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

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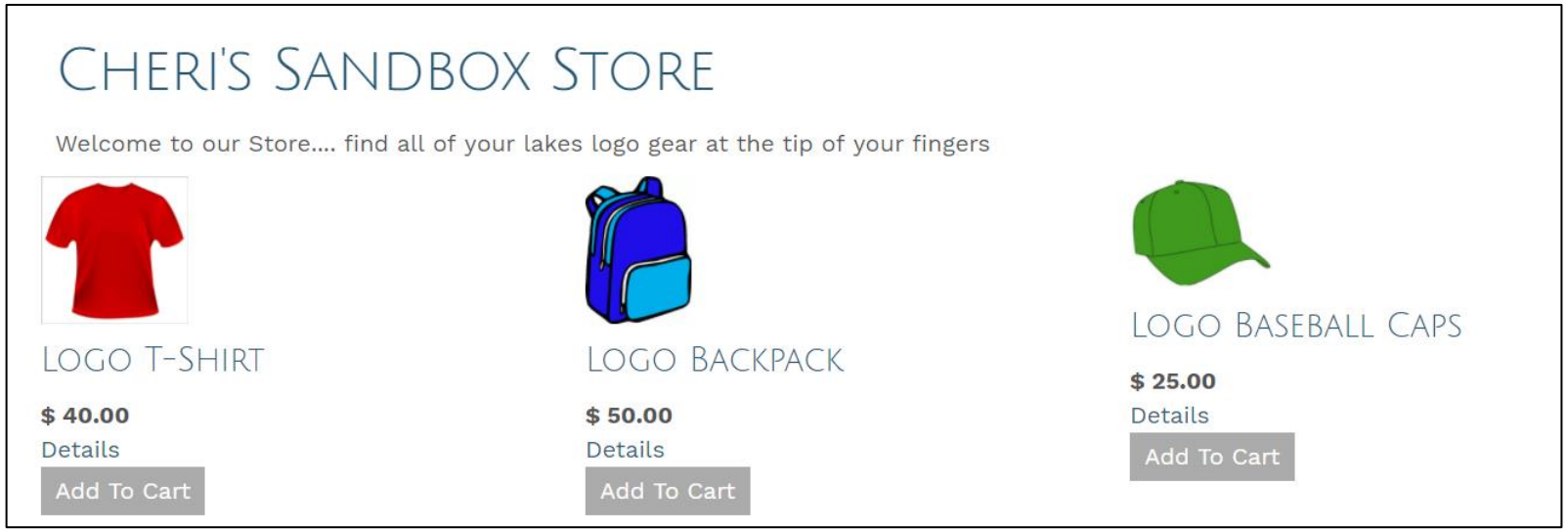
Overview

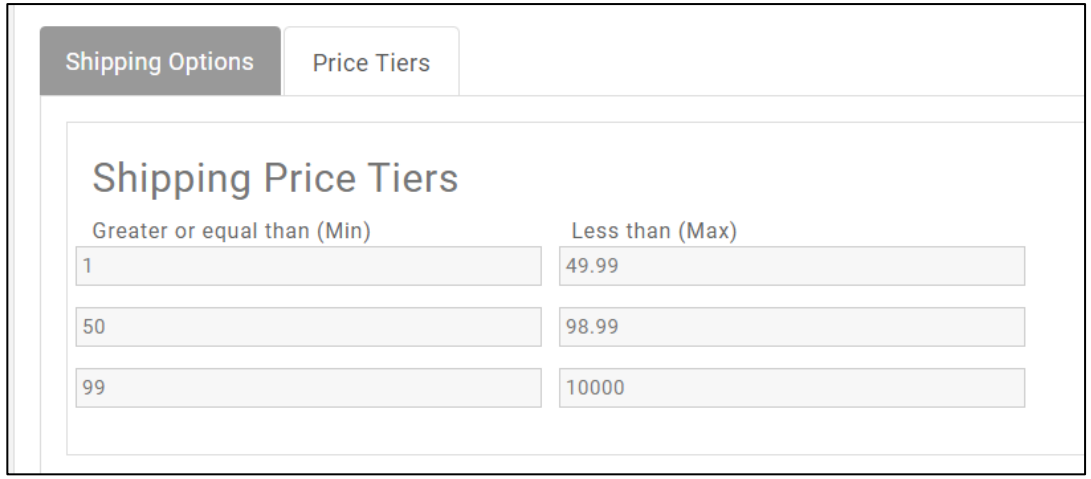
The Store Module is a module that allows the association to sell additional resources/products to members

