# **GoAntiquing!** Gateway

# **Administrators Guide**

GoAnt	iquing!			
Support 🗸 🗸	ike 4.6K Share		Deeler Logout	00
Internet Gateway	r - Login			
Select your shop,	then enter your ass	igned ID and password. Click Login to p	proceed.	
NOTE: If your pas	sword does not wo	ork then try leaving it blank and click Lo	ogin.	
Shop Name	MY ANTIQU	E MALL - ARROYO GRANDE, CA	•	
Dealer ID	#	(NOTE: Enter only your actual De	ealer ID, not the # sign!)	
Password		Login		
	Rememb	er my login info		
Mary of Series	Change pas	sword		
And the second second				CALER ON ALSO
				digicert
Gateway Guide   Support Copyright © 2008-2018 Bra	ave New Software, LLC. All Righ	nts Reserved.		EV SSL
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October 18, 2019

Revision 1.7

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# **Revision History**

Changes to this document are shown below.

1.0	Initial version.	March 5, 2011
1.1	Added 'Where is GoAntiquing! Gateway on the internet?' section.	March 10, 2011
1.2	Formatting and image cropping.	March 15, 2011
1.3	Added and updated for "Send Shop Total to Admin"	March 16, 2011
1.4	Updated with current application and website design and features.	March 16, 2018
1.5	Clarified Shop Performance By Top Dealer variants.	March 20, 2018
1.6	Added section for setting up a flat fee to charge back the Dealers for the service.	April 16, 2019
1.7	Clarity of what "Sales Data" means added to "What is the GoAnatiquing! Gateway"	October 18, 2019
	section. Also added description of "Sales Alert Blacklist Check" report.	

### Welcome

Welcome and thanks for purchasing a membership to the *GoAntiquing!* Gateway. With your membership your Dealers will be able to access Sales Reports, receive Sales Alerts, access an optional Want List, and you will be able to communicate with them using a messaging utility.

# What is the GoAntiquing! Gateway?

The **GoAntiquing!** Gateway is an internet website that was designed to be a secure location where the sales data\* from your shop can be posted daily and hosted for review by your Dealers. The Gateway offers direct login with options for the Dealer to get messages from you or to pull reports for the day, week, month, or a custom date range.

\* The Gateway shows "Sales Data" information, which includes Item sold info such as Date, ID# (if provided), Description, Quantity, Price, Discount, Net Sale to you (minus any applicable shop commission). There is no information on the Gateway regarding any financial adjustments (such as via the Settlement module) to the Dealer such as Rents Due, Rents Paid, Credits, Debits, or Fees. The reason for this is that the concept of the Gateway is to provide to the Dealer the information they need to know what they sold and potentially what they need to bring to the shop to restock their booth.

Access to the Gateway is by paid membership. A shop pays for a membership for a certain number of Dealer seats (see next section for an explanation for what a Dealer seat is) for a period of time. The amount of data hosted is typically 3 months history, but many shops pay a small additional fee for additional months of historical data.

There are a few setup / configuration steps that you must take to be able to update the sales data on the Gateway on a daily basis. These were included in an email send to you, and it had a password and other info. The password is entered into *GoAntiquing!* POS and is not needed to be used to actually access the report to retrieve reports. It is the password that the software uses to update the daily sales information. If you have not received a password then please contact *GoAntiquing!* Support via support module, support site, email, or telephone.

\* Support module: located inside the GoAntiquing! program, under Reporting is the Support module.
 Alternate support site: <u>https://goantiquing.net/support.asp</u>
 Email: <u>support@goantiquing.net</u>
 Phone: 800-385-7911, Mon-Sat, 8am-5pm Pacific time.

\* Best method! Note that best form of contact is the Support module within the program itself as it documents your question, bundles your database for us to analyze, and creates an email chain for us to follow.

# Where is the GoAntiquing! Gateway?

Please use your web browser to open the website:

#### https://goantiquing.net/dealerlogin.asp

If you are utilizing emailed Sales Alerts, each Sales Alert that is emailed has a "shortcut" link for quick access to the main Gateway login page so that a dealer can see more than just the current days totals (which is what is sent via email). An example shortcut for a shop called Joe's Antique Mall might be <u>https://goantiquing.net/jam</u>. This shortcut was also provided to you with the security information for configuring the Gateway in GoAntiquing!

# What is a Dealer "seat"?

The Gateway service is sold on a "seat" basis. A Dealer "seat" is the use of the Gateway, including active login at the actual website, or passive use by receiving a Sales Alert, by a Dealer at least once in a calendar month period.

For example, if Dealer #110 logs in on March 10, that uses 1 seat and your seat count is reduced by one. When Dealer #110 logs in on March 11, that still counts as 1, not as 2. If you have setup your Gateway options to send your Dealers a Sales Alert (e.g. email summary), that also counts as 1, so if Dealer #110 gets 20 Sales Alerts and logs in 10 times during the month that counts as 1 seat for the month.

If you delete Dealer #110 or disable their Gateway access their seat use still counts as 1 until a new month starts.

We do encourage you to use as much as you need of the Gateway and therefore we do not limit your use to your purchased seat count. It is often quite common for a shop to startup with 20 seats and increase to 50 or more within a month. To allow the word to spread to the rest of your Dealers we let you grow (they do talk, don't they?) as fast you want to grow.

For record tracking, we do run a monthly Audit of your use of the Gateway. If your shop uses more than 10% over your purchased seat count we will either contact you for an increased payment level or will collect that at time of renewal as an overage fee in addition to the renewal amount. The information on current and historical usage levels is visible to you as Admin reports on the Gateway and in the Shop Settings page as a summary.

# **Connection Configuration**

The following is a series of steps and screenshots of **GoAntiquing!** to configure it to connect to the Gateway and update it daily via the Daily Close Out process.

1. Go to the Gateway configuration page located at Settings / Internet / Internet Gateway



- Be sure and check the box shown here:
   Shop Login Info
   ✓ At Close Out publish daily sales to GoAntiquing! Gateway (requires active membership)
- Note: you can also opt to have *GoAntiquing!* publish sales throughout the day by checking:
   ✓ Automatically publish sales (minutes: min=5, max=120)
   60 □ … and send Sales Alerts

   However we recommend NOT checking the "and send Sales Alerts" as this repeats sales each interval throughput the day once a Dealer has sold anything and feedback is it is annoying to the Dealers.

