

## Back Office: Configuration and implementation of a commercial offer

## **Define shop instance**

(or verify your shop instance)

## **Access using Sales department block**

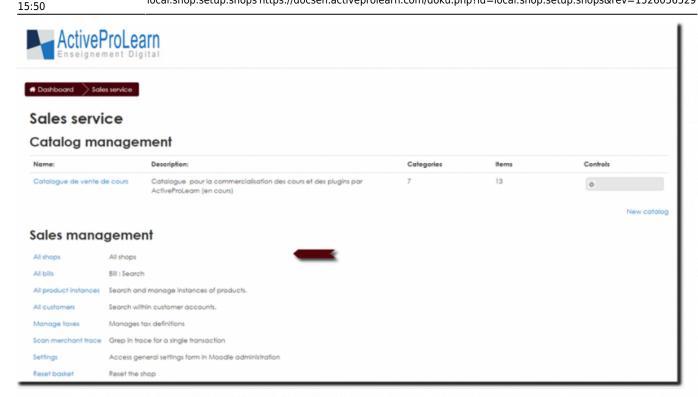
Begin by adding the Sales department services block in a course that is used as "customer support" or a course of your choice on Moodle platform

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.



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.



- 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.

① Note: It will be necessary to set the block Sales department (Shop Access componant) to point it to the desired store instance if you are running multiple stores.

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## **Documentation**

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