2. Setting Configurations

2.1 My Store

- Under My Store, you will find information regarding your store and yourself (store owner)
- Information provided within this section is set by default upon the information you have registered with
- True means yes, false means no
- If you are unsure what some titles mean, just leave it as it is.

My Store

Title	Value	Action
Store Name		▶
Store Owner		ⓘ
E-Mail Address		ⓘ
E-Mail From		ⓘ
Country		ⓘ
Zone		ⓘ
Expected Sort Order		ⓘ
Expected Sort Field		ⓘ
Switch To Default Language Currency		ⓘ
Send Extra Order Emails To		ⓘ
Use Search-Engine Safe URLs (still in development)		ⓘ
Display Cart After Adding Product		ⓘ
Allow Guest To Tell A Friend		ⓘ
Default Search Operator		ⓘ
Store Address and Phone		ⓘ
Show Category Counts		ⓘ
Tax Decimal Places		ⓘ
Display Prices with Tax		ⓘ

How Can I Update the Information in My Store?

1. If you need update your information, simply click on the field you want to change.
2. To the right, you should see the icon "**edit**", click on it

Title	Value	Action	E-Mail Address
Store Name	My ePresence Store	ⓘ	edit
Store Owner	John Smith	ⓘ	
E-Mail Address	john@myshop.com	▶	The e-mail address of my store owner
E-Mail From	support@myshop.com	ⓘ	
Country	Canada	ⓘ	Date Added: 06/19/2003
Zone	British Columbia	ⓘ	Last Modified: 07/09/2003

3.   Edit your information and select **update**.

Title	Value	Action	E-Mail Address
Store Name	My ePresence Store	ⓘ	Please make any nec
Store Owner	John Smith	ⓘ	
E-Mail Address	john@myshop.com	▶	**E-Mail Address** The e-mail address of
E-Mail From	support@myshop.com	ⓘ	owner
Country	Canada	ⓘ	johns@myshop.com
Zone	British Columbia	ⓘ	
Expected Sort Order	desc	ⓘ	update

2.2 Minimum Values

- the smallest amount of characters allowed to be inputted (by customers) in given fields when registering for a new customer account
- digits inputted are to your preference

Minimum Values

Title	Value	Action
First Name	2	▶
Last Name	2	ⓘ
Date of Birth	10	ⓘ
E-Mail Address	6	ⓘ
Street Address	5	ⓘ
Company	2	ⓘ
Post Code	4	ⓘ
City	3	ⓘ
State	2	ⓘ
Telephone Number	3	ⓘ
Password	5	ⓘ
Credit Card Owner Name	3	ⓘ
Credit Card Number	10	ⓘ
Review Text	50	ⓘ
Best Sellers	1	ⓘ
Also Purchased	1	ⓘ

How Can I Change the Minimum Values?
1.   Simply click on the field you would like to change.
2.   To the right, you should see the icon "**edit**", click on it

Title	Value	Action	Date of Birth
First Name	2	ⓘ	edit
Last Name	2	ⓘ	
Date of Birth	10	▶	Minimum length of date of birth
E-Mail Address	6	ⓘ	Date Added: 06/19/2003
Street Address	5	ⓘ	

3.   Change the information and select **update**.

Title	Value	Action	Date of Birth
First Name	2	ⓘ	Please make any necessary changes
Last Name	2	ⓘ	**Date of Birth**
Date of Birth	10	▶	Minimum length of date of birth
E-Mail Address	6	ⓘ	6
Street Address	5	ⓘ	
Company	2	ⓘ	update cancel

2.3 My Store Logo
Have a store logo you wish to place on your store? Simply follow the following instructions.

1)   under Store2Go admin panel, select **Tools**, then **Customize Logo**
2)   select **Image Settings** and choose **browse** to locate your logo, then **open**

3)   When you have the correct location of your Store logo, please choose **upload**

Like our provided logo more? Simply follow the following instructions.

