

Your cart **2021 ATI Spring Plant Sale - 6 Pot** Current Shop Title

Your cart is empty. **Your Cart**

6" POT - CINNAMON 6" POT - RED

Specials

6" Pot

10" Pot



Cinnamon

Pink

Red

White


Taxonomy



Price: \$ 10.00 **Price:** \$ 10.00

Add to cart Add to cart

6" POT - WHITE **Title**



Image

Price: \$ 10.00 **Price**

Add to cart **Add to Cart**

There is a Role of Shopkeeper for anyone who will edit or post information to the Shop.

Table of Contents

Cart Items.....	3
Categories	4
Shop Tags (Categories).....	5
Orders	6
Basic Cart Settings.....	7
Checkout	8
Thank You Page.....	9
CFAES Basic Cart.....	9

Cart Items

The screenshot shows a form for adding a new cart item. The fields and buttons are labeled as follows:

- Title:** A text input field containing "Spring Planter".
- Price:** A text input field containing "20.00".
- Inventory:** A text input field containing "5".
- Product Image:** A preview of a potted plant with purple flowers.
- Image Mask:** A larger preview of the same plant with a gray border and corner handles for cropping.
- Alternate Text:** A text input field containing "Spring planter with lobelia, verbenas and petunias.jpg".
- Categories:** A list of checkboxes including "Specials", "6" Pot", "10" Pot", "Cinnamon", "Pink", "Red", and "White".
- Body Text/Description:** A rich text editor containing the text "This bright Spring Planter includes lobelia, verbenas and bloom until Autumn.".
- Save/Delete:** Buttons located at the top right and bottom left of the form.

To create Cart Items log on to your website and go to **Content.....Add Content.....Cart Items.**

Title – Name of this Cart Item. For example: Pink Primrose, 6” Pot-White or Spring Planter. Try to be descriptive, but brief **do not use more than 25 characters.**

Save/Delete – You can Save or Delete your Cart item from the buttons at the top or bottom of the form.

Price – The Price is in dollars and cents. The Dollar sign will be assigned automatically.

Inventory – The number of this Cart Item(s) available for sale.

Product Image – Upload the Product Image. The **minimum size is 360 by 280 pixels.** **Image Mask** - Click on the image and drag to mark how the image will be cropped. **Alternate Text** - This text will be used by screen readers, search engines, or when the image cannot be loaded. Be specific, and succinct. Describe the content of the image without editorializing.

Categories – Select the Categories that are descriptive of this Cart Item. To add, delete or make the order of Categories see the Categories section of this documentation.

Body Text/Description – Use the CKEditor to add any information you would like the purchaser to know about this Cart Item.

Save/Delete – You can Save or Delete your Cart item from the buttons at the top or bottom of the form.

Categories

Categories are used by the person shopping to group items into size (example 6" pot) or color (example Pink) or whatever categories you create. To create a new Shop Tag/Category item; log on to the website....Select **Structure.....Taxonomy.....Shop Tags.....Add Term.**

The screenshot shows the 'Add Term' form in Shopkeeper. It includes a 'Name' field with the value 'Pink', a rich text editor for 'Description', a 'Text format' dropdown set to 'Full HTML', and 'Save' and 'Delete' buttons at the bottom. Red arrows point to these elements with labels: 'Name', 'Description', 'No changes here' (pointing to the 'Text format' dropdown), and 'Save/Delete'.

Name – Nomenclature to identify a class or category of things, or a single thing, either uniquely, or within a given context. This will allow your shoppers to group items they would like to purchase based on a specific criterion.

Description – A description of this category is optional. Be specific, and succinct. Describe the content of the category.

No changes here - Please do not make any changes in the Text Format, Relations and XML Sitemap sections.

Save/Delete – You can Save or Delete the form. Please remember that you must Save your work or it will be lost.

Shop Tags (Categories)

If you select **Structure.....Taxonomy.....Shop Tags** you will get a list of all the Shop Tags (Categories). You can then **Edit** or Delete a Tag. You can also reorder the tags if necessary. Drag and drop the Tags using the four headed arrow into the order you want and then Save the new configuration.

