



## GoLive Quick Start Guide

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### Introduction

The **NetStores® E-Commerce Solution** enables it's users to add online ordering capabilities to their websites. While this sounds like a complicated task, the NetStores E-Commerce Solution has found a way to enable existing web pages to incorporate online ordering in only 8 steps. Try it for yourself by installing the software extensions, creating an item file on the NetStores server and in your Web Design program, then simply place the buttons your customers will click when they commence online ordering. All steps are covered in this outline.

This **Quick Start** guide gets you up and running with using the NetStores E-commerce Extensions for GoLive, showing how easy it is to add e-commerce to your website.

You may send questions to: [support@netstores.com](mailto:support@netstores.com) or view latest GoLive information at <http://GoLive.netstores.com>.

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

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### Tool Installation

#### 1. Installing in GoLive

##### 1. Download and Installation of NetStores E-Commerce Extensions in GoLive

1. Go to the NetStores.com's homepage and click the 'Adode GoLive 5.0, 6.0' link (See Figure 1) on the left side of the homepage.
2. Now, for a Windows system, click on the 'Download - Windows 95/98/NT/2000' button, or, for a Macintosh system, click on the 'Download - Macintosh PPC' button.



Figure 1

3. Fill out the registration information and select the correct version of the extension for your version of GoLive. Save the downloaded file to your desktop.  
**[Note: If you are having trouble saving the file, look in your browser's documentation on how to save the contents of a link.]**



Figure 2

4. The downloaded file contains the extension. Open the downloaded file and put the extension (which starts with 'NetStores-GoLive') on your desktop (See Figure 2)
5. Go to your desktop, and open the extension's folder. Copy the 'NetStores' folder from the extension's folder to your GoLive's 'Modules\Extend Scripts' folder (see Figure 3). After installation, the 'Extend Scripts' folder should look like Figure 3.

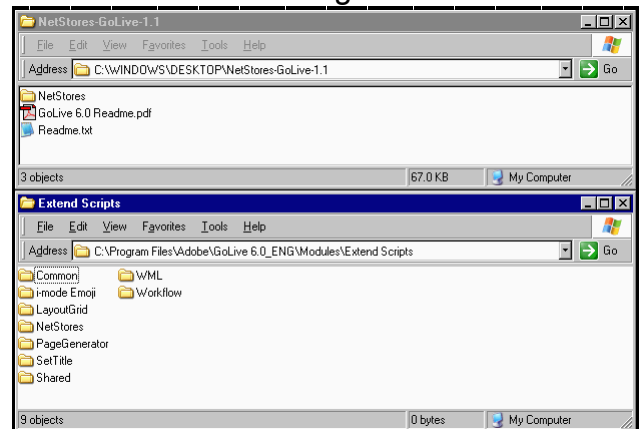


Figure 3

6. Open GoLive, and the extensions should now be properly setup in that program.

##### 2. Testing Proper Installation of NetStores Extensions

1. View these new extensions by starting GoLive. Then, make sure that the 'Objects' panel is open by checking that 'Objects'.is selected in the 'Windows' menu. (See Figure 4) Next, select the 'NetStores' category on the

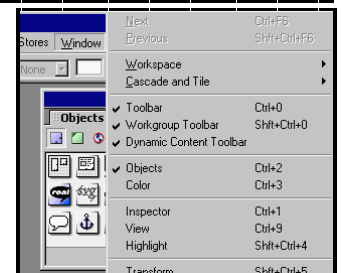


Figure 4

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'Objects' panel by clicking the mini globe with the red border, and the NetStores objects should appear in the 'Objects' panel (see Figure 5).

## 1. Store Setup

### 1. Open a site

1. Select 'File' from the menu bar. Go down to 'Open' (see Figure 6) and open the site that the extension will be used with (See Figure 7).

[Note: A site must be open for the extension to work.] A site window should appear when an site has been chosen. (see Figure 8) If you do not have a site, select 'New Site...' on the 'File' menu to create a site.

