



**Address:** 24 Luna Close Swindon Wiltshire SN25 2LZ UK  
**Phone:** +44 (0) 7792951549  
**Email:** info@holbi.co.uk  
**Internet:** http://www.holbi.co.uk

## **User's Manual**

**Project name: TrueLoaded**

**Module: Order Total**

**Project Leader: Vladislav Malyshev**

**QA: Eduard Shutenko**

**Technical Writer: Yana Lovyagina**

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I n t e g r a t i o n w i t h E R P s y s t e m s  
S e r v i c e s  
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## Introduction

The Order Total module allows for changing some of the options that a customer can see during the checkout procedure. In addition, the calculated shipping cost can be affected by some of these options, such as to allow free shipping.

On the Order Total page of the Admin Panel you can set up calculation rules for the Total Order cost, Sort Order, Tax, etc.

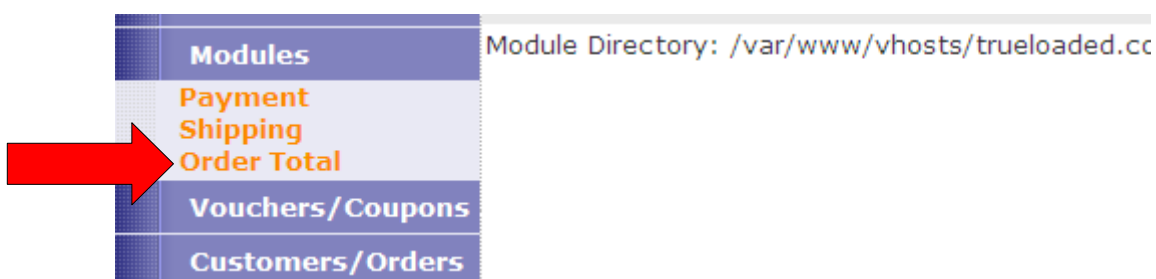
The main rule for the Order Total settings is as follows: the methods with greater sort order numbers are applied in the records with less sort order numbers. For example, if the Tax sort order is set to 1, it will not be calculated because the order cost is unknown and it is impossible to calculate tax from nothing. If the Sub-Total sort order is set to 1, the Shipping sort order is set to 2, and the Tax sort order is set to 3, the tax will be calculated both from Sub-Total and Shipping, etc. That's why, please be very careful while setting properties of the Total Order module to calculate the Order Total correctly.

The Order Total data is used in the Billing Information box on the website, when a customer is displayed an invoice for payment, and also in the Admin Panel > Customers/Orders -> Orders -> Invoice page.

## COD Additional Fee

The COD (Collect On Delivery) module is used with the Cache On Delivery payment method. When a customer chooses Cache On Delivery on payment info page, he/she will be displayed the COD Additional Fee on the Order Confirmation page (if the COD module is activated). A risk to lose money can occur when the customer uses the Cache On Delivery payment method, therefore the COD method helps you save money spent on delivery.

1. Open the Admin Panel ("back end") of the web-store.
2. In the left column, click the **Modules** link and select the **Order Total** section.



3. The **COD Additional Fee** module is selected by default . If it has not been installed, you can install it by clicking the **Install** button on the right.

Modules	Sort Order	Action	COD additional fee
<b>COD additional fee</b>			<b>install</b>
Discount Coupons	9	ⓘ	
Gift Vouchers	740	ⓘ	COD additional fee
Low Order Fee	4	ⓘ	
Shipping	2	ⓘ	
Sub-Total	1	ⓘ	
Tax	3	ⓘ	
Total	800	ⓘ	

4. To set up properties of the installed module, click the **Edit** button on the right.

Sort Order	Action	COD additional fee
<b>4</b>	▶	<b>remove</b> <b>edit</b>
9	ⓘ	
740	ⓘ	COD additional fee
4	ⓘ	
2	ⓘ	Display COD Order Fee
1	ⓘ	

5. The COD Additional Free module is activated by default (the “True” button is selected). You can set up the module’s properties in the right column as you need. *Note: To enable calculation of discount value, it is necessary to activate the Allow COD Fee feature.*

**Allow COD Fee**  
Do you want to allow COD fees?

true  
 false

6. Click the **Update** button at the bottom of the right column to save your settings.

**Tax Class**  
Use the following tax class on the COD order fee.

You can disable a module by clicking the **Remove** button on the right.

