

# XT-CMS User Guide

This user guide explains how each page in the admin area of the cms works and covers other related aspects.

The latest version of this guide can be downloaded from the XT-CMS website at the link below. You will also find other useful guides and video tutorials there.

<http://www.xt-cms.com/support/>

The forum is also a great place to get help and to help other users of the cms.

<http://forum.xt-cms.com/>

# Contents

[Categories](#) (pg.4)

[Adding & Modifying a Category](#) (pg.6)

[Category Settings](#) (pg.9)

[Articles](#) (pg.10)

[Adding & Modifying an Article](#) (pg.11)

[Article Settings](#) (pg.13)

[Products](#) (pg.14)

[Adding & Modifying a Product](#) (pg.15)

[Product Settings](#) (pg.17)

[Tax & Currency Settings](#) (pg.18)

[Checkout Settings](#) (pg.19)

[Shipping Options](#) (pg.20)

[Payment Options](#) (pg.21)

[Coupons](#) (pg.22)

[Adding & Modifying a Coupon](#) (pg.23)

[Users/Customers](#) (pg.24)

[New Users](#) (pg.25)

[Viewing & Modifying User Details](#) (pg.26)

[Emailing a User](#) (pg.27)

[User Submitted Messages & Comments](#) (pg.28)

[User Settings](#) (pg.29)

[User Groups](#) (pg.30)

[Subscriptions](#) (pg.31)

[Orders](#) (pg.32)

[Order Invoices](#) (pg.33)

[Modifying an Order / Updating Order Status](#) (pg.34)

[Order & Invoice Settings](#) (pg.35)

[Terms & Conditions](#) (pg.36)

[Mailer](#) (pg.37)

[Emailing a Newsletter](#) (pg.38)

[Backups](#) (pg.39)

[Importing Data](#) (pg.40)

[Configuration](#) (pg.41)

[Maintenance](#) (pg.42)

[PHP Info](#) (pg.43)

[System Log](#) (pg.44)

[Themes & Page Templates](#) (pg.45)

[Page Template Tags](#) (pg.46)

# Categories

Categories allow you to organise the overall structure of the web pages and content on your website. In general they are used for the main web pages on your website.

A category can be used for just one single web page or to group and display item listings such as products or articles across multiple web pages.

It's important to know how categories work and how they link automatically with other content pages generated by the cms. Below is a summary of the main types of content pages that the cms generates.

## Category Pages:

Category pages can be used to display item listings such as products or news articles. You can change how many items are listed on a category page by [modifying the category](#). If there are too many items to show on one particular category page then extra pages are generated automatically to list the rest of the items and numbered pagination navigation links are displayed below the items on each page.

If a category is not displaying items it essentially works as a stand-alone web page.

You can manually link to any category by copying it's url - simply right click on its category name and copy the url. Typically main category pages should be linked to on your websites main navbar. If you have a lot of categories then [special menu tags](#) can be used in page templates to display dynamic category menus on the website.

## Product Pages:

A product page is a page dedicated to displaying just one particular product and is usually linked to automatically from a category page that has been set up to list products. You can also link to a product page manually - simply copy the product URL by right clicking on its name.

If a particular product has related products selected then these may be listed on the products page also. You can change how related products are displayed on a product page by modifying system category 2 (Related Products).

## Article Pages:

An article page is a page dedicated to display a particular news article and is usually linked to automatically from a category page that has been set up to list news articles. You can also link to a product page manually - simply copy the product URL by right clicking on its name.

---

The categories page in the admin area lists all the categories you have added and also the default system categories.

## System Categories

System categories are created automatically by the cms and cannot be deleted. Categories 1,2 and 3 are only used for e-commerce websites that are displaying products. Category 4 (Search Results) is only used if you want to allow visitors to search products or news articles.

**Category ID 0** - This is the root category which is usually used for your websites home page.

**Category ID 1** - This category is used for displaying products on the shopping cart page, beneath the shopping cart itself.

**Category ID 2** - This category is used for displaying related products on a product details page.

**Category ID 3** - This category is used for displaying a website visitors recently viewed products. Put the special tag {recently\_viewed} on your page template and modify this category to change how the products are shown.

**Category ID 4** - This category is for displaying search results, you can change how search results are listed by modifying this category.

cont...

## Adding New Categories

New categories can be added by clicking the Add link beside Categories in the admin menu. For more information on this see the [adding & modifying a category](#) help section.

## Sorting Categories

To arrange your categories click the Up and Down links to move categories up or down. There is also a button to sort all categories alphabetically but note that clicking this will reset any custom sort order, please bear this in mind as re-sorting a lot of categories manually can take time. Any [dynamic category menus](#) on your website will follow the sort-order set here.

## Sub-Categories

It is possible to arrange categories in a hierarchy. To add a sub-category to an existing category click on the + link after the category name. You can also change a categories parent category on the [modify category](#) page. Any [dynamic category menus](#) on your website will follow the hierarchy set here.

## Modifying a Category

To modify a category click on the modify link beside the name. For more information on this see the [adding & modifying a category](#) help section.

## Deleting Categories

To delete categories select the check boxes beside the categories you want to delete and click the delete selected button. You cannot delete a category if it has any sub-categories, instead you will need to delete the sub-categories first or modify the sub-categories so they are under a different parent category. Deleting a category will not delete any products or articles associated with it. If you delete a category remember to remove or update any links that you have manually created to it.

# Adding & Modifying a Category

When adding or modifying a category you are presented with the same fields and options.

## Category Details

**Category Name:** This is the name for this particular category and the only required field on the page. All other fields are optional.

**Parent Category:** If you want to organise your categories into a hierarchy structure and you want this category to be a sub-category of another category then select its parent category here.

**URL Slug:** This is only important if you are using friendly urls. The url slug is a means to provide a more readable and seo friendly url for the category. For example a standard category url might look something like `http://www.mysite.com/?category=1234567890` and if you enter an url slug eg. `widgets/green` the new friendly url would be `http://www.mysite.com/widgets/green/` - It is recommend to settle on a slug and not change it once set. If you change the slug on an established page then any manually placed links going to the old friendly url would ideally need to be updated.

**Main Content:** This is where you can add and edit the main content for the category. This can be anything from a simple line of text to a few paragraphs or even more complex content such as embeded images, videos or widgets.

If you want to **copy and paste content** into a content area please bear in mind that the copied content might bring across extra unneeded html code that can bloat or even break your page layout, to help get around this there are “paste as plain text” and “paste from word” buttons in addition to the normal paste function.

There are two ways to **upload and add images** to a content area. The first way is to use the method outlined below under Category Images. The other way is to use the file browser. To open the file browser, click the Insert/Edit Image button (the little tree on the toolbar) then on the dialog box that pops up click the Browse button to the right of the image url field. This will open the file browser where you can upload images and then select them to add to into the content area. Images uploaded thought the file browser are stored in the `data/images` directory and are included with any backups you make.

