

Site Settings

- [Summary](#)

Summary

Use this section to apply site wide settings.

Standard

Field	Purpose
Email recipient (enquiries)	<p><i>This is the recipient address for enquiries, e.g. enquires from the Product Detail Page</i></p> <p><i>This will also be used as the email sender for all emails sent from IXO Commerce, e.g. order confirmations and notes</i></p>
Email recipients (orders)	<p><i>This is the recipient address for Sales Order notifications; it will receive an email notification whenever a new eCommerce order is placed</i></p> <p><i>It is possible to add multiple emails</i></p>
Email sender (purchase orders)	<p><i>This is the 'sending address' for Purchase Order emails</i></p>
Address Line 1	<p><i>Your business details</i></p> <p><i>This will be output on your system generated documentation, e.g. invoices, delivery notes, etc.</i></p>
Address Line 2	<p><i>Your business details</i></p> <p><i>This will be output on your system generated documentation, e.g. invoices, delivery notes, etc.</i></p>
Address Town	<p><i>Your business details</i></p> <p><i>This will be output on your system generated documentation, e.g. invoices, delivery notes, etc.</i></p>
Address County	<p><i>Your business details</i></p> <p><i>This will be output on your system generated documentation, e.g. invoices, delivery notes, etc.</i></p>
Address Postcode	<p><i>Your business details</i></p> <p><i>This will be output on your system generated documentation, e.g. invoices, delivery notes, etc.</i></p>

Field	Purpose
Phone Number	<i>Your business details</i> <i>This will be output on your website and your system generated documentation, e.g. invoices, delivery notes, etc.</i>
Fax Number	<i>Your business details</i> <i>This will be output on your system generated documentation, e.g. invoices, delivery notes, etc.</i>
VAT Number	<i>Your business details</i> <i>This will be output on your website and your system generated documentation, e.g. invoices, delivery notes, etc.</i>

Countdown

Control a countdown banner that will appear on the website.



Field	Purpose
Countdown End Date	<i>The date from which the countdown banner will show</i> <i>If left blank, the countdown banner will be hidden</i>
Countdown End Time	<i>The date until which the countdown banner will show</i>
Countdown Text Message	<i>Text to show on the countdown banner</i>
Countdown Text Colour	<i>Pick a colour for the text on the countdown banner</i>
Countdown Background Colour	<i>Pick a colour for the background of the countdown banner</i>
Countdown Link	<i>Enter a URL here to add a link to the countdown banner</i>

CRM

Use these to alter reporting purposes

Field	Purpose
Discount Reasons	<p>Enter discount reasons - these must be used when adding manual discounts</p> <p>It is possible to add multiple entries</p>
Task Categories	<p>Enter your Task Categories - these will be used in the Tasks</p> <p>It is possible to add multiple entries</p>
Task Sub Categories	<p>Enter your Task Sub-Categories - these will be used in the Tasks</p> <p>It is possible to add multiple entries</p> <p>Enter in this format: 'category:sub-category'</p>
Advertising Sources	<p>Enter your Advertising Sources - these will be used in Reports and when registering a new Customer</p>

Custom Rank (A/B/C)

Use the sliders to create Custom Ranks for managing Product sort order. These are then applied to individual [Category](#) pages.

Field	Purpose
Custom name (for reference only)	For reference only
Custom sort order (by activity)	Boost the Product in the sort order if it has a higher activity, appears in searches, number of visits to Product Detail Pages, number of times added to basket, etc.
Custom sort order (by best selling)	Boost the Product in the sort order if it is best selling, e.g. the higher in your best seller rank it is, the larger boost it will get
Custom sort order (by biggest savings)	Boost the Product in the sort order if it is on sale, e.g. the larger the savings, the bigger the boost it will get
Custom sort order (by featured)	Boost the Product in the sort order if it is featured (featured/home/checkout) on the Product tab
Custom sort order (by lowest price)	Boost the Product in the sort order based on price, e.g. lower priced products get a larger boost
Custom sort order (by newness)	Boost the Product in the sort order if it is new, e.g. the newer the product, the bigger the boost it will get

Field	Purpose
Custom sort order (by stock)	<i>Boost the Product in the sort order if it is new, e.g. the more stock you have, the bigger the boost it will get</i>
Custom sort order (by margin)	<i>Boost the Product in the sort order if it is new, e.g. the higher the margin on the product, the bigger the boost it will get</i>

Finance

This tab is used to configure [Finance Integrations](#), and is not required otherwise.

Field	Purpose
Finance minimum order value	<i>Minimum order value to enable Finance as an option.</i>
Finance deposit percentages	<i>Insert the deposit level available to the customer</i> <i>It is possible to add multiple entries</i>

Google

Use this to configure your [Google Integrations](#).

Field	Purpose
Google Measurement ID (G-XXX)	<i>Enter your Google Measurement ID (G-XXX)</i>
Google Measurement Secret	<i>Enter your Google Measurement Secret</i>
Google Tag Manager ID (GTM-XXX)	<i>Enter your Google Tag Manager ID (GTM-XXX)</i>
Output data layer for Google Tag Manager	<i>Choose your output data layer:</i> <ul style="list-style-type: none"> • <i>Recommended</i> • <i>None</i>
Google Maps API Key (IP restricted to server)	<i>Enter your Google Maps API Key (IP restricted to server)</i>
AdWords Conversion ID (AW-XXX)	<i>Enter your AdWords Conversion ID (AW-XXX)</i>
AdWords Conversion Label	<i>Enter your AdWords Conversion Label</i>

Integrations

Use this tab to configure any other [Integrations](#).

