

CSA CART

Farm Administrator Guide

Complete reference for enrollment, order management, and farm operations



Online Farm Market — Administration

Community Supported Agriculture

Enrollment

Orders

Packing

Delivery

Version 3.0 • 2026

1. Introduction

This guide is the primary reference for farm administrators responsible for setting up and operating the CSA Cart online farm market. It covers every area of the Admin panel: managing user accounts and CSA memberships, setting up the product catalog, processing the weekly order cycle from receipt through delivery, and maintaining distribution locations.

CSA Cart 3.0 is a PHP 8.3 / MySQL web application hosted on your shared hosting account. It requires no special software on your computer — administration is done entirely through the browser.

Admin access: Admin functions are available to any user account with the role set to "admin." The root account created during installation has this role by default. You can promote other trusted staff members to admin as well.

1.1 Navigating the Admin Area

After logging in, the admin area is accessible via the "Admin" link in the top navigation bar. An Admin Sub-Navigation bar appears at the top of every admin page with quick links to all eight admin modules:

Dashboard	Overview statistics, quick-access cards for all modules.
Orders	View, filter, and change the status of all customer orders.
Packing	List of accepted orders ready to pack; field pick list; print order slips.
Delivery	List of packed orders ready to be delivered or picked up.
Products	Add, edit, enable, disable, and delete products.
Categories	Create and organise product categories.
Members	Manage CSA member accounts; bulk banking controls.
Users	Full user management including all roles.
Locations	Add and maintain distribution pickup locations.

1.2 The Admin Dashboard

The dashboard is your at-a-glance command centre. Six stat tiles show live counts:

- New Orders — orders waiting for your review
- Open Orders — all orders not yet delivered
- Ready to Pack — accepted orders awaiting packing
- Out for Delivery — packed orders awaiting delivery
- Active Products — products currently set to available
- CSA Members — users with the CSA role

Click any stat tile to jump directly to the relevant module. Below the tiles, eight quick-access cards link to every module with a short description.

2. Initial Setup

Before opening the market to members, complete this one-time setup sequence. The steps below should be performed in order on a freshly installed CSA Cart instance.

2.1 First Login and Admin Password

1	<p>Open the market URL in your browser</p> <p>Navigate to the APP_URL you configured in your .env file, e.g. <code>https://yourdomain.com/csacart/public/</code></p>
2	<p>Log in with the default root account</p> <p>Username: root Password: password</p>
3	<p>Change your admin password immediately</p> <p>Click "Password" in the left sidebar. Enter "password" as the current password, then choose a strong new password (8+ characters).</p>
4	<p>Update the admin email address</p> <p>Go to Admin → Users → Edit root. Change the email from admin@example.com to your real address.</p>
5	<p>Optionally create a personal admin account</p> <p>Add a new user (Admin → Users → Add User) with your own username and role "admin." Delete or demote the root account once you have confirmed your new account works.</p>

Security: The default root/password credentials are publicly documented. Change the password before going live or creating any member accounts.

2.2 Update Market Configuration

Two configuration files control the market name, contact email, and other settings:

.env file	Located at the root of your csacart/ folder (one level above public/). Edit MARKET_NAME, SUPPORT_EMAIL, APP_URL, and TIMEZONE to match your farm.
APP_URL	Must match the exact URL members use to reach the market, including https:// and without a trailing slash.
MARKET_NAME	Appears in the page header, emails, and document footers. Example: "Green Acres Farm Market"
SUPPORT_EMAIL	Shown in every page footer. Members see this when they need help.
TIMEZONE	PHP timezone string, e.g. America/New_York. Affects order timestamps.

After editing .env, reload the market in your browser to confirm the name has updated in the header.

2.3 Set Up Distribution Locations

Distribution locations are the pickup points where members collect their orders. Set these up before creating member accounts, because every member account requires a location assignment.