Order Total Modules		osCommerce   Catalog   Admin   Logoff	
Sort Order	Action	COD additional fee	
4	▶	remove	edit
9	ⓘ		
740	ⓘ	COD additional fee	
4	ⓘ		
2	ⓘ	Display COD Order Fee	
1	ⓘ		

## Discount Coupons

This module allows using discounts on the orders made in your store. When this module is activated, the discount value is displayed (in money equivalent) and calculated during the checkout process on the website.

1. From the Admin Panel («back end») of the web-store click the Modules link and select the **Order Total** section.
2. Select the **Discount Coupons** module in the list. If it has not been installed, you can install it by clicking the **Install** button on the right.
3. To set up properties of the installed module, click the **Edit** button on the right.

Modules :: Order Total Modules		osCommerce   Catalog   Admin   Logoff	
Modules	Sort Order	Action	Discount Coupons
COD additional fee	4	ⓘ	
<b>Discount Coupons</b>	<b>9</b>	▶	remove edit
Gift Vouchers	740	ⓘ	
Low Order Fee	4	ⓘ	
Shipping	2	ⓘ	Discount Coupon
Sub-Total	1	ⓘ	
Tax	3	ⓘ	Display Total
Total	800	ⓘ	

4. The **Discount Coupons** module is activated by default (the “True” button is selected). You can set up the module's properties in the right column as you need.
5. Click the **Update** button at the bottom of the right column to save your settings.

*Note: You can disable the module by clicking the **Remove** button on the right.*

## Gift Vouchers

This module allows paying for orders by Gift Vouchers emailed to a customer by a store owner.

1. From the Admin Panel («back end») of the web-store click the **Modules** link and select the **Order Total** section.
2. Select the **Gift Vouchers** module in the list. If it has not been installed, you can install it by clicking the **Install** button on the right.
3. To set up properties of the installed module, click the **Edit** button on the right.



Modules	Sort Order	Action	Gift Vouchers
COD additional fee	4	ⓘ	<input type="checkbox"/>
Discount Coupons	9	ⓘ	<input type="checkbox"/>
<b>Gift Vouchers</b>	<b>740</b>	▶	<input checked="" type="checkbox"/>
Low Order Fee	4	ⓘ	<input type="checkbox"/>
Shipping	2	ⓘ	<input type="checkbox"/>
Sub-Total	1	ⓘ	<input type="checkbox"/>
Tax	3	ⓘ	<input type="checkbox"/>
Total	800	ⓘ	<input type="checkbox"/>

4. The **Gift Voucher** module is activated by default (the “True” button is selected). You can set up the module’s properties in the right column as you need.
5. Click the **Update** button at the bottom of the right column to save your settings.