The screenshot shows the 'Shop Tags' interface. At the top, there are 'List' and 'Edit' buttons. A yellow callout box points to the 'Edit' button with the text 'This Edit is for the page NOT a Tag'. Below the buttons is a table with two columns: 'Name' and 'Operations'. The 'Name' column contains a plus sign and the tag name. The 'Operations' column contains an 'edit' link. A red callout box points to the plus sign in the first row with the text 'Tag/Category'. Another red callout box points to the 'edit' link in the first row with the text 'Edit'. A red callout box points to the plus sign in the fourth row with the text 'Four Headed Arrow'. At the bottom of the interface, there are 'Save' and 'Reset to alphabetical' buttons. A red callout box points to the 'Save' button with the text 'Save'. The text 'Show row weights' is visible in the top right corner of the table area.

Name	Operations
+ Specials	edit
+ 6" Pot	edit
+ 10" Pot	edit
+ Four Headed Arrow	edit
+ Pink	edit
+ Red	edit
+ White	edit

Reset to alphabetical - Resetting a vocabulary will discard all custom ordering and sort items alphabetically.

Orders

To view Orders select **Structure.....Orders**:

This view gives you the following customer information: Date of Order, Name, Email, Phone and Address.

	Date	Name	Email	Phone	Address	
1.	Tue, 2021-03-16 09:34	Bonnie Scranton		614-555-1212	2021 Coffey Road	View order
2.	Tue, 2021-03-16 09:32	Thomas Geaore		614-555-1212	3030 West Smithville Western	View order

Select **View Order** to see the complete Order information:

Order ID: 10262

[« Back to order list](#)

Name:	Bonnie Scranton		
Email:			
Phone:	614-555-1212		
Address:	2021 Coffey Road 43210 Columbus		
Date:	2021-03-16 9:34		
Message:	Need to pick up after 2pm.		
Products:			
	Spring Planter		1 x \$ 20.00
	New Title for Large Planter		1 x \$ 5.75
			Total price: \$ 25.75

Basic Cart Settings

The screenshot shows the 'Checkout' settings page with four main sections: 'Content type selection', 'Currency and price', 'VAT', and 'Redirect user after adding an item to the shopping cart'. A yellow callout box with a red border says 'Please do NOT make any changes to Settings.' A red arrow points to the 'Cart Items' checkbox. Another red arrow points to the 'Currency' dropdown menu. A third red arrow points to the 'VAT' input field. A fourth red arrow points to the 'Redirect' input field. A 'Save configuration' button is at the bottom left.

This form is at **Configuration.....Basic Cart.....Basic Cart.....Settings.**

This is where the Basic Cart Settings are made. **You should not change any of these selections.**

This form has been set up by the web developers.

Cart Items – Items that are in the store.

Currency – Set to US dollars.

VAT – Value Added Tax, used to add the VAT in Europe.

Redirect – Redirect the customer to when an item is added to the cart, or <none> for no redirect.

Please remember you should not make changes to this form.

Checkout

The screenshot shows the 'Checkout' settings page in Shopkeeper. It is divided into two main sections: 'Email messages' and 'Thank you page'. Red arrows point to specific fields with labels:

- Administrator Email Addresses:** Points to the text input field for administrator email addresses.
- Admin Subject:** Points to the subject field for administrator emails.
- Admin Email:** Points to the text area for the administrator email body.
- Purchaser Email Subject:** Points to the subject field for customer emails.
- Purchaser Email Text:** Points to the text area for the customer email body.
- Save Configuration:** Points to the green 'Save configuration' button at the bottom.
- Thank You page Title:** Points to the title field for the thank you page.
- Thank You page Text:** Points to the text area for the thank you page content.

The 'Email messages' section includes a checkbox for 'Send an email to the customer after an order is placed' and a table of available tokens for insertion into the email fields.

Name	Token	Description
Nodes		Tokens related to individual content items, or "nodes".

Here you can customize the mails sent to the site administrator and the customer after an order is placed.

To change items in the Checkout go to **Configuration.....Basic Cart.....Basic Cart.....Checkout.**

Administrator Emails – This is where you can place the email address of those who will be managing the Orders. After each placed order, an email with the order details will be sent to all the Administrator Emails. Please add one email address per line

Subject (for Admin Email) – The subject of the email that will be sent to the Administrator.

