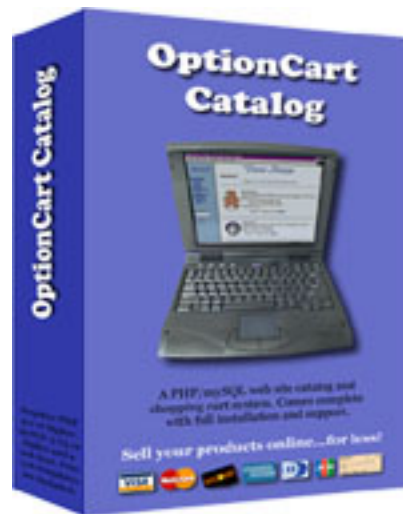


OptionCart Catalog



Deluxe Catalog v. 2.0 Setup Instructions,
System Use and Terms of Service

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DELUXE CATALOG SETUP INSTRUCTIONS

1. Download the zip file. Note the file structure.
2. Create a mySQL database (and add/associate a user with password if desired). View our help file for more information.
3. In phpMyAdmin, use the catalog.sql file to load your database tables.
4. Open the "dbconfig.php" file in the "secure" directory and:
 1. Change the database name (\$DB_Name)
 2. Change the database user (\$DB_User_Name)
 3. Change the database password (\$DB_Password)
 4. If your host uses a mysql host other than "localhost", update the database host (\$Host_Name) from "localhost" to the host your web host has provided. (Note: most hosts use "localhost".)
 5. Create an administration password to be used in the catalog administration area (\$Admin_Password)
5. Modify your catalog.php, advsearch.php, and wholesale.php pages if you wish to use your web site's template, using include files as described in the web template instructions.
6. If desired, rename your catalog page to something other than "catalog.php". (See "HTACCESS MODIFICATIONS" below if you want to use .htm or .html extensions.)
7. Load all folders and files (except for the "setup" folder and files within) into the public directory of your site. Use the file list to guide you on installing the files.
8. Password protect the "secure" directory if desired (via your control panel's Password Protection area or using .htaccess). *Recommended!*
9. Create an "images" directory if one does not already exist. Then change the permissions for the "images" directory to "775" ("777" on some servers).
10. Access <http://yoursite/shopadmin/> and enter the password you created in step four.
11. Enter the site's URL (*without* the "http://" part or trailing slashes) and the unlock code you received in the download.
12. Select "System Variables" and update all variables, such as your font styles, colors, Mals-E account number, catalog page (if you do not wish to use catalog.php), etc.
13. Access your Mals-E account and append cart variables as described in our [instructions](#).
14. If you wish to use the inventory control feature, access your Mals-E account and add the remote call page as described in our [instructions](#).
15. If you accept PayPal and want to use the inventory control feature, access your Mals-E account and update the PayPal type as described in our [instructions](#).
16. You can now start adding categories and products to your catalog administration. Use our administration instructions for assistance.

DELUXE CATALOG FILE STRUCTURE

The following is the directory (folder) setup and the file structure of your catalog. The files that are in the main directory (such as "catalog.php") are mostly front-end files, with the exception of "finish.php". That means that these are files that your customers are going to see.

The sql file in the "setup" directory is your catalog sql file. It will be used to upload your database. The "readme.txt" file gives terms and more information on installation and assistance.

The files in the "inc" directory are all PHP files that will be included in your catalog pages. They run the actual catalog itself, even though customers will never actually see these files directly, because they will always be included within other pages.

The file within the "secure" directory is a configuration file. It holds all of your database passwords, which is why it is stored within a secure directory.

The files in the "shopadmin" directory are your administration files. They are the files you'll use when you add new products or modify categories; your customers will never see these files.

- advsearch.php
- catalog.php
- custom.htm
- email.php
- finish.php
- order.php
- view.php
- wholesale.php
- *inc/*
 - advsearch.php
 - categories.php
 - catnum.php
 - envelope.gif
 - horizlinks.php
 - howtoshop.php
 - meta.php
 - metatitle.php
 - navbar.php
 - navlist.php
 - new.php
 - open.php
 - openinfo.php
 - price.php
 - products.php
 - products_detail.php
 - products_maincat.php
 - products_multiple.php
 - products_pages.php
 - products_single.php
 - search.php
 - title.php
 - viewcontents.php
 - wholesaleinc.php
- *secure/*
 - dbconfig.php
- *shopadmin/*
 - attributes.php
 - admin.php
 - categories.php
 - colors.php
 - defaults.php
 - footer.htm
 - forgot.php
 - header.htm
 - help.gif
 - help.php
 - imgload.php
 - index.php
 - instructions.htm
 - itemlist.php
 - items.php
 - links.php
 - options.php
 - prices.php
 - related.php
 - sales.php
 - style.css
 - selectoption.htm
 - top.gif
 - variables.php
 - wholesale.php
- *setup/*
 - catalog.sql
 - readme.txt
 - upgrade.sql
 - upgrade.txt

DATABASE SETUP HELP

Note: Some web hosts will have already created a database and/or database user for you. If this is the case, skip ahead to step 3 to add the tables to your database.

1. Create the database
 - a. Look in your web host's control panel for a "Database Manager" so that you can add a new database.
 - b. Select the button or link that lets you add a database, then enter the name that you want to use for your database. Use a name that is less than 8 characters if possible. Once you have added the database, make a note as to what that database name is.
2. Create a database user (optional)
 - a. Some web hosts will give you a place to add or update database users. If your web host has this option, it's a good idea to use it, to keep your server passwords safe. Look for an area in your control panel that allows you to add a database user. Enter the name that you want to use for your database user, along with the password you want to use. Make a note of the user name and password.
 - b. Associate the user with the database you just created. This gives the user permission to use that database. Look for a link or button that lets you "Add a User to the Database". Then select the user you created and the database you created, and select "Grant Permissions" or "Associate User with Database", etc. so that the two are linked together.
3. Your database is now created, but we have to add the database tables. To do this, we'll need to access phpMyAdmin. Look for a link on your web host's control panel to phpMyAdmin. It may be under "Databases". PhpMyAdmin has a green bar down the left side of the page and the right part is white.
 - a. Find the database that you just created on the left side of the page. It may be just a simple link or it could be in a drop-down box.
 - b. Look for the statements:
Run SQL query/queries on database mysite_catalog:
Or Location of the textfile:
You might have to click the SQL tab at the top of the page to find it.
 - c. Click the *Browse* button under "Or Location of the textfile".
 - d. Locate the *catalog.sql* file on your computer (it's in "setup" folder, in the set of files you just downloaded).
 - e. Click *Go* to load that SQL file onto your computer.
 - f. Having problems with this step? Another way to load the file is to open the *catalog.sql* file, copy everything within that file, then paste it into your phpMyAdmin area, in the large text box under "Run SQL query/queries on database...".