1	<p>Go to Admin → Locations</p> <p>Click "Locations" in the admin sub-navigation bar.</p>
2	<p>Review the default location</p> <p>A "Farm Stand" location is pre-loaded with ID 1. Edit it to match your actual farm stand name and address.</p>
3	<p>Add additional pickup locations</p> <p>Click "+ Add Location" and fill in the short code, full name, address, distribution day, and time for each location.</p>
4	<p>Confirm the list</p> <p>You should see one entry for every place where members can collect orders — farm stand, workplace drops, farmers market sites, etc.</p>

Location note: The location with ID 1 (Farm Stand) cannot be deleted. Members reassigned from a deleted location are automatically moved back to ID 1.

2.4 Create Your Product Categories

Categories organise the shopping catalog into logical groups (Vegetables, Fruits, Herbs, Eggs, etc.). Create your category structure before adding products.

1	<p>Go to Admin → Categories</p> <p>Click "Categories" in the admin sub-navigation.</p>
2	<p>Add top-level categories</p> <p>Click "+ Add Category." Leave the Parent set to "— Top Level —." Enter a name (e.g., "Vegetables") and an optional description.</p>
3	<p>Add sub-categories (optional)</p> <p>To create nested categories (e.g., "Root Vegetables" under "Vegetables"), add a new category and set the Parent to the desired parent category.</p>
4	<p>Repeat for each grouping</p> <p>Typical setups: Vegetables, Fruits, Herbs, Eggs, Prepared Items, and a seasonal "Specials" category.</p>

2.5 Add Your Products

Products are the items members can select as choices or purchase at retail. Add all items you plan to offer for the current season.

1	<p>Go to Admin → Products Click "Products" in the admin sub-navigation.</p>
2	<p>Click "+ Add Product" Scroll down to the Add Product form at the bottom of the page, or use the button in the page title bar.</p>
3	<p>Enter product details Fill in: Name (required), Price, Description, and select the Category or categories this product belongs to.</p>
4	<p>Set the product flags Check the three flag options described below to control how the product behaves in the market.</p>
5	<p>Click "Add Product" The product appears in the list and is immediately available in the market if "Is Available" is checked.</p>

Product flags explained:

Is Available	Controls whether the product is visible in the shopping catalog. Uncheck to hide the product without deleting it (useful for out-of-season items).
Retail Only	When checked, this item cannot be selected as a CSA choice — it is always a retail purchase at the stated price. Use for items like prepared goods, eggs as retail, or special add-ons.
On Special	When checked, this item appears in the "On Special" sidebar panel on every page and is highlighted with a star badge in the catalog. Use to draw attention to abundance or new items.

Tip: You can quickly enable or disable individual products from the product list table using the "Enable" / "Disable" action buttons — no need to open the edit form.

3. Member Enrollment

New CSA members are enrolled by the administrator. There is no self-signup flow — all accounts are created and configured by you. This section covers how to create accounts, configure share settings, and manage existing memberships.

3.1 Creating a New Member Account

1	<p>Go to Admin → Users Click "Users" in the admin sub-navigation bar.</p>
2	<p>Click "+ Add User" Scroll to the Add User form at the bottom of the page.</p>
3	<p>Enter account details Fill in Username, First Name, Last Name, and Email. These are required. Add Phone and Address if available.</p>
4	<p>Set the Role to "CSA Member" The Role field controls what the member can do. Use "CSA Member" for full CSA choice functionality, "Shopper" for retail-only, or "Admin" for staff.</p>
5	<p>Configure CSA settings Set Choice Size, Pickup Location, Egg Share Size, and Banking (see Section 3.2). These fields only affect members with the CSA role.</p>
6	<p>Click "Add User" The account is created immediately. The initial password is set to the username. Communicate this to the member and ask them to change it on first login.</p>

Initial password: New accounts are created with the password set to the username (e.g., username "jsmith", password "jsmith"). Remind every new member to change their password on first login via Account → Change Password.

3.2 Configuring CSA Share Settings

These fields are set on the user account and determine how the market behaves for each CSA member:

Choice Size	Number of CSA choices the member receives per distribution. Common values: 5 (Small), 10 (Medium), 15 (Large).
Choices Banked	Running total of choices carried forward from previous distributions (when banking is enabled). Set to 0 when starting a new season.
Egg Share Size	Number of egg dozens the member receives per distribution. Set to 0 for no egg share. Displayed on the cart widget and packing slip.
Eggs Banked	Carried-forward egg share units (reserved for future use).

