

eStore Solution Stack User's Guide

Version 4.0 SP1



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ISV/Software Solutions Business Process and Integration



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1. Introduction

For many companies, eCommerce can be a complex and difficult undertaking. Nodus eStore Solution Stack (eSSS) is an end-to-end eCommerce solution for Microsoft Dynamics GP merchants that will automate the complexity and streamline the transactions. Nodus eStore Advantage and Credit Card Advantage are also components, for integration and payment processing respectively.

This introduction section covers the following:

- New Features in eSSS
- Additional Resources

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The next section, Feature List, is a feature-driven content list. The Feature List offers a look-up view of individual eSSS features and provides clickable links to the detailed instructions on Section 3, the administrative area of this document. This is useful for setting up a particular feature, and the section will provide the pointers to where they can be set up.

Section 3, the administration area, reviews the detailed instructions for each administrative setting page. It serves as an easy-to-look up tool when instructions are needed regarding functionalities on a particular page. Breadcrumb-style navigation on each heading directs the user to the correct page on the administration area for each functionality.

1.1. New Features in eSSS

Several features have been added to this release for eSSS. These features are outlined in the accompanying table.

NEW FEATURE	DESCRIPTION
Anonymous Checkout	Allow customer to submit an order without registering for an account.
Social Network Plugins	Click and add Twitter button, Facebook Like Button, and/or Facebook Like Box to the homepage, category pages, and/or product detail pages.
Application Programming Interface (API)	API is made available for developers to integrate with eSSS, such as building a separate mobile version of the site.
Category Properties: Custom links to support all URIs	In addition to HTTP: and HTTPS:, the Custom Links on Category properties now supports all URIs, such as "mailto:"
Shipping Origin	Origin of shipping calculation was based on the store address, and has been changed to use the "Default Order Site ID". This will also require the Site ID information to be imported from GP. Make sure the "Default Order Site ID" is configured under Settings → Nodus/Great Plains , and click the Run Now button next to it to import the Site ID information (site address).
Login Anywhere	User now can login to the eCommerce website on any page of the shopping cart. User no longer has to go to the login.aspx page in order to login.

1.2. Additional Resources

This Desktop Reference Guide gives you information you need on how to use the application. If you are still having trouble, there are support options. Contact the reseller or call Nodus Technologies to purchase support packages.

CONTACT METHOD	CONTACT INFORMATION
E-mail	support@nodus.com
Website	http://www.nodus .com



Telephone	(909) 482-4701
Fax	(909) 482-4705
Mail	2099 S. State College Suite 250 Anaheim, California 92806

2. Installation

Instructions regarding the components needed to install eStore Solution Stack are detailed in the **eSSS Installation Guide**. Please contact Nodus Technical Care for this manual.



3. Feature List

This section is designed to be a feature guide for the site administrator and other users. The list helps quickly access eSSS settings by displaying the feature, a short description, and then providing a link to where the feature is located in the administration section of this user's guide. Product details and configuration instructions are explained in the administration section.

The main features are categorized are as follows:

- Integration
- Product Catalog
- Store Presentation
- Shipping/Freight
- Taxes
- Payment Methods
- Customer Record Management
- National Account Support
- Shopping Cart Functionality
- Single Sign-on
- Troubleshooting



3.1. Integration

This section covers how data is set up and integrated between MS Dynamics Great Plains and eSSS.

3.1.1. Setup

3.1.1.1. GP Pricelist Setup

Use this option to specify how pricing is configured in GP, so the Link to detailed instructions item pricing can be imported correctly.

3.1.1.2. Customer Import Options

This set of options controls the customer information used for <u>Link to detailed instructions</u> integration of the shopping cart.

3.1.1.3. Order Options

This section lists the processing options available for order items on Link to detailed instructions the website. Among the options available are quantity settings, special instructions, and shipping and sales configuration.

3.1.1.4. Item Import Options

This section lists the options specific to the item import. Link to detailed instructions

3.1.2. Record Synchronization

Record synchronization is normally done through the Nodus Synchronizer tool. However, the ability to import records manually from eSSS is also built into the eSSS admin site. The following sections discuss how to perform the record synchronization and importation as well as managing the information sent back to GP.

3.1.2.1. Nodus Synchronizer

Starting when eSSS is installed, the Nodus Synchronizer automatically moves data back and forth between GP and the website. Set up information for the Nodus Synchronizer is Refer to the Nodus Synchronizer section of the eSSS Installation



located in the eSSS Installation Guide.	Guide for more details
3.1.2.2. Manual Customer Record Import	
Customer records are individually imported from GP using this tool.	Link to detailed instructions
3.1.2.3. Manual Item Record Import	
Product items can be individually imported from GP using this tool.	Link to detailed instructions
3.1.2.4. Manual Tax Detail Import	
Tax Detail records and its association with Tax Schedules can be manually imported from GP using this tool.	Link to detailed instructions
3.1.2.5. Manual Site Information Import	
Site information including address information can be manually imported from GP using this tool.	Link to detailed instructions
3.1.2.6. Order Manager	
The Order Manager provides order status at-a-glance and allows you to resubmit orders that failed to integrate into GP.	Link to detailed instructions
3.1.2.7. Customer Information	
This page lists customer records that failed to integrate into GP and	Link to detailed instructions

This page lists customer records that failed to integrate into GP and provides the ability to adjust the record and resubmit into GP.

3.2. Product Catalog

3.2.1. General Product Properties

This page allows product properties from item images to inventory <u>Link to detailed instructions</u> to be configured.

3.2.2. Categories

3.2.2.1. Category Properties

Creating/editing a category along with tools for building and changing the category structure – how the categories are presented on the website – are available in this location.	Link to detailed instructions
Category properties such as meta tags and category content can be created and edited here.	Link to detailed instructions
Configuration for the category search tool and other category options are available in this location.	Link to detailed instructions
3.2.3. Product Images	
3.2.3.1. Product Image Options	
Configure the product images that will fit the layout of the site.	Link to detailed instructions

3.2.3.2. Specify Image Paths

Associate product images to products on the website. Link to detailed instructions

3.2.3.3. Automatically Determine Image Paths by File Name

By using auto recognition of files through naming conventions, this feature eliminates the need to manually associate image paths with products. However, it can be overridden with the path manually specified.

Link to detailed instructions



3.2.4. Product Pricing

3.2.4.1. GP Pricelist and Promotion Price Sheet Setup Options

GP Price List Settings, which can be enabled or disabled, displays the pricing offered for each item based on customer preference	Link to detailed instructions
Promotion Price Sheet Settings enables accepting, rejecting or accepting with conditions.	Link to detailed instructions
3.2.4.2. Edit Product > General Info	
Category properties such as site cost, list cost and site price are created and edited here.	Link to detailed instructions
3.2.4.3. Edit Product > Volume Discounts	
Volume discounts for items for website customers.	Link to detailed instructions
3.2.5. Item Inventory	
3.2.5.1. Standard/Single Distribution Site Inventory	
This is where settings for a standard site inventory using a single distribution location can be found in the admin section under Global Inventory Settings.	Link to detailed instructions
The Allow Back Orders option in GP setting is located in the Item Imports section	Link to detailed instructions
Optionally, additional inventory settings on the product item level can be found in the Products section	Link to detailed instructions
3.2.5.2. Multi-Distribution Site Inventory (optional module)	
The Multi-Distribution feature allows inventory to be selected by site location.	Link to detailed instructions

Other settings for multi-site inventory are located in the Global Inventory Settings section

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Link to detailed instructions

The Allow Back Orders option in GP setting is located in the Item Link to detailed instructions Imports section

Optionally, additional settings on the item level can be found in the **Products** section

Site groups for customers that allow inventory to be chosen from different locations can be set up in the Customer Specific Site section

3.2.6. Promotions

3.2.6.1. Sales

Two types of sales can be set up here; storewide sales and sales for <u>Link to detailed instructions</u> individual product items.

Link to detailed instructions

3.2.6.2. Discounts

Sets product item discounts by order, product, shipping, product Link to detailed instructions shipping, and for free product shipping

3.2.7. Related Items

3.2.7.1. Edit Product > Related Items

Enables Related Items to be displayed when a customer is viewing a <u>Link to detailed instructions</u> product.

3.2.8. Customer Choices

3.2.8.1. Customer Choices

Allows the customer to choose from a list of product options, such <u>Link to detailed instructions</u> as color and size.

3.2.9. Digital Goods File Downloads

3.2.9.1. Digital Goods File Downloads

This feature gives the option of selling downloads for eligibleLink to detailed instructionsproducts like digital books or music.



3.2.10. Purchase Restrictions

3.2.10.1. General Purchase Restrictions

These purchase restrictions control s minimum and maximum amount and quantities of an item that can be purchased on the website.

To implement price restrictions for a product item:

3.2.10.2. Customer Specific Catalog (optional module)

Enables a catalog of products to be established for specific customers.

Link to detailed instructions

Link to detailed instructions

3.3. Store Presentation

3.3.1. Themes

Enables a new color theme to be selected for the website Link to detailed instructions

Link to detailed instructions

Link to detailed instructions

3.3.2. Site Terms

Allows site values (terms) to be customized

3.3.3. Resource Messages

Allows eSSS resource file access.

3.3.4. Quick Order Entry

This section sets up quick order entry suggestions for the eSSS Link to detailed instructions home page.

3.3.5. Home Page Layout

Allows modular design of the home page using text and graphics as <u>Link to detailed instructions</u> well as user controls such as a search box tool.

3.3.6. Category Page Layout

Similar to the home page, category pages can be designed from this location on the administration site.	Link to the Admin section
Display options such as showing products in column grid or detail list can be accessed in this location.	Link to detailed instructions
Settings for search functionality in the category section can be accessed in the Category and Search location, along with additional category options.	Link to detailed instructions



3.3.7. Store Information

Sets up basic store information such as location and sales id

Link to detailed instructions

3.3.8. Store Logo

Allows a custom store logo to be loaded.

Link to detailed instructions

3.3.9. Multiple Language Support

Multi-lingual support enables most languages to be displayed on the eSSS store website. Once implemented, several different languages can be changed on-the-fly through a language options droplist located on the header of each page on the website. Other features include:

- In addition to the static text on the page and action buttons, conditional pop-up messages will also be displayed in the chosen language.
- Multiple eSSS sites can be created for additional languages
- Content management through exporting data via uploadable template spreadsheets. Updates are
 accomplished through additional spreadsheet downloads. The spreadsheets contain product
 information including data such as description, images, metadata, item number and category or
 categories.

To enable the eSSS language feature use the instructions in the following sections.

3.3.9.1. Download the Content Spreadsheet

Once the products to be downloaded to the website are identified, the first step is to update item descriptions to the desired language. For this purpose, the Item Updater helps update item properties on the website.

- 1. Navigate to Catalog > Item Updater
- 2. Choose export options
- 3. Click Export
- 4. Download and save the spreadsheet file
- 5. Follow the normal import process. In the products file, make any needed changes
- 6. Save the file to a local drive
- 7. Browse and the file and click Import



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3.3.9.2. Change to Import Option Settings

- 1. Navigate to Settings > Nodus/Great Plains
- 2. Navigate to the Item Import Options settings section
- 3. Unmark the checkbox to disable the following settings:
 - Update Item Name on Re-import
 - Update Short Description on Re-Import
 - Update Long Description on Re-import
 - Copy Short Desc to Long Desc if Long Desc is empty upon import
- 4. Return to the Item Updater
- 5. Change the item description in spreadsheet to the desired new language
- 6. Use the updater to import the spreadsheet to eSSS

3.3.9.3. Change Site Terms

- 1. Navigate to Settings > Site Terms
- 2. Update ALL site values. To do this:
- 3. For each displayed site term click the Edit button
- 4. Change the value by translating the term to the new language
- 5. Click the **Update** button
- 6. Repeat for all site terms



3.3.9.4. Update System Messages

- 1. Open the App_LocalResources folder
- 2. Edit the local resource files
- 3. Use the text editor to translate the content to the new language
- 4. Look for the values for each data name

3.3.9.5. Update Theme

Make sure new images are created for buttons and other images with text that needs to be translated to the new language. Once the new images have been created, add the new contents to the App_Themes folder.



3.4. Shipping/Freight

3.4.1. Matrix Freight Table

This table displays the shipping methods that have been set up for <u>Link to detailed instructions</u> the website. Setup method setup information is included.

3.4.2. Real-time Shipping Calculation

Setup for calculating shipping fees in real-time for major shippers <u>Link to detailed instructions</u> such as UPS, FedEx and USPS.

3.4.3. Other Shipping Configurations

3.4.3.1. Shipping Policy

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Enables entry of the store shipping policy for display on the website.

3.4.3.2. Shipping Options for Individual Items

Configuring shipping options for specific items can be carried out in <u>Link to detailed instructions</u> this location.

3.5. Taxes

Tax information can be either handled by GP or through one of the tax data services listed below that is supported by eSSS. This third party software communicates directly to eSSS and supplies the tax during the check out process.

Except for certain usability options, most configuration information is gathered from the third party firm and entered into a setup form in the eSSS administration section.

3.5.1. Standard GP Tax

This section lists the processing options available for order items on Link to detailed instructions the website. Among the options available are quantity settings, special instructions, and shipping and sales configuration.

3.5.2. Avalara AvaTax

This is where required information for setting up Avalara tax service <u>Link to detailed instructions</u> information is located.

3.5.3. Sabrix Managed Tax Service

This is where required information for setting up Sabrix Managed <u>Link to detailed instructions</u> Tax Service information is located.

3.5.4. CCH Sales Tax Office

This is where required information for setting up CCH - STO tax <u>Link to detailed instructions</u> service information is located.

3.6. Payment Methods

3.6.1. Credit Cards and eChecks

3.6.1.1. General Setup

This section is required for credit cards and eChecks to be used on Link to detailed instructions the website.

3.6.1.2. Credit Card Wallet

Although credit cards are not stored directly in eSSS, cards can be saved for later use by enabling a setting that will store them in GP.

Credit Card information can also be viewed in the following location on the store website: **Your Account > Credit Card Maintenance**

3.6.1.3. Tokenization (optional module)

Tokenization is a simplified method for providing credit card security, requiring less hardware. With tokenization, credit card information is sent to the payment gateway, where the gateway issues a token. This token is returned to eSSS and saved to the CCA wallet so it can be used for future transactions with the associated credit card.

To configure Tokenization:

- 1. Payment Gateway account information should be configured with Setup IDs, including the flag to utilize Tokenization. Refer to the **eSSS Installation Guide** for Setup ID configurations.
- 2. Once the Setup ID is configured, the Admin should then navigate to the following location on the admin website:
- 3. Settings > Payments > (Select CC & eCheck Processor) > (Edit Nodus Transaction Server)
- 4. Choose the desired Setup ID that holds the Payment Gateway account to be used for processing credit cards

NOTE: Tokenization is an optional module, and is controlled by a Nodus product registration key. Only when the proper product registration key is in place, will the administrator be able to select Tokenization enabled Setup IDs.

Link to detailed instructions

3.6.2. PayPal

This section covers how to setup and configure PayPal for use as a payment type during website check out.

3.6.3. Other Payment Methods

These payment types include:

Link to detailed instructions

- Purchase Order
- Telephone
- Fax
- Email
- Check by Mail
- On Account

3.7. Customer Record Management

3.7.1. CSR/Salesperson Functionality

CSR and Salesperson functionality is set up from this location. Functionalities include setting up the ability to log onto the site and place orders on behalf of the customer. These settings can also restrict a salesperson from managing accounts not assigned to the Sales ID.

3.7.2. Customer Record Management

Customer information can be viewed and managed from thisLink to detailed instructionslocation using the Edit User form.

Link to detailed instructions

3.7.3. My Account Options

The location of account settings such as e-mail address, password, <u>Link to detailed instructions</u> single sign-on for ePay options and multiple user log-ins.

3.7.4. Anonymous Checkout

Allows customer to place order without registering for an account. <u>Link to detailed instructions</u> All orders placed using anonymous checkout will are sent to GP under one single customer record.

3.8. National Account Support

3.8.1. National Account Settings

National Account settings can be configured from this location. Link to detailed instructions

3.8.2. Workflow

This National Account page allows the user to view and choose from a list of accounts associated with the primary account. Functions available from this page include:

- The address book of the selected account that is used during checkout
- The order is sent to GP under the account's GP Customer ID
- When a parent account places an order on behalf of the child account, confirming e-mails are sent to both accounts.

	NODUSTech	nologies, Inc.	Sign (Welcome,		ur Account Fechnologie		st o	QuickOrder Ent hopping Cart Products \$0,00 nguage United	
Home	e > National Account	: Selection							
Na	tional Accou	int Selection	0						
	ise select an accou	unt.		Su	bmit				
Max	timum Results: 20					-			
	timum Results: 20) Users 💌		First					
Max			Last Name	First Name	CompanyNa	an			
Max	timum Results: 20) Users 💌	Last Name Technologies.	Name	CompanyNa	an			
Max 1	imum Results: 20	CustomerID	Technologies.	Name Nodus	CompanyNa	an	Select		

Figure 3-2 National Account page

When this feature is enabled and a parent-child account relationship is established in Great Plains, the initial log-in page will open to the National Account selection page as shown above. The user then chooses the account to be worked with by marking the checkbox and clicking the **Select** button.

Browsing to pages other than the Customer Service section is not allowed. The customer is required to select an account before any other actions can be taken.



3.9. Shopping Cart Functionality

3.9.1. Gift Certificates

Enables the ability to purchase and redeem electronic gift Link to detailed instructions certificates on the website.

3.9.2. Mailing Lists

Customer private and public mailings can be created in this Lin location.

Link to detailed instructions

Link to detailed instructions

3.9.3. Affiliates

Sets up an affiliate referral program, if desired.

3.9.4. Drop Ship

Drop ship e-mail notices can be enabled from the following location Link to detailed instructions on the administration site. This settings will send notices for both the authorization and charge stages of the order

3.9.5. Search Engine Optimization

3.9.5.1. Edit Product > Meta Tags

This is where meta tags are entered for website product items. The Link to detailed instructions following meta data types are allowed:

- Meta Title
- Meta Keywords
- Meta Description

3.9.5.2. Edit Category > Meta Tags

Meta tags can be added when a category is created or edited from <u>Link to detailed instructions</u> this location.



3.9.5.3. Store Meta Tags

Store-level meta tags can be added from this location. Link to detailed instructions

3.9.5.4. URL Re-write

Allows the user to choose between ProductID and ProductName to Link to detailed instructions re-write the URL when needed.

3.9.6. Help/FAQ

The Help/FAQ page for the website is created and edited from t6his Link to detailed instructions location.

3.9.7. Privacy Policy

The website privacy policy can be created or edited from this Link to detailed instructions location.

3.9.8. Returns

Enables creation of a product Return form for use by website Link to detailed instructions customers.

3.9.9. Site Terms and Conditions

Allows site values (terms) to be customized.

Link to detailed instructions

3.9.10. E-mail Messages

3.9.10.1.Settings > Mail Server

This is where SMTP mail server is specified to enable site e-mail. Link to detailed instructions

3.9.10.2.E-Mail Messages

E-mail templates are available to facilitate several different types of e-mail notices such as forgotten passwords, new orders and drop shipments.



3.9.11. Custom Pages

New web pages can be added to the store using this tool. <u>Link to detailed instructions</u>

3.9.12. Open/Close Store

If it is necessary to shut down the website for system upgrades or other reasons, this option posts a notice informing customers of the website status.

3.9.13. Google Analytics

Allows script procedure from Google to be added in order to enable <u>Link to detailed instructions</u> Google Analytics, a tool that allows analysis of traffic on the website.

3.9.14. reCAPTCHA

Enables reCAPTCHA, an anti-spam feature. Link to detailed instructions

3.9.15. Search Orders

This is search feature that allows website orders to be filtered and <u>Link to detailed instructions</u> searched to create a custom list of orders

3.9.16. Reports

Displays a variety of customer, sales and product reports, including: Link to detailed instructions

- Monthly Sales
- Daily Sales
- Sales By Coupon
- Sales By Affiliate
- Top Products
- Top Customers
- Website Payments Pro Payflow Edition Reporting


3.9.17. Gift Wrap

This option enables item gift wrapping to be ordered by the Link to detailed instructions customer.

3.9.18. Site Options

A variety of global settings for the site are configured from this location. Major settings include:

Link to detailed instructions

- Currency display ٠
- Initial Landing page
- Site cookie name •
- National Account support

3.9.19. Region Control

3.9.19.1.Currency

Sets the website default currency.

3.9.19.2.Countries

List countries from where orders can be accepted.

3.9.20. Product Reviews

These settings will set up and maintain a product review feature for each product item that allows customers to rate products available on the website.

3.9.21. Fraud Checks

Provides the option of banning e-mails, IP addresses and domain Link to detailed instructions names for customers who pass bad checks or behave in an inappropriate manner.

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Link to detailed instructions

Link to detailed instructions

Link to detailed instructions

3.9.22. Repeat Order

There is no administrative control to enable or disable this feature, which is available from the **Order History** page on the website. Once a previous order is opened from the history list, the **Repeat Order** button is available.

Clicking **Repeat Order** loads data from the original order onto a new checkout page. From there, the user can add and delete items as needed and complete the checkout process.

Your Account	Home > You	ir Acciront >				
Address Book Wieh Lief	WEBOOK	0000117			Print I	age)
Drider Hatery Change Registernel Name Change Registernel Name Change Registernel Cradit Card Naimeriance QuickOrder Entry Nemage Additional Legina Back to Stone	In Process 1 Me Tracking I Bill Ter PROMARY Sec Rut Admin Uber 120 any deservort, C United States Phome: 131-1	seritors	Purchas	ti 1 STI 21 n Order Roj unal Code(s		
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	Dam-#	Cessriphum	-QNy	an qty	UnitPrice	Dubtional
	100×L0	Green Phone Back under Item	3	8	\$30.00	\$30.35
					SahTotal	\$30.09
					Tex	\$11.00
					Shipping Per Item	\$1.23
						_

Figure 3-3 Repeat Order

3.9.23. Login Anywhere

Login Anywhere provides on-screen prompt for the customer to enter their credentials anywhere on the site when clicking "Sign In", without leaving the page they were viewing. Link to detailed instructions

3.9.24. Mobile Ready

eSSS provides Application Program Interface (API) for your mobile Link to detailed instructions site developers to integrate eSSS data and functionalities with your

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mobile site. eSSS will also detect when users are browsing using a mobile device and redirect the user to your mobile site. Please see the eSSS API Developer Guide for technical details.



3.10. Single Sign-On

eSSS supports single sign-on, which will allow a third party application/website to authenticate the users and handle the logins, then redirect the user back eSSS with pre-established session under the user's account.

The third party application/website will need to be customized to handle such communications with eSSS. For the technical details, please refer to the eSSS SSO Developer Guide.



3.11. Troubleshooting

3.10.1. Version Information

This list of file names and file versions helps identify the source of problems to Nodus.

3.10.2. Error Log

Error log management system built into eSSS

Link to detailed instructions

Link to detailed instructions

3.10.3. Current Application Settings

Read-only list of store settings.

3.10.4. Debug Logs

Aids in troubleshooting website error issues by accessing a debug Link to detailed instructions log table.



4. Administration Areas

4.1. Home Page

Administration website location: Home

To access the Merchant Admin area, navigate to the site and click the Sign-In link on the top menu. If logging in with an account with permissions to access the admin area, the Go To Admin button appears as shown.

NOTE: If the Go To Admin button does not appear due to theme customizations, etc., log-in to the Admin area by going to the root domain URL/BVAdmin/Default.aspx. When first viewing the Administration home page, the content appears as shown in the accompanying figure.

(hange the default "admin@nodus.com" to your own user name for security	Getting Started Checklist
	hange meta tags to describe your store	Nodus.com
5	et your 'Email misc. notifications to' email address under the Nodus / Great Plains	Nodus Support

Figure 4-1 Admin Home Page



4.2. To Do/Alerts

Administration website location: Home > To Do/Alerts

Critical information will be listed in this section for immediate action. When creating a new site – as demonstrated in the above home page screen shot – information such as the default log-in credentials should be changed and content added to the new store such as Categories and Products.

The accompanying screenshot is an example of the To Do/Alerts list.

To Do List / Alerts

Change the default "admin@nodus.com" to your own user name for security

Change meta tags to describe your store

Set your 'Email misc. notifications to' email address under the Nodus / Great Plains settings.

Figure 4-2 To Do/Alerts



4.3. Resources

Administration website location: Home > Resources

Several helpful resources are also available on the Administration home page. The links to these resources are described in the following table.

NEW FEATURE	DESCRIPTION
Getting Started Checklist	Opens a pop-up window with a series of links that guides the user through the process of setting up the most critical webstore features.
Nodus.com	This is a link to Nodus Technologies' main website.
Nodus Support	This link connects directly to the Support Center page of the Nodus main website.
Nodus Knowledge Base	This link connects directly to the Knowledge Base page of the Nodus main website.
eSSS User's Guide	Opens a window where a PDF can be downloaded



4.3.1. Getting Started Checklist

The first steps in setting up the new eStore are listed in the Getting Started Checklist. These are the most critical items needed to set up the store. This process involves setting important settings such as:

- Administrator account user name and password
- Contact and business information
- Payment and shipping options
- Store product catalog

Webstore display can be configured using the included home page content builder and other HTML editors such as Microsoft FrontPage, Macromedia Dreamweaver and MS Visual Studio.

The Getting Started Checklist organizes the critical elements to configuring the new store. Follow this desktop reference to ensure the default settings for the webstore are configured prior to going live with the store.



Figure 4-3 Getting Started Checklist

NOTE: this portion of the reference is meant to be an overview of the critical set-up steps. You must refer to specific topics noted in each section for the most complete content. Links to this content in the **eSSS User's Guide** are provided in the following sections.



4.3.1.1. Change Admin User Name and Password from Default

When building a new store, the default log-in credentials are 'admin@nodus.com' and 'password'. These are the default credentials for all eStore Solution Stack stores.

- 1. Click the link in this first checklist item and the accompanying figure appears.
- 2. Enter a default admin e-mail address for the website, then a new password.
- 3. Confirm the password

NOTE: It is highly recommended to use a 'strong' password containing upper and lower case letters, numbers, and at least one special character such as those in the upper case number keys. Password length should be at least six characters in length.

4. Click the OK button

New Email Address	
New Password	
Confirm New Password	

Figure 4-4 Change Default Admin Username

4.3.1.2. Set-up Contact Information

Personalize the site with information specific to the webstore. This	Link to detailed instructions
information is displayed as a link in the Customer Service area of	
the store in the window footer.	

4.3.1.3. Upload Logo

This section describes how to set up a logo image is displayed on <u>Link to detailed instructions</u> the eStore home page.

4.3.1.4. Select a Theme

Nodus eStore Solution Stack ships with several themes that can be <u>Link to detailed instructions</u> selected in the administration section.



4.3.1.5. Set-up Home Page

The home page can be easily customized using the home page content editor.

4.3.1.6. Turn on SSL

This describes how to set up SSL for the webstore.

4.3.1.7. Setup Payment Methods

Nodus eStore Solution Stack offers several methods of handling payments. These payment methods are set up in the following locations.

Credit Card and Check Processing

Set up PayPal

Other Forms of Payment

- Purchase Order
- Telephone
- Fax
- E-mail
- Check by E-mail
- On Account

4.3.1.8. Setup Shipping Methods

If shippable products are provided, this section describes how to configure the shipping options.

4.3.1.9. Add Categories

The main focus of the store is the content for sale. This section shows how to organize content (products) in categories and sub-categories.

Link to detailed instructions Link to detailed instructions Link to detailed instructions

Link to detailed instructions

Link to detailed instructions



4.3.1.10. Add Products

4.3.1.10.1. Extended Great Plains/Myridas Pricing

Extended Pricing is a Great Plains feature that allows special
conditions to be set for pricing items, such as establishing a
percentage discount and date range for a President's Day sale.Link to detailed instructionsMyridas is a similar add-on program with specialized features.Example of the set for pricing items, such as establishing a
the set for pricing it

4.3.1.10.2. Import and Edit Products

This is a tool that can import a single product item from GP. The entire item set is automatically imported to eSSS by the Nodus Synchronizer after installation, but there occasionally be a need to import a single item.

4.3.1.11. Privacy Policies

Prior to going live, customize policy information to meet your online business requirements.

4.3.1.12. Change Terms and Conditions

The rules of the website are displayed in the webstore's Terms and <u>Link to detailed instructions</u> Conditions area of the Customer Service page.

4.3.1.13. Change Return Policy

This area of the website establishes the webstore policies for accepting returns.

4.3.1.14. Change Shipping Policy

Text for the established shipping policy of the website can be
created or edited in this section.Link to detailed instructions

4.3.1.15. Setup Meta Tags

Each product can contain Meta tags such as Title, Keywords, and
Description, as well as Meta tags at the store level. This provides
excellent control and customization for search engine optimization.Link to detailed instructions



4.3.1.16. Setup Email Templates

There are several e-mail templates available that can be customized <u>Link to detailed instructions</u> as needed. Link to be customized as needed.

4.3.1.17. More Settings and Options

This link takes the user to the Settings section where most configurable options for the website are available. For details on these features, refer to the **Settings** section of this user's guide.



4.4. Catalog

Products are the core of any store. Prior to creating products, it is important to have good understanding of all related areas in the admin area that contribute to the presentation and sale of your business products. Familiarize yourself with the available fields and features involved in product creation and other lists that need to be populated prior to creating products. Prior to creating products, it is recommended to build the category structure of the store.

Careful planning is a key to minimizing excessive categories and complicated navigation for shoppers. After organizing the categories, configure the manufacturers and vendors associated with inventory. New products are assigned a Product Type. Once created, they cannot be changed, so it is imperative to configure product types prior to building new products. A product type is essentially a 'description template' that contains information describing the product. These elements of the product type template are called properties, which can be configured by clicking the Type Properties menu option.

Configurable options in the Catalog section include:

- Products
- Catalogs
- Categories
- Shared Choices
- Sales
- Discounts
- Update Inventory
- Product Types
- Type Properties
- Manage Files
- Quick Order Product Suggestions
- Item Updater
- Customer Specific Site



4.4.1. Categories

Administration website location: Catalog > Categories

The main focus of most stores is the content for sale. Content should be organized into well-considered categories. However, careful use of categories should be exercised so they don't clutter the store. Each category contains products. Categories can have nested sub-categories for further organization. Here, Item Classes can be imported from Great Plains. This is useful if the items are already laid out in a logical way in Great Plains and it is desired to maintain the Item Class layout for shopping cart categories.

NOTE: It is advised to import the Item Classes before importing the Items. Updating (re-importing) previously imported items does not update them with new category information.



Figure 4-5 Add Categories

The skeleton of any store is comprised of categories or "groups." Each category group contains products and/or sub-categories assignments. When a category is viewed, the products you associated with the group are displayed to the shopper as well as any sub-categories. Prior to building categories, carefully plan the site to let a shopper easily know where to find the product they are looking for.

Category organization suggestions:

- Write out a category and sub-category structure outline prior to adding them to the store so the store design is well thought out prior to implementation.
- Make sure any category names are named properly and provide the proper detail as to what the category contains.



- Break down each category "group" into sub-categories and associate the products to the subcategories as well.
- Another option is to **NOT** associate products to a parent category, only sub-categories.
- Another alternative: organize categories in the website. Top sellers could be associated to a parent category only, and the remaining products could be associated with sub-categories.
 Caution: Do not overuse categories.

Building a clear, well-considered category structure is critical to shoppers finding what they need as well as guiding them to other areas of interest during their shopping experience.

Categories

NOTE: When imported, GP Item Classes only create parent categories.

Figure 4-6 Loading Parent Categories

The parent categories are loaded as shown in the following figure, and then selecting one of the parent categories displays the assigned sub-categories.



Figure 4-7 New Parent Groups



4.4.1.1. Add a New Parent Group

- 1. Enter the name of the new category in the left window under the New Category heading
- 2. After entering the name, click the New button. The name appears in the right window

4.4.1.2. Delete Category

Select the category and click the **Delete** button

4.4.1.3. Add Sub-Categories

Select a parent category in the left window then replace "New Category" on the right side list with the name of the desired sub-category.

4.4.1.4. Additional Level of Sub-Category

Click the sub-category on the right-side list that will be the parent of the next level of sub-categories. Upon doing so, as shown in the accompanying figure, the selected sub-category is loaded into the list on the left and sub-categories can be defined in the list on the right

Categories	Edit Delete	Sub-Categories
	Second Level - Audio Second Level - Audio Parts Second Level - Audio Access.	Third Level Audio
Audio 📫	New Category	New Category
Import Item Classes Mass Upload Cat	Import Item Classes from Dynamics GP to be Category Name tegories/Items via Spreadsheet	New
FileName:	Browse	d

Figure 4-8 Additional Level Sub-Category



4.4.1.5. Edit Category

Administration website location: Catalog > Categories > (choose a category and edit) > Edit Category

Categories can have unique features such as meta tags, image assignments, product assignments, and control of how category content is displayed. The following figure shows the top portion of the Edit Category area allowing the definition of the category name and description.

Edit Cate	gory
General	-
Name:	MP3 Player
Description:	A digital audio player (DAP) is a device that stores, organizs and plays digital music files.
Show	JavaScript in the content
Products:	that I select Update listing priority
	C Priced greater than 0 and less than 0
	O by manufacturer - No Manufacturer -
	O by vendor - No Vendor -
	O by type Book
	C the last 0 products added to the site
	C Show sub-categories and their products with detailed quick order layout
Display as:	a grid 3 columns by 2 rows
	C a simple list 10 rows
	C a detailed list 5 rows
	C a detailed quick order list 5 rows

Figure 4-9 Edit Category – top portion

The accompanying figure shows the control of what content a category will display. When viewing a category with sub-categories associated, a grid will show the sub-categories with images whereas the



54

simple/detailed list will show the sub-categories as a list of links to the sub-categories. Categories can be configured to show:

- Select products
- Products meeting pricing criteria
- Products assigned to a manufacturer or vendor
- Type
- Last number of products added to the store representing "New Products"

Set the display properties to control the layout of the category in e a grid, list, or a detailed list. A simple list will show links to products met by the criteria specified. A detailed list will display information, pricing and an associated image for the product.

Display as:	C a grid 5 columns by 1 rows
	• a simple list 10 rows
	C a detailed list 5 rows

Figure 4-10 Set Display Properties

Images can be associated with categories and allow full control of the layout by showing an image the title and description of the category as shown in the following figure.

<u> </u>		
MP3 PLAYERS		
	a device that stores, organizes and pla P3 player (because of that format's ub	
3 items found	View By Pages	Sort By: - none - 💌
Ipod		
- 1.45 C		\$249.99
Ipod Mini		\$199.00
Nomad		\$135.99

Figure 4-11 Image and Description Information

When editing a category, you also have full control of the Menu Tab displayed across the top of the screen. You can use the normal text option, or specify an image for artistic display of tabs. The Menu Image is the image to use for the tab, set the Active Menu Image for the image to use to represent the tab as the selected tab. A category tab can also link to an external URL as defined in the Custom Page



URL option. If you would like the external URL to display in a new window, check the "Open link in a new window" option.

As shown in the accompanying figure, you can set where the category is displayed. If a top menu category strip is active, you can set whether or not this category is displayed in the list. If this category is hidden, links can be established to the category, but the category itself will not appear in a top or side menu.

Meta Title:	Home Electronics	
Meta Keywords:	Home Electronics	<u>A</u>
		1
Meta Description:	Home Electronics	~

Figure 4-12 Meta Tags

FIELD	DESCRIPTION
Meta Tags	If entered, will override the store meta tags for the main site for search engine optimization
	*Product Name will appear in the title bar unless a Meta Title is entered (which will override the product name used)
Meta Keywords	Keywords associated with the product should be entered here.
Meta Description	The meta description for the product should be entered in this textbox.



Images
Show Title: 🔽
Show Description: 🔽
Icon Image URL: Select
Banner Image URL: images\categories\mp3.jpg
Menu Tab
Menu Image: Select
Active Menu Image: Select
Use Custom Link?
Custom Page URL:
Open link in new window?

