CS•CART®

Community

v. 3.0.1

Reference Guide

Table of Contents

1. Administration Panel Environment

The user interface of CS-Cart administration panel is similar to many other web application. It includes meaningful menus to ensure clear navigation and handy toolbars to provide quick access to the most frequently used parts of the administration panel. So, you are likely to feel at home with CS-Cart administration panel very soon even if didn't have experience in running a web store in the past.

Please have a look at the map below. It will help you familiarize yourself with the layout and navigation structure, which are common throughout the administration panel.

Map of the CS-Cart administration panel
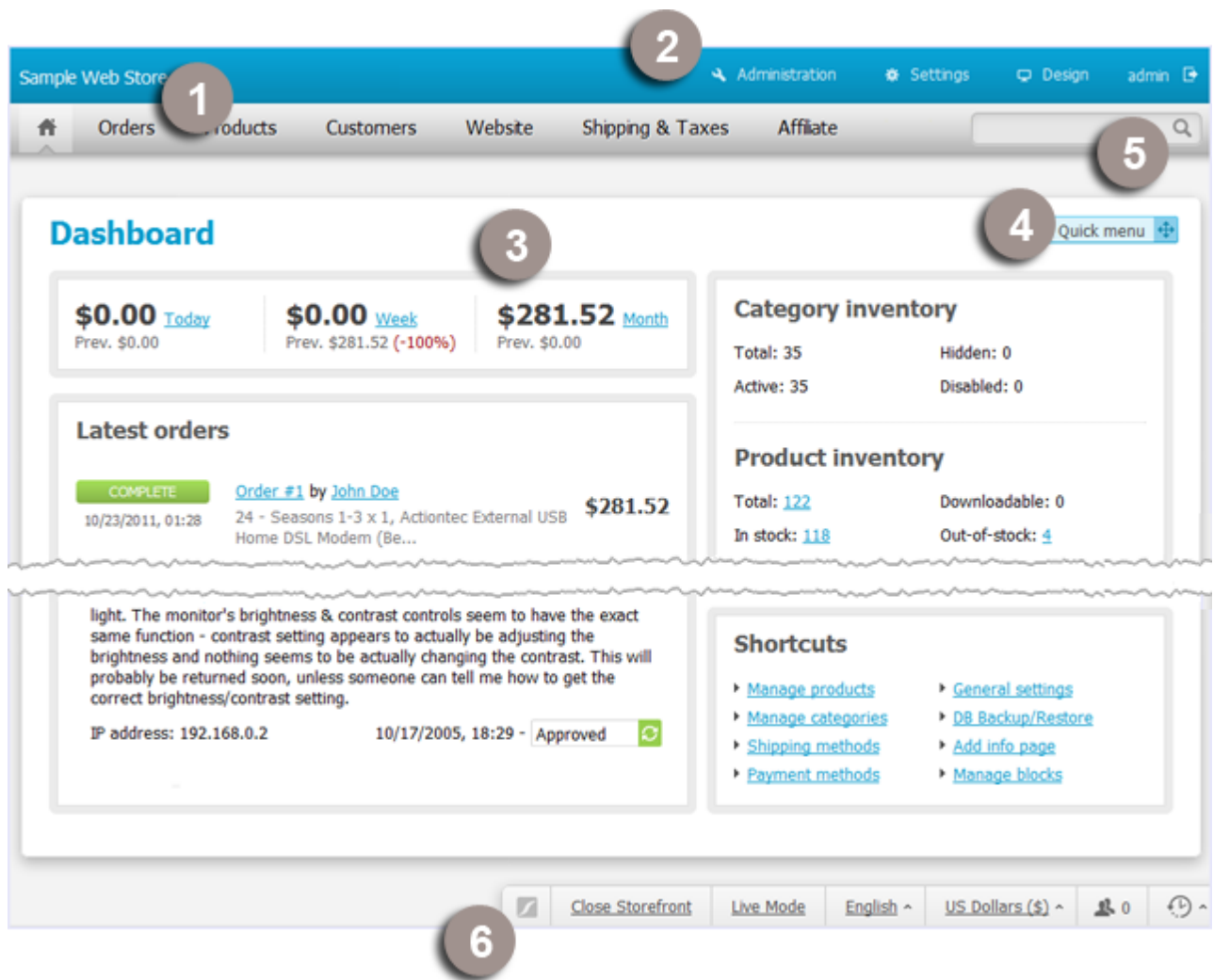
[1] Top navigation menu

Menu bar with drop-down menus to access operational parts of the administration panel. Each item of the menu has a short description so that you can easily decide which section to use to perform certain tasks.

[2] Administration header

Menu bar with drop down menus to access administrative parts of the administration panel. Use this menus to access store settings and perform maintenance routine.

[3] Operation area

This is the main element of administration panel interface. It includes all controls to manage and configure your web store. The collection of controls is specific to each section that you have opened by using the top navigation menu, administration header or the quick menu.

[4] Quick menu

Floating list of the most frequently used sections and commands. Simply click on this element to expand the list, then click on the necessary link. The list is fully customizable, so you can define your own set of items by using the **Edit** link at the bottom of the menu. The **Show menu on mouse over** mode will enable opening the menu without clicking on it.

[5] Search form

Enables quick search for products, orders, users and content pages from anywhere in the administration panel without specifying the type of data being searched. Please learn more about quick search later in this topic.

[6] Administration footer

Menu bar used for opening and closing the storefront, changing currency and language preferences on the current user, switching between modes, watching users who are online at the moment. You can also review a list of your recent actions. Items in the list have icons to indicate that (a) product data has been - 🗃, (b) order data has been edited - 📝, or (c) some other data has been edited - 📝.

Viewing the Storefront

When working with the administration panel, you may need to view the storefront. To quickly open the storefront, click the icon ⧉ in the top left-hand corner (next to the store name). The storefront will be opened in a new browser tab. This icon also appears on pages that naturally require a preview before saving changes. Such a page may be a product details page, a category details page, etc.

Using Quick Search

The **Quick Search** form allows conducting the search for items that belong to one of the following types of data: products, orders, users, content pages and site news. You does not need to specify the type of object being searched. Instead, search results will be divided into five separate groups.

Here is a list of fields which are searched through:

1. Products - Product ID, Product code, Name, Short description, Full description, Search words, Meta keywords, Meta description, SEO name.

2. Orders - First name, Last name, Email, Order ID.

3. Users - First name, Last name, Username, Email.

4. Pages - Name, Description, SEO name.

5. News - Name, Description, SEO name.

Navigating Between Congeneric Items

Many pages of the administration panel are equipped with the navigation links **Previous** and **Next** and a link to the search results. These links allow administrators to easily move around and go back to the search results.

Advanced Search Options

Along with the regular search facility, most sections of the administration panel provide for the advanced search option.

Advanced search is activated by using the button ⌄ and allows filtering search results by a larger number of parameters, thereby making the output more precise.

For example, in **Orders → View orders** you can search customer orders by the following parameters:

- Tax exempt – Orders placed by users having exemptions from taxes or vice versa
- Order status – Orders with the selected statuses only
- Period – Orders placed within a specific time period
- Order ID – Order with a specific ID number

- Invoice ID – Invoice with a specific ID number

- Has invoice – Orders having invoices (paid orders)

- Credit memo ID – Credit memo with a specific ID number

- Has credit memo – Orders having credit memos (returned orders)

- Shipping – Orders shipped with the selected shipping methods

- Payment methods - Orders paid using the selected shipping methods

- New orders – Orders that have not been viewed yet

- Gift certificate code – Orders containing gift certificates with a specific code

- Ordered products – Orders containing specific products

- Customer files – Orders containing customized products (for which customers loaded their own files, e.g. images).

Besides, with the advanced search option you can create different search patterns and save them for further use. Just set the search options, type the name of the pattern in the **Save this search as** input box and click **Save**. Once the search pattern has been saved, it is displayed in the drop-down list box at the top.
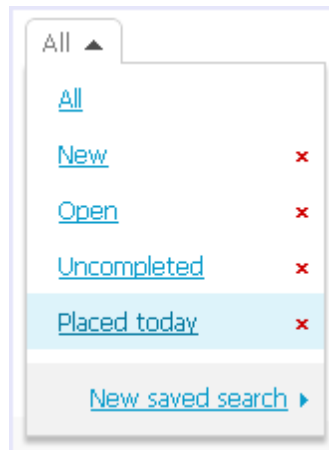
After completing any of the search fields, click on **Search** to display the search results.

2. Dashboard

Dashboard is the first screen that you see after logging in to the administration panel. It contains a summary of the recent activity in your store - latest orders, customer comments and reviews - as well as the a synopsis of the store inventory and general user statistics.

3. Orders

This section of the Administration panel is used to manage and control order procedures in your store. Here you can review and edit orders that have been placed in your store, place new orders on behalf of other users, handle return requests and issue gift certificates, create product subscriptions, etc.

For accounting purposes, orders have continuous ID numbers disregarding their current state and number. At that, CS-Cart keeps track of successful and returned orders assigning them separate IDs.

That is how it works. All orders can be one of the three conditions:

* Order - The order has been placed, but not paid out;
* Invoice - The order has been paid and processed successfully;
* Credit memo - The order has been paid and processed, but then returned.

So, invoice IDs and credit memo IDs are generated continuously for the appropriate orders only:

Order ID	Order Status	Invoice ID	Credit Memo ID
0005	Complete	0001	-
0006	Incomplete	-	-
0007	Canceled	-	0001
0008	Complete	0002	-

3.1. View orders

In the View orders section, you can carry out the following tasks:

* Display a sorted list of all orders in the store or display a filtered list of orders that meets your search pattern only
* View orders that were not completed (the **Incompleted orders** link). An order receives the status "incompleted" after a customer has placed the order until the order has been processed by a payment system. For example, during the period when a customer is entering credit card details on the payment system's website up until the customer is redirected back to your store.
* Change order statuses on the fly
* View and edit order details
* Add comments to the order which are visible to the customer who placed the order
* Export order details in the CSV, Quickbooks and MYOB formats
* Print invoices and package slips both separately for each order or in bulk
* Create orders
* Delete existing orders

Displaying orders

When you open the View Orders section, the system automatically lists all orders from the database, i.e. the orders that have ever been placed and not deleted. By default, the list is arranged according to the date the orders were placed with the most recent orders at the top. If necessary, you can rearrange the list according to the order IDs or statuses,

names or email addresses of users who placed the orders, or order totals.

To display the orders that satisfy a certain criterion or a combination of multiple criteria only, use the form above the order list. By default, the form allows you to filter orders against names and email addresses of users who placed the orders and the range of order totals. To access more filtering criteria, expand the form by clicking ⌄ .

If you filter orders against a particular search pattern regularly (e.g., to list all new orders that were paid with a gift certificate), you will find it convenient to save the pattern and add it to the list of pre-defined patterns appearing in the top left corner of the View Orders section (see the picture below). For more information about using advanced search, please see section "Administration Panel Environment".
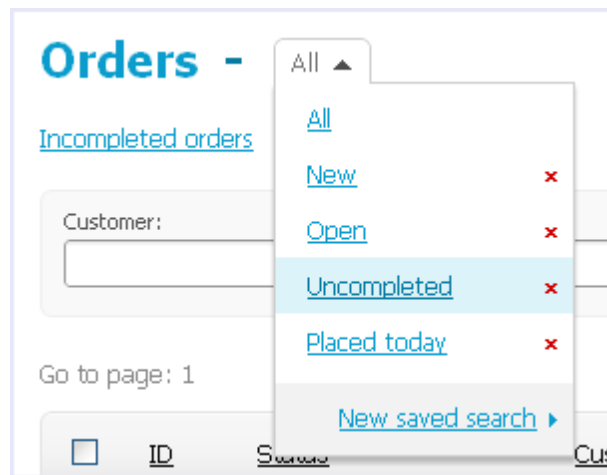
Changing order status

To change an order status quickly without opening the order for editing, click on the current order status to expand a list of all applicable statuses. Then simply click on the required status.
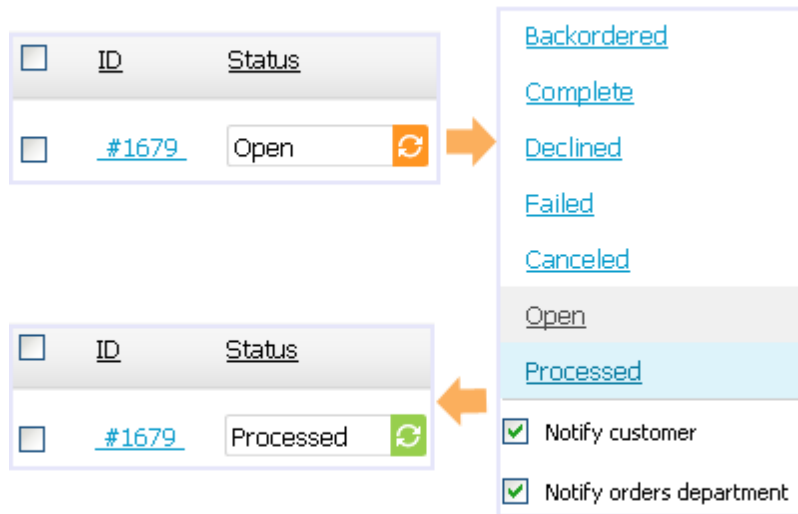
Quick order printing, exporting and deleting

The View orders section allows you to carry out many routine tasks for multiple orders, including bulk order exporting and invoice printing, in one click.

1. In the list of orders, select the check boxes for the orders you want to take action on.

2. Click on the **Choose Action** button beneath the list. This displays a list of applicable actions.
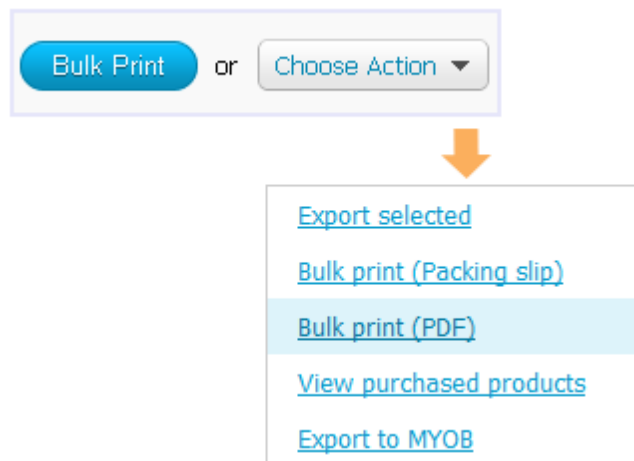
3. Click on the required action in the list.

Viewing and editing order details

▪ To display order details, click on **View** link corresponding to the order that you want to review. This opens the order

details page.

Here you can add comments to the order and define shipment details.

▪ To edit the order details, click on the **Edit order** link. This opens a four-step wizard that guides you through the process of editing order details.

At the first step, you can edit the set of products in the order (remove products from the order or add new products) as well as change the product cost as it appears in the order. This doesn't affect the product cost in the catalog. Here you can also edit the product.

At the second step, you can edit customer's contact info together with the billing and shipping address.

At the third step, you can apply a gift certificate and an affiliate code, change shipping and payment methods as well as edit the applied tax rate and shipping charges.

At the fourth step, you can edit payment details, which are specific to the order's payment method.

3.2. Sales reports

In this section, you can find a detailed statistics on the sales that have been made in your web store. Statistics may be represented in a form of graphical or tabular charts. For convenience, charts are grouped into separate reports. You are encouraged to use several pre-defined reports or create your own reports. To switch between the reports, use the toggle on the left.

Creating a report

To create a custom report:

1. In the Orders -> Sales reports section, click on the **Manage reports** link to display a list of all available reports.

2. Click the **Add Report** button.

    This will open a form with the report details.

3. Complete the form.

- Name - Name of the report as it will appear in the list of reports.
- Pos. - Position of the report relatively to the position of the reports in the list.
- Status - Status of the report (active or disabled).

4. Click the **Create** button at the bottom of the form.

    The new report will be listed among the other reports.

Now proceed to edit the report and add charts.

Creating a chart

Data charts must be assigned to a particular report.

To add a chart to a report:

1. In the Orders -> Sales reports section, click on the **Manage reports** link to display a list of all available reports.

2. Click on the **Edit** link corresponding to the required report.

This will open a page with the report details. The Charts section contains a list of assigned reports (if any).

3. Click the **Add chart** button.

This will open a form with the chart details.

4. Complete the form.

Use the **General** tab to define the chart's scope.

- Name - Name of the chart as it will appear in the reports.
- Position - Position of the chart relatively to the position of the charts in the report.
- Type - How the data should be represented: graphically or in a table.
- Object to analyze - Type of data to be reported on (users, orders and order statuses, products, categories, etc.).
- Value to display - Aspect to be analyzed.
- Time interval - Analyzed periods (day, week, month, year). Is not applicable to the chart type Graphic [Pie 3D].

The tabs **Orders**, **Order statuses**, **Payment methods**, **Locations**, **Users**, **Categories** and **Products** are used to filter or limit chart contents so that it covers specific items only.

For example, in the **Order statuses** tab you can select to show statistics on orders with specific statuses only, and in the **Products** tab you can choose the products which statistics should be represented in the chart. Statistics on the unchosen products will not be included in the chart.

5. Click the **Save** button.

The new chart will be listed among the other charts.

3.3. Order statuses

This section allows you to adjust the default set of order statuses. You can edit the details of the existing statuses as well as adding custom statuses. The following 7 statuses are available by default and cannot be deleted:

- Backordered – Order hasn't been processed yet as it contains out-of-stock items.
- Canceled – Order was canceled by a customer.
- Complete – All work on the order has been completed.
- Declined – Order has been canceled by the store administrator.
- Failed – Payment transaction hasn't been completed.
- Open – Order has been placed and created in the store database, but it hasn't been processed yet.
- Processed – Payment has been received.

That is how order statuses are assigned:

1. A customer places an order, and the order is placed with the status "incomplete", which does not change the

inventory.

2. If the customer uses an offline payment method, the order status changes to "open" until the store administrator assigns a different status to the order.

3. If the customer uses an online payment method, a positive response of the payment gateway changes the order status to "complete" while with a negative response the customer is suggested to replace the order. In the latter case, no new order is created.

Adding custom order statuses

To add a new order status:

1. In the administration panel, open the section Order statuses (Orders -> Order statuses).

2. Click the **Add Status** button. This will open a pop-up window with a form for the new status details.

3. Fill out the form. Fields marked with an asterisk (*) are mandatory. Please find the meaning of every field in the form under the Order status heading further in this section.

4. Click the **Create** button.

Editing order status details

To edit the attributes of an existing order status:

1. In the administration panel, open the section Order statuses (Orders -> Order statuses).

2. Click on the **Edit** link corresponding to the necessary order status. This will open a pop-up form with the status details.

3. Edit the values of the fields in the form. Fields marked with an asterisk (*) are mandatory. Please find the meaning of every field in the form under the Order status attributes heading further in this section.

4. Click the **Save** button.

Order status attributes

Here is the list of order status attributes that you can change when adding a new order status or editing the details of an existing order status.

- Name - Name of the status.
- Status - Letter symbol to identify the status in the database.
- E-mail subject - Subject of an email message that is sent to customers automatically when the order status changes to this status.
- E-mail header - Header of an email message that is sent to customers automatically when the order status changes to this status.
- Color - Color to be used to visually distinguish orders in this status from other orders in the order list in the administration panel. Either enter an RGB code into the text field, or click the sign to open a palette and pick the color.
- Notify customer - Select to send customers an automatic email notification when the order status changes to this status.
- Notify orders department - Select to send the store administrator an automatic email notification when the order status changes to this status.

> **Note:** The email address of the order department to receive notification at is specified in the section Administration -> Settings -> Company.

- Inventory - Choose whether to decrease or increase the number of items in stock for products included in the order.
- **Pay order again** - Select to allow customers to pay for the order again if the previous attempt failed.
- **Invoice/Credit memo** - Chose the condition of the order after receiving this status: *Invoice* - The order has been paid and processed successfully; *Order* - The order has been placed, but not paid out; *Credit memo* - The order has been paid and processed, but then returned.

4. Products

This section of the Administration panel assembles control elements for managing the product catalog. The two key concepts to describe the cataloguing in CS-Cart are the *product* and the category of products, or simply the *category*. Finding a right product in a web store becomes much easier if the products in the catalog are categorized, i.e. are sensibly arranged into groups of related products, or categories. Each product category can include an unlimited number of child categories which, in return, can include own child categories. Child categories are referred to as *sub-categories* while the categories that do not have parent categories, i.e. categories of the highest level, are called *root categories*. The system of categories enables you to build the catalog in the way of a tree with multiple branches, making the navigation structured, intuitive and clear.

On the storefront, categories generally appear in a special side bar. Yet, you can show them as a horizontal menu or even differently depending on the skin that you use for the storefront.

Tip: Individual products cannot appear outside a product category, so every product that you have in your catalog must be assigned to at least one category.

4.1. Categories

Use this section to manage product categories. When you open the section, it displays a list of all categories and sub-categories in the store.

Categories

+ Add Category

Bulk category addition

☐	Pos.	⊡ Name	Products	Status		
☐	10	⊟ **Books**	1 **+ Add**	Active ↻	Edit	Delete
☐	10	Children's Books	7 **+ Add**	Active ↻	Edit	Delete
☐	20	Computers & Internet	7 **+ Add**	Active ↻	Edit	Delete
☐	20	⊟ **Computers**	0 **+ Add**	Active ↻	Edit	Delete
☐	0	Desktops	7 **+ Add**	Active ↻	Edit	Delete
☐	0	Handhelds & PDAs	7 **+ Add**	Active ↻	Edit	Delete
☐	0	Monitors & Projectors	6 **+ Add**	Active ↻	Edit	Delete
☐	10	Computer Cases	3 **+ Add**	Active ↻	Edit	Delete
☐	20	Motherboards	5 **+ Add**	Active ↻	Edit	Delete
☐	30	Processors	4 **+ Add**	Active ↻	Edit	Delete

Actions on categories

The store administrator can carry out the following actions on the categories:

▪ Add individual categories (**Add Category** button) or several categories at a time (**Bulk category addition** link).

▪ Change attributes per category or simultaneously for several categories (**Choose Action** -> **Edit selected**).

▪ Delete categories (**Choose Action** -> **Delete selected**).

> **Caution:** Be careful when deleting a category! Child categories and the products under the category will be deleted automatically.

Category attributes

When you create or edit a category, your should specify a number of category attributes. For convenience, attributes are

grouped under several tabs.

General tab:

 Information

- Name – Name of the category as it appears on the storefront and in the Administration panel.
- Location - Position of the category in the category tree: a root category or a child category of a parent category.
- Description - Description of the category as it appears on the storefront.

   The description that you enter here follows the category name and helps visitors understand what kind of product they should expect to find under the category. Besides, an informative description is just another SEO-wise opportunity.

   The description can be either a plain text or a formatted HTML text. If you are not familiar with HTML, you are encouraged to add a formatted description using the built-in WYSIWYG HTML editor.

- Status – Status of the category (*Active* - category is available on the storefront, *Disabled* - category is not available on the storefront, or *Hidden* - category does not appear on the storefront, but customers can access it via a direct link).

- Images - Pair of images to illustrate the category: a category thumbnail and a large category image.
   Both images can be either uploaded from a local computer or the server file system, or linked to a remote location where the required image is physically located. An alternative text describes the image and is shown when the image is missing or cannot be displayed. It is good practice to have an alternative text associated with the image as an additional SEO-wise opportunity.
   Images must be of one of the following formats only: JPEG, GIF, PNG. Maximum size of an uploaded image depends on your server configuration. As a rule, it should not exceed 2 MB.

   SEO / Meta data

- Page title - Title of the category page on the storefront, which is displayed in the web browser when somebody is viewing the page. Required for SEO purposes.
- META description – Contents of the HTML meta tag describing the category. Required for SEO purposes.
- META keywords – Contents of the HTML tag containing a list of search keywords for the category. Required for SEO purposes.

 Availability

- Position – Position of the category relatively to the other categories of the same level. If no category positions are defined, categories are sorted alphabetically.
- Creation date - Date when the category was added to the catalog.

Blocks tab (the category contents):

This tab duplicates the global layout of the location to which this storefront page belongs (see **Design** $\rightarrow$ **Blocks**).

By using this tab, you can disable blocks that are globally enabled, and, on the contrary, enable blocks that are globally disabled. This makes it possible to configure an individual layout for different storefront pages. Any modification that you make under this tab will not affect other storefront pages.

