



VP-ASP Shopping Cart

Merchant Administration

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Table Of Contents

1	VP-ASP SHOPPING CART SUMMARY	3
2	SETTING UP YOUR INTERNET STORE	5
3	ADMINISTRATION	6
4	CONFIGURATION (SHOPA_CONFIG.ASP).....	9
5	PRIMARY INSTALLATION STEPS.....	10
6	ADDING CATEGORIES AND PRODUCTS	12
7	DISPLAYING ORDERS.....	22
8	EDITING VP-ASP TABLES	29
9	ORDER TRACKING	37
10	OTHER ADMINISTRATIVE FILES.....	39
11	BANK OR ELECTRONIC PAYMENT SYSTEMS	40
12	INTERNATIONAL SUPPORT.....	43



1 VP-ASP Shopping Cart Summary

VP-ASP Shopping Cart has been designed for any type of Internet shop. It has every major feature you would expect from an e-commerce solution and some unique features that can make your shop easier to implement.

VP-ASP is composed of a number of Active Server Page (ASP) files. Active Server Pages consist of a mixture of normal HTML and program logic. The database is used to store product information, customer information and orders and other information.

1.1 Overview

VP-ASP Documentation is divided into four documents:

- **VP-ASP Merchant Guide** - this document tells you how to configure and use the VP-ASP Shopping Cart including adding products, displaying orders, updating tables.
- **VP-ASP Developer's Guide** - has information related to altering VP-ASP colors, fonts and look and feel. This manual also includes taxes, shipping, discounts and other related issues.
- **VP-ASP Installation and Trouble Shooting** – has information for setting up your database, installing VP-ASP files and general testing and security issues.
- **VP-ASP Option Package** - has information related to the VP-ASP Option Package. This includes gift certificates, discount coupons, affiliates, order tracking, html mailing, projects, product reviews, and auto generation of html pages.
- **VP-ASP Add-Ons** - has information related to additional fee paid add-ons. These include Gift Registry, Pin Numbers, Recurring Billing and Points Rewards.

1.2 Guide Summary

This guide is designed as a quick introduction to VP-ASP facilities for the merchant and should be used in conjunction with the VP-ASP Developer's Guide which includes full details on:

- Changing look and feel
- Security
- Taxes
- Shipping
- Payments
- Navigation
- Over 400 configuration options and how they are used
- Mailing
- Searching
- Customer Service
- Content Management
- Discounts
- SSL and shared SSL
- Stock Control
- Order Management
- Languages and Language Switching

1.3 Requirements Windows

VP-ASP requires a server capable of running Active Server Pages. These servers include Microsoft Personal Web Server on Windows 95/98/ME and Microsoft IIS on Windows NT/2000/XP. Personal Web Server (PWS) is supplied free by Microsoft and is included on the Windows 98 CDROM.

VP-ASP uses a Microsoft Access Database. An Access 2000 database has been supplied. You do not need to install Microsoft Access or Microsoft Office to use the VP-ASP Shopping Cart. An Access 2002 or Access 97 database can also be used. Some later versions of Microsoft 2000 and XP do not support Access 97 databases.

1.4 Requirements Unix

VP-ASP Unix requires a server have Sun ASP (Chilisoft ASP). This product is supplied by www.chillisoft.com. It also requires that MYSQL database be supported. Unix support is a separate product. It is not an upgrade to the Windows VP-ASP.

1.5 VP-ASP Option Package

The VP-ASP Option package provides enhanced features and facilities.

- Affiliate processing and reporting
- Automatic creation of extended description pages from database fields
- Mailing to customer and merchant by templates
- Generic Template handling
- Customer Discount Coupons
- Gift Certificates
- Mail to Suppliers
- HTML mailing
- Product ratings and reviews
- Project services using VP-ASP for payment
- Order Tracking
- Image uploading
- Generate static HTML
- Secure digital downloads
- Mail on Processed orders
- Merchant restore of orders
- Cookieless Processing

1.6 More Information

We continually add information to our web site **<http://www.vpassp.com>**

Please check for **Whats new** and **Frequently Asked Questions**. Your questions may already be answered.

2 Setting up your Internet Store

An Internet store can be set-up and running extremely quickly. The following lists the basic steps necessary.

2.1 Primary installation steps

1. Install the VP-ASP software.
This normally means copying it from your local PC to your web hosting company.
2. Configuring your company details.
This involves using your Internet browser to update your company name, address e-mail details
3. Adding your product categories.
4. Adding your products.
5. Checking the security of your site.
6. Learn how to display and process orders.

2.2 Optional Installation steps

The following steps will vary between stores. In some stores these may be important and must be done and in others they are not necessary.

1. Select payment types
 2. Configure SSL
 3. Configure taxes
 4. Configure shipping
 5. Obtain electronic gateway interface
 6. Configure discounts
 7. Use many of the hundreds of other VP-ASP facilities
 8. Make sure your site is secure from hackers
-

3 Administration

The administration components let you view orders, change any table, update product information, search for data, add new products and categories, add and delete users.

Users can be added to the database and have different privileges. There are two administrator users defined in the database.

VPASP and ADMIN.

VPASP userid has only a subset of privileges.

ADMIN userid has the full set.

We strongly recommend that you rename these userids and passwords before starting your production store.

3.1 Shop Administration

Shop administration is for the merchant or web developer and not for the customer. The administration facilities include:

- Configure most of VP-ASP options
- Add, delete and modify products
- Add, delete and modify categories
- Add, delete and modify any other VP-ASP table
- Display sales reports
- Display stock low reports
- Mail to selected customers
- Send messages to customers via order tracking
- Create discount coupons
- Add and delete languages

3.2 Other Administration Functions

- Define administrator userids
- Define menus and tasks for each administrator
- Restrict administrators to viewing or updating specific tables
- Perform searches of the database
- Export data from tables
- Create projects for special payments
- Display affiliate reports
- Set-up and mail recurring billing

3.3 Login to Administration

This is the login screen for shop administration. All the administration routines invoke a subroutine Checkadmin, to verify that the user has logged in. If not then this routine is invoked to display the form. Administrators can add, delete, and alter user privileges.

This site is reserved for Shop Administrators only.

Administrator's Login	
Userid	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

Shop Administration Home

3.4 Predefined userids

Two userids are defined when you receive VP-ASP. We recommend you change this using the user control menu. Log in with userid **admin** to alter, rename or change userids.

Userid	password	description
Vpasp	vpasp	A subset of all the possible administration functions
Admin	admin	Full set of VP-ASP functions

3.5 Changing Userids and passwords

We recommend you change the VP-ASP defined userids and passwords. This can be done by logging in with userid **admin**. Then select User Control.

If you do not, any hacker will be able to come in and view your orders and change your site.

