



## General Settings

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While the **Store Management** module enables you to customize the look and feel of your webstore, Cartzy has a separate module of **Store Settings** where you can configure the functional features that are used for administrative, support, and sales purposes.

Using the **General Settings**, you can set up the basic details of your store such as address, support email, currency, timezone, and format & units used in orders.

**Path: Store Settings > General Settings**

## Store details

Under this section, you can add the basic information about your online store.

- **Store Name:** Whatever store name you entered while initiating the setup of your store on Cartzy, appears here. You can edit/update the store name here.
  - This store name will be reflected in the **value of the variable placeholder** used for the store name.
  - This store name will be reflected in the **browser tab** when your store website is opened in a browser as demonstrated in the image below.
- **Store Industry:** Use the **dropdown selection list** to select the relevant industry of your dropshipping business.
- **Store Contact Email:** This is the email address at which you want to be contacted by the Cartzy support team for any queries or updates.
- **Customer Email:** This is the email address where you will receive the customers' messages/queries that are sent through the contact form on your store.



**Business Address**

This address will appear on your invoices. You can edit the address used to calculate shipping rates in your [shipping settings](#).

### Your Business Address

**Legal Name of Business \***

**Phone(optional)** **Street**

**Apartment, Suite, etc.**

**City** **State/Province \***

**Zip/Postal Code** **Country**

**Business Hours**

## Store address

This is the address that will appear in the **footer** of your web store i.e., the customers can see your store address and get an idea about where you are based.

For example, if you are targeting the customers of America and your store is located in Canada, but you want the customers to know that you are in the same region as they are i.e., America, then you can also use a dummy address here. Unlike the business address, the store address does not have to be valid.

If you want to keep the store address the same as the business address, just tick mark the **checkbox** given under **Store Address**. The store address fields will be populated with the same information as you entered in the business address fields.

**Store Address**

This address will appear in your store's footer and [Contact US](#) page.

### Your Store Address

☐ **Is your store address the same as your business address**

**Store Address Head Office \***

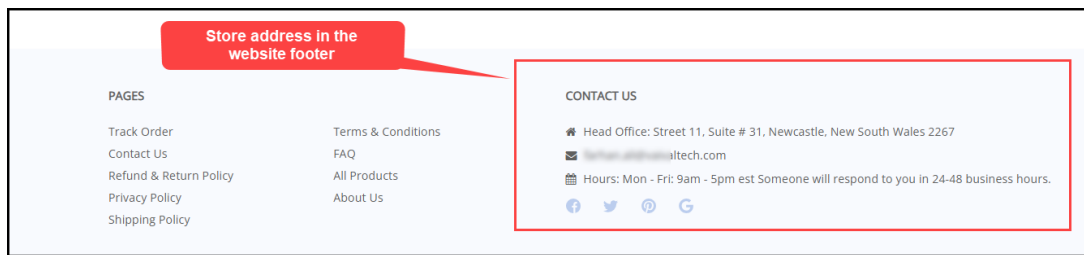
**Phone(optional)** **Street \***

**Apartment, Suite, etc.**

**City \*** **State/Province \***

**Zip/Postal Code \*** **Country**

**Business Hours**



## Standards and formats

- **Time zone:** You can configure the time zone for your store to match your business time zone.
- **Unit System:** Here you can select the unit system and units you want to use to display your products' parameters. For example, weight, or size.
- **Order ID format:** Each order, when generated, is assigned a unique order ID. Here you can customize the prefix and suffix of the order ID.

### Example:

- Unique order number: 12
- Prefix: ORD
- Suffix: Cartzy
- Order ID: ORD-12-Cartzy

## Store currency

Here you can configure the store currency that you want to use to sell your products. For example, if you are using USD, and the customer is buying from India, then the customer will be charged according to the current exchange rate of USD to the Indian rupee.

