



Customize your store

- It's important to give your store its own personality, especially its own look and feel.
- To customise your store, and to make it unique click on the Store button on the left-hand side menu on the dashboard page.

	Dashboard		☐ 5/3/2019 - 11/3/2019 ∨
ashboard	Key Stats		
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ount settings	Recent Analytics		Payments Transactions
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ige Smudge	06 Mar 07 Mar	08 Mar 09 Mar	10 Mar 11 Mar
glish (United States) 🗸 🗸			Times are in Africa/Johannesburg Timezon
out for standard.uat.simplify.com	Fraud Overview		 All time Use date filter

• From here select the Settings option from the dropdown menu and it is on this page that you will be able to customise your store.

Dashboard Transactions Customers	Welcome to your new store. We see that you aren't quite ready to open your doors. We're here to help.
Stores Home Orders Products	Shipping Policy Required to a live Your terms and conditions protective deerly communicating the rules your customers must agree to when they use your site.
Categories Satisfings View store Developers	Privacy Policy Required to go live Your terms and conditions protect you by clearly communicating the rules your customers must agree to when they use your site. Add a privacy policy
Support Smudge Smudge Smudge English (United States)	Refund Policy Required to go live Your terms and conditions protect you by clearly communicating the rules your customers. Add a refund policy must agree to when they use your site.
Logout 4 https://standard.uat.simplify.com/admin/stores/settings/store	Thrms and Conditions Required to go live





• On the general tab page, you can change the details of your store, including the name of your store.

	Store status:Offline
Dashboard	
Transactions	You must set the following policies before going live: Shipping Policy. Privacy Policy. Refund Policy. Terms and Conditions
Customers	General Design Pages Policies Shipping Taxes Domain Checkout Notifications
Stores	
Home	Store name
Orders	This defaults to your merchant name, but you may change it if you like.
Products	Smudge Sul Drop image to upload
Categories	
Settings	
View store 🕑	Currency
Developers	Choose your store currency.
Support	ZAR
Smudge	
Smudge Smudge	Language Choose your store language.
English (United States) 🗸 🗸	English (United States)
Logout	
	About us

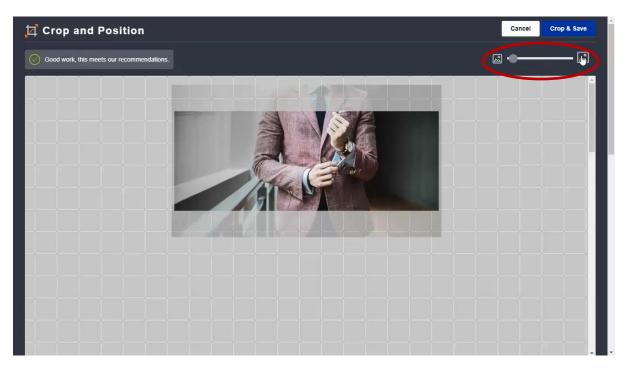
• This is where you can add your logo. Make sure the logo is available on the computer you are working on, as you will need to browse for it.

Open			X Cancel Say
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rganize 👻 New folder		•	
Desktop * ^ Documents * Documents * Smudge_Wet * Greate gallery m Reports Seshego SimplyBlu Video OneDrive	Home page Logo 2	Logo	ang Policy. Privacy Policy, Refund Policy, Terms and Conditions axes Domain Checkout Notifications se it if you like.
This PC	→ Image F		Top image to upload
View store		concor	
velopers	Choose your store currency.		
pport	ZAR		~
nudge udge Smudge	Language Choose your store language.		
English (United States) 🛛 🗸	English (United States)		
ogout 🗸	4 About us		

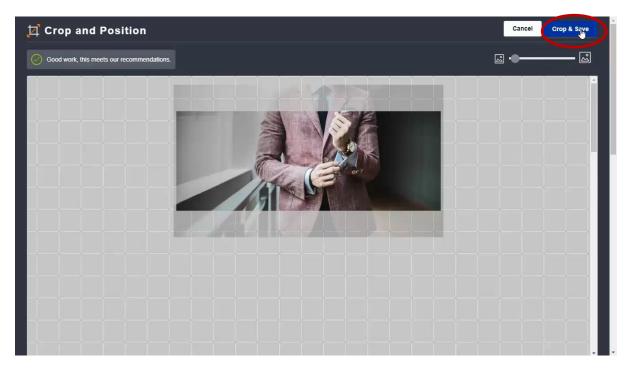




• You will be able to adjust your logo to fit the required space available.



• Once you happy with the position of the logo, click on the crop and save option found in the top right-hand corner of the page.





