

# GrowthZone - 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](#)

# Initial Setup

- 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
- WIKI: [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

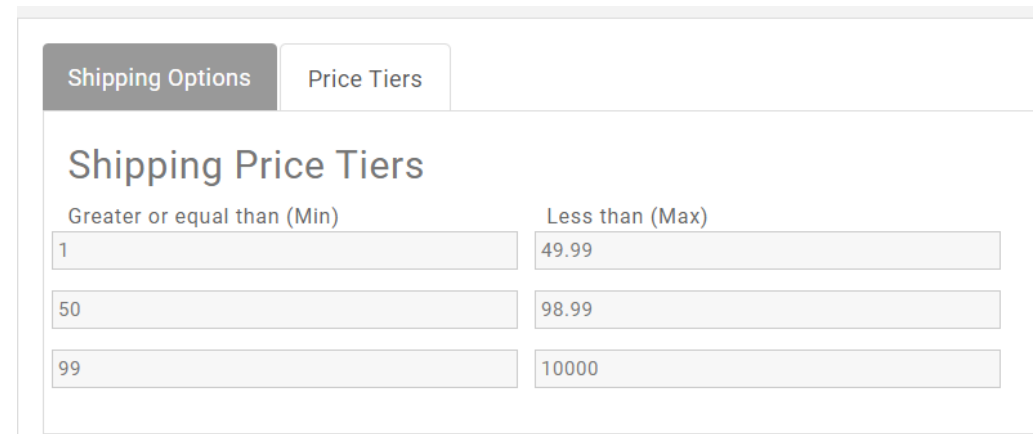
# Shipping Options

- 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



The screenshot shows a software interface for configuring shipping price tiers. It features two tabs: 'Shipping Options' and 'Price Tiers', with 'Price Tiers' being the active tab. The main heading is 'Shipping Price Tiers'. Below this, there are two columns of input fields. The left column is labeled 'Greater or equal than (Min)' and the right column is labeled 'Less than (Max)'. The first row has '1' in the left field and '49.99' in the right field. The second row has '50' in the left field and '98.99' in the right field. The third row has '99' in the left field and '10000' in the right field.

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	<input type="text" value="7.99"/>
\$50.00	\$98.99	<input type="text" value="12.99"/>
\$99.00	\$10,000.00	<input type="text" value="0"/>



# Setup Goods/Services 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"
- WIKI: [Setting Up Goods/Services](#)






Add/Edit Good or Service 6 of 11

Name	Good/Service Type	Product Category
<input type="text" value="Store Item"/>	<input type="text" value="Physical Product"/>	<input type="text" value="-- select a Product Category --"/>

