

Trade Federation Market

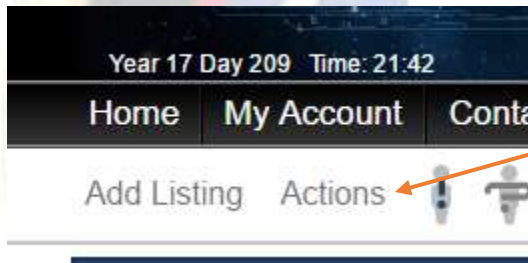
How To Guide: How to use a Shop & Its Tools

Own a shop? Need a bit of Help? You've picked the right guide! Since TFMv3 now allows users to start and build their own shops (much like DoT had in the last version), this guide is designed to assist new shop operators to learn all the tools available to your disposal. Use them as you wish, as many may not need all the features and tools. We will go through one page/setting at a time to get all information clearly presented.

Start by selecting the shop you wish to use: In the main menu, there is a "Jump to:" dropdown. If you have privileges to view/edit a shop, it will appear here. Simply Select the shop, and you will be sent to its main page.

Jump to:

Don't have a shop yet? Don't fret, let's get that fixed! From the main menu, simply select the "Actions" link just below the Home button:



From here, simply click "Create Shop" under the Actions header:

ACTIONS

 Create NFG Account

 Create Shop 

REQUESTS & REPORTS

 Submit Admin Request

 Report Bug

 Suggest Features

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Simply fill out the forms completely with the facts of your new shop, and click “Create Shop.”

Using a Shop Requires that All Products Sold are in a SINGLE Location

Only a Faction Leader can create Faction Shops.

Create Shop

Shop Name

Shop Owner

- Myself
 Test's Shop

Shop Logo:

Shop Banner:

Shop Location:

System Coordinates:

(X) (Y)



Got back to your shop? Click thru the dropdown (there isn't any activation for shops), and you're ready to begin!

You will notice that your shop has a banner that looks like this:

SHOP IS NOT ACTIVE

Don't fret! This is for your protection! Leave the shop inactive while you set it up, then in the settings page, you can simply set your shop active. While it's inactive, you won't get customers buying listings, checking out things, etc, as no one but you and your assigned staff (see privilege section) can see or edit the shop and its listings!

So, ready to begin? Here we go, starting with....Information:

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Department of Trade: Asrat Hub

Shop Location: Asrat Deep Space System, (111,153)

Shop Description:

This is the info

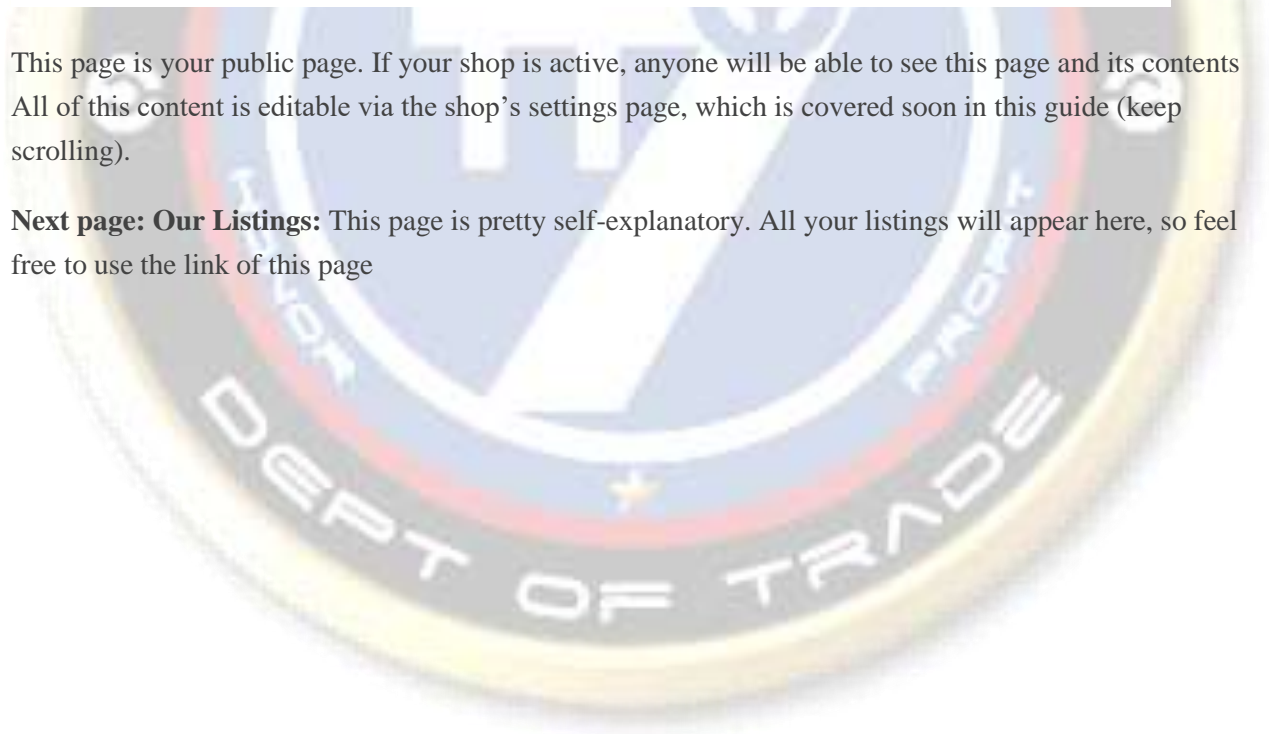
Shop Terms:

(Additional to the Department of Trade Terms and Conditions)

These are the terms

This page is your public page. If your shop is active, anyone will be able to see this page and its contents. All of this content is editable via the shop's settings page, which is covered soon in this guide (keep scrolling).

Next page: Our Listings: This page is pretty self-explanatory. All your listings will appear here, so feel free to use the link of this page



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Settings Page: While this page can seem overwhelming to some as it has many rows of settings, everything you need to know is right here in this guide. We will go setting by setting, and explain what each setting does for you and your shop:

Section 1:

Shop Settings

Shop Name:

Department of Trade: Asrat Hub

Shop Location System:

Asrat Deep Space

System X-Coord:

System Y-Coord:

Easy enough, right? You can edit your shop name, Shop Location (use a real system, or close to one if you can), and coordinates of your shop (so that customers know where to go pick up their goods!).

Section 2:

Shop Images

Logo:



<http://banners.swc-tf.com/baw70x70.png>

Banner:



<http://banners.swc-tf.com/baw468x60.png>

Yet again, easy. This is what shows at the top of your shop, and the banner shows on the main shop page, where it lists every active shop along with its name.

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Section 3:

Advertisement:



<http://newdot.swc-tf.com/images/AsratShop.png>

Show Shop Advertisement in Shop Scroller:

No ▾

This advertisement image is what shows on the main page, at the bottom, on the auto scroller:



Simply select which image, and if you want it to show in this scroller or not (free advertising!).

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Section 4:

Shop Information

Information Text:

This is the info

Additional Terms: *(Additional to the Department of Trade Terms)*

These are the terms

These are quite simply just the text that you see on the information page (See above). Edit them to how you wish, but make sure that your terms do not contradict the main Terms and Conditions, as TFM's override any you may have.

Section 5: This is the complicated section, but each will be specifically explained:



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Sales Settings

Minimum Number of Days Between Sales:

Maximum Number of Days Allowed for Outstanding Payment:

Maximum Number of Days Allowed for Product Pickup:

Accept TF Citizenship Discounts:

Accept TFM Market Points:

Allow Global Sales:

Quartermaster Bonus Percentage (% of Value of Goods Packaged):

Accept TF Middles, including DoT:

Shop Active:

Allow Shop Delivery:

Minimum Number of Days Between Sales: Exactly the same as the previous Trade Federation Market, this will force customers to wait this set number of days between orders. This helps when you may have a flood of orders from the same person all at once. Typically, they will group multiple products into a single order, which can make it easier to package on the shop's side of the order.

Maximum Number of Days Allowed for Outstanding Payment: This is a shop-view only setting. Simply put, if a customer places an order on Day 1, and they have not paid by day X (your setting), they are marked as unpaid, and the order can be cancelled or forfeited (based on your shop terms as set above).

Maximum Number of Days Allowed for Product Pickup: Similar to the previous setting, this is a shop-only seen mark, where in the order system, it will check daily and let each shop know that the order is expired and has not been picked up. Again, the order can be dealt with based on your public terms.

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Accept TF Citizen Discounts: While not required by any law or used of any feature of this market, if your shop wishes to allow TF discounts, this setting will give level 1 citizens a 5% discount, and level 2 and 3 citizens a 10% discount on all your listings.

