



Asclepius Photo Network

Order Express

Version 2.0.0

User Manual

Revision history

Version 1.0.0	Apr 06, 2009	Initial version.
Version 2.0.0	Dec 25, 2009	Major protocol upgrade.

Terminology

1. Shop

A shop is the general alias for your photo lab, printing company or photo product company.

2. Shop ID

It is a 32 characters long ID assigned by Asclepius Photo Network to your shop. It is the unique ID for your shop and should be kept confidential.

3. Product

A product is a description of product the Asclepius desktop user can order. It comprises a product code, product unit price and its description.

4. System on-line

Order Express is in listening mode waiting for requests specifically send to it over the internet. It services as a server application when on-line.

5. APN

Acronym for Asclepius Photo Network by Sunron Imaging Technologies Inc.

6. Asclepius Desktop

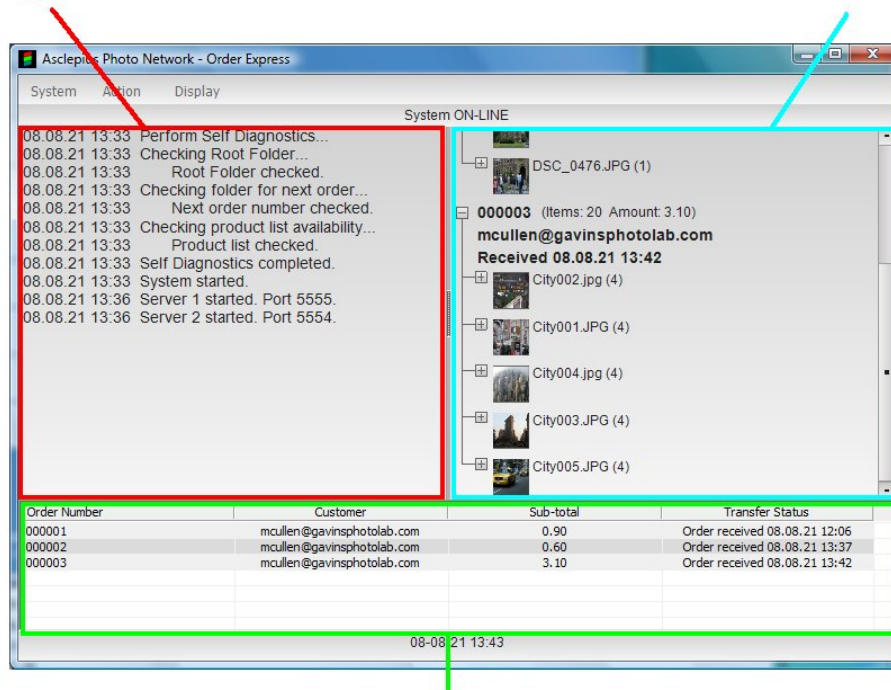
Asclepius is a desktop photo editor as part of APN. Asclepius desktop can be downloaded from www.AsclepiusPhoto.com .

Main window

The main window comprises of three main areas. The system message window, the order details window and the order status window.

Message window

Order details window



Order status window

1. System message window

This window displays important system messages during the current Order Express session. The messages are time stamped for easy reference. You should monitor this window regularly for messages that may indicate errors and require attention.

All the messages displayed in this window during this session will be automatically logged to a text file when you exit Order Express. The log file can be found under the folder 'SystemLog' in the install folder e.g. C:\Program Files\Sunron Imaging Technologies Inc.\Order Express\SystemLog.

Log files are named as 'SYSLOGxxxxxx.TXT' where xxxxxx is a sequence number. Note that this number will wrap around when it reaches 999,999. Although it is not likely that this sequence number will wrap around often,

it is still good practice to clean up this folder regularly by deleting old log files.

2. Order details window

This window shows short summary of all the current orders. The order details are arranged in tree format for easy reference. Each order is shown in its order number, number of items in this order and total amount of this order. If you click the '+' box to its left the tree will expand and expose more details of this order such as customer email address and the order details.

