shipping fees depending on the shipping methods. Using the first weight bracket above, 1 pound up to 5 pounds will cost \$3.00 per kg using Ground and 1 pound up to 5 pounds will cost \$18.00 per kg using Next Day.

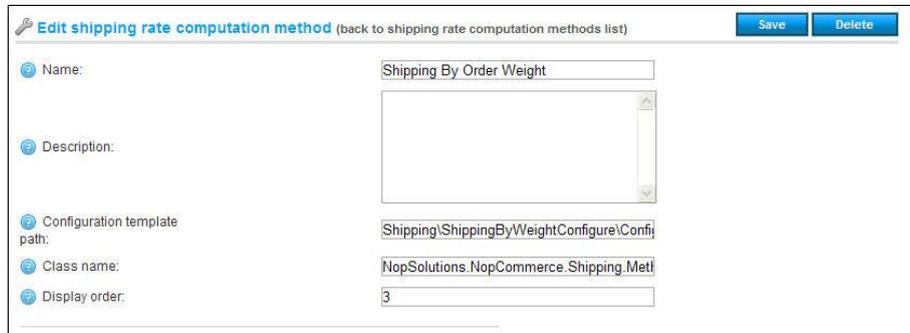
► To define shipping by order weight:

- 1 From the **Configuration** menu, select **Shipping> Shipping Rate Computation**. The **Shipping Rate Computation** window is displayed.



Name	Display order	Is default	Edit
Free Shipping	1	<input type="radio"/>	Edit
Shipping By Order Total	2	<input type="radio"/>	Edit
Shipping By Order Weight	3	<input checked="" type="radio"/>	Edit
Shipping By Country & Order Weight	4	<input type="radio"/>	Edit
Fixed Rate Shipping	6	<input type="radio"/>	Edit
USPS (US Postal Service)	9	<input type="radio"/>	Edit
UPS (United Parcel Service)	10	<input type="radio"/>	Edit
FedEx	25	<input type="radio"/>	Edit

- 2 Click **Edit** beside the **Shipping By Order Weight** option in the list. The **Edit shipping rate computation rate method** window is displayed, as follows:



- 3 Click **Save**. The window is expanded with the following fields, enabling you to add new values:



- 4 Define the new values, as follows:

- From the **Select shipping method** dropdown list, select the required option, as follows:
 - **By Ground:** The order is shipped by ground
 - **By Air:** The order is shipped by air.

*Note: These options are not hard-coded and can be configured by store owner in the Administration area, by selecting **Shipping >Shipping Methods** from the **Configuration** menu.*

- In the **Order weight from** field, enter the minimum order weight (lbs).
- In the **Order weight to** field, enter the maximum order weight (lbs).
- Select the **Use percentage** checkbox to charge a percentage value.

- Enter a value in the **Charge Percentage (of subtotal)** field, when the **Use percentage** checkbox is checked. This value entered is the percentage of the order subtotal. For example, if your order subtotal is **\$1000** and the **Use percentage** checkbox is checked and the **Charge percentage** is set to **%15**, the shipping rate will be **\$1000*%15=\$150** for the selected shipping method
- Enter a value in the **Charge amount** field, when the **Use percentage** checkbox is unchecked. This is a fixed value charged per lb or per kg (depending on the primary store weight measure selected). For example, if your order total weight is 3lb and the **Use percentage** checkbox is unchecked and the **Charge amount** value is set to \$10, then shipping rate will be **\$10*3lb=\$30** for the selected shipping method.
- Click **Add New**. The **Edit shipping rate computation rate method window is updated**, as follows:

Shipping method	From	To	Use Percentage	Charge percentage	Charge amount	Update	Delete
By Air	1000.00	2000.00	<input checked="" type="checkbox"/>	20.00	0.00	Update	Delete

You can click **Update** to update the system with the new shipping rate computation rate method or click **Delete** to remove it from the system.

Shipping by Order Total

Total is much like shipping by order weight but instead of using a weight scale, you are using a cost scale. In this case, the cost is the total of all products being purchased.

► **To define shipping by order total:**

- 1 From the **Configuration** menu, select **Shipping> Shipping Rate Computation**. The **Shipping Rate Computation** window is displayed.

Shipping Rate Computation Methods				Add new
Name	Display order	Is default	Edit	
Free Shipping	1	<input type="radio"/>	Edit	
Shipping By Order Total	2	<input type="radio"/>	Edit	
Shipping By Order Weight	3	<input checked="" type="radio"/>	Edit	
Shipping By Country & Order Weight	4	<input type="radio"/>	Edit	
Fixed Rate Shipping	6	<input type="radio"/>	Edit	
USPS (US Postal Service)	9	<input type="radio"/>	Edit	
UPS (United Parcel Service)	10	<input type="radio"/>	Edit	
FedEx	25	<input type="radio"/>	Edit	

- 2 Click **Edit** beside the **Shipping By Order Total** option in the list. The **Edit shipping rate computation rate method** window is displayed, as follows:

The screenshot shows the 'Edit shipping rate computation method' window. The title bar reads 'Edit shipping rate computation method (back to shipping rate computation methods list)'. There are 'Save' and 'Delete' buttons in the top right. The form contains the following fields:

- Name:** Shipping By Order Total
- Description:** (empty text area)
- Configuration template path:** Shipping\ShippingByTotal\Config\Configure\Config
- Class name:** NopSolutions.NopCommerce.Shipping.Method
- Display order:** 2

Below these fields is the 'Adding new values' section:

- Select shipping method:** By Ground (dropdown menu)
- Order total from [USD]:** 0
- Order total to [USD]:** 0
- Use percentage:**
- Charge percentage:** 0
- Charge amount [USD]:** 0

An 'Add new' button is located at the bottom left of the form.

- 3 In the **Add new values** area, define the new values, as follows:
- From the **Select shipping method** dropdown list, select the required option, as follows:
 - **By Ground:** The order is shipped by ground
 - **By Air:** The order is shipped by air.
 - In the **Order weight from** field, enter the minimum order weight (lbs).
 - In the **Order weight to** field, enter the maximum order weight (lbs).
 - Select the **Use percentage** checkbox to charge a percentage value.

- Enter a value in the **Charge Percentage (of subtotal)** field, when the **Use percentage** checkbox is checked. This value entered is the percentage of the order subtotal. For example, if your order subtotal is **\$1000** and the **Use percentage** checkbox is checked and the **Charge percentage** is set to **%15**, the shipping rate will be **\$1000*%15=\$150** for the selected shipping method
- Enter a value in the **Charge amount** field, when the **Use percentage** checkbox is unchecked. This is a fixed value charged per lb or per kg (depending on the primary store weight measure selected). For example, if your order total weight is 3lb and the **Use percentage** checkbox is unchecked and the **Charge amount** value is set to \$10, then shipping rate will be **\$10*3lb=\$30** for the selected shipping method.
- Click **Add New**. The **Edit shipping rate computation rate method window is updated**, as follows:

Shipping method	From	To	Use Percentage	Charge percentage	Charge amount	Update	Delete
By Air	1000.00	2000.00	<input checked="" type="checkbox"/>	20.00	0.00	Update	Delete

You can click **Update** to update the system with the new shipping rate computation rate method or click **Delete** to remove it from the system.

Shipping By Country & Order Weight:

The fixed shipping rate based on the country shipped to and the weight of the order.

► **To define shipping by country & order weight:**

- 1 From the **Configuration** menu, select **Shipping > Shipping Rate Computation**. The **Shipping Rate Computation** window is displayed.

Shipping Rate Computation Methods				Add new
Name	Display order	Is default	Edit	
Free Shipping	1	<input type="radio"/>	Edit	
Shipping By Order Total	2	<input type="radio"/>	Edit	
Shipping By Order Weight	3	<input checked="" type="radio"/>	Edit	
Shipping By Country & Order Weight	4	<input type="radio"/>	Edit	
Fixed Rate Shipping	6	<input type="radio"/>	Edit	
USPS (US Postal Service)	9	<input type="radio"/>	Edit	
UPS (United Parcel Service)	10	<input type="radio"/>	Edit	
FedEx	25	<input type="radio"/>	Edit	

- 2 Click **Edit** beside the **Shipping By Country & Order Weight** option in the list. The **Edit shipping rate computation rate method** window is displayed, as follows:

The screenshot shows the 'Edit shipping rate computation method' window. The title bar includes a back link to the shipping rate computation methods list and 'Save' and 'Delete' buttons. The form contains the following fields:

- Name: Shipping By Country & Order Weight
- Description: (empty)
- Configuration template path: Shipping\ShippingByWeightAndCountryCor
- Class name: NopSolutions.NopCommerce.Shipping.Mett
- Display order: 4

The 'Adding new values' section includes:

- Select country: United States
- Select shipping method: By Ground
- Order weight from [lb(s)]: 0
- Order weight to [lb(s)]: 0
- Use percentage:
- Charge percentage (of subtotal): 0
- Charge amount [USD] per lb(s): 0

An 'Add new' button is located at the bottom of the 'Adding new values' section.

- 3 In the **Add new values** area, define the new values, as follows:
- From the **Select shipping method** dropdown list, select the required option, as follows:
 - **By Ground:** The order is shipped by ground
 - **By Air:** The order is shipped by air.
 - In the **Order weight from** field, enter the minimum order weight (lbs).
 - In the **Order weight to** field, enter the maximum order weight (lbs).
 - Select the **Use percentage** checkbox to charge a percentage value.
 - Enter a value in the **Charge Percentage (of subtotal)** field, when the **Use percentage** checkbox is checked. This value entered is the percentage of the order subtotal. For example, if your order subtotal is **\$1000** and the **Use percentage** checkbox is checked and the **Charge percentage** is set to **%15**, the shipping rate will be **\$1000*%15=\$150** for the selected shipping method
 - Enter a value in the **Charge amount** field, when the **Use percentage** checkbox is unchecked. This is a fixed value charged per lb or per kg (depending on the primary store weight measure selected). For example, if your order total weight is 3lb and the **Use percentage** checkbox is unchecked and the **Charge amount** value is set to \$10, then shipping rate will be **\$10*3lb=\$30** for the selected shipping method.

- Click **Add New**. The **Edit shipping rate computation rate method window is updated**, as follows:

Shipping method	From	To	Use Percentage	Charge percentage	Charge amount	Update	Delete
By Air	1000.00	2000.00	<input checked="" type="checkbox"/>	20.00	0.00	Update	Delete

You can click **Update** to update the system with the new shipping rate computation rate method or click **Delete** to remove it from the system

Fixed Rate Shipping

This section describes how to define the fixed shipping rate.

- ▶ **To define fixed rate shipping:**

- 1 From the **Configuration** menu, select **Shipping > Shipping Rate Computation**. The **Shipping Rate Computation** window is displayed.

Name	Display order	Is default	Edit
Free Shipping	1	<input type="radio"/>	Edit
Shipping By Order Total	2	<input type="radio"/>	Edit
Shipping By Order Weight	3	<input checked="" type="radio"/>	Edit
Shipping By Country & Order Weight	4	<input type="radio"/>	Edit
Fixed Rate Shipping	6	<input type="radio"/>	Edit
USPS (US Postal Service)	9	<input type="radio"/>	Edit
UPS (United Parcel Service)	10	<input type="radio"/>	Edit
FedEx	25	<input type="radio"/>	Edit

- 2 Click **Edit** beside the fixed rate shipping option in the list. The **Edit shipping rate computation rate method** window is displayed, as follows:

Edit shipping rate computation method (back to shipping rate computation methods list) Save Delete

Name: Fixed Rate Shipping

Description:

Configuration template path: Shipping\FixedRateConfigure\ConfigureShip

Class name: NopSolutions.NopCommerce.Shipping_Met

Display order: 6

Fixed shipping rate (USD): 10

- 3 In the **Fixed shipping rate** field, enter the fixed shipping rate value.
- 4 Click **Save**.

Real Time Shipping Rate Computation Providers

This section displays the real-time (on line) shipping methods, as follows:

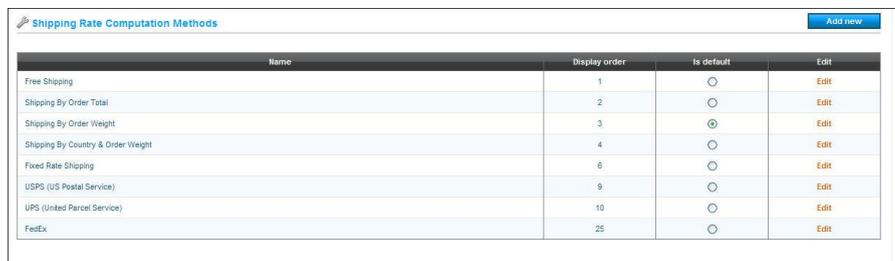
- USPS
- UPS
- FedEx

United States Postal Service Real Time Shipping Calculations

In order to use this service you must first go to <http://www.usps.com/> to receive a user ID that is required to test and integrate USPS Web Tools APIs. With this ID, you may begin sending calls to the test server.

► To define the USPS Real Time Shipping Calculations:

- 1 Create a **USPS** account by going to <http://www.usps.com/> to receive a user ID.
- 2 Depending on the API, go to one of the test servers, as follows:
 - <http://testing.shippingapis.com/ShippingAPITest.dll>
 - <https://secure.shippingapis.com/ShippingAPITest.dll>.
- 3 Using the ID provided send calls to the test server.
- 4 After completing your testing, email the USPS Internet Customer Care Center (ICCC). They will switch your profile to allow you access to the production server and will provide you with the production URLs.
- 5 From the **Configuration** menu, select **Shipping> Shipping Rate Computation**. The **Shipping Rate Computation** window is displayed.



Name	Display order	Is default	Edit
Free Shipping	1	<input type="radio"/>	Edit
Shipping By Order Total	2	<input type="radio"/>	Edit
Shipping By Order Weight	3	<input checked="" type="radio"/>	Edit
Shipping By Country & Order Weight	4	<input type="radio"/>	Edit
Fixed Rate Shipping	6	<input type="radio"/>	Edit
USPS (US Postal Service)	9	<input type="radio"/>	Edit
UPS (United Parcel Service)	10	<input type="radio"/>	Edit
FedEx	25	<input type="radio"/>	Edit

- 6 Click **Edit** beside the USPS (US Postal Service) option in the list. The **Edit shipping rate computation rate method** window is displayed, as follows:

Edit shipping rate computation method (back to shipping rate computation methods list) Save Delete

Name: USPS (US Postal Service)

Description:

Configuration template path: Shipping\USPSConfigure\ConfigureShipping

Class name: NopSolutions.NopCommerce.Shipping.Met

Display order: 9

Remember that your base weight should be set to lb(s)
Base dimension should be set to inch(es)

URL: <http://production.shippingapis.com/Shipping>

Username: 123

Password: 456

Additional handling charge (USD): 0

Shipped from zip: 10022

- 7 Enter the information obtained from the USPS provider, as follows:

- In the **URL** field, enter the URL of the USPS provider.
- In the **Username** field, enter your username obtained from the provider.
- In the **Password** field, enter your password obtained from the provider.
- In the **Additional Handling Charge** field, enter the additional handling charge.
- In the **Shipped from zip** field, enter the zip code from where the order was shipped from.

- 8 Click **Save**.

UPS Real Time shipping calculations

To access your account at UPS you will be provided with a user name password and an XML license number which will be given during registration process.

► **To define the UPS Real Time Shipping Calculations:**

- 1 Create a **UPS** account by going to https://www.ups.com/upsdeveloperkit?loc=en_US to receive the following:
 - Username ID
 - Password
 - XML access license number

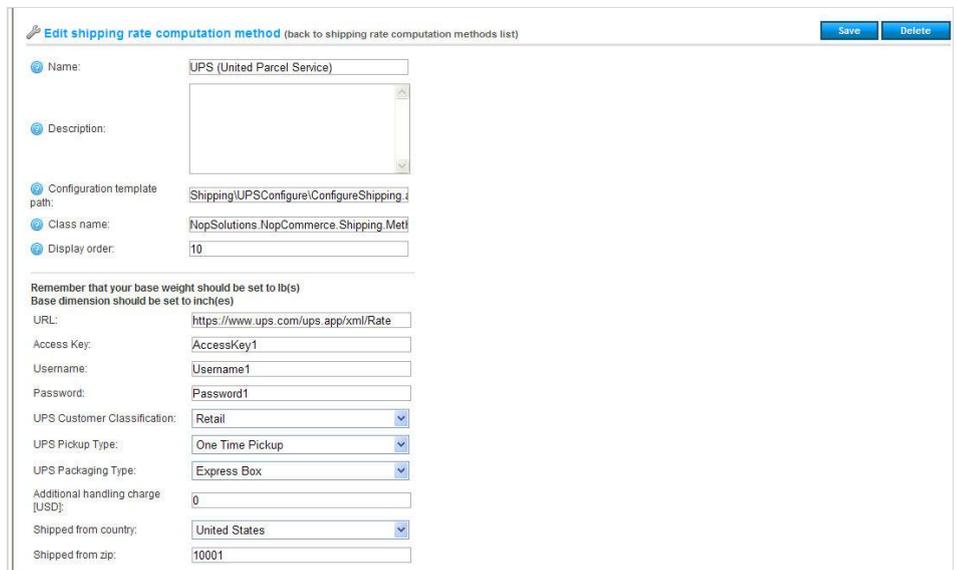
- 2 From the **Configuration** menu, select **Shipping> Shipping Rate**

Computation. The *Shipping Rate Computation* window is displayed.



Name	Display order	Is default	Edit
Free Shipping	1	<input type="radio"/>	Edit
Shipping By Order Total	2	<input type="radio"/>	Edit
Shipping By Order Weight	3	<input checked="" type="radio"/>	Edit
Shipping By Country & Order Weight	4	<input type="radio"/>	Edit
Fixed Rate Shipping	6	<input type="radio"/>	Edit
UPS (US Postal Service)	9	<input type="radio"/>	Edit
UPS (United Parcel Service)	10	<input type="radio"/>	Edit
FedEx	25	<input type="radio"/>	Edit

- 3 Click **Edit** beside the UPS (United Parcel Service) option in the list. The **Edit shipping rate computation rate method** window is displayed, as follows:



Edit shipping rate computation method (back to shipping rate computation methods list) Save Delete

Name:

Description:

Configuration template path:

Class name:

Display order:

Remember that your base weight should be set to lb(s)
Base dimension should be set to inch(es)

URL:

Access Key:

Username:

Password:

UPS Customer Classification:

UPS Pickup Type:

UPS Packaging Type:

Additional handling charge [USD]:

Shipped from country:

Shipped from zip:

- 4 Enter the information obtained from the UPS provider, as follows:
- In the **URL** field, enter the URL of the UPS provider.
 - In the **Access Key** field, enter the access key obtained from the provider.
 - In the **Username** field, enter your username obtained from the provider.
 - In the **Password** field, enter your password obtained from the provider.

