

# Back Office : Configuration and implementation of a commercial offer

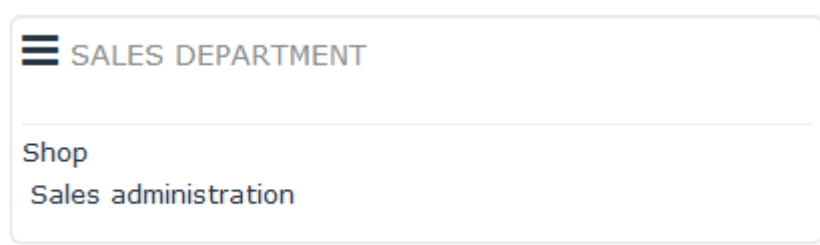
## Define instances of a store

(ou vérifier votre instance de boutique)

### Access using Sales department block

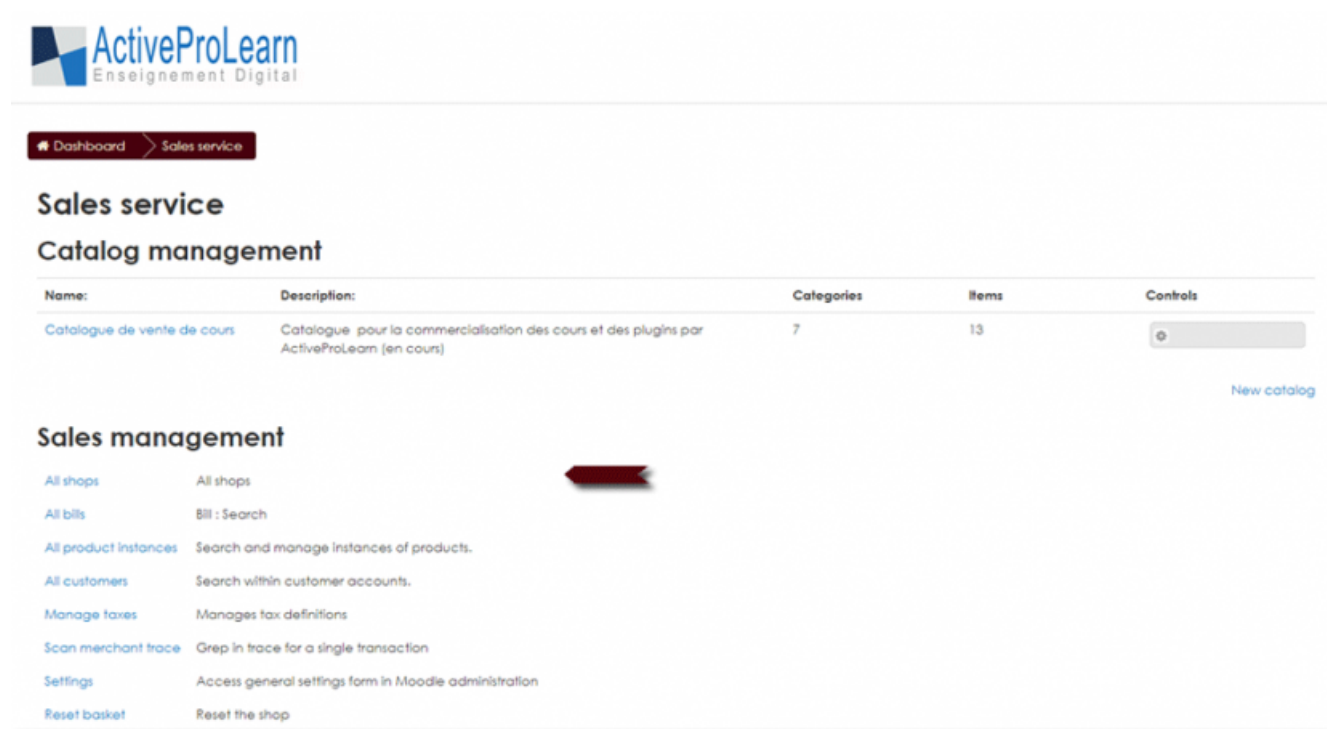
Begin by adding the Sales department services block in a course that is used as “customer support” or a course of your choice on Moodle platform

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



Follow link “**Sales administration**” in block [Sales department\(component Shop Access\)](#)

Then, follow link “**All shops**” on Sales Services block.



Name:	Description:	Categories	Items	Controls
Catalogue de vente de cours	Catalogue pour la commercialisation des cours et des plugins par ActiveProLearn (en cours)	7	13	

[New catalog](#)

### Sales management

- [All shops](#) : All shops
- [All bills](#) : Bill : Search
- [All product instances](#) : Search and manage instances of products.
- [All customers](#) : Search within customer accounts.
- [Manage taxes](#) : Manages tax definitions
- [Scan merchant trace](#) : Grep in trace for a single transaction
- [Settings](#) : Access general settings form in Moodle administration
- [Reset basket](#) : Reset the shop

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 ②

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 department \(Shop Access component\)](#) to point it to the desired store instance if you are running multiple stores.

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