

Managing your Store



Agenda

Overview of Store Module

Initial Setup of Store Module

- *Shipping Options*
- *Setting up Goods/Services*
- *General Settings*

Managing your Store

- *Adding Products*
- *Store Order Notifications*
- *Reviewing & Fulfilling Orders*

Reporting


Overview

The Store Module is a module that allows the association to sell additional resources/products to members

The integrated Store in your GrowthZone Software, makes selling and processing orders as simple as possible

CHERI'S SANDBOX STORE

Welcome to our Store.... find all of your lakes logo gear at the tip of your fingers




LOGO T-SHIRT

\$ 40.00

[Details](#)

[Add To Cart](#)




LOGO BACKPACK

\$ 50.00

[Details](#)

[Add To Cart](#)



LOGO BASEBALL CAPS

\$ 25.00

[Details](#)

[Add To Cart](#)

Getting Started

- ✓ Shipping Options
- ✓ Setting up Goods/Services
- ✓ General Settings

Shipping Options

Price Tiers

Shipping Price Tiers

Greater or equal than (Min)	Less than (Max)
1	49.99
50	98.99
99	10000

Shipping Options

The shipping price applied to a sale depends on the total amount of the sale

KB: Setting up Shipping Options

Shipping Option

Standard Shipping Fees

Step 4: Grand Total

Order Subtotal:	\$ 100.00
Tax:	\$ 4.00
Total with Tax:	\$ 104.00
Shipping:	\$ 0.00
Grand Total:	\$ 104.00

Shipping Options

The **Shipping** functions allow you to set the shipping fees associated to a sale

This is a two step process:

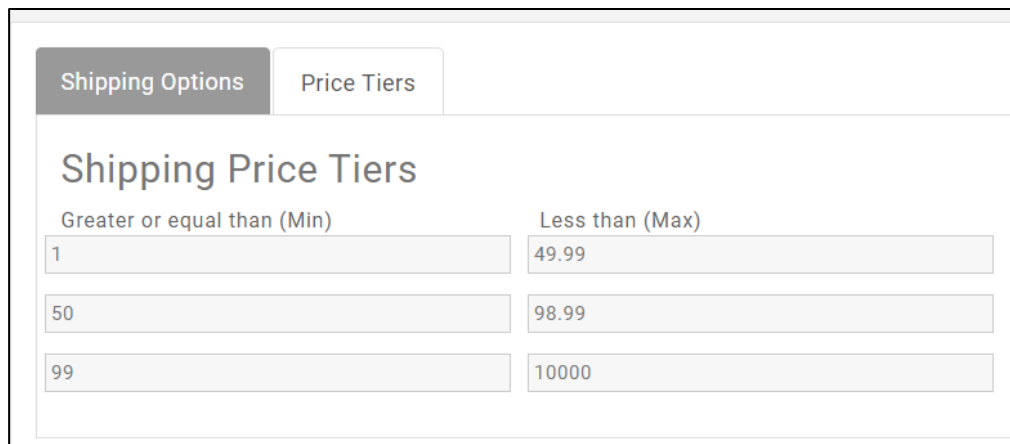
1. *Setup pricing tiers*
2. *Associate tiers to a Shipping options*

Shipping Option Price Tier Fees		
Min Value	Max Value	Shipping Fee
\$1.00	\$9.99	<input type="text" value="2.99"/>
\$10.00	\$29.99	<input type="text" value="5.99"/>
\$30.00	\$49.99	<input type="text" value="7.99"/>
\$50.00	\$99.99	<input type="text" value="9.99"/>
\$100.00	\$10,000.00	<input type="text" value="0"/>

Shipping Options

Setting up Tiers

- The **Price Tiers** screen is where you can set up your shipping price thresholds
- Each item in the Price Tier is a price range with a minimum and a maximum value