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



Getting Started

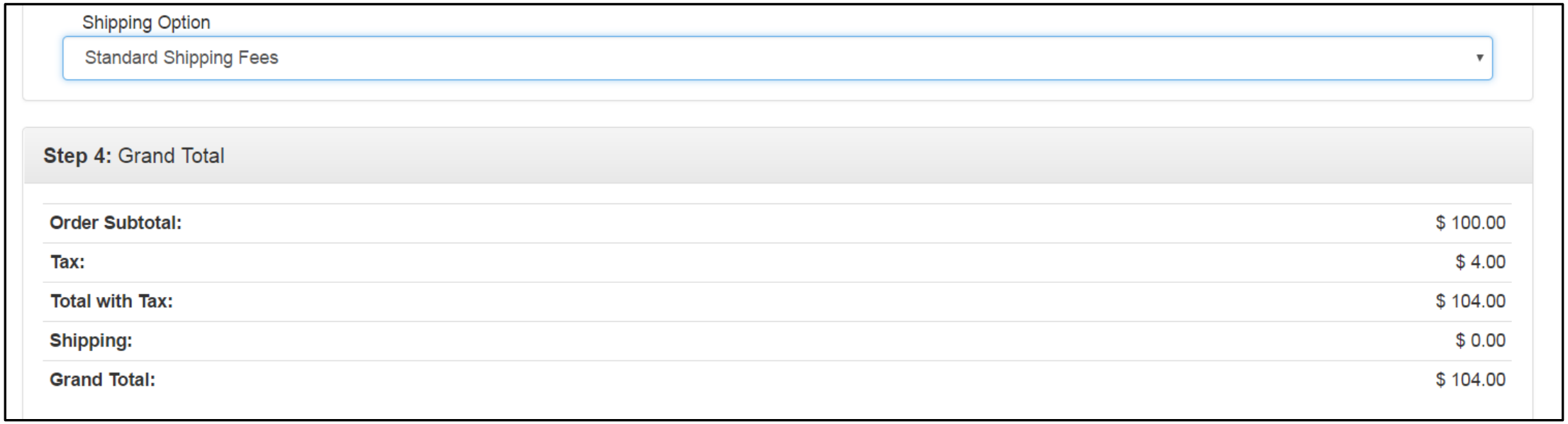
- ✓ Shipping Options
- ✓ Setting up Goods/Services
- ✓ General Settings