1)   under the Store2Go admin panel, select **Tools**, then **Customize Logo**
2)   select **Image Settings** and choose **reset**
3)   Your Store2Go is reset to the default image.

Want to display your Store logo differently? Follow the steps below,

1)   Under the Store2Go admin panel, choose **Tools**, then **Customize Logo**
2)   Choose **Display Settings**

3) Select the setting that you prefer, and choose **update**

2.4 My Store Policy

Want to change the Shipping Policy?

1) Under the Store2Go admin panel, choose **Tools** then **Customize Text**

Customize the store text and statements

Catalog main pages

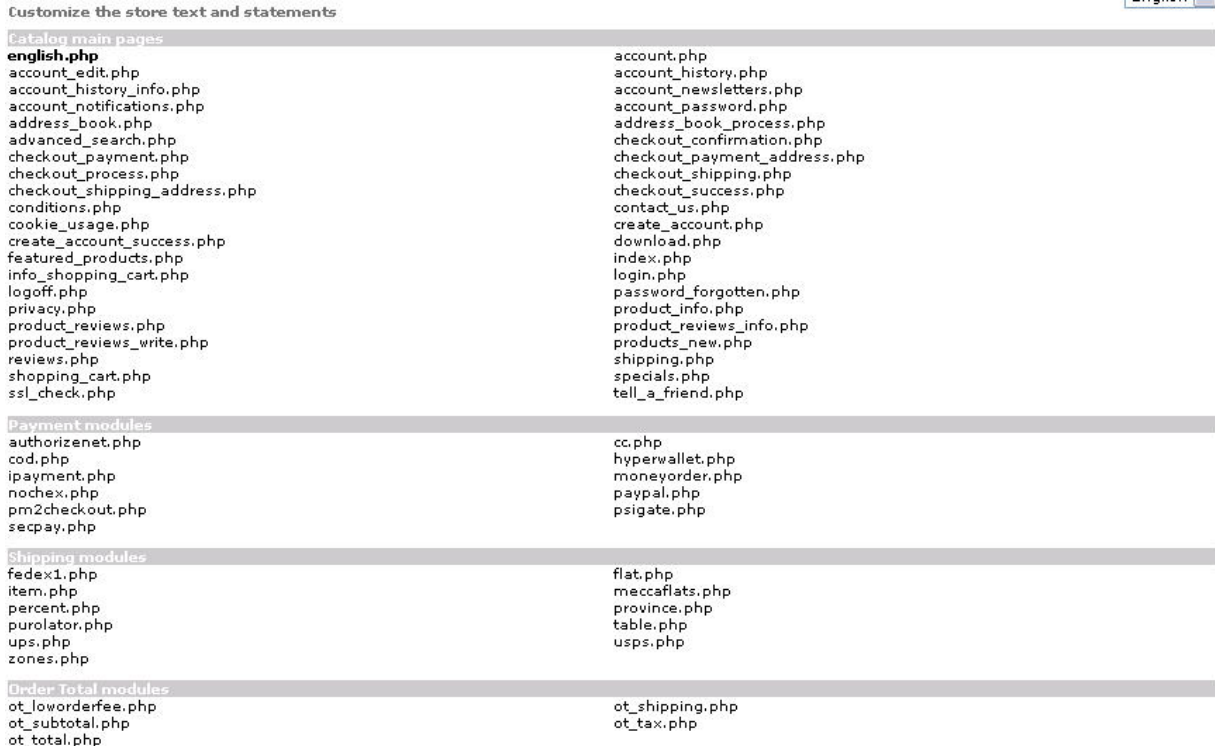|	
english.php	account.php
account_edit.php	account_history.php
account_history_info.php	account_newsletters.php
account_notifications.php	account_password.php
address_book.php	address_book_process.php
advanced_search.php	checkout_confirmation.php
checkout_payment.php	checkout_payment_address.php
checkout_process.php	checkout_shipping.php
checkout_shipping_address.php	checkout_success.php
conditions.php	contact_us.php
cookie_usage.php	create_account.php
create_account_success.php	download.php
featured_products.php	index.php
info_shopping_cart.php	login.php
logoff.php	password_forgotten.php
privacy.php	product_info.php
product_reviews.php	product_reviews_info.php
product_reviews_write.php	products_new.php
reviews.php	shipping.php
shopping_cart.php	specials.php
ssl_check.php	tell_a_friend.php

