Templates

This appendix contains information and representative samples of the e-Business Manager Web templates available to help you create your Web site.

Overview of Templates

The e-Business Manager module provides HTML templates to use for your e-commerce Web site. These templates are used to create Web pages that are dynamically generated based on the registered e-Business Manager applets, the user's rights, and the system's data files. Some templates are available only for .order or .store customers, and some templates are shared by both customers.

Options that you set up in e-Business Manager Options and Web Template Options will affect the functionality and the appearance of the templates. You can also customize any template to include fields that are not already provided. For more information, see the Customizing Your Web Pages in the Help system.

The following sample template for .order customers includes standard features available on e-Business Manager templates. An explanation of the features follows.

Main menu. This example displays menu style 3 as selected in Web Template Options.

Header

Content in the Body dynamically changes based on the user's requests.

Footer

Help menu

The Webmaster address is established in e-Business Manager Options.

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Header

The header contains the company logo image or the company name specified in e-Business Manager Options. The information in the Header is consistent on each Web page. For more information, see e-Business Manager Options in the Help system.

Main Menu

The Main menu contains links to Web pages set up in Web Menu Maintenance. Main menu styles can be defined for both .order and .store Web pages. You can select among three Main menu styles, all appearing slightly different. The template samples that follow in this chapter appear with Main menu style **3** unless otherwise noted. For more information, see Web Menu Maintenance in the Help System.

Help Menu

Click **Help** to display the Help menu. The Help menu provides topics that assist the user with performing functions on a specific Web page, such as updating user information, and viewing customer and product information. The link to the Help menu can be customized in Web Template Options. For more information, see Web Template Options in the Help system.

Footer

The footer contains a menu bar with an abbreviated version of the Main menu and an e-mail link to the Webmaster. The information in the Footer is consistent on each Web page. The appearance of the options on the menu bar are determined by the menus set up in Web Menu Maintenance. For more information, see Web Menu Maintenance in the Help system,.

Cascading Style Sheet

You can select a cascading style sheet to use for all of your templates in e-Business Manager Options. The cascading style sheet allows you to define the colors and fonts to apply to all of your Web pages. For more information, see Customizing Your Web Pages in the Help system.

Previous Page/Next Page Links

The Previous Page and Next Page links are available on all inquiry and browse Web pages. These links do not appear on line drill down and shopping cart Web pages (you must scroll to view additional information). Click Previous Page to display the previous page of inquiry information. Click Next Page to display the next page of inquiry information. The Previous Page and Next Page links can be customized in Web Template Options. For more information, see Web Template Options in the Help system.

BACK

Template Samples

Samples of the default templates provided are included on the following pages. You can change these templates in Template Maintenance. For more information, see Template Maintenance in the Help system.

- *Log On for .order Customers*
- *Request User ID and Password (.order)*
- *Update User Information (.order)*
- *User ID Browse (.order)*
- *Customer Maintenance (.order)*
- *Customer Inquiry (.order)*
- *View Invoice Information Options*
- *View Invoice Information (Summary)*
- *View Invoice Information (Detail)*
- *Invoice Drill Down (Header and Totals)*
- *Invoice Drill Down (Lines)*
- *View Open Sales Order Options*
- *View Open Sales Orders*
- *Open Sales Order Drill Down (Header and Totals)*
- *Open Sales Order Drill Down (Lines)*
- *View Sales Order History Options*
- *View Sales Order History*
- *Sales Order History Drill Down (Header and Totals)*
- *Sales Order History Drill Down (Lines)*
- *View RMA Options*
- *View RMA Information*
- *RMA Drill Down (Header Information)*
- *RMA Drill Down (Lines)*
- *View Credit Information (.order)*
- *Ship To Address Browse*
- *Ship To Address Maintenance*
- *Products and Services (Default)*
- *Products and Services (Single-Item Submit, No Frames)*
- *Products and Services (Multi-Item Submit, No Frames)*
- *Products and Services (Multi-Item Submit with Frames)*
- *Products and Services (Single-Item Submit with Frames)*
- *Item Detail*
- *Product Search*
- *Shopping Cart Item Information, Step 1 of 3 (.store)*

- *Shopping Cart Item Information, Step 2 of 3 (.store)*
- *Shopping Cart Confirmation, Step 3 of 3 (.store)*
- *View Shopping Cart (.order)*
- *Confirm Shopping Cart Submission (.order)*
- *Add Items to Shopping Cart (.order)*
- *Sales Tax Detail*
- *User Profile (.store)*
- *Log On for .store Customers*
- *Request Password (.store)*
- *Help Table of Contents*

Log On for .order Customers

This template (login.htm) is provided with the .inquiry and .order applets and serves as the entry point into your Web site for .order customers. The entry point for .store customers is the Products and Services Web page.

Click request to display the *Request User ID and Password (.order)* Web page.

Access to the e-Business Manager Web pages requires the use of per-session cookies by the Web browser. The cookie option in the browser must be set to accept or prompt to accept cookies in order to proceed. If the **Save User ID and Password** check box is cleared, the cookie is stored in memory only. After the browser window closes, the cookie is gone. If the **Save User ID and Password** check box is selected, the cookie is saved on your hard drive.

Click Log On after entering your user ID and password to display the initial .order Web page set up in e-Business Manager Options.

Request User ID and Password (.order)

This template (Uid_request.htm) is provided with the .inquiry and .order applets and can only be used by .order customers.

