

Thank you for upgrading to the ProStores Store Administration Advanced Edition.

The Advanced Edition provides you with the features you need to strengthen your sales program, including:

- ◆ Members-Only areas for your customers
- ◆ Advanced payment processing
- ◆ Inventory functionality
- ◆ Sophisticated order management

Following is an overview of these features, and tips for maximizing this module.

For detailed help and reference, please refer to the following:

- ◆ Store Administration Online Guide
- ◆ Store Administration User Guide
- ◆ Designers Reference
- ◆ Object Reference

---

## Summary of Advanced Edition Features

Following is a list of the new capabilities available to you with the Advanced Edition.

### Payment Options

ProStores Advanced Edition offers the following additional payment options.

| Feature                | Location   |
|------------------------|--|
| Certified Checks       | Store Manager   Payment Options, Payment Options |
| Cash on Delivery (COD) | Store Manager   Payment Options, Payment Options |
| Department Orders      | Store Manager   Payment Options, Payment Options |
| Purchase Orders        | Store Manager   Payment Options, Payment Options |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Setting Payment Preferences Information

## Members-Only Features

ProStores Advanced Edition allows you to create “members-only” areas and features for your registered customers.

| Feature  | Location  |
|--|---|
| Defining a Member’s-Only Area                                  | Store Manager   General Preferences, <b>Members Only</b> field                          |
| Assigning categories to only display in the Member’s-Only area | Product, Category Add/Update, <b>Members Only</b> field                                 |
| Setting up a store subscription                                | Store Manager   General Preferences, <b>Require Subscription Product to Enter</b> field |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Building A Registered Members Area
- ◆ Setting Up a Store Subscription

## Notification Options

ProStores Advanced Edition allows you to communicate with customers and staff regarding orders.

| Feature   | Location                         |
|---|----------------------------------|
| Copy staff on shipping confirmations                      | Store Manager   Mail Preferences |
| Send customer credit confirmations                        | Store Manager   Mail Preferences |
| Notify store buyer of low inventory                       | Store Manager   Mail Preferences |
| Notify customers when subscriptions are billed or renewed | Store Manager   Mail Preferences |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Mail Preferences

## Sales and Promotions

ProStores Advanced Edition supports sales across all products in a store, and promotions, which allow you to enable special sale programs for customers.

| Feature                                | Location   |
|--|--|
| Create storewide sales                 | Store Manager   Promotions, Storewide Sale section     |
| Offer gift wrapping and gift shipments | Store Manager   Promotions, Gifts and Wrapping section |

| Feature  | Location   |
|--|--|
| Define special promotions that require codes to receive  | Store Manager   Promotions, Special Promotions                                 |
| Exclude specific products from storewide sales           | Product, Add/Update Product, <b>Exclude product from storewide sales</b> field |
| Institute quantity discount pricing for certain products | Product, Add/Update Product, <b>Qty Discount</b> fields                        |
| Review reports on promotions                             | Report Manager   Sales Reports   |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Sales and Promotions
- ◆ Using Promotions
- ◆ Promotions Report

## Product Options

ProStores Advanced Edition offers more options for your product catalog.

| Feature   | Location   |
|---|--|
| Create custom fields to track additional product information                  | Product, Custom Fields   |
| Define unique attributes for a product  | Product, Update Product, Attributes  |
| Set product specific shipping costs, and shipping surcharges                  | Product, Add/Update Product, <b>Shipping</b> fields  |
| Track retail pricing to provide comparisons to your customers                 | Product, Add/Update Product, <b>Retail Price</b> field   |
| Offer custom services (such as monogramming)                                  | Product, Add/Update Product, <b>Product Services</b> fields  |
| Require customer authorization on products                                    | Product, Add/Update Product, <b>Authorization</b> field  |
| Create subscription products that are billed on a schedule                    | Product, Add/Update Product, <b>Subscription</b> field   |
| Upsell products by relating one to another                                    | Product, Update Product, Related   |
| Gather information during checkout about a product                            | Product, Add/Update Product, <b>Order Extensions</b> fields  |
| Export information to Excel, QuickBooks or other common business applications | Support Manager   Export   |
| Create products that can be downloaded electronically from your store.        | Product, Add/Update Product, Attributes and Store Manager   Product Pref., Download / Electronic Fulfillment Preferences section |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Maintaining Product Profiles
- ◆ Defining Custom Product Fields
- ◆ Setting Up Subscription Products

- ◆ Supporting Downloadable Products
- ◆ Working with Attribute Inventory
- ◆ Relating Products and Accessories
- ◆ Serializing Product Inventory
- ◆ Associating Categories to Products
- ◆ Defining Keywords
- ◆ Exporting Tables