- From the **UPS Customer Classification** dropdown list, select your required customer classification, as follows:
 - **Retail**
 - **Wholesale**
 - **Occasional**
- From the **UPS Pickup Type** dropdown list, select the required UPS pickup type, as follows:
 - Daily Pickup
 - Customer Counter
 - One Time Pickup
 - On Call Air
 - Suggested Retail Rates
 - Letter Center
 - Air Service Center
- In the **UPS Packaging Type** field , dropdown list, select the required UPS package type, as follows:
 - **Customer Supplied Package**
 - **Letter**
 - **Tube**
 - **P A K**
 - **Express Box**
 - **10 kg Box**
 - **25 kg Box**

- In the **Additional Handling Charge** field, enter the additional handling charge.
- From the **Shipped from country** dropdown list, select the country where the order was shipped from.
- In the **Shipped from zip** field, enter the zip code where the order was shipped from.

5 Enter your credentials, as follows:

- **Access key:** Enter the XML access key for your account.
- **UPS User ID:** Enter the UPS user ID assigned to your account.
- **UPS password:** Enter the password for your account.
- **UPS Customer classification:** Retail, Wholesale, Occasional.
- **UPS Pickup type:** Determines the type of pickup desired.
- **UPS Packaging type:** Determines the type of package desired.
- **Additional shipping charge:** Additional shipping charge. This value will be added to shipping rate(for example, it can be handling)
- **Shipped from country:** Enter your country from which package will be sent
- **Shipped from zip:** Enter your zip from which package will be sent.

FedEx Real Time Shipping Calculations

To access your account at FedEx you will be provided with a FedEx *meter*, which will be provided after opening a FedEx account, at <http://www.fedex.com> . This FedEx meter will enable you to start tuning Web Tools.

► **To define the FedEx Real Time Shipping Calculations:**

- 1** Sign up at the **FedEx Developer Resource Center**<http://www.fedex.com/us/developer/>and request a developer test key.

2 Fill out the required form, the following credentials will be mailed to you:

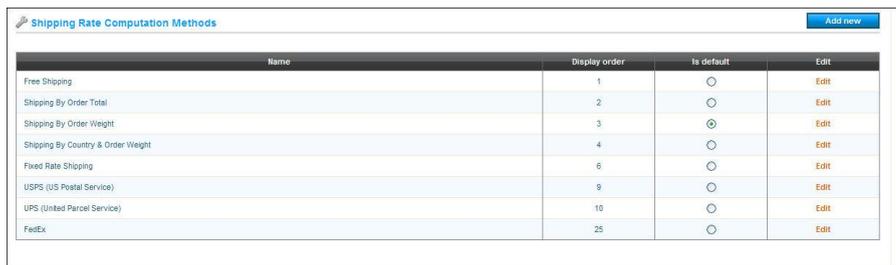
- test Key
- test Account
- test Meter Number
- test Password

Note: Using this information, you will be able to receive live rates

3 After testing, click here to [apply for a production key](#),

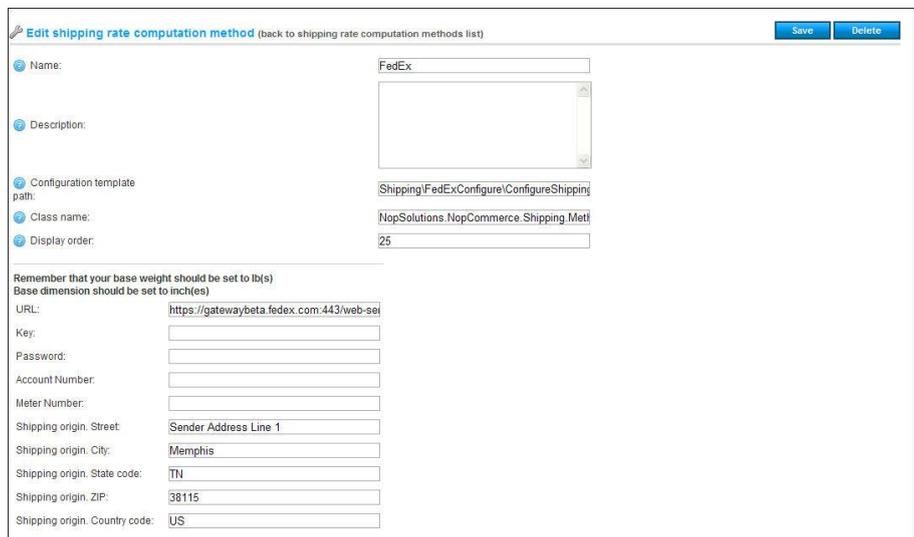
- In the Intend to resell software option click No.
- Select the FedEx Web Services for Shipping option.
- Select the **Corporate Developer** to enable you to self-certify.

4 From the **Configuration** menu, select **Shipping> Shipping Rate Computation**. The Shipping Rate Computation window is displayed.



Name	Display order	Is default	Edit
Free Shipping	1	<input type="radio"/>	Edit
Shipping By Order Total	2	<input type="radio"/>	Edit
Shipping By Order Weight	3	<input checked="" type="radio"/>	Edit
Shipping By Country & Order Weight	4	<input type="radio"/>	Edit
Fixed Rate Shipping	6	<input type="radio"/>	Edit
USPS (US Postal Service)	9	<input type="radio"/>	Edit
UPS (United Parcel Service)	10	<input type="radio"/>	Edit
FedEx	25	<input type="radio"/>	Edit

5 Click **Edit** beside the **FedEx** option in the list. The **Edit shipping rate computation rate method** window is displayed, as follows:



Edit shipping rate computation method (back to shipping rate computation methods list) Save Delete

Name: FedEx

Description:

Configuration template path: Shipping\FedExConfigure\ConfigureShipping

Class name: NopSolutions.NopCommerce.Shipping.Method

Display order: 25

Remember that your base weight should be set to lb(s)
Base dimension should be set to inch(es)

URL: <https://gatewaybeta.fedex.com:443/web-services>

Key:

Password:

Account Number:

Meter Number:

Shipping origin. Street: Sender Address Line 1

Shipping origin. City: Memphis

Shipping origin. State code: TN

Shipping origin. ZIP: 38115

Shipping origin. Country code: US

- 6 Enter the information obtained from the FedEx provider, as follows:
- **URL:** Enter the FedEx URL.
 - **Key:** Enter your key obtained from FedEx.
 - **Password:** Enter your FedEx password
 - **Account number:** Enter your FedEx account number
 - **FedEx meter** FedEx meter number.
 - **Shipping origin:** Enter your street, city, state code, zip and country code from which package will be sent.

Note: Use your own FedEx account information provided to you by email. When moving to production, make sure you enter the address that is used for your FedEx account; otherwise you will be unable to get a production key. Contact FedEx to resolve account issues.

Payments

Before going live with your store, you need to define the ways in which you will accept payments from your customers. nopCommerce provides a number of payment methods that you can use. These include, Manual Processing, purchase order, cash on delivery, check or money transfer, PayPal, PayFlow and much more. This section includes the following:

- **Credit Cards**, below
- **Payment Methods**, page 143

Credit Cards

The credit card option can only be used when the **Manual Processing** payment method is enabled.

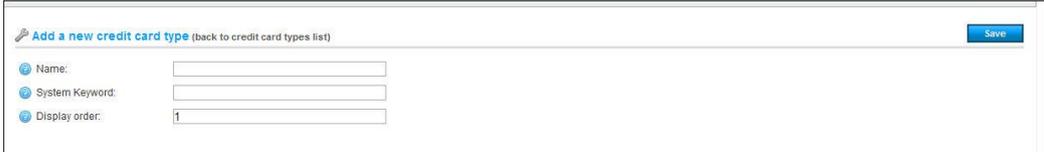
► To define credit card payments:

- 1 From the **Configuration** menu, select **Payment>Credit Cards**. The **Manage Credit Card** window is displayed.



Name	Display order	Edit
Visa	1	Edit
Master Card	2	Edit
American Express	3	Edit
Discover	4	Edit

- 2 Click **Add new**. The **Add a new credit card type** window is displayed.



Add a new credit card type (back to credit card types list) Save

Name:

System Keyword:

Display order:

- 3 In the **Name** field, enter the name of this credit card type.
- 4 In the **System keyword** field, enter the system keyword for this credit card type.
- 5 In the **Display order** field, enter the display order for this credit card type. A value of **1** represents the top of the list.
- 6 Click **Save**.

*Note: You can click **Edit** in the **Manage Credit Cards** window to display the **Edit Credit card type** window and then edit the credit card type, as described above.*

Payments Methods

A payment method is how a customer pays for the order. nopCommerce allows for both online and offline transactions. For the online methods, nopCommerce supports integration with several third party payment gateways, so that customer credit card information will automatically sent through the gateway (as either an authorization, or an authorization and charge) upon completion of an order. You can have multiple payment methods active at one time. The user can select how he wants to pay at checkout

Two transaction modes are supported by the payment methods:

- **Authorize:** Authorizes the charge, but does not capture or transfer funds. Just verifies the card.
- **Authorize and capture:** Both authorizes and captures the transaction.

If you do not want to charge the customer until you ship, then use **Authorize**. For charges that come in as **Authorized** only, you can later capture them via the Administration area using the **capture** button on the order page.

► To define payment methods:

- 1 From the Configuration menu, select **Payment>Payment Methods**. The **Payment Methods** window is displayed.



Name	Visible name	Display order	Is active	Edit
Manual Processing	Credit Card	1	✓	Edit
Authorize.NET	Credit Card	2	✗	Edit
PayPal Direct	Credit Card	3	✗	Edit
PayFlow Pro	Credit Card	4	✗	Edit
eWay (Australia)	Credit Card	5	✗	Edit
PSI Gate	Credit Card	6	✗	Edit
CDG Commerce	Credit Card	7	✗	Edit
2Checkout	2Checkout	30	✗	Edit
Moneybookers	Moneybookers	31	✗	Edit
PayPal Standard	PayPal Standard	32	✗	Edit
PayPal Express	PayPal Express	33	✗	Edit
Google Checkout	Google Checkout	34	✗	Edit
Worldpay	Worldpay	35	✗	Edit
Purchase Order	Purchase Order	60	✓	Edit
Cash On Delivery	Cash On Delivery	70	✓	Edit
Check / Money Order	Check / Money Order	80	✓	Edit
eWay (UK)	Credit Card	100	✗	Edit

► **To add new payment methods (FOR ADVANCED USERS ONLY):**

1 Click **Add new**. The **Add a new payment method** window is displayed.

2 In the **Name** field, enter the name of the payment method.

3 In the **Visible Name** field, enter visible name of the payment method that the customer sees at checkout.

4 In the **Description** field, enter a description for the payment method.

5 In the **Configuration template path** field, enter the path to the configuration template for this payment method.

6 In the **Class name** field, enter the fully qualified class name for this payment method class.

7 In the **System Keyword** field, enter a system keyword for this payment method.

8 Select the **Active** checkbox to define this method as active field and can be selected by customers during checkout.

9 In the **Display order** field, enter the display order of payment method. A value of **1** represents the top of the list.

10 Click **Save**.

***Note:** You can click **Edit** in the **Payments methods** window to display the **Edit payment method** window and then edit the payment method, as described above.*

The payment methods and their configuration setting that you can use in nopCommerce are described below:

- **Manual Processing (Credit Card)**, below
- **Authorize.Net**, below
- **PayPal Standard**, page 146
- **Pay Pal Direct and PayPal Express**, page 147
- **Cash On Delivery**, page 148
- **2Checkout**, page 148
- **eWay (Australia)**, page 149
- **eWay (UK)**, page 149
- **Google Checkout**, page 150
- **Purchase Order**, page 152

Manual Processing (Credit Card).

This is a special gateway that allows all orders to be successfully entered on the site, but it does NOT charge the customer or make any calls to any live gateway. Use this payment method if you want to perform one of the following:

- Process all orders offline
- Process them manually via another back-office system
- Test the site end-to-end before going live

Authorize.Net

You can configure **Authorize.Net**, in the **Authorize.net** payments window, as described below.

▶ **To configure Authorize.Net:**

- 1 Use Sandbox: Enable or disable** the test transactions.
- 2 Transaction mode:** Select the required transaction mode, as follows:
 - Authorize
 - Capture
- 3 Transaction Key:** Enter the transaction key defined in your Authorize.Net Account area.
- 4 Merchant ID:** Enter your Authorize.Net Merchant ID.

PayPal Standard

In order to use PDT, you must activate PDT and Auto Return in your PayPal account profile. You must also acquire a PDT identity token, which is used in all PDT communication you send to PayPal.

▶ **To configure your account for PDT:**

- 1** Log in to your PayPal account.
- 2** Click the **Profile** tab.
- 3** Click **Website Payment Preferences** in the **Seller Preferences** column.
- 4** Under **Auto Return for Website Payments**, select the **On** radio button.
- 5** For the **Return URL**, enter the **URL** on your site that will receive the transaction ID posted by PayPal after a customer payment.
- 6** Under **Payment Data Transfer**, select the **On** radio button.
- 7** Click **Save**.
- 8** Click **Website Payment Preferences** in the **Seller Preferences** column.
- 9** Scroll down to the **Payment Data Transfer** section of the page to view your PDT identity token.

In order to receive IPN messages (optional), you must activate this service, as described below.

▶ **To activate the IPN:**

- 1** Log in to your Premier or Business account.
- 2** Click the **Profile** tab.
- 3** Click **Instant Payment Notification** in the **Selling Preferences** column.
- 4** Click the **Edit IPN Settings** button to update your settings.
- 5** Select **Receive IPN messages** (Enabled) and enter the **URL** of your IPN handler.
- 6** Click **Save**. You should get a message that you have successfully activated IPN.

Pay Pal Direct and PayPal Express

In order to use PayPal as a payment method you must sign up to a PayPal business account and then add a bank account to the business account and obtain a digital signature which you will use when contacting PayPal Payments Pro API.

▶ **To configure Pay Pal Direct and PayPal Express**

- 1** Sign Up to a PayPal Business account, as follows:
 - Go to <https://www.paypal.com> and click **Sign Up**. Be sure to choose a business account when signing up. After you sign up, you will receive an email with confirmation instructions.
 - Confirm your account, and then continue below.
- 2** Apply for Website Payments Pro, as follows:
 - Navigate to Merchant Tools and select PayPal Website Payments Pro.
 - Enter the required information about you and your business. You will be notified by email when your application review is complete.
- 3** After you receive the approval email from PayPal, you must accept their billing agreement, as follows:
 - Log in to <https://www.paypal.com>
 - In the top left corner, click **Accept Billing Agreement**
 - Stay logged into PayPal for the next steps.
- 4** You must have a bank account added to your PayPal Business Account. If you do not have one, you can add one as follows:
 - Click **Profile**
 - Under Financial Information, select Bank Accounts
 - Enter your bank account information
 - Obtain a Digital Signature.

- 5 Login to your account, as follows:
 - Login to your PayPal account and go to **My Account >Profile >API Access**.
 - Click API Access.
 - If you already have a certificate, then you must remove the current access. Otherwise, click on the **Request API Credentials** link.
 - Make sure the API Signature radio button is selected and agree to the **Terms of Use** and click the **Submit** button. PayPal will provide you with an API Username, API Password, and Signature.
 - Save or copy the signature and use the signature information in contacting the PayPal Payments Pro API.

Cash On Delivery

With Cash on Delivery orders, products and services are paid for in full with cash or certified check immediately at the time of delivery, or when they are received by the buyer.

2Checkout

You can configure the 2Checkout payment method in the 2Checkout payments window, as described below.

- ▶ **To Configure 2Checkout:**
 - 1 **Use Sandbox:** **Enable** or **Disable** the test transactions.
 - 2 **Vendor ID:** Enter your 2Checkout Vendor ID.

eWay (Australia)

You can configure the eWay payment method for Australian users by setting up the eWay payment gateway. For more information go to

<http://www.eway.com.au/>

▶ **To set up the eWay (Australia) payment gateway:**

- 1 Use Sandbox: Enable or Disable** the test transactions.
- 2 Test Customer ID:** Enter the Test customer ID.
- 3 Live Customer ID:** Enter the Live customer ID.
- 4 Test the account, as follows:**
 - Enter **87654321** in test Customer ID field. This is the only ID that will work on the test gateway.
 - Enter **4444333322221111** in the test Credit Card number field. This is the only credit card number that will work on the test gateway.
 - The Test Total Amount should end in **00** or **08** to get a successful response (for example, **\$10.00** or **\$10.08**). All other amounts will return.

eWay (UK)

You can configure the eWay payment method for UK users by setting up the eWay payment gateway. Click the following link to go to the UK eWay

payment page <http://www.eway.co.uk/>

▶ **To set up the eWay (UK) payment gateway:**

- 1 Customer ID:** Enter your customer ID.
- 2 Username:** Enter your username.
- 3 Payment page:** Enter your payment gateway URL.
- 4 Live Customer ID:** Enter your live customer ID.

5 Test the account information. A test facility is available using the following credentials:

- **Customer ID:** Enter 87654321 in the Customer ID field.
- **Username:** Enter **Test Account** in the User name field.
- **Test Credit Card:** Enter 4444333322221111 in the Test Credit Card field.

Google Checkout

The Sandbox is a development environment that is designed to help you test your Google Checkout implementation. The Sandbox offers the same functionality as the production Google Checkout system with the following exceptions:

- The Sandbox requires you to use test credit card numbers.
- The Sandbox does not actually execute debits and credits.
- The Sandbox user interface displays an overlay that indicates you are working in the Sandbox environment.

► **To setup the Google Checkout service:**

- 1** Go to <http://sandbox.google.com/checkout/sell/> to set up test accounts in the **Google Checkout Sandbox** service.
- 2** Create two test accounts in the Sandbox, as follows:
 - **Buyer account:** Create your account at:
<http://sandbox.google.com/checkout>
 - **Merchant account:** Create your account at:
<http://sandbox.google.com/checkout/sell/>

Note: Google Checkout will not enable you use your merchant account to complete an order at your own store. In other words, the same account cannot function as both the customer and the merchant for the same transaction. In addition, you need to provide different information to create these two accounts.

