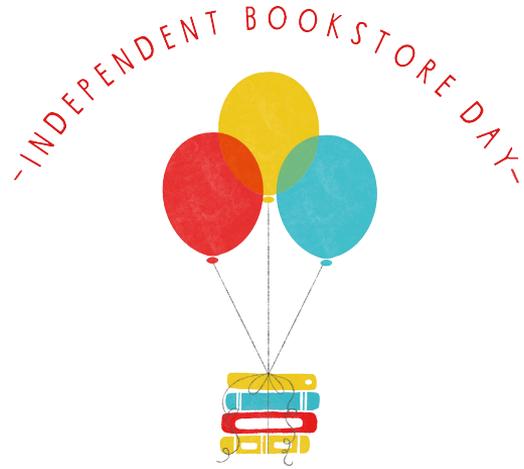


Independent Bookstore Day For IndieCommerce and IndieLite

March 30, 2022

Presented by: Courtney Grasso



Housekeeping

- All attendees are in listen-only mode.
- For any questions during the presentation, use the 'Questions' pane on your GoToWebinar panel.
- This webinar is being recorded and PDF of slides will be available after the presentation.



IBD 2022 on IC and IL

Similar to last year's feature:

- Enabled for participating stores by IC staff
- Creates IBD Product Class + IBD-exclusives as products of that class
 - All available metadata, images, titles, prices, and descriptions
- Products not being sold can be unpublished
- Landing page with all exclusives in a booklist
- **NEW - Pre-built Block w/ IBD logo that links to page w/ exclusives**
- Add to Cart button hidden until April 30th
 - Stores can adjust date the Add to Cart button appears
 - **NEW - Stores can adjust time the Add to Cart button appears**

Getting Site Ready For IBD

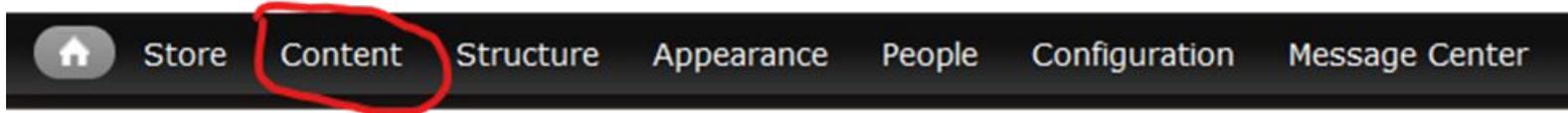
1. Verify Products
2. Not Selling a Particular Item?
3. Customizing IBD Landing Page
4. Placing IBD Block
5. Displaying On-Hand Quantities (IndieCommerce Only)
6. Excluding From Media Mail Shipping (IndieCommerce Only)
7. Set On-Sale Date + Time

Optional: Restrict Quantities Per Order (IndieCommerce Only)



Verify Products

- Once the feature is enabled, verify the products are available for the store by clicking on 'Content' in the admin toolbar.



- All IBD-Exclusives are of the 'IBD Product' product class. To see the products more easily, filter 'Type' by 'IBD Product'

Content ▾

[+ Add content](#)

Title	Type	Author	Published	Vocabulary		
<input type="text"/>	<input type="text" value="IBD Product"/>	<input type="text"/>	<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>	<input type="button" value="Apply"/>	<input type="button" value="Reset"/>

OPERATIONS

Not Selling a Particular Item?

- Stores can ‘unpublish’ products
- To unpublish a product:
 - Click ‘Content’ in the admin toolbar and locate the product you need to unpublish
 - ‘Edit’
 - Scroll down to the product settings and click ‘Publishing Options’
 - Uncheck the box next to ‘Published’
 - Save
- This will:
 - Unpublish the product so customers cannot purchase
 - Remove the product from the landing page’s booklist

Product information SKU: 9781419764622, Sell price: \$18.99, Shippable	<input type="checkbox"/> Published
Shipping settings	<input type="checkbox"/> Promoted to front page
Menu settings Not in menu	<input type="checkbox"/> Sticky at top of lists
Book outline Not in book	
Revision information No revision	
Custom Breadcrumbs	
URL path settings Automatic alias	
Meta tags Using defaults	
Authoring information By Anonymous on 2022-03-27 16:22:50 -0400	
Publishing options Not published	

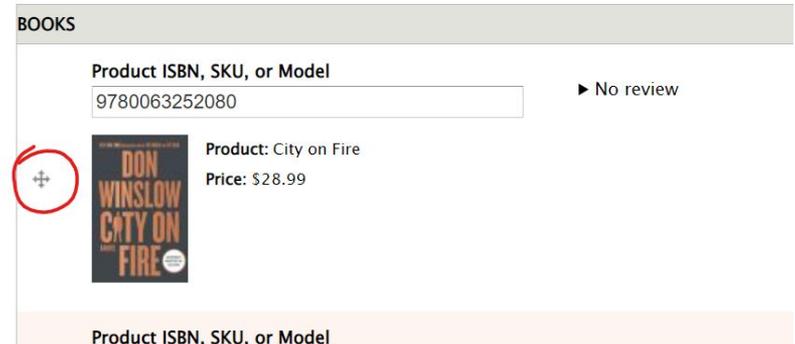
Excluding From Media Mail (IndieCommerce Only)

