

Acropolis E-Commerce

Index

[Chapter 1: How to Remove the Demo Data in Acropolis E-Commerce](#)

[Chapter 2: Dashboard](#)

[Chapter 3: Catalog](#)

[Chapter 4: Extensions](#)

[Chapter 5: Design](#)

[Chapter 6: Sales](#)

[Chapter 7: Customers](#)

[Chapter 8: Marketing](#)

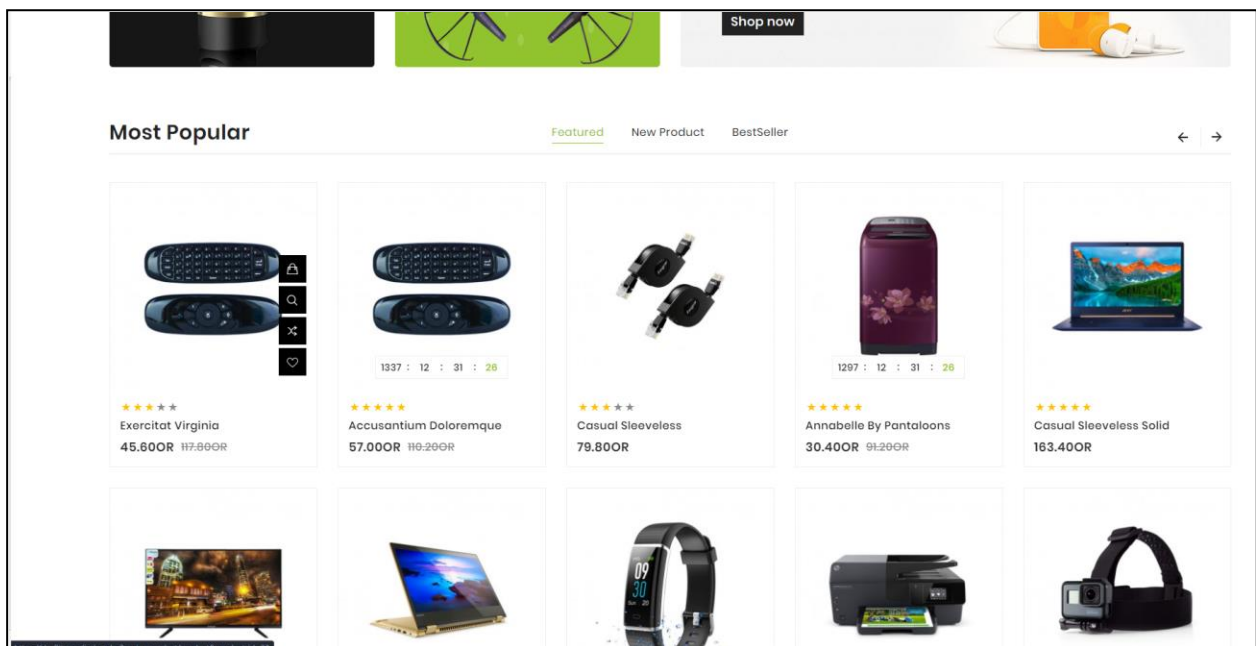
[Chapter 9: System](#)

[Chapter 10: Reports](#)

Chapter 1: How to Remove the Demo Data in Acropolis E-Commerce

If you have paid attention to chapter 1 of our eBook, you would now have a freshly installed version of Acropolis E-Commerce. This means you are ready to start building your store and filling it with your products, images, attributes and so on.

However, as you see, the default installation of Acropolis E-Commerce contains demo data with examples of products, logos, etc. They are there to show you how the basic functions of the platform work and to test the settings.



So, to start building your store, you need to erase all of the demo data and examples that are currently there.

How to do that? It's probably one of the simplest things you can do in Acropolis E-Commerce.

Deleting Categories

Go to your admin panel and access the Categories.

Catalog > Categories

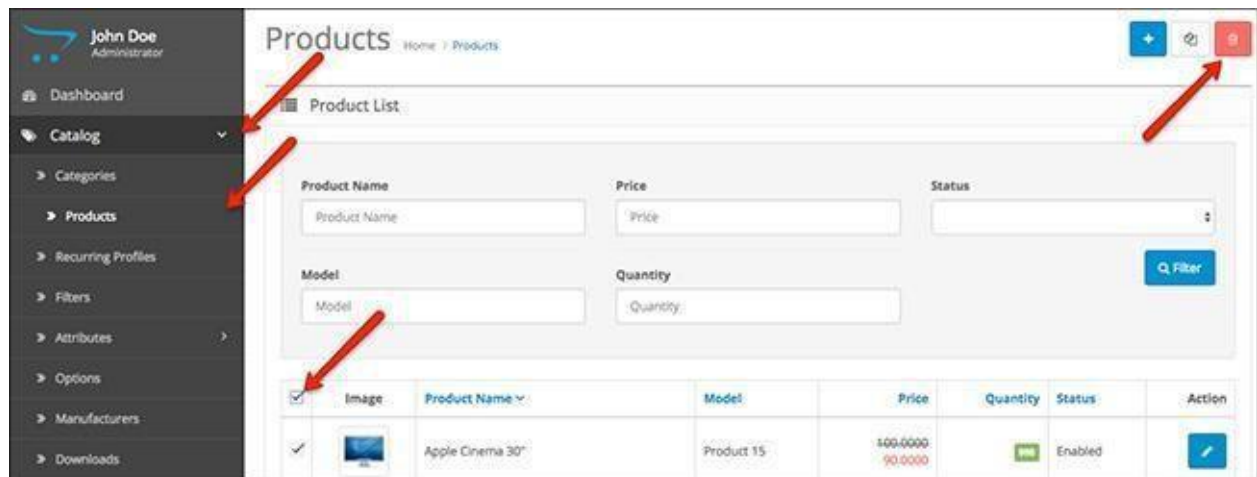


Next to the Category Name, you will see a box. Check it and it will select all of the existing categories. Click on the trash icon to delete the categories.

Deleting Products

Next, it's time to delete the demo products (iPhone, iMac, etc).

Catalog > Products



Deleting Attributes & Attribute Groups

Moving on, the attributes are the next section to delete.

Catalog > Attributes > Attributes

The screenshot shows the 'Attributes' management page. The sidebar on the left contains a 'Catalog' menu with sub-items: Categories, Products, Recurring Profiles, Filters, Attributes, and Attribute Groups. The 'Attributes' sub-item is highlighted. The main content area is titled 'Attributes' and contains an 'Attribute List' table. The table has the following data:

Attribute Name	Attribute Group	Sort Order	Action
5" IPS 1920x1080	Display	1	[Edit]
Clockspeed	Processor	3	[Edit]
Description	Processor	1	[Edit]
No. of Cores	Processor	5	[Edit]
test 2	Memory	2	[Edit]

Do the same for the Attribute Groups

Catalog > Attributes > Attribute Groups

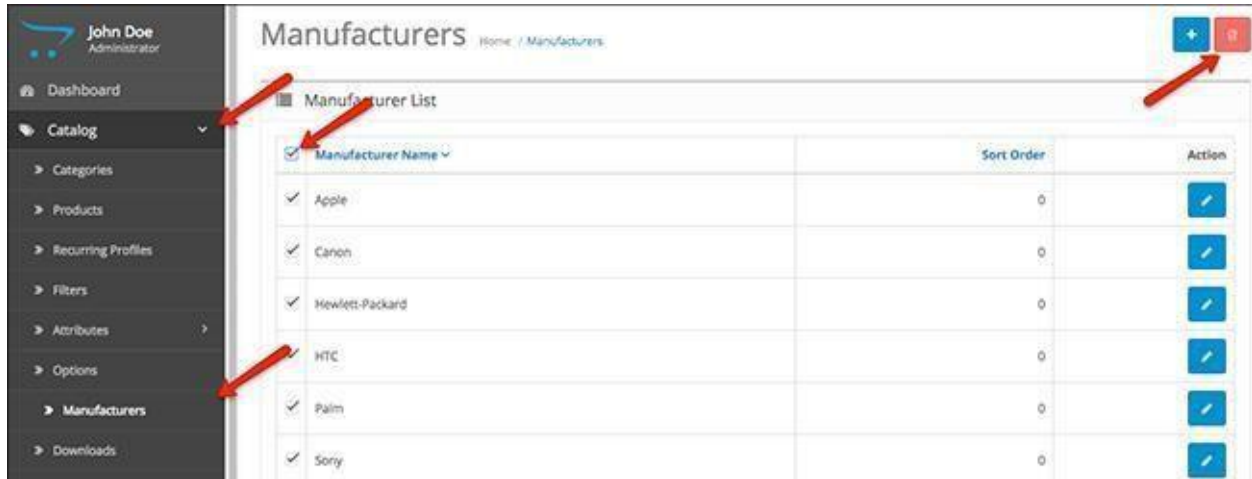
The screenshot shows the 'Attribute Groups' management page. The sidebar on the left contains a 'Catalog' menu with sub-items: Categories, Products, Recurring Profiles, Filters, Attributes, and Attribute Groups. The 'Attribute Groups' sub-item is highlighted. The main content area is titled 'Attribute Groups' and contains an 'Attribute Group List' table. The table has the following data:

Attribute Group Name	Sort Order	Action
Display	5	[Edit]
Memory	2	[Edit]
Motherboard	3	[Edit]
Processor	4	[Edit]
Technical	1	[Edit]

Deleting Manufacturers

Next, you have to delete all of the manufacturers that are below the demo products.

Catalog > Manufacturers



The screenshot shows the 'Manufacturers' page in an e-commerce system. The left sidebar contains a navigation menu with 'Catalog' expanded to show 'Manufacturers'. The main content area displays a 'Manufacturer List' table with columns for 'Manufacturer Name', 'Sort Order', and 'Action'. The table lists manufacturers: Apple, Canon, Hewlett-Packard, HTC, Palm, and Sony. Each row has a blue pencil icon in the 'Action' column. In the top right corner, there are two buttons: a blue '+' button and a red '-' button. Red arrows point to the 'Catalog' menu item, the 'Manufacturers' sub-item, and the red '-' button.

Manufacturer Name	Sort Order	Action
Apple	0	
Canon	0	
Hewlett-Packard	0	
HTC	0	
Palm	0	
Sony	0	

Deleting Banners

The banners are the big images in the slider at the home page of your default Acropolis E-Commerce store.

Here is how to delete them.

Design > Banners



The screenshot shows the 'Banners' page in an e-commerce system. The left sidebar contains a navigation menu with 'Design' expanded to show 'Banners'. The main content area displays a 'Banner List' table with columns for 'Banner Name', 'Status', and 'Action'. The table lists banners: Home Page Slideshow, HP Products, and Manufacturers. Each row has a blue pencil icon in the 'Action' column. In the top right corner, there are two buttons: a blue '+' button and a red '-' button. Red arrows point to the 'Design' menu item, the 'Banners' sub-item, and the red '-' button.

Banner Name	Status	Action
Home Page Slideshow	Enabled	
HP Products	Enabled	
Manufacturers	Enabled	

Your store is all empty and ready for a fresh start.

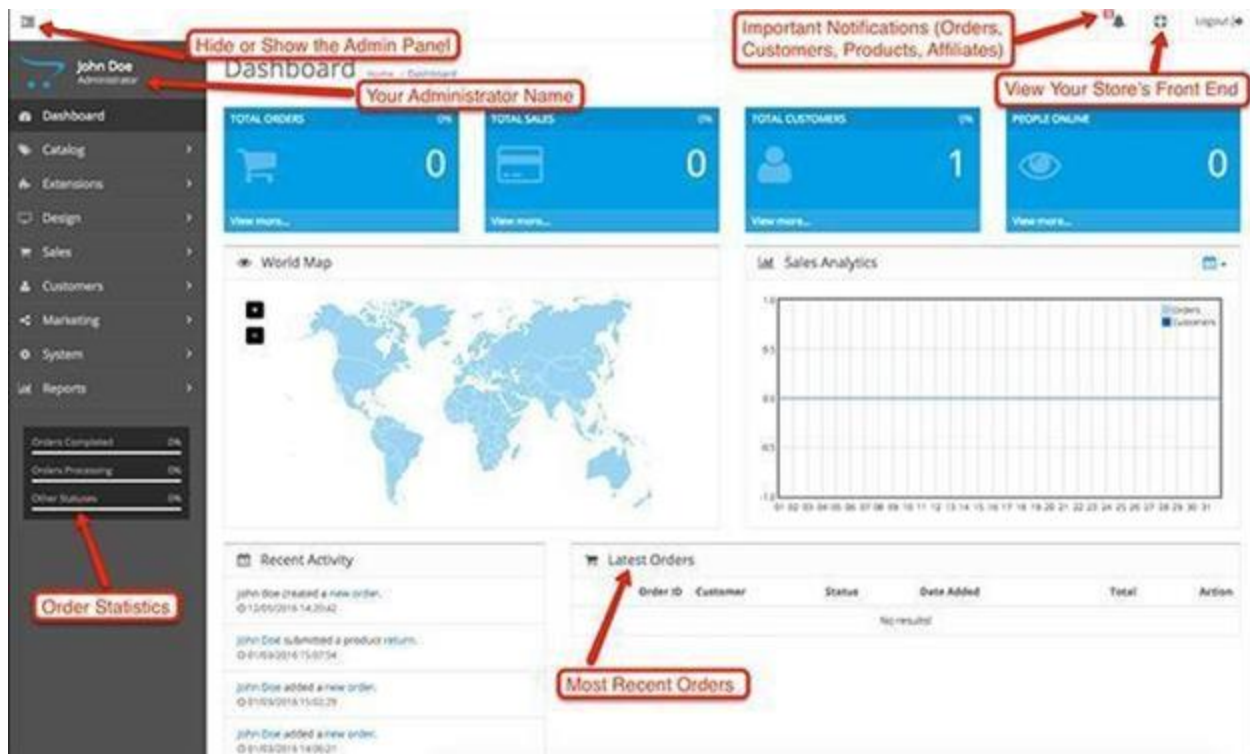
In the next chapters, we will explain how each of the menus in your administration panel work, and what to use them for.

Chapter 2: Dashboard

This tutorial is about a place where you will spend a lot of your time - the Acropolis E-Commerce Dashboard.

We will walk you through each element you see so you know what all the metrics account for and what the settings are used for.

Let's start from the basic sections you see from the beginning.



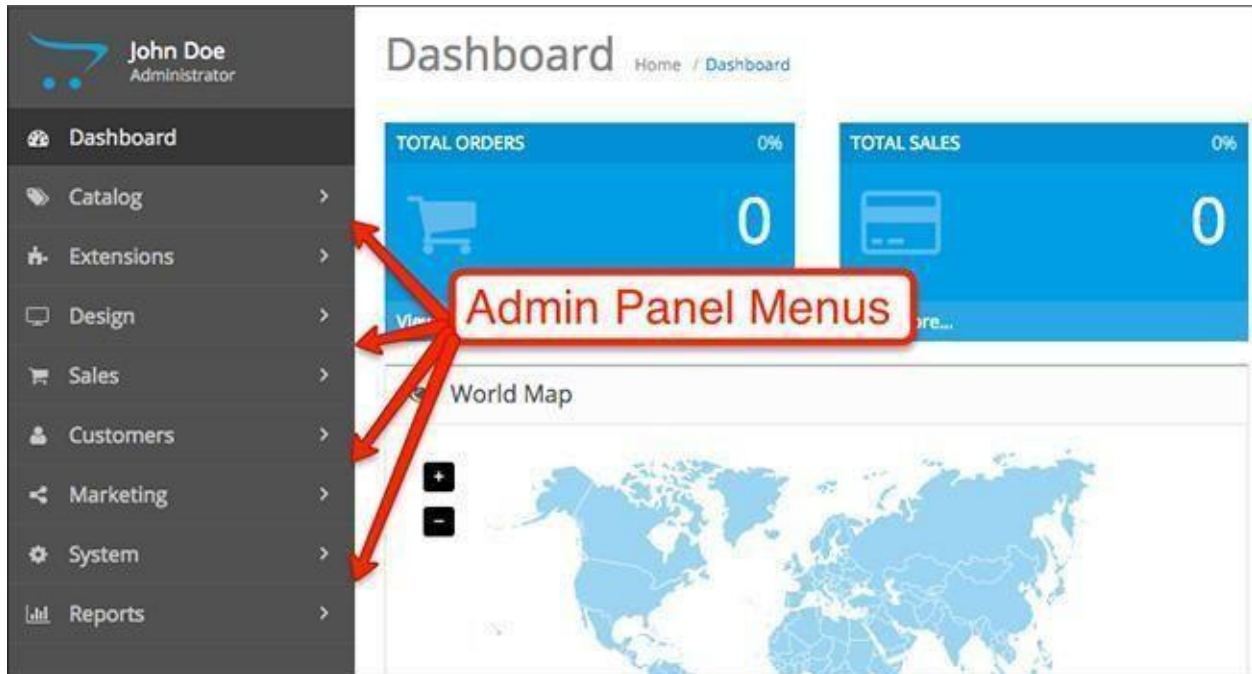
Show/Hide Admin Panel- You have an option to show or hide the admin panel menus in order to save space and focus on the task at hand. The menus will still be accessible, just minimized at the left side of the screen. This setting works both in desktop and tablet mode.

Order Statistics- Below the admin panel, you have three bars showing important statistics about your orders. They are Orders Completed, Orders Processing, Other Statuses.

Notifications- At the top right, you see a Bell icon. These are the notifications you have for important things such as orders, customers, products, and affiliates. We will explain a bit more about them later.

Your Store- The circle icon allows you to view the front end of your store and also access the home page of Acropolis E-Commerce’s website, as well as the official Acropolis E-Commerce Documentation.

Latest Orders- At the bottom, you will see a tab with your most recent orders. It shows the Order ID, Customer name, Order Status, the Date it was added as well as the Order Total.



Administration Panel Navigation- All the functionality that Acropolis E-Commerce offers can be accessed from here. The admin panel is where you find all of the settings and adjustments you can make to your website. This is where you add categories and products, install extensions, edit orders, modify your store’s design, launch marketing campaigns, and many more.



The 4 large boxes at the top are where you can quickly view your Total Orders, Total Sales, Total Customers and all of the people that are currently online in your web store. All of the

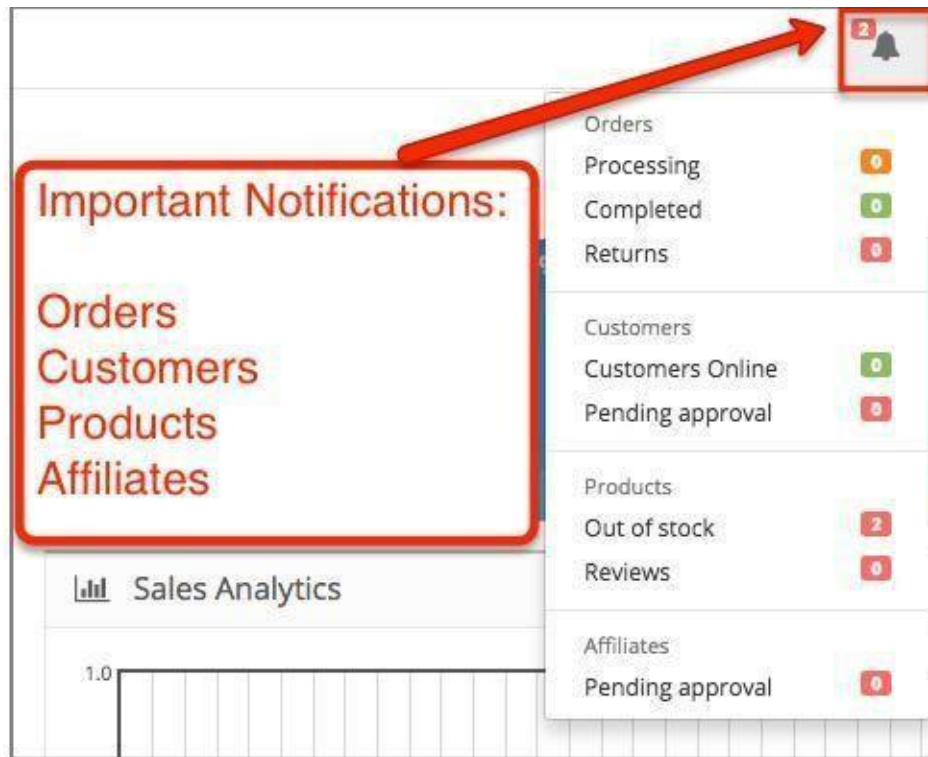
boxes also work as links so you can access each of the sections in your admin panel.



World Map- this is an interactive map that highlights the countries from which your customers make their orders. The heavier the color, the more orders come from the country. If you are running a store that has an international market, keep an eye on this to be aware of the potential marketing and advertising opportunities you have.



Sales Analytics- This field shows you the timeline of your sales filtered by day, week, month or year. It's based on the number of orders and customers you currently have in your store.



Notifications- As you see, you have a comprehensive list showing important data about Orders, Customers, Products and Affiliates.

This field shows the number of orders that are processing, completed and the number of returns you have.

You also see the number of customers online, and the customers that you need to approve.

The products that are out of stock are immediately shown, as are those who have received reviews.

At the bottom, you will see the affiliates that need to be approved.



Your Store- This is where you can access the front end of your Acropolis E-Commerce store. Click on Your Store to see how it looks.

Chapter 3: Catalog

To help you understand what Acropolis E-Commerce is, how does it work and what to do with it, we will guide you through each menu and its submenus in the administration panel. We will start with the first menu - **Catalog**. This is where you edit most of the content of your online store, such as the product categories, products and information pages.



Categories

Your product categories determine how organized your products will be. This is where you will be spending quite a bit of time when you are setting up your store from scratch.

The categories are listed according to their Sort Order number that you can assign manually so your list is more structured and easy to work with.



Click on **Add New** to see the category creation fields. They will appear in three separate tabs - **General, Data and Design**.

This is where you choose a name for your product category (e.g. Men's Clothing, Computers & Laptops). Underneath, you have a rich text editor for writing the category description. Give some useful information about the products in the category and use that opportunity to sprinkle some of those magic keywords around.

If you want your product categories to help with SEO (which they can), the category name and description are the most important fields for that. Consider adding a couple of [long-tail keywords](#) that will help with more specific user searches and smaller competition.

The **Data** tab allows you to do further improvements to your category such as adding an image, filters, subcategories and separating them into rows or columns.

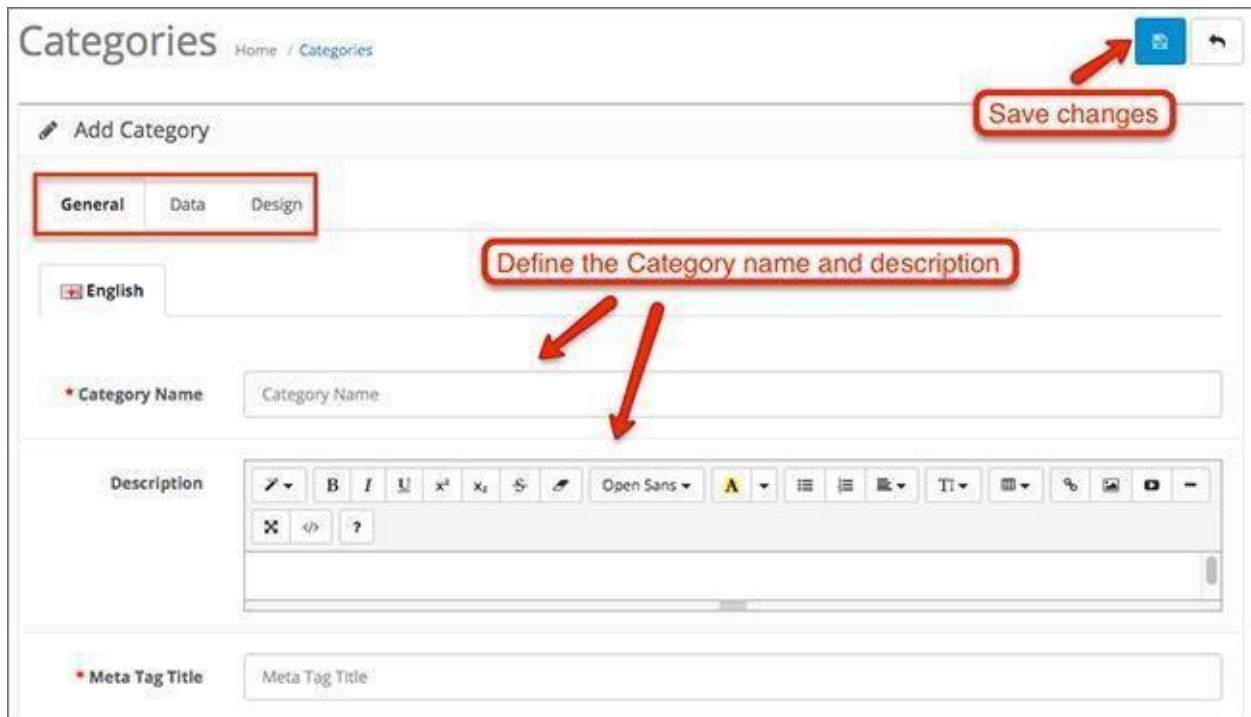
Category Columns

Mobile	Speaker	Tablet	▼ Television	▼ Electronic	الصفحة الرئيسية
				Mobile Accessories (0)	

Category Rows

Mobile	Speaker	Tablet	▼ Television	▼ Electronic	الصفحة الرئيسية
			QLED TV (0)	Smart TV (0)	

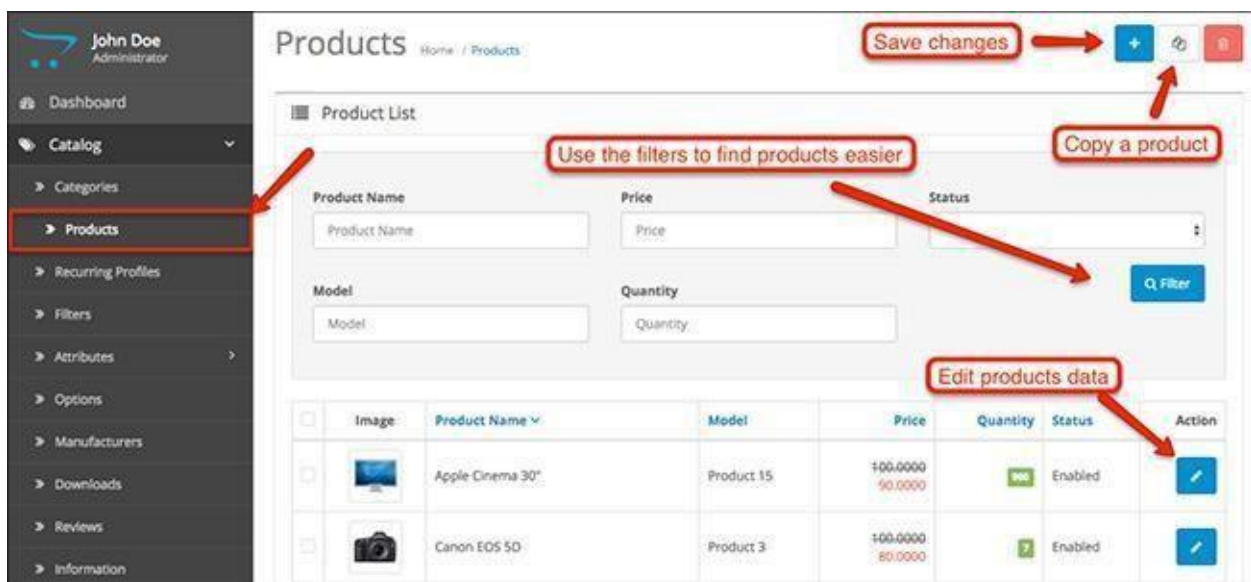
In **Design**, you can override any layout you choose to the category you are creating or editing. This lets you add modules to layouts that can be assigned to only one category, instead of all of them.



Products

Once you are done creating and modifying your categories, it's time to start adding products to them. This is the section where you create new products and modify their data.

The products in your Acropolis E-Commerce store can be modified on many levels. You can filter and sort products by name, price, model, quantity or status.



Clicking on the Add New button will lead you to the product creation fields where you will see a lot of tabs and fields you can fill.

Don't be overwhelmed by the level of customization you can do, it's not all necessary. Some of the settings in the tabs called Recurring, Discount, Special, Reward Points or Design are not mandatory, and you can use them only if you need them.

The fundamentals of product creation are in the General, Data, Attribute and Option tabs. It's where you edit the product name, description, keywords, product images, as well as the different options and attributes such as colors, sizes, types, etc.

The screenshot shows a web interface for creating a product. At the top, there is a breadcrumb trail 'Home / Products' and a blue 'Add New' button with a plus icon, which is highlighted by a red arrow. Below this is a 'Wide range of product data editing options' label pointing to a horizontal tab bar containing 'General', 'Data', 'Links', 'Attribute', 'Option', 'Recurring', 'Discount', 'Special', 'Image', 'Reward Points', and 'Design'. The 'General' tab is selected. A 'Save changes' button is located in the top right corner, also highlighted by a red arrow. The main form area is titled 'Add Product' and includes a language selector set to 'English'. A red box labeled 'Choose a product name and product description' has arrows pointing to the 'Product Name' input field and the 'Description' rich text editor. The 'Description' field has a toolbar with various formatting options. Below the description field are three input fields for 'Meta Tag Title', 'Meta Tag Description', and 'Meta Tag Keywords', which are grouped under a red box labeled 'SEO boosting opportunities'. At the bottom, there is a 'Product Tags' input field with a plus icon.

Recurring Profiles

Depending on the type of business you are running, you will either use recurring profiles a lot, or probably not at all. These profiles are used for customers who are subscribed for a regular product or a service and they need to make recurring payments.

In order to automate these recurring payments for the subscription, you will use the Recurring Profiles in Acropolis E-Commerce.

Click the **Add New** button to create a new recurring profile and see how the system works.

The screenshot displays the OpenCart Admin interface for managing Recurring Profiles. The sidebar on the left shows the navigation menu with 'Recurring Profiles' selected. The main content area is titled 'Recurring Profiles' and shows a 'Recurring Profile List' table. The table is currently empty, displaying 'No results!'. The footer of the page indicates 'OpenCart © 2009-2015 All Rights Reserved. Version 2.1.0.1'. In the top right corner of the main content area, there are three buttons: a blue '+' button, a refresh icon, and a red 'X' button. Red callout boxes with arrows point to these buttons, labeled 'Create new recurring profile', 'Copy profile', and 'Delete profile' respectively.

The first thing you see is a blue notification giving some useful information about how the recurring amounts are calculated - the payment frequency and cycle.

For example, if you use a weekly frequency and a cycle of 2, the recurring profile will be billed every 2 weeks.

The price you set is the amount of each recurring payment, and the duration is the number of times the payment will take place. If this is left at 0, payments will be transferred until they are cancelled manually.

The screenshot shows a web interface for managing recurring profiles. At the top, there is a blue notification bar with the following text: "Recurring amounts are calculated by the frequency and cycles. For example if you use a frequency of 'week' and a cycle of '2', then the user will be billed every 2 weeks. The duration is the number of times the user will make a payment, set this to 0 if you want payments until they are cancelled." A "Save changes" button is located in the top right corner of this notification bar. Below the notification is a form titled "Add Recurring Profile". The form contains several input fields: "Name" (with a red asterisk and a small red icon), "Price" (set to 0), "Duration" (set to 0), "Cycle" (set to 1), "Frequency" (set to "Day"), and "Status" (set to "Disabled"). Red arrows point from text boxes to specific fields: "Profile Name" points to the "Name" field; "Price and duration for the recurring payments" points to the "Price" and "Duration" fields; and "Cycle and frequency of the recurring payment" points to the "Cycle" and "Frequency" fields.

Recurring Profiles [Home](#) / [Recurring Profiles](#)

Recurring amounts are calculated by the frequency and cycles.
For example if you use a frequency of "week" and a cycle of "2", then the user will be billed every 2 weeks.
The duration is the number of times the user will make a payment, set this to 0 if you want payments until they are cancelled.

Save changes

Add Recurring Profile

Profile Name

* Name

Recurring Profile

Price and duration for the recurring payments

Price

Duration

Cycle and frequency of the recurring payment

Cycle

Frequency

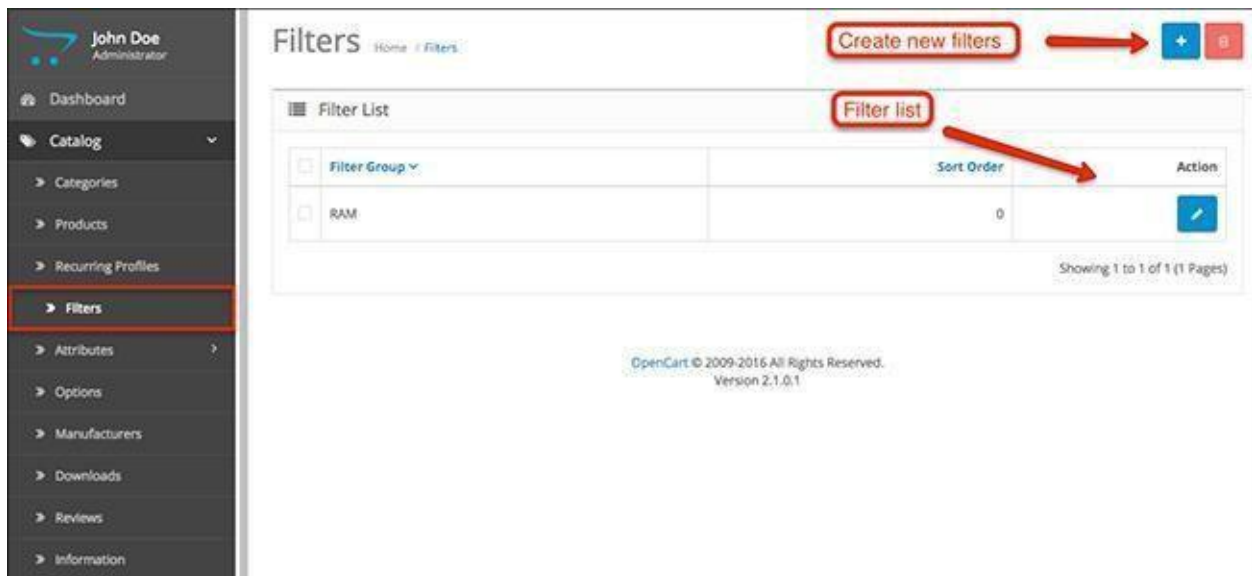
Status

Filters

The Acropolis E-Commerce filters are used to narrow down the results for users and refine their search so products can be found faster.

