

EQUELLA®

# Store Front User Guide

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# Store front overview

The EQUELLA Content Exchange enables institutions to set up their EQUELLA instance as a Store, a Store front or both.

EQUELLA instances set up as Stores make content available for purchase to registered EQUELLA store fronts via Store catalogues. Catalogues are created and resources are priced (based on a number of available pricing models) and allocated to relevant catalogues. The catalogues are then browsed at an EQUELLA Store front, and users can select and purchase desired content. See the *EQUELLA Store User Guide* for further information.

An EQUELLA system can be configured as a Store front for the purpose of registering with EQUELLA Stores to access available catalogues and purchase content.

Content can be added to a shopping cart and paid for using a payment gateway. Basic workflow rules can be implemented to allow for different users to create, approve and pay for orders.

Once a resource is paid for, it is harvested from the Store it was purchased from to the Store front and added to a predefined collection. The resource is available for use for the duration purchased (subscriptions) or indefinitely (outright purchases).

The purpose of this guide is to provide system administrators with an understanding of the EQUELLA Store front functionality and the configuration required to successfully set up an EQUELLA Store front. It also provides instruction to the users who will be selecting content for purchase, approving and paying for content.

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## Prerequisites

It is presumed that the institution has provided the mandatory registration details to the EQUELLA Store using a process outside of the EQUELLA system, and has in turn received the mandatory information required to complete the Store registration from that EQUELLA Store (Store URL and Client ID). (See [Store registrations](#) on page 6 for further information.)

## Purchased resource metadata

When a purchased resource is harvested from the store it was purchased from, it is automatically contributed into the selected *Store front collection* (see [Store front collection](#) on page 9) with the **Name** and **Description**. Any extra metadata harvested with the resource is stored in a 'storedata' node.

## Store privileges

- **CREATE\_STORE** - enables the creation of new Store registration on a Store front. This privilege can be granted at an institution level or on the Stores object.
- **EDIT\_STORE** - enables the editing of Store registrations. This privilege can be granted at an institution or store level.
- **DELETE\_STORE** - enables the deleting of Store registrations. This privilege can be granted at an institution level or store level.
- **BROWSE\_STORE** - allows users to access Stores to view catalogue resources at the Store front. This privilege can be granted at an institution or stores level.
- **ACCESS\_SHOPPINGCART** - allows users to browse catalogues, view catalogue resources, select pricing model/subscription duration and add resources to a shopping cart. Also allows users to view the active shopping cart details and submit or pay for it (depending on payment rules). Additionally, allows users to view pending orders (requiring approval, requiring payment and rejected).  
This privilege can be granted at an institution or stores level.
- **VIEW\_PURCHASE\_DETAIL\_FOR\_ITEM** - allows users to view the purchase details for purchased resources. This privilege can be granted at an institution, collection, resource or resource metadata level.

## Store front settings

A number of store front settings must be configured before a store front can start accessing Store content. See Figure 1.



Figure 1 Store front settings

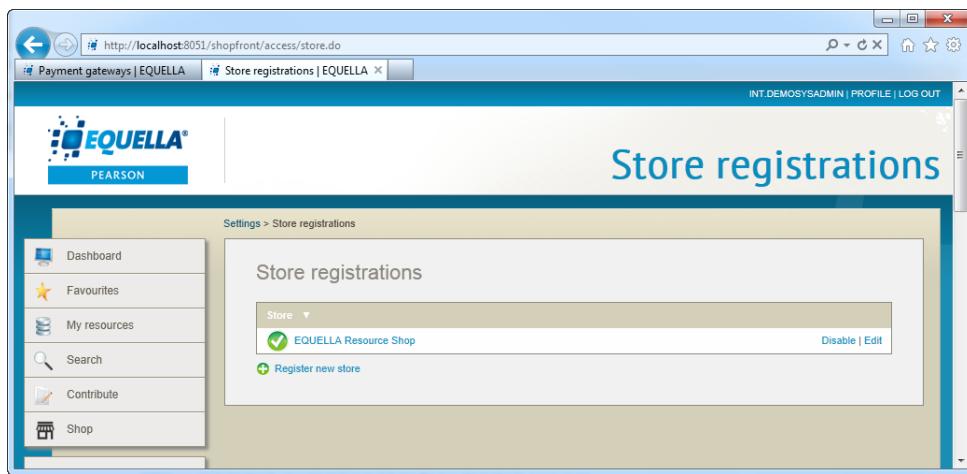
## Store registrations

The **Store registrations** setting enables the store front to register with and have access to an EQUELLA Store. An EQUELLA Store front can register with multiple EQUELLA Stores.

*NOTE: The Store registrations configuration ACLs are CREATE\_STORE, EDIT\_STORE and DELETE\_STORE.*

### To add a Store registration

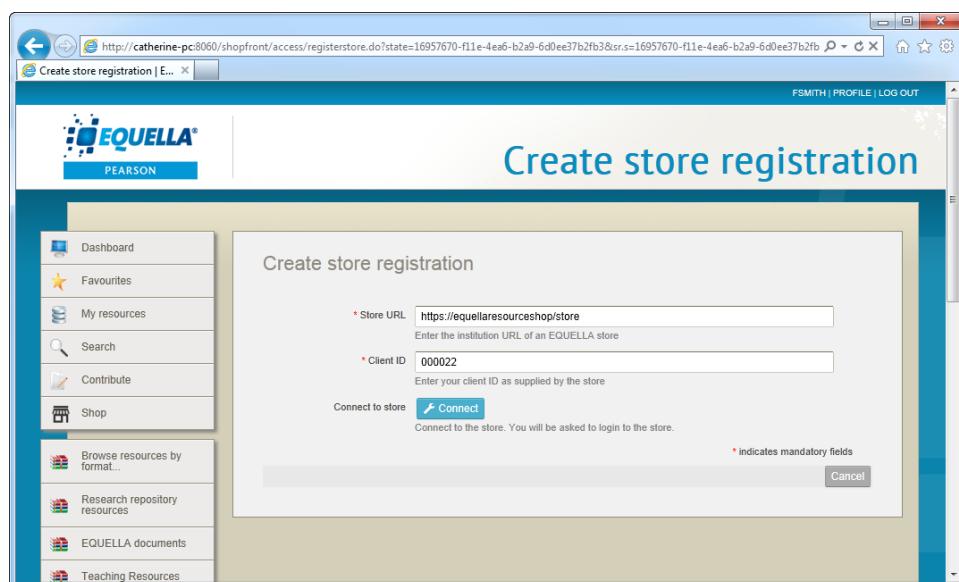
1. Go to **Settings, Store registrations**. The Store registrations page displays, with any existing registrations listed. An example is shown in Figure 2.



**Figure 2 Store registrations page**

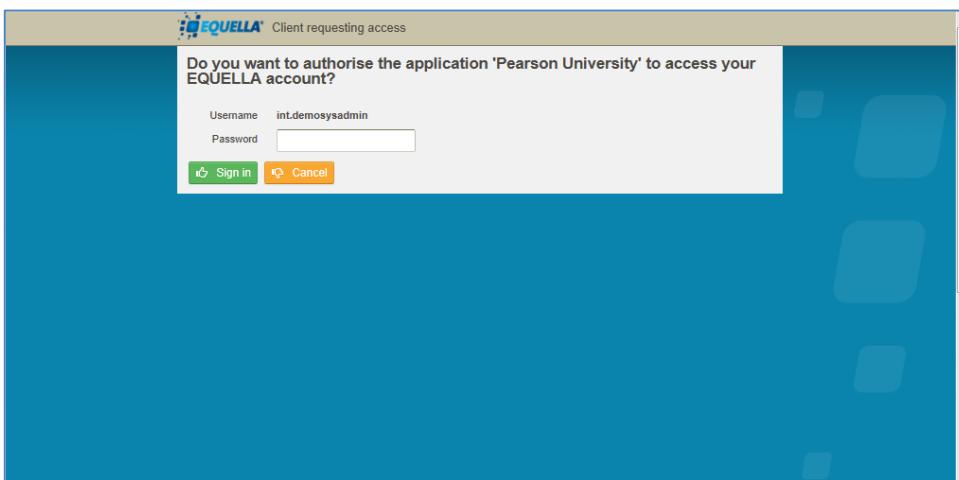
*NOTE: Enabled Store registrations display with the icon, and disabled with the icon.*

2. Click the **Register new store** link. The **Create store registration** page displays. An example is shown in Figure 3.



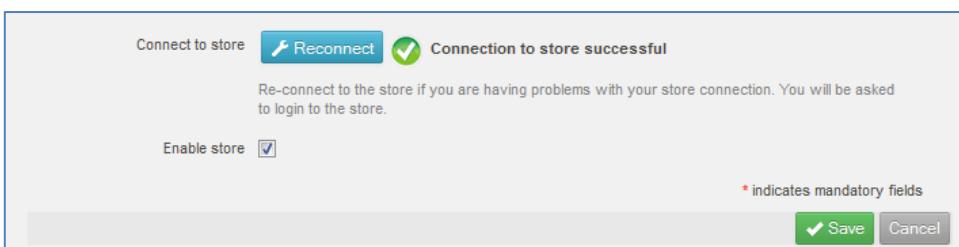
**Figure 3 Create store registrations page**

3. Enter the **Store URL** provided by the store.
4. Enter the **Client ID** provided by the store.
5. Click **Connect**. The EQUELLA **Client requesting access** page displays. An example is shown in Figure 4.



**Figure 4 Authorisation page**

6. Enter the password provided by the store, then click **Sign in**. The **Connection to store successful** message should display. An example is shown in Figure 5.



**Figure 5 Successful connection**

If the connection is unsuccessful, try re-entering the **Store URL** and **Client ID**.

7. Select the **Enable store** checkbox to start accessing the store's catalogues.

*NOTE: If a Store is disabled, the store's catalogues won't be available for browsing.*

8. Click **Save**. The Store registration is now listed on the **Store registrations** page.

## To edit a store registration

1. Go to **Settings, Store registrations**. The Store registrations page displays, with any existing registrations listed. An example is shown in Figure 2.
2. Click the **Edit** link for the relevant store registration. The **Edit store registration** page displays.
3. Make the required changes then click **Save**.

## To disable a store registration

1. Go to **Settings, Store registrations**. The Store registrations page displays, with any existing registrations listed. An example is shown in Figure 2.
2. Click the **Disable** link for the relevant store registration. The Store becomes disabled, with a  icon, and the link changes to **Enable**.

## To enable a store registration

1. Go to **Settings, Store registrations**. The Store registrations page displays, with any existing registrations listed. An example is shown in Figure 2.
2. Click the **Enable** link for the relevant store registration. The Store becomes enabled, with a  icon, and the link changes to **Disable**.

## To delete a store registration

*NOTE: Only disabled store registrations can be deleted.*

1. Go to **Settings, Store registrations**. The Store registrations page displays, with any existing registrations listed. An example is shown in Figure 2.
2. Click the **Delete** link for the relevant store registration. A confirmation dialog displays. Click  to confirm the deletion.

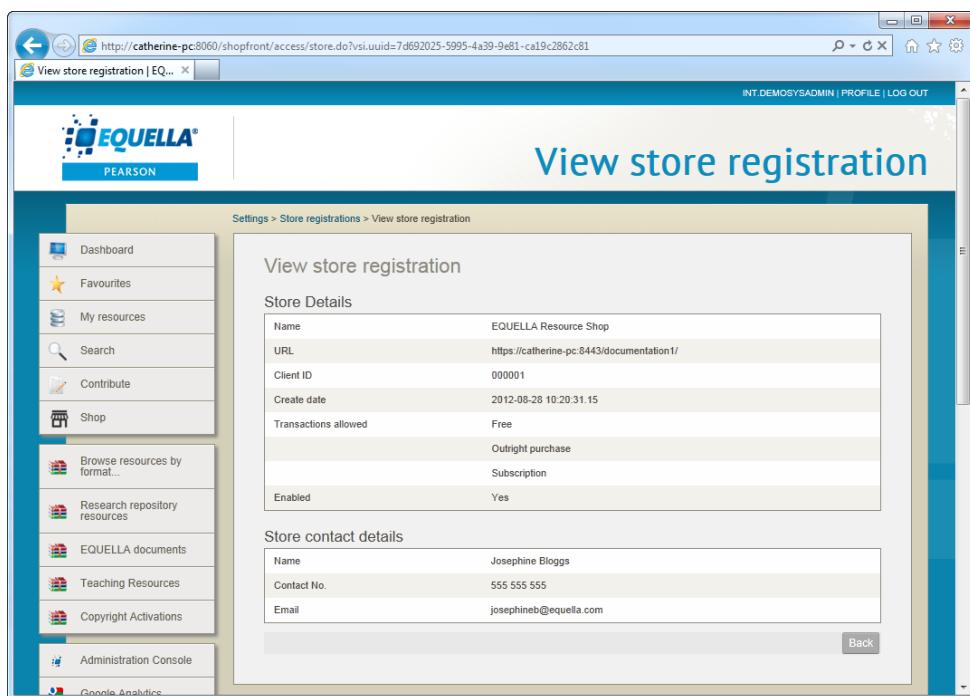
## Viewing the store registration details

The Store registration details page shows important information about the registration, including:

- **Transactions allowed** – lists the types of transactions approved by the Store. Types that may be available are:
  - **Free** – ‘purchase’ resources that are available at no cost.
  - **Outright purchase** – pay a set price to own a resource. (Can be a ‘per user’ price.)
  - **Subscription** – pay a price to have access to a resource for a set duration. (Can be a ‘per user’ price).
- **Store contact details** – the details to enable contact with the Store in case of enquiries or problems.

## To view store registration details

1. Go to **Settings, Store registrations**. The **Store registrations** page displays, with any existing registrations listed. An example is shown in Figure 2.
2. Click on the Store name link. The **View store registration** page displays. An example is shown in Figure 6.



**Figure 6 View store registration page**

3. Click **Back** to close page.

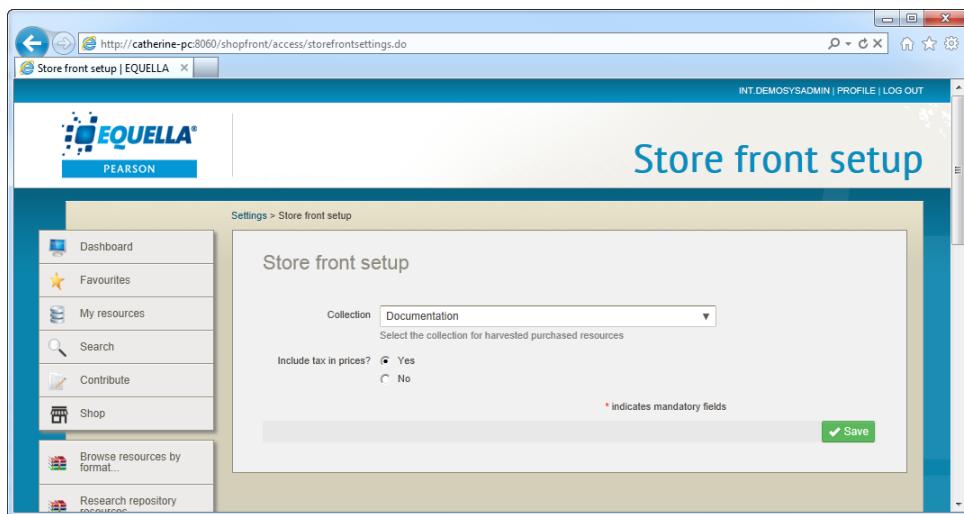
## Store front setup

The **Store front setup** setting enables an administrator to choose the collection for all purchased content. When purchased resources are harvested from a store, they are added to the selected collection. This collection may already be in use, or a collection created specifically for purchased resources.

Additionally, an administrator can choose whether to include tax in the displayed catalogue pricing.

### To configure the store front setup options

1. Go to **Settings, Store front setup**. The **Store front setup** page displays, as shown in Figure 7.



**Figure 7 Store front collection page**

2. Select the required **Collection** from the drop-down list, then click .

*NOTE: If a collection is not selected, no purchased resources can be harvested.*

3. Select the **Include tax in prices** option:

- **Yes** – Pricing for resources in catalogues include any relevant sales tax. Additionally, '*Includes x TAX*' displays under the store totals on the Shopping cart page.
- **No** – Pricing for resources in catalogues do not include any relevant sales tax. On the Shopping cart page, under the store totals, '*Plus x TAX*' displays. The tax is added during the Payment Gateway transaction (Google Checkout or PayPal).

## Approvals and payments

*NOTE: Until approval and payment rules have been configured and enabled, users with the ACCESS\_SHOPPINGCART ACL can create and pay for their own orders. It is important to note that if approval and payment rules are enabled, a rule for every user with the ACCESS\_SHOPPINGCART ACL must exist, or no actions can be performed once the user creates a shopping cart.*

*NOTE: If approval and payment rules are enabled, and some users can pay for their own orders, an approval and payment rule must be set up stating those users as the Approver and the Payer.*

The **Approvals and payments** setting enables approval and payment workflow rules to be established for the purchasing of content.

In large institutions it is often the case that the user who can select desired content and add it to a shopping cart can't actually pay for it, and an order may often require approval by another staff member before it reaches the payment stage.

Users or groups of users can be selected against each of the Purchaser, Approver and Payer actions, thus creating a workflow. If an approval step isn't required, an approval rule must be created with the Payer as the Approver. This allows the Payers to process the transaction without completing the approval step.

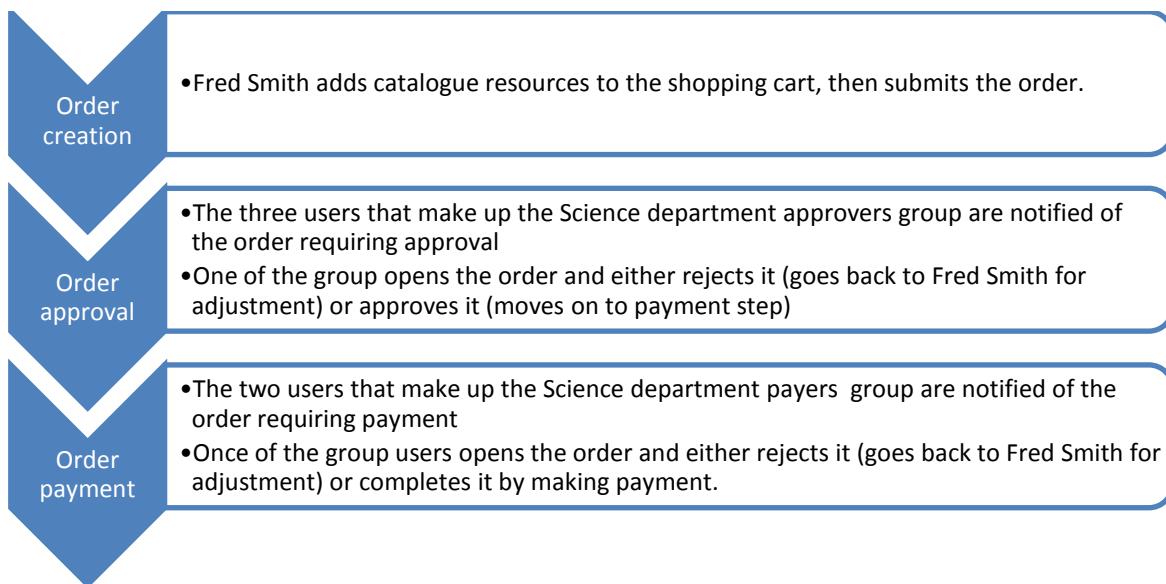
*NOTE: Users and groups must be predefined prior to configuring the rules. See the EQUELLA User Management Guide for further information.*

## Example

Fred Smith has the appropriate privilege (*ACCESS\_SHOPPINGCART*) to create and submit a shopping cart (Purchaser), but the order has to be approved by an appropriate person (Approver) before a third person (Payer) can pay for it.

- An Approval rule is added that states that orders submitted by the purchaser Fred Smith must be approved by the Science Department Approver group (made up of specific users who can approve Fred Smith's order).
- A Payment rule is added that states that orders approved by the Science Department Approvers group must be paid by the Science Department Payer group (made up of different specific users who can pay for orders approved by the Science Department Approver group).
- Once Fred Smith submits an order, the order waits in a 'Requires approval' list until a user from the Science Department Approvers group approves the order. It then goes to a 'Requires payment' list until a user from the Science Department Payers group processes the payment.

An example in a workflow format is shown in Figure 8.



**Figure 8 Example workflow diagram**

When outlining the procedures below, the above scenario is used in the examples.

## To view the Approvals and payments page

1. Go to **Settings, Approvals and payments**. The **Approvals and payments** page displays with any existing approval or payment rules listed. An example is shown in Figure 9.

**Figure 9 Approvals and payments page**

### To add an approval rule

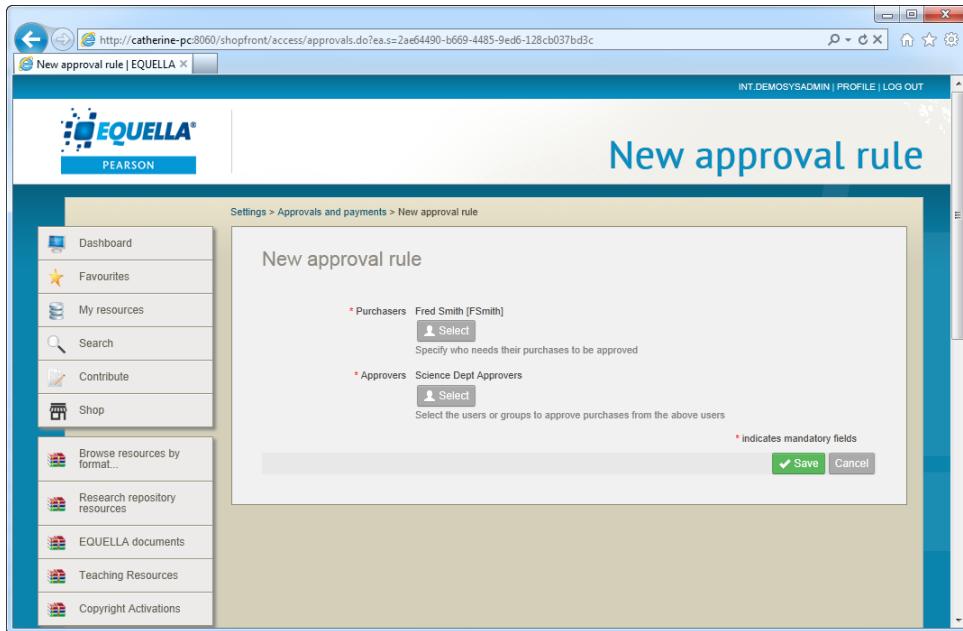
- From the **Approvals and payments** page, click the **Add approval rule** link to display the **New approval rule** page, as shown in Figure 10.