You can customize the Submit button in Web Template Options.

After entering the e-mail address set up for your user ID, click Submit to request that an e-mail with the user ID and password information be sent. A message appears acknowledging the submission.

Update User Information (.order)

This template (uid.htm) is provided with the .inquiry and .order applets and can only be viewed by .order customers.

If you have supervisory rights, click the User ID link to browse all user IDs and user names.

You can customize the Submit button in Web Template Options.

The **Country** drop-down list is dynamically filled, based on the country codes set up on the Application Server (in Library Master Country Code Maintenance).

Click Submit to submit changes to user information. A message appears acknowledging the submission.

User ID Browse (.order)

This template (uid_browse.htm) is provided with the .inquiry applet and can only be
viewed by .order customers with supervisor rights.
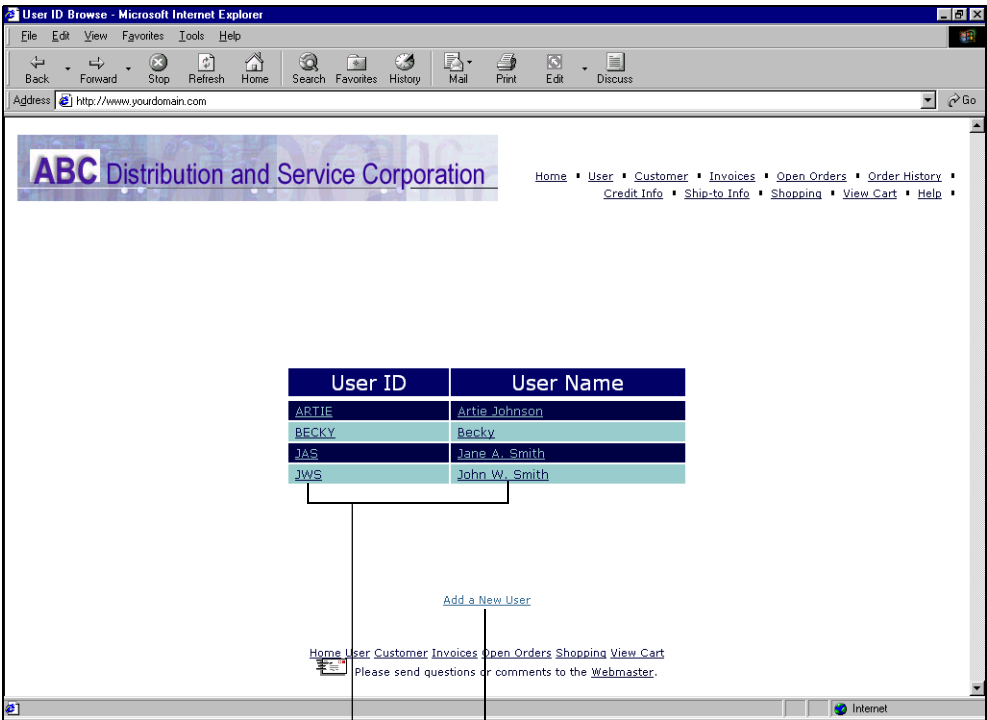
Click an option to display the
Update User Information (.order)
Web page.

Customer Maintenance (.order)

This template (customer.htm) is provided with the .inquiry applet and can only be viewed by .order customers. Only users with supervisor rights can submit changes to customer information.

You can customize the Submit button in Web Template Options.

The **Country** drop-down list is dynamically filled, based on the country codes set up on the Application Server (in Library Master Country Code Maintenance).

After clicking Submit, a message appears acknowledging the submission.

Customer Inquiry (.order)

This template (cust_inquiry.htm) is provided with the .inquiry applet and can only be viewed by .order customers.

View Invoice Information Options

This template (inv_inq_options.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

You can customize the Submit
button in Web Template Options.

If the **Save Inquiry Settings** check box was previously selected, the *View Invoice Information (Summary)* Web page or the *View Invoice Information (Detail)* Web page appears instead of the View Invoice Information Options Web page.

If more than one invoice is selected in the View Invoice Information Options Web page, when you click Submit, the *View Invoice Information (Summary)* Web page appears. If only one invoice is selected, the *View Invoice Information (Detail)* Web page appears.

View Invoice Information (Summary)

This template (inv_inq_smry.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

If the invoice exists in the Invoice History file, the invoice number is linked to the *Invoice Drill Down (Header and Totals)* Web page.

These links can be customized in Web Template Options. Click Options to display the *View Invoice Information Options* Web page.

Account balance information appears on the View Invoice Information (Summary) Web page only if the **Calculate Account Balance** check box is selected on the *View Invoice Information Options* Web page.

View Invoice Information (Detail)

This template (inv_inq_dtl.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

If the invoice exists in the Invoice History file, the invoice number is linked to the *Invoice Drill Down (Header and Totals)* Web page.

These links can be customized in Web Template Options. Click Options to display the *View Invoice Information Options* Web page.

Account balance information appears on the View Invoice Information (Detail) Web page only if the **Calculate Account Balance** check box is selected on the *View Invoice Information Options* Web page.

Invoice Drill Down (Header and Totals)

This template (inv_dd_hdr.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

Click a link under Package Tracking to check the status of a package.

These links can be customized in Web Template Options. Click Options to display the *View Invoice Information Options* Web page.