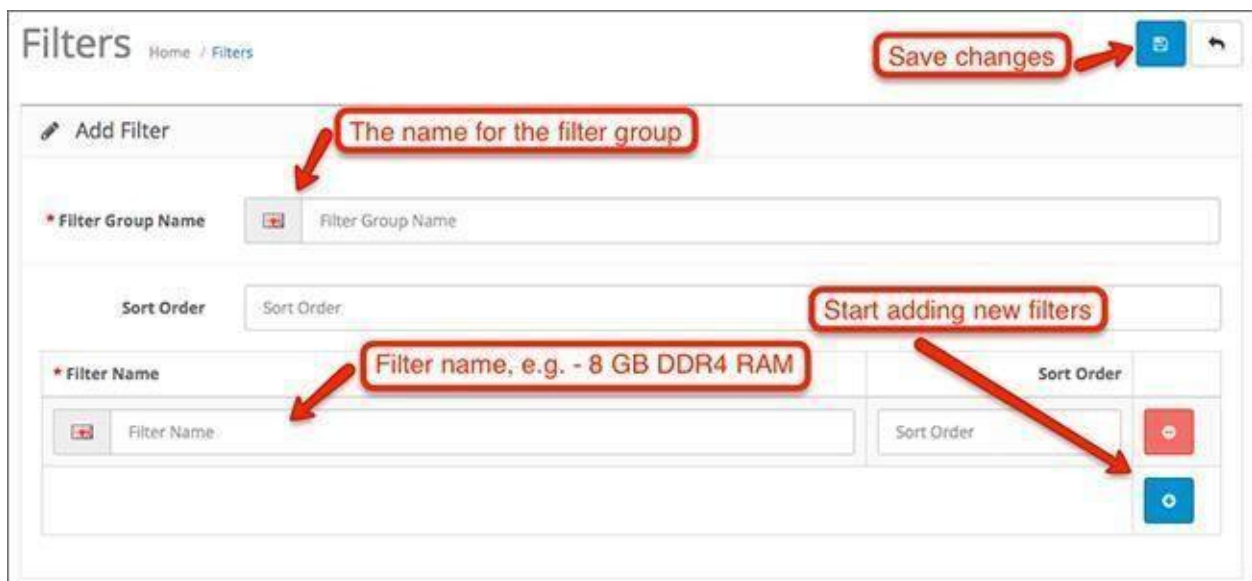
To set these filters up, you need create them as separate modules and assign them to the layouts in Acropolis E-Commerce.

Start by clicking **Add New** to view the filter creation field.



First, you need to select a name for the Filter Group. This will be where the filters themselves will be found. The individual filters are added with the Plus icon.

Like in our example, if your Filter Group is called RAM, the filters can be 4GB DDR4 RAM, 8GB DDR4 RAM, 16GB DDR3 RAM, etc. Another example for clothing stores can be a Filter Group called Sizes and filters named XS, S, M, L, XL, XXL, etc.



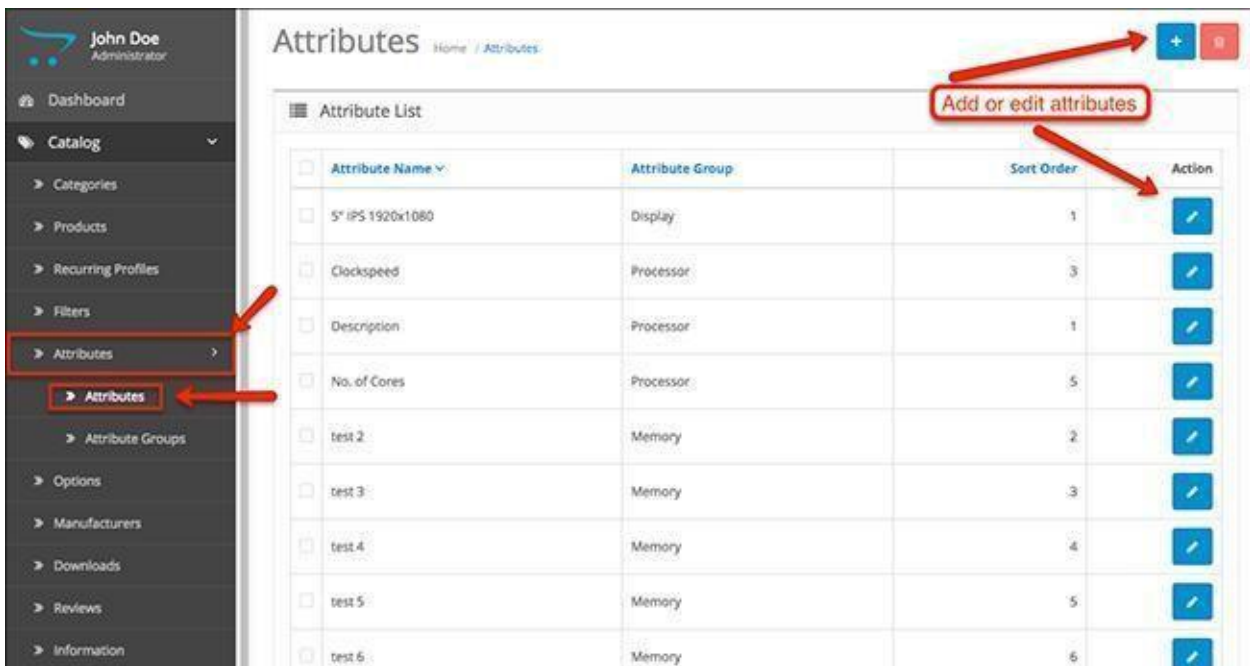
This is an example of how filters can look in the front end of your Acropolis E-Commerce store.



Attributes

In Acropolis E-Commerce, attributes are part of the product description. Often, they are used for showing technical specifications, dimensions and other important product details.

Begin adding a new attribute to see what you can do with it.



As you see, below the name you need for the attribute, there is a field where you have to select an Attribute Group.

Attributes are all sorts of product data such as dimensions, functionalities, requirements, capabilities and much more. In our example, we have used the size and resolution of a smartphone display - 5" IPS 1920x1080. This includes the display size, type of display and the resolution. The attribute group for this type of attribute can be called Monitors, Displays, etc.

The screenshot shows the 'Attributes' management interface. At the top right, there is a 'Save changes' button. Below it, the 'Add Attribute' section contains the following fields:

- Attribute Name:** A text input field containing 'Attribute Name', highlighted with a red box and arrow labeled 'Attribute name'.
- Attribute Group:** A dropdown menu with 'Display' selected, highlighted with a red box and arrow labeled 'Attribute group'.
- Sort Order:** A text input field containing 'Sort Order'.

This is an example of how attributes look like in the front end of your Acropolis E-Commerce store.

The screenshot shows the front end of an Acropolis E-Commerce store. The main image is a smartphone. Below it are five smaller images showing different views of the phone. The page has tabs for 'Description', 'Specification', and 'Reviews (0)'. The 'Description' tab is active, showing the attribute 'Display' with the value '5" IPS 1920x1080' and a description: 'The IPS display offers excellent colors and the resolution is sharp enough to deliver a premium experience.'

Attribute Groups

To combine the different attributes, you need Attribute Groups. These groups are used to help you describe your products in more detail.

Create a new attribute group to see what you can do.

The screenshot shows the OpenCart administrator interface for managing Attribute Groups. The left sidebar contains a navigation menu with 'Attributes' and 'Attribute Groups' highlighted. The main content area displays a table of existing attribute groups:

Attribute Group Name	Sort Order	Action
Display	5	[Edit]
Memory	2	[Edit]
Motherboard	3	[Edit]
Processor	4	[Edit]
Technical	1	[Edit]

A red box highlights the '+ Add or edit attribute groups' button in the top right corner. The footer shows 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

As you see, it cannot be simpler - you just select a name that is simple and general enough to fit multiple attributes. Give it a sort order number for better organization and begin adding attributes for product specifications.

The screenshot shows the 'Add Attribute Group' form in the OpenCart administrator interface. The form has two main input fields:

- Attribute Group Name**: A text input field with a red box around it containing the text 'Choose an attribute group name, e.g. Display, Memory'.
- Sort Order**: A text input field.

A red box highlights the 'Save changes' button in the top right corner. The form also includes a 'Cancel' button and a 'Back' button.

Options

Product options give you the chance to offer different versions of the same product. An easy example for clothing is colors - red, white or blue t-shirts.

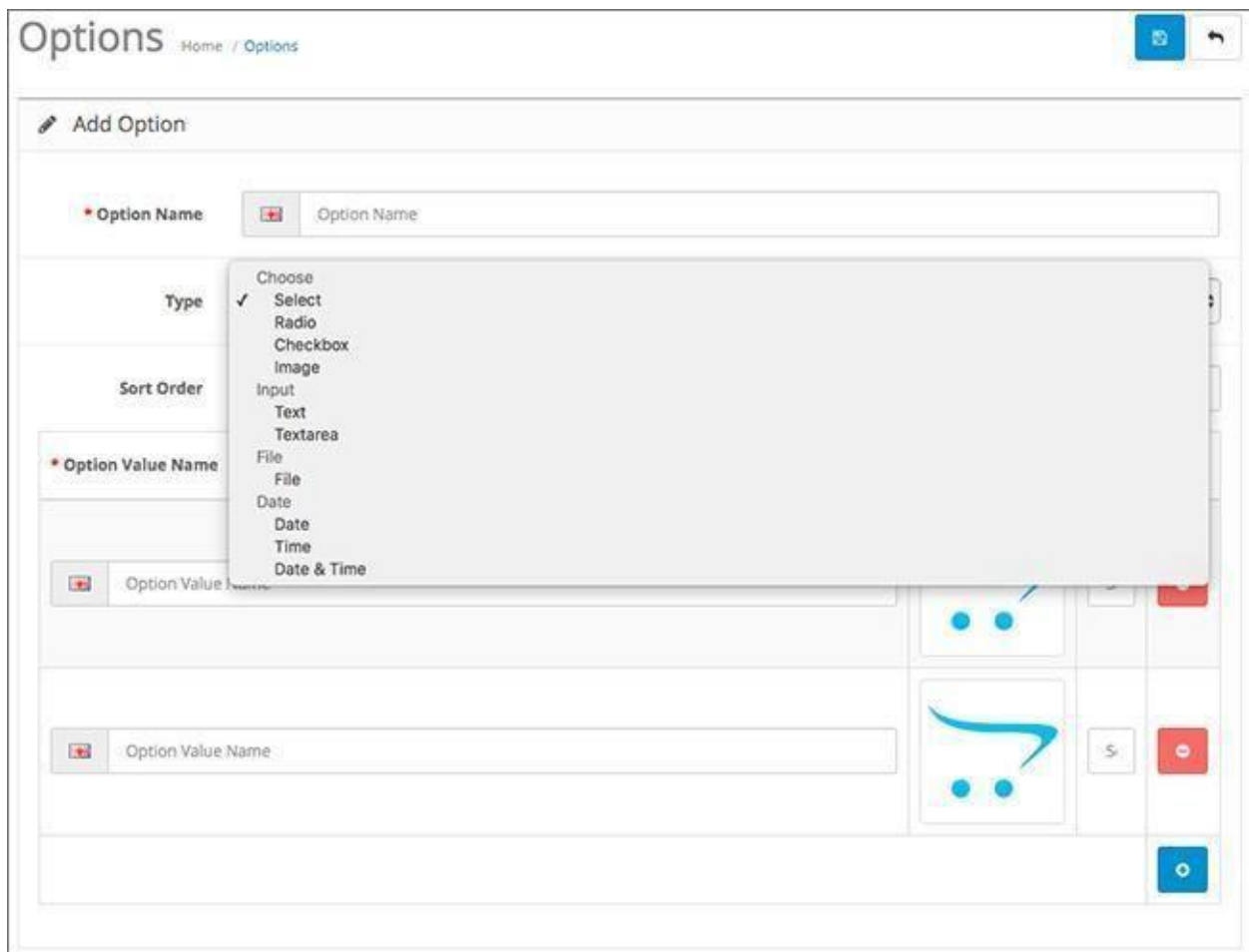
Add a new option to see the type of options you can add in Acropolis E-Commerce.

The screenshot displays the 'Options' management page in the Acropolis E-Commerce system. The sidebar on the left shows the navigation menu with 'Options' selected. The main content area features a table titled 'Option List' with columns for 'Option Name', 'Sort Order', and 'Action'. A red box highlights the '+ Add' button in the top right corner, with a callout text 'Add new or edit current options'. Red arrows indicate the flow from the sidebar menu to the table and from the callout to the table's action column.

Option Name	Sort Order	Action
Colors	1	[Edit]
Date	7	[Edit]
Date & Time	9	[Edit]
Delivery Date	11	[Edit]
File	6	[Edit]
Radio	87	[Edit]
Select	4	[Edit]

Below the option name you need to pick, you have a dropdown menu with a few types of options you can add. For instance, if you choose Select, you will have options that will be selected from a dropdown menu in the product page. If you choose Checkbox, you will have options that can be checked and unchecked when viewing the product.

Choose the type of option you want to add and give it an appropriate name. Once you select the type of option, you also have to add an option value. For example, if you choose Colors as a new option, you need to add values - Red, White, Blue, etc.



The screenshot displays the 'Options' management interface. At the top, there is a breadcrumb trail 'Home / Options' and a blue button with a plus sign. Below this is a section titled 'Add Option' with a pencil icon. The form contains several fields: 'Option Name' (with a plus icon), 'Type' (with a dropdown menu open), 'Sort Order', 'Option Value Name' (with a plus icon), and 'Option Value Name' (with a plus icon). The dropdown menu for 'Type' lists the following options: 'Choose', 'Select' (checked), 'Radio', 'Checkbox', 'Image', 'Input', 'Text', 'Textarea', 'File', 'File', 'Date', 'Date', 'Time', and 'Date & Time'. The form also features a grid of icons for visual selection, including a blue circle, a blue line, and a blue square.

Manufacturers

The manufacturers in Acropolis E-Commerce are very easy to manage. Once they are setup, you can assign them to products.

Add a new manufacturer to begin.

The screenshot displays the 'Manufacturers' management page in the Acropolis E-Commerce system. The left sidebar shows the user 'John Doe Administrator' and a navigation menu with 'Manufacturers' highlighted. The main content area features a 'Manufacturer List' table with columns for 'Manufacturer Name', 'Sort Order', and 'Action'. A red box highlights the '+ Add' button and the 'Action' column, with a red arrow pointing to the text 'Add new or edit existing manufacturers'.

<input type="checkbox"/>	Manufacturer Name	Sort Order	Action
<input type="checkbox"/>	Apple	0	
<input type="checkbox"/>	Canon	0	
<input type="checkbox"/>	Hewlett-Packard	0	
<input type="checkbox"/>	HTC	0	
<input type="checkbox"/>	Palm	0	
<input type="checkbox"/>	Sony	0	

Showing 1 to 6 of 6 (1 Pages)

It's completely straightforward - the manufacturer has a name, you can assign it to multiple stores if you have them, give it an SEO keyword for the SEO URLs if they are enabled, and finally an image with the manufacturer logo.

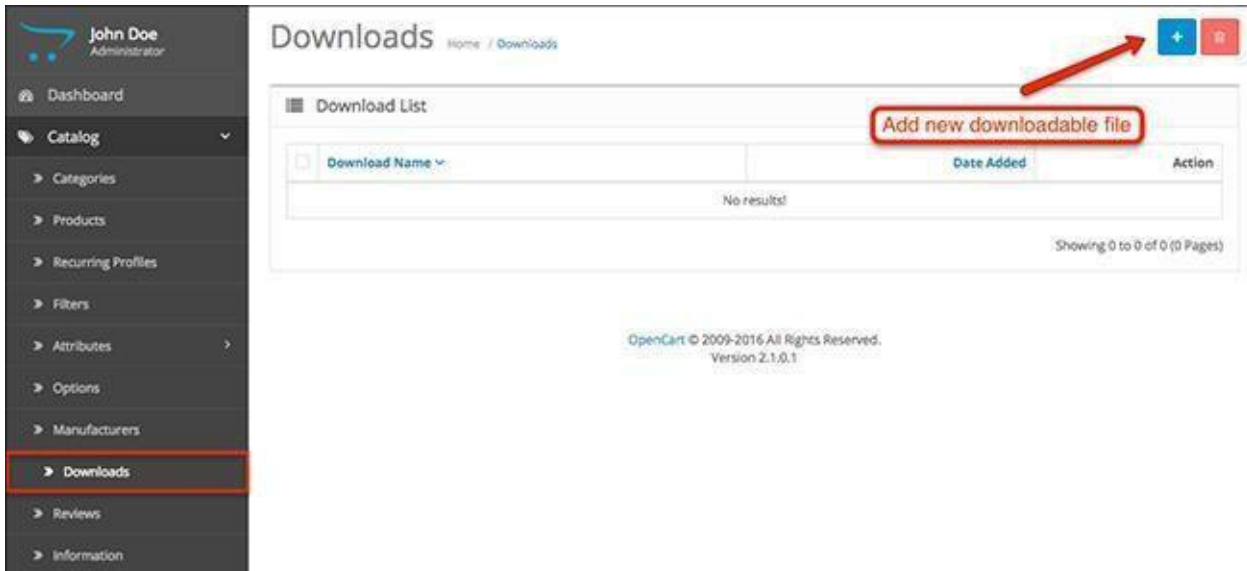
When this is all done, you can go back to the products, click on the Links tab of the product you want to edit, and assign the manufacturer there. This way, if a customer clicks on the name of the manufacturer, your store will show all of the products you have from that brand.

The screenshot shows the 'Manufacturers' admin page. At the top left, the title 'Manufacturers' is displayed with a breadcrumb 'Home / Manufacturers'. In the top right corner, there is a blue button with a plus sign and a refresh icon. Below the title, there is a section for 'Add Manufacturer' with a pencil icon. The form contains several fields: 'Manufacturer Name' (with a red box around it and an arrow pointing to the input field), 'Stores' (with a checked 'Default' option and a red box around it and an arrow pointing to the checkbox), 'SEO Keyword' (with a red box around it and an arrow pointing to the input field), 'Image' (with a red box around it and an arrow pointing to the image placeholder), and 'Sort Order' (with an input field). A 'Save changes' button is located at the top right of the form area. Red arrows point from the text boxes to the corresponding form elements.

Downloads

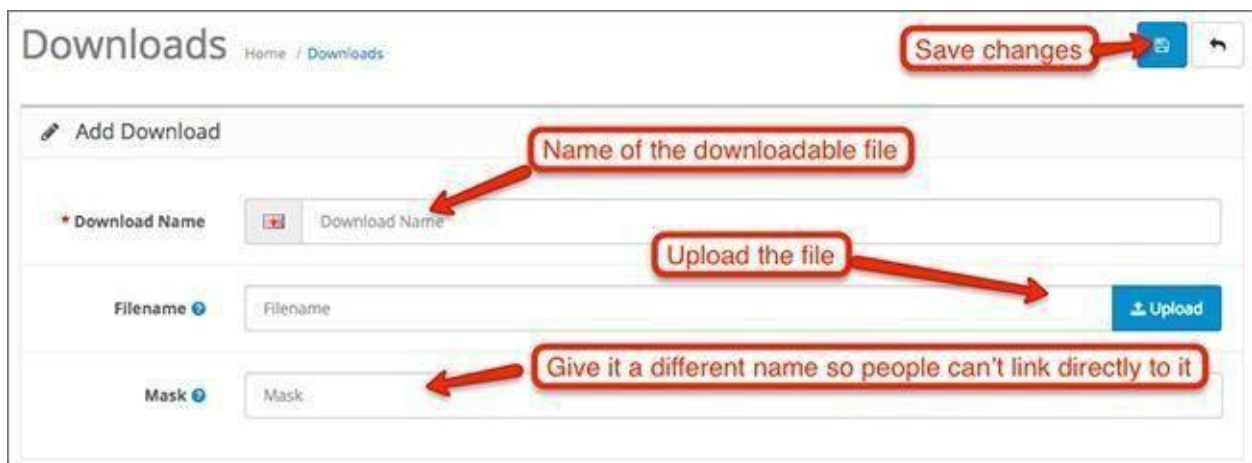
If you want to add downloadable files to your Acropolis E-Commerce store, this is where to do that.

Click on **Add New** to see what options you have.



After you give a name to the downloadable file, you have to upload the file. This is done from the field below, named **Filename**. The file can either be uploaded from here or via FTP into System > (Storage) > Download.

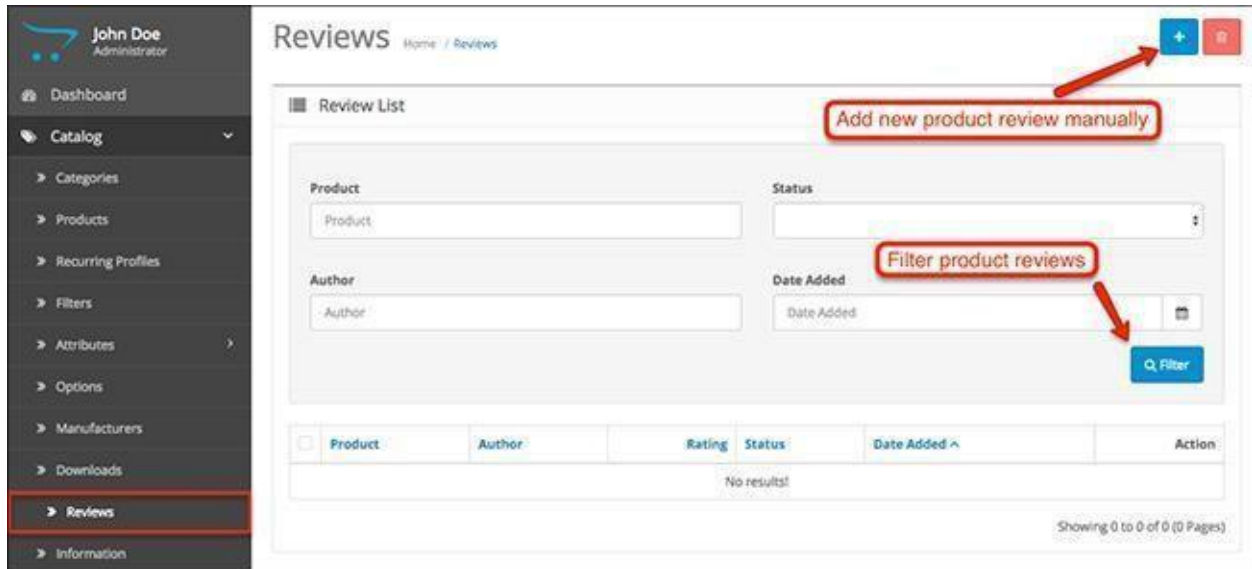
The **Mask** is used to give a different name to the uploaded file, so the link will not lead directly to your downloadable files. This protects any files that you don't want people to download unless they have an account in your store for instance.



Reviews

Product reviews can be submitted by customers from the pages of your products, or you can add them manually from the admin panel.

Let's begin adding a new review to see the options.



The screenshot displays the 'Reviews' admin panel. On the left is a sidebar menu with 'Reviews' highlighted. The main content area is titled 'Reviews' and includes a breadcrumb 'Home / Reviews'. A red box labeled 'Add new product review manually' points to a blue '+' button in the top right corner. Below this is a 'Review List' section with a form containing fields for 'Product', 'Author', 'Status', and 'Date Added'. A red box labeled 'Filter product reviews' points to a blue 'Filter' button at the bottom right of the form. Below the form is a table with columns: Product, Author, Rating, Status, Date Added, and Action. The table currently shows 'No results!'. At the bottom right, it says 'Showing 0 to 0 of 0 (0 Pages)'.

You have the same fields like you have in the front end of your store. Author name, the review text, and a rating. The only difference is that you can choose the product you want to leave a review for.

Also, any product reviews left by customers will appear in the Reviews section in your admin panel. This is where you can check what users say and think about your products and decide whether you want to approve the comments or not.

Important Note: The reviews submitted by customers will be disabled by default and won't show up in your store front. To make them visible, you have to enable them. To enable a review, go to Catalog > Reviews, select the review, click Edit and Enable it from the status.

The image shows a screenshot of the 'Reviews' admin panel. The form is titled 'Add Review' and contains several fields: 'Author', 'Product', 'Text', 'Rating', and 'Status'. A 'Save changes' button is located at the top right. Red annotations with arrows point to specific parts of the form: 'Name of the review author and reviewed product' points to the 'Author' and 'Product' fields; 'The review itself' points to the 'Text' field; 'Product rating (from 1 to 5)' points to the 'Rating' field; and 'Review status' points to the 'Status' field.

Reviews Home / Reviews Save changes

Add Review

Name of the review author and reviewed product

* Author Author

* Product Product

* Text Text

The review itself

* Rating 1 2 3 4 5 Product rating (from 1 to 5)

Status Disabled Review status

Information

This is where you configure all of the Information pages in your Acropolis E-Commerce store - About Us, Delivery Information, Privacy Policy, and Terms & Conditions.

These are the predefined pages that come with the standard Acropolis E-Commerce installation, and you can either delete them or keep them for further modification.

Let's begin adding a new page.

The screenshot displays the 'Information' management interface. On the left, a sidebar menu lists various administrative sections, with 'Information' highlighted and circled in red. The main content area is titled 'Information' and contains an 'Information List' table. The table has columns for 'Information Title', 'Sort Order', and 'Action'. It lists four predefined pages: 'About Our Team', 'Delivery Information', 'Privacy Policy', and 'Terms & Conditions'. A red callout box with the text 'Add new or edit existing information pages' points to a blue '+' button in the top right corner of the table. Another red arrow points to the 'Action' column of the table. The footer of the page indicates 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

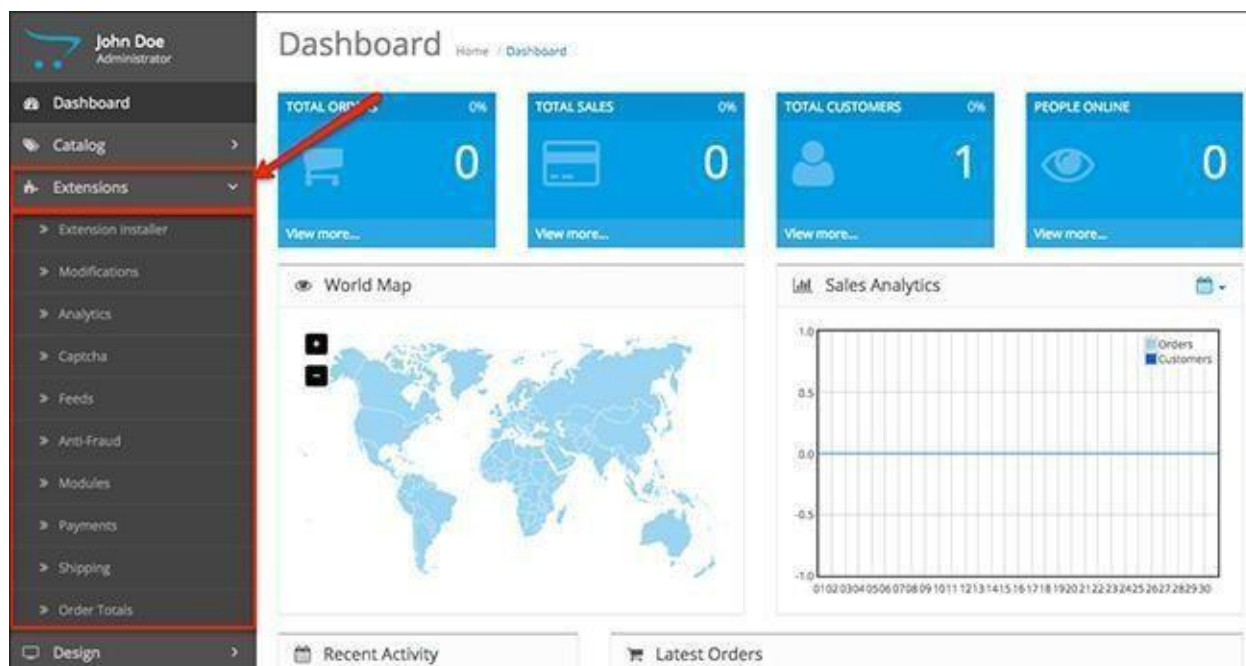
Information Title	Sort Order	Action
<input type="checkbox"/> About Our Team	1	
<input type="checkbox"/> Delivery Information	2	
<input type="checkbox"/> Privacy Policy	3	
<input type="checkbox"/> Terms & Conditions	4	

The title of the page determines how the link to it will be called as well. Choose a title and description with SEO in mind because this is a great place to put keywords that are related to your niche.

The rest of the tabs and options allow you to use meta tags and keywords, assign the page to multiple stores if you have them, choose whether it will be in the footer or not, or assign different layouts with modules to them.

Chapter 5: Extensions

This tutorial will explain the basics of the Extensions menu in your Acropolis E-Commerce admin panel. This is where you make all of the modifications to the files of your Ecommerce store. This includes module installation, configuration of payment and shipping methods, as well as other third party services and extensions that connect to your website.



To begin, click on Extensions > Extension Installer. This is the first menu of the Extensions panel.

Extension Installer

This is where you will be spending quite some time when you begin experimenting with different Acropolis E-Commerce modules.

Whenever you need to extend the functionality of your store, you will need to download a module and install it using the Extension Installer.

Note: You can install modules via FTP as well, but the ocmoc.zip file has to be installed through the Extension Installer.

Installing a module is very simple.

Click the **Upload** button and find the ocmoc.zip file of the extension you want to install.

The progress of the installation will be shown in the **Progressbar** below. It will notify you if there is any issue with the process or if the installation has been successful.

If the extension that you are installing needs to overwrite some of the core Acropolis E-Commerce files, they will be shown in the list below the Progress bar.

Note: If you are adding an ocmод.zip file with a code tag that matches an existing ocmод's code tag, the file won't overwrite the other one. It will reproduce an error. In such a case, you'll have to delete the other ocmод and then upload the current one or alternatively change the code tag.

If you have a problem with installing an extension, you can use the QuickFix module to resolve the issue.

Once an issue occurs, use the **Clear** button to erase the temporary files and start over.

[To Learn More, Check the Ultimate Guide to Installing and Uninstalling Acropolis E-Commerce Modules](#)



Changes in Acropolis E-Commerce 2.3.0.x

In the new version of Acropolis E-Commerce, there's a change in the layout of the Extensions menu. There are now 4 sections: Extension Installer, Extensions, Modifications and Events.

All of the modules that were in the previous menu are now collected in a dropdown menu under the Extensions tab. Furthermore, there are a few additional default core modules to the list.

There are a couple new additions within the extensions - **Dashboard** and **Themes**.

Dashboard- On this screenshot you can see that all of the elements of your dashboard can be changed, added or removed. This feature is to improve the organization of your dashboard and only have the metrics you want.



Themes- the themes extension allows you access to the settings of the default theme and any custom themes you may have installed. From there you can configure settings such as products per page or max description length, as well as layout settings and image sizes.

Modifications

The modification system of Acropolis E-Commerce allows you to modify and extend the functionality of your store without the need to directly edit the core system files.

In case your ocmoc is not working, check this article- [OCMOD Not Working?](#)

You can enable or disable modifications from the Actions. After you are done editing the modifications, you need to click Refresh to rebuild your modification cache. This goes both for enabling, disabling or deleting modifications.

John Doe Administrator

Dashboard
Catalog
Extensions
Extension Installer
Modifications
Analytics
Captcha
Feeds
Anti-Fraud
Modules
Payments
Shipping
Order Totals

Modifications

Whenever you enable / disable or delete a modification you need to click the refresh button to rebuild your modification cache!

Modification List

General Log

The list of Modifications you can do to extend the OpenCart functionality

Refresh, Clear, Delete

Link, Enable/Disable

Modification Name	Author	Version	Status	Date Added	Action
<input type="checkbox"/> GiftTeaser by iSenseLabs	iSenseLabs	2.5	Enabled	17/05/2016	
<input type="checkbox"/> iSearchCorporate Add-On	iSenseLabs	3.1.2	Enabled	07/06/2016	
<input type="checkbox"/> Local copy OCMOD by iSenseLabs	iSenseLabs	1.2	Enabled	18/02/2016	
<input type="checkbox"/> PersistentCart by iSenseLabs	iSenseLabs	2.4	Disabled	11/05/2016	
<input type="checkbox"/> PreOrder by iSenseLabs	iSenseLabs	2.9	Enabled	12/05/2016	
<input type="checkbox"/> PreviousNextProduct by iSenseLabs	iSenseLabs	2.2	Disabled	13/05/2016	

The **Log** your Modifications shows which modifications have been applied, which have not been applied, and which line has been modified.

Modifications

Whenever you enable / disable or delete a modification you need to click the refresh button to rebuild your modification cache!

Modification List

General **Log**

A log with all the detailed changes made to the OpenCart files.

```

2016-06-28 17:02:07 - MOD: Modification Default
FILE: system/engine/action.php
REGEX: ~(require|include|once)?\(\{([\^}]+)\}-
LINE: 39
FILE: system/engine/loader.php
REGEX: ~(require|include|once)?\(\{([\^}]+)\}-
LINE: 20
LINE: 59
LINE: 80
LINE: 99
FILE: system/library/config.php
REGEX: ~(require|include|once)?\(\{([\^}]+)\}-
LINE: 23
FILE: system/library/language.php
REGEX: ~(require|include|once)?\(\{([\^}]+)\}-
LINE: 23

```



Clear

Analytics

The standard Acropolis E-Commerce platform comes with a native Google Analytics extension that can be installed and enabled for your store.

