



NetStoreSync Manual

Introduction

NetStoreSync integrates your merchant's in-store QuickBooks system with NetStores® Ecommerce Solution to offer added service, simplicity and convenience to your customers.

NetStores® E-Commerce Solution and NetStoreSync provides a total solution for Retail Solution Providers to offer their clients by giving them easy-to-create online storefronts that are automatically integrated with their in-store POS systems. Intuitive, drag and-drop web-design tools that are compatible with Macromedia Dreamweaver, Adobe GoLive, and Microsoft FrontPage web-design programs provide customers with unparalleled convenience and ease-of-use. This easy-to use, simple to maintain software, offers domain hosting, dynamic online catalog creation, shopping cart and your own secure payment gateway all backed by NetStores' comprehensive training support and customer service. Already have a web presence? When you use separate in store and online solutions, you are only getting half of the picture at any given time. At the end of the day you still need to manually reconcile your books. NetStoresSync does this automatically.

If you have any questions regarding setup or the services offered at NetStores, just call toll free: 888-345-4322.

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Chapter 1 Setting up NetStoreSync:

Prerequisites:

The following programs are needed to run NetStoreSync:

- 1. Microsoft .NET Framework 2.0
- QuickBooks Foundation Class Version 7
- 3. QuickBooks QBXMLRP2 Version 7

The prerequisites will be downloaded by the installer if needed.

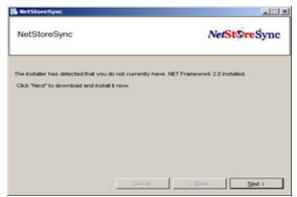
Downloading NetStoreSync:

- To download the NetStoreSync Installer. Go to http://www.netstores.com and move your mouse over the "Downloads" tab at the top of the screen. A pull down menu will drop down, on this menu click NetStoreSync (See Figure 1).
- Next Click download or the NetStoreSync logo image. (See Figure 2).
- 3. Complete the registration information and click Continue. Save the file to download to your desktop.



Figure 1: NetStoreSync Logo

Installing .NET Framework 2.0



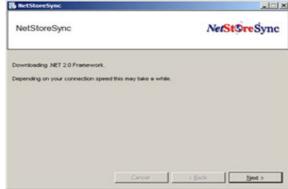


Figure 3: .NET Framework 2.0 was not detected.

Figure 4: .NET Framework 2.0 Download

- 4. Upon loading the NetStoreSync Installer, the Installer will test for the first prerequisite. The .NET 2.0 Framework. If the framework is not detected you will be prompted to install it. (See Figure 4) If you already have .NET 2.0 installed skip to step 9.
- 5. Click next to download and install the .NET 2.0 Framework.
- 6. The download will begin immediately. The file size is ~22meg and depending on your connection it might take a while to download. On a cable modem it will take less than 5 minutes.



Figure 5: Installing .NET Framework 2.0

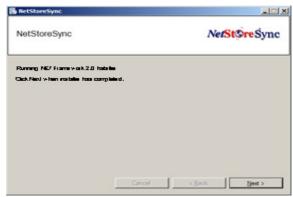


Figure 6: Click ok when the .NET Framework 2.0 installer has completed.

- 7. After the download has completed the .NET 2.0 Installer will start. Follow the simple screen prompts to install. (See Figure 5.)
- 8. After the .NET installer has completed click OK to continue with the NetStoreSync Installation. See Figure 6

Registering NetStoreSync:

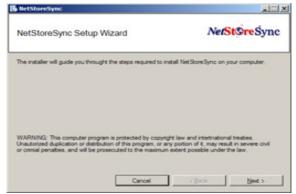
- 9. The Registration Screen. (Figure 7)
- 10. Please take the time to fill out the simple form and click "Continue". Your information will be submitted across the internet to our servers.



Figure 7: This is the NetStores Support Registration screen. By Filling out this information we can better serve and support you as you use NetStoreSync.

Using the Installer:

11. Welcome to the NetStoreSync Installer. (See Figure 8).



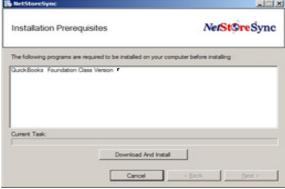


Figure 8: Setup Wizard

Figure 9: Prerequisite Installer

12. Next you may be prompted that you are in need of a few programs before installing NetStoreSync. Please review the list and click Download and Install. The program will automatically download these programs and run them after your computer has received them. (See Figure 9).

