

No Programming Required



SHOWME GUIDES

# OpenCart 1.5 User Manual

Manage your online store from the admin



**SHOWME GUIDES™**  
**OpenCart 1.5 User Manual**

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**SHOWME™ GUIDES**  
**OpenCart 1.5 User Manual**



## NOTICES

### ShowMe™ Guides OpenCart 1.5 User Manual

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## About the ShowMe™ Guides Series: “Everything you need to know”

The **ShowMe™ Guide Series covers everything that a new, non-technical store owner needs to know to open an online store.** Each task is rated from easy to difficult. If a task should be handled by a programmer, we say that. If you can get it done for free somewhere, we tell you that too.

Every book in the series is based on an ACTUAL install & setup of a full ecommerce store. You see before-and-after shots with a screenshot of the ACTUAL settings that work for that screenshot.

The most valuable part is the HOT TIPS for non-intuitive steps. You could buy our book just for the tips and get your money’s worth.

All our books have a 100% no questions asked, full money-back guarantee for any reason.

All books in this series are arranged as follows:

- Quick Install & 30-Minute Quick Setup Guide
- Guide to the Menus
- Advanced Task Information, and
- Helpful Resources.

### **WE KNOW YOU ARE BUSY!**

Our books are NOT loaded with page after page of the history of the Internet or filler material. We cover everything you MUST know, and nothing you don’t.

## About the author



Kerry Watson joined the Open Source movement in 1996 as the Producer for the Netscape Navigator website. There her mission was to make the Netscape browser accessible to everyday users, not just technical users, and she wrote plain-language tutorials such as Netscape Navigator for Internet Explorer Users and Netscape Tips & Tricks. Previously she was a vice president of an e-commerce turnkey outsourcing company like PayPal, years ahead of its time.

In 1999 Kerry founded Pithy Productions, Inc., a web project management company that specializes in ecommerce websites. Today she is a full-time writer specializing in open source ecommerce topics, an ecommerce columnist for Practical Ecommerce ([www.PracticalEcommerce.com](http://www.PracticalEcommerce.com)) and author of well over a dozen books on various open source ecommerce programs.



### Tips for using this book:

1. This book is for new OpenCart users who have NO graphics or programming skills. All you have is product photos and a store logo, and a willingness to try something new.
2. Have your first store installed for you for FREE by a web host that SPECIALIZES in OpenCart web hosting. We list these hosts in the Appendix.
3. Print a copy of the Admin Menus Cheatsheet to quickly find each menu.
4. Follow the 30 Minute Quick Start Guide chapter to quickly work through each feature that MUST be set up for your store to operate.
5. Then use the Table of Contents by Task to find specific information by TASK, and the Table of Contents by Menu Name to quickly find every place a menu is discussed.
6. This book explains the way that is easiest for new users. You may know other ways to finish a task; be creative. Even advanced users and programmers will find this book a handy shortcut to quickly find what you want to do.

## Other helpful books in this series

These books will be especially useful to OpenCart store owners:

### Using Power Tools with Open Source Commerce Programs

You don't need special skills or tools to start an OpenCart store, but after you have some experience you may want to roll up your sleeves and get into the advanced stuff. The tools in this book sure make life easier! It's like using a power saw instead of a hand saw.

**The Power Tools I teach you how to use are:**

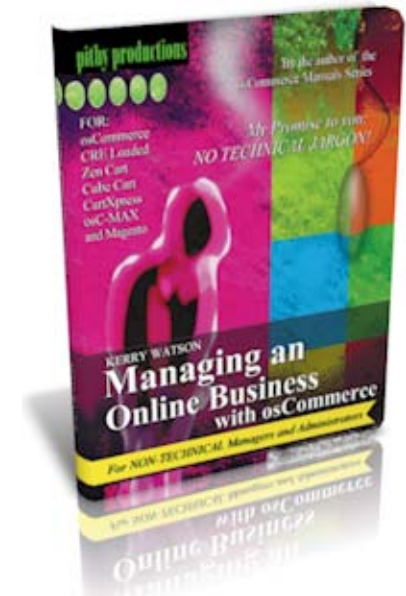
- **cPanel Control Panel** used by many web hosts
- **Dreamweaver** HTML Editor for backup and editing
- **Photoshop and PaintShop Pro** (the menus are almost identical, any differences are pointed out!)
- **FTP Program FileZilla** to quickly upload and download files and/or change file permissions, and
- The compression program **WinZip**.

You can spend many hours trying to learn this stuff yourself by feel. OR, you can simply get this book.

### Managing an Online Business

If you've just been handed the keys -- err, password -- to a new online store and don't have the faintest idea what to do, this book is for you. This book is a NON-technical guide to the *business strategy of running an ongoing online store*. It has specific information for OpenCart users, including such topics as:

- Search Engine Strategy
- Website Project Management, Testing & Acceptance
- Growing and Getting Help: Fulfillment, Warehousing, and Shipping Services
- Executive Management Decisions: Dealing with complaints, FRAUD, Setting Policies, Reporting



## Icons used in this book:



*TIME SAVING TIP: Like a menu or button that is hard to see, or has an unexpected name, or something else.*



*CAUTION: Follow directions exactly, this is easy to mess up!*



*ADD-ONS: This is bonus information about an add-on contribution that could make running your store MUCH easier.*

## Win a free ebook!

Are you a fan? Do you love our books? TELL THE WORLD and win a chance for a free ebook of your choice! One free ebook will be awarded daily! No purchase required. LIKE us on Facebook, TWEET about us, DIGG us, tell a friend about us by email, or give a nice review on AMAZON.COM.

SEE website for details: <http://oscmanuals.com/p28/WIN-A-FREE-EBOOK!/pages.html>

## Feedback, please!

If you have puzzled over ANY part of this book, please help so others do not have to! I welcome your comments. Please send me a quick note to [talkback@oscmanuals.com](mailto:talkback@oscmanuals.com). Each reader who sends feedback is automatically entered into the FREE EBOOKS OFFER Contest.

**Sincerely,**  
**KERRY WATSON**





# OpenCart User Manual

## Introduction

### What is OpenCart?

OpenCart is an easy to-use, powerful, Open Source\* online store management program that can manage multiple online stores from a single back-end Administrative area simply by filling in forms and clicking "Save." There are many professionally-written extensions available to customize the store to your needs.

An OpenCart store can be ready to take orders soon after installation. All you have to do is have it installed for you (any web hosts do it for free), select a template from the many free or low-cost template sites, add your product descriptions and photos, click a few settings, and you are ready to begin accepting orders. Our free Installation & Quick Start chapters show you how.

The public side or "Storefront" of OpenCart looks very professional and ready to sell almost as soon as it is installed:

The screenshot displays the OpenCart website's front-end interface. At the top left is the 'opencart' logo. To its right, there's a 'Currency' selector showing '€', '£', and '\$'. Further right is a 'Shopping Cart' icon with '1 item(s) - \$587.50'. A search bar is located to the right of the cart. Below these elements, a navigation menu lists categories: Desktops, Laptops & Notebooks, Components, Tablets, Software, Phones & PDAs, Cameras, and MP3 Players. A main promotional banner for the 'Samsung Galaxy Tab 10.1' is featured, with a price of 'Only \$199.99' and a 'COMING SOON!' message. Below the banner is a 'Featured' section with six product tiles, each including a product image, name, price, and an 'Add to Cart' button. The products are: iMac (\$587.50), iPhone (\$118.68), iPod Classic (\$117.50), iPod Nano (\$117.50), iPod Shuffle (\$117.50), and iPod Touch (\$117.50). A row of brand logos follows: HTC, Canon, Apple, Palm, and Sony. At the bottom, there are four columns of links: 'Information' (About Us, Delivery Information, Privacy Policy, Terms & Conditions), 'Customer Service' (Contact Us, Returns, Site Map), 'Extras' (Brands, Gift Vouchers, Affiliates, Specials), and 'My Account' (My Account, Order History, Wish List, Newsletter). The footer contains the text 'Powered By OpenCart Your Store © 2011'.

The store is managed by logging into a private Administration panel or “Admin” and filling in form boxes. The OpenCart Admin is intuitively organized and pleasing to use:

OpenCart | ADMINISTRATION You are logged in as admin

Dashboard
Catalog
Extensions
Sales
System
Reports
Help
Store Front
Logout

[Home](#)

**Dashboard**

**Overview**

Total Sales:	\$64,385.00
Total Sales This Year:	\$64,385.00
Total Orders:	5
No. Of Customers:	6
Customers Awaiting Approval:	1
No. Products:	6
No. Of Reviews:	0
Reviews Awaiting Approval:	0

**Statistics** Select Range: This Year

Month	Total Orders	Total Customers
Jan	0	0
Feb	0	0
Mar	0	0
Apr	5	6
May	0	0
Jun	0	0
Jul	0	0
Aug	0	0
Sep	0	0
Oct	0	0
Nov	0	0
Dec	0	0

**Latest 10 Orders**

Order ID	Customer Name	Status	Date Added	Total	Action
5	Shanna Smith	Pending	14/04/2011	\$3,302.00	<a href="#">[ Edit ]</a>
4	Sally Hershey	Pending	14/04/2011	\$5,052.00	<a href="#">[ Edit ]</a>
3	Patrick Kingsley	Pending	14/04/2011	\$2,577.00	<a href="#">[ Edit ]</a>
2	Joe Starbucks	Pending	14/04/2011	\$50,552.00	<a href="#">[ Edit ]</a>
1	Ariana Wellington	Pending	14/04/2011	\$2,902.00	<a href="#">[ Edit ]</a>