**Figure 10 New approval rule page**

- Click **Select** in the **Purchasers** field to open the **Select recipients** dialog.
- Search for and select the required *Purchaser* users or groups (e.g. *Fred Smith*), move them to the right hand panel using the **>** button then click **OK**.

*NOTE: It is presumed that all purchasers have been granted the ACCESS\_SHOPPINGCART ACL.*

4. Click  **Select** in the **Approvers** field to open the **Select recipients** dialog.
5. Search for and select the required *Approver* users or groups (e.g. *Science Dept Approvers*), move them to the right hand panel using the  button then click . The selected users display. An example is shown in Figure 11.



**Figure 11 New approval rule**

6. Click  **Save**. The approval rule now displays in the **Approvals** list. An example is shown in Figure 12.

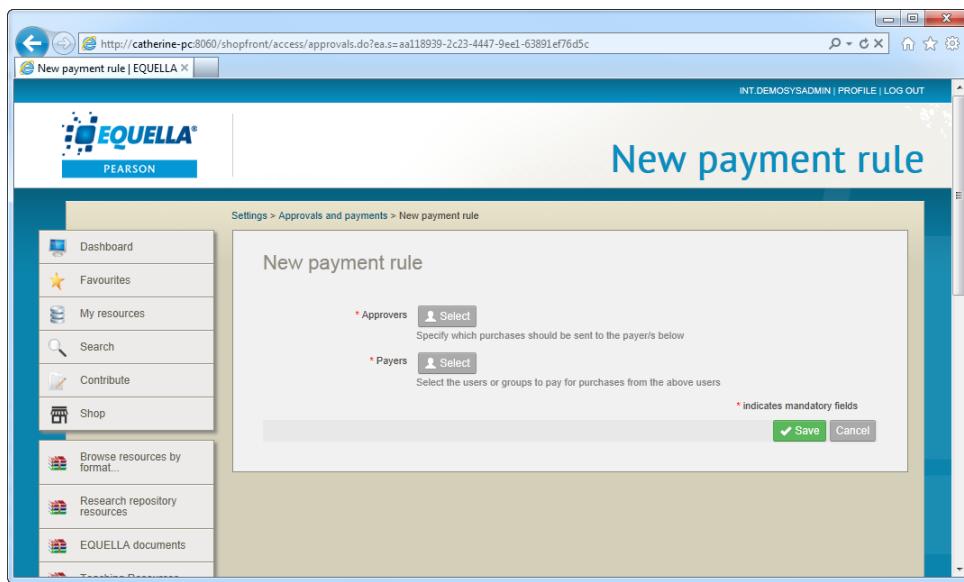
Purchasers	Approvers
INT - Documentation Administrators OR Internal EQUELLA Demonstration System Administrator [int.demosysadmin]	Cath Fitzgerald [admin]    
Fred Smith [FSmith]    	Science Dept Approvers    
	

**Figure 12 New approval rule displayed**

*NOTE: Users selected as approvers have access to the **Shop** button which opens the **Stores** page where a 'Requires approval' panel displays (see [Approving an order](#) on page 34 for further details).*

## To add a payment rule

1. From the **Approvals and payments** page, click the **Add payment rule** link to display the **New payment rule** page, as shown in Figure 13.

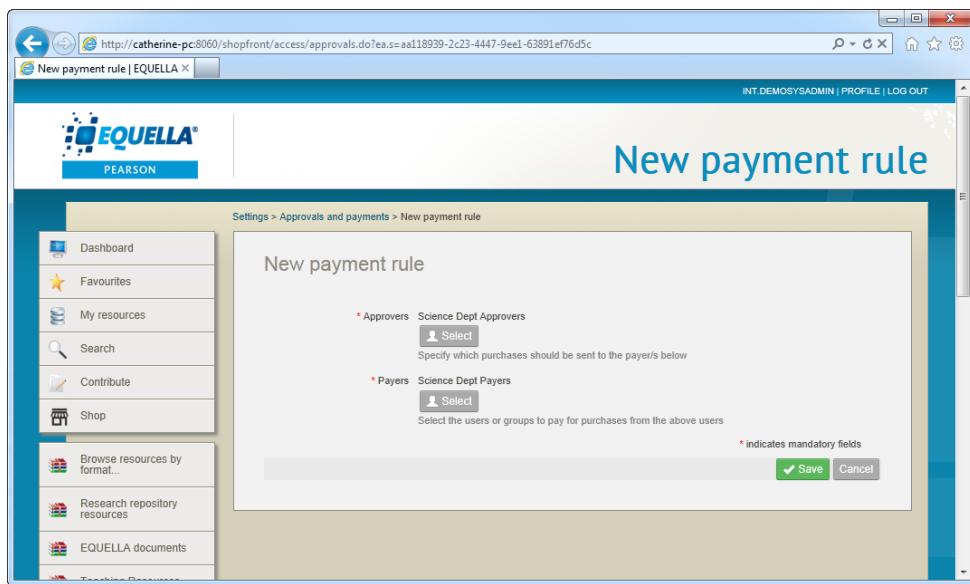


**Figure 13** New payment rule page

2. Click in the **Purchasers/Approvers** field to open the **Select recipients** dialog.

*NOTE: If an approval step is not required, only a payment rule is set up. If some users can pay for their own orders, a payment rule must be set up stating those users as the Purchaser/Approver and the Payer.*

3. Search for and select the required *Purchasers/Approvers* users or groups (e.g. *Science Dept Approvers*), move them to the right hand panel using the button then click .
4. Click in the **Payers** field to open the **Select recipients** dialog.
5. Search for and select the required *Payer* users or groups (e.g. *Science Dept Payers*), move them to the right hand panel using the button then click . The selected users display. An example is shown in Figure 14.



**Figure 14 New payment rule**

6. Click **✓ Save**. The approval rule now displays in the **Payments** list. An example is shown in Figure 15.

Purchasers/Approvers	Payers	
Cath Fitzgerald [admin]	Payment group	<a href="#">Edit</a>   <a href="#">Delete</a>
Science Dept Approvers	Science Dept Payers	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">+ Add payment rule</a>		

**Figure 15 New payment rule displayed**

*NOTE: Users selected as payers have access to the **Shop** button which opens the **Stores** page where a 'Requires payment' panel displays (see [Making a payment](#) on page 38 for further details)*

#### To enable configured approval and payment rules

1. From the **Approvals and payments** page, select the **Enable payment rules** checkbox. An example is shown in Figure 16.

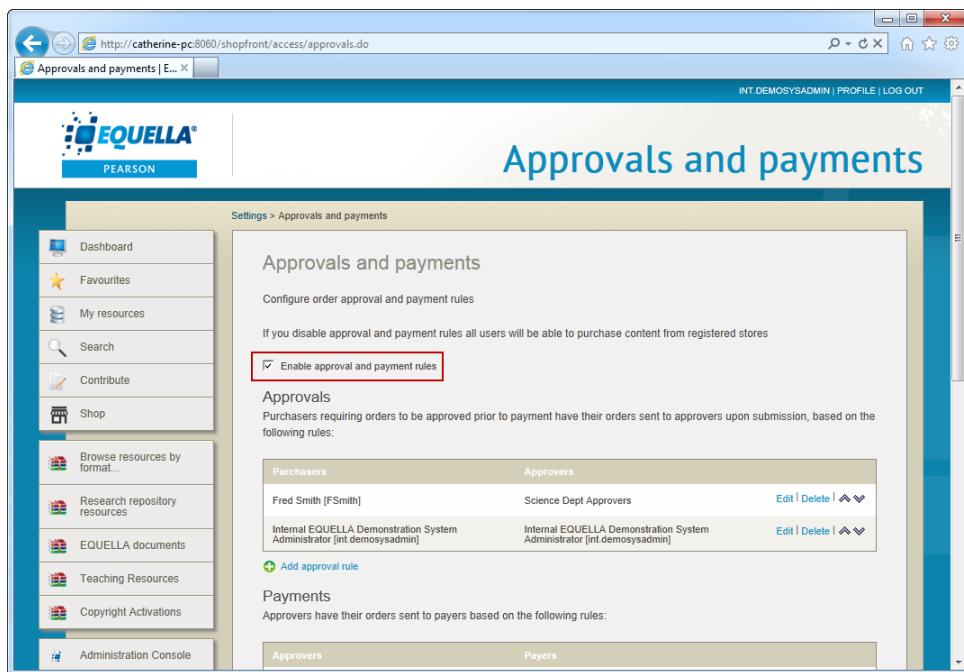


Figure 16 Enable approval and payment rules

## Purchasing content

When an EQUELLA Store front has successfully registered with one or more stores and configured the required settings, users can begin browsing store catalogues and purchasing resources.

The user can shop within one store catalogue at a time, and resources from multiple stores and catalogues can be added to the shopping cart. Items remain in the shopping cart until the shopping cart becomes an order or they are deleted.

Once the required resources have been added to the shopping cart, the user can then move to the next step of the purchasing process, whether that be paying for the order themselves or submitting it to someone else for approval and/or payment.