After you install Google Analytics, click **Edit** where you will be able to configure the service.

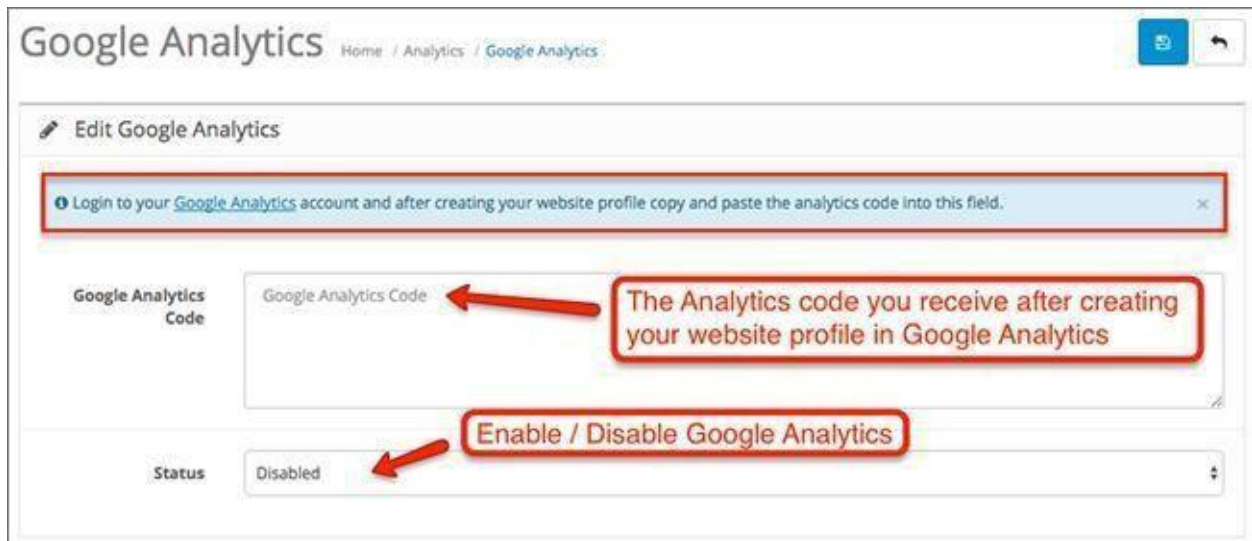
The screenshot shows the 'Analytics' section of the Acropolis E-Commerce platform. The left sidebar contains a menu with items like Dashboard, Catalog, Extensions, Analytics, Captcha, Feeds, Anti-Fraud, Modules, Payments, Shipping, and Order Totals. The 'Analytics' item is highlighted. The main content area shows an 'Analytics List' table with the following data:

Analytics Name	Status	Action
Google Analytics	Disabled	 

A red box highlights the 'Google Analytics' name in the table. A red arrow points to the green 'Install' button in the 'Action' column. A red box with the text 'Install and enable Google Analytics' is positioned below the arrow.

To acquire Google Analytics for your store, you first need to create an account and a website profile. Once you are done with this, you will receive a Google Analytics code, which you will need to paste in the field below.

That's basically it. Enable the status and your Acropolis E-Commerce website is ready to start tracking analytics.

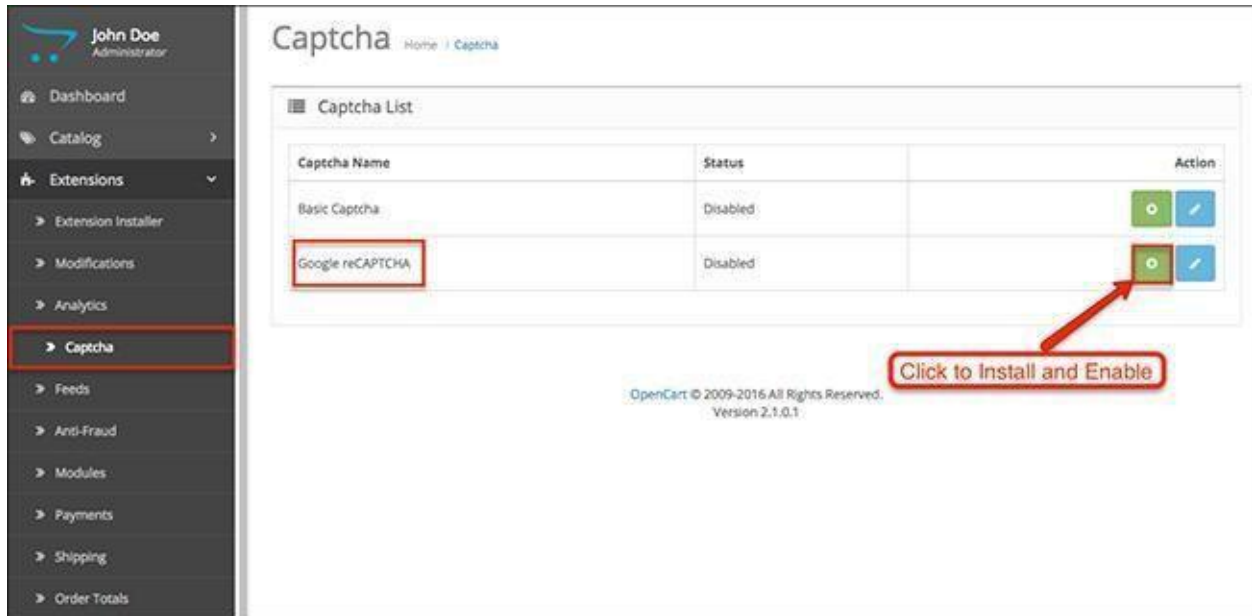


The screenshot shows the 'Edit Google Analytics' interface. At the top, there is a breadcrumb trail: 'Home / Analytics / Google Analytics'. Below this is a blue notification box with the text: 'Login to your [Google Analytics](#) account and after creating your website profile copy and paste the analytics code into this field.' Below the notification is a large text input field labeled 'Google Analytics Code'. A red arrow points from a red-bordered box containing the text 'The Analytics code you receive after creating your website profile in Google Analytics' to the input field. Below the code field is a dropdown menu labeled 'Status' with 'Disabled' selected. A red arrow points from a red-bordered box containing the text 'Enable / Disable Google Analytics' to the 'Status' dropdown.

Captcha

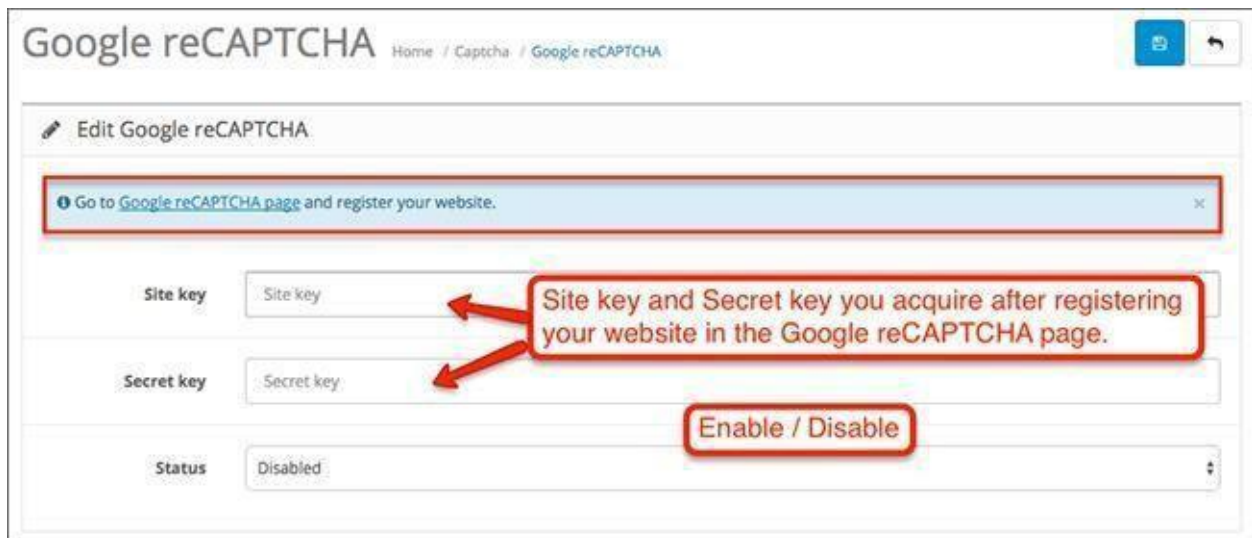
Verifying that your visitors are real users and not bots is very important, especially for the registration page. You have two options with the native Acropolis E-Commerce installation - Basic Captcha and Google reCAPTCHA.

Install the Captcha method you prefer and hit **Editto** configure it.



To begin using the service, you will need to register your website again with the Google reCAPTCHA page. There, you will find the site key and secret key that need to be pasted in their respective fields.







Enable the status and your Acropolis E-Commerce store is Captcha protected.



Feeds

The Feeds extension allows you to customize the way your products are viewed and listed by Google or other search engines. To begin using this feature, you have to compile a product feed with items from your Acropolis E-Commerce store.

The screenshot shows the 'Feeds' section of the OpenCart administrator interface. On the left is a sidebar menu with 'Feeds' highlighted. The main content area is titled 'Feeds' and contains a 'Feed List' table. A red box labeled 'Install and Enable' points to the 'Action' column of the table.

Product Feed Name	Status	Action
Google Base	Disabled	 
Google Sitemap	Disabled	 
OpenBay Pro	Disabled	 

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Version 2.1.0.1

Google Base, Google Sitemap and OpenBay Pro are the three native tools you can use for your product feeds. Google Base requires the user to upload product information in product feeds so that they can show up in Google's search engine.

There are specifications that Google has issued for the product feed. They can be viewed in Google's support [FAQ](#).

The screenshot shows the 'Google Base' configuration page. At the top right, a red box labeled 'Import, Save' points to the 'Import' and 'Save' buttons. Below is a table with 'Google Category', 'Category', and 'Action' columns, showing 'No results!'. A red arrow points to the 'Category' input field. Below that, a red box labeled 'Create a product feed that will show up in Google's Search Engine' points to the 'Data Feed Uri' text area. At the bottom, a red box labeled 'Enable / Disable' points to the 'Status' dropdown menu, which is currently set to 'Disabled'.

Anti-Fraud

There are three fraud prevention services you can use with the standard Acropolis E-Commerce installation.

[FraudLabs Pro](#) screens credit card transactions for online fraud. They detect possible fraudulent orders and help online merchants keep their profits high by preventing false chargebacks and other malicious attempts.

Anti-Fraud IP allows you to create a list of potentially threatening IP addresses that your store will detect when users enter the website.

[MaxMind](#) is the second third party service you can use to protect your Acropolis E-Commerce shop. They track, collect, and analyze the information about every user in your store and send back a risk report.

The screenshot shows the Admin interface for John Doe. The sidebar on the left lists various sections, with 'Anti-Fraud' highlighted. The main content area displays the 'Anti-Fraud List' with the following data:

Anti-Fraud Name	Status	Action
FraudLabs Pro	Disabled	<input type="checkbox"/> <input type="checkbox"/>
Anti-Fraud IP	Disabled	<input type="checkbox"/> <input type="checkbox"/>
MaxMind Anti-Fraud	Disabled	<input type="checkbox"/> <input type="checkbox"/>

A red callout box with a red border and arrows pointing to the 'MaxMind Anti-Fraud' entry and the 'Anti-Fraud' menu item contains the text: "Third Party Anti-Fraud Service can be installed and enabled to protect your store from online fraud".

Modules

The Module List is where all of your extensions are found. This is where you select which modules to install or uninstall, as well as edit and configure.

Core Modules: Account, Affiliate, Banners, Bestsellers, Carousel, Category, Featured, Google Hangouts, HTML Content, Information, Latest, Slideshow, Specials, Store.

Some Acropolis E-Commerce extensions are used to create additional modules that you can assign to the different layouts in your store. For instance, the Slideshow extension is used to create different versions of your slideshow that are listed as separate modules in the Module List.

Third party modules can be installed to alter, extend and improve the functionality of your Acropolis E-Commerce store.

John Doe Administrator

Dashboard

Catalog

Extensions















- Extension Installer
- Modifications
- Analytics
- Captcha
- Feeds
- Anti-Fraud
- Modules**
- Payments
- Shipping
- Order Totals

Modules Home / Modules

After you have installed and configured a module you can add it to a layout here!

Module List

The Module List with all the extensions you have installed in your OpenCart store

Module Name	Action
Account	 
Affiliate	 
Banner	 
Banner > Banner 1	 
Banner > Category	 
Bestsellers	 
Carousel	 

Payments

This is the list with all the payment methods you have available with the default Acropolis E-Commerce system. You can install, enable, and configure them to your preference so that your customers have multiple options to submit payments.

If you want to install additional payment methods, you can do that by adding them as extensions from the Extension Installer.

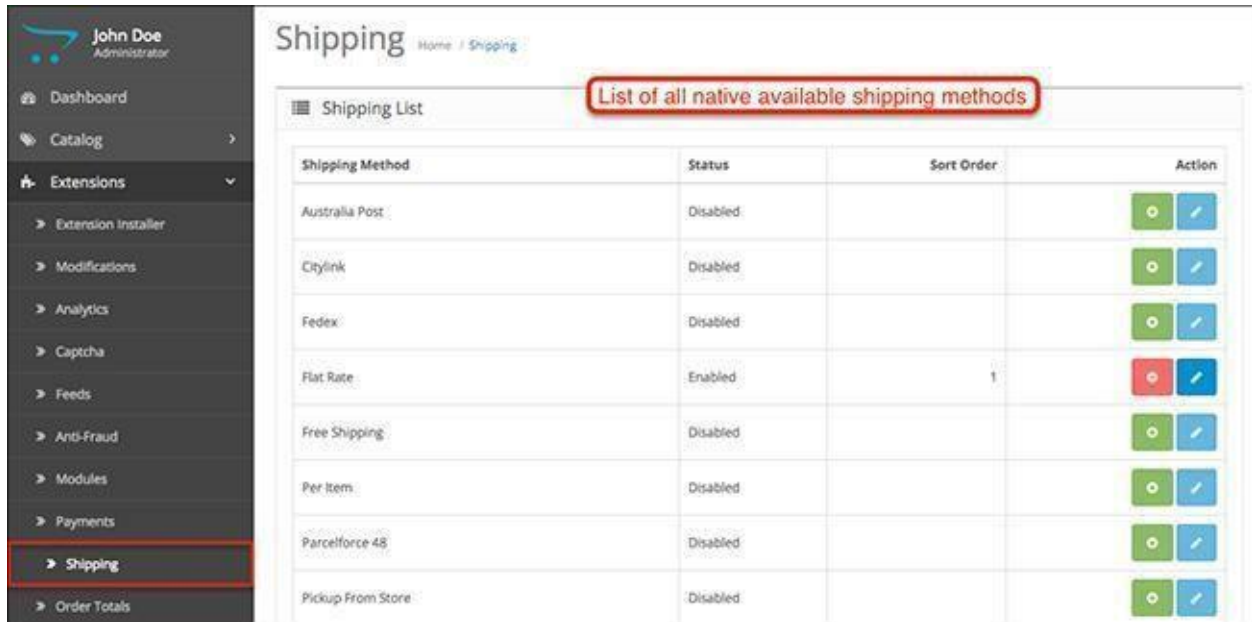
The screenshot shows the administrator interface for John Doe. The sidebar on the left contains a menu with items: Dashboard, Catalog, Extensions, Extension Installer, Modifications, Analytics, Captcha, Feeds, Anti-Fraud, Modules, Payments (highlighted with a red box), Shipping, and Order Totals. The main content area is titled 'Payments' and contains a 'Payment List' table. A red callout box highlights the title 'List of all the native available payment methods' above the table. The table has the following data:

Payment Method		Status	Sort Order	Action
Login and Pay with Amazon		Disabled		
Authorize.Net (AIM)		Disabled		
Authorize.Net (SIM)		Disabled		
Bank Transfer		Disabled		
BluePay Hosted Form		Disabled		
BluePay Redirect (Requires SSL)		Disabled		
Cheque / Money Order		Disabled		
Cash On Delivery		Enabled	5	

Shipping

The default shipping methods you have in Acropolis E-Commerce are listed here. Just like the payment methods, you can install, enable, and configure them however you want. It's better to have multiple shipping methods so different customers can use the ones they prefer the most.

Adding new shipping methods is done by installing a new extension with the Extension Installer.

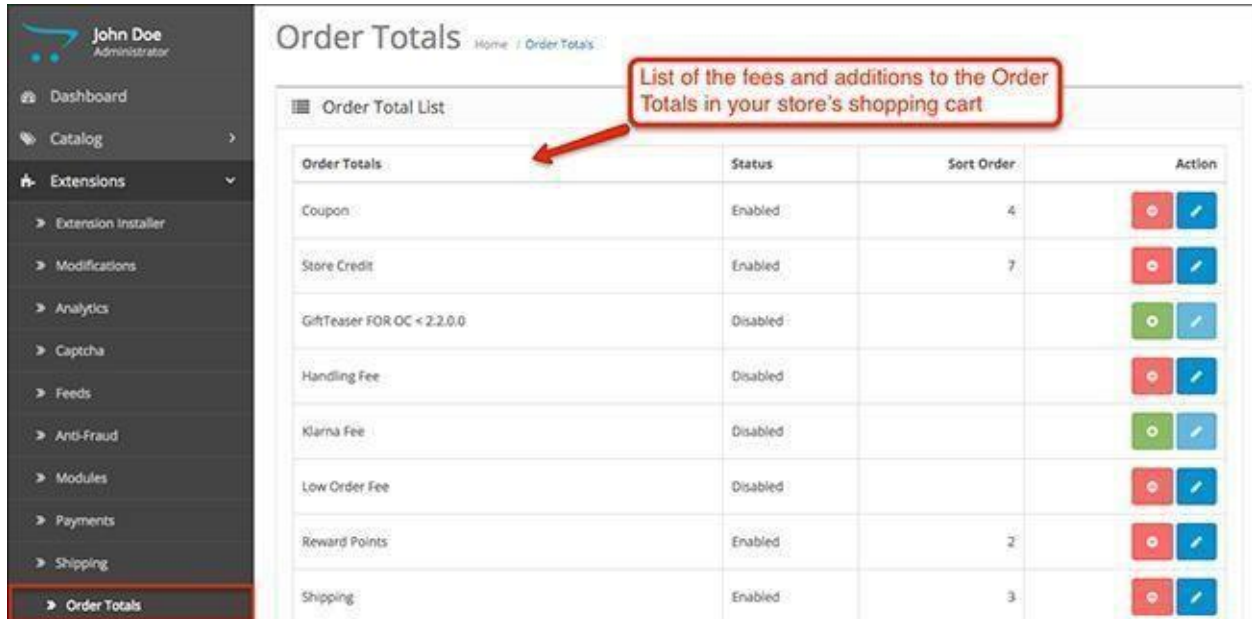


The screenshot shows the admin interface for shipping methods. The sidebar on the left has a menu with 'Shipping' highlighted. The main content area shows a 'Shipping List' table with the following data:

















Shipping Method	Status	Sort Order	Action
Australia Post	Disabled		<input type="checkbox"/> <input type="checkbox"/>
Citylink	Disabled		<input type="checkbox"/> <input type="checkbox"/>
Fedex	Disabled		<input type="checkbox"/> <input type="checkbox"/>
Flat Rate	Enabled	1	<input checked="" type="checkbox"/> <input type="checkbox"/>
Free Shipping	Disabled		<input type="checkbox"/> <input type="checkbox"/>
Per Item	Disabled		<input type="checkbox"/> <input type="checkbox"/>
Parcellforce 48	Disabled		<input type="checkbox"/> <input type="checkbox"/>
Pickup From Store	Disabled		<input type="checkbox"/> <input type="checkbox"/>

Order Totals

The Order Totals are extensions that you can use for adding extra fees to the total sum of an order in your store's shopping cart. Aside from fees, you can also add Coupons and Reward Points if you have configured them prior to that. To form the final order total, the shipping and payment method costs are also added to it.



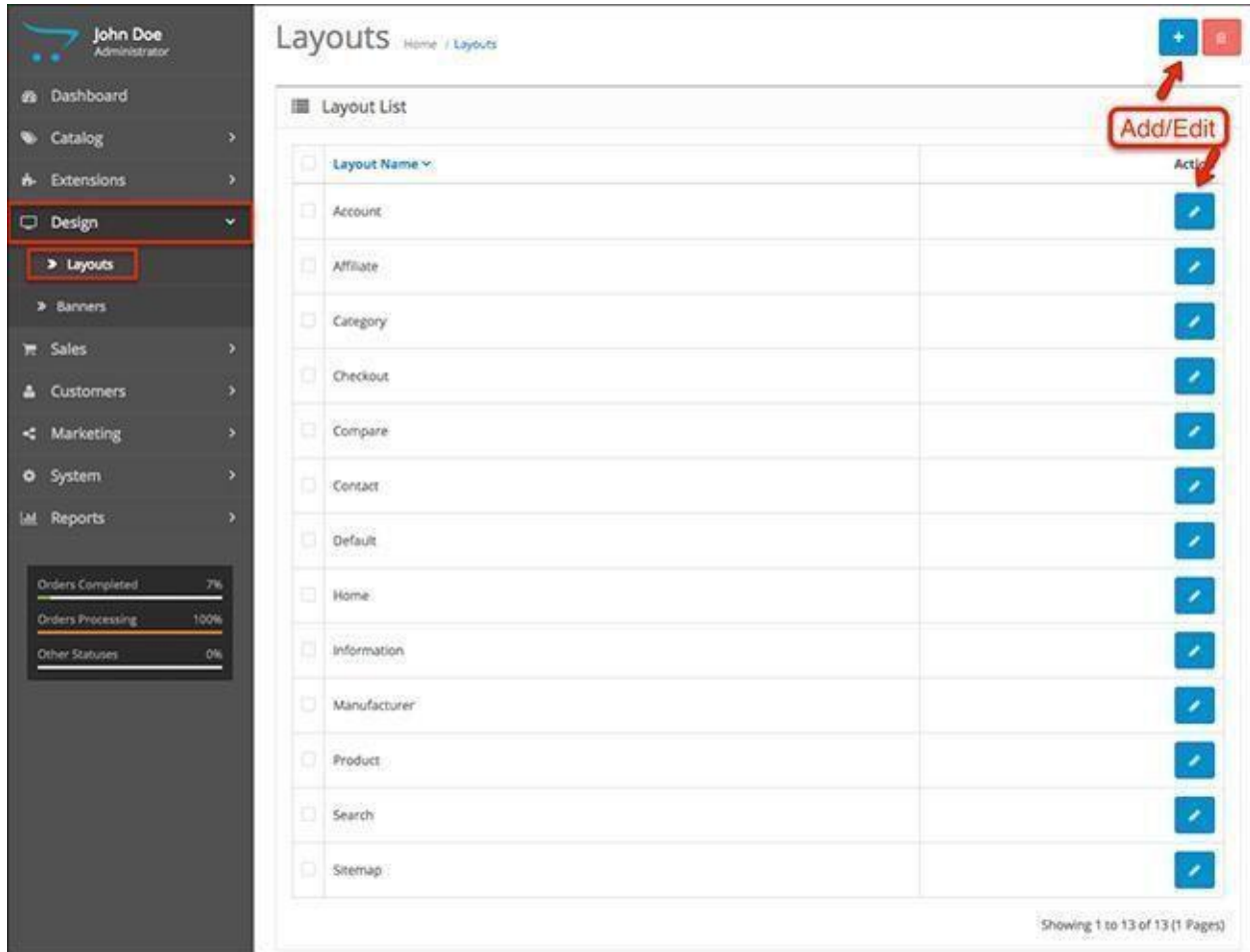
The screenshot displays the 'Order Totals' configuration page in the Magento 2 administrator interface. The left sidebar shows the navigation menu with 'Order Totals' selected. The main content area is titled 'Order Totals' and contains a table listing the configured extensions. A red box highlights the table with the text 'List of the fees and additions to the Order Totals in your store's shopping cart', and a red arrow points to the 'Order Totals' header row.

Order Totals	Status	Sort Order	Action
Coupon	Enabled	4	 
Store Credit	Enabled	7	 
GiftTeaser FOR OC < 2.2.0.0	Disabled		 
Handling Fee	Disabled		 
Klarna Fee	Disabled		 
Low Order Fee	Disabled		 
Reward Points	Enabled	2	 
Shipping	Enabled	3	 

Chapter 5: Design

Layouts

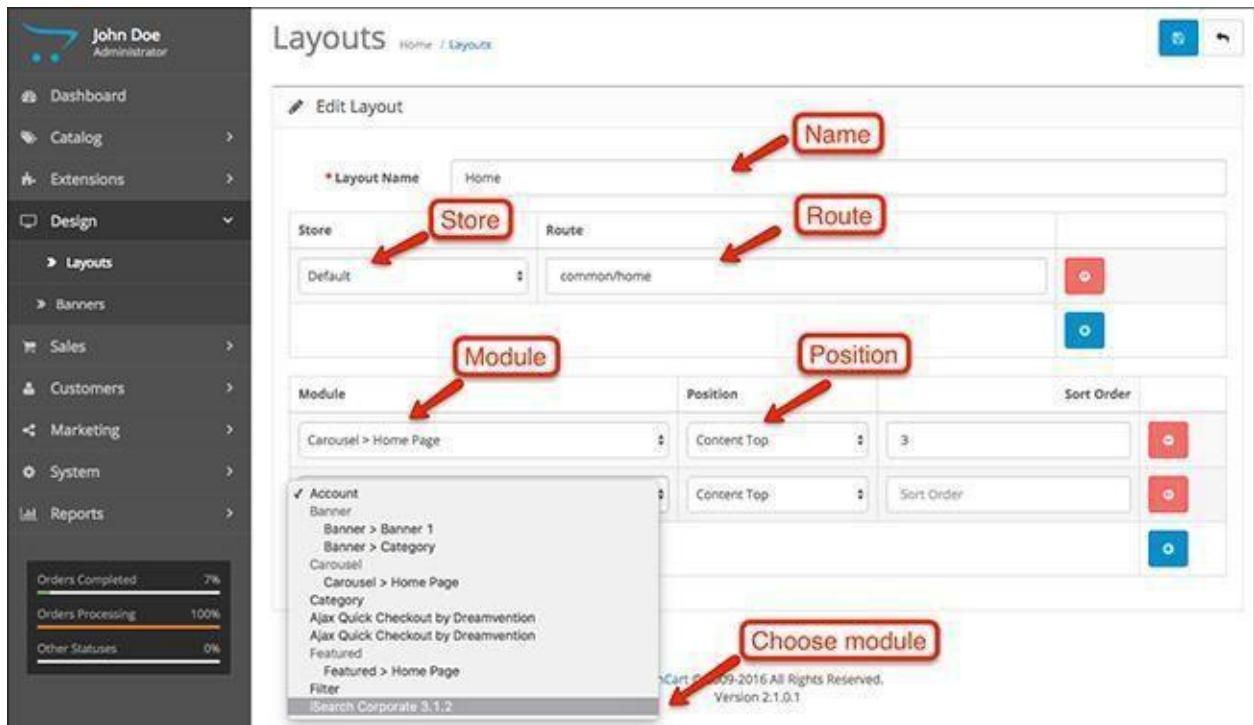
The layouts system in Acropolis E-Commerce lets you choose whatever modules you want to add to each layout or page in your website. Each layout consists of 4 positions (Content Top, Left, Right and Bottom) and different modules can be assigned to those positions with a given sort order number that will determine the order they are arranged in.



We will edit the Home layout to see what are the options you have.

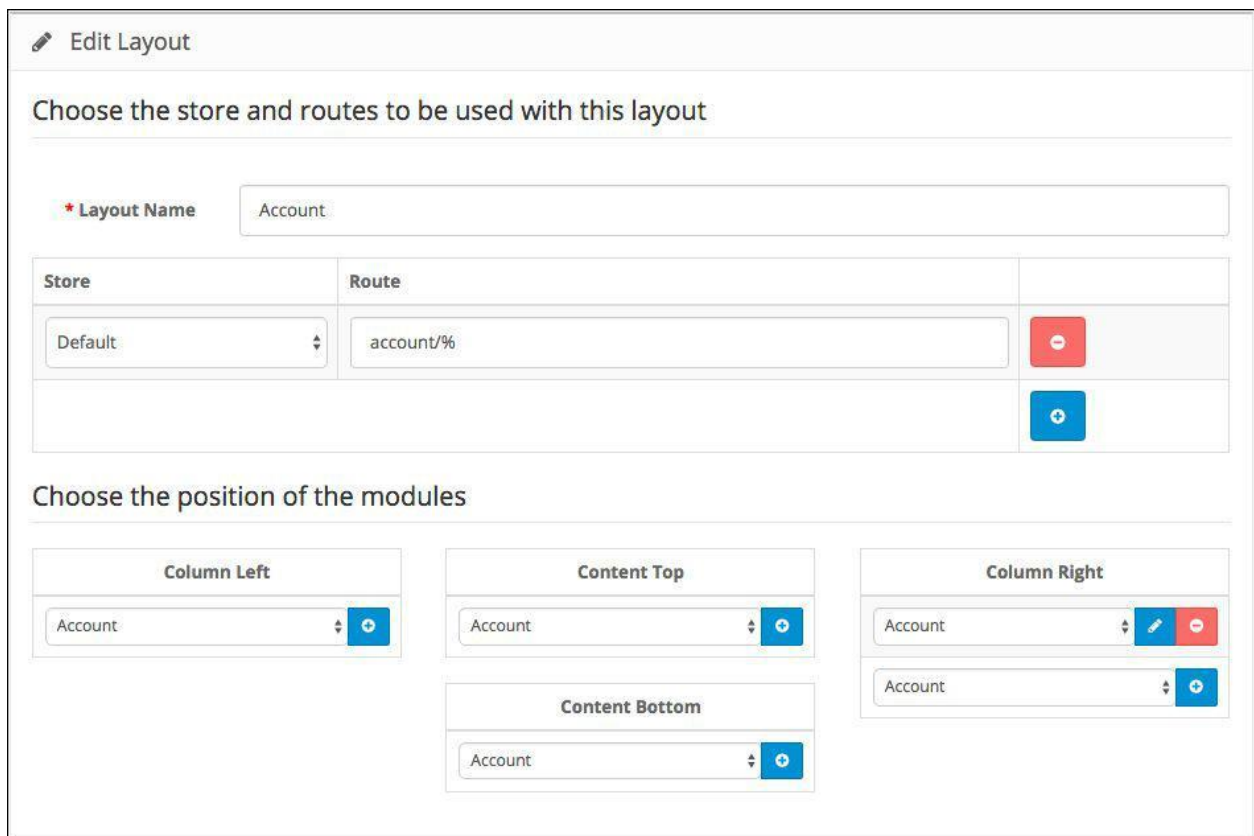
Each layout requires a layout name, the store the layout will be added to, and a route. The route is the folder name that the layout files are included in.

When you have them set up, it's time to add some modules to the layout. Choose the module you want to assign to the layout, give it a position and sort order number and click save.



Changes in Acropolis E-Commerce

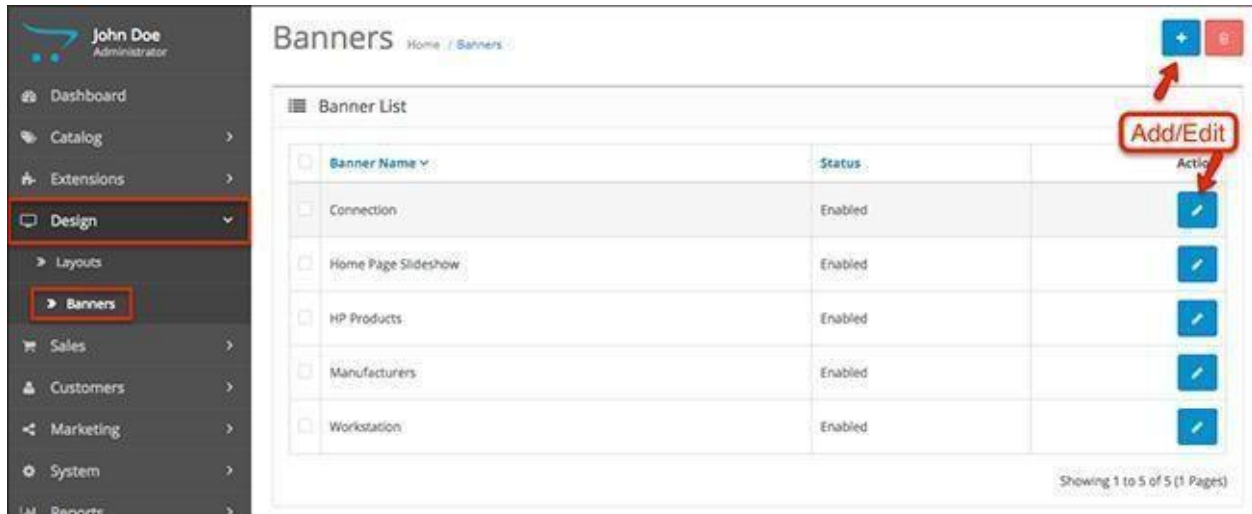
The Layouts section in the Design menu has been rearranged to have a more intuitive interface. Assigning modules to the four different positions is now simpler and you can have a better idea of how things will look on the storefront.