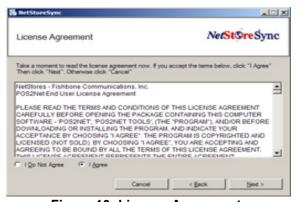






Figure 11: Installation Folder

- 13. After successfully installing all prerequisites, you will be prompted with the NetStoreSync license agreement read the licensing agreement carefully before agreeing to the terms and conditions. Click "I Agree" then click "Next" to continue. (See Figure 10).
- 14. Select a folder to install NetStoreSync into. After selecting and reviewing your choice click "Next" to continue. (See Figure 11)

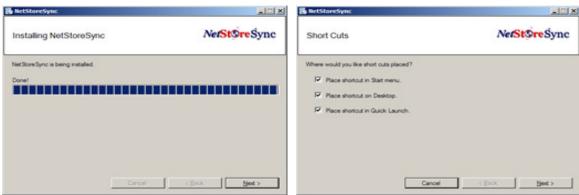


Figure 12: Installing NetStoreSync

Figure 13: Short Cuts



Figure 14: Certificate Security Warning

- 15. During the installation you will see a Security Warning informing you about the need to install a certificate. Click Yes. (See figure 14).
- 16. The installation will only take a few minutes. When the install is complete click "Next" (See figure 12).
- 17. After the installation is completed you will be prompted with your choice of where to put a short cut to NetStoreSync. Make your selections and then click "Next" (See figure 13)

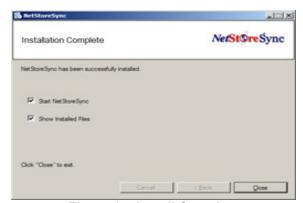


Figure 14: Install Complete

18. The installation of NetStoreSync is now complete. Click "Close" to finish the installer. (See Figure 14).

Initial Store Setup:

1. Now you have successfully installed NetStoreSync and you are ready to run it. Run the shortcut from either the desktop or your start menu. You will now see the following screen. (See Figure 15).

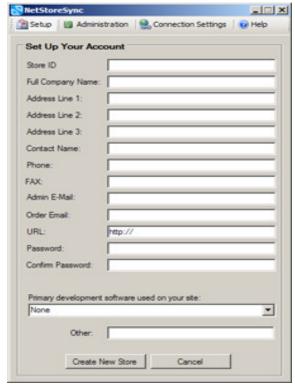


Figure 15: New Store Window

- Since this is your first time running NetStoreSync you will be prompted with the Create New NetStores Account dialog. (Subsequent running of NetStoreSync will not show this screen upon load, but you can always create a new NetStores Account by clicking the "Create a New NetStores Account" button on the Setup tab.)
- 3. Fill out this simple form to create your new NetStores Account. Upon clicking "Create New Store" button your information will be sent over the internet and your store will be created.

Connection Settings:

4. Upon successful store creation you will get a success message. Next click the Connection Settings Tab to continue the initial setup. (See Figure 16)

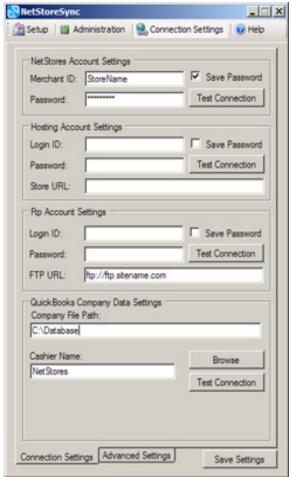


Figure 16: The above screen is the Connection Settings tab.

This is where you can edit/update your various connection settings.

- 5. You will see the Merchant ID and password for the NetStores Account you just created have already been input. Decide if you would like your password saved, or if you don't you can be prompted for it upon connection every time.
- 6. If you have a hosting account with NetStores you can input your hosting account information here.
- 7. Under Ftp Account Settings input your login and password for your ftp access for your web hosting. This is usually the same information as your hosting login information. The FTP URL is the address of your hosting account's ftp site. If you do not have this contact your hosting provider. If you are hosting with NetStores this site is usually ftp://ftp.yoursite.com. Also after the FTP URL you must input the directory on the ftp site that your public html pages reside.

- If you are hosting with NetStores it is "public_html". So in the FTP URL box you would insert "ftp://ftp.yoursite.com/public html".
- 8. Under Company file path you need to point to the QuickBooks company file being used by your company. Click the browse button and then select the correct file.
- 9. The cashier name is the name that will be attached to all invoices that are imported from NetStores.
- 10. Be sure to test all the connections to be sure they are correct and functioning.
- 11. You may be prompted with the following certificate screen.



Figure 17: Connection Certificate

12. Check the "Yes, Always allow access even if QuickBooks is not Running", and select the login of the administrator.

Advanced Connection Settings:

Clicking the advanced tab at the bottom of the Connection Settings windows will show the advanced settings screen.