> **Tip** For more information on blocks, see Design > Block manager.

Layout tab (appearance of the product under the category):

- Product details layout - Choose a template for all product details pages within the category.

- Use custom layout - If selected, you can choose a non-default layout.
- Product columns - Number of columns that the products under the category are displayed in. This option works for the Grid layout only, but you can still use it with a custom layout.
- Available layouts - Select the category layouts that customers should be able to select from when viewing the category.
- Default category layout - Select the default category layout.

4.2. Products

Use this section to manage the products in your catalog. When you open the section, it displays a sorted list of all products in the store. To filter the list, use the search form above the list.

Each entry in the list has the following attributes:

- Image – Product thumbnail.
- Name – Name of the product and the internal product code (SKU number). This number must not necessarily be unique, or it can even be missing.
- Price – Product price.
- List price – Price suggested by the product manufacturer. Good practice is to show that your price is lower than the list price.
- Quantity – Number of products in the stock.
- Status – (*Active* – product is available on the storefront, *Disabled* – product is not available on the storefront, or *Hidden* – category does not appear on the storefront, but customers can access it via a direct link).

These attributes can be changed on the fly without opening the product for editing.

Actions on products

The store administrator can carry out the following actions on the products:

- Add products individually (**Add Product** button) or in bulk (**Bulk product addition** link) and clone products (**Choose Action** → **Clone selected**).
- Change product attributes per product or simultaneously for several products (**Global update** link).
- Export products (**Choose Action** → **Export selected**). See topic Administration/Export data for more information about export procedures.
- Delete products.

Product attributes

When you create or edit a product, you should specify a number of product attributes. For convenience, attributes are grouped under several tabs.

General tab:

Information

- Name – Name of the product as it appears on the storefront and in the Administration panel.
- Categories – Categories that the product will be assigned to. To define the product's main category, select the

corresponding radio button.

▪ Price – Base product price in your store's main currency.

▪ Full description – Full product description appearing on the product details page of the storefront.
The description can be either a plain text or a formatted HTML text. If you are not familiar with HTML, you are encouraged to add a formatted description using the built-in WYSIWYG HTML editor.
An informative description not only helps your customers better understand whether they need this product, but it is also just another SEO-wise opportunity.

▪ Status – (*Active* – product is available on the storefront, *Disabled* – product is not available on the storefront, or *Hidden* – product does not appear on the storefront, but customers can access it via a direct link)..

▪ Images – Pair of images to illustrate the product: a product thumbnail and a large product image.
Both images can be either uploaded from a local computer or the server file system, or linked to a remote location where the required image is physically located. An alternative text describes the image and is shown when the image is missing or cannot be displayed. It is good practice to have an alternative text associated with the image as an additional SEO–wise opportunity.
Images must be of one of the following formats only: JPEG, GIF, PNG. Maximum size of an uploaded image depends on your server configuration. As a rule, it should not exceed 2 MB.

Pricing / inventory

▪ Product code – Internal product code (SKU number).

▪ List price – Price suggested by the product manufacturer. Good practice is to show that your price is lower than the list price.

▪ In stock – Number of products in the stock. By default, products that are out of stock do not appear on the storefront until you enable the **Allow negative amount in inventory** option in Settings → General/Catalog.

▪ Zero price action – Allowed action on the product if the product has zero price. Allow or disallow users to add the products to the cart or ask users to enter a custom price.

▪ Inventory – Way of tracking the inventory of the current product: track with product options or without product options or do not track at all. If the product is selected to be tracked with options, the common product quantity becomes unavailable, and you are supposed to specify the number of in-stock items individually for each product option/variant.

▪ Minimum order quantity - Minimum number of product items that a customer must add to the cart to be able to order the product. The minimum amount always appears on a product details page of the storefront right after the product price.

▪ Maximum order quantity – Maximum number of product items that a customer can order at a time. 0 means no maximum limit.

▪ Quantity step – Number of product items between the two ing choices in the **Quantity** select box.

▪ List quantity count – Maximum of choices in the **Quantity** select box.

▪ Taxes – Select applicable taxes. To configure the set of available taxes, use the section Shipping/Taxes.

SEO / Meta data

▪ Page title – Title of the product page on the storefront, which is displayed in the web browser when somebody is viewing the page. Required for SEO purposes.

▪ META description – Contents of the HTML meta tag describing the product. Required for SEO purposes.

- META keywords – Contents of the HTML tag containing a list of search keywords for the product. Required for SEO purposes.

Availability

- Creation date – Date when the product was added to the catalog.
- Avail since – Date when the product becomes available for sale.
- Out-of-stock action – Select if customers should be able to buy the product in advance before it is not yet available for sale, or sign up to receive an email notification when the product is available. Note that the "Buy in advance" option requires that you have the product in stock, while the "Sign up for notification" option requires that you have it out-of-stock. Also, the "Sign up for notification" option cannot apply to products which are tracked with options.

Extra

- Product details layout - Choose a template for the page layout.
- Feature comparison – If selected, the product can be chosen for comparison. Availability of the feature comparison chart on the storefront is controlled by a separate block with the Feature Comparison content type (see section Design -> Blocks for details).
- Downloadable – If selected, the product is labeled as downloadable, i.e. distributed by download.
- Enable shipping for downloadable product – If selected, the downloadable product is labeled as having a tangible component that requires shipping (e.g., a printed manual).
- Time-unlimited download – If selected, the product's download period never expires. As a rule, download links expire after a certain period of time that is controlled by **Download key TTL** option in **Settings** → **General**.
- Short description – Short product description appearing on a product list page of the storefront. The description can be either a plain text or a formatted HTML text. If you are not familiar with HTML, you are encouraged to add a formatted description using the built-in WYSIWYG HTML editor.

  If you leave this field blank, the short description will be automatically taken from the full product description (first 300 characters).
- Popularity – Integer conveying the product popularity, which is calculated automatically. This rating depends on the number of product views as well as the number of times the product was added to the cart and purchased. If necessary, you can manually adjust this value. Product popularity influences the way the products are arranged on the storefront.
- Search words – List of words by which the product should be easily found in the built-in search facility.

Images tab (additional product images):

This tab contains additional images for the product. Each additional image is represented as a pair of images: a thumbnail and a large pop-up image. Additional thumbnails appear on the product details page of the storefront beneath the main image thumbnail. And when a customer chooses to enlarge the active thumbnail, it expands into the large pop-up window.
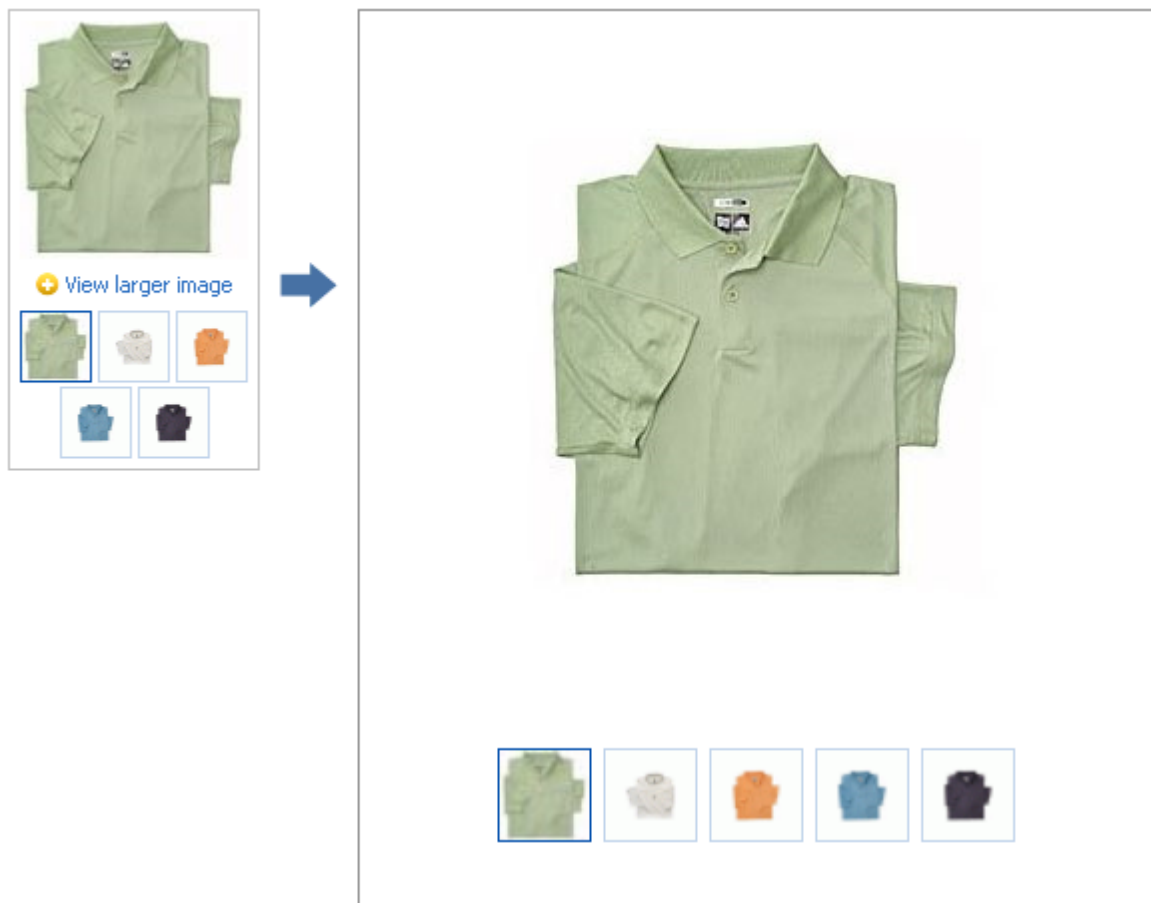
Both images can be either uploaded from a local computer or the server file system, or linked to a remote location where the required image is physically located. An alternative text describes the image and is shown when the image is missing or cannot be displayed. It is good practice to have an alternative text associated with the image as an additional SEO-wise opportunity.

Images must be of one of the following formats only: JPEG, GIF, PNG. Maximum size of an uploaded image depends on your server configuration. As a rule, it should not exceed 2 MB.

To add two or more image pairs, use these graphic controls: ✚ 🔄 .

Options tab (product options and variants):

This tab allows you to manage the product options and option variants as well as controlling the option combinations and adding forbidden/allowed combinations (also see Options settings).

> **Note:** In this tab, you can also add a global option to the product. For instructions on how to use global options, please refer to the Global options section further in this guide.

Product options appear on the product details page on the storefront as selectable or input parameters to the product.

Options can have the following attributes:

- Name – Name of the product option as it appears on the storefront.
- Position – Position of the product option relatively to the position of the other options in the list.

- Inventory – If selected, the option has a separate number of items in stock, which is tracked separately.
- Type – Type of the product option: *Select box*, *Radio group*, *Check box*, *Text*, *Text area* or *File*. For a specification of some of the option types, please refer to the CS-Cart knowledge base at http://kb2.cs-cart.com/settings-text-option .
- Description – Description of the product option as it appears on the storefront under the question sign (?) next to the option name.
- Comment – Comment to be displayed below the option on the storefront.
- Required - If selected, this option is mandatory for selection/completion.
- Missing variants handling - Select how impermissible/missing option combinations should be handled: *Display message* - the option will be marked as not available, if the option is mandatory (see the previous setting) customers will not be able to add the product to the cart; *Hide option completely* - the option will be hidden, if the option is mandatory (see the previous setting) customers will be able to add the product to the cart.

An *option variant* is an extension to the product option of type select box, radio group or check box, which may have a separate status, icon and amount of reward points as well as a weight modifier and a price modifier. Option variants have the following attributes:

- Position – Position of the variant relatively to the position of the other variants in the list.
- Name – Name of the product variant. For example, if the option is titled "Size", the product variants to the option can be "small", "medium", "large", etc.
- Modifier/Type – Positive or negative value that modifies the original product price. The modifier can be either an absolute value or a percentage.
- Weight modifier/Type – Positive or negative value that modifies the original product weight. The modifier can be either an absolute value or a percentage.
- Status – Status of the product option (*Active* or *Disabled*).
- Icon – Thumbnail to represent the option variant. The image can be either uploaded from a local computer or the server file system or linked to a remote location where the required image is physically located. An alternative text describes the image and is shown when the image is missing or cannot be displayed. It is good practice to have an alternative text associated with the image as an additional SEO-wise opportunity.
- Earned point modifier/Type – Positive or negative value that modifies the original number of reward points that customers receive at their accounts when they buy the product. The modifier can be either an absolute value or a percentage.

Option combinations are used to set up an independent inventory for a particular combination of products as well as assign a separate thumbnail and large image to the combination.

In order to access the special subsection for managing the combinations, please use the **Option combinations** link below the list of options. The inventory is normally updated automatically. Yet, if you suppose that combination's inventory displays wrong values, please click on the **Rebuild combinations** link to update the inventory.

Shipping Properties tab:

This tab contains a number of product properties that are important for shipping this product to customers.

- Weight – Weight of a single product item in the store's default weight unit.
- Free shipping – If selected, the product is delivered to the customer free of charge, i.e. no shipping cost for the

product is calculated.

- Shipping freight – Handling fee (insurance, packaging, etc.) added to the product cost.
- Items in a box – Minimum and maximum number of product items to be shipped in a separate box.
- Box length – Length of a separate box.
- Box width – Width of a separate box.
- Box height – Height of a separate box.

The last four options are required for a more accurate shipping cost estimation when a real-time shipping method with the support for multi-box shipping is used (UPS, FedEx and DHL). If you do not specify box dimensions, values will be taken from the global configuration settings of a particular shipping carrier. Also see topic Shipping & Taxes.

Quantity Discounts tab (product wholesale prices):

This tab contains a list of the product wholesale prices that have the following attributes:

- Quantity – Minimum number of product items to qualify for the product wholesale price.
- Value – Product wholesale price (per item).
- Type – Type of the discount: *Absolute* - cost of 1 discounted item; *Percent* - percent discount off the base product item price. Percentage discount has certain natural limitations: the discount cannot be more than 100%, and the discount will not be saved as long as it applies to 1 product item and all user groups.

Files tab (files for the downloadable product):

This tab contains a list of files that are associated with this downloadable product. Each file may have the following attributes:

- Name – Name of the file as you customers will see it on the product page. Note that it does not change the original file name.
- Position – Position of the file relatively to the position of the other files in the list.
- File – File to be downloaded. The file can be uploaded from a local computer or the server file system, or be linked to a remote location where the file is physically located.
- Preview – Preview file that can be freely downloaded from the product details page on the storefront.
- Activation mode – Mode of download link activation: *Immediately* = immediately after the order has been placed; *After full payment* = once the order status has changed to *Processed* or Complete; *Manually* = manually by the store administrator.
- Max downloads – Maximum number of allowed product downloads per customer.
- License agreement – Text of the file's license agreement.
- Agreement required – Option to persuade customers accept the license agreement at checkout.
- Readme – Text of the files's "read me" file (e.g., installation instructions, etc.).

Subscribers tab:

This tab contains a list of email addresses that visitors have left to receive a notification when the product is back in stock. To allow visitors to subscribe to an out-of-stock product, set the **Out of stock actions** option (see the **General** tab) to *Sign up for notifications*.

Blocks tab (contents of the product details page):

This tab duplicates the global layout of the location to which this storefront page belongs (see **Design → Blocks**).

By using this tab, you can disable blocks that are globally enabled, and, on the contrary, enable blocks that are globally disabled. This makes it possible to configure an individual layout for different storefront pages. Any modification that you make under this tab will not affect other storefront pages.

> **Tip** For more information on blocks, see Design > Block manager.

Add-ons tab (product attributes that depend on the active add-on modules):

- Sales amount – Number of sold product items. This value is calculated automatically if the Bestsellers add-on is available (**Administration → Add-Ons**). Yet, you can change the current value manually.

Features tab (extra fields):

This tab allows you to define the values of the extra fields that are valid for the product. The set of extra fields is controlled in **Catalog → Product features**.

Tags tab:

This tab includes a list of tags associated with the product. Tags appear on the storefront in a special side box titled **Tag cloud**. For more information about the product tags, please refer to the section Website > Tags further in this guide.

- Popular tags – Tags that have been added to the product by all users.
- My tags – Tags that have been added to the product by you.

Also read in CS-Cart Knowledge Base:

- Wholesale Prices
- Downloadable Products
- Displaying Same Product under Several Categories
- Attaching Files to Products
- Feature Comparison
- Applying Same Value to All Products
- Product Options
- Exceptions/Forbidden Combinations
- Adding Images to Product Option Combinations

4.3. Products features

Use this section to add and manage extra product fields. Later, these features may be used to supplement standard product information. For example, it can be a field for ISBN, if you sell printed books, a field for audio formats, if you sell music, etc.

The section contains a list of all product features that are available in your store. Optionally, you can arrange features into groups and then edit the settings of the whole group instead of editing every single feature.

Product feature and feature group attributes

General tab:

- Name - Name of the feature as it appears on the storefront and in the Administration panel.
- Position - Position of the feature relatively to the position of the other features in the list.
- Description - Product feature description that appears on the storefront if the customer clicks the question sign (?) next to the feature name in the **Feature** tab.
- Type - Type of the field for the feature: *Check box (Single, Multiple)*, *Select box (Text, Number, Extended)* or *Others (Text, Number, Date)*. Selecting the Extended type enables you to extend feature values with several extra attributes like a separate image, description, page title, META description and keywords.
- Group - Group that the product feature belongs to. If you assign the feature to a group, the next two attributes (*Product* and *Catalog pages*) will apply to the whole group, not just the feature.
- Product - If selected, the feature appears on the storefront on a product details page .
- Catalog pages - If selected, the feature appears on the storefront on a product list page among the other product details.
- Prefix - Characters to come before the feature value.
- Suffix - Characters to come after the feature value.

Variants tab:

- Pos. - Position of the feature value relatively to the position of the other values in the list.
- Variant - Feature value.
- Extra - Includes a number of additional fields for the feature with the type Extended.

Categories tab:

List of categories which products may utilize this feature. If no category is specified, the feature will apply to all categories.

Also read in CS-Cart Knowledge Base:

- Product Features

4.3.1. Google export features

These product features were added automatically as part of the Google Export add-on functionality. They are critical for correct data feed export to Google Product Search.

4.4. Global options

Use this section to manage global product options and option variants in your store. Global options work in the same manner as the product specific options, but they can apply to multiple products.

Option attributes

Product options appear on the product details page on the storefront as selectable or input parameters to the product. Options can have the following attributes:

- Name - Name of the product option as it appears on the storefront.
- Position – Position of the product option relatively to the position of the other options in the list.
- Inventory – If selected, the option has its own number of items in stock, which is tracked separately.
- Type – Type of the product option: *Select box, Radio group, Check box, Text, Text area* or *File.* For a specification

of some of the option types, please refer to the CS-Cart knowledge base at http://kb2.cs-cart.com/settings-text-option .

- Description - Description of the product option as it appears on the storefront under the question sign (?) next to the option name.
- Comment – Comment to be displayed below the option on the storefront.
- Required - If selected, this option is mandatory for selection/completion.
- Missing variants handling - Select how impermissible/missing option combinations should be handled: Display message - the option will be marked as not available, if the option is mandatory (see the previous setting) customers will not be able to add the product to the cart; Hide option completely - the option will be hidden, if the option is mandatory (see the previous setting) customers will be able to add the product to the cart.

Variants attributes

An *option variant* is an extension to the product option of types Select box, Radio group or Check box, which may have its own status, icon and amount of reward points as well as a weight modifier and a price modifier. Option variants have the following attributes:

- Position – Position of the variant relatively to the position of the other variants in the list.
- Name – Name of the product variant. For example, if the option is titled "Size", the product variants to the option can be "small", "medium", "large", etc.
- Modifier/Type - Positive or negative value that modifies the original product price. The modifier can be either an absolute value or a percentage.
- Weight modifier/Type - Positive or negative value that modifies the original product weight. The modifier can be either an absolute value or a percentage.
- Status - Status of the product option (*Active* or *Disabled*).
- Icon – Thumbnail to represent the option variant. The image can be either uploaded from a local computer or the server file system, or linked to a remote location where the required image is physically located. An alternative text describes the image and is shown when the image is missing or cannot be displayed. It is good practice to have an alternative text associated with the image as an additional SEO-wise opportunity.

Also read in CS-Cart Knowledge Base:

- [Global Product Options](#)

4.5. Promotions

This section introduces another tool to promote goods and offer bonuses basing on customers memberships. Here you can specify the conditions that must be met to qualify for a bonus and the available bonuses. The page contains a list of all promotions in your store.

Promotions

+ Add Cart Promotion   + Add Catalog Promotion

English ˅

Go to page: 1   Total items: 2 / 10

☐	Name ↓	Priority	Zone	Status			
☐	Free shipping coupon	2	Cart	Active ↻		Edit	Delete
☐	DVD 5% off	1	Catalog	Active ↻		Edit	Delete

Go to page: 1   Total items: 2 / 10

CS-Cart supports two types of promotions that differ in the type of the bonus:

- Catalog promotions - Discounts on products.

Attributes of promotions

General tab:

- Name – Name of the promotion.
- Detailed description – Description of the promotion. The description can be either a plain text or a formatted HTML text. If you are not familiar with HTML, you are encouraged to add a formatted description using the built-in WYSIWYG HTML editor.
- Short description – Description of the promotion as it appears on the storefront on the order info page (**My account** -> **Orders** -> **Order info**). The description can be either a plain text or a formatted HTML text. If you are not familiar with HTML, you are encouraged to add a formatted description using the built-in WYSIWYG HTML editor.
- Use available period - If selected, the promotion is available for the period of time specified below.
- Available from – Date when the promotion becomes available for customers.
- Available till – Date until the promotion is available.
- Priority – Order in which the promotion applies relatively to the order of the other promotions. If two promotions have the same priority, they are applied in the same order as they are retrieved from the database.
- Stop other rules – If selected, other promotions do not apply.
- Status – Status of the promotion (*Active*, *Hidden* or *Disabled*).

Conditions tab:

Use this tab to state conditions that must be met in order that the customer could receive a bonus. Conditions that you set up here use different attributes and values connected with basic logical constants and comparison operations. To allow for more flexible rules, conditions can be arranged into groups.

Bonuses tab:

Use this tab to configure the bonuses that the customer receives if the conditions of the promotion are met. When creating a bonus, you are expected to choose the bonus type and then specify its value.

- Discount on products – Give a discount on the selected products.

Also read in CS-Cart Knowledge Base:

- [Discount on Order If Order Total Exceeds Certain Value](#)
- [Applying Discount to Specific User Groups](#)
- [Discount on Products From Specific Categories](#)
- [Discount on Order if Total Number of Products Exceeds Certain Value](#)

5. Customers

In this section of the Administration panel, you can manage user accounts that are registered at your store and configure related settings.

A user account is literally a record in the store database that identifies a *registered* user and associates the user with the related data, which includes order statistics, personal info, subscriptions, etc. Furthermore, user accounts are used to control the activity and privileges of the store users.

CS-Cart has the following types of user accounts:

- Administrator - Type of the user who can access both the storefront and the Administration panel and manage and/or view the store contents and configuration.
- Customer - Type of the user who can access the storefront and buy products in your store. Although the storefront is normally available to non-registered users as well, registered users are supposed to enjoy greater privileges.

5.1. Users

The Users subsection contains a sorted list of all registered users regardless of their account type. Records in the list can be arranged according to the users details (name, login or email address), registration date, account type and status.

To display the records that satisfy a certain criterion or a combination of multiple criteria only, use the form above the list.

To access more filtering criteria, expand the form by clicking ⬇. If you filter accounts against a particular search pattern regularly (e.g., to list users from a certain country), you will find it convenient to save the pattern and add it to the list of predefined patterns appearing in the top left corner.
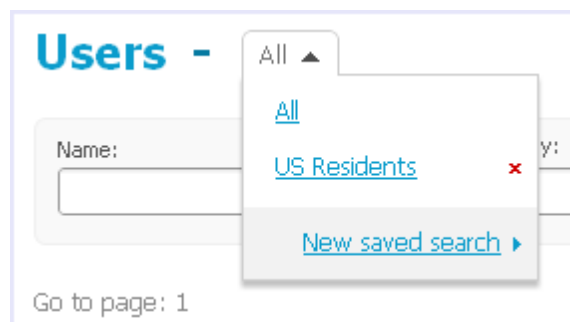
Quick actions

The rightmost column of the list contains controls to action on the respective record. If multiple quick actions are applicable to the account, the actions are grouped under the **more** pad. The set of applicable actions depends on the type of the account.

