



Growth Zone Managing your Store

Cheri Petterson

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

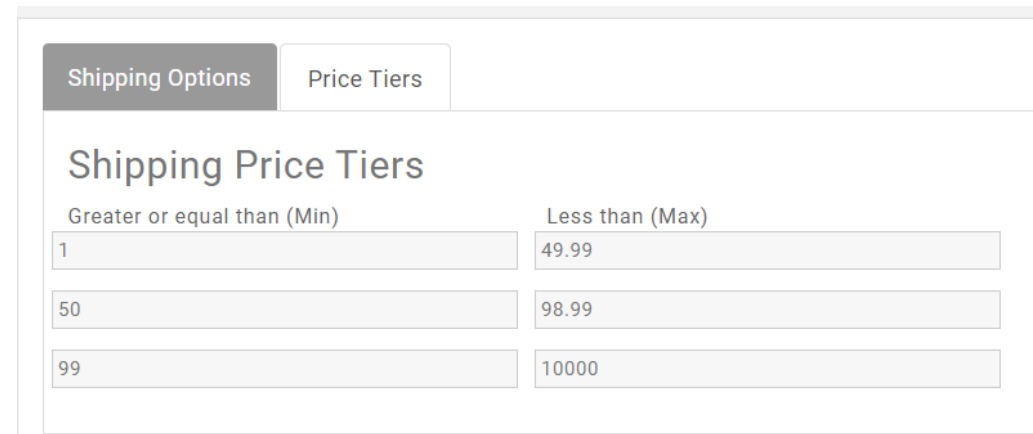
Shipping Options

- 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. At the top, there are two tabs: "Shipping Options" (which is selected) and "Price Tiers". Below the tabs, the title "Shipping Price Tiers" is displayed. The interface is organized into two columns: "Greater or equal than (Min)" and "Less than (Max)". There are three rows of input fields, each representing a price tier. The first row has a minimum value of "1" and a maximum value of "49.99". The second row has a minimum value of "50" and a maximum value of "98.99". The third row has a minimum value of "99" and a maximum value of "10000".

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

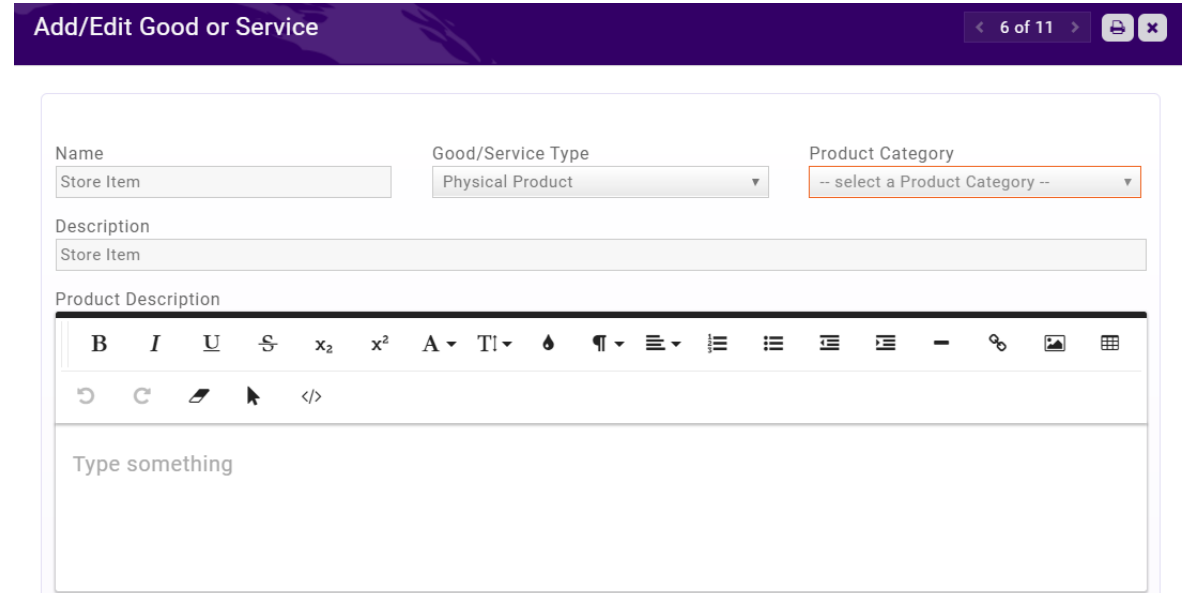
Shipping Options

- 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

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](#)

