

DNNspot – Store Manual



For up-to-date information, visit <http://www.dnnspot.com>.
Create for Store version 2.0.9

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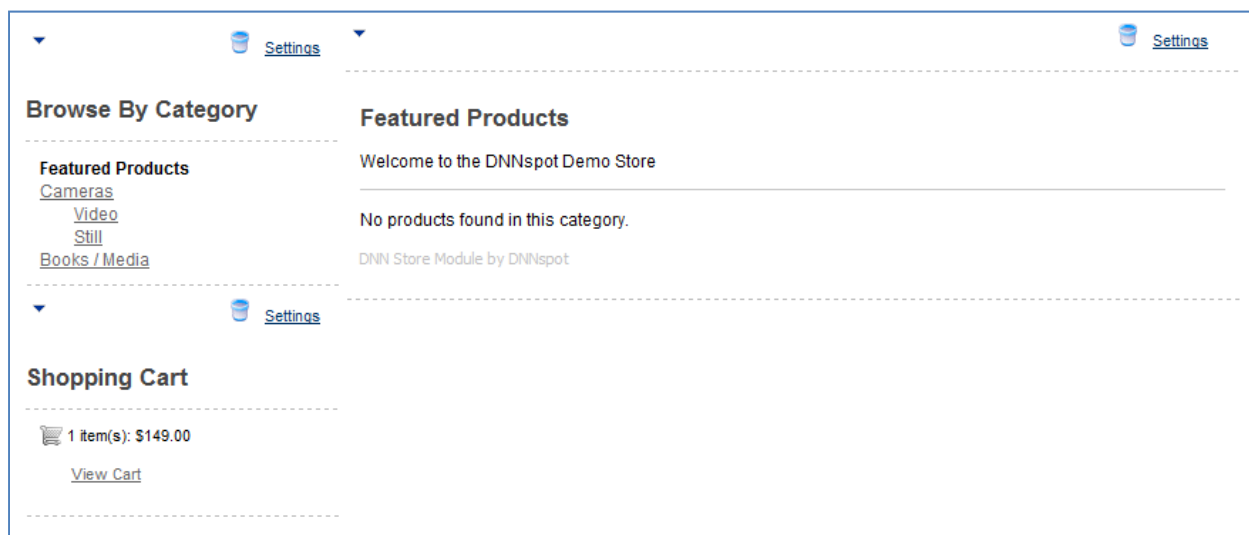
DNNspot Store

Requirements

DotNetNuke 05.03.01 or later is required for DNNspot Store version 2.x and higher.

Setup

It's recommended that the store administrator setup two pages. One page will be used for the "DNNspot Store" modules and the other one will be used for the "DNNspot Store – Admin" module. Be sure to make the Admin page viewable only by Administrators.



A commonly used two-column layout for the store setup

DNNspot Store - Admin

Store Settings

Store Name: This text is used throughout the store, in emails, and a variety of labels to help identify the store.

Store GUID: Specific GUID used to identify a particular installation.

Customer Service Email: Email address used to communicate with customers.

Order # Prefix: The prefix that each order will begin with.

Default country: The Billing/Shipping Country will be pre-selected depending on what is selected in this drop down menu.

Currency: The currency that the store should use.

Secure Checkout: Used for those that have an SSL certificate and want to ensure checkout is secure.

My Store Location: Used to calculate Shipping Estimates.

[Store Admin](#) » Store Settings

Store Settings

Store Name

Store GUID

Customer Service Email

customer service/contact email address to be included in order emails

Order # Prefix

custom prefix for Order Numbers, e.g. "DSTORE-"

Default Country

United States

This will pre-select the Country in the checkout Billing/Shipping forms.

Currency

USD - United States of America, Dollars

Secure (SSL) Checkout

☒

If checked, all checkout pages will be directed to https:// (secure) instead of http://. Only use this if you have installed an SSL certificate on your site/server.

My Store Location

The store location will be used to calculate Shipping Estimates.

Phone #

Street

City

State / Region

ZIP / Postal Code

Country

Basic store settings.

Allow checkout as guest: A checked value allows users to checkout anonymously. An unchecked value requires a login to the site in order to checkout.

Display “create account” link: Allows user to quickly create an account.

Send email to store owner: Comma-separated email address of who receives an email when a customer places an order.

POST the order to a URL: Posts details of an order to a URL. Parameters include: Id, StoreId, IsDeleted, UserId, OrderNumber, OrderStatusId, PaymentStatusId, CustomerFirstName, CustomerLastName, CustomerEmail, BillAddress1, BillAddress2, BillCity, BillRegion, BillPostalCode, BillCountryCode, BillTelephone, ShipRecipientName, ShipRecipientBusinessName, ShipAddress1, ShipAddress2, ShipCity, ShipRegion, ShipPostalCode, ShipCountryCode, ShipTelephone, CreditCardType, CreditCardNumberLast4, CreditCardNumberEncrypted, CreditCardExpiration, CreditCardNameOnCard, ShippingServiceOption, SubTotal, ShippingAmount, DiscountAmount, TaxAmount, Total, CreatedOn,

CreatedByIP, CreatedFromCartId, ModifiedOn, ShippingServiceProvider, ShippingServicePrice, ShippingServiceTrackingNumber, ShippingServiceLabelFile, CustomerNotes

Email Templates

OrderReceived

This is the email template that is received by a customer when their order is received.

[Store Admin](#) » [Email Templates](#) » Add / Edit Email Template

Edit Email Template: "OrderReceived"

Subject:

Thank you for your order

Body:

Editor: ☐ Basic Text Box ☒ Rich Text Editor

Source

B *I* U **abc** x_2 x^2

Style Format

Font Size

Hello {{customer.firstname}} {{customer.lastname}},
 Thank you for your order from {{store.name}}. If you have any questions about your order please contact us at {{store.contactemail}}. Your order confirmation is below.