- View all orders - Takes you to the list of all orders placed by the user (customer or affiliate).
- Act on behalf of - Takes you to the storefront as if you are logged in as the current user (customer or affiliate).
- Delete - Permanently deletes the user account.

> **Warning:** This operation is irrevocable. It is recommended that you never delete user accounts, but disable them instead.

Enabling and disabling user accounts

Availability of a user account is controlled through the account's status. In order to enable or disable the account, you need to change its status to *Active* or *Disabled*, respectively. To change the status, click on the current status to expand a list of all applicable statuses and then simply click on the new status.

Adding a user

To add a user account:

1. In **Customers** → **Users**, click the button corresponding to the type of a user.

    This will open a form with the user account details.

2. Complete the form.

    The exact set of fields may vary depending on the account type and the profile configuration, which is managed in the Profile fields section.

    Please pay attention that a user can have a shipping address that is different from this user's billing address.

3. Click the **Create** button.

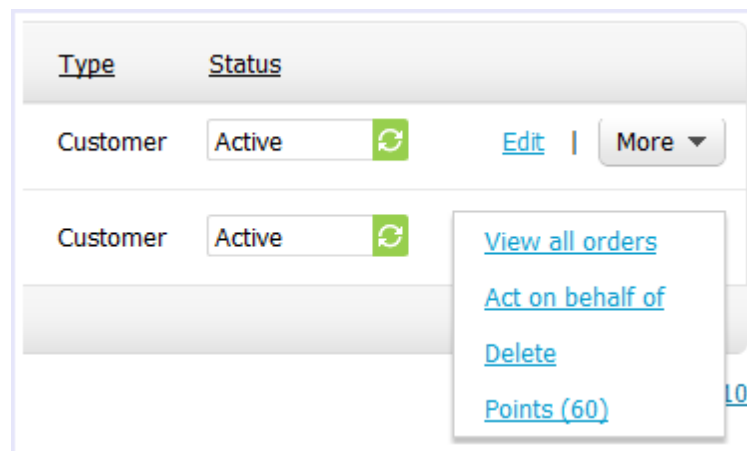   Now the new account will appear among the other user accounts.

4. Click the **Save** button to apply the changes.

5.2. Administrators

This sections contains a sorted list of store administrators, registered users with an administrator account. The section functions similarly to the section Users.

5.3. Customers

This sections contains a sorted list of store customers, registered users with a customer account. The section functions in the same manner as the section Users.

Customer's reward points log

This page shows the current reward point balance and the history of the balance changes. It enables the store administrator to manually credit or withdraw reward points (the **Add & Subtract Points** button).

5.4. Profile fields

Use this section to configure the set of fields included in the profile forms of different types of user accounts.

Configuring existing fields

It is convenient to regard the section as a table where each row is a field and the columns control the availability of the field and its options (see the picture below). The PROFILE column controls administrator and customer profiles, the CHECKOUT column defines the set of fields to be completed if the customer prefers not to register and checkout anonymously.

☐	Pos.	Description	Type	Profile Show / Required		Checkout Show / Required		

Contact information

	10	Title	Titles >>	☐	☐	☐	☐	delete
	20	First name	Input field	☐	☐	☐	☐	delete
	30	Last name	Input field	☐	☐	☐	☐	delete
	35	E-mail	Email	☑	☑	☑	☑	delete
	40	Company	Input field	☐	☐	☐	☐	delete
	50	Phone	Phone	☐	☐	☐	☐	delete
	60	Fax	Input field	☐	☐	☐	☐	delete
	70	URL	Input field	☐	☐	☐	☐	delete

- Pos. - Position of the field relatively to the position of the other fields in the profile.
- Description - Field name as it appears in the profile.
- Type - Type of the field.
- Show/required - These two check boxes are used to define whether the field must be included in the profile (show) and whether it must be mandatory for completion (required). Mandatory fields are marked in the form with an asterisk (*).

Important: If you deactivate shipping address fields for a particular type of users, shipping will not work for users this type of users.

Adding custom fields

You are encouraged to extend the default set of fields so that user profiles could better suit your business requirements.

To add a new field:

1. Click the **Add Field** button. This will open a form with the field options.

2. Complete the form.

- Description - Field name as it should appear in a profile.

- Position - Position of the field relatively to the position of the other fields in a profile.
- Type - Type of the field.
- Section - Section of the profile to which the field should be added.
- Show/required - Check boxes are used to define whether the field must be included in the particular type of the profile (show) and whether it must be mandatory for completion (required). Mandatory fields are marked in the form with an asterisk (*). *Profile* stands for administrator and customer profiles, *Checkout* stands for the form to be completed by anonymous buyers at checkout

3. Click the **Create** button.

   The new field will appear among the other fields in the list.

5.5. Abandoned / Live carts

This section keeps personal lists of products that your store visitors added to their carts and wishlist, but that have not been purchased for some reason or another. For registered customers, the products from the list are automatically added to the cart when they visit your store again.

		Customer ↑	Date	Cart Content	Wish List Content
☐	⊟	Roe Mary	09/17/2011	4 Product(s)	0 Product(s)

Product	Quantity	Price
BenQ FP71G BLK 17 In LCD 450:1 Cr Alog 12MS Rt Black	1	$319.99
adidas Camp Tee	1	$9.99
NEC MultiSync LCD1915X 19	1	$499.99
BenQ PB7100 DLP Video Projector	1	$849.99
Total:	4	$1,679.96

User information

Email	mary.roe@example.com
First name	Mary
Last name	Roe

The section is equipped with a handy advanced search option allowing you to filter carts/wishlists against versatile

parameters. Use to expand the advanced search facility.

6. Website

In a nutshell, this section of the Administration panel provides a sort of a built-in content management system (CMS) allowing you to create, edit and publish supplementary content. Although such content is generally irrelative to the main content of the web store (the product catalog) and the ecommerce functionality of the website, it makes the store complete by providing additional information like the description of your company, your privacy policy, terms and conditions of your affiliate program, forms to contact the store administration, surveys and questionnaires, etc. Besides, this section provides facilities to create and publish store news, including newsletters and bulletins, edit the language variables that constitute the interface of the storefront and the Administration panel.

6.1. Content

In this section, you can create and publish new contents of the following type:

- Page - Simple page that can contain formatted HTML description only. Good for various descriptions and policies.
- Form - Page that contains a contact form and optionally a formatted HTML description. Forms are built with a user-friendly form builder that requires no HTML skills and knowledge.

> **Tip**: To make it possible to create forms in your store, ensure that the Form Builder module is enabled and configured in **Administration → Add-ons**.

- Link - Reference to an external web resource or any page in your web site.

Page attributes

General tab:

- Parent page – Page that will contain a simple text link to this page. The parent page can belong to any type of content.
  If it is not intended that the page has a parent page, select the Root level option.
- Name - Name of the page as it appears on the storefront.
- Description – Plain text or formatted HTML description appearing on the page.
  If you are not familiar with HTML, you are encouraged to add a formatted description using the built-in WYSIWYG editor.
- Status - Status of the page (*Active* = page is available on the storefront; *Disabled* = page is not available on the storefront; *Hidden* = page is not displayed on the storefront, but is available via a direct link).
- Page title - Title of the page, which is displayed in the title bar of the web browser. Required for SEO purposes.
- META description – Contents of the HTML meta tag describing the page. Required for SEO purposes.
- META keywords – Contents of the HTML tag containing a list of search keywords for the page. Required for SEO purposes.
- Creation date – Date when the page was created.

- Use available period – If selected, the page is available for a certain period of time only.
- Available from: – Date when the page becomes available for visitors.
- Available till: – Date until the page is available for visitors.

Blocks tab:

This tab duplicates the global layout of the location to which this storefront page belongs (see **Design** → **Blocks**).

By using this tab, you can disable blocks that are globally enabled, and, on the contrary, enable blocks that are globally disabled. This makes it possible to configure an individual layout for different storefront pages. Any modification that you make under this tab will not affect other storefront pages.

> **Tip** For more information on blocks, see Design > Block manager.

Tags tab:

This tab includes a list of tags associated with the page. Tags appear on the storefront in a special side box titled **Tag cloud**. For more information about the tags, please refer to the section Content -> Tags further in this guide.

- Popular tags – Tags that have been added to the product by all users.
- My tags – Tags that have been added to the product by you.

> **Note:** Make sure the Tags add-on is enabled and has the **Tags for pages** option selected (Administration -> Add-ons section).

Form builder tab (if the page type is Form):

- Form submit text - Text that is shown to the user after the form is submitted.
- E-mail to - Email address at which you want to receive the submitted data.
- Form is secure (SSL) - If selected, the form is submitted through the secure protocol.
- Position - Position of the form field relatively to the position of the other fields of the form.
- Name - Name of the field as it appears in the form.
- Type - Type of the field. If the field type involves a selection, you can specify as many choices and alternatives as you need.
- Required - If selected, the field is mandatory for completion.
- Status - Status of the field (*Active* or *Disabled*).

Also read in CS-Cart Knowledge Base:

- Translating Fields From the 'Contact us' Form

6.2. Tags

Use this section to manage the tags that are added to different pages of your store. Tags can be considered as free-form keywords or labels associated with a page or product making it easier to find the page/product.

Tags created by the store customers and the store administrators appear on the storefront in the **Tag cloud** side box. Customers are also allowed to see their personal tags in the **My tag cloud** side box. To display side boxes on the storefront, use controls in **Design → Blocks**.

Tag attributes

- Tag - Name of the tag as it appears on the storefront.
- Popularity - Number of items (products and pages) to which the tag is assigned.
- Users - Number of users who added this tag.
- Products - Number of products to which the tag is assigned.
- Pages - Number of pages to which the tag is assigned.
- Status - Status of the tag (approved/disapproved/pending). Tags added by the administrator automatically get the Approved status.

6.3. SEO rules

Use this section to define global rules for URL rewriting in your store. This ensures that auxiliary URLs like `http://www.example.com/index.php?dispatch=auth.login_form` will be replaced with user-friendly and SE-optimized URLs (e.g., `http://www.example.com/login`).

Here you need to specify the URLs that should be rewritten and their substitution names. You can use the following list as an example:

	Dispatch Value	SEO Name	
☐	auth.login_form	login	Delete
☐	categories.catalog	catalog	Delete
☐	checkout.cart	cart	Delete
☐	checkout.checkout	checkout	Delete

- Dispatch value - The value of the *dispatch* parameter from the standard URL that will indicate the replacement (e.g., *auth.login_form* for the URL `http://www.example.com/index.php?dispatch=auth.login_form`).
- SEO Name - The value to which the standard URL will be changed (e.g. *login* for `auth.login_form`). The value can be specified with `.html` extension if required.

6.4. Banners

In this section, you can create graphic and text banners that can then be placed on the storefront. Banners can lead your store visitors to any of the store pages or to a third party resource.

> **Note:** To display a banner on a page, you need to add a separate block with the content type Banner. For details, see Design > Blocks.

Banner attributes

Banners can have the following attributes:

- Name - Name of the banner.
- Type - Type of the banner (text or graphics).
- Description (text banners only) - Text of the banner. This can be either a plain test or formatted HTML text. If you are not familiar with HTML, you are encouraged to add a formatted description using the built-in WYSIWYG HTML editor.

  > **Note**: Banner description can be different for different languages. Simply switch to the required language when editing the banner description.

- Image (graphic banner only) - An image for the banner.
  The images can be either uploaded from a local computer or the server file system or linked to a remote location where the required image is physically located. An alternative text describes the image and is shown when the image is missing or cannot be displayed. It is good practice to have an alternative text associated with the image as an additional SEO–wise opportunity.
  Images must be of one of the following formats only: JPEG, GIF, PNG. Or it can be an SWF file (flash multimedia). Maximum size of an uploaded image depends on your server configuration. As a rule, it should not exceed 2 MB.
- Open in new window (graphic banner only) - If selected, the URL under the banner is opened in a new window/tab.
- URL (graphic banner only) - URL to which the banner is linked.
- Creation date - Date, when the banner was created.
- Status - Status of the banner (*Active*, *Hidden* or *Disabled*).

7. Shipping & Taxes

This section of the Administration panel assembles control elements to manage and customize shipping and tax settings in your store.

7.1. Shipping Methods

A shipping method is a set of rules and parameters to calculate the cost of shipping orders to buyers. This section contains an editable list of shipping methods present in the store.

In the list, you can quickly edit certain attributes of a shipping method, including the name and status. To access more attributes, like the applicable rates and charges, click the **Edit** link which corresponds to the required shipping method.

Shipping method attributes

General tab:

- Position - Position of the shipping method relatively to the position of the other methods in the list.
- Name - Name of the shipping method as it appears on the storefront.
- Icon - Graphics to represent the shipping method.

   The graphics can be either uploaded from a local computer or the server file system or linked to a remote location where the required image is physically located.

   An alternative text describes the image and is shown when the image is missing or cannot be displayed. It is

good practice to have an alternative text associated with the image as an additional SEO-wise opportunity. Images must be of one of the following formats only: JPEG, GIF, PNG. Maximum size of an uploaded image depends on your server configuration. As a rule, it should not exceed 2 MB.

> Remember that the icon appears on the storefront in a special block with the content type *Shipping methods*. Make sure to create such a block in **Design** → **Blocks**.

- Delivery time - Time until the order is delivered. This info is displayed on the storefront so that customers could decide if the delivery time meets their requirements.
- Weight limit - Minimum and maximum weight of the order to be delivered through this method.
- Rate calculation - Mode in which the shipping cost must be calculated: manual (table-based) or real-time. Table-based, or manual, calculation is based on the custom charges and rates that you define in the **Shipping charges** tab.
  Real-time calculation is based on the rates that your store receives from the carrier who will deliver the order. The rates are received in the real-time mode at the moment the order is being placed. In order to use the carrier-dependent estimation, you need to enable the support for the particular service provider in **Settings** → **Shipping settings**. Carrier-specific settings are defined in the **Configure** tab.
- Shipping service - Shipping service provider/carrier that will be in charge of delivering the order. This select box is available only if the rate calculation mode is set to *Realtime*.
- Test - A special form to test the selected real-time shipping rate estimation service. Test estimation considers the weight that you specify in the form as well as the company (**Settings** → **Company**) and the default customer address (**Settings** → **General/Default location**).
- Taxes - Tax rates that apply to the shipping method.
- Status - Status of the shipping method (*Active* or *Disabled*).

Configuration tab:

This tab appears only if you have selected real-time shipping rate calculation in the **General** tab of this section. Here you should configure the selected shipping service and specify its settings. Such settings vary depending on the shipping service provider. So, if you do not know what values/options should be entered or selected, please refer to the carrier's help pages and documentation.

Shipping charges tab:

The rates that you define here are used to calculate the shipping cost regardless of whether you use real-time shipping rate estimation or not. If you have chosen to receive rates from a carrier in the real-time mode, the charges from this section will be simply added to the carrier's charge. You can use this to add a shipping markup in order to compensate for your actual expenses if they exceed the values returned by the carrier (e.g., packing, insurance, etc.).
The rates can depend on the product cost, weight or quantity as well as being specific to the customer's location, when table-based rate calculation is used. To adjust the set of available locations, use section **Shipping & Taxes** → **Locations**.

Show rates for location:

● Default destination (all countries) (+)   ● Canada   ● USA (+)

Cost dependencies

☐	Products Cost	Rate Value	Type	
☐	More than $ 0	40	Absolute ($) ▼	delete
☐	More than $ 30	10	Absolute ($) ▼	Delete
☐	More than $ 50	5	Absolute ($) ▼	Delete

+ Add Cost Dependencies

Weight dependencies

☐	Products Weight	Rate Value	Type	Per Lbs	
☐	More than 0 lbs	0	Absolute ($) ▼	☐	delete

+ Add Weight Dependencies

Items dependencies

☐	Product Quantity	Rate Value	Type	Per Item	
☐	More than 0 item(s)	23	Absolute ($) ▼	☐	delete
☐	More than 10 item(s)	15	Absolute ($) ▼	☐	Delete

+ Add Items Dependencies

▪ Product Cost/Weight/Amount - Minimum value when the rate must apply.

▪ Rate Value - Shipping rate itself.

- Type - Type of the rate: absolute monetary value or a percentage of the product cost.
- Per <default weight measurement unit> - If selected, the final rate is the sum of costs of each measurement unit, which are calculated separately.
- Per Item - If selected, the final rate is the sum of costs of each item, which are calculated separately.

7.2. Taxes

This section contains an editable list of tax calculation rules available in your store. Use this section to add new rules and manage existing rules.

In the list, you can quickly edit certain attributes of a tax calculation rules. To specify rates, click the **Edit** link which corresponds to the required rule, then switch to the **Tax rates** tab.

Actions on taxes

The store administrator can carry out the following actions on the taxes:

- Add new tax calculation rules;
- Edit existing tax calculation rules;
- Apply multiple tax calculation rules to all products in the catalog;
- Cancel multiple tax calculation rules for all products in the catalog;
- Delete tax calculation rules.

Tax attributes

General tab:

- Name - Name of the tax as it appears on the storefront.
- Registration number – Internal registration number of the tax calculation rule in the store.
- Priority – Position of this tax calculation rule in a sequence of multiple tax calculation rules being applied to a product. If two rules have the same priority, they are applied in the same order as they are retrieved from the database. In this situation, the correct sequence may be breached. So, it is highly recommended that you set priority of every tax calculation rule in the store.
- Rates depend on – Type of customers' addresses that the calculation rule depends on: shipping address or billing address.
- Status – Status of the tax calculation rule in the store: *Active* or *Disabled*.
- Price includes tax – If selected, the tax represented by this rule will be already included in the product price specified on the product details page. Otherwise, the calculated tax will be added to the order subtotal when a customer places the order.

Tax rates tab:

- Location - Location of the customer who places the order. To adjust the available locations, use the controls in **Shipping & Taxes → Locations**.

- Rate value - Tax calculation rate that is specific to the given location. When the value is set to zero (0), the tax will not apply to the order if it has been placed by a customer whose address falls within the corresponding location. Please note that locations do not override each other. So, the value specified for the hard-coded default location (*all countries*) will apply only if a customer comes from a location which is not defined or activated in **Shipping & Taxes → Locations**, but will never apply to active locations, even those with zero values.

- Type - Type of the tax: absolute value in the primary currency (see Administration > Currencies) or a percentage of the product cost.

7.3. States

This section provides an editable list of states and provinces (per country) that are supported in your store. These states/provinces are used to define users' location (see Shipping & Taxes > Locations). Here you can add missing states/provinces, or delete and modify existing states/provinces for each country registered and activated in **Shipping & Taxes → Countries**.

State attributes

- Code – Unique code to identify the state or province.
- State/Province – Name of the state or province.
- Status – Status of the state/province: *Active* (i.e. can be selected in a user profile) or *Disabled*.

7.4. Countries

Use this section to manage the set of countries that are supported in your store. Countries are used to define users' location.

Code	Code A3	Code N3	Country	Region	Status
AF	AFG	4	Afghanistan	AS	Active ⟳
AX		0	Aland Islands		Active ⟳
AL	ALB	8	Albania	EU	Active ⟳
DZ	DZA	12	Algeria	AF	Active ⟳
AS	ASM	16	American Samoa	AU	Active ⟳
AD	AND	20	Andorra	EU	Active ⟳
AO	AGO	24	Angola	AF	Active ⟳

Country attributes

- Code - 2-digit code to identify the country.
- Code A3 - 3-digit official ISO code to identify the country.
- Code N3 - Numeric code to identify the country.
- Country - Name of the country.
- Region - Part of the world where the country is situated.
- Status - Status of the country: *Active* (i.e. can be selected in a user profile) or *Disabled*.

7.5. Locations

Use this section to manage the set of locations that are supported in your store. A location is a combination of parameters to represent a geographical area. Locations are used to calculate shipping rates and tax charges.

Location attributes

General section:

- Name - Name of the location.
- Status – Status of the location (*Active* or *Disabled*).

Countries section (countries to be included in the location):

The list box on the right contains a list of all available countries, the list box on the left contains a list of countries included in the location. To adjust the list of countries supported in your store, go to **Shipping & Taxes → Countries**. To move items from one list to the other one, use the twin horizontal arrows between the lists. To select multiple items, press and hold the Ctrl or Shift key.

States section (states to be included in the location):

The list box on the right contains a list of all available states, the list box on the left contains a list of states included in the location. To adjust the list of states supported in your store, go to **Shipping & Taxes → States**..

To move items from one list to the other one, use the twin horizontal arrows between the lists. To select multiple items, press and hold the Ctrl or Shift key.

Zip/Postal code section (zip/postal codes to be included in the location):

The text box contains the zip/postal codes included in the location. Entries must be separated by a paragraph break (appear in different lines).

It is not necessary to specify the exact codes, you can use wildcards (? = any single character, * = any series of characters) instead. For example, **98?78** stands for 98178, 98278, 98378, 98478, 98578, 98678, 98778, 98878, 98978 and 98078; **12*** stands for 12345, 12876, 12098, etc.

Cities section (cities to be included in the location):

The text box contains the cities included in the location. Entries must be separated by a paragraph break (appear in different lines).

It is not necessary to specify the exact names of the cities, you can use wildcards (? = any single character, * = any series of characters) instead. For example, **New Y*** would stand for **New York**, etc.; **L?s*** would stand for **Las Vegas**, **Los Angeles**, etc.

Cities

You are able to use wildcards in this field:
'**?**' - any single character;
'*****' - any number of characters.
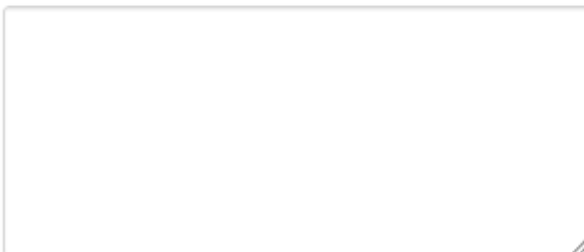
Example:
New Y* (corresponds to New York, New Yark, etc)
L?s* (corresponds to Las Vegas, Los Angeles, etc..)

Addresses section (addresses to be included in the location):

The text box contains the addresses included in the location. Entries must be separated by a paragraph break (appear in different lines).

It is not necessary to specify the exact addresses, you can use wildcards (? = any single character, * = any series of characters) instead. For example, *** street** would stand for **1st street**, **2nd street**, etc.

Addresses

You are able to use wildcards in this field:
'**?**' - any single character;
'*****' - any number of characters.

Example:
* street (corresponds to 1st Street, 2nd Street, etc)

8. Administration

This area of the Administration panel is literally the main part of the administrator interface. It is used to configure and maintain the store. Here you can adjust global settings, enable and configure add-ons, import and export store data, make a back up copy of the store database, control the accessibility of the store, etc.

8.1. Add-ons

CS-Cart is a scalable solution, and its core capacity can be greatly enhanced through many add-on modules included in the regular distribution package. Each module introduces a particular functionality or feature that can be easily turned on or off without affecting other components.

For convenience, the administration panel has a special section to manage all add-on modules in one place (**Administration** → **Add-Ons**). The section contains a list of modules and a few control elements to manage the modules.

Enabling/disabling add-on modules

To turn a module on or off, click on the current module status to expand a list of applicable statuses and finally select the required status.
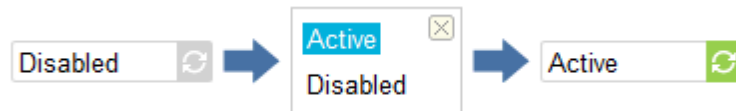
Configuring add-on modules

For some modules you can adjust module-specific options and preferences.

Note Modules with a grayed out **Edit** link do not have editable parameters and cannot be configured.

To configure a module:

1. Click on the **Edit** link next to the order status.

    This will open a form containing editable parameters.

2. Edit the values of the fields in the form.

3. Click **Save** to apply the changes.

8.1.1. Banners management

The Banners management module enables you to have custom logos and banners on the storefront. This add-on does not have configurable settings.

8.1.2. Bestsellers

The Bestsellers module empowers you to have a list of bestsellers on the storefront. This add-on does not have configurable settings.

8.1.3. Form builder

The Form builder module enables you to create forms and add them to store page. This add-on does not have configurable settings.

8.1.4. Google Analytics

This module helps you integrate your store with Google Analytics, an advanced web analytics solution that generates detailed statistics about the visitors to your website and gives you rich insights into your website traffic and marketing effectiveness.