4. Click the padlock icon next to the password prompt and enter the password you were provided into the Password field, and then into the confirmation box, click OK.

A Change Pas	sword 🔀
Enter/confirm the issued when you	Gateway password that was subscribed.
New Password	****
Confirm	***
	Show characters as you type
	<u>C</u> ancel <u>O</u> K

5. Then click Test. *GoAntiquing!* will respond with:

INFO:	Gateway Connection Succeeded!	×
(j)	Connection successful!	
	Your settings have been configured to use the GoAntiquing! Gateway when you run your Daily Close Out task.	
!	<u> </u>	

# **Daily Close-Out Requirement**

The Gateway gets updated daily by the Daily Close Out process. You must perform a Daily Close Out for the website to be updated. See step #2 under "Connection Configuration".

💐 GoAntiquii	ng! - [ADMIN]								
<u>E</u> ile <u>E</u> dit <u>T</u> ools	<u>V</u> iew <u>H</u> elp								
Security	Daily Close Ou	ıt						For	date: 03/16/2018
Sales	Use this option to	o close out the	register at the er	nd of the day.				2	7
People	This includes:							$\mathbf{C}$	
Places	Check/Pro	mpt for Incom	olete Sales						
Tasks	💌 🍳 Pop open l	the cash draw	H.						
ATA	🔽 🍳 Print 'Close	e Out' report ←							Preview Now
Balance	Print 'Rece	eipt Log' report	t <del>&lt;</del>						Preview Now
Senter	✓ ● Deduct \$1;	50.00 (the curi	rent balance) from	the Cash Drav	wer				
CLOSED	🔽 🤟 Publish to (	GoAntiquing!	nternet Gateway	Send Sale	es Alerts $\leftarrow$			— <mark>(3</mark> )	Publish Now
Daily Close Out	🗵 🧕 Bá 🍃 da	itabase ←──						$\smile$	- Backup Now
Time Clock									
ltem Master									
Orders									
Settlement									
Settings	Click the Finaliz	ze button to (	Close Out.						
Reporting	<u>F</u> inalize	Cancel	Exit when don	е					
Remote Support									
My Antique Mall						CAPS	NUM	larch 16, 20	)18-10:32 AM 🏒

(1) Note the checked option "Publish to GoAntiquing! Internet Gateway". This option must be checked for the Gateway to be updated and you must do a Daily Close Out each and every day the shop is open, otherwise the Dealer data will not be updated and Dealers will call you and ask.

If for some reason you have forgotten to do a Daily Close Out, or for some other reason sales were not published for some previous day, you can do so by changing the (2) "For Date" to the day you want to publish for and clicking (3) Publish Now.

# **Administrator Dealer Setup**

As the shopkeeper you need to administer the Gateway for your dealers and to keep track of usage so that you do not wind up using more of the Gateway than you are prepared to pay for.

To help you with this task, we have an extended set of options for you to use when you login to the Gateway using your administrator Dealer account.

First you must setup a Dealer account to use as the Gateway Administrator. Assuming you already created a Dealer account for yourself (if not please do so), the following screens document the steps to take to configure the administrator settings.

🖲 GoAntiquir	ng! - [ADMIN]	
<u>F</u> ile <u>E</u> dit <u>T</u> ools	<u>V</u> iew <u>H</u> elp	
Security	Dealers (3)	
Sales	ID Active G! Last Name First Name	Dealer Info Rent Management Fee Management
People		
٥٥	▶ 1 🗹 🗹 Stanton Joe	Last Name: Stanton 🛋
	2 🔽 🗹 Doe John	Active:
Customers	3 🗹 🖾 Washington George	Use Active Date:
HS.		Active Start Date: 06/15/2002
880		Active End Date: 12/31/9999
Dealers		Internet Information:
		E-Mail Address: joe@goantiquing.net
	<u> </u>	
		Allow Galeway Login (G!).
Cashiers & Staff	<b>9</b>	Can reacive 'Sales Alerte':
<u></u>		Can receive Sales Alerts .
- <b></b>		Cataway Admin Accord
Resellers		Customer Restrictions:
		Allow Credit Cards:
People		Rates:
		Standard %: 0
		Consignment %: 0
		Use Discount %:
		Discount %: 0
		Use Discount Schedule:
		Discount Schedule:
Places		Discount Start Date: 11/25/2015
Tasks		Discount End Date: 12/31/9999
Sottings		Consignment Schedule:
Settings		Receives Sales Tax Credit:
Reporting		Add Add+ Save Cancel Delete = 🗄 🖳 🦽 🛧
Remote Support		
My Antique Mall		CAPS NUM March 16, 2018 10:40 AM

This is a screen shot of the Dealer record for an administrator level Dealer.

The Gateway Administrative Dealer must have the Allow Gateway Login checkbox checked (1), as any Dealer would, in order to get access to the Gateway. You should also set a password (2) for your Gateway Administrator Dealer account by clicking the padlock icon. Note Check the Gateway Admin Access (3) checkbox, doing so will allow this Dealer to be able to access any Dealer's sales info on the Gateway or to view usage statistics or to change Shop Info (including managing Sales Alert configuration).

# **Dealer Gateway Access and Password Management**

By default when you create Dealer records they are setup with access to the Gateway and Sales Alerts from the settings page shown on step #1 of Connection Configuration.

When adding a new Dealer set 'Allow Gateway Logon (G!)'

... and set 'Can receive Sales Alerts'

Be sure and set these two options based on how you want Dealer records created. When you install **GoAntiquing!** these options are defaulted to being checked.