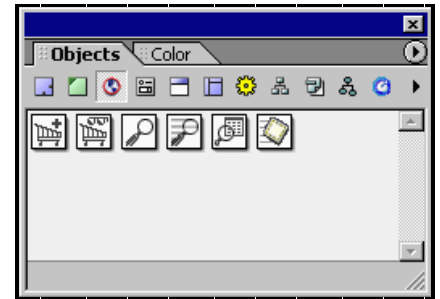


Figure 5

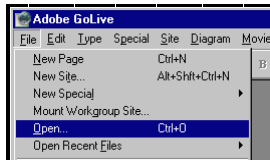


Figure 6

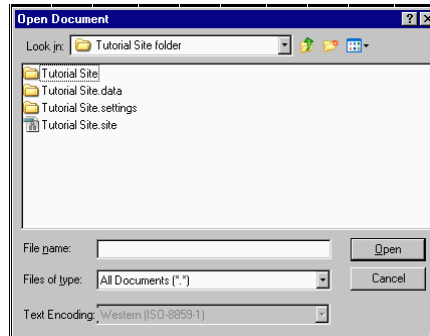


Figure 7

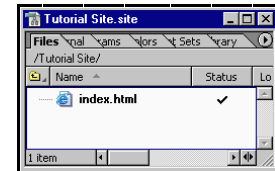


Figure 8

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## 2. Create a store identity and obtain a merchant ID

1. In GoLive, choose the 'NetStores E-Commerce' menu on the menu bar, and click 'Configure your site' (See Figure 9). A 'NetStores Store Properties' window will appear (See Figure 10). Click on the 'Sign Up' Button ('Step 1' on the window).



Figure 9

2. A new browser window should open up showing the NetStores service agreement (see Figure 11). Agree to the terms of service. Clicking 'I agree' moves user to merchant information input page (see Figure 12).

[Note: Agreement is non-binding.]

3. Enter merchant information and click 'Create Your Store'. Doing so creates a unique merchant ID and password. [Note: Merchant ID and password are case sensitive.]



Figure 10

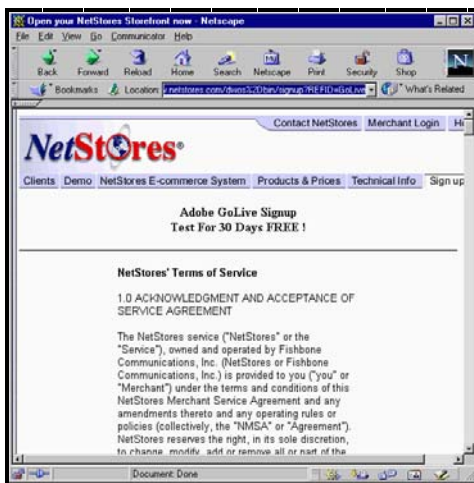


Figure 11

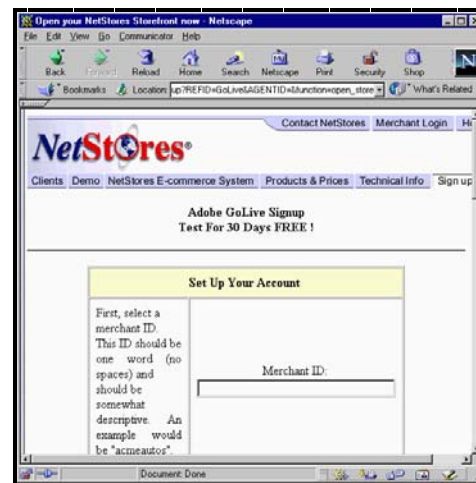


Figure 12

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### 2. Specifying the Merchant ID in GoLive

1. Switch back to GoLive. The 'NetStores Store Properties' window should still be open. Type the merchant ID into the 'Enter Merchant ID' field and type the merchant password into the 'Enter Password' field (Step 2) on that window. (See Figure 13)

### 3. Item File Download

1. Download a sample NetStores item file.
  1. Click the 'Download' button (Step 3) on the 'NetStores Store Properties' window. (See Figure 13)
  2. Figure 14 should appear, click on 'Download Item File', and save that file in the folder that contains your website.