Tips: You can right-click on the order number and display the order summary PDF file or look at the contents of this order directly from Windows Explorer.

3. Order status window

This window lets you monitor the status of on-line orders received or being received. It also shows the customer email, sub-total amount and time stamp of the orders. If you have PayPal setup for your Order Express this window also show the payment status as reported by PayPal.

System menu

1. Login

Login to your shop account at APN.



If you have successfully setup Order Express, the 'Shop ID' field should automatically contain the 32 characters Shop ID. For security reason your password will be volatile and needs to be entered for each login.

2. Change password...

You may reset your password any time with this utility. You are required to login before this item becomes enabled.



Enter your old password and the desired new password. Click 'Ok' to proceed with changing your password. A message will show up if the action is successful. Click 'Cancel' to cancel and exit this dialog.

3. Shop information...

You may edit your shop information with this utility. However your shop name cannot be modified once your shop is setup. If you need to change your shop name please contact Order Express (support@ordexp.com). You are required to login to APN before this item becomes enabled.

Change Shop Information	
Street Address	15280 Redmond Way
City	Redmond
Country	USA
Zip/Postal Code	98052
* Currency	USD
* Primary Contact	Mark Cullen
* Email 1	Cullen@gmail.com
Email 2	
* Phone no. 1	(425)746-8210
Phone no. 2	
* URL	200.34.5.21
Shop Status	Sandbox
Order restriction	None
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Street Address	Street address of your shop. This information will appear in Asclepius Desktop when your shop is selected.
City	City where your shop is located. It will also appear in Asclepius Desktop.
Country	Country where your shop is located. It will also appear in Asclepius Desktop.
Zip/Postal code	Zip code or postal code of your shop.
Currency	Currency you'd like to use for your shop. Note that you must use the same currency as your PayPal account if you setup your shop to use PayPal payment.
Primary contact	Primary contact of your shop.
Email 1	Primary email that APN can contact you. Email addresses will be kept confidential.
Email 2	Secondary email that APN can contact you.
Phone no. 1	Phone number in case APN needs to contact you.

Phone no. 2	Secondary phone number.
URL	Uniform Resource Locator of your shop. Use the static IP address assigned to your facility by your internet service provider.
Shop status	When you setup Order Express for your shop, your shop status is default to be 'Sandbox' for testing purpose. You will need to change it to 'Live' to make your shop fully operational on APN. See table below for more details.
Order restriction	As part of our fraud prevention system, you can restrict your shop to only receive on-line orders from your city or state (province) for potential tracking in case of fraudulent orders.

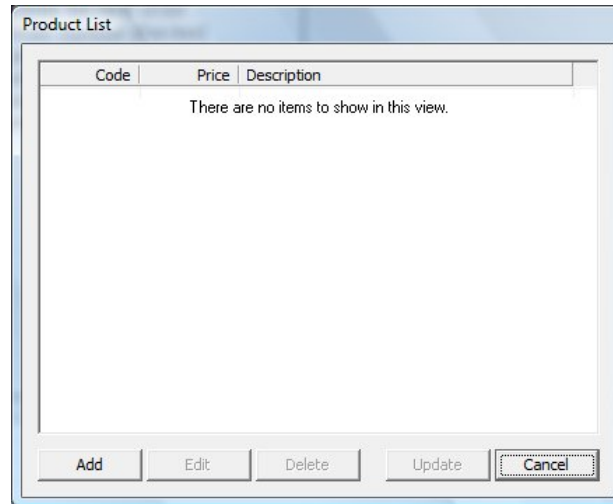
Shop status

'Sandbox' mode is designed for testing your Order Express setup before making your shop operational. You can test all the features in sandbox mode including PayPal on-line payment service. Orders uploaded in sandbox mode will not be charged for the APN service. Please note however that in sandbox mode your shop name will not appear in the APN shop name list. You will need to perform 'Sandbox setup' in Asclepius desktop to select your shop for testing. The pictures uploaded will be stamped with 'ASCLEPIUS' logo. See summary below:

	presence	pictures	fee
Sandbox	Required sandbox setup on Asclepius Desktop.	Stamped with 'ASCLEPIUS' logo.	No charge.
Live	Shop name appears on APN shop list.	Not stamped.	Order uploads will be charged.

