



# CloudCart Configuration Guide



## CloudCart Configuration User Guide

Date	Issue	Notes
24 April 2014	1.0	Initial issue.
19 May 2014	1.1	Updated Guide with new Cloud Manager version.

### Contents

Document history.....	1
1. Accessing CloudCart Configuration.....	2
2. Managing Thumbnails.....	3
2.1. List View.....	3
2.2. Detail View.....	3
3. Creating a New Thumbnail.....	4
4. Thumbnail Sections.....	5
4.1. Action Icons.....	5
4.2. Colour Methods.....	6
5. Control Manipulation.....	7
5.1. Section and Control Widths.....	7
5.2. Types of Controls.....	8
5.3. Adding a Control.....	8
5.4. Removing a Control.....	9
5.5. Committing the Changes.....	9
6. Assigning Thumbnails to Customers.....	10
6.1. Assigning all Customers.....	10
6.2. Assigning one Customer.....	11
7. Product Support .....	12



# CloudCart Configuration Guide

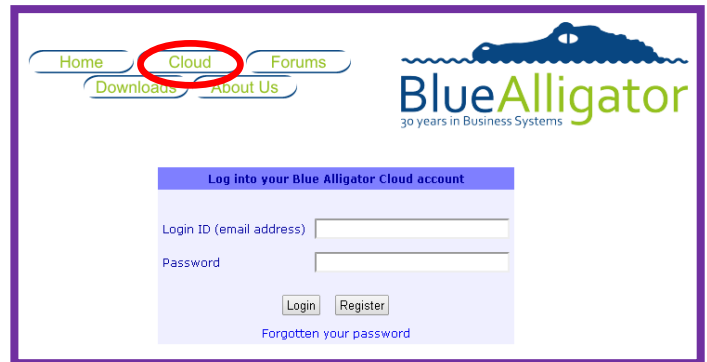


## 1 - Accessing CloudCart Configuration

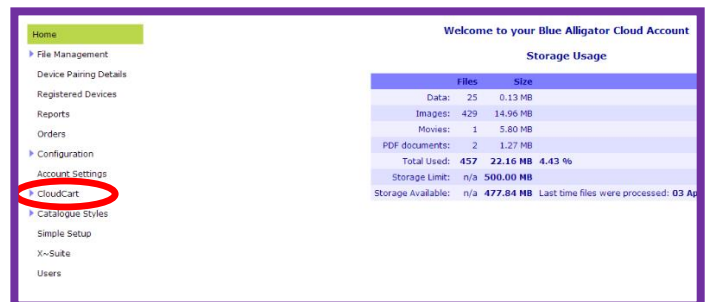
CloudCart Configuration is a new feature that has been added to the new version of **CloudCart** (v1.0.5). The purpose of it is to enable the user to customise the aesthetics of their **CloudCart** so that it suits their needs. This means that the colour, structure and content of thumbnails can be altered through the usage of easy-to-use options.

But before the user is able to customise their CloudCart, they will need to access the configuration page.

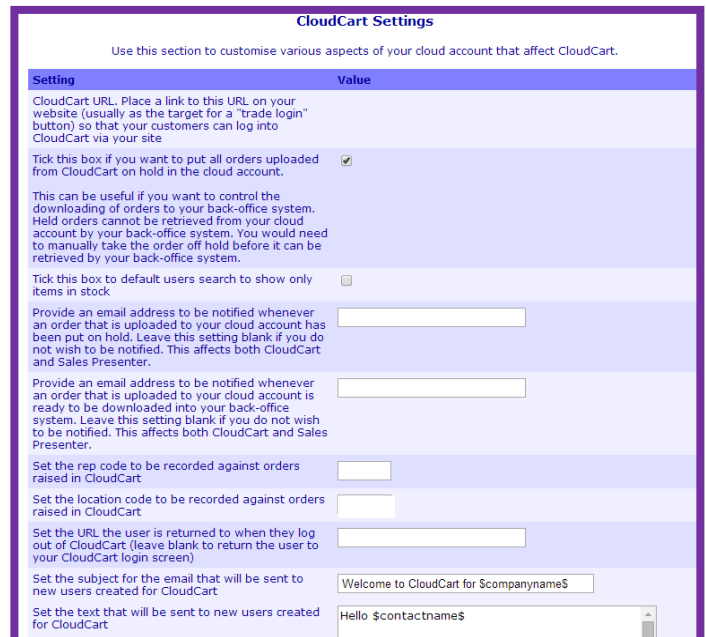
- 1) Go to [www.bacapps.co.uk](http://www.bacapps.co.uk) and click on the Cloud tab at the top of the page. The user will then need to log onto their cloud account by entering their Login ID and their password. If the user does not have a Blue Alligator Cloud account, then they will need to register and input all of the essential credentials.



- 2) Once the user has successfully logged into their Cloud account, a variety of options and details will be shown. For CloudCart configuration, the user will need to select the option entitled 'CloudCart' which is situated within the side menu. Clicking on 'CloudCart' will reveal more options, now click on 'Settings'.