The next page is the “Admin Cheatsheet” showing the above dashboard with all menus fully extended so you can find any item easily. Download a printable copy of this admin cheatsheet from <http://www.osCManuals.com/downloads/opencart/admin-cheatsheet>



**OpenCart / ADMINISTRATION** You are logged in as admin

[Dashboard](#) | [Catalog](#) | [Extensions](#) | [Sales](#) | [System](#) | [Reports](#) | [Help](#) | [Store Front](#) | [Logout](#)

---

[Home](#) | [Dashboard](#) | [Categories](#) | [Modules](#) | [Orders](#) | [Settings](#) | [Layouts](#) | [Sales](#) | [Reports](#) | [Help](#) | [Store Front](#) | [Logout](#)

[Products](#) | [Shipping](#) | [Returns](#) | [Design](#) | [Banners](#) | [Products Viewed](#) | [Homepage](#)

[Attributes](#) | [Payments](#) | [Customers](#) | [Users](#) | [User Groups](#) | [Products Purchased](#) | [Documentation](#)

[Options](#) | [Order Totals](#) | [Affiliates](#) | [Localisation](#) | [Languages](#) | [Support Forum](#)

[Manufacturers](#) | [Product Feeds](#) | [Coupons](#) | [Error Logs](#) | [Currencies](#)

[Downloads](#) | [Mail](#) | [Gift Vouchers](#) | [Backup / Restore](#) | [Stock Statuses](#)

[Total Downloads](#) | [Gift Vouchers](#) | [Voucher Themes](#)

[Total Reviews](#) | [Mail](#)

[No. of Information Customers Awaiting Approval:](#) 9

[No. Products:](#) 1

[No. Of Reviews:](#) 6

[Reviews Awaiting Approval:](#) 1

[Reviews Awaiting Approval:](#) 0

[Order Statuses](#) | [Countries](#) | [Zones](#) | [Geo Zones](#) | [Tax Classes](#) | [Length Classes](#) | [Weight Classes](#)

Select Range: **Today**

**Latest 10 Orders**

Order ID	Customer Name	Status	Date Added	Total	Action
5	Shanna Smith	Shipped	14/04/2011	\$3,302.00	[ Edit ]
4	Sally Heshey	Shipped	14/04/2011	\$2.00	[ Edit ]
3	Patrick Kingsley	Pending	14/04/2011	\$2,577.00	[ Edit ]
2	Joe Starbuds	Pending	14/04/2011	\$50,552.00	[ Edit ]

## Features of OpenCart include:

- User-friendly administration using your web browser and filling in forms
- Add/Edit/Remove categories, products, manufacturers, customers, and reviews
- Built-in payment gateways
- Unlimited Categories
- Unlimited Products
- Unlimited Manufacturers
- Templates
- Multi-Language
- Multi-Currency
- Product Reviews
- Product Ratings
- Downloadable Products
- Automatic Image Resizing
- Multiple Tax Rates
- Related Products
- Unlimited Information Pages
- Shipping Weight Calculation
- Discount Coupon System
- Search Engine Optimization (SEO)
- Module System
- Backup & Restore Tools
- Printable Invoices
- Sales Reports

## Latest Version New Features

Version 1.5 added the following advanced features. Click each item to jump to the detailed settings with screenshots.

- [Reward Points System](#) - award points for each product purchased, customers can redeem for additional merchandise.
- [RMA System \(Return Management Authorization\)](#) - manage customer returns and credits.
- [Grid and List Product listings in store](#) (screenshot below) - customers can switch between viewing products as a list or in a grid.
- [Gift Voucher System](#) - customers can purchase gift certificates for another customer to use in your store.
- Credit System - store credit that can be used during checkout. No screenshots.
- [Reorder System](#) - customers can quickly reorder a previous purchase.
- [Wish List System](#) - customers can add items to a wish list, move items to cart at any time.
- [Affiliate System](#) - allow other websites to refer customers to you for a commission.

- Optional Text Fields - customers can type instructions for customizing a product such as their initials or name.
- Banner Manager - easily change the slide show or large banner on the home page.
- One-Page Checkout - customers never leave the checkout screen; each section of the page slides open and shut.
- List View and Grid View – customers can change the view by clicking Display – List/Grid at top left of shopping page.
- Easy Reorder System – customers can log in, view order history, and hit REORDER.
- Wish List System - Items on Wish List can be moved to cart at any time.

## History of OpenCart

OpenCart is the brainchild of 34 year old Daniel Kerr, a talented developer from Blackpool, England who just couldn't find that perfect system, so he made his own. He had been involved in osCommerce development from 2003 to 2005, writing a number of contributions or add-on extensions to the program, but like many became frustrated with the slow rate of development. Today Kerr is an expat living with his family in Hong Kong.

Kerr's goals were to make the new OpenCart a lean, clean small ecommerce program that uses about 90% less code than other shopping carts, a template system, virtual or "search engine-friendly" URLs, valid XHTML and CSS. osCommerce was none of these things.

A previous program named OpenCart was written in the CGI programming language until 2004, when it went defunct. The domain name "OpenCart.com" expired in February 2005, and Daniel purchased the name and publicly opened his new OpenCart development site in November, 2005.

OpenCart was under development from late 2005 until January 2009, when the first public version 1.0 was released. Since then approximately 50 full and partial or "patch" versions have been released, with 1.5 the current version being released in June, 2011.

\*"Open Source" software is software whose code is available for users to *look at and modify freely*. It does not mean it must be given away for free! Many popular Internet programs in widespread use today are open source, including Linux, PHP, MySQL and Apache servers. Open Source programs can also be sold, and the open source public license does not apply to books.





## OpenCart Quick Install Guide

Installing a web-based program is not as easy as auto-installing a program on your Windows or Apple computer. You don't just pop in a DVD and click "Install." You need the skills or patience to create a database, set file security permissions, and to work with files with long path names.

Thankfully, there are many web hosts who can install your OpenCart store for you, either when you sign up for hosting or with a one-click installer called Softaculous.

### Method 1: FREE installation by your web host!



Some web hosts will install your program for free, such as Arvixe the official OpenCart web host. They are specifically set up for easy OpenCart hosting!



*TIP: Arvixe web hosting offers everything an OpenCart store needs: 24/7 great tech support, unlimited space, free domain name, free SSL install, only \$6.00 per month for secure ecommerce hosting! SEE APPENDIX for details on how to get the exact right account setup you need.*

OR see the full list of recommended OpenCart web hosts in [Appendix A](#).

That's it! They do it all for you! But if that's too easy for you, then continue below.

## Method 2: Install from cPanel using Softaculous Premium.



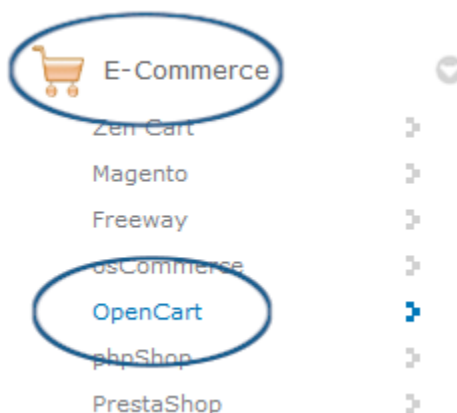
OpenCart is included in the semi-automated installer program called Softaculous Premium (it currently is included only in the premium version). Find a web host that offers Softaculous Premium (See the list in [Appendix A](#)) and install as follows:

Log onto your cPanel control panel using the login information from your web host's Welcome email. Contact your web host if you need help finding this.

Find the box named Software/Services and double-click the icon named "Softaculous" to start. Note that the box and icons may look different on your web host, and be in a different order:



From the list of program types, click E-COMMERCE, then click the link OPENCART:



Now you see a long form named "Software Setup." See the detail below this screenshot for instructions:

## Software Setup

---

**Choose Protocol**

If your site has SSL, then please choose the HTTPS protocol.

**Choose Domain**

Please choose the domain to install the software.

**In Directory**

The directory is relative to your domain and **should not exist**. e.g. To install at http://mydomain/dir/ just type **dir**. To install only in http://mydomain/ leave this empty.

**Database Name**

Type the name of the database to be created for the installation

## Store Settings

---

**Store Name**

**Store Description**

**Store Owner**

**Store Address**

## Database Settings

---

**Table Prefix**

## Admin Account

---

**Admin Username**

**Admin Password**



**Admin Email**

**First Name**

**Last Name**

**Install**

**SOFTWARE SETUP**

**Choose Protocol:**

Your web host should have installed https for security. If not, ask them to do it now.

**Choose Domain:**

Select your domain name from the drop-down box.

**In Directory:**

If you want to install several programs (such as a blog) choose a folder name like "store" or "shop," otherwise leave blank.

**Database Name:**

Give your database a name that helps you identify it, such as "opencart" or "store."

**STORE SETTINGS**

**Store Name:**

This information displays on your CONTACT US page and/or for search engines, see example below.

**Store Description:**

The name you want to display on the Contact Us page.

**Store Owner:**

A description that search engines will use to help people find you.

**Store Address:**

Name of store owner or company for Contact Us page.

Address customers can use to send mail to you.

**DATABASE SETTINGS**

**Table Prefix:**

In case you have a shared server or more than one database, a prefix is required to help identify it. Choose a prefix of your choice; if your host requires it, the prefix will already be filled in for you.

**ADMIN ACCOUNT**

**Admin Username:**

The username you will use to log into your store.

**Admin Password:**

The password you will use to log into your store. A long phrase that is easily remembered by only you, with numbers, capitalization, and punctuation, is best.