COMMON INSTALLATION ERRORS

Still having problems? The following are common errors that occur and instructions on how to fix them:

You get the error message: "Unknown MySQL Server Host 'localhost' ... Unable to connect to database"

This usually means that "localhost" is not actually the host that you need to use to connect to your database. Check with your hosting company to see what host name you need to use for the connection, then modify the host name in the **dbconfig.php** file in the *secure* directory.

You get the error message: "Unable to select database"

This usually means that your database either doesn't exist, the name is incorrect, or the database doesn't have any tables in it. Make sure that you've created the database and the database tables have been loaded into the database, and that the correct database name is specified in the **dbconfig.php** file in the *secure* directory.

Also check to ensure that your user name is associated with the database. After adding a MySQL user and password, make sure to click "Add User to Database" to associate that user with the database.

Finally, check your database prefixes. On some servers (like Alabanza hosts and cPanel servers), you will need to prefix your MySQL database with your hosting user name. So if you create the user name "catuser", your MySQL user name may be "yoursite_catuser".

You get the error message: "Access denied for user: 'databaseuser @ localhost' ... Unable to connect to database"

This usually means that your database user name or password is either incorrect, or not established yet. If you are using a user name and password that is different from your hosting user name and password, make sure that you have added that user name and password that is set in your **dbconfig.php** file (in the *secure* directory) into your control panel.

Also check to ensure that your user name is associated with the database. After adding a MySQL user and password, make sure to click "Add User to Database" to associate that user with the database.

Check your MySQL user name. Even though you can create a user name with more than 8 characters, when you call it in your config file, you will only need the first 8 characters. So if your user name is `mysite_cataloguser`, you will use `mysite_catalogu` in the `dbconfig.php` file.

Finally, check your MySQL user name prefixes. On some servers (like Alabanza hosts and cPanel servers), you will need to prefix your MySQL user name with your hosting user name. So if you create the user name "catuser", your MySQL user name may be "yoursite_catuser".

COMMON INSTALLATION ERRORS (CONT'D)

You get the error message: "Unable to access database."

This usually means that the `openinfo` statement is not placed at the top of your catalog page. Go in to your catalog page and make sure that this code:
`<script language="php">include("inc/openinfo.php");</script>` is at the very top of the page, above the `<html>` tag.

You get the error message: "Domain info is not correct ... Please re-enter variables."

This means that your keycode that is used to unlock your catalog is incorrect. Go into your shop administration area and add the keycode that was given to you with your installation. If you do not have the key code, send us an email with your order number and web site, and we'll send you the unlock code.

You get the error message "Failed opening '/home/yoursite/public_html/secure/dbconfig.php' for inclusion ... No such file or directory"

The `dbconfig.php` file is not in the folder named `secure` on your site, it is named something other than `dbconfig.php`, or else the path to the `secure` folder is incorrect.

If you've moved the `dbconfig.php` file to your root directory, make sure to also adjust the path in your `open.inc` file, located in the `inc` directory. The default path is `"$DOCUMENT_ROOT/secure/dbconfig.php"` - you will need to change this, usually to `"/home/yoursite/dbconfig.php"`. Ask your host to send you the path to your root directory if you still have problems.

You get a 403 error (Forbidden page) when you try to access your administration area via <http://www.yoursite.com/shopadmin/>.

Some web hosts may not recognize PHP pages for index pages. You can access your administration area at <http://www.yoursite.com/shopadmin/index.php>.

You cannot load the catalog.sql file - instead, you get an error.

You can load the database tables several different ways. The most common method is to use the "Browse" button in the sql upload area of phpMyAdmin, select the `catalog.sql` file that you've saved to your desktop, and load the database tables. See our database help for details.

If you receive errors, try copying the data from the `catalog.sql` file and pasting it into the *Run SQL query/queries* box in phpMyAdmin. Still having problems? Try copying one CREATE query at a time, then pasting it into the *Run SQL query/queries* box.

If you continue to have problems, you may need to create PHP create statements and load the database via the web browser. This method is not supported by OptionCart, though we can install the database this way for an additional fee.

COMMON INSTALLATION ERRORS (CONT'D)

Your catalog page appears, but there is no catalog products on the page.

Make sure that you have added the include statements into your catalog page. For more information, see our template setup instructions.

Also, if you are using .htm or .html extensions as your catalog page extension, be sure that you have added a MIME type for that extension. Note that for some hosts, this may not be possible. On some servers, if you use FrontPage extensions, you may have problems adding MIME types. If you can't get your system to work, either ask your host for assistance or change the catalog to use a .php extension.

You have installed the catalog. But when you try to update your catalog page, no new information appears on the catalog page.

Make sure that you are not pulling your catalog page directly from the browser when you update the file. If you do this, you won't pull the PHP code in the page, and it won't display any new files.

Instead, pull the file directly from the file you have on your desktop. Or make sure to follow our template setup instructions to create a new catalog page.

You can view most of the catalog components, but you see some errors on the page that says 'Warning: main(inc/file.php): failed to open stream.'

Make sure that you have included the correct codes into your catalog page. For example, if you have used `include("inc/searchbox.php");` instead of `include("inc/search.php");` the system is going to give an error message because the file "searchbox.php" does not exist.

The catalog works okay, except for the Continue Shopping link or wholesale area. I get an error that reads "Warning: Cannot modify header information - headers already sent"

This usually means that your `openinfo` statement is not at the top of the page. Go in to your catalog page and view the HTML code. The statement:

```
<script language="php">include("inc/openinfo.php");</script>
```

Should be at the very top of the page, above the `<html>` tag or any other code on that page.

Move the statement to the top of the page and FTP the file back into the browser, and the error should disappear.

The image uploader isn't working.

Make sure that the image directory has been `chmod`d to 777. Or, if your web host has `phpsuexec` installed, you'll need to `chmod` the directory to 755. Note that on some hosts, they may not allow you to upload files. Check with your host for a solution if this is the case.

CREATING YOUR TEMPLATE PAGE

If you purchase a catalog installation, we will take care of integrating the PHP codes into your web site for you at no additional charge, provided your site is a straight HTML file with no CGI, SSI or other code, are not framed pages and do not use FrontPage components. (If you do have a page with these components, there will be an additional charge to set up your catalog.)

If you are installing the catalog on your own, or if you want to change your catalog's page design, you will need to make sure to include your catalog codes within your page design.

All About Includes

First, here are some basics about includes. This will help you understand how the process works. If you already know this part, skip ahead.

Imagine using one of those dry-erase calendar boards. You know the type; they have blank squares for each day, and you write in the days of the month in the squares and add the month name at the top with the dry-erase markers. So when this month is over, you can erase them all and start over again. There's no need to buy a new board for each month, and the board never gets old, like with a paper calendar that lasts just a year.

The OptionCart catalog works very much the same way. Instead of creating different pages for each of your product categories, you have a single, blank "template" page. Like the dry-erase board, it's blank except for placeholders, like the squares in the board.

So you create a blank catalog page and put in special codes that tell the server "Hey, when you get this code, put this part of the database here". Then, once that's done, you just sit back and let your customers view the page. And every time they go to the catalog page and select a category, the system reads that category and says "Okay, this customer wants to look at all products in this category. I'll display them in the placeholder that the webmaster has set to show the products."

You no longer have to create 20 pages when you have 20 categories of items - you just create *one single blank page with placeholders*, and the catalog takes care of all the rest of the details.

Basic Template Creation Process

To create a catalog page, simply create an HTML template, name it catalog.php (you can change this to catalog.htm or other .htm files if MIME types are enabled), and insert code snippets into the HTML wherever you want different parts placed (these are your placeholders). The code snippets that can be used are on the following page. Keep in mind that you need to include the following include on the top of the page, above the <html> tag:

```
<script language="php">include("inc/openinfo.php");</script>
```

After you create the catalog template, use that same template for the wholesale.php page and the advsearch.php page. However, in place of the product include:

```
<script language="php">include("inc/products.php");</script>
```

you will use

```
<script language="php">include("inc/advsearch.php");</script>
```

for the search page and

```
<script language="php">include("inc/wholesaleinc.php");</script>
```

for the wholesale page.

DELUXE SYSTEM INCLUDE CODES

The following are codes that can be used in the Deluxe Catalog:

```
<script language="php">include("inc/title.php");</script>
```

To add a title to the page

```
<script language="php">include("inc/navbar.php");</script>
```

To add the navigation bar of categories

```
<script language="php">include("inc/navlist.php");</script>
```

To add a navigation bread crumb listing

```
<script language="php">include("inc/horizlinks.php");</script>
```

To add a horizontal text list of category links

```
<script language="php">include("inc/search.php");</script>
```

To add a search box

```
<script language="php">include("inc/viewcontents.php");</script>
```

To add cart contents – with cart quantity and total listed

```
<script language="php">include("inc/catnum.php");</script>
```

To create a drop down catalog number search

```
<script language="php">include("inc/price.php");</script>
```

To create a drop down price range search

```
<script language="php">include("inc/categories.php");</script>
```

To create a drop down category search

```
<script language="php">include("inc/meta.php");</script>
```

To add meta tags to your catalog page – goes within the <head></head> tag

```
<script language="php">include("inc/metatitle.php");</script>
```

To add a title – goes between <title></title> tag within the <head></head> tag

```
<script language="php">include("inc/products.php");</script>
```

To add the product list, only for use in the catalog page

```
<script language="php">include("inc/advsearch.php");</script>
```

To create an advanced search form, only for use in the advsearch page

```
<script language="php">include("inc/wholesaleinc.php");</script>
```

To create the wholesale area, only for use in the wholesale page

Don't forget to add the following code to the top of your catalog page, above your html tag:

```
<script language="php">include("inc/openinfo.php");</script>
```

USING OPTIONCART WITH FRONTPAGE

Are you using FrontPage to create your web site? Just use the following guidelines if you choose to modify your catalog template:

1. PHP Files: FrontPage doesn't recognize PHP. So if your catalog page ends in .php, you will need to force the file to open in FrontPage. Use one of the following methods:

a. In Windows operating systems, right-mouse click on the name of the file, then select "Open With". Select "FrontPage" from the list that comes up in the pop up. You will need to open every .php file this way.

b. Select "Tools" from the file bar, then select "Options". Under "Configure Editors", select the "Add" button. Now type **php** in the "File Type" box and **FrontPage** in the "Editor Name" box. Select the "Browse" button next to the "Command" box to find the FrontPage program file.

2. FrontPage Components: Some FrontPage components won't work on PHP pages. Others may only work on hosts that have certain configurations. If you have any problems using a catalog page and you are using FrontPage components on that page, such as include files, borders, FP forms, etc., try removing those temporarily and see if your catalog page works. If it does, chances are good that you will need to take off those components on your catalog page (you can still use them on your other pages).

3. Include Codes: Make sure to keep your PHP include codes on the catalog pages intact. If you change your pages, be sure to use the "HTML" tab to check your html code and make sure that the codes shown in our help file are intact.

4. Importing Files: If you need to change your catalog page, do not use the "Import" function on FrontPage to pull a copy of your file. Instead, you'll want to access your control panel's File Manager and save a copy of the file that way. Or, let us know and we'll send you a copy of the catalog pages via email.

5. Uploading Files: When uploading your FrontPage site, make sure that you publish your changed pages only, so that you don't remove any of the catalog files from your site.

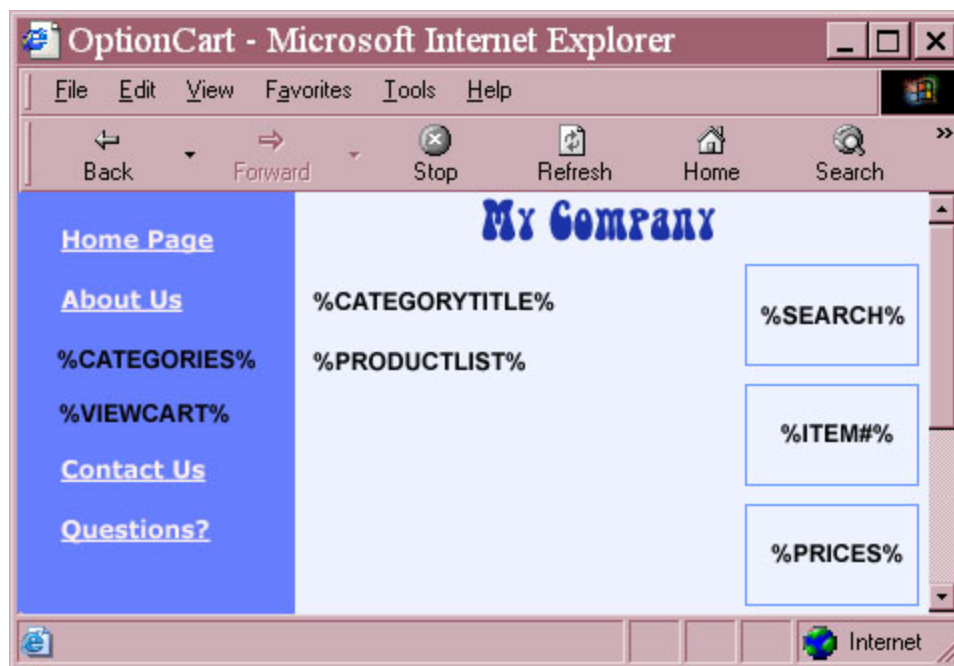
If you follow the above instructions, you shouldn't have any problems using FrontPage with OptionCart.

EASY WAY TO INTEGRATE YOUR TEMPLATE

Still confused? This is the easiest method we've found for inserting your PHP codes when you're new to PHP includes and using a WYSIWYG editor like FrontPage to create your catalog page.