If the **Print Tax Code Detail** check box is selected in the Sales Tax Schedule Maintenance window (accessed from the Library Master Common menu), the *Sales Tax Detail* Web page appears when you click the **Sales Tax** link.

Click **Invoice Detail** to display the *Invoice Drill Down (Lines)* Web page. This feature is available only if an option other than **No** is selected at the **Retain in Detail** field in the Accounts Receivable Options window.

Invoice Drill Down (Lines)

This template (inv_dd_ln.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

If an item in the Item Number column is Internet-enabled, the item is linked to the *Item Detail* Web page.

Click View Totals to display the *Invoice Drill Down (Header and Totals)* Web page. This link can be customized in Web Template Options.

This link appears only if the user has shopping cart rights set up in User ID Maintenance. Click Add All Items to Shopping Cart to add all Internet-enabled items for the invoice to your shopping cart. A message appears acknowledging the submission. This link can be customized in Web Template Options.

View Open Sales Order Options

This template (so_inq_options.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

You can customize the Submit button in Web Template Options.

If the **Save Inquiry Settings** check box was selected, the *View Open Sales Orders* Web page appears instead of the Open View Sales Order Options Web page.

If more than one sales order is selected on the View Open Sales Orders Options page, after you click Submit, the *View Open Sales Orders* Web page appears. If only one sales order is selected, the *Open Sales Order Drill Down (Header and Totals)* Web page appears.

View Open Sales Orders

This template (so_inq.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

The order numbers are linked to the *Open Sales Order Drill Down (Header and Totals)* Web page.

Click Options to display the *View Open Sales Order Options* Web page. This link can be customized in Web Template Options.

Open Sales Order Drill Down (Header and Totals)

This template (so_dd_hdr.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

Click View Detail to display the *Open Sales Order Drill Down (Lines)* Web page. This link can be customized in Web Template Options.

Click Options to display the *View Open Sales Order Options* Web page. This link can be customized in Web Template Options.

If the **Print Tax Code Detail** check box is selected in the Sales Tax Schedule Maintenance window (accessed from the Library Master Common menu), the *Sales Tax Detail* Web page appears when you click the **Sales Tax** link.

Open Sales Order Drill Down (Lines)

This template (so_dd_ln.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers.

If an item in the Item Number column is Internet-enabled, the item is linked to the *Item Detail* Web page.

Click View Totals to display the *Open Sales Order Drill Down (Header and Totals)* Web page. This link can be customized in Web Template Options.

This link appears only if you have shopping cart rights set up in User ID Maintenance. Click Add All Items to Shopping Cart to add all Internet-enabled items for the order to your shopping cart. A message appears acknowledging the submission. This link can be customized in Web Template Options.

View Sales Order History Options

This template (so_hist_inq_options.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers. It is available only if the **Retain Sales Order/Quote History** check box is selected in the Sales Order Options window.

You can customize the Submit button in Web Template Options.

If the **Save Inquiry Settings** check box was previously selected, the *View Sales Order History* Web page appears instead of the View Sales Order History Options Web page.

If more than one sales order is selected on the View Sales Order History Options page, after you click Submit, the *View Sales Order History* Web page appears. If only one sales order is selected, the *Sales Order History Drill Down (Header and Totals)* Web page appears.

View Sales Order History

This template (so_hist_inq.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers. It is available only if the **Retain Sales Order/Quote History** check box is selected in the Sales Order Options window.

The order numbers are linked to the *Sales Order History Drill Down (Header and Totals)* Web page.

Click Options to display the *View Sales Order History Options* Web page. This link can be customized in Web Template Options.

Sales Order History Drill Down (Header and Totals)

This template (so_hist_dd_hdr.htm) is provided with the .inquiry applet and can be viewed by .order and .store customers. It is available only if the **Retain Sales Order/Quote History** check box is selected in the Sales Order Options window.

Click View Detail to display the *Sales Order History Drill Down (Lines)* Web page. This link can be customized in Web Template Options.

Click Options to display the *View Sales Order History Options* Web page. This link can be customized in Web Template Options.

If the **Print Tax Code Detail** check box is selected in the Sales Tax Schedule Maintenance window (accessed from the Library Master Common menu), the *Sales Tax Detail* Web page appears when you click the **Sales Tax** link.

Sales Order History Drill Down (Lines)

This template (so_hist_dd_ln.htm) is provided with the .inquiry applet and can be viewed by .order or .store customers. It is available only if the **Retain Sales Order/Quote History** check box is selected in the Sales Order Options window.

If an item in the Item Number column is Internet-enabled, the item is linked to the *Item Detail* Web page.

Click View Totals to display the *Sales Order History Drill Down (Header and Totals)* Web page. This link can be customized in Web Template Options.

This link appears only if you have shopping cart rights set up in User ID Maintenance. Click Add All Items to Shopping Cart to add all Internet-enabled items for the order to your shopping cart. A message appears acknowledging the submission. This link can be customized in Web Template Options.

Return Merchandise Authorization (RMA) Templates

If you have the RMA module installed, the following templates can be viewed to inquire on returns. The RMA template samples appear in a format set up for .order customers. For information on RMA, refer to your *Return Merchandise Authorization* manual.

For .order customers, RMA templates are accessed by clicking the RMA link that appears as a menu option in the header. For .store customers, RMA templates are accessed by clicking the RMA Inquiry link that appears on the User Profile Web page when a customer number has been assigned to the user.

All RMA templates can be viewed by .order and .store customers.

