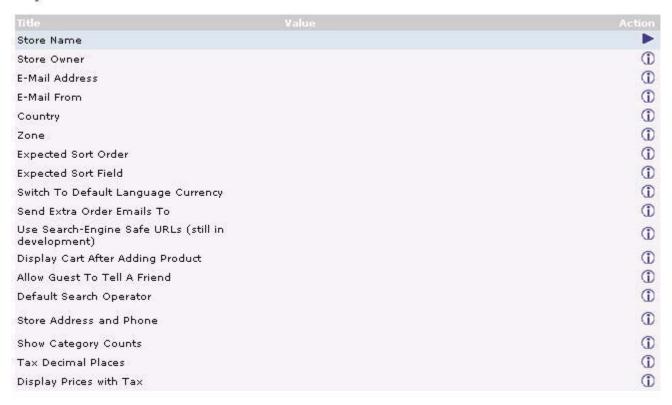


## 6. Setting Configurations

### 6.1 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



### **How Can I Update the Information in My Store?**

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



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

Title		Action E-Mail Address
Store Name	My ePresence Store	<ul> <li>Please make any nec</li> </ul>
Store Owner	John Smith	E-Mail Address
E-Mail Address	john@myshop.com	The e-mail address o
E-Mail From	support@myshop.com	① owner
Country	Canada	johns@myshop.com
Zone	British Columbia	① [undata]
Expected Sort Order	desc	① update

### 6.2 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**
- select Image Settings and choose reset
- 3) Your Store2Go is reset to the default image.



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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** 

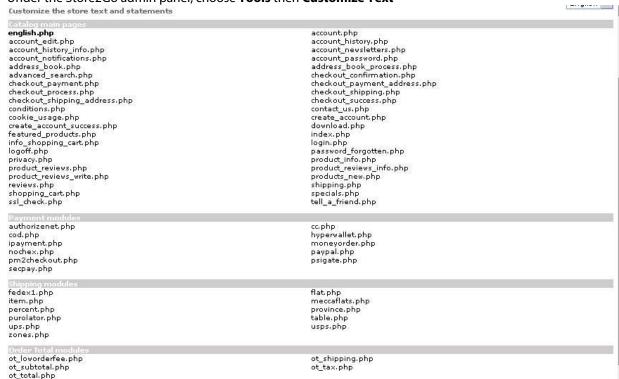
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## **6.3 My Store Statements**

### Want to change the Shipping Statement?

Under the Store2Go admin panel, choose Tools then Customize Text



- Under Catalog main pages, click on shipping.php
- Please choose TEXT\_INFORMATION

## shipping.php



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

Want to personalize your privacy notice?

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

### To state the Condition of use?

- 1) Under the Store2Go admin panel, choose **Tools**, then **Customize Text**
- Under Catalog main pages, click on conditions.php 2)
- 3) Please choose TEXT\_INFORMATION
- type in your own shipping statement in the text box provided on the right hand side of the screen

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## 5) Select **Update**

### **6.4 Minimum Values**

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

#### Minimum Values First Name 1 Last Name 2 1 Date of Birth 10 1 E-Mail Address 6 Street Address 1 5 2 1 Company 1 Post Code 1 City 3 1 State 2 1 Telephone Number 3 1 Password 5 1 Credit Card Owner Name 3 1 Credit Card Number 10 1 Review Text 50 1 Best Sellers 1 1 Also Purchased 1

**How Can I Change the Minimum Values?** 

Simply click on the field you would like to change.

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#### 2. To the right, you should see the icon "edit", click on it

Title		Action Date of Birth
First Name	2	① edit
Last Name	2	<b>(1)</b>
Date of Birth	10	▶ Minimum length of da
E-Mail Address	6	① Date Added: 06/19/2
Street Address	5	①

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

Title			Date of Birth
First Name	2	①	Please make any neo
Last Name	2	①	Date of Birth
Date of Birth	10		Minimum length of da
E-Mail Address	6	①	6
Street Address	5	①	
Company	2	1	update

## **6.5 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	①
Page Links	5	1
Special Products	9	①
New Products Module	9	①
Products Expected	10	①
Manufacturers List	0	①
Manufacturers Select Size	1	①
Length of Manufacturers Name	15	①
New Reviews	6	①
Selection of Random Reviews	10	①
Selection of Random New Products	10	①
Selection of Products on Special	10	①
Categories To List Per Row	3	①
New Products Listing	10	①
Best Sellers	10	1
Also Purchased	6	1
Customer Order History Box	6	①
Order History	10	①

**How Can I Change the Maximum Values?** 

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- Simply click on the field you would like to change. 1.
- 2. To the right, you should see the icon "edit", click on it

Title			Action Address Book Entries
Address Book Entries		5	edit
Search Results		20	①
Page Links		5	① Maximum address bo
Special Products		9	① customer is allowed t
New Products Module		9	① Date Added: 06/19/2

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

Title		Action Address Book Entries
Address Book Entries	5	Please make any neo
Search Results	20	Address Book Entries
Page Links	5	<ul> <li>Maximum address bo</li> </ul>
Special Products	9	① customer is allowed to
New Products Module	9	① <sup>[50</sup>
Products Expected	10	① [undata]
Manufacturers List	0	① update

## 6.6 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	1
Heading Image Width	57	1
Heading Image Height	40	1
Subcategory Image Width	100	1
Subcategory Image Height	57	1
Calculate Image Size	true	1
Image Required	true	<b>①</b>

## How Can I Change the Image Values (Size)?

- Simply click on the field you would like to change. 1.
- To the right, you should see the icon "edit", click on it 2.

