

Quick Shopping Cart Help Guide

Quick Shopping Cart is a legacy product and is no longer sold. This guide contains archived Help content for Quick Shopping Cart to help answer questions. However, it's no longer being updated as of March 2020.

To find answers in this guide:

- Select any title in the Contents to go directly to a specific Help article.
- Use the **Find** function (**Ctrl + F** for Windows OR **Command + F** for Mac) in your browser to search the whole PDF for specific keywords.

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About the Home Page

The Quick Shopping Cart® Home Page gives you an overview of your store's performance and easy access to the most-used features.

When you first set up Quick Shopping Cart, you need to configure several aspects of your store. These areas display as buttons along the top of the screen. Click a button to edit the settings it represents.



Note: Once you publish your store, the buttons disappear and you can access those areas through the menu system.

After you have set up the initial storefront options, the Home Page gives you a centralized location to help you manage your storefront. The following sections explain the options available on the Home Page.

Set Up Information

From the Home Page you can review and modify the following storefront information:

- **Shop URL** — Displays the domain associated with your storefront.

Note: Contact customer service if you need to change the Shop URL.

- **IP Address** — Displays the IP address for your storefront. If your domain is registered elsewhere, contact your domain registrar for this information.
- **SSL Certificate** — Indicates whether you attached an SSL to your storefront. An SSL instills buyer confidence and is required if you sign up for a merchant account. Click **Attach SSL to storefront** to install an SSL.

- **Last Publish** — Displays the date and time of the last publish. You must publish your store for new changes to display.
- **Edit Store Information** — Click **Edit Store Information** to open the Branding Manager to edit your storefront information, Welcome Message, About Us Message, and Contact Us Message.
- **Template** — Displays the template you assigned to your store. Click **Change Template** to select a different template. Click **Change Template Image** to change the template's default images.

Store Summary

From the Home Page you can review your store's performance in the following areas:

- **Order Summary** — Displays the quantity of new orders.
- **Weekly Top Sellers** — Displays a listing of the top-selling products.
- **Inventory Summary** — Indicates whether you have low inventory alerts and the number of currently available products.
- **Member Summary** — Displays the day's active members and the total number of active members.

How to publish

Publishing your Quick Shopping Cart storefront creates your Online Store and moves it to the Internet. The **Publishing** page lets you view changes made to your store since the last update, preview the store before publishing, and publish (or update) the storefront.

Whether publishing your storefront for the first time or updating your storefront, just click **Start Publish**. Before publishing, you can preview the site by clicking **Preview Site**.

Remember, the first time you publish, it may take 24-48 hours for your store to display on the Internet. This is because it takes time for your website to spread throughout the various Web servers that make up the backbone of the Internet (we call this Domain Name Server propagation).

To Preview the Storefront

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. Click **Preview**.

To View Changes to the Storefront

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. Click **Publish**.
5. On the **Publishing** page, all changes made to the storefront since the last time it was published are shown in the **Modifications** section.
6. Each section that has been modified is shown. Click any section heading to expand the list and get a description of all changes.

Publishing the Storefront

The process for publishing your new store is also used to update an existing storefront.

To Publish/Update Your Storefront

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. Click **Publish**.
5. On the **Publishing** page, click **Start Publish**.

Publishing may take several minutes. Do not click off the publish page while your store is being published.

Set up my store

With Quick Shopping Cart® you can easily create a successful online store. We'll walk you through setting it up and creating your online store so you can quickly start selling your products.

To Set Up Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the **New Account** you want to set up.
4. Next to **Company name**, enter the name of your store.

5. Next to **Email address**, enter the email address you want to associate with your store.
6. Select whether you want to use an available domain or subdomain from your account (for example, www.coolexample.com or shop.coolexample.com), or use a domain registered elsewhere.

Note: When setting up Quick Shopping Cart on a domain registered elsewhere, you need to manually modify the A record to point to your store's IP address.

7. Select **I have read and accept the terms of the Quick Shopping Cart Service Agreement**.
8. If you want to offer PayPal® as a payment option for your customers, next to **PayPal Express Checkout**, enter the email address where you want to receive PayPal payment notices.
9. Click **OK**.

Congratulations! Now you're ready to create your online store.

Walkthrough: Designing Your Store

After you set up Quick Shopping Cart®, you need to configure several aspects of your online store. These areas display as buttons along the top of your screen and display check marks once each area is complete.



We created three walkthroughs to guide you through creating your online store. The first walkthrough is Designing Your Store.

Time to Complete: 1 hour.

Your customers' first impressions often come from the design of your storefront. Quick Shopping Cart can help you create a positive impact with a well-designed store. While Quick Shopping Cart offers many options for customizing your site's appearance, these tools create the basis of your storefront:

- The Template
- Template Images
- Your Storefront Information

- The Category and Product Page Styles

In this walkthrough, we are going to set up a shirt company's storefront. We want something bright and eye-catching to attract our customer's attention.

Changing Your Store's Template

In Quick Shopping Cart, you can easily change your template at any time. New templates let you experiment with different combinations of designs and colors, which can completely change the look and feel of your online store.

To Change Your Template

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. Click the **Templates** tab.
5. *Optional:* From the **Preview** menu, select the site builder you want to preview with the new template.
6. *Optional:* From the **Sort** menu, select **Date** to view recently created templates. Select **Name** to view templates in alphabetical order.
7. From the **Template Gallery** tab, hover your mouse over the template you want to use.
8. Select the site builders you want to apply the template to, and then click **Apply**.
9. To start working on your store, from the **My Store** area, hover your mouse over your template, and then click **Work on My Store**.

To view your active templates, which display live on the Internet, go to the **My Templates** tab.

Changing Your Store's Template Images

All of Quick Shopping Cart's templates come with a set of default images, known as Template Images. If those images don't fit the look and feel of your store, they can be changed. Like the other media-based options, your Template Images use the Media Gallery.

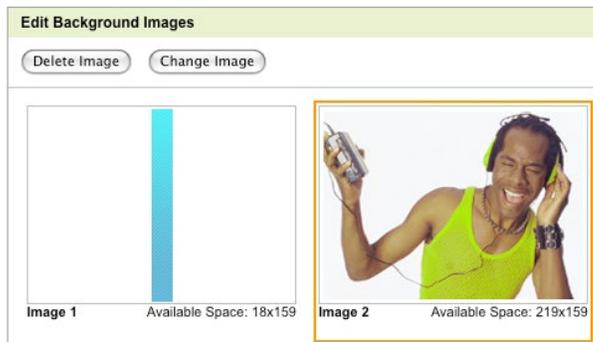
Rather than using the default Template Image of the dancing man, we can use our own image of hanging shirts.



To Change Template Images

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Set Up** menu, in the **Design** section, select **Template Images**.

For our t-shirt company's storefront, we want to replace the dancing man, which is Image 2.



5. Select the image you want to change, and then click **Change Image**.

6. To upload an image, go to the **Add Images** tab and click **Browse**. Locate and select the image, and then Click **Upload**.

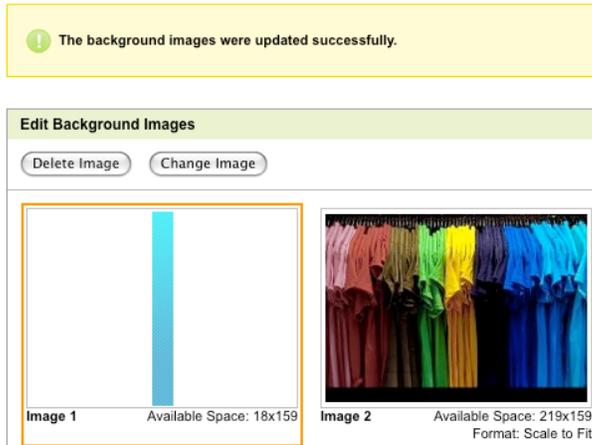
Note: If you have already uploaded the image you want to use, select the thumbnail in the Gallery.

7. From the **My Images** tab, select the image you want to add to your template.
8. Click **OK**.
9. To change the way the image displays, from the **Select Format** list, select one of the following:

Note: The available space displays below the thumbnail. Use this information when selecting a formatting option:

- **Original** — Retains the original size and formatting of the image.
 - **Scale to Fit** — Sizes the image so it's equal to or less than the original image's dimensions while preserving the aspect ratio.
 - **Stretch to Fit** — Sizes image to the same dimensions as the original image while ignoring aspect ratio.
 - **Tile Image** — Tiles the image horizontally and vertically within the allotted space.
 - **Tile Horizontally** — Tiles one row of the image horizontally. The vertical alignment depends on the template.
 - **Tile Vertically** — Tiles one column of the image vertically. The horizontal alignment depends on the template.
 - **Scale and Crop** — Maintains the aspect ratio while scaling the image larger or smaller, depending on the available space for that image in the template. Once one dimension matches and the other dimension either matches or exceeds the available space, the image is cropped from the center to equal the dimensions of the available space.
10. To use the default template image, click **Revert to Original**.
 11. To display no image, click **Delete Image**.

12. Click **OK** to save your changes.



In our example of the shirt store, our store will now have a picture of hanging shirts instead of the man listening to music.

13. Click **Preview** to see how your site will look once you publish.

Note: Any changes you make do not display live on the Internet until you publish your storefront.

Configuring Your Storefront Information

Once you've chosen a template, you need to provide information about your business to customers. The information you provide will display on your storefront.

To Configure Storefront Information

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Set Up** menu, in the **Business Information** section, click **Name, Logo, Contact info**.
5. Complete the fields with your company's information.

Here's the information for our t-shirt company, as an example. You would fill these fields with your own company's information:

- **Company Name** — So Many Shirts!
- **Slogan** — We Sell a Lot of Shirts!
- **Address** — 123 Test St., Phoenix, AZ 85001
- **Primary Phone** — (321) 555-4444
- **Alternate Phone** — (321) 777-6666
- **Email Address** — example@secureserver.net
- **Copyright Year** — 2011
- **Favicon** — A favicon displays next to a site's URL in a Web browser. When visitor's bookmark your site, the icon displays next to the link.



- **Logo**



- **Welcome Image**



- **Invoice Image 1 and 2**

The invoice images show on our customer's receipts. We use our logo here, but you could choose something different for your personal store.

Here is what the t-shirt storefront looks like after completing this information.



Selecting Category and Product Page Styles

Selecting the display style of your products and categories pages is the last step in designing the basis of your storefront.

Category Page Style

The Category Page Style defines how the products and categories display on your site.

Product Page Style

The Product Page Style defines the product's display when a customer clicks on a product for more information.

If you don't have time to add images to each of your products and categories, you can add a placeholder image that will display for all of your products and categories until you have time to add individual product images. You can access them from the **Set Up** menu, under the **Design** option, by clicking **Default Product Images**.

To Select Page Styles

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Category Page Styles** or **Product Page Styles**.
5. In the **Select Category Page Style** or **Select Product Page Style** section, select a layout style. Use either the page menu or the yellow next arrow to view additional layout styles.
6. Click **OK**.

Note: To preview a particular product page style, click the style thumbnail. The current layout style is shown in the Current Selection menu.

For the t-shirt example, we selected the Category Page Style "3 Column No Border".

Shop by Category



Since each shirt will have multiple ordering options, we selected "Style 2" for the Product Page Style.

[Our Products](#) >> [Hawaiian Shirts](#) >> Wacky Hawaiian Shirt

| | |
|-----------------------------------|---------|
| Best Values | |
| Smiley Face Shirt | \$10.00 |

| | |
|-------------------------------------|---------|
| Related Items | |
| Cool Hawaiian Shirt | \$30.00 |

Wacky Hawaiian Shirt



Click To Enlarge
Item #: 11111
Status: In-Stock

Our high quality, 100% Hawaiian shirts are styled after the latest fashions found on the Big Island!

Size X-Small

Qty 1

Price \$30.00

Now that you designed your storefront, it needs products.

Walkthrough: setting up a product

This article is part two of our Quick Shopping Cart® Walkthrough series, designed to guide you through creating an online storefront using Quick Shopping Cart.

Time to Complete: Five to 10 minutes per product.

Setting up products is the single most important part of creating your online store. This guide walks you through quickly adding products to your catalog. You can also configure advanced product information to use features such as discounting your products and setting up inventory.

Adding Products

You can quickly add products to your catalog using the basic information required for you to start selling online.

To Add a Product

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, click **Add Product**.

5. If the **Product Type** message window displays, select **Don't show this message again**, and then click **OK**.
6. Next to **Title**, enter a name for your product.
7. From the **Product type** drop-down menu, select one of the following:
 - **Standalone** — Contains basic product functionality and fits most products.
 - **Downloadable** — Lets you sell digital files as products.
 - **Configurable** — Lets you configure products with multiple variations and options. (For example, selling T-shirts in multiple colors and sizes.)
 - **Bundle** — Lets you bundle your product with other products in your catalog.
8. To add images to your product, click either of the following:
 - **Select an image** — Lets you select images uploaded to the Media Gallery.
 - Select **One-Image** or **Multi-Image**, drag and drop images on top of the **Click & drag image here** thumbnails, and then click **OK**.
 - **Upload New** — Lets you upload new images from your computer.
 - Select an image file to upload, and then click **Open**.
9. Next to **Price (\$)**, enter the price you want to charge customers for your product.
10. Next to **Item #/SKU**, enter an item number for your product which will identify it for inventory and invoices.
11. If you want to charge taxes on your product, select **Item is taxable**.
12. Next to **Full Description**, enter a description for your product.
13. If you want the description you entered to display as your product's short description on your storefront, select **Use this description as short description**.
14. **Optional:** If you selected **Downloadable** for your **Product Type**, do the following:
 - In the **Downloadable Settings** section, click **Upload New**, select a file to upload, and then click **Open**.
 - If you want to limit the number times customers can download your product and the period of time it's available for download, select **Limit download number** and **Limit download time**.
15. **Optional:** If you selected **Configurable** for your **Product Type**, do the following:

- Click the **Options** tab.
 - In the **Configurable Options** section, from the **Available Options** drop-down menu, select an option, and then click **Add**.
 - After selecting option choices, click **Generate Grid**, and then click **OK**.
16. **Optional:** If you selected **Bundle** for your **Product Type**, do the following:
- In the **Bundled Products** section, click **Add**.
 - Select the products you want to bundle with this product, and then click **OK**.
17. Click **OK**.

Configuring Advanced Product Information

You can configure advanced product information at any time. Advanced product information includes features such as discounting your products, setting up inventory, and setting up Google Product Search.

To Configure Advanced Product Information

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, click **Products**.
5. Click one of your product names to edit, and then select any of the following tabs:
 - **Images** — Lets you update product images.
 - If you want to update your product images, click **Media Gallery**, and then do the following:
 - Select **One-Image** or **Multi-Image**, drag and drop images on top of the **Click & drag image here** thumbnails, and then click **OK**.
 - If you want to display text when customers mouse over your images, next to **Image Alternate Text**, enter the text you want to display.
 - If you're finished configuring your product, click **OK**.

- **Advanced Pricing** — Lets you set up limited time discounts on products or discounts for customers buying in bulk.
 -
 - If you want to set up discounts for a limited time, in the **Sales Prices** section, click **Add**, and then do the following:
 - Enter either a **Sale Price** or **Percentage Discount** amount, and then enter a **Start Date** and **End Date**.
 - If you want to set up discounts for customers buying in bulk, in the **Tiered Pricing** section, click **Add**, and then do the following:
 - Enter the **Minimum Quantity** amount, and then enter the discounted **Price** you want to charge customers.
 - If you're finished configuring your product, click **OK**.
- **Advanced Info/Display** — Lets you specify the condition of your product, add a manufacturer name, and change your product display.
 - Next to **Condition**, select the type of condition your product is currently in.
 - If you want to add a manufacturer name to your product, next to **Manufacturer**, click **Add**, and then do the following:
 - Enter a manufacturer name, and then click **OK**.
 - If you want to enter an item number for the manufacturer, next to **Manufacturer's #**, enter the manufacturer's item number.
 - If you want to list your product in the Featured Items sidebar on your storefront, in the **Display** section, select **Featured product**.
 - If you want to remove your product from your storefront, in the **Display** section, select **Hide**.
 - If you want to display your product in Google Product Search, in the **Display** section, select **Show in Google Product Search**.
 - If you want to enter the barcode identification numbers for any retail merchandise you sell, in the **Identification numbers** section, enter **UPC**, **ISBN**, or **EAN** numbers.
 - If you're finished configuring your product, click **OK**.

- **Shipping/Inventory** — Lets you specify shipping preferences for your product and configure its inventory.
 - If you want to charge customers for shipping your product to them, select **Charge for shipping**.
 - In the **Shipping Type** section, select whether you want to ship your product via **Package** or **Freight**.
 -
 - Enter the **Weight (pounds)**, **Length (inches)**, **Width (inches)**, and **Height (inches)** for your product.
 - If you don't want to box your product with other items, select **Ships in separate box**.
 - If you sell media items such as CDs, DVDs, and diskettes, select **Can ship as media mail**.
 - If you want to enable international shipping for your product, click **Enable international shipping**.
 - If you want to enable inventory tracking for your product, in the **Inventory tracking** section, select **Yes**, and then do the following:
 - To let customers order your product when it's out-of-stock, select **Allow backorder**.
 - Next to **Qty. available**, enter the amount of your product you have available.
 - Next to **Email if less than**, enter the minimum inventory amount you want to have before you receive an email notifying it's low.
 - If you want to add a warehouse for drop shipping, next to **Warehouse**, click **Add**.
- Note:** **Warehouse** only displays if you select **Package** for your **Shipping Type**.
- If you're finished configuring your product, click **OK**.
- **Options** — Lets you add options to your product. (For example, you can add different size options.)
 - If you want to add options to your product, do one of the following:

- In the **Available Options** section, select an existing option from the drop-down menu, and then click **Add**.
 - Click **Add Option**.
 - If you're finished configuring your product, click **OK**.
- **Categories** — Lets you organize products on your storefront.
 - To add a new category, click **New Category**, or select existing categories to assign your product to.
 - If you're finished configuring your product, click **OK**.
- **Attributes** — Lets you add descriptive labels to your product.
 - If you want to add attributes to your product, click **Add**.
 - If you're finished configuring your product, click **OK**.
- **Related Items** — Lets you cross-sell your product with other products in your catalog.
- **Best Values** — Lets you up-sell your product with other products in your catalog.
- **Search Optimization** — Lets you add meta data to your product for search engine optimization.

6. Click **OK**.

If you want to add or update multiple products at the same time, see **Using templates to update your product catalog**.

Walkthrough: configuring order processing

This article is part three of our Quick Shopping Cart® Walkthrough series, designed to guide you through creating an online storefront using Quick Shopping Cart.

Time to Complete: 1 hour.

Once you've added products to Quick Shopping Cart, processing orders involves many external factors. Payment, tax, and shipping options all involve third parties.

Because the configuration is open-ended, this walkthrough uses our imaginary shirt company for examples to better inform your decisions instead of dictating how your store must be configured.

The examples show accepting PayPal® payments, location-based tax, and shipping with USPS.

Selecting Payment Options

Every store owner needs to decide how customers can pay for services.

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Set Up** menu, in the **Operations** section, select **Payment Options**.
5. Click **Set Up** next to the payment option you want to use.

Credit Card — Most customers are used to paying on the Web through merchant services; they provide their credit card information and the money is withdrawn directly from their bank account.

Processing credit cards directly from your site requires both a merchant service and a secure certificate, which you can purchase and set up from this section.

Merchant Service — For a monthly fee, in addition to a processing fee per transaction, a merchant service processes your store's credit card transactions. Merchant services handle the transfer of funds from your customers to you.

Secure Certificate — To protect your customers' credit card information, merchant services require credit card transactions to be protected by a secure certificate, also known as an SSL. Secure certificates prevent theft of your customers' credit card numbers by encrypting the information sent to the merchant service.

A merchant service does not automatically deposit transactions into your bank account. All transactions must be manually approved.

PayPal — Unlike a merchant service, PayPal doesn't require a secure certificate (more information on that under Credit Card, above) and doesn't charge a monthly fee. The only requirement is that you have a PayPal Business Account.

Once a customer pays for an order using PayPal, PayPal verifies the transaction and transfers the funds into your PayPal account.

After speaking with several customer service representatives, we decide PayPal is convenient for our customers and us. We set up a Business Account with PayPal and provided Quick Shopping Cart with the email address associated with the account.

COD — Cash on Delivery is less common these days, but still has value as a means to allow customers to purchase products even if they do not have, or want to use, a credit card or online wallet service such as PayPal.

Print and Call — Print and Call ordering allows your customer to arrange payment with a credit card over the phone, through a purchase order or some other way.

6. Click **OK**.

Configuring Taxes

You might find that your online company needs to tax its orders. Quick Shopping Cart can calculate the tax in the customer's shopping cart immediately.

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Set Up** menu, in the **Operations** section, select **Taxes**.

5. Select an option for collecting tax payments through your storefront.

Note: Laws on e-commerce change often, so be sure to get advice from a tax accountant or attorney.

No Tax — No order placed on your Quick Shopping Cart is taxed.

Location-based Tax — Taxation is based on the customer's shipping address and defined as a percentage based on either state or postal code.

For example, our shirt company is in Arizona and our accountant has advised us we need to charge tax only to our in-state customers. We choose a State-based Tax of 9% and to not charge tax on shipping.

Flat Tax — Every order is taxed a flat percentage.

VAT — Value Added Tax lets you to define the VAT value for individual products.

6. Click **OK**.

Choosing Shipping Methods

Once your customers decide which products they'd like to purchase, you need to provide them options for shipping.

Quick Shopping Cart supports flat rate, FedEx, USPS, UPS, and FreightCenter.com. It also supports a custom option that lets you define your own shipping charges, and the option for local pickup.

If you set up FedEx, USPS, UPS, or FreightCenter.com for your shipping option, then you must input your products' dimensions so your shipping charges will be accurate.

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Operations** section, select **Shipping**.

Percentage Flat Rate — If you want to charge shipping fees based on a percentage of the order total, click **Set Up** next to **Flat Rate (%)**.

Fixed Flat Rate — If you want to charge flat rate shipping fees to the order total, click **Set Up** next to **Flat Rate (\$)**.

Custom Shipping — If you want to define the shipping cost for each product or multiple products in a single order, click **Set Up** next to **Custom Shipping**.

United States Postal Service — If you want to ship via USPS, click **Set Up** next to **USPS**. You can specify any handling fees and the postal code you are shipping from.

UPS — If you have an account with UPS, click **Set Up** next to **UPS** and follow the on-screen instructions.

FedEx — Like UPS, if you have an account with FedEx, click **Set Up** next to **FedEx** and follow the on-screen instructions.

FreightCenter.com — If you sell items that must ship via freight carrier, or bulk items that ship via pallet, click **Set Up** next to **FreightCenter.com** and fill out the required information. You must have a FreightCenter.com account, but if you don't already have one you can sign up for a free account directly from the setup page in Quick Shopping Cart.

Local Pickup — If you have a local office, click **Set Up** next to **Local Pickup** to let customers pick up products to avoid shipping costs. Local Pickup still allows you to charge a handling fee.

5. Click **OK**.

After you configure your payment, taxes, and shipping information, all of the buttons displayed across the top of your screen will display check marks except the **Publish** button.

You can click **Preview** to see how your store will look once published. If you have any changes to make, click the appropriate button.

If you're ready to start selling, simply click **Publish**.

We also publish a mobile version of your storefront optimized for smartphones. With Deluxe and Premium accounts, you can customize your mobile storefront to attract even more mobile shoppers.

Using templates to update your product catalog

Quick Shopping Cart® lets you use Microsoft® Excel® spreadsheet templates to add, modify, and delete products in your catalog. You must first download a template. If you already have products in your catalog, you can export your existing catalog to Excel. You cannot use another Excel spreadsheet or file format to upload products.

Downloading a Template for Quick Shopping Cart

Quick Shopping Cart lets you download an Excel spreadsheet you can use to edit your product catalog.

To Download a Template for Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
5. From the **Products** tab, click **Download**, and then select one of the following:
 - **Full** — Displays all product information that you can update.
 - **Quick** — Displays only the required fields to perform an update, as well as the products' categories.

Note: If you select the **Quick** option, you must use that template for both the import and export. For example, you cannot export a quick template, and then import that quick template using the Full import feature.

6. Select whether to open or save the Excel file, and then click **OK**.

Editing a Template for Quick Shopping Cart

Edit the template spreadsheet to update your product catalog. You can also add new products or remove existing products.

Note: You cannot add products that already exist.

To Edit a Template for Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
5. From the **Products** tab, click **Export**, and then select one of the following:
 - **Full** — Displays all product information that you can update.
 - **Quick** — Displays only the required fields to perform an update, as well as the products' categories.
6. Select whether to open or save the Excel file, and then click **OK**.
7. Depending on whether you selected **Full** or **Quick**, on the Excel spreadsheet you can edit these fields:
 - **Action** — Options are **Add**, **Modify**, or **Delete**.
 - **Part Number** — The product's part number. This number must be unique from all products.
 - **Manufacturer Name** — The name of the product's manufacturer. The listed manufacturers are the ones you set up in your catalog.
 - **Title** — The title of the product as it appears in your catalog.
 - **Short Description** — A brief description of the product for the product preview.
 - **Long Description** — A detailed description of the product for the product details page.

- **Category** — The category with which you want to associate the product. The listed categories are those you set up in your catalog.

Note: When modifying a product, you cannot change the Category associated with it. If you need to make changes to categories including associating products, **Export** a template from the **Category Assignments** tab.

- **Cost** — The amount the product cost you to purchase.
- **List Price** — The amount you are charging for the product.
- **Shipping** — Shipping for the product.
- **Weight** — The product's weight.
- **Length** — The product's length.
- **Width** — The product's width.
- **Height** — The product's height.
- **Featured** — Featured products appear on the main category page.
- **Hide** — Hidden products no longer display on the storefront.
- **Inventoried** — Inventoried products are in stock and will ship immediately.
- **Allow Backorder** — Users can backorder product when the inventory runs out.
- **Inventory Quantity** — The number of products you have to sell.
- **Inventory Threshold** — The number of products remaining at which you want to be notified of quantity remaining.
- **Ships In Own Package** — The product ships in its own package.

8. Save the template.

Importing a Template for Quick Shopping Cart

After you have made edits, you need to import the spreadsheet to update your store.

To Import a Template for Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
5. Click **Import**, and then select either **Full** or **Quick**, matching the type of template that you downloaded earlier.
6. Click **Browse** to locate and open the file, and then click **Import**.
7. Publish your site for the storefront to reflect your changes.

Managing Product Options in Quick Shopping Cart

There are two Product Types in Quick Shopping Cart® cart that let you add options:

- **Standalone** — Single products that do not require multiple item numbers (SKUs) to track inventory. For example, you can add gift-wrap as an option to a Standalone product.
- **Configurable Variation** — Products that require multiple item numbers (SKUs) to track inventory. For example, you can add multiple color and size options for T-shirts that you sell on your online store.

You do not have to assign any options to a standalone product. However, you must assign at least one configurable option to products with configurable variations.

Managing Standalone Options

Use Standalone products when the options you add do not affect your inventory.

To Manage Standalone Options

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to manage.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the name of the product you want to edit, or click **Add Product** from the **Tasks** bar to add a new product.
6. Specify the **Product Type**.

Note: If you select Configurable, see Managing Configurable Variation Options below.

7. Click the **Options** tab.
8. From the **Available Options** drop-down menu, select an option from the list, and then click **Add**.
9. If you want to create more options, click **Add Option**, enter an **Option name**, select either **Text Field** or **Drop Down**, and then click **OK**.
10. Select the options choices you want to apply to the product.
11. If you want to increase or decrease your product's price based on option choices, select either **Increase Price By** or **Decrease Price By**, and then enter a price.
12. Click **OK** to save your product.
13. Publish your store to reflect any changes.

Managing Configurable Variation Options

Use Configurable Options to track inventory or to create configurable products.

After assigning Configurable Variation options to a product, you need to generate the Product Variations Grid, and you might want to change the order in which your configurable options display.

To Manage Configurable Variation Options

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to manage.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the name of the product you want to edit or click **Add Product** from the **Tasks** bar to add a new product.
6. From the **Product Type** drop-down menu, select **Configurable**.
7. If you want to track inventory for your options, click the **Shipping/Inventory** tab, and then select **Yes** next to **Inventory tracking**.
8. Click the **Options** tab.
9. In the **Configurable Options** section, from the **Available Options** drop-down menu, select an option from the list, and then click **Add**.
10. If you want to create more configurable options, click **Add Option**, enter an **Option name**, select either **Text Field** or **Drop Down**, and then click **OK**.

Note: You can specify up to four Configurable Options.

11. Select the option choices you want to apply to the product.

12. If you want to increase or decrease your product's price based on option choices, select either **Increase Price By** or **Decrease Price By**, and then enter a price.
13. In the **Product Variations Grid** section, click **Generate Grid** and configure the grid.
14. Click **OK** to save your product.
15. Publish your store to reflect any changes.

Managing Option-Based Pricing

Quick Shopping Cart lets you associate unique pricing with the options you assign to a product. For instance, you can charge more for a specific color of a product when customers select that color from your product's options.

To Manage Option-Based Pricing

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to manage.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the name of the product you want to edit or click **Add Product** from the **Tasks** bar to add a new product.
6. Click the **Options** tab.
7. Select the option choice you want to associate with the pricing, and from the drop-down menu of pricing options, select one of these options:
 - **Don't change price** — Pricing remains the same despite the option
 - **Increase price by** — In the field that displays with this option, enter an amount to add to the price
 - **Decrease price by** — In the field that displays with this option, enter an amount to subtract from the price

8. Click **OK** to save your product.
9. Publish your store to reflect any changes.

Managing Option-Based Images

Quick Shopping Cart lets you associate unique images with the options you assign to a product. For instance, you can display a specific color of a product when customers select that color from your product's options.

To Manage Option-Based Images

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to manage.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the name of the product you want to edit or click **Add Product** from the **Tasks** bar to add a new product.
6. Verify that you have two or more images associated with the product. If you do not, then you need to associate two or more images with the product in your **Media Gallery > Multi-Image** tab. This is found in the **Images** tab of your Product Editor page.
7. From the **Options** tab, select the Standard or Configurable option you want to associate with an image, and then select the image you want to associate with the option from the drop-down menu of image options.
8. Click **OK** to save your product.
9. Publish your store to reflect any changes.

Can I accept credit card payments from customers located outside the United States?

Quick Shopping Cart® supports credit card payments from many international locations and currencies.

For a full list of supported countries, see **Which countries do you support with International Shipping?**

For a full list of accepted currencies, see **What currencies can I use?**

International customers can use the following payment gateways:

- Print and Call
- Cash On Delivery
- PayPal® Express Checkout
- Point of Sale (POS) Credit Card

Note: POS requires a SSL certificate.

Can I add to my existing site a link?

Quick Shopping Cart includes a link generator feature that automatically creates links to your store, to a category page, to a specific product page, or to the product search page. You can even include source code in the link for tracking purposes.

To Access the Link Generator

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Promote** menu, in the **Visibility** section, click **Links**.
5. Select the type of link you would like to generate.

Use Source Code (Optional)

Source codes (tracking codes) identify the source of a particular visit to your site. For example, if you place a link on another website, you can identify any visitors who came to your store from the website based on the source code. You can create a link with or without source codes.

Home Page

Generates a link to your Quick Shopping Cart home page. Use this link to familiarize with your site from the home page.

Showcase Product

Generates a link to a specific product within your catalog. Use this link to familiarize clients with a particular product.

Showcase Category

Generates a link to a specific category within your catalog. Use this link to direct clients to a particular category or product.

Store Search

Generates a link to a list of items that is produced by a keyword search. For example, if your business sold children's clothes, the search might yield results from "boys shirt." Use this link to familiarize clients with a particular series of products.

A link is created based on the link criteria you defined. You can now add this link to another Web page by copying it directly or providing the exact link to the webmaster for the site from which you want to link.

Can I host with a third-party provider?

Unfortunately, you cannot host your Quick Shopping Cart with a third-party provider because it is hosted on our servers. However, you can make your Quick Shopping Cart the subdomain of a domain that you have hosted with a third-party provider by selecting **Subdomain** when you set up your Quick Shopping Cart.

Can I use drop shipping?

Yes. Quick Shopping Cart® lets you use drop shipping to fill your orders. You can set up warehouses for drop shipping and then assign products to them. Quick Shopping Cart uses each warehouse's ZIP code to calculate accurate shipping charges. You can even configure Quick Shopping Cart to automatically email a warehouse when a customer orders products you ship from that location.

Common Questions when Using FreightCenter.com

If you sell large or heavy products that need to be shipped via freight, you can integrate FreightCenter.com with Quick Shopping Cart® to provide your customers real-time rate quotes. Here are some common questions for working with Quick Shopping Cart and FreightCenter.com.

Does Quick Shopping Cart display quotes for freight shipments?

Yes. You can display quotes from our partner, FreightCenter.com, if you sell products that are too large or heavy to ship via regular package shipping such as USPS®, UPS® or FedEx®. FreightCenter.com offers free, instant freight rate quotes from well-known carriers.

Do I need to sign up for an account at FreightCenter.com? How much does it cost?

Yes, to display real-time quotes from freight carriers to your customers, you must first sign up for an account at FreightCenter.com. The account is free. FreightCenter.com works with you to provide the best freight rates for your needs. Once you have set up your FreightCenter.com account, enter the account user name and password in the Quick Shopping Cart shipping setup section.

Note: If you experience issues connecting Quick Shopping Cart to your FreightCenter.com account, please contact FreightCenter.com to verify your information with them.

Where can I ship freight packages?

FreightCenter.com supports freight shipments to the US and Canada.

Can I select which freight carriers I prefer to work with?

Yes. In Quick Shopping Cart shipping setup, you can enable FreightCenter.com as a shipping carrier, select your preferred carriers, and configure your origination location and supported destination types.

Do I need to configure my products any special way for them to be quoted as freight?

Yes. On your product, set **Charge for Shipping** to **Yes**, and select **Freight**. You also need to configure the product weight, dimensions, packaging, freight class, and whether the product is a hazardous material.

I don't know my product's freight class. What should I enter?

Use the Freight Class Look-Up to determine your product's freight class.

What do my customers see when they are purchasing a freight item?

Your customers will see freight quotes for any carrier service that you selected in your shipping configuration, if that carrier provides service between your origination and your customer's destination addresses. Depending on the service, your customer might have additional choices to make.

Can items that ship freight vs. items that ship via regular package carriers be quoted in the same order?

Yes, your customer can place an order for both types of items and pay once.

I received an order for an item that ships via freight carrier. What do I do next?

Find the order in the Quick Shopping Cart order administrator. In the **Shipping Information** section, enter your requested pick-up date. Click **Book Shipment** to have FreightCenter.com book the shipment. FreightCenter.com sends back a booking ID so that you can track the shipment in your FreightCenter.com account.

Detect fraudulent orders

Several features of Quick Shopping Cart® help online merchants detect and act on fraudulent orders, including:

Address Verification

All credit card payments include Address Verification Service (AVS), which helps merchants who accept online transactions reduce the risk of fraudulent transactions by matching the cardholder's billing address with the billing address entered by the shopper in Quick Shopping Cart. If the addresses match, AVS verification passes.

Card Verification

The CVV number is the 3-4 digit verification number located on the back of your credit card. This number is not generally available to thieves who steal credit card numbers because they don't have the actual credit cards. CVV Verification matches the number on file for the card with the number entered by the shopper in Quick Shopping Cart. If the numbers match, CVV verification passes.

Fraud Rules

The Fraud Rules in Quick Shopping Cart allow you to apply common rules to orders and automatically check orders as they come in. Orders are marked as potentially fraudulent if they break any of the applied rules, allowing you to review potentially fraudulent orders and decide whether to complete or cancel the order.

Conditional Availability of Downloadable Products

You can specify if you want downloadable products to be available to customers as soon as they place a credit card order, or not until after you have verified the order and processed payment.

Note: AVS and CVV are only available to merchants who set up Quick Shopping Cart to integrate with their merchant account via a payment gateway.

Do I have to have an SSL Certificate?

If you plan to accept credit cards for transactions on your Quick Shopping Cart site, either through a payment gateway or using a Point Of Sale (POS) credit card machine, then you must have an SSL Certificate for your site. This is to ensure the security of your site when handling your customers' personal and credit card information.

If you do not plan to accept credit cards through a payment gateway or using a POS, you do not have to have an SSL Certificate.

How do I collect payment?

Quick Shopping Cart® supports a number of different payment methods, including credit cards, PayPal®, PayPal Express®, personal checks, cash, purchase orders, and cash on delivery (COD). We support credit card processing through online payment gateways as well as through point of sale (POS) transactions using your existing payment processing account.

Note: Current credit card regulations do not allow us to store the Card Verification Value (CVV) codes with credit card information in our database for use with Point of Sale transactions.

When customers use a credit card to purchase items from your store, payments are pre-authorized. You must manually accept the payment from the Order detail screen by clicking **Capture Funds**.

Quick Shopping Cart supports the following payment gateways:

- First Data™
- Intuit Quickbooks Merchant Service®
- Authorize.Net®
- Chase Paymentech®

Providing your customers with a convenient and secure way to purchase your goods is a key ingredient in building an effective online store. Quick Shopping Cart allows you to define your preferred payment options.

One of the first decisions you'll have to make is how you process credit card transactions. If your business already uses a Point of Sale (POS) terminal, you can accept credit cards and process them through your card swipe machine. This option lets you process transactions offline.

Note: Current credit card regulations do not allow us to store the Card Verification Value (CVV) codes with credit card information in our database for use with Point of Sale transactions.

If you want credit card transactions to be automatically processed, select one of the payment gateway options. Using a payment gateway allows you to process transactions online. It pre-authorizes the credit card payment, and then you can go into the order detail to manually capture the funds.

Consider offering a couple of choices to your customers when establishing payment options. For example, you may want to include PayPal and credit cards through a payment gateway or POS option. You cannot offer these combinations:

1. Both payment gateways.
2. A payment gateway and the POS Credit Card option.

How do I resolve Intuit QuickBooks errors that occur while trying to access the Intuit QuickBooks Company Data File?

When attempting to access the Intuit® QuickBooks® Company Data File, there are various errors that you might experience. The sections below detail methods to remedy some of the most frequent errors.

Note: Quick Shopping Cart® and Quickbooks can only be integrated using Windows® PCs.

Duplication Errors

When you set up QuickBooks integration, it works with a particular company account within QuickBooks. If you open QuickBooks, then open a different company file to run the data transfer, you get an error. Also, if you deactivate and then reactivate QuickBooks integration without deleting the first configuration file, you get an error.

To Resolve These Errors

1. Disable the QuickBooks integration in Quick Shopping Cart.
2. Open QuickBooks with the company account you want to use.
3. Delete the existing company data file from the Quick Shopping Cart QuickBooks Web Connector.
4. Re-enable and set up the QuickBooks Integration in Quick Shopping Cart.

Subscribing/Enabling Error

You might see the following error if you have not subscribed the desired company data file:

To complete this request, the company data file has to be subscribed to Intuit® Merchant Service for Web Stores. QuickBooks error message: The company file is not enabled for Merchant Services.

To Resolve This Error

1. In your QuickBooks company file, click **Customers in QuickBooks**.
2. Select **Add Credit Card Processing > Learn About Processing Options**.
3. Click **OK**. QuickBooks opens a new window.
4. Click **Activate**.
5. Next to your type of Intuit Merchant Service for Web Stores account, click **Activate**.
6. Enter the login information for the Intuit Merchant Service for Web Stores account and log in.

The QuickBooks company file is set up for Intuit Merchant Service for Web Stores.

How do my customers receive downloaded products?

A customer purchasing a downloadable product from a Quick Shopping Cart storefront, receives a separate email with download instructions and a link to the purchased product.

Note: If the purchase was made with a credit card and the Quick Shopping Cart credit card payment options are set to "Before Authorization," the download email is sent immediately after the transaction is completed. If the payment is set to "Authorized," the Quick Shopping Cart merchant must manually capture the funds and mark the order as "Shipped" before the download email is sent.

If the purchase was not made with a credit card, the download email is sent after the order is set to "Shipped".

The download email is similar to the email below. However, this content is subject to change, so use this information only as a guideline.

Customer Name,

Thank you for purchasing from Company Name.

This automated email serves as your receipt. Please do not reply to this email.

Your purchase is now available for download.