View RMA Options

This template (Rma_inq_options.htm) appears when you click the RMA link that appears in the header.
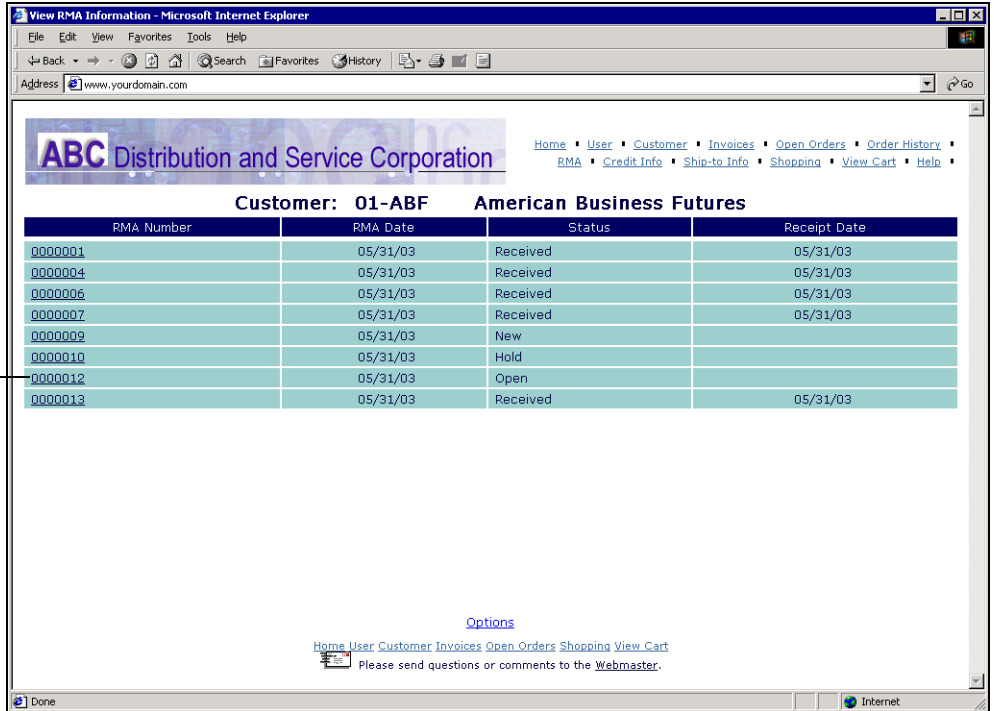
You can search on the RMA number, date, receipt date, and status.

If more than one RMA is selected on the View RMA Options page, after you click Submit, the *View RMA Information* Web page appears. If only one sales order is selected, the *RMA Drill Down (Header Information)* Web page appears.

View RMA Information

This template (Rma_inq.htm) displays all current RMA entries.

Click an RMA number to view
header information for the selected
RMA on the *RMA Drill Down
(Header Information)* Web page.

RMA Drill Down (Header Information)

This template (Rma_dd_hdr.htm) displays header information for the selected RMA number.

If an invoice has been created for a replacement item, the invoice information appears in the Invoices on RMA for Replacement Items section.

Click View Detail to view line detail for the selected RMA on the *RMA Drill Down (Lines)* Web page. This link can be customized in Web Template Options.

Click Options to display the *View RMA Options* Web page. This link can be customized in Web Template Options.

RMA Drill Down (Lines)

This template (Rma_dd_ln.htm) displays line detail information for the selected RMA number.

Click View Totals to display the *RMA Drill Down (Header Information)* Web page. This link can be customized in Web Template Options.

View Credit Information (.order)

This template (credit.htm) is provided with the .inquiry applet and can be viewed by .order customers.

Ship To Address Browse

This template (ship_to_browse.htm) is provided with the .inquiry, .order, and .store applets and can be viewed by .order and .store customers.
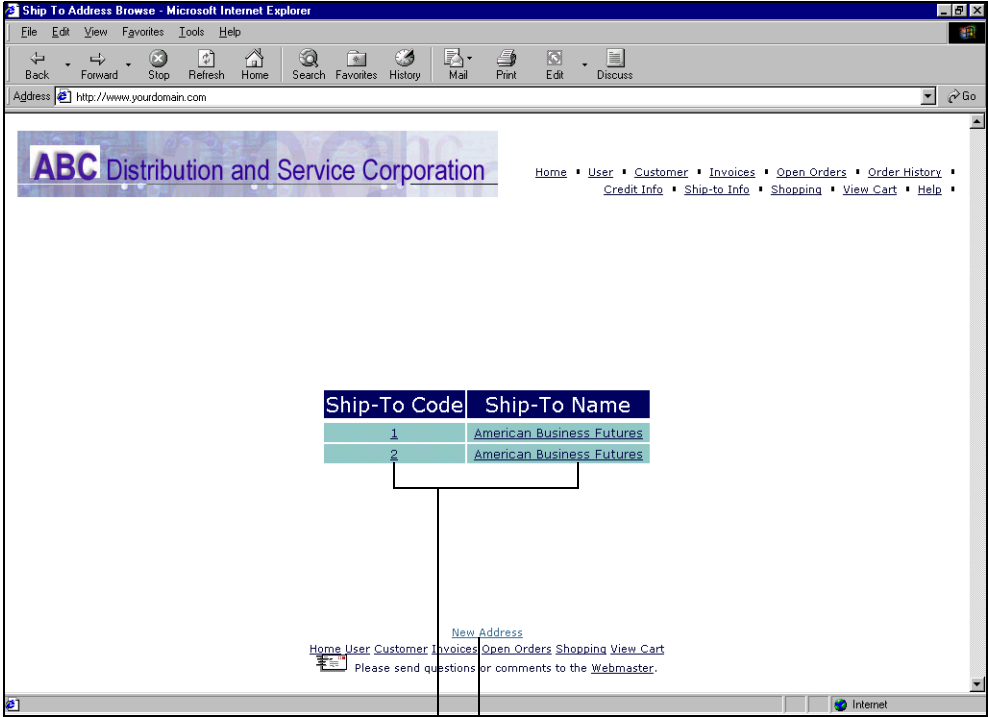
Click an item in the Ship-To Code or Ship-To Name column to display the *Ship To Address Maintenance* Web page.

