Tip

86400s=24h

Keep Product Stock Level on
Purchase?

When enabled, the stock level for a downloadable product is
not lowered although it was purchased by customers.

4.2. Getting Started

To access the configuration of VirtueMart, select "Components | VirtueMart" in the Joomla!
Administration Interface.

Figure 4.2. Joomla! Administrator: Component Drop-Down List

If you see the VirtueMart "Welcome" page when accessing VirtueMart, click "Go Directly to Shop".

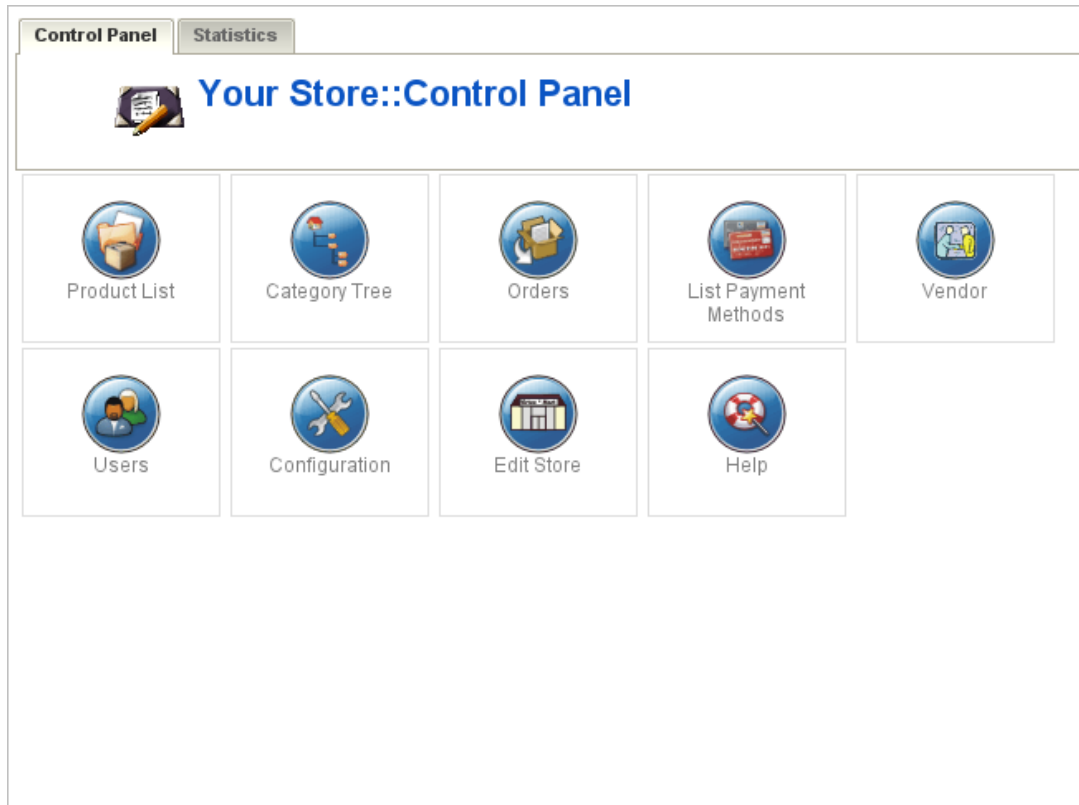Navigating to the VirtueMart admin interface will bring up the "Store: Summary" page.

Figure 4.3. VirtueMart Control Panel

You may also access this page from within the VirtueMart interface under "Store | Summary"

4.3. Store Setup

To begin setting up your store, select "Store | Edit Store" from the VirtueMart admin interface.

Figure 4.4. VirtueMart Administration: The Store Form

Description   Information promoting or about the manufacturer.

Click the "Save" icon to create your new manufacturer.

Editing Manufacturers

To edit an existing manufacturer, select "Manufacturer | List Manufacturers" to see a list of all manufacturers. You may also get to this screen by clicking on the linked text, "Manufacturer List", in the Manufacturers column on the Manufacturer Category List screen.

