

**united  
planet**

**ix** SHOP

UNITED PLANET INTREXX XTREME  
RELEASE 4.5

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### **Writing Conventions**

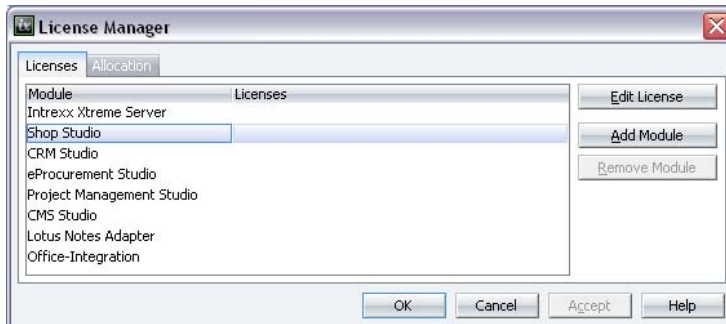
In this handbook, text passages will be displayed in *italics* when they refer to settings in the displayed dialogs. Menu items that are available in context menus can, in addition, always be selected from the main menu. Main menu items will not be described if they are not available in the context menu. A description of the general main menu items can be found in the  *Center* handbook. Programming code in the text will be displayed in the Courier font. Context menus can be opened by clicking with the right mouse button on the described element.

In the following, *<xtreme>* refers to your Intrex installation path; under Windows, for example, this is usually  *C:\xtreme\*. On Linux, the normal install path is  */opt/xtreme/*. The following symbols will be used for designation of special kinds of information:

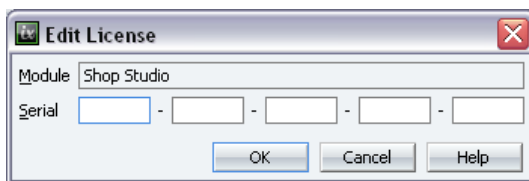
-  Important information
-  Tips and background information
-  References to additional information in an Intrex Xtreme handbook
-  Directories
-  URLs
-  Buttons in dialogs or assistants

## 1. Licensing

The Shop Studio, like every Intrex Xtreme application, will be created based on a template. You will find the *Shop Studio* template in the templates collection, which you can reach from the Application Designer. In order to use the application you will need to purchase a license for it. Request the license from your software partner or from United Planet at the eMail address [info@unitedplanet.de](mailto:info@unitedplanet.de). The license key will be sent to you via eMail. In order to unlock the template, first open the Intrex Xtreme Portal Manager. Open the License Manager by clicking *Extras / License Manager*.



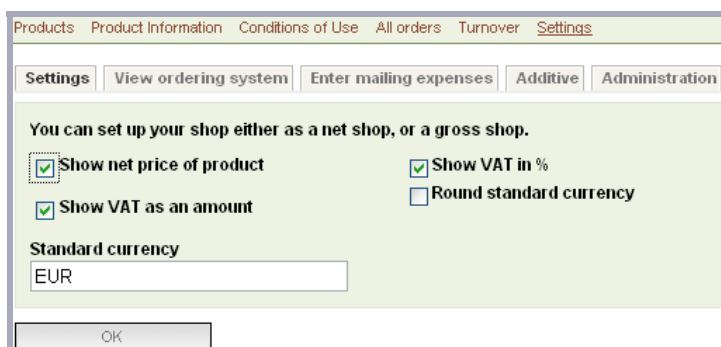
Select the *Shop Studio* entry and then click *Edit License*.



Enter your serial number here and then click *OK*. The shop is now unlocked. You can create the application and use it in the browser. Information on this topic can be found in the *Application Designer* handbook.

## 2. Settings

Open the *Shop* application in the browser and select the menu item *Settings*.



