

## Acclipse WebPractice/WebSuite

### Ecommerce



#### Course objective

You can sell products via your website. Clients can select the products they wish to purchase, create an account, check their billing and shipping details and when they are ready to purchase they can enter their credit card details with confidence; as your Online Store (or Online Orders section) is fully secured with an SSL certificate. This course is designed to teach you how to create products and product groups, process and ship orders and manage your clients.

#### Course duration

1 hour

#### Course content

##### Understanding client features

- Wish lists
- The shopping cart
- Using the checkout
- My Account

##### Managing Products

- Understanding product types
- Adding a product types (Online Store Only)
- Setting up product types (Online Store Only)

##### Product Groups

- Adding a product group
- Feature settings
- Changing the product group display order
- Viewing product groups
- Deleting or disabling a product groups

##### Products

- Adding a product
- Product options
- Editing product options
- Removing product options
- Creating a multiple price matrix defined by options
- Cross selling a product
- Removing a cross sell
- Changing the product display order
- Viewing products

##### Setting up Stores and Orders

- Working with thank you pages
- Response templates
- Editing and adding a template
- Response and notification setup

##### Managing orders

- Processing / shipping new orders
- Viewing shipped orders
- Moving an order to history
- Deleting an order
- Viewing an excel orders report

##### managing clients

- Viewing clients
- Adding a client
- Adding a client type
- Changing a client's status