Admin Email – This is the text and codes for the information about the order that will be sent to the Administrator email(s) listed in the Administrator Emails box.

Subject (for Purchaser Email) - The subject of the email that will be sent to the Customer.

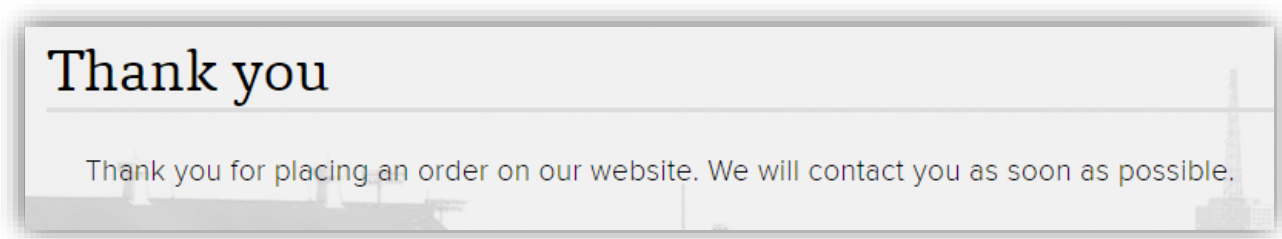
User Email - This is the text and codes for the information about the order that will be sent to the Customer. If you need to change the wording in this email and you need help with the codes, please get assistance from the web developers.

Thank You Page – This is the information that will appear when the Order has been submitted. You can change this text if needed.

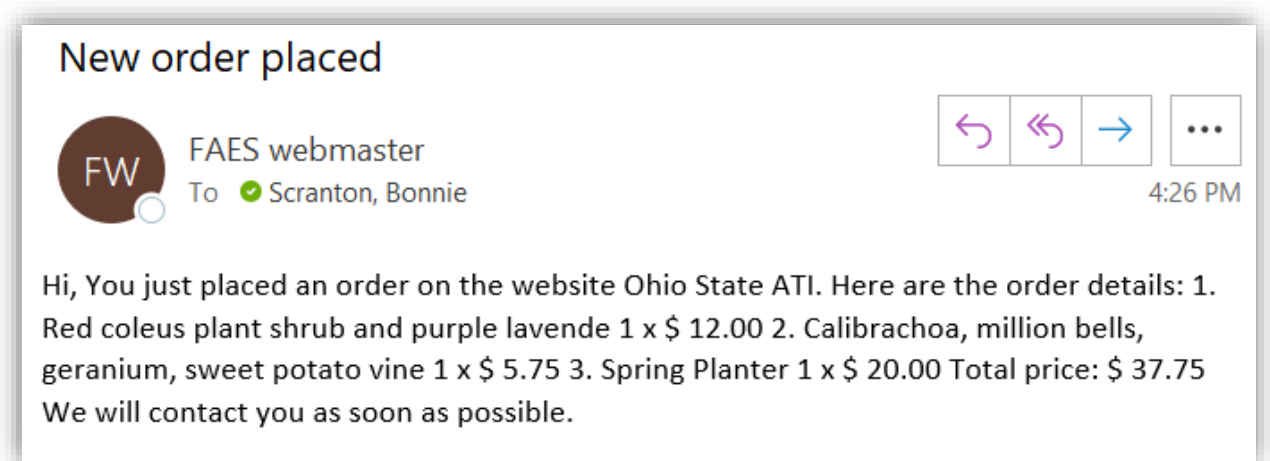
Save Configuration – Remember to Save your changes or they will be lost when you navigate away from this page.

Thank You Page

Once the purchaser has placed their Order they will get the following **message from the website**:



The website will send an **email to the purchaser** with the details of the Order.



CFAES Basic Cart

There will come a time when you will want to change the current title of the Shop. You can only have one shop open at a time. To change the title, log on to the website and select.....**Configuration.....Basic Cart.....CFAES Basic Cart**. Remember to Save the new Title by selecting **Save configuration**.

