



Manual

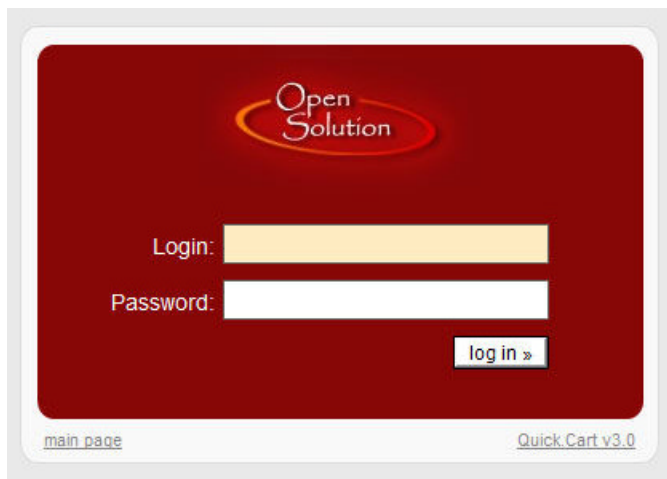
Below, you can find description of all basic options from administration panel.

Login

To enter to administration, you should add to web address: 'admin/', e.g.: if address looks like: 'http://example.com/' [http://example.com/]', administration will be: 'http://example.com/admin' [http://example.com/admin]'. On the site, you will see login screen. At the beginning, login and password are set as follows:

Login: **admin**

Password: **admin**



You can change it after login to administration. To do that, select from upper right menu **settings** link.



Settings modification

On **settings** page, you can set all basic data.

Setting page contains following fields:

- **Page title** - content of this field will be displayed in browser's stripe. It is important also for searchers - it will appear as title of your site.
- **Description** - this field is used mostly by searchers. It will appear as description of the site in searchers.
- **Keywords** - words connected with the site - mostly searchers use this field.
- **Slogan** - slogan, which appears under logo.
- **Foot info** - this information appears on the left side of footer, it can contain e.g. information about copyright law.
- **Login** - login of administrator.
- **Password** - password of administrator.
- **Information about new order sent to e-mail** - if this field contains e-mail address, message about new order will be send to this e-mail.

Besides this basic information and the most important, on the right side of the page you can find panel with additional fields. They were divided into few tabs.

At the settings page, additional panel consists of following tabs:

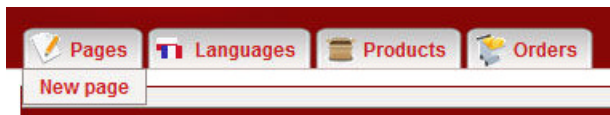
1. **Options** - with following fields:
 - **Default language** - choosing default language.
 - **Styles template** - you can choose template of style for page.
 - **Administrator is able to see hidden pages and products** - here you can decide if logged administrator will be able to see hidden pages and products (in client-side).
 - **WYSIWYG editor** - you can decide if WYSIWYG editor should be displayed above short and full description while adding/editing page.
 - **Products on page** - how many products will be displayed on one site (in client-side).
 - **Elements per page in administration** - how many items will be displayed on one site in administration.
 - **Currency** - currency of prices.
 - **Searching in full description of products** - here you can decide if searcher should check also full description of products.
1. **Pages** - contains following fields:
 - **Start page** - set of page/subpage as main/home page (attention: firstly you should create

this pages).

- **Page with basket** - set page/subpage, where basket will be displayed.
- **Page with order form** - set page/subpage, where order form will be displayed.
- **Page with regulations** - set page/subpage, where regulations will be displayed.
- **Page with search results** - set page/subpage, where search results will be displayed.

Pages management

After setting basic data on the page 'settings', it's time to input content of pages. Together with edition, it is one of the most frequent activities. Menu with this options is placed below logo. It looks like tabs with icons. If it is needed they develop (pull-down menu).

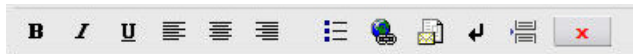


After placing cursor over 'pages' tab, and selecting 'new page', you will go to adding new page/subpage form. Similar to page 'settings' it consist of two parts - basic information (left side) and additional panel - tabs on the right side, you can hide them by clicking on "Hide tabs" link.

Particular field in left side of the page means:

- **Name** - name of page/subpage.
- **Short description** - data entered here will be displayed in full description if its field will be empty. Short description is displayed also in list of subpages on parent page.
- **Full description** - displays on detailed page.

Above 'full description' field is placed default editor.



There is a possibility to change default editor for WYSIWIG editor(see [settings' modifycation](#)), which appears also above 'short description' field.