Payment modules

authorizenet.php	cc.php
cod.php	hyperwallet.php
ipayment.php	moneyorder.php
nochex.php	paypal.php
pm2checkout.php	psigate.php
secpay.php	

Shipping modules

fedex1.php	flat.php
item.php	meccaflats.php
percent.php	province.php
purolator.php	table.php
ups.php	usps.php
zones.php	

Order Total modules

ot_loworderfee.php	ot_shipping.php
ot_subtotal.php	ot_tax.php
ot_total.php	

2) Under Catalog main pages, click on shipping.php
3) Please choose TEXT_INFORMATION

shipping.php

Title	Value	Action
NAVBAR_TITLE	Shipping & Returns	▶
HEADING_TITLE	Shipping & Returns	ⓘ
TEXT_INFORMATION	Put here your shipping & returns information.	ⓘ

[back] [reset]

4) type in your own shipping policy in the text box provided on the right hand side of the screen
5) Select **Update**.

Want to personalize your privacy notice?

1) Under the Store2Go admin panel, choose **Tools**, then **Customize Text**
2) Under Catalog main pages, click on privacy.php
3) Please choose TEXT_INFORMATION
4) type in your own shipping statement in the text box provided on the right hand side of the screen
5) Select **Update**

To state the Condition of use?
1) Under the Store2Go admin panel, choose **Tools**, then **Customize Text**
2) Under Catalog main pages, click on conditions.php
3) Please choose TEXT_INFORMATION

4) type in your own shipping statement in the text box provided on the right hand side of the screen
5) Select **Update**

2.5 Maximum Values
- the largest amount of characters allowed to be inputted (by customers) in given fields when they using the online catalog function
- digits inputted are to your preference

Maximum Values

Title	Value	Action
Address Book Entries	5	▶
Search Results	20	ⓘ
Page Links	5	ⓘ
Special Products	9	ⓘ
New Products Module	9	ⓘ
Products Expected	10	ⓘ
Manufacturers List	0	ⓘ
Manufacturers Select Size	1	ⓘ
Length of Manufacturers Name	15	ⓘ
New Reviews	6	ⓘ
Selection of Random Reviews	10	ⓘ
Selection of Random New Products	10	ⓘ
Selection of Products on Special	10	ⓘ
Categories To List Per Row	3	ⓘ
New Products Listing	10	ⓘ
Best Sellers	10	ⓘ
Also Purchased	6	ⓘ
Customer Order History Box	6	ⓘ
Order History	10	ⓘ

How Can I Change the Maximum Values?
1. Simply click on the field you would like to change.
2. To the right, you should see the icon "**edit**", click on it

Title	Value	Action	Address Book Entries
Address Book Entries	5	▶	edit
Search Results	20	ⓘ	
Page Links	5	ⓘ	Maximum address bc customer is allowed t
Special Products	9	ⓘ	
New Products Module	9	ⓘ	Date Added: 06/19/2

3. Change the information and select **update**.

Title	Value	Action	Address Book Entries
Address Book Entries	5	▶	Please make any nec
Search Results	20	ⓘ	**Address Book Entries**
Page Links	5	ⓘ	Maximum address bo
Special Products	9	ⓘ	customer is allowed to
New Products Module	9	ⓘ	50
Products Expected	10	ⓘ	
Manufacturers List	0	ⓘ	update (

2.6 Images
This is where you set standard image sizes. This way, your catalogue content is consistent, organized and net. Sizes (in pixels) are set to your own preference (If you're not sure what sizes you should use, experiment with them).