## Supply Chain Management

ProStores Advanced Edition improves your ability to manage your supply chain by supporting supplier profiles and allowing you to associate products with suppliers. More extensive supply chain management is supported with the addition of the Supplier Connect module.

| Feature                                | Location   |
|--|--|
| Associate suppliers to products        | Product, Add/Update Product, <b>Supplier</b> field |
| Export and Import supplier information | Support Manager   Import/Export                    |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Suppliers
- ◆ Exporting Tables

## Inventory Management

| Feature  | Location   |
|--|--|
| View a list of all backordered products                  | Product, Backordered Products  |
| View a list of all products that are low on inventory    | Product, Low Inventory Products  |
| Assign serial inventory numbers to products              | Store Manager   Product Preferences, <b>Enable Serialized Inventory</b> field. Serial numbers may be entered in the Product Manager   Update Product, Serial page. |
| View total cost of inventory                             | Report Manager   Inventory Reports   |
| View orders that are pending due to backordered products | Order Manager   Pending by Backordered Items   |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Managing Inventory
- ◆ Serializing Product Inventory
- ◆ Cost of Inventory Report
- ◆ Processing Backorders

## Order Management

ProStoresAdvanced Edition offers advanced order management features.

| Feature   | Location   |
|---|--|
| Search for orders by tracking or invoice number | Order Manager   View Orders by Tracking/Invoice Number |
| View the order history for a customer           | Order Manager   Order History                          |
| Create an order within Store Administration     | Order Manager   Create Order                           |
| Apply credits to orders                         | Order Manager   Credits                                |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Searching for Invoices
- ◆ Managing Credits
- ◆ Viewing Customer Order and Product History

## Customer Management

ProStores Advanced Edition provides additional customer management tools.

| Feature   | Location   |
|---|--|
| Create custom customer fields to track additional customer data | Customer Manager   Custom Fields                               |
| Store additional e-mail addresses for a customer                | Customer Manager   Add/Update Customers, <b>Email CC</b> field |
| Store the customer's resale number                              | Customer Manager   Add/Update Customers                        |
| View the top 20 customers, based on orders                      | Report Manager   Executive Reports                             |
| View customer sales data  | Report Manager   Sales Reports                                 |
| Grant customers store credit                                    | Customer Manager   Store Credit                                |
| Export information to QuickBooks                                | Support Manager   Export                                       |

For more information, see the following topic(s) in the Store Administration User Guide or Online Help:

- ◆ Defining Customer Custom Fields
- ◆ Maintaining Customer Profiles
- ◆ Customer Top 20 Report
- ◆ Sales by Customer Report
- ◆ Exporting Tables

## Storefront Customer Service

ProStores Advanced Edition allows you to provide tailored customer support in the storefront, including:

- ◆ Customer registration
- ◆ Customer access to their order history
- ◆ Customer access to their customer profile
- ◆ Allowing the customer to save a cart

## New Templates

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| Cart Save                         | Cart Select                       |
| Catalog - Members Only            | Catalog Detail - Members Only     |
| Catalog Detail - Related Products | Catalog List                      |
| Credit - Email                    | Customer Subscription             |
| Download List                     | Low Inventory - Email             |
| Member Login                      | New Store Info                    |
| Order Extensions                  | Product Authorization             |
| Purchase Order Limit              | Recurring Bill Error - Email      |
| Recurring Billing - Email         | Ship To Gift                      |
| Shipping - Email                  | Subscription                      |
| Subscription Billing Option       | Subscription Cancellation - Email |
| Subscription Renewal - Email      | Update Store Info                 |