Here is a Dealer record (note this example shows the Dealer list and Dealer Info side-by-side):

GoAntiquir	ng! - [ADMIN]	]					
<u>Eile E</u> dit <u>T</u> ools	<u>V</u> iew <u>H</u> elp						
Security	Dealers (3)						
Sales		Active	GL	Last Name	First Name	Dealer Info Dont Managame	nt   Eee Management
People	8	710070		Lust humo	i not numo		nit   <u>Fee Management</u>
	1			Stanton	Joe	ID:	2
<u> </u>	2			Doe	John	First Name:	John
Customers	3	V		Washington	George	Last Name:	Doe
H <sup>0</sup>						Active:	R
						Use Active Date:	
Dealers						Active Start Date:	03/16/2018
						Active End Date:	12/31/9999
						E Mail Addrose:	iohadoo33@amail.com
						Wahsita:	
Cashiers & Staff					1	Allow Gateway Login (GI):	
- <u> </u>					•	Gateway Password	***** ( 2 dlock ico
<b>.</b>						Can receive 'Sales Alerts':	
Resellers -						'Sales Alert' Email:	
						Gateway Admin Access:	
						Customer Restrictions:	
People						Allow Layaways:	
						Allow Credit Cards:	
						Rates:	
						Standard %:	12
						Consignment %:	0
						Discount %:	
Disease						Uso Discount Schodulo:	
Places						Discount Schedule:	
lasks						Discount Start Date:	03/16/2018
Settings						Disc o End Date:	12/31/9999
Reporting						Add Total Sava Canad	
Remote Support					F	Aug Aug Save Cancel	
My Antique Mall						CAPS NUM	March 16, 2018 10:56 AM

For a Dealer to have access to the Gateway, this dealer must have the Allow Gateway Login checkbox (1) checked, note that the G! checkbox on the Dealer listing indicates if this checkbox is checked.

You should also set a starting password for your Dealer to use on the Gateway (2), this is optional, but be aware that by default all Dealer passwords are blank. Any changes you make to a Dealer record must be Saved (with the Save button) and uploaded to the Gateway.

The program will prompt you to update the Gateway when you make a change to the information that affects the Dealer on the Gateway (such as active status, email address, password, etc). You should probably click Yes and consider checking the box to "Save my answer...".



If you want to force update of info, for example if you click No above, or just to do a quick update of the Gateway you can click the green Upload arrow on the toolbar (4). When you use the green Upload arrow, you get the following popup screen:

Gateway Publish	X
Select data types to publish.	
✓ Settings	
Sales	
🔽 Dealers	
💌 Booths	
🖵 Want List	
Customers	
Resellers	
Inventory	
Sales Alerts	
	<u>S</u> tart

Simply click Start to upload the data. Note that it uploads Sales and Booths as well. You can uncheck these if you want.

## Setup a Fee to Charge the Dealers for the Service

Most shop will want to charge the Dealers for access to the Gateway to recover the costs of the service as well as the overhead it costs you to setup the email addresses and passwords, and then to manage that over time.

- 1. In the program, not the website, click "Settings" on the left side.
- 2. Then click "Fees & Rules" (or "Fees & Schedules") .
- 3. On the first tab, labeled "Flat Fees", enter the letter "G" on the top row under the Description column. The program will fill in "Gateway access" automatically. Very important that the description be exactly "Gateway access".
- 4. Enter the fee amount, either \$1.00 or some other amount.
- 5. Enter the effective start date for the fee, example 1/1/2019
- 6. Enter the effective end date, use 12/31/9999 for ongoing essentially forever.
- 7. Click Save.

When you do end of month Settlement this fee will automatically be charged to any Dealer with the "Allow Gateway Access (G!)" checkbox checked.

GoAntiquii	ng! - [ADMIN] - WARNING! Cash drawer balance low!	
<u>F</u> ile <u>E</u> dit <u>T</u> ools	<u>V</u> iew <u>H</u> elp	
Security	Fees & Rules	
Sales	Flat Fees     Transactional Fees     Consignment     Discount     5     6	
People	Description A Fee Start Date A Erd Date A	
Places	Ø Gateway access \$1.00 01/01/2019 12/31/9999 ▼	
Settings	8	
POS Hardware	2	
Departing	1	
Remote St 7	Save Delete NOTE: You can adjust Flat Fees individually in the Dealer module.	
	CAPS NUM April 16, 2019 10	:36 AM //

# **Gateway Features for the Administrator**

As the administrator of the Gateway you have an extended set of options on the website portal. These include access to usage tracking statistics, reports for all dealers, a limited set of charts and graphs, options to manage how the Gateway operates (in terms of Sales Alerts), Shop Info editing capability, and the ability (via a special Gateway Usage report) to reset passwords remotely.

# **Admin Welcome Page**

What information shows on the welcome page is configurable. Note the links at the top include Shop Settings (1) and Shop Reports (2) options. Non-administrative Dealers do not see those two links or the green header with shop info (3), but only see the information in the orange header sections (4).

