



GETTING STARTED GUIDE

Version 1.0

Installation

To install SmartECard, you need to log into your domain's Control Panel



(www.domain.com/menu), and click on the “SmartECard” button. This will take you to the install page, on which you need to enter the following fields:

- Admin User:** This is the username for the admin user that will control the shopping cart installation.
- Admin Pass:** This is the password for the admin user.
- Use Authorize.net:** If you plan on integrating your cart with Authorize.net payment processing, be sure to click this option.

Then click the “Install Cart” button. That's it!

Your cart will be installed in <http://domain.com/cart> within 10 minutes.

Initial Setup

Once you have installed your shopping cart, you will need to configure your cart to be used. Included here is the minimum needed to run your cart – consult the full User's Guide for more detailed instructions on using your SmartECard program.

LOGIN

After your cart is installed, go to <http://domain.com/cart>. From here, you can see a demo shop already set up and running. To administer this site, you first need to log in as an admin user. Follow these steps to do so:

1. Click on the “Login” link in upper-right corner.
2. On the Login page, enter the Admin username and password you entered when installing the cart.
3. Click the “Login” button.
4. A link will appear on top left (above the “Navigation” menu), called “Administration”. Click this link.

Following these steps will take you to the Administration section of SmartECard. The sections below tell you the basic changes that you need to make to setup your cart. Each section can be accessed by clicking on the section name link at the top of the Administration section. The subsections can be accessed by clicking on the links in the left-side menu bar.

ADMIN

Change Configuration

In this area, you can change any “Display Configuration” settings (such as color and font settings).

STORE

Edit Store

This area will allow you to change the basic information about your store, such as the Store Name, and Store Address information.

Add/List Payment Methods

To configure the settings of which payment methods you will accept (such as Visa, MasterCard, check), you need to work in the payment methods section.

Manage PGP Key

In order to protect credit card numbers, SmartECard uses PGP public-key encryption to encrypt the numbers before storing them in a database. To use PGP encryption, SmartECard needs a copy of your PGP public key to be uploaded to the server. Copy and paste your PGP public key into text box under “Manage PGP Key” and click “save”. See the User’s Guide for more detailed instructions.

Note: If you do not upload a PGP public key, no credit cards will be stored, and you will not be able to view them after an order has been made.

Authorize.net Info

If you are using Authorize.net to process your credit card orders, you will need to enter your Authorize.net username, and select the “Enable Authorize.net” checkbox. It is a good idea to initially select the “Test Mode” checkbox, so that all transactions will be sent to Authorize.net in test mode. Once you are ready to go live, you can un-select the box to get out of Test Mode.

Note: You will only be able to enable Authorize.net if you chose to use it when first installing SmartECard.

TAXES

Add/List Tax Rates

If you are required to charge taxes for your products, you will need to set up the tax rates per state and country. See the User’s Guide for detailed instructions.

PRODUCTS

In the Products section, you will need to delete the products from the demo store and add your own products you plan on selling online. See the User’s Guide for detailed instructions on adding products.

ZONE SHIPPING

All shipping charges are calculated by determining the “zone” to which the product will be shipped. Orders to that zone are then charged shipping fees based on a per item charge.

List Zones

Under “List Zones”, you can see the current zones, and the charges associated with each one. Click on a zone name to edit it’s settings.

Assign Zones

Under “Assign Zones”, you can assign a country to a specific zone. All shipments to that zone will be charged the shipping charges for that zone.