



VP-ASP Shopping Cart

VP-ASP Option Package Version 4.50

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Copyright
Virtual Programming Pty Ltd
PO Box 1715
Tuggeranong, ACT 2901
Australia
Support@vpasp.com
www.vpasp.com

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1 VP-ASP Shopping Cart

Thank you for purchasing the VP-ASP Option Package. The Option Package is designed to work with Version 4.50 of the VP-ASP Shopping Cart. These features will not work with previous releases of the VP-ASP Shopping Cart. If you wish to obtain a copy for a previous release of VP-ASP, please contact us.

1.1 VP-ASP Option Package

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

- Affiliate processing and reporting
 - Automatic creation of extended description pages from database fields
 - Mailing to customer and merchant by templates
 - Generic Template handling
 - Automatic Language Switching
 - Customer Discount Coupons
 - Gift Certificates
 - Mail to Suppliers
 - HTML mailing
 - Product ratings and reviews
 - Project services using VP-ASP for payment
 - Order Tracking
 - Image uploading
 - Points/loyalty system
-

1.2 More Information

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

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

1.3 Gift Registry

The **Gift Registry** is a separate product and not part of the Option Package. The documentation is included in this manual. You must purchase the Gift Registry as a separate add-on.

1.4 Installation

The VP-ASP Option Package can only be used with Version 4.50 of VP-ASP Shopping Cart.

1. Unzip all the files.
2. Transfer them to your web site using FTP.

The VP-ASP Option package is installed. You now may need to configure each of the components that you plan to use. Except as noted below, the Option Package is all new code and does NOT replace any existing VP-ASP Shopping Cart Code

1.4.1 Files Changed for Option Package

The Option Package simply replaces dummy pages and does not otherwise change any working VP-ASP Files.

1.5 Installation Using Version 4.50 Plus

If you purchased VP-ASP 4.50 Plus, then the VP-ASP Option Package is already integrated and there is no extra install to be done.

1.6 Set-up VP-ASP Option Package

Each of the various components of the VP-ASP Option Package has their own configuration. This is accomplished by logging into the VP-ASP administration System and selecting “Configure Shopping Cart”.

Field name Search

Reload Shop Configuration

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

Shop Administration Home

Some may be as simple as altering a line in the configuration file and others may be more complex.

Option Package-Gifts,Coupons,tracking,mailing		
xallowcoupons	No	?
xallowratingproducts	Yes	?
xallowratingssummary	Yes	?
xemailwithtemplates	No	?
xgiftautoenable	No	?
xgiftcertificates	No	?
xgiftexpirydays	365	?
xgiftlimit	100	?
xgiftprefix	Gift	?
xgiftproductid	99999	?
xgiftregistry	No	?
xmailto suppliers	No	?
xpoints	No	?
xpointsfield	points	?
xpointsredeem	No	?
xprojectcatalogid	9998	?
xprojectupdate	No	?
xratingauthorize	No	?

2 Affiliate Processing

Affiliate processing allows you to associate individual orders with another site, person or company. The site links to your shopping site passing their affiliate number. VP-ASP remembers that number and adds that number to any orders processed for that customer for that session.

The affiliates table can be in the same database or a different database. By default it is in the same database as the rest of the VP-ASP tables.

2.1 VP-ASP Facilities

1. Associates individual orders with an affiliate
2. Detailed reports which include:
 - The number of links to your site for each affiliate
 - The number of orders
 - The total of all orders
 - Date of last link to your site
 - Commission reports
3. Ability to add, alter affiliates using standard VP-ASP administration
4. Affiliate Administrator. Affiliates can review orders and change their details.
5. Ability to has both a master affiliate and sub affiliates

2.2 How it Works

The affiliate must link to your site with a hyperlink or form specifying

<code>shopaff.asp?affid=n</code>	Affiliate links to site and takes all defaults
<code>shopaff.asp?affid=n&id=yyyy</code>	Affiliate links to site but goes to display specific product with catalogid yyyy
<code>shopaff.asp?affid=n&directurl=http://someplace.com</code>	The directurl tells VP-ASP to go to a specific url. It can be a file name or full URL

Where n is the assigned affiliate number. This is the affid in the affiliate table. If the affiliate does not exist, VP-ASP goes to your home page. No error occurs. If you want the affiliate to be directed to a specific product, specify the catalogid of the product as id=yyyyy.

If the affiliate exists, the login count and login date is updated. Each affiliate can have a unique page on your site and VP-ASP will automatically link to that page. If no page is specified in the field **directurl** in the affiliates table then VP-ASP goes to your home page.

2.3 New Report Program

New reporting programs have been provided that allows you to:

- Summarize all affiliate activity
- View orders for a specific affiliate
- View account details by date range
- Edit affiliate records

2.4 Registering an affiliate

Affiliates can register themselves by linking to **shopaffregister.asp**. Or you can use normal VP-ASP administration facilities to add names to the affiliates table.

2.5 Configure the Affiliate System

The affiliate system needs some information about your site before you can use it. The configuration involves:

1. Login to the Administration section and select “Affiliates” from Configure Shopping Cart.
2. Edit shopaffuserinfo.htm with text that you want to display when a new affiliate registers.
3. Optionally create a page or pages on your own web site that describe your affiliate system.

2.6 Affiliate Options

Certain options need to be set in VP-ASP configuration. You **MUST** alter these before you allow self-registration using shopaffregister.asp

affallowaffiliatesrevieworders	Yes	?
affcommissioncategories		?
affcommissioncategory	No	?
affcommissionincludesallorders	No	?
affcommissionIncludesshipping	No	?
affcommissionproduct	No	?
affcommissionproductfield		?
affcommissionrate	.10	?
affdirecturl	shopdisplaycategories.asp	?
affinfourl	http://www.yoursite.com/yourinfopage.htm	?
affmastercommissionrate	.05	?
affmultilevel	No	?
affpaymenttypes	Bank Transfer,Paypal,Check	?
affsubject	Your Affiliate System	?
afftemplateaffiliate	tmp_affiliate.txt	?
afftemplateMerchant	tmp_affmerchant.txt	?
affwebsite	http://www.yoursite.com	?
xaffiliatedb		?
xaffiliateusecookies	Yes	?

affallowaffiliatesrevieworders	Can the affiliate review orders via the customer service
affcommissionincludesallorders	When calculating commission, should all orders be used or only those marked “processed”
affcommissionIncludesshipping	Should commission include shipping costs
affcommissionrate	The default commission rate. It can be altered for each affiliate by editing their record
affdirecturl	The default page to display when an affiliate links to your site
affinfourl	A location on your site that describes your affiliate system
affpaymenttypes	How you will pay your affiliates

affsubject	Your Affiliate System
afftemplateaffiliate	tmp_affiliate.txt
afftemplateMerchant	tmp_affmerchant.txt
affwebsite	http://www.yoursite.com
xaffiliatedb	You can have the affiliates in a separate table
xaffiliateusecookies	No. If you use Yes, more sales will be associated with an affiliate since the cookie will remember where the customer originally came from. We recommend that Yes be the default
affmultilevel	Yes means that there can be referring affiliates
affmastercommissionrate	The default commission rate for a master affiliate
affcommissioncategory	Yes means that commissions are paid by category
affcommissionproduct	Yes means commission is paid by product
affcommissionproductfield	The field in the products table where the commission value is found

2.7 Information - Shopaffuserinfo.htm

On the affiliate registration page, shopaffregister.asp, you can provide information about your program by editing file **shopaffuserinfo.htm**. This file is plain html but should not include any html start or ending code. It is included as part of shopaffregister.asp.

2.8 Affiliate Service – Shopaffadmin.asp

Affiliates can register themselves, login and review any orders. We recommend that you have a hyperlink on your site that points to this file.

Affiliate Service	
1.	Login
2.	Distributor/Affiliate registration
3.	Affiliate Report

[Start as new user](#)

2.9 Affiliate Registration

File **Shopaffregister.asp** has been supplied to allow an affiliate to register.

There are two ways to register an affiliate. One is to allow the affiliate to register themselves using **shopaffregister.asp**. This form is shown below.

