

INOVICA store

Getting Started

Our ecommerce platform is very comprehensive so we have put together this advice sheet to give you some guidance on how to start with your store.

When you log into the admin for your new store there are a few areas that you should aim to set up:

On the Configuration Menu:

1) Payment Gateways

You want to make sure that your customers can pay - so set up your payment options here. We have a few standard payment gateways built in already to suit a range of business needs, but if you have something else in mind, just let us know!

2) Company Information

This is an important part of the admin - we use the information from this page to fill out various parts of your store, such as packing slips and invoices so you need to make sure you have all of your details filled in.

3) Currency Settings

Make sure you have the correct currency set up for your store, depending on where you are based in the world.

4) Tax Settings

Make sure that the correct taxes are set up to account for the rules and regulations that apply in your area.

5) Email Templates

Your email templates are integral to the running of the store. They let you know when someone has made an order or tried to contact you and they notify the customers of what is happening with their order. There are also templates in here for if you or your customers forget any access passwords.

With the admin templates, make sure that you have filled the relevant email addresses in so that you get the right emails through to let you know what's happening. With your customer templates, make sure you personalise them for your store so that the customer can see who it is from and feel like you are communicating on a more personal level.

6) On the Content Manager Menu - Homepage

There are lots of content pages available on your site which are just waiting to be populated, but to get started you should make sure that you have your homepage content filled out.