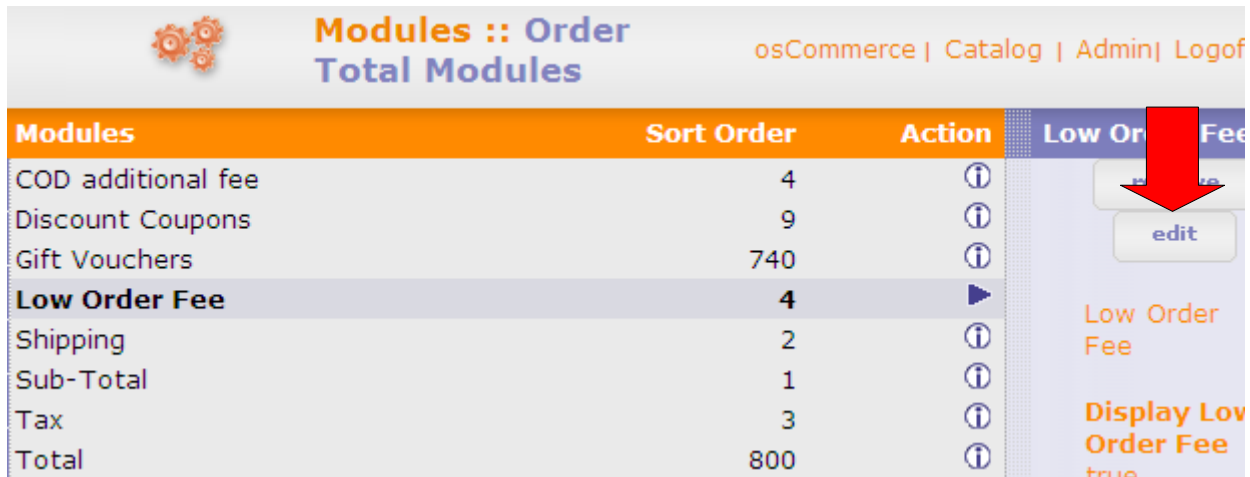
*Note: You can disable the module by clicking the **Remove** button on the right.*

## Low Order Fee

If the Order Total is less than a certain amount, this option allows for adding an additional charge to the total sum. This is used to prevent small orders from being unprofitable for the store owner. Here, the limit at which this module triggers can be set, as well as how much to add, and some other display options.

1. From the Admin Panel («back end») of the web-store click the **Modules** link and select the **Order Total** section.

2. Select the **Low Order Fee** module in the list. If it has not been installed, you can install it by clicking the **Install** button on the right.
3. To set up properties of the installed module, click the **Edit** button on the right.



Modules	Sort Order	Action	Low Order Fee
COD additional fee	4		<input type="checkbox"/>
Discount Coupons	9		<input type="checkbox"/>
Gift Vouchers	740		<input type="checkbox"/>
<b>Low Order Fee</b>	<b>4</b>		<input checked="" type="checkbox"/>
Shipping	2		<input type="checkbox"/>
Sub-Total	1		<input type="checkbox"/>
Tax	3		<input type="checkbox"/>
Total	800		<input type="checkbox"/>

4. The **Low Order Fee** module is activated by default (the “True” button is selected). You can set up the module's properties in the right column as you need.
5. Click the **Update** button at the bottom of the right column to save your settings.

*Note: You can disable the module by clicking the **Remove** button on the right.*

## Shipping

Here you can setup to show/hide shipping cost, as well as an option to allow for free shipping. It is not possible to allow for free shipping only to certain areas with this option, the Zone Rates shipping module should be used for that purpose.

1. From the Admin Panel («back end») of the web-store click the **Modules** link and select the **Order Total** section.
2. Select the **Shipping** module in the list. If it has not been installed, you can install it by clicking the **Install** button on the right.
3. To set up properties of the installed module, click the **Edit** button on the right.

Modules :: Order Total Modules		osCommerce   Catalog   Admin   Logoff	
Modules	Sort Order	Action	Shipping
COD additional fee	4	ⓘ	<input type="checkbox"/>
Discount Coupons	9	ⓘ	<input type="checkbox"/>
Gift Vouchers	740	ⓘ	<input type="checkbox"/>
Low Order Fee	4	ⓘ	<input type="checkbox"/>
<b>Shipping</b>	<b>2</b>	▶	<input checked="" type="checkbox"/>
Sub-Total	1	ⓘ	<input type="checkbox"/>
Tax	3	ⓘ	<input type="checkbox"/>
Total	800	ⓘ	<input type="checkbox"/>

- The **Shipping** module is activated by default (the “True” button is selected). You can set up the module's properties in the right column as you need.
- Click the **Update** button at the bottom of the right column to save your settings.