The second is for the shop administrator to add the affiliate in the administration section of VP-ASP Shopping Cart.

The form below is displayed by **shopaffregister.asp**. It allows both new registrations and for existing affiliates to update their details.

You can edit an html file *shopaffuserinfo.htm* and include additional information about your affiliate program right here.

[Login](#)

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email	<input type="text"/>
* Address	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text"/>
* Post Code	<input type="text"/>
* Country	<input type="text"/>
* Phone	<input type="text"/>
* Password	<input type="password"/>
Type of Payment	Select <input type="text"/>
Website	<input type="text"/>
Company	<input type="text"/>
Fax	<input type="text"/>

2.10 Master Affiliates

A master affiliate can either register a sub affiliate or have the sub affiliate register by linking to

`shopaffregister.asp?refid=m`

`m` is the master affiliates affiliate id.

2.11 Affiliate Login – shopafflogin.asp

Affiliates can login and then alter their details or review any orders.

Affiliate #	<input type="text"/>	Last Name	<input type="text"/>	Password	<input type="text"/>	<input type="button" value="Login"/>
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2.12 Affiliate Reports

Affiliates can see what orders have been made.

If you do not wish affiliates to be able to see orders, change the following line in VP-ASP configuration.

affallowaffiliatesrevieworders	Yes Affiliates can see what orders are associated with them
affmultilevel	Yes generates a link to sub affiliate reports

Affiliate # 1	
First Name	Howard
Last Name	test
Orders	
Orders	1
Amount	\$19.85
Commission	\$0.99
Last Date	25/04/02
Links	
Links	2
Last Date	25/04/02

List all affiliates

The report includes the number of orders and the last order date. The number of links and the last link date. The commission for the orders generated.

2.13 Confirmation of Registration

Upon registration and change, a confirmation page will appear to confirm the changes. For new registrations, an e-mail confirmation is sent to both the affiliate and the merchant.

Thank you for becoming an affiliate of Your Web Site Name
If your details are not correct, use the back button and correct your details.
[Click for more affiliate information](#)

You should link to this site using this URL
<http://www.yoursite.com/shopping/shopaff.asp?affid=1>

Affiliate # 1	
First Name	Test
Last Name	Affiliate
Address	Test Street
City	Test City
State	Test State
Post Code	66666
Country	USA
Email	abc@def.com
Phone	555666666
Website	www.abcdef.com
Password	hhhhh

2.14 E-mail Confirmation of Registration

When a new affiliate registers, both the merchant and the affiliate receive an e-mail confirmation. Templates are used to send the e-mail and they can be customized to your site. Templates are plain text files.

Two templates are supplied and you can alter these or supply your own.

tmp_affiliate.txt for mail confirmation to the affiliate
tmp_affmerchant.txt for mail confirmation to the merchant

2.15 Affiliate Template

The sample affiliate template is shown below. More information about templates is in the next section. Templates are a combination of text and special codes in []. These codes tell VP-ASP to substitute fields from the database. In this case data is being taken from the affiliates table such as the affiliate id, name, country, phone and e-mail.

2.15.1 Sample tmp_affiliate

Thank you for becoming an affiliate.

*Affiliate ID: [Affid]
Name: [FirstName] [LastName]
Country: [Country]
Phone: [Phone]
Email: [email]*

2.16 How Affiliate Links to Your Site

An affiliate places a hyperlink on their site. This hyperlink goes to your site as

shopaff.asp?affid=n	Affiliate links to site and takes all defaults
shopaff.asp?affid=n&id=yyyy	Affiliate links to site but goes to display specific product with catalogid yyyy
shopaff.asp?affid=n&directurl=http://someplae.com	The directurl tells VP-ASP to go to a specific url. It can be a file name or full URL

For example

`http://www.yoursite.com/shopping/shopaff.asp?affid=nnn`

`http://www.yoursite.com/shopping/shopaff.asp?affid=nnn&id=yyyy`

The nnn is the affiliate id assigned during registration. You can set up a default page the affiliate can be directed to by setting field **DirectURL** in the affiliates table. This means you can set-up different pages on your site where different affiliates will be directed. The default location is set in VP-ASP configuration

affdirecturl	shopdisplaycategories.asp
---------------------	---------------------------

It is possible that the customer may not buy goods at this time but may come back in the future without the affiliate link. To associate this subsequent order with the affiliate, a cookie must be left on the customer's PC. You can do this by setting the following in VP-ASP Configuration.

affiliateusecookies	Yes
----------------------------	-----

2.17 Affiliate Reports

A date range can be specified. All affiliates who had links to your site during that period are displayed. If an affiliate is registered but had no links to your site, they are omitted from the report. To override this date check, select "List all affiliates". If this box is checked, the dates are ignored and a report for all affiliates is provided.

Each affiliate that had at least one visit to your site during the period is displayed. Login Count represents the number of site visits. Orders represent the number of orders. The orders can be displayed as well as a report on your affiliate accounts

Affiliate Reports

From Date <input type="text"/>	Month <input type="text" value="Select"/>	<input type="radio"/> Today
To Date <input type="text"/>	Year <input type="text" value="Select"/>	<input type="radio"/> Yesterday
<input type="checkbox"/> List all affiliates	Max rows for detailed display <input type="text" value="100"/>	

2.18 Report Output

The detailed report shows you:

- Link Count - the number of times someone linked to your site
- Order Count - the number of orders received
- Amount - total amount of all the orders
- The affiliate name
- Commission - an approximate commission based purely on multiplying the amount by the commission rate. The actual commission is calculated using a complex formula in the affiliate accounts report

From this report you can view the individual orders or create a summary report for that affiliate.

Affiliate Report for 1/01/00 to 31/12/00

Report	Orders	AffID	Link Count	Last Date	Orders	Amount	Name	Commission
Account Reports	View Orders	1	5	23/07/00	1	\$118.72	My Distributer	\$23.74
Account Reports	View Orders	2	2	23/07/00	1	\$31.06	New Distributer	\$3.11

[1]

Total Sales = \$149.78
Number of sales = 2
Number of Site Visits= 7
Number of Affiliates= 2

2.19 Account Report

The account report is produced by shopa_affaccounts.asp. This summarizes the details of the orders for this affiliate for the dates selected. Commission is only calculated on orders that have been processed. The commission rate can be configured by altering these two lines.

affCommissionIncludesShipping	No
affCommissionIncludesallOrders	No

The default commission settings are based on processed orders with shipping costs subtracted.

Affiliate # 1	
First Name	Test
Last Name	Affiliate
Address	Test Street
City	Test City
State	Test State
Post Code	66666
Country	USA
Email	abc@def.com
Phone	555666666
Payment Information	
Payment type	Check

Orders for affiliate 25/04/02 - 25/04/02

orderid	customerid	Date	Amount	Shipping Cost	Last Name	Country	Processed	Commission
1	2	25/04/02	\$19.85	\$10.00	hh		Yes	\$0.99

Number of sales =	
Number of sales =	1
Total Sales =	\$19.85
Shipping Cost	\$10.00
Processed	
Number of sales =	1
Total Sales =	\$19.85
Shipping Cost	\$10.00
Commission	
Commission	\$0.99

2.20 Affiliate Commission Calculations

Affiliate commission can be calculated in three ways. All affiliates must use the same method.

- A fixed amount set in the affiliate record
- A specific amount for each product. The amount is stored
- Different amounts depending on the category of a product.