For advanced **html editing** you can click the html button on the toolbar or toggle the editor toolbar off and edit the html code directly.

If the category is using a page template that has more than one content area specified then **additional content areas** will be shown here below the main content area. Each content area has its own toolbar to allow you to easily format text.

The following **special tags** can also be used in any category content area:

**{display\_items}** - displays item listings  
**{page\_num}** - displays current page number  
**{contact\_form}** - displays a contact form

**Meta Description:** This is used mainly to provide search engines with a useful description of the page. Search engines will sometimes use this text when displaying links to the page. Enter one or two sentences with appropriate keywords but don't just list keywords.

**Meta Keywords:** Comma separate keywords and key-phrases in this field to help search engines index your pages better. SEO wise this is less important than the Meta Description.

---

## Category Images

You can upload images to any particular category. Category images can be used in a few different ways. For example if you are using a dynamic slider you can have it displaying images from a particular category. There is also an advanced feature to display a category image table which generates a table of category image links. When modifying a category you can also drag or copy these uploaded images into your content areas and resize them as required.

cont...

## Category Visibility Options

**Page Template:** Select the page template that you want to use for this category. Page templates are typically designed and uploaded by a web developer and they determine the overall design and layout of the page.

**Heading:** If this is set to visible then a heading will be displayed at the top of the main page content area. The heading will be whatever the category name is. If you hide this you can add a custom heading in the main content area.

**Description:** You can hide the content on the page by setting this to hidden.

**Menu Link:** If this is set to hidden then any dynamic menus will not display a link to this particular category.

**Override Menu Link:** If you are using a dynamic category menu on your website you can override the default link by adding custom html code here.

**In Sitemap:** Choose whether to include this category in the sitemap or not. For example you might want to hide restricted areas of your website and exclude them from the sitemap.

## Category Listings

**Listings Visibility:** Choose whether to show or hide listings for this category. If you are using the category as a stand-alone page you should set this to hidden.

**Listings Format:** Select the format for this categories listings. Listing formats are typically coded and uploaded by a web developer and they determine how listings will look on the page. Select a format beginning with “products\_” if you are going to display products in this category. Select a format beginning with “news\_” if you are going to display news articles in this category.

**Number of Columns:** Set the number of items you want to display across the page.

**Number of Rows:** Set the number of items you want to display down the page.

**Thumbnail Width:** Set the width for thumbnail images.

**Thumbnail Height:** Set the height for thumbnail images.

**Keep Aspect Ratio:** If checked thumbnails are resized to fit within the given thumbnail dimensions. If unchecked thumbnails are resized to exactly match the thumbnail dimensions.

**No Items Found:** If there are no items found for this category then this text/message will be displayed.

**Advanced Search Filter:** A category by default will display only items that are assigned to it. The search filter allows you to override this behaviour and control what items are displayed in the category. This is only needed for special case scenarios and can be left blank if you don't need it.

eg. cat=0,sort=priority

Reserved names for the advanced search filter:

- **cat** - list items from other categories eg. catid1,catid2,catid3;catid4,catid5 (comma=or) (semicolon=andgroups)
- **sort** - override the default sort order which is 'priority\_offset', other options are 'id', 'id\_r', 'priority', 'priority\_r', 'name', 'name\_r', 'date', 'date\_r', 'random' (\_r indicates reverse order) (date only works on news articles) (random can be used to display items randomly on a particular page but is not suitable for pagination)
- **phrase** - search items using a general search phrase, typically for searching item ids, name, keywords - specify negative keywords with a preceding hyphen eg -keyword or perform an exact match with square brackets eg. [exact keyphrase]
- **price** - display only products within a specified price range eg. 0,200 for 0 to 200 - or enter a single price to display listings greater or equal to the specified price

Other names can be used in custom scenarios eg. bedrooms=3,location=nass etc.

cont...

## **User Group Permissions**

Select who can view this categories content. If you check “Everyone” then anybody can view it. If you check “Registered Users“ then only registered users who are logged in will be able to view it. You can also setup custom user groups and only allow specific users access.

# Category Settings

To edit category settings click on Settings on the admin menu and click the Categories link.

## Default Values

On the category settings page you can set the default values for new categories. Simply set the new values and click the save defaults button. When you add a new category it will use these defaults.

## Updating Existing Categories

To batch update the settings on multiple categories at once with new values:

1. Change the values on the fields you would like to change and click the check-box to the right of them.
2. Select the categories you want to update using the category dropdown.
3. Click the update categories button

# Articles

The articles page in the admin area lists all of your articles. Each article will have it's own article page which you can view by clicking on the article name. An article is essentially the same thing as a blog post but it is referred to as an article within the cms.

## **Article Pages:**

An article page is a page dedicated to display a particular news article and is usually linked to automatically from a category page that has been set up to list news articles although you can also link to an article page manually from anywhere.

## **Adding New Articles**

New articles can be added by clicking the Add link beside Articles in the admin menu. For more information on this see the [add/modify article section](#).

## **Modifying an Article**

To modify an article click on the modify link beside the name. For more information on this see the [add/modify article section](#).

## **Deleting Articles**

To delete articles select the check boxes beside the articles you want to delete and click the delete selected button. If you delete an article remember to remove or update any links that you have manually created to it. If you think you might want to publish the article again in the future it might be better to modify the article and change it's status to unpublished instead of deleting it permanently.

# Adding & Modifying an Article

When adding or modifying a product you are presented with the same fields and options.

## Article Details

**Article Status:** If an article is set to “Published” it will be visible on the front end to your visitors. If the status is set to “Unpublished” the article is essentially hidden and will not show up for your visitors.

**Article Title:** The title for your article.

**URL Slug:** This is only important if you are using friendly urls. The url slug is a means to provide a more readable and seo friendly url for the product. For example a standard product url might look something like `http://www.mysite.com/?product=1234567890` and if you enter an url slug eg. `widgets/green/myproduct` the new friendly url would be `http://www.mysite.com/widgets/green/myproduct/` - It is recommend to settle on a slug and not change it once set. If you change the slug on an established page then any manually placed links going to the old friendly url would ideally need to be updated.

**Publish Date:** The date the article was published.

**Main Content:** This is where you can add and edit the main content for the article. Usually this will be the text for your article and can be anything from a simple line of text to a few paragraphs or even more complex content such as embedded images, videos or widgets.

If you want to **copy and paste content** into a content area please bear in mind that the copied content might bring across extra unneeded html code that can bloat or even break your page layout, to help get around this there are “paste as plain text” and “paste from word” buttons in addition to the normal paste function.

There are two ways to **upload and add images** to a content area. The first way is to use the method outlined below under Article Media. The other way is to use the file browser. To open the file browser, click the Insert/Edit Image button (the little tree on the toolbar) then on the dialog box that pops up click the Browse button to the right of the image url field. This will open the file browser where you can upload images and then select them to add to into the content area. Images uploaded through the file browser are stored in the `data/images` directory and are included with any backups you make.

