

BidWare V2.95 User Manual & Administration Guide

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Installation Instructions

NOTE: (powhost.com is our recommended hosting provider, and is GUARANTEED to run all versions of BidWare. FREE installation is provided upon signup for hosting at www.powhost.com):

Installing BidWare v2.95 requires the following hosting account features:

- Read/Write access to web hosting file space
- Ability to create and configure a database
- Web browser to run installation script

You will not need to edit any files by hand but will need to be able to delete and modify permissions on individual files and directories.

System Requirements

Your web server must meet these minimum requirements for a Bidware V2.9 installation:

- 10MB web space
- Apache web server
- GD library enabled
- PHP 4+ or greater
- 1 x MySQL 4.1 database

If you are not sure if your web hosting meets these requirements, please contact your web hosting provider to clarify this. (signup at www.powhost.com for free installation. Servers at powhost.com are guaranteed to work with ALL versions of BidWare software.)

1) Create and configure a MySQL database: (You must consult your WebHost for information on how to administrate your MySQL Databases.)

(www.powhost.com has PHP MyAdmin for easily administering MySQL databases.) The database file is named 'auction.sql' and is in the root directory of the bidware zip file.)

- a. Add a database
- b. Add user
- c. Grant **ALL** privileges to this user for your new database
- d. import auction.sql file (in the root directory of the installation zip file.)

(IMPORTANT: Make sure you make a note of the Database Name, Database User Name, and User Password, and Host Name as this information will be needed during the installation procedure.)

2) Upload the contents of the 'script' directory to your hosting account. (do NOT upload the auction.sql file into your hosting account.)

#3) Change permissions to 777 for the following DIRECTORIES:

(NOTE: use the CHMOD command from your ftp client program to do this.)

/configuration

/classifieds/images

/classifieds/admin/config

/classifieds/wap

/classifieds/admin (NOTE: You may have to set permissions to 755. If you set it to 777 and you are receiving an error when installing or logging in to the classifieds administration area, chmod the directory to 755.)

/classifieds/admin/options

/control/about_logo

/control/themes_logo

/control/upimages

/control/user_logo

/forum

/forum/cache

(NOTE: You may have to set permissions to 755. If you set it to 777 and you are receiving an error when installing or logging in to the forum administration area, chmod the directory to 755.)

/images

/smarty/cache

/smarty/templates_c

/uploads

/upling

#4) Change permissions to 777 for the following FILES:

/classifieds/admin/config/credits.inc.php

/classifieds/admin/config/globalad.inc.php

/classifieds/admin/config/globaluser.inc.php

/classifieds/admin/config/options.inc.php

/classifieds/admin/config/pay.inc.php

/classifieds/wap/detail.wml

/classifieds/wap/index.wml

/configuration/language/english/category.lang

/configuration/language/english/catsarray.php

/configuration/language/german/category.lang
/configuration/language/german/catsarray.php
/configuration/language/russian/category.lang
/configuration/language/russian/catsarray.php

(NOTE: Not all servers require these files and directories to be set to 777. If you are receiving errors, change permissions to the default settings of 755 for directories and 644 for files.)

#5) run the install.php file:

Type it into your web Browser in the form:

<http://www.yournewsite.com/install.php>

(NOTE: if you had uploaded the files via ftp to a directory named "auction", then the URL would be in the form: <http://www.yournewsite.com/auction/install.php>)

#6) There should be a message telling you that the installation is successful. You can then login to the admin area at: <http://www.yournewsite.com/control> or <http://www.yournewsite.com/auction/control> depending on which directory you have installed the site at. (NOTE: Change "yournewsite.com" to your own domain name, and "/auction" to your directory that you installed it in, if any.) You can upload your logo, change the Paypal, 2checkout, authorize.net, payment information in the admin area as well, as well as Change the Spotlight, all general settings of your site, Charges, Users, Administrators, Manage Auctions, Manage Banners, Access Accounting information, send invoices, edit categories, Administrate the Forum, Classifieds, Stores and much much more in the admin area.

User Guide

This section of the manual covers the functionality of the user interface of the BidWare v2.9 auction software.

User Registration

Registering to use BidWare v2.9 is very quick and simple, and uses an email confirmation process to avoid fraudulent signups.