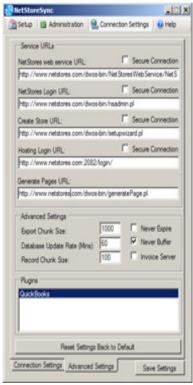


Figure 18: Advanced Settings Screen

Do not change anything on this screen unless you have been instructed to by NetStores.

These settings are vital to the functionality of NetStoreSync.

Chapter 2 Using NetStoreSync:

Creating a New Store:

- 1. To setup a new store in NetStoreSync click the "Setup" tab. You will see the screen shown in figure 19.
- 2. Click the Create New NetStores Account Button

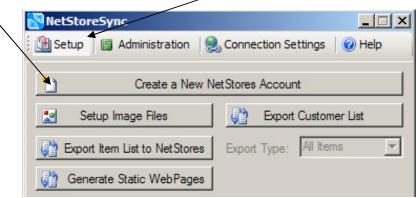


Figure 19: Setup Tab Buttons

3. Fill out the store creation form. When finished click the "Create New Store" button and your information will be sent over the internet and your store will be created (See figure 20).

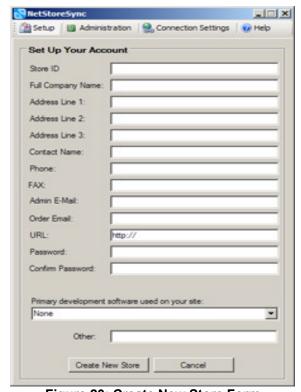
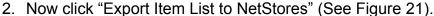


Figure 20: Create New Store Form

Exporting Items to NetStores:

1. To Export your items to your NetStores account. Start by clicking the "Setup" tab.



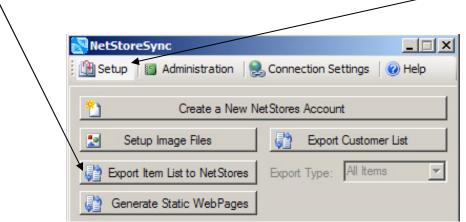


Figure 21: Setup Tab Buttons

3. Your Items will be processed and exported from QuickBooks to your NetStores Account. You can watch the progress in the Export Status window (See Figure 22).

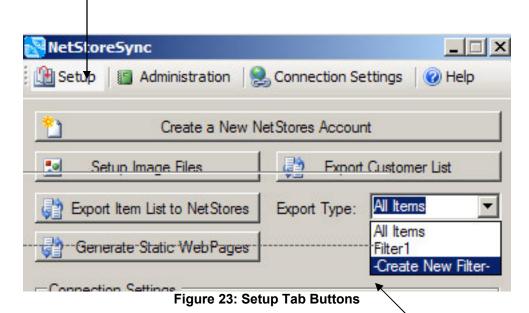


Figure 22: Export Item Status

4. A green "Export Finished successfully" Message will appear in the status when complete.

Exporting a Filtered List of Items

1. Items exported to NetStores can be filtered so you do not have to export the entire list every time you export. To filter the items list that is exported you must first create a item export filter. Start by Clicking the Setup tab. Figure 23



- 2. Next click the drop down menu next to Export Type. Now select Create New Filter.
- 3. This will load the Item Filter Manager screen. From this screen you can create a filter for your items. See Figure 24. And the help section Using Item Filter Manager for more Help.
- 4. After you have created your Item Filter you can select the filter from the Export Type drop down menu and Click Export Item List to NetStores. This will export only the items that match the filter you have created.

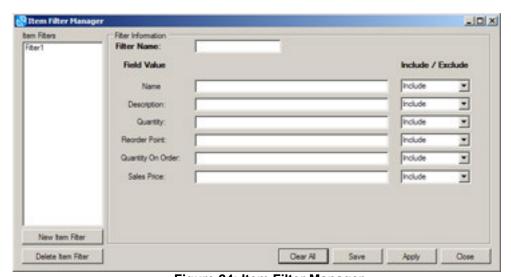
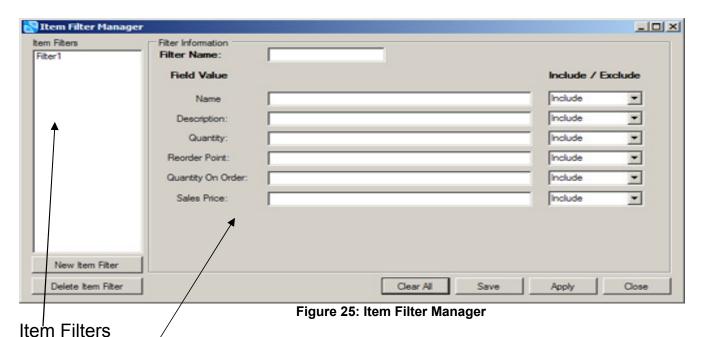


Figure 24: Item Filter Manager

Using Item Filter Manger

The item filter manager allows you to create filters for which to filter the items read in from Quickbooks for various uses in NetStoresSync. Here is a break down of the interface.