Figure 4-13 Category Image and Menu Tab Properties

FIELD	DESCRIPTION	
Show Title	Disabling this option will hide the image title	
Show Description	Disabling this option will hide the description	
Icon Image URL	A URL location link to an icon image can be set here	
Banner Image URL	A URL location link to an icon image can be set here	
Menu Image	This option displays an image for the on the top menu	
Active Menu Image	When a category is selected and browsed, this option will display an image on the top menu	
Use Custom Link?	When enabled, displays an image from another location	
Custom Page URL	When Use Custom Link? has been enabled, this field is where the URL of the image location is entered	
Open link in new window?	Create a pop-up window to display the link	

Advanced	•
Show this category in the top menu (if top menu is active)?	
Hide this category From Category lists	
Hide this category. (The category will still be active but will not show up o	n any menus)
(Annual)	Come Otherster
Cancel	Save Changes

Figure 4-14 Advanced View

FIELD	DESCRIPTION
Show this category in the top menu	If a top menu is being used, the category is displayed in that area
Hide this category from Category lists	When category lists are displayed, this category will be hidden
Hide this category	This option will hide the category on the website



4.4.2. Products

Administration website location: Catalog > Products

The core of any store is the products. Prior to importing product items from Great Plains, it is important to have a good understanding of all related areas in the admin area that contribute to the presentation and sale of your business products.

When eSSS is installed along with the Nodus Synchronizer, the synchronizer will continuous send item updates made in Great Plains to the eSSS site.

NOTES:

- Single items can be imported by using the Import options feature on the Products page. This import feature is often used to verify that the integration to GP is running properly.
- Once items are imported to eSSS, the Products page allows you to search and refine the product properties.

nport options	
Great Plains Item Number:	
	Import Single Item

Figure 4-15 Import Products

1					line (New Product ID(SKU)	
🗂 SK	(U	Name	Inv. Status		-		Add New Product
24	¥X IDE	24x CD-ROM	9				
F 32	2X IDE	32x CD-ROM	0			Edit	
F 40	X IDE	40x CD-ROM	0				
F A1	100	Audio System	0			Delete	
1		1					
				1			

Figure 4-16 Products Page



4.4.2.1. Editing Products

Administration website location: Catalog > Products > (select an item and choose edit) > General Info

To edit a product, begin by selecting an item from the **Products** page and clicking the **Edit** button. The General Information page will open and a unique menu is now available on the left side of the page. The following sections displayed on the menu describe editing options for each product item.

- General Information
- Customer Choices
- Images
- Related Items
- Categories
- Inventory
- File Downloads
- Customer Reviews
- Volume Discounts

IMPORTANT: Customer and inventory deletions in Great Plains are not automatically synchronized with the store site, and must be manually removed using the website's Administration User interface.

4.4.2.1.1. General Information

Administration website location: Catalog > Products > (select item and choose edit) > General Info

This section contains multiple settings that control features from how the product is displayed on the website to configuring how taxes are charged for the item. Review the settings detailed in the following tables for each section of General Information.

General	-
Active	2
Hide From Users	Г
Name	Audio System
Site Cost	36.55
List Price	41.95
Site Price	39.99
Product Type	Generic Product
Short Description	Audio System
	243 characters left
Long Description	B I
Other Properties	

Figure 4-17 General Information (top category)

The accompanying figure shows the top portion of the general information page. Fill out the fields as completely as possible as described in the following table.



SETTING	DESCRIPTION	
Active	The product appears in the store view when this box is checked	
Hide from Users	When this checkbox is marked, the item will be hidden	
Name	The title of the product as it should appear in the catalog	
Site Cost	User cost for the item	
List Price	Retail price for the item	
Site Price	Cost to the customer	
Product Type	This feature allows admin users to manually change the product type of the item. Click the drop list to view product type options. New product types for an item can be created at Catalog > Product Types (see the related section)	
Short Description	There is a 255 maximum character description of product	
Long Description	Full description of product with no character limit	
Other Properties	Allows selection of a property type to be associated with the product item. To add a property type, go to Catalog > Type Properties.	



Advanced	
Item Class	
Default UOM	Each
Default PriceLevel	EXTPRCLVL
Default SiteID	
Qty Decimal Places	0
Minimum Qty	1
Maximum Qty (Set Qty = 999 for unlimited)	999
Display Customer Choices As	Individual Fields 🛛 👻
Gift Wrap Allowed	
Manufacturer	- No Manufacturer - 👻
Vendor	- No Vendor - 💌

Figure 4-18 Advanced Options

FIELD	DESCRIPTION	
Item Class	GP Item Class	
Default UOM	The default Unit of Measure in GP.	
Default Price Level	The default price level in GP.	
Default SiteID	Lists the default site ID stored in Great Plains.	
Qty Decimal Places	Sets the default number of decimal places used for inventory quantity.	
Minimum Qty	The minimum quantity that may be purchased in an order.	
Maximum Qty	The maximum quantity that may be purchased in an order.	
Display Customer Choices As	When a product has Customer Choices associated, the choices can be displayed in either a grid layout or individual fields. Not all types of choices will work with a grid display type - test products carefully to ensure choices are displayed as desired.	
Gift Wrap Allowed	Enables an optional gift wrap fee to be charged.	
Manufacturer	Select the manufacturer from the drop down list, if not listed can be added in the People > Manufacturers section. May be used for drop ships or product categories.	
Vendor	Select the vendor from the drop down list, if not listed, can be added in the People > Vendors area. May be used for drop ships or product categories.	



Meta Tags		•
Meta Title	Meta Title	*
	502 characters left	
Meta Keywords	Neta Keywords	*
17 (17 (17 (17 (17 (17 (17 (17 (17 (17 (
	242 characters left	
	Meta Description	
Meta Description		.
	239 characters left	

Figure 4-19 Meta Tags

FIELD	DESCRIPTION
Meta Tags	If entered, will override the store meta tags for the main site to facilitate search engine optimization.
	*Product Name will appear in the title bar unless a Meta Title is entered (which will override the product name used).
Meta Keywords	Keywords associated with the product should be entered here.
Meta Description	The meta description for the product should be entered in this textbox.



Taxes (Controlled within Item Master in GP)		
Tax Exempt?	Γ	
Tax Option	Taxable	
Item Tax Schedule ID		
Tax Class	- No Tax Class - 💌	

Figure 4-20 Taxes

FIELD	DESCRIPTION
Tax Exempt	Mark the checkbox if this product is tax exempt. If marked, the system will not check for tax data.
Tax Option	Display will indicate the item's Tax Option status. This configuration is stored in GP.
Item Tax Schedule ID	Displays the Item Tax Schedule ID stored in GP that is associated with the product item.
Tax Class	Select the appropriate tax class for the product item. Tax classes are set up in the administration section of eSSS in Settings > Tax Classes .



Shipping							•
Non-Shipping Item?							
Ship in Separate Package?	L.	17 to					
Ship From	🕫 Ven		ddress wrer				
Weight	10						
Dimensions	25	L	15	W	15	н	
Extra Ship Fee	0						
Cancel Sa	ve Changes						

Figure 4-21 Shipping

FIELD	DESCRIPTION
Non-Shipping Item	If this product is non-shippable, i.e. electronic download or a service, check this checkbox to prevent collection of shipping information.
Ship in Separate Packages	If checked shipping charges will be applied individually.
Ship From	Identify where the package will be shipped from for shipping calculations.
Weight/Dimensions	Weight is in pounds or kilos (may be imported from Great Plains, if stored on item card), dimensions are inches or centimeters.
Extra Ship Fee	Adds a shipping surcharge to the product during checkout.



4.4.2.1.2. Customer Choices

Administration website location: **Catalog** > **Products** > (select item and choose edit) > **Customer Choices**

Customer choices are customizations/choices that a customer specifies when purchasing a product. For example, if selling t-shirts, the customer needs to specify the size of the shirt. The range of shirt size selections are the customer choices. When creating a new customer choice, there are several options to control the display of the choices to the shopper as shown in the accompanying table.

SETTING	DESCRIPTION
Text Input	Provides a textbox for customer entry.
Drop Down List	Creates a droplist for customer options.
Radio Button List	Sets up a radio button list for item options.
HTML area	Allows HTML code to be added for special display effects.
	NOTE: JavaScript is not supported in Design Mode. Please avoid going into Design Mode if you have JavaScript in the content
Accessory Checkboxes	Provides checkboxes to for the customer to choose an additional sub-level of choice options. For example, in addition to shirt color choices, an additional level of options for special embroidery could be added.
Accessory Radio Button List	Creates a radio button list for accessory options.
Accessory Drop Down List	Creates a droplist for accessory options.

To create Customer Choice options:

68

- 1. Use the search function to create a product list. Leaving the search field blank will show all items.
- 2. Select an item in the Products list and click the Edit button
- 3. Select **Customer Choices** from the menu on the left

NOTE: At this point, it is recommended to decide whether to create a Shared Choice. A shared choice is similar to a customer choice, but more generic and can be applied to several products.

EXAMPLE: If a shirt is being set up for customer choices with standard accessory options, such as sizes (S, M, L, XL), that could be used for other products, it is recommended to additionally set up this product

item as a Shared Choice so that other products could use these option settings. For information regarding Shared Choices, see **Catalogs** > **Shared Choices** in this user's guide.

Customer Choice: customized for only a specific product item

Shared Choice: Similar to a customer choice, only set up to be used for all products

Add Shared Choice:	Accessori	es		- Nei	<u>~</u>
Add New Choice:	Text Input			New	
Choice Name		Shared?			
New Drop Down List	Blue 🔻		Edit	Delete	
			Lun	Derete	

4-22 Customer Choices

Color Blue
Your Price \$249.99
Quantity 1
Unit Of Measure Each
Add to Cart Add to Wish List

4-23 Customer Choices as seen on webstore

- 4. To continue with setting up a Customer Choice, from the Add New Choice dropdown select Drop Down List or Radio Button List
- 5. Click New to open the Edit Product Choice page



Property Name	Color				
Display Name	Select a	Color			
Items	New				
	Name V	/alue Defa	ault		
	Blue	В	Edit	Delete	
			and the second s		V

Figure 4-24 Add Property Name and Display Name

6. Enter a property name and a display name for the item, For example, if setting up color options for a shirt, the property name could be 'Color' and the display name for the website could be 'Choose Your Color.'

NOTE: Other options are available at this point, such as making the product choice a required field and options affecting the display, such as the ability to wrap text and change text box size

Edit Choice Item	ň				
Display Name	Blue				
Value	в				
Null Item?	used	for descriptions like: "Select an Item"			
Set As Default Item?					
Image URL					
Price Adjustment	0	(0.00) or (-0.00)			
Cost Adjustment	0	(0.00) or (-0.00)			
Weight Adjustment	0	(0.00) or (-0.00)			
Shipping Cost Adjustment	0	(0.00) or (-0.00)			
Cancel		ОК			

Figure 4-25 Edit Choice Items

- 7. By the **Items** field, click **New** to open the **Edit Choice Item** page. Here a description for the specific option is selected
- 8. In the **Display Name** field, enter an option description. For example, if setting up color options for a shirt, one option could be the color 'Blue'
- 9. In the **Value** field, enter a value that will be displayed in the shopping cart under the cart item description. 'Blue,' or an abbreviation for Blue, such as 'B' could be used



10. Several other functional options are available for the item in the Edit Choice Item page, including:

SETTING	DESCRIPTION
Null Item	Indicates whether this selection has a value of zero or has an actual value. Often used when an option is intended to describe other variables (such as a Customer Choice directing users to "Choose from this list of colors"), null items have no value.
Set as Default Item?	Allows the configuration for the customer choice selected to be displayed by default.
Image URL	Permits an image for the product to be pulled from another location.
Price Adjustment	Enter an amount for any configuration selected that adds extra cost charged to the customer for an item. For example, an embroidered shirt that has an option for gold thread that increases the cost of the item.
Cost Adjustment	Sets an amount a configuration chosen by the customer that results in an increase to the base cost of the item.
Weight Adjustment	If an option results in an option that increases the weight of an item, the cost can be increased with this setting.
Shipping Cost Adjustment	If an option results in higher shipping costs, a price adjustment can be made with this setting.

- 11. Click **OK** and the display returns to the **Edit Product Choice** screen
- 12. Click **OK** again
- 13. From the menu on the left select Inventory
- 14. Enter the quantity and the SKU

NOTE: The SKU entered here will be used as the Great Plains Item Code when the item is submitted with an order. The Item Code must exist in Great Plains for this to work.

- 15. Enter additional information on the Inventory page as needed
- 16. Click **OK**



20 - 20 - 20 - 20 - 20 - 20 - 20 - 20 -	
Available Qty	26
ventory when it reaches this level	5
Current Status	Available
reaches the update level qty then	Show Product as Back-Ordered, Allow Purchase
Back-Ordered Message	Back order on this item is approximately 2 wee
ity SKU	
Dress Shirt B	
	rentory when it reaches this level Current Status eaches the update level qty then Back-Ordered Message ty SKU

4-26 Item Numbers Setup

To complete the customer choice setup, the accessory options created in eSSS must be linked to their SKU in GP for each customer choice option.

- 1. Navigate to Products > Edit > Inventory
- 2. Each customer choice option (ex: blue, green, red) set up for an item will appear in the item's **Inventory** page as shown in the accompanying figure.
- 3. Enter the SKU created for the item in GP into the textbox in the SKU column
- 4. When finished, click the **OK** button


4.4.2.1.3. Images

Administration website location: Catalog > Products > (select an item and choose Edit) > Images

Each product can be displayed with unlimited images. Depends on the layout of the theme used, typically only the "Small" and "Medium" images are needed. Sizing options can be set in the **Settings** > **General Options** area, which also provide the sizing for "Tiny" size images. The "Tiny" sized images are using the "Small" size image files, but displayed in a different size using HTML. While the sizing options controls the sizes for "Tiny", "Small", and "Medium" images, unlimited number of "Additional Images" can be assigned to products and they would appear in its actual physical size as it was uploaded.

The "Small" size images are used in some category page layouts, and "Medium" size images are displayed on the product detail page. "Tiny" size images are displayed on the cart page if the option is enabled under Settings > Orders: Cart Page Options, and are displayed on the product detail page if the Show Additional Image Thumbnails on Product Detail Page option is enabled under Settings > General Options: Product Page Options.

New products also have the option of a "New" image overlaid to identify new products added to the store within a set time criteria. Control of the "New" image is handled in the theme style sheet. Settings for the time criteria this "New" image is displayed is controlled in the **Settings** > **Category and Search** area.

File path to the "Small" and "Medium" sized images are integrated from GP's **INET4** field, which is labeled **Image** by default. The value from the Image field will populate the "Small" and "Medium" image paths when the item is imported from GP.

Internet I	nformation		
Ele Edit	Iools H	elp	sa Fabrikam, Inc. 4/12/2013
Save	🍠 Clear	X Delete	4
Select Inform	ation for:	Rems 🔹	
Item Number			Q
Address ID		1	r.
Internet Infor	mation		1
	E-mail	11	
9- <u>-</u>	Home Page	7	
	FTP Site		
	Image		
	Login		
	Password		
	User Define	d1	<u> </u>
	User Define	d2	<u> </u>
	Additional In	formation	
11			-
			-
	e:		
14 4 > >1	1		<i>(</i>)

4-27 GP Image Settings

If there's a need to specify different image paths, the image paths can be managed on eSSS instead of GP. To turn off the image path integration:

- 1. Navigate to Settings > Nodus/Great Plains > Item Import Options
- 2. Un-check the **Update Item image links on Re-import** checkbox option to avoid GP overwriting any manual assignment
- 3. Use the following instructions to manually assign image paths for the small and medium images.

To Manually Specify an Image Path:

- 1. Navigate to Catalog > Products
- 2. Filter for the desired product item to be associated with the image
- 3. Mark the checkbox for the product item and click the Edit button
- 4. The product General Information page loads. From the left side menu, click Images
- 5. When the **Edit Product Images** page opens, populate the image paths by clicking the **Select** button to the right of the Small or Medium image area. Another option is to manually type-in the path to the file (relevant to the website root folder on the web server).





4-28 Edit Product Images

- 6. Locate the image in the Browse Images window and click the Choose This Image button
- 7. The **Edit Product Images** page returns. Add additional images to be displayed with the product item by clicking the **Add Additional Image** button or repeat the process described in the preceding steps



Figure 4-29 Image Upload Utility



To Resize or Optimize the Image:

- 1. After clicking the **Select** button, the page to upload images will show as in the accompanying figure. Click the **Browse** button to select an image from your local drive.
- 2. Choose the appropriate settings in the Upload Images box. If you would like the image to display in the source file size, click the Upload button. Options are available to automatically resize and optimize the image for you, making it easy to create consistently sized images. Depending on the setting in the Settings > General Options area, images will be forced to the defined sizes or displayed in the source file size.

Careful planning will help keep the store organized. It is recommended to rename files such as "book_small.jpg" "book_main.jpg" etc. When the properties have been set, click the **Upload** button. The image will be displayed in the right side preview window, click the **Choose this Image** button to use this image.

View images from the folder browser by clicking on a folder (bottom center of the accompanying figure). Select the image in the list and then the **Choose this Image** button to select this image for use.



4.4.2.1.4. Related Items

Administration website location: Catalog > Products > (select an item and choose Edit) > Related Items

Related items are similar products that you would like to display when the main product is viewed. For example, in the case above when the "*Computing for Dummies*" book is viewed by a shopper, the Related item "Dell Powerhouse" will be displayed in a small list below the main product image as shown in the accompanying figure.