This link appears only if you are set up as a supervisor in User ID Maintenance. Click New Address to display the *Ship To Address Maintenance* Web page. Complete the fields to add a new ship-to code.

Ship To Address Maintenance

This template (ship_to.htm) is provided with the .inquiry, .order, and .store applets and can be viewed by .order and .store customers.

Click Ship-To Code to display the *Ship To Address Browse* Web page.

You can customize the Submit button in Web Template Options.

The **Country** list is dynamically filled, based on the country codes set up on the Application Server (in Library Master Country Code Maintenance).

After clicking Submit, a message appears acknowledging the submission. When the change is submitted by a .store customer, a ship-to record is added to the Ship-To file. The ship-to code is numerically incremented starting with 0001 and limited to 9999.

Only .store customers, and .order customers who are set up as supervisors in User ID Maintenance, can submit ship-to address changes.

Products and Services

The Products and Services Web page is the first page viewed by .store customers.

The e-Business Manager module provides seven products and services templates. Three templates allow you to submit one item at a time (single-item submit) to your shopping cart. Four templates allow you to submit more than one item at a time (multi-item submit) to your shopping cart. Two of the templates contain frame sets.

All templates are provided with the .inquiry, .order and .store applets and can be viewed by .order and .store customers.

If you use any products and services template other than the Product and Services (Default) template, you must set up the appropriate template in Template Maintenance. For more information, see Change Your Products and Services Template in the Help system.

The following list includes features of the products and services templates. These features are noted on the template samples, which follow the list.

Add to Shopping Cart Button

The Add to Shopping Cart button appears on the Item Detail Web page and updates your shopping cart with the quantity entered. This button can be customized in Web Template Options. For .order customers, this button appears only if you have shopping cart privileges set up in User ID Maintenance.

Attachments

You can add attachments to the Item Detail Web page shown on page 41 using Inventory Management Internet Item Attachments, and Web Template Options. For more information, see Add Internet Item Attachments in the Inventory Management Help system.

Buy Button

Click Buy to place an item in your shopping cart; if the quantity is zero, the item is removed. A message appears acknowledging the addition or change. This button can be customized in Web Template Options.

Category Name, Category Descriptions

> After selecting a category, the category name and category description appear in the Body of the page. Category descriptions entered in Category Maintenance appear below the category name. Long category descriptions entered in Category Maintenance appear below the category description.

Item Information

> The **Item Number**, **Item Description**, **Quantity Available**, **Base Price**, and **Shopping Cart** column titles can be customized in Web Template Options.

> The quantity available appears if **Customer** or **All** is selected at the **Calculate Quantity Available** field in the Web Template Options window. You can also define an image to display for the quantity available.

Item Name, Item Long Description

> The item name and extended item description appear on the Products and Services and Item Detail Web pages. If the **Item Name** field in the Inventory Maintenance Internet Item window is not entered, the item description entered in Inventory Maintenance is used. A item long description appears if a long description is entered in the Inventory Maintenance Internet Item window.

Next Page Link

> The Next Page link advances you to the next page of items available. This link can be customized in Web Template Options.

> If you have several items assigned to one category instead of displaying single page numbers, consider customizing the template to group and display page links in blocks of 10 pages per group. For more information, see Customizing Your Web Pages in the Help system.

Search

> You can perform a basic search for an item number, or item description. On a products and services template without frames, enter an item or item description, and then click Go. Your search results display in the body of the page. On a products and services template with frames, click Product Search to display the *Product Search* Web page.

Subcategory Items

> On products and services templates without frames, subcategory items appear under the Header, in the left column of the page. Images, such as bullets, can be defined in Web Template Options to accompany subcategory names. The images are displayed before the category names.

> On products and services templates with frames, subcategory items are accessed by clicking a top category item in the tree view.

Thumbnail Image

> Click a thumbnail image to view a larger image of the item on the Item Detail Web page. Thumbnail images and their sizes can be specified in Web Template Options. If an image is not defined, the item number appears. You can also define thumbnail images in Inventory Maintenance > Internet Item > Internet Attachments. For more information, see e-Business Manager FAQs in the Help system.

Top Category Items

> On the products and services templates without frames, top category items appear under the Header and are aligned to the left. Images, such as bullets, can be defined in Web Template Options to separate top category items.

> On the products and services templates with frames, top category items appear in a tree view, in the left column of the page.

Update Cart Button

> The Update Cart button updates your shopping cart with the current items selected. You can customize the Update Cart button in Web Template Options.

Products and Services (Default)

This template (products_nt2_multi.htm) is the default Products and Services template and allows you to add multiple items at a time to your shopping cart.