3 Define and setup your test accounts, skipping any sections that request your bank account information. Since the Sandbox system does not process billing or payments, this information is not necessary when you are testing your implementation:

- In the relevant **Name** and **Address** fields, enter any name and address as long as the **State** field contains a valid two-letter abbreviation for a U.S. state and the **Zip Code** field contains a five-digit or nine-digit zip code (you do not need to enter the correct zip code for the address).
- In the **Phone Number** field, enter any 10-digit phone number
- In either of the **Federal tax ID** or **Social Security number** fields, enter any value.
- Use one of the credit card numbers from the following table:

Car Type	Card Number	CVC	Expiration Date
American Express	3782 8224 6310 005	any four digits	any future date
Discover	6011 1111 1111 1117	any four digits	any future date
Master Card	5555 5555 5555 4444	any four digits	any future date
Visa	4111 1111 1111 1111	any four digits	any future date

4 Go to <http://checkout.google.com/sell/signup> to sign up for a Google **Checkout merchant account**.

5 Complete the sign-up process and provide valid values for all fields. You will need the federal tax ID number for your business or a credit card and your Social Security number. Please note that you will use this account for your production service whereas the accounts you created in the previous step are for testing your Checkout integration.

6 Sign in to the accounts that you created in the previous step to locate the **Merchant ID** and **Merchant Key** for each account. You will need these values to create Google Checkout buttons and to send API requests to Google Checkout.

- 7 After signing in to each account, click on the **Settings** tab. Then click on the **Integration** link on the left side of the page. Your 10- or 15-digit Merchant ID and your Merchant Key will both be listed under the **Account information** header. **You should never share your Merchant Key with anyone.** Google uses your Merchant Key to authenticate your API requests, and no Google representative will ever ask you for your Merchant Key. The callback method needs to be XML, and make sure that Shopping cart post security is checked. The API callback URL must be as follows:
<http://YourStoreURL/GooglePostHandler.aspx>

Purchase Order

Purchase orders are often used for government agencies or for large businesses. Rather than paying directly through your site, they will request that you send them a Purchase order (PO), and they will send the payment back however you work out. Most of the order processing is handled outside of the software.

Content Management

This section describes how to manage the content on your site. This includes:

- **News**, below
- **Blog**, page 156
- **Polls**, page 159
- **Forums**, page 160
- **Topics**, page 163
- **Templates**, page 164
- **Localization**, page 169

News

The news displayed in the store is any news managed by the store owner. For example, the nopCommerce latest release information. This section describes how to define the news setting in the store. This includes, whether or not enable news and whether to enable customers to add news comments and how many news items to display on a page and more.

News settings

This section describes how to define the news settings in nopCommerce.

► To define news settings:

- 1 From the **Content Management** menu, select **News>News Settings**. The **New Settings** window is displayed



The screenshot shows the 'News Settings' configuration window. It contains the following settings:

- News enabled:**
- Allow not registered users to leave comments:**
- Notify about new news comments:**
- Show on home page:**
- Number of items to display:** 3

- 2 Define the news settings, as follows:

- Select the **News enabled** checkbox to enable news.
- Select the **Allow not registered users to leave comments** checkbox to allow unregistered users to add comments.
- Select the **Notify about new news comments** checkbox to notify the store owner about new news comments.

- Select the **Show on home page** checkbox to display your news items on your store homepage.
- In the **Number of items to display** field, enter the number of news items to display on your store homepage.

3 Click **Save**.

Manage News

This section describes how to add a news items in nopCommerce.

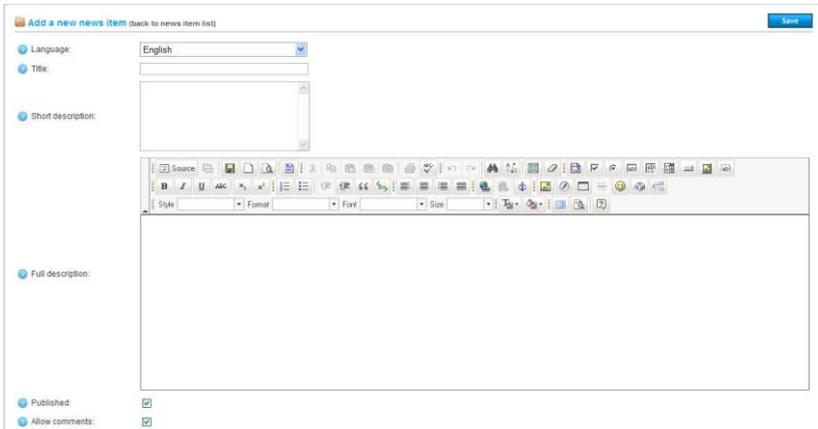
► **To add news items:**

1 From the **Content Management** menu, select **News>Manage News**.



Title	Language	View comments	Published	Created on	Edit
nopCommerce new release!	English	1 comments	✓	4/9/2009 6:30:13 PM	Edit
New online store is open!	English	0 comments	✓	4/9/2009 6:27:56 PM	Edit

2 Click **Add new**. The **Add a new news item** window is displayed



The screenshot shows the 'Add a new news item' form with the following fields and options:

- Language:** English (dropdown menu)
- Title:** Text input field
- Short description:** Text area
- Full description:** Rich text editor with a toolbar (bold, italic, underline, link, etc.)
- Published:**
- Allow comments:**

3 From the **Language** dropdown list, select the language of this news item. Customer will only see news items for their selected language.

4 In the **Title** field, enter the title of this news item. For example: *The Launching of our new nopCommerce Store*.

5 In the **Short Description** field, enter an abstract of this news item. This is the text visitors will see on news item list.

6 In the **Full Description** field, enter the body text of this news item.

7 Select the **Published** checkbox to publish this news item in your store.

- 8 Select the **Allow comments** checkbox to enable customers to add comments to news items.
- 9 Click **Save**.

*Note: You can click **Edit** in the **Title** window to display the **Edit News item** window and then edit the news item, as described above.*

News comments

This section describes how to add a news comments in nopCommerce.

► To manage news comments:

- 1 From the **Content Management** menu, select **News>News Comments**. The Manage News Comments window is displayed.



- 2 Click **Edit**. The **Edit news item comment** window is displayed.



- 3 In the **Customer** field, the email of the customer who added the comment is displayed. You can click the link to view the details of the customer.
- 4 In the **New item** field, the news item for this comment is displayed. You can click the link to view and edit the details of the news item.
- 5 In the **Title** field, edit the title of the customers comment.
- 6 In the **Comment** field, edit the body of the customers comment.
- 7 Click **Save**.

*Note: You can click **Delete** to delete the comment from the news item.*

Blog

A **blog** is usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Blogging enables readers to leave comments in an interactive format. This section describes how to define blog settings, such as whether or not to enable blogs and edit them, notify about new Blog comments and more.

Blog Settings

This section describes how to define the blog settings in nopCommerce.

▶ **To define blog settings**

- 1** From the **Content Management** menu, select **Blog>Blog Settings**. The **Blog Settings** window is displayed.



Setting	Value
Blog enabled:	<input checked="" type="checkbox"/>
Allow not registered users to leave comments:	<input checked="" type="checkbox"/>
Notify about new blog comments:	<input type="checkbox"/>

- 2** Select the **Blog** checkbox to enable the blog in your store.
- 3** Select the **Allow not registered users to leave comments** checkbox to enable unregistered users to add comments.
- 4** Select the **Notify about new blog comments** checkbox to notify the store owner about new blog comments.

Manage Blog

This section describes how to manage blog entries in nopCommerce.

► **To manage blog entries:**

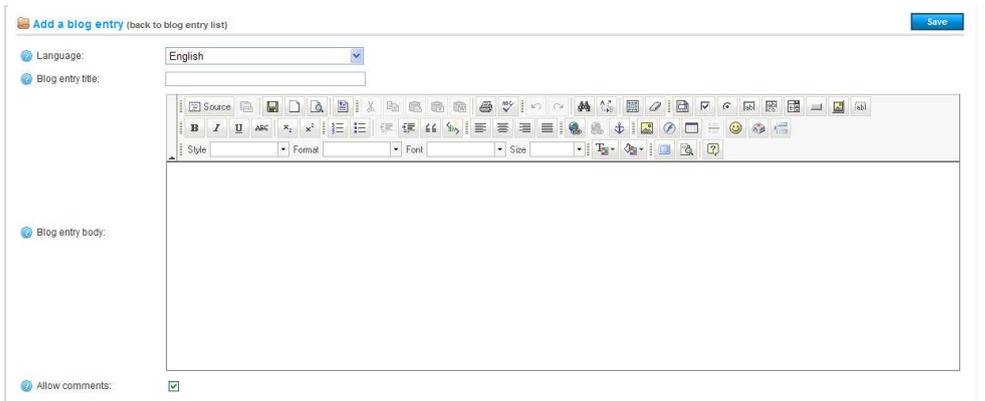
- 1 From the **Content Management** menu, select **Blog>Manage Blog**. The **Manage Blog** window is displayed



The screenshot shows the 'Manage Blog' window with a table of blog entries. The table has five columns: Blog post title, Language, View comments, Created on, and Edit. There are two rows of data.

Blog post title	Language	View comments	Created on	Edit
Customer Service - Client Service	English	0 comments	4/9/2009 6:45:30 PM	Edit
Online Discount Coupons	English	0 comments	4/9/2009 6:43:46 PM	Edit

- 2 Click **Add new**. The **Add a blog entry** window is displayed.



The screenshot shows the 'Add a blog entry' window. It includes a 'Language' dropdown menu set to 'English', a 'Blog entry title' text box, a rich text editor with a toolbar, and an 'Allow comments' checkbox which is checked. A 'Save' button is located in the top right corner.

- 3 From the **Language** dropdown list, select the language of this blog entry. Customer will only see blog entries for their selected language.

- 4 In the **Blog entry title** field, enter the title of this blog entry.
- 5 In the **Blog entry body** field, enter the body text of this blog entry.
- 6 Select the **Allow comments** checkbox to enable customers to add comments about your blog entry.
- 7 Click **Save**.

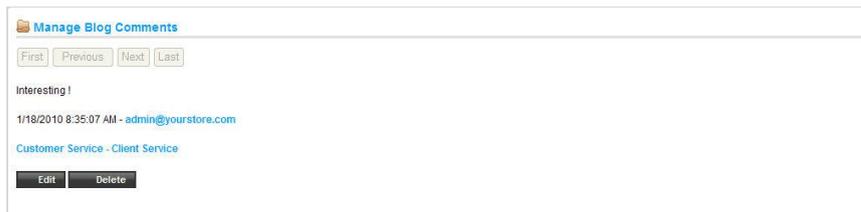
*Note: You can click **Edit** in the **Manage blog** window to display the **Edit blog entry** window and then edit the blog entry, as described above.*

Blog Comments

This section describes how to add a blog comment in nopCommerce.

► To manage blog comments:

- 1 From the Content Management menu, select **Blog>Blog Comments**. The Manage Blog Comments window is displayed.



- 2 Click **Edit**. The **Edit blog entry comment** window is displayed.



- 3 In the **Customer** field, the email of the customer who added the comment is displayed. You can click the link to view the details of the customer.
- 4 In the **Blog entry** field, the blog entry for this comment is displayed. You can click the link to view and edit the details of the blog entry.

- 5 In the **Comment** field, edit the body of the customer's comment.
- 6 Click **Save**.

*Note: You can click **Delete** to delete the comment from the blog entry.*

Polls

This section describes how to add polls, define their names language and keywords and define whether or not to display them in the store.

► Adding polls:

- 1 From the **Content Management** menu, select **Polls**. The **Manage polls** window is displayed, as shown below.
- 2 Select the **Show on home page** checkbox to show the first poll on the home page of your store.

Name	Language	Display order	Published	Edit
Do you like nopCommerce?	English	1	<input checked="" type="checkbox"/>	Edit

- 3 Click **Add new**. The **Add a new poll** window is displayed.

- 4 From the **Language** dropdown list, select the language of the poll. Customers will only see polls for their selected language.
- 5 In the **Name** field, enter the descriptive name of this poll. This is the text the customers will see. For example, *What do you think of our store?*
- 6 In the **System keyword** field, enter a system keyword for this poll.
- 7 Select the **Published** checkbox to publish this poll in your store.
- 8 In the **Display order** field, enter the display order of the poll. A value of **1** represents the top of the list.
- 9 Click **Save**.
- 10 You can click **Edit** in the **Manage polls** window to display the **Edit poll Details** window and then edit the poll, as described above. You can also edit the poll answers and click **Update**. You can remove a poll answer by clicking **Delete**.

Forums

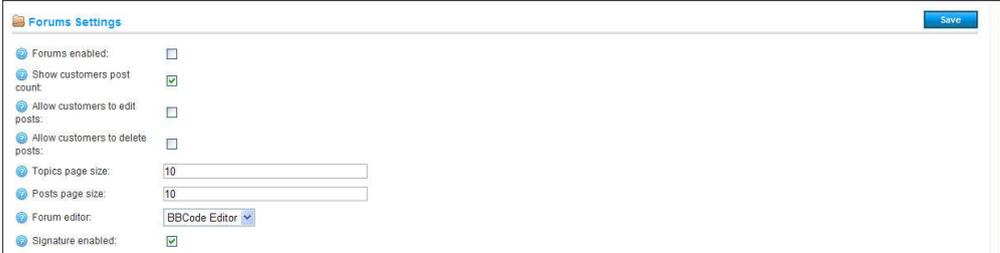
The nopCommerce forums page contains new questions and discussions. Customers need to register before posting a message to the forum. This section defines the access rights you want to provide to your customers, the editing and deleting rights, the number of posts to display on a page and more, from the **Forums Settings** window, shown below.

Forum Settings

This section describes how define the forum settings in nopCommerce.

► To define forum settings:

- 1 From the **Content Management** menu, select **Forums>Forum Settings**. The Forum Settings window is displayed.



Forums enabled:	<input type="checkbox"/>
Show customers post count:	<input checked="" type="checkbox"/>
Allow customers to edit posts:	<input type="checkbox"/>
Allow customers to delete posts:	<input type="checkbox"/>
Topics page size:	<input type="text" value="10"/>
Posts page size:	<input type="text" value="10"/>
Forum editor:	<input type="text" value="BBCode Editor"/>
Signature enabled:	<input checked="" type="checkbox"/>

2 Defining the forum settings:

- Select the **Forums enabled** checkbox to enable forums.
- Select the **Show customers post count** checkbox to show the customers post count.
- Select the **Allow customers to edit posts** checkbox to enable customers to edit posts that they created.
- Select the **Allow customers to delete posts** checkbox to enable customers to remove posts that they created.
- In the **Topics page size** field, enter the number of topics to display per page in forums.
- In the **Posts page size** field, enter the posts to display per page in forums.

- From the **Forum editor** dropdown list, select the forum editor type, as follows:
 - **Simple**
 - **BB Code Editor**
 - **HTML Editor**

Note: It is not recommended to change this option in a production environment.

- Select the **Signature enabled** checkbox to enable customers to add a signature, which will be displayed below each forum post. When this option is enabled, the signature can be set on the **My account** page in the public store.

Managing Forums

To enable customers to create forum topics and posts, store owner have to first enable forums on the **Forums Settings** page, described above then create a forum group and then create at least one forum. After all these steps are completed, the customer can start using forums, as described on page 202.

*Note: From the Forum Settings window, displayed by selecting **Forums>Forum Settings** from the **Content Management** menu. You must ensure the **Forums Enabled** checkbox is checked to enable the store owner to create forums*

► To create forums groups:

- 1 From the **Content Management** menu, select **Forums>Forums**. The **Manage Forums** window is displayed.



- 2 Click the **Add new forum group** button. The **Add a new forum group** window is displayed.

The screenshot shows the 'Add a new forum group' window. It has a title bar that says 'Add a new forum group (back to forum group list)' and a 'Save' button in the top right corner. The form contains three fields:

- Name:** A text input field.
- Description:** A larger text area with a scroll bar.
- Display order:** A text input field containing the number '1'.

- 3 Define the new forum group details, as follows:
 - In the **Name** field, enter the name of this new forum group that the customer will see.
 - In the **Description** field, enter the description of this new forum group that the customer will see.
 - In the **Display order** field, enter the display order of the forum group. A value of **1** represents the top of the list.
- 4 Click **Save**.
- 5 You can click **Edit** in the **Manage forums** window to display the **Edit forum group details** window and then edit the forum group, as described above.

► **To create forums:**

- 1 From the **Content Management** menu, select **Forums>Forums**. The **Manage Forums** window is displayed.



- 2 Click the **Add new forums** button. The **Add a new forum** window is displayed.

The screenshot shows the 'Add a new forum' window. At the top right, there is a 'Save' button. The window contains the following fields:

- Forum group:** A dropdown menu with 'Group Forum' selected.
- Name:** An empty text input field.
- Description:** A large text area with a scroll bar.
- Display order:** A text input field containing the number '1'.

- 3 From the **Forum group** dropdown list, select the required forum group.
- 4 In the **Name** field, enter the name of the new forum.
- 5 In the **Description** field, enter a description for the new forum.

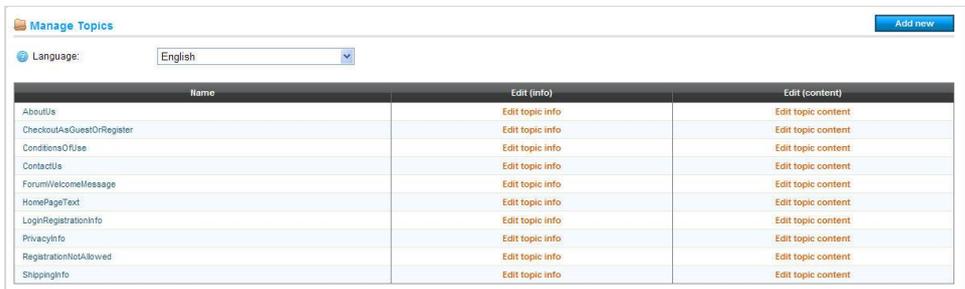
- 6 In the **Display order** field, enter the display order of the product template
- 7 Click **Save**.
- 8 You can click **Edit** in the **Manage Forums** window to display the **Edit forum details** window and then edit the forum, as described above.