<b>My A</b> 655 Bayviev	<b>ntiq</b> w Lane,	<b>TUE Mall</b> Arroyo Grande, CA 93420 8003857911							
Shop Settin	as Sha	p Reports Sales Reports Want List My Info My Usage	Dee	ler L	ogout			- 5-	0
	7	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						-	
Welcome,	Joe Star	nton!							
Today's Sa	ales Sur	nmary - Full Shop = \$0.00							
Sales data last up Sorry, nothin	dated: Pacif ng sold to	ic oday. Please check later or tomorrow.							
This Month	h's Gros	s Sales Summary - Full Shop = \$5,056.42							
To see mont	thly detai	ls, go to <u>Shop Reports</u> and run the report for Date Range "This I	Mont	h".					
Today's Sa	ales	< 4 )							
Sorry, nothin	ng sold to	oday. Please check later or tomorrow.							
Yesterday'	's Sales								
Date Ite	mID	Description	Lwy	Qty	ItemPrice	Disc%	Price	Shop%	Net Sale
3/15/2018 A1	1	2 Yellow/Purple Doilies			\$6.00		\$6.00		\$6.0 <b>0</b>
3/15/2018 HC	OWARD	Howard Restor-A-Shine Wood Finish			\$8.95		\$8.95		\$8.95
3/15/2018 HS	SP6	Silver Polish			\$8.95		\$8.95		\$8.95
3/15/2018 11	31	Murano Glass			\$20.00		\$20.00		\$20.00
							N	et Sale	s \$43.90
							Gros	s Sale	s \$43.90
Previous 7	' Day's S	Gales							
Date Ite	mID	Description	Lwy	Qty	ItemPrice	Disc%	Price	Shop%	Net Sale
3/7/2018 SIL	LVER	silver polish			\$8.50		\$8.50		\$8.50
3/7/2018 LE	ATHE	Howard10171			\$8.50		\$8.50		\$8.5 <b>0</b>
3/8/2018 UF	P22	Drawer Desk			\$140.00		\$140.00		\$140.00
		? WINDOW SOME	-				-5		<b>73 1</b>
		λ.							J.
3/12/2018		r eed-N-Wax			\$8.95		\$8.95		\$8.95
3/14/2018 RC	CBB3	Beer Bread - Cheesy Garlic			<b>\$</b> 6.75	50%	\$3.38		\$3.38
3/14/2018 RC	CCE3	Slow Cooker Mix - Kickin' Enchilada Soup			\$6.80	50%	\$3.40		\$3.40
3/14/2018 HF	FF6	Dark Oak			\$6.00		\$6.00		\$6.00
							Net S	ales \$	2,693.16
							Gross S	ales \$	2,693.16
This Month	h's Gros	s Sales Summary = \$3,721.92							
To see mont	thly detai	ls, go to <u>Sales Reports</u> and run the report for Date Range "This	Mont	h".	1 AST			日日間	

### **Shop Settings Page**

When you click the Shop Info link you will see this page (note your monitor may not show the entire window as shown here, use the scroll bars to see the entire page).

hop Info				Memt	er since 6/15/200	2. Next ren	ewal date 3	/1/201
iew/edit shop information here.	Disabled/gray fields are edit	itable only with Go	Antiquing! Point	of Sale.	Monthly (	Gateway Us	age Statis	tics
tate ity tate ip Code hone # ublic E-Mail usiness Contact E-Mail ealer Word booth Word how Booth how Booth how Booth how Booth iroup Reports By Booth ogo URL iequire Password llow Password Changes Jlow Dealer Messaging Save Reset ales Alerts	655 Bayview Lane Arroyo Grande CA 93420 8003857911 joe@goantiquing.net Dealer Booth ● (e.g. must Dealers se ✓ (e.g. can Dealers sen ✓ (e.g. can Dealers sen	et a password befo inge the password id you a message?	re they can login?) s you assign?)	о <i>Зан</i> е. ?)	Monthy C Total sea Max seats Month 03/2018 02/2018	sateway us ts purchases a allowed (1 Paid Use 10 2 10 2	age status ed: 1 0% rule): 1 d Logins 57 53	0 1 Alerts 30 56
nfigure how summary and det le Sales Alerts le Detailed Alerts nd Empty Alerts	ailed Sales Alerts work for yo (must be checked to s (check to send a deta (check to send a Sale	vour shop. send either short a ailed HTML email - I es Alert even if no s	lert or detailed) but only if email n ales, uncheck to	name is non-num send only if a sa	ieric, e.g. not a dur le occurred that da	nb phone) y)		
onfigure how summary and det se Sales Alerts se Detailed Alerts end Empty Alerts and Shop Total to Admin end Shop Sales Detail to Admin end Messages save [Reset]	ailed Sales Alerts work for y (must be checked to s (check to send a deta (check to send a Sale (check to send a Sale (check to send a Sale (e.g. will most recent)	rour shop. send either short a illed HTML email - se Alert even if no s es Alert with shop s se Alert with shop s message from you	lert or detailed) but only if email r ales, uncheck to ales totals to the ales details to th to 'ALL DEALER	name is non-num send only if a sa Dealer listed as e Dealer listed a S' be included in	teric, e.g. not a dur e occurred that da Admin) s Admin) Sales Alerts?)	nb phone) y)		
onfigure how summary and det se Sales Alerts se Detailed Alerts and Empty Alerts and Shop Total to Admin end Shop Sales Detail to Admin end Messages Save Reset elcome Page onfigure which total sections an	ailed Sales Alerts work for y (must be checked to s (check to send a Sale (check to send a Sale (check to send a Sale (check to send a Sale (check to send a Sale (e.g. will most recent) e shown on the Welcome pa	your shop. send either short a ailed HTML email - 1 ses Alert even if no s ses Alert with shop s message from you age.	lert or detailed) but only if email n ales, uncheck to ales totals to the ales details to th i to 'ALL DEALER	name is non-nun send only if a sa Dealer listed as e Dealer listed a S' be included in	teric, e.g. not a dur e occurred that da Admin) s Admin) Sales Alerts?)	mb phone) y)		
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onfigure how summary and det se Sales Alerts se Detailed Alerts end Empty Alerts end Shop Total to Admin and Shop Sales Detail to Admir and Messages ave Reset elcome Page onfigure which total sections an tow "Today's Sales" now "Yesterday's Sales" now "Yesterday's Sales" now "Thevious 7 day's Sales" now "This Month's Sales" tow "This Month's Shop Sales" tow "This Month's Shop Sales"	ailed Sales Alerts work for y (must be checked to s (check to send a deta (check to send a Sale (check to show the se	age. age. additional titled "Today" age. action titled "Coday" action titled "Coday" action titled "Coday" action titled "Coday" action titled "Today" action titled "Today" action titled "Today" action titled "Today" action titled "Today" action titled "Today"	lert or detailed) but only if email n ales, uncheck to ales totals to the ales details to th to 'ALL DEALER s Sales") day's Sales") us 7 Day's Sales") onth's Shop Sale	name is non-nun send only if a sa Dealer listed as S' be included in ") ") mmary" - NOTE: Is Summary" - No	eric, e.g. not a dur e occurred that da Admin) Sales Alerts?) Sales Alerts?) shown for shop Ac DTE: shown for sh	nb phone) y) dmin only!) op Admin o	nly!)	
onfigure how summary and det se Sales Alerts se Detailed Alerts end Empty Alerts end Shop Total to Admin end Shop Sales Detail to Admin end Messages Save Reset elcome Page onfigure which total sections ar now "Today's Sales" now "Today's Sales" now "Today's Sales" now "This Month's Sales" now "This Month's Sales" now "This Month's Sales" now "This Month's Sales" so "This Month's Shop Sales" save Reset essages se the Add button to create a ne essages to be deleted or to be Add Save Delete Checked	ailed Sales Alerts work for y  (must be checked to s (check to send a deta (check to send a Sale (check to show the se (check to sho	rour shop. send either short a iiled HTML email - 1 se Alert even if no s ses Alert with shop s message from you age. action titled "Today! action titled "Yester cection titled "Previou action titled "This M action titled "This M escion titled "This M escion titled "This M escion titled "This M escion titled "This M	lert or detailed) but only if email n ales, uncheck to ales totals to the ales details to th to 'ALL DEALER s Sales") day's Sales") us 7 Day's Sales") us 7 Day's Sales") s Shop Sales Su onth's Shop Sale nd shown to 'ALL' n to save or delete ccipient	name is non-nun send only if a sa Dealer listed as S' be included in S' be included in ") mmary" - NOTE: s Summary" - No dealers, or to a s e messages.	teric, e.g. not a dur e occurred that da Admin) s Admin) Sales Alerts?) shown for shop Ac DTE: shown for sh	nb phone) y) dmin only!) op Admin o e the check	nly!) box to mar	k
onfigure how summary and det se Sales Alerts se Detailed Alerts and Empty Alerts and Shop Total to Admin and Shop Sales Detail to Admin and Messages save Reset elecome Page onfigure which total sections ar tow "Today's Sales" tow "Today's Sales" tow "Today's Sales" tow "Today's Shop Sales" tow "Today's Shop Sales" tow "Today's Shop Sales" tow "This Month's Shop Sales" tow "Today's Shop Sales" tow "Today	ailed Sales Alerts work for y (must be checked to s (check to send a deta (check to send a Sale (check to show the se (check to show	send either short a ailed HTML email - as Alert even if no s as Alert with shop s message from you age. ection titled "Today" ection titled "Today" ection titled "Previor ection titled "This M ection titled This M	lert or detailed) but only if email r ales, uncheck to ales totals to the ales details to th it o 'ALL DEALER s Sales") day's Sales") us 7 Day's Sales") us 7 Day's Sales") s Shop Sales Su onth's Shop Sale not shown to 'ALL' to save or delete ccipient	name is non-nun send only if a sa Dealer listed as S' be included in S' be included in ") mmary" - NOTE: s Summary" - No dealers, or to a s e messages.	eric, e.g. not a dur e occurred that da Admin) s Admin) Sales Alerts?) shown for shop Ac DTE: shown for sh	nb phone) y) dmin onlyt) op Admin o e the check	nly!) box to mar	k
Infigure how summary and det ie Sales Alerts ie Detailed Alerts ind Empty Alerts ind Shop Total to Admin ind Shop Sales Detail to Admin ind Shop Sales Detail to Admin ind Messages ave Reset Acome Page Infigure which total sections ar ow "Today's Sales" ow "Totay's Sales" ow "This Month's Shop Sales" ow "This Month's Shop Sales" ave Reset ssages te the Add button to create a ne assages to be deleted or to be add Save Delete Checked Msg# When 3965 3/16/2018 12:02:01 PM	ailed Sales Alerts work for y  (must be checked to s (check to send a deta (check to send a Sale (check to show the se (check to sho	send either short a ailed HTML email - as Alert even if no s as Alert with shop s se Alert with shop s message from you age. ection titled "Today" ection titled "Yester ection titled "Yester ection titled "Yester ection titled "This M ection titled "This M ectio	lert or detailed) but only if email n ales, uncheck to ales totals to the ales details to th to 'ALL DEALER s Sales") day's Sales") us 7 Day's Sales") s Shop Sales") s Shop Sales") s Shop Sales Su onth's Shop Sale nd shown to 'ALL' to save or delete scipient	aame is non-nun send only if a sa Dealer listed as S' be included in ") mmary" - NOTE: 's Summary" - No dealers, or to a s e messages.	eric, e.g. not a dur e occurred that da Admin) s Admin) Sales Alerts?) shown for shop Ac DTE: shown for sh	nb phone) y) dmin onlyt) op Admin o e the check	nly!) box to mar	k