Pod Case Pod Dock	S	ear	ch By Keyv	rord/SKU	ipod	Find
	1	1				1
			5KU	Name	True Status	
	1	-	1900	Iped		
		7	IPOD CASE	iPod Case		
~~~	Add	P	IPOD DOCK	iPod Dock	0	
Bem	ove >>		IPOD MINI	1pod Mini	۵,۵	
-	1	L.			1.1.1.1	

Figure 4-30 Related Items



0	Ipod
	Appool aggreeo Now that you can buy movies from the iTunes Store and sync them to your iPod, the whole world is your theater. With a 30GB or 80GB iPod in hand, those movies fit comfortably next to TV shows, new iPod games, podcasts, audiobooks, photo albums, and, of course, an
242	entire library of music — up to 20,000 songs, in fact. Now starting at \$249, iPod is a pocket- size prodigy
More Images	Accessories C Scanner
( Email Page )	C Later Printer
You may also like	C Bose Speakers
You may also like	Yout Frine \$249.99
÷.	Quantity 1
	Unit. Of Measure Each
iPod Case	Add to Cart
19	Volume Discounts
E.	Qty Price 1 \$30.00 Case
Nº.	1 #30.00 Each
iPed Deck \$99.00	
1 A2002	Customer Reviews

Figure 4-31 Related Item in Store



## 4.4.2.1.5. Categories

## Administration website location: Catalog > Products > (select an item and choose Edit) > Categories

Assuming categories have been created prior to creating/editing the product, the categories list shown in accompanying figure makes it easy to select where the product will appear. To associate the product with one or multiple categories:

- 1. Check the checkbox corresponding to each category name as shown in the following figure.
- 2. Click the Save Changes button



Figure 4-32 Assigning Categories

## 4.4.2.1.6. Inventory

## Administration website location: Catalog >Products > (select and edit an item) > Inventory

This page controls inventory handling of the selected product. To configure the inventory settings for a product item, refer to the accompanying table.

SETTING	DESCRIPTION
Available Qty	The item quantity available on the website can be adjusted from this textbox.
Reserved inventory level	By default, items are considered out-of-stock when the inventory level reaches zeroThe item is considered out-of-stock when it reaches the reserved inventory level entered in this field.
Current Status	This is a display on the item inventory page that Indicates whether a product is currently available.
When available qty reaches the update level	This drop list provides a set of options for what action is taken when item inventory reaches a specified replenishment level. Options include:
	<ul> <li>Remove Product From Store</li> <li>Leave Product on Store (do not track inventory)</li> <li>Show Product as Back-Orders. Allow Purchase</li> <li>Show Product as Back-Ordered. Do Not Allow Purchase</li> </ul>
Back-Ordered Message	Enter a customer message to explain that a product item is in back ordered status.



		Available Qty	26
Update	Inventory	y when it reaches this level	5
		Current Status	Available
Vhen available q	ty reaches	s the update level qty then	Show Product as Back-Ordered, Allow Purchase
		Back-Ordered Message	Back order on this item is approximately 2 wee
	Constant of the local division of the local	SKU	
Select a Color	Qty	SKU	

Figure 4-33 Product Inventory



### 4.4.2.1.7. File Downloads

### Administration website location: Catalog > Products > (select an item and choose Edit) > File Downloads

Downloadable digital files, such as music, books or software can be sold on the website. To set up download file sales:

- 1. Enter the information in the File Download area of the Edit Product configuration
- 2. You can either upload a file using the Browse button, or if the file is too large and risks timing out the upload process the file can be sent via FTP into the Files folder
- 3. Enter the file name located in the Files folder if it was manually sent by FTP
- 4. Enter the name you would like displayed to the customer in the Friendly Title field
- 5. Select the options for availability of the download after it has been purchased and the number of times it can be downloaded. If the **Available for** field is set to unlimited, the quantity is bypassed.
- 6. Click the **Add File** button

**NOTE:** For unlimited downloads without a quantity limit, set the **Available for** setting to Unlimited and **Can be Downloaded** quantity to zero (0).

C:\Documents and Setting Browse
Product Download
unlimited - Never Expires 💌
3 times
Add File

Figure 4-34 File Downloads



### 4.4.2.1.8. Customer Reviews

# Administration website location: **Catalog > Products >** (select an item and choose Edit) **> Customer Reviews**

If configured in the **Settings** > **Product Reviews** area, product reviews may be created or edited in the Product Reviews area of the Edit Product option (Navigate to **Catalog** > **Products** > (choose product and click **Edit** > **Inventory**). You can create new product reviews manually if collecting via e-mail or another source not directly from within the store. From this area you can also moderate the reviews for each particular product.



#### **Figure 4-35 Customer Reviews**

Customer Rev	view Edit	
User	Audio System User ID 30 1/12/2011 11:46:25 AM	
Rating	4 Stars 💌	
Karma Score	0	
Approved		
Review	Test review for this product	<u> </u>
Cancel	ОК	

4-36 Edit Customer Reviews



# 4.4.2.1.9. Volume Discounts

# Administration website location: Catalog > Products > (select an item and choose edit) > Volume Discounts

You may offer volume discounts to eStore customers. The discounts must be set up in the Great Plains pricelist. When you import items from Great Plains, all pricing data including volume discounts are imported. You can also set volume discount levels for each item in eSSS.

Priginal Site Pri	ce: \$0.00			
Qty	Price			
1	\$45.00	Edit	Delete	
10	\$42.99	Edit	Delete	
100	\$39.99	Edit	Delete	
Qty Pri	ce			

#### Figure 4-37 Volume Discounts

### To set up volume discounts:

- 1. Navigate to the **Volume Discount** page for the desired item
- 2. To set the first volume pricing level, enter a required quantity for the discount to take effect
- 3. In the **Price** textbox, enter the item price to be applied when the required quantity is reached
- 4. Click the New Level button
- 5. Repeat for each level

**NOTE:** Each level can be edited or deleted by clicking the corresponding links as shown in the accompanying figure.

# 4.4.2.1.10. Extended Pricing/Myridas

If used, this feature should be activated before importing items from Great Plains.

Extended Pricing is a Great Plains feature that allows special conditions to be set for pricing items, such as establishing a percentage discount and date range for a President's Day sale. Myridas is a similar addon program with specialized features.

**NOTE:** Great Plains Extended Pricing and Myridas cannot be used at the same time. Either of these features must first be configured in Nodus Synchronizer.

- 1. Navigate to Start > All Programs > Nodus Technologies > Nodus Synchronizer > Configuration to open the Nodus Synchronizer Configuration window and click Store Setup
- 2. When the **Store Setup** window opens, select the store where extended pricing is to be activated and click **Synchronizers**
- 3. When the Synchronizers window opens, choose the inventory items under the Synchronizer class and click **More Options**
- 4. When the Item Settings window opens, check the Synchronizer Extended Pricing box.
- 5. In the Extended Pricing Type drop list, chose either Myridas or Extended
- 6. Close the Synchronizer window

The choice must now be activated in eSSS.

- From the eSSS home page, navigate to the Settings tab > Nodus/Great Plains from the vertical Settings menu
- 2. In the Feature Management section at the bottom of the page, from the GP Pricelist Setup drop list, choose either **Use Extended GP Pricing** or **Use Myridas AG Pricing**
- 3. Click the Save Changes button

Feature Management		-
GP Pricelist Setup	Disable ALL GP Pricing	<ul> <li>Image: A set of the set of the</li></ul>
Make Unit of Measure Selectable	Use Standard GP Pricing Use Extended GP Pricing	ction 💌
Promotion Price Sheet Options	Use Myridas AG Pricing Disable ALL GP Pricing	Þ
Show credit information to customer		

Figure 4-38 Extended Pricing



# 4.4.3. Catalogs

### Administration website location: Catalog > Catalogs

The Customer Specific Catalog is an optional module that permits the administration to assign a product(s) to a catalog for specific customers.

Disal	-	Specific Catalog		New		
Maximu Find By:	m Results:	20 Catalogs		Find		
1						
	CataLog N	lame			C.	atalogxProducts
	CatA					
	TESTA					Edit
	TESTB					
1						CatalogxUsers Edit Delete
<					>	
Mass	Upload Cat	alogs/Categor	ies via Spre	adsheet		

Figure 4-39 Customer Specific Catalog

# 4.4.3.1. Setting up the Catalog

- 1. Unmark the **Disable Customer Specific Catalog** checkbox to enable the Customer Specific Catalog **NOTE**: Once enabled by default, all users will not see any products until permissions have been assigned to them.
- 2. In the Catalog Name: box, enter a name that describes the new category
- 3. Click the New button and the catalog name appears in the display box

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# 4.4.3.2. Setting Up Products in the Catalog

- 1. Use the Search feature to locate a catalog that requires product set-up
- 2. In the display box, mark the checkbox by the catalog
- 3. Click the Edit button in the CatalogxProducts box to open the Edit Catalog Products page
- 4. Use the search function to look up products by keyword or SKU number
- 5. Mark the checkbox by the product to be added to the catalog. Multiple products can be chosen as needed, or the whole page of product selected by marking the checkbox in the header row
- 6. Click the Add button to populate the Selected Products window
- 7. Click the **OK** button

Selected Products		Avail	able Products				
12345 A100 ANSW-ATT-1000	<< Add	Searc By:	h Keyword/	SKU 🔽	Find		
	Remove >>	Maxir Resu		<b>Y</b> ame	Status	Status	
			12345		0		
			A100	A100 Short Des	0		
			PHON-ATT- 5354	Attr. 5354	9		
			ANSW-ATT- 1000	Attractive Answ			
			24X IDE	CD ROM	0		
			32X IDE	CD ROM	0		
			40X IDE	CD ROM	0		
			100XLG	cell phone back	0		
			ACCS-CRD- 12WH	Cord	●/●	~	

Figure 4-40 Edit Catalog - Products

# 4.4.3.3. Assigning Users to the Catalog

- 1. Use the Search feature to display a list of catalogs
- 2. Mark the checkbox by the catalog where users are to be assigned
- 3. Click the Edit button in the CatalogxUsers box
- 4. Use the Search feature to locate the user(s) to be assigned to the catalog
- 5. Mark the checkbox by the user to be assigned to the catalog
- 6. Click the Add button to populate the Selected Users/Classes window
- 7. Click the **OK** button



**NOTE:** This page gives the option of assigning viewing rights to customers and/or to GP Class IDs. If all users are to be granted viewing rights, the **Everyone** checkbox is marked.

Selected Users/Classes			Use: Everyone Ouser Ouser GPClassID							
admin@nodus.com	<< Add Remove >>	Find Maxi Resu	imum 20 Hear	Find S						
		1					1			
			Username	GP CustomerID	Last Name	First Name				
			admin@nodus.com	30			Admir			
			test@nodus.com	AARONFIT0001			Nodu: Techr			
			test@test.com	B&H			B&H			
			bac@nodus.com	WEB000000000207	Bui	Bac	Nodue			
						1	>			

#### Figure 4-41 Edit Catalog - Users

# 4.4.3.4. Deleting a User or Product from the Catalog

- 1. Mark the checkbox by an existing catalog
- 2. Click the Edit button in either the **CatalogxProducts** or **CatalogxUsers**, depending on whether a user or product is to be added
- 3. The Edit page opens
- 4. Delete a product or user by highlighting the entry in the Selected Products or Selected Users window
- 5. Click the **Remove** button
- 6. Click the **OK** button

# 4.4.3.5. Deleting a Catalog

- 1. User the Search feature to populate the display window
- 2. Mark the checkbox by the catalog to be deleted
- 3. Click the Delete button



# 4.4.4. Shared Choices

## Administration website location: Catalog >Shared Choices

Shared Choices are global, pre-defined fields that can be used with any product in the store and is created once. Once created, the Shared Choice acts as a template for use when Customer Choice options are created for a product item.

For example, a Shared Choice can be created for a generic shirt that would include variables such as available sizes and colors. If dozens of shirts from different manufacturers need to be input onto the webstore, using a pre-made Shared Choice template eliminates the need to input color and size options for each shirt manufacturer.





# 4.4.4.1. Creating a Shared Choice option

- 1. Choose a customer input method such as radio button or text entry, from the droplist
- 2. Click the **New** button
- 3. When the **Edit Product Choice** page opens, enter a property name and a display name for the item, For example, if setting up color options for a shirt, the property name could be 'Color' and the display name for the website could be 'Choose Your Color'



dit Product (	Choic	e			
Property Name	Color				
Display Name	Choose	Your Color			
Required Field?					
Wrap Text?					
Text Box Size	1	rows			
	20	columns			
Cancel		1	OK		

Figure 4-43 Shared Choices - Edit Product Choice

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**NOTE:** Other options are available at this point, such as making the product choice a required field and options affecting the display, such as the ability to wrap text and change the text box size

- 4. By the Items field, click **New** to open the **Edit Choice Item** page. Here a description for the specific option is selected
- 5. In the **Display Name** field, enter an option description. For example, if setting up color options for a shirt, one option could be the color 'Blue'
- 6. In the **Value** field, enter a value that will be displayed in the shopping cart under the cart item description. 'Blue,' or an abbreviation for Blue, such as 'B' could be used
- 7. Several other functional options are available for the item in the Edit Choice Item page, including:

SETTING	DESCRIPTION
Null Item	Indicates whether this selection has a value of zero or has an actual value. Often used when an option is intended to describe other variables (such as a Customer Choice directing users to "Choose from this list of colors"), null items have no value.
Set as Default Item?	Allows the configuration for the customer choice selected to be displayed by default.
Image URL	Permits an image for the product to be pulled from another location.



Price Adjustment	Sets an amount for any configuration selected that adds extra cost charged to the customer for an item. For example, if an embroidered shirt has an option for gold thread that increases the cost of the item.
Cost Adjustment	Sets an amount a configuration chosen by the customer that results in an increase to the base cost of the item.
Weight Adjustment	If an option results in an option that increases the weight of an item, the cost can be increased with this setting.
Shipping Cost Adjustment	If an option results in higher shipping costs, a price adjustment can be made with this setting.

- 8. Click OK and the display returns to the Edit Product Choice screen
- 9. Click **OK** again. The Shared Choice is now ready for use when a new Customer Choice is create
- 10. To use a Shared Choice, choose a product item and open the Customer Choices page
- 11. From the Add Shared Choice drop list, choose a Share Choice option for the product
- 12. Click the New button
- 13. Continue to add the Customer Choice option as described in the **Customer Choices** section of this document as needed

# 4.4.4.2. Edit or Delete a Shared Choice

- 1. Navigate to the **Shared Product Choices** page and select a template by marking the checkbox next to the Shared Choice
- 2. To delete the Shared Choice, click the **Delete** button and the template is removed from the list of Shared Choices
- 3. To edit the Shared Choice, after marking the checkbox, click the Edit button
- 4. Make any edits needed for the Property Name and/or Display Name and click **OK**
- 5. If other options need to be changed, click the **Edit** button in the display list and make further edits from the **Edit Choice Item** page



# 4.4.4.3. Cloning a Shared Choice

If a Shared Choice template needs to be changed and then re-used for other items, the cloning feature can be used.

Cloning allows the Shared Choice template to be copied and renamed. At that point any changes needed can be made. The result is a new template that is easier to create than starting from scratch. To clone a Shared Choice template:

- 1. In the **Shared Product Choices** page, mark the checkbox by the original Shared Choice to be duplicated
- 2. In the Clone as textbox, enter a new name for the template
- 3. Click the Clone button and the new template will be added to the Shared Choices list
- 4. Mark the checkbox for the new template and click the **Edit** button to make any changes needed

Clone as	
----------	--

Figure 4-44 - Cloning feature



# 4.4.5. Sales

### Admin .website location: Catalog >Sales

Merchants can create two types of sales in Nodus eStore Solution Stack; storewide sales and sales by individual product item.

# 4.4.5.1. Store Wide Sale

To create a new sale, navigate to **Catalog** > **Sales** and click the click the **New** button. Do not change Store Wide Sale default setting. Configure the discount type per the options as shown in the accompanying figure.



#### Figure 4-45 Store-Wide Sale Configuration



Edit Sale		
Sale Type		
Store Wide Sale		
C Sale by Product		
Discount Type		
• Amount of GP Pricing		
C Percent of GP Pricing	4	currency amount
C Get 1 FREE when you b	uy	
Note: "Get 1 Free" option doe: Start Date (Current Server Time is 4/18/2 4/18/2011		
End Date (Current Server Time is 4/18/2 4/18/2011	011 10:39:17	PM)
T Allow sale prices lower t	han cost?	
		· · · · · · · · · · · · · · · · · · ·
Cancel		Save Changes

Figure 4-46 Store-wide Sale Configuration when GP pricing is enabled

- 1. Click the **Storewide** radio button
- 2. Select a discount type, which is one of three types:

**NOTE:** The discount can be one of two methods: Percentage off or Dollar off.

SETTING	DESCRIPTION
Site Cost (your cost)	Unavailable when GP pricing is enabled
List Price	Unavailable when GP pricing is enabled
Site Price (normal sale price)	Display as GP pricing when GP pricing is enabled

3. Set the start date and end date for the term of the sale

**NOTE:** To make the sale open-ended, set the ending date several years in the future.

4. When done, click **Save Changes** to commit the sale to the store.



# 4.4.5.2. Sale by Product

Creating a Sale by Product is similar to that of a Store Wide Sale with the added task of selecting the sale product items.

- 1. From the Sale page, mark the Sale by Product radio button
- 2. When the product selector list opens, filter and choose one or more product items
- 3. Click the Add button to move these items to the Products Apply To list
- 4. Select a discount option from the Discount Type list
- 5. Unless **Get 1 FREE when you buy** is chosen, enter a discount amount in the percentage/currency textbox
- 6. Choose a start and end date for the product sale

**NOTE:** To make the sale open-ended, set the ending date several years in the future.

7. Click the Save Changes button

Edit Sale		
Sale Type		
C Store Wide		
Sale by Pr Products	oduct	
Apply To		Select Products
24X IDE		Search By Keyword/SKU
32X IDE		Maximum Results 20 Items 💿 💽
		1
		SKU Name Inv. Status
		Z4X IDE 24x CD-ROM
	<< Add	☑ 32X IDE 32× CD-ROM
		40X IDE 40× CD-ROM
	Remove >>	📕 🗖 A100 🛛 Audio System 🔵
		1

#### Figure 4-47 Sale by Product Configuration





Figure 4-48 Sale by Product Configuration #2

Discount Type		
C Amount of GP Pricing		
• Percent of GP Pricing	4	percent
C Get 1 FREE when you	buy	
Note: "Get 1 Free" option doe	s not apply for "Cus	tomer Choice Item"
Start Date (Current Server Time is 4/18/	2011 10:40:21 PM	)
4/18/2011		
End Date (Current Server Time is 4/18/	2011 10:40:21 PM	)
4/18/2011		
Allow sale prices lower	than cost?	

Figure 4-49 Sale by Product Configuration #3 when GP Pricing is enabled



# 4.4.6. Discounts

### Administration website location: Catalog > Discounts

A discount is similar to a sale with more granular control of when a discount may be applied, such as a quantity ordered or a price level minimum, as well as control of the sale by use of a "promotional code" to apply a discount to a purchase. Creating discounts can be used as rewards for frequent shoppers, marketing efforts, or focused merchant sale efforts.

To create a new discount, click the **Discount** menu item on the left side of the Catalog admin area. Four types of discounts can be created, and based on trade discounts and order totals.

## 4.4.6.1. Order Total

The order total discount is based on the final price of the order. To set up this discount:

- 1. From the Discounts page, click New
- 2. When the Edit Discount page opens, choose Order Total from the Discount Type order page
- 3. Enter a description of the discount in the Discount Description textbox
- 4. Choose permissions for either the **Everyone** group, or just **GP Customer Classes** and/or users selected in the following steps
- 5. Choose a users group by clicking the tab for:
  - Users
  - User GP Class ID Pulls from the Great Plains users class list
- 6. Use search to filter a list of users
- 7. Mark the checkbox by the users or user classes that are eligible for the discount
- 8. Click the Add button to populate the Selected Users/Classes list
- 9. In the **By** field, enter a discount amount and choose a discount type
  - Amount: monetary discount. For example, \$20 off
  - Percent: a percentage discount of the total
- 10. Enter a start and end date for the discount period

NOTE: To make the discount open-ended, choose an end date many years in the future

- Set a quantity start and end point for the discount by entering a number in the **If quantity is** textbox.
   For example, if a shopper needed to purchase three items to be eligible for the discount, then '3' would be entered here.
- 12. Set an amount start and end point for the discount by entering a monetary amount in the **and the total is** textbox
- 13. If requiring a promotional code (entered during the checkout process), mark the **This discount** requires a promotional code of checkbox
- 14. Enter the name of the promotional code in the adjacent textbox
- 15. If there is a limit to the number of times the promotional code can be used for the discount, enter the amount in the **and can be used X times per customer** textbox



- 16. If multiple promotional codes are offered and no combining of these offers is allowed, mark the **The Promotional Code may NOT be combined with other Promotional Codes** checkbox
- 17. Click the **OK** button to save these settings

Edit Discount		197	1
Discount Type:	Order Total	~	
Discount Description:	Audiophile		

Figure 4-50 Discount by Order Total #1

	Discount Type: Discount Description:	Order Tot	al	_	~				
ermission for: O:Everyone O:Selected Users a	and GP Customer Classi	05							
AARONFIT0001		Users	Class IDs	Ŋ.					
	-		Find By	Any		¥			
		Max	imum Results	20 U	seis	•	Fin	۹)	
	<< Add	1							6
	Remove >>		Username		GP CustomerID	Last Name	First Name	Compa	
	C. Minister		admin@nodus	.com	30	User	Admin		
	_		AARONFITODO	15	AARONFIT0001	Fitz	Aaron	Aaron F Electrica	
			ADAMPARKOO	01	ADAMPARK0001	Fark Resort	Adam		
			fred@fred.con	n.	WEB000000033		fred		
					- 1			(8)	
	Вγ	0	Amount	-	er				
	Starting On			2011	-				
	Ending On	ALC: NOT	obruary 👻	6.07					
01	y and Total are haved on	Treday	obruary Mil	2011					
	If quantity is >=								
	and the total is $\geq =$		-						
This discount requ	tires a promotional code	[] of							
		and can be	used 1		times per custo	mer			
The Desenational Con	le may NOT he combined				ALCONT VESSELVES				

Figure 4-51 Discount by Order Total



# 4.4.6.2. Product(s)

The parameters for creating the discount are the same as discussed in the **Discount by Order Total** above. The only difference is the option to specify the product(s) the discount may be used for. Use the standard product filter system to locate the desired products then click the **Add** button to load the desired products that apply to the discount. To create product discounts:

- 1. From the Discounts page, click New
- 2. When the Edit Discount page opens, choose Product(s) from the Discount Type order page
- 3. Enter a description of the discount in the **Discount Description** textbox
- 4. Use search to filter a list of products
- 5. Mark the checkbox by the product items that are eligible for the discount
- 6. Click the Add button to populate the Apply To list
- 7. Choose permissions for either the **Everyone** group, or just **GP Customer Classes** and/or users selected in the following steps
- 8. Choose a users group by clicking the tab for:
  - Users
  - User GP Class ID pulls from the Great Plains users class list
- 9. Use search to filter a list of users
- 10. Mark the checkbox by the users or user classes that are eligible for the discount
- 11. Click the Add button to populate the Selected Users/Classes list
- 12. In the **By** field, enter a discount amount and choose a discount type
  - Amount monetary discount. For example, \$20 off
  - **Percent** a percentage discount of the total
- 13. Enter a start and end date for the discount period
  - NOTE: To make the discount open-ended, choose an end date many years in the future
- 14. Set a quantity start and end point for the discount by entering a number in the **If quantity is** textbox. For example, if a shopper needed to purchase three items to be eligible for the discount, then '3' would be entered here.
- 15. Set an amount start and end point for the discount by entering a monetary amount in the **and the total is** textbox
- 16. If requiring a promotional code (entered during the checkout process), mark the **This discount** requires a promotional code of checkbox
- 17. Enter the name of the promotional code in the adjacent textbox
- 18. If there is a limit to the number of times the promotional code can be used for the discount, enter the amount in the **and can be used X times per customer** textbox
- 19. If multiple promotional codes are offered and no combining of these offers is allowed, mark the **The Promotional Code may NOT be combined with other Promotional Codes** checkbox
- 20. Click the **OK** button to save these settings



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	Discount Type:	Product(s)			*			
	Discount Description:	1			Part			
фрту То:		Select P	roducts					
A100			Search By	Keywo	rd/SKU	<b>~</b>		
	9	Maxim	um Results	20 Iter	ns	~	Find	
		1	and the second second	12	and the second			1
	-	and the second second	SKU Name		Inv. Status			
			A10C Audio	o Sys	ten 😈			
	<< Add							
	Remove >>							
		_						
								9
		4						0
emission for:		4	6		10	62		<u>)</u>
		4			P	2		<u>()</u>
O Everyone	s and GP Customer Cla				ľ	2		) D
Permitssion for: O Everyone O Selected User AARONFIT0001	s and GP Customer Cla		Class IDs		ľ	1		
O Everyone ③ Selected User	s and GP Customer Cla	Isses	Class IDs	Ī	I.	2		
O Everyone ③ Selected User	s and GP Customer Cla	Isses		Any	Į			
O Everyone ③ Selected User	s and GP Customer Cla	Isses	Class IDs Find By	Any	Ŋ	×.		(8)
O Everyone O Selected User	s and GP Customer Cla	Users		Any 20 U	sers		Fis	e a final second
O Everyone ③ Selected User	s and GP Customer Cla	Users	Find By	_	sers		Fin	<u>a</u>
O Everyone ③ Selected User	<< Ad3	Users Users Maxi	Find By	_	GP	Last	First	
O Everyone O Selected User	9	Users Users Maxi	Find By mum Results	20 U	GP CustomerID	Last	_	
O Everyone O Selected User	<< Ad3	Users Maxi	Find By mum Results Username	20 U	GP CustomerID	Last Name	First Name	Compa Aaron Fi
O Everyone O Selected User	<< Ad3	Users Maxi	Find By mum Results Username admin@nodus	20 U	GP CustomerID 30	Last Name User Fitz	First Name Admin Aaron	Compa

Figure 4-52 Discount by Product

Ву	0 Amount
Starting On	12 💌 January 💌 2011 💌
Ending On	19 🖌 January 💌 2011 💌
Qty and Total are based on	Order
If quantity is >=	1
and the total is >=	0.01
This discount requires a promotional code	of
	and can be used 1 times per customer
The Promotional Code may NOT be combined with other Promotional Codes	
Cancel	ОК





# 4.4.6.3. Shipping Method

A discount may be applied to reduce the shipping cost for orders meeting select parameters. The parameters for configuring a discount are the same as above. The key difference is that only the shipping charges are discounted.

- 1. From the Discounts page, click New
- 2. When the Edit Discount page opens, choose Order Total from the Discount Type order page
- 3. Enter a description of the discount in the **Discount Description** textbox
- 4. Choose permissions for either the **Everyone** group, or just **GP Customer Classes** and/or users selected in the following steps
- 5. Choose a users group by clicking the tab for:
  - Users
  - User GP Class ID Pulls from the Great Plains users class list
- 6. Use search to filter a list of users
- 7. Mark the checkbox by the users or user classes that are eligible for the discount
- 8. Click the Add button to populate the Selected Users/Classes list
- 9. In the By field, enter a discount amount and choose a discount type
  - Amount monetary discount. For example: \$20 off
  - Percent a percentage discount of the total
- 10. Enter a start and end date for the discount period

NOTE: To make the discount open-ended, choose an end date many years in the future

- 11. Set a quantity start and end point for the discount by entering a number in the **If quantity is** textbox. For example, if a shopper needed to purchase three items to be eligible for the discount, then '3' would be entered here
- 12. Set an amount start and end point for the discount by entering a monetary amount in the **and the total is** textbox
- 13. If requiring a promotional code (entered during the checkout process), mark the **This discount** requires a promotional code of checkbox
- 14. Enter the name of the promotional code in the adjacent textbox
- 15. If there is a limit to the number of times the promotional code can be used for the discount, enter the amount in the **and can be used X times per customer** textbox
- 16. If multiple promotional codes are offered and no combining of these offers is allowed, mark the **The Promotional Code may NOT be combined with other Promotional Codes** checkbox
- 17. Click the **OK** button to save these settings



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Discount Type:	Shipping	Method		~			
Discount Description:	omphilia						
Permission for: O Everyone O Selected Users and GP Customer Classe	25						
AARONFIT0001	Users	Class IDs					
-		Find By	Any		*		v
	Max	kīmum Results	20 U	sers	<b>~</b>	Fin	d
< Add	] 1						~
Remove >>		Username		GP CustomerID	Last Name	First Name	Compa
		admin@nodus	.com	30	User	Admin	
		AARONFIT000	1	AARONFIT0001	Fitz	Aaron	Aaron F Electrica
		ADAMPARK00	01	ADAMPARK0001	Park Resort	Adam	
	1						>
	- All Ship	ping Methods -	*				
Ву	0	Amount	*				
Starting On	4 💌 F	ebruary 💌	2011	~			
Ending On	11 💌 F	ebruary 💌	2011	*			
Qty and Total are based on	Order	M					
If quantity is >=	.in.						
and the total is >= This discount requires a promotional code	11 H			-			
	of	4					
The Promotional Code may NOT be combined	and can be	e used	-	times per custo	mer		

Figure 4-54 Discount by Shipping Method



# 4.4.6.4. Product Shipping Discount

This option allows a discount to be subtracted from the shipping cost for a specific product. The process for creating the discount is the same as discussed in the previous sections except that both a product item and a user/user group must be selected.

- 1. From the Discounts page, click New
- 2. When the Edit Discount page opens, choose Order Total from the Discount Type order page
- 3. Enter a description of the discount in the **Discount Description** textbox
- 4. Use search to filter a list of products
- 5. Mark the checkbox by the product items that are eligible for the discount
- 6. Click the Add button to populate the Apply To list
- 7. Choose permissions for either the **Everyone** group, or just **GP Customer Classes** and/or users selected in the following steps
- 8. Choose a users group by clicking the tab for:
  - Users
  - User GP Class ID pulls from the Great Plains users class list
- 9. Use search to filter a list of users
- 10. Mark the checkbox by the users or user classes that are eligible for the discount
- 11. Click the Add button to populate the Selected Users/Classes list
- 12. In the By field, enter a discount amount and choose a discount type
  - Amount monetary discount
  - **Percent** percentage discount
- 13. Enter a start and end date for the discount period

NOTE: To make the discount open-ended, choose an end date several years in the future.

- 14. Set a quantity start and end point for the discount by entering a number in the **If quantity is** textbox.For example, if a shopper needed to purchase three items to be eligible for the discount, then '3' would be entered here.
- 15. Set an amount start and end point for the discount by entering a monetary amount in the **and the total is** textbox
- 16. If requiring a promotional code (entered during the checkout process), mark the **This discount** requires a promotional code of checkbox
- 17. Enter the name of the promotional code in the adjacent textbox
- 18. If there is a limit to the number of times the promotional code can be used for the discount, enter the amount in the **and can be used X times per customer** textbox
- 19. If multiple promotional codes are offered and no combining of these offers is allowed, mark the **The Promotional Code may NOT be combined with other Promotional Codes** checkbox
- 20. Click the **OK** button to save these settings



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	Discount Type:	Product(s)	Shipping Discount	~			
	Discount Description:						
ply To:		Select	Products				
100	102		Search By Keyv	vord/SKU	~		
		Maxi	mum Rasulta 20 lte	ems	× 🔛	Find	
		1					0
			SKU Name	Inv. Status			
			A10C Audio Sy	sten 💮			
	<< Add	1					
	Remove >>						
		100					100
		1.26[7]	0		1.1		20
		<u>.</u>	S	19	A		<u></u>
) Everyone		<u> T</u>		ß	2		<u>a</u> ť
) Everyone ) Selected Users a	and GP Customer Class	ses		ß	2		<u>a</u> Č
) Everyone ) Selected Users a	and GP Customer Class	ses Users	Class IDs	ß	2		<u>.</u>
) Everyone ) Selected Users a	and GP Customer Class		Class IDs	Į	4		<u>a</u> 1
) Everyone ) Selected Users a	and GP Customer Class		Any				
) Everyone ) Selected Users a	and GP Customer Class						31
) Everyone ) Selected Users a	and GP Customer Class	Users	Find By	/ Users		Fig.	a)
) Everyone ) Selected Users a	1	Users	Find By		× •	Fig	3
) Everyone ) Selected Users a	and GP Customer Class	Users	Find By	Users	<b>N</b>		
) Everyone ) Selected Users a	<< Add	Users	Find By		<b>N</b>		d Compa
) Everyone ) Selected Users a	1	Users Max	Find By Any	Users GP CustomerID	<b>N</b>	First Name	
) Everyone ) Selected Users a	<< Add	Users Mas 1	Find By Any	Users GP CustomerID	Last	First Name	Compa Aaron Fi
) Everyone ) Selected Users a	<< Add	Users Max	Find By	GP CustomerID 30 AARONFIT0001	Last Name User Fitz	First Name Admin Aaron	Compa
) Everyone ) Selected Users a	<< Add	Users Max	Find By Any climum Results 20 Username admin@nodus.com	Users GP CustomerID 30	Last Name User Fitz	First Name Admin Aaron	Compa Aaron Fi
amitsion for: DEveryone D Selected Users a WRONFIT0001	<< Add	Users Max	Find By	GP CustomerID 30 AARONFIT0001	Last Name User Fitz	First Name Admin Aaron	Compa Aaron Fi

Figure 4-55 Product(s) Shipping Discount

	- All Shipping Methods - 👻	
Ву	0 Amount 💌	
Starting On	12 💌 January 💌 2011 💌	
Ending On	19 💌 January 💌 2011 💌	
Qty and Total are based on	Order 💌	
If quantity is >=	1	
and the total is >=	0.01	
This discount requires a promotional code	of	
	and can be used 1 times per customer	
The Promotional Code may NOT be combined with other Promotional Codes		
Cancel		ОК

#### Figure 4-56 Product(s) Shipping Discount 2



# 4.4.6.5. Products with Free Shipping

This option allows free shipping for a specific product item. The process for creating the discount is the same as discussed in the previous sections except that both a product item and a user/user group must be selected.

- 1. From the Discounts page, click New
- 2. When the Edit Discount page opens, choose Order Total from the Discount Type order page
- 3. Enter a description of the discount in the **Discount Description** textbox
- 4. Use search to filter a list of products
- 5. Mark the checkbox by the product items that are eligible for the discount
- 6. Click the Add button to populate the Apply To list
- 7. Choose permissions for either the **Everyone** group, or just **GP Customer Classes** and/or users selected in the following steps
- 8. Choose a users group by clicking the tab for:
  - Users:
  - User GP Class ID: Pulls from the Great Plains users class list
- 9. Use search to filter a list of users
- 10. Mark the checkbox by the users or user classes that are eligible for the discount
- 11. Click the Add button to populate the Selected Users/Classes list
- 12. In the **By** field, enter a discount amount and choose a discount type
  - Amount: monetary discount. For example, \$20 off
  - Percent: a percentage discount of the total
- 13. Enter a start and end date for the discount period

NOTE: To make the discount open-ended, choose an end date many years in the future

- 14. Set a quantity start and end point for the discount by entering a number in the **If quantity is** textbox. For example, if a shopper needed to purchase three items to be eligible for the discount, then '3' would be entered here.
- 15. Set an amount start and end point for the discount by entering a monetary amount in the **and the total is** textbox
- 16. If requiring a promotional code (entered during the checkout process), mark the **This discount** requires a promotional code of checkbox
- 17. Enter the name of the promotional code in the adjacent textbox
- 18. If there is a limit to the number of times the promotional code can be used for the discount, enter the amount in the **and can be used X times per customer** textbox
- 19. If multiple promotional codes are offered and no combining of these offers is allowed, mark the **The Promotional Code may NOT be combined with other Promotional Codes** checkbox
- 20. Click the **OK** button to save these settings



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	Discount Type:	Product(s) with Free Sh	ipping	~			
	Discount Description:						
pply To:		Select Products		L			
A100	02	Search By	Keyw	ord/SKU	<b>~</b>		
	Sa	Maximum Results	20 Ite	ms	~	Find	
		1					-
	-	SKU Nar		Inv. Status			
	100	A10( Aud	lio Sys	ten 🥮			
	<< Add	1					
	Hemove >>						
							125
		(III)					001
		<u>a</u>			1		<u>.</u>
		3		11	2		31
DEveryone	sers and GP Customer Class	<u>ses</u>			2	1	
	sers and GP Customer Class			Į,	7		<u>a</u> t.
) Everyone ) Selected U:	sers and GP Customer Class	ses Users Class IDs		J.	7		<u>I</u>
) Everyone ) Selected U:	sers and GP Customer Class			J.			
) Everyone ) Selected U:	sers and GP Customer Class		y Any				and a
) Everyone ) Selected U:	sers and GP Customer Class	Users Class IDs	v				
) Everyone ) Selected U:	sers and GP Customer Class	Users Class IDs	v	Jsers		Fig	di in
OEveryone	sers and GP Customer Class	Users Class IDs Find 8 Maximum Results	v			Fin	II.
) Everyone ) Selected U:	1	Users Class IDs Find 8 Maximum Results	20 L	GP	Last	First	6
) Everyone ) Selected U:	1	Users Class IDs Find 8 Maximum Results 1 Username	20 L	GP CustomerID	Last Name	First Name	
) Everyone ) Selected U:		Users Class IDs Find 8 Maximum Results	20 L	GP CustomerID	Last	First	Compa
) Everyone ) Selected U:		Users Class IDs Find 8 Maximum Results 1 Username	20 L	GP CustomerID	Last Name	First Name	6
) Everyone ) Selected U:		Users Class IDs Find B Maximum Results 1 Username admin@nod	y 20 L	GP CustomerID 30	Last Name User Fitz	First Name Admin Aaron	Compa Aaron Fi
) Everyone ) Selected U:		Users Class IDs Find 8 Maximum Results 1 Username admin@nod AARONFITO	y 20 L	GP CustomerID 30 AAR.ONFIT0001	Last Name User Fitz	First Name Admin Aaron	Compa Aaron Fi

Figure 4-57 Products with Free Shipping

	- All Shipping Methods - 💌	
Ву	100 Percent 🛩	
Starting On	12 V January V 2011 V	
Ending On	19 V January V 2011 V	
Qty and Total are based on	Order 💌	
If quantity is >=	1	
and the total is >=	0.01	
This discount requires a promotional code	of	
	and can be used 1 times per customer	
The Promotional Code may NOT be combined with other Promotional Codes		
Cancel		ОК

Figure 4-58 Products with Free Shipping 2



# 4.4.7. Update Inventory

#### Administration website location: Catalog > Update Inventory

Typically, inventory quantities are maintained and synchronized with Great Plains. For any reason, if the eSSS admin has been set up not to use Great Plains for inventory level reference, then the admin can use the **Update Inventory** page to quickly maintain the item's available quantities. To utilize this feature:

- 1. Filter and search to create an inventory list
- 2. In the Action column, click the droplist arrow and choose the inventory action:
  - Add
  - Subtract
  - Set To
- 3. In the Quantity column, enter an amount in the textbox
- 4. Click the Submit button

**NOTE:** Clicking **Edit** on the product item allows the user to change details such as automatically updating Inventory Status when a certain quantity level is reached. See section **Catalog** > (Choose Product) > **Inventory** in this user's guide for more details.

Search By Keywo				Find	_	
Filter All	<b>~</b>					
SKU	Name	Available Qty	Status	Action	Quantity	
512 SDRAM	512 MEG RAM	5	•	Add 👻	0	Edit
6.5HD	6.5 gig Hard Drive	5	•	Add Subtract	0	Edit
A100	Audio System	-6		Set To		Edit
24X IDE	CD ROM	-62		Add 🗸	0	Edit
40X IDE	CD ROM	1	0	Add 🗸	0	Edit
2-A3284A	Dual Core Server	0		Add 🔽	0	Edit
100XLG	Green Phone	-17	0	Add 🔽	0	Edit
ACCS-HDS-1EAR	Headset	35	0	Add	0	Edit
333PROC	Processor	0		Add 🔽	0	Edit
256 SDRAM	RAM test	6		Add 🗸	0	Edit

#### Figure 4-59 Update Inventory



# 4.4.8. Product Types

# Administration website location: Catalog > Product Types

In addition to the default product properties, such as short description and long description, the Product Types feature provides the ability to assign additional product properties.