- 3) Now that the user has entered the 'Settings' page of the CloudCart sub-menu, they can now configure the settings of the CloudCart, they can manage the users/customers that have access to CloudCart and they can now manage the thumbnails that will be shown. Once the user is satisfied with the amendments and alterations, they can also return to the Cloud home in order to revisit the main Cloud page.





## CloudCart Configuration Guide



### 2 - Managing Thumbnails

The foremost advancement in the new version of **CloudCart** is the ability to customise and manage the thumbnails. A thumbnail is a very concise representation or description of a particular item. There are two types of thumbnails that can be currently customised and viewed within the CloudCart.

#### 2.1 – List View

The List View is the thumbnail that is shown when viewing a large list of products on the **CloudCart**. Similarly to other shopping websites, each tile in the List View is typically small and contains only a small amount of information; this is usually occupied with an image.

#### 2.2 – Detail View

The Detail View is the thumbnail that is shown when viewing a specific product on the **CloudCart**. Each detailed listing would typically show a large amount of details which enhances the information regarding the product that is currently being viewed.

The user has the ability to create an entire new thumbnail or edit an existing one on the 'Manage Thumbnails' page.

- 1) Firstly the user must click on the option entitled 'Manage Thumbnails' in the 'CloudCart' sub-menu in order to gain access to the page. Once selected, a table with the existing views will be shown.

Title	Columns per row	Description	Action
Default List View	3	This is the Default List View	<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
Default Detail View	1	This is the Default Detail View	<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>

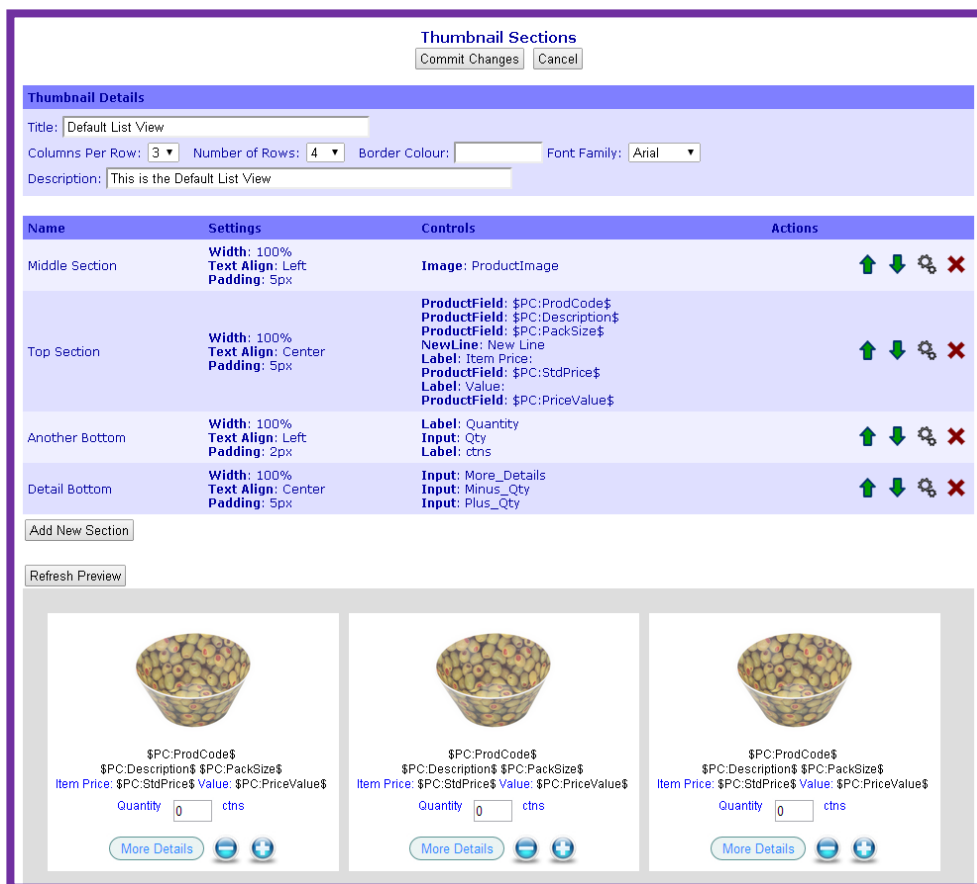
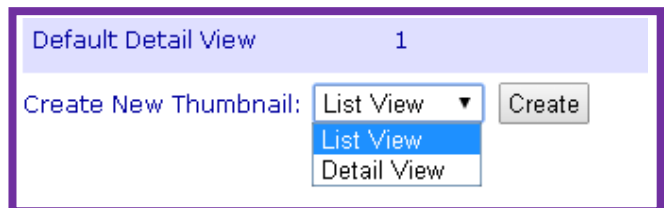
Create New Thumbnail:

This page enables the user to control the thumbnails and/or create new thumbnails for **CloudCart**. With an existing thumbnail the user has the ability to edit; copy or delete the thumbnail. The title of the thumbnail will be shown which is a good indication as to what the thumbnail represents (e.g. 'No Price List View' means that the price is not shown). The Columns per Row will be displayed which notifies the user how many columns will be shown when viewing that particular view; this typically applies to a List View. A description is also available which shows a brief narrative as to what the thumbnail represents. These are all entirely configurable when editing a thumbnail.

