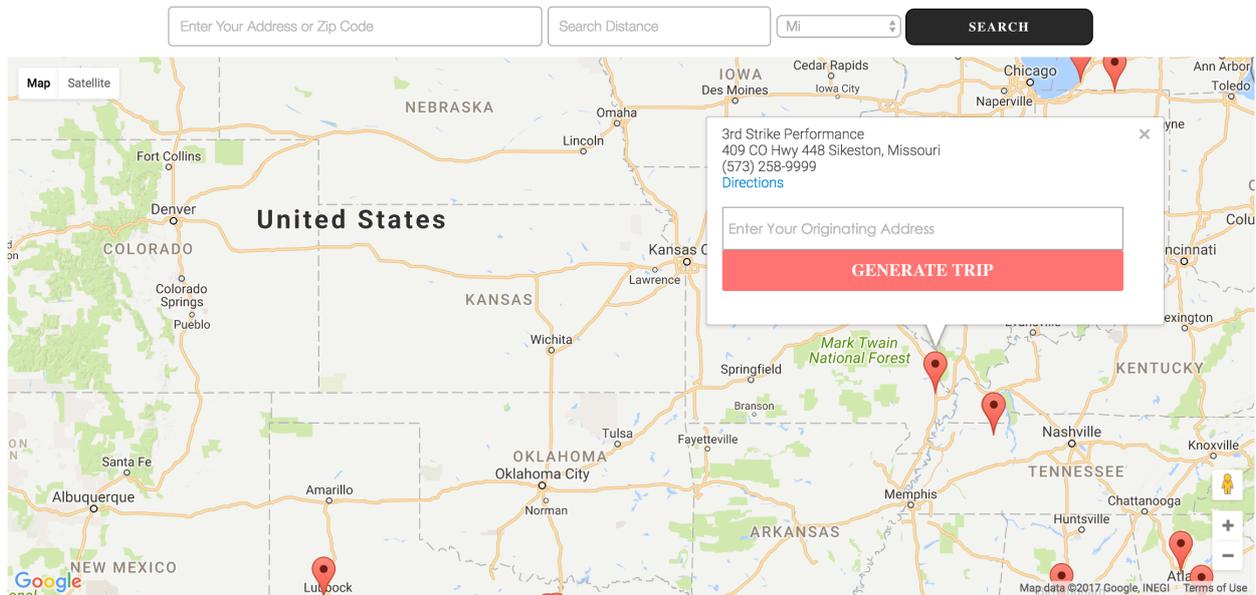


Shopify Retailer Map App HELP MANUAL



Version: 0.1

Dated: 19th June' 2017



Introduction

Hello and Welcome to the Retailer Map Application. This application is to work with your Shopify Store in order to give your retailers visibility on a Geographical Map of your country/region to assist your client base to find your retailers easily as well as obtaining directions to their location if necessary. We hope you find this tool useful as it will hopefully display your network and reach of your products on this map feature.

CONTENTS

1)	Map Settings page	3
2)	Add retailer to the map	4
3)	Mark existing customers as retailers	6
4)	View Retailer Map Page	8
5)	Hide/Show Retailers on Map	9
6)	View List of existing retailers	10
7)	Modify existing retailer	12
8)	Remove existing retailer	13
9)	Add the Map Page to the store Menu	14

MAP SETTINGS PAGE

Settings page appear only once, the title required to submit here will appear on the frontend map page.

☰ Retailers Map App HELP

MAP SETTINGS

DISPLAY RETAILER NAME & ADDRESS TILING GRID *	Yes
MAP PAGE TITLE *	Enter Map Frontend Title
ADD MAP SETTINGS	

(*) represents required fields

[Back To Main](#)

[ABOUT US](#) [SUPPORT/FAQ](#)

☰ Retailers Map App HELP

WELCOME TO RETAILERS MAP APP

Your map settings has been added successfully!