Shipping Options

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

KB: Setting up Shipping Options

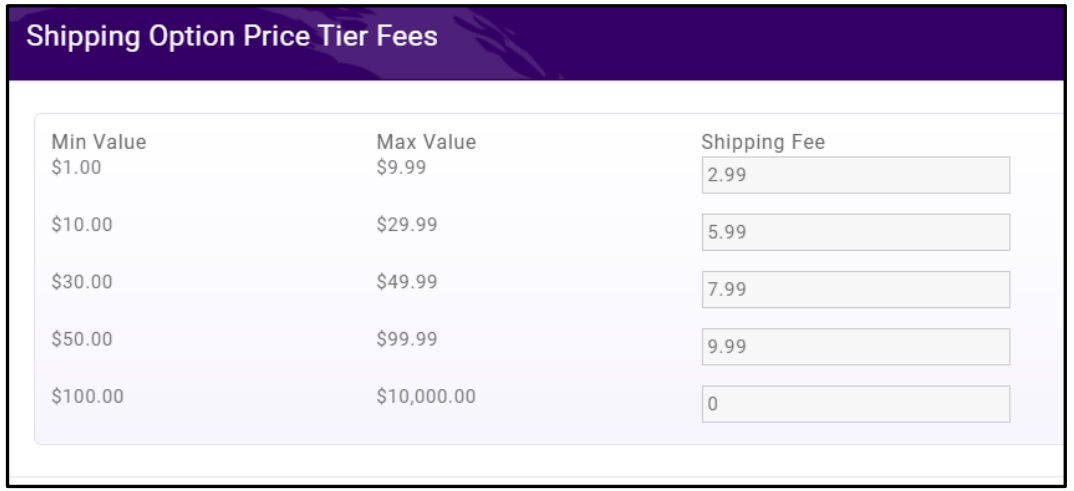


Shipping Options

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*



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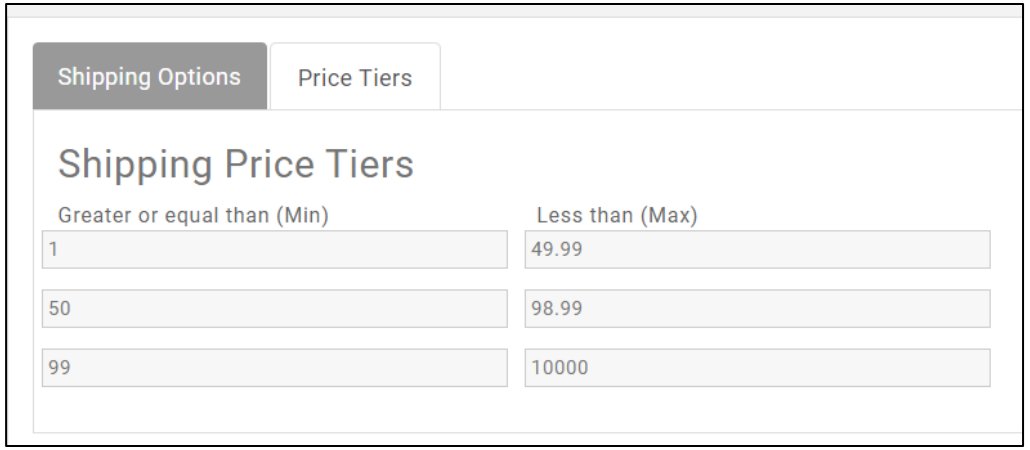
Shipping Options

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*



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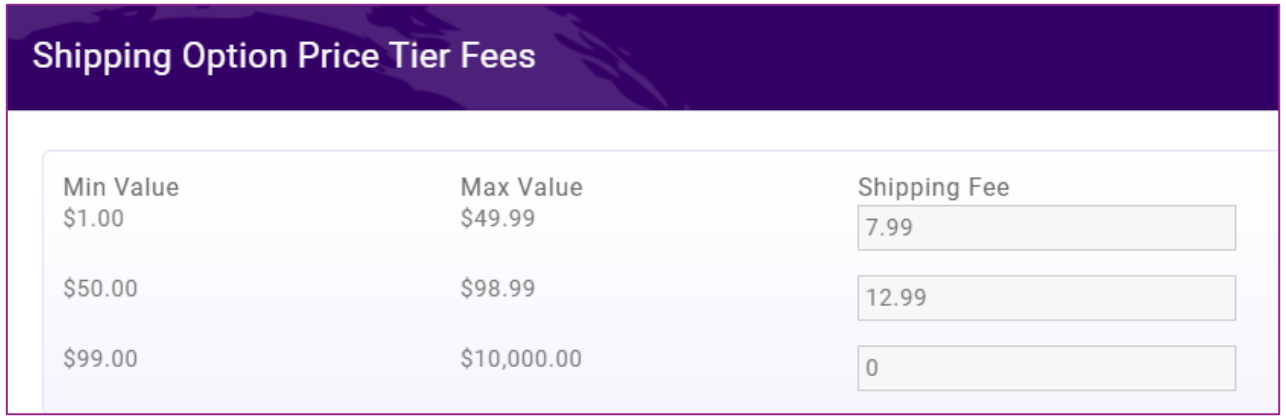
Shipping Options