Click on the name of the manufacturer you would like to edit, or click on the linked text "update" in the Admin column - either will take you to the same Manufacturer Add Information form. Make your changes in the Manufacturer "Add Information" form (described above), and click on the "Save" icon. You will be returned to the Manufacturer List screen.

Deleting Manufacturers

Before deleting an existing manufacturer, all products associated to that manufacturer must be removed through either deletion or re-association to another manufacturer. VirtueMart will not allow the deletion of a manufacturerwhile these child records still exist for that manufacturer.

Once these child records have been removed, select "Manufacturer | List Manufacturers" to see a list of all manufacturer. Then click on the name of the manufacturer you would like to delete. In the Manufacturer Add Information form, click on the "Remove" icon. You will be returned to the Manufacturer List screen.

Once this manufacturer has been deleted, it is removed from the system. To recover this manufacturer, you must re-create the manufacturer information, and re-associate all appropriate products.

4.6. Product Administration

VirtueMart offers the ability to categorize products not only by manufacturer, but also by product category. Product categories may also contain subcategories enabling storekeepers to manage their products in as much detail as possible. Because products and product categories are associated to a particular vendor, it is important to create your vendor records before creating the product and product category records.

4.6.1. Product Categories

VirtueMart includes the ability to associate products to product categories and subcategories to enable better product management.
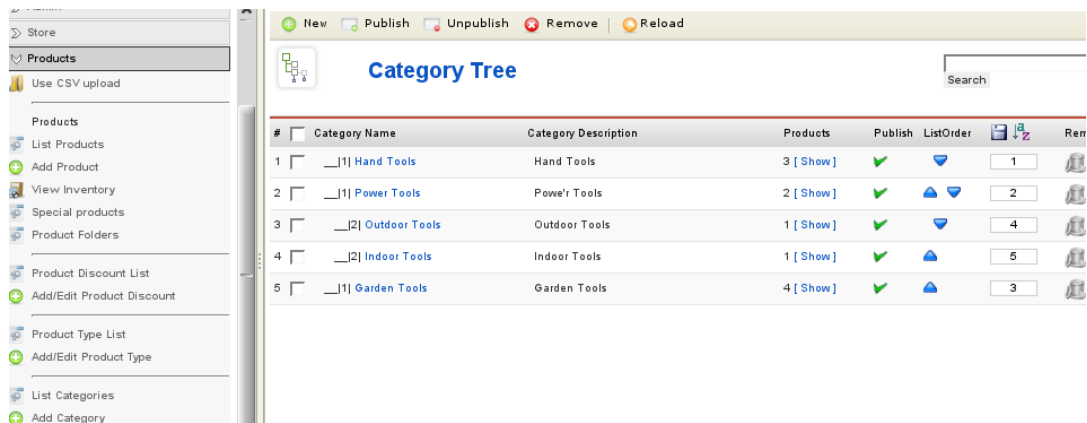

Figure 4.13. VirtueMart Administration: Category List

4.6.1.1. Adding or modifying Product Categories

To create a new product category, open the Product Category Form: "Products" # "Add Category".