This is a list of all currently created Item filters. Clicking one of these will bring up the
details to the right in the filter information boxes.

Filter Information — This is the information that will be checked against for this filter. You can select the following items to be either included or excluded in the item search when this filter is run.

- Filter Name The name of the item filter.
- Name The name of the item to be looked at in this filter.
- Description Matches the item's description
- Quantity Quantity of items on hand.
- Reorder Point The reorder point of the items.
- Quantity on Order The amount of items that are on order.
- Sales Price The Price of the items.

New Item Filter – Clears out the boxes reading the form for a new filter to be created.

Delete Item filter – Permanently deletes the selected item filter.

Clear All – Clears all the form boxes.

Save – Saves the current item filter.

Close – Closes out the item filter manager screen.

Exporting Customers to NetStores:

- 1. To Export your customers to your NetStores account. Start by clicking the "Setup" tab.
- 2. Now click "Export Customer List to NetStores" (See Figure 26).

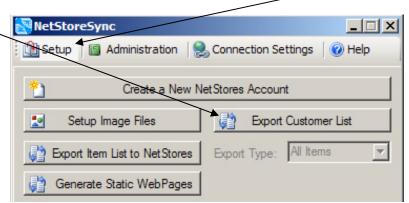


Figure 26: Setup Tab Buttons

3. Your customers will be processed and exported from QuickBooks to your NetStores Account. You can watch the progress in the Export Status window. (See Figure 27)



Figure 27: Export Customer Status

4. A green "Export Finished successfully" Message will appear in the status when complete.

Setting up Product Images:

1. To setup your product images. Start by clicking the "Setup" tab.

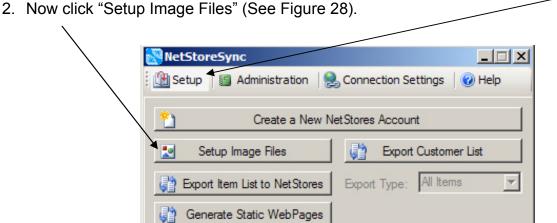


Figure 28: Setup Tab Buttons

3. This will open up the image setup screen. Right now QuickBooks database is being queried to get the product information. This information will be loaded into the bottom half of the screen into the data grid. When completed you will see a screen that looks similar to figure 29.

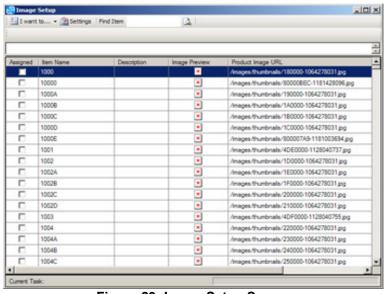


Figure 29: Image Setup Screen

- 4. There are 3 different methods you can use to setup your product images. By clicking the "I want to..." Button you will be presented with these different options (See figure 30)
 - a. **Assign images I have to products:** This option is for if you have image files on your local hard dive and want to assign these files to products.
 - b. **Search for images to assign to products:** This option is used if you do not have any image files, and would like to attempt to find files to use online.
 - c. Automatically Assign Images: Use this option if you have image files on your local hard drive and they are named after the QuickBooks ListID, Item Name, or Description fields. NetStoreSync will match up the images if the file name matches the field value.

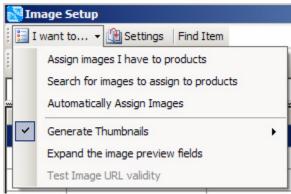


Figure 30: Image Setup Assign Options

Assign images I have to products

1. By clicking the "Assign Images I have to products" option you will be prompted by a Browse For folder screen (See Figure 31) Simply browse to the folder that contains the image files and then click ok.

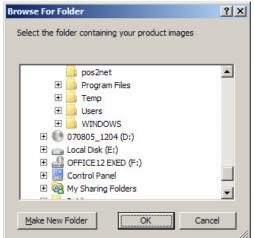


Figure 31: Select the folder containing your product images.