1. Go to the home page of your auction site and clicking on the register link on the navigation bar.
2. Enter your details into the registration form
3. Click on the **Register** button and the bottom of the form to complete your registration. You will now be sent a confirmation email.
4. Check your email for the confirmation email. When you receive this, click on the link it contains to complete the registration process. (If you don't receive this email, check your 'spam' or 'bulk' email folder. If you still don't see the email,

check with your ISP or email provider to ensure they are not blocking your server's IP address.)

5. You can now login to your BidWare v2.9 auction site and begin buying and selling auction items.

Introduction To the MyAccount Area

After logging in, you will be taken to the MyAccount Area. This gives you access to all of the main functionality of the auction system and to a list of item categories, showing you how many items are for sale in each one. The main areas of functionality in the members' area are:

Buying Area - this section gives you an overview of your current auction activity:

- Current Bids
- Won Items

Selling Area – Your Open and Closed Auctions. Also allows you to relist either open auctions or closed auctions.

My Profile – Your personal details including your Name, Address, and phone number. You can also change your password here.

My Watchlist – All items you are watching.

Account Details – View your account balance, view your invoices, Add Credit card information for automatic billing, Make a payment to your account. There are also two icons:

[About Me](#) – Create your own "About Me" page, to enable other members to find out a little more about you and your interests.

[My Store](#) - Setup and configure your own store - a private area where only your items are listed

My Sold Items – Shows your sold items for both auctions and stores. Allows you to leave feedback for your customers.

My Won Items – Shows your won items for both auctions and stores. Allows you to leave feedback for sellers.

Bidding

The Bidding section provides you with an overview of all the items you have bid on lists items you have won, outstanding invoices and items you are watching.

The Bidding section also provides access to your Favorite Stores list.

Managing & Placing Bids

At the heart of your auction experience is bidding on items you'd like to buy. allows you to purchase items in several ways:

- Proxy Bidding
- Buy it Now

You can see detailed examples for each type of bidding option below.

Proxy Bidding

A **Proxy bid** means that you bid an amount that is higher than necessary. The auction software will raise your actual bid to the minimum necessary, but will

remember your maximum. If someone else comes along and tries to outbid you, the auction software will automatically place additional bids on your behalf up to the value of your proxy bid. This means you can stay on top of the bidding without having to be near a computer. Here's how you do it:

1. Find the item you'd like to bid on - either by browsing the categories down the left of your screen, or by using the search box just below the navigation bar.

2. To place a bid, enter your chosen amount into the "Place Bid" field in the item listing. Click the **Place Bid** button to continue.

3. The bid confirmation screen will display the minimum bid needed (**standard bid**) and will allow you to adjust your bid accordingly.

- a. (NOTE: If you wish to place a standard bid, adjust your bid to match the **Minimum Bid** value shown. However, another bidder can still outbid you by making the next minimum bid.)

- b. If you wish to place a proxy bid, enter your maximum bid into the **Your Bid** field

4. You will now see confirmation that you are the high bidder or a message telling you that you have been outbid, or that you bid is below the reserve price. You can place as many bids as you want on an item.

Buy it Now

Some sellers allow items to be purchased instantly at a fixed price, regardless of any auction bidding that has taken place. This feature is called **Buy it Now**. You will see this logo in item listings offering the **Buy it Now** facility. The **Buy it Now** price will be stated directly below the Buy it Now logo.

1. To purchase an item with **Buy it Now**, click on the **Buy it Now** logo.

2. You will be taken to a confirmation page showing the **Buy it Now** price, postage costs and payment methods for the item.

Click **Proceed** if you are ready to purchase.

3. Your purchase will now be confirmed and you will be able to pay the seller's invoice.

Won Items

The **Won Items** section allows you to see all of your recent purchases and bids at a glance.

Recently-purchased items are then individually listed. When you are ready to pay for the item, simply click on the item, and then click the **Paypal button on the top of the screen**.

Invoices Received

The Account Details section of the Members' Area also allows buyers to see all of their current invoices.

My Watchlist

If you would like to track the progress of an auction without bidding on it, you can choose to watch the item.

1. In every item listing, you will see a **Watch This Item** link. To add an item to your Watched Items list, simply click on the link.

2. To view your Watched Items list, go to the **My Watchlist** section of the Members' Area.

Selling

Listing An Item For Sale

Here's a step-by-step guide to listing an item for sale by auction, offer or Buy it Now. Most steps are the same for all types of listing.