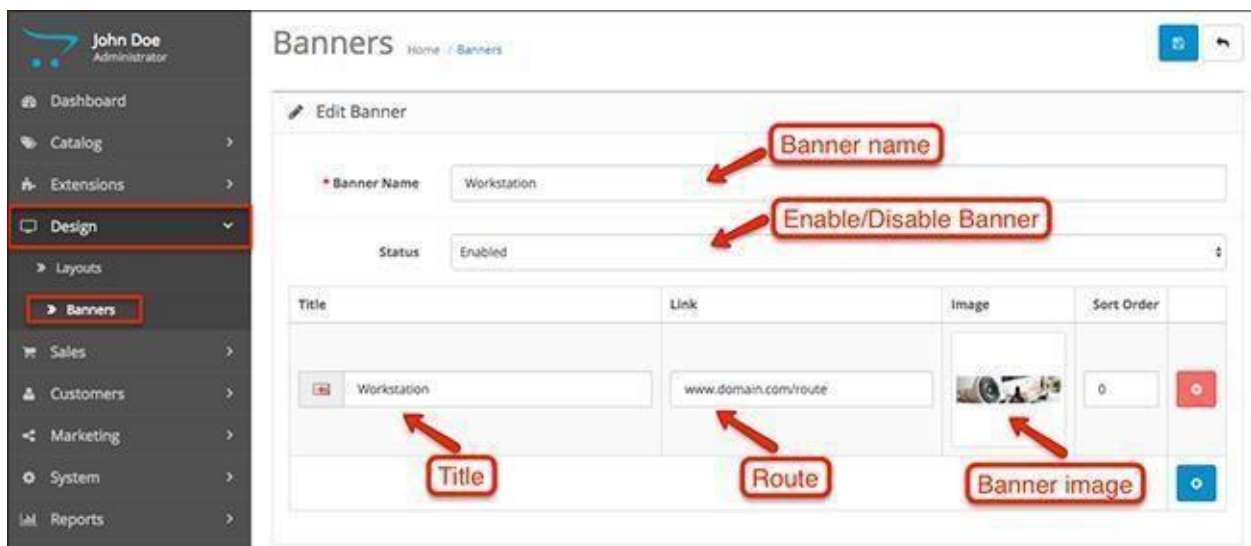
Banners

The banners in Acropolis E-Commerce are images you can use to link to other pages. These images can be customized to catch the user's eye and lead them to certain product pages to increase conversions.

The banners menu in the admin panel lets you create new banners and modify their image dimensions as well as their titles and links.



Let's create a new banner that we will use for the slideshow in the front end. We will name it Workstation and upload an image with a great looking workstation. The status is enabled and we are ready to assign the banner.



Go to **Extensions > Modules > Slideshow > Edit**. After the banner is ready, we need to create a module for it.

Give the module a name and select the banner title you want to use. Set the dimensions and enable the module.

Edit Slideshow Module

Module Name: Workstation

Banner: Workstation

Width: 1140

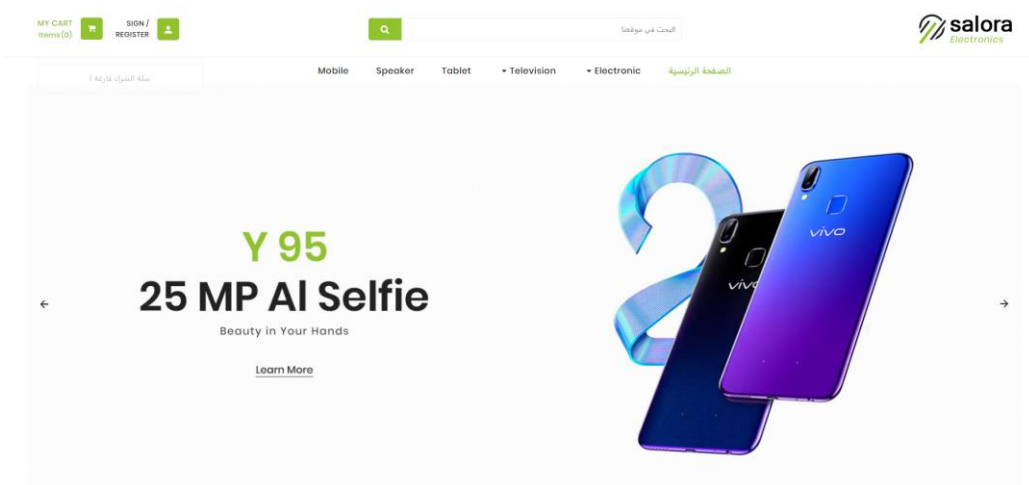
Height: 300

Status: Enabled

It will now appear under **Extensions > Modules**. This means it's ready to be assigned to a layout and become visible in the front end.

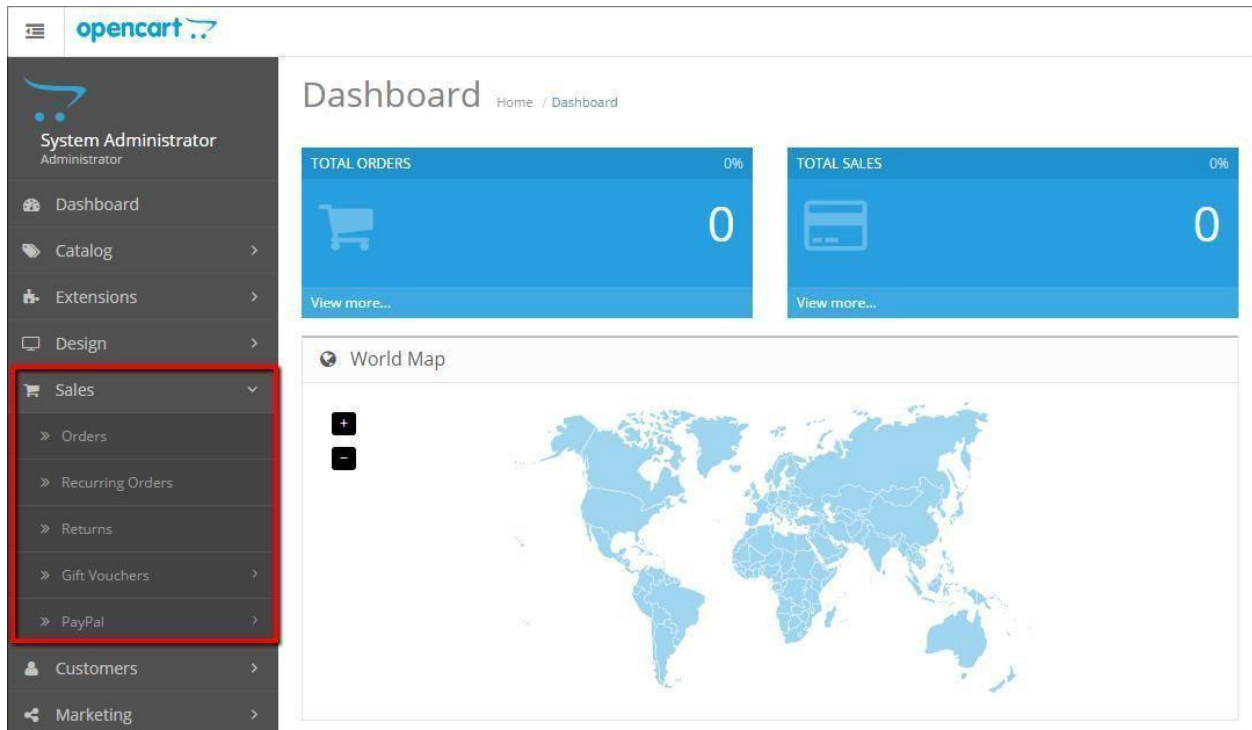


This is how our brand new slideshow image looks like in our demo Acropolis E-Commerce store.



Chapter 7: Sales

As a store admin, one of sections that you'll be visiting a lot in the Acropolis E-Commerce admin panel is the Sales.



The Sales section is the 5th one in the default Acropolis E-Commerce admin menu and is situated after Design and before Customers. The Sales section is the place where you manage your orders, product returns and other sales-related features of your webstore.

The default Sales section has a total of five submenus and in the following tutorial we will go through them.

Orders

The first submenu is the Orders one and it's the most important one in the section. From here you can manage your orders: view, edit or delete theme, add new ones, print order invoices, shipping lists, etc.

Order Listing Page

Order List

Order ID: Order Status: Date Added:

Customer: Total: Date Modified:

<input type="checkbox"/>	Order ID ^	Customer	Status	Total	Date Added	Date Modified	Action
<input type="checkbox"/>	95	test test	Pending	\$106.00	20/07/2016	20/07/2016	
<input type="checkbox"/>	94	dfdfdjf idkjfdjfdmfi	Pending	\$131.20	14/07/2016	14/07/2016	
<input type="checkbox"/>	93	Igor Mintusov	Pending	\$602.00	06/07/2016	06/07/2016	
<input type="checkbox"/>	92	Daniel Parsons	Pending	\$106.00	02/07/2016	02/07/2016	
<input type="checkbox"/>	91	Igor Mintusov	Pending	\$106.00	18/06/2016	18/06/2016	
<input type="checkbox"/>	90	kamlesh mourya	Pending	\$106.00	18/06/2016	18/06/2016	
<input type="checkbox"/>	89	Martin Jonesqq	Pending	\$131.20	14/06/2016	14/06/2016	
<input type="checkbox"/>	88	test test	Pending	\$131.20	14/06/2016	14/06/2016	

Order Listing

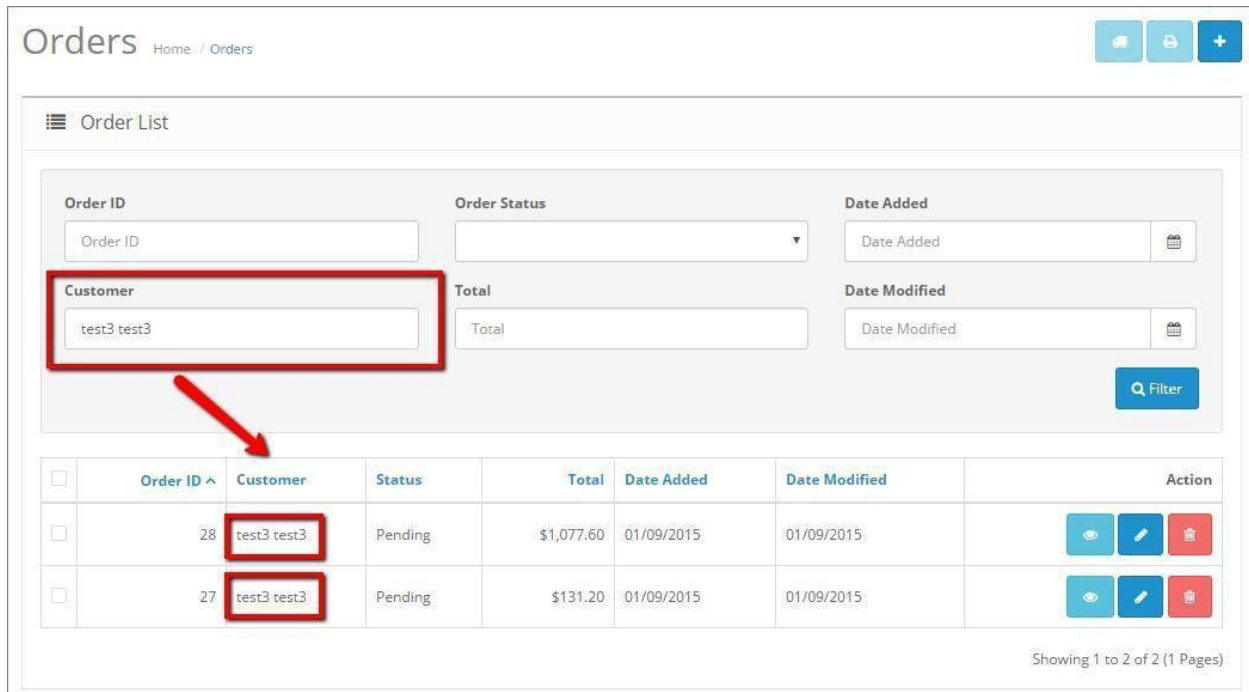
Once you open the Sales page, you will see a listing of all orders in your store. The listing contains some information about each order such as:

- **Order ID:** The Order ID is the unique number of each order in your webstore.
- **Customer:** The name of the customer that has made the order.
- **Status:** The order status. For more information, please check the Order Status section below.
- **Total:** The total amount of the order.
- **Date Added:** The date on which the order was added.
- **Date modified:** The date on which the order was last modified.
- **Actions:** View the order, Edit the order and Delete the order.

All of these columns except for the Action one are clickable and the listing can be sorted by them.

Order Listing Filters

Additionally, there are filters at the top of the listing, which help you easily find the orders that you are looking for:



The screenshot shows the 'Orders' management interface. At the top, there are three buttons: a truck icon, a printer icon, and a plus sign. Below the header, there is a section for filters. The filters include: Order ID (text input), Order Status (dropdown menu), Date Added (text input with calendar icon), Customer (text input, highlighted with a red box and an arrow pointing to the table), Total (text input), and Date Modified (text input with calendar icon). A 'Filter' button is located at the bottom right of the filter section. Below the filters is a table with the following columns: Order ID, Customer, Status, Total, Date Added, Date Modified, and Action. The table contains two rows of data, both with 'test3 test3' in the Customer column. The first row has Order ID 28, Status Pending, Total \$1,077.60, and Date Added 01/09/2015. The second row has Order ID 27, Status Pending, Total \$131.20, and Date Added 01/09/2015. The Action column for each row contains three buttons: a truck icon, a printer icon, and a trash icon. At the bottom right of the table, it says 'Showing 1 to 2 of 2 (1 Pages)'.

Additional Order Buttons

There are three more buttons at the top right of the page. The first two are inactive if none of the orders are selected. If you select at least one order by clicking the checkbox in front of it, the two buttons will become active.

The first button with the truck icon is used for printing shipping lists. Once you click on it, a dispatch note will show up with the order information, which can be printed later on.

The second button with the printing machine icon is for invoices. Once you click on it, an order invoice will be generated.

The third icon is for creating a new order. The view of the new order is similar to the edit order page, but with the difference that all input fields are empty.

Now let's see what happens once we click on the order View action button...

Order View Page

The Order View Page contains a detailed information about each order.

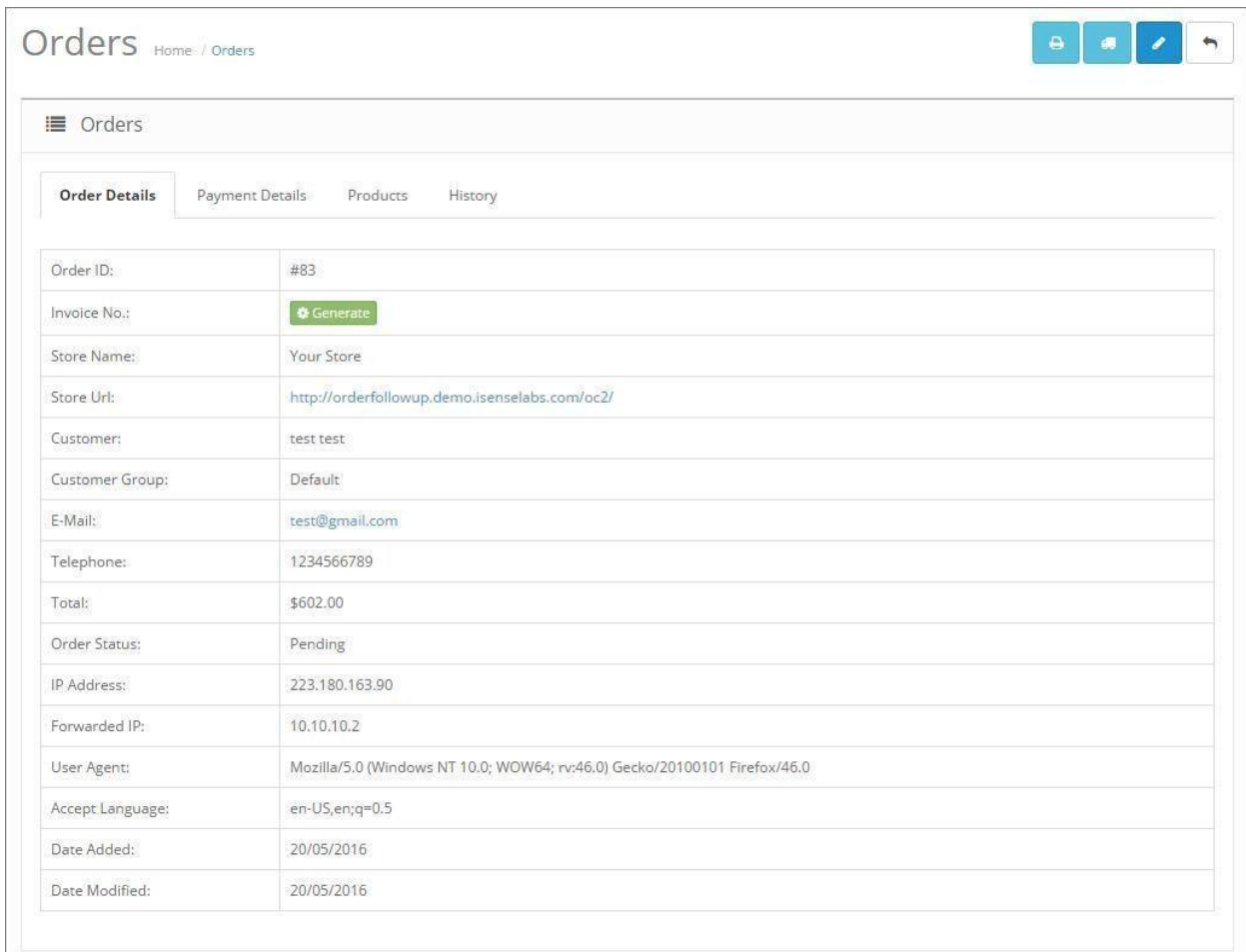
Since there are differences in the layout of the order view page in Acropolis E-Commerce 2.0.x and Acropolis E-Commerce > 2.0.x, we'll go through both of them.

Acropolis E-Commerce 2.0.x

If you are using Acropolis E-Commerce 2.0.x you will see a page with a few tabs.

Order Details

The order details tab is where we see the general details of each order.

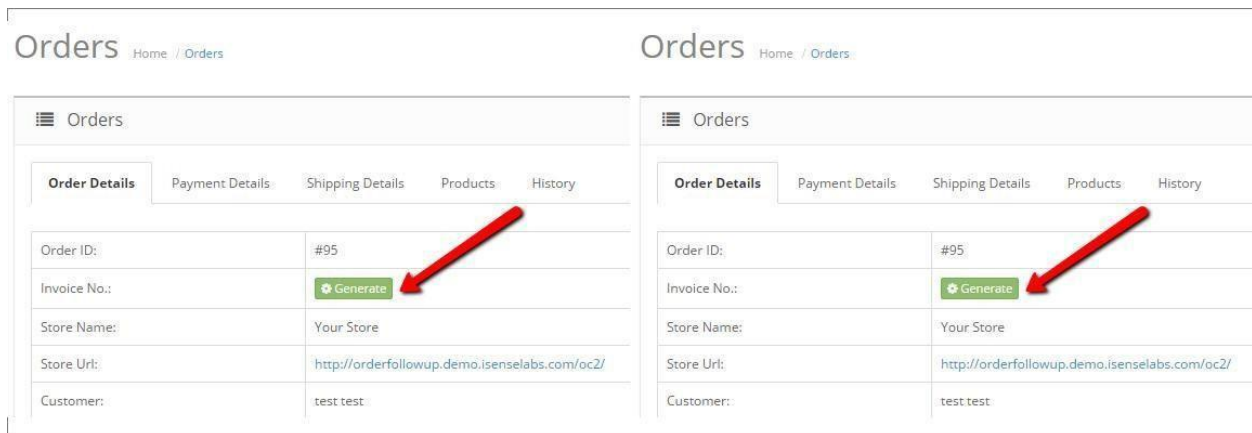


The screenshot displays the 'Orders' management interface. At the top, there's a breadcrumb 'Home / Orders' and a set of utility icons. Below this is a navigation menu with 'Orders' selected. The main content area features four tabs: 'Order Details' (active), 'Payment Details', 'Products', and 'History'. The 'Order Details' tab shows a table of order information:

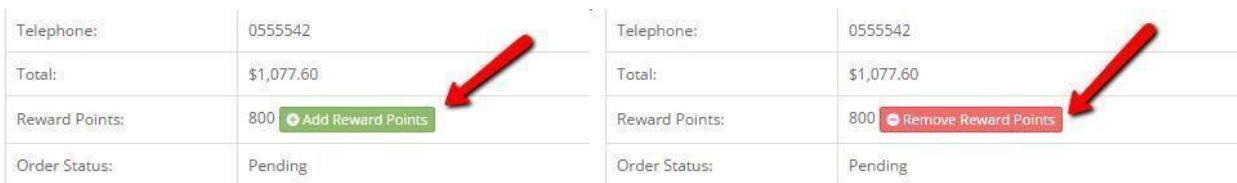
Order ID:	#83
Invoice No.:	Generate
Store Name:	Your Store
Store Url:	http://orderfollowup.demosenselabs.com/oc2/
Customer:	test test
Customer Group:	Default
E-Mail:	test@gmail.com
Telephone:	1234566789
Total:	\$602.00
Order Status:	Pending
IP Address:	223.180.163.90
Forwarded IP:	10.10.10.2
User Agent:	Mozilla/5.0 (Windows NT 10.0; WOW64; rv:46.0) Gecko/20100101 Firefox/46.0
Accept Language:	en-US,en;q=0.5
Date Added:	20/05/2016
Date Modified:	20/05/2016

Most of the details are quite clear and descriptive so we won't go through each of them. What is important to note here is that Acropolis E-Commerce doesn't automatically generate invoice numbers and if

you would like to generate one for a specific order, you'll need to come to this page and click on the green Generate button. Once you click on it, an order invoice number will be generated and later on added to the invoice.



Also, if the order has reward points, you can add them by clicking on the Add Reward Points Button or remove them if you have already added them.



Payment Details

The payment details tab contains information about the payment.

In this tab you can check what the billing address of the customer's order, the payment method, etc.

Shipping Details

The shipping details tab is pretty similar to the payment details one with the difference that we can see the Shipping address here as well as the Shipping method.

Products

In the product tab we can see the product ordered together with the selected options, product model, ordered quantity, prices and order totals.

Orders [Home / Orders](#)

Orders

Order Details Payment Details Shipping Details **Products** History

Product	Model	Quantity	Unit Price	Total
MacBook	Product 16	1	\$602.00	\$602.00
iPhone	product 11	3	\$123.20	\$369.60
Canon EOS 5D -Select: Red	Product 3	1	\$98.00	\$98.00
Sub-Total:				\$883.00
Flat Shipping Rate:				\$5.00
Eco Tax (-2.00):				\$12.00
VAT (20%):				\$177.60
Total:				\$1,077.60

History

Every time the order status is changed, it is saved in the order history, which can be seen in the following tab.

Orders

Order Details Payment Details Shipping Details Products **History**

Date Added	Comment	Status	Customer Notified
01/09/2015		Pending	No
21/07/2016		Complete	No

Showing 1 to 3 of 3 (1 Pages)

Add Order History

Order Status: Complete

Notify Customer:

Comment:

Add History

From here we can check when and how the order status was changed. Furthermore, we can add order history. If we check the Notify Customer checkbox, the customer will receive an email with the changed order and the added comments if any.

Acropolis E-Commerce

If you are using Acropolis E-Commerce, the order view page will be one page containing all of the already mentioned sections, but with slightly different design.

Orders

Home / Orders

Order Details

- Your Store
- 21/07/2016
- Cash On Delivery
- Flat Shipping Rate

Customer Details

- tete tete
- Default
- dsadsa@sad.mjk
- 23213

Options

- Invoice: INV-2013-007
- Reward Points: 200
- Affiliate: \$0.00

Order (#36)

Payment Address	Shipping Address
dsfsdf dksdfs fsdfds dsfsd Culfa Azerbaijan	fsfsfd fudfsf fsdfdsf dfsdfsd Syunik' Armenia

Product	Model	Quantity	Unit Price	Total
Nikon D300	Product 4	1	\$98.00	\$98.00
iMac	Product 14	1	\$122.00	\$122.00
Apple Cinema 30" - Radio: Small - Checkbox: Checkbox 1 - Checkbox: Checkbox 2 - Text: test - Select: Red - Textarea: wewq - File: ---.png - Date: 2011-02-20 - Time: 22:25 - Date & Time: 2011-02-20 22:25	Product 15	2	\$162.80	\$325.60
Sub-Total				\$448.00
Flat Shipping Rate				\$5.00
Eco Tax (-2.00)				\$10.00
VAT (20%)				\$90.60
Total				\$553.60

Order History

History Additional

Date Added	Comment	Status	Customer Notified
21/07/2016		Pending	No

Showing 1 to 1 of 1 (1 Pages)

Add Order History

Order Status: Pending

Override

Notify Customer

Comment

Here we can see a few new fields:

Affiliate: In the options container we can see an affiliate field. If the order has generated any affiliate profit, you can add it to the affiliate's balance by pressing the plus icon.

Override: In the order history we have a new checkbox Override. If checked, you'll be able to override the order's status in case it has been blocked from status changing by an anti-fraud extension.

Order Edit Page

In the order edit page, we can edit all of the details that we have already seen in the order view page. The order edit page is divided in a couple of tabs, each of them enabling us to modify different order details. It is important to note here that we cannot click on the tabs, but we can move to the next or the previous one only by clicking on the "Continue" or "Back" buttons respectively, located at the bottom of each tab.

The first tab would be Customer Details. Here we have all of the information about the customer: name, email, phone, etc.

The second one would be Products. Here we can change the quantity of the ordered products, add or delete product, etc.

In the third tab, the payment details tab, we can edit the payment details of the order.

The shipping details tab is pretty similar to the payment details one. Here we can edit the shipping information.

In the last tab, the totals tab, we can see all of the ordered products in a listing, but here we cannot edit them. In this tab we can edit the shipping method, the payment method, apply coupons, vouchers, reward points, etc. Here, you can also change the status of the order.

Order Statuses

The default Acropolis E-Commerce comes with a couple of pre-defined order statuses. These are:

- Canceled
- Canceled reversal
- Chargeback
- Complete
- Denied

- Expired
- Failed
- Pending
- Processed
- Processing
- Refunded
- Reversed
- Shipped
- Voided

You can add custom order statuses as well once you go to **System > Localisation > Order Statuses**. On this, however, you will learn more in our next tutorial that will go through the System Section. For now it's enough to know that Acropolis E-Commerce has both pre-defined order statuses and an option for adding custom ones.

You can set a default order status (in the default OC installation this would be 'Pending'), which will be the one used for new orders. It is also important to note that some payment methods come with an option for setting an order status. This means that all orders that have used this payment method will be set to the respective order status. For more information you can check the Tutorial for the extension section > Payments.

Recurring Orders

The second submenu is recurring orders. In the recurring orders we can see all of the orders of recurring profiles made in the store. We are already familiar with how the recurring profiles work. Once they are ordered from the store front, they are displayed here.

Recurring Orders Home / Recurring Orders


Recurring Order List

Recurring ID	Order ID	Payment Reference	Customer	Status	Date Added	Action
6	12	I-FCEFAGWNC11V	John Doe	Inactive	07/07/2016	
5	11	I-CNCG04GJCYD8	isense isense	Inactive	07/07/2016	
4	8	I-J41LH83NUCX	Peter Adams	Inactive	07/07/2016	
3	6	I-2JU6B91EBEKP	Maria Johnson	Inactive	07/07/2016	

The table is similar to the orders one with filters and ordering. Here, however, you don't have the option to delete or add new recurring orders.

View Recurring Order

The first button in the action column enables you to view the Recurring Order. Here you can see the recurring order details: ID, Payment Reference, Recurring profile, Description, Recurring Status and Payment method. You can also see basic details about the order in which the recurring profile was bought and the product to which the recurring profile is assigned. Additionally, you can see a history of the transactions associated to this recurring order.



The screenshot shows a web interface for viewing transactions. At the top left, there is a hamburger menu icon and the text 'Transactions'. In the top right corner, there is a blue button labeled 'Cancel Recurring Payments'. Below this is a table with three columns: 'Date Added', 'Amount', and 'Type'. The table contains ten rows of transaction data, all with an amount of \$15.00 and a type of 'Payment'.

Date Added	Amount	Type
2016-07-09 12:10:07	\$15.00	Payment
2016-07-09 05:21:37	\$15.00	Payment
2016-07-09 02:01:44	\$15.00	Payment
2016-07-08 19:34:48	\$15.00	Payment
2016-07-08 18:30:04	\$15.00	Payment
2016-07-08 16:29:18	\$15.00	Payment
2016-07-08 14:20:55	\$15.00	Payment
2016-07-08 10:57:20	\$15.00	Payment
2016-07-07 17:12:05	\$15.00	Payment

A blue button saying Cancel Recurring Payments enables you to cancel the recurring payment associated with this recurring order.

View Order

The other blue button under the action column enables you to view the order in which the recurring order was made. The page that opens up is the order view page.

Returns

The third submenu of the Sales section is Returns. Acropolis E-Commerce enables your customers to ask for a return of the products they have bought from you. Here you can manage these return requests.

Once you open the tab you will see a listing of all product returns requests.

Return ID	Order ID	Customer	Product	Model	Status	Date Added	Date Modified	Action
1	28	isense isense	Nikon D300	Product 4	Awaiting Products	22/07/2016	22/07/2016	

The listing is similar to the one of the orders table. Here, we have one more field, Order ID, which shows for which order is the requested return. Similarly to the Sales page, we have sorting and filtering. At the top of the page we have two buttons: we can add a new return request, or delete an existing one.

Return Edit Page

Once we click on the edit button on a certain return page Return edit page has two tabs and first we would see the general tab. It gives us information about the order and a reason for return.

Acropolis E-Commerce comes with a few predefined return reasons. You can manage them by going to System > Localisation > Returns > Return Reasons. Additionally, you can manage the return statuses from to System > Localisation > Returns > Return Statuses and the return actions from System > Localisation > Returns > Return Actions. For more information, you can check the Returns section in the Sales tutorial.

In the History tab, similarly to the order history tab, you can change the Return status and add comments. If you check the Notify Customer checkbox, an email will be sent to the customer including the comments and the changed status. In the history listing, you can see how and when the return has been modified.

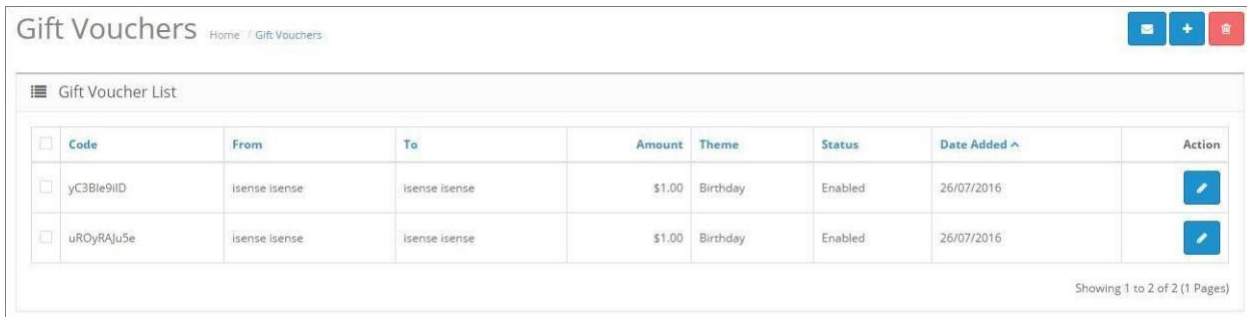
Gift Vouchers



The fourth submenu in the Sales section is the Gift Vouchers.

The gift vouchers functionality in Acropolis E-Commerce enables your customer to buy gift vouchers and send them to other customers. The given gift vouchers can be later on used in your store by adding the code from the voucher. The voucher amount will be deducted from the order total. The gift vouchers are specific for the customer they are given to and they can be used only one time.

Gift Voucher Listing

You can manage your gift vouchers once you go to **Sales > Gift Vouchers > Gift Vouchers**. Here you see a listing of all of the existing gift vouchers ordered in a table.



<input type="checkbox"/>	Code	From	To	Amount	Theme	Status	Date Added ^	Action
<input type="checkbox"/>	yC3Ble9llD	isense isense	isense isense	\$1.00	Birthday	Enabled	26/07/2016	
<input type="checkbox"/>	uROyRAJu5e	isense isense	isense isense	\$1.00	Birthday	Enabled	26/07/2016	

Showing 1 to 2 of 2 (1 Pages)

Here we see the code of the voucher, the name of the sender and the receiver, the voucher amount, theme, status and date added. You can sort the tables from all of these fields.

The gift vouchers are editable by clicking on the Edit button next to each of them. From here you can modify the information added by the sender of the voucher and check the history of each voucher.

From the main listing page you can send the gift voucher to the recipient's mail by selecting the checkbox in front of it and clicking on the button with mail icon at the top right of the page. Only then will the recipient receive its gift voucher.

You can also add new gift vouchers by clicking on the icon with the plus sign or delete existing ones.

Gift Voucher Themes

Acropolis E-Commerce comes with three predefined gift voucher themes and you can manage them from

Sales > Gift Vouchers > Voucher themes.

If you wish to edit a voucher theme, you can click on the edit button and change the voucher theme name and the image. You can add or delete voucher themes. The voucher theme image will be sent in the email to the recipient.

<p>Congratulations, You have received a Gift Certificate worth \$1.00</p> <p>This Gift Certificate has been sent to you by isense isense</p> <p>With a message saying</p> <p>testing</p> <p>To redeem this Gift Certificate, write down the redemption code which is yC3Ble9iID then click on the the link below and purchase the product you wish to use this gift voucher on. You can enter the gift voucher code on the shopping cart page before you click checkout.</p>	
---	--

Gift Voucher Purchase

Your customers can buy a gift voucher from your store by going to Extras > Gift Voucher. In the default Acropolis E-Commerce theme, this is located in the footer.

Purchase a Gift Certificate

This gift certificate will be emailed to the recipient after your order has been paid for.

* Recipient's Name:

* Recipient's e-mail:

* Your Name:

* Your e-mail:

* Gift Certificate Theme:
 Birthday
 Christmas
 General

Message:

Amount:

I understand that gift certificates are non-refundable.

The customer need to fill in all of the needed information and to agree that the gift vouchers are non-refundable. The Gift Certificate themes are the ones predefined from the admin. After pressing the Continue button, the gift voucher is added to the cart as a normal product. The price is the amount of the gift voucher set by the customer.

PayPal

The last submenu is PayPal. From here you can search all of the transactions made to your PayPal account. It is important to note here that the PayPal search will work only if the PayPal Express Checkout account is set.