Description

Product Description

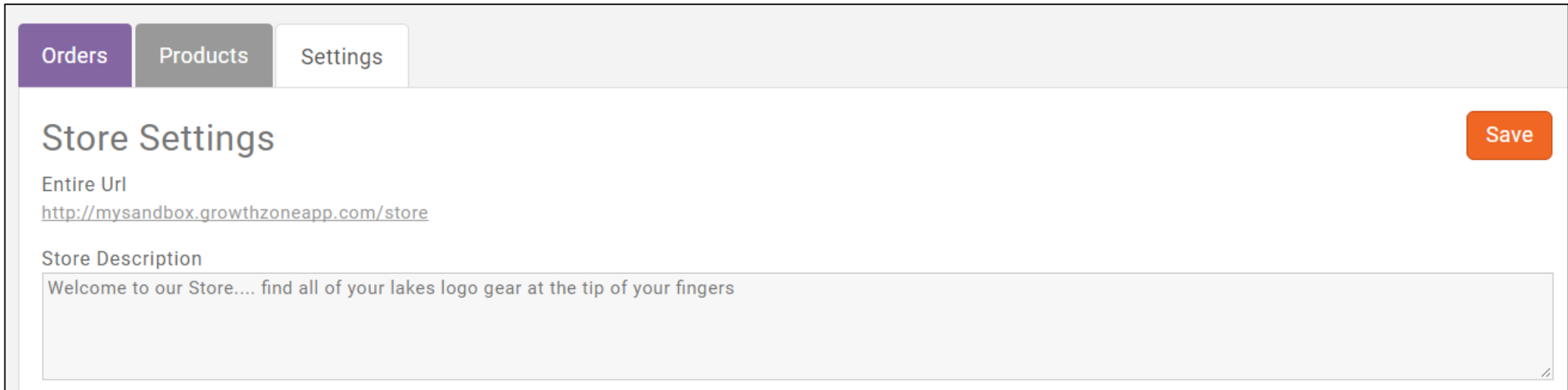
**B** *I* U ~~S~~  $x_2$   $x^2$  A T |         

Type something

# Store General Settings

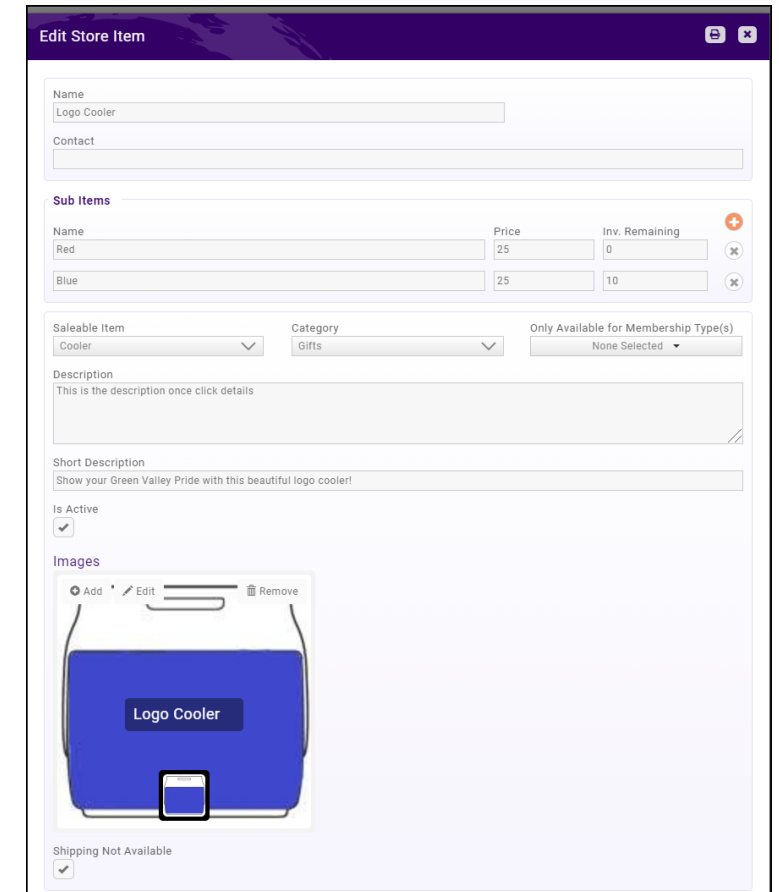
- Store Description
- WIKI: [Setup Store General Settings](#)



The screenshot shows a web interface for 'Store Settings'. At the top, there are three tabs: 'Orders' (highlighted in purple), 'Products', and 'Settings'. Below the tabs, the title 'Store Settings' is displayed on the left, and an orange 'Save' button is on the right. The 'Entire Url' field contains the text <http://mysandbox.growthzoneapp.com/store>. The 'Store Description' field contains the text '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
- WIKI: [Add Physical Products to Your Store](#)