1. Start by clicking on the **Sell** link on the main navigation bar.
2. Choose a main category for your item. The active category list is indicated by a blue border. Once the category has been finalized, the **Next Step** button will be highlighted.
3. You may select an additional category for your item if you wish. Some items fit naturally into more than one category, and having an additional category can help more users find your item.
4. Once you have selected your top category or categories, you can then select your subcategories, by clicking on the dropdown list to select the subcategories that you would like to list the item in for the top category or categories that you have selected.
5. You now need to enter the Item Title, and Item Description. Once you have done this, click **Next Step** to continue.

6. The next stage is to configure the settings for your item:

Field Name	Description
Auction Type	Choose between standard (listing one item) and Dutch (listing multiple, identical items)
Currency	Choose the currency you wish to use
Quantity	Specify how many items you are selling
Auction Starts At	Specify the starting bid for your auction
Reserve Price	If you would like a reserve price, check this box. A reserve price prevents an item selling below a certain price, regardless of how much the final bid is for.
Buy it Now	A Buy it Now price enables bidders to buy your item instantly -

	without having to wait for the auction to end.
Bid Increment	This controls how much more each bid is than the previous bid. In most circumstances, the
Feature Item	This allows you to promote your item more widely - choose any combination of featuring you would like.
Start Time	Allows you to choose to start your auction now, or at a later time.
Duration	Choose the duration of your auction - from a standard range of options or by specifying a specific future date.
Private Auction	If you would like to hide user ids of bidders from other users, select a private auction. Bidders' user ids will still be visible to you, the seller.
Auto Relist	Enable the automatic relisting of your item. You can choose to have it relisted only in the case it does not sell and can specify how many times it will be automatically relisted.
Images	Upload up to three images of the item you are listing. Files can be uploaded from your computer or from another website.
Location	Confirm the location details of your item. By default, this will be set to be the same location your user is registered at.

7. The next step is to specify shipping and payment details for your item.
- Shipping Conditions:** Specify whether the buyer or seller should pay for postage. Specify the postage and insurance costs. Indicate whether you will post the item overseas.
 - Payment Methods:** Check the box next to each of the direct payment methods that you will accept.
 - Paypal Direct Payment Settings:** Check this box if you would like to accept Paypal direct payment for the item (Highly Recommended) This will allow the buyer to pay the seller directly right after purchase. The buyer simply needs to go to the item that they have purchased and click on the Paypal icon to pay the correct amount to the seller.
 - Postage: Enter the Shipping costs here.
 - Insurance Costs: Enter the Insurance costs here (if any.)
 - Shipping and payment Details: Enter any additional shipping or payment information that you would like the buyer to see.
 - Type of Service: Enter the shipping method you will use.
8. **Preview your listing** - see how it will look to buyers and make any changes necessary using the **Previous Step** button. You can also choose to **Save As Draft** - this will save your listing and allow you to return to it later. If you are happy with the listing, press the **Submit** button to publish the listing. You will then

see a message confirming that it has been accepted and informing you of the fee for the listing:

Managing Your Selling Items

You can manage all of your selling items from the **Selling** section of the **Members' Area**:

Open

The open view shows all of the items you currently have listed in active auctions. The **Open Auctions** table below lists each item currently being sold. You can sort the items **Open Auctions** table by clicking on the arrowheads by each column heading.

Closed

The **Closed** view shows all of your closed auction listings.

Auctions Not Started

The **Auctions Not Started** view shows all the auction listings you currently have scheduled to start.

Feedback

Your feedback provides an indicator of how much trading you have done on the auction site and allows other buyers and sellers to get an idea of your trustworthiness and experience. For each transaction that takes place, the buyer and seller can award each other feedback as follows:

- Negative - Your feedback is reduced by 1
- Neutral - no change to your feedback
- Positive - Your feedback is increased by 1

Wherever a user ID appears, the feedback for that user is also shown.

Click on the feedback number (in brackets) to see full details of that user's feedback.

Viewing Your Feedback

You can see full details of your feedback and the comments you have received in the Members' Area of the auction site.

Leaving Feedback For Other Users

Leaving feedback for other people is a simple process.