The above screen is described in the next several sections.

#### **Shop Info section**

Shop Info		Member since	e 6/15/2002	2. Nex	t renew	al date 3	3/1/2019.
View/edit shop information here. [	Disabled/gray fields are editable only with GoAntiqui	ng! Point of Sale.	Monthly G	atewa	y Usag	je Statis	tics
Address	655 Bayview Lane		Total seat Max seats	s purc	hased ed (10	: 1 % rule): 1	10   1
City	Arroyo Grande		Month	Paid	Used	Logins	Alerts
State	CA		03/2018	10	2	57	30
Zip Code	93420		02/2018	10	2	53	56
Phone #	8003857911						
Public E-Mail							
Dealer Word	Dealer						
'Booth' Word	Booth						
Show Booth	PROVIDENT OF A DESCRIPTION OF A DESCRIPR						
You can change the information b	elow						
Business Contact E-Mail	joe@goantiquing.net						
Logo URL							
Group Reports By Booth							
Require Password	(e.g. must Dealers set a password before they	can login?)					
Allow Password Changes	🕐 (e.g. can Dealers change the passwords you a	ssign?)					
Allow Dealer Messaging	✓ (e.g. can Dealers send you a message?)						
Save Reset							

On this page you can only change the data under the header "You can change the information below". The information above that line is configured in the point of sale program.

- Fill in the Business Contact Email address or update it as needed.
- Specify a JPG or PNG logo to show on the right side of Gateway pages that helps personalize the site for your Dealers. You must specify an internet location in URL format, e.g. a location on the internet prefixed with the standard "http://" or "https://". The logo is displayed to the right of your shop name on page headers.
- The "Require password" checkbox, which is unchecked by default, will when checked require that Dealers set a password. They will not be able to login with a blank password.
- The "Allow Password Changes" checkbox is how you can control if Dealers are allowed to change their own passwords.
- Dealers may send messages to you using the Message feature if you check the box "Allow Dealer Messaging".
- Any changes you make must be saved with the Save button.