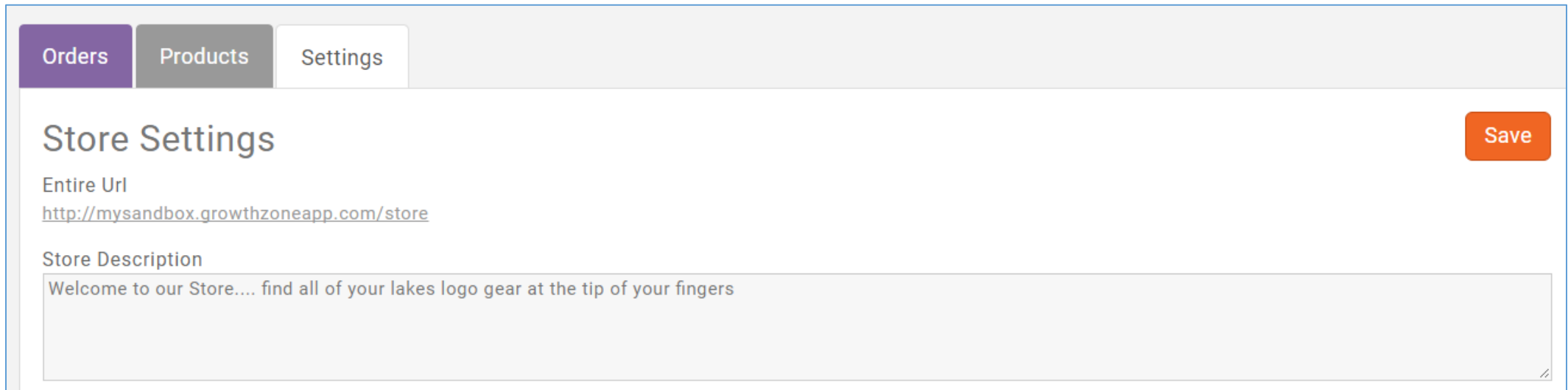


The screenshot shows the 'Add/Edit Good or Service' form. The form has a purple header bar with the title 'Add/Edit Good or Service' and a navigation bar showing '6 of 11' items. The form fields are:

- Name:** A text input field containing 'Store Item'.
- Good/Service Type:** A dropdown menu with 'Physical Product' selected.
- Product Category:** A dropdown menu with '-- select a Product Category --' selected.
- Description:** A text input field containing 'Store Item'.
- Product Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, text color, text background color, bulleted list, numbered list, indent, outdent, link, unlink, and image. Below the toolbar is a text area with the placeholder text 'Type something'.

Store General Settings

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



The screenshot shows the 'Store Settings' page in the GrowthZone application. At the top, there are three tabs: 'Orders' (highlighted in purple), 'Products', and 'Settings'. Below the tabs, the page 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'.