Once you go to Sales > PayPal > Search a form will open. From here you can either search for transactions by date or by giving specific transaction details.

Search Transactions

Search by date

Start:

End:

Here you can select a starting and ending date and after clicking on the search icon all PayPal transactions in this period will be displayed.

If you are looking for a specific transaction, you can use the more detailed search.

Transaction	
Type	All
Email (Buyer)	Buyer
Email (Receiver)	Receiver
Receipt ID	Receipt ID
Transaction ID	Transaction ID
Invoice number	Invoice number
Auction item number	Auction item number
Amount	Amount
	AUD
Recurring Profile ID	Recurring Profile ID

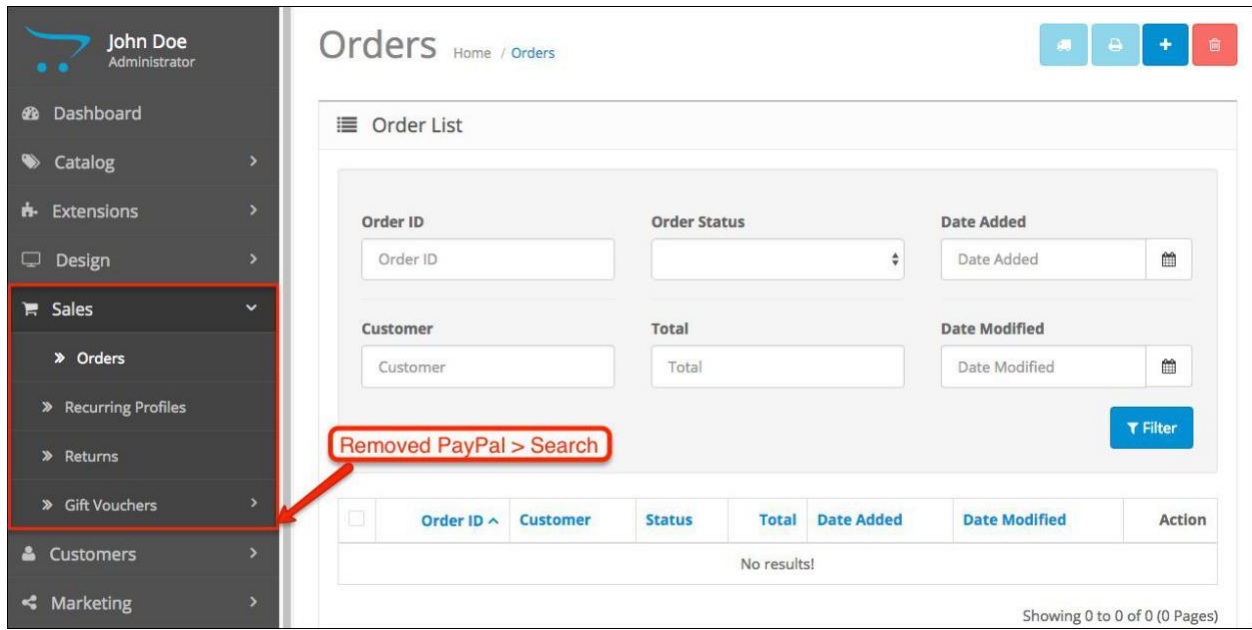
Or if you are looking for a specific buyer, you can use the fields in the Buyer information section.

Buyer information	
Salutation	Salutation
First	First
Middle	Middle
Last	Last
Suffix	Suffix

Changes in Acropolis E-Commerce 2.3.x

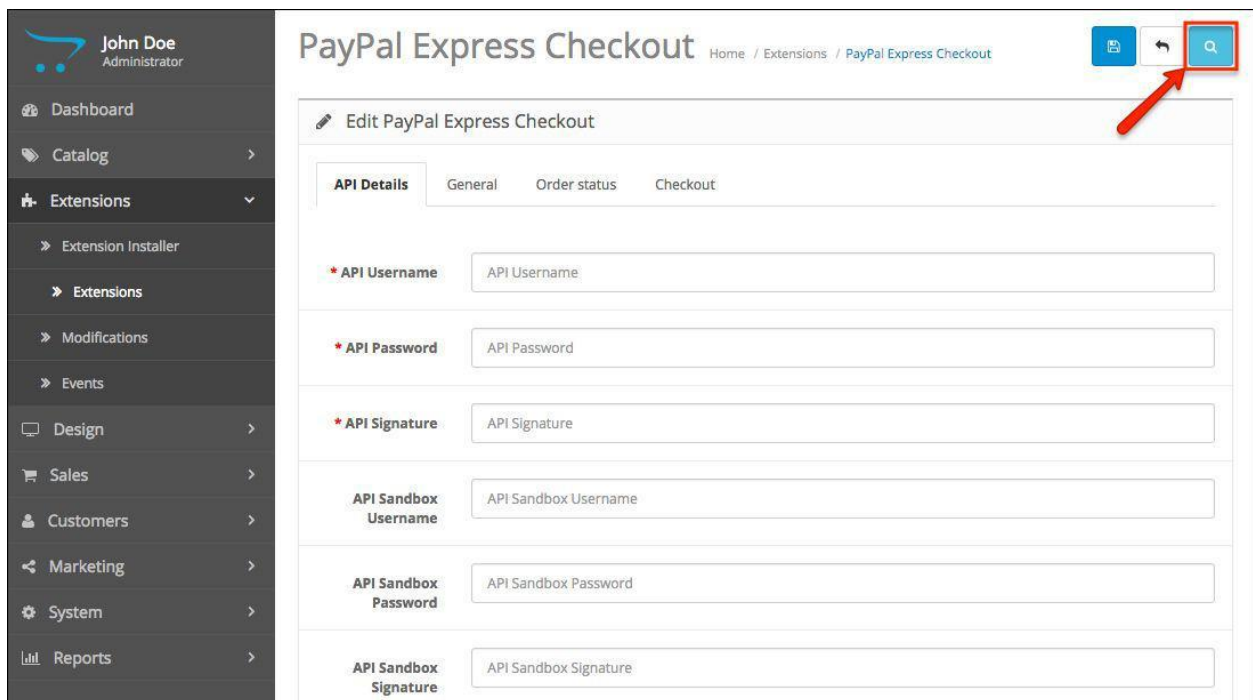
In previous versions, there was a PayPal menu in the Sales section. It held a search for the PayPal transactions in your store.

However, it hasn't been removed completely.



The search has been moved to the payment extensions. You can find it by going to **Extensions > Extensions > Payments > PayPal Express Checkout**. The payment method needs to be installed.

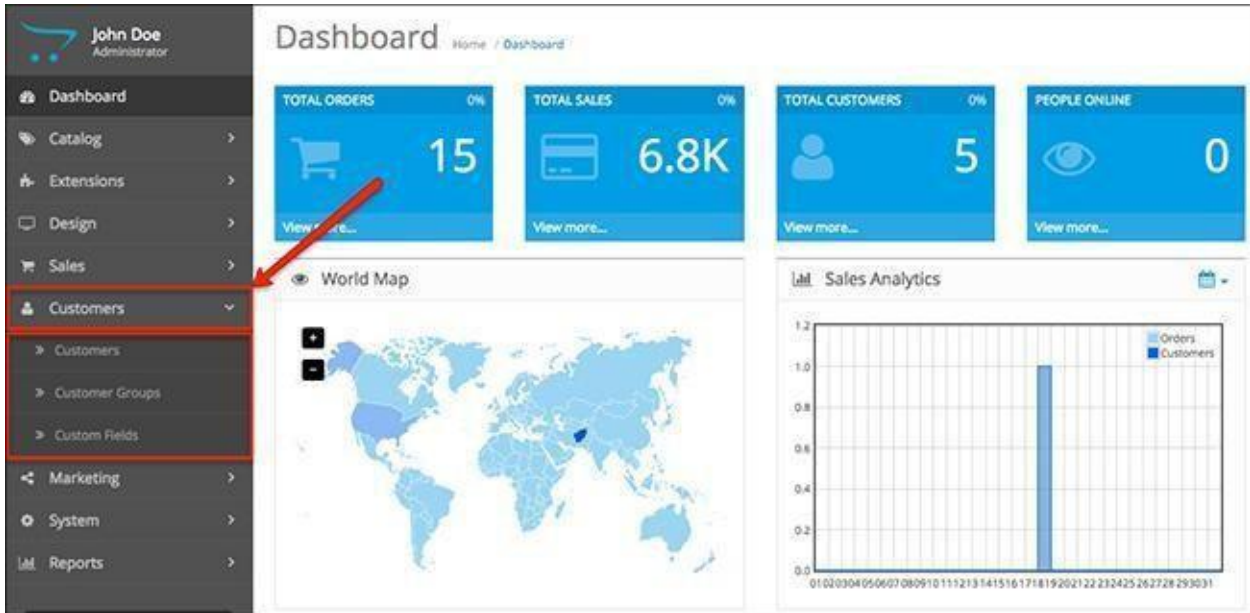
After you install it, click Edit and you will find the search in the top right corner:



Chapter 7: Customers

This tutorial will shed light on how to manage the customers that visit your store, separate them by groups and create custom fields to require non-default Acropolis E-Commerce customer information (e.g. Birthday date).

First, we will take a look at the place you will use to manage your customers.



Customers

This is how an example of the customers table looks like.

The screenshot shows the Magento administrator interface for the 'Customers' section. The sidebar on the left has 'Customers' highlighted. The main content area features a 'Customer List' table with columns for Customer Name, E-Mail, Customer Group, Status, IP, Date Added, and Action. A filtering form is located above the table, and an 'Add New' button is at the top right. Red callouts highlight the 'Approve', 'Login as customer', 'Unlock account', and 'Edit' buttons in the Action column.

Customer Name	E-Mail	Customer Group	Status	IP	Date Added	Action
Registree	test@domain.com	Default	Enabled	127.0.0.1	21/06/2016	Approve, Login as customer, Unlock account, Edit
Registree	test@domain.com	Default	Enabled	127.0.0.1	21/06/2016	Approve, Login as customer, Unlock account, Edit
Registree	test@domain.com	Default	Enabled	127.0.0.1	21/06/2016	Approve, Login as customer, Unlock account, Edit
John Doe	john@domain.com	Default	Enabled	127.0.0.1	01/03/2016	Approve, Login as customer, Unlock account, Edit
Registree	test@domain.com	Default	Enabled	127.0.0.1	18/07/2016	Approve, Login as customer, Unlock account, Edit

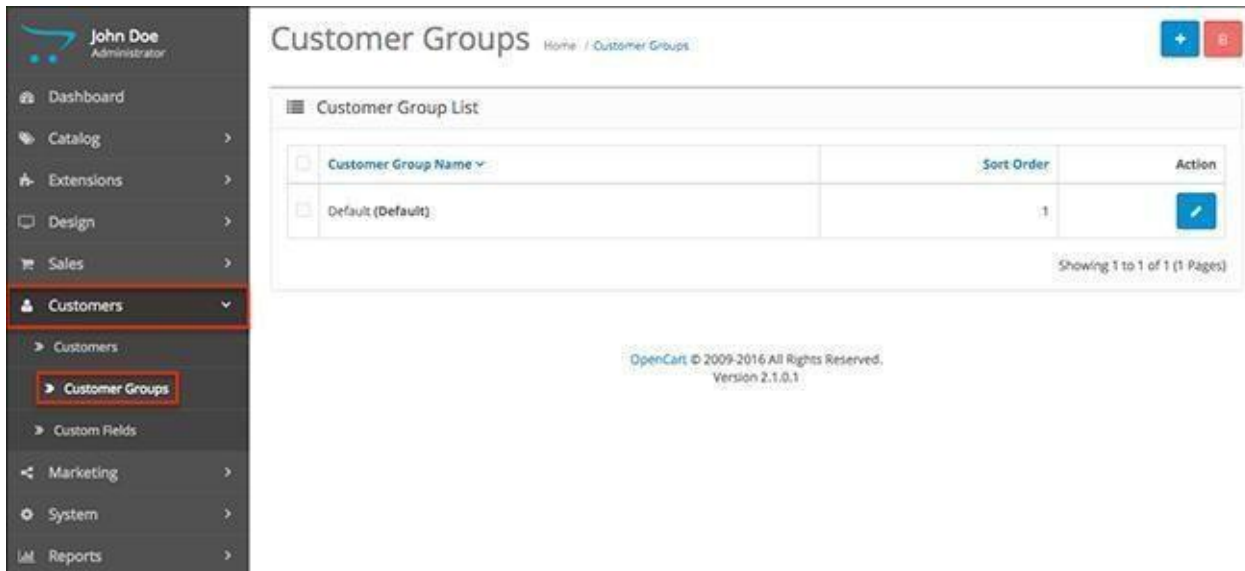
It is pretty straightforward when it comes to its columns. You have the customer's name, e-mail, customer group (which we will discuss in a bit), status (Enabled or Disabled), IP and the date of registration/addition.

The last column is by the name of 'Action' and has 4 buttons in it. The green one is for approving the customer (if customer approval is set in the store). By default, the account of a new customer will not work until you approve it from this admin panel menu. The second (light blue) one is used for logging into your own store as the particular customer. The third (orange) one is to unlock users that have locked their accounts by too many (a number set from System > Settings. Check the chapter on that) unsuccessful login attempts. The last (blue) action is probably the one you will use the most. It allows you to edit the respective customer's information.

Up above the table, there is a filtering form, which can be used for finding particular customer/s.

There are two buttons on the very top of the page. An 'Add New' button, which you can use to add a customer by manually filling all of their details and a 'Delete' button which can be used to delete the customers, whose boxes are checked in the table.

Customer Groups



The customer groups are a really useful Acropolis E-Commerce feature. It will allow you to separate the customers of your website in groups and give them different privileges, set different product prices for each, etc.

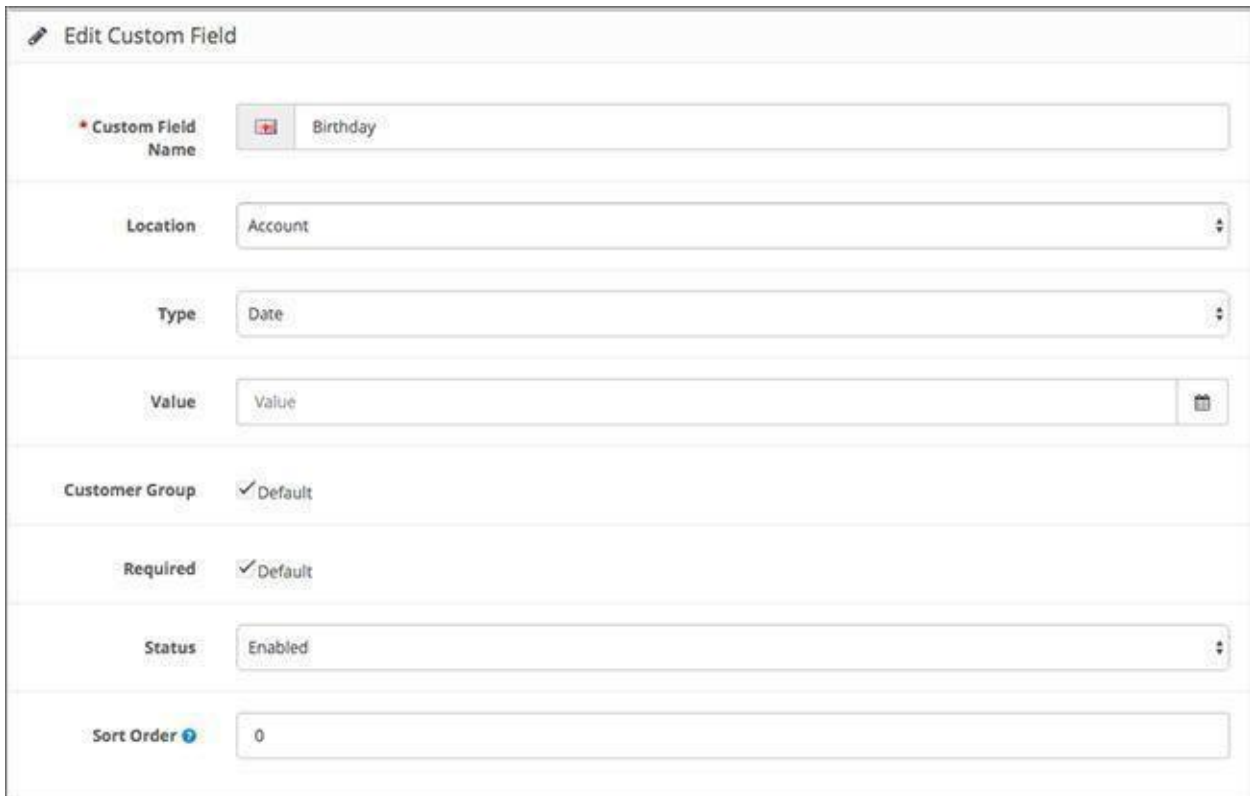
The screenshot shows the 'Edit Customer Group' form. It has four main sections. The first is 'Customer Group Name' with a dropdown menu showing 'Default'. A red arrow points from a label 'Group name' to this field. The second is 'Description' with a text area. A red arrow points from a label 'Group description' to this field. The third is 'Approve New Customers' with radio buttons for 'Yes' and 'No', where 'No' is selected. A red arrow points from a label 'Approve new customers' to this field. The fourth is 'Sort Order' with a text input field containing '1'.

To create a customer group, click on the blue 'Add New' button on the top right. You will be redirected to a simple form requiring you to choose a name, description and set whether customers from this group will have to be approved by an administrator before they are able to login. The 'Sort Order' field is to help adjust the order in which customer groups are listed in the table. Deletion of customer groups happens the same way deletion of customers does.

Custom Fields

The custom fields in Acropolis E-Commerce allow you to create additional customer information fields, which may concern the customer's account (birthdate, company name, etc.) or address (specify a block, entrance, etc.) data.

To create a new custom field, repeat the drill of clicking on the 'Add New' button on the top right. The form which you will be redirected to looks like this:



The screenshot shows the 'Edit Custom Field' form with the following fields and values:

- Custom Field Name:** Birthday
- Location:** Account
- Type:** Date
- Value:** Value
- Customer Group:** Default
- Required:** Default
- Status:** Enabled
- Sort Order:** 0

The first field is for choosing the custom field's label (e.g. Date of Birth).

The second field is a dropdown determining the location of the field. You would choose 'Address' if you would like the field to be for information relevant to the customer's address and 'Account' for anything else. Needless to say, from the customer's point of view, the field will be located respective to the location you choose.

The third field is the type. It may be anything from a select (dropdown menu) to a file.

The fourth field is for choosing the customer groups you would like to use the custom field for. All the customer groups in your store are listed here. Check the ones you wish the field to apply for.

The next field allows you to make the field required. Thus, obliging your customers to provide the information the field will be for.

The sixth field is nothing more than an on/off switch. Choose between 'Enabled' and 'Disabled' to toggle it.

The 'Sort Order' field is to adjust the exact position the custom field will have. You can enter values with minus to count backwards from the last field in the default set.

If you have chosen 'Select', 'Radio' or 'Checkbox' for the field's type, you should have a table beneath all options. There, you will list the field's values. To add a row, use the blue '+' button. Add as many values as you wish and give them names and sort order (optional).

If you have chosen any of the others, you will have 2 additional fields between the 'Type' and 'Customer Groups' fields. The first one is to set a default value for the custom field and the second one is to validate it. Validation can be done by using regular expressions and requires some basic regex/development knowledge.

The screenshot shows the OpenCart administrator interface for managing custom fields. The left sidebar contains a navigation menu with the following items: Dashboard, Catalog, Extensions, Design, Sales, Customers (highlighted), Customer Groups, Custom Fields (highlighted), and Marketing. The main content area is titled 'Custom Fields' and shows a 'Custom Field List' table. The table has the following columns: Custom Field Name, Location, Type, Sort Order, and Actions. There is one row in the table with the following data: Custom Field Name: Birthday, Location: Account, Type: Date, Sort Order: 0, and Actions: Add/Edit (highlighted with a red box and arrow). The footer of the page displays 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Custom Field Name	Location	Type	Sort Order	Actions
Birthday	Account	Date	0	Add/Edit

Chapter 8: Marketing

One of the most fun admin panel menus is Marketing. We will show you what you can do with the native Acropolis E-Commerce functionality for creating marketing campaigns and running various promotions to increase sales.

Let's start by finding the main Marketing menu in your Acropolis E-Commerce admin.

Dashboard > Marketing



Marketing

The marketing menu lets you create, edit and track your marketing campaigns. You can filter them by name, date or tracking code.

Click on Add New to create a new marketing campaign for your store.

After you are done, it will appear in this field.

The screenshot displays the 'Marketing Tracking' interface. On the left is a sidebar menu for 'John Doe Administrator' with options: Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing (highlighted), Affiliates, Coupons, and Mail. The main content area is titled 'Marketing Tracking' and 'Marketing Tracking List'. It features a form with fields for 'Campaign Name', 'Date Added', and 'Tracking Code', along with a 'Filter' button. A table below the form lists campaigns with columns for 'Campaign Name', 'Code', 'Clicks', 'Orders', 'Date Added', and 'Action'. A table with one row is shown below:

<input type="checkbox"/>	Campaign Name	Code	Clicks	Orders	Date Added	Action
<input type="checkbox"/>	Example Campaign	578de5d7769b9	0	0	19/07/2016	

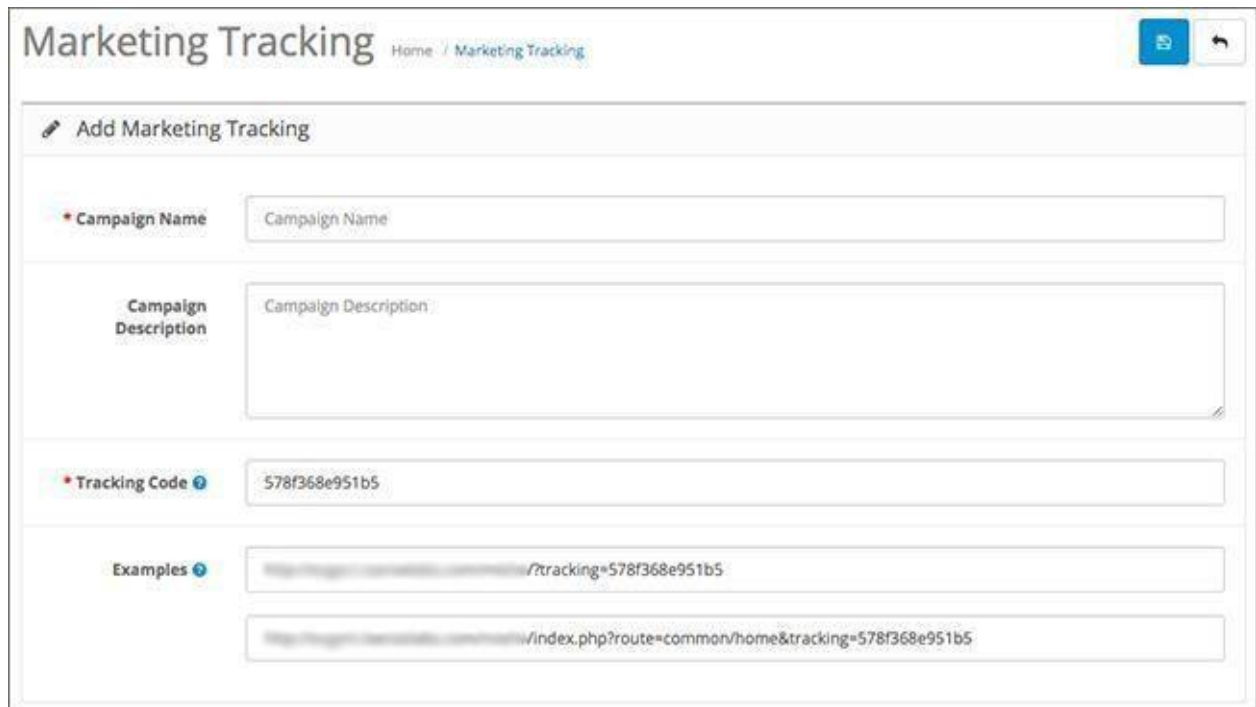
Annotations with red boxes and arrows point to: the 'Marketing' menu item, the 'Add New Campaign' button, the 'Track Clicks & Orders' buttons, and the 'Edit Campaign' button.

New Marketing Campaign

The campaign creation field is not complicated at all. All you need to do is add a campaign name and description.

The tracking code is used to track all the activity generated from your campaign.

This code is put at the end of the link that leads to your website.



The screenshot shows a web interface for "Marketing Tracking". At the top, there is a breadcrumb trail "Home / Marketing Tracking" and two utility icons (a blue square with a white envelope and a white square with a black arrow). Below the header is a section titled "Add Marketing Tracking" with a pencil icon. The form contains four main sections: 1. "Campaign Name" with a text input field containing "Campaign Name". 2. "Campaign Description" with a larger text area containing "Campaign Description". 3. "Tracking Code" with a text input field containing "578f368e951b5". 4. "Examples" with two text input fields showing URL examples: "http://mydomain.com/index.php?route=common/home&tracking=578f368e951b5" and "http://mydomain.com/index.php?route=common/home&tracking=578f368e951b5".

Affiliates

The affiliate system in Acropolis E-Commerce lets you add affiliate accounts for people you want to help you generate more sales and traffic. Each affiliate has their own tracking code, just like the marketing campaigns.

This tracking code is used to track the traffic that the affiliate has lead to your website.

The Affiliates field lets you filter affiliates by name, status, date, email and whether the affiliate has been approved.

The screenshot displays the 'Affiliates' management interface. On the left, a sidebar menu shows 'Marketing' and 'Affiliates' highlighted. The main content area features a search filter for 'Affiliate List' with fields for 'Affiliate Name', 'Status', 'Date Added', 'E-Mail', and 'Approved'. A table below lists one affiliate: 'Affiliate Jack' with an email of 'example@exampleemail.com', a balance of '\$9.00', and a status of 'Enabled'. The table includes an 'Action' column with buttons for 'Approve Affiliate', 'Edit Affiliate', and 'Delete Affiliate'. A red callout box labeled 'Approve Affiliate' points to the green button in the table. Another red callout box labeled 'Edit Affiliate' points to the orange button. A third red callout box labeled 'Add New Affiliate' points to the blue '+' button in the top right corner. The page footer indicates 'Showing 1 to 1 of 1 (1 Pages)'.

New Affiliate

This is the menu for creating a new affiliate account manually.

It's similar to the one for creating a new customer - you have to fill out personal information and address, but there are some additions that make things a bit different.

Tracking Code- this is how the referrals that your affiliates generate will be tracked.

The image shows a web interface for adding a new affiliate. The page title is 'Affiliates' with a breadcrumb 'Home / Affiliates'. There is a blue button with a plus sign and a refresh icon in the top right. Below the title is a section 'Add Affiliate' with a pencil icon. Two tabs are visible: 'General' (highlighted with a red box) and 'Payment Details'. The 'Affiliate Details' section contains several input fields: 'First Name', 'Last Name', 'E-Mail', 'Telephone', 'Fax', 'Tracking Code' (with a blue eye icon and a red box around the value '578f3772d4524'), 'Password', and 'Confirm'. At the bottom, there is a 'Status' dropdown menu set to 'Enabled' (highlighted with a red box). Red arrows point from text boxes to the 'First Name' field, the 'Tracking Code' field, and the 'Status' dropdown.

General Payment Details

Affiliate Details

* First Name First Name

* Last Name Last Name

* E-Mail E-Mail

* Telephone Telephone

Fax Fax

* Tracking Code 578f3772d4524

Password Password

Confirm Confirm

Status Enabled

Affiliate Personal Information

Unique Affiliate Tracking Code

Affiliate Status

The second part of the affiliate creation field is where the business details (Company and website) are added, accompanied by physical address.

The image shows a form titled "Affiliate Address" with several input fields. A red box labeled "Business Details and Address" is positioned over the "Company" and "Web Site" fields. Red arrows point from this box to the "Company" and "Web Site" fields, and another red arrow points from the box to the "Address 1" field. The form includes the following fields:

- Company**: Text input field with placeholder "Company".
- Web Site**: Text input field with placeholder "Web Site".
- * Address 1**: Text input field with placeholder "Address 1".
- Address 2**: Text input field with placeholder "Address 2".
- * City**: Text input field with placeholder "City".
- Postcode**: Text input field with placeholder "Postcode".
- * Country**: Dropdown menu with placeholder "--- Please Select ---".
- * Region / State**: Dropdown menu with placeholder "--- None ---".

Payment Details

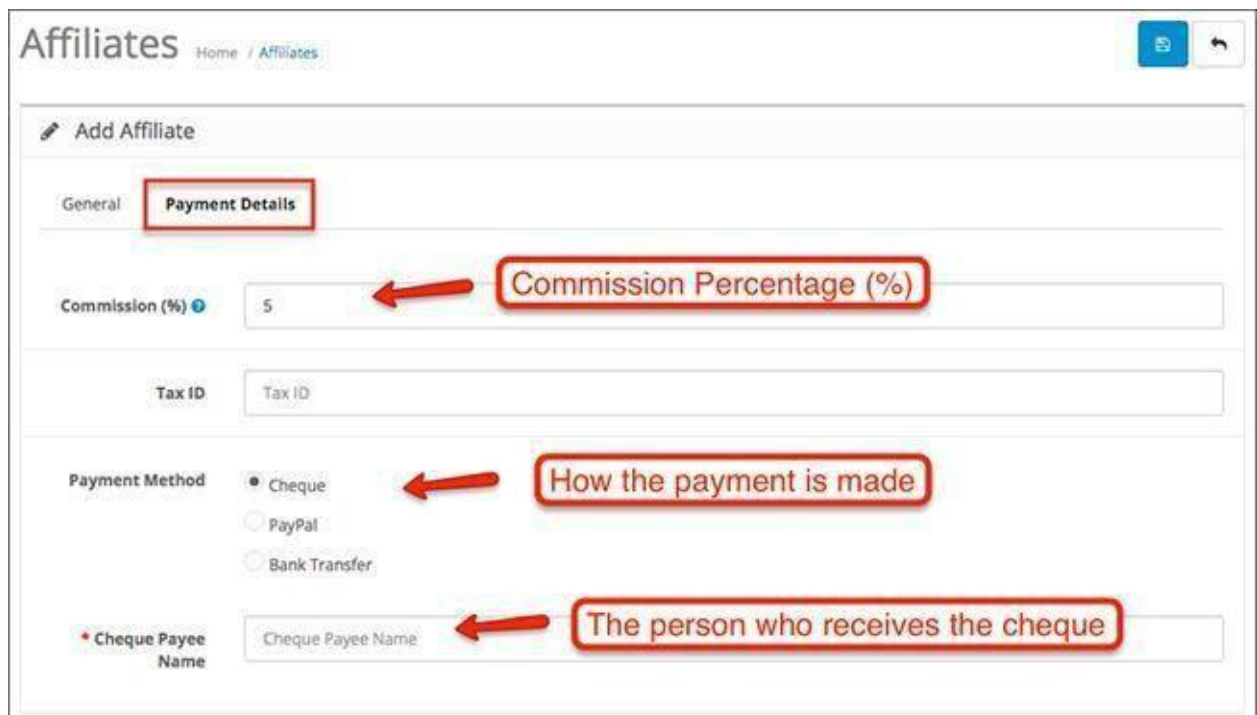
This is the second tab of the affiliate creation menu, where the important stuff happens.

Commission (%)- This is the amount that the affiliate will receive for each purchase made from their link. It's up to you to determine how much of the total will go to the affiliate.

Tax ID- Tax Identification Number.

Payment Method - Choose the payment method that you will use to pay your affiliates.

Cheque Payee Name- The name of the cheque recipient.



The screenshot shows the 'Payment Details' tab in the 'Affiliates' management interface. The interface includes a breadcrumb trail 'Home / Affiliates' and a blue 'Add Affiliate' button. The 'Add Affiliate' section has two tabs: 'General' and 'Payment Details', with the latter being active. The 'Payment Details' section contains the following fields:

- Commission (%)**: A text input field containing the value '5'. A red arrow points from a red-bordered box labeled 'Commission Percentage (%)' to this field.
- Tax ID**: A text input field containing the placeholder text 'Tax ID'.
- Payment Method**: A group of radio buttons with three options: 'Cheque' (selected), 'PayPal', and 'Bank Transfer'. A red arrow points from a red-bordered box labeled 'How the payment is made' to the 'Cheque' radio button.
- * Cheque Payee Name**: A text input field containing the placeholder text 'Cheque Payee Name'. A red arrow points from a red-bordered box labeled 'The person who receives the cheque' to this field.

Coupons

Coupons are used to assign discounts and run promotions for your Acropolis E-Commerce products. The Coupons field is where all of them are listed. You can create new ones and edit them here.

Let's create a new coupon and see the options.

The screenshot displays the OpenCart Admin interface for managing coupons. On the left sidebar, the 'Marketing' menu is expanded, and 'Coupons' is selected. The main content area is titled 'Coupons' and shows a 'Coupon List' table. The table contains one entry: 'Wild Discount Coupon' with a code of '666', a discount of 25.0000, a start date of 01/01/2014, and an end date of 21/07/2016. The status is 'Enabled'. There are buttons for 'Add New Coupon' and 'Edit Coupon'. The footer shows 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Coupon Name	Code	Discount	Date Start	Date End	Status	Action
Wild Discount Coupon	666	25.0000	01/01/2014	21/07/2016	Enabled	

New Coupon

After you choose a name for the coupon, you need to give it a unique code that will be used to activate the discount.

Type- You can select the type of discount to be either percentage or fixed amount.

Discount- The amount of the discount is input in the Discount field.

Total Amount- Input the total amount that must be reached for the coupon to be valid.

Customer Login- Set whether the customer needs to be logged in to use the coupon.

Free Shipping- Enable or disable free shipping.

Products- Add the products that the discount will be enabled for.