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



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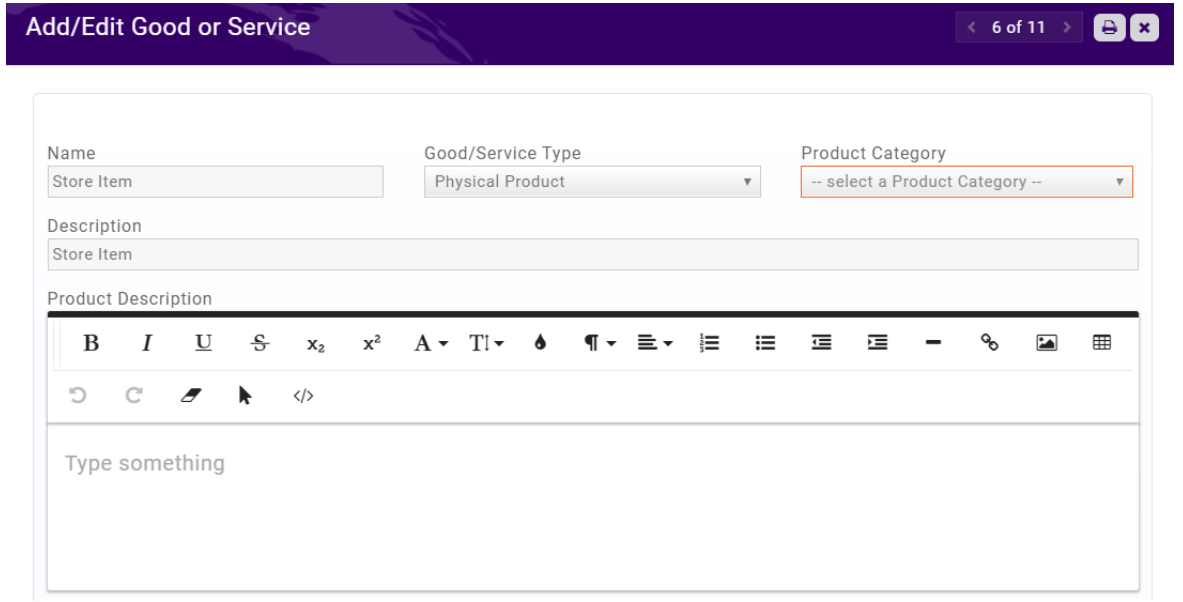
Setup Fee Items for Store Products

