

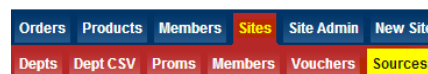
Etail Systems Tip Sheet


Objective: To add sources that customers can select at the checkout.

The following tells you how to achieve this;-

Many companies use the 'Where did you see us?' dropdown on their sites during the checkout process to see what advertising campaigns work & bring people to the site.

To add these, you'll need to go to Sites > Sources



You can either add a new source list by clicking the **Add New Source** button, or click the edit button  on an existing source list.

Title: You can change what words appear as the title of your source list here.

Display & Required: Choose one or both of these options if you want them to be displayed at the checkout, & required.

Append Other: This will display an option called 'Other', which will open up a text box where customers can type in where they saw you, if their option isn't in the list.

If you've edited any of these options, click 'Update Source List'.

You can now add your sources. Just type the name into the 'Source Description' box & click the green 'add' button.

You can reorder the sources in your source list by changing the display order in the dropdown boxes one at a time, & click the green 'update' button.

You can also add a date if you've had a voucher being sent out, for example, which will disappear from

the list once the date has passed. Click the green 'update' button to save your date.



There's currently no 'remove' button for sources in a source list, so if you set a date next to one you want to expire, it won't show on the list to the customer.

If you need any help with adding sources, please call 0844 482 0908 or email support@etailsystems.com.