To modify an existing category, click on the name of the category you want to edit in the category list.
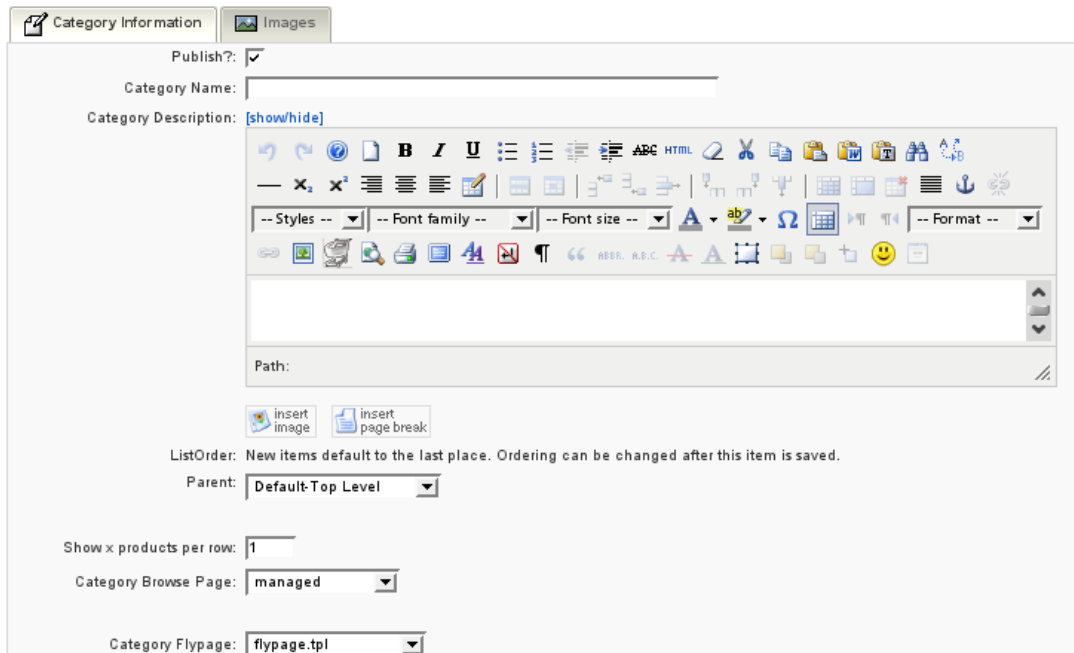

Figure 4.14. VirtueMart Administration: Category Form

Product Category Fields

Publish?	Used to specify whether the category will be published on the site.
Category Name	The name that will be used to identify the category.
Category Description	The description that will be displayed for the category.
ListOrder	The Place of this category in a list with other categories.
Parent	The parent category with which this category will be associated. If the category is to be a top level category, leave the Parent drop down list with the *Default Top Level* selected.If the category is to be a sub category of an existing category, choose the appropriate parent category from the Parent drop down list.
Show x products per row	The number of products per row when displaying products of this category.

> **Note**
>
> The Browse Page usually has to be adjusted when the number of products per row has been changed. You can use browse_2 for 2 products per row, browse_3 for 3 products per row and so on (maximum per default: 5).

Category Browse Page	Example: browse_1

The template file for displaying the products of this category in a list.

Category Flypage

Syntax: *shop.flypage*

This is the template file for displaying the Product **Details** of a product in this category. You can create your own templates by modifiying existing templates (in the directory `/components/com_virtuemart/ themes/templates/product_details`).

The file for preparing the display of the Flypage is `/html/ shop.product_details.php`. Some of the details that you can't find in the Flypage template can be found there.

Note

You should leave this field empty when you're not sure what to fill in.

4.6.1.2. Reordering or sorting Product Categories

You can reorder categories the way you want. There are different ways to achieve this.

- Use the blue arrows in the category list to move a category up or down

- Use the input fields in the rows of the category list to change the list order. If you have finished changing the values, click on the "Save" icon in the column header.

- Use the "sort alphabetically" icon in the list header. You can sort all categories in your store alphabetically using this functionality. Please note that this can't be undone. Once the categories are reodered you would have to change back manually.

4.6.1.3. Removing Product Categories

Before deleting an existing product category, all sub categories associated to the product category must be removed through either deletion or re-association. VirtueMart will not allow the deletion of a product category while subcategories still exist for that product category.

Categories can be removed from the store although they contain products. If products are assigned to more than one category, those products won't be removed if you delete just one category. But if a product is just assigned to one category, it will be deleted if you delete its category.

Removing a category can be done by clicking the "trash bin" icon in the last column of each row in the product category list. But you can also click the checkboxes of the categories you want to remove and click the "Remove" button in the toolbar.

4.6.2. Products

When creating your product records, it is important to make a distinction as to whether the product that is being created can be uniquely identified by its nature or name (e.g. Compact Disks, Video Cassettes, Books, etc.), or is one of many similar items that are uniquely identified by their attributes (e.g. Apparel, Furniture, Automobiles, etc.). The reason this distinction needs to be made, is because the methods for creating, editing and deleting differ for each. Items require the creation of Item Attributes, but products do not.

