



E-Basket Settings

The basket is very flexible and as such has a large number of settings that can be adjusted. This help sheet explains each of the settings and how they can be changed.

Selecting Your Payment Options

1. Merchant Account ID

If you are processing payments via Worldpay, Paypal, Protx or Mals Ecommerce enter your merchant account identification number here. If you don't accept payments online, enter the email address you want your orders to be sent to.

Home	Name of E-Commerce service: Protx
Home Categories	Allow customers to pay later a
Home Item	Support multiple currencies? (Y)
Home an Item	Categories? 2 levels
Home Product	
Home a Product	
Home order	
Home er Report	

2. Name of E-Commerce service

Select a Merchant account if you are accepting payments online (Worldpay, Paypal, Protx or Mals Ecommerce). You must have an account set up with the company you choose to process your payments with.

If you want to receive orders from your website without having a merchant account, select one of the email options that are available. No payment information is taken online. You will need to contact the customer to confirm their payment method.

a. Email

The 'Email' option will display all price information on the site. The customer can select the items of interest to them as they would with a standard online basket. When they 'Checkout' they will be asked to complete a form with their contact, invoice and delivery information. This option does not take or process payment information. The customer will automatically receive an email confirming their order details. You will need to contact the customer to confirm their payment.

b. Email – No Prices

This option will not display any price information on the site. The customer can select the items of interest to them as they would with a standard online basket. When they 'Checkout' they will be asked to complete a form with their contact information. The customer will automatically receive an email confirming their enquiry. You will need to contact the customer to discuss their requirements



c. **View Only – No Basket**

This option will not display any price information on the site. The customer can view items of interest to them but can not add them to a basket. The customer can not make an enquiry directly from the products of interest.

3. **Allow customers to pay later at basket**

This option is only applicable if you are using Worldpay to collect payment information.

4. **Support multiple currencies**

Select 'Yes' if you want to use more than one. If you have this selected 'Currencies' will appear on the left menu after you have clicked the 'Update New Settings' button at the bottom of the page.

To set up the currencies follow the instructions below.

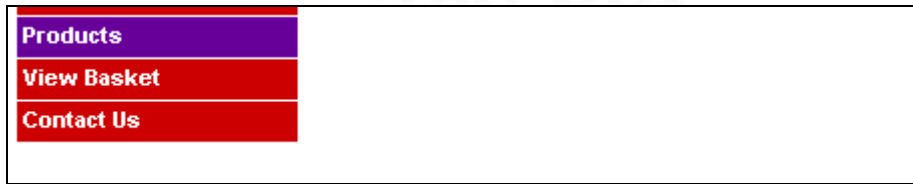
Currencies	Please tick the currencies you want to use on the site		
Checkout Form			
Add/Remove Categories			
Add a New Item	<input checked="" type="checkbox"/>	GBP	Pay in GBP
Edit/Remove an Item	<input checked="" type="checkbox"/>	EUR	Pay in EUR
Add a New Product	<input checked="" type="checkbox"/>	USD	America
Edit/Remove a Product			
Locate an Order			
	Default currency:	GBP	

- a. Click 'Currencies' on the main menu.
- b. Tick the boxes next to the currencies you want to use.
- c. Select a currency to be a default.
- d. Click 'Submit' to save the changes.

To continue editing the basket settings return to the 'Settings' page on the main menu.

5. **Categories**

This setting determines if your main categories can have sub sections.



a. **None**

Show just one button on your menu. When clicked all of your categories will display in one list.



b. **Level 1**

Display your main categories off your main products button on the menu.



c. **Level 2**

Display main categories with any sub divisions displaying off each of the main categories (see image below).



6. Enable Products

If you select 'Yes' products will be displayed below your items.

A screenshot of a web application's admin interface. The interface is enclosed in a rectangular border. In the top-left corner, there is a tab labeled 'in Admin'. Below this, there are five rows of settings, each consisting of a text label followed by a dropdown menu. The settings are: 'Enable products?' with a dropdown set to 'Yes'; 'VAT registered?' with a dropdown set to 'No'; 'Display basket on menu?' with a dropdown set to 'Yes'; 'Display search box?' with a dropdown set to 'Yes'; and 'Display results number?' with a dropdown set to 'Yes'. The dropdown menus have a small downward-pointing arrow on the right side.

7. VAT registered

If you select 'Yes' all prices will be displayed plus VAT at 17.5%

8. Display basket on menu

Select 'Yes' to display a link to the basket from the main menu. If you have this option turned off you can link to the basket from a standard web page using a hyperlink. See the HTML Guide (6.1) for details of how to do this.

9. Display search box

Select 'Yes' and a search box will be displayed at the top of your basket pages. Visitors can use this to search your products / services.

10. Display results number

If you select 'Yes', at the foot of the page a number will display indicating the total items found for the requested search.

11. Search results order

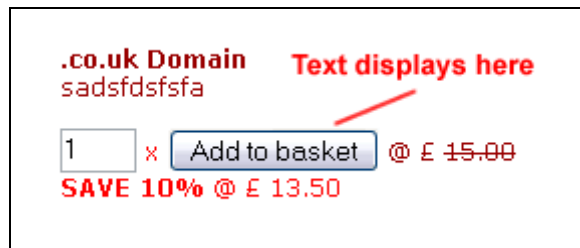
You can choose what order to display your products in. Select from item name to display products alphabetically or select display by price.



Add Custom Messages

12. Menu name for the shopping basket?

Type a title into the box. This will be used as the name for your shopping button section on the main menu.



