



Back Office : Configuration and implementation of a commercial offer

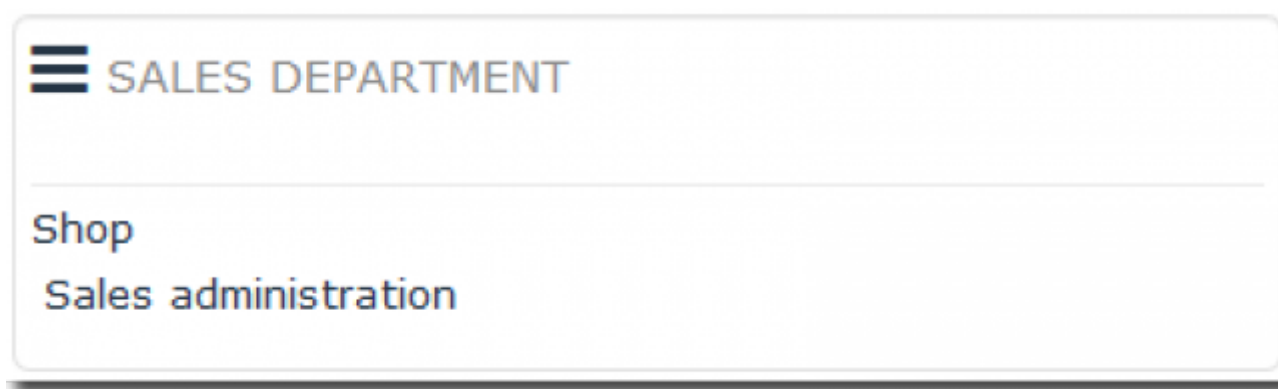
Define shop instance

(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	Grab 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.

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