1. After you have completed a transaction, go to your My Account area, and click on either the 'My Sold Items' tab if you are the seller in the transaction or the 'My Won Items' if you are the buyer in this transaction.
2. Click on the **Sent** link, and you will see a list of auctions for which you need to leave comments.
3. Click on the 'Leave Feedback' link to the right of the auction that you wish to leave feedback for.

4. Click either 'Positive', 'Neutral', or 'Negative' to rate the user appropriately. Enter your comments in the feedback text field, and then click on the **Submit** button at the right of the screen.
5. If you now go to the auction item, you will be able to click on the other user's feedback and see your comments in their feedback area.

About Me

The **About Me** facility enables users to provide a little information about themselves to other users. For business users, this might be information about their business and a link to their own website. Personal users might want to provide some information on their hobbies and interests - especially if they are the main reason for their auction activities. You can set up an **About Me** page by performing the following:

1. Click on the **About Me** link in the My Account Area or at the top of the screen
2. Enter your information into the field. Use the toolbar at the top of the text area to format your text. You can also include hyperlinks - just click on the symbol and enter the target URL and the link text.
3. Upload a picture by clicking the 'Browse' button or by entering the image URL in the 'URL' textbox.
4. Add links to the bottom of your About Me page, by entering the label text and the URL for your site in the 'Url Link' textbox.
4. When you have finished, click on the **Edit About Me Page** button to save your **About Me** page.

You will now see an additional icon appear alongside your user id. Anyone who clicks on the **About Me** logo will be taken to your **About Me** page.

My Store

The auction system allows sellers to operate their own private Stores. They can customize the appearance of the store and the categories used within it and include detailed information about their business and their stock. By default, a user's store subscription is disabled - as most users will not have any use for a store. Enabling stores is simple and instant and provides users with a choice of two types of stores:

Basic Stores – Unlimited items, \$5.95 per month

Featured Stores – Unlimited items, \$20.00 per month

Setting Up A Store - Subscription Setup

1. To get started with stores, go to the **My Store** section of your MyAccount Area. Click the button to open your store.
2. You will then see a theme selection page. Select the theme you like by clicking on the radio button above the image. Click 'Continue'.
3. Next, Enter your Store Name, and Store Description. You can also use a predefined logo, upload your own, use an image from a URL, or simply not display a logo at all. Make your selection, and click 'Continue'.
4. Next, Choose the subscription level of the store you want to activate.
5. Click **Start My Subscription Now** to activate your store.

Your store is now active. You now have five options:

1. Preview my store: This will show you what your store looks like from a user's perspective.
2. Edit My Store: This will bring you back to the create store pages. You can now change anything that you had created for your original store.
3. Add Items to Store: This will allow you to list items for sale in your store.
4. List Store Items: This will show you a list of all current items for sale in your store.
5. Store Status: Green means your store is active. Red means it is inactive, as you haven't paid your subscription fees.

Listing Items For Sale In Your Store

This process is identical to listing items in the auction portion of the main site, except you can only list buy it now items. See the **Selling** section for more information.

Classified Ads

BidWare v2.9 allows you to place **Classified Ads** for items you are looking for. You can create these by going to the **Classifieds Ads** section of the site.

Viewing Your Classified Ads

1. To see a list of your open or closed ads, click on the appropriate links:

Creating A New Classified Ad

1. To create a new Wanted Ad, you must first register on the classifieds section of the site.
2. Next, click 'Add Ad' on the top of the main classifieds section.
3. Follow the directions to add your classified ad on the site.

For more information, please see:

<http://manual.deltascripts.com/index.php?manual=1>

Forum

BidWare v2.9 has an extensive forum system, allowing users to post queries, and information for all to see. This is a separate script and the complete documentation for the forum is in the /forum/docs directory.

Administration Guide

SITE OPTIONS Folder

Site Setup (Site Options → Setup):

The **Site Setup** page allows you to configure some essential elements of your system:

Field	Description
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Field	Description
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Site Name	Enter the name you have given the site. This will appear in emails sent by the site and in the title bar of all pages on the site.
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Site URL	Enter the URL (web address) of the site. This must be in the following format: http://www.bidware.com/
----------	--

Admin Email	Enter an email address for all site admin mail to be sent to. This address will also appear in the "From" field of all mails sent by the system - so ensure you are happy to share it.
-------------	--

Choose Mailer	Choose between the PHP mail() function and Unix Sendmail.
---------------	--

Sendmail Path	If you are using Sendmail, you will need to enter your server's sendmail path here.
---------------	---

Select Template	Specify the skin you would like to use for the whole site. Different skins will provide different styles and colour schemes. (NOTE: To edit templates, you will need to edit them with a text editor or directly in your hosting control panel's editor. The templates are located in the /templates/xx directory, where 'xx' is your template number. For example: top.tpl corresponds to the top part of the page, bottom.tpl correspondes to the bottom part of the pages.)
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Select Logo	Upload a logo for your site. The default image is the Bidware.com logo.
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Select Language	Specify a default language for your site.
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Color Management

In this area, you can select the color of all of the text, the color of the hover text, The text font, the text font size, the heading color, the heading hover color, Heading text font, and Heading text font size. Make your selection, and then click 'Submit' to make the changes.

Closed Auctions Deletion

Specify how many days closed auctions should be kept before being deleted from the database.

Last Created Auctions

This enables you to specify the number of recently listed items you wish to have featured on the home page. By setting this parameter to 0, this feature is disabled.

Open Auctions

This feature allows you to control the number of popular auctions (those with the most number of bids) featured on the home page. Setting this parameter to 0 disables this feature.

Ending Soon Auctions

This feature allows you to specify how many "ending soon" auctions you want to have featured on the home page. By setting this parameter to 0 you can disable this feature.

Image Settings

This feature allows you to specify the maximum number of images that can be included in an auction listing and the maximum size of *each* image.

Currency Settings

This page allows you to specify the default currency for the site. You can also specify the format in which it should be displayed - e.g. how many decimal digits should be used.

Time and Date Settings

This section allows you to specify the time difference (if any) between your server's time and your local time. You can also set the date format to either a 'USA' format or not.

Setup SSL Support

This allows you to setup secure login and registration pages. You will need an SSL certificate enabled for your site for this feature to work correctly. (You can purchase an SSL at www.powhost.com)

Insert Meta Tags

This allows you to setup site wide Meta tags. You can specify multiple Meta tags - e.g. Meta description and Meta keyword.

Proper use of Meta tags can help with search engine indexing.

Auto Update Settings

This allows you to specify how you would like to control Bidware's cron jobs - from your server's control panel or from Bidware's interface.

Spotlight

The spotlight is the section of the site that highlights particular categories. This is controllable by the administrator of the site.

List of Spotlight

To List / Edit existing spotlights, click on 'List of Spotlight'. Then click the 'Edit' Link. Enter your Text and graphics or click the '<>' button to switch to HTML edit mode.

Add Spotlight

To Add a new spotlight, click the 'Add Spotlight' link, and enter your text and graphics in the WYSIWYG editor or click the '<>' button to switch to HTML edit mode.

Charges

This section provides a range of options relating to user fees and payment gateways.

Main Settings

There are two payment modes available in BidWare - live payment mode and account payment mode. Live payment requires direct payment of fees when transactions take place - account payment mode allows for monthly billing of fees to users.

Option	Description
Choose Payment Option	Choose between account mode and live payment mode for all user fees.

Account Mode Settings

Signup Credit	Specify a default credit to be applied to each new account.
Maximum Debit	Specify a maximum debit amount - this is the account's credit limit. If the users account balance goes beyond this value, their account will be automatically suspended.

Setup/Edit your Fees

This section allows you to configure all user fees related to listing of auctions, and final value fees.

Signup Fee

You can charge your users any amount for a signup fee, or make it free to signup.

End of Auction Fee

You can charge your users a fee based on the selling price of their item. The fee can be either a percentage or a flat fee based on the range of the selling price.

Highlighted Auction Fee

You can charge a fee for highlight an auction on the list of auction items. This allows the item to stand out among other listings

Category Featured Fee

You can charge a fee for featuring the item in the category (at the top of the category listings.)

Buy it Now Price Fee

Charge a fee for allowing a user to have a Buy It Now price in their auction listing.

Second Category Fee

Charge the user for listing an item in a second category.

Auction Setup Fee

You can charge your users a fee based on the listing price of their item. The fee can be either a percentage or a flat fee based on the range of the listing price.

Picture Gallery Fee

You can charge a fee for the picture gallery. This is the fee for extra pictures which go beyond the limit set in the Site Options → Image Settings area.