3.6 Security for shop administration

The filename for login is shopadmin.asp. Additional security against hackers can be obtained by renaming shopadmin.asp to something else. After you do that, update the following shop configuration options.

xadminpage	newfilename.asp
xshowadmin	No. This means that only you will know the name of the admin page. It will not be referenced if an admin page is entered incorrectly.

3.7 Menus for Administration

Once a successful login has been done, this routine reads the shop database to determine which menu items are displayed. Each administrative user can be given different menus.

VP-ASP Administrative Facilities

Utility or Function	Utility or Function
1. Display orders	2. Merchant Sales Summary
3. Shop Configuration	4. Customer Information
5. Edit Tables	6. Categories
7. Products	8. Product Features
9. Shipping	10. Edit Customers
11. Edit Order	12. Quantity discounts
13. Coupons	14. Gift Certificate
15. Edit Projects	16. Edit Reviews
17. Affiliate Reports	18. Product Report
19. Stock Low Report	20. Search Report
21. Display Projects	22. Languages
23. Bulk product edits	24. Bulk Import
25. SQL Queries	26. Generate static HTML
27. Administration users	28. Administration menus
29. Administration logins	30. Templates
31. Billing Reports	32. Pin Numbers
33. Gift Registry	34. Points
35. Content	

[Shop Administration Home](#) [Logoff](#)

3.8 Adding New menu items

The menu items on this page are dynamically read from the database. Using menu control, you can add/delete and alter what is displayed on this page. Each administrator can be given different menus. For example, one administrator may only be allowed to view orders but not add or alter products.

4 Configuration (shopa_config.asp)

Shop configuration is used to tell VP-ASP how you should run your particular Internet shop. It includes things such as credit cards you will accept, tax rates, how much information you want to collect from customers, payment types you accept and much more.

VP-ASP is designed to work immediately with no configuration. There are over two hundred different options that you can alter. They are divided into groups such as payments, customers, affiliates, etc. They mostly start with “x” and have a name that may help you determine what they do. Some are Yes or No. Others require you to fill in details.

Field name

Reload Shop Configuration

VP-ASP Shopping Cart Configuration	
1.	Merchant details
2.	Products 1
3.	Products 2
4.	Customer Information
5.	Payments
6.	Shipping
7.	International
8.	Stock Control
9.	Option Package-Gifts,Coupons,tracking,mailing
10.	Affiliate
11.	Template file
12.	Buttons and navigation
13.	Administration Security
14.	Advanced
15.	Language
16.	View Current Shop Configuration
17.	Edit

Shop Administration Home

When you click on any of the Options, menu of field names is displayed.

4.1.1 Searching for Specific configuration option

Configuration options are names such as **xcreditcardsallowed**. In these manuals you may be asked to alter a configuration option. You do it from this menu. It is possible to locate a specific configuration option by typing its name or partial name and then clicking the search button. You could also search by entering **credit** into the search box and all fields that have credit in their name would be displayed.

4.2 Updating Configuration

Once you have finished defining how you want your shop to run, you must **Reload Shop Configuration**. All the options in your shop are now read from the database and stored as **Application** variables. They immediately take affect. As some are used at certain points in the shopping process, if a person is already shopping, not all changes will effect such shoppers.

xautoloadconfiguration	Yes eliminates the need to “Reload Shop Configuration after each change. It is done automatically for you
-------------------------------	---

5 Primary Installation Steps

5.1 Installing VP-ASP

A complete set of installation steps are described in the VP-ASP Installation Guide available in HTML format: www.vpasp.com/virtprog/info/faq_install550.htm and is not covered in this manual.

Once VP-ASP is installed, the next step is to set-up your own Merchant details.

You do this by logging into the VP-ASP administration section and going to Shop Configuration and clicking on Merchant details.

5.2 Merchant Details

Merchant details should be changed to match your system. Each field on the left is the internal name of the configuration option.

1. To change the merchant details, you must login to the VP-ASP administration section. Use default userid admin, with password admin.
2. Click on Shop Configuration
3. Click on Merchant Details
4. You will see the following values.

Merchant details		
xemail	<input type="text" value="you@youremail.com"/>	
xemailname	<input type="text" value="VP-ASP Shopping Cart"/>	
xemailsubject	<input type="text" value="Shopping Order"/>	
xemailsystem	<input type="text" value="mail.yourmailsystem.com"/>	
xemailtype	<input type="text" value="aspemail"/>	
xhome	<input type="text" value="default.htm"/>	

Continue

Reset

Edit Table Name = mycompany

5.2.1 Merchant Details Fields

These fields should be reviewed by each merchant.

xemail	After an order has been completed this is the merchant's e-mail address.
xemailname	The name of your shop
Xemailsubject	This is simply the subject when the customer gets an e-mail confirmation.
xemailsystem	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...
xemailtype	This is the person's name to be e-mailed. The customer's name is generated automatically from the order. const xemailtype="CDONTS". The type of e-mail to use. Three types are in VP-ASP, ASPMAIL, CDONTS, JMAIL and ASPEMAIL. Most web hosting companies have one of these installed. See http://www.vpasp.com/virtprog/info/faq_email.htm
xhome	The location where VP-ASP returns after an error or after an order completes

5.3 Other Merchant Details

Other merchant details that display on the printed invoice come from table **mycompany**. You should edit this file using the VP-ASP edit other tables facility shown later in this guide. The information in this table is used only in one place. At the end of the order, these mycompany details are placed automatically on the printable invoice for the customer.

Please update values and press the Update button.

Edit Select Table

Company	My Company
Address	PO Box 500
City	Somewhere
State	NY
Post Code	11720
Country	US
Phone	555phone
Fax	555faxfax
Email	abc@def.com
Other Fields 1	
Other Fields 2	
Other Fields 3	
Other Fields 4	

5.3.1 Other Fields

The other fields in the mycompany table are not used by VP-ASP.

6 Adding Categories and Products

VP-ASP has two main tables related to products: categories and products. You should have at least one category. You can have as many categories as you want. Categories can have subcategories. There is no limit to either the categories or subcategories or the depth of the sub categories (subcategories can have more subcategories).

From the main administrative menu select **Display Categories**.

6.1 Edit Display Menu

You will see our normal Edit/Display menu which is explained in detail later in this guide. For now you can simply click **Add a record** to create a new category. Or click Edit next to an existing category to change it. Or click the checkbox next to an existing category to delete it.

Mail Setup	Select Table	Export Setup	Delete Setup
Table name : <i>categories</i>			
Sort categoryid Ascending	Select Select	Display All categoryid catdescription highercategoryid catimage	
Add a Record	Reset	Display	

6.2 Add a new Category

Select categories from the main menu. Then select **Add a new Record**. The form below will be displayed. Each of the names on the left are field names in the categories table. The only field required is the “**catdescription**”. This is the category name.

