



**VPCart Storefront**  
**QUICK START GUIDE**  
Version 8.00

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Rocksalt International Pty. Ltd.

<http://www.vpcart.com>



## Table of Contents

<b>INTRODUCTION .....</b>	<b>4</b>
<b>1 FEATURES .....</b>	<b>5</b>
<b>2 WHAT DO I NEED TO RUN VPCART? .....</b>	<b>6</b>
2.1 WEB SERVER .....	6
2.1.1 <i>Checking if your computer is running IIS</i> .....	6
2.1.2 <i>Installing IIS</i> .....	7
<b>3 WHAT DO I DO WITH THE VPCART ZIP FILE? .....</b>	<b>10</b>
3.1 INSTALLING VPCART ONTO A LOCAL MACHINE .....	10
3.2 INSTALLING VPCART ONTO A REMOTE SERVER .....	10
<b>4 SETTING UP YOUR SITE .....</b>	<b>11</b>
4.1 STEP 1 : CHECK FOLDER PERMISSIONS.....	11
4.2 STEP 2 : CONNECT TO DATABASE.....	13
4.3 STEP 3 : SETUP DATABASE STRUCTURE .....	14
4.4 STEP 4 : CREATE ADMIN PASSWORD.....	14
4.5 STEP 5 : RENAME ADMIN PAGE .....	15
4.6 STEP 6 : CREATE ENCRYPTION KEY .....	15
4.7 STEP 7 : CART DETAILS.....	16
4.8 STEP 8 : REGISTER YOUR PRODUCT.....	18
4.9 ACCESSING YOUR STORE ON YOUR LOCAL MACHINE .....	19
4.10 ACCESSING YOUR STORE ON YOUR REMOTE HOST.....	19
4.11 REQUESTING YOUR WEB HOST TO SET UP YOUR DATABASE PERMISSIONS .....	19
4.12 SETTING IIS PERMISSIONS ON YOUR DATABASE FOLDER .....	19
4.13 TEST DATABASE PERMISSIONS.....	21
4.14 TEST IIS PERMISSIONS .....	21
<b>5 SECURING YOUR SITE .....</b>	<b>22</b>
5.1 REMOVING "INSTALLATION" FOLDER AND "UPGRADE" FOLDER .....	22
5.2 REMOVING COPY OF DEFAULT DATABASE .....	22
5.3 REMOVING ALL FILES STARTING WITH THE LETTER "C" IN THE "ADMIN" FOLDER.....	22
5.4 REMOVE ALL FILES STARTING WITH "DIAG".....	22
5.5 CREDIT CARD STORAGE SETTINGS .....	22
5.6 SECURING YOUR DATABASE.....	23
<b>6 SETTING YOUR SITE LIVE AND ACCESSING THE ADMIN PAGES .....</b>	<b>24</b>
6.1 ACCESSING THE ADMINISTRATION PAGES .....	24
6.2 SETTING YOUR SITE LIVE .....	24

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## Introduction

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Congratulations! You are about to embark on an exciting eCommerce journey with VPCart, one of the most powerful shopping cart systems available on the market.

The VPCart eCommerce shopping cart software has a wide range of features and functionality that can be modified to suit almost any business requirements. Furthermore, we understand the most critical element of any business – closing sales. With our various shipping, customer management and administrative functions, you can be assured that your customers will keep coming back for more!

This guide will help you to get your copy of the VPCart Shopping Cart up and running on either your local server or on your web host. It provides you the basics to get you started so that you can see for yourself the full potential of VPCart as one of the most influential tools for your business.

Ready to start? Then let's take the first step!

If you experience any problems during the installation of your VPCart Shopping Cart software, please contact our Help Desk, open 24 hours a day, Monday to Friday by visiting:

<https://helpdesk.vpasp.com>

With VPCart, we are confident you will be taking your business to greater heights!

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## 1 Features

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VPCart offers a number of different shopping cart solutions to cater to your every need. The different VPCart Shopping Cart Pacs offer a number of different features.

For more details on the features that each shopping cart has to offer, please visit

<http://www.vpasp.com/virtprog/vpaspcompareversions.htm>

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## 2 What do I need to run VPCart?

### 2.1 Web Server

If you are setting up VPCart on your host's server, you need to ask them if they allow you to run ASP scripts. If they don't, you will need to look into a plan or a new host that does support ASP.