• If you would like to change the currency that you trade in, you can do so on this page. For South African Rands please choose ZAR.

simply

	Store status:Offline	Cancel Save
Dashboard	General Design Pages Policies Shipping Taxes Domain Checkout Notifications	
Transactions	Store name	
Customers	This defaults to your merchant name, but you may change it if you like.	A Carl
Stores	Smudge Suits	
Home		
Orders		
Products	Currency	
Categories	Choose your store currency.	
Settings	ZAR	K
View store	Select a currency ZAR	
Developers	Language	
upport	Choose your store language.	
mudge	English (United States)	~
mudge mudge Smudge	About us	
English (United States) 🗸 🗸	Briefly tell us a bit about your business and what makes you who you are.	
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_ogout		

• You are also able to choose the language in which you would like to communicate to your customers. A drop-down menu will appear from which you can choose a language option.

S	tore status:Offline 👘	Cancel Save
Ŭ.	Store name	
Dashboard	This defaults to your merchant name, but you may change it if you like.	
Transactions	Smudge Suits	
ustomers		
tores		
Home	Currency	
Orders	Choose your store currency.	
Products	ZAR	~
Categories	\frown	
Settings	Language	
	Choose your store language.	
View store 🗹	English (United States)	~
evelopers	English (United States)	
Jpport	English (Australia) Italiano (Italia) Portugués (Portugal)	u u
nudge	Español (América Latina)	
audge Smudge	S P B I S I E Formats ■	
English (United States) 🗸 🗸		





• Keeping your address and contact details up-to-date is important in e-commerce. To edit these details fill them in, in the spaces provided. Make sure that there are no spaces between the numbers of your telephone number when entering.

	Store status:Offline		Cancel Save
v	Despore suit design for all formal events.		
Dashboard			
Transactions			
Customers			dl.
Stores			
Home	Business Contact Information		
Orders	Where are you selling from? Street address	City	
Products	30 Baker Street	Johannesburg	
Categories	Country	Province	Postal Code
Settings	South Africa	Gauteng	2196
View store 🖸	Phone number		
Developers	0111234567 I		
Support			
Smudge			
Smudge Smudge Smudge	Support Contact Information	andal Alam Ina in San an a baadiina an b	
English (United States) 🗸 🗸 🗸	How customers can get monstart with your business sh Email	Phone number	
Logout			

• Support contact information is necessary, as customers like to know that there is someone they can chat to when they need help with a purchase. This information must be correct and kept up-to-date.

	Store status:Offline 🌕	Cancel
~		
Dashboard	Where are you selling from?	
Transactions	Street address	City
ransactions	30 Baker Street	Johannesburg
Customers	Country	Province Postal Code
itores	South Africa	Gauteng 2196
Home	Phone number	
Orders	0111234567	
Products		
Categories		
Settings	Support Contact Information	
	How customers can get in contact with your business should t	they have issues checking out.
View store 🗹	Email	Phone number
Developers	support@test.com	01112 <u></u> <u>B</u> 4567
Support		
-	Social Media Accounts	
-	Social Media Accounts	🖌 Twitter
imudge mudge Smadge English (United States) v		☞ Twitter https://www.twitter.com/ username





• To build your social media community and for customers to find out more about you and any future offerings, insert your social media addresses and handles.

	Where are you selling from?		
shboard	Street address	City	
ansactions	30 Baker Street	Johannesburg	
stomers	Country	Province	Postal Code
ores	South Africa	Gauteng	2196
Home	Phone number		
	0111001557		
Orders	0111234567		
Orders Products	0111234567		
Products Categories	Support Contact Information	they have low as checking out	
Products Categories Settings	Support Contact Information How customers can get in contact with your business should t		
Products Categories Settings View store	Support Contact Information How customers can get in contact with your business should t Email	Phone number	
Products Categories Settings View store C evelopers	Support Contact Information How customers can get in contact with your business should t		
Products Categories Settings View store C evelopers	Support Contact Information How customers can get in contact with your business should t Email	Phone number	
Products Categories Settings View store	Support Contact Information How customers can get in contact with your business should t Email	Phone number	
Products Categories Settings View store C evelopers pport	Support Contact Information How customers can get in contact with your business should t Email support@test.com	Phone number	

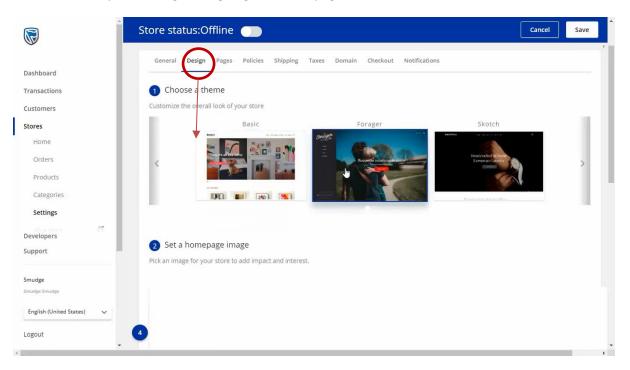
• Once you are finished and satisfied with the information you have provided on the General Page, click the Save button in the top right-hand corner to save all your changes, and proceed to the next page.