[BACK TO MAIN](#)

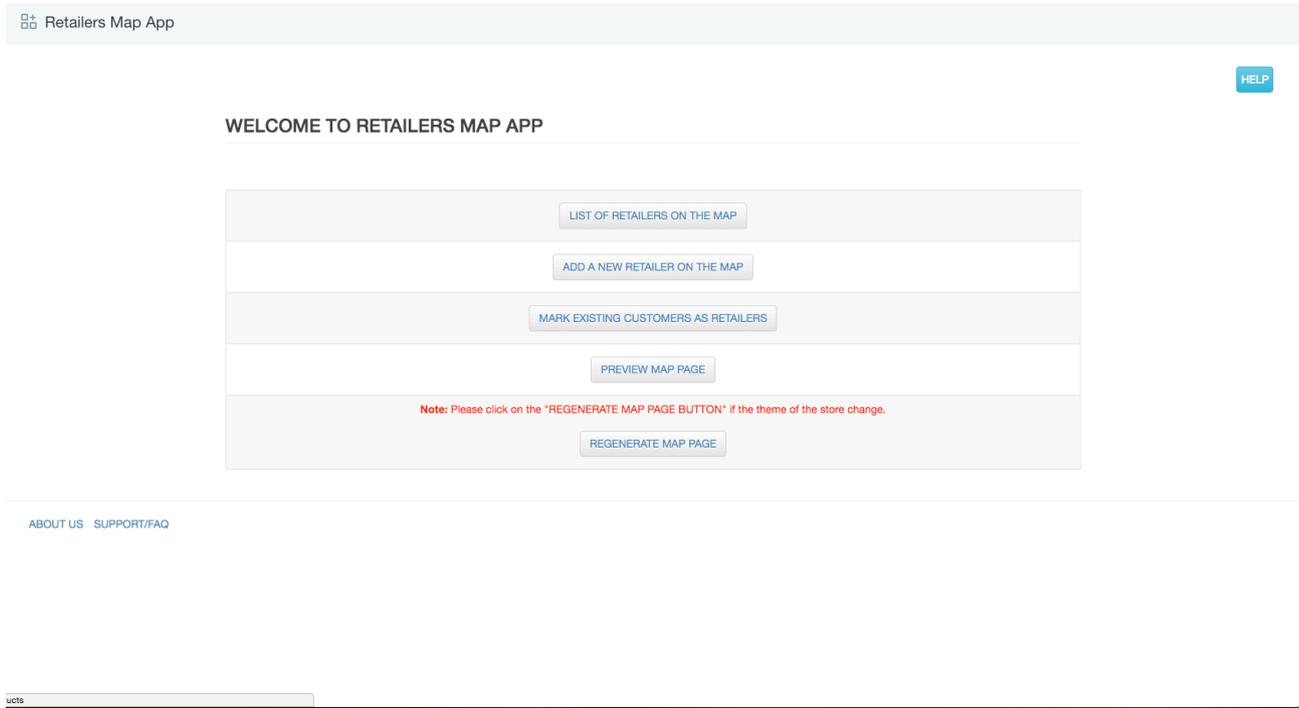
[LIST OF RETAILERS ON THE MAP](#)

[ADD A NEW RETAILER ON THE MAP](#)

[ABOUT US](#) [SUPPORT/FAQ](#)

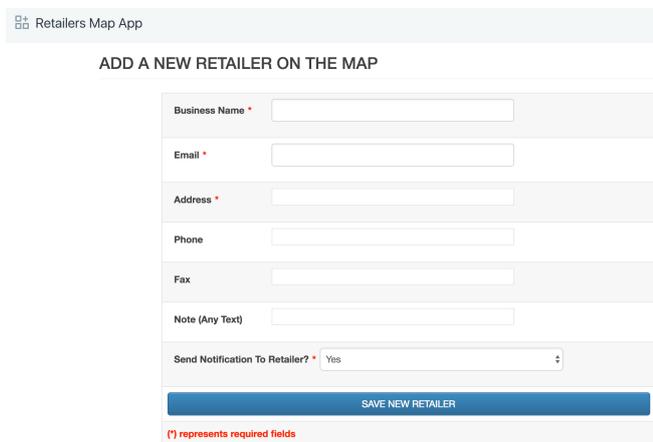
ADD RETAILER TO MAP

Click button “Add a new retailer on the map” to add new retailers.



Fill-out the fields of the form. If the provided email does not exist within the customers' listing of your current store, an invitation email will be sent to that retailer to sign up on that store. If select send notification to retailer “No” then in that case no invitation email will be sent to that retailer.

This allows the tool to ensure that an account is present, and accessible for the retailer to access on the store, and is correctly registered.



Click “Save New Retailer” button after filling out all the required fields.

The confirmation page is listed below.