Bags Owned	Number of reusable bags the member has in their possession (informational, used for tracking).
Pickup Location	Which distribution location this member collects their order from. Set to match their registered pickup site.
Allow Banking	When checked, unused choices at the end of a distribution carry forward and are added to the next distribution's allowance. When unchecked, unused choices expire.

Season reset: At the start of a new season, use Admin → Members to reset Choices Banked and Eggs Banked to 0 for all members. Bulk-select all members and update their records, or edit each account individually.

3.3 Understanding User Roles

CSA Member (csa)	Full access to the shopping market. CSA choices are tracked, the choice counter is shown, and CSA-eligible items display "Add as Choice" instead of a price while choices remain.
Shopper (shop)	Retail-only access. Can browse and purchase any available product at listed prices. No choice counter. No CSA-specific functionality.
Admin (admin)	Full access to the market AND the entire admin area. Can manage all users, orders, products, categories, and locations.

Role changes: A member's role can be changed at any time. If a member's CSA share ends, change their role to "Shopper" so they retain login access for retail purchases but are no longer tracked as a CSA member.

3.4 Managing Existing Members — The Members Page

Admin → Members provides a focused view of CSA members only (users with role "csa"). It is the most efficient tool for mid-season account changes and bulk operations.

Sorting the member list

Use the sort buttons in the page title bar to sort the member list by Last Name, First Name, or Location. Sorting by Location is useful when preparing distribution runs.

Editing a member

Click "Edit" next to any member to open their full account form (same as Users → Edit). From here you can adjust choice sizes, banking settings, egg shares, or their pickup location.

Bulk actions

Select members using the checkboxes (use the header checkbox to select all) and then use the bulk action buttons at the bottom of the table:

Remove CSA Status	Changes selected members from role "csa" to role "shop." They retain their accounts and can still log in as retail shoppers, but CSA choice functionality is disabled.
Enable Banking	Turns on choice banking for all selected members at once.
Disable Banking	Turns off choice banking for all selected members at once. Future unused choices will expire rather than carry forward.

3.5 Resetting a Member Password

If a member cannot log in and has forgotten their password, you can reset it for them:

1. Go to Admin → Users.
2. Find the member in the list.
3. Click "Reset PW" next to their name.
4. Confirm the reset. Their password is set back to their username.
5. Inform the member of the temporary password and ask them to change it immediately.

3.6 Deleting a Member Account

Member accounts can be deleted from Admin → Users. Click "Delete" next to the user and confirm. Note the following:

- The root account cannot be deleted.
- Deleting a user does not delete their historical orders — order records remain in the database.
- Consider changing a member's role to "Shopper" or simply disabling their account rather than deleting it if there is any chance they will return.

Irreversible: Account deletion cannot be undone. The account and all its associated settings are permanently removed. Orders placed under that username are retained in the order history.

4. Product and Catalog Management

Keeping your product catalog current is a regular part of each distribution cycle. This section covers the day-to-day tasks of enabling and disabling products, adjusting prices, managing specials, and organising categories.

4.1 Weekly Product Availability

At the start of each distribution period, review and update which products are available:

1	<p>Go to Admin → Products The product list shows all products with their current availability status.</p>
2	<p>Disable items that are not available this week Click "Disable" next to any product you cannot provide. It disappears from the member catalog instantly.</p>
3	<p>Enable items that are newly available Click "Enable" for any product you are adding to this week's distribution.</p>
4	<p>Update On Special flags Edit any products you want to highlight this week and check "On Special." Clear it on products that are no longer featured.</p>
5	<p>Review prices Edit any product whose price has changed. The price shown in the catalog is live — members see the current price immediately.</p>

Efficiency tip: You can enable/disable a product with a single click from the product list — no need to open the edit form. The Enable/Disable buttons toggle availability instantly.

