

# Back Office : Configuration and implementation of a commercial offer

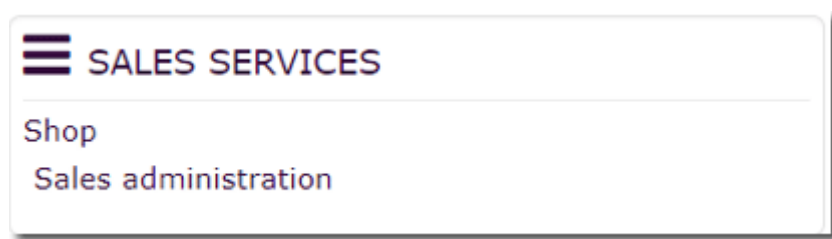
## Define instances of a store

(ou vérifier votre instance de boutique)

### Using Shop Access block

Begin by adding the Sales Services block in a course that is used as “customer support” or a course of your choice on Moodle platform

Site Administration / Add a Block / Sales Services ( [Shop Access](#) )



Suivez le lien **“Sales administration”** dans le bloc [Sales Services \(component Shop Access\)](#)

Folow link **“All shops”** on Sales Services block.

A screenshot of the ActiveProLearn 'Sales service' interface. The header shows the ActiveProLearn logo and 'Enseignement Digital'. Below the header, there is a breadcrumb trail: 'Dashboard &gt; Sales service'. The main section is titled 'Sales service' and 'Catalog management'. It contains a table with columns: Name, Description, Categories, Items, and Controls. The table has one row: 'Catalogue de vente de cours' with a description 'Catalogue pour la commercialisation des cours et des plugins par ActiveProLearn (en cours)', 7 categories, and 13 items. To the right of the table is a 'New catalog' link. Below the table is a section titled 'Sales management' with a list of links: 'All shops', 'All bills', 'All product instances', 'All customers', 'Manage taxes', 'Scan merchant trace', 'Settings', and 'Reset basket'. A red arrow points to the 'All shops' link.

This menu allows you to create another shop instance or change the default one, with its catalog and

see how many blocks are attached to each instance.

Finally, click on the “New shop instance” link at the bottom of the table displaying the shop.

Shops ⓘ					
Name	Description	Currency	Catalog	Used blocks	
<a href="#">Notre offre au service de votre pédagogie</a>	Cliquez sur la catégorie de produits Moodle de cotre choix pour en afficher les détails	€	Catalogue de vente de cours	24	⚙
<a href="#">New shop instance</a> 					

- To modify an existing shop, click on the toothed wheel at the end of the line of the shop created.
- To delete an existing store, click on the cross at the end of the shop's line.

⚠ Note: It will be necessary to set the block [Sales service \(Shop Access componant\)](#) to point it to the desired store instance if you are running multiple stores.

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