PART 1: Creating Your Page

1. Create your page in FrontPage, just like you normally would for any page.
2. Don't include FrontPage includes or borders, and don't use framed pages. These can be tricky when you want to implement them with PHP code.
3. Now here comes the fun part. Just type in some place holders in your page. You can name them whatever you want, but we recommend that you make them single words and put a % sign before and after them. And make sure you remember what you've used for which part.
4. Here's an example. Note that, where we wanted to put the category list, we just typed %CATEGORIES%. Where we wanted the search box, we typed %SEARCH%. Where we wanted a view cart link we used %VIEWCART%, etc.



5. Now, once you've got those in place, save the page as catalog.php. (You can use whatever name you specified in your admin area. And you can use a .htm or .html extension if you have the mime type set to allow these extensions. If you're not sure if you do, just use catalog.php.)

EASY WAY TO INTEGRATE YOUR TEMPLATE (CONT'D)

PART 2: Adding The Code

Now all you have to do is use the Find/Replace function to insert your script codes!

1. Go in to the page again, but view the *HTML code* this time. If you're not familiar with HTML, this is going to look strange. But don't worry - you don't have to understand all the code.
2. Now, go through and do a Find/Replace (in FrontPage for Windows this is Ctrl+H). And replace each of those codes with the code snippet we have listed in the code section.

3. In the above example, we'd find %CATEGORIES% and replace it with:
<script language="php">include("inc/navbar.php");</script>

And we'd find %SEARCH% and replace it with:
<script language="php">include("inc/search.php");</script>

And so on, until all of those placeholders we added have been changed over to script includes. It's just a simple find/replace.

4. Now you need to add the code that opens the database. At the very top of your HTML code (you're still in HTML view, right?), add this line:

```
<script language="php">include("inc/openinfo.php");</script>
```

This will go *above* any other line on the page! That's very important.

5. You can add optional dynamic titles and meta tags. What that means is that you'll have specialized titles and meta tags for each of your categories, and specialized titles for your items. This will greatly help in your search engine rankings, so we recommend that you do this.

In place of the title at the top of the page, which will look something like:

```
<title>My Company</title>
```

add the following:

```
<title><script language="php">include("inc/metatitle.php");</script></title>  
<script language="php">include("inc/meta.php");</script>
```

You don't need your <meta> tags if you add these codes - the system does it all for you.

That's it! Your catalog page can be FTP'd into the server and you should be ready to start viewing items.

WORKING WITH INVENTORY CONTROL

If you want to use the inventory control module, you will need to change a setting in your Mals cart.

Keep in mind that the inventory maintenance revolves around the HTTP Call feature of Mals. Some payment systems, such as LinkPoint, Mirapay, Netbanx, Nochex, PayByCheck and PSIGate (see Mals-E for a list), do not utilize the HTTP call feature and therefore will not work with OptionCart's inventory maintenance system.

PayPal also does not use the HTTP call feature of Mals. Therefore it will require a special payment fix to use the inventory system. Continue reading the information below for assistance setting up PayPal with your OptionCart inventory system.

If your payment system is supported, you will first need to add your OptionCart finish script to your Mals-E site as described below:

- Log in to your Mals-E account.
- Select "Cart Set-Up".
- Select "Remote Calls".
- Add the page `www.yoursite/finish.php`, where you replace "yoursite" with your actual site name. ie.) If your site is `windywillows.com`, use `www.windywillows.com/finish.php`.
- Do NOT add the `http://` part.
- Do NOT select "Debug mode".
- Save your configuration.
- Create a test order, ordering a product that has inventory quantities, to check the system. You should receive an email within five minutes that gives you information about the quantities that were sold.

Please make sure that you do not add the "http://" part in the finish page listing at Mals, and be sure to add the page as described in your return message from OptionCart. Note that there is about a 5 minute or so delay between the time that an order is placed and the updating of your inventory quantities.

WORKING WITH INVENTORY CONTROL (PAYPAL)

The PayPal setup through Mals doesn't access the HTTP call page. And so it doesn't access your finish page and therefore cannot decrement your inventory quantities. There is a way around this, though.

1. First, take off your PayPal address in the "PayPal" setup through Mals.
2. Go in to the "Payments" area of Mals, and set "PayPal" as an "OTHER NON-SECURE PAYMENT".
3. Now access the "Currency and Cart Messages" area of Mals.
4. Under "EXIT MESSAGE - UNSECURE PAYMENTS", type the following:

```
<a href="https://www.paypal.com/xclick/business=youraccount
&item_name=Order+{shopperid}&amount={amount}">Click to Complete Order</a>
```

where your account info is your PayPal email address and the @ is replaced by %40. For example, if your PayPal account is payments@mysite.com, you would use:

```
<a href="https://www.paypal.com/xclick/business=payments%40mysite.com
&item_name=Order+{shopperid}&amount={amount}">Click to Complete Order</a>
```

You can modify this link by replacing "Click to Complete Order" with other text as desired.

Note that this message will appear for any non-secure payment, such as a check or money order payment. If you accept other non-secure payment types, you may want to replace "Click to Complete Order" with "Click to Finish PayPal Orders".

VIEW CART TOTALS

The OptionCart system displays the quantity and total in your cart, automatically. This is completely optional – you do not have to have the system display totals if you don't want to do so. If you do want the totals, you will need to change a setting in your Mals cart. To do this, follow the instructions below:

- Log in to your Mals-E account.
- Select "Cart Set-Up".
- Select "Button Styles and Behaviour".
- Make sure the box marked "Append cart content vars" is selected.
- Save your configuration.

PHP MYADMIN BACKUP INSTRUCTIONS

This tutorial assumes you use a commercial web host and that host has phpMyAdmin installed. The exact instructions may vary from server to server. Please note that we are not endorsing phpMyAdmin and we hold no liabilities for this information.

1. Select phpMyAdmin in your web host's control panel.
2. Select your database name from the top left corner of the left frame (under "Home").
3. Select the **Export** tab in the top of the page.
4. Where it reads: **View dump (schema) of database**, select all tables in the database by clicking on the first table in the list, pressing and holding Shift, and selecting the last table in the list. (Windows instructions.)
5. You should have selected the following table list for the Deluxe Catalog:
 - Shop_Categories*
 - Shop_Defaults*
 - Shop_Items*
 - Shop_Options*
 - Shop_Prices*
 - Shop_Related*
 - Shop_Vars*
 - Shop_Vars2*
 - Shop_Wholesale*
6. Select the **Structure and Data** radio button to the right of the list.
7. Select the check box next to **Save As File**.
8. Select **Go**.
9. A pop up window will appear, asking you to select a location on your local computer to store your backup. Select **Save**, choose your location and save the database file.
10. Your backup is complete.

Please note: Small Biz Community is not responsible for any damages or liabilities caused by using phpMyAdmin to back up or restore your files. Creating backups and installing them in case of accident is the sole responsibility of the online store user.

