



## Before You Open Your Shop

Here are a few things to check before you open your website:

- Check your **Site Settings** page. Be sure your Company, Website URL, and Admin Email are properly filled in.
- Check your **Catalog Setup** page and makes sure that the Mals-E Cart ID and Mals-E Server boxes are both filled in correctly.
- Login to your account at **Mal's E-Commerce** ([www.mals-e.com](http://www.mals-e.com)) and double check these settings:
  - Shipping Charges
  - Payments
  - If using PayPal be sure that the address is correct, the choice "Return shopper to cart" is checked and that "Make IPN Call" box has an "X" in it.
  - If you need taxes charged, be sure taxes are setup.
- Look through **Your Website** from the public side to ensure you have activated your contact page, and included a "view cart" button so your shoppers can find their way back to their shopping cart if continue shopping after adding an item to their cart.
- Run a test transaction from beginning to end to be sure that you are able to put an item in your cart, checkout and pay for the item. Then login to your storeadmin area on your site and click the **Orders** link to be sure that the order showed back up in the storeadmin area. It may take 3-4 minutes depending on how fast PayPal or your payment processor tells the cart that the payment was completed.

If you have any questions contact the support desk at [support@elementalmuse.com](mailto:support@elementalmuse.com)