With the setting *Show item net price*, the net prices of products (without tax) will be displayed in the shop. The setting *Show VAT as amount* will display the rate of value added tax in percent. The setting *Round currency to next 0.05* will round all prices to the next 0.05 of the respective currency. Enter the abbreviation for the currency in the *Currency* field. Save your settings with *OK*, then go to the *Ordering System* tab.

Products Product Information Conditions of Use All orders Turnover Settings

Settings View ordering system Enter mailing expenses Additive Administration

You can enter data on products, special offers and product recommendations

Number of special offers: 10

Number of products per page: 20

View product recommendations

Number: 10

OK

You will define the *Number of sale items*, *Number of products per page*, and the *Number of product recommendations* here. The setting *Show product recommendations* will provide customers, after they have entered a product to their shopping cart, products that other customers have purchased in addition to the first. When you are done, switch to the *Shipping Costs* tab.

Products Product Information Conditions of Use All orders Turnover Settings

Settings View ordering system Enter mailing expenses Additive Administration

You can enter two different kinds of mailing costs.  
Enter the according description (e.g. standard mailing per post, express mailing with UPS) and the amount.

Show mailing costs

Description 1: [ ] Amount 1: 0,00

Show mailing costs 2

Description 1: [ ] Amount 2: 0,00

Encourage user to increase order quantity by a note referring to cost-free mailing.

Show note

Minimum order quantity: [ ] Minimum or maximum quantity note: [ ]

Tip: [ ]

OK

Two types of shipping expenses can be defined here. Enter a description for the shipping charges in field *Description 1* and/or *Description 2*. In *Amount 1* and/or *Amount 2*, you will enter the amount of shipping charges. The settings to *Show shipping costs* will activate the corresponding type of shipping charge. Enter a *Minimum order* if you wish to send shipments for free above a certain amount. When activated, the setting *Show note* will alert the customer of this free shipping offer when the minimum order amount is reached. Next, go to the *Additive* tab.

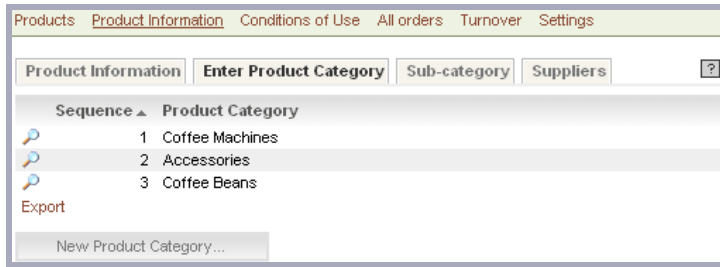
Up to seven additional attributes of a product can be entered here. For each one, enter a *Title* (such as *Color*). In the *Addition* field, multiple additional attributes can be entered. Separate multiple entries with a semicolon (such as Red;Yellow;Blue). Multiple additions will be selected later on the order page from selection lists. Save your settings with *OK*, then click on the *Administration* tab.

On this tab, a list of countries can be entered, which will be available in a selection list when ordering. The forms of payment entered here will be also shown on the page where customer data is entered.

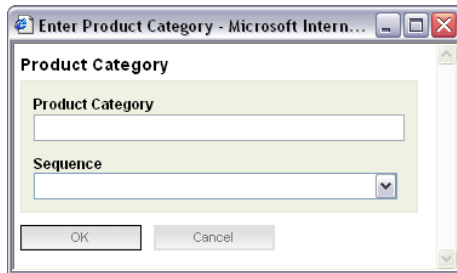
### 3. Product Information

#### 3.1. Creating Product Categories and Product Subcategories

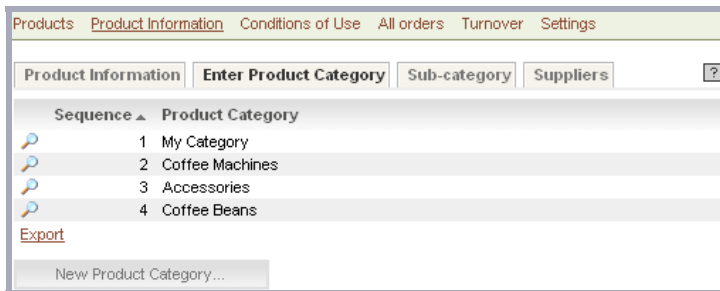
If you have just created the *Shop* application recently, you must first create product categories from the *Product Information* menu. Click on the *Product Category* tab.



