



INDITION COMMERCE

App Store

Setup Guide — before and after your first app

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App Store — Setup Guide

There is nothing to install to get the App Store — it is already in your admin. This guide covers the few things worth settling *before* anyone adds their first app, and what to do straight after.

1. Check you can see it

- 1 Sign in to your admin.
- 2 Look for **Apps** in the left menu, then **App Store**.
- 3 If it is not there, contact your Indition contact — either nothing has been made available for your store yet, or your sign-in is not an administrator.

2. Decide who should hold administrator access

This is the one genuinely important decision, and it is worth making deliberately rather than discovering later.

Anyone with an administrator sign-in can add any app offered to your store, and adding an app may affect what you pay. Treat that as spending authority: give it to the people you would trust with a company card, and not to counter staff.

Review who currently holds administrator access **before** you start using the App Store, not after the first surprise on a bill.

3. Agree what your list should contain

Your App Store shows the range chosen for your store. Before your team starts browsing, it is worth a short conversation with your Indition contact about:

- which apps you want visible, and which you would rather not tempt anyone with;
- the prices shown, and what they cover on your bill;
- anything you want available that is not there yet.

4. Add your first app

- 1 Open **Apps** → **App Store**.
- 2 Read the description and price on the card.
- 3 Click **Add this app**, then **Add app** to confirm.
- 4 Wait for **All done** — usually under a minute.
- 5 Click **Open it** to go straight to the app's settings.

Pick something low-stakes first if you want to see the process end to end before committing to a bigger app.

5. Configure what you just added — do not skip this

Adding an app installs it and switches it on. It does not know anything about how your business runs. Each app has its own settings, and the useful ones are usually the first thing you meet:

App	Settle early
Gift Cards	How gift card sales are treated for tax, and expiry rules.
Layaway	Deposit percentage, payment schedule, and what happens on default.
Inventory	Which locations hold stock, and what may be sold or shipped from where.
Service & Repair	Labour rates, job statuses, and who works the workshop.
Product Reviews	Whether reviews publish immediately or await approval.
Point of Sale	Tills, registers, cash-up routine, and pairing card readers.
Commission	Rates, and whether they vary by sales channel.

6. Give your staff access to the new app

Installing an app opens it to your administrators. Everyone else who needs it — workshop staff, counter staff, the person who reconciles the till — needs granting access the same way you handle every other permission in your admin.

7. If you change your mind

Use **Switch off** on the app's card. It stops being part of your store and keeps everything it has recorded, so switching back on later picks up where you left off. To have an app taken off your account entirely, contact your Indition contact.

Short version: check who has administrator access, agree your list with us, add the app, then configure it and grant your staff access. The adding is the easy part.