2.20.1 Fixed amount Commission

This is the simplest commission calculate. Simply put a value in the affiliate record. The default for all affiliates can be set using:

affcommissionrate	The default commission rate. It can be altered for each affiliate by editing their record
--------------------------	---

2.20.2 Product Based Commission

This assumes that the actual commission is stored in the products table. There is no specific field in the products table to hold this commission rate, so you must tell VP-ASP here to find the commission

affcommissionproduct	Yes means commission is paid by product
AffCommissionproductfield	pother5 Here we are saying that field pother5 has the commission. It can be a fixed amount or a percentage. of the values is less than zero, it is assumed to be a percent (.10 for example). If greater than zero it is assumed to be a fixed amount 5 for example

2.20.3 Category Based Commission

The commission is based on the main category in the product (ccategory) field. Different categories can have different commission rates.

affcommissioncategory	Yes means commission is paid by category
affcommissioncategories	1,2,3,6=.20;4,5=.10 This means categories 1,2,3 and 6 have a commission rate of 20% and categories 4 and 5 have a commission rate of 10%

2.21 Referring Affiliate Commissions

The Master Affiliate commission is calculated differently. If you are NOT using product or category commission rates the master commission is simply the master commission rate multiplied by the order amount total.

If you are using product or category commissions, the referring affiliate commission is the master commission rate multiplied by the commission of the actual affiliate. It is calculated as a percentage of the actual affiliates commission.

3 Extended Descriptions from Database

How would you like to save on web development time and effort? VP-ASP can generate html pages for you. The pages can be:

- Formatted to your style
- Include extensive information about your products
- Be generated by VP-ASP automatically
- Automatically include an order button and quantity selection text box
- Automatically linked from the product display in the VP-ASP Shopping Cart

3.1 Automated Extended Descriptions - Option Pack Method

VP-ASP can automatically generate the extended description page for products. It will generate the actual HTML and an order button. This is done using a template. A template is simply an HTML page you create with your favorite editor. In it you place special fields telling VP-ASP to substitute information from the products table. You can create one template for all products or have a few different templates.

The advantage to this method is you normally need to create only one template instead of one HTML file for each product. If at a later time you change the style of your web site, you can simply change the one template instead of having to re-do all the product extended description pages. For a large set of products this could save many days of HTML development.

3.2 Sample Product Template

Two sample templates are supplied:

- **tmp_product.htm** was created using FrontPage
- tmp_product.txt was created with a plain text editor such as notepad.

The page below was generated by VP-ASP using the supplied tmp_product.htm template.

Cruise
Mexican cruise with five meals
per day, entertainment and
gambling. Price Per person

\$570.00

Item # aaaaa

Order



This extended description is generated automatically from the database. Use a template and created with FrontPage, VP-ASP is dynamically formatting this page.

Template processing is part of the VP-ASP Option Package. It comes from the database.

3.3 More on Templates

If you had 100 products, VP-ASP would generate a similar page for each of those products. How did we do that? The trick is to add information to the database. The extra information such as the information to display below the picture and the large image are stored in fields in the product table.

3.4 Do all my products have to use this format?

Absolutely not. VP-ASP is supplying a sample template. It is expected that you will create a "look" for your site. You will create an html page that has your look and feel. This page can be created by FrontPage, Dream Weaver or any other method you choose. This page becomes your TEMPLATE. It can be called anything you want. Suppose you call it "**myproducts.html**"

3.5 Setting up VP-ASP to generate extended Description

The following steps are necessary to use the Extended Description Facility. Suppose you have 1000 similar products. Normally you would need to create 1000 HTML pages. Using the automated extended description facility you need only create one HTML page.

- Create the one product template using your favorite HTML editor such as FrontPage. Assume you call it myproducts.html. VP-ASP supplies a template called **tmp_product.htm**. This template generated the html page previously shown.
- Where you want fields to be replaced with information from the database, replace those characters in your html with special keywords. For example \$20 will be replaced in your HTML by [cprice] the image by [extendedimage].
- You have now finished your template.

3.5.1 Database Fields

VP-ASP needs more information about your product. These are held in the database.

Update the following fields in the products table for each product. The file **shopexd.asp** file actually generates the extended description html page and needs to be set as the extended description URL (cdescURL). You DO NOT use your template name. It must be **shopexd.asp**.

Field in products table	Usage
cdescurl	shopexd.asp . This is required and must be entered exactly.
template	If left blank, then the default template from VP-ASP configuration is used. Otherwise it is the HTML file that is the template for this product.
extendedimage	A large picture of the product. If empty then no image is displayed on the extended description page. If blank, no larger image is generated.
extendeddescription	A detailed description of the product. It can include HTML formatting such as etc

3.6 Special Fields

When you create your template you need to add special codes into the file where you want VP-ASP to substitute actual values from the database. Any field in the products table can be used. The ones below are common fields but not the only ones.

[formatcurrency cprice]	Price of product
[extendedimage]	A large picture of the product
[extendeddescription]	A detailed description of the product
[cname]	Product name
[cdescription]	The description of the product
[ccode]	Product code
[formatcurrency retailprice]	Retail price
[weight]	Weight
[mfg]	Manufacturer
[cstock]	Stock level

See the following section on template processing for more information on creating your template.

3.6.1 Updating VP-ASP Configuration

xproducttemplate	Example extended description
xaddcatalogid	Yes, adds product catalog id to hyperlink

3.7 Template Keywords

In the table above `formatcurrency` is a special keyword, which tells VP-ASP to format the value as a currency. The keywords allowed are:

<code>[formatcurrency cprice]</code>	Price of product
<code>[forcustomerprice cprice]</code>	Calculate the customer special price and display that value
<code>[formatnumber cprice]</code>	Format the value as a number
<code>[formatdate odate]</code>	Format field as a date
<code>[dualprice cprice]</code>	Calculate dual price
<code>[urlencode cname]</code>	Convert name to be used on a hyperlink

3.8 Testing your Template

It is possible to test your template using our supplied program **shoptmptest.asp**. This is described later.

3.9 Shopexd.asp

Shopexd.asp can also be used stand-alone to display a description of a product. With a hyperlink you can pass two parameters

```
<a href="shopexd.asp?id=3">Display this product</a>
```

ID=xxxx

Template=xxx.htm

xxx is the catalogid of the product to be merged with the template
If a template is not supplied, VP-ASP first checks to see if a template is associated with a product (the template field in the product record).
Otherwise the default template in VP-ASP Configuration (`xproducttemplate`) is used.

4 Mailing Using Templates

VP-ASP can use mailing templates. This allows you to create personalized e-mail confirmations when a customer orders from your store. Mailing by templates allows you to create an individual message or messages for your shop.

Using an HTML editor or plain text editor such as Notepad, you create a file that represents your message and include special formatting that tells VP-ASP where to substitute fields from the actual order. The file must be a text file even if you create it with Microsoft Word. It cannot be a Word document. If using HTML mailing, the template can be HTML.

4.1 Configuring mailing using templates

In the VP-ASP configuration file, set the following

<code>xemailwithtemplates</code>	Yes, uses these templates
----------------------------------	---------------------------

4.2 Sample Templates

Sample templates are supplied both in text format and HTML format.

```
xMerchantEmail="tmp_merchantemail.txt" ' template for merchant confirmation
xCustomerEmail="tmp_customeremail.txt" ' template for customer confirmation
```

Other templates in HTML format are

```
tmp_merchantemail.htm ' template for merchant confirmation
tmp_customeremail.htm ' template for customer confirmation
```

4.3 Setting Templates being Used

Shop Configuration is used to determine which templates are being used.

Template file	
xcustomeremail	tmp_customeremail.txt 
xgifttemplate	tmp_gift.txt 
xmerchantemail	tmp_merchantemail.txt 
xproducttemplate	tmp_product.htm 
xratingtemplate	tmp_rating.txt 
xsupplieremail	tmp_supplieremail.txt 
xtrackingcustomertemplate	tmp_trackingcustomer.txt 
xtrackingmerchanttemplate	tmp_trackingmerchant.txt 
xtrackingmessagetemplate	tmp_trackingmessage.txt 

4.4 Editing Templates

The sample merchant template is shown below. The fields in [] are fields within the order record. Any field can be placed into the template and therefore the mail message. A \$ as the first character tells VP-ASP not to display that line unless there is data in the order record

Merchant Notification

```
Order Number: [Orderid]
Order amount: [format currency OrderAmount]
ShippingCost: [format currency OShipCost]
Shipping Method: [OShipMethodType]
$Tax: [format currency OTax]
$Discount: [formatcurrency odiscount]
```

```
Payment Type: [oCardtype]
Date of Order: [formatdate oDate]
Phone: [oPhone]
E-mail: [oEmail]
```

```
The Order is being shipped to:
${oshipname}
${oshipaddress}
${oshiptown}, [Oshipstate] [oshipzip]
${oshipcountry}
```

```
The Customer is:
[ofirstname] [olastname]
[oaddress]
[ocity], [Ostate] [oPostcode]
${ocountry}
```

```
Products Ordered:
[Add_OItems]
```

5 Mailing To Multiple People

VP-ASP supports mailing to additional e-mail addresses for each order. A sample list is supplied as file tmp_emaillist.txt. Each person can receive a different message.