#### **Monthly Gateway Usage Statistics**

This mini-section shows how much activity has occurred for the month so far. This gives you ability to see if you will use all your purchased seats or if you need to purchase additional seats to cover your shops actual usage of the Gateway service.

Monthly Gateway Usage Statistics									
Total seats purchased: 10									
Max seats allowed (10% rule): 11									
Month	Paid	Used	Logins	Alerts					
Month 03/2018	Paid 10	Used 2	Logins 57	Alerts 30					

Additional detail, such as who logged in when, how many times, failed login attempts, etc., can be seen using one of the several "Gateway Usage" reports. This will be detailed later.

#### **Sales Alert section**

These options give you control how Sales Alerts are sent to your Dealers or if they are sent at all.

Note: Unless the "Send Empty Alerts" box is checked, which is normally unchecked, the system will only send a Sales Alert if the dealer sold something <u>that day</u>.

Sales Alerts		
Configure how summary and deta	iled	Sales Alerts work for your shop.
Use Sales Alerts		(must be checked to send either short alert or detailed)
Use Detailed Alerts		(check to send a detailed HTML email - but only if email name is non-numeric, e.g. not a dumb phone)
Send Empty Alerts	0	(check to send a Sales Alert even if no sales, uncheck to send only if a sale occurred that day)
Send Shop Total to Admin		(check to send a Sales Alert with shop sales totals to the Dealer listed as Admin)
Send Shop Sales Detail to Admin	•	(check to send a Sales Alert with shop sales details to the Dealer listed as Admin)
Send Messages		(e.g. will most recent message from you to 'ALL DEALERS' be included in Sales Alerts?)
Save Reset		

- Use Sales Alert. If you uncheck this box then Dealers will not be sent either the short text-only Sales Alerts or the "Detailed Alerts".
- Use Detailed Alerts. Checking this sends actual full reports for the day. This is the same information as shown when a Dealer login and sees the current day sales on the welcome page.
- Send Empty Alerts. Checking this means that the Dealer will receive Alerts even if they had no sales that day.
- Send Shop Total to Admin. This will send a special Sales Alert to the e-mail address of the Dealer record marked as Gateway Administrator.
- Send Shop Sales Detail to Admin. This will send a special Sales Alert to the e-mail address of the Dealer record marked as Gateway Administrator. This includes the total and all itemized sales details.
- Send Messages. The text of the most recent message you write to "All Dealers" will be sent along with both the short and detailed Sales Alerts.
- Any changes you make must be saved with the Save button.

#### **Welcome Page section**

This section allows you to configure which information is shown when the Dealer initially logs into to the Gateway.

Welcome Page			
Configure which total sections are	e sho	own on the Welcome page.	
Show "Today's Sales"		(check to show the section titled "Today's Sales")	
Show "Yesterday's Sales"		(check to show the section titled "Yesterday's Sales")	
Show "Previous 7 day's Sales"	•	(check to show the section titled "Previous 7 Day's Sales")	
Show "This Month's Sales"	•	(check to show the section titled "This Month's Sales")	
Show "Today's Shop Sales"		(check to show the section titled "Today's Shop Sales Summary" - NOTE: shown for shop Admin only!)	
Show "This Month's Shop Sales"		(check to show the section titled "This Month's Shop Sales Summary" - NOTE: shown for shop Admin only!)	
Save Reset			

Although these options are very self-explanatory, the "Show Previous 7 days Sales" option can be confusing for some Dealers who do not understand it is a sliding period of time, and a total on Monday could be less than the total shown on Tuesday if the previous Tuesday was a big sales day and the rest of the week was slow.

#### **Messages section**

This section allows you to post messages to your Dealers. These message are seen on the Welcome Page (if configured) and also can be sent along with Sales Alerts (also if configured). Only message sent to a specific Dealer are shown to that specific Dealer when they login, and only messages sent to "All Dealers" will be included on Sales Alerts.

	Delet	e Chec	кеа														
:g#	W	hen			From				Re	ecipient							
35 3/16/2	2018 1:	08:14	РМ	Joe Sta	inton		[	ALL DEALE	IRS			•					
, 4	B I	¥	<u>A</u> -	<u>A</u> -	ĒĒ	3	<u>I</u> ×	Verdana	÷	11pt	*						
elcome	to the	GoAnt	iquing	Gatew	ay, a se	rvice	our	shop subsc	ribes	to so that	you can	find out	what ha	as sold f	rom you	r Booth As	SAP!

To add a new message, simply click the Add button. Make any changes you want and when done click the Save button.

Note: The text editor allows font selection, weighting, justification, color, etc. We recommend avoid words that might trigger your message be seen as SPAM when sent as a Sales Alerts. Such words would be anything that seems to much like marketing lingo or uses profanity, etc.

To delete a message check the box at the left and then click the Delete Checked button.

### **Shop Reports**

These are the reports available to you as the shopkeeper and Gateway administrator. Dealers do not get to see these reports.

- Shop Sales
- Shop Sales by Dealer (printable)
- Shop Performance by Day of Week
- Shop Performance by Hour by Day of Week
- Shop Performance by Dealer
- Shop Performance by Top Dealer (By Dealer Net)
- Shop Performance by Top Dealer (By Shop Net)
- Gateway Seat Usage
- Gateway Seat Usage (Include 0's)
- Gateway Usage
- Gateway Usage (successful logins only)
- Gateway Usage (wrong passwords only)

#### **Shop Sales**

As shown you can select a report (by default it shows Shop Sales for all Dealers), select a date range, and view the report. In this example only Dealer 1 had any sales "yesterday" (March 15 2018).