Category Number :	1
Description HTML edit	Toys
Image View Upload image	vpdemo_toys.jpg
Higher Subcategory	Select
Subcategories Yes	Yes
Hide	
Match product	
Match customer	
catmemo HTML edit	Extensive set of new exciting toys
catextra HTML edit	
Language	
Template file	

Description	The category name. Required
Image	If an image is to be displayed, this is either a filename or URL to the image. For example myimage.gif or http://www.mysite.com/images/myimage.gif Image can be viewed. With the Option Package you can also upload images from your local PC
highercategoryid	0 for the top most category (select will generate 0). The categoryid (number) of the category above this category. Every category is assigned a number called the categoryid. The current categories are listed.
Subcategories Yes (hassubcategory)	This should be left empty unless this category has subcategories. If it has subcategories put the word Yes in the field. If you put ANYTHING in the field, VP-ASP assumes it has subcategories.
Hide	Leave empty unless you do not want this category to display otherwise put Yes in this field. Anything in this field is the same as Yes.
Match Product	Use only if you want VP-ASP to match the product in shop\$config.asp
Match Customer	Use only if you want VP-ASP to match the same field in customer record
Catmemo	If you wish to display text when a category is displayed, enter the text here
Catextra	Is currently unused by VP-ASP
Language	Used for language switching. This is the name of the language for which this category will display
Template File	When using product displays using templates, you can specify a different template for each category of products. If left blank the default template is used.

6.2.1 Edit Record

The record can be edited by clicking edit at the bottom of the form. Additional categories can be quickly added by using the Add Button.

6.2.2 HTML Edit

This will bring up a browser based HTML editor that allows you to format the text in standard HTML Formats. HTML editing is a free add-on and is not included with the VP-ASP distribution. It relies on some Javascript which may or may not work with all browsers.



The HTML editing allows the alteration of the text by applying standard HTML formatting using the supplied buttons and or pasting text. When you click continue, the record will be updated and you will automatically be returned to the previous page.

6.3 Adding a product

This is the main form for adding and altering product information. Certain required fields such as description and price are entered. It also generates a selection list for categories and category codes. Products are very important and this data entry screen forces correct information and makes feature selection easy.

From the main administrative menu select **Display Products**.

Utility or Function	Description
1. Display Orders	Display orders
2. Edit Categories	Categories
3. Edit Products	Products

6.4 Edit Display Menu

You will see our normal Edit/Display menu which is explained in detail later in this guide. For now you can simply click **Add a record** to create a new product. Or click Edit next to an existing category to change it. Or click the checkbox next to an existing product to delete it.

Mail Setup
Select Table
Export Setup
Delete Setup

Table name : *products*

Sort

catalogid

Ascending

Select

Select

Display

All
catalogid
ccode
cname
cdescription

Add a Record
Reset
Display

Select Categories

Page 1 of 1

	catalogid	ccode	cname	cdescription	cprice	ccategory	cdescurl	Delete
Edit	1	11111	Hotel Room	Great suite overlooking the ocean and other places	85	2		<input type="checkbox"/>
Edit	2	22222	City Tour	Tour the city with a local guide. See all the great sights	27	2		<input type="checkbox"/>
Edit	3	33333	Chair	Large comfortable chair. Great for relaxing and reading	495	1		<input type="checkbox"/>

6.5 Product Form

There are two buttons at the bottom of the form, Add and Update. After you add a product, if you made a mistake, you can correct it immediately. This only works until you add another product or leave the session.

The captions can be changed by altering the language files shop\$language_english.asp and shop\$language2_english.asp

Edit Select Table

Catalogid	1	?
The following fields are required:		
Name	Hotel Room	?
Description	Great suite overlooking the ocean and other places	?
Price	85	?
Category:	<ul style="list-style-type: none"> Clothes (5) Computers and Electrical (3) Furniture (1) Groceries (6) Hidden Category (7) 	?

6.5.1 Required Fields

Required fields for each product are name, description, price and category. Everything else is optional.

name (cname)	The name of the product
Description (cdescription)	This is a long description of the product. It can be any size and can include HTML
Price (cprice)	The price without \$
Category (ccategoryid)	Select one or more categories the product belongs in. To select more than one category, hold down the CTRL key when making a selection

6.5.2 Other Product Fields

All Other Fields are optional

Other Fields -	
Product Code:	11111
Extended description page:	
More! HTML edit	Welcome to HK Royal, set amidst lush tropical gardens and offering a unique blend of hospitality, sophistication
Image View Upload image	vpassdemo_hotel.jpg
Order Button image: Upload image	
Large image View Upload image	vpassdemo_hotel_l.jpg

In the descriptions the item in (...) is the field name in the database. This cannot be changed. The bold field such as **Name** can be changed by editing shop\$language_english.asp.

Product Code (ccode)	Product code. Sometimes this is called an SKU.
Extended Description Page (cdescurl)	Filename or ASP page. VP-ASP will automatically generate a hyperlink back to this page when the product is displayed. It can be a full URL (http://www...)
More Information (extendeddesc)	Used only by the Option Package to generate the extended description of the product. There is no limit to the size
Image (cimageurl)	Thumbnail picture of this product
Large Image (extendedimage)	Used only by the Option Package to generate the extended description page. A larger image of the product.
Order Button Image (buttonimage)	If you are using individual order buttons, you can replace the normal default button on a product by product basis. This is the name of an image file

Other Fields -		
SubCategory:	Select Classic (1)--(9) Modern (1)--(8)	?
Feature Numbers:	7,9	?
Features:	None Carton Size [8] Colors [1] Disk size [4] Donation [6]	?
Retail Price		?
Price 2		?
Price 3		?
Other Fields -		
Stock	100	?
Weight	1	?
Manufacturer:		?
Front page		?
Supplier #	1	?

Subcategory (subcategoryid)	Select one or more subcategories the product belongs in. To select more than one category, hold down the CTRL key when making a selection
Feature Numbers (features)	This is normally for display only. It is the features for this product from the prodfeatures table. A list of available features is shown in the form
Features (features)	Select one or more features for the product. To select more than one category, hold down the CTRL key when making a selection
Retail Price (retailprice)	If you want VP-ASP to automatically display a price below the normal price, put a value here. Otherwise it is unused by VP-ASP.
Price 2	Unused
Price 3	Unused
Stock (cstock)	Stock level (a number). Only used if VP-ASP stock control has been activated
Weight (weight)	Number. Only used if you have selected a shipping calculation based on weight
Manufacturer (mfg)	Can be anything. Unused by VP-ASP
Supplier # (supplierid)	Leave blank if you are not using VP-ASP supplier reports. Otherwise it is the supplier number from the suppliers table

Other Fields		
Cross Selling Products	2,9	?
Date available:		?
Selection List		?
Minimum Quantity		?
Maximum quantity		?
Inventory		?
Tax free	No	?
Free shipping	No	?
Hide	No	?
Other1		?
Other2		?
Other3		?
Other4:		?
Other5:		?
Other Fields 3		?
Other Fields 4		?
Other Fields 5		?
Special Offer	Free box of chocolates on arrival.	?
Keywords		?