PHP MYADMIN RESTORE INSTRUCTIONS

This tutorial assumes you use a commercial web host and that host has phpMyAdmin installed. The exact instructions may vary from server to server. Please note that we are not endorsing phpMyAdmin and we hold no liabilities for this information.

1. Select phpMyAdmin in your web host's control panel.
2. Select your database name from the top left corner of the left frame (under "Home").
3. Select the **SQL** tab in the top of the page.
4. Where it reads: ***Or Location of the textfile***, click the *Browse* button and select the SQL file you saved when you backed up the database in the above step.
5. Select **Go**.
6. Your restore is complete.

Please note: Small Biz Community is not responsible for any damages or liabilities caused by using phpMyAdmin to back up or restore your files. Creating backups and installing them in case of accident is the sole responsibility of the online store user.

HTACCESS MODIFICATIONS

Note: Some web hosts will not allow you to add htaccess files manually. Always check to see if the option to add password protection or add MIME types is available through your web host's control panel first. Otherwise, if your host does allow htaccess mods, use the following fixes:

Htaccess files are just text files that have the name **.htaccess** (without the .txt extension). You may not be able to view these files without using the file manager that comes with your web host's control panel or setting your FTP program to view hidden files.

Adding Permissions

To password protect your *secure* directory, create an .htaccess file and include the following lines:

```
AuthType Basic
AuthName "Protected"
require valid-user
```

Then load that file into the *secure* directory and the file will be protected. You won't be able to log into that file unless you set a user/password, but that shouldn't be necessary with this directory, because you will never need to access it from the browser.

Adding a MIME Type

If your web host has a MIME Type administration area, you can use this area to parse your PHP pages as .htm or .html. This means that you can name your catalog page with a .htm or .html extension, such as catalog.htm or shop.html. To add a MIME type, use the following settings:

MIME Type: application/x-httpd-php
Extension(s): .php .htm .html

If your host does not have a MIME Type administration area, and you are allowed to modify your .htaccess file, create an .htaccess file as described above, putting it into the *main* directory and add the following line to the file. Or, if the file already exists, just add this line:

```
AddType application/x-httpd-php .php .htm .html
```

Important Note: After updating the MIME types, be sure to rename your catalog page to catalog.htm or catalog.html (or any .htm or .html page). Then, in the shopadmin area, in the System Variables section, change the Catalog Page variable to reflect the new catalog page name.

If you also want to change the advsearch.php and wholesale.php pages to use .htm or .html extensions, rename these pages to advsearch.htm and wholesale.htm (or advsearch.html and wholesale.html), then in the shopadmin area, change the Page Ext variable to .htm (if you have changed it to .htm extensions) or .html (if you have changed it to .html extensions).

You must add the MIME type before you can use .htm or .html extensions with either your catalog page, your search page or your wholesale page! Again, some hosts may not allow this, so be sure to check with your web host first to okay this.

DELUXE CATALOG ADMINISTRATION

1. The Administration Area

- Go to www.yoursite.com/shopadmin/ to access your administration area.
- Enter the password you provided as the "Administration Password" when your system was first set up. If you have forgotten the password, click the *Forgot your password?* link to have the information emailed to you.

2. View Your System Variables

Select *Update* under the "System Variables" heading in your administration area. Use the following as a guideline when entering your system variables.

- **Web Site Name:** Your site's name. ex.) *Cassie's Collectibles*
- **Web Site URL:** Your site's web address, without the http://. ex.) *www.mysite.com*
- **Admin Email:** A general email address used to retrieve your admin password.
- **Catalog Page:** Add the relative URL (just the name of the page and the extension, minus the *http://* and/or *www* part) of your existing catalog page. Please note - you can only use pages with the extension *.php* - if your server allows, you can also use the extensions *.htm* or *.html*. ex.) *catalog.php*
- **Mals-E Cart ID:** Your Mals-E account number (not password!) ex.) *6184875*
- **Currency:** Your currency symbol. ex.) *\$*
- **Page Extension:** The page extension you will use for your advanced search and wholesale page. The default extension is *.php* - do *not* change this unless you have also changed the extensions of your advanced search and wholesale pages, and if you also have set up a MIME type to parse PHP pages as HTML pages.
- **Font Style:** The font style of your catalog. ex.) *Arial, Helvetica, Sans-Serif*
- **Font Size:** The general font size you will use in your catalog. The default is 2 (10 pt.)
- **Sm Font Size:** The font size that will be used for comments and asides, such as the text underneath images telling customers to click for a larger image.
- **Lg Font Size:** The font size that will be used for larger text needs, such as the category title text.
- **Order Button:** The URL of your order button. Upload an image if you want.
- **Search Button:** The URL of your search button. Upload an image if you want.
- **View Cart Button:** The URL of your cart totals button. Upload an image if you want.
- **Thumbnail Dir, Lg Image Dir, Category Image Dir, General Img Dir:** The directory used for your thumbnail image, large product image, category image and other image uploads. This directory must be write protected (chmod to 755 or 777). Do not add beginning or ending slashes. Leave all as default "images" unless you want the images to be placed in a different directory.
- **Navigation Type:** The way your categories will be displayed on your catalog page:
 - *Vertical Display* - Lists all main categories in a column.
 - *Vertical Subcategories* - Displays main categories and their subcategories in a column.
 - *Expanded Categories* - Displays main categories in a column; clicking one of the main categories expands that category to show subcategories.
 - *Navigation List* - Shows a horizontal listing of navigation categories, marking the categories as they are selected.
 - *Tiered Display* - Lists only main categories; clicking one of the main categories shows only that category with all its subcategories underneath.
 - *Horizontal Display* - Lists all main categories, with navigation button images or bold text, in a row.
 - *Horizontal Text Only* - Lists all main categories - with text only (no images), in a row.

DELUXE CATALOG ADMINISTRATION (CONT'D)