4.2 Adding a New Product

Scroll to the Add Product form at the bottom of Admin → Products, or click "+ Add Product" in the page title bar. Required field: Name. Recommended fields:

Name	Short, clear product name (e.g., "Heirloom Tomatoes" or "Kale — Curly"). Max 25 characters.
Description	Optional additional detail: variety, size, weight, origin. Shown on the product card and detail page.
Price	Retail price per unit. Enter as a decimal (e.g., 3.50). Set to 0.00 for CSA-choice-only items if you do not want to show a price.
Category	Select all categories this product belongs to. Hold Ctrl (Windows) or Cmd (Mac) to select multiple.

Is Available	Check to make the product live in the catalog. Uncheck to save the product for future use without showing it.
Retail Only	Check if this item should NEVER count as a CSA choice. Leave unchecked for normal CSA-eligible items.
On Special	Check to feature this item in the sidebar and with a star badge in the catalog.

4.3 Editing a Product

Click "Edit" next to any product in the list. The edit form is identical to the add form. After making changes, click "Save Changes." Changes take effect immediately.

Price changes: Editing a product's price changes it in the catalog going forward. Existing orders retain the purchase price that was recorded at the time the member added the item to their cart — the price shown in order details is the purchase price, not the current price.

4.4 Managing Categories

Go to Admin → Categories to add, edit, or delete categories.

- **Adding a category:** Fill in the name, optional description, and parent. Categories set to "Top Level" appear as top-level tabs in the shopping catalog.
- **Editing a category:** Change the name, description, or parent at any time. Products under the category are not affected.
- **Deleting a category:** Confirm deletion. Products in the deleted category are automatically re-assigned to that category's parent. Sub-categories are also re-assigned to the parent.

4.5 Seasonal Management

At the start of a new season or distribution block:

6. Disable all products from last season that are not available yet.
7. Add any new products for the coming season.
8. Reset member Choices Banked to 0 (Admin → Members → select all → edit each or bulk-update).
9. Verify pickup locations and distribution days are still correct.
10. Confirm member choice sizes match their current share agreements.

5. Order Management

Order management is the core of your weekly workflow. Orders flow through a defined status pipeline from submission through delivery. This section covers every step of that pipeline and the tools available in the Admin → Orders module.

5.1 Order Status Pipeline

Every order passes through the following statuses. Only you (the admin) can advance an order's status — members can view but cannot change their order status.

#	Status	Description
1	Order Received	Member submitted — waiting for admin review.
2	Accepted — OK to Pack	Admin approved. Appears on Packing list and pick list.
3	Packed — Ready to Deliver	Packing complete. Appears on Delivery list.
4	Delivered	Distribution complete. Order is closed.
5	Hidden	Removed from active views. Still in "All Orders" scope.

5.2 The Orders Module

Admin → Orders is your central view of all orders. It provides filtering, sorting, inline detail views, and per-order status actions.

Scope filters

New	Orders in status 1 only — newly submitted and awaiting your review. This is the default view.
Open	All orders in statuses 1–3 (received, accepted, packed). Everything in progress.
Open & Delivered	Statuses 1–4. Includes recently delivered orders still fresh in the workflow.
All	Every order in the database including hidden ones. Use for historical lookup.

Location filter

The "For location" dropdown filters the order list to a single pickup location. Useful when coordinating deliveries to a specific site.

Sort options

Status / Location / Time	Default. Groups orders by status, then by location, then chronologically. Best for the morning review.
Last Name	Alphabetical by member name. Useful when cross-referencing a paper sign-in list.
ID	Ascending order ID. Useful for sequential lookup.

5.3 Viewing Order Details

Click any order ID number in the list to open the full order detail panel inline. The detail view shows:

- Order timestamp and current status
- Order total (retail items only)
- CSA choices table (products selected as choices, with quantities)
- Purchased items table (retail items with purchase prices and totals)

Click "← Back to list" to return to the orders list.