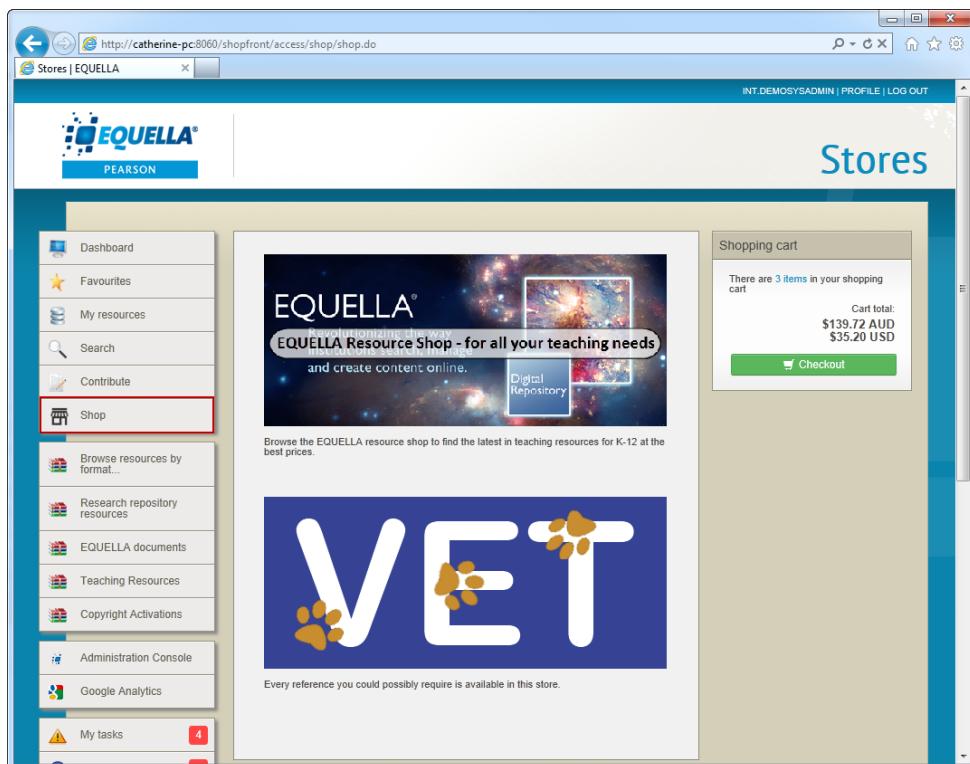
## Viewing stores and catalogues

*NOTE: The ACCESS\_SHOPPINGCART ACL is required for this functionality.*

A user selects a store from the **Stores** page then a catalogue from the selected **Store** page. The catalogue resources available for purchase within that catalogue display on the View catalogue page.

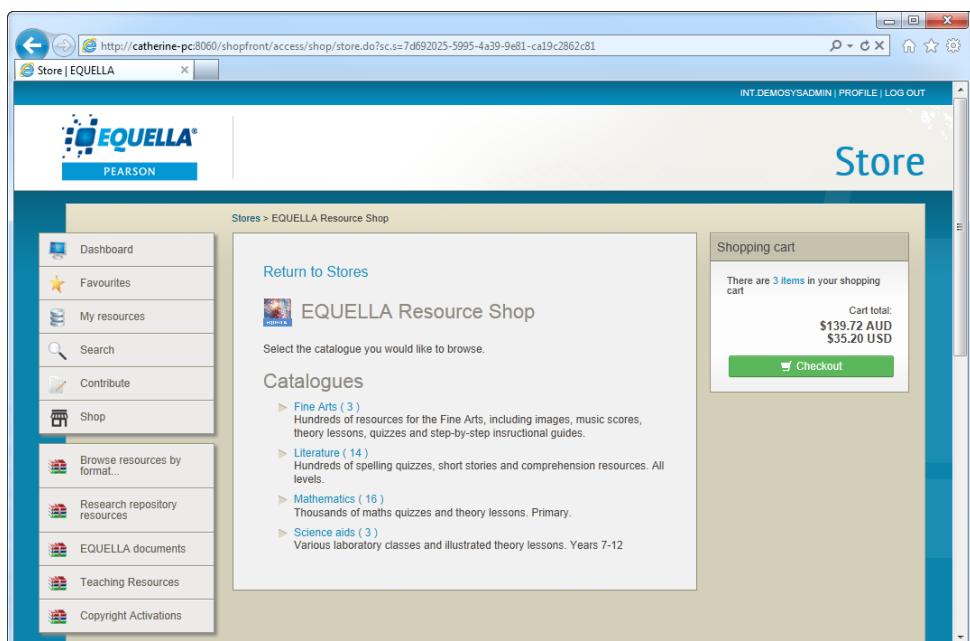
### To access the View catalogue page

1. Select **Shop** from the navigation menu. The **Stores** page displays. An example is shown in Figure 17.



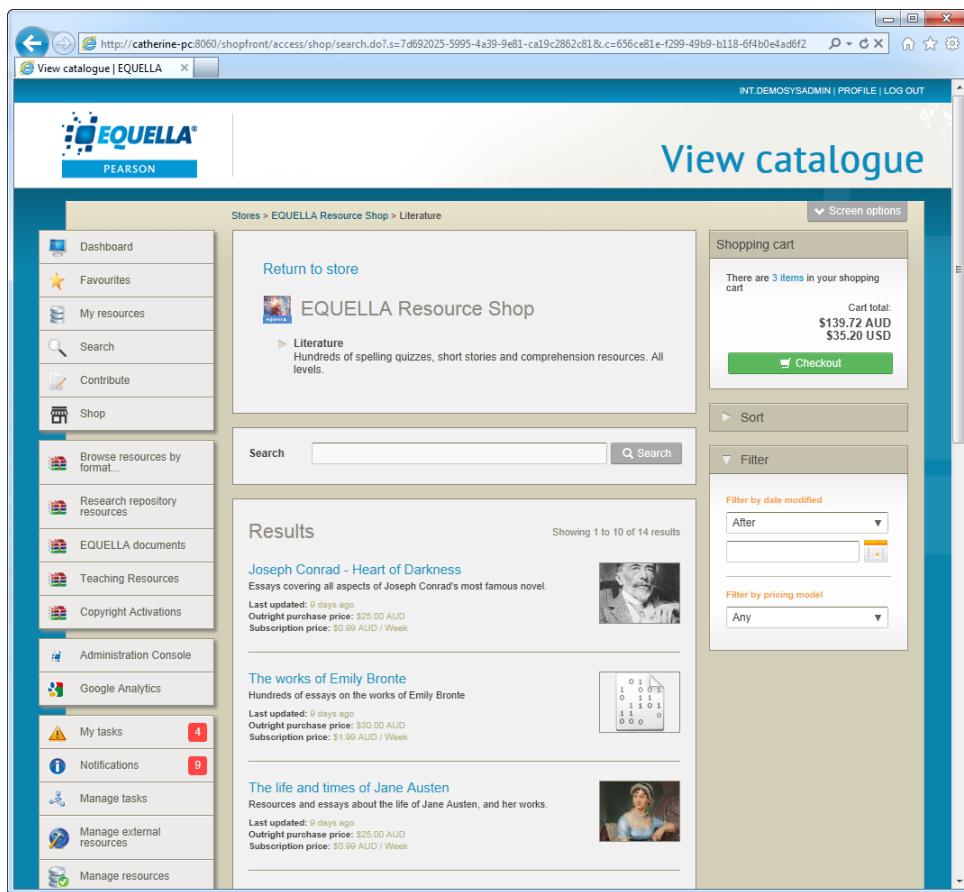
**Figure 17 Stores page**

2. Click on a store image to select the required store. The **Store** page displays. An example is shown in Figure 18.



**Figure 18 Store page**

3. Select the required catalogue. The **View catalogue** page displays with the catalogue resources listed. An example is shown in Figure 19.



**Figure 19 View catalogue page**

The **View catalogue** page includes the following elements:

- **Catalogue details panel** – contains the Store name and icon, Catalogue name and description and the **Return to store** link, which, when clicked, returns the user to the Store page.
- **Search box** – allows a free text search
- **Results** – includes:
  - **Name**
  - **Description**
  - **Last updated**
  - **Pricing information** – for subscriptions, displays lowest available duration and associated price.
  - **Thumbnails** – displays any thumbnails available for preview.
- **Shopping cart** panel – displays the current number of items as a link to the Shopping cart page, **Cart total** and **Checkout** button, which, when selected, also opens the Shopping cart page.
- **Sort panel** – results can be sorted by *Relevance (default)*, *Date last modified* and *Title*.
- **Filter**
  - **Filter by date modified**

- **Filter by pricing model** – this option doesn't display if only one pricing model is available to the store front (e.g. *subscription only*).

## Viewing catalogue resources

Clicking on a resource name from the **View catalogue** results page opens the Catalogue resource summary page. An example is shown in Figure 20.

The screenshot shows the EQUELLA Catalogue resource summary page. At the top right, there are links for 'INT.DEMOSYSADMIN | PROFILE | LOG OUT'. The main title is 'Catalogue resource' in blue. Below it, the resource name is 'The life and times of Jane Austen'. A description follows: 'Resources and essays about the life of Jane Austen, and her works.' Under 'Attachments', there are three items: 'Literature 1.docx', 'Literature Overview.docx', and 'JaneAusten.jpg (preview)'. In the 'Purchasing details' section, the 'Purchase outright' option is selected, showing a cost of '\$25.00 AUD'. The 'Subscribe' option is also present with a field to 'Enter the number of users' (set to 1). A table lists subscription durations and costs per user:

Duration	Cost / Per user
Week	\$0.99 AUD
Month	\$2.99 AUD
3 Months	\$4.99 AUD
6 Months	\$6.99 AUD
Year	\$10.99 AUD

Below this, there's a section for 'Select subscription start date' with options for 'Payment date' and 'Other date'. At the bottom right of the purchasing area is a green 'Add to cart' button. To the right of the main content is a 'Shopping cart' panel showing 'There are 3 items in your shopping cart' and a total of '\$139.72 AUD / \$35.20 USD'. A green 'Checkout' button is also in this panel.

**Figure 20 Catalogue resource page**

The **Catalogue resource** summary page includes the following elements:

- **Resource name**
- **Description**
- **Attachments** – attachments available for preview display as links. Click on a link to open and view the attachment.
- **Purchasing details** – see [Purchasing details](#) on page 20.
- **Shopping cart panel** - displays the current number of items as a link to the Shopping cart page, **Cart total** and [Checkout](#) button, which, when selected, also opens the Shopping cart page.

## Purchasing details

The **Purchasing details** section of the page contains the available cost options for purchase of the resource. The options available depend on how the available stores have configured the pricing models, and what transaction types are available to your store front.

There are four possible options:

### Free

**Free** resources are being supplied free of charge. They can be added to the shopping cart, and once the order is processed, those resources will be harvested from the store free of charge. The store front receives any valid updates for the resource from the store, and notifications of these updates are sent to the purchaser. An example of a resource available for Free is shown in Figure 21.