2. The image files that are found will be loaded into the top portion of the screen. (See figure 32)

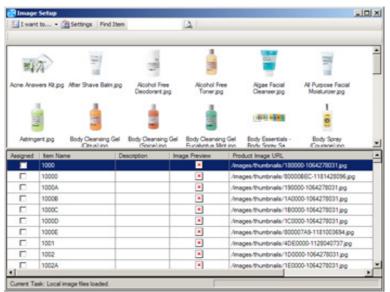


Figure 32: Product Image Files loaded into selection window.

- 3. Next you can assign the product images using one of these methods:
 - a. Click the image you want to assign, and drag it down onto to the record you want the image to relate to and release the mouse button.
 - b. Click the record from the data grid in the bottom half of the screen you want an image assigned to. Then double click the image file you want assigned.
 - c. If you want to assign the same image to multiple records select the record you want assigned by holding down the ctrl key. Then double click the image you want assigned.
- 4. When an image file has been assigned the assigned row will have a check in its box. Do not depend on the image preview to know if the image has been assigned. Go by the assigned checkbox.

Automatically Assign Images

1. By clicking the "Automatically Assign Images" option you will be prompted by a Browse For folder screen (See Figure 33). Simply browse to the folder that contains the image files and then click ok.



Figure 33: Select the folder containing your product images.

2. The image setup will process the image files found and match them up with the products in QuickBooks. The images that are matched up will be visible by the image preview column, and their assigned column will be checked.

Search for images to assign to products

1. By clicking the "Search for images to assign to products" option you will be shown a screen similar to that of figure.

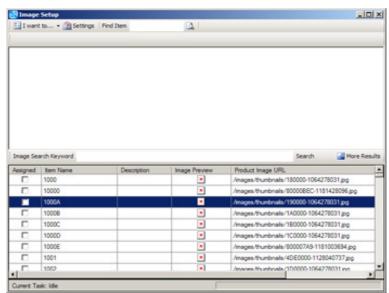


Figure 34: Product image search interface.

- To search for an image to assign to a product simply click the product's row on the data grid. This will initiate a search for images. You can also type keywords into the keyword box and click search.
- 3. The image files that are found will populate the image selection box on the top half of the screen.

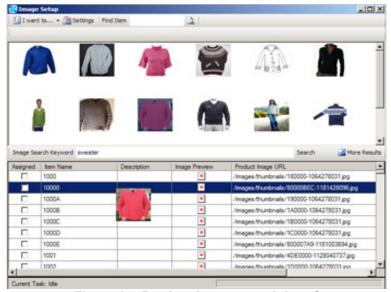


Figure 35: Product image search interface.

- 4. To assign an image file that is found use one of the following methods:
 - a. Click the image you want to assign, and drag it down onto to the record you want the image to relate to.
 - b. Click the record from the data grid in the bottom half of the screen you want an image assigned to. Then double click the image file you want assigned.
 - c. If you want to assign the same image to multiple records select the record you want assigned by holding down the ctrl key. Then double click the image you want assigned.
- 5. The more results button will bring up more results from the search.

Uploading Assigned Image files

The final setup in setting up your images files is uploading the image files to your web server.
 First make sure that your ftp settings are correct in the connection settings. And the Test
 connection passes.



2. If all is correct with your connection settings simply click the Upload Assigned Images button on the menu bar. This will upload all the image files you have just assigned to your web site.

Testing Image URL validity

- 1. Testing the validity of the image URLs will ensure no broken images on your product pages.
- 2. To start click the "I Want to..." Button and then click "Test image URL validity".

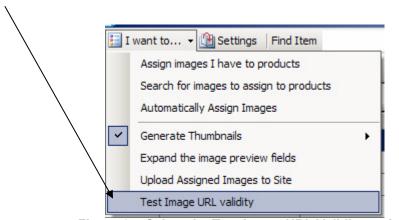


Figure 37: Select the Test Image URL Validity option.

3. A test of your image file URLs will be started. This test will check each of the URLs you have assigned. If it finds an image file that is broken that link will not have a check in the valid box.

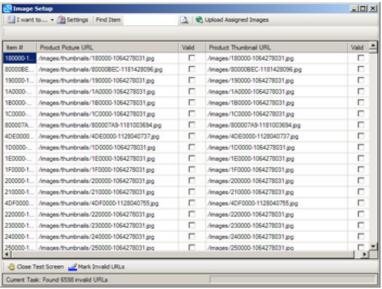
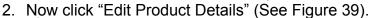


Figure 38: Image URL validity test.

4. By clicking the mark invalid URLs button it will highlight the links in the image setup data grid that are broken in red. When you go back to the main window and edit the broken links they will return to their normal color. Click the close test screen button to return to the image setup.

