



PHPBasket 4 Administrator Documentation

Please ensure you have the latest version of this document from <http://www.phpbasket.com>

## Contents

<b>CONTENTS</b>	<b>2</b>
<b>REQUIREMENTS</b>	<b>3</b>
<b>INSTALLATION</b>	<b>4</b>
PREPARATION	4
UPLOAD	4
INSTALLATION	4
<b>ADMINISTRATOR FUNCTIONS</b>	<b>5</b>
SETTINGS	5
IMAGE SETTINGS	6
CURRENCIES	6
CATEGORIES	6
PRODUCT OPTIONS	6
EXTRA FIELDS	6
PRODUCTS	7
DISCOUNTS	7
SHIPPING	7
USERS	7
ORDERS	7
<b>PAYMENT PROVIDERS</b>	<b>9</b>
<b>SITE TEMPLATES</b>	<b>10</b>
<b>ADDITIONAL FEATURES</b>	<b>11</b>

## Requirements

This version of PHPBasket requires the following web host configuration:

- PHP 4.1.0+
- MySQL 4+
- FTP Access

Most web host companies provide these very basic requirements.

## Installation

### Preparation

Upon receiving the application zip file from PHPBasket you will need to extract them into a folder on your hard drive. Open the zip file with Winzip ([www.winzip.com](http://www.winzip.com)) and click the “Extract” icon. Choose a location on your computer, ensure “All Files” and “Use folder names” are selected and click “Extract”.

### Upload

You are now ready to upload the application scripts to your web server. Connect to your website hosting using the FTP details given. Upload the files and directories into the required location on your site. The MySQL database may need to be created before you proceed, if you are unsure on how to do this, contact your hosting company.

Before you are ready to complete the installation steps you will need to allow write access to your image directories, this is so the administration area can create category and product images. Using your FTP client, navigate to the categories, sub categories and product sub directories which should all be in the /images directory and the config.inc.php file in the root folder. Change the permissions (CHMOD) these directories and file to allow full write permissions to all levels (0777).

### Installation

Open up your web browser and navigate to your web address. Within the /install directory is an installation script which will step you through the installation process. Eg: <http://www.phpbasket.com/install/>

The installation script will run some preliminary checks, should you receive any error messages, follow the instructions on screen.

When you get to the “System Setup” step you will be prompted to enter several values that match those on your hosting account. If you are unsure of any of these values, your hosting company support should be able to help you out.

Finally you will be prompted to create an administrators account. **Once you have completed the installation process it is imperative that you remove to rename the /install folder as it could be used in a malicious attack on your site. At this time you should also change the permission (CHMOD) on the config.inc.php back to (0755).**

You will now be able to login to the administrator area by browsing to the /admin folder on your site. Eg: <http://www.phpbasket.com/admin/>

## Administrator Functions

It is recommended that you proceed through a new installation of PHPBasket by creating your required settings in the following order.

### Settings

Below are descriptions of each field within settings:

Field Name	Example	Description
Basket name	PHPBasket4	The name of your store.
Basket URL	http://www.yoursite.com	The URL of your store.
Store style	-	This drop down allows you to select all installed styles.
Shipping costs	-	This drop down allows you to decide how shipping calculations are to be performed on a customers cart.
Registered users	-	This drop down allows you to set whether user registration is enabled.
Images per product	3	The number of images to show per product.
Display option price increases	-	This will update the price of a product when options are selected in the view product page.
Sub categories per row	3	The number of sub categories to display per row on the category page.
Products per row	2	The number of products to display per row on the sub category and category page.
Products per page	10	The number of products to display per page on the sub category page.
Payment system	-	The drop down allows you to select all installed payment providers.
Store credit card information	-	This option will display the credit card capture information in your checkout form. <b>You should have a SSL certificate installed and be on a private web server to capture this data.</b>
Hide order capture	-	This will hide the form that captures all customer order information should you be storing this information with your payment provider.
Order notification email	support@phpbasket.com	Order confirmation emails will be sent to this address and from this address to customers.
Out of stock display	-	This drop down allows you to hide, display or temporarily disable out of stock products
Stock warning level	5	Will email the stock notification email address if the stock goes below this level. Leave as 0 to disable.
Stock notification email	support@phpbasket.com	Stock notification emails will be sent to this address.
Save customer comments	-	This will enable a field on your checkout page allowing customers to enter their comments.

## Image Settings

Image settings allow you to predefine set image templates for any product, category or sub category images you may upload via the admin area. You should define the full size and thumbnail dimensions for the images you wish to display, when an image is then uploaded and this image setting is selected, it will be automatically resized to these dimensions.

## Currencies

The currencies option allows you to define multiple currencies for customers to checkout through your shopping cart with. You should define these currencies before adding products as to be able to complete the prices for all currencies while adding your products.

