

Other Options

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Quick Steps: Shop > Shop Settings > Options > Other Options

1. Login to the console, and select **Shop** from the top menu
2. Select **Shop Settings** from expanded left menu, then **Options**
3. Click **Edit**, then **Other Options** from the tabs across the section

The screenshot shows the 'Other Options' configuration page in the TG Shop console. The page is titled 'Options' and has a 'Save' button and a 'Cancel' button at the top. The page is divided into several sections, each with a tabbed interface. The 'Other Options' tab is selected. The sections and their fields are:

- General:** Tax Option (dropdown: Not Applicable), Tax Rate (10.00%), Sold Out Quantity (0), Order Email (orders@shop.com), Alternate Order Email (admin@shop.com), Product Subcategories (radio buttons: Yes, No), Mailing List (radio buttons: Yes, No), Mailing List Question (If Applicable) (text area).
- Integrated Email Database:** dropdown: Not Applicable.
- Postage Method:** radio buttons: Multiplier, Trigger Point. Default Postage SKU Code (text field).
- Text Title 1:** Text Box Question 1 - insert text box answer (text field).
- Option Title 1:** List Box Question 1 - select your answer from the drop down (text field).
- Option List 1:** Answer 1, Answer 2, Answer 3, Answer 4, Answer 5 (text area).
- Text Title 2:** Text Box Question 2 - insert text box answer (text field).
- Option Title 2:** List Box Question 2 - select your answer from the drop down (text field).
- Option List 2:** Answer 1, Answer 2, Answer 3, Answer 4, Answer 5 (text area).
- Google Conversion Code:** (text area).

At the bottom of the page, there are 'Save' and 'Cancel' buttons.

Tax Option: When adding an item you need to select it's GST Status. This option sets a

default for your organisations store.*

Order Email: This email is used by the system to let a shop administrator know when an order has been placed. It is also the email address used when a buyer receives their receipt from the system. This allows the email to look like it has come from your organisation through the system.

Alternate Order Email: Sends an email to this email address when someone makes an order. Used by organisations with more than one shop administrator.

Product Sub-Categories: Select “Yes” if your organisation will use sub-categories.

Mailing List: To integrate your shop orders with an email database, select “Yes”

Mailing List Question: Only applicable if Mailing List option is set to “Yes”. It allows an organisation to create their own Yes/No question. Eg. “Would you like to receive additional offer information from our organisation”.

Integrated Email Database: Only applicable if Mailing List option is set to “Yes”. Allows the organisation to select which database those people who select “Yes” to opt-in will be placed in.

Postage Method: Select which postage method you would like to use.

Text Title 1: Add in custom field questions if you would like to ask your customers something as they check out.

* GST Exclusive calculates GST on top of the price eg. \$10.00 product becomes an \$11.00 payment (\$10.00 + \$1.00 GST)

GST Inclusive calculates GST within the price eg. \$10.00 product remains a \$10.00 payment (\$9.09 + \$0.91 GST)

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