VPCart also offers premium web hosting services. You can read more on our hosting plans at:

<http://hosting.vpasp.com>

If you are running VPCart on your local computer, you will need to check if IIS (Internet Information Services) is installed on the computer where VPCart will be located.

IIS can run on any of the following Windows Operating Systems:

- Windows 95 / 98 / NT4 / 2000 / 2003 / XP-Professional / Vista Business/Ultimate / 7

#### 2.1.1 Checking if your computer is running IIS

A simple way of checking whether IIS is running on your computer is to open a web browser and type <http://localhost> into your browser address bar.

If IIS is running on your computer, you will be taken to the IIS documentation pages. If not, you will receive a "Page cannot be displayed" error. If you have received this error, you will need to install IIS.

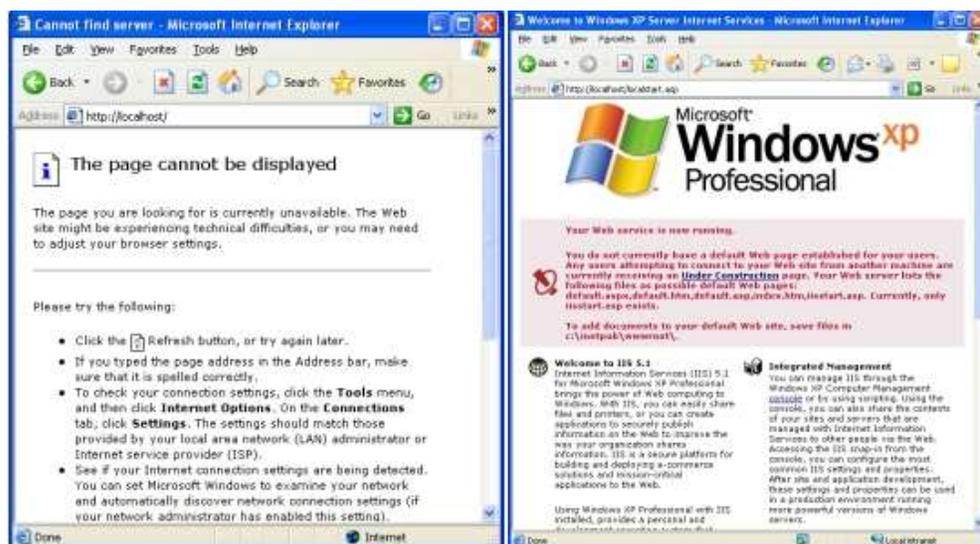


Figure 1. Example of page when IIS is not installed

Figure 2. Example of page when IIS is installed

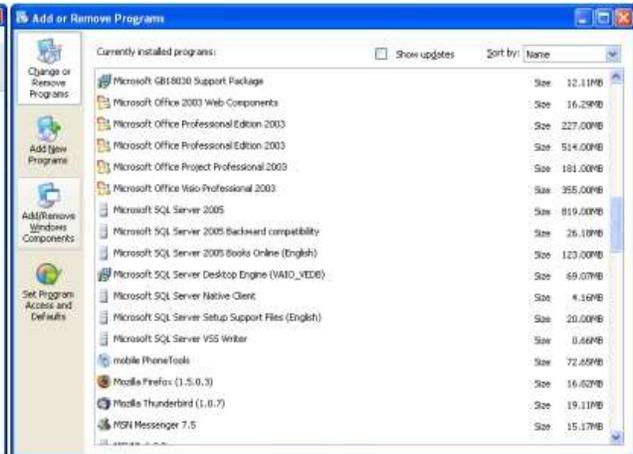
## 2.1.2 Installing IIS

To install IIS on Win XP, please follow the steps below:

1. Click “Start”, click “Control Panel”, and click “Add or Remove Programs”.
2. Click “Add/Remove Windows Components”. The Windows Components Wizard will then appear.
3. Follow the on-screen instructions to install, remove or add components to IIS.