Greater or equal than (Min)	Less than (Max)
1	49.99
50	98.99
99	10000

Shipping Options

Associate the price tiers to shipping costs

All of the shipping option sets that you create will automatically be available in your store at checkout

Shipping Option Price Tier Fees		
Min Value	Max Value	Shipping Fee
\$1.00	\$49.99	7.99
\$50.00	\$98.99	12.99
\$99.00	\$10,000.00	0

Goods and Services allow you to define the fee items associated to the products you will sell in your store

KB: Setting Up Goods/Services



GrowthZone
smarter association software

Store General Settings

Store Description

KB: [Setup Store General Settings](#)

Orders

Products

Settings

Store Settings

Save

Entire Url

<http://mysandbox.growthzoneapp.com/store>

Store Description

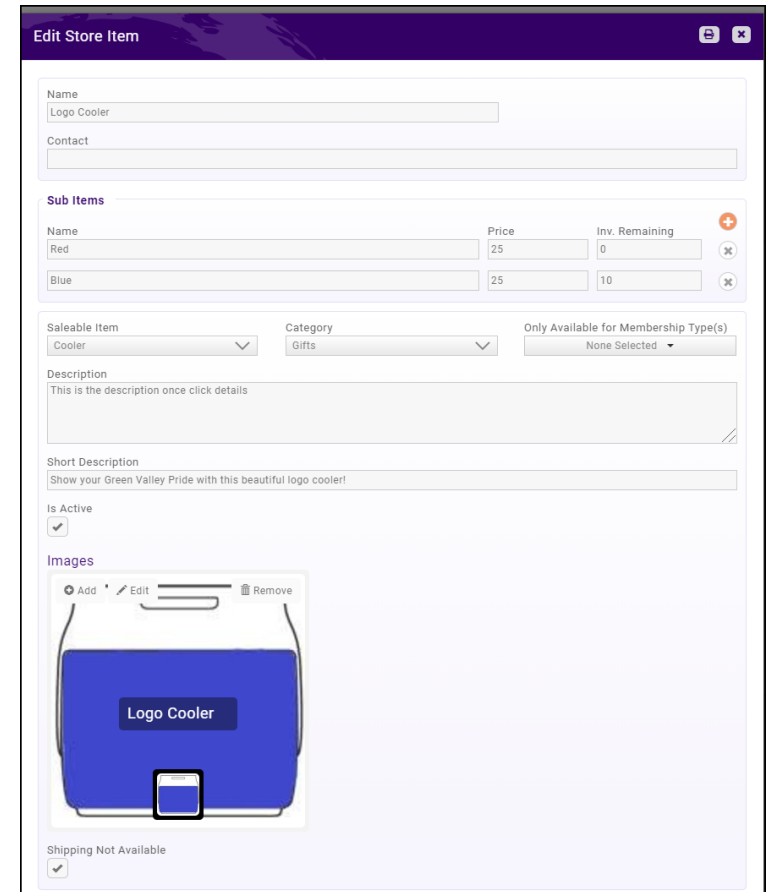
Welcome to our Store.... find all of your lakes logo gear at the tip of your fingers

Add Physical Products to Your Store

Your Store Module can assist you in managing “attributes” for physical product, such as size or color