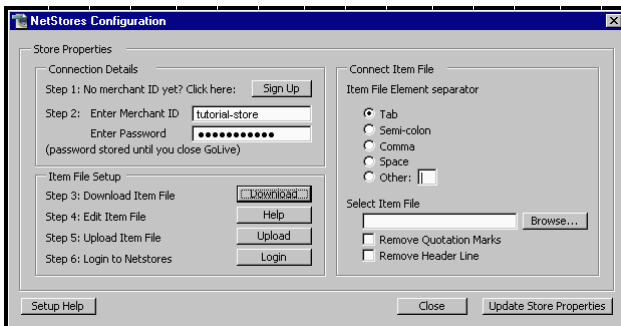


Figure 13

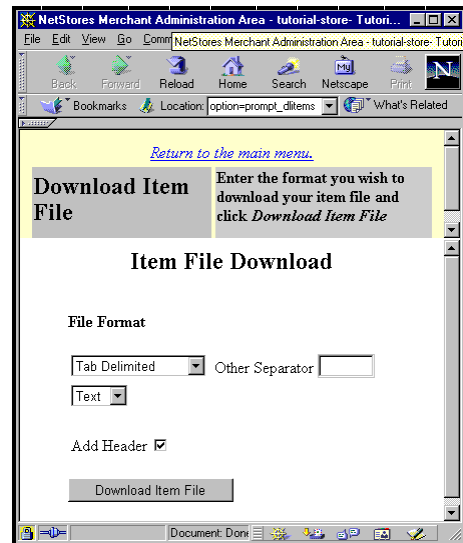


Figure 14

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## 4. Making Changes to the Item File

1. Add information related to the items that will sold through the store to the item file.

1. Open the downloaded item file in a spreadsheet program. (For this example, we're using Microsoft Excel on Microsoft Windows. See Figure 15) You are looking for a 'text' file (see Figure 16), and open it as 'delimited' (see Figure 17).

2. Add new product information by following the column titles and the demo products examples. (See Figures 18 [this is before an item is added] & 19 [this is after an item is added]) [Note: For a quick test item, just use the 'Code', 'Price', 'Name', and 'Description' fields.] [Note: Do not include dollar sign '\$', or commas in the 'Price' field.] [Note: A product number (placed in the 'Code' field) may not repeat, and can not include spaces.]

