

Site Settings

- [Summary](#)

Summary

Use this section to apply site wide settings.

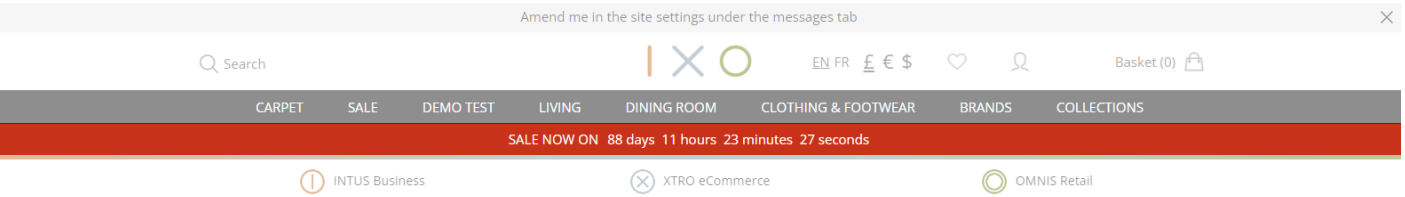
Standard

| 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) | 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 |
| Custom sort order (by margin) | 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 |

Finance

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

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

Google

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

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

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 (not required if you are using a Label Printer) |
| 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 | Enter your profile URL to show a link in your website footer |
| Twitter social media URL | Enter your profile URL to show a link in your website footer |
| Instagram social media URL | Enter your profile URL to show a link in your website footer |
| LinkedIn social media URL | Enter your profile URL to show a link in your website footer |
| YouTube social media URL | Enter your profile URL to show a link in your website footer |
| WhatsApp social media URL | Enter your profile URL to show a link in your website footer |
| TikTok social media URL | Enter your profile URL to show a link in your website footer |
| Pinterest social media URL | Enter your profile URL to show a link in your website footer |