**Admin Email:**

**First Name:**

The email address you wish to use if you forget your password, also to receive store notices that will automatically be sent to you.

**Last Name:**

Your first and last names, for store notices that will automatically be sent to you.

**Store Settings displayed on the Contact Us page:**

The screenshot shows a 'CONTACT US' page with the following elements:

- CONTACT US** (Section Header)
- Address:** Smith Antiques, LLC  
123 45th St.  
My City, OH 12345
- Telephone:** 212 555-1212
- First Name:**
- E-Mail Address:**
- Enquiry:**
- Enter the code in the box below:**
- Image:** A small image with the text 'Zebef1' and a colorful background.

After you finish filling in the long form, at the bottom of the page, click the **INSTALL** Button. After a minute, you will see a "Success screen" like the following:

**Congratulations, the software was installed successfully**

OpenCart has been successfully installed at : <http://www.smithantiquesllc.com/>

Administrative URL : <https://www.smithantiquesllc.com/admin/>

We hope the installation process was easy.

**NOTE:** Softaculous is just an automatic software installer and does not provide any support for the individual software packages. Please visit the software vendor's web site for support!

Regards,  
Softaculous Auto Installer

**[Return to Overview](#)**





*TIP: For help with Softaculous installation, search the support forum at <http://www.softaculous.com/board/>*

### Method 3: Do-It-Yourself.



Before you begin, check with your web host to be sure OpenCart will work on their servers. If they are not familiar with OpenCart technical specs, tell your host you need the following:

- Apache Web Server
- PHP 5.2 or higher
- MySQL
- Curl
- Fsock

You will also need to have purchased a domain name from a domain name registrar. For help in domain name strategy, see our book "How to Manage an Online Business with Open Source eCommerce."

*Check off each item as you complete it.*



#### Install Step 1. Get OpenCart



Get your FREE copy of OpenCart from the OpenCart.com website at <http://www.opencart.com/index.php?route=download/download>.

Download the most recent full version (the highest release number, example 1.5.1).

Click the DOWNLOAD link and save the file where you can easily remember - to your downloads directory or to your desktop.



*TIP: Write down where you put the zip file, as you will need it for the next step.*



## Install Step 2. Upload the zip file to your web host




Log onto your web host's cPanel Home page, and click the FILE MANAGER link.



*TIP: If you have difficulty locating cPanel's File Manager on cPanel's very long Home page, you can also click CTRL-F and type "File Manager" or use the "FIND" box in the top left of the cPanel Home screen.*

In cPanel's File Manager, click the UPLOAD Button. This brings you to the Upload Files screen:

 **Upload files**

**Maximum file size allowed for upload: 500 MB**

Please select files to upload to **/home/public\_html/myopencartstore**

Overwrite existing files:

[+ Add Another Upload Box](#)


[Back to /home/public\\_html/myopencartstore](#)

Click the BROWSE Button to find where you saved the zip file. It will automatically begin uploading to your web host.

When it has finished uploading, click the link **Back to /home/public\_html\*** to return to the File Manager.

\*Your web host's path may be slightly different - example, /www/ or /default/ or /home/. Just click the "BACK TO" link.

## Install Step 3. Create your database



In order for the OpenCart installer to set up your database, you must make an empty database for it to fill. You will use cPanel's Database Wizard to:

- Create an empty database
- Create a database user, and
- Assign a user and permissions to the database.

In your web host's cPanel Home page, scroll down to the "DATABASES" section and click the MySQL Database Wizard:



This easy Wizard will help you create the database.

**Create Database Step 1:** Make up a name for your database. Don't worry; the Wizard will tell you if you have used an incorrect character, or if the name you chose is too long or short. Then click the Next Step button:

**Step 1: Create A Database**

**New Database:**



*TIP: The database name is not going to be exactly this name - the Wizard will assign an account prefix based on your web host's setup. For example, my account name is myopencartstore, so the database in this example will actually be named myopencartstore\_mydatabase.*

**Create Database Step 2:** Create a username, any name seven characters or less, and a password, then click the Next Step button:



*TIP: Click the "Generate Password" Button to have the Wizard create a very secure, random password for you.*

**Step 1: Create A Database**


**New Database:**

**Create Database Step 3:** Specify what privileges this user will have. You want this database user to have ALL PRIVILEGES, so be sure to check the ALL PRIVILEGES box, then click the Next Step button:

**Step 2: Create Database Users:**


Username:  \*Seven characters max

Password:

Password Strength:  
  
OK

Password (Again):

**Create Database Step 4:** Print the MySQL Database Summary page:

 **MySQL® Database Wizard**

User **mystore\_AnyName** was added to the database **mystore\_mydatabase** using the password **M6n87fk33Z**

**Step 4: Complete the task**

- [Add another database](#)
- [Add another user using the MySQL Databases Area](#)
- [Return to Home](#)

**Make sure to specify the user and database exactly as written above.**  
**Mysql's server name is localhost.**



*TIP: Notice the extra pieces of vital database information circled above - you did not enter this, it is your web host's SERVERNAME. You will need all four circled pieces of information for the next step!*



*TIP: By default the server name is commonly named localhost, so if you do not see the circled message in your cPanel MySQL Database Wizard, try using localhost for the server name before contacting your web host for more help.*



*Leave this window open to copy and paste the information directly, being careful to not copy any spaces before or after.*



## Install Step 4. Start the Install Wizard



Using your web browser, go to the following address:

**<http://www.yourdomainname.com/install/>**

If you have any problems finding the install folder, please check your web host's "Welcome Email" and then with your web host.



*TIP: If your domain name is new, it may not be active yet – it can take up to 72 hours. Instead, you can use your "IP Address" to install the program. If your website's IP Address is not listed in your web host's Welcome email, contact your web host's support department for your site's exact IP address.*



*If you are copying and pasting information into your install screens and have trouble, check to be sure you are not pasting extra SPACES at the beginning or end of the words.*



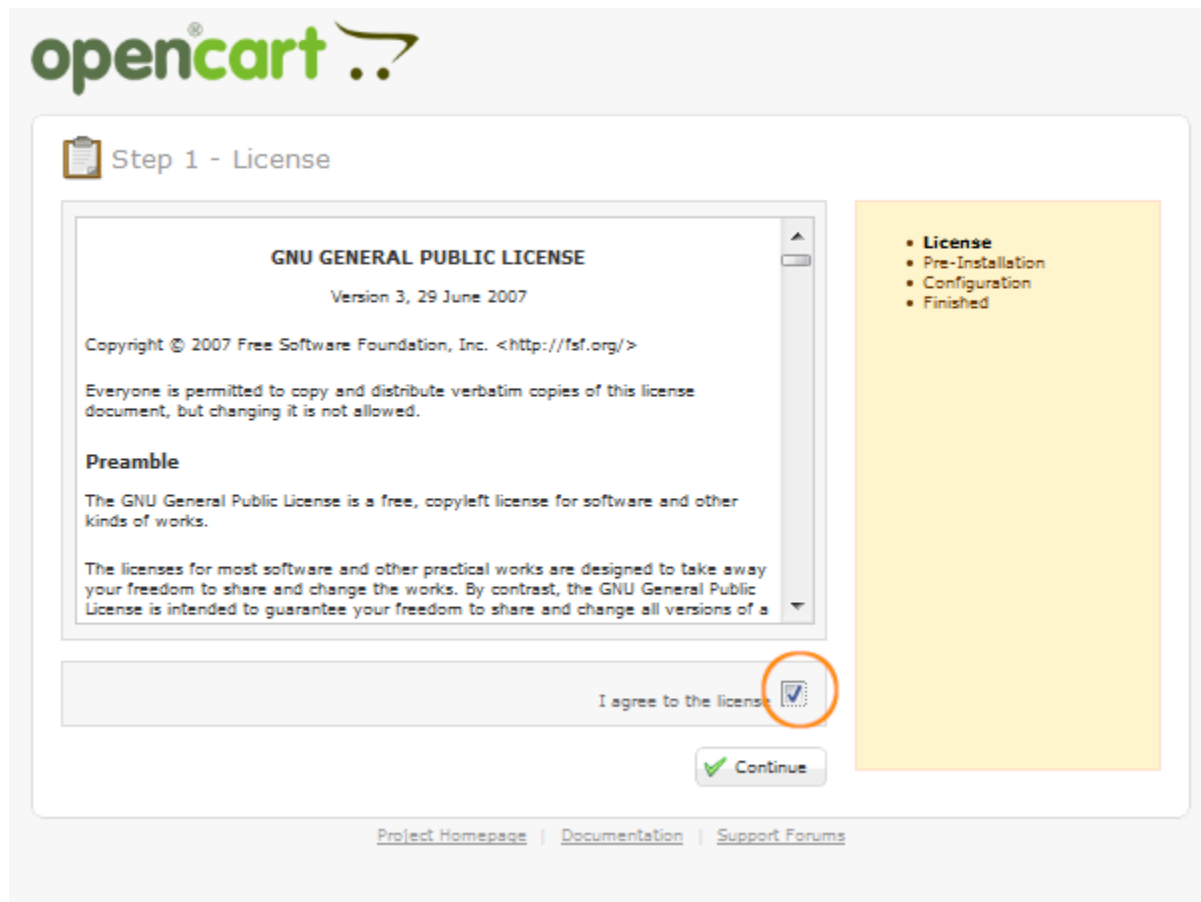
*If you see an error message instead of the Welcome screen, then your web host's server is not set up correctly for installing OpenCart. Contact your web host to see if they can change anything for you. If not, you will need to install at a different web host.*

## Install Wizard Screens



### Install Wizard Step 1 - License

**Read the license, check the box "I agree to the license"** and click the CONTINUE Button:



## Install Wizard Step 2 - Pre-installation Check

The Wizard checks to see if your web server has everything needed to proceed so you won't have difficulty during installation.