4. Product information...

You can manage your product list with this utility. Information on your product list will appear on Asclepius desktop when your shop is selected. You are required to login to APN to use this utility.

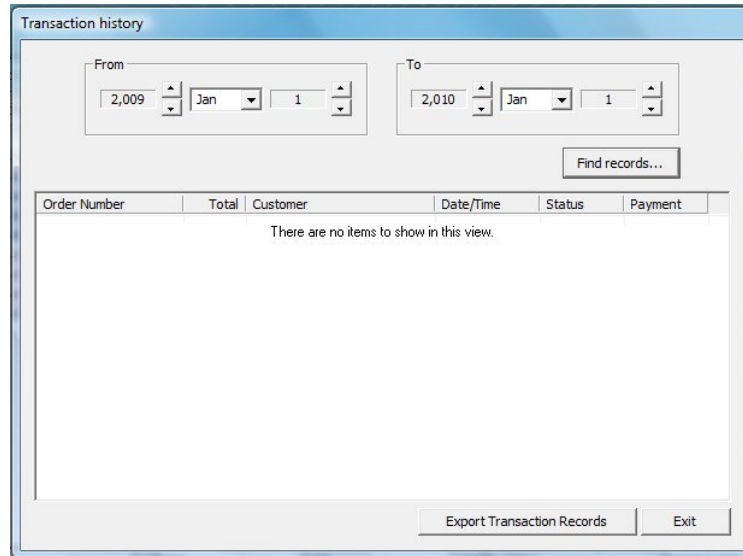


The table shows your current product list information.

You may add, edit or delete items on your product list. Once you've made such changes remember to click 'Update' to send the new information to APN.

5. Transaction history...

You can retrieve transaction records using this utility. You are required to login to APN before this item becomes enabled.



The screenshot shows a window titled "Transaction history". It features two date selection boxes: "From" and "To". Both boxes have a numeric spinner (set to 2,009 and 2,010 respectively), a month dropdown menu (set to "Jan"), and a day spinner (set to 1). A "Find records..." button is located to the right of the "To" box. Below these controls is a table with the following headers: "Order Number", "Total", "Customer", "Date/Time", "Status", and "Payment". The table area is currently empty, displaying the message "There are no items to show in this view." At the bottom of the window, there are two buttons: "Export Transaction Records" and "Exit".

To retrieve transaction records, you first identify the time period of transaction you'd like to find. Click 'Find records...' to send this request to APN. If your request is accepted, APN will then retrieve all the transaction records and fill the table below.

You can also export the records to a text file. Click 'Export Transaction Records' and designate a name for your file. The records will be exported in semi-colon separated format for easy import to your spreadsheet programs.

6. Configuration...

You can configure Order Express through this dialog.

Shop ID

The Shop ID is the 32 characters ID assigned by APN to your shop. If you setup Order Express successfully this field should already be filled for you.

Output folder root

You can setup the root location of all your on-line orders in the 'Output folder root' field. All the orders received by Order Express will be located as sub-folders under this root location. Make sure the path is valid.

Order Number

You can customize the format of order number for your shop. Order numbers are also used as names of all the sub-folders under the order root.

Starts from	The numeric number of your first order.
Wrap around at	The numeric number will wrap around to the first number when this number is reached.
Number of digits	Number of digits appears in the numeric part of the order number. Spaces will be padded with zeros ('0').
Prefix	Fixed character string that goes in front of the digits.

Postfix	Fixed character string that goes to the end of the digits.
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Example:

Starts from	1
Wrap around at	100
Number of digits	5
Prefix	ORDER
Postfix	NORITSU

Your first order number will be 'ORDER00001NORITSU'. It is followed by 'ORDER00002NORITSU', 'ORDER00003NORITSU', etc.

When order number 'ORDER00100NORITSU' is reached, the next order number will be 'ORDER00001NORITSU' again.