Information on Google Analytics is available on the official website at http://www.google.com/analytics/.

- Tracking code – Your Google Analytics tracking code (the value of the variable _uacct_).
- Track e-commerce transactions – If selected, Google Analytics tracks ecommerce activity in your store and generates appropriate reports.

8.1.5. Google sitemap

This module generates an XML sitemap of your web store, which is adapted to be easily parsed and understood by web crawlers. This makes website indexing easier and more qualitative. This improves the standing of your web store among popular search engines, including Google, Yahoo and MSN/Bing. Having an XML sitemap is highly recommended if you run a large store with a significant number of products and categories in the catalog.

The module allows you to configure options of each web store element that can be described in the sitemap: homepage, product pages, category pages, content pages, news, extended feature pages.

- Include in sitemap - If selected, the component is included in the sitemap.
- Update frequency - Time interval between two updates of an element.
- Priority - Priority of the element relatively to the other elements.

8.1.6. My changes

This module enables CS-Cart to keep track of changes that you make in the code of the store. Changes are kept in the directory <cscart_dir>\addons\my_changes, and the changes are applied as a separate add-on. This considerably simplifies the upgrade process. For instructions and recommendations on how to customize CS-Cart, please refer to

the API documentation at docs.cs-cart.com .

The add-on does not have configurable settings.

8.1.7. Price list
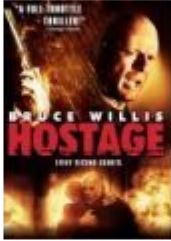
This module empowers you to generate and public your product catalog in the PDF and XLS formats.

- Fields - Fields to be included in the price list.
- Sort by - Order in which products are arranged in the price list.
- Group by category - If selected, products in the price list are grouped according to categories that they belong to.
- Include product options - If selected, the price list contains product options.

8.1.8. Searchanise

The Searchanise add-on integrates CS-Cart with the SaaS-solution of the same name (http://searchanise.com/). It adds enhanced instant product search to the storefront by replacing its regular search bar with a special search widget. Shoppers see search results as they type in the search bar, and can quickly review the found products. So, customers can get to the right product way much faster because they don't even have to finish typing while the preview box forms the first impression of the product.

8.1.8.1. Syncing up data

Under the hood, search results are received from Searchanise in the real-time mode. However, Searchanise doesn't retrieve data from your store database at the moment when the shoppers type in their requests as this would load the database server and significantly slow down the performance. Instead, Searchanise keeps a snapshot of the store products on its servers, and returns search results based on this snapshot. Such data includes the product description, price, features and images/thumbnails.

Every time when you make any changes to the products in the store catalog, these changes need to be updated on the side of Searchanise so that the service could return relevant search results. The add-on tracks such changes and automatically syncs then with Searchanise. Usually, it takes two or three minutes to complete.

However, you can force to synchronize data by clicking **Resync** on the add-on's configuration page **Administration** → **Add-ons** → **Searchanise** → **Connection**.
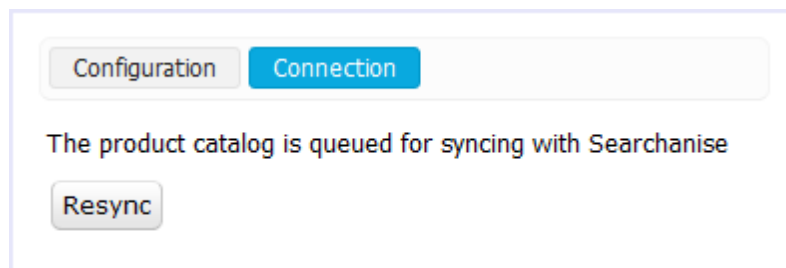
This is rather a time-consuming operation that is unnecessary in most cases. Manual syncing is required only when the product catalog has been updated in an unconventional manner. For example, directly in the MySQL database or as a result of custom programming.

8.1.8.2. Fine-tuning the search widget

The new search bar gets seamlessly integrated with the current skin of the storefront. Still there is a room for fine-tuning the outwards appearance of the auto-complete form and the product preview box. This is done on the add-on's configuration page in **Administration** → **Add-ons** → **Searchanise** → **Configuration**.
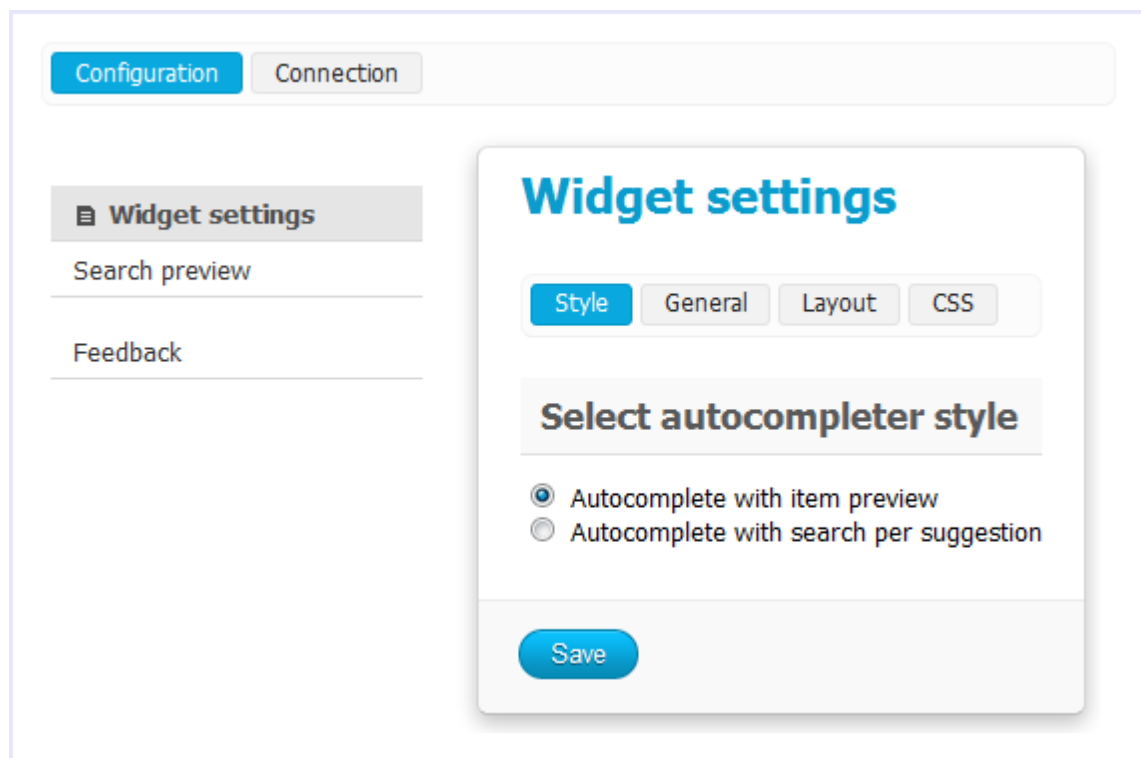
Style

These controls regulate the style behavior of the widget.

- **Autocomplete with item preview** - If selected, the search auto-completion form suggests words and word combinations that are found in the names and descriptions of products as well as certain products that are likely to meet the request being typed.
- **Autocomplete with search per suggestions** - If selected, the search auto-completion form suggests only words and word combinations that are found in the names and descriptions.

General

These controls regulate the general behavior of the widget.

- **Show autocomplete box** - Controls whether the search auto-completion should be enabled in the widget. When cleared, the widget does not suggest words and products disregarding any other selected options.
- **Show product preview in autocomplete box** - Controls whether the product preview box should be enabled in the widget. When cleared, quick product preview of for the suggested words and products is disabled.
- **Product description length** - Length to which the product description will be truncated in the product preview box.

Layout

These controls regulate the appearance of the auto-complete box and the product preview box.

- **Template for the item in autocomplete box** - Look and feel of an item in the drop-down list of suggested products. In this text field, you can specify variables that stand for a particular product attribute (see below) and a

custom HTML/CSS-based layout. Make sure to use CSS classed defined in under the **CSS** tab on this page.

▪ Template for the preview in autocomplete box - Look and feel of the product preview box. In this text field, you can specify variables that stand for a particular product attribute (see below) and a custom HTML/CSS-based layout. Make sure to use CSS classed defined under the **CSS** tab on this page.

Variable	Substitution for
${product_id}	Product ID in the store base.
${title}	Product name.
${description}	Full product description.
${link}	Link to the product's detailed page.
${price}	Product price. Note that it does not consider the currency, so you need add the currency sign to the price.
${quantity}	Number of product items in stock.
${product_code}	Product's SKU.
${image_link}	Physical location of the original product image in the store.
${image1}	HTML-wrapped 120x120px product image. This variable is transformed to HTML tag like `<img scr="physical_location" class="snize-item-image" width="120" height="120" border="0">`
${image2}	HTML-wrapped 50x100px product image.
${image3}	HTML-wrapped 100x150px product image.
${image4}	HTML-wrapped 200x300px product image.
${image5}	HTML-wrapped 300x400px product image.
${image1_src}	Physical location of a 120x120px product image on the Searchanise servers.
${image2_src}	Physical location of a 50x100px product image on the Searchanise servers.
${image3_src}	Physical location of a 100x150px product image on the Searchanise servers.
${image4_src}	Physical location of a 200x300px product image on the Searchanise servers.
${image5_src}	Physical location of a 300x400px product image on the Searchanise servers.

CSS
CSS classes that can be used to for the layout of items in the drop-down list of suggested products and the product preview box.

8.1.9. Send the page link to a friend

This add-on module adds the **Send To Friend** form to every product details page allowing your store visitors to tell their friends about the products in your store.

HP iPAQ RZ1715 Pocket PC
CODE: B0002DV9CS

- -

Price: $280.00

In stock

Quantity: 1

Return period: 10 days

Price in points: 700000 points

Add to cart   Add to wish list ▶

| Description | Send to friend | Tags |

Name of your friend:

E-mail of your friend: *

Your name:

Your e-mail:

Your message: *

Send

8.1.10. SEO

SEO is a common acronym for "search engine optimization". Obviously, the module aims at helping you optimize your web store for search engines and improve its ranking. Optimization consists in replacing unattractive dynamic URLs like `http://www.example.com/index.php?dispatch=products.view&product_id=1533` containing query strings and ancillary data with clean search engine friendly URLs like `http://www.example.com/true_product_name.html`. Such URLs not only help search engines to index store pages, but they also improve your customers' experience as clean URLs are human-readable and thus are easy to perceive and remember.

- Product/page SEF URL format - Pattern for clean URLs for storefront product pages.
- Category SEF URL format - Pattern for clean URLs for storefront category pages.
- Use single URL for all languages - If selected, the same URL is used to address a page disregarding the current page language. Otherwise, the page is referred to by several separate URLs according to the languages that the page can appear in.

- Show language in the URL - If selected, URLs include the code of the language in which the referred page is displayed. The code follows the host name and the directory name.

Important: The module requires that your web server have a URL rewriter installed. For the Apache HTTP Server or any Apache interchangeable implementation it must be the mod_rewrite module. For Microsoft's Internet Information Server (IIS) it must be ISAPI_Rewrite.

8.1.11. Tags

This module introduces support for tags assigned to product and content pages.

- Tags for products – If selected, customers are allowed to add tags to product pages.
- Tags for pages – If selected, customers are allowed to add tags to static content.

8.1.12. Twigmo

Add-on overview

Use this module to connect your store to the Twigmo service. This service enables you to control your online store from your mobile phone. Once connected, the module will process requests sent from this service and return the requested information, and you will be able to review the sales statistics and recent orders as well as searching and editing the most important data - products, orders and customers - just looking at and touching the screen of your mobile phone.
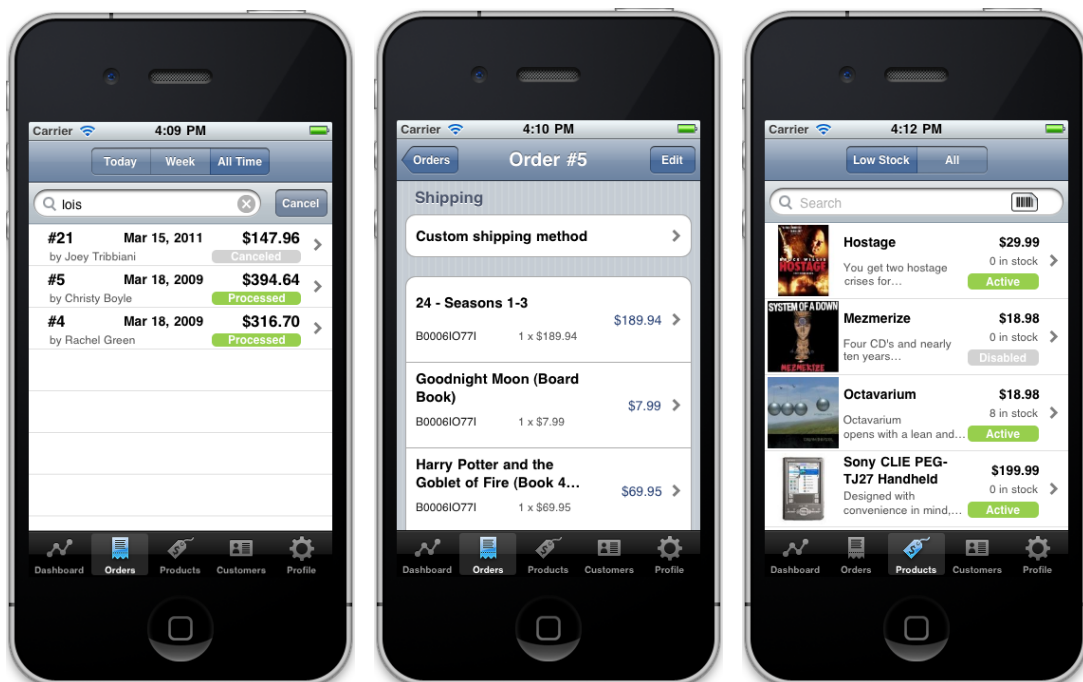
Furthermore, this module equips your store with a special storefront designed for mobile devices. When this option is enabled, the store automatically detects the type of device from which a customer has opened the store in the web

browser, and switches the storefront in accordance. This means that your customers will fill perfectly comfortable whether they browse your online store from a desktop/laptop computer or a cutting-edge mobile device.

To learn more about the Twigmo service features, please visit www.cs-cart.com/twigmo.html.

Configuring the add-on

Service

This tab contains a list of options to control the connection of your store to the Twigmo service.

- Email - Your existing email address.
- Store name - Text label that you should enter during the store registration / connection to the service.
- Do not use HTTPS connection - If selected, secure data transfer between your web store and the Twigmo service will not be used.
- Use my store admin password - If selected, your current password will be used to access your Twigmo account. In this case, the next two options (Password and Confirm password) will be unavailable.
- Password - If the "Use my store admin password" option is not selected, enter the password to access you Twigmo account.
- Confirm password - If the "Use my store admin password" option is not selected, confirm the password that you have entered in the Password field.
- Version - Current version of the module.

> **Note** To use HTTPS connection, an SSL certificate must be installed on your website. To check it, try to log in to the Administration panel via HTTPS. If it works, you can use secure connection. Otherwise, select "Do not use HTTPS connection" option on the add-on settings page.

Once you have properly configured the module and clicked **Connect**, you will see the Access ID field on the Twigmo options page and will be able to view and edit your store data using Twigmo Mobile Admin application on your phone.

Storefront

Options under this tab control the mobile storefront.

- Use mobile frontend - Select to enable a special skin for mobile device users.
- Company name - Name of the store as it will appear on the mobile storefront.
- Display company name - Select to show the box with the company name on the storefront.
- Location (URL) of logo - URL of the logo for the mobile storefront.
- Currency prefix - Prefix to be added to product prices. For example, type "$"to show prices as $50.99.
- Currency postfix - Postfix to be added to product prices. For example, type " USD"to show prices as 50.99 USD.
- Disable anonymous checkout - Clear to enable anonymous checkout in the store.
- HTTP location - HTTP address of the store. Please use the default value unless you have a significant reason to do otherwise.
- HTTPS location - HTTP address of the store. Please use the default value unless you have a significant reason to do otherwise.
- Customer index file - Mobile storefront index file. Please use the default value unless you have a significant

reason to do otherwise.

- Production mode - If selected, the mobile storefront connects directly to your online store. Otherwise, all data is sent through Twigmo servers. Please enable this option unless you are debugging the storefront.

8.1.13. Wish List

This module enables customer wish lists on the storefront. The module does not have configurable settings.

8.2. Payment methods

In this section, you can adjust the set of payment methods that your customers can use to pay for their orders. For convenience, all methods are arranged in a single list representing the name of the method, its current status (active or disabled) and a few control elements.

Adding a payment method

To add a payment method:

1. Go to **Administration** → **Payment Methods**.

   A list of the available payment methods is displayed.

2. Click the **Add Payment** button.

   This opens a form for creating/editing a payment method.

3. Complete the form. See [Configuring a payment method](#) for details.
4. Click the **Create** button below the form.

Configuring a payment method

To configure a payment method:

1. Go to **Administration -> Payment methods**.

    This displays a list of the available payment methods.

2. Click on the **Edit** link corresponding to the name of the method you need to configure.

    This opens a form for creating/editing a payment method.

3. Complete the form.

The **General** tab contains basic parameters of the method:

- Name - Name of the payment method as it appears at the checkout;
- Processor - Online payment system that will process the payments made through this payment method. Leave Offline if this method does not involve online processing.

> **Tip:** To accept payments through an online payment system, first you need to register an account with this payment system.

- Template - Template to display all necessary input fields on the customer storefront.
- Description - Small description of the payment method that appears on the checkout page.
- Surcharge - Extra amount of money to be added to the order totals. This can be a flat rate or a percentage. If you specify both a percentage and a flat rate, the percentage is added first.
- Taxes - Select tax calculation rules that should apply to the surcharge defined above.

  To configure the available tax calculation rules in the store, use section **Shipping & Taxes** → **Taxes**.
- Payment instructions - Administrator's instructions to customers on the usage of the payment method.

  The instructions can be either a plain text or a formatted HTML text. If you are not familiar with HTML, you are encouraged to add a formatted description using the built-in WYSIWYG HTML editor.
- Status - Status of the payment method: active means that the method can be selected on the storefront.
- Icon - Icon to depict the payment method on the storefront.

> **Important:** Icons that you upload (or refer to) here are displayed in a special block having *Payment methods* specified as the block's content. Remember to create such a block in **Design** → **Blocks**.

The **Configuration** tab appears only if you have selected to use an online payment system. It contains the settings that are specific to the payment system.

4. Click the **Save** button to apply the changes.

Also read in CS-Cart Knowledge Base:

- [Setting PayPal in CS-Cart](#)

8.3. Database

This section is designed to help you maintain your store database. In particular, you can back up the database and restore it from a backup copy. Another task that you can carry out here is to optimize the store database. Besides, the section contains a link to the database logs and a link to the information about the PHP environment on your server (function *phpinfo*).

Creating a database backup

Making a database backup consists in creating a database dump, an SQL file that contains a record of the table structure and the data from a database. The file is saved to the directory `<cscart_dir>/var/database/backup/`. For security reasons, it is recommended that you move the dump from the default directory and keep it in a directory that

cannot be accessed through the web.

To back up the database:

1. Go to **Administration** → **Database** → **Backup**.

2. Specify the parameters of the backup.

- Select tables – List of the database tables to be included in the backup. The tables with the "cscart" prefix are selected in the list by default.

> **Note:** To select multiple entries, press and hold the CTRL or SHIFT key.

- Backup database schema – If selected, the backup includes the structure of the database tables. Normally, this option should be enabled unless you have reason to do otherwise.
- Backup database data – If selected, the backup includes the database data proper. Normally, this option should be enabled unless you have a reason to do otherwise.
- Compress backup file – If selected, the backup (SQL file containing the database dump) will be compressed into a TAR archive.
- Backup file name – Name of the SQL file containing backup (database dump).

> **Important:** If you have chosen to compress the backup file, the filename that you enter here will be expanded with the .tgz extension.

3. Click the **Backup** button.

The system will create the database dump displaying the progress and finally save it to the SQL file .

Restoring the database from a backup

Restoring the database consists in restoring the SQL dump that was created during the backup.

> **Important:** When you restore the database from an SQL dump, the existing database tables get overwritten.

To restore the database:

1. Go to **Administration** → **Database** → **Restore**.

2. Locate the file containing the SQL dump (local computer, this server or a remote location) or select the appropriate dump if it is located in the default directory <cscart_dir>/var/database/backup/.

3. Click the **Restore** button.

Optimizing the database

Database optimization that you carry out here consists in reclaiming the unused disk space and defragmenting the

database files.

To optimize the database, go to **Administration** → **Database** → **Maintenance** and click **Optimize database**. The system will optimize the database files displaying the progress.

> **Important**: We strongly recommend that you make a backup copy of the database before you start optimizing the database. In this case, you'll be able to restore the original database if something goes wrong during the optimization.

Also read in CS-Cart Knowledge Base:

- Making Backup of Store Database
- Restoring Backup of Store Database

8.4. Credit cards

Use this section to adjust the set of credit card types that you want to accept in your store.

Adding a credit card type

To add a credit card type:

1. Go to **Administration** → **Credit Cards**. This section a list of available credit card types.
2. Click the **Add Credit Card** button. This will open a form to specify parameters that apply to the credit card type (see Configuring a credit card type).
3. Complete the form.
4. Click the **Save** button to apply the changes.
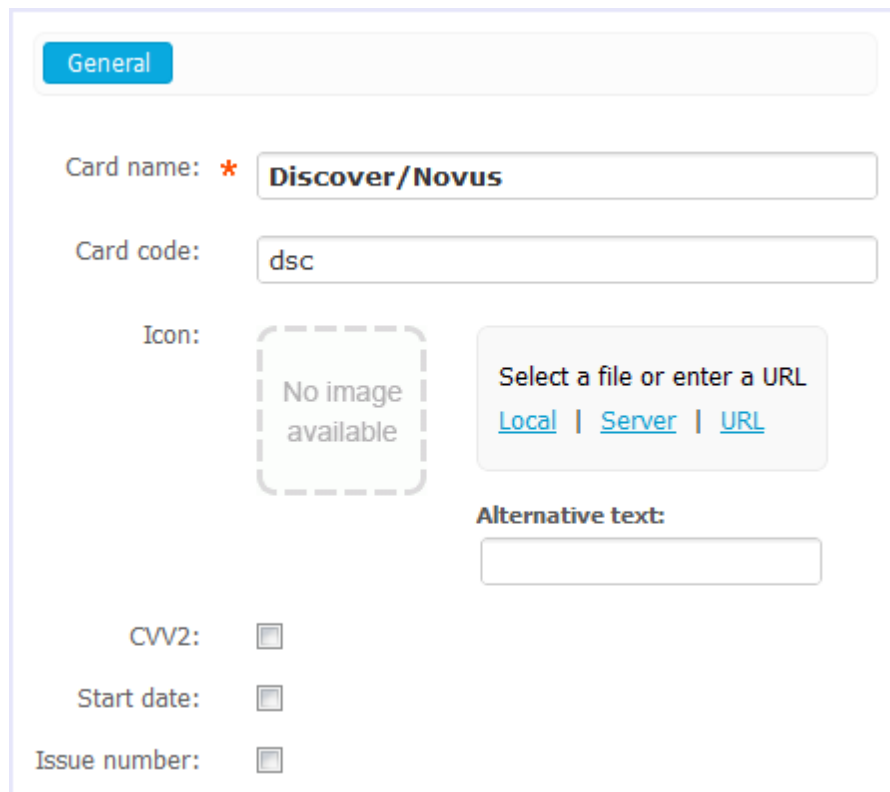
Configuring a credit card type

To configure a credit card type:

1. In **Administration** → **Credit Cards**, click on the **Edit** link corresponding to the name of the credit card type you want to configure.

   This will open a form to specify parameters that apply to the credit card type.
2. Complete the form.
   - Card name – Name of the credit card type.
   - Card code - Code of the credit card type.
   - Icon - Icon to depict the credit card type.
   - CVV2 - If selected, customers are required to enter a CVV2 code located on the card they pay with.
   - Start date - If selected, customers must enter the date when their card was issued.
   - Issue number - If selected, customers must enter the issue number located on the card that they pay with.
   - Localization - Select a localization to which the credit card type is applicable.