**STEP 1:** Open the control panel and double-click on *Add or Remove Programs*



**STEP 2:** Select *Add/Remove Windows Components*



**STEP 3:** Select *Internet Information Services (IIS)* and click next

For more information on installing or troubleshooting your IIS for Win XP, please visit:

<http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/iiisin2.mspx>

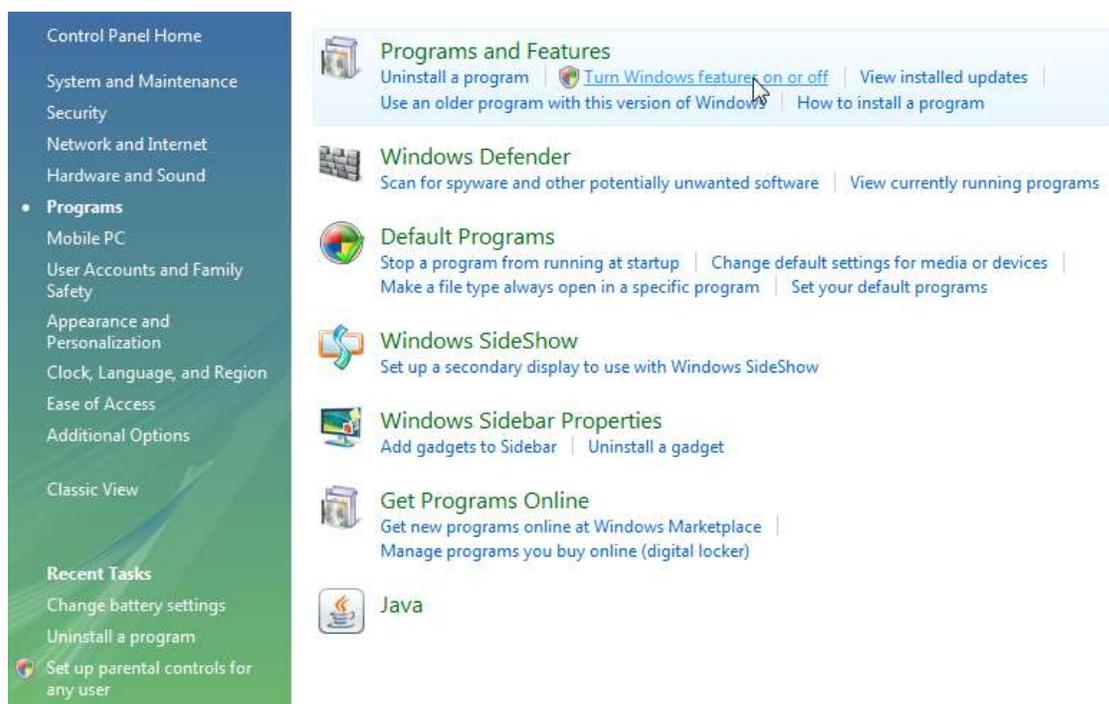
NOTE: If you are using Windows XP Home, you won't be able to setup IIS. Instead, you need to install another program to setup a web server locally. For instructions on how to do this, please visit:

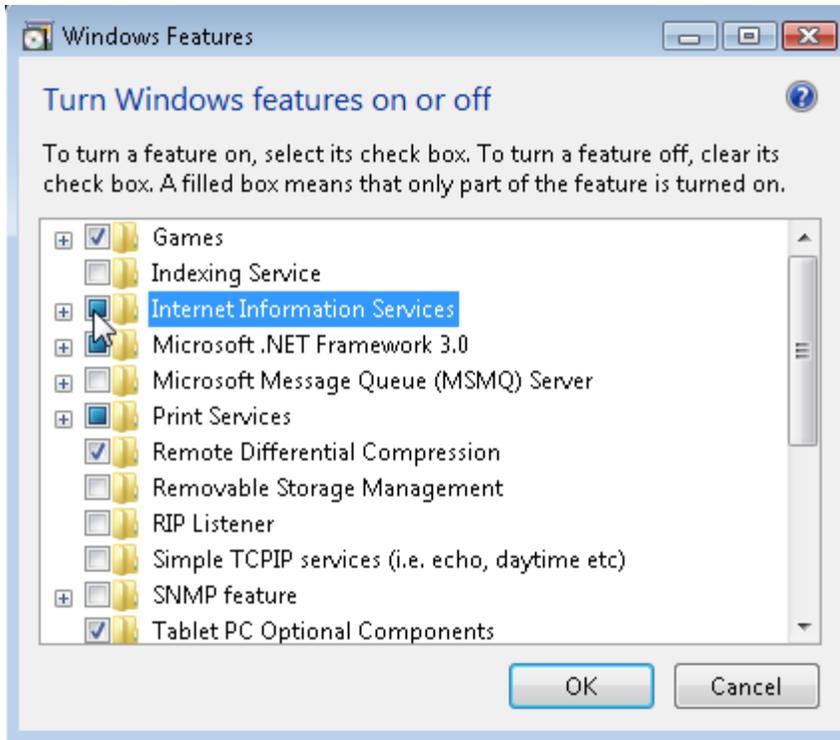
<http://helpnotes.vpasp.com/shopexd.asp?id=904>

To install IIS on Win Vista or Win 7, please follow the steps below:

1. Click “Start” then click “Control Panel”.
2. Click “Programs” and then click the “Turn Windows Features On or Off” link.
3. Check the box for Internet Information Services (IIS), leaving all the default installation settings intact. If you would like to install additional services, then expand each option and select them.