To use this facility, the following steps are necessary:

1. Create a list of people with their e-mail addresses. A sample list is supplied as tmp_emaillist.txt
2. Create a template for each person or use an existing template such as tmp_merchantemail.txt
3. Update VP-ASP Configuration to use the new mailing list.

xemaillist	tmp_emaillist.txt additional people to be e-mailed
------------	---

5.1 Setting up your Mailing List

A mailing list includes three items of information: the person's name, e-mail address and template to use.

For example, you may want to e-mail your mobile phone message system. You need to create a file using a plain text editor such as notepad. The format of the file is:

name, emailaddress, template

If you put an * or a ' as the first character of the line it is treated as a comment. A sample file is tmp_emaillist.txt.

5.2 Sample tmp_emaillist.txt

The sample mailing list tmp_emaillist.txt is shown below.

```
' Or * in first column is a comment. Sample mailing list
'name,address,template
,
* send to my mobile phone
test Person,abc@def.com,tmp_merchantemail.txt
* send to my home e-mail address
My Home,home@hotmail.com,tmp_merchantemail.txt
```

5.3 Bulk Mailing use Templates

Bulk mailing can be done using the customers, orders, affiliates and projects table. Use the VP-ASP edit tables facility and select "Mail Setup".

cart

Mail Setup	Select Table	Export Setup	Delete Setup
----------------------------	------------------------------	------------------------------	------------------------------

Table name : <i>customers</i>		
Sort	Select	Display
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="All"/>
<input type="text" value="Ascending"/>	<input type="text"/>	<input type="text" value="contactid"/>
		<input type="text" value="firstname"/>
		<input type="text" value="lastname"/>
		<input type="text" value="address"/>
Add a Record	<input type="button" value="Reset"/>	<input type="button" value="Display"/>

5.3.1 Mailing Form

The form below will appear to allow you to specify how and what you are mailing. The two items that are important for template mailing are the filename and the database merge.

Email	<input type="text" value="you@youremail.com"/>
xEmailname	<input type="text" value="VP-ASP Shopping Cart"/>
xEmailsubject	<input type="text" value="Shopping Order"/>
xEmailtype	<input type="text" value="CDONTS"/>
Xemailformat	<input type="text" value="Text"/>
Table Name =	<input type="text" value="customers"/>
File Name	<input type="text" value="tmp_mytemplate.htm"/>
Merge with database	<input type="text" value="Yes"/>

Message - Paste or type the message

Table name	Table to be used for mailing
Filename	This is a file that you create with your message. It can be in template format or it can just be HTML or text. If the file ends in ".htm" it is treated as an HTML file, otherwise it is treated as plain text.
Merge with Database	Yes means that the filename is treated as a template and for each person being mailed, information such as their name is merged with the template

6 Template Processing - Overview

Template processing is used in VP-ASP to handle *Mailing by Templates* and *Extended Descriptions from Database*. You may find other uses for it. The template handling is done using `shopfileio.asp`

6.1 Template Files

A template can be created using your favorite editor. It is plain HTML with the addition of some special fields that will be filled in by the VP-ASP program `shopexd.asp`. Any field in the products table can be placed into your template. The field must be surrounded by brackets `[field]`. For example, to add the stock level of the product use `[cstock]`.

6.2 Database Fields

These are just some of the fields from the products table that can be included

<code>[formatcurrency cprice]</code>	Price of product
<code>[extendedimage]</code>	A large picture of the product
<code>[extendeddescription]</code>	A detailed description of the product. It can include HTML formatting such as <code>
</code> <code></code> etc
<code>[cname]</code>	Product name
<code>[cdescription]</code>	The description of the product
<code>[ccode]</code>	Product code
<code>[cstock]</code>	Stock level
<code>[mfg]</code>	Manufacturer

6.3 Special formatting

The following keywords can precede the variable name

- `Formatcurrency`
- `Formatnumber`
- `Formatdate`
- `Dualprice`
- `Formatcustomerprice`
- `Urlencode`

For example:

`[formatcurrency cprice]`

6.4 Special Fields

Special fields are not in the database but tell VP-ASP to add additional information to the extended description page. The Check Box and the Order Button are mutually exclusive. Only one should be in a template.

<code>[SPECIAL_ORDERBUTTON]</code>	Generate an order button, quantity, special features for a product
<code>[SPECIAL_CHECKBOX]</code>	Generate a check box, quantity, special features for a product
<code>[ADD_PAGEHEADER]</code>	Use the standard <code>shoppage_header</code> to start the HTML file
<code>[ADD PAGETRAILER]</code>	Use the standard <code>shoppage_trailer</code> to end the

	description
[ADD_OITEMS]	Order items for mailing templates
[ADD_CROSSELLING]	Adds associated products to the display

If you want more control over how certain fields appear on your template you can replace [SPECIAL_ORDERBUTTON] with individual pieces. All the fields are required except [add_productfeatures]

[ADD_FORMSTART]	Tells VP-ASP where the form is to start
[ADD_PRODUCTFEATURES]	Optional. Generates the product features drop down lists
[ADD_QUANTITY]	Adds the quantity
[ADD_ORDERBUTTON]	Adds the actual order button
[ADD_PRODUCT]	Adds a hidden field with the product id
[ADD_FORMEND]	Tells VP-ASP where the form ends. The quantity, button, product and the features must be contained within the form start and end

6.5 *Template Restrictions*

Templates can process only one record in one table at a time. Therefore multiple products cannot be formatted on one page of a template. Templates cannot have ASP in them. They are read in via the program and therefore are not interpreted by the ASP compiler.

If JavaScript is included in your template and it uses [], then the JavaScript must be included from a file and not imbedded in the template. Brackets [] are used by VP-ASP to locate substitution fields

6.6 Testing Templates

A supplied program **shoptmptest.asp** can be used to test your template. You supply the template name, the table to be used and optionally the specific record to format. If the record is not specified the first record in the table is used.

Test a template. VP-ASP will read and fill in the template and display results

Select a table	Categories
Template	<input type="text"/>
RecordID	<input type="text"/>
Select Template type	Browser <input type="checkbox"/> Use mail option if testing mailing templates

Select a Table Template

Templates can only read one table. You specify the table to be read.

The name of the template to test. The supplied templates are:

tmp_product.htm products table
 tmp_product.txt products table
 tmp_customeremail.txt - orders tables
 tmp_merchantemail.txt orders table
 tmp_affiliate.txt affiliates table
 tmp_affmerchant.txt affiliates table

RecordID

The specific record in the table. The default is the first record

Template Type

For mailing templates, if you do not specify "MAIL", the records will look jumbled up because no
 are added.

6.7 Template Errors

If the wrong table is specified, you will get error messages similar to the ones below. Here we are testing tmp_product.htm template with the categories table. The red messages are indicating that specific fields cannot be found. You will not see the red in this printed page.

Field cname not in database
 Field cdescription not in database
 Field ccode not in database

[cname]
 [cdescription]
 Field cprice not in database Field extendedimage not in database
[formatcurrency
cprice] \$
 Item # [ccode]

Field CATALOGID not in database Field extendeddesc not in database
 [extendeddesc]

7 Coupons

Discount coupons allow you to reward customers with discounts. The discounts can either be:

- Discount to the total price
- Discount to specific products
- Discount to specific category of products

Discounts have the following attributes:

1. A name that you define when you create a coupon
2. A start date
3. An ending date
4. A use count

7.1 How the customer uses a Coupon

Customers can enter the discount coupon at any time before they checkout. If the coupon is valid, the coupon discount is applied to the order and appears as a separate line item in the order confirmation form.

