AShop V User Guide

AShop Software © Copyright 2002 - 2010

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1.1   About AShop

AShop - PHP Shopping Cart and Order Management version 5

Developed by Andreas Rimheden and Rob Harris
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AShop Software

Use of AShop software is subject to a software license agreement.

Included in this documentation are instructions for installation, setup, and usage of the AShop shopping cart with Sales Office order management section.

1.2   Overview Of AShop

AShop is a shopping cart program, which can be used in a variety of different ways to manage and sell products and services over the Internet. AShop includes a system of tools and resources to organize and automate online sales.

AShop can be used to sell many different types of products and services:
- Tangible Products
- Downloadable Products
- Subscriptions for Password Access to Protected Directories
- Key codes
- "Swoopo"-style Auctions
- Wholesale

Click here for a Tour of AShop.

The shopping cart is pre-integrated with software for most popular payment methods. Click here for a list of supported payment services.

AShop is a commercial software product, which is licensed per domain.

We offer several ways to try before you buy.

Get Trial Key and Download Files.

Install AShop.

AShop is a multi-user sales and order management system

The Sales Office shares data with the AShop shopping cart and provides a work space where sales people can login to manage messages, orders, vendors, purchase orders, order tracking, and vendor bills. Like the shopping cart, the Sales Office is a server based system and data can be easily accessed from multiple locations simultaneously using Internet browsers.

The Sales Office works as a separate section of AShop with its' own login.

Click here for a tour of Sales Office.

How to use the Sales Office

AShop is a Shopping Mall

The Shopping Mall features of AShop lets other businesses and individuals sell their products through your online shopping cart. It includes a system for members to join, manage their products and earn commissions through a central order processing, payment processing, and digital product delivery system.

Click here for a tour of the Shopping Mall.

How to Use the Shopping Mall

1.3   AShop License Agreement

Software License Agreement

Use of AShop software is subject to the terms of this license agreement. Buying a license and using the software signifies that you have read the license agreement and accept its terms. Violation of this license agreement may void your right to technical support and subject you to legal action.

Ownership Of Software
You acknowledge and agree that all of the computer programs and associated documentation are owned exclusively by AShop Software. You agree that the price paid by you for the software is a license fee granting you only the rights set forth in this License Agreement.

Licensed For Each Domain or IP Address
Your purchase of a software license entitles you to install the program on a specific number or domains or IP addresses. You may NOT copy, reproduce, resell, or give away copies of the software in any way shape or form without prior written consent from AShop Software. You acknowledge that AShop Software periodically registers the software with its license server by electronic transfer of information via the internet to the ashopsoftware.com license server.

IonCube Decryption
The distributed scripts are protected by IonCube encryption. We do not guarantee that the IonCube decryption will work on all servers and hosting services. Troubleshooting of server configurations is not included in our software warranty. If you have trouble with IonCube decryption and cannot resolve it with your hosting service or system administrator, then we recommend changing to a hosting service that supports the software requirements.

License Fee Nonrefundable
Fees paid for license registration keys and installation services are not refundable. Before purchasing an AShop software license and receiving a permanent registration key, we recommend that you first upload and run the pre-installation test script, which can be downloaded from our site. This small program will report if the server supports the requirements of AShop. It also installs IonCube loaders and tests the IonCube decryption. If all of the tests pass, then install AShop with a free time limited trial key. When

you are satisfied that the program will serve your needs, then purchase and register a permanent license key to continue using the program.

Limited Warranty
AShop Software warrants that the software will perform without defect, within the functionality that is in the program at the time of purchase. This warranty is for one year from the date of purchase. If you notify AShop Software of defects during the warranty period, AShop Software will replace the defective program or, at its option, refund the purchase price. Your remedy for breach of this warranty shall be limited to replacement or refund and shall not encompass any other damages. No dealer, distributor, agent or employee of AShop Software is authorized to make any modification or addition to the warranty and remedies stated above.

Limitations Of Liability And Remedies
In no event shall AShop Software or its licensors be liable for any loss of profit or any other commercial damage, including but not limited to special, incidental, consequential, punitive or other damages, even if AShop Software or its licensors are advised, in advance, of the possibility of such damages. In no event shall the liability of AShop Software or its licensors exceed the purchase price paid for the Software.

1.4   Try Before You Buy!

Evaluate The Software Before Buying It!
We provide several methods to evaluate our shopping cart software before buying a permanent license key.

Permanent license key fees are not refundable.

- **Free time limited trial key** - A free trial key may be used once per domain. Installation of the software is not extremely complex, but it does require a few basic webmaster skills. You must be able to create a MySQL database, upload files using FTP, and change a few file/folder permissions. Do-it-yourself installation is NOT recommended for novices, however for or a fee we will install the software on your server.

1.5   How To Get Help

Step 1. Use This Help System.
If your issue can't be resolved this way, go to step 2.

- The *table of contents* on the left is organized in order of how the program is typically used.
- The *Previous and Next* **links** (top right) go through topics in order of the table of contents.
- **Click the *Keyword Index* link** (top left) to see an index of keywords, which are linked to relevant topics.
- **Context sensitive help topic links** 📙 and **tool tips** ❓ are located throughout the administration panel pages. Context help links open the help topic in this system that relates to that page in the administration panel. Tool tips pop-up brief explanations of specific functions within the shopping cart admin panel.

Note: This help system uses frames and JavaScript. If the table of contents panel is not appearing on

the left, it is probably because you have an old browser or JavaScript is disabled. Download a current web browser to fix this.

To print help topics without printing the table of contents (Internet Explorer), right click in the right side panel where the topic is located. A shortcut menu will open. Click "Print". This will send only the right side (topic) panel to the printer.

Step 2. Submit Support Request or eMail
If you don't find a solution in the help topics or if you prefer to hire someone to set up your web site and/ or to provide personal training, contact us through our secure contact form. A technician will respond by email. Once your email address is in our system, you can send email directly to our support team. Response time by email is typically within a few hours during business days and within 24 hours on weekends & holidays. The secure contact form submissions and incoming email messages post directly to our virtual support desk. All of our technicians are qualified to respond by email.

New Feature Requests
We appreciate your suggestions for improvements to AShop. Each new feature is carefully considered before adding to our development calendar. We may be able to give your feature suggestion priority if you are willing to pay for the development. Contact us to get a quote for the feature you need.

2   Installation & Setup

2.1   Install AShop

Software Requirements:
- At least version 4.1.0 of PHP4 or any version of PHP5
- Safe Mode = Off
- Enable dl() = On or IonCube decoder installed in php.ini
- File Uploads = On (to use the file upload features)
- MySQL Functions Available
- Curl With SSL Available (needed by some payment gateways)
- The fsockopen-function is working
- IonCube decryption is working.
- The AShop Software license server can be reached

Pre-installation Test Script - ashoptest.php
Before installing the program files, test the site to make sure that the IonCube encoded program files will run on the server and that all of the server requirements are met. Download the pre-installation test script . Instructions are included with it in a text file. Run the ashoptest.php script from a browser. If all of the tests pass, go ahead with the installation.

License Agreement
AShop is protected under US and International copyright laws. The software is licensed for use per domain. Installing and using this software signifies that you have read and agree to the terms of our software license agreement.

Software Registration
The program files that are distributed from our shopping cart are encoded for copy protection and to prevent hacking. A registration key is required to activate the program. A free 30-day trial key can be used once for a domain. The trial period can be extended if you need more time to evaluate the software.

Permanent registration keys are available through our <u>online store</u>.

Installation of Software & Database

Install AShop

1. Unzip the AShop program files on your local computer.

2. Ensure that your FTP client is set to **images in binary mode**. Upload the AShop files and folders to the server. The AShop V files and folders may be installed in the public root directory or in a subdirectory. A single domain license can be used to install the shopping cart in any number of subdirectories with different names. The AShop directory structure must remain the same as in the distibution packate for each installation.

/httpdocs/ashop		/httpdocs
Name		Name
admin		admin
affiliate		affiliate
banners		banners
images	**OR**	images
ioncube		ioncube
language		language
previews		previews
prodimg		prodimg
products		products
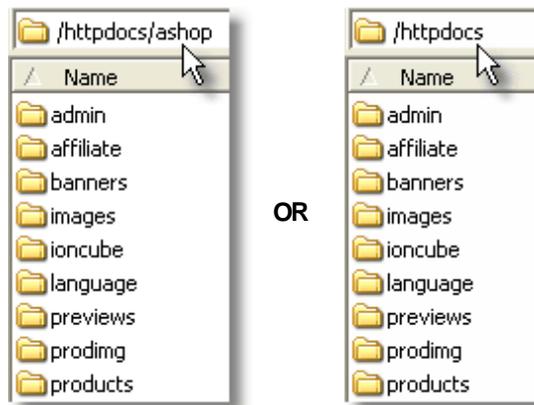
Note: If there is a lot already going on in the public root or you are not sure, it is safer to install AShop in a subdirectory.

3. Change permissions of the following directories and files to 777.
- **admin/receipts** (if you want to save original customer receipts)
- **admin/config.inc.php**
- **banners**
- **catalog**
- **images**
- **images/logo.gif**
- **ioncube**
- **previews**
- **prodimg**
- **products**
- **updates**
- **emerchant/invoices**
- **emerchant/mail**
- **members/files**
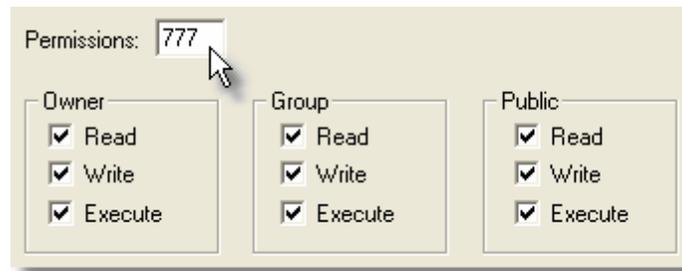
Note: .htaccess files are included in the products and updates directories to protect product files. These files may not appear within your FTP explorer on the server side after you have uploaded them, because a file with a name that begins with a punctuation mark is treated as a hidden file in Unix/Linux, but can usually be seen within your hosting services online file manager.

4. Create a database for AShop and add a user with a password to the database. If you do not have access to create a MySQL database on your server, then contact your web host technical support to have this done for you. You will need the path to the database (if it is not localhost), the database name, user name and password. The user must have all privileges for database table mods and creation of new tables.

5. Open `config.inc.php` in a text editor such as NotePad and edit the following variables BEFORE running `install.php`:

> $databaseserver = "location of the mySQL database"
>> The database is usually located at "localhost". If the database is hosted remotely or on a different server, this setting may be something like "mysql.server_name.com" or http://mysql.server_name.com.
>
> $databasename = "name of the database that you created in mySQL"
> $databaseuser = "user name that you added to the database that you created"
> $databasepasswd = "password for the user name that you added to the database"

Note: Changing the $noinactivitycheck variable in config.inc.php to "true" will deactivate the inactivity time out in your AShop admin panel.

6. Run install.php from a browser. This will create the database tables. To do this, enter something like this into your browser address bar: `http://www.yourdomain.com/install.php` or `http://www.yourdomain.com/ashop/install.php` depending on where the AShop files and directories are located.

7. Enter your name, email address, and Registration Key Code in the spaces provided.

8. Remove the install.php file from the server. Installation of the program files and database is now completed.

The next page will be the Administration Panel login. The administrator username is: ashopadmin. **The default password for the administrator is "ashopadmin".** Login and setup the Configuration, then Edit Catalog to add categories and products. For security we recommend that you change the administrator password.

> Login to the Administration Panel any time by opening the /admin/login.php script.
> Example: `http://www.yourdomain.com/ashop/admin/login.php`

Setup Of Shopping Cart Design, Layout and Selling Options

Customize The Shopping Cart

After the initial installation of program files and the database is completed, the shopping cart can be customized and configured in various ways. Shopping cart pages, receipts, email notices, images, buttons, and page text for each language can be modified to suite your needs. A sample set of product categories and products are installed for you but these can also be modified or removed. Here is a quick list of the most important considerations during initial setup.

Custom Page Templates

If you have not already seen the tour of AShop, go back and look at the section about page templates. It describes how page templates are included by the program. HTML templates are simply HTML web pages with a place where the shopping cart content appears. A separate page template is used for the catalog, delivery, checkout, affiliate pages and wholesale catalog. You can also edit the storefront file: index.php to create a more advanced layout for your shopping cart. It is a regular HTML page but named ".php" instead of ".html" and containing some PHP include codes to put the various modules in place. The other files with names ending in .php are encoded shopping cart software files and should not be edited or replaced.

Layout Menu

Login to the admin panel. In the Configuration/Layout menu, set the default colors, sizes, fonts, widths, borders, thumbnail image size, and various other parameters, which are used in the dynamically generated areas of the shopping cart pages. These are applied to the shopping cart through a dynamic CSS stylesheet: includes/ashopcss.inc.php. A sample static CSS file is also included for your reference: includes/ashop.css. Change the templates to use that file instead if you wish to have full control over all layout elements.

Pre-designed Themes

If you don't need custom page templates and you just want to begin using the cart with a canned look, select a theme in the Layout menu. Themes can be a complete collection of page templates with buttons and pre-configured Layout parameters. Or, themes may only include a set of buttons, or only Layout parameters. Each them has a config file, which specifies how much it does and sets Layout parameters. The parameters in the theme.cfg.php file can be set so that the theme's config settings override the admin panel Layout settings and if the theme includes page templates, they can override the root AShop page templates. If the theme comes with an index.php.themename file you can put that one in the AShop root directory and remove the ".themename" part of the filename to use it as a storefront,

adapted to the theme.

What! No themes to select from? There is a selection of themes and buttons on our site, which may be downloaded for free and used with AShop. Select a theme package, download it to your computer and unzip it. Upload the folder containing the theme to the themes directory where AShop is installed. Then, select the theme in the Layout menu.

Language Sets
Each supported language has a unique set of files called a Language Set. When a language is selected the program uses the corresponding language set. Each language set includes a set of images, a set of language text files, and a set of receipt templates. To change the text in shopping cart pages, edit the corresponding language file(s). The program file distribution packages contain only an English language set. More language sets are available for download from our site.

Separate Shopping Cart Buttons and Checkout Links In HTML Web Pages
AShop supports several methods of linking to the shopping cart from HTML web pages and email messages. See the Order-Link help topic. See the Order-Link Tech Tip for specific step by step instructions. Also, some example files are included with distribution packages for new installation.

Payment Processing Options
The shopping cart supports a variety of payment methods and integrates with most popular payment services such as Authorize.net, PayPal, Verisign, Card Services International, WorldPay, and many more. The degree of difficulty to set up each payment option varies widely. Instructions are provided as needed for the payment services that are supported by AShop. If you do not find instructions for your payment service in this help documentation, see if it is listed in the payment processor cross reference chart. There might not be instructions if the payment option requires only the merchant ID to be entered in AShop. If a payment service is not listed in the cross reference chart, it is probably not supported by AShop.

Receipt (orderid) Numbers
When the shopping cart is installed, the first orderid number will begin at 1. New orderid numbers will then auto increment from the highest existing orderid number in the orders database table each time a new order is created. The beginning orderid number can be increased using a database management tool such as phpMyAdmin. Either add a row with the higher orderid number or, if the highest existing orderid number is not needed for anything else (for instance it is an incompleted/unpaid or a test order), change the highest orderid to the higher number. Subsequent new orders will then auto increment higher orderid numbers. See also: Receipt and Order Reference Numbers

Time Zone Offset
Many times the server time is different than your time zone and some servers may be set by Greenwich Mean Time (GMT). To adjust the time stamp for orders and stats, set the timezoneoffset in Configuration > Shop Parameters > Advanced Options. The value of the offset is in seconds. To add time enter only the digits. To subtract time, enter a minus sign in front of the digits. Example, Your time zone is 2 hours later than the time zone of the server. To adjust the time so that it matches your zone on receipts and notices, you would enter -7200, which is minus (60 seconds times 60 minutes times 2 hours).

Sales Taxes
If you are selling products that require sales tax calculations, visit Configuration > Taxes.

Shipping Calulations
If you are selling products that require shipping calculations, visit Configuration > Shipping.

Purchase Agreement Required Before Checkout

A purchase agreement may be included with acceptance required before checkout and payment. Create a file named `agreement.txt`. Put text or HTML content in the agreement.txt and upload it to the directory where AShop is installed. There is an `agreementEXAMPLE.txt` file included with the new installation packages. The agreement will then be required for each order before checkout. Note: This is completely separate from individual product license or terms of sale agreements.

Affiliate Program

If you are using the affiliate program, set up the default commission values before adding products. Otherwise, skip this step.

Fulfilment Notices & Automated Processes

Email notices can be sent automatically based on which products are ordered. An automation fulfilment option can be used to activate third-party programs. SwiftCD automatic CD fulfilment service is also supported. To send fulfilment notices or activate fulfilment automation, set up the fulfilment options first and then assign each product to a fulfilment option.

Visit Counter

There is an automatic visit counter in catalogue.php and search.php, which counts unique visitors. The current number of visitors, visitors today, and grand total (since last reset) displays in the admin panel index page.
See instructions to include the visit counter in other pages on the web site.

Technical Support

If you run into trouble, contact us. Technical support is free for trial installations. Technical support and software updates are provided free for one year after a permanent registration key is purchased. After the first year, technical support and software updates may be subscribed to for $60 annually.

2.2   License Key Registration

A license key must be registered to activate the program. A trial key or a permanent key may be used to register the program during the initial installation.

To re-register a license key or to replace a trial key, open the admin/register.php script in a browser.
For instance: `http://www.yourdomain.com/ashop/admin/register.php`.
Enter the admin password and the license key, then click the Register button.

2.3   Page Templates

How AShop HTML Page Templates Work

If you have not already seen the tour of AShop, go back and look at the section about page templates. It describes how page templates are included by the program. The AShop page templates are simply HTML pages with the AShop start and stop tags inserted where the AShop content is to appear. They can include HTML, images, links, CSS, and JavaScript just like any other web page but they can not include PHP or any other server side code. If you are using a WYSIWYG HTML editor such as Dreamweaver, you can add the AShop script folders to your website and create the AShop templates just as you would any other page within your website.

AShop page templates are HTML web pages with comment tags
`<!-- AShopstart --> <!-- AShopend -->`
inserted into the HTML code. For the page templates, AShop's dynamically generated content appears between the two tags.

In addition to the start and end tags you will also need to add some code to make the templates use the right CSS file. Without this the layout and design elements of your AShop will not be activated and the shopping cart will be presented as unformatted text. Add the following line to the head tag of your templates to use the dynamic CSS file:

`<link rel="stylesheet" href="<!-- AShopcss -->" type="text/css" />`

A static CSS file is also included: css/ashop.css, which contains all the styles used by AShop. To get full control over the layout you can use this one instead or in combination with the dynamic CSS code above to override specific classes. Add this line to your templates below or instead of the previously

mentioned line:

<link rel="stylesheet" href="css/ashop.css" type="text/css" />

Note: If a template is not present, AShop will generate a catalog page anyway and the default logo.gif image, which can be uploaded through the Layout menu, will appear at the top of the page above the dynamically generated content. When a page template is present, it's body tags, such as background, text, and link colors may override the default page settings made in Layout.

There are some other comment codes available that you can use in your page templates:

`<!-- AShopname -->` - displays the active Shop Name
`<!-- AShoplogo -->` - displays the shop's Logo Image
<!-- AShopcart --> - displays a shopping cart box
<!-- AShopcategories --> - lists the product categories **Note!** Use this one with caution. It is not compatible with pages in subfolders, the delivery pages or the customer profile pages.
<!-- AShopbgcolor --> - the page background color
<!-- AShopmemberheader --> - a custom header defined by a shopping mall member

There are six templates used for the retail shopping cart and affiliate pages. If the wholesale shopping cart is activated, it has an additional 4 templates. The page templates can have the same or different content, depending on your needs.

Example templates are included in the distribution package for new installations. The template examples are not included in distribution of updates to avoid overwriting any customizations you have made, when you install the update.

Retail Shopping Cart & Affiliate Page Templates

The following templates are located in the templates directory of AShop.
The `<!-- AShopstart -->` `<!-- AShopend -->` tags indicate where the shopping cart content is rendered on the page.

aboutus.html – used by the About Us page

affiliate.html – used by the affiliate sign up, login, and support pages

cart.html – used by the basket and checkout pages

customer.html – used by the customer profile and order history pages

delivery.html – used by the digital goods delivery pages

signup.html – used by the customer signup page

terms.html – used by the Terms & Conditions page

thankyou.html – used by the payment confirmation page

upsell.html – used by the upsell page

If you are not using the default advanced storefront (index.php) but prefer to use the simplified version

(catalogue.php) you will also need to modify this template:

catalogue.html – used by the simplified product catalog and search pages

IMPORTANT! Many payment gateways will host your payment confirmation page through their SSL connection. When they do this, they take a snap shot of your page and nest it within their page at their URL. If this is the case, the hyperlinks within the thankyou.html template must use absolute URL's for links to work and for images to appear. In addition, image links should be https links so that browser secure/non-secure content warning messages won't appear for customers when the payment processor redirects to the thankyou (payment confirmation) page.

Wholesale Shopping Cart & Sign up Page Templates

These templates are used by the wholesale pages.

wscart.html - used by the wholesale basket and checkout pages

wscatalogue.html - used by the wholesale product catalog and search pages

wssignup.html - used by pages where wholesale customers sign up for an account

wsthankyou.html - used to display a thank you message page after a customer completes a wholesale order

Shopping Mall Page Templates

mall.html - used by mall.php, the member shop directory

membersignup.html - used by pages where members sign up for an account

2.4   Modular Storefront

The index.php script is an example of a storefront for AShop. By using the various content modules found in the includes directory you can put together the frontpage of your shopping cart any way you like. This way the storefront is an exception from how the pages usually work in AShop, in that it is its own page template. It is also one of the few scripts included with AShop that isn't ioncube encoded, which means that you can edit it, for example with a web page editor like Dreamweaver or a text editor.

The storefront script always needs to begin with the following PHP code:

```php
<?php
      // Initialize the storefront page...
      include "admin/config.inc.php";
      if (!$lang) $lang = $defaultlanguage;
      include "language/$lang/storefront.inc.php";
      $databaseuser = "";
?>
```

This makes the script ready to use the content modules and also makes it multilingual, as long as you put all text used in the page in the storefront.inc.php language module. To use the text from the

language module you need to replace it with this type of code:

```php
<?php echo HOME; ?>
```

Where the "HOME" part should be the name of the language constant you want to use, in this case it will show the word "Home" in the language selected by the visitor. Open the storefront.inc.php language module in a text editor to see which constants are available and to add your own constants if needed.

Newsletter Module
If you are using the Autoresponder-Service.com account that is included for free with your full AShop V license, you can enable the newsletter module to let visitors sign up with your mailing list, which can of course be an autoresponder. You need to select the list you wish to use for this on the Configuration->Shop Parameters page to make it work. There should be an option labeled "Newsletter Autoresponder" on that page with a drop down list showing all your available autoresponders/lists.

By using the DHTML popup mode of the newsletter module you can make the storefront page ask every new visitor to sign up with your list before they start shopping. The whole page will be greyed out while a signup box shows on top of it. To enable this, put the following code directly after the BODY tag of your storefront script:

```php
<?php
        // Show newsletter subscription form...
        $layout = 2;
        $subscribe = "index.php";
        include "includes/newsletter.inc.php";
?>
```

The $subscribe parameter must be set to the filename of the page you are using this code on, which would be index.php when it is used on the storefront.

To just show a form somewhere on the page, use the following code in the location where you want the form to show up:

```php
<?php
        // Show newsletter subscription form...
        $layout = 1;
        $subscribe = "index.php";
        include "includes/newsletter.inc.php";
?>
```

You can also use the following optional parameter to disable the captcha code:

```php
        $captcha = "off";
```

The captcha parameter must be set before the include statement.

Category List Module
To list your product categories you can use the categories.inc.php module. For example:

```php
<?php
        // Show categories...
        $catalog = "index.php";
        include "includes/categories.inc.php";
```

```
?>
```

The name of each category is a link that should lead to a page that shows the products that belong to the category, the $catalog parameter determines which page the links lead to.

To create a custom list of categories you can use the layout parameter to get the full category tree as an unordered list:

```php
<?php
        // Show categories...
        $layout = "2";
        $catalog = "index.php";
        include "includes/categories.inc.php";
?>
```

The default value of the layout parameter is "1", which gives you the standard categories list in a table. Using mode "2" will, for example, let you create vertical or horizontal drop down lists, using CSS.

You can limit the listing to just one category and its subcategories by using the cattree parameter. It must be set to the category ID of the top category, for example:

```php
<?php
        // Show categories...
        $cattree = "1";
        $catalog = "index.php";
        include "includes/categories.inc.php";
?>
```

Which will show category 1 with all its subcategories.

You can also exclude certain categories from the listing by using the exclude parameter, set to a pipe separated list of category IDs to exclude, for example:

```php
<?php
        // Show categories...
        $exclude = "1|2";
        $catalog = "index.php";
        include "includes/categories.inc.php";
?>
```

Which will skip categories 1 and 2 from the list.

Language Selection Module
This module will display a drop down list of all available languages.

```php
<?php
        // Show language selection...
        $redirect="index.php";
        include "includes/language.inc.php";
?>
```

It only takes one parameter: redirect, which should be set to the page that will be shown after the customer selects a language. If you skip this parameter or leave it blank, the redirect URL configured for

each language in its lang.cfg.php file will be used instead, which can be used to redirect the customer to a different page for each language.

The TopForm Module

If you use the catalogue.php script as your storefront instead of the more advanced modular index.php script, it will include a form at the top of the page with the search box, the subtotal of the cart contents and the View Cart and Checkout buttons. These can be placed individually instead, using the topform. inc.php module, if you wish to use the modular storefront. Here are some examples...

This code will just show the search box:

```php
<?php
        // Show search box...
        $layout = 3;
        $search = "index.php";
        include "includes/topform.inc.php";
?>
```

This one will show the subtotal field, the customer profile links and a placeholder for "added to cart" messages:

```php
<?php
        // Show subtotal...
        $layout = 4;
        include "includes/topform.inc.php";
?>
```

This will show only the subtotal field, without the customer profile links or the placeholder:

```php
<?php
        // Show shopping cart buttons...
        $customerlogin = "off";
        $confirmmessage = "off";
        $layout = 4;
        include "includes/topform.inc.php";
?>
```

This code will show the shopping cart buttons:

```php
<?php
        // Show shopping cart buttons...
        $layout = 5;
        include "includes/topform.inc.php";
?>
```

This will show the default box, but wherever you want to place it:

```php
<?php
        // Show shopping cart buttons...
        $layout = 2;
        include "includes/topform.inc.php";
?>
```

This will show only the customer profile links:

```php
<?php
        // Show shopping cart buttons...
        $layout = 6;
        include "includes/topform.inc.php";
?>
```

Displaying the product list or search results
The catalogue.php script shows the list of products for a selected category while the search.php script shows the results of a search. They can either be used standalone or as part of a modular storefront script. To use them in a storefront script add the following code:

```php
<?php
      // Show product list or search results...
      $topform = "off";
      $categories = "off";
      if($searchstring) {
              $search = "index.php";
              include "search.php";
      } else {
              $catalog = "index.php";
              include "catalogue.php";
      }
?>
```

By adding the line: $topform = "off", the output will not include a box at the top of the list, with a search field, the subtotal of the shopping cart contents and the View Cart/Checkout buttons.

By adding the line: $categories = "off", the output will not include a categories list to the left of the products/search results. Use this if you want to place the categories using the categories list module instead.

The $search parameter must be set to the filename of the script that shows the search results and the $catalog parameter must be set to the filename of the script that shows the product list. Both should be set to "index.php" when you use the default storefront script.

Using Custom Modules
The storefront script can of course show any other module or dynamic content you want to use. As an example of this the default index.php script includes a SimplePie RSS reader, which can show news feeds from an external site or even article links from your own blog. This is the code that runs this script:

```php
<?php
        // Demonstrates how to include a news feed reader on your storefront...
        $feedurl = "http://www.ecommercetimes.com/perl/syndication/rssfull.pl";
        include "includes/simplepie.inc.php";
        $feed = new SimplePie();
        $feed->set_cache_location("./updates");
        $feed->set_feed_url($feedurl);
        $feed->init();
        if ($feed->data) {
                $items = $feed->get_items(0,5);
                foreach($items as $item) echo "  <img src=\"images/bullet.
```

```
gif\">  <a href=\"".$item->get_permalink()."\" target=\"_blank\">".$item-
>get_title()."</a><br>";
                }
    ?>
```

To change the news feed just set the $feedurl parameter to the URL of any RSS news feed you want. It can even be used with AShop's own RSS feed generator to show new items from another shop, if you run more than one.

2.5   Style Sheets - CSS

The settings in the Layout menu are used to set styles in catalog pages through the includes/ashopcss. inc.php script, which is read by the page templates in the templates directory. You can replace this with your own CSS stylesheet file in your page templates to fine tune the layout. The includes/ashop.css file is an example which lists all the different stylesheets you can change.

Admin Login Page
The admin panel login page, admin/login.php, uses the admin/admin.css style sheet.
.loginform sets the table properties in the admin/login.php page. If the Shopping Mall is installed, this is also the member login page.

2.6   Catalog First Page

A greeting may be included in the product listing area of the page when the catalog is first opened.

The content for this greeting can be edited on the page Edit Catalog in your AShop admin panel. Click Edit below the First Page item at the top of the category list to edit the default content. You can also remove the first page content by clicking Remove, which will make AShop show the top category as a first page instead. If you removed the first page you can click Add to create a new one.

2.7   About Us and Terms Page

These work similar to the first page. The About Us page is shown by opening aboutus.php and the Terms & Conditions page by opening terms.php. The design of the pages are controlled by the templates: aboutus.html and terms.html which can be found in the templates directory. The content you add on the Edit Catalog page for these two pages will be shown between the <!-- AShopstart --> and <!-- AShopend --> comments.

It is not possible to create or manage more pages like these two, this content management feature is limited to the first page, the about us and terms pages.

2.8   Receipt Templates

Receipts in AShop can be sent in either HTML or plain text format. Select the receipt format in Configuration > Shop Parameters.

English language receipt templates are included in the AShop installation package. Receipt templates for other languages are downloadable from our web site. The receipt templates can be edited to suit your needs. Customer and order information is included in the receipts by using %tokens%. See below for more about editing receipt templates.
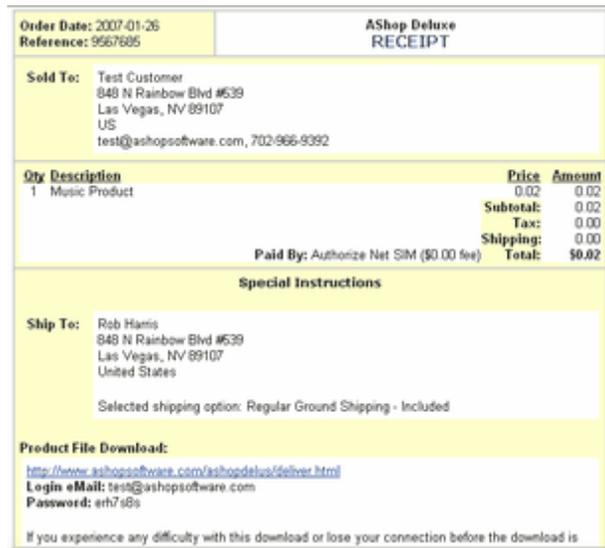
Save & View Original Receipts

To save original receipts, change the permissions of the admin/receipts directory to 777. A copy of the exact original receipt that is sent to each customer will then be saved in the receipts directory and named with the Order ID number.

There are two places where the original receipt may be accessed through the admin panel Customers menu.

- **Sales Reports** - Navigate to Sales Reports. Click the Order ID number link and then select to view or download the receipt.

- **Customer History** - Navigate to a customer record through Customers and Messaging and click on the history link 🌐. Click on the Order ID number link and then select to view or download the receipt.

Resending Receipts and Re-activing Orders

A copy of the original receipt can be resent from Sales Reports in edit mode. If the order included downloadable products, the download may be reactivated at the same time.

Editing Receipt Template Layout and Content

Receipt templates are in the *templates* directory. There are two receipt templates for each language; html and text. Receipt templates are named with -en, -sp, -it, -jp, and so on to indicate the language.

Example: English language receipts are named receipt-en.html and receipt-en.txt. Modify the text in receipt templates as needed, but do not change or remove the divider comment tags and token names.

Here is a list of tokens and how they are used in receipt templates.

%ashopname%	The name of your store
%dateshort%	Date of the order
%invoice%	Invoice/Order number
%customer_firstname%	Customer's first name
%customer_lastname%	Customer's last name
%customer_address%	Customer's street address
%customer_city%	Customer's city
%customer_state%	Customer's state
%customer_zip%	Customer's zip code
%customer_country%	Customer's country
%customer_email%	Customer's email address
%customer_phone%	Customer's phone number
%customer_info%	Extra Form Fields
%receipt_description%	
%payoption%	Method of payment used
%payoptionfee%	Fee charged for using specified payment method
%subtotal%	Total before taxes and shipping
%salestax%	Tax total
%shipping%	Shipping costs
%amount%	Total cost billed

<!-- Shippingdiscount -->   Display shipping discount (if any)
%shippingdiscount%   Discount on shipping
<!-- /Shippingdiscount -->

<!-- Specialinstructions -->   Determines whether any special instructions are to be sent with the receipt. Necessary for all the following sections of the receipt to be displayed.

<!-- Shippingaddress -->   Display shipping information (if product is shippable)
%customer_shippingaddress%   Customer's ship to address

<!-- Shippingoption -->   Display method of shipment (if any)
%shipoptions%   Method of planned shipment
<!-- /Shippingoption -->

<!-- /Shippingaddress -->

<!-- Downloads -->   Display information for download instructions (if applicable)
%ashopurl%   Your store's location as a link for product delivery
%customer_email%   Customer's email address
%password%   Password for customer to download product file
%downloadtimes%   Number of times download can occur
%downloaddays%   Number of days download is available for
<!-- /Downloads -->

<!-- Unlockkeys -->   Display unlock keys (if any)

%unlockkeys%	Any Software Registration Keys
<!-- /Unlockkeys -->	
<!-- Subscriptions -->	Display instructions on how to access the subscribed directory
(if applicable)	
%subscriptionlinks%	Link to the password protected directory subscribed
%password%	Password to access protected directory
<!--/ Subscriptions -->	
<!-- Manualpayment -->	Display notice that the payment was made using the Manual
Handling payment option.	
<!-- /Manualpayment -->	
<!-- /Specialinstructions -->	End Special Instructions portion of the receipt.
%ashopname%	Your Shop Name
%ashopaddress%	Your Shop Address
%ashopemail%	Your Shop Email
%ashopphone%	Your Shop phone number
<!-- Membershop -->	Displays if order came from a Digital Mall member's catalog
%membershop%	Digital Mall member's shop name
<!-- /Membershop -->	

2.9   Receipt Numbers

Receipt (orderid) Numbers

When the shopping cart is installed, the first orderid number will begin at 1. New orderid numbers will then auto increment from the highest existing orderid number in the orders database table each time a new order is created.

The beginning orderid number can be increased using a database management tool such as phpMyAdmin. Most hosting services provide phpMyAdmin. In Plesk it is called DB WebAdmin.

DB WebAdmin

Browse the database table named orders.

affiliate
cartusers
category
customer
customparameterval
discount
flagvalues
formfields
fulfiloptions
linkcodes
membercategory
memberorders
onetimediscounts
orderaffiliate
orderdownloads
orders
packages
parameters
parametervalues

Either add a row with the higher orderid number or, if the highest existing orderid number is not needed for anything else (for instance it is an incompleted/unpaid or a test order), change the highest orderid to the higher number and save the change (click Go).

←T→			customerid	orderid	reference	userid	payoptionid	
☐		✕	1	2	*NULL*	|1|	1	

Field	Type	Function	Null	Value
customerid	int(11)	▾	☐	1
orderid	int(11)	▾		1000
reference	varchar(40)	▾	☑	
userid	varchar(255)	▾	☐	|1|
payoptionid	int(11)	▾	☐	1
remoteorderid	varchar(100)	▾	☐	0
products	text	▾		1b1a

Subsequent new orders will then auto increment to higher orderid numbers.

2.10 Message Templates

AShop sends out email messages under some circumstances and most of them can be customized by editing the corresponding message template. All message templates can be found in the templates directory, where you also find the receipt templates and page templates. These are the ones that are currently available:

- *affiliatesignupmessage.html* - this template defines the message that is sent to affiliates when they sign up.
- *membersignupmessage.html* - this template defines the mssage that is sent to shopping mall members when they sign up. **Note:** if you are going to have shopping mall member accounts activated automatically, without review, you will need to make sure that this message template contains the code %password% to give your new members their password. A second template should be included to illustrate this: membersignupmessage2.html. Just rename it, removing the "2", to use it instead of the default one.
- *orderactivationmessage.html* - this is sent to customers when their order is activated. It is used for orders where the payment is delayed, for example check payments or bank deposits, which will result in an activation link in the order notice that the shop owner receives, which can be clicked to activate the order upon full payment.
- *signupmessage.html* - this is sent to customers when they sign up for a customer profile.
- *wssignupmessage.html* - this is sent to customers when they sign up for a wholesale account.

Each of these templates can be made language specific by adding a dash and the two letter language code after the word "message", for example: signupmessage-sp.html which would be sent to Spanish customers when they sign up for a customer profile, or affiliatesignupmessage-jp.html which would be sent to Japanese affiliates.

2.11 Separate Catalog Components

The category tree and product listing area of the catalog may be inserted into PHP pages as separate components. An unlimited number of unique catalog pages with different file names may be created using this method.

Custom Catalog Page Layout
The category tree and product listing areas can be placed separately within each web page.

The product listing area can be included separately...
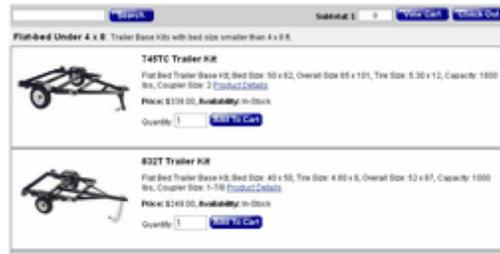
...and the category tree can be included separately.

PHP tags are used to include the product listing and/or category tree as separate components within local web pages. The includes will work in files ending with .php extension.

Include the Product Listings

Include the following PHP code in the source code for the body of the page where the product listings are to appear. Change the parameters as instructed.

```
<?php
$search = "find.html"; $categories = "off"; $catalog = "shop.html"; include "catalogue.php";
?>
```

The **include catalogue.php";** parameter must point to the catalogue.php script, which is in the directory where AShop V is installed. If this new page is in the same directory as catalogue.php, set it as shown above. If catalogue.php is in a different directory, set the path accordingly. For example, "../ catalogue.php" (to go up one directory) or "store/catalogue.php" (to go down to a specific directory).

Set the **$catalog parameter** to the same page (where this PHP include is located) or to a different page where catalogue.php is also included with this method.

Show or Hide Category Tree (Within Product Listing Area)

- **$categories = "on";** With categories set to on, the category tree appears within the product listing area, to the left of the product listings.

- **$categories = "off";** With categories set to off, the category tree does not appear within the product listing area. It may still be included separately in a different location within the page. see Include

Category Tree below.

Search Box Options

- **$search = "off";** The search box does not appear in the page.
  Example:
  <?php
  $search = "off"; $categories = "off"; $catalog = "shop.html"; include "catalogue.php";
  ?>

- **$search = "find.html";** The search box is activated and it appears above the product listings. Use this same include method to create a second page where the search results will appear. The search results page can be a copy of the catalog page with a different file name or it may be a different design, but it must exist and it must have this catalogue.php include in the page. In the example file that is included with the AShop V new installation file package, find.html is simply a copy of the shop.html page and the file name has been changed.

- **$search = "shop.html";** The search box is activated and it appears above the product listings. In this case, the search results page is same as the catalog= page so that the search results will appear in the same page. (Change the filename to match the actual file in your site.)
  IMPORTANT! For search results to appear in the same catalog page, **an if statement must be added in the php code.**

  <?php
  $search="shop.html"; $categories = "off"; $catalog = "shop.html"; **if (!$searchstring) include "catalogue.php"; else include "search.php";**
  ?>

Include the Category Tree

Include Category Tree In Catalog Page
Include the category tree in the same page where catalogue.php is included by inserting this PHP tag into the page.

<?php
include "includes/categories.inc.php";
?>

Include Category Tree In Site Navigation
The category tree may be included in site navigation by adding a catalogue.php="shop.html" parameter. This parameter points to the page where the product listings are to appear. For example, when the category tree is in a page that does not have any way to show products and a category is selected, the product listings for that category need a place to appear in a page. In these examples the product listing page is shop.html. Change this to match the actual product listing page(s) in your site.

Insert the following php statement to include the category tree in a page where the catalogue.php include is NOT present in the same page. IMPORTANT! The $catalog variable must precede the categories.inc.php include in this php statement.

<?php $catalog = "shop.html"; include "includes/categories.inc.php"; ?>

This example will make all links in the category list open in the shop.html page. Change the $catalog= variable to match the actual page in the site. The page that the catalog= variable points to must either be

catalogue.php or it must have the catalogue.php include in the page so that the product listings (for the selected category) will appear in the body of the page.

To include the category tree in a subdirectory below the directory where AShop is installed, add a chdir (""); parameter.

Example 1: Category include is in a page one directory below the AShop root.

```
<?php
chdir("../"); $catalog = "../shop.html"; include "../includes/categories.inc.php";
?>
```

Example 2: Category include is in a page above the "ashop" directory.

```
<?php
chdir("ashop"); $catalog = "ashop/shop.html"; include "ashop/includes/categories.inc.php";
?>
```

Web Sites That Use Frames

The separate category tree and product listing includes can be used in frames, but the Continue Shopping button and the Check out and View cart pages will NOT work when located in a different frame. Frames are not supported by our technical service.

2.12   Most Popular and Recently Added Products

The top products and latest additions may be displayed in shopping cart catalog and search pages by inserting PHP code in the page where it is to appear.

The scripts that produce these lists may be included in...
- page templates
- any custom web page of your choice
- the storefront index.php script or any other custom php script

There are two ways to include the lists, either through Javascript or a PHP include. This is how to use the Javascript version...

```
<script language="JavaScript" src="top.js.php"></script>
```

And this is how to use the PHP include version...

```
include "includes/toplist.inc.php";
```

Note that the second version only works in a PHP script.

Parameters may be added to both versions of the script to customize the output. To add a parameter to the Javascript version, first add a question mark "?" and then add the parameter. If more than one parameter is specified, add an ampersand "&" after the first parameter and to separate additional parameters. Here is an example.

```
<script language="JavaScript" src="top.js.php?items=5&redirect=product.html"></
script>
```

To add a parameter to the PHP include version, set it as a variable before the include statement. For example:

```
$redirect="index.php";
include "includes/toplist.inc.php";
```

Number of Products Shown
If not otherwise specified, the top.js.php script will display the last 10 new products and latest additions. To display a lower number of products, add the parameter "items=x" where x is the number of products to display.

This include will display the 5 most popular and latest additions:

```
<script language="JavaScript" src="top.js.php?items=5"></script>
```

Or for the PHP include version use:

```
$items = 5;
include "includes/toplist.inc.php";
```

Redirect To A Different Product Page
In shops where only custom catalog pages are used and a direct link to the default storefront script is not desired, the top.js.php product links can be redirected to the custom catalog pages by adding a "redirect=x" parameter, where x is the local file name or URL.

This include will display the 10 most popular and latest additions in a custom product page named "product.html".

```
<script language="JavaScript" src="top.js.php?redirect=product.html"></script>
```

The Layout Parameter
By setting the layout parameter you can control which lists are shown. These are the possible values of the parameter:

- layout = 0 : show top sellers and latest additions below top sellers (the default mode)
- layout = 1 : show only top sellers
- layout = 2 : show only latest additions
- layout = 3 : show latest additions as boxes, this mode is currently only supported by the Javascript version

This example will show only the latest additions, using the PHP include, and will limit the list to 4 items:

```
$layout = 2;
$items = 4;
include "includes/toplist.inc.php;
```

Table Header Text
The text that appears at the top of the listings is set in the corresponding language file, `language/xx/topjs.inc.php`, where `xx` is the language abbreviation. For example, the text for English language is set in `language/en/topjs.inc.php`.

Colors, and Fonts
The table borders, background colors, and fonts can be controlled through the Layout menu and with style sheets (CSS).

2.13   Purchase Agreement

An agreement page can appear when your customers click the Check Out button.
Customers must then click the Accept button to proceed to the payment form and the emailed receipt will contain a copy of the agreement to remind them of the terms they have accepted.

The agreement page feature is activated when a file named agreement.txt exists in the directory where AShop is installed on your server. For example, http://www.yourdomain.com/ashop/agreement.txt

An example file named agreementEXAMPLE.txt is included with the AShop new installation packages. To use the example file, rename it to agreement.txt and modify the content as needed. The content can be plain text or HTML.
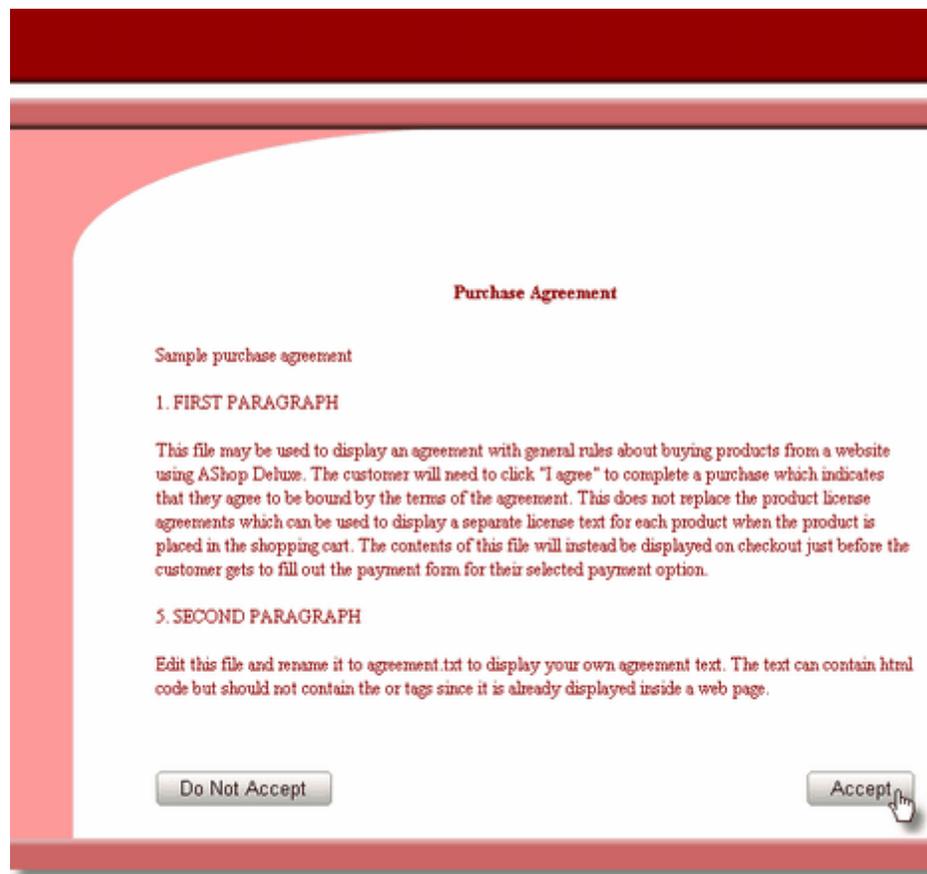
2.14   Language Selection

Language Selection For The Retail Catalog and Customer Messages

The language that is displayed in the retail catalog and in receipts to retail customers can be selected and set as a preference for each customer. If no language is selected, the preference defaults to English.

The preferred language is set in a cookie by navigating to the language.php script and then clicking on a language icon/link or by navigating to the language.php script with a language parameter appended to the URL.
Example: http://www.yourdomain.com/ashop/language.php?language=en

New installation packages for AShop V include only the English language set.

Download other language file sets from our website at:

http://www.ashopsoftware.com/dlcounter/downloads.php

Language selection can only be done for language sets that have been installed in AShop.

2.15   Language Specific Files and Folders

There are three areas that have language specific files. Each language is identified by a 2 character abbreviation, which is used for language subdirectory name, for image file names, and in receipt.html file names. For instance; en for English, sv for Swedish, etc.

1. **Text that retail customers see on pages is kept in editable language files**, which are kept in a subdirectory of the language directory. Each language has its own subdirectory named with the 2 character abbreviation and in each language subdirectory there is a complete set of include (inc) files, which are named to correspond to the script that uses each one. The text in the language files is defined as constants, which are then selected and used by the program files based upon the language preference for each customer.
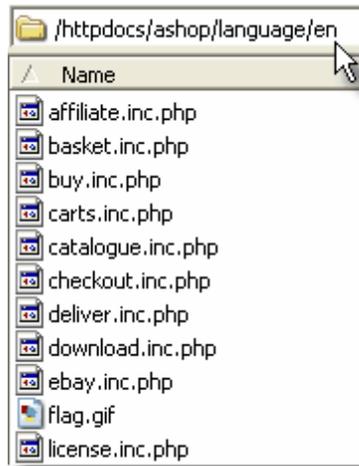

2. **There is a complete set of images for each language**, which are all kept in the images directory. The language for button images that have text is identified by the 2 character suffix. For instance, buy-en.gif is the name of a buy button image that is used for English language.

AShop Software © Copyright 2002 - 2010
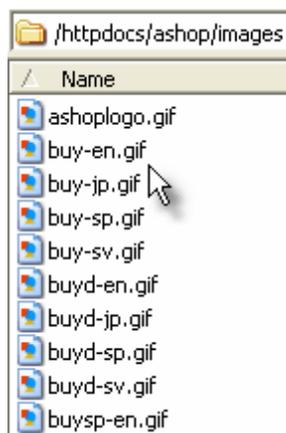
3. **There is a set of receipt templates for each language.** The receipt templates are located in the templates directory. There is a plain text receipt template and an HTML receipt template for each language. Plain text or HTML receipt is selected through the admin panel > Configuration > Shop Parameters menu.

   Tokens are used to show customer and order information in the receipt. Start and stop comments are used to separate each section.
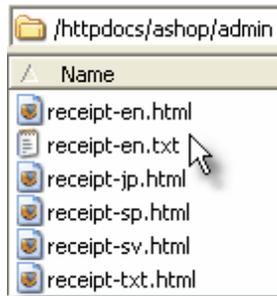
   clip of receipt-en.html file

   A set of English receipt templates is included with the AShop V new installation package. Receipt templates are also included with each language set.

   If there isn't a receipt template for the language that the customer has selected, the default one named receipt.html, which is distributed in English language, will be used. To change to a different default language for the receipt copy the language specific template to receipt.html. To make all receipts use the same language you would simply remove all the language specific templates and keep only receipt.html.

   See also: Add A Language Set

2.16 Add A Language Set

To create a new complete language set...

1. **Make a copy of the set of files that are in the language/en directory** and rename it with the 2 character abbreviation for the language, for instance French is fr, Spanish is sp, etc. Translate the text in all of the files within the new directory. The words with all capital letters on the left hand side are the constant names. DON'T CHANGE THE CONSTANT NAMES. The text is on the right hand side in each line. If you use quotes (single ' or double ") escape them with a backslash \" or there will be parse errors when you run the scripts. For some languages, such as French, apostrophes are used often to accent characters. If the special characters cause parse errors, replace them with the ascii equivalent. Example: `n'` in the html source displays **n'** (n followed by an apostrophe/ accent) in the web page.
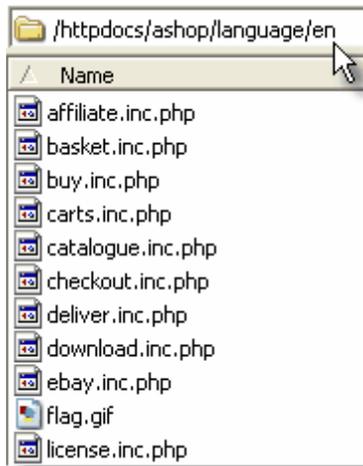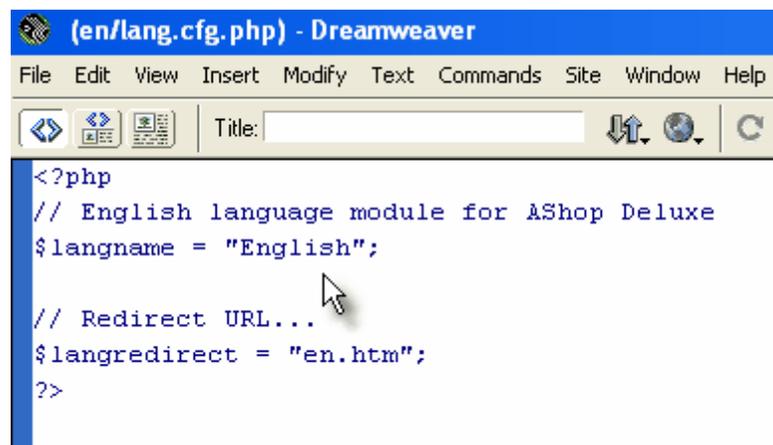
```
<?php
define('CHARSET', '<meta http-equi
define('CONTINUESHOPPING', 'Contin
define('EMPTYCART', 'Empty your sh
define('CHANGESHIPPING', 'Change s
define('CARTCONTAINS', 'Your shopp
define('QTY', 'Qty');
define('PRODUCT', 'Product');
define('PRICE', 'Price');
```

/httpdocs/ashop/language/en

/ Name

- affiliate.inc.php
- basket.inc.php
- buy.inc.php
- carts.inc.php
- catalogue.inc.php
- checkout.inc.php
- deliver.inc.php
- download.inc.php
- ebay.inc.php
- flag.gif
- license.inc.php

above is an English language file
below is the same language file translated in Japanese

```
<?php
define('CHARSET', '<meta http-equi
define('CONTINUESHOPPING', '買物をし続
define('EMPTYCART', '空カート');
define('CHANGESHIPPING', '船積み情報
define('CARTCONTAINS', 'あなたのショッピン
define('QTY', '数量');
define('PRODUCT', 'プロダクト');
define('PRICE', '価格');
```

2. **Edit the lang.cfg.php file.** Change the language name. Set the $langredirect if using language specific catalog pages. Leave the $langredirect empty for the catalogue.php script to open when a language is selected.

(en/lang.cfg.php) - Dreamweaver

File Edit View Insert Modify Text Commands Site Window Help

Title:

```
<?php
// English language module for AShop Deluxe
$langname = "English";

// Redirect URL...
$langredirect = "en.htm";
?>
```

3. **Create a set of button images with text in that language.** Name the images with the 2 character suffix just as the -en and -sv images are already named. The buttons must be in gif format.
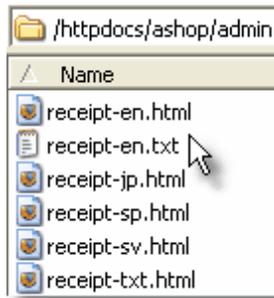
View Cart

catviewcart-en.gif (english)

Vea el Carrito

catviewcart-sp.gif (spanish)

4. **Make a copy of admin/receipt-en.html and/or admin/receipt-en.txt** (if using plain text

receipts), translate the text, rename and save it with the corresponding 2 character language suffix.

```
/httpdocs/ashop/admin
  Name
  receipt-en.html
  receipt-en.txt
  receipt-jp.html
  receipt-sp.html
  receipt-sv.html
  receipt-txt.html
```

See also: Language Selectable Catalog Pages

2.17   Language Selectable Catalog Pages

Language Specific Catalog Pages
The product listing area and the category tree can be inserted into php pages as separate includes. There is no limit to the number of unique pages that can be created in this way, which makes it possible to use this to create one storefront page per language. In addition, each category in the catalog can be set to open only for a specific language. These two features can be combined to create a system of language selection with custom pages and unique product listings for each language.

See the languages demo.

2.18   Order-Link Ordering Method

The Order-Link method supports Add to Cart, View Cart, and Check Out functionality within HTML pages. The Order-Links may be located on the local server, on a remote server, or within email messages.

Order-Link Code Basic Behavior and Customization
The basic Order-Link html code may be copied directly from each product listing in the AShop admin panel and pasted directly into the source code of a web page, however typically modifications are needed so that it works best within the context of each store design, for the marketing method, and for the type of products that are being sold. This topic describes the basics of the html code. For additional step by step examples and screen shots also see the Order-Link Tech Tip.

The three main scripts used for Order-Link are shipping.php, basket.php, and checkout.php. The scripts may be run by linking to them or from an html form post. Parameters are added to specify product information and Order-Link behavior.

Customer Shipping/Tax Information Form Page
Products that are shippable or taxable require collection of shipping information from each customer. The shipping information must be collected sometime before checkout, but it is optional to ask for it during the shopping session or at checkout. Use shipping.php for buy buttons to collect the shipping address before viewing the cart. Use basket.php for buy buttons to allow shopping before entering the shipping address.

shipping.php - The shipping.php script is used to add products to the cart and to collect address information for shipping or sales tax. It can also be used for checkout by specifying the parameter

"action=checkout" in the link. The Order-Link (buy link/button) html code that is copied directly from the AShop admin panel runs the shipping.php script. With shipping.php, when shippable or taxable products are added to the cart the shipping information form appears (before the View Cart page) so that shipping and taxes will be included in the View Cart page from the beginning of the shopping session.

basket.php - The basket.php script is used to add products to the cart or to view the cart contents. To View Cart, link to basket.php without any parameters. For Add to Cart and Buy links, parameters must be added to specify the products. When a product is added to the cart with a link to basket.php, the View Cart page opens (without first asking for shipping address first) even if shippable or taxable products are added. In the View Cart page there will be a link to calculate shipping/taxes. With this method, it is optional for customers to click the calculate shipping/taxes link in the View Cart page at any time during the shopping session. If the shipping address is needed and it has not been entered yet, the shipping address page will open before checkout can be completed. The Order-Link (buy link/button) html code that is copied directly from the AShop admin panel runs the shipping.php script. To change the shipping address behavior as described, change the Order-Links so that they link to the basket.php script instead.

add=1 Parameter
The Order-Link (buy link/button) html code that is copied directly from the AShop admin panel does not include an add=1 parameter. This must be added in order to allow more than one product to be added to the cart. If the add=1 parameter is not included, each time a product is added it will replace any previously added product. See examples below....

checkout.php - If there are shippable or taxable products in the cart, links to checkout.php will open the shipping information page (shipping.php). When the shipping address is submitted, the checkout will continue to the payment form page or the payment option selection page (depending on if there is more than one payment option). If there are not any shippable or taxable products in the cart, a link to checkout.php will go directly to the payment page or payment options.