Your Order #{{order.number}} (placed on {{order.date.monthname}} {{order.date.day}}, {{order.date.year}})

Billing Information	Payment
{{customer.firstname}} {{customer.lastname}} {{order.billing.address1}} {{order.billing.address2}} {{order.billing.city}}, {{order.billing.region}} {{order.billing.postalcode}} {{order.billing.countrycode}} Telephone: {{order.billing.telephone}}	Credit Card Type: {{order.billing.creditcardtype}} Card Number: xxxx-{{order.billing.creditcardlast4}} Expiration Date: {{order.billing.creditcardexpiration}}

[Show custom editor options](#) | [Refresh Editor](#)

[Token Reference](#) »

OrderReceived email template

Token Reference

- {{store.name}}
- {{store.contactemail}}
- {{customer.userid}}
- {{customer.firstname}}
- {{customer.lastname}}

- {{customer.email}}
- {{order.number}}
- {{order.status}}
- {{order.payment.status}}
- {{order.payment.summary}}
- {{order.date}}
- {{order.date.monthname}}
- {{order.date.day}}
- {{order.date.year}}
- {{order.subtotal}}
- {{order.shippingcost}}
- {{order.couponcodes}}
- {{order.tax}}
- {{order.total}}
- {{order.billing.address1}}
- {{order.billing.address2}}
- {{order.billing.city}}
- {{order.billing.region}}
- {{order.billing.postalcode}}
- {{order.billing.countrycode}}
- {{order.billing.telephone}}
- {{order.billing.creditcardtype}}
- {{order.billing.creditcardlast4}}
- {{order.billing.creditcardexpiration}}
- {{order.payment.status}}
- {{order.shipping.recipientname}}
- {{order.shipping.address1}}
- {{order.shipping.address2}}
- {{order.shipping.city}}
- {{order.shipping.region}}
- {{order.shipping.postalcode}}
- {{order.shipping.countrycode}}
- {{order.shipping.telephone}}
- {{order.shipping.option}}
- {{order.shipping.cost}}
- {{order.shipping.trackingnumber}}
- {{order.itemstable}}
- {{order.itemsdelim}}
- {{order.itemsjson}}

OrderReceivedAdmin

Token Reference

- {{store.name}}
- {{store.contactemail}}
- {{customer.userid}}
- {{customer.firstname}}
- {{customer.lastname}}
- {{customer.email}}
- {{order.number}}
- {{order.status}}
- {{order.payment.status}}
- {{order.payment.summary}}
- {{order.date}}
- {{order.date.monthname}}
- {{order.date.day}}
- {{order.date.year}}
- {{order.subtotal}}
- {{order.shippingcost}}
- {{order.couponcodes}}
- {{order.tax}}
- {{order.total}}
- {{order.billing.address1}}
- {{order.billing.address2}}
- {{order.billing.city}}
- {{order.billing.region}}
- {{order.billing.postalcode}}
- {{order.billing.countrycode}}
- {{order.billing.telephone}}
- {{order.billing.creditcardtype}}
- {{order.billing.creditcardlast4}}
- {{order.billing.creditcardexpiration}}
- {{order.payment.status}}
- {{order.shipping.recipientname}}
- {{order.shipping.address1}}
- {{order.shipping.address2}}
- {{order.shipping.city}}
- {{order.shipping.region}}
- {{order.shipping.postalcode}}

- {{order.shipping.countrycode}}
- {{order.shipping.telephone}}
- {{order.shipping.option}}
- {{order.shipping.cost}}
- {{order.shipping.trackingnumber}}
- {{order.itemstable}}
- {{order.itemsdelim}}
- {{order.itemsjson}}

PaymentCompleted

Token Reference

- {{store.name}}
- {{store.contactemail}}
- {{customer.userid}}
- {{customer.firstname}}
- {{customer.lastname}}
- {{customer.email}}
- {{order.number}}
- {{order.status}}
- {{order.payment.status}}
- {{order.payment.summary}}
- {{order.date}}
- {{order.date.monthname}}
- {{order.date.day}}
- {{order.date.year}}
- {{order.subtotal}}
- {{order.shippingcost}}
- {{order.couponcodes}}
- {{order.tax}}
- {{order.total}}
- {{order.billing.address1}}
- {{order.billing.address2}}
- {{order.billing.city}}
- {{order.billing.region}}
- {{order.billing.postalcode}}
- {{order.billing.countrycode}}
- {{order.billing.telephone}}
- {{order.billing.creditcardtype}}
- {{order.billing.creditcardlast4}}
- {{order.billing.creditcardexpiration}}

- {{order.payment.status}}
- {{order.shipping.recipientname}}
- {{order.shipping.address1}}
- {{order.shipping.address2}}
- {{order.shipping.city}}
- {{order.shipping.region}}
- {{order.shipping.postalcode}}
- {{order.shipping.countrycode}}
- {{order.shipping.telephone}}
- {{order.shipping.option}}
- {{order.shipping.cost}}
- {{order.shipping.trackingnumber}}
- {{order.itemstable}}
- {{order.itemsdelim}}
- {{order.itemsjson}}

ShippingUpdate

Token Reference

- {{store.name}}
- {{store.contactemail}}
- {{customer.userid}}
- {{customer.firstname}}
- {{customer.lastname}}
- {{customer.email}}
- {{order.number}}
- {{order.status}}
- {{order.payment.status}}
- {{order.payment.summary}}
- {{order.date}}
- {{order.date.monthname}}
- {{order.date.day}}
- {{order.date.year}}
- {{order.subtotal}}
- {{order.shippingcost}}
- {{order.couponcodes}}
- {{order.tax}}
- {{order.total}}
- {{order.billing.address1}}