4.6.2.1. Adding/Updating Products

To create a new product, click on "Products" # "Add Product" to display the product form. Complete the product entry form and click the Save button in the top right corner to save the new product.

When Updating a product, just click on the Product Name in the Product List to display to Product Form of that product.
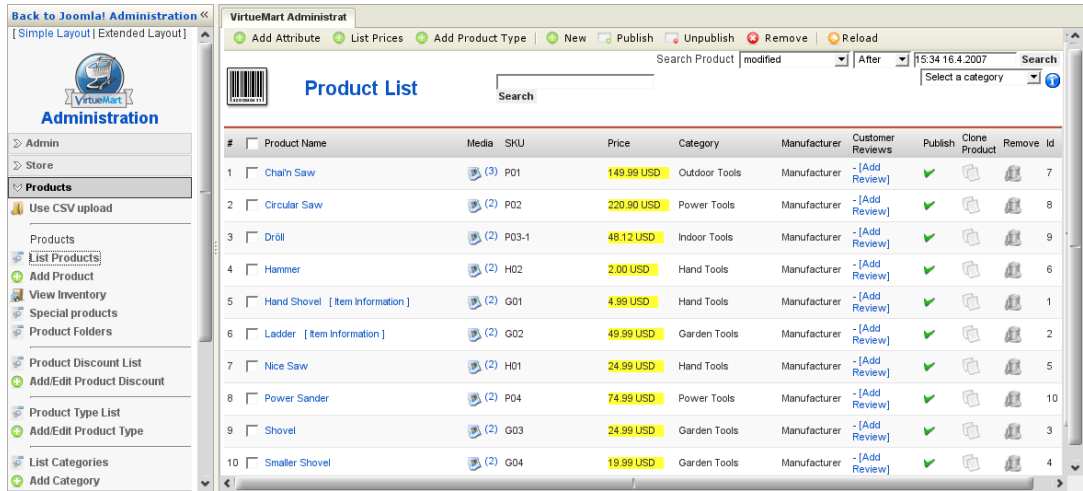

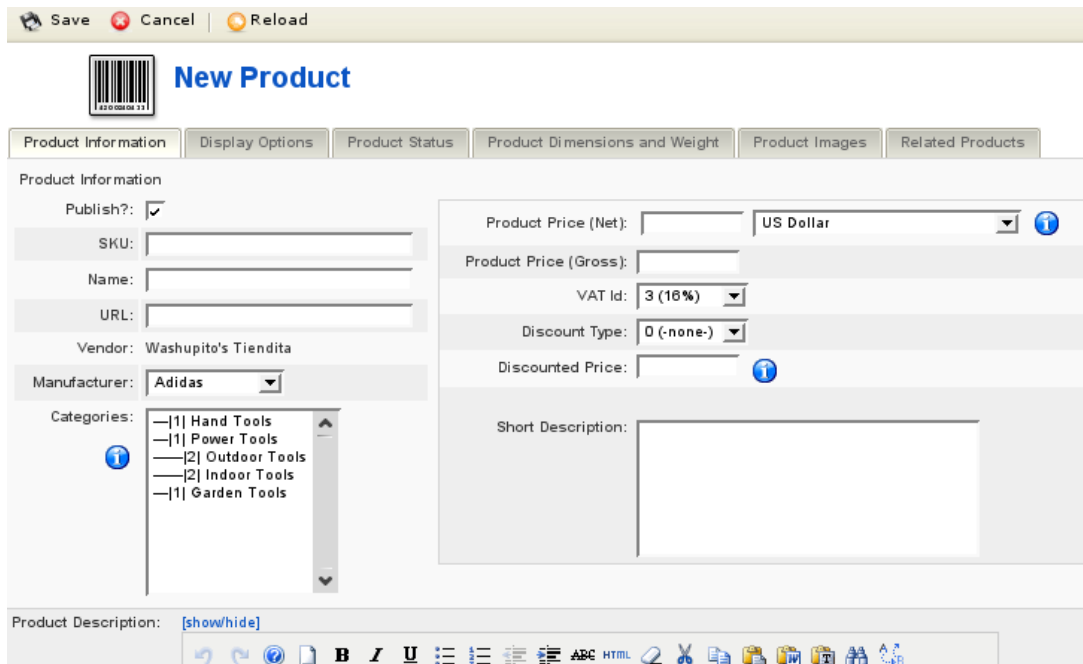**Figure 4.15. VirtueMart Administration: Product List**

Product Form

Figure 4.16. VirtueMart Administration: Product Form, Tab 1 - General Information

Publish?   Used to specify whether the product will be published on the site.