The screenshot shows the 'Retailers Map App' interface. At the top left, there is a header with a grid icon and the text 'Retailers Map App'. At the top right, there is a blue 'HELP' button. The main content area is titled 'WELCOME TO RETAILERS MAP APP'. Below the title, there is a green success message: 'Authorised Retailer added to the map successfully!'. Underneath the message, there are three buttons: 'BACK TO MAIN', 'LIST OF RETAILERS ON THE MAP', and 'ADD A NEW RETAILER ON THE MAP'. At the bottom left of the page, there are links for 'ABOUT US' and 'SUPPORT/FAQ'.

MARK EXISTING CUSTOMERS AS RETAILERS

If you have retailers already in your Store as customers, then click “Mark Existing Customers As Retailers” button to add existing store customers on the map.

☰ Retailers Map App HELP

WELCOME TO RETAILERS MAP APP

[LIST OF RETAILERS ON THE MAP](#)

[ADD A NEW RETAILER ON THE MAP](#)

[MARK EXISTING CUSTOMERS AS RETAILERS](#)

[PREVIEW MAP PAGE](#)

Note: Please click on the "REGENERATE MAP PAGE BUTTON" if the theme of the store change.

[REGENERATE MAP PAGE](#)

[ABOUT US](#) [SUPPORT/FAQ](#)

ucbs

☰ Retailers Map App HELP

Existing Customers

Enter Customer Tag: [Fetch Customers](#)

	Name	Email	Orders	Last Order Id	Total Spent	Action
<input type="checkbox"/>	Christian Behier	christian@thegenielab.com	0		0.00	APPROVE AS RETAILER
<input type="checkbox"/>	SiccupsUK	christian.behier@siccupsuk.com	0		0.00	APPROVE AS RETAILER

[APPROVE AS RETAILER](#)

[Next Page](#)
[Prev Page](#)

[Back To Main](#)

[ABOUT US](#) [SUPPORT/FAQ](#)

Click on “Approve As Retailer” link close to any customer listing to mark as retailer.

Existing Customers

Your request has been processed successfully!

Enter Customer Tag:

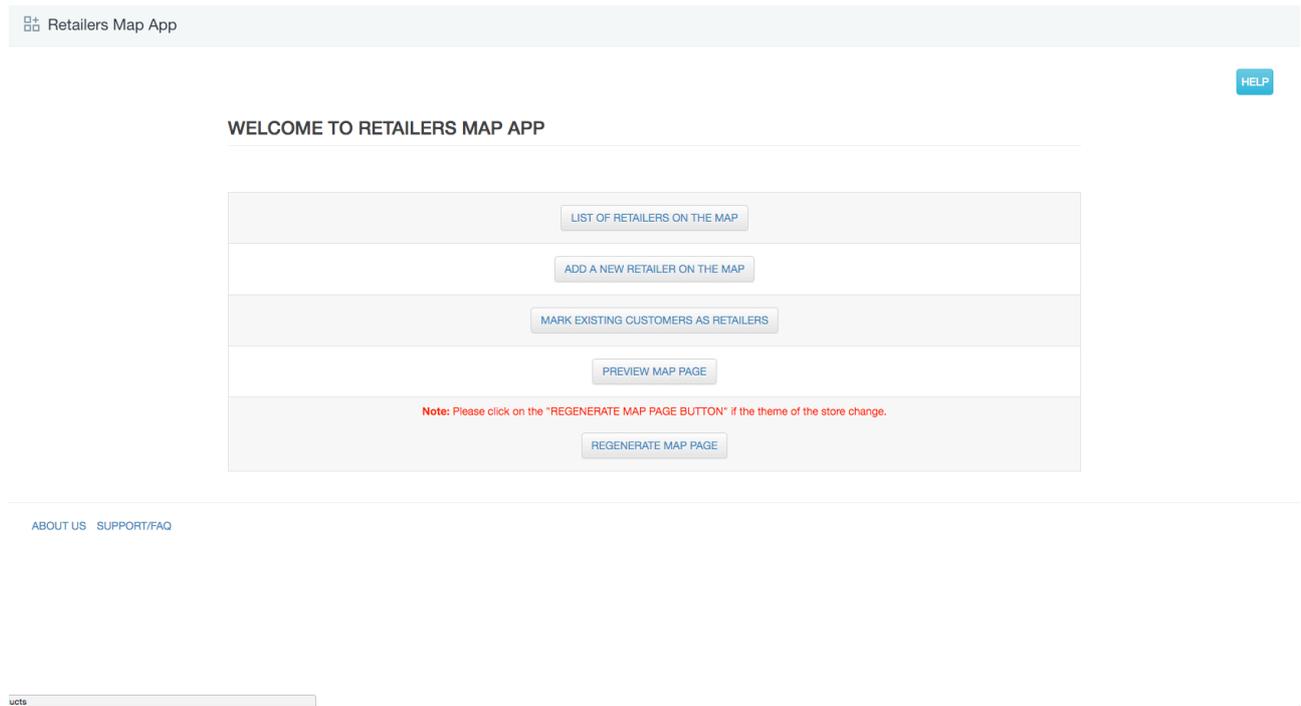
	Name	Email	Orders	Last Order Id	Total Spent	Action
<input type="checkbox"/>	Christian Behier	christian@thegenielab.com	0		0.00	APPROVE AS RETAILER
<input type="checkbox"/>	SiccupsUK	christian.behier@siccupsuk.com	0		0.00	APPROVE AS RETAILER