Orders Products Settings

Store Settings

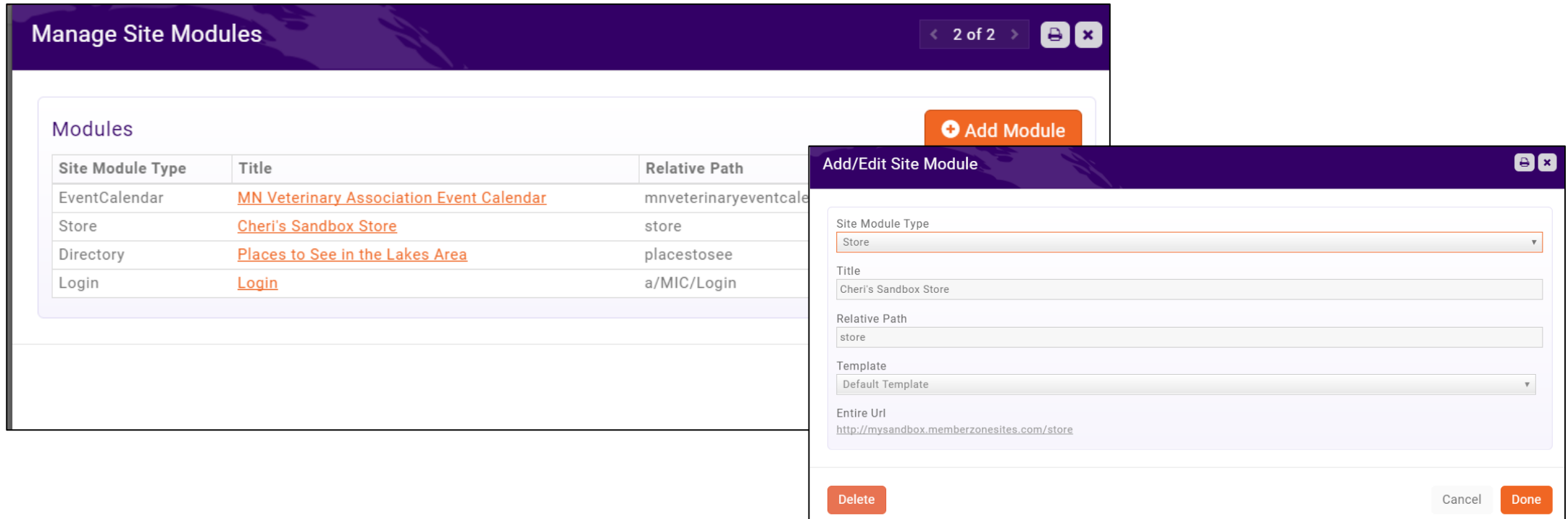
Save

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

Back-office Setup Store page setup

- Add a page to your web-site via Website/Content Management System > Sites



The screenshot displays the 'Manage Site Modules' interface. At the top, there is a header with the title 'Manage Site Modules', a page indicator '< 2 of 2 >', and window control icons. Below the header is a table of modules. To the right of the table is an orange 'Add Module' button. An 'Add/Edit Site Module' dialog box is open in the foreground, showing the configuration for a new 'Store' module.

Site Module Type	Title	Relative Path
EventCalendar	MN Veterinary Association Event Calendar	mnveterinaryeventcale
Store	Cheri's Sandbox Store	store
Directory	Places to See in the Lakes Area	placestosee
Login	Login	a/MIC/Login

Add/Edit Site Module

Site Module Type: Store

Title: Cheri's Sandbox Store

Relative Path: store

Template: Default Template

Entire Url: <http://mysandbox.memberzonesites.com/store>

Buttons: Delete, Cancel, Done

Add Products to Your Store

- WIKI: [Add Products to Your Store](#)

Store Item

Name
Logo Key Chain

Saleable Item
Store Item

Category Item
General

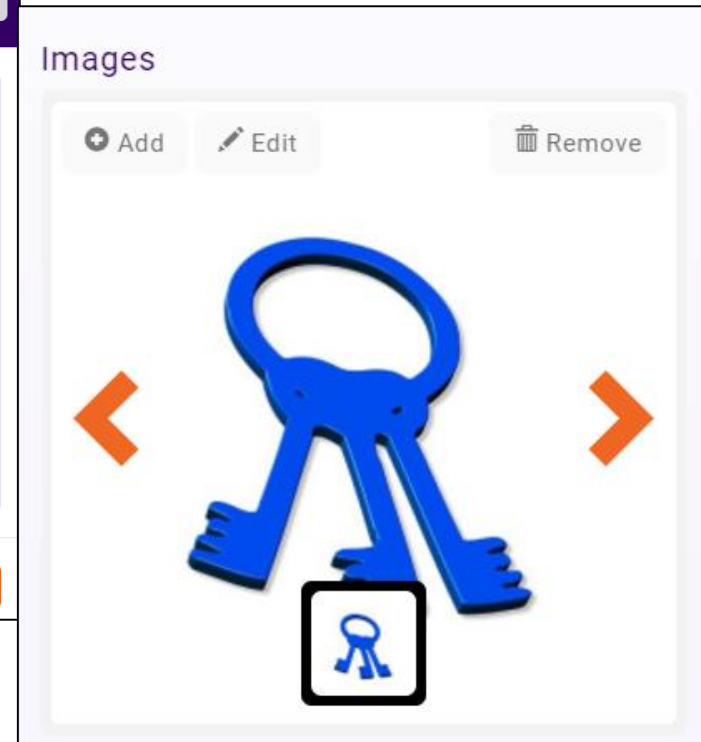
Description
Never lose your keys again with this bright blue key chain

