

Getting Started

Database Setup requirements before using your eCommerce module

Setup nonmember purchase tracking

- 1 Create a record in the Members module for tracking all non-member eCommerce tracking
- 2 Assign member record
 - a Click on **Setup**
 - b Click on **Billing Options & Settings**
 - c Under the **Billing Solution** section, you will see the option to set up the non-member ecommerce member record

Chamber Management: Billing Options & Settings

Billing Solution

Member record where **non-member** invoices/receipts will be assigned for eCommerce purchases: [Ecommerce Non Member Records](#)

Create eCommerce Fee Items

- 1 Setup the fee items for the products in your store and shipping costs (if needed).
 - a Click on **Setup**
 - b Under **Billing** click on **Fee Items List**
 - c Click **Add Fee Items** and enter the details of the fee. Make sure to assign the eCommerce Fee as the **Item Type**.

Fee Item Properties - Microsoft Edge
secure2.chambermaster.com/directory/jsp/billing/fees/dlg/FeeItem_Edit.jsp?feid=0

New Fee Item

Regular Fee Bundled Fee ?

Fee Item Name: Shipping Charge
Description: Ecommerce Shipping Charge
Income Account: Income
 Show inactive Income Accounts
Sales Tax: Non (0%)
Price: 7.00 (annually or one-time)
Item Type: eCommerce Fee
Status: Active
Frequency: One-Time
Collection Basis: Accrual

Voluntary: Treat this fee as voluntary.
Note: Unpaid voluntary fees do not count against a member's account balance and are not automatically included on billing statements.

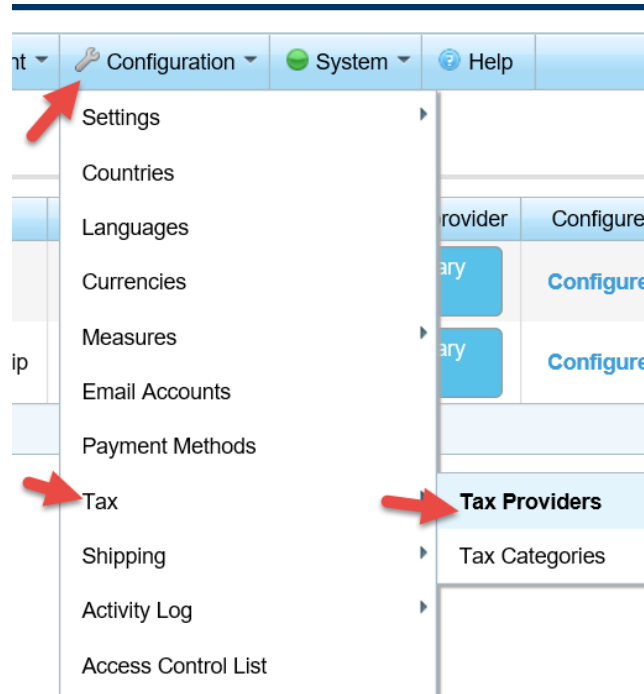
Batch Invoice Group: ?

Save & Exit Cancel

Setup eCommerce module

Tax Setup (if applicable)

- 1 Go to **Configuration > Tax > Tax Providers**



- a Select **Mark as primary provider** for your needed tax calculation
- b Select **Configure** next to the Fixed tax rate provider or Tax by Country & State & Zip

Tax Providers

Friendly name	System name	Is primary provider	Mark as primary provider	Configure
Fixed tax rate provider	Tax.FixedRate	<input checked="" type="checkbox"/>	Mark as primary provider	Configure
Tax By Country & State & Zip	Tax.CountryStateZip	<input type="checkbox"/>	Mark as primary provider	Configure

- c Click **Edit** next to the desired category
- d Enter **Rate**
- e Click **Update**

Configure - Fixed Tax Rate Provider [\(back to tax provider list\)](#)

Tax category	Rate	Edit
Non	0	Edit
Tax	6.8800	Update Cancel
New Tax Set	11.88	Edit
Brainerd Tax	6.88	Edit
Canadian Tax Set	13	Edit
High Income Sales Tax	13	Edit
New Tax Set - Philip W. Huff	3.25	Edit

Shipping Setup

- 1 Go to **Configuration > Shipping** – setup each item as needed
 - a **Shipping Fee Items** – assign the fee item that you created in the database for shipping cost.