[Next Page](#)
[Prev Page](#)

VIEW LIST OF EXISTING RETAILERS

This feature is to display the current Retailers that are eligible to be on the map. This does not mean that they are all showing (please see the following page on how to display a retailer, or hide them from the map).

Click “List of Retailers On Map” button to view all retailers added into the system. Further changes to any retailer data can be made from there.



HIDE/ SHOW RETAILERS ON MAP

This feature is how you put a retailer on the map, or hide them from the map – all the while still being a retailer.

Click “Activate” or the “Deactivate” link close to any retailer record to show/hide retailers on the map page.

Retailers Map App HELP

MAP AUTHORISED RETAILERS

VIEW RETAILERS BY STATUS:

[ACTIVE RETAILERS ON THE MAP](#) [INACTIVE RETAILERS ON THE MAP](#)

	Business Name	Email	Address	Phone	Fax	Note	Latitude	Logitude	Edit/Delete	Activate/Deactivate Retailer Action
<input type="checkbox"/>	Christian Behier	christian@thegenielab.com	8 Elizabeth Avenue Barry United Kingdom CF629XB				51.4217658	-3.2746682	Edit Delete	Deactivate Retailer
<input type="checkbox"/>	TheGenieLab	wish@thegenielab.com	Flat 1, 170 Newport Road, Roath	7594615421	7594615421	Open Hors: Mon-Sat (8:00 am - 5:00 pm)	51.4908216	-3.1561807	Edit Delete	Deactivate Retailer

[Back To Retailers Listing](#) [Back To Main](#)

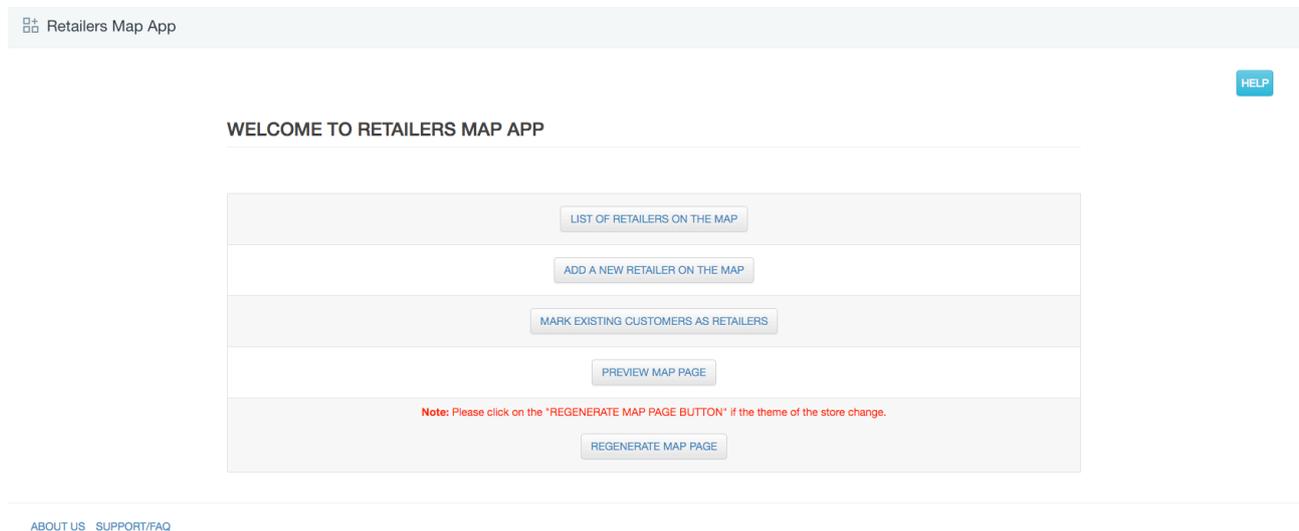
[ABOUT US](#) [SUPPORT/FAQ](#)