SKU   Means Article Number. Stock keeping unit (SKU) is an identification, usually alphanumeric, of a particular product that allows it to be tracked for inventory purposes.

Name	The name that will be used to identify the product.
URL	A URL that can be displayed with a product. Usually used as a link to the product vendor or manufacturer.
Category	The product categories with which this product will be associated.
Vendor	The vendor with which the product will be associated.
Manufacturer	The manufacturer with which the product will be associated.
Retail Price	The price for the default Shopper Group. Just fill in a decimal number. Select the Product Currency from the drop-down list at the right.
VAT ID	The ID of the tax rate that will be applied to this product. Here you can select a specific tax rate for this product. If you don't want that this product is taxed, fill in a zero weight at "product weight" and Disable "Virtual Tax".
Short Description	The short description that will be displayed on the browse (overview) page for a category or search result.
Flypage Description	This is the details description that will be displayed on the Flypage (=details page) of this specific product.

Display Options

Figure 4.17. VirtueMart Administration: Product Form, Tab 2 - Display Options

Product Status

Figure 4.18. VirtueMart Administration: Product Form, Tab 3 - Product Status

Quantity in Stock	The current quantity in stock for the item. Used for shipping and inventory purposes.
Availability Date	When the current quantity in stock is available for distribution. Used for shipping and inventory purposes.
Availability Text / Image	This is used to display it on the product details page. E.g.: "48 hrs." or "On Order". Alternatively you can select an availability image from the drop-down list below.

Tip

You can use your own images here! Just copy them to the direcory /shop_image/availability and then you can select them here.

On Special? (Featured?)	Used to indicate whether there are any specials running for the product. When checked, this product will be displayed on the "Featured Products Module".
Discount Type	The type of special being run on the product. Select a discount from the discount list. When there are no discounts, create one using the Product Discont Form.
Advanced Attribute List	Syntax: **Size,XL[+1.99],M,S[-2.99];Colour,Red,Green,Yellow,ExpensiveColor[=** Adds easy attributes to the product. These are attributes which can be selected by a customer. This does not create items for each attribute value! If you want to check the stock on each item (e.g. green, red and black T-Shirts...use the Attribute Form

to add Attributes and after that Items for each Attribute Value using the Item Form.