Every item should have a green checkmark in the "STATUS" column:



**Step 2 - Pre-Installation**

1. Please configure your PHP settings to match requirements listed below.

PHP Settings	Current Settings	Required Settings	Status
PHP Version:	5.2.15	5.0+	✓
Register Globals:	Off	Off	✓
Magic Quotes GPC:	Off	Off	✓
File Uploads:	On	On	✓
Session Auto Start:	Off	Off	✓

2. Please make sure the extensions listed below are installed.

Extension	Current Settings	Required Settings	Status
MySQL:	On	On	✓
GD:	On	On	✓
cURL:	On	On	✓
ZIP:	On	On	✓

3. Please make sure you have set the correct permissions on the files list below.

Files	Status
/public_html/opencart/config.php	Writable
/public_html/opencart/admin/config.php	Writable

4. Please make sure you have set the correct permissions on the directories list below.

Directories	Status
/public_html/opencart/system/cache/	Writable
/public_html/opencart/system/logs/	Writable
/public_html/opencart/image/	Writable
/public_html/opencart/image/cache/	Writable
/public_html/opencart/image/data/	Writable
/public_html/opencart/download/	Writable

✓ Continue

- License
- **Pre-Installation**
- Configuration
- Finished



*TIP: If any Required Extensions or Required Settings are not enabled, then contact your web host to see if they can be changed for you. If they say they cannot, you will need to stop here and find a new web host. ALL hosts in [Appendix A](#) are set up correctly for OpenCart web hosting.*





If any files or directories on Step 2 – Pre-Installation do not show a status of "Writeable," go back to the cPanel File Manager, click to the folder name, and in the "Perms" (Permissions) column change the setting to 755 and click the SAVE Button:

	Name	Size	Type	Perms
	cache	4 KB	httpd/unix-directory	<input type="text" value="0755"/>
	config	4 KB	httpd/unix-directory	<input type="text" value="0755"/>
	database	4 KB	httpd/unix-directory	<input type="text" value="0755"/>
	engine	4 KB	httpd/unix-directory	0755
	helper	4 KB	httpd/unix-directory	0755
	library	4 KB	httpd/unix-directory	0755
	logs	4 KB	httpd/unix-directory	0755
	startup.php	2.61 KB	application/x-httpd-php	0644

0755

Save

Cancel

## Install Wizard Step 3 - Configuration

Enter the database information exactly as you entered it in the Database Wizard.



*TIP: Don't close this window! Simply minimize your browser and hit the REFRESH button each time you make a change, to check your progress.*

**opencart**

### Step 3 - Configuration

1 . Please enter your database connection details.

* Database Host:	usually localhost
* User:	from database wizard
Password:	from database wizard
* Database Name:	from database wizard
Database Prefix:	from database wizard

2. Please enter a username and password for the administration.

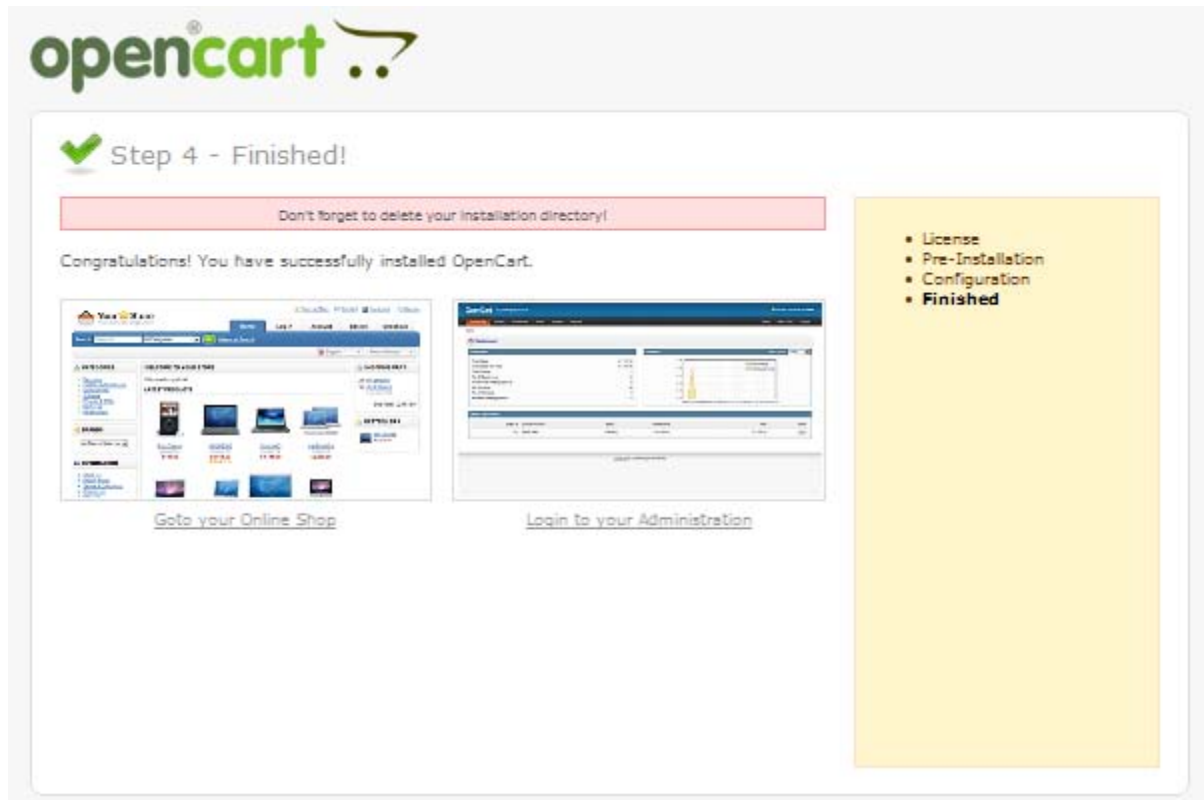
* Username:	admin
* Password:	use a long password
* E-Mail:	your email

- License
- Pre-Installation
- **Configuration**
- Finished

Choose a username and password you want to use when you administer your store, and enter the email address where you want to receive confirmations or password reminders.

Click the CONTINUE Button.

## Install Wizard Step 4 - Finished!



Click the GO TO YOUR ONLINE SHOP Link to see your new store in your browser, and immediately BOOKMARK it or add it to your Favorites list.

To begin setting up your new store, click the LOGIN TO YOUR ADMINISTRATION Link and log on with the info you entered in Step 3.



*CAUTION: If you do not delete the install directory and you later get hacked, they may be able to change your username and password, among other terrible things!*



*If you had any trouble, go back and check your steps beginning with Step 1. Nearly always the issue is a typo, capitalization, or an extra space. If you find that you have done each step correctly and have no typos, turn to the Installation Troubleshooting section below.*



*During installation, if you receive an error message about permissions, go back to Setting File Permissions and increase the file permissions to 777 using cPanel's File Manager before returning to the configuration screen. Remember you **MUST** change the permissions back after installation.*



## Install Step 5. Reset Security and Permissions



Using cPanel's File Manager for the three items in this section, you **MUST** do the following.



**SECURITY WARNING: You **MUST** delete the Install folder AND change the permissions on your configuration files as instructed below, or your store will be a security risk.**

### Do this:

- A For security**, DELETE the Install folder. In cPanel's File Manager, RIGHT-click the file name, then select DELETE from the drop-down menu.
- B For security**, change configuration file permissions **to 444** (0444) so only you, the owner, can read and write, and all others can read-only:
- C For security**, change ADMIN configuration file permissions **to 444** (0444) so only you, the owner, can read and write, and all others can read-only:

### To folder:

**install**

**config.php**

**admin/config.php**



## Install Step 6. Installation Problem-Solving



If you've had any difficulty with your installation, and have no typos, check again to be sure that you have set the appropriate file permissions for each folder or directory that requires it. That usually fixes 99% of installation problems.

### Installation Help Procedure:

1. Read your Manual.
2. Ask your OpenCart web host.
3. Go to the technical forum at <http://forum.opencart.com/> and SEARCH for a similar problem.
4. When all else fails, pay for technical support. See [Appendix A](#) for recommended technical pros.





## 30-Minute QuickStart Guide

After you have installed your store OR had your store installed for you, you are ready to do a Quick Start. This covers everything you absolutely MUST do to get an OpenCart store up and running. Get your product photos and store logo, and let's begin.

If you have any difficulty, contact your installer.

### Log onto your new OpenCart "Admin" for the first time



Using your web browser such as Internet Explorer, go to the following address:<http://www.yourdomainname.com/admin>.

This brings you to your new Administration Login Panel:

# OpenCart | ADMINISTRATION



**ENTER** the email address and password you selected during installation Step 3, or from your installer.



*TIP: If you forget the password, click "Password forgotten?" and look for a message at the email address you gave during installation.*



*If you haven't already, **BOOKMARK** your new Admin page or add it to your browser's "FAVORITES" List NOW! You will be going there every day from now on.*

This brings you to your new **ADMINISTRATION HOME PAGE:**

The screenshot displays the OpenCart 1.5 Administration interface. At the top, the header includes the OpenCart logo and 'ADMINISTRATION' on the left, and a user status indicator 'You are logged in as admin' on the right. Below the header is a navigation menu with tabs for 'Dashboard', 'Catalog', 'Extensions', 'Sales', 'System', 'Reports', 'Help', 'Store Front', and 'Logout'. The 'Dashboard' tab is active.

