

Jexxe Freelancer v1.0

1. System Requirements

- **5MB** Web-Space
- **Apache** Web Server
- **PHP4.x** or **PHP5.x**
- **1x MySQL** database
- **Safe_mode off**

Please check with your web host that your web server meets these requirements, most will as standard.

Alternatively if you visit www.Jexxe.com you will be able to find our recommended hosting partners

2. Installation / Getting Started

Follow these easy steps to get your store up and running.

1. Upload all files to your web server
2. Create an empty MySQL database on your web server ready for Jexxe to import its settings. Each server's method of creating a MySQL database can be a little different so it's best to read the support documentation of your particular control panel or contact your server admin support for information on how to do this with your servers control panel. When you create the MySQL database you will need to take note of the database name, database username and the database password as these will all be required in the Jexxe setup
3. Using your preferred ftp clients CHMOD the file "jexxe/inc/config" to "777"
4. Go to www.yoursite.com/jexxe/install/ and complete the web-based installation following the step by step instructions.
5. Once the installation has successfully completed CHMOD "inc/config.php" to "444"
6. For security reasons delete the "jexxe/install" directory
7. CHMOD the folder clients located at "jexxe/clients/" to "777" – please note that you and your clients should not upload security sensitive files to the Jexxe file storage system.
8. Login to the control panel and edit the admin user account to your own settings (for yourself)
9. Jexxe is installed and ready for use.

The default users for Jexxe are admin with password admin and client with password client.

Both of these primary users cannot be deleted for continued access integrity of Jexxe, these two users must be adjusted to your requirements.

Any subsequent users can be deleted as normal.

3. Installation / Control Panel Settings

The Control Panel allows you to control most setup aspects of Jexxe. There are a number of settings and we recommend you read through each of these settings and take your time configuring Jexxe.

Configuring PayPal IPN

If you would like to use PayPal IPN, which allows your invoices to be automatically updated, you will need to make some changes to your PayPal account as well as Jexxe Freelancer.

10. In your PayPal Account

Make sure that your PayPal account is a Business account and all your information is entered in your profile (email address, etc.)

In your PayPal profile, under Selling Preferences -> Website Payment Preferences, set the following:

Auto Return: On

Return URL: <http://www.example.com/jexxe/ipn.php> (if you have an SSL certificate, use <https://>)

Payment Transfer: On

In your PayPal profile, under Selling Preferences -> Instant Payment Notification Preferences, set the following:

Instant Payment Notification (IPN): On

Instant Payment Notification (IPN) URL:
<http://www.example.com/jexxe/ipn.php> (if you have an SSL certificate, use <https://>)

11. In Jexxe -> Control Panel -> Filter by PayPal Profile

Set "Enable Payments?" to true.

Enter your Paypal email.

12. In Jexxe -> Control Panel -> Filter by Development

Set "Use Paypal Sandbox?" to false.

Your IPN system should be ready to go. You will receive emails about any successful or failed transactions.

Configure Subscriptions

You can have an unlimited number of subscription based services. To manage your subscriptions, click "Subscriptions" in the right menu. From here you can add, edit, and delete subscriptions. Each subscription will be shown to all clients.

1. Subscription Name: The title of your subscription that will display to the client as well as appear in any emails
2. Description: A brief sentence or two about the subscription
3. Cost: The cost per renewal period
4. Frequency: The frequency at which the subscription is charge to the client
5. Frequency Type: The frequency is measured in either days, weeks, months, or years. Enter D, W, M, or Y.

3. Branding Settings

The Custom Directory

Within the Jexxe folder you will find a folder named custom. This is where you should load your custom company logos and email attachments.

Within the folder custom you will find the folder custom images. This is where you can change the images to your own logos and branding.

You will need to upload 3 logos named email_logo.png, invoice_logo.png and site_logo.png to the "jexxe/custom/custom_images/" folder. You can also change the background to the html emails by uploading a file named background_email.gif

Alternatively if you don't wish to have any background to your html emails just delete the file named background_email.gif

4. Adding Attachment Files

The Custom Directory

Create any files that you may wish to send to your clients on a regular basis as email file attachments.

You can include images, excel spreadsheets, word docs etc, in fact any file format can be added

They can be saved as anything you like; however this will be the name of the attached file so try to call it something relevant to its content

Place it in the folder jexxe/custom/

Now you need to go to the Jexxe control panel and filter by the Email Attachment Files. Name one of the attachment files the same name as the file you just uploaded to the "jexxe/custom" location.

This file will now be visible and available to attach to emails that you send through Jexxe by just clicking the tick box next to the corresponding file name

You can setup up to 8 of these email attachment files.

5a. Further Customisation

Graphics

As standard Jexxe comes with two standard templates named Jexxe and Jexxe Blue, Jexxe blue is the same design a Jexxe however it is in a blue themed version.

To switch between the two current versions open the file `jexxe/inc/config.php` and look for the line `define("CONFIG_TEMPLATE_DIR", CONFIG_INCLUDES_DIR . "templates/jexxe/");`

Replace this with:

```
define("CONFIG_TEMPLATE_DIR", CONFIG_INCLUDES_DIR .  
"templates/jexxe_blue/");
```

Currently Jexxe only comes in these two standard formats, however Jexxe doesn't restrict access to any of the design template files used to create the look and feel of the software so a custom implementation can be included easily and Jexxe's webpartner www.webcentrix.co.uk specialises in integrating customised themes into Jexxe.

5b. Further Customisation

Language

By default Jexxe comes in English, however almost all of Jexxe's language files run through a single language file located at `"jexxe/inc/language/english.php"` As a result this makes it very easy to customise all the text sent in emails and used throughout the site if required. Alternatively Jexxe could be translated into another language very easily.

5c. Further Customisation

Emails

As mentioned above, most of the wording of emails can be changed using the method above, however if you wish to customise the emails further you can access and change these files from the directory `"jexxe/inc/mailer/emails/"`

There you will see a large list of emails all named in relation to their particular circumstance, these can be adjusted to suit your individual needs if required. However it is recommended you do not change these files unless you are very familiar with phpmailer and its processes.

6. Further Information

For further information on setting up Jexxe, latest releases and customisation please visit the www.Jexxe.com website