Cross Selling Products (crossselling)	A list of associated products. This is a list of catalogids (unique number assigned to a product). For example 99, 123,2
Date Available (cdateavailable)	Unused by VP-ASP
Selection List (selectlist)	Used when features are very specific to the product. A list in the form of Small, Large [2.00], Very Large [3.00]
Minimum Quantity (minimumquantity)	Leave empty unless you want VP-ASP to generate a drop down list for quantity using this number as a base. For example if you put 10 here, then the customer can only buy in multiples of 10. 10,20,30 ...
Maximum Quantity (maximumquantity)	Leave empty unless you want VP-ASP to limit quantity being purchased.
Tax Free	Yes This product is not taxable
Free Shipping	Yes This product has no shipping cost
Hide Hide)	Yes means hide the product from displaying
Inventory	A list of associated products. This is a list of catalogids (unique number assigned to a product). For example 99, 123,2. These are used in the special inventory stock control facility.
Other 1 (pother1)	Unused by VP-ASP
Other 2 (pother2)	Unused by VP-ASP
Other 3 (pother3)	Unused by VP-ASP
Other 4 (pother4)	Unused by VP-ASP
Other 5 (pother5)	Unused by VP-ASP
Special Offer (specialoffer)	VP-ASP displays this information when using non template formatting along with the description. Otherwise it is unused.
Keywords (keywords)	Keywords to be used for searching

Advanced Fields	
Attachment	abc.gif
Download	
Template file	
Discount group	
Language	
Match customer	
Match product	
Points	
Redeem Points	
Userid	vpasp
Installments	
Billing	
Installments	
Installment type	
Installment interval	

Attachment (orderattachment)	VP-ASP can automatically add attachments at the completion of the order. This is the location of the file. It cannot be a URL. It must be a full disk address in form c:\mydirectory\myifile.xxx
Download (orderdownload)	VP-ASP can automatically generate download hyperlinks at the end of the order. This is the location of the file. It can be any valid URL or filename
Template File (template)	Using the Option Package extended description, you can supply a unique template per product. The default is tmp_product.htm
Discount Group (groupfordiscount)	You can group products together to form a group where quantity discount will apply. The group name must match a group in the quantity prices table. When a customer purchases products in the same group, then the discount is applied to all the products based on the rules you have created
Language (clanguage)	This name must match the language currently being used. When a language switch occurs, VP-ASP will display products only matching that language. Language switching is part of the VP-ASP Option Package
Match Customer (customermatch)	To restrict products to specific customers, this field matches the same field in the customer record
Match Product (productmatch)	To restrict certain directories to display specific products, this field matches xproductmatch in shop\$config.asp
Userid (userid)	The administrative user assigned to the product. Leave blank and VP-ASP will automatically add the current logged in administrator
Points	Used only if points systems is enabled. The number of points customer receives if they purchase the products
Points to Redeem	Unused by VP-ASP

6.5.3 VP-ASP Configuration Options Adding Products

If *SpecialOffer* is specified, the product will appear at the top of its product list. If *retailprice* is specified, the price appears in italics under the current price of the product.

By default all subcategories are displayed. If you only want subcategories for the selected category to be displayed, set the following in VP-ASP configuration.

xaddproductsubcategorybycategory	Yes
---	-----

6.5.4 Product Fields - Other

This display can also include your own non VP-ASP fields and captions. To add your own fields update these two lines in configuration.

xproductotherfields	Yourfield1,yourfield2
xproductothercaptions	Caption for yourfield1,Caption for yourfield2

The first line is the field names as they are in the database. Fieldnames CANNOT have spaces in them. The second line is the captions to appear in the display. Captions can have spaces.

6.5.5 Suppliers

If you are have suppliers and wish to select them from the suppliers table, set the following value in VP-ASP Configuration.

xaddproductsupplierdropdown	Yes
------------------------------------	-----

6.6 Product Features

Products can have features. Features can be anything you want them to be. In the picture below this product has two features: colors and sizes. The actual names and captions are defined by you. Features are described in detail in the VP-ASP Developer’s guide.

Name	Description	Quantity	Price	Select
<p>Girls tops</p>  <p>click to see more</p> <p>1 Reviews ★★★★★</p>	<p>Summer tops in assorted size and colors</p> <p>Colors</p> <p><input type="radio"/> Grey + \$1.00</p> <p><input type="radio"/> Orange</p> <p><input type="radio"/> Striped + \$2.00</p> <p><input type="radio"/> White</p> <p>Grey <input type="checkbox"/> Orange <input checked="" type="checkbox"/> White <input type="checkbox"/></p> <p>Size</p> <p>Select <input type="button" value="v"/></p> <p>Tell a friend Write Review Read Reviews</p>	1	\$9.85	<input type="checkbox"/>

7 Displaying Orders

This file formats an order. It also allows orders to be marked as processed, deleted and sorted in various ways. This is the prime administrative tool for viewing orders and processing them. The order can also be edited to put in any order status.

Sort Orders by

Search

Page 1 of 1

	Mark Processed	orderid	customerid	Date	Amount	Last Name	Country	Payment Type	Delete
View Edit	<input type="checkbox"/>	2	2	4/5/2004	\$97.85	Person	US	Visa	<input type="checkbox"/>

OR

Sort Orders by

Search

Page 1 of 1

	Mark Processed	Pending	orderid	customerid	Date	Amount	Last Name	Country	Payment Type	Delete
View Edit	<input type="checkbox"/>	<input type="text" value="Pending"/>	2	2	4/5/2004	\$97.85	Person	US	Visa	<input type="checkbox"/>

7.1 Order Processing

This display automatically shows you new orders. New Orders are those that have not been processed. By clicking the processed check box, the order will no longer automatically display the next time you view this page.