The main content area is titled 'Dashboard' and contains three sections:

- Overview:** A list of key statistics:
 

Total Sales:	£0.00
Total Sales This Year:	£0.00
Total Orders:	0
No. Of Customers:	0
Customers Awaiting Approval:	0
No. Products:	18
No. Of Reviews:	3
Reviews Awaiting Approval:	0
- Statistics:** A line chart showing 'Total Orders' (yellow) and 'Total Customers' (blue) over a 20-day period. The 'Select Range' is set to 'Today'. The chart shows zero data points for both metrics.
- Latest 10 Orders:** A table with columns for Order ID, Customer Name, Status, Date Added, Total, and Action. The table is currently empty, displaying 'No results!'.



*TIP: The instructions in this book just use the address "yourstorename.com/admin" but if your store admin uses "store" "shop" or something similar, just substitute the correct address each time.*



*TIP: It's easiest to open TWO browser windows - one on your Admin, and the other displaying your "Store Front" so you can quickly view the changes you make and see what your customers will see.*



## How to use your new Administration Panel or “Admin”



To make changes to your store in OpenCart, after logging in you will use the top navigation bar to select the menu you want to change. Example: product categories.

The menu generally brings you to a LIST of all existing items. Example: "Categories" brings you to a list of all existing (sample) categories.

To add a new item to the list, you will click a button labeled "INSERT" in the top right corner of the List. This brings you to a blank form.

You simply fill in the form following the screenshots in this book, and click the SAVE Button. Voila! The Admin does all the programming for you.



*TIP: There is ALWAYS a SAVE Button that you must click when you finish a form!*



### Quick Start Checklist:

The following menus **MUST** be edited when you first set up your store, and are covered here in this Quick Start Guide:

OpenCart   ADMINISTRATION						
Dashboard	Catalog	Extensions	Sales	System	Reports	Help
	Categories	Modules	Orders	Settings	Sales	Homepage
	Products	Shipping	Customers	Users ▶	Products Viewed	Documentation
	Manufacturers	Payments	Customer Groups	Localisation ▶	Products Purchased	Support Forum
	Downloads	Order Totals	Coupons	Error Logs		
	Reviews	Product Feeds	Mail	Backup / Restore		
	Information					

1. **CATALOG menu:** You will fill in forms about at least one product to display in your store; you will add or edit Information for the Information InfoBox such as About Us, Privacy, and Terms & Conditions as easily as typing an email. Delete the sample products and categories.
2. **EXTENSIONS menu:** Fill in forms about optional home page Welcome, shipping and payments vendors you will use; select screens that will display to customers during checkout.
3. **SYSTEM menu:** Fill in forms about important settings, upload your own store logo, set the store location (localization), and set other important options.

There are also many *optional* forms that are covered in later, detailed chapters of this book. For now, we just want to get you up and operating as quickly and easily as possible.



## 1. CATALOG menu: Enter your product and category information



Before your product categories will appear in the top navigation bar in your store, you must first create the categories.

The **Category** Name is the link that will display to customers in the Categories box of your store. It is like a department in a non-online store. The sample categories are included with your store to help you see how to fill in the forms. Look around them to get ideas for your own store.



*Do you have dozens or hundreds of products, categories, and images to enter? If so, download the Export/Import Tool extension to add your products and images in one batch. Ask your installer to set it up for you. [http://www.opencart.com/index.php?route=extension/extension/info&extension\\_id=17](http://www.opencart.com/index.php?route=extension/extension/info&extension_id=17).*

To enter your product and category information, in your store's Admin, from the Top Bar Navigation Menu, select CATALOG - Categories.

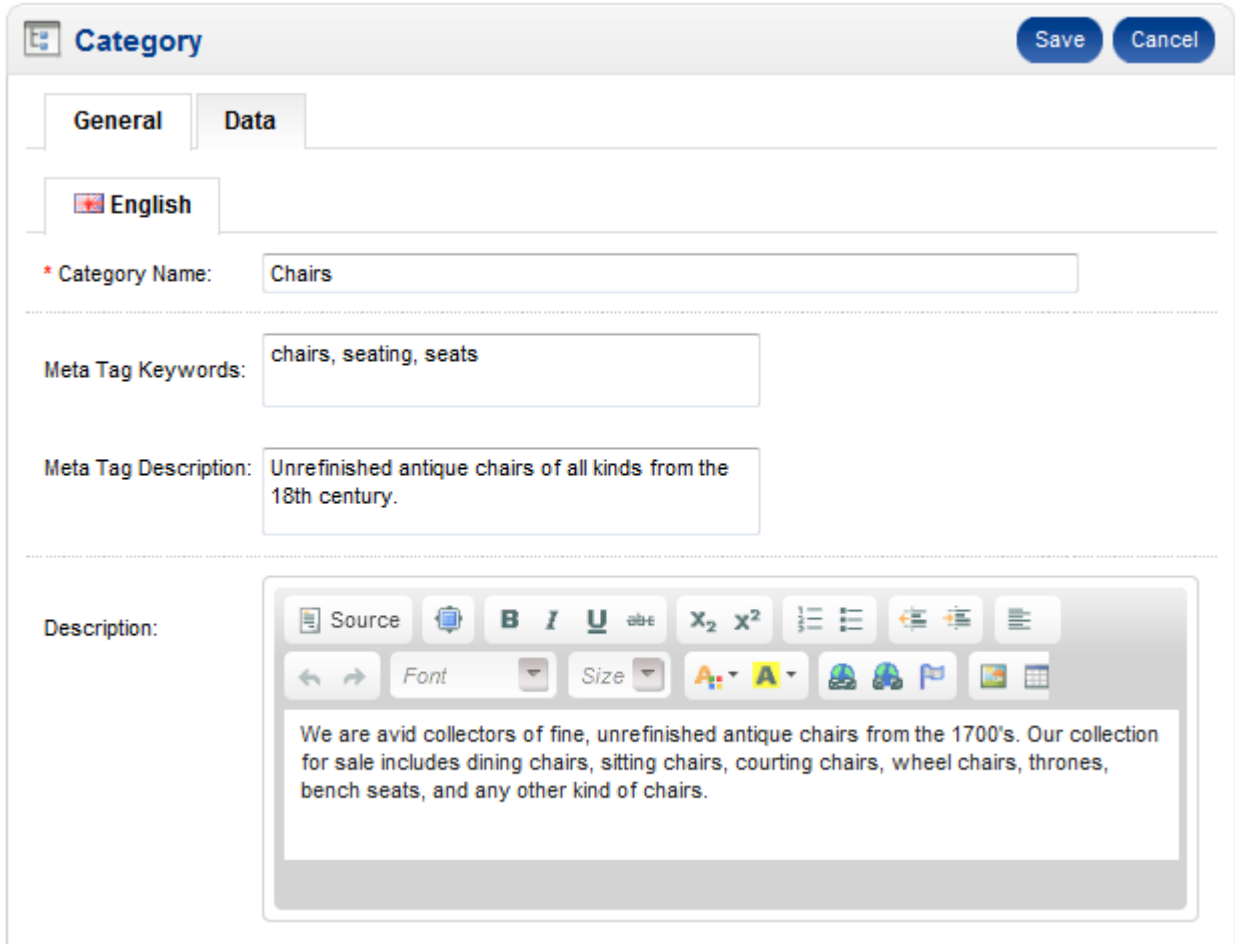
In this example below, we have already inserted a sample category, Chairs:

<input type="checkbox"/>	Category Name	Sort Order	Action
<input type="checkbox"/>	Chairs	0	[ <a href="#">Edit</a> ]
<input type="checkbox"/>	Desktops	1	[ <a href="#">Edit</a> ]
<input type="checkbox"/>	Desktops > PC	1	[ <a href="#">Edit</a> ]
<input type="checkbox"/>	Desktops > Mac	2	[ <a href="#">Edit</a> ]
<input type="checkbox"/>	Laptops & Notebooks	2	[ <a href="#">Edit</a> ]
<input type="checkbox"/>	Components	3	[ <a href="#">Edit</a> ]




### Add your first category:

At the top right of the CATALOG - Categories page, click the INSERT Button (circled above), and fill in information in the GENERAL Tab as shown in the example below:



**Category** Save Cancel

**General** **Data**

 **English**

\* **Category Name:**




















---



























**Meta Tag Keywords:**

**Meta Tag Description:**

---

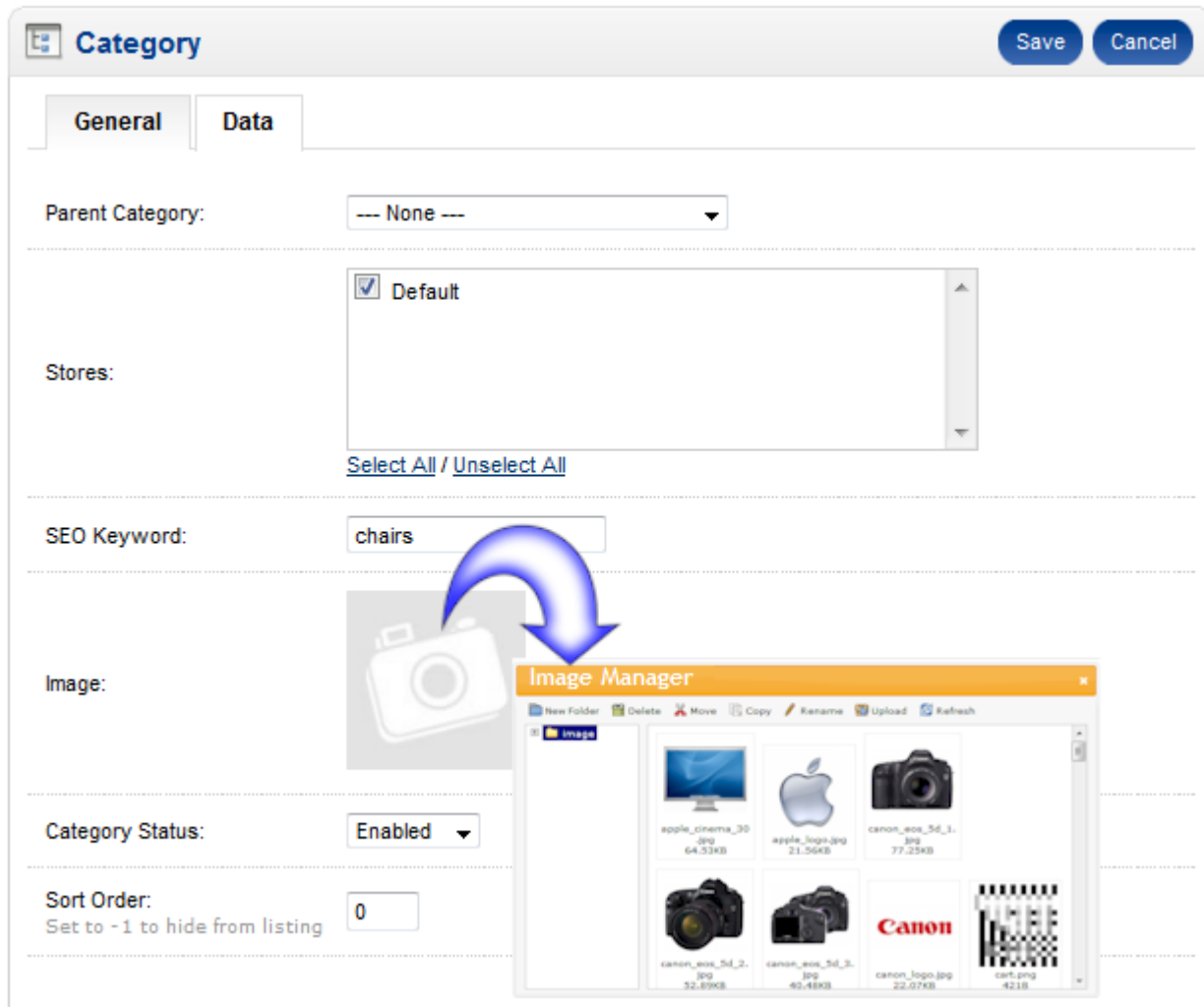
**Description:**

Source  **B** *I* U   $x_2$   $x^2$                  

  *Font*  *Size*                       

We are avid collectors of fine, unrefinished antique chairs from the 1700's. Our collection for sale includes dining chairs, sitting chairs, courting chairs, wheel chairs, thrones, bench seats, and any other kind of chairs.

Next, near the top left, click the DATA Tab to select and/or upload a product image.  
 OPTIONAL: Edit as shown below if you wish to make this category a sub-category; display in more than one online store at this web host; add search engine keywords; upload a category image from your computer OR select a category image from the web server; hide the category by selecting DISABLED; or move it up or down in the CATEGORIES InfoBox by changing the SORT ORDER:



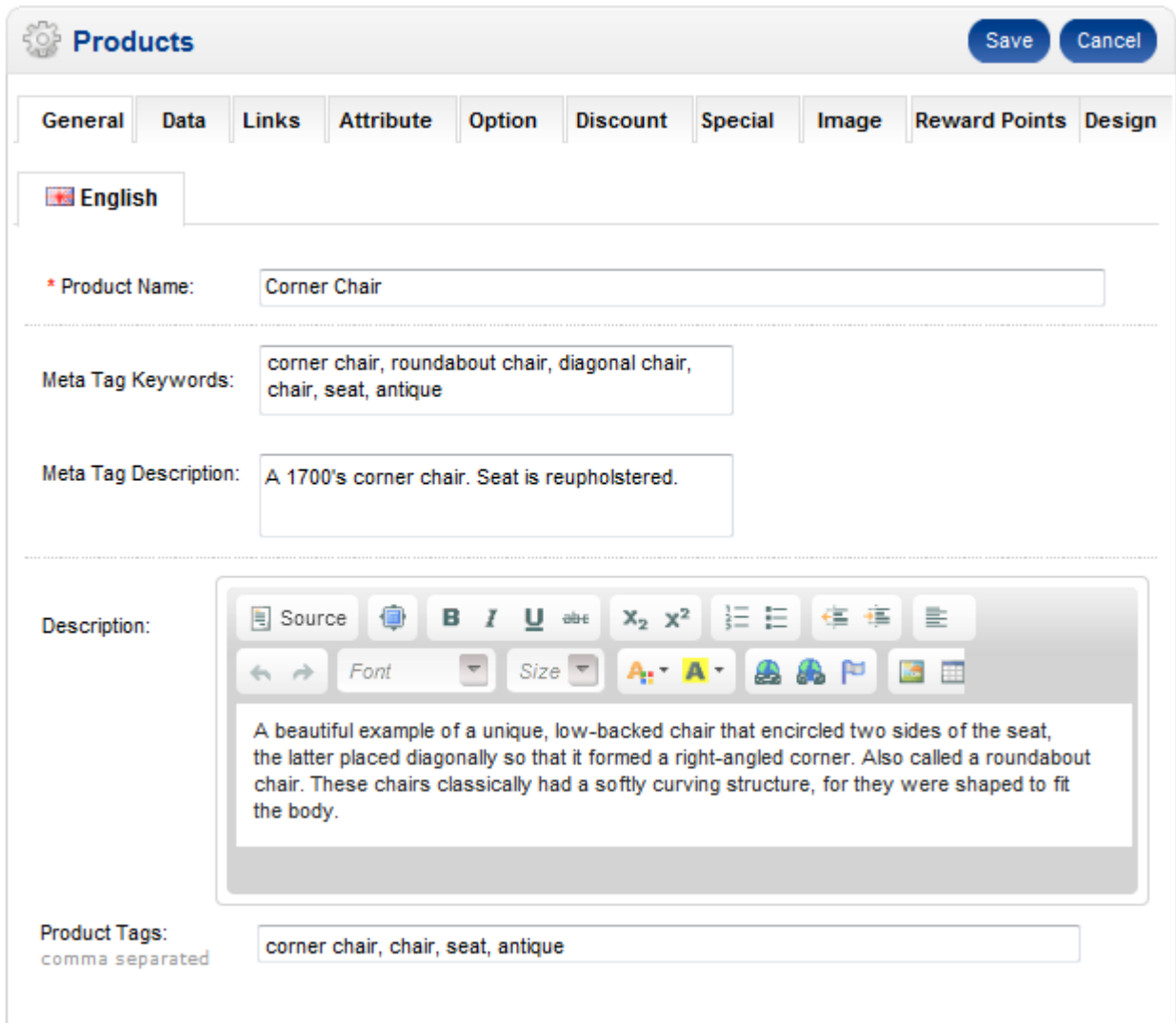
Be sure to SAVE your new category: at the top right, click the SAVE Button.



*Look at your new category in your store - what your customer sees - before continuing. To look at your new category, open ANOTHER window in your browser like Internet Explorer by using the command CTRL-N, type the address of your store, then click the new category link you see in the Category InfoBox.*

 Add your first product:  


In your store Admin's CATALOG - Products page, near the top right, click the INSERT Button. Note that many tabs are OPTIONAL. For a **Quick Start**, follow this example for the GENERAL Tab:



The screenshot shows the 'Products' admin interface with the 'General' tab selected. The form contains the following fields and content:

- Language:** English
- \* Product Name:** Corner Chair
- Meta Tag Keywords:** corner chair, roundabout chair, diagonal chair, chair, seat, antique
- Meta Tag Description:** A 1700's corner chair. Seat is reupholstered.
- Description:** A beautiful example of a unique, low-backed chair that encircled two sides of the seat, the latter placed diagonally so that it formed a right-angled corner. Also called a roundabout chair. These chairs classically had a softly curving structure, for they were shaped to fit the body.
- Product Tags:** corner chair, chair, seat, antique (comma separated)

**Next, click the other tabs as follows:**

**DATA Tab:** at a minimum enter product price, if taxable select TAXABLE GOODS, and you must enter the product's weight and weight class (pounds or kilos) for shipping calculations, and upload or select an image.

**LINKS Tab:** Put a check mark in the category where you want it to appear.

**OTHER Tabs:** Optional for a Quick Start, see PRODUCTS chapter for detailed info. You can always come back and modify!



*IMPORTANT! IF you fail to specify a product weight, or if you enter a weight of zero, the program thinks it is a downloadable product and will NOT charge shipping!*



*For detailed assistance, and lots more pictures, or if you need to set up product OPTIONS such as sizes or colors, turn to the PRODUCT MANAGEMENT chapter or contact your installer for help.*



## Add or edit your information pages



Next, add or edit information for the Information box such as About Us, Privacy, and Terms & Conditions as easily as typing an email.