Images

Title	Value	Action
Small Image Width	100	▶
Small Image Height	80	ⓘ
Heading Image Width	57	ⓘ
Heading Image Height	40	ⓘ
Subcategory Image Width	100	ⓘ
Subcategory Image Height	57	ⓘ
Calculate Image Size	true	ⓘ
Image Required	true	ⓘ

How Can I Change the Image Values (Size)?
1. Simply click on the field you would like to change.
2. To the right, you should see the icon "**edit**", click on it

Title	Value	Action	Heading Image Width
Small Image Width	100	ⓘ	edit
Small Image Height	80	ⓘ	
Heading Image Width	57	▶	The pixel width of hea
Heading Image Height	40	ⓘ	Date Added: 06/19/2
Subcategory Image Width	100	ⓘ	

3. Change the information and select **update**.

Title	Value	Action	Heading Image Width
Small Image Width	100	ⓘ	Please make any nec
Small Image Height	80	ⓘ	**Heading Image Width**
Heading Image Width	57	▶	The pixel width of hea
Heading Image Height	40	ⓘ	60
Subcategory Image Width	100	ⓘ	
Subcategory Image Height	57	ⓘ	update ⓒ

2.7 Customer Details

- Information you'd like to be displayed in your customer's account
- True means yes, false means no.

Customer Details

Title	Value	Action
Gender	true	▶
Date of Birth	true	ⓘ
Company	true	ⓘ
Suburb	true	ⓘ
State	true	ⓘ

How Can I Change Customer Details?
1. Simply click on the field you would like to change.
2. To the right, you should see the icon "**edit**", click on it

Title	Value	Action	Company
Gender	true	ⓘ	edit
Date of Birth	true	ⓘ	
Company	true	▶	Display company in th account
Suburb	true	ⓘ	
State	true	ⓘ	Date Added: 06/19/2

3. Select false and then click on **update**.

Title	Value	Action	Company
Gender	true	ⓘ	Please make any nece
Date of Birth	true	ⓘ	**Company**
Company	true	▶	Display company in th account
Suburb	true	ⓘ	
State	true	ⓘ	○ true
			⊙ false
			update ⓒ

2.8 Shipping/Packaging

- information concerning product shipment/packaging.
- information is set to your preference

Shipping/Packaging

Title	Value	Action
Country of Origin	Canada	▶
Postal Code	V6H 3H8	ⓘ
Enter the Maximum Package Weight you will ship	50	ⓘ
Package Tare weight.	3	ⓘ
Larger packages - percentage increase.	10	ⓘ

How Can I Change the Shipping/Packaging Information?
1.   Simply click on the field you would like to change.
2.   To the right, you should see the icon "**edit**", click on it
3.   Change the information and select **update**.

Shipping/Packaging

Title	Value	Action	Country of Origin
Country of Origin	Canada	▶	Please make any necessary changes
Postal Code	V6H 3H8	ⓘ	**Country of Origin**
Enter the Maximum Package Weight you will ship	50	ⓘ	Select the country of origin to be used in ship quotes.
Package Tare weight.	3	ⓘ	Canada
Larger packages - percentage increase.	10	ⓘ	update cancel

2.9 Product Listing

- product information
- whether you'd like to display your product image, product name, product price, you edit it all here
- 0 = disable; 1 = enable/ top; 2= middle; 3 = both

Product Listing

Title	Value	Action
Display Product Image	0	▶
Display Product Manufaturer Name	0	ⓘ
Display Product Model	0	ⓘ
Display Product Name	1	ⓘ
Display Product Price	2	ⓘ
Display Product Quantity	0	ⓘ
Display Product Weight	0	ⓘ
Display Buy Now column	0	ⓘ
Display Category/Manufacturer Filter (0=disable; 1=enable)	1	ⓘ
Location of Prev/Next Navigation Bar (1-top, 2-bottom, 3-both)	2	ⓘ