From this page you can:

1. View a formatted order (see next page)
2. Edit the order (alter and view individual fields in the database)
3. Edit the customer record by clicking under "Customerid"
4. Delete the order.
5. Mail to customer when order is marked processed

7.1.1 Pending and Other Status

If you need additional status associated with an order set the following values in Shop Configuration to get the second display

Xorderpending	Yes
Xorderpendingvalues	Pending,Back Order,Other

7.2 Viewing the Order

This is the formatted order. It can be printed for manual processing

Edit Order Order Items Restore Order			
Order Number 1 - Saturday 11 January 2003 12:20:58 PM			
Products	Quantity	Unit Price	Total
Girls tops Summer tops in assorted size and colors	1	\$9.85	\$9.85
Product Cost			\$9.85
Shipping Cost			\$10.00
Total			\$19.85
Customer Information			
First Name	Test		
Last Name	Person		
Address	3 Test Pl		
City	NY		
State	NY		
Post Code	11719		
Country	US		
Email	test@person.com		
Phone	7777777777		
Payment Information			
Payment Type	Check		
Affiliate	1		
Status	Back Order		
Shipping Information			
Shipping Method	Airmail		

7.2.1 Editing the order

You can edit the fields of the order by clicking “Edit Order”. To edit the actual order items click “Edit Oitems”. Please note that if you delete or change the order item prices, the total in the order is not automatically updated and the stock levels are not automatically adjusted.

7.3 Display Order Items

The order items can be edited or deleted. You must have permission to edit the oitems table to edit the order item.

Edit	catalogid	Quantity	Name	Price	Euro Price	Supplier #	Gift Address	Delete
Edit	22	1	Pizza Frozen The finest ingredients and self rising crust make this the perfect pizza Base price \$5.95 Features/Options: Topping Anchovies Add \$1.00 Topping Mushrooms Add \$0.50 Topping Onions Marked down today at our special price	\$7.45	0	0		<input type="checkbox"/>

[Delete Selected Records](#)

7.4 Mailing to Customer on Mark Processed

When an order is mark processed, an e-mail can be automatically sent. This feature requires the VP-ASP Option Package. Two Shop Configuration control this facility

Xmailprocessed	Yes enables mail on processed facility
Xmailprocessedtemplate	Tmp_customerprocessed.txt The template used to e-mail the customer

Page 1 of 1

			Mark Processed	orderid	customerid	Date	Amount	Last Name	Country	Delete
View	Edit	Track	<input checked="" type="checkbox"/>	1	1	2/2/2003	\$505.00	Buyer	US	<input type="checkbox"/>
View	Edit	Track	<input checked="" type="checkbox"/>	2	1	2/2/2003	\$19.85	Person	US	<input type="checkbox"/>
View	Edit	Track	<input type="checkbox"/>	3	10	2/3/2003	\$1,250.00	h	US	<input type="checkbox"/>

[Mark as Processed](#) [Delete Selected Records](#)

The following confirmations will be displayed.

Mailing to Fred Buyer fred@abc.com
Mailing to Other Person person@def.com

7.5 Order Actions

Clicking on the ordered value when an order is displayed can do additional Order actions. This will bring up a menu of actions. This repeats many of the items on the previous page but provides an extensible menu for developers to additional order processing tasks.

Order #: 2	
1.	Edit Order
2.	View
3.	Order Items
4.	Restore
5.	Cancel order

[Display orders](#)

7.6 Sales Reports

This sales report routine displays counts and/or details of sales over a date range. Dates are very system specific. Your system may require dd/mm/yyyy or it may require mm/dd/yyyy.

First select a date range or a month or a year

Merchant Sales Summary

From Date **Month** Today

To Date **Year** Yesterday

Max rows for detailed display

7.7 Sales Reports

The detailed report shows each order and the total sales for the date range specified. The order can be displayed by clicking on the order number. There are two types: a summary report and a detailed report

7.7.1 Summary Report

Report for 1/1/2004 to 1/31/2004

Month	Day	Orders	Total
1	22	1	\$111.64
1	23	2	\$1,655.64

Sales Summary

	Amount	Orders
Tax	\$156.57	3
Handling Cost	\$15.00	3
Shipping	\$30.00	3
Product Cost	\$1,565.70	6
Total	\$1,767.27	3

7.7.2 Detailed Report

Report for 1/1/2004 to 1/31/2004

Order Number	Total	Date of Order	First Name	Last Name	Address	City	State	Country
2	\$111.64	1/23/2004	Fred	Buyer	45 Demo Place	Demo City	NY	AU
3	\$1,544.00	1/23/2004	Fred	Buyer	45 Demo Place	Demo City	NY	AU
4	\$111.64	1/22/2004	Fred	Buyer	45 Demo Place	Demo City	NY	AU

[1]

Sales Summary

	Amount	Orders
Tax	\$156.57	3
Handling Cost	\$15.00	3
Shipping	\$30.00	3
Product Cost	\$1,565.70	6
Total	\$1,767.27	3

7.8 Stock Reports

7.8.1 Shopa_Stock.asp

This routine displays stock low reports. You can specify the low level to report on. It will list each product, which you can then edit to alter the current stock level. For example if you want to see all stock below 5, enter 5 in the stock low limit.

Stock Low Report

Stock low limit for this report Max rows for detailed display

7.9 Products Sold Report

This reports lists all products sold by supplier. If no supplier is specified for a product, then the supplier number is set to 0.

Supplier # 0

catalogid	Unit Price	Quantity	Total	Name
6	\$3.90	1	\$3.90	Glossy paper
11	\$9.85	1	\$9.85	Girls tops

Total Sales \$13.75
Number of sales 2

Grand Totals
Total Sales \$13.75
Number of sales 2

7.10 Customer Reports

Customer reports allow you to display a quick summary of your customers and their total purchases. This menu in addition to displaying a customer summary allows you to:

- Selected fields can be displayed
- Sort on most fields in the customers table
- Sort on orders and order amount
- List the actual orders by clicking on the order count
- Mail to the customer by clicking on the email address

Table name : *customers*

Sort: Descending

Select:

Display:

Page 1 of 1

	Last Name	First Name	Country	State	Email	Orders	Amount	Last Date
Edit 2	Person	Test	US	NY	test@person.com	1	\$1,403.25	2/20/2004
Edit 1	Buyer	Fred	US	NY	fred@abc.com	1	\$97.85	2/20/2004

8 Editing VP-ASP Tables

Any VP-ASP table can be edited. Permission is required to edit a table. By selecting Edit VP-ASP Tables, you will see a list of tables that you are permitted to view and edit

- affiliates
- affiliatelog
- categories
- configuration
- coupons
- customers
- customerprices
- gifts
- hackers
- languages
- mycompany
- oitems
- orders
- ordertracking
- prodcategories
- prodfeatures
- products
- quantitydiscounts
- projects
- searchresults
- suppliers
- reviews
- shipmethods
- registrant
- registryitems

8.1.1 Selecting a table

When table is selected, you are directed to the next file shopa_editdisplay.asp.