Editing Extended Product Details:

1. To edit the extended QuickBooks product details. Start by clicking the "Administration" tab.



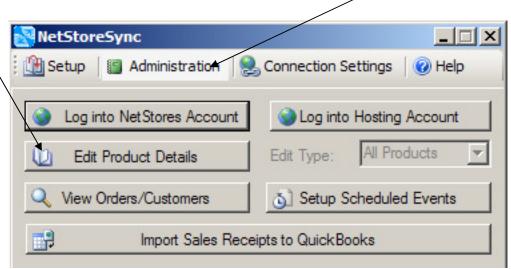


Figure 39: Setup Tab Buttons

3. The product information will be queried form your QuickBooks database and loaded into the data grid as shown below.

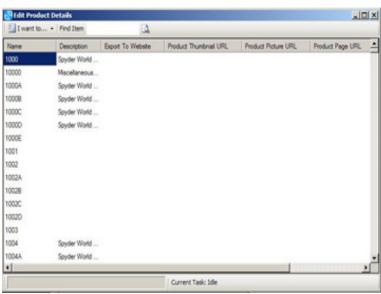


Figure 40: Edit Product Details

From the Edit Product Details window, you can edit various details about the products that are going to be exported to QuickBooks.

- 4. The data shown in the grid is extended fields that are mostly not present in QuickBooks and editable only from this screen. The fields are as follows:
 - a. **Name:** This is the product's name as it appears in QuickBooks.
 - b. **Description:** This is the description of the product as it appears in QuickBooks.
 - c. Export To Website: This field designates if an item is going to be exported to the web or not. Marking this field false will prevent an export/update and marking true will allow an export/update.
 - d. **Product Thumbnail URL:** This is the URL of the product thumbnail image. Please use full paths for best results.
 - e. **Product Picture URL:** This is the URL of the product's full size image. Again please use a full path to the image file for best results.
 - f. **Product Page URL:** This field is used for pointing to a specific product pages that you can have the product point to when clicked on from the catalog page. This will bypass the automatic dynamic product page. This is useful if you want a more details page for a product and less template driven.
 - g. Full Description: The full description to be displayed about the product. This will be a longer more full description of the product than is used in the description field. And HTML is supported here.
 - h. **Weight:** The weight of the product, as used in shipping calculations.
- 5. To edit the values in the fields simply double click the field you want to edit and type. Copy and paste commands are supported. Also a right click copy paste context menu is included.
- 6. The ability to copy multiple cells from Excel and pasting them in is also supported.
- 7. The find item box will allow you to search for an item by a keyword. It will match up any row that contains the keyword you specify.

Merging Excel Workbook with your extended product data

1. NetStoreSync supports importing an excel worksheet that contains the fields that are listed in this interface. If you don't want to implement the data here but prefer to do it in excel that is no problem. To merge an excel worksheet start by clicking the Merge excel worksheet button on the menu bar in Edit Product Details interface.

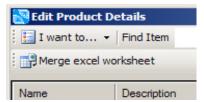


Figure 41: Merge excel worksheet button

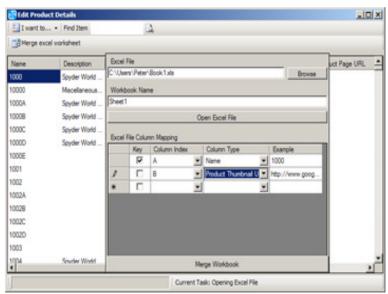
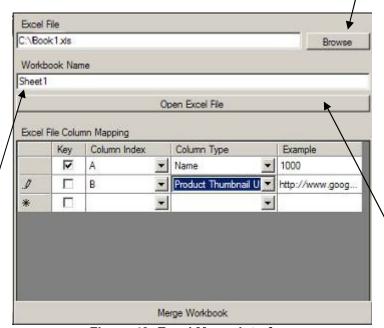


Figure 42: Excel Merge interface

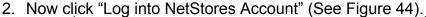
2. First select the excel file that you are going to be merging. Click the browse button and point to the excel file



- Figure 43: Excel Merge interface
- 3. Next enter the name of the workbook you want to access that is in this excel file.
- 4. Then click the Open Excel File Button. This will read in the fields that are in that excel workbook.
- 5. You will be presented with a few rows of data. The example column shows a single row from your excel file and the column index has the column code from that column as it exists in Excel.
- 6. What you must do now is select the item that Is going to act as the key. The key is a unique identifier such as name, id, or item number. Put a check into the box next to the row that is going to be the key.
- 7. Next specify what type of information exists in each column. From the Column type drop down select the type of data that exists in that column.
- 8. Finally click the merge workbook button. This will perform the actual merger of the excel workbook with the Edit Product Details interface. All the data is saved automatically so if you are finished you can close the screen now.