- {{order.billing.address2}}
- {{order.billing.city}}
- {{order.billing.region}}
- {{order.billing.postalcode}}
- {{order.billing.countrycode}}
- {{order.billing.telephone}}
- {{order.billing.creditcardtype}}
- {{order.billing.creditcardlast4}}
- {{order.billing.creditcardexpiration}}
- {{order.payment.status}}
- {{order.shipping.recipientname}}
- {{order.shipping.address1}}
- {{order.shipping.address2}}
- {{order.shipping.city}}
- {{order.shipping.region}}
- {{order.shipping.postalcode}}
- {{order.shipping.countrycode}}
- {{order.shipping.telephone}}
- {{order.shipping.option}}
- {{order.shipping.cost}}
- {{order.shipping.trackingnumber}}
- {{order.itemstable}}
- {{order.itemsdelim}}
- {{order.itemsjson}}

Shipping Options

Custom Shipping

The store administrator can turn Custom Shipping options off and on. Entering a new shipping option will give you the option to set a different price for a particular country or region. You can add a weight constraint to the particular price you set for each region.

Shipping Configuration

Custom Shipping

FedEx

ON

Shipping cost is calculated based on the total weight of all products in the user's shopping cart. The shipping cost below is the total amount you'd like to charge for the entire order.

NEW SHIPPING OPTION

Name:

Create

Really Fast

Country / Region	Weight Range (lbs.)	Cost	
United States Michigan	0 to 1000	\$ 25	
United States Michigan	1001 to 2000	\$ 50	
Australia	0 to 1000	\$ 100	
Italy	0 to 1000	\$ 85	
Add More Rates			

Standard

Country / Region	Weight Range (lbs.)	Cost	
United States Michigan	0 to 50	\$ 5.99	
Any/All	50.01 to 99	\$ 12.99	
Add More Rates			

Add different shipping options and configurations for each option

There is an unlimited amount of Custom Shipping options the store administrator can add. "Standard", "2-Day", and "Next Day" could be three different shipping options. Then, within each shipping option the administrator could add different rates for different countries / regions / states, a weight range for that particular rate, and a price.

FedEx

[Store Admin](#) » Shipping

Shipping Configuration

Custom Shipping FedEx

ON

Account / API

Test Gateway: ☐ OFF
This should be OFF for Production use!


Account Number:

Meter Number:

API Key:

API Password:

SmartPost Hub ID:
(optional)

 Save

FedEx shipping configuration

Sales Tax

Charge tax based on a billing address or shipping address. Add a different percentage tax for each country, region, or state selected.


[Store Admin](#) » Tax Regions




Tax Regions

Charge Tax based on:

☒ Billing Address ☐ Shipping Address

Sales tax is calculated based on the customer's billing/shipping address and the table below.
 $\text{Sales Tax} = (\text{SubTotal} - \text{Discounts} + \text{Shipping \& Handling}) \times \text{TaxRate}$
 Tax Rate is a decimal number, e.g. 0.06 = 6.0%

 Add New Tax Region

Country and Region	Tax Rate	
United States Michigan	<input type="text" value="0.0600"/>	
United States Oregon	<input type="text" value="0.0000"/>	
<input type="text"/>	<input type="text"/> (e.g. 0.06 = 6.0%)	

Charge sales tax based on the location of the customer

Payment Processors

On-Site / Integrated Processors

On-site / Integrated Processors will keep the customer on the site for the entire checkout process. An SSL Certificate is required for this option.

- **Pay by Check, Money Order, Phone, etc:** Allows user to complete the checkout process, and then complete payment instructions that are given to the customer. Display Text and Customer Instructions will appear to the customer to tell them how to complete the payment process (e.g “Mail a check to:...”). The store administrator will have to mark a user “Paid” in order for the customer to receive the “Payment Completed” email.
- **Capture Credit Card – Manual Processing:** To be used with a virtual terminal or card-swipe machine. The store administrator will have to mark a user “Paid” in order for the customer to receive the “Payment Completed” email.
- **Authorize.Net – AIM Integration:** Checkout is completed through Authorize.net credit card processing. API Login ID and Transaction Key are needed to use this processor.
 - The Authorize.net API Login ID and Transaction Key can be found using the instructions found on the Authorize.net site:
http://www.authorize.net/support/merchant/Integration_Settings/Access_Settings.htm
- **PayPal Pro (Direct Payment):** API Username, API Password, and API Signature are needed in order to enable customers to use PayPal Pro checkout.
 - The store administrator can create an API username, API Password, and API Signature by following the instructions found on PayPal’s website: <https://www.paypal.com/cgi-bin/webscr?cmd=xpt/Marketing/merchant/wppro/WPProIntegrationSteps-outside#SectionB>

Off-Site / External Processors

- **PayPal – Website Payments Standard:** Customers do not need their own PayPal account to complete the checkout process.
 - Test / Sandbox Mode allows the store administrator to test the checkout process
 - Shipping Calculations can be made by PayPal or by the DNNspot Store Shipping customizations that have been setup under the Shipping Options screen
 - The email address is the address that will receive money when a customer completes the checkout process
- **PayPal – Express Checkout:** Payment option where users need a PayPal account in order to complete the checkout process.

On-Site / Integrated Processors

Customer stays on your site to complete checkout. **** SSL Certificate required ****

☒ **Pay by Check, Money Order, Phone, etc.**

The customer will not be required to enter any payment information during checkout. Payment for their order will be handled separately/offline. You must manually set each order to "Paid" after receiving the customer's payment.