Shop Repo	orts								
Report	Shop Sales	3		•					
Dealer	ALL DEALE	RS	•						
Date	Yesterday		•						
	Start Date	3/15/2018							
	End Date	3/15/2018							
View Rep	ort	A CANADA STATE							
Shop Sale	S								
								Grand Total	\$43.90
#1 - Joe 9	Stanton								
									0

Date	DealerI	D ItemID	Description	Lwy	Qty	ItemPrice	Disc%	Price	Amount Posted
3/15/2018	1	A1	2 Yellow/Purple Doilies			\$6.00		\$6.00	\$6.00
3/15/2018	1	HOWARD	Howard Restor-A-Shine Wood Finish			\$8.95		\$8.95	\$8.95
3/15/2018	1	HSP6	Silver Polish			\$8.95		\$8.95	\$8.95
3/15/2018	1	1131	Murano Glass			\$20.00		\$20.00	\$20.00
								Total	\$43.90
							6	Inter Total	\$43.00

#### Shop Sales By Dealer (Printable)

Sales Rep	ort for 3/15/20	18-3/15/2018							
Joe Stanto	on(#1)								
Date	ItemID	Description	Lwy	Qty	ItemPrice	Disc%	Price	Shop%	Net Sale
8/15/2018	A1	2 Yellow/Purple Doilies			\$6.00		\$6.00		\$6.00
8/15/2018	HOWARD	Howard Restor-A-Shine Wood Finish			\$8.95		\$8.95		\$8.95
8/15/2018	HSP6	Silver Polish			\$8.95		\$8.95		\$8.95
8/15/2018	1131	Murano Glass			\$20.00		\$20.00		\$20.00
							Gr	oss Sale	s \$43.90
Sales Rep	ort for 3/15/20	18-3/15/2018							
John Doe(	#2)								
Date	<u>ItemID</u>	Description	<u>Lwy</u>	<u>Qty</u>	ItemPrice	Disc%	Price (	<u>Shop%</u> Gross Sal	<u>Net Sale</u> es <b>\$0.00</b>

#### **Shop Performance by Day of Week**

This report shows a summary of the week with best performing days showing a longer bar graph. Although you are certainly aware of when the shop is busy this report shows you the facts very clearly. For this demo data Sunday and Monday are far and above the best day.

Shop Report	S	
Report	Shop Performance by Day of Week	
Dealer	ALL DEALERS *	
Date	This Month •	
	Start Date 3/1/2018	
	End Date 3/31/2018	
View Report		
Shop Perform	mance by Day of Week	
和自由自己的		日本語 四次時代表 建筑 法日本语 四次時代表 建筑 法日本语 四次時代表表
Monday		\$1,557.85 Gross Sales
wonuay	\$1.68 Store Net	
Tuocday	\$142.50 Gross Sales	
Tuesuay	\$16.08 Store Net	
ALC: N. R.C.		
Wednesday	\$71.78 Gross Sales	
	\$5.04 Store Net	
Thursday	\$639.	J9 Gross Sales
	\$29.34 Store Net	
	EQ05 40 Oraça Oplas	
Friday	\$265.49 GIUSS Sales	
	\$4.68 Store Net	
		\$876.42 Cross Sales
Saturday	\$45.06 Store Not	4070.42 01055 Jales
Latera de latera de	45.00 Store Net	
		\$1 482 99 Gross Sales
Sunday	\$58 26 Store Net	
	400.20 Otore Net	

#### Shop Performance by Hour by Day of Week

This report shows a summary of all the days of the week for the period of time specified. This is a good tool to plan when to have staff on hand to ring up sales and wrap items. Shown are totals of sales and counts of items. The report only shows totals for hours between the earliest sale of a given day and the latest sale of a given day.

Shop Repor	ts	
Report	Shop F	Performance by Hour by Day of Week 🔹
Dealer	ALL D	EALERS
Date	This M	cnth
	Start D	ate 3/1/2018
	End Da	ate 3/31/2018
View Repor	t	
Shop Perfor	mance b	y Hour by Day of Week
		537.00 Sales
	12pm	3 items
		51463.00 Sales
	1pm	di licono dalci
Monday		I diterns
	2pm	
		5 Items
		\$8.95 Sales
State 1	opm	1 ltems
		\$134.00 Sales
	1pm	2 Items
		SD 00 Sales
	2pm	
		u nems
Tuesday	3pm	\$0.00 Sales
,		0 Items
	4000	\$0.00 Sales
	4pm	0 tems
		\$8.50 Sales
	5pm	1 liens
1 mart	-	The 20 Contract of the second se
AND THE OWNER		
		<b>F</b> 747 00 Poles
	11am	\$47.00 Sales
		4 tems
	12nm	\$481.00 Sales
Line in the	apm	3 Items
		\$6.00 Sales
	1pm	1 liens
Sunday		5120.00 Poles
	2pm	Titome
		/ nems
Starting 1	3pm	\$6.00 Sales
		3 items
	40.00	\$712.99 Sales
	4pm	11 Items

#### Shop Performance by Dealer

This report shows a simple bar graph of sales by Dealer with gross sales and shop or store net bars. The report is sorted by Dealer ID.

Shop Reports	S								
Report	Shop Perfor	mance by Dealer		•					
Dealer	ALL DEALER	RS							
Date	This Month	•							
a de la cate	Start Date	3/1/2018							
	End Date	3/31/2018							
View Report		TYPE A LENGT							
Shop Perform	nance by Dea	iler							
1								\$3,721.	92 Gross Sales
Joe Stanton		\$0.00 Store Net							
2				\$1,334.5	50 Gross Sale	es			
John Doe		\$160.14 Store	Vet						

#### **Shop Performance by Top Dealer (2 variants)**

This report has two variants, sorted by Dealer Net, and sorted by Shop Net. This report shows a simple bar graph of sales by Dealer with gross sales and shop or store net bars.

Shop Report	S		
Report	Shop Perfor	mance by Top Dealer 🔹	
Dealer	ALL DEALER	RS •	
Date	This Month		
	Start Date	3/1/2018	
	End Date	3/31/2018	
View Report			
Shop Perform	mance by Top	Dealer	
2		\$1,334.50 Gross Sales	
John Doe		\$160.14 Store Net	
1			\$3,721.92 Gross Sales
Joe Stanton		\$0.00 Store Net	

#### **Gateway Usage (3 variants)**

These reports help you to understand who is using the Gateway for logging on, when they are using it, and how often they use it, and if they are logging in successfully or failing to login (entering wrong passwords). The "Wrong Passwords" variant allows you to reset their password with a simple button click.