## New Business Objects

|                                    |                                    |
|------------------------------------|------------------------------------|
| \$address.giftWrapEnabled          | \$address.message                  |
| \$affiliate.name                   | \$cart.hasSubscriptionProducts     |
| \$cart.unauthorizedProducts        | \$cartDetail.customService1Value   |
| \$cartDetail.customService2Value   | \$cartDetail.relatedProducts       |
| \$cartDetail.subscriptionPeriod    | \$catalog.custom1                  |
| \$catalog.custom2                  | \$catalog.custom3                  |
| \$catalog.custom4                  | \$catalog.isMembersOnly            |
| \$category.isMembersOnly           | \$credit.departmentEmail           |
| \$credit.departmentNumber          | \$creditDetail.customService1Value |
| \$creditDetail.customService2Value | \$creditDetail.relatedProducts     |
| \$creditDetail.subscriptionPeriod  | \$customer.customText1             |
| \$customer.customText2             | \$customer.customText3             |
| \$customer.customText4             | \$customer.customText5             |
| \$customer.customText6             | \$customer.customText7             |
| \$customer.customText8             | \$customer.departmentEmail         |
| \$customer.departmentNumber        | \$customer.downloadFiles           |
| \$customer.hasActiveSubscriptions  | \$customer.hasPendingInvoices      |
| \$customer.hasSavedCarts           | \$customer.hasSubscriptions        |
| \$customer.orderLimit              | \$customer.pendingInvoices         |
| \$customer.purchaseOrderLimit      | \$customer.purchaseOrderNumber     |
| \$customer.resale                  | \$customer.savedCarts              |
| \$customer.subscriptions           | \$customerManager.customLabel1     |
| \$customerManager.customLabel2     | \$customerManager.customLabel3     |
| \$customerManager.customLabel4     | \$customerManager.customLabel5     |
| \$customerManager.customLabel6     | \$customerManager.customLabel7     |

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| \$customerManager.customLabel8       | \$customerManager.hasCustomLabels   |
| \$extension.city                     | \$extension.company                 |
| \$extension.confirmed                | \$extension.country                 |
| \$extension.currentIndex             | \$extension.email                   |
| \$extension.email2                   | \$extension.extensionText1          |
| \$extension.extensionText2           | \$extension.extensionText3          |
| \$extension.extensionText4           | \$extension.extensionText5          |
| \$extension.extensionText6           | \$extension.extensionText7          |
| \$extension.extensionText8           | \$extension.extensionText9          |
| \$extension.fax                      | \$extension.fax2                    |
| \$extension.firstName                | \$extension.lastName                |
| \$extension.pager                    | \$extension.phone                   |
| \$extension.phone2                   | \$extension.phone3                  |
| \$extension.postalCode               | \$extension.resetText               |
| \$extension.sequenceNumber           | \$extension.state                   |
| \$extension.street                   | \$extension.submitText              |
| \$extension.total                    | \$invoice.affiliate                 |
| \$invoice.departmentEmail            | \$invoice.departmentNumber          |
| \$invoice.giftWrapDetail             | \$invoice.giftWrapEnabled           |
| \$invoice.hasDownloads               | \$invoice.hasSubscriptionProducts   |
| \$invoice.purchaseOrderNumber        | \$invoice.subscriptions             |
| \$invoiceDetail.billingInterval      | \$invoiceDetail.customService1Fee   |
| \$invoiceDetail.customService1Value  | \$invoiceDetail.customService2Fee   |
| \$invoiceDetail.customService2Value  | \$invoiceDetail.downloadCount       |
| \$invoiceDetail.downloadFailures     | \$invoiceDetail.downloadFileName    |
| \$invoiceDetail.downloadMax          | \$invoiceDetail.extension           |
| \$invoiceDetail.extensions           | \$invoiceDetail.isBackordered       |
| \$invoiceDetail.productAttribute     | \$invoiceDetail.quantityBackordered |
| \$invoiceDetail.relatedProducts      | \$invoiceDetail.serialNumbers       |
| \$invoiceDetail.startupFee           | \$invoiceDetail.subscriptionPeriod  |
| \$invoiceDetail.supplier             | \$invoiceDetail.supplierPrice       |
| \$product.authorizationRequired      | \$product.cost                      |
| \$product.customService1Enabled      | \$product.customService1Fee         |
| \$product.customService1Title        | \$product.customService2Enabled     |
| \$product.customService2Fee          | \$product.customService2Title       |
| \$product.customText1                | \$product.customText2               |
| \$product.customText3                | \$product.customText4               |
| \$product.customText5                | \$product.customText6               |
| \$product.hasRelateds                | \$product.hasSerialNumbers          |
| \$product.hasViewableRelatedProducts | \$product.lowInventoryNotifyEnabled |
| \$product.orderExtensionTemplateName | \$product.priceSavingsCurrency      |

