

Help Articles > Administrator Help > Products > How do I configure the store order settings?

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 <u>Sender Profiles</u>, <u>Recipient Profiles</u>, and <u>Custom Email</u> <u>Templates</u>.

- 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.