### 3 - Creating a new Thumbnail

A beneficial feature within the new version of **CloudCart** is the ability to create a thumbnail to the user's desire. Thumbnails are split into two categories: List Views and Detail Views. When creating a new thumbnail, the user must distinguish which type of view they want to create. The aesthetics, structure and contents of each thumbnail can be altered. But first, the user must differentiate which type of view they would like to create.

- At the bottom of the table is a drop-down menu that consists of two options: 'List View' and 'Detail View'. The user must select which one they want to construct and then click on the button adjacent to the drop-down menu entitled 'Create'.



This screen (above) appears when the user creates a thumbnail, more specifically a list view; as shown, the default fields, sections and other details are already in place but they can be manipulated also. The default layout is only in place so that users have an existing structure to manipulate instead of starting one from scratch, which could seem daunting at first.

**Note:** The default fields, sections etc. differ between the list view and the details view but however all of the fields can be accessible on both views.

## 4 - Thumbnail Sections

When creating or editing a thumbnail, different settings can be manipulated; these are known as sections. The use of sections makes it easier to identify, alter and reorder the layout of the thumbnail.

















**Thumbnail Details**

Title:

Columns Per Row:  Number of Rows:  Border Colour:  Font Family:

Description:

Before the table of sections, the user is able to customise generic settings of the thumbnail. The title of the view can be changed as well as the description (see above). The columns per row can be modified by the use of a drop-down menu; these are the amount of columns that will be shown on each page on **CloudCart**. The number of rows can also be adapted which is the amount of rows that are shown on each page of CloudCart; the more rows there are, the more products are shown on each page. The colour of borders can also be customised (see 4.2 – Colours for more details) and finally the font can also be changed by the use of a drop-down menu.

Name	Settings	Controls	Actions
Middle Section	Width: 100% Text Align: Left Padding: 5px	Image: ProductImage	   
Top Section	Width: 100% Text Align: Center Padding: 5px	ProductField: \$PC:ProdCode\$ ProductField: \$PC:Description\$ ProductField: \$PC:PackSize\$ NewLine: New Line Label: Item Price: ProductField: \$PC:StdPrice\$ Label: Value: ProductField: \$PC:PriceValue\$	   
Another Bottom	Width: 100% Text Align: Left Padding: 2px	Label: Quantity Input: Qty Label: ctns	   
Detail Bottom	Width: 100% Text Align: Center Padding: 5px	Input: More_Details Input: Minus_Qty Input: Plus_Qty	   

The table of sections is where most users will edit the contents of each thumbnail. The user cannot edit the contents from this screen; they will need to click on the icon that resembles two gears. The user has the ability to order the sections by using the up and down arrow icons on the column entitled 'Actions'. They can also delete an entire section by clicking the icon that resembles a red cross.

Sections can be edited, but an entire new blank section can be added to the table of sections. This is done by activating the option at the bottom of the table entitled 'Add New Section'. The user can then edit the contents of the new section.

### 4.1 - Action Icons



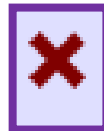
This icon moves an entire section/control above by one. This means it will move closer to the top.



This icon enables the user to edit the contents of the section. They will be directed to a new page.



This icon moves an entire section/control below by one. This means it will move closer to the bottom.



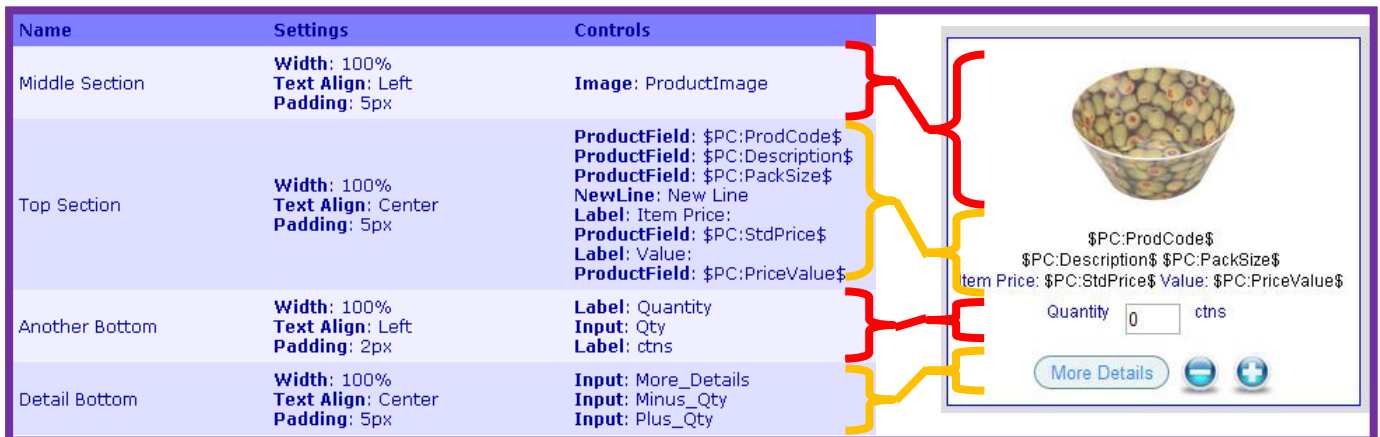
This icon deletes an entire section/control from the thumbnail. A confirmation does appear ensuring that the user wants it deleted.