Topics

Topics are free form content blocks that can be displayed on your site, either embedded within other pages, or on a page of their own. These are often used for FAQ pages, policy pages, special instructions, and so on. To create custom pages, you, as the store owner, must create new topics which you will see in the grid, and you can then enter content for your custom page, which can be written for each language separately. Click Edit topic content and save the content. The Topic URL option will then be displayed which can be used to view this custom page in the public store.

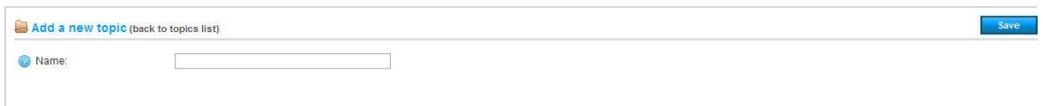
► To manage topics:

- 1 From the **Content Management** menu, select **Topics**. The **Manage Topics** window is displayed.



Name	Edit (info)	Edit (content)
AboutUs	Edit topic info	Edit topic content
CheckoutAsAGuestOrRegister	Edit topic info	Edit topic content
ConditionsOfUse	Edit topic info	Edit topic content
ContactUs	Edit topic info	Edit topic content
Forum/WelcomeMessage	Edit topic info	Edit topic content
HomePageText	Edit topic info	Edit topic content
Login/RegistrationInfo	Edit topic info	Edit topic content
PrivacyInfo	Edit topic info	Edit topic content
RegistrationNotAllowed	Edit topic info	Edit topic content
ShippingInfo	Edit topic info	Edit topic content

- 2 Click **Add new**. The **Add a new topic** window is displayed.



Add a new topic (back to topics list) Save

Name:

- 3 In the **Name** field, enter the name of this new forum group that the customer will see.

*Note: You can click **Edit topic info** in the **Manage topics** window to display the **Edit topic** window and then edit the topic, as described above.*

Templates

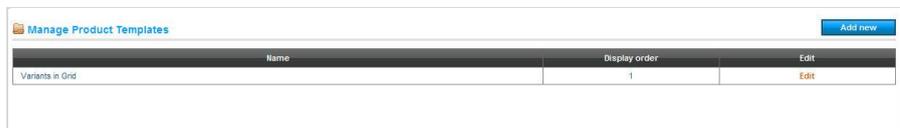
Predefined templates are provided in nopCommerce for products, categories, manufacturer and messages. You can add new templates or edit these templates as required.

Product Templates

An existing product template can be selected when creating or editing a product. It is used to control the product details page appearance. Currently one product template exists. It is only recommended for advanced users to add new templates.

- ▶ **To add a new product template:**

- 1 From the **Content Management** menu, select **Templates>Product Templates**. The **Manage Product Templates** window is displayed.



Name	Display order	Edit
Variants in Grid	1	Edit

- 2 Click **Add new**. The Add a new product template window is displayed.



Add a new product template (back to product templates list) Save

Name:

Template path:

Display order:

- 3 Define the new product template details, as follows:
 - In the **Name** field, enter the name of the product template.
 - In the **Template path**, enter the logical path to the product template.
 - In the **Display order** field, enter the display order of the product template.
- 4 Click **Save**.

*Note: You can click **Edit** in the **Manage Product Templates** window to display the **Edit product template details** window and then edit the template, as described above.*

Category Templates

One of the existing category templates can be selected when you create or edit a product. The category template is used to control the category details page appearance. There are currently three built-in category templates. It is recommended to create new templates only for advanced users.

► **To add a new category template:**

- 1 From the **Content Management** menu, select **Templates>Category Templates**. The Manage Category Templates window is displayed.



- 2 Click **Add new**. The **Add a new category template** window is displayed.



- 3 Define the new category template details, as follows:
 - In the **Name** field, enter the name of the category template.
 - In the **Template path**, enter the logical path to the category template.
 - In the **Display order** field, enter the display order of the category template.
- 4 Click **Save**.

*Note: You can click **Edit** in the **Manage Category Templates** window to display the **Edit category template details** window and then edit the template, as described above.*

Manufacturer Templates

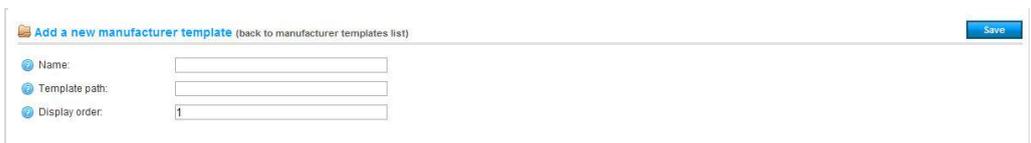
One of existing manufacturer template can be selected during the creation and editing of the manufacturer template. The manufacturer template is used to control the manufacturer details page appearance. Currently only one manufacturer template exists.

► **To add a new manufacturer template:**

- 1 From the Content Management menu, select **Templates>Manufacturer Templates**. The **Manage Manufacturer Templates** window is displayed:



- 2 Click **Add new**. The **Add a new manufacturer template** window is displayed.



- 3 Define the new manufacturer template details, as follows:
 - In the **Name** field, enter the name of the manufacturer template.
 - In the **Template path**, enter the logical path to the manufacturer template.
 - In the **Display order** field, enter the display order of the manufacturer template.
- 4 Click **Save**.

*Note: You can click **Edit** in the **Manage Manufacturer Templates** window to display the **Edit manufacturer template details** window and then edit the template, as described above.*

Message Templates

When editing a message template, you must first select the required language of the template since each template is localized for each language and only those users with the selected language will be able to see it.

► To edit message templates

- 1 From the **Content Management** menu, select **Templates>Message Templates**. The Manage Message Templates window is displayed.

Name	Edit
Blog.BlogComment	Edit
Customer.EmailValidationMessage	Edit
Customer.PasswordRecovery	Edit
Customer.WelcomeMessage	Edit
Forums.NewForumPost	Edit
Forums.NewForumTopic	Edit
News.NewsComment	Edit
OrderCancelled.CustomerNotification	Edit
OrderCompleted.CustomerNotification	Edit
OrderPlaced.CustomerNotification	Edit
OrderPlaced.StoreOwnerNotification	Edit
OrderShipped.CustomerNotification	Edit
Product.ProductReview	Edit
QuantityBelow.StoreOwnerNotification	Edit
Service.EmailAFriend	Edit

2 Click **Edit** beside the message template to edit. The **Edit message template details** window is displayed.

Allowed message tokens: %Store Name%, %Store URL%, %Store Email%, %Order OrderNumber%, %Order CustomerFullName%, %Order CustomerEmail%, %Order BillingFirstName%, %Order BillingLastName%, %Order BillingPhoneNumber%, %Order BillingEmail%, %Order BillingFaxNumber%, %Order BillingCompany%, %Order BillingAddress1%, %Order BillingAddress2%, %Order BillingCity%, %Order BillingStateProvince%, %Order BillingZipPostalCode%, %Order BillingCountry%, %Order ShippingMethod%, %Order ShippingFirstName%, %Order ShippingLastName%, %Order ShippingPhoneNumber%, %Order ShippingEmail%, %Order ShippingFaxNumber%, %Order ShippingCompany%, %Order ShippingAddress1%, %Order ShippingAddress2%, %Order ShippingCity%, %Order ShippingStateProvince%, %Order ShippingZipPostalCode%, %Order ShippingCountry%, %Order Product(s)%, %Order CreatedOn%, %Order OrderURLForCustomer%, %Customer.Email%, %Customer.PasswordRecoveryURL%, %Customer.AccountActivationURL%, %Customer.FullName%, %Product.Name%, %Product.ShortDescription%, %Product.ProductURLForCustomer%, %ProductVariant.FullProductName%, %ProductVariant.StockQuantity%, %NewsComment.NewsTitle%, %BlogComment.BlogPostTitle%, %ProductReview.ProductName%

Language: English

Template: Blog.Comment

Subject: %Store Name%. New blog comment.

Body: %Store Name%
A new blog comment has been created for blog post '%BlogComment.BlogPostTitle%'.

3 Edit the following message details:

- In the **Subject** field, edit the subject of the message. You can include tokens in the subject.
- In the **Body** field, edit the body of the message.

*Note: The **Language** and **Template** fields are read-only and cannot be edited.*

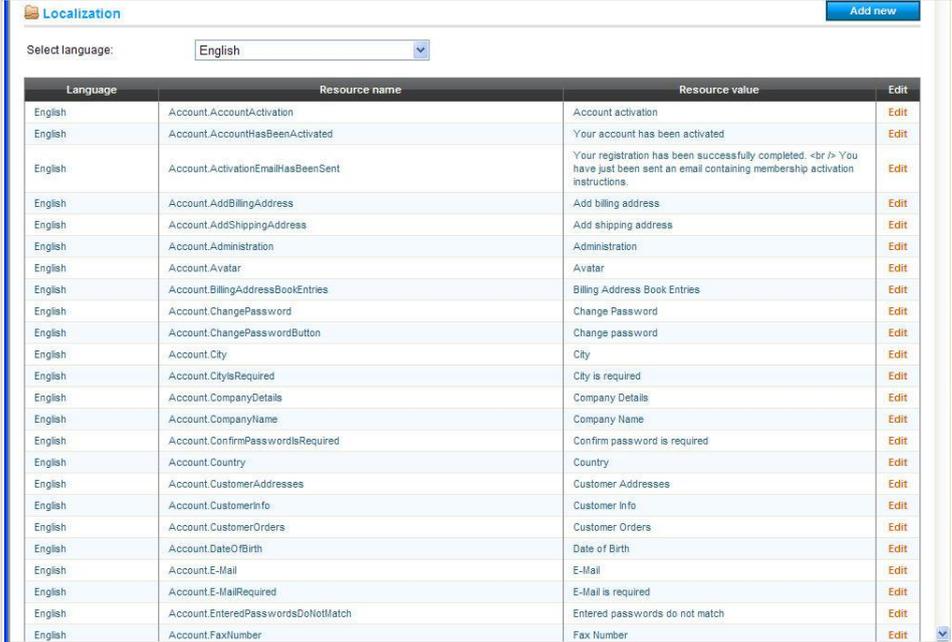
4 Click **Save**.

Localization

This section describes how to manage locale string resources of each store for any published language.

► **To add new string resources:**

- 1 From the **Content Management** menu, select **Localization**. The **Localization** window is displayed.



The screenshot shows the 'Localization' window with a dropdown menu set to 'English'. Below the dropdown is a table with four columns: Language, Resource name, Resource value, and Edit. The table lists various account-related resources and their corresponding values in English.

Language	Resource name	Resource value	Edit
English	Account.AccountActivation	Account activation	Edit
English	Account.AccountHasBeenActivated	Your account has been activated	Edit
English	Account.ActivationEmailHasBeenSent	Your registration has been successfully completed. You have just been sent an email containing membership activation instructions.	Edit
English	Account.AddBillingAddress	Add billing address	Edit
English	Account.AddShippingAddress	Add shipping address	Edit
English	Account.Administration	Administration	Edit
English	Account.Avatar	Avatar	Edit
English	Account.BillingAddressBookEntries	Billing Address Book Entries	Edit
English	Account.ChangePassword	Change Password	Edit
English	Account.ChangePasswordButton	Change password	Edit
English	Account.City	City	Edit
English	Account.CityIsRequired	City is required	Edit
English	Account.CompanyDetails	Company Details	Edit
English	Account.CompanyName	Company Name	Edit
English	Account.ConfirmPasswordsRequired	Confirm password is required	Edit
English	Account.Country	Country	Edit
English	Account.CustomerAddresses	Customer Addresses	Edit
English	Account.CustomerInfo	Customer Info	Edit
English	Account.CustomerOrders	Customer Orders	Edit
English	Account.DateOfBirth	Date of Birth	Edit
English	Account.E-Mail	E-Mail	Edit
English	Account.E-MailRequired	E-Mail is required	Edit
English	Account.EnteredPasswordsDoNotMatch	Entered passwords do not match	Edit
English	Account.FaxNumber	Fax Number	Edit

- 2 From the **Select language** dropdown list select the language for your store. The language selected will be applied.

- 3 Click **Add new**. The **Add a new resource string** window is displayed.

 **Add a new resource string** (back to resources list) [Save](#)

Language:

Resource name:

Resource value:

- 4 In the **Resource name** field, enter the resource string identifier.
- 5 In the **Resource value** field, enter a value for this resource string identifier.
- 6 Click **Save**.

*Note: The **Language** field is read-only and cannot be edited.*

- 7 Click **Save**.

Location

This section describes how to define the customer's local settings. It includes the setting for the country, state, language, currency and more.

Countries

This section describes how to define the settings for the country where your customers are located. These settings are used in the registration information window, the billing and shipping address information window and more.

- ▶ **To define the country settings:**

- 1 From the **Configuration** menu, select **Location>Countries**. The **Countries** window is displayed.

 Countries Add new									
Name	Allows registration	Allows billing	Allows shipping	Two letter ISO Code	Three letter ISO Code	Numeric ISO code	Display order	Published	Edit
United States	True	True	True	US	USA	840	1	<input checked="" type="checkbox"/>	Edit
Canada	True	True	True	CA	CAN	124	2	<input checked="" type="checkbox"/>	Edit
Argentina	True	True	True	AR	ARG	32	100	<input checked="" type="checkbox"/>	Edit
Armenia	True	True	True	AM	ARM	51	100	<input checked="" type="checkbox"/>	Edit
Aruba	True	True	True	AW	ABW	533	100	<input checked="" type="checkbox"/>	Edit
Australia	True	True	True	AU	AUS	36	100	<input checked="" type="checkbox"/>	Edit
Austria	True	True	True	AT	AUT	40	100	<input checked="" type="checkbox"/>	Edit
Azerbaijan	True	True	True	AZ	AZE	31	100	<input checked="" type="checkbox"/>	Edit
Bahamas	True	True	True	BS	BHS	44	100	<input checked="" type="checkbox"/>	Edit
Bangladesh	True	True	True	BD	BGD	50	100	<input checked="" type="checkbox"/>	Edit
Belarus	True	True	True	BY	BLR	112	100	<input checked="" type="checkbox"/>	Edit
Belgium	True	True	True	BE	BEL	56	100	<input checked="" type="checkbox"/>	Edit
Belize	True	True	True	BZ	BLZ	84	100	<input checked="" type="checkbox"/>	Edit
Bermuda	True	True	True	BM	BMU	60	100	<input checked="" type="checkbox"/>	Edit
Bolivia	True	True	True	BO	BOL	68	100	<input checked="" type="checkbox"/>	Edit
Bosnia and Herzegovina	True	True	True	BA	BIH	70	100	<input checked="" type="checkbox"/>	Edit
Brazil	True	True	True	BR	BRA	76	100	<input checked="" type="checkbox"/>	Edit
Bulgaria	True	True	True	BG	BGR	100	100	<input checked="" type="checkbox"/>	Edit
Cayman Islands	True	True	True	KY	CYM	136	100	<input checked="" type="checkbox"/>	Edit
Chile	True	True	True	CL	CHL	152	100	<input checked="" type="checkbox"/>	Edit

2 Click **Add new**. The **Add a new country** window is displayed

3 Define the country settings, as follows:

- In the **Name** field, enter the name of the country.
- Select the **Allows registration** checkbox to enable customers located in this country to register for a store account. By default, all the countries are active. If you need to limit the number of countries from which profile registrations will be welcome, deactivate all the countries that you do not want to be included,
- Select the **Allows billing** checkbox to enable billing to customers located in this country.
- Select the **Allows shipping** checkbox to enable shipping to customers located in this country.
- In the **Two letter ISO code** field, enter the two letter ISO code for this country.
- In the **Three letter ISO code** field, enter the two letter ISO code for this country.
- In the **Numeric letter ISO code** field, enter the numeric ISO code for this country.
- Select the **Published** checkbox to enable this country to be visible for new account registrations and for the creation of shipping and billing addresses.
- In the **Display order** field, enter the display order of this country. A value of **1** represents the top of the list.

4 Click **Save**.

*Note: You can click **Edit** in the **Countries** window to display the **Edit country details** window and then edit the country details, as described above.*

States

This section describes how to define the settings for the state where your customers are located. These settings are used in the registration information window, the billing and shipping address information window and more.

► **To define the state settings:**

- 1 From the **Configuration** menu, select **Location>States**. The **State/Province** window is displayed.

Name	Abbreviation	Display order	Edit
Alabama	AL	1	Edit
Alaska	AK	1	Edit
American Samoa	AS	1	Edit
AA (Armed Forces Americas)	AA	1	Edit
AE (Armed Forces Europe)	AE	1	Edit
AP (Armed Forces Pacific)	AP	1	Edit
Arizona	AZ	1	Edit
Arkansas	AR	1	Edit
California	CA	1	Edit
Colorado	CO	1	Edit
Connecticut	CT	1	Edit
Delaware	DE	1	Edit
District of Columbia	DC	1	Edit
Federated States of Micronesia	FM	1	Edit
Florida	FL	1	Edit
Georgia	GA	1	Edit
Guam	GU	1	Edit
Hawaii	HI	1	Edit
Idaho	ID	1	Edit
Illinois	IL	1	Edit
Indiana	IN	1	Edit
Iowa	IA	1	Edit
Kansas	KS	1	Edit
Kentucky	KY	1	Edit
Louisiana	LA	1	Edit
Maine	ME	1	Edit

- 2 From the **Select country** dropdown list select the country for which you want to add states. The country states will be displayed in the list.

3 Click **Add new**. The **Add a new state/province** window is displayed.



✎ Add a new state/province (back to state/province list) Save

Country: United States

Name:

Abbreviation:

Display order: 1

4 Define the state details, as follows:

- From the **Country** field, select the required country to which this state or province belongs.
- In the **Name** field, enter the name of the state or province.
- In the **Abbreviation** field, enter an abbreviation for the province or state.
- In the **Display order** field, enter the display order of this province or state. A value of **1** represents the top of the list.

5 Click **Save**.

*Note: You can click **Edit** in the **States/Provinces** window to display the **Edit state/province details** window and then edit the state or province details, as described above.*

Languages

In nopCommerce , your store can have several languages installed. However, the customers will only see the data that has been defined in their selected language. After adding a new language, the **Import resources from XML** button appears enabling you to import all resources for new language.

Note: You can download new language packs on www.nopCommerce.com from the Extensions section

► To add a new language:

- 1 From the **Configuration** menu, select **Location>Languages**. The **Languages** window is displayed:



Name	Language culture	View string resources	Display order	Published	Edit
English	en-US	View string resources	1	<input checked="" type="checkbox"/>	Edit

- 2 Click **Add new**. The **Add a new language** window is displayed.