Display Text

Customer Instructions

☒ **Capture Credit Card - Manual Processing**

The customer will be required to enter their Credit Card information, but their card must be processed manually at a later time (e.g. virtual terminal or card-swipe machine). You must manually set each order as "Paid" after processing the customer's credit card.

☒ **Authorize.Net - AIM Integration**

Use Test Gateway ☒ **** Make sure to UNCHECK this before making your site public!**

Send Test Transactions ☒ **** Make sure to UNCHECK this before making your site public!**

API Login ID

Transaction Key

☒ **PayPal Pro (Direct Payment)**

Test / Sandbox Mode ☒ **** Make sure to UNCHECK this before making your site public!**

API Username

API Password

API Signature

Off-Site / External Processors

Customer is taken to another secure site to enter their payment information.

☐ PayPal - Website Payments Standard

☐ PayPal - Express Checkout

On-site and off-site payment processors

Catalog Settings

- **Default Sort Order:** Sort by Name, Bestselling, and Price (low to high or high to low)
- **Max Products Per Page:** Choose how many products appear on each category page.

Store Admin » Catalog Settings

Catalog Settings

Default Sort Order:

Max Products Per Page:

Catalog Settings

Categories

Rearrange the order of each category. The store administrator can also delete categories from this page. When a customer views the main store page, the store will list products from the Category that is listed first on this page. It is suggested that one creates a “Featured Products” category to help specify what products are shown on the main store page.

Store Admin » Categories

Categories

Featured Products		
Cameras		
Video		
Still		
Books / Media		


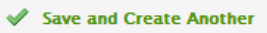
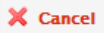
The store administrator can reorder and delete categories

Add Category

- **Category Name:** Name of category that appears in the Category menu and in the breadcrumbs on store pages.
- **Title:** The text that appears at the top when viewing a specific category page.
- **URL Name:** URL used for the category. Only lowercase letters, numbers, hyphens, and underscores are allowed. No spaces are allowed. This field is helpful in search engine optimization.
- **Subcategory of:** Select a parent category for the new category. This can help create a hierarchy of categories.

- **Hidden Category:** Selecting this preference allows products to be “hidden” from the navigation menu.
- **Description:** Shown under the Category Title when viewing a specific Category page.
- **Page Title:** Text used in the top of the browser. Helpful for Search Engine Optimization.
- **Meta Description:** Text used as the summary when this particular page appears in a search engine’s search results.
- **Meta Keywords:** Comma separated values used for a Category’s search engine optimization.

New Category

 Save
  Save and Create Another
  Cancel

New Category

Name: *
150 characters left.

Title: *
150 characters left.

URL Name: *
50 characters left.
Only lowercase letters, numbers, hyphens, underscores. No spaces.

Subcategory of: - none -



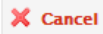
Hidden Category: ☐ Hidden categories are not displayed to the customer.

Description:

Search Engine Optimization: **Page Title:**

Meta Description:
500 characters left.
















Meta Keywords:
500 characters left.

 Save
  Save and Create Another
  Cancel

The configuration settings when adding a new catagory

Products

This page contains a list of products in the store. A store administrator can edit or delete a product, view the product name, price, stock level, and see if the product is active or not. Users can also select the Add Product button.

Store Admin » Products				
Products				
 Add Product				
	Name	Price	Stock Level	Active?
	A Small Display of Golf Courses	\$27.95		Yes 
	D23X Digital SLR Camera (Body Only)	\$7,999.95		Yes 
	D301	\$649.00		Yes 
	D50C0 DX-Format Digital SLR Camera Two-Lens VR Outfit (18-55 VR & AF-S DX VR 55-200mm F4-5.6G)	\$849.00		Yes 
	Extraordinary Golf	\$14.95		Yes 
	Extraordinary Putting: Transforming the Whole Game	\$21.95		Yes 
	Fairways of Life: Wisdom & Inspiration from the Greatest Game	\$24.95		Yes 

This is a list of example products and how they would appear on the products page

Add Product

Product

- **Active / Published:** Allows store administrator to make a product active or inactive. An inactive setting will hide the product for customers. A product can be re-activated at anytime.
- **Name:** Name of the product, which shows up on category and product pages.
- **URL Name:** Helpful for search engine optimization of the product page. Letters, numbers, hyphens, and underscores only.
- **Price:** Price that appears for the product on category and product pages.
- **SKU:** Product identifier
- **Page Title:** Text that appears in the top of a particular browser window.
- **Meta Description:** Text used as the summary when this particular page appears in a search engine's search results.
- **Meta Keywords:** Comma separated values used for this product's search engine optimization.
- **Taxable Item:** Describes whether the tax settings, setup under the Sales Tax admin screen, should apply to this particular product.
- **Delivery Method:** Shipped or Downloaded.
 - **Shipped:** Enter the Weight (lbs) and Additional Per Item Fee. The Additional Per Item Fee will be added to the shipping total for the order.
 - **Downloaded:** Allow the customer to download a particular file once the transaction is complete.
- **Special Notes:** HTML/Text that appears under the "Add to Cart" button.

[Store Admin](#) » [Products](#) » Add / Edit Product

New Product

[Product](#)
[Categories](#)
[Photos](#)
[Descriptions](#)
[Inventory](#)
[Variants / Attributes](#)
[Checkout Actions](#)

Active/Published: ☒

Name: *
250 characters left.

URL Name: *
50 characters left.
Only lowercase letters, numbers, hyphens, underscores. No spaces.

Price: *

SKU:
50 characters left.
No spaces allowed.

Search Engine Optimization: Page Title:

Meta Description:
500 characters left.

Meta Keywords:
500 characters left.