Short Description
Logo Key Chain

Is Active

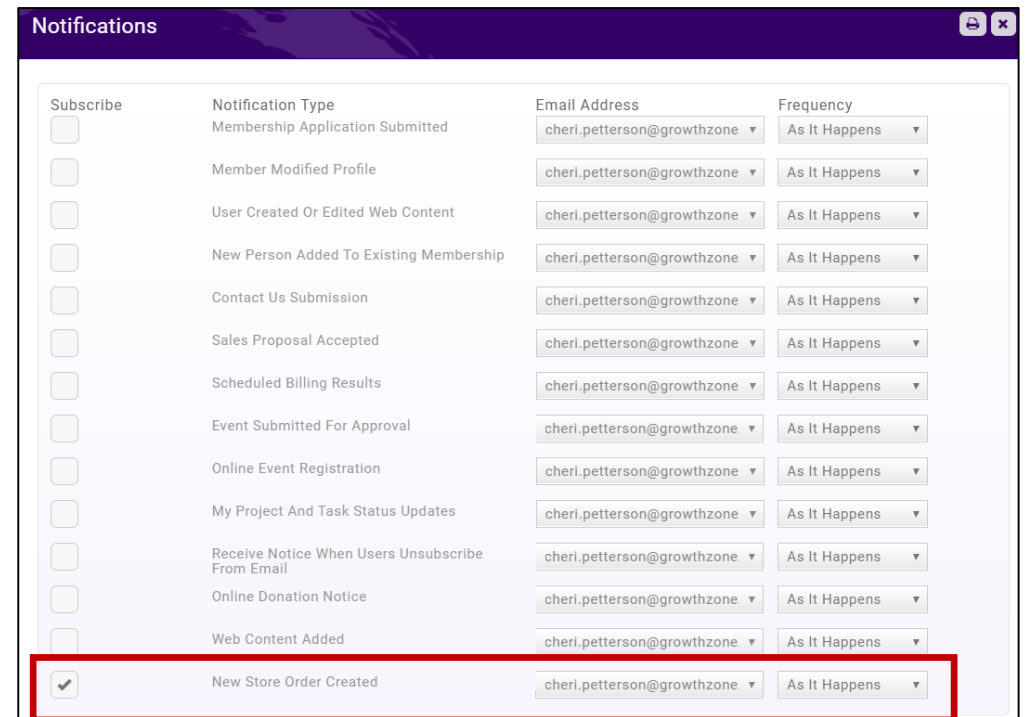
Price
0

Cancel Done



Managing Your Store Orders

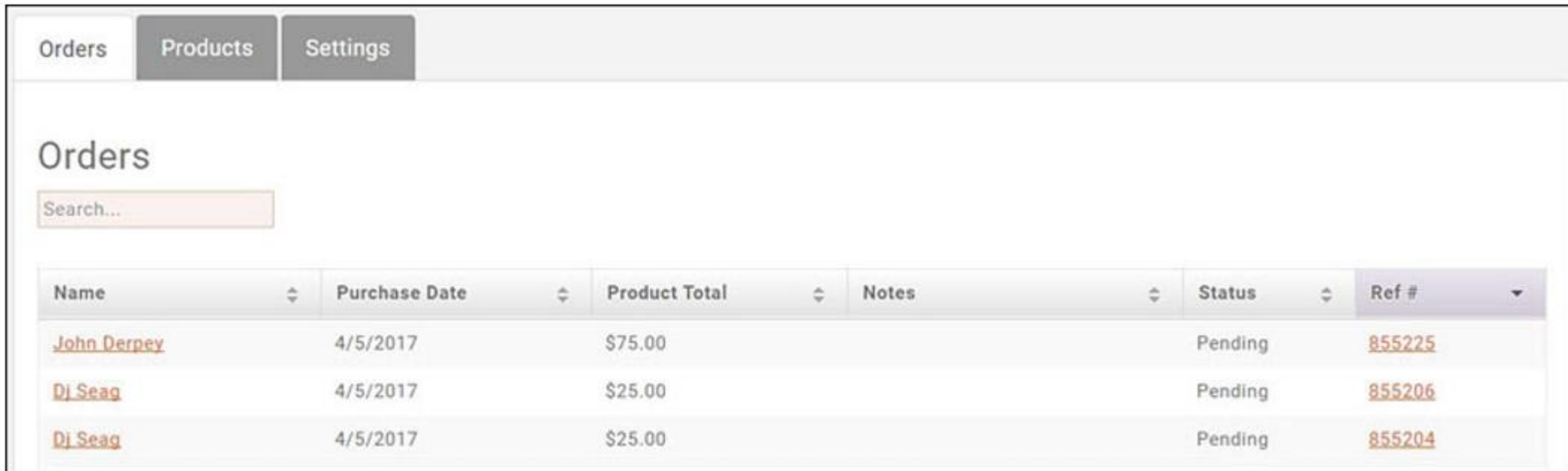
- When an order is placed, an automated message will be sent to those staff members who have subscribed to the New Store Order Created notification
- WIKI: [Managing Store Orders](#)



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



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
- 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?