

# Manage Storefront Items

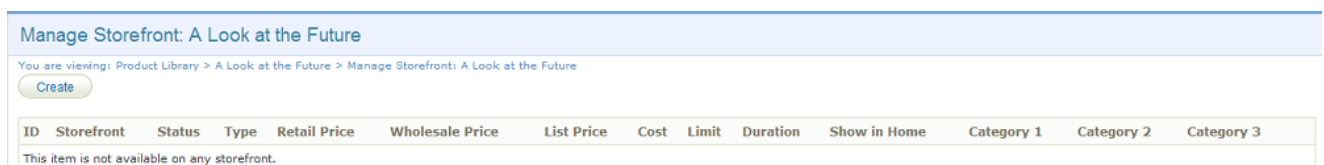
The storefront is automatically populated with product information within the system making the posting of new products to the storefront quick and easy. You can post anything in the product library to your storefront. Extensions and bundles of products may be placed on the storefront for purchase as well.

## Add Products to Storefront

1. Select a product to open it.
2. Select **Storefront** from the properties menu to open the Manage Storefront page. If you cannot see the menu, show the **Tool Panel** .



3. Select **Create** to open the Add Store Item page.



4. Fill out the Add Store Item form. You must place a store item into at least one category and make it active for it to be seen on the storefront.

## Manage Storefront

You are viewing: Product Library > !WHIMS TE2 > Manage Storefront > Add Store Item

### Add Store Item

Item Type:

Display Name: !WHIMS TE2

Store:

Category 1:   
(select store to populate)

Category 2:   
(select store to populate)

Category 3:   
(select store to populate)

Image:

Details:

Keywords  
(comma-delimited):

Duration (Days):  Leave blank for never expires.

Active:

Show on Home:

List Hidden:

Retail Price: \$

Member Price: \$

List Price: \$

Cost: \$

Limit:

or [Cancel](#)

5. Select **Add Store Item**. The item will be added to the storefront and you will be returned to the Manage Storefront page where you can review the posted item.



### Sell Multiple Versions of the Same Product

You can create another copy to sell or create an exception for the same product.

# Add Bundles to Storefront

1. Log in with a Site Manager account.
2. Open the Bundles management page.
3. Select the **Storefront** button from [detailed view](#) or the **Edit Storefront** icon from [list view](#) .

Communication Skills  
Created by Maxwell Frattolin on 2/7/2011 1:05:10 PM  
Updated by Sierra Trees-Turner on 10/20/2011 10:13:18 AM

Type: Product Enrollment  
Status: active

Details Edit    User Groups (1) Edit    Products (57) Edit

Description:    1. EJ4

1. ACTIVE LISTENING  
2. ADAPTING FOR DISC STYLES  
3. AFTER THE PRESENTATION  
4. ANALYZING THE UPCOMING NEGOTIATION  
5. APPLICATIONS OF

Name	Description	Type	Status	Created	Edited
<a href="#">Communication Skills</a>		Product Enrollment	active	2/7/2011 1:05:10 PM Maxwell Frattolin	10/20/2011 10:13:18 AM Sierra Trees-Turner

4. Select **Add Storefront Item**.
5. From here the process is the same as it is for adding products to the store (see [Add Products to Storefront](#)).



## Add Products to Existing Bundles

- When you add a new product to an existing bundle, it is automatically updated to the storefront items.
- If you add products to the bundle after an individual purchased it, the individual is not automatically given access to the newly added products.

# Add Exceptions to Storefront

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Site managers may choose to publish an exception to the storefront so that a customer can purchase extended access to a product that has expired for them. You can even set a limit as to how many times that exception may be purchased by each customer by using the Limit field. The process for adding exceptions to the store is exactly the same as adding products. Simply select “product exception” from the drop-down menu under the item type. Individuals must be on the enrolment list to purchase a product exception, i.e., they must have first purchased the product itself or have been registered manually within the system.

The process for adding exceptions to the store is exactly the same as adding products (see [Add Products to Storefront](#)). Individuals must be on the enrolment list to purchase a product exception, i.e., they must have first purchased the product itself or have been registered manually within the system.

### **Email Notifications for Exceptions**

Email notification may be enabled to remind enrolled individuals about an expiring product with a link to purchase an exception. Provided that the exception is available on the storefront to be purchased, the product expiration notice will include a link to purchase the related exception. This is done automatically based on the conditions below.