Home Page Featured Fee

You can specify a fee for the homepage Featured area.

Bold Auction Fee

This sets a fee for specifying an item to be bold in the list of items.

Signup Fee

You can set a fee for auctions with reserve price. This is a flat fee.

Setup Payment Gateways

This page allows you to enable, disable and configure the various payment gateways that are available:

Settings (Enable & Disable section)

This section allows you to enable or disable a number of individual auction features.

Shipping Costs

Enable or disable the shipping costs feature in auction listings. Disabling this will remove the "shipping costs" field from new listings.

Home Page Login Box

Enable or disable the home page login box.

Home Page News Box

Enable or disable the home page news box.

Buy it Now/Make Offer

Enable or disable the **Buy it Now** and **Make Offer** features. **Always show Buy it Now:** Make Buy it Now always available - even if there are bids on an item and its reserve has been met. Clearing this box will mean that Buy it Now/Make Offer are not available if there are bids and/or the reserve has been met.

Show Acceptance Text (Registration Page Terms and Conditions)

This page allows you to enable or disable the terms and conditions box on the registration page, and to edit the text that appears in that terms and conditions box.

Show Terms and Conditions Box

This page allows you to enable or disable the terms and conditions box on the selling page, and to edit the text that appears in that terms and conditions box.

Activate Home Page Featured Items

Check this option if you want your users to be able to create items that will be featured on the home page of your site.

Activate Category Featured Items

Check this option if you want your users to be able to create items that will be featured on the category pages of your site.

Activate Highlighted Items

Check this option if you want your users to be able to create highlighted items.

Activate Bold Items

Check this option if you want your users to be able to create items as bold

Home Page Users and Auctions Counter

Enable or disable the counter that appears on the home page showing registered users and live auctions.

Additional Category Listing

Enable or disable the additional category feature. This allows users to specify two categories when listing an item. Disabling it means only one [main] category can be specified.

Enable PayPal Direct Payment

Check this option if you want winning bidders to be able to instantly pay sellers via PayPal.

User Defined Languages

Allow or prevent users from defining their own languages.

Auctions Sniping Feature

Enable or disable the built-in auction sniping feature, allowing users to place bids just before the end of an auction. You can also specify what the sniping period should be - i.e. how close to the end of the auction bids should be placed.

Private Site

The **Private Site** feature allows Site Administrators to control which users are able to sell items. By default, all newly-registered users will only be able to buy items. Administrators can grant selling rights to users through the **User Management** section of the Admin site. This page allows you to enable or disable the **Private Site** feature.

Preferred Sellers Feature

This page allows the creation of "Preferred Sellers" who benefit from reduced fees. You can enable or disable this feature and specify the % reduction in fees for Preferred Sellers.

BCC Emailing to the Site Admin

BCC emailing to the Site Admin causes the system to BCC the site admin address with a copy of every message it sends to users.

Ask Seller A Question Feature

Enable or disable the "Ask Seller A Question" feature - this allows users to send messages to sellers from their item listings.

Enable Registration Approval

If you enable this feature, all accounts will be manually enabled by the site admin.

Bid Retraction

Enable or disable the bid retraction facility - this is used to allow or prevent users from retracting bids after they have been placed.

Credit Card Bindings

This will allow you to force users to leave credit card information at a certain area of the site. For example, for Selling an item, click the 'Normal Auction Sell Item' checkbox. For Creating a store, click the 'Store Creation' checkbox. It is highly recommended that you install an SSL certificate on your site as this will ensure that the credit card data is encrypted and thus secure from outside tampering. Free SSL installation is available at www.powhost.com

Enable Forum Link

This will enable(show) or disable(hide) the Forum Link on the main Auction Home Page.

Enable Classified Link

This will enable(show) or disable(hide) the Classified Ads Link on the main Auction Home Page.

Users Management

This section allows you to manage users' accounts and perform a wide range of user administration tasks.

Admin Users

This page allows you to add, edit and delete admin users. When you click the **Add Admin User** link you will be taken to the new admin user page. As well as a username and password, you will need to choose a number between 1 (full access) and 5 (limited access) roles for your new admin user.

Users Management

This page allows you to view, edit, suspend and create user accounts. You can filter the view to see only **Active**, **Suspended** or **Accounting Overdue** users. You can also search for users by username or email address, using the **User Search** facility.