Custom Attribute List	Syntax: **Attribute1;Attribute2;Attribute3** Adds custom attributes to the product. These are attributes which can be selected by a customer. This does not create items for each attribute value! If you want to check the stock on each item (e.g. green, red and black T-Shirts...use the Attribute Form to add Attributes and after that Items for each Attribute Value using the Item Form.
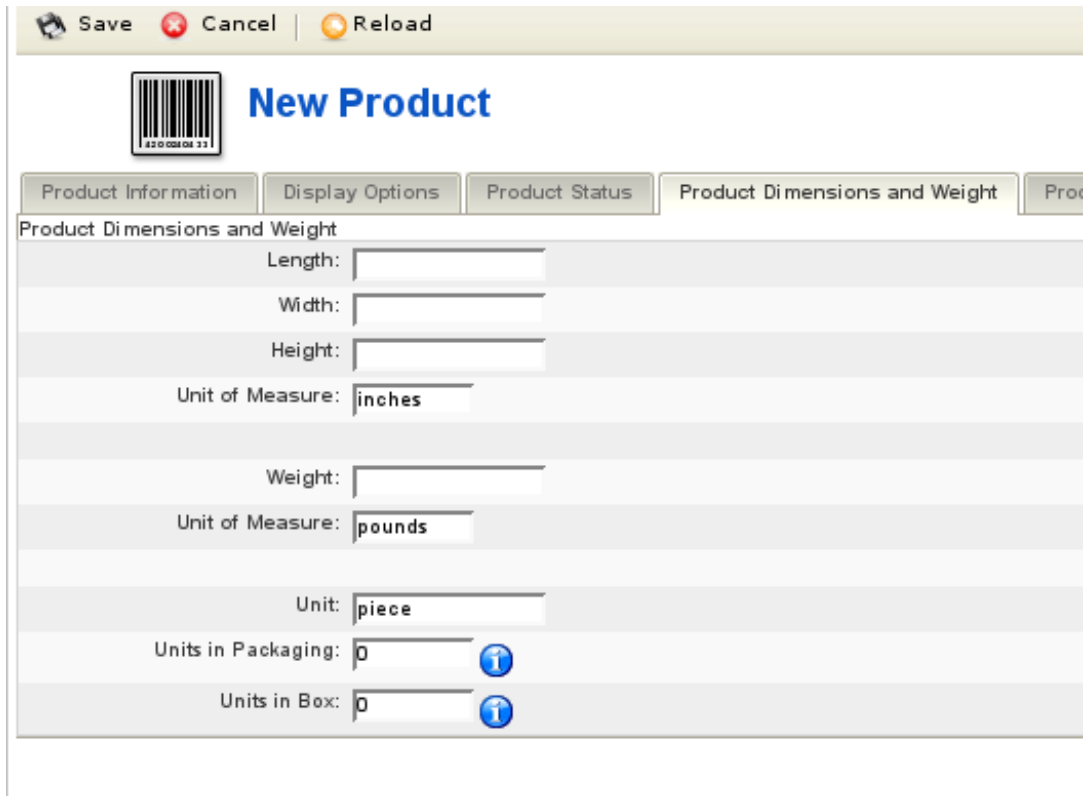
Figure 4.19. VirtueMart Administration: Product Form, Tab 4 - Product Dimensions and Weight

Length	The length of the product. Used for shipping purposes.
Width	The width of the product. Used for shipping purposes.
Height	The height of the product. Used for shipping purposes
Unit of Measure - Dimensions	The unit of measure used in determining the LWH of a product. Used for shipping purposes.
Weight	The weight of the product. For shipping purposes.
Unit of Measure -Weight	The unit of measure used in determining the weight of a product. Used for shipping purposes.

Important

Allowed UOM are

po / pound(s)
kg /kilogram(m)(s)
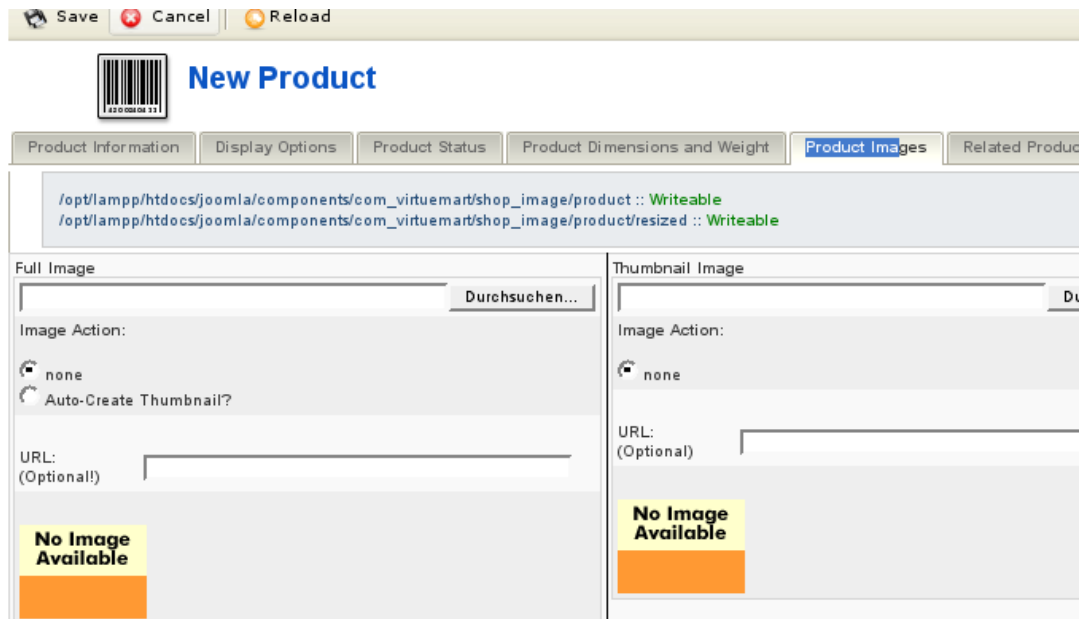ou / ounces
lb / LB