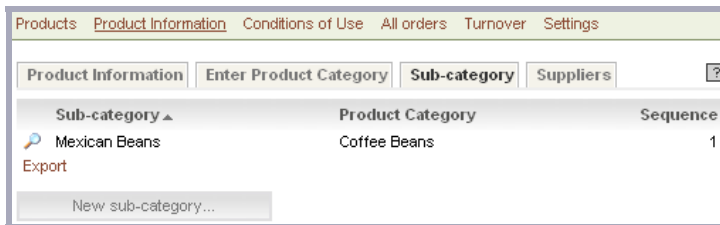
Click *New Product Category*.



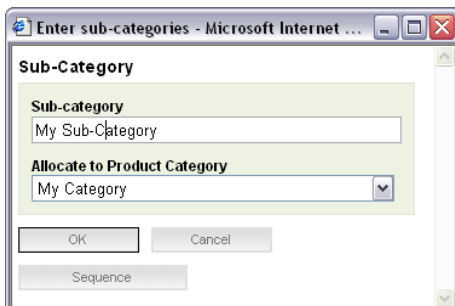
Enter the *Product category* here. Each product group will be shown on its own tab in the *Products* menu. By entering the *Order*, you will define the order of these tabs from left to right. By clicking *OK*, the product category will be saved.



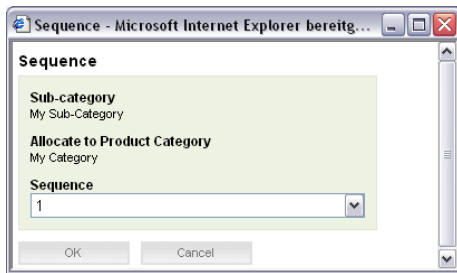
Please click on the *Product Subcategories* tab here.



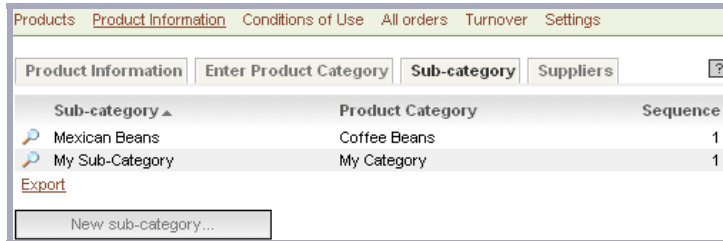
Now click *New product subcategory*.



Enter the *Product subcategory* and assign it to its corresponding product category. Continue by setting the sorting order here as well by clicking *Order*.

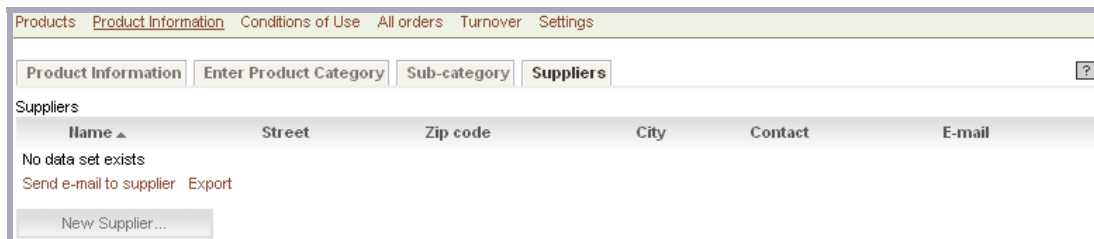


Click *OK* here to complete the creation of the product subcategory.