7.2 How the merchant defines a coupon

The merchant defines a coupon by adding a record to the Coupons table. This is done using normal VP-ASP administration facility. The coupon is then immediately available or a date when the coupon starts can be specified. Multiple different coupons can be valid at any one time. There is no limit.

In the VP-ASP configuration file, the following value must be set:

<code>xallowcoupons</code>	Yes
----------------------------	-----

7.3 Coupon Expiration

Coupons can expire in two ways.

The first is an expiration date. The coupon expires immediately at the end of the day.

Days are very dependent on where your web hosting company is located and may be different from your local date.

The other method is to use a “use count”. VP-ASP records each time an order has been completed and a coupon has been used. The next time a shopper enters the coupon name, if the use count has exceeded the limit, the customer is notified that the coupon is no longer valid.

Since the recording and the checking are done at different times, it is possible to exceed the use count if multiple customers enter the coupon name before the use count has been exceeded.

7.4 Coupon Discounts

Discounts can either be a percentage of the total order or a fixed amount.

7.5 Coupon Limitations

Coupons can be limited to specific products or categories. In the coupon table there are two fields
CouponCategories

This is a list of category numbers to which the discount applies. For example

1, 55, 3, 2

CouponProducts

This is a list of product catalogids numbers to which the discount applies. For example

7, 3, 13, 77, 22, 1

7.6 Creating A Coupon

A coupon is created by adding a record to the Coupons Table using the normal administration table edits.

CouponName	Any name you want
CouponAmount	
CouponPercent	.1
CouponStartDate	20/3/00
CouponEndDate	20/4/00
CouponLimit	1000
CouponCategories	1,4,7
CouponProducts	
CouponUsedCount	
CouponLastUsedDate	
CouponComment	This coupon is a sample
CouponOther	

Add a Record

CouponName	Can be anything. This is what the customer enters
CouponAmount	The amount of discount. It can be a \$ amount or left empty
CouponPercent	The percent discount in the form .10 or for currencies that use comma as decimal point ,10
CouponStartDate	Must be entered.
CouponEndDate	If left empty, the coupon has no expiration date
CouponLimit	The number of times the coupon can be used. If left empty, there is no limit
CouponCategories	A list of categories to which the discount applies. If empty and the next field is also empty, it applies to all products
CouponProducts	A list of catalogids to which the discount applies. Can be left empty
CouponUsedCount,	Updated by VP-ASP
CouponLastUsedDate	Updated by VP-ASP
CouponComment	Unused by VP-ASP
CouponOther	Unused by VP-ASP

8 Gift Certificates

Customers will be able to buy and redeem gift certificates on your site. A gift certificate is paid for like any other product in your shop. The person receiving the gift certificate can then use it to purchase any item in your shop. The certificate essentially acts as a discount up to the value remaining on the certificate.

8.1 Enabling Gift Certificates

In VP-ASP Shop Configuration

xgiftautoenable	No means that you must manually edit the gift certificate and put something in the GiftAuthorized field. This prevents hackers from trying to buy a gift certificate and then using it without first paying for it.
xgiftcertificates	Yes. This enables gift certificates
xgiftexpirydays	Used to set the expiration date for the gift certificate
xgiftlimit	Limits the amount of an individual gift certificate
xgiftprefix	Used to create the gift certificate number in the form GIFT-nnnnn-yyyy
xgiftproductid	99999
xGiftTemplate	Used as the message to the gift recipient

8.2 FAQ on Gift Certificates

- *Can a customer use only a portion of the gift certificate?*

Yes, the portion used is deducted from the remaining amount. A customer can then use the remaining amount for a purchase at some other time.

- *What happens if the gift certificate exceeds the purchase?*

VP-ASP will bypass the normal payment processing and mark that payment was made by a specific gift certificate.

- *What happens if the gift certificate is less than the amount ordered?*

The customer will be required to pay the difference between the amount purchased and the value of the gift certificate.

- *How do I know who used a gift certificate?*

VP-ASP records payment with a gift certificate in the orders table. It also puts trace information in the gifts table. You can see how many times a gift certificate was used, which orders they were used for and how much in each order.

- *Are Gift Certificates Hacker Proof?*

There is no guarantee that gift certificate processing cannot be comprised by hackers.

- *What about Server Failures?*

If the database fails to get updated properly because of a web server failure, it is possible that an order may not have been fully completed, yet the gift certificate usage details may have been updated. If this occurs you may need to restore the amount remaining based on the internal trace record. This is a simple edit of the gifts table.

8.3 Buying A Gift Certificate – *shopgift.asp*

Multiple Gift Certificates can be bought at one time. They must all be of the same value and will have the same message associated with them. Messages can be up to 255 characters.

The checkout process is similar to normal shopping except *shopgift2.asp* is used instead of *shopcustomer*

Follow these easy steps to order your gift certificate

Who are you sending the gift certificate to. Enter the name below.

To Name(optional)	<input type="text"/>
* Email	<input type="text"/>

Who are you? Enter your name and e-mail address.

From Name (optional)	<input type="text"/>
* Email	<input type="text"/>

Enter the amount of the gift.

Amount	<input type="text"/>
--------	----------------------

Add a message

Enter e-mail addresses separated by commas.
(if sending to more than one person)

8.3.1 Buy a Gift Certificate fields

A gift Certificate can be bought for more than one person but the second and other recipients only can be specified by their e-mail addresses. The e-mail addresses in the bottom box are simply in the form

Abc@def.com,jkl@mno.net

8.4 Limiting Gift Certificates

The amount of an individual gift certificate can be limited with the following statement in VP-ASP Configuration.

xgiftlimit	100
------------	-----

This will limit the gift certificate to \$100

8.5 Using A Gift Certificate

During the normal shopping for a product on your site, the gift certificate number is entered on the same page as other customer details. The certificate is checked at this time. It is checked for value remaining, authorization and expiration date.

* Post Code	<input type="text"/>	Post Code	<input type="text"/>
* Phone	<input type="text"/>	Country	<input type="text"/>
* Email	<input type="text"/>	Company	<input type="text"/>
Country	<input type="text"/>		
Company	<input type="text"/>		

Order Comments and Special Requests

Continue

Enter your gift certificate here

Gift Certificate

[Start as new user](#)

8.6 How Gift Certificate Appears on Checkout

The Gift certificate amount is deducted from the purchase price. In the example below, the gift certificate had enough value to cover the full purchase.

You will now be directed to a secure site to enter your credit card details.
Other payment types can also be used such as check or phone order.

Your information will be encrypted.

[Order now!](#)

Description	Quantity	Unit Price	Total
Pizza Frozen The finest ingredients and self rising crust make this the perfect pizza Marked down today at our special price	1	\$5.95	\$5.95
	Product Cost		\$5.95
	Shipping Cost		\$10.00
	Gift Certificate		-\$15.95
	Total		\$0.00

[Click here to review your order](#)

9 Language Switching

VP-ASP can dynamically change the captions used from one Language to another. Each language needs two files:

```
shop$language_xxxxxxx.asp  
shop$language2_xxxxxxx.asp.
```

The supplied language files are:

```
shop$language_english.asp  
shop$language2_english.asp
```

When you purchase the Option Package you can request up to four additional languages, or you are free to translate VP-ASP language files into as many languages as you can.

9.1 Steps in putting in multiple Languages

Get as many language files as you need. In our example we are going to use Spanish, English, French and German. So we will have the following files:

```
Shop$language.asp  
Shop$language2.asp  
shop$language_english.asp  
shop$language2_english.asp  
shop$language_spanish.asp  
shop$language2_spanish.asp  
shop$language_french.asp  
shop$language2_french.asp  
shop$language_german.asp  
shop$language2_german.asp
```

9.2 *Languagedefine.txt*

This file is supplied with the VP-ASP Option Package. It is used to update shop\$language.asp file.