How to Create an Add to Cart Order-Link Form
For each product Add to Cart button, add a form and set the product ID accordingly. The product ID is listed next to each product within the Administration Panel > Edit Products.

Here is an example. The required parameters (for products without attributes) are quantity, product, and add.

```
<form method="get" action="http://www.yourdomain.com/ashop/basket.php">
<input type="hidden" name="quantity" value="1">
<input type="hidden" name="product" value="1">
<input type="hidden" name="add" value="1">
<input type="submit" name="Submit" value="Add to Cart">
</form>
```

Note: When a form is inserted inside of a table cell, it may cause unwanted enlargement of the table cell and distort the intended page design in some browsers. To avoid this problem, put the <form> and </form> tags between the <tr><td> and the </tr></td> tags.
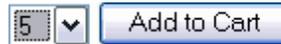For example: <tr><form><td> and </tr></form></td>
This is not specifically WC3 compliant, but it works :-)

For quantity selection, substitute a text box in place of the hidden field.

18 | Add to Cart

`<input type="text" name="quantity" value="18" size="2" maxlength="2">`

A drop-down selection box can be substituted for to offer only fixed quantities.

5 ▼ | Add to Cart

```
<select  name="product">
   <option value="1" selected>1</option>
   <option value="2">2</option>
   <option value="3">3</option>
   <option value="4">4</option>
   <option value="5">5</option>
</select>
```

Add to Cart Order-Link Hyperlink With Text Or Image

A hyperlink may be used instead of the form.
`<a href="http://www.yourdomain.com/ashop/basket.php?quantity=1&product=1&add=1">Add to Cart</a>`
or an image.
`<a href="http://www.yourdomain.com/ashop/basket.php?quantity=1&product=1&add=1"><img src="addtocart.gif"></a>`

Change the quantity= and product= parameters accordingly.
The productid is listed next to each product in Edit Catalog.

Single Product Order Link
Omit the add=1 parameter for single product orders. This will clear the basket each time before the product is added.
`<href="http://yourdomain.com/ashop/shipping.php?quantity=1&product=1&action=checkout">Buy Now</a>`

To go directly to the payment form without viewing the cart.
http://www.yourdomain.com/ashop/shipping.php?quantity=1&product=1&action=checkout
Note that if the product has shipping or taxable set, the shipping information form will appear first.

View Cart Text Link

<href="http://www.yourdomain.com/ashop/basket.php">View Cart

Check Out Text Link
<href="http://www.yourdomain.com/ashop/shipping.php?action=checkout">Check Out

View Cart Image Link
<http://www.yourdomain.com/ashop/basket.php><img src="viewcart.gif">

Check Out Image Link
<http://www.yourdomain.com/ashop/shipping.php?action=checkout><img src="checkout.gif">

View Cart Form Button
<form method="get" action="http://www.yourdomain.com/ashop/basket.php">
<input type="submit" name="Submit" value="View Cart"></form>

[View Cart]

Check Out Form Button
<form method="get" action="http://www.yourdomain.com/ashop/shipping.php">
<input type="hidden" name="action" value="checkout">
<input type="submit" name="Submit" value="Check Out"></form>

[Check Out]

Return URL (Link from thank you page)

The default URL for the "Link from thank you page" is set in Shop Parameters. It may be overridden and specified for each order by including a returnurl parameter in the Order-Link checkout URL. The returnurl is stored in the orders table and used for the thank you page "Back to (ashopname)" URL after payment has been processed.

The following example sets the return URL to http://www.mydomain.com/mypage.html.
http://www.yourdomain.com/ashop/shipping.php?action=checkout&returnurl=http://www.mydomain.com/mypage.html
http://www.yourdomain.com/ashop/shipping.php?product=111&quantity=1&returnurl=http://www.mydomain.com/mypage.html

How to include attributes in Order-Link URLs

The Order-Link method can be used to set an attribute by posting the parameter "attribute" with the value "$attributeid:$valueid" to shipping.php, like this:
```
http://www.yourdomain.com/ashop/shipping.php?product=123&quantity=1&attribute=34:56
```

If there is only one attribute, it is simple to copy the URL from the link tool, which is displayed in the attribute alternatives page.
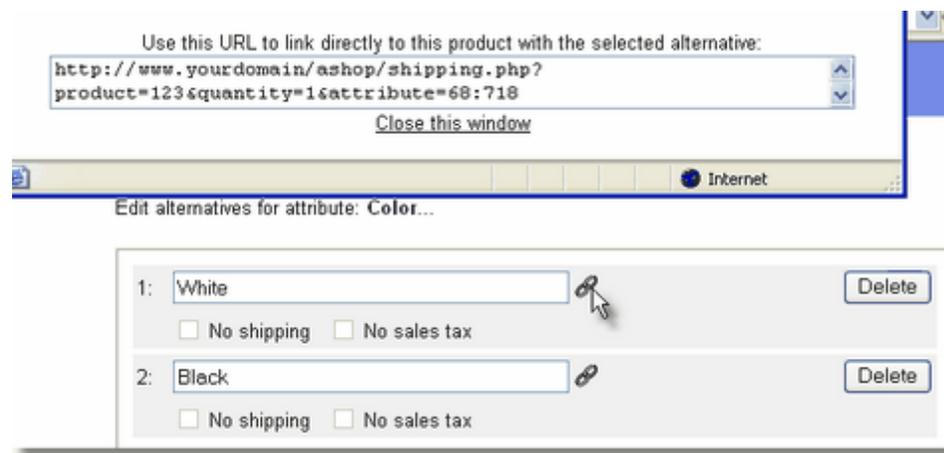
To specify more than one attribute, put a separator between each attribute:alternative parameter like this.

```
http://www.yourdomain.com/ashop/shipping.php?product=123&quantity=1&attribute=34:56|
43:81
```

URLs are not automatically generated by the link tool for multiple attributes and alternatives, however the individual parameters can be obtained by viewing each of the attribute alternatives and then appended to create each combination of attributes and alternatives. The parameters can be obtained by viewing the Order-Link for each alternative.
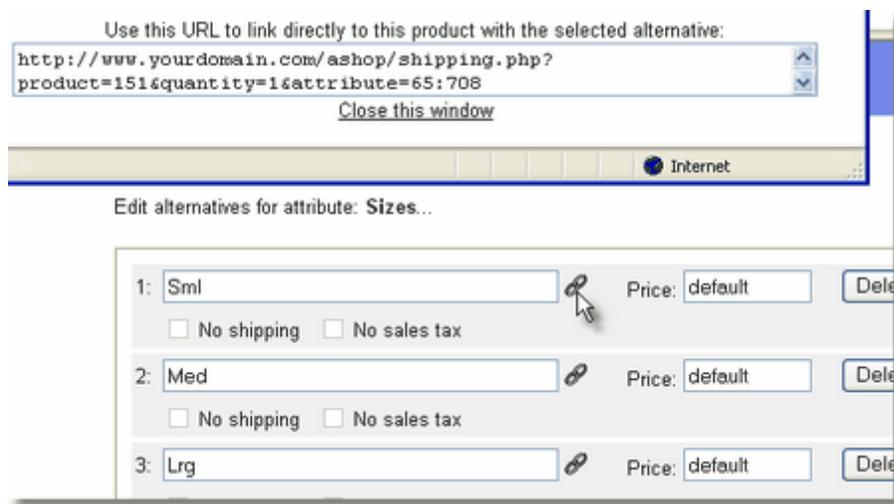
It may help to make a chart. For example. Lets say that we have a t-shirt product, which is available in 2 colors and 4 sizes. The parameters in the left column are for white or black and the parameters accross the top are for sizes. The attributes and alternatives are combined for each possiblity where they intersect in the chart.

	Sml 65:708	**Med** 65:709	**Lrg** 65:710	**XL** 65:711
White 68:718	68:718|65:708	68:718|65:709	68:718|65:710	68:718|65:711
Black 68:719	68:719|65:708	68:719|65:709	68:719|65:710	68:719|65:711

The appended attributes can be used to create an individual buy now link for each combination.

For example, this link would buy one small white shirt.

```
http://www.yourdomain.com/ashop/shipping.php?product=151&quantity=1&attribute=68:718|
65:708
```

To change the link so that more than one product can be added to the cart, include the
"add=1" attribute.

```
http://www.yourdomain.com/ashop/shipping.php?product=151&quantity=1&add=1
&attribute=68:718|65:708
```

To create a form with drop-down selectors, copy the Order-Link form code from the link code generator
for the main product.
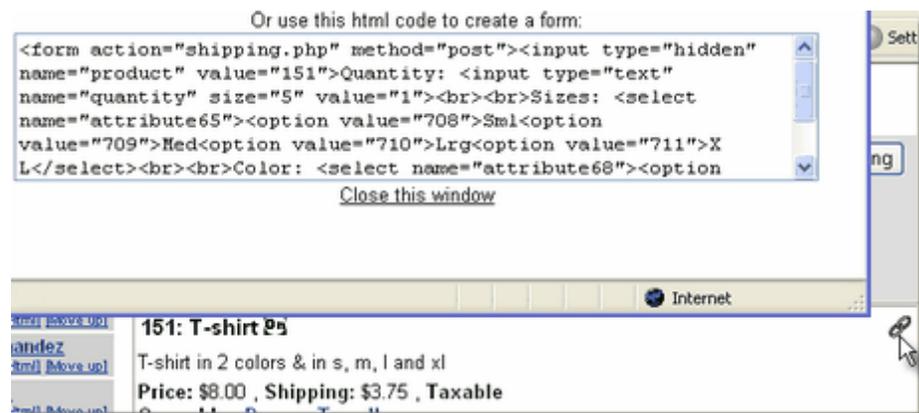
The form code can then be modified to work in various ways. Here it is cleaned up and aligned so that it
is easier to read.

```
<form action="shipping.php" method="post">
<input type="hidden" name="product" value="151">
Quantity: <input type="text" name="quantity" size="5" value="1">
Sizes: <select name="attribute65">
<option value="708">Sml
<option value="709">Med
<option value="710">Lrg
<option value="711">X L</select>
Color: <select name="attribute68">
<option value="718">White
<option value="719">Black</select>
<input type="submit" value="Buy now">
</form>
```

The add=1 Parameter
The form code copied directly from the AShop admin panel is for buying a single item. When a product
is added, any previous products are cleared from the basket. To convert the form into an Add to cart
button, include the "add=1" parameter so that more than one product can be added to the cart. To view
the basket before requesting shipping information, change the form action="shipping.php" to form
action="basket.php". Here is an example.

```
<form action="basket.php" method="post">
<input type="hidden" name="add" value="1">
<input type="hidden" name="product" value="151">
Quantity: <input type="text" name="quantity" size="5" value="1">
Sizes: <select name="attribute65">
```

```
<option value="708">Sml
<option value="709">Med
<option value="710">Lrg
<option value="711">X L</select>
Color: <select name="attribute68">
<option value="718">White
<option value="719">Black</select>
<input type="submit" value="Buy now">
</form>
```

Language Preference and Order-Link

Language preference must be set at the beginning of each shopping session. This is done by linking to the language.php script with language and redirect parameters. Here is an example:
http://yourdomain.com/ashop/language.php?language=sp&redirect=http://www.yourdomain.com/SpanishOrderPage.html

By running the language.php script first, it sets the language preference in a cookie and redirects to the Spanish order page. Then when products are added to the basket, the AShop scripts will read the language preference from the cookie and display View Cart and other pages in the same language. When the customer checks out the language preference is saved in the database so that future receipts and notices will be in the same language for each customer.

2.19   Multi-Product Buy Form

To add more than one product to the cart with one button, call the multiproductbuy.php script with a form post. An example of the form code is included with the AShop V distribution package in the file named multiproductEXAMPLE.html.
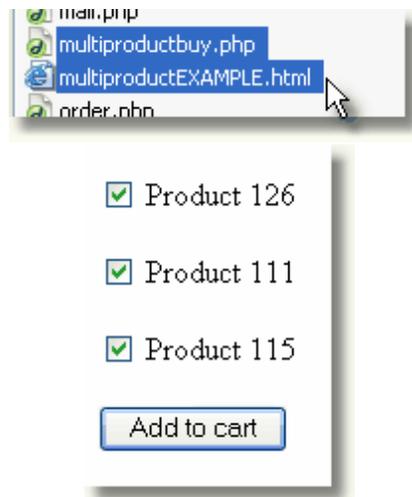

Here is the example code. Change the products value to match the actual productid numbers or each product as listed in the admin panel under Edit Catalog. The returnurl value is where the Continue Shopping button returns to. If not set, the Continue Shopping button will return to catalogue.php. This URL can be set to return to the same order page or to another page of ordering options. It may be set as a relative URL (multiproductEXAMPLE.html) or an absolute URL (http://yoursite.com/ashop/

multiproductEXAMPLE.html).

```
<form action="multiproductbuy.php" method="post">
  <p>
    <input name="products[]" type="checkbox" id="products" value="126">
    Product 126</p>
  <p>
    <input name="products[]" type="checkbox" id="products" value="111">
    Product 111</p>
  <p>
    <input name="products[]" type="checkbox" id="products" value="115">
    Product 115</p>
  <p>
    <input type="submit" name="Submit" value="Add to cart">
    <input name="returnurl" type="hidden" id="returnurl" value="multiproductEXAMPLE.html">
    <input name="action" type="hidden" id="action" value="basket">
    <br>
  </p>
</form>
```

Change the productid numbers to match the actual products. Add options for more or less products. The checkboxes can be initially checked or unchecked. Fields can be hidden to include groups of products in multiple forms on the page. The HTML forms are editable using an HTML editor program such as DreamWeaver or FrontPage.

Here is an example where the same three products added from hidden fields.
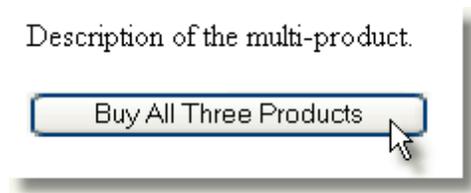

```
<form action="multiproductbuy.php" method="post">
  <p>
    <input name="products[]" type="hidden" id="products" value="126"><input name="products[]"
type="hidden" id="products" value="111"><input name="products[]" type="hidden" id="products"
value="115">
    Description of the multi-product.
  </p>
  <p>
    <input type="submit" name="Submit" value="Buy All Three Products">
    <input name="returnurl" type="hidden" id="returnurl" value="multiproductEXAMPLE.html">
    <input name="action" type="hidden" id="action" value="basket">
    <br>
  </p>
</form>
```

2.20 Subscription Password Expiration

AShop V supports the sales of subscription access to password protected members only directories and provides a simple method to remove expired passwords from the list.

To remove expired passwords manually...

1. Open checksubscr.php in a text editor.

2. Change the $ashoppath variable to the full server path where the subscription directory is located. Example: $ashoppath = '/home/username/public_html/protecteddirectory';

3. Upload/replace the checksubscr.php file

4. Make this script executable: chmod 755 checksubscr.php.

5. Run the checksubscr.php script from a browser when you wish to remove expired passwords. Example: http://www.yourdomain.com/ashop/checksubscr.php

Note: When PA+ (Password Administrator Plus) is installed on the same server as AShop and the path to PA+ is set within the third party software integration, each subscription directory can optionally be managed after the initial order by using the more advanced features of PA+.

2.21 Visit Counter

Unique visitors to the catalog are counted by the counter.php script. It works automatically with the dynamic catalog pages because catalogue.php calls counter.php each time that it is run.

When using Order-Links exclusively, the catalogue.php script is never called. In order to count visitors to HTML web pages, a small line of code must be inserted into the head of each page and the server must be configured to run PHP from within HTML files.

Here is the visit counter code that goes into the head of each page.
<? php include "counter.php"; ?>

Change the relative path to counter.php accordingly.
For instance, if the web page is in the public root and AShop is installed in the ashop subdirectory the code would look like this:
<? php include "ashop/counter.php"; ?>
If the page is down one directory from the counter script, it would be like this.
<? php include "../counter.php"; ?>

There are two ways to configure the server to run PHP from within HTML pages.

Method A.
Edit the configuration file for the web server (example is for apache) and add:
AddType application/x-httpd-php .php .phtml .php4 .php3 .html .htm

Method B.
Edit the directory configuration file (.htaccess for apache) and add:

AddType application/x-httpd-php .php .phtml .php4 .php3 .html .htm

2.22 Move or Copy AShop

An existing shopping cart may be moved or copied from one location to another.

Before installing AShop in a new location, run the ashoptest.php script, which tests for required functionality and installs the correct IonCube loader for the operating system and version of PHP that is running on the server.

1. Download the all of the AShop files and export (save as file) the database (structure and data) from the existing site.
2. Upload the files to the new location.
3. Set the file and directory permissions as listed in the new installation instructions.
5. Create a database and import the sql structure and data.
6. Edit the admin/config.inc.php file if necessary so that it will match the database server, name, user, and password.
7. Edit all of the path and URL settings in the database so that they match the paths and URLs at the new location. This can be done with a tool such as phpMyAdmin or DB Admin, which are typically provided by web hosting services.

That should do it. If there is trouble with any of the settings, error messages will typically indicate the cause.

License key registration is not required if the domain name is same as what is already registered. If the domain name is different, it must be registered. To register a license key and activate the installation, open admin/register.php in a browser.

2.23 Store Configuration

2.23.1 Administration Panel

The Administration Panel can be accessed by navigating to the admin directory where the shopping cart is installed.

Open the Administration Panel by typing a URL something like this into your browser address bar: (substitute the actual URL to the cart installation in place of "yourdomain.com/ashop")
http://www.yourdomain.com/ashop/admin

Security Features

The AShop admin login is password protected. The **default password** that is installed with the program is **ashopadmin**. This should be changed after installation. If you forget your password, it can be looked up with your server's database browsing tools such as phpMyAdmin or through Shell access.

20 Minute Inactivity Security Check - The admin panel login times out after 20 minutes of inactivity. By adding the line: $noinactivitycheck = "false"; anywhere in the config.inc.php file the time check is skipped. This might be useful during initial setup or while adding a large number of products.

2 Minute Lockout Prevents Brute Force Entry -The login has protection against brute force attacks were a hacker writes a script or program that will automatically try every possible combination of letters to figure out the password. After three incorrect login attempts the login.php script will block all further attempts until two minutes have passed. It will also send an email message to the administrator. This should make it very hard (or at least extremely slow) to get unauthorized access to an AShop administration panel.

Login Cookies - The Administration Panel uses cookies for secure login sessions. If you cannot stay logged in, it is probably because you have an old browser or your browser security settings are blocking cookies. Check your security settings and/or download a current browser for free from Microsoft, Netscape, or Mozilla.

To return to the Administration Panel index page from any other page in the admin panel, click on the AShop logo at the top of any page within the Administration Panel. This will redirect to the first page that you see after logging in.

The Administration panel is divided into four main sections:

Configuration
Edit Catalog
Manage Affiliates
Manage Sales

2.23.2 Store Configuration

The Configuration menu is divided into seven submenus.

Shop Parameters

Change Administrators Password
Shop Name, Address, Telephone, Email
Default Language Selection
Currency Selection

Shopping Cart Catalog Mode Selection
Save Cart enable/disable
Add to Cart Confirmation Window enable/disable
Link From Thank You Page
Items Per Page
AShop Affiliate ID
Receipt Mail Format html/text
TeleSign Customer ID
Wholesale Catalog enable/disable
Wholesale Catalog Volume Discount Settings
Download Password Duration
Number of Downloads Allowed Per Password
Random Key Code Delivery Selection
Edit Product Flags
Advanced Options

Layout

Upload Logo Image File (default page heading)
Theme Selections
Background Colors
Text and Link Colors
Forms Colors
Item Border Color and Width
Item Background and Text Colors
Condensed Layout enable/disable
Category Colors
Font Selection and Sizes
Thumbnail Image Size

Affiliate Program

Affiliate Text (displayed on affiliate sign-up page)
Affiliate Administrator E-mail
Second Tier Affiliates enable/disable
Default Affiliate Commission Percentage (per product)
Second Tier Commission Percentage (per order)
Level 2 Affiliate Commissions
Require PayPal ID In Sign up Form on/off
Redirect URL (where visitors end up after clicking on affiliate links)

Payment (not all of the options listed are available for every payment option)

Add New Payment Option
Payment Option Name
Payment Gateway Selector
Payment Fee (optional)
Merchant ID
Transaction Key
SSL URL To Payment Form Logo Image

Extra Form Fields (only available for payment gateways that use the AShop Secure orderform script)
Deliver Before Payment enable/disable
Test Mode enable/disable
Automatic Delivery enable/disable
Payment Gateway Description
Text On Order Page
Thank You Message

Fulfilment

Add New Fulfilment Options
Three Options, add as many as you like of each
Email Order Notices To Fulfilment Services
SwiftCD.com CD Fulfilment Service
Automation Fulfilment Method

Shipping

Manage Storewide shipping options for FedEx, UPS, and custom methods.
Allow/Disallow Customer Selection of Shipping Service Options.
Add/Remove Local Country or Countries (used to determine local or international handling charge)
Ship Only Locally Option
Add Local Handling Charge (one-time per order charge if shipping to country of origin)
Add International Handling Charge (one-time per order charge if not shipping to country of origin)
Manage Zip Tables (used only if custom zip-zone lookup and zone rates have been setup for shipping)
Manage Shipping Options (for instance express shipping charges)
Manage Shipping Discounts (quantity based)

Taxes

Sales Tax Type - US, VAT, GST/PST
Taxable State Or Province (US/Canada)
EU/VAT Origin Country Setting
Sales Tax, VAT, GST Percentage
PST Percentage
Request Vat Number from Customer Option
Sales Tax On Shipping Option

2.23.3 Shop Parameters

From the AShop Administration main menu, click Configuration on the left side menu. This will open the
Configure AShop menu. Click on the "Shop Parameters" link.

Shop Parameters

Change Password ⑦   [Leave blank to keep the old password.]

Old Password:

New Password:

Confirm:

Contact Information ⑦

Shop Name: Your Shop Name

Address: 1234 Yourstreet, Yourtown

Telephone: 555-555555

Email: you@yourdomain.com

Catalog Options

Default language: English ▾

⑦ Currency: US Dollars ▾

⑦ Catalog mode: Shopping cart ▾

⑦ Details Pages Folder: Choose... ▾

⑦ Enable Wishlists: ☐

⑦ Add To Cart Confirmation Window: ◯ Yes ⦿ No

⑦ Link From Thank You Page: http://www.yourdomain.com

⑦ Items per page: 20

⑦ AShop Affiliate ID:

Receipt mail format: HTML ▾

Collect: full contact information ▾ for gifts.

Up sell: 0 ▾ items before check out.

Customer Email Confirmation: ☑

Telesign Integration

⑦ TeleSign Customer ID:

[Leave blank to deactivate TeleSign Verification.]

Authentication ID:

SAASU Integration

⑦ WSAccessKey:

[Leave blank to deactivate SAASU integration.]

File ID:

Tax Code: WSAccessKey and File ID must be set to

Bank Account: activate these setting.

Twitter Integration ⑦

Username:

Password:

Wholesale Catalog ⑦   ☐ [Check to enable wholesale catalogue.]

Wholesale Discount 1:   % on orders over $

Wholesale Discount 2:   % on orders over $

Wholesale Discount 3:   % on orders over $

Product File Download ⑦

Allow download for: 3   days [0 = unlimited]

Allow: 3   downloads per product [0 = unlimited]

Browser Save Dialogue: On ▾

eMailed Key Codes

⑦ Random Key Code Delivery: ☐ [Uncheck to use original key code list order.]

Shopping Mall ⑦

Default Commission Level: 90   %

Member Catalogs: ☑

Change Password

The default username and password for the admin panel is: *ashopadmin.* After installing AShop, the administrator's password should be changed. Enter the old password, then enter the new password twice.

Note: If you forget and lose your password, you can have it sent to you by email by clicking the "Did you forget your password?" link on the login screen. Just leave the username field blank to get the main shop administrator password. The username is only used for shopping mall member accounts.

Contact Information

Shop Name
The Shop Name will display in many places:
- In the browser title bar of the catalog page and in the product delivery pages by default.
  Note that if a page template for the catalog, delivery, or affiliate sections is present, the page title within the template file will display in web page browser title bars instead of the Shop Name setting.
- The "From" e-mail field of customer receipts and affiliate messages.
  It is recommended that you do not use HTML tags or special characters to format the text in the Shop Name field as most mail servers will reject messages with tags in the "From" field of the message header and special characters, such as ™ may not appear correctly in e-mail messages.
- With the contact information in receipts and order notices.
- Appears in AShop template pages wherever the comment <!-- AShopname --> is placed.

Do NOT use a comma or appostrophe in your Shop Name as it may cause adverse effects when messages are received by Outlook and possibly other programs.

Address
The store mailing address is displayed, with the store or organization contact information, on the product delivery page and receipts.

Telephone
The Telephone number also appears with the contact information, which is displayed on the product delivery page and receipts.

E-mail
The store administrator's e-mail is where notices of sales transactions and downloads are sent and is used as the return address for customer e-mail receipts. This e-mail address will also display on the product delivery page and receipts with the other contact information.

Note! If you set this to the same e-mail that you use for your Sales Office, no email notification will be sent from your AShop. Instead they will be stored directly in your Sales Office inbox.

Catalog Options

Currency
Set the currency for what will display in the catalog and within receipts and order notices. The currency

that is set here also controls which payment options are available. Only payment options that support the selected currency will be available within Payment Options.

Catalog Mode
The Catalog mode is typically set to Shopping Cart, which enables selection of more than one product per order and any quantity of each product. Use Single Product Order to go straight to checkout when a product is put in the cart, allowing only allow one product per order. Use Single Product Shopping Cart to disable the quantity box and set the quantity of each added product to 1. For a description of how this works, see Shopping Cart Catalog.

Details Pages Folder
Select which folder to store product details pages in. These pages are generated through the HTML button on your products. Only writeable folders in your AShop will be available here.

Enable Wishlists
When this box is checked, your customers can save items to a wishlist and add their favorite items directly from that list. They need to be logged in to use this feature.

Confirm Add To Cart
A small window pops-up when a product is put in the cart to confirm the buyer's intention and also to view and agree to terms of sale (if set) and to select product attributes (if set). For products that do not have terms of sale requirements or selectable product attributes, the confirmation window can be set to require confirmation or not.

Link From Thank You Page
After successful receipt of payment a login page is presented to the customer. Below the name and address of your store, there is a link that says "Back to [Shop Name]!" This sets that link URL.

Items Per Page
Sets the number of items to be displayed on one page in the product catalog. If more than this number of items exist in the chosen category or search result, the items will be split up on separate pages that can be accessed by clicking a page number located beneath the products.

AShop Affiliate ID
To earn commissions by referring visitors to us, sign up for the AShop Software affiliate program and enter your affiliate ID here. When an affiliate ID is saved, the small "Powered by AShop" logo will appear below the categories in the catalog. It will link with your affiliate ID to our affiliate tracking and sales. If the AShop Affiliate ID box is left blank, the AShop logo and link does not appear on the pages.

Receipt Mail Format
Select whether you want your eMailed receipts to be in HTML or Plain Text format. HTML format looks better and is typically easier to read. Pain text is less likely to be blocked by overactive spam filters. The choice of receipt format may depend on the type of products that you sell, the keywords that are included in receipts, and the volume of orders that are processed.

Collect [full contact or only name/email] for gifts
When the total of the order is zero, upon checkout only contact information is collected and no payment information is required.

only name and email - The checkout orderform will only require name and email address.

Products in your shopping cart:
1: Free gift

First name: [   ]
Last name: [   ]
Email: [   ]
Confirm email: [   ]

[Submit] [Reset]

complete contact information - The checkout orderform will require name, email address, physical address, and phone number.

Products in your shopping cart:
1: Free gift

First name: [   ]
Last name: [   ]
Email: [   ]
Confirm email: [   ]
Address 1: [   ]
Address 2: [   ]
City: [   ]
State/Province: [choose state ▾]
Zip: [   ]
Country: [choose country ▾]
Phone number: [   ]

[Submit] [Reset]

Up sell
If there are products that are related to the ones a customer currently have in his/her cart they will be shown on a special up sell page when the customer checks out. Use this to offer special deals or remind your customers about other items that may be of interest to them. This option lets you select how many such up sells to show: 0-2 products.

Customer Email Confirmation
When this option is activated the customer will be required to confirm their email when signing up for a customer profile. A confirmation message will be sent to the customer with a link that needs to be clicked to confirm the email.

Telesign Integration

Telesign Customer ID
Telesign automated telephone call verification service is optional. Leave the box blank to disable the service. Enter a valid Telesign account number to activate the service. Note that it only works for payment options that use a locally hosted payment form (orderform).

Non-fixed Voip (Voice Over Internet Protocol) and untraceable cell phone numbers are often used by criminals to get around phone verification. To block fraudulent transactions, Telesign verification identifies the type of phone number and will not validate untraceable phone numbers. If a customer enters a non-fixed Voip number or an untraceable cell phone number an error message will appear. The Telesign error message is stored in the TELESIGNINFO text in orderform.inc.php language file.

Example of untraceable phone number error message:

Note! You must enter a fixed phone number without country code. Non-fixed Voip and untraceable cell phone numbers will not be accepted. An automatic phone call will be made to this number to provide you with a verification code.

Authentication ID
Set this to the authentication ID for your Telesign account.

SAASU Integration
AShop can integrate with the online accounting service SAASU to store all transactions and use a centralized inventory that can be accessed from both your AShop(s) and a software cash register at your physical store. Enter the access key for your SAASU account and the file ID of the SAASU file you wish to use, to enable the SAASU integration. This will activate the two additional options, which lets you select the tax code and bank account to use with AShop. These will be populated with information from your SAASU file once you have configured the first two options.

Twitter Integration
The configuration options for Twitter are no longer available on this page since they are no longer needed. To setup your AShop for use with Twitter you only need to click the Twitter icon on one of your products, login to your Twitter account and click "Allow" when asked to give your AShop permission to post tweets to your account. This only needs to be done once and when it is completed you will be able to use the same icon to post tweets about a new products or a special offer. This can even be used by your shopping mall members to allow them to post their own products on your Twitter account. They will not be able to post anything else though.

Wholesale Catalog
The wholesale catalog is optional. Check the box to activate it. See the Wholesale Catalog topic for more information about how this works.

Wholesale Discount Levels
The wholesale discount levels only apply to the wholesale catalog.

Downloadable Product Expiration

Allow Download For (quantity) Days

A password is e-mailed to customers upon receipt of payment. This password is required to access the downloadable products. The password will expire after the number of days that is set in the Allow Download For box. Setting the allowed download days to 0 disables that restriction.

Allow (quantity) Downloads Per Product
Each password will work to download a product file this many times within the number of days that Allow Download For is set to. Set it to 0 and any number of downloads are allowed.

Browser Save Dialogue
When downloadable products are ordered, customers are provided with a download link. Depending on the customers' browser settings and applications that are installed on the customers' computers, some file types will automatically open with the default application that is installed on each customer's computer. For example, a pdf file may automatically open in Adobe PDF Reader and an mp3 file may automatically open in Windows Media Player. When this setting is Off, the browser behavior is dependent on each customer's computer configuration. When this setting is On, the Browser Save Dialogue box is forced to open regardless of the customers' computer and browser configuration.

Emailed Key Codes

Random Key Code Selection
Key codes are emailed to customers. New key codes are added from a line delimited text file. If this box is checked, the key codes will be used in random order. If the box is unchecked, the key codes are used in the order of the original the text file, from top to bottom.

Shopping Mall Parameters

Default Commission Level
Each member earns commissions when his/her products are sold. The commission is a percentage of the retail sales price for each member product that is sold. The commission percentage is set individually for each member. When a new member is activated, that member's commission rate is initially set to this value. The commission rate for each member may be changed by the mall administrator (username: ashopadmin) through the Manage Members menu.

Member Catalogs
Member products may be displayed in dynamically generated catalog pages in **one of two ways**:

- Unchecked - all members products are displayed within one dynamically generated catalog.
- Checked - each member has an individual dynamically generated product catalog where only his/her products appear.

Member Product Management
When set to Simple Mode or Advanced Mode, each member may add and edit his/her products. Advanced Mode will give the member access to the Make HTML page to create product detail pages for his/her products, edit shipping options and post tweets to your Twitter account while this is blocked in Simple Mode. If this option is set to Deactivated the administrator will need to add all products but can still use the Shopping Mall to automatically calculate commissions for the members.

Member Products Default to Active
When checked, new products added by members will automatically be active. When unchecked, new products added by members will be inactive and will not appear in the catalog until the mall administrator (ashopadmin) approves and activates each product.

Display Customer Info
When this option is checked, each member may view customer information relating to sales of his/her products.

Member Product Template
The "Member Product Template" textbox can be used to set a default product description for new member products. It can be used to create a standard description format so that members can then add the missing information. For example:

Artist:
Genre:
Length:

You could also use it as a reminder or instruction to keep the descriptions in the same format:

[Max 80 chars]

Edit Shop Categories
Member shop categories are different and separate from product categories. When Member Catalogs is checked and each member has an individual catalog, mall.php will display a directory of member shops. The directory will include a listing of shop categories. When Member Catalogs is unchecked, the shop categories are only used for internal reference by the mall administrator.

After editing Shop Parameters, click the Submit button to save changes.

Click cancel or the browser back arrow to discard the changes.

Edit Product Flags

Here you can add or remove product flags (comments) that can be assigned to one or more products in

the Edit Catalog menu. These comments will display above the Price in the Product Catalog.

Advanced Options

Only change these settings if you understand what you are doing!

At the bottom of the Shop Parameters page click the Advanced Options link to set the Shop URL, Secure URL, File System Path, Secure File System Path, time-zone offset, and path or URL to other third party software.
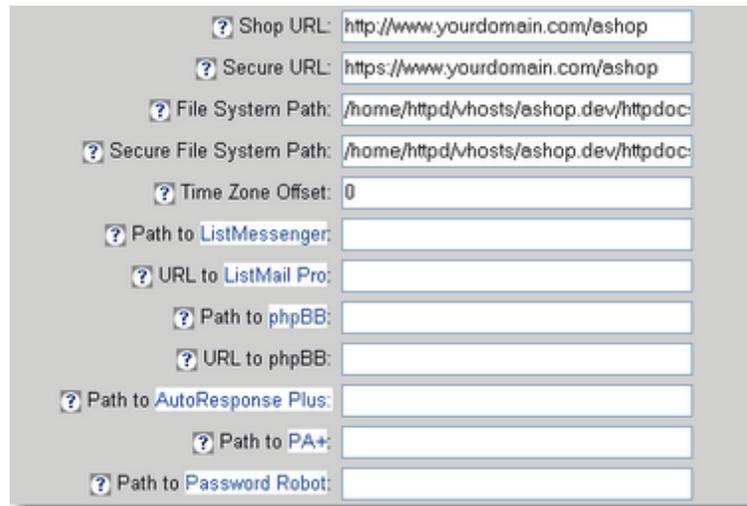
2.23.4 Member Shop Categories

Member shop categories are only used for the Shopping Mall and are different and separate from product categories. If the Member Catalogs option is checked in Shop Parameters so that each member has an individual catalog, the mall.php script will display a directory of member shops. The directory will include a listing of shop categories.

Create and Edit Shop Categories

When logged in as administrator (ashopadmin) navigate to Configuration > Shop Parameters > Shop Categories.

To create a new shop category, enter a Caption and click the Add category button. Repeat this to add more categories. Shop categories will be automatically sorted and listed in ascending alphabetic order.

Shopping Mall Categories

Add New Category

Caption: [   ] [Add category]

Existing Categories:

Antiques
Art
Books
Computers
Music
Software

[Delete selected]

2.23.5 Shopping Cart Catalog Mode

Catalog pages are dynamically generated by catalogue.php or index.php for customers to make selections, and purchase products. The behavior of the shopping cart when products are added to the cart will be determined by the Catalog Mode setting.

Shopping Cart Catalog Modes

The Shopping Cart Catalog can be used in 3 different ways.
- Shopping Cart mode (default setting) - Products are added to the shopping cart until shopping is completed and then the customer clicks view cart or checkout.
- Single Product Order mode - A Buy button next to the product is clicked and the customer is immediately directed to checkout.
- Single Product Shopping Cart mode - Activates the shopping cart to purchase more than one product, but only one of each downloadable product. This would work well for music and other types of downloadable products where only one of each track or selection is typically ordered.

The *Shopping Cart Mode* is set in the Administration Panel under Shop Parameters.

Shopping Cart Mode

Shopping Cart Mode will display multiple products and will allow the purchase of as many products as the customer selects.
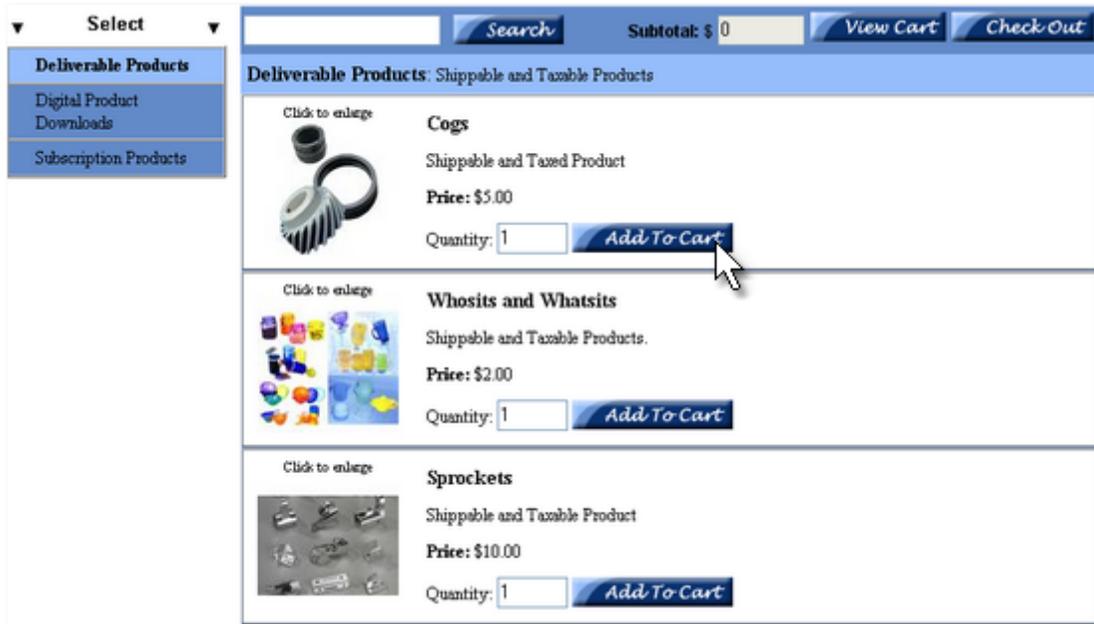
An "Add to Cart" button will appear next to each product within the catalog.
At the top of the catalog will be the "View Cart" and "Check Out" Buttons, along with a Search and Subtotal feature.

The Shopping Cart contents can be viewed at any time by clicking on the "View Cart" button. The customer will be directed to the Basket to proceed with the order. If products have been added to the cart that require shipping or tax, a link to calculate will appear in the Basket.
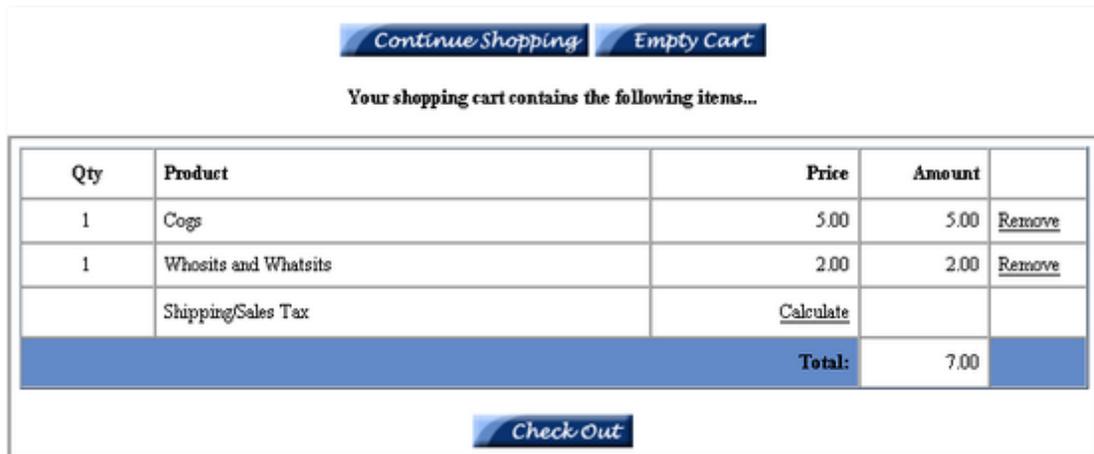
* the shopping cart basket

Single Product Order Mode

Single Product Order Mode will display multiple products in the store catalog, but will only allow the purchase of one product selection in each transaction. This mode is typically enabled where downloadable products are being sold or where there are buy links from external web sites for single item purchases.

In this mode, the "View Cart" and "Check Out" buttons do not display within the store catalog page. Neither do the Subtotal or Search features. Customers may select one product from the catalog by clicking on a "Buy" button and will be directed to Check Out and proceed with the order. They will not see the Basket page. If the product has a shipping charge or is taxable they will first be directed to the shipping information form.

Single Product Shopping Cart Mode

Single Product Shopping Cart mode allows the customer to purchase different products, but no more than one of each. This catalog method is suitable for music and other types of downloadable products where only one of each track or selection is typically ordered.

The "View Cart" button is available in this catalog mode so when the customer is finished adding their products they can go to the Basket to proceed with their order.

* the shopping cart basket

Clicking on the Calculate link will open the shipping information form.

*shipping and taxes information form

After the shipping information has been entered, the shopping cart contents will appear with shipping and taxes added.

If more than one payment option is set, the "Checkout" button will show a list of payment options to select from. If only one payment option is set, the payment options are skipped and the secure payment gateway form appears.

* payment gateway selection

They are then directed to a secure payment form for the select payment option where billing information is collected and processed.

Order Information

Invoice:	10008087
Description:	1: Business Skills Package 1: Desktop Computing
Amount:	144.90 (USD)

Credit Card Information

Accepted Cards: Visa
MasterCard
American Express
Discover

Card Number: _____ (enter number without spaces)
Expiration Date: _____ (MMYY)
Card Code:

Customer Billing Information

Customer ID: _____
First Name: _____
Last Name: _____
Company: _____
Address: _____
City:

* secure payment gateway

- The transaction details, customer's name and shipping information are recorded in the database.

- Upon submission of the payment form, a receipt is e-mailed to the customer. Notice of the transaction with customer's IP address is e-mailed to the store administrator.

- If a downloadable product was purchased, an automatically generated password and a link to the download page are e-mailed to the customer. If Automatic Delivery is supported by the selected payment processor and is set to On within Payment Options, the customer will be immediately logged into the product file download page. The password will expire after a number of days, which is set by the store administrator.

- If the sale is the result of an affiliate link, notice of the sale is automatically e-mailed to the referring affiliate and to the affiliate manager.

- Notice of the order is e-mailed to the store administrator and includes the referring affiliate's id if applicable.

- If a downloadable product is purchased, the customer is redirected to the delivery page where the product(s) may be accessed by using the password that was e-mailed to them by the program.

2.23.6 Save Cart Option

The Save Cart feature is optional and is set in Shop Parameters. When enabled, this feature allows customers to save the contents of the shopping cart for later retrieval.

Login or register to enable saving and loading of shopping cart contents...

E-mail: _____

Password: _____

Login/Register

Forgot your password? Just leave the password box blank and we will send it to you by email.

A confirmation notice is sent to the customer by email.

From: AShop Deluxe Development
Date: Saturday, February 28, 2004 2:39 AM
To: robharris@aaaweb.biz
Subject: Shopping cart registration at AShop Deluxe Development

Thank you for registering as a user at AShop Deluxe Development!

Your user name is: **robharris@aaaweb.biz**, and your password: **asdfghjk**

You can now login to get added functionality at
http://www.ashopsoftware.com/ashopdelus/basket.php

Once the customer is registered they can save the contents of the shopping cart.
Enter the name of the saved cart contents and click the Save Cart button.

Save the contents of the current shopping cart...

Name: _____   Save Cart

Any number of carts can be saved and recalled at a later time.

Save/load shopping cart...

Save the contents of the current shopping cart...

Name: _____   Save Cart

Load a previously saved shopping cart...

| **Shopping Cart Contents2** | Load Cart | Delete |
| **Shopping Cart Contents1** | Load Cart | Delete |

When the customer comes back at a later time they can login at the View Cart page. They will find they can load or delete the shopping cart contents they have saved.

2.23.7 Wholesale Catalog

The wholesale catalog is optional. To use the wholesale catalog, it must first be enabled within Shop Parameters. There are three optional volume discount settings that can be applied.

Wholesale customers must sign up for an account. (wholesale/signupform.php)

Upon submitting the application, the customer receives an email notice that the application has been received and the shop administrator receives a notice that the customer has submitted an application. The shop administrator can then login to the administration panel to view the customers information. Upon approving the customer for a wholesale account, the shop administrator can then activate the account.

To view the wholesale accounts go to Manage Sales and click the View Wholesale Customers link. Click the Exclamation Point icon to activate a wholesale account. Once activated the wholesale

customer will receive an email notice with their wholesale account login information.

Products are set as active in the catalog by checking a box in add products or edit products. When the wholesale catalog is active, a check box will appear to make each product active and there will be a place to set the wholesale price.

When the Catalog Status is unchecked for a product, it does not appear in the dynamically generated catalog pages, but it can still be ordered using the Order-Link method. This is useful when some products are only offered in special situations or only from limited web pages. The wholesale price (in parentheses) and catalog status appears in the category view.

The wholesale catalog is password protected. A password and link to the wholesale catalog login is automatically sent to the wholesale customer when the account is activated. The wholesale catalog does not apply sales tax to any orders. It is assumed that the customers have submitted sellers permits if required for your state or locality. Within the wholesale catalog, the wholesale price appears first and retail price appears in parentheses as a reference.

2.23.8 AShop Software Affiliates

AShop Software Can Generate Cash For You!
Become an AShop Software sales affiliate and generate income while offering useful software to your website visitors or e-newsletter subscribers. Earn $50 for every click-thru sale of AShop V! Affiliate sales commissions are paid out 60 days after the close of each month by PayPal.

2-Tier Commissions - Residual Income From Signing Up Affiliates
Sign up new affiliates and earn the second tier commissions from their orders. The second tier

commission rate is currently 3% of the order totals. Link code is automatically generated in the affiliate support panel. When new affiliates sign up through your link, you will begin earning second tier commissions each time they sell an AShop product!

A Product And Customer Service To Be Proud Of
AShop affiliate sales software is easy to use and packed full of useful features. It is backed by great customer service and full technical support. If you are using it now, you already know that we are serious and passionate about our work. AShop affiliate sales software will outperform many programs that are selling for 3 to 4 times as much. Join the growing AShop Software affiliate sales team today and profit with us while we expand our product line.

Take five minutes to sign-up now. A link with your affiliate ID will be automatically generated for you to place in your website or e-newsletters. You can check your click-thru sales and commission stats in real time at the AShop affiliate support panel.

Show the "Powered by AShop" logo in your shop
If you enter your AShop Software affiliate ID on the page Configuration->Shop Parameters in your admin panel, a "Powered by AShop" logo will automatically be shown below your categories list. It will use your affiliate link to make sure that all new AShop customers that found us through your link will be assigned to your affiliate account.

2.23.9 Digital Product Delivery

Digital product files are accessible only after payment has been completed.

See also: Key Code Products

When Downloadable Products Are Ordered

Upon completion of payment, a password and link to download the program file(s) is included within the emailed receipt.

A login to download the product file(s) is included in the payment confirmation page. The customer also can click the link in the receipt at a later time to access the files(s).

Automatic Delivery is optional with payment gateways that support the feature. When Automatic Deliver is used, customers still receive the password and link by email AND upon completion of payment, they will be automatically logged into the product delivery page.

The password can be set to expire in a number of days and/or after a number of downloads. This is set in Shop Parameters.

2.23.10 Layout

From the AShop Administration main menu, click Configuration on the left side menu. This will open the Configure AShop menu. Click on the "Layout" link.

Layout

Default Logo Image ?

Upload Logo Image (.gif only):	[_____] Bläddra...

Theme Selection ?

Theme:	none ▼

Page Body Colors ?

Background color:	#FFFFFF
Text color:	#000000
Link color:	#000000
Alert color:	#FF0000
Header background color:	#909090
Header text color:	#FFFFFF

Forms Colors ?

Forms background color:	#FFFFFF
Forms text color:	#000000
Forms border color:	#000000

Product Layout & Colors ?

Item border color:	#A0A0A0
Item border width:	1
Item background color:	#FFFFFF
Item text color:	#000000
Items per row:	2
Condensed layout:	☐
Show product file info:	☑
Product sort order:	New items last ▼

Category Colors ?

Category color:	#E0E0E0
Category text color:	#000000
Selected category color:	#F0F0F0
Selected category text color:	#000000
Hide empty categories:	☐

Other Settings

? Font:	Arial, Helvetica, sans-serif **T**
Small textsize:	10 pixels
Regular textsize:	12 pixels
Large textsize:	14 pixels
Regular tablesize:	500 pixels
Large tablesize:	700 pixels
Top form layout:	Two rows ▼
? Thumbnail image size:	Width: 100 , Height: 100
? Show thumbnails in cart:	☐
? Link to large original image:	☑
Detailed cart list on checkout:	☐

Cancel   Submit

Upload Logo Image
This logo image file will be displayed on any page that does not have an HTML page template attached to it. The main pages will use a page template if present. If a page template is not present, the logo will appear at the top of the page. Some message pages do not use templates and will always display the logo image at top of the page. The language selection page also displays the logo image.

Theme Selection
A theme is a canned set of design components. Each theme typically includes a set of page templates, a set of button images, and a configuration file, which sets the Layout parameters. When a theme is not selected, the root page templates, button images, and Layout parameters are used for shopping cart pages. Themes and buttons are available to download from AShopSoftware.com.

How To Set Colors

Colors can be selected by clicking on the color selector icon 🖉, which is on the right side of each color setting.

The colors can also be set by entering the hexadecimal equivalent into the color text box. AShop V does not include an eyedropper to sample and convert colors in the page to hexadecimal, but Dreamweaver, PhotoShop, and other similar programs include a color sampler/converter, which can be used to get the hexadecimal number for colors that are not web standard. Just open an image containing the color that you want in one of these programs and use any of the color selector tools to activate the eyedropper tool.
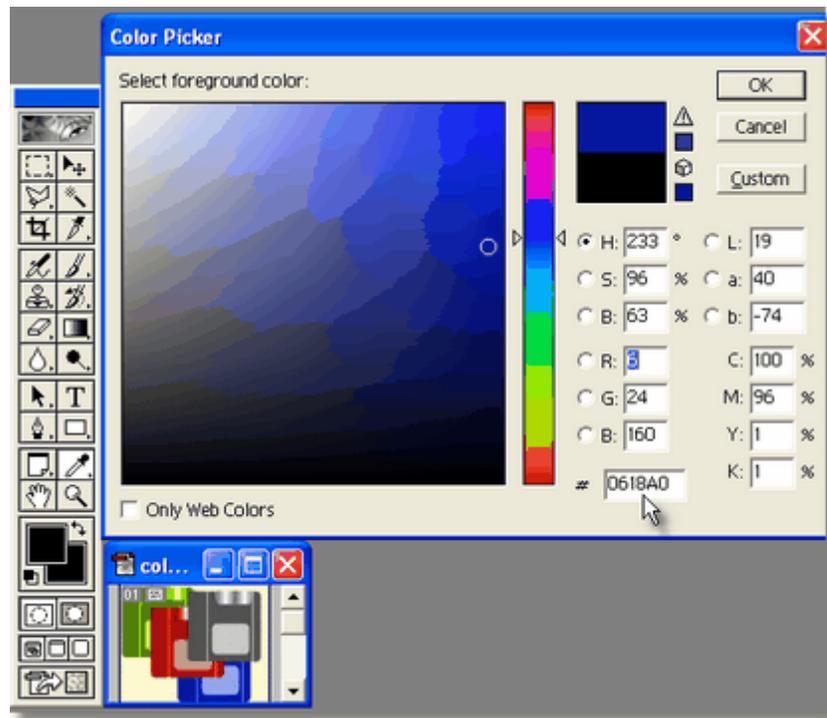
Notes about Layout settings

Layout settings can be overridden by the presence of settings in AShop HTML page templates and style sheets.

Some pages do not use page templates. For instance add to cart confirmation windows and attribute selection windows do not use a page template and will always use these settings.

Page Body Colors

Background color
This sets the body background color of web pages that are created by the shopping cart program, as long as the page templates are not overriding this.

Text color
This is the default text color for shopping cart pages.

Link color
This is the text color of link text for shopping cart pages.

Alert color
Controls the text color of product alert messages such as the filesize and filetypes text for downloadable products.

Header background color
The background color of the area of the product list where the category name and description is shown. Also used for the header part of boxes, like the categories list.

Header text color
The text color of the areas that use the header background color.

Forms Colors

Forms background color
This field sets the background color in forms used to collect shipping and billing information.

Forms text color
This field sets the text color used in forms that collect shipping and billing information.

Forms border color
This field sets the color of the border around forms.

Product Layout & Colors

Item border color
The products are displayed in the catalog within tables (boxes). The border color of these tables is set here.

Item border width
This field sets the width of the table borders, in which the products are displayed.

Item background color
This field sets the background color of the tables, in which the products are displayed.

Item text color
This field sets the text color of the tables, in which products are displayed.

Items per row
Sets how many items should be shown on each row in the catalog. The higher this number is, the smaller the product boxes will be, so make sure it looks ok after changing this value.

Condensed Layout
With the standard layout product listings are separated by borders and there are line breaks between the product names, descriptions, price, etc. When condensed layout is selected the product listings so not have as much space between them. Instead of table borders, each product listing is separated by a horizontal rule. This layout is desirable when there is a large number of product selections.

standard layout
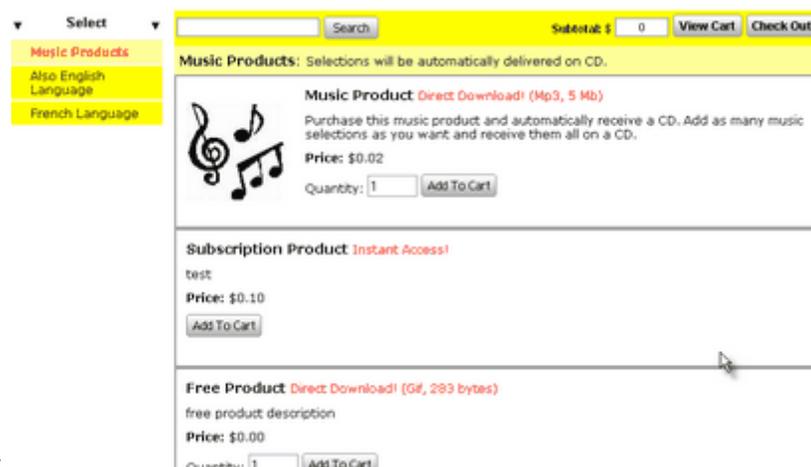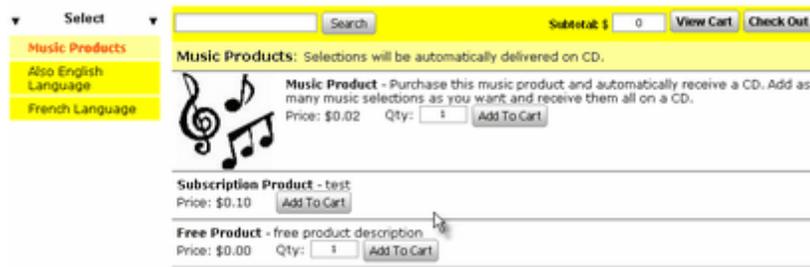
condensed layout

Show product file info
If you sell downloadable products their size and filetypes will be shown next to the name of the products, unless you deactivate this option.

Product sort order
Lets you select if new items should appear at the top of the product list or at the bottom, by default. You can always reorder them using the "Up" and "Move to top" buttons, but this option can save you some time if you want them to be ordered in a certain way.

Category Colors

Category color
The categories have two different background colors to differentiate ones that are not selected from the one that is selected. This field sets the color of the categories that are not selected in the product catalog.

Category text color
This field sets the text color within a category.

Selected category color
This field sets the color of a selected category in the product catalog.

Selected category text color
This field sets the text color within a category that is selected.

Hide empty categories
When this is enabled all categories that do not contain any products will be hidden from the categories list.

Other Settings

Font
This field sets the default text font style that will be used for text within the affiliate pages and in the product descriptions within the catalog.

Click **T** to select from a list of fonts.

Text size
The small, medium, and large text sizes are set used

Table width
The Regular and Large table (width) size settings in the Configuration->Layout page are applied to tables in the catalog and view cart pages. The table size settings are applied through CSS, which makes it possible to override them and modify the style options through style sheets. The two table size classes

are called "tablesize1" (default is 700 pixels) and "tablesize2" (default is 500 pixels).