In addition, you will be able track available inventory

KB: Add Physical Products to Your Store



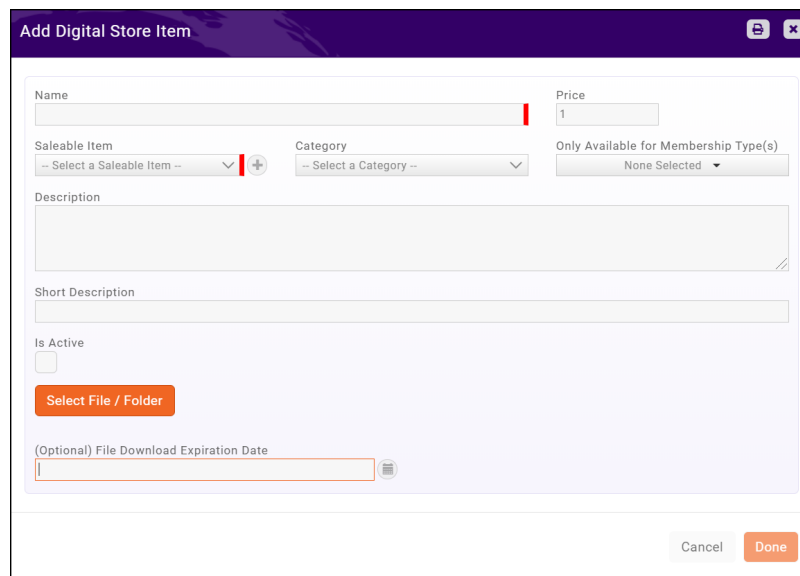
The screenshot shows the 'Edit Store Item' form in the GrowthZone software. The form is titled 'Edit Store Item' and has a dark purple header. It contains several sections for product management:

- Name:** A text input field with 'Logo Cooler' entered.
- Contact:** A text input field.
- Sub Items:** A table with columns for Name, Price, and Inv. Remaining. It lists two items: 'Red' with a price of 25 and 0 remaining, and 'Blue' with a price of 25 and 10 remaining.
- Saleable Item:** A dropdown menu with 'Cooler' selected.
- Category:** A dropdown menu with 'Gifts' selected.
- Only Available for Membership Type(s):** A dropdown menu with 'None Selected' selected.
- Description:** A text area with the placeholder text 'This is the description once click details'.
- Short Description:** A text area with the placeholder text 'Show your Green Valley Pride with this beautiful logo cooler!'.
- Is Active:** A checkbox that is checked.
- Images:** A section with 'Add', 'Edit', and 'Remove' buttons. It shows a blue cooler with a black handle and a black latch. The text 'Logo Cooler' is overlaid on the cooler.
- Shipping Not Available:** A checkbox that is checked.

Add Digital Product to Your Store

Digital Products provide a way to sell documentation to your members and the public

KB: Add Digital Downloads



The screenshot shows a web form titled "Add Digital Store Item" with a purple header bar. The form contains the following fields and controls:

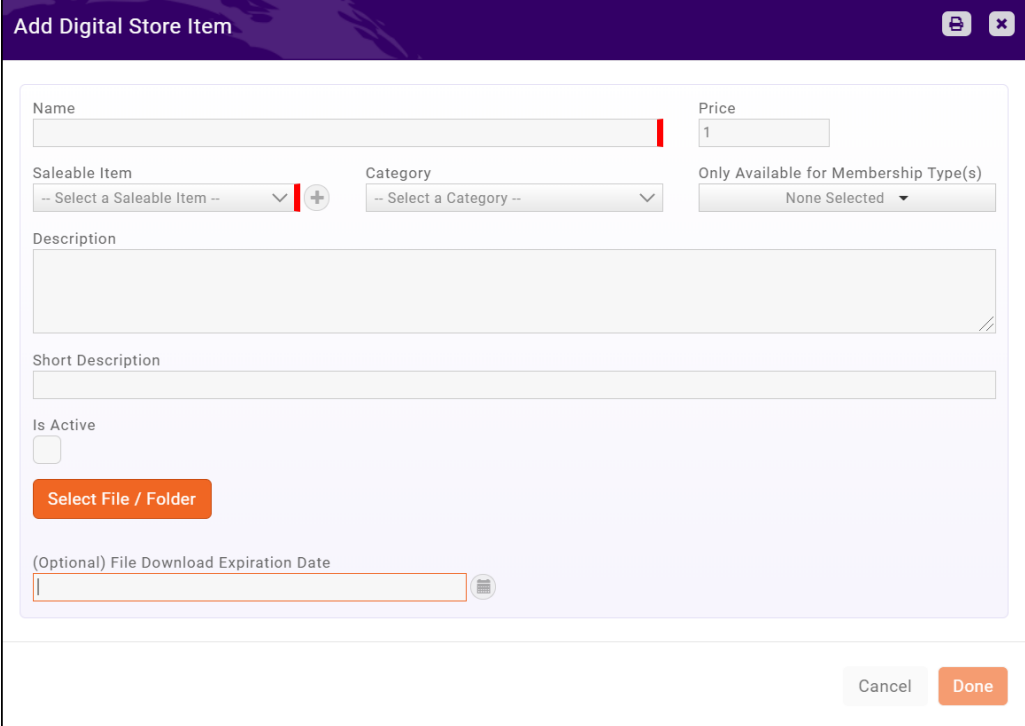
- Name:** A text input field.
- Price:** A text input field with the value "1".
- Saleable Item:** A dropdown menu with the text "-- Select a Saleable Item --" and a plus icon.
- Category:** A dropdown menu with the text "-- Select a Category --" and a downward arrow.
- Only Available for Membership Type(s):** A dropdown menu with the text "None Selected" and a downward arrow.
- Description:** A large text area for the product description.
- Short Description:** A text input field for a brief summary.
- Is Active:** A checkbox.
- Select File / Folder:** An orange button to upload the digital product file.
- (Optional) File Download Expiration Date:** A date picker field.
- Buttons:** "Cancel" and "Done" buttons at the bottom right.