- Some IBD-exclusives are products not eligible for Media Mail
- To prevent customers from selecting Media Mail at checkout for IBD orders:
 - Navigate to Store > Configuration > Shipping Quotes
 - On the shipping method for Media Mail, click 'Conditions'
 - 'Add New Condition'
 - Select 'Check an order's product classes'
 - On the next page, under 'Value', select 'IBD Product'
 - Check box next to 'Negate'
 - Save



Customizing the Landing Page

- The pre-made landing page can be customized; i.e, adding text or a new image.
- To re-arrange titles on the book list
 - On the IBD landing page, click 'Edit'
 - Scroll down to the 'Books' section
 - Click on the square arrows and drag products into desired order
 - Save changes
- To remove unpublished products from the list
 - On the IBD landing page, click 'Edit'
 - Scroll down to the 'Books' section
 - For any unpublished product, click 'Remove'
 - Save changes



IBD Block

- Pre-made block, called 'Independent Bookstore Day Block' available to promote event
 - Block has IBD logo image that links to landing page
 - **Cannot be customized***

*If you would like to use a different image, a new block is required. Please see documents on Blocks and Images in Appendix slide for more information.

To place the IBD block:

1. Navigate to Structure > Blocks
2. Under the 'Disabled' section, look for 'Independent Bookstore Day Block'
3. Use the drop-down menu in the Region column, select the region you'd like to place the block.
4. Scroll down to save the configuration.

On-Hand Quantities (IndieCommerce Only)

- Two methods:

- LSI for Non-Books
- Stock feature

If you aren't sure which method your store is using or need assistance with setting this up for IBD, send an email to staff@bookweb.org!

1. LSI for Non-Books

- Add SKU of IBD products to store's LSI file, along with quantities
- Check LSI settings for IBD product class

2. Stock

- Update product with on-hand quantities using the 'Stock' tab for each product



Not Selling Until Specific Date & Time? (NEW for 2022)

- Stores can set a date and a time for the Add to Cart button to appear for the IBD exclusives (no earlier than 4/30/2022, 12:00AM/00:00)
- To change the on-sale date and/or time:
 - Navigate to Store > Configuration > Indie Bookstore Day Settings

The 'Time' setting is based on the time-zone the site is set to.
Please check what time-zone your site uses at:
Configuration > Regional and Language > Regional Settings

[Home](#) » [Administration](#) » [Store](#) » [Configuration](#)

Indie Bookstore Day Settings

Indie Bookstore Day 2022 On Sale Date *

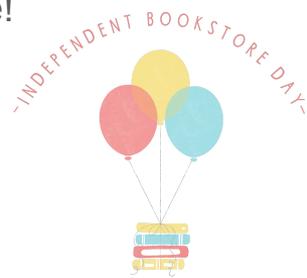
Date	Time
<input type="text" value="2022-04-30"/>	<input type="text" value="00:00"/>
<small>E.g., 2022-03-28</small>	<small>E.g., 18:13</small>

Enter the date when IBD products will become available to purchase.

IBD Block: [Click here to configure.](#)

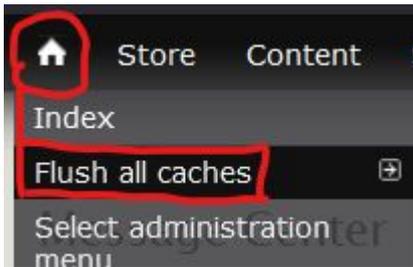
Save configuration

The IBD Block can also be accessed here!



Checking Changes as Customer

- Double-check all changes to the site as a customer
- Log out of admin account to verify edits, additions, and other changes to IBD content
- If seeing changes when logged in but not when logged out, try clearing the site cache:
 - Hover over the little house button in the Admin toolbar and then select 'Clear all cache'



Optional: Restrict Quantities (IndieCommerce Only)

- Limit quantity of a custom product that can be added to an order
 - IBD Products are custom products, as they are outside of the book data system.

- To restrict quantity on an IBD product:

- Click 'Content' and find the product you want to restrict quantities of
 - Go to 'Edit'
 - At the top of the page, select 'Features'
 - On the next page, select 'Restrict Qty' from the drop-down, and then 'Add'
 - Enter a quantity limit and save changes
-
- Customer cannot adjust quantity in cart
 - If attempt to put more than allowable quantity in cart, error message on Cart page.

The screenshot shows the product management interface for an IBD product. At the top, there are tabs for 'VIEW', 'EDIT', 'DELETE', 'OUTLINE', 'CONVERT', and 'DEVEL'. Below these are buttons for 'Product', 'Attributes', 'Features', and 'Stock'. The 'Features' tab is selected and highlighted with a red circle. Below the tabs, there is a table with columns 'TYPE' and 'DESCRIPTION'. The table is empty, with the message 'No features found for this product.' Below the table, there is a form to 'Add a new feature'. The form has a dropdown menu set to 'Restrict Qty' and an 'Add' button. Below the form, there is a section for 'SKU' with a dropdown menu set to '9781419764622'. Below the SKU section, there is a section for 'Quantity limit' with a text input field set to '0'. Below the quantity limit section, there is a checkbox for 'Is it a lifetime restriction?' and a 'Save feature' button.

Appendix

- IBD Help Document for IC & IL
- [Independent Bookstore Day Main Page](#)

Related IC Help Documents:

- [Blocks](#)
- [Images](#)
- [Pages](#)
- [Booklists](#)
- [Menus](#)
- [Links](#)
- [LSI for Non-Book](#)
- [Stock](#)

Related IL Help Documents

- [Blocks](#)
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