- **All Product Link:** Set to Yes if you want to show an "All Products" link in your category list.
- **Sale Link:** Set to Yes if you want to show a "Sale Products" link in your category list.
- **New Product Link:** Set to Yes if you want to show a "New Products" link in your category list.
- **Advanced Search:** Set to Yes if you would like for your customers to be able to perform more detailed searches on the search.php page.
- **Email Friend Link:** Set to Yes if you want "Email to a friend" links under each product, so your customers can send that product's information to others.
- **Page Numbers:** Set to Yes if you want to show page numbers at the top of your catalog page. Set to No if you simply want "Previous" and "Next" buttons.
- **Show Out of Stock:** Set to Yes if you want items that are sold out to still appear on your catalog page, but just appear as sold out. Set to No if you don't want these items listed.
- **Options Per Item:** Enter the number of options to display in your admin area. This must be a number greater than zero. Keep in mind that it will take longer to load admin pages with many options.
- **Product Columns:** Set the number of products to list across the page. Selecting 1 means your products will be listed in rows down the page, allowing customers to order from that screen. Selecting 2, 3, 4, 5 or 6 means the products will be displayed in that number of items across each page, the image, name and price will be listed on the page in that number of columns, and clicking the item will give more details and order information.
- **Product Rows:** Select the number of rows of items to display on each catalog page. (The number of products per page will be equal to the number of columns multiplied by the number of rows.) Keep in mind that pages with many rows will take longer to load.
- **Thumbnail Height/Thumbnail Width:** The height and width of the thumbnail images in the catalog. (Set to zero to use the actual size of the images.)
- **Item Link Color:** Add a color if you want the category links on the How to Shop page to be a certain color. Click the *View Colors* link to see a selection of possible colors to use. ex.) #000000
- **View Cart Color:** Add a color if you want the view cart information to be a certain color. Click the *View Colors* link to see a selection of possible colors to use. ex.) #000000
- **Category Color:** Add a color if you want the category links in your navigation bar to be a certain color. Click the *View Colors* link to see a selection of possible colors to use. ex.) #000000
- **Line Color:** Add a color if you want lines between each item (or if using multiple columns, lines around each product). Click the *View Colors* link to see a selection of possible colors to use. ex.) #000000
- **Product Order:** Select the order in which your products will be listed. Sort by item name (A-Z or Z-A), catalog number, item units, or a different random order each time the page is displayed.
- **Initial Page:** Select the message to display when you first go to the catalog page. Use the standard "How to Shop" screen that lists categories, show the newest items added, or use your own custom HTML page.
- **Related Msg:** Set the general message to appear when a product has related items or leave blank for no message. ex.) *Customers who bought this product also purchased:*
- **Limited Qty Msg:** Set the general message to appear when a product has a limited inventory quantity if desired or leave blank for no message. ex.) *Limited quantities available.*
- **Inventory Limit:** Set the maximum limit of inventory. If an item has an inventory amount greater than this number, the Limited Quantity message will not be displayed. Set to 9999 to always display the message, set to 0 to never display the message.

DELUXE CATALOG ADMINISTRATION (CONT'D)

- **Inventory Check:** Set to Yes to the system to check inventory quantities – if the quantity ordered is more than that available, the system will display an error message. Set to No to bypass this check. (Note: Customers can still change quantities in the Mals cart.)
- **Admin Links:** When first accessing the shop administration area, do you want to set the system to show large buttons or just text links at the top of the page? Select "small" to display just small text links at the top of the page; select "large" to show large buttons or icons. (Administrator can change these links by modifying the links.php page.)
- **Meta Description:** Create a general "description" meta tag to include on the catalog page when a specific category is not chosen, for search engine success. Do not include the <meta> tag itself, just list the actual description. ex.) *The best collectible store on the internet*
- **Meta Keywords:** Create a general "keywords" meta tag to include on the catalog page when a specific category is not chosen, for search engine success. Do not include the <meta> tag itself, just list the actual keywords. ex.) *collectibles, gifts, records, antiques, toys, jewelry*

3. Add Your Categories

- To add a new category, just click the "Add" button under the Categories, enter the name of the category, and click "Add Category". Your category should now appear on the admin.php page.
- To edit a category, select a category from the drop-down box and click "Edit". Update the name of your category, and click "Edit Category". Your information has been saved.
- To delete a category, select a category from the drop-down box and click "Delete". When the system asks you if you are sure you want to delete the category, select "Yes". Your category has been deleted.
- You can add, edit or delete categories at any time. If you edit or delete a category, it will automatically be edited or deleted from any products under which that category is listed.
- To set a category as a sub category, select a main category from the items in the **Parent Category** field. Categories already assigned as main categories cannot be set as a sub category, and sub categories cannot be parent categories for any other category.
- To display a button instead of a text link on the navigation bar, enter an existing image URL in the **Nav Image** field, or use the *Upload*" button to load an image from your computer.
- To display a header image instead of a category name on the category page titles, enter an existing image URL in the **Header Image** field, or use the *Upload*" button to load an image from your computer.
- To display an image instead of a category name in the subcategory lists, enter an existing image URL in the **List Image** field, or use the *Upload*" button to load an image from your computer.
- Add a **Description** and it will display under the category name when you view items in that category. You can use HTML coding for this field.
- Add **Meta Keywords** and a **Meta Description** if you want specific meta tag information to display when you view items in that category. Only add the keywords and descriptions themselves, not the <meta> tags or attributes.
- Select "Yes" or "No" from the **Active** field - inactive categories (and their subcategories, if they exist) will not display in the navigation bar. (Note: Products in that category will still appear as active.)

DELUXE CATALOG ADMINISTRATION (CONT'D)

4. Add Your Items

- NOTE: Do not use : in your item names! They will not work correctly, as that character is needed for the Mals cart to work properly.
- To add a new item, just click the "Add" button under the Items.
- When adding an item, if you have default items or options added, click "Set Default" to populate the fields with the default information.
- To edit a item, select an item from the drop-down box and click "Edit".
- To delete a item, select an item from the drop-down box and click "Delete". When the system asks you if you are sure you want to delete the item, select "Yes". Your item has been deleted.
- There are three pages of information for each item:
 - **Page 1:** "Add" or "Edit" your product information
 - **Page 2:** Add your options and attributes if desired.
 - **Page 3:** Add related items and/or inventory quantities if desired.
- Add the **Item Name**, **Description**, and some **Keywords** if desired. The keywords will not display on the catalog page, but will be used when a customer searches by keyword.
- If you want a small "thumbnail" image, set the image URL in the **Thumbnail URL** field, or use the upload button to load a graphic from your web site.
- If you want a larger "pop up" images, set the image URL in the **Large Image URL** field, or use the upload button to load a graphic from your web site. You can also enter an HTML URL if you want your customers to get a product page when they click the image.
- Add **Units** if you need shipping units for the Mals catalog (many do not), and a **Catalog #** if you wish to track that number throughout the ordering process.
- Add a **Regular Price** if you aren't planning on listing price information in the first product option. To mark an item as a sale item, simply enter a **Sale Price** - it will be displayed in red on the catalog page, and the original price will be crossed out.
- Set the **Out of Stock** field to "Yes" if you want to show an item on the catalog to draw interest, but don't wish to allow customers to order that item.
- To take an item off the catalog page, yet keep the information in storage for a later date, change **Active Item** to "No". This is useful for holiday items or special offers that are presented periodically, etc.
- You may add up to 5 categories to each product. However, you do not need to add all five categories. If you do not include at least one category, the product will not be visible through category searches on the catalog page, though it will still be seen with keyword searches.
- All information is added, edited and deleted in real-time. That means, when you change the name of an item or category, it is automatically changed on your catalog page for viewers to see.