|  |   |
|--|---|
| \$product.priceSavingsPercent              | \$product.relatedProducts                     |
| \$product.retailPrice                      | \$product.serialNumbers                       |
| \$product.subscriptions                    | \$product.supplier                            |
| \$product.surcharge                        | \$product.surchargeTitle                      |
| \$productAttr.attributeText                | \$productAttr.billingInterval                 |
| \$productAttr.color                        | \$productAttr.containerCode                   |
| \$productAttr.cost                         | \$productAttr.downloadFileName                |
| \$productAttr.getListValueByNumber         | \$productAttr.height                          |
| \$productAttr.isElectronicFulfillment      | \$productAttr.length                          |
| \$productAttr.lowInventoryNotifyEnabled    | \$productAttr.price                           |
| \$productAttr.product                      | \$productAttr.quantity                        |
| \$productAttr.size                         | \$productAttr.sku                             |
| \$productAttr.subscriptionPeriod           | \$productAttr.unitOfMeasure                   |
| \$productAttr.weight                       | \$productAttr.width                           |
| \$productItem.authorizationRequired        | \$productItem.cost                            |
| \$productItem.customService1Enabled        | \$productItem.customService1Fee               |
| \$productItem.customService1Title          | \$productItem.customService2Enabled           |
| \$productItem.customService2Fee            | \$productItem.customService2Title             |
| \$productItem.customText1                  | \$productItem.customText2                     |
| \$productItem.customText3                  | \$productItem.customText4                     |
| \$productItem.customText5                  | \$productItem.customText6                     |
| \$productItem.hasRelateds                  | \$productItem.hasSerialNumbers                |
| \$productItem.hasViewableRelatedProducts   | \$productItem.lowInventoryNotifyEnabled       |
| \$productItem.maxProductLimit              | \$productItem.maxProductLimitText             |
| \$productItem.orderExtensionTemplateName   | \$productItem.planAttributes                  |
| \$productItem.priceSavingsCurrency         | \$productItem.priceSavingsPercent             |
| \$productItem.relatedProducts              | \$productItem.retailPrice                     |
| \$productItem.serialNumbers                | \$productItem.subscriptions                   |
| \$productItem.supplier                     | \$productItem.surcharge                       |
| \$productItem.surchargeTitle               | \$productItem.upgradeAttributes               |
| \$productItem.url                          | \$productManager.bestSellingProduct           |
| \$productManager.customLabel1              | \$productManager.customLabel2                 |
| \$productManager.customLabel3              | \$productManager.customLabel4                 |
| \$productManager.customLabel5              | \$productManager.customLabel6                 |
| \$productSerial.serial1                    | \$productSerial.serial2                       |
| \$productSubscription.attributeText        | \$productSubscription.billingInterval         |
| \$productSubscription.billingIntervalText  | \$productSubscription.billNote                |
| \$productSubscription.color                | \$productSubscription.containerCode           |
| \$productSubscription.cost                 | \$productSubscription.downloadFileName        |
| \$productSubscription.getListValueByNumber | \$productSubscription.height                  |
| \$productSubscription.intervalBegin        | \$productSubscription.isElectronicFulfillment |

|  |  |
|--|--|
| \$productSubscription.length             | \$productSubscription.lowInventoryNotifyEnable |
| d  |  |
| \$productSubscription.newBillType        | \$productSubscription.openEnded                |
| \$productSubscription.price              | \$productSubscription.product                  |
| \$productSubscription.quantity           | \$productSubscription.size                     |
| \$productSubscription.sku                | \$productSubscription.startupFee               |
| \$productSubscription.subscriptionPeriod | \$productSubscription.subscriptionPeriodText   |
| \$productSubscription.unitOfMeasure      | \$productSubscription.weight                   |
| \$productSubscription.width              | \$rootCategory.isMembersOnly                   |
| \$rootCategory.membersOnly               | \$serialNumbers.orderNumber                    |
| \$serialNumbers.serial1                  | \$serialNumbers.serial2                        |
| \$serialNumbers.serialNumberText         | \$simpleStore.getBillboard                     |
| \$store.buyerEmail                       | \$store.gift                                   |
| \$store.memberOnlyProduct                | \$store.memberOnlyProductNumber                |
| \$store.modulesUpgradable                | \$store.showPolicyCustomText                   |
| \$store.showServiceCustomText            | \$store.subscriptions                          |
| \$subCategory.isMembersOnly              | \$subscription.affiliate                       |
| \$subscription.attribute                 | \$subscription.attributeText                   |
| \$subscription.attributeText1            | \$subscription.attributeText10                 |
| \$subscription.attributeText2            | \$subscription.attributeText3                  |
| \$subscription.attributeText4            | \$subscription.attributeText5                  |
| \$subscription.attributeText6            | \$subscription.attributeText7                  |
| \$subscription.attributeText8            | \$subscription.attributeText9                  |
| \$subscription.billingInterval           | \$subscription.billingIntervalText             |
| \$subscription.billToCity                | \$subscription.billToCountry                   |
| \$subscription.billToDistrict            | \$subscription.billToPostalCode                |
| \$subscription.billToState               | \$subscription.billToStreet                    |
| \$subscription.billToStreet2             | \$subscription.cancelDate                      |
| \$subscription.creditCardExp             | \$subscription.creditCardHolderName            |
| \$subscription.creditCardNumber          | \$subscription.customer                        |
| \$subscription.customService1Fee         | \$subscription.customService1Value             |
| \$subscription.customService2Fee         | \$subscription.customService2Value             |
| \$subscription.departmentEmail           | \$subscription.departmentNumber                |
| \$subscription.expirationDate            | \$subscription.extensions                      |
| \$subscription.externallyBilled          | \$subscription.formatAttributeText             |
| \$subscription.giftEnabled               | \$subscription.giftWrapEnabled                 |
| \$subscription.intervalBegin             | \$subscription.intervalBeginText               |
| \$subscription.intervalPeriodText        | \$subscription.isCancelled                     |
| \$subscription.isExpired                 | \$subscription.isRenewable                     |
| \$subscription.lastInvoiceDate           | \$subscription.lastRenewDate                   |