A Product Type is a "template" defining the additional product properties for products. Each product is assigned with a Product Type, and inherits the product properties defined under the Product Type template. Each new product property is defined by a Type Property. Additional information on Type Properties is discussed in the next section.

Changing a product's Product Type can be done on the Edit Product page -**Catalog** > **Products** > (select the product) > click **Edit** button.

#### To create a new product type:



Figure 4-60 Product Type page

- 1. From the Product Type page, click the New button and the Edit Product Type page opens
- 2. In the Product Type Name field, enter a name for the new product type
- 3. Select any associate type properties from the Available Properties list and click the << Add button

**NOTE:** Populating the **Available Properties** list is discussed in the **Catalog** > **Type Properties** section of this document

4. Click the Save Changes button and the new product type will appear on the Product Type list



#### Figure 4-61 Product Type Builder


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In above figure, the product type "Book" is defined by selecting from available properties as defined in the Type Properties area (additional information on Type Properties is discussed in the next section). Select the available properties from the list on the right and click the **<< Add** button to select a property for the template. As shown in below figure, the types are included in the Other Properties area of the product's General Info page. This system makes it easy to keep a consistent product creation scheme such as in an online book store providing consistent information across all products of the same type.

Shunsuripti.		21 m 주요 전체	
Long Description			^
9			9
Other Properties	Title:		~
			2
	Author:		~
			8
	Publishing House:	Random House 💌	
	Publication Date:	27 🝸 January 💽 2004 💙	
	ISBN:		0
and an and		and an and the second second	un ny

Figure 4-62 Property Types - Other Properties



## 4.4.9. Type Properties

## Administration website location: Catalog >Type Properties

Type Properties are provided to define new product properties. Type Properties are grouped by a Product Type, then the Product Type is assigned to Products that should inherit the Type Properties on the Product Type. Please refer to the previous section for more information on Type Properties.



Figure 4-63 Type Properties

Type Properties allows input of extra information, such as title and author, and are then grouped into a Product Type, such as Books. After being associated with Type Properties, products are then assigned with a Product Type. **Example:** products assigned with the 'Books' Product Type could have the Title and Author fields as added properties.

Products defined with Type Properties will have the defined properties shown on the Product Detail page, as well as some of the category layouts.

Type properties can be one of four types:

- Text
- Multiple Choices
- Currency
- Date



## 4.4.9.1. Text

The Text property type provides the ability to enter text associated with this field in the **Other Properties** section as discussed in the **Product Type** topic. As shown in the accompanying figure, in the other properties section of creating a new product, a textbox allows the input of data. The label for the textbox will be as displayed under **Display Name** in the **Edit Type Property** page and the contents of the text box, if provided, will be populated with the Default Value. This information can be for merchant use only if clearing the **Display on Site** checkbox and this information can also be used to provide information to the drop shipper when this product is purchased.

Property Name	New Property	
	New Property	
Display On Site?	V	
Display To Drop Shipper?		
Default Value		
Cancel		Save Changes

Figure 4-64 Text Property Type



## 4.4.9.2. Multiple Choice

A multiple choice property type will provide a drop down selector in the other properties configuration of a new product. In the case below, the person configuring a new product will see a drop down containing shirt sizes X-Large to Small. This will not provide a selection system to the shopper; this is only for merchant configuration of a new product.



Figure 4-65 Multiple Choice Property Type

## 4.4.9.3. Currency

A currency property type is a field that will contain data in the type "currency" or money. In the example shown in the accompanying figure, a bonus is provided to a vendor for all orders of this particular product. The merchant can specify the bonus amount per product by using this template that will appear in the **Other Properties** area of a new product configuration. In the figure we cleared the checkbox so that this information is not displayed to the public but only provided in the information to the drop shipper and for internal use only.

Display Name New Property Display On Site?  Display To Drop Shipper?	
Display To Drop Shipper?	
6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Currency Symbol United States - \$1.23	
Default Value	*

#### Figure 4-66 Currency Property Type



## 4.4.9.4. Date

A date field can be used for information such as expiration date in the sample displayed in the accompanying figure. In this case we are configuring a field that will be set in a product type including this type property assigned to a new product. A default value is set however can be changed when configuring the new product.

Property Name	New Property	
Display Name	New Property	
Display On Site?	V	
Display To Drop Shipper?	<b>V</b>	
Default Value	9 • April • 2	2007 💌
Cancel		Save Changes

Figure 4-67 Date Property Type



## 4.4.10. Manage Files

#### Administration website location: Catalog > Manage Files

If you have a product that offers downloads, enter the information in the **File Download** area of the **Edit Product** configuration. You can either upload a file using the **Browse** button, or if the file is too large that it may time out during the upload process, the file can be uploaded using FTP into the "Files" folder. Choose a pre-loaded file from the droplist.

Product: Audio Syst	tem 🔽		
Disable customer fil	e downloading feature		
Available for	unlimited - Never Exp	oires 🗸	
Can be downloaded	3 times		
Upload CSV data		Browse	Add File
	Use name as title		
File name	CatalogCategoryImp	ortTemplate.xls	
Friendly Title			
	Add File		

Figure 4-68 Manage Files

Enter the name you would like displayed to the customer in the "Friendly Title" field. Select the options for availability of the download after it has been purchased and the number of times it can be downloaded. If the "Available for" is set to unlimited, the quantity is bypassed.

- 1. Choose an item from the **Product** drop-down list
- 2. If already checked, unmark the Disable Customer File Downloading feature checkbox
- 3. Choose a length of time the download will be available from the Available for drop-down list
- 4. Enter a maximum quantity for downloads. Leave blank if unlimited downloads are allowed
- 5. Click the Browse button to locate a CSV data file
- 6. Click the **Add File** button
- 7. Create a title by one of three methods:
  - Mark the Use name as title checkbox
  - Choose a name from the File name drop-down list
  - Enter a working title in the Friendly Title textbox
- 8. Click the Add File button to make the download available on the website



## 4.4.11. Quick Order Product Suggestions

### Administration website location: Catalog > Quick Order's Product Suggestions

Quick Order gives the ability to group products and allow them to be easily added to the shopping cart. Items can be grouped in three ways. These grouping options can be accessed in the admin section by navigating to **Catalog** > **Quick Order's Product Suggestions**.

**Items from Order History** – Add the number of Order History Items in the Quick Order Entry section of the webpage.

**Blank Item Entry** - Add the number of Blank Item Entry Items in the Quick Order Entry section of the webpage.

**Product Suggestions** – Search and filter items to find the products to be displayed. Choose one or more product suggestions by marking the adjacent checkbox. When finished adding products, click the **Save Changes** button.

Quick Order's Product	suggestions	1 1 2 9	
Activate QuickOrder Entry			
History OrderItems Number of History OrderItems on Qu	uickOrder Entry	0	
Number of Blank ItemEntry on Qu	1.00		
Product Suggestions			
	Search By:	Keyword/SKU	Fied
	Maximum Result	sc 20 items 🗸	
Product ID Name Description			
Product ID Name Description			

Figure 4-69 Quick Order Admin Page



## 4.4.11.1. Quick Order Entry Web Page Store

- 1. Navigate to the store home page
- 2. Click the Quick Order Entry menu link and the Quick Order page loads.
- 3. To order a product, enter the amount in the Qty box and click the Add to Cart button
- 4. In the Blank Order Entry page, enter a product ID or SKU number and quantity and click the **Add to Cart** button
- 5. Click the Shopping Cart link at the top of the page to view and/or order the items in the cart

**NOTE:** Quick Entry can also be utilized in the shopping cart. Enter the Product ID or SKU in the Product: box and type a quantity in the adjoining box, then click the **Add to Cart** button to add the product to the shopping cart.

Product Name Short Desc Black Mouse Jen small turtle Attractive Wall	UnitOfMeasure Each Each Each	<b>Price</b> 35 17	Qty	
Short Desc Black Mouse Jen small turtle	Each Each	35	Qty	
Black Mouse Jen small turtle	Each			
small turtle		17		
1920 CONTRACTOR CONTINUES (1920)	Each			
Attractive Wall		50		
	Each	69.95		
Audio High Fi	Each	220		
ASMB-LBR-0001	Hour	0		
Psalms CD		0		
Gone With the Dishwater		3		
10000		Price	Oty	
A100+ extra power		40		
ASMB-LBR-0001	Hour	0		
Attractive Wall	Each	69 <b>.</b> 95		
-Item Entry				
			Qty	
	ASMB-LBR-0001 Psalms CD Gone With the Dishwater Nuct Suggestion Product Name A100+ extra power ASMB-LBR-0001 Attractive Wall	ASMB-LBR-0001 Hour Psalms CD Gone With the Dishwater  Nuct Suggestions  Product Name UnitOfMeasure A100+ extra power  ASMB-LBR-0001 Hour Attractive Wall Each	ASMB-LBR-0001 Hour 0 Psalms CD 0 Gone With the Dishwater 3 Nuct Suggestions Product Name UnitOfMeasure Price A100+ extra power 40 ASMB-LBR-0001 Hour 0 Attractive Wall Each 69.95	ASMB-LBR-0001 Hour 0 Psalms CD 0 Gone With the Dishwater 3  Nuct Suggestions  Product Name UnitOfMeasure Price Qty A100+ extra power 40 ASMB-LBR-0001 Hour 0 Attractive Wall Each 69.95  -Item Entry

#### Figure 4-70 Quick Order Entry Page



## 4.4.12. Item Updater

### Administration website location: Catalog > Item Updater

The item updater provides a simple method for making item updates to Great Plains and the webstore. This tool exports items from Great Plains onto a spreadsheet where changes can be made and submitted to Great Plains where the changes are shared between GP and the webstore.

1. Start by choosing an export option, such as all products or refine the export by choosing a category or catalog option

Export Opt	100 B	oducts ct One-	Export	3								
-10	By Ca	oducts ategory atalog	2 tegory	Catalog	Minimum Qty	Maximum Qty	Short Description	Long Description	Meta Title	Meta Keywords	Meta Description	Small Image Location
100XLG	Green Phone	Generic Product	Z_Great Plains,QA item	test	1	999	Green Phone	Green Phone				images/products/100XLG_5.jg
24X 1DE	CD ROM	Generic Product	QA item	test	1	999	24x CD- ROM	24x CD- ROM				
256 SDRAM	RAM test	Genetic Product	QA item		1	999	256 meg SDRAM	256 meg SDRAM				mages/products/256 SDRAM_S.jpg
2- A3284A	Dual Core Server	Generic Product			1	ааа	Server	(	00			
333PROC	Processor	Generic Product	QA item		1	999	333 Processor	333 Processor				
40X IDE	CD ROM	Generic Product	QA item		1	999	40x CD- ROM	40x CD- ROM				images/products/40X IDE_S.pg
512 SDRAM	512 MEG RAM	Generic Product	Z_Great Plains	1	1	999	512 MEG RAM	512 MEG RAM				
6.5HD	6.5 gig Hard Drive	Generic Product			1	999	6.5 gig Hard Drive					
A100	Audio System	Generic Product	Z_Great Plains,QA item	test	1	999	Audio System	Audio System				images/products/\A100_s.jpg

#### Figure 4-71 Import - Export Products

2. When the page loads with the selected option, as shown in the above figure, click the **Export** button to create a spreadsheet.

NOTE: If a file mismatch message appears, ignore the message and continue opening the file

- 3. Save the spreadsheet, make any needed item updates and re-save the document
- 4. Browse to find the saved spreadsheet and click the Import button
- 5. If there are any errors, such as record conflicts between Great Plains and the spreadsheet, warning messages are displayed on the **Item Updater** page



## 4.4.13. Customer Specific Sites

### Administration website location: Catalog > Customer Specific Sites

This feature is an added functionality to the optional Multi-Site Distribution module to allow administrator to setup site restrictions by user groups. Administrators can create site groups that are linked with customers and inventory sites that determines which sites customers can purchase from. While this page provides the methods to set up site restrictions, the setting to enable the functionality is located at **Settings > Inventory Settings > Multi-Site Distribution**, and must be enabled before the setup starts taking effect.



**SETUP OVERVIEW:** Group sites into Site Groups, then utilize the Site Groups to assign permissions to customers. The assignment can be a mix of Customer records and Customer Classes – example: "Customer Class X" as well as "Customer 1" can be assigned to allow purchase from a Group. Each Customer record and Customer Class can be granted permissions to multiple Site Groups. Site Groups can be assigned to "Everyone" to allow all customers to place orders against sites within the Site Group.



## 4.4.13.1. Setting up a New Group Site

- 1. From the **Customer Specific Sites** page, create a site group by entering a descriptive name in the **Site Group Description** textbox
- 2. Click the New button and the new group appears on the master list of site groups
- 3. Mark the checkbox by the desired site group and click the **Edit** button for either the **Site Group Sites** or the Site **Group Users**

1	and the second se	<u>A</u>
	SiteGroup Name	
	Annual Specials	
	First Quarter Specials	
	Fourth Quarter Specials	
	Second Quarter Specials	Site Group x Sit
	Third Quarter Specials	Edit
1		
		Site Group x Us
		Edit
		÷
		Delete

Figure 4-72 Creating Site Groups



## 4.4.13.2. Setting up Inventory Locations for a Site Group

- 1. Click the Edit button in the Site Group Sites box to specify the sites for the group.
- 2. When the Edit Site Group Sites page opens, mark the checkboxes by the sites to be linked with the site group.

**NOTE:** Sites are imported from GP onto this list by navigating to **Settings** > **Nodus/Great Plains** > **Order Options** > **Import site information** and clicking the **Run Now** button.

- 3. Mark the checkbox(es) for as many sites as needed and click the Add button
- 4. Click the OK button to save the selections and return to the Customer Specific Sites page

hird Quarter Spe	cials				
Selected Sites		Availa	ble Sites		
103G	<< Add				Low
104G		123	4 5		
114G	Remove >>		Site ID	Site Description	
	57		101G	Andrew Wood	
			103G	Beth Gordon	
			102G	Bob Lawrence	
			104G	Charlie Price	
			106G	Donna Sauls	
			105G	Doug Watson	
			107G	Ed Barry	

Figure 4-73 Edit Site Group Sites



## 4.4.13.3. Setting up Users/Class IDs for a Group Site

- 1. From the **Customer Specific Site** page, mark the checkbox for the same site group chosen for site locations and click the **Site Group Users Edit** button
- 2. When the Edit Site Group Users/GP Class ID page opens, there are three options to select users and/or class IDs
  - a) To choose from all users and class IDs available in GP, mark the **Everyone** checkbox to select all users and class IDs available from GP
  - b) To choose from a list of users, mark the Users radio button
    - i. Mark the checkbox by the desired users
    - ii. Click the **Add** button to migrate the chosen users to the Selected Users/Classes window
  - c) To choose from a list of class IDs, mark the User GP Class ID radio button
    - i. Mark the checkbox for one or more class IDs
    - ii. Click the Add button to move the chosen class IDs to the Selected Users/Classes window
- 3. Click the OK button to save the selections and return to the Customer Specific Sites page

Third Quarter Spe	cials									
Selected Users/Classes		Use: Everyone Ousers Ouser GPClassID								
AARONFIT0001 ADAMPARK0001 fred@fred.com	<< Add Remove >>	Find I Maxin Resu	110m 20.11mars	ind		1				
		1								
			Username	GP CustomerID	Last Name	First Name	Compa			
			admin@nodus.com	30	User	Admin				
		2	AARONFJT0001	AARONFIT0001	Fitz	Aaron	Aaron F Electrics			
			ADAMPARK0001	ADAMPARK0001	Park Resort	Adam				
	4. ·	1	fred@fred.com	WEB00000033	fred	fred				
		<								



## 4.4.14. Product Tax Code

### Administration website location: Catalog > Product TaxCode

This feature is an added functionality used when working with third party tax tools (Avatax and Sabrix) that allows an administrator to view the assigned tax code of product. Tax code comes from GP with item importing. For Avatax, an administrator may map a file at GP as the source of tax code.



# 4.5. People

## 4.5.1. Users

### Administration website location: People > Users

This section will explain settings related to eSSS users. An eSSS user can be either:

- An imported customer from Customer List in GP
- A customer created directly from the website

NOTE: A user can also be a role-assigned administration user on the Web Store.

Users are "people" that have rights to assigned areas of eSSS just like Windows accounts. A user can have rights to view/access selected areas and can be used to limit employee access to select areas to perform their duties and disallow access to areas they are not permitted to view.

Use	ers							
	Find By	Any	•	]				
Max	imum Results	20 Us	ers 💌	Find				
1								1
	Username		GP CustomerID	Last Name	First Name	CompanyName		
	admin@nodu	s.com	30	User	Admin			
	AARONFIT00	01	AARONFIT0001	Fitz Electrical	Aaron			New
1								
								Select
								Edit
								Delete
							-	J
I۳	port optic	ons						
Gre	at Plains Cust Number:	omer						
Imp	oort Single Cus	tomer						

#### Figure 4-75 List of User Accounts



**NOTE:** You may also use the import feature on the user's page to import individual customers from Great Plains into the shopping cart. This is primarily used as a test to verify that the Nodus Synchronizer is working. The Synchronizer's job is to automatically send data back and forth between Great Plains and eSSS.

**IMPORTANT:** Customer and inventory deletions in Great Plains are not automatically synchronized with the store site, and must be manually removed using the website's Admin User interface.

### 4.5.1.1. Create a New User

- 1. Click the New button from the Users page to create a new user
- 2. When the Create New User page opens, enter the contact and password information
- 3. Click OK. The new user account will appear on a list of users on the Users page

### 4.5.1.2. Assign Rights to a New User

- 1. After creating a new user, assign their "rights" by assigning roles to each user.
- 2. In the list of user accounts, mark the checkbox for the user to be assigned roles
- 3. Click the **Edit** button
- 4. The **Edit User** page opens. If created in GP, the user may have certain information displayed depending on how rights were assigned in GP.
- 5. In the Roles section, highlight a pre-defined role (role creation is discussed in the following section) in the **Not A Member Of** box
- 6. Click the Add button and the role will be assigned to the user

NOTE: Roles can be deleted by highlighting a role in the Member Of box and clicking Remove

7. Click Save Changes to make the new role(s) permanent

ember Of		Not A Member Of
Order Admin People Admin Web Services Access	<< Add	Administrator Content Admin Product Admin Report Users
	Remove >>	Settings Admin

Figure 4-76 Edit User - Assigning Roles #2



## 4.5.1.3. Allow a CSR/Salesperson to Use a Customer Account

This feature allows an employee to work on behalf of a customer by granting them use of the customer account. When authorized, the employee can place orders on behalf of the customer. To enable this feature:

- 1. From the main user list, mark the checkbox by the designated employee
- 2. Click the Select button
- 3. A message box opens on the **Users** page indicating that the user can now place orders for the customer

## 4.5.1.4. Assign Pricing Levels to Users

Users can also be edited to assign pricing levels. Pricing levels are brought in from Great Plains when the first product is imported. A sales person can also be assigned to each user, when that user places an order the sales person will be notified by e-mail.

## 4.5.1.5. Restrict Salesperson Account Access

When implemented, this feature will only allow a Salesperson to see and manage only the accounts assigned to their Sales ID. To activate this function:

- 1. From the main user list on the **Users** page, mark the checkbox by the designated salesperson
- 2. Click the Edit button
- 3. Just above the **Roles** section, enter the user's GP Salesperson ID in the **I'm a salesperson with GP** Salesperson ID textbox
- 4. Click the **Save Changes** button



## 4.5.1.6. Editing and Deleting Users

When editing a user, contact information can be modified, e-mail addresses added, pricing levels set and roles assigned. To edit a user:

- 1. From the Users page, filter the list to show the desired user
- 2. Mark the checkbox for the user
- 3. Click the Edit button and the Edit User page opens
- 4. Make any changes needed
- 5. Mark the Save Changes button to make the changes permanent

**NOTE:** To delete a user; from the master user list, mark the checkbox by the desired user and click the **Delete** button.

Note: Disable Login will trigger the check Disable checkout will only prevent These options are controlled by GP	customers from placing order.
Allow Login?	flow Checkout?
User	Name AARONFIT0001
E-mail A	ddress aaron@fit.com
First	Name Aaron
Last	Name Fitz
Company	Name Aaron Fitz Electrical
Pricing Level/Price	Book Standard Pricing  Edit Pricing Levels
Tax Ex	empt? Exempt No:
Tax Schee	uleID USASTCITY-6*
NA Custo	merID
Custome	r Class USA-ILMO-T1
Paymen	tTerm Net 30
Sales Per	son ID PAULW.
Sales Persor	Email
Sales Territ	ory ID TERRITORY 1
Customer Di	
I'm a salesperson with GP Salesper	son ID Save Changes

Figure 4-77 Editing User Information



## 4.5.1.7. Adding and Editing User Addresses

Often, users and customers will have multiple addresses for satellite offices, warehouses, etc. These addresses are added and edited from the Addresses section at the bottom of the **User** page.

### To add an address:

- 1. Navigate to Users > (select and edit a user from main list) > Edit User
- 2. In the Addresses section, click the New button
- 3. When the Edit User Address page opens, add information to the address form as needed
- 4. Click the **OK** button
- 5. Repeat for as many additional addresses needed for the user account

### To edit an address:

- 1. Navigate to Users > (select and edit a user from main list) > Edit User
- 2. In the Addresses section, click the Edit button
- 3. When the Edit User Address page opens, change information as needed
- 4. Click the **OK** button

### To delete an address:

The primary address is located in GP and cannot be deleted. Other addresses created in eSSS must be manually deleted from the appropriate GP database.

**NOTE:** Additional information that is related to the user account, such as tax and shipping information is displayed. This additional information can be edited from GP.



New	
PRIMARY Bob Fitz One Microsoft Way Redmond, WA 98052 United States Phone: * 425-555-0101 •	WAREHOUSE Bob Fitz 11403 45 St. South Chicago, IL 60603 United States Phone: 312-555-0102 G
Fax: 312-555-0101 Additional Info:	Fax: 312-555-0102 Additional Info:
UPSZone:	UPSZone:
ShippingMethod: LOCAL DELIVERY TaxScheduleID: USASTCITY-6* SiteID:	ShippingMethod: LOCAL DELIVERY TaxScheduleID: USASTCITY-6* SiteID:
SalespersonID:	SalespersonID:
TerritoryID:	TerritoryID: UDF1:
UDF1: UDF2:	UDF2:

Figure 4-78 Add and Edit User Addresses



## 4.5.2. Roles

### Administration website location: People > Roles

eSSS allows specific roles to be created and assigned to users. A list of these users is maintained and can be edited from the master list.

## 4.5.2.1. Creating a User Role

- 1. Enter the role designation in the New Role Name textbox
- 2. Click the **New** button
- 3. The new user role appears in the role list as shown in the accompanying figure



Figure 4-79 Roles

## 4.5.2.2. Assigning Permissions to the Role

- 1. Highlight the user role from the role list
- 2. Click the Edit button
- 3. When the **Edit Role** page opens, mark the checkboxes by the permissions to be assigned to the role as shown in the accompanying figure below
- 4. Click the Save Changes button

### 4.5.2.3. Assigning Users to the Role

- 1. Highlight the user role from the role list
- 2. Click the Edit button
- 3. When the Edit Role page opens, use the search function to create a user list



- 4. Mark the checkboxes by the users to be assigned permissions for that role
- 5. Click the **Save Changes** button

tambers	Select		_		
	en Add	Find By First Name  admin tonum Rasulta 20 Users		Find	
	1       	Username CustomerID Name I	First Name Admin	A STATE OF A STATE OF A	
llowed to enter admin area?	~	Allowed to enter user area?	V	Allowed to create new user?	6
		Allowed to enter user area? Allowed to enter role area?	<b>E</b>	Allowed to create new user? Allowed to select user?	
llowed to enter Products area?					E
llowed to enter Products area? llowed to enter People area?	2	Allowed to enter role area?		Allowed to select user?	E
llowed to enter Products area? Ilowed to enter People area? Ilowed to enter Orders area?	2	Allowed to enter role area? Allowed to enter manufacture area?	2	Allowed to select user? Allowed to edit user?	E
Allowed to enter admin area? Allowed to enter Products area? Allowed to enter People area? Allowed to enter Orders area? Allowed to enter Reports area? Allowed to enter Page Content area?	2 2 2 2 2	Allowed to enter role area? Allowed to enter manufacture area? Allowed to enter vendor area?		Allowed to select user? Allowed to edit user? Allowed to delete user?	55

Figure 4-80 Edit Roles



## 4.5.3. Manufacturers

#### Administration website location: People >Manufacturers

By clicking the **Manufacturers** menu item on the left side of the **People** area, you can view a list of available manufacturers. Click the **Edit** next to the manufacturer listed to view their information as shown in the figure shown below, or click **New** to add new manufacturers.

Manufacturers				
# A B C D E F G	HIJKLMNOF	QRS	TUVW	X Y Z All
l manufacturers found				New
1				
Manufacturer	Email			
Nodus Technologies, Inc.	manufacturer@nodus.com	Edit	Delete	

#### Figure 4-81 List of Manufacturers

Manufacturers are assigned to a product along with Section "Vendors" to track sales data and provide email order notifications to products in which they are assigned.

Edit Manufa	cturer
Manufacturer Nam	Nodus Technologies, Inc.
E-mail Addres	manufacturer@nodus.com
Country	United States
First Name N	fanufacturing
Middle Initial	
Last Name	
Company Name	lodus Technologies, In
Address 2	50 W. First St.
S	Suite 302
City/Locality	Jaremont
State/Region	California.
Postal/Zip Code g	1711
Phone g	094824701
Fax	
Web Site URL h	ttp://www.nodus.com
Cancel	Save Changes

#### Figure 4-82 Manufacturers



## 4.5.4. Vendors

### Administration website location: People > Vendors

Vendors, like the manufacturers section, are associated as a distributor for a product and will receive notifications of orders for products sold in which the vendor is assigned. Click the filter row to filter vendors by the first letter of the vendor name, in the example above; clicking the letter N would filter to the single vendor listed.

### **NOTES:**

- Click the Edit button to make changes to Vendor information
- To import vendors from Great Plains, click the Import Vendors button

# A B C	DEFGHIJ	K ∟ M	N O P	Q R	sт	υv	W	X Y	Z Al
l vendors fou	nd								New
1									
Vendor	Email								
	outlet@nodus.com	Edit	Delete						

#### Figure 4-83 Vendor List

Edit Vendor	
Vendor Na	me Nodus Outlet
E-mail Addr	outlet@nodus.com
Country	United States
First Name	John
Middle Initial	
Last Name	Doe
Company Name	Nodus Technologies, Inc.
Address	123 Main St.
City/Locality	Los Angeles
State/Region	California
Postal/Zip Code	90034
Phone	
Fax	
Web Site URL	http://www.nodus.com
Cancel	Save Changes

#### Figure 4-84 Add/Edit Vendor Screen



## 4.5.5. Affiliates

#### Administration website location: People > Affiliates

eSSS provides two main methods to create webstore affiliates:

- Affiliates can be manually created from People > Affiliates
- In **Settings** > **Affiliates**, a webstore sign-up form from the Customer Service page can be enabled that will automatically populate the Affiliates list

The list of affiliates can be viewed from **People > Affiliates**.

Affiliates		1 1 4
Found 1 Affiliates		New
Name		
Acme Supply	Edit	Delete
1		

Figure 4-85 Affiliate List

Web Site URL	http://
Affiliate Name	New Affliate
Commission Type	Percentage of Sale
Commission Amount	10
Referral Days	60
Link For Affiliate	http://65.85.70.197:6085/Affiliate.aspx?id=
Country United	I States
First Name	A Report
Middle Initial	Barris State
Last Rame	2
Company Name	
Address	
City/Locality	
State/Region - Sele	ct A State -
Postal/Zip Code	
Phone	
Fax	
Tax ID Number	
	Contraction of the second s
Driver's License Number	

**Figure 4-86 Creating Affiliates** 



## 4.5.5.1. Configuring a New Affiliate

1. Enter a website URL for the affiliate

**NOTE:** The affiliate can use any URL to the store that contains the parameter as specified in Settings...Affiliates under "Affiliate ID QueryString name". The default is "affid" therefore the affiliate could provide a link to the site such as http://www.yourstore.com/default.aspx?affid=yourid (replace 'your id' with the affiliate ID. In the accompanying figure it is shown as "1"). Another way to pass in a query string parameter without specifying a page: http://www.yourstore.com/?affid+youraffid.

- 2. Set the commission type; percentage of sale or flat rate commission
- 3. Enter the referral days this value is the number of days a cookie will persist such that a shopper that uses the affiliate link to visit the store can return to the store at a later time without using the affiliate link and the affiliate will still get credit for the sale.

**NOTE:** Refer to **Settings** > **Affiliate** to set how to resolve the conflict when shoppers use more than one affiliate link to visit the store. The **Affiliate Conflict Resolution** droplist on this page establishes two choices for which affiliate gets for the referral:

- Favor old affiliate:
- Favor new affiliate:
- 4. Enter affiliate information as needed. The following fields are required:
  - Address Name
  - First Name
  - Last Name
  - Address
  - City
  - Postal Code
  - Phone Number
- 5. Click the **OK** button



## 4.5.6. Mailing Lists

### Administration website location: People > Mailing Lists

Mailing lists help the user keep in touch with customers using promotions such as discounts, newsletters, etc.

## 4.5.6.1. Private and Public Mailing Lists

eSSS also can make mailing lists private so that merchants can control subscription lists such as public shopper versus a VIP customer list. A shopper must be signed in to subscribe to a mailing list. When signed in, a shopper can visit their **My Account** section of the store and click the Mailing Lists link to subscribe as shown in webstore screenshot.

To view available mailing lists for the store, navigate to **People > Mailing Lists** as shown below in the figure:

<b>Aailing List Option</b>	ns				
Disable Mailing U					1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.
Ask for mailing list s	ign up on Or	der Prev	iew page?	List Name	Store Mailing List
					Save Changes
urrent Lists					
				1 1	
	Private Ec	lit.	Delete	Edit	
t Lists Found List Name Store Mailing List	Private Ed	lit Edit	Delete	Emai	<b></b>
List Name	Private Ed		filesteen and the	Contract of the second s	<u> </u>

Figure 4-87 Mailing Lists Available

## 4.5.6.2. Adding a New Mailing List Entry

To create a new mailing list, enter the name for the mailing list then click **New**. If the mailing list is for internal use only, mark the **Private** checkbox.



### 4.5.6.3. Adding to/Editing the Mailing List:

Users can easily subscribe to Public mailing lists as shown in the figure below by clicking the **Subscribe** button. Subscribers can be viewed or members added/removed by clicking the **Edit** button. When clicking **Edit**, the **Edit Mailing List** screen appears as shown in the accompanying figure.

In the accompanying figure, the new "Store Mailing List" doesn't have any subscribers as the store isn't open yet. Users listed in the search dialog in the lower right can be added as needed in other admin areas. Check the checkboxes to the left of each user to add then click the **Add** button to instantly add the selected users to the mailing list. No further commands are needed.

Home > Your Account >			
Mailing Lists			
Name			
Boston Supermarkets, Inc.	Bubsonbe		
Sale	Subenihe		
Store Mailing List		Unsubscribe	0

Figure 4-88 Mailing Lists as shown on webstore

Edit Mailing Li	st	
Name	Store Mailing List	
Private	0	
Cancel	Save Changes	
ESt Uit Nettons		
Siembers		Select Univers to: Adul
	<< Add.	(eusmoler "Sm"
	Remove >>	Find
		<ul> <li>Usemane</li> <li>Last Name</li> <li>First Name</li> </ul>
		admin@bacommerce.com Boffsrare BV
1000	10 3 DOM	helper@bscoftware.com Helper _ RV /



## 4.5.6.4. Sending E-mails to the Mailing List:

- 1. When ready to send a message return to the Mailing Lists screen
- 2. Click the Email button adjacent to the desired user/mailing list name
- 3. When the Send Email to List page opens, specify if the message will be a Text or HTML e-mail message
- 4. Add a subject and enter a message
- 5. Click the **Email** button to send the e-mail



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Mailing List Optio	ns						
Disable Mailing L							
Ask for mailing list s		Order Prev	iew page?	List N	ame S	tore Mailing L	ist. 🛩
					ĺ.	Save Chang	es
Current Lists		4	_			<u> </u>	
Contraction of the					/		
Current Lists 1 Lists Found List Name	Private	Edit	Delete	Edit	/		
1 Lists Found	PROFESSION AND ADDRESS OF THE OWNER	Edit Edit	Delete Delete	Edit	Email		
1 Lists Found List Name	PROFESSION AND ADDRESS OF THE OWNER	and the second	A DATE OF A	Edit	Email		

4-90 Select a Mailing List name for E-mailing

Format	С техt Сити,	
From	admin@nodus.com	
Salejaci		
	Your message goes here	크
Message		
		*1

Figure 4-91 Send E-Mail to List



## 4.5.7. Gift Certificate Search

### Administration website location: **People > Gift Certificate Search**

#### Setting up Gift Certificates:

There are two ways to enable the Gift Certificate feature. The method used depends on the inventory policy preferred by the user.

- Enter gift certificates into Great Plains as an inventory item. If this is the procedure being used, then the Send in Gift Certificate as a Non-Inventory Item? checkbox located in Settings > Gift Certificates must be marked
- If gift certificates are not registered in Great Plains as an inventory item, the **Send in Gift Certificate** as a **Non-Inventory Item?** checkbox must be unmarked.

**NOTE:** If gift certificates are tracked in Great Plains and the **Send in Gift Certificate as a Non-Inventory Item** checkbox is unmarked, the gift certificate option can be viewed, but not successfully processed.

Gift Certificate Enter Order Number without Order Profix or part of the E-Certificate Number							
	Search						
11.3.C 1							
1 record(s) found	Amount Use	d Balarce	SendTo	SendDate	Status	Comment OrdertD	

Figure 4-92 Gift Certificate Search



# 4.6. Content

## 4.6.1. Home Page Content

#### Administration website location: Content > Homepage

The Homepage Content designer is a runtime designer to build content blocks for display on the home page. Using this runtime designer allows for making updates to the content without any need to edit physical files of the website.

As shown in the figure below, the home page consists of three columns where content block elements can be placed.



#### Figure 4-93 Homepage Content Sample Layout

Categories	WELCOME TO NODUS TECHNOLOGIES INC	Mailing List
<ul><li>Home</li><li>Great Plains</li></ul>	This is a sample content block. You can remove this block and the one above it if you wish. Both samples are given as examples of how to use	Email
Retail  Search	the CSS files and images to make theme specific areas.	"Sample Quote Number Three!" -Anonymous
Keyword D		



Please refer to chapter 4.6.4 below for details on each of the content blocks.



## 4.6.2. Category Page

### Administration website location: Content > Category Page

The Category Page content designer is a runtime designer to build content blocks for display on the category page. Using this runtime designer allows for making updates to the content without any need to edit physical files of the website.

The content designer is used to build the left side column of a category page, while the main body (right side column) of the page is controlled by the category properties.

As shown in the figure below, the content designer allows placing content block elements on the left column of the page.





Figure 4-95Category Page Side Content Sample Layout

Figure 4-96 Category Page Content as Viewed on Store

Please refer to chapter 4.6.4 below for details on each of the content blocks.



## 4.6.3. Product Page

### Administration website location: Content > Product Page

The Product Page Side Content designer is a runtime designer to build content blocks for display on the product details page. Using this runtime designer allows for making updates to the content without any need to edit physical files of the website.

The content designer is used to build the left side column of a product details page, while the main body (right side column) of the page is controlled by the product properties.

As shown in the figure below, the content designer allows placing content block elements on the left column of the page.



4-97 Product Page Side Content Designer

4-98 Product View on Store

Please refer to chapter 4.6.4 below for details on each of the content blocks.



## 4.6.4. Content Blocks

### Administration website location: Content > Home Page, Category Page, and Product Page

Content blocks are used on the Home Page, Category Page, and Product page content designers to add elements to each of the corresponding pages (see chapter 4.6.1, 0, and 4.6.3 above).

Click the Up or Down arrows on each content block element to move it up or down in order. Click on its **Edit** button to configure the settings for the corresponding content block. Click the **Delete** button to remove the content block.



On the content designer, available Content Block elements are listed in the drop down list above each of the columns that are available for configuration. Select a Content Block element you wish to add, then click the **New** button to add any of the Content Block elements.

New		
Category	Grid	•
Category	Grid	
Full Categ	jory Li	st
Category	Rotato	or
HTML Rot	tator	
Mailing Li	st Sig	nup
Product G	Grid	
Product R	lotator	
SearchBo	х	

Please refer to chapter 4.6.4 above for details on each of the content blocks.



## 4.6.1.1. Category Grid

#### Administration website location: Content > Home Page, Category Page, and Product Page

The Category Grid content block element will display links to the selected category in a grid based off the number of columns assigned to the content block. If the category is assigned with an Icon Image, the category's icon image is also displayed with the link.

To add a new Category Grid content block element, follow the steps below:

- 1. Select Category Grid from the drop down list above the column where the content should be placed
- 2. Click the New button
- 3. Set the number of columns to display the categories. Number of categories exceeding the Grid Columns would wrap to the next row and continue to display in additional rows until all categories are displayed.

	Block Type	Entegory Gr	d
	Grid Columns	3	
Items			New
-	Cancel	OW	

Figure 4-99 New Category Grid

4. Click the **OK** button to save the new Category Grid content block

The figure "Category Grid Element" below shows the new category list we just created in the center column of our homepage content.



Homepage Content	Category Grid 👱	Celegory Grid.
Column 1 Cutegories Att corp FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE FRMGOODE F	Column 2	y Grid Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete Delete
Bearch		

Figure 4-100 Category Grid Element

To configure a Category Grid content block element and set the categories you wish to display, follow the steps below:

- 1. From the content designer page, click the **Edit** button next to the Category Grid content block
- 2. Click the New button to add a new category to the Category Grid
- 3. Select a category from the drop down list
- 4. Click the **OK** button to confirm
- 5. Click the Edit button next to the category if you've made a mistake to go back to category selection
- 6. Repeat above steps until all desired categories to display in the category grid are added. The figure "Configure Category Grid" below shows example of three categories configured to be displayed in the category grid.



Figure 4-101 Configure Category Grid



**NOTE:** Images can be added to the category display. These category **Icon Images** are part of Category Properties. Go to the **Category Edit** page to administrate **Category** properties and add an icon image.

- 7. Clicking the up and down arrows next to each category to move them up and down to the order you wish for them to be displayed
- 8. Click the **OK** button and complete the configuration