juanta_next

By default the listing shows the list of active retailers on the map. Inactive or active retailers can be viewed by clicking on the buttons mentioned at the top of the page.

PREVIEW RETAILER MAP PAGE

Click on “Preview Map Page” button to view the map front-end page of the store. It shows all the listing of added retailers with their respective addresses marked visually on the map.



This page will automatically be added to the current theme of your store. In case of changing the theme make sure to click on “Regenerate Map Page” so that the page automatically re-inserted into the new live theme.

You only need to add the link of the page in the navigation, footer or anywhere you want to access it from the store front.

Note: See Page 14 to add this page to your theme’s Menu.

Retailers Map

Business Name	Email	Address	Phone	Fax	Note
TheGenielab	wish@thegenielab.com	Flat 1, 170 Newport Road, Roath View On Map	7594615421	7594615421	Open Hors: Mon-Sat (9:00 am - 5:00 pm)

The Retailer Map will give you the ability to click on the location of the Retailer (clicking on the desired pin), and have it generate directions – Just enter your ZIP/Post code in the entry box (or address), and click on “get directions”.

3rd Strike Performance
409 CO Hwy 448 Sikeston, Missouri
(573) 258-9999
[Directions](#)

GENERATE TRIP

MODIFY EXISTING RETAILER

Click on Edit link to update records of any retailer.

HELP

MAP AUTHORISED RETAILERS

VIEW RETAILERS BY STATUS:

ACTIVE RETAILERS ON THE MAP

INACTIVE RETAILERS ON THE MAP

	Business Name	Email	Address	Phone	Fax	Note	Latitude	Logitude	Edit/Delete	Activate/Deactivate Retailer Action
<input type="checkbox"/>	Christian Behier	christian@thegenielab.com	8 Elizabeth Avenue Barry United Kingdom CF629XB				51.4217658	-3.2746682	Edit Delete	Activate Retailer
<input type="checkbox"/>	TheGenieLab	wish@thegenielab.com	Flat 1, 170 Newport Road, Roath	7594615421	7594615421	Open Hors: Mon-Sat (9:00 am - 5:00 pm)	51.4908216	-3.1561807	Edit Delete	Deactivate Retailer

Back To Retailers Listing

Back To Main

ABOUT US SUPPORT/FAQ

Fill out all the required fields of the modify retailer details form.

Retailers Map App

HELP

MODIFY RETAILER DETAILS

Business Name *	<input type="text" value="Christian Behier"/>
Email *	<input type="text" value="christian@thegenielab.com"/>
Address *	<input type="text" value="8 Elizabeth Avenue Barry United Kingdom CF629XB"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Note (Any Text)	<input type="text"/>
UPDATE RETAILER	
(*) represents required fields	

Back To Main

ABOUT US SUPPORT/FAQ

REMOVE EXISTING RETAILER

Click on Delete link to remove the retailer from the system. Make sure this process is not reversible. Removing any retailer from there will not remove customer from the store. The respective retailer can then be added again with updated information.