Add a new language (back to language list) Save

Name:

Language culture:

Published:

Display order:

- 3 Define the language settings, as follows:
 - In the **Name** field, enter the language name.
 - From the **Language culture** dropdown list, select the language specific culture code.
 - Select the **Published** checkbox to enable this language to be visible and selected by visitors in your store.
 - In the **Display order** field, enter the display order of this language. A value of **1** represents the top of the list.

Currencies

In nopCommerce, only primary store currency is used, which is the currency against which all other allowed currencies will be configured. Although nopCommerce allows having multiple currencies for displaying your product prices, the primary currency is used for payment transactions with online payment gateways.

If you're using an online payment gateway (such as, PayPal, Google Checkout) the amount is sent to the payment gateway and will be the price you entered in primary store currency.

Primary store currency is used by the store administrators only. It is used for setting product prices and does not have to be the same as the published currencies.

If you have only one published currency, the store will not display a currency selector, or any currency symbol with prices. If more than one currency is published, all prices are marked with the currently selected currency.

nopCommerce recommends removing any currency that is not required.

nopCommerce uses an exchange rate to calculate the amounts for published currencies. The exchange rate is entered when a currency is added or edited. Or you can use a real-time exchange rate service (ECB: European Central Bank) to calculate the amount, and the price of the product is multiplied by the exchange rate provided.

Exchange rates fluctuate on a daily basis. Therefore, you can edit the exchange rate as often as you need in order to stay current. Actual transactions are only handled in your store's primary currency. On credit card transactions, banks will usually make exchanges automatically based on the most current currency values.

To add a new currency:

- 1 From the **Configuration** menu, select **Location>Currencies**. The **Currencies** window is displayed.

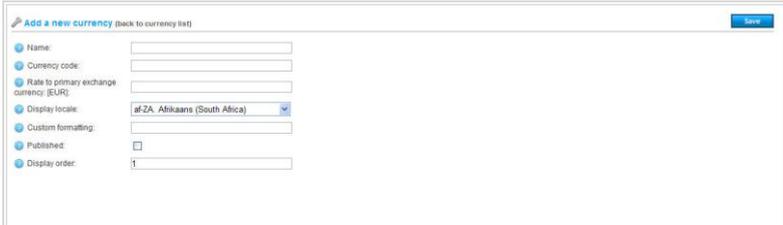


The screenshot shows the 'Currencies' window with a table of currencies. The table has columns for Name, Currency code, Display locale, Rate, Display order, Primary exchange rate currency, Primary store currency, Published, and Edit. Below the table is a 'Live currency rates' section.

Name	Currency code	Display locale	Rate	Display order	Primary exchange rate currency	Primary store currency	Published	Edit
US Dollar	USD	en-US	1.2690	1	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Edit
Australian Dollar	AUD	en-AU	1.6270	2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Euro	EUR		1.0000	2	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
British Pound	GBP	en-GB	0.7810	3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Canadian Dollar	CAD	en-CA	1.6000	4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Chinese Yuan Renminbi	CNY	zh-CN	10.7980	5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Hong Kong Dollar	HKD	zh-HK	12.1700	7	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Japanese Yen	JPY	ja-JP	162.0000	8	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Russian Rouble	RUB	ru-RU	34.7240	9	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Swedish Krona	SEK	sv-SE	9.9950	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Romanian Leu	RON	ro-RO	3.0000	13	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit

Live currency rates

- 2 Click **Add new**. The **Add a new currency** window is displayed.



The screenshot shows the 'Add a new currency' window with the following fields:

- Name:
- Currency code:
- Rate to primary exchange currency (EUR):
- Display locale:
- Custom formatting:
- Published:
- Display order:

- 3 Define the currency settings, as follows:
 - In the **Name** field, enter the name of the currency.
 - In the **Currency code** field, enter the currency code.
 - In the **Rate to primary exchange currency** field, enter the exchange rate against the primary exchange rate of the currency.
 - From the **Display locale** dropdown list, select the display locale for currency values.
 - In the **Custom Formatting** field, enter the custom formatting to be applied to the currency values.
 - Select the **Published** checkbox to enable this currency to be visible and selected by visitors in your store. nopCommerce supports a multi-currency pricing display. If you have several published currencies, customers will be able select the currency they want.

- In the **Display order** field, enter the display order of this currency. A value of **1** represents the top of the list.
- Click **Save**.

*Note: You can click **Edit** in the **Currencies** window to display the **Edit currency details** window and then edit the currency details, as described above.*

► **To get live rates:**

- 1 From the **Currencies** window, shown on page 176. Click **Get live rates**. The window is expanded as follows:

Currencies

Get live rates
Add new

Name	Currency code	Display locale	Rate	Display order	Primary exchange rate currency	Primary store currency	Published	Edit
US Dollar	USD	en-US	1.4000	1	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Edit
Australian Dollar	AUD	en-AU	1.6270	2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Euro	EUR		1.0000	2	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
British Pound	GBP	en-GB	0.7810	3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Canadian Dollar	CAD	en-CA	1.6000	4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Chinese Yuan Renminbi	CNY	zh-CN	10.7980	5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Hong Kong Dollar	HKD	zh-HK	12.1700	7	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Japanese Yen	JPY	ja-JP	162.0000	8	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Russian Rouble	RUB	ru-RU	34.7240	9	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Swedish Krona	SEK	sv-SE	9.9950	10	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit
Romanian Leu	RON	ro-RO	3.0000	13	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Edit

Live currency rates

Currency code	Rate	Apply rate
USD	<input type="text" value="1.4374"/>	Apply rate
JPY	<input type="text" value="130.76"/>	Apply rate
BGN	<input type="text" value="1.9558"/>	Apply rate
CZK	<input type="text" value="25.947"/>	Apply rate
DKK	<input type="text" value="7.442"/>	Apply rate
EEK	<input type="text" value="15.6466"/>	Apply rate
GBP	<input type="text" value="0.88105"/>	Apply rate
HUF	<input type="text" value="266.8"/>	Apply rate
LTL	<input type="text" value="3.4528"/>	Apply rate
LVL	<input type="text" value="0.7085"/>	Apply rate
PLN	<input type="text" value="4.0399"/>	Apply rate
RON	<input type="text" value="4.1043"/>	Apply rate
SEK	<input type="text" value="10.143"/>	Apply rate
CHF	<input type="text" value="1.4756"/>	Apply rate

- 2 In the **Rate** column of the required currency edit the rate.
- 3 Click **Apply rate**. The currency rate will be updated in the **Currencies** table above.

Warehouses

Warehouses are used when you create and edit products. They are used for internal purposes only.

► **To add a warehouse:**

- 1 From the **Configuration** menu, select **Location>Warehouses**. The **Warehouses** window is displayed.



- 2 Click **Add new**. The **Add a new warehouse** window is displayed.

A screenshot of the 'Add a new warehouse' form. The title bar reads 'Add a new warehouse (back to warehouse list)' and has a 'Save' button on the right. The form contains several input fields: 'Name', 'Phone number', 'Email', 'Fax number', 'Address 1', 'Address 2', 'City', 'State / Province', 'Zip / postal code', and 'Country'. The 'Country' field is a dropdown menu currently showing 'United States'.

- 3 Define the warehouse details, as follows:

- In the **Name** field, enter the warehouse name.
- In the **Phone number** field, enter the warehouse phone number.
- In the **Email** field, enter the email of the warehouse.
- In the **Fax number** field, enter the warehouse fax number.
- In the **Address 1 and Address 2** fields, enter the warehouse address(es).
- In the **City** field, enter the city where the warehouse is located.
- In the **State/province** field, enter the state/province where the warehouse is located.
- In the **zip postal code** field, enter the warehouse zip/postal code.
- From the **Country dropdown** list, select the country where the warehouse is located.
- Click **Save**.
- You can click **Edit** in the **Warehouses** window to display the **Edit warehouse details** window and then edit the warehouse details, as described above.

6 Promotions

This section describes how to define additional options for site promotion and how to use them in nopCommerce. This includes

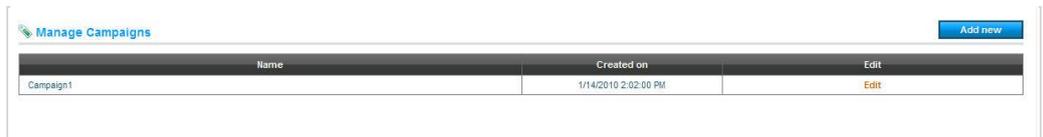
- **Campaigns**, page 179
- **Discounts**, page 181
- **Price lists**, page 183
- **Providers**, page 185
- **Affiliates**, page 186

Campaigns

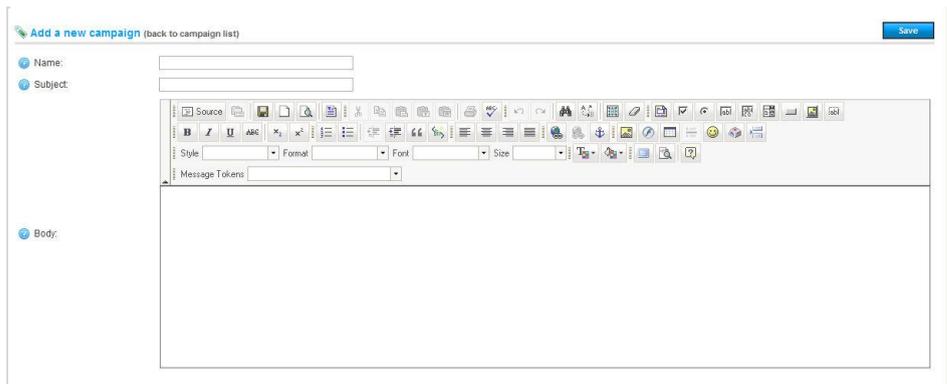
During customer registration a customer can select the **Newsletters** option to receive nopCommerce newsletters. The store owner can send emails to customers subscribed to newsletters.

► **To add campaigns:**

- 1 From the **Promotions** menu, select **Campaigns**. The **Manage Campaigns** window is displayed.



- 2 Click **Add new**. The **Add a new campaign** window is displayed.



- 3 Define the campaign details, as follows:

- In the **Name** field, enter the campaign name.
- In the **Subject** field, enter the subject of the campaign.
- In the **Body** field, enter the body text of the campaign.

4 Click **Save**. The window is expanded as follows:

Edit campaign details (back to campaign list) Save Delete

Make sure you've tested the campaign before sending it out to multiple customers. Save your campaign first by clicking "Save" button.

Send test email to: Send test Email

Allowed message tokens: %Store.Name%, %Store.URL%, %Store.Email%, %Customer.Email%, %Customer.FullName%
Send Mass Email

Name:

Subject:

Body:

Campaign description

Created on: 1/18/2010 3:29:09 PM

- 5** In the **Sent test email to** field, enter the required test email to send and click the **Send test email** button. The test email is sent for testing purposes.
- 6** In the **Allowed message tokens** field, enter the allowed list of message tokens you can use in your campaign email.
- 7** Click the **Send mass email**, to send this campaign email to ALL customers subscribed to newsletters.
- 8** Edit the campaign details as described in **Adding a new campaign**, on the previous page.
- 9** Click **Save**.

Discounts

In nopCommerce you can use discounts to enable access to great offers. The online coupons allow access to massive discounts on a variety of products. The coupon code option is most commonly used when using a shopping cart. The coupon code is entered on the order page just before checking out. Every online shopping resource has a discount coupon submission option to confirm the coupon code. Products in nopCommerce can have any number of discounts attached. In these situations, nopCommerce will automatically calculate the best possible price for the customer based on all the available discounts and group memberships.

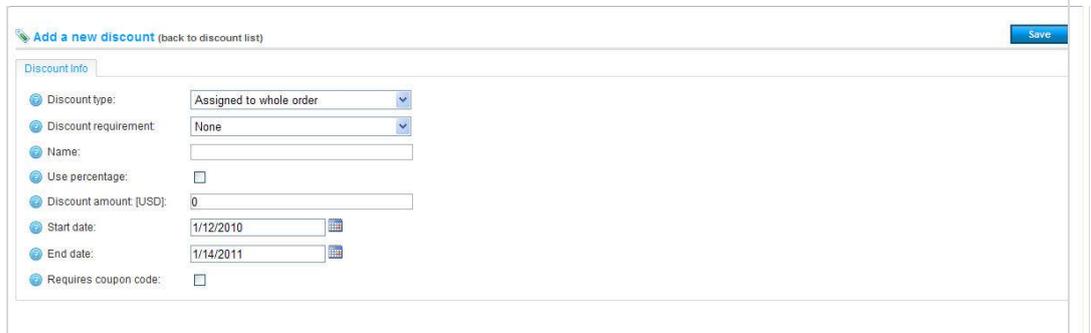
► To add discounts:

- 1 From the **Promotions** menu, select **Discounts**. The **Manage Discounts** window is displayed.



Name	Use percentage	Discount percentage	Discount amount	Start date	End date	Edit
50% sale	False	0.0000	0.0000	1/12/2010 12:00:00 AM	1/14/2011 12:00:00 AM	Edit

- 2 Click **Add new**. The **Add a new discount** window is displayed.



Discount info

Discount type: Assigned to whole order

Discount requirement: None

Name:

Use percentage:

Discount amount (USD): 0

Start date: 1/12/2010

End date: 1/14/2011

Requires coupon code:

- 3 Define the discount details, as follows:

- From the **Discount type** dropdown list, assign the discount to the required option, as follows:
 - **Assign to whole order:** These discounts are applied to the entire customers order.
 - **Assign to product variants (SKUs):** After this discount is created, the store owner has to assign this discount to a product variant, appearing in the **Product Variant (SKU) tab** or to a category appearing in the **Category Mappings** tab. This enables the discount to be applied to all products in this category).

- From the **Discount requirement** dropdown list, select the requirements for the discount to be applied, as follows:
 - None
 - **Must be assigned to customer role:** When this option is selected a new tab named **Customer Roles** will appear. The store owner must then define the customer roles enabling the customer to be in one of selected customer roles, if a discount should be applied.
- In the **Name** field, enter the discount name.
- Select the **Use percentage** checkbox to apply a percentage discount to the order or SKU. Otherwise a set value is discounted.
- In the **Discount amount** field, enter the discount amount to apply to the order or SKU.
- In the **Start date** calendar field, select the beginning of the discount period.
- In the **End date** calendar field, select the end of the discount period.
- Select the **Requires coupon code** checkbox to enable a customer to supply a coupon code for the discount to be applied.

The **Coupon code** option appears. The store owner enters the required coupon code in this field. This enables customers to enter this provided coupon code provided during checkout to apply the discount.

4 Click **Save**.

*Note: You can click **Edit** in the **Manage discounts** window to display the **Edit discount details** window and then edit the discount details, as described above.*

Price Lists

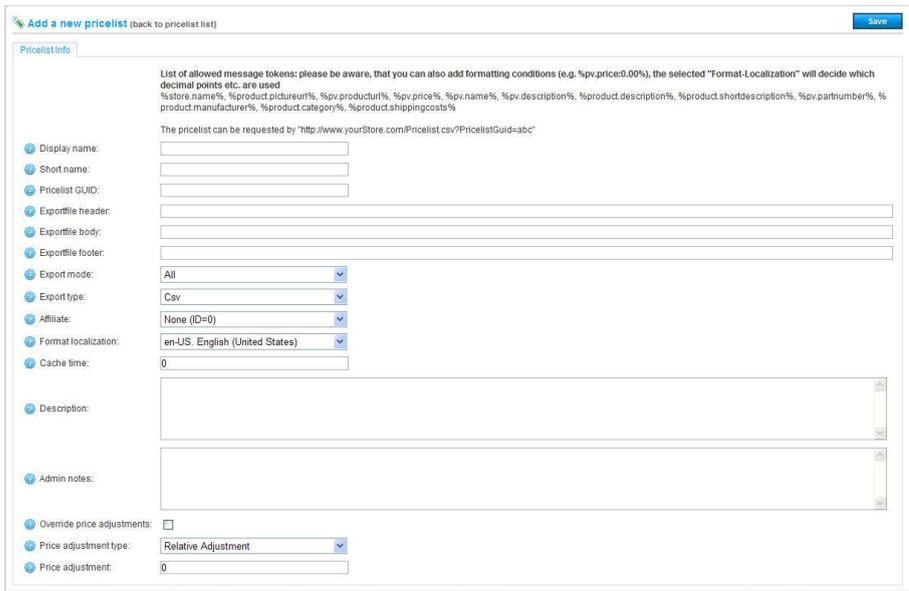
Price list is a product list in custom format. A price list is generated from the database enabling you use it with other applications or to submit it to a 3rd party

► To add price lists:

- 1 From the **Promotions** menu, select **Price Lists**. The **Price Lists** window is displayed.



- 2 Click **Add new**. The **Add a new pricelist** window is displayed.



The screenshot shows the "Add a new pricelist" form. At the top, it says "Add a new pricelist (back to pricelist list)" and has a "Save" button. The form is divided into sections:

- Pricelist Info:** Contains a list of allowed message tokens and a URL for requesting the pricelist.
- Display name:** Text input field.
- Short name:** Text input field.
- Pricelist GUID:** Text input field.
- Exportfile header:** Text input field.
- Exportfile body:** Text input field.
- Exportfile footer:** Text input field.
- Export mode:** Dropdown menu with "All" selected.
- Export type:** Dropdown menu with "Csv" selected.
- Affiliate:** Dropdown menu with "None (D=0)" selected.
- Format localization:** Dropdown menu with "en-US, English (United States)" selected.
- Cache time:** Text input field with "0" entered.
- Description:** Text area.
- Admin notes:** Text area.
- Override price adjustments:** Checkbox (unchecked).
- Price adjustment type:** Dropdown menu with "Relative Adjustment" selected.
- Price adjustment:** Text input field with "0" entered.