Logging into your NetStores account

1. To log into your NetStores account. Start by clicking the "Administration" tab.



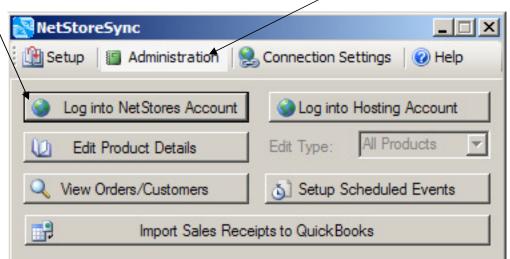


Figure 44: Administration Tab Buttons

3. An internet browser will popup and load your NetStores Administration back end. (See Figure 45).

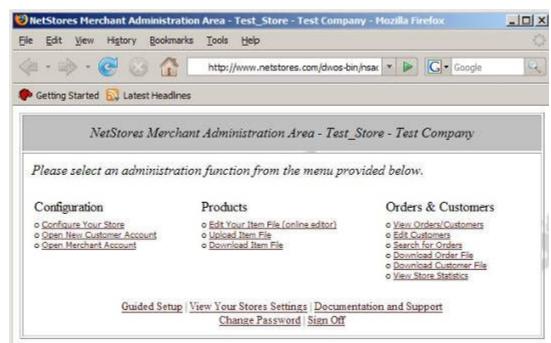


Figure 45: NetStores Administration Back End

Logging into your Hosting account

- 1. To log into your hosting account. Start by clicking the "administration" tab.
- 2. Now click "Log into Hosting Account" (See Figure 46).



Figure 46: Administration Tab Buttons

3. An internet browser will popup and load your hosting account control panel. (See Figure 47).

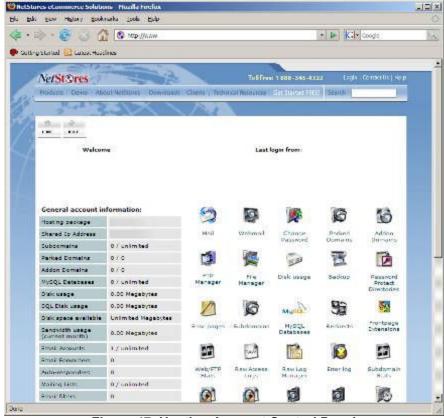
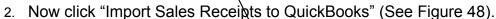


Figure 47: Hosting Account Control Panel

Import Sales Receipts to QuickBooks from NetStores

1. To Import your sales receipts to QuickBooks from your NetStores account. Start by clicking the "Administration" tab.



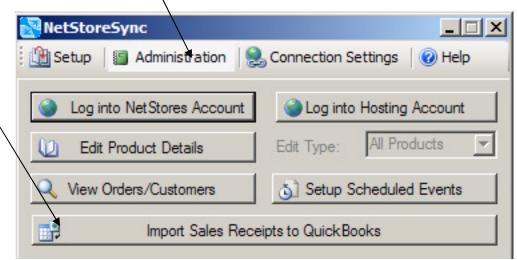


Figure 48: Administration Tab Buttons

3. The sales receipts will be requested from your NetStores store, and imported into your QuickBooks Company. You can watch the progress in the Import Status window. (See Figure 49)

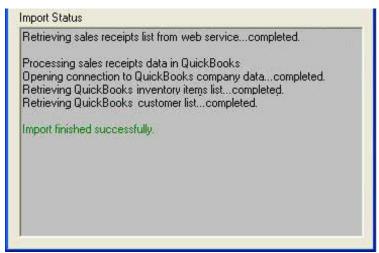


Figure 49: Sales receipt Import Status

 A green "Export Finished successfully" Message will appear in the status when complete. Now your sales receipts have been successfully imported into your QuickBooks Point of Sale Company.

Setting up Scheduled Events

- 1. To Scheduled Events. Start by clicking the "Administration" tab.
- 2. Now click "Setup Scheduled Events" (See Figure 50).