For advanced **html editing** you can click the html button on the toolbar or toggle the editor toolbar off and edit the html code directly.

If the article is using a page template that has more than one content area specified then **additional content areas** will be shown here below the main content area. Each content area has it's own toolbar to allow you to easily format text.

**Meta Description:** This is used mainly to provide search engines with a useful description of the page. Search engines will sometimes use this text when displaying links to the page. Enter one or two sentences with appropriate keywords but don't just list keywords.

**Meta Keywords:** Comma separate keywords and keyphrases in this field to help search engines index your pages better. SEO wise this is less important than the Meta Description. The cms search feature will check against any keywords entered here and also against the article name.

**Categories:** Select which categories that you want this article to appear in.

---

## Article Media

**Article Image:** Use this to upload an image for the article. When the article has been added you can modify it later and add more images. Any images added to the article will be displayed in a gallery on the articles detail page. When modifying an article you can also drag or copy these uploaded images into your content areas and resize them as required.

cont...

## Article Display Options

**Page Template:** Select the page template that you want to use for this article. Page templates are typically designed and uploaded by a web developer and they determine the overall design and layout of the page.

**Related Articles:** You can select other articles that are related to this article here and if the page template is setup to show related articles they will be shown.

---

## Advanced Article Settings

**Comments:** Change this to show or hide submitted comments on this article.

**Comment Form:** Enable this if want to allow people to post comments on your article.

**Commenting Permissions:** Restrict who can submit comments by selecting user groups here. For example you might only want to allow registered users.

**Comment Moderation:** You can choose whether comments have to be approved before being published or just to publish automatically when submitted. Comments can be moderated by going to Messages from the admin menu.

---

## User Group Permissions

Select who can view this article. If you check “Everyone” then anybody can view it. If you check “Registered Users“ then only registered users who are logged in will be able to view it. You can also setup custom user groups and only allow specific users access.

# Article Settings

To edit article settings click on Settings on the admin menu and click the Articles link.

**Security Question/Answer:** As an anti-spam measure you can ask your unregistered visitors to answer a question when they post a comment.

## Default Values

On the article settings page you can set the default values for new articles. Simply set the new values and click the save defaults button. When you add a new article it will use these defaults.

# Products

The products page in the admin area lists all of your products. Each product will have it's own product page which you can view by clicking on the product name.

## Product Pages:

A product page is a page dedicated to displaying just one particular product and is usually linked to automatically from a category page that has been set up to list products although you can also link to a product page manually from anywhere. If a particular product has related products selected then these may be listed on this page also. You can change how related products are displayed on a product page by modifying system category 2 (Related Products).

## Adding New Products

New products can be added by clicking the Add link beside Products in the admin menu. For more information on this see the [add/modify product section](#).

## Product Sort-Order

You can re-arrange the sort-order for products in each category. To do this first select a category from the category drop down. Once you do this you should see Up - Down - Top links to move each product up or down or straight to the top. Products to the top will be listed first in the selected website category.

## Searching Products

You can use the search box to search for a particular product. You can also use the category drop down to list only products that are in a particular category.

## Modifying a Product

To modify a product click on the modify link beside the product name. For more information on this see the [add/modify product section](#).

## Exporting Products

You can export product data to a csv file which you can download to your computer. If you first select a category from the drop down or do a search for particular products you can also export just these products.

## Deleting Products

To delete products select the check-boxes beside the products you want to delete and click the delete selected button. If you delete a product remember to remove or update any links that you have manually created to it. If you think you might want to use the product again in the future it might be better to modify the product and change it's status to out of stock instead of deleting it permanently.

# Adding & Modifying a Product

When adding or modifying a product you are presented with the same fields and options.

## Product Details

**Product Status:** If a product is set to “In Stock” it will be visible on the front end to your customers. If the status is set to “Out of Stock” the product is essentially hidden and will not show up for your customers. It is also possible to show out of stock products and if this setting is enabled all out of stock products will show but there will be no add to cart button for them.

**Product Name:** This is simply the name of your product.

**Product Code:** You can use this field for a manufacturers code for example.

**URL Slug:** This is only important if you are using friendly urls. The url slug is a means to provide a more readable and seo friendly url for the product. For example a standard product url might look something like <http://www.mysite.com/?product=1234567890> and if you enter an url slug eg. [blog/greenwidgets/myarticle](http://www.mysite.com/blog/greenwidgets/myarticle) the new friendly url would be <http://www.mysite.com/blog/greenwidgets/myarticle> - It is recommend to settle on a slug and not change it once set. If you change the slug on an established page then any manually placed links going to the old friendly url would ideally need to be updated.

**Price Net:** Enter the price excluding tax. The gross price will change automatically.

**Tax Rate:** Select a tax rate for the product.

**Price Gross:** Enter the price including tax. The net price will change automatically.

**Additional Price Text:** Text entered here will appear beside the product price. If the price actual price is set to zero then only this text will be shown if entered. Usually this is left blank but you can use this for special offer text for example or to show a recommended retail price.

**Main Content:** This is where you can add and edit the main content for the product. Usually this will be the product description and can be anything from a simple line of text to a few paragraphs or even more complex content such as embedded images, videos or widgets.

If you want to **copy and paste content** into a content area please bear in mind that the copied content might bring across extra unneeded html code that can bloat or even break your page layout, to help get around this there are “paste as plain text” and “paste from word” buttons in addition to the normal paste function.

There are two ways to **upload and add images** to a content area. The first way is to use the method outlined below under Article Media. The other way is to use the file browser. To open the file browser, click the Insert/Edit Image button (the little tree on the toolbar) then on the dialog box that pops up click the Browse button to the right of the image url field. This will open the file browser where you can upload images and then select them to add to into the content area. Images uploaded through the file browser are stored in the data/images directory and are included with any backups you make.

For advanced **html editing** you can click the html button on the toolbar or toggle the editor toolbar off and edit the html code directly.

If the product is using a page template that has more than one content area specified then **additional content areas** will be shown here below the main content area. Each content area has it's own toolbar to allow you to easily format text.

**Meta Description:** This is used mainly to provide search engines with a useful description of the page. Search engines will sometimes use this text when displaying links to the page. Enter one or two sentences with appropriate keywords but don't just list keywords.

**Meta Keywords:** Comma separate keywords and keyphrases in this field to help search engines index your pages better. SEO wise this is less important than the Meta Description. The cms search feature will check against any keywords entered here and also against the article name.

cont...

**Weight:** If you are using shipping options that calculate shipping based on weight you will need to enter the product weight here otherwise you can leave this blank.

**Categories:** Select which categories that you want this product to appear in.

---

## Product Media

**Product Image:** Use this to upload an image of the product. When the product has been added you can modify it later and add more images. Any images added to the product will be displayed in a gallery on the products detail page. When modifying a product you can also drag or copy the uploaded images into your content areas and resize them as required.