Figure "Category Grid on Home Page" below shows an example of the category grid displayed on the homepage. The category grid is configured to be a maximum of three columns in this example.



Figure 4-102 Category Grid on Home Page

## 4.6.1.2. Category Lists

### Administration website location: Content > Home Page, Category Page, and Product Page

The category lists displays a vertical list of links to categories. It dynamically expands and displays lower level categories depends as the user lands on one of the category pages.

The **Full Category List** will enable the category list to fully expand in order to show all sub-categories. With the **Category List** and **Category List 2** options, subcategories are filtered to present a shorter list to keep the customer's focus on the current category as well as preventing display of excessive long list on the screen (see Figure Category Lists Comparison).


FULL CATEGORY LIST	CATEGORY LIST	CATEGORY LIST 2
Categories	Categories	Categories
Home Layouts Grid Layout SubCat1 SubCat2 SubCat3 Simple List Layout Detailed List Layout Detailed Quick Order Layout eTickets Supplies Donuts All Products New Products Parent Category eTix	Home Grid Layout SubCat1 SubCat2 SubCat3	Home Layouts Grid Layout SubCat1 SubCat2 SubCat3 eTickets Supplies Donuts All Products New Products Parent Category eTix

Figure Category Lists Comparison – Full Category List, Category List, & Category List 2

To add a new category list content block element, follow the steps below:

- 1. Select **Full Category List, Category List, or Category List 2** from the drop down list above the column where the content should be placed
- 2. Click the **New** button
- 3. Click the **OK** button to save the new content block

## 4.6.1.3. Category Rotator

## Administration website location: Content > Home Page, Category Page, and Product Page

A category rotator will randomly display a link of a category with each visit to the page. The link can also be accompanied by an icon image for the category. To learn about assigning images to display in a category rotator, read the Edit Category topic.

The figure "Category Rotator Live" below shows the category rotator in action on home page.



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Figure 4-103 Category Rotator Live

To add a new Category Rotator content block element, follow the steps below:

- 1. Select **Category Rotator** from the drop down list above the column where the content should be placed
- 2. Click the **New** button

Edit Homepag	e Block
Block Type	Category Rotator
Items	New
Cancel	ок

Figure 4-104 Creating a New Category Rotator

3. Click the OK button to save the new Category Rotator content block

To configure a Category Rotator content block element and set the categories you wish to display, follow the steps below:

- 1. From the content designer page, click the Edit button next to the Category Rotator content block
- 2. Click the New button to add a new category to the Category Rotator
- 3. Select a category from the drop down list
- 4. Click the **OK** button to confirm
- 5. Click the Edit button next to the category if you've made a mistake to go back to category selection
- Repeat above steps until all desired categories to display in the category rotator are added. The figure "Configure Category Rotator" below shows example of three categories configured to be displayed in the category rotator.





Figure 4-105 Configure Category Rotator

**NOTE:** Images can be added to the category display. These category **Icon Images** are part of Category Properties. Go to the **Category Edit** page to administrate **Category** properties and add an icon image.

- 7. Clicking the up and down arrows next to each category to move them up and down to the order you wish for them to be displayed
- 8. Click the **OK** button and complete the configuration

## 4.6.1.4. HTML Rotator

Administration website location: Content > Home Page, Category Page, and Product Page

The HTML Rotator will randomly display a HTML items with each visit to the page.

To add a new HTML Rotator content block element, follow the steps below:

- 1. Select HTML Rotator from the drop down list above the column where the content should be placed
- 2. Click the **New** button



Edit Homepage Block Type		
Items		New
Your HTML Goes Here	Edit	Delete
Cancel	-	OK

Figure 4-106 Creating new HTML Rotator

3. Click the **OK** button to save the new HTML Rotator content block

To configure a HTML Rotator content block element, follow the steps below:

- 1. From the content designer page, click the **Edit** button next to the HTML Rotator content block
- 2. Click the New button to add a new HTML Item to the HTML Rotator
- 3. Make edits to the HTML content you wish to publish

Edit Block Item	1.1.2
ITML	
<font color="red" face="Verdana" size="2">This is my second element&lt;</font>	:/font>
Manning: Novakicript is not supported in Design Model. Please avoid going into Design Model	
Cancel	OK

Figure 4-107 Editing a HTML item

- 4. Click the **OK** button to confirm
- 5. Click the Edit button next to the HTML item if you've made a mistake to go back to HTML editor
- Repeat above steps until all desired HTML items you wish to display are added. The figure "Two HTML Elements to be Rotated" below shows example of two HTML items configured that will be randomly selected to be displayed on the page



tems		Ne	w
Your HTML Goes Here	Edit	Delete	
This is my second element	Edit	Delete	

Figure 4-108 Two HTML Elements to be Rotated

7. Click the **OK** button and complete the configuration

**NOTE:** Rotation of HTML items is random and depends on browser cache and page views.

## 4.6.1.5. Mailing List Signup

## Administration website location: Content > Home Page, Category Page, and Product Page

A Mailing List Signup content block allows users to input their e-mail address, where the e-mail address will be saved to the mailing list that you have configured.

To add a new Mailing List Signup content block element, follow the steps below:

- 1. Select **Mailing List Signup** from the drop down list above the column where the content should be placed
- 2. Click the New button



4-109 Creating new Mailing List Signup

- 3. From the **Mailing List** drop down list, select the mailing list where the e-mail addresses should be saved
- 4. Click the **OK** button to save the Mailing List Signup content block



## 4.6.1.6. Product Grid

## Administration website location: Content > Home Page, Category Page, and Product Page

The Product Grid content block element will display products of your choice in a grid based off the number of columns assigned to the content block.

To add a new Product Grid content block element, follow the steps below:

- 1. Select Product Grid from the drop down list above the column where the content should be placed
- 2. Click the **New** button
- 3. Set the number of columns to display the products. Number of products exceeding the Grid Columns would wrap to the next row and continue to display in additional rows until all products are displayed.

Edit Homepa	ge Block
Grid Columns	3
Items	New
Cancel	ок

Figure 4-110 New Product Grid

4. Click the OK button to save the new Product Grid content block

To configure a Product Grid content block element and set the products you wish to display, follow the steps below:

- 1. From the content designer page, click the Edit button next to the Product Grid content block
- 2. Click the New button to add a new product to the Product Grid
- 3. Search for the product and check the checkbox next to it
- 4. Click the **OK** button to confirm
- 5. Click the Edit button next to the product if you've made a mistake to go back to product selection
- 6. Repeat above steps until all desired products to display in the product grid are added. The figure "Configure Product Grid" below shows example of three products configured to be displayed in the product grid.





Figure 4-111 Configure Product Grid

- 7. Clicking the up and down arrows next to each product to move them up and down to the order you wish for them to be displayed
- 8. Click the **OK** button and complete the configuration

Figure "Product Grid on Home Page" below shows an example of the product grid displayed on the home page. The product grid is configured to be a maximum of three columns in this example.



#### 4-112 Product Grid on Home Page



## 4.6.1.7. Product Rotator

### Administration website location: Content > Home Page, Category Page, and Product Page

A product rotator will randomly display a product with each visit to the page.

The figure "Product Rotator Content Block" below shows the product rotator in action on home page.





To add a new Product Rotator content block element, follow the steps below:

- 1. Select **Product Rotator** from the drop down list above the column where the content should be placed
- 2. Click the New button



Figure 4-114 Creating a New Product Rotator

3. Click the **OK** button to save the new Product Rotator content block

To configure a Product Rotator content block element and set the products you wish to display, follow the steps below:

- 1. From the content designer page, click the **Edit** button next to the Product Rotator content block
- 2. Click the New button to add a new product to the Product Rotator



- 3. Search for the product and check the checkbox next to it
- 4. Click the **OK** button to confirm
- 5. Click the **Edit** button next to the product if you've made a mistake to go back to product selection
- 6. Repeat above steps until all desired products to display in the product rotator are added. The figure "Configure Product Rotator" below shows example of three products configured to be displayed in the product rotator.



Figure 4-115 Configure Product Rotator

- 7. Clicking the up and down arrows next to each product to move them up and down to the order you wish for them to be displayed
- 8. Click the **OK** button and complete the configuration

## 4.6.1.8. Search Box

### Administration website location: **Content** > **Home Page, Category Page, and Product Page**

The Search Box content block element adds a textbox that will allow users to input keywords to search for products.



To add a new Search Box content block element, follow the steps below:

- 1. Select Search Box from the drop down list above the column where the content should be placed
- 2. Click the New button
- 3. Click the **OK** button to save the new content block

The figure "Search Box Content Block" below shows placement of a search box on the first column of the Homepage.

Category Grid 📃	Category Grid 📃	Category Grid
olumn 1 Categories	Column 2	Column 3
	Your HTML Go	Hes Mailing List
Delets Home MP3 Playe	The second se	Delete
Hard Drive		
Cell Phone		
20000		Sample Quote Number One
Search		Delete
Delsta		
		Edit
Edit		Creative Nomad
		\$199.00

4-116 Search Box Content Block

## 4.6.1.9. Social Network Plugins

### Administration website location: Content > Home Page, Category Page, and Product Page

The Social Network Plugins element will allow you to add the Twitter Button and/or with the combination of Facebook's Like Button and Like Box.

To add a new Social Network Plugins content block element, follow the steps below:

- 1. Select **Social Network Plugins** from the drop down list above the column where the content should be placed
- 2. Click the New button



- 3. Checkmark each of the options you wish to enable:
  - **Twitter Button** Add Twitter Buttons to the site to help your visitors share content and connect with you on Twitter.
  - Like Button The Like button lets users share pages back to their Facebook profile with one click.
  - Like Box The Like Box enables users to like your Facebook Page and view its stream directly from the homepage. The URL to your Facebook Page must be entered under Settings → General Options: Site Options, in order for this feature to work properly.
- 4. Click the **OK** button to save the new content block



## 4.6.5. Store Information

## Administration website location: Content > Store information

This area reflects basic information regarding the store. The store information is edited in this location in the administration settings and is displayed in the customer service area of the store. The copyright line will be displayed in the footer of the site. Do not prefix with a © symbol as one will be prefixed automatically.

Store Information	
Site Name:	BVC 2004 Store
Copyrights	2010 - Your Company
Address Name (eg: Offica, Home, or etc.,.)	
Country	United States
First Name	
Lost Name	
Company Name	BV Commerce Store
Address	123 Any Street
Gty/Locality	Richmond
State/Region	VA
Pestal/Eip Code	21233
Phone	2125556555 Ext
Tan	
Web Site Of	http://
Contact E-mails	admin@nodus.com
Site Sales Person ID)	
Site Sales Territory ID:	
Other contact information	Business hours are X-F Sam through Spm Eastern Standard Time.
Cancel	

#### 4-117 Store Information



#### Home >

#### Contact Us

BV Commerce Store 123 Any Street Richmond, VA 23233 United States Phone: 212-555-5555 http://

admin@nodus.com Business hours are M-F 9am through 5pm Eastern Standard Time.

4-118 Customer Service Information as Displayed on Store



## 4.6.6. Store Logo

### Administration website location: Content > Store Logo

Use this area to load the logo for your business onto the webstore. The logo will be displayed on the top left corner of the site as well as in e-mail correspondence. When specifying a logo, test the appearance on the site and e-mails and keep the file size, image size, and colors consistent with the theme.

Store Logo		
Upload New Logo:	Browse	Upload
Current Logo:	NODUSTechnologies, Inc.	

Figure 4-119 Store Logo



## 4.6.7. Store Meta Tags

### Administration website location: Content >Store Meta Tags

Meta tags can be assigned at the Store level, Category level, and for each individual product. Enter Meta keywords and description for the store in the editor as shown in the figure "Store Meta Tag Editor" above. Meta tags will be displayed and updated in a descending order of available meta tags. If the main page is displayed, the Store Meta Tags are used, if a category is displayed, and the category contains meta tag information, the categories meta tags will be used. Subsequently, if the Meta tag information has been defined for a product and a product detail is being viewed (e.g. crawled by search engines); the meta tags for the target product will be used.

Store Meta Ta	gs	
Meta Keywords:	BV Software, BV Commerce, E-commerce,Store,Sales	
Meta Description:	BVSoftware.com supplies E-Commerce solutions to small businesses.	
Cancel	Save Changes	

#### 4-120 Store Meta Tag Editor

This system provides flexibility for search engine optimization of the store.



## 4.6.8. Help/FAQ

## Administration website location: Content > Help/FAQ

This resource allows the user to build a Help and/or Frequently Asked Questions (FAQ) section. The interface asks for a question-answer combination that appears in the Customer Service > Help page of the webstore.

When the shopper clicks on the customer service link, a menu of available resources are displayed on the left side of the screen.

A shopper can click the **Help** link and a list of Frequently Asked Questions is displayed as configured in this merchant area. Create as many questions that shoppers may have then enter the answer to the question. The questions will appear as links. When clicked, the answer displays as shown in the figure "Sample FAQ Question with Answer Displayed" below.

Home >	
Help	
How can I contact you? Click on the Contact Us button in the main menu	
New Question New Answer	

#### 4-121 Sample FAQ Question with Answer Displayed

Delete		
	Delete	Delete

4-122 Admin List of FAQ

### To create or edit a Question/Answer pair:

- 1. The Edit Help Section page is used to create New question/answer pairs or edit existing FAQs.
- Click New to open a blank Edit Help Section page or click the Edit button to update or change and existing FAQ
- 3. Click OK to save the new FAQ or make any changes permanent
- 4. The new information will be displayed in the webstore FAQ page



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Edit Help Sect	ion	
Question	kh5>How can I contact you?	
Answer	Click on the Contact Us button in the main menu	
Cancel	Warning:JavaScript is not supported in Design Mode. Please avoid going into Design Mode If you have Java	OK

4-123 Help Question Editor



## 4.6.9. Privacy Policy

### Administration website location: Content > Privacy Policy

The Privacy Policy area allows content pertinent to the business privacy policy. Each section of the privacy policy is a separate unique section with a title header and content below. The figure "Sample Privacy Policy" below shows the sample privacy policy that ships as an example only for use with a new store. Be sure to replace this with the businesses approved privacy policy.

Privacy Policy				
Section		× 11		
Thank you for visiting our web site. This privacy policy tells you how we use personal information collected at this site. Please read this privacy policy before using the site or submitting any personal information. By using the site, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted and changes will only apply to activities and information on a going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used. Note, the privacy practices set forth in this privacy policy are for this web site only. If you link to other web sites, please review the privacy policies posted at those sites.	Batt _	Delete	0	5
Cookie/Tracking Technology				
The Site may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the Site, and understanding how visitors use the Site. Cookies can also help customize the Site for visitors. Personal information cannot be collected via cookies and other tracking technology, however, if you previously provided personally identifiable information, cookies may be bied to such information. Aggregate cookie and tracking information may be shared with third parties.	<u> </u>	Detate	9	-
Collection of Information				
We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. The information you provide is used to fulfil your specific request. This information is only used to fulfil your specific request, unless you give us permission to use it in another manner, for example to add you to one of our mailing lists.	Edit	Deleta		5
Distribution of Information				
We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; cr, (2) trying to protect against or prevent actual or potential fraud or unsuthorized transactions; cr, (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.		Datata	4	8
Commitment to Data Security				
Your personally identifiable information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information. All emails and newsletters from this site allow you to opt out of further mailings.	Edit	Delete	0	10
Nodus Office Hours Monday-Friday 8:00 am - 5:00 pm	Edit	Delete	0	The second
We reserve the right to make changes to this policy. Any changes to this policy will be posted.	64H-1	Delete		1
Privacy Contact Information				
If you have any questions, concerns, or comments about our privacy policy you may contact us using the information below:  By E-Mail: xxxxxxx@xxxxxxxx  By Phone: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	<u>tan</u>	Delete	0	10

#### 4-124 Sample Privacy Policy

- To create a new Privacy Policy section, click the **New** button in the lower left.
- To edit an existing section, click the Edit button for that section
- Click **Delete** to delete the section



Click the up/down arrows in the far right to modify the section order. If you do not wish to have a section header (bold text in example above), leave the header field blank. The figure "Privacy Section Designer" shows the simple section editor to add/edit sections.



#### 4-125 Privacy Section Designer

The privacy policy link is presented to the shopper from **Customer Service > Privacy Policy**.

Customer Service
<u>Contact Us</u> <u>Help</u>
<u>Privacy Policy</u> <u>Terms and</u> Conditions
<u>Order History</u> Affiliate Program
<u>Gift Certificates</u> Return Requests

#### 4-126 Privacy Policy in Customer Service Area



## 4.6.10. Return Request Form

### Administration website location: Content > Return Request Form

The customer service link provides policy and customer service related information. The link at the bottom of the list in the accompanying figure will present the shopper with return policy information, and if a return form is enabled in the Section "Returns" area, a return form will be provided to process the return as shown in the figure "Return Request Form" below.

to record an item please.	fill out this form completely.
Original Order Informatio	on l
Order Number:	
Order Date:	1 • January • 1956 •
Ship To Name:	
Your Name:	
Your Email Address:	
Your Phone Number:	
Ship To Postal Code:	
Item to be Returned	
Item Number:	
Item Description:	
Reason for Return	
@ 1 changed my mind; d	idn't like
C 1 ordered the wrong if	em
C The item was damage	d but NOT due to shipping
C The item was damage	d during shipping
C I received the wrong	item; incorrect item was shipped
C Other Please descril	be in the comment box below
Would You Like a Replac	ement?
@ Yes	
C No	
* NO	



In the merchant area, you can control whether or not the return form is displayed, and edit the header text, policy items (as shown in the figure "Return Policy Items at Bottom of Page" below) and the message returned to the shopper after a request form is submitted.



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#### 4-128 Return Policy Editor



#### 4-129 Return Policy Items at Bottom of Page



## 4.6.11. Shipping Policy

## Administration website location: Content >Shipping Policy

When a shippable product is ordered, the store will present estimated shipping charges to the customer. A link to the company shipping policy is provided on that checkout page.

The shipping policy can be changed or edited as shown in the **Shipping Policy** page displayed below. Add or change the information and click the **Save Changes** button and the new/updated shipping policy will be displayed on the webstore during the checkout process.

Shipping Polic	y	1.1
Shipping Policy	All shipping charges are estimated. Actual shipping charges may vary.	
	V 🚯 🔍 Warning:JavaScript is not supported in Design Mode. Please avoid going into Design Mode IF you have Jav	
Cancel	warning.navascript is not supported in besign mode, Please avoid going into besign mode if you have sav	Save Changes

4-130 Edit Shipping Policy



## 4.6.12. Terms and Conditions

### Administration website location: Content >Terms and Conditions

Terms and conditions can be edited to be viewed when a shopper clicks the **Terms and Conditions** link in the Customer Service page.

You can also set a requirement that the shopper must mark a checkbox, as shown in the figure "Terms and Conditions Link at Checkout (highlighted)" below, stating they have read and agree to the terms and conditions. A link will also be provided to view the terms and conditions opened in a new window.

Edit the terms and conditions as shown below in the Terms and Conditions editor. Check the checkbox to Require Agreement at checkout.

	<p>&gt;Chort color="#ff0000"&gt;========cbr /&gt; <b>DISCLAIMER</b>The content of this terms and condition template is just an example. Please consult with your legal advisor in furnishing your needs for the presentation of the terms that you wish to display to your customers. =====(font&gt;P&gt;By visiting or shopping at this web site, you accept the following terms and conditions. Please read them carefully.<hs>Copyright</hs><p>All content included on this site, such as text, graphics, logos, button icons, images, audio clips, digital downloads, data complations, and software, is the property of this site's owner or its content suppliers and protected by United States and international copyright laws. The compilation of all content on this site is the exclusive property of this site's owner and protected by U.S. and international copyright laws. All software used on this site is the property of this site's owner or its software suppliers and protected by United States and international copyright laws.<hs>DISClaimer of Warranties and Limitation of Liability</hs><phis "as="" an="" and="" available"="" basis.="" is="" is"="" no<br="" on="" provided="" site="">REPRESENTATIONS OR WARRANTIES OF ANY KIND ARE MADE, EXPRESS OR IMPLIED, AS</phis></br></p></p>	
/ 45 0.	1 43 9	-
Warning:JavaScript is not supported in Design Mode. Please avoid going into Design Mode if you have JavaScript	Warning:JavaScript is not supported in Design Mode. Please avoid going into Design Mode If you have	JavaScript in the

4-131 Terms and Conditions Editor



## 4.6.13. E-mail Message Templates

### Administration website location: Content > E-Mail Messages

The Email Message link in the content manager area allows customization of the template messages that are sent in response to different events with the store. You can edit any of several e-mail templates by clicking the edit button as shown in the accompanying figure, which shows the e-mail template editor when clicking the **New Order Receipt E-mail Edit** button. Any of these e-mail types can be easily disabled by marking the adjacent checkbox and clicking **Save Changes**.

E-mail Messages			1811
Note: If test mode op only e-mails that have in the "E-mail Domain" Test Mode	the same doma textbox will be	ain as indica able to rec	ated eive e-mails.
E-mail Domain	nodus.com		
Fo	rgot Password E-mail	Edit	Disable
New	Order Receipt E-mail	Edit	Disable
Notice to Administ	rators of New Orders	Edit	Disable
1/2/	Drop Shipper Notice	Edit	Disable
	Gift Certificate Notice	Edit	Disable
	New Account Notice	Edit	Disable
			Save Changes

4-132 E-mail Message Templates



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#### 4-133 E-Mail Template Editor

Depending on the e-mail template, different sections are available for edit. At the top of each template editor, choose the sending format of the message, HTML or Text. HTML e-mails can be richer in content and take advantage of HTML formatting, however, some clients using older e-mail software may not be able to read the message. If concerned about e-mail compatibility, you may want to consider using text messages; however, most users can accept HTML e-mail messages now.

Enter the HTML sections as shown above. Do not include HTML or BODY tags, NODUS ESTORE SOLUTION STACK will create the HTML formatting template for you. Only include the sections as if you were building the content inside a BODY tag of a web page, as demonstrated in Figure "E-mail Template Editor" above.

eSSS uses "replacement variables" as indicated at the bottom of the template. Each replacement variable such as [[logo]] will be replaced with the information as described to the right of the indicated replacement variable, your company's logo that was uploaded earlier. Notice the subject line has the following text "Order receipt for order [[ordernumber]]". When the e-mail is sent, the replacement variable will be changed from [[ordernumber]] to the actual order number of the processing order.

The ability to construct e-mail templates with replacement variables gives you, the merchant, full flexibility in personalizing the theme of messages sent in response to actions of the store. Providing the merchant the tools to create a professional and customized image is our focus with the system provided here.



## 4.6.14. Custom Pages

## Administration website location: Content > Custom Pages

Customer pages provide the powerful capability of adding web pages to the store using the included content editor. Custom pages can automatically show links in the footer menu and navigate to the new web page showing the content as provided in the editor such as in Figure "Example of a Custom Page" below. When clicking the Custom Pages menu item in the Content side menu, a list will appear of custom pages you created. Click the **Edit** button to edit the selected custom page, delete to remove it, or **New** to add a new custom page.

My Custom Pag	es		
Page Name	Name In Menus		
Our Popular Newsletters	Newsletters	Edit	Delete
			New

#### 4-134 Custom Page List

Edit Custom Pa	ge
Page Title:	New Custom Page
Name In Menus:	Menu Name
Content:	Add Text or HTML Here
	Warning:JavaScript is not supported in Design Mode. Please avoid going into Design Hode if you have JavaScript in the content
Show In Bottom Menu:	P
Cancel	Save Changes

#### 4-135 Custom Page Example

In the example above, we created a new link for the footer so our shoppers can view newsletters. The link will appear in the bottom (footer) menu as indicated by placing a checkbox in **Show in Bottom Menu.** The accompanying figure shows the link as it will appear in the footer and the page is displayed once clicked.



## 4.6.15. Open/Close Store

## Administration website location: **Content** > Open/Close Store

From time to time, there may be a reason to close the store, whether for system upgrades, inventory updates, product configuration changes, etc. To prevent customers from shopping during an upgrade process, such as server maintenance, graphics changes, you can close the store and inform the shoppers that the store is temporarily closed and when to return. Having a friendly "closed sign" will help shoppers understand that your business is reliable and you are simply performing required upgrades.



#### 4-136 Closed Store View

To close the store and control the message displayed to shoppers, click the Open/Close Store menu link in the Content area. Enter a HTML formatted message (HTML and BODY tags not required) as shown in the default example in Figure "Store Closed Message". To close the store, check the "Close Store" checkbox. To reopen the store, clear the checkbox and click **Save Changes** to commit the changes.



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#### 4-137 Closed Store Message

**NOTE:** If you close the browser and return, go to http://yourstoredomain/bvadmin/login.aspx to login and update the store status.



# 4.7. Orders

## 4.7.1. Order Manager

## Administration website location: Orders > Order Manager

Order status key		
Problem Order	Submitted	Voided

#### 4-138 Order Status Key

The Order Status Key provides a graphical help guide for determining the status of an order.

Each order within the Order Manager has a code indicator that can be used to quickly determine the status of an order. These status code indicators are color coded according to the Order Status Key. A tool tip can also be used to determine the status of an order by rolling the mouse over one of the status codes. capital

All Pro	blem Voided	Subr	nitted			Date Range:	Year To Date
Order #	Sold To		Total	Date	Status	Action	
125	admin@bvcomm Admin User	erce.com	\$168.25	Sep-11		- Select a	n Action - 💌
124	admin@bvcomm Admin User	erce.com	\$31.25	Aug-18		ڬ 🛛 - Select a	n Action - 💌
123	devin@nodustech Devin Smith	n.com	\$170.25	Aug-11		ڬ 🛛 - Select a	n Action - 💌
122	devin@nodustect Devin Smith	n.com	\$100.00	Aug-11		🕒 🕒 - Select a	n Action - 💌
121	admin@bvcomm Admin User	erce.com	\$168.25	Aug-11		🕒 🛛 - Select a	n Action - 💌
120	admin@bvcomm Admin User	erce.com	\$168.25	Aug-11		- Select a	n Action - 💌
119	admin@bvcomm Admin User	erce.com	\$168.25	Aug-11	(	- Select a	n Action - 💌
118	admin@bvcomm Admin User	erce.com	\$168.25	Aug-11	(	- Select a	n Action - 💌
117	admin@bvcomm Admin User	erce.com	\$168.25	Aug-11		ڬ 🛛 - Select a	n Action - 💌
116	admin@bvcomm Admin User	erce.com	\$168.25	Aug-11		- Select a	n Action - 💌
115	admin@bvcomm Admin User	erce.com	\$338.50	Aug-10	(	- Select a	n Action - 💌
114	admin@bvcomm Admin User	erce.com	\$168.25	Aug-6		- Select a	n Action - 💌

#### 4-139 Order Manager

The Order Manager will display orders from newest to oldest in descending order. You can use the "All", "Problem", "Voided", and "Submitted" buttons located above orders to filter the order list respectively. You can also use the "Date Range" drop down list to filter orders by the date range specified.

The **Void Selected Orders** button on the **All** page and the **Resubmit All Checked Orders** button on the **Problem** page located at the bottom of the order list are used in correlation with the checkboxes located to the left of each order. The checkbox allows you to select a single order or multiple orders for quick action. **Select an Orders** checkbox and use these buttons to void an order, or resubmit an order.

If an order is marked as a problem order you are given the option to view or edit the XML from the action list, giving you a change to correct the problem order. You can also view the details of the order from the action list.

WEB000000121		- Select an Ar	ction - 💌 🚨
Sold To	00	Payment Info	
PRIMARY Bac Dui Yodus Izla any Janemont, CA 91711 Junted States Fhone: 131-123-1234 dmin@nodus.com	Completed	Visa 1111 Charged for: Total: Received: Refunded: Remaining:	\$50.00 \$50.00 \$30.90 \$0.00 \$0.00
GIFTCERTIFICATE	GIFTCERTIFICATE	\$50.00 1	\$50.00
uetomer's Instructions one ift Certificates Issoed	Cydes Used Pone	SubTotali Taxi Shippingi Hendlingi	\$50.00 \$0.00 \$0.00
fc7ef1f-d1f9-49f7-bf4d-3b6ea6ae01cc 50.00 Med: \$0.00		Gift Wrepi Order Totali	\$0.00
	Continue >> 4 7.0; Windows NT 5.1; .NET CLR 1.1.4322 InfoPath.2; .NET CLR 3.0.4506.2152; AB		Delete Delete
2/21/2010 3:09:31 PM AYMENT: Card was automatically Char 2/21/2010 3:09:38 PM	rged.		Delete
ubmitted to GP successfully.			Delete

4-140 View Order Details (top)

The **View Order Details** page gives the user the ability to view detailed information about the customers purchase. This page can be accessed by directly clicking on the order, or by using the Action List from the **Order Manager** menu.



- 1. Navigate to **Orders > Order Manager**
- 2. Use the drop list to select a date range for orders to be viewed
- 3. When the Order Manager list populates with orders, select the tab that gives the view to be utilized
- 4. Filter the list as needed by clicking on a list menu header such as Date or Order #
- If needed, choose from the Selection in Action drop-down list and click the Action button to engage functions such as viewing order details
   NOTE: Voided and Processed orders can be viewed in detail or marked as a problem. Problem orders can be seen in an XML view and/or marked as completed
- 6. If needed, orders can be resubmitted or voided: choose a tab and mark one or more checkboxes by the order number(s)
- 7. Click the appropriate button to process the order

Merchant's Notes:	
9/11/2006 4:58:43 AM Customer IP: 192.168.1.112	
Customer Host: 192.168.1.112	Delete
Browser: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.8.0.6) Gecko/20060728 Firefox/1.5.0.6	
Add a Note:	
Submit	

4-141 View Order Details (bottom)

### NOTES:

- The bottom portion of the Order Details page provides detailed information about a user, and the user's transaction.
- You can view the customers IP address, Host IP address, or the user's browser information. Credit Card authorization notes or responses from the payment gateway on authorization statuses such as declines will also appear in this area.
- Admin notes can be added and viewed immediately by other admin users.
- From the action list, you have the option of editing or viewing the XML of the order, marking the order as completed or 'as shipped.'



## 4.7.1.1. Order XML

When an order fails to submit to Great Plains, it is marked as a problem order. Once it is a problem order, eSSS gives you the opportunity to edit or view the XML of the order. Sometimes an order can become a problem order if the back office server fails to respond. In this case, you should use the button on the main order manager screen to resubmit a large number of orders.

View XML for Order 125	9/11/2006 4:58:43 AM
Sales Order XML:	
<salesorders></salesorders>	
<salesorder></salesorder>	
<batchid>WEB110906</batchid>	
<siteid></siteid>	
<typeid>STDORD</typeid>	
<type>2</type>	
<date>9/11/2006</date>	
Output:	
Procedure taSopLineIvcInsert Error Number = 2221	<b></b>
Error Description = Duplicate document number. If adding or updating li	nee to en evieting
Node Identifier Parameters: taSopLineIvcInsert	
SOPNUMBE=WEB000000125	
SOPTYPE=2	
LNITMSEQ=1	•
Cancel	Save Order

#### 4-142 XML View

To see the error message, try resubmitting, and based on the error message returned, edit the XML to try to resolve the problem. If the order has been successfully edited, a message appears confirming that the order is now in Great Plains.

Usually, you will not have to go to this screen. After the store has become integrated, orders should flow directly to Great Plains.



## 4.7.2. Search Orders

## Administration website location: Orders >Search Orders

To search for orders, navigate to **Search Orders** > **Find Orders** and enter search criteria in field as shown in the accompanying figure "Find Orders System." To retrieve all orders, click the **Search** button with the defaults displayed. Once search results are retrieved, information such as "Order#, User, Total, Time, Ref#" is displayed.

Find Orders	Dat. "13345" or "bathjolomais.com" or "John" or "John" ar "lieth for characters of GPI Certificate member "J
Deder Status	ny 👻
Payment Status	ny 👻
Hartmore Results	Recorde 💌
	Any Date
	date Range af 1 - Septembel - 2001 - to 22 - September - 2001 -
	hand

#### 4-143 Find Orders System

-07	Moywood olas libatas	Any	-	(La. 712)457 )	o "bestijde	main.com" or "Jube"	" in "Smith	" an "first fine al	haracters of Gift (	Certificate numbe
tagen	ent Status	Any	-							
		20 Records	*							
		O Data Range		September 🐖 2008	to 22 1	September 🖃	2008			
		- Search	-							
n-orde	ere Tound									
	a Uller-		0.00	-	Interact					
ALCORE.										
-99			Conceptual and the	8/13/2006 3:05:00 PM	10138	Detate				
-99 -98	AARONFI	70001	\$444.00	8/13/2008 3:06:00 PM	Contract of the	Detate				
99 98 97	AARONFT		\$444.00 \$38.00	8/13/2008 3:06:00 PM 8/13/2008 11:51:00 AM 8/13/2008 11:42:00 AM	10134	Details Details				
98	AARONFT	70001 todus.com todus.com	\$444.00 \$38.00 \$58.00	8/13/2008 11:51:00 AM	10134	Detafa				
98 97	AARONET jerwie@r jerwie@r	70001 Iodus.com Iodus.com T0001	\$444.00 \$38.00 \$58.00 \$79.40	8/13/2008 11:51:00 AX 8/13/2008 11:42:00 AX	10134 10144 10133	Detada Oxtalla				
98 97 98	AARONET jennise@r jennise@r AARONET	70001 todus.com todus.com 10001 10001	\$444.00 \$58.00 \$58.00 \$79.40 \$24.40	8/13/2008 11:51:00 AX 8/13/2008 11:42:00 AX 8/13/2008 11:38:00 AX	10134 10144 10133 10152	Detala Getala Getala				
98 97 98 95	AARONET jennise@r jennise@r AARONET AARONET	70001 todus.com todus.com 70001 70001	\$144.00 \$38.00 \$58.00 \$79.40 \$24.40 \$74.40	8/13/2008 11:51:00 AX 8/13/2008 11:42:00 AX 8/13/2008 11:38:00 AX 8/13/2008 11:36:00 AX	10134 10144 10133 10152 10153	Details Getails Getails Details				
94 97 96 95 94	AARONET jennie@r AARONET AARONET AARONET	70001 Iodus.com Iodus.com 70001 70001 70001	\$444.00 \$38.00 \$58.00 \$29.40 \$24.40 \$24.40 \$24.40	8/13/2008 11:51:00 A8 8/13/2008 11:42:00 A9 8/13/2008 11:38:00 A9 8/13/2008 11:36:00 A9 8/13/2008 11:34:00 A9	10134 10144 10133 10152 10153 10150	Details Getails Getails Details Getails				



Orders are displayed in descending order by date. Click the **Details** button to view order details. If payment has not been collected, such as in a scenario of a credit card system set to authorize, then Capture payment can be processed by clicking the **Receive Payment** button. If an order has shippable items, click the **Ship Items** button to process payment (if required) and ship items. Confirmation e-mails finalizing the sale are also sent.



## 4.7.3. Customer Information

Administration website location: Orders > Customer Info

1				
	GPCustomerID	Update Info	Date	Action
	WEB00000031	InternetInformation	2/20/2011 11:00:15 PM	Select an Action - •
1				- Select an Action -
				View or Edit XML
				Delete
			Resubmit Selected	

Figure 4-145 Customer Information

Customer records failed to synchronize to the back office is listed on this page. These failed synchronization records are in XML format, and this page provides the ability to view and edit the XML data, as well as resubmitting the record to the back office.

If any XML data needs to be changed, choose **View or Edit XML** from the dropdown list and click on the adjacent arrow. To delete the customer XML data permanently without resubmitting, choose **Delete** from the dropdown list and click on the adjacent arrow.

Select the checkboxes (multiple selections allowed) then click **Resubmit Selected** button to resubmit the records.





iles Order XML:	
DataSets name="InternetInformation"> <dataset></dataset>	
<pre></pre> <th></th>	
<mastertype>CUS</mastertype>	
<addresscode>PRIMARY</addresscode>	
<inet1></inet1>	
<inet5>AARONFIT0001</inet5>	8
	(>)
s any error message you should check the Output box below.	
utput:	. Here
	1

Figure 4-146 Customer Information Edit

If View or Edit XML is chosen, the XML data can be updated. Click the OK button to save the changes.

Click the **Resubmit** button to submit the XML data to back office. The Output box will display the response message to show if the data has been successfully sent to the Dynamics GP database. If unsuccessful, an error message explaining the nature of the problem is displayed.



# 4.8. Reports

The EStore Solution Stack shopping cart comes with several different reporting functions. This section describes how to use each reporting function.

After reading this section, you will know:

- How to view monthly and daily sales
- How to view sales by promotion, or affiliate
- How to view top products, and/or customer

### **Order Details**

For each report, a details page for individual transactions can be reviewed by clicking the **Details** button. A sample Order Details page is shown below.

WEB000000121 2/21/2010 3:09:30 PM		- Select an A	ction - 💌 🗋		
Sold To	00	Payment Info	Payment Info		
PRIMARY Bec Bui Nodus 123 any daramont. CA 91711 United States Phone: 131-123-1234 admin@incdus.com	Completed	Visa 1111 Charged for: Total: Received: Refunded: Remaining:	\$50.00 \$50.00 \$50.00 \$0.00 \$0.00		
GIFTCERTIFICATE	GIFTCERTIFICATE	\$50.00 1	\$50.00		