*Your Home Page "Welcome Message" is edited in the EXTENSIONS - MODULES Menu in the next step. Only the Information pages are edited here.*

These boxes are surprisingly similar to the Product Information pages, so refer to that section above for more instructions:

The screenshot shows the 'Information' edit form in OpenCart 1.5. The form is titled 'Information' and has 'Save' and 'Cancel' buttons in the top right corner. The language is set to 'English'. The 'Information Title' field contains 'Privacy Policy'. The 'Description' field is a rich text editor with a toolbar and contains the text 'Privacy Policy'. The 'Stores' section shows a list with 'Default' checked. The 'SEO Keyword' field is empty. The 'Information Status' is set to 'Enabled'. The 'Sort Order' is set to '2'.

When you are finished typing, select the **SAVE button**.

Last item in step 1, delete the sample products and categories when you are finished referring to them OR before you launch your store. From the Admin's Top Navigation Bar, select CATALOG - CATEGORIES. Put a CHECK next to all categories you wish to delete, then near the top right click the DELETE Button. It asks you if you are sure, because it cannot be undone. If you are sure, click YES.

Don't forget to test, test, test! Pretend you are a customer shopping on your store, register as a new customer and navigate to your new category and product.



## 2. EXTENSIONS menu: Welcome, Shipping, Payments, and Order Totals.





Fill in forms about the shipping and payments vendors you will use; select screens that will display during checkout in the Order Totals menu. Your store is set to charge a flat-rate per order for shipping, and "Cash on Delivery" for payment.

## Extensions - Modules - Welcome Module



Insert or edit Home page welcome text, "Welcome to my store!" This text is optional and does not need to be installed unless you want it.

From the main Admin menu, select **EXTENSIONS – Modules**. Find the WELCOME Module in the list and click INSTALL, then EDIT. Type the information like you were typing an email. Click the SAVE Button when you are finished.

Take a look at the other modules, you can click INSTALL to view them (open a new window and look at your storefront) and then UNINSTALL to make them go away. The prompt that says "This cannot be undone!" means that the words you typed in the box will be deleted, NOT that the Welcome module part of the program will be deleted. You will have to re-type the words if you re-install.



## Extensions – Shipping




For your customers' shipping charges to automatically be calculated online, you need to link to a shipping vendor.

If you do not yet have a shipping vendor, you can select, for example, a Flat Rate per Order of \$5 or Per Item of \$3 to charge fees you specify, and process your shipping offline using any shipper you wish. Here we show you how to change these easy shipping methods and to change the fees.

For product testing purposes, many store owners use the "Free Shipping" module, then disable it when they are finished testing.

*See detailed instructions including rates and contact information in the detailed chapters.*

From the main Admin menu, select **EXTENSIONS – Shipping**. "FLAT RATE" is enabled by default:

 <b>Shipping</b>			
Shipping Method	Status	Sort Order	Action
Citylink	Disabled		[ <a href="#">Install</a> ]
Flat Rate	Enabled	1	[ <a href="#">Edit</a> ] [ <a href="#">Uninstall</a> ]
Free Shipping	Disabled		[ <a href="#">Install</a> ]
Per Item	Disabled		[ <a href="#">Install</a> ]
Parcelforce 48	Disabled		[ <a href="#">Install</a> ]
Pickup From Store	Disabled		[ <a href="#">Install</a> ]
Royal Mail	Disabled		[ <a href="#">Install</a> ]
UPS	Disabled		[ <a href="#">Install</a> ]
United States Postal Service	Disabled		[ <a href="#">Install</a> ]
Weight Based Shipping	Disabled		[ <a href="#">Install</a> ]

Click INSTALL and then EDIT for each method you wish to use (or examine) and follow the instructions, as shown in the Flat Rate example below. NOTE that "PER ITEM" shipping screen looks identical to this screenshot:

**Flat Rate** [Save] [Cancel]

Cost:

Tax Class:

Geo Zone:

Status:

Sort Order:

**COST:** This is the flat rate that will be charged for each customer ORDER. If your currency is in dollars, the Cost of "2" means \$2. If your currency is other, it is 2 of your currency. NOTE: The currency unit will be set later in SYSTEM - LOCALIZATION.

**TAX CLASS:** If you are required to collect tax on SHIPPING in addition to product cost, select TAXABLE goods. Otherwise, select NONE from the drop-down box.

**GEO ZONE:** If you wish to charge a flat-rate only in certain shipping locations, select it here.

**STATUS:** If you want this shipping method to be active on your store, select ENABLED. To hide it, select DISABLED.

**SORT ORDER:** If you are offering customers multiple shipping methods from which to choose, and wish this method to be displayed first, enter a 1. To display second, enter a 2, and so forth.

Click the **SAVE Button** when you are finished setting up shipping vendor information.

## Extensions - Payment

For your customers to pay online, you must link to a third-party online credit card processor. About twenty different methods are included with OpenCart, and over a hundred more extensions are available for a small fee on the OpenCart website Extensions Directory at








[http://www.opencart.com/index.php?route=extension/extension&path=3&sort=e.date\\_modified&order=DESC](http://www.opencart.com/index.php?route=extension/extension&path=3&sort=e.date_modified&order=DESC).

OpenCart can automatically link to many processors, including the popular and easy PayPal. If your online revenue is less than \$1,000 per month, PayPal Standard is cheaper and easier because they only charge for each actual transaction. Over that, a payment gateway that uses monthly fees will be cheaper for you.



*There are many strict security requirements for processing cards on your website (called PCI) which add cost and complexity. Start with an easy "off-site" processor such as PayPal or 2Checkout, which meets most security requirements for you. See detailed instructions including rates and contact information in the detailed chapter.*

From the main Admin menu, select **EXTENSIONS – Payment**. This brings you to the Payment screen:

 <b>Payment</b>			
Payment Method	Status	Sort Order	Action
AlertPay	Disabled		[ <a href="#">Install</a> ]
Authorize.Net (AIM)	Disabled		[ <a href="#">Install</a> ]
Bank Transfer	Disabled		[ <a href="#">Install</a> ]
Cheque / Money Order	Disabled		[ <a href="#">Install</a> ]
Cash On Delivery	Enabled	1	[ <a href="#">Edit</a> ] [ <a href="#">Uninstall</a> ]
Free Checkout	Disabled		[ <a href="#">Install</a> ]
LIQPAY	Disabled		[ <a href="#">Install</a> ]
Moneybookers 	Disabled		[ <a href="#">Install</a> ]
Paymate	Disabled		[ <a href="#">Install</a> ]
PayPoint 	Disabled		[ <a href="#">Install</a> ]
Perpetual Payments	Disabled		[ <a href="#">Install</a> ]
PayPal Website Payment Pro 	Disabled		[ <a href="#">Install</a> ]
PayPal Website Payment Pro (UK) 	Disabled		[ <a href="#">Install</a> ]
PayPal Standard 	Disabled		[ <a href="#">Install</a> ]
SagePay 	Disabled		[ <a href="#">Install</a> ]
SagePay Direct	Disabled		[ <a href="#">Install</a> ]
SagePay (US)	Disabled		[ <a href="#">Install</a> ]
2Checkout	Disabled		[ <a href="#">Install</a> ]
WorldPay	Disabled		[ <a href="#">Install</a> ]

Click INSTALL and then EDIT to look at each method. All information that needs to be entered in the form boxes such as Account Number, Transaction Key, MD5 Hash, etc. will be sent to you from the merchant bank after you are approved for an account. Ask the

merchant processor for support if needed. In this Quick Start section, we will cover the two most popular methods, PayPal Standard and Authorize.net.

## PayPal Standard

<http://www.paypal.com/>



Setting up PayPal is done in three steps:

- **Open and set up your PayPal.com account for website payments as shown below.**
- **Fill in the OpenCart EXTENSIONS - PAYMENTS - PayPal Standard form as shown below.**
- **Test, test, test!**

### PayPal Standard Step 1.

Open and verify your PayPal.com account, set up website payment preferences on the paypal.com website as shown below and copy the "Payment Data Transfer" (PDT) Identity Token from the PayPal website; and

My Account | Send Money | Request Money | Merchant Services | Auction Tools | Products and Services  
Overview | Add Funds | Withdraw | History | Resolution Center | Reports | Profile

## Website Payment Preferences

[Back to My Profile](#)

### Auto Return for Website Payments

Auto Return:  On  
 Off

Return URL:

### Payment Data Transfer (optional)

**COPY (CTRL-C) and PASTE (CTRL-V)  
into OpenCart's "PDT Token" box**

Payment Data Transfer:  On  
 Off

Identity Token: 3TriHHKxQcpQ8C-zrYaRbTAz-08DqpDxXHD31Gm0TriHHKxQcpQ8C-zrY9pG



### Encrypted Website Payments

Block Non-encrypted Website Payment:  On  
 Off

### PayPal Account Optional

PayPal Account Optional:  On  
 Off

### Contact Telephone Number

Note: Selecting On (Required Field) could have a negative effect on buyer conversion.

Contact Telephone  On (Optional Field)  
 On (Required Field)  
 Off (PayPal recommends this option)


### Express Checkout Settings

With this setting you determine if you technically support the German funding methods giro pay Checkout implementation.