3. Click the **Save** button to apply the changes.

8.5. Titles

In this section, you can define traditional titles that are used to address people.

Adding/editing titles

To add a title:

1. Go to **Administration** → **Titles**.

2. Click the **Add Title** button to create a new title or click on the **Edit** link to edit an existing title.

   This will open a form with the title details.

3. Complete the form.

   ▪ Title – Title itself.

   ▪ ID – ID of the title.

4. Click the **Save** button.

8.6. Currencies

This section contains a list of currencies that are in use in the store. As a rule, multiple currencies are used to display

prices on the storefront while payments are usually accepted in the store's primary currency only. However, if your payment gateway is configured to accept payments in different currencies, customers that use this gateway will be charged in an alternative (not primary) currency. And the order total will be calculated according to the store's currency exchange rate that you define here.

Note: All prices that you enter in the Administration panel are assumed to be in the primary currency.

- Name - Name of the currency as it appears on the storefront (USD, Euro, etc.).
- Code - Unique code of the currency.
- Sign - Currency symbol.
- After sum - If selected, the currency symbol appears after the price. Otherwise, it appears before the price.
- Ths sign - Symbol for the thousands separator.
- Dec sign - Symbol for the decimal separator.
- Decimals - Number of digits after the decimal sign.
- Status - Currency status: *Active* - the currency is available on the storefront, *Disabled* - the currency is not available on the storefront.

8.7. Import data

Use this section for bulk data import in the CSV (comma-separated values) format. An appropriate .csv file can be created or edited in a third-party application that supports this format. For example, it can be a spreadsheet editor or an accounting software.

For convenience, the section is divided into 4 subsections according to the data type. To switch between the subsections, use the toggle on the left.
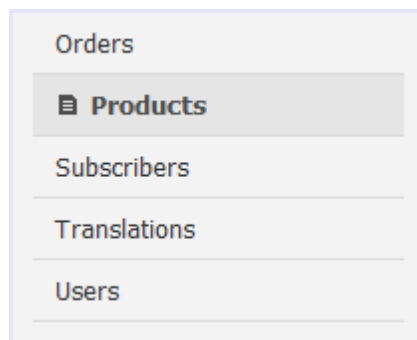
- Orders - Use this subsection to import order details. Please keep it in mind that you can only update order details - adding new records is not supported.
- Products - Use this subsection to import product details, including wholesale prices (i.e., quantity-based discounts).
- Subscribers - Use this subsection to import mailing list subscribers.
- Translations - Use this subsection to import language variables and country states.
- Users - User this section to import user profiles.

Each subsection may consist of several tabs. Each tab includes two areas: The upper area contains a list of fields that

the imported file can include. Mandatory fields are highlighted in **bold type**. The lower area contains import options that may vary depending on the type of the imported data.

Importable fields

Below are listed and described all fields that can be included in an import file. The list is arranged in alphabetical order.

Important: This list describes all fields that can be imported into CS-Cart. However, the imported data must reflect a certain type of information, and all these fields cannot be imported in a single CSV file therefore. To know which fields can be imported at a time, please refer to the list of applicable fields inside the tab for importing the particular data type.

- Activation key - Subscription activation key.
- Active – User's account status. *Y* = user is active, *N* = user is disabled.
- Amount – Number of items of a certain product combination.
- --- User's billing info ---
- Billing: address.
- Billing: address (line 2).
- Billing: city.
- Billing: country - Two-letter country code as it appears in the first column of the **Manage countries** page (e.g., US).
- Billing: first name.
- Billing: last name.
- Billing: state.
- Billing: title.
- Billing: zipcode.
- --- End of user's billing info ---
- Category – Path to the product category starting from the parent directory (e.g., Directory///Subdirectory1///Subdirectory2).
- Code - ISO code of the state (e.g., NY).
- Combination - Description of the option combination. E.g., "Size: X-Large, Color: Black".
- Combination code - Code of the option combination.
- Company – Company name.
- Confirmed - Flag to denote that the subscription has been confirmed (*1* or *0*).
- Country code - ISO code of the country (e.g., US).
- Coupons – Discount coupon number.
- Date – Date when the order was placed. Must be in the MM/DD/YYYY format (e.g., 12/25/2009).
- Date added – Date when the product was added. Must be in the MM/DD/YYYY format (e.g., 12/25/2009).
- Description – Product description.
- Detailed image - Absolute path to the file with a detailed product image. If you specify the directory for images in import options, this field should contain the filename only.
- Details – Administrator notes.
- Discount – Order discount.

- Downloadable – Downloadable product. Y = yes, N = no.

- E-mail – User's/subscriber's email address.

- Extra - Additional information about the order item.

- Extra fields - Order's extra fields in the following format: `{Field1: value, Field2: value, Field3: value}`.

- Fax – Fax number.

- Feature comparison - Product can be added to the comparison list. Y = yes, N = no.

- Features - Product features. Please refer to the embedded help (the **?** link) for more details.

- Files - Absolute path to files assigned to the downloadable product. If you specify the file directory in import options, this field should contain the filename only. Several filenames must be separated by a comma (e.g., file1.pdf, file2.exe, file3.ogg, etc.).

- First name – User's first name.

- Format - Mailing list receipt format: *HTML* or *Plain text*.

- Free shipping - Product is shipped free of charge. Y = yes, N = now.

- Inventory tracking - Track the product inventory. D = disabled, B = track with product options, O - track without product options).

- IP address – Customer's IP address (e.g., 192.0.2.12).

- Item ID – Unique ID that is assigned to every product in the order. Item IDs are required to avoid conflicts in situations when an order contains two identical products with different options.

- Language - Two-letter language code (e.g., EN).

- Last name – User's last name.

- List price – Product's market price (in 0.00 format).

- Login - User's login.

- Lower limit - Minimum number of product items to qualify for the corresponding wholesale price. For example, with the regular price of $5 per item you can offer the product for only $3 per item if a customer orders 15 or more product items at a time. In this case the Price field must have the value "$3" and the Lower Limit field must have the value "15".

- Mailing list - Mailing list assigned to a subscriber. One subscriber can have multiple mailing lists assigned.

- Mailing list date - Date when the mailing list has been registered in the store.

- Meta description - Product's meta-description.

- Meta keywords - Product's meta-keywords.

- Min quantity - Minimum product quantity.

- Name - Name of the language variable.

- Notes – Customer's notes of the order.

- Options - Product options. Please refer to the embedded help (the **?** link) for more details.

- Order ID - Order identification number.

- Override exchange rate - Override global point exchange rate. Y = yes, N = no.

- Override points – Recalculate points that go together with the product. Y = yes, N = no.

- Page title - Title of the product page as it appears in a web browser.

- Pair type – Type of the product image. M = main, A = additional. The M image appears in the **Detailed**

Information tab while the A image appears in the **Images** tab.

- Password - User's password encrypted through the MD5 cryptographic hash function.
- Pay by points – Product can be paid for with points. Y = yes, N = no.
- Payment ID – Numerical ID of the payment method.
- Payment information – Payment details (encrypted).
- Payment surcharge – Amount of the surcharge on the payment.
- Percentage discount - Flag to denote percentage discount (*1* or *0*).
- Phone - Company's (the **Orders** tab) or user's (the **Users** tab) phone number.
- Price - Product price or the wholesale price (the **Qty discounts** tab).
- Product code – Product's SKU (stock-keeping unit) code.
- Product ID – Numerical ID of the product.
- Product name – Name of the product.
- Quantity – Number of ordered items or the current number of product items in stock.
- Registration date - Date when the user registered. Must be in the format MM/DD/YYYY (e.g., 12/25/2009).
- Search words - Product search words.
- Secondary categories – Additional categories to which the product is assigned. Categories are separated by a semicolon (e.g., b///c; d///e).
- Ship downloadable – Calculate shipping cost for downloadable products. Y = yes, N = no.
- Shipping – Shipping details (in the native format).
- Shipping cost – Shipping charge for the order.
- Shipping freight – Product's shipping cost.

--- User's shipping info ---

- Shipping: address.
- Shipping: address (line 2).
- Shipping: city.
- Shipping: country - Two-letter country code as it appears in the first column of the **Manage countries** page (e.g., US).
- Shipping: first name.
- Shipping: last name.
- Shipping: state.
- Shipping: title.
- Shipping: zipcode.

--- End of user's shipping info ---

- Short description – Short product description.
- State - Name of the state (e.g. New York).
- Status - Product (A - active, D - disabled, H – hidden) or order (C - Completed, O - Open, etc.) status.
- Subscribers date - Date when the subscriber has been registered in the store.
- Subtotal – Order subtotal.
- Supplier - Name of the product supplier according to the "Company" field.
- Tax exempt – Taxes are exempt from the product cost. Y = yes, N = no.

- Taxes – List of taxes applicable to the product or the order's tax info (in the native format).

- Thumbnail - Path to the file with the product thumbnail. If you specify the directory for images in import options, this field should contain the filename only.

- Title – User's title (Mr, Ms, etc.).

- Total – Order total.

- Unsubscribe key - Subscription deactivation key.

- User group - User group that the discount is applied to.

- User group ID - Numerical ID of the user group that the user belongs to.

- User ID – Numerical ID of the user.

- User type – Type of the user's account (A = administrator, C = customer, P = affiliate, S = supplier).

- Value - Value/content of the language variable.

- Web site – Company or user's web site.

- Weight - Product weight in the store's default unit. The default weight unit is set up in the section Administration -> Settings -> General.

- Zero price action - Allowed action on the product if the product has zero price. R = Disallow users to add the product to the cart, P = Allow users to add the product to the cart, A = Ask users to enter a custom product price.

Import options

Below are listed all the available import options that may appear or not appear in a subsection.

- Language - Language of the imported data.

- Category delimiter - Delimiter to separate child and parent categories.

- Images directory - Directory where images are located. Used for images without a path specified.

- Files directory - Directory where files for downloadable products are located. Used for files without a path specified.

- Delete all existing product files before import - If selected, the files assigned to the product are removed from the files directory before the product import.

- Reset inventory - If selected, the number of items in stock for each imported product is zeroed before the product import.

- CSV delimiter - Delimiter to separate the imported values.

- Select file - Location of the imported file. It can be either a local path or a URL to a remote resource.

- Features delimiter - Delimiter to separate multiple product features.

- Price decimal separator - Decimal separator for product prices.

Also read in CS-Cart Knowledge Base:

- Product Import

- Imported Fields Format

- Example of Product Import

8.8. Export data

This section is capable of exporting data in the CSV (comma-separated values) format.

For convenience, the section is divided into 4 subsections according to the data type. To switch between the subsections, use the toggle on the right.
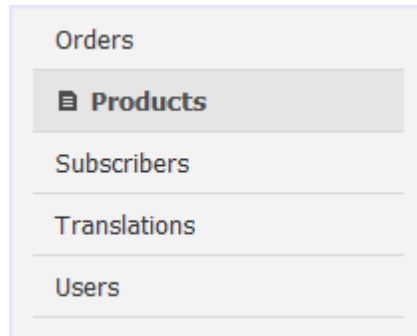
- Orders - Use this subsection to export order details.
- Products - Use this subsection to export product details, including wholesale prices (i.e., quantity-based discounts).
- Subscribers - Use this subsection to export mailing list subscribers
- Translations - Use this subsection to export language variables and country states.
- Users - Use this section to export user profiles.

Each subsection may consist of several tabs. Each tab includes two areas: The *upper area* controls the content of the export file, and the *lower area* controls the export options that may vary depending on the type of the exported data.

Export file contents

The contents of an export file are controlled by two list boxes. The **Exported fields** list box contains a list of fields that will be included in the export file while the **Available fields** list box contains fields that can be added to the export file. Exportable fields and their meaning are listed below.
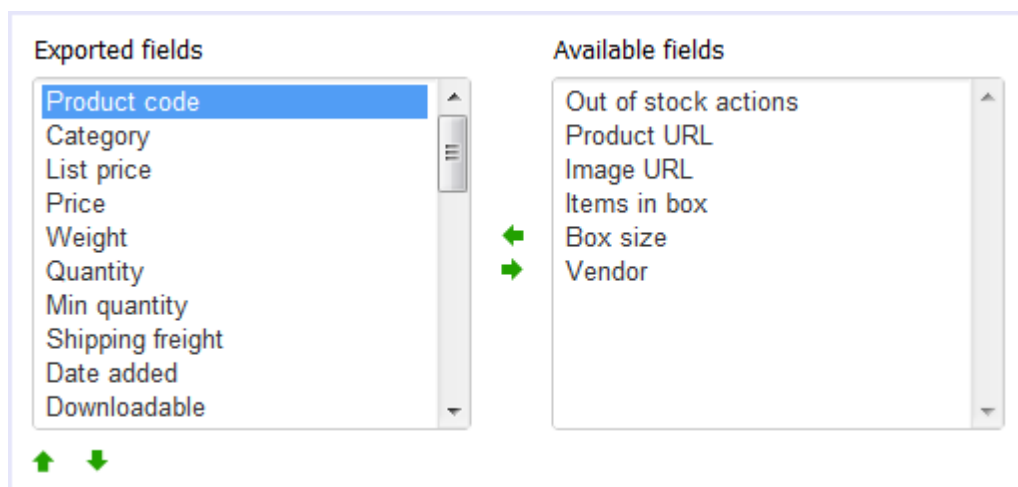
In order to move fields from one list to another, use the twin *horizontal* arrows between the lists. To re-arrange the items in the list of exported fields, use the twin *vertical* arrows below the list box. If necessary, you can save and then re-use a

particular layout of the exported fields.

Note: Highlighted fields in the **Exported fields** list are mandatory and thus cannot be removed from the list.

Below are listed all fields that can be included in an export file. The list is arranged in alphabetical order.

Important: This list describes all fields that can be exported from CS-Cart in the CSV format. However, the exported data must reflect a certain of information, and all these fields cannot be exported in a single CSV file therefore. To know which fields that can be exported at a time, please refer to the list of applicable fields inside the tab for exporting the particular data type.

- Activation key - Subscription activation key.
  - Amount - Number of items of a certain product combination.
  - --- User's billing info ---
  - Billing: address.
  - Billing: address (line 2).
  - Billing: city.
  - Billing: country - Two-letter country code as it appears in the first column of the **Manage countries** page (e.g., US).
  - Billing: first name.
  - Billing: last name.
  - Billing: state.
  - Billing: title.
  - Billing: zipcode.
  - --- End of user's billing info ---
  - Category – Path to the product category starting from the parent directory.
  - Code - ISO code of the state.
  - Combination - Description of the option combination. E.g., "Size: X-Large, Color: Black".
  - Combination code - Code of the option combination.
  - Company – Company name.
  - Confirmed - Flag to denote that the subscription has been confirmed.
  - Country code - ISO code of the country.
  - Coupons – Discount coupon number.
  - Date – Date when the order was placed.
  - Date added – Date when the product was added to the catalog.
  - Description – Product description.
  - Detailed image - Path to the file with a detailed product image.
  - Details – Administrator notes.
  - Discount – Order discount.
  - Downloadable – Flag to indicate a downloadable product.
  - E-mail – User's/subscriber's email address.

- Extra - Additional information about the order item.
- Fax – Fax number.
- Feature comparison - Flag to indicate a product that can be added to the comparison list.
- Features - Product features.
- Files - Path to files assigned to the downloadable product.
- Format - Mailing list receipt format: *HTML* or *Plain text*.
- First name – User's first name.
- Free shipping - Flag to indicate that a product is shipped free of charge.
- Image URL - URL of the product image.
- Inventory tracking - Flag to indicate a product's inventory tracking options.
- IP address – Customer's IP address.
- Item ID – Unique ID that is assigned to each product in the order. Item IDs are required to avoid conflicts in situations when an order contains two identical products with different options.
- Language - Two-letter language code.
- Last name – User's last name.
- List price – Product's market price.
- Localizations - Localizations for which the product is available.
- Login - User's login.
- Lower limit - Minimum number of product items to qualify for the corresponding wholesale price.
- Meta description - Product's meta-description.
- Meta keywords - Product's meta-keywords.
- Min quantity - Minimum product quantity.
- Name - Name of the language variable.
- Notes – Customer's notes of the order.
- Options - Product options.
- Order ID - Order identification number.
- Override exchange rate - Flag to indicate that global point exchange rate is overridden.
- Override points – Flag to indicate that the points that go together with the product must be recalculated.
- Page title - Title of the product page as it appears in a web browser.
- Pair type – Type of the product image.
- Password - User's password encrypted through the MD5 cryptographic hash function.
- Pay by points – Flag to indicate that the product can be paid for with points.
- Payment ID – Numerical ID of the payment method.
- Payment information – Payment details (encrypted).
- Payment surcharge – Amount of the surcharge on the payment.
- Percentage discount - Flag to denote percentage discount (*1* or *0*).
- Phone - Company's (the **Orders** tab) or user's (the **Users** tab) phone number.
- Price - Product price or the wholesale price (the **Qty discounts** tab).
- Product code – Product's SKU (stock-keeping unit) code.
- Product ID – Numerical ID of the product.

- Product name – Name of the product.
- Product URL - The URL of the product details page.
- Quantity – Number of ordered items or the current number of product items in stock.
- Search words - Product search words.
- Secondary categories – Additional categories to which the product is assigned.
- Ship downloadable – Flag to indicate that a shipping cost must be calculated for the downloadable products.
- Shipping – Shipping details in the native format.
- Shipping cost – Shipping charge for the order.
- Shipping freight – Product's shipping cost.

--- User's shipping info ---

- Shipping: address.
- Shipping: address (line 2).
- Shipping: city.
- Shipping: country - Two-letter country code as it appears in the first column of the **Manage countries** page.
- Shipping: first name.
- Shipping: last name.
- Shipping: state.
- Shipping: title.
- Shipping: zipcode.

--- End of user's shipping info ---

- Short description – Short product description.
- State - Name of the state.
- Status - Product status.
- Subtotal – Order subtotal.
- Supplier - Name of the product supplier according to the "Company" field.
- Tax exempt – Flag to indicate that taxes are exempt from the product cost.
- Taxes – List of taxes applicable to the product or the order's tax info in the native format.
- Thumbnail - Path to the file with the product thumbnail.
- Title – User's title.
- Total – Order total.
- Unsubscribe key - Subscription deactivation key.
- User group - User group that the discount is applied to.
- User ID – Numerical ID of the user.
- User type – Type of the user's account.
- Value - Value/content of the language variable.
- Web site – Company or user's web site.
- Weight - Product weight in the store's default unit.
- Zero price action - Flag to indicate the allowed action on the product if the product has zero price.

Export options

Below are listed all the available export options that may appear or not appear in a subsection (in alphabetical order).

- Category delimiter - Delimiter to separate child and parent categories.
- CSV delimiter - Delimiter to separate the exported values.
- Filename - Name of the exported file.
- Files directory - Directory where files for downloadable products are located. Used for files without a path specified.
- Images directory - Directory where images are located. Used for images without a path specified.
- Language - Language of the exported data.
- Output - Output type: *Direct download* - export file will be downloaded to you computer; *Screen* - file contents will be shown in the web browser; *Server* - file will be saved on the server where CS-Cart is installed. Whichever you choose, the export file will be available for further download from the list of exported files (**Administration** → **Export Data**, **Exported files** link).
- Features delimiter - Delimiter to separate multiple product features.
- Price decimal separator - Decimal separator for product prices.
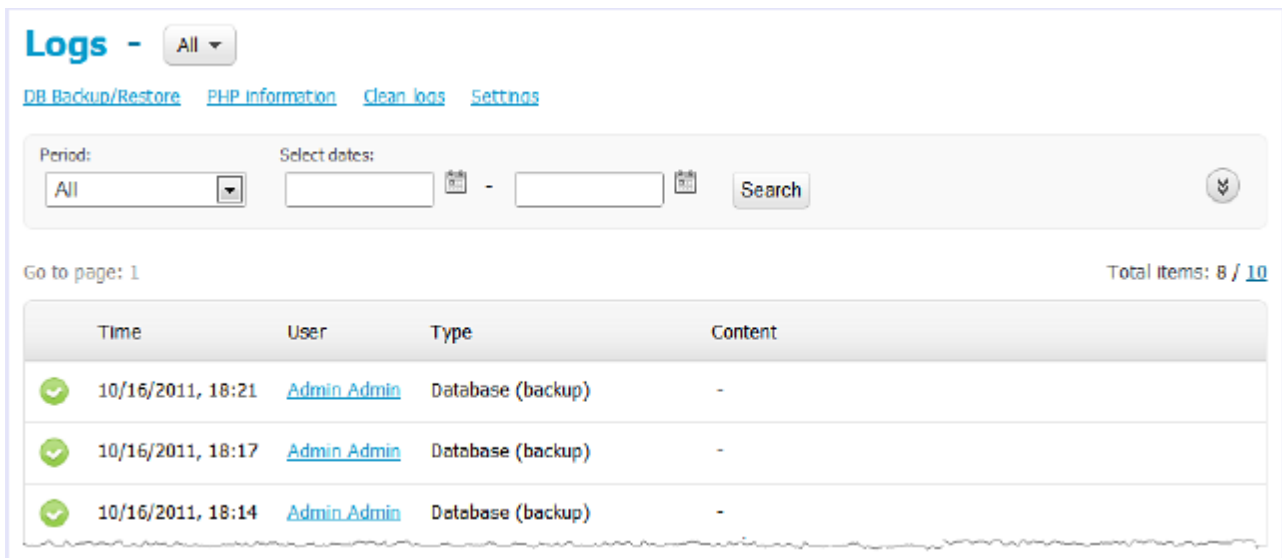
Also read in CS-Cart Knowledge Base:

- Product Export

8.9. Logs

This section contains all logs of the store. By default, you can filter logs against a period within which they were created.

To access more filtering criteria, expand the form by clicking ⚉. If you filter logs against a particular search pattern regularly, you will find it convenient to save the pattern and add it to the list of predefined patterns. Just set the search options, type the name of the pattern in the **Save this search as** input box and click the **Save** button. Once the search pattern is saved, it is displayed in the drop-down list box at the top.

The following information is given in the list of logs:

- Time – Date and time the event was logged;
- User – User who performed the action registered in the log;
- Type – What action was performed and what it is related to (categories, database, news, orders, products, requests or users);
- Content – Content of the log.

8.10. Upgrade center

Use this section to upgrade your CS-Cart installation to the latest version directly from the web interface. The upgrade center automatically receives information about available updates from our server and lists the applicable upgrade packages (see the picture below). Original files that are replaced during the upgrade get saved to the directory `<cscart_dir>var/upgrade/PACK_NAME`.

If some files cannot be upgraded due to access permission issues, you will be prompted to provide FTP access details to your server. This information is not sent to our servers.

Important: Before using the upgrade center, make sure you have your CS-Cart license number specified in **Settings → Upgrade Center**.

To start applying a pack, click the **Install** button corresponding to the pack. Then simply follow the instruction on the screen.

Finally you will see a notification that your store has been successfully upgraded.

Click the **Upgrade center** button to return to upgrade center.

To see a list of changes, click on the **Installed Upgrades** link. If there are files containing custom code, click the **changes** link to see the difference between the files. For non-critical modifications you can just click on the **mark as resolved** link to apply the changes. Otherwise, edit the corresponding file(s) manually and apply your changes.

8.11. Languages

This section provides the facilities to control the set of languages that are available in your store as well as editing and translating the text of language variables appearing both on the storefront and in the Administration panel.

Translations tab (list of language variables for the selected language):

- Language variable - Name of the language variable as it is used in template (*.tpl) files.
- Value - Value of the language variable as it appears on the storefront or in the Administration panel.

8.12. Design mode

This section provides facilities for translating the store interface (both the storefront and the Administration panel) and editing the current skin templates (the storefront only).

Translating the interface

Enabling the translation mode allows you to translate the necessary interface elements on the fly. Switch to the translation mode by clicking **Enable Translation Mode**. Now all the editable interface elements are highlighted in green. You can continue navigating through the interface just if you were using the regular mode.

To translate an element, which is literally to change the value of the corresponding language variable, hover the mouse pointer over the element and click the book icon () on the left. Then change the text of the element that appears in an editable text box. Save the changes.

Once you have finished translating the interface, navigate back to this section and click **Disable Translation Mode** to restore the regular mode.

Customization of the skin templates

When using the customization mode, you can edit the storefront templates on the fly.

Note: When you edit the templates, you are supposed to be familiar with the [PHP Smarty](#) template engine. Also consult the help pages at [docs.cs-cart.com](#) to learn the basics of the CS-Cart architecture.