ustomer's Instructions ione DR Certificates Jaseed Sfc7ef1f-d1f9-49f7-bf4d-3b5ea5ael Sfc7ef1f-d1f9-49f7-bf4d-3b5ea5ael	Codes Used: mone	SubTotalı Taxı Shippingi Haodingi Gift Wwpi	\$50.01 \$0.01 \$0.01 \$0.01 \$0.01		
Used: \$0.00		Order Total:	\$50.00		
	Continue >>	11			
feicheit's Notesi					
12/21/2010 3:09:29 PM Order Placed on 12/21/2010 3:09:2	NG DM		Delete		
12/21/2010 3:89:30 PM Customer IP: 10.10.10.235 Customer Host: 10.10.10.235 Srowser: Mozilla/4.0 (compatible; M 1.0.04506.30; .NET CLR 3.0.04506.	451E 7.0; Windows NT 5.1; .NET CLR 1.1.4322 648; InfoPath/2; .NET CLR 3.0.4506,2152; .NB		Deieta		
12/21/2010 3:09:31 PM PAYMENT: Card was automatically (	Charged.		Delete		
12/21/2010 3:09:38 PM Submitted to GP successfully.			Delete		
submitted to GP successfully,					
dd a Note:					

#### Figure 4-147 Order Details page


## 4.8.1. Monthly Sales

#### Administration website location: Reports > Monthly Sales

The Monthly sales report shows a graphical display of orders for the selected month as well as a detailed day-by-day list of sales on an everyday basis containing the number of orders and daily total. Click the **Details** button to display the order details by "drilling down" into the selected day. Select the month and year value at the top of the area to set the target data, click the **Next** button to advance to the next month, or click the **Previous** button to move to the prior month.

	15	Mont	h Decembe	er 💌	Year	2010 💌	Next >>
							ОК
E = Da	ily Order Cour	nt 🔳 =	2 13 14 15 16 17 Daily Dollar Tota		2 23 24 25 2	26 27 28 29 30 31	
3 Orders Tota Date	Orders	SubTotal	chi - i -				
		Subrotai	Shipping	Handling	Tax	Grand Total	
12/1/2010	0	\$0.00	\$0.00	Handling \$0.00	<b>Tax</b> \$0.00	Grand Total \$0.00	Details
12/1/2010 12/2/2010	0 2		UNITARIA CONTRACTOR	President.			Details Details
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	2	\$0.00 \$60.00	\$0.00 \$2.50	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$62,50	Details
12/2/2010 12/3/2010 12/4/2010	2 0	\$0.00 \$60.00 \$0.00	\$0.00 \$2.50 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$62.50 \$0.00	Details Details
12/2/2010 12/3/2010 12/4/2010 12/5/2010	2 0 0	\$0.00 \$60.00 \$0.00 \$0.00	\$0.00 \$2.50 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$62.50 \$0.00 \$0.00	Details Details Details
12/2/2010 12/3/2010 12/4/2010 12/5/2010 12/6/2010	2 0 0 0	\$0.00 \$60.00 \$0.00 \$0.00 \$0.00	\$0.00 \$2.50 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$62.50 \$0.00 \$0.00 \$0.00	Details Details Details Details
12/2/2010 12/3/2010 12/4/2010 12/5/2010 12/6/2010 12/7/2010	2 0 0 0	\$0.00 \$60.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$2.50 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$62.50 \$0.00 \$0.00 \$0.00 \$0.00	Details Details Details Details Details
12/2/2010 12/3/2010 12/4/2010 12/5/2010 12/6/2010 12/7/2010 12/8/2010	2 0 0 0 0	\$0.00 \$60.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$2.50 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$62.50 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Details Details Details Details Details Details Details Details
12/2/2010 12/3/2010 12/4/2010	2 0 0 0 0 0 0	\$0.00 \$60.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$2.50 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$62.50 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Details

Figure 4-148 Monthly Sales Reports



## 4.8.2. Daily Sales

#### Administration location: Reports > Daily Sales

Daily sales reports are similar to monthly reports with the exception that only one day at a time is viewed. The details button shows information regarding the corresponding order. The Order Details screen displays all information for the corresponding order and allows operations such as:

- Printing
- Marking the order as Not Paid
- Sending status e-mails to the customer

<< Previous			15 💌 0	ctober	2010 💌	Next >>
						ОК
9 Orders Found						
Order Number	Sub Total	Shipping	Handling	Tax	Grand Total	
WEB00000012	\$120.00	\$3.75	\$0.00	\$0.00	\$123.75	Details
WEB000000010	\$60.00	\$2.50	\$0.00	\$0.00	\$62.50	Details
WEB00000009	\$30.00	\$1.25	\$0.00	\$0.00	\$31.25	Details
WEB00000008	\$60.00	\$2.50	\$0.00	\$0.00	\$62.50	Details
WEB00000007	\$30.00	\$1.25	\$0.00	\$0.00	\$31.25	Details
WEB00000006	\$70.00	\$2.50	\$0.00	\$0.00	\$72.50	Details
WEB00000005	\$ <mark>4</mark> 0.00	\$1.25	\$0.00	\$0.00	\$41.25	Details
WEB00000004	\$50.00	\$1.25	\$0.00	\$0.00	\$51.25	Details
WEB000000001	\$250.00	\$5.00	\$0.00	\$0.00	\$255.00	Details
	\$710.00	\$21.25	\$0.00	\$0.00	\$731.25	

Figure 4-149 Daily Sales Report



## 4.8.3. Sales by Coupon Code

#### Administration website location: Reports > Sales by Coupon Code

This report tracks any sales that are received when a coupon is redeemed on the webstore. Additional information for individual coupon transactions can be viewed by clicking the Details button for the individual order shown on this page.

For information on creating and redeeming coupons refer to the **Catalogs** > **Discounts** section of this document.

FIVE	V 01	K I		
Orders Found: Totaling \$3	36.25			
Order Number E-M	Contract of the second s	Total	Time	
WEB00000001	admin@nodus.com	\$36.25	1/11/2011 3:25:20 PM	Details

Figure 4-150 Sales by Coupon Code Report



## 4.8.4. Sales by Affiliate

#### Administration website location: Reports > Sales by Affiliate

Select the affiliate from the drop down list and the appropriate date filter then click **Refresh** to display orders associated with the selected affiliate.

Clicking the Next or Previous button will display the next or previous month's report.

<< Previous	Month	December 💌	Year 2010 💌	Next >>
	Affiliate:	All Affiliates 🔊		Refresh
Referrals	Sales	Conversion	Commission	
New Affiliate o ▶Details	0	NaN	10.00 % = \$0	.00
New Affiliate o ▶Details	0	NaN	10.00 % = \$0	:00

4-151 Monthly Affiliate Report



## 4.8.5. Top Products

#### Administration website location: **Reports** > **Top Products**

Click the **Today**, **This Month**, or **This Year** button to display top selling products for the quick filtered time frame. If you would like to narrow the date filter criteria, select a start and end date then click **OK** to show the top products for the manually entered date filter.

То	day	This Blockh	
		This Month	This Year
	Start Date	1 💌 January 💌 2006 💌	
	End Date	31 💌 January 💌 2006 💌	
Top 3 Prod	ucts		ОК
	Name		Total Sold
22446 -	Apple iPod Na	ano Edition	4
22445	Compaq FP73	17 17" LCD Flatpanel	1
94667	Swingline Rec	d Stapler	1

4-152 Top Selling Products



## 4.8.6. Top Customers

#### Administration website location: **Reports** > **Top Customers**

Top Customers are displayed in the same manner as Top Products. Click the **Today**, **This Month**, or **This Year** button at the top for quick date filter settings, or set a start and ending date then click **OK** to manually filter data on top customers.

**NOTE:** Clicking on the **Details** button opens the **Edit User** page, where customer details can be updated.

Today		Th	is Month	This Year
Start Date	1 💌 Janua	ry 💌	2010 💌	
End Date	31 💌 Decer	nber 💌	2010 💌	
				ОК
sername			Total Spent	ОК
dmin@nodus.co	m		Total Spent \$1,973.19	OK Details
Isername dmin@nodus.co .dmin User INIFIEDW0001 Inified Wire and (				

Figure 4-153 Top Customers Report



## 4.8.7. WPPReporting

#### Administration website location: Reports > Daily Sales Report

This group of reports tracks payment activities for Payflow Pro transactions. Three types of reports are available:

- Daily Activity Report
- Transaction Summary Report
- Settlement Report

#### 4.8.7.1. Daily Activity

This report provides details on all successful transactions completed during a specified single date. Useful data in the report includes:

- Amount
- Transaction type
- Transaction ID

Daily Activity Rept	art Transac	trun Summary	Report Settlemen	Report	2								
Date 12/22/2010		1											
					_	-							
ransaction 1D	ine	Type Tender	Account Humber	Egines	Amount	Result Res Code Moj	ponse (	Commént1	Communit2	Clerit IP	Authcode	AVS AVS Street Zip Match Match	Curren

#### Figure 4-154 WPP Reporting – Daily Activity Report



### 4.8.7.2. Transaction Summary

#### Admin website location: Reports > WPPReporting

This report provides details on all successful transactions completed during a specified period. Useful data in the report includes:

**Transaction type** 

Specifies what processor was used

Authorization transaction counts by processor

Amount range for transactions, including an amount average

Daily Activity P	Leport Transact	ion Summary	Report Set	lement Report	_				
Start Date 1	2/1/2010	100							
End Date	2/22/2010								
	Search								
	/ / 2 2								
1 Type	Processor	Trams-Court	t Result Code	Tendor Type	Min Amount	Max Amount	Average	Total Amount	Currency Symbol
	Processor FDMS Nashville		t Result Cod	Tendor Type Visa	Min Amount \$1.00	MaxeAmount \$160.75	Average \$80.68	Total Amount \$161.75	Currency Symbol USD
Authorization	FDM5 Nashville		1010	and the second se					the second se
Authorization Authorization	FDM5 Nashville	2 7	0	Visa	\$1.00	\$160.75	\$80.68	\$161.75	USD
Authorization Authorization Sale	FDMS Nashville PayPal	2 7 3	0 0	Visa PayPai	\$1.00 \$31.20	\$160.75 \$39.25	\$80.68 \$36.09	\$161.75 \$252.65	USD USD
Authorization Authorization Sale	FDMS Nashville PayPal FDMS Nashville FDMS Nashville	2 7 3	0 0 0	Visa PayPal Visa	\$1.00 \$31.20 \$10.70	\$160.75 \$39.25 \$604.00	\$80.88 \$36.09 \$211.04	\$161.75 \$252.65 \$633.13	USD USD USD

Figure 4-155 WPP Report - Transaction Summary



### 4.8.7.3. Settlement Report

This report offers details on settled payment transactions for Payflow Pro. Useful fields include:

- Transaction and PayPal transaction IDs
- PayPal fees charged
- Transaction amount
- Batch ID

Daily Astivity Rep	url Yramiad	int farre	iary Res	SetVement	Report								
Start Date 12/1	2010	1											
End Date 12/2	2/2010		-										
	Search												
U.													
l. ransaction 1D	Time	Type Tr	nder 🔺	ismunt Number	Express Am		Code Mag	e commenti	Comparit2	inh Currenci Smithal	PayPol Transaction 1D	PayPa	PayPal Enial ID
			the state of the s	ana Qnodus.com		20 0	Tode Mag	Commenter	comensited <mark>21</mark> 10	ith Chargers Sembol USD	Paylot Transaction 10 2952375260941105V	107.00	CONTRACTOR CARES
14P2ECD9D4A	12/10/2010 1:57:18 AM	Sale Pa	yPal d		\$91		Rede Med 0 Approve	d	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	1000	and the second second second second	\$1.20	dana@nodus.com
E78P2DA4A3F3	12/10/2010 1:57:18 AM 12/15/2010 6:03:44 AM	Sale Pa Sele Pa	vPal di vPal di	anaQnodus.com	\$31 \$37	20 0	Codel (Los) D Approve D Approve	d	0	USD	285237526U941105V 1XG51309M37028005	\$1.20 \$1.38	dana@nodus.co dana@nodus.co

Figure 4-156 WPP Report - Settlement



# 4.9. Settings

There are a number of settings that can be set to control or define the eSSS shopping cart. Many of the settings here only need to be configured once, during the initial setup of the shopping cart. After reading this section you will understand what functionalities can be changed in the shopping cart.

## 4.9.1. General Options

### Administration website location: Settings > General Options

The general options area allows for configuration of overall store specific settings. The following outlines the description of each setting.

Site Options		-
Currency Symbol Display	United States - \$123,456.78	
Default Landing Page After Login	Order History page	
URL Rewrite With	ProductID	
Google Analytics Facebook URL for LikeBox Social Plugin		
	NodusESSSCookie	
Disable Product Caching?		
Disable Welcome Message on header		
Disable New User Registration? Enable National Account Support?		
Ignore New User Registration Form Show Cart Totals in Header?		
Show Powered By icon in footer?		
Require Sign-in Before Browsing Product Catalog?		
Require Sign-in Before Browsing Product Catalog? Enable Login Anywhere		
For Customer Choice items, only show price on Product Detail page		
	- (2)	
Mobile Website URL	·   ~	
reCAPTCHA		•
Product Images		►
My Account Options		•
Product Page Options		•
Cancel	ОК	

#### Figure 4-157 General Options page



	ocation: Settings > General Options
SETTING	DESCRIPTION

Site Options	
Currency Sample Display	Allows the notation identifying the currency used on the website to be changed for currencies such as the euro, dollar, and English pound.
	Setting the currency default:
	<ol> <li>Use Item Import via Synchronizer (data from Great Plains), which updates automatically between Great Plains and eSSS</li> <li>Import prices for all currencies from GP.</li> <li>Manual Item Import (data from GP) Import prices for all currencies from GP</li> <li>Parsing the Imported Item Pricing Data (data into eSSS). Only save item pricings for the default Item Price Currency.</li> <li>UI Changes         <ul> <li>The "Home Country" drop-down list on the General Options page ('configuration_display_options.aspx') is relabeled as "Currency Display"</li> </ul> </li> </ol>
	<ul> <li>b) Under "Item Import Options" section on the "Nodus / Great Plains" page ('configuration_nodus.aspx'), add new text input box "GP Currency ID." This configuration should control the currency imported for item pricing as well as the currency on the orders submitted to GP.</li> </ul>
Default Landing Page After Log-in	Allows commonly used pages to be established as the default opening website for eSSS. For example, if the customer usually starts working with orders, the Order History page can be the first page displayed after log-in.
URL Re-write With	This droplist allows the user to choose between ProductID and ProductName to re-write the URL when needed.
Google Analytics	Allows script procedure from Google to be added in order to enable Google Analytics, a tool that allows analysis of traffic on the website.
Facebook URL for LikeBox Social Plugin	When adding a Social Network Plugin element for Facebook's Like Box on your homepage, category page , or product detail page, you must enter your Facebook Page URL here.
Site Cookie Name	Establishes a cookie to identify the eSSS website. Enter a cookie name specific to your website in the textbox.



SETTING	DESCRIPTION
Use Point System	This enables a Great Plains feature that distributes point awards. When this feature is active, ONLY points can be used to pay for products. No credit cards or ECheck payment is accepted.
Disable Product Caching?	To improve performance, products are "cached" or stored in memory on the web server for a short time. When a customer views a cached product the information is pulled from the memory on the web server instead of having to go retrieve it from the database which is much slower. Disabling the product caching allows you to quickly change prices and product information but is not recommended for most stores.
Disable Welcome Message on header	This setting allows the welcome message on the header of the webstore to be disabled.
Disable New User registration?	If checked, new user registration is inactivated
Enable National Account Support?	Mark this checkbox to enable the National Account support feature. The National Account – Child Account relationship is imported into eSSS from Great Plains, allowing for easier management of national/child accounts. This feature includes a new child account selection page in eSSS that is viewable at log-in.
Ignore New User Registration Form	When it is not desired for new webstore users to register from the website, the New User Registration form can be disabled from this setting.
Show Cart Totals in Header	If checked, keeps a running total of the items the shopper added to the shopping cart.
Show Powered By icon in footer	If checked, the "Powered by Nodus" logo will appear in the footer of all pages.
Require Sign-in Before Browsing Store?	This feature will require a log-in before the customer is able to browse the e-store.



SETTING	DESCRIPTION
Require Sign-in Before Browsing Product Catalog	This setting requires the customer to log-in before they are able to look at product catalogs.
Require Sign-in for all Store Pages?	Requires the customer to log-in to access any portion of the website.
Enable Login Anywhere	Login Anywhere provides on-screen prompt for the customer to enter their credentials anywhere on the site when clicking "Sign In", without leaving the page they were viewing.
For Customer Choice items only, show price on Product Detail page	The base price of an item is hidden when there are differently priced options. When the customer chooses one of these options and another page opens, the original price is no longer shown.
Mobile Website URL	eSSS detects if the user is viewing the site from a mobile device, and will redirect the mobile device user to the Mobile Website URL specified. Leave the field empty to disable the redirection.
reCAPTCHA	
Enable Google's reCAPTCHA	Marking this checkbox activates Google reCAPTCHA, an anti-spam feature. This utility uses manual verification by requiring the user to enter a displayed series of words and/or numbers.
	<b>NOTE:</b> This feature requires signing up for reCAPTCHA directly with Google. reCAPTCHA is available from the following website:
	http://www.google.com/recaptcha/whyrecaptcha
	This feature can be used on the following page types by marking the checkbox displayed by the page name:
	Forget password
	New account creation
	Change Email page
	Change password page
	Product Review page
	Admin Log-in page



SETTING	DESCRIPTION
reCAPTCHA Public Key	Enter the Google Public Key in this textbox. This is key is acquired from Google after signing up with Google for reCAPTCHA.
reCAPTCHA Private Key	Enter the Google Private Key in this textbox. This is key is acquired from Google after signing up with Google for reCAPTCHA.
reCAPTCHA Theme	<ul> <li>This feature allows several options for the display of the reCAPTCHA interface, including:</li> <li>Blackglass</li> <li>Clean</li> <li>Red</li> <li>White</li> </ul>
reCAPTCHA Test	A reCAPTCHA interface is provided in order that the tool's functionality can be verified. This interface reproduces what the customer will experience on the website. <b>To run a test:</b>
	<ol> <li>Type the symbols displayed in the reCAPTCHA interface into the accompanying textbox</li> </ol>
	2. Click the <b>Test</b> button
	3. A message will appear just above the interface to indicate whether the test was successful. If unsuccessful, a new set of symbols is supplied and the test can be redone.
	<b>NOTE:</b> If symbols cannot be easily read, a new set is supplied by clicking the <b>Tester/Refresh</b> button
Product Images	
Force Image Product Sizes	If checked, eSSS will automatically handle re-sizing of the source image to comply with the Product Image sizes that are set.
Small Product Image Size	Sets the default size for small images. If the "Force Image Product Sizes" is checked, this size will be used to display small image placeholders. The system automatically re-sizes small image assignments to this size.
Medium Product Image Size	The default size for medium product images. If "Force Image Product Sizes" is checked, product images will be re-sized automatically
Tiny Product Image	The default size for cart images. Product images will automatically be re-



SETTING	DESCRIPTION
Size	sized to this size for use in the cart display, if "Show Product Image in Cart" is enabled.
Default Image File Extension	<ul> <li>Select a file extension of the image files that will be searched against by the system. Image formats available from a dropdown list includes:</li> <li>JPG</li> <li>GIF</li> <li>PNG</li> <li>eSSS will search for files with above selected file extension from the \images\Products\ folder on the site root. The files are recognized through naming convention and associated with the corresponding products.</li> <li>The image file naming convention is as follows:</li> <li>File name is started with the Item Number.</li> <li>"_S" postfix is recognized as small sized images.</li> <li>"_M" postfix is recognized as medium sized images.</li> <li>"_L#" postfix is recognized as an additional image.</li> <li>"_L#" postfix is recognized as additional images, where "#" at the end of the filename can be any alphanumeric values (can be more than 1 digit), therefore supports unlimited number of additional images.</li> <li>EXAMPLE:</li> <li>Set the global file extension option to "jpg" in the eSSS administration section.</li> <li>Drop a file named "A100_S.jpg" into the <root>\images\products folder.</root></li> </ul>
	indicated by the "_S" postfix of the file name) for the "A100" item number.
	<b>NOTE:</b> The automatically determine image paths by file name feature does not support products with GP Item Number containing the following characters:
	\/:*?"<>
My Account Options	
Allow Change E-mail	Permits the account e-mail address to be changed as needed.



SETTING	DESCRIPTION
Address?	
Allow Change Password?	Permits the account password to be changed as needed.
Enable Wish List	This setting permits customers to view their wish list on the Shopping Cart page
Enable Multiple User Logins for one GP Account?	When enabled, it adds a "Manage Additional Logins" link under the Your Account section. This feature allows a single Great Plains customer account to be associated with multiple user log-ins.
Display # of Orders Per Page in Order History	Controls the number of orders displayed on a web page in the order history.
Single Sign-on to ePay Advantage: ePay Store ID	This setting helps facilitate the single sign-on feature (See the appendix for details). Enter the Store ID of your Nodus ePay Advantage site. Must be used with ePay Store URL.
Single Sign-on to ePay Advantage: ePay Store URL	This setting helps facilitate the single sign-on feature (See the appendix for details). Enter the web address of your Nodus ePay Advantage site. Please append the address with "SSO.aspx", such as http://ePay.MyCompany.com/SSO.aspx.
Product Page Options	
Show Additional Image thumbnails on Product Detail Page?	Permits additional thumbnail images to be displayed for a product item on the product detail page. There is no limit to the number of images that can be used.
Hide 'Print This Page' on Product Detail Page?	Allows 'Print This Page' to be added or removed from the Product Detail page
Hide 'E-mail This Page' on Product Detail Page?	Allows 'E-mail This Page' to be added or removed from the Product Detail page
Show Expected Ship Date for Back Order?	If checked, an anticipated ship date for back-ordered products is shown





## 4.9.2. Addresses

#### Administration website location: Settings > Addresses

During the checkout process, EStore Solution Stack will present fields to the shopper to be filled out to complete the order. Use the configuration settings as shown above in Figure "Address Options" to determine which fields are displayed, and the fields that are required to continue with the checkout process.

- Marking the Show? textbox displays the field option (such as First Name) to the customer
- Marking the **Required?** checkbox makes the corresponding address field a required entry for the customer

Address Options		
Force Upper-Case for Addresses?		
Allow shipping to POBox/APO/FPO address?		
Billing Address	Show?	Required?
First Name		
Middle Initial		
Last Name		
Company Name		
Phone Number		
Fax Number		
Show Web Site URL		
Shipping Address	Show?	Required?
First Name		
and the second		
Middle Initial	<u> </u>	
Middle Initial Last Name		
Last Name		
Last Name Company Name		
Last Name Company Name Phone Number		

#### 4-158 Address Options

SETTING	DESCRIPTION
Force Upper-Case for Addresses?	When enabled, all text entries in the billing and shipping address forms are displayed in upper case, regardless of how they were originally entered.
Allow shipping to PO Box/APO/FPO address?	Enables products to be shipping to PO Box, APO and APO addresses



## 4.9.3. Affiliates

#### Administration website location: **Settings** > **Affiliates**

Extend rewards to affiliates by offering commissions for referring business to the store. Allows multiple affiliates to be created under the **People > Affiliates** setup page, and tracked under **Reports > Sales By Affiliate.** Refer to the following table for details on the available options.

Affiliate Options	
Enable Sign-up Form	(appears under customer service area)
Affiliate Commission Type	Percentage of Sale
Your Affiliate Commission	35
Affiliate Referral Days	60
Affiliate Conflict Resolution	Favor old affiliate
Affiliate ID QueryString Name	affid
Affiliate Introduction Text	Our affiliate program is a great way to make money and help spread the word about our business 
Affiliate Terms	As an affiliate you agree to 
Cancel	ОК



⁴⁻¹⁵⁹ Affiliate Options

SETTING	DESCRIPTION
Enable Sign-up Form	If enabled, the Affiliate Program link will appear in customer service form as shown in the Affiliate Options accompanying figure.
Affiliate Commission Type	Choose between Flat Rate or Percentage of Sale commission to be offered to affiliates.
Your Affiliate Commission	Enter the value of the Sales commission to be offered to affiliates.
Affiliate Referral Days	The number of days a cookie will persist on the shopper's computer. Should a shopper use an affiliate link to visit the store, leave, come back another day and enter the store via the normal site URL (non-affiliate link), the cookie will be recognized and the associated affiliate will still receive affiliate commission if within this time period.
Affiliate Conflict Resolution	This feature handles referral conflicts. If a shopper visits the store via two different affiliate links, the first affiliate will be recognized as the referral source if <b>Favor Old Affiliate</b> is set. Vice versa, the second affiliate will be favored instead of <b>Favor New Affiliate</b> is set. Typically, this feature will assist in resolving conflicts over commissions except when affiliates are set up without commissions.
Affiliate ID Query String Name	This setting specifies the variable to be used on a URL to pass in the affiliate ID, used by the affiliate to redirect shoppers and the affiliate recognized as the referral source. The default is "affid" and can be modified. Examples of URLs with affiliate ID: <u>http://www.MyCompany.com/default.aspx?affid=12</u> , http://www.MyCompany.com/custom.aspx?affid=27.
Affiliate Introduction Text	When a shopper clicks the "Affiliate Program" link in the left side menu of the Customer Service area, a welcome message is displayed above the "Join the Affiliate Program" link as shown in the accompanying figure. This will be the place to display any messages to the affiliate program.
Affiliate Terms	Enter the terms and conditions relative to your affiliate program. A link will appear as shown in the bottom of the "Affiliate Program Sign-up form" below to allow prospective affiliates the option to read prior to joining.



## 4.9.4. Category and Search

#### Administration website location: Settings > Category and Search

The above options allow you to define how categories are displayed and searching occurs on the store. Each option is described in the following table.

iow Sub Categories in product grids?	
Show "home" link in category tree?	
Show Categories Tabs in Header?	
Enable Wild Card Search?	
Tabs per row	6
Pager Prefix	
Pager Spacer	
Pager Suffix	
Next Page Text	[ Next]
Last Page Text	Previous
Show Next/Last Links?	
Show Search Results as	Grid
Search Results Grid Size	1 rows 3 columns
Flag products as "new"	✓ created in the last 2 days

4-160 Category and Search Option



## 4.9.4.1. Category and Search Options

SETTING	DESCRIPTION		
Show Sub Categories in product grids?	If checked, sub-categories will be listed above the products on the category page.		
Show home link in category tree	If checked, <b>Home</b> is the as top category link to return to the store's home page.		
Show Categories Tabs in Header?	If checked, on the Category Edit page, you can specify any root categories to be listed as tabs across the top of pages. If the checkbox is cleared, tabs will be suppressed.		
Enable Wild Card Search?	If checked, allows the use of an asterisk (*) as a single or multiple character wild card search term or a question mark (?) as a single character wild card term on the keyword search box.		
Tabs per row	Controls the number of category tabs displayed per row before tabs are wrapped to the next row. Rows are filled from the bottom up.		
Pager Prefix	For items such as search results, a paging line, as shown below, may appear if needed. Enter a value for the prefix to the pager line.         BACK FRAME       BAND-LEATHER       BAND-METAL       BAND-PLASTIC         \$0.00       \$0.00       \$0.00       \$0.00         Pager Prefix 1   2   3         Pager 2   3		
Pager Spacer	Same as above, except this value is used to create a text item such as a   to separate paging values. <b>EXAMPLE:</b> 1   2   3   4, or if entering a comma "," it would be 1, 2, 3, 4.		
Pager Suffix	Similar to the Pager Prefix except this is the trailing text such as "Results found".		
Next Page Text	Indicator to navigate to the next set of results.		
Last Page Text	Indicator to move to previous set of results available.		
Show Next/Last Links?	If checked, the Next Page and Last Page indicators are displayed.		
Show Search Results as	Determines the page layout of the search query results.		
Search Results Grid Size	Defines the number of products in the search results and how they are listed.		



SETTING	DESCRIPTION
Flag products as "new"	New products created within a defined number of days (default of 60) will have a "NewProduct.gif" image super-imposed on the upper left of the product image. This is useful to present shoppers items are new to your catalog. If setting up a new store, it is recommended that this option is unchecked; otherwise all inventory items are listed as new. You may want to turn this feature back on after the initial product line is no longer flagged as new.



## 4.9.5. Countries

#### Administration website location: Settings > Countries

By default, the four enabled countries are: United States, United Kingdom, Canada, and Spain. Other countries that the store can accept orders for may be enabled by marking the checkbox for the corresponding country. This also controls which addresses are accepted as shipping and billing addresses. Customers will not be able to create addresses with the disabled countries.

Click the **States/Regions** button to view or edit items for the corresponding country.

Activ	e Country Name	Code	
	Albania	sq-AL	States / Regions
	Algeria	ar-DZ	States / Regions
	Argentina	es-AR	States / Regions
	Armenia	hy-AM (	States / Regions
	Australia	en-AU	States / Regions
	Austria	de-AT (	States / Regions
	Azerbaijan	az-AZ-Latn	States / Regions
	Bahrain	ar-BH	States / Regions
	Belarus	be-BY	States / Regions
	Belgium	fr-BE	States / Regions
	Belize	en-BZ	States / Regions

Figure 4-161 Country Settings (Image is cropped. Full list is not displayed).



lame	Abbr.	New	
Regions for United Sta	ates j	Re	load
Region	Abbreviation		
Alabama	AL	Edit	Delete
Alaska	АК	Edit	Delete
Arizona	AZ	Edit	Delete
Arkansas	AR	Edit	Delete
Armed Forces Africa	AE	Edit	Delete
Armed Forces Americas	AA	Edit	Delete
Armed Forces Canada	AE	Edit	Delete
Armed Forces Europe	AE	Edit	Delete
Armed Forces Middle	AE	Edit	Delete
Armed Forces Pacific	AP	Edit	Delete
California	CA	Edit	Delete
Colorado	co	Edit	Delete
Connecticut	ст	Edit	Delete
Delaware	DE	Edit	Delete
District Of Columbia	DC	Edit	Delete

4-162 Country/States/Regions Configuration

### 4.9.5.1. Edit a Region

To edit a region:

- 1. Click the Edit button for the region where changes are to be made
- 2. Input the changes in the textbox
- 3. The Edit button has turned into an Update button. Click the Update button to save the changes

### 4.9.5.2. Add a Region

- 1. To add a region, enter the region name in the Name textbox
- 2. Add an abbreviation, if needed, in the Abbr. text box
- 3. Click the New button

**NOTE:** To change regions on-the-fly, choose a new region from the Regions for droplist and click the **Reload** button



## 4.9.6. Gift Certificates

#### Administration website location: Settings > Gift Certificates

eSSS offers the ability to purchase and redeem electronic gift certificates on the webstore. After purchasing, the gift certificate is automatically e-mailed to the recipient. To activate this feature, mark the checkbox next to "Gift Certificates Available?" which is marked (enabled) by default.

Marking the **Send in Gift Certificate as Non-inventory Item** checkbox is used when gift certificates are not tracked in Great Plains as inventory.

the tax is a second stand
it is enabled.

#### 4-163 Gift Certificate Settings

### 4.9.6.1. Setting Up Gift Certificates in CCA

In Great Plains, we will need to have a "GIFTCERTIFICATE" Credit Card Name and a "GIFTCERTIFICATE" Inventory Item set up under the same account number. This account number could be a newly-created account or an existing account. A single unique account will allow for easy reconciliation. The "GIFTCERTIFICATE" inventory item allows customers to purchase gift certificates, and the "GIFTCERTIFICATE" credit card allows the customer to use a gift certificate. The "GIFTCERTIFICATE" item is NOT required to be imported from GP to the store.

For the Credit Card name, go to **Tools** > **Setup** > **Company** > **Credit Cards** and set up the "GIFTCERTIFICATE" Card Name as a Charge Card using the created/selected account number.



📧 Credit Card Setup			
🔚 Save 🚿 Clear	🗙 <u>D</u> elete		ک
Card Name GIFTCEF			
Accepted from Custome	ers		
C Bank Card	Checkbook ID		
Charge Card	Account Number	000-2115-00	<b>Q</b> →
Used by Company			
Credit Card	Vendor ID		
C Check Card	Checkbook ID		
			۵ 🕼

4-164 Gift Certificate Credit Card Setup in GP

	100000			10000				
Item Number	GIFTCER			20		100		
Description.	Gilt Certifi	cale				1		
Shot Description								
Generic Description			Date 10			13		
thers Type.	Salet Inve	vice ·	Guardey	Seconds -	0			
Valueton Method								-
		Iti Item Account	Maintenance					PER
Sales Tax Dations	Nontaxat	Tien Number	OFTCERT	DOM: N				
The John day 10		Description	Git Cento					
U of M Schedule ID	GIFTEEF	Descriptory .	Carl Consect	**				
				Account			Description	
Shipping Weight		mentors		1001-130	0-01	10	Inventory Retail/Parts	-
		Investory Officer		000-451			Cost of Gooth Sold - Hetal/Paris	-
		Dont of Grooth Se	44.5	000-451	0-91	0	Cost of Goods Sold - Retail/Parts	+
		Edda:		000-211	5-00	10	Sil Contrain	+
Optorn Accognia	1	Makdowna		000.120	5-00	1	Sales Discounts Available	-6
Egles Return			000-419	0-00	0	US Sale: Return	•	
Descarations Interest		inUir		010-152	0-00	Q	Machinery E.E. support	+
H + + H byheni	vunder	Infance.	000-1300-01		0-01	Q	Inventory - Retail/Parts	÷
		Dataged		000-470	0.00	19	Sharehage and Waster	+
		Valance		000.470	0.00	1	Sharekage and Waster	-
		Drop She Rene		000-273	5-00	2	Puscharies Clearing Aschiltor Inventory	
		Puedrone Fride V	Aires	000-473	0-00	3	Puschase Price Variance - Unvealed	÷
		Unwaked Fush	No.Va		18	2		÷
		Inventory, Geturn	1000	008-133	D-D1		Inventory Return Retail/Pate	+
						0.00		

#### Figure 4-165 Gift Certificate Item Setup in GP

For the Inventory Item, go to **Cards** > **Inventory** > **Item** and set up an Inventory Item for "GIFTCERTIFICATE" and under Accounts, change the account in Sales with the selected/created account number. This Inventory Item must also set up all the available Price Levels and Unit of Measure (**Cards** > **Inventory** > **Price List**) set up to allow Great Plains order entry.

To ensure that the recipient receives their gift certificate e-mail the "From:" field on the Gift Certificate Message page must contain an email address.

**NOTE:** In addition, automated e-mail notification of how to redeem a gift certificate can be completed by navigating to **Content > Email Messages.** Additional information on this feature can be found at

### eStore Solution Stack™ v4.0 User's Guide

Customer Service	Home >					
Contact Us Help	Gift Certificates					
Privacy Policy Terms and Conditions Order History	To (Recipient's Name)	Recipient's Email Address				
Affiliate Programs Gift Certificates	From (your Name)					
Return Request(s)	Admin User					
	Please enter the amount fo	or your gift certificate				
	@ \$10 O \$25 O \$50 O	\$75 0 \$100 0 \$250				
	Personalized Message					
		20				
		( Add to Cart )				

#### 4-166 Gift Certificates in Customer Service Area

### 4.9.6.2. Purchase a Gift Certificate from the Webstore

- 1. From the website, click on **Customer Service** from the bottom menu
- 2. Click on the Gift Certificates link
- 3. Fill out the recipient's information, including name and e-mail address
- 4. Add a name to the From textbox
- 5. Click on an amount for the gift certificate
- 6. Add a personalized message in the textbox
- 7. Click Add to Cart

**NOTE:** By default, the gift certificate e-mail template will only communicate the gift certificate number to the recipient. Any personalized message entered will be automatically added. To change the default message, the template is located in the administration section under **Content > Email Message**s **> Gift Certificate Notice >** (click the **Edit** button).



### 4.9.6.3. Redeeming a Gift Certificate

After checkout, a gift certificate code will be issued and emailed to the user's registered email that can be presented as a gift and used on the store for subsequent visits of any shopper holding the certificate code.

During the checkout process, the customer will be able to enter the certificate code on a payment page. eSSS will deduct the amount of the gift certificate from the cart total.

Enter Your Gift Certificate Code	
Enter Your Gift Certificate Code	
Order total Before Certificates: \$93.75	

4-167 Gift Certificate Code Entry for Redemption at Checkout



## 4.9.7. Inventory Settings

#### Administration website location: Settings > Inventory Settings

This is where settings for tracking inventory are located. eSSS provides the ability to set up both a single distribution site inventory as well as enable multi-site controls. Settings for each inventory methods are described in the following sections. Features include:

- Low stock notices
- Inventory tracking
- Multiple site support
- Back order messaging

#### 4.9.7.1. Global Inventory Settings

#### Administration website location: Settings > Inventory Settings > (Global Inventory Settings)

This location is where the single distribution site settings are located. Use the accompanying table to configure the inventory settings.

Global Inventory Settings		
Low stock report last sent Send low Stock Notice ever	at 12/27/2010 1:57:22 PM 99999 hears	
E-mail report to	admin@nodus.com	
	Send Report Naw	
Global Back-Ordered Message (Will be used when item's back-ordered message is blank		65
Disable Inventory Tracking		
Disable Strict Inventory		
If checked, items are removed from inventory when orders are saved		
if unchecked, items are removed from inventory when added to cart		
Display Item Inventory and Back-Ordered Qty to Customer		
Aulti-Distribution Site Support Settings		
Enable Multi-Distribution Site Support	1	
	Additional Settings	
	Disable Mixed Sites on the Same Order?	
	Allow Customers to Choose from Secondary Site?	
	Enable Customer Specific Sites? ( Setup)	Ø
	Available Qty Bases On?	Total Available Qty

#### 4-168 Inventory Settings



SETTING	DESCRIPTION
Low stock report sent at	Located at the top of the window, this one line update refers to the last date and time a low stock report was issued.
Send Low Stock Notice Every < > hours	Enter a time in hours for a low stock report to be generated.
E-mail report to	Enter a recipient e-mail address for the low stock report. Click the <b>Send Report Now</b> button to send a report immediately.
Global Back-Ordered Message	Enter a custom message to be displayed on the store with items that are out-of-stock.
Disable Inventory Tracking	System will always assume items are in stock when inventory tracking is disabled. Inventory quantity will no longer be synchronized with GP. Re-enabling inventory tracking will require manual import of all items to import the correct inventory count.
Disable Strict Inventory	<ul> <li>Strict Inventory allows the store to remove items from inventory when a user/customer adds an item to the cart. Optionally, you may disable this feature by clicking the Disable Strict Inventory, in which case items will only be removed from inventory when orders are saved.</li> <li>Additionally:</li> <li>If checked, items are removed from inventory when orders are saved.</li> </ul>
	<ul> <li>If unchecked, items are removed from inventory when added to the Shopping Cart.</li> </ul>
Display Item's Inventory and Back Order Qty to the Customer?	Marking this checkbox allows the customer to view inventory and back ordered quantities for all inventory locations on the product detail page.



## 4.9.7.2. Multi-Distribution Site Settings

### Administration website location: **Settings** > **Inventory Settings** > (Multi-Distribution Site Settings)

Options under this section are only available with Multi-Distribution Sites Support add-on module.

This feature provides inventory support on multiple GP distribution sites. Several configurable options can be set in the Admin section which includes:

- Displaying available product quantities from all sites
- Allowing customers to pull products from a specific site
- The ability to control whether certain products can or cannot be pulled from a site

SETTING	DESCRIPTION
Enable Multi-Distribution Site Support	This option allows customers to select site-specific inventory for line items from a drop list where needed. The inventory site drop list is located in the:
	<ul> <li>Quick Order Entry page</li> <li>Shopping cart</li> <li>Product detail page</li> <li>Category page</li> <li>Search page</li> <li>NOTE: When disabled, the site default site ID is used on the order line item.</li> </ul>
Disable Mixed Sites on the Same Order	Checkmark this option to enforce a policy prohibiting two line-items from different distribution sites from being entered on the same order.
Allow Customers to Choose from Secondary Site?	Check marking this option displays a site selection dropdown list to the customer, allowing the customer to order from available distribution sites.
Enable Customer Specific Sites	Checkmark this option to enable restrictions on customer specific sites. This restricts the customer's ability to purchase only from the sites allowed by setup.
