

Fetch.je

Sign up. Set up. Sell.



Welcome to your merchant portal

The screenshot shows the Fetch.je merchant portal homepage. At the top, there is a black notification bar with the text "A POS App is going to release in 2021. Stay tuned!" and a "SIGN OUT" button. Below this is the Fetch.je logo and a "Welcome back!" message. A green navigation bar contains the following tabs: Dashboard, Orders, Products, Marketing, Delivery By Fetch, and Settings. A "Preview Store" button is located on the right side of the navigation bar. The main content area is titled "Dashboard" with the subtitle "Manage your day to day functions." Below this, there is a section titled "Orders" which displays four key metrics in a grid:

Metric	Value
Number Of Orders Today	5
Revenue Today	£140.00
Number Of Orders This Week	15
Revenue This Week	£430.00

Here is your homepage where you can access the different tabs to manage your merchant page:

- **Orders**
- **Products**
- **Marketing**
- **Delivery By Fetch**
- **Settings**

STEP ONE

Head to settings

Make sure you complete the following tabs:

- **Business Details**
- **Bankings & Payouts**
- **Delivery**
- **Collection**

Please note that our team will review the Marketing Settings after you sign up.

The screenshot shows the 'Settings' page for a Fetch store. The page title is 'Settings' with the subtitle 'Configure your fetch store to your business needs.' Below the title is a navigation bar with five tabs: 'Business Details', 'Marketing Settings', 'Bankings & Payouts', 'Delivery', and 'Collection'. The 'Business Details' tab is highlighted with a black border. Below the navigation bar, there are several sections: 'Online / Offline' with a toggle switch set to 'OFFLINE'; 'Business Information' with fields for 'Company name' (containing 'Company Test'), 'Phone Number', and 'Business Biography'; 'Trading name' with a field containing 'Company Test'; 'Store Page Message' with a text area containing 'Enter store message here'; and 'Business Address' with fields for 'Building name / House Number' and 'Street'. Arrows from the text on the left point to the 'Business Details', 'Bankings & Payouts', 'Delivery', and 'Collection' tabs.

STEP TWO

Head to products

Click on the first option under **Products** called "**Product Catalogue**".

From there you will be able to create your first category and product.

Follow Step 1 and click on **Create Category**.

You will then be able to do Step 2 and create your first product.

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Dashboard



Orders



Products



Marketing



Delivery By Fetch

Welcome to your products

Step 1:

Create Product Categories

Create Category

Step 2:

Add products to your

Make sure you select a category

STEP THREE

Create your product

Complete the following:

- **Product Name**
- **Product SKU** (enter spaces if you don't have any)
- **Product Description**
- **Product Price**
- **Product Category** (product cannot display without a category)

Click on **CREATE PRODUCT** to save.

Create Product

Enter in some basic product information below. Once created, you can upload photos and manage product options.

Product Name*	Product SKU
<input type="text"/>	<input type="text"/>

Product Description

Product Price	Product Category (Choose from)
£ <input type="text"/>	<input type="text"/>

STEP THREE

Create your product

Select up to **5 global categories** where you would like your product to be appearing.

The global categories enable customers to find products more easily when browsing the site. For example for a print, you could select Homeware, Home & Gardening & Art.

Once done, click on **Update Category Mapping**.

Edit Product: Test

Product Information Global Category Mapping Images Pricing Product Options Availability

Global Category Mapping

Our new website now displays products first, these products are organised into global categories set by us. You can use this page to map this product to global categories.