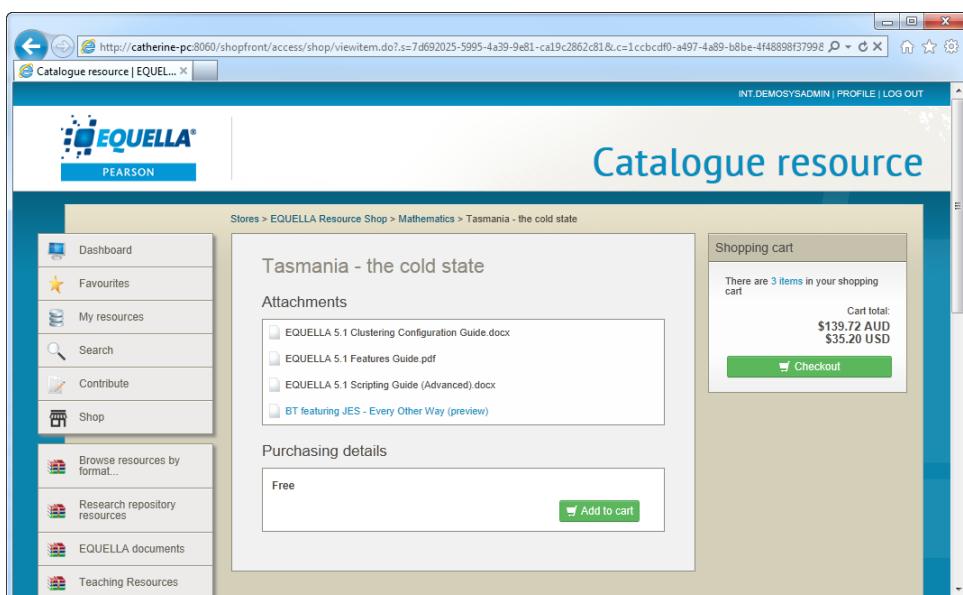


Figure 21 Catalogue resource summary page - Free resource

### Purchase outright

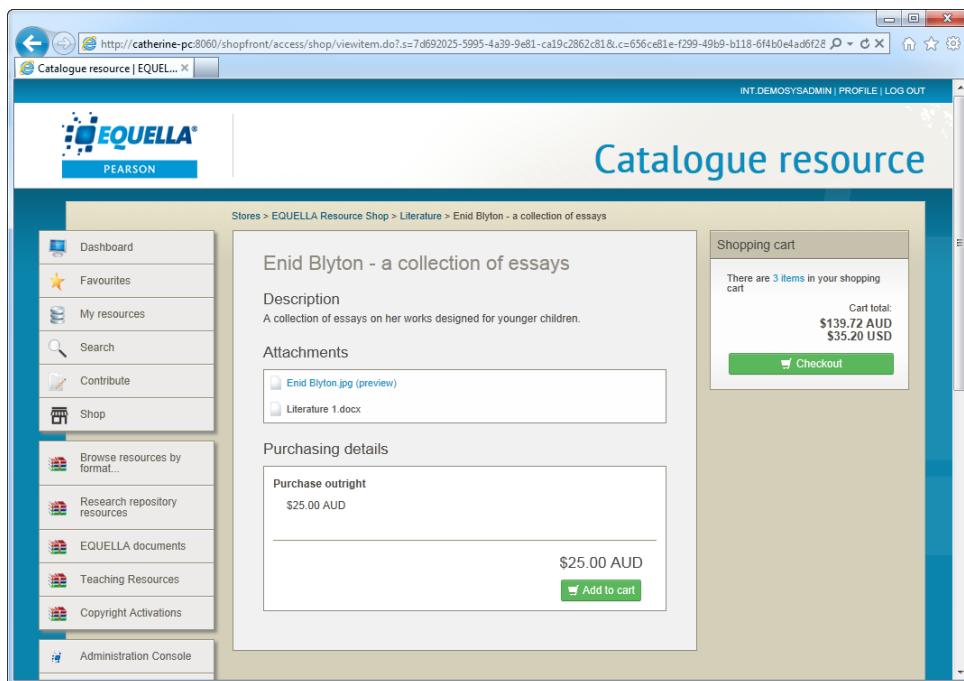
Resources available for **Outright purchase** are purchased at a fixed purchase price, and paying this price allows the store front to harvest and own the resources. The store front receives any valid updates for the resources from the store, and notifications of these updates are sent to the purchaser.

The Outright purchase pricing model allows either a '*flat rate*' or '*per user*' pricing base. If '*per user*' has been selected by the store, a **number of users** field displays in the pricing details section. The **number of users** defaults to 1, until a resource is added to the shopping cart. The system then defaults to the value used for the last resource added to the shopping cart.

Examples of the **Purchasing details** section for a resource available for Outright purchase with and without the **number of users** field are shown in Figure 22 and Figure 23.

The screenshot shows the EQUELLA Catalogue resource summary page. The URL in the browser is <http://localhost:8051/shopfront/access/shop/viewitem.do?...>. The page title is "Catalogue resource". The left sidebar includes links for Dashboard, Favourites, My resources, Search, Contribute, Shop, Browse resources by format..., Research repository resources, EQUELLA documents, Teaching Resources, Copyright Activations, Administration Console, Google Analytics, My tasks (with 4 notifications), and Notifications (with 9 notifications). The main content area displays the resource "Introduction to EQUELLA". It includes a "Description" section stating the resource introduces the user to EQUELLA 5.1 and includes Technical Requirements, Features Guide and links to the EQUELLA video on YouTube and the website. Below this is an "Attachments" section with links to EQUELLA 5.1 Features Guide.pdf (preview), EQUELLA 5.1 Technical Requirements.docx, EQUELLA website, and EQUELLA Intro. The "Purchasing details" section is titled "Purchase outright" and shows a price of \$30.00 AUD. A text input field labeled "Enter the number of users" contains the value "1". To the right of the input field is a green "Add to cart" button. In the top right corner of the main content area, there is a "Shopping cart" summary box indicating "There are 3 items in your shopping cart" with a total of "\$139.72 AUD" and "\$35.20 USD". A green "Checkout" button is also present in this box.

**Figure 22 Catalogue resource summary page - Outright purchase with number of users**



**Figure 23 Catalogue resource summary page - Outright purchase without Number of users**

## Subscribe

Resources available for **Subscription** have one or more fixed durations (e.g. *Week, Month, 3 Months etc.*) for an associated price. This allows the store front to harvest and own the resources for the selected duration. At the end of the duration, the user can resubscribe to the resources for another duration, otherwise the resource becomes inaccessible (suspended).

The store front receives any valid updates for the resource within the duration period from the store, and notifications of these updates are sent to the purchaser.

The **Subscription** pricing model allows either a '*flat rate*' or '*per user*' pricing base. If '*per user*' has been selected by the store, a **Number of users** field displays in the pricing details section. The **number of users** defaults to 1, until a resource is added to the shopping cart. The system then defaults to the value used for the last resource added to the shopping cart.

Subscriptions also have a **subscription start date**. This is the date that the resource becomes available to users at the store front. The **Payment date** is the default, which means that as soon as the order payment is complete, the resource is harvested and available. If **Other date** is selected, the date the user selects becomes the start date, and the resource isn't harvested until that date.

Examples of the **Purchasing details** section for a resource available for subscription with and without the **Number of users** field are shown in Figure 24 and Figure 25.

The screenshot shows the EQUELLA Catalogue resource summary page for the book "Joseph Conrad - Heart of Darkness". The left sidebar contains navigation links such as Dashboard, Favoured resources, My resources, Search, Contribute, Shop, and various administrative and reporting options. The main content area displays the book's title, a brief description, and attachments (three Microsoft Word documents and one image). Below this is a "Purchasing details" section for a subscription. It includes a "Subscribe" form where the number of users is set to 28, a table of duration options and costs, and a date selection field. At the bottom, the total cost is listed as \$139.72 AUD with an "Add to cart" button. A shopping cart summary in the top right corner indicates 2 items totaling \$35.20 USD, with a "Checkout" button.

**Figure 24 Catalogue resource summary page - Subscription with number of users**

The screenshot shows a web browser window for the EQUELLA Resource Shop. The URL is <http://localhost:8051/shopfront/access/shop/viewitem.do?...>. The page title is "Catalogue resource". The left sidebar contains a navigation menu with links like Dashboard, Favourites, My resources, Search, Contribute, Shop, and various administrative and monitoring tools. The main content area displays a product titled "EQUELLA Information brochure". It includes a "Description" section with a brief overview of EQUELLA features, a "Attachments" section listing two Microsoft Word documents, and a "Purchasing details" section. The purchasing details section allows users to "Subscribe" by selecting a duration (Week, Month, 3 Months, 6 Months, Year) and a cost (\$0.99 AUD, \$2.99 AUD, \$4.99 AUD, \$6.99 AUD, \$10.99 AUD). It also provides options to "Select subscription start date" (Payment date or Other date) and an "Add to cart" button. A "Shopping cart" sidebar on the right shows a total of 3 items in the cart, with a total value of \$139.72 AUD and \$35.20 USD, and a "Checkout" button.

**Figure 25 Catalogue resource summary page - Subscription without number of users**

## Purchase outright and subscribe

The store may offer resources as both an outright purchase and subscription, and allow the purchaser to choose their preferred option. An example is shown in Figure 26.

The screenshot shows the EQUELLA Resource Shop interface. On the left is a sidebar with various navigation links such as Dashboard, Favourites, My resources, Search, Contribute, Shop, and others like Research repository resources and Teaching Resources. The main content area is titled "Catalogue resource" and displays a product titled "Wilkie Collins and The Moonstone - Detective novel or comedy?". It includes a description ("A collection of essays looking at the humour of Wilkie Collin's most famous work."), attachments (Moonstone.jpg (preview), Literature Overview.docx, Literature 1.docx), and purchasing details. The purchasing details section has two tabs: "Purchase outright" (selected) and "Subscribe". Under "Purchase outright", it shows a cost of \$25.00 AUD. Under "Subscribe", it asks for the number of users (set to 1) and allows selecting a duration (Week, Month, 3 Months, 6 Months, Year). A table shows the cost per user for each duration: Week (\$0.99 AUD), Month (\$2.99 AUD), 3 Months (\$4.99 AUD), 6 Months (\$6.99 AUD), and Year (\$10.99 AUD). Below this, there is a section for selecting a subscription start date, with "Payment date" selected. At the bottom right of the purchasing details box is a green "Add to cart" button. In the top right corner of the main content area, there is a "Shopping cart" summary showing 2 items totaling \$35.20 USD, with a "Checkout" button.

**Figure 26 Catalogue resource summary page - Purchase outright and subscription**

## Resources with current subscriptions or purchase

If a resource has one or more current subscriptions, the subscription details display at the top of the **Purchasing details**. An example is shown in Figure 27.

The screenshot shows the EQUELLA Resource Shop interface. The left sidebar contains navigation links such as Dashboard, Favourites, My resources, Search, Contribute, Shop, and various administrative and monitoring tools like Google Analytics, My tasks, Notifications, and Manage resources. The main content area displays a resource titled "The life and times of Jane Austen". It includes a description ("Resources and essays about the life of Jane Austen, and her works."), attachments (Literature 1.docx, Literature Overview.docx, JaneAusten.jpg), and purchasing details. A red box highlights a table showing active subscriptions:

Purchaser	Start Date	Finish Date	# Users
Internal EQUELLA Demonstration System Administrator	18/10/2012	18/01/2013	1

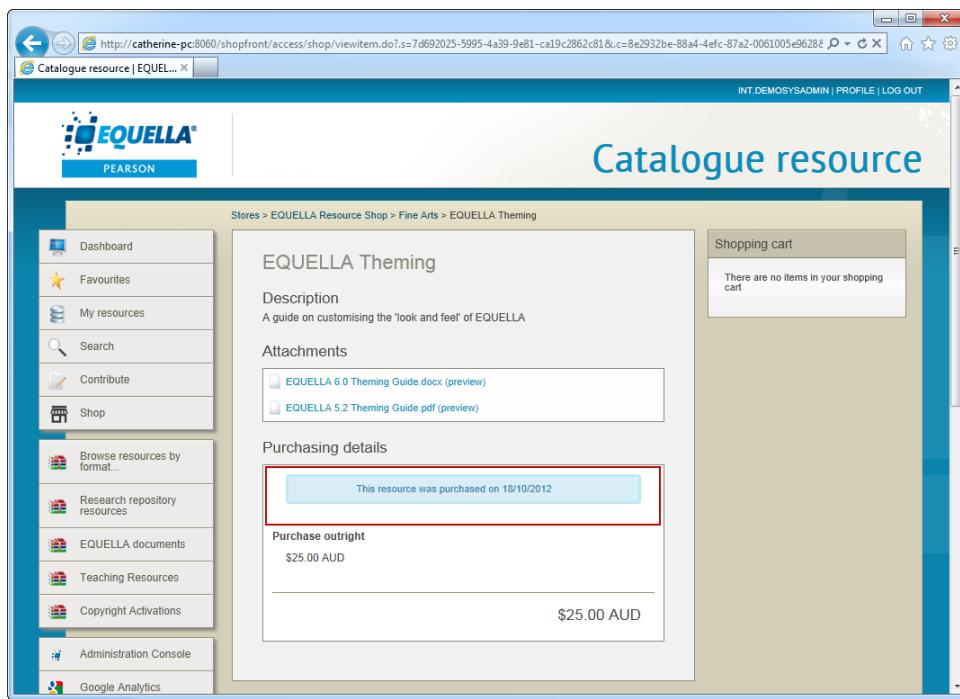
The purchasing details section shows two options: "Purchase outright" (\$25.00 AUD) and "Subscribe". The "Subscribe" option is selected, with a field for "Enter the number of users" set to 1. Below it, a table lists subscription durations and costs:

Duration	Cost / Per user
Week	\$0.99 AUD
Month	\$2.99 AUD
3 Months	\$4.99 AUD
6 Months	\$6.99 AUD

The right sidebar shows an empty shopping cart.

