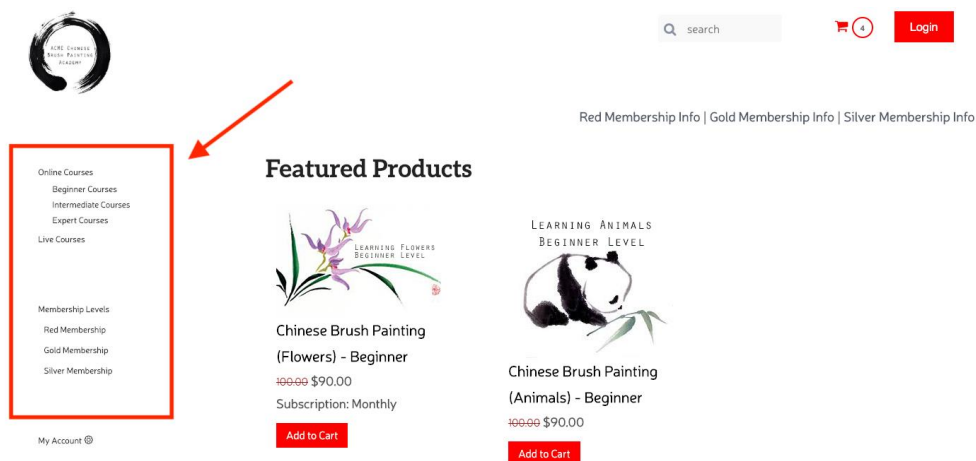**Edvance**360 **QUICKSTART GUIDE**

How to Get Started with E360 Connect
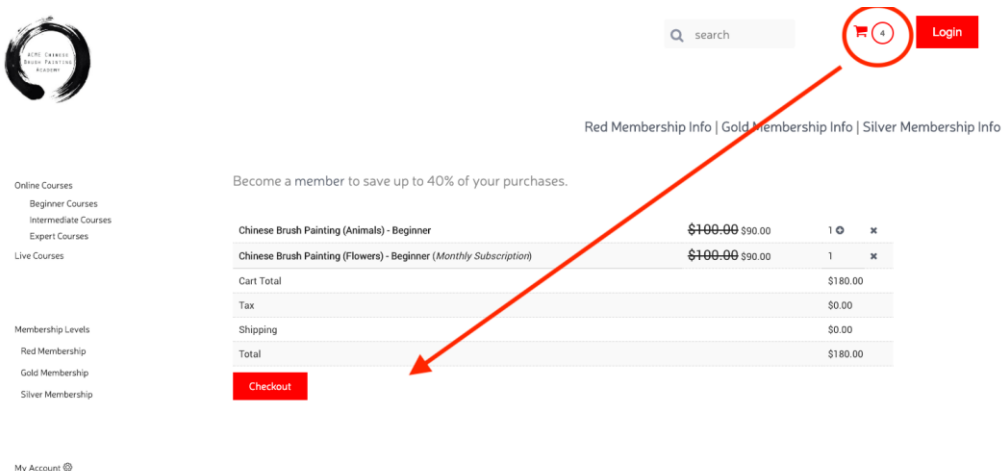
Introduction to E360 Connect

E360 Connect is an eCommerce solution that integrates with Edvance360 LMS and allows users to search a catalog for desired courses, enter any applicable payment for registration, and then gain access to that registered content via an authenticated username and password.

Browsing Product Offerings

Add Products to Cart

Checkout/Register

The following Quickstart Guide will walk site Administrators through the process of setting up the first and primary steps in connecting their products (created and hosted within the LMS) to their eCommerce portal for public registration by users.

1 Creating Product Categories

Login to your eCommerce Store Admin Portal and from the left-hand tool panel select the Product Categories option and then Add New.

QuickStart Guide: How to Get Started with E360 Connect

Administration

Product Category Manager

Store Management

| Product Categories |
| Products |
| Manufacturers |
| Subscription Plans |
| Membership Levels |
| Promotions |

Customers & Orders

Customers

» Orders

» Memberships

» Subscriptions

Promotion Report

+ Add New   5 items found.

Search

Category Name	Product List	Edit	Delete
Online Courses		✎	☐
Beginner Courses	📄	✎	☐
Intermediate Courses	📄	✎	☐
Expert Courses	📄	✎	☐
Live Courses	📄	✎	☐

Once the Add New product category screen is opened, a list of fields and options will appear for Admins to specify the Category details they'd like to display to their storefront for registration purposes.

Key in the following preferences and product information -
Category Name
Category Description
Category Page URL (Note: A page URL will automatically be generated based on your given Product Name, but can be adjusted here after it has been already been saved)
Preferred Meta Titles, Keywords, and Description
Sort Order of Category (where you want it to appear on the Catalog list)
Submit & Save

All newly created Categories will appear at the bottom of the Category list.
See screenshot on next page.

Product Category Editor

Parent Id

[--- ▲▼]

Name

[Test Course] ⬅

Description

This course is designed for all Edvance360 Clients who wish to take their Online Training to the next level!

