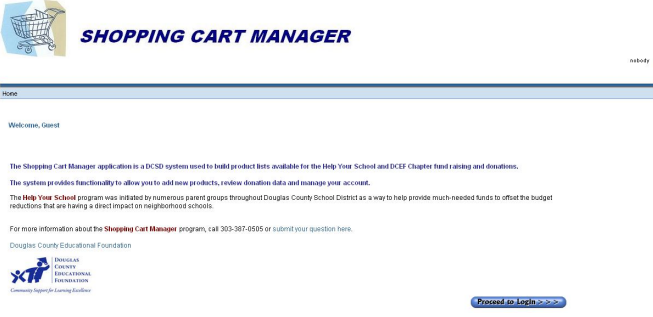
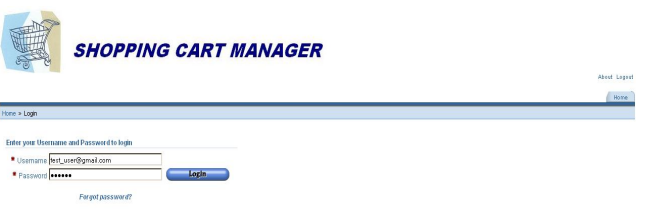




Quick Reference: DCEF Donations – Shopping Cart Manager Application

Window	Instructions
	<p>The DCEF Donations Shopping Cart manager program provides functionality to DCEF staff to add and remove users, add products and run reports of data collected during transactional usage of the DCEF Help Your School and Help Your Chapter websites. The application also provides the ability to chapter users to add, delete and modify product lines available thru their storefronts.</p> <p>Security in the DCEF Shopping Cart Manager is driven by internal security tables. The user id's that are set up are valid email accounts. The security allows for both district and out of district users to be assigned a role in the system.</p>
<p>DCEF Chapter User</p>	
	<p>After you have been set up as a valid ADMIN user in the system:</p> <p>Create a shortcut to the following URL:</p> <p>https://www.dcsdk12.org/apexsa/f?p=SHOPMGR:101</p> <p>Log in using your email address and password you set up when first accessing the system.</p> <p>If you have forgotten your chapter's password, click the FORGOT PASSWORD? Link.</p>



SHOPPING CART MANAGER

Home > Login > Forgot password

Forgot password

Username:

To have a new password emailed to your account so you can access the system, simply type in your account email address and click **SUBMIT**.

Home > Products > My Account

Home

Welcome, AJ Gobben

The Shopping Cart Manager application is a ECSD system used to build product lists available for the Help Your School and ECEY Chapter fund raising and donations.

The system provides functionality to allow you to add new products, review donation data and manage your account.

The Help Your School program was initiated by numerous parent groups throughout Douglas County School District as a way to help provide much needed funds to offset the budget reductions that are having a direct impact on neighborhood schools.

For more information about the Shopping Cart Manager program, call 303-387-0505 or submit your question here.

Douglas County Educational Foundation

Once you have logged into the system, you will have access to all of the following tabs in the system. The tabs that should be visible are:

- HOME
- PRODUCTS
- MY ACCOUNT

Home > Administration > Products

Products

Product Name	Short Description ▲	Selling Price	Category	Availability
Donate to Acres Green PTO	Acres Green PTO Donations	\$100	School Chapters	No
Help Your School	Donate to Acres Green Elementary	\$0	Donations to Help Your School	Yes

To add a new Product click **ADD NEW PRODUCT**.

To edit and existing organization account, click the **PRODUCT NAME** of the product you wish to modify.

Home > Administration > Products > Add/Modify Product

Add/Modify Product

* Product Name:

* Short Description:

Long description:

* Organization:

* Category:

* List Price:

Tax Amount:

* Quantity on hand:

Available:

Promotion:

Hot:

* Activation Date:

Image:

When you add new product, the product name, short description, organization, category, list price quantity on hand, and activation date are required fields. You also need to be sure to check the activate flag to activate the product.

Home > Administration > Products > Add/Modify Product

Add/Modify Product

* Product Name:

* Short Description:

Long description:

* Organization:

* Category:

* List Price:

Tax Amount:

* Quantity on hand:

Available:

Promotion:

Hot:

* Activation Date:

Image:

File Upload

Look in:

AcornIcon.png	login.png
AcornMail.jpg	loginShoppingCartManager.png
ChapelConnection.jpg	PayPalEmail.jpg
DCEF_Headline.jpg	ProcessOfCheckout.png
DCEF_Headline_email.JPG	ProcessOfCheckoutSound.png
DCEF_ShoppingCart.jpg	processlogin.png
DCEF_ShoppingCart_Back.JPG	toolsMail.JPG
DCEF_ShoppingCartBuy.jpg	ShoppingCartManager.jpg
DCEF_Tags_email.jpg	SmallTTYClearDough.jpg
donations.jpg	StartNew.png
GRE'Shopping_Cart.png	TINYClearDough.gif
header.jpg	TINYClearDough.jpg
HYS_Barner.jpg	
HYS_Barner_NALogin.jpg	

File name:

Files of type:

You can also upload a product image. To do so, click the BROWSE button to select a .png or .jpg file to upload as your product image. Then click the APPLY CHANGES button.

Home > Administration > Products > Add/Modify Product

Add/Modify Product

* Product Name:

* Short Description:

Long description:

* Organization:

* Category:

* List Price:

Tax Amount:

* Quantity on hand:

Available:


Promotion:

Hot:

* Activation Date:

Image:

Product Image



The image file will then be displayed as shown to the left.