The screenshot shows the 'Coupons' management interface. The page title is 'Coupons' with a breadcrumb 'Home / Coupons'. Below the title is a 'Add Coupon' button. The main form is divided into sections: 'General', 'Type', 'Discount', 'Total Amount', 'Customer Login', 'Free Shipping', and 'Products'. Red annotations with arrows point to specific fields: 'Define the Coupon Name and Discount Code' points to the 'Coupon Name' and 'Code' fields; 'Type of Discount' points to the 'Type' dropdown menu; 'Discount Amount' points to the 'Discount' field; 'Total' points to the 'Total Amount' field; 'Mandatory Customer Login' points to the 'Customer Login' radio buttons; 'Free Shipping' points to the 'Free Shipping' radio buttons; and 'Assign the Products You Want Discounted' points to the 'Products' list area.

Coupons Home / Coupons

Add Coupon

General

Define the Coupon Name and Discount Code

* Coupon Name Coupon Name

* Code Code

Type Percentage

Type of Discount

Discount Discount

Discount Amount

Total Amount Total Amount

Total

Customer Login Yes No

Mandatory Customer Login

Free Shipping Yes No

Free Shipping

Products

Assign the Products You Want Discounted

Category- You can assign entire categories that the discount will be enabled for.

Date Start / End- Set a time period for the validity of the coupon.

Uses Per Coupon- Set the number of uses the coupon should be limited to.

Uses Per Customer- Set the number of uses the customer should be limited to.

Status- Enable or disable the coupon.

The image shows a coupon configuration form with several fields. Red callout boxes with arrows point to each field, providing a brief explanation:

- Category:** A dropdown menu with the text "Category" and a blue information icon. A red callout box says "Assign Categories You Want Discounted" with an arrow pointing to the dropdown.
- Date Start:** A date input field containing "2016-07-20" and a calendar icon. A red callout box says "Time Availability of the Coupon" with an arrow pointing to the field.
- Date End:** A date input field containing "2016-08-20" and a calendar icon. A red callout box also says "Time Availability of the Coupon" with an arrow pointing to the field.
- Uses Per Coupon:** A numeric input field containing "1". A red callout box says "Times to Use the Coupon" with an arrow pointing to the field.
- Uses Per Customer:** A numeric input field containing "1". A red callout box says "Number of Customers to Use the Coupon" with an arrow pointing to the field.
- Status:** A dropdown menu with the text "Enabled" and a blue information icon. A red callout box says "Status of the Coupon" with an arrow pointing to the field.

Mail

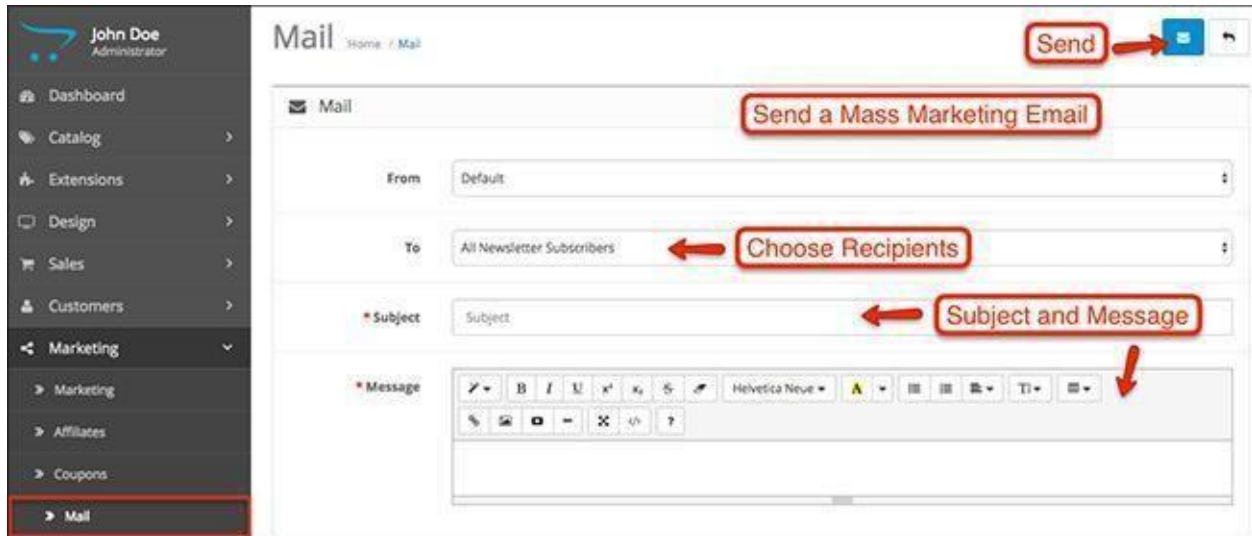
The mail menu is used to contact your customers and send them your marketing campaigns and messages.

You can use the field to create a mass email to multiple recipients:

To- All Newsletter Subscribers, All Customers, Customer Group, Customers, All Affiliates, Affiliates

Subject- The title of your mass mail.

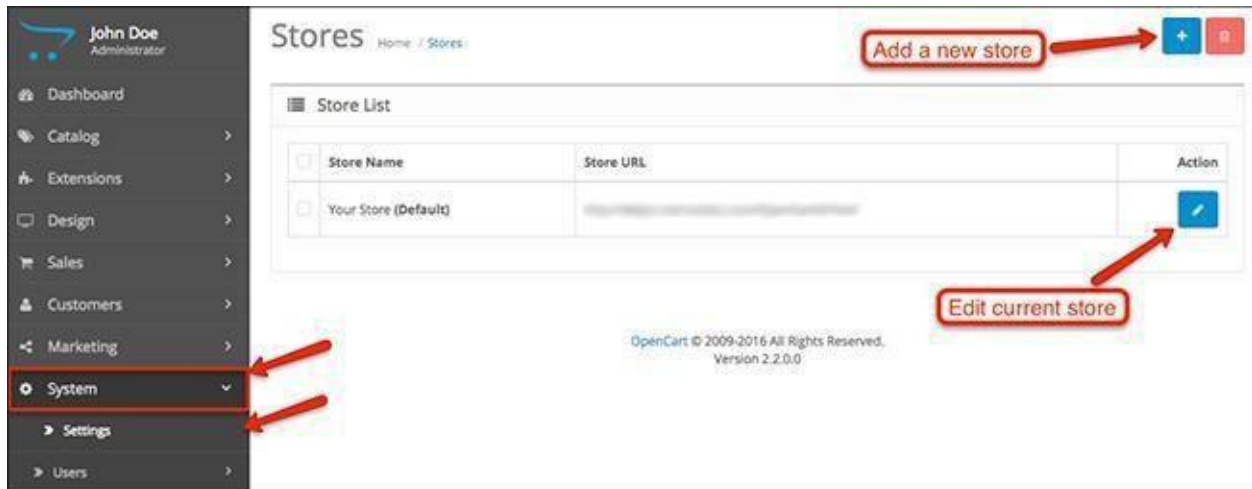
Message- write the message you want to send to your recipients using the rich text editor.



Chapter 9: System

You will see a default store, which is called Your Store. Click on the Edit button to modify the current store, or delete it and create a new store from the Add New button above.

Settings



General

The first tab of the settings is relatively simple. These are just the basics:

- **Meta Title**- Add your store name so it appears in the browser tabs of your customers when they open your website.
- **Meta Tag Description**- Every result that comes up in the Google search has a snippet with a short description. This is the field where you can enter this description - remember that the ideal length is about 160 characters.
- **Meta Tag Keywords**- This field is not mandatory as the Google algorithm no longer adds the value of meta tag keywords to the search results. However, you can just add a few keywords that are related to your industry.
- **Theme**- If you download and install a theme for your Acropolis E-Commerce website, you can choose which theme to activate from this setting.
- **Default Layout**- Select a layout that will remain as a default one.

General Store Local Option Image FTP Mail Server

*** Meta Title** Your Store **The name of your store, appearing in the browser tab**

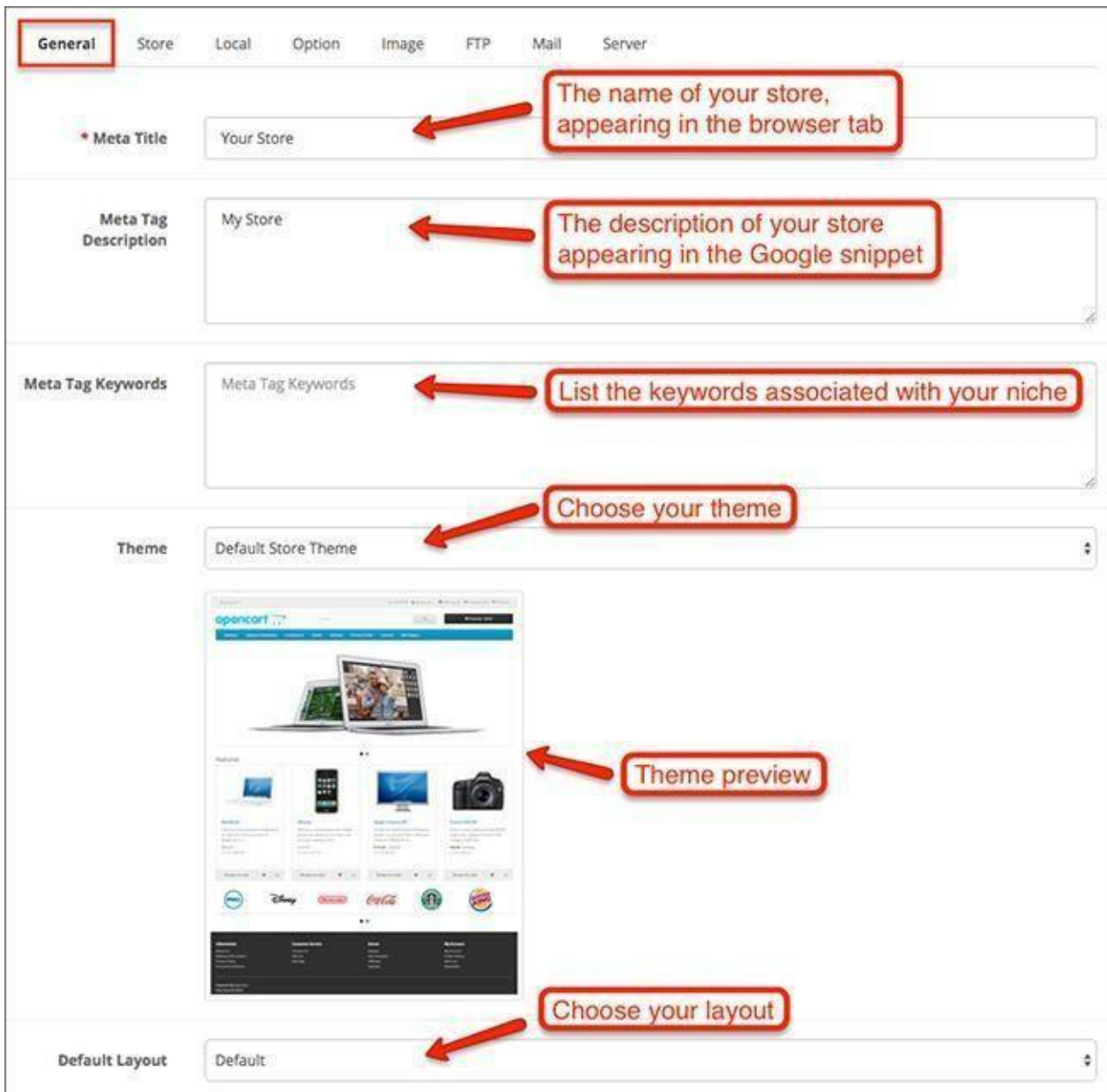
Meta Tag Description My Store **The description of your store appearing in the Google snippet**

Meta Tag Keywords Meta Tag Keywords **List the keywords associated with your niche**

Theme Default Store Theme **Choose your theme**

Theme preview

Default Layout Default **Choose your layout**






Store

- **Store Name**- Type the name of your store.
- **Store Owner**- Type your personal name.
- **Address**- Input the physical address of your store.
- **Geocode**- Type the geocode of the area where your store is located.
- **E-Mail**- Input your admin email address.
- **Telephone**- Type your phone number.
- **Fax**- Fax.

The image shows a web form with several tabs: General, Store, Local, Option, Image, FTP, Mail, and Server. The 'Store' tab is active. The form contains the following fields and labels:

- Store Name**: Input field with 'Your Store' (Label: Name of your store)
- Store Owner**: Input field with 'Your Name' (Label: Name of the store owner)
- Address**: Input field with 'Address 1' (Label: Physical address)
- Geocode**: Input field with 'Geocode' (Label: The Geocode of your store)
- E-Mail**: Input field with a placeholder email address (Label: Store owner email address)
- Telephone**: Input field with '123456789' (Label: Your phone number)
- Fax**: Input field with 'Fax' (Label: Fax)

- **Image**- Upload the store logo image you want to appear on your Contact Us page.
- **Opening Times**- List the opening hours of your online store.
- **Comment**- Add any comments or important notes you want to leave for customers. For example, "Store does not accept checks."

Image		Choose your store's image
Opening Times 	Opening Times	List the times your store is open
Comment 	Comment	Add any notes or important subjects your customers should know

Local

- **Country**- Choose the country where your store is located.
- **Region / State**- Choose your region or state.
- **Language**- Choose the main language for your Acropolis E-Commerce store.
- **Administration Language**- Choose the language for your administration panel.
- **Currency**- Select the main currency you want to use for transactions in your store.
- **Auto Update Currency**- Enable or disable to update the conversion rate between currencies each day.
- **Length Class**- The metric unit for length class.
- **Weight Class**- The metric unit for weight class.

General Store **Local** Option Image FTP Mail Server

Country United Kingdom

Region / State Greater London

Language English

Administration Language English

Currency US Dollar

Auto Update Currency Yes No

Length Class Centimeter

Weight Class Kilogram

Choose your country

Select your region or state

Select your store's language

Select your preferred currency

Enable or disable auto updating of currency

Metric unit for length and weight class

Option

Product and Category Options

- **Category Product Count**- Enabling this option will display how many items are available in each product category.
- **Default Items Per Page (Admin)**- Define the item count for how many products will be displayed in the admin panel.

Review Options

- **Allow Reviews**- Product reviews can be enabled or disabled from this setting. Choose whether you want your customers to be able to submit reviews for your products.
- **Allow Guest Reviews**- If product reviews are allowed, you can adjust this additional setting for reviews from guest users who do not have an account in your store.
- **New Review Alert Mail**- Select whether you want to receive a notification email whenever a new product review is submitted in your store

The screenshot displays the 'Option' settings page in an admin panel. The page is divided into several sections: 'Products' and 'Reviews'. The 'Option' tab is highlighted in the top navigation bar. The 'Products' section includes 'Category Product Count' (radio buttons for Yes/No), 'Default Items Per Page (Admin)' (text input field with value 20), and the 'Reviews' section includes 'Allow Reviews' (radio buttons for Yes/No), 'Allow Guest Reviews' (radio buttons for Yes/No), and 'New Review Alert Mail' (radio buttons for Yes/No). Red arrows point from text boxes to the corresponding settings: 'Show the product count in the categories or not' points to 'Category Product Count', 'Number of products to show per page' points to 'Default Items Per Page (Admin)', 'Allow customers to post reviews' points to 'Allow Reviews', 'Allow users without accounts to post reviews' points to 'Allow Guest Reviews', and 'Receive an email when a new review is posted' points to 'New Review Alert Mail'.

Section	Setting	Value / Option	Description
Products	Category Product Count	<input checked="" type="radio"/> Yes <input type="radio"/> No	Show the product count in the categories or not
	Default Items Per Page (Admin)	20	Number of products to show per page
Reviews	Allow Reviews	<input checked="" type="radio"/> Yes <input type="radio"/> No	Allow customers to post reviews
	Allow Guest Reviews	<input checked="" type="radio"/> Yes <input type="radio"/> No	Allow users without accounts to post reviews
	New Review Alert Mail	<input type="radio"/> Yes <input checked="" type="radio"/> No	Receive an email when a new review is posted

Voucher Options

- **Voucher Min**- The minimum amount a customer can purchase a voucher for. This number will be calculated in the default currency.
- **Voucher Max**- The maximum amount a customer can purchase a voucher for. This number will be calculated in the default currency.

Taxes Options

- **Display Prices With Tax**- Enable or disable the taxes to be displayed with the product prices.
- **Use Store Tax Address**- The tax calculation will use the store's shipping or payment address if the customer is not logged into their account.
- **Use Customer Tax Address**- The tax calculation will use the customer's shipping or payment address if they are logged into their account.

The image shows a screenshot of the OpenCart configuration interface, specifically the 'Vouchers' and 'Taxes' sections. Red arrows point from callout boxes to specific configuration fields.

Vouchers

- Voucher Min**: Input field containing '1'. Callout: "Minimum and maximum amount a customer can purchase a voucher for".
- Voucher Max**: Input field containing '1000'. Callout: "Minimum and maximum amount a customer can purchase a voucher for".

Taxes

- Display Prices With Tax**: Radio buttons for 'Yes' (selected) and 'No'. Callout: "Display tax along with prices or not".
- Use Store Tax Address**: Dropdown menu with 'Shipping Address' selected. Callout: "Which address should OpenCart use to calculate tax".
- Use Customer Tax Address**: Dropdown menu with 'Shipping Address' selected. Callout: "Which address should OpenCart use to calculate tax when a customer logs in".

Account Options

- **Customers Online**- Choose whether you want Acropolis E-Commerce to perform customer tracking and show how many customers are online.
- **Customer Group**- Set the default customer group that users will join when they sign up.
- **Customer Groups**- Give new customers a choice to join specific customer groups when they make their registration.
- **Login Display Prices**- Choose whether you want to show prices to users who are not logged in.
- **Max Login Attempts**- Set the limit for maximum login attempts.
- **Account Terms**- Select the page to which new users will be forced to agree before they are allowed to create an account.
- **New Account Alert Mail**- Select whether you want to receive an email notification whenever a new account is created.

The screenshot shows the 'Account' configuration page with the following settings and callouts:

- Customers Online:** Radio buttons for 'Yes' and 'No'. Callout: 'Enable or disable customer tracking'.
- Customer Group:** A dropdown menu set to 'Default'. Callout: 'Set the default customer group'.
- Customer Groups:** A dropdown menu with 'Default' selected. Callout: 'Let users choose which customer group to join upon signup'.
- Login Display Prices:** Radio buttons for 'Yes' and 'No'. Callout: 'Only show prices when users are logged in'.
- Max Login Attempts:** A text input field containing the number '5'. Callout: 'Set the login attempt limit'.
- Account Terms:** A dropdown menu set to 'Privacy Policy'. Callout: 'Forces people to agree to your Privacy Policy'.
- New Account Alert Mail:** Radio buttons for 'Yes' and 'No'. Callout: 'Receive an email when a new customer signs up'.

Checkout Options

- **Invoice Prefix**- Set the invoice prefix. Invoice IDs will start at 1 for each unique prefix.
- **Display Weight on Cart Page**- Choose whether you want to show the cart weight on the View Cart page.
- **Guest Checkout**- Enable or disable checkout for guests who want to complete orders without having an account in your store.
- **Checkout Terms**- Choose the page which you want customers to agree to before they are allowed to complete a purchase.
- **Order Status**- Choose the default order status that will be enabled after an order is confirmed by the customer.
- **Processing Order Status**- Define the status that will enable product subtraction, coupon, voucher or reward point redemption.
- **Complete Order Status**- Choose the default status for a completed order.
- **Fraud Status**- Set the status that will appear when an order is suspended due to suspicious activity.
- **New Order Alert Mail**- Choose whether you want to receive a notification email on your admin email address whenever a new order is confirmed.
- **API User**- Since version 2, Acropolis E-Commerce has an API for integration with third party services. The same API is also used by Acropolis E-Commerce when editing orders for example. In order to access the API, a pair of username and API key is used. These pairs are created from **System > Users > API**.
This option lets you select which pair will Acropolis E-Commerce use, when it uses the API.

Checkout

Invoice Prefix **Set the invoice prefix**

Display Weight on Cart Page Yes No **Show the cart weight or not**

Guest Checkout Yes No **Enable or disable guest checkout**

Checkout Terms **Forces users to agree to Terms & Conditions**

Order Status **Set the default order status when an order is submitted**

Processing Order Status Canceled Canceled Reversal Chargeback Complete Denied **When will an order begin stock subtraction, coupon, voucher and reward point redemption**

Complete Order Status Canceled Canceled Reversal Chargeback Complete Denied **When will customers be able to get downloadable products and gift vouchers**

Fraud Status **Set the default order status for fraudulent orders**

New Order Alert Mail Yes No **Receive an email when a new order is submitted**

API User **The API user the admin should use**

Stock Options

- **Display Stock** - Choose whether you want to display stock levels in product pages.
- **Show Out of Stock Warning**- Enable or disable the warning notification if a product is out of stock.
- **Stock Checkout**- Allow or deny checking out with products that are out of stock.

Affiliate Options

- **Affiliate Requires Approval**- Enable or disable automatic affiliate approval.
- **Automatic Commission**- Enable or disable automatic commission reward.
- **Affiliate Commission (%)**- Configure the commission percentage for affiliates.
- **Affiliate Terms**- Choose the page that you want all new affiliates to agree to before they complete their registration.
- **New Affiliate Alert Mail**- Choose whether you want to receive a notification on your admin email whenever a new affiliate completes their registration.

The image shows a screenshot of a settings page divided into two sections: 'Stock' and 'Affiliates'. Each setting is accompanied by a red callout box with an arrow pointing to the corresponding control.

Section	Setting Name	Control	Callout Description
Stock	Display Stock	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enable or disable stock in product pages
	Show Out Of Stock Warning	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enable or disable Out of Stock warning message on shopping cart page
	Stock Checkout	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enable or disable checkout when a product is out of stock
Affiliates	Affiliate Requires Approval	<input type="radio"/> Yes <input checked="" type="radio"/> No	Automatically approve affiliates
	Automatic Commission	<input type="radio"/> Yes <input checked="" type="radio"/> No	Automatically add commission
	Affiliate Commission (%)	5	Set the affiliate commission percentage
	Affiliate Terms	About Us	Force affiliates to agree to terms and conditions
	New Affiliate Alert Mail	<input type="radio"/> Yes <input checked="" type="radio"/> No	Receive an email when a new affiliate signs up

Return Options

- **Return Terms**- Select the Terms page that you want customers to agree to when submitting a product return.
- **Return Status**- Select the default status of an order when it's submitted for a return.

Captcha Options

- **Captcha**- Enable Captcha verification. They are configured from Extensions > Captcha.
- **Captcha Page**- Check the pages you want the Captcha verification to be enabled for.

The screenshot shows the configuration interface for Returns and Captcha. The 'Returns' section has two dropdown menus: 'Return Terms' (set to '--- None ---') and 'Return Status' (set to 'Awaiting Products'). The 'Captcha' section has a dropdown menu for 'Captcha' (set to '--- None ---') and a 'Captcha Page' section with a list of pages and checkboxes. Red arrows and boxes highlight the 'Return Terms' dropdown and the 'Captcha' dropdown, with text boxes indicating 'Select the return terms and status' and 'Enable Captcha and select the pages to request it' respectively.

Returns

Return Terms: --- None ---

Return Status: Awaiting Products

Captcha

Captcha: --- None ---

Captcha Page

- Register
- Guest Checkout
- Reviews
- Returns
- Contact

Image

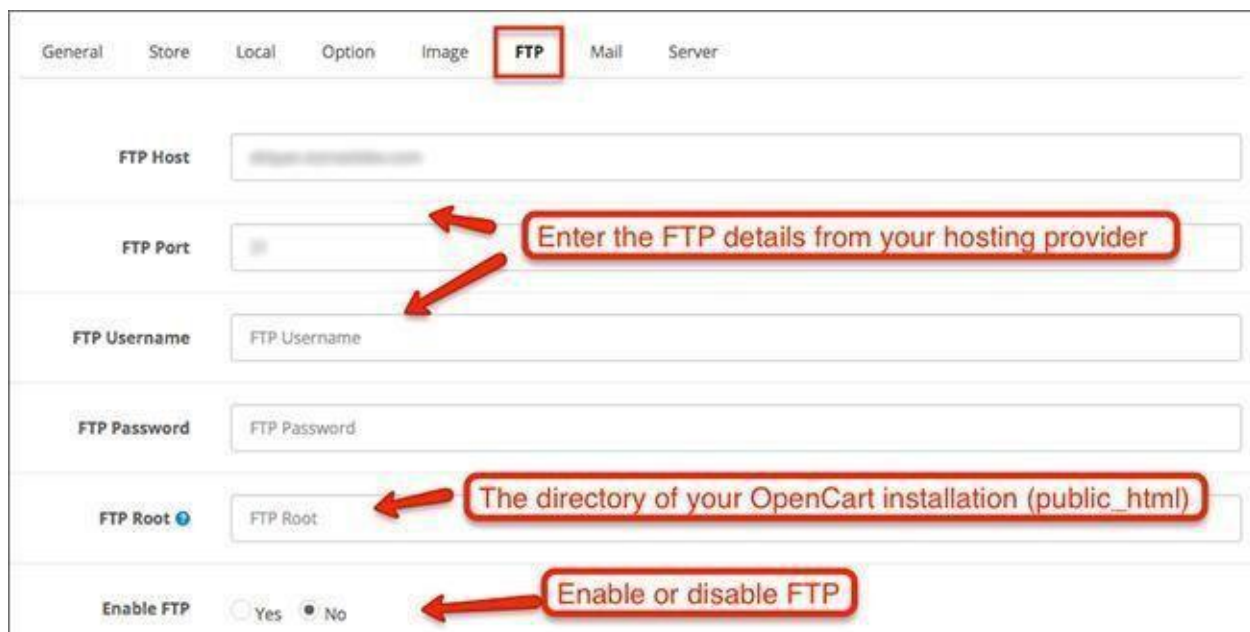
- **Store Logo**- Upload your store logo.
- **Icon**- Upload your store icon which will be shown in the browser tab. The requirements for the icon are PNG 16px by 16px.



FTP

All of the fields here should be filled with the FTP details you have from your hosting provider.

- **FTP Host**
- **FTP Port**
- **FTP Username**
- **FTP Password**
- **FTP Root**- Input the directory of the installation of your Acropolis E-Commerce store.
- **Enable FTP**- Enable or disable FTP.



Mail

- **Mail Protocol**- Choose your mail protocol between Mail or SMTP.
- **Mail Parameters**- If you select “Mail” for the protocol, you will have to enter an email address.
- **SMTP Hostname**- If you are using SMTP, input the address of the SMTP host.
- **SMTP Username**- Enter the full email address of the SMTP host.
- **SMTP Password**- Choose your password.
- **SMTP Port**- The SMTP port number is provided by your SMTP host.
- **SMTP Timeout** - The timeout is also provided by your SMTP host.
- **Additional Alert E-Mails**- Input any additional email addresses you want to use for receiving notifications.

The image shows a screenshot of a web interface for configuring mail settings. The interface has a top navigation bar with tabs: General, Store, Local, Option, Image, FTP, Mail (highlighted with a red box), and Server. Below the navigation bar, there are several input fields and sections, each with a red annotation box and arrows pointing to the corresponding field:

- Mail Protocol**: A dropdown menu showing "Mail". A red box labeled "Mail or SMTP" has an arrow pointing to the dropdown.
- Mail Parameters**: A text input field containing "Mail Parameters". A red box labeled "Additional Mail parameters" has an arrow pointing to the field.
- SMTP Hostname**: A text input field containing "SMTP Hostname". A red box labeled "Add a prefix if a security connection is required" has an arrow pointing to the field.
- SMTP Username**: A text input field containing "SMTP Username". A red box labeled "Type your SMTP username and password" has two arrows pointing to the field and the field below it.
- SMTP Password**: A text input field containing "SMTP Password". A red box labeled "Type your SMTP username and password" has two arrows pointing to the field and the field above it.
- SMTP Port**: A text input field containing "8".
- SMTP Timeout**: A text input field containing "5".
- Additional Alert E-Mails**: A text area containing "Additional Alert E-Mails". A red box labeled "Additional email addresses for receiving notifications" has an arrow pointing to the text area.

Changes in Acropolis E-Commerce

The additional Alert Mail settings in **System > Settings > Mail** allow you to select when to receive emails triggered by a user action. You can get alerts when a user makes a new account, an affiliate makes a new account, on an order or on a posted review.

Mail Alerts

Alert Mail ⓘ

- Register
- Affiliate
- Orders
- Reviews

Additional Alert Mail ⓘ

Additional Alert Mail

Customer actions upon which you will receive an alert email

Server

General Options

- **Maintenance Mode**- Enable or disable your website's maintenance mode. This will make your Acropolis E-Commerce unreachable for all customers.
- **Use SEO URLs**- Choose whether you want to use SEO URLs. These URLs use the SEO Keywords you can select from the different page settings in Acropolis E-Commerce.
- **Robots**- A list of web crawlers that will be prevented from using shared sessions in your store.
- **Output Compression Level**- GZIP for more efficient transfers to requesting clients. The number sets the level of HTTP compression used in your HTTP headers.



Security Options

- **Use SSL**- Enable or disable SSL certificate.
- **Allow Forgotten Password**- Choose whether you want to allow using the forgotten password option for the admin login.
- **Use Shared Sessions**- Select whether you prefer using session sharing with multiple Acropolis E-Commerce stores and shopping carts if you have any.
- **Encryption Key**- This is a secret combination that is used to encrypt private information. Use both letters and numbers for better protection.

Upload Options

- **Max File Size**- Define the max file size you want to be uploaded in your store. The number should be in bytes.
- **Allowed File Extensions**- Input all of the file extensions you want to be allowed in your website. For example - TXT, PNG, MP3, PDF, etc.
- **Allowed File Mime Types**- Input all of the file mime types you want to be allowed in your website. For example - Image/GIF, Application/ZIP, Text/Plain, etc.

The image shows a screenshot of a configuration page divided into two sections: Security and Uploads. Red arrows point from text boxes to specific settings.

Security

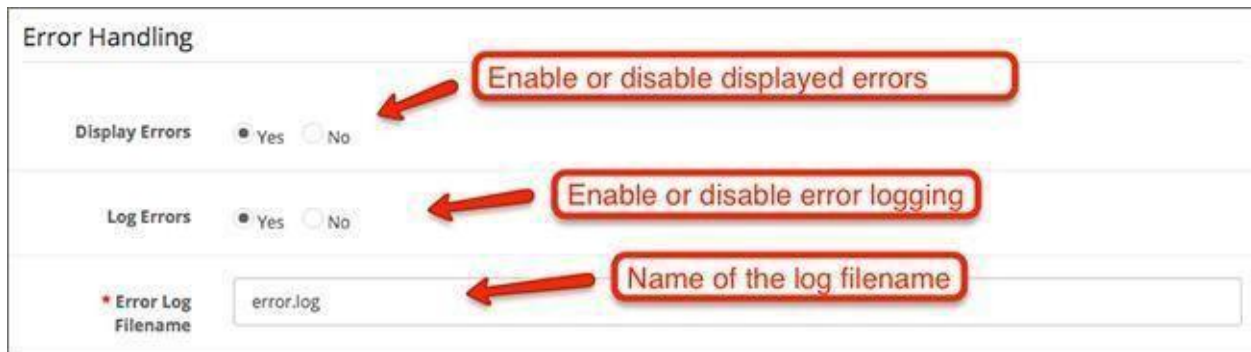
- Use SSL**: Radio buttons for Yes and No. Annotation: "Enable or disable SSL".
- Allow Forgotten Password**: Radio buttons for Yes and No. Annotation: "Allow forgotten password to be used for admin".
- Use Shared Sessions**: Radio buttons for Yes and No. Annotation: "Enable or disable session sharing".
- Encryption Key**: A text input field. Annotation: "Secret combination to encrypt private information".

Uploads

- Max File Size**: A text input field containing "300000". Annotation: "Max file size in bytes".
- Allowed File Extensions**: A list box containing "zip", "txt", "png", "jpe", "jpeg", "in". Annotation: "Select which file extensions can be uploaded".
- Allowed File Mime Types**: A list box containing "text/plain", "image/png", "image/jpeg", "image/gif", "image/bmp". Annotation: "Select which file mimes can be uploaded".

Error Handling Options

- **Display Errors**- Enable or disable error displaying when a problem occurs.
- **Log Errors**- Choose whether you want to keep a log of all the errors that have occurred in your store.
- **Error Log Filename**- Choose the filename where the log will be kept.



The image shows a screenshot of the 'Error Handling' configuration interface. It contains three sections: 'Display Errors', 'Log Errors', and 'Error Log Filename'. Each section has a red arrow pointing to a red-bordered callout box with an explanatory text.

Option	Value	Annotation
Display Errors	<input checked="" type="radio"/> Yes <input type="radio"/> No	Enable or disable displayed errors
Log Errors	<input checked="" type="radio"/> Yes <input type="radio"/> No	Enable or disable error logging
Error Log Filename	error.log	Name of the log filename

Users

The Users menus allow you to manage all of your users and user groups. You also have access to the API settings of your E-Commerce store. You can manually create new ones, edit existing ones or delete them. User groups are designed to give or take viewing and modifying permissions to specific users.

Users

Going to the Users menu, you see a list of users with enabled or disabled status as well as when the user was added. Let's edit a user and see the fields that need filling.

The screenshot shows the OpenCart administration interface. On the left, the 'System' menu is expanded, and 'Users' is selected. The main area displays a 'User List' table with the following data:

Username	Status	Date Added	Action
admin	Enabled	18/02/2016	[Edit]
demo	Enabled	29/03/2016	[Edit]
Example	Enabled	29/03/2016	[Edit]

At the top right of the table, there are buttons for '+', '-', and 'Add/Edit'. A red box highlights the 'Add/Edit' button, and a red arrow points to the edit icon in the 'Action' column for the 'admin' user. The footer of the page reads 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

For our example, we chose to edit the admin user. As you see, the fields are relatively straightforward - personal information, email address, password.