©	Store status:Offline	Cancel	Save
Dashboard	General Design Pages Policies Shipping Taxes Domain Checkout Notifications		
Transactions	Store name		2
Customers	This defaults to your merchant name, but you may change it if you like.	Rot	
Stores	Smudge Suits	G.	
Home		T	
Orders			
Products	Currency		
Categories	Choose your store currency.		
Settings	ZAR		~
View store			
Developers	Language		
Support	Choose your store language.		
Smudge	English (United States)		~
mudge Smudge	About us		
English (United States) 🗸 🗸	Briefly tell us a bit about your business and what makes you who you are.		
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Logout			

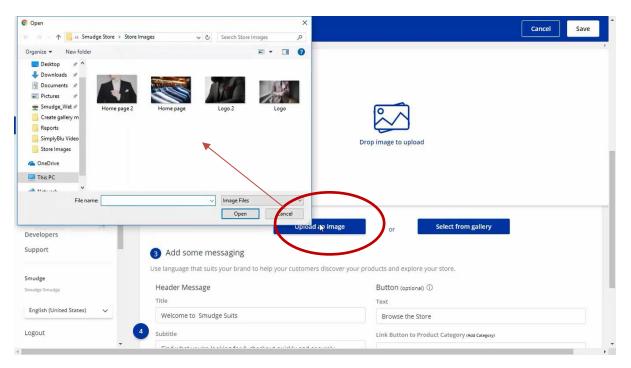




- Now it is time to give your store its personality.
- Once you have clicked on the Design Tab, you will be able to choose a theme from the ones provided. Choose the one that best suits the look of your store. Once you have decided on a theme, you can begin designing the home page.



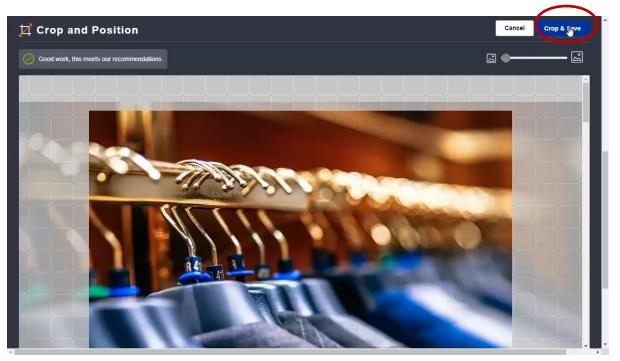
• Start by choosing a picture, one that can be found on your computer or you can choose from the gallery provided.







• From here you will be able to adjust the picture to the way you want it to look. When you are happy click the crop and save button in the top right-hand corner.



- You will be directed back to the design page.
- Now, you can begin adding text to your page. You will be able to see in the example given where the text will appear on the home page. Begin with a headline which could be a welcoming message to the store.

<u>َ</u>	Store status:Offline 🌕	Cancel Save
Dashboard Transactions		
Customers		
Stores		
Home	Upload an image	or Select from gallery
Orders	3 Add some messaging	
Products	Use language that suits your brand to help your customers discover you	ir products and explore your store
Categories		
Settings	Header Message	Button (optional) ① Text
	Welcome to Smudge Suits I	Browse the Store
Developers	Subtitle	
Support	Find what you're looking for & checkout quickly and securely.	Link Button to Product Category (Add Category)
mudge		All Products
mudge Smudge	Font Color #ffffff	Button Color
English (United States) 🗸	#IIIII	#29313A
Logout	Q	
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- The text option should be a sentence about what the store has to offer, and the subheading should entice the customer to view items on the store.
- Once you are happy with the look of your homepage, the picture and the text, click on the save button in the top right-hand corner.

	Store status:Offline Cancel Save
Dashboard	You must set the following policies before going live: Shipping Policy. Privacy Policy. Refund Policy. Terms and Conditions
Transactions	
Customers	General Design Pages Policies Shipping Taxes Domain Checkout Notifications
Stores	
Home	1 Choose a theme
Orders	Customize the overall look of your store
Products	Basic Forager Skotch
Categories Settings Developers Support	
Smudge Smudge Smudge English (United States) v	2 Set a homepage image Pick an image for your store to add impact and interest.
Logout	