3. When you are done, save it as a '.txt' file in the website's folder.

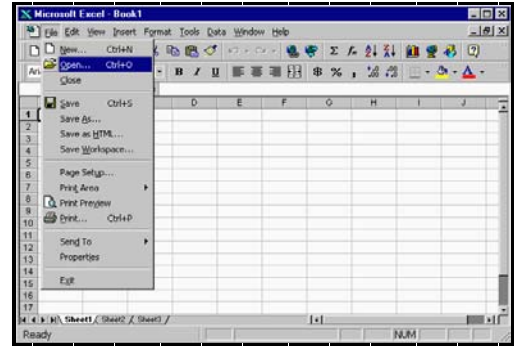


Figure 15

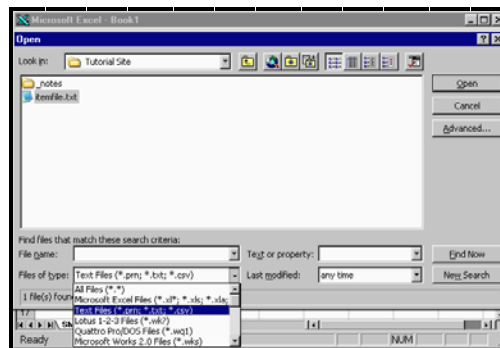


Figure 16

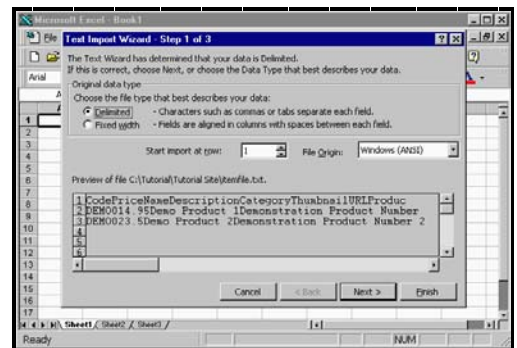


Figure 17

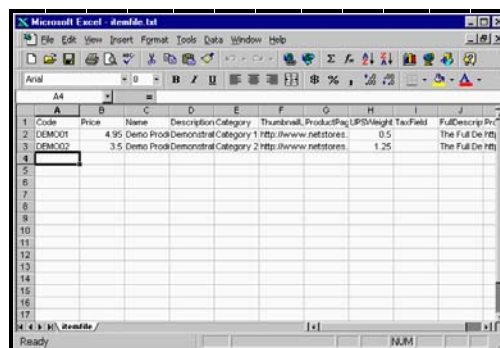


Figure 18

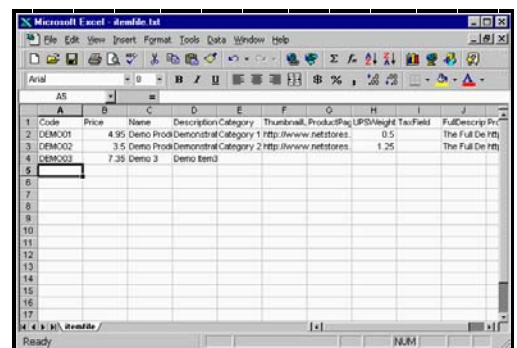


Figure 19

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### 5. Upload the Item File to the NetStores Server

#### 1. Uploading an item file to the NetStores Server

1. Switch back to GoLive. The 'NetStores Store Properties' window should still be open. Click the 'Upload' button (Step 5) on the 'NetStores Store Properties' window. (See Figure 20)

2. At the 'Update Item File' page (See Figure 21), Click 'Browse...' to specify the item file to upload.

**[Note: If that file does not appear, be sure the browser window is set to file type text ('.txt') or all files (\*.\*)] [Note: To upload an entire item file which was edited as a spreadsheet, the spreadsheet must have been saved as a text ('.txt') file.]**

3. Select the 'Remove Header Line' check box, and make sure the 'Tab' radio button is selected.

4. Click 'Upload'.

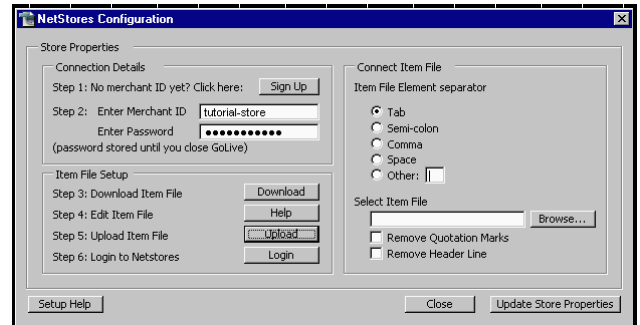


Figure 20



Figure 21

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## 6. Connecting an Itemfile to the GoLive Extension

### 1. Integrating an Item File into the Store Editor of GoLive

1. Switch back to GoLive. The 'NetStores Store Properties' window should still be open. (See Figure 22).
2. In the store properties window, click the 'Browse' button (on the window's right hand side) to browse for the item file to connect to the GoLive extension. (See Figure 23)
3. On the store properties window's right-hand side, select 'Tab', and select 'Remove Header Line'. (See Figure 24)
4. Now, select the 'Update Store Properties' button, and the store properties window should close (and the extension will be configured).

