

Shopping Cart Overview

The AlaCart **Shopping Cart** option is an easy-to-use e-commerce utility you can install on your site. It allows you to sell merchandise on your site and gives your customers a user-friendly way to quickly find and purchase merchandise. Additionally, new features for the AlaCart Shopping Cart are being developed which will further enhance the capabilities of this resourceful tool.

Installing Shopping Cart



How To Install the AlaCart Shopping Cart:

1. From the Control Panel, select the **Shopping Cart** icon. The **AlaCart Manager** displays.

Alacart Manager

The AlaCart Manager will allow you to install or remove the AlaCart shopping program from your web site.

AlaCart has everything you need for a serious E-commerce solution:

- Graphical, easy-to-use, web-based Administration Suite
- Built-in Credit Card Validation
- Highly Customizable "Look and Feel"
- Unlimited Product Categories and Sub-Categories
- Automatic Shipping and Handling Charges, customized by you!
- Automatic Tax Table, completely customizable
- Product Search Capabilities
- Secure Order Processing
- Online Documentation

Alacart is not currently installed on ryan.alabanza.com.

To install AlaCart for your domain, click: [Install AlaCart](#)

2. Select the **Install AlaCart** button. A message displays indicating that AlaCart will be installed within approximately ten minutes.

Install AlaCart
Operation submitted to the server for processing
The operation will be completed within the next 10 minutes

Configuring the Shopping Cart

Once you have installed the AlaCart Shopping Cart, you will need to configure it for your site before you are able to administer and use it.



How To Configure the AlaCart Shopping Cart:

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Alacart is currently installed on ryan.alabanza.com.

To remove AlaCart from your domain, click:

If you have not configured the system, you can configure the system here: [Setup Alacart Configuration.](#)

If you have already configured the system and would like to work with your shopping cart, go here: [AlaCart Administration.](#)

2. Near the bottom of the screen select the **Setup AlaCart Configuration** link. The **AlaCart Shopping Cart Program** displays at the **Start Screen** page.



 **AlaCart Shopping Cart Program**

[Shop Entrance](#) [Browse Catalog](#) [Search](#) [Basket Contents](#) [Checkout](#)

Start Screen

This series of screens will allow you to initialize the AlaCart Shopping Cart Program. It must be run before you will be able to use the Shopping Cart or the Administration Suite.

(1) Set up a Username and Password

Change Password

User Name:

New Password:

Enter New Password Again:

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3. Enter your AlaCart user name in the **User Name** field. This can be a new user name; it does not have to be the same as your account user name. Enter a password for that user name in the **New Password** field. Re-enter the password, typed exactly the same way, in the **Enter New Password Again** field. If you make a mistake, select the **Reset** button to clear all fields, then re-enter the information.
4. Select the **Update Password** button. The **Change Paths** portion of the Start Page displays.



AlaCart Shopping Cart Program

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Start Screen

(2) Enter your Domain Name and Shopping Cart Path

- To do this, you need to enter your domain name (such as "yourdomain.com") in the "Your Domain Name" field. Do not include the "http://" at the beginning of your domain name. Also, you should then enter the path to the shopping cart relative to your main web directory. By default, this is usually just "s-cart", and should be left as that. After filling in this information, press the "Update Path" button.

Change Paths

Your Domain Name (i.e. domainname.com):

Path to Shopping Cart (usually 's-cart'):

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5. Enter your domain name in the **Your Domain Name** field.



Warning:

- Remember that your domain name does not include "www". I.e., enter **mycompany.com** as opposed to **www.mycompany.com**.
6. The **Path to Shopping Cart** field defaults to **s-cart**. This is the directory location of the shopping cart program and all of its associated files on your site. Leave the default value as is unless you have a specific directory you would rather use.
 7. If you make a mistake, click on the **Reset** button to clear all fields, then re-enter the information. When completed, click on the **Update Path** button. A **Thank You** message appears indicating the configuration was successful.



AlaCart Shopping Cart Program

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Thank You!