3 Define the pricelist info, as follows:

- In the **Display name** field, enter the price list display name.
- In the **Short name** field, enter the pricelist short name.
- In the **Pricelist GUID** field, enter the pricelist GUID.
- In the **Export file header** field, enter the pricelist export file header.
- In the **Export file body** field, enter the pricelist export file body.
- In the **Export file footer** field, enter the pricelist export file footer.
- From the **Export mode** dropdown list, select the required export mode, as follows:
 - **All**
 - **Assigned Products**
- From the **Export type** dropdown list, select the export type. For example, **csv**.
- From the **Affiliate** dropdown list, select the required associated affiliate. For example, **None (ID=0)**.
- From the **Format localization** dropdown list, select the required format localization.
- In the **Cache time** field, enter the pricelist cache time.
- In the **Description** field, enter the pricelist description.
- In the **Admin notes** field, enter the administrator's notes relating to the pricelist.
- Select the **Override price adjustments** checkbox to override price adjustments in the pricelist.
- From the **Price adjustment type** dropdown list, select the required price adjustment type, as follows:
 - Relative Adjustment
 - Absolute Adjustment
 - Absolute Price
- In the **Price adjustment** field, enter the required price adjustment value to make.

4 Click **Save**.

Providers

Currently only one promotion provider is supported which is the *Google product search* also known as *Froogle*. nopCommerce supports exporting products to the Froogle XML format. This enables you to promote your products and services and get more visibility.

You can increase traffic to your store using *Google Product Search (Froogle)*, which helps shoppers find and buy products across the web. As a seller, you can submit your products to Google Product Search, allowing shoppers to quickly and easily find your site.

To learn more about Froogle, refer to the following:

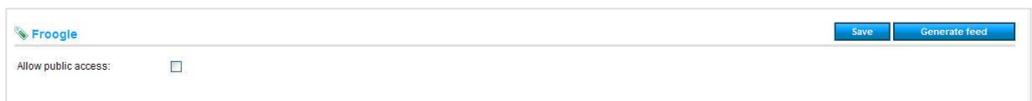
<http://www.google.com/products>

http://www.google.com/products/intl/en_us/about.html

http://www.google.com/intl/en_us/products/submit.html

► To generate feed:

- 1 From the **Promotions** menu, select **Providers>Froogle**. The **Froogle** window is displayed



The screenshot shows a window titled 'Froogle' with a 'Save' button and a 'Generate feed' button. Below the title bar, there is a checkbox labeled 'Allow public access:' which is currently unchecked.

- 2 Click **Generate feed**. The **Froogle** window is expanded, as follows:



The screenshot shows the 'Froogle' window expanded. It contains the same 'Allow public access:' checkbox as the previous screenshot. Below the checkbox, a message reads: 'Froogle feed has been successfully generated. [Click here](#) to see generated feed'.

- 3 Click on the **Click here** to download generated product feed.
- 4 Upload your product data to Google and make it available to Google Product Search and other Google services.
- 5 Check the **Allow public access** checkbox to enable public access. The public access URL is <http://www.yourStore.com/Froogle.ashx>.

Affiliates

Affiliate Marketing is an Internet-based marketing practice in which a business rewards one or more affiliates for each visitor or customer. It is basically a web-based pay-for-performance program designed to compensate affiliate partner web sites for driving qualified leads or sales to a merchant web site.

Affiliates are third parties who refer customers to your site. The nopCommerce software can track those referrals so that the store administrator can determine what commission to pay them. Once a customer is assigned an affiliate ID, every order they place is also tagged with that ID.

In nopCommerce, an affiliate partner URL is as follows:

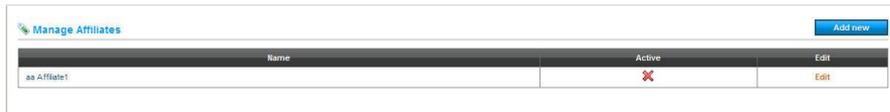
<http://www.yourstore.com/default.aspx?AffiliateID=N>(where N is an affiliate ID).

When this hyperlink is clicked from the affiliate site, the default.aspx looks for an **Affiliate ID** query string parameter. If one exists, the customer is tagged with that affiliate. The store owner can see a list of all affiliated customers on the affiliate details page, which is the **Affiliated Customers** in nopCommerce.

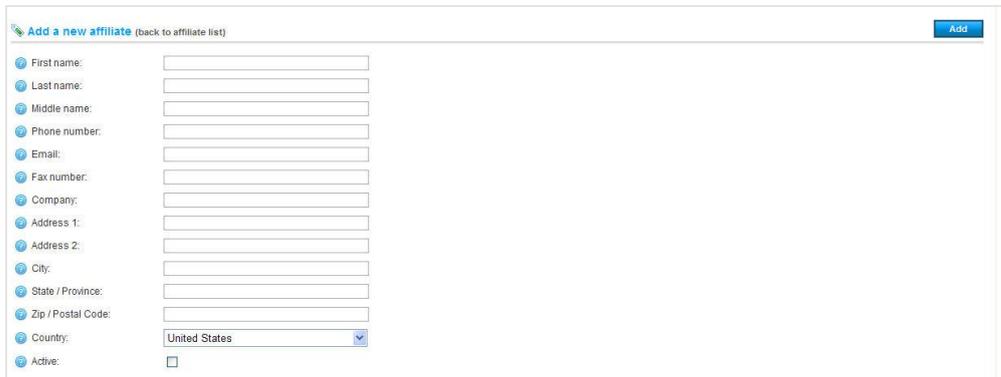
When an affiliated customer places an order, you can see this order on the affiliate details page under the **Affiliate orders** tab.

► To add an affiliate

- 1 From the **Promotions** menu, select **Affiliates**. The **Manage Affiliates** window is displayed.



- 2 Click **Add new**. The **Add a new affiliate** window is displayed.



The screenshot shows the 'Add a new affiliate' window. At the top left is the text 'Add a new affiliate (back to affiliate list)' and at the top right is an 'Add' button. The form contains the following fields:

- First name:
- Last name:
- Middle name:
- Phone number:
- Email:
- Fax number:
- Company:
- Address 1:
- Address 2:
- City:
- State / Province:
- Zip / Postal Code:
- Country:
- Active:

3 Define the affiliate details, as follows:

- In the **First Name** field, enter the affiliate's first name.
- In the **Last Name** field, enter the affiliate's last name.
- In the **Middle Name** field, enter the affiliate's middle name.
- In the **Phone number** field, enter the affiliate's phone number.
- In the **Email** field, enter the affiliate's email.
- In the **Fax number** field, enter the affiliate's fax number.
- In the **Address 1 and Address 2** fields, enter the address(es) of the affiliate.
- In the **City** field, enter the city where the affiliate is located.
- In the **State/province** field, enter the state/province where the affiliate is located.
- In the **zip postal code** field, enter the zip/postal code of the affiliate.
- From the **Country dropdown** list, select the country where the affiliate is located.
- Select the **Active** checkbox to activate the affiliate.

4 Click **Add**. The affiliate is added to the system.

*Note: You can click **Edit** in the **Manage affiliates** window to display the **Edit affiliate details** window and then edit the affiliate details, as described above.*

7 Managing Orders and Customers

This section describes how to manage your orders and customers. It includes the following:

- **Managing Customers**, page 188
- **Customer Roles**, page 192
- **Managing Orders**, page 193

Managing Customers

This section describes the how to search for existing customers, add new customers and edit customers details, each of which is described below.

Searching for Customers

This section describes how to define the search criteria required to search for customers, by email, by registration date and more.

► **To search for customers:**

- 1 From the **Customers** menu, select **Manage Customers**. The **Manage Customers** window is displayed.

The screenshot shows a web interface titled "Manage Customers". At the top right, there are five buttons: "Search", "Export to XML", "Export to Excel", "Import from Excel", and "Add new". Below these buttons, there are four search criteria, each with a radio button and a corresponding input field:

- Registration from: [text input with calendar icon]
- Registration to: [text input with calendar icon]
- Email: [text input]
- Don't load guests:

- 2 Enter one or more of the following information to search for a customer:

- From the **Registration from** field select the customer's registration from date.
- From the **Registration to** field select the customer's registration to date.
- In the **Email** field enter the customer's email.
- Check the **Don't load guests** field, not to load guest customers when searching.

- 3 Click **Search**. The customers matching the criteria will be displayed in a list. You can click **Edit** beside the customer to display the **Edit customer details** window, as described in **Editing customer details**, on page 191.

*Note: You can export the customer data to an external file by clicking **Export to XML** or **Export to Excel**. Alternatively, you can import customer data from an external file by clicking **Import from Excel**.*

Adding Customers

This section describes how to add new customers and define their customer details such as email, phone, and address and so on. When indicating the customer has an administrator account, will allow access to the administration section of your store.

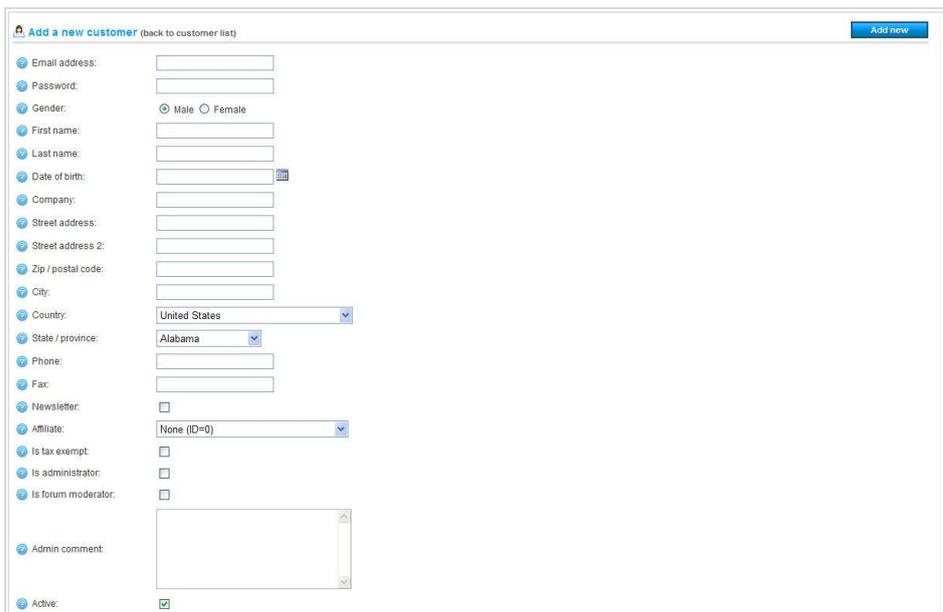
► To add customers:

- 1 From the **Customers** menu, select **Manage Customers**. The **Manage Customers** window is displayed.



The screenshot shows the 'Manage Customers' window. At the top, there are five buttons: 'Search', 'Export to XML', 'Export to Excel', 'Import from Excel', and 'Add new'. Below the buttons, there are four search criteria: 'Registration from:', 'Registration to:', 'Email:', and 'Don't load guests:'. Each criterion has a corresponding input field or checkbox.

- 2 Click **Add New**. The **Add a new customer** window is displayed.



The screenshot shows the 'Add a new customer' window. At the top right, there is an 'Add new' button. The window contains a list of fields for customer information: 'Email address:', 'Password:', 'Gender:' (with radio buttons for 'Male' and 'Female'), 'First name:', 'Last name:', 'Date of birth:' (with a date picker), 'Company:', 'Street address:', 'Street address 2:', 'Zip / postal code:', 'City:', 'Country:' (with a dropdown menu showing 'United States'), 'State / province:' (with a dropdown menu showing 'Alabama'), 'Phone:', 'Fax:', 'Newsletter:' (with a checkbox), 'Affiliate:' (with a dropdown menu showing 'None (ID=0)'), 'Is tax exempt:', 'Is administrator:', 'Is forum moderator:', 'Admin comment:' (with a text area), and 'Active:' (with a checked checkbox).

3 Define the customer details, as follows:

- In the **Email** address field, enter the customer's email address.
- In the **Password field**, enter the customer's login password.
- In the **Gender** checkbox, select the required gender.
- In the **First Name** field, enter the customer's first name.
- In the **Last Name** field, enter the customer's last name.
- From the **Date of birth** selection calendar field, select the customer's date of birth.
- In the **Company** field, enter the name of the customer's company.
- In the **Street Address** and **Street Address 2** fields, enter the address(es) of the customer.
- In the **zip/postal code** field, enter the zip/postal code of the customer.
- In the **City** field, enter the city where the customer is located.
- From the **Country dropdown** list, select the country where the customer is located.
- In the **State/province** field, enter the state/province where the customer is located.
- In the **Phone** field, enter the customer's phone number.
- In the **Fax** field, enter the customer's fax number.
- Select the **Newsletter** checkbox, to send a newsletter to the customer.
- From the **Affiliate** dropdown list, select the required associated affiliate. For example, **None (ID=0)**.
- Select the **Is tax exempt** checkbox, to indicate the customer is exempted from tax.
- Select the **Is administrator** checkbox, to indicate the customer has an administrator account.

Warning: Selecting this option will allow access to the administration section of your store. Cookies should be cleared after this setting is applied.

- Select the **Is forum moderator** checkbox, to indicate the customer is a forum moderator.
- In the **Admin comment** field, enter administrator comments, if required, for internal information use.
- Select the **Active** checkbox to activate the customer.

4 Click **Add new**.

Editing Customer Details

This section describes how to edit the customer's billing and shipping address details and more.

▶ To edit customer details

- 1 After a customer, the window changes to the **Edit customer details** window, as described below:

The screenshot shows the 'Edit customer details' window with the following fields and values:

- Email address: aaa@aaa.gmail.com
- Gender: Male (selected)
- First name: [empty]
- Last name: [empty]
- Date of birth: [empty]
- Company: [empty]
- Street address: [empty]
- Street address 2: [empty]
- Zip / postal code: [empty]
- City: [empty]
- Country: United States
- State / province: Alabama
- Phone: [empty]
- Fax: [empty]
- Newsletter:
- Affiliate: None (ID=0)
- Is tax exempt:
- Is administrator:
- Is forum moderator:
- Admin comment: [empty text area]
- Active:
- Registration Date: 1/19/2010 12:15:25 PM

- 2 Select the **Customer billing addresses** tab, click **Add new address**. In the **Add new address** window enter the details of the customer's new billing address, as described in **Customer Account Pages, Customer Addresses**, in **Introducing the Frond End** chapter.
- 3 Select the **Customer shipping addresses** tab, click **Add new address**. In the **Add new address** window enter the details of the customer's new billing address, as described in **Customer Account Pages, Customer Addresses**, in **Introducing the Frond End** chapter.
- 4 Select the **Customer orders** tab to view the customer order details, as described in **Customer Account Pages, Customer orders**, in **Introducing the Frond End**, on page 16.
- 5 Select the **Customer roles** tab to view the customer roles details, as described in the next section.
- 6 Select the **Current Shopping Cart** tab to view the customer shopping cart which is described in the **Introducing the Frond End**, on page 16.
- 7 Click **Save**.

Customer Roles

The customer roles option in nopCommerce, enables you to place your customers in groups for granting them discounted pricing or other special statuses (such as, tax exemption free, free shipping, and more).

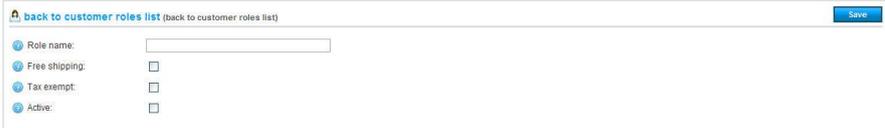
► **To add customer roles:**

- 1 From the **Customers** menu, select **Customer roles**. The **Customer Roles** window is displayed.



Name	Free shipping	Tax exempt	Active	Edit
Admin	False	False	X	Edit

- 2 Click **Add new**. The **back to customer roles list** window is displayed (why not call it – add a new customer role).



back to customer roles list (back to customer roles list) Save

Role name:

Free shipping:

Tax exempt:

Active:

- 3 In the **Role name** field, enter the name of the customer role.
- 4 Select the **Free shipping** checkbox to enable customers with this role to get free shipping on their orders.
- 5 Select the **Tax exempt** checkbox to enable customers with this role to make tax free purchases.
- 6 Select the **Tax exempt** checkbox to make this role active.
- 7 Click **Save**.

*Note: You can click **Edit** in the **Customer Roles** window to display the **Edit Customer role** window and then edit the customer roles, as described above.*

Managing Orders

Orders are controlled in the Administration area from the **Orders** details window. The Order Details page displays all information necessary to fulfill the customer's order. The billing address, shipping address, product list and more.

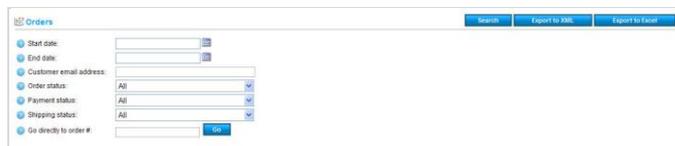
Searching for Orders

Orders are controlled in the Administration area from the **Orders** window. The top area of the page enables you to search for your orders. You can enter specific search criteria and use a variety of filters to find any order placed in your store. When any search is performed, the results of the search are displayed on the lower half of the screen. After a customer completes transaction, a new order appears in the orders page. You can click **View** to view the order details.

After an order is placed, it's saved into database. The order details can then be viewed by the store owner.

► To search for orders:

- 1 From the **Sales** menu, select **Orders**. The **Orders** window is displayed.

The screenshot shows a web interface for searching orders. It features a search bar at the top right with buttons for 'Search', 'Export to XML', and 'Export to Excel'. Below the search bar is a list of filter criteria, each with a radio button and a corresponding input field or dropdown menu. The criteria are: Start date (with a date picker), End date (with a date picker), Customer email address (with a text input), Order status (with a dropdown menu set to 'All'), Payment status (with a dropdown menu set to 'All'), Shipping status (with a dropdown menu set to 'All'), and Go directly to order # (with a text input and a 'Go' button).

- 2 Enter one or more of the following information to search for an order:
 - From the **Start date** field select the start date for the order search.
 - From the **End date** field select the end date for the order search.
 - In the **Customer email address** field enter the customer's email address.

- From the **Order status** dropdown list, select the specific order status to search by, as follows:
 - All
 - Pending
 - Processing
 - Complete
 - Cancelled
- From the **Payment status** dropdown list, select the specific payment status to search by, as follows:
 - All
 - Pending
 - Authorized
 - Paid
- From the **Shipping status** dropdown list, select the specific shipping status to search by, as follows:
 - All
 - Shipping not required
 - Not yet shipped
 - Shipped
- In the **Go directly to order number** field, enter the order number and click **Go** to display the required order.

- 3 Click **Search**. The list of order matching the entered criteria will be displayed.