Taxable Item: ☒ Should sales tax be charged for this item?

Delivery Method: ☒ Shipped ☐ Downloaded

Shipping Info

Weight: lbs.

This is the main "Add Product" screen.

Categories

Allows the store administrator to select which particular categories the product belongs to.

Photos

Allows store administrator to upload multiple images at once. Once an image has been uploaded, it will be automatically resized so that it is viewable in the photo gallery on each particular product page.

Descriptions

The store administrator can input up to five different tabs of description and text using the built in Text/HTML editor. Each tab can be renamed.

Editing a product's description

Inventory

Enable or disable Inventory Management. Start the Stock Level at a particular numerical level, which will automatically decrease as the product is purchased from the store. Also, allow customers to purchase the product if the Stock Level has already reached a zero quantity.

Variants / Attributes

This page contains a list of Variants / Attributes for a particular product. For example, a store that sells shirts might want to add a required variant that requires customers to select their shirt size from a dropdown list.

New Variant / Attribute

- **Type:** Input type to be used for the variant /attributes (e.g. a shirt store might select a dropdown list to show what shirt sizes a customer can order)

- **Textbox:** Allows customer to input text into a box
- **Textarea:** Multi-line textbox for customers to enter in text
- **Dropdown List:** List of Name & Values for the customer to select. Customer can only select one value. List of Names appears once the dropdown menu is selected.
- **RadioButton List:** List of Name & Values for the customer to select. Customer can only select one value. All Names are visible for customer to select.
- **Checkbox:** A single option for customers to select.
- **Checkbox List:** Multiple checkboxes for customers to select. A user may select multiple options.
- **Name:** Text that customers will see to describe the variant / attribute (e.g. “Shirt Size”)
- **Required:** Whether the customer must select an option in order to add the product to the cart.
- **Options:** For a list variant, a store administrator can enter multiple options. Options include a name (visible to customers), value (hidden to customers), a price adjustment (positive or negative decimal numbers, no need to include the dollar sign), and a weight adjustment (e.g. “Small”, “Medium”, and “Large” shirt sizes. Price adjustment may be zero or a positive or negative value.

[Store Admin](#) » [Products](#) » [A Small Display of Golf Courses](#) » Variant / Attribute

New Variant / Attribute

Type:

Name:
required 100 characters left.

Required: ☐

Options:	Name	Value	Price Adjust (\$)	Weight Adjust (lbs.)
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

[Add more options](#)

Adding a variant or attribute to a product

Checkout Actions

- **Add user to role(s):** Allows a customer to be added to a role. Only applies when a user has been signed in before completing the checkout process. The option is given to add a specific number of days until that particular role expires for a user.

Import

Allows the store administrator to create, replace, update, and delete products in bulk. Use a .csv to import, replace, update, or delete products in the store. It is recommended that the site administrator create a full backup before completing this task. It is also recommended that a CSV export is used to

create, replace, update, and delete products. Example CSV files that show creating a product, updating a product, and deleting a product are available on the Import page.

Import products

Create / replace / update / delete products during an import

1. Create a CSV file (.csv), 1 line per product, with the product information you wish to create/replace/update (You can create CSV files from Excel by choosing "Save As" and picking "CSV" in the "Save as type" drop-down).
2. Specify the action to take for each product in the `ImportAction` column (see table below)
3. Categories are specified in the `CategoryNames` column, separated by commas
4. Photos are specified in the `PhotoFileNames` column, separated by commas. Photos are also automatically matched by Product SKU (any filename that starts with the SKU).
5. The digital file (downloadable file) for a product is specified in the `DigitalFilename` column.
6. Photos/Files must exist in the `/DesktopModules/DNNspot-Store/ImportFiles/` directory BEFORE uploading the CSV file in order to be imported

Save your CSV file and upload it!

During import, products are found by matching these fields in the following order:

- Product ID
- Url Name
- Name
- SKU

ImportAction	Description
C	Create Creates/inserts a product only if it does not exist.

ImportAction	Description
R	<p>Replace</p> <p>Replaces fields if product exists, or creates a new product if not found. ALL matching fields are replaced/overwritten with the values from the CSV file (including empty fields).</p> <p>Existing Product Categories are first DELETED, and then re-added from the CSV file.</p> <p>Existing Product Photos are DELETED, and then re-added from the CSV.</p>
U	<p>Update</p> <p>Updates fields if product exists, or creates a new product if not found. A field is only updated if the CSV field is non-empty.</p> <p>Existing Product Categories are kept, and new Categories are added from the CSV file.</p> <p>Existing Product Photos are kept, and new Photos are added.</p>
D	<p>Delete</p> <p>Deletes the product completely, including all product photos, descriptions, variants, etc.</p> <p>This action cannot be undone.</p>


Export







Download a complete CSV export of the products in the store. This feature can be helpful when trying using the mass import feature of the store. The CSV that is created is correctly formatted so a store administrator can add and edit products in the file, add an ImportAction, and upload the file to import and edit products on mass scale.

Coupons

This page lists out the coupon name, what the price coupon applies to, the discount percentage or amount, the date the coupon is active for, and whether the coupon is currently active. This page also allows the store administrator to create, edit, and delete a particular coupon.