#### **Gateway Usage**

Shop Report	S								
Report	Gateway Usag	ge		• <b>1</b> 111111111					
Dealer	ALL DEALERS								
Date	Today		•						
	Start Date 3	3/16/2018							
	End Date 3	3/16/2018							
View Report		No. Sata							
Gateway Usa	age								
DealerIDName	Login Date/	Time II	P Address	Status	Total Logins				
1 Joe St	tanton 3/16/2018 2	2:18:45 PM 7	5.140.145.142	Success	6				
1 Joe St	tanton 3/16/2018 2	2:18:42 PM 7	5.140.145.142	Failed - wrong password	1				
1 Joe St	tanton 3/16/2018 1	11:08:13 AM 7	5.140.145.142	Failed - not a valid DealerID	1				

#### Gateway Usage (Successful Logins Only)



#### Gateway Usage (Wrong Passwords Only)

This report shows just Dealers whose last login event was a failure due to an incorrect password entered.

Shop Reports	5									
Report	Gateway Usa	age (wrong passw	ords only)	• • • • • • • • • • • • • • • • • • • •						
Dealer	ALL DEALER	RS	•							
Date	Today	•								
Line state	Start Date	3/16/2018								
	End Date	3/16/2018								
View Report										
Gateway Usage (wrong passwords only)										
DealerIDName	Login Dat	te/Time IP Addr	ess Status	Total Login						
1 Joe Sta	Joe Stanton 3/16/2018 2:18:42 PM 75.140.145.142 Failed - wrong password 1 Reset 1									

By clicking the "Reset 1" button you can then change the password. The assumption is that you will tell the Dealer their new password!

Internet Gateway	- Reset Dealer Pas	ssword			
Type in a new pas	sword and click Re	set.			
Shop Name	MY ANTIQUE	EMALL - ARROYO GRANDE, CA			
Dealer ID	#1				
Password	secret	Reset			
	AND REAL PROPERTY.	LEI STATISTICS			

#### Gateway Seat Usage (2 variants)

These reports show information about usage of the Gateway, both Logins and Sales Alerts. You can also see if the Dealer is Registered (G!) at the moment, if they are an Administrator, and if they have set a password.

#### **Gateway Seat Usage**

This report shows just those dealers who have actually used the Gateway services (either via Login or Sales Alert).

Shop Reports	S									
Report	Gateway Sea	at Usage	•							
Dealer	ALL DEALER	S	•							
Date	Today •									
	Start Date	Start Date 3/16/2018								
	End Date	3/16/2018								
View Report										
Gateway Sea	t Usage									
Seat usage: 2 Dealers regis DealerID G!Adm	2 out of 10 pure stered: 2 (NOTE nin PW?Name	Chased E: Usage count can ex Logins Sales /	ceed Registered count i MertsLast Activity	if you change the 'Allow Last IP Address	Gateway Login' checkbox	after someone has alr	eady received a Sale	es Alert or logged in.		
1 Y Y	Y JOE STA	NTON 56	16 3/16/2018 3:48:20	8 PM 75.140.145.142						
2 Y	Y JOHN DO	DE 1	14 3/16/2018 3:48:13	3 PM 75.140.145.142		THE REAL PROPERTY AND				

#### **Gateway Seat Usage (Include 0's)**

This report will show ALL Dealers in the shop so you can verify status of all the checkmarks for Registered (G!), Administrator, and password status. Note that this report shows Dealer #3 even though he is not registered. This allows you to verify the status of each Dealer to better ensure you are not going to be charged for more than you have used. Note, however, that in a given calendar month, even if a Dealer is not registered (perhaps because you deregistered him or her during the month), if the system sees that there was activity that will still count as a seat used.

Shop Reports	S								
Report	Gateway Se	at Usage (Include	0's)	•					
Dealer	ALL DEALERS •								
Date	This Month	•							
- Telle I state	Start Date	3/1/2018							
	End Date	3/31/2018							
View Report									
Gateway Sea	t Usage (Incl	ude 0's)							
Seat usage: 2 Dealers regis	tered: 2 (NOT	rchased E: Usage count can	exceed Regist	tered count if you change	e the 'Allow Gateway	ay Login' checkbox after someone has already received a Sales Alert or logged in.			
DealerID G!Adn	nin PW?Name	Lo	ogins Sales Al	ertsLast Activity	Last IP Address	5			
1 Y Y	Y JOE ST	ANTON	56	16 3/16/2018 3:48:26 F	PM 75.140.145.142				
2 Y	Y JOHN D	OE	1	14 3/16/2018 3:48:13 P	PM 75.140.145.142				
3	GEORG	E WASHINGTON	0	0	n/a				

#### Sales Alert Blacklist Check

This report will show the status of emails that were sent to a specific Dealer. The report checks the email sending service for any "bounces" or "spam complaints" and also checks if the Dealer "Unsubscribed". This report allows you to assist a Dealer who says "I am not getting my Sales Alerts".

This tool is also directly available to the Dealer once they login and click the "My Info" link at the top of the Welcome page.

The most common issue is that a Dealer receives their Sales Alert but it lands in Junk Mail. Then almost always the Dealer will use the common option most email programs have to "Delete all Junk and Mark as Spam". When this occurs we get a notification from their email provider (such as Yahoo, Gmail, Comcast, AOL, etc.) that the Dealer has marked our emails as Spam and we stop sending (because they asked us to, even accidentally, but we have to respect it).

How can the dealer fix this? Basically they need to add <u>info@goantiquing.net</u> which is our email address used for sending the Sales Alerts to a "safe senders list", perhaps called Address Book, Contact List, Safe Senders, or White List, etc., whatever technique their email provider has for preventing email from a specific sender (such as <u>info@goantiquing.net</u>) from being considered Spam or Junk. After the Dealer has fixed the issue that started their problem (such adding <u>info@goantiquing.net</u> to their "safe senders list"), then the Dealer can click the "Remove from Black List" button provided.