Field	Purpose
Amazon Fulfilment Latency	Enter a number of days it takes to fulfil Amazon orders
Amazon Shipping Templates	Enter your Amazon Shipping Templates It is possible to add multiple entries
Meta Pixel ID	Enter your Meta Pixel ID
eBay Fulfilment Latency	Enter a number of days it takes to fulfil eBay orders

Invoice

Insert invoice text here; this will be output on each [Sales Order Invoice](#) based on the Sales Order Source.

Field	Purpose
Invoice Text (web orders)	Enter text to be output at the bottom of the Sales Order Invoice for all eCommerce and Phone Sales Orders
Invoice Text (store orders)	Enter text to be output at the bottom of the Sales Order Invoice for all Sales Orders placed via the POS
Quote Text	Enter text to be output at the bottom of the Sales Order Invoice for all Quotes

Messages

Control messages on your website and in the CMS.

Field	Purpose
Company alert for CMS	Enter a message to show in the Alerts slider
Message for header bar	Enter text that will be displayed in the header
Background colour for header bar	Choose a colour using the colour picker

Field	Purpose
Message for top of home page	Enter text that will be displayed at the top of the home page
Message for footer (mailing list)	Enter text that will be displayed next to a mailing list sign up
Message for shopping basket page	Enter text that will be displayed on the shopping basket page
Title for custom footer column	Enter a title that will be displayed in a custom column in the footer
Text for custom footer column	Enter Text that will be displayed in a custom column in the footer
Delivery information link for shopping basket page	Enter a link that will be used to link users to your delivery information, e.g. /delivery
Additional text for till receipts	Enter additional text that will be output on all till receipts

Other

Field	Purpose
Multiple postage calculation	<p>This setting control show the site will handle incompatible postage costs, e.g. one item in a basket can only be delivered via Royal Mail, but the second must be delivered via your courier</p> <p>Choose from:</p> <ul style="list-style-type: none"> • combine cost (charge the customer for all delivery costs) • lowest (only charge the lowest delivery cost) • highest (charge only the highest postage cost)
Allow checkout for zones with no valid postage (POA)	<p>Prevents checkout process if a product has no valid postage, e.g. the customer will be presented with a message saying "A custom delivery quote is required for this order. Contact us by telephone for further assistance."</p> <p>If disabled, the customer will be able to complete the checkout, creating a Sales Order which is Payment Pending; you will need to contact them to take payment</p> <p>This will apply if a single item in the basket can not be delivered</p>
Allow users to book a delivery date via Store POS	If not set to 'yes', users will only be able to request a delivery date

Field	Purpose
Hide left nav on default listings pages	By default, hide the left hand navigation on Product Listings Pages
Picking list orders per page	Choose how your Picking Lists are output: <ul style="list-style-type: none"> • multiple • single
Product label layout (A4 sheet)	Choose how your Product Labels are output: <ul style="list-style-type: none"> • 2x4 • 3x6 • 4x8 <p>(not required if you are using a Label Printer)</p>
Shipping label layout (A4 sheet)	Choose how your Shipping Labels are output: <ul style="list-style-type: none"> • 2x4 • 3x6 • 4x8

Payments

Field	Purpose
Require full payment before packing	If set to yes, it will not be possible to Pack any Sales Orders unless they are fully paid
Quote expires in X days	Set the default Quote expiration date
Deposit percentage required	Set the deposit percentage required, if you have enabled Pay with Deposit
Deposit minimum item value	At least one item within the eCommerce Basket must be over this value in order to trigger the Pay with Deposit option in the eCommerce checkout
Deposit minimum lead time	At least one item within the eCommerce Basket must have a Lead Time larger than this in order to trigger the Pay with Deposit option in the eCommerce checkout
Loyalty point monetary value	The monetary value of each individual Loyalty Point

Field	Purpose
Loyalty points earned per pound	The number of loyalty points earned per pound spent, if you have a live Loyalty Scheme

Security

Field	Purpose
Limit CMS access to specific IP addresses (add optional note in brackets)	<p>Lock down the CMS to specific IP addresses</p> <p>Recommended for all Clients</p>
Limit CMS access to specific countries (only used if no specific IP addresses set)	<p>Lock down the CMS to specific countries</p> <p>Recommended for all Clients</p> <p>If additional countries are required, please contact Iconography</p> <p>(please be aware that VPNs may still be used to mask a user's IP)</p>
Allow concurrent logins with same CMS user (not recommended)	<p>Choose from:</p> <ul style="list-style-type: none"> • yes • no
Show "Store POS" bookmark in CMS	Adds a Bookmark for the POS, if the user is enabled for that
Show "Logout" bookmark in CMS	Adds a Bookmark for logging out of the CMS
Enable Captcha for checkout	<p>Choose whether to enable the Captcha for the checkout - choose from:</p> <ul style="list-style-type: none"> • everyone (includes registered customers) • guests • none
Maintenance mode (this will temporarily disable the front-end)	<p>Enable this to temporarily disable the website</p> <p>If set, a holding page will be shown</p>
Allow Iconography to track CMS usage	Defaults to yes

Social

Field	Purpose
Facebook social media URL	<i>Enter your profile URL to show a link in your website footer</i>
Twitter social media URL	<i>Enter your profile URL to show a link in your website footer</i>
Instagram social media URL	<i>Enter your profile URL to show a link in your website footer</i>
LinkedIn social media URL	<i>Enter your profile URL to show a link in your website footer</i>
YouTube social media URL	<i>Enter your profile URL to show a link in your website footer</i>
WhatsApp social media URL	<i>Enter your profile URL to show a link in your website footer</i>
TikTok social media URL	<i>Enter your profile URL to show a link in your website footer</i>
Pinterest social media URL	<i>Enter your profile URL to show a link in your website footer</i>