Coupons

 [Add Coupon](#)

	Coupon	Applies To	Discount	Date(s)	Active?	
	HALF Half off. ok?	SubTotal	50.00 %	12/23/2009 to 1/4/2011	Yes	
	SECRET10 10% off the total amount of your order	SubTotal	10.00 %		Yes	
	SPECIAL5 \$50 dollars off Nikon D3000	Product	\$50.00		Yes	

List of coupons used on the site

Add Coupon

- **Active:** Whether the coupon is currently active or not.
- **Coupon Code:** What the customer will type in to activate the discount during the checkout process
- **Description for customer:** Text description used.
- **Allow combinations with other coupons:** Whether a customer can use two or more coupons together.
- **Discount:** Percentage or dollar amount discount to be given
- **Applies to:** What price the discount applies to. Possible prices that discounts can be applied to:
 - Order SubTotal
 - Order SubTotal + Shipping & Handling
 - Only these Products (a checkbox list of all products, then the store administrator can select which products the discount applies to)
 - Only these Shipping & Handling Option(s) (checkbox list of all shipping options, then the store administrator can select which shipping options the discount applies to)

[Store Admin](#) » [Coupons](#) » Add / Edit Coupon

Edit Coupon

Active: ☒

Coupon Code: *
(What the customer will type in to activate the discount)

Description for Customer:

Allow combinations with other coupons: ☐

Discount: * ☒ percent (%) ☐ dollar amount (\$)

Applies To: ☒ Order SubTotal
☐ Order SubTotal + Shipping & Handling
☐ Only these Products
☐ Only these Shipping & Handling Option(s)

Active Dates: to:

Min. Cart Total: (\$ amount, user must order at least this amount to use this coupon)

Max. # Redemptions - Lifetime: (# of times this coupon can be used before it become invalid)

Max. Discount Amount Per Order: (Set the maximum discount (\$ amount) that this coupon can give the customer)

☒ Save
 ☐ Cancel

Add a coupon functionality

Discounts

Discounts are automatically applied based on the Role of the logged-in user and the criteria selected when creating the discount. The discount page lists out the Name/Description, Role, Discount Amount, what the discount applies to, effective dates, and whether the discount is active or not. This page also allows the store administrator to add, edit, and delete a discount.

Add Discount

- **Active:** Whether the discount currently applies. Can be enabled or disabled at any time.
- **Name / Description:** Name of discount.
- **DNN role:** Role that the discount should apply to
- **Discount:** Percentage or dollar amount that should be applied
- **Allow combinations with other discounts:** Whether this discount can be applied to other discounts.
- **Active Dates:** Starting and ending dates that this discount is good for

- **Applies to:** All Products, Only These Products (enables administrator to select a checkbox list of products to allow the discount to be used on), Only These Categories (enables administrator to select a checkbox list of categories to allow the discount to be used on)

[Store Admin](#) » [Discounts](#) » Add / Edit Discount

Add / Edit Discount

Discounts are automatically applied based on the Role of the logged-in user and the criteria below.

Active: ☒

Name/Description: *

DNN Role: *

Discount: * ☒ percent (%) ☐ dollar amount (\$)

Allow combinations with other discounts: ☐

Active Dates: to:

Applies To: ☒ ALL Products
☐ Only these Products
☐ Only these Categories

☒ Save
 ☒ Cancel

Adding a discount

Orders

View and filter orders by an order date range, customer first name or last name, email address, and order status (completed, pendingoffsite, processing, deleted, and failed). The orders page provides a list of all orders in the store. The list shows order number, date, total, status, payment status, shipping status, and customer name and email address. This screen also gives the store administrator the option to delete an order. The store administrator can view a order but selecting the order number in the list.

[Store Admin](#) » Orders


Orders

Order Date: to








Customer: First Name Last Name

Email

Order Status: ☒ Completed ☐ PendingOffsite ☒ Processing ☐ Deleted ☐ Failed

 Search

Showing 7 most recent orders

Order #	Date	Total	Status	Payment	Shipping	Customer	
DS-30	10/18/2010 2:32:29 PM	\$1,652.99	Completed	Completed	Tracking #: Yes Label: No	User, Test test@test.com	
DS-29	3/10/2010 11:45:31 AM	\$1,165.47	Completed	Completed	Tracking #: No Label: No	Smith, John web@dnnspot.com	
DS-28	3/10/2010 11:40:15 AM	\$1,165.47	Completed	Completed	Tracking #: No Label: No	Smith, John web@dnnspot.com	
DS-27	3/10/2010 11:37:58 AM	\$1,165.47	Completed	Completed	Tracking #: No Label: No	Smith, John john@fakeemail.com	
DS-26	3/10/2010 11:35:51 AM	\$1,165.47	Completed	Completed	Tracking #: No Label: No	Smith, John john@fakeemail.com	
DS-24	3/9/2010 12:33:35 PM	\$41.76	Completed	Completed	Tracking #: No Label: No	Doom, Ryan ryan@webascender.com	
DS-9	12/28/2009 12:17:10 PM	\$18.54	Completed	Completed	Tracking #: No Label: No	Account, SuperUser notify@webascender.com	


Use the Orders filter to view a range of orders

View Order

All order details are viewable on this page. Order information, customer information, payment information, billing information, shipping information, and details about what items were ordered are viewable on this page. Also, the store administrator can mark a user as paid, send an email to the customer, send and re-send the shipping email, and enter a tracking number for the order.


[Store Admin](#) » [Orders](#) » View Order

Order Details for #DS-29

 [Send Email to Customer](#)

Order	Customer
Order Date: 3/10/2010 11:45:31 AM Order Status: Completed	Name: John Smith Email: web@dnnspot.com

Payment
Payment Status: Completed Payment Processor: AuthorizeNetAim Payment Transactions

Billing	Shipping
Name: John Smith Email: web@dnnspot.com Address: 123 Nowhere Rd Suite B City: Someplace State/Region: MI Zip/Postal Code: 12345 Country: US Telephone: 8005551212	<div>  Process Shipment Re-Send Shipping Email </div> Shipping Option: Standard Tracking #: <input type="text"/> Update Business Name: Address: 123 Nowhere Rd Suite B City: Someplace State/Region: MI Zip/Postal Code: 12345 Country: US Telephone: 8005551212

Order Items			
Name	SKU	Qty.	Total
Nikon D3000 Additional Lenses: Nikon 28 mm f/2.8D AF Lens	NIKON-D3000	1	\$948.00

Viewing the details of an order

Reports

Customer List

This is a link to download a CSV file of all customers who have purchased something in the store. Includes user ID, first name, last name, email, billing address 1, billing address 2, billing city, billing region, billing postal code, billing country, billing telephone, shipping name, shipping business name, shipping address 1, shipping address 2, shipping city, shipping region, shipping postal code, shipping country, and shipping telephone.