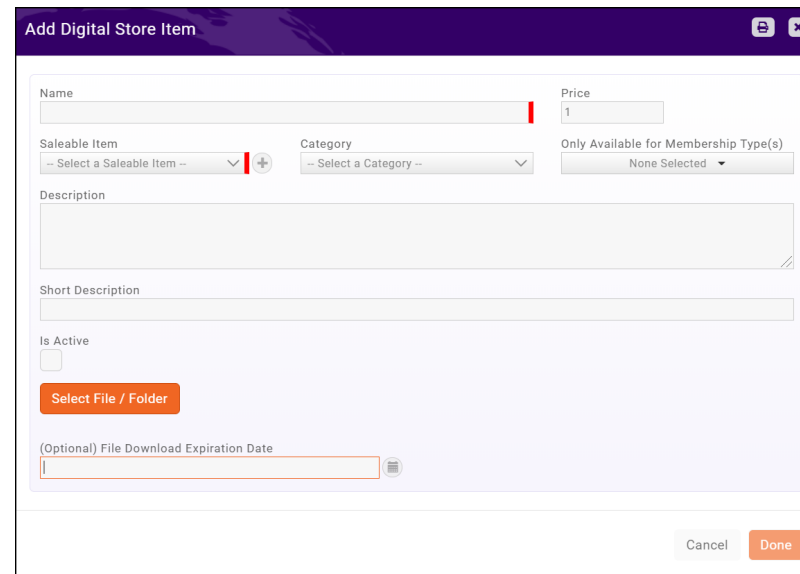


The screenshot shows the 'Edit Store Item' interface. The main form includes fields for 'Name' (Logo Cooler), 'Contact', 'Sub Items' (a table with columns for Name, Price, and Inv. Remaining), 'Saleable Item' (Cooler), 'Category' (Gifts), 'Only Available for Membership Type(s)' (None Selected), 'Description' (This is the description once click details), 'Short Description' (Show your Green Valley Pride with this beautiful logo cooler!), 'Is Active' (checked), 'Images' (a blue cooler image with 'Logo Cooler' text), and 'Shipping Not Available' (checked).

Name	Price	Inv. Remaining
Red	25	0
Blue	25	10

# Add Digital Product to Your Store

- Digital Products provide a way to sell documentation to your members and the public
- WIKI: [Add Digital Downloads](#)



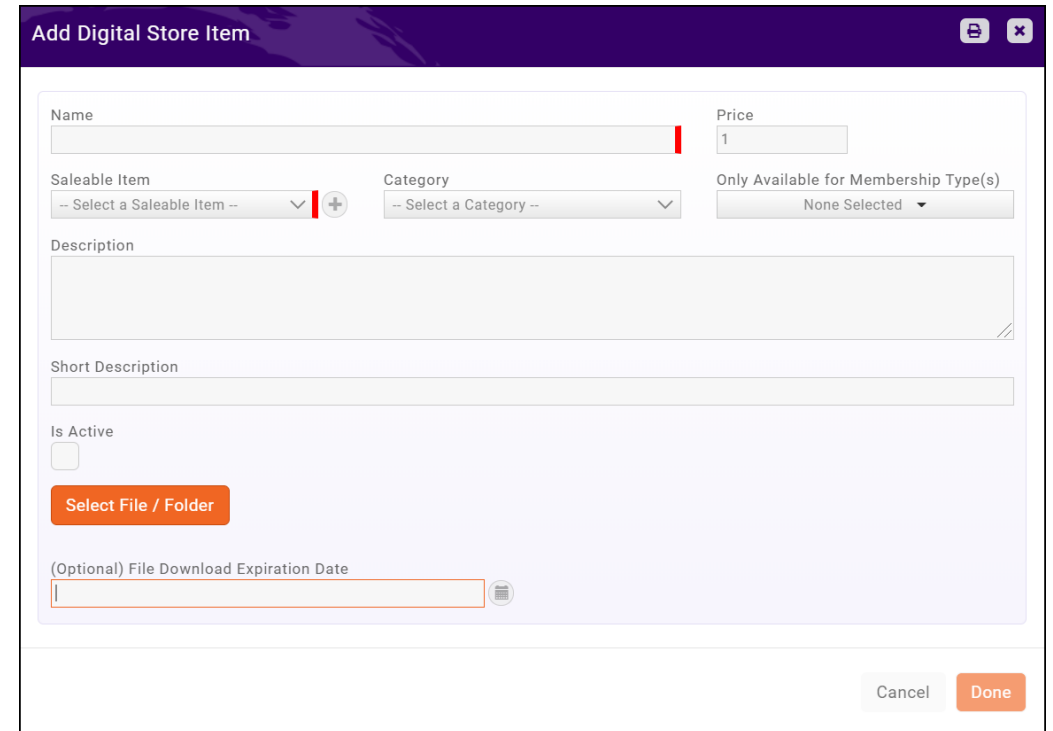
The screenshot shows a web form titled "Add Digital Store Item" with a purple header bar. The form contains the following fields and controls:

- Name:** A text input field.
- Price:** A text input field with the value "1".
- Saleable Item:** A dropdown menu with "-- 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 for the main product description.
- Short Description:** A smaller text area 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.

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

# Add Digital Products to Your Store

- Pre-requisites:
  - Goods/Service Setup of Type
  - Documentation uploaded to the Cloud
- WIKI: [Add Digital Downloads](#)

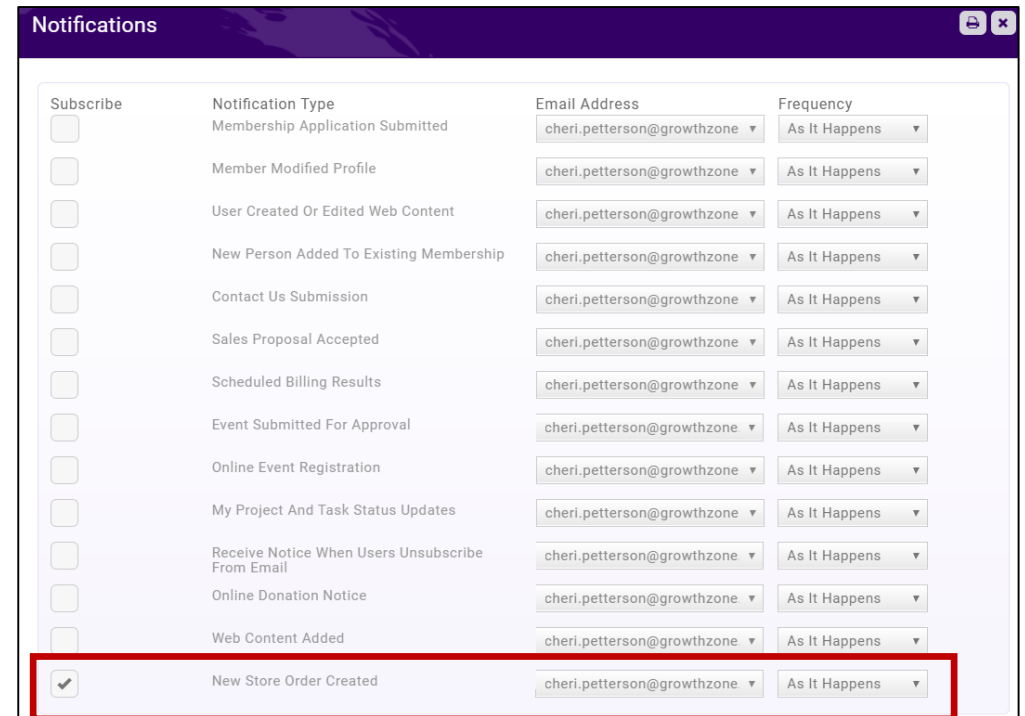


The screenshot shows a web form titled "Add Digital Store Item" with the following fields and controls:

- Name:** A text input field.
- Price:** A text input field containing the value "1".
- Saleable Item:** A dropdown menu with "-- Select a Saleable Item --" and a plus sign 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 for the main description.
- Short Description:** A text input field for a brief summary.
- Is Active:** A checkbox, currently unchecked.
- Select File / Folder:** An orange button for uploading digital content.
- (Optional) File Download Expiration Date:** A date input field with a calendar icon.
- Buttons:** "Cancel" and "Done" buttons at the bottom right.