DELUXE CATALOG ADMINISTRATION (CONT'D)

5. Updating Item Options

- After entering the basic information for each product, you can enter option information.
- Options can be: *Text Boxes* (single line fields), *Memo Fields* (double line fields), *Drop Down Boxes* or *Radio Buttons*.
- With each option, you must add an option **Name**. Examples of option names include "Colors", "Sizes", "Fabrics", "Songs", etc. Whatever you want to be in front of the text field or drop-down box on your catalog page should go here.
- Include a **Type** - Drop Down Box or Radio Buttons (with or without prices), Memo Field or Text Field.
- Click the *Attribute Wizard* link to set up attributes for drop down boxes or radio buttons. Or, add the information yourself, using the following formats in the *Attributes* field:

Text Box: This option allows the customer to type in a word or short phrase for customizing or personalizing products.

- *Example:* Baby blanket is customized with the child's first name.
- *Attributes:* Adding something in the *Attributes* field sets that text as a default in the text box. If you want the field to be blank, don't add anything here.

Memo Field: This option allows the customer to type in several words or long phrases for customizing or personalizing products.

- *Example:* Baby blanket is customized with the child's full name and birth month/day/year.
- *Attributes:* Adding something in the *Attributes* field sets that text as a default. If you want the field to be blank, don't add anything here.

Drop Down: This type allows the customer to choose one of several sizes, colors, styles, fabric, etc., which you determine ahead of time.

- *Example:* T-Shirt comes in small, medium or large.
- *Attributes:* Separate each attribute with ~.
- *Attribute Example:* Small~Medium~Large

Drop Down with Prices: This type not only allows the customer to choose one of several sizes, colors, styles, fabric, etc., but it allows you to charge a different amount for the item based on the options selected. This is **only** available with Option #1.

- *Example:* T-Shirt is \$10.00 for small or medium, \$12.00 for large.
- *Attributes:* Separate each attribute with ~ and divide the attribute name, price and shipping units (optional) - in that order! - with :
- *Attribute Example #1:*
Small:10.00~Medium:10.00~Large:12.00
- *Attribute Example #2: (if you use shipping units with Mals)*
Small:10.00:0~Medium:10.00:0~Large:12.00:0

Radio Button: Follow the rules for #3 - Drop Downs. The result will let customers choose the options, this time using radio buttons instead of a drop-down box.

Radio Button with Prices: Follow the rules for #4 - Drop Downs with Prices. The result will let customers choose the options with prices, this time using radio buttons instead of a drop-down box.

- Set the **Active** field to "Yes" to display the option now, or set to "No" if you want that option to stay hidden until a later date.
- Note: If you don't have enough options per item, you can increase them by changing the **Options per Item** field in the variable listings in Step 2.

DELUXE CATALOG ADMINISTRATION (CONT'D)

6. Related Items & Inventory Quantities

- After entering the options for each product, you can enter related products and instock quantities
- Select any product from the drop-down box to set as a related item.
- You can select up to 5 related items.
- Related items are shown only when using a multi-column format (set **Product Columns** in the *Variables* area to 2 or more), after selecting an item to view in detail on the catalog page.
- To remove related items, select "None" from the drop down box.
- Inventory quantities can be set either for the main item or for the first option, if that option is a drop-down box or radio button.
- Any item with an instock quantity of zero will be considered "out of stock", and will either appear on your catalog as "out of stock" or not appear at all, depending on the value you set in your inventory system.
- **IMPORTANT:** To use the inventory control feature, you must set up your finish page through Mals. To do this:
 - Log in to your Mals-E account.
 - Select **Cart Set-Up**.
 - Select **Remote Calls**.
 - Add the page `www.yoursite/finish.php`, where you replace "yoursite" with your actual site name. ie.) If your site is windywillows.com, use `www.windywillows.com/finish.php`.
 - Do NOT add the `http://` part.
 - Do NOT select "Debug mode".
 - Save your configuration and you're set!
 - Create a test order, ordering a product that has inventory quantities, to check the system. You should receive an email that gives you information about the quantities that were sold, how many are left, etc.

7. Setting Defaults

- Select the "Defaults" button from the administration area to add or update your defaults.
- Select any product from the drop-down list to set as a default. Whenever you add a new product, you can click the "Set Default" link to add the information from this product into the form.
- Select any option from the drop-down list to set as a default. Whenever you add a new product, you can click the "Set Default" link on the options page to add this option's information into the form.
- Use the defaults to set product information or options that you enter often, to save on your typing time.

8. Item Searching

- The Item Search area of the administration panel is designed to assist companies who have many products in their administration area.
- Select a category and/or type a keyword, then select a status (in stock, out of stock, all products, etc.)
- Choose the number of items to display per page.
- Select "View Items" to list all the products with that criteria. If you add a new product or edit or delete a product from the list, you will return back to the list when finished.

DELUXE CATALOG ADMINISTRATION (CONT'D)

9. Price Search Setup

- If you would like a price search on your site, you must first add price ranges.
- In the administration area, select *Prices* under "Price Search".
- Enter the starting price and ending price for each line in your price search drop down box.
- If you want an "Under \$X" listing, enter 0 for the starting price and X for the ending price.
- If you want an "Over \$Y" listing, enter Y for the starting price and 0 for the ending price.
- Remove all price points or set all points to zero and save if you don't wish to have a price search on your site.

10. Wholesale Vendors

- You must manually enter a vendor into the administration area to set them up as a wholesale vendor.
- Select *Add* under "Wholesale Vendors" to add a new vendor.
- Select *Edit* under "Wholesale Vendors" to edit an existing vendor.
- Select *Delete* under "Wholesale Vendors" to permanently delete a vendor.
- Add the company name or individual's name under **Company**.
- Enter the vendor's email address under **Email Address**.
- Under **Contact**, add any contact information you wish to store for this vendor. Use Ctrl+Enter to go to the next line (Windows).
- Enter a password for this vendor under **Password**. Please note: if this password exists for another vendor, the system will not add that password.
- Set a discount amount under **Discount**. All products will be discounted by this rate when the vendor shops your site.
- Set the **Active** setting to "Yes" if you want to activate that vendor. Inactive vendors will not be able to obtain wholesale pricing.
- After adding or editing vendor information, your vendors will receive a discount on every item in your store if they log in at www.yoursite.com/wholesale.php.

11. Product Sales Listing

- The Product Sales Listings show the quantities and dates of the items ordered for a quick check of your most popular items and the quantities sold.
- It does not show any ordering information (ie. your customers' addresses) - it is recommended that you use Mals or download the mOrders system for best results.
- In the administration area, go to the "Product Sales Listing".
- Select a date range (month and year) to restrict your sales reports.
- Select a way to sort the records - by the quantity sold, price of the item, or date it was sold (all can be sorted from lowest to highest or "decreasing", which is highest to lowest).
- Choose the number of items to display per page.
- Select *Sales* to view your reports.
- This information comes from actual product orders, so you should not need to update these fields. However, you can add, edit or delete a sales record manually if you need to.
- Enter the item name in **Item**, the price that the item sold for in **Price**, the date it sold in **Date**, and the quantity sold in **Qty**.
- Shipping units are optional, and are only used if you use them for Mals.
- Dates should be added in the format mm/dd/yy.
- Prices should only include numbers, not currency symbols.
- To delete a sale, click the check box next to the product you wish to delete. These items will be deleted when you Update, along with any changes made.