4. Once you have selected the options appropriate to your needs, click “OK”. A separate window will then open stating the features are being configured. When it is finished, IIS will be installed and ready.





For more information on installing or troubleshooting your IIS for Win Vista or Win 7, please visit: <http://technet.microsoft.com/en-us/library/ee692294%28WS.10%29.aspx>

### 3 What do I do with the VPCart Zip file?

The VPCart Shopping Cart is delivered to you in a zip file containing roughly 600 files and a number of subfolders. VPCart can either be installed onto a local machine or directly onto your remote web host.

#### 3.1 Installing VPCart onto a local machine

- a) Create a new folder called “shopping” in the root of your web server (eg. C:/inetpub/wwwroot/)
- b) Double click on the VPCart zip file to open it and click the “Extract” button
- c) Browse to the folder you created (eg. C:/inetpub/wwwroot/shopping), and select this as the location for the files to be extracted to
- d) Open your web browser and type in <http://localhost/shopping> into your browser address bar. You should now see the VPCart Welcome Page.



**NOTE:** It is important that you **do not** simply highlight all of the files and drag them onto your machine as this will corrupt the default folder structure and **VPCart will not work**.

#### 3.2 Installing VPCart onto a remote server

- a) Extract your files onto your local machine by following the steps in 3.1 above.  
*Note: If you will be viewing your store directly on your remote server, the files can be extracted to any location on your local machine.*
- b) FTP the extracted files and folder (maintaining the file structure intact) to your remote server space by using an FTP program such as WS-FTP or SmartFTP.
- c) *FTP (File Transfer Protocol) is the language used to transfer files between two computers across the Internet. Many web hosts provide you with this facility through a browser interface or, alternatively, you will need to use a specific FTP software. There are a number of free software packages that you can use, such as SmartFTP, at [www.smartftp.com](http://www.smartftp.com)*
- d) Open your web browser and type in your site’s address - you should now see the VPCart Welcome Page.

## 4 Setting up your site

The free trial version and paid packages all support Microsoft Access, SQL Server and MySQL database.

If you are testing in a Windows 64-Bit environment, please contact us and we will forward the compatible version.

VPCart 8.00 comes with an “easy-to-install” Set-up Wizard for your shopping cart site.

You will first need to upload the files to a local machine or remote server (please refer to **Subsection 3.1** or **3.2** above). Afterwards, follow the step-by-step installation guide from VPCart as described below.

To begin your VPCart installation, please go to `default.asp` in your browser. If you are running from your domain, e.g. [www.yourdomain.com](http://www.yourdomain.com), and have uploaded VPCart to the root of your site, then just go to this page for the first time: [www.yourdomain.com/default.asp](http://www.yourdomain.com/default.asp)

If you are running locally and have set up in the “shopping” folder under the wwwroot folder, you would go to something like: <http://localhost/shopping/default.asp>

Set-Up Process	
CHECK FOLDER PERMISSIONS	X
CONNECT TO DATABASE	X
SETUP DATABASE STRUCTURE	X
CREATE ADMIN PASSWORD	X
RENAME ADMIN PAGE	X
CREATE ENCRYPTION KEY	X
CART DETAILS	X
REGISTER YOUR PRODUCT	X

**Enter Set-Up**

Click the “**Enter Setup**” button if you are ready to run the installation.

There are about eight steps in the installation of VPCart 8.00. Each step will be explained in detail below:

---

### 4.1 STEP 1 : Check Folder Permissions

Folder To Check		
Folder Name	Requirement	Status
admin	Required Read / Write	
admin/config	Required Read / Write	
config	Required Read / Write	
database	Required Read / Write	
installation	Required Read / Write	
admin/export	Optional Read / Write	
admin/import	Optional Read / Write	
html	Optional Read / Write	
images	Optional Read / Write	
stylesheets	Optional Read / Write	
templates	Optional Read / Write	
upload	Optional Read / Write	

#### Check your folder permissions

Some of the folders in VPCart need to have *read/write* permission.