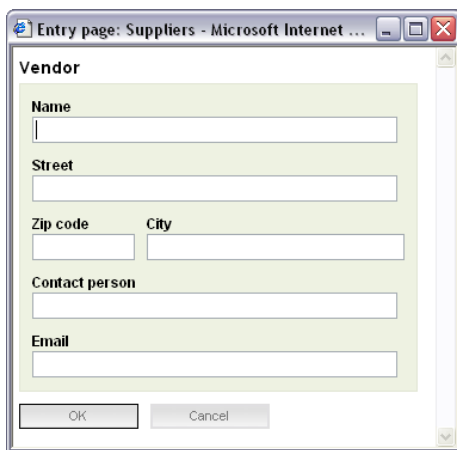


### 3.2. Entering Suppliers

Switch to the *Suppliers* tab and enter suppliers for the products there.



Click *New supplier*.



Enter the address and contact data of a supplier and save it by clicking *OK*.

Whenever you see the link to *Export* below a table, you have the ability to export the displayed data in the form of a text or Excel file. The link to *Send eMail to suppliers* allows you to send an eMail to all suppliers. Additional information on these topics can be found in the *Application Designer* handbook.

### 3.3. Entering Product Data

Switch to the *Product Data* tab.

Products [Product Information](#) [Conditions of Use](#) [All orders](#) [Turnover](#) [Settings](#)

Product Information Enter Product Category Sub-category Suppliers ?

[all] ▼

Item number ▲	Name	Price	VAT	Minimum order quantity	Maximum order quantity
IN54893256	200 Filter Bags	0,00	0,00	1	0
IN57668485	Original Mexican Highland Coffee	7,00	16,00	1	0
IN67335368	Saeco Aroma Nero set	2.000,00	16,00	1	0

Export

New product...

All products will be listed in a table with *Product number*, *Name*, *Price*, *Supplier*, and *Minimum and maximum order quantity*. Click [➡ New product](#).

Products [Product Information](#) [Conditions of Use](#) [All orders](#) [Turnover](#) [Settings](#)

Product Information Enter Product Category Sub-category Suppliers ?

Name

Item number

Supplier

Product Category

Sub-category

Price

VAT in %

Order quantity

Min. Max.

'0' - unlimited

Product Additives

Change...

Headline

Brief Description

Description

Small image

Durchsuchen...

Normal image

Durchsuchen...

Large image

Durchsuchen...

Special offer product?  Link to view large image?



Blocked product  View link to details?

Enter the *Product name* and the *Product number* here. Assign it to a *Supplier*, the *Product category*, and the *Product subcategory*. Enter the *Price* and the *Value Added Tax*. Next, define the minimum and maximum order quantity for this product.

Clicking [➡ Change](#) will open a pop-up window in which you can select additional attributes for the product. The title of the product will be entered in the *Title* field, which

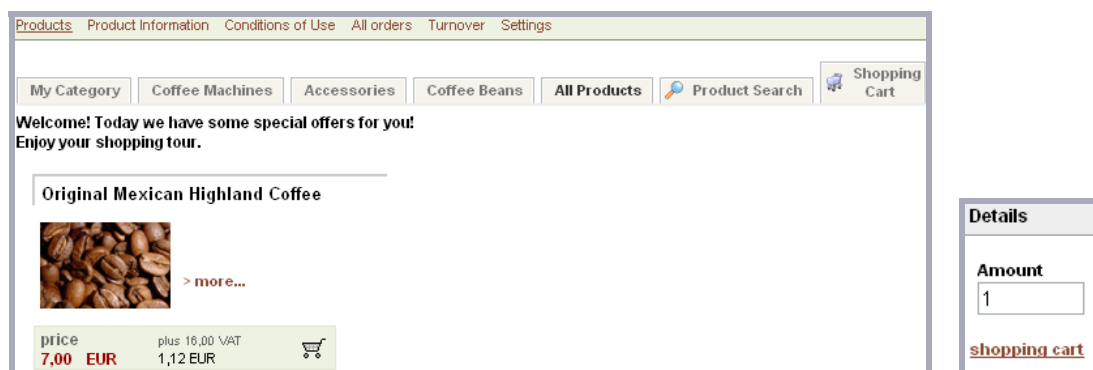
will be shown on the product pages as the article name. A short description and a description for the detail view of the product can also be entered. The *Browse* button allows image files to be loaded. The *Special offer* setting designates a product as a sales item.