Accept TFM market points: Market points are gained by contributing suggestions, bug reports, or purchasing from either of the Department of Trade Shops. They are a loyalty program of sorts, where 1 point is worth 1,000 credits, and 1% of the purchase is paid back through this system. If your shop wishes to accept these points as credit value, then set this setting to 'Yes'. No reimbursement from the market will occur at this time.

Allow Global Sales: While this setting is not currently in use, this will allow market administrators to set certain products on sale, automatically giving a set quantity or percentage off of them. It is recommended that this setting remain as "No" at this point in time. More info will be released prior to its integration.

Quartermaster Bonus Percentage: Packaging orders (especially items) is annoying and frustrating, especially if you have to do it for months at a time. There's very little xp usually, so TFM developers have created a way for these quartermasters (packagers) to be paid a small stipend for their work. The percentage set here will be paid to the quartermaster that packages any order. If a listing is worth 10,000,000 credits for example, and Tom packages it; the shop rate is set at 10%; then, at the end of the month, a notification request will be created to pay Tom the 1,000,000 credits he has earned from packaging that order. All packaged orders will be totaled, and set at the percentage, and combined for a single notification for each quartermaster (QM).

Accept TFM Middles, Including DoT: This setting will either allow or deny customers to use the middle option, where they can select a middle from the approved list prior to sending the credits to your shop. If set to "No", the customer will be required to send directly after placing the order.

Shop Active: As mentioned above, this is the setting that hides the shop and its listings from the public. Set this to "Active", and your shop is live!

Allow Shop Delivery: While no tools currently exist to assist with organizing delivery, setting this option to "Yes" will allow customers to choose pickup or delivery options. Set it to "No", and pickup is required.

Whew....that was a lot of options. If you have any further questions, feel free to contact us directly for further clarifications.



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Next page: Add Listing: Well, not really a page...you've seen this before. Just select the shop as the listing agent, and the rest is exactly the same!

Next page: Edit Listings: Designed to allow you to edit all the listings in your shop, this page allows you to edit, see details, remove or deactivate a listing. It also allows you to assign listings to a specific listing group (covered next).

SHOP IS NOT ACTIVE



Department of Trade: Asrat Hub
Edit Listings
Filter By Group: [-None-] FILTER

Arqitens Datacard <i>1x Use</i> All shop terms are specified and apply to all customers ... SEE MORE	Public Limit: -1 Citizen Limit: -1 Faction Limit: -1 NFG Limit: -1	In Stock Stock: 4,997 2,000,000 ⚡
Included In Listing: 500x Arqitens Light Cruiser Datacard		
SEE DETAILS - EDIT LISTING - REMOVE LISTING - DEACTIVATE LISTING Current Group:		
Arqitens Light Freighter <i>At Asrat Deep Space (111,153)</i> All terms as specified in the shop apply and are held to all ... SEE MORE	Public Limit: -1 Citizen Limit: -1 Faction Limit: -1 NFG Limit: -1	In Stock Stock: 498 22,000,000 ⚡
Included In Listing: 1x Arqitens Light Cruiser		
SEE DETAILS - EDIT LISTING - REMOVE LISTING - DEACTIVATE LISTING Current Group:		

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Next page: Listing Groups: A listing group is a simple way to keep organized. While not required to use, it will allow you to use them as filters when looking at stock numbers or your listings within your shop system. You can easily create, rename, and remove groups via this interface.




Department of Trade: Asrat Hub
Edit Listing Groups

Group Name	Actions
Group 1	Edit Group Delete Group
Group 2	Edit Group Delete Group
KDY-Produced3	Edit Group Delete Group

Add Listing Group

Group Name:

Next page: Assign Groups: This page allows a shop operator to mass-assign groups to listings. Simple and easy to use, the operator simply selects the listings, then the group he/she wishes to assign them to, and clicks “Assign Group”:



Department of Trade: Asrat Hub
Assign Listing Groups

Arqitens Datacard <i>1x Use</i>	<input type="checkbox"/>
Arqitens Light Freighter <i>At Asrat Deep Space (111,153)</i>	<input type="checkbox"/>

Current Group: -None-

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Next page: Shop Privs: This page allows a shop manager to add members from the shop owner's memberlist directly to the shop, and assign privileges to each member. These privileges are simple to administrate, simply click the gray checkmark to remove, and the gray x to add.

Note: In order to add a member to a shop, that person must be a member of the owning Faction or NFG. Individual-owned shops cannot add other members.