**Figure 27 Resource with current subscriptions**

If a resource has been purchased outright, it can't be added to the shopping cart again. A message displays at the top of the Purchasing details and the options are view-only. An example is shown in Figure 28.



**Figure 28 Catalogue resource summary page with previously purchased outright resource**

## *Adding resources to the shopping cart*

To add a resource to the shopping cart

1. From the **View catalogue** page, click on the required catalogue resource to open the **Catalogue resource** summary page. An example is shown in Figure 29.

Stores > EQUELLA Resource Shop > Mathematics > EQUELLA Information brochure

## EQUELLA Information brochure

Description  
Contains brief overview of EQUELLA features

Attachments

- EQUELLA Information Brochure Overview.docx (preview)
- EQUELLA Information Brochure.docx

Purchasing details

**Subscribe**

Enter the number of users  1.

Select the required duration

Duration	Cost
<input type="radio"/>	Week \$0.99 AUD
<input type="radio"/>	Month \$2.99 AUD
<input checked="" type="radio"/>	3 Months \$4.99 AUD
<input type="radio"/>	6 Months \$6.99 AUD
<input type="radio"/>	Year \$10.99 AUD

Select subscription start date

Payment date

Other date

\$269.46 AUD 2.

**Figure 29 Catalogue resource summary page - Purchasing details**

2. Select the required **Purchasing details** (see [Purchasing details](#) on page 20 for further details) then click 1. The resource is added to the shopping cart and the button becomes a button and the **Purchasing details** are now view-only. (See [Removing resources from the shopping cart](#) on page 31 and [Editing resources in the shopping cart](#) on page 33 for further details. An example is shown in Figure 30.

The screenshot shows the EQUELLA Information brochure resource summary page. At the top, there are sections for 'Description' (containing a brief overview of EQUELLA features) and 'Attachments' (listing two files: 'EQUELLA Information Brochure Overview.docx (preview)' and 'EQUELLA Information Brochure.docx'). Below these, the 'Purchasing details' section is highlighted with a red border. It includes fields for 'Enter the number of users' (set to 54), 'Select the required duration' (a table showing costs for Week, Month, 3 Months, 6 Months, and Year), and 'Select subscription start date' (with options for 'Payment date' and 'Other date'). A total cost of '\$269.46 AUD' is displayed at the bottom, along with a 'Remove from cart' button.

Figure 30 Catalogue resource summary page after adding to cart

## Viewing the shopping cart

The **Shopping cart** can be viewed and edited at any time while building an order, and is accessible from the **Stores**, **Store**, **View catalogues** and **Catalogue resource summary** pages.

### To view the shopping cart

1. Click the **Checkout** button in the **Shopping** cart panel from any of **Stores**, **Store**, **View catalogues** and **Catalogue resource summary** pages. The **Shopping cart** page displays. An example is shown in Figure 31.

The screenshot shows the EQUELLA Shopping cart page. At the top, there's a header with the EQUELLA logo and a 'Logout' link. Below the header is a sidebar with various navigation links like Dashboard, Favourites, My resources, etc. The main content area is titled 'Shopping cart' and shows two sections: 'Multiple currencies' and 'Medical and Veterinary Resources'. Each section has a table with columns for Resource, Duration / Price, Start date, # Users, and Sub-total. In the 'Multiple currencies' section, there are two items: 'Enid Blyton - a collection of essays' (Sub-total: \$27.50 AUD) and 'Wilkie Collins and The Moonstone - Detective novel or comedy?' (Sub-total: \$153.44 AUD). Below these tables are 'Remove all' buttons. The 'Medical and Veterinary Resources' section contains one item: 'Physics Basics' (Sub-total: \$6.69 USD). It also has a 'Remove all' button. At the bottom of the page, there's a comment input field with a 'Submit' button.

Resource	Duration / Price	Start date	# Users	Sub-total
Enid Blyton - a collection of essays	\$27.50 AUD	N/A		\$27.50 AUD
Wilkie Collins and The Moonstone - Detective novel or comedy?	3 Months \$5.48 AUD	Payment date	28	\$153.44 AUD

Resource	Duration / Price	Start date	Sub-total
Physics Basics	3 Months \$6.69 USD	Payment date	\$6.69 USD

**Figure 31 Shopping cart page**

The **Shopping cart** page includes the following elements:

- **Cart total** – note that this displays as **Multiple currencies** when the shopping cart contains items from multiple stores that use varying currencies.
- For each store from which resources have been selected:
  - **Store name**
  - **Resource name** – clicking on this link opens the Catalogue resource page for the selected resource.
  - **Duration/price** – the duration and associated price selected for subscription items, the outright purchase price or 'Free'.
  - **Start date** – the start date for the subscription (only shows for subscriptions).
  - **No. of users** – the number of users selected. This column doesn't display if flat rates are being used.
  - **Subtotal**
  - **X** – click to remove the resource from the shopping cart.
  - **Remove all** – click to remove all resources from the selected store.
  - **Store total** – displays the total for each store in the store's currency, if multiple stores are listed.

- **Tax details** – may show if taxes are applicable. Either *Includes x TAX* or *Plus x TAX*, depending on what option has been selected in the **Store front setup** option (see [Store front setup](#) on page 9 for further information).
- **Payment gateway icon/s** – these only display if the user is able to make order payments. See [Making a payment](#) on page 38.
- **Add a comment** – allows text messages to be added. *NOTE: Comments are displayed for the duration of the order (for example, at the Approval and Payment stages) with the username and date stamp, so messages can be conveyed between purchasers, approvers and payers. Rejection messages are displayed in red text.*
-  – only displays for purchasers who can't pay for their own orders. See [Submitting an order](#) on page 33

## ***Removing resources from the shopping cart***

Resources can be removed from the shopping cart from the Catalogue resource summary page and from the Shopping cart page.

### To remove a resource from the Catalogue resource summary page

1. Open the relevant **Catalogue resource** summary page. The **Purchasing details** section displays as read-only. An example is shown in Figure 32.

The screenshot shows a computer window displaying the EQUELLA Catalogue resource summary page. The URL in the address bar is <http://catherine-pc:8060/shopfront/access/shop/viewitem.do?siteId=7d692025-5995-4a39-9e81-ca19c2862c81&contentId=656ce81e-4299-49b9-b118-6f4b0e4ad6f2&>. The page title is "Catalogue resource". The main content area shows a resource titled "Tasmania - the pretty state". It includes a "Description" section with the text "Images of the seasons of Tasmania", an "Attachments" section showing two files (20120624\_151642.jpg and 20120624\_151653.jpg), and a "Purchasing details" section. The purchasing details section contains a "Subscribe" form where users can enter the number of users (1) and select a duration (3 Months). Below this is a table showing cost per user for different durations:

Duration	Cost / Per user
Week	\$1.99 AUD
Month	\$3.99 AUD
3 Months	\$5.99 AUD
6 Months	\$7.99 AUD
Year	\$12.99 AUD

At the bottom of the purchasing details section, there is a "Select subscription start date" field with "Payment date" selected, and a "Remove from cart" button.

The right side of the screen shows a "Shopping cart" summary with 2 items, a total of \$5.99 AUD / \$5.20 USD, and a "Checkout" button.

**Figure 32 Catalogue resource summary page for resource in shopping cart**

2. Click **✖ Remove from cart**. The resource is removed from the shopping cart, and the **Purchasing details** section is re-enabled.

To remove a resource from the Shopping cart page

1. From the **Shopping cart** page, click the **✖** beside the relevant resource. The resource is removed from the shopping cart.

To remove all resources from a shopping cart

1. From the **Shopping cart** page, click the **✖ Remove all** button under each store section. An example is shown in Figure 33.

Resource	Duration / Price	Start date	No. of users	Sub-total
EQUELLA Information brochure	3 Months \$4.99 AUD	Payment date	54	\$269.46 AUD
EQUELLA Presentation 2011	3 Months \$7.99 AUD	Payment date	58	\$463.42 AUD
Introduction to EQUELLA	\$30.00 AUD		N/A	\$30.00 AUD

✖ Remove all  
\$762.88 AUD

Figure 33 Removal all button

## Editing resources in the shopping cart

Resources that have been added to the shopping cart must be removed, edited then re-added.