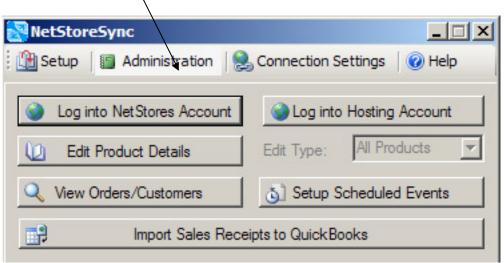


Figure 50: Administration Tab Buttons

- 3. You will be presented with the Setup Scheduled Events screen as shown in figure.
- 4. From this screen you can setup various scheduled events such as Export Item file, Export Customer file, and import invoices. (See Figure 51)

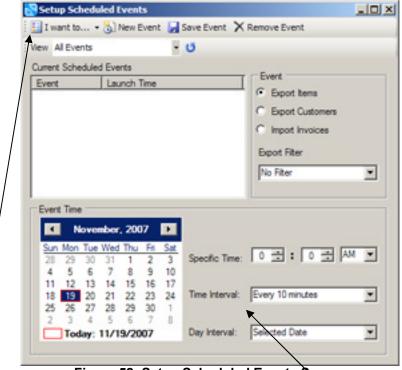


Figure 52: Setup Scheduled Events Screen

- 5. From the "I want to..." menu you can select the type of scheduled event you want to perform.
- 6. After you select the type of event you need to select the Time and interval if applicable. Then click save event.
- 7. When you close this screen the event will take effect and be called the next time its set to go off.
- 8. When an even goes off you will see a little screen like figure... that will perform the scheduled event.

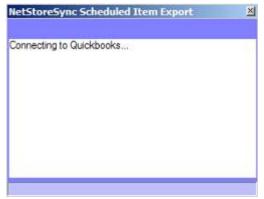


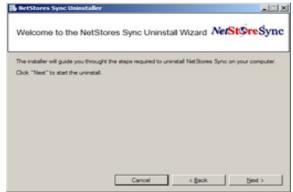
Figure 53: Scheduled Event Executing

9. NetStoreSync must be running for any event to be called. It is recommended that you keep it running but minimize it. When minimized it will appear in the system tray on the lower right as the NetStoreSync icon. You can bring the program back up by double clicking that icon.

Chapter 4: Uninstalling / Upgrading NetStoreSync

Uninstalling NetStoreSync

1. To uninstall NetStoreSync, run the NetStoreSync Uninstaller program. (See Figure 53). You will be prompted with the NetStoreSync Uninstall Wizard.



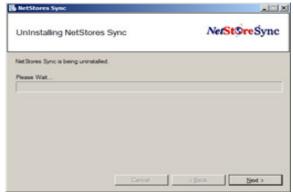


Figure 53: NetStoreSync Uninstall Wizard

Figure 54: Uninstalling NetStoreSync

- 2. Click "Next" and the program will uninstall NetStoreSync from your computer. This will remove the program and all settings from your computer. (See figure 54).
- 3. When the Uninstall is complete click "Next" and NetStoreSync has been successfully uninstalled from your computer (See Figure 55).

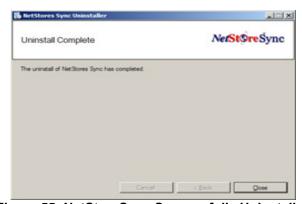


Figure 55: NetStoreSync Successfully Uninstalled

Upgrading NetStoreSync

 Every time NetStoreSync is launched It communicates with our servers to check if there is an updated version available. If a new version is detected, you will be prompted letting you know it is available to download and install. If you select to upgrade a downloader window will appear. (See figure 56).

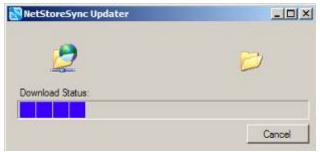


Figure 56: NetStoreSync update downloader.

2. After the download finishes it will launch the update. You will see the screen as shown in figure 54.

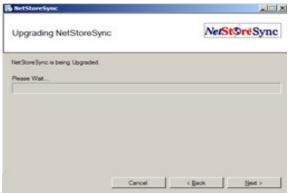


Figure 57: Upgrading NetStoreSync

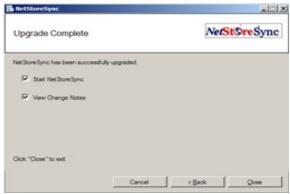


Figure 58: Upgrading NetStoreSync Complete.

- 8. When the upgrade is completed click Next.
- 9. You have successfully upgraded NetStoreSync. (See Figure 58)

Chapter 4: NetStoreSync Support

For More Information

- 1. Visit NetStores tutorial page at http://www.netstores.com/tutorial
- 2. Visit NetStores NetStoreSync page at
- 3. Visit <u>www.netstores.com</u>
- 4. Call our toll free number, 888-345-4322, for help and training on the use of NetStoreSync.
- 5. Email 'support@netstores.com' for help and to request training on the use NetStoreSync.



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