

1-0005-EN-How do I enter an order email address in Shop...

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Created On: 09 Apr 2007 12:00 AM

- » Open up your shop file in ShopFactory.
- » From the menu at the top select **Central** and click on **Contact Details**.

» A window will appear, displaying Title, Introduction and so on - click the **Next** button to proceed to the next page.

» About 1/2 way down this window you will see a field labelled "**Email (for Orders)**". This is where you need to enter your email address. This email address is where your Order notification emails will be sent, so please ensure it is valid.

NOTE: Multiple email addresses can be entered, separated by a comma symbol , not a semi-colon ;

IMPORTANT: If you have a ShopFactory Total Care or GlobeCharge account (username and password) - please ensure you login to your account and add the same "**Email (for Orders)**". To do this, simply login to GlobeCharge or if you have ShopFactory account, open your shop in ShopFactory -> click on **MY ORDERS** button -> you will be redirected to the Santu interface -> click on **My Store** -> **General** -> locate the "Email (for Orders)" field -> add multiple email addresses separated by comma ,