**NOTE** : There are only 5 folders that must have read/write permission, as you can see in the “**Requirement**” column. Other folders are optional.

This step will automatically check the required folders to have *read/write* permission. Once you are ready, please click the “**Check your folder permissions**” button.

Folders that have *read/write* permission will be displayed with the “**Pass**” status. Folders that do not have *read/write* permission will be displayed with a “**Fail**” status.

If one of your folders appears to have a “**Fail**” status, please enable *read/write* permission to the folder. You may contact your hosting person to do this if your VPCart files are in a remote server. If you are running from a local machine, you can enable read/write permission on the folder yourself.

To set up folder permission in Win XP, please refer to the Help Guide below:  
<http://helpnotes.vpasp.com/shopexd.asp?id=715>

To set up folder permission in Win Vista/ Win 7, please refer to the Help Guide below:  
<http://helpnotes.vpasp.com/shopexd.asp?id=914#permissions>

Please also see **Section 4.12** for instruction on setting IIS permissions on your database folder.

Please click the “**Check your folder permissions**” button once you have set the *read/write* permission to your folders.

If all the folders have a “**Pass**” status, you can click the “**Continue To Connect To Database**” button that is visible to you.

---

## 4.2 STEP 2 : Connect To Database

**Database Type:**  Access  
 ODBC  
 MySQL 351  
 MySQL 510  
 MsSQL 2000  
 MsSQL 2005 & above

This step basically prompts you to choose which database you will use in your VPCart site.

You can choose one of the following supported databases:

Access  
ODBC  
MySQL 351  
MySQL 510  
MsSQL 2000  
MsSQL 2005 & above

If you are using Access, you need to enter your desired database name. You can enter any db name for this, just make sure it is not a common name for security reasons.

If you are using ODBC, you can enter the DSN Name in the text box, e.g. yourDsnName.

If you are using SQL SERVER or MySQL, you need to enter the following details:

Database Name  
Database User ID  
Database Password  
Database Address

For SQL SERVER and MYSQL database, you need to create the database with the details you have specified above, so that VPCart can recognize and connect to the database.

Click “**Check Database**” once you are ready to check if your database exists or not.

If the db exists or has already been created, the “**Continue To Setup Database Structure**” button will be visible and you may click it to proceed to the next step.

---

### 4.3 STEP 3: Setup Database Structure

Step 1: Setup Database Structure: Yes

Step 2: Generate Admin Data: Yes

Step 3: Generate Demo Data:  Yes  No

**Generate**

In this step, you can choose to generate a demo data or not. This is useful if you want to do some testing in your VPCart site before going live.

Choose “**Yes**” if you want to generate a demo data or choose “**No**” if you don’t want to.

Click “**Generate**” to start generating the demo data.

Once it is done, the “**Continue To Create Admin Password**” button will be visible and you can click it to proceed to the next step.

---

### 4.4 STEP 4: Create Admin Password

Please enter your Admin User Name.

Admin User Name:

Next enter your first password. The first password needs to contain at least 5 Alpha-Numeric (a-z, A-Z, 0-9) characters.

Remember, your username and passwords must be unique!

First Password:

Confirm First Password:

Finally you need to enter the second password here.

Second Password:

Confirm Second Password:

**Update Admin Information**

This step will create an admin user name, admin password and admin second password.

Admin user name, admin password, admin second password need to contain at least 5 alphanumeric (a-z, A-Z, 0-9) characters.

Please note that the Admin user name cannot be the same as the admin password and admin second password.

The admin password cannot be same as the admin second password as well.

These are for security purposes.

Please enter all the admin details you want and click **“Update Admin Information”**.  
If the details you entered are valid, the **“Continue To Rename Admin Page”** button will be visible. Click the button to proceed to the next step.

---

#### 4.5 **STEP 5 : Rename Admin Page**

Please enter a new name of admin page:  .asp

**Rename Admin Page**

This step will rename the admin default page shopadmin.asp to the file name you specified. Please enter your own admin page and make sure the page name is not a common name. For example, we do not recommend you to create a name e.g. admin or login.

You can create the page name with combination of alphanumeric characters e.g. jacksyte87635.

Click **“Rename Admin Page”** once you have entered the name.