To do this locate the very last two lines in shop\$language

```
%>  
<!-- #include file="shop$language_english.asp" -->
```

And replace it with the lines in languagedefine.txt

```
language=LanguageGet  
LanguageDefine(language)  
Sub LanguageDefine(language)  
dim langname  
langname=ucase(language)  
Select Case langname  
  Case "ENGLISH"  
    %> <!-- #include file="shop$language_english.asp" --><%  
  case else  
    %><!-- #include file="shop$language_english.asp" --><%  
end select  
end sub  
%>
```

9.3 *Languagedefine2.txt*

This file is supplied with the VP-ASP Option Package. It is used to update shop\$language2.asp file in the same way you just updated the files above.

9.4 *Testing VP-ASP*

To make sure everything is working, please retest VP-ASP now. You should still see just English.

9.5 *Adding Other Languages*

You must edit shop\$language.asp after the previous step has been done.

Locate these lines. Assume you want to add French and German language files

```
Case "ENGLISH"
    %> <!-- #include file="shop$language_english.asp" --><%

Change them so they look like
Case "ENGLISH"
    %> <!-- #include file="shop$language_english.asp" --><%
Case "GERMAN"
    %> <!-- #include file="shop$language_german.asp" --><%
Case "FRENCH"
    %> <!-- #include file="shop$language_french.asp" --><%
Case "SPANISH"
    %> <!-- #include file="shop$language_spanish.asp" --><%
```

9.6 *Updating Shop\$language2.asp*

The same procedure as above must be repeated in shop\$language2.asp. Notice all the language file names are ...Language2_...asp

```
Case "ENGLISH"
    %> <!-- #include file="shop$language2_english.asp" --><%

Becomes
Case "ENGLISH"
    %> <!-- #include file="shop$language2_english.asp" --><%
Case "GERMAN"
    %> <!-- #include file="shop$language2_german.asp" --><%
Case "FRENCH"
    %> <!-- #include file="shop$language2_French.asp" --><%
Case "SPANISH"
    %> <!-- #include file="shop$language2_spanish.asp" --><%
```

9.7 Updating Shoppage_trailer

You now need to add code to do the language switch. You can place this code any place on your web site. In our example we are placing it into shop_pagetrailer.htm.

A sample file is supplied as languageshoppage_trailer.htm

```
<table border="0" cellspacing="0" cellpadding="2">
<tr>
<td bgcolor="#336699" valign="middle">
  <b><font size="2">
    <a STYLE="text-decoration:none" href="shoplanguageset.asp?LG=ENGLISH"><font color="yellow">English</a>|
    <a STYLE="text-decoration:none" href="shoplanguageset.asp?LG=FRENCH"><font color="yellow">French</a> |
    <a STYLE="text-decoration:none" href="shoplanguageset.asp?LG=GERMAN"><font color="yellow">German</a> |
    <a STYLE="text-decoration:none" href="shoplanguageset.asp?LG=SPANISH"><font color="yellow">Spanish</a>
  |
</tr></table>
```

At the bottom of the shopping pages will now appear the following. By clicking on any of these, the language will now change.

[Home](#) [Categories](#) [View Cart](#) [Checkout](#) [Search](#) [Empty Cart](#)

[English](#) | [French](#) | [German](#) |

10 Mailing To Suppliers

At the completion of the order, each supplier can receive an e-mail about those goods purchased. You must set the supplierid in the product record. The supplierid is a number which links back to the supplier table. The following must be set in VP-ASP Configuration.

xmailto-suppliers	Yes
xsupplieremail	tmp_supplieremail.txt

10.1 Adding Suppliers to the database

There is a supplier registration form, shoppupplierregister.asp. Suppliers can then self-register or you can register on their behalf. To allow suppliers to self-register set the following in VP-ASP Configuration.

xsupplierregister	Yes
-------------------	-----

10.2 Supplier Template

The default supplier template, tmp_supplieremail.txt, can be altered to suit your site. The actual order items are dynamically created in file shopmailsupplier.asp

Supplier Notification of Sale

Order Number: [Orderid]
Shipping Method: [OShipMethodType]
\$Gift Certificate: [GiftCertificate]

Payment Type: [oCardtype]
Date of Order: [formatdate oDate]
Phone: [oPhone]
E-mail: [oEmail]

\$The Order is being shipped to [oshipname]:
\$[oshipname]
\$[oshipaddress]
\$[oshiptown], [Oshipstate] [oshipzip]
\$[oshipcountry]

The Customer is:
[ofirstname] [olastname]
[oaddress]
[ocity], [Ostate] [oPostcode]
\$[ocountry]

11 HTML Mailing

It is possible to mail responses in HTML format instead of text format. Different templates are required. We have supplied sample HTML formatted templates. The templates have the same names as their text examples

Text	HTML
tmp_customeremail.txt	tmp_customeremail.htm
tmp_merchantemail.txt	tmp_merchantemail.htm
etc	

Set the following in VP-ASP configuration.

xemailformat	HTML
--------------	------

12 Product Rating and Reviews

Customers can rate and review any product. They can view other people's comments. This is controlled by the following lines in VP-ASP configuration.

The merchant can optionally be notified when a review has been added.

xallowratingproducts	Yes turns on product reviews and rating
xallowratingssummary	Displays a summary of the number of ratings on product displays
xratingmailtomerchant	If Yes, a mail message is sent to the merchant
xratingproducthyperlink	Automatically generate a hyperlink on products displays to write a review and read reviews
xreviewauthorize	If Yes, reviews are not automatically displayed. The merchant must manually set the Authorized field in the reviews table. Anything in the "authorized" field means it is authorized.

12.1 Shopreviewadd.asp

To make a review shopreviewadd.asp is invoked. It is passed one parameter id=33. The 33 is the catalogid of the product. For example, VP-ASP can automatically generate this hyperlink from the normal product display page.

shopreviewadd.asp?id=22

Glossy paper
Write a Review

Your Rating	5 (Best) ▾
Review Title	<input type="text"/>
Comment	<input type="text"/>
Where are you? State/country	<input type="text"/>
First Name	<input type="text"/>
Email	<input type="text"/>

Continue

12.1.1 Product Review Fields

All Fields are required except the e-mail address. The information is stored in the reviews table. Optionally, the merchant is e-mailed a message when a review is written.

12.2 Listing Reviews

The reviews are listed last in first out. The product name is listed along with links to write a review and go back to the product details.

Glossy paper

[Write Review](#) [Product Details](#)

Best paper ever ★★★★★

Harry New York, USA (29/04/01)

This is the best paper I have every used. It works properly in all my computer printers and faxes. It has a beautiful texture and I highly recommend it.

13 Projects Payments

Projects are a method of using VP-ASP for non-product payments. These can be services, auctions or any other payment not normally associated with your normal products.

13.1 How Projects Work

Using the normal VP-ASP administration system you first create a record in the “projects table”. A unique number is created starting from 1. This is the project number. A new file is provided called **shopprojectlogin.asp**. You notify the person who is paying to go to your site. They enter their project number and e-mail address. The amount being paid is then taken from the projects table and they then go through the normal VP-ASP process of paying as if they were buying a product.

13.2 Creating a projects Record

Use the VP-ASP Administration facility and edit the “projects” table and then select “add Record”

Table name : projects

<p>Sort</p> <p>Select <input type="text" value="Select"/></p> <p>Ascending <input type="text" value="Ascending"/></p>	<p>Select</p> <p>Select <input type="text" value="Select"/></p> <p><input type="text"/></p>	<p>Display</p> <p>All pid pdate description customer</p>
Add a Record	<input type="button" value="Reset"/>	<input type="button" value="Display"/>

Page 1 of 1

pdate	<input style="width: 95%;" type="text"/>
description	<input style="width: 95%;" type="text"/>
customer	<input style="width: 95%;" type="text"/>
customeremail	<input style="width: 95%;" type="text"/>
price	<input style="width: 95%;" type="text"/>
dualprice	<input style="width: 95%;" type="text"/>

There are numerous fields, but only these need to be filled in.

pdate	Today's date or the date of the project
description	Description of up to 255 characters.
customer	Name or organization who is going to pay
customeremail	Customer e-mail address
price	The amount being paid
dualprice	Used only if you are displaying dual prices

13.3 Mailing to Customers

Records from the project display can be mailed to customers using the standard mailing facility. A template tmp_project.txt is supplied that will automatically fill in the project id and customer name. This file should be edited to put in your web site address.