8.2 Edit, View any VP-ASP table

This is a general-purpose routine to generate a table for the rows in any table in the database. From this menu you can:

- Sort records
- Select fields to display
- Locate a specific record
- Mail to customers
- Export records from a table
- Delete Records
- Edit Records
- Add a Record

Mail Setup
Select Table
Export Setup
Delete Setup

Table name : *shipmethods*

Sort

shipmethodid ▾

Ascending ▾

Select

Select ▾

Display

All

shipmethodid

shipmethod

smprice

shipbasecost

Add a Record
Reset
Display

Page 1 of 1

	shipmethodid	shipmethod	smprice	shipbasecost	shipextracost	shipother1	shipother2	Delete
Edit	1	Express	5					<input type="checkbox"/>
Edit	2	Normal	3					<input type="checkbox"/>
Edit	3	Airmail	10					<input type="checkbox"/>
Edit	4	Download	0					<input type="checkbox"/>
Edit	5	Attachment	0					<input type="checkbox"/>

Unselect All

Select all

Delete All Records

Delete Selected Records

8.2.1 Checkboxes

The checkbox at the right will change for each function you select. For mailing it changes to mail. For export it changes to export and the bottom buttons also change.

8.3 The control bar

The mail Setup, Export Setup, Delete Setup are used to control those facilities.

Mail Setup runs file shopa_mailsetup.asp

Delete Setup runs shopa_deleteSetup.asp

Export Setup runs shopa_exportsetup.asp

Select Table runs shopa_tableselect.asp

8.4 Deleting Records

Deleting products must be set-up by selecting Delete Setup. This brings up a set of checkboxes on the right hand side of the table. A button will then appear and allow you to delete records.

8.5 Mailing to Customers

This facility allows you to send a message to your customers. This is not the same as setting up the mail system for VP-ASP itself.

This will set-up the message and subject for your e-mail. Most of the other fields should not normally be changed. Currently no attachments are supported. This mail facility is designed for relatively short messages. You can mail in text format or HTML format. You can mail a specific file or you can paste in the text of your message.

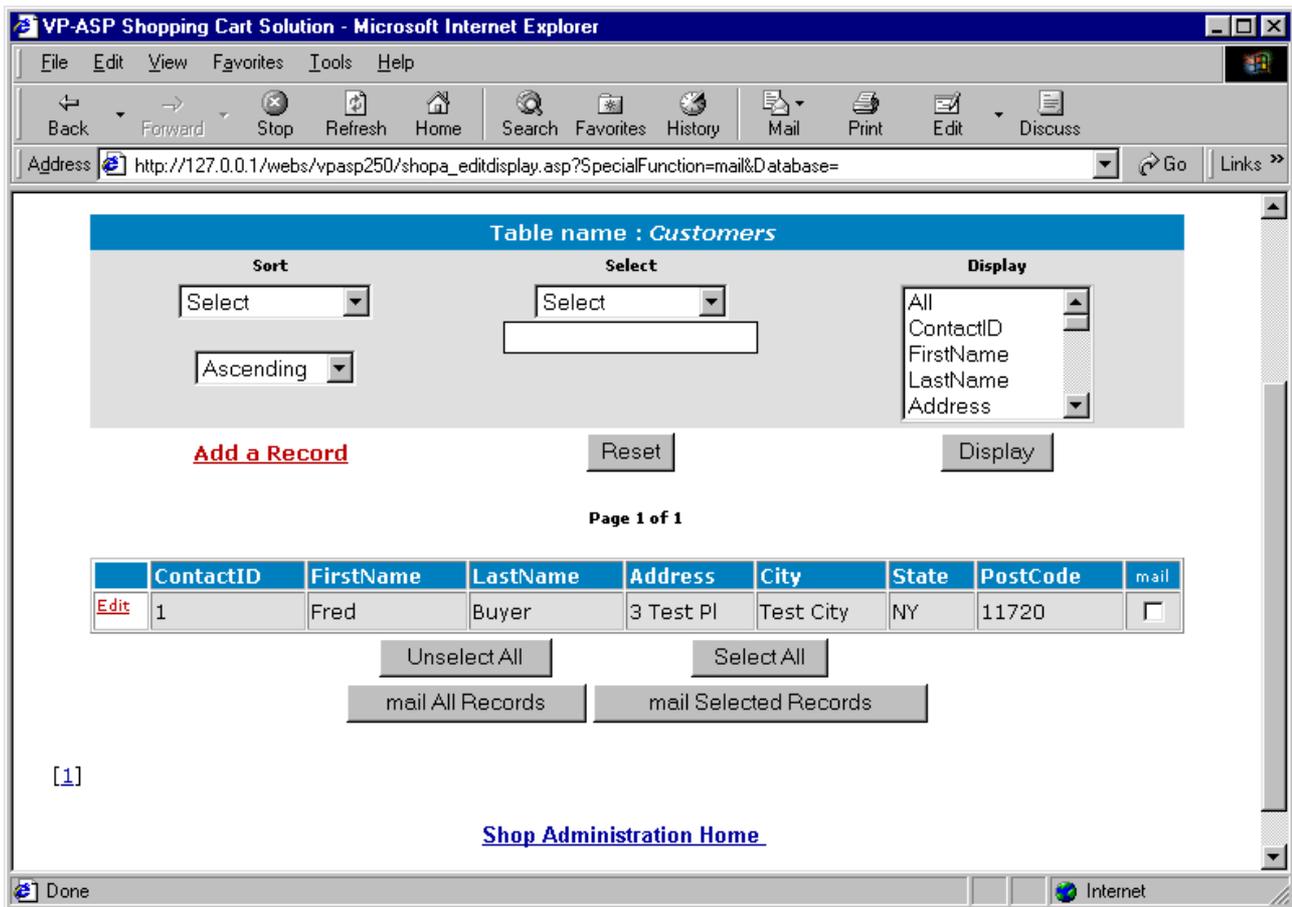
Email	<input type="text" value="you@youremail.com"/>
Name	<input type="text" value="VP-ASP Shopping Cart"/>
Subject	<input type="text" value="Shopping Order"/>
Type	<input type="text" value="aspemail"/>
Email format	<input type="text" value="Text"/>
Table name	<input type="text" value="customers"/>
File Name	<input type="text"/>
Merge with database	<input type="text" value="No"/>

Message - Paste or type the message

Continue

email	Your email address
Name	This is name to appear in the e-mail as the sender
Subject	This is the subject of their message
type	This is the e-mail interface to use. It is defaulted to the one defined in your shopping configuration and is not normally changed
Email format	If you are sending a file that is in HTML format, change this to HTML , otherwise leave as text.
Table name	E-mail can only be done from selected VP-ASP tables: customers, orders, affiliates, projects
File name	If left blank, you must type in or paste the message in the box below. If filled in, then this file is read as the message to be sent
Merge with database	This requires the VP-ASP Option package. If Yes then the file is really a template (as defined in the Option Package Design Guide). Database fields are merged with the template to create a customer specific message.

When set-up is complete, it returns to shopa_editdisplay.asp with a checkbox on the right hand side



Mail can now be sent to all customers or just selected customers.