5.4 Advancing an Order — Single Orders

Each order row in the table shows action buttons appropriate to its current status:

Accept	Advances status 1 → 2. The order is approved and will appear on the Packing list and pick list. You will be asked to confirm.
Packed	Advances status 2 → 3. The order has been physically packed. It will appear on the Delivery list.
Delivered	Advances status 3 → 4. The member has received their order. The order is closed.
Hide	Sets status to 5. Removes the order from all active views. Still visible under "All" scope. Use for old or erroneous orders you do not want to delete.
Reset	Returns an order to status 1 (Order Received). Use if you accepted an order by mistake.

5.5 Weekly Order Processing Workflow

The following workflow describes a typical distribution week from order close-off through delivery:

Day 1 — Order Review (morning)

1	Open Admin → Orders (New scope) Review all new orders submitted since the last distribution.
2	Verify each order

	Click the order ID to check the details. Confirm the member, their location, choice selections, and any retail items.
3	Accept valid orders Click "Accept" next to each order you are ready to process. Accepted orders move to the Packing module.
4	Contact members with issues If an order has a problem (e.g., an item is no longer available), email the member at the address on their account before packing.

Day 2 — Packing

1	Open Admin → Packing All accepted orders are listed here with member name, location, egg count, and amount.
2	Print the Field Pick List Click "Print Pick List" (opens a new tab, print-ready). This shows the total quantity of each product needed across all packing orders.
3	Print Order Slips Click "Print Order Slips" to open a print-formatted page with one slip per order. Each slip shows the member name, location, CSA choices, purchased items, comments, and egg flag.
4	Harvest and pack Use the field pick list to harvest. Pack each order using its individual order slip. Check off items as you pack.
5	Mark orders as Packed Return to Admin → Packing and click "Packed" for each completed order. The order moves to the Delivery list.

Day 3 — Delivery

1	Open Admin → Delivery All packed orders are listed, sorted by location and time.
2	Sort by location and load for delivery Group orders by pickup location for efficient delivery runs.
3	Mark orders as Delivered As each order is delivered or picked up, return to Admin → Delivery and click "Delivered." The order is closed.

Pro tip: If you have mobile access, you can update order statuses from your phone at each delivery stop — no need to wait until you return to the office.

6. Packing Tools

The Packing module provides two printable tools designed to streamline harvest and pack day: the Field Pick List and the Order Slips. Both open in a new browser tab formatted for printing.

6.1 The Field Pick List

The Field Pick List (Admin → Packing → "Print Pick List") summarises what needs to be harvested to fill every accepted order. It shows:

- Each product name with total quantity needed across all accepted orders
- An egg total at the top (if any orders include an egg share)
- A "Picked ✓" column to check off items as you harvest

The list is automatically sorted alphabetically by product name. It covers all items — both CSA choices and retail purchases — from all orders currently in "Accepted" status (status 2).

Timing: Print the field pick list after all orders for the distribution have been accepted. Running it before you have reviewed all orders may result in an incomplete list.

6.2 Order Slips

The Order Slips page (Admin → Packing → "Print Order Slips") generates one slip per accepted order. Each slip includes:

Member name	The member's full name, prominent at the top of the slip.
Pickup location	The member's assigned distribution location.
Order number	Shown with a link to the order detail page.
Amount due	The retail total for purchased items (CSA choices are pre-paid via share).
Egg flag	A highlighted notice if the member has a recurring egg share, including the dozen count.
CSA choices	Checkbox list of all items the member selected as choices, with quantities.
Purchased items	Checkbox list of retail items with prices and totals.
Comments	Any special instructions the member entered at checkout.

Each slip is separated by a horizontal rule and is formatted to print on standard US Letter paper. A "Print" button at the top triggers the browser print dialogue. Use Ctrl+P / Cmd+P as an alternative.

Paperless option: If you prefer paperless packing, keep Admin → Packing open on a tablet. Reference each member's order by clicking their order ID directly in the packing table.

7. Distribution Location Management

Distribution locations represent the pickup points where members collect their weekly orders. They appear on order slips, in the member's order history, and in admin order sorting.