To start editing the templates, switch to the customization mode by clicking the **Enable Customization Mode** button. Then click on the **View storefront in customization mode** link to move to the storefront. Editable templates now have an edit icon () assigned to them. Hover the mouse point over the necessary icon to highlight the corresponding template or group of related templates, then click the name of the template you want to edit. The template's source code will appear in the template editor (see the image below).

Edit the template and save your changes. To restore the original template, use the **Restore from the repository** button.

Once you have finished editing the templates, navigate back to this section and click the **Disable Customization Mode** button to restore the regular mode.
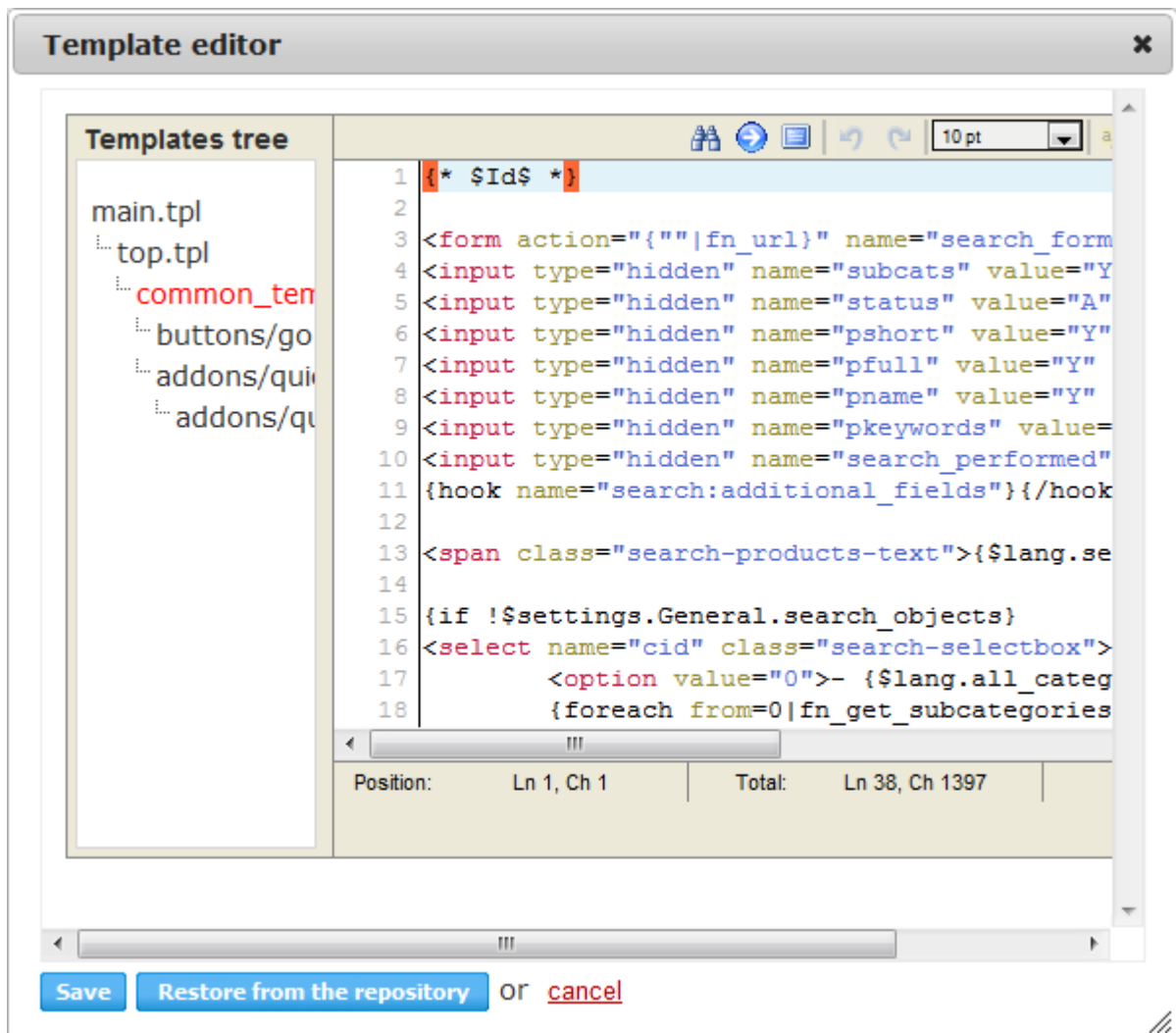
Also read in CS-Cart Knowledge Base:

- [Translating CS-Cart](#)

9. Settings

Use this section to configure the settings of your store. For convenience, settings are arranged into groups. To switch between the groups, use the toggle on the left.
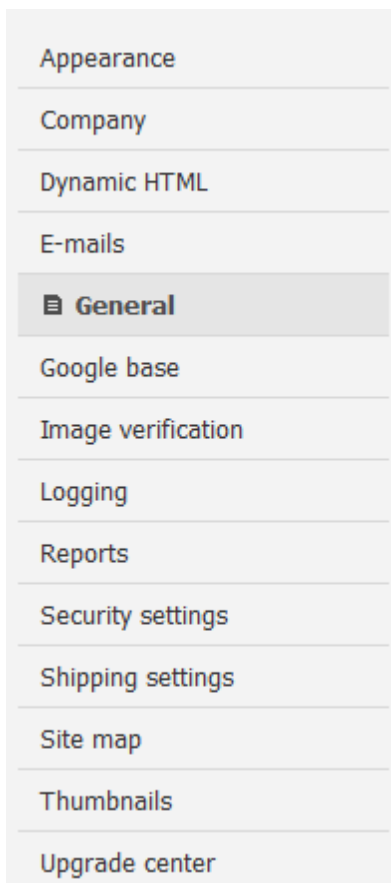
9.1. Appearance

In this section, you can adjust some parameters that affect general appearance and behavior of your store (both the storefront and Administration panel). These parameters are common for all storefront skins and themes.

Administrator settings

Note: The following parameters apply to the appearance of the Administration panel only.

- Administration panel default language - Language in which all text variables are displayed.
- Orders per page - Number of orders displayed per page.
- Products per page - Number of products displayed per page .
- CMS pages per page - Number of content pages displayed per page.
- Display quick menu - If selected, the floating quick menu is displayed in the administration panel.

- Default WYSIWYG editor - Select one of the supported WYSIWYG editors, or select not to use any at all.
- Elements per page - Number of other items displayed per page.

Customer settings

Note: The following parameters apply to the appearance of the customer storefront only.

- Customer area default language - Language in which all text variables are displayed.
- Orders per page - Number of orders displayed per page.
- Products per page - Number of products displayed per page.
- Elements per page - Number of other items displayed per page..
- Number of columns in the product list - Number of columns that is used to arrange products on a product list page. Note, this option applies to the Grid layout only.
- Product list default sorting - Default order in which products are sorted on a products list page: Name - by name in alphabetical order, Price - from lowest to highest product price, Popularity - by product rating (highest to lowest), Bestsellers - by the number of sold items (highest to lowest).
- Estimate taxes using default address on cart/checkout pages - If selected, customers whose addresses are not registered in the database will see taxes calculated according to the default address.
- Display prices with taxes on category/product pages if the method of calculating taxes is based on a unit's price - If selected, product will be displayed on product and category pages having taxes included in the product price.
- Display prices with taxes on cart/checkout pages if the method of calculating taxes is based on a unit's price - If selected, product will be displayed on the cart and checkout pages having taxes included in the product price.
- Display In stock as a field - If selected, products will be displayed with the exact number of available items. Otherwise, product will be marked as simply being in stock.
- Use "Value changer" for the Quantity field - If selected, the ordinary quantity field in the product list and on the product details page is supplemented with a widget to increase/decrease the product quantity.
- Display mini thumbnail images as a gallery - If selected, multiple product thumbnails are displayed as a small gallery.
- Display the "Pagination section" on the top of the listed object - If selected, the pagination bar appears both on the top and at the bottom of a product list.
- Default image previewer - Select one of the available tools for displaying images and image galleries.
- Product detailed page layout - Choose a template for the default product details page layout. If necessary, the layout can be set up separately for every product details page or a category of products.
- Display product details in tabs - If selected, product details (description, features and so on) are arranged in multiple tabs.

  Tip: To manage product tabs, use section **Design → Product tabs**.

- Display track my orders section - If selected, the My Account section has a special form where a customers can enter an order ID in order to quickly access the order details.

Product list layouts settings

- Default layouts for products list - Available templates to arrange products on a product list. The default templates can be expanded with custom templates, which must be placed to the directory `<store_dir>/skins/ [ACTIVE_SKIN]/customer/views/categories/custom_templates`.

- Product list default layout - Default layout to display categories that have no specific layout defined.

- Use the selected layout for current category or search page only - If selected, customers are allowed to change the layout of the category or product list page that they are browsing at the moment. And moving to another category or product list page will restore the default layout. When this option is disabled, a customer can select to use a different layout, and the selected layout will apply to all category and product list pages that the customer visits during one session.

Common settings

The following settings apply both to the storefront and the Administration panel:

- Date format.

- Time format.

- Time zone.

- Calendar date format.

- Calendar week starts from.

- Unsaved changes warning - If selected, administrators are warned of unsaved changes before they leave the page.

- Show menu description - If selected, drop-down menus in the administration panel have a short description of each item.

- Notice displaying time - Number of seconds to display pop-up notices that follow an event like changing a status of an item in the Administration panel, or adding a product to the cart.

9.2. Company

Use this section to specify your company details and contact information.

- Company name - Name of your store. The value that you enter here is included in the copyright notes and invoices.

The following parameters are used to specify the geographical location of your business and your contact info. These details are also mentioned in invoices.

- Company address;

- Company city;

- Company country;

- Company state;

- Company zip code;

- Company phone;

- Company phone 2;
- Company fax;
- Company website.
- **Year when the store started its operation** - The year since your company has been in business. This value is used in copyright notes.
- **User department e-mail address** - Email address to receive notifications about newly created, modified and deleted user profiles.

> **Tip:** To receive notifications about newly registered customer accounts, make sure to enable **Administrator must activate new user accounts** in **Settings** → **General**.

- **Site administrator e-mail address** - Email address to receive notifications about any technical issues.
- **Order department e-mail address** - Email address to receive notifications about placed orders and changed order statuses.
- **Help/Support department e-mail address** - Email address to receive messages submitted through the Contact Us form.
- **Reply-To newsletter e-mail address** - Email address to include in newsletters as a reply-to address.

9.3. Dynamic HTML

In this section, you can set up to which extent JavaScript will be used to generate dynamic HTML content on the storefront and in the Administration panel.

> **Note:** The following parameters apply to the customer storefront only.

- **AJAX-based "Add to cart" button** - If selected, products are added to the cart dynamically without reloading the whole page.
- **AJAX-based "Add to compare list" button** - If selected, products are added to the comparison list dynamically without reloading the whole page.
- **AJAX-based pagination** - If selected, customers can navigate between multiple pages of a single product or category list without having the whole page reloaded.

9.4. E-mails

Settings in this section define the way CS-Cart will send email messages and notifications.
The three available options are:
- Via an external SMTP server;
- Via the PHP mail() function;

- Via Sendmail (a popular email routing facility).

If you want to use an external *SMTP server*, specify connection details. If you want to use Sendmail, specify the absolute path to the executable file. If you choose to use the PHP mail() function, emails will be sent directly from the script.

9.5. General

Settings and preferences in this section control a great number of parameters that affect different aspects of your store.

- Enable secure connection at checkout - If enabled, checkout pages work through the HTTPS protocol. This option requires an SSL certificate to be installed on your server.
- Enable secure connection in the administration panel - If enabled, the Administration panel works through the HTTPS protocol. This option requires an SSL certificate to be installed on your server.
- Enable secure connection for authentication, profile and orders pages - If enabled, login and profile registration/update pages on the customer storefront work through the HTTPS protocol. This option requires an SSL certificate to be installed on your server.
- Keep HTTPS connection once a secure page is visited - If selected, visitors continue browsing through the HTTPS protocol after they visit a secure page for the first time.
- Template debugging console - If selected, the Smarty debug console, a JavaScript pop-up window, appears on the customer storefront and the Administration panel when you log in with your administrator account. The console shows the hierarchy of templates that were used to build the current page. It is helpful to use the console when you customize the look and feel of your store.

Smarty Debug Console

included templates & config files (load time in seconds)

index.tpl *(0.32031) (total)*
  top.tpl *(0.09947)*
    top_quick_links.tpl *(0.00998)*
      buttons/sign_out.tpl *(0.00602)*
        main.tpl *(0.14072)*
          common_templates/quick_menu.tpl *(0.01519)*
            views/settings/manage.tpl *(0.10969)*
              common_templates/subheader.tpl *(0.00292)*
                common_templates/subheader.tpl *(0.00267)*
                  common_templates/subheader.tpl *(0.00271)*
                    common_templates/subheader.tpl *(0.00285)*
                      buttons/save.tpl *(0.00548)*
                        common_templates/mainbox.tpl *(0.00767)*
                          bottom.tpl *(0.02204)*

assigned template variables

{$SESS_ID}	"1f636341b285f464d53417b22b7b1251"
{$_REQUEST}	Array (2) dispatch => "settings.manage" section_id => "Appearance"
{$action}	""

{$addons}	Array (43)
	myob => Array (3)
	  sales_account => ""
	  status => "A"
	  priority => "1"
	live_help => Array (8)
	  lh_show_status_image => "Y"
	  lh_show_operators_num => "Y"
	  lh_allow_start_chat => "Y"
	  lh_allow_leave_message => "Y"
	  lh_visitor_data_keeping_time => "10"
	  lh_file_keeping_time => "3"
	  status => "A"
	  priority => "1"

- **Alternative currency display format** - This option controls whether product prices are shown in one currency (selected by the customer) or two currencies (default store currency and the currency selected by the customer).

- **Weight symbol** - Symbol of the unit of weight that you use in your store (e.g., lb, kg, etc.).

- **Grams in the unit of weight defined by the weight symbol** - Number of grams in the unit of weight that you use in your store.

- **Access key to temporarily closed store** - Key to access the storefront when the store is temporarily closed for maintenance. For example, with the key = 123456, the closed store can be accessed through the following URL only: `http://www.example.com/index.php?store_access_key=123456`.

- **Initial order ID value** - Integer number to open the order ID numbering. The value you enter here will be used as the ID of the next order placed in your store. With every new order, its ID will increase by 1. The value of this field cannot be less than any order ID number that is already in the database.

- **Tax calculation method based on** - Select whether taxes should apply to individual products in the order (*Unit price*) or the order subtotal, which also considers all discounts (*Subtotal*).

Here is a complex example of how taxes are calculated if the tax calculation method is based on the order subtotal.

Provided the order contains three products:

Product A - $100 x 2   (tax1 = 10%)

Product B - $50 x 3   (tax2 = 5%)

Product C - $70 x 4   (tax1 + tax2 = 10% + 5%)

Order total = $630

Order discount = $60

Step 1: Calculating the discounted subtotal

630 - 60 = 570

Step 2: Allocating the discount by the tax group subtotal

$570 / $630 = $0.904762

tax1 subtotal = (($100 * 2) + ($70 * 4)) * $0.904762 = $434.29

tax2 subtotal = (($50 * 3) + ($70 * 4)) * $0.904762 = $389.05

Step 3: Calculating taxes

tax1 (10%) = $434.29 * 0.1 = $43.43

tax2 (5%) = $389.05 * 0.05 = $19.45

Step 4: Calculating the total (discounted subtotal + taxes)

570 + 43.43 + 19.45 = $632.88

- Help us improve CS-Cart - Select whether snapshots of your store should be sent to the development team automatically by CS-Cart or manually by the store administrator. Snapshots include no personal data, but they only reflect the current condition of the store: its settings and configuration, the modules that you use, etc. This information allows the development team to learn what CS-Cart features and options are used most intensively, and adjust the development processes accordingly.

Default location

The values you enter here are automatically considered as the geographic location of all unregistered store visitors.

You can define the following details:

- Default address;
- Default zipcode;
- Default city;
- Default country;
- Default state;

- Default phone.

Catalog

- **Enable inventory tracking** - If enabled, the system automatically updates the product inventory every time products are ordered or returned.

- **Allow negative amount in inventory** - If enabled, customers can order products that are out of stock.

- **Download key TTL** - Number of hours after a download link for a downloadable product was sent to a customer, during which the customer can download the product. After that the link expires and becomes invalid.

- **Low stock notification threshold** - Minimum number of product items in stock that the order department must be warned about when this quantity is reached.

- **Show products from subcategories of the selected category** - If selected, products from subcategories are displayed on the parent category page.

- **Display modifiers for product options** - If selected, product option and variant selectors reveal how choosing a particular variant/option will change the original product price (if at all).

- **Show out of stock products** - If selected, products are displayed on the storefront even if they are out of stock.

- **Count product options when quantity discounts are calculated** - This option controls how CS-Cart counts the number of product items in order to apply a quantity discount. If selected, product options and option combinations are regarded as a separate product. Otherwise, CS-Cartproduct options and totally disregarded, and CS-Cart simply counts the number of ordered items.

  For example, a customer buys a $10 t-shirt that two color options - red and blue. The quantity discount rule for the t-shirt is to sell each item at $8 if there are 5 or more t-shirts in the order.

  When this option is selected, a customer needs to order 5 red or 5 blue t-shirt to qualify for the quantity discount.

  When this option is cleared, a customer can order 2 blue and 3 red t-shirt to get the discount as 2 plus 3 gives 5 in total.

Promotions

- **Allow customers to use single discount coupon only** - If selected, customers can apply only one discount coupon per order.

Users/cart

- **Allow users to create multiple profiles for one account** - If selected, users are allowed to specify multiple shipping and billing addresses for a single account. This may be useful when a user needs separate profiles for personal and business use, for example.

- **Define minimum order amount by** - Choose whether the minimum order amount should include the shipping cost (*Products with shipping*) or be a bare cost of products in the order (*Products*).

- **Minimum order amount** - Minimum amount of order subtotal required to place an order.

- **Allow shopping for unlogged customers** - If selected, store visitors can add products to their carts even if they are not logged in.

- **Disable anonymous checkout** - When selected, only registered customers are allowed to place orders in your store.

- Redirect customer to the cart contents page if non-AJAX addition to a cart is used - If selected, customers are redirected to their carts after adding a product to the cart if dynamic AJAX-based adding is disabled.
- When the customer clicks on any Checkout button/link in the store, redirect to the Cart content page first - If selected, a customer is redirected to the cart after clicking the Checkout button. Otherwise, the customer goes directly to the checkout page.
- Administrator must activate new user accounts - If selected, newly created customer accounts are inactive until the store administrator activates them manually.
- Profile address section order - Choose which customer address should go first on the checkout page: billing address or shipping address.
- User e-mail is used as login - If selected, user email addresses can be used instead of regular usernames to log in to the storefront and Administration panel.
- Ask customers to agree with terms & conditions during checkout - If selected, customers are asked to accept your store's terms and conditions at checkout.
- Allow customers to pay order again if transaction was declined - If selected, customers are allowed to carry out the same transaction if it previously failed.
- Checkout style - Select the behavior of the checkout pages: *One-page checkout* - checkout is represented on a single page; *One-page checkout with cart contents* - checkout is represented a single page that also includes an editable list of products in the cart; *Multi-page checkout* - checkout is represented as a four-step wizard.
- Estimate shipping cost on cart page - If selected, a form for estimating shipping cost is displayed on the cart page.
- Allow guest to create an account after successful order - If selected, at guest checkout, the buyer is offered to register an account if the order was placed successfully.

Proxy server for outgoing connections

If your store works under a proxy-server, specify your connection details here.

- Proxy host - Name of the proxy server (e.g., example.com).
- Proxy port - Proxy server port number (e.g., 8080).
- Proxy user - Username to connect to the proxy server.
- Proxy password - Password to connect to the proxy server.

Search options

- Search also in - If selected, the search is additionally conducted in Pages and/or Site News.

9.6. Google Base

With CS-Cart, you can automatically submit your product feeds to Google Base so that your products can be easily found via Google Product Search.

To start submitting automatic product feeds to Google, specify the following parameters:

- Google host - `uploads.google.com` by default;
- Google login - Your login to access the FTP server of Google Base;
- Google password - Your password to access the FTP server of Google Base.

Tip: To make this available, PHP on your server must be configured with `--enable-ftp` key switched on. If you are not sure if this parameter is enabled, please contact your server administrator for help.

9.7. Image verification

Image verification is used to ensure that forms in your store are completed by humans, not automated systems. This allows you to avoid lots of spam and fake user accounts. You can adjust parameters of verification images as well as specify when image verification is required.

- Image width – Width of a verification image.
- Image height – Height of a verification image.
- String length – Number of characters in an image.
- Number of grid lines - Number of grid lines in an image.
- Grid color – Color of grid lines in an image (hexadecimal code).
- Minimal font size – Minimum font size of characters in an image.
- Maximal font size – Maximum font size of characters in an image.
- String type – Type of characters to appear in a string (digits, letters or both).
- Character shadows – If selected, characters are displayed with shadows.
- Color – If selected, characters are displayed in color.
- Path to background image – Image that is used as a background for a verification image. This field must contain a relative path to the graphic file with the image.
- Do not use verification if user is logged in – If selected, customers who have logged in to the store are not asked to verify images.
- Do not use verification after first valid answer – If selected, store visitors are not asked to verify images after they have verified the first image.

Use for

Here you should specify forms for which image verification is required.

- Login form.
- Register form.
- Custom forms.
- Send to friend form.
- Comments and reviews forms.
- Checkout (user information) form.
- Polls.
- Track my order form.

9.8. Logging

In this section, you can specify what kind of events must be registered in the system logs. Log files are kept in the directory `<cscart_dir>/var/log`. Since log files can gradually grow larger, it is recommended that you clean the directory from time to time. Or you can view and clean up the logs in **Administration** → **Logs**.

- Requests – Select to track and record all HTTP and HTTPS requests.
- Users – Select to track and record events related to user activity.
- Products – Select to track and record events concerning products in the catalog.
- Orders – Select to track and record events concerning orders.
- Database – Select to track and record events concerning your store database.
- Categories – Select to track and record events concerning product categories.

9.9. Reports

Use this section to specify the format of time intervals displayed in report charts.

9.10. Security settings

Use this section to adjust security settings for accessing the administration panel.

- Minimum administrator password length - Minimum number of characters that in an administrator password.
- Administrator password must contain both letters and numbers - If selected, the system demands that an administrator password contain both letters and numerals. This improves password strength and thus makes it more effective in resisting guessing and brute-force attacks.
- Force administrators to change password on the first login - If selected, store administrators are demanded to change their passwords once they have logged in to the administration panel for the first time.
- Password validity period in days - Days before an administrator password expires and the user is demanded to change the password. Set the value of this field to 0 (zero) so that passwords never expire.
- Cron password - Key to access the cron script that reminds the store administrator to change the password. To activate the script, open in your web browser `http://www.example.com/admin.php?dispatch=profiles.password_reminder&cron_password=access_key` replacing the `access_key` part with the key you enter in this field.

9.11. Shipping settings

Use this section to enable/disable automatic shipping rate calculation in your store as well as activating real-time shipping rate estimation for the integrated shipping services: Australia Post, Canada Post, DHL, FedEx, Swiss Post,

UPS and USPS.

When real-time shipping rate estimation is enabled, your store sends the necessary information (e.g., destination address, order weight, etc.) to the server of a particular shipping carrier and receives the relevant shipping cost at the moment when the buyer places an order. As a result, there is no need of manual setup and maintenance of rates and locations. Nevertheless, you are still able to add a surcharge when configuring a particular service to cover auxiliary costs like wrapping, insurance, etc.

In addition to the above-mentioned shipping services, CS-Cart is integrated with InterShipper, the service that can estimate shipping rates for UPS, USPS, FedEx and DHL/Airborne.

Particular shipping services are configured in **Shipping & Taxes** → **Shipping Methods**.

> **Tip**: In order to start using real-time shipping rate estimation, you need to register an account with the respective shipping carrier. For details, please refer to the website of a particular carrier. The same rule applies to using InterShipper.

9.12. Site Map

Use this section to adjust the details of the sitemap that is automatically generated for your web store.

- Show the 'Categories' section - If selected, the sitemap includes links to root categories and every subcategory.
- Show only root level categories links in the 'Categories' section - If selected, the sitemap includes links to root categories only.
- Show the 'Site info' section - If selected, the sitemap includes links to pages from the Information section.