SHOP MEMBERS

User	Admin	Manage Settings	View While Inactive	Manage Members	Manage Listings	Manage Listing Groups	Edit Stock	Manage Orders	Unused	Unused	Approve/Remove
 Baktoid Armour Workshop	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	--
 Test	✓	✓	✓	✓	✓	✓	✓	✓	X	X	Remove Member

Add Member:

Drew Minga ▼

Add Member



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Next page: Shop Quantities: This page is designed to allow shop operators to see each of their listings (can be sorted by group if needed), and see their stock, goal, and in queue quantities. The “Needed” number is simply a mathematic solution of Goal – Stock – In Queue with a minimum of zero.



Department of Trade: Asrat Hub
Edit Listings

Filter By Group:

	Stock:	Goal:	In Queue:	Needed:
Arqitens Datacard <i>1x Use</i>	4997	0	0	0
Current Group:				
Arqitens Light Freighter <i>At Asrat Deep Space (111,153)</i>	498	0	0	0
Current Group:				
<input type="button" value="Update All Quantities"/>				

This completes the “Shop Administration” portion of the guide...now onto the “Shop Orders” section:



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Next page: Active Orders: This page allows the operator to view all orders that have an active status. Orders with a non-active status will appear under the next page. Operators can sort by status, order number, or simply click on the 'Review' link in order to modify the order (either status or add an order message).

Department of Trade: Asrat Hub
Active Orders

Sort By Status: Awaiting Payment [Sort] Jump to Order: 46 [Go]

Order No. 63: [Drew Minga]-[Y17 D191] Placed On: Y17 D192 09:48:39 Status: Awaiting Payment Review
Order No. 32322: [Siem Ro Kuto]-[Y17 D207] Placed On: Y17 D208 14:54:03 Status: Awaiting Payment Review
Order No. 60: [Jaydon TaVolarian]-[Y17 D191] Placed On: Y17 D191 16:56:45 Status: Payment Sent By Customer Review
Order No. 46: [Jaydon TaVolarian]-[Y17 D181] Placed On: Y17 D182 11:51:03 Status: Arrived For Pickup Review

Next page: Modify Orders: This page allows operators to mass-change status of orders. Only orders within 90 days of the current date will display on this page. Select the order(s) you wish to modify, select an action to perform, and click "Process":

Department of Trade: Asrat Hub
Order Status

Sort By Status: Awaiting Payment [Sort] Jump to Order: 6 [Go]

Choose An Action: [Process]

<input type="checkbox"/> Order No. 63: [Drew Minga]-[Y17 D191] (Awaiting Payment)
<input type="checkbox"/> Order No. 32322: [Siem Ro Kuto]-[Y17 D207] (Awaiting Payment)
<input type="checkbox"/> Order No. 123: [Coleman Rendar]-[Y17 D204] (Order Cancelled)
<input type="checkbox"/> Order No. 194: [Mato Walignat]-[Y17 D204] (Order Cancelled)

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Next page: Order Assembly: This page allows the operator to assemble either by each listing or by each listing part. Once the order has been renamed, all you have to do is click “Assembled”. You can sort by a number of things, to keep options available for the operator.

Note: Orders will only show in this page when they are set to “Packaging” status.



Department of Trade: Asrat Hub Order Assembly

Entity Mode	Listing Mode
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Sort By Specific Order:

Sort By Entity Type:

[RESET FILTERS](#)

SHIPS

Arquitens Light Cruiser

Order No. 32322: [Siem Ro Kuto]-[Y17 D207]	1	Assembled
Order No. 63: [Drew Minga]-[Y17 D191]	1	Assembled

DATACARDS

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Next page: Order Messages: This page simply displays all order messages. It allows operators to see messages from buyers without missing any. Simply click “Mark Read” as you’ve read each message, to keep the orders organized and customers happy that you’ve seen and responded to their messages. The menu itself will also show the number of unread messages that are outstanding.