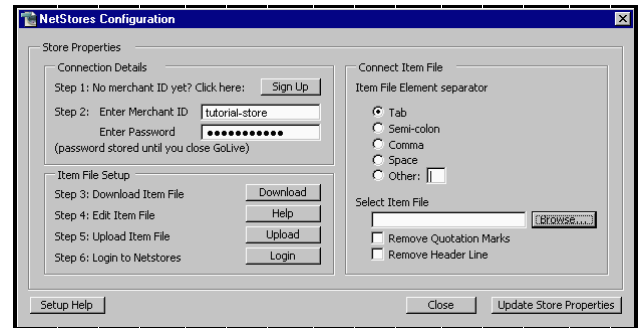


Figure 22

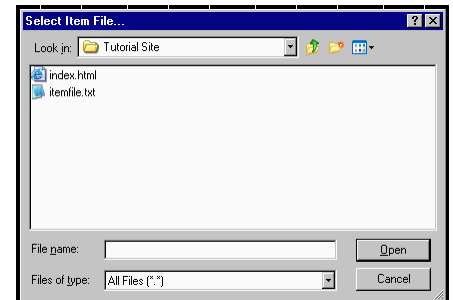


Figure 23

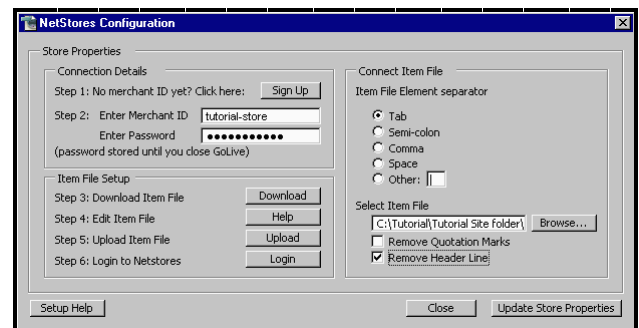


Figure 24



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## 7. Add to Cart Button

### 1. Incorporating online ordering into existing websites.

1. Click on the web page where an 'Add to Cart' button will be added (see Figure 25). Choose the 'Add to Cart' object found under the 'NetStores' category on the 'Objects' panel in GoLive (See Figure 25) by double-clicking on it.
2. When the 'NetStores Add to Cart Button' dialog box window appears, select a product code from the pull-down menu (See Figure 26). Next, select the 'OK' button to create the 'Add to Cart' button on the web page. (see Figure 27)

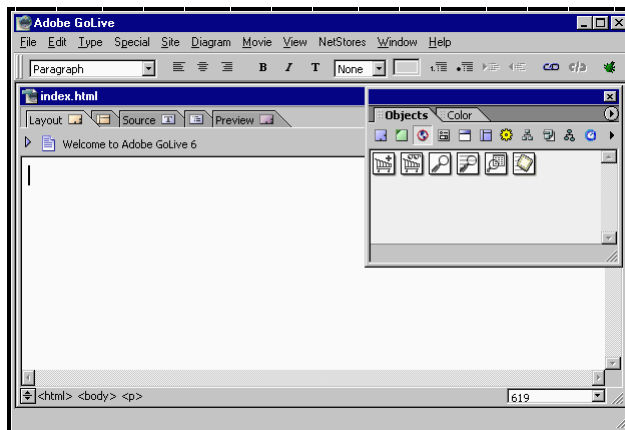


Figure 25

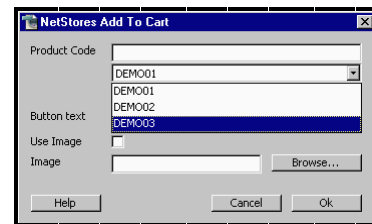


Figure 26

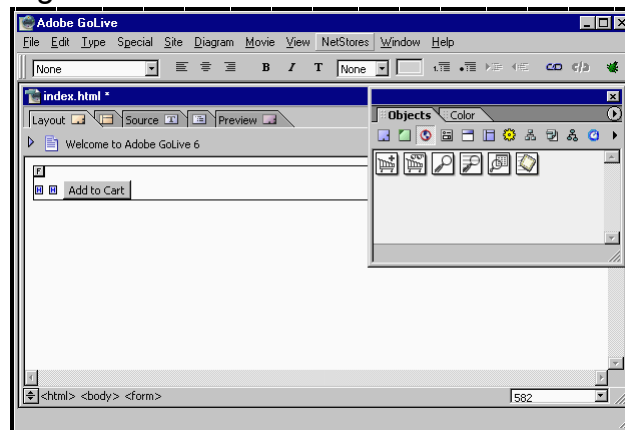


Figure 27

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## 8. Viewing and Testing Web Pages with incorporated NetStores E-Commerce solutions links

### 1. Viewing and Testing In GoLive

1. After creating an 'Add to Cart' button, click 'Preview' just below the web page to make the web page 'live' and the 'Add to Cart' button will be functional. (See Figure 28)
2. Click on the 'Add to Cart' button to test it. This should switch the web page to a 'Order Recap' page at NetStores.com with the 'Add to Cart' item added to cart. (See Figure 29)
3. Complete the order if desired and view the logged order by entering the 'Merchant Administration Area' page and clicking 'View Orders/Customers' under the 'Orders & Customers' section.