Top form layout
If you use the simplified catalogue.php storefront instead of the modular index.php storefront you will see a box at the top of the product list with a search field, a subtotal field and the buttons View Cart and Checkout. This option lets you determine if the box should use two rows or one. If you have a wide area defined for the product list in your templates you may find that the one row option works well, but for narrow layouts the two row option may be necessary.

Thumbnail image size

It's best to set this initially with the size that will be used for all of the product thumbnail images when displayed in the shopping cart catalog. Note that the images always appear in 100 x 100 pixel size within the Administration Panel > Edit Products.

When images are uploaded in Add Products or Edit Products, the images are resized to the current Thumbnail Image Size setting. Original images that are larger than the thumbnail size will be resized to fit. Original images that are smaller than the thumbnail are not stretched. In cases where the original image size is smaller or a different ratio of width and height than the thumbnail size, there will be blank space around the image. To preserve the aspect ratio the blank space in the resulting image will be filled with the current "Item background color", which is set in Layout > Product Layout and Colors.

Note: For the thumbnail image resizing and optimization to work, the version of PHP on the server must be 4.3 or higher and GD or ImageMagick must be installed on the server. AShop will check if these features are available and use one. GD is an additional PHP library that is typically installed on most servers. Not all versions of the GD library have support for saving gif images so AShop checks and if it isn't available, all of the thumbnail images will be converted to jpeg. ImageMagick is a similar software that may be installed on some servers. If both GD and ImageMagick are available, AShop will use ImageMagick.

Show thumbnails in cart
When this is enabled there will be an additional column in the View Cart page where the thumbnails of each product in the cart are shown.

Link to large original image

If the thumbnail image is automatically resized by GD or Imagemagick, this setting will, when activated, keep the (if more than 20%) larger original image file AND create a link above the thumbnail image, which will open the original larger size image in a new browser window. The default text "Click to enlarge" may be edited in the catalogue.inc.php file for each language. This feature is in addition to the preview files, which may also be uploaded through the product Files menu.

Detailed cart list on checkout
This will render a tale similar to the one on the View Cart page, at the top of the Checkout page, instead of just displaying a text list of the cart contents.

2.23.11 Payment Options

From the AShop Administration main menu, click Configuration on the left side menu. This will open the Configure AShop menu. Then select "Payment Options".

If only one payment option is set, customers will skip the payment option page and go directly to the payment form when checking out. If more than one payment option is set, the payment options will be selectable by customers when checking out. There is no practical limit to the number of payment options that can be added and the same payment gateway may be used in more than one payment option with different payment option settings in each occurrence.

This topic describes the payment option settings in AShop V.
For instructions specific to each payment service see: Payment Gateway Integration

Add a new payment option
Select a payment gateway or manual payment method from the drop-down box and click the Add button. A new payment option is added and displayed on the page.

Payment Option Settings
Enter the payment option settings and click the Update button for one payment option at a time.

Option Name
The payment Option Name appears in the payment selection page if there is more than one payment option. If there is only one payment option created for the shop, then checkout skips the payment selection page and this Option Name is not seen.

Payment Gateway
This will already be set when the payment method is added.

Payment Fee
A payment fee may be added for each payment option. The amount set here is rounded to 2 decimal places. When customers check out and select a payment option, the corresponding payment fee for that payment option will be added to the order total. If a payment fee is not set, the Payment Fee text will not even appear on the payment options page that customer see.

Merchant ID
The Merchant ID is assigned by the payment gateway. It is usually the same ID that is used to log into your payment gateway Merchant Control Panel and is required for payment to post transactions to your

merchant account. For PayPal, it must be a verified business account primary e-mail address.

Transaction Key (AuthorizeNet SIM only)
See AuthorizeNet Payment Integration

SSL URL to Logo Image
The payment form can optionally include an image of your choice. This most commonly used for the store logo. Since the payment form is accessed through a secure socket layer (SSL) connection, the image URL must also be an SSL connection in order to avoid annoying warning messages. If a non-secure URL is used to link the logo image, the payment form will still work and will display the logo, but a warning message will display to customers indicating that non-secure information is being exchanged.

Extra Form Fields
Payment options that use the orderform.php script to collect credit card information can have extra fields included on the payment form. Data that is entered in the extra fields is saved and can be viewed for each customer. The extra form field data can also be included in receipts.
See: Extra Form Fields

Deliver Before Payment
Real time payment options provide immediate download of digital products upon receipt of payment. Manual and offline credit card options will not allow customers immediate access to the digital products. Instead, the store administrator will receive a link in the e-mailed order notice. Upon receipt of payment, the store administrator can click on the link to activate the order or run a sales report of unpaid orders in edit mode to activate each order. The password and link to the product delivery page is then automatically e-mailed to the customer. To deliver digital products before the manual payment or offline credit card processing is activated, check the Deliver Before Payment box.

Test Mode (Not all payment services support this.)
Check this box to set the payment form to test mode. This will set the payment gateway in test mode for each order. When the payment form is in test mode, payments will not post to your merchant account, but the payment receipt will still function. If you have the Authorize.Net Address Verification System (AVS) turned on in your Authorize.Net merchant panel, it will not verify addresses while the payment form is in test mode.

For test orders, enter the following credit card number and any future date: 4111111111111111 (4 followed by fifteen ones)

The personal information and address can be anything since it will not be verified, but to test the e-mail receipt function you must enter a valid e-mail address.

Automatic Delivery (Supported by some gateways.)
For downloadable products, after payment is received the customer can be automatically logged into the product download page. It is only available as an option for payment gateways that support it. When Automatic Delivery is checked, customers who use this payment option will be automatically logged in to the delivery area after returning from the payment gateway. Note that the Thank you message (confirmation page) is bypassed when the Automatic Delivery option is functioning.
Gateways that support Automatic Delivery:
Authorize.Net SIM, Authorize.Net eCheck, WorldPay, PlanetPayment, SkipJack

Description
The payment option description will appear below the option name within the Payment Options selection page. The payment options page only appears if there is more than one payment option. When only one payment option exists, this page is skipped and the payment details page opens instead.

Text on order page (Manual method only)
When a manual payment option is selected during checkout, customers are directed to the order form page to enter their name and contact information. This text will appear on the order form page above the form fields.

Thank you message
Upon receipt of the order, customers are redirected to the confirmation page. You can include your own personalized thank you message and ordering instructions to appear on this page. When each payment option is added, the Thank you message is populated with a canned message. The canned message will include the contact information that was set within Shop Parameters. This field may contain HTML formatting.

Note: Insert variables into the Thank You Message for each payment option by using tokens. The tokens can be used within ROI tracking scripts to track pay-per-click and other types of referral systems.

%orderid% = Order ID, %amount% = Sale Amount, %firstname% %lastname% = Customer Name, %email% = Customer Email, %password% = Download/Subscription Password, %keycodes% = Unlock Key Codes

Note: The download product buttons may not appear on the confirmation page, depending on whether downloadable products were ordered or if the payment option is manual. For instance, if the manual payment option is selected and payment is to be mail in the form of a check, the download product buttons will not appear. In this case, the customer will not have access to the product file until payment is received and the order is activated. When the order is activated, an e-mail message is sent to the customer with a link to the delivery page and a password to download the digital product(s).

2.23.12 Fulfilment and Automation

Fulfilment is an automated process that sends customer, order and delivery information to a third party person, service, or software. It can also send a set of instructions to an external or third-party software.

Fulfilment options are *first* created in the admin panel through the Configuration > Fulfilment menu.
There is no limit to the number of fulfilment options that can be created.

Then, **each product is assigned to a fulfilment option through the Edit Catalog menu.**

Fulfilment products are grouped for each order.
Multiple products in the same order are automatically grouped for each fulfilment option. For instance, if five products are ordered, with two using fulfilment option A and three using fulfilment option B, only two fulfilment notices will be sent; one with two products for A, and one fulfilment with three products for B. (not 5 individual fulfilments)

Fulfilment Option Types

There are several types of fulfilment options, which can be used in many different ways.

Email Fulfilment
The email fulfilment option sends the order information to an email address or list of email addresses.

1. To create a new email fulfilment option, navigate to the Fulfilment menu, select the Email and click Add.
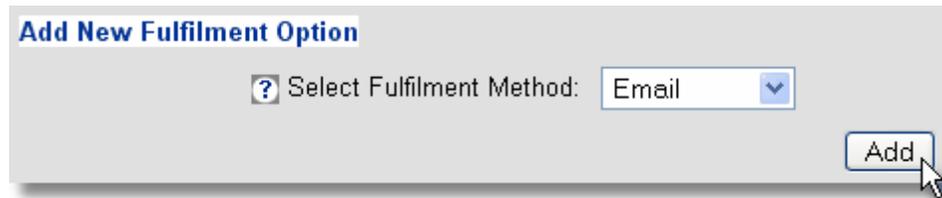
2. Set the email address and additional message text, which will be included in fulfilment notices, and click the Update button. To send notices to multiple email recipients, separate them by a comma...
```
email@service.com, fulfilment@ashop.com
```
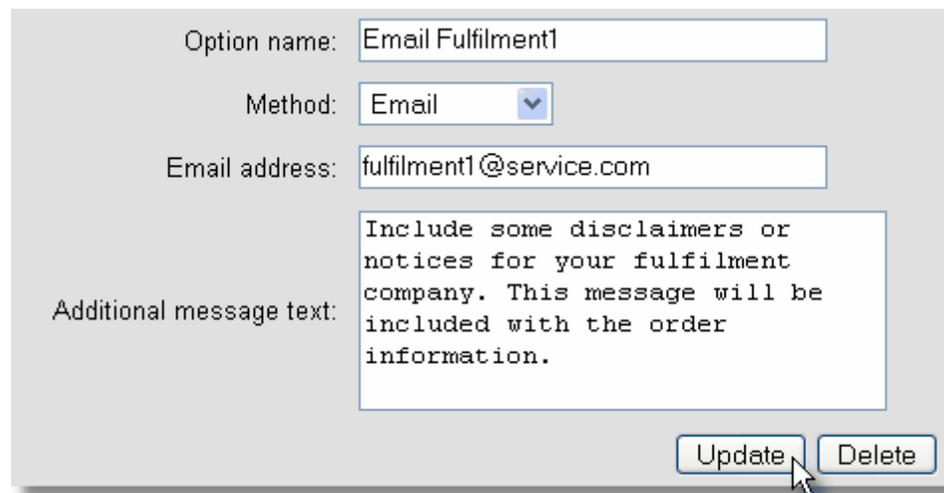
3. **Assign products to fulfilment option.**

Select the fulfilment option that the product will activate when it is ordered and then click the Submit button.
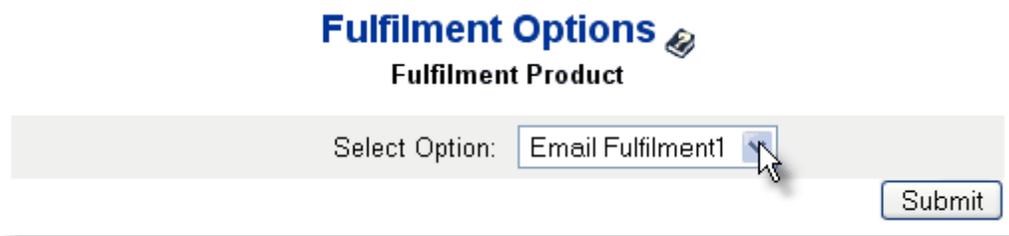
When a product with an email fulfilment option is ordered, notice is sent with customer information, products ordered and the additional message text. Products in an order that use the same fulfilment option are grouped together so that there is only one fulfilment notice sent for each fulfilment option and it includes all of the products that use the same fulfilment option.
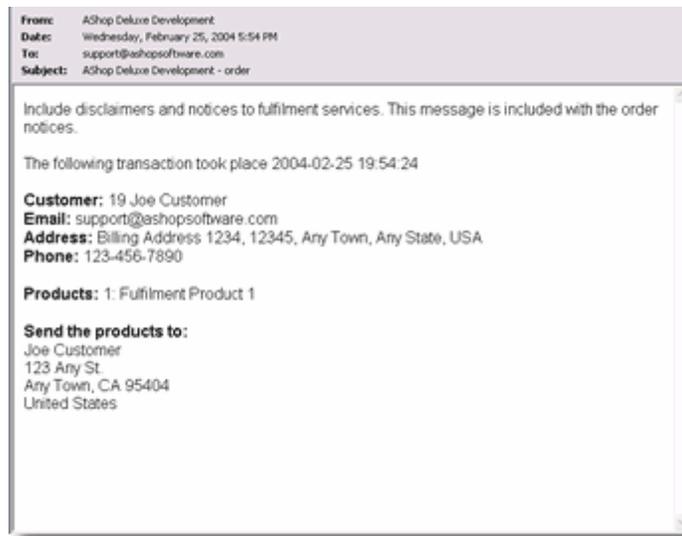
Kunaki CD Service

Kunaki (www.kunaki.com) is an on demand CD duplication and fulfilment service. The Kunaki fulfilment option sends an XML message to Kunaki to order a CD which is copied by them and sent to your customer. An unlimited number of fulfilment options can be created to use the Kunaki method and each fulfilment option that uses the Kunaki method can have its own user id and password which means that you can sell CD's for different Kunaki accounts from the same shopping cart.

1. **To create a new fulfilment option for Kunaki**, navigate to the Fulfilment menu and select Kunaki.
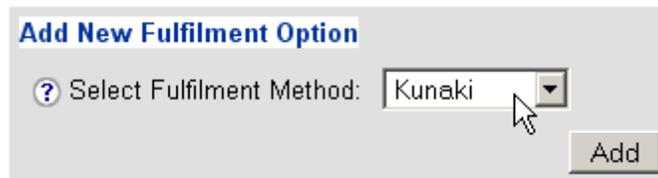
2. **Enter an Option name, User ID and Password.** You can rename the Option name to any combination of characters. The User ID and Password must be valid for an active Kunaki account.

3. **Assign each product to the Kunaki fulfilment option** through the Edit Catalog menu and enter the product's unique Kunaki Product ID which has been assigned to the CD at Kunaki.com.

Fulfilment Options 📖
Product 1

Select Option: Kunaki ▾

Product ID: SX03KPD8QL|

Submit

AShop will by default tell the Kunaki CD duplication system to ship the CD by USPS Priority Mail for orders within the USA and Air Mail for international orders. If you need to customize the shipping of your Kunaki CDs you can edit the file admin/fulfilment/kunaki.ff with a text editor and change the $internationalshipping and $usshipping options to the shipping options you want to use. In that file you can also change the $kunakimode setting to "Test" to perform tests on the Kunaki fulfilment products before you start selling them for real, just to make sure that everything is working properly.

Swift CD Service

Swift CD (www.swiftcd.com) is another on demand CD duplication and fulfilment service. The Swift CD fulfilment option sends an email to Swift CD with an attached batch order file formatted according to their specifications. An unlimited number of fulfilment options can be created to use the Swift CD method and each fulfilment option that uses the Swift CD method can have its own user id (the customer id you get when you sign up at www.swiftcd.com) which means that you can sell CD's for different Swift CD accounts from the same shopping cart.

1. To create a new fulfilment option for Swift CD, navigate to the Fulfilment menu and select Swift CD.

Add New Fulfilment Option

[?] Select Fulfilment Method: Swift CD ▾

Add

2. Enter an Option name and User ID. You can rename the Option name to any combination of characters. The User ID must be an active Swift CD account.

Option name: Swift CD

Method: Swift CD ▾

User ID:

Update   Delete

3. Assign each product to the Swift CD fulfilment option through the Edit Catalog menu. For products assigned to a Swift CD fulfilment method, an email is sent to Swift CD when they are ordered. The email includes an attachment, which is specifically designed to work with the Swift CD fulfilment system.

Affiliate Signup

The affiliate signup fulfilment module makes it possible to automatically sign up customers as affiliates. This way you can turn customers into affiliates that promote your products, you can also sell access to your affiliate program or upgrade affiliates to a higher commission level if they pay for this. Set the option "Run once" to "Per order" to sign up every customer as an affiliate when they place their first order through your shopping cart. Set it to "Per associated product" to sign your customers up only when they buy specific products.

Set the option "Commission Level" to "Normal" to sign your customers up as entry level affiliates or "Upgraded" to sign them up with a higher level of commission or to upgrade existing affiliates when they pay for this.

If you define an attribute with the name "affiliateid", you can let existing affiliates enter their affiliate ID number to select which affiliate account should be upgraded. If you define an attribute with the name "email" the affiliate can enter the email address they used to initially sign up and if you name it "user" they can enter the username they login to their affiliate profile with.

Automation Fulfilment

The automation fulfilment option interprets data from AShop and posts it to a third party application. The data can be posted in a variety of ways. Each fulfilment option that uses the automation method can be programmed separately. There is no limit to the number of fulfilment options that can use the automation method.

The Automation fulfilment feature lets you pass the order information for each product separately to an external script after a customer has completed an order. This makes it possible to integrate AShop V with almost any type of third party software. For example you can use this to automatically activate a web hosting account when it has been paid or you can add your customer to a mailing list using a software that isn't already supported by AShop or you can activate a service on another website or even another server for your customer.

1. **To set up Automation fulfilment option**, navigate to the Configuration > Fulfilment menu, select Automation and click Add.

2. **Set Automation Parameters**
- **Option name** is just for your own reference and can be set to anything you want.
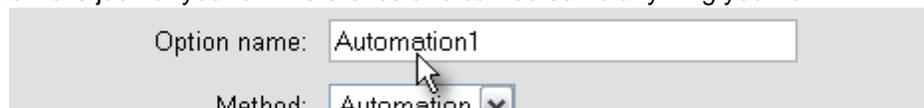
- **URL to external script or software** can be a relative URL, for example: `../activate.php` or it can be an absolute URL, for example: `http://www.yourdomain.com/cgi-bin/activateaccount.pl`

Method: Automation

URL: http://www.yourdomain.com/script.php

- **Variable Names** - Since each website script can use different names for variables and form fields that they can accept you can map the fieldnames of the fields that AShop sends to match the ones your external software uses. Each field is listed with a box where you can fill in the name your software uses. For example the AShop order ID field can be called: "invoicenumber" if your software needs that name. All fields must be filled in but if you don't use some of them you can simply type in any name that isn't used by your software.

Fieldname - product:	productname
Fieldname - date:	date
Fieldname - order ID:	orderid
Fieldname - password:	password
Fieldname - customer ID:	customerid
Fieldname - firstname:	firstname
Fieldname - lastname:	lastname
Fieldname - email:	email
Fieldname - address:	address
Fieldname - zip:	zip
Fieldname - city:	city
Fieldname - state:	state
Fieldname - country:	country
Fieldname - phone:	phone
Fieldname - price:	price
Fieldname - affiliate ID:	affiliate
Fieldname - shopname:	shopname
Fieldname - shop email:	shopemail
Fieldname - shop phone:	shopphone

- **Other Fields + Values** - The box labeled "Other fields + values" will let you pass along any other information needed by your external software. For example you can send a username and password. Just put "fieldname=value" on separate lines in the box:
  user=myusername
  password=dfkdifk33

Other fields + values:
```
user=myusername
password=dfkdifk33
```

Update   Delete

3. Click Update when you have completed the form to save it.

---

4. **Assign each product to the automation fulfilment option through the [Edit Catalog](#) menu.**

5. **If your product has any attributes you can send them to the external software.**
Each one of your products' [attributes](#) are listed with a text box that will let you map its' name to the name that is used by the receiving software. For example: if your product has an attribute named "Size" that will let your customer select the size from a number of options and the script that is going to receive the order information sent by the fulfilment option instead calls this information "attribute2" you can enter that into the box next to "Size" for the product.

6. **Repeat steps 4 and 5 for all other products that are to use this fulfilment option.**

Related Topic: [Allow Upload After Order - Fulfilment Automation Example](#)

2.23.13 Allow Upload After Order

Customers may upload a file following an order placed through the shopping cart. The file upload is controlled by a script named buyupload.php, which only allows one file upload for each order and only allows specific file types. The script works with a mySQL database table to keep track of file uploads. A file upload notice is emailed to a specified address when a file upload has occurred. An automation fulfilment option is used to activate the buyupload.php script after payment is completed.

Setup instructions:

1. **Create a new MySQL database or add a table** to an existing database if one is available that does not already have a table named "uploads".

2. **Edit the** automationexamples/**buyupload.php script** with a text editor to set the configuration options. The $savepath variable must be set to the full filesystem path to the directory where the uploaded files will be saved. The $password variable is used to make sure that only you or your AShop scripts can add new allowed uploads to the database. The database variables should be set according to what you use to login to your MySQL database. The $allowedfiletypes can be set to a comma separated list of file extensions. If none are set, any type of file will be allowed. The $notifyemail variable should be set to an email address where you will receive notifications of uploaded files.

```
$savepath = '/home/httpd/vhosts/yourdomain.com/httpdocs/automationexamples/uploads';
$password = "mypassword";
$databaseserver = "localhost";
$databasename = "database_name";
$databaseuser = "database_user";
$databasepasswd = "database_password";
$allowedfiletypes = "gif,jpg,jpeg";
$notifyemail = "you@yourdomain.com";
```

3. Run the automationexamples/buyupload.php script in a web browser to install the database table.

4. Login to your AShop admin panel and open the page Configuration->Fulfilment.

Fulfilment Options

Add New Fulfilment Option

[?] Select Fulfilment Method: [Automation ▼]

[Add]

5. Add a new Automation fulfilment option and set its' URL to where the buyupload.php script is located on your site.

Option name:	Buy Upload
Method:	Automation ▼
URL:	odelus/automationexamples/buyupload.php
Fieldname - product:	productname
Fieldname - date:	date
Fieldname - order ID:	orderid

6. Ensure that the Fieldname - order ID is set to: "orderid".

7. Enter the text: "pass=mypassword" (changing the "mypassword" part to what you set the $password variable to in the buyupload.php script) in the text box labeled: "Other fields + values" and click Update to save the settings.

Fieldname - shopname:	shopname
Fieldname - shop email:	shopemail
Fieldname - shop phone:	shopphone
Other fields + values:	pass=mypassword

[Update] [Delete]

8. In Configuration > Payment, edit the Thank You Message for the payment option(s) and add the following html code:

```
<form action="automationexamples/buyupload.php" method="post" enctype="multipart/form-
data" name="productform"><input type="hidden" name="orderid" value="%orderid%"><input
type="file" name="uploadfile"><br><input type="submit" value="Upload"></form>
```

Make sure that the action parameter of the form tag contains the right URL to your buyupload.php script if you have placed it in another directory than the default on your site.
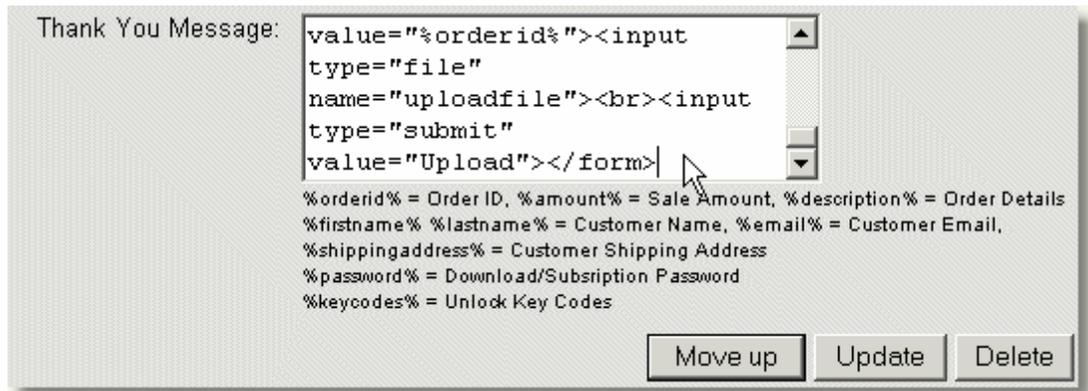
10. **Add fulfilment to product(s)**, which when sold will allow the upload. Click the Fulfilment button for the new product and select the new automation fulfilment option.
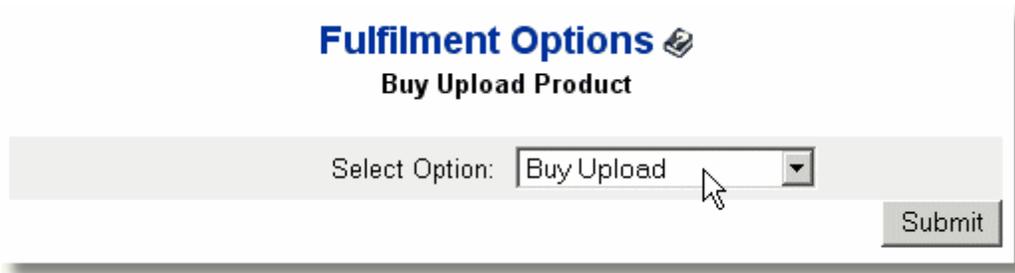
When a customer buys the product the order ID will be added to the upload database table. The thank you page presented to the customer
after payment will contain a text entry box and a browse button, which the customer may use to upload a file. An upload notice is emailed to the address that is set in buyupload.php.

2.23.14 Customer Shipping Address

Customers are asked to provide shipping information if it is required for the products that have been selected.

The shipping information form shows fields selectively.

If there are no taxable or shippable products in the basket, the shipping information form page does not appear. The customer is directed to the basket and there is not an option to enter shipping information.

If there is at least one taxable or shippable product in the basket, The View Cart page will include an additional row for Shipping/Sales Tax with a link to the shipping information form.

If there are taxable products, but no shippable products in the basket, the shipping information page asks only for the country and state in order to determine if sales tax is required and to apply the correct rate for the locality.

If there is at least one shippable product in the basket, the shipping information page asks for the state (or province), zip (or postal code), and country.

The street address and shipping contact phone number is not required until Checkout.

The shipping information is saved for each customer. The shipping contact phone number is saved in the Customer Profile. If a different billing phone number is entered during the payment process, then it will also be saved (as an alternate phone number for the customer).

Related Topics

Each product is set as taxable in the Add Product or Edit Product page.

Shipping is set for each product by clicking the Shipping button in the Edit Catalog view.

Per order handling charges or shipping options will only be added to orders that have at least one shippable product in the basket. To charge handling without adding shipping per product, set Flat Rate shipping for each product and set the value to .0001

2.23.15 Shipping and Taxes

Shipping and Taxes options are managed in separate pages as of version 4.7.0.

See individual help topics for Shipping and Taxes.

2.23.16 Shipping

Shipping and handling options are set in the Shipping menu in your AShop Administration Panel.
Administration Panel > Configuration > Shipping

Shipping Method

In the Shipping page, there is a main Shipping Method selector. The Storewide shipping and individual product shipping options are dependent on the Shipping Method setting. For example, if the main Shipping Method is set to FedEx, only FedEx options will be available in related settings and options. If UPS is selected, then only UPS settings and options will be available. If Custom shipping options are selected, only custom settings and options will be available. This method of selection simplifies the setup process and avoids potential conflicts.

When FedEx is selected as the Shipping Method...

...only FedEx options are available in the Configuration > Shipping page...

...FedEx is available, but UPS is NOT available in the shipping options for each product.

When UPS is selected as the main Shipping Method...

...only UPS options are available in the main settings...

...and UPS is available, but FedEx is not available in the per product shipping options.

When Custom is selected as the Shipping Method...

...only Custom Shipping Options are available through the Configuration > Shipping page...

...FedEx and UPS options are NOT available for each product Shipping options.

Customer Selectable Service

When the shipping amount is requested during a shopping session, the state, zip, and country is required. (The street address and shipping contact phone number is not required until Checkout.)

When FedEx or UPS is selected as the Shipping Method, the Options include Yes/No selector for Customer Selectable Service. When this is set to Yes, customers will have selectable service options. In this case the rate is looked up based upon the service option that is selected during each shopping session.

Note that when the main Shipping Method is set to FedEx or UPS AND Customer Selectable Service is set to Yes, custom shipping options are NOT available in the per product shipping options.

Storewide Shipping

Each product may have an individual shipping calculation method OR it may be included in the Storewide Shipping calculation. The storewide can be FedEx, UPS, or a flat rate per pound. Total weight for all products in the cart that are set with storewide shipping is used for the lookup or calculation. A *maximum weight per package* setting limits the total weight for each package. The program adds more packages as needed when the maximum weight for each package is exceeded.

Local Handling Countries

Local Handling country/countries - The local handling charge (per order) will be added to orders where the shipping destination is a country that is set here.

To add a country to the list, click the Add Country button. A new selection box will appear where another country can be selected and added to the list.

To remove a country from the list, select Remove This Country from the drop-down list. When the form is submitted, that selection box will be removed.


Ship Locally Only - When this box is checked, only the local handling countries will appear in the shipping form country selector that customers see and a small note appears below saying "We only ship to this country." or "We only ship to these countries.". The page gets this text from the language file shipping.inc.php.

Add Local Handling Charge - This amount will be added to each order where the destination country is local.

Add International Handling Charge - This amount will be added to each order where the destination country is NOT local.

Bottom Menu Bar
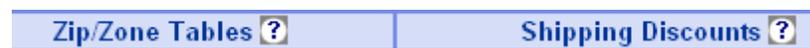
Zip/Zone Tables - Zip tables can be used to add shipping charges based upon zip code zones within the United States. Set up the zip/zone lookup tables first. This can be done through Configuration > Shipping and Taxes or through Edit Catalog > Shipping (for each product that is set to use the zip/zone method). After a zip/zone table is created, then set each product to use a zip/zone table and set the 7 zone rates for each product. This is essentially how UPS and FedEx look up the zone from the zip code, however this method allows you to set rates for each zone specifically for each product.

Shipping Discounts - Shipping discounts can be created based upon the quantity of shippable products that are in the shopping cart basket.

Custom Shipping Options - When Custom is selected as the main Shipping Method, there will be an additional link in the bottom menu bar.

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2.23.17 Taxes

Sales tax options are set in the Taxes menu in your AShop Administration Panel.
Administration Panel > Configuration > Taxes

Sales Tax Options

Sales Tax Type - Select which country or regional tax will be applied to orders. For instance; US sales tax, VAT (European Union), or GST/PST/HST (Canada).

Canada Sales Taxes

For the retail catalog - If the products are shipped to any of these Canadian provinces: Nova Scotia, New Brunswick or Newfoundland, the HST will be applied instead of GST and PST. If the products are shipped to any other province, except the one they are shipped from, the tax will be just the GST. If they are shipped to the same province that they are shipped from, then the tax will be both GST and PST.

In the wholesale catalog everything is the same except that the PST is never charged. If you ship to your own province you would still only charge the GST.

State/Province to Charge Sales Tax To – For US sales taxes, this is the origin state. In the US, state sales tax is typically only collected from residents within the same state as the selling merchant.

For Canada sales taxes the province that is set here is used to determine HST, GST, or PST.

EU VAT Origin Country - When *Request VAT Number From Customer* (see below) is checked, a VAT Registration Number text box appears within the shipping form. EU businesses can enter their *VAT Number* to be exempted from the tax. The country that is set in *EU VAT Origin Country* is excluded from the VAT exemption and will be charged VAT even if a registration number is entered by the customer.

Sales Tax/VAT/GST Percentage - This percentage rate used to calculate US sales tax, VAT, or GST for products that are set as taxable.

PST Percentage (Canada) - The Provincial Sales Tax rate that is set here will be applied to taxable products for Canada where the customer's province is the same one that is set in the State/Province To Charge Sales Tax. This tax is in addition to the GST.

HST Percentage (Canada) - The Harmonized Sales Tax rate that is set here will be applied to taxable products for Canada where the customer's province is within HST jurisdiction. If the products are shipped to any of these Canadian provinces: Nova Scotia, New Brunswick or Newfoundland, the HST will be applied instead of GST and PST.

Request VAT Number From Customer - When this box is checked, the *VAT Number* box appears in the shipping destination form. EU customers, except countries that are set in EU VAT Origin Country (above), are exempt from the tax.

Sales Tax On Shipping - If this box is checked, sales tax will be applied to the taxable product subtotal AND shipping at the rate set above. If the box is not checked, sales taxes are only applied to the product price (and not the shipping).

Include Sales Tax In Displayed Price - If this box is checked, sales tax will be included in the price that displays in the retail catalog.

2.23.18 Local Tax Rates

Some states in the USA charge an additional sales tax depending on which city the customer lives in. If your business is located in an area where you need to calculate these additional local taxes you can set them up by clicking the **Edit Local Tax Rates** link on the page **Configuration->Taxes**.

Enter the name of the city for which there is an additional tax in the box **City** and the tax rate in percent in the box **Additional rate**. Click **Add** to save this local tax rate to the list.

Local Tax Rates

Add New Local Rate

City: Gadsden   Additional rate: 1.5 %   Add

All local tax rates that you save will be added to a list and can be updated by changing the tax rate and clicking the **Update** button.

Local Tax Rates

Add New Local Rate

City: [   ]   Additional rate: [   ] %   Add

Existing Local Rates:

City: **Gadsden**, Additional rate: 1.50 %   Update   Remove

City: **Monroe**, Additional rate: 1.50 %   Update   Remove

When a customer from the area defined in this table buys from you the additional rate will be added to the sales tax. For example, if you are located in Florida and a customer from the Monroe area of Florida buys an item the sales tax will be the 6% you have defined on the Taxes configuration page plus the 1.5% local tax rate, a total of 7.5%.

2.23.19 Custom Shipping Options

Shipping options appear within the shipping information form for customers to select. See also: Shipping Information Form

Shipping options are set within <u>Configuration</u> > <u>Shipping & Taxes</u>. To create a new shipping option or modify an existing one, click on the Shipping Options link in the bottom menu bar.

Create A New Shipping Option
1. Enter the Description that customer's will see.
2. Enter the Fee that will be added to the order when this shipping option is selected.
3. Select from the Shipped drop-down box to set if the shipping option will apply to local, international, or both (all) destination countries. If locally is selected, this shipping option will only appear in the shipping information form that customers see when they select a destination country that is local. See <u>Shipping and Taxes</u> for more information about setting local destination countries.
4. Click Add.

Modify An Existing Shipping Option
1. Change the Description, Fee, and/or Shipped
2. Click Update.

Delete An Existing Shipping Option
1. Click Delete.

Move An Existing Shipping Option Up A List Of Shipping Options
1.   Click Move Up.
2.   Repeat as Necessary.

2.23.20 Shipping Discounts

Shipping discounts are created and modified in Configuration > Shipping and Taxes, in the bottom menu bar.

Shipping discounts are based upon the quantity of shippable products in the shopping cart basket. They can be set to apply only to products selectively based upon whether the destination country is local or international and can also be applied to specific shipping options or to all shippable products in the basket. There is no limit to the number of shipping discounts that can be created, but you should be careful not to create shipping discounts that conflict with each other as the results may be unpredictable.

Add A New Shipping Discount
1.   Enter the amount to be deducted from the order.
2.   Enter the minimum quantity of products in the basket that will activate this shipping option.
3.   Select if the shipping discount applies to local or international country destinations.
4.   Select if the shipping discount applies to a specific shipping option or to all shippable products in the basket.
5.   Click the Add button to save the shipping discount.

Add New Shipping Discount
Discount: $5.00   on quantities > 10
shipped locally   with option: Overnight Express - Add $18.00   Add
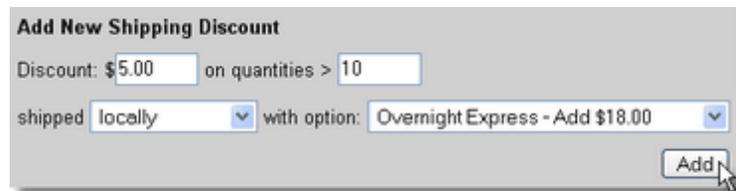
Modify An Existing Shipping Discount
1.   Change the Discount amount, minimum quantity, shipped destination, and shipping option as needed.
2.   Click the Update button to save changes.

Delete An Existing Shipping Discount
1.   Click the Delete button.

Discount: $10.00   on quantities > 25
shipped locally   with option: 2nd Day Air - Add $7.50   Update Delete

2.23.21 Storewide Shipping

Each product may have an individual shipping calculation method or it may be included in the storewide shipping calculation. The storewide can be FedEx, UPS, or a flat rate per pound. Total weight for all products in the cart that are set with storewide shipping is used for the lookup or calculation. A *maximum weight per package* setting limits the total weight for each package. The program adds more

packages as needed when the maximum weight for each package is exceeded.

First set up Storewide Shipping through Configuration > Shipping and Taxes.

Storewide Shipping

Shipping Calculation Method: UPS
Origin State: California
Origin Zip: 92563
Max Weight Per Package: 50 lb 0.0 oz
Submit

or

Shipping Calculation Method: FedEx
Origin State: California
Origin Zip: 92563
Max Weight Per Package: 50 lb 0.0 oz
Submit

or

Shipping Calculation Method: Per Pound
Base charge: 5.95
Rate Per Pound: .95
Submit

Then set Shipping for each product that is to use Storewide Shipping.
Weight for each product can be entered in decimal lbs or in pounds and ounces.

Edit Catalogue

Shipping Calculation Method
product 1

Shipping Calculation Method: Storewide
Weight: 8.5 lb 0 oz
Submit

Decimals are converted to pounds and ounces.

Shipping Calculation Method: Storewide
Weight: 8 lb 8.0 oz
Submit

2.23.22 UPS Options

The UPS online rate lookup provides different rates based on various shipping parameters. These options are used for all UPS shipping calculations. The options may change depending on current selections.
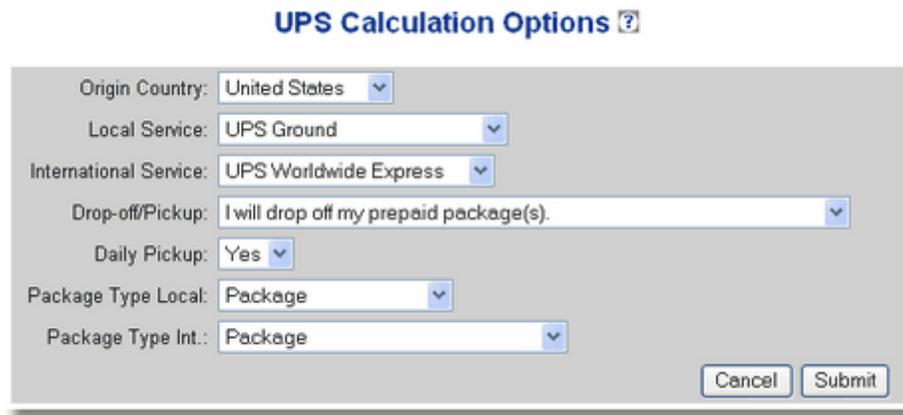
UPS Calculation Options ?

Origin Country:	United States
Local Service:	UPS Ground
International Service:	UPS Worldwide Express
Drop-off/Pickup:	I will drop off my prepaid package(s).
Daily Pickup:	Yes
Package Type Local:	Package
Package Type Int.:	Package

Cancel Submit

2.23.23 FedEx Options

The FedEx online rate lookup provides different rates based on various shipping parameters. These options are used for all UPS shipping calculations. The options may change depending on current selections.
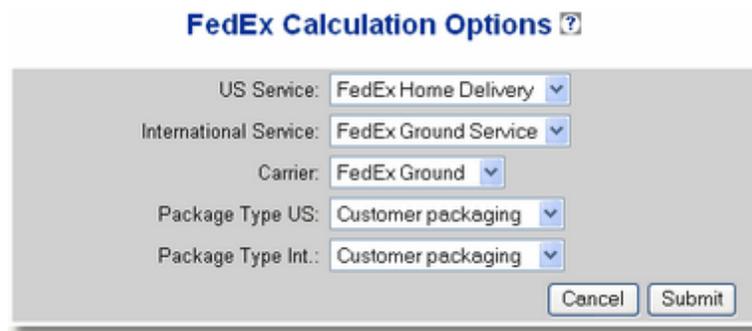
FedEx Calculation Options ?

US Service:	FedEx Home Delivery
International Service:	FedEx Ground Service
Carrier:	FedEx Ground
Package Type US:	Customer packaging
Package Type Int.:	Customer packaging

Cancel Submit

2.24   Payment Gateway Integration

2.24.1   Payment Gateway Integration

The shopping cart supports a variety of payment methods and integrates with many popular payment services such as Authorize.net, PayPal, Verisign, Card Services International, WorldPay, and more...

The degree of difficulty to set up each payment option varies widely between different payment services and methods. Instructions are provided as needed for the payment services that are supported by AShop. If you do not find the payment gateway setup instructions that you are looking for in this help documentation, see if it is listed in the payment processor cross reference chart. It it is listed, but there are no instructions it is probably so easy to set up that instructions are not necessary. For instance, you might only need to select the payment option and enter the merchant ID in AShop to begin processing payments in the shopping cart. If a payment service is not listed in the cross reference chart, it is probably not supported by AShop.

For each supported currency there is a set of payment gateway modules, which contain settings for each gateway. The gateway modules are pre-configured and under most circumstances do not require modification. More about payment gateway modules.

Curl with SSL

The Authorize.net SIM method and other payment connection methods where the payment page is hosted on the payment gateway server typically do NOT require Curl or SSL. This is because the payment gateway is providing a secure connection when credit card information is exchanged and no credit card information is passed from server to server over the Internet.

Payment options where credit card information is collected in a page on your server DO require both Curl with SSL and an https connection. This is because sensitive information is being passed over the Internet from your server to the payment gateway server.

Payment Gateways That Use Curl with SSL:
- 3rdlevelbilling
- Authorize.net AIM
- Echo
- eSelect
- Iongate
- Linkpoint Connect SSL
- PayNova (old and new v2.0)
- PayPal Pro (both Direct Payment and Express Checkout)
- PayPal IPN uses Curl if available but it is not a requirement.
- Payready
- ViaKlix

3-digit Security Code Requirement

For each payment gateway there is a gateway module. For US merchants, the gateway files are in the admin/gateways directory. These files are open source and editable. The security code requirement can be changed here so that it is not required and the field will not appear in orderform.php pages. This only applies to payment options that use the local orderform.php script to create a payment page locally. For payment options where the payment form is hosted by the payment gateway, the security code option is controlled through the payment gateway merchant panel. For instance, Authorize.Net SIM payment form fields are set at https://secure.authorize.net.
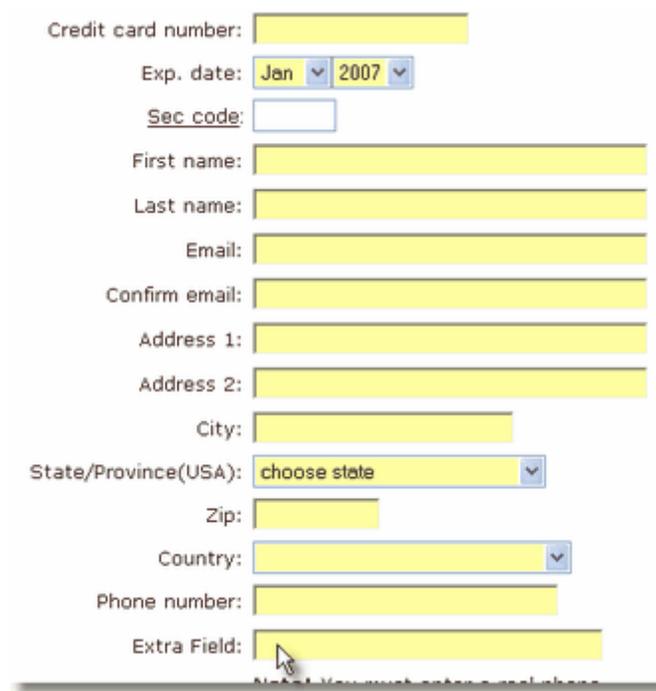
Do Not Require Security Code
The payment gateway modules are set to require the 3 digit security code, but it is easy to change this. Open the gateway file for the payment option. For instance, if the payment option is Authorize.net AIM, open the authorizenetaim.gw file. Find the following line and change the word TRUE to FALSE. Save the modified file on the server.

```
$ccsecuritycode = "TRUE";
```

See Also: Configuration > Payment Options

2.24.2 Extra Form Fields

Extra form fields can be used to collect information from customers. The extra fields appear in the payment page when customers check out. The extra fields require an entry in order to complete payment.

This feature only works for payment options that use an SSL connection to your local orderform.php script to collect credit card information. It does not work for PayPal, Authorize.net SIM or any of the other payment options where the payment form is hosted on the payment processor's server. Payment options that support extra fields are listed with an X under "Orderform" in the payment gateway cross reference chart.

Data that is entered in the extra fields is saved and can be viewed for each customer.
It appears in each customer's profile under Additional information.

Billing Information

Credit card: <u>Access credit card on file for offline processing</u>

Business name:

First name: Test

Last name: Customer

Email: customer@hisemailaddress.com

Address: 123 Any St

City: Las Vegas

State/Province: NV

Zip: 95826

Country: United States

Phone: 888888888888

VAT number:

Additional information:
```
Extra Field 1: Yes
```

The data can be included in receipts by inserting the %customer_info% token into the <u>receipt template</u>.

2.24.3 Manual Order Activation

Any of the payment options in AShop may be set up to delay delivery of products, even after real time payment has been completed by the customer. For instance, if you are selling a downloadable product and your store becomes a target for credit card or PayPal fraud, it may be advantageous to delay delivery of product files until after some form of communication is established with the customer or the customer's identity is verified.

How to delay delivery of downloadable products after payment is received by PayPal
You can make your PayPal payment option work like the Manual handling payment method: when the customer buys your downloadable items he/she won't be able to download them before you have activated the order, which you would do once you see that it isn't fraudulent. Activating the order can be done from the Sales Report page in your admin panel or by clicking a link in the admin notice that you get by email.

To make this work you should locate the file admin/gateways/paypal.gw (if you are using the regular PayPal+IPN method, if you use Website Payments Pro you would need to open paypaldp.gw and/or paypalec.gw instead) and search for the word: "VERIFIED" in capital letters. Change it to: "PENDING" and save the file + upload it to your site. This will make it possible for you to review each order before activating it.

The setup process for other payment options is similar.

2.24.4 Traffic Exchange Credits

A manual traffic exchange is a service where members view each others advertisements. In return for viewing or "surfing" advertisements you get credits which can be used to show your own advertisements on the exchange. The more views the more credits and the more credits the more members will be shown your ads.

Because of the nature of a traffic exchange, where you get advertisements in return for looking at advertisements, this kind of service usually only attracts Internet marketers or entrepreneurs looking for a new opportunity to make money on the web. Through the integration of AShop and the leading traffic exchange software Ventrino this is about to change.

AShop can use a Ventrino traffic exchange as a payment gateway where the credits you get for surfing turn into a virtual currency. This means that you can sell anything and get paid in credits, which you can then use on the exchange they were paid from to advertise your products. To use this feature you will first need to change the AShop currency on the page Configuration->Shop Parameters to "TE Credits". You will also need to become a member of the traffic exchange(s) you wish to use.

Add the traffic exchange(s) you want to use on the page Configuration->Payment. Enter the Merchant ID and Secret key you got from the traffic exchange. It can be found on their Payment Gateway page after you log in. Click Update to save the changes.

Note! One AShop can not be configured to receive payments in both traffic exchange credits and a real currency at the same time. To sell some items for credits and some for real currency you will need to install two AShops. The products you sell in your traffic exchange enabled shop will give you credits that you can use to advertise the products you sell in your real currency shop.

2.24.5 2CheckOut

2CheckOut payment integration is set in the AShop Administration Panel through Configuration > Payment.

You must enter the post back URL in the 2CheckOut.com admin panel. It should be set to the value of their ashopurl + "/order.php".

Test Mode
Test mode for 2CheckOut Version 2 can be set from within the AShop admin panel in the payment option settings.

2CheckOut Payment Confirmation Page
After a successful test transaction, the 2CheckOut payment confirmation page appears. A button must be clicked to proceed and complete the order with AShop. 2CheckOut provides a setting to bypass their confirmation page under Account Details > Return, but this option disables the return response code. Do not use it with the shopping cart.

1.   Scroll down the page to the "Overall Passback Requirements".

2.   The Direct Return must be set to No for AShop to work with 2CheckOut.

2.24.6 AlertPay

Website Review
Before you can sell online through your website and let your customers pay with credit card through

AlertPay, you will need to go through AlertPay's website review process:

1. Login to your AlertPay account and click My Account->Profile->Websites.
2. Click "Add Website" and enter your website details on the next page.
3. Click "Send" to have AlertPay check the site and allow credit card payments from it, if it is accepted.

IPN Setup
AShop uses AlertPay's Instant Payment Notification (IPN) system to process orders when they are paid. To make this work you will need to login to your AlertPay account and configure the IPN settings:

1. Open the page Business Tolls in your AlertPay account.
2. Click "IPN Setup" in the section labeled "IPN".
3. Enter your Transaction PIN, which is an extra security measure used by AlertPay to make sure only you can access sensitive areas of your account. Click Access to go to the next step.
4. Set "IPN Status" to "Enabled" and "Allow Encrypted Payment Details (EPD)" to "Disabled".
5. Set the "Alert URL" to the URL where your AShop order.php script is located, for example: http://www.yourdomain.com/ashop/order.php
6. Set the "Test Mode" option to "Disabled", unless you want to run some test transactions through your AShop first to make sure the AlertPay payments work.
7. Take note of the IPN Security Code and click "Update" to save the changes.

Payment Option
Now you should add an AlertPay payment option to your AShop:

1. Login to your AShop admin panel and open the page Configuration->Payment.
2. Add a new payment option with the Payment Gateway set to AlertPay.
3. Enter the email address you use to login to your AlertPay account in the box labeled "Merchant ID".
4. Enter your IPN Security Code in the box labeled "Security Secret".
5. Click Update to save the changes.

2.24.7 Authorize.Net SIM

AuthorizeNet SIM payment integration is set in the AShop Administration Panel through Configuration > Payment.

Important: In addition to adding the AuthorizeNet SIM payment option within the AShop Administration Panel, the receipt and response URLs must be set within your Authorize.Net Merchant Account Settings. See instructions below.

1. Click the Payment Gateway text box and select Authorize Net SIM.
2. Click Add.
3. Set the following as needed within the AuthorizeNet payment option form.

Merchant ID (required)
The Merchant ID is assigned by AuthorizeNet. It is viewable through the Authorize.net merchant panel under Settings > Security > API Login ID & Transaction Key and is labeled "API Login ID".

Transaction Key (Required)
The Transaction Key is required in order to connect to the AuthorizeNet SIM method.
1. Login to your AuthorizeNet Merchant Panel.
2. Select Settings > Security > API Login ID & Tranbsaction Key. Then scroll down to Create New

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Transaction Key.

3. Create a Transaction Key. Your security secret answer, which was created when you opened the Authorize.Net gateway account, will be required. You may obtain a new Transaction Key as often as you wish by providing your Secret Answer. You may choose to disable the old one immediately by checking the Disable Old Transaction Key(s) option. If you do not immediately disable the old value, it will automatically expire in 24 hours.

4. Copy the Transaction Key and paste it into the Transaction Key setting within the AShop Administration Panel > Payment Option settings for the AuthorizeNet SIM payment option.

Response/Receipt URLs (Required)
The Response and Receipt URL's must be set in the AuthorizeNet Merchant Panel under Response/ Receipt URL's. This is only set in the AuthorizeNet Merchant Control Panel. No setting is required for the Response/Receipt URL within the AShop Administration Panel.
1. Login to the AuthorizeNet Merchant Panel at https://merchant.authorize.net.
2. Select Settings > Response Receipt URL's.
3. Add the URL's to order.php (response) and checkout.php (receipt) for each installation of AShop. For example; http://www.your_domain/ashop/order.php
http://www.your_domain/ashop/checkout.php

To use AuthorizeNet from your Sales Office you will also need to add emerchant/orderquote.php and emerchant/payquote.php. For example;
http://www.your_domain/ashop/emerchant/orderquote.php
http://www.your_domain/ashop/emerchant/payquote.php

SSL URL to logo image (optional)
The payment form can optionally include an image of your choice. This most commonly used for the store logo. Since the payment form is accessed through a secure socket layer (SSL) connection, the image URL must also be an SSL connection in order to avoid annoying warning messages. If a non-secure URL is used to link the logo image, the payment form will still work and will display the logo, but a warning message will display to customers indicating that non-secure information is being exchanged.

Test Mode (Recommended before going live)
Check this box to set the payment form to test mode. The text "Test Mode" will display at the top of the payment form and e-mail receipts. When the payment form is in test mode, payments will not post to your merchant account, but the payment receipt will still function. If you have the Authorize.Net Address Verification System (AVS) turned on in your Authorize.Net merchant panel, it will not verify addresses while the payment form is in test mode.
To run test transactions for AuthorizeNet, enter the following credit card number and any future date: 4111111111111111 (4 and fifteen ones).
The personal information and address can be anything since it will not be verified, but in order to test the e-mail receipt function, you must enter a valid e-mail address.
Don't forget to un-check the test mode box and resubmit the changes after successfully testing the payment gateway.

After editing the AuthorizeNet fields, click the "Submit" button to save the changes. To cancel without saving changes, click the "Cancel" button or page back on your browser.

How to contact Authorize.Net
Contact Authorize.Net at E-mail: support@authorize.net or Tel: 1-877-447-3938.

Other Authorize.Net Settings
The following settings are located within the Authorize.Net merchant panel at https://merchant.authorize.

[net](#).

Settings > Transaction Submission > Payment Form > Form Fields - The payment form fields can be set to view, edit, or required. The shipping information fields are usually not necessary to view or require in the payment form as shipping information is already collected within AShop V for products that require shipping or tax calculations. See also: [AuthorizeNet Payment Form Settings](#)

Transaction Submission > Password-Required Mode - This should be checked.

Transaction Response > Email Receipts - Here is where you can select if the Authorize.Net transaction receipt is to be emailed to the customers or not. You can optionally include message headers and footers.

Security > Card Code Verification - This feature is for fraud prevention. It verifies that the 3 digit security code, which is printed on the back of US credit cards matches with the card issuing bank records. The down side is that a small percentage of U.S. card issuing banks don't support it and non-US credit cards almost always don't support it.

Security > Address Verification - Again, this is for fraud prevention, but a small percentage of US banks and almost all non-US banks don't support it.

2.24.8 Authorize.Net SIM Payment Form Settings

The following settings are located within the Authorize.Net merchant panel at https://merchant.authorize.net/.

Settings > Transaction Submission > Payment Form > Form Fields - The payment form fields can be set to view, edit, or required. The shipping information fields are usually not necessary to view or require in the payment form as shipping information is already collected within AShop V for products that require shipping or tax calculations. Here are the recommended settings.

Field Name	View	Edit	Required
Payment Information			
Recurring Billing Transaction	☐	☐	☐
Card Code	☑	☑	☐
Order Information			
Invoice No	☑	☐	☐
Description	☑	☐	☐
Customer Billing Information			
First Name	☑	☑	☑
Last Name	☑	☑	☑
Company	☑	☑	☐
Address	☑	☑	☑
City	☑	☑	☑
State	☑	☑	☑
Zip Code	☑	☑	☑
Country	☑	☑	☐
Phone	☑	☑	☑
Fax	☐	☐	☐
Email	☑	☑	☑
Customer ID	☐	☐	☐
Shipping Information			
First Name	☐	☐	☐
Last Name	☐	☐	☐
Company	☐	☐	☐
Address	☐	☐	☐
City	☐	☐	☐
State	☐	☐	☐
Zip Code	☐	☐	☐
Country	☐	☐	☐

There are also some additional fields that are optional and usually not needed.

Additional Information			
Tax	☐	☐	☐
Freight	☐	☐	☐
Duty	☐	☐	☐
Tax Exempt	☐	☐	☐
PO Number	☐	☐	☐

2.24.9 Authorize.Net AIM

AuthorizeNet AIM payment integration is set in the AShop Administration Panel through Configuration > Payment.

Important: In addition to adding the AuthorizeNet AIM payment option within the AShop Administration Panel, the receipt and response URLs must be set within your Authorize.Net Merchant Account Settings. See instructions below.

1. Click the Payment Gateway text box and select Authorize Net AIM.
2. Click Add.
3. Set the following as needed within the AuthorizeNet payment option form.

Merchant ID (required)
The Merchant ID is assigned by AuthorizeNet. It is viewable through the Authorize.net merchant panel under Settings > Security > API Login ID & Transaction Key and is labeled "API Login ID".

Transaction Key (Required)
The Transaction Key is required in order to connect to the AuthorizeNet AIM method.
1. Login to your AuthorizeNet Merchant Panel.
2. Select Settings > Security > API Login ID & Transaction Key. Then scroll down to Create New Transaction Key.
3. Create a Transaction Key. Your security secret answer, which was created when you opened the Authorize.Net gateway account, will be required. You may obtain a new Transaction Key as often as you wish by providing your Secret Answer. You may choose to disable the old one immediately by checking the Disable Old Transaction Key(s) option. If you do not immediately disable the old value, it will automatically expire in 24 hours.

4. Copy the Transaction Key and paste it into the Transaction Key setting within the AShop Administration Panel > Payment Option settings for the AuthorizeNet SIM payment option.

Response/Receipt URLs (Required)
The Response and Receipt URL's must be set in the AuthorizeNet Merchant Panel under Response/ Receipt URL's. This is only set in the AuthorizeNet Merchant Control Panel. No setting is required for the Response/Receipt URL within the AShop Administration Panel.
1. Login to the AuthorizeNet Merchant Panel at https://merchant.authorize.net.
2. Select Settings > Response Receipt URL's.
3. Add the URL's to order.php (response) and checkout.php (receipt) for each installation of AShop. For example; http://www.your_domain/ashop/order.php
    http://www.your_domain/ashop/checkout.php

    To use AuthorizeNet from the Sales Office you will also need to add emerchant/orderquote.php and emerchant/payquote.php. For example;
    http://www.your_domain/ashop/emerchant/orderquote.php
    http://www.your_domain/ashop/emerchant/payquote.php

SSL URL to logo image (only used when cart.html page template not present)
The payment form for the AIM method is hosted on the local server. The cart.html page template is used for the payment form page. Images within the cart.html page template and the thankyou.html page template should have secure image links. If a cart.html page template is not present, the secure logo image will appear at the top of the page instead. This most commonly used for the store logo. Since the payment form is accessed through a secure socket layer (SSL) connection, the image URL must also be an SSL connection in order to avoid annoying warning messages. If a non-secure URL is used to link the logo image, the payment form will still work and will display the logo, but a warning message will display to customers indicating that non-secure information is being exchanged.