Click **“Continue To Create Encryption Key”** to proceed to the next step.

---

#### 4.6 **STEP 6: Create Encryption Key**

Please enter a 10+ character encryption key:

Example: ag12AhjBcG

**Update Encryption Key**

This step will create an encryption key for your VPCart site.

An encryption key is a unique set of characters used to scramble customer credit card information.

Make sure you enter a 10+ character encryption key, e.g. jfh73GFKah3o

Click **“Update Encryption Key”** to update and check if the data you entered is valid or not.

If valid, the **“Continue To Cart Details”** button will be visible. Click it to proceed to the next step.

---

## 4.7 STEP 7: Cart Details

**Email Address:**

What would you like the name on the email to be? For example it could be your company name or your name.

**Shop Name:**

What would you like the subject line of the email that is sent to you and the customer when an order is made to be?

**Email Subject:**

Now you need to set what the mail server name is. This tells VP-ASP what service to use to try to send emails from.

It could be your ISP's mail server name or the mail server name from where your site is hosted. For example: mail.yourdomain.com

You will need to contact your web hosts or your ISP if sending from your local machine to find out what is needed to be used here.

**Mail Server:**

Some email systems may have SMTP Authentication set to be required. If this is the case then you simply need to enter below the email address and password for an email account that is on the same server as your email system.

**Mail User ID:**

**Mail Password:**

The type of e-mail interface program to use. VP-ASP supports ASPMAIL, CDONTS, ASPEMAIL, OCXMAIL and JMAIL. VP-ASP does not write to your mail system directly. It needs an interface and these are the most common ones.

**Test Mail Component**

**Mail Type:**

The URL to return to your main page. It can be a full URL such as http:// or just a file name such as default.asp.

**Home Page:**

The default title for your shopping cart site. E.g. Johnnys Music Shop. This will appear in the top of the customers browser window and in search engine results.

**Default Title:**

In this step, you need to enter all of your cart details for the site.

Here is the list of fields you need to provide:

**Email address:** After an order has been completed, who should be notified? This is the email address of that person. The order confirmation will be sent to the customer's email address.

**Shop Name:** The name of your shop; used on **emails** to the customer as the name of the sender.

**Email Subject:** This is simply the subject when the customer gets an email confirmation.

**Mail Server:** This is the name of the mail service on your ISP. Your ISP will need to let you know what this is. It normally will start with mail... Or smtp.... There is no standard name. You must ask your Windows administrator or Web hosting company. If it is not set correctly, emails will not be sent. Please take note that it is not used with CDONTS or Unix.

**Mail User ID:** If your ISP is using a User ID for mail service, you may enter the value here or leave it empty if your ISP is not using any User ID.

**Mail Password:** If your ISP is using a password for mail service, you may enter the value here or you may leave it empty if your ISP is not using a password .

**Mail Type:** The type of email interface program to use. VPCart supports ASPMAIL, CDONTS, ASPEMAIL, OCXMAIL and JMAIL. VPCart does not write to your mail system directly. It needs an interface and these are the most common ones.

**Home Page:** The URL to return to your main page. It can be a full URL such as http: or just a file name such as default.htm.

**Default Title:** The default title for your shopping cart site, e.g. Johny Instrumental Shop.

In the following step, you can perform a test for Mail Component. Click the “**Test Mail Component**” link to see any available mail components for your hosting. Mail components with “**Available**” status can be selected as a value for **Mail Type**.

Click “**Update Cart Details**” if all done and click the “**Continue To Register Your Product**” button to proceed to the next step.

---

## 4.8 STEP 8: Register Your Product

Please enter your VP-ASP registration details below:

Your VP-ASP Order Number.  
**Order Number:**

Next we need you to enter a unique name for your store.

Every store must have a unique name to ensure there are no conflicts with any other VP-ASP stores on the server. It can be any name you like - eg. "shop700\_myshopname" or "any\_unique\_yourshopname"

**Shop ID:**

Now please enter the domain of your site. If testing locally you would use something like <http://localhost/vpasp700>.

If setting up on your live server you would use your live domain name. For example <http://www.yourdomain.com/shop>

**Domain:**

If your store will be using an SSL certificate please enter this here. If not you can simply leave blank.

For example a url protected by SSL would like something like <https://www.yourdomain.com> - note the extra "s" in the http. This denotes that the URL is in secure mode.