Department of Trade: Asrat Hub
Order Messages

Order No. 63: [Drew Minga]-[Y17 D191] Tanez Kalrade - Y17 D210 11:46:23 Tanez Kalrade has updated the status of Order #63 to "Packaging". (Click To View)	Mark Read
Order No. 32322: [Siem Ro Kutol]-[Y17 D207] Siem Ro Kutol - Y17 D208 14:55:21 Tested remove discount.. worked.. and divided multiple sellers correctly.	Mark Read
Order No. 46: [Jaydon TaVolarian]-[Y17 D181] Jaydon TaVolarian - Y17 D192 21:03:15 Jaydon TaVolarian has updated the status of Order #46 to "Arrived For Pickup". (Click To View)	Mark Read
Order No. 46: [Jaydon TaVolarian]-[Y17 D181] Tanez Kalrade - Y17 D192 09:33:10 Tanez Kalrade has updated the status of Order #46 to "Needs Customer Attention". (Click To View)	Mark Read
Order No. 60: [Jaydon TaVolarian]-[Y17 D191] Jaydon TaVolarian - Y17 D191 16:57:39 Jaydon TaVolarian has updated the status of Order #60 to "Payment Sent By Customer". (Click To View)	Mark Read
Order No. 46: [Jaydon TaVolarian]-[Y17 D181]	

- Settings
- Add Listing
- Edit Listings
- Listing Groups
- Assign Groups
- Shop Privs
- Shop Quantities
- SHOP ORDERS**
 - Active Orders
 - Modify Orders
 - Order Assembly
 - Order Messages (12)
 - Order Archive
- TOOLS**
 - Cargo Containers
 - Store Manual Cargo
 - Store Order Cargo

Next page: Order Archive: Just what it sounds like, this page will display every order the shop has ever gotten. Due to this quantity, it may take a while to load, so please be patient. You can review them by the link on the far right of each order.

Department of Trade: Asrat Hub
Active Orders

Sort By Status: Awaiting Payment Sort Jump to Order: 6 Go

Order No. 123: [Coleman Rendar]-[Y17 D204] Placed On: Y17 D205 11:47:42 Status: Order Cancelled	Review
Order No. 194: [Malo Walignat]-[Y17 D204] Placed On: Y17 D205 11:47:42 Status: Order Cancelled	Review
Order No. 204: [Aden Havoc]-[Y17 D204] Placed On: Y17 D205 11:47:42 Status: Order Cancelled	Review
Order No. 254: [Mikal Blak]-[Y17 D204] Placed On: Y17 D205 11:47:42 Status: Order Cancelled	Review
Order No. 266: [Drakoen Phurie]-[Y17 D204] Placed On: Y17 D205 11:47:42 Status: Order Cancelled	Review
Order No. 295: [Gardin Fal-Cona]-[Y17 D204] Placed On: Y17 D205 11:47:42 Status: Order Cancelled	Review

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Next page: Cargo Containers: This cargo system allows operators to use ships, class-A containers, escape pods, or whatever other entity to store cargo in for their customers to pick up their orders. The first page of three, this specific page allows an operator to add cargo containers to their master list, and makes them available for storage. When an order is completely packaged through the order assembly system, it will ask which container it should be stored in. That list is produced from this page's contents.

Department of Trade: Asrat Hub Shop Cargo Containers

Add New Container

Cargo Container Name:

Type/Description:

Current Cargo Containers

DoT Customer Pickup 01 - <i>Class-A Cargo Container</i>	REMOVE
DoT Customer Pickup 02 - <i>Class-A Cargo Container</i>	REMOVE
DoT Customer Pickup 03 - <i>Class-A Cargo Container</i>	REMOVE

Next page: Store Manual Cargo: Don't really have an order, but want to mark where something is stored? Create a cargo container in the previous page, then click here to add cargo to one of those containers! Note that it will show all contents stored already on all containers here, including orders that are awaiting pickup or delivery!

Shop Cargo

Manually Add Cargo

Cargo Description:

Container:

DoT Customer Pickup 01 - <i>Class-A Cargo Container</i>	
Order No. 2: [Tanez Kalrade]-[Y17 D37]	REMOVE
DoT Customer Pickup 02 - <i>Class-A Cargo Container</i>	
No Cargo Found	
DoT Customer Pickup 03 - <i>Class-A Cargo Container</i>	
Order No. 1: [Baktoid Armour Workshop]-[Y17 D5]	REMOVE

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Next page: Store Order Cargo: System didn't give an option? You can manually choose a cargo container and an order right from this page. It will only give you the option to store the order if it's fully packaged, and will only allow you to select empty containers.

Department of Trade: Asrat Hub Store Cargo

Select Order

Select Cargo Container:

Whew! That's the entire shop system in one guide, all 17 pages. I hope you learned something, and if you have questions, just ask us through the proper channels. Thanks, and enjoy!