Add Digital Products to Your Store

Pre-requisites:

- *Goods/Service Setup of Type*
- *Documentation uploaded to the Cloud*

KB: Add Digital Downloads



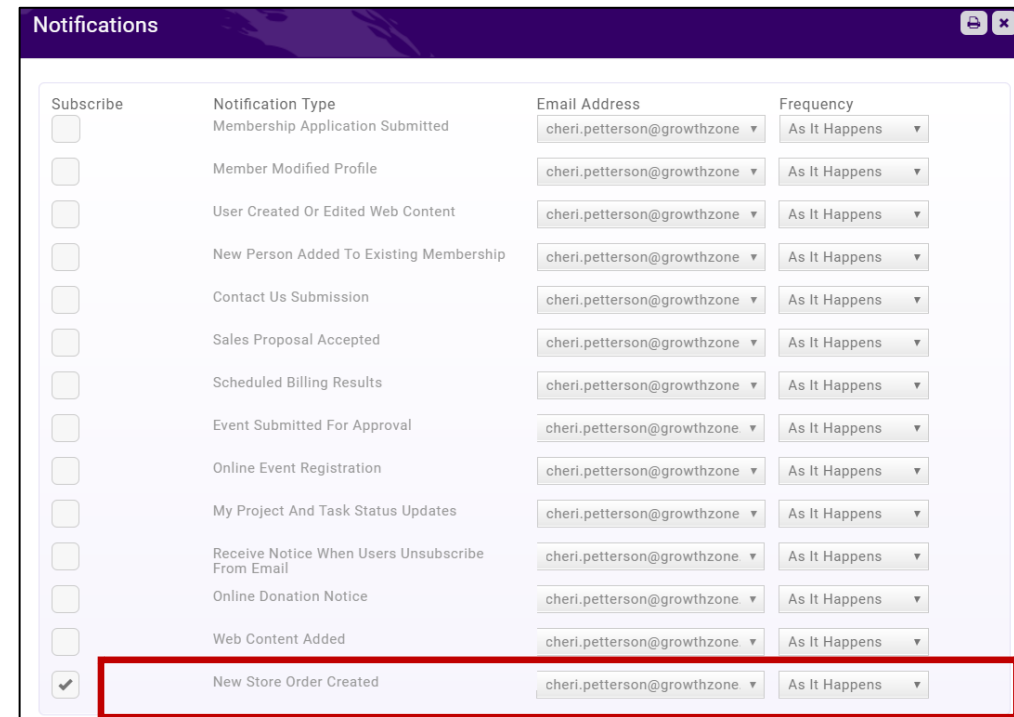
The screenshot shows a web form titled "Add Digital Store Item" with a dark purple header. The form contains the following fields and controls:

- Name:** A text input field.
- Price:** A text input field with the value "1".
- Saleable Item:** A dropdown menu with "-- Select a Saleable Item --" and a plus icon.
- Category:** A dropdown menu with "-- Select a Category --".
- Only Available for Membership Type(s):** A dropdown menu with "None Selected".
- Description:** A large text area.
- Short Description:** A text input field.
- Is Active:** A checkbox.
- Select File / Folder:** An orange button.
- (Optional) File Download Expiration Date:** A date picker field.

At the bottom right of the form are "Cancel" and "Done" buttons.

Managing Your Store Orders

When an order is placed, an automated message will be sent to those staff members who have subscribed to the New Store Order Created notification



Subscribe	Notification Type	Email Address	Frequency
<input type="checkbox"/>	Membership Application Submitted	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Member Modified Profile	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	User Created Or Edited Web Content	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	New Person Added To Existing Membership	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Contact Us Submission	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Sales Proposal Accepted	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Scheduled Billing Results	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Event Submitted For Approval	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Online Event Registration	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	My Project And Task Status Updates	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Receive Notice When Users Unsubscribe From Email	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Online Donation Notice	cheri.petterson@growthzone	As It Happens
<input type="checkbox"/>	Web Content Added	cheri.petterson@growthzone	As It Happens
<input checked="" type="checkbox"/>	New Store Order Created	cheri.petterson@growthzone	As It Happens

Managing Your Store Orders

All orders placed through your store will be displayed on the **Orders** tab of the Store module

Orders							
Products							
Settings							
Orders							
Search...							
Name	Purchase Date	Product Total	Notes	Status	Ref #		
John Derpey	4/5/2017	\$75.00		Pending	855225		
Dj Seag	4/5/2017	\$25.00		Pending	855206		
Dj Seag	4/5/2017	\$25.00		Pending	855204		

Managing Your Store Orders

To view order and update the status of an order, click into the Purchaser's **Name** on the Orders tab

General Information

Contact Name
Dj Seaghost

Purchase Date
5/4/2017

Shipping Information

Address
1132 1st Street South Baxter Minnesota

Shipping Option

Status
Pending

Notes (for internal use only)

Order Information

Products

Name	Quantity	Price	Total Price
Sunglasses	1	\$27.00	\$27.00

Store Reports

The **Store Product Purchases** report will generate a list of all product sold through your store

KB: Store Product Purchases Report

Results				
Contact Name ⌵	Order Date ⌵	Short Description ⌴	Quantity ⌵	Total Amount ⌵
Collin Thames MD	3/15/2017		4	\$100.00
Collin Thames MD	3/15/2017		15	\$750.00
Collin Thames MD	3/15/2017		5	\$125.00
Collin Thames MD	3/20/2017		35	\$1,375.00
	3/20/2017		25	\$625.00
Dj Seaghost	3/31/2017		1	\$50.00
Dj Seaghost	4/3/2017		1	\$25.00
Dj Seaghost	4/4/2017		1	\$25.00

Store Reports

The **Store Products** report will generate a list of all of your store products, along with the number sold of each item, and the number of orders for each item

KB: Store Products Report

Results			
Product Name ↕	Saleable Item ↕	Total Sold ↕	Orders Number ↕
Shoes	Shoes	0	0
Cool Portrait	Pet Products	25	1
Hat	Hat	46	1
What?	Pet Products	200	2
Praise the Sun	Pet Products	1,000	4
Vacuum Cat	Pet Products	5,500	7
Shake Party	Pet Products	8,000	8
Jeans	Jeans	882	8
Cat Time	Pet Products	2,390	10
Shake Extreme	Pet Products	18,000	12

Questions!