Figure 4.20. VirtueMart Administration: Product Form, Tab 5 - Product Images

Thumbnail   A thumbnail image that can be displayed along with the product.

Full Image   A larger image that can be displayed along with the product.

Note

If you have enabled Dynamic Thumbnail Resizing, the Thumbnail here won't be automatically created from the Full Image!

Related Products

Related Products are assigned to a product to indicate a general relationship of some kind. Related Products can be accessoires or other types or a similar product.
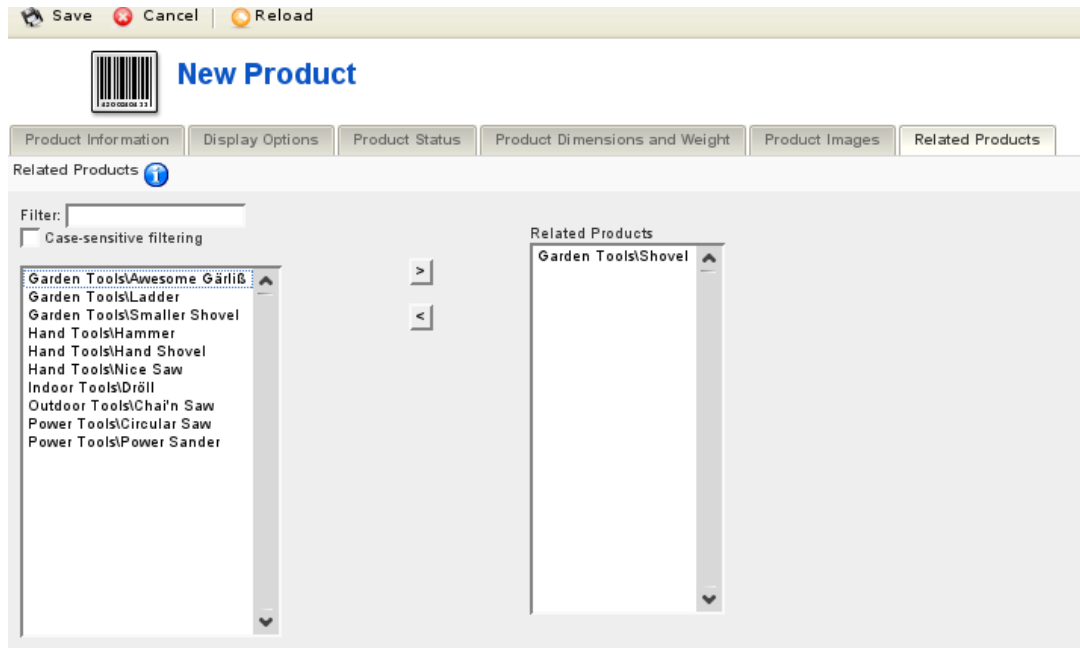
Figure 4.21. VirtueMart Administration: Product Form, Tab 6 - Related Products

Now you're done. Just click on "Save" to make sure the changes are stored.

4.6.2.2. Importing Products using CSV Import

VirtueMart allows a comfortable, automated mass Import of products using CSV- and Excel-Files.

Note

You can't import product images using this import, but just the names of the image files. You still need to upload the images into the product image directory. Thumbnails won't be automatically created.

The CSV Import Documentation can be found under the CSV Import/Export form ("Products" # "Use CSV Import/Export").

4.6.2.3. Deleting Products

To delete an existing product, click on "Products" -> "List Producs" at the top of the VirtueMart Administration pages to display a list of product categories. Now click on the Trash Icon in the row of the product you want to delete and confirm that you "want to delete this record".