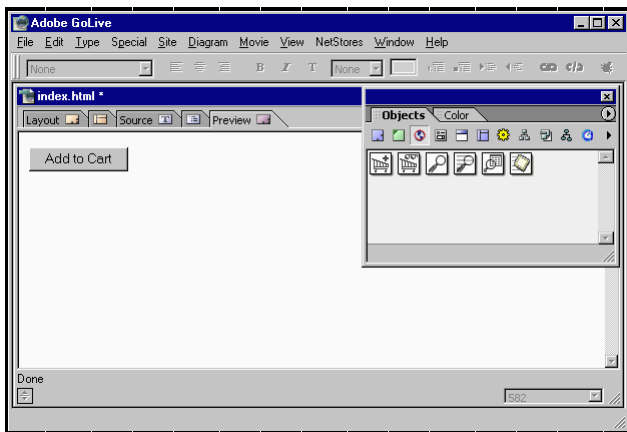


Figure 28

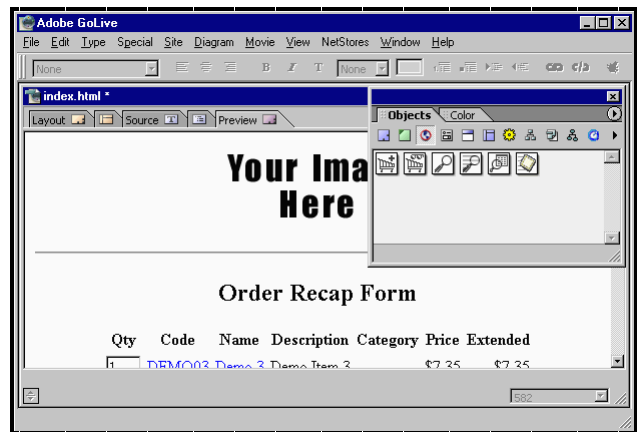


Figure 29

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### 9. For More Information

1. Visit NetStores' tutorial page at: <http://www.netstores.com/tutorial>
2. Visit NetStores' GoLive page at: <http://GoLive.netstores.com>
3. Call our toll free number, 888-345-4322, for help and training on the use of the extension.
4. Email 'support@netstores.com' for help and to request training on the use of the extension.
5. Login onto your store using the 'Login' button (Step 6) on the 'NetStores Store Properties' window (see Figure 30). When the main store page comes up (See Figure 31), click on the 'Guided Setup' link in the lower left-hand corner.

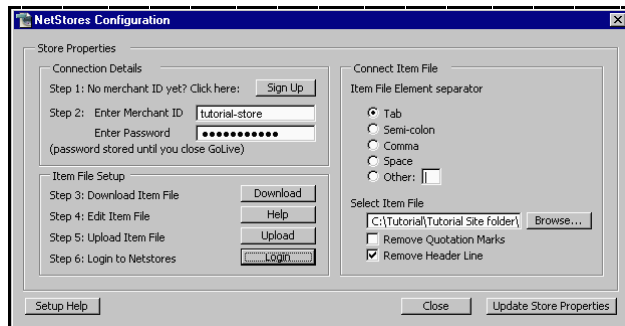


Figure 30

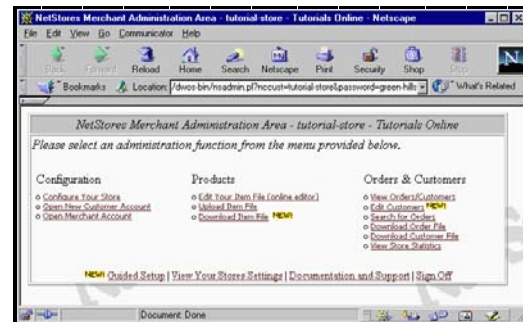


Figure 31