**SSL:**

Finally enter your company details.

<b>Company Name:</b>	<input type="text" value="My Company"/>
<b>Address:</b>	<input type="text" value="PO Box 500"/>
<b>City:</b>	<input type="text" value="Somewhere"/>
<b>State:</b>	<input type="text" value="NY"/>
<b>Zip Code:</b>	<input type="text" value="11720"/>
<b>Country:</b>	<input type="text" value="US"/>
<b>Phone:</b>	<input type="text" value="Some Phone"/>
<b>Fax:</b>	<input type="text" value="55512121"/>
<b>Email:</b>	<input type="text" value="abc@def.com"/>

This step will register your purchase of VPCart and your information details.

Please provide the following details in the form:

**Order Number:** Your VPCart Order Number. Please enter STARTER for free version.

**Shop ID:** A unique name for your shop - eg. "shop700\_myshopname"

**Domain:** This represents the URL of your site where the shopping cart files are located (eg. <http://www.yourvpaspwebsiteurl.com/vpasp>)

**SSL:** This is your secure URL to which credit card information is encrypted.

**Company Name:** Your company / shop name

**Address:** Your company / shop address

**City:** Your city

**State:** Your state

**Zip Code:** Your zip code

**Country:** Your country  
**Phone** Your phone number  
**Fax:** Your Fax number  
**Email:** Your email address

Click “**Update Information**” after you have entered all the details.

Click “**Continue To End**” to finish the installation process and to start browsing your VPCart site.

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#### **4.9 Accessing your store on your Local Machine**

- a) Open your Internet browser.
- b) Type the local path name into your browser e.g. <http://localhost/shopping/default.asp>
- c) You should now see the VPCart front store.
- d) Before you can browse the site, you will need to set up database permissions.

---

#### **4.10 Accessing your store on your remote host**

- a) Open your Internet browser.
- b) Type the address of your server into your browser e.g.  
<http://www.vpasp.com/vpasp/default.asp> (where **www.vpasp.com** is your website address and **vpasp** is the folder you uploaded VPCart to).
- c) You should now see the VPCart front store.
- d) Before you can browse the site, you will need to ask your host to set up database permissions.

---

#### **4.11 Requesting your web host to set up your database permissions**

If a third party is hosting your website, you will need to check that you have been provided with a *database* directory and that the correct permissions have been set. *You can then skip the next two sections.*

If you are uncertain, please contact your web host and ensure that the following have been set:

- a) Read and write permissions need to be set on the database folder in your shopping subdirectory (the READ/WRITE must be set in the NTFS on the database folder, and not the file itself).
- b) Read access must be removed from IIS on the folder that the database will be stored in.

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#### **4.12 Setting IIS permissions on your database folder**

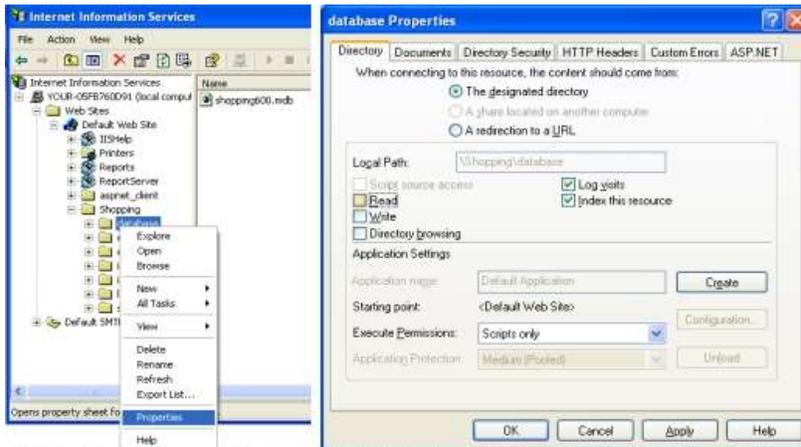
- a) Click on “Start”, click “Control Panel”, then double-click “Administrative Tools”
- b) Double-click “Internet Information Services”
- c) Browse your database folder by expanding the menus on the left

- d) Right click your database folder and select "Properties"
- e) Uncheck the "Read" box
- f) Click "Apply"
- g) Click "OK"