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

Goods/Service Type of "Physical Product" or "Digital Product“

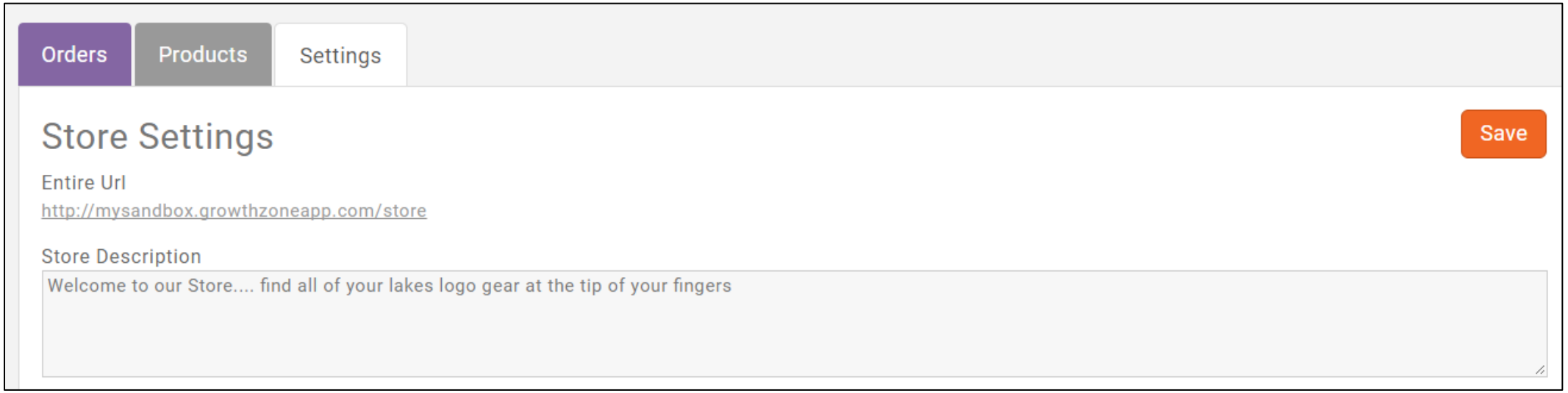
KB: Setting Up Goods/Services



Store General Settings

Store Description

KB: Setup Store General Settings



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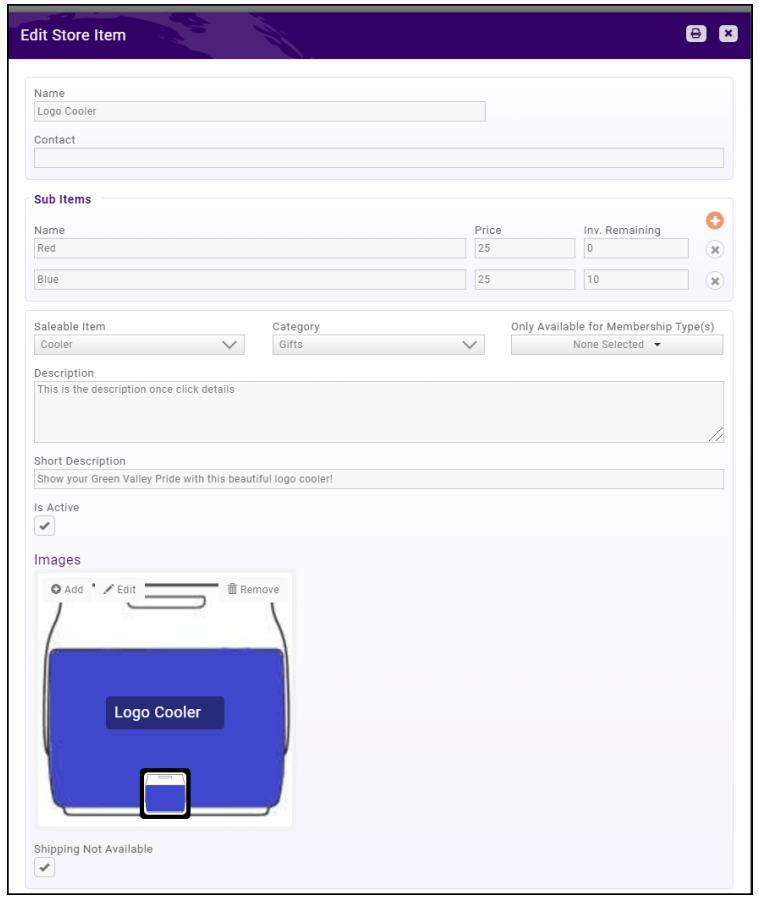
Add Physical Products to Your Store