9.13. Thumbnails

Use this section to specify parameters and properties of automatic thumbnail creation.

- Thumbnail background color - Background color of a thumbnail in hexadecimal HTML color code.
- Thumbnail format - Format of a resized thumbnail. You can choose to keep the original format or convert it to GIF, JPEG or PNG.
- JPEG format quality - Quality of resized JPEG images starting from 100%, which is hard to distinguish from the uncompressed original but that takes most storage space, down to 10% showing serious image degradation. It is recommended that you not compress that aggressively and use the quality of no less than 60%. In most cases, the optimum quality level is 80%.
- Product list (category, search, etc.) thumbnail width - Width of a resized product thumbnail in the product list.
- Product list (category, search, etc.) thumbnail height - Height of a resized product thumbnail in the product list..
- Product details page thumbnail width - Width of a resized product thumbnail on the product details page.

- Product details page thumbnail height - Height of a resized product thumbnail on the product details page.
- Detailed product image width - Width of a detailed product image on the product details page.
- Detailed product image height - Height of a detailed product image on the product details page.
- Product cart page thumbnail width - Width of the resized product thumbnail on the cart contents page.
- Product cart page thumbnail height - Height of the resized product thumbnail on the cart contents page.
- Categories list thumbnail width - Width of a resized category thumbnail in the category list.
- Categories list thumbnail height - Height of a resized category thumbnail in the category list.
- Category details page thumbnail width - Width of a resized category thumbnail on the category details page.
- Category details page thumbnail height - Height of a resized category thumbnail on the category details page.
- Detailed category image width - Width of a detailed category image on the category details page.
- Detailed category image height - Height of a detailed category image on the category details page.

9.14. Upgrade center

Use this section to adjust the settings of the CS-Cart upgrade center available in **Administration → Upgrade center**.

- License number - Your CS-Cart license number.
- Updates server - Server from which the store receives the updates (`http://updates.cs-cart.com/` by default).
- Hostname - Name of your FTP server.
- Username - FTP account username.
- Password - Password for the FTP account username.
- Directory - Directory where CS-Cart files are located.

Note: FTP access details are required to adjust file permissions if there are access permission issues during the upgrade.

10. Design

This section of the administration panel assembles control elements and facilities to manage and customize the storefront appearance. Here you can arrange the layout of different types of pages, edit the templates that constitute the interface, easily change the store logos, apply a different skin, define product tabs, etc.

Note: Once you have made any changes to the storefront appearance, make sure that everything displays correctly. If it does not, try to adjust the components that you have edited, or revert to the original appearance.

10.1. Logos

Use this section to define the set of the store logos that are shown on the customer area and in the store invoices. Logo images can be uploaded from a local computer of the server file system. Alternatively, you can specify the URL to a remote location where the image is physically located. An alternative text describes the image and is shown when the image is missing or cannot be displayed. It is good practice to have an alternative text associated with the image as an additional SEO-wise opportunity.

10.2. Block manager

CS-Cart Block Manager enables you to manage and customize the layout of storefront pages.

The storefront is built by the use of the framework where pages are assembled out of blocks nested inside containers. Such a block conveys a certain piece of information like a logo, mini cart, product details, breadcrumbs, search form, navigation menu, etc.

You can add, edit, remove or simply move blocks around a page to organize the new look and feel.

The following sketch presents the storefront structure and illustrates how a page may be composed.

Child container

Container to include a block or multiple blocks with information. Child containers lay over a column grid as well.
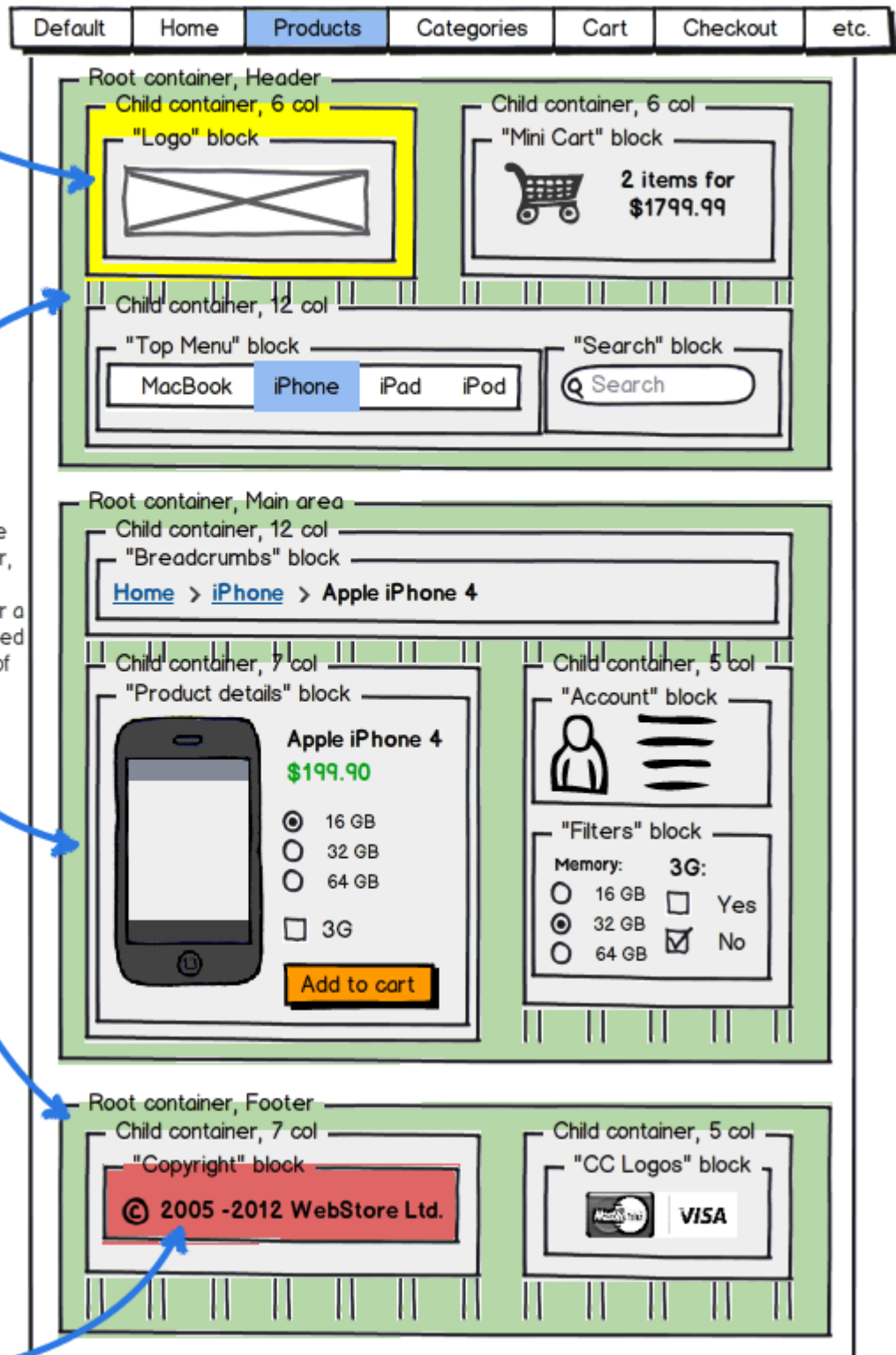
Location

Represents a group of typical pages (e.g., detailed product pages) or a particular page like the checkout page.

| Default | Home | Products | Categories | Cart | Checkout | etc. |

Root container, Header

Child container, 6 col

"Logo" block

Child container, 6 col

"Mini Cart" block

2 items for $1799.99

Child container, 12 col

"Top Menu" block

MacBook   iPhone   iPad   iPod

"Search" block

Search

Root containers

Containers that form the basic framework: header, footer and main content area. Containers lay over a 12 or 16-column grid based on the total page width of 960 pixels.

Root container, Main area

Child container, 12 col

"Breadcrumbs" block

Home > iPhone > Apple iPhone 4

Child container, 7 col

"Product details" block

Apple iPhone 4
$199.90

- 16 GB
- 32 GB
- 64 GB

☐ 3G

Add to cart

Child container, 5 col

"Account" block

"Filters" block

Memory: 3G:

- 16 GB   ☐ Yes
- 32 GB   ☑ No
- 64 GB

Root container, Footer

Child container, 7 col

"Copyright" block

© 2005 -2012 WebStore Ltd.

Child container, 5 col

"CC Logos" block

VISA

Block

Independent box that conveys a certain piece of information. Blocks basically represent page elements.

10.2.1. Locations

A location can represent either a certain type of the storefront pages (for example, detailed product pages, category pages, etc.) or a specific storefront page (for example, checkout page, cart page, etc). By changing the layout of a specific location, you automatically change all storefront pages that this location represents.

Although a location cannot represent a specific page that belongs to a particular page type, you can configure individual blocks to appear on specific pages only. This feature makes it possible to create a unique look and feel for individual storefront pages. For more details, please refer to Design > Block Manager > Blocks.

> **Tip:** To associate a location with a specific page or page type, use the **Dispatch** option on the location attributes form.

Default location

A storefront must have a default location assigned. This property is assigned to a location by selecting the **Default** check box on the location attributes form.

The default location defines the storefront header and footer that are inherited by the other pages. Also, the layout of the default location is used by the storefront paged that do not have a separate location defined.

The location with the default property cannot be removed until you re-assign a new default location.

10.2.1.1. Actions on locations

Locations are not hard-coded or anyhow limited. You can have as many locations as you need. However, the default set of locations is generally enough.

When you need to perform an action on the locations, go to the block manager page (**Design** → **Blocks**).

General actions

Adding a location

To add a location, click **+ Add Location**. A popup window with location properties opens. Specify the new location's properties and save the changes.

Removing a location

To remove a location, select the location and click the 🗑 icon on the tab. This irrevocably removes the location and its layout.

Editing location properties

To change a location's properties, select the location and click the 🖽 icon on the tab. A special form with the location attributes opens. Edit the location properties, then click **Save** to apply the changes and close the form.

Exporting/importing locations

Storefront locations can be imported and exported in an XML file. This feature becomes useful when you need to clone the layout among several storefront. It is also recommended that you export location before making any changes to the storefront layout. In case of emergency, you will be able to restore the original layout by importing the locations.

Exporting locations

To export locations:

1. Click **+ Export Locations**. This opens the export settings form.

2. Select the locations to be exported.

3. Choose the other export settings:

   ▪ Clean up locations on import - If selected, original locations will be replaced with the location in the export file during an import operation. Otherwise, location will be added to the original location upon an import operation.

   ▪ Output - Output type: *Direct download* - export file will be downloaded to you computer; *Server* - file will be saved on the server where CS-Cart is installed.

   ▪ File name - Name of the export file. By default, it is `layouts_<TIMESTAMP>.xml`.

4. Click **Export**.

Importing locations

To import locations:

1. Click **+ Import Locations**. This opens the form for selecting the import file.

2. Choose the import file or enter the file's URL.

3. Click **Import**.

10.2.1.2. Location properties

To edit location attributes, select a location in **Design** → **Blocks** and click the ▦ icon on the tab. This opens a special form with the location attributes. Once you have finished, click **Save** to apply the changes and close the form.

A location has the following attributes:

▪ Dispatch - Choose a specific page or page type that the location will be associated with. Or select "*Custom*" to manually define the parameter 's value manually. The "dispatch" parameter has the following format: `[controller_name].[mode_name]`, where `[controller_name]` – is the name of the controller, and `[mode_name]` – is the mode in which the controller works. This value is added to `index.php?dispatch=` part of the page and points to a specific location. For example, `index.php?dispatch=checkout.cart` points to the cart contents page while `index.php?dispatch=checkout.checkout` points to the checkout page.

▪ Name - Name of the location as it appears in the block manager.

SEO attributes

Along to adjusting the layout, you can define SEO attributes of a particular location. These attributes will be automatically assigned to all pages of this type.

▪ Page title - Title of the page as it appears in the title bar of a browser.

▪ META description - Contents of the HTML meta tag describing the page.

▪ META keywords - Contents of the HTML tag containing a list of search keywords for the page.

10.2.2. Framework

Root containers

As illustrated in Design > Block Manager, the basic storefront framework consists of three horizontal containers referred to as *root containers*. This basic frame is the same for all locations. Root containers cannot be added or removed. Moreover, the header and footer containers of the default location are inherited by other locations. This means that the changes that you make to these two areas automatically apply to all locations.

Each root container is associate with a particular area of the storefront page - header, main content area or footer. However, root containers themselves do not generate the corresponding parts of the storefront pages. In fact, they only accommodate and form boundaries for multiple smaller containers referred to as *child containers.*

Note: Although a root container may consist of zero child containers, you are supposed to include at least one.

Child containers

Child containers ensure a more detailed and sophisticated layout of the storefront paged. Multiple child containers with certain sizes, positions and styles can be nested inside a root container or inside other child containers. And each such container may include one or more blocks - boxed with information of certain type.

Both the root and child containers are fixed to the storefront grid system used in CS-Cart.

To create a child container:

1. Click ➕ on the container that will be the parent on the new container, then select **Add Grid**.

   The software opens a form with the new container's attributes.

2. Specify the new container's attributes.

3. Click **Save** when finished.

10.2.2.1. Grid system

Under the hood, the CS-Cart storefront is built around the 960 Grid System (http://960.gs/). It provides commonly used dimensions for the storefront elements based on the total page width of 960 pixels. There are two variants - 12 or 16 columns. They can be used separately or in tandem.

The 12- and 16-column grids consist of 60- and 40-pixel columns, respectively. Each column has a 10 pixel margin on both the left and right sides. This creates 20 pixel gutters between the columns. Have a look at the demo scheme at http://960.gs/demo.html to see how the elements are placed on the grid.

In CS-Cart, the root containers always occupy the full page length, i.e. all columns in the grid. The number of columns is defined through the container settings. It determines the possible dimensions of child containers. Their length cannot exceed the number of columns in the grid.

Also read in CS-Cart Knowledge Base:

▪ Full- and Custom-width Layouting with 960.gs

10.2.2.2. Container properties

When you create or edit a containers, you can define the following attributes:

- Width - Number of columns used in the container. For child containers, this number cannot exceed the the length of the root container.
- Alignment (child containers only) - Container's position inside the root (or parent) container: *Right Side*, *Left Side* or *Full Length*.
- Prefix - Number of non-occupied buffer columns left to the container.
- Suffix - Number of non-occupied buffer columns right to the container.
- User-defined CSS class - Custom CSS class used by the container.

10.2.3. Blocks

While containers form the storefront structure, blocks basically populate this structure with contents and function elements. It is convenient to regard blocks an separate boxes which represent a particular storefront component. This can be a search form, currency or language selector, top menu, product filter, banner, list of products, text, HTML insertion, etc. Just everything what can appear on the storefront is created by using blocks.

Blocks differ from each other in the type of data they represent. However, blocks with the same data type can have different filling, appearance and configuration. Moreover, certain blocks may be assigned to specific items/pages only. This makes blocks a highly powerful and flexible tool for building custom storefronts and creating individual pages out of a typical framework.

CS-Cart already offers a number of pre-defined blocks. Use them to quickly add the most popular and common storefront components. In addition, you can create custom blocks based on the available templates.

Actions on blocks

By using the block manager, you can re-arrange blocks in the frame, add and remove blocks, edit block properties, activate and disable blocks, assign blocks to specific items/pages.

When you need to perform an action on the blocks, go to **Design** → **Blocks** and select the location where the necessary block appears or should appear.

Tip: For blocks that refer to the footer or header container, make sure to select the [default location](#).

Moving blocks

To move a block to a different position inside the frame:

- Drag-n-drop the block to the required position.

Tip: Remember that blocks must be nested inside a child container.

Adding blocks

When adding a block, you can use one of the following options:

- Add a pre-defined block.
- Create and add a custom block with a specific configuration.

To add an existing block:

1. Click ✚ on the container where the block should be placed and select **Add Block**.

2. Select **Use Existing Block**.

3. Choose a block from the list and click its icon.

The block will appear among the other objects in the frame.

To create and add a new block:

1. Click ✚ on the container where the block should be placed and select **Add Block**.

2. Select **Create New Block**.

3. Choose a block type and click its icon. This opens a window with the new block configuration.

4. Set up the block's parameters.

5. Click **Create** when finished.

The block will appear among the other objects in the frame. Also, it will be added to the list of the existing blocks.

Tip: Block types and properties are described in the "Block types and properties" topic later in this the guide.

Editing blocks

To edit a block:

1. Move the cursor over the block and click ✿. This opens the block's configuration form.

2. Edit the block's parameters.

3. Click **Save** to apply the changes.

Tip: Block types and properties are described in the "Block types and properties" topic later in this the guide.

Deleting blocks

To remove a block from the frame

- Move the cursor over the block and click 🗑.
- When prompted, confirm the action.

Assigning blocks

If a location represents a group of pages (for example, detailed product pages on the storefront), blocks are automatically assigned to all items in the group.

However, you can hide a block individually for an item (product, category, page, etc.), if you want to hide the block on the corresponding storefront page. Similarly, you can force a block to appear on a particular storefront page if the block is deactivated in the location's settings.

To hide/show a block on an item's storefront page:

1. Open the item's detailed page in the administration panel.

2. Shift to the **Blocks** tab.

3. Deactivate (hide) or activate (show) the block.

10.2.3.1. Block types and properties

When you create a block, you need to choose a block type and also specify the block's properties. The block type defines the type of information that the block will contain. Block properties enables you to fine-tune the block to meet you specific requirements. The set of available properties may vary depending on the block type.

After a block has been created, you can edit its properties at any time.

Common properties

Blocks have the following common properties regardless of their type:

- Name - Name/title of the block as it appears in the block manager and your block gallery.
- Wrapper - Template to border the block.
- User-defined CSS-class - Name of a custom CSS-class that you want to use for the block. The CSS-class itself is to be defined in the file `styles.css` located inside the skin directory.

Type-dependent properties

The following is the list of available block types and the applicable type-specific properties:

Banners

Description	One or more banners that were created in section **Website → Banners**.
Related add-ons	▪ Banners Management
Templates	▪ Original ▪ Carousel
Content	**Filling** ▪ Manually ▪ Newest
Block settings	None

Breadcrumbs

Description	Breadcrumbs, a navigation aid for visitors to keep track of their location on the storefront. Breadcrumbs provide links to the parent pages of the current one.
Related add-ons	None
Templates	▪ Breadcrumbs
Content	Automatic
Block settings	None

Cart content

Description	Mini-cart, a summary of the cart contents on a regular storefront page.
Related add-ons	None
Templates	▪ Cart content
Content	Automatic
Block settings	▪ Display bottom buttons ▪ Display delete icons ▪ Products links type

Categories

Description	Hierarchical hyperlinked list of product categories.
Related add-ons	None
Templates	▪ Dropdown ▪ Emenu ▪ Multicolumns ▪ Text links
Content	**Filling (depends on the template)** ▪ Manually ▪ Newest ▪ Dynamic tree ▪ Full tree ▪ Rating **Parent category** Root element of the hierarchy.
Block settings	None

Checkout
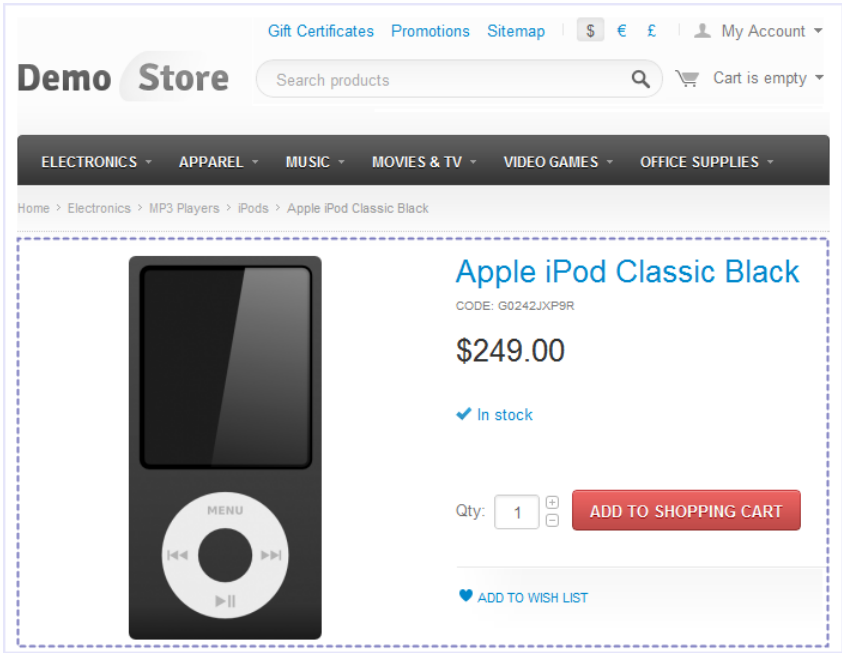
Description	Pieces of information and features that are to the checkout page.
Related add-ons	None
Templates	▪ Order information ▪ Products in cart ▪ Summary ▪ Gift certificate
Content	Automatic
Block settings	None

HTML block

Description	Custom HTML content.
Related	None

add-ons	
Templates	▪ [HTML block](#)
Content	Box with custom HTML content.
Block settings	None

Main

Description	Main content area of a page. The content depends on the location type and is fully controlled by the **Dispatch** value in the location properties. For details, see [Location properties](#).
	For example, the block's content on a product page include the product details like the price, product options, images, add to cart button, and so on.
Related add-ons	None
Templates	Automatic
Content	Automatic
Block settings	None

Menu

Description	A custom menu created in **Design → Menus**.

Related add-ons	None
Templates	▪ [Dropdown](#) ▪ [Emenu](#) ▪ [Text links](#)
Content	A custom menu created in **Design** → **Menus**.
Block settings	None

My account

Description	Links to a page with the customer's account details.
Related add-ons	None
Templates	▪ [My account](#)
Content	Automatic
Block settings	None

Pages

Description	Hierarchical hyperlinked list of static pages.
Related add-ons	None
Templates	▪ [Dropdown](#) ▪ [Emenu](#) ▪ [Text links](#)
Content	**Filling** ▪ [Manually](#) ▪ [Newest](#) ▪ [Dynamic tree](#) ▪ [Neighbours](#) **Parent page** Root element of the hierarchy.
Block settings	None

Payment methods

Description	Icons that represent the available payment methods in the store.
Related add-ons	None
Templates	▪ <u>Payments</u>
Content	Automatic
Block settings	None

Products

Description	One or more products from the product catalog.
Related add-ons	▪ <u>Bestsellers</u> ▪ Customers also bought
Templates	▪ <u>Central banner</u> ▪ <u>Grid</u> ▪ <u>Grid 2</u> ▪ <u>Links thumb</u> ▪ <u>Multicolumns small</u> ▪ <u>Products</u> ▪ <u>Products 2</u> ▪ <u>Scroller</u> ▪ <u>Scroller2</u> ▪ <u>Scroller3</u> ▪ <u>Side box first item</u> ▪ <u>Small items</u> ▪ <u>Text link</u> ▪ <u>Without image</u>
Content	**Filling** ▪ <u>Manually</u> ▪ <u>Newest</u> ▪ <u>Recently viewed</u> ▪ <u>Popularity</u> ▪ <u>Best sellers</u> ▪ <u>Rating</u>
Block	▪ <u>Hide add to cart button</u>

settings	

Shipping methods

Description	Icons that represent the available shipping methods in the store.
Related add-ons	None
Templates	▪ [Shippings](#)
Content	Automatic
Block settings	None

Tags

Description	List of product and category tags.
Related add-ons	▪ [Tags](#)
Templates	▪ [Tag cloud](#) ▪ [My tag cloud](#)
Content	**Filling** ▪ [Tag cloud](#) ▪ [My tags](#) **Limit** Maximum number of items in the list.
Block settings	None

Template

Description	A collection of versatile templates that represent different controls and pieces of information.
Related add-ons	None
Templates	▪ [Authentication information](#) ▪ [Copyright information](#) ▪ [Feature comparison](#) ▪ [Store logo](#) ▪ [My account links](#) ▪ [Payment systems icons](#)

	[Profile information](#) [Quick links](#) [Search field](#) [Shipping estimation](#) [Newsletter subscription form](#)
Content	Automatic
Block settings	None

10.2.3.1.1   Block filling types

Block filling type is defined under the **Content** tab of the block properties form.