Additional panel (on the right side) consist of 4 tabs:

1. **Options** - contains following options:
 - **Status** - information if particular page/subpage should be visible or not.
 - **Position** - order of pages' displaying. Page with lower position is displayed before page with higher position. You can use negative number.
 - **Parent page** - here you can select parent page for particular subpage. If page don't have subpage, select 'none'.
 - **Menu** - describe where (in which menu) page will appears.
 - **Address** - entering web address into this field means that the visitor will be automatically moved to the web page which address was entered.
 - **Products** - when this options is marked, it will be possible to add products to this site.
2. **View** - contains fields:
 - **Subpages** - way of displaying subpages of particular page. You can choose between:
 - **List** (name, description) – subpages of particular page will be displayed as list with name and short description.

- **List** (name, description, photo) - subpages of particular page will be displayed as list with name, short description and photo.
 - **Template** - template file (with tpl extension), which will be use for particular page.
 - **Theme** - theme file (with php extension, placed in "templates/themes/" directory), which define structure of the page.
 - **Banner** - graphic file, which will be displayed at the top of the page (below logo and slogan).
3. **Files** - it is devided into following sections:
- **Select files from computer to upload** - let you upload files from your hard drive to the server, select appropriate file (using select button). Additional fields describing photos:
 - **Description** - description displayed below photo,
 - **Position** - order of displaying photos (if there is more then one photo),
 - **Thumbnail 1** - length of longer side of thumbnail displayed in subpages' list,
 - **Thumbnail 2** - length of longer side of thumbnail displayed in subpages' detailed page,
 - **Photo's place** - place where photo should be displayed (on the right/left side).
 - **Select files from server to copy** - the files' list already exists on the server. After selecting files which should be added to created site, there will appear additional fields: description, position, thumbnail 1, thumbnail 2, photo's place - they were described in previous paragraph.
4. **SEO** - this data aren't directly visible on the site, but are of great importance for searchers. You can find here following fields:
- **Page title** - title displayed in browsers' stripe, used also by searchers.
 - **Meta description** - contains description of the page, used by searchers while indexing site.
 - **Keywords** - words connected with pages' topic, field used by searchers.

For example, page with inserted data can look like:

The screenshot shows a web form titled "Page form" with a red header. The form is divided into several sections:

- Name:** A text input field containing "our offer".
- Short description:** A large text area for a brief summary.
- Full description:** A rich text editor with a toolbar (bold, italic, underline, list, link, unlink, undo, redo) and a text area containing placeholder text.
- Options:** A sidebar with tabs for "Options", "View", "Files", and "SEO". Under "Options":
 - Status:
 - Position:
 - Parent page:
 - Menu:
 - Address:
 - Products:

There are "save" buttons in the top right and bottom right corners of the form.

After inserting data to page's form, press "save »" button at the top or bottom of the page, also filling every form from tabs should ends by saving. Then you will see message about successful operation.

List of already created pages, you can see after pressing tab 'pages' in menu below logo. It will look like in the following picture:

Pages				
Id	Name	Position	Status	
Producers				
9	Hillmountain	0	✓	
10	La Sportiva	0	✓	
Hidden page				
19	Search results	0	✓	
20	order form	0	✓	
Categories				
7	Walking Boots	0	✓	
16	High Mountain	0	✓	
17	Trekking	0	✓	
8	Outdoor accessories	1	✓	
Top menu above logo				
18	basket	0	✓	
5	help	0	✓	
Top menu under logo				
3	our offer	0	✓	
12	our offer 1	0	✓	
13	our offer 2	0	✓	
4	rules and policies	1	✓	
2	contact us	2	✓	

Pages in this list are group according to types of menus. For every page you can see following information:


set fields - id, name.

editable fields - position (order of displaying), status (visibility of the page). After changing this fields, you have to press "save »" button in the top or bottom of the page.

field with icons - blue pencil icon leads to edition of the page, icon with red minus - deletes page, asking about confirmation (deleting of parent page means deleting all files, descriptions connected with page and its subpages).

Pagination

Pagination it is division of text for pages. Especially it is useful when text is long. To divide text for pages, execute following steps:

- when you use **basic editor (default)**, place cursor in full description field, where you want to divide text and insert **[break]** or press icon:  .
- when you use **WYSIWYG editor**, place cursor in full description field, where you want to divide text and insert **[break]**.