**Youtube Video ID:** If you have a video of your product on Youtube you can add it to the product page by entering the youtube video ID here. Don't enter the url or embed code here, just the video ID.

---

## Product Options

You can add custom options for your product here. For example if this product was available in red and blue colours you could add an option called Colour with values Red and Blue. Modifiers can also be applied to alter the products price or weight. Typically you should provide at least two values for each option, the first value listed will be selected by default. You can also drag and drop options to sort their order. If you leave the value field blank the customer will enter their own text for that option.

---

## Product Display Options

**Visibility:** Auto visibility shows the product if it is in stock. If the system is set to show out of stock products then Auto is treated the same as visible. Visible/Hidden will show/hide the product no matter the products stock setting.

**Page Template:** Select the page template that you want to use for this product. Page templates are typically designed and uploaded by a web developer and they determine the overall design and layout of the page.

**Related Products:** You can select other products that are related to this product here and if your product page is setup to show related products they will be shown.

---

## Advanced Product Settings

**Product Behaviour:** Usually you will want to leave this set to Add to Cart. Set this to Info Only if you want to display the product without add to cart buttons.

**Product Note Form:** Only enable this if you want to allow customers to add a custom note when ordering the product. For example if you are selling a product that can have a personal message or requires more information specified by the customer.

**File Upload:** Only enable this if you want to allow the customer to upload a file in relation to the product. For example if you were selling a product with a custom printed image, the customer could upload the file they want printed on the product.

**Enquiry Form:** Only enable this if you want to include an enquiry form on the product page. In general it's best not include this as it can distract or delay customer from making a purchase but if you need it for a particular product you can enable it here.

**Subscription Period:** If this product is subscription based enter the subscription period here in days. Leave blank if the product is not subscription based.

**Subscribe to:** You can tie a subscription to specific user groups. When a customer has an active subscription they will be included in any user groups that the subscription has set.

---

## User Group Permissions

Select who can view this product. If you check "Everyone" then anybody can view it. If you check "Registered Users" then only registered users who are logged in will be able to view it. You can also setup custom user groups and only allow specific users access.

# Product Settings

To edit product settings click on Settings on the admin menu and click the Products link.

**Show Out of Stock Products:** By default this is unchecked and any products marked out of stock will not be shown on your website to visitors. If this is checked then out of stock products will be shown but it will not be possible to add them to cart.

## Default Values

On the product settings page you can set the default values for new products. Simply set the new values and click the save defaults button. When you add a new product it will use these defaults.

## Updating Existing Products

To batch update the settings on multiple products at once with new values:

1. Change the values on the fields you would like to change and click the check-box to the right of them.
2. Select the categories you want to update using the category dropdown.
3. Click the update categories button.

# Tax & Currency Settings

To edit tax and currency settings click on Settings on the admin menu and click the Taxes & Currency link.

## Tax Rates

To add a new tax rate simply enter the percentage value and click the [Add Tax Rate] button.

To remove a tax rate simply select it and click the [Remove Selected Rates] button. You can select multiple tax rates by holding [CTRL] on your keyboard.

Note that products will retain their current tax rate even if it is removed here. So you may need to [modify each product](#) or batch [update multiple products](#) with a new tax rate.

## Price Settings

Here you can change the currency for your product prices and orders etc.

If you are selling products business to business then you might want to display your prices excluding tax. To do this check the B2B check-box. If you are selling to general consumers it is usually better to leave this unchecked and display your prices with tax included.

# Checkout Settings

To edit the checkout settings for your shopping cart click on Settings on the admin menu and click the Checkout link.

**Checkout Message:** If you want a message on your checkout page you can enter it here.

## Checkout Options

There are extra fields that can be shown on the checkout page for your customers to fill out.

## Countries

Here you can select what countries you want listed in the billing and delivery country dropdowns on the checkout page.

# Shipping options

Enabled shipping options are available for customers to choose during the checkout process. Only one shipping option can be chosen per order. If there is only one shipping option active it will be applied automatically to an order without the need for the customer to choose it. Some shipping options may have specific criteria which must be met for them to be available during the checkout process.

To view or edit payment options in the admin area go to **Settings -> Shipping options**

## Enable/Disable a Shipping Option

To enable or disable a shipping option change the status dropdown and click the [Save Shipping Options] button.

## Modifying a Shipping Option

To modify a shipping option click the modify link next to the shipping option you want to modify. Each shipping option will have different fields depending on how it works.

## Creating New Shipping Options

If you are familiar with php you can add new shipping options. To do this go to `includes/shop/shipping_options` directory and copy an existing shipping option folder. Rename the folder and edit the files inside it to create a new shipping option.

# Payment Options

Enabled payment options are available for customers to choose on the pay now page. The pay now page is displayed at the end of the checkout process when a customer clicks the confirm order button. The pay now page is also displayed when a customer renews a subscription. You can view an orders paynow page by going to Orders in the admin menu and clicking on the status link along side the order. You can also view an orders paynow page by clicking on any paynow links on the orders invoice.

To view or edit payment options in the admin area go to **Settings -> Payment options**

## Enable/Disable a Payment Option

To enable or disable a payment option change the status dropdown and click the [Save Payment Options] button.

## Modifying a Payment Option

To modify a shipping option click the modify link next to the shipping option you want to modify. Each shipping option will have different fields depending on how it works.

## Creating New Payment Options

If you are familiar with php you can add new payment options. To do this go to `includes/shop/payment_options` directory and copy an existing payment option folder. Rename the folder and edit the files inside it to create a new shipping option.

# Coupons

Coupons are used to apply price discounts to orders made through the shopping cart. The coupons page in the admin area lists all of your coupons.

There are essentially two coupon types:

- **Standard Coupon:** A customer needs to enter the coupon code on the confirm order page to apply the discount.
- **Automatic Coupon:** An automatic coupon will apply a discount to any order automatically without the customer having to enter a code.

## Adding a New Coupon

New coupons can be added by clicking the Add link beside Coupons in the admin menu. For more information on this see the [adding & modifying a coupon](#) help section.

## Modifying a Coupon

To modify a coupon click on the modify link beside the coupon you want to modify. For more information on this see the [adding & modifying a coupon](#).

## Deleting Coupons

To delete coupons select the check-boxes beside the coupons you want to delete and click the delete selected button. If you think you might want to use the coupon again in the future it might be better to modify the coupon and change it's status to inactive instead of deleting it permanently.

# Adding & Modifying a Coupon

When adding or modifying a coupon you are presented with the same fields and options.

## Coupon Details

**Coupon Status:** If a coupon is active it can be used to apply a discount to an order. If it is inactive it cannot be used.

**Coupon Type:** There are 3 types of coupon:

- Standard Coupon
- Solo Coupon
- Auto Discount

A **Standard Coupon** code can be entered manually by customers at the confirm order page. A **Solo Coupon** is the same as a standard coupon except that it cannot be used with any other standard or solo coupon on the same order. An **Auto Discount** is applied automatically to any order as long as the usage restrictions specified allow it. Auto discounts are applied even if a solo coupon is used on the same order.

