

Preferences

Preferences Overview

The **Manage Storefront Preferences** page is where you establish and maintain your default settings for newspaper category, payment options, and your credit card information, which is used to pay for your Storefront on a monthly basis.

Manage Storefront Preferences

[\(Show Instructions....\)](#)

Storefront Preferences		
Default Category:	Merchandise/Jewelry & Collectibles HELP!	Change
Payment Options:	<input type="checkbox"/> PayPal (More Info)	
	<input checked="" type="checkbox"/> Seller Defined Terms (More Info) HELP!	
Credit Card Info:	<i>You have no credit card information on file.</i>	Change

To Access Preferences

From any page in *Click•N•Buy*, click the **Preferences** link in the navigation bar.

Note: The **Manage Storefront Preference** page is accessed.

Manage Storefront Preferences

[\(Show Instructions....\)](#)


Storefront Preferences
Default Category: Merchandise/Jewelry & Collectibles [HELP!](#)
Payment Options: PayPal ([More Info](#))
 Seller Defined Terms ([More Info](#)) [HELP!](#)
Credit Card Info: *You have no credit card information on file.*

Working with Preferences

Default Category

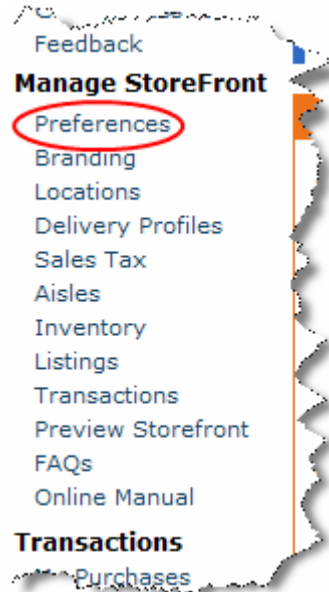
The **Default Category** is the newspaper category and sub-category (or classification) that best describes the majority of your inventory items (such as, *Tools/Drills* or *Clothing/Ladies Apparel*). *Click•N•Buy* provides a default for your convenience in entering inventory items. As you enter each new inventory item, the default you selected is in the field ready for you to use, or you can specify a different category and sub-category for the new item. Categories are used by the newspaper to narrow search parameters so buyers can find your items in the online classifieds more quickly and easily.

Storefront Preferences
Default Category: Merchandise/Jewelry & Collectibles [HELP!](#)
Payment Options: PayPal ([More Info](#))
 Seller Defined Terms ([More Info](#)) [HELP!](#)
Credit Card Info: *You have no credit card information on file.*



To Set or Change a Default Category

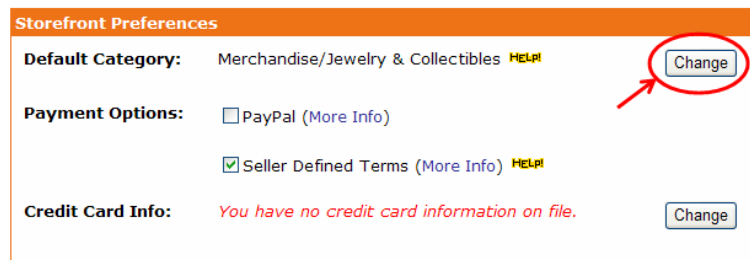
1. From any page in *Click•N•Buy*, click the **Preferences** link in the navigation bar on the left side of your screen.



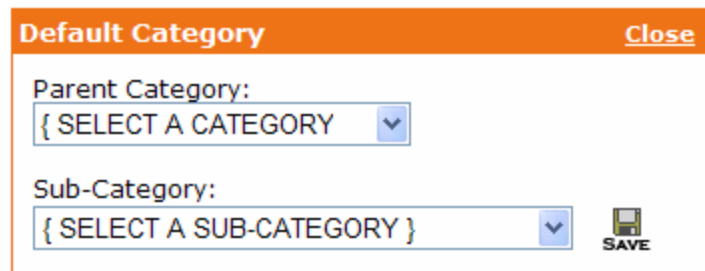
2. Click the **Change** button for **Default Category**.

Manage Storefront Preferences

(Show Instructions....)

A screenshot of the 'Manage Storefront Preferences' window. The 'Default Category' field is set to 'Merchandise/Jewelry & Collectibles' with a 'HELP!' link. A red circle highlights the 'Change' button next to it, with a red arrow pointing to it. Other options include 'Payment Options' with checkboxes for 'PayPal (More Info)' and 'Seller Defined Terms (More Info) HELP!', and 'Credit Card Info' with the message 'You have no credit card information on file.' and a 'Change' button.