Top category items

Search

Category name and long description

Sub category items

Item information

Item name

item long description

Thumbnail image

Next Page Link

Buy button (can be customized in Web Template Options)

Products and Services (Single-Item Submit, No Frames)

This template (products_nt2_single.htm) allows you to add items to your shopping cart one at a time.

Buy button (can be customized
in Web Template Options)

Products and Services (Multi-Item Submit, No Frames)

This template (products_no_tree.htm) allows you to add multiple items at a time to your shopping cart.

Update Cart button (can be customized in Web Template Options)

Products and Services (Multi-Item Submit with Frames)

This template (products_dtl_form2.htm) allows you to add multiple items at a time to your shopping cart.

This template is part of the products.htm template, which is a frame set that contains references to the following templates: categories.htm, header.htm, footer.htm, and products_dtl_form2.htm, or products_dtl.htm.

Products and Services (Single-Item Submit with Frames)

This template (products_dtl.htm) allows you to add items to your shopping cart one at a time.

Search —

Buy button

This template is part of the products.htm template, which is a frame set that contains references to the following templates: categories.htm, header.htm, footer.htm, and products_dtl_form2.htm, or products_dtl.htm.

Item Detail

This template (item.htm) is provided with the .inquiry, .order, and .store applets and can be viewed by .order and .store customers.

| Item name | Item information | | Add to Shopping Cart button |
| Item long description | | Attachments | |

Enter zero at the **Order Quantity** field to remove the item from your shopping cart. A message appears acknowledging the change.

Product Search

The Product Search window appears after clicking Product Search on the Products and Services (Multi-Item Submit with Frames) Web page, the Products and Services (Single-Item Submit with Frames) Web page, or after clicking the Advanced link on the Products and Services (Default), Products and Services (Single-Item Submit, No Frames), or the Products and Services (Multi-Item Submit, No Frames) Web pages.

The following Product Search window (search.htm) appears if you are a .order customer.

Your Item Number is the Alias Item Number set up for a customer in the Inventory Management Alias Item Number Maintenance window. For more information, refer to your Inventory Management manual.

Search for an item number, item description, or an item number specific to your company. The results of your search are displayed in the item detail table on the right side of any Products and Services Web page.

The following Product Search window (Search_store.htm) appears if you are a .store customer.

Search for an item number, or item description. The results of your search are displayed in the item detail table on the right side of any Products and Services Web page.

The Product Search templates are provided with the .inquiry, .order, and .store applets.

Shopping Cart Item Information, Step 1 of 3 (.store)

This template (sc_step1.htm) is provided with the .store applet and can only be viewed by .store customers. The following sample displays Main menu style **2** as selected in Web Template Options.

The item is linked to the *Item Detail* Web page.

The Confirm Password field appears only for first-time users.

The **E-Mail Address** field is a required field. First time users must create a password; return users must submit their password to continue the shopping cart submission process.

Shopping Cart Item Information, Step 2 of 3 (.store)

This template (sc_step2.htm) is a default template provided with the .store applet for entering shipping information and can only be used by .store customers. This template is used automatically if the Allow .store Ship to Addresses check box is cleared in the e-Business Manager Options window. The following sample displays Main menu style **2** as selected in the Web Template Options window.

The Expiration Date field includes eight years beginning with the current year.

A template named **sc_step2_no_ship.htm** includes billing information fields and can be used if you do not want your .store customers to enter a shipping address that is different from their billing address. This template is used automatically if the Allow .store Ship to Addresses check box is cleared in the e-Business Manager Options window.

The **Country** drop-down list is dynamically filled based on the country codes set up on the Application Server (in Library Master Country Code Maintenance).

If **No** is selected at the **Use Shipping Codes to Calculate Freight** field in the Sales Order Options window, the **Ship Via** field appears as a nonvalidated, free-form entry field. If **Yes** or **Actual** is selected, the **Ship Via** field appears as a drop-down list that is dynamically filled based on the Internet-enabled shipping codes set up in Sales Order Setup menu > Shipping Rate Maintenance.
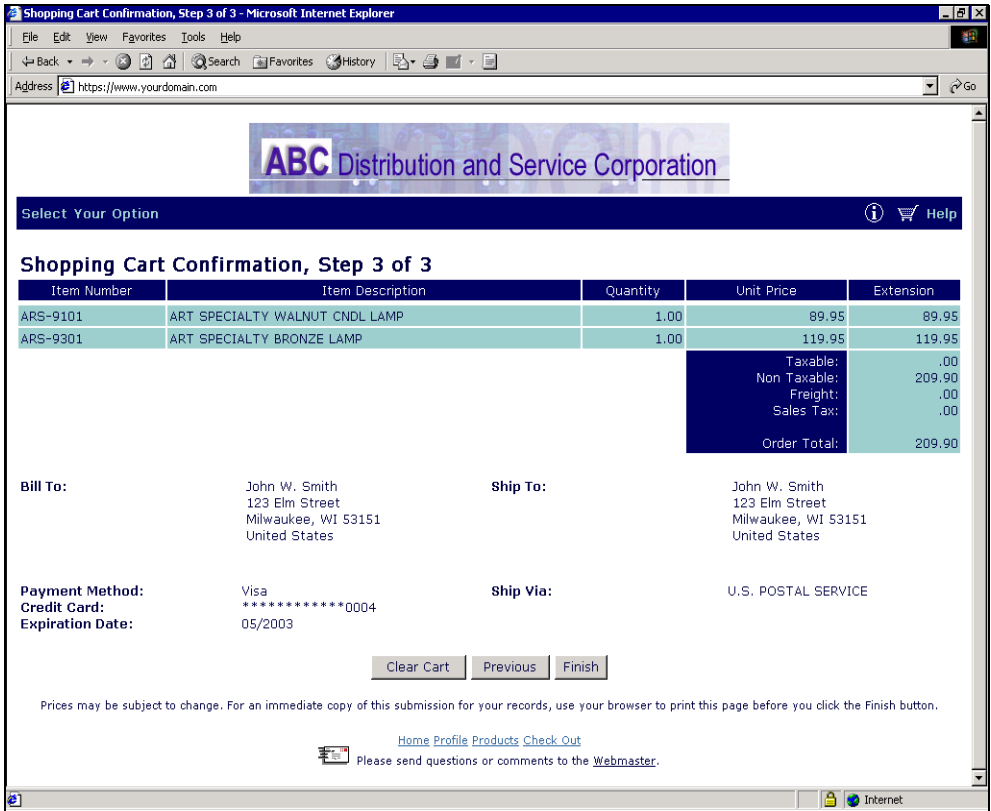
The **Payment Method** drop-down box is dynamically filled based on the Internet-enabled payment types set up Accounts Receivable Payment Type Maintenance. Only payments for which the Allow Corporate Cards check box is cleared are available as a payment method.