**Coupon Code:** This is the code that the customer has to enter to apply the discount. Coupon codes can be entered on the confirm order page of the checkout process. If the coupon type is Auto Discount then the coupon code is only used for referencing/identification purposes.

**Coupon Description:** This is for description text for the coupon/discount.

**Value:** Enter the amount you would like this coupon to discount. You can specify a price amount or percentage with the dropdown next to it.

**Multi-Buy Qty:** To batch sell a number of products at a special price you must specify the price or discount percentage above and enter the batch qty here and then select the categories below to specify applicable products. Leave this at 0 for a standard discount.

## Usage Restrictions

These options allow you to put restrictions on your coupons so they can only be used if a specified criteria is met.

**No. of Uses:** If number of uses is set to Once only this coupon will be set to inactive when it is used on an order. If it is set to no limit the coupon can be used an infinite amount of times.

**Start Date:** The coupon can only be used on or after this data.

**End Date:** The coupon will expire on this date and customers will no longer be able to use it to apply a discount.

**Minimum Spend:** A minimum spend value can be set so the coupon will only apply a discount on orders over a certain amount.

**Categories:** Only apply this coupon to products in selected categories. Use this if you want to apply the coupon to particular products rather than the overall order itself. If no categories are selected the coupon can be used on any order no matter what products are ordered.

**User Groups:** Use this if you want to limit the coupons use to a select group of users. If you “Everyone” is selected then anybody can use the coupon. If you select “Registered Users” then only registered users who are logged in will be able to avail of this coupon. You can also setup custom user groups and only allow specific users to use the coupon.

# Users/Customers

Depending on the context users are sometimes also referred to as customers, in particular when talking about orders.

The users page in the admin area lists all the registered users on your website. At a glance you can see each users id, name, email address, phone number and other details such as when they joined, when they were last online and if their account has been verified via email.

## Finding a User

To find a particular user you can use the search field. In the search field you can put a full or partial user id, name or email address.

You can also filter the list of users shown by selecting a filter from the dropdown box. For example you can list only users with administrator privileges.

## Viewing & Modifying a Users Details

To view or modify a users details click on their name or click the modify link to the right.

## Emailing a User

To email a user click on their email address. This will open the [email user page](#) with a contact form containing a general email message template.

## Adding New Users

To add a new user account manually see the [new user section](#).

## Deleting Users

You can delete user accounts by selecting the checkboxes next to the user(s) you want to delete and click the delete selected button. Any orders, subscriptions or other items related to a user will not be deleted.

# New Users

New user accounts can be created in a number of ways.

1. Visitors to your website can register their own user account by going to your websites user registration page. Note that it is possible to close the registration page in Settings -> Users.
2. A new user account is also created automatically when a visitor places their first order through the shopping cart or posts a comment on an article for the first time.
3. It is also possible to add a new user account manually - see below.

Once a user account has been registered that person will in future need to login to place orders or make posts using the same email address associated with the user account.

## Adding a New User Manually

A new user account can be manually added on this page. Usually this is used to add new admin user accounts.

Only two fields are required to add a new user account: **name** and **email address**.

You can specify a password or let the system generate one automatically.

You can select which user groups this new user is a member of. For example you can select an admin user group to give the user admin privileges.

If you want the system to automatically send an email with login details check the “Email new account confirmation” box or you can leave it unchecked if you would prefer to email them yourself later.

## Viewing & Modifying User Details

On this page you can view and modify a particular users details. Usually you should let users modify their own details which they can do themselves at any time by logging into their account.

There are some handy links on this page to lookup any orders or subscriptions the user has. You can also add a new order or subscription for the user by clicking the corresponding Add link.

### Changing Password for a User

To change the users password click on settings and then click change password.

### User Log

Clicking the log link will display the users activity log. This is useful for example if you want to see if the system emailed them recently.

## Emailing a User

When you click on a users email address it will open the email user page.

This page has a contact form pre-populated using a message template. Different message templates are used here depending on what page you clicked on the email address, for example if you click on a users email address from an order page the message template will make reference to that particular order or if you click from a subscription page the message template will make reference to that particular subscription.

If you send a user an email through this page a copy of the email will be recorded and listed in the [Mailer](#).

If you want to email via your email client instead you can click on their email address on this page.

# User Messages

Any messages or comments submitted by users on your website can be viewed and moderated on this page.

To approve a message simply check the box beside it, select approved from the status dropdown box and then click the update status button.

## Article Comments

Approved comments on articles are published publicly on the article for everybody to see.

## User-to-User Messages

When a user-to-user message is approved it is emailed onto the recipient user.

## Deleting Messages

You can delete user messages by selecting the check-boxes next to the message(s) you want to delete and click the delete selected button.

## Spam

Instead of deleting messages you can also mark them as spam if you want to keep a record of them.

# User Settings

To edit user settings click on Settings on the admin menu and click the Users link.

**Login Redirect URL:** By default users are redirected to their account page after they login but if you want to you can redirect them to a custom url by entering it here.

**Account Details:** Check this to allow users to view and update their personal account details. Recommended to leave this enabled.

**Profile Pages:** Check this to enable user profile pages. Recommended to leave this disabled unless specifically needed.

**Show Account Balance:** Check this if you want to show users a total balance of unpaid orders in their account area. Recommended to leave this disabled unless specifically needed.

**Close Registration Page:** If you do not want to allow new user account registrations via the registration page then check this box.

# User Groups

User groups can be used to give specific users admin access, create mailing groups or restrict access to particular categories or products etc.

To edit or add a user group click on Settings on the admin menu and click the User Groups link.

## Adding a New User Group

To add a new user group click on the add new user group link. On the add user group page enter a name for the new user group and click the add user group button. If you want to give the user group Admin Privileges make sure to set these here.

## Modifying a User Group

To modify a user group click the modify link next to the user group you want to modify. You can change the name of a user group and users that are a member of the user group will remain so. You can also change any admin privileges for the user group.

## Deleting User Groups

You can delete user groups by selecting the check-boxes next to the user groups(s) you want to delete and click the delete selected button. Any orders, subscriptions or other items related to a user will not be deleted.

# Subscriptions

A subscription can be created in one of two ways. Either by a customer ordering a subscription based product through the shopping cart or by an admin adding a subscription to a customer account manually.

## Creating a Subscription Based Product

Subscription based products are like normal products that can be displayed on your site and purchased through the shopping cart. To create a subscription based product simply [add a product](#) as you would normally and make sure to enter a value greater than 0 in the Subscription Period field. A subscription can also grant membership to particular user groups while it is active. To do this select the user groups you want it to subscribe to.

## Adding a New Subscription Manually

To add a new subscription manually first go the user account for the customer you wish to add the subscription. At the top of the user account page you will see some links eg. Subscriptions - Add.