The final area within the 'Manage Thumbnails' option is a preview image of the thumbnail that the user is currently creating/editing. This means that if any changes happen, the user can preview them before committing the changes. The 'Refresh Preview' option at the top will refresh the preview images and display any of the changes that have temporarily been made.

The sections and the preview images relate to each other, this means that the user can identify which section is displayed where within the preview image. (see image below).

Name	Settings	Controls
Middle Section	Width: 100% Text Align: Left Padding: 5px	Image: ProductImage
Top Section	Width: 100% Text Align: Center Padding: 5px	ProductField: \$PC:ProdCode\$ ProductField: \$PC:Description\$ ProductField: \$PC:PackSize\$ NewLine: New Line Label: Item Price: ProductField: \$PC:StdPrice\$ Label: Value: ProductField: \$PC:PriceValue\$
Another Bottom	Width: 100% Text Align: Left Padding: 2px	Label: Quantity Input: Qty Label: ctns
Detail Bottom	Width: 100% Text Align: Center Padding: 5px	Input: More_Details Input: Minus_Qty Input: Plus_Qty



## 4.2 - Colour Methods

There are two ways in which colours can be applied to text or borders. The user could enter the name of a colour in which then the colour will be shown where appropriate. Another method of entering colour is to add the hex value of a colour code. This method is typically used in HyperText Markup Language (HTML) and is not a mandatory method in order to add/change colour. The examples below show how the hex value and word of a colour differ:

### Colour - Word

**Blue**

**Red**

**Green**

**Yellow**

### Colour - Hex Value

**#0000FF**

**#FF0000**

**#00FF00**

**#FFFF00**

## 5 - Control Manipulation

If the user clicks on the settings icon of a section, a new screen will appear which gives the user the ability to edit the section in detail. This means that the user is now able to add/move/delete fields or other controls within the specified section.

**Thumbnail Sections**  
[Back to View Sections](#)

Section Details	Type	Value	Width	Text Align	Colour	Font Weight	Actions
Name: <input type="text" value="Top Section"/>	ProductField	<input type="text" value="\$PC:ProdCode\$"/>	100%	Center	Black	Normal	↑ ↓ ×
Width: <input type="text" value="100%"/>	ProductField	<input type="text" value="\$PC:Description\$"/>	auto	Center	Black	Normal	↑ ↓ ×
Text Align: <input type="text" value="Center"/>	ProductField	<input type="text" value="\$PC:PackSize\$"/>	auto	Center	Black	Normal	↑ ↓ ×
Padding: <input type="text" value="5px"/>	NewLine						↑ ↓ ×
	Label	<input type="text" value="Item Price:"/>	auto	Left	Blue	Normal	↑ ↓ ×
	ProductField	<input type="text" value="\$PC:StdPrice\$"/>	auto	Left	Black	Normal	↑ ↓ ×
	Label	<input type="text" value="Value:"/>	auto	Left	Blue	Normal	↑ ↓ ×
	ProductField	<input type="text" value="\$PC:PriceValue\$"/>	auto	Left	Black	Normal	↑ ↓ ×

New Control Type:  [Add New Control](#)

### Section Details

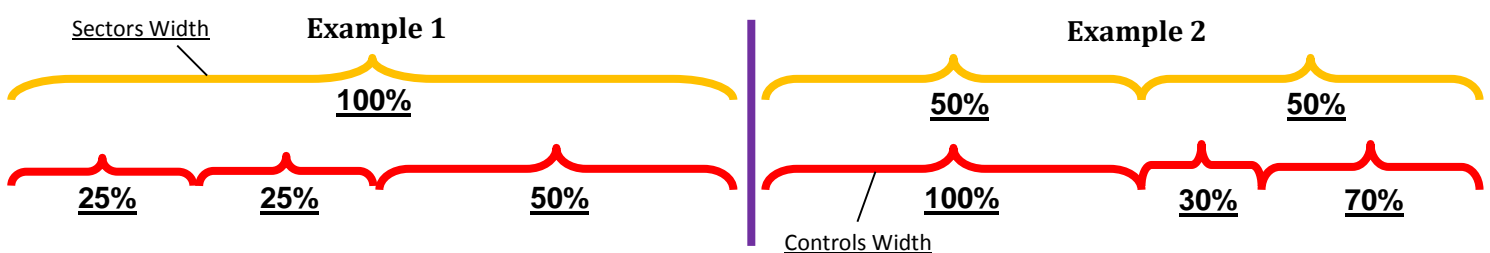
On the left-hand side of the page is a section entitled 'Section Details'. This holds settings that apply to the whole section instead of an individual control. The name of the section, width, text alignment and padding can be entirely customised. Padding is the amount of pixels that are from the edge of the tile, this means that a consistent gap can be produced.