- An extension has to have been created in the storefront.
- The preset text `[[ Extension List ]]` is added to the body of the email.

The link is usually just a standard link to automatically add the product into the cart. When the user clicks the link, they are brought to the storefront with the extension added to their cart.



#### **Product Exception Tips**

1. Exceptions are only applicable for storefront products that have a duration or expiry.
2. The product does not need to be on the storefront to publish an exception for it on

the storefront.

3. Extra time will be added to the original expiry, so only enter the duration days for the exception itself, not a total.





## Edit Storefront Items

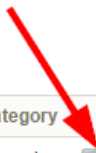
1. Select the product name to open it.
2. Select **Storefront** under the properties menu to open the Manage Storefront page.
3. Select the **Edit Icon** next to the item.

### Manage Storefront: WHMIS

You are viewing: Library > Products > WHMIS > Manage Storefront: WHMIS

Create

ID	Storefront	Status	Type	Retail Price	Member Price	List Price	Cost	Limit	Duration	Show in Home	Category	
3	Public	Active	Products	100	50	0	0		Never Expires	No	General	 
5	Private	Active	Products	100	0	0	0	100	Never Expires	No	General	 



4. Make the necessary changes.
5. Select **Update Store Item** at the bottom.

## Delete Storefront Items

1. Select the product name to open it.
2. Select **Storefront** under the properties menu to open the Manage Storefront page.







3. Select the **Delete Icon** next to the item.

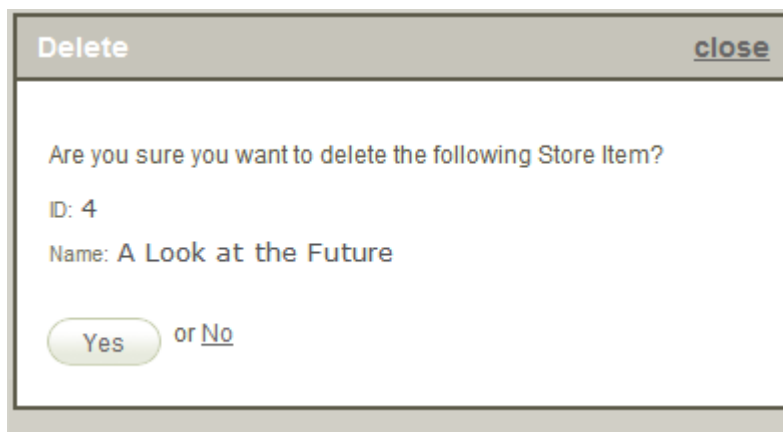
#### Manage Storefront: WHMIS

You are viewing: Library > Products > WHMIS > Manage Storefront: WHMIS

Create

ID	Storefront	Status	Type	Retail Price	Member Price	List Price	Cost	Limit	Duration	Show in Home	Category 1	Category 2	Category 3	
3	Public	Active	Products	100	50	0	0		Never Expires	No	General			 
5	Private Store	Active	Products	100	0	0	0	100	Never Expires	No	General			 

4. Select **Yes** in the confirmation window.

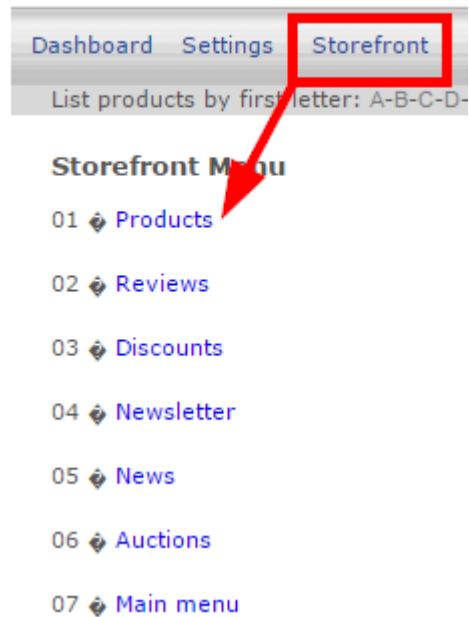


## View Storefront Items

1. Log into the storefront (see [Access the Storefront](#)).
2. Select **01 Products** from the main menu to open the Product Menu.