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

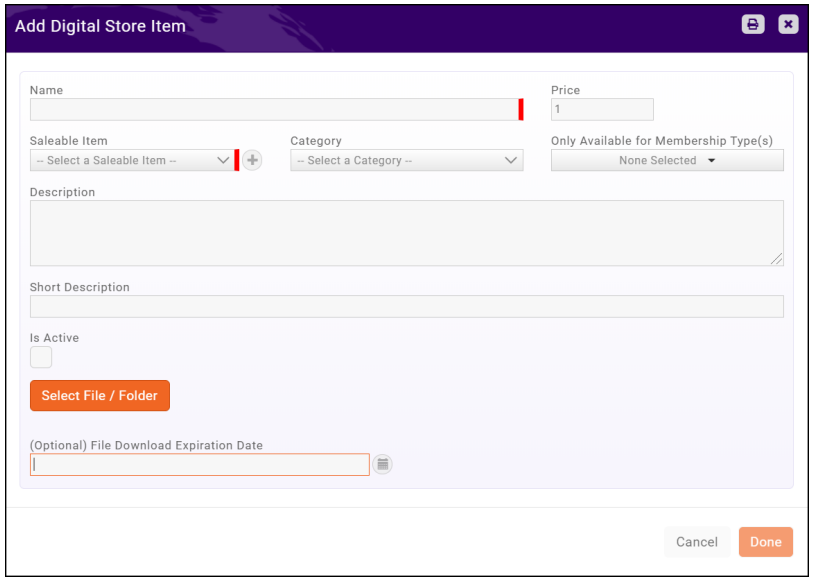
KB: Add Physical Products to Your Store



Add Digital Product to Your Store

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

KB: Add Digital Downloads

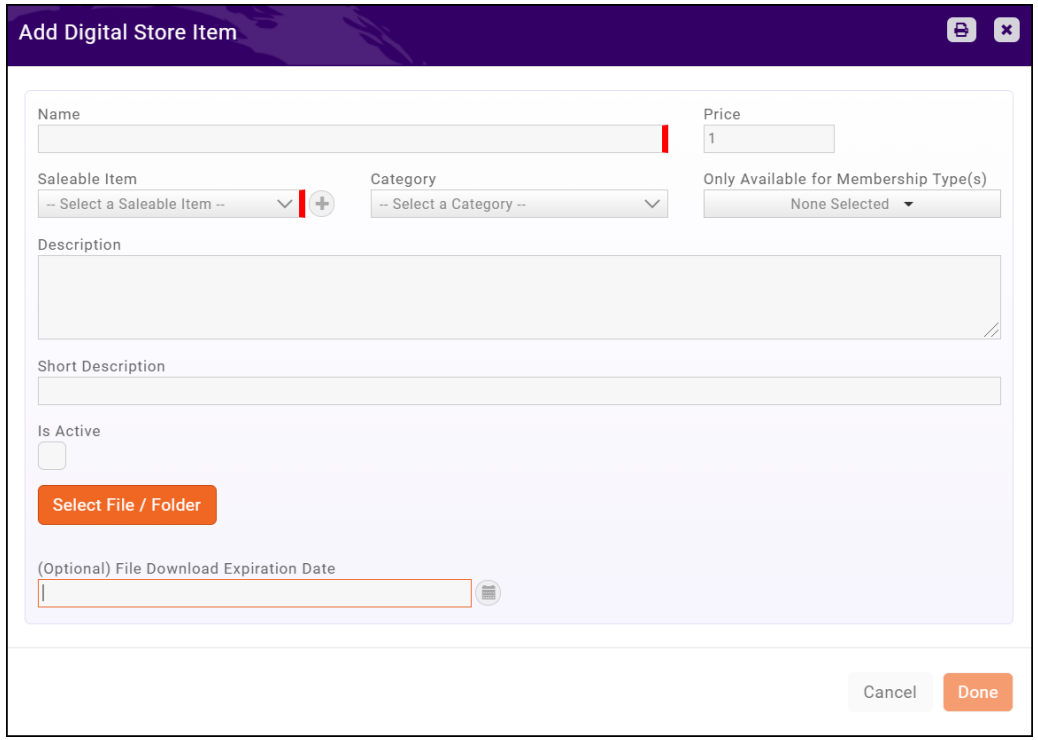


Add Digital Products to Your Store

Pre-requisites:

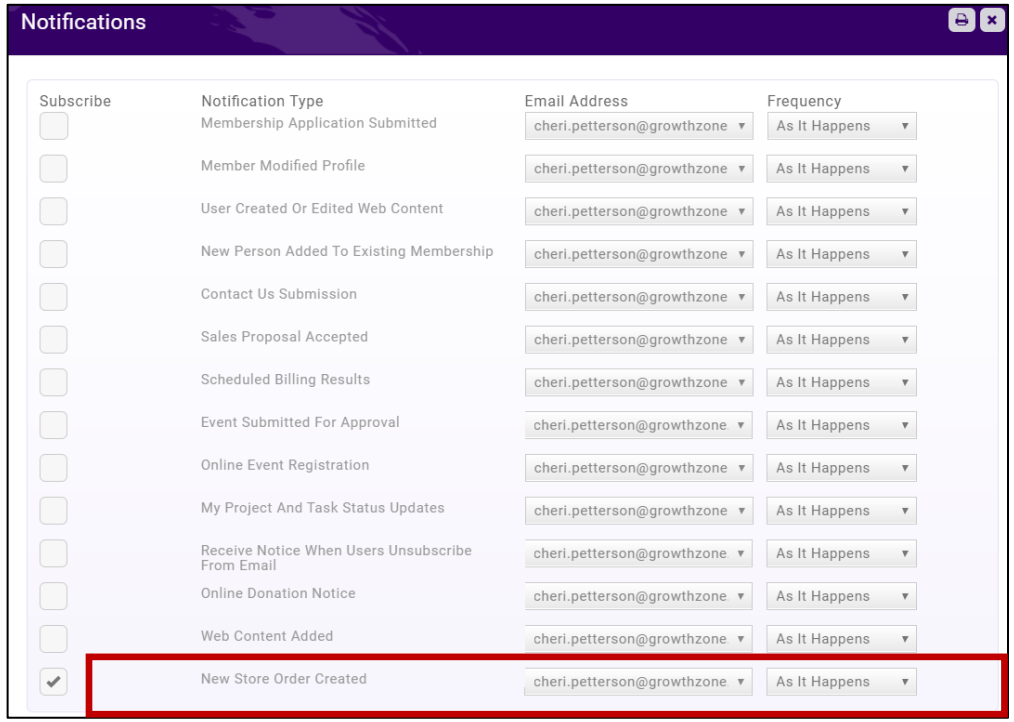
- *Goods/Service Setup of Type*
- *Documentation uploaded to the Cloud*