### Control Table

On the right-hand side of the page is a grid of all the controls that are currently within the section. Each control has its type specified, the value of which the control contains, the width of the control, the colour of the text, the weight of the font and action icons that are similar to the ones that relate to an entire section (minus the settings icon).

#### 5.1 - Section and Control Widths

An entire section can be assigned a width, but so can specific controls within the section. If a section is set at 100%, then the section takes up the whole width of the tile. If a control is set at 100%, then it takes up the whole width of the section. If the section width is at 50%, then it takes up half of the tile; this allows two sections to be side by side on the same tile. If a control remains at 100%, then it takes up a whole line of the section, which is at 50%. More than one control can be shown on one line; this is done by ensuring that the widths of the controls do not exceed 100%. Two controls can be situated in one line by setting them both at 50% or one at 25% and the other 75% or one at 10% and the other at 90%. As long as the total width remains less than or equal to 100%, the controls will remain on the same line. Here is a visual representation of multiple controls on the same line:





## 5.2 - Types of Controls

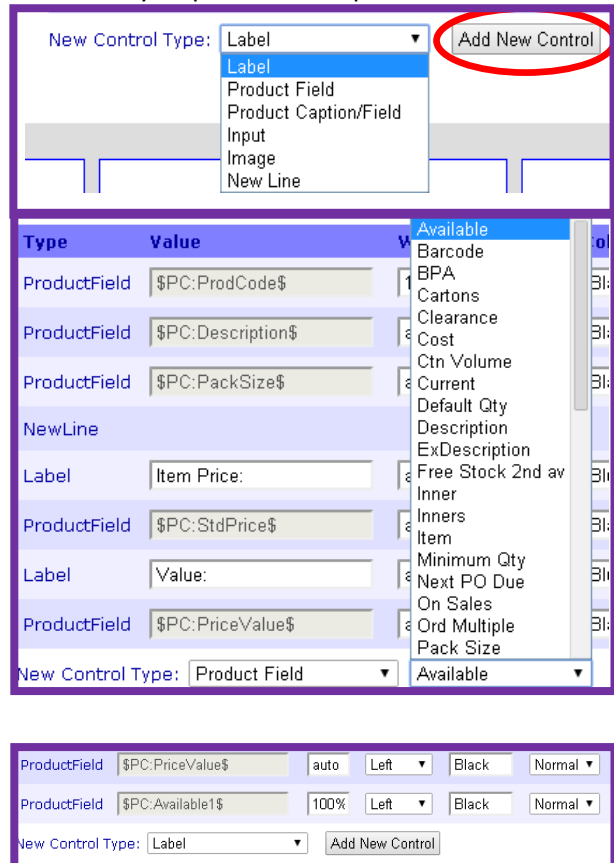
There are several different types of controls each with their own unique purpose and characteristic that separates them from each other. Here is a list of all the controls and how they would be used:

<p style="text-align: center;"><b>Label</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid black; padding: 2px;">Label</span>    <span style="border: 1px solid black; padding: 2px;">Item Price:</span> </div> <p>A Label is used to show plain text on the thumbnail. The text can be more than one word but typically should be kept concise.</p>	<p style="text-align: center;"><b>Product Field</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid black; padding: 2px;">ProductField</span>    <span style="border: 1px solid black; padding: 2px;">\$PC:ProdCode\$</span> </div> <p>A Product Field is used to show the data within a particular field name. The user can select which field name they want to show.</p>	<p style="text-align: center;"><b>New Line</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid black; padding: 2px;">NewLine</span> </div> <p>A New Line is used to force the next control onto a new line. This means that the previous control doesn't necessarily need to exceed 100%.</p>
<p style="text-align: center;"><b>Product Field/Caption</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid black; padding: 2px;">ProductCaption</span>    <span style="border: 1px solid black; padding: 2px;">\$PC_lbl:RRP\$</span>  <span style="border: 1px solid black; padding: 2px;">ProductField</span>    <span style="border: 1px solid black; padding: 2px;">\$PC:RRP\$</span>  <span style="border: 1px solid black; padding: 2px;">NewLine</span> </div> <p>A Product Field/Caption is used to automatically create a caption, field name and a new line.</p>	<p style="text-align: center;"><b>Input</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid black; padding: 2px;">Input</span>    <span style="border: 1px solid black; padding: 2px;">Minus_Qty</span> </div> <p>An Input is a special control that shows an input function (e.g. the 'more details' button) in which the user on CloudCart can interact with.</p>	<p style="text-align: center;"><b>Image</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid black; padding: 2px;">Image</span>    <span style="border: 1px solid black; padding: 2px;">ProductImage</span> </div> <p>An Image is used to show a picture on the thumbnail. Typically the picture of the product will be displayed.</p>