The *Product blocked* setting will cause a product to not be shown on the *All products* page. It will also be unreachable from the product search. The setting *Show link to large image* will show the product image in link format. Clicking this link will load the large image in a pop-up window. The setting *Show link to detail view* will show the link to the detailed description of the product.

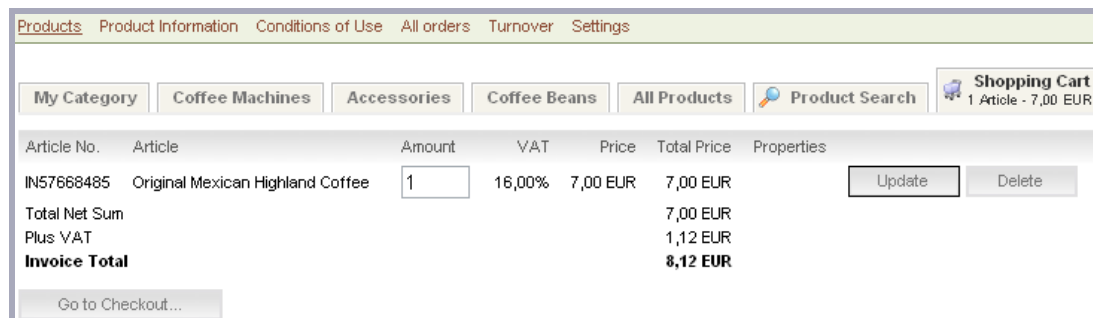
Clicking  *Accept* will save the product. Clicking  *Copy* will create a copy of the product, which can be further edited.




**4. Products**

If you click the *Products* menu, you will find yourself on the *All products* tab. An additional tab will be created for each product category created, on which only products assigned to it will be reachable. By clicking on the shopping cart symbol, a product can be ordered.



You can reach the shopping cart via the *Shopping cart* tab. On this tab, the number of products currently placed in the shopping cart will be displayed.



 *Refresh* will refresh the shopping cart, such as when you have changed the amount to order.  *Delete* allows an individual product to be removed from the order. By clicking  *Go to checkout*, you will proceed to the next step in the order process.

<a href="#">Products</a> <a href="#">Product Information</a> <a href="#">Conditions of Use</a> <a href="#">All orders</a> <a href="#">Turnover</a> <a href="#">Settings</a>							
<b>My Category</b>		<a href="#">Coffee Machines</a>	<a href="#">Accessories</a>	<a href="#">Coffee Beans</a>	<b>All Products</b>	<a href="#">Product Search</a>	<b>Shopping Cart</b> 1 Article - 7,00 EUR
Article No.	Article	Amount	VAT	Price	Total Price	Properties	
IN57668485	Original Mexican Highland Coffee	1	16,00%	7,00 EUR	7,00 EUR		
Total Net Sum					7,00 EUR		
Plus VAT					1,12 EUR		
<b>Invoice Total</b>					<b>8,12 EUR</b>		

2006-10-16

**Company**       **Customer number**

**First name**       **Name**

**Street**

**Zip code**       **City**

**Country**  ▼

**Telephone**       **E-mail**

**Method of payment**  ▼

**Zip code**       **Bank**

**Account number**       **Sales tax ID-No.**

Edit fields for entering customer information and methods of payment will now be shown below the shopping cart. Clicking *Send order* will complete the order process. All order data will be shown below the shopping cart and can be printed out if needed.