Order Summary

~~~~~

Invoice ID: 0000001111

Order Date: Tue, Aug 7, 2007 10:16:04

Access ID: 4iAjSmP2tpEf

-----  
Qty Item # Description Expiration Date (Days After Order Date)  
-----

1 DLItem Test download product 0  
-----

To download your items, click the download link - <http://shop.secure-sys.net/downloadLogin.hg?invoiceId=0000001120&accessId=4iAjSmP2tpEf>

Tips:

The link takes you to the online product download page. On this page, click Yes to download your purchase.

After clicking Yes, select OK to confirm and then click Save in the File Download dialog box (instructions may differ).

Note: If the download is interrupted, return to this email message and click the download link to try again.

About Downloading:

Download times depend on the size of the file and the type of Internet connection used.

We estimate the download time for this order as follows:

28.8k modem = 20-25 minutes

56.6k modem = 10-15 minutes

ISDN = 5-10 minutes

Cable / T1 = 1 minute

You can view your invoice online by visiting <http://shop.secure-sys.net/printInvoice.hg?enclId=xjhG71KNICesyWCVAAb5x9z4EHc%2Bawu7hQUaRFvUMDdU%3D> or check the status of your order by phone by calling (123) 456-7890.

Thank you for shopping with us.

- Company Name

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## How does collecting payment work?

Quick Shopping Cart® lets you collect payments from your storefront's customers using several methods:

**Credit Cards** — To accept credit cards, either online, through a payment gateway, or offline through your Point Of Sale (POS) terminal, your storefront must be protected by a 128-bit SSL certificate.

**Credit Cards with Online Processing** — To process credit cards online and automatically deposit money into your bank account, you need an SSL certificate for your online store, a payment gateway, and a merchant account. Payment gateways authorize the transaction and handle moving the funds from a credit card account to your bank. A merchant account is your business account where the money is deposited.

Quick Shopping Cart integrates with these popular payment gateway providers: Authorize.net®, VeloCT, Chase Paymentech™, and Intuit® Merchant Service for Web Stores.

When customers use a credit card to purchase items from your store, we pre-authorize payments. You must manually accept the payment from the Order Details screen by clicking **Capture Funds**.

**Credit Cards Offline through a Point of Sale Terminal** — To process credit cards offline (manually) through a Point of Sale (POS) credit card swipe or number entry terminal, you need an SSL certificate for your online store along with the POS credit card terminal and an account with a card processing company.

**Note:** Current credit card regulations do not allow us to store the Card Verification Value (CVV) codes with the credit card information in our database.

**PayPal®** — You can start accepting credit card payments instantly with a PayPal account. Using your PayPal account, you can also accept PayPal Wallet funds. With PayPal, you are not required to have an SSL certificate, payment gateway, or merchant account. Signing up for a PayPal account is free, and there are no setup fees or monthly charges. You are responsible only for the transaction fees.

**PayPal Express®** — PayPal Express is a payment solution that seamlessly integrates with your existing Quick Shopping Cart checkout process. Your customers proceed through your checkout path and directly to the PayPal site to complete payment, and are returned to your website. Customers can use a new or existing PayPal account and keep their credit card information on PayPal's website

**Chase Paymentech** — Chase Paymentech is an automated credit card payment gateway that integrates with your existing Quick Shopping Cart account. This allows you to accept credit card payments through your storefront. You must have an SSL certificate attached to your account to use this payment gateway and accept credit cards online. When customers use a credit card to purchase items from your store, payments are pre-authorized.

**Cash On Delivery** — Collecting money using Cash on Delivery is simple and is a great option for customers who are unable, or unwilling, to provide credit card information online.

**Purchase Orders and Personal Checks** — Quick Shopping Cart provides a Print and Call option that lets customers print their order, and then call you to arrange payment. When they contact you, open the order and enter the agreed-upon payment method and terms. This option is convenient and flexible, and lets you decide specific payment terms on a case-by-case basis with your customers.

## What currencies can I use?

Quick Shopping Cart® can accept many different currencies you can use from around the globe.

Here's a list of currencies in Quick Shopping Cart:

- United States Dollar (\$)
- Australian Dollar (A\$)
- Brazilian Real (R\$)
- Canadian Dollar (C\$)
- Swiss Franc (CHF)
- Czech Koruna (CZK)
- Danish Krone (DKK)
- Euro (€)
- Pound Sterling (£)
- Hong Kong Dollar (HK\$)
- Israeli New Shekel
- Japanese Yen (¥)
- Mexican Peso (MXN)
- Malaysian Ringgit (RM)
- Norwegian Krone (NOK)
- New Zealand Dollar (NZD)
- Philippine Peso (Php)
- Polish Zloty (PLN)
- Swedish Krona (SEK)
- Singapore Dollar(SGD)
- Thai Baht (฿)
- Turkish Lira (TL)

## Which Templates Are Best for Larger Product Pages?

With Quick Shopping Cart® some product pages are larger than others. To optimize how those pages display, you must select a template for your store that is at least 650 pixels wide.

Use the table below to determine if the template you want will support the larger product pages.

| <b>Category</b>         | <b>Template Name</b> | <b>Width (pixels)</b> |
|-------------------------|----------------------|-----------------------|
| Military Service        | Digital Marine       | 785                   |
| Generic                 | Shop - Spotless      | 785                   |
| Generic                 | Shop - Winter Light  | 785                   |
| Generic                 | Shop - Granular      | 750                   |
| Creative and Design     | Daily Grind          | 750                   |
| Events and Parties      | Festive              | 700                   |
| Creative and Design     | Blurb                | 700                   |
| Creative and Design     | Griddy               | 700                   |
| Generic                 | Accent               | 700                   |
| Home and Garden         | Moonlight            | 700                   |
| Auto and Transportation | Drift                | 700                   |
| Generic                 | Shop - Sorbet        | 700                   |
| Generic                 | Shop - Bright Idea   | 700                   |
| Generic                 | Shop - Plain Jane    | 700                   |
| Generic                 | Shop - Colour Block  | 700                   |
| Generic                 | Shop - Impression    | 700                   |
| Generic                 | Shop - Simplicity    | 700                   |
| Résumé                  | Classic Résumé       | 700                   |
| Generic                 | Chroma               | 700                   |
| Health and Fitness      | Personal Trainer     | 700                   |
| Military Service        | Blue Water           | 700                   |

|                         |                     |     |
|-------------------------|---------------------|-----|
| Clothing                | Boutique            | 700 |
| Generic                 | Dark Twilight       | 700 |
| Sports                  | Self-Defense        | 700 |
| General Business        | Office Space        | 700 |
| Political               | Homeland            | 700 |
| Home and Garden         | Orchid Blossom      | 650 |
| Restaurant              | Downtown Pizzeria   | 650 |
| Auto and Transportation | Dirt                | 650 |
| Creative and Design     | Hello World         | 650 |
| Family                  | Crocolog            | 650 |
| Creative and Design     | Pretty Things       | 650 |
| Generic                 | Shop - Modern Hue   | 650 |
| Résumé                  | Deco Résumé         | 650 |
| Résumé                  | Contemporary Résumé | 650 |
| Military Service        | Carrier             | 650 |
| Industrial              | Woodworking         | 650 |
| Generic                 | Glass               | 650 |
| Home and Garden         | Squeaky Clean       | 650 |
| School and Education    | Prep School         | 650 |

## Why are my customers unable to see all of the selected shipping options?

Enabling all of the possible shipping types on the Quick Shopping Cart Shipping Configuration page does not necessarily mean that all of those shipping methods will be available for a particular shipment.

Quick Shopping Cart sends a Rate Request to your shipping providers containing all of the supplied information, and they send back a list of shipping types available (complete with rates) for that particular shipment.

For example, you may have selected UPS Next Day Air in the Quick Shopping Cart Admin Console; however, UPS may not respond with shipping information for UPS Next Day Air. This situation would likely occur because UPS Next Day Air is not available for that particular shipment based on the zip code for the delivery, the weight of the package, and the size of the package.

If a customer enters "00000" as the zip code, all enabled shipping methods display because this is an error condition for an invalid zip code.

## Why can't I capture the CVV code for credit cards for Point of Sale transactions?

Current credit card regulations do not allow us to store the Card Verification Value (CVV) codes with credit card information in our database.

If you want to capture the CVV code, you can use a payment gateway such as Authorize.NET®, Chase Paymentech™, or Intuit QuickBooks Merchant Service®. Alternatively, your customers can use PayPal® or PayPal Express®, where the credit card transaction is handled on PayPal's site.

## Why doesn't my new Favicon display?

Various issues could prevent your new favicon from displaying correctly after you have updated to replace an existing one. Commonly, display issues are due to the browser accessing a cached version of your page. The following suggestions generally remedy browser-related issues.

### Clear Your Cache

Browsers tend to cache Web pages and images and keep them. This means that although you uploaded a new or different icon, the browser is accessing a version of your page it saved before your update. Therefore, you need to try and clear your cache.

#### To Clear Your Cache

1. Delete all references of your link in your favorites.
2. Clear the file cache in your browser.
3. Shut down all instances of your target browser.
4. Reopen your browser and navigate to your website.

For assistance clearing your cache, consult the Help files for your particular browser and version.

### Manually Delete Your Favicon

For those using Internet Explorer, clearing your cache may not be enough to clear the old favicon and display the new one. You may need to remove your existing favicon file completely.

## To Manually Delete Your Favicon on a PC

1. In Windows Explorer, navigate to your local directory (typically C:\).
2. Right-click **Documents and Settings** and select **Search**.
3. In the **All or part of the file name** field, enter the name of your favicon image file.
4. Click **Search**.
5. Delete all old favicon files associated with your site, except the one you want to use.
6. Upload the new icon and test your site.

## To Manually Delete Your Favicon on an Mac

1. Using the Spotlight Search function, enter the name of your favicon image file.
2. Press **Enter**.
3. Delete all old favicon files associated with your site, except the one you want to use.
4. Upload the new icon and test your site.

## Force-Refresh

If you are using Firefox® and you're using an .ICO file as your favicon, you may need to do a "Force Refresh" to get the icon to display properly.

## To Perform a Force Refresh in Firefox

1. Using Firefox, navigate to your website.
2. Change the URL to point directly at your favicon image file at the root of your site. For example, *www.coolexample.com/favicon.ico*.
3. Right-click in the browser window and select **Refresh**.

The forced refresh prompts Firefox to reload the icon instead of a cached version. The updated icon displays in the address bar. However, you may need to restart Firefox to get the icon to display on tabs and in Favorites.

## Why would I use the 'Use as link' feature?

In Quick Shopping Cart® there are several fields that allow you to input HTML code. With the Use as link feature in the Media Gallery, you can use these fields to display images, link to PDF files, and embed Flash® files.

There are several reasons to use these features.

### **Maintain the Integrity of Your SSL**

If you are using an SSL, you need to make sure that any images you display on your storefront come from a secure server. If you link to an image from a non-secure server and display it on your site, a site visitor sees an SSL warning and is likely to leave your site due to concern over their personal information.

### **Provide Additional Information**

You can link to a PDF whitepaper that goes into more detail than is appropriate to display on the main product page. If your product requires a Material Safety Data Sheet, you can link to a PDF that contains that information.

## Provide Product Demonstrations

With a Flash file, you can provide animations that draw out key product features to help entice visitors to make a buying decision. Embed the Flash directly into the product page description field, or any field that accepts HTML coding.

The following fields in Quick Shopping Cart accept HTML:

- Contact Us
- About Us
- Welcome Message
- Product page's description fields

## Changing Your Quick Shopping Cart Domain Name

You can change the domain name associated with your Quick Shopping Cart® to another existing domain name, a subdomain, or to a domain name not registered in this account.

**Note:** If you have an SSL certificate attached to your current domain name, you must first revoke the certificate to make this change. This action deactivates credit card checkout functionality. Once the domain name is activated, you need to purchase and install a new SSL certificate.

### To Change Your Quick Shopping Cart Domain Name

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Click **Manage** next to the account you want to modify.
4. From the **Set Up** menu, in the **Business Information** section, click **Store Settings**.
5. Either select an existing domain name or subdomain from your account, or enter a domain name not registered in this account.

6. To receive an email once the domain name is changed, select **Email me when finished**, and then enter the email addresses to receive the notification.
7. Click **OK**.

**Note:** If your domain name is registered with us, the domain name change can take up to 24 hours. If your domain name is registered elsewhere, the change takes at least 24 hours.

## Forwarding Your Domain Name

Once your domain name change is complete, forward the old domain name to the new domain name so all site requests will resolve to the correct location.

**Your domain name change CANNOT be processed if:**

- **You are currently using an SSL on your site.** To change your domain name, you must first revoke the SSL. Once the SSL is revoked, return to these instructions to make the domain name change. After the domain name change is complete, purchase and install a new SSL certificate for the new domain name.
- **Your Quick Shopping Cart site has not yet been fully setup.** For a domain name transfer to process correctly, your Quick Shopping Cart setup must be complete.

## Configuring DNS for a Domain Name Change

If your zone file is with another company, contact them with your Quick Shopping Cart IP address and update your A record.

## Errors Installing the Intuit QuickBooks Web Connector

This list illustrates common errors that you might receive when using the Intuit® QuickBooks® Web Connector.

**HRESULT = 429** — ActiveX component can't create object, RegisterQBWebConnector.

*Solution:* This error can safely be ignored. Click **OK**.

**Error 1706** — No valid source could be found for product QuickBooks Web Connector. The Windows Installer cannot continue.

*Solution:* The Web connector installation file is corrupted. Delete *QBWebConnectorInstaller.exe* and perform the download again.

**QBWC1033** — QBWebConnector was unable to initialize QWCLog.txt file. Exception: Requested registry access is not allowed.

*Solution:* The Web Connector needs permission to write to the registry to store important operation information. Grant write access to the user account in the following registry key: HKEY\_CURRENT\_USER\Software\Intuit\

**Note:** If you are unfamiliar with editing the registry, please be careful when making changes. There are many helpful resources online that can walk you through editing your registry.

**QBWC1039** — There was a problem adding the application. Check the QBWCLog.txt for details.

Error Unique file ID required.

*Solution:* The company file has been moved from its original location and is attempting to reconnect to QuickBooks Web Connector. To resolve this problem, please search the QuickBooks Knowledge Base for, "Fix error QBWC1039."

**Error: 0x8004041C** — An internal QuickBooks error occurred while trying to access the QuickBooks company data file.

*Solution 1:* It is possible that there is a problem with your QuickBooks Company file. Verify that your company file is intact by selecting **File > Utilities > Verify Data**. If there is a problem with your company file, select **File > Utilities > Rebuild Data** to try to correct the issue.

*Solution 2:* If the first solution does not correct your problem, the Web connector installation file is corrupted. Delete the *QBWebConnectorInstaller.exe* file and perform the download again. Be sure to close both QuickBooks and the Web Connector, and then download the file and continue from there.

## Verifying custom HTML with the HTML Validator Tool in Quick Shopping Cart

Quick Shopping Cart® supports the use of custom XHTML on select pages to allow greater customization and optimization of your storefront and catalog. To verify that your HTML has been coded correctly and is XHTML compliant, use the HTML Validator to check it.

You are not required to validate your code. However, by confirming that your code is XHTML compliant, the HTML Validator prevents potential display problems on your storefront. For more information about XHTML, visit the XHTML Tutorial on the W3 Schools website.

The following pages allow custom HTML:

### Storefront pages

- About Us Page
- Contact Us Page
- Invoice Customization
- Storefront Header Page
- Storefront Footer Page
- Welcome Message

## Catalog pages

- Edit Category
- Product Editor

You can also add widget to the area along the side of you online store, which displays content you create with HTML.

**Note:** We recommend that you make the suggested changes, save the file, and then re-upload it.

**Note:** You can proceed through the warnings to post your file containing the non-compliant XHTML code. However, we recommend that you resolve any errors before posting content that could break your shopping cart display.

## To Verify Custom XHTML Using the HTML Validator Tool

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Set Up** menu, select a page on which you used or want to use custom HTML.
5. If you have not added your custom HTML to the page, enter or paste it in the text area.
6. Click **Verify**.
7. If errors were detected, view the error details that display below the menu, make the corrections, and click **Verify**. Continue making corrections as necessary.
8. If there are no errors, click **OK** to close the **Congratulations! This Text is Valid XHTML 1.0 Transitional!** message.
9. After all errors are corrected and your HTML is valid, click **Save**.

**Note:** The HTML Validator automatically checks your code for XHTML compliance when you update or save the HTML fields on these pages.

## Why am I getting a permissions error message from Authorize.Net?

If you are trying to verify a payment or process an order in Quick Shopping Cart® and receive the Authorize.Net error "*This account has not been given the permissions required for this request,*" you may need to update your merchant account settings. This error may have occurred because you initially set up your merchant account using the Authorize.net ID, and later set up another login under the same account. Adding the additional login automatically switched you to multi-user mode.

Depending on your settings, your account is operating in one of the following modes:

### **Legacy Mode**

The default mode for existing accounts without multiple logins.

### **Multi-user Mode**

A merchant account switches to this mode when an additional login is added to the Authorize.net account.

You can verify which mode your account is operating in by checking your security settings in the Authorize.net Merchant Account.

## To Check Your Security Settings

1. Log in to your merchant account.
2. From the **Settings** menu, select **Security Settings**.
  - If your settings are **Transaction Key**, your account is in Legacy Mode.
  - If your settings are **API Login ID and Transaction Key**, your account is in Multi-user Mode.

## To Update Your Quick Shopping Cart Account Settings

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Set Up** menu, in the **Operations** section, select **Payment Options**.
5. Click **Set Up** in the **Credit Card** section.
6. Next to **Authorize.Net**, click **Edit**.
7. In the **Login ID** field, enter the API login ID.
8. In the **Transaction Key** field, enter the transaction key.
9. Click **Verify** to confirm that your account is able to connect to Authorize.net using these credentials.
10. Click **Save**, and then publish the site for the changes to take effect.

Once the connection is approved, you can process any orders with the permissions error.

## Why can't I access my Quick Shopping Cart using Internet Explorer?

You may be unable to access the Quick Shopping Cart application because your Internet Explorer security settings are set too high. To remedy this issue, you can either change the security level to Medium or add the application's URL to your Trusted Sites list.

**Note:** If you are running Windows Vista, you must add the site with both "http" and "https." Also, trusted sites may open in a new browser window.

## To Change Your Security Level and Add Quick Shopping Cart to Your Trusted Sites

1. In **Internet Explorer**, from the **Tools** menu, select **Internet Options**.
2. Click the **Security** tab.
3. Click **Trusted Sites**.
4. In the **Security level for this zone** box, check your security level. You may need to do one of the following:
  - If it is set to High, use the slider to change it to **Medium** or a lower security level.
  - If it is set to Custom, click **Default Level**, and then use the slider to change it to **Medium** or a lower security level.

**Note:** If you are running Windows Vista, verify that Enable Protected Mode is NOT selected.

5. Click the **Sites** button.
6. Clear the **Require server verification** check box.
7. In the **Add this website to the zone** field, type **https://app.fastshoppingcart.com**.
8. Click **Close**.
9. Click **OK**.

**Note:** Mozilla Firefox® does not specifically offer a trusted sites setting. However, you can set allowed sites for the limited purpose of installing cookies and add-ons. From the **Tools** menu, select **Options**, and then select the **Security** tab.

## Why can't I see my Quick Shopping Cart after I published? I am getting a 404 error.

You may be unable to immediately see your Quick Shopping Cart storefront if you have just set up your account. After you set up your Quick Shopping Cart account, it takes approximately 24 hours to process your account information. During this time, your store is not available for viewing on the Internet.

After your account information is processed, you and your customers are able to view your Quick Shopping Cart store from any Web browser. If you successfully created and published your store, all your information is saved.

## Why do I get an error when I try to delete the weight-based shipping option?

If you are trying to delete the weight-based shipping option, you may receive the following error:

**Error: One or more values must be defined.**

To set a flat rate shipping for an entire order, you must have at least one weight-based rule established in your Quick Shopping Cart account.

### To Set a Flat Tax Rate

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the account you want to modify.
4. From the **Set Up** menu, in the **Operations** section, select **Shipping**.
5. In the **Custom Shipping** section, click **Set Up**.
6. Click **Add Custom Shipping**.

7. Enter a name for your custom shipping option.
8. Select **Order Weight**.
9. Select **Entire Order**.
10. In the **Shipping Fees** section, click **Add** and enter the required information.

**Min. Weight (lbs)**

Enter the minimum weight for a package to incur this shipping charge. Any order below this weight generates a \$0 shipping charge.

**Max. Weight (lbs)**

Enter the maximum weight for a package to incur this shipping charge. Ensure that the maximum weight is large enough so that no order can have a greater weight (i.e. 1000 pounds).

**Fee (\$)**

Enter the dollar value for shipping charge.

11. *Optional*: Enter a Handling Fee and any Surcharges.
12. Click **OK**.

**Note:** You must republish your storefront for your changes to take effect.

## Why do some products not display in product searches?

Quick Shopping Cart uses MySQL, which uses "Stopwords" to compile product databases. Stopwords are words that are so common they are filtered out when a search is performed using any of these words, so no results are returned. The search function in Quick Shopping Cart may return a null result even though the word does exist in the product description.

## Why is Intuit QuickBooks displaying duplicate sales receipts?

Intuit® QuickBooks® may display duplicate Quick Shopping Cart sales receipts because you've deactivated and then reactivated QuickBooks integration in Quick Shopping Cart.

When you transfer sales receipts to QuickBooks, Quick Shopping Cart keeps a log of the receipts transferred. If you deactivate QuickBooks Integration, Quick Shopping Cart deletes this log.

When you reactivate and configure the receipt import date to import historical receipts, Quick Shopping Cart may send duplicate receipts that are already in QuickBooks, since it no longer has the log of receipts that were already sent.

To correct this issue, void one set of the duplicate receipts in QuickBooks.

## Why is my PayPal account blocking payments from un-encrypted buttons?

During the checkout process from your Quick Shopping Cart storefront, your customers may receive the following error message.

*The seller accepts encrypted website payments only. You cannot pay the seller through un-encrypted buttons. Please contact your seller for more details.*

If your customers receive this error message, you can turn off the PayPal® Encrypted Website Payments feature in your PayPal account profile.

### To Turn Off the PayPal Encrypted Website Payments Feature

1. Log in to your PayPal account.
2. Click **Profile**.
3. From the **Selling Preferences** column, click **Website Payment Preferences**.
4. In the **Encrypted Website Payments** section, select **Off**.
5. Click **Save**.

## Why is the text not wrapping properly on my Quick Shopping Cart?

Text wrapping depends on the Web browser used to view your Quick Shopping Cart storefront, not on the storefront itself. Internet Explorer® has a proprietary mechanism for wrapping long, single words with no breaks. However, Firefox® and Safari® do not have such a mechanism.

If your category or product name include long words (or words joined by hyphens without spaces), depending on the visitor's current screen resolution, Firefox and Safari only wrap if there are spaces between the words.

To prevent this issue, consider using a smaller or more condensed font for your category or product name.

## Checking your account's bandwidth usage

Your Quick Shopping Cart® account uses bandwidth when it sends or receives data with the rest of the Internet. For example, if your website contains a 1MB picture, and 2,000 visitors view the picture, it uses 2,000MB (2GB) of bandwidth.

You can check how much bandwidth your account has used, as well as its monthly limit, at any time.

### To Check Your Quick Shopping Cart Account's Bandwidth Usage

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Click the domain name you want to use.

In the **Account Details** menu on the right, your **Bandwidth** displays.

## Configuring tax and shipping for Google Merchant Center

To display your Quick Shopping Cart® products on Google® Merchant Center, you must configure both tax settings for products shipped from the United States and shipping costs. This lets Google Merchant Center display prices that accurately reflect what customers actually pay.

### Configuring Tax Settings

When you configure your tax settings, your prices on Google Merchant Center include applicable taxes for the destinations.

#### To Configure Tax Settings

1. Log in to your Google Merchant Center account.
2. From the **Dashboard** section, expand the **Settings** link, and then select **Tax and Shipping**.
3. From the **Tax settings** section, click **Edit your tax settings**.
4. Next to Step 1: Select how you calculate tax, click **edit**.
5. To charge no tax, select **Not charging taxes**, and then click **Save**. Your tax settings are configured.
6. To charge flat tax rates depending on states you select, perform the following actions:
  - Select **Domestic taxes: Specifying by state**, and then click **Continue**.
  - Select the states where you want to ship products, and then click **Continue**.
  - For each state you selected, select to apply **Tax on Shipping**, and then click **Save**. Your tax settings are configured.
7. To charge tax depending on destination ZIP codes in states you select, perform the following actions:
  - Select **Domestic Taxes: Using Tax Data Systems data**, and then click **Continue**.
  - Select the states where you want to ship products, and then click **Continue**.
  - For each state you selected, select to apply **Tax on Shipping**, and then click **Save**. Your tax settings are configured.

## Configuring Shipping Methods

When you configure your shipping methods, your prices on Google Merchant Center include applicable delivery charges to the destinations.

### To Configure Shipping Methods

1. Log in to your Google Merchant Center account.
2. From the **Dashboard** section, expand the **Settings** link, and then select **Tax and Shipping**.
3. From the **Shipping methods** section, click **add a shipping method**.
4. From the **Select shipping region** menu, select the region where you send shipments, and then click **Save**.
5. From the **Select weight unit** menu, select a unit of measurement.
6. To set a flat rate for shipping, perform the following actions:
  - In the **Select how you calculate shipping** section, select **Flat rate**.
  - In the **Set a shipping rate** section, select to calculate the shipping cost as either a flat amount or flat percentage of the total price, and then enter a value.
  - In the strong **Estimate average delivery speed** field, enter the maximum number of days it takes to complete the delivery.
  - In the strong **Name this shipping method** field, enter a name for the delivery method.
  - Click **Save**. The shipping method is configured.
7. To customize shipping costs based on total weight or cart price, perform the following actions:
  - In the **Select how you calculate shipping** section, select **Custom table**.
  - From the **Choose a table type** menu, select to base shipping rates on price or weight.
  - In the **Set shipping rates** fields, enter values for the table type you selected.
  - In the strong **Estimate average delivery speed** field, enter the maximum number of days it takes to complete the delivery.
  - In the strong **Name this shipping method** field, enter a name for the delivery method.
  - Click **Save**. The shipping method is configured.
8. To automatically calculate shipping costs based on carrier rate tables, perform the following actions:
  - In the **Select how you calculate shipping** section, select **Carrier-calculated**.
  - In the **Choose a carrier** section, select a carrier and a method for delivery service.

- (Optional) In the **Adjust rates** fields, enter a percentage or cash value to add or subtract from the shipping cost.
- (Optional) In the **Define exceptions** section, enter values to set a flat shipping rate that overrides your carrier-calculated shipping cost based on dollar amount, total weight, or number of items.
- In the **Specify your shipping origin** field, enter your ZIP code.
- In the strong **Name this shipping method** field, enter a name for the delivery method.
- Click **Save**. The shipping method is configured.

## Managing Drop Ship Warehouses

Quick Shopping Cart® lets you set up drop shipping — when a third party ships products directly to your customers. It lets you sell products you do not have in your physical inventory.

You must set up accounts with warehouses and make arrangements to pay them offline.

When a customer orders a product you have set up to drop ship, you can set up Quick Shopping Cart to send an order notification directly to each warehouse, detailing the items those warehouses need to ship. (The email notification is not sent until *after* the order is invoiced and payment verified.) Customers at your online store cannot see which products are drop shipped, so you are the point of contact for any of those orders.

Use Quick Shopping Cart to add drop ship warehouses to your online store. You can then edit or delete warehouses, and transfer products between warehouses that you use for drop shipments.

**Note:** We recommend you only bundle products assigned to a single warehouse. Shipping rates reflect the location of the warehouse you assign to a bundled product. Email order notifications go to the warehouse assigned to a bundled product even if that warehouse doesn't stock an individual product included in the bundle. Quick Shopping Cart retains the warehouse information that applies at the time a customer places their order. You cannot change warehouse information after a customer places an order.

## Adding Warehouses

You can add warehouses to use for drop shipments. You can also choose to automatically send out order notifications to that warehouse via email. However, you must make arrangements offline to send payment to warehouses.

### To Add Warehouses

1. Log in to your account.
2. From the **Manage** menu, go to **Catalog**, and then click **Warehouses**.
3. Click **Add**.
4. Enter values in these fields:
  - **Company name** — The company that operates the warehouse
  - **Display name** — The display name for the company that operates the warehouse
  - **Warehouse account number** — Your account number with the company that operates the warehouse
  - **First name** — The first name of your contact with the company that operates the warehouse
  - **Last name** — The last name of your contact with the company that operates the warehouse
  - **Phone number** — The phone number of your contact with the company that operates the warehouse
  - **Email** — The email address of your contact with the company that operates the warehouse

**Note:** When you select **Send order notification to this warehouse**, Quick Shopping Cart automatically emails a notification to each warehouse with list of items they should supply.

- **Address line 1** — The street address of the company that operates the warehouse
  - **Address line 2** — The street address of the company that operates the warehouse
  - **City** — The city where the company that operates the warehouse is located
  - **State** — The state where the company that operates the warehouse is located
  - **Postal code** — The ZIP code for the company that operates the warehouse
5. Click **OK**.

## Editing Warehouses

You can edit the information associated with warehouses you use for drop shipments. You can also choose to automatically send out order notifications to that warehouse via email. However, you must make arrangements offline to send payment to warehouses.

### To Edit Warehouses

1. Log in to your account.
2. From the **Manage** menu, go to **Catalog**, and then click **Warehouses**.
3. Select the warehouse you want to edit, and then click **Edit**.
4. Edit the values in any of these fields:
  - **Company name** — The company that operates the warehouse
  - **Display name** — The display name for the company that operates the warehouse
  - **Warehouse account number** — Your account number with the company that operates the warehouse
  - **First name** — The first name of your contact with the company that operates the warehouse
  - **Last name** — The last name of your contact with the company that operates the warehouse
  - **Phone number** — The phone number of your contact with the company that operates the warehouse
  - **Email** — The email address of your contact with the company that operates the warehouse

**Note:** When you select **Send order notification to this warehouse**, Quick Shopping Cart will automatically email a notification for each order to the company that operates the warehouse.

- **Address line 1** — The street address of the company that operates the warehouse
  - **Address line 2** — The street address of the company that operates the warehouse
  - **City** — The city where the company that operates the warehouse is located
  - **State** — The state where the company that operates the warehouse is located
  - **Postal code** — The ZIP code for the the company that operates the warehouse
5. Click **OK**.

## Copying Warehouses

You can copy an existing warehouse to create a new warehouse using the same information.

### To Copy Warehouses

1. Log in to your account.
2. From the **Manage** menu, go to **Catalog**, and then click **Warehouses**.
3. Next to the warehouse you want to duplicate, click **Duplicate Warehouse**.
4. Edit the details you want, and then click **OK**.

## Deleting Warehouses

You can delete warehouses you no longer use for drop shipments. You can delete multiple warehouses at once.

### To Delete Warehouses

1. Log in to your account.
2. From the **Manage** menu, go to **Catalog**, and then click **Warehouses**.
3. To delete a single warehouse, next to the warehouse you want to delete, click **Delete**. To delete multiple warehouses, select the warehouses you want to delete, and then click **Delete**.
4. Click **OK**.

**Note:** When deleting warehouses, all products associated with those warehouses are reassigned to No Warehouse.

## Transferring Products Between Warehouses

You can transfer products assigned to one warehouse to a different warehouse. This action transfers all products assigned to the warehouse.

### To Transfer Products Between Warehouses:

1. Log in to your account.
2. From the **Manage** menu, go to **Catalog**, and then click **Warehouses**.
3. To transfer products from a single warehouse, click **Transfer Products** next to the warehouse you want to transfer products from.
4. To transfer from multiple warehouses, select the warehouses from which you want to transfer products, and then click **Transfer Products**.
5. From the **Transfer products to** drop-down menu, select the warehouse where you want to transfer products, and then click **OK**.

## Managing ratings and reviews

Ratings and reviews in Quick Shopping Cart® can increase your sales online and your credibility to shoppers. With this feature, customers can rate your products on a five-star scale and leave reviews about them.

You remain in control by knowing who's leaving ratings and reviews, and can accept or decline them at any time. Customers must sign in to your Quick Shopping Cart account to leave reviews.

### To Enable Ratings and Reviews in Quick Shopping Cart

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Manage** menu, go to the **Catalog** section, and then select **Reviews**.
5. Click the **Preferences** tab, and then select **On** to enable reviews.
6. If you want to receive email notifications when you receive new reviews, in the **Notify me of new reviews** section, select **Whenever I receive one**.
7. In the **New review notification email address** field, enter the email address where you want to receive new review notifications, and then click **OK**.

## To Approve or Deny Ratings and Reviews in Quick Shopping Cart

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Catalog** section, and then select **Reviews**.
5. From the **Reviews** tab, select the reviews you want to manage, and then select either **Approve** or **Deny**. Approved reviews display on your storefront when you publish.

## Managing RSS Feeds

Quick Shopping Cart® lets you publish RSS feeds that display your products, giving your online store even more visibility to customers. Quick Shopping Cart creates some Automatic Product Feeds, and you can create Custom Feeds featuring products you choose.

## Managing Automatic Product Feeds

Quick Shopping Cart automatically creates RSS feeds featuring products in each category you set up, including your Featured Products and Sale Products. Quick Shopping Cart also automatically creates a feed featuring all your products.

You must publish your storefront each time you activate or de-activate Automatic Product Feeds.

### To Manage Automatic Product Feeds:

1. Log in to your Quick Shopping Cart account.
2. From the **Manage** menu, go to the **Catalog** section, and then select **Automatic RSS Feeds**.
3. Check the feeds you want and then click **Activate** or **Deactivate**. Once you deactivate a feed, customers cannot see it.
4. Publish your storefront to display the changes you made.

**Note:** You cannot Edit, Copy or Delete Automatic Product Feeds.

## Managing Custom Product Feeds

Quick Shopping Cart also lets you create RSS feeds featuring products you choose.

### To Manage Custom Product Feeds:

1. Log in to your Quick Shopping Cart account.
2. From the **Manage** menu, go to the **Catalog** section, and then select **Custom RSS Feeds**.
3. Click the orange **RSS Feed** icon or the **Add a Feed** hyperlink.
4. Enter a name in **Name of Feed**.
5. Click **Add Products**. You can search for products by their title or SKU. Select the products you want and click **Add**.

6. Click **Save**. Your custom feed displays in the Feeds grid.
7. Under **Actions**, you can **Add Products** or **Delete** in bulk, or **Edit**, **Copy** or **Delete** Custom Feeds.
8. Publish your storefront to make the feed live.

## Organizing Favorites

You can create a favorites list of the most accessed pages in your Quick Shopping Cart® Administration area to help you streamline your navigation. We've made it easy for you to add favorites in two different ways: by using the Add to Favorites icon on all eligible pages or by using the Favorites menu.

1. From the **Favorites** menu select **Organize Favorites**.
2. In the **Edit Favorites Menu** pop-up you can add, remove, edit and drag and drop the display order of your favorite pages.

## Adding Favorites

The Manage Favorites menu is organized into four categories: Set Up, Manage, Promote and Report. You'll find all your pages filed under their corresponding category. From there you can select and add to your favorites.

1. From the **Edit Favorites Menu**, click **Add Favorites**.
2. Select your favorites by clicking the page title you want to add from the organized menu tabs and corresponding page lists.
3. Once you've selected your favorites, click **Apply**.
4. Click **OK**.
5. You will see the pages you selected listed under **My Favorites** in the Edit Favorites Menu.
6. Click **OK**.
7. Your favorites display under the **Favorites** tab in the menu.

## Removing Favorites

### To Remove All Favorites

1. From the **Edit Favorites Menu** click **Remove All Favorites**.
2. Click **OK**.

### To Remove Favorites Individually

1. From the **Edit Favorites Menu** click the delete button next to the favorite you want removed.
2. Click **OK**.

## Editing Favorites

You can rename and change the order your favorites are listed.

### To Rename a Favorite

1. From the **Edit Favorites Menu**, under My Favorites
2. Double click the favorite you want to change and type the new name.
3. Click **OK**.

### To Change Favorites Listed Order

1. From the **Edit Favorites Menu** drag and drop the favorite in the order in which you want it displayed.
2. Click **OK**.

## Quick Shopping Cart Checklist

Gathering the information on this checklist streamlines your Quick Shopping Cart® setup. When complete, you can publish without any hang ups. Let's get started.

## Store Information and Templates

Customize the way your site looks to give it your own style. Pick your template, color scheme and make the images your own.

**Logo:** Brand your site by adding your company logo.

**Applicable color schemes:** If your products or logo have a color scheme, you can unify them within Quick Shopping Cart. Think about how you want your site to look. Check out the options on the Template tab and also in the Colors & Fonts screen.

**Information:** Collect your contact information, including company address, phone number and primary phone. You can add this information to Quick Shopping Cart so it displays on your storefront, giving customers an easy way to contact you.

## Products

Adding products to your Quick Shopping Cart can take time, but being thorough allows customers to easily identify the products they want to purchase.

**Product Images** (recommended under 300x300 pixels): Include an image with every single product. This helps your customers identify exactly what they're looking to buy.

**Product Dimensions** (including weight): A product's dimensions calculate its shipping costs.

**Product Descriptions:** Thoroughly describing your products helps customers decide if that's the right product for them.

**Inventory:** If you want to have Quick Shopping Cart track your inventory, make sure you have a current list of your stock.

## Taxes and Shipping

Once your customers select their products, they need to arrange for payments and, if applicable, shipping.

**Payment Options:** Select the payment type you want to accept from the eligible list of payment options (PayPal Express, PayPal, COD, Print and Call or if you have a Merchant Account, Credit Card).

**Taxes:** Laws on e-Commerce change often, so be sure to get the advice of a tax accountant or attorney.

**Shipping:** Determine the shipping options you want to offer your customers whether it's flat rate, FedEx, USPS, UPS, freight or custom. You can also arrange for them to pick up their order locally.

## Removing the "Powered By Quick Shopping Cart" Banner

You can remove the "Powered By Quick Shopping Cart" banner from the bottom of your Quick Shopping Cart® store.

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, click **Store Preferences**.
3. De-select the option to **Show Powered-By-Quick-Shopping-Cart Badge**, and then click **OK**.

Click **Publish** to publish your Quick Shopping Cart store with the banner removed.

## Upgrading Your Quick Shopping Cart

Quick Shopping Cart® plans are flexible to accommodate your online store. If you need to add more products and additional images, or you need more disk space and bandwidth, upgrading your Quick Shopping Cart is easy.

When you upgrade to a Premium plan, you also receive a free U.S. Merchant Account and SSL certificate.

### To Upgrade Your Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. From your Quick Shopping Cart Account list, click the Quick Shopping Cart account you want to upgrade.
4. In Account Details, click **Upgrade/Downgrade Quick Shopping Cart Account**.
5. Select the new plan you want. You can click **Compare Plans** to find out more about each plan.
6. If you need additional bandwidth or disk space, click **Prepaid Addons** and make your selections.
7. Click **Continue**.

## What is Atandra T-HUB Integration Tool?

Atandra T-HUB is an order management tool that helps Quick Shopping Cart® work with QuickBooks®. Purchase the desktop software from Atandra, and link the T-HUB integration tool to QuickBooks and Quick Shopping Cart. Once the programs are connected, T-HUB syncs orders, customer information, inventory updates and shipping information.

T-HUB also integrates with shipping software from FedEx®, UPS® and USPS®.

T-HUB is ideal for Quick Shopping Cart merchants who currently use QuickBook Pros or POS software. Quick Shopping Cart merchants receive discounts on T-HUB software when they purchase it from Atandra, which offers a 15-day free trial and 30 days free support with T-HUB.

## Setting Up Atandra T-HUB

Atandra T-HUB is an order management tool to help Quick Shopping Cart® work with QuickBooks®. Once you have purchased and downloaded the Atandra T-HUB integration desktop software, you can configure the tool to work with Quick Shopping Cart and QuickBooks.

### To Enable T-HUB in Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. In the **Manage** menu, click on **Orders**, and then click **T-HUB Integration**.
5. Select that you have read and agree to the End User Disclaimer, and then click **Next**.
6. Enter a new user name and password to use when setting up T-HUB. Click **Next**.
7. The **Security Key** to use when setting up the T-HUB displays.

Be sure to write down your user name, password and security key. You need this information to connect T-HUB to Quick Shopping Cart.

## To connect T-HUB with Quick Shopping Cart

To complete T-HUB setup, you must open T-HUB on your computer and enter information provided by Quick Shopping Cart.

1. Open your T-HUB application.
2. Select **Add Online Store**.
3. In the **Store type** menu, select **Quick Shopping Cart**.
4. For **Web Service URL**, enter the URL specified in your Quick Shopping Cart.
5. For **User Name**, enter the login you created in your Quick Shopping Cart.
6. For **Password**, enter the password you created in your Quick Shopping Cart.
7. For **Security Key**, enter the Security Key specified in your Quick Shopping Cart.
8. To test the connection, click **Test Store Connection**.
9. If successful, a message displays confirming T-HUB has connected to the cart.
10. Complete the **Company Information**, **Order Download Settings** and **Store Sync Settings** fields to customize your settings.
11. Click **Save & Close**.

**Note:** Existing T-HUB owners need to update T-HUB software to enable the Quick Shopping Cart or Custom Cart-Direct option in the application.

## Changing Your Intuit QuickBooks Simple Start Settings

After using the Intuit® Quickbooks® Integration feature, you may want to change the mappings between Quick Shopping Cart® order data and QuickBooks items and accounts. The following instructions apply if you are using QuickBooks Simple Start 2006 or later.

**Note:** Quick Shopping Cart and Quickbooks can only be integrated using Windows® PCs.

### To Change the Quick Shopping Cart Customer

1. Open QuickBooks, and open the company file.
2. From the Orders menu, select **QuickBooks Configuration**.
3. Select the **Edit Configuration** task.
4. Edit the **Customer** field, and then click **Save**.
5. Launch the QuickBooks Web Connector (double-click the file you downloaded).
6. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Customer is created in the QuickBooks customer list.

### To Change the Quick Shopping Cart Item

1. Open QuickBooks, and open the company file.
2. From the Orders menu, select **QuickBooks Configuration**.
3. Select the **Edit Configuration** task.
4. Edit the **Item** field, and then click **Save**.
5. Launch the QuickBooks Web Connector (double-click the file you downloaded).
6. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Item is created in the QuickBooks item list.

## To Change the Quick Shopping Cart Shipping Charge

1. Open QuickBooks, and open the company file.
2. In QuickBooks, go to the Item list, and create the new **Shipping Charge** item.
  - o The type must be **Other Charge** or **Service**.
  - o Select an Account to associate with the Shipping Charge. You may need to create a new account before you create the Shipping Charge.
3. Launch the QuickBooks Web Connector (double-click the file you downloaded).
4. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
5. From the Orders menu, select **QuickBooks Configuration**.
6. Find the new shipping charge in the Shipping Charge list, and select it.
7. Click **Save**.
8. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Shipping Charge is associated with the QuickBooks shipping charge.

## To Change the Quick Shopping Cart Sales Tax

1. Open QuickBooks, and open the company file.
2. In QuickBooks, from the File menu, select **Preferences**.
3. In the Sales Tax Options section, select **Yes** for "Do you charge sales tax when you make a sale?"
4. In the **Tax Name** list, select **Add New**.
5. Enter the name for your new Sales Tax, the tax rate, a description, and a tax agency.
6. Click **OK**.
7. Go to the **Item** list, and select the new **Sales Tax** item.
8. Launch the QuickBooks Web Connector (double-click the file you downloaded).
9. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

10. From the Orders menu, select **QuickBooks Configuration**.
11. Find the new sales tax item in the Sales Tax list, and select it.
12. Click **Save**.
13. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The Quick Shopping Cart Sales Tax item is associated with the QuickBooks sales tax item.

**Note:** For Quick Shopping Cart to send the correct sales tax amounts to QuickBooks, you need to set up a Placeholder Sales Tax that defaults to 0%. Once you set up the Placeholder Sales Tax in QuickBooks, you can select it to ensure accurate reporting.

## To Set the Quick Shopping Cart Placeholder Sales Tax

1. Open QuickBooks, and open the company file.
2. In QuickBooks, from the File menu, select **Preferences**.
3. In the Sales Tax Options section, Select **Yes** for "Do you charge sales tax when you make a sale?"
4. From the Tax Name list, select **Add New**.
5. Enter the name for your Placeholder Sales Tax.
6. Enter **0%** as the tax rate. You cannot change this placeholder sales tax.
7. Enter a description and a tax agency.
8. Click **OK**.
9. Launch the QuickBooks Web Connector (double-click the file you downloaded).
10. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
11. From the Orders menu, select **QuickBooks Configuration**.
12. Find the 0% placeholder sales tax item in the Placeholder Sales Tax list, and select it.
13. Click **Save**.
14. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Placeholder Sales Tax item is associated with the QuickBooks placeholder sales tax item.

## To Change a Quick Shopping Cart Discount Item

1. Open QuickBooks, and open the company file.
2. In QuickBooks, go to the Item list, and edit the **Discount** item.
  - o The type must be **Discount**.
  - o Select an Account to associate with the Discount item. You may need to create a new account before you create the item.
3. Launch the QuickBooks Web Connector (double-click the file you downloaded).
4. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
5. From the Orders menu, select **QuickBooks Configuration**.
6. Find the new discount item in the appropriate Coupon list, and select it.
7. Click **Save**.
8. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Coupon Discount Item is associated with the QuickBooks discount item.

## To Change a Quick Shopping Cart Credit Card Payment Method

Typically, you only need to change a Quick Shopping Cart credit card payment method if you accept Diners Club cards, since QuickBooks does not have pre-configured payment methods for Diners Club like it does for other major credit cards.

1. Open QuickBooks, and open the company file.
2. From the Lists menu, select **Customer & Vendor Profile Lists**, and then select the **Payment Method** list.
3. Add the new payment method.
4. Launch the QuickBooks Web Connector (double-click the file you downloaded).
5. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
6. From the Orders menu, select **QuickBooks Configuration**.

7. Find the payment method in the appropriate Payment Method list, and select it.
8. Click **Save**.
9. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Payment Method is associated with the QuickBooks payment method.

## Changing Your Intuit QuickBooks Pro or Premier Settings

After using the Intuit® QuickBooks® Integration feature, you may want to change the mappings between Quick Shopping Cart® order data and QuickBooks items and accounts. The following instructions apply if you are using QuickBooks Pro or Premier 2005 or later.

**Note:** Quick Shopping Cart and Quickbooks can only be integrated using Windows® PCs.

### To Change the Quick Shopping Cart Customer

1. Open QuickBooks, and open the company file.
2. From the Orders menu, select **QuickBooks Configuration**.
3. Select the **Edit Configuration** task.
4. Edit the **Customer** field, and then click **Save**.
5. Launch the QuickBooks Web Connector (double-click the file you downloaded).
6. Select the **Quick Shopping Cart Web Service**, and click **Update Selected**.

The new Quick Shopping Cart Customer is created in the QuickBooks customer list.

## To Change the Quick Shopping Cart Item

1. Open QuickBooks, and open the company file.
2. From the Orders menu, select **QuickBooks Configuration**.
3. Select the **Edit Configuration** task.
4. Edit the **Item** field, and then click **Save**.
5. Launch the QuickBooks Web Connector (double-click the file you downloaded).
6. Select the **Quick Shopping Cart Web Service**, and click **Update Selected**.

The new Quick Shopping Cart Item is created in the QuickBooks item list.

## To Change the Quick Shopping Cart Item Account

1. Open QuickBooks, and open the company file.
2. In QuickBooks, go to the Account list, and then create the new account.
3. Launch the QuickBooks Web Connector (double-click the file you downloaded).
4. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
5. From the Orders menu, select **QuickBooks Configuration**.
6. Find the new account in the Item Account selection field, and select it.
7. Click **Save**.
8. Select the **Quick Shopping Cart Web Service**, and click **Update Selected**.

The new Quick Shopping Cart Item Account is associated with the QuickBooks item account.

## To Change the Quick Shopping Cart Shipping Charge

1. Open QuickBooks, and open the company file.
2. In QuickBooks, go to the Item list, and create the new **Shipping Charge** item.
  - The type must be **Other Charge** or **Service**.