8.6 Exporting Records Setup

Used to control where records are exported. These can be written to a file, or written to a browser window. If a file is selected, make sure that the location is a directory which can be written. If it is not, the export will fail.

To write to a browser window, do not put a filename.

**Please update values and press the Update button.
Table name orders**

File Name	<input type="text" value="orders.txt"/>
Directory	<input type="text"/>
Delimiter	<input type="text" value=";"/>

Continue

8.6.1 Export values

filename (cname)	The name of the file to be created. If left empty, the export will be to your browser. This cannot be a full URL but it can be a full drive path such as c:\exports\orders.txt or it can be orders.txt
Directory	This is the file directory where the file is created. This needs to have write permissions. If you leave it empty, the file will be written to the same location as the VP-ASP files. In most cases this directory is read-only and the export will fail.
Delimiter	Each field will be separated by this character. Normally it is a semi-colon (;)

8.6.2 Export

In the main table display you can now select one or more records to export, or select all records.

8.7 Editing Records

Generates a form with values filled in for a specific record in any table. The fields in the record can then be updated, the record deleted, or it can just be viewed.

When editing, existing values can be set to null by simply clearing the text field.

Please update values and press the Update button.

Record Updated
Select Table coupons

couponId	1
couponname	<input type="text" value="Newcoupon"/>
couponamount	<input type="text" value="10"/>
couponpercent	<input type="text" value="0"/>
couponstartdate	<input type="text" value="1/1/2003"/>
couponenddate	<input type="text" value="12/12/2003"/>
couponlimit	<input type="text" value="100"/>
couponcategories	<input type="text"/>
couponproducts	<input type="text"/>
couponusedcount	<input type="text" value="0"/>
couponlastuseddate	<input type="text"/>
couponcomment	<input type="text"/>
couponother	<input type="text"/>

8.7.1 Editing Navigation

At the top **Select Table** will return back to the main edit display page.

Add, Delete, or Update records are controlled by the buttons at the bottom of the page.

8.8 Menu Control

When a merchant logs on to the administrative system, a list of scripts available to him/her are displayed. This is controlled through this menu control.

Menus consist of a description, a comment and a URL. Although the shopping system uses only simple file names, full URLs can be used to invoke any other web sites or pages.

Search Report	shopa_searchreports.asp	Edit	<input type="checkbox"/>
Affiliate Reports	shopa_affreports.asp	Edit	<input type="checkbox"/>
Bulk Product update	shopa_editstock.asp	Edit	<input type="checkbox"/>
Product Import	shopa_import.asp	Edit	<input type="checkbox"/>
Project Report	shopa_projectdisplay.asp	Edit	<input type="checkbox"/>
Advanced Query	shopa_query.asp	Edit	<input type="checkbox"/>
User Control	shopa_user_control.asp	Edit	<input type="checkbox"/>
Menu Control	shopa_menu_control.asp	Edit	<input type="checkbox"/>
Log History	shopa_loghist.asp	Edit	<input type="checkbox"/>
Billing Administration	shopa_billingadmin.asp	Edit	<input type="checkbox"/>
Edit Pin Numbers	shopa_editdisplay.asp?table=pinnnumbers	Edit	<input type="checkbox"/>
Languages	shopa_languageadmin.asp	Edit	<input type="checkbox"/>

Add New Menu

Menu Name	<input type="text"/>
File Name	<input type="text"/>
Comment	<input type="text"/>

The comment field is no longer used in VP-ASP 5.50 but is required.

8.9 User Control

Administrative Users can be added, deleted or changed. Each userid can be assigned various menu items and tables that they are allowed to view and edit.

Userid	Menu Access	Edit	Delete
admin	Display Orders, Edit Categories, Edit Products, Configure Shopping Cart, Edit VP-ASP Tables, Edit Shipping, Sales Reports, Product Report, Edit Customers, Edit Orders, Edit Product Features, Edit Coupons, Edit Gift Certificates, Edit Projects, Edit Reviews, Edit Affiliates, Edit Customer Prices, Edit Quantity Discounts, Edit Suppliers, Stock Reports, Search Report, Affiliate Reports, Bulk Product update, Product Import, Project Report, Advanced Query, User Control, Menu Control, Log History, Billing Administration, Edit Pin Numbers, Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>
vpasp	Display Orders, Edit Categories, Edit Products, Configure Shopping Cart, Edit VP-ASP Tables, Edit Shipping, Sales Reports, Product Report, Edit Customers, Edit Orders, Edit Product Features, Edit Coupons, Edit Gift Certificates, Edit Projects, Edit Reviews, Edit Affiliates, Edit Customer Prices, Edit Quantity Discounts, Edit Suppliers, Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add New Administrator

Userid

Password

Menu Access

- Display Orders
- Edit Categories
- Edit Products
- Configure Shopping Cart
- Edit VP-ASP Tables

Table Access

- affiliatelog
- affiliates
- billing
- categories
- configuration

Type of Administrator

- Normal Administrator
- Restricted Administrator

8.9.1 Restricted User

A restricted user is an administrator who can only edit products that he/she has added. The user should be assigned permission to products table and display products menu. Use this facility ONLY if you wish to have different people control their own products within the same shop.

9 Order Tracking

Order Tracking requires the VP-ASP Option Package.

Order tracking allows merchants to:

1. Notify customers about the status of their order
2. Customers to request changes or information about their order
3. Merchants to communicate status messages with different departments about the order

9.1 Tracking Configuration

xtracking	Yes – turns on order tracking
xtrackingcustomerread	Yes, then the customer can read tracking messages
xtrackingcustomerwrite	Yes means the customer can create and send tracking messages

9.2 Merchant Messages

When tracking has been turned on a new column appears when displaying orders

Page 1 of 1

			Mark Processed	orderid	customerid	Date	Amount	Last Name	Country	Delete
View	Edit	Track	<input type="checkbox"/>	1	1	2/2/2003	\$505.00	Buyer	US	<input type="checkbox"/>

9.3 Merchant Tracking Options

The merchant can write a message and associate it with the order. The message can be:

- E-mailed to the customer automatically
- Simply saved with the order for the customer to view
- Saved with the order and only the merchant can view it

Order Number	1
Your Name	<input type="text"/>
E-mail address	<input type="text" value="you@youremail.com"/>
Email message to customer	<input checked="" type="checkbox"/>
Customer can view message	<input checked="" type="checkbox"/>

Tracking Message

9.4 Customer Tracking

If customers are allowed to read and create tracking messages, a new service appears on the customer service menu. When the customer views the order, they will be able to see any messages and also create their own which are e-mailed to the merchant.

