Configuring the Storefront for Yearbook and Ad Sales
CUSTOMER INSTRUCTIONS

Below are the steps for configuring the Pixami Storefront Software to sell Yearbook Pre-orders and Yearbook Ads online with a secure shopping cart. More information on the specific functionality described here is available in the _Pixami Administration Guide_.

A. Initial Request and Configuration

1. Contact Pixami Support to request Storefront configuration.
2. Provide the following to Pixami:
   a. Customer service contact information
      This will appear on the Storefront site and in email communication.
      i. Customer support e-mail address and/or URL
      ii. Physical (mailing) address
   b. Sales Tax information
      The software supports manual entry of sales tax for up to 10 states, and is also integrated to Taxjar (www.taxjar.com) and Avalara (www.avalara.com) for automated tax calculation and advanced reporting.
      i. State and rate requirements
      ii. Avalara or TaxJar Account information if used
   c. Initial product information and pricing
      This is helpful if available, but not required.
   d. List of school affiliates sites to launch the Storefront
      This is helpful if available, but not required.
      i. Include City/State for each school that you want shown on the Yearbook Landing Page
3. If you have a custom Domain Name for your Pixami software, obtain an SSL Certificate.
4. Pixami Support will configure your Master Site with the above information, and will contact you when complete. Then you can perform the following _Customer Setup Steps_ to configure online sales for any individual school affiliate sites.

B. Customer Setup Steps

To enable online Yearbook orders:

1. Login to Admin, and select the School Affiliate you want to work on.
2. Click on the Yearbooks tab, then My Books, then Commerce.
3. Select Sell Pre-orders online from the Commerce dropdown menu.
4. Type in Ship Option Name and Ship Option Price. Click Save.
5. Copy or bookmark the link to the site. You will send this link to the school to access their store.
6. Click on the Products tab, then Pricing. Click the Pre-order tab, then change the pricing for the Yearbooks. Click Save Changes.
7. Review the site using the link you saved, then provide link to the school to access their store.

To enable online sales of Ads and other products:

1. Login to Admin, and select the School Affiliate you want to work on.
2. Click on the E-Commerce tab.
3. Check the Active box for any product to be enabled, then enter the price. Click Activate.
4. Click and copy the links to the schools Bookstore site, and also to the main landing page. These are the links you will provide to the school to access their store. You should review site before sending the link(s) to the school.
5. If you want to provide access to the Storefront using the main landing page, click on the Configure tab, and then Site. Enter the school's City and State into the appropriate fields, then click Save. The school will now be available for lookup on the main landing page.

Here are some other useful things to know:

1. Click on the Appearance tab, then Bookstore, to change the main heading, body text, contact information. and other text on the Bookstore page for a school affiliate. On this page you can also apply these settings to any other school affiliate sites.
2. Click on the Products tab, then Pricing, to change the pricing for a school affiliate once the site is live. On this page you can also update pricing on any other school affiliate sites.
3. Click on the Orders tab to view, look up and manage orders for a school affiliate.
4. Click on the Reports tab to run all types of sales reports for a school affiliate.
5. Click on the Configure tab, then Coupons, then click Add, to add a coupon for a site. Fill out the information for the coupon, then click OK to make it active. Coupons can be a useful tool for sales samples, testing, and customer service. A coupon for "100% Off" with Free Shipping enabled, will generate a no charge order, and bypass the requirement for a credit card.

Pixami Support is available to assist in the configuration and management of your Storefront sites. Click the Support Link at bottom of the Admin page, or to submit a ticket at http://support.pixami.com**.**

Thank You!