## 5.3 - Adding a Control

This function is fundamental and will be used frequently by users in order to show the appropriate field names that they want on their thumbnail. Adding a control is a simple task that only requires two steps:

- 1) At the bottom of the control table is a drop-down menu. Within this menu is a list of all the types of controls that the user can possibly add into the section. The user must decide which control they want to add and then click 'Add New Control'. Some controls such as 'Product Field' require the user to access another drop-down menu in which from there they must pick the field name that they want to add to the section. If the user adds the wrong product field, they cannot change it through the controls table; they will have to delete it and add the product field again.
- 2) Once the new control has been added, the user can now customise it to suit their needs. This could be adjusting the alignment, colour or the width of the control. The user can also use the action icons to move the control to the suitable placement.



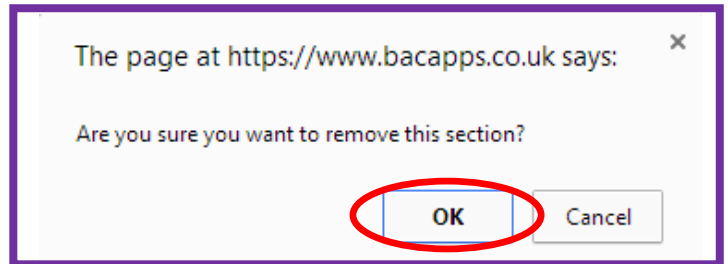
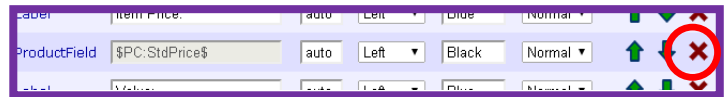
Type	Value	Available
ProductField	\$PC:ProdCode\$	Barcode
ProductField	\$PC:Description\$	BPA
ProductField	\$PC:PackSize\$	Cartons
NewLine		Clearance
Label	Item Price:	Cost
ProductField	\$PC:StdPrice\$	Ctn Volume
Label	Value:	Current
ProductField	\$PC:PriceValue\$	Default Qty
		Description
		ExDescription
		Free Stock 2nd av
		Inner
		Inners
		Item
		Minimum Qty
		Next PO Due
		On Sales
		Ord Multiple
		Pack Size



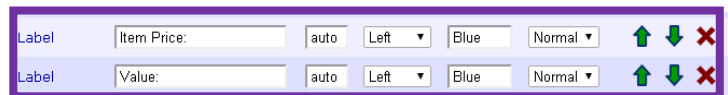
## 5.4 - Removing a Control

Similarly to adding a control, this is an important function as some controls may no longer be required or wanted by the user. A user may want to remove a product field (e.g. 'StdPrice') as they do not want their customers acknowledging this information. If the user wanted to re-add the same control, they simply need to add the control via the drop-down menu options. Removing a control can simply be performed in two simple steps.

- 1) The user needs to find which control they want to remove from the section. Once found, they will need to click on the red cross action icon that corresponds with the delete function. A confirmation message will appear on the browser ensuring that the user wants to remove the control. The message may appear at the top or middle of the page, depending on what browser the user is utilising.



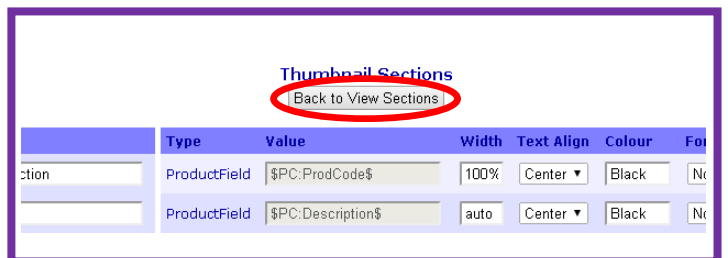
- 2) Once accepted, the page will refresh instantaneously and the control that was being removed is now deleted from the section.



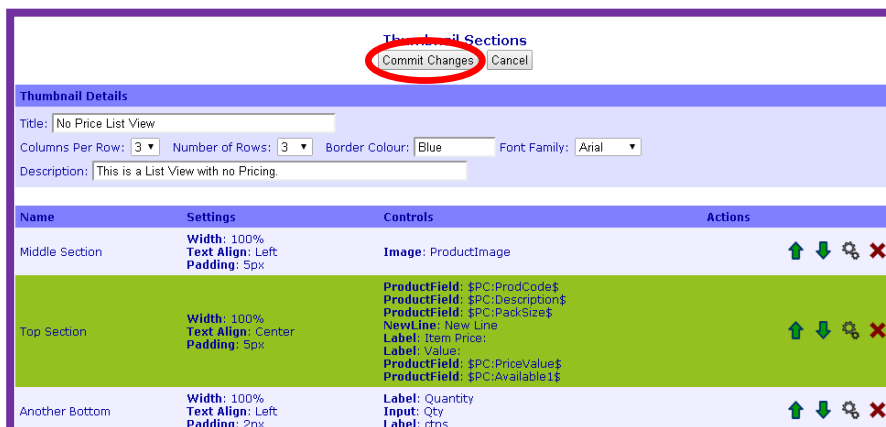
## 5.5 - Committing the Changes

All the alterations and changes that have been made so far have not actually been saved onto the Cloud. The user will need to commit the changes that they have created so that the alterations can be shown on the CloudCart.

