Creating a CASHNet Store

An eMarket Storefront is easy to set up. Just follow the prompts.
Requesting a CASHNet Store

- A process will be set up so that you can ask that a new CASHNet store be created.
- We’ll need to know if you want to create a CASHNet eMarket Storefront
  – or –
- A CASHNet eMarket Checkout web site
eMarket: Storefront vs. Checkout

• Storefront allows you to create a web store for your customers to purchase items or make payments, right on the CASHNet web site.

• Checkout is used if you want to maintain your own web store. CASHNet only collects the payment information from your customer.
Creating an eMarket Storefront

• Once your CASHNet Store has been defined, the Cashier’s Office will give you the Store Identifier. When security has been set up for you to access the store, you’ll be able to use the CASHNet screens seen on the following pages.

• Just go through each screen to change the look and feel of your storefront and add “items” that you’ll be selling.
Click Store Setup – Choose Your Store
Choose Name & Logo

Welcome to Store Setup. You can start at the beginning and let the wizard guide you (recommended) or jump to a particular section by selecting one of the options from the left menu.

Any time you need assistance, click the Help button.

To see how the store will look to customers, click the Preview button.

Start At The Beginning
Enter Name
Click *Browse* to choose a logo.
Your logo has been found and displayed. Click Continue
The *Store Settings* screen: only a few options are shown. Click *Save* when done.

- **Do you want the user to login when making a purchase?**
  - Login Required
  - Login Optional
  - Login Not Available

- **Check the payment options for the customer.**
  - PIN-less Debit
  - Credit Card
  - ACH/Electronic Check
  - Purchase Order

- **Item Description on the catalog**
  - Don't show
  - Show partial description
  - Show full description

- **Can a user add the same item more than once to the basket?**
  - Yes
  - No
To get an e-mail when a payment is made, choose Yes on the *Notifications* screen
Colors & Fonts let you customize the look of your store
Now we’re going to add *Items* to the store for purchase: click Add New Record.
1\textsuperscript{st} part of \textit{Item} screen: add Name, Description, MSU Acct# / Object Code and Price
2nd part of Item screen: Note that you can restrict the number of items sold on a single order.
Add a second *Item*, then click Continue. Note that this item’s revenue can go to a different MSU Account Number.
Results: Store has two Items

- Item Code: 0002-CONF, Description: Int’l Music Conference
- Item Code: 0002-GOLF, Description: Golf Outing

*Click Edit to change the available inventory.*
Choose *Implement Store*, then click Continue.
You’re Done!

- You can click the Preview Store button at any time during the process to see how things are looking.
- Don’t forget to click *Continue (or Save)* on every screen before moving to the next screen. You’ll lose changes if you don’t!