

# Orders by Telephone

## How do I enter / edit the return / exchange term?

01) Access the Control Panel

02) After login click on Tools >> Text Administration

03) On the line Return / Exchange Terms >> Options >> Edit

04) Describe the return / exchange term

05) After clicking Update

Note: You need to change the exchange / return text in the Control Panel >> Tools >> Extra Pages Administration and Control Panel >> FAQ System >> FAQ Administration

Unique solution ID: #2289

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Last update: 2017-07-20 22:27