How do I configure the store order settings?

Ron M. - 2022-12-23 - Products

The store order settings lets you define the email templates that should be sent out to both staff and to the buyer. You also define the confirmation message; the message that will appear after a customer has made a purchase. Below are the steps to get to the Store Order Settings:

1. Click **Settings** or the **Gear icon** on the left menu.
2. Click the **E-Commerce & Financial** tab.
3. In the E-Commerce section, click the **Store Order Settings** link.
4. In the **Email Templates** section, you can configure these options:
    - **Confirmation To Admin** - This section is used to set the email, as well as sender & recipient profiles for the email sent to the Administrator regarding the store order.
        - **Select Template Type** - Select **System** to use the System Default Store Order Confirmation (Admin) email template. Select **Custom** to select your own Custom Email Template.
        - **Select Template -** If you have selected **Custom** as the template type, use this drop-down to select your Custom Email Template. Otherwise, the system default will be used.
        - **To** - Select the Recipient Profile the email replies to the Store Confirmation sent to the Admin, will be sent to.
        - **From** - Select the Sender Profile the email confirmations will appear from.
    - **Confirmation To Buyer** -
        - **Select Template Type** - Select **System** to use the System Default Store Order Confirmation (Buyer) email template. Select **Custom** to select your own Custom Email Template.
        - **Select Template** - If you have selected **Custom** as the template type, use this drop-down to select your Custom Email Template. Otherwise, the system default will be used.
        - **To -** Select the Recipient Profile the email replies from the Donors will be sent to.
        - **From -** Select the Sender Profile the email confirmations will appear from.

Note

Learn more about creating custom Sender Profiles, Recipient Profiles, and Custom Email Templates.

1. The **Confirmation Message** section is an editor where you can edit the content that will be displayed when a successful purchase is made.

2. Click **Save.**