7.1 Adding a Location

1	<p>Go to Admin → Locations Click "Locations" in the admin sub-navigation.</p>
2	<p>Click "+ Add Location" Scroll to the Add Location form or click the button in the title bar.</p>
3	<p>Enter the Short Code A brief identifier used internally (e.g., "farm", "vtbear", "hd"). Max 10 characters, no spaces. This is not visible to members.</p>
4	<p>Enter the Location Name The full name members and admin see (e.g., "Hampton Direct" or "Farm Stand"). Max 30 characters.</p>
5	<p>Enter the address The street address for the pickup point. Optional but helpful for delivery coordination.</p>
6	<p>Select the distribution day and time Choose the weekday and optionally enter a time (e.g., "3:00 PM"). This is informational only — the market does not enforce a cut-off by location.</p>
7	<p>Click "Add Location" The location is immediately available when assigning members.</p>

7.2 Editing and Deleting Locations

Editing: Click "Edit" next to any location. Update any field and click "Save Changes."

Deleting: Click "Delete" and confirm. Any member currently assigned to that location will be automatically moved to the Farm location (ID 1). The Farm location cannot be deleted.

Member reassignment: Deleting a location automatically moves all members assigned to it back to location ID 1 (Farm). Review and reassign affected members to the correct location after deletion.

7.3 Assigning Members to Locations

A member's pickup location is set on their user account. To change a member's location:

11. Go to Admin → Members (or Admin → Users).

12. Click "Edit" next to the member.
13. Change the "Pickup Location" dropdown to the correct location.
14. Click "Save Changes."

The change takes effect immediately and will be reflected on all future order slips and in the admin order views.

8. Choice Banking

Choice banking allows CSA members to carry unused choices forward from one distribution to the next. This section explains how banking works at a technical level and how to manage it.

8.1 How Banking Works

When a member places an order, the system calculates how many choices they have used versus how many they were allowed:

- Total allowed = Choice Size + Choices Banked
- After an order is placed, the remaining balance (Total Allowed minus Choices Used in the order) is saved back to the Choices Banked field on the member's account.
- In the next distribution, the new Total Allowed = Choice Size + new Choices Banked.

Example: A Medium Share member (Choice Size = 10) has 3 choices banked from last week. This week they can make 13 choices. If they use 10, the system saves 3 back to banking. If they use all 13, banking resets to 0.

8.2 Enabling and Disabling Banking

Banking is controlled per member via the "Allow Banking" checkbox on the user account. It can also be toggled in bulk from Admin → Members:

15. Go to Admin → Members.
16. Select the members you want to change using the checkboxes.
17. Click "Enable Banking" or "Disable Banking" at the bottom of the table.

Members without banking enabled have their unused choices expire at the end of each distribution — the Choices Banked field is not updated for them.

8.3 Manually Adjusting Banked Choices

You can manually set a member's banked choice balance at any time:

18. Go to Admin → Users (or Admin → Members → Edit).
19. Find the member and click "Edit."
20. Change the "Choices Banked" value to the correct amount.
21. Click "Save Changes."

Season reset: At the start of each season (or whenever you want to clear all banking balances), edit each member and set Choices Banked to 0. There is no bulk reset button — you must do this member by member, or ask your hosting provider to run a SQL UPDATE on the users table.

8.4 Troubleshooting Choice Counts

If a member reports that their choice count looks wrong, check the following:

Choices Banked on their account	Go to Admin → Users → Edit. Verify the Choices Banked value matches your records.
Open orders consuming choices	Choices used on any open order (status 1–3) count against the member's allowance. If a previous order is still "received" or "accepted," those choices are still committed.
Banking enabled/disabled	Check the "Allow Banking" checkbox. If it was recently disabled, old banked choices remain but will not update going forward.
Choice Size setting	Confirm the Choice Size field on their account matches their current share agreement.

9. Security and Routine Maintenance

CSA Cart 3.0 includes several security improvements over earlier versions. This section summarises the key security features and describes routine maintenance tasks.

9.1 Security Architecture

Passwords	All passwords are stored as bcrypt hashes. The legacy md5 format (from CSA Cart 2.x) is automatically upgraded to bcrypt the first time an affected user logs in.
SQL Injection	All database queries use PDO prepared statements. User input is never interpolated directly into SQL.
XSS Protection	All user-supplied data is HTML-escaped using the e() helper before being output to the browser. No raw user data reaches the page.
CSRF Protection	All forms that write data (checkout, admin actions, cart changes, password change) include a cryptographic CSRF token. Requests without a valid token are rejected.
Directory Listing	"Options -Indexes" is set in both .htaccess files. Visitors cannot browse your file directories.
Credentials	Database password and other secrets are stored in the .env file, never in PHP source code. .htaccess blocks direct browser access to .env.
Security Headers	X-Content-Type-Options, X-Frame-Options, and X-XSS-Protection headers are set via .htaccess.
Session Security	Session cookies are HttpOnly. Session IDs are regenerated on login.

9.2 Routine Maintenance Tasks

Start of each distribution period

- Update product availability (enable/disable items as needed).
- Update "On Special" flags for featured items.
- Verify all member pickup locations are still correct.

End of each distribution period

- Confirm all orders have been advanced to "Delivered" status.
- Hide any old or erroneous orders using the "Hide" action.

Start of each season

- Reset Choices Banked to 0 for all members (unless rolling over balances is intentional).
- Review and update Choice Sizes to match new share agreements.
- Disable all products from the previous season that are not yet available.
- Add new products for the coming season.

- Verify distribution locations and days are correct.

Ongoing

- Back up the database regularly via Hostinger hPanel → phpMyAdmin → Export. Monthly is the minimum; weekly is better.
- Update the .env MARKET_NAME or SUPPORT_EMAIL if your contact details change.
- Review the PHP version in hPanel and upgrade to the latest 8.x release when it becomes available.

9.3 Database Backup

1	Log in to Hostinger hPanel Go to hPanel → Databases → phpMyAdmin.
2	Select your CSA Cart database Click the database name in the left panel.
3	Click "Export" At the top of the phpMyAdmin interface.
4	Select "Quick" and "SQL" format The Quick preset exports all tables in SQL format, which is suitable for full restore.
5	Click "Export" / "Go" A .sql file downloads to your computer. Store this file in a safe location (cloud storage recommended).

Critical: The database contains all member accounts, orders, and product data. There is no automated backup — you must do this manually or arrange a backup schedule with Hostinger. A database that is not backed up cannot be restored after accidental deletion.

10. Payment and Future Integrations

10.1 Current Payment Model

CSA Cart 3.0 does not process payments online. The checkout flow presents members with an order confirmation and a message that payment is collected at pickup or delivery. Orders are always approved regardless of payment status.

This is the correct model for many CSA farms where:

- Members pre-pay for their share upfront (before the season or distribution period).
- Retail items are invoiced or collected at delivery.
- The farm prefers to handle payment outside the software.

10.2 PayPal Integration (Planned)

The application is architected to support online payment. The payment logic is isolated in a clearly marked stub in the file:

`public/checkout/complete.php`

The relevant stub block is:

```
// --- Payment stub ---  
// TODO: Replace with PayPal or other provider.  
$paymentOk      = true;  
$statusDetails = 'Order completed successfully';  
// --- End payment stub ---
```

To add PayPal, a developer would:

22. Create a PayPal Business account and register a REST application at developer.paypal.com.
23. Add `PAYPAL_CLIENT_ID` and `PAYPAL_SECRET` to the `.env` file.
24. Replace the stub block with a PayPal Orders API call using the order total and member details.
25. Set `$paymentOk` to true on approval or false on decline, and set `$statusDetails` to the appropriate message.

Note: The rest of the checkout flow — order record creation, choice banking, and cart clearing — happens after the payment stub. The stub only needs to return `$paymentOk = true` or `false`. Everything else is already handled.

11. Troubleshooting

11.1 Common Issues and Fixes

White blank page after an action	A PHP error occurred. Temporarily add <code>ini_set("display_errors",1); error_reporting(E_ALL);</code> to the top of the affected page to see the error message. Fix the issue and remove those lines.
"Database connection error" on load	Check <code>DB_HOST</code> , <code>DB_NAME</code> , <code>DB_USER</code> , and <code>DB_PASS</code> in your <code>.env</code> file. On Hostinger, <code>DB_HOST</code> is typically not "localhost" — check the hPanel database settings for the correct host string.
Member cannot log in — credentials correct	Go to Admin → Users → Reset PW for that member. This sets their password back to their username so they can log in and change it themselves.
Product appears available but members cannot see it	Check that the product is assigned to at least one category that is accessible in the shopping catalog (<code>parent_id</code> chain leading back to the Top category).
Choice count is wrong for a member	See Section 8.4 — check Choices Banked, open orders, and Choice Size on the member account.
Order slips or pick list not printing correctly	Use Google Chrome for print jobs. In Print settings, enable "Background graphics" to get the coloured headers. Set margins to "None" or "Minimum."
Cart total shows \$0.00	The member only has CSA choices in their cart (no retail items). CSA choices have no dollar total — they are covered by the share payment.
Admin sub-nav not appearing	The admin sub-nav only shows when <code>activePage</code> is set to "admin". Confirm you are on a page under <code>/admin/</code> and that the user account has role "admin."

11.2 Checking the PHP Error Log

If an error occurs and `display_errors` is off (as it should be in production), errors are written to the PHP error log. On Hostinger:

26. Log in to hPanel.
27. Go to Advanced → PHP Configuration → Error Log, or
28. Check File Manager for `error_log` files in your `public_html` directory.

Common error patterns to look for:

- `PDOException` — database connection or query error. Check DB credentials and SQL syntax.
- Call to undefined function — a function name mismatch or missing file include.
- Permission denied — file or directory permission issue. Check that files are readable by the web server.

11.3 Getting Technical Support

CSA Cart 3.0 is open-source and self-hosted. Technical support options:

- Review the `INSTALL.md` file included in the deployment package — it covers the most common setup issues.
- For hosting-specific issues (database connection, PHP version, file permissions), contact Hostinger support via hPanel → Help.
- For application code issues, a PHP developer familiar with PDO and PHP 8.3 can be engaged to modify or extend the application.

12. Admin Quick Reference

12.1 Weekly Distribution Workflow at a Glance

Day / Time	Task	Where in Admin
Before opening	Update product availability	Admin → Products → Enable / Disable
Before opening	Set On Special items	Admin → Products → Edit → On Special flag
Order period	Monitor new orders	Admin → Dashboard (New Orders tile)
Review day	Accept all valid orders	Admin → Orders → Accept each order
Pack day AM	Print Field Pick List	Admin → Packing → Print Pick List
Pack day AM	Print Order Slips	Admin → Packing → Print Order Slips
Pack day PM	Mark orders as Packed	Admin → Packing → Packed button
Delivery day	Mark orders as Delivered	Admin → Delivery → Delivered button
After delivery	Hide completed/old orders	Admin → Orders (All scope) → Hide

12.2 User Role Summary

admin	Full admin panel access + full market access.
csa	Market access with CSA choice tracking (choice counter, "Add as Choice" buttons, banking).
shop	Market access as retail shopper only — no choices, no banking, prices always visible.

12.3 Product Flag Summary

Is Available + not Retail Only	Visible in catalog. Counts as a CSA choice while member has choices remaining. Switches to retail price once choices exhausted.
Is Available + Retail Only	Visible in catalog. Always shows price. Never counted as a CSA choice.
Is Available + On Special	All of the above PLUS appears in sidebar On Special panel with a star badge.
Not Available (unchecked)	Hidden from the member catalog. Still exists in admin — re-enable at any time.

12.4 Order Status Quick Reference

#	Status	Description
1	Order Received	Member submitted — waiting for admin review.
2	Accepted — OK to Pack	Admin approved. Appears on Packing list and pick list.
3	Packed — Ready to Deliver	Packing complete. Appears on Delivery list.
4	Delivered	Distribution complete. Order is closed.
5	Hidden	Removed from active views. Still in "All Orders" scope.

CSA Cart 3.0 — Farm Administrator Guide

Version 3.0 • 2026 • For support, see [INSTALL.md](#)