The following is a display of “Mail Set-up” after editing the projects table

Email	you@youreemail.com
xEmailname	VP-ASP Shopping Cart
xEmailsubject	Shopping Order
xEmailtype	CDONTS
Xemailformat	Text
Table Name =	projects
File Name	tmp_project.txt
Merge with database	Yes

13.3.1 Tmp_project.txt

To: [customer]

The work has now been completed.
You can pay for this by linking to this location:

<http://www.mysite.com/shopping/shopprojectlogin.asp>

Project #: [pid]
Email: [customeremail]

13.4 Customer pays for Project

You must e-mail the customer the project number and the e-mail address used to login.. The customer then links back to your site to file **shopprojectlogin.asp**

Enter your project number and email address

* Project Number	<input type="text"/>
* Email	<input type="text"/>

Continue

On entering their project number and e-mail address, the service is added to the cart in this form automatically.

Remove	Description	Quantity	Unit Price	Total
<input type="checkbox"/>	Project Number: 1			
<input type="checkbox"/>	Name: My customer	<input type="text" value="1"/>	\$100.00	\$100.00
	Description : This is a payment of software development			
Product Cost				\$100.00

13.5 Notes

After the project is added to the cart it is treated like any other “product”. The customer can add another project by using shopprojectlogin.asp, can checkout or can purchase other items from the shop.

13.6 Project Payment Updates

VP-ASP can automatically update the project record when the customer pays, you can choose to update it manually. To allow automatic updates, set

xprojectupdate	Yes. This automatically updates the project record when payment is made
-----------------------	---

13.7 Project Reports

The project report displays those projects that have not yet been processed. As projects are paid, they can be marked paid and processed. The details can be updated by editing the record.

Sort Orders by

Search

Page 1 of 1

		Mark Processed	pid	Date	Customer	Amount	Description	Delete
View	Edit	<input type="checkbox"/>	1	27/10/01	My customer	\$100.00	This is a payment of software development	<input type="checkbox"/>

14 Order Tracking

Order tracking allows merchants to:

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

14.1 Tracking Configuration

xtracking	Yes - turns on order tracking
xtrackingcustomerread	If yes, customer can read tracking messages.
xtrackingcustomerwrite	If Yes, customer can write tracking messages to the merchant

14.2 Merchant Messages

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

Sort Orders by

Search

Page 1 of 1

			Mark Processed	orderid	customerid	Date	Amount	Last Name	Country	Delete
View	Edit	Track	<input type="checkbox"/>	1	2	29/10/01	\$37.85	test		<input type="checkbox"/>

14.3 Merchant Tracking Options

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

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

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

Tracking Message

Continue

14.4 Customer Tracking

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

Email message to merchant

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

Tracking Message

[Continue](#)

Tracking Message

Date	Time	Your Name	Tracking Message
30/10/01	1:30:41 AM	Shipping Department - Fred	The goods will be shipped by Fedex on Friday for delivery in 2 days.

15 Image Uploading

This facility allows you to upload images from your own personal computer and to store them on the web host's computer. It also automatically updates the VP-ASP product or category fields with the location of the image.

15.1 Restrictions

Most web hosting companies make their directories read-only. This prevents hackers from altering your site but it also prevents you from altering your site from the browser. This uploading facility relies on your web hosting company's security protection. If they will not let you write to a directory, then this VP-ASP facility will not work.

15.2 Upload Configuration Options

The following should be set in VP-ASP Configuration

xupload	Yes – turns this facility on
xuploaddirectory	Default directory where images are to be stored. It should normally be in Windows relative addressing format such as ..\images

15.3 How it Works

When this facility is turned on, additional hyperlinks are generated when you edit a product or category.

Image: Upload image	<input type="text"/>
Order Button image: Upload image	<input type="text"/>

15.4 Uploading an Image

When clicking, “Upload Image”, you are prompted as shown below.

Upload file

File Name	<input type="text"/>	<input type="button" value="Browse..."/>
Directory	<input type="text" value="images"/>	

The browse button can be used to do a normal Windows browse to the file to be uploaded. The directory is where the image is to be stored. It should be writable

15.5 Upload Errors

The two most common errors that are encountered are the path where the image is to be uploaded does not exist. A message like this will appear:

Errors occurred trying to create D:\webs\yousite\shopping\images\aaa.gif
Path not found

This means the path images does not exist.

The second error is that the directory cannot be written to.

Errors occurred trying to create D:\webs\yousite\shopping\iaaa.gif
Permission denied

Here you tried to upload the image directly into the VP-ASP shopping directory. Since it is normally read-only, the upload failed.

15.6 Successful Uploads

On the successful completion of the upload, the following will be displayed: the location of the image, a picture of the image and a continue link. Continue should return you to the page where you can from.

The file was uploaded successfully

c:\webs\vpasptest350\vpasp130x110.gif



[Continue](#)

16 Points System

A customer can receive points based on the products purchased. Points can be assigned to all or selected products.

Currently there is no provision for points to be redeemed. It is up to the merchant to decide how to use the accumulated points to reward your customers.

The merchant puts the number of points into a new field in the products table called points.

16.1 How it works

At the end of the order each product is looked up. If it has points they are added and then stored in the customers table in new fields pointstotal and points remaining

When the customer reviews their orders, they can see their total points remaining, total points accumulated and points for each order.

Points System uses three new Shop Configuration values.

xpoints	Yes turns on the points system
xpointsfield	points the default field where points are located

16.2 Where Points are stored

Points are stored with the order in the points field. Points are stored with the customer record. There are two fields. pointstotal and pointsremaining. The total represents all points accumulated to date and the remaining is those that remain after some have been used. VP-ASP currently adds to both at the end of the order but there is no redeeming facility and therefore nothing that lowers the points remaining.

16.3 Customer Review Points

The customer can review the points accumulated by using the standard review orders facility of the Customers server.

Orders are listed by latest date first

Order Number

Order #	Amount	Date of Order	First Name	Last Name	Status	Processed	Restore	Points
2	\$157.75	29/04/02	Fred	Buyer		No	Yes	1500
1	\$19.85	29/04/02	Fred	Buyer		No	Yes	100

Points total	Points remaining
1600	1600

17 Gift Registry Summary

The Gift Registry allows a customer, called a registrant, to select a range of products from your shop. The products are not actually purchased but are saved in a table.

The customer notifies friends and relatives that they can purchase selected items by going to your Internet store. This can be used for weddings, anniversaries, birthdays and other events.

**The Gift Registry is a separate software product.
It is not part of VP-ASP base or the VP-ASP Option Package**

17.1 Installation

Copy the Files to the VP-ASP Directory. Most of the files are new and do not replace any existing VP-ASP files except dummy files. To turn on the Gift Registry, set the following configuration Option.

xgiftregistry	Yes – turns this facility on
----------------------	------------------------------

A new service is now added to the Customer Service Menu called “Gift Registry”. You can also add a direct hyperlink to the main interface to the Gift registry. The file name is **shopgiftregadmin.asp**.

17.2 Registrant

The main interface to the Gift registry is **shopgiftregadmin.asp**. A hyperlink can be placed on the site to point to this file.

For the Registrant they can:

- Create a new gift registry
- Add products to the registry
- Update address details for existing gift register
- View products in the current registry including those already purchased
- Add additional products to an existing registry
- Delete products from the gift registry

The registrant and the merchant both receive e-mails when a new registry is created.

17.3 The Buyer from the gift registry

The buyer can either:

- Login using the registrant’s last name and a password created by the registrant
- Search for a registrant that allows public access.

The buyer will see all the products in the registry but those that have already been purchased cannot be purchased again. The buyer can elect to purchase from the registry items but can also purchase other items from the store.