Page Url

[/test-course-/] ⬅

Meta Title

[ ]

Meta Keywords

[ ]

Meta Description

[ ]

Sort Order

[1]

[Submit] ⬅

Adding Products to Product Categories

2 Site Administrators can navigate to Products > Add New, to begin to Add Products to all newly created Categories.
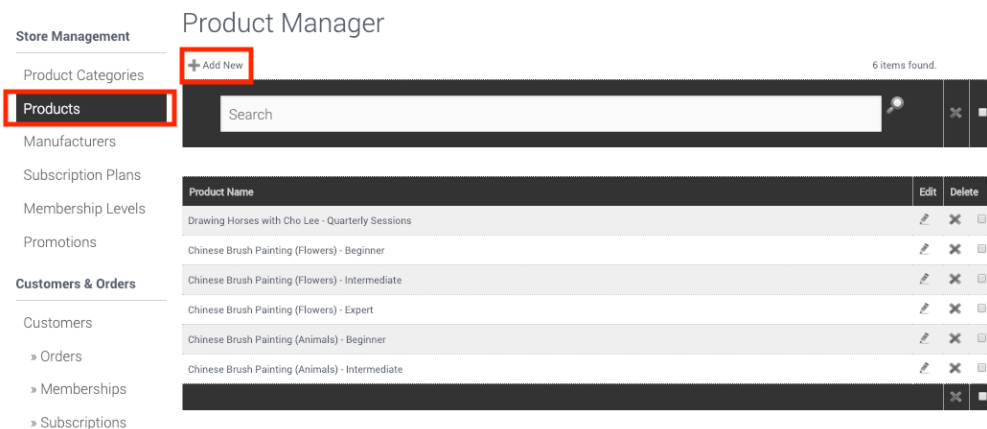
Once the Add New product screen is opened, a list of fields and options will appear for Admins to specify the types and details of product they'd like to connect to their storefront for registration.

Key in the following preferences and product information -
Category of Product (choose from the dropdown of names created in Step 1)
Product Manufacturer (if any have been created in Step 3)

New Product Name

Course ID (this generates a dropdown of all existing course titles within the client LMS)

Product Sku (if applicable)

Product Image (optional browse feature for adding a product image to the description shown to users at the time of registration)

Product Description

*Optional Designation of Prerequisite Courses

Price

Sale Price

Base Cost

*Optional Digital Download option

Digital Download URL

Weight

Inventory (Note: if not using actual products, this inventory total can be used as a seat or total user max for Course registration)

Display on Homepage (Y or N?)

Sort Order

Display Start Date (From)

Display End Date (To)

*Optional Meta Title, Keywords, & Description

Product Page URL (Note: A page URL will automatically be generated based on your given Product Name, but can be adjusted here after it has been already been saved)

Product Active (Y or N?)

*Optional Product Subscription (will this product be connecting to a recurring monthly cost as a Monthly, Quarterly, or Annual subscription?)

All newly created Products will appear at the bottom of the Product Manager list.

Adding Manufacturers

3 If specific Product Manufacturers need to be recognized and/or displayed on Product offerings, new Manufactures can be added to the Manufacturers tab on the Admin portal tool panel.

Product Manufacturer Manager
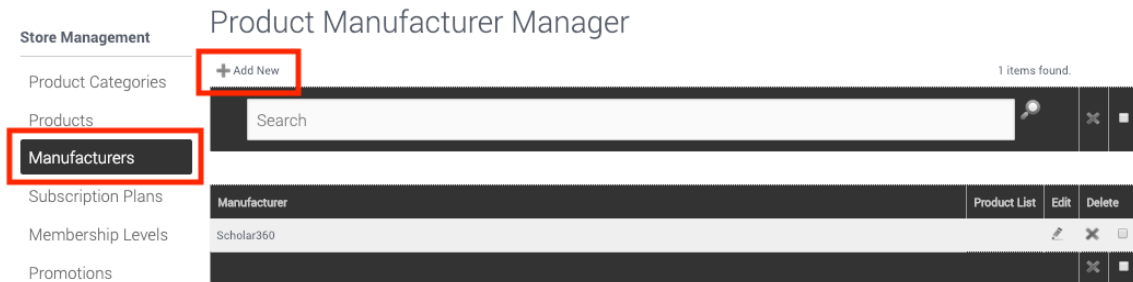
Select ADD NEW, then key in the name of the new Manufacturer to Save.

Product Manufacturer Editor
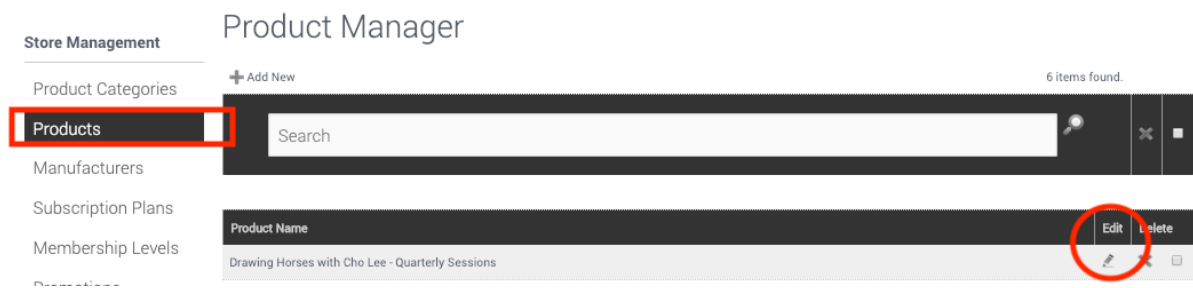
Name

Submit

Once all Manufacturers have been Added and Saved, Administrators may return to the Product Manager screen and select the Edit (pencil icon) option to return to a previously created Product and map it to a newly created Manufacturer.

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