- 1) The user will go back to the main sections managing page in order to commit the changes. This can be done by clicking on the button at the top of the page entitled 'Back to Views Section'. This will redirect the user back to the previous page.



- 2) Now that the user is back on the previous page, a large green section is now visible; this indicates what section the user has just been currently editing. In order to commit the changes however, the user must click on the button at the top entitled 'Commit Changes'. This will save all the changes that have been made.





## 6 - Assigning Thumbnails to Customers

When a new thumbnail has been created, it is assigned to no customers. This is because they are currently assigned to another thumbnail, such as the default thumbnail. The user will need to assign the thumbnail to customers in order for them to see the new view that has been created. This can be done in two ways; however these two ways are different from each other.

### 6.1 - Assigning all Customers

When a new customer is added onto the CloudCart, it will contain a default thumbnail for both the List view and the Details view. These default thumbnails can be changed within the settings of CloudCart.

- 1) The user will need to access the option entitled 'Settings' from the 'CloudCart' sub-menu. From there, they can alter various settings regarding the CloudCart. There are two settings located at the bottom of the page that enables the default thumbnail to change when a new user account is created.
- 2) Two drop-down menus will be present, one relates to the list view and the other the detail view. The user can use the drop-down menu to select any of thumbnails that have been created and then default it. Once the user is satisfied with the default thumbnails, they must click the update button below in order to save the change.

Set the default Thumbnail for product list view: **No Price List View**

Set the default Thumbnail for product detail view: Default

**Update**

### CloudCart Settings

Use this section to customise various aspects of your cloud account that affect CloudCart.

Setting	Value
CloudCart URL. Place a link to this URL on your website (usually as the target for a "trade login" button) so that your customers can log into CloudCart via your site	
Tick this box if you want to put all orders uploaded from CloudCart on hold in the cloud account.	<input checked="" type="checkbox"/>
This can be useful if you want to control the downloading of orders to your back-office system. Held orders cannot be retrieved from your cloud account by your back-office system. You would need to manually take the order off hold before it can be retrieved by your back-office system.	
Tick this box to default users search to show only items in stock	<input type="checkbox"/>
Provide an email address to be notified whenever an order that is uploaded to your cloud account has been put on hold. Leave this setting blank if you do not wish to be notified. This affects both CloudCart and Sales Presenter.	
Provide an email address to be notified whenever an order that is uploaded to your cloud account is ready to be downloaded into your back-office system. Leave this setting blank if you do not wish to be notified. This affects both CloudCart and Sales Presenter.	
Set the rep code to be recorded against orders raised in CloudCart	
Set the location code to be recorded against orders raised in CloudCart	
Set the URL the user is returned to when they log out of CloudCart (leave blank to return the user to your CloudCart login screen)	
Set the subject for the email that will be sent to new users created for CloudCart	Welcome to CloudCart for \$compa
Set the text that will be sent to new users created for CloudCart	<pre> Hello \$contactname\$ Welcome to CloudCart for \$companyname\$ You can access CloudCart here : \$cloudcartlink\$ Your login details are are: Username: \$username\$ Password: \$password\$ </pre>
The following codes can be used when configuring the subject line and body text of these emails	
\$companyname\$	
\$contactname\$	
\$cloudcartlink\$	
\$username\$	
\$password\$	
\$from\$	
Set the default Thumbnail for product list view	<b>Default</b>
Set the default Thumbnail for product detail view	<b>Default</b>

- 3) Once updated, all user accounts that have their thumbnails set to 'Default' will now have the list view of 'No Price List View'. Quintessentially, 'No Price List View' has now become 'Default' for the list view thumbnail. This means when they log into CloudCart, the list view they will see is 'No Price List View'.