CustomerList.csv [Read-Only] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	UserId	FirstName	LastName	Email	BillAddress	BillCity	BillRegion	BillPostal	BillCountry	BillTeleph	ShipRecip	ShipRecip	ShipRecip	ShipAddr	ShipAddr	ShipCity	ShipRegion	ShipPostal	ShipCountry	ShipTeleph
1		hello	this	is@my.co	name	your	WA	123456	US	12345678	hello this	name	your	WA	123456	US	12345678			
2		John	Smith	john@fak	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09	John Smith	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09			
3		John	Smith	johnsmith	123 Main	Okemos	MI	48865	US	1.23E+08	John Smith	123 Main	Okemos	MI	48865	US	1.23E+08			
4		John	Smith	web@dnr	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09	John Smith	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09			
5		Matt	Hall	hello@he	123 Main	Okemos	MI	48867	US	1.23E+08	Matt Hall	123 Main	Okemos	MI	48867	US	1.23E+08			
6		Matt	Hall	matt.hall@	here	okemos	MI	48895	US	5.17E+11	Matt Hall	here	okemos	MI	48895	US	5.17E+11			
7		Matt	Hall	matt@ma	1234 Main	Oekmos	AL	123456	US	1.23E+09	Matt Hall	1234 Main	Oekmos	AL	123456	US	1.23E+09			
8		Matt	Hall	mh@adjk	123 Main	Okemos	MI	48896	US	1.29E+08	Matt Hall	123	Okemos	MI	48896	US	1.29E+08			
9		Ryan	Doom	ryan@wel	1232 my address	east lansir	MI	48823	US	517-123-1	Ryan Doom	1232 my address	east lansir	MI	48823	US	517-123-12			
10		test	ttt	sss@tt.co	ssss	d	AZ	444	US	(800)-990-	test ttt	ssss	d	AZ	444	US	(800)-990-9			
11		Test	User	test@test	101 Statesville Rd.	Somewhe	DE	10101	US	1-111-111	Test User	101 Statesville Rd.	Somewhe	DE	10101	US	1-111-1111			
12		Test	User	test@test	101 Statesville Rd.	Somewhe	DE	10101	US	1-111-111	Test User	101 Statesville Rd.	Somewhe	DE	10101	US	1-111-1111			
13		1 SuperUser	Account	notify@w	123 Main	Okemos	MI	48864	US	1.23E+08	SuperUser Account	123 Main	Okemos	MI	48864	US	1.23E+08			
14		1 SuperUser	Account	notify@w	123 Main	Okemos	MI	8213	US	123	SuperUser Account	123 Main	Okemos	MI	8213	US	123			
15		1 SuperUser	Account	notify@w	123 sdj	Okemos	MI	48895	US	5.12E+08	SuperUser Account	123 sdj	Okemos	MI	48895	US	5.12E+08			
16		1 SuperUser	Account	notify@w	516asd	dsfad	MI	48954	US	517	SuperUser Account	516asd	dsfad	MI	48954	US	517			
17		1 SuperUser	Account	notify@w	516asd	dsfad	MI	48954	US	517	SuperUser Account	516asd	dsfad	MI	48954	US	517			
18		hello	this	is@my.co	name	your	WA	123456	US	12345678	hello this	name	your	WA	123456	US	12345678			
19		John	Smith	john@fak	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09	John Smith	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09			
20		John	Smith	johnsmith	123 Main	Okemos	MI	48865	US	1.23E+08	John Smith	123 Main	Okemos	MI	48865	US	1.23E+08			
21		John	Smith	web@dnr	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09	John Smith	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09			
22		Matt	Hall	hello@he	123 Main	Okemos	MI	48867	US	1.23E+08	Matt Hall	123 Main	Okemos	MI	48867	US	1.23E+08			
23		Matt	Hall	matt.hall@	here	okemos	MI	48895	US	5.17E+11	Matt Hall	here	okemos	MI	48895	US	5.17E+11			
24		Matt	Hall	matt@ma	1234 Main	Oekmos	AL	123456	US	1.23E+09	Matt Hall	1234 Main	Oekmos	AL	123456	US	1.23E+09			
25		Matt	Hall	mh@adjk	123 Main	Okemos	MI	48896	US	1.29E+08	Matt Hall	123	Okemos	MI	48896	US	1.29E+08			
26		Ryan	Doom	ryan@wel	1232 my address	east lansir	MI	48823	US	517-123-1	Ryan Doom	1232 my address	east lansir	MI	48823	US	517-123-12			
27		test	ttt	sss@tt.co	ssss	d	AZ	444	US	(800)-990-	test ttt	ssss	d	AZ	444	US	(800)-990-9			
28		Test	User	test@test	101 Statesville Rd.	Somewhe	DE	10101	US	1-111-111	Test User	101 Statesville Rd.	Somewhe	DE	10101	US	1-111-1111			
29		Test	User	test@test	101 Statesville Rd.	Somewhe	DE	10101	US	1-111-111	Test User	101 Statesville Rd.	Somewhe	DE	10101	US	1-111-1111			
30		1 SuperUser	Account	notify@w	123 Main	Okemos	MI	48864	US	1.23E+08	SuperUser Account	123 Main	Okemos	MI	48864	US	1.23E+08			
31		1 SuperUser	Account	notify@w	123 Main	Okemos	MI	8213	US	123	SuperUser Account	123 Main	Okemos	MI	8213	US	123			
32		1 SuperUser	Account	notify@w	123 sdj	Oekmos	MI	48895	US	5.12E+08	SuperUser Account	123 sdj	Oekmos	MI	48895	US	5.12E+08			
33		1 SuperUser	Account	notify@w	516asd	dsfad	MI	48954	US	517	SuperUser Account	516asd	dsfad	MI	48954	US	517			
34		1 SuperUser	Account	notify@w	516asd	dsfad	MI	48954	US	517	SuperUser Account	516asd	dsfad	MI	48954	US	517			
35		hello	this	is@my.co	name	your	WA	123456	US	12345678	hello this	name	your	WA	123456	US	12345678			
36		John	Smith	john@fak	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09	John Smith	123 Nowh Suite B	Someplac	MI	12345	US	8.01E+09			
37		John	Smith	johnsmith	123 Main	Okemos	MI	48865	US	1.23E+08	John Smith	123 Main	Okemos	MI	48865	US	1.23E+08			