Effect of this, is visible on bottom part of the page and looks like the following picture:

Pages: [1](#) [2](#) [3](#) [4](#) [5](#) [Next »](#)

[« back](#) | [print](#)

Pages preview

Quick.Cart tool consists of two parts: administration panel (visible only after login) and client-side (main part of the site, visible for every visitor). To give administrator a possibility to preview page before making it available for visitors, execute following steps:

1. In administration on 'settings' page, select 'options' tab and there select 'yes' next to 'Administrator is able to see hidden pages and products' field.
2. In list of pages, mark 'status' field next to pages you want to see their preview and press "save »" button. You can also set it for single page - press icon of blue pencil (go to edition of page) and in 'options' tab uncheck 'status' field.
3. In the same browser, where you are logged in administration, open new tab with your page (on client-side). You will be able to see there also pages set as invisible. They are visible only for user logged in administration, normal user won't be able to see them.

If you want to make particular site visible for every visitor, check 'status' field (similary as in 2. paragraph). Preview of pages give you a chance to check design, layout and content of page before being webcasted.

Languages management

In menu below logo, next to "Pages" tab, you can find another tab named "**Languages**". It develops showing option "**New language**". After clicking this link, you will see form of adding new language.

You are going to fill in following information:

- Language - name for creating language, it should consist of two letters according to standard iso 639-1 (see table [http://www.loc.gov/standards/iso639-2/php/code_list.php])
- Create language using - choose language which will be basic for new one.

After pressing "save»" button, new language is created. New language files are created in lang/, config/ and db/ directory. Files of database are empty at the beginning.

Before making new translations, check download section on our web site, maybe somebody have made translation you are looking for before, so you can only copy language file to /lang directory.

Created language appears in list of all languages in administration, to see this list you should click on "**Languages**" tab in menu below logo.

Languages	
Name	
en	 
pl	 

Next to name of every language are placed two icons: with blue pencil - means edition of names

and messages in particular language and with red minus - deletes particular language.

Now you should create pages in added language - choose proper language from list placed in top menu on the right side, and create pages in this language.

After creating new language version in administration, you are able to set it also at client-side. It is enough to add somewhere on page links to languages. For example you can add it in "templates/container.tpl" file and links can look like:

```
<a href="?sLang=pl">polski</a>
<a href="?sLang=en">english</a>
```

Products management

Next step is to add products. This possibility gives you third tab from left - "Products". After placing cursor over this tab and selecting 'new product', you will go to adding new product form.

Fields placed on left side of the page means:

- **Name** - name of product (it will be displayed also in title of page while viewing details of products).
- **Price** - price of product.
- **Short description** - short description of product, displays on page with list of products (client-site).
- **Full description** - full description, displays on page with details of particular product.

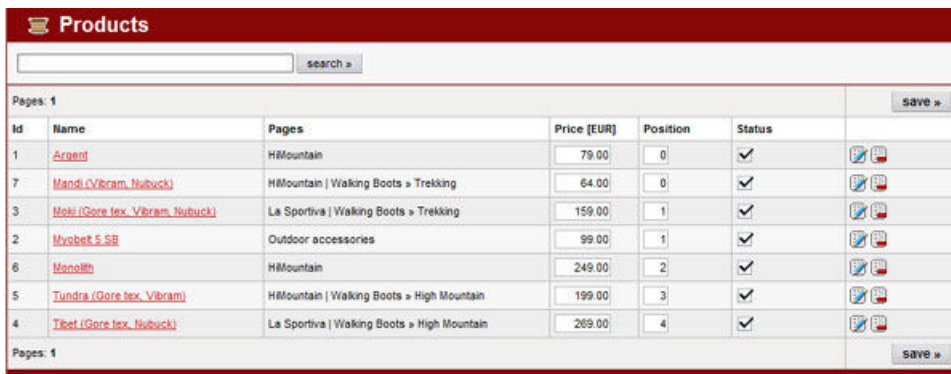
Additional panel (on the right side) consist of 3 tabs:















1. **Options** - contains following options:
 - **Status** - information if particular product should be visible or not.
 - **Position** - order of products' displaying. Product with lower position is displayed before product with higher position. You can use negative number. "0" (zero) means alphabetical order.