The **State** field contains all U.S. states and possession codes/descriptions from the U.S. Postal Service Web site.

Shopping Cart Confirmation, Step 3 of 3 (.store)

This template (sc_step3.htm) is provided with the .store applet and can be viewed by .store customers. The following sample displays Main menu style **2** as selected in the Web Template Options window.

If the **Print Tax Code Detail** check box is selected in Sales Tax Schedule Maintenance (accessed from the Library Master Common menu), a **Sales Tax** link is displayed. Clicking this link displays the *Sales Tax Detail* Web page.

View Shopping Cart (.order)

This template (submit_so.htm) is provided with the .order applet and can be viewed by .order customers for whom the **Allow Submission of Sales Orders** check box is selected in the User ID Maintenance window.

The item is linked to the *Item Detail* Web page.

Click Ship To to display the *Ship To Address Browse* Web page. This drop-down list is dynamically filled, based on the ship-to codes set up for the customer.

If the **Print Tax Code Detail** check box is selected in Sales Tax Schedule Maintenance (accessed from the Library Master Common menu), a **Sales Tax** link is displayed. Clicking this link displays the *Sales Tax Detail* Web page.

If **No** is selected at the **Use Shipping Codes to Calculate Freight** field in the Sales Order Options window, the **Ship Via** field appears as a nonvalidated, free-form entry field. If **Yes** or **Actual** is selected, the **Ship Via** field appears as a drop-down list that is dynamically filled based on the Internet-enabled shipping codes set up in Shipping Rate Maintenance (accessed from the Sales Order Setup menu).

Confirm Shopping Cart Submission (.order)

This template (confirm_so.htm) is provided with the .order applet and can be viewed by .order customers for whom the **Allow Submission of Sales Orders** check box is selected in the User ID Maintenance window.

Click Edit to display the *View Shopping Cart (.order)* Web page and edit your shopping cart entry.

Click Accept to submit the shopping cart entry.

If the **Print Tax Code Detail** check box is selected in the Sales Tax Schedule Maintenance window (accessed from the Library Master Common menu), a **Sales Tax** link is displayed. Clicking this link displays the *Sales Tax Detail* Web page.

Add Items to Shopping Cart (.order)

This template (additems.htm) is provided with the .order applet and can be viewed by .order customers for whom the **Allow Submission of Sales Orders** check box is selected in the User ID Maintenance window. When user changes are updated, both the user information and customer information is updated.
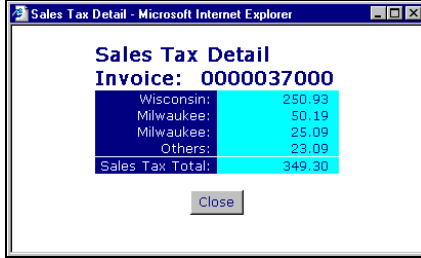

The Add Items menu item is available on the Main menu only if the Display on Main Menu check box is selected for this menu item in Web Menu Maintenance.

To remove rows from the Add Items to Shopping Cart table, change the value of the hidden Rows form object to the total number of rows desired, and then delete the extra rows from the table. To add rows, change the hidden Rows value to the total number of rows desired. Then copy and paste existing rows, and rename each row using the next row number.

Sales Tax Detail

This template (sales_tax_dtl.htm) is provided with the .inquiry, .order, and .store applets and can be viewed by .order and .store customers.

User Profile (.store)

This template (profile.htm) is provided with the .store applet and can be viewed by .store customers. The following sample displays Main menu style **2** as selected in Web Template Options.

You can customize the Submit button in Web Template Options.

If you are a returning .store customer, click Sign In to enter your user name and password. For more information, see *Log On for .store Customers*.

The **Country** drop-down list is dynamically filled, based on the country codes set up on the Application Server (in Library Master Country Code Maintenance).

Click Submit to submit changes to user information. A message appears acknowledging the submission.

Log On for .store Customers

This template (Login_store.htm) appears if you click the **Already a customer?** link on the *User Profile (.store)* Web page.