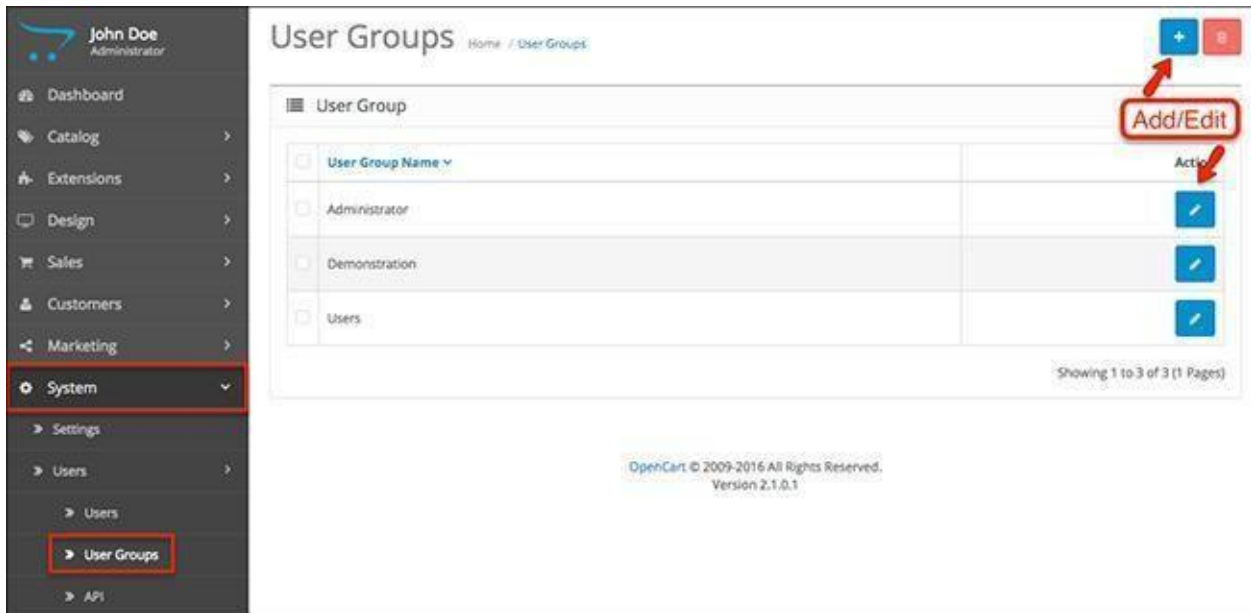
The interesting part is that you can select a User Group. This helps with the sorting of users and assigning permissions to each group.

The image shows a screenshot of an 'Edit User' form. The form contains several input fields, each with a red callout box and an arrow pointing to it. The callouts are: 'Username' pointing to the 'admin' field; 'User Group' pointing to the 'Administrator' dropdown; 'First and Last Name' pointing to the 'John' field; 'Email Address' pointing to the 'savov@isenselabs.com' field; 'User Image' pointing to the image placeholder; 'Password' pointing to the 'Password' field; and 'Enable / Disable' pointing to the 'Enabled' dropdown. The form also includes fields for 'Last Name' (Doe) and 'Confirm' (Confirm).

Field Label	Value	Callout Label
* Username	admin	Username
User Group	Administrator	User Group
* First Name	John	First and Last Name
* Last Name	Doe	
E-Mail	savov@isenselabs.com	Email Address
Image		User Image
* Password	Password	Password
* Confirm	Confirm	
Status	Enabled	Enable / Disable

User Groups

Here, you can see two predefined User Groups - Administrator and Demonstration. We have created a third one - Users. These user groups are what allows you to set the permissions for viewing and modifying between your users.



Once you click edit, you see all of the admin panel menus that can be accessed and modified. Select the ticks on whichever menu you want to allow or deny for your users.

If you decide that one of your user groups should not have modifying permissions, simply remove the ticks from the categories and click save.

For example, analytics/google_analytics refers to the Analytics section in the Category menu of your Acropolis E-Commerce Dashboard. The same goes for all the rest - they are the Admin panel pages of your online store and you can decide which group has the rights to view or modify each of the pages.

 Edit User Group

* User Group Name

Administrator

Access Permission

- analytics/google_analytics
- captcha/basic_captcha
- captcha/google_captcha
- catalog/attribute
- catalog/attribute_group

Select All / Unselect All

Add & Remove Access and Modifying Permissions

Modify Permission

- analytics/google_analytics
- captcha/basic_captcha
- captcha/google_captcha
- catalog/attribute
- catalog/attribute_group

Select All / Unselect All

The API of your store allows it to connect and integrate with third party services and applications. Using the API requires you to create a new pair of credentials. Click on Edit on the Default API name to see how it's done.

The screenshot displays the OpenCart administrator interface. On the left, a dark sidebar contains a navigation menu with the following items: Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing, System (highlighted with a red box), Settings, Users, User Groups, API (highlighted with a red box), and Localisation. The main content area is titled 'APIs' and shows a breadcrumb 'Home / APIs'. Below this is an 'API List' table with the following data:

API Name	Status	Date Added	Action
Default	Enabled	18/02/2016	Active (with edit icon)

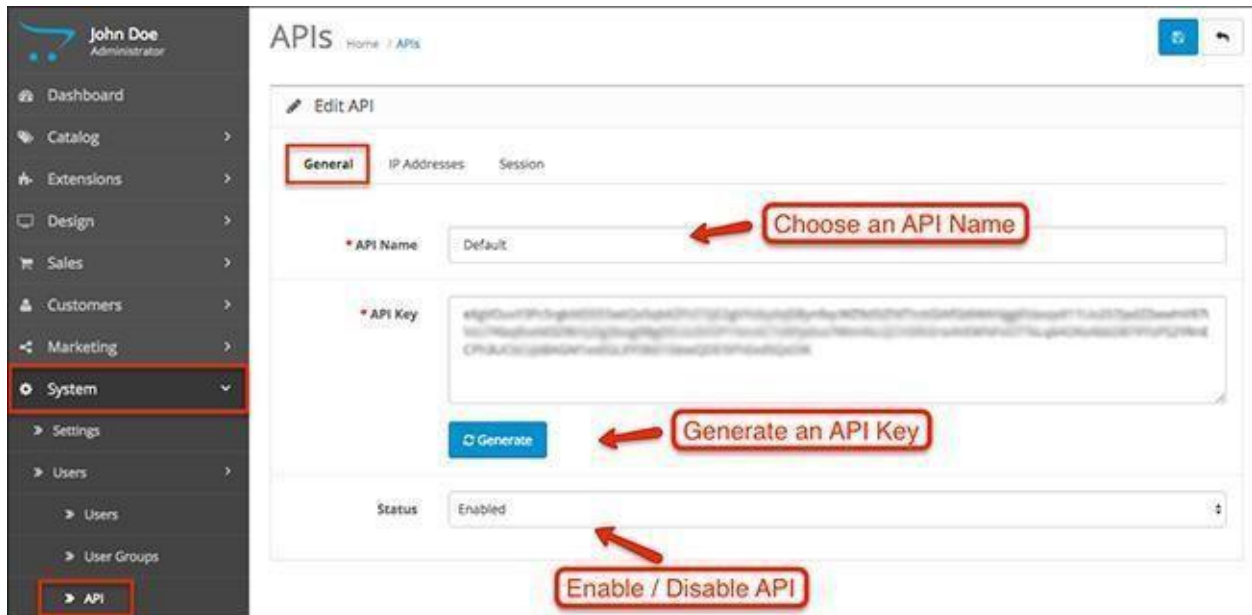
At the top right of the table area, there are two buttons: a blue '+' button and a red '-' button. Below them is a red-bordered button labeled 'Add/Edit' with a red arrow pointing to it. The footer of the page reads 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

General

First, you select an API Name.

Second, you generate an API Key.

Third, you enable its status and your API credentials are ready!



IP Addresses

This field lets you enter the specific IP addresses that can use the API. The system automatically detects your current IP.



Session

In the Session field, you can track the usage of the API. You can see what Token was used, which IP address used it and what date and time it was last used.



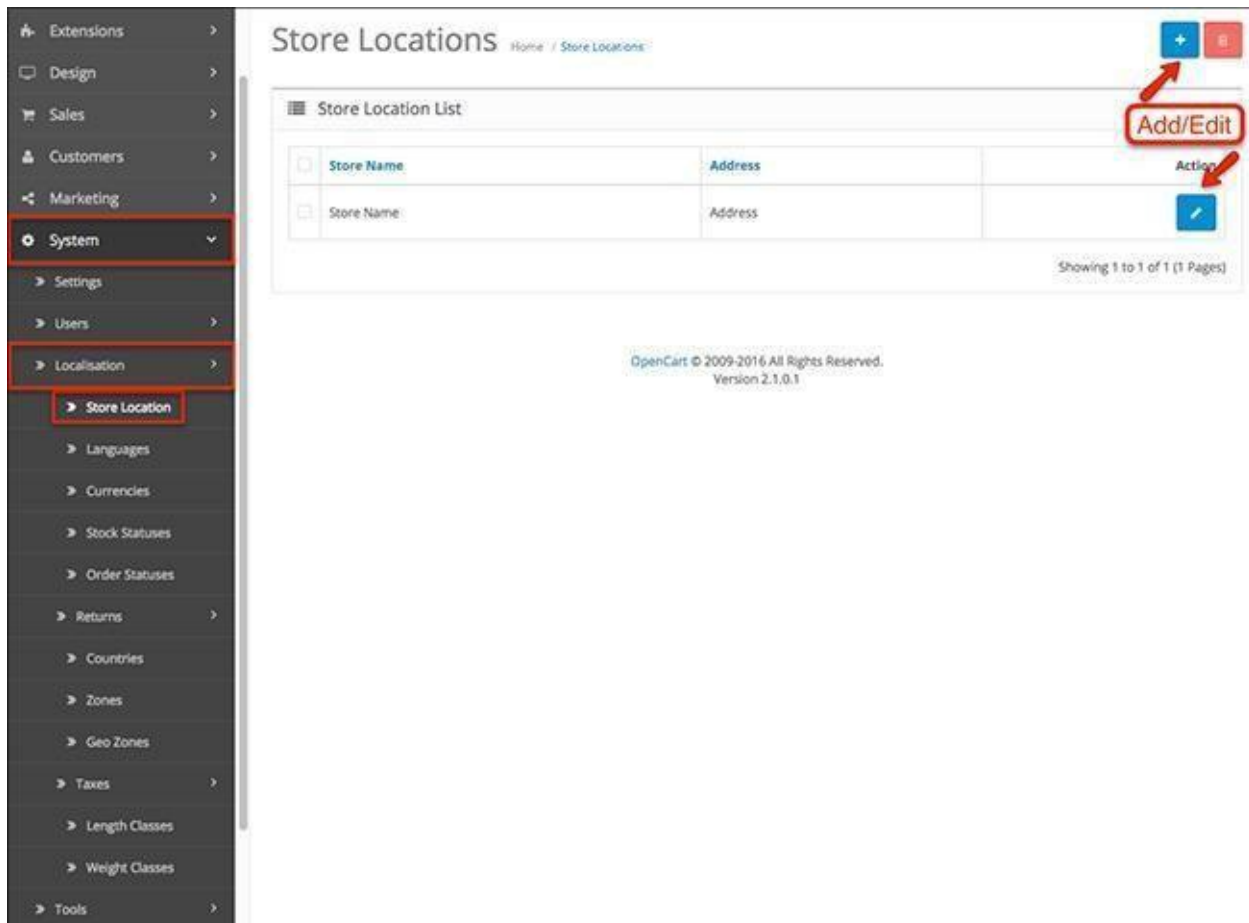
Token	IP	Date Added	Date Modified	Action
[Redacted]	[Redacted]	19/07/2016 15:25:07	19/07/2016 15:25:08	[Redacted]
[Redacted]	[Redacted]	19/07/2016 15:25:08	19/07/2016 15:25:08	[Redacted]

Localisation

The Localisation sub-menu contains a lot of fields for logistical properties that need to be setup for smooth order, payment, shipping and returns management.

Store Locations

The first field is Store Locations - it allows you to list all of the physical addresses your store might have. Click on add new or edit the existing one to view the details.



Store Locations [Home](#) / [Store Locations](#)


Store Location List

Store Name	Address	Action
Store Name:	Address	[Pencil Icon]

Showing 1 to 1 of 1 (1 Pages)


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The information fields are fairly standard - store name and address, phone, fax, opening & closing times. You can add an endless number of physical stores and their addresses.

 Edit Store Location


* Store Name


* Address


Geocode 

* Telephone

Fax

Image 

Opening Times 

Comment 

Languages

Manage your store's languages from here. Stores with multiple languages are easier to use on an international level. Click Edit or Add New to see the settings.

The screenshot displays the OpenCart administrator interface for managing languages. On the left, a dark sidebar contains a menu with 'System' and 'Languages' highlighted with red boxes. The main content area is titled 'Languages' and shows a 'Language List' table. The table has columns for 'Language Name', 'Code', 'Sort Order', and 'Action'. One row is visible: 'English (Default)' with code 'en' and sort order '1'. In the top right corner, there are three icons: a blue plus sign, a red minus sign, and a blue edit icon. A red box and arrow point to the plus sign icon, labeled 'Add/Edit'. At the bottom of the page, it says 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Language Name: Input the name of the language you want to add.

Code: Language name has their own code (en for English, de for German, etc).

Locale: The Locale is the language code that browsers use to auto-detect the language of the website. They can be found here.

Image: You need to add the image name for the language you are creating (national flag).

Directory: The directory is the location of the language pack.

Status: Enable or disable the language from the store front.

Sort Order: Set the number that will arrange the position of the language among the others.

 Edit Language

* Language Name

* Code

* Locale

* Image

* Directory

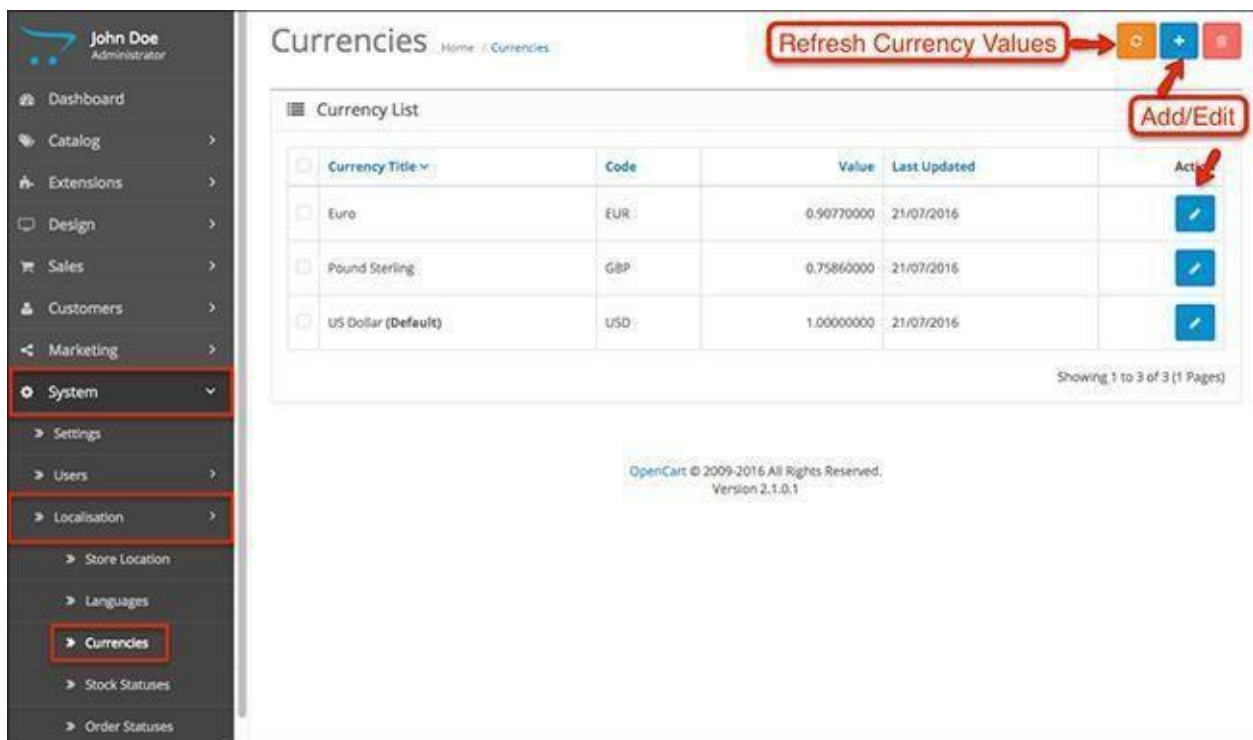
Status

Sort Order

Currencies

Acropolis E-Commerce allows you to constantly keep an eye on the currency values. You can use the refresh button and check how the currencies are going at any moment.

Clicking add or edit will show you the currency editing field where you can setup the details for the currencies you want to use for the transactions in your E-Commerce store.



Refresh Currency Values

Add/Edit

<input type="checkbox"/>	Currency Title	Code	Value	Last Updated	Act
<input type="checkbox"/>	Euro	EUR	0.90770000	21/07/2016	
<input type="checkbox"/>	Pound Sterling	GBP	0.75860000	21/07/2016	
<input type="checkbox"/>	US Dollar (Default)	USD	1.00000000	21/07/2016	

Showing 1 to 3 of 3 (1 Pages)

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Currency Title: The name of the currency.

Code: The ISO code for the currency you want to add, check all of them in this [list](#).

Symbol Left: Adds the currency symbol to the left of the code.

Symbol Right: Adds the currency symbol to the right of the code.

Decimal Places: The amount of decimal places displayed in the price of the front end of your site.

Value: The Default currency is set to a value of 1. Every value of currency will be relative to this value. Since the US Dollar is 1.0 (the default), the Euro is tabulated to .81 for the value based on its worth. This is the value that Acropolis E-Commerce will use to calculate the prices in the store front. Your currency values will be automatically updated if you enable Auto Update Currency in the store settings.

Status: Enables or disables the currency in the front end of the store.

The image shows a screenshot of a web application interface for editing currency settings. The form is titled "Edit Currency" and contains the following fields:

- * Currency Title:** A text input field containing "Euro".
- * Code:** A text input field containing "EUR".
- Symbol Left:** A text input field containing "Symbol Left".
- Symbol Right:** A text input field containing "€".
- Decimal Places:** A text input field containing "2".
- Value:** A text input field containing "0.90770000".
- Status:** A dropdown menu currently set to "Enabled".

Stock Statuses

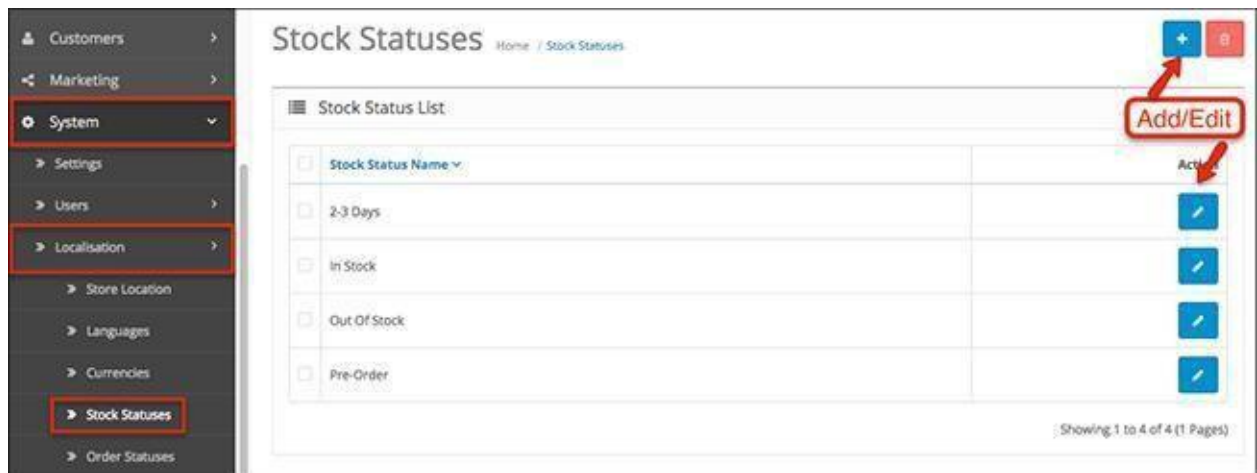
These are the statuses that show the availability of your products in the front end:

2-3 Days- It will be available soon.

In Stock- The item can be ordered.

Out of Stock- The item is not available.

Pre-Order- The item is only available for preorder and will be delivered when available.



To edit a stock status, simply change its name.



Order Statuses

The field for order statuses lets you manage the many possible statuses an order can have after it is confirmed by customers. The native options in Acropolis E-Commerce cover a wide range of potential order statuses.

John Doe Administrator

Order Statuses Home / Order Statuses

Order Status List

Order Status Name	Action
<input type="checkbox"/> Canceled	
<input type="checkbox"/> Canceled Reversal	
<input type="checkbox"/> Chargeback	
<input type="checkbox"/> Complete	
<input type="checkbox"/> Denied	
<input type="checkbox"/> Expired	
<input type="checkbox"/> Failed	
<input type="checkbox"/> Pending (Default)	
<input type="checkbox"/> Processed	
<input type="checkbox"/> Processing	
<input type="checkbox"/> Refunded	

After you are done editing the order status, you can select it under **Sales > Orders > View > Add Order History**.

Edit Order Status

Return Statuses

Just like the order statuses, the return statuses notify customers of the condition of their return request. The standard options in Acropolis E-Commerce are just three - Awaiting Products, Complete and Pending.

The screenshot shows the 'Return Statuses' management page. On the left is a dark sidebar menu with 'System' at the top, followed by 'Settings', 'Users', 'Localisation', 'Store Location', 'Languages', 'Currencies', 'Stock Statuses', 'Order Statuses', 'Returns', 'Return Statuses', 'Return Actions', 'Return Reasons', and 'Countries'. The 'Returns' and 'Return Statuses' items are highlighted with red boxes. The main content area is titled 'Return Statuses' and contains a 'Return Status List' table. The table has three columns: 'Return Status Name', 'Status', and 'Action'. It lists three statuses: 'Awaiting Products (Default)', 'Complete', and 'Pending'. Each status has a blue pencil icon in the 'Action' column. Above the table are two buttons: a blue '+' button and a red '-' button. A red box labeled 'Add/Edit' is drawn around these buttons, with red arrows pointing to them. At the bottom right of the table, it says 'Showing 1 to 3 of 3 (1 Pages)'. At the bottom center, there is a copyright notice: 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Return Actions

Once a customer submits a return, the store owner must take action. After you take the decision, you can either issue credit, give a refund or send a replacement. These are the three native options in Acropolis E-Commerce, however you can create additional actions.

The screenshot shows the 'Return Actions' management page. On the left is a dark sidebar menu with 'System' at the top, followed by 'Settings', 'Users', 'Localisation', 'Store Location', 'Languages', 'Currencies', 'Stock Statuses', 'Order Statuses', 'Returns', 'Return Statuses', 'Return Actions', 'Return Reasons', and 'Countries'. The 'Returns' and 'Return Actions' items are highlighted with red boxes. The main content area is titled 'Return Actions' and contains a 'Return Action List' table. The table has three columns: 'Return Action Name', 'Status', and 'Action'. It lists three actions: 'Credit Issued', 'Refunded', and 'Replacement Sent'. Each action has a blue pencil icon in the 'Action' column. Above the table are two buttons: a blue '+' button and a red '-' button. A red box labeled 'Add/Edit' is drawn around these buttons, with red arrows pointing to them. At the bottom right of the table, it says 'Showing 1 to 3 of 3 (1 Pages)'. At the bottom center, there is a copyright notice: 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Return Reasons

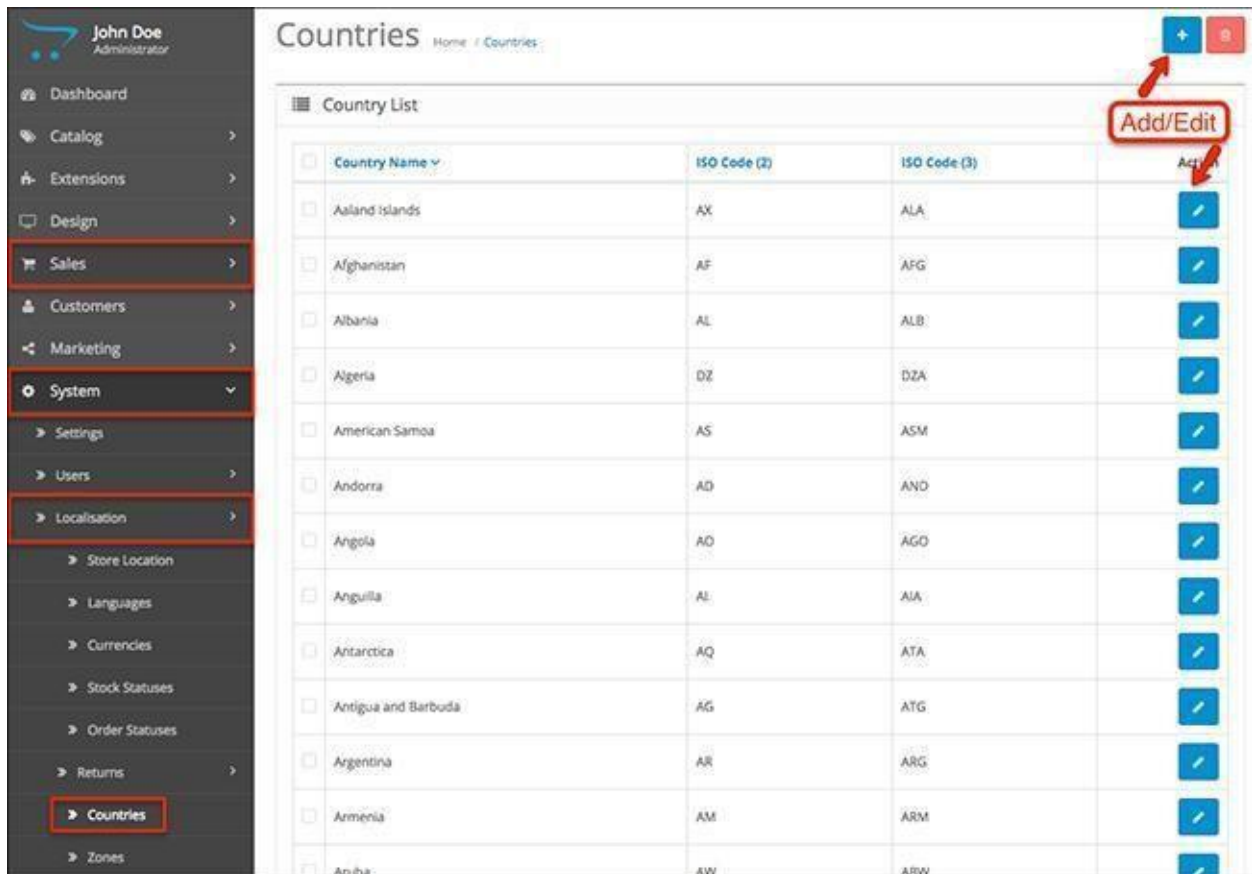
When customers submit returns, they must select a reason for that. There are 5 options with the standard Acropolis E-Commerce installation - Dead on Arrival, Faulty, Order Error, Received Wrong Item, Other.

All of these actions, reasons and statuses are assigned from **Sales > Returns > Edit Return**.

The screenshot displays the OpenCart admin interface for managing Return Reasons. On the left, a sidebar menu lists various system settings, with 'Return Reasons' highlighted under the 'Returns' section. The main content area, titled 'Return Reasons', shows a table of return reasons. The table has columns for 'Return Reason Name' and 'Action'. Five return reasons are listed: 'Dead On Arrival', 'Faulty, please supply details', 'Order Error', 'Other, please supply details', and 'Received Wrong Item'. Each row has a blue edit icon in the 'Action' column. A red box labeled 'Add/Edit' points to the top right corner of the interface, where a blue plus icon and a red minus icon are located. The footer of the page reads 'OpenCart © 2009-2016 All Rights Reserved. Version 3.1.0.1'.

Countries

The Acropolis E-Commerce admin panel holds 239 countries. They are used to estimate the shipping and tax for each customer when they log in. You can disable and delete the countries you don't need, however once a country is deleted, enabling it again will require its creation from scratch.



The screenshot shows the 'Countries' management interface in the Acropolis E-Commerce admin panel. The left sidebar contains a navigation menu with the following items: Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing, System, Settings, Users, Localisation, Store Location, Languages, Currencies, Stock Statuses, Order Statuses, Returns, Countries, and Zones. The 'Countries' item is highlighted with a red box. The main content area displays a table titled 'Country List' with the following columns: Country Name, ISO Code (2), ISO Code (3), and Action. The table lists 239 countries, including Aaland Islands, Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, and Aruba. A red box highlights the 'Add/Edit' button in the top right corner of the table.

Country Name	ISO Code (2)	ISO Code (3)	Action
Aaland Islands	AX	ALA	[Add/Edit]
Afghanistan	AF	AFG	[Add/Edit]
Albania	AL	ALB	[Add/Edit]
Algeria	DZ	DZA	[Add/Edit]
American Samoa	AS	ASM	[Add/Edit]
Andorra	AD	AND	[Add/Edit]
Angola	AO	AGO	[Add/Edit]
Anguilla	AI	AIA	[Add/Edit]
Antarctica	AQ	ATA	[Add/Edit]
Antigua and Barbuda	AG	ATG	[Add/Edit]
Argentina	AR	ARG	[Add/Edit]
Armenia	AM	ARM	[Add/Edit]
Aruba	AW	ABW	[Add/Edit]

Zones

Along with the 239 countries, Acropolis E-Commerce also has 3948 zones. These zones are the regions, states or provinces of countries. They help with better calculation of shipping and taxes.

The screenshot displays the Acropolis E-Commerce administrator interface. On the left, a dark sidebar contains a navigation menu with the following items: Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing, System (expanded), Settings, Users, Localisation (expanded), Store Location, Languages, Currencies, Stock Statuses, Order Statuses, Returns, Countries, Zones (highlighted with a red box), and Geo Zones. The main content area is titled 'Zones' and shows a 'Zone List' table. The table has four columns: Country, Zone Name, Zone Code, and Action. The first row is for 'United States' with 'Maine' as the zone name and 'ME' as the zone code. The Action column for each row contains a blue pencil icon. In the top right corner of the table area, there are two buttons: a blue '+' button and a red '-' button. A red box labeled 'Add/Edit' is positioned over these buttons, with a red arrow pointing to the '+' button and another red arrow pointing to the pencil icon in the first row of the table.

Country	Zone Name	Zone Code	Action
United States	Maine	ME	
United States	Marshall Islands	MH	
United States	Maryland	MD	
United States	Massachusetts	MA	
United States	Michigan	MI	
United States	Minnesota	MN	
United States	Mississippi	MS	
United States	Missouri	MO	
United States	Montana	MT	
United States	Nebraska	NE	
United States	Nevada	NV	
United States	New Hampshire	NH	
United States	New Jersey	NJ	

Geo Zones

Geo Zones are used for combining different zones into one Geo Zone so it becomes easier to calculate shipping and taxes for multiple regions at once. The Geo Zones are configured here and are used in **Extensions > Shipping**.

The screenshot shows the OpenCart administration interface for managing Geo Zones. On the left is a dark sidebar menu with the following items: Marketing, System (highlighted with a red box), Settings, Users, Localisation (highlighted with a red box), Store Location, Languages, Currencies, Stock Statuses, Order Statuses, Returns, Countries, Zones, Geo Zones (highlighted with a red box), and Taxes. The main content area is titled "Geo Zones" and contains a "Geo Zone List" table. The table has three columns: "Geo Zone Name", "Description", and "Action". It lists two entries: "UK Shipping" with description "UK Shipping Zones" and "UK VAT Zone" with description "UK VAT". Each entry has a blue edit icon in the "Action" column. Above the table are two buttons: a blue "+" button and a red "-" button, both with red arrows pointing to them. A red box labeled "Add/Edit" is positioned over the table's right side. At the bottom of the page, it says "OpenCart © 2009-2016 All Rights Reserved, Version 2.1.0.1".

<input type="checkbox"/>	Geo Zone Name	Description	Action
<input type="checkbox"/>	UK Shipping	UK Shipping Zones	
<input type="checkbox"/>	UK VAT Zone	UK VAT	

Showing 1 to 2 of 2 (1 Pages)

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Geo Zone Name: Select a name for the Geo Zone.

Description: Describe the Geo Zone and its regions.

Country & Zone: Select the country and zones the Geo Zone will include.

Country	Zone	
United Kingdom	All Zones	

Tax Classes

This is where your store's taxes are created and managed. You can apply these taxes to the products in your Acropolis E-Commerce store.

Tax Class Title	Action
Downloadable Products	
Taxable Goods	






The platform comes with two native tax classes - downloadable products and taxable goods. Create new ones, edit those or delete them according to your own preference.

Select a tax class, add a description about the products that it's applicable for and add multiple tax rates by assigning different priorities.

Edit Tax Class

* Tax Class Title: Taxable Goods

* Description: Taxed goods



Tax Rate	Based On	Priority	
VAT (20%)	Shipping Address	1	 
Eco Tax (-2.00)	Shipping Address	2	 
			

Tax Rates

This menu lets you configure the tax rates and their value. You can create tax rates for different regions and Geo Zones.

Tax Rates Home / Tax Rates

Tax Rate List

<input type="checkbox"/>	Tax Name	Tax Rate	Type	Geo Zone	Date Added	Date Modified	Action
<input type="checkbox"/>	Eco Tax (-2.00)	2.0000	Fixed Amount	UK VAT Zone	21/09/2011	23/09/2011	
<input type="checkbox"/>	VAT (20%)	20.0000	Percentage	UK VAT Zone	09/03/2011	22/09/2011	

Showing 1 to 2 of 2 (1 Pages)

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Tax Name: A name for the tax class that will be displayed in the front end when taxes are added to order total, for example - Eco Tax (-\$x,xx).

Tax Rate: How much the tax value will be.

Type: Choose whether the tax will be a percentage of the total or a fixed amount.

Customer Group: If you want the tax rate to be enabled only for a specific set of customers, add them to a customer group and select it from this option. Multiple customer groups can be selected.

Geo Zone: Select which Geo Zone you want to apply the tax for.