You may now begin using AlaCart.

To setup the Shopping Cart, go to:
<http://user.com/s-cart/admin/index.phtml>

To run the Shopping Cart, go to:
<http://user.com/s-cart/index.phtml>

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Note:

- The Thank You message includes two links. One link moves you to the setup page for the shopping cart; the second link runs the shopping cart function. You may wish to write down these link addresses for future reference.
8. The Shopping Cart still needs to be administered (i.e., set up). Continue with the next section.

Administering the Shopping Cart



Note:

- This document interchanges the phrases "Administer the Shopping Cart" and "Set up the Shopping Cart" to reflect the text seen in the Shopping Cart program.



How To Administer the AlaCart Shopping Cart:

1. Follow the link provided in the final step of the previous procedure (located underneath the statement **To setup the Shopping Cart, go to:**). The link will contain the text: *s-cart/admin/index.phtml*. The **AlaCart Administration Suite** page displays.

Links to the Administration Suite "Tools"

Links to the Administration Suite "Tool" Help Files

AlaCart Administration Suite
Admin Suite Home

["Look and Feel"](#)
[Categories](#)
[Products](#)
[Shipping](#)
[Tax](#)
[Order Options](#)

Thank you for using AlaCart.
Please use the above links to personalize your Shopping Cart.

"Look and Feel"	Edit the colors, logo, and other features of the Shopping Cart.
Categories	Add/Edit/Delete the Categories in the Shopping Cart
Products	Add/Edit/Delete the Products in the Shopping Cart
Shipping	Edit the Shipping and Handling Charges.
Tax	Edit the Sales Tax.
Order Options	Edit Order Processing Information.

Click the links in the table for a more thorough explanation of each item.

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2. There are six tools available in the Administration Suite. The links across the top of the page link to the tools. The links in the table are help references for the use of these tools. Each of these tools is shown below. To make use of any of these administration tools, single-click the tool and follow the on-screen instructions.



Note:

- Help is provided in the reference links in the Shopping Cart. For detailed information on any topic, consult that tool's help reference.

The "Look and Feel" Tool:

The "Look and Feel" Tool allows you to control colors, text and images that appear on your Shopping Cart.

The Colors section applies the selected colors to the various forms of text in the Shopping Cart.

The Messages section allows you to personalize or remove the three text messages that appear in the Shopping Cart.

The Other section allows you to specify a background image, a personalized logo and a title for the Shopping Cart. This is where you specify your company's logo and background image.

Colors:

Background: **Text:**

Links: **Viewed Links:**

Active Links: **Title:**

Current Links:

Changes to the following fields will only effect the actual shopping cart. You will not see the changes in the Admin Suite.

Messages:

Welcome Message:

Footer Message:

Thank You Message:

Other:

Background Image:

Logo URL (path and name of logo on the server):

Shopping Cart Title:

[Help](#)

Click on the **Submit** button to apply the changes you have made. Click on the **Reset** button to restore all of the settings to their default values. Single-click on the **Help** link for more information on using this tool.

The Categories Tool:

The Categories Tool contains five main sections all shown in this section. These sections allow you to create, delete and edit the product categories within your Shopping Cart.

The main Category page offers five links, which are ways of working with product categories within your Shopping Cart. Note: A Category cannot be edited (or listed) until it has first been added.

As with all tools in the AlaCart Administration Suite, help on this tool is available by clicking on the Help link.

The List Existing Categories page displays all of the categories and sub-categories you have added to your Shopping Cart.

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["Look and Feel"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

Category Menu

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

[Help](#)

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AlaCart Administration Suite
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Category Menu **Existing Categories**

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

[Help](#)

Software:
Utilities
Productivity

Peripherals:
Printers
Scanners

The Add a Category page allows you to create categories and subcategories. If creating a Category, you must specify if it is to hold products or sub-categories. If adding a Sub-Category, you must specify if it is to hold products or other sub-categories *and* you must select the Category to which it belongs.