17.4 Administrator

The shop administrator has two new tables: registrant and registry items. If the registrant table is edited using standard VP-ASP facilities, they will be allowed to view a formatted Gift Registry record.

17.5 Creating Gift Registry

From the main menu, shopgiftregadmin.asp, shown below, the registrant selects “Create New Gift Registry”.

- 1 Buyers would select “search for Event” Or Purchase from Gift Registry”
- 2 Registrant would select “Creates a new registry” or View your Gift Registry”

Gift Registry	
1.	Search for event
2.	Purchase a gift from a registry
3.	Create new gift registry
4.	View your Gift Registry

[Start as new user](#)

17.6 Gift Registry Creation

This form is used for both creating a new registry and for updating a registry. It includes information for registrant, co-registrant and optional shipping details.

Thank you for shopping with us.
The first step is to enter your personal details.
You will then be given the opportunity to add items to your shopping cart
in preparation for saving these in your registry

Event Information

Wedding, Anniversary, retirement celebration, Christmas wish list, or any other

* Event Type	<input type="text"/>
Event date	January 1 2001

Registrant Information

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Address	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text"/>
* Post Code	<input type="text"/>
* Phone	<input type="text"/>
* Email	<input type="text"/>
Country	<input type="text"/>

Co-Registrant Information

17.7 Passwords

The second page of the registration is the creation of passwords. Two passwords are required. One for the registrant to view and edit the registry. Potential buyers use the second. The "Thank You" box is used to send thank you messages to buyers if they purchase from the gift registry.

The private password allows you to view and update the gift registry
The public password is used by your friends to list the products
If you wish anyone to be able to view and buy gifts, check the public allowed checkbox.

* Private password (for self)	<input type="text"/>
Public password (to send to friends)	<input type="text"/>
Public allowed to view registry	<input type="checkbox"/>

Thank you note

Continue

17.8 Printable Confirmation

A printable confirmation form is created. At this time no items have been added to the registry. The customer can now shop normally.

Please review your registration details.
Then click shop to start shopping
Use the back button to make changes

Press to start shopping

Registration # 2	
Event Date	20/07/02
Event Type	Wedding
My Password	myprivvate
Buyer password	mypublic
Registrant	
First Name	Howard
Last Name	Test
Address	3 Test Pl
City	Test City
State	NY
Post Code	11720
Country	US
Email	test@test.com

17.9 Adding items to the Cart

The registrant now goes through the normal search and browse of the shop. When ready to create the registry they use the standard checkout, which leads them to this page. On clicking the button, the items in the cart are added to the Gift Registry and the customer receives confirmation e-mail with all the items and a special confirmation that the Gift Registry has been created.

Description	Quantity	Unit Price	Total
Girls Dresses Summer dresses in assorted size and colors Base price \$9.90 Features/Options: Size Extra Large Add \$6.00	1	\$15.90	\$15.90
Mens Business Shirts Great value men's striped business shirts Base price \$19.00 Features/Options: Size Extra Large Add \$6.00	1	\$25.00	\$25.00
Product Cost			\$40.90
Total			\$40.90

[Click here to review your order](#)

17.10 Buying a gift

From the main menu, shopgiftregadmin.asp, shown below, the buyer selects “Purchase a Gift” or “Search for Event”.

Gift Registry	
1.	Search for event
2.	Purchase a gift from a registry
3.	Create new gift registry
4.	View your Gift Registry

[Start as new user](#)

17.11 Login Page

The login is required to locate the registry. The customer needs to know the public password. On successful login, the buyer sees the items in the registry.

**Please enter the person's last name
and the password they have given you**

Last Name	<input type="text"/>	Password	<input type="text"/>	<input type="button" value="Login"/>
-----------	----------------------	----------	----------------------	--------------------------------------

17.12 Search Page

Search allows you to list all registrants who have allowed the public to view the registry.

Please enter the person's last name

Last Name	<input type="text" value="test"/>	<input type="button" value="Search"/>
-----------	-----------------------------------	---------------------------------------

17.13 Search Results

The search will result in an alphabetic list of registrants. By clicking on “View” the gift registry items will be listed.

First Name	Last Name	Event type	Event date	Co-Registrant	View
Howard	test	Retirement	2/02/02	co	Yes
Fiona	Buyer	Wedding	2/02/02	Groom	Yes

17.14 Gift Registry Display

The Gift Registry display includes all items those that have been purchased before cannot be bought again.

ge 1 of 1

Name	Description	Quantity	Price	Order
Girls Dresses 	Girls Dresses Summer dresses in assorted size and colors Base price \$9.90 Features/Options: Size Extra Large Add \$6.00	<input type="text" value="1"/>	\$15.90	Bought
Mens Business Shirts	Mens Business Shirts Great value men's striped business shirts Base price \$19.00 Features/Options: Size Extra Large Add \$6.00	<input type="text" value="1"/>	\$25.00	<input type="button" value="Order"/>

[1]

18 Importing Data

VP-ASP can import data that is in the form of comma delimited. Any table can have the data imported. Normally this is done for products. If you import categories, the categoryid is assigned by the database and the value may be different than that assigned to a product. Records can be added or updated but they cannot be deleted with this import facility.

The import does not support updating multiple categories/subcategories for a product.

Bulk Import

File Name	<input type="text"/>
Table name	products
match field	catalogid
Delimiter	,
Display	Select <input type="button" value="v"/>
<input type="button" value="Continue"/>	

filename	The name of the file to be imported. It can be a full disk address or relative address. products.txt or c:\imports\mydata.txt
Table	The table the data is imported into.
Delimiter	Each field will be separated by this character. Normally it is a comma (,) or semicolon (;)
Match Field	The field to match the data from the import file to the database to determine whether a record should be added or updated
Display	Yes displays a message for each record. No displays only a summary after the import has been done

18.1 Import Sample Data

The following is a sample of category import data

```
"categoryid";"catdescription";"highercategoryid";"catimage";"hassubcategory";"cathide";"catextra";
"productmatch";"customermatch";"catmemo"
```

```
1;"Toys";0;"vpdemo_toys.jpg";"Yes";;;;;;"Extensive set of new exciting toys"
2;"Travel Packages";0;"vpdemo_travel.jpg";;;;;;"Travel the world. Great packagesfor all ages."
3;"Stationery";0;"vpdemo_stationery.jpg";;;;;;"Full range of laser and fax paper"
4;"Services";0;"vpdemo_services.jpg";;;;;;"Full set of professional services and inexpensive rates."
5;"Clothes";0;"vpdemo_clothes.jpg";;;;;;"The latest fashions and bargain prices."
6;"Groceries";0;"vpdemo_grocery.jpg";;;;;;"Compare and save with internet shopping"
7;"Hidden Category";0;;;"Yes";;;;
8;"New Dolls";1;"vpdemo_doll.jpg";;;;;;
9;"New Toys";1;"vpdemo_cannon.gif";;;;;;
10;"New Puzzles";1;"vpdemo_toys.jpg";"Yes";;;;;;
11;"Small Puzzles";10;;;;;;
12;"Large Puzzles";10;;;;;;1;"Toys";0;"vpdemo_toys.jpg";"Yes";;;;;;"Extensive set of new exciting toys"
```

The first line contains the field names. The remaining lines are the data. Character strings are in double quotes and fields are separate by semi-colon(;). This format can be created by Microsoft Access or VP-ASP itself.

18.2 Bulk Updating – *shopa_editstock.asp*

It is possible to update common fields such as price, stock level and a few other selected fields. This facility is in addition to the normal product updating in which any field can be updated.

The top menu allows you to select specific records. The bottom menu allows you to update the fields.

Please update product values and press the Update button.

sort Select

Page 1 of 1

catalogid	Code	Name	Price	Stock	Category
2	<input type="text" value="22222"/>	<input type="text" value="City Tour"/>	<input type="text" value="27"/>	<input type="text" value="100"/>	2
10	<input type="text" value="aaaaa"/>	<input type="text" value="Cruise"/>	<input type="text" value="570"/>	<input type="text" value="1"/>	2

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