**STEP 1:** Click on *Start*, *Control Panel*, and double-click *Administrative Tools*

**STEP 2:** Double-click on *Internet Information Services*



**STEP 1:** Browse to your database folder and select *Properties*

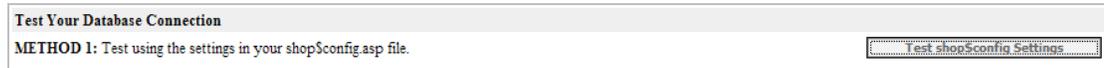
**STEP 2:** Uncheck the *Read* box and click *Apply*, followed by *OK*

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### 4.13 Test Database Permissions

To ensure that all of your permissions have been set up correctly, follow the steps below:

- a) Open your web browser and run the `diag_dbtest.asp` page located in your shopping directory (e.g. [http://localhost/shopping/diag\\_dbtest.asp](http://localhost/shopping/diag_dbtest.asp)).
- b) Click on the *Test shop\$config Settings* button.

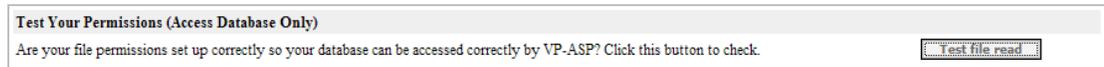


- c) The following screen should appear.

Database Read	PASS!
Database Write	PASS!
Database Permissions	PASS!

*NOTE: If you do not receive the screen above, you may need to alter your `shop$config.asp` files (located in “config” folder and “admin/config” folder) to point to the correct database location or check your permissions.*

- d) Next, click the “*Test file read*” button.



- e) The following screen should appear:

Reading c:\inetpub\wwwroot\vpasp659deluxe\license.txt	PASS!
Reading c:\inetpub\wwwroot\vpasp659deluxe\images\shim.gif	PASS!
Reading c:\inetpub\wwwroot\vpasp659deluxe\database\shopping650.mdb	PASS!

*NOTE: If you do not see the screen above, please go to **Section 4.11** again and check if your database permissions are correct.*

---

### 4.14 Test IIS Permissions

In order to test if the IIS settings on your database folder are correct (*Step 4.12*), try to browse your database (e.g. <http://localhost/shopping/database>). You should receive a “*The Page cannot be displayed*” error. If you do not receive this error and your database starts to download, please review **Section 4.12** above.

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## 5 Securing your site

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In order to ensure that your VPCart site is as secure as possible, we recommend following the security steps before you configure your site.

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### 5.1 Removing “Installation” folder and “Upgrade” folder

Delete the folders below from your VPCart site :

- Installation
- Upgrade

Remote Users: Please ensure that you have deleted all these folders on both your local PC and your remote server.

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### 5.2 Removing copy of default database

Please delete the default MS Access file that comes from the installation.

The database name is “shopping700.mdb” which is located in the “database” folder.

---

### 5.3 Removing all files starting with the letter “c” in the “admin” folder.

Delete the file below from the “admin” folder:

- Convertsql.asp

Remote Users: Please ensure that you have deleted the file on both your local PC and your remote server.

---

### 5.4 Remove all files starting with “diag”

Delete all files starting with “diag”. These files include the following:

diag_dbtest.asp	diag_sessionlist.asp
diag_expirecookie.asp	

Also, delete the “diag\_smstest.asp” file located in the “admin” folder.

Remote Users: Please ensure that you have deleted all these files on both your local PC and your remote server.

---

### 5.5 Credit Card Storage Settings

VPCart recommends that you do not store credit card numbers.

If you take credit card numbers into your system rather than using a Payment Gateway, we recommend that you delete the credit card number as soon as the order has been processed.

This can either be done manually or the shopa\_displayorders.asp page will delete credit card numbers automatically when the order is marked as processed.

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## 5.6 *Securing your Database*

**Note: this step is for Access users ONLY!**

If your database is not in a secure location, with the correct setting, hackers may be able to download through the web browser. To secure your database folder, you will need to update your IIS settings and the NTFS properties on your database folder. For more information on this setting, please see **Section 4.12**.

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## **6 Setting your site live and accessing the Admin Pages**

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### **6.1 Accessing the Administration Pages**

You are now ready to set up your eCommerce store! You can access all of the administration functions by visiting your Admin Page (renamed in **Section 4.5, Step 5**).

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### **6.2 Setting your site live**

Once your site is ready to go live, delete “default.htm”. Once this page has been deleted, your site’s home page will now be the default.asp page.

Remote Users: Please ensure that you have deleted the default.htm file on both your local PC and your remote server.