



Back Office : Configuration and implementation of a commercial offer

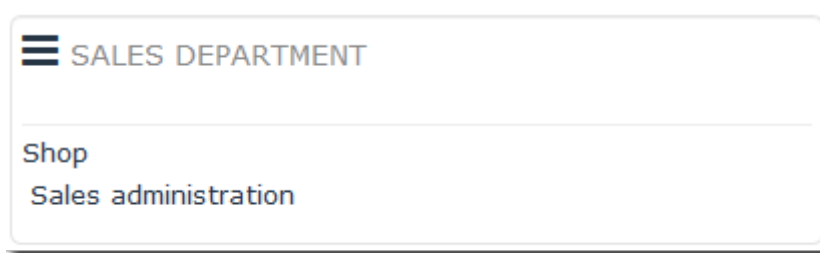
Define shop instance

(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.



[Dashboard](#) > [Sales service](#)

Sales service

Catalog management

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 ⓘ

Name	Description	Currency	Catalog	Used blocks	
Notre offre au service de votre pédagogie	Cliquez sur la catégorie de produits Moodle de votre choix pour en afficher les détails	€	Catalogue de vente de cours	24	

New shop instance

- 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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