How Do I Change Product Listing Settings?
1. Simply click on the field you would like to change.
2. To the right, you should see the icon "**edit**", click on it
3. 0 = disable; 1 = enable/ top; 2= middle; 3 = both

Title	Value	Action	Display Product Imag
Display Product Image	0	▶	edit
Display Product Manufaturer Name	0	ⓘ	
Display Product Model	0	ⓘ	Do you want to displa Image?
Display Product Name	1	ⓘ	
Display Product Price	2	ⓘ	Date Added: 06/19/2

4. Change the information and select **update**.

Title	Value	Action	Display Product Imag
Display Product Image	0	▶	Please make any nec
Display Product Manufaturer Name	0	ⓘ	**Display Product Imag**
Display Product Model	0	ⓘ	Do you want to displa Image?
Display Product Name	1	ⓘ	1
Display Product Price	2	ⓘ	
Display Product Quantity	0	ⓘ	update
Display Product Weight	0	ⓘ	

2.10 Stock

This section involves the status of stock levels.

Stock

Title	Value	Action
Check stock level	true	▶
Subtract stock	true	ⓘ
Allow Checkout	true	ⓘ
Mark product out of stock	***	ⓘ
Stock Re-order level	5	ⓘ

How Do I Change Stock Settings?
1. Simply click on the field you would like to change.
2. To the right, you should see the icon "**edit**", click on it

Title	Value	Action	Allow Checkout
Check stock level	true	ⓘ	edit
Subtract stock	true	ⓘ	
Allow Checkout	true	▶	Allow customer to che there is insufficient st
Mark product out of stock	***	ⓘ	
Stock Re-order level	5	ⓘ	Date Added: 06/19/2 Last Modified: 07/21/

3.   Edit the information and select **update**.

Title	Value	Action	Allow Checkout
Check stock level	true	ⓘ	Please make any nec
Subtract stock	true	ⓘ	**Allow Checkout**
Allow Checkout	true	▶	Allow customer to che
Mark product out of stock	***	ⓘ	there is insufficient st
Stock Re-order level	5	ⓘ	○ true
			⊙ false

update

2.11 Email Options
- Information regarding e-mail settings

E-Mail Options

Title	Value	Action
E-Mail Transport Method	sendmail	ⓘ
E-Mail Linefeeds	LF	▶
Use MIME HTML When Sending Emails	false	ⓘ
Verify E-Mail Addresses Through DNS	false	ⓘ
Send E-Mails	true	ⓘ

2.12 Download
- If you are selling a product that can be downloaded (ex. Real Player, audio files, etc), this section allows you to enable/disable it

Download

Title	Value	Action
Enable download	false	▶
Download by redirect	false	ⓘ
Expiry delay (days)	7	ⓘ
Maximum number of downloads	5	ⓘ

How to Change Download Settings?
1.   Simply click on the field you would like to change.
2.   To the right, you should see the icon "**edit**", click on it

Title	Value	Action	Maximum number of
Enable download	true	ⓘ	edit
Download by redirect	false	ⓘ	
Expiry delay (days)	7	ⓘ	Set the maximum nu
Maximum number of downloads	5	▶	downloads. 0 means authorized.
			Date Added: 06/19/2

3.   Edit the information and select **update**.

Title	Value	Action	Maximum number of
Enable download	true	ⓘ	Please make any nec
Download by redirect	false	ⓘ	**Maximum number of**
Expiry delay (days)	7	ⓘ	Set the maximum nur
Maximum number of downloads	5	▶	downloads. 0 means authorized.

4

[update]

2.13 Featured

- If you have a featured item of the week/month, this is the section to go

Featured

Title	Value	Action
Display Featured Products	false	▶
Maximum Display of Featured	6	ⓘ