*Note: You can disable the module by clicking the **Remove** button on the right.*

## Sub-Total

Here you can set up to show/hide the order Sub-Total cost, and in what order it should be displayed.

*Note: It is recommended to set the Sub-Total sort order to «1», otherwise the Tax, Discounts, and others' values will be calculated incorrectly.*

- From the Admin Panel («back end») of the web-store click the **Modules** link and select the **Order Total** section.
- Select the **Sub-Total** module in the list. If it has not been installed, you can install it by clicking the **Install** button on the right.
- To set up properties of the installed module, click the **Edit** button on the right.

Modules	Sort Order	Action	Sub-Total
COD additional fee	4		<input type="checkbox"/> remove
Discount Coupons	9		<input type="checkbox"/> edit
Gift Vouchers	740		
Low Order Fee	4		Order
Shipping	2		Sub-Total
<b>Sub-Total</b>	<b>1</b>		
Tax	3		<b>Display</b>
Total	800		<b>Sub-Total</b> true

- The **Sub-Total** module is activated by default (the “True” button is selected). You can set up the module's properties in the right column as you need.
- Click the **Update** button at the bottom of the right column to save your settings.

*Note: You can disable the module by clicking the **Remove** button on the right.*

## Tax

Here you can set up to show/hide the tax on the order, and in what order it should be displayed.

- From the Admin Panel («back end») of the web-store click the Modules link in the left column and select the **Order Total** item.
- Select the **Tax** module in the list. If it has not been installed, you can install it by clicking the **Install** button on the right.
- To set up properties of the installed module, click the **Edit** button on the right.

Modules	Sort Order	Action	Tax
COD additional fee	4		<input type="checkbox"/> remove
Discount Coupons	9		<input type="checkbox"/> edit
Gift Vouchers	740		
Low Order Fee	4		Order Tax
Shipping	2		
Sub-Total	1		<b>Display Tax</b>
<b>Tax</b>	<b>3</b>		true
Total	800		Sort Order

- The **Tax** module is activated by default (the “True” button is selected). You can set up the module's properties in the right column as you need.
- Click the **Update** button at the bottom of the right column to save your settings.

*Note: You can disable the module by clicking the **Remove** button on the right.*

## Total

Here you can set up to show/hide the order total cost, and in what order it should be displayed.

- From the Admin Panel («back end») of the web-store click the Modules link and select the **Order Total** section.
- Select the **Total** module in the list. If it has not been installed, you can install it by clicking the **Install** button on the right.
- To set up properties of the installed module, click the **Edit** button on the right.

Modules :: Order Total Modules		osCommerce   Catalog   Admin   Logout	
Modules	Sort Order	Action	Total
COD additional fee	4		<input type="button" value="remove"/>
Discount Coupons	9		<input type="button" value="edit"/>
Gift Vouchers	740		
Low Order Fee	4		Order Total
Shipping	2		
Sub-Total	1		Display Total
Tax	3		true
<b>Total</b>	<b>800</b>		

- The **Total** module is activated by default (the “True” button is selected). You can set up the module's properties in the right column as you need.
- Click the **Update** button at the bottom of the right column to save your settings.

*Note: You can disable the module by clicking the **Remove** button on the right.*

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## Total Order Module Properties

### Sort Order

The Sort Order field associated with each method describes in what order the methods will be presented to a customer during checkout. The methods will always be displayed in alphabetical order in the Administrative tool, regardless of the Sort Order field. Changing the Sort Order can be done by editing the settings for that particular method, but cannot be done at the main shipping modules screen. The sorting is done with the lowest number representing the top of the displayed list, except for modules with a value of 0, which are put at the bottom, these are sorted alphabetically.

### Allow COD Fee (for COD Additional Fee Method)

The **False** button is set by default. Select the **True** button to allow calculating COD additional fee when the Cache on Delivery payment method is used during checkout.

### Order Fee (for COD Additional Fee Method)

In this field, specify additional fee by a number. Default value is 5 (= \$5). The COD fee will be included in the Total Order if the Cache On Delivery method was selected.