- **Product's availability** - here you can set availability of the product, for example that it will be available for 24h.
 - **Pages** - here you can select page where product should be displayed (you can select more pages - hold ctrl key while selecting).
2. **View and SEO** - contains fields:
- **Template** - template file (with tpl extension), which will be use for particular product.
 - **Theme** - theme file (with php extension, placed in "templates/themes/" directory), which define structure of the page with product.
 - **Page title** - title displayed in browsers' stripe, used also by searchers.
 - **Meta description** - contains description of the page, used by searchers while indexing site.
 - **Keywords** - words connected with pages' topic, field used by searchers.
3. **Files** - it is devided into following sections:
- **Select files from computer to upload** - let you upload files from your hard drive to the server, select appropriate file (using select button). Additional fields describing photos:
 - **Description** - description displayed below photo,
 - **Position** - order of displaying photos (if there is more then one photo),
 - **Thumbnail 1** - length of longer side of thumbnail displayed in products' list,
 - **Thumbnail 2** - length of longer side of thumbnail displayed in products' detailed page,
 - **Photo's place** - place where photo should be displayed (on the right/left side).
 - **Select files from server to copy** - the files' list already exists on the server. After selecting files which should be added to created product, there will appear additional fields: description, position, thumbnail 1, thumbnail 2, photo's place - they were described in previous paragraph.

After inserting data to product's form, press "save »" button at the top or bottom of the page, also filling every form from tabs should ends by saving. Then you will see message about successful operation.

List of already created products, you can see after pressing tab 'Products' in menu below logo. It will look like in the following picture:



Id	Name	Pages	Price [EUR]	Position	Status	
1	Argent	HMountain	79.00	0	✓	 
7	Mandi (Vibram, Nubuck)	HMountain Walking Boots » Trekking	64.00	0	✓	 
3	Moki (Gore tex, Vibram, Nubuck)	La Sportiva Walking Boots » Trekking	159.00	1	✓	 
2	Myobek 5 SB	Outdoor accessories	99.00	1	✓	 
6	Monolith	HMountain	249.00	2	✓	 
5	Tundra (Gore tex, Vibram)	HMountain Walking Boots » High Mountain	199.00	3	✓	 
4	Tibet (Gore tex, Nubuck)	La Sportiva Walking Boots » High Mountain	269.00	4	✓	 

In products' list, you can see following information:

Set fields: id, name, pages (pages with which product was connected).

Editable fields: price, position (order of displaying), status (visibility of the page). After changing this fields, you have to press "save »" button in the top or bottom of the page.

Field with icons - blue pencil icon leads to edition of the product, icon with red minus - deletes product, asking about confirmation.

Products preview

Similar as you can make preview of pages, you can also make preview of products. To give administrator a possibility to preview product before making it available for visitors, execute following steps:

1. In administration on 'settings' page, select 'options' tab and there select 'yes' next to 'Administrator is able to see hidden pages and products' field.
2. In list of products, mark 'status' field next to products you want to see their preview and press "save »" button. You can also set it for single product - press icon of blue pencil (go to edition of page) and in 'options' tab uncheck 'status' field.
3. In the same browser, where you are logged in administration, open new tab with your page (on client-side). You will be able to see there also products set as invisible. They are visible only for user logged in administration, normal user won't be able to see them.

If you want to make particular product visible for every visitor, check 'status' field (similary as in 2. paragraph). Preview of products give you a chance to check design, layout and content of product before being webcasted.

Orders management

"Orders" tab gives you possibility not only to manage orders, but also manage couriers and payment. After placing cursor over 'orders' tab, you will see list of following links:

Pending - displays list of orders with status set as 'Pending'. It looks like table with columns the same as list of all orders (described below).

Carriers, New carriers - described below in section [carriers management](#).

Payment, New payment - described below in section [payments management](#).

After press "Orders" tab, list of all orders is displayed in clear table similar to the following:

Orders							
All status' items							
Search in products							
Pages: 1							
Id	First and last name	E-mail	Telephone	Company	Date	Status	
2	John Doe	john@doe.com	123123123123	ABC	2008-02-15 11:29	<input type="checkbox"/> Pending	
1	Jan Kowalski	jan@kowalski.pl	123123123		2008-02-12 11:41	<input type="checkbox"/> In progress	
Pages: 1							

Columns in this table means:

- **Id** - identifier of order.
- **First and last name, E-mail, Telephone, Company** - data connected with person who ordered.
- **Date** - date of filling order.
- **Status** - status of the order. You can change status of few orders at once by marking field placed next to status. Then you have to select from list next to "save »" button, status you want to, and push "save »" button.

Icons with blue pencil and red minus means as usually edition and deleting of the order.

Going to edition of particular order (press icon with blue pencil or name and surname of client), you will see page with details of this order.

In main panel are following fields:

- **First and last name, Company, Street, Zip code, Telephone, E-mail** - data connected with person who ordered, they are editable.
- **Date** - date of ordering.
- **Language** - language version in which order was filled.
- **IP** - ip address of computer from which order was filled.
- **Status** - status of order, from list can be choose: pending, processing, finished, canceled. Default status is "Pending".
- **Comment** - comment added to order by client, it is editable field.