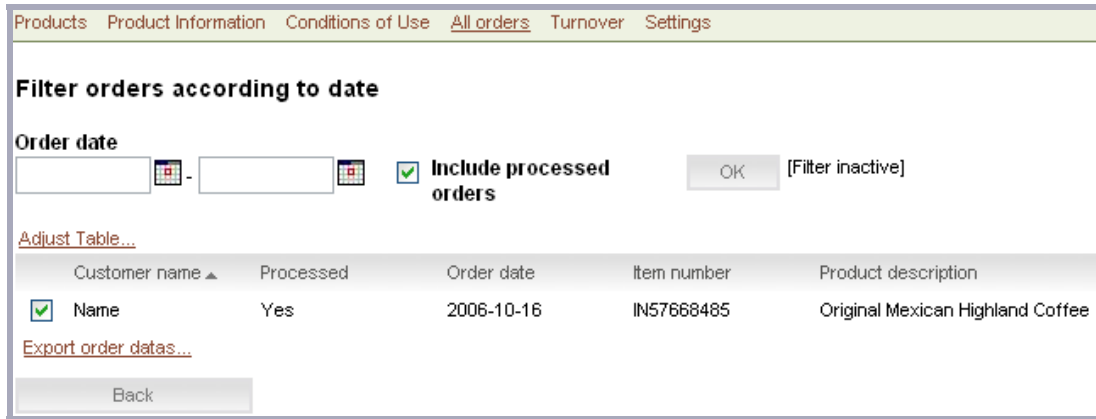
**5. Order Processing**

The order can now be processed under the *All orders* menu.

<a href="#">Products</a> <a href="#">Product Information</a> <a href="#">Conditions of Use</a> <a href="#">All orders</a> <a href="#">Turnover</a> <a href="#">Settings</a>				
<b>New orders</b>				
Customer name ▲	Order date	E-mail		
Name	2006-10-16	eMail		
<a href="#">Send e-mail to customer</a>				
<b>Done orders</b>				
Customer name ▲	Order date	E-mail	Employee	Processed
No data set exists				
<a href="#">Send e-mail to customer</a>				
<input <="" td="" type="button" value="Export orders..."/> <td colspan="3"><input <="" td="" type="button" value="Orders according to suppliers..."/> </td>		<input <="" td="" type="button" value="Orders according to suppliers..."/>		

All new and processed orders will be listed here. An order can be opened and processed by clicking the magnifying glass icon.



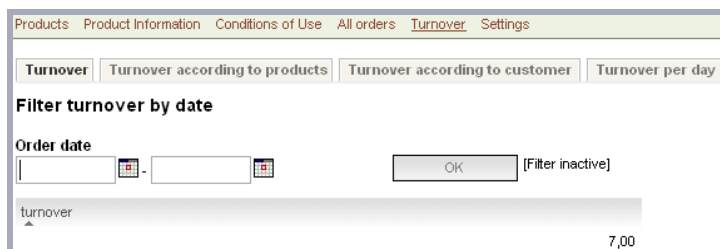


Enter the time frame in the edit fields at the head of the page. The setting to *Include processed orders* will take processed orders into account as well. Click *OK* to filter the orders. The results will be shown in the table. When analyzing by suppliers, a supplier may additionally be selected. This analysis will only show the orders relating to this supplier.

