



Customize Checkout

- When your customer checkouts of the store it is important to set the checkout settings to your liking.
- On your dashboard go to the left-hand side menu and click on the stores button and scroll down to settings.

Dashboard	Welcome to your new store	
Fransactions	Weicome to your new store.	
Customers	we see that you aren't quite ready to open your doors. We're here to r	ieip.
stores		
Home	We're ready when you are.	
Orders	Go live now	
Products		
Categories		
Categories Settings	Terms and Conditions	Go to policies
Categories Settings View store C evelopers	 Terms and Conditions Shipping Policy 	Go to policies Go to policies
Categories Settings View store C nevelopers upport	Image: Conditions Image: Conditions <t< td=""><td>Go to policies Go to policies Go to policies</td></t<>	Go to policies Go to policies Go to policies

• From here you will see the checkout tab at the top on the page. Click on the tab and you will be directed to card authorization.

	Store status:Offline	Cancel	Save
Dashboard	General Design Pages Policies S	Shipping Taxes Domain Checkout Iotifications	
ustomers	Card Authorization	9	0
tores	If this is enabled, payments are authorized a	it checkout, rather than taken immediately. Payments will be completed upon fulfillment of the or	rder.
Home	Important		
Orders	You will need to fulfill the customer'	s order within 7 days. If you do not, you will lose the payment and will be unable to capture it again even though	
Products	you might have shipped the order.		
Categories			
Settings	Order Fulfillment		
View store 🖸	Fulfill an order immediately on checkout if it	does not require shipping.	
evelopers	2		
upport			
	Additional Information		
imudge Ihaun Victor	Capture additional information that is require	red from your customers when they are checking out from your store.	
English (United States) 🗸 🗸	Field	Options ①	
	Customer Type	New Y	8





- You have two options when deciding on how to customise your checkout.
- You can either choose the option to have the order payed for once checkout is complete, or once the order is fulfilled.
- To set payment when the order is fulfilled, slide the slider next to card authorisation to blue.

Î.	Store status:Offline		Cancel Save
Dashboard	General Design Pages Po	plicies Shipping Taxes Domain Checkout Notifications	
Transactions			\sim
Customers	Card Authorization		
itores	If this is enabled, payments are aut	thorized at checkout, rather than taken immediately. Payments will be complete	d upon fulfillment of the order.
Home	Important		
Orders	You will need to fulfill the you might have shipped t	e customer's order within 7 days. If you do not, you will lose the payment and will be unable to the order.	capture it again even though
Products			
Categories			
Settings	Additional Information		
View store 🕑	Capture additional information tha	It is required from your customers when they are checking out from your store.	
Developers			
upport	Field	Options ①	
	Customer Type	New X	8
mudge haun Victor		VIP X	
Eastich (United States)			
choise (officed states)			
ogout	Add Sield		

• You will now be able to add extra-information for your customers by adding a field, such as region. You will be able to add multiple regions by pressing enter after each addition.

hboard	General Design Pages	Policies Shipping Taxes Domain Checkout Notifications	
nsactions			
tomers	Card Authorization		
es	If this is enabled, payments are a	authorized at checkout, rather than taken immediately. Payments will l	be completed upon fulfillment of the order.
lome	Important		
Drders	You will need to fulfill you might have shippe	the customer's order within 7 days. If you do not, you will lose the payment and w ed the order.	ill be unable to capture it again even though
Products			
Categories			
ettings	Additional Information		
/iew store 🖸	Capture additional mormation of	not is required from your customers when they are checking out from	your store.
elopers			
	Field	Options ①	
port			
port	Customer Type	New X	0
dge Victor	Customer Type	New X VIP X	0
oort Ige Victor	Customer Type	New X VIP X	0
oort dge Watar glish (United States) v	Customer Type	VIP X	





• The fields that you add are to be completed by the customer when completing their checkout.

	Important	he customer's order within 7 days. If you do not you will lose the navment and will be unable to re-	annura it arrain evan thourth
Dashboard	you might have shipped	it the order.	protest again even though
Transactions			
Customers			
Stores	Additional Information		
Home	Capture additional information th	nat is required from your customers when they are checking out from your store.	
Orders			
Products	Field	Options ①	
Categories	Customer Type	New X	8
Settings		VIP X	
View store			
Developers	Region	South Africa X	8
Support		Botswana X	
Smudge		L3	
Shaun Victor		U	
5 N 1 N 1 1 C 1 1			

• Once you have completed adding your new fields, fill out the note section with a message that customers will receive once they have checked out.

	Store status:Offline		Cancel Save
	Customer Type	New X	\otimes
Dashboard		VIP ×	
Transactions			
Customers			
Stores	Region	South Africa X	\otimes
Home		Botswana X	
Orders			
Products			
Categories	Add Field		
Settings			
View store 🗹	Note to Customer		
Developers	This note will be displayed to you	r customers upon checkout.	
Support			
Smudae	Thank you for shopping with us	I	
Shaun Victor			
English (United States)			
Logout			





• Once you are happy with the changes you have made to this section, click the save button in the top right-hand corner.

	Store status:Offline		Cancel
	Customer Type	New X	8
Dashboard		VIP X	
Transactions			
Customers			
Stores	Region	South Africa X	8
Home		Botswana X	
Orders			
Products			
Categories	Add Field		
Settings			
View store 🖸	Note to Customer		
Developers	This note will be displayed to you	r customers upon checkout.	
Support	·		
Smudge	Thank you for shopping with us	ŝ.	
Shaun Victor			
English (United States) 🗸 🗸			
Logout			

• If you would like to take payment on checkout, make sure that the slider next to card authorisations is grey.

	Store status:Offline	ancel Save
Dashboard	General Design Pages Policies Shipping Taxes Domain Checkout Notifications	
Transactions Customers	Card Authorization	6
Stores	If this is enabled, payments are authorized at checkout, rather than taken immediately. Payments will be completed upon fulfillment of	the order.
Orders	Important You will need to fulfill the customer's order within 7 days. If you do not, you will lose the payment and will be unable to capture it again even the you might have shipped the order.	hough
Products		
Categories Settings	Order Fulfillment	
View store C	Fulfill an order immediately on checkout if it does not require shipping.	
Support		
Smudge Shaun Victor	Additional information Capture additional information that is required from your customers when they are checking out from your store.	
English (United States) 🗸 🗸	Field Options ①	
Logout	Customer Type New X	8