Request Password (.store)

This template (password.htm) is provided with the .store applet and can only be used by .store customers. The following sample displays Main menu style **2** as selected in Web Template Options.
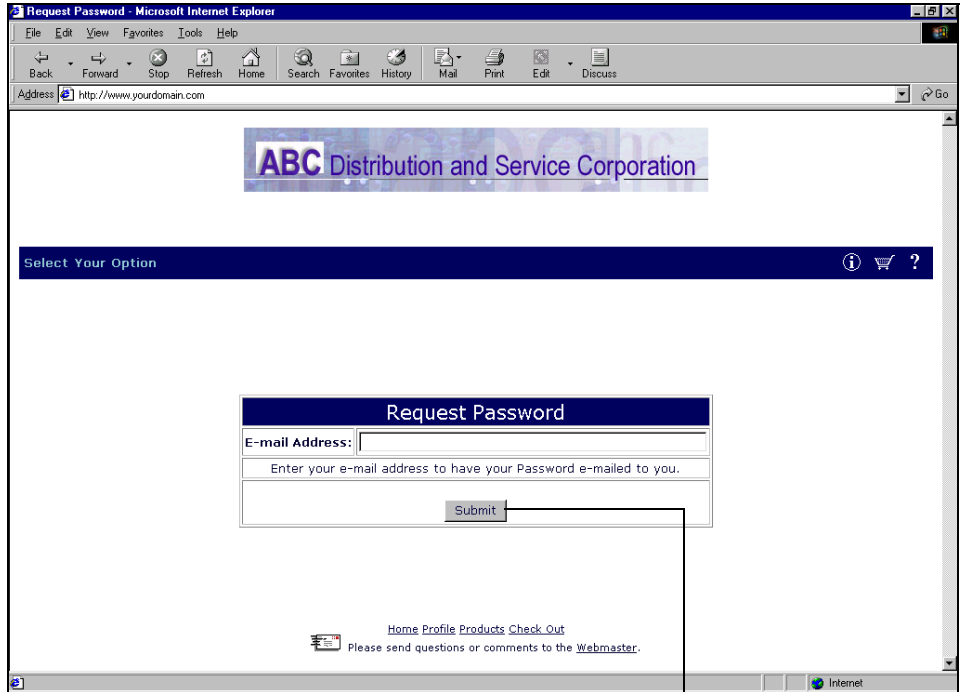
You can customize the Submit button in Web Template Options.

Any .store customer can request that their password be e-mailed.

Help Table of Contents

This template (Help_TOC.htm) is provided with the .inquiry, .order, and .store applets and can be viewed by .order and .store customers. The Help Table of Contents template displays the HELP or STORE HELP menu set up in Web Menu Maintenance. When a .order customer views this page, the HELP menu is automatically displayed, and when a .store customer views this page, the STORE HELP menu is automatically displayed. The HELP menu provides links to Help pages for .order customers. The STORE HELP menu provides links to Help pages for .store customers.
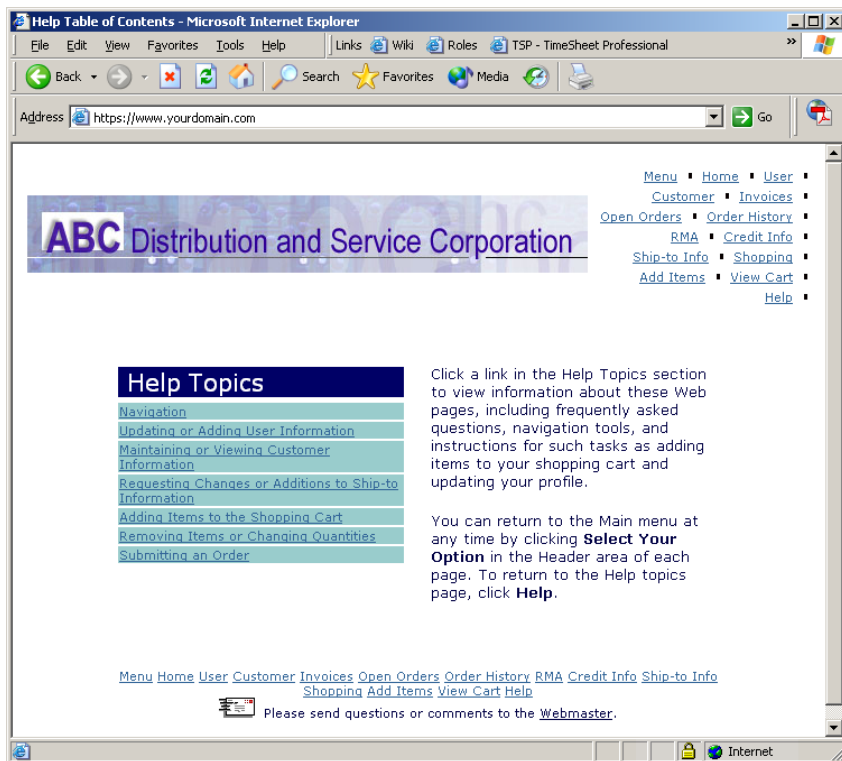
Predefined Web Help pages are located in the IW directory on the Web engine and can be customized to fit your needs. The .order Web Help file names begin with HELP_, and .store Web Help file names begin with STORE_HELP_. For more information, see Add or Modify Help pages in the Help system.