## 6. Turnover

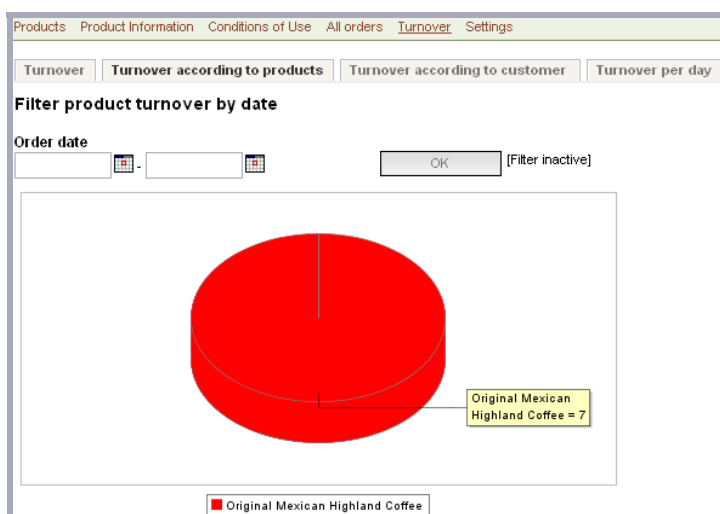
Under the *Turnover* menu item, you can run analyses for your shop.

### Turnover Tab



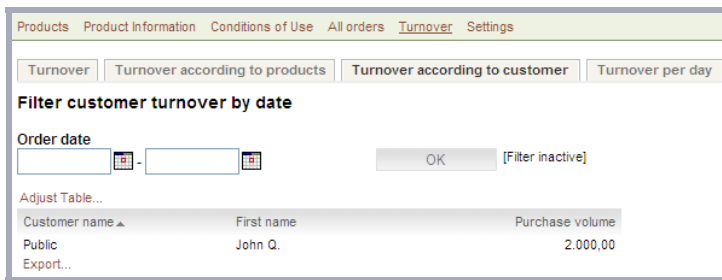
On this tab a time frame can be defined, for which the total sales volume of all orders will be automatically calculated and displayed in the results table.

### Turnover according to products



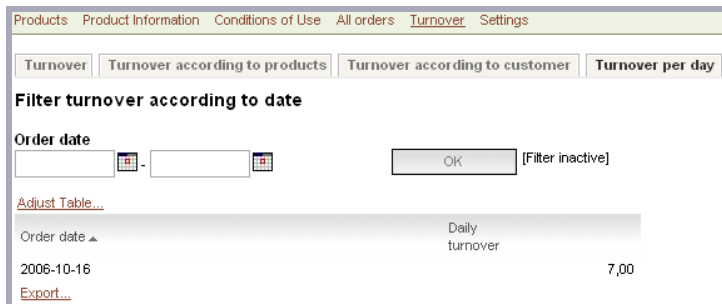
On this tab a time frame can be defined in which sales will be shown, grouped by product. A chart will show the portion of the sales corresponding to products.

## Turnover according to customer



On this tab a time frame can be defined in which the sales will be shown, grouped by customer.

## Turnover per day



This tab will provide an overview of sales by date.

## 7. Adjustment in the Application Designer

Open the *Shop* application in the Application Designer.

### Greeting

The *Products* page is the homepage of your shop system. The greeting text can be changed here.



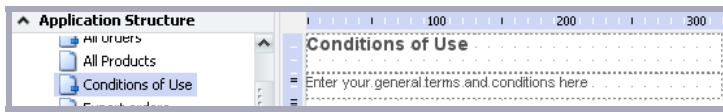
Open the properties dialog by double clicking on the text field.



Change the greeting in the *Title* edit field. After saving the application, the new title will be displayed.