Title	Value	Action Heading Image Widt
Small Image Width	100	① edit
Small Image Height	80	①
Heading Image Width	57	► The pixel width of hea
Heading Image Height	40	① Date Added: 06/19/2
Subcategory Image Width	100	①

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

Title	Value	Action	Heading Image Width
Small Image Width	100	1	Please make any nec
Small Image Height	80	①	Heading Image Widt
Heading Image Width	57	▶	The pixel width of hea
Heading Image Height	40	1	60
Subcategory Image Width	100	1	
Subcategory Image Height	57	1	update

## **6.7 Customer Details**

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

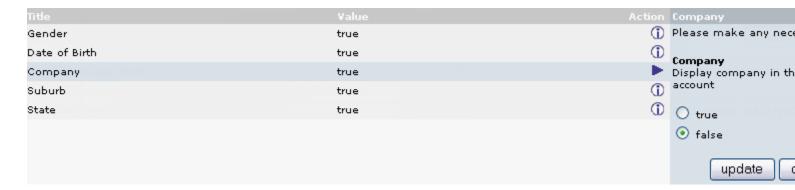


### **How Can I Change Customer Details?**

- 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		Action Company
Gender	true	① edit
Date of Birth	true	①
Company	true	Display company in the
Suburb	true	(i) account
State	true	① Date Added: 06/19/2

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



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## 6.8 Shipping/Packaging

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

# Shipping/Packaging

Title	Value	Action
Country of Origin	Canada	<b>&gt;</b>
Postal Code	V6H 3H8	①
Enter the Maximum Package Weight you will ship	50	1
Package Tare weight.	3	①
Larger packages - percentage increase.	10	①

## How Can I Change the Shipping/Packaging Information?

- Simply click on the field you would like to change. 1.
- 2. To the right, you should see the icon "edit", click on it
- 3. Change the information and select **update**.

# Shipping/Packaging

Tide			Country of Origin
Country of Origin	Canada	-	Please make any necessary changes
Postal Code	V6H 3H8	1	C
Enter the Maximum Package Weight you will ship	50	1	Country of Origin Select the country of origin to be used in shi
Package Tare weight.	3	1	quotes,
Larger packages - percentage increase.	10	1	Canada
			update cancel
			apadic Cancer

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## **6.9 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	Val	ue Action
Display Product Image	0	▶.
Display Product Manufaturer Name	10110	<b>①</b>
Display Product Model	0	①
Display Product Name	1	①
Display Product Price	10 2	①
Display Product Quantity	0	①
Display Product Weight	0	①
Display Buy Now column	0	①
Display Category/Manufacturer Filter (0=disable; 1=enable)	1	①
Location of Prev/Next Navigation Bar (1-top, 2-bottom, 3-both)	2	①

## **How Do I Change Product Listing Settings?**

- Simply click on the field you would like to change.
- To the right, you should see the icon "edit", click on it
- 0 = disable; 1 = enable/ top; 2= middle; 3 = both

Title			Display Product Imag
Display Product Image	0	•	edit
Display Product Manufaturer Name	0	1	
Display Product Model	0	-	Do you want to displa
Display Product Name	1	1	Image?
Display Product Price	2	1	Date Added: 06/19/20

### Change the information and select update.

Title		Action Display Product Imag
Display Product Image	0	Please make any nec
Display Product Manufaturer Name	0	Display Product Imag
Display Product Model	0	① Do you want to displa
Display Product Name	1	① Image?
Display Product Price	2	① 1
Display Product Quantity	0	① [undata]
Display Product Weight	0	① update

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## 6.10 Stock

This section involves the status of stock levels.

#### Stock Check stock level true 1 Subtract stock true 1 Allow Checkout true \*\*\* 1 Mark product out of stock Stock Re-order level

## **How Do I Change Stock Settings?**

- Simply click on the field you would like to change.
- To the right, you should see the icon "edit", click on it

Title		Action Allow Checkout
Check stock level	true	① edit
Subtract stock	true	①
Allow Checkout	true	Allow customer to che
Mark product out of stock	***	there is insufficient st
Stock Re-order level	5	① Date Added: 06/19/2
		Last Modified: 07/21/

Edit the information and select **update**.

			Allow Checkout
Check stock level	true	①	Please make any neo
Subtract stock	true	①	Allow Checkout
Allow Checkout	true	▶	Allow customor to sho
Mark product out of stock	***	①	there is insufficient st
Stock Re-order level	5	①	O true
			• false
			update

## **6.11 Email Options**

Information regarding e-mail settings

E-Mail Options		
Title	Value	Action
E-Mail Transport Method	sendmail	<b>①</b>
E-Mail Linefeeds	LF	▶
Use MIME HTML When Sending Emails	false	1
Verify E-Mail Addresses Through DNS	false	①
Send E-Mails	true	<b>①</b>

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## 6.12 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	①
Expiry delay (days)	7	①
Maximum number of downloads	5	①

## **How to Change Download Settings?**

- Simply click on the field you would like to change.
- To the right, you should see the icon "edit", click on it

Title		Action Maximum number of
Enable download	true	① edit
Download by redirect	false	①
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			Maximum number of
Enable download	true	①	Please make any neo
Download by redirect	false	①	Maximum number of
Expiry delay (days)	7	①	Set the maximum nu
Maximum number of downloads	5	▶	downloads. 0 means : authorized.
			4
			update

## **6.13 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	<b>&gt;</b>
Maximum Display of Featured	6	1

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