Test Mode (Recommended before going live)
Check this box to set the Authorize.Net AIM payment form to test mode. The text "Test Mode" will display at the top of the payment form and e-mail receipts. When the payment form is in test mode, payments will not post to your merchant account, but the payment receipt will still function. If you have the Authorize.Net Address Verification System (AVS) turned on in your Authorize.Net merchant panel, it

will not verify addresses while the payment form is in test mode.

To run test transactions for AuthorizeNet, enter the following credit card number and any future date: 4111111111111111 (4 and fifteen ones).

The personal information and address can be anything since it will not be verified, but in order to test the e-mail receipt function, you must enter a valid e-mail address.

Don't forget to un-check the test mode box and resubmit the changes after successfully testing the payment gateway.

After editing the AuthorizeNet fields, click the "Submit" button to save the changes. To cancel without saving changes, click the "Cancel" button or page back on your browser.

How to contact Authorize.Net

Contact Authorize.Net at E-mail: support@authorize.net or Tel: 1-877-447-3938.

Other Authorize.Net Settings

The following settings are located within the Authorize.Net merchant panel at https://merchant.authorize.net.

Transaction Submission > Password-Required Mode - This should be checked.

Transaction Response > Email Receipts - Here is where you can select if the Authorize.Net transaction receipt is to be emailed to the customers or not. You can optionally include message headers and footers.

Security > Card Code Verification - This feature is for fraud prevention. It verifies that the 3 digit security code, which is printed on the back of US credit cards matches with the card issuing bank records. The down side is that a small percentage of U.S. card issuing banks don't support it and non-US credit cards almost always don't support it.

Security > Address Verification - Again, this is for fraud prevention, but a small percentage of US banks and almost all non-US banks don't support it.

2.24.10 CCBill

To use your CCBill account to process payments with AShop you will need to ask CCBill to enable dynamic pricing and create a form for you where the username and password option and the number of days a customer has access is disabled. They will provide a form name and a security code which they call "salt".

Set the Postback URL in your CCBill account to: http://www.yourdomain.com/order.php where "yourdomain.com" should be replaced with the URL to your AShop.

Set the Approval URL to your thank you page, which you will need to create manually since the dynamic thank you message feature in AShop does not work with CCBill. Just use any web page design tool to create a new web page, for example thankyou.html, and upload it to your site, then use the URL to this page.

Once you have your form setup in your CCBill account, create a payment option in your AShop admin panel on the page Configuration->Payment. Enter your account name in the box Merchant ID. Enter the salt and form name, separated with a pipe character, in the Security Secret box, for example: 3374676hdhj3737|00h9

Recurring Billing

To use the recurring billing features of CCBill you will need to set the recurring price of your products. This is the price that the customer will be charged monthly, starting 30 days after the initial payment, while the price you set in the "Price" box is the initial payment. You can set this option by opening the page Edit Catalog, locating the product and clicking Edit, or by adding a new product using the New Product button at the top of the page.

Note! This option will only be available if you have already configured a CCBill payment option.

By default AShop will charge your customer every 30 days for as long as the subscription is not manually ended by you or by the customer through CCBill. You can change the billing period by editing the file admin/gateways/ccbill.gw. The **$ccbill_initialperiod** variable controls the period between the initial payment and the first recurring payment. The **$ccbill_recurringperiod** variable controls the period between the recurring payments. The **$ccbill_rebills** variable controls how many times the customer is charged. Setting this to 99 will make it continue indefinitely.

2.24.11 ConnectnPay

ConnectnPay.com is a [Plug-N-Pay](#) clone. To connect the shopping cart with ConnectnPay, create a payment option for Plug-N-Pay.

2.24.12 Cybersource

The Cybersource *Hosted Order Page* service is supported by AShop V.

Requirements
Cybersource does not require Curl with SSL, however SSL with a security certificate is recommended in order to avoid security warning messages in the customer's browser when redirected back to the AShop payment confirmation page after payment is completed.

Cybersource free for all demo account for testing
https://businesscenter.cybersource.com/sbc/Login.do
Login with the username/merchant ID: universaldemo and the password: demo4me2 and change it's settings before running any tests.

These are the steps needed to start using Cybersource HOP:
1. Login to the Business Center and click "Tools & Settings" in the menu to the left.
2. Click "Settings" under Hosted Order Page and scroll down to the Receipt Page section.
3. Change the Receipt Response URL to a secure URL to the AShop order.php script and add ? payopt=nn where "nn" is replaced with the actual payoption ID in AShop. For example: https:// securedomain.com/~yoursite/ashop/order.php?payopt=113
4. Scroll down to the Notifications section and check the Merchant POST URL option.
5. Change the Merchant POST URL to a regular http URL to the AShop order script, for example: http://www.yoursite.com/ashop/order.php
6. Click "Security" under Hosted Order Page in the left menu.
7. Select "PHP" under the Generate Security Script section and click Submit to download the resulting HOP.php script.
8. Upload the HOP.php script to the admin subdirectory in AShop.
9. Create a payment option in AShop using the Cybersource merchant ID/username for the Merchant ID box and the Cybersource account password for the Security Secret box.

2.24.13 Echo

To use the Echo payment method, SSL must be supported by your hosting service.

Note: The secure URL for AShop is set in Shop Parameters > Advanced Options.

The security secret in AShop must be the PIN number for the Echo account.

2.24.14 eWay (Australia)

The eWay payment gateway service does not require any setup, just an active account. Simply enter the eWay account number in the Merchant ID setting for the AShop payment gateway option.

To test the eWay payment gateway without having an account, set the Merchant ID with the test account number 87654321. Buy a product that costs $10 and use the credit card number: 4444333322221111. The exp month must be greater than today's month and the exp year greater than 2007. The sec code can be any 3 digit number.

2.24.15 eWay (Australia)_2

The eWay UK and New Zealand gateways are slightly different from the Australian gateway. They do not require an SSL certificate since the credit card details are collected at the gateway instead of at your own site, which is the case for the Australian gateway. To setup an eWay payment option follow these steps...

1. Login to your AShop administration panel.
2. Open the page Configuration->Payment.
3. Create a new payment option with "eWay" selected as the payment processor.
4. Enter your customer ID into the Merchant ID box.
5. Enter your username into the Transaction Key box.
6. Enter a secure personal password, which can be anything you like, into the box Security Secret.
7. Click Update to save the settings.

To test the eWay payment gateway, activate "Test Mode" and use the credit card number: 4444333322221111.

2.24.16 Ezic

Ezic payment integration is set in the AShop Administration Panel through Configuration > Payment.

AShop Settings

1. Open the Administration Panel, select Configuration, and then Payment.

2. Click on the drop-down Payment Gateway box, select Ezic and click Add.

3. Enter your Merchant ID. The payoption Merchant ID must be set to the Ezic [Account ID]:[Site tag], for instance: "109748335950:ODOOR1" both of which can be found in the Ezic admin panel by clicking Setup->Website config in the Ezic Merchant Menu.

4. The payoption Security Secret should be set to the Ezic Order integrity key which can be found in the Ezic admin panel by clicking Fraud Controls in the Ezic Merchant Menu, clicking Fraud Barricade and then looking under the "Order integrity" step in the resulting page.
   The field can be left blank too but this will make the payoption a lot less secure.

5.   If you wish to do so; you can edit the Option Name, add a Payment Fee, add a Payment Description, and even edit the Thank You Message that appears upon successful completion of a transaction.

6.   Don't forget to click the "Update" button to save the changes you made.

2.24.17 IC Pay

IC Pay is one of the few payment services that will process payments for sales of adult content.

IC Pay provides a secure connection to a payment page, which is hosted on their server. It does NOT use the local orderform.php page and hence cannot use the TeleSign service for credit card fraud prevention.

IC Pay is different from most other payment services in that there two separate procedures required for processing orders for physical products and orders for digital products.

Physical product sales can only be done from the shopping cart with "auth" (authorize only) transactions, which means that no payment will be transfered until the merchant logs in to his IC Pay SiteManager and captures it in the Orders screen. This payment process will NOT activate orders automatically in the shopping cart. To complete the order in the shopping cart and send a store receipt, click the "activate" link in the emailed AShop order notice after the payment has been captured.

Digital product sales will be authorized AND captured immediately from shopping cart transactions.

Unfortunately, having separate methods for handling physical and digital products causes a limitation and potential conflict where both types of products are sold by the same merchant. For example, if both physical and digital products are added to the cart within a single order, the transaction must be handled as if it is for physical products, which means that orders for digital products will not be delivered until the payment is manually captured through the IC Pay SiteManager and the order is manually activated through the shopping cart admin panel. There is no way within a single shopping cart to separate the product types or to force one payment option or another based upon the type of product(s) that are in each order. If both IC Pay payment options are available at checkout, the selection is left up to each customer, which is not predictable and may be prone to errors. Because of this limitation, if both types of products are offered only the IC Pay Physical Goods payment option should be available to customers.

How to Add the IC Pay Payment Option in AShop V
There are two separate Payment options for IC Pay: IC Pay Physical Goods and IC Pay Digital Goods.

Login to the IC Pay SiteManager
1.   Generate a Secret Key.
2.   Change the Notification Config setting in the IC Pay SiteManager. Enter the URL to the AShop order.php script in the URL box, for example: http://www.yourdomain.com/ashop/order.php

Login to the AShop admin panel.
1.   Click Configuration and then Payment.
2.   Select the IC Pay option for the type of products that will be sold: physical goods or digital goods.
3.   Add the payment option.
4.   Enter the IC Pay User ID in the Merchant ID box for the payment option.
5.   Enter the Secret Key in the Security Secret box for the payment option.
6.   Save the changes.

2.24.18 LinkPoint Basic - Card Services International

LinkPoint Basic payment integration is set in the AShop Administration Panel through Configuration > Payment.

AShop Settings
Under "Add a new payment option..."
1.   Select LinkPoint Basic from the drop-down selection box and click Add.

Add New Payment Option
[?] Select a Payment Gateway: LinkPoint Basic
Add

2.   Set the **Store ID** in the Merchant ID text box.
     Note: Be sure you enter your **LinkPoint Store Number**, not your merchant number.
3.   Set the password that is set for your LinkPoint Basic account in the Security Secret text box.
     Note: The other settings are described in Payment Options.
4.   Click the Update button to save the settings.

Option name: LinkPoint Basic
Payment Gateway: LinkPoint Basic
Payment Fee [optional]: $ 0.00
Merchant ID: 1909101044
Automatic Delivery: ☐
Description: LinkPoint Basic Payment Gateway
Thank You Message:
```
<table width="75%" border="0"
cellspacing="0"
cellpadding="2"
align="center">
  <tr align="center">
```
%orderid% = Order ID, %amount% = Sale Amount
%firstname% %lastname% = Customer Name, %email% = Customer Email,
%password% = Download/Subsription Password
%keycodes% = Unlock Key Codes

Update   Delete

LinkPoint Basic Merchant Panel Settings - Required
Before the LinkPoint Basic payment integration will work with AShop V, some URLs must be set within the LinkPoint Central merchant panel.

1.   Login at LinkPoint Central
2.   Click "Customization"

3. Click "Settings"
4. Enter the following settings:
   - For Order submission form URL enter: http://thecustomersashopurl/checkout.php
   - For Thank you page URL enter: http://thecustomersashopurl/order.php. Check both checkboxes below this setting.
   - For Sorry page URL enter: http://thecustomersashopurl/order.php. Check both checkboxes below this setting.
5. Click the Submit buttons at the the bottom of the page to save these settings.
6. Click "Payment Form"
7. This page will alloy some payment form customization:
   - Set the Company Logo Graphics URL, Background Graphics URL, and Company Name for the payment form.
   - Set custom fields to optionally collect additional information within the payment form.

8. Click the Submit button at the bottom of the page to save the settings.

2.24.19 LinkPoint Basic SSL

LinkPoint Basic SSL payment integration is set in the AShop Administration Panel through Configuration > Payment.
It is for the same gateway as the old LinkPoint module but bypasses the payment form that is hosted by LinkPoint and instead uses orderform.php through the secure URL setting in Advanced Options.

AShop Settings
Under "Add a new payment option..."
1. Select LinkPoint Basic SSL from the drop-down selection box and click Add.

2. Set the store ID in the Merchant ID text box.
   Note: Be sure you enter your **LinkPoint Store Number**, not your merchant number.
3. Set the password that is set for your LinkPoint Basic account in the Security Secret text box.
   Note: The other settings are described in Payment Options.
4. Click the Update button to save the settings.

LinkPoint Basic Merchant Panel Settings - Required

Before the LinkPoint Basic payment integration will work with AShop V, some URLs must be set within the LinkPoint Central merchant panel.

1. Login at LinkPoint Central
2. Click "Customization"
3. Click "Settings"
4. Enter the following settings:
    *   For Order submission form URL enter: http://thecustomersashopurl/checkout.php
    *   For Thank you page URL enter: http://thecustomersashopurl/order.php. Check both checkboxes below this setting.
    *   For Sorry page URL enter: http://thecustomersashopurl/order.php. Check both checkboxes below this setting.
5. Click the Submit buttons at the the bottom of the page to save these settings.
6. Click "Payment Form"
7. This page will alloy some payment form customization:
    *   Set the Company Logo Graphics URL, Background Graphics URL, and Company Name for the payment form.
    *   Set custom fields to optionally collect additional information within the payment form.

8. Click the Submit button at the bottom of the page to save the settings.

Linkpoint does allow multiple referrer URLs. They call it an 'Order Submission Form URL'. According to their tech you just put a space after the first URL Address, then add the second, but the settings are limited to 127 characters total.

2.24.20 Manual Payment By Check or Money Order

Manual payment options are for processing orders where payment will be made by check, money order, or some other form or third party or delayed payment. A manual payment option will not allow customers immediate access to the digital products. Instead, the store administrator will receive a link in the e-mailed order notice. Upon receipt of payment, the store administrator may then click on the link to activate the order. The password and link to the product delivery page is then automatically e-mailed to the customer.

Note: To deliver digital products before the manual payment or offline credit card processing is activated, check the Deliver Before Payment box within the payment option parameters (see below).

Processing And Activating Orders
There are several ways to access the credit card information for processing.

1. When the manual payment processing method is used, the administrator's order notice will contain a link to login and activate the order.

2. The order activation can also be accessed through the Manage Sales profile for each customer.

3. Unpaid orders can be accessed and activated through Sales Reports by selecting the Unpaid filter and Edit.

Unpaid orders are shown in the Edit view with an Activate Order icon, , next to each order. Orders paid by manual payment have an Activate Order icon to the right. Click on the icon to activate that order.

Date	Order ID	Products	Amt	Shp	Tax1	Tax2	Disc	Total	Customer	
2006-07-18 16:23	16	1: Music Title[Format: MP3 File]	3.95	0.00	0.00	0.00	-0.00	3.95	9: Patrick AShopTest	
		Total sales:	$3.95	$0.00	$0.00	$0.00	-$0.00	$3.95		

Unpaid Orders - from 2006-01-01 00:00:00 to 2006-07-19 23:59:59, Ordered By: Date

Create A Manual Payment Option

Create a manual payment option through the Configuration > Payment menu.

Check the Deliver Before Payment box only if you wish to provide immediate access to digital products and subscriptions before the payment is processed and activated.

Option name:	Manual handling
Payment Gateway:	Manual handling
Payment Fee [optional]:	$ 0.00
Deliver Before Payment:	[Allow file download before payment is processed.]
Description:	Payment by Check or Money Order
Text On Order Page:	This text appears on the order form page above where customers enter their billing name, address, and contact information.
Thank You Message:	`<table width="75%" border="0" cellspacing="0" cellpadding="2" align="center">` `<tr align="center">`

%orderid% = Order ID, %amount% = Sale Amount
%firstname% %lastname% = Customer Name, %email% = Customer Email,
%password% = Download/Subsription Password
%keycodes% = Unlock Key Codes

Update   Delete

Activating Manual Payment Orders Immediately

To activate orders immediately upon submission of the manual payment form, edit the manual.gw module in the admin/gateway directory for US currency. If you are using a different currency, edit the manual.gw file in the corresponding directory. For instance Great Britain Pounds is gatewaysgbp, Euro is gatewayseur, etc. Open it in a text editor and change the following line.

From
else $validate[0] = "PENDING";
To
else $validate[0] = "VERIFIED";

2.24.21 Moneris eSelect - Canada only

AShop V supports integration with the Moneris eSelect payment gateway for Canada only.

We tested the eSelect Plus integration with the following test user/password.
Merchant ID: store1

Security Secret: yesguy

Test Method
The following credit card number works for testing.
4111111111111111 (that's 4 and 15 ones)
Use this credit card number and any future expiration date.

Their test server uses the penny value of the charged amount to simulate different types of responses. .00, .01 and .04 will approve and all other values will decline.

This gateway has a couple of special requirements: the communication with their server is over the port 43924 which must not be blocked by a firewall and like some other gateways it uses Curl with SSL. Moneris calls the Merchant ID "store ID" and the password is called "api token". To use the gateway module you must have access to your own secure server (SSL, https connection) since it uses the orderform.php script on the localhost to collect credit card information.

To put the payment option out of test mode the file admin/moneris.inc.php (which is written by Moneris) needs to be edited and the line: MONERIS_HOST => 'esqa.moneris.com' near the top of the script needs to be changed to: MONERIS_HOST => 'www3.moneris.com'

Moneris eSelect files in AShop V
moneris.inc.php goes in the admin directory.
eselect.gw goes in the admin/gatewayscad directory.

2.24.22 Netbilling

Login to your Netbilling account and click Setup->Site Tags. Add a new Site Tag for the site you will be running AShop on or click "config" on an existing tag that you wish to use. Set the Postback CGI URL field to the URL where your AShop order.php script is located, for example: http://www.yousite.com/ashop/order.php

Open the page Fraud Controls->Fraud Defense and locate the box labeled "Order integrity key". Take note of the code this box contains.

Login to your AShop admin panel and open the page Configuration->Payment. Add a new payment option with the Payment Gateway set to "Netbilling". A form with settings for the new payment option should now appear.

Enter your Netbilling account number followed by a colon and then your Netbilling site tag in the box labeled "Merchant ID", for example: 104555572055:MYASHOP

Enter your Netbilling Order integrity key in the box labeled: Security Secret. Click Update to save the settings.

2.24.23 Offline Credit Card Processing

The offline credit card processing payment option is used for collecting credit card and billing address information in order to process payments manually after the sale. The host server must support an SSL connection to the domain to use this payment option. A security certificate that matches the AShop URL is recommended to avoid seeing browser security warning messages.

How Offline Credit Card Processing Works

When an offline credit card payment option is selected, the customer is redirected to a payment form through a secure connection. The secure connection URL is set in Shop Parameters > Advanced Options. When checking out using this payment method, AShop automatically changes the URL to the Secure URL and redirects to the secure payment form.

Customer Payment By Credit Card
Customers enter credit card and billing information into the secure payment form and submit it. The credit card information is encrypted and saved in the database.

Upon submitting the payment form, a receipt is sent to the customer and notice is sent to the administrator.
If the "Deliver Before Payment" option (see below) is unchecked, the receipt will include the following message.

"A manual payment method has been selected for this order. Orders will be fulfilled upon receipt of payment by check or other means. If a free digital product was requested, delivery will be activated manually by our store administrator during business hours."

If the Deliver Before Payment option is checked, the orders for downloadable products, key codes, or

subscriptions will be fulfilled. Links and passwords will be included in the receipt.

Processing And Activating Orders
There are several ways to access the credit card information for processing.

1.   When the offline credit card processing method is used, the administrator's order notice will contain a link to login through a secure connection and view the credit card information. When the payment has been processed, click the Activate button to complete the order and send a receipt with link and password to access digital products. Activating the order also deletes the credit card number and expiration date from the database.

2.   The above billing information and activation form can also be accessed through the Manage Sales profile for each customer.

3.   Unpaid orders can be accessed and activated through Sales Reports by selecting the Unpaid filter and Edit.

Unpaid orders are shown in the Edit view with an activate icon next to each order. Orders paid by offline credit card payment have an activate icon to the right. Click on the icon to view credit card information and activate each order.

Unpaid Orders - from 2006-07-01 00:00:00 to 2006-07-19 23:59:59, Ordered By: Date										
Date	Order ID	Products	Amt	Shp	Tax1	Tax2	Disc	Total	Customer	
2006-07-19 09:26	9567368	1: product 1	150.00	20.00	0.00	0.00	-0.00	170.00	61: Joe Customer	
		Total sales:	$150.00	$20.00	$0.00	$0.00	-$0.00	$170.00		

Create An Offline Payment Option

Create an offline payment option through the Configuration > Payment menu.

Check the Deliver Before Payment box only if you wish to provide immediate access to digital products and subscriptions before the payment is processed and activated.

Option name:	Offline Credit Card Processing
Payment Gateway:	Offline
Payment Fee [optional]:	$ 0.00
Security Secret [optional]:	
SSL URL to logo image:	
Extra Form Fields:	Edit List
Deliver Before Payment:	☐ [Allow file download before payment is processed.]
Description:	Off-Line Credit Card Processing. Processed within 24 hours.
Thank You Message:	`<table width="75%" border="0" cellspacing="0" cellpadding="2" align="center">` `  <tr align="center">`

No variables available for this gateway.

Update   Delete

Credit Card Validation And Credit Card Options

Credit card numbers are validated for the correct number of digits and also for the first number, which must correspond to the credit card type that is selected from the drop-down box.

The **security code** is validated for 3 digits.
It can be turned off by editing admin/gateways/offline.gw and setting $ccsecuritycode = "FALSE"

The **expiration date** is validated to be a future date.

Accepted Cards - Visa, MasterCard, American Express, and Discover credit cards are accepted in the payment form by default. Edit the admin/gateways/offline.gw file to remove options for credit cards that are not accepted. We will add new credit cards and validation upon request.

$gw_cardtypes = "

```
<option value=\"VISA\">VISA</option>
<option value=\"MASTERCARD\">MasterCard</option>
<option value=\"AMEX\">American Express</option>
<option value=\"DISCOVER\">Discover</option>";
```

Common Problems

The offline credit card processing option requires an SSL connection for the entry of credit card information by customers and subsequent viewing of the credit card information when it is processed by the AShop administrator.

If upon check out, the offline payment option is selected and it returns a page not found error, check the Secure URL setting in Shop Parameters > Advanced Options. A secure URL must be supported by the server and the secure URL to the directory where AShop is installed must be set as the Secure URL within AShop.

Garbage characters in the credit card info is caused by a change in the Security Secret for the payment option that was used for those orders. The Security Secret is used to encrypt/decrypt the credit card information and if it is changed the decryption of old credit card numbers will fail.

2.24.24 PayNova

PayNova payment integration is set in the AShop Administration Panel through Configuration > Payment.

AShop Settings

1.   Open the Administration Panel, select Configuration, and then Payment.

2.   Click on the drop-down Payment Gateway box, select PayNova and click Add.

3.   Enter your Merchant ID. The Merchant ID is assigned to you by PayNova.

4.   Enter the payoption Security Secret. The Security Secret is assigned to you by PayNova.
     Note: PayNova first issues test account details to each merchant which needs to be tested before they will issue a real live account id and security secret by phone. This means that the account info will need to be replaced when switching from test mode to live mode.

5.   If you wish to do so; you can edit the Option Name, add a Payment Fee, add a Payment Description, and even edit the Thank You Message that appears upon successful completion of a transaction.

6.   Don't forget to click the "Update" button to save the changes you made.

2.24.25 PayPal IPN

This shopping cart software is certified by PayPal.

PayPal payment integration is set in the AShop Administration Panel through Configuration > Payment.

To add PayPal gateway service as a payment option;

1. Open the Administration Panel, select Configuration, and then Payment.

2. Click on the drop-down Payment Gateway box, select PayPal and click Add.

3. Enter the **Merchant ID** for your PayPal account (e-mail address). PayPal Instant Payments require a verified business account. The PayPal e-mail address must also be the primary e-mail address for the PayPal account.

You must use your primary PayPal ID, which is case sensitive! If the PayPal account ID set within AShop is a verified business account address, but is not THE primary e-mail address for the PayPal account, PayPal will accept the payment, but the response codes from PayPal will list the primary address instead of the one that is set in AShop. As part of the product file download security, the order will not be recorded and a password is not generated unless the addresses match EXACTLY. The PayPal IPN system is case sensitive, which means that the email address must set in AShop exactly as it is set for the PayPal account. For example: yourname@yourdomain.com is NOT the same as YourName@yourdomain.com.

4. The **SSL URL to logo image** is for the logo that is displayed within the PayPal secure payment forms and receipts. If you don't have access to SSL, leave this blank for the PayPal logo to appear at the upper left of the PayPal pages. You may enter the URL to a logo image that is not SSL, but an annoying message will appear between each PayPal page to alert your customer that there are secure and non-secure files being loaded.

5. I**nstant Payment Notification (IPN) must be turned on within your PayPal.com account settings** for orders to be completed and notices to be sent by AShop after payment is received! Login to your PayPal account and select Profile, then select Instant Payment Notification Preferences. Check the box to activate IPN and enter the URL to your order.php script. For example; http://www.your_domain/ashop/order.php

Note: AShop resets the payment response code URL for each transaction when the PayPal payment window is first opened. This overrides the URL that is set within the PayPal account settings so that multiple installations of AShop can use the same PayPal account.

Other notes about PayPal

*   **Collecting the customer's phone number** when using the PayPal payment option is possible through a setting in the PayPal account. After logging in at paypal.com, click profile, click website payment preferences, select "contact telephone on (optional field)" and finally click save.
*   **Set the language in the PayPal payment page** by adding an extra field parameter in the admin/ gateways/paypal.gw. Add the lc parameter as a hidden field in the section $gw_extrafields. ("lc" is abbreviation for locale.)
    Example, to set American English language, add the following.
    `<input type=\"hidden\" name=\"lc\" value=\"US\">";`
    Here are a few lc values supported by PayPal:
    DE = German
    ES = Spanish
    FR = French

IT = Italian
JP = Japanese
US = American English

- **The locale in the shipping address sets the language in the PayPal payment page.** For example, if you sell shippable products and the customer selects Spain for the country field in the shipping information page, the language (lc value = ES) parameter will automatically be sent to PayPal to select Spanish for the payment page. This value overrides the value that is set in the paypal.gw file. If you want Spanish language in the PayPal payment page for downloadable products you will need to add an extra hidden field named: "lc" with the value: "ES" in the gateways/paypal.gw file. To override this feature and force the language to always be the same, remove the "lc" value for the $gw_country variable in the paypal.gw file. Then, the added hidden field (lc value = ES) will always will set the lc parameter to "ES" regardless of the shipping destination.
  Find this line of code: `$gw_country = "lc";`
  Remove the lc setting: `$gw_country = "";`
- **Curl with SSL** - PayPal and some other payment gateways require Curl with SSL to be available. There will be an error during the payment process if Curl with SSL fails. See also: PayPal Curl Error

2.24.26 PayPal Item Number - 2ashoporderstring4a

Starting in AShop V 2.1,there is a field on the PayPal confirmation page that reads "Item Number: 2ashoporderstring4a". What is this and where does it come from?

The "2ashoporderstring4a" is a version of the product string, which contains information about which products have been ordered. In previous versions of AShop this was an 'a' separated list of product id's that was split apart by the different scripts to find out what the shopping cart contained or what had been ordered. Since some of the payment gateways don't allow for more custom fields to be sent we needed a way to pass through information about which payment method had been chosen without adding another field. This information was added to the beginning of the product string, which became the order string.

The 'ashoporderstring' is used to split apart the information about which payment option (id 2 in this case) has been used from the old product string. The reason for making it a word instead of just a single letter is that it needs to be clearly identifiable by the order script to make sure that the value of the right field (the name of the field differs between the different gateways) is used. order.php searches through all input fields that has been sent and when it finds a field that contains 'ashoporderstring' it uses it as the product string.

2.24.27 PayPal Pro & Express Checkout

This shopping cart software is certified by PayPal.

How to set up PayPal Express Checkout and Web Site Payments Pro

1. Request API Credentials from PayPal

Website Payments Pro service must be activated in your PayPal Business account.

An application through paypal.com is required and fees must be paid before Website Payments Pro or Express Checkout will work in the shopping cart. To use the Payment Pro options you will need a certificate file, a Merchant ID, and a password.

Login to your PayPal account and go to the Website Payments Pro section.

A.   Login to your PayPal Pro enabled PayPal account and click Profile.

B.   Click "Request API credentials" under the section "Account Information".

C.   Click "Set up PayPal API credentials and permissions" under the section "Option 1 - PayPal API".

D.   Click "Request API credentials" (or "View API credentials" if you have done this before) in the box "Option 2".

E .   Select "Request API certificate" and click "Agree and Submit". The API Username on the following page should be entered into the box labeled "Merchant ID" in your AShop payment option and the API Password should be entered in the box labeled "Security Secret".

F.   Click "Download Certificate" and save the file named "cert_key_pem.txt" somewhere on your hard drive.

G.   Upload the certificate file to the directory admin/paypal where you installed AShop V on your website.

2. Upload the PayPal Pro program files from AShop

PayPal's Website Payments Pro SDK (Software Development Kit) must be installed on your server. This can be done at domain level or the SDK software may be installed centrally on the server, which reduces setup time and disk space usage.

IMPORTANT: If your domain is hosted with a service where PayPal SDK software is installed centrally on the server (for example the SDK software is in the PEAR repository), skip this step. Installing the SDK scripts in the admin/paypal directory when the SDK is already installed centrally will break the PayPal Pro payment options.

On most Unix/Linux servers you should only need to upload the separate SDK files that we distribute to the admin/paypal subdirectory in the directory where you installed AShop V.

* On some servers you might need to ask your hosting provider to activate PEAR (a PHP code repository) and possibly also install the PayPal SDK in PEAR. The SDK and installation instructions are available at: http://www.paypal.com/sdk

To reduce bandwidth usage, the SDK files are not distributed with the shopping cart program installation or update packages. The SDK files can be downloaded from PayPal.com or from AShopSoftware.com.

You will need to first download these files and upload them to your server in the "admin" directory where AShop is installed (i.e. yourdomain.com/ashop/admin or yourdomain.com/admin).

The PayPal Pro package will have all the necessary files in a folder named "paypal", update the entire folder into the admin directory.

3. Setup PayPal Website Payments Pro in AShop

A.   Login to your AShop V administration panel and click Configuration->Payment.

B.   Select PayPal Direct Payment and click Add.

C.   Enter the PayPal certificate API Username into the box labeled Merchant ID and enter the PayPal API Password into the box labeled Security Secret. Then click the Update button.

3. Setup PayPal Express Checkout in AShop

A.   Login to your AShop V administration panel and click Configuration->Payment.

B.   Select PayPal Express Payment and click Add.

C. Enter the PayPal certificate API Username into the box labeled Merchant ID and enter the PayPal API Password into the box labeled Security Secret. Then click the Update button.

2.24.28 PayPal PayFlow Link

AShop Administration Panel Settings

Verisign PayFlow Link payment integration is set in the AShop Administration Panel through Configuration > Payment.

Verisign Settings

In PayFlow Link Info configuration page set:

Return URL Method to LINK
Return URL: To website URL link you wish to send customers to when they complete payment.

Assure box is checked for Silent Post URL and enter
http://www.yourwebsite.com/ashop/order.php

This allows PayPal to post the info back to the cart with the Silent Post URL, but allows you to send people back to the website with the Return URL. Otherwise the orders are not recorded and receipts are not sent.

The PayFlow payment form must be configured to collect the billing address and email address of your customers. Login to your PayFlow account, click Account Info, click PayFlow Link Info. Under the section "Billing Information" check all boxes for "Required Fields" and "Editable Fields" except "CSC" (unless you want to enable the Card Security Code feature).

2.24.29 PayPal PayFlow Pro

With PayPal PayFlow Pro the payment form is generated by the AShop script orderform.php, on your own site. Since the form collects sensitive credit card information, an SSL security certificate for your site is required.

Test Mode
Credit Card Numbers For Testing
Visa: 4111111111111111
MasterCard: 5555555555554444
American Express: 378282246310005

The AShop payment option must be in test mode in order for these test numbers to work.

Troubleshooting
It is very easy to confuse the settings between PayPal and AShop. If everything seems right, but the credit cards are denied, double check the payment option settings within AShop.

The Merchant ID setting within AShop is the PayFlow Username.
The Security Secret setting within AShop is the password for the PayFlow account login.

2.24.30 PayReady

PayReady payment integration requires access SSL support on the server. This is necessary because the credit card information is collected through a page that is hosted on the server where AShop is installed.

Note: There is a hosted payment form option available from PayReady. We don't use it because it uses the GET method for postbacks, which causes security issues.

PayReady Test Account
PayReady provides a test account that is publicly available. Specific card number and billing information is required in order for test payments to be accepted.

Account username (Merchant ID): PayReady.net Test Account
Credit card type: Visa
Credit card number: 4012000010000
Security code: 999

Total amount: between $1.00 and $150
Expiration date: Apr 2004
Address* : 8320 SOUTH HARDY DRIVE
City* : TEMPE
State* : AZ
Zip* : 85284

* Only needed to get an exact AVS match

2.24.31 PaySat

PaySat payment integration is set in the AShop Administration Panel through Configuration > Payment.

AShop Settings

1. Open the Administration Panel, select Configuration, and then Payment.

2. Click on the drop-down Payment Gateway box, select PaySat and click Add.

3. Enter your Merchant ID. The Merchant ID must be set to the PaySat Merchant assigned to you by PaySat.

4. Enter the payoption Security Secret. The Security Secret must be the secret word that you can enter for a domain in your PaySat account.

5. Enter your Page ID. The Page ID must be the Domain ID for your domain in the PaySat account.

6. If you wish to do so; you can edit the Option Name, add a Payment Fee, add a Payment Description, and even edit the Thank You Message that appears upon successful completion of a transaction.

7. Don't forget to click the "Update" button to save the changes you made.

PaySat Setting

1. Set the Return Page URL for the domain in your PaySat account to the URL of your AShop followed by: "/admin/paysat.php" For example: http://www.yourdomain.com/ashop/admin/paysat.php

2.24.32 Plug-N-Pay

Plug-N-Pay payment integration is set in the AShop Administration Panel through Configuration > Payment.

AShop Settings
1. Open the Administration Panel, select Configuration, and then Payment.
2. Click on the drop-down Payment Gateway box, select Plug-N-Pay and click Add.
3. Enter your Merchant ID. The Merchant ID is assigned to you by Plug-N-Pay.
   Note: Test Mode is set within the Plug-N-Pay administration panel at https://pay1.plugnpay.com/admin. Don't forget to change this setting after testing.
4. Click the Submit button to save changes.

5.   Open the AShop file /admin/gateways/plugnplay.gw in a text editor.
6.   About half way down the page, there is a setting for the accepted credit cards. Delete the ones that are not accepted.
      name=\"card-allowed\" value=\"Visa,MasterCard,Discover,Amex,Diners,JCB,MYAR\">";
7.   Save the plugnplay.gw file on the server.

Plug-N-Pay Settings

There are not any settings required in the Plug N Pay merchant panel in order to use it with AShop.

Important Note: The payment confirmation page, which is a combination of the delivery.html page template and the thank you text, is nested within a secure page that is hosted by Plug-N-Pay. All links within the page template and thank you text must be absolute. To avoid browser security warnings from popping up, all image links must be through secure connections (https).

Company Logo Image In Payment Form
Unlike most other payment gateways, Plug-N-Pay does not support the inclusion of a logo image from the shopping cart program and merchants cannot customize the payment pages themselves. Plug-N-Pay support staff can change colors, add your company logo and/or background image within the payment form by requesting this through their online help desk, which is located within the Plug-N-Pay merchant panel . Any other changes to the payment form will most likely require custom programming by Plug-N-Pay for a fee.

Currencies Accepted
Plug-N-Pay can process in multiple currencies. But it is up to the merchant to have a merchant account in the applicable currency. Except under some rare circumstances a single merchant account can handle only 1 currency. For instance, if a merchant is setup on the Plug-N-Pay system as processing in Euro then all amount data would be sent to PnP in Euro's. The currency symbol displayed within the PnP payment form is the same currency symbol that is set within the AShop Administration Panel > Configuration > Shop Parameters and used for display purposes. Plug-N-Pay integrates into several international processors in Europe and the Caribbean.

2.24.33 PSBill

PSBill payment integration is set in the AShop Administration Panel through Configuration > Payment.

AShop Settings

1.   Open the Administration Panel, select Configuration, and then Payment.

2.   Click on the drop-down Payment Gateway box, select PSBill and click Add.

3.   Enter your Merchant ID. The Merchant ID is assigned to you by PSBill. The Merchant ID should be set to the PSBill SiteID without the leading "S".

4.   The transaction key can be found by logging in to the PSBill backend, clicking Site List in the menu, clicking the Site's Name and finally clicking Password File Setup in the menu. It is referred to as the "password script key" in the PSBill backend.

5.   If you wish to do so; you can edit the Option Name, add a Payment Fee, add a Payment Description, and even edit the Thank You Message that appears upon successful completion of a

transaction.

6. Don't forget to click the "Update" button to save the changes you made.

7. To setup the postback to the Ashop V order processing follow the steps above in step 4 and then enter:
http://www.yoursite.com/ashop/admin/psbill.php in the text input box on that page (replacing "http://www.yoursite.com/ashop" with the right URL to the site).
Then click the "Get Password Script" button and cancel the download that will result from this.

2.24.34 TeleSign Phone Verification

How to Activate the TeleSign Phone Verification:
There is a setting in your Administration Panel under Configuration > Shop Parameters labeled TeleSign Customer ID. A valid TeleSign ID must be saved here.

In Configuration > Payment, for each payment option there is a check box to enable TeleSign. Check the box for payment options that are to use TeleSign phone verification.

* Don't forget to click the "Submit" button to save any changes you make.

How TeleSign Phone Verification Works:
In the payment form, if TeleSign is enabled, there is a comment below the phone number field.

When the payment form is submitted, the customer is redirected to a verification page. TeleSign automatically calls the customer's phone number and gives a numeric code, which must then be entered into the verification page and submitted to complete the order. The credit card information is not sent to the payment gateway until after the verification is complete, which reduces or eliminates the need to void and refund fraudulent transactions. This saves time and money. It works because theives typically do not want to risk being found by caller ID or a phone trace. It also works because most of the fraud rings are typically in Asia and Africa and their phone service may be limited.

** Note
TeleSign Phone Verification works with Payment Gateways, such as these, that use the AShop payment form:
Authorize.Net AIM, Verisign PayFlo Pro, eSelect, Echo, and offline processing.

It does not work with payment options where the payment form is hosted on the processor's server such as:
Authorize.Net SIM and the majority of other payment options.

** TeleSign Phone Verification is not a Payment Gateway in itself, but a tool to help prevent credit card fraud.

2.24.35 ViaKlix

1. Login to your viaKLIX account at https://www2.viaklix.com/Admin/login.asp
2. Click "Terminal Setup" in the menu.
3. Click "Adv System Config" in the submenu.
4. Enter the full URL to your AShop orderform.php script in the "Authorizes Referrers" field
   Example: https://mydomain.com/ashop/orderform.php, and click "Add Referrer".

2.24.36 WorldPay

WorldPay payment integration is set in the AShop Administration Panel through Configuration > Payment.

AShop Settings
1.   Open the Administration Panel, select Configuration, and then Payment Options.

2.   Click on the drop-down Payment Gateway box, select WorldPay and click Add.

3.   Enter your Merchant ID. The Merchant ID is assigned to you by WorldPay and is also referred to as your Installation ID.

      Note: Test Mode is set to yes by default. Don't forget to change this setting after testing.

4.   Click the Submit button to save changes.

WorldPay Settings
1.   Open a browser and log in to your WorldPay Administration Server with the user name and password that was assigned to you by WorldPay. https://select.worldpay.com/wcc/admin

2.   Under Installations for (your company), click the corresponding arrow under Configuration options for this Installation ID.

3.   In the Callback URL text box, enter the URL to the AShop order.php script. This URL will be something like http://www.yourdomain.com/ashop1/order.php

4.   Check Callback Enabled.

5.   Check Use Callback Response

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6. Save Changes.

   Note: WorldPay grabs the callback URL page and displays it from their server. If you are using HTML page templates, the images and links within the delivery.html template must have absolute URL's.

As mentioned in previous notes, there are other settings that you will probably want to change in the WorldPay Administration Server. After completing any other changes and successfully testing the payment process, uncheck the Test Mode box as mentioned in step 2. Submit a completed Activation Request Form (AR) to WorldPay. Once WorldPay Technical Support is satisfied with your site, they will set your site to live. The Technical Support Team will send you confirmation by email that your web site can go live, together with any technical changes you must make to enable live operation.

2.24.37 Payment Gateway Modules

For each supported currency there is a set of payment gateway modules, which contain settings for each gateway. The gateway modules are pre-configured and under most circumstances do not require modification.

Important! Payment gateways do not follow a standard format or system. Complexity of integration varies widely among payment services. Depending on the payment gateway, integration may only require settings in a gw file or it may require installation of additional software. For some gateways modification of the AShop code may be required. Also, some payment services may not support all of the required data exchange for the shopping cart to function fully and some payment service may be problematic. Modify the payment gateway modules and create new ones at your own risk! We do NOT provide technical support for custom made payment modules.

Gateway Directory Names and Currencies
In the admin directory, there is a directory for each currency.

- gateways - U.S. Dollar
- gatewaysaud - Australian Dollar
- gatewayscad - Canadian Dollar
- gatewayseur - Euro
- gatewaysgbp - Great Britain Pound
- gatewaysmxn - Mexican Peso
- gatewaysnok - Norweigan Krone
- gatewaysnzd - New Zealand Dollar

- gatewayssek - Swedish Krona
- gatewayssgd - Singapore Dollar
- gatewaystec - Traffic Exchange Credits

For each currency there is a set of payment gateway (.gw) files. Each payment gateway file is named with an abbreviation for the payment service that it is configured to work with.

Payment Gateway Module Variables

$gatewayname = the name of the payment processor as it will appear in the AShop administration panel

$paymenturl = the URL to which AShop should post order information.
For gateways that require the merchant to collect credit card information on the merchant's site the function process_payment is used instead and this URL should be set to the orderform.php script that is included with AShop.

$postbackurl = the URL to the AShop order.php script which will receive the postback of order information from the payment gateway and then process the order.

$visibleorderprocessing = should be set to TRUE or FALSE.
If it is set to TRUE then the order.php script will process the order directly in the customer's web browser and then show the thank you text if the order was processed successfully. If it is set to FALSE then the order.php script will be called through server to server communication with the gateway to process the order and the thank you text will be shown to the customer regardless of the result of the order processing.

$resultpagessl = should be set to TRUE or FALSE.
If it is set to true then the order.php script will produce an SSL adapted version of the thank you page. This is used by some gateways that fetch the thank you page from their own URL instead of redirecting the customer back to the merchant's site.

$sendpayoptionid = should be set to TRUE or FALSE.
Payment gateways that require the merchant to collect credit card information on the merchant's site should set this to TRUE. All other gateways should set this to FALSE.

$noquerystring = should be set to TRUE or FALSE.
This was added to fix a problem with some payment gateways that check the referring URL and need an exact match, with the exact same query string. Setting this to TRUE will simply remove the query string from the AShop script that sends the order information to the payment gateway.

$gw_orderid ... $gw_shipcountry = the field names of all the order information.
Change these to the field names required by the the payment gateway. For example: if the gateway requires a variable named totalamount which should contain the amount to be paid then the $gw_amount variable should be set to: "totalamount". Fields not needed by a specific gateway can be set to "".

$gw_extrafields = if any extra gateway specific fields are needed this variable should contain them as html input tags of the type hidden. For example: a payment gateway requires a field named x_Method with the value "ECHECK", the $gw_extrafields can then be set to: <input type=\"hidden\" name=\"x_Method\" value=\"ECHECK\">

$testrequest = set this to a hidden html input tag with the name and value of a variable to request test mode if the gateway supports this. Checking the text mode checkbox for the payment option in the AShop admin panel will then result in this input tag being included in the payment request.

$gw_parameters['settingname'] = these should be set to true or false and will activate or deactivate the corresponding setting in the AShop admin panel for a payment option using this gateway. For example: setting $gw_parameters['testmode'] to "true" will make the test mode checkbox appear for this gateway when used in a payment option in the admin panel.

Payment Gateway Module Functions:

authenticate($gateway_input, $securityhash, $merchant) - checks that the payment has been authenticated by the payment gateway.

The $gateway_input array contains all the order information fields sent back to the AShop order.php script, for example: $gateway_input['orderid'] will contain the value of the field orderid if such a field is posted back to AShop.

The $securityhash variable contains any security hash string or password used by some gateways to make sure the order information has not been manipulated in any way.

The $merchant variable contains the merchant's username or merchant ID with the payment gateway and can be checked against any returned field that should contain the same value to add more security. The function should set $validate[0] to "VERIFIED" if the authentication is successful or "INVALID" if not. The variable $validate[1] can also be set to any message containing the reason why the authentication failed if such a message is returned by the gateway.

process_payment($user, $password, $vspartner, $cardtype, $ccnumber, $seccode, $expdate, $amount, $invoice, $firstname, $lastname, $address, $city, $zip, $state, $country, $phone, $email, $testmode, $description) - used to process the payment by gateways that require that the merchant collects credit card information on the merchant's site.

The $user and $password variables are used to authenticate the merchant on the payment gateway's server. The remaining variables contain the corresponding payment and order information to be used by the function for processing, for example by using Curl to post the information to the gateway.

If the payment is successfully processed the variable $result["RESULT"] should be set to "success".

The variable $result["REMOTEORDERID"] should also be set to the transaction ID of the payment as returned by the payment gateway and $result["RESPONSEMSG"] can be set to any response message from the gateway.

If the payment has failed then the variable `$result["ERROR"]` should be set to the error returned by the gateway.

`parse_response($gateway_input)` - maps the fields returned by the payment gateway to the corresponding variables used by AShop.

2.25 Sales Office Configuration

2.25.1 Sales Office Configuration

From the AShop admin panel, click on the Sales Office link in the main navigation bar on the left. At the top of the page, select Configuration.

Spam Protection

Upon login to the Sales Office panel, new email messages are fetched from your POP3 mailbox and stored in your customer inbox. When the box labeled *Block POP3 email from unregistered senders* is checked, only email from known contacts will be transferred to the customer inbox. All other messages will go to the spam bin where they can be browsed and saved individually before dumping. For messages to be moved to the inbox the following conditions must be met.

- Sender is already in the inbox.
- Sender is already on the contact list.
- Domain of sender is on accepted domain list.
- Message was submitted through and Sales Office contact form.

To accept all mail from specified domains, add the domains to the list of Accepted domains. Do NOT include http or www before the domain name. Separate each domain name by a line break [Enter]. Submit the form when done to save changes.

Spammers often forge the reply address in an attempt to spoof recipients into opening messages. The Sales Office compares the reply address with the actual sender address, which is in the email header. If the reply and sender addresses do not match, then the message goes to the spam bin. This is an effective method to block spam, however bulk mailings from known contacts may use similar mailing methods where the sender address in the header is different from the reply address. If a message from a known contact is found in the spam bin, this is most likely what has happened. To accept messages from the sender in the future, save the message from the spam bin to the customer inbox and then save it from the customer inbox to customer history. (Click on the Save icon to the right of the message) If the reply address already exists in a customer profile, the new sender address will be added to the same customer's profile under alternate email addresses. Then all future messages from that sender will not be

blocked and messages to/from that sender will automatically be saved in the same customer's history.

Mail Server Type

Mail may be received in the Sales Office inboxes from a POP3 or IMAP mailbox. The IMAP setting is only available if the IMAP extension is installed on the server. Otherwise, it will default to POP3.

When the Mail Server Type is changed, the Port settings for customer and vendor mail (see below) will automatically change to the default port for that server type. The Port settings may then be changed if the mail server is on a non-standard Port.

Do NOT use other POP3 email clients when Sales Office is set to use IMAP!
When IMAP is used there is one very big difference in how the mail is handled. IMAP keeps the mail in the mailbox on the mail server, while POP3 downloads the mail and stores it in the emerchant/mail directory. The emerchant/mail directory is still used with IMAP but only to save outgoing mail. This means that if a client-side POP3 email client such as Outlook is used to get messages from the same mailbox, the source of messages will be removed and the messages will be blank when viewed in the Sales Office.

The mail server must be on the same machine as AShop when using IMAP!
IMAP should not be used when the web site running AShop is not the same machine (or at least on the same network) as the mail server. The entire email is downloaded from the mail server every time it is opened in the Sales Office. If the mail server is on a remote server, messages could be slow loading. When AShop is installed on the same machine as the mail server, IMAP will typically open messages faster and it is capable of handling larger attachments than the POP3 method, which uses a PHP extension.

Customer Mail Account

- Set the **Customer Mail Address** to the address of the POP3 mailbox where customer email is received. For instance service@yourdomain.com. This will be the reply address in messages sent to customers from the Sales Office.
- The **Mail Server** setting is typically something like mail.yourdomain.com.
- The **Account Username** is may be the first part of the mail address if the POP3 mail server will accept the short username, but on some servers it must be the full username including the domain. For example, the username "service" may work on some servers and the username "service@yourdomain.com" may be required on other servers.
- The **Password** is the one that you have set for that mail account through your hosting service.
- The **Mail Port** is typically 110 when using POP3 or 143 when using IMAP.

The POP3 mailbox will be checked and mail downloaded automatically to the customer inbox upon logging into the Sales Office.

If the admin email setting, which is set in Configuration > Shop Parameters is set to the same address as the Sales Office customer email address, all admin notices will post directly in the Sales Office customer inbox (not sent by email to the POP3 mailbox). This method is more reliable and secure than sending admin notices by email and it reduces the load on the local mail server. If the addresses are different, the admin notices will be sent as regular email.

Vendor Mail Account

Vendor mail is received separate from customer mail so that the messages can be processed and saved in relation to vendors and purchase orders. To use the vendor mail features, create a separate POP3 mailbox for vendor mail and configure the Vendor Mail Account settings in the Sales Office with the matching POP3 settings. The vendor mail inbox does not use spam blocking. If you do not publish the vendor email address, spam will typically not be an issue in this area. If the vendor email does become compromised, a spam filter such as SpamAssassin can be applied to the POP3 mailbox.

The Vendor Mail Account settings are set in the same way as Customer Mail, but with a different mailbox.

Automatic Billing

These are the default settings for bills and related messages that are sent to customers. In the Sales

Office, each order begins with a quote. When a quote is converted to a bill there are bill options, which will be preset with these values and may then be edited for each bill.

Automatic Billing

Default to remind: 3	days before due date.
Default to send past due: 5	days after due date.
Default to send recurring bills: 0	days before due date.

2.25.2 Add/Edit Users

The AShop Sales Office may be used by an individual or by multiple users. There is no limit to the number of users that can be created in the Sales Office. When logged in as admin all available data is visible and all options are available. When logged in as any other user, some data and options are hidden.

Add and edit Sales Office users through the AShop admin panel. Click on the Sales Office link on the left side and then click the Manage Users link at the top of the page.

eMerchant Users

Add new user ?

Username	Action
admin	
andreas	

Sales Office User Login

The admin user may login through the AShop admin panel. There is also a direct login to the Sales Office, which will be a URL similar to http://www.yourdomain.com/emerchant/ or http://www.youdomain.com/ashop/emerchant/ depending on where AShop is installed in your domain. All users may login directly at the emerchant directory. A redirect (index.html) goes to emerchant/login.php.

The admin user may have the same password as for the admin panel or a different one. The default admin password when AShop is first installed is "emerchantadmin".

Add New Sales Office User

Click on the Add new user link, enter the new username and password, then click Update.

Sales Office Users

Username: [   ]
Password: [   ]
Confirm: [   ]

[Update]

Edit Sales Office User

Click on the profile icon to the right of the user that is to be edited. Edit the settings and then click Update to save the changes.

Sales Office Users

Username: [andreas   ]
Password: [●●●●●●●●●   ]
Confirm: [●●●●●●●●●   ]

[Update]

Delete Sales Office User

Click on the trash icon to the right of the user that is to be deleted. A confirmation page will open. Click yes to delete the user. Note that the admin user cannot be deleted.

Username	Action
admin	👤
andreas	👤 🗑

2.25.3 Vendors and Products

To create purchase orders and track order status each product must be assigned to a vendor. Products are assigned to vendors through the AShop admin panel in Edit Catalog, but before this can be done vendors must first be added through the Sales Office.

Add New Vendor

Click on the New Vendor button. Add the vendor contact information and click Save.

Assign Each Product to a Vendor

Assign each product to a vendor through the AShop admin panel Edit Catalog menu. Click on the edit button for each product. When at least one vendor has been added, there will be a drop-down selector in each product page. Select a vendor and save the product.

Note that products are not required to be assigned to a vendor. All active products will appear in the shopping cart regardless of their vendor relationship. The vendor assignment simply enables automation within the Sales Office. For example, when an order is received and it includes products that are assigned to a vendor, the order will appear in Vendors > Open Orders with an option to automatically generate a purchase order, filled in with the vendor, customer, and product information. Example 2: When manually creating purchase orders the vendor products are selectively displayed depending on which vendor the purchase order will be sent to.

See also: Sales Office > Vendors

2.25.4 Contact Forms

AShop contact forms post directly to the Sales Office inbox (database) and do not send any email. An image recognition character entry requirement in the form prevents most automated spam submissions. When used with an https connection, the AShop contact forms provide a secure way to receive sensitive information from a web site submission.

The contact form requires three files, which are distributed in the emerchant directory.
- mailform.php (This is the program script. It is not editable.)
- mailform.tpl (This file, which is in HTML format, defines the page layout and form fields. Edit this file.)
- thankyou.html (This file defines the confirmation page, after mailform.php is submitted. Edit this file.)

The contact form files will work in the emerchant directory or within any other subdirectory of your AShop installation. An unlimited number of custom contact forms may be created by copying these three files, modifying the html files as needed and uploading the files to separate subdirectories.

To set up a contact form, edit the mailform.tpl and thankyou.html files in an HTML editor. Copy and edit the example mailform.tpl, which is provided in the emerchant directory. Add or delete fields as needed, but do NOT delete any of the following required fields or the %errormessage% and %securityimage% tokens. The fields may be hidden, but a value must be set for each of the following form fields.

- firstname
- lastname
- email
- confirmemail
- subject
- message
- securitycheck

Tokens are used to set the value of each text field in the form. A token is the name of the field bracketed with percentage characters. For example, the text field with name="firstname" also has the parameter

---

value="%firstname%". Each text field should have a value such as this, which corresponds with the field name. The tokens are used by mailform.php to repopulate the fields if there is a validation error and the page must be reloaded.

The thankyou.html file is simply an HTML file. There is nothing special about it except for the name and location.

2.25.5 Quote Header/Footer

Each order begins as a quote. Quotes may be saved and sent to customers by email. Each quote may then be converted into a bill (unpaid order) or a paid order. The content of emailed quotes includes header and footer content, which is set in the editable emerchant/header.inc.php and emerchant/footer.inc.php files. Plain text and html may be used in the header and footer.

2.25.6 Recurring Bill Templates

Billing templates are created through the admin panel in Sales Office > Billing Templates. Billing templates are currently supported for Authorize.net ARB and Sales Office AutoBill recurring bills.

To automatically initiate recurring billing or ARB from orders, first create a billing template. Then each product may be assigned to a billing template through Edit Catalog > Edit (for each product).

Authorize.net ARB

Authorize.net ARB billing templates create ARB (automated recurring billing) in your Authorize.net account from product or subscription orders that are placed through the shopping cart and through the Sales Office. Each ARB is created from the credit card information that was used to pay for the order. If more than one of the products in the order is assigned to an ARB billing template, an ARB will be created in Authorize.net for each of the products individually.

PCS Compliance

Credit card numbers, expiration dates and security codes are saved by Authorize.net on their secure server. Credit card numbers, expiration dates and security codes are only transmitted across a secure encrypted connection and they are NOT saved on the local server.

Authorize.net Account With ARB Is Required

Before billing templates can create new ARBs in Authorize.net, you must have an account with Authorize.net and ARB service must be activated for the account. Also, a payment option for Authorize. net AIM or Authorize.net SIM must be created in the AShop admin panel. If other payment options are also offered in the shopping cart, the Authorize.net ARB billing templates will not work with them and there is not a method in the shopping cart to offer different payment options specifically for each product.

How to Add an Authorize.net ARB Billing Template

Select Authorize.net ARB. Give it a name, which will be for your own internal reference. Click Add.

In the new billing template, set the ARB parameters.
- **Template name** is for your internal reference. It is used to assign a billing template to each product.
- **Start** is the number of days after the order when the ARB will begin.
- **Recurring** may be weekly, monthy, quarterly, semiannual, or annual.
- **Repeat** is the number of times that the ARB will occur before it ends. Set this to 0 (zero) for the ARB to continue indefinitely.
- **Click Update** to save the settings.

AutoBill Recurring Bills

When a recurring bill template is set to initiate an AutoBill and a product, which is set to use that billing template is ordered through the shopping cart or the Sales Office, the Sales Office will subsequently create new unpaid orders for the product and send invoices on a preset billing cycle. If more than one of the products in the order is assigned to a billing template, a recurring bill will be created for each of the products individually.

PCS Compliance

This method does not save any credit card information and it does not automatically debit any credit card or PayPal. Customers receive invoices and may pay each bill by any option that you offer; online or offline. A payment link is included in each invoice. It links to the payment page in the shopping cart. When an AutoBill is paid online through the payment link, payment is applied directly to the unpaid bill and a confirmation notice is automatically sent. When payment is received offline, for examply by check or electronic funds transfer, payment may then be applied manually through the Sales Reports for Unpaid orders.