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Category Menu

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

[Help](#)

Add a New Category

Category Name:

Will this Category contain Products or SubCategories?

Add a New SubCategory

Category Name:

Will this SubCategory contain Products or SubCategories?

SubCategory of:

The Delete a category page allows you to remove product categories and subcategories from your Shopping Cart.

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Category Menu

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

[Help](#)

Delete a Category

(Warning! Deleting a Category will delete all products and subcategories in that Category!)

Category Name:

The Edit a Category page changes the names of existing categories and sub-categories.

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Edit a Category

Category Menu

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

Cat Number	Category Name	Action
1	<input type="text" value="Software"/>	<input type="button" value="Update"/>
3	<input type="text" value="Peripherals"/>	<input type="button" value="Update"/>
4	<input type="text" value="Peripherals, Printers"/>	<input type="button" value="Update"/>
5	<input type="text" value="Peripherals, Scanners"/>	<input type="button" value="Update"/>
6	<input type="text" value="Software, Productivity"/>	<input type="button" value="Update"/>
7	<input type="text" value="Software, Utilities"/>	<input type="button" value="Update"/>

To Edit Category Fields, you must first select the Category name with which to work. Continue to the next screen.

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Edit Category Fields

Category Menu

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

[Help](#)

Category Name:

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To Edit Category Fields, you can either add fields, other than the ones listed on the screen, or you can delete fields if you've already created them.

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Category Menu

- 1. [List Existing Categories](#)
- 2. [Add a Category](#)
- 3. [Delete a Category](#)
- 4. [Edit an Existing Category](#)
- 5. [Edit Category Fields](#)

Category "Software" Fields

*Add the extra descriptive fields (such as Author, Date, etc.) you will need for the products in this Category.
Do NOT add products here.*

Currently, all Products in this Category have the following descriptive fields:

- (1) Name
- (2) Price
- (3) Weight
- (4) Picture URL

plus any descriptive fields you have added below:

Category Field Name	Action
	<input type="button" value="Add"/>

Single-click on the **Help** link (available from all of the pages within the Category Tool for more information on using different features).

The Products Tool:

The Products Tool works similarly to the Category Tool, allowing you to enter products that to offer for sale in your Shopping Cart.

The Add a Product page allows you enter the product information for an item you are going to sell in your Shopping Cart. Fields are: Item number, Category, Item Name, Price, Weight, URL for the Picture.

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Product Menu

- [1. List Existing Products](#)
- [2. Add a Product](#)
- [3. Delete a Product](#)
- [4. Edit an Existing Product](#)

[Help](#)

Add a Product

Item Number: *(must be unique)*

Category:

Item Name:

Price: \$

Weight: lbs.

URL location for a picture of the Product:

If you created additional product fields when you set up your categories, you will be prompted to provide that information for any products you enter under the affected categories.

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Product "Disk Sweeper" was added.

Product Menu

- [1. List Existing Products](#)
- [2. Add a Product](#)
- [3. Delete a Product](#)
- [4. Edit an Existing Product](#)

Additional Fields for Product:

Item Number: 11-00016

Price: \$45.00

Weight: 0.16 lbs.

Picture URL:

Product Field Name	Value	
Description	Cleans PC Hard Drives of unwanted clutter	<input type="button" value="Update"/>

The remaining options: Edit, Delete and List are all shown on the following page and work identically to their counterpart options in the Category Tool.

The **Edit a Product** Tool allows you to change information about an existing item already in your Shopping Cart.

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Edit a Product
[Back to the Product Menu](#)
[Help](#)

Item Number	Category	Name	Price	Weight	Picture URL	Action
IL-00016	Software, Utilities	Disk Sweeper	\$45.00	0.16 lbs.		Update

The **List of Products** Tool shows you the products that are contained within your Shopping Cart. (Note: only one item appears in the screen below.)

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Product Menu

- [List Existing Products](#)
- [Add a Product](#)

List of Products

Product ID	Category	Name	Price	Weight
IL-00016	Software, Utilities	Disk Sweeper	\$45.00	0.16 lbs.