### User Details for :

Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Contact: \_\_\_\_\_

User Name: \_\_\_\_\_

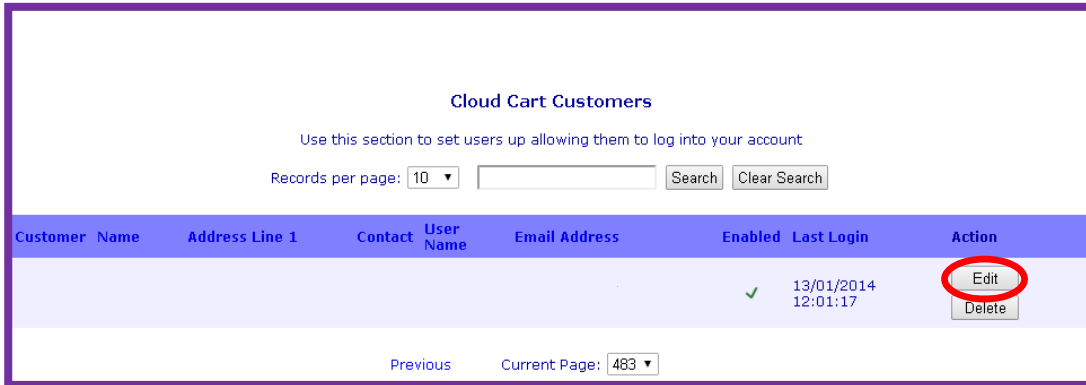
Email Address: \_\_\_\_\_

List View Thumbnail: Default

Detail View Thumbnail: Default

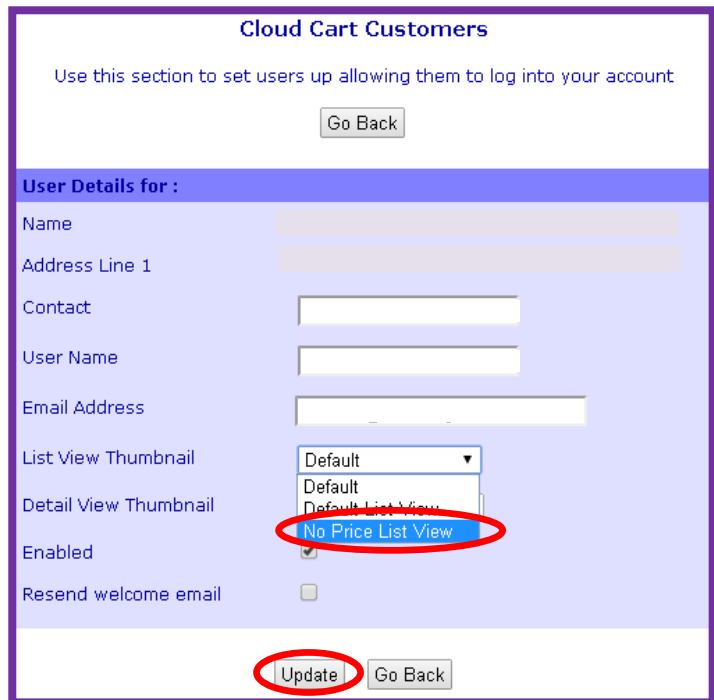
## 6.2 - Assigning one Customer

Existing customer accounts can be edited so that only they will have a particular thumbnail. This might be better method if the user does not want all the user accounts having the same thumbnail.



- 1) The user will need to access the option entitled 'Manage User Accounts' from the 'CloudCart' sub-menu, this will display a page of customers that correspond with the user's upload 'custaccs.csv' file on their Cloud account. Once the user has decided which user account they want to edit, they must select the 'edit' button on the right hand side underneath the 'Action' column.

- 2) The user account details will now be displayed. The user is able to edit specific details such as their username and email address. Two drop-down menus also exist which correspond with the list view and detail view thumbnails. Changing the list view to 'No Price List View' will only affect that particular user account. This means the other user accounts will still continue using their default thumbnails. Once the thumbnail has been selected, the user must click 'update' in order for the changes to take place. If the user did not want to save the changes, then a 'Go Back' button is present and shall redirect them to the previous page.



- 3) Once updated, a green bar will appear on the user account that has just been edited. This is an indication to the user that this user account has just been edited. This now means that this particular customer account has a different thumbnail to other accounts and does not use the default thumbnail.

Customer Name	Address Line 1	Contact	User Name	Email Address	Enabled	Last Login	Action
					✓	13/01/2014 12:01:17	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



# CloudCart Configuration Guide



## 7 – Product Support

Support for **CloudCart** is handled via the support forums at [www.bacapps.co.uk](http://www.bacapps.co.uk). By posting on the forum, we can respond to your queries or issues in an efficient manner.

You will need to register on the support forum before you can post any messages.

Blue Alligator Support Forums  
Support for the Blue Alligator applications

Index User list Rules Upload image Search Register Login

You are not logged in.

Forum	Topics	Posts
<b>Cloud</b>		
General General discussions relating to the Blue Alligator Cloud system	18	91
Cloud / Data Support Have a problem with the cloud or preparing/uploading your data? Post your issues here	106	411
Documentation Details of features and how to's. You can also view the version history here	6	34
<b>SalesPresenter</b>		
General General discussions relating to the Sales Presenter iPad app	179	649
App Support Have a problem with the Sales Presenter app? Post your issues here	158	764
Documentation Details of features and how to's. You can also view the version history here	20	102
<b>CloudCart</b>		
General General discussions relating to the CloudCart web application	1	4
Application Support Have a problem with the CloudCart application? Post your issues here	0	0
Documentation Details of features and how to's. You can also view the version history here	1	6
<b>CloudSync</b>		
General General discussions relating to the CloudSync Windows application	1	5
Application Support Have a problem with the CloudSync application? Post your issues here	0	0
Documentation Details of features and how to's. You can also view the version history here	0	0
<b>Blue Alligator Admin</b>		
Announcements, Ideas, Problems	7	18