HELP

MAP AUTHORISED RETAILERS

VIEW RETAILERS BY STATUS:

ACTIVE RETAILERS ON THE MAP

INACTIVE RETAILERS ON THE MAP

	Business Name	Email	Address	Phone	Fax	Note	Latitude	Logitude	Edit/Delete	Activate/Deactivate Retailer Action
<input type="checkbox"/>	Christian Behier	christian@thegenielab.com	8 Elizabeth Avenue Barry United Kingdom CF629XB				51.4217658	-3.2746682	Edit Delete	Activate Retailer
<input type="checkbox"/>	TheGenieLab	wish@thegenielab.com	Flat 1, 170 Newport Road, Roath	7594615421	7594615421	Open Hors: Mon-Sat (9:00 am - 5:00 pm)	51.4908216	-3.1561807	Edit Delete	Deactivate Retailer

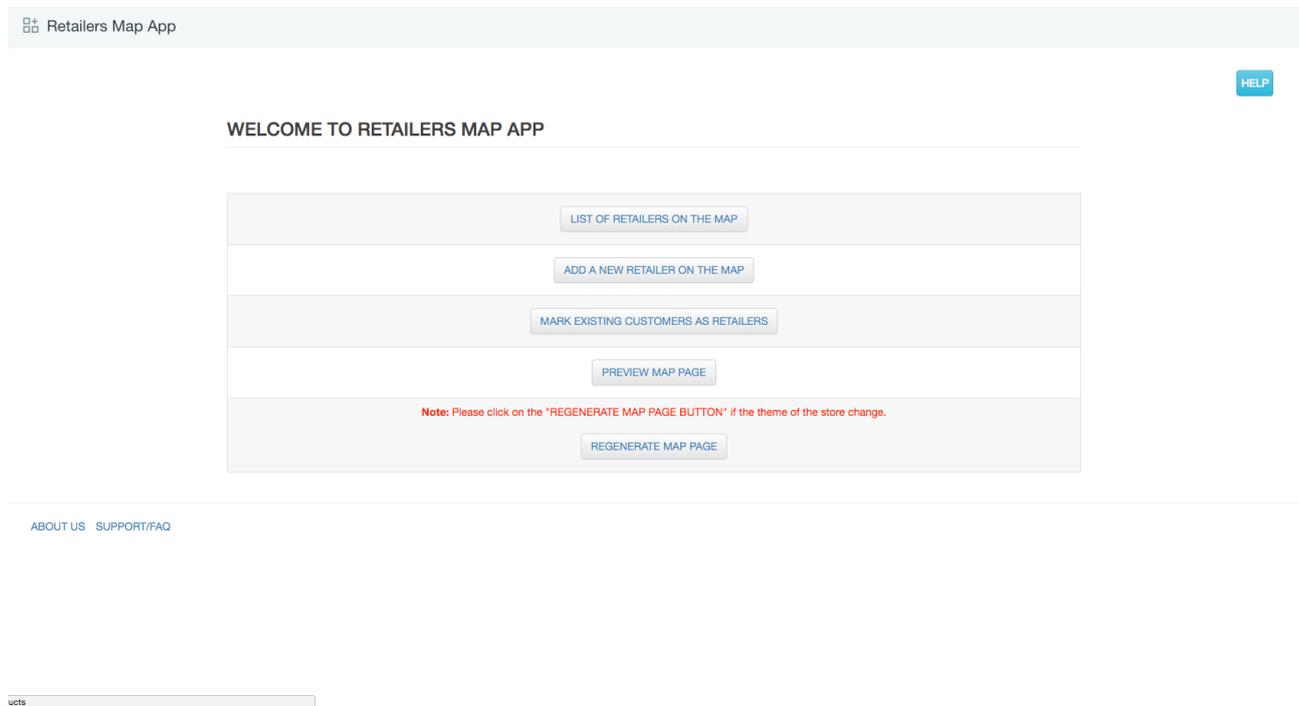
Back To Retailers Listing

Back To Main

[ABOUT US](#) [SUPPORT/FAQ](#)