Shipping Fee Items

Fee item:

-
-
- Annual Dinner Sponsorship
- Annual Dinner Ticket
- Golf Tournament Registration
- Golf Tournament Sponsorship
- Job Listing
- MarketSpace Item
- Meeting Room Rental
- Membership
- Merchandise
- New Membership
- Parking Lot Rent
- Pledge A
- Shipping**
- Voluntary Contribution
- Young Professionals
- Young Professionals

- b **Shipping Methods** – enter in all of the shipping options
 - Click **Add New** to create new shipping methods
 - Click **Edit** next to the method to change the **Name, Description, and Display order**

Shipping Methods

[Add new](#)

Name	Description	Display order	Edit
In-store pickup	Pick up your items at our location	0	Edit
Standard shipping	Arrives in 3-8 business days	1	Edit
Rush	Arrives in 2-3 business days	3	Edit

- c **Shipping Method Restrictions** – Select areas where shipping is not available

Shipping Method Restrictions

[Save](#)

Please mark the checkbox(es) for the country or countries in which you want the shipping method(s) not available

Country	In-store pickup	Standard shipping	Rush
United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afghanistan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Albania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Algeria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
American Samoa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Andorra	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Angola	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

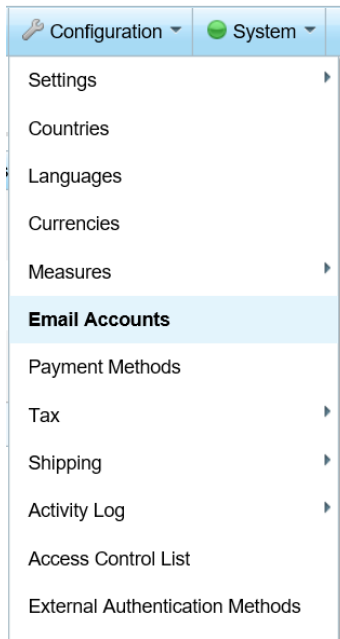
- d **Shipping Rate Computation Methods** – Setup and select the shipping options that are available
 - Make all needed computation methods active
 - Click **Configure** next to the shipping rate method and follow instructions to set this up

Shipping Rate Computation Methods

Friendly name	System name	Display order	Is active	Configure	Edit
Australia Post	Shipping AustraliaPost	1	✗	Configure	Edit
Canada Post	Shipping CanadaPost	1	✗	Configure	Edit
FedEx	Shipping FedEx	1	✗	Configure	Edit
Fixed Rate Shipping	Shipping FixedRate	1	✓	Configure	Edit
Shipping by weight	Shipping ByWeight	1	✗	Configure	Edit
UPS (United Parcel Service)	Shipping UPS	1	✗	Configure	Edit
USPS (US Postal Service)	Shipping USPS	1	✗	Configure	Edit

Email addresses for notifications

- 1 Click **Configuration > Email Accounts**



- a Click **Add new** to add email addresses to the list
- b Click **Mark as default email account** to set the default notification email
- c Click **Edit** to update **Email address**, **Email display name**, or to send a **Test Email**

Email Accounts

Add new

Email address	Email display name	Is default email account	Mark as default email account	Edit
michelle.schave@micronetonline.com	General contact	✓	Mark as default email account	Edit
michelle.schave@micronetonline.com	Sales representative	✗	Mark as default email account	Edit
michelle.schave@micronetonline.com	Customer support	✗	Mark as default email account	Edit

Edit Email Account Details [\(back to email account list\)](#)

Email address

Email display name:

Send Test Email (save settings first by clicking "Save" button)

Send email to:

Setup Messages

1 Click Content Management > Message Templates

- Click on the checkbox under **Is active** for any message that you do not wish to have active
- Click **Edit** to update any messages
 - Allowed message tokens** – available tokens that can be used in the subject or body of email
 - Name** – template name
 - Is active** – displays status, can be inactivated/activated from within this screen
 - BCC** – assign bcc emails for this message
 - Subject** – subject of email message
 - Body** – body of email
 - Email account** – email account used to send the message

Edit Message Template Details - Customer.BackInStock [\(back to return message template list\)](#)

Allowed message tokens: %Store Name%, %Store URL%, %Store Email%, %Order OrderNumber%, %Order CustomerFullName%, %Order CustomerEmail%, %Order BillingFirstName%, %Order BillingLastName%, %Order BillingPhoneNumber%, %Order BillingEmail%, %Order BillingFaxNumber%, %Order BillingCompany%, %Order BillingAddress1%, %Order BillingAddress2%, %Order BillingCity%, %Order BillingStateProvince%, %Order BillingZipPostalCode%, %Order BillingCountry%, %Order ShippingMethod%, %Order ShippingFirstName%, %Order ShippingLastName%, %Order ShippingPhoneNumber%, %Order ShippingEmail%, %Order ShippingFaxNumber%, %Order ShippingCompany%, %Order ShippingAddress1%, %Order ShippingAddress2%, %Order ShippingCity%, %Order ShippingStateProvince%, %Order ShippingZipPostalCode%, %Order ShippingCountry%, %Order PaymentMethod%, %Order VatNumber%, %Order Product(s)%, %Order CreatedOn%, %Order OrderURLForCustomer%, %Order NewNoteText%, %RecuringPaymentID%, %Shipment.ShipmentNumber%, %Shipment.TrackingNumber%, %Shipment.Product(s)%, %Shipment.URLForCustomer%, %ReturnRequestID%, %ReturnRequest.ProductQuantity%, %ReturnRequest.ProductName%, %ReturnRequest.Reason%, %ReturnRequest.RequestedAction%, %ReturnRequest.CustomerComment%, %ReturnRequest.StatNotes%, %ReturnRequest.Status%, %Customer.Email%, %Customer.Username%, %Customer.FullName%, %Customer.VatNumber%, %Customer.VatNumberStatus%, %Customer.PasswordRecoveryURL%, %Customer.AccountActivationURL%, %WishlistURLForCustomer%, %ProductReview.ProductName%, %Product.Name%, %Product.ShortDescription%, %Product.URLForCustomer%, %Product.VariantID%, %Product.Variant.FullProductName%, %Product.Variant.StockQuantity%, %Product.Variant.AttributeCombination.ID%, %Product.Variant.AttributeCombination.Attributes%, %Product.Variant.AttributeCombination.StockQuantity%, %PrivateMessage.Subject%, %PrivateMessage.Text%, %BackInStockSubscription.ProductName%

Name: Customer.BackInStock

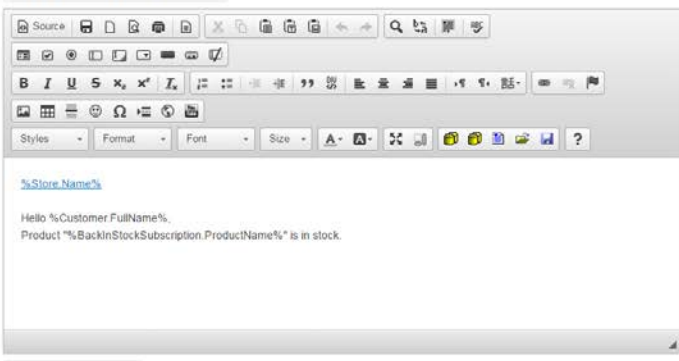
Is active:

BCC:

Subject: %Store Name% Back in stock notificati

Body:

Email account: General contact



Rich text editor toolbar with various icons for text formatting, alignment, and insertion. The body text below the toolbar reads: %Store Name%
Hello %Customer.FullName%
Product "%BackInStockSubscription.ProductName%" is in stock.