OPTIONCART TERMS OF AGREEMENT

Access to and use of the OptionCart Catalog constitutes acceptance of the following terms and conditions. Small Biz Community, LLC may update or change these terms at any time. It is the responsibility of the user to revisit the terms periodically, as the user is bound by the terms listed on this page. No venture or partnership between the user and Small Biz Community is formed by this agreement, the user of the smallbizcommunity.com or optioncart.com web sites, or the user of the OptionCart Catalog.

Warranties: All materials provided in the OptionCart Catalog are presented with the belief that they are in good working order, and that the structure is valid. However, Small Biz Community, LLC will not guarantee the completeness or functionality of any page or structure in the files or installation. The OptionCart Catalog is provided by Small Biz Community, LLC "as is" and "with all faults". No warranties or guarantees are provided for the OptionCart Catalog.

Liability: The user agrees to indemnify and hold Small Biz Community, LLC harmless without exception or limitation from all liability, expenses, claims, action, fees, losses or damages caused by the direct or indirect use of the OptionCart Catalog at any time and by any party. In no way will Small Biz Community, LLC be held liable for any use of the catalog by the user or by third parties.

Requirements: Web servers running OptionCart must have PHP 4 or higher running with standard default configurations, MySQL 3.23 or higher and phpMyAdmin. In addition, web users must have a Mals-E account for the use of this catalog, as no stand alone cart system is provided with OptionCart. The inventory control system of OptionCart requires the Mals-E Remote Call feature. Therefore, inventory control and sales storage through OptionCart will not be automated on any web site that uses third party payment systems that do not utilize this feature, which include but are not limited to LinkPoint, Mirapay, Netbanx, Nochex, PayByCheck and PSIGate. A list of these systems can be found at <http://www.mals-e.com/services/compare.htm>. If PayPal is used as a non-secure payment type at Mals, it can be used with the OptionCart inventory system; otherwise, OptionCart cannot automate inventory control through that payment system. It is the user's responsibility to ensure that all of these requirements are met before purchasing the OptionCart catalog. If OptionCart is purchased for installation on a web server that does not have the above requirements, the user will be given a choice of having modifications made to set up the catalog on their server for an additional fee if possible, or they will receive a refund for the catalog license.

Templates: The Small Biz Community, LLC will utilize an existing HTML template for the catalog page design if desired. However, if that template contains frames, SSI, CGI, FrontPage components, Javascript, CSS or any other programming or scripting other than HTML, the Small Biz Community, LLC is not required to integrate the user's design into the catalog system. Templates must have placeholders where the different elements will go, as described in the help files sent upon purchase. If any HTML design work or fixes are required for the design to be implemented with the catalog system, the user will be responsible for performing these fixes. There is no guarantee that any template can be used with OptionCart without modifications, other than the free templates provided with the installation.

Responsibilities: The user accepts all responsibilities for the use of the OptionCart Catalog. The Small Biz Community, LLC will not be held responsible for any inappropriate use of a web site, shopping cart or company policies from a company or individual using the OptionCart Catalog. The Small Biz Community, LLC cannot be held responsible for any use of the catalog on a server, even if the catalog is set up on a server that does not use the latest versions of PHP and MySQL.

OPTIONCART TERMS OF AGREEMENT (CONT'D)

Installation: If a catalog is set up by the Small Biz Community, LLC and not by a third party company, it will be supported for the life of the catalog. All catalogs must have a purchased license for the domain on which the catalog is installed. Catalog users must have PHP, mySQL, and phpMyAdmin installed on the server in which the catalog will be used, or additional fees will apply.

Costs: There is a one-time charge for the license and/or installation of the OptionCart Catalog. Additional costs may apply if a user's web server does not have the required versions of PHP, mySQL and phpMyAdmin with standard configurations. The Small Biz Community, LLC reserves the right to change these prices at any time.

Refunds: Refunds for the cost of the license will be given to any user that does not have the requirements needed to run the catalog, or are otherwise unable to use the script. For a refund to be given, the user must agree to give Small Biz Community permission to access the server and remove all catalog files. Catalog users must also agree to destroy all existing copies of the catalog files in their possession, and remove the files permanently from their site. Refunds apply only to the catalog license and do not apply to any installation costs. Refunds will only be given within 30 days of the date on which the catalog was ordered; after this time we cannot honor the refund.

Customization: The OptionCart Catalog is installed as-is and does not include any customization to the product or category layout, nor does it include additions or modifications of fields. The user may freely customize any of the OptionCart Catalog files as desired, provided each catalog is used for a single site only. The user will not hold the Small Biz Community, LLC responsible for any damages caused by the user's customization of the catalog, nor will they expect the Small Biz Community, LLC to fix problems that arise from any customization or incorrect installation.

Support: Small Biz Community provides online support for all OptionCart Catalog users who have purchased installations, and will address individual use questions as needed. Resellers who wish to purchase downloadable software will not receive free online or email support, as described in the reseller agreement. All users may freely use the online help files provided at OptionCart.com if they wish, at no additional charge.

Discontinuation: Small Biz Community, LLC reserves the right to discontinue distributing the OptionCart Catalog system, and may refuse or revoke the use of the system to any party for any reason at any time. The Small Biz Community, LLC is not responsible for contacting users of the system for this discontinuation. The system will not be provided to companies known to be selling illegal items or services, nor will it be provided to individuals known to be under 18 years of age. The catalog will also be revoked from any company using inappropriate methods of promotion, such as spamming email addresses.

Data Backup: The user agrees to back up all pages and information added into the OptionCart Catalog system. In no way will the Small Biz Community, LLC be responsible for the loss or destruction of any parts of the catalog or information entered using the catalog. If a web host loses a catalog, or if a user moves their site to a new web host, and data or files are lost as a result, there will be a charge to reinstall the catalog on a new server, and no guarantee can be made that any of the previous files or database information can be recovered.

OPTIONCART TERMS OF AGREEMENT (CONT'D)

Security: No guarantees of security can be made regarding the administration area of the OptionCart Catalog system. All administration areas must be uploaded to a secure server for complete security. The password protection system included with the catalog is no guarantee of security. No private information should be added to an unsecure server that holds the OptionCart Catalog system.

Privacy Policy: Small Biz Community, LLC never rents, sells or trades any information obtained through the registration of the OptionCart Catalog, and will use the email information only for communications regarding catalog updates.

CONTACT US

If you have any questions about the OptionCart setup or use, please contact us at support@optioncart.com or view our web site at <http://www.optioncart.com>.