

Summary

Use this screen to set up and manage your Stores; a Store is defined as a location from which your and your staff may sell Products and/or manage Stock.

Stores are a key component to the setup of your system, and are integral to your reporting and stock management; please speak to Iconography and read this guide thoroughly prior to beginning setup

Making significant changes to your Store setup once you are live is not recommended and may result in significant problems throughout the system

For a guide on our recommended setup, please click [here](#).

Setup

Stores

Field	Purpose
Name	<i>Enter the name of the Store (mandatory)</i> <i>This will display throughout the CMS, and also as an option when the Customer is choosing a collection location for eCommerce Sales Orders</i>
Address Line 1	<i>The address of the Store</i> <i>This will be used throughout the system, as well as being output to the Customer</i>
Address line 2	
Town/City	
County	

Field	Purpose
Postcode	
Country	
Telephone	<i>Enter the Store's phone number</i>
Email	<i>Enter the Store's email address</i>
Website (inc http://)	<i>Enter the Store's website</i>
Additional Details	<i>Enter any additional details regarding the Store, e.g. opening hours.</i>
Display entry	<p><i>Toggle whether the entry should be displayed to Customers on your website</i></p> <div style="background-color: #e1f5fe; padding: 10px; border-left: 2px solid #00bcd4; margin-top: 10px;"> <p><i>Typically, this should be toggled to 'no' for your warehouses</i></p> </div>
Enable for stock management	<p><i>Toggle whether this Store holds Stock</i></p> <p><i>This must be set to 'yes' even if it is only being used as a collection option</i></p>
Enable for collection	<p><i>Toggle whether this Store can be used as a collection option for eCommerce and instore Customers</i></p> <p><i>Stores toggled to 'yes' will appear in the Collection Location drop down on Sales Orders</i></p>
Enable for web sales fulfilment	<p><i>Toggle whether stock can be despatched from this Store to fulfil eCommerce Sales Order</i></p> <p><i>If toggled to 'no', and stock in this Store is required to fulfil a Sales Order, an entry will be added to the Transfers Needed list</i></p>
Allow as a replenishment source	<p><i>Toggle whether stock in this Store can be used to replenish other Stores</i></p> <p><i>If set to 'no' stock in this Store will not be available for Replenishment</i></p>

Field	Purpose
Default receiving store (if different)	<p>Choose an alternative Store as your receiving Store from the drop down list if required</p> <p>When completing a back to back Purchase Order (e.g. fulfilling a Customer special order), by default stock will be Purchase Ordered to the selling Store; if you would like this to go to a central warehouse Store instead, choose this from the drop down instead</p> <p><i>Note: On the Purchase Orders screen, the filter is used to show Selling Store, not Receiving Store</i></p>
Default invoice to store (if different)	<p>Choose an alternative Store as your default invoice Store from the drop down list if required</p> <p>This will update all Purchase Orders to reflect this invoice address</p>
Google store code	<p>Enter a Google Store Code</p> <p>A Store Code is a unique identifier that a business with multiple physical retail locations assigns to each of its stores within their Google Business Profile (formerly Google My Business).</p> <p>It helps Google organise and identify each specific store location. It's particularly important for advanced features like Local Inventory Ads in Google Shopping, which show customers what products are available at a nearby physical store.</p>

How it displays to a Customer

This information is accessible if your website has a Store Finder.

United Kingdom		International	
Postcode or Town:	<input type="text" value="taunton"/>	Country:	<input type="text" value="Please select..."/>
	<input type="button" value="SEARCH"/>		<input type="button" value="SEARCH"/>
UK Warehouse 13.0 miles	Iconography Warehouse Avalon Ilminster Somerset TA19 9DX		01460 258530 info@iconography.co.uk http://www.iconography.co.uk Google map

Locations

All stock is held in Locations.

There must be at least one Location set up per Store that is enabled for stock management.

To see our recommendations on setup, please click [here](#).

Field	Purpose
Location Name	<i>The label used throughout the system (mandatory)</i> <i>Not customer facing</i>
Stock Type	<i>Choose from:</i> <ul style="list-style-type: none">• <i>Available</i>• <i>Reserved</i> <i>Unavailable</i> <i>This will apply to all stock in this location</i>
Default return location	<i>By default all returns will go to the selected Location</i>

Revision #6

Created 26 September 2024 08:48:24 by Mike

Updated 23 January 2026 11:39:23 by Mike