Support giro pay and bank transfer payments:  Yes  
 No

## PayPal Standard Step 2.

Fill in the OpenCart EXTENSIONS - PAYMENTS - PayPal Standard form, paste (CTRL-V) the PDT Identity Token from the PayPal website, and fill in each box as follows:

 **PayPal Standard**

---

**\* E-Mail:**

---

**PDT Token:**  
Payment Data Transfer Token is used for additional security and reliability. Find out how to enable PDT [here](#)

---

**Sandbox Mode:**  Yes  No

---

**Transaction Method:**

---

**Geo Zone:**

---

**Status:**

---

**Sort Order:**

---

**Debug Mode:**  
Logs additional information to the system log.

---

**Order Status Completed:**  
This is the status set when the payment has been completed successfully.

---

**Order Status Pending:**

---

**Order Status Denied:**

---

**Order Status Failed:**

---

**Order Status Refunded:**

---

**Order Status Canceled Reversal:**

---

**Order Status Reversed:**

---

**Order Status Unspecified Error:**

---



### PayPal Standard Step 3.

Register several test accounts in your OpenCart store, and make several test transactions from different locations to be sure everything is set up properly.



*TIP: PayPal not showing the correct shipping charges? Login to your Paypal account, and under MY ACCOUNT Tab click on PROFILE link. Under the Hosted payment settings heading, click the "Shipping Calculations" Link and make sure that it is turned OFF. Clear any custom shipping settings and click the SAVE Button.*


### Authorize.net



*There are many strict security requirements for processing cards on your website with an ON-SITE PROCESSOR like Authorize.net. Start with an easy "off-site" processor such as PayPal or 2Checkout, which meets most security requirements for you. See detailed instructions including rates and contact information in the detailed chapter.*

Setting up Authorize.net is done in three steps:

1. Open an account with a Third-Party Authorize.net reseller (Authorize.net does not sell direct to the public) and find the "Welcome email" sent to you by the merchant.
2. Fill in the OpenCart EXTENSIONS - PAYMENTS - Authorize.net form, as shown below.
3. Test, test, test!

 **Authorize.Net (AIM)**

---

\* Login ID:

---

\* Transaction Key:

---

MD5 Hash:

---

Transaction Server:

---

Transaction Mode:

---

Transaction Method:

---

Order Status:

---

Geo Zone:

---

Status:

---

Sort Order:

---

**LOGIN ID:** The merchant processor will send this to you.

**TRANSACTION KEY:** The merchant processor will send this to you.

**MD5 HASH:** The merchant processor will send this to you.

**TRANSACTION SERVER:** Use TEST while you are testing the store; change to LIVE when you are ready to process sales.

**TRANSACTION MODE:** Use AUTHORIZE to get a pre-authorization only, such as for a hotel stay; use CAPTURE to actually withdraw the funds from the client's credit card.

**ORDER STATUS:** Apply this payment method to orders that have this order status.

**GEO ZONE:** Select a zone if you want it only available to a certain zone, otherwise leave at ALL ZONES.

**STATUS:** Select ENABLED to allow customers to select this method; or DISABLED to hide it from customers but keep it available to you in your private Admin.

**SORT ORDER:** If you are offering customers multiple payment methods from which to choose, and wish this method to be displayed first, enter a 1. To display second, enter a 2, and so forth.

Click the **SAVE Button** when you are finished setting up shipping vendor information.



## Extensions - Order Total



There are 7 possible sections to show customers during checkout, and many of them are not necessary. Would you want to click SEVEN times before your order was placed? Select only the important ones now!

From the main Admin menu, select **EXTENSIONS – Order Total**. Choose the screens you want and in which order – the one with the smallest “Sort Order” number will be shown first, the highest “Sort Order” number will be shown last.

Click REMOVE or EDIT for each method and follow the easy instructions.

Order Totals	Status	Sort Order	Action
Coupon	Enabled	4	[ Edit ] [ Uninstall ]
Handling Fee	Disabled		[ Install ]
Low Order Fee	Disabled		[ Install ]
Shipping	Enabled	3	[ Edit ] [ Uninstall ]
Sub-Total	Enabled	1	[ Edit ] [ Uninstall ]
Taxes	Enabled	5	[ Edit ] [ Uninstall ]
Total	Enabled	6	[ Edit ] [ Uninstall ]

**COUPON:** Select only if you have previously set up optional coupons in your store. See detailed chapter for help.

**HANDLING FEE:** If you will charge a fee for handling your order, install and enable. Not recommended.

**LOW ORDER FEE:** If you will charge a fee for small orders, install and enable. Not recommended.

**SHIPPING:** If you want customers to select from multiple shipping methods, edit and enable. Recommended.

**SUB-TOTAL:** If you want customers to see and okay an extra screen showing the total of their cart before shipping charges, enable this screen. Optional.

**TAXES:** If you want customers to see and okay an extra screen showing the total of their cart with taxes, enable this screen. Optional.

**TOTAL:** Should always be the last screen. Required!

Don't forget to test, test, test! Pretend you are a customer shopping on your store, register as a new customer and actually purchase one of your products. Check your email box to see if you received the order receipt.



*Before making a test purchase, change the product price to a very low price, \$0.25 or \$0.10, so you don't have to worry about getting a refund when the purchase is successful. Make adjustments as needed. Get your friends to help you test, but make sure they know they will not actually receive the goods!*



### 3. SYSTEM menu: Settings, Localization, and other important options.



Fill in forms with information specific to your local area, including currencies, languages, wording for stock and order statuses, where you will sell, tax you will charge, whether to use inches, millimeters etc. in measurements and kilos or pounds in weights.

Read each item below, optional menus are omitted.

## SHOW ME GUIDES

For detailed instructions, and for optional menus not listed here, turn to the detailed chapters.

- Settings - General** Enter name of store, the "path" to the store such as myopencartstore.com/shop, and contact information that will appear on your Contact Us page and in system emails that the store will send to you, such as when you forget the Admin password.
- Settings - Store** Name and description of your store, select a template if you have had one installed separately.
- Settings - Local** Important: sets default information about your store. Select your country and state, and language. Select a default currency and, if you will accept multiple currencies, whether you want the store to automatically update the currency exchange rate daily. Select a default measurement length class (inches, centimeters or millimeters) and default weight class (Kilos, grams, pounds or ounces) which you will use to describe product sizes and weights. EXAMPLE: in a product description, if you enter "2" in the weight box, choose here whether the "2" means pounds, kilos, ounces. SEE ALSO SETTINGS - LOCALIZATION - LENGTH CLASS AND WEIGHT CLASS to add new units of measure or weight.
- Settings - Image** UPLOAD or SELECT YOUR STORE LOGO - click the logo to bring up IMAGE MANAGER and select the new logo for your store; original is 210 pixels wide by 43 pixels high.
- Settings - Server** USE SSL: AFTER YOUR WEB HOST INSTALLS YOUR SSL, SELECT YES for secure order processing.
- Localization - Languages** An advanced feature. For non-English speaking store owners, install a language pack by first downloading from OpenCart.com link below, use cPanel's File Manager to upload and then extract the zip file. Then in Admin go to SYSTEM - LOCALIZATION - Languages, click the INSERT Button, and enter the Language information from the file. Note that some languages are for the Admin only, others include the store.  
LANGUAGES EXTENSIONS:  
[http://www.opencart.com/index.php?route=extension/extension&path=2&sort=e.date\\_modified&order=DESC](http://www.opencart.com/index.php?route=extension/extension&path=2&sort=e.date_modified&order=DESC)
- Localization - Currencies** Display store prices in additional currencies that you specify. Default is British Pounds (CHANGE DEFAULT IN SYSTEM - SETTINGS - LOCAL).
- Localization - Zones** For shipping and tax purposes, pre-defined areas of a country (example in US, Zones=states; in Canada Zones=provinces). You may refuse to ship or sell to a zone by locating the zone, then from the ZONE STATUS box select DISABLED and click the SAVE Button. TIP: to remove dozens or hundreds of Zones, ask your techie to do this with phpMyAdmin.
- Localization - Geo Zones** For shipping and tax purposes, custom-defined groups or portions of a country. For example, create custom Geo Zones to charge local, state, and federal tax, OR charge less for shipping to your state + the states around you. EXAMPLE: Texas state tax, Houston city tax, South-Central US Shipping Zone. TIP: FIRST delete the existing tax classes. Click INSERT Button, give the Geo Zone a name and description, THEN Click ADD GEO ZONE Button, COUNTRY and select your country name and zone (state/province/etc.).

**Localization - Tax Classes** TIP: Be sure you have first created a Geo Zone for each tax. On TAXABLE GOODS line, click the EDIT Link, select the first Geo Zone, enter a description and specify the exact Tax Rate you are required to charge. Enter priority number (1 for first, 2 for 2nd etc.). Click ADD TAX RATE Button for each tax you must charge, then in top right click the SAVE Button. Make test purchases with a fake customer account from each Geo Zone to be sure tax is set up correctly!!

**Localization - Length Classes** Choose units of measure to use in product options and shipping by product dimensions OR add new lengths. SET DEFAULT in SYSTEM - SETTINGS - LOCAL.

**Localization - Weight Classes** Choose units of weight to use in product options and shipping by weight OR add new weights. SET DEFAULT in SYSTEM - SETTINGS - LOCAL.



*CAUTION: Check with your accountant or lawyer so you know exactly what taxes to charge. This message is brought to you by: lawyers.*

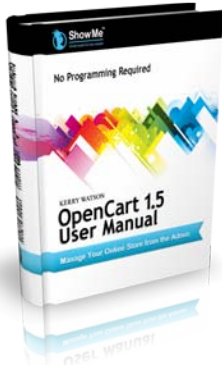
Don't forget to test, test, test! Pretend you are a customer shopping on your store, register as a new customer and actually purchase one of your products. Check your email box to see if you received the order receipt. Do you like what you see?

## **This completes your Quick Start!**

If you want detailed information on any of the subjects covered here, turn to the corresponding chapter in this book.



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