	<b>NOTE:</b> Click the Setup link and properly configure the site restrictions prior to enabling this feature. Refer to section under <b>Catalog</b> > <b>Customer Specific Sites</b> for detailed information.
Available Qty Based On?	This option allows you to select what inventory criteria is used to determine the product available quantity. It controls how the system should determine the



backorder status for products.
Selecting <b>Total Available Qty</b> sets the system to use the sum of available quantities from all sites. <b>Example:</b> "Site A" contains available quantity of 30, and "Site B" contains available quantity of 20 – the total available quantity of 50 can be purchased before the product goes into backorder.
Selecting <b>Individual Site Qty</b> sets the system to check the available quantity against the Site ID on the line- item. <b>Example:</b> "Site A" contains available quantity of 30, and "Site B" contains available quantity of 20 –the available quantity of 30 can be purchased against "Site A" before backordering from "Site A" starts, and the quantity of 20 can be purchased against "Site B" before backordering from "Site A" starts.



## 4.9.8. Mail Server

#### Administration website location: Settings > Mail Server

- Specify the SMTP mail server that eSSS should utilize for relaying e-mail messages. This must be properly configured in order for eSSS to send any e-mail messages.
- Mail Server Administrator's assistance required The mail server will needs to be setup to either permit relay from the web server, or through Basic SMTP user authentication.
- Leave Use Basic SMTP Authentication unchecked if the mail server is setup to grant the web server relay permission via IP, otherwise checkmark the option and input the proper username and password setup by the mail server administrator.
- To send a test message, enter an e-mail address in the **To** field and click the **OK** button

Mail Server:	mail.nodus.com	
Mail Server Port:	25	
Use Basic SMTP Au	thentication	
Username:	administrator	
Password:	•••••	
Cancel		Save Changes
end Test Message		- 147 J
To:		
ОК	_	

4-169 Mail Settings



## 4.9.9. Order Options

#### Admin Site Location: Settings > Orders

Order options allow settings to be configured for orders on the shopping cart. Each option is described in the accompanying table and graphic.

rder Options			
rt Page Options			
Show Product Image in Cart?	1		
Allow Gift Wrapping in Cart?	1		
Gilt Wrap Charge Per Been	1.00		
Disable Quick Add Function on Cart page?	г		
Remember Carts for Anonymous Users?	r		
Enable Anonymous Checkoot?	E.		
Anonymous Customer ID		1	
Display Item's Unit of Measure on Cart?	-		
Display Rem Number on Cart?	P		
Show mark-down from "Your Price" on Cart, Order Receipt, and Order History pages?	Г		
der Processing Options			
Minimum Quantity	1		
Quantity Limit	9999		
Minimum Amount	0		
Amount Limit	99999.99		
For Order LineItem Description, Use	11	a l	
Show requested ship date?	- 7/5	-	
Allow \$0.00 Orders	winning on Mrste	2	
Collect PO Number During Checkout?			
Connect PO Humber Daring Concenses/	Always Requir		
	Required for P	urchase Orde	Payments?
Send Order Confirmation to Customer's Salesperson?	F		
Send E-mail When New Orders Arrive?	F to admin@nod	us.com	
Send drop-shipper notice regardless of payment method?	F 🤣		
Show Special Instructions Field at Checkout?	Ø		
Allow Multiple Shipping Addresses?	ন		
Clean up was last run at 6/19/			
Run order clean up every	1	days	Run Now
Clean up incompleted orders older than	30	days	
Clean up was last run at 6/19/	2012 11:33:13 AM		
Run anonymous user clean up overy	3	days	Run Now
Clean up anonymous user older than	3	days	
Default Order Manager Date Range		and a	
	10		
	10		





SETTING	DESCRIPTION	
Cart Page Options		
Show Product Image in Cart?	Marking this option allows the customer to see the product image associated with the line item in the Shopping Cart	
Allow Gift Wrapping in Cart?	Allows a Gift Wrapping option to be displayed in the Shopping Cart	
Gift Wrap Charge Per Item	Permits the webstore administrator to set a per item charge for gift wrapping through entering a price in the gift wrap textbox.	
Disable Quick Add Function on Cart page?	This option will hide the Quick Add feature on the Shopping Cart page	
Remember Carts for Anonymous Users?	This feature uses cookies to retain cart information for customers who do not log onto the website. Cart information is retrieved through the cookie when the website is browsed from the same computer again. (This feature should be considered independent from the Anonymous checkout feature.)	
Enable Anonymous Checkout	Anonymous Checkout Feature. Checkmark to enable the feature. When enabled, customer will be offered to checkout as guest on the Login page during the checkout process. Checkout As Guest Select this option will skip the registration and proceed directly to checkout. Please note, you will not be able to track your order or save your information for future purchases. Continue As Guest	
Anonymous Customer ID	Anonymous Checkout Feature. Value entered in this textbox will be used as the Customer ID for all orders placed from Anonymous Checkout. This record will not be stored on the website, and changes in GP against this record will not be synchronized back to the website.	
Display Item's Unit of Measure on Cart?	Enabling this function will display the line item's unit of measure – single, case, etc. on the Shopping Cart.	
Show Mark-Down from the List Price on Cart, Order Receipt and Order History pages	This option permits any item markdown amount to be displayed on the Shopping Cart, Order Receipt and Order History pages.	


SETTING	DESCRIPTION	
Order Processing Options		
Minimum Quantity	Set the minimum quantity required to complete an order.	
Quantity Limit	Set the maximum quantity allowed per order.	
Minimum Amount	Set the minimum amount on the subtotal required to process an order.	
Amount Limit	Set the maximum amount on the subtotal which can be ordered.	
For Order Line Item Description, use	Allows either the Product Name or Short Description to be selected from a droplist for use in the line item description.	
Show requested ship date?	If enabled, allows the customer to enter a requested ship date for the order. Please enter a date that you would like your order to ship by. January  2011 2011	
Minimum Days	Displays a minimum number of days before the order can be shipping when the Show requested ship date feature is enabled. For example, if '7' is entered, the default date shown on the form (see above) would be seven days from the current date.	
Allow \$0.00 Orders	Allows orders of \$0.00 grand total amount to go through, such as free offers, when a checkout process of the order is required.	
Collect PO Number During Checkout?	Mark the checkbox to enable a textbox on the Checkout confirmation page, used to collect purchase order number during the checkout process.	



SETTING	DESCRIPTION		
	Login Address Ship & Pay Review Continue		
	Your order total including shipping and Tax is \$30.00		
	Shipping	Payment	
	Please select a shipping method for your order.	⊙ Credit Card	
	Shipping charges can not be calculated at this time. You may continue with your order and we will contact you later with more shipping information.		
	View Shipping Policy UPS, UPS brandmark, and the Color Brown are tradamarks of United Parcel Service of America. Inc. All Rights Reserved.	Select A Card < New Card For Payment > Card Type < Select A Card Type > Card Number Exp. Date + / / /	
	Redeem a Gift Certificate	Security Code What's this?	
	Enter Your Gift Certificate Code	Name On Card Bac Bui	
		Save Credit Card for later use	
	Order total Before Certificates: \$30.00	© Electronic Check (eCheck) Bank Routing Number	
	Add a Promotional Code	Account Number	
		Check Number	
Always Required? Required for Purchase Order Payments?	checkout for customers selected to use method. The purchase order number in customers selected other payment met	er number will always be required to er number will be required to complete Purchase Order as their payment nput textbox will be optional for hods for their order. enabled, this setting will be deactivated per During Checkout option is not	
Send Order Confirmation to Customer's Salesperson	Mark to enable e-mailing to the customer's designated salesperson. Salesperson ID and its e-mail address are collected from setup in GP.		
Send E-mail When New Orders Arrive	If checked, the recipient address that was set here will receive an order notification. Multiple addresses can be separated by a comma		
Send drop shipper notices on Authorization and on	Enables the drop shipper email notice. credit card. The drop shipper notice is s		



SETTING	DESCRIPTION
Charge	specified on the item when order is placed on eSSS.
Show Special Instructions Field at Checkout	If checked, displays a multi-row entry box for shoppers to enter special instructions, if any during checkout. The value entered will be sent to Great Plain's SOP Comments field.
Allow Multiple Shipping Addresses?	If checked, gives the customer the ability to specify a different shipping address for each line-item.
Run order clean up every:	Sets how often the Order Cleanup process should run. If cleanup is desired right away, click the <b>Run Now</b> button.
Clean up incomplete orders older than	For shoppers that added items to their cart, the cart contents will attempt to be restored when the shopper signs in the next visit. A shopper may not return and therefore a cleanup process is run every X days to purge the old data. This value sets the number of days a cleanup is run to purge old cart data. During the order cleanup process, orders older than the date specified will be purged.
Default Order Manager Date Range	This drop down list gives you nine different date range options for displaying orders in the order manager.
Number of Addresses are shown on checkout_Address page by default	Allows the user to set the number of addresses shown on the Address page during checkout.



# 4.9.10. Payment

#### Administration website location: Settings > Payment

The eSSS shopping cart offers many payment options such as online and offline credit card processing, PayPal payments, Purchase Orders, Telephone/Email, Fax, e-mail, and check by mail options. Configure the payment settings as described in this section providing description and instruction information as required.

### 4.9.10.1. Credit Card Payments

The following details explain how to configure eStore Solution Stack to accept credit card and electronic check payments.

Payment Options		
Electronic Check (eCheck) and Credit Card		
Allow Payment by Electronic Check (eCheck)	Select CC & eCheck Processor	
Allow Payment by Credit Card		
Card Processing Options	Pre-authorize cards at checkout (charge when shipped)	
	O Charge full amount to cards at checkout	
	Require CVV code during checkout	
Accepted Cards	American Express	
	Diner's Club	
	Discover	
	Плев	
	MasterCard	
	✓ Visa	
	Thank you.	
Allow and because to use conditioned on Globar CD (Wollach)		
Allow customers to use credit cards on file in GP (Wallet)	Additional Options	
Allow customers to use credit cards on file in GP (Wallet)		
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>✓ Additional Options</li> <li>✓ Allow customers to opt-out saving their credit</li> </ul>	
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>Additional Options</li> <li>Allow customers to opt-out saving their credicards while placing order</li> <li>Allow customers to store new credit cards without placing order</li> </ul>	
Allow customers to use credit cards on file in GP (Wallet)	Additional Options     Additional Options     Allow customers to opt-out saving their credicards while placing order     Allow customers to store new credit cards without placing order  Error message display on credit card maintenance page	
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>Additional Options</li> <li>Allow customers to opt-out saving their credicards while placing order</li> <li>Allow customers to store new credit cards without placing order</li> </ul>	
Allow customers to use credit cards on file in GP (Wallet)	Additional Options Aldow customers to opt-out saving their credit cards while placing order Allow customers to store new credit cards without placing order Error message display on credit card maintenance pag Oops! We're having a hard time retrieving your credit card details. It should be available	
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>Additional Options</li> <li>Allow customers to opt-out saving their credit cards while placing order</li> <li>Allow customers to store new credit cards without placing order</li> </ul> Error message display on credit card maintenance page 0 ops! We're having a hard time retrieving your credit card details. It should be available again the next time you shop with	
Allow customers to use credit cards on file in GP (Wallet)	Additional Options Aldow customers to opt-out saving their credit cards while placing order Allow customers to store new credit cards without placing order Error message display on credit card maintenance pag Oops! We're having a hard time retrieving your credit card details. It should be available	
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>Additional Options</li> <li>Allow customers to opt-out saving their credicards while placing order</li> <li>Allow customers to store new credit cards without placing order</li> </ul> Error message display on credit card maintenance page 0 ops! We're having a hard time retrieving your credit card details. It should be available again the next time you shop with us.	
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>Additional Options</li> <li>Allow customers to opt-out saving their credit cards while placing order</li> <li>Allow customers to store new credit cards without placing order</li> </ul> Error message display on credit card maintenance page 0 ops! We're having a hard time retrieving your credit card details. It should be available again the next time you shop with	
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>Additional Options</li> <li>Allow customers to opt-out saving their credit cards while placing order</li> <li>Allow customers to store new credit cards without placing order</li> <li>Error message display on credit card maintenance pag Oops! We're having a hard time retrieving your credit card details. It should be available again the next time you shop with us.</li> <li>Error message display on checkout payment's page: Oops! We're having a hard time retrieving your credit card</li> </ul>	
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>Additional Options</li> <li>Allow customers to opt-out saving their credicards while placing order</li> <li>Allow customers to store new credit cards without placing order</li> <li>Error message display on credit card maintenance page Oops! We're having a hard time retrieving your credit card details. It should be available again the next time you shop with us.</li> <li>Error message display on checkout payment's page: Oops! We're having a hard time retrieving your credit card details. It should be available</li> </ul>	
Allow customers to use credit cards on file in GP (Wallet)	<ul> <li>Additional Options</li> <li>Allow customers to opt-out saving their credit cards while placing order</li> <li>Allow customers to store new credit cards without placing order</li> <li>Error message display on credit card maintenance pag Oops! We're having a hard time retrieving your credit card details. It should be available again the next time you shop with us.</li> <li>Error message display on checkout payment's page: Oops! We're having a hard time retrieving your credit card</li> </ul>	

#### Figure 4-171 Setting up electronic payments



### 4.9.10.1.1. Setting up the Payment Gateway

This portion of the setup identifies the processor Setup ID used to process electronic payments.

- 1. Start by marking the checkbox(s) for credit cards and/or eChecks
- 2. Click the Select CC & eCheck Process button
- 3. Click **(Edit)** for either the Offline/Test Processor if working in a test environment or Nodus Transaction Server if preparing to go into live production

Credit Card Processors
Please select your credit card processor below: © Offline/Test Processor (Edit)
• Nodus Transaction Server (Edit)
Continue >>

#### 4-172 Credit Card Processors

- 4. The Edit Credit Card and eCheck Process page opens
- 5. Enter the Setup ID for credit cards and/or eCheck payments
- 6. Mark the **Use AVS** checkbox to have the account address verified by the payment processor. If the address stored in Great Plains does not match the payment processor's records, the payment will be declined.
- 7. Click the Save Settings button
- 8. When the **Credit Card & eCheck Processors** page opens, mark the test or live product option and click the **Continue** button to return to the main Payment page

SETTING	DESCRIPTION
Pre-authorize Cards at Checkout	Book transactions are processed and sent to back office with the SOP document.
	Credit card provided at time of checkout will have the fund authorized and reserved for a limited amount of time (based on the card's issuing bank). The fund can be captured later using CCA from GP once the record is submitted to the back office. Refer to the CCA User's Guide for additional details on CCA operations.
Charge Full Amount to Cards at Checkout	Sale transactions are processed and sent to back office with the SOP document. Payment line is also inserted on the SOP document.



	Credit card provided at time of checkout will be charged the full amount. Referenced transactions can be done through CCA from GP once the record is submitted to the back office. Refer to the CCA User's Guide for additional details on CCA operations.
Require CVV Code during Checkout	Requires verification of the account's CVV security code. If the CVV code stored in Great Plains does not match the payment processor's records, the payment will be declined.
Accepted Cards	Mark the checkbox by the credit cards accepted by the website: American Express Diner's Club Discover JCB MasterCard Visa
Instructions	Add any instructions or acknowledgements to be displayed. These instructions are displayed on the Checkout receipt page
Allow customers to use credit cards on file in GP	Marking this checkbox permits customers to select credit cards stored in Great Plains.
Allow customers to decide if new credit card will be saved on file in GP	Conditional on allowing use of GP-stored credit cards, this feature gives customers the ability to save new credit cards in Great Plains
Allow customers to create new credit card	Conditional on allowing use of GP-stored credit cards, this option allows customers to enter a new credit card to pay for the order.
Existing Card Display's error message at Credit Card Maintenance	This error message is displayed when there is a technical communication problem; for example, if eSSS is unable to communicate with Great Plains. This error message would be displayed after an unsuccessful credit card processing attempt.
Existing Card Display's error message at Checkout	Enter an error message to be used if customer credit card is not successfully processed.



## 4.9.10.2. PayPal Payments

If accepting PayPal payments, fill up the **PayPal username** field with your receiving account's user name and mark the **SandBox (test) mode:** checkbox to enable the test mode.

PayPal	
PayPal for Business VISA 🚭 🚾 🛄 Accept cre in just min	
Allow Payment by PayPal	
PayPal Username	
SandBox(test) mode	
Allow Payment by PayPal Express Checkout with Website Payment	nts Pro
SetupID	( <b>1</b>
Website Payments Pro Partner	
Website Payments Pro Vendor	
Website Payments Pro Username	
Website Payments Pro Password	•••••
PayPal Currency Code	USD
PayPal Processing Options	Pre-authorize at checkout (charge when shipped)     Oct
SandBox(test) mode	O Charge full amount at checkout



Other initial setup requirements are listed below:

In Great Plains, a "PayPal" Credit Card Name must be set up to accommodate the PayPal payments as credit card payments from the store. Go to **Tools** > **Setup** > **Company** > **Credit Cards** and set up the "PayPal" Card Name as a Bank Card under a desired Checkbook name.

🖬 Credit Card Setup				_ 🗆 🗙
🔚 Save <u>  %</u> Clea	ar 🗙 <u>D</u> elete			<b>a</b>
Card Name Paypa	ı QD			
Accepted from Custo	omers			
Bank Card	Checkbook ID	UPTOWN TRUST		
Charge Card	Account Number		~	C ≠
Used by Company				
Credit Card	Vendor ID			
Check Card	Checkbook ID			
				🗇 🕗

#### 4-174 PayPal Credit Card Name



The receiving PayPal account's Instant Payment Notification also needs to be activated for the Store Site. This would be for PayPal to notify the Store that the payment has been made for your account.

## 4.9.10.2.1. Activating PayPal

- 1. Log-in to your PayPal account
- 2. Click the Profile sub-tab
- 3. Click the Instant Payment Notification Preferences link in the Selling Preferences column
- 4. Click Edit
- 5. Click the checkbox and enter the store's URL as follows: <u>http://www.mydomain.com/PayPal.aspx</u> where <u>www.mydomain.com</u> is the store's URL
- 6. Click Save

**NOTE:** If you are unable to find the Receipt Transaction ID on a PayPal Order, the IPN is not set up correctly.

To accept an <u>active</u>, non-Sandbox PayPal account, you will need to disable the Sandbox (Testing) tag in the Web.config file located at the Store's root directory on the web server. Just open the file and locate this tag: **<add key="PaypalSandbox" value="Off"/>**. Set the value to "On" if you are still using a Sandbox account and set the value to "Off" if you are using a Live PayPal account.

## 4.9.10.3. PayPal Express Checkout via Website Payments Pro

To use this option, first sign up for PayPal Express Checkout via Website Payments Pro. The standard PayPal payment process is not supported. **NOTE:** If upgrading and Payflow Pro is already used, a new tender type must be added.

Once the service is activated, check the PayPal Express Checkout via Payflow Pro box. Fill out the following boxes with information provided by PayPal

- Website Payments Pro Partner
- Website Payments Pro Vendor
- Website Payments Pro Username
- Website Payments Password
- PayPal Currency Code



### **PayPal Processing Options:**

- Mark the **Pre-authorize** button to run a book transaction (authorization of the funds) against the PayPal account. Delayed capture can be shipped using Credit Card Advantage in GP once the record is submitted to GP.
- Mark the **Charge Full Amount at checkout** to request a sale transaction to capture the fund at the time of checkout.

### Test Mode

Check the PayPal **Sandbox (test) mode** box to enable testing, which allows PayPal transactions to be tested without sending money to PayPal.

**NOTE:** Although no money will be transferred while this function is enabled, actual data will be sent to the Great Plains server. It is suggested that a sample customer account be set up for testing purposes. As an alternative, any test transactions could be voided in Great Plains.



## 4.9.10.4. Other Payment Options

This section describes the other forms of payments that can be used on the eSSS webstore. Details are discussed in the following table.

SETTING	DESCRIPTION
Allow Payment by Purchase Order	Checking this box allows customized information to be added to the Purchase Order payment option.
	<ul> <li>The Description information is added as a line item in the check out page.</li> <li>The Instructions information appears as a confirmation page.</li> </ul>
	Purchase Order payment options also allow certain payment terms to be specified for a customer. To enable this feature:
	<ol> <li>Click the Payment Term Restriction droplist</li> <li>Choose a payment term restriction option</li> <li>Enter the payment term to be allowed or prevented in the textbox below the Payment Term Restriction droplist. If multiple payment terms are entered, separate them with a comma.</li> </ol>
	EXAMPLE: NET 30, NET 60
	4. Click the Save Changes button
Allow Payment by Telephone	Checking this box allows customized information to be added to the Telephone payment option.
	• The Description information is added as a line item in the Check Out page.
	The Instructions information appears as a confirmation page
Allow Payment by Fax	Checking this box allows customized information to be added to the Fax payment option.
	<ul> <li>The Description information is added as a line item in the Check Out page.</li> <li>The Instructions information appears as a confirmation page.</li> </ul>
Allow Payment by Email	Checking this box allows customized information to be added to the E-Mail payment option.
	<ul> <li>The Description information is added as a line item in the Check Out page.</li> <li>The Instructions information appears as a confirmation page.</li> </ul>



Allow Payment by Check by Mail	<ul> <li>Checking this box allows customized information to be added to the Check by Mail payment option.</li> <li>The Description information is added as a line item in the Check Out page</li> <li>The Instructions information appears as a confirmation page</li> </ul>
Allow Payment on Account	This option permits customers with credit accounts to purchase items on account. Marking this box enables eSSS to check the customer's available credit on Great Plains in real-time.
	Checking this box allows customized information to be added to the On Account payment option.
	<ul> <li>The Description information is added as a line item in the check out page.</li> <li>The Instructions information appears as a confirmation page.</li> </ul>
	The On Account payment option also allows certain payment terms to be specified for a customer. To enable this feature:
	<ol> <li>Click the Payment Term Restriction droplist</li> <li>Choose a payment term restriction option</li> <li>Enter the payment term to be allowed or prevented in the textbox below the Payment Term Restriction droplist. If multiple payment terms are entered, separate them with a comma.</li> </ol>
	EXAMPLE: NET 30, NET 60
	4. Click the Save Changes button



# 4.9.11. Product Reviews

#### Administration website location: Settings > Product Reviews

Product reviews provide a method for shoppers to provide their feedback on a particular product. Product reviews can also be manually added in the Customer Reviews area of the Catalog admin section as in the case of accepting feedback via e-mail. Product reviews are configured as shown in the figure shown below.

Product Review Options	
Show Product Reviews?	
Allow Customer To Create Product Reviews?	
Moderate Product Reviews?	
Allow Product Rating?	
Allow Karma Scores?	
Show how many reviews at first?	3
Show how many reviews on customer reviews page?	10
Cancel	ОК

#### 4-175 Product Reviews

### 4.9.11.1. Product Review Options

The following options can be set from the review screen

SETTING	DESCRIPTION
Show Product Reviews?	Specifies whether or not customer reviews are displayed.
Allow Customer to Create Product Reviews	Gives the option whether to allow product reviews on the website
Moderate Product Reviews	Enables the ability to edit customer reviews if desired
Allow Product Rating	Establishes a "star" system for rating products
Allow Karma scores	Enables a 'Was This Helpful' system for rating the review
Show How Many Reviews at First?	The initial number of reviews shown with the product
Show how many reviews on customer	Controls the number of reviews seen on the customer review page for the product.



SETTING	DESCRIPTION
review page	

The following is the store web site page that a customer can use to write a review.

Create Your Review	
Audio System	
(0 customer reviews)	
ating 3 Stars V	
This is a sample review for this product.	<u></u>



#### **Moderation Notices**

After a user writes a review, you'll notice a link similar to the following on the To-Do's/Alerts section on the opening page of the Administration area. Clicking on the link will allow you to approve or deny reviews if you have moderation enabled.



#### 4-177 Moderate Link



# 4.9.12. Returns

#### Administration website location: Settings > Returns

If **Enable Return Form** is checked, a link will appear in the Customer Service Area to allow a shopper to request a return. Enter the e-mail for the account to receive the e-mail of the request data in the **Email Return Request to** textbox.

Enable Return Form	(appears under customer service area on the website)
Email Return Request to	admin@nodus.com
Cancel	ОК

4-178 Return Request Form



# 4.9.13. Shipping

### Administration website location: Settings > Shipping

This area is to configure the shipping and handling configuration of the store. There are two main areas to be configured:

- Configure Shipping Carrier Setting up options and required data for carriers such as FedEx
- Configure Shipping Methods Customizing how and how much your website charges for shipping

### 4.9.13.1. Configure Shipping Carriers

To configure account settings for shipping carriers:

Click the button for the desired carrier (as displayed in the accompanying figure) and a page for that carrier's settings is displayed.

FedEx [®] Settings	
UPS [®] Settings	
US Postal Settings	

4-179 Shipping carrier Accounts

#### 4.9.13.1.1. Fedex Settings

Enter the Fedex Settings as detailed in the following table.



Tracking URL	http://www.fedex.con	n/cgi-bin/tracking?action	=track&lan
Meter Number	-		
	Need a Meter Numb	er? Click Here	
FedEx Account Number	L		
Service URL	https://gateway.fedex	com/GatewayDC	
Drop Off Type	STATION	~	
Always use Residential Delivery Prices			
Saturday Pickup			
Saturday Delivery			
Cancel		Save	Changes

Figure 4-180 Fedex Settings

SETTING	DESCRIPTION
Tracking URL	Enter the Fedex tracking URL in this textbox
Meter Number	Meter numbers are used by Fedex to calculate an account's rates and track rate requests. Click the Need a Meter Number link to generate a Fedex meter number.
FedEx Account Number	Enter the FedEx account number in this textbox
Service URL	This is the address to the FedEx server that eSSS contacts to obtain real-time freight calculations. The value is pre-populated. However, this interface allows the administrator to change the value if FedEx changes their server address.
Drop Off Type	Allows the user to specify the type of drop-off used to hand shipping over to Fedex, including station, request courier, etc.
Always use Residential Delivery Prices	Marking this checkbox enables residential delivery charges to be used for all Fedex shipping orders. Residential delivery prices are the fees charged by Fedex to deliver to a residential unit.
Saturday Pickup	Enables pickup on Saturdays
Saturday Delivery	Enable Saturday delivery.



### 4.9.13.1.2. UPS Settings

Enter the UPS Settings as detailed in the following table.

Shipping - UPS Settings	
Registration Information	n
	Get UPS License
Registration Status	Please apply for a license with UPS
Tracking URL	http://wwwapps.ups.com/etracking/tracking.cgi?tracknum
UPS ^D Account Number	
Shipping Rate Settings	(for store side estimates)
Pickup Type	Any / Ignore
Always use residential rates	
Saturday pickup	
Saturday delivery	
Package Type	Customer Supplied / Custom 💌
Shipping Preferences	
Service	UPS Ground
Packaging	Customer Supplied 💌
Payment Method	Shipper's UPS Account
UPS ^D Account Number	
Cancel	Save Changes

Figure 4-181 UPS Settings



SETTING	DESCRIPTION	
Registration Information		
Registration Status	Verification of UPS license. Click on the Get UPS License button to apply for the license.	
Tracking URL	Enter the UPS tracking URL in this textbox	
UPS Account Number	Enter the UPS account number in this textbox	
Shipping Rate Settings		
Pickup Type	Specify a pickup type from the droplist	
Always use residential rates	Marking this checkbox enables residential delivery charges to be used for all Fedex shipping orders. Residential delivery prices are the fees charged by Fedex to deliver to a residential unit.	
Saturday pickup	Enables pickup on Saturdays	
Saturday delivery	Enable Saturday delivery.	
Package Type	Choose a package type from the droplist	
Shipping Preferences		
Service	Select the type of UPS shipping	
Packaging	Specify the type of packaging used	
Payment Method	Choose a payment method	
UPS Account Number	Enter the UPS Account number	



### 4.9.13.1.3. US Postal Settings

Enter the US Postal Settings as detailed in the following table.

	U.S. Postal Service - Web Tools Account Information: Register
	Sign up at: https://secure.shippingapis.com/registration or call 1- 800-344-7779
Username	
Password	
Server	http://Production.shippingapis.com/ShippingAPI.dll
Tracking URL	http://trkcnfrm1.smi.usps.com/PTSInternetWeb/InterLabe

Figure 4-182 US Postal Settings

These settings require a US Postal account. To open a new account, click on the registration link provided on the US Postal Service Settings page.

SETTING	DESCRIPTION
User Name	Enter the USPS account user name
Password	Enter the USPS account password
Server	Add the USPS server location in this textbox
Tracking URL	Insert the USPS tracking URL in this textbox



## 4.9.13.2. Configure Shipping Methods

Shipping methods can be set up that support real-time shipping calculation (with the common carriers), or will allow admin to setup their own Matrix Freight Table – such as all of the "BV" type of shipping methods. Shipping Methods help customize how products are shipped from the website. These options control:

- Specific shipping methods Can set by price, weight, per item or use shipping types associated with individual carriers, such as USPS Express Mail or FedEx Ground
- Establishment of shipping price levels for increasing order totals. For example, setting an increasing shipping charge for orders of 1 or more, 99 and more and 1,000 and more.
- Choose a country list where items can be shipping

To set a new shipping method:

- 1. For each new shipping method, click the **New** button
- 2. Enter the settings as shown in the table below
- 3. Repeat for as many shipping methods as needed
- 4. Click the Save Changes button

**NOTE:** To edit a shipping method, from the list of shipping method, click the **Edit** button for the shipping method to be changed and the **Edit Shipping Method** window opens. Edit as needed and click the **Save Changes** button.

SETTING	DESCRIPTION
Name	Create a name for the shipping method, such as <b>Per Item</b>
Great Plains Shipping ID	Enter the Shipping ID used by Great Plains
Туре	Enter the type of shipping – per item, price, weight or a shipping type used by a specific carrier, such as FedEx first overnight
New Level	Sets the increasing shipping costs associated with multiple item orders or by weight.
	<ol> <li>Click New Level to set a shipping cost according to the shipping type designated in the Type droplist</li> </ol>
	2. Continue click <b>New Level</b> to add as many pricing levels as needed
	NOTES:



	<ul> <li>New pricing levels inserted between already established price levels will be automatically filtered according to amount. For example, if levels are set for packages at 5 and 20 pounds, a new 10 pound level entry would be automatically inserted on the list between 5 and 20 pounds.</li> <li>For carrier specific shipping types, shipping prices by level is not available</li> </ul>
Adjust Price by	Allows the cost of a shipping type to be adjusted by a set amount. The droplist allows the adjusted cost to be set by dollar amount or percentage.
Customer Specific settings	Allow specify shipping method is only available for assigned customers
Ship to Countries/Regions	Creates a list of countries/regions. The list can be changed by clicking the <b>Add</b> and <b>Remove</b> buttons to shift countries/regions to a Not Available list.



**Figure 4-183 Shipping Methods** 



### 4.9.13.2.1. Customer Specific setting

- 1. Use the Search feature to locate the user(s) to be assigned to the shipping method
- 2. Mark the checkbox by the user to be assigned to the shipping method
- 3. Click the Add button to populate the Selected Users/Classes window

**NOTE:** This page gives the option of assigning viewing rights to customers and/or to GP Class IDs. If all users are to be granted viewing rights, the **Everyone** radio button is marked.

### 4.9.13.3. Handling Fees

On the **Shipping** page, handling charges can be established. To set the handling charge:

- 1. Enter an amount in the Handling fee amount textbox
- 2. Mark the radio button for the item type:
  - Per Order
  - Per Item
  - Per Package
- 3. Add a message if a valid shipping method cannot be located
- 4. Choose a carrier from the Real Time Rate Provider droplist
- 5. Click Save Changes



#### 4-184 Shipping Processing Options



# 4.9.14. Site Terms

#### Administration website location: Settings > Site Terms

eStore Solution Stack provides a powerful system for localization and customization with a term/value system. Terms are values used internal to eStore Solution Stack and the value is used as the output for the store. Edit term values to control the output displayed to the shopper when terms interpreted for publishing to the web page. For example, if you were to change "AddressBook" to have a value of "Your Address Book", anytime you now see "Address Book" would now be "Your Address Book." Click the **Edit** button to edit term values.

For those coding their own modifications, Site Terms can be called in code such as:

lblTest.Text = Content.SiteTerms.GetTerm ("AddressBook")

In this case, the lblTest would show as an "Address Book"

**NOTE:** It is strongly recommended **NOT** to delete a factory default term. Only user-defined terms should be deleted if no longer used.

Term	Value	New
Term	Value	
AddressBook	Address Book	Edit
AffiliateProgram	Affiliate Programs	Edit
AffiliateSignUp	Join the Affiliate Program	Edit
AverageRating	Average Rating	Edit
Categories	Categories	Edit
Category	Category	Edit
CCWallet	Credit Card Maintenance	Edit
ChangeEmail	Change Email	Edit
ChangePassword	Change Password	Edit
Checkout	Checkout	Edit
ConfirmNewPassword	Confirm New Password	Edit
ConfirmNewUsername	Confirm New Email Address	Edit
ConfirmPassword	Confirm Password	Edit
ContactUs	Contact Us	Edit
CreateANewAccount	Create New Account	Edit
CustomerReviews	Customer Reviews	Edit
CustomerService	Customer Service	Edit
DownloadFiles	Download Files	Edit
EmptyCart	Your Cart is Empty	Edit
ExpectedShipDate	Expected Ship Date	Edit

#### 4-185 Site Terms Configuration



# 4.9.15. Resource Messages

#### Administration website location: Settings > Resource Messages

The General Resources Messages page provides access to resource files used by eStore Solution Stack. Resource files are stored in a local folder and can be selected for editing from this page. To set up and use General Resource Messages:

- 1. Click the Clone button to copy all resource files to a temporary folder
- 2. To edit a resource file, select a local folder where the files are stored from the **Resource Location** droplist
- 3. Selecting the location will populate the Resource File list
- 4. Highlight a file and a table detailing the file attributes opens
- 5. Click the Edit button and the key value and comments will become editable
- 6. If changes are made to the key, click the **Update** button and the changes will be saved in the temporary folder
- 7. When changes are complete, click the **Update** button at the bottom of the page. All changes will be made permanent in the public folder where the files reside.

**NOTE:** The final step will cause IIS's application pool to be recycled. All users will lose their current session and be required to log-in again.

star. Any unsublish changes from previous s	classe will be lest when you Chile	the "Chose" button.		
Cose				
tep 3: Select resource files to edit	and the second se			
example Rie	- Key	VALUE	COMMENTS	
Marin Coder Resord as causes	AddnesCand	< hew Card For Payment >		Edit
CManager.avcs.ress				
red Card Payment and areas	CartTypeError	Please select a card type		Edit
reditCardPayment_Org.ests.rese ustomerServiceManu.decs.rese	ExpiredMonthError	Please select an expiration month		Edit
nouics.aut.s.reax anguageSaterLiun.aut.s.reax	ExpiredYearError	Please select an expiration year		Edt
ecolionCodeSelection.mcn.ress				Edit
finiCart.eecs.ress	IAmount	Amount		101
En/CartYotals.secs.res	IblCardNumber	Card Number		fdt
	IblCardType	Card Type		Lat
MiniCart Totalisaascurees MiniCart Totalisaascurees MiniCart Totalisa Saecurees MiniCart Totalisa Saecurees Order Viewer asticurees Product Proteiniaes Calagoliguesurees Product Reviewe Datao ascurees Product Reviewe Datao ascurees Quick Add Janascurees	IblExpDate	Exp. Date		Edit
	IbliameOnCard	Name On Card		Edit
	IbiSecurityCode	Security Code		Edit
wickAddBubCalProductAscs.ress acaptehaControl.ascs.ress	Ib/SelectACard	Select A Card		Edit
ingShipDateControlasco.ress IngleDatePictor.asco.ress	SelectOneCard	< Select A Card Type >		Eat
HeQuettityasin.reen PS_Copyright.escureen	IbiCerdnickName	Card Nickname		Edit
ep 4: Publish Changes	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		in the second se	

#### Figure 4-186 Resource Message Settings



# 4.9.16. SSL

#### Administration website location: Settings > SSL

Configure the Standard Site URL for the store and the URL for SSL mode to be used during encrypted page views. The Secure Site Root URL will be used when the "Use SSL for Checkout" is checked and a shopper enters the checkout process requiring encrypted protection. Be sure to check the SSL checkbox prior to handling credit card orders or any operation requiring SSL operations. If you are handling manual transactions or phone/fax orders, etc. SSL may not be required.

You also have the option of using SSL for checkout and credit card pages. In addition, you can also use SSL for all of admin pages.

**NOTE:** Turning the SSL option on for Admin pages and not having a properly configured SSL Certificate can lock you out of the administration section of the website. Make sure the SSL Certificate is set up properly before turning this option on.

Changing these settings will recycle again after making changes.	your web site. You will need to login
Standard Site Root	http://FrankTraining/test40/
	(i.e. http://www.bvsoftware.com)
Secure Site Root	https://FrankTraining/test40/
	(i.e. https://www.bvsoftware.com)