Click on the Add link next to Subscriptions to create a new subscription for this customer. Once you click this link a new subscription with inactive status is created and you will be brought to the modify subscription page where you can modify the subscription details.

---

The subscriptions page in the admin are lists all of your customers subscriptions.

## Subscription Status

A subscription can have any one of the status settings below.

- Active
- Inactive

The system can be set to check for expired subscriptions automatically and when an active subscription expiry date passes it will set the subscription to Inactive and queue an email notification in the mailer to be sent on to the customer. The system can also be set to email reminders at intervals prior to the expiry date.

## Emailing Subscription Status to Customer

To email a user about their subscription click on their email address from any subscription related page. This will open the [email user page](#) with a contact form containing an email message template pre-populated with their subscription information and a link to view/renew the subscription.

## Modifying/Renewing Subscriptions

Customers can renew subscriptions through their account area. When a customer renews subscriptions an order with pending status is created on the system with references for the renewed subscriptions.

To modify a subscription click on the subscription id or the modify link to the right of the subscription you want to modify.

To renew a customers subscription change the start date for the subscription, make sure the status is set to active and click save changes.

## Deleting Subscriptions

You can delete subscriptions by selecting the checkboxes next to the subscription(s) you want to delete and click the delete selected button. Generally you should leave inactive subscriptions as it will allow the customer to renew them from within their account area but in some cases it might be preferable to delete them.

# Orders

Orders are created automatically when a customer clicks the confirm order button in the shopping cart or when a customer renews a subscription. It is also possible for an admin to manually add a new order to a customer account, for more information read [Creating a New Order](#) below.

The orders page in the admin area lists all of your customers orders.

## Order Status

An order can have any one of the status settings below.

- Unpaid
- Paid
- Paid & Processed
- Cancelled
- Pending

An order with **pending status** will not be listed in the customers account area however you can email the customer a link to the orders pay now page or to view the invoice for the order. When you manually add a new order for a customer it's initial status is set to pending. If a customer renews a subscription it will create an order with pending status and they will be automatically directed to the pay now page but the order won't be listed in their account until it is set to another status eg. Paid.

## Viewing an Order Invoice

To view the invoice for a particular order click on the order id.

## Emailing Order Status to Customer

To email a user about their order click on their email address from any order related page. This will open the [email user page](#) with a contact form containing an email message template pre-populated with their order information and a link to view their invoice.

## Order Pay-Now Page

If you click on an orders status link it will bring you to the pay-now page for that particular order. This is useful if you want to email your customer a link to the pay-now page for their order.

## Modifying an Order

To modify an order click the modify link to the right. For more information see the [modifying an order](#) help section.

## Creating a New Order

To manually create a new order first go the user account for the customer you want to add the order. At the top of the user account page you will then see some links eg. Orders - Add

Click on the Add link next to Orders to create a new order for this particular customer. Once you click this link a new pending order is created and you will be brought to the [modify order page](#) where you can modify the order details. Because the order status is initially set to pending the customer will not see the order in their account area until you change the status. In most cases you will probably want to change the status for a new order to unpaid but you can also leave the order as pending and email the customer what is essentially a pro-forma invoice.

## Deleting Orders

You can delete orders by selecting the check-boxes next to the order(s) you want to delete and click the delete selected button. Generally you should only delete test orders you place yourself as you will usually want to keep a record of any orders your customers have made.

# Order Invoices

On the order invoice page you can view the invoice for a particular order. The customer can also view invoices for their orders from within their account area with the exception of any pending orders. The admin and customer invoice pages are for the most part the same with the exception of extra links on the admin view for modifying.

## Emailing Invoice to Customer

To email a user about their order click on their email address. This will open the [email user page](#) with a contact form containing an email message template pre-populated with their order information and a link to view their invoice.

## Pay-Now Link

If the order status is unpaid a Pay Now link is displayed on the invoice so the customer can easily pay through one of the payment options on your website.

## Printing/Downloading an Invoice

At the top of the page there is a link to view the invoice on a print friendly page. Simply print the invoice page from your browser as you would any web page. If you have a print-to-pdf software installed on your computer you can also save a copy of the invoice as pdf to your computer.

## Modifying an Order/Invoice

To modify the customer details or products/prices simply click the modify order link at the top of the page. To change your invoice header or footer go to Admin -> Settings -> Orders.

## Pro-Forma/Pending Invoices

To create a pro-forma invoice simply set it's status to pending. Pending invoices use a different invoice footer which you can set in Admin -> Settings -> Orders. Pending invoices are not listed in a customers account area but you can still email them a link to view the invoice directly if you want to.

# Modifying an Order

On the modify order page you can view and modify a particular order. At the top of the page there are links to view the invoice for the order.

## Order Status

An order can have any one of the status settings below.

- Unpaid
- Paid
- Paid & Processed
- Cancelled
- Pending

An order with **pending status** will not be listed in the customers account area however you can email the customer a link to the orders pay now page or to view the invoice for the order. When you manually add a new order for a customer it's initial status is set to pending. If a customer renews a subscription it will create an order with pending status and they will be automatically directed to the pay now page but the order won't be listed in their account until it is set to another status eg. Paid.

## Order Date

This is the order date.

## Due Date

If you are creating an order manually you can add a due date. This is useful if you are billing customers for services already provided and want to invoice them for the work. Orders generated via the shopping cart or by subscription renewals will have no due date.

## Customer Details

Here you can see and edit the customer details on the order.

## Order Details

This shows you the products/items on the order and the order totals. You can click the cancel link beside any product ordered and it will keep a record of it on the order but mark it cancelled and the order total will be changed. If an admin has added new items to the order you will also see a link to remove these items. You cannot remove products that a customer has ordered via the shopping cart, only cancel them. Items added by an admin are marked (OA) which stands for order amendment.

## Amend Order

Here you can add new items to the order. New items added will be marked (OA) which stands for order amendment.

## Change Currency

You can change the currency for the order here. Note that prices are not converted and total amounts will not change. Only the currency symbols are changed and any payment options on the orders pay-now page will automatically be set to accept payment in the orders selected currency.

## Admin Notes

Here you can add notes that are only visible to admin users. This is useful if you want to log any work done on the order or just to leave a note for future reference.

# Order Settings

To edit order and invoice settings click on Settings on the admin menu and click the Orders link.

**Show Account Balance:** Check this if you want to show users a total balance of unpaid orders in their account area. Recommended to leave this disabled unless specifically needed.

## Invoice Address

This address will be shown at the top of order invoices. You can also include other details here such as contact telephone and email etc.

## Invoice Footer

This will be shown at the bottom of order invoices. You can include details here such as invoice notes, terms, company reg number, vat number etc.

## Pending Invoice Footer

This will be shown at the bottom of pending order invoices instead of the standard invoice footer.

## Terms & Conditions

On this page you can edit the terms and conditions for your website. For e-commerce websites selling products the terms and conditions should include a refund and return policy, delivery methods and timing, statement confirming security features of the website and the fact that payment details are secure and a privacy policy.