Note: The **Default Category** window opens to present drop-down selection lists for **Parent Category** and **Sub-Category**.

A screenshot of the 'Default Category' dialog box. It has a title bar with 'Default Category' and a 'Close' button. The 'Parent Category' field is a dropdown menu with the text '{ SELECT A CATEGORY }'. The 'Sub-Category' field is a dropdown menu with the text '{ SELECT A SUB-CATEGORY }'. There is a 'SAVE' button with a floppy disk icon next to the Sub-Category field.

3. Click the **Parent Category** down arrow to open the selection list.
4. Click the category that best describes the majority of your inventory items.

Note: The category you chose is now displayed as the **Parent Category**.

5. Click the category that best describes the majority of your inventory items.

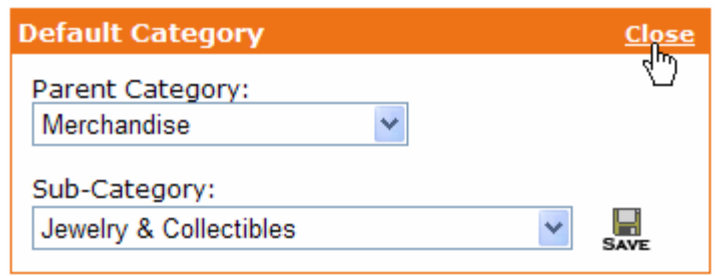
Note: The category you chose is now displayed as the **Parent Category**.

6. Click the **Sub-Category** down arrow to open the selection list.
7. Select a sub-category.
8. Click the **Save** icon.



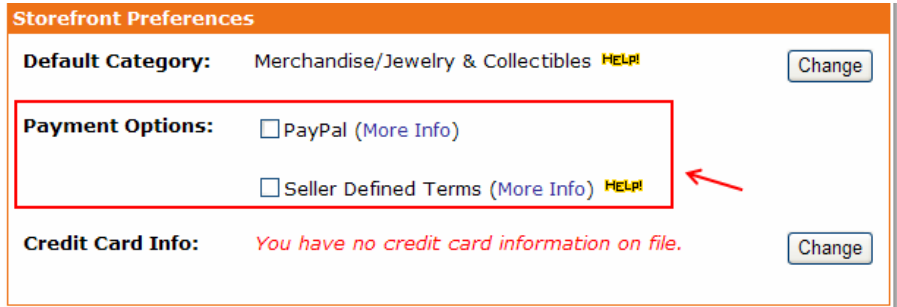
Note: Your choices are displayed as the **Default Category**.

9. Click the **Close** link to close the window.

A screenshot of a dialog box titled "Default Category". The dialog has an orange header bar with the title "Default Category" on the left and a "Close" link on the right. Below the header, there are two dropdown menus. The first is labeled "Parent Category:" and has "Merchandise" selected. The second is labeled "Sub-Category:" and has "Jewelry & Collectibles" selected. To the right of the second dropdown menu is a "SAVE" icon, which is a small floppy disk icon with the word "SAVE" below it. A mouse cursor is pointing at the "Close" link in the top right corner.

Note: Your choices for **Default Category** are saved.

Payment Options



The screenshot shows the 'Storefront Preferences' interface. It has an orange header. Below the header, there are three sections: 'Default Category' with the value 'Merchandise/Jewelry & Collectibles' and a 'HELP!' link; 'Payment Options' which is highlighted with a red box and contains two unchecked checkboxes: 'PayPal (More Info)' and 'Seller Defined Terms (More Info) HELP!'; and 'Credit Card Info' with the message 'You have no credit card information on file.' and a 'Change' button. A red arrow points to the 'Seller Defined Terms' option.

The **Payment Options** section provides the following ways for your Storefront to collect payment:



By default, the system uses your current user name (email address) as your PayPal account. If this is not correct, please enter a different account name in the text box above.

- **PayPal**—This option enables you to activate *PayPal*, a third party service that handles the sending and receiving of monies online. You can set up a *PayPal* account to allow buyers to purchase your items with a credit card or a debit card. *PayPal* is not affiliated with the newspaper, but is the global leader for person-to-person online transaction payments. More information can be found at www.paypal.com.

Note: *PayPal* registration is not required. If you do not have a *PayPal* account currently, an account will be created for you, automatically, the first time a buyer purchases an item from your Storefront.

- **Seller Defined Terms**—This option enables you to create seller-defined terms for payment, with custom instructions to your buyer specifying how you would like to receive payment. For example, mailing instructions for check payments or directions to your location for in-person payment and pick-up.

Note: While you may select multiple options, you must select at least one payment option.