How To Add an *AutoBill* Billing Template

Select AutoBill. Give it a name, which will be for your own internal reference. Click Add.
- See Sales Office > Bills and Recurring Billing for a list and description of the AutoBill parameters.

Assign Products To Billing Templates

To use a billing template, assign a product to a billing template and set a recurring amount. Do this through Edit Catalog. Click on the Edit button for each product. When at least one billing template exists, there will be a drop-down selector for billing template assignment and a text box to set the recurring amount. If no recurring price is set the retail price of the product will be used. The amount of the recurring bill or ARB will be multiplied by the quantity that is ordered.

Manage Unpaid Bills

Unpaid Orders are reported in the admin panel under Sales Reports. Select status Unpaid and Edit mode to manage unpaid orders and to send reminders. Unpaid orders also appear in each related customer's history through the Sales Office.

2.26 Third Party Software Integration

2.26.1 Third Party Software Integration

To integrate AShop to any of the third party software applications that are supported by AShop V:

1. Follow the installation instructions for each application. Setup the program and test to ensure that it is working correctly.

    Note: AShop Software does not provide free support for third party application installation or usage. To get assistance with the installation or usage of a third party application, please contact the developer or vendor who provided the software.

2. Set the full server path to the directory where the third party software is installed.
    You do this in your AShop Administration Panel, go to the Configuration, under Shop Parameters, at the bottom click Advanced Options.

3. See additional notes for each application.

An automation fulfilment option can be used to integrate with third party applications that are not specifically supported by AShop.

2.26.2 AutoResponse Plus

The integration with ARP works similar to the other third party tools. You install it by entering the file system path in the Advanced Shop Parameters in your AShop Administration Panel (update.php must be run first in old AShop installations to add the new database fields) and then you can select one of the autoresponders in a drop down list on the Add/Edit product/subscription pages. Whenever a customer buys one of the products he/she will automatically be added to the corresponding autoresponder and receive the first follow up message.

There is one thing that can cause trouble with the ARP integration. An open basedir restriction will prevent the AShop scripts from reading the ARP config file. To fix this...

Copy the config file (it is called arp3-config.pl) to another directory, such as httpdocs, where it can be read from php. Set the AShop third party software configuration (set in the Advanced Shop Parameters) to this path. It needs to be an exact copy of the actual config file that is used for ARP on the site.

OR

Add the cgi-bin directory to the open basedir in the httpd.include file for the domain.
For example: /home/httpd/vhosts/yourdomain.com/conf/httpd.include

There are two methods of signing up with an ARP autoresponder. You can either use an html form or simply send an email to an address that is connected to the autoresponder. The email is the unique identifier of each autoresponder in ARP, which is why it is used in the drop down list within AShop

Administration Panel > Edit Products for each product. To be able to use the email method a mail filter needs to be installed which runs an ARP script automatically when a message is sent to a certain address.

Note: See ARP instructions for installation of ARP and mail filters.

You don't need to have a mailbox for each email address that is to be used in ARP. You can simply use the catch all option in the server administrator, and you don't need to use the email sign up method of ARP at all to be able to use it together with AShop. No additional configuration or setup other than what is described in the install.txt of ARP is needed for the AShop integration but if you want the email sign up method you must create a mail filter.

The first ARP message will be sent immediately when customers purchase associated products. Cron jobs must be setup for ARP to automatically send subsequent messages.

Note: If ARP is installed in a subdomain, add the subdirectory path extension to 3 of the fields in the arp3-settings.pl script file. For instance: /dir/subdir

Troubleshooting Tips

Internal Server Error When Running ARP
It seems like the most common problem with cgi scripts is that they have the wrong type of linebreaks (Windows instead of Unix). This might happen when you upload the scripts with ftp in binary mode instead of ascii mode.

Tips for AutoResponse Plus Users

Sending new messages to subscribers who have already finished the sequence
If you add new messages to a follow-up sequence and want "Finished"
subscribers to get those new messages, here's the process:

1.   Set autoresponder status to "Suspended".

2.   Add your new messages.

3.   Set autoresponder status to "Active".

4.   Filter subscriber list by autoresponder and status "Finished"

5.   Use Subscribers > Group Tasks > Edit to set their status to "Active" en masse.

They will be added back into the sequence and carry on from where they left off.

After they have received the new messages, they will be re-flagged as "Finished".

Note that the above will only work if messages are added at the end of the sequence, not in the middle of it.

2.26.3   Interspire Email Marketer

You configure and activate the Interspire Email Marketer integration by entering the URL to your IEM

xml.php script in the box labeled Email Marketer URL on the page Advanced Shop Parameters in your AShop Administration Panel. Then enter your IEM XML Username and XML Token in the boxes Email Marketer User and Email Marketer Token.

You will find the username and token by logging in to your Interspire Email Marketer control panel and then clicking Users & Groups in the top menu, then View User Accounts, the Edit option on your System Administrator user and finally Advanced User Settings. Make sure the option "Yes, allow this user to use the XML API" is checked. The three options you need for your AShop integration are found below that option: XML Path (=Email Marketer URL), XML Username (=Email Marketer User) and XML Token (=Email Marketer Token).

Once these settings are added on the advanced options page in your AShop admin panel, a drop down list should automatically appear on the Add/Edit Product pages, which lets you select one of your lists from your Interspire Email Marketer. Whenever a customer buys one of the products he/she will automatically be added to the list you chose for that product.

2.26.4 ListMessenger Lite & Pro

ListMessenger Lite is a free mailing list management program written in PHP using a mySQL database. The program files can be downloaded from http://www.listmessenger.com/index.php.

When ListMessenger Lite or Pro is installed on the same server as AShop and the path to ListMessenger is set within the third party software integration, each product can be associated with a ListMessenger mailing list group.

A drop down list will appear on the add product and edit product pages where you can set the mailing list group. When someone buys the product, they will automatically be added to the corresponding group within ListMessenger Lite.

The full path to the ListMessenger directory must be set.
Example: /home/username/public_html/listmessenger

2.26.5 Password Administrator+

Password Administrator+ (*PA+*) is a commercial password management program. PA+ is no longer sold or supported by its author. However we still support it in AShop for existing customers who already have it.

The author of PA+ ceased distribution of it and began selling Password Robot. You can purchase Password Robot from their website http://www.passwordrobot.com/. You can find integration instructions for Password Robot here.

AShop V supports the sales of subscription access to password protected members only directories and provides a simple method to remove expired passwords from the list. When PA+ is installed on the same server as AShop and the path to PA+ is set within the third party software integration, each subscription can instead be managed after the initial order by using the more advanced features of PA+.

How AShop V Integrates To PA+
PA+ is written in Perl. It uses simple text files to store information about members. It uses standard web server access control to protect the directory/directories, but instead of .htpasswd files it writes to its own password files called d_pass.txt. Depending on which version of PA+ that you have, each protected directory may have a corresponding set of: d_active.txt, d_expired.txt, d_inactive.txt and d_pass.txt files

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stored in a subdirectory to the directory that the PA+ scripts are installed in or there may be only one set of corresponding .txt files in the directory that PA+ is installed within (not a subdirectory). The only thing AShop does differently with PA+ integration is to write to those .txt files instead of to a .htpasswd file.

Note: When we originally created integration to PA+, in version 3.6, separate sets of password files could be created in order to manage passwords on multiple directories separately. Somewhere between version 3.6 and 3.6.5, Illmatic removed this feature and changed PA+ to only administrate passwords in one directory. They now offer a more expensive application called PasswordRobot to manage more than one directory.

There is no drop down list on the add subscription page for PA+ integration. Just like with ordinary subscriptions you should enter the name of the protected directory in the box labeled: Protected directory. If a directory with this name exists within the path that is set for PA+ on the third party tools page, it will be used when a subscription is bought. If there is no such directory AShop will instead check for a standard .htpasswd file in $ashoppath/$protecteddirectory. PA+ subscriptions will always override ordinary subscriptions so you won't have to remove any old protected directories or .htpasswd files from your $ashoppath to make it work.

To use the PA+ integration
1. Set up the protected directory in PA+
2. Set the path to the cgi-bin directory (not the protected directory itself) where the PA+ scripts are stored as the $papluspath variable in the AShop Shop Parameters > Advanced Options

    Example: /home/httpd/vhosts/yourdomain.com/cgi-bin/subdirectory or /home/httpd/vhosts/ yourdomain.com/cgi-bin

3. Add a subscription in the AShop catalog and enter the name of the protected directory.

2.26.6 ListMail Pro

ListMail Pro is a commercial mailing list management program written in PHP using a mySQL database. The program files can be purchased and downloaded from http://www.listmailpro.com/.

When ListMail Pro is installed on the same server as AShop and the URL to ListMail Pro is set within the third party software integration, each product can be associated with a ListMail Pro mailing list group.

A text box will appear on the add product and edit product pages where you can enter the name of the mailing list group. When someone buys the product, they will automatically be added to the corresponding group within ListMail Pro.

The full path to the ListMail Pro directory must be set.
Example: /home/username/public_html/listmailpro

2.26.7 Password Robot

Password Robot is a commercial password management program. It can be purchased from http://www.passwordrobot.com/.

AShop V supports the sales of subscription access to password protected members only directories and provides a simple method to remove expired passwords from the list. When Password Robot is

installed on the same server as AShop and the path to Password Robot is set within the third party software integration, each subscription can instead be managed after the initial order by using the more advanced features of Password Robot.

How AShop V Integrates To Password Robot

Password Robot is a Perl CGI program that lets you easily manage access to an unlimited number of password protected directories. It automatically deactivates expired accounts, disables abused accounts, sends personalized HTML e-mail, and stores its data in a MySQL database. Its capacity is virtually unlimited-- Your site will never outgrow it. It can easily manage thousands of accounts without slowing down your site, and you can export your data directly from Password Robot's admin area. Finally, your data is more secure simply due to the fact that it's not stored in text files.

Just like with ordinary subscriptions you should enter the name of the protected directory in the box labeled: Protected directory. If a directory with this name exists within the path that is set for Password Robot on the third party tools page, it will be used when a subscription is bought.

The receipt email will contain a link to the URL that you specify yourself for your subscription product in AShop. You should enter the complete address to the protected part of your site in the box labeled "Protected URL" when you create/edit your subscription product. If you want it to be the sign-in page you can simply enter the URL to that page. The box labeled "Protected directory" must contain the name of your Password Robot group though. If it is incorrect or misspelled the automatic registration won't work and the username and password can't be used.

To use the Password Robot integration
1. Set up the protected directory in Password Robot
2. Set the path to the cgi-bin directory (not the protected directory itself) where the Password Robot scripts are stored as the $passwordrobotpath variable in the AShop Shop Parameters > Advanced Options

   Example: /home/httpd/vhosts/yourdomain.com/cgi-bin/subdirectory or /home/httpd/vhosts/ yourdomain.com/cgi-bin

3. Add a subscription in the AShop catalog and enter the name of the protected directory.

2.26.8 Secure eBook

Secure eBook: http://www.secure-ebook.com, is a service that makes it possible to protect a PDF file at a very low cost, compared to more advanced server based DRM systems. It works by packaging the PDF in an executable EXE file which can only be fully read if you have activated it through Secure eBook. The author can allow anyone to read a sample set of pages from the eBook for free, which means that the eBook itself can serve as a promotional tool.

AShop integrates with Secure eBook by automatically delivering the activation code to your customers after they have bought your eBook. You can put the eBook file itself in your AShop as a preview/demo file for your product and the Secure eBook packager (a software you get after signing up for an account at secure-ebook.com) will even let you link to your AShop from within the eBook to make it possible to buy the activation code from the eBook itself.

To use the Secure eBook integration you will first of all need to sign up for an account at http://www. secure-ebook.com This is free but to use the service you will need to subscribe to Secure eBook tokens. One token is used each time an activation code is generated and sent to one of your customers. There are several different subscription plans available to make sure you don't need to buy more tokens

than you need.

When you have signed up you will be assigned a Vendor code by Secure eBook. You can look this up on the page My Account->Account Information in your Secure eBook account. On this page you will also find an option to Enable SDK. Check this option and enter your own security secret in the box SDK Secret Keyword.

Now you have all the information needed to setup a fulfilment option in your AShop:

1. Login to your AShop admin panel and open the page Configuration->Fulfilment.
2. Select "Automation" as the fulfilment method and click Add.
3. Enter: "Secure eBook" in the box "Option name".
4. Leave the "Run once" option at the default setting: "Per associated product". Enter the URL to the automation/secureebook.php script in your AShop in the URL box. For example: http://www. yourowndomain.com/shop/automation/secureebook.php
5. Leave the various Fieldname boxes unchanged and enter the following in the box labeled "Other fields + values" at the bottom of the fulfilment option settings: vendorcode=ASHOP555, sdksecret=myownsecretword
   The "ASHOP555" part should be replaced with your own Secure eBook Vendor code and "myownsecretword" should be replaced with the keyword you entered into the SDK Secret Keyword box in your Secure eBook account.
6. Click Update to save the changes you have made.

The next step will be to create a product in your AShop catalog for the eBook. Follow the steps described here to create your product: Add Product

Click the Fulfilment button for the new product to connect it to the Secure eBook fulfilment option you previously created. Select "Secure eBook" in the drop down list and click Submit.

In the Edit Catalog page in the upper left corner of your product listing you will see a number. This is the product ID which we will use to connect the product to the right eBook in your Secure eBook product list.

Login to your Secure eBook account again and open the page My Products->Create a new Product. Enter the product ID in the box "Shopping Cart Product Code". Fill out the rest of the form with the values you want to use for your eBook and select "eBook Activation" as the "Protection Type"...

To connect your secured eBook to your AShop from the Buy This eBook Now! link inside the eBook itself, click the Advanced tab in the product setup of your Secure eBook account and enter the URL to your AShop in the Purchase URL field. Build or rebuild the eBook using the Secure-eBook Packager software provided by Secure eBook to add the correct link.

Now you have finished setting up the Secure eBook integration and you should try it out to make sure it works. The Secure eBook script is set to test mode by default so you can make a test purchase without using up any of your Secure eBook tokens. When you have tested and found that the activation code

delivery is working properly you should open the file automation/secureebook.php in a text editor - for example Windows Notepad - and change the line:

$testmode = true;

to:

$testmode = false;

You will find this line near the top of the file. Don't forget to upload the file when you have made the change.

2.26.9 Aweber

Aweber is one of the most popular hosted autoresponder services available on the web. You can sign up for an account with them at: www.aweber.com.

To integrate AShop with your Aweber account you will also need to ask them to provide a so called "email parser", which is an additional service that they charge extra for. It is an email address that is connected to your Aweber list and whenever someone sends an email to that address they are automatically signed up with the list. AShop can send an email no behalf of your customers to your Aweber parser when they buy a product.m This is done through the automation fulfilment feature in AShop.

Start by editing the file aweber.php in the automation directory. Change the $ashoppath variable to the filesystem path to your AShop on the server. Change the $password variable to any password you wish to use to secure the script from unauthorized use. Change the $aweberemail to the email address used with your parser. Upload the modified aweber.php script to your AShop.

Create a fulfilment option on the page Configuration->Fulfilment in your AShop admin panel. Select "Automation" as the fulfilment method and enter a descriptive name, for example "Aweber". Select if you want your customers to be signed up whenever they order something from you "Run once: Per order" or only if they buy certain products "Run once: Per associated product". Leave the "Include returned data in receipt" option turned off. Enter the URL to your aweber.php script in the URL field, for example: http://www.yourdomain.com/ashop/automation/aweber.php. Change the "Other fields+values" box at the bottom of the page to: "password=yourownpassword" where "yourownpassword" should be changed to the password you put in your aweber.php script. Leave the other fields with their default values and click "Update" to save the fulfilment option.

Depending on wether you selected to run the fulfilment option once per order or once per associated product you may now also need to associate it with some of your products, which is done through the "Fulfilment" buttons on the page "Edit Catalog".

2.26.10 S2Member

The free s2member plugin for Wordpress can be used to run a membership site where some content is only available to paying members. You can configure 4 different levels of memberships to give access to different parts of your website depending on what type of membership your customers have bought.

AShop can be used to sell access to multiple s2member sites through the s2member fulfilment module.

Prepare the Wordpress site
First of all you need to install the s2member plugin on your Wordpress site and configure it. How to do this is explained in the s2member documentation. Next, you need to prepare your Wordpress theme to

make it accept calls from your AShop to register members. Inside the functions.php file for your
Wordpress theme, insert a code like this:

```
/* AShop remote registration payment */
add_action("init", "make_registrationlink");
function make_registrationlink(){
        $secretkey = "myownsecrectkey";
        if($_GET["make_registrationlink"]){
                $subscr_id = $_GET["orderid"];
                $custom = $_SERVER["HTTP_HOST"];
                $item_number = $_GET["item"];
                $reg = $_GET["reg"];
                $checkreg = md5($subscr_id.$item_number.$secretkey);
                if ($checkreg == $reg) {
                        $link = ws_plugin__s2member_register_link_gen ($subscr_id, $custom,
$item_number, TRUE);
                        echo "<!-- StartAShopS2Member-$link-EndAShopS2Member -->";
                        exit;
                }
        }
}
```

Make sure to change the $secretkey variable to your own personal key for this site.

Prepare your AShop

1. Add a fulfilment option on the page Configuration->Fulfilment in your AShop admin panel. Use the
   S2Member Registration method.
2. Set the URL field to the URL of your s2member site.
3. Set the Password field to the value of your $secretkey, which you previously added to the functions.
   php page of your s2member site.
4. Create or locate a product on the Edit Catalog page and click Attributes.
5. Add an attribute for the membership level, for example labeled "Level". If you want this to be customer
   selectable so your customers can buy different membership levels through the same product, add 4
   alternatives, otherwise add just 1.
6. Set the attribute alternative(s) to the s2member membership level(s), for example "1" or "4".
7. Click the Fulfilment button for the product you just prepared and select the s2member fulfilment option
   you created previously.
8. Set the name of the level attribute to: level

Note: The name of the attribute on the fulfilment configuration page is case sensitive and must be
exactly "level", not "Level" or "LEVEL" or "membershiplevel".

Now your customers will be given a temporary link that allows them to sign up at your s2member site
when they buy
the product. It will be included in the receipt that is emailed to the customer after successful payment.
By setting up
multiple fulfilment options and/or products you can sell different membership levels or even memberships
at different s2member sites.

2.26.11 Wishlist Member

Wishlist Member is an addon for Wordpress which lets you sell access to restricted areas of your
Wordpress site. AShop can sign customers up with a Wishlist Member site, but only the initial signup is

automated, the customer will still need to complete the last step manually: selecting a username and password for their account. When a customer buys a product that is integrated with Wishlist Member they will receive an email with a link that takes them to that last step.

The Wishlist Member integration is done through the automation fulfilment feature. The first thing you need to do is to edit the wlmember.php script, which you can find in your automation directory. Change the following variables at the top of the script:

- $ashoppath - set this to the full filesystem path to your AShop
- $wlmemberurl - set this to the URL where external programs can register new accounts with your Wishlist Member. This URL can be found in your Wishlist Member administration panel.
- $level - set this to the Wishlist Member membership level SKU you want to use.
- $secretkey - set this to the Wishlist Member secret key, required for integration with external program. You will find this in your Wishlist Member administration panel.
- $password - set this to a personal password, to make sure no one else can run your wlmember.php script without knowing the password.

Save the modified wlmember.php script and upload it to your AShop. Then login to your AShop admin panel and open the page Configuration->Fulfilment. Create a new fulfilment option with the Automation fulfilment method. Enter a descriptive name for your new fulfilment option, for example: "Wishlist Member". Set the URL to where your wlmember.php script can be found, for example: http://www. yourdomain.com/ashop/automation/wlmember.php. Activate the "Include returned data in receipt" option and set the "Run once" option to "Per associated product". Leave all other fields with their default values, except the "Other fields+values" box at the bottom of the page, which should be set to "password=yourpasswordhere", where "yourpasswordhere" should be replaced with the personal password you entered into your wlmember.php script. Click "Update" to save the changes.

Now you need to associate the new fulfilment option with the products you want to use to sell access to your Wishlist Member site. Open the page Edit Catalog and locate the product(s). Click "Fulfilment" and select the fulfilment option you just created in the box "Select option". Click "Submit" to save the changes. When a customer buys this product he/she will now be automatically signed up with your Wishlist Member site.

To sell access to several membership areas, just create copies of the wlmember.php script and change them accordingly. Then create a new fulfilment option for each of your copies.

2.26.12 Fitlist Pro

Fitlist Pro - www.fitlistpro.com - is a hosted follow up autoresponder service. You can use it to program a sequence of automatic responses that are sent to your customers, for example an email course or promotional letters to sell or upsell your products. AShop can sign your customer up for one of the autoresponders you have set up in your Fitlist Pro account when they buy your product. Each product can be assigned to its own autoresponder.

To use Fitlist Pro with AShop you will first need to get some information about your Fitlist Pro account and the autoresponder you wish to use. This can be done by generating the html form code for the autoresponder at Fitlist Pro.

1. Login to your account at www.fitlistpro.com
2. Open the page Campaigns->Show, if it is not already open.
3. Click "Form" in the "Actions" column.
4. Scroll down to the bottom of the new page and click Generate Code.
5. Scroll down to the "Web based subscription forms" box, which should look something like this:

In the <form> tag you will find the URL to your Fitlist Pro account, for example: http://www.fitlistpro.com/ea/formcapture.php?v=31&W39

The entire URL must be copied and pasted into your AShop. If you are installing AShop for the first time you will be asked for this information on the last page of the installation guide. If you have already installed AShop you can enter the URL on the page Configuration->Shop Parameters->Advanced Options in your admin panel, in the box labeled "URL to Fitlist Pro".

Advanced Shop Parameters

Only change these settings if you understand what you are doing!

Note: Setting this will also activate a new shortcut icon in the AShop admin panel menu that will open Fitlist Pro in a new window.

Next you should have another look at the form code that Fitlist Pro generated for you. Somewhere in the html code you will find a line that looks like this:

<input type='hidden' name='id' value='555'>

The value, in this case *555,* is the id of this particular autoresponder and needs to be assigned to one or several of your products to have AShop sign your customers up with the autoresponder when they buy those products. Copy or memorize this value and open your AShop admin panel again. Click "Edit

Catalog" in the menu, locate a product you want to connect to the autoresponder and click Edit on that product. On the page that opens you should find a box labeled "Fitlist Pro Responder ID" where you should paste or enter the id of your autoresponder.

Now your AShop is set to automatically sign customers who buy this product up with your Fitlist Pro autoresponder. Repeat the last step for any other product that should be assigned to the same autoresponder or generate the form code of another autoresponder at Fitlist Pro to get another id to use if you want your products to be associated with separate autoresponders.

2.27 Maintenance & Updates

2.27.1 Database Backup

You can backup the contents of your mySQL database.

Access your administration panel and click on the Backup Icon 💾.

You will be prompted to save the file, set as a default to ashop.sql. You may rename the file, though it must have the file name extension **sql**.

To restore the contents of your database from the point when you ran the backup simply call import.php from your browser.

For example: http://www.yourdomain.com/ashop/admin/import.db

You will be prompted for your database password and the location of the sql file you created when you ran the backup.

Be sure to click the "Upload and Restore" button.

2.27.2 Updating Software Versions

As of version 4.2.6, software updates and patches are distributed through the admin panel in the resources page. The technical support and updates must be current and active for the license key and resources to be visible.

Update Instructions
Updating from one version to the next, it is typically simple.

1. As a safety measure, it is always a good idea to have a recent backup of the AShop directory and SQL database.

2. Upload and replace all of the files from the update folder to their corresponding AShop directory location.
    Note: the admin/config.inc.php, page template files, and logo.gif are NOT included in the UPDATE folder so you can upload the entire file structure without accidentally replacing the configured files in your existing installation.

3. Ensure that the admin/config.inc.php file has permissions of 777.

4. Run update.php in a browser.

If no modifications were previously done to payment gateway setup files, language files, or standard image files then the update is complete at this point. If the setup files have been modified, continue reading.

Check for Modified Configuration Files

PAYMENT OPTIONS - CREDIT CARDS ACCEPTED
(If there are not any .gw files in the update package or the original .gw files have not been modified, skip this step.) For some payment options, the accepted credit cards, such as Visa, MasterCard, Amex, are set in the gateway setup files, which are located in the admin/directory under a subdirectory for each currency. For example; admin/gateways, admin/gatewaysuk, gatewayseu, etc.) If the .gw file(s) for payment method(s) used in the cart have been modified and new .gw files are included in the update package, then it may be necessary to modify the .gw file(s) again to remove unaccepted cards.

CUSTOM IMAGE FILES
(If there are not any new button image files in the update package or if the original button images that came with the program have not been changed, skip this step.) If any language specific image files in the images directory or within a theme/images directory have been replaced or modified, do not upload the entire images directory. Instead, check the mod dates for new images and only upload new button images that have been added to the program.

LANGUAGE AND RECEIPT TEMPLATE FILES
(If there are not any language or receipt files in the update package or if the original language and receipt template files that came with the program have not been changed, skip this step.) If the language or receipt template files have been modified, make the same mods in the new language files and/or receipt template files.

Updating From Old Versions

If you are updating from a version earlier than 4.0, it is advisable to first ensure that all program requirements are met by the server where AShop V is hosted. Versions prior to 3.9.5 used Source Guardian encoding. Since then, the program is encoded using IonCube.

The update package that are distributed through the admin panel are only available going back a few versions. If you need a package to update an earlier version, contact us.

2.28   Troubleshooting & Resources

2.28.1   Installation Troubleshooting

2.28.1.1   Windows Server \t Characters

Windows servers have trouble with \t
If a filesystem path contains the characters "\t" which has a special meaning in php code - the characters are replaced with a tab just like "\n" is replaced with a new line. For example: C:\Websites \thissite would turn into: C:\Websites   hissite. This kind of problem is unique to Windows servers where the path uses backslashes (which is also the escape character in php) instead of slashes. To fix trouble with \t characters in Windows file path replace the backslashes with forward slashes. If this doesn't work, try to escape the backslashes in the current path by adding another backslash before each of them.

To change the filesystem path use a MySQL database manager like phpMyAdmin, which is provided by most web hosting services, and look up the table "preferences". Find the rows where the "prefname" field is set to: "ashoppath" and "ashopspath". Change the path in the "prefvalue" field of those two rows.

2.28.1.2   ashoptest.php

General Server Requirements For AShop Programs

Software Requirements:
- At least version 4.1.0 of PHP4 or any version of PHP5
- Safe Mode = Off
- File Uploads = On
- MySQL Functions Available
- Curl With SSL Available
- Run-time notices = Off
- The fsockopen-function is working

- IonCube decryption is working.
- The AShop Software license server can be reached

AShop Pre-Installation Test

The ashoptest.php script can be used to ensure that the server configuration is compatible with AShop before uploading all of the progam files, creating a database, and installing the program. The ashoptest. php script checks and reports the status of the server configuration as it relates to AShop. It also checks the operating system version, automatically gets the correct IonCube loader from ashopsoftware. com and uploads the file to the ioncube directory within the new installation. The ashoptest.php script then checks to see if IonCube decryption is working.

To test and report the status of the above requirements on your server, download the ashoptest.php script from our program file download page, unzip it on your local computer, upload it to the server where AShop is to be installed, and call it from a browser.

Checks Performed By ashoptest.php

PHP Version
The version of PHP on the server must be at least 4.1.0.

Safe Mode = Off
Some server administration systems are configured to create new domains with PHP safe mode = On. The safe mode setting prevents many of the functions in AShop from working. This test reports the Safe Mode setting. It must be Off for AShop to function completely.

File Uploads = On (Size limit: [filesize])
file_uploads is set in the php.ini configuration file for the server. It must be on so that product and thumbnail image files can be uploaded through the AShop administration panel. If this setting is off, the program will run, but files will not upload through a browser.

The File Uploads test also checks the upload_max_filesize. This is an informational test. Product files that are larger than this limit must be uploaded to the ashop/products directory using FTP and then selected for each product through the administration panel Edit Catalogue menu. Files that are larger than this limit will not upload completely through an http browser.

MySQL Functions Available
This test checks to see if MySQL is available on the server and if it can be used from PHP scripts. AShop requires all privileges on one MySQL database. An error message will appear when privileges are too low. Example: database user does not have privileges to modify tables OR database user does not have privileges to add tables.

Curl With SSL Available
Curl is a tool on the server that is used for secure transmission of files with URL syntax. AShop will run fine without Curl. It is only required in order to use payment gateways where credit card information is collected locally and transmitted to the payment gateway. Most of the payment gateways supported by AShop do not require Curl because they provide the secure payment form on their server.

Error Reporting - Run Time Notices Off
This test checks the error_reporting setting in PHP to see if it is set to: "E_ALL & ~E_NOTICE" which is the equivalent of: 2039. Some other settings will cause all kinds of warnings and other messages to be displayed at the top of AShop pages. There are other settings besides "E_ALL & ~E_NOTICE" that will

work, but we are not sure which ones or how to check for all of them. If this test fails, you can still install and run AShop. If there are no PHP warning messages at the top of AShop pages, then the setting is probably ok.

fsockopen-function is working
The fsockopen-function is used for server to server communication. It is required to update the IonCube loader and to register the license key.

IonCube decryption is working
Automatically gets the correct IonCube loader from ashopsoftware.com and uploads the file to the ioncube directory within the new installation. The ashoptest.php script then checks to see if IonCube decryption is working. This test will also report if IonCube loaders are loaded during run time or if they are included in php.ini.

The AShop Software license server can be reached
This test confirms that server to server communication is taking place with the AShop license server.

2.28.1.3 Curl With SSL

Payment Gateway Modules That Use Curl SSL
3rdlevelbilling.gw
authorizenetaim.gw
echo.gw
iongate.gw
linkpointform.gw
paynova.gw
paynova2.gw
paypal.gw
payready.gw

Curl with SSL is also used for FedEx and UPS shipping rates calculation, Authorize.Net Automatic Rebilling, SAASU integration and TeleSign integration. If you do not intend to use any of these features you can run AShop without Curl with SSL. There are other features that require Curl though, but without the SSL part.

Some web hosting services set up Curl on a proxy server. In this case Curl must be given parameters to work with the proxy server.

The scripts that use Curl SSL include a file named admin/curl.inc.php if it exists. Additional Curl settings can be included in this file, which will then be applied before Curl is run. An example curl.inc.php file for GoDaddy hosting service is provided with the AShop distribution file package. It is named godaddy-curl. inc.php. To use it with GoDaddy hosting service, first verify with GoDaddy tech support that the settings are correct and then rename the file to curl.inc.php

2.28.1.4 Cannot Modify Header Information - Already Modified By...

Installation seems to have gone ok, but upon logging into in, something similar to the following message appears...

```
Warning: Cannot modify header information – headers already sent by (output started at
/home/resilien/public_html/yourdomain//ashop/admin/config.inc.php:50) in /home/
```

```
resilien/public_html/yourdomain/ashop/admin/login.php(2) : eval()'d code on line 102
```

Some servers have trouble with an empty line feed at the end of config.inc.php. The empty line feed appears to be inserted by some FTP client programs when uploading PHP files. To fix the trouble in admin/config.inc.php, remove the extra line feed(s) at the end of config.inc.php and, if necessary, try a different FTP client.

2.28.1.5 Database Not Found

When install.php is run, the following AShop error message appears.
```
Database name is incorrect. Check the settings.
```

1. Verify that the database settings are correct in config.inc.php.

2. The user in config.inc.php may not have permission to use the database. Make sure your database user has full privileges on the database. This can usually be done through your hosting control panel.

2.28.1.6 IonCube Compatibility

IonCube Copy Protection

AShop program files are compiled using IonCube for copyright protection. IonCube provides run time loaders for most operating systems and versions of PHP. The correct run time loader must be present or the loader must be added to PHP on the server in order for the compiled scripts to run.

AShop Pre-Installation Test

The pre-installation ashoptest.php script checks and reports the status of the server configuration as it relates to AShop. It also checks the operating system version, automatically gets the correct IonCube loader from ashopsoftware.com and uploads the file to the ioncube directory within the new installation. The ashoptest.php script then checks to see if IonCube decryption is working.

IonCube Troubleshooting

- Run ashoptest.php first to see if the AShop Software requirements are met on the server.
- If all of the requirements are met and the IonCube decryption is still not working, make sure that there is an ioncube loader file in the ioncube directory. The file should have a name that indicates what type and version the operating system is.
- If the ioncube loader file is not there at all, make sure that the ioncube directory permissions are 777, reset them if necessary and run the ashoptest.php script again. Note that if the fsocket-open function is failing in the ashoptest.php script, the ioncube loader file will not be uploaded and also the license registration will not work.
- The ioncube loader file should have a file size of about .15 MB or more. If there is trouble with the fsocket-open or other server configuration issues, the file might only partially upload. In this case the file may appear (with a small file size) and still not work. The ashoptest.php script will not overwrite the ioncube loader file if it is for the correct operating system and version even if it is corrupted. If this occurs, delete the corrupted ioncube loader file and run ashoptest.php again.
- If the ioncube directory permissions are 777 and the ashoptest.php script passes all requirements and the ioncube loader file still does not upload correctly to the ioncube directory, you can manually upload the correct ioncube loader file for your server. The ioncube loader files may be downloaded from IonCube.com. Note that the files must be transferred in binary mode. If there is any question about it, check the FTP upload parameters and upload the ioncube loader file(s) again. The version of PHP that is running on your server can be determined by running phpinfo.php, which is included with the AShop

program files.
- If you are still having issues with the IonCube loader not passing the ashoptest be sure that the PHP extension_dir is set to a complete file system path, like for example: "/usr/lib/php4". This can be modified in the file php.ini (typically found in /etc) but you must have system administrator privileges on the server to be able to change the file so you might need to ask your hosting provider to fix this problem for you. Without a correct value for this setting PHP extensions like the IonCube loader will not run.

Note: AShop automatically checks for newer versions of the ioncube loaders and uploads them to your installation if newer ones are available. If the ashoptest.php script cannot upload the ioncube loader files, then there is most likely a configuration issue on the server, which will prevent the program from automatically updating in the future. If this is the case, when the version of PHP is updated on the server, a new ioncube loader file may need to be manually uploaded again.

Optional PHP Configuration Method

If you have access to php.ini, you can add one line, which will eliminate the need for run time loaders. Download the loader package from IonCube.com for details.

Technical Support

If you still have trouble getting the compiled files to work on your server or hosting service and you don't want to move to a different server, we will troubleshoot the configuration on the server for a fee of $50. Root access or cooperation from the hosting service may be required. For this and other services, submit a technical service request.

2.28.1.7 IonCube Loader Wrong Version

All of file and folder permissions are set as instructed in the installation instructions and all of the ashoptest.php tests pass, but when attempting to run install.php, an IonCube error reports that a loader must be installed. The message may be similar to this.

```
/home/user/www/install.php requires the ionCube PHP Loader ioncube_loader_lin_4.3.so
to be installed by the site administrator."
```

In this case, ashoptest.php reported the following:
```
IonCube decryption is working.
IonCube loader version 3.1 - PASSED
```

Note that the IonCube loader version reported by ashoptest.php (3.1) is different than the one that IonCube is asking for (4.3). The IonCube loader version must be compatible with the operating system and the version of PHP that is running on the server. The ioncube directory may or may not contain the version 4.3 ioncube loader, but ashoptest.php still reports version 3.1 is installed. This indicates that IonCube is installed centrally on the server, but the centrally installed version is incorrect and does not match the version of PHP that is installed on the server. When the IonCube loader is installed centrally on the server, the centrally installed loader takes precedence over the (runtime) ioncube/loader. The centrally installed IonCube loader must be updated to match the version of PHP that is running on the server. Root user access to the server is typically required to make this change.

2.28.1.8 IonCube Loader Not Working

The ashoptest.php script will not run and there is an error message similar to the following.

```
/home/user/www/ashoptest.php    requires    the    ionCube    PHP    Loader
ioncube_loader_lin_5.1.so    to    be    installed    by    the    site    administrator."
```

Check the ioncube directory permissions. They should be 777. If not, change the permissions and run ashoptest.php again and refresh the FTP browser. If running ashoptest.php does not get the correct loader, there is most likely a restriction imposed on server to server communications, which is preventing the download. If this is the case, manually upload the ioncube loader and run ashoptest.php again.

If the correct ioncube loader is in the directory and the version matches the version of the operating system and PHP (as listed in the error message), the most common cause - and the most probable cause in this case - is that the extension_dir setting in php.ini is set to a directory that doesn't really exists, which breaks the run time loading of the IonCube loader.

The ashoptest.php script will automatically install the ioncube loader in the ioncube directory regardless of the php extension_dir setting, but run time loading and using the loader once it's there requires this setting to be an existing directory. It doesn't matter what directory it is set to, just that the directory exists. The dynamic loading of the ioncube loader searches through the filesystem for the correct ioncube loader with the PHP extension_dir as it's reference point. It should end up finding the one that is installed in the ioncube subdirectory of AShop, but can't find anything if extension_dir does not exist. The extension_dir doesn't matter if the ioncube loader is installed centrally through php.ini.

2.28.1.9 License Text Inserts Break Tags

The license agreement that pop-ups up from the buy confirmation window is distorted. Upon viewing the source, it is noted that <br> tags have been inserted by the program.

Line breaks or carriage returns within the text that is entered into the license text box for each product are converted to HTML break <br> tags by AShop. If the auto convert line breaks feature was not used, line breaks in plain text would become joined and the result would be one long line of text.

For instance:

```
Line one of your license agreement.
Line two of you license agreement.
```

Without the auto convert line breaks feature, the lines would appear in a browser as one long line.

```
Line one of your license agreement.Line two of you license agreement.
```

HTML can be entered or pasted into the license text box to format the license agreement and include hyperlinks. HTML code typically has line breaks (carriage returns) between each line of code.

For instance:

```
<table>
      <tr><td>Text within the table cell.
</td><tr>
</table>
```

The resulting text after PHP auto converts line breaks is something like this.

```
<table>
<br>    <tr><td>Text within the table cell.
<br>    </td></tr>
```

```
<br>    <table>
```

The extra line breaks will obviously cause the resulting page to look different than intended and quite likely will cause the page to be severely distorted. The solution is to join the HTML code. This can be done by copying the HTML source code and pasting it into a text editor that has a "Join Lines" feature, such as NoteTab Pro or it can be done manually. The resulting code should look something like the following.

```
<table><tr><td>Text within the table cell.</td><tr></table>
```

Paste the joined lines of HTML code into the license text box and submit the changes.

2.28.1.10 Orders Not Recorded - Notices Not eMailed

The checkout seems to work fine, payment is collected on the gateway's secure form, and the customer is redirected to order.php, but the order is not recorded and notices are not emailed to the customer or administrator.

1. For PayPal (standard), check that you are using the primary email for your account as the Merchant ID of your AShop payment option. If you are using a secondary email, the security checks in AShop will fail and the payment will not be recorded.

2. If this happens with other payment gateways, check that there isn't a requirement to set a postback URL for the payment gateway you are using. This should always be set to the URL to your AShop order.php script, for example: http://www.yourdomain.com/ashop/order.php

3. If you are using a payment gateway where the billing information is collected on your own site rather than through a hosted form at the payment processor, make sure that the fsockopen function in PHP is operational. This can be done by running the ashoptest.php script, which includes an fsockopen test. If this test fails, your server is configured not to accept opening network connections to itself, which is required to make the order processing work. Ask your hosting provider to fix this.

2.28.1.11 Products Not Saving

1. The installation is completed and everything seems to work except new product files are not uploading and downloadable products won't save to the database and there is not error message.

Check the file_uploads option in php.ini. When set to Off, this prevents all html forms that are used for file uploads (such as the Edit Files page) from working. Set it to On and restart Apache.

2. Installation is completed, but products will not upload and there is an error message.
Permission denied.... editproduct.php on line 0

Permission to write to the folders that your file uploads are stored in is denied if the permission setting is lower than 777. To fix this use your ftp client to change the permissions on the prodimg, products, banners, updates and previews folders on the server. Verify that the permissions was actually set. Some hosting services will not allow 777 permission settings, which means that you will not be able to use the file upload features in AShop. Upload your files by ftp instead if this is the case.

2.28.1.12 SAFE MODE Restriction in effect

When sending mail using mailcustomer.php. Instead of sending the message, the following error appears.

```
Warning: Cannot set time limit in safe mode in /home/virtual/usr/html/ashop/admin/
mailcustomer.php on line 11
```

set_time_limit() lines and the PayFlow Pro modules are affected by safe-mode. set_time_limit() can be commented out and the program will still run and send mail. To use the PayFlow Pro payment option, safe-mode must be off.

2.28.1.13 Time Zone Offset

Many times, the server or hosting service is located in a different time zone than where the merchant is located. Also, many servers are set to Grenich Mean Time (GMT). Unless something is done to compensate for the difference, the time stamp for orders and stats will show a different time than your local time. To adjust this so that time stamps and stats are in sync with your local time zone,

1. Open the page Configuration->Shop Parameters->Advanced Options
2. Change the Timezone Offset option. Enter the difference of time between your time zone and the server time in seconds.
   For instance: If server time is 3 hours later than your time zone, enter '-10800' (minus 10800, 3 hours x 60 minutes x 60 seconds). If the server time is 2 hours earlier than your time zone, enter '7200' (2 hours x 60 minutes x 60 seconds).

2.28.1.14 undefined function: curl_init()

When ordering a product that has the UPS shipping lookup method set for it, there is a message similar to the following.

Fatal error: Call to undefined function: curl_init() in **/home/user/www/domain.com/ashop/admin/ashopfunc.inc.php(2) : eval()'d code** on line **79**

This error message means that php has been compiled without support for Curl. The UPS calculations won't work without support for Curl. Ask your hosting service provider to install curl.

2.28.1.15 Warning: open_basedir restriction in effect

Attempted to write to config.inc.php file, denied with error message...
```
Warning: open_basedir restriction in effect. File is in wrong directory
```

The open basedir setting normally shouldn't cause any troubles with AShop if the $ashoppath is correctly set. It only restricts access to files to the users own document root directory which is where the files are stored anyway. File uploads work with the open basedir setting on but only if the server administrator hasn't forgotten to include the /tmp directory in the open basedir path. I've found that it is a common mistake to leave out the /tmp directory which is where php usually stores all uploaded files before the user moves them somewhere else.

PHP can be set to use open_basedir without having safe mode turned on. Open basedir seems to be used quite frequently but I don't think there are many hosting companies that actually use the safe mode of php since it is known to cause a whole lot of trouble for users.

Note: There is a bug in pre 4.2.x versions of PHP that may cause "open_basedir restriction" messages to appear when OrderForm pages are located within subdirectories. This can be avoided by locating the OrderForm pages in the same directory as AShop or by updating the version of PHP that is running on the server to a more recent version.

2.28.1.16 Mail Blocked By Spam Filters

AShop receipts, order notices, messaging to affiliates and customers are not received.

If orders are being recorded, but customers are not receiving the reciepts and the administrator is not receiving order notices, it is possible that the e-mail is being blocked or filtered by the receiving ISP's mail server spam filters. This can be caused to the server being on spam black lists.

If this is the case, sometimes mail will be received by some customers and not by others, depending on the type of spam filtering and which black list or spam filter criterea that they use. Free mail accounts such as HotMail typically have the highest levels of filtering. AOL also seems to have very high levels of filtering. Many times the spam filters will block mail even when it is legitimate.

Note: The Return-path is set to the $ashopemail by order.php. To change this you would only need to change the AShop Email setting in the admin panel, but this is unlikely to make a difference. Blacklists typically look at the Received header field instead and the only way to change this is to send the mail through a different server.

If the emailed receipts are received by some customers and not received by others, then the AShop scripts and mail() function on the server are most likely working properly.

Note: The PHP mail() function on the server can be tested independently from AShop by uploading a simple script and calling it in a browser. The following is an example. If mail is received at a domain that does not use spam filtering, but not received at a hotmail address, then the mail() function is working and the server is being filtered. If this is the case, the solution is to move to a different server that is not being blocked.

```php
<?php
mail("you@yourdomain.com","test","test");
mail("testaccount@hotmail.com","test","test");
?>
```

Hotmail and MSN email are notorious for blocking messages. They filter messages based on content and also based upon black lists of troublesome servers.

The message content is evaluated and rated by their spam filters. The ratings are based on usage of HTML, links, images, and keywords that have been identified as popular in spam messages, such as "free". Receipts from the shopping cart are less likely to be filtered if the receipt format is Plain Text and the product names do not include keywords that might trigger spam filters.

Hosting services can end up on spam black lists when any domain hosted on the server is identified as sending spam. Cheap hosting services that do not closely monitor email activity and check for black listings are more likely to have email blocked than higher quality services where there are fewer hosted domains and where the activity is monitored more carefully.

2.28.2 File Download Issues

2.28.2.1 Downloaded download.php Instead Of Product File

If a customer reports that he downloaded a file named download.php instead of the product file, your product file is most likely missing. Check that your "products" directory have 777 permissions, then check the Edit Files page for the product in your admin panel and reupload any missing files.

2.28.2.2 Direct access to this script is not allowed

The "Direct access to this script is not allowed" is what you will see if cookies are blocked in any way. This can be cause by browser privacy settings being set too high.

2.28.2.3 File Downloads - Mac OS

For customers Mac computers, after the customer logs into the download area, he is presented with one button per downloadable product. In this case all of the downloadable products are image files.

On a Windows PC, the download button works fine by bringing up a dialog box and asking the customer where he would like to save it on his hard drive. However, for the Mac customers this does not work! When the Mac user clicks the button, he is taken away from the download area by going to a new page where the large image file begins to download. After the image downloads to the new page, it is then visible within the browser. All methods within the popular Mac browsers cannot save this large image appearing in the new window. The save image as option on the Mac browsers result in saving the translated delivery.php to a text file, and not the image file!

There are two problems:

1) The Mac user should not be taken away from the download area, but be presented with a Save As dialog box just the PC browsers.

2) The Mac user cannot save the purchased downloaded image.

Some browsers open files based on the file name suffix and not the mime type which is hard to do anything about. Netscape also causes this kind of trouble on PCs with some files. There is no known way to solve this other than changing the file name, for example by compressing the file.

The solution is to zip the files.

2.28.3 Payment Gateways

2.28.3.1 AuthorizeNet AIM Invalid Credit Card Message

The Authorize.Net AIM payment option returns a "Credit card is invalid" message when NOT in test mode even though the credit card it valid.

The credit card invalid message will result if PHP on the server can't use SSL. The AIM module requires either Curl+SSL support in php or a command line Curl with SSL support. Ask our service department to run some tests on the server to confirm that there is a command line Curl available and to see if it can access any URLs with https. This seems to be a common problem with some versions of Curl.

2.28.3.2 Error 97 - Authorize.Net SIM

When submitting an order to the Authorize.Net SIM payment form...

```
Error (97) This transaction cannot be accepted.
```
or
```
Error # 97 The time period for this request has expired.
```

This is most likely caused by the clock on your server set incorrectly. If the server is set to adjust itself to Daylight Savings Time, it should be changed so that the time is consistent throughout the year.

See http://www.sluggis.com/error97.htm for more information and a tool that will help you determine if you need to adjust the time on your server.

The time stamp can be found within the source code of the checkout (payment options) page. In some versions of AShop, the checkout page is bypassed when only one payment option is set. If this is the case, create a second payment option temporarily.

1. Add a product to the shopping cart and click Check Out.
2. When the payment option page appears, click View Source in the browser tool bar.
4. Find the text 'x_fp_timestamp' in the source code of the page. Immediately following this form field name is the value, which is the time in seconds. Copy the number from this value.
5. Immediately paste the time stamp value into the "Enter your time" box that is provided at http://www.sluggis.com/error97.htm and click the Test button.

If it isn't possible to adjust the server time, the timestamp that AShop generates can be modified to accommodate the differential, but it will then need to be manually adjusted twice a year when Daylight Savings Time begins and ends.

The time stamp is generated by the script /admin/gateways/authorizenetsim.gw for US dollar integration and /admin/gatewaysgpb/authorizenetsim.gw for British pounds integration.

Open the authorizenetsim.gw file in a text editor and modify the following according to the time differential that is indicated by the sluggis.com test.

replace the following line: `$tstamp = time ();`
with something like this: `$tstamp = time () -1234;`
Replace the "`-1234`" with the actual time differential that is returned by the sluggis.com test.

2.28.3.3 Error 99 - Authorize.Net SIM

Error 99 "This transaction cannot be accepted." when submitting the order to the Authorize.Net payment gateway.

The server-generated fingerprint does not match the merchant-specified fingerprint in the x_FPHash field.

The transaction key needs to be created in the Authorize.Net merchant panel under Settings > Security and entered into the AShop payment option setting for Authorize.Net SIM.

2.28.3.4 Credit Card Fraud Prevention

Credit card fraud can be a nuisance and can indirectly damage your credit. Credit card issuing banks and organizations have developed security devices to prevent unauthorized use of credit cards. Not all banks support all security devices and not all payment processors or payment gateways support them. This help topic is not intended to be a comprehensive coverage of credit card fraud prevention, only some notes about what we have experienced and what works for us.

TeleSign Automated Telephone Call Verification

It seems that the security codes and address verfication (below) have inherent limitations. For instance, once the security code is given out, it is likely to be pirated along with the credit card number and expiration date. Address verification is not supported by all banks and fails often when PO boxes or ATM Visas are submitted. A new and very effective solution is TeleSign automated telephone call verification service.

CVV2 3-Digit Security Code

The 3-digit CVV2 security code can be found on the back of most US issued credit cards.
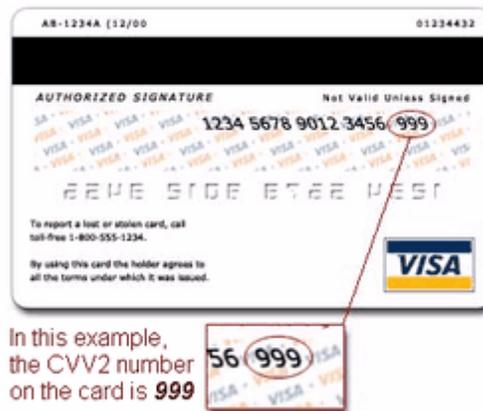
Requiring a security code match reduces exposure to fraud. The drawback is that most non-US issued credit cards don't support it. Depending on your business location and where your customers are, this may not be an option. For US merchants selling mostly to US customers, it is highly effective. An alternative payment option, such as the offline credit card processing option can be used in conjunction with the real time gateway in order to accommodate cards that do not support the security code.

Authorize.Net Security Code Settings
Login to the Authorize.Net merchant panel and click Settings on the left.
Under Security, click Card Code Verification
Check the boxes to activate code check conditions. Check all of them for the highest level of security. If you find that cards are rejected too often, look at the rejection code to evaluate how it is working and adjust accordingly for your customer base.

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AVS Address Verification System

AVS is supported by most US credit cards and is not supported by non-US banks. As with the security code check, it may work for you or not depending on where your customers are located. For merchants who ship goods mostly within the US, the Address Verification System is a must have. Even within the US, there will be a small percentage AVS declines due to non-supporting banks and trouble with PO box addresses. In these cases, the offline credit card processing payment option may be used as an alternative.

Authorize.Net AVS Settings

Login to the Authorize.Net merchant panel and click Settings on the left.
Under Security, click Address Verification System (AVS)
Here are recommended settings for US merchants who ship hard goods within the US. If you find that a high number of legitimate orders are declined for AVS, look at the decline code to evaluate if the system needs to be changed.

Reject If...
☑ Address information is not provided for AVS Check (B)
☑ AVS Error (E)
☑ Non US Card Issuing Bank (G)
☑ Retry, system is unavailable (R)
☑ AVS is not supported by card issuing bank (S)
☑ Address information for cardholder is unavailable (U)
Reject If Street Address Matches AND
☐ First 5 digits of Zip Code Match (Y)
☑ First 5 digits of ZIP Code Do NOT Match (A)
Reject If Street Address Does Not Match AND
☑ 9 digits of Zip Code Match (W)
☑ First 5 digits of Zip Code Match (Z)
☑ First 5 digits of ZIP Code Do NOT Match (N)
[Submit]

2.28.3.5 Images Broken On Payment Confirmation Page

Everything works fine, but your image links are broken in the payment confirmation (thank you) page. (The page that follows successful payment through a secure gateway connection.)

All payment gateways that AShop integrates to provide a secure (SSL or https://) connection and a payment form to collect sensitive information. After payment is received, many payment gateways keep the customer on their secure connection and display your thank you text (set in payment options) within their confirmation page. The AShop content is actually nested within a payment gateway page.

The default logo that is set in Shop Parameters is a relative link and will not appear within the payment gateway page. The HTML template, delivery.html must be used if your logo or other images are to appear within the payment confirmation page. All links within delivery.html must be absolute URL's.

Examples:
Relative URL: images/logo.gif
Absolute URL: http://www.yourdomain.com/ashop/images/logo.gif

When using non-secure links as shown in the above example, a warning message may appear before

the payment confirmation page can appear.
"This page contains secure and non-secure items. Do you want to proceed?"

Eliminate the secure/non-secure content message by using a secure (SSL) connection for all of the image links on the page.
Example:
Secure URL: https://www.yourdomain.com/ashop/images/logo.gif

2.28.3.6 Local Payment Orderform Does Not Validate Empty Fields

If you have modified the language files, and are running into the issue where AShop's local order form page is being submitted without checking to see if the form is filled out. It could be caused by any forward slashes / in the constant values that you translated in the orderform.inc.php language file. Sometimes when uploading the language file commas ' can be replaced by a forward slash and comma combination /'

Check the orderform.inc.php language file and be sure that it does not have any forward slashes in the constant values.

Related Help Topic(s)
Language Files

2.28.3.7 Payment Page Cannot Be Found

The payment option is selected in checkout.php and there is a browser error: page cannot be not found.

Some payment options use the local orderform page to collect credit card information. See the Payment Gateway Cross Reference page for a list of payment gateways that use "orderform". For security, credit card information must be entered through an encrypted SSL connection. An SSL connection with a valid security certificate must be available and the Secure URL must be set in Shop Parameters > Store Configuration > Advanced Options.

2.28.3.8 PayPal Duplicate Transaction Message

PayPal returns a duplicate transaction error even though it is not a duplicate. This usually happens when the same PayPal account has been used on more than one AShop installation.

1. There is a **Block accidental payments** setting at PayPal.com under Profile > Payment Receiving Preferences. Change it to allow multiple payments per invoice ID.

2. **Change the starting orderid number** to a higher number such as 1000 or 10000. This can be done from a command line or with the aid of a database management tool such as phpMyAdmin.

2.28.3.9 PayPal - Suspected Payment Manipulation

After PayPal payment, the following message is received by the AShop administrator.

Suspected payment manipulation: customer@emailaddress.com, firstname, lastname, productid, inv#, IP address

The money was recieved thru paypal, but the order is not recorded within AShop and the receipt is not sent to the customer.

This message is sent when PayPals IPN verification reports the payment as invalid. This should only occur if the payment for some reason haven't been transfered by PayPal, for instance if a customer tries to send the form fields manually to cheat the order.php script in AShop, but sometimes PayPal brings their IPN servers down for maintenance for a short period which could also cause this. If you find that the payment has really been received in your PayPal account you can go ahead and ship the products to your customer and use the Incomplete/Failed Orders report on the page Customers->Sales Reports in your admin panel to activate the order and make it appear in the regular sales report instead.

2.28.3.10 PayPal Curl Error

After payment is made using PayPal, the following error message is received from PayPal.

Curl Error! The Curl PHP extension returned the error message: 6 during communication with PayPals IPN server!

The error number 6 has the following meaning: "Couldn't resolve host. The given remote host was not resolved." This indicates that there is something wrong with the DNS on the server, making it unable to

find the IP of the paypal.com domain.

HTTPS Proxy Settings.

Some servers are set up with Curl on a proxy server. If the proxy server path is not set, the above error may occur.

See the help topic for [Curl SSL](#).

2.28.4 FrontPage

2.28.4.1 FrontPage Removes AShop Tags

When publishing the web using Microsoft FrontPage 2002, htm and html files may be overwritten even for page files that are not included in the local web site (on the PC). FrontPage will sometimes remove comment tags from within the AShop page template files, which causes an "Incorrectly formatted template file!" message to appear in pages that use the template.

You can keep FP from "updating" any part of a web page by placing the following line before the code you want to protect:
```
<!--webbot bot="HTMLMarkup" startspan-->
```
and the following line after the code you want to protect:
```
<!--webbot bot="HTMLMarkup" endspan-->
```
leaving a space between each tag.
For instance, if you were to protect the AShop template tags, it would look like this with a space between each tag.
```
<!--webbot bot="HTMLMarkup" startspan--> <!-- AShopstart --> <!-- AShopend --> <!--
webbot bot="HTMLMarkup" endspan-->
```

With FP, type in a space before and after the comments and FP inserts the "HTMLMarkup" tags for protecting non-FP comments.

Additional information added later...
Rather than hand code the webbot tags, the correct solution is to do this (FP 5.0/XP):
1) Within FP, Select: Insert > Web Component > Advanced Controls > HTML, then click Finish
2) Type in the AShop start and stop tags into the dialogue window that opens.
The webbot tags don't appear in the HTML code for the page, but FP recognizes the instructions and keeps the AShop tags!

Thanks to Michael Beck of [leaders-coach.com](#) for this tip!

2.28.5 Tips & Tricks

2.28.5.1 Search Box In Web Pages

The AShop search function returns search results listed in alphabetic order within the dynamic catalogue.

Here is the basic HTML code to insert a search box into web pages in the same site.

```
<form action="http://www.yourdomain.com/ashop/search.php" method="post">
<input type="text" size="19" name="searchstring"style="border: 2px solid #bbbbbb;
```

```
background: #ffffff; width: 145px; height: 21px; font: 11px verdana, arial, helvetica;
color: #000000; text-align: left;" >
<input type="image" src="http://www.yourdomain.com/ashop/images/search.gif"
border="0">
</form>
```

2.28.5.2   HTML Within Product Descriptions

HTML can be used within the product description to format the layout and text. It can also be used to add images and links. Here are some instructions and tips for using HTML within the product descriptions.