Send Registration Activation Emails

This page contains a button allowing you to resend registration activation emails to all partially-registered users; those who have signed up but not clicked on the link in their confirmation emails to activate their user accounts.

Send Newsletter

This page allows you to write and send an email newsletter to your choice of:

- All users
- All active users
- All suspended users
- All newsletter subscribers

Control User Feedback

This page allows you to view user feedback comments and ratings for all transactions. You can also make changes to both comments and tick ratings for each transaction.

Ban Users

This page allows you to ban users by either their IP address or their email address. When you click on **Add Banned IP/Email**, the pull-down menu allows you to choose between specifying an IP address and an email address. This page also provides you with a list of all banned users.

Auction Management

This section allows you to access a variety of auction-related options.

View All Active Auctions

This page provides details of all currently open auctions. You can search through the auctions using the **Auction Search** facility at the top of the page - searches can use either auction keywords or the Auction ID. You can **View**, **Suspend**, or **Delete** each auction.

View Suspended Auctions

This page provides details of all suspended auctions. You can search through the auctions using the **Auction Search** facility at the top of the page - searches can use either auction keywords or the Auction ID. You can **View**, **Suspend**, or **Delete** each auction.

View Closed Auctions

This page provides details of all closed auctions. You can search through the auctions using the **Auction Search** facility at the top of the page - searches can use either auction keywords or the Auction ID. You can **View**, **Suspend**, or **Delete** each auction.

Custom Auction Fields Management

This page allows you to add additional fields and sections to the standard auction listing form. You can specify what order the custom fields should be displayed in using the **Order ID** - the field numbered 0 will be displayed first and the field with the highest **Order ID** will be displayed last.

Banner Management

This section allows you to configure site-wide banners which are displayed across the top of each page. Banners can be used for information, advertising or simply linking to another site.

When setting up a new banner, you will need to specify:

1. Banner Image – Location on your hard drive of the image file to upload. Banner size should be 468 X 60 pixels.
2. The Banner link to URL. This Url is where the banner will link to when the user actually clicks on the banner.

You can also disable banners by clicking the green button beside the banner you wish to disable, or delete existing banners by clicking the trash icon beside the banner you wish to delete.

Accounting

This section contains reporting facilities providing details of invoicing and overdue accounts.

Overview

This section provides a reporting tool allowing you to run reports on invoicing activity within a specified period. The report lists totals and individual invoices for the period queried and each individual invoice is accessible directly from the report. To run a report, just select the dates/reporting period you would like. Then click **Display Report**.

Overdue Clients (Account Mode Only)

This page provides details of all users with overdue accounts. Each account can be viewed, suspended, edited or deleted.

Site Content

This section allows you to customize the non-auction site content to suit your business/organization. You can also setup discount voucher schemes and advertising banners from this section.

Edit Help Section

This section allows you to edit the contents of the site's main help pages. To delete a help page, click on the **Delete** link next to it. To edit a help page, click on the **Edit** link - this will take you to an editing screen. You can enter two versions of the help page - one in English and one in German (or another language, depending on your customizations).

Add / Edit News Items

This section allows you to edit and create news topics, which are displayed in the Site News box on the home page. To create a new news topic, click on the **Add Topic** link. This will take you to the Add Topic page. You can enter two versions of the news topic - one in English and one in German, and Russian (or another language, depending on your customizations). (**NOTE:** Some templates such as 8 do not have news items by default. If you need to see news items, see use another template such as 10 or 15.)

Edit FAQ Database

This section allows you to create and edit the questions on the FAQ page, which is accessible from the link at the bottom of all pages. To add a new FAQ entry, click on the **Add Topic** link. You can enter two versions of the FAQ topic - one in English and one in another language, depending on your customizations.

Edit About Us Page

This section allows you to edit the site-wide About Us page. You can enter two versions of the About Us page - one in English and one in German (or another language, depending on your customizations). You can also disable this page using the check box at the top.

Edit Terms and Conditions

This section allows you to edit the site-wide Terms and Conditions page. You can enter two or more versions of the Terms and Conditions page - one in English and one in another language, depending on your customizations. You can also disable this page using the check box at the top.

Edit Privacy Policy Page

This section allows you to edit the site-wide Privacy Policy page. You can enter two versions of the Privacy Policy page - one in English and one in German (or another language, depending on your customizations). You can also disable this page using the check box at the top.