### Attach Order Fee On Orders Made

Here you can select what orders should be attached with the Order Fee: international, or national, or both.

- **National** – attaches a fee to the orders made on a territory where a store was registered.
- **International** – attaches a fee to the orders made anywhere except a zone where a store was registered.
- **Both** – attaches a fee to all orders made independently of a territory a store was registered.

(The registration territory can be viewed in the Admin Panel > Configuration > My store > Country field).

### Tax Class

In the dropdown list select a tax class to use on the Total Order.

### Include Shipping (for Discount Coupons Method)

A discount can be included in either sub-total only or in both sub-total and shipping. Select the **False** button to include a discount in the Sub-Total only. Select the **True** button to include a discount both in the Sub-Total and Shipping.

### *Include Tax (for Discount Coupons Method)*

Here you can set up to include a discount in either Sub-Total or Total plus Tax. Select the **True** button to include a discount in Total. Select the **False** button to exclude a discount of Tax.

### *Re-calculate Tax (for Discount Coupons Method)*

Here you can set up whether a tax should be re-calculated or not. For example, the Sub-Total sort order is 1, a Tax - 2, a Discount Coupon - 3, a Total - 4. If this option is activated, the tax will be re-calculated after Discount value has been included.

### *Queue Purchases (for Gift Vouchers Method)*

The **True** is set by default, so the purchases of Gift Voucher will be queued, for an Administrator to approve each voucher. This makes sense only when a voucher is paid in cash or money order (or any other off-line payment method), but not by on-line payment, i.e. when the payment for voucher is time-lagged and the Administrator has to activate voucher only after money has been received. If the money is received at once, it doesn't make sense to select **True** here, because the additional control is not necessary in this case. (see Admin Panel > Vouchers/Coupons > Gift Voucher Queue section).

### *Include Shipping (for Gift Vouchers Method)*

Select the **True** button to allow paying for shipping by voucher. Select the **False** button to not allow paying for shipping by voucher.

### *Include Tax (for Gift Vouchers Method)*

Select the **True** button to allow paying tax by voucher for Total Order. Select the **False** button to allow paying tax by voucher for Sub-Total only.

### *Re-calculate Tax (for Gift Voucher Method)*

Here you can set up whether the tax should be re-calculated or not. For example, the Sub-Total sort order is 1, a Tax - 2, a Gift Voucher - 3, a Total - 4. If this option is activated, the tax will be re-calculated after Gift Voucher value has been included.

### *Allow Low Order Fee (for Low Order Fee Method)*

Here you can set up whether to use Low Order Fee for small orders or not. Select the **True** button to use the Low Order Fee method. Select the **False** button to not use the Low Order Fee method. This is also described below in the next paragraphs ("Order Fee For Orders Under" and "Order Fee").

### *Order Fee For Orders Under (for Low Order Fee Method)*

In this field, specify order total amount which will free the orders from additional fee. All orders which cost less than this amount will be charged additionally. For example, specify '50' in the field. If a customer adds to cart products with Total cost more or equal to 50, he/she will not pay extra fee for a small order. If the customer adds to cart products with Total cost less than 50, he/she will have to pay extra fee.

### *Order Fee (for Low Order Fee Method)*

In this field, specify amount of Low Order Fee. For example, specify '5' in the field. The customers who add to cart products with Total cost less than specified in the "Order Fee For Orders Under" field will have to pay additional \$5 for this order.

### *Free Shipping For Orders Over (for Shipping Method)*

If you have free shipping activated, specify in the field the order total amount over which free shipping will be allowed. For example, specify '50' in the field. The orders with Total cost more than \$50 will be shipped for free.

### *Provide Free Shipping For Orders Made (for Shipping Method)*

If you have free shipping activated, you can specify here what customers can use free shipping: **National** (for those who live in the same country as the store is), **International** (for those who live in another country than the store is), **Both** (for all customers).