[Download a CSV file of the store's customer list](#)

Order List

This link provides a detail XML file of the orders placed in the store.

```

<orders>
  <order orderId="1" storeId="1">
    <userId />
    <orderNumber>PutOxy1</orderNumber>
    <orderStatus>PendingOffsite</orderStatus>
    <paymentStatus>Pending</paymentStatus>
    <firstName></firstName>
    <lastName></lastName>
    <email></email>
    <shippingServiceProvider>UNKNOWN</shippingServiceProvider>
    <shippingServiceOption></shippingServiceOption>
    <addresses>
      <address type="billing">
        <address1></address1>
        <address2></address2>
        <city></city>
        <region></region>
        <postalCode></postalCode>
        <country></country>
        <telephone></telephone>
      </address>
      <address type="shipping">
        <recipientName> </recipientName>
        <recipientBusinessName></recipientBusinessName>
        <address1></address1>
        <address2></address2>
        <city></city>
        <region></region>
        <postalCode></postalCode>
        <country></country>
        <telephone></telephone>
      </address>
    </addresses>
    <creditcard type="UNKNOWN">
      <last4digits></last4digits>
      <expiration> / </expiration>
    </creditcard>
    <orderItems>
      <orderItem productId="5">
        <name> Birthday Card </name>
        <sku>C10012</sku>
        <quantity>1</quantity>
        <digitalFilename></digitalFilename>
        <digitalFileDisplayName></digitalFileDisplayName>
        <weightTotal>0.00</weightTotal>
        <priceTotal>5.95</priceTotal>
        <attributes />
      </orderItem>
    </orderItems>
  </order>
</orders>

```

XML file of orders


DNNspot Module License

Allows the store administrator to enter and change the license for the Store. Once a valid license is entered, a store administrator is able to see who the license key is licensed to, what the license key is, what type of license the key is, and how many portals are currently in use. The server must have outgoing internet enabled so that the module can be registered.

[Store Admin](#) » License

Enter your License Key:

The License Key from your confirmation email



Entering in a license key

- **Categories:** Select which categories to show. “Match ANY” will select any product that matches any one of the checked categories (e.g. if category1, category2, and category3 have been selected, a product will only appear if category1 OR category2 OR category3 have been applied to the product). “Match ALL” will only show products that are part of each category selected (e.g. if category1, category2, and category3 have been selected, a product will only appear if category1 AND category2 AND category3 have been applied to the product)

Template

- **Header:** HTML or Text that will be applied before the products are shown.
- **Product:** HTML, text, or tokens (shown below) that will be applied for each product displayed. Each token will be replaced automatically when the page renders.
- **Footer:** HTML or Text that will be applied after the products are shown.
- **No results:** HTML or Text to appear when there are no products found.

Template Tokens

Token	Description
[Product:Name]	Product Name
[Product:UrlName]	Product Url Name (slug)
[Product:Price]	Product Price
[Product:SKU]	Product SKU
[Product:Url]	Url to the Product Detail
[Product:Photo]	Main Product Photo.
[Product:Photo{Width=120}]	Main Product Photo, width 120px.
[Product:Photo{Width=120,Height=100}]	Main Product Photo, width 120px and height 100px.
[Product:PhotoUrl]	Url for Main Product Photo.
[Product:PhotoUrl{Width=120}]	Url for Main Product Photo, width 120px.
[Product:PhotoUrl{Width=120,Height=100}]	Url for Main Product Photo, width 120px and height 100px.
[Product:DescriptionX]	Where X is the Description Tab #. E.g. [Product:Description1] is the first description tab. Optional attribute to specify a max character count.
[Product:DescriptionX{MaxChars=75}]	

DNNspot Store – My Orders

This module allows the store administrator to search for an order by Order # and email address. The module will then list matching orders, along with the date, order status, total order, and link to the view the full order page. It's recommended that this module is used on its own page that is viewable by administrators only.

DNNspot Store - My Orders

FIND AN ORDER:

Order #:

Email:

RECENT ORDERS:

1/5/2010	DS-22	PendingOffsite	\$52.95
12/31/2009	DS-20	PendingOffsite	\$161.92
12/30/2009	DS-16	PendingOffsite	\$56.13
12/28/2009	DS-9	Completed	\$18.54
12/28/2009	DS-7	PendingOffsite	\$40.46

[My orders search](#)