Edit Tax Rate

Configure the Tax Name and Rate

* Tax Name: Eco Tax (-2.00)

* Tax Rate: 2.0000

Type: Fixed Amount

Tax Type

Customer Group: Default

Customer Group to Receive the Tax

Geo Zone: UK VAT Zone

Geo Zone

Length Classes

The length classes are used to assign length dimensions to the products in your Acropolis E-Commerce store.

Length Classes Home / Length Classes

Add/Edit

<input type="checkbox"/>	Length Title	Length Unit	Value	Action
<input type="checkbox"/>	Centimeter (Default)	cm	1.00000000	
<input type="checkbox"/>	inch	in	0.39370000	
<input type="checkbox"/>	Millimeter	mm	10.00000000	

Showing 1 to 3 of 3 (1 Pages)

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Length Title: The name of the metric unit, for example Centimeter.

Length Unit: The measurement unit, for example cm.

Value: The Default value must be set to 1. Every other length class will be relative to that value.

You can use this tool to measure the units.



Edit Length Class

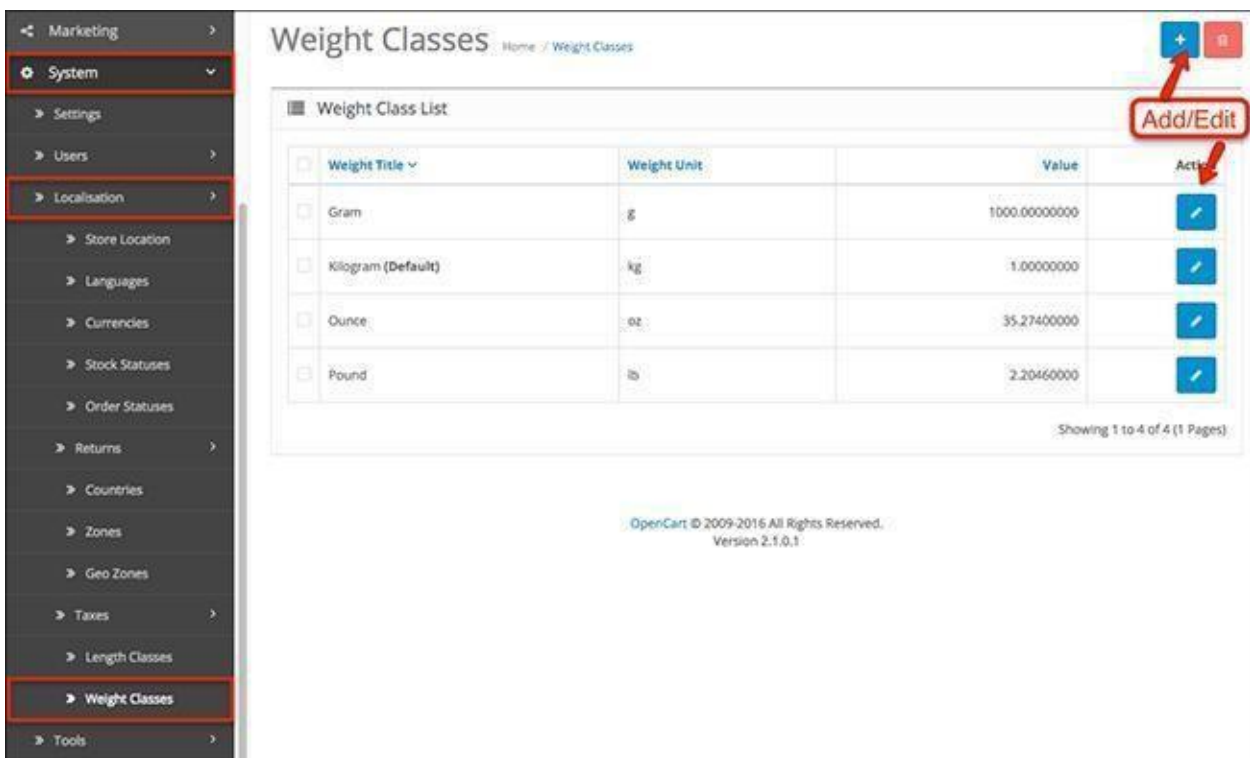
* Length Title

* Length Unit

Value

Weight Classes

The length classes are used to assign weight specifications to the products in your Acropolis E-Commerce store.



Weight Classes Home / Weight Classes

Weight Class List

<input type="checkbox"/>	Weight Title	Weight Unit	Value	Action
<input type="checkbox"/>	Gram	g	1000.00000000	<input type="checkbox"/>
<input type="checkbox"/>	Kilogram (Default)	kg	1.00000000	<input type="checkbox"/>
<input type="checkbox"/>	Ounce	oz	35.27400000	<input type="checkbox"/>
<input type="checkbox"/>	Pound	lb	2.20460000	<input type="checkbox"/>

Showing 1 to 4 of 4 (1 Pages)

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Weight Title: The name of the weight unit, for example Kilogram.

Weight Unit: The weight unit, for example KG.

Value: The Default value must be set to 1. Every other length class will be relative to that value.

There are 1000 Grams (G) in 1 Kilogram (KG), so the value of G would be set to 1000.



Edit Weight Class

* Weight Title

* Weight Unit

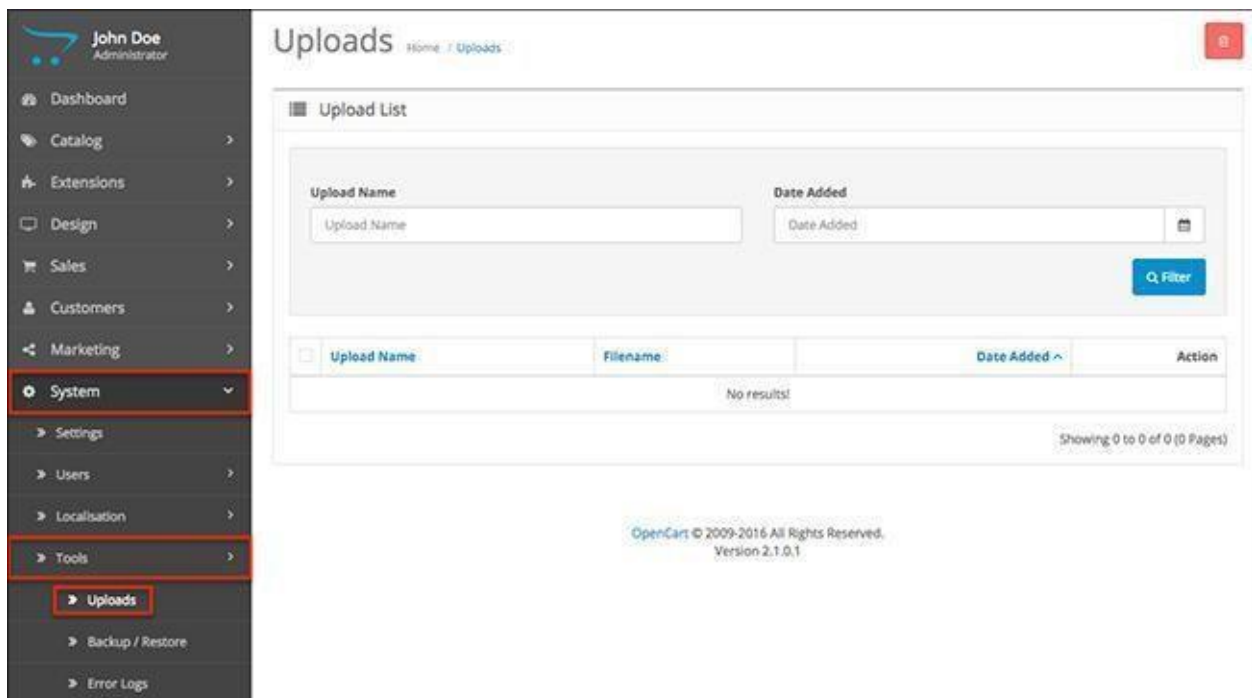
Value

Tools

The Tools section in the Settings contains a tracker for your uploads, a backup / restore function as well as error logs.

Uploads

All of your uploads can be filtered by name or date added. Once you find the uploads you are looking for, you can either download or delete them.



John Doe Administrator

Uploads Home / Uploads

Upload List

Upload Name Date Added

<input type="checkbox"/>	Upload Name	Filename	Date Added ^	Action
No results!				

Showing 0 to 0 of 0 (0 Pages)

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Version 2.1.0.1

Backup & Restore

In case of a database emergency - use this field.

Your store's database is where all of the important customer and product information is kept. Re-entering all of the information after it's lost is a very costly task.

Acropolis E-Commerce lets you download a backup of your store's current database or restore the database in the Backup & Restore section.

If you need to restore a backup file that you have on your computer, click "Choose File", select the .sql file from the computer and upload it. The database will be restored.



Error Logs

The Error log in Acropolis E-Commerce will hold a record of all the errors that have occurred in the code of the store. Over time, your log might get full, so you can use the clear button to remove the data.

A recommendation in such cases is to first resolve the errors before clearing them.

These errors are useful for developers who can track issues and fix them.

John Doe
Administrator

- Dashboard
- Catalog
- Extensions
- Design
- Sales
- Customers
- Marketing
- System**
 - Settings
 - Users
 - Localisation
 - Tools**
 - Uploads
 - Backup / Restore
 - Error Logs**
- Reports

Error Log Home / ErrorLog

▲ Errors List Download / Clear

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Chapter 10: Reports

The last menu in your Acropolis E-Commerce Admin panel is all about tracking data and reports. It contains valuable information about your orders, sales, products, customers, marketing campaigns, affiliates, and everything in between.

Being a store owner, it will be beneficial for you to spend some time here at least once in a while to keep track of the combinative data from all the activity in your website.

Let's start by finding where the menu is and what sub-menus it contains.

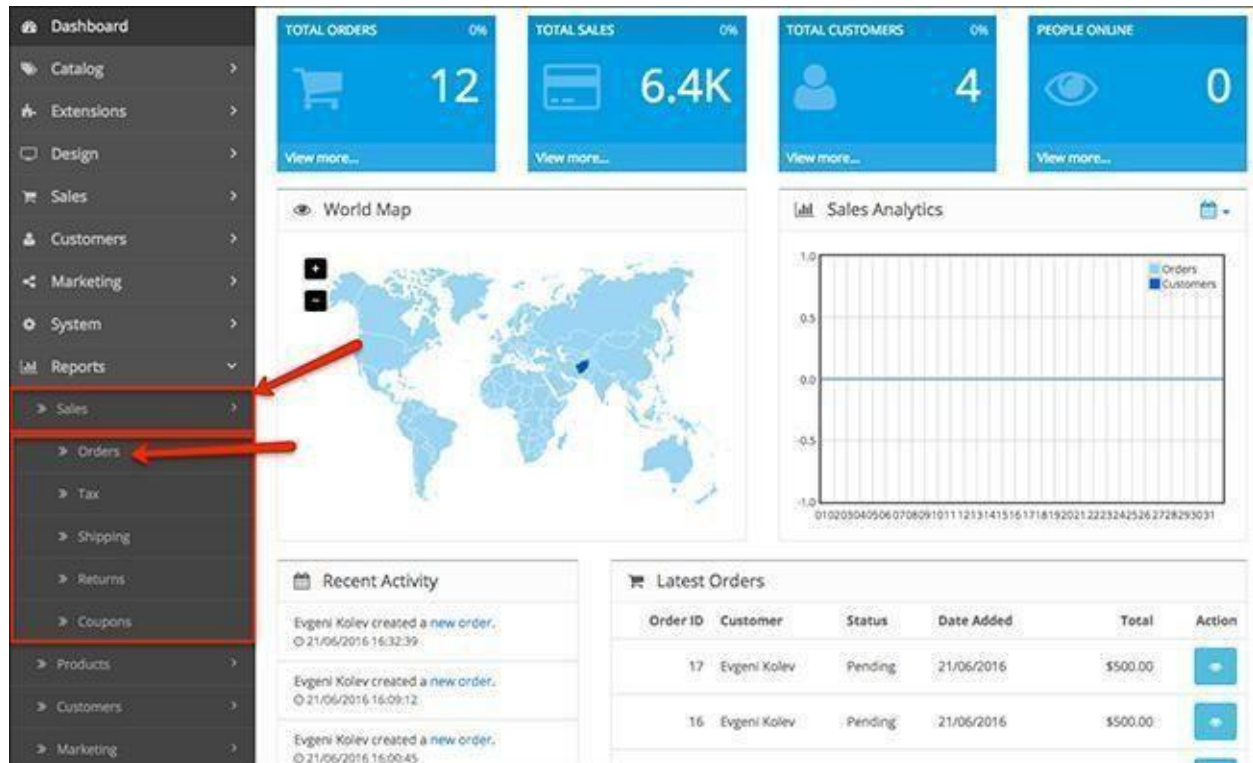
Dashboard > Reports



As you see, we have 4 sub-menus. We will start with the first one - Sales.

In the Sales menu, you have reports for Orders, Tax, Shipping, Returns and Coupons. Mind that these are options that are configured and setup from other menus. Here, you will only be able to track their performance.

Reports > Sales > Orders



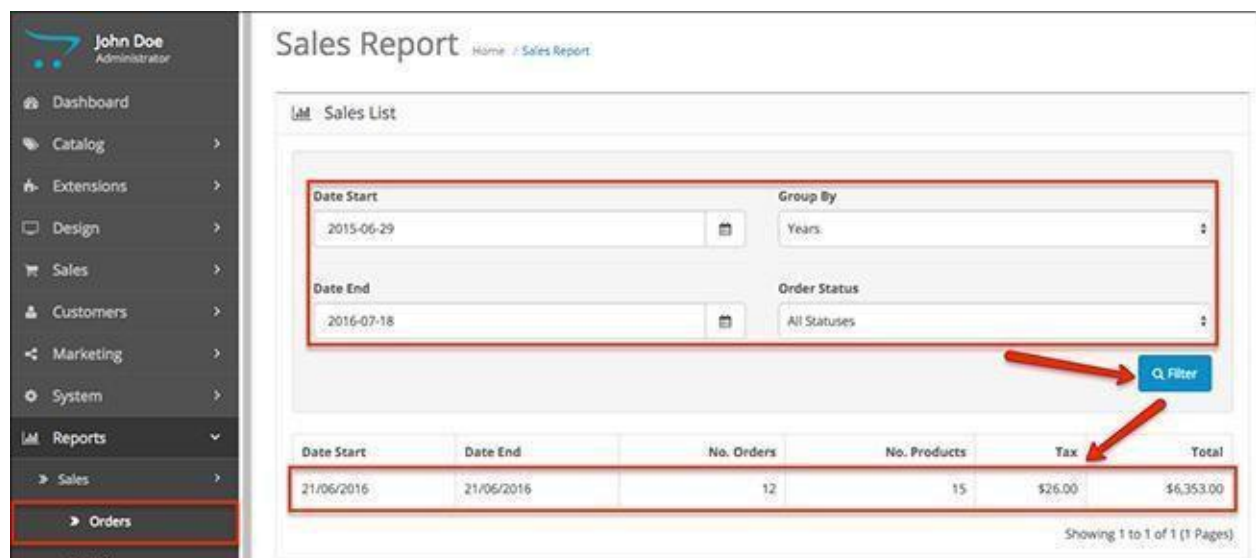
Orders

The orders show you how many orders your store has generated over a defined period of time in the filter fields.

You can sort the results by Days, Weeks, Months or Years from the Group By field. This will separate the orders in different rows.

You can also filter order by their status.

The type of information you will be able to track here will be the number of orders and products that have been confirmed, the tax and total revenue from the row of orders.



Tax

Each of the orders generated in your store have some tax added to them. The taxes are set from Catalog > Products > Edit Product > Data > Tax Class.

The tax menu in the reports tracks the types of tax that have been applied to products in the orders of customers. This includes the number of orders as well as the total accumulated from the taxes.

The screenshot displays the 'Tax Report' interface. The left sidebar shows the navigation menu with 'Tax' highlighted under the 'Reports' section. The main content area is titled 'Tax Report' and contains a 'Tax List' section with filters for Date Start, Date End, Group By, and Order Status. Below the filters is a table with two rows of tax data.

Date Start	Date End	Tax Title	No. Orders	Total
21/06/2016	21/06/2016	Eco Tax (-2.00)	1	\$4.00
21/06/2016	21/06/2016	VAT (20%)	1	\$22.00

Showing 1 to 2 of 2 (1 Pages)

Shipping

Shipping costs vary on the shipping methods you have available in your store. You have the same filtering options for date, sorting and order status.

You will be able to track what shipping method has been used under the Shipping Title tab, as well as the number of orders and their total.

The screenshot displays the 'Shipping Report' page. The sidebar on the left has 'Shipping' highlighted under the 'Reports' section. The main content area features a 'Shipping List' with the following filters:

- Date Start: [Empty]
- Date End: [Empty]
- Group By: Weeks
- Order Status: All Statuses

A 'Q Filter' button is located to the right of the filters. Below the filters is a table with the following data:

Date Start	Date End	Shipping Title	No. Orders	Total
21/06/2016	21/06/2016	Flat Shipping Rate	3	\$15.00

The table shows 'Showing 1 to 1 of 1 (1 Pages)'. At the bottom, it says 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Returns

The returns menu is quite simple, as you only have one major metric, which is the number of returns between a specific period of time you set from the filters.

Once more, you can separate the results in rows according to Days, Weeks, Months or Years. To narrow down the results even more, use the Returns Status and specify the statuses you want to see.

The screenshot displays the 'Returns Report' page. The sidebar on the left has 'Returns' highlighted under the 'Reports' section. The main content area features a 'Returns List' with the following filters:

- Date Start: 2016-07-10
- Date End: 2016-07-18
- Group By: Weeks
- Return Status: All Statuses

A 'Q Filter' button is located to the right of the filters. Below the filters is a table with the following data:

Date Start	Date End	No. Returns
18/07/2016	18/07/2016	1

The table shows 'Showing 1 to 1 of 1 (1 Pages)'. At the bottom, it says 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Coupons

Your coupons are created by going to Extensions > Order Totals. As you see from the screenshot below, the filtering options for the coupons are limited to dates.

You can see the name of each coupon, the coupon code necessary for customers to enter, as well as the orders and total generated from using the code.

By clicking the Edit button, you will be redirected to the coupon management field where you can modify the coupon name, code, type, discount, etc.

The screenshot displays the 'Coupons Report' interface. On the left is a sidebar menu for 'John Doe Administrator' with options like Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing, System, Reports, and Coupons. The main area shows a 'Coupon List' with a table containing one entry: 'Wild Discount Coupon' with code '666', 1 order, and a total of \$-30.00. The table has columns for Coupon Name, Code, Orders, Total, and Action. Above the table are 'Date Start' and 'Date End' filters and a 'Filter' button. The footer shows 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

The next sub-menu of the Reports is all about the products. You have two fields where you can track which products were viewed and purchased.

Reports > Products > Viewed

Viewed

This is a list of all your products and the views they got from your customers. The list includes the product name, model, times viewed and percent, which measures how much a product has been viewed compared to others.

Your most viewed product will be at the top. You can refresh the list with the red button at the top right corner, so you can update the data at any time.

John Doe Administrator

Products Viewed Report

Home / Products Viewed Report

Products Viewed List

Product Name	Model	Viewed	Percent
iPhone	product 11	91	54.17%
iMac	Product 14	19	11.31%
Apple Cinema 30"	Product 15	14	8.33%
HP LP3065	Product 21	12	7.14%
Samsung SyncMaster 941BW	Product 6	12	7.14%
MacBook	Product 16	9	5.36%
Canon EOS 5D	Product 3	9	5.36%
Samsung Galaxy Tab 10.1	SAM1	1	0.6%
HTC Touch HD	Product 1	1	0.6%

Showing 1 to 9 of 9 (1 Pages)

Times viewed

The image shows a screenshot of a web application interface. On the left is a dark sidebar with a navigation menu. The menu items are: Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing, System, Reports, Sales, Products, Viewed, and Purchased. The 'Viewed' item is highlighted with a red box and a red arrow. The main content area is titled 'Products Viewed Report' and contains a table with the following data:

Product Name	Model	Viewed	Percent
iPhone	product 11	91	54.17%
iMac	Product 14	19	11.31%
Apple Cinema 30"	Product 15	14	8.33%
HP LP3065	Product 21	12	7.14%
Samsung SyncMaster 941BW	Product 6	12	7.14%
MacBook	Product 16	9	5.36%
Canon EOS 5D	Product 3	9	5.36%
Samsung Galaxy Tab 10.1	SAM1	1	0.6%
HTC Touch HD	Product 1	1	0.6%

At the top right of the table area, the text 'Times viewed' is enclosed in a red box, with a red arrow pointing to the 'Viewed' column header. At the bottom right of the table area, the text 'Showing 1 to 9 of 9 (1 Pages)' is displayed.

Purchased

In the list for purchased products, you have a filter where you can narrow down results based on date and order status.

You can see all of the products that have been purchased from your Acropolis E-Commerce store separated by product name, model, how many times the product has been purchased, and the total revenue accumulated from each product.

The screenshot shows the 'Products Purchased Report' interface. The left sidebar contains a navigation menu with the following items: Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing, System, Reports, Sales, Products, Viewed, and Purchased. The 'Purchased' item is highlighted with a red box. The main content area displays the 'Products Purchased List' with the following filters: Date Start, Date End, and Order Status (All Statuses). A blue 'Filter' button is located to the right of the filters. The table below shows the following data:

Product Name	Model	Quantity	Total
MacBook	Product 16	12	\$6,000.00
iPhone	product 11	3	\$335.00
Samsung SyncMaster 941BW	Product 6	1	\$200.00
HTC Touch HD	Product 1	1	\$100.00

Red annotations highlight the 'Quantity' and 'Total' columns with labels 'Number of purchased products' and 'Revenue' respectively. The 'Purchased' item in the sidebar is also highlighted with a red box. The bottom right corner of the page shows 'Showing 1 to 4 of 4 (1 Pages)'.

Reports > Customers > Customers Online

Now it's time to see what kind of information you can track about your customers.

Customers Online

The report for how many customers you have online is based on IP address of the visitor, which is the last page they viewed, the referrer (the page or website that lead them to the last viewed page), as well as the last place they clicked.

This type of information is important for knowing the behavior of your users and the potential improvements you can start making to optimize the customer journey throughout your Acropolis E-Commerce website.

The screenshot shows the OpenCart administrator interface. On the left, a dark sidebar contains a navigation menu. The 'Reports' section is expanded, and 'Customers Online' is highlighted with a red box and a red arrow. The main content area is titled 'Customers Online Report' and includes a search form with fields for 'IP' and 'Customer', and a 'Filter' button. Below the search form is a table with the following columns: IP, Customer, Last Page Visited, Referrer, Last Click, and Action. The table currently displays 'No results!'. At the bottom of the page, the footer text reads: 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Customer Activity

The customer activity log lets you track what kind of action each customer has taken at a particular date and time.

The activities include creating a new order, registering a new account, etc. You will be able to see the IP address from which the activity has been logged.

You can use the filter to sort customer activity by IP address, customer name as well as dates.

Customer Activity Report Home / Customer Activity Report

Customer Activity List

Date Start: Date Start

Date End: Date End

Customer:

IP:

Comment	IP	Date Added
John Smith created a new order.	98.105.19.88	18/07/2016 17:16:01
John Smith registered for an account.	98.105.19.88	18/07/2016 17:09:11
Regen Hove created a new order.	98.105.19.88	21/06/2016 16:32:39
Regen Hove created a new order.	98.105.19.88	21/06/2016 16:09:12
Regen Hove created a new order.	98.105.19.88	21/06/2016 16:00:45
Regen Hove created a new order.	98.105.19.88	21/06/2016 16:00:15
Regen Hove created a new order.	98.105.19.88	21/06/2016 15:56:17

Changes in Acropolis E-Commerce 2.3.x

There is a new section in the Customer Reports menu. It's called Customer Searches and it tracks the keywords that your registered customers use in the search function of your store.

The report tracks the Keyword, Found Products, Category, Customer Name, IP address and Date.

Customer Searches Report Home / Customer Searches Report

Customer Searches List

Date Start: Date Start

Date End: Date End

Keyword:

Customer:

IP:

Keyword	Found Products	Category	Customer	IP	Date Added
iphone	1		Test User	98.105.19.88	13/02/2017 13:50:42
iphone	1		Test User	98.105.19.88	13/02/2017 13:50:40

Showing 1 to 2 of 2 (1 Pages)

To use the Customer Searches tracking, you first need to enable it from the system settings where it's disabled by default. You can find the setting by going to **System > Settings > Edit > Option** and scrolling down to the Account section. Select **Yes** on **Log Customer Searches**:

Account	
Customers Online ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Customers Activity ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Log Customer Searches	<input checked="" type="radio"/> Yes <input type="radio"/> No
Customer Group ?	Default

Orders

The orders menu under customer reports is quite useful to prioritize users. It lets you view how many orders each user has confirmed, including the number of purchased products and total revenue from the customer.

Each customer also has an Edit option that redirects you to the customer management menu where you can modify any type of information you need about the specific user.

The screenshot shows the OpenCart administration interface. On the left, a sidebar menu lists various sections: Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing, System, Reports, and Reward Points. The 'Reports' section is expanded, and the 'Orders' option is highlighted with a red box. The main content area is titled 'Customer Orders Report' and contains a 'Customer Orders List' table. The table has the following columns: Customer Name, E-Mail, Customer Group, Status, No. Orders, No. Products, Total, and Action. Two rows are displayed, both for a customer named 'John Doe'. The first row shows 1 order, 1 product, and a total of \$175.00. The second row shows 1 order, 1 product, and a total of \$105.00. Each row has an 'Action' column with a blue edit icon. A red box highlights the 'Orders' menu item and the two rows in the table. Below the table, it says 'Showing 1 to 2 of 2 (1 Pages)'. At the bottom, there is a footer: 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Customer Name	E-Mail	Customer Group	Status	No. Orders	No. Products	Total	Action
John Doe	john@domain.com	Default	Enabled	1	1	\$175.00	
John Doe	john@domain.com	Default	Enabled	1	1	\$105.00	

Reward Points

The reward points are managed from Catalog > Products > Edit Product > Reward Points. This is where you assign reward points to a given product.

As for the Reward Points menu in the Reports, you can track the reward points used by each customer, accompanied by information about the customer name, email, customer group, status, number of orders, and total.

Filtering for the customer reward points can be done by date.

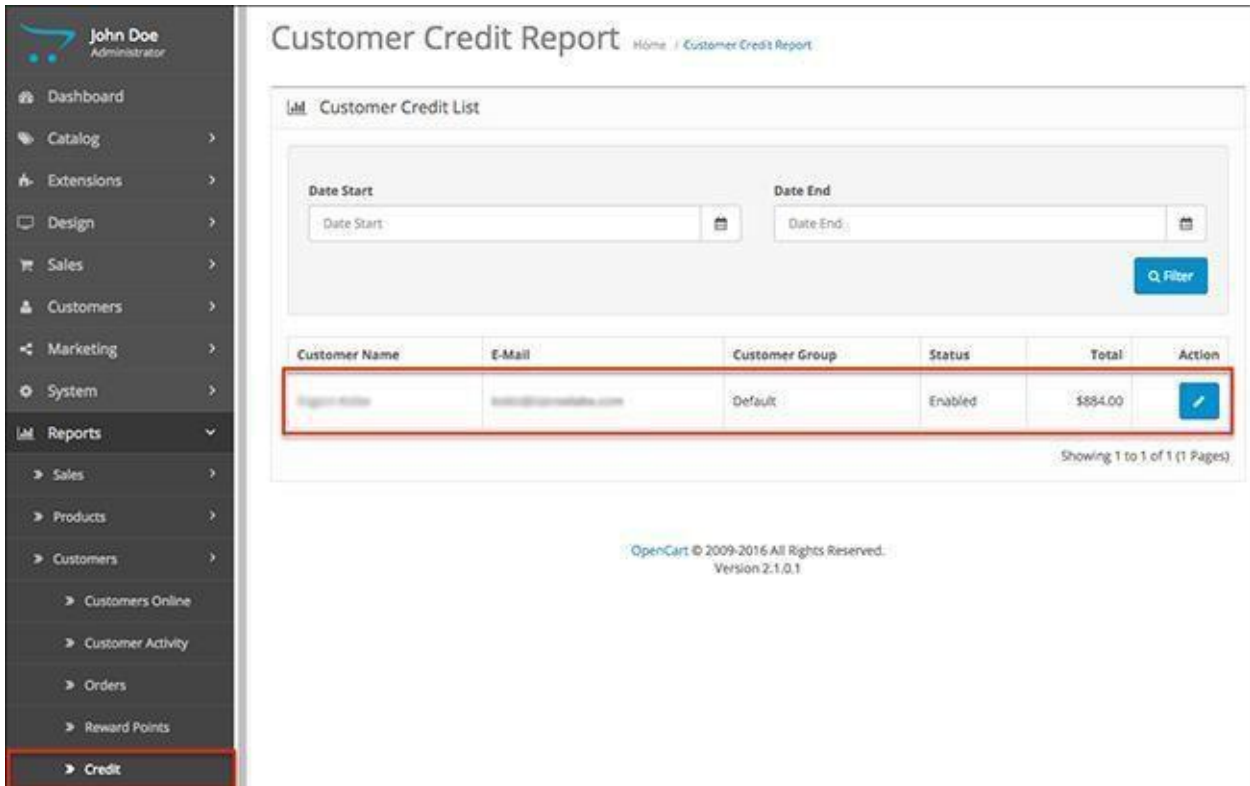
The screenshot shows the OpenCart administrator interface for the 'Customer Reward Points Report'. The left sidebar contains a navigation menu with 'Reports' expanded to show 'Reward Points' highlighted. The main content area is titled 'Customer Reward Points Report' and includes a 'Customer Reward Points List' section. This section has two date input fields labeled 'Date Start' and 'Date End', each with a calendar icon, and a blue 'Filter' button. Below the filters is a table with the following headers: Customer Name, E-Mail, Customer Group, Status, Reward Points, No. Orders, Total, and Action. The table body is currently empty, displaying 'No results!'. At the bottom right of the table area, it says 'Showing 0 to 0 of 0 (0 Pages)'. The footer of the page contains the text 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Credit


The store credit can be enabled from **Extensions > Order Totals > Store Credit**.

You can manually assign store credit to customers via the transactions function in **Customers > Customers > Edit Customer > Transactions**.

The transactions you modify there will appear in the Credit reports here.



The screenshot shows the OpenCart administrator interface for the 'Customer Credit Report'. The left sidebar menu is visible, with 'Reports' expanded and 'Credit' highlighted. The main content area displays the 'Customer Credit List' with search filters for 'Date Start' and 'Date End', a 'Filter' button, and a table of results. The table has columns for Customer Name, E-Mail, Customer Group, Status, Total, and Action. One row is highlighted with a red border, showing a customer with a total credit of \$884.00. The footer indicates 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

Customer Name	E-Mail	Customer Group	Status	Total	Action
Regina Miller	regina@openacropolis.com	Default	Enabled	\$884.00	

Next, marketing reports. These menus will include information about how your marketing campaigns are going as well as the performance of your affiliate program.

Reports > Marketing > Marketing

Marketing

The marketing campaigns in Acropolis E-Commerce are created **from Dashboard > Marketing > Marketing > Add New**.

The tracking in your marketing reports will show the campaign name, its unique code, the number of clicks it has generated and how many orders they have lead to. At the end, you have total revenue generated from the marketing campaign you have launched.

- Dashboard
- Catalog
- Extensions
- Design
- Sales
- Customers
- Marketing
- System
- Reports**
- Sales
- Products
- Customers
- Marketing**
- Affiliates

Marketing Report [Home](#) / [Marketing Report](#)

Marketing List

Date Start

Order Status

Date End

[Filter](#)

Campaign Name	Code	Clicks	No. Orders	Total
Example Campaign	EXAMPLE777888	0	0	\$0.00

Showing 1 to 1 of 1 (1 Pages)

Affiliates

You can create new affiliates from **Dashboard > Marketing > Affiliates**. Each affiliate will have a unique affiliate code. This affiliate tracking code will be used to generate a unique affiliate link for a specific product, so when a customer purchases the product, the affiliate receives a commission.

All of this data will appear in the affiliate reports here. You will be able to see the affiliate name, their email, status, commission, as well as the number of orders and total revenue generated by their affiliate links.

John Doe Administrator

Dashboard

Catalog

Extensions

Design

Sales

Customers

Marketing

System

Reports

Sales

Products

Customers

Marketing

Marketing

Affiliates

Affiliate Activity

Affiliate Commission Report

Home / Affiliate Commission Report

Affiliate Commission List

Date Start: Date End:

[Filter](#)

Affiliate Name	E-Mail	Status	Commission	No. Orders	Total	Action
Affiliate Jack	example@examplemail.com	Enabled	\$9.00	1	\$185.00	Edit

Showing 1 to 1 of 1 (1 Pages)

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Affiliate Activity

The last menu in the reports logs the activity of your affiliates. This tracks when they logged in, the IP address they used to login as well as the date of the actions.

The screenshot shows the OpenCart Admin panel. The left sidebar contains a navigation menu with the following items: Dashboard, Catalog, Extensions, Design, Sales, Customers, Marketing, System, Reports (expanded), Sales, Products, Customers, Marketing, Marketing, Affiliates, and Affiliate Activity (highlighted). The main content area is titled 'Affiliate Activity Report' and contains a search form with the following fields: Date Start, Date End, Affiliate, and IP. A 'Filter' button is located to the right of the search form. Below the search form is a table with the following columns: Comment, IP, and Date Added. The table contains one entry: 'Affiliate jack logged in.' with IP '88.198.104.88' and Date Added '19/07/2016 12:16:02'. The table is highlighted with a red border. At the bottom of the page, there is a footer that reads: 'OpenCart © 2009-2016 All Rights Reserved. Version 2.1.0.1'.

This is the last part of the Acropolis E-Commerce Admin panel. You now have information about each section of the back-end of your E-Commerce store and should be ready to start running your own business.

The last part of the eBook will let you know how to uninstall your Acropolis E-Commerce store.

