

# Back Office : Configuration and implementation of a commercial offer

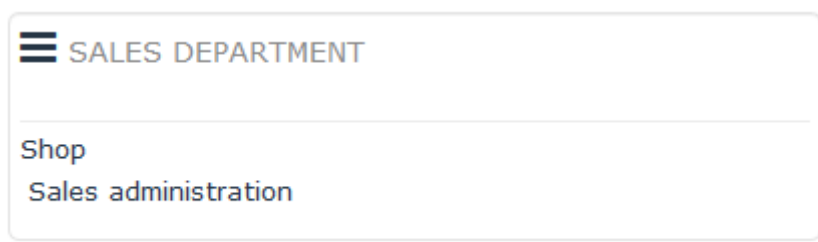
## Define instances of a store

(ou vérifier votre instance de boutique)

### Using Shop Access block

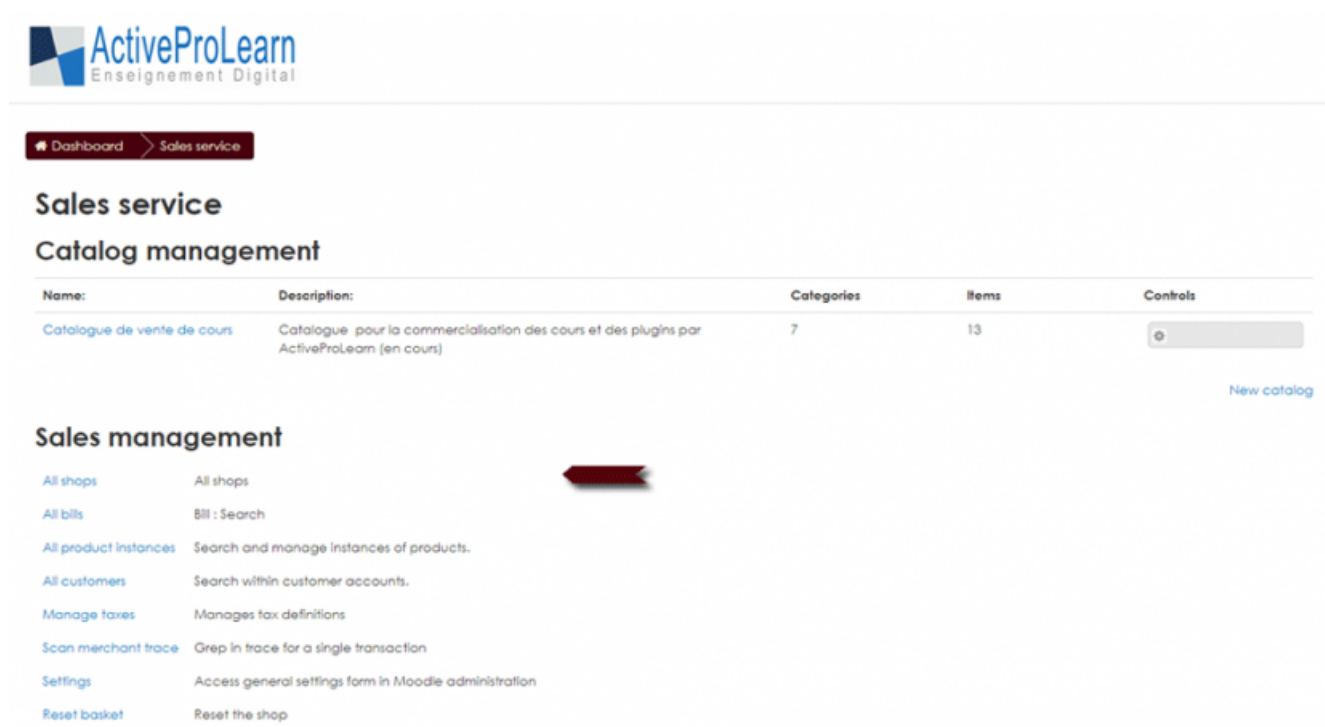
Begin by adding the Sales department services block in a course that is used as “customer support” or a course of your choice on Moodle platform

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



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



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




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 <sup>Ⓜ</sup>

Name	Description	Currency	Catalog	Used blocks	
<a href="#">Notre offre au service de votre pédagogie</a>	Cliquez sur la catégorie de produits Moodle de votre 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 \(Shop Access component\)](#) to point it to the desired store instance if you are running multiple stores.

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