# Mailer

The mailer page lists all emails that the system has queued to be sent or has already sent.

To help ensure emails are sent successfully the mailer sends emails in batches at timed intervals. This is to avoid exceeding any send limits that may be in place on the server.

The mailer is used to send any newsletter emails you may have created. To create a new newsletter click Add beside Mailer in the admin menu. For more information see the [sending a newsletter](#) help section.

The mailer also handles subscription expiry emails and reminder emails generated automatically by the system.

Mailer items with active status will be processed by the mailer. A mailer item with inactive status will essentially be paused and the mailer won't send it, the mailer will skip inactive mailer items and process the next active mailer item in the queue if one exists.

If you send a user an email through the [email user page](#) the email is sent right away but a copy of the email will be recorded and listed in the Mailer queue.

## Deleting Mailer Items

To delete mailer items select the check boxes beside the items you want to delete and click the delete selected button. If you want you can also pause an active mailer item by modifying it and changing it's status to inactive.

## Emailing a Newsletter

To create a new newsletter click Add beside Mailer in the admin menu. Then on the create newsletter page enter your email subject and body text into the corresponding fields. Then select the user groups you want to send the email to. If you select everyone it will send it to all your registered users.

You can send a test email to yourself by entering your email address in the corresponding field and click the send now button.

When you are ready click the Add to Queue button to add the newsletter to the mailer queue.

If the newsletter has active status it will be processed by the mailer. A newsletter with inactive status will essentially be paused and the mailer won't send it.

# Backups

## Creating a Backup

To create a new backup click the create new backup button. During the backup process the cms will be put into maintenance mode to block any data changes that could happen during the process.

For most small to medium sized websites the backup process should only take seconds or minutes at most. In general though it is recommended to run backups during quiet times of the day/week so any impact to visitors on your website will be minimised.

## Downloading a Backup

Any backups you that have been created are listed on the backup page. You should download any backup you create to your computer and store it in a safe place. If a backup is still being processed it will say processing and you cannot download it until it has finished processing.

## Restoring a Backup

To restore a backup click the restore button next to the backup file you want to restore.

You can upload a backup file from your computer to add it to the list using the file upload option however if the backup file is more than a few MB it is recommended to upload it into the cms backup directory via an ftp client instead.

When restoring a backup the cms will be put into full lock mode and the website will be inaccessible for the duration of the restore process, this is to block any data changes that could happen during the restore process. For this reason it is recommended to only restore big backups during quiet times of the day/week so any impact to visitors on your website will be minimised.

## Deleting Backups

You should not leave backup files on the server any longer than necessary. Once you have downloaded a backup file you should delete it off the server as soon as possible for security reasons.

To delete backups select the check boxes beside the backups you want to delete and click the delete selected button. Make sure all file downloads have completed before deleting.

# Import

On the import page you can import category data, product data and user data from a csv file. It is very important that the data in your csv file is formatted as per the instructions on the import page and the filename named accordingly.

Importing data that is incorrectly formatted can prevent the cms from running correctly. Therefore it is recommended to [backup](#) your websites current data before importing any new data.

## Importing Data

To import data from a csv file click the import button next to the csv file you want to import.

You can upload a csv file from your computer to add it to the list using the file upload option however if the csv file is more than a few MB it is recommended to upload it into the cms backup directory via an ftp client instead.

## Downloading a CSV File

Any csv files that have been uploaded are listed on the import page. You should already have a copy of your import files on your computer but should you need to you can also download them from the server using the download links.

## Deleting CSV Files

You should not leave csv files on the server any longer than necessary. Once you have finished importing a csv file you should delete it off the server as soon as possible for security reasons.

To delete csv files off the server select the check boxes beside the csv files you want to delete and click the delete selected button. Make sure any file downloads have completed before deleting.

# Configuration

The configuration page is the first important step in getting your cms up and running the way you want.

## Website Settings

**Website Name:** This is simply the name of your website. The name is displayed at the top of the admin area in the header and is also used in email messages.

**CMS URL:** The url you enter here is critical to the operation of the cms must point to the main index file for the cms.

If you want to run your entire website through the cms then you would need to move the main index.php for the cms out of the cms directory and into the root directory for your website and set this field to match your home page url. eg. <http://www.mysite.com/> - You will also need to edit the index.php and change the path so it is correctly pointing to cms\_front.php - You can also rename the cms folder to something else if you want but make sure the CMS URL and path in the main index.php are correct.

If you are testing the cms or just want to run just a subsection of your website through the website you can leave the main index.php in your cms folder and make sure the CMS URL field matches eg. <http://www.mysite.com/cms/> - You can also rename the cms folder to something else if you want.

**Website URL:** You should enter URL for your website here. This is used in email messages etc. to direct people to your website. eg. <http://www.mysite.com/>

**Timezone:** Set this to your local timezone

**Website Theme:** When you upload a custom theme for your website you can select here. For more information see the [themes & page templates](#) help section.

**Admin Theme:** You can select a theme for the admin area here. You can also create your own admin themes if you like too - just copy and rename one of the existing theme folders in admin/themes and edit it to suit.

## Change Admin Username/Password

Here you can change your admin username and password. This is the main admin user that has full access to everything in the cms including configuration settings and other advanced areas.

If you are building a website for a client it is recommended to add users with admin access for your clients. This way you can control what areas of the cms they can access through user group permissions.

# Maintenance

## Maintenance Mode

On this page you can enable and disable maintenance mode. You can also provide a custom message to visitors to let them know the website is in maintenance mode.

## Resetting Cached Files

Here you can reset the cache files and template files that are generated automatically by the cms.

If caching is enabled the cms automatically creates html cahce files for category pages and other content.

The cms also creates copies of product images and category images etc. at specific sizes when requested.

By caching these files the cms processing time and memory usage is reduced and page load times are faster. It is safe to reset cached files as they will be regenerated again automatically as needed.

## Updating Page Templates

If you upload new page template files the cms will automatically import them as long as you are logged in as the main admin. You can also force the cms to import/update by clicking the reset or update page templates button. Use the reset button if you want to clear out old and unused page templates - it will remove all imported page template files first and then import afresh from your theme directory. Update works the same except it will only import/update page templates and it won't remove any old imported templates.

## Resetting Data

You can reset the data that your cms has stored such as category data, user data etc.

Resetting data will permanently delete the data so make sure you have made a backup beforehand.

## Pruning User Accounts

There is a button to prune old and unused user accounts. This is useful to remove any spam user accounts that may have been registered over time. In general you should only need to use this if you have been running the cms for more than a year and have thousands of user accounts. Again it recommended to create a backup beforehand.

## PHP Info

This page in the admin area provides a convenient place to view the php settings on your server.

# System Log

Important user activity and automated processes such as subscription expiry checks and the mailer are logged so you can monitor and check things are running as they should be.