Edit System Emails

This section allows you to edit the contents of all system-generated emails. Editing these emails requires some PHP and HTML knowledge. **Note:** It is recommended that you edit code in an external PHP/HTML editor and then paste the finished code back into the **Edit System Emails** page.

Create Custom Error Pages

Errors may occur during BidWare's execution. Please enter an error message that will be displayed every time an error will occur on the site.

Categories

This section contains options relating to item categories.

Edit Categories

This section allows you to edit and delete existing categories and create new ones (by entering the new categories in the 'Add New Categories' textboxes on the bottom of the page. Click on the **Edit Options for this Category** link to edit category attributes. It is also possible to edit the sub-categories mappings by clicking on the icon beside the category.

Save Category Languages

This will save all categories for all languages.

Edit Category Language Files

This page allows you to change the text assigned to all categories and sub-categories (except for the english language). The left-hand panel is read-only and the right-hand panel is for editing.

Enable Multilingual Categories

This page will enable categories to be displayed in languages besides English.

Edit Tables

This section allows you to manage the static data used by the auction system - such as pre-populated countries, payment options and shipping methods.

Edit Countries

This section allows you to edit the country lists used throughout the system. To add a new country or state/county, use the Add Country field at the bottom of the page.

Edit Auction Durations

This page allows you to edit the choice of auction durations users are given.

Edit Payment Options

This page allows you to edit the choice of payment methods users are given. To add a new payment method, enter the new payment method in the **Add Payment Method** field, and upload the new payment method's logo in the **Upload Logo** field.

Edit Bid Increments Table

This page allows you to edit the standard increments by which bids are increased. It is configured by default to provide increments that gradually increase as bid values increase, as this is standard practice in most auction environments. You can add additional increments and change or delete the existing increments.

Edit Shipping Options Table

This page allows you to edit the choice of shipping options users are given by default.

Edit Currencies

This page allows you to edit the list of currencies available on the site. To add a new currency, enter the new currency in the symbol field (left hand field), and caption in the caption field (right hand field).

Additional Features

This section contains a number of tools that may aid the management of your auction site.

Word Filter

This page allows you to create and administer a list of words that will be blocked/deleted from use in auction listings and messages. This is typically used to prevent the use of obscenities and terms of racial or sexual abuse.

Block Free Email Accounts

Free email accounts are often used for spam and negative activity. Depending on the nature of your site, it may be useful to prevent people using free email accounts from registering with the site. This page allows you to specify a list of free email domains (@domain.com, etc.), preventing anyone signing-up using email addresses on these domains.

BidWare Manual

Access this manual from the bidware.com site.

Stores

This section contains options relating to users' stores.

Store Themes

This page allows you to edit all existing store themes. To edit a theme, just click the edit icon beside the theme, and edit the Theme name, and Upload a new logo (at the bottom of the page), and then click the 'Update' Button. To reset the currently edited store theme settings back to default, click the 'Reset' button.

Store Logos

This page allows you to edit the default store logos. To edit a logo, just click the edit icon beside the logo, and edit the logo name, and Upload a new logo (at the bottom of the page), and then click the 'Edit Logo Button'. To reset the currently edited logo settings back to default, click the 'Reset' button.

Store Subscriptions

This page allows you to configure the subscription options for store subscriptions. You can control:

- Subscription Level Name
- Subscription Level Rate
- Subscription Level Description

Note: There are two subscription Levels:

- 1) **Featured:** Lists the users stores in the Featured section which is the top of the main stores page.
- 2) **Basic:** Lists the users stores in the Basic Stores section which is just below the Featured Stores Section on the main store page.

Store Auction Durations

This page allows you to specify all the durations that a user is allowed to list an item in store for. Enter the number of days in the Days field, and the Description which should contain the appropriate term for the number of days specified. Click 'Save Settings' to Add or Update your durations.

Administer Stores

This option allows you to enable, disable or delete user stores. To enable / disable a users' store, just click the green button to disable an active store, and click the red button to enable an inactive store. To delete a store, just click the trash icon beside the users store you wish to delete.

Forum

This section contains the Forum Administration section. For complete documentation, please go to the /forum/docs directory.

Classifieds

This section contains the Classifieds Administration section. For more information, please see: <http://manual.deltascripts.com/index.php?manual=1>