Remove records from list

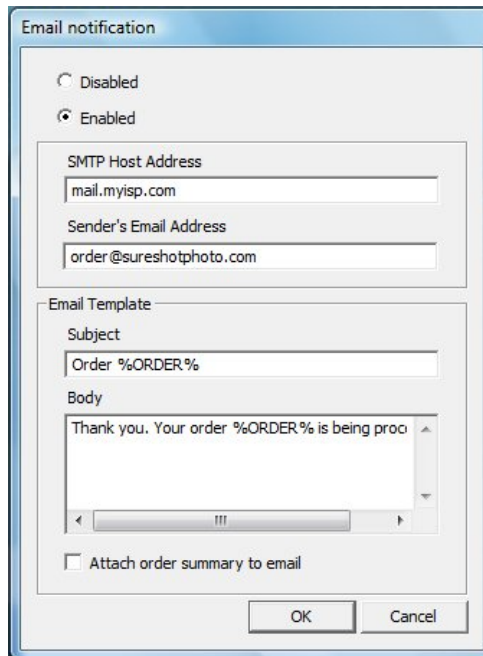
You may want to control how long an order item should stay in your server. If you select 'Never' in 'Remove records from list', all the orders will never be removed from your server (computer). However this selection is not recommended because the list can grow so large that it becomes difficult to manage.

When you select anything other than 'Never', orders will be deleted after the specified time period of the selection. **Please note that all the folders that contain the actual order summary and pictures WILL also be deleted in this automatic process. It is recommended that you backup your order folders regularly if you select anything other than 'Never'.**

7. Email notification...

Optionally you can setup an email notification to your customer every time an order is received.

To enable this feature, click on the 'Enabled' radio button.



The screenshot shows a dialog box titled "Email notification". It has two radio buttons: "Disabled" (unselected) and "Enabled" (selected). Below the radio buttons are two text input fields: "SMTP Host Address" with the value "mail.myisp.com" and "Sender's Email Address" with the value "order@sureshotphoto.com". Underneath is an "Email Template" section with a "Subject" field containing "Order %ORDER%" and a "Body" text area containing "Thank you. Your order %ORDER% is being proc". At the bottom of the dialog is an unchecked checkbox labeled "Attach order summary to email" and two buttons: "OK" and "Cancel".

Enter the name of your SMTP (Small Mail Transfer Protocol) server name. This information should be obtainable from your Internet service provider. The server name usually looks like 'mail.myisp.com'.

Enter the sender email address. This email address will show up in the 'From' portion of your notification email.

Enter a subject for your email notification.

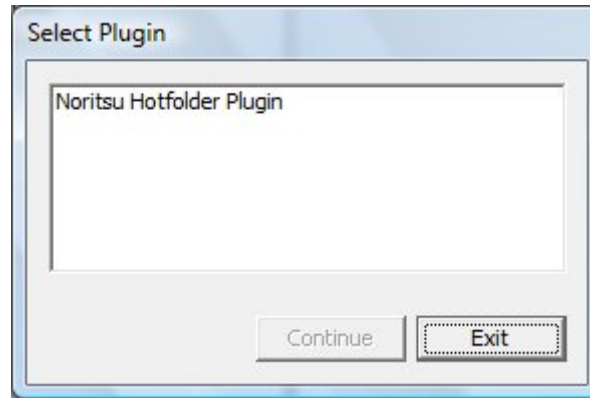
Enter the body of the email. Press 'Ctrl-Enter' to begin a new line.

If you'd like to add the order number to the subject and/or the email body, use a token '%ORDER%'. The token will be replaced with the actual order number before the email is send. For example you may want your subject to include the order number like 'Print order %ORDER%'. The subject will look like 'Print order LAB00001' in the email notification where the format of the order number depends on the configuration.