KB: Add Digital Downloads



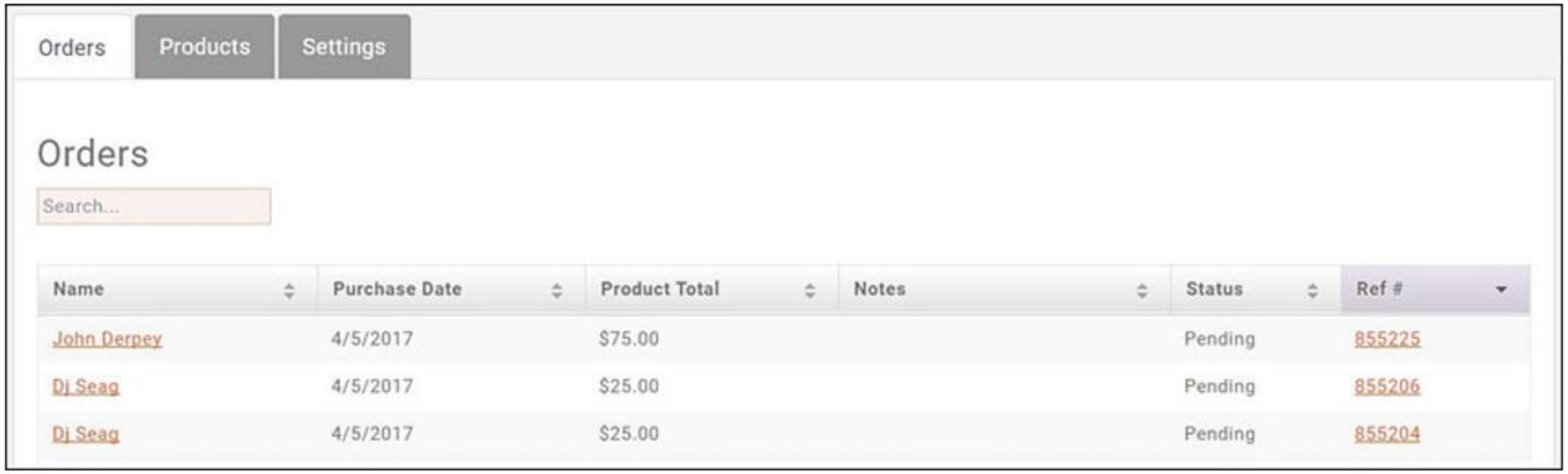
Managing Your Store Orders

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



Managing Your Store Orders

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



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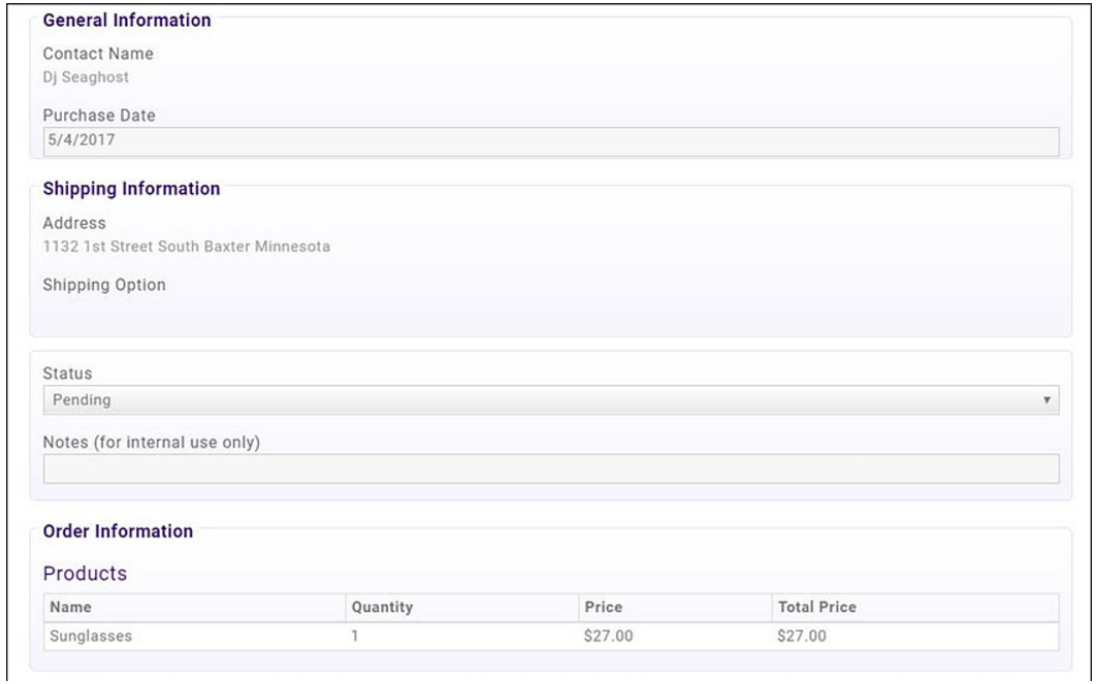
Managing Your Store Orders

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



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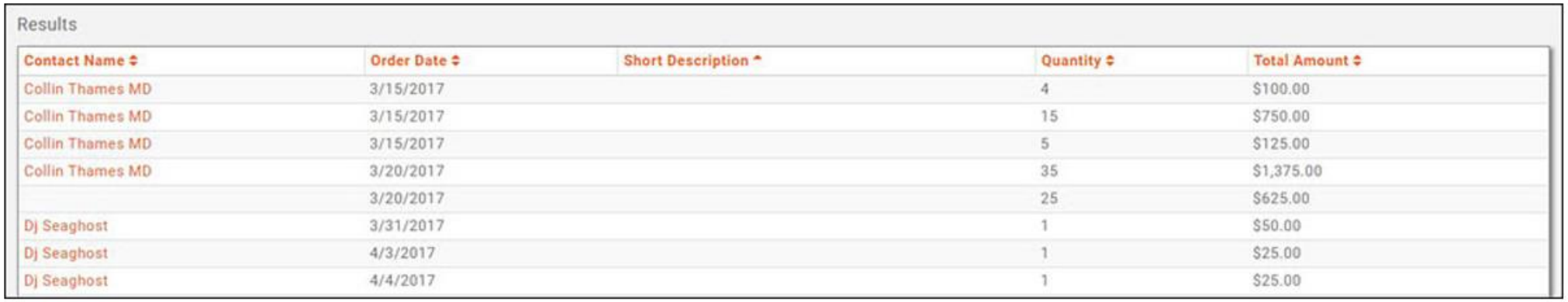
Store Reports

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

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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

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Questions!