## User Logs

In addition to the main system log each user also has their own activity log which you can view by clicking on the users name and click the log link. This is useful for example to check what emails have been sent through the cms to a particular user.

# Themes & Page Templates

## What is a Theme?

A theme is a collection of files and folders used by the cms to control the visual look and layout of your website. At the very least a theme consists of at least one page template file and usually other associated web files such as image files, css files and javascript files.

Every theme has it's own directory in the cms themes directory. In most cases you will only ever need one custom theme for your website. If you were doing a major re-design to your website in the future you could update your existing theme or upload a new theme so you can easily change and fall back to the old theme if you need to.

## To add a new theme:

1. Create a new directory in the cms themes directory.
2. Upload your page templates and associated files into your new theme directory.
3. Go to Configuration in the cms admin menu and change the theme to your new theme.

If you are creating a new theme you can also copy the existing default theme folder and rename it instead. This will ensure all required style sheets and images necessary for the cms to display properly are present in your new theme. If required images and style sheets do not exist in a custom theme folder, the ones in the default folder are used instead, therefore files in the default theme folder should not be modified or removed as they are used as defaults if a custom theme is missing a critical file.

## What is a Page Template?

A page template is essentially a html web page file. It is used to determine page design, layout and positioning for dynamic content served by the cms. A page template can also be a php file.

You should always have at least one page template file in your theme named default.htm or default.php

When you add or modify a category or product in the cms you can select what page template to use. This determines the page design and layout for this particular page when it is served by the cms. With this approach each uploaded page template can be used many times over by the cms to display multiple web pages on your website.

To display dynamic content from the cms a page template needs to have a special tag **{page\_content}** present somewhere in the page. For more information on special tags see the [page template tags](#) help section.

## Changing & Updating Page Templates

If you make changes to your page templates in just upload them again into your theme directory in the cms, but remember to login to the cms admin area first. The cms will automatically update any page templates you've uploaded but only when logged into the admin area. If you upload new page templates and you're not logged in as admin when you do so, don't worry, just login to the admin area as soon as you can and the cms will automatically import the new pages that were uploaded.

# Page Template Tags

The following tags and functions can be used by a web designer when creating page templates.

## **{page\_content}**

Displays the main page content eg. categories, products, cart, checkout etc. Put this code in the <body> section of your page. You can also have additional content areas using {page\_content\_x} where x is whatever you want to name the content area.

## **{page\_meta}**

If this tag is not present in your page template then any meta code that the cms generates such as stylesheets and javascript code will be included automatically at the end of the <head> section. If you want to position this manually though you can include this special tag somewhere in the <head> section of your page template.

## **{account\_menu}**

Displays the user account menu with login and register links.

## **{cart\_menu}**

Displays a summary of the customers cart contents that links to the shopping cart page. Your customers can click on this to view the contents of their cart and to go through the checkout process.

## **{search}**

Displays a search box that can be used to search either products or news articles depending on the Listings Format setting for the search results category (system category 4). The cms compares searches to product/article names and the meta keywords.

## **{breadcrumbs}**

Displays breadcrumb navigation. Text links that help the visitor navigate back to a category from a product or article page.

## **{recently\_viewed}**

Include recently viewed items with the code below

## **{terms}**

Displays the terms and conditions as set in the cms admin area

## **{cms\_url}**

Use this to insert the absolute url to the cms main index.php in your code eg. http://www.mysite.com/

## **{cms\_root\_url}**

Use this to insert the absolute url to the cms root directory in your code eg. http://www.mysite.com/cms/

## **{cms\_theme\_url}**

Use this to insert the absolute url to the active theme directory. For example you could use {theme\_url}styles/mystylesheet.css to link to a style sheet in your theme/styles folder eg. http://www.mysite.com/cms/themes/mytheme/

## **{cms\_link\_cat,0}**

Use this to insert an url to the specified category, replace 0 with category id. Of course you can also use actual urls to categories in your page templates.

## **{cms\_link\_news,0}**

Use this to insert an url to the specified news article, replace 0 with article id. Of course you can also use actual urls to articles in your page templates.

## **{cms\_link\_product,0}**

Use this to insert an url to the specified product, replace 0 with product id. Of course you can also use actual urls to products in your page templates.

## **{menu\_accordian,0,0}**

display a dynamic accordian menu, replace first 0 if needed with a parent category id, change second 0 to 1 to change accordian effect (noaccordian keep multiple sub menus expanded)

cont...

**{menu\_treeview,0}**

display a dynamic treeview menu, replace first 0 if needed with a parent category id

**{jquery\_selectboxes}**

use this tag to change normal select boxes in forms into advanced jquery select boxes

**{inc\_my\_include\_file.php}**

Include a custom php file in your template where "my\_include\_file.php" is the name of the file, the file needs to be in themes/theme\_name/includes/

## PHP Functions

The following php functions can be used on your page templates. These are really only for use in special case scenarios.

### Displaying a Category

The cms handles outputting of categories automatically however there might be situations where you want to force output of category in a particular way. Categories are used to display listings which can be products, news items or user listings. A category can also be used for a standard webpage without listings. You can display a category and it's listings on any webpage by using the code below.

```
$category_details=get_category_details($category_id);

// override settings - optional
// You can override category settings here, for example...
$category_details['heading_visible']=0; // hide/show heading 0/1
$category_details['display_format']='products_default'; // use a different display format for listings
$category_details['cols']=3; // set the number of columns
$category_details['rows']=4; // set the number of rows
$category_details['tnx']=100; // set the width of thumbnail images
$category_details['tny']=100; // set the height of thumbnail images;
// override settings end

// output on the page
$output=display_category($category_details,$page_number,$search,$specific_items);
echo $output['content']['main'];
```

**\$category\_id** = the id of the category that you want to display

**\$page\_number** = display a categories sub page

**\$search** = null or an array containing search keys and values special reserved search keys listed below. Specifying custom search keys will use exact match/case insensitive, end a search key with "\_lax" for a non exact search/contains search value eg. search[location\_lax]=rela will match ireland. To omit from the search process append omit\_ eg. search[omit\_this] or leave the value blank eg. search[this]=""

'phrase' = search items using a general search phrase, typically for searching item ids, name, keywords - specify negative keywords with a preceding hyphen eg -keyword or perform an exact match with square brackets eg. [exact keyphrase]

'price' = display only items within a specified price range eg. 0,200 for 0 to 200 - or enter a single price to display listings greater or equal to the specified price

**\$specific\_items** = provide an array of item ids to display specific items regardless of category or search

### Display Categories as Image Table

Use the php function below to display category images in a table. Each category specified will be outputted as an image that links through to the category itself. This is essentially a navigation aid.

```
display_category_image_table($category_ids,$cols,$tnx,$tny);
```

**\$category\_ids** - an array of category ids

**\$cols** - the number of table columns

**\$tnx** - thumbnail width

**\$tny** - thumbnail height