

# **VevoCart Payment Application (VevoPay)**

Version 1.0.0

## **User Manual**

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## 1. Prologue

This document explains functionalities of VevoCart Payment Application software (the following contents will refer to “VevoPay”), which handles payment and credit card functions for VevoCart.

## 2. VevoCart Payment Application Control Panel Page

You can browse to your VevoPay website by enter the following address if you install VevoPay into VevoPay subdirectory:

`http:// (YourVevoCartPath)/VevoPay`

For example if you develop your store locally, the address may be:

`http://localhost/VevoCart/VevoPay`

For a live store, it may be:

`http://(YourDomainName)/ VevoPay`

## 3. VevoPay Configuration

This section allows you to configuration payment application as follows:

### 3.1 Security Policy

#### 3.1.1 *SSL Enabled*

Enable or disable SSL for VevoPay Application. This will affect both payment processing and admin panel browsing.

If you enable this option, the option “Payment SSL Enabled” in VevoCart admin panel also needs to be enabled.

### 3.2 Credit Card

#### 3.2.1 *Store offline credit card history (days)*

Set numbers of days to store the credit card data. The credit card data will need to be kept when using “Offline Credit Card” payment method.

#### 3.2.2 *Clear Expired History Now button*

Click to clear the credit card data that have already expired.

### 3.3 Country and State

VevoPay uses a “CountryState.xml” file for retrieve country and state list. And this file will not relative to country and state list in VevoCart. If you have update country or state in VevoCart application you will need to update “CountryState.xml” file too. You can update “CountryState.xml” file in following ways:

### 3.3.1 *Update From web site*

This way you will retrieve country and state list from VevoCart application. You can get it by click “Retrieve” button then system will generate “CountryState.xml” that have same country and state list as VevoCart automatically.

### 3.3.2 *Upload XML File*

You may edit your “CountryState.xml” file manually and upload it again by using this option.

## 3.4 Website Test

### 3.4.1 *Test Permission*

Click “Test” button to verify write permission for necessary folders. If all of the folders have write permission, the message will show “Test passed successfully”. If not, the screen will show “Test failed” message and show the list of folder(s) that do not have write permission. The folders that will be tested are:

- App\_Data
- App\_Data/Logs
- App\_Data/System

## 3.5 Database Connection String

### 3.5.1 *Encrypt the connection string*

Select “Yes” to encrypt your connection string.

## 3.6 Clear Log

### 3.6.1 *Period of time to keep log data*

Set numbers of years to store the log data.

### 3.6.2 *Clear Now*

Click to clear the log data that have already expired.

## 3.7 Others

### 3.7.1 *Storefront path*

Set path to your storefront website.

## 4. Payment Setup

This section is used for some payment methods that need specify configuration in the VevoPay Application directly

## 4.1 Link Point

The Link Point payment method required "Key File" (.PEM file) while processing payment. You will need to upload the PEM file here.

## 5. Key Management

VevoPay uses Advanced Encryption Standard (AES) Cryptography to encrypt the sensitive data (e.g. credit card numbers) that will be stored to the database. The encryption key will be used to encrypt and decrypt the data. You can manage the encryption key in this menu.

### 5.1 Change Encryption Key

You can change encryption key in this screen. You need to enter old pass phrase and new pass phrase key to create new encryption key. The pass phrase must be at least 10 characters with at least one alphabet, one number and one symbol.

**Change Encryption Key**

**Please back up your database first before proceeding**

Enter the old passphrase in order to create a new encryption key.

The passphrase must be at least 10 characters with at least one alphabet, one number, and one symbol. Please keep this passphrase in a secure place. You will need it later when you would like to change the encryption key.

The encrypted credit card data will be re-encrypted with a new key. It may take a while to finish. Do not interrupt while the system is processing.

The number of credit card records that need re-encryption is 0

Last encryption key change: 7/15/2010 2:30:40 PM

Old Passphrase Key

New Passphrase Key

Confirm New Passphrase Key

Change Encryption Key

## 6. Audit Events

This page will show the important activity logs of Payment Application, such as login, encryption key change, encryption key backup, encryption key restore.

Audit Events							
							Filter by: [Show All]
Page : 1 of 1 pages   view 50 per page							
Audit Event ID	Event Date	User ID	User Name	Event Type	Successful?	IP Address	Comment
42	1/2/2553 14:32:59	1	admin	View Audit Event	True	127.0.0.1	
41	1/2/2553 14:32:52	1	admin	Back up Encryption Key	True	127.0.0.1	Back up part 2
40	1/2/2553 14:32:42	1	admin	Back up Encryption Key	True	127.0.0.1	Back up part 1
39	1/2/2553 14:32:30	1	admin	View Audit Event	True	127.0.0.1	
38	1/2/2553 14:31:24	1	admin	View Audit Event	True	127.0.0.1	
37	1/2/2553 10:32:27	1	admin	Log in	True	127.0.0.1	
36	1/2/2553 10:31:59	0		Application Started	True		
35	30/1/2553 15:54:00	1	admin	View Audit Event	True	127.0.0.1	
34	30/1/2553 15:07:52	0		Application Started	True		

## 7. Admin Account

There can be more than one administrator in the system. Each one can be limited to access only certain areas of the Admin website.

**Note:** The default user “**admin**” have all the privileges and cannot be deleted.

<input type="checkbox"/> View	<input type="checkbox"/> Modify	Menu Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Admin
<input type="checkbox"/>	<input type="checkbox"/>	AuditEvent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	KeyConfiguration
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PaymentSetup
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SiteConfiguration

The Admin Accounts menu allows you to choose the menus that certain administrator can access. You can specify whether this admin user can view or modify the data.