Use SSL For Checkout and Credit Card Admin Pages?	
WARNING: If you do not have an SSL certifi administration section. Test your SSL certific	icate installed and working, turning on this setting may lock you out of the ate before turning on this option.
Use SSL for All Admin Pages? (only works if SSL checkbox above is selected)	

4-187 SSL Settings



# 4.9.17. Tax Classes

#### Administration website location: Settings > Tax Classes

Tax classes are group classifications of products which can be easily created and edited from the Tax Classes page as described below. These classes can be assigned to products as needed (described under **Catalog** > **Products** > **Editing Products** > **General Information**) and then be used to setup tax calculation based on the Tax Class (described under **Settings** > **Taxes** > **Creating a New Tax**).

Tax Classes		New
Tax Class Name		
Alcohol	Edit	Delete
EU Taxable Item	Edit	Delete
Food and Beverages	Edit	Delete
Tobacco	Edit	Delete

#### 4-188 List of Tax Classes

- 1. Enter name for the tax class in the New Tax Class Name textbox
- 2. Click the New button
- 3. Click the Edit button to change the name of a Tax Class



# 4.9.18. Tax Details

#### Administration website location: Settings > Tax Details

Tax details are imported from Great Plains. Click the **Import Tax Details from GP** button and the Tax Details will be imported from Great Plains and refresh the tax details list.

To locate a specific set of Tax Detail information, enter the Tax Schedule ID in the **Tax Schedule ID** box and click the **Submit** button.

Tax Details	in From CP					
TaxSchedule ID:			Submit			
TaxScheduleID	TaxDetailID	Description	TaxRate Type	Percentage	TaxAmount	TaxAbleTax
ALL DETAILS	CANABPST- PS6N0	Alberta PST	3	6.00000	0.00000	0
ALL DETAILS	USEXMT- PSON0	Exempt Sales- USA	3	6.00000	0.00000	1
AUSNSWST+20	AUSSTE- PS20N0	NSW State Tax	з	20.00000	0.00000	0
AUSNSWST-20	AUSSTE- PS20N0	NSW State Tax	3	20.00000	0.00000	0
CANALLGST-7	CANGST- PS7T0	Taxable GST- Canada	3	7.00000	0.00000	1

Figure 4-189 Tax Details



# 4.9.19. Taxes

#### Administration website location: **Settings** > **Taxes**

The Tax section allows an unlimited number of tax setup records to be configured and listed. Click **New** to add a tax record, **Edit** or **Delete** for existing tax records.

Charge Tax on Gift Wrapping?	Г		
Tax Setup Options:	Standard GP Tax S	etup 💌	
Standard Tax Setup			
Charge Tax on Non-Shipping Items?	F		
Freight Tax:	Non-Taxable	•	
Misc. Tax:	Non-Taxable		
			New
Type: Sales Tax		Edit	Delete
Country: United States			
State/Region: All States/Regions Postal/Zip Code: All Zip/Postal Cod			
Applies to Type: All Taxable Items			
Tax ScheduleID: ALL DETAILS			

4-190 List of Configured Taxes

## 4.9.19.1. Configuring Taxes

SETTIN	IG	DESCRIPTION
244	understanding that it will be held in strict confidence and not used for	nent is confidential and proprietary. This document is to be used with the or reasons unrelated directly to the specific purpose of this document. No part of the the Client organization without prior written permission from Nodus Technologies,

Charge Tax on Gift Wrapping	Mark the checkbox to enable this option, where gift wrap charges will be taxed based on customer.
Charge Tax on Non-Shipping Items?	Enables taxes to be charged on items that are not shipped, such as services or file downloads.
Tax Setup Options	Select the method of tax calculation. Options include third party tax tools as described in the <b>Integrated Tax Tools</b> section.
Freight Setup	Droplist gives a set of tax options for freight, such as taxable and non-taxable. NOTE: This is only for the Standard GP Tax Setup
	Enables taxable and non-taxable options to be configured for miscellaneous items sold on the website. <b>NOTE:</b> This is only for the Standard GP Tax Setup

## 4.9.19.2. Creating a New Tax

Click the **New** button to open the **Edit Tax** window and enter the tax information according to the accompanying table.

SETTING	DESCRIPTION
Type of Tax	Choose a tax type from the droplist
Country	Select the country where the tax will be charged from the droplist
State Region	Select the state/region where the tax will be charged from the droplist
Postal/Zip Code or US City Name	Enter postal/zip code information or enter the name of a city where the tax will be charged
Apply to Items of Type	Choose from a list of item tax types that was set up from the Tax Classes page
Tax Schedule ID	This droplist contains a list of filters that can be used to refine results when looking up Tax Details



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Apply this tax to	
Type of Tax	Sales Tax 💽
Country	United States
State/Region	All States/Regions
Postal/Zip Code or US City Name	<ul> <li>leave blank to apply tax to the whole country or state</li> <li>City Name is for United States only</li> </ul>
Apply to Items of Type	All Taxable Items
Tax Schedule ID	ALL DETAILS
Cancel	Save Changes

4-191 Tax Configuration



## 4.9.19.3. Standard GP Tax Setup

Website taxes can be set up through Great Plains or several on-line tax services as described in the following section. To set up taxes through Great Plains:

- 1. Import tax schedules from Great Plains
- Go to the Tax Details page (Settings > Tax Details) and click the Import Tax Details from GP button. The tax schedules will load on a table
- 3. Start setting up the relationship between the address and tax schedule by navigating to the **Taxes** page (Settings > Taxes)
- 4. Select a Freight and Miscellaneous tax option from the appropriate droplist
- 5. Initiate tax set up by clicking the **New** button
- 6. When the Edit Tax page opens, choose a tax type from the droplist
- 7. Specify a tax location from the Country and State/Region droplists
- 8. If a smaller, more specific local area needs to be specified, enter a zip code or US city name in the textbox
- 9. Select what type of item to apply the tax from the droplist
- 10. Select a specific tax schedule or choose **All Details** to apply all tax details from available tax schedules
- 11. Click the Save Changes button
- 12. The new sales tax will appear in table on the Taxes page

**NOTE:** Taxes appearing on this table can be edited or deleted by clicking the appropriate button located in the tax type row.



Taxes				
Charge Tax on Gift Wrapping?				
Tax Setup Options:	Standard GP Ta	x Setup	-	
Standard Tax Setup				
Charge Tax on Non-Shipping Items?	Г			
Freight Tax:	Non-Taxable		-	
	New Taughts	1	-	
Misc. Tax:	Non-Taxable			
			New	1
Type: Sales Tax		Edi	t Delete	
Country: United States				-
State/Region: All States/Region:				
Postal/Zip Code: All Zip/Postal Cod Applies to Type: All Taxable Items				
Tax ScheduleID: ALL DETAILS				
				13
		6	C	
			Save Changes	

Figure 4-192 Standard GP Tax Setup

## 4.9.19.4. Integrated Tax Tools

eSSS supports the use of third party applications that provide specialized accounting tax assistance. This enhancement is supported through purchasing an additional module. The modules currently available for third party tax application integrations are:

- Sabrix
- Avalara
- CCH Group

To locate this setup option, navigate to the Taxes page and click on the Tax Setup Options droplist



Taxes			
Charge Tax on Gift Wrapping?	<b>F</b>		
Tax Setup Options:	Standard GP Tax S		
Standard Tax Setup	Standard GP Tax Se AvaTax Sabrix CCH-STO	etup	
Charge Tax on Non-Shipping Items?			
Freight Tax:	Non-Taxable	•	
Misc. Tax:	Non-Taxable	•	New
Type: Sales Tax Country: United States State/Region: All States/Region Postal/Zip Code: All Zip/Postal Cod Applies to Type: All Taxable Items Tax ScheduleID: ALL DETAILS	les or Cities	Edit	Delete
			1
		Sav	e Changes

Figure 4-193 Third Party Tax Applications



### 4.9.19.4.1. Setting up Avalara AvaTax

The AvaTax setup form contains information needed to communicate with AvaTax to successfully gather the required tax information. This information should be gathered from AvaTax.

There are some options needed for eSSS. These options are shown in the accompanying table.

SETTING	DESCRIPTION
Allow Checkout when AvaTax web service is unavailable	Allows the checkout process to proceed, even if there are problems gathering tax data from AvaTax (see Avatax Customized Error Message).
Charge Tax on Shipping	Enables tax to be added to shipping charges
Charge Tax on Handling	Enables tax to be added to handling charges
GP Location for Avatax Item Code	Allows the administrator to specify a file in GP as the source of tax code of item
AvaTax Customized Error Message	Allows a customized error message to be entered to handle error conditions such as a communication failure with AvaTax web services.
Send e-mail if AvaTax integration encounters error(s)	Mark this checkbox to send an e-mail notification when an AvaTax error occurs.
E-mail Address	Enter an e-mail address for AvaTax error notification.
Subject	Enter a subject line for AvaTax error e-mails.



Taxes	
Charge Tax on Gift Wrapping?	
Tax Setup Options:	AvaTax
AvaTax Integration	
Allow Checkout when AvaTax web service is unavailable:	
Charge Tax on Shipping:	
Charge Tax on Handling:	
AvaTax AccountID:	
AvaTax LicenseKey:	
AvaTax Usemame:	
AvaTax Password:	
AvaTax ServiceURL:	https://development.avalara.net/
	https://development.avalara.net/
	https://avatax.avalara.net/
AvaTax CompanyCode:	
Default AvaTax TaxScheduleID for new User:	AVATAX
GP Location for AvaTax Item Code:	No TaxCode Setup
AvaTax Shipping ItemCode:	FREIGHT
AvaTax Misc. ItemCode:	MISC
Avatax Customized Error Message:	Avatax error
Send Email if AvaTax integration encouters error(s):	
Email Address:	
Subject:	
	Save Changes

#### Figure 4-194 AvaTax Account Information



### 4.9.19.4.2. Setting up Sabrix

The Sabrix setup form contains information needed to communicate with Sabrix to successfully gather the required tax information. This information should be gathered from Sabrix.

There are some options needed for eSSS. These options are shown in the accompanying table.

SETTING	DESCRIPTION
Allow Checkout when Sabrix web service is unavailable	Allows the checkout process to proceed, even if there are problems gathering tax data from Sabrix (see Sabrix Customized Error Message).
Charge Tax on Shipping	Enables tax to be added to shipping charges
Charge Tax on Handling	Enables tax to be added to handling charges
Sabrix Customized Error Message	Allows a customized error message to be entered to handle error conditions such as a communication failure with Sabrix web services.
Send e-mail if Sabrix integration encounters error(s)	Mark this checkbox to send an e-mail notification when a Sabrix error occurs.
E-mail Address	Enter an e-mail address for Sabrix error notification.
Subject	Enter a subject line for Sabrix error e-mails.


### 4.9.19.4.3. Setting up CCH-STO

SETTING	DESCRIPTION
Test Transactions	This option puts eSSS into a test mode where test orders and transactions can be processed through CCH-STO that are not applied to the accounting system.
Allow Checkout when CCH-STO web service is unavailable	Allows the checkout process to proceed, even if there are problems gathering tax data from CCH-STO (see CCH-STO Customized Error Message).
Charge Tax on Shipping	Enables tax to be added to shipping charges
Charge Tax on Handling	Enables tax to be added to handling charges
Use Situs Information	Mark to enable shipping details from Situs
Can Reject Delivery	<ul><li>Choose from the following options:</li><li>Yes/No</li><li>Not Applicable</li></ul>
Delivery by	<ul><li>Choose from the following options:</li><li>Common Carrier</li><li>Vendor Vehicle</li><li>Not Applicable</li></ul>
FOB (Freight on Board)	<ul> <li>Choose from the following options:</li> <li>Origin</li> <li>Destination</li> <li>Unspecified</li> <li>Not Applicable</li> </ul>
Mail Order	<ul><li>Choose from the following options:</li><li>Yes/No</li><li>Not Applicable</li></ul>
Solicited outside	<ul><li>Choose from the following options:</li><li>Yes/No</li><li>Not Applicable</li></ul>
Ship from POB	Choose from the following options: • Yes/No



	<ul><li>Not Applicable</li><li></li></ul>
Customized Error Message	Allows a customized error message to be entered to handle error conditions such as a communication failure with CCH-STO web services.
Send e-mail if <i>CCH-STO</i> integration encounters error(s)	Mark this checkbox to send an e-mail notification when a CCH-STO error occurs.
E-mail Address	Enter an e-mail address for CCH-STO error notification.
Subject	Enter a subject line for CCH-STO error e-mails.



# 4.9.20. Themes

#### Administration website location: Settings > Themes

eStore Solution Stack allows new themes to be created for the entire store. Currently two themes ship as examples for theme creation. To add themes, create a new folder under "BVThemes." After creating the new folder it will appear as a new theme available in the Settings...Themes section. Follow the existing themes as a guide to creating new themes.

In addition to using the default website themes, there are two options for using themes.

SETTING	DESCRIPTION
Allow Personalized Themes?	When this option is enabled, customers can select a graphic theme for the website from Your Account.
	The options are the same as shown in the accompanying figure.
Allow Affiliate Themes?	When this option is enabled, the site administrator can choose a new graphic theme for affiliates for the website.
	The options are the same as shown in the accompanying figure.



#### 4-195 Theme Selector



# 4.9.21. Version Information

#### Administration website location: Settings > Version Information

To aid in troubleshooting, use this area to send error information to Nodus Technical Care. Be sure to include as detailed information as you can provide in the Notes section. Click the Email button to send the information to support.

	File Name	File Version	~
AjaxControlToolkit.dll		3.5,40412.2	
antlr.runtime.dll		2.7.6.2	
Avalara.AvaTax.Adapter	dll	5.4.0.281	
BV2004.dll		1.0.0.0	
BVSoftware.AmazonWeb	Services3.dll	2004.5.1.0	
BVSoftware.BVC.Core.dl		1.0.0.0	
BVSoftware.BVC.DataLa	yer.dll	1.0.0.0	-
BVSoftware.BVC.Interfac	ces.dll	1.0.0.0	
BVSoftware.CC.Nodus.d	1	1.0.0.0	
BVSoftware.Encryption.c	111 <b>-</b>	1.0.0.0	
BVSoftware.SQLUtilities.	dll	0.0.0.1	
BVSoftware.UPS.OnlineT	ools.dll	2004.5.1.0	
BVSoftware.Utilities.dll		2004.7.2608.4867	
BVSoftware.WebControls.dll		1.0.0.0	
Common.Logging.dll		1.0.2.0	
CompressionExtension.dll		0.0.00	
CoreServices.dll		1.0.0.4	
Interop.ConnectionServ	er.dll	14.5.0.0	
Interop.eStoreAdapter.c	111	30.4.0.0	~
E-Mail Version Info			
To:	support@nodus.com		
From:	admin@nodus.com		
	adminenous.com		
Subject:	Version Information from eSSS	S. 1. 11	
Notes:	Special instructions or notes		
		<u>v</u>	
Include Site URLs?			
Include WebAppSettings?			

#### 4-196 Version Information



# 4.9.22. Error Log

#### Administration website location: Settings > Error Log

The error log record errors are triggered during use of the store and captured with the advanced exception management system built into the store software. Click the **Clear All** button to clear the message log to see if an error continues or was a one-time glitch. Information from the error log can be copied and pasted into an e-mail and sent to the support staff. The **Delete** button will clear a single error from the log.

Clear All           1           Date         Source         Message           6/20/2006         mscorlib         Input string was not in a correct format. [ at System.Number.ParseInt32(String s, NumberStyles style, AM         Delete           AM         NumberFormatInfo info) at System.Convert.ToInt32(String value) at productinfo1.AddToCart_IndividualFields(Boolean& qtyError) in c:\Software\Trunk\Products\BVC2004\Site\productinfo.aspx.cs:line 2511]         Delete	Error L	og			
6/20/2006 mscorlib Input string was not in a correct format. [ at 11:45:48 System.Number.ParseInt32(String s, NumberStyles style, AM NumberFormatInfo info) at System.Convert.ToInt32(String value) at productinfo1.AddToCart_IndividualFieldSt@Bolean& qtyError) in c:\Software\Trunk\Products\BVC2004\Site\productinfo.aspx.cs:line					Clear All
6/20/2006 mscorilb Input string was not in a correct format. [ at 11:45:48 System.Number.ParseInt32(String s, NumberStyles style, AM NumberFormatInfo info) at System.Convert.ToInt32(String value) at productinfo1.AddToCart_IndividualFieldS(Boolean& qtyError) in c:\Software\Trunk\Products\BVC2004\Site\productinfo.aspx.cs:line	1				
11:45:48         System.Number.ParseInt32(String s, NumberStyles style,           AM         NumberFormatInfo info) at System.Convert.ToInt32(String value) at productinfo1.AddToCart_IndividualFields(Boolean& qtyError) in c:\Software\Trunk\Products\BVC2004\Site\productinfo.aspx.cs:line	Date	Source	Message		
	11:45:48		System.Number.ParseInt32(S NumberFormatInfo info) at Sy at productinfo1.AddToCart_In c:\Software\Trunk\Products\B	tring s, NumberStyles st istem.Convert.ToInt32(S dividualFields(Boolean&	yle, String value) qtyError) in
		- 4			

4-197 Error Log



# 4.9.23. Current Application Settings

#### Administration website location: Settings > Current Application Settings

This area provides a read-only list view of the store's settings. To automatically update security settings, mark the **Update SSL and Non-SSL on Settings Changes** checkbox.

**NOTE:** Click the **Reload** button to refresh the Application Settings list.

Update SSL and Non-SSL on Settings Chan	ges
Reload Setting Name	Saved Value
ActivateQuickOrder	Saved Value
AdminOrderReceiptFrom	admin@nodus.com
AdminOrderReceiptInHTML	1
AdminOrderReceiptSubject	New Store Order [[ordernumber]]
AffiliateCommission	10
AffiliateCommissionType	1
AffiliateConflictResolution	1
AffiliateQueryStringName	affid
AffiliateReferralDays	60
AffiliateSignupAllowed	1
AllowChangeEmail	1
AllowChangePassword	1
AllowCreateNewCreditCard	1
AllowEditOrders	0
AllowFreeOrders	1
AllowMultipleShippingAddresses	1
AllowPersonalizedThemes	0

**4-198 Current Application Settings** 



# 4.9.24. Fraud Checks

### Administration website location: Settings > Fraud Checks

If a customer tries to pass fraudulent checks or behaves in some other improper fashion, eSSS gives store administrators a security feature that allows banning of e-mails, IP addresses, and domain names.

IP addresses can be obtained from the "Merchant Notes" on the "Order Details" screen. Likewise, the email address/domain name can also be obtained from this screen.

Banned Emails     Banned IP Addresses     Banned Domain Names       New     New     New	Fraud Settings			
	Banned Emails		Banned IP Addresses	Banned Domain Names
		New	New	New
Delete Delete				
	Delete		Delete	Delete

**Figure 4-199 Fraud Check Settings** 



# 4.9.25. Nodus/Great Plains Settings

### Administration website location: Settings > Nodus/Great Plains

These options allow you to define some of the Nodus integration options. Each option is described in the tables below. The first set of options is generally specific to each web order placed on the store.

**General Options:** All notifications that are not covered in this manual will sent to the address listed in this text box.

General Options			•
	E-mail Misc. Notifications to	admin@nodus.com	

#### Figure 4-200 General Options

**Synchronizer Options**: This display is useful to verify the Store ID of what may be one of many store web sites.

**IMPORTANT:** Clicking the **Reset** link is mandatory if the Store ID has been changed or deleted in Nodus Synchronizer.

Nodus / Great Plains Configuration		
General Options		-
Store ID	00000000-0000-0000-00000000000000000000	Reset
E-mail Misc. Notifications to	admin@nodus.com	
Synchronizer Options		
Synchronizer Token	00000000-0000-0000-00000000000000000000	Reset

Figure 4-201 Synchronizer Options



## 4.9.25.1. Order Options

Administration website lo	ocation: Settings >No	odus/Great Plains >	• Order Options
---------------------------	-----------------------	---------------------	-----------------

Order Options	
Order Type ID	STDORD
Default Order SiteID (Location Code)	
	Import site information Run Now
Batch Type	Auto-generate Batch ID 👻
Batch Prefix:	WEB
Batch Frequency	Dailly (ddMMyy)
Document Prefix	WEB
Document ID Total Length	12
Set Payment Terms ID	Do not set
Display Invoice Number on Order History Page if Existed Instead of Order Number	

SETTING	DESCRIPTION
Order Type ID	This field defines the type ID that the web order will go into Great Plains as. The value typed into this field must be a value that is in the Great Plains SOP40200 table.
Default Order SiteID (Location Code)	Establishes a default for the order site from an Order Site ID in Great Plains.
Import site information	Press the <b>Run Now</b> button to import GP Site information used to properly construct an order. GP Site information is required to correctly calculate shipping. The information also needs to be imported so it can be properly displayed if Multi-Distribution Sites feature is in effect (Multi-Distribution Site Support is a separate add-on module).
Batch Type	There are two options this setting. Either "Auto-generate Batch ID" or "Specify Batch ID" can be selected. Selecting "Auto-generate Batch ID" will let you type in a prefix and how often you want the batch ID to be generated. Selecting "Specify Batch ID" will allow you to enter a single batch ID to use.
Batch Prefix	This entry will only appear if you selected "Auto-generate Batch ID" above. This field allows you to enter a prefix you want the batch ID to start with.
Batch Frequency	This drop down list will only appear if you selected "Auto-generate Batch ID" above. The drop down list contains two options, "Daily" and "Hourly". They determine how often the batch ID is generated.



SETTING	DESCRIPTION
Document Prefix	This field allows you to specify the prefix for the SOP Document IDs on new orders. It is used along with Document ID Total Length setting below to create the full ID.
Document ID Total Length	This field allows you to specify the maximum length of new Document IDs. NOTE:
	The Document ID length must be between 10 to 15 characters.
	Document IDs are created with a prefix followed by an incremental sequence number. For example if the document prefix is 'WEB' and the document ID total Length is 6, second new order will have a Document ID of 'WEB002', and the number of new orders will be limited to 999.
Set Payment Terms ID	Select either 'Do not set' or 'Use payment method.' The 'Do not set' option is the default.
	Choosing 'Use payment method' populates the Payment Terms ID on the orders as well as the customer records sent to GP via the payment method selected for each new order. The following Payment Terms are used and must already exist in GP if the corresponding payment method is enabled: 'Check', 'eCheck', 'VISA', 'MasterCard', 'AMEX', 'DiscoverCard', 'DinersClub', 'JCB', 'PaypalEC', 'PurchaseOrder', 'Telephone', 'Fax', 'Email', 'OnAccount', and 'GiftCertificate'.
Display Invoice Number on order history page if existed instead of Order Number	This option will display invoice numbers on the Order History page for orders converted to an invoice and that have an invoice number.



## 4.9.25.2. Customer Options

ustomer Options	
Customer Profix	WEB
Customer ID Total Length	12
User Name Field (New Customer Import Only)	Customer ID
Customer Name Format	FirstName LastName
Address Contact Format	FirstName LastName
Use Value from Contact Field if Customer Name Field is empty and Vice Versa	
Default Customer Class	
GP State Display	State Name
Default Great Plains Price Level/Price Book	
Only Send Customer Updates to GP after Customer places an Order	
Update Customer Card in Great Plains	
Allow Customer to Update Registered Name	
Enable Trade Discount	
Disable Address Creation/Modification on Store	

Admin Site Location: Settings > Nodus/Great Plains > Customer Options

This set of options is specific to the customer integration of the shopping cart.

SETTING	DESCRIPTION
Customer Prefix	This field allows you to specify the prefix for the Customer IDs on new customers. It is used along with Customer ID Total Length setting below to create the full ID.
Customer ID Total Length	This field allows you to specify the maximum length of new customer IDs. Customer IDs are created with a prefix followed by an incremental sequence number. For example if the customer prefix is 'WEB' and the customer ID total Length is 6, second new customer will have a Customer ID of 'WEB002', and the number of new customers will be limited to 999. <b>NOTE:</b> The Customer ID length must be between 5 to 15 characters.
User Name Field (New Customer Import Only)	Intended for New Customer Imports, this drop down list determines which Great Plains field the customer import should use for the user name. The default setting is "Email" and uses the email address specified in the email field in the internet information card for the Great Plains customer. Other options include "Login" and "Customer ID". The "Login" name is specified in the internet information card of the Great Plains customer. The "Customer ID" setting allows you to import customer IDs as the user name.



SETTING	DESCRIPTION
Customer Name Format	The Customer Name format gives options for how the customer name is displayed, including by:
	FirstName LastName
	<ul> <li>LastName First Name</li> <li>CompanyName</li> </ul>
Address Contact Format	Drop list gives options for how address contact information is presented
Use value from Contact field if Customer Name field is empty and vice versa	Check box gives the option to automatically fill in a value if either the Customer Name or Contact field is empty
Default Customer Class	Sets the default customer class for all customers to be sent in to Great Plains.
GP State Display	This drop down list determines whether the state will go in as the full state name or the abbreviation. The two options are "State Name" or "State Abbreviation".
Default Great Plains Price Level/Price Book	This field allows you to enter the default Great Plains price level that is used when the user is not logged in or the user has the "None" price level set. This field should almost always be filled in unless you are not using price levels. If this field is not used and the customer does not have a price list set the product's list price will be used which may not be the desired result.
Only Send Customer updates to GP after the customer places an order	Mark this checkbox to enable this feature.
Update Customer Card in Great Plains	If enabled, the customer profile in Great Plains will automatically update when an order is submitted with new customer information.
Allow Customer to update Registered Name	Allows the registered name to be updated in Great Plains.
Enable Trade Discount	This feature enables a preferred customer to receive a set discount on anything in the store web site. This discount amount is established in the



SETTING	DESCRIPTION
	Great Plains database.
Disable Address Creation/Modification on Store	Disables the ability to create or edit an address on the store web site.



## 4.9.25.3. Item Import Options

Administration website location: <b>Settings &gt;Nodus/G</b> i	Great Plains > Item Import Options
----------------------------------------------------------------	------------------------------------

Item Import Options	
SiteID(s)	÷ 92
GP Currency ID	Z-US\$
Default Unit Of Measure	EACH
Decimal Number For Item Weight	2
Item Name Options	Description
Update Item Name on Re-import	
Update Item image links on Re-import	
Update Item Short Desc. on Re-import	
Update Item Long Desc. on Re-import	
Copy Short Desc. to Long Desc. if Long Desc. is Empty upon Import	
Use INET INFO for Long Desc. on Import	
Use "Allow Back Orders" Option in GP while Importing Items	

These options define settings that are specific to the item import.

SETTING	DESCRIPTION
Site IDs	Enter the GP Site IDs where product inventory is located.
GP Currency ID	Enter the currency ID to be used for the website. The currency ID must be pulled from Great Plains.
Default Unit Of Measure	This field allows you to specify the default unit of measure. It is only used if the unit of measure for an item could not be found. For sites using only one unit of measure you can enter it here. For sites that have multiple units of measure but only wish to use one, the value must be entered here.
Decimal number for Item weight	This field allows admin users to set a decimal number for item weight accordingly to GP setup.
Item Name Options	This droplist allows a choice of description fields in Great Plains for the item.
Update Item Name on Re-Import	These setting controls whether the site allows the Item Name to be updated on re-import or not.
Update Item image	This field controls if the site allows the Item Image Link to be updated on re-



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SETTING	DESCRIPTION
links on Re-Import	import or not.
Update Item Short Desc. on Re-Import	This setting gives the option to allow the Item Short Description on the site to be updated on re-import or not.
Update Item Long Desc. on Re-Import	This field controls whether the site allows the Item Long Description to be updated on re-import or not.
Copy Short Desc. to Long Desc. if Long Desc. is empty on import	This setting controls whether to use the short description for Long Description upon importing item - when the long description is empty.
Use INET INFO for Long Desc. on Import	This option allows an item to use the INET INFO field in GP for its long description while being imported to site.
Use "Allow Back Orders" option in GP while importing items	This option allows the site to use the "Allow back Orders" option in GP to control inventory setting on Products' inventory.



## 4.9.25.4. Feature Management

### Administration website location: Settings >Nodus/Great Plains > Feature Management

Feature Management	•
GP Pricelist Setup	Disable ALL GP Pricing
Make Unit of Measure Selectable	Disable Unit Of Measure Selection
Promotion Price Sheet Options	Always Accept 😔 🤥
Show credit information to customer	

This set of options defines settings that are specific to whole features on the shopping cart.

SETTING	DESCRIPTION
GP Pricelist Setup – Extended Pricing	This option effects how pricing from GP is stored when item records are imported from GP.
	<ul> <li>Use Standard GP Pricing* – This will import the GP Price Lists</li> <li>Use Extended GP Pricing – This will import Extended Pricing setup from GP</li> <li>Use Myridas GP Pricing – In addition to GP Extended Pricing setup, family pricing setup using Myridas is also imported from GP</li> <li>Disable All GP Pricing – No additional pricing setup will be imported – "List Price" on the item record will still be imported. Additional "Volume Pricing" can be setup and maintained on eSSS directly.</li> <li>*Please see Appendix C on this document for detailed diagram explaining the</li> </ul>
	business logic around the Price List data imported from GP.
Make Unit of Measure Selectable	This drop down list allows you to specify whether customers will be able to select the unit of measure they are purchasing with. The values are "Allow Selectable Unit of Measure" and "Disable Unit of Measure Selection". If you have multiple units of measure you can enable this setting to give customers a choice. If you have multiple units of measure and don't want to give customers a choice you must set the default unit of measure setting above. If you have or plan to use only a single unit of measure you can disable the selection and specify the default unit of measure above.
GP Promotional Price Sheet Options	This feature sets up the Great Plains promotional pricing to automatically reject or accept higher/lower promotional pricing by choosing an option from the Promotion Price Sheet Options droplist.
Show credit	This check box allows you to turn off the display and lookup of the credit



SETTING	DESCRIPTION
information to customer	information. Credit limits and credit amounts will only be displayed to the customer if this option is checked.



# 4.9.26. Debug Logs

#### Administration website location: Settings > Debug Logs

eSSS provides debug logs to help fix problems that might occur. To create a debug lob, mark the file(s) that requires work from the list displayed on the Debug Logs page. Click the Details button to open the log as shown in the "Debug Log Detail" figure.

Debug Logs	1. A.
Clear all existing log files now Clear All	
BVC2004.dll	O Enable O Disable
BVSoftware.BVC.Core.dll	O Enable O Disable
BVSoftware.BVC.DataLayer.dll	O Enable O Disable
Nodus.BVC.Core.dll	O Enable O Disable
BVSoftware.CC.Nodus.dll	O Enable O Disable
Nodus.Application.ESSS.UserControls.dll	O Enable O Disable
Nodus.BVC.Core.CreditCard.dll	O Enable ③ Disable
TransactServerWrapper.dll	O Enable O Disable
Note:	
<ul> <li>Log files will be automatically generated when logs encountered, that means there is nothing to show a</li> </ul>	
	Save Changes

#### Figure 4-202 Debug Logs page



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File Edit Viev		Mator	gFiles/TransactServerWrapper.txt 💌 🐓 🗶 Google
A A [	ttp://ccatoken2.nodus		s/Transact5e
2010-12-09 2010-12-09 2010-12-09 2010-12-13 2010-12-13 2010-12-13 2010-12-13 2010-12-16 <p <p< th=""><th></th><th>[324] INFO [324] INFO [324] INFO [3392] INFF [3392] INFF [3392] INFF [3392] INFF [2652] INFF [2652] INFF 3"&gt;FDMS Nasi</th><th><ul> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> </ul></th></p<></p 		[324] INFO [324] INFO [324] INFO [3392] INFF [3392] INFF [3392] INFF [3392] INFF [2652] INFF [2652] INFF 3">FDMS Nasi	<ul> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> <li>Nodus.Applications.TransactAdvantage.Client.TransactServ</li> </ul>
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<p <v< td=""><td>Server&gt; artner&gt;nodus<!--<br-->endor&gt;Nodus1<!--<br-->serID&gt;Nodus1<!--</td--><td>/Partner&gt; /Vendor&gt;</td><td></td></td></v<></p 	Server> artner>nodus <br endor>Nodus1 <br serID>Nodus1 </td <td>/Partner&gt; /Vendor&gt;</td> <td></td>	/Partner> /Vendor>	

Figure 4-203 Debug Log Detail



# 4.10. Code Layout

There are three major layers to the eStore Solution Stack shopping cart.

- The first layer, the **Presentation Layer**, is part of the eSSS site. It consists all of the ASP.NET code behind. Under .NET 3.5, it compiles into BVC2004.DLL.
- The next layer is the Business Logic Layer. It all belongs in the BVSoftware BVC Core namespace.
- The final layer is the **Data Access Layer**. It all belongs in the BVSoftware.BVC.DataLayer namespace. This layer contains static methods that you can call to run the stored procedures.



4-204 Code Layout



# **Appendix A – Item Mapping from GP**

GP OBJECT	GP FIELD	eStore OBJECT	eStore FIELD	
IV00101	ITEMNMBR	Catalog/Product	ID	
IV00101	ITMSHNAM	Catalog/Product	ProductName	
	168	Catalog/Product	ProductTypeID	
IV00105	LISTPRCE ²	Catalog/Product	ListPrice	
IV00105	LISTPRCE ²	Catalog/Product	SitePrice	
		Catalog/Product	MetaKeywords	
		Catalog/Product	MetaDescription	
		Catalog/Product	MetaTitle	
IV00101	ΤΑΧΟΡΤΝS	Catalog/Product	TaxExempt	
	0	Catalog/Product	TaxClass	
	FALSE	Catalog/Product	NonShipping	
	FALSE	Catalog/Product	ShipSeparately	
	ShipFromSite	Catalog/Product	DropShipMode	
IV00101	ITEMSHWT ³	Catalog/Product	ShippingWeight	
	0	Catalog/Product	ShippingLength	
	0	Catalog/Product	ShippingLength	
	0	Catalog/Product	ShippingWidth	
	0	Catalog/Product	ShippingHeight	
IV00101	ITEMTYPE != 2	Catalog/Product	Status = Active	
	ITEMTYPE == 2		Status = Disabled	
SY01200	INET4	Catalog/Product	ImageFileSmall	



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GP OBJECT	GP FIELD	eStore OBJECT	eStore FIELD	
SY01200	INET4	Catalog/Product	ImageFileMedium	
IV00101	CREATDDT	Catalog/Product	CreationDate	
	1	Catalog/Product	MinimumQty	
	-1 (none)	Catalog/Product	ParentID	
	IndividualFields	Catalog/Product	Variant Display Mode	
IV00102	QTYONHND - ATYALLOC	Catalog/Product	InventoryAvailableQty	
	0	Catalog/Product	InventoryLowStockNotice	
	Available for purchase	Catalog/Product	InventoryStatus	
IV00101	ITEMTYPE == 5	Catalog/Product	InventoryNotAvailableStatus = Available	
	ITEMTYPE != 5		InventoryNotAvailableStatus = BackOrderedDoNotAllowPurchase	
		Catalog/Product	InventoryNotAvailableMessage	
IV00101	ITEMDESC	Catalog/Product	ShortDescription	
SY01200	INETINFO	Catalog/Product	LongDescription	
	0	Catalog/Product	ManufacturerID	
	0	Catalog/Product	VendorID	
	1	Catalog/Product	GiftWrapAllowed	
IV00101	PRICMTHD	Catalog/Product	PriceMethod	
·	1	1	1	

## NOTES:

- 168 is the code for a generic product, it is hard coded in the import routine.
- Not all customers use the LISTPRCE as the ListPrice. Some customers have chosen to use a price level's UOMPRICE (IV00108) as the ListPrice.
- For ITEMSHWT the shipping weight is divided by 100 during the import process. A 1 lb. item is stored as 100 in Great Plains.
- For QTYONHND ATYALLOC, by default the import takes the quantities from all locations/sites. Some customers wish to only import from one location code.



# **Appendix B – Customer Mapping from GP**

GP OBJECT	GP FIELD	eStore OBJECT	eStore FIELD	NOTES
Customer	CustomerID	UserAccount	GPCustomerID	
Customer	Email OR UserID	UserAccount	UserName	Config setting for which field to use as username
Customer	Password	UserAccount	Password	Default Password from config used if password is invalid
Customer	Name	UserAccount	FirstName	Name field split into first name and last name
Customer	Name	UserAccount	LastName	Name field split into first name and last name
Customer	PriceLevel	UserAccount	GPPriceLevel	
Customer	Address/Contact	Contacts.Address	FirstName	Contact split into first name and last name
Customer	Address/Contact	Contacts.Address	LastName	Contact split into first name and last name
		Contacts.Address	CompanyNam e	
Customer	Address/Address1	Contacts.Address	StreetLine1	
Customer	Address/Address2	Contacts.Address	StreetLine2	
Customer	Address/City	Contacts.Address	City	
Customer	Address/State	Contacts.Address	StateCode	State needed to be converted to 2 digit state code
Customer	Address/Zip	Contacts.Address	Zip	
Customer	Address/PhoneNumb er1	Contacts.Address	PhoneNumber 1	
Customer	Address/FaxNumber	Contacts.Address	FaxNumber	



# **Appendix C – Standard GP Pricing Logic**





# **End User License Agreement (EULA)**

Important – Read Carefully. This Nodus End-User License Agreement ("Agreement") is a legal agreement between you (on the one hand) and Nodus, Technologies, Inc. ("Nodus") and its OEM partner(s). ("OEM") (on the other hand), for the software product identified above (the "Product"), which includes computer software and may include associated media, printed materials, and online or electronic documentation. By installing, copying, other otherwise using this Product, you agree to be bound by the terms of this Agreement. If you, the End-User, do not agree to the terms of this Agreement, do not install or use this Product; may, however, return it to your place of purchase for a refund.

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6. This license authorizes use of the Product at a single location, which shall mean a single location which uses or accesses the Product either from a computer or terminal on site or through a computer or



terminal at a supporting location.

7. This Agreement shall remain in force as long as the End-User using the Product is paying the periodic maintenance fee. Failure to pay the periodic maintenance fee shall cause this agreement to expire. Nodus or End-User may terminate use of the Product and this Agreement by written notice, at least thirty (30) days prior to the termination. Within thirty (30) days after expiration or notice of termination of the Agreement, End-User shall return to Nodus, postage prepaid, all copies of the Product. Continued use of the Product or any information contained therein or supplied under this Agreement after termination, or expiration of this Agreement is expressly prohibited.

8. All UPDATES provided by Nodus and its affiliates shall be considered part of the Product and subject to the terms and conditions of this Agreement. Additional license terms may accompany UPDATES. By installing, copying, or otherwise using any UPDATE, End-User agrees to be bound by this Agreement and any terms accompanying each such UPDATE. If End-User does not agree to the additional license terms accompanying such UPDATES, do not install, copy, or otherwise use such UPDATES.

9. End-User agrees that Nodus and its affiliates may collect and use technical information End-User provide as a part of support services related to the Product.

10. End-User acknowledges that the Product is of U.S. origin and agrees to comply with all applicable international and national laws that apply to the Product, including the U.S. Export Administration Regulations, as well as end-user, end-use and destination restrictions issued by U.S. and other governments.

11. NODUS REPRESENTS THAT THE PRODUCT DOES NOT VIOLATE OR INFRINGE ANY PATENT, TRADEMARK, TRADE SECRET, COPYRIGHT, OR SIMILAR RIGHT. IN THE EVENT THE PRODUCT IS HELD TO INFRINGE THE RIGHTS OF ANY THIRD PARTY, NODUS SHALL HAVE THE OPTION EITHER TO PROCURE THE RIGHT FOR THE END-USER TO CONTINUE USING THE PRODUCT OR AT NODUS'S EXPENSE, TO REPLACE OR MODIFY THE PRODUCT SO THAT IT BECOMES NON-INFRINGING. NODUS AND ITS OEM PARTNER(S) MAKE NO OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE ACCURACY OF THE PRODUCT, THE MERCHANTABILITY AND FITNESS OF THE PRODUCT FOR A PARTICULAR PURPOSE. FURTHER, NODUS DOES NOT WARRANT THE COMPATIBILITY OF THE PRODUCT WITH END-USER'S COMPUTER HARDWARE AND/OR SOFTWARE SYSTEM.

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13. Nodus may cancel this license at any time if End-User fails to comply with the terms and conditions of this Agreement; and Nodus may obtain injunctive relief and may enforce any other rights and remedies



to which it may be entitled in order to protect and preserve its proprietary rights.

14. This Agreement is the complete and exclusive statement of the understanding between the parties, with respect to the subject matter, superseding all prior agreements, representations, statements and proposals, oral or written.

15. No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

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Nodus Technologies, Inc., 2099 S. State College, Suite 250, Anaheim, CA 92806, Tel: (909) 482-4701