The currency code is that which is passed to your payment provider and should match any required value that they have within their system.

## Categories

Categories and sub categories allow you to organize your products much more effectively.

To add a new top level category you will need to enter a name and description. At this point you can also upload an image for the category and use a previously defined image setting to resize this image.

Sub categories can be added to a category by checking the “Sub category?” checkbox and selecting the previously defined category from the drop down.

When managing categories, you can expand a category contents and see its sub categories by clicking the + (plus) icon to the left. Be careful when deleting categories, all sub categories and products defined within this category will also be removed.

Categories and sub categories can be ordered on your website manually should you not wish them to be displayed alphabetically. Choosing the order categories option will show all of your defined categories which you should be able to move up and down the list using the appropriate buttons. You will need to save any changes to the order of the category list before making changes to the sub category list.

## Product Options

Product options allow you to give your products more customization for your customers such as colours or sizes for items. They will need to be defined before you create your product as you will assign an option to the product at the point of creation.

The product option name will be displayed to your customer on the product page alongside the option type and the defined values. Price increases can be added to options should you wish to add an additional cost to any selected options, they can be defined as percentage increases or a flat fee increase.

## Extra Fields

Product extra fields allow you to define any additional fields you might want to store alongside a product, for example; You are selling clothes and you want to inform the customer if they are made of cotton or polyester, an extra field can be created called “Material”, it can be made as a text field, which allows you to enter any value, or you can pre-define values such as “Cotton” or “Polyester”.

The extra fields system simply allows you to control your product description with additional fields. These fields can be hidden or shown to your customers on your website by ticking the “Visible” checkbox.

## Products

To define a new product you will have needed to of created the necessary categories for it to live within, any desired product options, your cart currencies and your image settings.

You will be prompted to add several self-explanatory options. Further features give you the ability to define whether the product should have a defined tax and shipping added to it at the point of checkout and whether the product will be displayed as a featured product in your web site.

Any extra fields you defined before adding your products will be displayed here allowing you to enter or select your value for this product.

Any pre-defined product options can be assigned to the product by selecting the option and clicking the >> button to move the option to the assigned list.

Once a product has been created, you can link it to another category or sub category. This feature allows you to define a product once but have it display in several areas of your site. You can link a product by clicking “Edit” to the right of the product in the “Manage Products” option. At the bottom of your previously defined details will be the option to select another category and sub category for the product to be displayed within.

## Discounts

Discounts allow you to define discount codes to be given to your customers for special offers on your site. A discount can be defined to last only a certain period of time, to only be used a limited number of times and to give a flat priced discount, a percentage discount or free shipping to your customers over a predefined cart total value.

## Shipping

Shipping and tax options allow you to add the necessary fees onto your customers purchased based on their region. Regions should be defined that will be displayed to any customers who have chosen a product that requires shipping or tax to be applied.

The value that will be calculated for their cart will be based upon the shipping ranges that are defined. The shipping range will be decided by your selected shipping option in the “Settings” menu. Eg. If you are charging a shipping fee based on weight then the shipping range will be displayed in kg.

If you are setting a flat shipping fee for all customers in all currencies you should add just one band which ranges from 0 to 99999999. This will capture all customers carts and apply the defined shipping and tax values.

## Users

Users allows repeat customers to store their checkout information, check existing orders and for you to create and manage store administrators.

## Orders

Should you have “Hide order details” unchecked in the “Settings” menu you will be able to capture your customers order details. This option allows you to see all existing orders and their details, as well as manage the current status and export the orders to a CSV file.

The “Details” option will show you all captured information for an order. Including sensitive credit card data should you be storing this.

To export your orders to a CSV file, you can define the fields, and order, in which the file will be created. After settings your criteria you click submit, the file will be generated and you will be given the option to download the file to your computer.

## **Payment Providers**

PHPBasket has support for many payment providers. In order to enable your particular payment provider you will need to go to the PHPBasket website and navigation to “PHPBasket Payment Modules”. Listed in this section are all the payment providers currently supported by PHPBasket.

If you see your provider listed here, you can download the necessary files and follow the instructions on installing the module provided within the file.

## Site Templates

PHPBasket has several template sets available for you to download, install and use on your site. They make great starting points for you to use to customize the layout of your site to match your existing brand. In order to setup a new template set you will need to go to the PHPBasket website and navigation to "PHPBasket Templates". Listed in this section are all the current PHPBasket template sets.

If you see a template you like the look of, you can download the necessary files and follow the instructions on installing the set provided within the file.

## **Additional Features**

PHPBasket has a large number of features that are not detailed within this document to try minimize the confusion describing the additional setup. If you are interested in more details on how to setup Digital Downloads or customizing a particular requirement for your store please contact us.