You can select up to 5

Update Category Mapping

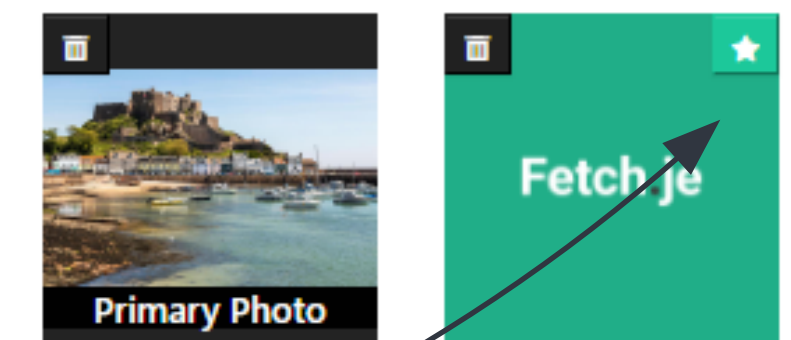
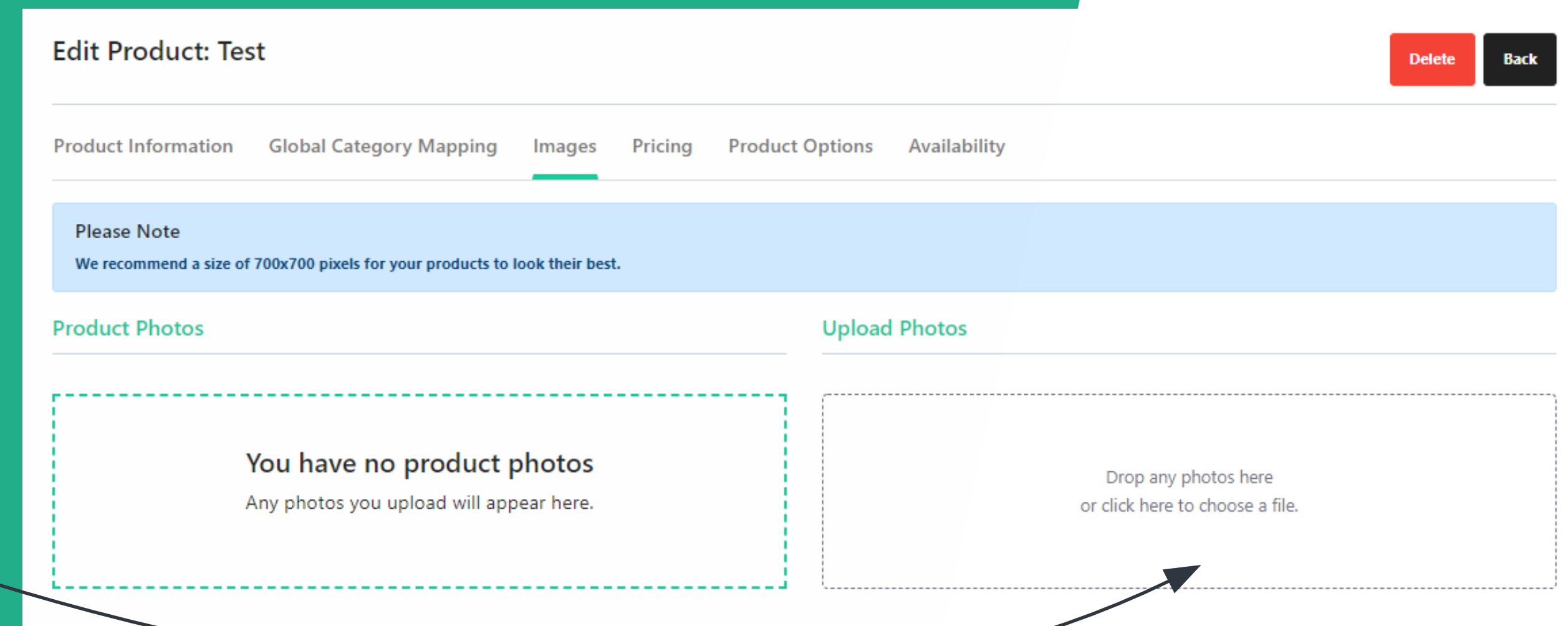
STEP THREE


Create your product


Drop any photos or click to upload your pictures. You can add more than one photo to each product.

We recommend a size of **700x700** for your products to look their best.

To choose your main product image, click on the green star, this will determine which photo appears first. Once clicked the green star will disappear.



Click the  to delete a photo.

Click the  to make it the main photo.

STEP THREE

Create your product

Product Options is not mandatory to complete.

You can use this tab to create options for customers to choose from when placing an order.

You can create as many options as you want.

For example:
Pick your colour
Pick your size

Product Information Global Category Mapping Images Pricing **Product Options** Availability

Configure selectable product options Add Option Save Options

If your product is available in different varieties you can configure them below. If not, then you can leave this section un-touched.

Option Title *	Option Description	Option Type	Delete?
<input type="text" value="Which colour would you like?"/>	<input type="text"/>	Single Select	Delete?
Add option value			
Option Value Name		Additional cost	Delete?
<input type="text" value="Blue"/>		£ 0	Delete?
Option Value Name		Additional cost	Delete?
<input type="text" value="Red"/>		£ 0	Delete?

STEP THREE

Create your product

Important: Your product will not go live if “Available anytime” or “Available on a schedule” is not selected.

Under Availability, you can add different settings to your product than those you have on your general page.

For example, this product is Collection only but you offer Delivery for other products.

Product Availability

Is the product available for purchase?

- Available anytime**
Product is always available
- Available on a schedule**
Product is available on specific days/times (but can be purchased anytime)
- Not Available**
Shown as “out of stock” on your store pages.
- Hidden**
Not displayed in your store or available for sale.

What days is it available?

Fetch uses the dates you select in combination with your delivery and collection settings, to offer customers appropriate dates for delivery / collection.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Delivery & Collection

You may disable delivery or collection for this product and override your store level settings. **Note** that if there is not at least one active means of receiving the product, it will be shown as unavailable to customers.

- Disable Delivery
- Disable Collection

STEP THREE

Create your product

Important: Don't forget to click on "Update Product Availability" for your product to go live.

The delivery and collection options shown here are for stop sales, the calendar on the website will adjust and stop customer bookings at a certain time.

Example

- Last order for same-day delivery at 9 am
- Last order at 4 pm for next day collection
- Same day collection but you need 30 minutes notice.

How long before delivery or collection must a customer order?

If you enter 24 hours for example, a customer will not be able to select a delivery or collection time within the next 24 hours. Using minutes may be more appropriate for takeaway food orders.

Enter the number of

Update Product Availability

Congratulations!

The screenshot shows the Fetch.je merchant platform dashboard. The top navigation bar includes links for Dashboard, Orders, Products, Marketing, Delivery By Fetch, and Settings, along with a 'Preview Store' button. A user profile in the top right corner displays 'Welcome back!' and 'Company Test'. The main content area features a 'Products' tab with a dropdown menu open, listing options: Product Catalog, Add Product, Bulk Product Mapping, Search All Products, Product Categories, and Re-Order Categories. Below the menu is a table with columns for SKU, Product Name, Price, Discount Price, and Mapped Global Categories. A single entry is visible with SKU '1' and Product Name 'Test'. A search bar and pagination controls (Previous, 1, Next) are also present.

STEP FOUR

Upload your next product!

You have now set up your first product on your merchant platform. To browse through your products, click on "Search All Products" under the Products Tab.

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Once all sections are completed, please contact our team member to review your Fetch online store and we will place a TEST order before your page goes live.

Any questions please contact:

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