



Welcome to Managing your orders




Squarespace
Webinars

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Squarespace Webinars



Managing your orders

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MERCHANT10

Managing your orders



TODAY'S TOPICS

- 1 | Getting your store ready for launch
- 2 | Processing orders
- 3 | Canceling and refunding orders

Managing your orders



1 | Getting your store ready for launch

Checking inventory
Store policies
Test orders

2 | Processing orders

3 | Canceling and refunding orders

Store policies

Things to consider when crafting your store policies



Check out



Sharing policies and terms on your site

guide linked on the Resources page for more details.

Test orders

	Placing a real order [Recommended]	Enabling test mode
Transactions that can be tested	Credit/debit card + Paypal	Credit/debit card
Charges	A non-refundable payment processor fee will be charged, even if you refund yourself	None (simulated charge using a fake credit card)
Store impact	None	Your store will be disabled, preventing you from accepting real payments

Managing your orders



1 | Getting your store ready for launch

2 | **Processing orders**

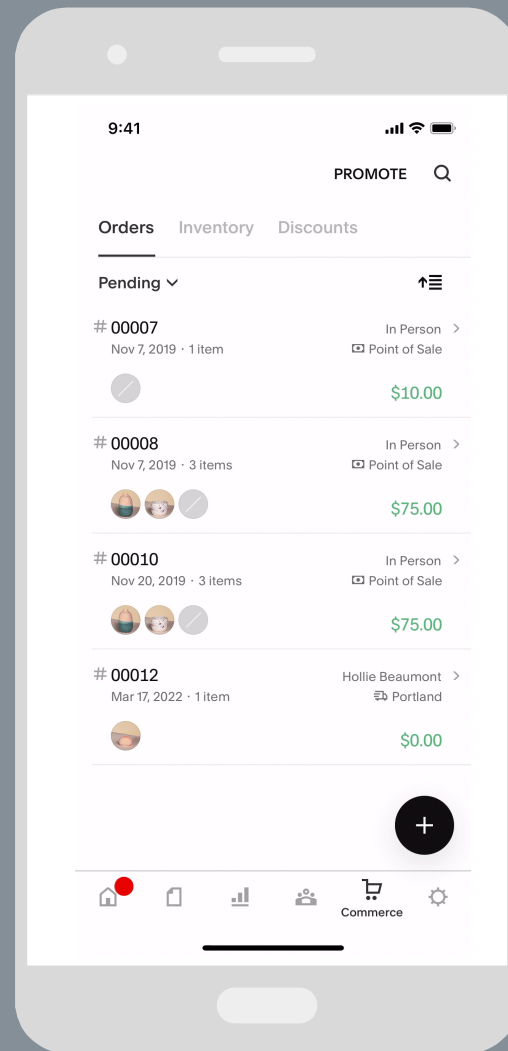
The orders panel

Fulfilling orders

3 | Canceling and refunding orders

Processing orders

Fulfilling orders in the Squarespace App



Managing your orders



- 1 | Getting your store ready for launch
- 2 | Processing orders
- 3 | Canceling and refunding orders**
 - Full refunds
 - Partial refunds
 - Accounting data

Managing your orders



RECAP

- 1 | Getting your store ready for launch
- 2 | Processing orders
- 3 | Canceling and refunding orders

Resources

Webinar Resources page

[learning.squarespace.com/
mo-resources](https://learning.squarespace.com/mo-resources)

Help site

Step by step guides | Video tutorials
at support.squarespace.com

Customer support

1:1 assistance via chat
and email

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