Next to this group of fields, is additional panel which consist of one tab: "Products and payment". Using it, you can:

- **Edit products from order** - fields name, price and quantity are editable. You can modify them for example when client would like to order more of some products. You can also remove product from order. To do this, mark field 'Remove' next to this product.
- **Add products to order** - below list of ordered products is placed link **add product to order**. After clicking it, empty fields are added. When you fill in following fields: id, name, price (this data should correspond with data fill in while adding product) and quantity, this product will be added to order.
- **Edit payment and delivery** - fields id, name, price are editable. You can change data of delivery and payment after receiving order from client.

Every operation should end by clicking button 'save »'. You can find it in top and bottom of page.

Payment management

Adding pages and products aren't enough to make internet shop working. Important aspect of such business is the way of paying for ordered products. Payment options can be found in next two links from list which is displayed after placing cursor above tab 'Orders' - tabs 'Payments' and 'New payment'.

Payment link displays list of all payment methods, showing:

- **Id** - identifier of payment.
- **Name** - name of payment.

Placed next to every payment method icons, means as usually edition and removing of particular payment.

Payments		
Id	Name	
1	Fetch	 
2	Transfer	 
3	Credit Card	 

New payment - it gives you possibility to add new payment method. It is necessary to add payment before adding carrier. Displayed form consist of one field:

- **Name** - name of payment method. It will be displayed in client-side while ordering.

Payment's edition	
Name	<input type="text"/>
	<input type="button" value="save »"/>
	<input type="button" value="save »"/>

Carriers management

Last sector which have to be set is connected with the way of delivering ordered products - 'Carriers' link and 'New carrier'. They are placed under payment options and give you possibility to add, edit and delete carriers.

Attention !

To add carrier, you have to define earlier payment ways, because price of carrier can be dependent on payment.

After pushing 'Carriers' link, table with already added carriers will be displayed. It's columns describe:

- **Id** - identifier of carrier.
- **Name** - name of carrier.
- **Price** - price for delivery service.

Placed next to every carrier icons means edition (blue pencil) and removing (red minus) of particular carrier.

Carriers			
Id	Name	Price [EUR]	
1	FedEx	19.00	
2	UPS	24.00	
3	GLS	13.00	

Next link under 'Carriers' is 'New carrier'. It gives you possibility to add new carrier by filling form.

Carrier's edition

[save »](#)

Name <input style="width: 80%;" type="text"/>	
Price <input style="width: 80%;" type="text"/> EUR	

Payments

	Name	Price
<input type="checkbox"/>	Fetch	<input style="width: 50%;" type="text"/> e.g. 10, -10, 10%
<input type="checkbox"/>	Transfer	<input style="width: 50%;" type="text"/> e.g. 10, -10, 10%
<input type="checkbox"/>	Credit Card	<input style="width: 50%;" type="text"/> e.g. 10, -10, 10%

[save »](#)

In form are placed following fields:

- **Name** - name of courier, which will identify it. This name will be displayed while ordering products in client-side.
- **Price** - price for delivery service.

On the right is placed tab, where you should tick which payment method is possible (they have to be earlier defined) and set relation between delivery price and payment method. There are two ways of doing it:

- **percentage** - for example if you insert "10%" - it means that total price of delivery service will be higher about 10% toward to carrier price, when this payment method will be selected, "- 10%" means accordingly that total price of delivery will be smaller about 10% toward to carrier price.

- **value** - for example if you insert "8" - it means that total price of delivery service will be higher about value of 8 toward to carrier price, "- 8" total price of delivery service will be smaller about value of 8 toward to carrier price, when client select this payment method.

Some notes and advices

1. In Quick.Cart it is possible to add pages in any levels, so you can add page, subpage, subsubpage.
2. Check, if PHP version is higher then 4.3.3. It is required for correct working of application.
3. Try not to add photos with too big size (don't exceed size of 1600px x 1200px), because server may have problems with generating of thumbnails.
4. Added photo or file shouldn't be larger then 2 MB (default server limitation).
5. If you want Quick.Cart to generate thumbnails properly check if gd 2.0 library is active on server.
6. A lot of problems concern rights settings. Check if you have set correct rights (you will find it in section: upload script on server) to catalogues and files if:
 - photos and files don't load,
 - data of pages/subpages don't save.
7. It isn't allowed to delete "powered by Quick.Cart" link from footer of the site, it is breaking of the licence. Only if you buy this possibility, you can remove this link.

instruction.txt · Last modified: 2008/02/25 11:55 by 62.111.245.242

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