The **Delete a Product** Tool allows you to remove items from your cart one at a time.

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Delete a Product

Product Menu

- 1. [List Existing Products](#)
- 2. [Add a Product](#)
- 3. [Delete a Product](#)
- 4. [Edit an Existing Product](#)

Product ID	Category	Name	Price	Weight	Action
11-00016	Software, Utilities	Disk Sweeper	\$45.00	0.16 lbs.	<input type="button" value="Delete"/>

The Shipping Tool:

The Shipping tool allows you to set levels of shipping charges to apply to orders, as well as determine the method by which shipping charges will be calculated.

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Shipping Information

How should the shipping charges be calculated?

Shipping Charges

		If Total Order is...		
Shipping Amount is:	Greater than or equal to:	and Less than	Action	
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="button" value="Add"/>	

[Help](#)

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The Tax Tool:

The Tax Charges tool allows you to set taxes by name and amount. Tax charges are to be added to orders placed via your Shopping Cart.

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Tax Charges

Tax Name	Tax Amount	Action
<input type="text"/>	<input type="text"/> %	<input type="button" value="Add"/>

[Help](#)

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The Order Options Tool:

The Orders Options tool is an important one. It lets you specify which credit cards your Shopping Cart will accept. Typically, you must supply an e-mail address and a secure server URL. If you do not provide an e-mail address here, you will not receive orders. Using a Secure URL protects your customer's credit card number.

Credit Cards Accepted

Card Name	Selected	Action	Action
American Express	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
Check/Money Order	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
MasterCard	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
Novus/Discover	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
Visa	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add"/>	

Order Processing

Please enter the email address to which orders will be sent:

Secure URL

Please enter the secure URL:

[Help](#)

Running the Shopping Cart

Once your site has been configured and administered, you can run the Shopping Cart. You may wish to do this periodically while setting up your site to verify that the setup is operating successfully.



How To Run the Shopping Cart:

1. Follow the link provided in the final step of the Configuration procedure located under the statement: **To run the Shopping Cart, go to:**. The link will likely contain the text: *s-cart/index.phtml*. The **Your Shopping Cart's** Shop Entrance page displays.



The AlaCart Shopping Cart is similar to many e-commerce utilities now in use on the web.

Essentially, your customer either browses the catalog or searches for an item until he/she finds the desired item. Once the item is found, your customer adds it to his/her "shopping basket". When ready to checkout, the customer confirms the items in the basket, and provides the method of payment.

2. To view products in various categories and sub-categories in your catalog, click on the **Browse Catalog** link. The catalog displays at the top category level. You can drill down into the various sub-categories.



The User Pages Shopping Cart

[Shop Entrance](#) [Browse Catalog](#) [Search](#) [Basket Contents](#) [Checkout](#)

Main Categories
[Software](#)
[Peripherals](#)

Sub-Categories in Category Software
[Utilities](#)
[Productivity](#)

3. Once you reach a level beyond which there are no further sub-categories, the list of products in the last selected sub-category is displayed.



The User Pages Shopping Cart

[Shop Entrance](#) [Browse Catalog](#) [Search](#) [Basket Contents](#) [Checkout](#)

Product List

Product ID	Category	Name	Price	Weight	Quantity	
11-00016	Software, Utilities	Disk Sweeper	\$45.00	0.16 lbs.	<input type="text" value="1"/>	<input type="button" value="Add to Basket"/>

Removing Shopping Cart

The following procedure can only be used if the AlaCart Shopping Cart has already been installed on your site.



How To Remove the AlaCart Shopping Cart:

1. From the Control Panel, select the **Shopping Cart** icon. The **AlaCart Manager** displays.

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If you have already configured the system and would like to work with your shopping cart, go here: [AlaCart Administration.](#)

2. Select the **Remove AlaCart** button. A message appears indicating that AlaCart will be removed from your site within approximately ten minutes.