Email message to merchant

Order Number	1
Your Name	<input type="text"/>
E-mail address	fred@abc.com

Tracking Message

Continue

Tracking Message

trackid	Date	Time	Name	Tracking Message
1	2/2/2003	15:40	Shipping Department	Goods will be shipped on Friday by courier.

10 Other Administrative Files

The files below are other administrative files.

10.1 Closing your shop

It is possible to temporarily close the shop by setting the following configuration. Customers will still be able to view any HTML pages and any VP-ASP pages that do not reference the database. Any time the database is referenced, a message will appear that the shop is temporarily closed.

Xshopclose	Yes – temporarily closes database activity
-------------------	--

11 Bank or Electronic Payment Systems

VP-ASP supplies add-ons for electronic payment systems. In addition our general interface allows you to configure a new payment system in about 1-2 hours. These are free on request add-ons to VP-ASP customers but they do not undergo the same testing procedures and may be supplied on an as-is basis. There are limits to the number of gateways supplied per license. Normally this is three.

VP-ASP does not require an electronic gateway. By default it stores payment details in the database and allows you to view those payment using the display orders facility.

VP-ASP supports over 70 gateways. Please visit www.vpasp.com/virtprog/vpasp_epsystems.htm

Gateway

2Checkout

Anz Egate

Australia Post

AuthnetSSL

Authorizenet

Bank of America

Bluepay

Echonline

Clikpay

Directone

DPI

Ematters

Egateway

Eprocessing

ESEC

Eway

EZPN

Firstpay

Gomerchant

Gomerchant API

InternetSecure

Innovative

Iongate

ICP

Intellipay

InternetSecure

Itransact

Linkpoint

Merchant Trust

Mirapay

Moneris

NAB

NoChex

Paybycheck

Paygateway

PaymentTech

Payments International

Paypal

Payready
PlugnPay
Protx
Psigate
QuickCommerce
SecurePay
SecureTrading
Skipjack
Technocash
TPPRO
Verisign Payflow Link
Verisign Payflow Pro
USAEPAY
Viaklix
Worldpay
And many others

11.1 Adding your own Payment System

The electronic payment system normally consists of two new files. One file interfaces to the gateway. The second file handles the status return back from the electronic gateway. There are no other changes to VP-ASP code.

In addition to the two files mentioned above, the configuration file shop\$config.asp is updated to point to the replacement shopcheckout.asp.

11.2 Examples of Electronic Payment System

If you requested the electronic payment add-on for Verisign, we would send you two to four new files: In this example, Verisign has three files. A read me file comes with these files. Follow the simple instructions.

Verisignshopcheckout.asp
VerisignResult.asp
Verisigngateway.asp

You will also need to update your merchant identifier supplied by the electronic gateway system. This is done by editing verisigngateway.asp

11.3 Multiple payment methods

Multiple different payment methods can be used at the same time. If you are using a gateway you may wish to turn off the standard VP-ASP credit card and non credit card payment forms. This is done by setting the following in Shop configuration.

Xallowcreditcards	No turns off standard VP-ASP card form
Xallowotherpayments	No turns off other payment types

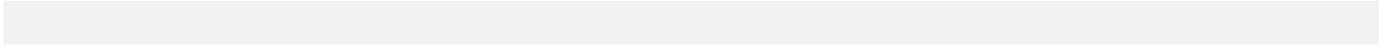
11.4 Adding Additional Payment Systems

If you have a payment system that we do not have code for, we can help you build the interface or we can send you sample code on a similar type system.

11.5 Turning Off VP-ASP Credit Card Collection

All the gateway interfaces allow you to also collect credit card details in case your gateway stops functioning temporarily. You can turn this facility off by setting:

xallowcreditcards	No turns off VP-ASP credit card form on the same page as the gateway form
xallowotherpayments	No, turns off other payment options



12 International Support

VP-ASP Shopping Cart can be used in most world languages. Most (but not 100%) of English words are in two files:

shop\$language_english.asp
shop\$language2_english.asp

This release changes the way language files are handled. Languages are now stored in the database in tables languages. A new set of administration menus allow you to add, delete and alter language values.

Language	
1.	Add a language
2.	Delete a language
3.	Edit language

Shop Administration Home

By translating these files into Spanish, German, Danish, French etc, you can convert VP-ASP Shopping Cart into a cart suitable for your country. The default language is specified in Shop Configuration.

12.1 Shop\$language_english.asp

The files consist of datanames on the left and English on the right. The datanames CANNOT be changed. The data names all start with Lang so that they can easily be located within the code if necessary.

```
LangCommonPage="Page "  
LangCommonOf=" of "  
LangCommonOn=" on "  
LangCommonYes=" Yes "  
LangCommonNo=" No "  
LangCommonHome=" Home "  
LangCommonCategories=" Categories "  
LangCommonViewCart=" View Cart "
```

If you translated our language files, please return them back to us. We will then create a free language add-on facility for future customers.

12.2 Installing a language.

The example below is adding the Spanish Language files. The files may be translated by you or downloaded from our site. When obtaining the Spanish files you will receive Shop\$language_Spanish.asp and shop\$language2_Spanish.asp. These are copied to the VP-ASP folder. Then select Add new Language.

Language Add

* File Name	hop\$language_spanish.asp
* Language	Spanish

You DO NOT mention shop\$language2.asp. The install utility will automatically read it. To set the default language change the following Shop Configuration value

Xlanguage	Spanish
-----------	---------

12.3 Deleting a language

To delete a language, use the Delete menu. All current languages are listed.

Language Delete

Language	Select
----------	--------

Shop Administration Home

Delete one language at a time. You will not be able to delete the last language left.

12.4 Changing Language Values

There are two ways of changing a language value. The first is to edit the specific language value in the languages table. For example to change the word tax to "state tax" edit the language file and then search for tax

Table name : languages		
Sort	Select	Display
id	caption	All id lang keyword caption
Ascending	tax	
<input type="button" value="Add a Record"/>	<input type="button" value="Reset"/>	<input type="button" value="Display"/>
<input type="button" value="Select"/>	Language	

The result will be

	id	lang	keyword	caption	Delete
Edit	43	English	langproducttax	Tax	<input type="checkbox"/>
Edit	178	English	langmailtax	Tax:	<input type="checkbox"/>

Then click edit both values and change the captions from tax to State tax.

12.5 Changing Language Values – Second Method

If you have many language changes, simply edit shop\$language_english.asp or shop\$language2.asp and add the same language again. The Add utility is smart enough to recognize that you are actually updating an existing language and it will update values and add any new values.

12.6 Language Switching

Languages can be switched dynamically. You can add the following line to your shoppage_header.htm, shoppage_trailer.htm. It will generate a list of all languages currently installed.

```
<%navigateShowLanguages%>
```

For ASP programmers, this is calling a subroutine in file shopproductsubs.asp that does this formatting.