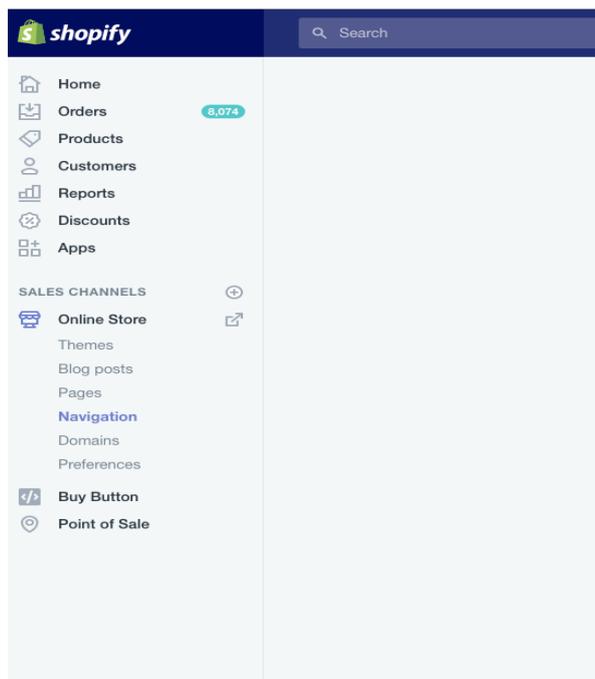
ADD THE MAP PAGE TO STORE MENU

To add the map page to store first we need to click on “Preview Map Page” button so you can obtain the link (URL) from your browser.



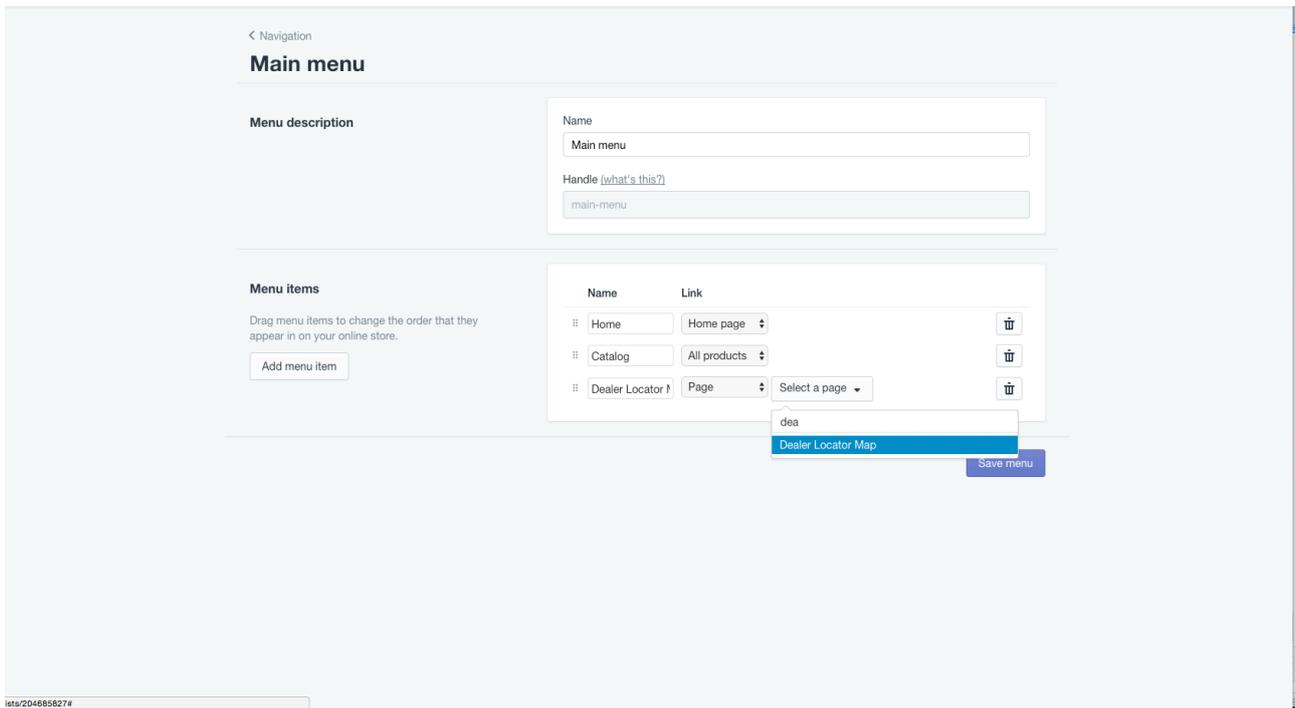
The page opens up in new tab for you to see the Map.

Now, please open the **Shopify Store Admin**, expand **Sales Channel** in **Online Store** and click on **Navigation**.



Please add a new menu item to the Menu and locate the map page in it. The menu item will be added in the menu.

- Click Add Menu Item
- Give it a Name called “Retailer Map”
- Set the Link to “Page”
- Then scroll down to select the “Dealer Locator Map”
- You can move up or down the little square blocks to place the link in its proper order in the menu.
- Then SAVE.



If you need any guidance or assistance don't hesitate to reach out to us at: wish@thegenielab.com