

Creating E-commerce General and Promotional Messages

Overview

Komet Sales allows companies to create General and Promotional messages for E-commerce customers to view once they log-in to their accounts. This option is *only* available through the e-commerce list experience, for more information please read the article on [Customer Account Advanced Setup](#).



Only Admin users have the option to create E-commerce General and Promotional Messages.

Instructions

1

Go to **Setup>Settings**.

2

Under **E-commerce** click on **Promotions and Messages**.

3

The **Promotions and Messages** window will open.

4

To create a new message, click on the **New Message** tab.

5

Enter the **title** you would like the message to have.

6

Under **Content** enter the message you would like the users to see. Images can be added as well.

7

On the fields for **Publish On** and **Expires On**, select the beginning and end date for the message to be displayed, along with the specific time you want the message to be published and expire in Eastern Time.

8

Select the type of message.

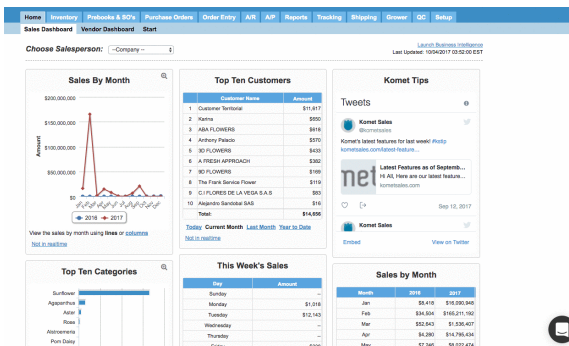
9

Click on **Save** to finish.

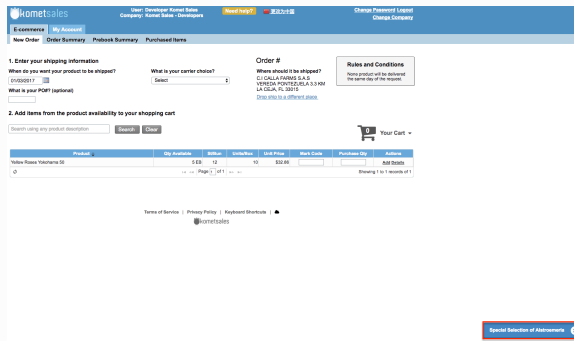
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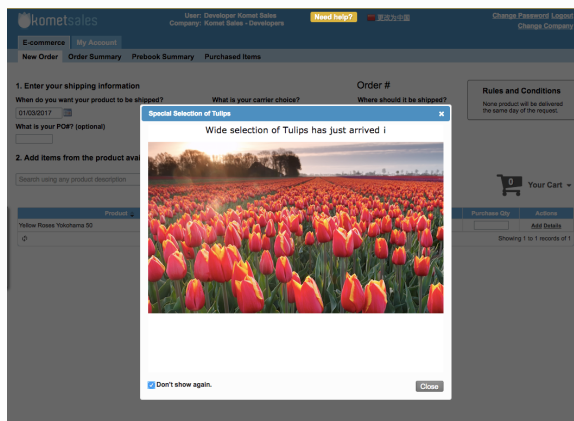
Roles enabled to perform this action: Admin, Setup.
(From Seller company)



i If you select **Pop-up**, this will be displayed at the lower right of the screen as follows:



On the other hand, if you choose the **window** type message, the system will open a window which will fill the screen once the user login into the E-commerce. If more than one message type window is running during the same period, only the first will be a window and the others become pop-ups.



How to edit Promotional Messages

Once the message is published, Komet will automatically take you to the **Message History** tab within the **Promotions and Messages** screen. In this screen, you will be able to see all of your previous messages. You will see the original Title of the message, date and time it was published on, date and time it expired, the current Status, total number of customers that read the message and the Actions column.

Under the **Actions** column, you have the option to **Edit**, **Delete** or **Copy** message. A message that is selected to be published on a future date or time from the day you are originally creating the message will appear under the **Status** column as a **Draft**. Under the **Actions** column, you have the option to **Edit**, **Delete**, **Copy** or **Publish** as shown below:

Title	Publish On	Expires On	Status	Read By	Actions
Super Discounts!	10/26/2017 00:00	10/27/2017 23:00	Draft	0 Users	
Special Selection of Tulips	10/03/2017 18:34	01/05/2017 23:00	Published	1 User	
Special Selection of Alstroemeria	01/03/2017 09:41	01/04/2017 23:00	Published	1 User	
Special Selection	10/07/2017 09:00	11/02/2017 23:00	Draft	0 Users	
Special roses 50% off	12/18/2016 16:33	12/13/2016 23:00	Published	1 User	
special on roses half off	01/02/2016 16:01	01/23/2016 23:00	Published	3 Users	
Special offer 50%	12/01/2015 11:17	12/02/2015 23:00	Published	1 User	
Send window	01/03/2017 19:46	01/03/2017 23:00	Published	1 User	
handle	01/03/2017 19:13	01/04/2017 23:00	Published	0 Users	

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