## Store Administration

You are viewing: Store Administration



The screenshot shows the 'Store Administration' page with a navigation bar containing 'Dashboard', 'Settings', and 'Storefront'. The 'Storefront' tab is highlighted with a red box. Below the navigation bar, there is a dropdown menu for 'List products by first letter: A-B-C-D-'. A red arrow points from the 'Storefront' tab to the 'Products' option in the dropdown menu.

Dashboard Settings **Storefront**

List products by first letter: A-B-C-D-

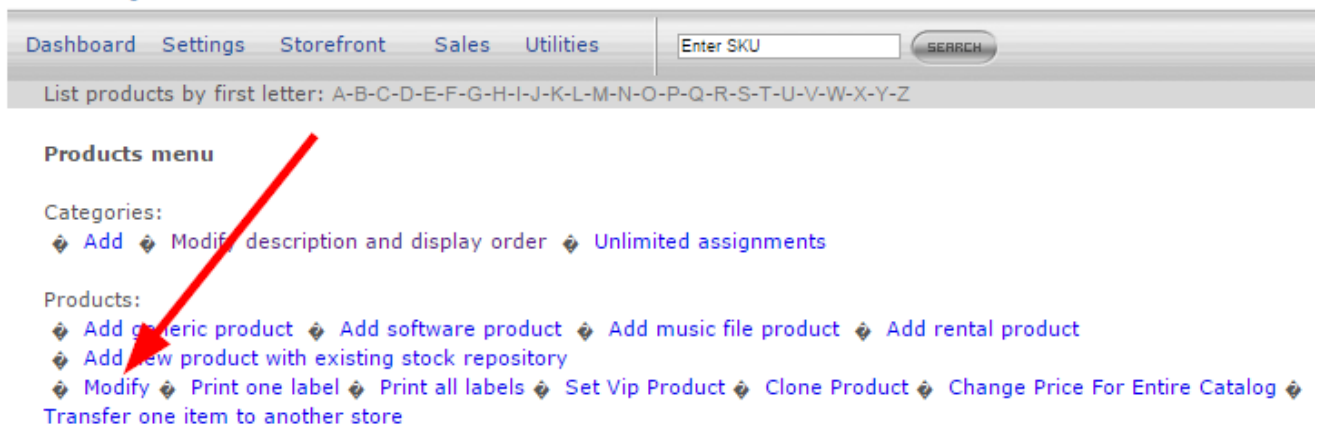
**Storefront Menu**

- 01 [Products](#)
- 02 [Reviews](#)
- 03 [Discounts](#)
- 04 [Newsletter](#)
- 05 [News](#)
- 06 [Auctions](#)
- 07 [Main menu](#)

3. Select modify under Products.

## Store Administration

You are viewing: Store Administration



The screenshot shows the 'Store Administration' page with a navigation bar containing 'Dashboard', 'Settings', 'Storefront', 'Sales', and 'Utilities'. The 'Storefront' tab is highlighted. Below the navigation bar, there is a search bar with the text 'Enter SKU' and a 'SEARCH' button. A dropdown menu for 'List products by first letter: A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W-X-Y-Z' is visible. A red arrow points from the 'Storefront' tab to the 'Products' option in the dropdown menu.

Dashboard Settings **Storefront** Sales Utilities

Enter SKU

List products by first letter: A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W-X-Y-Z

**Products menu**

Categories:

- [Add](#) [Modify description and display order](#) [Unlimited assignments](#)

Products:

- [Add generic product](#) [Add software product](#) [Add music file product](#) [Add rental product](#)
- [Add new product with existing stock repository](#)
- [Modify](#) [Print one label](#) [Print all labels](#) [Set Vip Product](#) [Clone Product](#) [Change Price For Entire Catalog](#)
- [Transfer one item to another store](#)

4. To view any item added to the storefront, enter a search term, such as the name of the product and then select **Search**. To view an item that is not placed within a category, you need to use the search feature.

### Product selection

Please enter search criteria in order to select a product:

or [list all categories](#) to locate the products

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5. To view all items within a category select **List all Categories** and then select a category.

**Select product by category**

- ▶ A sample software product, Retail Price \$20.00 [Modify](#) [Delete](#)
- ▶ Green Defensive Driving Course, Retail Price \$0.00 [Modify](#) [Delete](#)
- ▶ WHMIS, Retail Price \$100.00 [Modify](#) [Delete](#)