You can type basic HTML tags directly into the product description box for very simple text formatting such as using the tags for **bold** print or inserting a <br> tag for a line break, but it can get complicated when you add tables, images, links, and other tags. Not only could it become time consuming, but there are many opportunities for error. An easier way is to create the HTML using an HTML editor program such as Dreamweaver or FrontPage, copy the code, and paste it into the product description box. In the following example, Dreamweaver is used to create the source code. Different HTML editors may give different names to the functions, but the process is essentially the same.

Create the content in the WYSIWYG (What You See Is What You Get) mode.
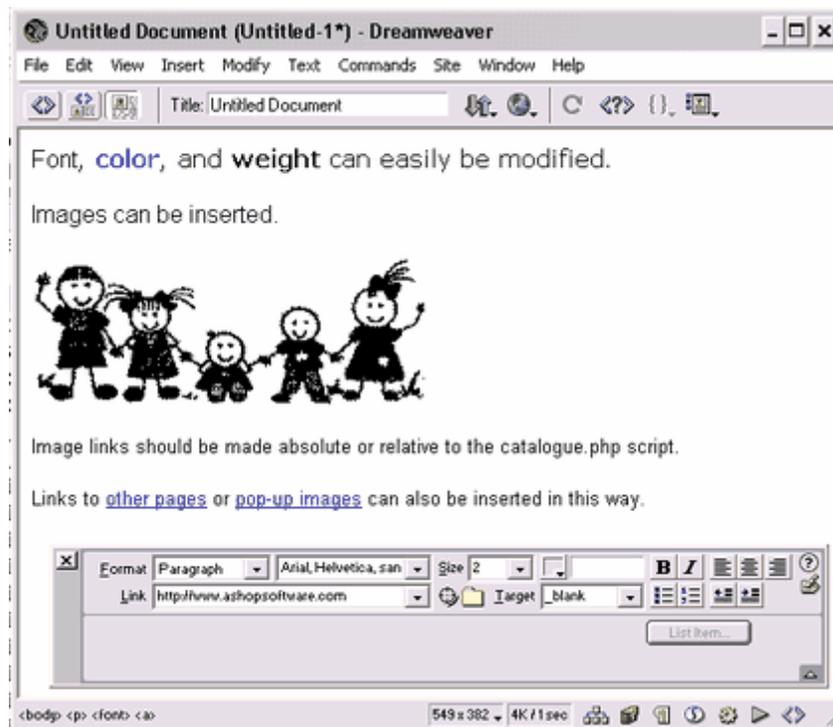
Copy the HTML source code for the area of the page that is to be inserted into the product description. In Dreamweaver this can be done by highlighting the area of the page and depressing Shift + Ctrl + V. The shortcut keys may be different for FrontPage or other programs. The same thing can be done by highlighting the area of the page and selecting from the menu, Edit > Copy HTML.
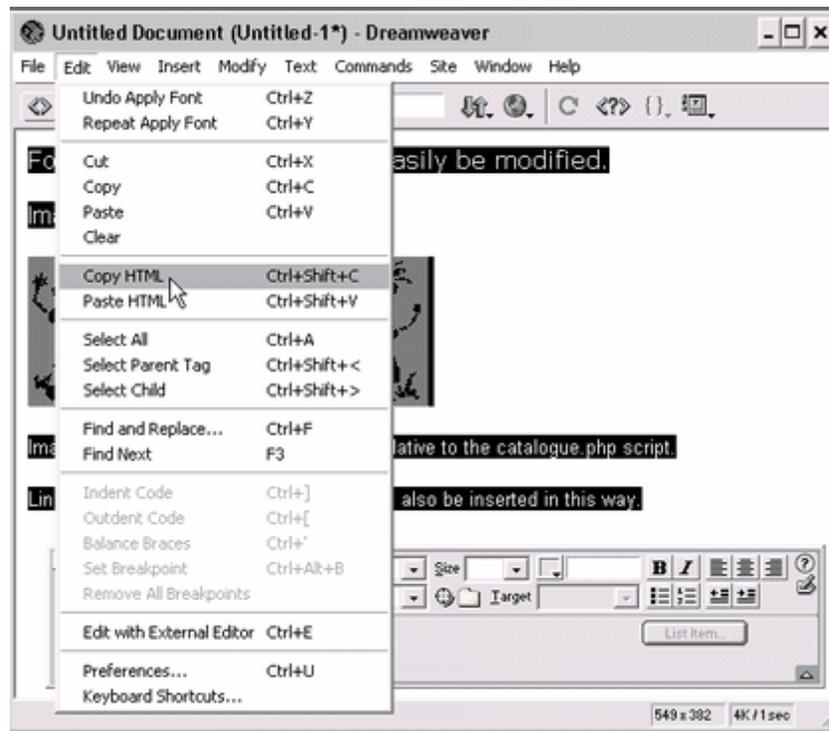
The code can also be manually selected by switching to HTML code view, highlighting the source code and copying it with Ctrl + C or the mouse shortcut menu Copy tool, but you must be careful to include all of the opening and closing tags.
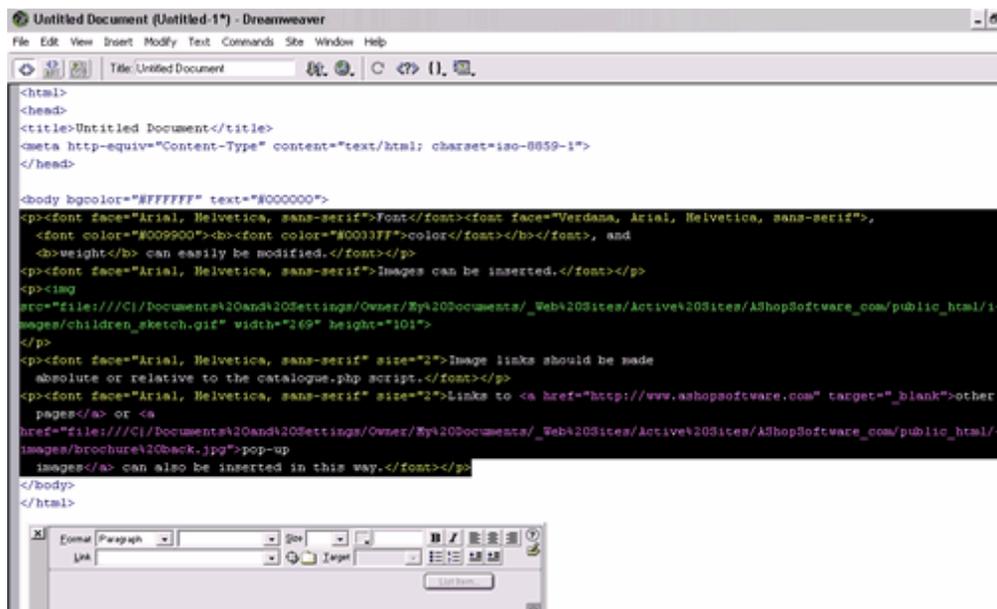
Paste the HTML into the product description using Ctrl + V or the Paste tool from the right click short-cut menu.

Click the Submit button at the bottom of the page to save the changes.

When the product is viewed in the AShop catalogue view, the HTML will be rendered right along with the rest of the page.

2.28.6 Autobill

2.28.6.1 Cron Errors

If you are receiving Cron errors each time the autobill.php script is run or at least each time it is trying to create new bills, check that the command line version of PHP on your server is not operating under safe mode. Even if your domain or whole hosting account has safe mode deactivated, the same might not be true for the command line PHP. To check this you can login with SSH and run a phpinfo() script on the command line. The output should tell you if safe mode is enabled.

3 Manage Products

3.1 Edit Catalog

Catalog pages are dynamically generated by index.php or catalogue.php for customers to make selections, and purchase products. Shopping pages may also be created by inserting Buy buttons in HTML or PHP web pages using the Order-Link method. In any case, the behavior of the shopping cart when products are added to the cart will be determined by the Shopping Cart Catalog Mode setting, which is in Configuration > Shop Parameters.

To manage the catalog, open the Administration Panel and click on the Edit Catalog menu link.
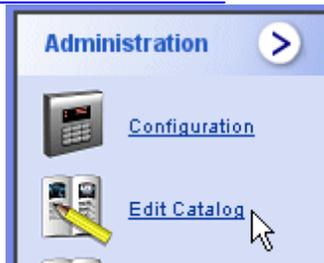
Before adding products to the catalog, set the thumbnail image size in Layout.
Product images are automatically resized when uploaded through the Files menu. Resizing is done using ImageMagick or GD software, depending on which software is installed on the server. If the thumbnail image size is later changed, all of the previously uploaded images must be resized again.

Add at least one category, then add products.

3.2 New Category

Before adding products to AShop, at least one category must be added.

When viewing the shopping cart catalog, if only one category exists, the shopping cart catalog does NOT display the category selector on the left hand side. If more than one category exists, then the category selector appears to the left of the product listings. Categories that are empty or contain only inactive products are not listed.
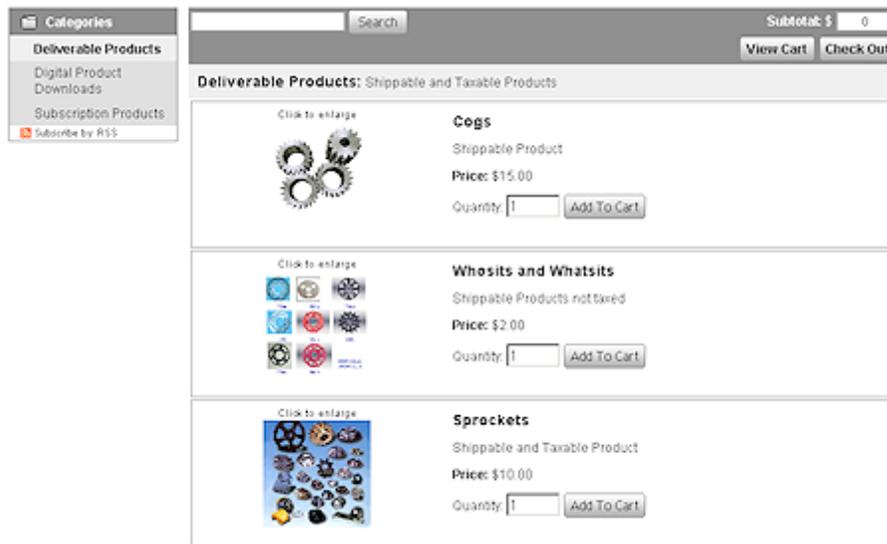
To add a new category, from the **Administration Panel**, click Edit Catalog.

1. **Click on the "New Category" button.**

2. **Enter the name of the new top-category. Optionally enter a description for the category.**

Note: To add a sub-category you must first be viewing the category you want to make a sub-category for then click the "New Category" button. You must also change the type to Subcategory.

Add Product Category

Add New Category ⑦

Type:	⊙ Top category ○ Subcategory to Category 1
Name:	
Owner:	Administrator ▾
Language:	Any ▾
Description:	

Submit

3. **Select owner.** Leave it set to Administrator if you are not using the Shopping Mall features. This setting lets you assign a product category to a specific shop within your mall and the category will only be visible in the shop that owns it. The Administrator is the default and the only shop if you are not using the Shopping Mall.

4. **Set the language.** Leave it set to Any if the category is to open for all language preferences. Only languages that are installed will be selectable here. If it is set to a specific language, the category will only appear in the catalog when that language is selected. See: Language Selection

5. **Click the "Submit" button to save the new category.**

Note: Category levels are limited to three; top-category, sub-category, and sub-sub-category. There is no limit to the number of top-categories, sub-categories, or sub-sub-categories within the three levels.

3.3   Edit Category

From the Administration Panel, select Edit Catalog.

1. **To edit a category, click on the "edit" link underneath the category name.**
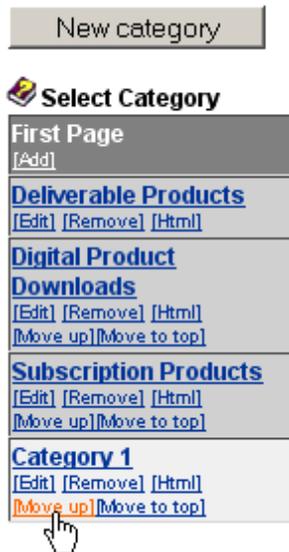
2. **Edit the category name and description, then click Submit to save the changes.**

3.4 Remove Category

From the Administration Panel, select Edit Catalog

1. **To remove a category, click on the "remove" link underneath the category name.**
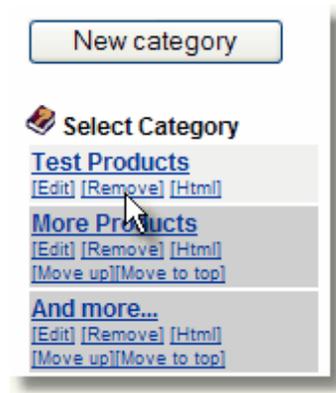
Warning! Removing a top-category permanently deletes any sub-categories and products that are stored in that category!

Removing a sub-category permanently deletes any sub-categories and products that are stored in that sub-category.

2. **A warning notice will be displayed before the category is removed.** If you are sure about deleting the category, click "Yes", if not click "No" or the back arrow to cancel the removal.

3.5 Move Category

From the Administration Panel, select Edit Catalog.

The listing order of categories can be changed by moving them up one level at a time and by moving a category to the top.
Top level categories can be moved in relation to other top level categories. Sub-categories can be moved up relative to other sub-categories, but not from one top level category to another. The same is true in reverse. Top level categories cannot be moved into a sub-category position.

To move a category up in the list one category at a time, click on the Move Up link.

New category

Select Category

First Page
[Add]

Deliverable Products
[Edit] [Remove] [Html]

Digital Product Downloads
[Edit] [Remove] [Html]
[Move up][Move to top]

Subscription Products
[Edit] [Remove] [Html]
[Move up][Move to top]

Category 1
[Edit] [Remove] [Html]
[Move up][Move to top]

To move a category to the top of the category list, click on the Move to top link.

New category

Select Category

Test Products
[Edit] [Remove] [Html]

More Products
[Edit] [Remove] [Html]
[Move up][Move to top]

And more...
[Edit] [Remove] [Html]
[Move up][Move to top]
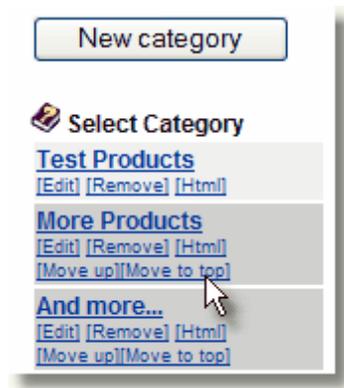
3.6 Manage Content

Content items are HTML and/or text that can be inserted anywhere in your product catalog. This can be used, for example, to add information about current special offers or inform the customer about other, related products.

To add a content item open the page Edit Catalog in your administration panel and click the button: New content.

Enter the text or content you want to use in the box. The HTML editor Tiny MCE is usually installed by default with your AShop which makes it possible to change the formatting of the text just like you would in a word processor, through the various tools in the toolbar above the content box.

Click Submit to save the new content. It will now be displayed in your product catalog.

3.7   Manage Products

From the Administration Panel, select Edit Catalog.

Products can be all in one category or they can be organized within categories, sub-categories and sub-sub-categories. Click on the category name to view products in each category. If there is a sub-category, it will display below the selected category. To view its products, click the sub-category name. If there is a sub-sub-category, it will then appear below the selected sub-category.

Use the Search tool to find products.
When there are more than a few categories it is usually easiest to find products using the Search tool instead of navigating to it through the categories. The search tool reads the product names, SKU codes and descriptions.
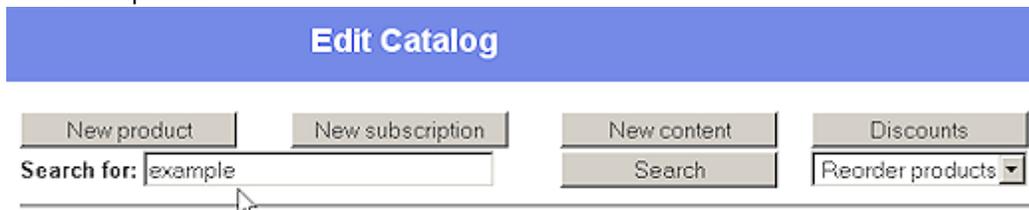
Search Keywords and Product Codes
When there are only a few products, they are easy to find. As the number of categories and/or products grows there becomes a need for a system to find products. If there are not too many products, you might simply identify unique keywords that exist in the product descriptions and search for those keywords to display specific products. Here are are a few suggestions for getting more out of the Search tool.

Ways to use search strings in product descriptions
- **Include a manufacturers BIN or SKU code**.
- **Create a simple product code system.** It may be preferable to create your own product code and search system. It can be very simple and still be effective. For instance a book that is fiction and is by an author with code name Hort and it is his 1st book might have a code "BFHort1". A link to search.php?searchstring=BFHort1 will display only that product. However, a link to search.php?searchstring=BFHort will display all of the fiction books by that author, etc.
- **Use Search URLs** - The Search tool can be used in site navigation and links to display specific products. For instance a link to `http://www.yoursite/search.php?searchstring=keyword` will display only the products that contain the "keyword" in the name or description field. Use this to simply link to products when it is convenient or take it to the next level by creating a custom navigation scheme using keywords and search links. The possiblities are limitless.

- **Hide product codes in descriptions using HTML comment tags. <!-- productcode -->**
  Concerned about customers seeing the product codes? Put the product codes in the descriptions and enclose the keywords or product codes within HTML comment tags. The comment tags will keep the code from appearing in the catalog pages, but the search tool will still find the keywords and product codes even when they are between comment tags.

3.8   Import Products

Products may be imported into each category from a pipe separate list. This bulk import tool is limited to the product name, description, retail price, and a thumbnail image. It will reduce the initial shopping cart setup time if your product list is very long, but you must still set individual attributes, preview files, multiple product files, shipping methods, etc.

Create a Pipe Separated List

The products are imported from a pipe separated list. Here is an example. This example is also included in a file named productimportsample.txt, which is provided with the AShop V new installation package.

```
Category Name|SKU|Inventory|Product Name|Product Description|Price|Weight|Shipping|
Tax|Product File1|Image File.gif
Category Name|SKU1|10|Product Name 1|Product Description 1|10.00|2|3.00|1|
productfile1.pdf|thumbnailfile1.gif
```

To skip one of the fields just put the next pipe character directly after the last one, with no other text in between, for example: "Category Name||" (skips the SKU code).

If you leave the category name field blank, the product will be added to the category that you initiated the import from, otherwise it will be added to any category with the name you specify. If there are multiple categories with the same name, the product will be added to all of them.

Excel spreadsheets can be saved as a pipe separated list using Excel 2003 and newer.

Upload Images by FTP

All thumbnail images must be preuploaded to the prodimg directory and all product files to products directory. They will be copied to the filenames described in the product list file. They aren't renamed or removed in order to allow the same thumbnail or product file to be used for multiple products.

Import the Pipe Separated List

To import a product list, navigate to Edit Catalog. Click the "edit" link below the category where the products will be imported to. Browse to the pipe separated list text file.

Edit a category in your catalogue

Edit the category Flat-Bed Trailers by entering new data below...

Name: `Flat-Bed Trailers`

Language: `Any`

Description:
```
Flat, Tilt-bed, Multi-
Purpose Trailer Base
Kits.<br><br><b><<<--- Click
the plus and minus buttons
to expand the categories.
```

Submit

Import products: [   ] Browse...

Upload

3.9 Add Products

From the Administration Panel, select Edit Catalog.

See also: Import Products

Before adding the first product to the catalog, set the Thumbnail Image Size in Layout so that resizing will be consistent for all products and their thumbnail images.

1. Select the category that the product will be added to. If one does not exist, you must first add a new category.

New category | New product | New subscription | Sort products... | Discounts
Search for: [   ] Search

Select Category

Test Products
[Edit] [Remove] [Html]
↳Subcategory
[Edit] [Remove]
↳Subcategory of Subcategory
[Edit] [Remove]
More Products
[Edit] [Remove] [Html]
[Move up][Move to top]

Subcategory: Subcategory of Test Products

2. Click on the New Product button at the top of the page.

3. Enter the Name, Price, and Description.

Note: HTML may be used in the Description box to include larger images, links to product detail pages, etc.

Note: There may be additional settings in the add or edit product page depending on how the shopping

cart is configured. For example, when the Shopping Mall is being used there will be a setting to assign ownership of the product to administrator or a member there may be a setting for Vendor and product cost. Not all of the possible settings are shown here.

Product Options

- **Catalog Status** - Choose whether you want the product to be displayed in the catalog or not.
  Note: In the Edit Catalog menu, you may also click the Active/Inactive icons to change the catalog status. 🔛 or 🔲
- **eBay Item Number** (optional) - Integrate an eBay store with the AShop shopping cart.
- **License Agreement** (optional) - If the product requires a license agreement, click the License Agreement button and enter the license agreement text.
- **Affiliate Commission Level 1** - Set per product as a percentage of the product price or as a fixed currency amount.
- **Affiliate Commission Level 2** - Set per product as a percentage of the product price or as a fixed currency amount.
  Note: The affiliate commission you set for each product overrides the default affiliate commission set in the Affiliate Program menu.
- **Sales Tax** - Select Yes if sales tax is to be added for this product. If the product is of a type with a special sales tax percentage in your country you can define this as a second level on the Sales Tax configuration page and set the product's Sales Tax setting to "Level 2". The taxable state, amount of tax, selection to tax shipping or not, and order handling fees are set within Administration Panel/ Configuration/Shipping and Taxes.

Note: The Shipping information form will not appear during checkout if only downloadable products or products that do not have shipping set are in the cart, unless the Taxable option is set for the products. To avoid the shipping form during checkout, uncheck Taxable.

Third Party Software Integration

AShop will optionally integrate with several popular PHP applications such as mailing list, bulletin board, and password management programs. If the third party application is installed within the same server account and the path is set within the admin/config.inc.php, a drop-down selection box will appear on the add product or edit product pages. Select the group that this product is to be associated with. See Installation of AShop - Third Party Software Integration.

4. Click "Submit" to save the product information and go on to manage product files.

Product File Options

- **Product Images** - Before uploading product images, the Thumbnail image size and Link to large original image options should first be set in Layout. To add a product image, navigate to a gif or jpg image or select from files that have been uploaded to the prodimg folder via FTP. Several images may be added for each product from the Edit Files page. The top one will be used as the main thumbnail and the other images will be shown in a picture gallery. Images may also be included in the product description by inserting HTML with links to the images.
- **Preview/Demo File** - Click the Browse button to navigate to and upload a preview or demo of the downloadable product. A link to the preview file will appear under the product description in the pages that are dynamically generated by catalogue.php. The default link text "Download Preview/Demo" may be edited in the catalogue.inc.php file for each language. If the preview file is an mp3 it will be shown as a Play button that will start streaming playback of the file. If the file is an xspf playlist it will be shown in a similar way but will allow the customer to listen to multiple tracks.
- **Product Files** (for Downloadable Products) - Browse to the product file. Note: Some hosting services limit http file uploads to less than 2 MB. If this is the case and the product file is larger than 2 MB, you may alternatively upload the file via FTP to the "product" folder and then select it from the drop-down box. Another option is to use the same product file(s) that another product is already using by entering the product ID number of the orignal product.
- **Upload Key Codes** - Upload your key code list for downloadable products.

Note: If you are uploading product files: Depending on the size of the image, preview, product files and the type of Internet connection, the upload process may take a few minutes or more. Some browsers will display a progress meter in the status bar at the bottom of the browser.

5. Click the Update/Delete button to upload the files you have selected.

Please wait while file uploads.

This may take several minutes
depending on the file size.
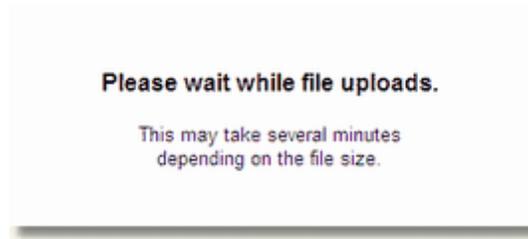
6. Click the Finish button and proceed to the Shipping Calculation Method page.

Shipping Calculation Method
Product 1

Shipping Calculation Method: None

None
Flat rate
UPS
FedEx
Watkins ML
Zip Zone
Quantity
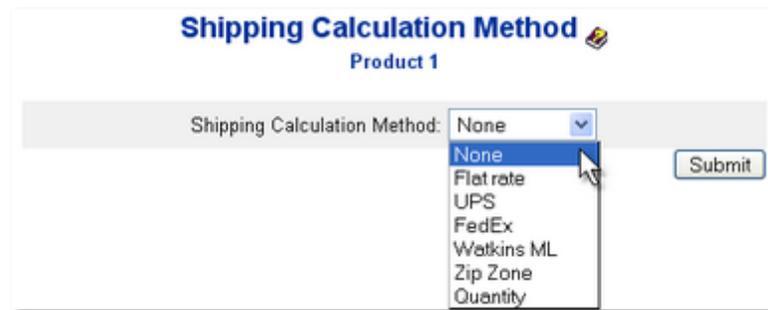
Submit

7. Choose the Shipping Calculation Method you desire and click Submit.

3.10 Edit Products

From the Administration Panel, select Edit Catalog. Select the category that the product to be edited is in.

Navigate to the product and click the button for the area that is to be edited.
The Search tool can be used to find products. Type the product name or a portion of it into the search field and click the search button, all products matching that product name will appear regardless of which category they are in. Read more about the Search tool in the Manage Products topic.

Edit	Remove	Inventory	Discount	Shipping
Files	Attributes	Fulfilment	Flags	Make HTML
Update	Gift	Categories	Qty Pricing	Up	Top

- **Edit** - The edit menu is where product details such as Name, Price, Description, License Agreement, Affiliate Commissions, Taxable are managed. See Add Products
- **Remove** - Removes the product completely and permanently from all categories.
- **Inventory** - Manage the product inventory and SKU codes.
- **Discount** - Manage discount codes and one-time gifts.
- **Shipping** - Set the shipping method for each product.
- **Files -** Upload and manage thumbnail image, preview/demo file, product files, key codes
- **Attributes -** Set selectable options such as color, style, format. Collect product specific information.
- **Fulfilment -** Send fulfilment notices. Initiate product delivery. Automate services.
- **Flags -** Product flags provide a way to easily display standardized text for assigned products. Create and maintain flags through the Configuration > Shop Parameters menu. Then select flags for each

product through Edit Catalog > Flags.
- **Make HTML** - Generate/Edit product detail pages. Change META tags for the product detail pages.
- **Update -** Update is a method of sending messages and file downloads selectively to customers who have purchased a specific product.
- **Gift -** Send a message with a link and password for a free downloadable product file. A default text message is written within the message field. This can be edited so that you can use any message you desire. The default text message also contains two tokens %email% and %password% which you can use to give the customer the information to login and download their product files.
- **Categories -** Move or copy a product to a different category.
- **Qty Pricing** - calculate price of this product based on quantity of this product OR all products in the order.
- **Up -** Move a product up within the category.
- **Top** - Move a product to the top of the category. **Note**: only one user can do this at a time. If this is being used by a shopping mall member there might be a short delay while AShop waits for the move to finish. If a shopping mall member has used this button and then suddenly lost his/her Internet connection or shut down the browser the Top button might become locked. The administrator will be able to unlock it through a link that will appear when he/she uses it.

3.11 Remove Products

From the Administration Panel, select Edit Catalog.

Each product may be listed in more than one category. **The Remove button removes the product completely from all categories.** If a product is listed in more than one category, **to remove it from only one category while leaving it in the other categories, click on the Categories button instead** and then click on the button labeled Remove From Here (for the category).

1. Select the category that the product to be removed is in.
2. Click on the "Remove" button under the product.
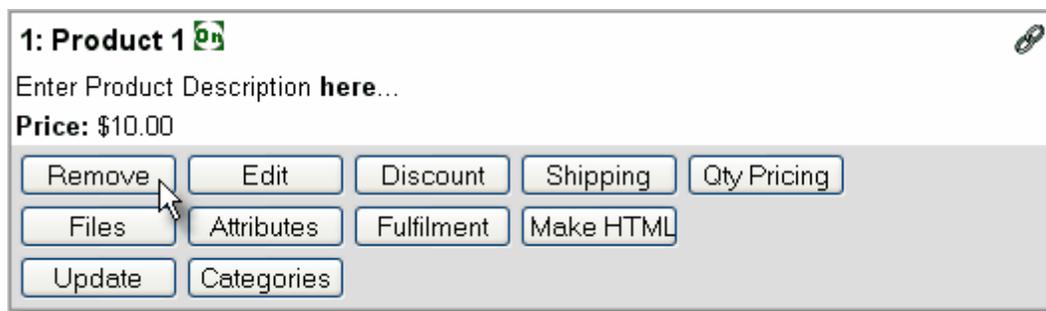
Warning! Removing a product permanently deletes it from the database.

3. A warning notice will be displayed before the product is removed. If you are sure about deleting the product, click "Yes", if not click "No" or the back arrow to cancel the removal.

3.12 Edit Product Inventory

The Product Inventory settings will let you keep track of how many items you have in stock and when a low stock warning should be displayed to you and your customers. The inventory is also visible as a small icon next to the name of each product on the Edit Catalog page. If there are items in stock the inventory meter icon will be green and nearly full. If there are only few it will be yellow and if the product is out of stock it will be shown as a nearly empty red icon.

The **SKU** code can be used to identify a product in your inventory and will be included in the order notice that is sent to you by email or saved in your Sales Office inbox. You can also search for products on the Edit Catalog page using their SKU codes.

If the **Activate inventory** option is unchecked your AShop will consider the inventory unlimited and will not subtract from it when a customer buys an item.

If the **Low stock limit** is reached the customer will be warned that there are only a few of this product available but it will still be possible to buy it, until the items in stock reaches zero.

If you use attributes for your product, each combination will have its own inventory settings. For example: a green t-shirt of size extra small will have an inventory that is separate from a red t-shirt of size large, even though they are set up as the same product in your AShop.

3.13 Move Products

Products can be moved to a different category without deleting and re-entering the product information or files.

Note: You may also sort products within a category. Either alphabetically, by product ID number, or reverse their listed order. The order you select will appear that way in the product catalog as well as in your Admin Panel.

From the Administration Panel, select Edit Catalog.

Move a product to another category

1.   Select the category that the product is currently in.

2.   Click the Categories button under the product.
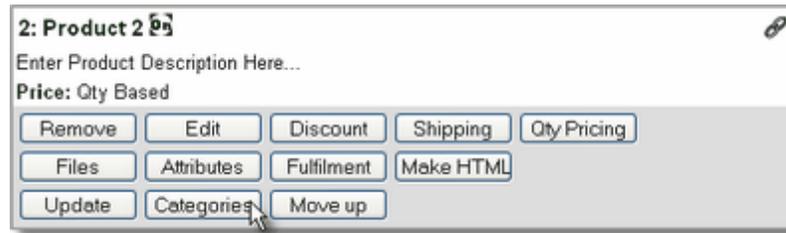
Categories will be displayed with a Move here button beneath them.

To display sub-categories, click on the top-category name. Sub-categories will be displayed under their top-category with a bullet in front of them.

3. Click the "Move here" button beneath the category that you wish to move the product to. The product will then be displayed within the new category.

Note: You can copy the product to another category while keeping the product in its existing category as well. Just click on the "Copy here" button instead of the "Move here" button.

Remove a product from a category.

If a product is listed in more than one category, to remove it from only one category while leaving it in the other categories, click on the Categories button and then click on the button labeled Remove From Here (for the category).
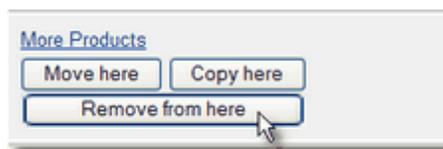
Move a product up within a category

1.   Select the category that the product is in.

2.   Click the Move Up button beneath the product.
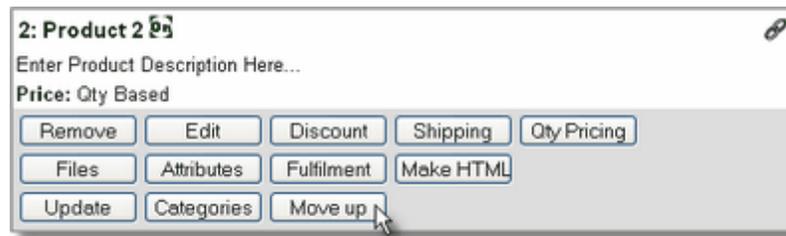
The product will move up one place within the selected category.

3.14 Discount Coupon Codes

There are two ways that discounts can be created and redeemed in the shopping cart.

Per Order Discounts
An unlimited number of per order discounts may be created. Create per order discounts in Edit Catalog. Click on the Discounts button on the top right side.
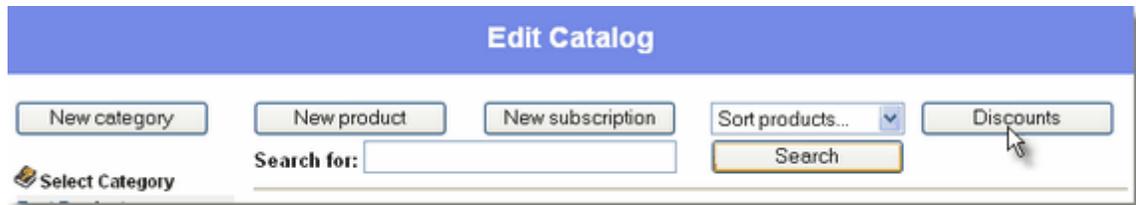
1. Enter the discount code
2. Enter the amount or percentage of the discount. Percent discounts are applied to each order subtotal (before shipping and taxes).
3. (Optional) Enter a valid affiliate id number to credit an affiliate when this discount is redeemed.
4. Click Add to add the new discount.

Per Product Discounts

Per product discount codes are created each product in [Edit Catalog](). Per product discounts may be entered by customers on checkout, just like per order discounts, but they will only be applied to the price of the associated product. You can only add one per product discount code for each product.

Create a Discount Code For Each Product

1. Navigate to the category where the product discount is to be added or edited.

2. Click on the Discount button under the product.
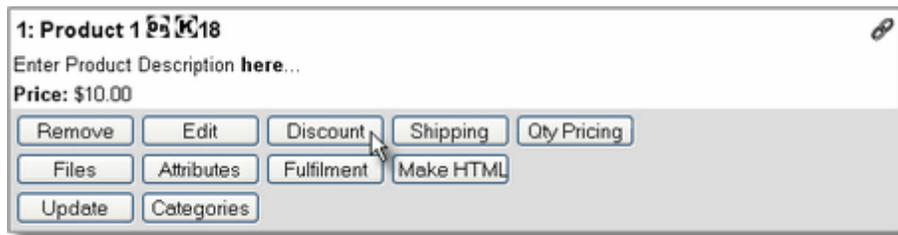
3. Enter a discount code up to 50 characters.

4. Enter the discount amount and check if it is percentage of the product price or an amount.

5. Click the Add button to save the discount. To remove a discount, simply click the Remove button.

Create a One-Time Discount

AShop will let you allow customers to be able to get a discount good for only one purchase? Here's how...

When you add or edit a discount you will notice a check box under the discount amount labeled "One time discount"
Check the box and click the "Add" button.

Only customers who are logged in will be able to use these discounts and when they use them, this will be recorded to prevent further use.

Create a Gift Certificate

If you have a customer who you would like to send a gift certificate to, you can do so using the one-time discount feature:
1. Add a product with a price of $0.00 (no taxes or shipping).
2. Click the "Discount" button for that product and add a one-time discount for that customer (or customers) as described above.

That's all there is to it. The customer(s) will enter their email address and discount code into the fields provided in the product catalog. Doing so will add a product of to their cart that has a negative dollar value which will be calculated into the total.
Also see the Gift Certificate Tech Tip.

3.15 Quantity Based Pricing

Incremental Quantity Based Pricing sets the price of one product based upon either the *total quantity of that product* OR the *total quantity of all products* in the basket. Instead of applying one price based upon the quantity total, a different price will be applied to each quantity range.

To set pricing levels based on the amount of products purchased, click Edit Catalog, navigate to the product you wish to add quantity based pricing to, and click on the Qty Pricing button. (You may also set this when you first Add Products).

1. Add a pricing description, which will appear as the Price in the catalog instead of the regular price for that product.

2. Select whether the pricing will calculate based on the total quantity of this product only OR if the total quantity of all products will affect the pricing of this product.

3. Click the Update button.

* Note that the initial price is already set into the first pricing level. Add this one first before adding additional pricing levels.

4. Add additional pricing levels. Click the Add button each time a new pricing level is inserted.

In this example, prices (set specifically for the quantity of this product only) are $4.00 per item. When 3 - 5 more are purchased they are $3.00 each additionally. When 6 or more additional are purchased they are priced at $2.00 each on top of the $4 for the initial 2 items and $3 each for the 3-5 more items.

Qty	Price Each	Total Price
1	$4.00	$4.00
2	$4.00	$8.00
3	$3.00	$11.00
4	$3.00	$14.00
5	$3.00	$17.00
6	$2.00	$19.00
7	$2.00	$21.00
8	$2.00	$23.00

You may delete a pricing level by simply clicking the Delete button.

When changing the pricing level be sure to click the Update button.

You will notice when in the Edit Catalog menu that the price for a product with Quantity Based Pricing will now say "Qty Based".

In the actual product catalog the price will show the Pricing Description that you entered in Step 1.

3.16 eBay Item ID

When products are listed in an eBay store and have only the PayPal payment option set for the eBay listing, payment for the eBay item can be linked to AShop.

eBay Orders Paid Through AShop

To use this feature, you need to have a premier or business PayPal account. No other payment gateways will work. The default Instant Payment Notification (IPN) URL in the preferences for your PayPal account (at paypal.com, not in your AShop) must be set to the URL where your ebay.php script is located (where AShop is installed).

For instance: http://www.yourdomain.com/ashop/ebay.php. The eBay id will only be shown in the receipt and the admin notice emails when an item has actually been purchased through eBay.

When the customer pays for the item using PayPal, the order is recorded in the AShop database, a receipt is emailed to the customer and an order notice is emailed to the AShop administrator. If the product is downloadable, a password and link to download the file is included in the customer's receipt. If key codes are set for the product, a key code will be included in the customer's receipt. If the product is a subscription type, a password and link to the subscription directory is included in the customer's receipt.

eBay > PayPal > AShop Setup

1.   Setup your PayPal account to send default IPN requests to your ashop/ebay.php script.
   - Login to your verified PayPal account administration panel at http://www.paypal.com.
   - Click "Profile".
   - Click "Instant Payment Notification Preferences".
   - Set IPN to On.
   - Set the IPN URL to the location of your ebay.php script.
   - For instance: http://www.yourdomain.com/ashop/ebay.php.
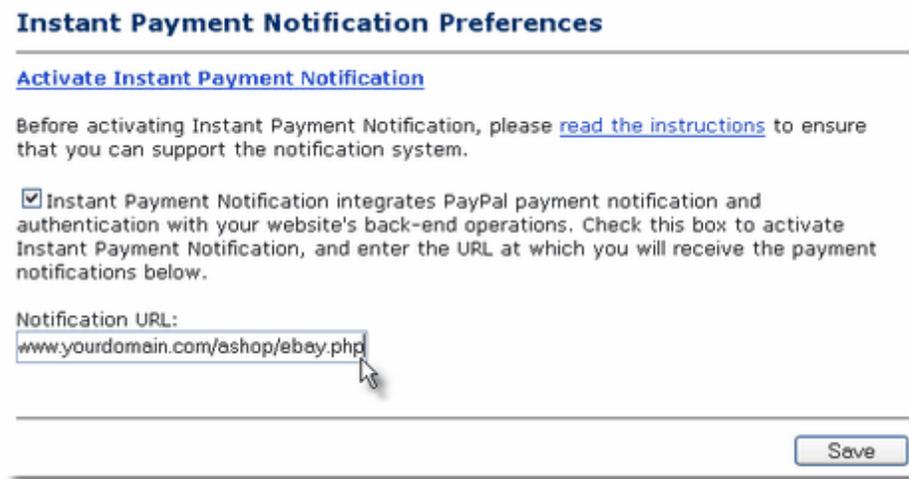
2.   Add the product to your eBay store and set the payment options to only PayPal.

3.   Enter the eBay Item Number in the product settings in <u>Add Products</u> or <u>Edit Products</u>.
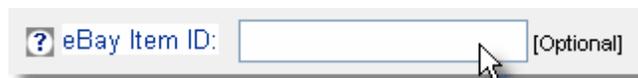
The ebay.php works like order.php but uses the eBay Item Number instead of the productid to identify which product has been purchased.

Note: The affiliate tracking will not work for products sold on eBay.

AShop Admin Order Notice Format

This is the order notice format that will be used in the current version of the ebay.php script:

The following transaction took place 2004-02-01 07:07:09 from: 65.230.38.65
Customer: 51 Customer Name
Email: customer@domain.com
Address: 123 5th Ave., 35212-3704, Birmingham, AL, United States
Phone: 123-456-7890
Products: 1: eBay item: 5555555 Product Name
Amount: 25.00
Payment option: eBay+PayPal
Send the products to:
Customer Name
123 5th Ave.
Birmingham, AL 35212
United States

The eBay item number can be found before the product name.

Using the eBay Item Number With PayPal Buy Buttons

The eBay Item Number functionality may be used with PayPal Buy buttons that are not part of an eBay

store.

1. Set the eBay item number to the same as the product ID in <u>Edit Catalog</u> > Edit (for the product).
2. The IPN URL setting in the PayPal account must be set to where the ebay.php is located unless you make an unencrypted "Buy Now" button, which will let you add the IPN URL as a hidden field named: notify_url. For example: <input type="hidden" name="notify_url" value="http://www. yourdomain.com/ashop/ebay.php">
3. When you create the button in the PayPal account, enter the product ID into the optional item number/id box.

The ebay.php script doesn't currently support fulfilment and there might be other newer features that is missing. It will handle downloadable products, third party software integration (ListMail, ListMessenger etc) and all the basic functionality from the AShop order processing script.

3.17 Product License Agreements

License agreements may be added for each product. When a license agreement is set for a product, customers must agree to it before being allowed to purchase the product.

When customers add a product to the cart that has a license agreement set, an "I Agree" check box will display in the confirmation window with a link to the license agreement.

The "terms of the sale" link opens the license agreement window.

License agreements are added in <u>Add Products</u> or <u>Edit Products</u>.

Navigate to the product you want to add a license agreement to and click the "Edit" button.

Click the "Add license agreement" button and enter your license agreement information.

Click the "Submit" button to save your changes.

Note: The license agreement can contain HTML formatting and links.

Tip: If you upload a text document named agreement.txt, into the directory you have AShop installed at, a license agreement page will appear when the customer clicks the Check Out button. The customer must click the Accept button to proceed with the order. The agreement.txt file is included with the AShop program files, but is named agreementEXAMPLE.txt. You must rename it to agreement.txt for this functionality to work. You can use HTML code in the text file.

3.18   AShop Secure Download

AShop Secure Download
Protects Downloadable Products Against Unauthorized Downloads in Three Ways:

Payment Verification
An unique, encrypted code is generated for each order and stored in the database. The payment gateway must return the order code with a successful payment response for AShop to complete the order and send a password. Attempts to access the order response script without a valid transaction code results in an error page.

Password Protection
After payment has been processed, a random password is automatically generated and e-mailed to the customer. This verifies the customer's e-mail address and is required to access the download area. The password will automatically expire in a number of days, which is set by the administrator. A limit to the number of downloads may also be set.

Product File Renaming
When adding a digital product to the shopping cart, the file name is stored in a secure database. The

actual data is renamed and saved under a different file name in a protected folder on the server. When delivery of the product file is authorized, AShop displays the original product file name to the customer, but the original file (that was renamed) is actually downloaded. The name and location of the product on the server is never available to the public and is only accessible through the AShop program.

3.19 Downloadable Products

Downloadable products can be software, music, pictures, text, pdf files, or just about any kind of file or folder. If the product consists of many files and/or folders, zip them into one compressed folder for distribution.

See also: Add Products

Downloadable product files are protected from piracy and unauthorized linking by AShop Secure Download.

Each product can have a product file and/or key code delivery. Digital product delivery is not supported with subscriptions (password protected membership directories).

To add a file download for a product.

1.   Click on Edit Catalog.

2.   Navigate to the product category and either add a new product or click the "Files" button to add a file to an existing product.

3.   Click the Browse button next to Product Files and navigate to the file on your local machine.

4.   Highlight the product file and click Open.
     You may upload more than one downloadable file per product, but only one at a time.

5.   Click the "Upload/Delete" button each time you wish to add or delete a downloadable file.

6.   When done uploading files click the "Finish" button.

When a product file is present, a download icon will appear next to the product in the Edit Catalog page and "Direct Download!" will appear in the catalog that customers see along with the file type and size.

Uploading Product Files That Are Larger Than The http_upload Limit
The PHP configuration file limits HTTP file uploads to 2 MB on most hosting services. To check the http_upload file size limit that is set on your server, upload and run a phpinfo.php file.

To upload product files larger than the limit set by your servers PHP configuration:

1. Upload the product file to the ashop/products folder via FTP or using your hosting service's file management program.

2. AShop checks to see if there are any product files that have not already been recorded into the database and will display a drop-down selection box within the Add Product or Edit Product window where the file can be selected.

4. Choose a file from the previously uploaded file selection box.

5. Click the "Upload/Delete" button, AShop will rename the product file and record the original filename into the database.

6. When finished adding product files click the "Finish" button.

Update Notification & Delivery

The update feature emails a notice to each customer who has purchased a specific product. If a file is uploaded, the update notice includes a link and password to download the file. If a file is not uploaded, only the message text or html is sent.

For each product there is a button labeled "Update" on the edit product page.
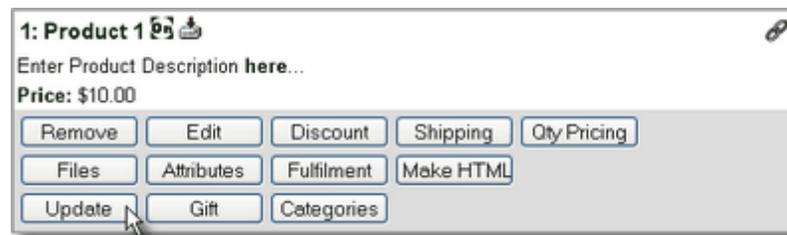
Click that button to see a form where you can select an update file, choose the time period the customer should have bought the product to receive the update, choose how many days the download will be available, and add the subject and message text for the email notice to customers.

When sending an update file, you must browse to and select the file from your computer. This file will be sent to the customers who purchased the product you are sending an update for.

The update notification can be sent in both Plain text or Html formats.

When the form is submitted, the file is uploaded to the updates directory and the message with a password and download link is sent to all customers who should receive the update.

When customers download the file, a notice is emailed to the shop administrator with the customers name and IP address.

3.20   Free Downloads/Products

Send a Free Downloadable Gift

It is possible to send a customer a free gift if the product contains a downloadable product file. Downloadable products will contain an extra button under them in Edit Products labeled Gift.

1. Click the Gift button to open a menu where you will enter the customer's Name, Email Address, Subject, and an HTML or Text format message.

Send a gift

Send **Product 1** as a free gift...

First name:

Last name:

Email:

Subject:

Message:
```
<br>
<br>
Download your free gift at: <a
href="http://ashop.dev.wwwebserver.net/merchant2
Login with the email address: %email% and with
the password: %password%
```

%email% = Email Address, %password% = Download Password

⦿ Html-format ◯ Plain text

[Send gift]

Note: Use tags such as %email% in the message to send the customer's email address and %password% for the login password.

2. Click the Send Gift button to send the customer their free downloadable gift.

Free Products

When the total of all the products in a customer's shopping cart equals zero dollars, whether the products have a price of $0.00 or they used their Gift Certificate to purchase products, the local payment form will automatically be used. Order processing will be done using a built in payment option that uses manual.gw. All orders with only free products will be treated exactly like paid orders and the customers' billing info will be stored in the database.

This feature can be used as a sign up form for free membership resources because it collects customer information, creates and sends subscription directory password, and enters the customer into the AShop mailing list. It can also be used to get customer information before giving a free download or key code.

3.21   Memberships

Membership within AShop V are a method to sell access to password protected directories.

When a product configured a a membership is purchased, a receipt is emailed to the customer, which includes a link and password for access to the protected directory.

The number of days the customer can access the protected content is set within AShop for each

membership. Expired passwords can be removed manually by running a script or the process can be automated by running a Cron job on the server.

AShop V also integrates with the free s2member Wordpress plugin for selling access to a protected Wordpress site.

3.22 Membership Configuration

Memberships provides a method to sell password-protected access to specific folders (directories).

To add a membership, you must first create a subdirectory to hold the protected content. The directory must be below your AShop installation on the server directory tree.

1. Create a directory below AShop on the server directory tree so that the protected folder is at the same directory as catalogue.php. Name it whatever you want to.
2. Change permissions for this directory to 777.

Create A Membership In The Product Catalog

1. From within the Administration Panel/Edit Catalog, create or locate the product that should become your membership.

2. Click the button Membership.
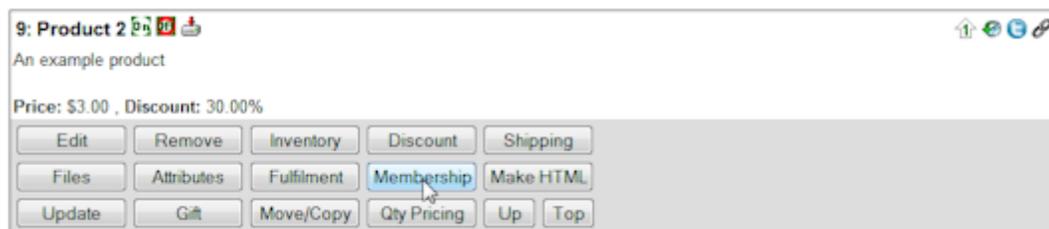
3. Enter the name of the protected directory.

4. Enter the URL to the protected directory. If this setting is available it is used to create the link to the protected directory in the customer receipt.

5. Enter the length in days until each password expires. Set this to 0 (zero) for no expiration.

Edit Membership
Product 2

7. Click the Submit button to save the product information.

AShop will now protect the directory and prepare it for use as a membership product.

Note: Since AShop uses .htaccess password protection, this feature is only available on Linux/Unix servers.

Customers May Recover Forgotten Passwords
If a customer, who has purchased a subscription product, cannot remember their password, they can retrieve it. If they call sendsubscrpass.php from their browser they will be prompted for the directory that they have subscription access to and their email address. An email will be sent to your customer with their password.

example: http://www.yourdomain.com/ashop/sendsubscrpass.php

Forgot your password?

Select the protected area and enter your email address.
We will send you the password...

Protected area: Subscribe

Email:

Submit

Deactivating Expired Subscriptions (without Password Robot)
1. The checksubscr.php script deactivates expired subscriptions. You can run this script manually through a browser or setup a Cron job in the server control panel to run this script on a regular basis. Your hosting company must provide a method to create Cron jobs or you must have root access to the server to set up a Cron job. More Info...

2. Change the $ashoppath at the top of the checksubscr.php script to the correct path to AShop V if the script is placed outside of the AShop root, for instance outside the document root to avoid making it publicly accessible.

3. Change permissions to chmod 755.

The subscription product will be labeled "Instant Access" in the store catalog product listing.

Links to the purchased subscription directories, user names, and passwords will be included in the e-

mailed store receipts that are sent to customers.

Discount Coupon Codes may be created for subscription products.

3.23 Key Codes

Key-codes are typically used to unlock trial software, activate phone cards, distribute passwords, or to send unique information with the purchase of a product. When a product that has key codes is purchased, a key code is sent to the customer by email. Key codes can be distributed with any product in the AShop catalog except subscriptions.

Note: Key-codes can be distributed in the original key-code text file list order or in random order. This order of distribution is set within Configuration > Shop Parameters.

To set a product to distribute key-codes:
Within Add Products or Edit Products, click on the Files button, then click on the browse button next to the Unlock Keys File box and upload a keycode.txt file.

Note: This file must be a text file where each line contains exactly the text that is to be sent to each customer who purchases the product. This information will be stored in a database table called unlockkeys.

A key code product will display Direct Email Delivery! next to the product name in the store catalog and will display a ![K] icon next to it within Edit Catalog. If the product has downloadable files associated with it, as well as the Key Codes, it will NOT display Direct Email Delivery! next to the product name in the store catalog.

When a customer buys a key-code product an unused key-code is selected from the database and included in the customer's receipt. If manual payment processing is used, an "activate order" link will be included in the administrator's order notice. Upon receipt of payment, the administrator may then click the link to complete the order and send the key code to the customer.

The number of remaining key codes is listed in Edit Catalog next to each product that has key codes.

The icon is a link. Click on the icon to view the list of used and available key codes.

Each time a key code is ordered, AShop checks how many unused keys are left in the database. When there are less than 4 keys left a warning message is sent telling the shop administrator to upload new keys to the database. If there was no keys available at all the warning message tells the shop administrator to send one manually to the customer and includes a link to the customers email address.

The key codes may be distributed in random order or in the original text file list order. Select random or list order in Shop Parameters.

How To Delete Key Codes

When a list of unlock keys is uploaded for a product through the Files menu in the AShop admin panel, the keys are saved in the database table named "unlockkeys". Each key in the table has a separate record, which can be deleted or edited. You may use a tool such as phpMyAdmin or DatabaseAdmin to browse or search the database table to find the key and edit or remove it. The database managment tools are typically available through your domain hosting administration panel. Example: In the Plesk server admin panel, click on the domain name, Databases, the name of the database, and then DatabaseAdmin.

3.24 Shipping and Sales Tax

Tangible products are physical as opposed to intellectual property. Tangible products typically require shipping and/or sales tax amounts to be calculated and added to each order. (Products that are set to add shipping, handling, and sales tax can ALSO deliver downloadable products and mail out key codes.)

There are two places in the shopping cart administration where shipping calculations are managed.

1. The main Shipping Method and Storewide settings are managed through Configuration > Shipping.
2. Settings that apply to each product individually are managed through Edit Catalog > Shipping (for each product).
   (Storewide and per product shipping calculations can be mixed in each order.)

Local and international handling charges (per order) are set in Shipping.

Sales tax regions and rates are set up in Configuration > Taxes.

3.25 Shipping Settings For Each Product

In the Admin Panel, Edit Catalog. Each shippable product has a button under it labeled "Shipping"

To set the shipping charge calculation method, click on the drop-down box labeled Shipping Option. Each product can use a different shipping option. An unlimited number of products with different shipping options can be mixed in each order. Each shipping option calculates independently in the background and then they are added together for the total shipping charges.
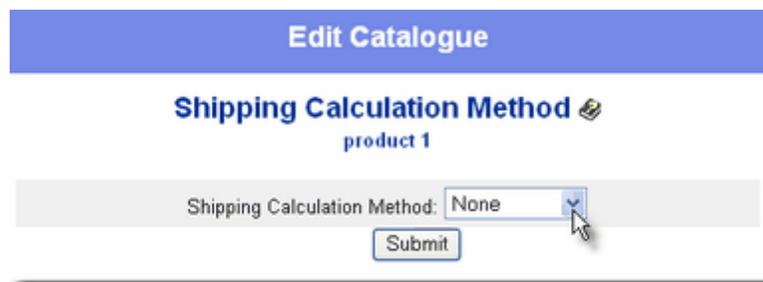
Shipping Options:
Note that shipping setting options for each product will be different depending on the main Shipping Method that is set in Configuration > Shipping.

None - Shipping is not added for this product. If all of the products in an order have None set for shipping, the shipping information form does not appear for the customer during checkout and handling charges (if set in Shipping and Taxes) are not added. If any of the products in the order require shipping calculation, then the shipping information page appears and must be completed before checkout.

Flat rate – A fixed dollar amount for each of this product that is ordered will be added to the shopping cart.
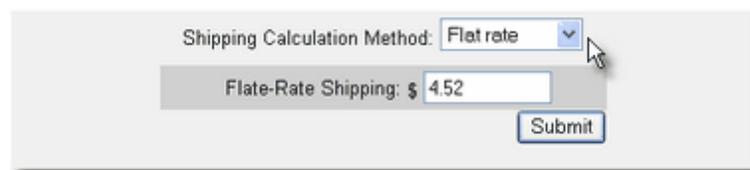
1. Select Flat rate from the Select option drop-down box. A Shipping box will appear.
2. Enter the flat rate shipping amount into the box.

3.   Click the Submit button.

UPS – This shipping option uses the United Parcel Service Online Tools to calculate U.S. and Canada Ground rates in real time based upon the shipping weight and origin of each package for each product and the destination zip code of each order. There is no limit to the number of packages that can be calculated for each product and each package may have a different origin zip code. The shipping amount is calculated individually for each package and added to the total shipping for each product in the shopping cart based upon the ship to destination for each order.

1.   Select UPS from the Select option Drop-down box. A shipping origin and weight per package form will appear.
2.   Enter the zip code of the shipping origin and the weight of the first package.
3.   If the product ships in more than one package, click Add package. A new row will appear.
4.   Enter the origin zip code and shipping weight for each package and repeat the process as needed.
5.   Click the Submit button when finished.

FedEx – This shipping option uses the FedEx Quick Ship online calculator to calculate U.S. Ground rates in real time based upon the shipping weight and origin of each package for each product and the destination zip code of each order. There is no limit to the number of packages that can be calculated for each product and each package may have a different origin zip code. The shipping amount is calculated individually for each package and added to the total shipping for each product in the shopping cart based upon the ship to destination for each order.

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1. Select FedEx from the Select option Drop-down box. A shipping origin and weight per package form will appear.
2. Enter the zip code of the shipping origin and the weight of the first package.
3. If the product ships in more than one package, click Add package. A new row will appear.
4. Enter the origin zip code and shipping weight for each package and repeat the process as needed.
5. Click the Submit button when finished.