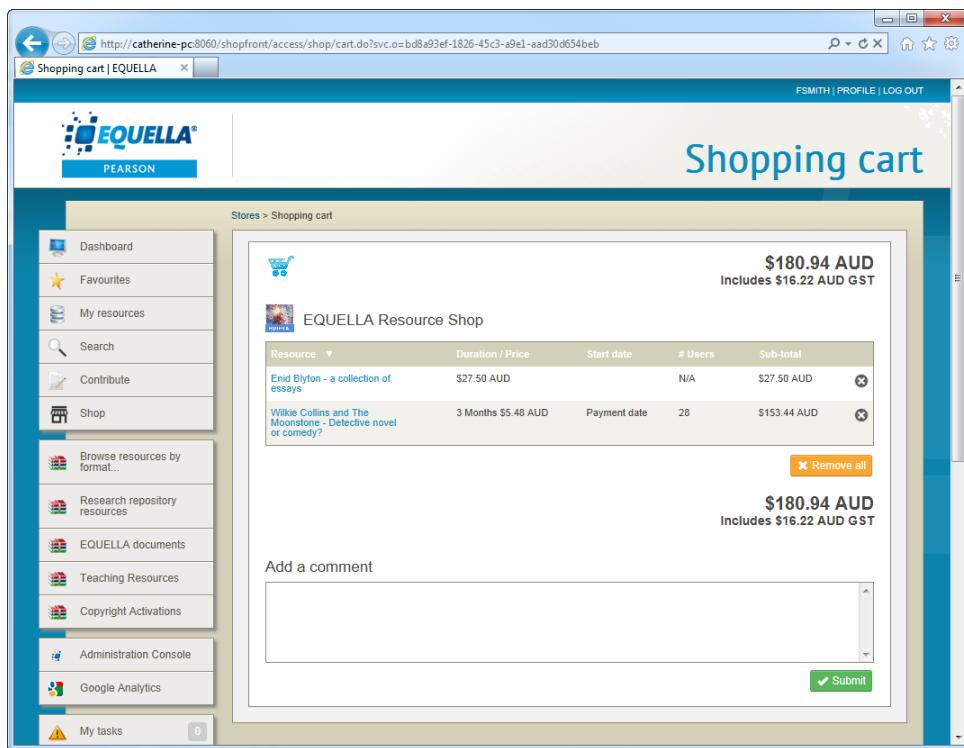
### To edit a resource in the shopping cart

1. From the **Shopping cart** page, click on the name of the resource to be edited. The **Catalogue resource summary** page displays, with the **Purchasing details** disabled (read-only) and a ✖ Remove from cart button. An example is shown in Figure 32.
2. Click ✖ Remove from cart. The resource is removed from the shopping cart, and the Purchasing details section is re-enabled.
3. Make the required changes, then click ➕ Add to cart. The resource is added to the shopping cart with the new purchasing details.

## Submitting an order

When a store front has approval and/or payment workflow rules implemented, purchasers submit their orders to other people for approval or payment. (See [Approvals and payments](#) on page 10 for further details.)

When this is the case, the **Shopping cart** page displays an **Add a comment** field and a ✓ Submit button. An example is shown in Figure 34.



**Figure 34 Shopping cart page with Submit button**

### To submit an order

- From the **Shopping cart** page, enter a comment, if relevant.

*NOTE: Comments are displayed for the duration of the order (for example, at the Approval and Payment stages) with the username and date stamp, so messages can be conveyed between purchasers, approvers and payers. Rejection messages are displayed in red text.*

- Click **✓ Submit**. The order displays in the appropriate 'Requires approval' or 'Requires payment' list.

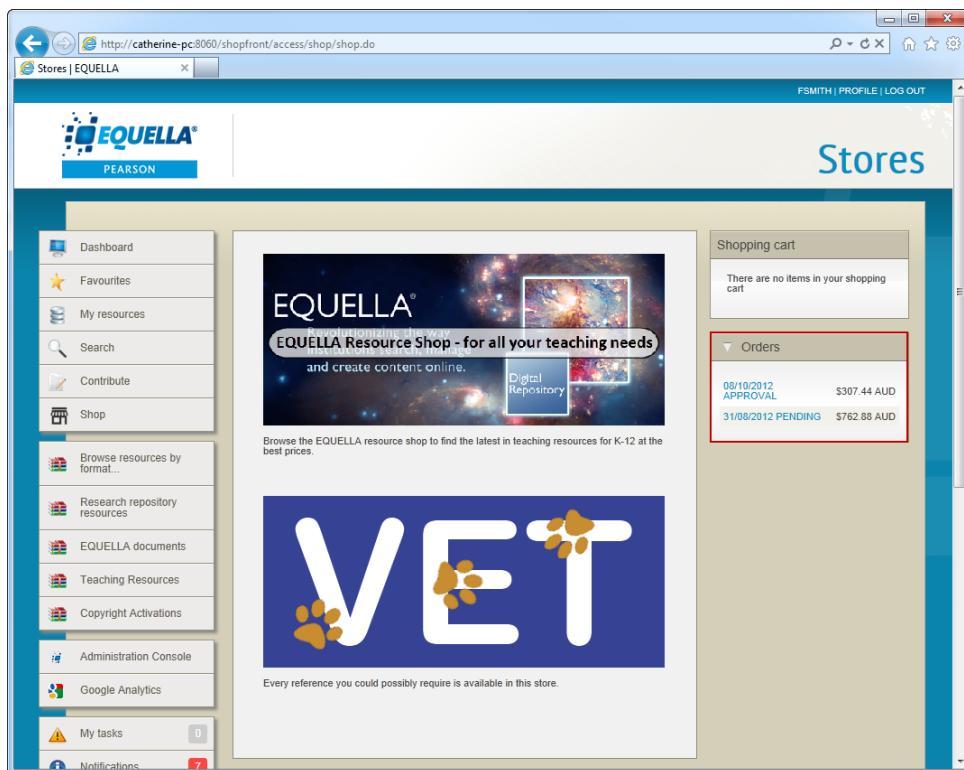
## Viewing pending orders

Purchasers can view all pending orders from the **Orders** panel displayed on the **Stores** page. All orders that have been submitted and are waiting for approval (*Approval*), waiting for payment (*Payment*) or have been rejected (*Rejected*) are listed on the panel as links. Clicking on a link opens the order in a view-only mode, excepting rejected orders (see [Resubmitting a rejected order](#) on page 38 for further information).

*NOTE: The **Orders** panel doesn't display if there are no pending orders.*

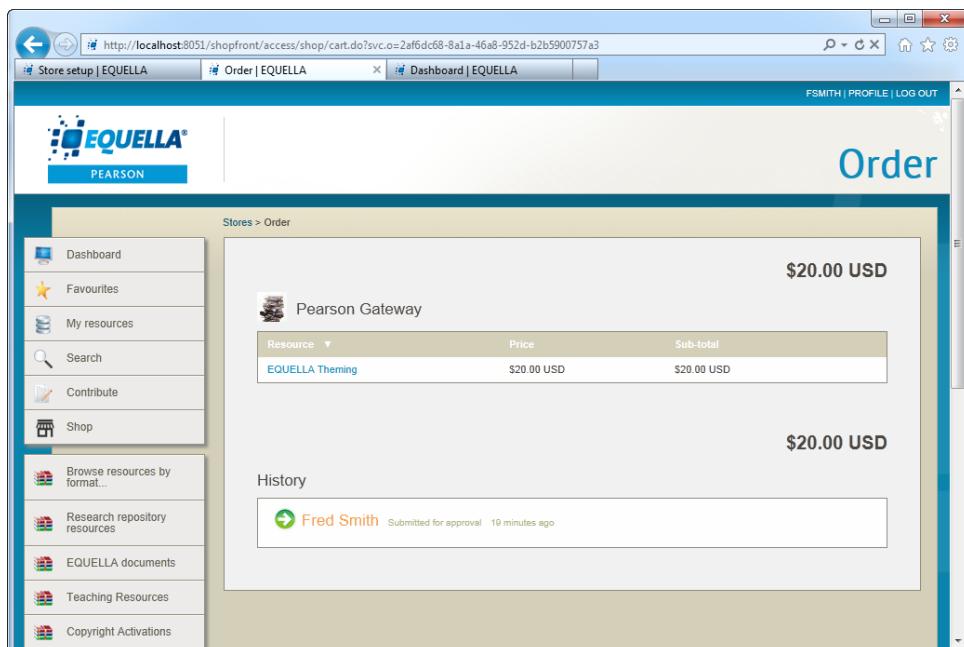
### To view pending orders

- Select **Shop** from the navigation menu. The **Stores** page displays with the **Order** panel showing underneath the Shopping cart button. An example is shown in Figure 35.



**Figure 35 Stores page with Orders panel**

2. Click on an order to open the **Order** page which is in view-only mode. An example is shown in Figure 36.



**Figure 36 Order page (view-only)**

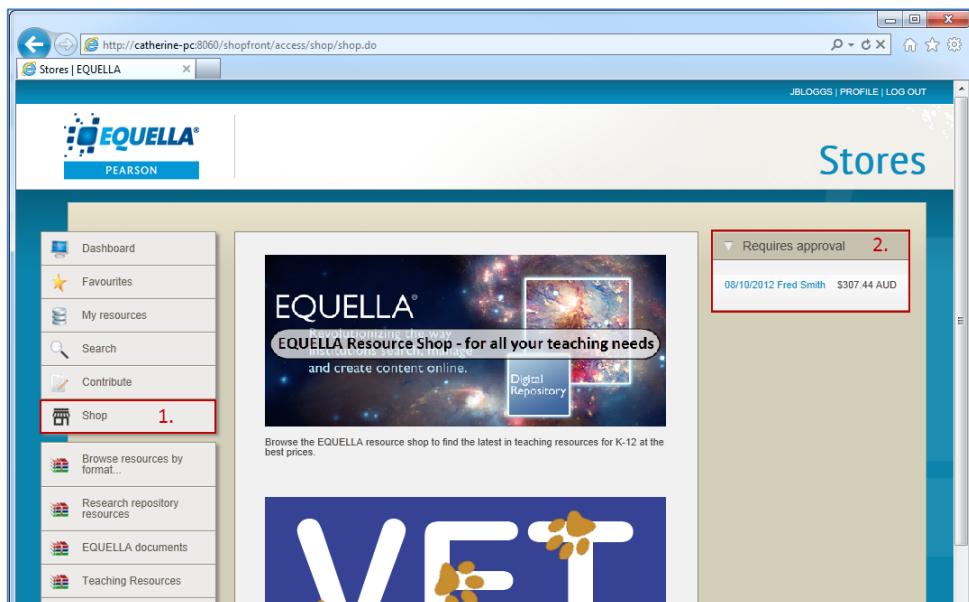
## Approving or rejecting orders

When a user belongs to the **Approver** part of an Approval rule (see [Approvals and payments](#) on page 10 for further information), the relevant orders requiring approval display in a **Requires Approval** panel, accessed from the **Stores** page.

The user opens the relevant order, and either approves or rejects it. To reject an order, the approver must enter an explanatory comment in the comments field to enable the **Reject** button. Rejection comments display in red text to make it obvious when the purchaser reopens the order to amend it.

To access the *Requires approval* panel

1. Select **Shop** from the navigation menu. The **Stores** page displays, with the **Requires approval** panel listing all orders waiting for approval on the right hand side. An example is shown in Figure 37.



**Figure 37** Requires approval panel

*NOTE: The **Requires approval** panel doesn't display if there are no orders requiring approval.*

To approve an order

1. Click the required order link from the **Requires approval** panel. The **Order approval** page displays. An example is shown in Figure 38.

The screenshot shows the EQUELLA Order approval page. At the top right, there are links for 'JBLOGGS | PROFILE | LOG OUT'. The main title is 'Order approval'. On the left, a sidebar menu includes: Dashboard, Favourites, My resources, Search, Contribute, Shop, Browse resources by format..., Research repository resources, EQUELLA documents, Teaching Resources, Copyright Activations, Administration Console, Google Analytics, My tasks (0), Notifications (0), Manage tasks, and Settings.

The main content area displays two tables under 'Multiple currencies'.

