



## **Online store setup Procedures**

(A checklist to ensure proper set up)

<http://admin.fruitflowers.com>

- 1) **On the opening page of the admin tool (after log-in is complete) make sure all info fields contain the proper information.**
- 2) **Click on the “Calendar” tab and black out all dates until physical store opening**
- 3) **Click on the “Delivery Charges” tab and input all delivery charges and tax information**
- 4) **Click on the “Town Names” tab and input all town name information**
- 5) **Click on the “Products” tab and input product prices**
- 6) **E-mail [admin@fruitflowers.com](mailto:admin@fruitflowers.com) so that we can insure your e-mail is working properly**
- 7) **Place a test order in your online store**