|  |                                       |
|--|---------------------------------------|
| \$subscription.locale                  | \$subscription.maskedCreditCardNumber |
| \$subscription.message                 | \$subscription.newBillType            |
| \$subscription.newBillTypeText         | \$subscription.nextBillDate           |
| \$subscription.partialCreditCardNumber | \$subscription.paymentMethod          |
| \$subscription.paymentMethodCode       | \$subscription.phone                  |
| \$subscription.price                   | \$subscription.priceBeforeTax         |
| \$subscription.product                 | \$subscription.productColor           |
| \$subscription.productSize             | \$subscription.purchaseDate           |
| \$subscription.purchaseOrderNumber     | \$subscription.quantity               |
| \$subscription.recipient               | \$subscription.renewDate              |
| \$subscription.resale                  | \$subscription.shipMethod             |
| \$subscription.shipperPrefix           | \$subscription.shipToCity             |
| \$subscription.shipToCountry           | \$subscription.shipToCounty           |
| \$subscription.shipToDistrict          | \$subscription.shipToPostalCode       |
| \$subscription.shipToState             | \$subscription.shipToStreet           |
| \$subscription.shipToStreet2           | \$subscription.sku                    |
| \$subscription.startupFee              | \$subscription.status                 |
| \$subscription.subscriptionNumber      | \$subscription.subscriptionPeriod     |
| \$subscription.subscriptionPeriodText  | \$subscription.useCustomerAddress     |
| \$subscription.weight                  | \$subscription.wrapPrice              |
| \$subscriptionExt.city                 | \$subscriptionExt.company             |
| \$subscriptionExt.confirmed            | \$subscriptionExt.country             |
| \$subscriptionExt.currentIndex         | \$subscriptionExt.email               |
| \$subscriptionExt.email2               | \$subscriptionExt.extensionText1      |
| \$subscriptionExt.extensionText2       | \$subscriptionExt.extensionText3      |
| \$subscriptionExt.extensionText4       | \$subscriptionExt.extensionText5      |
| \$subscriptionExt.extensionText6       | \$subscriptionExt.extensionText7      |
| \$subscriptionExt.extensionText8       | \$subscriptionExt.extensionText9      |
| \$subscriptionExt.fax                  | \$subscriptionExt.fax2                |
| \$subscriptionExt.firstName            | \$subscriptionExt.lastName            |
| \$subscriptionExt.pager                | \$subscriptionExt.phone               |
| \$subscriptionExt.phone2               | \$subscriptionExt.phone3              |
| \$subscriptionExt.postalCode           | \$subscriptionExt.resetText           |
| \$subscriptionExt.sequenceNumber       | \$subscriptionExt.state               |
| \$subscriptionExt.street               | \$subscriptionExt.submitText          |
| \$subscriptionExt.total                | \$supplier.city                       |
| \$supplier.contact                     | \$supplier.country                    |
| \$supplier.email                       | \$supplier.fax                        |
| \$supplier.name                        | \$supplier.phone                      |
| \$supplier.postalCode                  | \$supplier.state                      |
| \$supplier.street                      | \$supplier.street2                    |

|   |                                  |
|---|----------------------------------|
| \$supplier.url                                | \$templateSet.cartSave           |
| \$templateSet.cartSelect                      | \$templateSet.downloadList       |
| \$templateSet.logon                           | \$templateSet.searchMembersOnly  |
| \$warehouse.backorderedProducts               | \$warehouse.lowInventoryProducts |
| \$warehouse.lowInventoryProductsNeedingNotify |                                  |