Best sellers

With this filling type, the block contains links to products that are sold best in the store.

This filling type is available when the **[Bestseller](#)** add-on add-on is installed and activated.

Dynamic

With this filling type, items are dynamically added to the block according to the block type. In practice, this include all available options.

Dynamic tree

With this filling type, the block contains a hierarchical list of items down the specified root element.

Filters

With this filling type, the block contains product filters created in **Products** →**Product filters**.

Full tree

With this filling type, the block contains a hierarchical list of items down the hierarchy's root element.

Manually

With this filling type, you manually add items to the block (see instruction below).

To add items:

1. Click **+Add <ItemType>**. The software opens a list of items.

   The *<ItemType>* part in the name of the control corresponds to the type of items to be added. For example, **Add Product**, *Add Banner*, and so on.

2. Select one or more items from the list.

   To facilitate the process, you can use the search form on the top of the list.

3. Click **Add products and close** to save the results and display the block properties form.

My tags

With this filling type, the block contains a list of tags added by the visitors.

This filling type is available when the **Tags** add-on add-on is installed and activated.

Neighbours

With this filling type selected, the block contain a list of items, pages, that belong to the same echelon of the hierarchy as the item (page) being viewed at the moment.

Let's consider a simple example. Imagine you have static pages organized in the hierarchy demonstrated below. When a visitor studies the page named "Reviews & award" (highlighted in bold), the block with the Neighbour filling type will contain only the pages named "About us", "Brick-n-mortar superstore", "Career opportunities" and "Contact".
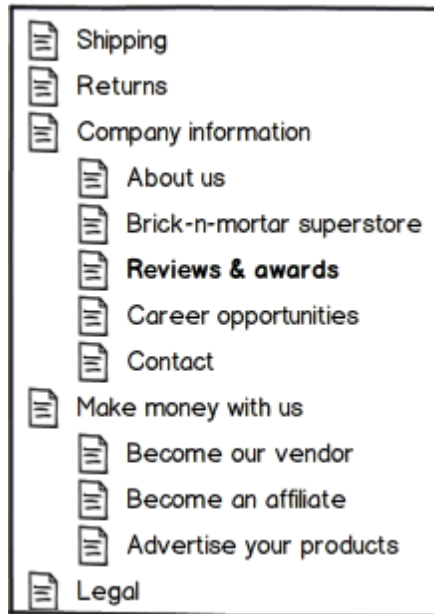
Newest

With this filling type, items are added automatically according to the parameters that you specify. The following parameters are available:

Period

Period of time over which items were added to the store database. The following choices are available:

- Any date - The block will display the latest items. The output is not bound to any time period.
- Today - The block will display the items that have been added on the day when the visitor opens the storefront.
- Last days - The block will display the items that have been added over a certain time period before the moment the visitor opens the storefront. The time period is specified in the **Last days** field below.

Last days

Number of days over which items were added to the store database before the visitor has opened the storefront.

Limit

Maximum number of items that will be displayed in the block.

Plain

With this filling type, the block contains plain text with no links.

Popularity

With this filling type, items are added automatically based on a greater number of views.

Rating

With this filling type, items are added automatically based on a greater ratings.

This filling type is available when the **Comments & Reviews** add-on add-on is installed and activated.

Recently viewed

Block contains the items that have been recently viewed by the customer.

Tag clouds

With this filling type, the block contains a list of tags added that you have defined in the store.

This filling type is available when the **Tags** add-on add-on is installed and activated.

10.2.3.1.2 Block templates

The following templates are used in blocks.

Affiliate

Box with links to pages with the affiliate account details

Authentication information

Standard use authentication form.

Breadcrumbs

Standard breadcrumbs navigation aid.

Carousel

Items appear in a carousel-like manner: a horizontally scrollable list with pagination where only one item at a time is displayed.

This template has the following settings:

- Navigation - Type of the item switcher in the list: dots, digits, or arrows. You can also disable manual switching between the items by selecting *None*. In this case, items will be switching automatically.
- Delay (in seconds) - Number of second to pass before items switch over.

Cart content

Standard mini-cart to be placed on the storefront pages.

Central

Layout intended for the content appearing in the center of the page.

Central banner

Layout intended for the content appearing in the center of the page.

Copyright information

Copyright information that you have specified in **Settings** → **Company**.

Currencies

A list of supported currencies defined in **Administration** → **Currencies**. Appearance options should be configured in the block settings.

Dropdown

List of categories with drop-down lists of categories. This template is best for horizontal menus.

For hierarchical list, the following menu options are supported:

- Second level elements - Maximum number of second-level elements within a menu item.
- Third level elements - Maximum number of third-level elements within a second-level menu item.
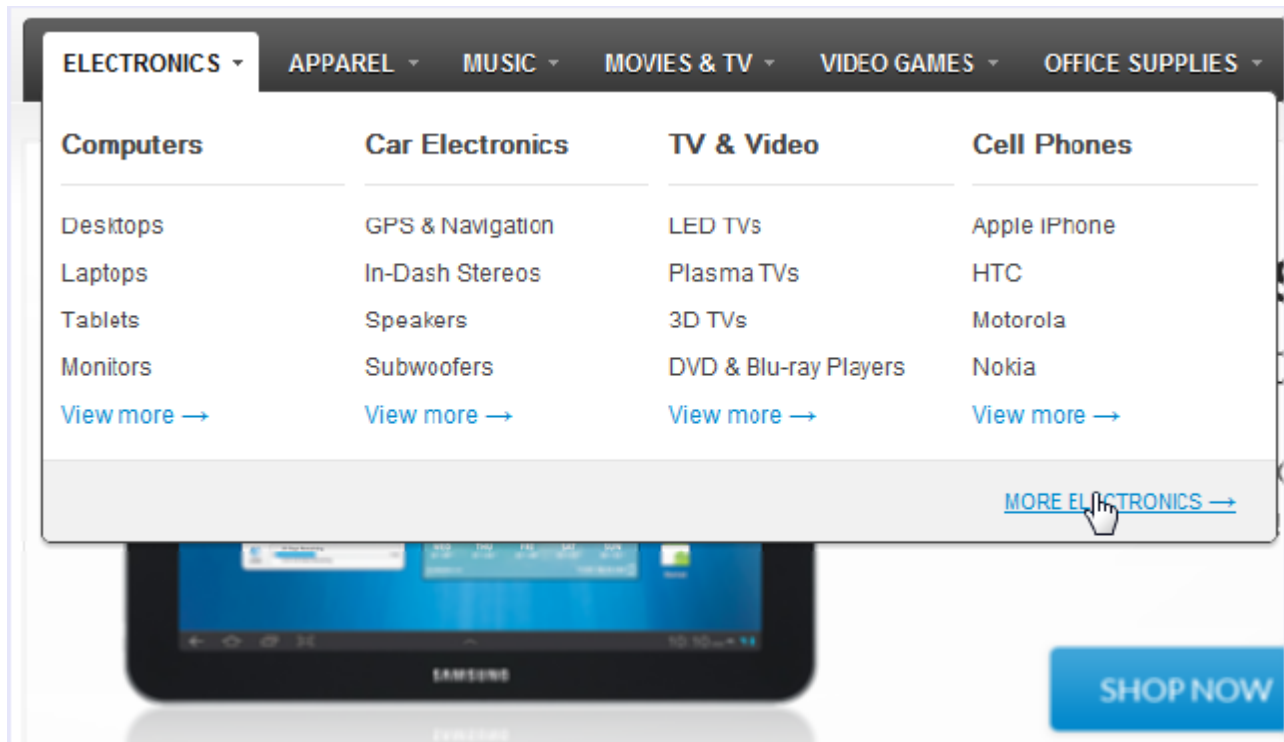
Emenu

List of categories with a fly-out list of subcategories. This template is best for side-box menus.
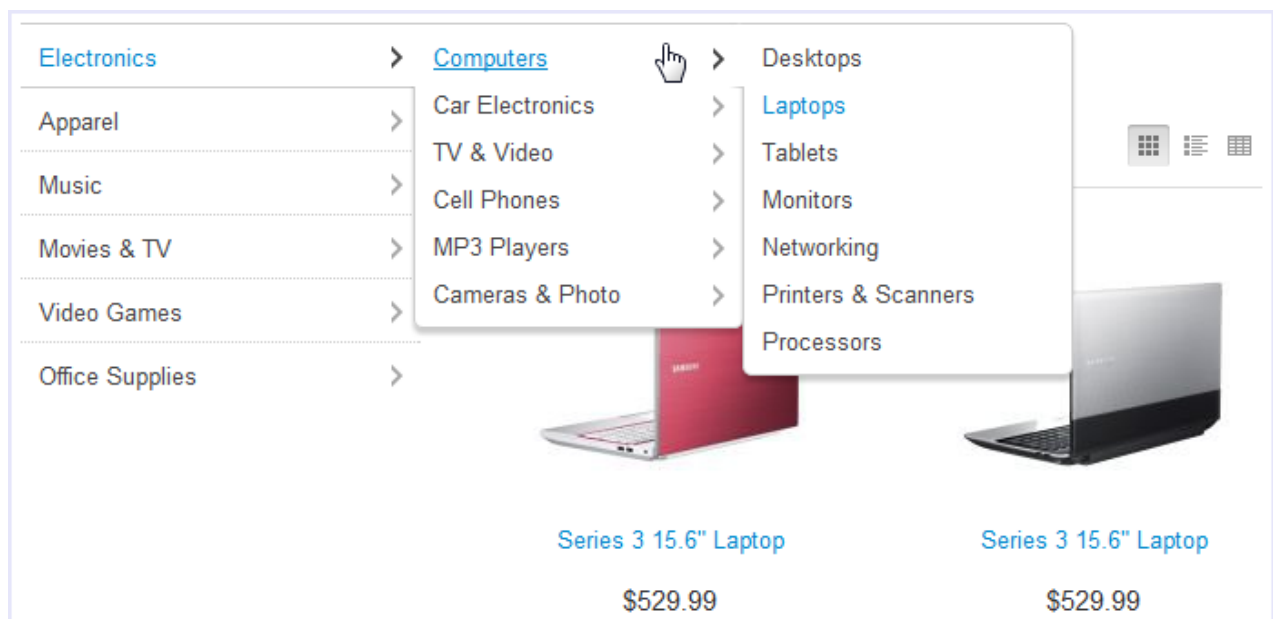
Events

Box with the current events in the store.

Extended

Box with a custom set of product filters that are specified in the Contents tab of the block properties.

Feature comparison

List of products selected for comparison.

Gift certificate

Form to apply a gift certificate to the order.

Grid

Items (product thumbnail next to a text link) arranged in a grid.

Grid 2

Items (product thumbnail above a text link) arranged in a grid.

HTML block

Custom HTML content

Icon

Regular RSS feed icon ( ) to the store's RSS feed.

Languages

List of storefront languages defined in **Administration** → **Languages**.

Links thumb

Product thumbnail with a text link to the product page.

Live help

Live help icon. When a visitor clicks the icon, the live help chat window opens.

Multicolumns

List of items arranged in multiple columns. Number of columns is defined through the template option *Number of columns in the objects list*.
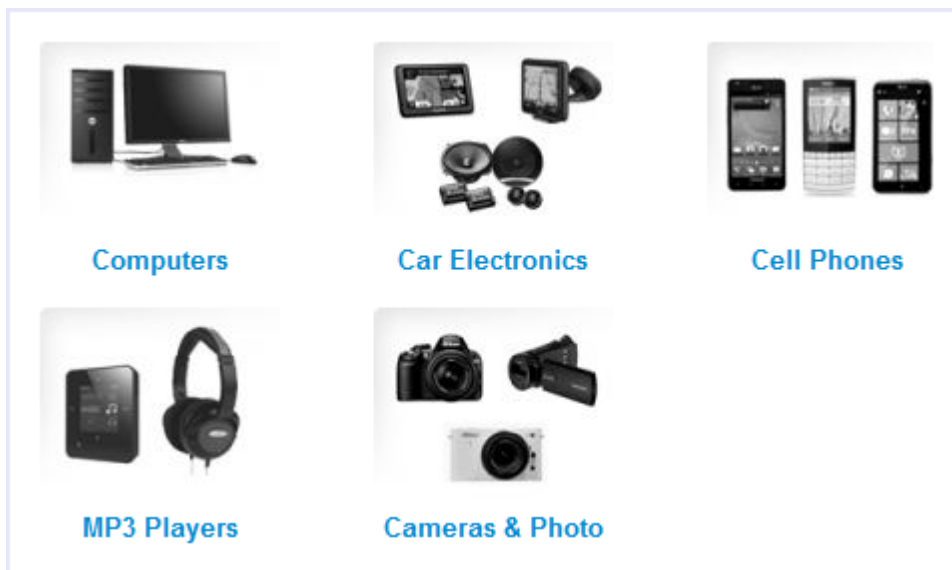
Multicolumns small

List of small items arranged in multiple columns.

My account

Links to the account details of the logged in customer.

My account links

Links to the account pages of the customer who has logged in.

My tag cloud

List of customer's tags.

Newsletter subscription form

Form to subscribe to newsletters.

Order information

Order details on the checkout page.

Original

Box with all available product filters and a price slider.

Payment systems icons

Icons of the supported payment systems in the store.

Payments

Icons of all the available payment methods in the store.

Products

Product are displayed in the box just the same as they are displayed in a typical product list.

Products in cart

Cart contents displayed during the checkout process.

Products2

Product are displayed with thumbnails and price, and are arranged in multiple columns.

Profile information

Profile details of a customer who has logged in. These include login credentials and personal data.

Quick links

Active quick links defined in **Design** → **Quick links**.

Scroller

Scrolled list of products (product thumbnail is at the top).

Scroller2

Scrolled list of products (product thumbnail is on the left).

Scroller3

Scrolled list of products (no thumbnails).

Search field

Regular search form.

Shipping estimation

Box with estimated shipping rates

Shippings

Icons of all the available shipping methods in the store.

Side box

Template for a poll or questionnaire that is placed inside a side box.s

Side box first item

The first product is displayed with a thumbnail and a text link, and the rest of the products are represented as a link to the products page.

Small items

Product thumbnail with a text link to the product page.

Store locator

Location of your store on Google's map as specified in **Administration → Store Locator**.

Store logo

Storefront logo as specified in **Design → Logos**.

Subscribe

Form to subscribe to a newsletter.

Summary

Template to display the order summary on the checkout page.

Tag cloud

List of tags that the store administrator created in **Website → Tags**.

Testimonials

List of testimonials submitted by the customers. To manage testimonials, use section **Website → Testimonials**.

Text links

A simple list of text links.

Computers
   Desktops
   Laptops
   Tablets
   Monitors
   Networking
   Printers & Scanners
   Processors
Car Electronics
   GPS & Navigation
   In-Dash Stereos
   Speakers
   Subwoofers
   Amplifiers
   Car DVD & Video
   Radar Detectors
Cell Phones
   Apple iPhone
   HTC
   Motorola
   Nokia
   Samsung
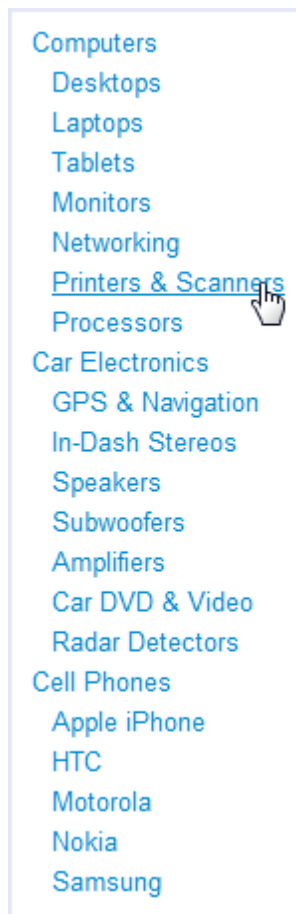
Vendors

List of active vendors accounts in the store.

Without image

Simple text link together with the product price.

10.2.3.1.3 Block settings

Blocks can have the following specific settings:

Display bottom buttons

Select to display **View cart** and **Checkout** buttons in the mini-cart.
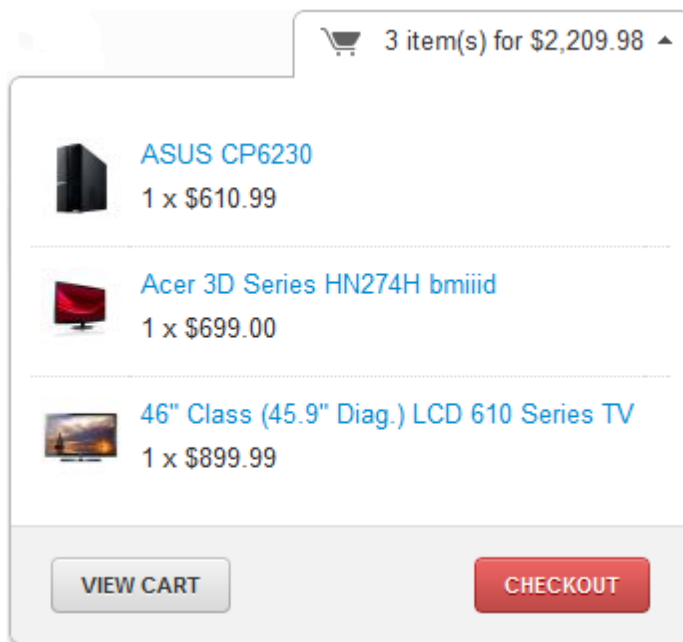
Display delete icons

Select to display the Delete icon in the mini-cart.

Feed description

Description of the RSS feed.

Feed title

Title of the RSS feed.

Format

Format to display items - text titles or icons.

Hide add to cart button

If selected, the **Add to cart** button does not appear in the block.

Limit

Maximum number of testimonials displayed in the block.

Minimal number if items to be placed in a dropdown list

If the number of available items is equal or exceeds the number that you enter here, the selector is displayed as a drop-down list.

Number of items

Number of items (products or pages) to be included in an RSS feed.

Products links type

Select whether to display (*Thumbnail*) or not (*Text*) a product thumbnail in the mini-cart.

Random

Select to display testimonials randomly. Otherwise, the latest testimonials will be displayed in the box.

Text

A short text to be displayed right to the selector. This can be something like *Select a language* or *Choose a currency*.

10.3. Product tabs

Use this section to manage the set of tabs that appear on detailed product pages on the storefront.

> **Tip:** To display additional product information in tabs, make sure to select **Display product details in tabs** in **Settings →
> Appearance**.

 CS-Cart already has several pre-defined product tabs that are suitable for most situation. However, you can add more
tabs by clicking **+ Add tab** button and selecting a block to represent the contents.
In addition, you can perform the following actions on product tabs:

- Change product tab names

  To change the name of a product tab, click the **Edit** link corresponding to the tab. This opens the tab's properties

  page. There enter the new name in the **Name** field and click **Save**.

- Enable and disable product tabs

  To enable or disable a product tab, change the status of the tab.
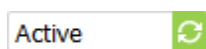
  Active   - Product tab is enabled.

  Disabled   - Product tab is disabled.

- Change the position of the product tab

  To change the position of a product tab relatively to other product tabs, drag and drop the tab.

- Enable/disable product tab for specific products

  - To enable a product tab for specific products, click **Enable for**. This opens a form for adding products from the
    catalog. Add product's which must have the tab on their details pages. Other products will not use this tab.

  - To disable a product tab for specific products, click **Disable for**. This opens a form for adding products from
    the catalog. Add product's which must not have the tab on their details pages. Other products will continue
    using this tab.

  - To enable a tab for all products in the catalog, click **Enable for all**.

10.4. Quick links

Use this section to manage the set of quick links. Literally, quick links are the shortcuts that improve the store navigation
by providing immediate access to some of the storefront pages.
Quick links are added to the storefront though a block of type "*Custom*" (*Quick links* template).

Link attributes

- Link text - Name of the shortcut as it appears on the storefront.
- URL - URL of the page under the shortcut. It should not necessarily be an absolute URL consisting of the access protocol, the domain name and the path to the page. A relative link like `index.php? dispatch=gift_certificates.add` would be enough.

10.5. Menus

Use this section to create custom storefront menus. Each such menu can be added to the storefront through a block of type "*Menu*".

	Pos.	⊞ Name	Status	
☐	1	Home	Active ↻	Edit | Delete
☐	2	Catalog	Active ↻	Edit | Delete
☐	3	My Account	Active ↻	Edit | Delete
☐	4	View cart	Active ↻	Edit | Delete
☐	100	Company	Active ↻	Edit | Delete

Tab attributes

- Parent item - Choose whether it must be a root level item (a tab) or an item appearing in a drop-down submenu.
- Link text – Name of the item/tab as it appears on the storefront.
- Position – Position of the item relatively to the position of the other items of the same level.
- URL – URL of the linked page. It should not necessarily be an absolute URL consisting of the access protocol, the domain name and the path to the page. A relative link like `index.php?dispatch=pages.view&page_id=3` would be enough.
- Activate menu tab for - Storefront components pages where the items appear.
- Generate submenu - Select whether the system should generate a submenu containing child elements of the selected object (None = no submenu; Category = subcategories of the selected category; Page = child pages of the selected page).
- Pop-up direction - Side on which the popup menu will appear.

10.6. Sitemap

Use this section to extend the store's site map that, by default, may include links to category and information pages only. Here you define a set of custom sections that should be included in the site map as well. Each new section can nest additional references/links which are added under the section's **Edit** link).

Section attributes

- Position - Position of the section relatively to the position of the other custom sections in the map.
- Section name - Name of the section as it appears in the map.
- Status - Status of the section (*Active* or *Disabled*).

Link attributes

- Position - Position of the section link entry relatively to the position of the other section link entries in the map.
- Section name - Name of the shortcut for the link as it appears in the map.
- URL - URL of the page under the shortcut. It should not necessarily be an absolute URL consisting of the access protocol, the domain name and the path to the page. A relative link like `index.php?dispatch=profiles.update` would be enough.

10.7. Template editor

This section provides a facility to edit the source code of the skin files directly from a web browser.

Note: The template editor is based on Javascript. So, Javascript must be enabled in your web browser.

Controls

The editor includes a file explorer that is used to locate the elements inside the `/skins` directory, and a number of controls to manage the files and folders. Pay attention to the **Show active skins only** check box that, if selected, hides inactive skins, which makes the editing less confusing.

The other controls perform the following operations:

- Change permissions - Changing permissions on the selected file or folder (r = readable; w = writeable; x = executable).
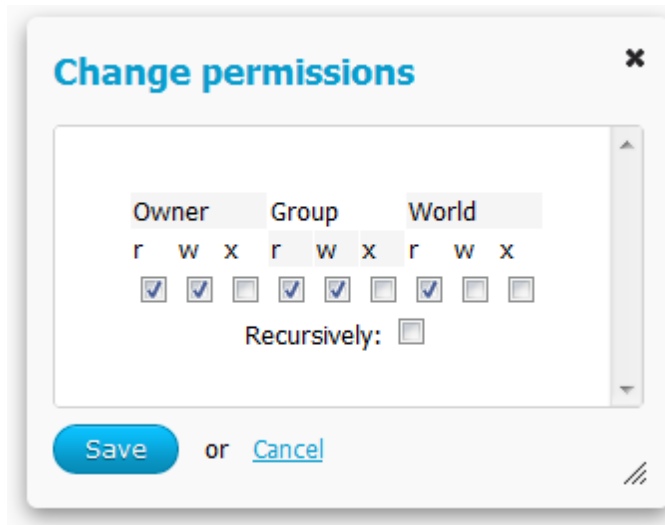
- Create file - Creating a new file.

- Create folder - Creating a new folder.
- Delete - Deleting the selected file or folder.
- Edit - Opening the selected file for editing.
- Rename - Renaming the selected file or folder.
- Restore from the repository - Restoring the original file from the /skins_repository directory.
- Upload file - Uploading a file to the opened directory.

Highlighting element

To improve the navigation through the /skins directory, files of different types (template, image, CSS, Javascript) are traditionally labeled with different icons. Besides, folders are highlighted in color according to the following rules:

- Yellow - Folder containing templates used to build the storefront.
- Blue - Folder containing templates used to build the Administration panel.
- Yellow/blue - Folder containing templates used to build both the storefront and the Administration panel.

10.8. Skin selector

Use this section to replace the current storefront or Administration panel skin template with an alternative skin template. If you want only to alter the current skin, use the Template editor section instead.

To replace the skin, simply select a new skin from the drop-down list corresponding to the interface, and click **Save** if you like the preview image.