4.6.3. Product Price Management

Products usually have only one price, but if you need more - VirtueMart allows you a really flexible Price Management. You can have a different Product Price for each Shopper Group and you can even have different Prices depending on the Quantity in Cart.

4.6.3.1. Adding or Modifying Prices

The standard Product Price for the default Shopper Group can be set and modified in the Product Form.
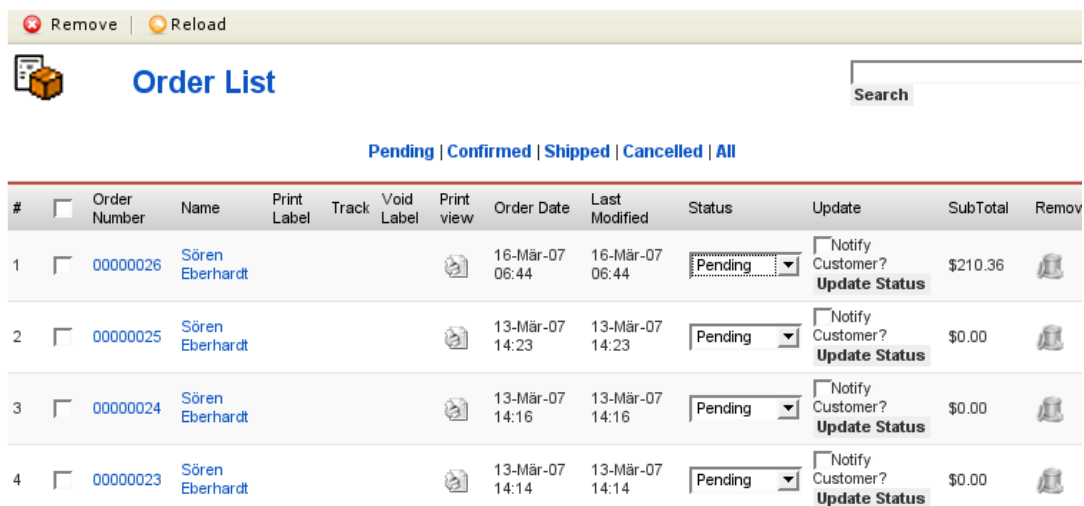
4.8. Order Administration

Your shop is online, your catalogue is bursting at the seams, you've run all of your payment processing tests, and you're ready to go live! Well, maybe not quite. You need to know what to do when those orders come flooding in. When someone orders a product through your VirtueMart website, a record is created in the system with the details of the order.

The *order record* has a *'status'* to indicate where the order is in the stream of events – for example, whether it has been paid for, shipped, or cancelled. The actual values you use for status are up to you, but by default you are given status values of *Pending, Confirmed, Cancelled, Refunded, and Shipped*. If you want to define your own status values, you can do so by selecting "List Order Status Types' from the 'Order Status' sub-menu of the "Orders" menu.

To view all of the orders in the system, click on "List Orders" on the "Orders" menu. This takes you to the Order List which is illustrated in the next figure.

4.8.1. The Order List

Figure 4.47. VirtueMart Administration: Order List

When you click on an order number, you are given the full details of the order as shown in the next figure.

When you click on the name of the customer, you will be taken to the user form for this user. The Print View Link opens a new window that allows you to print out the order. In the status column you can see the current status of this order. You can change this value and after that click on the "Update Status" button to the right to update the order status. If you wish to notify the customer about this action, check the option "Notify the customer?".

To delete an order, use the Trash Bin icon in the last column or select multiple orders using the checkboxes in the first column and click on "remove" in the toolbar.

4.8.2. The Order Details

Figure 4.48. VirtueMart Administration: Upper Part of the Order Details

The Order Details View shows all details which are relevant to the store owner. You have three tabs in the upper part: Order Status Change, Order History and Modify Order.

Figure 4.49. VirtueMart Administration: Bottom of the Order Details

In this part of the order details screen you see the list of all purchased products. If the products are downloadable products, you can re-send the Download Notification Email or re-initiate the downloads if the maximum download number has been reached or the download period has expired.