



Webstore

Webstore

Click the **Webstore** icon:



The **Order** page:

Webstore

Orders for: June 2007 ▼

Date	Order Number	Customer Name	View	Delete
01/06/2007	2843001062007144658	Mr John Smith		

Webstore Settings

For demonstration purposes we have added a dummy order to show what a typical order looks like in the **Control Panel**.

Click the **View Order** icon:



The **Order Details**:

Webstore

Orders for: June 2007 ▼

Order No.
2843004062007111451

Customer Details

Name: Mr Joe Smith **Tel:** 01234 123456 **Fax:** Not Entered
Email: joesmith@mydomain.com
Address: my street , my town , my country , my1 123 , uk

Order Details

Order Number: 2843004062007111451 **Delivery Method:** Not Entered

Prod. ID	Prod. Name	Qty	Each (£)	Sub Tot. (£)
cat101	Sample Phone 1 (Red , Carrying Case , Smiths)	1	105.75 inc VAT (90.00 ex VAT)	105.75 inc VAT (90.00 ex VAT)
Delivery (£)				5.88 inc VAT (5.00 ex VAT)
Total (£)				111.63 inc VAT (95.00 ex VAT)

Comments: Please leave the parcel with next door if no one answers , , thanks , Joe

Webstore Orders

Click the **Webstore Orders** icon to return to the **Order** page:



Next, click the **Webstore Settings** Icon:



Price Settings

Currency: Choose between **Pound**, **Euro**, **US Dollar**, **Yen** or **Australia Dollar**.

Prices: You can choose to **Include** or **Exclude** VAT.

VAT: **Show** or **Hide** VAT

E-Commerce Settings

E-Commerce Provider: At default the setting is set to **None** but to accept credit card payments you need to choose from one of the four providers in the dropdown box.

Freestart - Allows you to take credit card details from your customers and are then stored on Freestart's secure server using 128 bit encryption. You need a merchant account and a way of processing the payment to use this option.

PayPal - You need a valid email address and a PayPal account to use this option. Your **Signup Account** will be the email address you used to setup your account.

WorldPay - You need an Installation ID from WorldPay to use this option.

PaySystems - You need a Company ID from PaySystems to use this option.

Postage and Packaging Settings


Post and Packaging Mode:

At default the setting is set to **Basic**. With this option you can choose from the drop down box below the type of postage and packaging you require. Either **None**, a fixed price **Per Order**, **% Of Order Cost** or **Free P&P Threshold** (which means free delivery if the price is over a certain amount. See below for **Advanced P&P Options**.

Shopping Cart Settings

Shopping Cart Style: By switching between **Traditional Layout** and **Modern Layout** you can change the look of your Shopping Cart.

Click the **Advanced** Post and Packaging option in the drop down box:

Postage and Packaging Settings
Post and Packaging Mode: 
[▶ Advanced P&P Options](#)

Click the **Advanced P&P Options** link.

The **Advanced Post and Packaging** screen:

Delivery Calculation Method

Each product in your store can be assigned a weight and the total delivery cost worked out based on the total weight of the order. Alternatively each product can be assigned a delivery cost and then all the products individual delivery costs are added up giving you a total delivery cost.

Please select how you would like your shops delivery to be calculated...

Product Based Delivery Charge

Product Based Delivery Charges

Your shop will work out the total delivery charges based on the individual delivery prices specified for each of your products.

You can set the delivery cost for each product by editing the product and entering a delivery price.

Delivery Method/Zone or Area

Here you can specify the different Delivery Method/Zone or Area you want your online shop to support, for example some delivery zones might be UK, Europe, USA or 1st Class Postage, 2nd Class, etc.

You can also attach a default delivery value for each of these zones, so regardless to how many items are in the order they will always get charged this initial fee.

Delivery Zone Name	Default Cost (£)
1 UK	5.00
2 Europe	10.00
3 Rest of World	15.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00

Free Delivery

If your customers order value is above a set amount you can offer free delivery.

☐ Offer Free Delivery if Sub Total is over amount specified below?

Sub Total Amount needed for Free Delivery (£): 0.00

If you have made any changes click the **Update** icon to save:

