



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

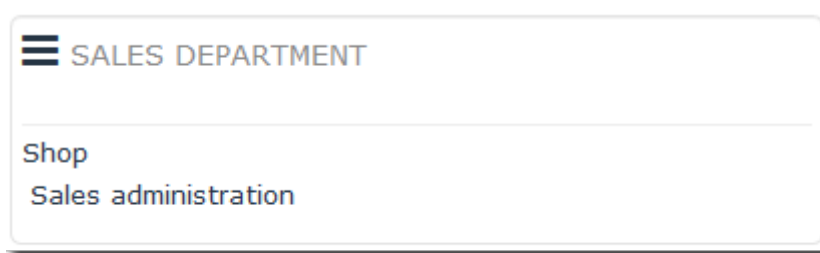
### Define shop instance

(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](#) )



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


Then, link to **“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 catalogue and see how many blocks are attached to each instance.

Finally, click 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 the gear icon at the end of the line of the shop created.
- To delete an existing store, click the cross at the end of the shop's line.

⚠ Note: You will need to set the [Sales department block\(Shop Access component\)](#) to have it point it to the desired store instance if you are running multiple shops.

[Back to Configuration and implementation of a commercial offer](#) - [Revenir au sommaire du composant Local Shop \(Boutique\)](#) - [Back to catalogue](#)

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