

The e-commerce module will allow you to sell items through its online shop. Setting up the shop and integrating the payment solution is very easy to do and this guide will take you through the various steps.

Activate your shop

Once you have logged into Global Office click on Shop. If you get a message saying the shop is not enabled then you will need to contact Plus Edit support to have your account upgraded.

Setting up the shop

There are a number of settings that you can apply to your shop to customise it for your particular business. The settings can be found by going to Shop > Settings in Global Office.

Currency

Select which of the following currencies should be used on the site:

- UK Pound
- Euro
- US Dollar

Tax

If your business charges tax then you should set up the tax before you add any products. Your shop can have a number of different tax settings ie (VAT 17.5%, VAT 5%).

To add a new tax to the shop click on the button 'Add New Tax Level' from within the Tax section.

Delivery

If you are going to charge delivery for dispatches from your shop then you can price this by:

- Country
- Order Value
- Weight
- Size
- Quantity of products ordered

Shops can have multiple price brackets such as £4.95 for orders up to £50, £6.95 for orders between £50.01 and £100, £8.95 for orders over £100.01.

	Start price	End price	Delivery Price	
Price Bracket 1	0.00	<input type="text" value="50"/>	<input type="text" value="4.95"/>	Add another pricing bracket
Price Bracket 2	> 50	<input type="text" value="100"/>	<input type="text" value="6.95"/>	Add another pricing bracket
Price Bracket 3	> 100	<input type="text"/>	<input type="text" value="8.95"/>	Add another pricing bracket Remove pricing bracket

If you have your delivery priced by country then you select up to 3 different price brackets.

For the other methods of delivery you can have up to 7 different price brackets.

Shop Location

The categories with the shop will be linked from the left hand side bar of the shop allowing visitors to easily navigate around the shop.

You can select to have the shop categories displayed on the main homepage of your site. This is appropriate if the shop is your main business.

Alternatively you may wish to have the shop located as separate sections in your site which is accessed by clicking on the shop button within your main menu.

The following images illustrate how this will appear:

Display shop categories on the main homepage :

This is ideal if your shop is the main part of your site as visitors can instantly see on the homepage the different categories of your store.

Your Site Homepage

Shop categories are linked from the left side of your homepage

Have the shop as a separate section of the site :

This is ideal if you want to keep the shop separate to the rest of the site. The shop will be accessed by clicking on the 'Shop' link in the top menu.

Your Site Homepage

The shop accessed by the link from the top menu of your site.

To change the location of the shop within your site go to SHOP > SETTINGS > SHOP LOCATION and click 'Change how the store appears'.

Countries

This option allows you to select which countries you ship to. If you are pricing your delivery prices based on the country then this section will be disabled as the delivery settings will define which countries you ship to.

Invoices

To customise the text that is displayed on the invoices go to SHOP > SETTINGS > INVOICES and you will be able to edit the header and footer text that appears on the invoices

Product Options

You can customise various aspects of the shop products from SHOP > SETTINGS > PRODUCT OPTIONS.

Allow Email To Friend - if this is enabled then each product will have an email link next to it

Use Stock Level – with this enabled you will be able to use Plus Edit to track your stock levels

Default Order for products – select how the products within the shop are listed - alphabetically, price

Products to display per page – number of products to display per page

Custom Fields

Each product can have a lot of information and images entered for it. It may be that you require extra fields for the product. For example if your store sells DVD's then some extra fields that could be used are:

- release date
- Genre
- Number of DVD's

Information can be entered for each of these fields for the different products within the shop. Up to 15 custom fields can be created by going to SHOP > SETTINGS > CUSTOM FIELDS.

Emails

From the email section of shop settings you can customise the text on the different emails sent from the shop

Terms and Conditions

This is where you will customise the Terms and Conditions of your shop