  - Select an Account to associate with the Shipping Charge. You may need to create a new account before you create the Shipping Charge.
3. Launch the QuickBooks Web Connector (double-click the file you downloaded).
4. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
5. From the Orders menu, select **QuickBooks Configuration**.
6. Select **Use Shipping Charge Item** from the QuickBooks Item list.
7. Find the new shipping charge in the Shipping Charge list, and select it.
8. Click **Save**.
9. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Shipping Charge is associated with the QuickBooks shipping charge.

## To Change the Quick Shopping Cart Sales Tax

1. Open QuickBooks, and open the company file.
2. In QuickBooks, go to the Item list, and create the new **Sales Tax** item.
  - The type must be **Sales Tax Item**.
  - Select a Tax Agency to associate with the Sales Tax. You may need to create a new agency before you create the Sales Tax.
3. Launch the QuickBooks Web Connector (double-click the file you downloaded).
4. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
5. From the Orders menu, select **QuickBooks Configuration**.
6. Select **Use Sales Tax Item** from the QuickBooks Item list.

7. Find the new sales tax item in the Sales Tax list, and select it.
8. Click **Save**.
9. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Sales Tax item is associated with the QuickBooks sales tax item.

## To Change a Quick Shopping Cart Discount Item

1. Open QuickBooks, and open the company file.
2. In QuickBooks, go to the Item list, and create the new **Discount** item.
  - o The type must be **Discount**.
  - o Select an Account to associate with the Discount item. You may need to create a new account before you create the item.
3. Launch the QuickBooks Web Connector (double-click the file you downloaded).
4. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
5. From the Orders menu, select **QuickBooks Configuration**.
6. Select **Use Coupon Discount Items** from the QuickBooks Item list.
7. Find the new discount item in the appropriate Coupon list, and select it.
8. Click **Save**.
9. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Coupon Discount Item is associated with the QuickBooks discount item.

## To Change a Quick Shopping Cart Credit Card Payment Method

Typically, you only need to change a Quick Shopping Cart credit card payment method if you accept Diners Club cards, since QuickBooks does not have pre-configured payment methods for Diners Club like it does for other major credit cards.

1. Open QuickBooks, and open the company file.
2. From the Lists menu, select **Customer & Vendor Profile Lists**, and then select the **Payment Method** list.
3. Add the new payment method.
4. Launch the QuickBooks Web Connector (double-click the file you downloaded).
5. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.
6. From the Orders menu, select **QuickBooks Configuration**.
7. Find the payment method in the appropriate Payment Method list, and select it.
8. Click **Save**.
9. Select the **Quick Shopping Cart Web Service**, and then click **Update Selected**.

The new Quick Shopping Cart Payment Method is associated with the QuickBooks payment method.

## Configuring Intuit QuickBooks to Accept Automatic Logins

You can configure Intuit® QuickBooks® to accept automatic logins from the Quick Shopping Cart Web Connector.

To Configure QuickBooks to Accept Automatic Logins

1. Open QuickBooks
2. From the main menu, select **Preferences** from the **Edit** menu.
3. In the **Preferences** dialog box, select the **Company Preferences** tab.

4. Select **Integrated Applications**.
5. Select **Exchange Data with Web Services**, and then click **Properties**. Make sure that the "Allow this application to login automatically" option is selected.
6. Select **Quick Shopping Cart Web Service**, and then click **Properties**. Make sure that the "Allow this application to login automatically" option is selected.

## Configuring multiple accounts in Intuit QuickBooks

After you have set up one Quick Shopping Cart account, you can add additional stores to your Intuit QuickBooks Integration setup.

**Note:** Since you downloaded the Web Connector to configure QuickBooks with the first Quick Shopping Cart storefront, do not download the QuickBooks Web Connector again.

### To Add Additional Accounts to Your QuickBooks Integration Setup

1. Close the QuickBooks Web Connector if it is running.
2. Click the link to download the configuration file again.
3. Click **No** to create a duplicate Web service.

## Deactivating Intuit QuickBooks Integration

You can deactivate the Intuit® QuickBooks® integration for Quick Shopping Cart at any time, at which point no more receipts are sent to QuickBooks.

If you deactivate the QuickBooks setup:

- QuickBooks Integration settings are deleted. If you reactivate QuickBooks integration in the future, you need to again perform QuickBooks Integration Setup.
- The QuickBooks receipt import history is deleted. If you reactivate QuickBooks integration in the future and configure the receipt import date to import historical receipts, Quick Shopping Cart may send duplicate receipts that are already in QuickBooks. Therefore, you may want to void the first set of Quick Shopping Cart receipts.

### To Deactivate QuickBooks Integration

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Manage** menu, in the **Orders** section, click **QuickBooks Integration**.
5. From the **Tasks** menu, select **Deactivate Integration**.
6. On the **Deactivate QuickBooks Integration** screen, click the **Deactivate** button.

### Deactivating Intuit QuickBooks Integration

You can deactivate the Intuit® QuickBooks® integration for Quick Shopping Cart at any time, at which point no more receipts are sent to QuickBooks.

If you deactivate the QuickBooks setup:

- QuickBooks Integration settings are deleted. If you reactivate QuickBooks integration in the future, you need to again perform QuickBooks Integration Setup.

- The QuickBooks receipt import history is deleted. If you reactivate QuickBooks integration in the future and configure the receipt import date to import historical receipts, Quick Shopping Cart may send duplicate receipts that are already in QuickBooks. Therefore, you may want to void the first set of Quick Shopping Cart receipts.

## To Deactivate QuickBooks Integration

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Manage** menu, in the **Orders** section, click **QuickBooks Integration**.
5. From the **Tasks** menu, select **Deactivate Integration**.
6. On the **Deactivate QuickBooks Integration** screen, click the **Deactivate** button.

## Sending Receipts to Intuit QuickBooks

You can send Quick Shopping Cart® receipts to Intuit® QuickBooks® if you subscribe to the Quick Shopping Cart Deluxe or Premium plan. If you do not currently subscribe to a Deluxe or Premium plan, you can upgrade at any time. To send your Quick Shopping Cart receipts to QuickBooks, you must activate QuickBooks Integration, and then download, install, and configure the QuickBooks Web Connector.

For instructions on setting up QuickBooks Integration, see the QuickBooks Quick Start Guide, and follow the instructions to download, install, and configure the QuickBooks Web Connector, which allows Quick Shopping Cart and QuickBooks to exchange data.

Once you have set up the integration, Quick Shopping Cart receipts are sent to QuickBooks automatically on the schedule set in the QuickBooks Web Connector. Depending on your selection in the QuickBooks Application Certificate, QuickBooks may prompt you to accept the download, or the download may not take place unless QuickBooks is open. You can also send the data manually any time you want.

**Note:** Quick Shopping Cart and Quickbooks can only be integrated using Windows® PCs.

## To Manually Transfer Sales Receipts into QuickBooks

1. Open QuickBooks.
2. Launch the **QuickBooks Web Connector**.
3. In the QuickBooks Web Connector, select **Quick Shopping Cart Web Service**.
4. Click **Update Selected**.

## Transferring Receipts to Intuit QuickBooks

Quick Shopping Cart receipt downloads take place automatically on the schedule you set in the QuickBooks Web Connector. Depending on your selection in the Intuit QuickBooks Application Certificate, QuickBooks may prompt you to accept the download, or the download may not take place unless QuickBooks is open.

## To Manually Transfer Sales Receipts into QuickBooks

1. Open QuickBooks.
2. Launch the **QuickBooks Web Connector**.
3. In the **QuickBooks Web Connector**, select **Quick Shopping Cart Web Service**.
4. Click **Update Selected**.

## To Configure QuickBooks to Accept Automatic Logins from the Quick Shopping Cart Web Connector

To have Quick Shopping Cart automatically transfer sales receipts into Quickbooks, you must first configure QuickBooks to accept automatic logins from the Quick Shopping Cart Web Connector.

1. Open QuickBooks.
2. From the main menu, select **Edit**, and then select **Preferences**.
3. On the **Preferences** dialog box, select the **Company Preferences** tab.
4. Select **Integrated Applications**.
5. Select **Exchange Data with Web Services**, and then click **Properties**. Ensure that the **Allow this application to login automatically** option is selected.
6. Select **Quick Shopping Cart Web Service**, and then click **Properties**. Ensure that the **Allow this application to login automatically** option is selected.

## To Automatically Transfer Quick Shopping Cart Sales Receipts into Quick Books

1. Open QuickBooks.
2. Launch the **QuickBooks Web Connector**.
3. In the **Quickbooks Web Connector**, select **Auto-Run** for the Quick Shopping Cart Web Service.
4. In the **Every-Min** field, enter the interval, in minutes, at which you want the data transfer to start automatically.

## Using Intuit QuickBooks' Data Exchange

After Intuit® QuickBooks® Web Services are set up, Quick Shopping Cart receipts can be sent to QuickBooks. Quick Shopping Cart orders created after the start date you specify can be transferred to QuickBooks. After an order has entered the Shipped status, Quick Shopping Cart automatically transfers invoice data to QuickBooks.

The data exchange is scheduled to run automatically, twice daily (unless you change this frequency in the QuickBooks Web Connector). You can also force a data exchange manually by using the QuickBooks Web Connector Update function. Depending on the security settings you select during setup, the data exchange may require the QuickBooks application to be open when the exchange takes place.

QuickBooks returns confirmation information after each data exchange. This connection information displays in Quick Shopping Cart. After the data exchange, you can use QuickBooks to view the Quick Shopping Cart receipts associated with the item account chosen during setup.

## Using the Intuit QuickBooks Web Connector

After you set up your Intuit® QuickBooks® Merchant Service account, set up Web Services by downloading the QuickBooks Web Connector, which allows QuickBooks to exchange data with Quick Shopping Cart®. You then must configure Quick Shopping Cart to communicate with the Web Connector and indicate the customers, items, and accounts whose Quick Shopping Cart receipt data are to be saved in QuickBooks.

Quick Shopping Cart purchases are recorded in QuickBooks under a single generic Quick Shopping Cart customer, item, item account, shipping item, and sales tax item. During Web Services setup, indicate the QuickBooks items and accounts that should be used to store Quick Shopping Cart receipt data.

**Note:** Quick Shopping Cart and Quickbooks can only be integrated using Windows® PCs.

## Downloading the QuickBooks Web Connector

1. From the Manage menu, in the Orders section, click **QuickBooks Integration**.
2. On the QuickBooks Integration screen, the status is Inactive. Click **Next**.
3. On the Enable QuickBooks screen, read the **Disclaimer**, scroll to the bottom of the text, select **Yes, I Do Agree**, and then click **Next**.
4. On the QuickBooks Password screen, create a password to enter in QuickBooks Web Connector configuration, and then click **Next**.
5. Launch your QuickBooks application.
6. Return to the Quick Shopping Cart Web Connector Installation and Configuration screen, and click **Download the QuickBooks Web Connector**.
7. Follow the prompts to download and install the QuickBooks Web Connector.

## Downloading the QuickBooks Web Connector Configuration File

1. Return to the Quick Shopping Cart Web Connector Installation and Configuration screen, and click **Download the QuickBooks Web Connector configuration file**. A file download dialog displays.
2. Click **Save** to save the file to an accessible location, locate the file, and then double-click it to open it.
3. Click **OK** to grant the Quick Shopping Cart Web Service access to your QuickBooks.
4. Click **Yes** to continue. The QuickBooks Application Certificate dialog displays, stating that the Quick Shopping Cart Web Service is requesting access to your QuickBooks company file.
5. Select one of the following options:

### **Yes, prompt each time**

With this option enabled, a prompt displays whenever the data exchange begins.

### **Yes, whenever this QuickBooks company file is open**

With this option enabled, the data exchange takes place only when the QuickBooks company file is open.

### **Yes, always allow access even if QuickBooks is not running**

With this option enabled, the data exchange takes place even if QuickBooks is closed.

6. Click **Continue**.
7. Click **Done**.

The Quick Shopping Cart Web Service displays in the Application list on the QuickBooks Web Connector screen.

## **Installing the QuickBooks Web Connector and Configuration File**

1. In the QuickBooks Web Connector window, select **Quick Shopping Cart Web Service** from the Application list.
2. In the Password column, enter the QuickBooks Password you created previously in Quick Shopping Cart.
3. Click **Update Selected**. The data exchange runs. Wait for it to finish before you move to the next step.
4. Return to the Quick Shopping Cart QuickBooks Integration screen.
5. On the Web Connector Installation and Configuration screen, click **Next**.

The QuickBooks Integration screen displays verification that the QuickBooks Web Connector has been successfully installed.

## Configuring the QuickBooks Web Connector

1. Click **Edit QuickBooks Configuration Settings**.
2. On the QuickBooks Integration Setup screen, configure the QuickBooks items that you want to use to store Quick Shopping Cart data. Each Quick Shopping Cart receipt is associated with a single "generic" Quick Shopping Cart item or account.

**Note:** Data for each Quick Shopping Cart invoice is mapped to a single QuickBooks customer, item, item account, shipping charge (if you track it), sales tax (if you track it), and discount item (if you use Coupons). For example, in the QuickBooks Customer Center, all invoices from Quick Shopping Cart are listed under a single customer: "Quick Shopping Cart Customer". When you open an individual Sales Receipt, your customer's name and address display in the Sold To section.

### Customer and Item

Use the default information provided or edit it if you prefer. The customer (or item) is created in QuickBooks.

### Item Account

Select the QuickBooks item account you would like to use.

### Shipping Charge

Select the QuickBooks shipping charge item you would like to use.

### Sales Tax

Select the QuickBooks sales tax item you would like to use.

### Credit Cards

Select the credit card payment method associated with each credit card that you accept.

### Quick Shopping Cart Receipt Import

Select the starting date from which Quick Shopping Cart receipts should be imported to QuickBooks. Note that only those receipts for orders that have shipped are imported.

3. Click **Save**.

4. On the QuickBooks Integration screen, your configuration settings changes are acknowledged. You are directed to use the QuickBooks Web Connector to update the Quick Shopping Cart Web Service.
5. Return to the QuickBooks Web Connector.
6. Select **Quick Shopping Cart Web Service**.
7. Click **Update Selected**. The data exchange runs.
8. After the data exchange is completed, you can select to **Hide** the QuickBooks Web Connector.
9. Return to the Quick Shopping Cart QuickBooks Integration screen, and click **Refresh**. The QuickBooks configuration status displays as current.

## Viewing Receipts in Intuit QuickBooks

Downloaded Quick Shopping Cart receipts are stored as Intuit® QuickBooks® Customer Sales Receipts.

### To View Quick Shopping Cart Receipts in QuickBooks

1. Open QuickBooks.
2. Open the **Customer Navigator**.
3. Click **Sales Receipts**.
4. Click the **Previous** icon.

## What are the benefits of using the QuickBooks Merchant Service payment gateway?

If you send Quick Shopping Cart® receipts to Intuit® QuickBooks® using the Intuit Merchant Service for Web Stores payment gateway, you can coordinate those receipts in QuickBooks using the Intuit® Merchant Service for Web Stores payment reconciliation feature.

If you use a different payment gateway, you can still configure Quick Shopping Cart to share data with QuickBooks. Only the Intuit Merchant Service for Web Stores gateway allows you to reconcile Quick Shopping Cart credit card payments within QuickBooks, however.

## Working with Intuit QuickBooks

The Intuit® QuickBooks® integration for Quick Shopping Cart® has two components:

- Support for processing credit card transactions using the Intuit Merchant Service for Web Stores payment gateway, where available.
- Quick Shopping Cart Web Services that allow QuickBooks to download receipt information into QuickBooks. This feature enables the QuickBooks credit card reconciliation feature to incorporate transactions processed through Quick Shopping Cart.

Full Web Services integration is available only to merchants who use Intuit Merchant Services for Web Stores as their payment gateway. If you are not using Intuit Merchant Service for Web Stores, you can use Quick Shopping Cart Web Service to send receipts to QuickBooks. However, the receipts are not integrated into the Intuit Merchant Service for Web Stores functionality that allows credit card reconciliation with QuickBooks.

**Note:** Quick Shopping Cart and Quickbooks can only be integrated using Windows® PCs.

## Errors in QSC Intuit QuickBooks Integration 'Last Connection' Log

This list illustrates common errors that you may receive in the 'Last Connection' log when using Intuit® Quickbooks®.

**Note:** Quick Shopping Cart® and Quickbooks can only be integrated using Windows® PCs.

### **Error: 0x80040414**

A dialog box displays in the QuickBooks user interface. Your application cannot access QuickBooks until you dismiss the dialog box.

- **Solution:** Open QuickBooks and close any dialog boxes or pop-up windows displayed in QuickBooks. QuickBooks itself should remain open.

### **Error: 0x80040416**

If QuickBooks is not running, a call to the "BeginSession" method must include the name of the QuickBooks company data file.

- **Solution:** Either open QuickBooks with the appropriate Company file, or configure QuickBooks to accept automatic logins from the Quick Shopping Cart Web Connector.

### **Error: 0x80040420**

The QuickBooks user has denied access.

- **Solution:** Configure QuickBooks to accept automatic logins from the Quick Shopping Cart Web Connector.

### **Error: 0x8004041A**

This application does not have permission to access this QuickBooks company data file. The QuickBooks administrator can grant access permission through the Integrated Application preferences.

- **Solution:** Configure QuickBooks to accept automatic logins from the Quick Shopping Cart Web Connector.

## QuickBooks user permissions

If you receive the error stating "Insufficient permission level to perform this action" when connecting to the Quick Shopping Cart® (QSC) Web Service through the Intuit® QuickBooks® Web Connector, there may be several issues that you can remedy yourself. Possible causes of this error are:

- While the QSC Web Service was updating Intuit QuickBooks, a user with insufficient privileges had the company file open.
- The QSC Web Service is configured to run as a user with insufficient privileges.

**Note:** The information presented here is based on Intuit QuickBooks 2007. If you have a different version, you may see different options. Consult your Intuit QuickBooks Help for information on how to perform equivalent actions in your version of Intuit QuickBooks.

Quick Shopping Cart and Quickbooks can only be integrated using Windows® PCs.

### Diagnosing the Cause

Check that the QSC Web Service runs properly when the company file is not open.

1. Ensure the unattended operation is enabled using the following steps:
  - Log in to the QSC administration console and navigate to the Intuit QuickBooks Integration Page.
  - Click the **Edit Configuration** task.
  - Under Indicate Whether to Allow Unattended Operation, make sure **Allow unattended operation** is selected and that the company file listed is the one you want to update.
2. On your desktop, make sure Intuit QuickBooks is not open.
3. Run the QSC Web Service.
  - On your desktop, open the Intuit QuickBooks Web Connector.
  - Make sure Quick Shopping Cart Web Service is selected, and click **Update Selected**.

## Cause A

If the update completes without returning an Insufficient Permissions error, then the company file may have been open by someone without sufficient privileges when you previously received the error.

To resolve this cause, first, ensure that the underprivileged user does not have the company file open when the Web Service is running. Second, modify that user's privileges so they are sufficient for the Web Service to complete successfully. The QSC Web Service must be able to access the Chart of Accounts, add, modify, and delete accounts and account items, and enter Sales Receipts. If a user has the company file open when the QSC Web Service runs, they must also have the ability to perform all of those actions. For details on how to change a user's privileges, see "Changing a User's Privileges" below.

## Cause B

If the update still returns the Insufficient Permissions error, then the QSC Web Service may be configured to run as a user with insufficient privileges.

This cause has two solutions: change the user that the QSC Web Service is configured to run as, or change the privileges of the user currently selected.

## To Change the User the QSC Web Service is Configured to Run As

1. Log in to the company file as a user with administrative privileges. By default, this user is named "Admin."
2. From the Edit menu, select **Preferences**.
3. Select **Integrated Applications**.
4. Go to the **Company Preferences** tab.
5. Verify that the **Don't allow any applications to access this company file** option is NOT selected.
6. Verify that **Exchange data with Web Service** and **Quick Shopping Cart Web Service** are selected.

7. Select **Quick Shopping Cart Web Service**, and then click **Properties**.
8. Verify that **Allow this application to read and modify the company file** is selected.
9. Verify that **Allow this application to login automatically** is selected, and that the user selected has sufficient privileges (by default, the "Admin" user has sufficient privileges).

Now, run the QSC Web Service again by clicking **Update Selected** in the Web Connector. If you'd rather change the existing selected user's permissions, see "Changing a User's Privileges".

## To Change a User's Privileges

1. Log in to the company file as a user with administrative privileges. By default, this user is named "Admin."
2. From the Company menu, click **Set Up Users**.
3. Select the user whose privileges you want to change, and click **Edit User**
4. Follow the set up wizard.
5. On the Access for user page, click **Selected areas of Intuit QuickBooks** to manually adjust the access privileges for each area of Intuit QuickBooks for this user.

## Troubleshooting the Google Products Data Feed

When you use the Google® products data feed in Quick Shopping Cart®, you might encounter errors with the automated feed or your products might expire. Use the following suggestions to correct possible errors.

### **Step 1: Make Sure Define Your Categories for Google Shopping**

Your categories within Quick Shopping Cart must match Google's way of organizing product types.

## Step 2: Review the Data Feed

You can review the data feed Quick Shopping Cart generates. The data feed is located in the dataexport directory of your storefront. For example, if your storefront domain name is *mystore.com*, the data feed file name is *mystore.xml* with a path of *http://www.mystore.com/dataexport/mystore.xml*.

You can download and review this file to correct for errors, and then upload the file directly to your Google Merchant Center account.

## Step 3: Prevent Your Products from Expiring After 30 Days

You can prevent your products from expiring after 30 days by publishing your storefront frequently. Otherwise, your products might expire from Google Shopping™. You can also prevent this by using a scheduled upload in Google Merchant Center. Use the instructions in Google's knowledge base and supply the URL to your data feed.

## Step 4: Verify Your Quick Shopping Cart's Domain with Google Webmaster Tools

To verify your Quick Shopping Cart's domain, create a Google Webmaster account and use a verification meta tag. For more information, see Google's knowledge base.

If you set up Google Shopping before verifying your site, click **Set Up Data Feed** in the **Tasks** section of the page, and then follow the instructions in **Setting up Google Shopping with Quick Shopping Cart**.

## Why are my sales receipts not transferred to Intuit QuickBooks?

Several issues could prevent your Quick Shopping Cart sales receipts from transferring to Intuit® QuickBooks®. The following list assists you in verifying that you have properly installed and set up both Quick Shopping Cart and QuickBooks.

- In the Quick Shopping Cart **QuickBooks Integration** status screen, click **Refresh**, and then check the Last Connection log. If “Created Sales Receipt from Invoice: (invoice number)” displays, then the sales receipts are present in QuickBooks.
- If the Quick Shopping Cart storefront is configured to charge for Shipping (a shipping method is enabled under Shipping), a selection must be made for Shipping Charge in the Quick Shopping Cart **QuickBooks Integration** status screen. Either select the default setting, which creates a shipping item for you in QuickBooks, or configure a shipping Item in QuickBooks.

- If the Quick Shopping Cart storefront is configured to collect Taxes (one or more taxes are configured under Taxes), you must make a selection for Sales Tax in the Quick Shopping Cart **QuickBooks Integration** status screen. Either select the default setting, which creates a sales tax item for you in QuickBooks, or configure a sales tax Item in QuickBooks.
- Check the Import Receipts date in the Quick Shopping Cart **QuickBooks Integration** status screen. Quick Shopping Cart orders that were created before this date are not transferred to QuickBooks. If necessary, change the date, save the Configuration, and then retry the data transfer in the QuickBooks Web Connector.
- Check the Quick Shopping Cart order status. Quick Shopping Cart orders that do not have a status of Shipped are not transferred to QuickBooks. If appropriate, change the order status to Shipped, and then retry the data transfer in the QuickBooks Web Connector.

## About designing

Designing your Quick Shopping Cart storefront involves choosing a template and selecting product and category page layouts. Once you establish the template and layout, you can customize the template's fonts and colors.

After modifying your template, you can provide contact information about your store or company and create non-product pages to display in your store, such as "About Us," "Contact Us," and "Terms and Conditions" pages.

## About images

You can upload images to your Quick Shopping Cart® to display as your store logo, invoice, category, and product images. Quick Shopping Cart supports various image formats, including JPG, JPEG, animated or transparent GIF, PNG, and BMP with a maximum file size of 16 MB. Individual templates and page styles might have additional limitations on the pixel size.

### Uploading Images

When you upload an image in Quick Shopping Cart, the image is resized to fit the page layout.

Size dimensions are:

- **Product Thumbnail** - 60 x 60 pixels
- **Product Standard** - 175 x 175 pixels
- **Product ZOOM** - 400 x 400 pixels
- **Category Image** - 175 x 175 pixels
- **Category Thumbnail** - 60 x 60 pixels
- **Logo in Header** - 150 x 75 pixels
- **Welcome Message Image** - 300 x 300 pixels

### Invoice Images

Unlike the images for Products, Categories, or Logos, Invoice images carry different restrictions and characteristics. For example, Invoice images:

- Can be JPGs, JPEGs, animated GIFs, transparent GIFs, PNGs, or BMPs.
- Are not automatically resized.
- Do not have a pixel dimension restrictions (such as 60x60).

## Changing Option Display Order in Quick Shopping Cart

Once you've added options to your Quick Shopping Cart® product, they display on your storefront. Changing their display order can enhance your storefront's appearance and affect how visitors purchase your products.

For Standalone Options, change the display order so your storefront looks better to shoppers or to keep items consistent.

For Configurable Variation Options, the order in which the options display affects how customers order the product. For example, if you are selling a T-shirt with Configurable Variation Options of size and color, you want to put size as the first configurable option. That way, a customer can select their size and then see which colors are available.

### To Change the Order in which Product Options Display

1. Log in to your Quick Shopping Cart account.
2. From the **Manage** menu, in the **Catalog** section, select **Categories**.
3. Click the category containing the products you want to reorder, and then click **Edit Category**.
4. Click the name of the product you want to edit, or click **Add Product** from the **Tasks** pane to add a new product.
5. Click **Move Option Up** or **Move Option Down**.
6. Click **OK** to save your changes.
7. Publish your store to reflect any changes.

## Changing Template Images with Quick Shopping Cart

You can change some of the images that display in your Quick Shopping Cart® template. You can use images you already uploaded, for example, those in your catalog. You can also upload images from your computer, and then put them in your template.

Using custom template images is a great way to create a unique look and feel for your online store. You must re-publish your storefront for changes to display live on the Internet.

### To Change Template Images

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Click **Manage** next to the account you want to modify.
4. From the **Set Up** menu, go to the **Design** section, and then select **Template Images**.
5. Select the image you want to change, and then click **Change Image**.
6. To use an image you already uploaded, go to the **My Images** tab, select the image you want, and then click **OK**.
7. To use an image you upload, do the following:
  - o Go to the **Add Images** tab, and then click **Browse**.
  - o Locate the image you want on your computer, and then click **Open**.
  - o From the Media Gallery, enter a **Title** and **Tags**, and then click **Upload**.
  - o Go to the **My Images** tab, select the image you want, and then click **OK**.
8. The image displays in your template.

## Creating a contact us message

The Contact Us page lets you provide contact information to your Quick Shopping Cart storefront visitors. This page includes a message you define plus a Contact Request form for visitors to send specific requests directly to you via email.

The Contact Us message displays in your Quick Shopping Cart storefront as a separate, non-product page. Store visitors click **Contact Us** on the storefront toolbar to open the Contact Us page.

### To Create a Contact Us Message

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Business Information** section, click **Contact Us Message**.
5. On **Enter a Contact Us Message**, enter your own contact message in **Message**, select **Default Text**. This can be left blank, if desired. You can also include any or all of the variables from the Variables list.

**Note:** **Message** displays your message in HTML format. So, once you complete the message, verify that it's valid XHTML code.

6. Click **Verify**.
7. If errors were detected, view the error details, make the corrections, and click **Verify**. Continue making corrections as necessary.
8. If there are no errors, click **OK** to close **Congratulations! This Text is Valid XHTML 1.0 Transitional!**.
9. After you correct all errors and your HTML is valid, click **Save**.

**Note:** The Contact Us form is required and always displays on the page. If you remove all text, a blank form displays.

You can embed images and media in the **Contact Us** message.

## Creating a Sale or Clearance Category for Existing Products

You can add a sale or clearance category to your Quick Shopping Cart® storefront and make it active or inactive at any time.

### To Create a Sale or Clearance Category to Your Quick Shopping Cart Storefront

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. Go to the **Manage** menu, and then from the **Catalog** section, select **Add Category**.
5. On the **Basic Info** tab, define your category information:
  - **Category name** — This is the display name for the category on the home page.
  - **Parent category** — Child categories are nested beneath their parent category.
  - **Category description** — Because a category only houses products and other categories, this is where you give information about it.
  - **Category status** — Deactivating a category deletes it from your storefront but leaves it accessible in your catalog.
  - **Category image** — Images show your customers what they're buying.
6. On the **Page Text** tab, enter your display text:
  - **Introduction text** — Enter the product introduction text in this section.
  - **Closing text** — Enter the product closing text in this section.
7. On the **SEO** tab, enter your SEO information so your categories are visible on search engines results:
  - **Image alt text** — If your browser cannot display an image from a website, then the ALT tag displays the description of the image as text.
  - **Meta tag title** — The meta tag title should include keywords that help people locate your store.

- **Description** — Description meta tags should be a sentence describing or summarizing the category.
  - **Meta tag keywords** — Keyword meta tags should list the words or phrases that describe the category of products you are selling. Separate keywords with commas.
8. On the **Products in Category** tab, add, reorder, or arrange your products.
  9. Click **Save**.

## Changing Option Display Order in Quick Shopping Cart

Once you've added options to your Quick Shopping Cart® product, they display on your storefront. Changing their display order can enhance your storefront's appearance and affect how visitors purchase your products.

For Standalone Options, change the display order so your storefront looks better to shoppers or to keep items consistent.

For Configurable Variation Options, the order in which the options display affects how customers order the product. For example, if you are selling a T-shirt with Configurable Variation Options of size and color, you want to put size as the first configurable option. That way, a customer can select their size and then see which colors are available.

### To Change the Order in which Product Options Display

1. Log in to your Quick Shopping Cart account.
2. From the **Manage** menu, in the **Catalog** section, select **Products**.
3. Select the product to edit.
4. On the **Options** tab, click the **Move Up** or **Move Down** arrow to reposition your options.
5. Click **Save**.

**Note:** You must publish your storefront for changes to take effect.

## Creating an about us message

The About Us page lets you tell visitors about your business. Use this page in your Quick Shopping Cart storefront to present an overview of your company. This establishes trust and builds confidence in the professionalism of your business. People can be hesitant to buy, much less provide their credit card, to an organization that they don't trust.

The About Us message displays in your Quick Shopping Cart storefront as a separate, non-product page. To view the page, visitors click **About Us** at the bottom of the store page.

### To Create an About Us Message

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Business Information** section, click **About Us Message**.
5. On the **Enter an About Us Message** page, you can type your own message in **Message**. You can also include any or all of the variables from the **Variables** list.

**Note:** To include a variable from the Variables list, select the desired variable, and then click **ADD**.

6. Click **Verify**.
7. If there are errors, view the error details displayed below the menu, make the corrections, and click **Verify**. Continue making corrections as necessary.
8. If there are no errors, click **OK** to close the **Congratulations! This Text is Valid XHTML 1.0 Transitional!** message.
9. After you correct all errors and your HTML is valid, click **Save**.

**Note:** An About Us message is required. Click **Default Text** to display the default message, if desired. If you remove all **About Us** text, a blank page displays.

You can embed images and media in the **About Us** message.

## Creating introduction and closing text

The introduction text and closing text display on your Quick Shopping Cart® storefront's home page. The introduction text displays on the top and the closing text displays on the bottom of the storefront.

Use this page to welcome visitors to your site, reassure visitors that your storefront is safe and secure, and provide a brief summary of your products.

### To Create Introduction and Closing Text

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Business Information** section, click **Store Home Page**.
5. On the **Intro/Closing Text** tab, use the default text, or enter your own message in the **Introduction Text** and the **Closing Text** sections.

**Note:** You can include any of the variables from the Variables list. Select the variable you want to use and click **add**.

6. If there are errors, view the error details displayed below the menu, make any corrections, and then click **Verify**.
7. Click **OK** to close the **Congratulations! This Text is Valid XHTML 1.0 Transitional!** message.
8. Click **Save**.

**Note:** Click **Default Text** to display the default message. Delete all text and click **Save** to avoid displaying the welcome message.

You can embed images and media in the **Introduction and Closing Text** to display on your storefront.

## Customizing your footer

The Storefront Footer displays on each page of your Quick Shopping Cart storefront and generally contains your contact information, domain, business slogan, and any images you associated with your Welcome message or Invoices. You can configure how your Storefront Footer looks and what information displays on it.

To Customize Your Storefront Footer

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, click **Store Footer**.
5. In the **Create the Storefront Footer** section, use the provided default text or enter your own message in the **Footer** text box. You can also include any or all of the variables from the Variable list.
6. Click **Verify**.
7. If errors are detected, view the error details that display below the menu, make the corrections, and click **Verify**. Continue making corrections as necessary.
8. If no errors are detected, click **OK** to close the **Congratulations! This Text is Valid XHTML 1.0 Transitional!** message.
9. After all errors are corrected and your HTML is valid, click **Save**.

**Note:** Click "(Reset)" to remove the current message and display the default message. To clear your footer, delete all text in the Create the Storefront Footer section.

## Customizing your header

The Storefront Header displays on each page of your Quick Shopping Cart storefront and generally contains your contact information, your domain, your business slogan, and any images you might have associated with your Welcome message or Invoices. You can configure how your Storefront Header looks and what information displays on it. (See note in Step 4 for how to use these steps to add Google Analytics' tracking code.)

### To Customize Your Storefront Header

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, click **Store Header**.



**Note:** If you're adding tracking code for Google Analytics, click **Store Footer** and follow the rest of the steps below. Google recommends using the footer to keep the tracking code separate from whatever else might be added to the header.

5. In the **Create the Storefront Header** section, use the provided default text or enter your own message in the **Header** text box. You can also include any or all of the variables from the Variable list.

6. Click **Verify**.
7. If errors are detected, view the error details that display below the menu, make the corrections, and click **Verify**. Continue making corrections as necessary.
8. If no errors are detected, click **OK** to close the **Congratulations! This Text is Valid XHTML 1.0 Transitional!** message.
9. After all errors are corrected and your HTML is valid, click **Save**.

**Note:** Click "(Reset)" to remove the current message and display the default message. To clear your header, delete all text in the Create the Storefront Header section.

## Designing product pages

Product pages are the Quick Shopping Cart® storefront pages that show your products. You can apply a layout style to your product pages, which determines how the product information is organized on the page.

To Select a Product Page Layout

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Product Page Styles**.
5. In the **Select Product Page Style** section, select a layout style. Use either the Page drop-down menu or the yellow next arrow to view additional layout styles.
6. Click **OK**.

**Note:** To preview a particular product page style, click the style thumbnail. The current layout style is shown in the Current Selected Style menu.

## Editing your store navigation

You can modify the Main Navigation and the Secondary Navigation of your Quick Shopping Cart storefront.

The Main Navigation displays along the top of the site or the left side of the site, depending on the selected template. The Secondary Navigation displays along the bottom of the site.

### To Modify Your Main and Secondary Navigation

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, click **Store Navigation**.
5. To add Main Navigation, go to the **Main Navigation** tab. To add Secondary Navigation, go to the **Secondary Navigation** tab.
6. To add a menu item, click **Add Navigation** or **Add Subnavigation**, depending on the navigation type you want to add.

**Note:** You cannot add subnavigation to the Secondary Navigation menu.

7. Provide the following information:

#### Page type

Select the page to which you want the menu item to link. Visitors navigate to this page when clicking the menu item. If you select Custom or Website Builder, the fields in the section change.

Select **No Link** as the Page type if you intend to add subnavigation and you don't want the top-level navigation clickable.

**Label**

Enter the label you want for the menu item.

**URL**

If you selected Custom in the Page field, enter the URL to which you want the menu item to link.

**WST Domain**

If you select Website Builder in the Page field, select the account to which you want to link the menu item.

**Target**

If you selected Custom or Website Builder in the Page field, specify the window or frame in which you want the page to open.

8. If necessary, change the order in which navigation items display by clicking and dragging them up or down on the Store Navigation menu.
9. To delete a navigation menu item, click the red **X** next to the menu item you want to delete.
10. To reset your store navigation to the template's default, click **Reset Main Navigation** or **Reset Footer Navigation**, depending on whether you're on the Main Navigation or Secondary Navigation tab.
11. When finished, click **OK**.

Click **Preview** to view your changes before updating the live storefront. Click **Publish** to update your live storefront with the changes.

## Editing your storefront pages

If you want your store to stand out from the crowd, consider customizing your storefront. You can edit the text areas of your site, including the Welcome, About Us, and Contact Us pages, and the Product Descriptions on the product editor pages. You have two options for working with the design and visual elements: a default HTML editor, or a raw text editor.

### HTML Editor

The HTML editor provides a familiar toolbar with text editing options, shortcuts and functions. The buttons and options are similar to those you see in most popular word processing programs.

### Standard Editor

If you are comfortable with coding HTML, you can opt to turn off the HTML editor and enter your code. Quick Shopping Cart® reads XHTML 1.0 strict code and renders it on the appropriate page.

## Embedding images and media using the HTML editor

When using the HTML Editor in Quick Shopping Cart®, you can embed images or media into fields that accept HTML using the Editor tools. For example, you can embed media in a product description. Here's how:

### To Embed Images Using the HTML Editor

You can embed images into Quick Shopping Cart fields that accept HTML using these instructions.

1. From the **HTML Editor**, click . The **Media Gallery Images** interface displays showing thumbnails of all uploaded image files in the **Media Gallery**.
2. From the **My Media** tab, enter or select the following:
  - o **Select image source** — Indicate the image source:

- **Media Gallery** — Click on an image thumbnail to select it.
  - **Link** — Enter the URL for the image.
  - **Upload Image** — To upload a new image file, click **Browse** select the image you want, and then click **OK**.
  - **Search** — To search for an uploaded image in the **Media Gallery**, enter the search criteria, and then click **Search**.
3. To specify an image description or adjust display settings for it, from the **Advanced Settings** tab, enter or select the following, and then click **OK**:
- **Image Description** — This is descriptive text for the image.
  - **Alignment** — Indicate alignment for the image within the field where it's embedded.
  - **Dimensions** — This is the pixel height and width of the image display in the field.
  - **Border** — By default, no border is added to the image display. Enter a border width to display a border on the image.
  - **Vertical Space** — To display the image above default placement, enter a pixel quantity.
  - **Horizontal Space** — To display the image to the right of default placement, enter a pixel quantity.
4. Click **OK**.

## To Embed Media Using the HTML Editor

You can embed media into Quick Shopping Cart fields that accept HTML.

1. From the **HTML Editor**, click .
2. From the **General** tab, enter or select the following:
  - **Type** — Select the type of media to be embedded.
  - **Filename or URL** — Enter the file name or URL for the media.
  - **Dimensions** — Enter the display dimensions, in pixels, of the media.

- **Constrain proportions** — This is used in conjunction with **Dimensions** to retain the original media proportions when displayed.
3. From the **Advanced** tab, enter or select the following settings. If not entered, default values are used:
- **Id** — Identifies the media to the host environment. A browser, for example.
  - **Name** — Names the media to the host environment. A browser, for example.
  - **Align** — Indicates alignment in the browser window.
  - **Background** — Overrides the background color of the file with the selected color. It does not affect the HTML page background color.
  - **V-Space** — Specifies vertical alignment of the media in the browser window.
  - **H-Space** — Specifies horizontal alignment of the media in the browser window.
  - **Quality** — Indicates the playback quality of Flash® media.
  - **Scale** — Specifies the scaling options for Flash media.
  - **WMode** — Adjusts Flash media for transparency, layering, and positioning in the browser.
  - **SAlign** — Identifies screen alignment for Flash media.
  - **Auto play** — Specifies whether or not the Flash media begins playing immediately on loading in the browser.
  - **Loop** — Specifies whether the Flash media repeats indefinitely or stops when it reaches the last frame.
  - **Show menu** — Specifies the Flash media menu that is available to the viewer.
  - **SWLiveConnect** — Specifies whether or not the browser should start Java when loading the Flash player for the first time.
  - **Base** — Specifies the base directory or URL used to resolve all relative path statements in the Flash player movie.
  - **Flashvars** — A string value used to send root level variables to the Flash media. The format of the string is a set of name=value combinations separated by '&'.
4. Click **OK**.

## Finding your IP address

You can locate the IP address assigned to your online store in the top section of the Quick Shopping Cart application.

### To Find Your Store IP Address

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. On the Quick Shopping Cart Home page, underneath your storefront name, find your store's IP address listed below your Shop URL.

## Offering downloadable products

You can use your Quick Shopping Cart® storefront to offer digital products for download (such as e-books, images, or music).

**Note:** You can offer digital products up to 500 MB in size. All file types are supported.

## Selecting Category Pages in Quick Shopping Cart

Category pages are the Quick Shopping Cart® storefront pages that show your entire catalog and its categories. You can apply a layout style to your category pages, which determines how the categories and products display on the page.

For each category you create, Quick Shopping Cart automatically generates an RSS feed featuring those items.

### To Select a Category Page

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Category Page Style**.
5. On the **Select Category Page Style** page, select a layout style. To view the classic layouts, click **View Classic layouts**.
6. Click **OK**.

**Note:** To preview a particular category page style, click the style thumbnail. The current layout style is shown in the Current Selection menu.

## Setting up your Quick Shopping Cart as a Subdomain of your domain registered with another company

To direct customers from an existing domain to your Quick Shopping Cart subdomain, you need to modify the zone records with your domain registrar.

Specifically, you must modify the "A" record, also called a host record, within your zone records. This record connects your domain name to your IP address, which allows a user to type in your domain name and access your Web files on the Internet. "A" records are the most common type of zone record.

### To Modify Your Zone Records

1. Log in to your account at your domain registrar's website.
2. Locate the zone record set up for your domain.

**Note:** Not all registrars allow you to modify these records. If your registrar does not allow you to modify your zone records, contact their customer support department for help.

3. If you already have a subdomain of "shop" for your domain, for example *shop.best-widgets.com*, edit the entry. If this subdomain is new, add a new A record to your zone File.

The entry should state the URL of your subdomain and the IP address assigned to it. To find out the IP Address assigned to your subdomain, contact customer support and request instructions for how to ping your domain to determine the IP Address.

The "A" record should look similar to this: *shop.best-widgets.com* - A type = IP Address (64.202.18x.xxx).

## System requirements

With Quick Shopping Cart®, you can design, build, publish, and manage your store online. All you need is an Internet connection and a Web browser.

### Supported Payment Gateways

The Quick Shopping Cart application supports the following payment gateways for processing credit card transactions:

- First Data™
- Intuit Quickbooks Merchant Service®
- Authorize.Net®
- Chase Paymentech®

### Other Requirements

To **accept** credit cards, whether online through a payment gateway or offline through your point of sale (POS) terminal, your storefront must be protected by a 128-bit SSL certificate.

To **process** credit cards online so that the money is deposited automatically into your bank account, you need an SSL Certificate for your online store, a payment gateway, and a merchant account.

If you use **PayPal Express®** or **PayPal®** for credit card and other payment processing, you are not required to have an SSL Certificate, payment gateway, or merchant account.

**Note:** You are not able to apply a Wildcard SSL certificate to a Quick Shopping Cart site.

## Tips for using options

Options in Quick Shopping Cart® let you specify product variations such as size, weight, and color. First, create the options, and then add them to your products. There are two different types of options you can use: Standalone and Configurable Variation.

Although there are two different types of options, there are three different ways to use them. Using the correct options gives your customers a better shopping experience and can reduce returns by preventing customers from selecting an option that doesn't work with the product they are purchasing.

### Standalone Options

You can use Standalone Options for a build-to-order product variation that does not change inventory. An example of a build-to-order product variation is a T-shirt with monogramming, or a gift-wrapping option.

Standalone Options are not recommended if you are tracking inventory.

**Note:** When you use the Configurable Variations product type, you can specify both Standalone and Configurable Variation Options. That way, you can still include a monogram option on a T-shirt while tracking the inventory on the sizes and colors you have available.

### Configurable Variation Options for Inventory Tracking

If you use Configurable Variation Options, Quick Shopping Cart creates your product's variations for you. Using the T-shirt example, you would specify two options: size and color. Quick Shopping Cart determines the different variations such as small/red, large/blue, and medium/yellow, for example.

Configurable Variation Options save you time because Quick Shopping Cart creates the different product variations for you. The product variations display in the Product Variations Grid, where you can manage inventory, modify your SKUs, and select which product variations you want to sell. See [Using the Product Variations Grid](#) for more information.

## Configurable Variation Options for Configurable Products

If you are not concerned with tracking inventory, you can use Configurable Variation Options to design products or create product relations, such as washcloths and a matching bath towel. Conversely, you can prevent certain configurations from selling.

If you sold portraits, for example, you might configure your product using this type of option: Your base product is the portrait. Your options consist of the portrait size, the frame size, and frame color. If someone buys the 8x10 portrait, you can use the Product Variations Grid to ensure that they cannot select the 4x6 frame. Just click **Not Available** next to product variations that don't make sense. That prevents customers from placing an incorrect order.

**Note:** You will not be able to track inventory of options that represent "piece-parts." In the frame example, the 4x6 frame inventory would not be tracked.

## Using the preferences manager

In Quick Shopping Cart®, use the Preferences Manager to make changes to your storefront elements. Changes take effect after you publish your store. Changes to your Store Preferences are optional.

### To Change Your Store Preferences

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Set Up** menu, in the **Business Information** section, click **Store Preferences**.
5. Select each tab that you would like to modify.

## To Update General Preferences

1. In the **Display** section, enter or change any of the following:
  - **Show Powered-By-Quick-Shopping-Cart Badge** — Displays the Powered-By-Quick-Shopping-Cart Badge as dark for a light background or light for a dark background.
  - **Display Category RSS Feeds** — Displays a feed of products from the categories you create.
  - **Breadcrumb start label** — Displays the name of the first location in your breadcrumb links.
2. In the **Search Engine Optimization (SEO)** section, update any of the following items:
  - **Generate SEO-friendly URLs** — Creates SEO-Friendly URLs that use product and category labels.
  - **Optimize for SEO - require cookies** — Eliminates the possibility of duplicate pages by requiring your visitors to enable cookies.
3. In the **Category Navigation** section, update the following item:
  - **Show category menu bar** — Shows or hides the top-level category menu bar that displays at the top of your store.
4. In the **Media Gallery** section, update the following item:
  - **Default Image Scaling** — Sets the default image scaling properties for classic category page styles. Scale to Fit limits the size to 60x60 pixels or less.
5. In the **Shopping Cart** section, enter or change any of the following:
  - **Labels** — Specify the names for cart labels.
    - **Shopping Cart** — The default Your Shopping Cart text that displays in the cart.
    - **Continue Shopping** — The name of the button customers click to continue shopping.
  - **Override Continue Shopping Destination** — Sets the destination to a new URL when you click Continue Shopping.

- **Set minimum dollar amount for customer order** — Sets a minimum dollar amount for customers' orders. The default setting is zero. Make sure you enter a number that is not negative and has a maximum of two decimal places.
  - **Set minimum item quantity for customer order** — Sets a minimum item quantity for customers' orders. The default setting is zero. Make sure you enter a number that is not negative.
  - **View cart style** — Specify whether to display your cart in the Modern or Classic style.
6. In the **Order** section, specify when you want to remove items from the inventory list:
- **Invoiced** — Reduces the inventory count when you change the order's status to Invoiced (after the payment is processed).
  - **Created** — Reduces the inventory count as soon as customers successfully complete orders (before the payment has been processed).
  - **Next Invoice Number** — Sets the invoice number for the next order.
7. In the **Social Media** section, update the following item:
- **Enable Sharing** — Lets your customers share your online store on social networks.
8. In the **Preview Options** section, update the following item:
- **Display empty categories during store preview** — Makes categories visible during store preview if it contains zero products.
9. To save your changes, click **OK**.

## To Update Product Display Preferences

1. In the **Search** section, update any of the following items:

**Note:** Items only show if the template selected supports Quick Search in the header.

- **Show Quick Search** — Displays the Quick Search box.
  - **Allow Search by Manufacturer** — Allows customers to search products by manufacturer.
  - **Show Add to Cart on search results page** — Displays the Add to Cart option on your search results page.
  - **Results sorted by** — Select the way you want search results displayed to customers.
2. In the **Product Display** section, enter or change any of the following:
    - **Labels** — Specify the names for product pricing labels.
      - **Price** — The name for an item's regular price.
      - **Sale Price** — The name for an item's sale price.
      - **Adjusted Price** — The name for an item's adjusted price.
    - **When sale price is displayed, show original price with strikethrough** — Changes if original price is displayed with strikethrough when adding a sale price.
    - **Availability Labels** — Specify the names for describing product availability.
      - **In Stock** — The name describing an item in stock.
      - **Out of Stock** — The name describing an item out of stock.
      - **Back Ordered** — The name describing a back ordered item.
      - **Not Available** — The name describing an item that is not available.
    - **Show** — Select the additional information you want to display on a product's page.
      - **Manufacturer** — Displays the product's manufacturer.
      - **Manufacturer's Product Number** — Displays the number that identifies the product to the manufacturer.
      - **Item number (SKU)** — Displays the product's item (SKU) number.

- **Condition** — Displays condition of product such as new, used, or refurbished.
    - **Quantity In Stock** — Displays the quantity available for an item.
  - **Product Image Enlargement** — Select an option for handling image enlargement.
    - **Nothing** — Does not display Click to Enlarge Text link.
    - **'Click to Enlarge' Text** — Displays Click to Enlarge Text link for customers to view a larger image.
  - **Product Option Style** — Select a behavior for Product Option Drop Down.
- 3. In the **Product Up-Sells and Cross-Sells** section, enter or change any of the following:
  - **Labels** — Specify the names for Related Items and Best Values Items labels.
    - **Related Items** — The name that describes product cross-sells.
    - **Best Values Items** — The name that describes product up-sells.
  - **Show product images** — Displays the associated product images.
- 4. In the **Our Products Display** section, enter or change any of the following:
  - **Labels** — Specify the names for buttons displayed on Our Products (Category) page.
    - **Add To Cart button** — The name of the button that customers click to add an item to the cart.
    - **Options button** — The name of the button that customers click to select product options.
  - **Show** — Select the additional info you want to display on Our Products (Category) page.
    - **Product price on Our Products (Category) page** — Displays the product price on Our Products (Category) page.
    - **Add To Cart on Our Products (Category) page** — Displays the Add to Cart button on Our Products (Category) page, unless options are set for a product, which displays Options.
    - **Product count with category label** — Displays the number of products listed within a category on Our Products (Category) page.

- **Number of products to display at once** — Allows users to change the pagination for number of products displaying on each category page.
5. To save your changes, click **OK**.

## To Update Checkout – Shipping Rules

1. In the **Checkout - Address Information Page** section, enter or change any of the following:
  - **Labels** — Specify the names for Billing and Shipping labels.
    - **Billing Information** — The name describing the billing information section of checkout.
    - **Shipping Information** — The name describing the shipping information section of checkout.
  - **Show "Company Name" field** — Displays a field for customers to enter their company name during checkout.
  - **Show "Phone Number" field** — Displays a field for customers to enter their phone number during checkout.
  - **Pre-check 'Shipping Information same as Billing Information'** — Defaults shipping information to be same as billing information.
2. In the **Checkout - Shipping Options Page** section, enter or change any of the following:
  - **Display custom shipping message to customer on "Shipping Options" page** — Displays custom message for shipping instructions on Shipping Options page.
  - **Show** — Select additional information to display on Shipping Options page.
    - **Link to "Shipping and Delivery Terms and Conditions" on "Shipping Options" page** — Displays hyperlink on Shipping Options page to go to Shipping and Delivery Terms and Conditions.
    - **Link to "International Terms and Conditions" on "Shipping Options" page** — Displays hyperlink on Shipping Options page to go to International Terms and Conditions.
    - **"Free Shipping" banner** — Displays Free Shipping banner on Shipping Options page.

- **Shipping Method Display** — Creates a default shipping method upon checkout and changes the shipping method order.
  - If you want to change your shipping method order, use the **Up/Down** arrows to arrange your shipping methods in the order you want.
- 3. In the **International Shipping** section, select countries outside of the U.S. that you ship to.
- 4. To save your changes, click **OK**.

## To Update Checkout - Payment Rules

1. In the **Checkout - Payment Page** section, enter or change any of the following:
  - **Checkout Summary on final page** — Select to display a long version (includes option choices) or a short version of order summary upon checkout.
  - **Credit Card Expiration Date field** — Select the format for entering credit card expiration dates either as drop-down menu or text input.
  - **Labels** — Specify names for Place Order section title and Place Order button.
    - **Place Order section** — The name describing the Place Order section title.
    - **Place Order button** — The name of the button that customers click to place an order.
  - **Display "Special Instructions" field** — Displays text to customers for special instructions on payment page.
  - **Invoice coupon limit** — Limits the number of coupons that can be used for a single invoice.
  - **Purchase Terms and Conditions Display** — Determines how your terms and conditions display and offers you the option to add a custom message.
  - **Place Order section content** — Text displayed within Place Order section.

2. In the **Payment Processing** section, update the following item:
  - **Automatically capture non-POS credit card orders** — Allows store to automatically Capture Funds for any order that is processed via a Credit Card Gateway. (Requires an SSL certificate and Credit Card Gateway)
3. In the **Currency** section, update the following item:
  - **Store Currency** — Specify the currency your store uses for all transactions.
4. To save your changes, click **OK**.

## Using the product variations grid

The Product Variations Grid in Quick Shopping Cart® calculates all possible product variations based on the configurable options you've specified. It can calculate up to four separate configurable options.

You need to generate the Product Variation Grid if you're using Configurable Variation options.

If you're selling T-shirts, for example, you might add configurable options for size and color. If there are three options for size (medium, large, extra large) and three options for color (red, blue, green), the Product Variations Grid generates nine different product variations for the different sizes and colors.

Additionally, the grid creates SKUs for each product variation, starting with the base product SKU and adding the option's abbreviations, which are defined when the option is created.

For example, if the base product SKU is 32789 and it has configurable options for size and color, generating the grid could create a SKU of 32789-XL-RD. This depends on the abbreviations you specified for "extra large" and "red."

The option's description is created by adding the option's name to the product name. You specify the option's name when you create it.

After generating the Product Variations Grid, you can specify the inventory for each configuration, modify the SKU, and specify whether a particular configuration is available or not.

You might know, for example, that you will never stock small black shirts because black shirts are only worn by large, burly men. The Product Variations Grid only creates variations for option choices that are selected.

For example, if your Color option has options for red, blue, and green, but only red and blue are selected, green would not be calculated into the product variations. Continuing with the example above, instead of nine product variations, there would only be six (two colors multiplied by three sizes).

You can remove an option choice at any time, but if you do, you must re-generate the grid, which can cause loss of data.

## To Generate the Product Variations Grid

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to manage.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the name of the product you want to edit or click **Add Product** from the **Tasks** pane to add a new product.
6. From the **Product type** drop-down menu, select **Configurable**.
7. Click the **Options** tab.
8. Add configurable options to the product and specify their option choices.

**Note:** You can only use the Product Variations Grid on configurable products. You must also have configurable options configured to use the grid.

9. In the **Product Variations Grid** section, click **Generate Grid**.

**Warning:** If you have previously generated the grid and specified inventory or other options, you might lose these specifications when you generate the grid again. Ideally, you would only generate the grid once, after specifying all your configurable options.

10. Complete the fields in the grid. You can manage inventory, change the product SKUs, specify whether to allow backorder, and indicate whether a particular configuration is not available.
11. Click **OK**.
12. Publish your store to reflect any changes.

## Managing Your Inventory in the Product Variations Grid

After generating the Product Variations Grid, you can specify the inventory for each variation. Quick Shopping Cart then tracks the inventory and can alert you by email if your inventory gets low.

**Note:** If you do not see inventory in the Product Variations Grid, make sure the product is inventoried by selecting **Yes** in the **Inventoried** field.

## To Manage Your Inventory in the Product Variations Grid

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the name of the product you want to edit or click **Add Product** from the **Tasks** pane to add a new product.
6. Click the **Shipping/Inventory** tab, and then select **Yes** next to **Inventory tracking**.
7. Click the **Options** tab.

8. In the **Product Variations Grid** section, after you generated your grid, specify whether to allow backorders, the quantity in stock, and whether you want Quick Shopping Cart to email you when your inventory reaches a certain threshold.

**Note:** You can have Quick Shopping Cart email you when you have a certain number of items left in stock for all product configurations. For example, you can enter 5 in the top-most field in the **Email Me When QTY Is** column, and then click the down arrow to have Quick Shopping Cart put 5 in all the fields below.

9. Click **OK** to save your changes.
10. Publish your store to reflect any changes.

## Preventing Certain Product Variations from Being Sold

You can disable product configurations or remove options for product variations that you no longer want to sell. For example, you might want to remove the extra large, lime green T-shirt product variation if you find that it's not selling. If you find that ALL lime green T-shirts are not selling, then you want to remove the option choice. That way, no lime green T-shirts are sold, regardless of size. After disabling option choices, you need to regenerate the Product Variations Grid.

### To Disable Product Configurations

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the name of the product you want to edit, or Click **Add Product** from the **Tasks** pane to add a new product.
6. Click the **Options** tab.

7. In the Product Variations Grid, next to the product variation you no longer want to sell, select **Not Available**.
8. Click **OK** to save your changes.
9. Publish your store to reflect the changes.

### To Remove Option Choices

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the **Quick Shopping Cart** account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the name of the product you want to edit, or click **Add Product** from the **Tasks** pane to add a new product.
6. Click the **Options** tab.
7. Deselect the option choice you no longer want to sell.
8. Click **Generate Grid** to regenerate the Product Variation Grid.

**Note:** Quick Shopping Cart attempts to remember all inventory specifications when regenerating the grid, however, in certain circumstances, data might be lost. After regenerating your grid, you should review ALL entries for accuracy.

9. Click **OK** to save your changes.
10. Publish your store to reflect any changes.

## Viewing your inventory

Quick Shopping Cart can track your product inventory by reducing your stock as items are purchased from your online store. You can also allow products to be backordered and receive email notifications once your inventory reaches a specified threshold.

Quick Shopping Cart tracks inventory on a per-product basis. Enable inventorying on individual **Product** pages.

### To View Your Inventory

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Inventory**.

Your product inventory displays.

You can export or import your current inventory from the **Tasks** menu by clicking either **Export Inventory** or **Import Inventory**.

**Note:** Low inventory thresholds are established on a per-product basis. You can opt to receive an email message each time the low inventory threshold is reached by clicking on the product, and then, in the **Inventoried** section, entering a value for **Email Me When Stock Is**, and then clicking **OK**.

## What fields are required for the Import Products spreadsheet?

Using the provided Excel spreadsheet template, you can add, modify, and delete products in your product catalog on your Quick Shopping Cart site. You cannot use another Excel spreadsheet or file format to upload products. The required fields are:

- Action
- Part Number (SKU)
- Title
- Short Description
- Long Description
- List Price

### To Download the Excel Spreadsheet Template

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
5. Click **Export**, and then specify where you want to download the file.

**Note:** If you want to modify category information in Quick Shopping Cart, you should modify it after you finish importing your data.

## To Edit the Excel Spreadsheet Template

1. Open the Excel spreadsheet you downloaded.
2. Modify any details of the products you would like to update. You can also add new products or remove existing products.

**Note:** You cannot add products that already exist, and you cannot modify or delete a product that does not exist.

### **Action**

Select whether you want to **Add**, **Modify**, or **Delete** a product.

### **Part Number**

Specify the product's part number. This number must be unique from all products.

### **Manufacturer Name**

Select the name of the product's manufacturer. The listed manufacturers are the ones you set up in your catalog.

### **Title**

Specify the product's title.

### **Short Description**

Enter a short description of the product.

### **Long Description**

Enter a longer, more detailed description of the product.

### **Category**

Select the Category with which you want to associate the product. The listed categories are the ones you set up in your catalog.

**Note:** When modifying a product, you cannot change the Category associated with it.

### **Cost**

Enter the amount the product cost you to purchase.

### **List Price**

Specify the amount you are charging for the product.

**Shipping**

Specify whether or not you charge shipping for the product.

**Weight**

Enter the product's weight.

**Length**

Enter the product's length.

**Width**

Specify the product's width.

**Height**

Specify the product's height.

**Featured**

Specify whether or not you want to feature this product on your category pages.

**Discontinued**

Specify whether or not the product has been discontinued. If you discontinue a product, it no longer displays on your storefront.

**Inventoried**

Specify whether or not you are tracking the inventory for this product.

**Allow Backorder**

Specify whether or not you allow customers to backorder this product when the inventory runs out.

**Inventory Quantity**

If you selected to track your inventory for this product, specify the current number of items you have in stock.

### **Inventory Threshold**

If you selected to track your inventory for this product, specify the threshold at which you want to receive an email notification telling you the inventory is low.

### **Ships In Own Package**

Specify whether or not the product ships in its own package.

3. Click **Save**.

## **To Import the Excel Spreadsheet Template into Quick Shopping Cart**

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Manage** menu, in the **Catalog** section, click **Import/Export**.
5. In the Upload Products window, click **Browse** to locate and open the file.
6. Click **Upload Products**.

You must publish your site for the storefront to reflect your changes.

## **Why can't I create new categories using the Bulk Upload feature?**

The Bulk Upload feature supports updating existing categories in your Quick Shopping Cart Product Catalog. We currently do not support creation of new categories using Bulk Upload.

To keep your spreadsheet current, we recommend that you export the latest copy of your catalog, especially if your categories or other items have been updated since the catalog was last exported. Begin with the latest export of your catalog before editing using the Bulk Upload feature.

## Working with attributes

Attributes are concise descriptions, such as "durable" or "lightweight," that you can apply to products at your Quick Shopping Cart® online store. Attributes display in a list beneath product titles. They're similar to tags on blog posts, and can let your customers more easily search your catalog.

Once you create attributes, they're available to all products in your Quick Shopping Cart catalog. You can add them from individual product pages. Attributes are optional descriptive labels and do not affect the prices of products. You don't have to assign any attributes to products.

### Adding Attributes

Once you add attributes to your catalog, you can apply them to products.

#### To Add Attributes

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Catalog** section, and then select **Attributes**.
5. Click **Add Attribute**.
6. In the **Label** field, enter descriptive text for products that have the attribute.
7. From the **Sort Order** menu, select where you want the attribute to display if there's a list of multiple attributes associated with a product. (Attributes with a sort order of **0** display at top of sort, **10** at the bottom.)
8. Select whether the attribute is searchable. This lets customers use it as a keyword when they search your catalog.
9. Click **OK**.

## Assigning Attributes

Once you create attributes, you can assign them by editing products that require the attributes.

### To Assign Attributes

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Catalog** section, and then select **Products**.
5. Click the the product you want to modify.
6. Expand the **Attributes** section.
7. In the **Attributes** section, select the attribute you want, and then click **Add**.
8. *Optional:* In the field next to the attribute you added, enter terms to further define the attribute. For example, if you entered "durable" as the attribute, "unbreakable" further defines it.
9. Scroll to the bottom of the Product Editor, and then click **OK**.

## Copying Attributes

You can copy existing attributes, and then modify them so they're usable with other products. If you don't make changes to the original attributes, exact copies of them add to your attributes list.

### To Copy Attributes

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Attributes**.
5. Next to the attribute you want, click **Copy**.
6. In the **Label** field, enter additional descriptive text for products that have the attribute.
7. From the **Sort Order** menu, select where you want the attribute to display if there's a list of multiple attributes associated with a product.
8. Select whether the attribute is searchable. This lets customers use it as a keyword when they search your catalog.
9. Click **OK**.

## Editing Attributes

You can edit existing attributes to change anything you specified when you first set them up.

### To Edit Attributes

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Attributes**.
5. Next to the attribute you want, click **Edit**.
6. Make your changes, and then click **OK**.

## Deleting Attributes

You can delete attributes if you no longer want to use them. It makes them unavailable to all products. Delete attributes from individual products on the **Attributes** section of the product pages.

### To Delete Attributes

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Manage** menu, in the **Catalog** section, select **Attributes**.
5. Next to the attribute you want, click **Delete**.
6. Click **OK**.

## Working with categories

Categories are a means to organize the individual products in your product catalog. The Quick Shopping Cart® Category page displays all the products assigned to the category and provides access to editing tools. Create as many categories and subcategories as you'd like.

**Note:** For each category you create, Quick Shopping Cart automatically generates an RSS feed for those products.

### Adding a Category

After your products are in Quick Shopping Cart, you can organize them into categories to help your customers find what they need.

#### To Add a Category

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Add Category**.
5. On the **Basic Info** tab, define your category information:
  - **Category name** — This is the display name for the category on the home page.
  - **Parent category** — Child categories are nested beneath their parent category.

- **Category description** — Because a category only houses products and other categories, this is where you give information about it.
  - **Category status** — Deactivating a category deletes it from your storefront but leaves it accessible in your catalog.
  - **Category image** — Images show your customers what they're buying.
6. On the **Page Text** tab, enter your display text:
- **Introduction text** — Enter the product introduction text in this section.
  - **Closing text** — Enter the product closing text in this section.

**Note:** You can embed images and media in **Introduction text** and **Closing text**.

7. On the **SEO** tab, enter your SEO information so your categories are visible on search engines results:
- **Image alt text** — If your browser cannot display an image from a website, then the ALT tag displays the description of the image as text.
  - **Meta tag title** — The meta tag title should include keywords that help people locate your store.
  - **Description** — Description meta tags should be a sentence describing or summarizing the category.
  - **Meta tag keywords** — Keyword meta tags should list the words or phrases that describe the category of products you are selling. Separate keywords with commas.
8. On the **Products in Category** tab, add, reorder, or arrange your products.
9. Click **Save**.

## Copying a Category

Copying a category lets you create a new category based on information from an existing one; all you have to do is change the name.

### To Copy a Category

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Categories**.
5. Click the **Copy** icon next to the category you want to copy.
6. Enter a new name for the copied category.
7. Click **OK**.

## Editing a Category

You can easily edit your categories to update basic information, images, SEO text, and products.

### To Edit a Category

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Categories**.

5. Click the **Edit** icon next to the category you want to edit.
6. Edit any selections, fields, and images.
7. Click **Save**.

## Moving a Category

Moving or reordering categories as a good way to draw customers' attention to certain projects.

### To Move a Category

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Categories**.
5. Click the left side of a category to drag and drop it above, below, or into other categories.

## Deleting a Category

You can easily delete categories, but know that they're permanently removed from your list.

### To Delete a Category

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Manage** menu, in the **Catalog** section, select **Categories**.
5. Click the **Delete** icon next to the category you want to delete.
6. Click **OK** to confirm.

**Note:** You must publish your storefront for changes to take effect.

## Working with default images

Default Images display for both Categories and Products if no other image is specified. You can create a custom Default Image, but if you don't, Quick Shopping Cart®'s Default Image displays for each missing photo.

### To Add a Default Product or Category Image

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, click **Default Product Image**.
5. In the **Default Product or Category Images** section, perform one of the following actions:
  - In the **Thumbnail** area, click **Upload**, locate and select your image, and then click **Open**.
  - In the **Image** area, click **Upload**, locate and select your image, and then click **Open**.
6. Click **OK**.

**Note:** When uploading an image, we recommend the file be in GIF, JPG, PNG, or BMP format. The optimum file size for images is 100K for thumbnail images, and 500K for standard images. The maximum allowed size is 1 MB for thumbnail and standard images.

## Working with manufacturers

Manufacturers provide a way for you to define the manufacturers of the products listed for sale in your Quick Shopping Cart storefront. If you produce your own products, you can create a manufacturer using your company name.

Manufacturers are assigned to products on the **Products** page.

### Adding Manufacturers

When you add manufacturers, you can associate them with products to display a brand.

To Add Manufacturers

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Catalog** section, and then select **Manufacturers**.
5. Click **Add Manufacturer**.
6. Enter the name of the manufacturer, and then click **OK**.

**Note:** Manufacturers are shown in the manufacturers list. You can edit, copy, and delete manufacturers on this page. You can access manufacturer information for specific products on the product page.

## Editing Manufacturers

Once you create a manufacturer, you can edit the information.

### To Edit Manufacturers

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Catalog** section, and then select **Manufacturers**.
5. In the **Available Manufacturers** list, click **Edit** next to the manufacturer you want to edit.
6. In the **Manufacturer** field, edit the manufacturer.
7. Click **OK**.

## Deleting Manufacturers

When you no longer want to use manufacturers, you can delete them.

### To Delete Manufacturers

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Manage** menu, go to the **Catalog** section, and then select **Manufacturers**.
5. In the **Available Manufacturers** list, click **Delete** next to the manufacturer you want to remove.
6. Click **OK** to confirm.

**Note:** This action removes the manufacturer and makes it unavailable to all products.

## Assigning Manufacturers to Products

Once you create manufacturers, you can assign them to products to display brands.

To Assign Manufacturers to Products

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Product**.
5. Click the name of the product you want to modify.
6. On the **Product** page, click the **Advanced Info/Display** tab,
7. From the **Manufacturer** drop-down menu, select an existing manufacturer.

**Note:** You can click **Add** to add a new manufacturer to the system.

8. Click **OK**.

**Note:** Manufacturer is a required field; select No Manufacturer if you do not want to show the information on your store.

## Working with options

Options provide a way for you to offer a choice of variables to your Quick Shopping Cart® customers. These might include size, color, or personalization for a specific product. Options are assigned to a product and do not automatically impact the price of a product. Although, you can set price increases or decreases for each option.

Once created, you can add options to each product through the individual product page. On the product page, you can configure options to track inventory.

### Creating Options

If you offer multiple products that are available in multiple styles, create descriptive options. For example, *shirt\_colors*, *cup\_colors*, *mug\_colors*.

#### To Create an Option

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Options**.
5. Click **Add Option** and do the following:
  - o In the **Option Name** field, enter the name of your option (for example, Scent).

- Select **Text Field** for personalization (for example, Embroidery or Monogram), or **Drop Down** to specify set options (for example, Vanilla, Chocolate, Strawberry).

- If you select **Drop Down**, click **Add Option Value**, and then enter a **Name** (for example, Vanilla) and **Abbreviation** (for example, VN).

**Note:** The abbreviation is used when you generate the Product Variations Grid on the product form.

- Click **OK**.
- Continue entering option values and abbreviations until the option is fully configured.
- If necessary, select an option and click **Move Up** or **Move Down** to change the order in which it appears when you publish your site.

6. Click **OK**.

## Copying Options

If you need to create multiple options with similar settings, copying options help make the process faster.

### To Copy an Option

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Options**.
5. In the **Actions** column, click **Copy** next to the option you want to copy.

6. In the **Option Name** field, enter the new name for the option.
7. (Optional) Make any changes to the option values.
8. Click **OK**.

## Editing Options

If your product catalog changes, edit your options to match.

### To Edit an Option

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Options**.
5. From the **Actions** column, click **Edit** next to the option you want to edit.
6. To edit the name of the option, enter a new name in the **Option Name** field.
7. To edit the option values, do the following:
  - o Click the name of the option value you want to edit, and then click **Edit**.
  - o Enter new values in the **Name** and **Abbreviation** fields.
  - o Click **OK**.
8. When finished, click **OK**.

## Deleting Options

If you stop offering a specific option, delete it and it will no longer be available for products.

### To Delete an Option

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Options**.
5. In the list of available options, click **X** next to the option you want to remove.
6. Click **OK** to confirm.

**Note:** This action removes the option and makes it unavailable to all products.

## Working with products

Products are individual items you offer on your Quick Shopping Cart® storefront which may include physical goods, digital downloads, and groups of products (called bundles).

Defining your products is the single most important part of creating your online store. Using the Product Editor, you can quickly add products to your catalog and then return to configure advanced product information at any time. You can also copy, edit, and delete existing products.

## Adding Products

You can quickly add products to your catalog using the basic information required to start selling.

### To Add a Product

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, click **Add Product**.
5. If the **Product Type** message window displays, select **Don't show this message again**, and then click **OK**.
6. Next to **Title**, enter a name for your product.
7. From the **Product type** drop-down menu, select one of the following:
  - **Standalone** — Contains basic product functionality and fits most products.
  - **Downloadable** — Lets you sell digital files as products.
  - **Configurable** — Lets you configure products with multiple variations and options. (For example, selling T-shirts in multiple colors and sizes.)
  - **Bundle** — Lets you bundle your product with other products in your catalog.
8. To add images to your product, click either of the following:
  - **Select an image** — Lets you select images uploaded to the Media Gallery.
    - Select **One-Image** or **Multi-Image**, drag and drop images on top of the **Click & drag image here** thumbnails, and then click **OK**.
  - **Upload New** — Lets you upload new images from your computer.
    - Select an image file to upload, and then click **Open**.
9. Next to **Price (\$)**, enter the price you want to charge customers for your product.

10. Next to **Item #/SKU**, enter an item number for your product which will identify it for inventory and invoices.
11. If you want to charge taxes on your product, select **Item is taxable**.
12. Next to **Full Description**, enter a description for your product.
13. If you want the description you entered to display as your product's short description on your storefront, select **Use this description as short description**.
14. **Optional:** If you selected **Downloadable** for your **Product Type**, do the following:
  - In the **Downloadable Settings** section, click **Upload New**, select a file to upload, and then click **Open**.
  - If you want to limit the number times customers can download your product and the period of time it's available for download, select **Limit download number** and **Limit download time**.
15. **Optional:** If you selected **Configurable** for your **Product Type**, do the following:
  - Click the **Options** tab.
  - In the **Configurable Options** section, from the **Available Options** drop-down menu, select an option, and then click **Add**.
  - After selecting option choices, click **Generate Grid**, and then click **OK**.
16. **Optional:** If you selected **Bundle** for your **Product Type**, do the following:
  - In the **Bundled Products** section, click **Add**.
  - Select the products you want to bundle with this product, and then click **OK**.
17. Click **OK**.

## Configuring Advanced Product Information

You can configure advanced product information at any time. Advanced product information includes features such as discounting your products, setting up inventory, and setting up Google Shopping™.

### To Configure Advanced Product Information

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, click **Products**.
5. Click one of your product names to edit, and then select any of the following tabs:
  - **Images** — Lets you update product images.
    - If you want to update your product images, click **Media Gallery**, and then do the following:
      - Select **One-Image** or **Multi-Image**, drag and drop images on top of the **Click & drag image here** thumbnails, and then click **OK**.
      - If you want to display text when customers mouse over your images, next to **Image Alternate Text**, enter the text you want to display.
      - If you're finished configuring your product, click **OK**.
    - **Advanced Pricing** — Lets you set up limited time discounts on products or discounts for customers buying in bulk.
      - If you want to set up discounts for a limited time, in the **Sales Prices** section, click **Add**, and then do the following:
        - Enter either a **Sale Price** or **Percentage Discount** amount, and then enter a **Start Date** and **End Date**.
      - If you want to set up discounts for customers buying in bulk, in the **Tiered Pricing** section, click **Add**, and then do the following:

- Enter the **Minimum Quantity** amount, and then enter the discounted **Price** you want to charge customers.
    - If you're finished configuring your product, click **OK**.
  - **Advanced Info/Display** — Lets you specify the condition of your product, add a manufacturer name, and change your product display.
    - Next to **Condition**, select the type of condition your product is currently in.
    - If you want to add a manufacturer name to your product, next to **Manufacturer**, click **Add**, and then do the following:
      - Enter a manufacturer name, and then click **OK**.
      - If you want to enter an item number for the manufacturer, next to **Manufacturer's #**, enter the manufacturer's item number.
    - If you want to list your product in the Featured Items sidebar on your storefront, in the **Display** section, select **Featured product**.
    - If you want to remove your product from your storefront, in the **Display** section, select **Hide**.
    - If you want to display your product in Google Shopping, in the **Display** section, select **Show in Google Shopping**.
    - If you want to enter the barcode identification numbers for any retail merchandise you sell, in the **Identification numbers** section, enter **UPC**, **ISBN**, or **EAN** numbers.
    - If you're finished configuring your product, click **OK**.
  - **Shipping/Inventory** — Lets you specify shipping preferences for your product and configure its inventory.
    - If you want to charge customers for shipping your product to them, select **Charge for shipping**.
    - In the **Shipping Type** section, select whether you want to ship your product via **Package** or **Freight**.
    - Enter the **Weight (pounds)**, **Length (inches)**, **Width (inches)**, and **Height (inches)** for your product.
    - If you don't want to box your product with other items, select **Ships in separate box**.

- If you sell media items such as CDs, DVDs, and diskettes, select **Can ship as media mail**.
- If you want to enable international shipping for your product, click **Enable international shipping**.
- If you want to enable inventory tracking for your product, in the **Inventory tracking** section, select **Yes**, and then do the following:
  - To let customers order your product when it's out-of-stock, select **Allow backorder**.
  - Next to **Qty. available**, enter the amount of your product you have available.
  - Next to **Email if less than**, enter the minimum inventory amount you want to have before you receive an email notifying it's low.
- If you want to add a warehouse for drop shipping, next to **Warehouse**, click **Add**.

**Note:** **Warehouse** only displays if you select **Package** for your **Shipping Type**.

- If you're finished configuring your product, click **OK**.
- **Options** — Lets you add options to your product. (For example, you can add different size options.)
  - If you want to add options to your product, do one of the following:
    - In the **Available Options** section, select an existing option from the drop-down menu, and then click **Add**.
    - Click **Add Option**.
  - If you're finished configuring your product, click **OK**.
- **Categories** — Lets you organize products on your storefront by category.
  - Either click **New Category** to add a new category, or select existing categories to assign your product to.
  - If you're finished configuring your product, click **OK**.
- **Attributes** — Lets you add descriptive labels to your product.
  - If you want to add attributes to your product, click **Add**.

- If you're finished configuring your product, click **OK**.
  - **Related Items** — Lets you cross-sell your product with other products in your catalog.
  - **Best Values** — Lets you up-sell your product with other products in your catalog.
  - **Search Optimization** — Lets you add meta data to your product for search engine optimization.
6. Click **OK**.

## Copying Products

You can copy existing products at any time.

### To Copy Products

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, click **Products**.
5. Next to the product you want to copy, click the **Copy** icon.
6. Next to **Item #/SKU**, add a new item number to the product information.
7. Make any other changes to the product information.
8. Click **OK**.

## Editing Products

You can edit existing products at any time.

### To Edit Products

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, click **Products**.
5. Next to the product you want to edit, click the **Edit** icon.
6. Make any necessary changes to the product information.
7. Click **OK**.

## Deleting Products

You can delete existing products at any time.

### To Delete Products

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, click **Products**.

5. Next to the product you want to remove, click the **Delete** icon.
6. A confirmation message opens, verifying that you want to delete the selected product.
7. Click **OK**.

## About publishing

Publishing your Quick Shopping Cart storefront creates your online store on the Internet. The **Publishing** page lets you view changes made to your store since the last update, preview the store before publishing, and publish (or update) the storefront.

Whether you are publishing your storefront for the first time or updating it, click **Publish**, and then click **Start Publish**. Before publishing, you can preview the site by clicking **Preview Store**.

Remember, it may take 24-48 hours for your published store to display on the Internet. This propagation period occurs because it takes time for your website (online store) to spread throughout the various Web servers that form the backbone of the Internet.

## Adding a Location to Your eBay Auction Manager

Location can impact the buyer's opinion and purchase decision and provide extra visibility for your products at no additional cost to you.

By default, the city, state, and postal code (ZIP) entered on your Quick Shopping Cart storefront information page is presented as your location in the eBay Auction Manager. However, you can update this information if you have products available in different locations.

Defining a location allows buyers to find items available in their vicinity. By assigning a location to your items, your products can be displayed to buyers who search, sort, or filter by distance from their location.

**Note:** Location does not relate to, nor is it used to determine, shipping charges, taxes, or any other attribute.

## To Add a Location to Your eBay Auction Manager

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Promote** menu, in the **Visibility** section, select **eBay Auction Manager**.
5. From the **Tasks** menu, select **Add Location**.
6. Enter the following information:

### Item Location

Enter the location where the item is physically located (usually your company address). This may be presented in a variety of formats, such as city/state (*San Diego, CA*), country (*United States*), or a region (*Southern California*).

### Postal Code (ZIP)

Enter the ZIP code of the location where the item is physically located

7. To make this your default location, select **Default Location**.
8. Click **Submit**.

## Adding a site survey

If you have a Quick Shopping Cart® and a Site Surveys account, you can direct customers to a survey from an invoice. This lets you reach out to your customers for valuable feedback about their experience with your store and your products.

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the Quick Shopping Cart list, click **Manage** for the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, go to the **Marketing** section, and then select **Site Surveys**.

5. Complete the following fields:

#### **Survey**

Select an existing survey from the Survey menu or click **Create a new survey** to open Site Surveys and create a new one.

#### **Survey link text**

Enter the text you want to display for the hyperlink.

#### **Link location**

Select whether to place the survey link at the top or bottom of the invoice.

#### **Graphic**

Select whether or not to display the survey graphic next to the survey link.

6. Click **OK**.

**Note:** Preview Invoice lets you see your link before sending it. Remove Survey lets you remove a survey from future invoices.

## **Adding an SSL site seal image**

If you purchased an SSL certificate for your domain, you can add a site seal image to your online store to show visitors that your website is secure. Your Quick Shopping Cart must be published and your SSL certificate must be issued and installed on your domain before you can add the site seal to your Quick Shopping Cart site.

**Note:** The SSL site seal option only displays if you have purchased an SSL certificate for your site.

### **To Add an SSL Site Seal Image to Your Store**

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Click **Manage** next to the account you want to modify.

4. From the **Set Up** menu, in the **Business Information** section, select **Store Preferences**.
5. Under Display Preferences, select **Show SSL Logo**.
6. Click **Save**.

You must publish your site for the storefront to reflect your changes.

## Adding visibility features

Using the Quick Shopping Cart eBay Auction Manager, you can set specific options to increase the visibility of the items you place on eBay.

**Note:** Visibility options are optional and subject to additional charges.

### To Add Visibility Features to Your Gallery Items

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Visibility** section, select **eBay Auction Manager**.
5. From the **Tasks** menu, select **List Item on eBay**.
6. If necessary, expand the **Item Visibility** section.
7. In the **Item Visibility** section, you may complete the following:

**Note:** Some of these options may incur additional fees.

#### Gallery options

Select one of the follow items:

**No Gallery picture** - Displays no gallery image.

**Gallery** (Incurs fee) - Displays a picture of your item along with the listing when buyers browse categories and search for items.

**Gallery Featured** (Incurs fee) - Displays a picture of your item in the special Featured section above the general Picture Gallery.

#### **Make your listing stand out**

To add formatting to your listing, select any or all of the following options: **Bold**, **Border**, and/or **Highlight** (each option incurs a fee).

#### **Promote your listing on eBay**

Select **Featured Plus!** to display your item in the Featured Items section of its category (Incurs fee).

Select **Home Page Featured** to rotate your listing into a special display on eBay's Home page (Incurs fee).

#### **Gift Services**

Select the appropriate option if you are offering:

**Gift wrap/gift card**, **Express Shipping**, or **Ship to gift recipient**.

8. Click **List Item**.

## Applying a Skin to Your Online Storefront

You can apply a saved skin to change the look of your shopping cart storefront, including the settings for template, color theme, custom colors and fonts, category page style, product page style, and any advanced CSS you've included.

**Note:** When you apply a saved skin, your current storefront settings are overwritten. To prevent permanently losing your current settings, back them up as a new skin before you apply a saved skin.

### To Apply a Skin

1. Log in to your account.
2. Click **Quick Shopping Cart**.

3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Saved Skins**.
5. Click the **Load** icon to the right of the skin you want to apply.
6. Click **Load**.

You must publish the site before the new skin's settings are applied to your current storefront design.

## Blocking/unblocking IP's Access

You can block the origin of a particular invoice from your Quick Shopping Cart storefront, which blocks the specific Internet Protocol (IP) address that the shopper used when submitting the order. You can remove the block on a particular IP address at any time. Blocking does not block the customer or member.

This feature is useful in cases where you suspect fraudulent activity and wish to block the source of all potentially fraudulent orders that come from a suspected IP address.

### To Block/Unblock an IP Address

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Manage Orders**.

5. Select the invoice to which you want to apply a block.
6. In the **Tasks** menu, click **Block IP**.
7. To remove the block, in the **Tasks** menu, click **Unblock IP**.

**Note:** You can view the full list of blocked IP addresses by clicking Black List from the Orders menu.

## Changing the Color Scheme of Your Quick Shopping Cart

You can modify the look of your Quick Shopping Cart storefront template by modifying the overall color scheme of the template.

### To Change the Color Scheme of Your Storefront

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. Go to the **Template** tab.
5. In the **Store** section, click **Change Template** to activate the Template Selector. Your current template is selected.
6. From the **Templates** menu, scroll through all available templates or click **Filter** to limit the displayed templates.
7. From the 6-color palette to the right of your template, select a color.
8. After you decide on a template color, click **OK**.

**Note:** You must publish your storefront for the changes to take effect.

## Creating a favicon

A favicon (short for favorites icon) is an icon associated with a particular website. Favicons display in the address bar to the left of the URL, in bookmarks, and in supported browsers at the top of page tabs. For example, the favicon for Google is a "G" icon and the Yahoo favicon is "Y!"

You can easily create a favicon for your Quick Shopping Cart storefront. Adding this small image helps establish your Web presence and identity and can also attract regular visitors to your site. Here are a few tips to consider when creating your favicon image.

### Create a Clean 16x16 Image

Favicon images display best when saved as a 16x16 pixel size.

### Save as an Icon (.ico) File

We support many graphic types for use with your Quick Shopping Cart Favicon, including .ICO, .GIF, .JPG, .PNG, and .BMP. However, not all browsers support all file types for use as a favicon. An .ICO file is the most widely supported (the only type supported by Internet Explorer) and is most easily viewable by your customers.

### Use Transparent Background

The .ICO format allows for transparent backgrounds and therefore displays the most cleanly, regardless of the color scheme settings of the browser displaying it.

### Check Your Preview

After you feel comfortable with how your image looks at 16x16 pixels, make sure it previews nicely in Windows Explorer (Windows) or Preview (Mac). Some existing images can be scaled down, but most images need to be edited.

**Note:** Your Favicon does not display in the Quick Shopping Cart Preview mode.

## **Publish Icon Files Infrequently**

Your customers' browsers cache your old icon. Therefore, if you make a change to it, they are not likely to even know it has changed. Additionally, if you introduce a new favicon, you risk losing the familiarity that frequent customers have with your site.

## **What are Saved Skins?**

You can create and save multiple customized skins for your Quick Shopping Cart storefront and change them as often as you'd like. A skin consists of the selected template, color theme, custom colors and fonts, category page style, product page style, modified background images, and any advanced CSS you've added.

Use this feature to change the look of your storefront for certain seasons, holidays, or special sales promotions. Using Saved Skins, you can complete the following actions.

### **Create a New Skin**

Save your current storefront settings for template, color theme, custom colors and fonts, category page style, product page style, and advanced CSS to create a new skin with a name you specify. You can save up to 50 skins that you can apply to your storefront at any time.

### **Apply a Skin**

Apply a skin to change the look of your shopping cart storefront, including the settings for template, color theme, custom colors and fonts, category page style, product page style, and advanced CSS.

### **Update a Skin**

Update a skin with your shopping cart storefront's current settings for template, color theme, custom colors and fonts, category page style, product page style, and advanced CSS.

### **Rename a Skin**

Rename a skin without changing any of its design settings.

### **Delete a Skin**

Permanently delete a saved custom skin.

## **Creating a New Skin**

You can create multiple customized skins for your Quick Shopping Cart storefront and change them as often as you'd like. A skin consists of your storefront's selected template, color theme, custom colors and fonts, category page style, product page style, and any advanced CSS you've included.

This feature is useful if you want to change the look of your storefront for certain seasons, holidays, or special sales promotions.

### **To Create a New Skin**

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Set Up** menu, in the **Design** section, select **Saved Skins**.
5. In the Save My Skin section, specify a name for this skin.
6. Click **Save**.

Your current storefront settings are saved as a new skin.

**Note:** You can save up to 50 skins. Each skin must have a unique name that is less than 128 characters in length.

## Deleting a Skin

You can easily delete a custom skin from your list of saved skins.

**Note:** Deleting a skin is permanent. Therefore, you'll no longer be able to apply or edit a deleted skin.

### To Delete a Saved Skin

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Set Up** menu, in the **Design** section, select **Saved Skins**.
5. Click the **Delete** icon to the right of the skin you want to delete.
6. Click **Delete**.

## Customizing fonts and colors

You can select text and background colors and apply them to your Quick Shopping Cart storefront design. You can also change the font styles and size used in your store.

**Note:** If you are familiar with HTML, you can use HTML to modify fonts and their styles.

### To Customize Your Fonts and Colors

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Colors & Fonts**.

**Note:** A list and representation of each customizable item for your template displays, along with the item's current settings. This list varies depending on the template that is currently associated with your storefront. (To view a brief description of each item, mouseover the item name.)

5. Click an item's link to open the customization panel. Depending on the item, you have the option to modify one or more of the following:
  - Font Color
  - Background Color
  - Border Color
  - Bold, Italic, Underline
6. Click **Save** to apply all changes.

**Note:** If you change your storefront's color scheme, and later change either the template or the overall color scheme, your changes are lost.

## Customizing your invoice header and footer

The Invoice Header and Footer are generated when a Quick Shopping Cart invoice is sent to your customers and generally includes information such as your contact information, your domain, your business slogan, and any images you associated with your Welcome message. The Invoice Customization page lets you configure the Header (top) and Footer (bottom) of your invoices.

### To Customize Your Invoice Header and Footer

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Invoice**.
5. In the **Invoice Customization** section, use the provided default text, or enter your own message in the **Header** and **Footer** text boxes. You can also include any or all of the variables from the **Variable** menu.
6. To preview your invoice, click **Preview**.
7. Click **Verify**.
8. If errors were detected, view the error details that display below the menu, make the corrections, and click **Verify**. Continue making corrections as necessary.
9. If there are no errors, click **OK** to close the **Congratulations! This Text is Valid XHTML 1.0 Transitional!** message.
10. After all errors are corrected and your HTML is valid, click **Save**.

**Note:** Click Reset to remove the current message and display the default message. Resetting one does not automatically reset the other. To prevent a header or footer from displaying, delete all of the text.

## Defining terms and conditions

The Quick Shopping Cart Terms and Conditions page is a separate, non-product page. To view the Terms and Conditions page of your Quick Shopping Cart storefront, visitors click the **Terms and Conditions** hyperlink.

### To Create Terms and Conditions

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Business Information** area, select **Terms & Conditions**.
5. From the **Terms & Conditions** list, select the notices that you want to include on your Storefront Terms and Conditions page.

**Note:** Within each selected notice, you can enter your own information or click "Default Terms" to use the default verbiage for that notice. You can then click "Verify" to ensure that the displayed code meets XHTML standards.

6. Click **Save**.

**Note:** The Terms and Conditions page is required and always displays on the storefront. If you do not select any notices to include on the page, the page displays without any accompanying legal notices.

## Displaying PDFs, flash files, and images

You can link to or embed PDFs and SWFs from your Quick Shopping Cart® Media Gallery in fields that accept HTML. Additionally, you can display images from your Media Gallery in fields that accept HTML by using the *img src* tag. This lets you further customize your storefront's appearance and give your shoppers a better buying experience.

### To Link to PDFs and/or Image Files in Fields that Accept HTML in Quick Shopping Cart

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Media Gallery**.
5. Next to the PDF or image you want to link to, click **Use as link**.
6. Copy the contents of the **Storefront URL** field.
7. Click **Save**.
8. Go to the field where you want to create a link to your PDF or image file. Paste the Storefront URL into the field. Use the following code as an example:

```
<a href="http://shop.coolexample.com/media/coolpdf.pdf">This is a link to my cool PDF</a>.
```

Replace *http://shop.coolexample.com/media/coolpdf.pdf* with the contents of the **Storefront URL** field. Replace *This is a link to my cool PDF* with the text you want to appear as a link on the page.

## To Display an Image in Fields that Accept HTML in Quick Shopping Cart

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Media Gallery**.
5. Next to the image you want to display, click **Use as link**.
6. Copy the link in the **Embed** or **Storefront URL** field. Paste the Storefront URL or Embed link into the field.

**Note:** If you're using the image on your Quick Shopping Cart site, copy the Embed link. Copy the Storefront URL link if you are linking to your site from another website.

7. Click **Save**.
8. Paste the link into the field in which you want the image to display.

**Note:** When using the Storefront URL link (e.g. <http://shop.coolexample.com/media/circle.swf>), you cannot preview your changes. You can preview your changes when using the Embed link.

## Enabling International Currencies with Quick Shopping Cart

With Quick Shopping Cart®, you can transact in one of several international currencies. When you switch to a new currency, Quick Shopping Cart can automatically convert pricing from the previous currency to the one you enable. The new currency symbol and converted currency values are updated in every area of your online store where pricing displays, including coupon discounts, and shipping and handling fees. All future transactions use the updated currency.

**Note:** Regardless of the currency you use, QuickBooks®, T-HUB, and eBay® use U.S. Dollars because of their data requirements.

## To Enable International Currencies

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, under **Business Information**, select **Store Preferences**.
5. Go to the **Checkout — Payment Rules** tab.
6. In the **Currency** section, next to the **Store Currency** field, click **Edit**. The Edit Store Currency window opens.
7. From the **Store Currency** list, select the type of currency you want to accept in your Quick Shopping Cart store.

**Note:** Changing the currency you accept updates all of your prices throughout your store when you publish, with the exception of coupon pricing, which updates immediately when you save your changes.

8. Under **Currency conversion**, select how you would like to handle the pricing conversion for your currency change. You can:
  - **Convert currency symbol only** to keep your current prices and change only the currency symbol.
  - **Convert both currency symbol and prices using the OANDA-certified rate** to update your current prices based on the OANDA-certified currency exchange rate.
  - **Convert currency symbol and prices using your chosen rate** to update your current prices based on a currency exchange rate you specify.
9. Click **OK**. The currency is enabled.

You must re-publish your online store for the changes to take effect.

## Improving the SEO

You can add meta tag information to your Quick Shopping Cart products and categories. Meta tags can help improve your site's search engine optimization (SEO), making it easier for potential customers to locate your product using search engines.

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, do one of the following:
  - Select **Categories**, click the category you want to edit, and then click **Edit Category**.
  - Select **Add Category** to add a new category that includes meta tags.
  - Select **Products**, then click the product you want to edit. Click the **Search Optimization** tab.
  - Select **Add Products** to add a new product that includes meta tags.
5. In the **Search Engine Optimization** section, complete the following:

### Meta Tag Title

Title meta tags display at the top of the browser window. It also displays in the search results as the linked title to your Web page. The meta tag title should include keywords that will help people locate your store.

### Meta Tag Description

Description meta tags should be a sentence describing or summarizing the product or category. Some search engines pick up on this content and display it below the title meta tag.

### Meta Tag Keywords

Keyword meta tags should list the words or phrases that describe the product or category of products you are selling. Separate keywords using a comma.

6. Click **Submit**.

## Listing an item on eBay

To sell a product or service on eBay®, you must first sign up with eBay and then "list" the item. Quick Shopping Cart® makes it easy to prepare all the necessary listing information and submit it to eBay.

eBay offers a number of services designed to help you better present your items. Some of these services are fee-based and can add to the listing fee. Services that incur an additional fee are noted on the page.

### To List an Item on eBay

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Visibility** section, select **eBay Auction Manager**.
5. From the **Tasks** menu, select **List Item on eBay**.
6. In the **Title, Category & Description** section, complete the following:

#### **Auction Type**

Select either **Online auction** (if you want shoppers to bid for the item) or **Fixed-Price auction** (if you want to set the selling price for your items). Fixed-Price auctions are subject to eligibility requirements.

#### **Part Number**

Select the part number you created for this item when you first entered the product into your catalog.

#### **Item Title**

Enter a title for your item listing.

## Category

Click **Choose Category** to select a primary category from a list of existing categories and subcategories.

**Note:** In certain categories, you can enter custom item specifics. For example, if you select the category path of *Women's Clothing > Swimwear* and do not see the brand you want to select, you can select **Other** and then enter a custom brand name.

## List in second Category? (Additional Fee)

Click **Choose Category** to select a secondary category from a list of existing categories and subcategories.

## Description

Enter the full description of your item.

## Item Location

Select the location where the item is physically located, or click **New Item Location** to add a location to your eBay Auction Manager.

## Picture

Select a picture type for the item (**Small**, **Large**, or **Zoom**).

7. In the **Pricing & Duration** section, complete the following:

## Duration

Select the time frame that you want your auction to span.

## Starting Price

Enter a starting price for the item.

## Reserve Price (Incurs Fee)

(Optional) Enter a reserve price for the item. A Reserve Price lets you establish a minimum price that must be met before you sell the item. This information is not disclosed to bidders. If a bidder does not meet the reserve price, you are not obligated to sell your item.

### **Buy It Now Price (Incurs Fee)**

(Optional) Enter a Buy It Now price for the auction. The Buy It Now price is the price for which you are willing to immediately sell the item. If a bidder agrees to your Buy It Now price before any other bids are placed, the auction ends and the bidder wins the auction.

8. In the **Quantity** section, complete the following:

#### **I am selling**

Select either **Individual Items** or **Lot**. A lot is a group of items being offered as a single item for sale.

#### **Number of items**

Enter the number of items or number of lots you are making available for the auction.

#### **Counter Style**

Select the style of counter that you want to display on your auction's listing page. This counter tracks the number of visits to your auction's listing page.

9. *Optional:* In the **Item Visibility** section, you may complete the following:

**Note:** Some of these options may incur additional fees.

#### **Gallery options**

Select **No Gallery picture**, **Gallery (incurs fee)**, which displays a picture of your item along with the listing when buyers browse categories and search for items, or **Gallery Featured (incurs fee)**, which displays a picture of your item in the special Featured section above the general Picture Gallery.

#### **Make your listing stand out (incurs fee)**

*Optional:* Select **Bold**, **Border**, and/or **Highlight** to add formatting to your listing.

### **Promote your listing on eBay (incurs fee)**

*Optional:* Select **Featured Plus!** to display your item in the Featured Items section of its category. Select **Home Page Featured** to rotate your listing into a special display on eBay's Home page.

### **Gift Services**

Select if you are offering **Gift wrap/gift card**, **Express Shipping**, or **Ship to gift recipient** with your listing (cost and details should be listed in the item description).

10. In the **Shipping** section, complete the following:

#### **Enable Shipping**

Select either **Will Ship** or **Will not ship - local pickup only**.

#### **Ship-to Locations**

Select all that apply for your shipping location options (**Worldwide, Americas, Europe, Asia, Canada, United Kingdom, Australia, Mexico, Germany, Japan**).

#### **Shipping Cost**

Select **Flat** to offer a flat rate for each shipping service you offer, or **Calculated** to calculate shipping based on the package and the buyer's address.

#### **Domestic Shipping**

Select up to three shipping providers and enter a cost for each.

#### **International Shipping**

Select up to three shipping providers and enter a cost for each.

#### **Shipping Insurance**

Select an option for shipping insurance (**Not Offered, Optional, Required, or Included in S&H**).

#### **Sales Tax**

Select a state for sales tax calculation, or select **No sales tax**.

11. In the **Payment** section, complete the following:

**PayPal**

Select **PayPal**, and then enter an email address for payment notification.

**Other payment methods**

Select other payment methods that you accept (**Money Order/Cashier's Check, Personal Check**).

**Merchant credit cards**

Select credit cards that you accept (**Visa/Mastercard, Discover, American Express**).

**Payment Instructions**

Enter instructions to assist your buyers with selecting payment and shipping options.

**Note:** There is a 500 character limit for payment instructions.

12. If you want to accept returns, in the **Return Policy** section, next to **Accept Returns**, select **Yes**, and then enter your return policy information.

13. Click **List Item**.

## Listing as Fixed-Price Auctions

You can list your item in one of two auction categories: online or fixed-price. Online auctions let shoppers compete for your item through bidding. Fixed-price auctions let you set the price for selling one or more items - these sell instantly. Fixed-priced auctions are subject to eligibility requirements.

In Quick Shopping Cart, you can only list fixed-price auctions if you have a feedback rating of 10 or above.

- With a quantity of one, you must have a feedback rating of 10 or more.
- With a quantity of two or more, you must have a feedback rating of 30 or more, and be a registered user for at least 14 days.

**Note:** Quick Shopping Cart does not support the same listing requirements as eBay. For reference, criteria accepted by eBay are:

With a quantity of one, eBay requires that you be ID Verified, or have a feedback rating of 10. However, if you accept PayPal, your feedback rating can be 5 or more.

With a quantity of two or more, eBay requires that you be ID Verified, or have a feedback rating of 30, and be a registered user for at least 14 days. However, if you accept PayPal, your feedback rating can be 15 or more.

## Managing email notifications

When you mark orders as shipped, Quick Shopping Cart® automatically sends your customers email notifications. This feature is active by default but you can disable it.

You can also use Quick Shopping Cart to manually send your customers email notifications when their orders partially ship.

For example, if you send a customer part of their order but another part awaits shipment by a warehouse, you can send the customer an email notification that part of their order shipped.

### To Disable Shipment Notifications

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, go to the **Operations** section, and then select **Email Notices**.
5. Go to the **Email Preferences** section, and then select **Do not send Order Shipped emails to customers**.
6. Click **OK**. Shipment notifications are disabled.

### To Send Partial Shipment Notifications

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Orders** section, and then select **Manage Orders**.

5. Open the partially shipped order.
6. From the **Send Email** menu, select **Shipment Status**.
7. Select that products that shipped, and then select **OK**. The partial shipment notification is sent.

## Managing fraud rules

Your Quick Shopping Cart storefront allows you to enable fraud rules that check specific criteria to verify a shopper's authenticity.

### To Enable Fraud Rules

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Fraud Management**.
5. In the **Fraud Rule Management** list, click **Enable** next to the Fraud Rule that you want to enable.
6. Specify whether to apply the rule to all customers or only new customers.
7. Specify whether you want to apply the rule before or after the payment is processed.
8. Click **Save**.

## To Edit Fraud Rules

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Fraud Management**.
5. In the **Fraud Rule Management** list, click **Edit** next to the Fraud Rule that you want to edit.
6. Make the changes that you want to apply to the rule.
7. Click **Save**.

## To Disable Fraud Rules

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Fraud Management**.
5. In the **Fraud Rule Management** list, click **Disable** next to the Fraud Rule that you want to immediately disable.

## Violating Fraud Rules

Shoppers who place orders that violate fraud rules are unaware of the violation. After the shopper completes the order, the Order State is set to Potential Fraud. You then receive a "New Order Potentially Fraudulent" email notice instead of the normal "New Order" email notice.

To resolve a potentially fraudulent order, you can call the customer or otherwise investigate the order, and then, perform one of the following actions:

- If you want to accept the order, change the Payment Status to **Completed**. The order status automatically changes to Invoiced.
- If you do not want to accept the order, change the order status to **Cancelled**. The shopper receives an Order Cancellation email notification.

## Downloadable Products

When configuring your Payment options for downloadable products, you can allow customers to download products upon the credit card's authorization or pre-authorization. Authorization allows customers to download the product only after the credit card is authorized and the payment is completely processed. Pre-authorization allows customers to download the product after the card is pre-authorized, regardless of the order failing fraud rule. We highly recommend setting the "When do you want to allow your customers to download their purchase?" setting to "Authorize," which avoids this potential fraud loophole.

## Managing Widgets in Quick Shopping Cart

You can add widgets to an area along the side of your Quick Shopping Cart® storefront. Widgets are self-contained applications.

Using these widgets, from your Quick Shopping Cart storefront customers can search for products, view your Featured Products, and view content you created using HTML.

Each time you add, remove, or reorder widgets, you must re-publish your storefront to display your changes live on the Internet.

Some of the original Quick Shopping Cart® templates don't support widgets. To find out which templates currently do, see **Which templates support widgets in Quick Shopping Cart?**

## Adding Widgets

Adding widgets to your sidebar simply involves dragging, dropping, and then configuring them to display the way you want.

### To Add Widgets

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to the **Design** section, and then select **Sidebar**.
3. From the **Unused Widgets** section, drag the widget you want into the **Sidebar Widgets** section, and then click **OK**.
4. The sidebar displays your widget.

## Removing Widgets

If you no longer want a widget to display in your sidebar, you can easily remove it.

### To Remove Widgets

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to the **Design** section, and then select **Sidebar**.
3. Go to the **Sidebar Widgets** section, and next to the widget to want to delete, click **Delete**.
4. Your widget deletes from the sidebar.

## Reordering Widgets

Once you add widgets to your sidebar, you can easily change the order in which they display.

### To Reorder Widgets

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to the **Design** section, and then select **Sidebar**.
3. From the **Sidebar Widgets** section, go to the widget you want to reorder, and then click **Move Up** or **Move Down** until it displays in the place you want. You can also drag and drop it to the place you want.

## Setting Up the Featured Items Widget

You can add the Featured Items widget to your sidebar to display products you designate as Featured Items.

### To Set Up the Featured Items Widget

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to the **Design** section, and then select **Sidebar**.
3. From the **Unused Widgets** section, drag the Featured Items widget into the **Sidebar Widgets** section.
4. Next to the Featured Items widget, click **Modify Widget Settings**.
5. In the **Title** field, enter a name for the widget you want to display to your customers.

6. From the **Number of products to display** menu, select which products you want to display.
7. Click **OK**.
8. From the Design: Sidebar screen, click **OK**. The Featured Items widget is set up.

You must re-publish your online store for your widget to display live on the Internet. You should preview your changes before publishing.

## Setting Up the Our Products Widget

You can add the Our Products widget to your sidebar to display product names, without the full product pages, associated with categories you select.

To Set Up the Our Products Widget

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to the **Design** section, and then select **Sidebar**.
3. From the **Unused Widgets** section, drag the Our Products widget into the **Sidebar Widgets** section.
4. Next to the Our Products widget, click **Modify Widget Settings**.
5. In the **Title** field, enter a name you want to display to your customers.
6. From the **Number of category levels to display** menu, select the number of category levels you want to display.
7. Click **OK**.
8. From the Design: Sidebar screen, click **OK**. The Our Products widget is set up.

You must re-publish your online store for your widget to display live on the Internet. You should preview your changes before publishing.

## Setting Up the Custom HTML Widget

You can add the Custom HTML widget to your sidebar to display content you create using HTML scripting. With the HTML widget, you can enter your own HTML or you can use a basic word processor that converts your content into HTML.

**Note:** The available space in your sidebar is limited. As you add HTML, preview your changes to make sure content displays properly.

### To Set Up the Custom HTML Widget

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to the **Design** section, and then select **Sidebar**.
3. From the **Unused Widgets** section, drag the Custom HTML Widget widget into the **Sidebar Widgets** section.
4. Next to the Custom HTML widget, click **Modify Widget Settings**.
5. In the **Title** field, enter a name you want to display to your customers.
6. Enter content using the word-processor, or click **Switch to Standard Editor**, and then enter HTML content.
7. Click **OK**.
8. From the Design: Sidebar screen, click **OK**. The Custom HTML widget is set up.

You must re-publish your online store for your widget to display live on the Internet. You should preview your changes before publishing.

## Setting Up the Shopping Cart Widget

You can add the Shopping Cart widget to your sidebar to display items customers add to their carts, quantities and order totals.

### To Set Up the Shopping Cart Widget

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the Quick Shopping Cart list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, go to the **Design** section, and then select **Sidebar**.
5. From the **Unused Widgets** section, drag the Shopping Cart Widget widget into the **Sidebar Widgets** section.
6. Next to the Shopping Cart widget, click **Modify Widget Settings**.
7. In the **Title** field, enter a name you want to display to your customers.
8. From the **Displayed order information** section, make a selection.
9. Click **OK**. The Shopping Cart widget is set up.

You must re-publish your online store for your widget to display live on the Internet. It's recommended you preview your changes before publishing.

## Which templates support widgets in Quick Shopping Cart?

Some of the original Quick Shopping Cart® templates don't support Sidebar Widgets. Check the list below to see which templates currently do.

| <b>Category</b>         | <b>Template Name</b> |
|-------------------------|----------------------|
| Animals                 | Bark Park            |
| Animals                 | Horse Ranch          |
| Auto and Transportation | Dirt                 |
| Auto and Transportation | Drift                |
| Auto and Transportation | Racing               |
| Clothing                | Boutique             |
| Clothing                | Pinstripe Suit       |
| Clothing                | Riveting             |
| Community               | Collegety            |
| Community               | Curtain Call         |
| Community               | Helping Hands        |
| Community               | Townscape            |
| Creative and Design     | Architecture         |
| Creative and Design     | Blurb                |
| Creative and Design     | Collective           |
| Creative and Design     | Daily Grind          |
| Creative and Design     | Focus                |
| Creative and Design     | Griddy               |
| Creative and Design     | Hello World          |
| Creative and Design     | Penmanship           |
| Creative and Design     | Pretty Things        |

|                     |                     |
|---------------------|---------------------|
| Creative and Design | Sketchey            |
| Family              | Crocolog            |
| Family              | Family Time         |
| Family              | Family Tree         |
| Family              | Momento             |
| Family              | Summer Vacation     |
| Finances and Law    | World Trade         |
| General Business    | Office Space        |
| Generic             | Accent              |
| Generic             | Chroma              |
| Generic             | Clean Slate         |
| Generic             | Clean Start         |
| Generic             | Dark Twilight       |
| Generic             | Elemental           |
| Generic             | Glass               |
| Generic             | MX707               |
| Generic             | Shop - Bright Idea  |
| Generic             | Shop - Candy        |
| Generic             | Shop - Colour Block |
| Generic             | Shop - Granular     |
| Generic             | Shop - Impression   |
| Generic             | Shop - Modern Hue   |
| Generic             | Shop - Plain Jane   |
| Generic             | Shop - Simplicity   |
| Generic             | Shop - Sorbet       |
| Generic             | Shop - Spotless     |
| Generic             | Shop - Winter Light |

|                     |                      |
|---------------------|----------------------|
| Health and Fitness  | Bright Smile         |
| Health and Fitness  | Home Care            |
| Health and Fitness  | Inner Peace          |
| Health and Fitness  | Nutrition            |
| Health and Fitness  | Personal Trainer     |
| Health and Fitness  | Chiropractor         |
| Hobbies             | Poker Night          |
| Holidays and Events | Chapel               |
| Holidays and Events | Christmas Night      |
| Holidays and Events | Easter Light         |
| Holidays and Events | Happy Easter         |
| Holidays and Events | Holiday Festival     |
| Holidays and Events | Independence         |
| Holidays and Events | St Patricks          |
| Holidays and Events | Wedding Bliss        |
| Holidays and Events | Wedding Photographer |
| Home and Garden     | Le Jardin            |
| Home and Garden     | Moonlight            |
| Home and Garden     | Orchid Blossom       |
| Home and Garden     | Squeaky Clean        |
| Industrial          | Woodworking          |
| Military Service    | Blue Water           |
| Military Service    | Digital Marine       |
| Military Service    | Carrier              |
| Political           | Homeland             |
| Real Estate         | Dream Home           |
| Real Estate         | Suburban Dream       |

|                        |                       |
|------------------------|-----------------------|
| Restaurant             | Bistro                |
| Restaurant             | Bueno                 |
| Restaurant             | Copper Cafe           |
| Restaurant             | Downtown Pizzeria     |
| Restaurant             | Old Brick Oven        |
| Restaurant             | Vietnamese Restaurant |
| Resume                 | Classic Resume        |
| Resume                 | Contemporary Resume   |
| Resume                 | Deco Resume           |
| Resume                 | Stylish Resume        |
| School and Education   | Prep School           |
| Showcase Yourself      | Block Party           |
| Showcase Yourself      | Cover Letter          |
| Sports                 | Bowl-O-Rama           |
| Sports                 | Cycling               |
| Sports                 | Golf Club             |
| Sports                 | Self-Defense          |
| Technology             | Glass Perspective     |
| Travel and Hospitality | Excursion             |

## Removing an eBay Account from Your eBay Auction Manager

You can have only one eBay account associated with your Quick Shopping Cart eBay Auction Manager. If you need to change the account, you must remove the current account, and then add the new one.

### To Remove an eBay Account

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Set Up** menu, in the **Catalog** section, select **eBay Auction Manager**.
5. From the **Tasks** section, select **Remove eBay Account**.
6. Click **OK** to confirm that you want to remove the eBay account.

## Renaming a Skin

You can rename a saved skin without changing any of its design settings. This is useful if you decide to save a skin for a specific purpose. For example, you might rename *Holiday* as *HolidaySale*, to free up the more general name for a different design.

**Note:** You can save up to 50 skins. Each skin must have a unique name that is less than 128 characters in length.

### To Rename a Saved Skin

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Set Up** menu, in the **Design** section, select **Saved Skins**.
5. Click the **Rename** icon to the right of the skin you want to rename.
6. In the Rename Skin window, change the name of the skin.
7. Click **Save**.

## Reordering categories

In Quick Shopping Cart®, you can set the order in which your categories display. This feature is useful if you want to call attention to certain categories by placing them first or if you have a specific sequence you'd like to place them in, such as alphabetically or by type.

### To Reorder Categories in Quick Shopping Cart

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Categories**.
5. Drag and drop categories to move them above or below other categories.

**Note:** You must publish your storefront for changes to take effect.

## Reordering products

In Quick Shopping Cart®, you can set the order in which your products display. This is useful if you want to call attention to certain items by placing them first or if you have a specific sequence you'd like to place your items in, such as alphabetically, by product number, or by type.

This guide assumes that you want to place your products into a category rather than the top level on the first page of your site. The top level does not have ordering preferences so you might need to put your items into one master category.

### To Reorder Products in Your Quick Shopping Cart

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Business Information** section, click **Store Home Page**.
5. Click the **Products in Category** tab.
6. Select the product that you want to move, and then use the **Move Up** and **Move Down** buttons to arrange your list. You can also use the **Arrange by** button to organize your entire list.
7. Click **OK** to save the changes.

**Note:** You must publish your storefront for changes to take effect.

## Selling books (ISBN)

If your Quick Shopping Cart product catalog includes books, you are required to include the International Standard Book Number (ISBN) in the product definition to list the book on Google Shopping™. For eBay listings, you are prompted to provide the ISBN in the eBay Listing Manager. An ISBN is not required to publish your storefront.

### To Include an ISBN

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the Quick Shopping Cart page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the product to which you want to add an ISBN.
6. Expand the **Attributes** section.
7. Next to **ISBN**, click **Add**.
8. In the **ISBN** field, enter the ISBN, and then click **Save Product**.

For more information, visit [isbn.org](http://isbn.org).

## Setting up email notices

Email notices let you receive email messages when certain events occur in your Quick Shopping Cart storefront. By default, all notices are sent to the email address entered in the storefront information page. This page lets you define multiple email messages for different system events.

### To Configure Email Notice Addresses

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Operations** section, select **Email Notices**.
5. On the **Setup Email Notice Addresses** page, update any email addresses you want to change. The Storefront Information email address displays by default.
6. Click **Save**.

**Note:** If left blank, email messages are sent to the default email address. You can use the same address for all entries or a different address for each.

## Shipping internationally

If you're a Quick Shopping Cart® merchant who ships internationally, you cannot display rates from the U.S. Postal Service (U.S.P.S.), United Parcel Service (U.P.S.) or Federal Express (FedEx). Although you can't offer these methods for international shipments, you can configure and display at checkout custom shipping methods for international shipments.

With custom shipping methods, you base your rates on a percentage of the order total or the weight of the order, and then arrange the shipment with the carrier of your choice. While custom shipping might not be as accurate as other methods, its flexibility lets you display rates for international shipments.

### Setting Custom Options for Price-Based Shipping

With Quick Shopping Cart you can set custom options for shipping charges. Quick Shopping Cart factors in handling fees and total order amounts to calculate shipping fees.

**Note:** Percentage options are based on total price of order.

### To Set Custom Options for Price-Based Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. In the **Custom Shipping** area, click **Set Up**.
4. Click **Add Custom Shipping**.
5. Select **Order Total**, and then set the price limits and shipping charges.
  - In the **Min. Amount** field, specify the minimum price for shipping.
  - In the **Max. Amount** field, specify the maximum price for shipping.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Fee** area, enter amounts for Domestic Handling Fees and International Handling Fees, or enter 0.00 to not charge handling fees.
  - To add another row, click **Add**.

- To delete a row, click **X** on the row.
- 6. In the **Handling Fee** area, select **Fixed Rate** or **Percentage** and specify handling charges, if any.
- 7. In the **Postal-Code Surcharges** area, specify surcharges by postal code.
  - In the **Country** field, select the country for which to add a surcharge.
  - In the **Postal Code** field, enter the postal code for which to add a surcharge.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Amount** field, specify the surcharge.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
- 8. In the **Region Surcharges** field, specify your surcharges by region.
  - In the **Country** field, select the country for which to add a surcharge.
  - In the **State** field, select the state for which to add a surcharge.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Amount** field, specify the surcharge.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
- 9. Click **OK**.

## Setting Custom Options for Weight-Based Shipping

With Quick Shopping Cart you can set custom options for shipping charges. Quick Shopping Cart factors in handling fees and total weight to calculate shipping fees.

**Note:** Percentage options are based on total price of order.

## To Set Custom Options for Weight-Based Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. In the **Custom** area, click **Enable**.
4. Click **Add Custom Shipping**.
5. Select **Order Weight**, and then select to charge for **Each Product** or for the **Entire Order**.
6. In the **Shipping Options** area, configure your shipping charges:
  - In the **Min. Weight** field, specify the minimum amount of weight for shipping.
  - In the **Max. Weight** field, specify the maximum amount of weight for shipping.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Fees** area, enter amounts for Domestic Handling Fees and International Handling Fees, or enter 0.00 to not charge handling fees.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
7. In the **Fees** area, select **Fixed Rate** or **Percentage** and specify handling charges, if any.
8. In the **Postal-Code Surcharges** area, specify surcharges by postal code.
  - In the **Country** field, select the country for which to add a surcharge.
  - In the **Postal Code** field, enter the postal code for which to add a surcharge.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Amount** field, specify the surcharge.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
9. In the **Region Surcharges** field, specify surcharges by region.
  - In the **Country** field, select the country for which to add a surcharge.
  - In the **State** field, select the state for which to add a surcharge.
  - Select **Fixed Rate** or **Percentage**.

- In the **Amount** field, specify the surcharge.
- To add another row, click **Add**.
- To delete a row, click **X** on the row.

10. Click **OK**.

## Shipping Products to United States Customers when You're Outside of the United States

If you are located outside of the United States or Canada, you can use the flat rate or weight-based shipping option, and then ship packages on your own to any location you choose.

## Updating a Skin

You can update a saved skin by replacing its settings with your current storefront settings for template, color theme, custom colors and fonts, category page style, product page style, and any advanced CSS you've included.

**Note:** When updating a saved skin, all of its settings are overwritten. To prevent permanently losing the skin's current settings, back them up with a different skin name before you overwrite the skin.

### To Update a Skin

1. Log in to your account.
2. Click **Quick Shopping Cart**.

3. Next to the account you want to use, click **Manage**.
4. From the **Set Up** menu, in the **Design** section, select **Saved Skins**.
5. Click the **Overwrite** icon to the right of the skin you want to update.
6. Click **Save**.

The settings for the skin are overwritten with the current settings of your storefront.

## Uploading a favicon

A favicon (short for favorites icon) is an icon associated with a particular website. Favicons display in the address bar to the left of the URL, in bookmarks, and in supported browsers at the top of page tabs.

### To Upload a Favicon

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Business Information** section, select **Name, Logo, Contact Info**.
5. In the Favicon section, click **Upload**.
6. Navigate to, and select, the image file you want to use as your favicon, and then click **Open**.
7. Click **OK**.

**Note:** For the favicon to display on your storefront, you must publish your site. Your favicon does not display in Preview mode.

## Using Excel to assign images to your products

After you've added products to your catalog in Quick Shopping Cart®, you can assign images from your Media Gallery to products using the Microsoft Excel® Product Images Template. To assign the images, you need to first upload images to your Media Gallery.

### To Download the Excel Spreadsheet Template

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
5. Click **Product Images**.
6. Click **Export**, and then specify where you want to download the file.

### Editing the Excel Spreadsheet Template

Use this spreadsheet to assign images from your Media Gallery to products in your catalog. Labeling the image with the product SKU or product title makes assignment easier.

**Note:** To add, delete or modify products you must use the Products spreadsheet.

**Part Number** — The unique identifier for this product. This field is required and cannot be edited.

**Product Title** — The product name. This field is required and cannot be edited.

**Thumbnail** — The file name for the thumbnail image in the Media Gallery.

**Standard** — The file name for the standard image in the Media Gallery.

**Zoom** — The file name for the zoom image in the Media Gallery.

## Importing the Excel Spreadsheet Template into Quick Shopping Cart

After you have made edits, you need to import the spreadsheet to update your store.

### To import the Excel Spreadsheet

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
5. Click **Product Images**.
6. Click **Import** and in the Upload Images window, click **Browse** to locate and open the file.
7. Click **Upload**.

You must publish your site for the storefront to reflect your changes.

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1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
5. Click **Product Images**.
6. Click **Import** and in the Upload Images window, click **Browse** to locate and open the file.
7. Click **Upload**.

You must publish your site for the storefront to reflect your changes.

## Using templates to update your tax information

Quick Shopping Cart® lets you use Microsoft® Excel® spreadsheet templates to add, modify and delete tax information for your online store. You must first export a template by downloading it to your computer. You can then use Excel to manage tax information including countries, states, postal codes, and the rates that apply to those variables. When you're done, import the template into Quick Shopping Cart to update the information for your online store.

### To Update Tax Information with Templates

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
5. Go to the **State-Based Taxes** tab, and then click **Export**.
6. From the window that displays, open the template with Microsoft Excel or save it to your computer.
7. Using the template, update your tax information, and then save your changes.

**Note:** Your changes do not reflect accurately if before importing a modified template you change tax information at the Operations: Taxes screen in Quick Shopping Cart admin.

8. If necessary, log in to your Quick Shopping Cart account.
9. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
10. Go to the **State-Based Taxes** tab, and then click **Import**.
11. Click **Browse**, select your template, and then click **Import**.
12. Your tax information is updated.

## Using the Advanced CSS Feature in Quick Shopping Cart

You can apply your own styles to your Quick Shopping Cart® storefront using the Advanced Cascading Style Sheets (CSS) feature. Any styles you define are applied to all pages of your storefront.

To gain greater control over your styles and to help reduce or eliminate errors in your CSS code, create it using a CSS editor. You can then paste the CSS code into the Advanced CSS field.

Using the Advanced CSS feature can greatly affect how your storefront displays, so we recommend you become familiar with CSS before attempting to update your storefront in this way.

For more information about CSS, visit the CSS Tutorial on the W3 Schools website. Another useful tool for learning to edit CSS is Mozilla® Firebug for the Firefox browser. Firebug lets you see how CSS affects the different elements of your template.

We recommend you thoroughly test changes before publishing.

### To Use the Advanced CSS Feature in Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Advanced CSS**.
5. Enter or paste your CSS code into the provided field.
6. Click **OK**.

Your CSS applies immediately, but is not reflected on your storefront until after you publish.

**Note:** Do not include any XHTML style tags in the CSS field, such as `<style type="text/css">`. Include only the actual CSS style definitions.

## Using the Media Gallery

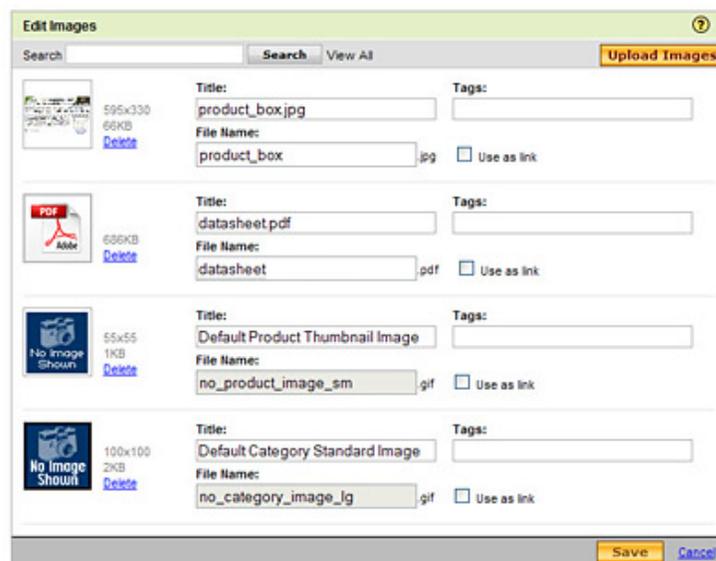
The Media Gallery manages the images, PDFs, and SWF files you upload to Quick Shopping Cart®. It's available through the Storefront menu and the Product page. Using the Media Gallery, you can display one image per product with the **One-Image** option, or you can display up to ten images per product with the **Multi-Image** option.

**Note:** The Multi-Image feature is only available in Deluxe and Premium Quick Shopping Cart accounts. Using it, you can display up to five images per product in Deluxe accounts and up to ten images per product in Premium accounts.

Additionally, you can search for uploaded files, get links to uploaded files, and remove files.

Use the Media Gallery through the Storefront menu to upload PDFs and SWFs and to get links to uploaded files. Use the Media Gallery through the Product page to assign images to products.

### Using the Media Gallery in the Storefront Menu



You can upload images, PDFs, and SWF files using the Media Gallery available through the Storefront menu. Additionally, you can search for your uploaded files and get links to embed or link to uploaded files in fields that accept HTML in Quick Shopping Cart.

**Note:** If you need to assign an image to a product, use the Media Gallery available through the Product page.

## Uploading Images to Your Media Gallery

You can upload up to 100 images at a time directly to your Media Gallery. You also have the option to add a title and searchable keyword tags to each image.

**Note:** To upload multiple images at once, you need the latest version of Adobe Flash® Player. An alert displays when you click Upload Images if you do not have the latest version of Flash. Click the link on the alert to get the latest version.

### To Upload Images to Your Media Gallery

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Media Gallery**.
5. Click **Upload Images**.
6. On your local drive, locate and select the images you want to upload, and click **Open**.

**Note:** Select multiple images by holding the Command key (Mac) or CTRL key (PC).

7. (Optional) Update each image **Title** and add keyword **Tags**. This step will help if you elect to use an Excel spreadsheet to update image assignments.
8. Click **OK**.

**Note:** Images uploaded on the **Name, Logo, Contact Info** page or on the **Default Product Images** page, are added to the Media Gallery.

### Locating Images in Your Media Gallery

If you want to update the information for a specific image, locate the image by scrolling through all uploaded images or search for an image by title or keyword.

## To Locate Images in Your Media Gallery

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Design** section, select **Media Gallery**.
5. In the Search field, enter an identifying term, and then click **Search**.

**Note:** To cancel your search and view all images in the Media Gallery, click **View All**.

Images display 10 per page by default. If you have more than 10 uploaded images, you can increase the number for **Results Per Page** or use the **Previous** and **Next** buttons.

## Linking to and Embedding PDFs, Flash Files, and/or Images

You can link to or embed PDFs and SWFs from your Media Gallery in fields that accept HTML. Additionally, you can display images from your Media Gallery in fields that accept HTML by using the *img src* tag.

### Using the Media Gallery in the Product Page



Use the Media Gallery that is available through the Product Page to assign images to a product, decide how many images you want to display per product, and upload product images.

**Note:** If you need to upload a PDF or SWF file, or link and/or embed content from the Media Gallery into an HTML field, use the Media Gallery available through the Storefront menu.

## Assigning Images to a Product

You can assign different images to display with each product. On a product's Media Gallery page, you can assign images to the product using either the **One-Image** or the **Multi-Image** option. There are three locations where product images display: Thumbnail, Standard, and Zoom.

### Thumbnail

Displays the thumbnail image next to the product on your **Products** page and also when the product is presented as a **Featured Item**. Click the arrow in the Thumbnail setting section to set the thumbnail Display Options as **Scale to fit** or **Full size**.

- **Scale to fit** - Displays a 60x60 version of the image.

- **Full size** - Displays a full-size version of the image. The size that the image displays on the storefront is affected by the containing element. For example, if the storefront section in which the image displays has a maximum size of 256x256 pixels, the original image will be constrained to fit into that 256x256 box.

**Note:** When the Category Page Style 3 is selected, the Standard Image (175x175) is used if the product is in One-Image mode; if the product is in Multi-Image mode, a 175x175 version of the Thumbnail is used.

### Standard

Displays the image no larger than 175x175 pixels on the product detail page.

### Zoom

Displays the full-size image in a new window when the Standard image is clicked.

**Note:** The system does not automatically increase the displayed size of the image. To effectively use the Zoom feature, you must upload a larger version of the image.

Previously, you were required to have at least one image associated with each product. You now have the option to not assign any images to a product.

## Using the One-Image Option

This option allows you to assign one image to each of the different display locations.

### To Assign Images Using the One-Image Option

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the **Assign Images** icon next to the product you want to update.
6. If necessary, click **Close** to continue to the Media Gallery.
7. Select the **One-Image** tab.
8. For each of the three display options, click an image from the list of images, and then drag and drop it to the appropriate location.
9. Click **OK**.

## Using the Multi-Image Option

This option allows you to assign up to five images to display with a single product in Deluxe accounts and up to ten images in Premium accounts.

### To Assign Images Using the Multi-Image Option

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the **Assign Images** icon next to the product you want to update.
6. If necessary, click **Close** to continue to the Media Gallery.
7. Select the **Multi-Image** tab.
8. For each display location in the **Thumbnail** and the **Product Images** sections, click an image from the list of images, and then drag and drop it to the appropriate location.
9. Click **OK**.

## Using the Add Images Feature

While you can upload images directly to your Media Gallery from the Storefront menu, you can also add them to your Media Gallery when assigning images to a specific product. This feature also allows you to add titles and searchable keyword tags to your images.

### To Add Images to the Media Gallery

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, select **Products**.
5. Click the **Assign Images** icon next to the product you want to update.
6. If necessary, click **Close** to continue to the Media Gallery.
7. Select the **Add Images** tab.
8. Click **Browse**.
9. On your local drive, locate and select the images you want to upload, and click **Open**.

**Note:** You can select up to 100 images by holding the Command key (Mac) or CTRL key (PC).

10. (Optional) Update each image **Title** and add keyword **Tags**.
11. Click **Upload**.

## Utilizing the Buy It Now Option

In the Quick Shopping Cart eBay Auction Manager, using either a fixed-price auction or online auction, you can list your item with a **Buy It Now** option. The Buy It Now option allows buyers to purchase the item at the Buy It Now price before the first bid is made. If the buyer clicks Buy It Now, your item is sold and the auction ends.

**Note:** Once a bid is placed, the Buy It Now option is removed and your auction proceeds as normal.

## Viewing your blacklist

Your blacklisted IP list displays all the IP addresses that are prohibited from placing and processing orders in your Quick Shopping Cart storefront. Customers that access your store from a blocked IP address receive a message notifying them that their IP address was blocked.

IP addresses are blacklisted based on the IP address that served as the source for specific, individual orders. It is important to remember that a single IP address may be home to many of your potential customers.

### To View Your IP Blacklist

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Fraud Blacklist**.

All blacklisted IP addresses display on the page.

## Working with reports

Reports are available through Quick Shopping Cart for various sales and accounting purposes. You can generate reports for total gross and net sales, as well as reports based on sales by month, day, product, source code, and state. Additional reports are available for orders by day, total shipping charges, and total tax charges.

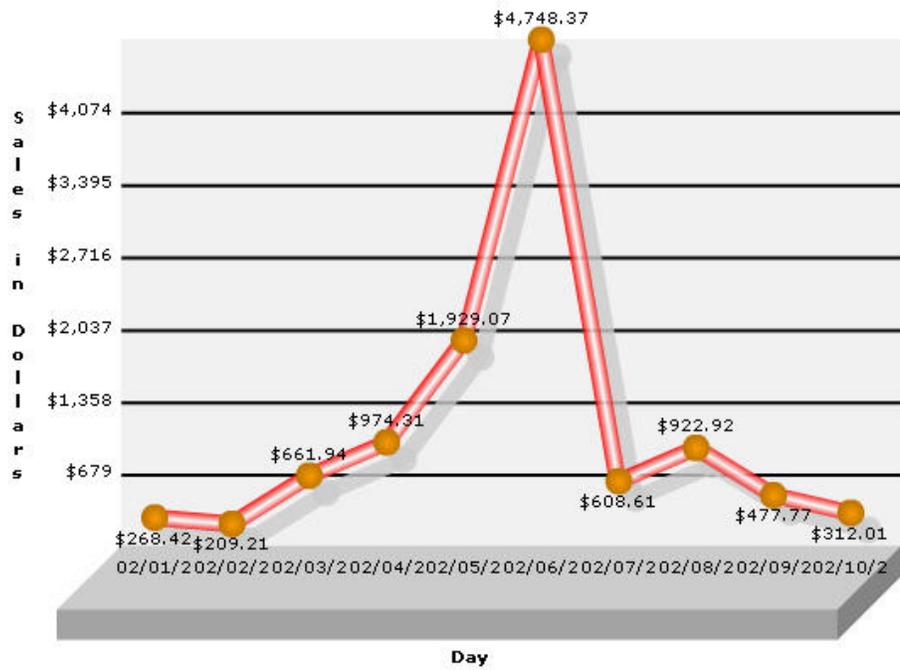
You can generate reports based on a date range, or you can leave the date range blank to generate a report for the entire history of your store. You can export any report into a Microsoft® Excel® worksheet for offline viewing and distribution.

Reports are presented in a list or a graph, depending on the specific report. Click the links below to see sample Quick Shopping Cart Reports.

## Sample Report Line Graph

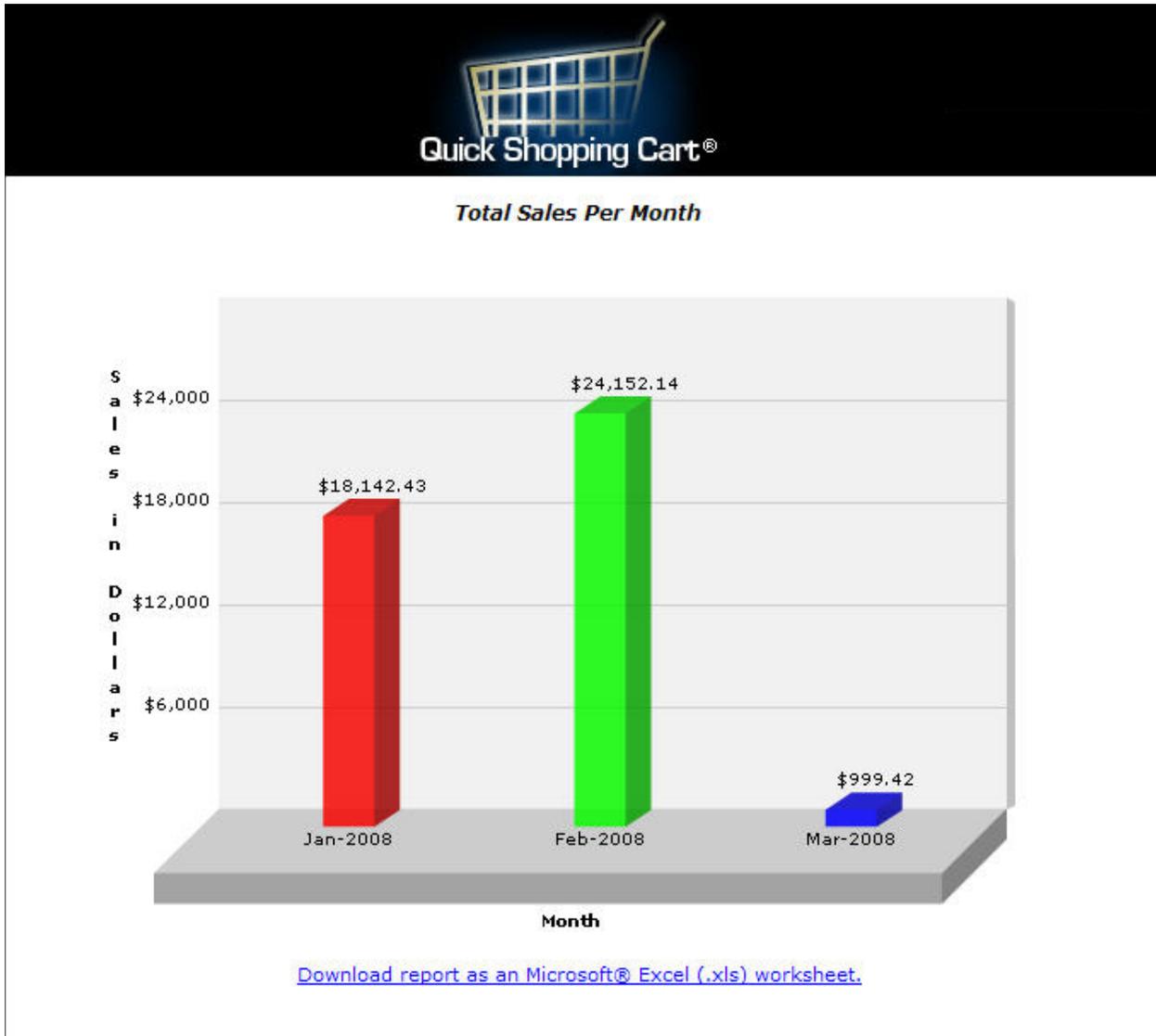


*Total Sales Per Day*



[Download report as an Microsoft® Excel \(.xls\) worksheet.](#)

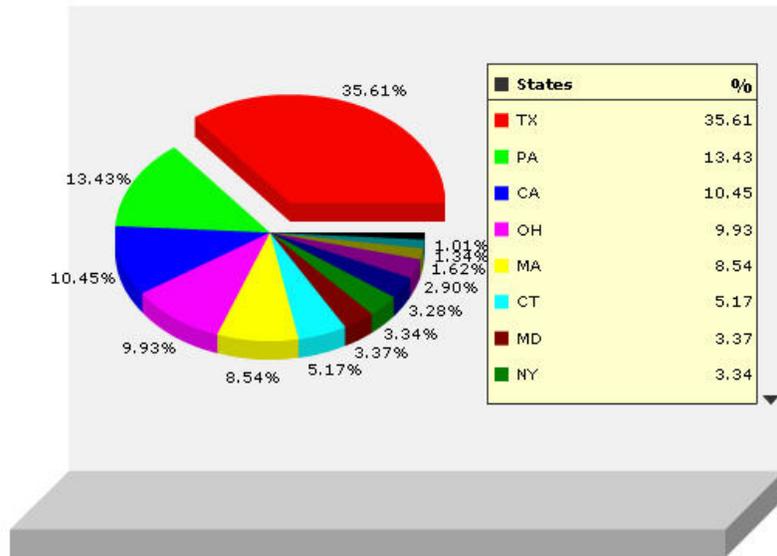
## Sample Report Bar Graph



## Sample Report Pie Chart



### Sales By State/Prov



[Download report as an Microsoft® Excel \(.xls\) worksheet.](#)

## Sample Report Table



### Net Total Sales

**About This Report**

The **Net Total Sales** report presents the net value of all invoiced sales during the selected date range. Each invoice shows the total charges for the order (net), the total cost of the item or items and the profit/loss for each order.

The cost of all items is defined in the **Prices** section of the *Product Editor*, where you establish the list price and cost value.

Click **Download** to save this report to your computer as a Microsoft Excel worksheet (.xls) titled *NetTotalSales.xls*.

| Invoice #  | Order Date | Item Total | Discount | Item Cost | Profit    |
|------------|------------|------------|----------|-----------|-----------|
| 0000008701 | 02/05/2008 | \$42.99    | \$0.00   | \$21.00   | \$21.99   |
| 0000008699 | 02/05/2008 | \$36.95    | \$0.00   | \$16.90   | \$20.05   |
| 0000008698 | 02/05/2008 | \$31.00    | \$0.00   | \$9.00    | \$22.00   |
| 0000008695 | 02/05/2008 | \$1467.55  | \$70.08  | \$637.00  | \$760.47  |
| 0000008694 | 02/05/2008 | \$22.00    | \$0.00   | \$6.95    | \$15.05   |
| 0000008693 | 02/05/2008 | \$39.95    | \$0.00   | \$16.90   | \$23.05   |
| 0000008692 | 02/05/2008 | \$38.00    | \$0.00   | \$18.58   | \$19.42   |
| 0000008691 | 02/05/2008 | \$56.90    | \$0.00   | \$24.80   | \$32.10   |
| 0000008690 | 02/05/2008 | \$62.50    | \$0.00   | \$21.00   | \$41.50   |
| 0000008689 | 02/05/2008 | \$44.99    | \$0.00   | \$22.50   | \$22.49   |
| 0000008688 | 02/04/2008 | \$58.95    | \$0.00   | \$22.85   | \$36.10   |
| 0000008687 | 02/04/2008 | \$63.00    | \$0.00   | \$8.75    | \$54.25   |
| 0000008686 | 02/04/2008 | \$29.95    | \$0.00   | \$12.90   | \$17.05   |
| 0000008685 | 02/04/2008 | \$87.00    | \$0.00   | \$38.56   | \$48.44   |
| 0000008684 | 02/04/2008 | \$141.80   | \$0.00   | \$66.60   | \$75.20   |
| 0000008683 | 02/04/2008 | \$20.00    | \$0.00   | \$5.80    | \$14.20   |
| 0000008682 | 02/04/2008 | \$418.45   | \$0.00   | \$149.15  | \$269.30  |
| 0000008681 | 02/04/2008 | \$18.00    | \$0.00   | \$5.25    | \$12.75   |
| 0000008679 | 02/03/2008 | \$169.98   | \$0.00   | \$72.50   | \$97.48   |
| 0000008678 | 02/03/2008 | \$57.24    | \$0.00   | \$24.75   | \$32.49   |
| 0000008677 | 02/03/2008 | \$269.59   | \$0.00   | \$106.60  | \$162.99  |
| 0000008676 | 02/03/2008 | \$26.00    | \$0.00   | \$8.00    | \$18.00   |
| 0000008675 | 02/03/2008 | \$47.49    | \$0.00   | \$17.50   | \$29.99   |
| 0000008674 | 02/02/2008 | \$43.99    | \$0.00   | \$21.50   | \$22.49   |
| 0000008673 | 02/02/2008 | \$14.99    | \$0.00   | \$4.25    | \$10.74   |
| 0000008672 | 02/02/2008 | \$117.48   | \$0.00   | \$42.70   | \$74.78   |
| 0000008671 | 02/01/2008 | \$38.95    | \$0.00   | \$17.90   | \$21.05   |
| 0000008670 | 02/01/2008 | \$29.95    | \$0.00   | \$12.90   | \$17.05   |
| 0000008668 | 02/01/2008 | \$19.00    | \$0.00   | \$6.10    | \$12.90   |
| 0000008667 | 02/01/2008 | \$36.95    | \$0.00   | \$15.90   | \$21.05   |
| 0000008666 | 02/01/2008 | \$91.50    | \$0.00   | \$43.00   | \$48.50   |
|            |            | \$3643.09  | \$70.08  | \$1498.09 | \$2074.92 |

[Download report as an Microsoft® Excel \(.xls\) worksheet.](#)

## Creating Reports

You can generate reports by selecting a report from the invoice list in the **Order Manager** page or by clicking an invoice type in the **Orders** menu.

### To Create Reports

1. Log in to your Quick Shopping Cart account.
2. Click **Report**. The Available Store Reports screen displays
3. From the **Choose a Report Type and Parameters** section, select a date range for the report, or leave this section blank to generate a report based on your entire store history.
4. Select a report from the list of available report types.
5. Select an order type.
6. Click **Generate Report**.

**Note:** You can open an invoice listed in any report by clicking the invoice number.

## Exporting Reports

To view and distribute reports offline, you can export reports into a Microsoft® Excel® worksheet.

### To Export Reports

1. Log in to your Quick Shopping Cart account.
2. Click **Report**. The Available Store Reports screen displays
3. From the **Choose a Report Type and Parameters** section, select a date range for the report, or leave this section blank to generate a report based on your entire store history.
4. Select a report from the list of available report types.
5. Select an order type.

6. Click **Generate Report**.
7. Click **Download report as a Microsoft® Excel (.xls) worksheet**.
8. Open or save the file.

**Note:** Files are saved with the file name "ReportTitle.xls" (for example: *GrossTotalSales.xls*). You can change the file name by selecting **Save As**, and then entering a new name.

## Adding social media

Quick Shopping Cart lets you display social media links on your product pages so that customers can share links to your online store. To use this feature, you must first set up an account on the social networks you want to display.

1. Log in to your Quick Shopping Cart account.
2. From the **Setup** menu, go to the **Business Information** section, and then click **Store Preferences**.
3. In the **Social Media** section, select **Enable Sharing** to let your customers share your online store on social networks.
4. Select a Share Button Style.
5. Click **Share** to select social media services.
  - Select, and sign in to services individually.
  - Click **Add This** to create a single login to all the apps you choose.
6. To let your customers follow your online store on Twitter:
  - Select **Show Twitter account**.
  - In the **Twitter username** field, enter your Twitter user name.
7. To save your changes, click **OK**.
8. Click **Publish**. The sharing options display on the product page.

## Setting up Google Shopping with Quick Shopping Cart

With Quick Shopping Cart®, you can set up a free price comparison service from Google® called Google Shopping™. It can increase traffic to your online store by making your products searchable on Google.com/shopping.

You can submit your products to Google Shopping through three main steps:

- Sign up for Google Merchant Center
- Create a Google Products Data Feed
- Configure Your Products for Google Shopping

We'll walk you through each step.

### Signing up for Google Merchant Center

Google requires that you sign up for Google Merchant Center to upload your data feed. You can sign up for Google Merchant Center through an existing Google account or create a new one.

#### To Sign up for Google Merchant Center

1. Go to Google Merchant Center, and then do one of the following:
  - Enter an existing Google account email address and password, and then click **Sign in**.
  - Click **Sign Up**.
2. Agree to Google's Terms of Service, and then enter your account information.
3. In your Merchant Center Dashboard, click **Data Feeds**, and then click **New Data Feed**.

4. Configure the following settings:

- **Target Country** — Select the Target Country using the currency you selected for your storefront. The feed will not function if you select a currency that does not have a matching Target Country.

**Note:** If you change the currency you use with Quick Shopping Cart, you must change your Target Country to one that uses the new currency.

- **Format** — Select **googlebase**.
- **Data feed filename** — Type an .xml file extension. The name can be whatever you like, and is required by Quick Shopping Cart.
- **File format** — Select XML.

5. In the left menu, click **Settings**, and then click **FTP**. The user name and password you use for this account is required in Quick Shopping Cart.

Now that your account is set up with Google, you're ready to create your data feed in Quick Shopping Cart.

## Creating a Google Products Data Feed

The Google Products data feed contains information about your products. The information is described in attributes that let your customers search and find your items.

**Note:** Google Shopping recommends identifying products' weights.

### To Create a Google Products Data Feed

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Promote** menu, in the **Visibility** section, click **Google Shopping**.
5. Click **Set Up**.

6. Enter the **FTP Username** and **FTP Password** that you specified in your Google Merchant Center account.
7. Enter the **File Name** for the data feed file you registered in your Google Merchant Center account.
8. Enter a **Source Code**. You can use the code to track incoming sales from the Google Products data feed and distinguish Google Products sales from other sales made through your storefront.
9. *Optional:* If you want to submit your data feed upon publishing your store, next to **Turn on data feed**, select **Yes**.
10. *Optional:* If you want to submit all your products to Google Shopping, select **Include all products in data feed**.
11. In **Verification Meta Tag Content**, enter the verification meta tag from your Google Webmaster account.

**Note:** Only enter the "content" section of the code, minus the quotes. For example, if your search engine generates the meta tag:

```
<meta name="google-site-verification"  
content="mIP6AbCCdEfghiJk_5KZGFIgcnf9QRStUVwXyo" />
```

You should only enter:

```
mIP6AbCCdEfghiJk_5KZGFIgcnf9QRStUVwXyo
```

12. Click **Save**.
13. Select the products you want to add to your data feed, and then click **OK**.

## Configuring Your Products for Google Shopping

To enhance the way your products display on Google Shopping, Google recommends you enter a Google product category for each of your products. You can enter it individually through the Product Editor or in bulk using a Microsoft® Excel® spreadsheet template. If you're using the *Apparel & Accessories* Google product category, you're required to enter additional information.

### To Configure Your Products for Google Shopping

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. To configure your products individually, do the following:
  1. From the **Promote** menu, in the **Visibility** section, click **Google Shopping**.
  2. Click one of your product names to edit.
  3. Go to the Google product category attribute page, and then select a category from the **Browse the Google product taxonomy** section that best describes your product. You can also expand categories to find a more specific one that better describes your product.
  4. Once you select your category, copy it from the box labeled **Text**.

**Note:** Only copy the category, minus the quotes. For example, if your selection generates:

```
"Apparel & Accessories > Clothing > Pants > Jeans"
```

You should only copy:

```
Apparel & Accessories > Clothing > Pants > Jeans
```

5. From the product editor in Quick Shopping Cart, click **Advanced Info/Display**.
6. In the **Display** section, select **Show in Google Shopping**.

7. Next to **Google Product Category**, enter the category you copied from the Google product category attribute page.

**Note:** Unless using the *Apparel & Accessories* Google product category, the following fields are optional.

- To specify your product's target age group, next to **Age Group**, type either **Adult** or **Kids**.
- To specify your product's target gender, next to **Gender**, type either **Male**, **Female**, or **Unisex**.
- To specify the color of your product, next to **Color**, enter a color value. For example, you can enter **Blue**.
- To specify the size of your product, next to **Size**, enter a size value. For example, you can enter **XL**.

8. Click **OK**.

5. To configure your products in bulk, do the following:

1. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
2. Select the **Products** tab, click **Download**, and then click **Full**.
3. Select the Microsoft Excel version you want to use for export, and then click **OK**.
4. Select if you want to open or save the Excel file, and then click **OK**.
5. In the **Google Shopping** column, enter **Yes** or **No** to identify which products you want to display on Google Shopping.

6. In the **Google Product Category** column, enter categories you copy from the Google product category attribute page.

**Note:** Unless using the *Apparel & Accessories* Google product category, the following fields are optional.

- To specify your products' target age group, in the **Google Age Group** column, type either **Adult** or **Kids**.
  - To specify your products' target gender, in the **Google Gender** column, type either **Male**, **Female**, or **Unisex**.
  - To specify the color of your products, in the **Google Color** column, enter a color value. For example, you can enter **Blue**.
  - To specify the size of your products, in the **Google Size** column, enter a size value. For example, you can enter **XL**.
7. Save the file.
  8. From the **Updates & Exports** page in Quick Shopping Cart, click **Import**, and then click **Full**.
  9. Click **Browse**, select the Excel file you saved, and then click **Open**.
  10. Click **Import**.

6. Publish your Quick Shopping Cart storefront for your changes to take effect.

Google updated the information it requires to place your products on Google Shopping; now, you must designate at least one of the following on your products:

## To Update Your Google Shopping Account

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.

4. Hover over **Promote**, and then click **Google Shopping**.
5. Click **Advanced Info/Display**, and enter at least one of the following:
  - Manufacturer and Manufacturer's number
  - A UPC barcode (Universal Product Code)
  - ISBN (International Standard Book Number)
  - EAN (European Article Number or International Article Number)

## Customizing your mobile storefront

Customers might be more likely to make a purchase at a website if they have a mobile-friendly version. Quick Shopping Cart® gives you a mobile storefront so your customers can purchase products directly from mobile devices.

### To Customize Your Mobile Storefront

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to the **Design** section, and then click **Mobile Storefront**.
3. To add a mobile logo, do the following:
  - From the **General** tab, click **Upload**.
  - Select an image, and then click **Open**.

**Note:** The dimensions for mobile logos are 40x40 pixels.

4. To modify colors, do the following:
  - Go to the **Colors** section:
    - Next to **Primary Color**, click the color picker, and then select a color.
    - Next to **Secondary Color**, click the color picker, and then select a color.
5. To add text at the bottom of your mobile pages, go to the **Footer Text** section, and then enter text.

6. To create a welcome message, do the following:
  - Go to the **Home Screen** tab.
  - In the **Introduction** section, enter text..
7. *Optional:* To edit the style of your mobile storefront by modifying its cascading style sheet, go to the **Advanced CSS** tab, and then enter your CSS code.

**Note:** We recommend that you have experience editing cascading style sheets before using the Advanced CSS feature.

8. Click **Save**.

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  - **Target Country** — Select the Target Country using the currency you selected for your storefront. The feed will not function if you select a currency that does not have a matching Target Country.

**Note:** If you change the currency you use with Quick Shopping Cart, you must change your Target Country to one that uses the new currency.

  - **Format** — Select **googlebase**.
  - **Data feed filename** — Type an .xml file extension. The name can be whatever you like, and is required by Quick Shopping Cart.
  - **File format** — Select XML.
5. In the left menu, click **Settings**, and then click **FTP**. The user name and password you use for this account is required in Quick Shopping Cart.

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5. Click **Set Up**.
6. Enter the **FTP Username** and **FTP Password** that you specified in your Google Merchant Center account.
7. Enter the **File Name** for the data feed file you registered in your Google Merchant Center account.
8. Enter a **Source Code**. You can use the code to track incoming sales from the Google Products data feed and distinguish Google Products sales from other sales made through your storefront.
9. *Optional:* If you want to submit your data feed upon publishing your store, next to **Turn on data feed**, select **Yes**.
10. *Optional:* If you want to submit all your products to Google Shopping, select **Include all products in data feed**.

11. In **Verification Meta Tag Content**, enter the verification meta tag from your Google Webmaster account.

**Note:** Only enter the "content" section of the code, minus the quotes. For example, if your search engine generates the meta tag:

```
<meta name="google-site-verification"  
content="mIP6AbCCdEfghiJk_5KZGFIgcnf9QRStUVwXyo" />
```

You should only enter:

```
mIP6AbCCdEfghiJk_5KZGFIgcnf9QRStUVwXyo
```

12. Click **Save**.
13. Select the products you want to add to your data feed, and then click **OK**.

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To enhance the way your products display on Google Shopping, Google recommends you enter a Google product category for each of your products. You can enter it individually through the Product Editor or in bulk using a Microsoft® Excel® spreadsheet template. If you're using the *Apparel & Accessories* Google product category, you're required to enter additional information.

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1. Log in to your account.
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3. Next to the account you want to use, click **Manage**.

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  1. From the **Promote** menu, in the **Visibility** section, click **Google Shopping**.
  2. Click one of your product names to edit.
  3. Go to the Google product category attribute page, and then select a category from the **Browse the Google product taxonomy** section that best describes your product. You can also expand categories to find a more specific one that better describes your product.
  4. Once you select your category, copy it from the box labeled **Text**.

**Note:** Only copy the category, minus the quotes. For example, if your selection generates:

"Apparel & Accessories > Clothing > Pants > Jeans"

You should only copy:

Apparel & Accessories > Clothing > Pants > Jeans

5. From the product editor in Quick Shopping Cart, click **Advanced Info/Display**.
6. In the **Display** section, select **Show in Google Shopping**.
7. Next to **Google Product Category**, enter the category you copied from the Google product category attribute page.

**Note:** Unless using the *Apparel & Accessories* Google product category, the following fields are optional.

- To specify your product's target age group, next to **Age Group**, type either **Adult** or **Kids**.
  - To specify your product's target gender, next to **Gender**, type either **Male**, **Female**, or **Unisex**.
  - To specify the color of your product, next to **Color**, enter a color value. For example, you can enter **Blue**.
  - To specify the size of your product, next to **Size**, enter a size value. For example, you can enter **XL**.
8. Click **OK**.

5. To configure your products in bulk, do the following:
  1. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
  2. Select the **Products** tab, click **Download**, and then click **Full**.
  3. Select the Microsoft Excel version you want to use for export, and then click **OK**.
  4. Select if you want to open or save the Excel file, and then click **OK**.
  5. In the **Google Shopping** column, enter **Yes** or **No** to identify which products you want to display on Google Shopping.
  6. In the **Google Product Category** column, enter categories you copy from the Google product category attribute page.

**Note:** Unless using the *Apparel & Accessories* Google product category, the following fields are optional.

- To specify your products' target age group, in the **Google Age Group** column, type either **Adult** or **Kids**.
  - To specify your products' target gender, in the **Google Gender** column, type either **Male**, **Female**, or **Unisex**.
  - To specify the color of your products, in the **Google Color** column, enter a color value. For example, you can enter **Blue**.
  - To specify the size of your products, in the **Google Size** column, enter a size value. For example, you can enter **XL**.
7. Save the file.
  8. From the **Updates & Exports** page in Quick Shopping Cart, click **Import**, and then click **Full**.
  9. Click **Browse**, select the Excel file you saved, and then click **Open**.
  10. Click **Import**.
6. Publish your Quick Shopping Cart storefront for your changes to take effect.

Google updated the information it requires to place your products on Google Shopping; now, you must designate at least one of the following on your products:

## To Update Your Google Shopping Account

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. Hover over **Promote**, and then click **Google Shopping**.
5. Click **Advanced Info/Display**, and enter at least one of the following:
  - Manufacturer and Manufacturer's number
  - A UPC barcode (Universal Product Code)
  - ISBN (International Standard Book Number)
  - EAN (European Article Number or International Article Number)

For more information about what information Google requests to place your products on Google Shopping, see their [Product Feed Specification](#) page.

## Enabling a mobile version

In Quick Shopping Cart®, you can expand the visibility of your online store by enabling a mobile version. It lets shoppers easily view your online store on mobile devices.

With Deluxe and Premium accounts, you can customize your mobile storefront to attract more mobile shoppers.

### To Enable a Mobile Version of Your Online Store

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to the **Design** section, and then click **Mobile Storefront**.
3. Click **Turn on mobile Web store**.
4. Click **OK**.

**Note:** If you need to disable your mobile storefront, from the Mobile Storefront page, click **Turn off mobile Web store**.

## Managing coupons

The coupon manager within Quick Shopping Cart® lets you create and issue product coupons that customers can apply to the order total.

**Note:** Tax is calculated on the discounted subtotal if Flat Tax or State-based Tax are enabled in the Quick Shopping Cart Tax Manager. If VAT is enabled, tax is calculated per product first and then the coupon discount is applied to the taxed subtotal.

### Creating Coupons

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, click **Add Coupon**.
5. Complete the fields.
6. When finished, click **OK**.

### Copying Coupons

You can copy a coupon to create a new coupon based on the selected coupon.

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, click **Manage Coupons**.
5. In the coupon list, under **Actions**, click the **Copy** icon next to the coupon you want to copy.

6. The **Coupon Details** page opens for the new coupon. All of the fields and selections are identical to the original coupon with the exception of the **Code** field, which is blank.
7. Enter a new **Coupon Code**. (You can also make any other changes necessary at this time.)
8. Click **OK**.

## Editing Coupons

You can make changes to your coupons at any time.

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, click **Manage Coupons**.
5. In the coupon list, under **Actions**, click the **Edit** icon next to the coupon you want to modify.
6. The **Coupon Details** page opens for the coupon.
7. Make any changes necessary at this time, and then click **OK**.

## Searching Coupons

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Promote** menu, in the **Marketing** section, click **Manage Coupons**.
5. In the **Search for Coupons** section, select the criteria by which you want to search for coupons.

**Type**

Coupons of a specified type.

**Coupon Code**

Coupons based on a full or partial coupon code.

**Description**

Coupons based on a full or partial description.

**Status**

Coupons with a specified status.

**Combinable**

Coupons that can be combined with other coupons.

**Expires on/after**

Coupons with a specified expiration date.

6. Click **Go**.

## Deleting Coupons

You can delete a coupon at any time.

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, click **Manage Coupons**.

5. In the coupon list, under **Actions**, click the **Delete** icon next to the coupon you want to remove.
6. A confirmation message opens, verifying that you want to delete the selected coupon.
7. Click **OK** to delete the coupon.

When you delete a coupon, its record is deleted from the database. Therefore, the coupon code is not accepted if it is entered at checkout, and the coupon no longer displays as an entry in the **Coupon Manager** screen. If you want to keep the coupon but make it unavailable to shoppers, you can change the status to Inactive.

## Adding Free Shipping Coupons

You can only add a coupon for Free Shipping if you select one or more shipping options.

### To Add Free Shipping Coupons

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, click **Add Coupon**.
5. Complete the following:
  1. In the **Code** field, specify the coupon code.
  2. In the **Description** field, enter a description of the coupon.
  3. From the **Status** list, specify whether you want the coupon to be **Active** or **Inactive**.
  4. From the **Type** area, select **Free Shipping & Handling**, and then select a shipping option.

5. If you enabled Custom Shipping Options, from the **Coverage Outside US** area, allow free shipping to Canada and APO/FPO addresses by selecting the checkboxes for those options. To prevent free shipping for those addresses, clear the checkboxes.
  6. If you want to specify a minimum purchase amount to receive free shipping and handling, from the **Redemption Requirements** area, select **Minimum purchase required**, and then enter the minimum amount.
  7. In the **Comments** field, enter comments regarding the coupon, if any.
6. Click **OK**.

## Setting up Google Shopping with Quick Shopping Cart

With Quick Shopping Cart®, you can set up a free price comparison service from Google® called Google Shopping™. It can increase traffic to your online store by making your products searchable on Google.com/shopping.

You can submit your products to Google Shopping through three main steps:

- Sign up for Google Merchant Center
- Create a Google Products Data Feed
- Configure Your Products for Google Shopping

We'll walk you through each step.

## Signing up for Google Merchant Center

Google requires that you sign up for Google Merchant Center to upload your data feed. You can sign up for Google Merchant Center through an existing Google account or create a new one.

### To Sign up for Google Merchant Center

1. Go to Google Merchant Center, and then do one of the following:
  - o Enter an existing Google account email address and password, and then click **Sign in**.
  - o Click **Sign Up**.
2. Agree to Google's Terms of Service, and then enter your account information.
3. In your Merchant Center Dashboard, click **Data Feeds**, and then click **New Data Feed**.
4. Configure the following settings:
  - o **Target Country** — Select the Target Country using the currency you selected for your storefront. The feed will not function if you select a currency that does not have a matching Target Country.

**Note:** If you change the currency you use with Quick Shopping Cart, you must change your Target Country to one that uses the new currency.

  - o **Format** — Select **googlebase**.
  - o **Data feed filename** — Type an .xml file extension. The name can be whatever you like, and is required by Quick Shopping Cart.
  - o **File format** — Select XML.
5. In the left menu, click **Settings**, and then click **FTP**. The user name and password you use for this account is required in Quick Shopping Cart.

Now that your account is set up with Google, you're ready to create your data feed in Quick Shopping Cart.

## Creating a Google Products Data Feed

The Google Products data feed contains information about your products. The information is described in attributes that let your customers search and find your items.

**Note:** Google Shopping recommends identifying products' weights.

### To Create a Google Products Data Feed

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Promote** menu, in the **Visibility** section, click **Google Shopping**.
5. Click **Set Up**.
6. Enter the **FTP Username** and **FTP Password** that you specified in your Google Merchant Center account.
7. Enter the **File Name** for the data feed file you registered in your Google Merchant Center account.
8. Enter a **Source Code**. You can use the code to track incoming sales from the Google Products data feed and distinguish Google Products sales from other sales made through your storefront.
9. *Optional:* If you want to submit your data feed upon publishing your store, next to **Turn on data feed**, select **Yes**.
10. *Optional:* If you want to submit all your products to Google Shopping, select **Include all products in data feed**.

11. In **Verification Meta Tag Content**, enter the verification meta tag from your Google Webmaster account.

**Note:** Only enter the "content" section of the code, minus the quotes. For example, if your search engine generates the meta tag:

```
<meta name="google-site-verification"  
content="mIP6AbCCdEfghiJk_5KZGFIgcnf9QRStUVwXyo" />
```

You should only enter:

```
mIP6AbCCdEfghiJk_5KZGFIgcnf9QRStUVwXyo
```

12. Click **Save**.
13. Select the products you want to add to your data feed, and then click **OK**.

## Configuring Your Products for Google Shopping

To enhance the way your products display on Google Shopping, Google recommends you enter a Google product category for each of your products. You can enter it individually through the Product Editor or in bulk using a Microsoft® Excel® spreadsheet template. If you're using the *Apparel & Accessories* Google product category, you're required to enter additional information.

### To Configure Your Products for Google Shopping

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. To configure your products individually, do the following:
  1. From the **Promote** menu, in the **Visibility** section, click **Google Shopping**.
  2. Click one of your product names to edit.

3. Go to the Google product category attribute page, and then select a category from the **Browse the Google product taxonomy** section that best describes your product. You can also expand categories to find a more specific one that better describes your product.
4. Once you select your category, copy it from the box labeled **Text**.

**Note:** Only copy the category, minus the quotes. For example, if your selection generates:

"Apparel & Accessories > Clothing > Pants > Jeans"

You should only copy:

Apparel & Accessories > Clothing > Pants > Jeans

5. From the product editor in Quick Shopping Cart, click **Advanced Info/Display**.
6. In the **Display** section, select **Show in Google Shopping**.
7. Next to **Google Product Category**, enter the category you copied from the Google product category attribute page.

**Note:** Unless using the *Apparel & Accessories* Google product category, the following fields are optional.

- To specify your product's target age group, next to **Age Group**, type either **Adult** or **Kids**.
- To specify your product's target gender, next to **Gender**, type either **Male**, **Female**, or **Unisex**.
- To specify the color of your product, next to **Color**, enter a color value. For example, you can enter **Blue**.
- To specify the size of your product, next to **Size**, enter a size value. For example, you can enter **XL**.

8. Click **OK**.
5. To configure your products in bulk, do the following:
  1. From the **Manage** menu, in the **Catalog** section, click **Updates & Exports**.
  2. Select the **Products** tab, click **Download**, and then click **Full**.
  3. Select the Microsoft Excel version you want to use for export, and then click **OK**.
  4. Select if you want to open or save the Excel file, and then click **OK**.

5. In the **Google Shopping** column, enter **Yes** or **No** to identify which products you want to display on Google Shopping.
6. In the **Google Product Category** column, enter categories you copy from the Google product category attribute page.

**Note:** Unless using the *Apparel & Accessories* Google product category, the following fields are optional.

- To specify your products' target age group, in the **Google Age Group** column, type either **Adult** or **Kids**.
  - To specify your products' target gender, in the **Google Gender** column, type either **Male**, **Female**, or **Unisex**.
  - To specify the color of your products, in the **Google Color** column, enter a color value. For example, you can enter **Blue**.
  - To specify the size of your products, in the **Google Size** column, enter a size value. For example, you can enter **XL**.
7. Save the file.
  8. From the **Updates & Exports** page in Quick Shopping Cart, click **Import**, and then click **Full**.
  9. Click **Browse**, select the Excel file you saved, and then click **Open**.
  10. Click **Import**.

6. Publish your Quick Shopping Cart storefront for your changes to take effect.

Google updated the information it requires to place your products on Google Shopping; now, you must designate at least one of the following on your products:

## To Update Your Google Shopping Account

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.

4. Hover over **Promote**, and then click **Google Shopping**.
5. Click **Advanced Info/Display**, and enter at least one of the following:
  - Manufacturer and Manufacturer's number
  - A UPC barcode (Universal Product Code)
  - ISBN (International Standard Book Number)
  - EAN (European Article Number or International Article Number)

For more information about what information Google requests to place your products on Google Shopping, see their Product Feed Specification page.

## Sharing Your Store on Social Media Networks

Quick Shopping Cart® lets you share your store on social media networks such as Facebook®, and Twitter®. First, you must enable sharing for your account.

When you're ready to publish your store online, you can easily post your store's URL to your social media profile pages.

To Share Your Store on Social Media Networks

1. Log in to your Quick Shopping Cart account.
2. Click **Publish**, and then click **Start Publish**.

**Note:** You can only publish your store if it's your first time publishing or if you made changes to your storefront.

3. Once your publish completes, click **Share**, and then select one of the following:
  - **Facebook** — Posts your store to your Facebook wall.
    - Click **Post to Facebook**, enter the email address and password for your Facebook account, and then click **Log In**.
  - **Twitter** — Posts your store to your Twitter page.
    - Click **Tweet**, enter the email address and password for your Twitter account, and then click **Connect**.

## Using Conversion Tracking for Site Promotion in Quick Shopping Cart

Quick Shopping Cart's conversion tracking measures the action of a user who clicks on one of your ads and whether the action results in a purchase.

You can set up conversion tracking to track the effectiveness of your Google® AdWords®. When your customer completes a Quick Shopping Cart purchase, a message is sent to the advertiser's conversion tracking server, where you can see conversion statistics.

### Purchasing Conversion Tracking with Google® AdWords

To enable purchase conversion tracking for Google® AdWords, enter the conversion ID that Google® gave you. After you add the ID, Quick Shopping Cart dynamically generates the JavaScript necessary to enable purchase conversion tracking on your customer's invoice when completing a purchase.

**Note:** When generating your Google® conversion ID, select Purchase/Sale in the Google® AdWords Conversion Tracking setup. Additionally, even though the Google® instructions tell you to copy all of the code in the box, you only need to copy the ID in the `google_conversion_id` line. You use the ID to set up conversion tracking with Google®.

### To Set Up Conversion Tracking for Google® AdWords

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, go to the **Marketing** section, and then select **Conversion Tracking**.
5. In the **Google AdWords ID** field, enter the conversion ID that Google® gave you.
6. Click **OK**.

## Using Free Shipping for Site Promotion

You can give customers free shipping incentives to shop at your Quick Shopping Cart store. By using this free shipping method, customers don't have to enter a coupon code when checking out because Quick Shopping Cart automatically subtracts the shipping amount from the order total.

You can set up free shipping with a specific shipping method, which allows you to set the rules that govern free shipping, such as the minimum amount that qualifies for free shipping and the dates you want to make free shipping available.

When you create a free shipping promotion for one of your published shipping methods, you do not need to republish the website to make the free shipping promotion active. The free shipping promotion is based on a shipping method that you already published. However, if you disable a shipping method, you must republish the website to disable the shipping method for your store.

Before you can create a free shipping promotion, you must:

- Enable the shipping methods you want to use to ship products. For more information about shipping, see **Providing Shipping Options**.
- Activate your shipping methods by publishing your site. For more information about publishing your site, see **Publishing Your Storefront**.

**Note:** For Intuit® QuickBooks® users, when you apply a free shipping promotion, the QuickBooks Shipping discount is the same as the discount used for free shipping coupons.

### To Add a Free Shipping Promotion

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Promote** menu, in the **Marketing** section, click **Free Shipping**.
5. Click the **Edit** icon for the shipping method to which you want to add free shipping.

6. From the **Status** list, select **Active**.
7. From the **Minimum Purchase** section, perform one of the following actions:
  - To specify a minimum purchase requirement, select **Amount** and specify the minimum amount that qualifies for free shipping.
  - To prevent a minimum purchase requirement, select **Not Required**.
8. From the **Valid Dates** section, perform one of the following actions:
  - To specify a date range for free shipping, select **Valid from**, and then specify the start and end date for free shipping.

**Note:** You can click the calendar icon to easily select specific dates. In the Select Date window, click the month and year to select a specific period, the forward/backward arrows to move one month at a time, or click a specific day, and then click **Select**.

  - To avoid assigning a date range, select **Always valid**.
9. From the **Maximum Number of Uses** section, select one of the following options:
  - To avoid limiting the number of free shipping transactions, select **Unlimited Uses**.
  - To specify the maximum number of free shipping transactions, select **Limited to**, and then specify the number you want to allow.
10. Click **Save**.

## To Remove a Free Shipping Promotion

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Promote** menu, in the **Marketing** section, click **Free Shipping**.
5. Click the **Edit** icon for the shipping method you want to remove free shipping from.
6. From the **Status** list, select **Inactive**.
7. Click **Save**.

## Providing Shipping Options

Providing your Quick Shopping Cart storefront customers with a variety of options when it comes to shipping an order is an important way to close the sale. Many shoppers cancel their purchase if they are not satisfied with the shipping options provided.

When shoppers purchase an item, they are presented with the shipping options you define, and the total order charges include a "Shipping" charge. When using FedEx, UPS, or USPS, you can specify whether the shipping is calculated for each item shipping individually or for multiple items packaged together. You can also establish a handling fee to apply to all orders.

Shipping is configured in two ways: as available to all products in your catalog and on a product-by-product basis. If you elect to provide shipping available to all products, all selected options are presented to the shopper. If you elect to not provide shipping, no options are available. It is important to accurately define the weight and dimensions of each product when you add a product to your catalog because those settings are used to calculate the shipping charge to your customers.

### Shipping Multiple Items

You can set up UPS or United States Postal Service shipping to calculate rates for multiple items shipping in the same package. When you select this shipping option, you must:

- Define the package sizes you use to ship.
- Indicate, for each product in your catalog, whether to charge for shipping.
- Indicate, for each product in your catalog, whether the item ships in its own package.
- Accurately define the weight and dimensions of each product.

To get the multi-item rates, Quick Shopping Cart uses your package dimensions and the product dimensions to "pack" as many items that a package holds, then it starts to "pack" a new package. When all items in the order are accounted for, Quick Shopping Cart sends this information to the rate servers to get a shipping quote.

If the items you are shipping require padding or other packing materials, account for this in the product dimensions. For example, if you have a porcelain figurine that is 4" x 4" x 4", you may want to specify the product dimensions as 6" x 6" x 6".

**Note:** If you select to ship multiple products in the same package, you need to configure the maximum weight and size you can use. Items are packed automatically based on declared item volume and declared box volume. Items exceeding max box weight or size ship separately.

When you receive an order, the **Order Detail** screen displays the number of packages and the package contents that Quick Shopping Cart used to charge shipping rates. This gives you an idea of how the rates were determined. Of course, how you actually package and ship the items is up to you. You may want to run some tests and fine-tune your product dimensions to get shipping rates as close as possible to what the actual shipping costs are.

## Using meta tags for promotion

Custom meta tags allow you to specify the content of the Title tag and the Description and Keywords meta tags for your Quick Shopping Cart storefront's home page. Meta tags play an important role in search engine optimization. Although some of the major search engines are focusing less on these page elements than they used to, well-composed meta content is an integral part of any well-optimized Web page.

## Configuring Webmaster Tools

Quick Shopping Cart supports configuration of the Webmaster Tools verification meta tags from Microsoft®, Yahoo!®, and Google®. Configuring such meta tags allows you to view your site statistics and to see how these search engines look at your site.

To use any of these Webmaster Tools on your Quick Shopping Cart site, you must verify with the specific search engine that you own the site. You verify this information by adding meta tag content, provided by the search engine, to your Quick Shopping Cart site.

Configuring Webmaster Tools requires you to generate meta tag content from the search engine, copy the meta tag content to your Quick Shopping Cart, and then verify the site.

## Defining Webmaster Tools Information

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Visibility** section, click **Webmaster Tools**.
5. In the **Define Webmaster Tools Information** section, enter the title, description, keywords, and any meta tag content.

### **Title (required)**

The title tag is dynamically created with the contents of this field, as well as information taken automatically from the storefront. This is a required field. If left blank, it defaults to the company name.

### **Description**

Explain, briefly and concisely, the contents of the site. The description cannot exceed 250 characters, including spaces.

### **Keywords**

Define a comma-delimited list of keywords that may help search engines rank your site's relevance to a particular search query. This field accepts a maximum of 1000 characters, including commas and spaces.

### **Generate robots.txt file**

Allows you to specify whether you want to use a robots.txt file. A robots.txt file is a plain text file that tells search engines what content you do not want them to index.

### **Microsoft® Bing Webmaster Tools Verification Metatag Content**

Enter the meta tag information provided by Microsoft. To get started with Microsoft Bing, go to <http://www.bing.com/webmaster>.

## Google® Webmaster Tools Verification Metatag Content

Enter the meta tag information provided by Google. To get started with Google Webmaster Tools, go to <http://www.google.com/webmasters/sitemaps>.

## Google® Webmaster Tools Sitemap

Upload a Google sitemap. To get started with creating a Google sitemap, go to <http://www.google.com/webmasters/sitemaps>.

**Note:** When adding meta tag content, only copy and paste the "content" section of the code. For example, if your search engine generates the meta tag:

```
<meta name="verify-v1" content="X/N0rc/9BipqP3FYzZSURSPkK1E9nD5cgSfz94rxMsg=" />
```

you would only copy:

```
X/N0rc/9BipqP3FYzZSURSPkK1E9nD5cgSfz94rxMsg=
```

6. Click **Save**.
7. Publish your store.

## To Add Webmaster Tools Meta Tag Content to Your Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Visibility** section, click **Webmaster Tools**.

5. Within the Microsoft, Yahoo!, or Google Webmaster Tools sections, paste the meta tag content that your search engine provided into the **Verification Metatag Content** field.

**Note:** Only copy and paste the "content" section of the code. For example, if your search engine generates the meta tag:

```
<meta name="verify-v1"  
content="X/N0rc/9BipqP3FYzZSURSPkK1E9nD5cgSfz94rxMsg=" />
```

you would only copy:

```
X/N0rc/9BipqP3FYzZSURSPkK1E9nD5cgSfz94rxMsg=
```

6. Click **Save**.
7. Publish your store.

## Using Site Links for Store Promotion

Site Links automatically generate URL listings for pages in your Quick Shopping Cart® store. You can then copy the URL and place it as a link on other websites, in advertising, or anywhere else that uses links.

You can also add source code to your links for tracking (tagging) purposes and generate links for coupons you create.

### To Create Site Links

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Promote** menu, in the **Visibility** section, click **Site Links**.

5. Select the type of link to create:
  - **Home Page** — Links directly to your store's Home page.
  - **Showcase Product** — Links to a page displaying a particular product you select.
  - **Showcase Category** — Links to a page displaying a particular category you select.
  - **Store Search** — Links to your Store Search page. If you want your Store Search page to display a specific search result, enter a search term.
6. If you want to generate a link for tracking purposes, select **Use Source Code**, and then enter a unique source code for the link.

**Note:** You can use any characters to create source codes to identify what each source code represents. For example, you can create a source code of *Yahoo001* to represent your first ad on Yahoo.

7. If you want to generate a link for a coupon you created, select **Use Coupon Code**, and then select a coupon.

**Note:** Your Site Link displays at the bottom of the page in the **Generated Link** section.

## Walkthrough: Coupon Examples in Quick Shopping Cart

You can create coupons that discount products, product categories, and specific manufacturers. The following examples assume you are selling T-shirts, but work for any product you may be selling.

**Note:** Creating coupons for products, product categories, and manufacturers is only possible in Deluxe and Premium Quick Shopping Cart® accounts. Economy accounts can create coupons to apply to the total order and to offer free shipping, only.

### Discounting Individual Products

You can discount up to 250 different individual products. Or, you can specify up to 250 products you don't want to discount.

If you specify which products you don't want discounted, every other product in your store has the discount applied to it when someone uses the coupon.

### To Set Up a Coupon that Discounts One Product

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, click **Add Coupons**.
5. Complete the fields in the **Identification** and **Availability** sections.
6. In the **Discount** section, from the **Type** field, select **Amount Off Product** or **Percent Off Product**.

7. Specify the discount amount or percent.
8. From the **Discount Restrictions** section, in the **Restrict discount based on** field, select **Product**.

**Note:** If you select **Limit number of products that will receive discount**, the coupon applies to a limited number of applicable items. For example, enter **2** and only two applicable T-shirts are discounted, per order. Subsequent T-shirt purchases are full price.

9. In the **Selected products will be** field, select **Included**.

**Note:** If you want to discount the majority of your products, with the exception of just a few, select **Excluded**. Then specify the products that you don't want discounted. Keep in mind that any new products you add will be discounted.

10. In the **Search by Title or SKU** field, enter the Title or SKU of the product that you want to discount.
11. Select the product you want to discount and then click **Add**.
12. In the **Redemption Requirements** section, specify whether a minimum purchase is required.
13. Click **OK**.

## Discounting Products in a Category

You can discount Products in a category. You could, for example, discount all men's T-shirts. When discounting categories with a coupon, you can specify whether you want to discount any sub-categories as well.

### To Set Up a Coupon that Discounts a Product Category

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, click **Add Coupons**.

5. Complete the fields in the **Identification** and **Availability** sections.
6. In the **Discount** section, from the **Type** field, select **Amount Off Product** or **Percent Off Product**.
7. Specify the discount amount or percent.
8. From the **Discount Restrictions** section, in the **Restrict discount based on** field, select **Category**.

**Note:** If you select **Limit number of products that will receive discount**, the coupon applies to a limited number of applicable items. For example, enter **2** and only two T-shirts from the Men's T-Shirt category are discounted, per order. Subsequent T-shirt purchases are full price.

9. Select the category to which you want to apply the discount.
10. In the **Redemption Requirements** section, specify whether a minimum purchase is required.
11. Click **OK**.

## Discounting Products Made by a Particular Manufacturer

You can discount Products by a manufacturer, if you are classifying your products by manufacturer when adding them to Quick Shopping Cart. You might use a coupon like this if a manufacturer reduces their prices and you want to pass the savings on to your customers.

### To Discount Products Made by a Particular Manufacturer

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, click **Add Coupons**.
5. Complete the fields in the **Identification** and **Availability** sections.

6. In the **Discount** section, from the **Type** field, select **Amount Off Product** or **Percent Off Product**.
7. Specify the discount amount or percent.
8. From the **Discount Restrictions** section, in the **Restrict discount based on** field, select **Manufacturer**.

**Note:** If you select **Limit number of products that will receive discount**, the coupon applies to a limited number of applicable items. For example, enter **2** and only two applicable T-shirts are discounted, per order. Subsequent T-shirt purchases are full price.

9. In the **Selected manufacturers will be** field, select **Included**.

**Warning:** If you create a coupon that excludes certain manufacturers, be advised that any new manufacturers you create are eligible for the coupon.

10. Select a manufacturer and click the button to move it left or right, into the Available or Selected column, respectively.
11. In the **Redemption Requirements** section, specify whether a minimum purchase is required.
12. Click **OK**.

## What is Affiliate Marketing?

Affiliate marketing is an Internet marketing strategy in which an organization rewards affiliates for marketing efforts that direct clients and draw business to the organization. You can use affiliate marketing with your Quick Shopping Cart® storefront to find and retain customers, manage your search marketing investments, and direct your lead generation campaigns.

Affiliate organizations include individuals, organizations and businesses, networks, management companies, third party vendors, and other affiliates that promote the products and services of their partners. To keep up with the rapidly advancing online marketing industry, many organizations are employing the innovation and experience of such resources for affiliate marketing solutions.

To assist you with establishing and expanding your affiliate marketing program, you can sign up with full-service marketing solutions offered by LinkShare® and ShareASale™.

## Using LinkShare

LinkShare™ is a full-service online marketing solution that assists you with Search (SEM), Lead Generation, and Affiliate Marketing. You can use LinkShare with your Quick Shopping Cart® storefront to find and retain customers, manage your search marketing investments, direct your lead generation campaigns, and to establish and expand your affiliate marketing program.

When you sign up with LinkShare, you will work closely with a specific representative to establish a specific solution based on your business' needs and expectations. After setting up LinkShare, you can use the *Total Sales By Source Codes* report to obtain information about completed orders that originated from a LinkShare affiliate marketer.

**Note:** Canceling or refunding an order in Quick Shopping Cart that originally generated a commission to LinkShare will accordingly send a commission cancellation notification to LinkShare. However, LinkShare has a 90-day time limit for canceling orders. We send the cancellation regardless of the time limit, but we can't guarantee LinkShare will process outside the time limit.

## Using ShareASale

ShareASale™ is a full-service online marketing solution that assists you with Search (SEM), Lead Generation, and Affiliate Marketing. You can use ShareASale with your Quick Shopping Cart® storefront to find and retain customers, manage your search marketing investments, direct your lead generation campaigns, and to establish and expand your affiliate marketing program.

When you sign up with ShareASale, you will work closely with a specific representative to establish a specific solution based on your business' needs and expectations. After setting up ShareASale account, you can use the *Total Sales By Source Codes* report to obtain information about completed orders that originated from a Share-A-Sale affiliate marketer.

**Note:** Canceling or refunding an order in Quick Shopping Cart that originally generated a commission to ShareASale sends a commission cancellation notification to ShareASale. ShareASale Commission payments become final on the 20th of each month. If an order is canceled, the commission can be refunded if the cancellation occurs before the 20th of the month following the original sale date.

## Working With eBay Auction Manager

Quick Shopping Cart is a certified eBay listing tool. To list your products and services on eBay, you must sign up with eBay and secure an "Authentication Token" that is used by Quick Shopping Cart. This security measure is required by eBay and serves two purposes:

- Confirms to eBay that you grant Quick Shopping Cart permission to serve as your authorized "Listing Tool."
- Instructs Quick Shopping Cart as to how to communicate with eBay.

### Signing Up With eBay

To list your products on eBay, you must have an active eBay account. If you already have an account, you can use it for listing your products. If you do not have an eBay account, you have to establish one during this process.

### Requesting an eBay Authentication Token

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. From the **Promote** menu, in the **Visibility** section, click **eBay Auction Manager**.
5. Click **Get Started With eBay Now!**.
6. On the eBay website, sign in with your eBay User ID or register for an eBay account.
7. On the **Quick Shopping Cart Authorization** page, click **Agree and Continue**.

Once the token is authorized, the eBay website closes and the Quick Shopping Cart eBay Auction Manager page opens. From this page, you are ready to start listing your items and selling on eBay.

## Allowing Special Order Instructions

When placing orders through your Quick Shopping Cart storefront, shoppers can include special instructions as part of their order. The special instructions text box is available on the **Payment** page during the checkout process. As the merchant, you receive these instructions along with all other entered information when the order is placed.

## Creating address labels

Quick Shopping Cart can export information for creating generic address labels to Microsoft® Excel or Avery DesignPro.

These labels only provide the recipient's address. To print labels with shipping information, use the shipping label feature provided by your shipping company.

To Create Address Labels

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to **Orders**, and select **Manage Orders**.
5. Check the invoices containing addresses you want to print on shipping labels.
6. Click **Add to Address Labels**.
7. Click **Visit the Address Labels page**.
8. From **Tasks**, click either **Download to Avery** or **Download to Excel**, and then click **OK**.

To remove Address Labels, click **Clear Address List**.

## Customizing email templates

You can customize the automated — or template — notifications that Quick Shopping Cart® sends to the people who interact with your online store. For instance, your customers get emails when their orders ship or if their purchases refund. Your warehouses get emails when they need to ship orders.

Using template messages, you can enter custom text for the message subject line and the introductory and closing text. Customizing template messages is one way to create an identity for your online store.

Quick Shopping Cart currently sends the following emails automatically to your customers:

- **Order Has Been Placed** — Informs the customer you received an order.
- **Order Has Shipped** — Informs the customer an order shipped.
- **Order Has Been Modified** — Informs the customer an order was modified.
- **Order Canceled** — Informs the customer an order was cancelled
- **Shipment Status** — Informs the customer the status of an order.
- **Download is Available** — Informs the customer an awaited downloadable item is available
- **Reset Password** — Sent when a customer forgets a password and selects the password reset option. This e-mail contains a link and instructions for the customer to reset the login password.
- **Retrieve Password** — Sent when a customer forgets a password and selects the password retrieval option. This e-mail contains a link and instructions for the customer to retrieve the login password.
- **Purchase Refunded** — Informs the customer a purchase was refunded to their credit card or other payment source.
- **PayPal Purchase Refunded** — Informs the customer a purchase was refunded to the PayPal® account.
- **PayPal Payment Denied** — Informs the customer a PayPal payment was denied and the order is on hold until payment is received.

- **PayPal eCheck Payment Failed** — Informs the customer a PayPal eCheck payment failed and that the order is hold until payment is received.
- **Warehouse Order Notification** — Notifies a supplier warehouse that an order is ready to fill.
- **Ratings and Reviews** — Lets you request a review from a customer for items they purchased from your store.

## To Customize Email Templates

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, go to the **Operations** section, and then select **Email Templates**.
5. Next to the email template you want to customize, click the **Edit** icon.
6. Customize the email template.
7. To include text from your online store in the introduction or closing of the email, select the option — or segment of text — you want to insert. The variable automatically inserts when the email sends.
8. Click **OK**. The template is customized.

## Editing Orders in Quick Shopping Cart

Quick Shopping Cart® lets you edit the details of your orders. For example, you can adjust order subtotals and shipping amounts. You can also partially or completely refund payments, and re-calculate taxes.

You can view all the changes you have made from the History section of the editor.

Locate the orders you want to edit from the **Manage Orders** screen.

### Editing the Subtotal

Quick Shopping Cart lets you edit the total amount due for an order before you apply shipping charges.

#### To Edit the Subtotal

1. Log in to your Quick Shopping Cart account.
2. From the **Manage** drop-down menu, go to **Orders**, and select **Manage Orders**.
3. Check the orders you want to edit, and then click **edit**.
4. From the **Details** tab, under **Items**, click **Edit Subtotal** next to the order's subtotal.
5. In the **New Subtotal** field, enter the amount you want and check whether you want to **Recalculate taxes**, and then click **OK**.
6. Confirm the new amount and click **OK**.

## Editing Total Shipping

Quick Shopping Cart lets you edit the total shipping amount for an order.

### To Edit the Total Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Manage** drop-down menu, go to **Orders**, and select **Manage Orders**.
3. Check the orders you want to edit, and then click **edit**.
4. From the **Details** tab, under **Items**, click **Edit Total Shipping** next to the order's total shipping.
5. In the **New Total Shipping** field, enter the amount you want and check whether you want to **Recalculate taxes**, and then click **OK**.
6. Confirm the new amount and click **OK**.

## Editing Packages

Quick Shopping Cart lets you re-assign the products you are sending a customer to new packages.

### To Edit Packages

1. Log in to your Quick Shopping Cart account.
2. From the **Manage** drop-down menu, go to **Orders**, and select **Manage Orders**.
3. Check the orders you want to edit, and then click **edit**.

4. From the **Shipping** tab, under **Package**, click **Edit** next to the package you want to edit.
5. Find the **Item** you want to re-assign to the new package, and enter the quantity you want to re-assign in the **Quantity to package** field. The amount you enter will subtract from **Quantity ordered**.
6. Confirm the new amounts and click **OK**.

## Enabling FedEx Shipping Options in Quick Shopping Cart

When offering FedEx, rates are determined by weight with a minimum weight of 0.1 pounds. If the weight below the minimum, the shipping charge is calculated using the minimum weight.

### To Enable FedEx Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. Click **Set Up** for the **FedEx** option.
4. Accept the license agreement by selecting **I agree to the terms and conditions** at the bottom of the agreement, and then click **Next**.
5. Enter your contact information, and then click **OK**.
6. On the **Configure Shipping for FedEx** page, specify your shipping options.

**Note:** If you select to ship multiple products in the same package, you must configure the maximum weight and size you can use. Items are packed automatically based on declared item volume and declared box volume. Items exceeding max box weight or size ship separately.

7. In the Shipping Rules section, enter the following information:
  - **Domestic Handling Fee** — Enter a handling fee specific to domestic shipments, or enter 0.00 to charge no handling fee.
  - **International Handling Fee** — Enter a handling fee specific to international shipments, or enter 0.00 to charge no handling fee.
  - **Dropoff Type** — Select an option for dropping off packages.
  - **Shipper's Postal Code** — Enter your postal code.
  - **Primary Customer** — Select the primary customer.
  - **Rate Method** — Select an option for packaging your products.
8. Click **OK**.

To update your site with these changes, you need to publish it.

## Enabling International Shipping with Quick Shopping Cart

If you ship products to customers outside of the United States, you must enable International Shipping for your Quick Shopping Cart® storefront. However, to ensure that your international orders are shipped and processed successfully, it is important to make sure all settings are correct, including those for the product, shipping carrier, payment method, and tax.

**Note:** We currently support shipping merchandise to locations within the United States and U.S. territories, including Alaska, Hawaii, Puerto Rico, Guam, and the US Virgin Islands. Additionally, Quick Shopping Cart supports shipping to many international locations.

## Enabling International Shipping

For the international shipping options to display in your site settings, you must enable it in your Storefront Preferences.

### To Enable International Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, in the **Business Information** section, click **Store Preferences**.
3. From the **Checkout - Shipping Rules** tab, go to **International Shipping** section, and then select the countries outside the U.S. to which you ship. Click a country in the **Available** area and click >> to move it into the **Selected** area. Hold ctrl when clicking (command on a Mac) to select multiple countries.

**Note:** By default, all products support shipping to countries in the Selected column. If you do not want a particular product to ship to a country in the Selected column, specify the international shipping options on the product page for that product. See "Setting International Shipping Options Per Product" below.

4. Click **OK**.

## Setting Your Shipping Carrier for International Shipping

If you offer international shipping, you can enable either flat rate, FedEx, UPS, or custom shipping as your shipping option.

### To Set Your Shipping Carrier for International Shipping

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.

3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Operations** section, select **Shipping**.
5. Click **Set Up** next to the shipping option you want to configure.

## Setting International Shipping Options Per Product

When you enable international shipping, all products are shippable to all selected countries. If there are specific countries you do not want certain products to ship to, you can exclude them on a per-product basis.

### To Set Your International Shipping Options Per Product

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Catalog** section, click **Products**.
5. Next to the product you want to modify, click the **Edit** (pencil) icon.
6. Click the **Shipping/Inventory** tab.
7. Move countries that you do not want to ship to from the **Enabled** list to the **Disabled** list. Make sure countries you do want to ship to display in the **Enabled** list.
8. Click **OK**.

**Note:** We advise that you do not offer Free Shipping on products you ship internationally. It can be expensive when you are responsible for all international shipping charges.

## Setting Your Taxes for International Shipping

You can set tax rates for each country you've added to your shipping list.

### To Set Your Taxes for International Shipping

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Operations** section, select **Taxes**.
5. Select **Location-based tax**.
6. From the **Country** menu, select the country for which you want to set a tax rate.
7. Enter a tax rate. It is not necessary to include the "%" symbol when setting the Tax rate.
8. Click **OK**.

## Enabling U.S. Postal Service shipping

With Quick Shopping Cart®, offering United States Postal Service® (USPS) as a shipping method is very simple because you do not need to establish an account or register, and you can select this shipping method in combination with other methods.

Rates are determined by weight and are calculated in real-time, based on the most current shipping rate tables published by the USPS. The minimum weight is 0.01 pounds (lbs.). If the weight is less than the minimum, then the shipping charge is calculated using the minimum.

With USPS, you are responsible for printing shipping labels and arranging drop-off or pick-up.

## To Offer USPS

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. Click **Set Up** for the **United States Postal Service** option.
4. In the **Domestic Handling Fee** field, enter a handling fee specific to domestic shipments or enter 0.00 to not charge a handling fee.
5. In the **International Handling Fee** field, enter a handling fee specific to international shipments, or enter 0.00 to not charge a handling fee.
6. In the **Shipper's Postal Code** field, enter your postal code.
7. From the **Rate Method** section, select an option for packaging your products.

**Note:** If you select **Multiple products ship in same package**, configure a maximum package weight and size, and define your shipping box sizes. Quick Shopping Cart automatically combines packages based on declared item volume and declared box volume. Items exceeding max box weight or size ship separately.

8. From the **Domestic Shipping Options** and **International Shipping Options** section, select the options you want to use.

**Note:** If you select USPS Priority Mail® Flat Rate shipping, Quick Shopping Cart automatically combines ordered items to be shipped in an official USPS Priority Flat-Rate shipping box. USPS Priority Flat-Rate shipping is available in four, pre-configured box sizes (we do not offer flat-rate envelope shipping at this time). Please check the USPS.com website for pricing details.

9. Click **OK**.

After you make changes, you must publish your store to see the updates.

## Enabling UPS shipping

Enabling UPS as a shipping method in Quick Shopping Cart® lets you provide customers with shipping options using the UPS OnLine® Tools service. You must register to use this service.

However, you do not need to actually establish an account. If you have an existing account or would like to take advantage of the UPS OnLine Tools service, you can do so in the registration process. You can select this option and other options.

Rates are determined by weight, with a minimum weight of 0.1 pounds. If the weight is less than the minimum, then the shipping charge is calculated using the minimum weight.

### To Enable UPS Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. Next to the **UPS**, click **Set Up**. The UPS OnLine Tools Licensing & Registration Wizard displays.
4. Click **Next**.
5. Accept the license agreement by selecting **Yes, I Do Agree** at the bottom of the agreement, and then click **Next**.
6. Enter your contact information.
7. If you negotiated rates lower than those UPS publishes, to display those rates select **I am currently a UPS member that has Account-specific Negotiated Rates**, and then enter your account information.
8. Click **Next**.
9. In the Shipping Rules section, enter the following information:
  - **Domestic Handling Fee** — Enter a handling fee specific to domestic shipments, or enter 0.00 to charge no handling fee.
  - **International Handling Fee** — Enter a handling fee specific to international shipments, or enter 0.00 to charge no handling fee.
  - **Shipper's Postal Code** — Enter your postal code.

- **Pickup Type** — Select an option for picking up packages.
- **Primary Customer** — Select the primary customer.
- **Rate to display to customer** — Select **List Rates** to use UPS's published rates, or **Negotiated Rates** if you negotiated lower rates.

**Note:** When you select negotiated rates, UPS applies the discount to the order total. This might be confusing because individual packages in an order display the higher, published rates. However, the order total displays the lower, negotiated rates.

- **Rate Method** — Select an option for packaging your products.

**Note:** If you select to ship multiple products in the same package, you must configure the maximum weight and size you can use. Items are packed automatically based on declared item volume and declared box volume. Items exceeding max box weight or size ship separately.

10. Select the shipping options to provide your customers. You can select one or all available options.

11. Click **OK**.

**Note:** To update your site with these changes, you need to publish it.

## Entering Orders Manually

Invoices are automatically entered when a customer places an order on your Quick Shopping Cart storefront. In some cases, however, you may want to manually enter an order into the system. For example, you may take an order over the phone or by fax and want it to display in the order manager and in other management areas like reports and the customer list.

### To Manually Enter an Order

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.
4. Select **Orders**.
5. From the **Tasks** section, select **Add New Order**.
6. In the **New Order** page, enter the appropriate order information.
7. Click **Place Order**.

**Note:** The new order is now added to the system and can be accessed as an invoice. The customer is also added to your customer list.

## Exporting Orders

You can export orders from Quick Shopping Cart® to a Microsoft® Excel spreadsheet. Spreadsheets display information including your customers' contact information and details of their orders. Using Excel, you can then work with this data to produce statistics related to your online business. For example, you can get averages of subtotals or shipping costs.

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, click **Manage Orders**.
5. Search for the orders you want to export, and then select them.
6. Click **Export Orders**.
7. Select to open or save the file, and then click **OK**.

## Managing Archives in Quick Shopping Cart

Quick Shopping Cart® lets you archive orders you no longer want to view or factor into your reports. These might include orders you create for testing or canceled orders. Archiving lets you work with more manageable list of orders on the Manage Orders screen, and your reports reflect accurate data. However, archived orders remain saved in your account. You may still export and print them, or restore them at any time.

### Archiving Orders

You can archive orders so they don't factor into your reports or other administrative functions.

#### To Archive Orders

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Orders** section, and then select **Manage Orders**.
5. Select the orders you want to archive, and then click **Archive**.
6. Select **Yes**, and then click **OK**. The order is archived.

### Searching Archived Orders

Searching the orders you archived lets you determine whether you need to restore them, and you can maintain a complete order history.

## To Search Archived Orders

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Orders** section, and then select **Manage Orders**.
5. From the **Search for Orders** section, click **Advanced Search**, select **Yes** from the **Archived** menu, and then click **Go**. Your archived orders display.
6. To view order details, go to the order you want to view, and then in the **Invoice #** column, click the invoice number. The order displays on the View/Edit Orders screen.

## Restoring Archived Orders

If you no longer want an order to remain archived, you can easily restore it.

## To Restore Archived Orders

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Orders** section, and then select **Manage Orders**.
5. From the **Search for Orders** section, click **Advanced Search**, select **Yes** from the **Archived** menu, and then click **Go**. Your archived orders display.
6. Select the order you want to restore, and then click **Archive**.
7. Select **No**, and then click **OK**. The order is restored.

## Managing orders

Orders are assigned and organized by invoice number. You can view and search for invoices on the Quick Shopping Cart® Manage Orders page. From this page, you can process orders for shipping, create shipping labels, add notes to the order, and various other individual and bulk order processing tasks.

All order processing begins from the Manage Orders screen. Some tasks can be processed in bulk — that is, multiple orders can be processed at once. Other tasks can only be processed one order at a time.

### Bulk Order Processing

These processes can be used on multiple orders at once.

- **Export Orders** — Export one or more orders to an Excel® spreadsheet file. Select the orders to be exported, and then click **Export Orders**.
- **Print Invoices** — You can preview and print one or more invoices, allowing you to enclose a copy of the invoice along with an order shipment. Select the invoices to be previewed/printed, and then click **Print Invoices**.
- **Address Labels** — Add one or more shipping labels to the shipping labels list for subsequent printing or download to Excel. Select the invoices to be added to the shipping label list, and then click **Add to Address Labels**.

If you're ready to print or export the labels, click **Visit the Address Labels page**, and then click **Download to Avery** or **Download to Excel**.

- **Shipping** — Select **Edit Shipping Information** to review and enter tracking numbers and ship dates for multiple orders, or select **Mark as Shipped** to mark selected orders as shipped.
- **Archive** — Select **Archive** to archive orders you no longer want to view or factor into your reports. These might include orders you create for testing or canceled orders.

## Individual Order Processing

You can use these processes on individual orders.

- **Block IP** — If you determine that a particular order is fraudulent, you can block the IP address where the order originated. Click  to update the order, click **Block IP**, and then click **OK**.
- **Print Preview** — You can preview an invoice. Click  to view the order, and then click **Print Preview**.
- **Print Invoice** — You can print an invoice. Click  to print the order, click **Print Invoice**, and then specify the printer.
- **Resend Email** — You can resend an order confirmation. Click  for the desired order, and then click **Resend E-Mail**.
- **Process Payments** — Orders purchased through PayPal®, PayPal Express, Chase Paymentech, or a payment gateway are automatically processed:
  - **Processing Invoices Through PayPal**
  - **Processing Invoices Through PayPal**
  - **Processing Invoices Through Chase Paymentech**
  - **Processing Invoices Through Intuit® QuickBooks®**

You must manually process orders purchased by other means:

- Processing **Print and Call** — When you receive payment on a Print and Call order, you can indicate that it's paid. Click  for the order to be processed, in the **Payment Information** section, click **Completed**.
- **Update Shipping** — You can update shipping information for an order. Click  to process the order, in the **Shipping Information** section, update package information or click **Completed** to indicate that the order has shipped.

- **Print Address Labels** — Use this option to print shipping or other labels. Click  to process the order, in the **Address Information** section, select the address(es) to be exported, and then click **OK**.

**Note:** Update Billing and Shipping Information here by clicking **Edit**.

- **Add Notes** — You can add notes to the order. Click  to process the order, in the **Admin Notes** section, enter notes on the order, and then click **OK**.

You can enable fraud rules that automatically check specific criteria and verify authenticity when shoppers place a credit card order. If the order violates the fraud rule, we do not process the order.

To view a list of blocked IP addresses, from the **Manage** menu, in the **Orders** section, select **Fraud Blacklist** to display a list of the IP addresses that are currently blocked.

## Manually Inputting Invoice Numbers in Quick Shopping Cart

If you don't want your invoice numbers to reflect how many orders you ship, Quick Shopping Cart® lets you manually input an invoice number. When you do, that invoice number applied to your next order, and then each subsequent invoice number increases by one. When you manually input an invoice number, it must be greater than the previous one.

Invoice numbers can include no more than 10 digits. If you select an invoice number including fewer than 10 digits, zeroes display in place of the digits you leave out.

### To Manually Input Invoice Numbers

1. Log in to your Quick Shopping Cart account.
2. From the **Setup** menu, go to **Business Information**, and then select **Store Preferences**.
3. From the **General** tab, go to the **Order** section, and then click **Set Next Invoice Number**.
4. In the **Next Invoice Number** field, enter an invoice number, and then click **OK**.
5. A confirmation displays indicating the next invoice number will be the value you entered.

## Offering Freight Shipping Options for Your Quick Shopping Cart Customers

Enable FreightCenter.com as a shipping method if you sell items that must ship via freight carrier or bulk items that ship via pallet. You must have a FreightCenter.com account, but if you don't already have one you can sign up for a free account directly from the setup page in Quick Shopping Cart®.

When you link your FreightCenter.com account to Quick Shopping Cart you can provide customers with real-time rates from the supported freight carriers you select. Weight determines rates and freight items must be marked as such in the product settings.

**Note:** Freight items cannot be shipped internationally.

### To Offer FreightCenter.com

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Operations** section, select **Shipping**.
5. Click **Set Up** for **FreightCenter.com**.
6. Enter your FreightCenter.com user name and password, and then click **OK**.

**Note:** If you do not have a FreightCenter.com account, click **Sign Up** to create one, then return to Quick Shopping Cart to enter your account information.

7. Fill out the **Pick-Up Location Information**. This is where your product ships from.
8. Select the **Supported Destination Types** for where freight products can be shipped.
9. Enter a **Handling Fee**, or enter 0.00 to charge no handling fee.
10. Select to apply the handling fee **To the order** or **To the package**.

11. Select the number of rates to display. This is how many shipping carriers display for the shopper to select from.
12. Select the **Supported Carriers** for the freight companies you want to use.
13. Click **OK**.

You must publish your site for these changes to be available.

## Printing invoices

You can print invoices from your Quick Shopping Cart storefront for yourself or your customers.

### To Print an Invoice

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, click **Manage Orders**.
5. Search for the invoices you want to print, and then select them.
6. Click **Print Invoices**.
7. Click **Print**.

## Printing Packing Slips in Quick Shopping Cart

When you ship orders from your Quick Shopping Cart® online store, you can include packing slips. Usually, you include these in the boxes you ship. Packing slips list all the items in orders, but don't display pricing information.

Packing slips help recipients verify that they received everything they ordered. Because they don't include pricing information, packing slips are appropriate to include with gift shipments.

If an order includes multiple packages, you can print packing slips for each of them.

### To Print Packing Slips

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Orders** section, and then select **Manage Orders**.
5. Next to the order that requires a packing slip, click the Edit icon.
6. Mouse over the **Print** button, and then select **Packing Slips**.
7. Select the packages that require packing slips, and then click **Print**.

## Processing multiple shipments

If you have multiple orders in Quick Shopping Cart® ready to ship, you can process them all at once directly from the Open Orders page. The orders do not need to have anything in common. In other words, you can process multiple shipment types, different ship dates, and even overseas shipments, at the same time.

### To Process Multiple Shipments in Quick Shopping Cart

1. Log in to your account.
2. In the My Products section, click **Quick Shopping Cart**.
3. On the Quick Shopping Cart page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the Manage menu, in the Orders section, click **Manage Orders**.
5. Select the invoices you want to manage shipment for and from the **Shipping** menu, click **Edit Shipping Information**.

You can quickly process all selected orders with the options on the left, or you can enter information for each selected order.

Orders are grouped by invoice number. If an invoice has multiple shipments, you can enter tracking numbers and ship dates, or a freight pickup date, for each shipment.

**Note:** Freight shipments require booking to complete. Select a pickup date and click **Book Shipment**.

Select **This order is completed** only when you are certain you have completed the shipping fulfillment for the order. Once the order status is set to **Shipped**, you cannot modify shipping information.

## Processing Refunds in Quick Shopping Cart

With Quick Shopping Cart®, you can issue either full or partial refunds to your customers. You should communicate with your customers to reach an agreement before you issue refunds.

Create a partial refund in the editor by subtracting the refunded amount from either the Subtotal or the Total Shipping.

**Note:** You must have an SSL certificate to process credit card orders and refunds. For other types of orders, such as print and call, or cash on delivery, you will need to arrange delivery of refunds offline.

### Processing Offline Refunds

If you need to refund a Quick Shopping Cart payment you didn't transact with a credit card, you can mark the order as refunded and deliver the refunded amount offline.

#### To Process Offline Refunds

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Manage Orders**.
5. Next to the order to refund, click the **Edit** icon.
6. Under **Status**, select **Refunded**.
7. You must arrange to deliver funds offline.

## Processing Complete Credit Card Refunds

Quick Shopping Cart lets you refund the entire amount of orders back to your customers' credit cards.

### To Process Complete Credit Card Refunds

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Manage Orders**.
5. Next to the order to refund, click the **Edit** icon.
6. From the **Payment** tab, under **Transactions**, click **Refund**.

**Note:** If the Refund button no longer displays, you must process the refund from the payment gateway's merchant interface.

## Processing Partial Credit Card Refunds

Quick Shopping Cart lets you refund partial amounts back to your customers' credit cards.

### To Process Partial Credit Card Refunds

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Manage Orders**.

5. Next to the order to refund, click the **Edit** icon.
6. From the **Details** tab, go to either **Subtotal** or **Total Shipping**, and then click **Edit**.
7. Enter the new amount, check **Recalculate taxes** if necessary, and then click **OK**.
8. Confirm the amount, and then click **OK**.

## Searching orders

Through Quick Shopping Cart®, you can search for orders in the **Manage Orders** page. The results display in the invoice list for the specified search criteria.

Search criteria can be completely entered, or partially entered using a wildcard (\*) character. For example, to search for all invoices using the last name Smith, enter **Smith** in the **Last Name** field. To find all invoices where the customer's last name begins with Smith, enter **Smith**. Please note search results could include Smith, Smithson, Smithers, etc.

### To Search Orders in Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, select **Manage Orders**.
5. In the **Search for Orders** grid, enter search criteria in any combination of the displayed search fields:
  - **Invoice #**
  - **From Date**
  - **E-Mail Address**
  - **To Date**
  - **First Name**

- **Last Name**
  - **Item SKU**
  - **Company Name**
  - **Item Description**
  - **Status**
  - **International Only**
  - **Country**
6. Click **Search**. The order lists updates to reflect your search criteria.

## Setting Custom Options for Price-Based Shipping

With Quick Shopping Cart® you can set custom options for shipping charges. Quick Shopping Cart factors in handling fees and total order amounts to calculate shipping fees.

**Note:** Percentage options are based on total price of order.

### To Set Custom Options for Price-Based Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. In the **Custom Shipping** section, click **Set Up**.
4. Click **Add Custom Shipping**.
5. Select **Order Total**, and then click **Add** to set the price limits and shipping charges.
  - In the **Min. Amount** field, specify the minimum price for shipping.
  - In the **Max. Amount** field, specify the maximum price for shipping.
  - Select **Fixed Rate** or **Percentage**.

- In the **Fee** area, enter amounts for Domestic Handling Fees and International Handling Fees, or enter 0.00 to not charge handling fees.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
6. In the **Handling Fee** area, select **Fixed Rate** or **Percentage** and specify handling charges, if any.
7. In the **Region Surcharges** area, click **Add** to specify your surcharges by region.
- In the **Country** field, select the country for which to add a surcharge.
  - In the **State** field, select the state for which to add a surcharge.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Amount** field, specify the surcharge.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
8. In the **Postal-Code Surcharges** area, click **Add** to specify surcharges by postal code.
- In the **Country** field, select the country for which to add a surcharge.
  - In the **Postal Code** field, enter the postal code for which to add a surcharge.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Amount** field, specify the surcharge.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
9. Click **OK**.

## Setting Up Flat Rate Shipping Options

Quick Shopping Cart® lets you set up flat rate shipping options to charge your customers custom shipping fees. You can base shipping fees on either a percentage of the order total or a fixed flat rate to add to the order total.

**Note:** For international shipping options to display in your site settings, you must enable them in your Storefront Preferences.

### Setting up Percentage Flat Rate Shipping

To base shipping fees on a percentage of your customers' order totals, you can set up percentage flat rate shipping.

To Set up Percentage Flat Rate Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. In the **Flat Rate (%)** section, click **Set Up**.
4. Enter a name for your shipping option.
5. In the **Shipping Fee** section, enter a percentage.
6. If you want to charge your customers a surcharge by region, click **Add** in the **Region Surcharges** section.
  - In the **Country** field, select the country for which to add a surcharge.
  - In the **Region** field, select the region for which to add a surcharge.
  - Enter a percentage to charge.
  - To add another row, click **Add**.
  - To delete a row, click **X**.
7. If you want to charge your customers a surcharge by postal code, click **Add** in the **Postal Code Surcharges** section.
  - In the **Country** field, select the country for which to add a surcharge.
  - In the **Postal Code** field, enter the postal code for which to add a surcharge.

- Enter a percentage to charge.
  - To add another row, click **Add**.
  - To delete a row, click **X**.
8. Click **OK**.

## Setting up Fixed Flat Rate Shipping

To base shipping fees on a fixed flat rate to add to your customers' order totals, you can set up fixed flat rate shipping.

### To Set up Fixed Flat Rate Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. In the **Flat Rate (\$)** section, click **Set Up**.
4. Enter a name for your shipping option.
5. In the **Shipping Fee** section, enter a fixed flat rate amount.
6. If you want to charge your customers a surcharge by region, click **Add** in the **Region Surcharges** section.
  - In the **Country** field, select the country for which to add a surcharge.
  - In the **Region** field, select the region for which to add a surcharge.
  - Enter an amount to charge.
  - To add another row, click **Add**.
  - To delete a row, click **X**.
7. If you want to charge your customers a surcharge by postal code, click **Add** in the **Postal Code Surcharges** section.
  - In the **Country** field, select the country for which to add a surcharge.
  - In the **Postal Code** field, enter the postal code for which to add a surcharge.

- Enter an amount to charge.
- To add another row, click **Add**.
- To delete a row, click **X**.

8. Click **OK**.

**Note:** You must enable **Charge for shipping** on each product to which you want to apply any shipping rates.

## Setting up free shipping

Quick Shopping Cart® lets you offer free shipping, which can be a great way to promote your store.

You can offer free shipping to customers who make a minimum purchase amount or to those who buy from your store during a time period you specify. You can also designate members at your store who will receive free shipping at any time.

When you do not enable shipping options, then the sub-total for the order does not include a shipping charge. This option lets you employ a business model that includes shipping in the total cost of the product. If you normally charge for shipping but want to offer free shipping as a promotional tool, you must first enable United States Postal Service, UPS, FedEx, or Custom shipping.

### Setting Free Shipping by Date or Minimum Purchase

#### To Set Free Shipping by Date or Minimum Purchase

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Promote** menu, in the **Marketing** section, select **Free Shipping**.

**Note:** If you have just enabled a shipping option, you need to publish your store before the Free Shipping link is available to you.

5. Click the **Edit** icon for the shipping method to which you want to add free shipping.
6. Configure the following details of your free shipping promotion.
  - **Status** — Select **Active** to activate the free shipping promotion.
  - **Minimum Purchase** — To specify a minimum purchase requirement, select Amount and specify the minimum amount that qualifies for free shipping. To prevent a minimum purchase requirement, select Not Required.
  - **Valid Dates** — To specify a date range for free shipping, select **Valid from**, and then specify the start and end date for free shipping. To avoid assigning a date range, select **Always valid**.

**Note:** You can click the calendar icon to easily select specific dates. In the **Select Date** window, click the month and year to select a specific period, the forward/backward arrows to move one month at a time, or click a specific day, and then click **Select**.

- **Maximum Number of Uses** — To avoid limiting the number of free shipping transactions, select **Unlimited Uses**. To specify the maximum number of free shipping transactions, select **Limited to**, and then specify the number you want to allow.
7. Click **Save**.

When your customer makes a purchase, the final order screen displays the amount the shipping would have cost and displays the shipping charge as removed from the total order price. You can also configure a free shipping coupon where your customer must enter a coupon code that you define.

**Note:** If you want to provide free shipping on a case-by-case basis, select a default shipping method on the **Shipping** page, and then select **Charge for Shipping = No** on the **Product Editor** page for the specific product.

## Setting Free Shipping by Designated Member

### To Set a Member to Receive Free Shipping:

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** drop-down menu, go to **Members**, and then click **Search Members**.
5. Next to the member you want, for **Actions**, click **Edit**.
6. Select **Shipping Exempt**.

**Note:** The member must re-log in to your store for the changes to apply.

## Shipping Products to Customers Outside of the United States

We support shipping to many locations.

If you need to ship products to a location not supported, you can use the flat rate or weight-based shipping option, and then ship packages on your own to any location you choose.

International customers in unsupported countries need to use the "Print and Call" option to place their orders (entering an address within the United States or Canada), and then call you with their actual shipping information.

**Note:** When using the "Print and Call" method, international customers should enter your Merchant address as the shipping address and enter their real shipping address in the Special Instructions field on the payment screen.

## Using Print and Call Payment

Print and Call payment is a way for you to allow your Quick Shopping Cart® customers to process and complete orders online, and then call or contact you to determine a payment method acceptable to both you and the customer. Using this feature, the customer can print the order invoice and fax or mail it along with payment, call you with the invoice number and give you a credit card number over the phone, or arrange to pay some other way.

This is a valuable method that lets you cover situations where a credit card is not available or as a means to accept corporate purchase orders.

You can select this option in addition to any additional options.

### To Configure Print and Call Ordering

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Operations** section, select **Payment Options**.
5. Click **Enable** next to Print and Call, if it's been enabled click **Edit**.
6. Complete the fields and click **OK**.

Configuring “Print and Call” order processing allows you to label the option that customers select during checkout and provide a brief set of notes to instruct customers how to complete the order.

For example, you may want to label the option “Invoice” and provide the customers the following instructions: “Once the order has completed, print the receipt and fax it to (555) 555-5555 along with the contact information of the department which handles your company’s invoicing.”

## Using the Local Pickup Shipping Option in Quick Shopping Cart

If you have a physical store, you can allow customers to pick up the item at your store to avoid shipping costs. Using this option, you can still charge customers a handling fee.

### To Set the Local Pickup Shipping Option

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Operations** section, select **Shipping**.
5. Click **Set Up** for the **Local Pickup** option.
6. Complete the following fields:

#### **Name**

Enter a name to describe the pickup option.

#### **Shipping Instructions**

Enter an explanation or any special instructions.

**Note:** The contents of the Name, Handling Fee, and Description fields display on the Shipping screen during checkout.

#### **Handling Fee**

Enter the dollar amount you want to charge for handling.

#### **Country**

Enter the country where your physical store is located.

### State

Enter the state where your physical store is located.

### Postal Code

Enter the postal code for your physical store.

**Note:** The Country, State, and Postal Code fields are used for tax calculation if state-based tax is enabled.

7. Click **OK**.

## Viewing orders

You can view orders from the Quick Shopping Cart® invoice list that displays in the main **Order Manager** page, or by clicking an invoice type option in the **Orders** menu.

### To View Orders (Invoices)

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Orders** section, click **Manage Orders**.
5. On the **Order Manager** page, all orders (invoices) are displayed in the **Invoice** list.

**Note:** You can view orders based on order status by selecting the type of orders to view in the **Search for Orders** menu, under **Status**:

- Open
- Closed
- New

- Potential Fraud
- Pending/On-Hold
- Canceled
- Refunded
- Invoiced
- Shipped
- Payment Dispute
- Shipping Error
- In Process
- Payment Error

## What is UPS OnLine Tools?

UPS OnLine® Tools provides a variety of options to customize and transform your e-commerce and enterprise environments. Empower buyers with the ability to track their own packages, as well as compare and select shipping services that best fit their needs and budgets. Improve customer service, reduce costs, and energize the online purchasing experience with tools that are free to download and come with email customer support.

UPS OnLine Tools offers a number of tools covering address verification, tracking management, shipping labels, and more. If you established an account with UPS OnLine Tools, you have a number of label printing options available to you.

For details, go to the UPS OnLine Tools website.

## Which countries do you support with International Shipping?

Quick Shopping Cart® supports shipping to the following locations:

|                     |                    |                    |
|---------------------|--------------------|--------------------|
| Andorra             | Chile              | Guatemala          |
| Antigua and Barbuda | China              | Guernsey           |
| Argentina           | Colombia           | Guinea             |
| Australia           | Costa Rica         | Honduras           |
| Austria             | Croatia            | Hong Kong          |
| Azerbaijan          | Cyprus             | Hungary            |
| Bahamas             | Czech Republic     | Iceland            |
| Bahrain             | Denmark            | India              |
| Bangladesh          | Dominican Republic | Indonesia          |
| Barbados            | Ecuador            | Ireland            |
| Belarus             | Egypt              | Isle of Man        |
| Belgium             | El Salvador        | Israel             |
| Belize              | Equatorial Guinea  | Italy              |
| Bermuda             | Estonia            | Jamaica            |
| Bolivia             | Fiji               | Japan              |
| Botswana            | Finland            | Jersey             |
| Brazil              | France             | Jordan             |
| Brunei              | Germany            | Kazakhstan         |
| Darussalam          | Ghana              | Kenya              |
| Bulgaria            | Greece             | Korea,             |
| Canada              | Grenada            | Republic of Kuwait |
| Cayman Islands      |                    | Latvia             |
|                     |                    | Lebanon            |

|                  |                    |                    |
|------------------|--------------------|--------------------|
| Lithuania        | Philippines        | Sweden             |
| Luxembourg       | Poland             | Switzerland        |
| Malaysia         | Portugal           | Taiwan             |
| Maldives         | Qatar              | Tanzania,          |
| Malta            | Romania            | United Republic of |
| Mexico           | Russian Federation | Thailand           |
| Mongolia         | Saint Kitts and    | Trinidad and       |
| Netherlands      | Nevis              | Tobago             |
| New Zealand      | San Marino         | Turkey             |
| Nigeria          | Saudi Arabia       | Ukraine            |
| Norway           | Serbia             | United Arab        |
| Oman             | Seychelles         | Emirates           |
| Pakistan         | Singapore          | United Kingdom     |
| Panama           | Slovakia           | Uruguay            |
| Papua New Guinea | Slovenia           | Venezuela          |
| Paraguay         | South Africa       | Vietnam            |
| Peru             | Spain              | Virgin Islands,    |
|                  | Sri Lanka          | British            |
|                  |                    | Zambia             |

## Accepting credit card payments if you are located outside of the United States

Quick Shopping Cart only supports pricing in U.S. Dollars and tax rates for U.S. states.

To accept credit card payments if you are located outside of the United States, you can use a PayPal Account.

If you have a Point of Sale (POS) terminal at your "brick and mortar" location, you can process a payment through your POS terminal using the "Print and Call" option where customers can place their orders by calling you with their credit card information. You should also inform your customers that you are located outside of the United States and that their credit card transaction is subject to any applicable currency exchange rates.

**Note:** Visit the PayPal website for a list of countries they support.

## Capturing payments in bulk

To receive funds for credit card purchases from your Quick Shopping Cart® storefront, you need to accept, or "capture," the payment from the Manage Orders page.

You can capture payments individually or in bulk.

**Warning:** If you do not complete the capture payment process for each credit card purchase, you will not receive the funds.

To Capture Payments in Bulk

1. Log in to your account.
2. In the My Products section, click **Quick Shopping Cart**.
3. On the Quick Shopping Cart page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the Manage menu, in the Orders section, select **Manage Orders**.
5. Select the transactions you want to capture and click **Capture Funds**.

**Note:** The **Capture Funds** button only appears for credit card orders in one of three states: Ready, In Progress, or New."

6. A yellow information box displays the capture success status.

Once the capture process is complete, the list displays the changed payment status. If the capture fails, the transaction highlights in yellow and you'll be prompted to click **Edit** to check the status.

**Note:** All credit cards that you select to accept in your Quick Shopping Cart must be configured for acceptance in your Merchant Account. Otherwise, your customers may be able to select a credit card that your Merchant Account does not accept.

## Collecting payment

Providing your customers with a convenient and secure way to purchase your goods is a key ingredient in building an effective online store. Quick Shopping Cart allows you to define your preferred payment options.

One of the first decisions you'll have to make is how you process credit card transactions. If your business already uses a Point of Sale (POS) terminal, you can accept credit cards and process them through your card swipe machine. This option lets you process transactions offline.

**Note:** Current credit card regulations do not allow us to store the Card Verification Value (CVV) codes with credit card information in our database for use with Point of Sale transactions.

If you want credit card transactions to be automatically processed, select one of the payment gateway options. Using a payment gateway allows you to process transactions online. It pre-authorizes the credit card payment, and then you can go into the order detail to manually capture the funds.

Consider offering a couple of choices to your customers when establishing payment options. For example, you may want to include PayPal and credit cards through a payment gateway or POS option. You cannot offer these combinations:

- Both payment gateways.
- A payment gateway and the POS Credit Card option.

## Configuring tax options

Use the Tax Manager within Quick Shopping Cart to configure how you collect tax payments on your storefront. In most cases, this option only needs to be set one time.

When the shopper purchases an item, he or she is presented with a charge labeled **Taxes** as part of the total order charges. If you select **No Tax**, then the subtotal does not include a tax charge.

If you have tax-exempt customers, Quick Shopping Cart lets you create members who are tax exempt. You can also set up non-taxable products.

To Configure Tax Options

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to modify.
4. From the **Set Up** menu, in the **Operations** section, select **Taxes**.
5. Select a tax option:

### **No Tax**

Disables tax calculations on the storefront. Using this option, customers are not charged tax on orders.

### **Flat Tax**

Sets a single tax rate for all purchases. Using this option, customers are charged a flat tax rate based on a percentage rate you set. It is not necessary to include the "%" symbol when setting the Tax rate.

### **VAT**

Sets a value added tax (VAT) percentage to each product sold in the storefront. Using this option, customers are charged a tax rate based on an amount you set for each product individually.

**Note:** If you select **VAT**, you must establish the VAT percentage on a product-by-product basis in the **Product Editor** page.

### State-based Tax

Sets a tax rate for orders varying by Country, State or Postal Code. Using this option, the customer is charged the tax rate based on the shipping address associated with the order. For each State added, enter the valid two-letter State abbreviation. It is not necessary to include the "%" symbol when setting the Tax rate. **Important:** You will need to select the "This item is taxable" option in every product for the state-based taxes to work.

**Note:** Ask your attorney or accountant to verify the rules for collecting taxes based on online sales, since each state may have unique rules.

6. Click **Save** to save your tax settings.
7. Publish your store to update the changes you've made.

## Processing Credit Card Payments

When a customer uses a credit card for purchases from your Quick Shopping Cart® storefront, you may choose to manually accept, or "capture", the payment from the Order detail page.

You can capture payments individually or in bulk, and you have the option to capture payments automatically.

**Warning:** If you do not complete this procedure for each credit card purchase, you will not receive the funds.

### To Capture a Payment

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. Next to the account you want to use, click **Manage**.

4. From the **Manage** menu, in the **Orders** section, select **Manage Orders**.
5. Click **Edit** for the transaction you want to edit.
6. In the **Payment Information** section, click **Capture Funds**.
7. Click **OK**.

**Note:** All credit cards that you select to accept in your Quick Shopping Cart must be configured for acceptance in your Merchant Account. Otherwise, your customers may be able to select a credit card that your Merchant Account does not accept.

## Setting Custom Options for Weight-Based Shipping

With Quick Shopping Cart® you can set custom options for shipping charges. Quick Shopping Cart factors in handling fees and total weight to calculate shipping fees.

**Note:** Percentage options are based on total price of order.

### To Set Custom Options for Weight-Based Shipping

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, go to **Operations**, and then select **Shipping**.
3. In the **Custom Shipping** area, click **Set Up**.
4. Click **Add Custom Shipping**.
5. Select **Order Weight**, and then select to charge for **Each Product** or for the **Entire Order**.
6. In the **Shipping Fees** area, configure your shipping charges:
  - In the **Min. Weight** field, specify the minimum amount of weight for shipping.
  - In the **Max. Weight** field, specify the maximum amount of weight for shipping.
  - Select **Fixed Rate** or **Percentage**.

- In the **Fee** area, enter amounts for Domestic Handling Fees and International Handling Fees, or enter 0.00 to not charge handling fees.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
7. In the **Handling Fee** area, select **Fixed Rate** or **Percentage** and specify handling charges, if any.
8. In the **Region Surcharges** field, specify surcharges by region.
- In the **Country** field, select the country for which to add a surcharge.
  - In the **State** field, select the state for which to add a surcharge.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Amount** field, specify the surcharge.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
9. In the **Postal-Code Surcharges** area, specify surcharges by postal code.
- In the **Country** field, select the country for which to add a surcharge.
  - In the **Postal Code** field, enter the postal code for which to add a surcharge.
  - Select **Fixed Rate** or **Percentage**.
  - In the **Amount** field, specify the surcharge.
  - To add another row, click **Add**.
  - To delete a row, click **X** on the row.
10. Click **OK**.

## Setting Up Cash on Delivery (COD) Payments with Quick Shopping Cart

Quick Shopping Cart® lets you accept cash on delivery (COD) payments. While they aren't as common today as they once were, COD payments can be useful to customers who are reluctant to submit payment information online, or for those who find the online process confusing.

### To Set Up Cash on Delivery (COD) Payments:

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** drop-down menu, go to **Operations** and click **Payment Options**.
3. Go to **COD** and click **Enable**.
4. To receive payment, you need to set up a COD shipment with the company you use for deliveries. You can set up COD shipments with these commonly used companies:
  - United States Postal Service (USPS)
  - United Parcel Service (UPS)
  - Federal Express (FedEx)

## Setting Up PayPal Express Checkout with Quick Shopping Cart

PayPal® Express Checkout is a payment solution that seamlessly integrates with your existing Quick Shopping Cart® checkout process. Your customers proceed through your checkout path and are directed to the PayPal website to complete payment and are then returned to your site. Customers can use a new or existing PayPal account and keep their credit card information on PayPal's website.

With Quick Shopping Cart, it's easy to start collecting money with PayPal Express Checkout. If you already have a PayPal Express Checkout account, just enter the account email address when you enable PayPal Express Checkout as a payment option. Quick Shopping Cart then delivers payments to that account.

If you don't have a PayPal Express Checkout account, Quick Shopping Cart still makes it easy to accept payments. Simply enable PayPal Express Checkout as a payment option and specify an email address to use for accessing funds. You can then offer PayPal Express Checkout as a payment option. PayPal Express Checkout keeps track of any payments you receive, and then sends a notice to the email address you specified, letting you know it's time to complete your PayPal Express Checkout account setup and collect your payments.

When you complete the setup for your PayPal Express Checkout account, you can also grant Quick Shopping Cart third-party permissions. It's important to do this. It lets you use Quick Shopping Cart to process refunds and payment adjustments with PayPal Express Checkout payments.

**Note:** If you configure Quick Shopping Cart to use a currency other than U.S. Dollars, you must update your profile to reflect a country using the new currency. If you do not update PayPal for the new currency, Quick Shopping Cart will not be able to process orders.

## To Set Up PayPal Express Checkout

1. Log in to your Quick Shopping Cart account.
2. From the **Set Up** menu, in the **Operations** section, select **Payment Options**.
3. In the PayPal section, click **Set Up**.
4. Under **PayPal plan type**, ensure that **PayPal Express Checkout** is selected.
5. Enter a **Premier or Business Account E-mail Address** associated with your PayPal Express Checkout account.
6. In the **Advanced Settings** tab, select the logo style you want to display on your storefront.
7. Note the **Third Party Permissions Username**. You need this information to complete the setup process.
8. Click **Save**. You can now accept PayPal Express Checkout as a payment option.

**Note:** If you haven't done so, you'll also need to upgrade to a business account to complete the process while logged into your PayPal account. You can then complete the setup of your PayPal Express Checkout account. This lets you set PayPal's permissions, and then use Quick Shopping Cart to process refunds and payment adjustments.

## How do I collect payment?

Quick Shopping Cart® supports a number of different payment methods, including credit cards, PayPal®, PayPal Express®, personal checks, cash, purchase orders, and cash on delivery (COD). We support credit card processing through online payment gateways as well as through point of sale (POS) transactions using your existing payment processing account.

**Note:** Current credit card regulations do not allow us to store the Card Verification Value (CVV) codes with credit card information in our database for use with Point of Sale transactions.

When customers use a credit card to purchase items from your store, payments are pre-authorized. You must manually accept the payment from the Order detail screen by clicking **Capture Funds**.

Quick Shopping Cart supports the following payment gateways:

- First Data™
- Intuit Quickbooks Merchant Service®
- Authorize.Net®
- Chase Paymentech®

Providing your customers with a convenient and secure way to purchase your goods is a key ingredient in building an effective online store. Quick Shopping Cart allows you to define your preferred payment options.

One of the first decisions you'll have to make is how you process credit card transactions. If your business already uses a Point of Sale (POS) terminal, you can accept credit cards and process them through your card swipe machine. This option lets you process transactions offline.

**Note:** Current credit card regulations do not allow us to store the Card Verification Value (CVV) codes with credit card information in our database for use with Point of Sale transactions.

If you want credit card transactions to be automatically processed, select one of the payment gateway options. Using a payment gateway allows you to process transactions online. It pre-authorizes the credit card payment, and then you can go into the order detail to manually capture the funds.

Consider offering a couple of choices to your customers when establishing payment options. For example, you may want to include PayPal and credit cards through a payment gateway or POS option. You cannot offer these combinations:

- Both payment gateways.
- A payment gateway and the POS Credit Card option.

### Using a Point of Sale Terminal

Point of Sale (POS) lets you process transactions offline and is designed for merchants who already have, or are considering purchasing, a credit card POS terminal for their business. Using this method, you can accept credit cards through your Quick Shopping Cart® Storefront by collecting customer credit card information and then manually entering that information into your credit card terminal for processing.

Consider this option if your business is relatively small and the cost of establishing a payment gateway is prohibitive. However, the downside of this option is the time it takes to manually process transactions.

**Note:** You must have an SSL certificate associated with your account to select this option. If you do not have a certificate, the POS Credit Card option, as well as the Payment Gateway options, is not available for you to use on your storefront.

Current credit card regulations do not allow us to store the Card Verification Value (CVV) codes with credit card information in our database for use with Point of Sale transactions.

## Using Chase Paymentech

Chase Paymentech® is an automated credit card payment gateway that integrates with your existing Quick Shopping Cart account, allowing you to accept credit card payments through your storefront.

**Note:** You must have an SSL certificate attached to your account to use this payment gateway and accept credit cards online.

To use Chase Paymentech, you need a Chase account. Connect your Quick Shopping Cart account to your Chase account, and you are ready to accept credit card payments.

When customers use a credit card to make purchases from your store, payments are pre-authorized. However, you must manually accept the payments by clicking **Capture Funds** on the **Order Detail** page.

## What's the difference between the Payment Route and Address Route in PayPal Express?

If you have enabled PayPal Express® in your Quick Shopping Cart account, customers can use this payment method to complete their transactions via either the address route or the payment route.

There is little difference between these two routes other than the path the customer takes. As the merchant, you will not see any difference in the process. However, it is important to understand the different paths to answer any confusion your customers may have.

### To Complete Payment via the Address Route

With this payment route, PayPal automatically provides the shipping and payment addresses. To complete payment through this route, customers proceed through the following steps.

1. From the storefront's **View Cart** page, click **Checkout with PayPal**. This step redirects to the PayPal site.
2. Log in to your PayPal account.

3. Make sure all information is accurate, update as necessary, and then click **Continue**. This step redirects back to the storefront site.
4. Select shipping method, and then click **Continue**.
5. Enter any relevant coupon or promotional code and any special instructions if desired, and then click **Place Order**.

The transaction is complete and the customer is taken to a printable invoice page.



## To Complete Payment via the Payment Route

With this payment route, the shipping and payment addresses are entered on the storefront site, before the customer is sent to the PayPal site. To complete payment through this route, customers proceed through the following steps.

1. From the storefront's **View Cart** page, click **Checkout**.
2. Enter billing information.
3. Select **Shipping Information same as Billing Information** or enter separate shipping information.

4. Click **Continue**.
5. Select shipping method, and then click **Continue**.
6. Enter any relevant coupon or promotional code and any special instructions.
7. Under Payment Method, select **PayPal**, and then click **Place Order**. This step redirects to the PayPal site.
8. Log in to your PayPal account.
9. Make sure all information is accurate, update as necessary, and then click **Continue**.

The transaction is complete, and the customer is taken to the storefront's printable invoice page.



## Working with Chase Paymentech

Chase Paymentech® is an automated credit card payment gateway that integrates with your existing Quick Shopping Cart® account, allowing you to accept credit card payments through your storefront.

**Note:** You must have an SSL certificate attached to your account to use this payment gateway and accept credit cards online.

To use Chase Paymentech, you need a Chase account. Connect your Quick Shopping Cart account to your Chase account, and you are ready to accept credit card payments.

### To Connect Your Quick Shopping Cart Account to Your Chase Paymentech Account

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Set Up** menu, in the **Operations** section, select **Payment Options**.
5. Click **Set Up** in the **Credit Card** section.
6. Select **Chase Payment Gateway**.

**Note:** You can have only one payment gateway enabled at a time.

7. Enter your Merchant Account Number.
8. On the Advanced Settings tab, select the credit cards that you accept. Only select credit cards that you have agreed to accept through your merchant bank. Otherwise, customers can enter credit cards that your merchant does not accept.
9. Click **Save**.

**Note:** If you experience difficulty verifying your Chase account, contact the **Chase 24-Hour Gateway Support Help Desk: 1-866-645-1314**. You will need to provide Chase with the origination IP subnet address: **216.69.191.209**.

## Working with LinkShare as an Advertiser or Merchant

You can use the LinkShare™ affiliate marketing application with your Quick Shopping Cart® storefront to find and retain customers, manage your search marketing investments, direct your lead generation campaigns, and for a variety of other ways to establish and expand your affiliate marketing program.

**Note:** To enable the LinkShare affiliate marketing application with your storefront, you must have a LinkShare account.

### To Set up Your LinkShare Account

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, select **Affiliate Marketing**.
5. In the **LinkShare** section of the **Affiliate Marketing** window, click **Set Up Now**.
6. Complete the following steps.
  - **Connect to LinkShare**  
Enter your Merchant Account number.
  - **Provide Your LinkShare Key**  
Enter your LinkShare secret key.
7. Click **Save** to verify Your LinkShare Account. This step ensures that all the information you entered is correct.

Remember to inform your LinkShare representative that you have Quick Shopping Cart or provide your storefront URL, which displays in the LinkShare section of the Affiliate Marketing window.

**Note:** After making changes to the LinkShare Setup, you must publish for the changes to take effect.

## Working with PayPal

Once you have selected the PayPal option as one of your payment options, all you need to do is enter your PayPal Business Account (sign up using your account email address). Quick Shopping Cart does the rest and even integrates with the Instant Payment Notification (IPN) service to automate order processing.

### About PayPal IPN Order Processing

IPN allows PayPal to communicate with merchants to provide real-time order confirmation and processing. Using PayPal, order management is easier with immediate notification and confirmation of received PayPal payments and additional status information, such as pending, canceled, or failed transactions.

The order flow for PayPal enabled merchant accounts is quite complex. The following provides a high-level view of order processing through PayPal IPN.

1. **IPN Action** New order placed by shopper.
  - o Pending eCheck: payment marked as Pre-Authorized.
  - o Pending Merchant: Email sent to merchant for action.
  - o Completed: Order contains at least one shippable product (payment verified).
2. **IPN Action** When Pending items are completed (by PayPal for checks or accepted by merchant), email sent to merchant and order marked as Completed.
3. **Merchant Action** Merchant can cancel at this stage.
4. **IPN Action** All orders are Complete or have been canceled by merchant.
5. **IPN Action** Completed orders are moved to Invoiced.
6. **Merchant Action** Merchant can now assign order as Shipped. For digital download, assigned as Shipped on Complete.
7. **IPN Action** Invoiced or Shipped orders can be assigned Refunded (email to customer and merchant), Payment Error (email to customer and merchant), or Payment Dispute (email to customer and merchant).
8. **IPN Action** Final status moves to Canceled or Complete.

## Working with ShareASale

You can use Share-A-Sale™ affiliate marketing application with your Quick Shopping Cart® storefront to find and retain customers, manage and search your marketing investments, and for a variety of other ways to establish and expand your affiliate marketing program.

**Note:** To enable the ShareASale affiliate marketing application with your storefront, you must have a ShareASale account.

### To Set up Your Share-A-Sale Account

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Promote** menu, in the **Marketing** section, select **Affiliate Marketing**.
5. In the **ShareASale** section of the **Affiliate Marketing** window, click **Set Up Now**.
6. Complete the following fields:

#### **Provide your ShareASale Merchant Account Number**

Enter your Merchant Account number.

#### **Provide Your ShareASale API Token**

Enter your API Token.

7. Click **Save** to verify Your ShareASale Account. This step ensures that all the information you entered is correct.

Remember to inform your ShareASale representative that you have Quick Shopping Cart.

**Note:** After making changes to the ShareASale Setup, you must publish for the changes to take effect.

## Adding an SSL Certificate and Site Seal

If you accept credit cards for transactions at your Quick Shopping Cart® storefront, either through a payment gateway or using a Point Of Sale (POS) credit card machine, you must apply an SSL certificate to your domain. This certificate ensures the security of your website when handling your customers' personal and credit card information.

You can add an SSL Certificate to your site at any time, even if your domain name is hosted elsewhere.

### To Add an SSL Certificate to Your Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** for the account you want to work with.
4. From the **Set Up** menu, in the **Operations** section, click **Payment Options**.
5. In the **Credit Card** section, click **Set Up**.
6. If you don't have a certificate, from the **SSL Certificate** menu, click **To buy an SSL certificate, click here**.
7. If you do have a certificate, from the **SSL Certificate** menu, select the SSL to use, and then click **Apply**.
8. When the certificate is issued, we send you an email and install it for you.
9. After we install the certificate, you'll need to publish your site. The SSL is not fully installed until after the site is published.

**Note:** The SSL is used during the checkout process when sensitive data is being transmitted. It is not used while browsing the storefront as sensitive data is not being transmitted.

If you do not already have Secure Certificate Credits, you can purchase a credit. Once you have a Secure Certificate Credit, on the **Secure Certificates** page, follow the instructions to complete your online application.

After you add an SSL certificate to your domain, add the site seal image to your online store to show visitors that your website is secure. Your Quick Shopping Cart must be published, and your SSL certificate must be issued and installed on your domain, before you can add the site seal to your Quick Shopping Cart site.

**Note:** The SSL site seal option displays only when the SSL certificate is applied to your site.

## To Add an SSL Site Seal Image to Your Quick Shopping Cart

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the **Quick Shopping Cart** list, click **Manage** for the account you want to work with.
4. From the **Set Up** menu, in the **Business Information** section, click **Store Preferences**.
5. From the **General** tab, select **Show SSL Logo**.
6. Click **OK**.

You must publish your site for your storefront to display the SSL site seal.

## Setting Up PayPal website Payments Pro

PayPal® Website Payments Pro is a credit card payment gateway. It lets you accept credit or debit cards at your Quick Shopping Cart® online store. Unlike other PayPal options, your customers don't make their payments at the PayPal website and don't need PayPal accounts.

However, you must create a PayPal account to get started. When you complete the steps to create a PayPal WebSite Payments Pro account, it also creates an account with PayPal Express Checkout.

In Quick Shopping Cart, PayPal Express Checkout acts as your default payment method. If you disable PayPal WebSite Payments Pro, PayPal Express Checkout becomes your active payment method.

PayPal Website Payments Pro is only available to merchants based in the United States. If you set up Quick Shopping Cart with an address outside the U.S., this payment option doesn't display. PayPal Website Payments Pro only works with U.S. dollars. If you enabled another currency, this payment option doesn't display.

**Note:** You must attach an SSL certificate to your account to use this payment gateway and accept credit cards online.

## To Set Up PayPal Website Payments Pro

1. Log in to your Account Manager.
2. Click **Quick Shopping Cart**.
3. From the **Quick Shopping Cart Account** list, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the Set Up menu, in the Operations section, select **Payment Options**.
5. In the **Credit Card** section, click **Set Up**.
6. Select **PayPal Website Payments Pro**.

**Note:** You can have only one credit card payment gateway enabled at a time.

7. Enter a **Premier or Business Account E-mail Address** associated with your PayPal Express Checkout account.
8. On the Advanced tab, select the logo style you want to display on your storefront.
9. Select the credit cards you want to accept.
10. Select whether downloadable purchases receive **Pre-Authorization** or must be **Authorized**. Pre-authorizing purchases lets customers download them immediately after paying. When you require purchases to be authorized, it lets customers download them only after payments are completely processed.
11. Note the **Third Party Permissions Username**. You need this information to complete the setup process.
12. Click **Save**. You can now accept PayPal Website Payments Pro as a payment option.
13. Go to [www.paypal.com](http://www.paypal.com).
14. Log in to your PayPal WebSite Payments Pro account.

15. From the **My Account** tab, hover your mouse over the **Profile** link, and then under **Account Information** click **API Access**.
16. If you're setting up a PayPal Website Payments Pro account for the first time, perform the following actions:
  - Click **Grant API Permission**.
  - In the **Third Party Permission Username** field, enter the **Third Party Permissions Username** you noted when you enabled PayPal Express Checkout in Quick Shopping Cart.
  - Click **Lookup**.
17. To edit the permissions in your existing PayPal Website Payments Pro account, perform the following actions:
  - Click **Add or edit API permissions**.
  - Click **Add New Third Party**.
  - In the **Third Party Permission Username** field, enter the **Third Party Permissions Username** you noted when you enabled PayPal Website Payments Pro in Quick Shopping Cart.
  - Click **Lookup**.
18. Select all the following permissions:
  - **Use Express Checkout to process payments**
  - **Authorize and capture your PayPal transactions**
  - **Search your transactions for items that match specific criteria and display the results**
  - **Issue a refund for a specific transaction**
  - **Obtain information about a single transaction**
  - **Process your customers credit and debit card payments**
19. Click **Add**. Your account is set up.

## Assigning site administrators and members

In Quick Shopping Cart, you can create various roles for members and assign them access to specified areas within the Quick Shopping Cart manager.

**Note:** The role of Administrator is in your list of roles by default. This role has full permission and access to manage your storefront. If you want to limit some of these access rights, you can create a separate role, and then assign that role to members to whom you want to grant specific access.

### To Create a Role

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Members** section, select **Manage Roles**.
5. In the **Role Name** field, type the name for the role you want to create, and then click **Add**.
6. In the **Define Role Choices** panel, select the options you want to assign to the role.
7. Click **Submit**.

### To Add a Member

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the **Manage** menu, in the **Members** section, select **Add Member**.
5. In the Create a New Member area, complete the following information:

**Email Address**

Enter the member's email address.

**Password / Confirm Password**

Enter the member's password.

**Roles**

Select the role you want to assign to the member.

6. In the New Member Profile Information area, complete the following information:

**NickName**

Enter the member's nickname.

**First Name / Middle Initial / Last Name**

Enter the member's first and last name.

**Address Line 1 and Address Line 2**

Enter the member's street address.

**City, State, and Postal Code**

Enter the member's city, state, and postal code.

**Country**

Select the member's country.

**Phone Number**

Enter the member's phone number.

7. Click **Create Account**.

Be sure to inform your members of your store URL and the email address and password you entered for their accounts.

## Changing an administrator password

Administrators that you have created cannot retrieve their lost passwords. However, you can change user passwords using the Quick Shopping Cart Administrator.

**Note:** Providing they can log in to their account, administrators can change their own passwords by logging in to their account and following this process. To log in externally, use the following URL: <https://app.fastshoppingcart.com/memberManager.hg>.

### To Change a Member's Password:

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the Quick Shopping Cart page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, in the **Members** section, click **Search Members**.
5. Click the **Pencil** icon from the **Actions** column for the appropriate member.
6. Select **Change Password**.
7. Enter the new password.
8. Click **Save**.

## How do my Site Administrators get access?

Site administrations directly access the Quick Shopping Cart manager at <https://app.fastshoppingcart.com>, and log in by entering their Member ID (their email address), password, and storefront name (domain name).

A Site Administrator may update his or her Member ID and password after logging in to the application from the **Members** menu, in the **Manage** section, by selecting **Search Members**, and then clicking **Edit** next to the appropriate name in the Members list.

## Managing members

From the Member Manager, you can manage your Quick Shopping Cart® membership database and keep track of your customers.

Member profiles are organized by email address and created in one of three ways:

- When customers make a purchase and choose to register
- When site visitors register on your storefront
- Manually by a site administrator

### Adding Member Profiles

Customers become members once they place an order on your storefront and register with your store. In some cases, you might want to manually enter a member into the system.

To Add Member Profiles

1. Log in to your account.
2. Click **Quick Shopping Cart**.

3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Members** section, and then select **Add Member**.
5. Enter the required profile information, and then click **OK**.

**Note:** New member profiles must include information for all fields. You might want to create a method or list of default passwords to provide new members. They can change the default password when they access their accounts.

**Warning:** Assigning roles is optional. A role grants a member access to the specified features in the Shopping Cart Administration program to edit your store. This is not something you should provide to regular customers.

## Copying Member Profiles

Quick Shopping Cart lets you create new member profiles from copies of existing profiles. You can also copy a member profile from the Tasks menu on the Member Editor page.

### To Copy Member Profiles

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Members** section, and then select **Search Members**.
5. From the **Members** list, click **Copy** next to the member profile you want to copy.
6. On the **Copy Member Profile** page, enter a new password and any other changes, and then click **OK**.

## Editing Member Profiles

Quick Shopping Cart lets you edit the profiles of existing members. You can also edit member contacts at this time.

### To Edit Member Profiles

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Members** section, and then select **Search Members**.
5. From the **Members** list, click **Edit** next to the member profile you want to edit.
6. On the **Edit Member Profile** page, make your changes, and then click **OK**.

## Viewing Member Profiles

Quick Shopping Cart lets you view all the members registered with your store. You can also view members based on defined search criteria on the Member Search page.

### To View Member Profiles

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, select **Search Members**. All members display in the Members list.

## Searching for Members

The Search Members tool is available from the Manage menu. The results display in the member list for the specified search criteria.

You can enter search criteria as complete fields (full email address, full member name, and more) or as partial data. For example, by using a wildcard (\*) character, you can search for all members whose email address is a Yahoo! account (\*@yahoo.com).

You can isolate your search to specific information, such as an address or country. For example, if you wanted to search for members whose billing address is Texas, in the state field, type **TX**.

You can also search member profiles from the Tasks menu on the Member Editor page.

### To Search for Members

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Members** section, and then select **Search Members**.
5. Enter the search criteria, and then click **Go**. You can search by full or partial email address, first and last name, status, address, company, nickname, international only, and more.

## Deleting Member Profiles

You can delete a member profile at any time. You can also delete a member profile from the Tasks menu on the Member Editor page.

### To Delete Member Profiles

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. On the **Quick Shopping Cart** page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the **Manage** menu, go to the **Members** section, and then select **Search Members**.
5. From the **Members** list, click **Delete** next to the member profile you want to delete.
6. Click **OK**.

## Working with roles

You can create Roles for site administrators, yourself, and anyone else you want to access your Quick Shopping Cart®. Roles let members access selected areas of your Quick Shopping Cart application without letting them logging in to your account with us. Members can log in using their email addresses and the passwords you choose for them.

While you can assign Roles to any member, for security reasons, we recommend that you only assign Roles to site administrators.

### To Create a Role

1. Log in to your account.
2. In the My Products section, click **Quick Shopping Cart**.
3. On the Quick Shopping Cart> page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the Manage menu, in the Members section, select **Manage Roles**.
5. Enter a Role Name, and then click **Add**.
6. In the Define Role Choices list, use the checkboxes to select the areas of the Quick Shopping Cart application to which you want to grant members assigned this Role access.

**Note:** By giving a role access to a page, members with that role can make changes to any of that page's settings.

7. Click **Submit**.

### To Add a Member and Assign Roles

1. Log in to your account.
2. In the My Products section, click **Quick Shopping Cart**.
3. On the Quick Shopping Cart page, click **Manage** next to the Quick Shopping Cart account you want to use.

4. From the Manage menu, in the Members section, select **Add Member**.
5. In the Create a New Member area, complete the following information:

**Email Address**

Enter the member's email address.

**Password / Confirm Password**

Enter the member's password.

**Roles**

Select the role you want to assign to the member.

**Tax Exempt**

Select if you don't want to charge the member tax on orders placed through your storefront.

**Shipping Exempt**

Select if you don't want to charge the member shipping fees on orders placed through your storefront.

6. In the New Members Profile Information section, enter the member's contact information.
7. Click **OK**.

You need to inform all new members of their email addresses, passwords, and the website (domain name) to enter so that they can log in to the application. After they enter Quick Shopping Cart, they can change their passwords.

Members with access rights can access Quick Shopping Cart through the Web by pointing their browser to <https://app.fastshoppingcart.com>. On the Login page, members enter the website (domain name) associated with the Quick Shopping Cart account, and their email address and password.

As the account owner, you can continue to access the program through your account, but it's a good idea to also add yourself as a member with site administrator rights.

**Note:** Your Internet sign on name to Quick Shopping Cart is your member email address, not your account user name and password.

## To Edit Member Roles

1. Log in to your account.
2. In the My Products section, click **Quick Shopping Cart**.
3. On the Quick Shopping Cart page, click **Manage** next to the Quick Shopping Cart account you want to use.
4. From the Manage menu, in the Members section, select **Manage Roles**.
5. From the Role Name list, select **Edit** for the Role you want to edit.
6. In the Define Role Choices list, use the checkboxes to select the areas of the Quick Shopping Cart application to which you want to grant members assigned this Role access.
7. Click **OK**.

## Setting up a subdomain

You can set up your Quick Shopping Cart® storefront as a subdomain of your main domain. For example, you could create the subdomain *shop.coolexample.com* as a subdomain of your domain *www.coolexample.com*.

This process is helpful if your domain is currently registered elsewhere or if your domain is registered with us but you want the Quick Shopping Cart storefront to be a branch from your website.

## To Set Up a Subdomain as an Online Store

1. Log in to your account.
2. Click **Quick Shopping Cart**.
3. In the Quick Shopping Cart list, click **Manage** next to the New Account you want to set up.
4. Read the End User License Agreement, and then click **Accept**.

5. Specify whether you want to use an available sub domain from your account or a domain registered elsewhere.

**Note:** When setting up Quick Shopping Cart on a domain registered elsewhere, you need to manually modify the A record to point to your store's IP address.

6. Enter the following information:

**Email Address**

Enter the email address you want associated with the store.

**Company or Individual Name**

Enter the name you want associated with the store.

**Phone**

Enter the phone number you want associate with the store

**Slogan**

Enter the slogan you want to use with the store.

7. Click **OK**.
8. To confirm you want to set up the store for the domain name you entered, click **OK**.
9. From the home page, use the buttons at the top of screen to specify the information necessary for creating your storefront.