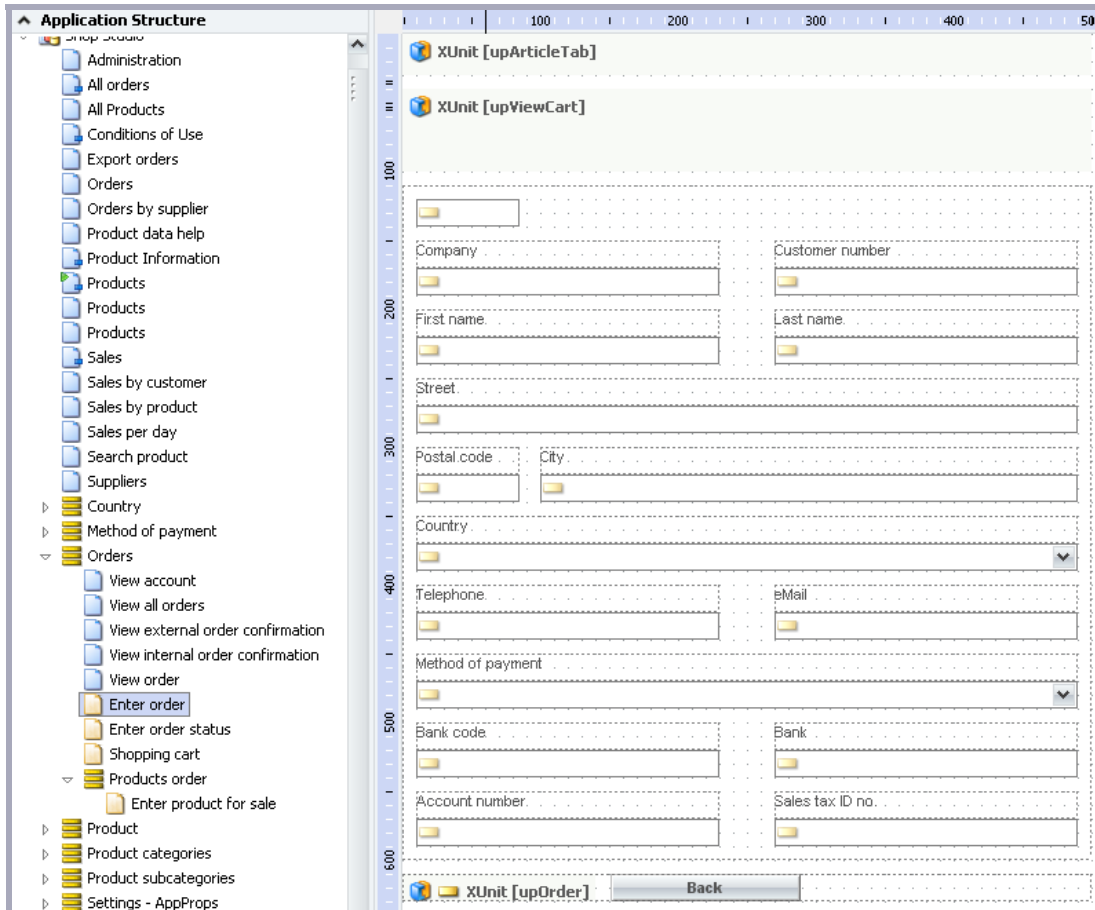
### Terms and Conditions

On the *Terms and Conditions* page, the terms and conditions of your business can be entered. Open the properties dialog by double clicking on the text field, enter your terms and conditions, and then save the application to apply the changes.

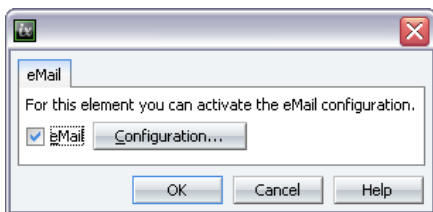


### eMail Configuration: Order Confirmation

If you wish to send your customers an order confirmation via eMail, you can insert the required entry on the *Enter Order* page in the *Orders* data group.



Open the properties dialog of the XUnit *upOrder* with a double click.



Sending eMails is activated by selecting the *eMail* checkbox. For this function to work, the *SMTP Service* tool must first be set up. Information on this topic can be found in the *Tools* handbook. Recipient and sender data, as well as the format of the eMail, will be set by clicking the *Configuration* button. Information on this can be found in the *Application Designer* handbook.