Watkins ML – AutoRate (Watkins ML) shipping calculation method is used for large and heavy items such as furniture that are shipped by common carrier. You don't need to have any kind of membership with Watkins ML to use the calculation. You only need to specify the options on the edit shipping page. The freight class must be entered. The National Motor Freight Classification (NMFC) tariff is a publication for motor carriers containing classes, rules, descriptions and ratings of all commodities moving in commerce. There are 18 classes ranging between 50 and 500. Most manufacturers and professional transportation managers are participating members of the NMFC, or are familiar with their products' classifications. If you are not sure of the correct classification for your freight, contact a Watkins Customer Service Representative at (800) 274-9099 or the National Motor Freight Traffic Association at (703) 838-1810." The classes must be exactly right or there will be an incorrect zip code error when submitting the shipping destination.

1. Select Watkins ML from the Select option Drop-down box. A shipping origin, class, and weight per package form will appear.
2. Enter the zip code of the shipping origin, class, and the weight of the first package.
3. If the product ships in more than one package, click Add package. A new row will appear.
4. Enter the origin zip code, class, and shipping weight for each package and repeat the process as needed.
5. Click Submit when finished.

Zip Zone Rate Tables – Zip zone rate tables work much like UPS and FedEx tools, but you can define your own zip code zones and set custom zone rates for each product. See help topic: Zip Zone Shipping Rates

Quantity Based Shipping can be set for each product. In this example, if quantity 1 to 4 of this product is ordered, shipping will be the quantity of this product times $4.52. If quantity 5 to 9 of this product is ordered, the shipping will be the quantity of this product times $2.50. If quantity 10 to 14 of this product is ordered, the shipping for this product will be the quantity times $0.50. When a customer orders 15 or more of this product, the shipping for this product is zero. See help topic: Quantity Based Shipping

Storewide Shipping looks up or calculates the shipping based on the total weight of (Storewide) products in each order. Storewide shipping can lookup from UPS or FedEx. A package is added each time the total weight exceeds the maximum weight per box so that the correct number of boxes and weight per box is looked up. The flat rate per pound option can have a base charge to cover the cost of packaging the total flat rate times the total weight of (Storewide) products. See help topic: Storewide Shipping

3.26   Quantity Based Shipping

NOTE! The shipping options for each product are dependent on the main Shipping Method setting in Configuration > Shipping. To use custom shipping methods, the main Shipping Method must be set to "Custom".

To set quantity based shipping for each product, click Edit Catalog, navigate to the category where the product is located, and click on the Shipping button. (The shipping options also appear after new products are added.)

1.   Select "Quantity" from the Shipping Calculation Method drop-down selection box.

2.   Enter the amount of shipping that is to be charged for quantity 1 or more and click the Update button. This amount will be multiplied times the quantity of products in the basket until the quantity of this product is greater than the next quantity level. (in the next step)

3.   After the form is updated, a second row will appear. Enter the quantity to begin and set the shipping amount to charge, then click Add Row.

The quantity row will be saved and yet another blank row will appear.

In this example so far, $1.15 will be multiplied times the quantity of this product for quantities less than 5. For quantities 5 or greater, $0.75 will be multiplied times the quantity for this product and added to the shipping charges.

4.   If there are no more quantity shipping charge levels to add, you are finished and may exit by clicking on any of the Administration Panel navigation links or by closing the browser. To add another quantity shipping level, enter the next quantity level and shipping amount, then click Add Row. Repeat as needed for the number of levels desired and click Add Row to save each one.

3.27   Zip Zone Shipping Rates

Zip zone rate tables provide a method to set 7 shipping zone rates for each product. The zone is looked up from a custom zip code table that is created for each shipping origin.

If products that have zip zone shipping are in the cart, a shipping information form appears when checking out. The first three digits of the zip code are used to lookup the zone and the shipping rate that is set for that zone (for that product) is added to the order.

The zip zone method is essentially what UPS or FedEx Ground uses with their online rate calculation tools. One advantage of custom zip zone lookup tables is that you don't have to register and link to UPS or FedEx online tools or rely on a connection to them. Another is that you can calculate similar to FedEx or UPS, but adjust your zone rates to market products differently in various areas of the country. For instance, you may want to charge less than FedEx in zone 8 and more in zone 2 to adjust extreme shipping amounts or to match a competitor's delivered price.

How To Set Up Zip Zone Shipping
First, you set up a custom zip code lookup table. This can be done through Shipping and Taxes or in Edit Products.

1.   Click on the Manage Zip Zones link to open the Zip Zone Tables management.

2.   Add a new Zip Zone Table and click Submit. You may want to name it in relation to the origin of the shipment or vendor.

3.   Click Add New Zip.

4.   Enter the first three digits of the zip code, select a zone, and click the Add Zip Zone button.

Zip Code: 000
Zone For ZIP: 8
Add Zip Zone   Cancel

5.   Repeat steps 3 and 4 until you have the desired amount of zip zones covered.

Edit Zip Zone Table: **Vendor 1**

[?] **Add New Zip**

Zip (first 3 digits)	Zone
000	8
350	7
359	6
365	5
368	4
369	3
373	2
375	3
376	2

The Zip Zone tables consist of two columns and as many rows as you need. The left hand column is the first three digits of the zip code. The right hand column is the zone that will be looked up when a zip code starting with the corresponding first three digits is processed for an order shipment address. It is not necessary to put every zip code in. only the points where there is a change in the zone. For instance, in the above example, zips starting with 000 up to 349 lookup zone 8. Zips starting with 350 up to 358 lookup zone 7. Then zips 359 up to 364 lookup zone 6 and so on.

After a Zip Zone table is setup, it may be selected as a shipping method for each product and an amount can be set for each zone. The customer's zip code is used to lookup the zone, then the zone is used to lookup the rate that is set for the selected products when shipped to that zone. Be sure to click the Submit button after you have set shipping prices for each Zip Zone.

3.28 Product Attributes

Product attributes provide a method to specify specific versions or variations of each product when adding the product to the shopping cart. The selected attributes are sent in the receipts and order notices and are also recorded in the sales history. An unlimited number of product attributes can be set for each product.
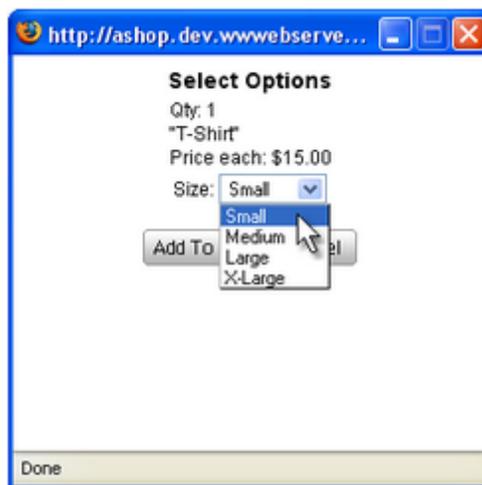
Each product attribute alternative can be optionally set to override downloads, shipping charges, and/or sales tax. This is useful where one product might be delivered in various formats. An example of where this might be used is where music titles are available for the same price in several different formats. No shipping or tax would be charged for the MP3 file download in the U.S., but it might be taxed in the UK. CD or mini-disks would have shipping costs and might be taxable, depending on the local tax laws.
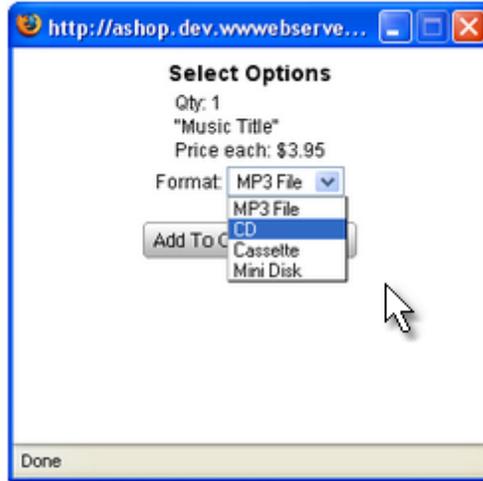
Add Product Attributes

To create or edit product attributes, click Edit Catalog, select the category, and click the Attributes button next to the product.
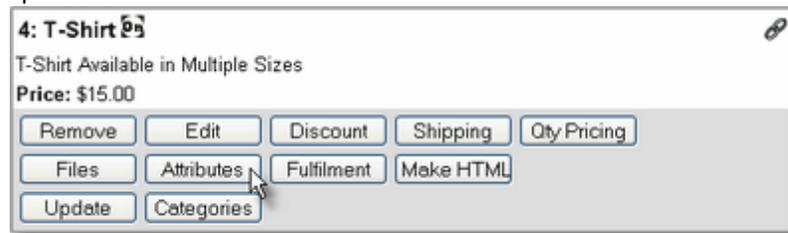
To add a new attribute, enter the Caption, the number of Alternatives and click the Add Attribute button.
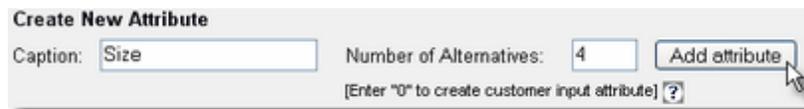
Note: Comment Field Attributes...
If the number of alternatives is set to 0 and the Add Attribute button is clicked, the attribute will be added as a Comment Field.

Enter the parameters for each alternative.

Attribute alternatives can have a different price set for each alternative. Check the "Activate separate buy buttons and/or prices" box to allow each alternative to have a separate price and separate buy buttons for each in the catalog.

Check the "Activate separate shipping options" box to have the option of setting each attribute have no shipping and/or no sales tax.

To delete an alternative simply click the "Delete" button. When finished editing the alternatives click the "Save" button.

Note: Only one set of alternatives for each attribute can have prices. When prices are set in the alternatives, separate buy buttons and prices appear in the catalog. The attribute prices and separate buy buttons will work with shopping cart turned On or Off. A gif image may be displayed in the catalog in place of each alternative by naming it the same as the alternative, but in all lower case and uploading it to the images directory. For instance, if the alternative is named "CD", the image file name should be cd. gif.

Edit Existing Attributes

To edit or remove existing attributes, click the Attributes button in the Edit Catalog menu. Existing attributes will appear with Update, Remove, and Alternatives buttons next to them.

To change the caption, edit the text and click Update. To exit without changes click the back button or another menu selection.

To edit alternatives, click the Alternatives button. Edit or delete the alternatives as needed, then click the Save button.

Attributes for Downloadable Products

When you have a downloadable product there is an extra check box labeled "Activate separate download options"

If you upload multiple files for a product. You can have each alternative point to one, none, or all (default) of those files.

Let's say you have a product that can be shippable or downloadable.
With this feature you may use one alternative as the shippable product and the others as specific downloadable file types.

Deactivate shipping and taxes on the downloadable products.

Change prices accordingly.

Don't forget to click the Save button when you have finished editing the attribute.

Pass productid to third party script using an attribute

The product ID is not included by the automation fulfilment feature but there is a way to include this or any other product specific information you want to send. An attribute with 1 alternative to the product you wish to use the automation for. You can for example call this attribute "Product ID". Set the single alternative to the product ID for your product or to any other identifier you wish to use. Click the Fulfilment button for the product on the Edit Catalog page and select the fulfilment option you are using. Enter a field name for the attribute, for example "productid" or any variable name your receiving cgi script is using. Now your fulfilment option will send this information to the cgi script after a purchase and since the number of alternatives is just 1 your customers will not see the attribute.

3.29   Product Comment Fields

Comment fields that are editable by customers are created in Edit Products > Attributes for each product. When a product has a comment field attribute, customers can enter text for each product. The text will be saved for each product and will appear in the receipt and order notice. This feature might be useful where a custom inscription or specific instructions are required for each product ordered.

Examples: or

3.30   Product Buy Buttons

In addition to the automatically generated catalogue.php pages, product buy buttons, view cart and checkout links may be manually added to HTML and PHP pages using snippets of HTML and/or PHP code. Here are some examples.

Order-Link is a simple way to add buy buttons in local or remote web pages. Order-link may also be used in newsletters, forums and blogs.

Multiple Product Buy - More than one product may be added to the cart at one time from a form post.

3.31   Details Page Generator

The Make HTML button under each product listing in Edit Catalog will create static HTML web pages and save them on the server.

The Make HTML tool will use a page template, get product information and images, and create a new HTML page from the page template and product data. Buy buttons can be automatically generated in each product page.

1. Design a page template and save it to the *templates* directory. An example named template. html is included with the new installation files. You can also use the AShop page layout templates.

2. Insert placeholder comments in the page template where product data and buttons are to appear. See example template.html.

3. Create a product page using the Make HTML button. Save it to a subdirectory. Pages made this way cannot typically be saved to the public root directory because the permissions do not allow it.

3.32 Penny Auctions

Introduction

If you have visited sites like swoopo.com or madbid.com you know what this is about. Customers buy a number of bids from you. Each bid raises the price of an item by a very low amount, for example a penny. When someone places a bid on the item a timer starts to count down. If the timer reaches zero the last bidding customer wins the item and can buy it for the final price, which usually still is very low.

This concept combines auctions with a kind of lottery. While the merchant selling the items is not very well paid for the items themselves, the sales of bids will make it up and even give a large profit in most cases. This does require that there are a lot of bidders though. With few visitors to your site you will be basically giving away your items. This is not necessarily a bad thing since those first, extremely cheap items you sell will make the word go around that people can make a real bargain by buying from you, which in turn will increase the number of visitors and the profit from bids.

AShop is the first shopping cart to introduce this kind of feature, which gives it some unique advantages: you can sell both penny auction items and regularly priced items on the same site, you can use your penny auctions to promote your regularly priced products by just running auctions at a certain time, you can sell items as penny auctions and then sell services related to the items at a regular fixed price.

Bid Code Fulfilment Option

To start using this feature you will first need to provide a way for your customers to buy bids. This is done through the new fulfilment option: Bid code.

1. Open the page Configuration->Fulfilment in your admin panel.
2. Choose Bid code in the box "Select Fulfilment Method" and click Add.
3. Change the name of your new fulfilment option or accept the default by clicking Update.

Now you need to add at least one product that uses the Bid code fulfilment option.

1. Open the page Edit Catalog.
2. Select the category you wish to put the bid codes product in.
3. Click New product and fill out the forms.
4. When the new product has been added click the Attributes button.
5. Add an attribute with 1 alternative. Call it "Bids".
6. Enter the number of bids you want to sell, for example: 30, into the box labeled "1:" and click Save to store the new attribute.
7. Click the button Fulfilment for the new product.
8. Select your bid codes option in the box: "Select Option".
9. Enter "bids" in the "Bids" fieldname box and click Submit.

You have now added a product that will automatically generate a bid code that provides a certain number of bids, for example 30 codes, and send it to your customer when this product is bought. The customer will also receive instructions about how to use the code. It should be entered into the page bidregister. php in your AShop along with a nick name that is used to identify the currently active bidder for a product.

Add an Auction
To add an auction that your customers can bid on you will simply add a new product to any of your categories but select Floating price instead of entering a regular fixed price.

1. Add or edit a product in your catalog.
2. Click the button Floating price.
3. Enter the least amount the item should be sold for (usually 0.00 on this type of auction) into the box Startprice.
4. Enter the amount with which the price should be incremented when a customer places a bid on this item, in the box Bid increment.
5. Enter the number of seconds the timer should count down before the auction is won by the last bidder, in the box Length.
6. Using the form fields labeled Activate, select a date and time when this auction should go live. After that time the count down timer will start as soon as the first bid is placed. Before that time the item can not be bought.

When you have saved your product it will now be available in your catalog as an auction and only the person who places the winning bid will be able to buy it from you. He/she can still select not to buy it though. When the item is bought by the winner it is automatically deactivated in your catalog. If you reactivate it, it will be possible to buy it once again by placing bids.

3.33   Up Selling

The up selling feature in AShop lets you present your customers with 1 or 2 products that are related to the ones in their cart, when they are checking out. For example: a customer buys a PC, when he clicks Checkout he would be presented with the option to buy an Antivirus software for his new computer. He can click Add to cart to buy this item too and then proceed to the checkout, or he can choose to skip the offer and go straight to the checkout.

To activate up selling open the page Configuration->Shop Parameters in your administration panel and select "1" or "2" in the configuration option "Up sell X items before check out".

The next step is to relate your product to one another. This is done by first clicking the up arrow in the

upper right corner of one of your product listings on the page Edit Catalog in your administration panel:
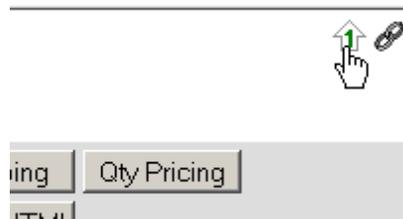
This will select the product and let you choose another product which is related to this one. Click the green accept icon in the upper right corner of the product you wish to select or the red cancel icon to get out of the relate products mode.

Now you will see a page where you need to confirm if the selected product should be related to the one you clicked the up sell arrow icon on. You will also be able to select a priority for the relation. A higher priority means the product should be more likely to show up as an up sell for the one it is related to.

Once you have selected at least one product as related to the first one it will be presented to your customers before check out, or after check out if you are using a payment method that collects the payment information from your customers on your own site (this is known as "1 click up selling"). If more than one product is related to the one the customer is buying, the up sell will be randomly selected in order of priority. For example: if your customer is buying Product 1 and there are 4 related products of which one has priority 9 and the other three all have priority 0, then the one with priority 9 will be shown first of all. If you want to up sell 2 items the second item will be randomly selected from the three with priority 0.

3.34 E-cards and Gift Certificates

Introduction
Through the new e-card feature you can sell graphical greeting cards or gift certificates with your AShop. The cards will be delivered by email to an address that the customer can choose, which does not need

to be his/her own email. They can even be sent to multiple email addresses if needed. They can include an automatically generated gift certificate code which is used on the checkout page in a similar way to how the per order discounts work, except that these codes will not give the same discount any number of times, they only let the customer buy for a certain amount just the way a gift certificate works in a physical store.

The cards can also include unlock keys if you have uploaded any to your product, which means that you can sell software licenses or other types of PIN codes as gift cards. Your customers can select a personal greeting message to add to the card.

E-card Fulfilment Option

The first thing you need to start selling e-cards is to set up a fulfilment option. Login to your AShop administration panel and open the page Configuration->Fulfilment. Select "E-card" in the Fulfilment Method drop down list and click Add to add your new fulfilment option.
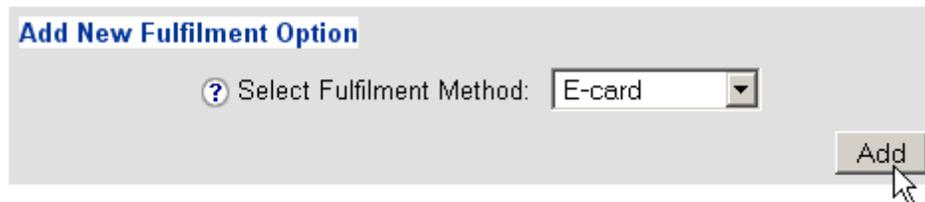
In the new box that is added to the Fulfilment Options page you will be able to change the configuration of your e-card fulfilment option. You can set a name for the option, which can be set to anything you want and is only used by yourself to make it easier to find the right fulfilment option later on. You can select which image to use. AShop comes with three e-card images but you can easily add your own by uploading them to the admin/ecards folder on your website. Just make sure the images are in jpg format.

You can select which font the e-card should use for the text on the card and which color the text should be. By checking the box "Include returned data in receipt" the customer who bought the card will see a message that the card has been sent in the receipt.

Option name: E-card

Method: E-card

Image: giftcard.jpg

Text font: Arial, Helvetica, sans-serif

Text color: #000000

Text top: 119

Text left: 167

Text bottom right: 567

☑ Include returned data in receipt.

Update   Delete

You can define the area where the text should be placed on the card. Just click on the image icon next to the box "Text top" to define the upper left area. A window will open with the e-card image. Click on the image where you want the upper left corner to be:

GIFT CERTIFICATE

Do the same thing for the lower right corner by clicking the image icon next to the box "Text bottom right". If you want to you can fine tune the text area by changing the resulting coordinates in the two boxes. Click "Update" to save your settings.

Add an e-card product

The next step is to set up a product that will use the e-card fulfilment option you just created. Click Edit Catalog in the left menu of the administration panel and find the product category where you wish to put

the card product. Then click "New product". Fill out the "Add product" forms just like you would normally do when adding a new product, by giving the product a name, description, price and so on.

When the product is added click the Attributes button in its listing. Add one attribute for the personal message. It should have zero alternatives and you might want to set it to more than one row of text to make it easier to add a longer message. It doesn't matter what you call the attribute, it can be called "Personal message" for example or something similar.

Add one attribute with zero alternatives for the email of the recipient or add several if you want to allow the customer to send the card to more than one recipient. You can use any name you want to for this/ these attributes, for example "Email 1", "Email 2" or "Gift card recipient".

If you want this to be a gift certificate you will also need to add an attribute for the value of the certificate. This attribute should have one alternative, which will be the value. You can give the attribute any name you want, for example "Gift certificate", it will actually never be shown to the customer, just used internally. The alternative on the other hand must be a numerical value equal to how much money this card should be worth.

The above attribute will make this card worth $75. When all your attributes are added they should look something like this:

Click "Finish" to return to the Edit Catalog page. Now we only have one step left to make this e-card product functional. Click the Fulfilment button on the product listing of your e-card product.

Select your e-card fulfilment option in the "Select Options" box on the Fulfilment Options page. This will bring up some new input fields on the page, one for each attribute you created for your product. Set the fieldname of the attribute for the personal message to: "message", set the fieldname of the attribute for the recipient email address to "email1" (use "email2" for the second one if you have more than one, "email3" for the third and so on) and set the fieldname of the attribute for the gift certificate value, if any, to "value".

Note: It is important that the fieldnames you use are exactly these "message", "email1" ("email2", "email3", "email4"...) and "value". They are case sensitive and if they are not exactly right the e-card will not work.

Click "Submit" to save your settings when you are done. Now your e-card product is ready. When a customer adds it to their cart a window will open that looks something like this:

Select Options
Qty: 1
"E-card example"
Price each: $75.00

Message:

We wish you a Merry Christmas
and a Happy New Year!

Email:

person@who-gets-the-card.com

Add To Cart   Cancel

When the customer buys the card it will be sent by email to the address specified in that window, which can be a different person than the one buying the card. The email will look something like this:

GIFT CERTIFICATE

We wish you a Merry Christmas and a Happy New Year!

Your gift certificate code: AH32OO
Valid for $75 at http://www.theurlofyourashop.com

The text on the card in the email is selectable and can be copied and pasted by the recipient to make it easier to use any gift certificate or unlock key codes.

4   Customers & Sales

4.1   Manage Sales

From the Administration Panel main menu, select Customers. There are two main sections:

Customers and Messaging
    View/Edit/Delete Customer Profile
    View Individual Customer Purchases
    Mail To Individual, Selected, Or All Customers

Sales Reports
    Generate Sales Reports For Date Ranges
    Order Reports By Date, Price, or Customer
    Download Reports In Comma Delimited Files For Viewing Off-line

4.2   Customers and Messaging

From the Administration Panel main menu, select Customers. A top menu bar appears and the Customers and Messaging page opens with customers listed.

Email Messaging to Customers

To email a message to one customer
Click on the e-mail link for the selected customer. This will open your default e-mail program, such as Outlook Express or Eudora.

To e-mail a message to selected customers
1.   Place a check mark in the box next to each customer that you wish to send a message to.
2.   Enter the Subject and Message text into the corresponding text boxes.
3.   Click the "Mail to selected" button to send the message to selected customers.

To e-mail a message to all of the customers
1.   Enter the Subject and Message text into the corresponding text boxes.
2.   Click the "Mail to all" button to send the message to all customers.

HTML-format or Plain Text
You may select emails to be sent in either HTML or Plain Text format.

HTML-format
With HTML-format selected, formatting tags, tables and hyperlinks may be typed or pasted into the message box. With this setting, a page may be designed within your favorite WYSIWYG HTML

editor. You can then copy the HTML code and paste it into the message box to send newsletters, advertisements, and other notices to customers or affiliates.

Note: With this setting, carriage returns within the message box do not generate line breaks and must always be inserted with <br> or <p> tags or the text will all flow together in the resulting e-mail message.

Plain text
The Plain text setting does not recognize HTML tags and will render tag text in the e-mail message just as you enter it into the message box. With this setting, carriage returns in the message box generate a line break in the resulting e-mail message as they do in your client e-mail software such as Eudora or Microsoft Outlook.

Delete Customer Record
Warning: This will permanently delete the customer record; there is not an undo.
1.   Click the Delete icon, 🗑, next to the customer to that is to be deleted.
2.   A warning message page will appear to confirm your intention.
3.   Click Yes to delete the customer record or No to cancel and return to the Customers and Messaging page.

View/Edit Customer Profile
To view or edit a customer's billing and shipping information, click the Profile icon, 👤, or the customer ID number link next the customers listing.

Sales History By Customer
Customer sales history can be viewed by clicking on the Sales icon, 💲, next to each customer.

4.3   Customer Profile

Customer contact information can be accessed by clicking the Profile icon, 👤, or ID number link next to the customer listings.

To view or edit a customer's profile:
1.   Click on the Profile icon or ID number link next to the customer that you wish to view or edit.
2.   The selected customer's profile data will appear with their name and contact information displayed within text boxes.

Billing Information

First name: Joe
Last name: Customer
Email: xxxxxxx@ashopmail.com
Address: 123 Test St.
City: Coos Bay
State/Province: OR
Zip: 97420
Country: United States
Phone: 541-123-4567
VAT number:
Additional information:

Shipping Information

First name:
Last name:
Address:
Address 2:
City:
State/Province: choose state
Zip:
Country:

Sending email to this customer is allowed: ☑

Update

3. To view the customer's profile data without editing it, simply click another menu option or page back when finished viewing.
4. To edit the customer's data, type or paste the new information into the appropriate text boxes and overwrite the pre-existing data as needed, then click the Update button. The new data will replace the previous data and you will be redirected back to the Customers and Messaging page.

Note: The billing information is initially collected when the payment is made. The shipping information is collected before viewing the cart or checking out in order to calculate shipping and sales tax, if any. If shipping is not set for any of the products ordered and none of the products are taxable, the shipping information form does not appear and this information is not collected.

4.4   Sales History

Customer sales history can be viewed by clicking on the Sales link next to each customer from within Customers and Messaging.

To view a customer's sales history:

1.   Click on the Statistics icon, 🌐, next to the selected customer.
2.   A Sales Report page will open for the selected customer with the date, time, product name, and referring affiliate ID and name for each order.

*   To send an e-mail message to the selected customer, click on the customer's name. Your local mail program will open and be addressed to the customer.
*   To view the referring affiliate's statistics, click the affiliate ID number for that order record.
*   To send an e-mail message to the referring affiliate, click on the affiliate's name. Your local mail program will open and be addressed to the affiliate.
*   To reactivate the order, click the exclamation point icon, 🔔, to the far right.
*   Click the Profile icon, 👤, next to the customer ID to view this customer's profile.

4.5   Sales Reports

From the Administration Panel main menu, select Customers. A top menu bar appears and the Customers and Messaging page opens with customers listed. From the top menu bar, select Sales Reports. Sales Reports may also be opened by clicking on the Sales Reports icon, 📇, next to the Sales quick stats in the administration panel index page.

Report Filters
Report filters limit the data that is included in each report.

*   **Transaction Type:** Retail, Wholesale or All

- **Payment Status:** Unpaid, Paid, Chargebacks or All
- **Date Range** From: date, To: date

Sorting and Grouping

The filtered report data may be grouped and sorted to view the data from different perspectives.

- **Order By:** Date, Amount, Customer ID, Product, Downloadable Product, Physical Product
- **Sort Order:** Ascending or Descending order.

View - Download - Edit

The View and Edit buttons display the report in the browser, but different data and links appear in the right column. Download exports the report data in a .csv file.

View - Sales report is shown with date, order ID, products, amounts, customer and affiliate links.

Sales Report

Paid Orders - from 2007-01-30 00:00:00 to 2007-01-30 23:59:59, Ordered By: Date

Date	Order ID	Products	Amt	Shp	Tax1	Tax2	Disc	Total	Customer	Referred by
2007-01-30 06:40	21530	1: 745TC-3TS76M-TS46TD Trailer Kit - 3 Wide MC Rail/Ramp Kits and Tie-down Extension Bracket Kit	559.00	96.50	0.00	0.00	-0.00	655.50	3272: Rick or Jaye Gross	6: motorcycle-trailer .biz
2007-01-30 10:12	21536	1: 746TE-3TS76TD-TS46AB-TS68C Fold-up 3-Motorcycle Trailer Kit with aluminum base and tongue stan 1: TS63E Wheel/Tire 20.5 x 8-10E 1: TS67E Spare Tire Bracket U-Bolt 1: EB4 Eye-bolt Hardware Kit	998.00	4.50	0.00	0.00	-0.00	1002.50	3273: Joseph Schickler	
2007-01-30 10:27	21537	-1: SB7018 Side Bar Step Rail Kit 97-99 CHEVROLET/GMC/C/K PICKUP-EXTENDED CAB	-242.00	-37.50	0.00	0.00	-0.00	-279.50	3261: Tara Greathouse	
2007-01-30 12:08	21559	1: 749TC Folding Tilt-Bed Trailer Kit	449.00	91.50	0.00	0.00	-0.00	540.50	3274: Kie Ha	
2007-01-30 14:22	21560	1: 749TC Folding Tilt-Bed Trailer Kit 1: TS63C Wheel/Tire 5.30 x 12C 1: TS67C U-Bolt Bracket For Spare Tire	536.00	130.50	0.00	0.00	-0.00	666.50	3275: Janet Ingle	
2007-01-30 16:38	21563	1: TD10R10B-S 1 in Ratchet 10 ft Black Strap S-hooks Soft-tie Loop-pr	24.95	7.50	0.00	0.00	-0.00	32.45	3277: Alan Rose	
2007-01-30 16:42	21566	1: 746TE-1TS76M Fold-up Motorcycle Trailer Kit	539.00	171.50	0.00	0.00	-0.00	710.50	3278: Ryan Kratky	
		Total sales:	**$2863.95**	**$464.50**	**$0.00**	**$0.00**	**-$0.00**	**$3328.45**		

Edit - Sales report is shown with date, order ID, products, amounts, customer and links to chargeback or reactivate and resend orders. In this mode, the last column has links to take action with each order.

Sales Report Mode: Edit

Sales Report

Paid Orders - from 2007-01-30 00:00:00 to 2007-01-30 23:59:59, Ordered By: Date

Date	Order ID	Products	Amt	Shp	Tax1	Tax2	Disc	Total	Customer		
2007-01-30 06:40	21530	1: 745TC-3TS76M-TS46TD Trailer Kit - 3 Wide MC Rail/Ramp Kits and Tie-down Extension Bracket Kit	559.00	96.50	0.00	0.00	-0.00	655.50	3272: Rick or Jaye Gross	💲	⚠
2007-01-30 10:12	21536	1: 746TE-3TS76M-TS46TD-TS46AB-TS68C Fold-up 3-Motorcycle Trailer Kit with aluminum base and tongue stan 1: TS63E Wheel/Tire 20.5 x 8-10E 1: TS67E Spare Tire Bracket U-Bolt 1: EB4 Eye-bolt Hardware Kit	998.00	4.50	0.00	0.00	-0.00	1002.50	3273: Joseph Schickler	💲	⚠
2007-01-30 10:27	21537	-1: SB7018 Side Bar Step Rail Kit 97-99 CHEVROLET/GMC/C/K PICKUP-EXTENDED CAB	-242.00	-37.50	0.00	0.00	-0.00	-279.50	3261: Tara Greathouse	💲	⚠
2007-01-30 12:08	21559	1: 749TC Folding Tilt-Bed Trailer Kit	449.00	91.50	0.00	0.00	-0.00	540.50	3274: Kie Ha	💲	⚠
2007-01-30 14:22	21560	1: 749TC Folding Tilt-Bed Trailer Kit 1: TS63C Wheel/Tire 5.30 x 12C 1: TS67C U-Bolt Bracket For Spare Tire	536.00	130.50	0.00	0.00	-0.00	666.50	3275: Janet Ingle	💲	⚠
2007-01-30 16:38	21563	1: TD10R10B-S 1 in Ratchet 10 ft Black Strap S-hooks Soft-tie Loop-pr	24.95	7.50	0.00	0.00	-0.00	32.45	3277: Alan Rose	💲	⚠
2007-01-30 16:42	21566	1: 746TE-1TS76M Fold-up Motorcycle Trailer Kit	539.00	171.50	0.00	0.00	-0.00	710.50	3278: Ryan Kratky	💲	⚠
		Total sales:	$2863.95	$464.50	$0.00	$0.00	-$0.00	$3328.45			

Chargebacks - Reversals
A chargeback in AShop V creates a transaction equal and opposite to the original transaction. The reverse transaction is dated with todays date so that the sales reports can be reconciled with bank deposits. To Chargeback an order and the corresponding affiliate commissions, click on the Cancel Sale icon, 💲, next to each order record.
See: Chargebacks - Reversals

Resend Receipt and Reactivate Orders
Receipts may be resent and download limits may be reset at the same time by clicking on the Reactivate icon. ⚠
See: Resend Receipt

Unpaid Orders will have a payment icon and a send reminder icon. Click the payment icon to mark the order as paid and optionally send a receipt for the payment. Click the reminder icon to send an email to the customer. A reminder message is automatically generated with the order reference number and a link to pay online through the shopping cart checkout. The message may be edited before sending.

Sales Office history: Payment receipts and reminder messages are saved in the Sales Office history for each customer. You will find an icon in each customer's profile, which will open the Sales Office history for that customer.

Download
When the Download button is selected, the sales report data is exported in a .csv file, which can be imported to Microsoft Excel. The fields are separated by a semicolon. To separate the data into columns, open the csv file in Excel. If the separator is not already set to semicolon, all of the data fields will appear in the first column. To separate the fields into columns within Excel, Select (highlight) the column that contains the data and then select Data > Text In Columns. Select delimited, then click Next and set the separator to semicolon. This process may be slightly different for each version of Excel.

screen shot from Microsoft Excel 2000
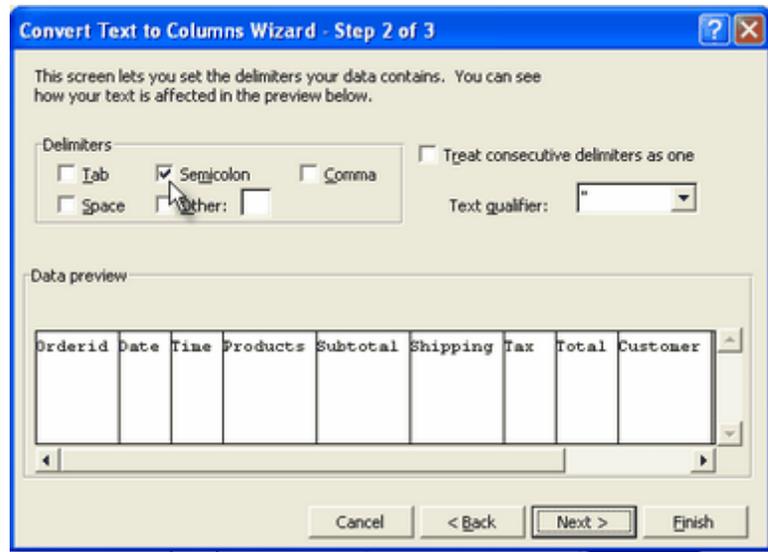
Recovering Incomplete and Failed Orders

Preliminary Orders

A preliminary orderid is created each time a customer begins to add products to his/her cart. A preliminary order is saved in the database for each shopping session so that many customers may shop at the same time and also to enable more data to be processed for each order. Payment gateways limit the amount of data that can be passed through the payment process. Preliminary orders are used by the shopping cart to handle more order related data.

Note: When viewing sales reports for active paid and unpaid orders, the orderid reference numbers will have gaps in the sequence. This is normal because not all preliminary orders are completed.

Preliminary orders will accumulate in the database over time, which is why there is a Clear button. Clicking this button will remove all preliminary orders except the last 10 (since some of them could be orders that are currently being processed).

Activating Incomplete/Failed Orders

Failed orders are simply preliminary orders, which have not received a payment confirmation from the payment gateway. Unfortunately the Internet is not perfect. Connections, equipment, and software can fail for various sometimes unexplainable reasons. The shopping cart relies on the payment gateway to post a payment response to complete and activate each order. If the payment gateway has trouble at the time that the order is placed or the payment gateway response fails to reach the shopping cart, the payment may be captured by the payment gateway, but until a payment response is received the shopping cart will not send a store receipt and the order will not be recorded as paid in the shopping cart

history..

The Incomplete/Failed Orders report provides a way to view preliminary orders to find one that failed, and then activate the order so that a store receipt will be sent and the order will be recorded in the shopping cart history. Payment is NOT submitted to any payment service during this process.

1. From the Sales Report page, under Incomplete/Failed Orders, click Edit to show all of the preliminary orders.

2. Find the preliminary order and click the Activate Order icon, , to open the Complete Preliminary Orders menu.

3. Select a payment option, verify the customer's shipping address and enter information as needed, and then click the Submit button to activate the order. Payment is recorded in AShop for the option selected so that the order appears in sales reports for Paid orders. The receipt, order notice, and fulfilment notice are sent in the same way as when normal orders are processed. For downloadable product orders, a link and password will be included. For key code products, the key code(s) will be

included in the customer's receipt.

4.6 Chargebacks - Reversals

A chargeback in AShop creates a transaction equal and opposite to the original transaction. The reverse transaction is dated with todays date so that the sales reports can be reconciled with bank deposits and refunds. To Chargeback an order and the corresponding affiliate commissions, Open Sales Reports and select the date range of the transaction to be reversed. Click on the Cancel Sale icon, $, next to the order that is to be reversed.

Sales Report

Paid Orders - from 2007-01-28 00:00:00 to 2007-01-30 23:59:59, Ordered By: Date

Date	Order ID	Products	Amt	Shp	Tax1	Tax2	Disc	Total	Customer		
2007-01-28 05:55	21490	1: TS68E Trailer Stand	24.00	9.50	0.00	0.00	-0.00	33.50	3173: Tom Dwinell	$	
2007-01-28 16:40	21496	4: TD10MS - Motorcycle Sling Black 1 in x 12 in - pair 4: TD10C6 1 inch Cam 6ft Strap S-hooks -pr	71.60	13.50	0.00	0.00	-0.00	85.10	3260: Dennis Smith	$	
2007-01-28 18:35	21502	1: SB7018 Side Bar Step Rail Kit 97-99 CHEVROLET/GMC/C/K PICKUP-EXTENDED CAB	242.00	37.50	0.00	0.00	-0.00	279.50	3261: Tara Greathouse	$	
2007-01-28 19:17	21504	1: 746TE-3TS76M-TS46TD-TS46AB-TS68C Fold-up 3-Motorcycle Trailer Kit with aluminum base and tongue stan 1: TS67E Spare Tire Bracket U-Bolt 1: TS63E Wheel/Tire 20.5 x 8-10E	986.00	337.50	0.00	0.00	-0.00	1323.50	3262: Douglas Garrison	$	

Select or set the options as needed. Different options may appear depending on how the products and shopping cart are set up. The amounts and product data are selectable here so that report data will be correct under various circumstances. This chargeback feature is only for reporting and accounting. It does NOT post any payments or refunds to any payment services.

Chargebacks appear in reports with red text and negative amounts. There is an icon next to each chargeback, which displays the comment when the mouse is passed over it.

Note: If your mail server is in a different time zone and the $timezoneoffset is not set to adjust for the difference, very recent sales transactions may not be included even when the "To:" date is set for the current date. This happens when the order is stamped with a time that is ahead of your current time zone.

4.7   Resend Receipt

Resend - Reactivate Receipts

It is possible to resend a receipt and reactivate the password for downloadable products that were in the order. Open the Sales Report page, select a date range, and click Edit. Click the Resend/Reactivate icon, 🔔, next to the order.

Date	Order ID	Products	Amt	Shp	Tax1	Tax2	Disc	Total	Customer		
2006-07-13 13:14	12	1: Music Title[Format: MP3 File] 1: T-Shirt[Size: Large]	18.95	0.00	0.00	0.00	-0.00	18.95	4: Joe Customer		
		Total sales:	$18.95	$0.00	$0.00	$0.00	-$0.00	$18.95			

You will see a page where you can select to resend the receipt, change the email where it will be sent, send a copy to the administrator, and select to reset the allowed download days and allowed number of downloads.

Reactivate/resend the following order:

Order ID: 12
Gateway order ID: 12
Date of sale: 2006-07-13 13:14:20
Customer: 4, Joe Customer
Amount paid: $18.95
Products: 1: Music Title[Format: MP3 File]
1: T-Shirt[Size: Large]
Resend receipt: ☑ xxxxxxx@ashopmail.com
Send copy to admin: ☑
Reactivate downloads: ☑

Submit   Cancel

Click the Submit button and the Receipt will be resent and/or reactivated accordingly.

View Original Receipts

AShop will save all the sales receipts that have been sent to you customers so that you can view them any time you have access to your AShop Admin Panel.

If you want receipts to be saved you must change the permissions of the admin/receipts to "777". The receipts will be saved as a numbered file directly related to the Order ID.

To view the sales receipts you should simply login to your Admin Panel and navigate to Manage Sales. If you click the Order ID number, for the order you wish to view a receipt for, you can download a copy of that receipt.

4.8   Unpaid Orders

Unpaid orders are created in the shopping cart when a manual payment option is used.

Apply Payment and Activate Unpaid Order

1. An order notice is emailed to the shop administrator when each order is completed. When a manual payment method is used to pay for an order, the order notice will include a link, which can be used to record receipt of payment and activate the order.

The following transaction took place 2007-07-08 08:01:07 from: 208.201.233.136

Order ID: 9567850
Source: Shopping Cart

Sold To:
Test Customer
848 N Rainbow Blvd #539
Las Vegas, NV 89107
United States
test@ashopsoftware.com, 702-966-9392
Customer ID: 1

Products:

Qty	Description	Price	Amount
1	Test Product	10.00	10.00
		Subtotal:	10.00
		Tax:	0.00
		Shipping:	30.42
	Paid By: Manual handling ($5.00)	**Total:**	**$45.42**

Ship To:
Test Customer
848 N Rainbow Blvd #539
Las Vegas, NV 89107
United States

Activate this order

2. Unpaid orders may also be activated through the Sales Reports menu.

Select Unpaid and click Edit.

Sales Report

Transaction Type: Retail   Payment Status: Unpaid

From: 2004 Jan 1 To: 2007 Jul 1

Order by: Date   Ascending

View   Download   Edit

Then click the manual payment icon in the Unpaid Orders Sales Report.

Sales Report

Unpaid Orders - from 2004-01-01 00:00:00 to 2007-07-01 23:59:59, Ordered By: Date

er ID	Products	Amt	Shp	Tax1	Tax2	Disc	Total	Customer		
779	1: Auto Bill Test 1	9.95	0.00	0.00	0.00	-0.00	9.95	20: Test Customer		
	Totals:	$9.95	$0.00	$0.00	$0.00	-$0.00	$9.95			

Payment Confirmation Message

After payment is applied there is an option to send a payment confirmation message to the customer. The Subject and Message body is automatically filled in with predefined text, which may be edited before sending the message.

Send Payment Reminder Message

In Sales Reports, select Unpaid and Edit mode. For each unpaid order, there will be a link to send a payment reminder message.

Click on the payment reminder icon/link.

The Subject and Message is pre-filled in and may also be edited.
A link to pay will be automatically included in the message.

5   Affiliates & Referals

5.1   Affiliate Program

From the AShop Administration main menu, click Configuration on the left side menu. This will open the Configure AShop menu. Click on the "Affiliate Program" link.

Affiliate Text
This text will display on the affiliate sign up page. The most common use for this text is to disclose the terms of the affiliate program and to invite new affiliates to join. HTML and hyperlinks can be included in this text area.

Affiliate Email
The Affiliate email is the address of the affiliate administrator, which can be different from the store administrator email that is set in Shop Parameters. Affiliate sign-up and affiliate sales notices are sent the Affiliate email address.

Multi Tier
Check this box and set the second tier affiliate commission percentage to enable the multi tier commissions.

Maximum Number of Tiers
If you use multiple tiers you can set a maximum number here to make sure you don't end up paying all your profits as commissions to affiliates.

Upgrade Affiliates After
Automatically upgrade your affiliates to a higher commission rate when they have referred a certain number of orders.

Share Leads
Allow your affiliates to download a list of contact information to customers they have referred, which they can use to follow up with customer or even to sell other products to them, if you allow this, which can be a great incentive to join your program.

Default Affiliate Commission
When a new product is added to the catalog, the percentage amount will default to this amount. The commission may be set to a percentage or flat rate amount for each product from within Add Products or Edit Products.

Upgraded Affiliate Commission
A second level of commission rates for affiliates that perform well, which you can reward by giving them a higher commission.
You can select the level of commission an affiliate will receive in their profile: normal or upgraded.
View your affiliate's profiles in the Messaging and Management section of Manage Affiliates

Commission on Wholesale
Check this box to give your affiliates commission on wholesale orders as well as retail orders.

Email Confirmation
Check this box require that your affiliates confirm their email by clicking a confirmation link in an automatic message they receive when they sign up.

Require PayPal ID
Check this box if you want the PayPal field to be required when affiliates sign up. PayPal ID is used within AShop to make payments for commissions earned. There is also a manual method of recording commission payments.

Redirect URL
Customer click a link on an affiliate's website or e-newsletter. The link URL goes to the affiliate.php script and includes the affiliate's ID. The affiliate.php script immediately reads the affiliate's ID from the URL and places a cookie on the customer's computer so that, when a sale is made to this customer, the affiliate will be credited a commission for the sale, then redirects to a page of your choosing. It doesn't matter if the customer goes directly to the catalog page. It may be preferable to direct the customer to a different page first, for instance; a product information page or ad copy. The Redirect URL setting is provided for this purpose. To complete the sale, a link to the shopping cart catalog can be provided, or OrderLinks may be used, depending on the type of product and how it is marketed.

Note: **For affiliates to receive credit for commissions from click-thru sales**, the product catalog must be accessed by navigating to the file affiliate.php and must include the affiliate's ID in the URL.

For instance:
http://www.yourdomain.com/ashop/affiliate.php?id=1.
Hyperlink code, which includes the affiliate ID is automatically generated for affiliates in the Affiliate Support Panel.

AShop places a cookie on the visitor's computer and redirects to the URL that is set within Administration Panel/Configuration/Affiliate Program/Redirect URL (usually http://www.yourdomain.com/

ashop/catalogue.php). Once the cookie is set, visitors can leave and return at any time to make a purchase. AShop checks the cookie and credits the referring affiliate.
The catalog can also be accessed by navigating directly to the script catalogue.php (for instance, http://www.yourdomain.com/ashop/catalogue.php) or to the AShop folder, where the index.html file will redirect to catalogue.php, but these links will not credit any affiliate.

Note: The affiliate link can be manipulated to assign another redirect URL. Affiliate referrals can record stats, set a cookie, and redirect to a specific product page for each link.

For example:
http://www.yourdomain.com/ashop/affiliate.php?id=1&redirect=http://www.anydomain.com/product.html

This link will set the cookie, record the click, and redirect to http://www.anydomain.com/productinfo.html
The syntax in Admin Panel > Manage Affiliates > Link Codes for adding such an affiliate link is:
%affiliatelink%&redirect=http://www.anydomain.com/product.html

You could use this to create affiliate links to a product page or any page you want. The product pages could even be on a completely different domain. To complete the order, the productinfo.html page can have a link to the shopping cart catalog, or directly to checkout with an Order-Link.

Affiliate Commission FAQs

Tier-1 commissions are earned when a customer clicks through an affiliate link and then purchases a product that has a tier-1 commission set for it.

The tier-1 commission rate is set as a dollar amount or percentage for each product. You can set a different amount/percentage for two commission levels (not to be confused with tiers). When each affiliate first signs up, he/she receives level 1 commissions.
See: Add Products

Tier-2 commissions are commissions that are earned by an affiliate when somebody who clicked through his/her affiliate link signs up as an affiliate and then refers customers who purchase products.
See: Second Tier Affiliate Commissions

Tier-2 commissions are set as a percentage of orders. There are two levels, just as with tier-1 commissions. Tier-2 commission rates are set in the Configuration > Affiliate Program page.
See: affiliate_program_1.htm

You can promote the affiliate to level 2 in the profile page for each affiliate.
See: View Edit Affiliate Contact Information

AShop V posts only one-time payments to PayPal. One-time payments through the shopping cart and PayPal IPN method do not initiate recurring billing. Recurring billing setup through PayPal does not affect affiliate commissions in AShop V.

None of the commissions are automatically recurring.

Tier-1 commissions are only earned once when a product with a tier-1 commission is ordered.

Tier-2 commissions are only earned once when a second tier affiliate refers a customer who orders a product.

5.2   Multi Tier Affiliate Commissions

From the AShop Administration main menu, click Configuration on the left side menu. This will open the Configure AShop menu. Then select "Affiliate Program".

Multi Tier Affiliate Commission Tracking

Multi tier affiliate commission tracking in AShop Software calculates different types of commissions. Each affiliate tier promotes your online business in a different way.

Tier one commissions are earned by affiliates who promote your products. Tier one commissions are set per product by an amount or percentage of the product price and are paid to affiliates for referring customers who order products directly from your site through affiliate links.

Tier two, three, four... commissions are earned by affiliates who promote your affiliate sales program. This type of commission is paid to each affiliate who signs up other affiliates (who earn the tier one commissions for direct referral sales). The amount per order for this commission is typically a much smaller amount compared to the tier 1 commission rate, however when multiplied by numerous affiliate sign ups, it creates a powerful incentive to promote your affiliate sales program to earn commission from a downline of affiliates they have recruited.

How Multi Tier Affiliate Commission Tracking Works

- Tier-1 commissions are set by percentage or dollar amount per product.
- Tier-2 commissions are set by percentage or dollar amount per product.
- Tier-3 commissions are calculated through the "Lower by" value which is subtracted from tier-2. For example: tier-2 earns 5% commission on a product and "Lower by" is set to 1, which gives tier-3 (the person who referred the person on tier-2, who referred the person who referred the actual customer) a 4% commission.
- Tier-4 commissions are lowered one more time and so on. From the above example the fourth tier would get a 3% commission, the fifth tier would get a 2% commission and at the seventh tier the commission would reach zero which makes this example have a total of 7 tiers. With a small "Lower by" value, you could get a huge number of tiers and even end up owing more than you get paid for the products you sell, which is why you should be careful when you set this value and combine it with the "Maximum number of tiers" option, just in case.
- Every affiliate can potentially earn commission both from referring customers and from referring new affiliates.

Example:
Affiliate A signs up and places a sign up link on his web site.
Affiliate B signs up through Affiliate A.
Affiliate C signs up through Affiliate B.

When a customer buys something through a link on Affiliate A's site, Affiliate A will receive the tier-1 commission rate for each product that is ordered.

When a customer buys something through a link on Affiliate B's site, Affiliate B will receive the tier-1 commission rate for each product that is ordered and Affiliate A will receive the second tier commission.

When someone buys something from a link on Affiliate C's site Affiliate C will receive the tier-1 commission rate for each product ordered, Affiliate B will receive the second tier commission and Affiliate A will receive the third tier commission, if any.

Each affiliate places a sign up form link and a sales link on his or her web site or uses your sales pages, which can be personalized for each affiliate. Each affiliate earns the tier-1 commissions for AShop sales that come through his sales link and also earns a smaller commission for sales by the affiliates that have signed up through his or her sign up form link.

5.3   Manage Affiliates

Click on the "Affiliate Management" link in the Administration Panel main menu to manage affiliates. A top menu bar appears and the Profiles and Messaging main page opens. There are three areas within Affiliate Management.

Messaging and Management
     E-Mail Messages To All Or Select Affiliates
     View The Affiliates' Websites
     View And Edit Affiliate Contact Information
     View Commission & Payment History
     Assign Discount Codes For Manual Referrals

Statistics and Payment
     View Affiliate Sales, Commission Stats, and History
     PayPal Payments and Update Commissions Paid

Link Codes
     Link Code Generator

5.4   E-Mail Messages To Affiliates

From the Administration Panel main menu, select Manage Affiliates. A top menu bar appears and the Messaging and Management main page opens. Enter the subject and message into the text boxes.

To e-mail a message to one affiliate
1. Click on the e-mail link for the selected affiliate. This will open your default e-mail program, such as Outlook Express or Eudora.

To e-mail a message to selected affiliates
1. Place a check mark in the box next to each affiliate that you wish to send a message to.
2. Enter the Subject and Message text into the corresponding text boxes.
3. Click the "Mail to selected" button to send the message to selected affiliate.

To e-mail a message to all of the affiliates
1. Enter the Subject and Message text into the corresponding text boxes.
2. Click the "Mail to all" button to send the message to selected affiliates.

HTML-format or Plain text

HTML-format
With HTML-format selected, formatting tags, tables and hyperlinks may be typed or pasted into the message box. With this setting, a page may be designed within your favorite WYSIWYG HTML editor. You can then copy the HTML code and paste it into the message box to send newsletters, advertisements, and other notices to customers or affiliates.

Note: With this setting, carriage returns within the message box do not generate line breaks and must always be inserted with <br> or <p> tags or the text will all flow together in the resulting e-

mail message.

Plain text
> The Plain text setting does not recognize HTML tags and will render tag text in the e-mail message just as you enter it into the message box. With this setting, carriage returns in the message box generate a line break in the resulting e-mail message as they do in your client e-mail software such as Eudora or Microsoft Outlook

5.5   View Affiliates' Websites

From the Administration Panel main menu, select Manage Affiliates. A top menu bar appears and the Profiles and Messaging main page opens.

Click on the URL for the affiliate website that you wish to view. The website will open in a new browser window. When you are finished viewing the affiliate's website, close the affiliate website browser to return to the Affiliate Management panel.

5.6   View/Edit Affiliate Contact Information

From the Administration Panel main menu, select Manage Affiliates. A top menu bar appears and the Messaging and Management page opens. To view or edit an affiliate's contact information, click the Profile icon, 👤, or the number next to the selected affiliate.

ID, Name	URL	Action
☐ 1, Joe Customer	http://www.yourdomain.com	🧑 🌐 % 🗑
☐ 2, Affiliate Customer	http://www.affiliatedomain.com	🧑 🌐 % 🗑
☐ 3, Referral Store	http://www.referraldomain.com	🧑 🌐 % 🗑
☐ 4, Affiliate2 WebSite	http://www.affiliatewebsite.com	🧑 🌐 % 🗑
☐ 5, Jane Doe	http://www.testwebsite.com	🧑 🌐 % 🗑

The affiliate's contact information will be displayed in text boxes within a form.

Profile Of Affiliate Customer, Affiliate ID 2 🌐 % 🗑

Signup Date: 2006-07-11 13:03:28
Profile Last Updated: 2006-07-11 13:03:28
Date Of Last Activity:

Commission level: ◉ 1 ○ 2
Manual referral code: afcus001
User name: Affiliate1   [max 10 characters]
Password: qaezqvt   [max 7 characters]
First name: Affiliate
Last name: Customer
Email: patnorto@yahoo.com
Address: 321 Road
City: Coos Bay
State/Province: OR
Zip: 97420
Country: United States
Phone: 541-765-4321
URL: http://www.affiliatedomain.com
PayPal ID:

[Update]

The **Manual Referral Code** can be used to track word of mouth and print advertising and discount coupon campaigns. It is automatically generated by AShop when each affiliate signs up. It is generated with 8 characters; generally the first two letters of the first name, the first three letters of the last name, and a three digit number. The referral code is editable by the shop administrator.

See also: Discount Codes, Referral Codes And Discounts

Affiliate Contact Information
- Username
- Password
- First Name
- Last Name
- E-mail Address
- Street Address
- City, State, Zip
- Country

- Telephone Number
- Website URL
- PayPal ID (e-mail address to receive PayPal commission payments)

Note: All of the Affiliate Contact Information is required in the affiliate sign up form, with the exception of the PayPal ID, which is optionally required.

To edit any of the above fields, type new information into each text box that you wish to change. Click the Update button. The information that is displayed in the form will replace the existing information in the database.

5.7   Statistics and Payment

From the Administration Panel main menu, click on Manage Affiliates, and then click on Statistics and Payment. The affiliates' names are listed with to-date summaries of Clicks, Orders, Earned, and Unpaid stats. Click the affiliate ID number or the Profile Icon, 👤, to open the affiliate profile page. Click the affiliate name to email the affiliate.

A Pay Now icon, $, will appear next to each affiliate who is owed a commission.

ID, Name	Clicks	Orders	Earned	Unpaid	Action
1, Joe Customer	8	2 (+0 tier 2)	$2.90	$2.90	$ 👤 🌐 🗑
2, Affiliate Customer	6	0 (+0 tier 2)	$0.00		👤 🌐 🗑
3, Referral Store	4	1 (+0 tier 2)	$7.39	$7.39	$ 👤 🌐 🗑
4, Affiliate2 WebSite	8	1 (+0 tier 2)	$2.70	$2.70	$ 👤 🌐 🗑
5, Jane Doe	5	0 (+0 tier 2)	$0.00		👤 🌐 🗑
Totals	31	4	$13.00	$13.00	

Click the Pay Now icon, $, to open the Affiliate Payment panel.

Click the Statistics icon, 🌐, to view stats and history for each affiliate.

Statistics for Joe Customer, Affiliate ID 1 👤 % 🗑

Total Number Of Clicks: 8
Total Number Of Orders: 2
Total Earnings: $2.90
Date Of Last Activity: 2006-07-11 14:18:44

Commission & Payment History

Date, Time	Amount	Reference	
2006-07-11 14:08:01	$1.40	Order ID: 7	🗑
2006-07-11 14:18:44	$1.50	Order ID: 8	🗑

Click on the Order ID link to view the order details.