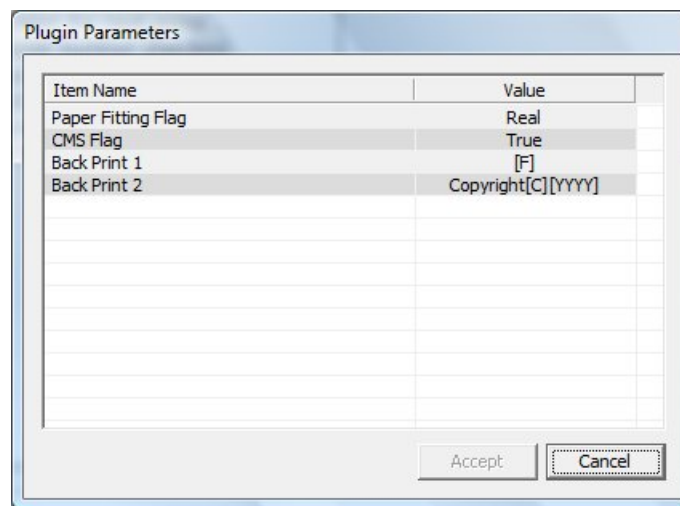
Optionally you can choose to attach a copy of the order summary to the email. The order summary is a PDF file that summarizes the order details.

9. Plugin parameters...

You can set the parameter values of your plugins through this utility. Select the plugin from the name list and click 'Continue'. Note that the format of parameters is solely dependent on the plugin design.



In this example, the Noritsu hotfolder plugin is found and shown in the plugin name list.



When you finished with you changes, press 'Accept' to accept the changes. Press 'Cancel' to cancel and exit the dialog.

10. Exit

Exit Order Express.

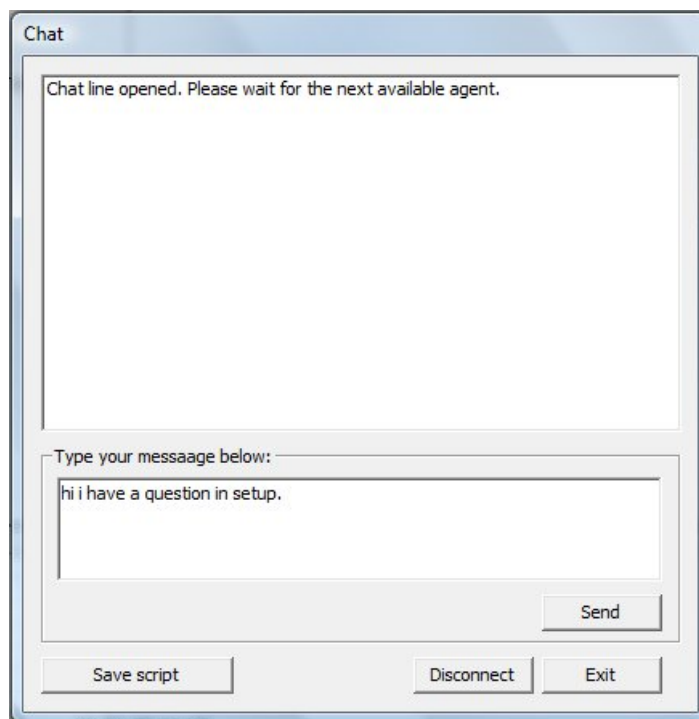
Action menu

1. Put system on-line / off-line

Put Order Express on-line to service and receive on-line photo orders from Asclepius Desktop users. Put it off-line to temporarily stop Order Express from servicing in APN.

2. Live chat...

You can chat with our support specialists in real time and have your problems resolved.



Press 'Connect' to open a chat line. You are required to login with your Shop ID and password. Note that the chat login is independent from the system login (System → Login). If the login is successful, a chat line is opened and a message will be shown in the chat log window.

When you finish typing your message press 'Send' to send it.

At any time during the chat, you may press 'Save script' and save a copy of the current chat logs into a text file.

Press 'Disconnect' to end the chat session. Or press 'Exit' to end the chat session and exit the chat window.

Display menu

1. Use large font / small font

Select font size of your photo summary list.

2. Manual update / Update for new order

When 'Update for new order' is selected, the order status list (the bottom table) will automatically show the last line of the list so that you can see the latest order received. When 'Manual update' is selected, the table will not automatic scroll to the last line when new orders are received.