The screenshot shows the 'Orders' management page. At the top, there are buttons for 'Search', 'Export to XML', and 'Export to Excel'. Below these are search filters for Start date, End date, Customer email address, Order status, Payment status, and Shipping status, each with a dropdown menu. A 'Go' button is located at the bottom of the filter section. Below the filters is a table with the following columns: Order ID, Order total, Order Status, Payment Status, Shipping Status, Customer, View, and Created on.

Order ID	Order total	Order Status	Payment Status	Shipping Status	Customer	View	Created on
290	\$144.00 (USD)	Pending	Pending	Not yet shipped	test@janetfest.com	View	2/7/2010 12:39:57 PM
289	\$4,110.00 (USD)	Pending	Pending	Not yet shipped	foo@bar.com	View	2/7/2010 7:56:55 AM
288	\$1,755.00 (USD)	Pending	Pending	Not yet shipped	paul.novack@gmail.com	View	2/7/2010 1:37:42 AM
287	\$4.00 (USD)	Pending	Pending	Shipping not required	spetra@hotmail.com	View	2/7/2010 12:38:00 AM
286	\$1,370.00 (USD)	Pending	Pending	Not yet shipped	lkjh@fsdf.com	View	2/8/2010 7:45:38 PM
285	\$1,435.00 (USD)	Pending	Pending	Not yet shipped	wrawrf@vdfi.com	View	2/8/2010 4:20:31 PM
284	\$755.00 (USD)	Pending	Pending	Not yet shipped	emersonferreirapt@gmail.com	View	2/8/2010 2:38:10 PM
283	\$172.00 (USD)	Pending	Pending	Not yet shipped	uvrel@hotmail.com	View	2/8/2010 12:35:55 AM
282	\$4.00 (USD)	Pending	Pending	Shipping not required	ljp117@hotmail.com	View	2/5/2010 11:02:11 PM
281	\$3.00 (USD)	Pending	Pending	Shipping not required	ljp117@hotmail.com	View	2/5/2010 11:01:00 PM
280	\$1,510.00 (USD)	Pending	Pending	Not yet shipped	ljp117@hotmail.com	View	2/5/2010 10:54:23 PM

*Note: You can export the order data to an external file by clicking **Export to XML** or **Export to Excel**.*

Viewing Order Details

The order details page enables the store owner to view the order details, including the order ID, order GUID, customer name, shipping, tax, order total purchase order number, payment method, status and the order date and more. The owner can cancel orders and mark them as paid once payment is completed.

The Orders details page contains the following tabs:

- **Order Info**, page 196
- **Billing Info**, page 197
- **Shipping Info**, page 197
- **Products**, page 198
- **Order Notes**, page 198

Order Info Tab

This tab displays the order details information such as, order ID, Customer email, payment method, payment status and more.

► **To view the order information:**

- 1 From the **Orders** page displayed above click **View** beside the order to view. The **Order Details** page is displayed showing the **Order info** tab, as follows:

Order Details (back to orders list) Invoice (PDF) Delete

Order Info | Billing Info | Shipping Info | Products | Order notes

Order Status:	Pending	Cancel order
Order ID:	290	
Order GUID:	3b9649a1-79ad-4b37-b397-79ea6e4a33ad	
Customer:	test@janetTest.com	
Order discount:	\$0.00 (USD)	
Order subtotal (excl tax):	\$134.00 (USD)	
Order shipping (excl tax):	\$10.00 (USD)	
Order tax:	\$0.00 (USD)	
Order total:	\$144.00 (USD)	
Purchase order number:		
Payment method:	Check / Money Order	
Payment status:	Pending	Mark as paid
Created on:	2/7/2010 12:39:57 PM	

- 2 View the order information that was entered when the customer created an order in the order details page on page 53, as described in the **Purchasing Process** on page 46.
- 3 In the **Order Status** field the owner can click **Cancel** to cancel an order. A confirmation message is displayed.
- 4 Click **OK** to remove the order from the system.
- 5 In the **Payment status** field, the owner can click **Mark as paid** to indicate a payment has been issued for the order.
- 6 Click **Capture** to capture the funds. The **Capture** button is shown when the payment status is set to **Authorized** and the used payment method supports capture.

Billing Info Tab

This tab displays the billing address of the order.

► **To view the billing information:**

- 1 From the **Order Details** page, select the billing info tab, as follows:



The screenshot shows the 'Order Details' page with the 'Billing Info' tab selected. The page title is 'Order Details (back to orders list)' and there are 'Invoice (PDF)' and 'Delete' buttons in the top right. The 'Billing Info' tab is active, and the 'Billing address' field is highlighted with a blue circle. The address details are: Jan Kay, Email: test@janetTest.com, Phone: 9730333333, Fax: New York, New York 12123, NY, Alabama 12134, United States.

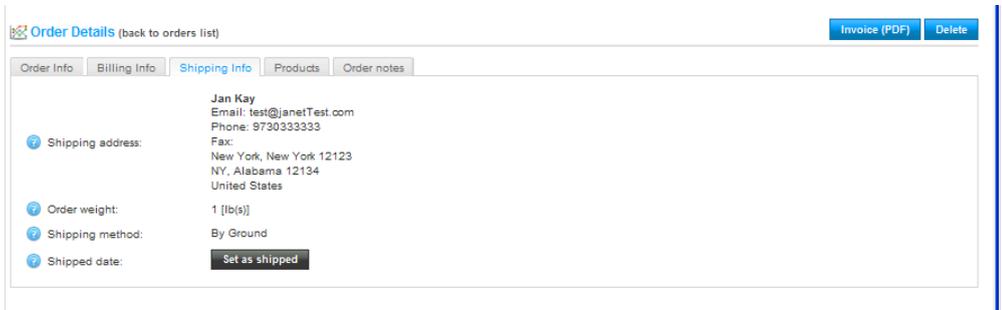
- 2 View the billing address that was entered when the customer created an order in the order details page on page 53, as described in the **Purchasing Process** on page 46.

Shipping Info Tab

This tab displays the shipping address of the order. When the order is shipped the store owner indicates it has been shipped from this tab

► **To view the shipping information:**

- 1 From the **Order Details** page, select the shipping info tab, as follows



The screenshot shows the 'Order Details' page with the 'Shipping Info' tab selected. The page title is 'Order Details (back to orders list)' and there are 'Invoice (PDF)' and 'Delete' buttons in the top right. The 'Shipping Info' tab is active, and the 'Shipping address' field is highlighted with a blue circle. The address details are: Jan Kay, Email: test@janetTest.com, Phone: 9730333333, Fax: New York, New York 12123, NY, Alabama 12134, United States. Other fields include 'Order weight: 1 [lb(s)]', 'Shipping method: By Ground', and 'Shipped date: Set as shipped'.

- 2 View the shipping address, order weight, shipping method, and shipped date that was entered when the customer created an order in the order details page on page 53, as described in the **Purchasing Process** on page 46.
- 3 In the Shipped date field, owner can click the **Set as shipped** button to indicate the order has been shipped.

Products Tab

This tab displays the product information. The store owner can view the details of the total order and price from this tab.

► To view the product information:

- 1 From the **Order Details** page, select the **Products** tab, as follows:

Name	Download	Price	Quantity	Total	Total
The Battle Of Los Angeles	Download	\$4.00 (USD)	1	\$0.00 (USD)	\$4.00 (USD)
Black & White Diamond Heart		\$130.00 (USD)	1	\$0.00 (USD)	\$130.00 (USD)

- 2 View the product information, including the price, quantity and total price that was entered when the customer created an order in the order details page on page 53, as described in the **Purchasing Process** on page 46.
- 3 The owner can click the **Product name** link to view the product detail page or the **Download link** to download a product if it is downloadable.

Order Notes Tab

This tab enables the store owner to view notes that were added to each order for information purposes. The store owner can also add new notes or remove notes as required,

► To view and add order notes :

- 1 From the **Order Details** page, select the order notes tab, as follows:

Created on	Note	Delete
2/7/2010 12:39:58 PM	"Order placed" email (to customer) has been queued. Queued email identifier: 1454.	Delete
2/7/2010 12:39:58 PM	"Order placed" email (to store owner) has been queued. Queued email identifier: 1453.	Delete
2/7/2010 12:39:57 PM	Order placed	Delete

④ New order note:

[Add order note](#)

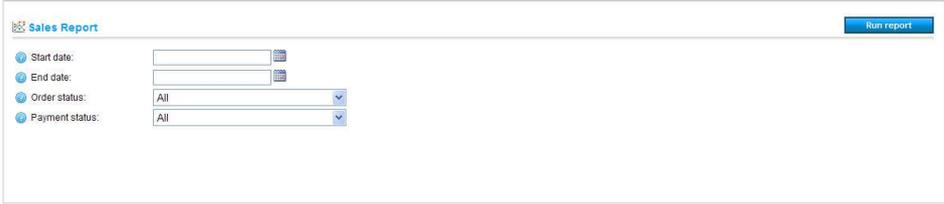
- 2 View the comments and notes regarding each order.
- 3 In the **New order note** field, the store owner can enter a comment regarding the order for information purposes, whether it has be completed or cancelled and so on.
- 4 The store owner can click **Delete** to remove a note regarding an order from the system.

Viewing Sales Reports

This section describes how to search for and run specific sales reports contain specific information such as the pending orders, the order in process, the complete order and orders that have been canceled and more.

► **To viewing sales reports:**

- 1 From the **Sales** menu, select **Order report**. The **Sales report** window is displayed.



The screenshot shows a window titled "Sales Report" with a "Run report" button in the top right corner. On the left side, there are four search criteria, each with a blue circular icon: "Start date:", "End date:", "Order status:", and "Payment status:". The "Start date" and "End date" fields are empty text boxes with calendar icons to their right. The "Order status:" field is a dropdown menu with "All" selected. The "Payment status:" field is a dropdown menu with "All" selected.

- 2 Enter one or more of the following information to search for the report:
 - From the **Start date** field select the start date for the report search.
 - From the **End date** field select the end date for the report search.
 - From the **Order status** dropdown list, select the specific order status to search by, as follows:
 - All
 - Pending
 - Processing
 - Complete
 - Cancelled
 - From the **Payment status** dropdown list, select the specific payment status to search by, as follows:
 - All
 - Pending
 - Authorized
 - Paid
- 3 Click **Run Report**. The reports matching the criteria will be displayed.

8 Managing Customer Generated Content

This section describes how to manage the nopCommerce content generated from the customers. It includes the following:

- **Product Reviews**, page 200
- **News Comments**, page 202
- **Blog Comments**, page 202
- **Forums**, page 202

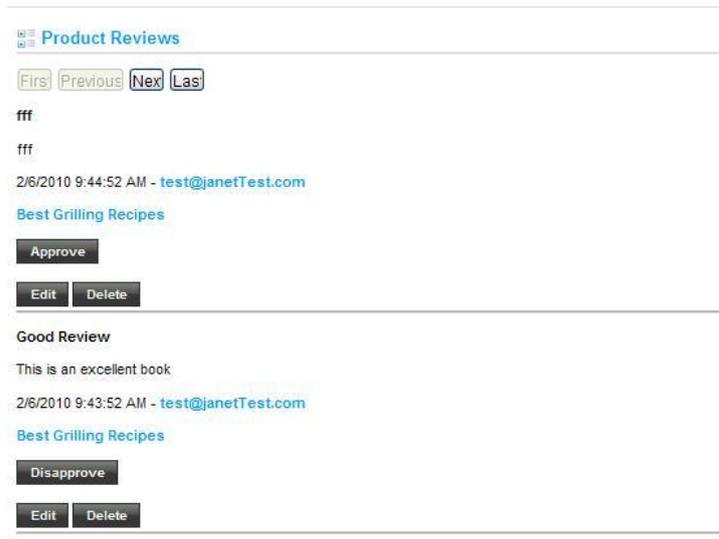
Product Reviews

Reviews are displayed on product details page. Customers can write reviews for different products, as described in **Ratings and Reviews** on page 25. After a review has been written and approved by store owner, other customers can define whether they were helpful or not by clicking **Yes** or **No** in the public store. The reviews must be approved by the store administrator before it appears in the public store.

For further details on creating reviews refer to page 25.

► **To manage product reviews:**

- 1 In the **Administration** area, from the **Catalog** menu, select **Products > Manage Reviews**. The **Product Reviews** window is displayed.

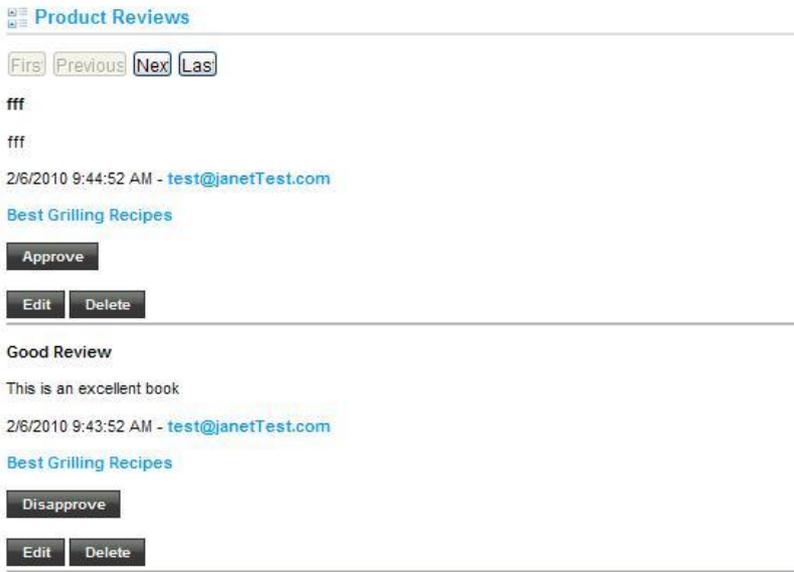


2 Edit the product review, as follows:

- **Approve:** This option is used to approve a product review that has not been approved yet by the store owner and is still in the (disapproved) default state.
- **Disapprove:** This option is used to disapprove a review that has been approved. It is not shown in the public store. It stays in the system and can be approved at any time.
- **Delete:** Click this button to delete a product review.

► **To edit the product review:**

1 In the **Administration** area, from the **Catalog** menu select **Products > Manage Reviews**. The **Product Reviews** window is displayed.



2 Click **Edit**. The **Edit product review** window is displayed, as follows:



3 In the **Customer** field, click the email link to display the **Edit customer details** window and edit the details, as described in 191.

- 4 In the **Product** field, click the email link to display the **Edit Product details** window and edit the details, as described on page 78.
- 5 In the **Title** field, edit the title text.
- 6 In the **Review Text** field, edit the review text entered.
- 7 In the **Rating** field view the customers rating displayed (cannot be edited).
- 8 Check the **Is approved** checkbox to approve the review.
- 9 In the **Create On** field, view the date and time the review was created.
- 10 Click **Save**.

News Comments

The News Comments feature is used by the customers that want to comment on certain news items in the nopCommerce store. For example, regarding the features of the new release, and so on. For further details on how to add these comments refer to page 155.

Blog Comments

The News Comments feature is used by the customers that want to comment on certain blog items in the nopCommerce store. For example, provide feedback on a certain problem in or feature in nopCommerce and more. For further details on how to add these blog comments refer to page 158.

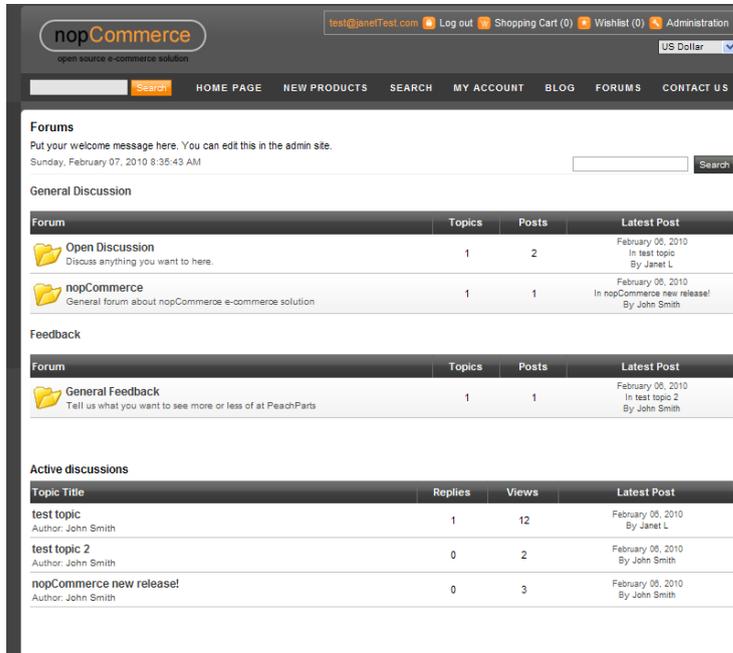
Forums

Forum content is managed from the public store by users who are forum moderators. For further details on forums, forums settings and how to manage them refer to page, refer to page 160. Customers can only create posts and reply to them after forums have been enabled by the store owner.

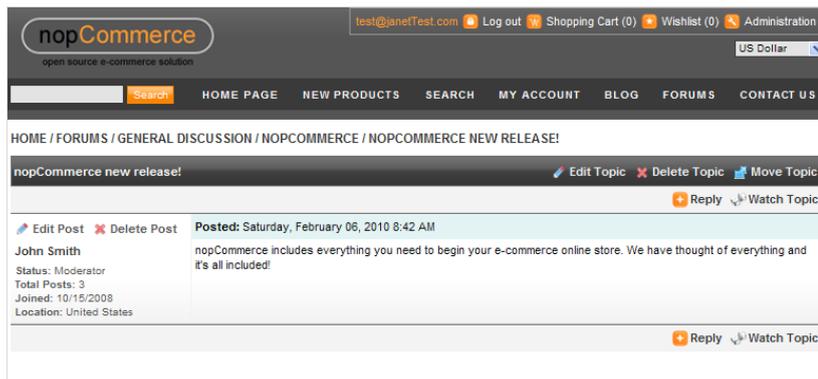
The store owner must enable the use of forums in the Administration area, from the **Content Management** menu, by selecting **Forums>Forum settings**. After selecting the **Forums enabled** checkbox in the **Forums settings** window. The store must then create at least one forum group and one forum under the forum group. After this is set the customer can then view and add new posts in the forums window by clicking **Forums** menu in the public store. These posts and topics that were added by the customers can be edited, moved and deleted only by the store moderators, as described below.