13. Name for the submit button?

Type a title into the box. This will be used as the name for your add to basket button displayed next to your items.

Checkout page message to your customers

This is our checkout page

Order completion page message to your customers

This is our order completion page

14. Checkout page message to your customers

Enter a message. It will display at the top of the screen when your customer is filling in the order or enquiry form with their details.

15. Order completion page message to your customers

Enter a message. It will display at the top of the screen after your customer has submitted their order or enquiry form. This message will also be included in their confirmation email.

16. Footer message on every shopping basket page

Enter a message and it will display on the bottom of all pages in your shop. The message will not appear on your other web pages or features.

Colour Settings

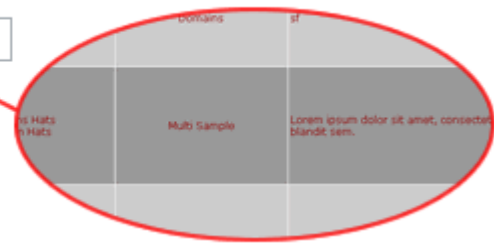
17. Enter the name or hexadecimal code of the colours you want to display into the relevant boxes.

Colour Settings

Alternating list colours: and

Basket Header Font Colour:

Basket Header Background Colour:



The diagram shows a table with two columns and two rows. The top row has a light grey background and contains the text 'contains' and 'of'. The bottom row has a dark grey background and contains 'Hats', 'Multi Sample', and 'Lorem ipsum dolor sit amet, consectetur blandit sem.'. A red oval highlights the table, with lines pointing to the 'Alternating list colours' and 'Basket Header Background Colour' input fields.

Alternating List Colours


Items display on your site with alternate coloured backgrounds.

Colour Settings

Alternating list colours: and

Basket Header Font Colour:

Basket Header Background Colour:



The diagram shows a table with two columns and two rows. The top row has a yellow background and contains the text 'Category' and 'Title'. The bottom row has a grey background and contains 'Mens Hats', 'Fun Hats', and 'Domains'. A red oval highlights the table, with lines pointing to the 'Basket Header Font Colour' and 'Basket Header Background Colour' input fields.

Basket Header Font Colour

Alters the font colour displayed on the shopping basket page.

Basket Header Background Colour

Alters the background colour of the strip displayed on the shopping basket page behind the title.



File Download Settings

When adding items to your basket, files can be displayed with them. This is optional but useful if you have product PDF's, extra images or sound files relating to your items.

You can use the following settings to monitor which files are being downloaded and by whom.

File Download Settings

Do you wish to collect information about the user on a product file download:

Send the information to:

(multiple email addresses should be separated with a comma)

From email address:

18. Do you wish to collect information about the user on a product file download?

Selecting 'Yes' allows you to monitor who is downloading your information. Visitors will have to fill in a short form with their contact details. Their information will be emailed to you and they will then be able to access the info they have requested.

Send the information to

Type the email address you want the information emailed to. You can alert multiple email addresses by inserting them separated by commas.

From email address

Enter the email address you want the information emailed from.

Miscellaneous Items

'Click For Info' Name

This text is displayed on the product listings page:

Basket Image Resizer

Automatically resize all item images uploaded to the basket:

19. 'Click For Info' Name

This text is displayed on the product listings page below the items. It is used to link to more details. Type your text into the box and it will show as the link.

20. Basket Image Resizer

Select 'Yes' to automatically resize all item images uploaded to the basket. They will display at 275px wide and a thumbnail image will be automatically created.



Adding Postage

Postage

- No delivery charge

- Fixed delivery charge of £

- Delivery per item

- Delivery charge bands, total order value:

- Delivery charge bands, total weight value:

21. Select an option.

No delivery charge

No delivery charge will be added.

Fixed delivery charge

Enter an amount. This will be applied once to a complete order.



22. Delivery per item

When you add or edit your items, a box will appear to insert a delivery charge. Individual items can be given different costs. These will be totaled when the order is complete.

Postage

- No delivery charge

- Fixed delivery charge of £

- Delivery per item

- Delivery charge bands, total order value:

£0.00 - £9.99	£	<input type="text"/>
£10.00 - £19.99	£	<input type="text"/>
£20.00 - £29.99	£	<input type="text"/>
£30.00 - £49.99	£	<input type="text"/>
£50.00 - £99.99	£	<input type="text"/>
£100.00 - £99999.99	£	<input type="text"/>

- Delivery charge bands, total weight value:

Delivery charge bands, total order value

The bands are preset and apply to the total order value. Enter your costs into the boxes (see image above).

- Delivery charge bands, total weight value:

0.10 - 0.49	£	<input type="text" value="10.00"/>
0.50 - 0.99	£	<input type="text" value="15.00"/>
1.00 - 9.99	£	<input type="text" value="0.00"/>
10.00 - 19.99	£	<input type="text" value="0.00"/>
20.00 - 29.99	£	<input type="text" value="0.00"/>
30.00 - 39.99	£	<input type="text" value="0.00"/>

Delivery charge bands, total weight value

The bands are preset and apply to the total weight of the order. Although the weight bands are fixed, they can represent metric or imperial measurements. Enter your costs into the boxes (see image above).

Maximum Basket Weight

Zero postage will be added to the order if the maximum order weight is exceeded.



23. Basket Discount

Apply a global discount to products in the basket by entering the amount into the box. The discount will display as a percentage off the total price.

24. Extra Shopping Item Fields

This option is only available to bespoke web site designs. Details on request.

25. When you have finished, click the 'Update New Settings' button at the bottom of the page.