Date	Order ID	Products	Amt	Shp	Tax1	Tax2	Disc	Total	Customer	Referred by
2006-07-11 14:08	7	4: Product 2	14.00	0.00	0.00	0.00	-0.00	14.00	5: Patrick AShopTest	1: Joe Customer
		Total sales:	$14.00	$0.00	$0.00	$0.00	-$0.00	$14.00		

Click on the Affiliate ID number in the Referred by column to return to that affiliate's statistics page.

5.8   Affiliate Commission Payments

From the Administration Panel main menu, click on Manage Affiliates, and then click on Statistics and Payment.

A Pay Now icon, **$**, will appear next to each affiliate who is owed a commission.

ID, Name	Clicks	Orders	Earned	Unpaid	Action
1, Joe Customer	8	2 (+0 tier 2)	$2.90	$2.90	$ 🦰 🌐 🗑
2, Affiliate Customer	6	0 (+0 tier 2)	$0.00		🦰 🌐 🗑
3, Referral Store	4	1 (+0 tier 2)	$7.39	$7.39	$ 🦰 🌐 🗑
4, Affiliate2 WebSite	8	1 (+0 tier 2)	$2.70	$2.70	$ 🦰 🌐 🗑
5, Jane Doe	5	0 (+0 tier 2)	$0.00		🦰 🌐 🗑
Totals	31	4	$13.00	$13.00	

Click the Pay Now icon, **$**, to open the Affiliate Payment page for that affiliate. The total balance due for the selected affiliate is listed at the top of the page. Unpaid commissions are listed with the Order ID, Date, and Commission amount.

Payment to Referral Store, Affiliate ID 3 🦰 🌐 🗑

Total unpaid commission: **7.39**

Order ID	Date	Amount	Pay
11	2006-07-11 14:25:46	7.39	☑

Pay Selected By: ○ PayPal ⊙ Check

[Mark as Paid]

To pay commissions to the selected affiliate and mark the commissions as paid:
1.   Select commissions for payment by placing or removing the check mark next to each unpaid commission.
2.   Check the method of payment. PayPal or Check.
3.   Click Mark As Paid to process the payment. If PayPal is the selected payment method, the browser will be directed to a PayPal payment page with the amount to be paid filled into the payment form. If Check is the selected payment method, the affiliate contact information for check writing will be displayed.

Payment to Referral Store

Amount on check:	7.39
Check payable to:	Referral Store
Send check to:	Referral Store 098 Street Coos Bay OR 97420

To undo payment records:
1.   Click on Manage Affiliates, select Statistics and Payment, then click on the Statistics, 🌐, next to the affiliate that you wish to edit.
2.   Click on the Delete icon, 🗑, next to the commission payment record that is to be deleted.

Date, Time	Amount	Reference	
2006-07-11 14:25:46	$7.39	Order ID: 11	🗑
2006-07-11 14:58:41	$7.39 -	Paid by Check	🗑

Note: To use the PayPal payments feature, the affiliate must first have a PayPal ID recorded in Affiliate Contact Information.

Note: Your pay from PayPal account must be a verified business account to use this feature or PayPal will not accept the transaction. The first time this feature is used, you must enter your PayPal account. This will be stored in a cookie on your PC. Subsequently, the PayPal payment form will default to this pay from account.

5.9   Affiliate Link Code Generator

From the Administration Panel main menu, select Manage Affiliates. Select Link Code from the top menu bar.

Link Codes

Recruitment Link:

Join the affiliate program at Your Shop Name!

Banner Image: [_____] Bläddra... [gif or jpg]

Image alt text: [_____]
[This is the text that appears when the mouse is passed over the image.]

Link text:
```
<a href="%affiliatelink%">Join the
affiliate program at Your Shop Name!</a>
```
Update

[HTML code can be used. Enter %affiliatelink% for the affiliate URL]

Edit link categories

Add a new link:

Category: Link Codes ▾

Image: [_____] Bläddra...
[gif or jpg]

Image alt text: [_____]
[This is the text that appears when the mouse is passed over the image.]

URL: [_____]
[Click throughs will redirect to this URL if one is set. Use %affiliateuser% for replication URLs.]

Link text:

Add

[HTML code can be used. Enter %affiliatelink% for the affiliate URL
or %affiliatecloaklink% to create a link with a hidden URL]

The affiliate link code generator enables the store administrator to create banners and text ads for

affiliates to use in their web sites, ezines, and newsletters. Once the store administrator enters the banners and text ads, the code generator automatically inserts each affiliate's ID into the code for them to copy from their affiliate support panel.

You can sort your links/advertising material into an unlimited number of categories. Click "Edit link categories" to add or manage your categories.

Add A New Link
1. Select which category the link should be added to.
2. Optionally, browse for a .jpg or .gif image to upload.
3. Optionally, set the image alt text. (Text that appears on the page when the mouse is passed over the image)
4. Optionally, set the URL. If this is not set, customers will be redirected to the default redirect URL, which is set within Configuration > Affiliate Program.
5. Optionally, enter text for a text link or ad copy to be shown together with an image.
6. Submit the form to save changes. AShop will generate a link for each affiliate with their ID code for tracking.

URL
This is where your visitors will be redirected after clicking the link on an affiliate's website. It can be set to index.php or catalogue.php to redirect to your shopping cart or it can be set to any other page on your site or URL to a different site, for example if you want to use specific landing pages for your affiliate marketing. You can also use the website replication feature to personalize your landing/sales pages for each affiliate, giving them their own personal version of the site/page.

To use the website replication feature you need to add the placeholder code %affiliateuser% to the URL. The page or site must be in a subdirectory of your AShop and the format of the URL must be like this: http://www.yourdomain.com/ashop/subfolder/%affiliateuser%/page.html where the "http://www. yourdomain.com/ashop" part should be replaced with the actual URL to your AShop, the "subfolder" part should be replaced with the name of your subdirectory and "page.html" with the name of your sales page to be replicated. The %affiliateuser% code will be automatically replaced with the username of the affiliate, which will result in the page being personalized for the corresponding affiliate.

To use the replication feature you will also need to put special codes in your web page to mark which content should be replaced with the affiliate's information. Read more about this in the website replication help topic.

Link text
Enter the text and HTML that will be provided to affiliates for advertising. Tokens can be used within the HTML link code to provide affiliates with a copy of the code with the correct affiliate ID number . For example, if the URL to your affiliate.php script is `http://www.yourdomain.com/affiliate.php` and the referring affiliate's ID is 2, then when affiliate number 2 logs in, he will see the link code with the id=2 parameter. `http://www.yourdomain.com/affiliate.php?id=2`

Link Code Tokens
There are two placeholder codes, which can be used to insert the affiliate.php URL with each affiliates' ID number.

%affiliatelink% inserts the URL to the affiliate.php script on your site and adds each affiliates' ID parameter.
Example: You enter this text and HTML into the affiliate link code generator.
`We like to <a href="%affiliatelink%">Go here</a>.`
Affiliate number 2 sees the following link code when logged into his or her affiliate panel.

```
We like to <a href="http://www.yourdomain.com/affiliate.php?id=2">Go here</a>.
```
Customers see "We like to Go here."
When the mouse is passed over the link, the complete URL appears in the browser status bar.
```
http://www.yourdomain.com/affiliate.php?id=2
```

%affiliatecloaklink% inserts the URL to the affiliate.php script on your site and adds each affiliates' ID parameter. It also adds link cloaking code, which prevents the actual URL from being displayed in the browser status bar. This token must be placed within the HTML code in a different way so that it can create the hyperlink opening tag in the correct place.
Example: You enter this text and HTML into the affiliate link code generator.
```
We like to %affiliatecloaklink% Go here</a>.
```
Affiliate number 2 sees the following link code when logged into his or her affiliate panel.
```
We like to <a href="http://www.yourdomain.com" onClick="window.open('http://www.
yourdomain.com/affiliate.php?id=2', 'PGM', 'scrollbars=yes, toolbar=yes, status=yes,
menubar=yes location=yes resizable=yes'); return false;"> Go here</a>.
```
Customers see "We like to Go here."
When the mouse is passed over the link, only the URL from the beginning of the <a> tag appears in the browser status bar.
```
http://www.yourdomain.com
```

Read more about how affiliate links work in Configuration > Affiliate Program.

5.10   Website Replication

The website replication feature is a powerful marketing tool that automatically creates personal version of your sales pages or even your entire shopping cart. To use this feature you will first have to prepare your web pages for replication:

1. Create a subdirectory of your AShop on the server. For example, if your AShop is located in the public_html directory on your website you could add a new subdirectory called "salesletter" inside the public_html directory. If your AShop is located one step further down, for example in public_html/shop, you would put the new subdirectory inside that directory instead, for example: public_html/shop/salesletter
2. Add a .htaccess file in your new subdirectory, if you are on a Linux/Unix server, or use the URL Rewrite module if you are on a Windows server. The .htaccess should contain the following lines:

```
Options   +FollowSymLinks
Options   +Indexes
RewriteEngine   on
RewriteCond   %{SCRIPT_FILENAME}   !-f
RewriteCond   %{SCRIPT_FILENAME}   !-d
RewriteRule   ^([^/]+)/?([^/]+)?/?$   ../view.php?$1&salesletter/$2   [NC,L]
```

Where "salesletter" should be replaced with the actual name of your subdirectory. The URL Rewrite modul has a tool to import this code, but you do not need to add any .htaccess file if you are on a Windows server, unless it runs Apache as its web server software.

3. Add placeholder codes to your pages, which will be replaced with the affiliate's own information when a visitor views the pages through the affiliate's link. Each code is a HTML comment tag with a corresponding end code. You can place default content between the start code and end code. For example:

```
<!-- AShop_affiliate_firstname -->Firstname<!-- /AShop_affiliate_firstname -->
```

Which would be seen as just "Firstname" on the page by a visitor, unless the visitor arrived through an

affiliate link where the "Firstname" text will be replaced with the actual first name of the affiliate.

These are the available placeholder codes that you can use for website replication:

Start tag:	End tag:	Replaced with:
<!-- AShop_affiliate_firstname -->	<!-- /AShop_affiliate_firstname -->	First name of the affiliate
<!-- AShop_affiliate_lastname -->	<!-- /AShop_affiliate_lastname -->	Last name
<!-- AShop_affiliate_user -->	<!-- /AShop_affiliate_user -->	The affiliate's username
<!-- AShop_affiliate_business -->	<!-- /AShop_affiliate_business -->	The name of the affiliate's business, if any
<!-- AShop_affiliate_email -->	<!-- /AShop_affiliate_email -->	Email address
<!-- AShop_affiliate_paypalid -->	<!-- /AShop_affiliate_paypalid -->	The affiliate's PayPal ID
<!-- AShop_affiliate_address -->	<!-- /AShop_affiliate_address -->	Street address
<!-- AShop_affiliate_state -->	<!-- /AShop_affiliate_state -->	State/Province
<!-- AShop_affiliate_zip -->	<!-- /AShop_affiliate_zip -->	Zip/Postal code
<!-- AShop_affiliate_city -->	<!-- /AShop_affiliate_city -->	City
<!-- AShop_affiliate_country -->	<!-- /AShop_affiliate_country -->	Country
<!-- AShop_affiliate_signedup -->	<!-- /AShop_affiliate_signedup -->	The date the affiliate signed up
<!-- AShop_affiliate_url -->	<!-- /AShop_affiliate_url -->	The URL to the affiliate's website
<!-- AShop_affiliate_phone -->	<!-- /AShop_affiliate_phone -->	Phone number
<!-- AShop_affiliate_referralcode -->	<!-- /AShop_affiliate_referralcode -->	The affiliate's manual referral code
<!-- AShop_affiliate_extrainfo -->	<!-- /AShop_affiliate_extrainfo -->	Additional information provided by the affiliate

These can be used both in your own web pages, if you put them in a subdirectory along with a .htaccess file as described above, and in your AShop templates, which makes it possible to personalize content on the shopping cart pages, for example to show the customer how to contact the person who referred them.

In addition to the above codes you can also define an unlimited number of your own codes, to let your affiliate provide their own Facebook ID, MySpace URL, fax number, custom page header or any other kind of content that can be added to a web page. These are entered by the affiliate on the Change Profile page in the affiliate area.

1. Login to your AShop administration panel and open the page Affiliates->Custom Tags.

2. Enter the name of the new tag, which is what the affiliate will see on the Change Profile page, into the box "Field name"
3. Enter the tag text of the new tag into the box "HTML tag". AShop will automatically add the text "<!--AShop_affiliate_" to the beginning and "-->" to the end of your tag.
4. Enter the number of rows of text that the affiliate should enter for this custom tag.
5. Click "Add" to create the new custom tag.

In the example "Biography" above, the affiliate can now provide a personal biography text of three lines and you can automatically place this text on your pages by using the codes <!--AShop_affiliate_biography --> and <!-- /AShop_affiliate_extrainfo -->.

Link codes
Once you have prepared a website or sales page for use with the replication, you should make sure your affiliates find it and know how to use it. This is done by adding a link code.

1. Open the page Affiliates->Link Codes in your AShop administration panel.
2. Enter just a URL into the "URL" box and leave the other fields empty. The URL should look something like this: http://www.yourdomain.com/salesletter/%affiliateuser%/page.html where the first part should be replaced with the actual URL to your AShop, the "salesletter" part replaced with the name of the subdirectory you created before and the "page.html" part replaced with the actual name of your page.
3. Click "Add" to save the new link code.

The link will now show up on the page Link Codes in the affiliate area and will be automatically converted into the personal link for each affiliate, which they can copy and paste into their own websites, newsletters or printed material. When a customer visits the link, the page will be personalized for the corresponding affiliate.

5.11   Referral Codes and Discounts

Disounts can be created and applied to each order or to each product. The two different types of discounts are managed in two different places. Per order discounts are set through the Discounts button, which is at the top right of the Edit Catalog page. Individual product discounts are set by clicking the Discount button under each product listing in the Edit Catalog page.

Per Order Discounts - Applied At Check Out

Per Product Discounts - Applied To Each Product While Shopping

Per product discounts can be used as incentives to track affiliate referrals. One way that this can be done is by using the Manual Referral Code, which is unique for each affiliate. Each affiliate can be registered with any number of discount codes by linking the discounts to his/her manual referal code.

To register affiliates with discount codes, go to Manage Affiliates.

Click on the Referral Discounts icon, %, to the right of each affiliate to manage discount registration.

To register an affiliate with a discount code, select from the drop down box and click Add.

Referral Discounts for Joe Customer, Affiliate ID 1

Add a new referral discount...

Discount code: deal4u
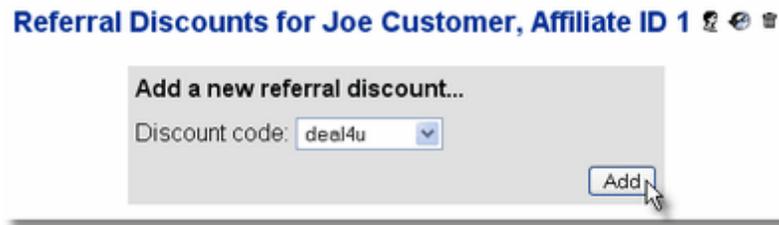
All of the registered discount codes will appear for each affiliate.
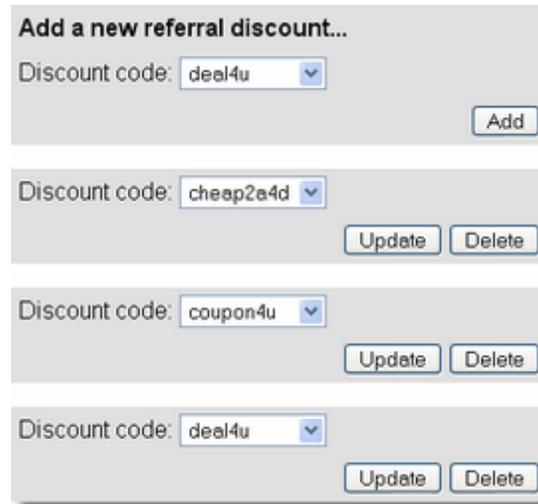
Customers can be sent to a page where they are prompted to enter a referral code. This page can be the affiliate.php script or a form that is placed within an HTML page.

affiliate.php (uses the cart.html page template)

Were you referred to us by someone?

Please enter a referral code to give our affiliate credit and to receive referral discounts...

jocus001   Submit

... or go straight to Your Shop Name

When a valid referral code is entered, the affiliate is credited for the click and a tracking cookie is set on the visitor's browser. The catalog pages will automatically show the discount codes that are registered to the referring affiliate.

5.12 Referral Form Code

There are two ways for customers to enter an affiliate's manual referral code. When affiliate.php is opened without an affiliate ID parameter, the following form opens in the browser. The form page uses the cart.html page template.

The manual referral form may also be inserted into an HTML web page. An example of the form is included with distribution of AShop V and is named referralformEXAMPLE.html.

```
<form action="affiliate.php" method="post">
      <input type="text" name="referrer" size="15">
      <input type="submit" value="Submit" name="submit">
</form>
```

5.13 Affiliate Sign Up Form

New Affiliate Sign Up

1.   For new affiliate sign ups, open the signupform.php file.

For example: http://www.yourdomain.com/ashop/affiliate/signupform.php

Signup with the (Your Store Name Displays Here) affiliate program

Already signed up? Login Here

Join our affiliate sales program and earn cash for each sale that clicks through from your link. This is an easy way to make money while offering a useful product to your website visitors or newsletter subscribers!

Upon submitting this form, a password will be e-mailed to the address that you entered. Depending on how busy the mail servers are, it may take 1 to 15 minutes to arrive at your mailbox. Check your e-mail and enter your username and the password to login to your private affiliate support panel where you can get click-thru link code for your website and view your click-thru, sales, and commission stats.

User name:	[max 10 characters]
First name:	
Last name:	
Email:	
Address:	
City:	
State/Province:	
Zip:	
Country:	
Phone:	
URL to your website:	
PayPal ID:	
	[optional, allows us to pay you automatically]
Security code:	337978
Type security code:	

Submit   Reset

2. The new affiliate can choose a User Name and enter contact information, a website URL, and a PayPal account e-mail address into the sign-up form.
3. After completing the form, the affiliate clicks the Submit button to save the information.
4. AShop automatically sends a password to the affiliate's e-mail address and the new affiliate is instructed to check his/her e-mail for the password before proceeding.
5. A notice of the new affiliate is automatically e-mailed by AShop to the Affiliate Administrator.
6. The affiliate is then redirected to the login page where the password is required in order to access his/her Affiliate Support Panel.

5.14   Affiliate Support Panel

Affiliate Support Panel
The Affiliate Support Panel is where affiliates sign up and login to update their contact information, view stats for clicks and commissions earned, and copy link and banner code to paste into their web sites, ezines, and newsletters.

Existing affiliates will login to view/edit their profiles or change their passwords by navigating to the login. php file.
For example: http://www.yourdomain.com/ashop/affiliate/login.php

If an affiliate forgets his password, there is a "Forgot your password?" utility that will e-mail the password to the e-mail address on file for that affiliate.

Upon logging in, the Affiliate Support Panel will open with the affiliate's stats listed:
- Number of Clicks From Affiliate's Page
- Number of Orders From Affiliate's Page
- Number of Orders From Affiliate's Recruited Affiliates (appears only if you have Second Tier affiliates activated in the Affiliate Program menu)
- Total of Affiliate's Earnings
- Amount of Commissions Currently Owed

View/Edit Affiliate's Profile
The affiliate may view or edit his profile data by clicking on the View/Edit Profile button. The affiliate's contact information will be displayed in text boxes within a form.

Affiliate Contact Information
- First Name
- Last Name
- E-mail Address
- Street Address
- City, State, Zip, Country
- Telephone Number
- Website URL
- PayPal ID (e-mail address to receive PayPal commission payments)

To edit any of the fields, type new information into each text box to be edited. Click the Update button. The information that is displayed in the form will replace the existing information in the database.

Change your information below

First name:	Joe
Last name:	Affiliate
Email:	ashopmail@yahoo.com
Address:	123 Ave.
City:	AnyCity
State/Province:	AnyState
Zip:	99999
Country:	United States
Phone:	999-999-9999
URL to your website:	http://www.affiliatedomain.com/
PayPal ID:	name@yourdomain.com

[optional, allows us to pay you automatically]

[Update]

Change Affiliate Password
Affiliates may change their passwords by clicking on the Change password button. The existing password must be entered once and the new password entered twice to verify that it is entered correctly. To save the new password, click the Update button.

Affiliate Link Code
The store administrator adds banners and ads in the Administration Panel/Manage Affiliates/Link Code. The banner and text code is generated for each affiliate to include a link to the ashop store and also to include the affiliate's ID number for tracking.

Note: The link will direct customers to the AShop affiliate.php file, which tracks the affiliate's clicks and sales, and then redirects the customer to the catalog or any other URL specified by the store administrator from within the Administration Panel/Affiliate Program/Redirect URL setting.
For example: http://www.yourdomain.com/ashop/affiliate.php?id=1 where id=[the affiliate's ID number]

Note: AShop will automatically generate one simple link with affiliate code for each affiliate.
For example: The Name Of Your Store

6   Sales Office

6.1   Introduction

See also: Sales Office Configuration , Sales Office Tour

The Sales Office operator pages are divided into three main areas. The tool bar on the left side appears in all pages.

Messages

The Customer Messages page displays new messages, which are fetched from the customer mailbox that is set in Sales Office configuration. If spam blocking is enabled, messages from unknown senders go to the spam bin. A message history link displays previous customer messages in chronological order.

The Vendor Messages page displays new messages, which are fetched from the vendor mailbox that is set in Sales Office configuration. Spam blocking is not applied to vendor messages. A message history link displays previous vendor messages in chronological order.

Customers

Quick Quotes can be created, saved, and sent without requiring complete customer billing or shipping information. A quick quote may later be retrieved for conversion into a bill or a paid order.

Edit a Quote by entering the quote number. The quote may be resent or converted into a bill or paid order.

Find Customer - List customers alphabetically by last name or search by full or partial spelling of the email address, any part of the first or last name, or full or partial phone number.

Add a New Customer

Vendors

Manage Purchase Orders - Create and send purchase orders to vendors. Report purchase orders by status: sent, unshipped, and shipped (but not billed yet). Look up purchase orders in relation to customer order numbers. This area provides a comprehensive way to directly access order and shipment related information from customer or the vendor references.

Manage Bills - Report paid and unpaid bills. Vendor bill reports can be sorted and filtered by vendor, status and date ranges.

Manage Vendors - Add and edit vendor contact information. View vendor history.

6.2   Tool Bar

The Sales Office tool bar appears in all of the Sales Office operator pages.

The Sales Office tool bar is divided into 5 sections: Open Items, Announcements, Reminders, Links, and Contact Information.

Open Items include information about and links to: Customer Messages, Vendor Messages, Spam, Unconverted Quotes

Announcements are set by the AShop administrator panel under Sales Office. This is a place where the administrator of the shop can post messages for all operators (Sales Office users) to see.

Reminders can be created and deleted by any Sales Office user. Reminders appear for all Sales Office users when logged in.

Links can be created and deleted by any Sales Office user. Links open in a new window. They may be to any valid URL. There are two links that cannot be deleted: Product Catalogue opens catalogue.php. Admin Panel only appears when logged in as admin and it opens the AShop admin panel in a new browser.

Contact Information is the contact information that is set for the shop in the AShop admin panel Configuration > Shop Parameters. This is the same information that appears by default in receipts and in the payment confirmation page. This information is here as reference for Sales Office operators (users).

6.3 Customer Messages

The admin user can login through the admin panel or directly to Sales Office. All other users must login to the emerchant directory. For example: http://www.yourdomain.com/emerchant or http://www.yourdomain.com/ashop/emerchant depending on where AShop is installed. emerchant/index.html automatically redirects to emerchant/login.php

Upon login, mail is fetched from the customer email box, which is set in Sales Office Configuration. If spam blocking is not enabled all customer messages are moved to the customer messages inbox. If the spam blocking is enabled in Sales Office Configuration, then email that is from known senders is moved to the inbox and all other email is moved to the Spam Bin.

If the admin email setting, which is set in Configuration > Shop Parameters is set to the same address as the Sales Office customer email address, all admin notices will post directly in the Sales Office customer inbox (not sent by email to the POP3 mailbox). This method is more reliable and secure than sending admin notices by email and it reduces the load on the local mail server. If the addresses are different, the admin notices will be sent as regular email.

Customer Messages are received in two ways.

1. The customer mailbox is checked and new messages are fetched automatically upon logging into the Sales Office and when the Messages page is opened. Email is fetched from a POP3 mailbox and the messages are then deleted from the POP3 mailbox.
3. Messages from contact forms are posted directly to this inbox. Admin notices also post directly to the Sales Office customer inbox if the admin email address is same as the Sales Office customer email address.

How to Process Messages

Use the icon/links on the right to reply, save, delete, view profile, and view history. You may view the sender's email address in the browser status bar by passing the mouse over the From field. Open a new message to the Sender in your local email client (for example Outlook) by clicking on the From field.
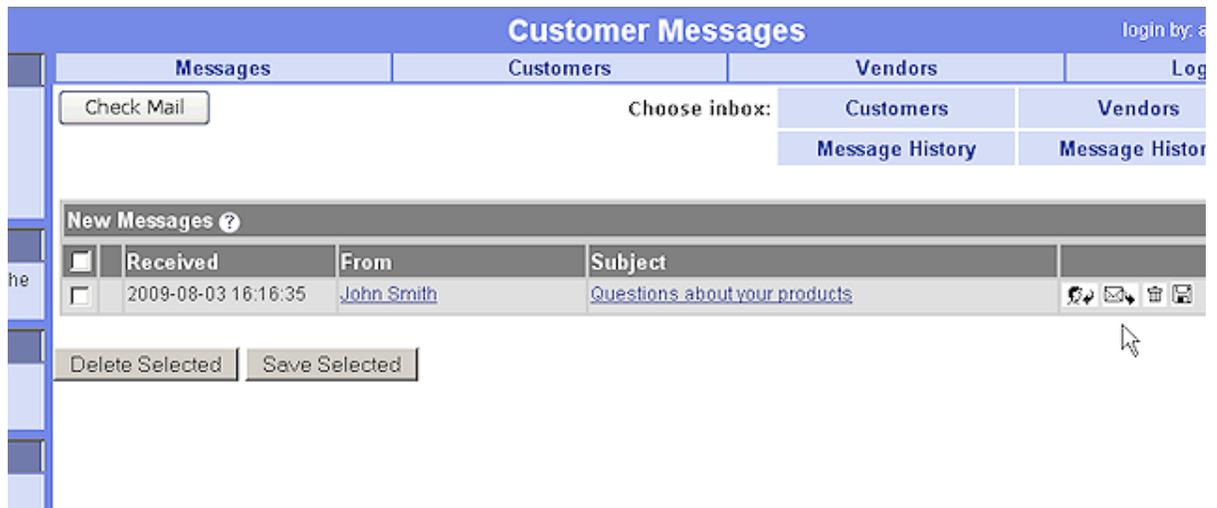
Open the view message window by clicking on the Subject line. There are also links in the view message window to reply, save or delete the message.
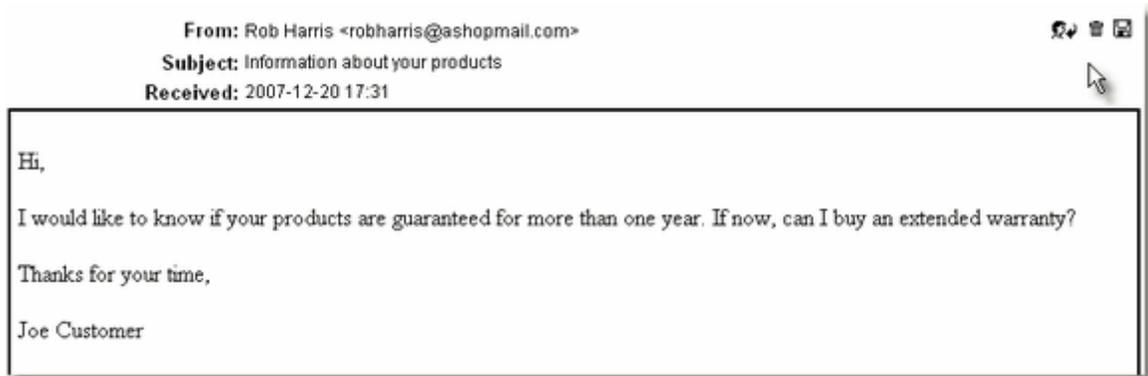
When a Reply is sent, the original message and the reply are saved to the customer history. If a customer with that email address already exists, the messages are saved to that customer history. If there is not an existing customer with that email address, a new customer profile is created and the messages are saved to the new customer history.

Forward the message (and attachment, if any). The forwarding window will open with the Sales Office customer address. Change it to the forwarding recipient.

Delete completely deletes the message.

Save saves to an existing customer history or creates a new customer profile if there is not already a customer with that email address.

Customer Profile icon/links only appear for existing customers. They link directly to each customer's contact information.

Customer History icon/links only appear for existing customers. They link directly to each customer's history.

To Delete or Save Multiple Messages, click the checkbox to the left of each message to select specific messages or click the checkbox at the top of the column to select all of the messages. Then click on delete or save button at the bottom.

Check Mail while logged in by clicking on the Check Mail button in the Messages page. There is also a check mail link on the left in the tool bar, which appears in every Sales Office page.

Message History

To view previous customer messages in chronological order, click on the Message History link.

Shortcut icon/links provide direct access to related customer information and to process the messages. Use the page links at the bottom to browse message history by page number or previous/next page.

6.4 Spam Bin

Upon login, mail is fetched from the customer email box, which is set in Sales Office Configuration. If spam blocking is not enabled all customer messages are moved to the customer messages inbox. If the spam blocking is enabled in Sales Office Configuration, then email that is from known senders is moved to the inbox and all other email is moved to the Spam Bin.

Click the Save icon/link next to each message in the spam bin to move it to the customer inbox.

Click the Empty button to delete all the spam messages with one click.

Click the From link to open a local email client such as Outlook. Note that when messages are sent through a local email client software they are NOT automatically saved in Sales Office message history.

Click the Subject line to open the Sales Office view message window. When a message from the spam bin is replied to, a customer profile is created for the original sender and related messages are saved in the customer's history. Future messages from the same sender will then be received in the inbox

instead of the spam bin.

6.5 Vendor Messages

Upon login, mail is fetched from the vendor email box, which is set in <u>Sales Office Configuration</u>. Spam blocking does not apply to the vendor messages. Use the icon/links on the right to process each message or to go directly to the vendor profile or history.

Click the From link to open a local email client such as Outlook. Note that when messages are sent through a local email client software they are NOT automatically saved in Sales Office message history.

Click the Subject line to open the Sales Office view message window. When a vendor message is replied to through Sales Office, the original message and the reply are automatically saved in the corresponding vendor's history.

6.6 Customers

In the main menu at the top of the page, click Customers.

Create a (Quick) Quote

The *Quick Quote* feature is used to look-up product prices, calculate shipping and taxes, and calculate total amounts. The customer name and address is not necessary for a quick quote. A quick quote can be saved and sent to a valid email address or printed. Quotes can be looked up, related to a customer, and converted into orders or bills through the Unconverted Quotes menu, which is in the Sales Office Tool Bar.

See also: Quotes and Orders

To create a Quick Quote, enter the shipping state and zip and click Go.

Select products and add them to the quote.

- **To exit without saving changes**, navigate to another page in the main menus or logout.
- **Save** - the quote and create a reference number.

- **Send** - the by email, save the quote and create a reference number.
- **Bill** - converts the quote to an unpaid order and sends an invoice with a link to pay online.
- **Print** - the quote, save it and create a reference number.

Edit an Existing Quote

Previously saved quotes may be looked up by the reference number. A previously saved quick quote can then be edited, processed, and related to a specific customer.

Find an Existing Customer

The alphabetic customer lookup lists customers by last name in ascending order.

Find customers by partial or complete spelling of the email address, (first or last) name, or phone number. Find by phone number ignores non-numeric characters and spaces so that the phone number may be entered in any format.

Merge Customer Profiles

Each customer's email address is a unique reference. If a customer has used more than one email address when ordering products or contacting the shop, it is possible for more than one customer profile to exist for the same customer. To merge the customer profiles into one customer profile, find the customer by last name or phone number. In the search results, check the box next to each listing for the customer and click the Merge selected profiles button at the bottom of the page.

Select the customer profile where the multiple profiles will be merged to and click Merge into selected profile.

The billing and shipping addresses in the selected profile are kept and saved. The billing and shipping addresses from the unselected profiles are deleted during the merge. eMail addresses and phone numbers from the unselected profiles are saved in the selected profile under Alternate eMail and Alternate Phone.

Add a New Customer Record

To add a new customer record, enter the name, email address and billing information. An email address

must be entered as this is the unique reference for each customer. All of the address text fields must have an entry before the form can be submitted. If some of the information is not known yet, enter "unknown" or a hyphen or any other character and click Save.

After the customer contact and billing information is saved, shipping information may be entered and saved with the customer profile. Check the box labeled "Sending email to this customer is allowed" for the customer to receive mass emails, which may be sent from the customer messaging tools.

Customer History

Click on the history icon to view a customer's history. History icons are located in the inbox next to each known contact and at the top of the page in each customer's profile page.

The history for each customer includes all messages, notes, quotes, orders, and bills that relate to that customer. Historical listings are linked to the original transaction where applicable.

Messages that were received from and sent to the customer appear in the history page with a link to open the message. Message history includes emails that were sent and received through Customer Messages. Each customer history also includes reminder and past due messages, which can be sent manually through Sales Reports and may also be sent automatically for each bill. The message subject link opens each message in a pop-up window.

From: AShop Deluxe.com <test@ashopsoftware.com>
Subject: Past Due Notice from AShop Deluxe.com
Received: 2008-05-05

Dear Andreas Rimheden,

Our records show that we still haven't received payment for invoice number 9568227.
Due date: 2008-05-10

To view invoice details and to pay the invoice, please use this link.
http://www.ashopsoftware.com/ashopdelus/payment.php?invoice=9568227

Order description: 1: Gateway test product

Notes that were saved for the customer appear with the word "Comment" and the subject line of the note, which links to open the note for viewing and editing. When a note is saved, it is datestamped. When it is edited, the datestamp is replaced with the edit datestamp.

Customer History

Messages	Customers	Vendors

History for John Smith, Customer ID 1

Date	Item
2008-05-06	Comment: Phone conversation with customer
2007-02-06	Message: ARB Subscription 634092: Transaction 1334539650 Under Review
2006-11-15	Message: ARB Subscription 468138: Credit Card Expiration Notice
2006-06-23	Message: ARB Subscription 440004: Failed transaction
2006-03-21	Message: Re: forwarded email - Eric Morgeson
2006-03-15	Message: AShop Deluxe Trial

Quotes that were previously sent or saved for the customer appear with the quote number, which links to the original quote to open it for editing or to convert it into an order. See Quotes and Orders.

Orders that are listed in customer history may have more than one link depending on the type of products that are in each order.

- The **orderid number** links to open the original receipt in a new browser window.
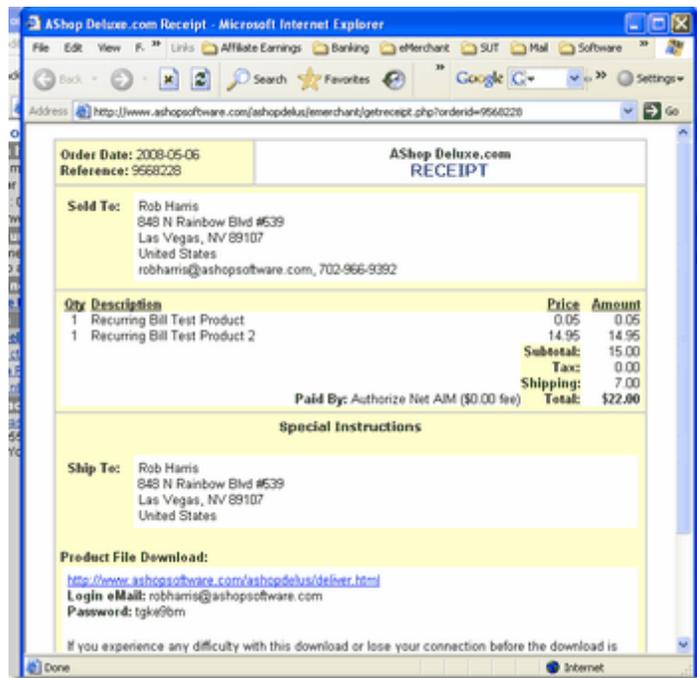
- A **Status** link appears when any products in the order are assigned to a vendor. Click the Status link to view the status of related purchase orders. If there is multiple vendor assigned products within one order, the products will be grouped by vendor so that there will be one purchase order for each vendor.

- An **Edit** link will appear next to the orderid if the order is unpaid. Unpaid orders are created when payment has not been applied to an order that was paid by a manual payment option. For example when a customer checks out and selects to pay by check and the check has not been received yet. Unpaid orders may also be created in the Sales Office by converting a quote into a payable bill. Click the Edit link to view and edit the bill properties. Additional text such as "Unpaid" or "Overdue" will appear before the orderid depending on the status of the unpaid order.

- A **Recurring** link will appear for bills that are recurring. Click the Recurring link to view and edit the recurring bill properties. With the use of billing templates it is possible to create multiple recurring bills from each order. If the order included more than one recurring bill, the recurring bills will be listed separately with a link to edit each bill.

6.7 Quotes and Orders

Every customer order begins as a quote, which may then be converted into an order. Quotes may be created, edited, and processed in various ways.

Quick Quote

The *Quick Quote* feature is used to look-up product prices, calculate shipping and taxes, and calculate total amounts. The customer name and address is not necessary for a quick quote. A quick quote can be saved and sent to a valid email address or printed. Quotes can be looked up, related to a customer, and converted into orders or bills through the Unconverted Quotes menu, which is in the Sales Office Tool Bar.
For more about Quick Quotes see: Customers

Create a New Quote For a New or Existing Customer

To create a new customer profile or find an existing customer profile go to the Customers menu. Note that a profile is automatically created for each new customer when an order is placed through the shopping cart and when a new customer contacts the shop through the Sales Office contact form. A quote may then be created for the selected customer from the customer profile page or from the customer history page.

Select an existing customer or create a new customer profile.
Click the quote icon/link at the top of the customer's profile or history page.

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Add products and comments to the quote and then process it. Shipping and tax will be automatically calculated and can then be edited manually if desired.

Find a Saved Quote

Saved quotes may be found in several ways.

Sales Office Tool Bar
Quotes are listed in chronological order through the Sales Office tool bar Unconverted Quotes.

Quotes that are related to a customer are listed with the customer name. Quick quotes, which are not related to a customer are listed with the state and zip.

2008-01-25	STEVE VONBALOU	1 746TE-3TS76M-TS46TD-TS46AB-TS68C Fold-up 3-Motorcycle Trailer Kit with aluminum base and tongue stan	[Edit] [Delete]
2008-01-30	NY 11726	1 832TA-1TS32M Trailer Kit with 1 MC Rail/Ramp	[Edit] [Delete]
2008-01-30	NY 11726	1 749TC-1TS76M Folding Tilt-bed Trailer Kit with 1 Motorcycle Rail and Ramp	[Edit] [Delete]
2008-01-30	Edward Jenks	1 TD10R10B-S 1 in Ratchet 10 ft Black Strap S-hooks Soft-tie Loop-pr	[Edit] [Delete]
2008-02-04	NC 28105	1 746TE-1TS76M-TS46AB-TS68C Fold-up Motorcycle Trailer Kit with aluminum base and tongue stand	[Edit] [Delete]
2008-02-04	CA 93012	1 746TE-3TS76M-TS46TD-TS46AB-TS68C Fold-up 3-Motorcycle Trailer Kit with aluminum base and tongue stan 1 EB4 Eye-bolt Hardware Kit	[Edit] [Delete]
2008-02-06	CA 95401	1 832TA-2TS32M Trailer Kit with 2 MC Rails 1 TS63B Wheel/Tire 4.80 x 12B 1 EB4 Eye-bolt Hardware Kit	[Edit] [Delete]

Search By Quote Number
To search for a quote by the quote reference number, click Customers in the top nav bar. Enter the quote number and click Go.

Customer History
Quotes also appear in each related customer's history.

2008-04-17	Quote: 76 - Edit
2008-04-07	Quote: 28 - Edit
2008-03-12	Quote: 59 - Edit
	Order 9568135 [Status]

6.8   Vendors

To access the vendor management tools, click on the Vendors link at the top of the page.

Manage Purchase Orders

There are two ways to create purchase orders in the Sales Office.

1. When a customer order is received and the order includes products that are assigned to a vendor or more than one vendor, the products are grouped by vendor and a purchase order is automatically suggested for each vendor. The suggested new purchase orders appear in the Open Orders report. At this point, the POs are not saved yet and they do not have purchase order reference numbers. The new POs may be edited or voided if necessary. When a new purchase order is printed or sent, a purchase order number is assigned, the purchase order is saved, the PO status changes to Sent, and the saved PO will now appear in Unshipped Purchase Orders reports.
2. Purchase orders may be created manually for each vendor and referenced to a customer. A purchase order number is assigned when the manually created PO is saved, printed, or sent.

Edit an existing purchase order.
Enter the purchase order number and click Go. Existing purchase orders may also be found in relation to each customer order by looking up the Status of Order ID (below) and also by looking up the order through each customer's history.

Create a new purchase order.
Select the vendor for which the purchase order will be created and then click the Go button. When creating a purchase order to a vendor, only that vendor's products appear in the product selection box. Products from more than one vendor cannot be mixed in one purchase order.

Open Orders are customer orders that include vendor products for which purchase orders have not been

created yet. Open Orders may be reported for all vendors or for a specific vendor. To view open orders for all vendors click Go with All vendors selected (default selection). To view open orders for a specific vendor, first select the vendor, then click Go.

How to Void a New Purchase Order
New orders that contain vendor products automatically suggest a new purchase order for each vendor in Open Orders. A purchase order cannot be voided until it is sent and saved. To void a new (suggested) purchase order, first send it to "No Recipient". After it is sent, a void link will appear at the bottom of the PO.

Unshipped Purchase Orders have been saved and sent or printed, but have not been marked as shipped. Orders are typically marked as shipped when the vendor sends notice of shipment and/or the vendor sends tracking information. To view unshipped orders for all vendors click the Go button on the right. To view unshipped orders for a specific vendor, first select the vendor, then click Go.

Shipped Purchase Orders are purchase orders that have been marked as shipped, but for which a bill has not been received yet. To view shipped orders for all vendors click the Go button on the right. To view shipped orders for a specific vendor, first select the vendor, then click Go.

Manage Vendor Bills

A vendor bill may be entered for each shipped purchase order. Vendor bills may then be reported by date and status. In the reports, the vendor bills link to the related purchase orders, which link to related vendor and customer information. Note that this feature is intended to track order and billing status and to facilitate daily operations. It is not intended to replace an accounting system or to be the authoritative source of data for accounting.

Select the report filters and click Go.

The Vendor selection can be for all vendors or only one selected vendor. The date range can be selected by bill date or paid date. Status can be all, paid, or unpaid. The reports can be sorted in order of vendor or date. Action is display or download in CSV.

Unpaid bills appear in vendor reports with a check box. Check the boxes and click Calculate Selected to see the total amount to be paid.

Bills for all vendors

Bill Date	PO Number	Subtotal	Discount	Shipping	Tax	Bill Total	Paid Date	
2008-02-21	3399 [Edit]	16.00	0.00	7.70	0.00	23.70	Unpaid	☑
2008-02-21	3401 [Edit]	140.00	0.00	0.00	0.00	140.00	Unpaid	☑
2008-02-21	3408 [Edit]	0.00	0.00	0.00	0.00	0.00	Unpaid	☑
2008-02-21	3414 [Edit]	37.00	0.00	0.00	0.00	37.00	Unpaid	☑
2008-02-27	3430 [Edit]	531.00	0.00	0.00	0.00	531.00	Unpaid	☐
2008-02-28	3427 [Edit]	625.90	0.00	323.00	0.00	948.90	Unpaid	☐
2008-02-28	3431 [Edit]	345.00	0.00	0.00	0.00	345.00	Unpaid	☐
2008-02-29	3432 [Edit]	298.10	0.00	93.00	0.00	391.10	Unpaid	☐
2008-02-29	3433 [Edit]	379.50	0.00	79.00	0.00	458.50	Unpaid	☐
2008-02-29	3436 [Edit]	751.30	0.00	265.00	0.00	1016.30	Unpaid	☐
2008-02-29	3438 [Edit]	294.80	0.00	73.00	0.00	367.80	Unpaid	☐
Total:		3418.60	0.00	840.70	0.00	4259.30		

Total amount of selected bills: 200.70

Calculate selected

Selected bills paid: 2008   Mar ⌄   4 ⌄   Submit

Set the paid date and click Submit to mark the selected bills as paid.

Manage Vendors

Select or search for a vendor to view/edit a vendor profile, vendor contacts, vendor history, and related transactions. To add a new vendor, click the Add Vendor button at the bottom of the page.

Manage vendors.

? Edit vendor: Test Vendor ⌄   Go

? Search by e-mail address: Go

? Search by name: Go

? Search by phone number: Go

Vendor Contacts may be added for each vendor. Notes and messages from the contact will appear in that contact's history. All notes and messages to and from the main vendor email and all of the vendor contacts will appear in the main vendor history.

6.9   Bills and Recurring Billing

To create a bill and send an invoice, begin by creating a quote and then convert the quote into a bill.
When a bill is created an invoice may be emailed to the customer. The invoice will automatically include
the order reference number and a link to pay online through the shopping cart checkout/payment pages.

A bill may be one-time or recurring. If it is recurring, a new bill will be automatically created and emailed to the customer on a schedule, which is set in the edit bill page. Recurring bills may be set to stop after a specific number of billing cycles or they may be set to continue indefinitely.

The **Due Date** appears at the bottom of invoices and it is used as a reference for sending reminders, past due messages, and recurring bills.

For service from: %startdate% **to:** %enddate% - These dates are used by the tokens in the Add Comment field (below). The first invoice will use the dates that are set when the bill is first created. If the bill is recurring, the dates will automatically increment for each billing cycle based on the length of the billing cycle. For example with monthly recurring bills the next automatically generated invoice will include from/to dates that are one month after the from/to dates of the previous invoice.

Add Comment - A comment may be included in each invoice. Tokens may be used to include variable content such as dates and order related data. To omit the comment from invoices, leave this field blank.

Remind (number of days) **before due date if not paid** - Check the box to enable the reminder message and enter a number of days that is appropriate for the billing cycle. For example if the recurring invoice is to be created and sent 10 days before the due date for each billing cycle, the reminder message can be sent within 1 to 10 days of the due date.

- Reminder messages will not be sent for bills that have already been paid.
- A reminder cannot be sent before the invoice is sent. If the Remind (number of days) is set to a value that is before the date that the bill will be sent, there will be a pop up error message and the setting will not be saved.
- The reminder will never be sent if it is time to send the past due message. For example; if the cron job for autobill.php has been inactive for a while.

Reminder Message - The reminder message text is included in reminder messages that are

automatically sent and also in reminders that are manually sent from <u>Sales Reports</u> (for Unpaid orders in Edit mode). Tokens may be used to include variable content such as dates and order related data.

Send Past Due Message (number of days) **after due date if not paid** - When the box is checked, a past due message will be automatically generated and sent the set number of days after the due date. Past due messages are not sent for bills that have already been paid.

Past Due Message - This text is included in automatically generated past due messages. Tokens may be used to include variable content such as dates and order related data.

Recurring options are None, Weekly, Monthly, Quarterly, Semiannually or Annually. After the first bill sent, recurring bills will be automatically created and sent based upon the cycle that is set for Recurring. AutoBill will calculate the date to send the next recurring bill by first figuring out its due date and then subtracting the "send x days before due date" from it. If "send x days before due date" is set to zero, the next bill will be sent on the next due date.

Repeat number of times - This is how many times automatic recurring bills will be created and sent. This does not include the first bill, which was manually created or created from a shopping cart order with a recurring bill template. Set the number of times to zero if the recurring bills are to continue indefinitely.

Create and send bill (number of days) before due date - Automatic recurring bills are typically created and sent before the due date so that customers have adequate time to pay before the bill becomes past due. The number of days set here should be greater than the Reminder Message number of days.

Tokens are placeholders where variable data is inserted into the message text by the program.

%startdate% - The beginning date of period of time for which the service is being billed.
%enddate% - The ending date of the period of time for which the service is being billed.
%duedate% - This is the due date for each bill.
%orderid%

The %startdate%, %enddate%, and %duedate% values are initially set when a new bill is created. For recurring bills, the dates are automatically incremented with each billing cycle.

AutoBill - Automatic Recurring Bills

To generate new automatic recurring bills and to send reminder and past due messages the emerchant/ autobill.php script should be run.

Before running autobill.php, open the script in a text editor and set the server path. Do not remove the quotes or the semicolon around the path setting. Do not edit anything else in this file.

```
#!/usr/bin/php -q
<?php
#############################################################
##                                                       ##
##            Automatic Billing for AShop Deluxe         ##
##                                                       ##
##            Installation instructions:              ##
##                                                       ##
##        1. Change the $ashoppath variable to the correct path    ##
##           to your AShop on the server.                  ##
##        2. Make this script executable: chmod 755 autobill.php.   ##
##        3. Add a Cron job that runs this script once every day.   ##
##                                                       ##
#############################################################

$ashoppath = '/home/httpd/vhosts/yourdomain.com/httpdocs';

#############################################################
##                                                       ##
##            Do not edit below this.                    ##
##                                                       ##
#############################################################

include "$ashoppath/emerchant/autobill.inc.php";
?>
```

To run autobill.php automatically on a daily schedule, set up a Cron. Set the Crontab to run every day. If there are other Crons scheduled for the same domain, set this one to run at a different time so that potential conflicts are avoided. Here is an example of a Cron command to run autobill.php.
/usr/bin/php -q /home/httpd/vhosts/yourdomain.com/httpdocs/emerchant/autobill.php

Typical Cron Setup in Plesk

Task	
Switched on	✔
Minute *	24
Hour *	17
Day of the Month *	1-31
Month *	◉ Enter the value 1-12 in UNIX crontab format e.g. 1, 5-7, */4
	○ Select the month January
Day of the Week *	◉ Enter the value 1-7 in UNIX crontab format e.g. 1, 4-6
	○ Select the day of week Sunday
Command *	e/httpd/vhosts/yourdomain.com/httpdocs/emerchant/autobill.php

* Required fields

Daily AutoBill Reports

Each time autobill.php runs, a report is sent to the Sales Office customer inbox. When the Cron runs, an AutoBill Cron Job Report is sent. When new bills, reminders and past due messages are sent, an AutoBill Activity report is sent to the Sales Office customer inbox. The daily activity reports help to insure that the Cron is running and that the bills are being processed consistently. To daily AutoBill report data is saved in the database table: emerchant_autobillreport, which may be browsed using phpMyAdmin or a similar tool. (Most hosting services provide phpByAdmin or a similar database management tool.)

Billing Templates

Billing templates are used to automatically create recurring bills from orders. See Sales Office > Billing Templates.

Managing Unpaid Orders

Unpaid Orders are reported in the admin panel under Sales Reports. Select status Unpaid and Edit mode to manage unpaid orders and to send reminders. Unpaid orders also appear in each related customer's history through Sales Office.

7   Shopping Mall

7.1   Shopping Mall Introduction

See also: Shop Parameters > Member Shops, Shopping Mall Tour

Member products may be displayed in individual catalogs OR in one main catalog. The setting for this is in Shop Parameters > Member Shops.

Member Catalogs Enabled
- mall.php displays the member shop directory listing and search tools.
- Each member has an individual catalog of products.
- Each member may design custom shopping cart pages.
- Each member may create product categories, which appear only in that member's catalog.

Member Catalogs Disabled
- mall.php redirects to the catalogue.php
- All member and admin products appear in one main catalog.
- The mall administrator designs the shopping cart pages.
- Only the mall administrator may add or change product categories.

New Member Signup and Activation

7.2   Shopping Mall Configuration

Shopping Mall Parameters

Set the Shopping Mall parameters in Configuration > Shop Parameters > Shopping Mall.

Login to the AShop admin panel. When the Shopping Mall is activated and there is at least one member, a username AND password is required to login. **The username for the mall administrator is**

ashopadmin. The password for ashopadmin is same as was previously set before the username requirement was activated.

Member Shop Directory - Page Template

If Individual Member Catalogs is enabled in Shopping Mall Parameters, modify the mall.html page template or create a new one and upload it to the directory where AShop is installed. If Individual Member Catalogs is disabled, skip this step.

Administration Panel Images

Replace images that appear in the administration panel. Stay with the original image width to avoid distortion of the admin panel pages.

The main image to replace is admin/adminlogo.gif, which appears above the main navigation on the left side of the admin panel. (191 x 70 pixels recommended)
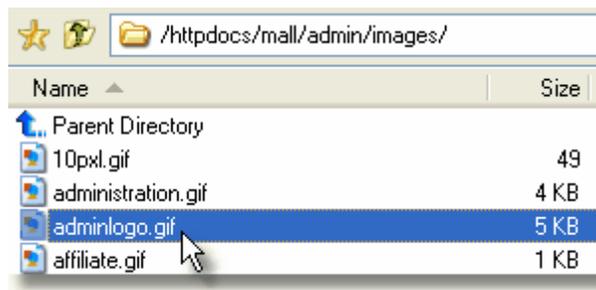
Replace the AShop adminlogo.gif
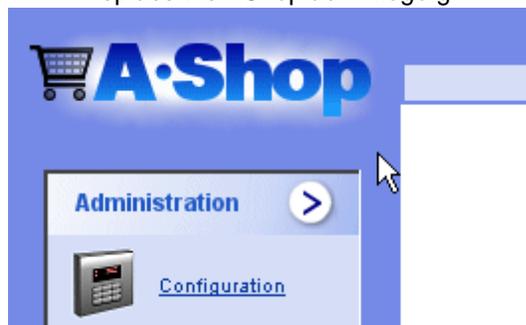
with your own adminlogo.gif
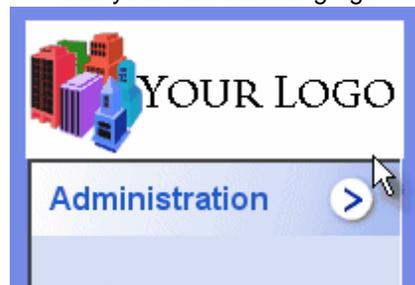
Note: The login and admin panel background colors can be set by changing (after adding it if it isn't already there) the following line in your admin/config.inc.php file:

$adminpanelcolor = "7589e7";

Member Signup Form

The member signup form is displayed by navigating to the members directory or to the members/index. php file. For example:
http://www.yourdomain.com/ashop/members or http://www.yourdomain/ashop/members/index.php

Edit or replace members/application.txt - The content of the members/application.txt file is included at the top of the member signup form page. A description of the member program may be included in the signup form page by editing or replacing this file. HTML may be used in the application.txt file to format text and to include links and images.

Edit or replace members/signup.html - The members/index.php script uses the members/signup. html page template. Create a page template or modify the example page template that is provided with the AShop files. If a page template named signup.html is not present in the members directory, the default logo image (images/logo.gif) will display at the top of the member signup page.

Add a link to the member signup page (members/index.php) from at least one page in your web site. Typically the signup link goes in a web page where the mall and member program is described.

Edit the admin/admin.css file and change the loginform stylesheet to modify the look of the login form page.

7.3   Individual Member Catalogs

When individual member catalogs are enabled, each member has an individual catalog where only that member's products appear. The following example is shown with Member Product Management enabled.

When individual member catalogs are enabled, each member has a Layout link when Configuration is

selected. Each member may upload a logo image, set fonts, colors, borders and other layout parameters.

Each member may add a page header and page footer, which is then included at the top and bottom of catalog, view cart, and check out pages. HTML may be used in the page header and footer to format text, layout tables, and specify page parameters.

7.4   Member Signup

New members signup a members/index.php. See Shopping Mall Configuration for instructions to set up the member signup form.

Apply for a shopping mall seller account at Your Shopping Mall

Already signed up? Login Here

This service will provide you with a plug and play shopping cart for your business. You can sell and securely deliver digital goods and/or shipped goods without the need for a merchant account. We will handle the payment from your customer and send it to you. Our fee is currently 10% of the price of your products. Your application will be reviewed by a live person before your membership is activated. Once approved, a password and link to your shop will be emailed to you.

User name:	bobbrew [max 10 characters]
Name of your shop:	Bob Brews Guitar Licks
Categories:	Jazz / Light Rock / Piano/Keyboards / Unclassified / World Music [Ctrl-click for multiple categories]
Shop description:	Bob Brew's guitar picking and strumming will knock your socks off and tantilze your ears. He plays a combinations of 6 and 12
URL to your website:	
Business type:	Sole proprietor
First name:	Bob
Last name:	Brews
Email:	bobbrews@justkidding
Address:	1 Any St
City:	Any Town
State/Province:	NV
Zip:	89107
Country:	United States
Phone:	440-866-0105
PayPal ID:	service@ashopsoftware.com [optional, allows us to pay you automatically]

Submit   Reset

When a member application is submitted, the new applicant sees a confirmation page advising that the application will be reviewed first before the account is activated. The applicant also receives an email confirmation with a similar message and the mall administrator receives an email notice of the application.

Activate New Members

Each new member account must be activated by the mall administrator. This is done in the admin panel when logged in as ashopadmin. Click on Manage Members.
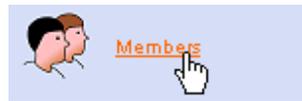
Click on the exclamation icon to activate the new member.

When the member account is activated, a welcome message is emailed to the member with link and password to the member's admin panel. The exclamation icon then becomes a member history icon.

Member Login

Members login at admin/login.php, same as the mall administrator (ashopadmin). When logged in as a member, the administration panel functionality is limited and the member has only has access to his/her products and information.

7.5   Member Shop Parameters

When logged into the admin panel as a member, in the main navigation on the left click Configuration and then Shop Parameters at the top of the page. This is where each member can edit his contact information, shop categories and description, and other member related data.

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