# Managing Your Store Orders

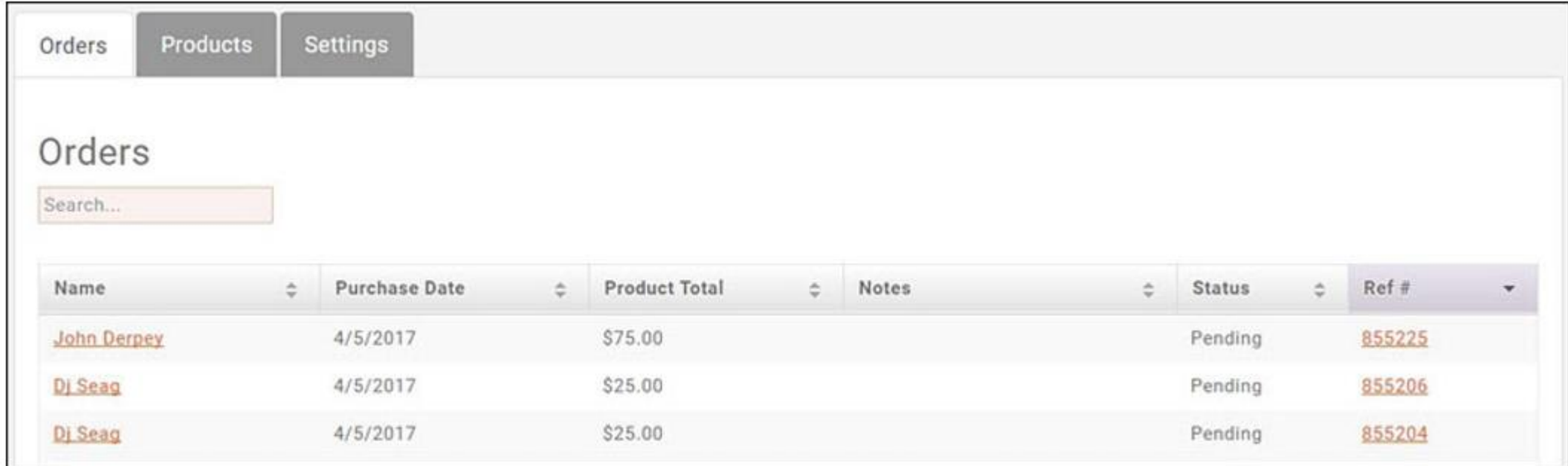
- When an order is placed, an automated message will be sent to those staff members who have subscribed to the New Store Order Created notification
- WIKI: [Managing Store Orders](#)



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



The screenshot shows the 'Orders' tab selected in a software interface. At the top, there are three tabs: 'Orders', 'Products', and 'Settings'. Below the tabs, the word 'Orders' is displayed. A search bar with the placeholder text 'Search...' is located below the title. The main content is a table with the following columns: Name, Purchase Date, Product Total, Notes, Status, and Ref #. The table contains three rows of data.

Name	Purchase Date	Product Total	Notes	Status	Ref #
<a href="#">John Derpey</a>	4/5/2017	\$75.00		Pending	<a href="#">855225</a>
<a href="#">Dj Seag</a>	4/5/2017	\$25.00		Pending	<a href="#">855206</a>
<a href="#">Dj Seag</a>	4/5/2017	\$25.00		Pending	<a href="#">855204</a>

# 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




# Digital Product Downloads

- When Digital Products are purchased, these are available for download via the Info Hub. If the purchaser is not an existing user with credentials, they will be prompted to create login credentials

Digital Downloads

DOWNLOADS

NAME	DESCRIPTION	DIGITAL DOWNLOAD ITEM	EXPIRATION DATE	ACTIONS
Local Maps.pdf		Local Maps		

# Store Reports

- The **Store Product Purchases** report will generate a list of all product sold through your store
- WIKI: [Store Reports](#)

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
- WIKI: [Store Reports](#)

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?