► **To edit forum topic and posts (moderators):**

- 1 From the public store click the **Forums** menu item.
- 2 The **Forums** window is displayed, as follows:



- 3 From the **General Discussion** area, double click on a forum group and then click on the required topic to edit. The edit topic window is displayed, as follows:



- 4 Edit the topic by selecting the required option, as follows (for store moderator use only):
- **Edit Post:** Click to display the **Edit post** window, enabling the store moderator to edit the text of the selected post, as required.
 - **Delete Post:** Click to remove the post from the forum

- **Edit Topic:** Click to display the **Edit topic** window, enabling the store moderator to edit the text of the selected topic, as required.
 - **Priority:** From the **Priority** dropdown list select the **Normal** or **Announcement** priority.
 - **Options:** Check the Watch topic checkbox to enable the customer to track topic posts.
- **Delete Topic:** Click to remove the topic from the forum.
- **Move Topic:** Click to move the topic to another forum. From the dropdown list select the forum that you want to move the topic to.

► **Using forums (customers):**

- 1 From the public store click the **Forums** menu item.
- 2 The **Forums** window is displayed, as follows:

The screenshot shows the nopCommerce forums interface. At the top, there's a navigation bar with 'Forums' selected. Below it, there's a search bar and a 'Search' button. The main content area is divided into three sections: 'General Discussion', 'Feedback', and 'Active discussions'. Each section contains a table of forum topics.

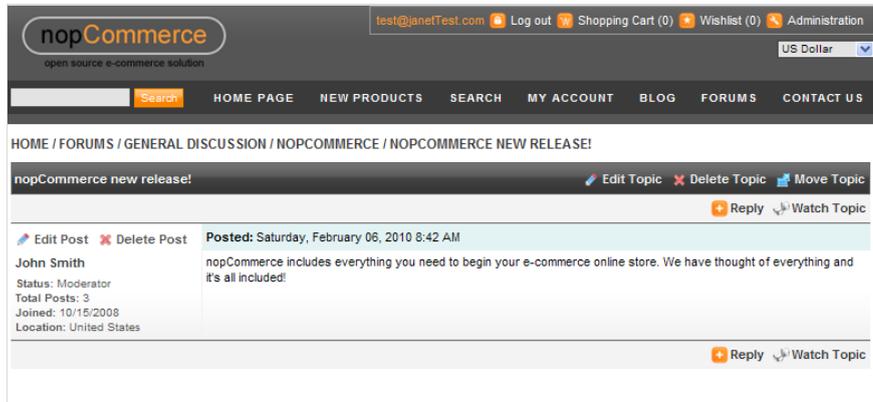
Forum	Topics	Posts	Latest Post
Open Discussion Discuss anything you want to here.	1	2	February 06, 2010 In test topic By Janet L
nopCommerce General forum about nopCommerce e-commerce solution	1	1	February 06, 2010 In nopCommerce new release! By John Smith

Forum	Topics	Posts	Latest Post
General Feedback Tell us what you want to see more or less of at PeachParts	1	1	February 06, 2010 In test topic 2 By John Smith

Topic Title	Replies	Views	Latest Post
test topic Author: John Smith	1	12	February 06, 2010 By Janet L
test topic 2 Author: John Smith	0	2	February 06, 2010 By John Smith
nopCommerce new release! Author: John Smith	0	3	February 06, 2010 By John Smith

- 3 (Optional) From the search area, you can enter a keyword to search for. The topics found will be displayed.

- 4 Select a forum and then click on the required topic to view. A topic window is displayed, as follows:



- 5 Reply to a post by clicking the **Reply** button. The **New post** window is displayed, enabling you to create a new post.
- 6 Enter the required text and click **Submit**. The new post is displayed in the forum.
- 7 (Optional) Customers can toggle the **Watch Topic/Unwatch Topic** button to track posts, if it has been enabled by the moderator.

9 Security

The section describes the security mechanism that nopCommerce uses to protect their customer transactions. These mechanisms include:

- **SSL (Secure Sockets Layer)**, below
- **Blacklists**, below

SSL

SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of their online transactions with their customers.

▶ To enable SSL in nopCommerce:

- 1 Purchase and install **SSL** on your server.
- 2 Open the **web.config** file.
 - 1 Search for the **Use SSL** attribute and set its value to **true**.
 - 2 If you are using shared SSL, enter its URL in the **Shared SSL** attribute value.

Blacklists

Blacklists are lists of known spammers, which contain their IP addresses, and/or their ISP (Internet Service Provider). Such information helps spam filters to block all messages coming from known spammers and/or their ISPs. In nopCommerce you can add banned IPs and banned networks to your blacklist.

Adding a Banned IP to a Blacklist

This section describes how to add a banned IP to your blacklist.

▶ **To add a banned IP to a blacklist:**

- 1 From the **Configuration** menu, select **Blacklist**. The **Manage Blacklist** window is displayed.



- 2 Click **Add banned IP**. The **Add IP to blacklist** window is displayed.



- 3 In the **Banned IP address** field, enter the banned IP address.
- 4 In the **Comment** field, enter a comment explaining why the IP address has been banned.
- 5 Click **Save**.

Adding a Banned Network to a Blacklist

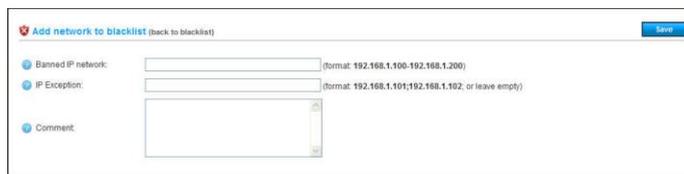
This section describes how to add a banned network to your blacklist.

► **To add a banned network a blacklist:**

- 1 From the **Configuration** menu, select **Blacklist**. The **Manage Blacklist** window is displayed.



- 2 Select the **IP networks** tab and click **Add banned network**. The **Add network to blacklist** window is displayed.



- 3 In the **Banned IP network** field, enter the banned network.
- 4 In the **IP Exception** field, enter the excepted IPs in the network.
- 5 In the **Comment** field, enter a comment explaining why the network has been banned.
- 6 Click **Save**.

10 Improving your Store

nopCommerce enables you to view various reports to enable you to improve your store and service. These include:

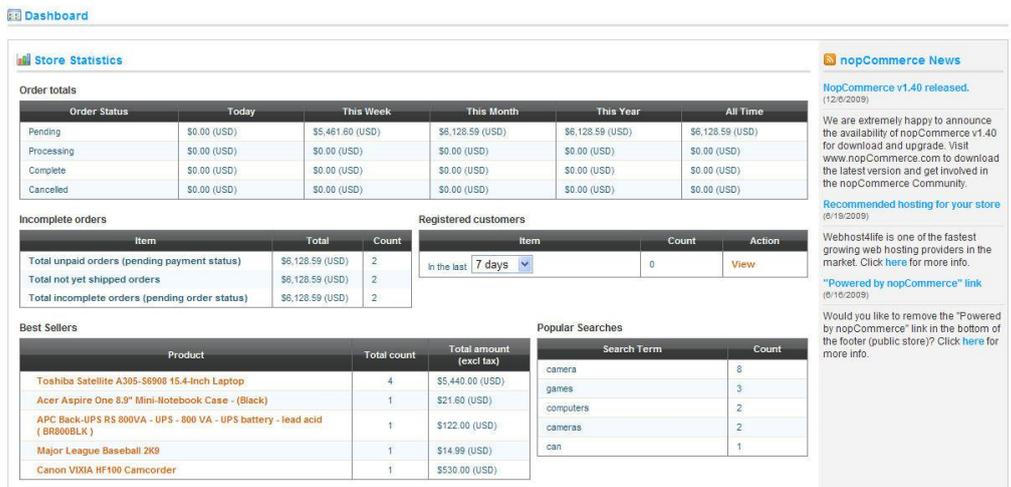
- **Dashboards reports**, below
- **Low stock reports**, page 210
- **Google analytics**, page 210
- **Logs**, page 211
- **Message Queue**, page 212

Dashboard Reports

The dashboard enables you to view your store statistics, this includes, the total number of orders that were processes over the last, year, month, week and more. The number of incomplete orders that are still pending. The number of customers that have signed up in the last year, week, or month. On the dashboard you can also view the most popular products in your store.

► To view the dashboard reports:

- 1 Click the **Dashboard**  icon on the Toolbar. The store statistics are displayed, as follows.



Dashboard

Store Statistics

Order Status	Today	This Week	This Month	This Year	All Time
Pending	\$0.00 (USD)	\$5,481.60 (USD)	\$8,128.59 (USD)	\$6,128.59 (USD)	\$6,128.59 (USD)
Processing	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)
Complete	\$0.00 (USD)	\$0.00 (USD)	\$0.60 (USD)	\$0.00 (USD)	\$0.00 (USD)
Cancelled	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)	\$0.00 (USD)

Incomplete orders

Item	Total	Count
Total unpaid orders (pending payment status)	\$6,128.59 (USD)	2
Total not yet shipped orders	\$6,128.59 (USD)	2
Total incomplete orders (pending order status)	\$6,128.59 (USD)	2

Registered customers

Item	Count	Action
In the last: <input type="text" value="7 days"/>	0	View

Best Sellers

Product	Total count	Total amount (excl tax)
Toshiba Satellite A305-S6908 15.4-Inch Laptop	4	\$5,440.00 (USD)
Acer Aspire One 8.9" Mini-Notebook Case - (Black)	1	\$21.60 (USD)
APC Back-UPS RS 800VA - UPS - 800 VA - UPS battery - lead acid (BR800BLK)	1	\$122.00 (USD)
Major League Baseball 2K9	1	\$14.99 (USD)
Canon VIXIA HF100 Camcorder	1	\$530.00 (USD)

Popular Searches

Search Term	Count
camera	8
games	3
computers	2
cameras	2
can	1

Recommended hosting for your store (6/19/2009)
Webhost4life is one of the fastest growing web hosting providers in the market. Click [here](#) for more info.

"Powered by nopCommerce" link (6/16/2009)
Would you like to remove the "Powered by nopCommerce" link in the bottom of the footer (public store)? Click [here](#) for more info.

The store statistics includes the following:

- **Order totals:** It enables you to know the number of order that were processed in the last day, week, month, year and the order total.
- **Incomplete orders:** Enables you to know the number of orders that are currently pending.
- **Registered customers:** Enables you to know how many customers registered in the last, 7 days, 14 days, month and year.
- **Best Sellers:** Enables you to know the best product sellers.
- **Popular searches:** Enables you to know what words of phrases your customers used during a certain period to find products at your store.

Low Stock Report

The low stock report contains a list of products that are currently under stock. In the example shown below, the min stock quantity was set to **20** and the stock quantity is **0**, therefore a low stock report is generated for this product. For further info on defining these settings refer to, the **Adding Product Variants** as described on page 94.

► **To view low stock reports:**

- 1 From the **Catalog** menu, select **Products>Low Stock Report**. The **Product Variant Low Stock** report window is displayed.



Name	Price	Stock quantity	Min stock quantity	Published	Edit
Diamond Tennis Bracelet	360.00	0	20	True	Edit

- 2 Click **Edit** to view the Product variant info tab, where these settings stock can settings can be changed.

Google Analytics

Google Analytics is a free website stats tool from Google. It keeps track of statistics about the visitors and ecommerce conversion on your website. You can apply for the user account below: <http://www.google.com/analytics/>

► **To configure Google analytics:**

- 1 From the **Configuration** menu, select All settings. The All Settings window is displayed, as shown on page 103.
- 2 From the **All Settings** list, click **Edit** beside the **Analytics Google Enabled** and set the parameter value to true in the displayed window.
- 3 Click **Edit** beside the **Analytics Google ID** and set the Google ID to your Google identifier.

- Click **Edit** beside the **Analytics Google JS** and set the Google JS to your required java-script code (provided to the store owner by the Google Analytics service).

Logs

The system log report displays a list of all the errors that were created in the system. This information includes, the log type the customer that created the error, the date, and the description of the error. Clicking **Detail**, displays additional details of the error that occurred. You can click **Delete** to remove a log from the system if required.

► **To view system log:**

- From the **System** menu, select **Logs**. The **System Log** window is displayed.

System Log Clear Log

Log type	Customer	Created on	Message	Details	Delete
MailError		1/10/2010 3:21:11 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:20:50 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:18:28 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:18:07 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:15:46 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:15:25 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:13:03 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:12:42 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:10:21 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/10/2010 3:10:00 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/7/2010 2:57:22 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/7/2010 2:57:01 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/7/2010 2:54:40 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/7/2010 2:54:19 PM	Error sending e-mail. Failure sending mail.	Details	Delete
MailError		1/7/2010 2:51:57 PM	Error sending e-mail. Failure sending mail.	Details	Delete

1 2

- Click **Details** to view additional details of the specific log, as follows:

View log entry details (back to system log) Delete

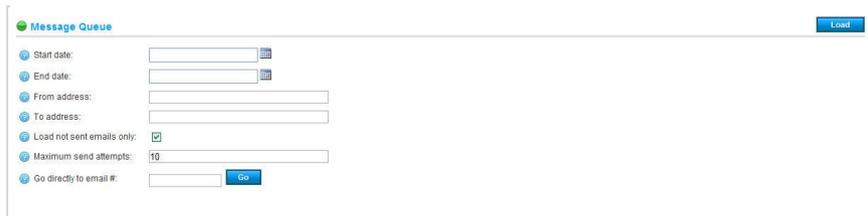
- Log type: AdministrationArea
- Severity: 11
- Message: Discount requires coupon code. Coupon code could not be empty.
 NopSolutions.NopCommerce.Common.NopException: Discount requires coupon code. Coupon code could not be empty. at NopSolutions.NopCommerce.BusinessLogic.Promo.Discounts.DiscountManager.UpdateDiscount(int32 DiscountID, DiscountType Enum DiscountType, DiscountRequirementEnum DiscountRequirement, String Name, Boolean UsePercentage, Decimal DiscountPercentage, Decimal DiscountAmount, DateTime StartDate, DateTime EndDate, Boolean RequiresCouponCode, String CouponCode, Boolean Deleted) in C:\Documents and Settings\jlevy\My Documents\Visual Studio 2008\Projects\NopCommerce_1_40\Libraries\Nop.BusinessLogic\Promo\Discounts\DiscountManager.cs:line 337 at NopSolutions.NopCommerce.Web.Administration.Modules.DiscountInfoControl.SaveInfo() in C:\Documents and Settings\jlevy\My Documents\Visual Studio 2008\Projects\NopCommerce_1_40\NopCommerceStore\Administration\Modules\DiscountInfo.ascx.cs:line 129 at NopSolutions.NopCommerce.Web.Administration.Modules.DiscountDetailsControl.SaveButton_Click(Object sender, EventArgs e) in C:\Documents and Settings\jlevy\My Documents\Visual Studio 2008\Projects\NopCommerce_1_40\NopCommerceStore\Administration\Modules\DiscountDetails.ascx.cs:line 41
- Exception:
- IP address: 127.0.0.1
- Customer: admin@yourstore.com
- Page URL: http://localhost:2403/Administration/DiscountDetails.aspx?DiscountID=1
- Created on: 1/25/2010 8:23:00 AM

Message Queue

Emails are not sent immediately in nopCommerce. They are queued. Message queue contains all emails that are already sent or not yet sent.

► **To load message queues:**

- 1 From the **System** menu, select **Message Queue**. The **Message Queue** window is displayed.



The screenshot shows the 'Message Queue' interface. It features a search form with the following elements:

- Start date:** A date selection field.
- End date:** A date selection field.
- From address:** A text input field.
- To address:** A text input field.
- Load not sent emails only:** A checked checkbox.
- Maximum send attempts:** A text input field containing the number '10'.
- Go directly to email #:** A text input field with a 'Go' button next to it.

A 'Load' button is located in the top right corner of the window.

- 2 Enter one or more of the following information to search for the message queue:
 - From the **Start date** field select the start date for the message queue.
 - From the **End date** field select the end date for the message queue.
 - In the **From address** field enter the source address of the message queue.
 - In the **To address** field enter the target address of the message queue.
 - Select the **Load not sent emails only** checkbox to only load emails into the queue that have not yet been sent.
 - In the **Maximum send attempts** field, enter the maximum number of attempts to send a message.
 - In the **Go directly to email** field, enter the email and click **Go** to display the required email.
- 3 Click **Load** to load the message queues matching the criteria.

11 Getting Help

This section includes the following:

- **nopCommerce Community**, below
- **Screen Casts**, page 214

nopCommerce Community

The nopCommerce forums provide you with an opportunity to discuss nopCommerce related issues with other community members. The forums are available at <http://www.nopCommerce/Boards/>

- ▶ **To display the nopCommerce site:**
 - From the **Help** menu, select **Help topics**. The nopCommerce site is displayed.
- ▶ **To visit the nopCommerce forums:**
 - 1 From the **Help** menu, select **Community Forums**. The nopCommerce forums window is displayed.

Thursday, January 14, 2010 6:59:28 AM

News and Announcements

Forum	Topics	Posts	Latest Post
News and Announcements nopCommerce news and announcements.	27	234	January 13, 2010 7:06 AM In russian extensions By xidius

General

Forum	Topics	Posts	Latest Post
Installation and Configuration Discussions on installing and configuring nopCommerce.	632	2665	January 14, 2010 4:42 AM In Favioon By topoprus
General Support General discussions relating to nopCommerce.	1000	3491	January 14, 2010 4:22 AM In Buy X Get X Free By tsg
Next Steps / Optimizations / Marketing Discussions on what to do once your store is up and running.	40	153	January 13, 2010 3:47 PM In Administrator menu By Skitz
HTML, XHTML, CSS, Design Questions Use this forum to post any design and/or layout questions.	105	342	January 14, 2010 2:44 AM In Adding graphical links to sidebar By jbohldings
Development Discussions regarding the core framework of the next project release.	383	1409	January 14, 2010 6:29 AM In Products translation ? By stoffer
Suggestions and Feedback Do you have any ideas or suggestions for nopCommerce and/or the community site? Post your feedback in this forum.	244	663	January 13, 2010 8:31 PM In Sitefinity integration By gxcslme

- 2 Navigate through the forums as required.

Screen Casts

The screen casts in nopCommerce describe most of the important nopCommerce functionality by viewing tutorial videos. These include upgrading nopCommerce, adding categories, adding attributes, the nopCommerce installation process and more. For further information click the following link: <http://www.nopcommerce.com/Screencasts.aspx>

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