**EQUELLA Resource Shop:**

Resource	Duration / Price	Start date	# Users	Sub-total
Eid Blyton - a collection of essays	\$27.50 AUD	N/A		\$27.50 AUD
Wilkie Collins and The Moonstone - Detective novel or comedy?	3 Months \$5.48 AUD	Payment date	28	\$153.44 AUD

Total: \$180.94 AUD  
Includes \$16.22 AUD GST

**Medical and Veterinary Resources:**

Resource	Duration / Price	Start date	Sub-total
Science down the ages	Week \$1.29 USD	Payment date	\$1.29 USD

Total: \$1.29 USD  
Includes \$0.09 USD VAT

**Add a comment:**

History: Fred Smith Submitted for approval less than a minute ago

Buttons: Project, Approve

**Figure 38 Order approval page**

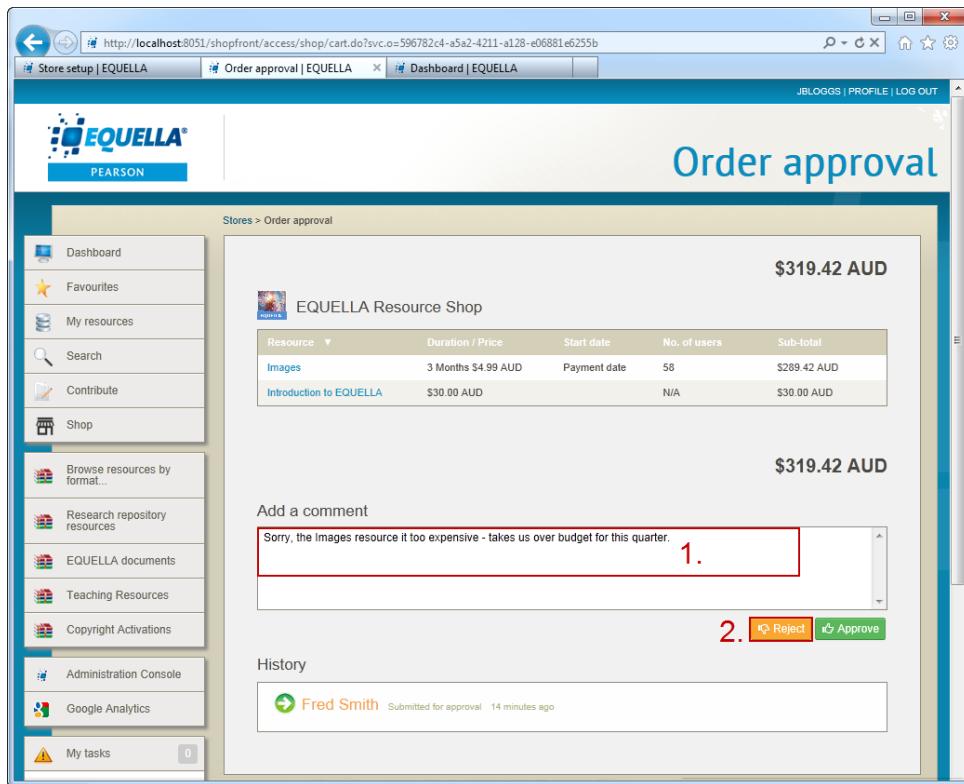
- Check the order and enter a comment, if relevant.

*NOTE: Comments are displayed for the duration of the order (for example, at the Approval and Payment stages) with the username and date stamp, so messages can be conveyed between purchasers, approvers and payers. Rejection messages are displayed in red text.*

- Click **Approve**. The order displays in the appropriate **Requires payment** panel.

### To reject an order

- Click the required order link from the **Requires approval** panel. The **Order approval** page displays. An example is shown in Figure 39.



**Figure 39 Order approval page - rejection**

*NOTE: The **Reject** button is disabled until a comment is entered in the **Add a comment** field.*

2. Type a comment explaining why the order is being rejected, then click **Reject**. The order displays in the purchaser's **Order** panel. (See [Resubmitting a rejected order](#) on page 43 for further details.)

## Making a payment or rejecting orders

If a purchaser is able to pay for their own orders, the **Shopping cart** page displays the relevant payment gateway icons.

When a user belongs to the *Payer* part of a Payment rule (see [Approvals and payments](#) on page 10 for further information), the relevant orders requiring payment display in a **Requires Payment** panel, accessed from the **Stores** page.

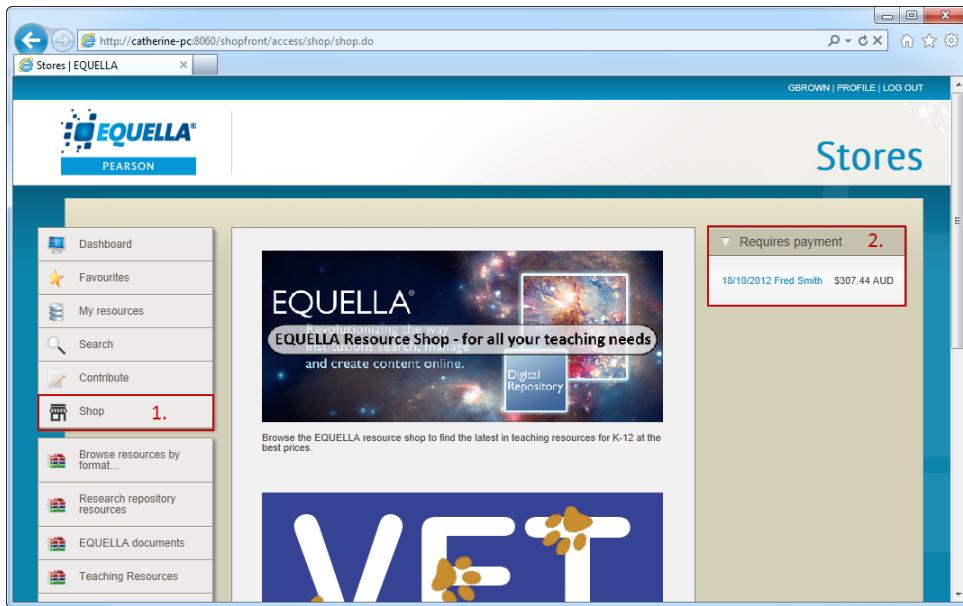
The user opens the relevant order, and either completes payment or rejects it. When an order contains resources from multiple stores, each store displays a Store total with available payment gateway icons. Payment must be carried out for each store to complete the order. Once payment has been completed for a store, that store component no longer displays on the order.

If an order contains resources from multiple stores, one or more store components may be paid, and the remaining order rejected.

To reject all or part of an order, the payer must enter an explanatory comment in the comments field to enable the **Reject** button. Rejection comments display in red text to make it obvious when the purchaser reopens the order to amend it.

### To access the *Requires Payment* panel

1. Select **Shop** from the navigation menu. The **Stores** page displays, with the **Requires payment** panel listing all orders waiting for payment displayed on the right hand side. An example is shown in Figure 40.



**Figure 40 Stores page with Requires payment panel**

*NOTE: The **Requires payment** panel doesn't display if there are no orders requiring payment.*

### To make an order payment

1. Click the required order link from the **Requires payment** panel. The **Order payment** page displays. An example is shown in Figure 41.

The screenshot shows the EQUELLA Order payment page. At the top right, there are links for 'GBROWN | PROFILE | LOG OUT'. The main title is 'Order payment'. On the left, a sidebar menu includes: Dashboard, Favourites, My resources, Search, Contribute, Shop, Browse resources by format..., Research repository resources, EQUELLA documents, Teaching Resources, Copyright Activations, Administration Console, Google Analytics, My tasks (0), Notifications (0), Manage tasks, and Settings.

The main content area displays two tables under 'Multiple currencies'.

**EQUELLA Resource Shop:**

Resource	Duration / Price	Start date	# Users	Sub-total
Enid Blyton - a collection of essays	\$27.50 AUD	N/A		\$27.50 AUD
Willie Colling and The Moonstone - Detective novel or comedy?	3 Months \$5.40 AUD	Payment date	28	\$153.44 AUD

Total: \$180.94 AUD  
Includes \$16.22 AUD GST

**Check out PAYPAL SANDBOX**  
The easier way to pay

**Medical and Veterinary Resources:**

Resource	Duration / Price	Start date	Sub-total
Science down the ages	Week \$1.29 USD	Payment date	\$1.29 USD

Total: \$1.29 USD  
Includes \$0.09 USD VAT

**Check out PAYPAL SANDBOX**  
The easier way to pay

**Multiple currencies**

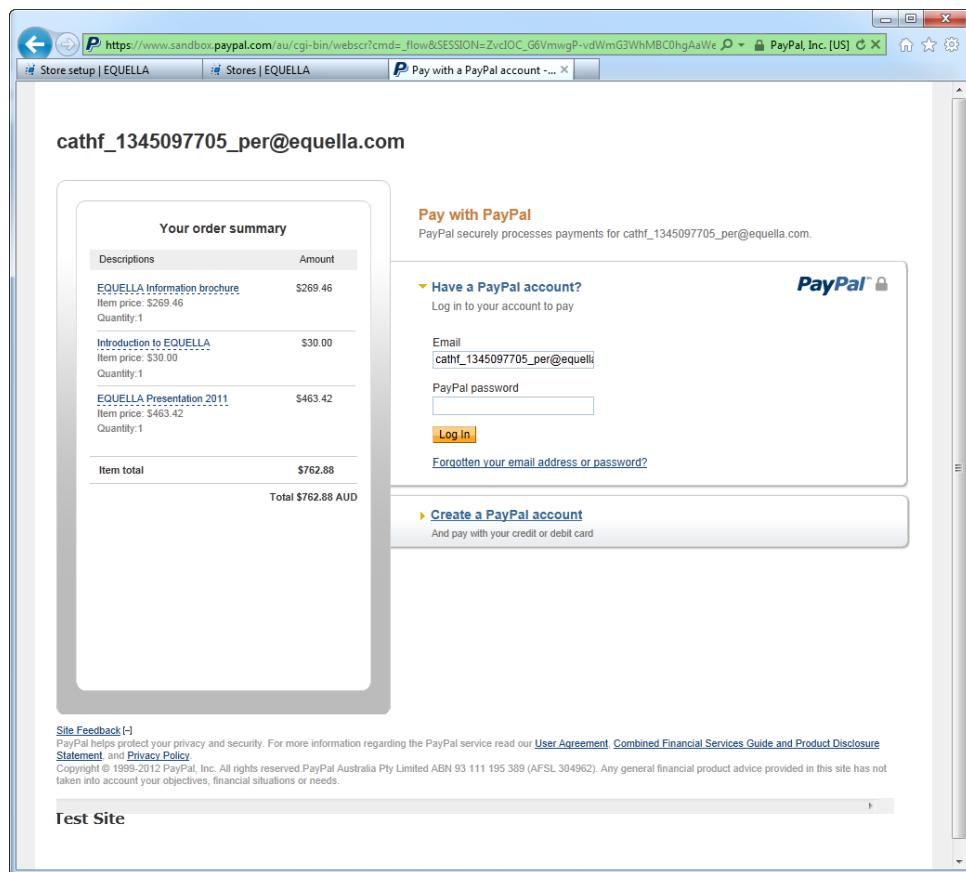
Add a comment:

History:

- Jo Bloggs Submitted for payment less than a minute ago
- Fred Smith Submitted for approval 3 minutes ago

**Figure 41 Order payment page**

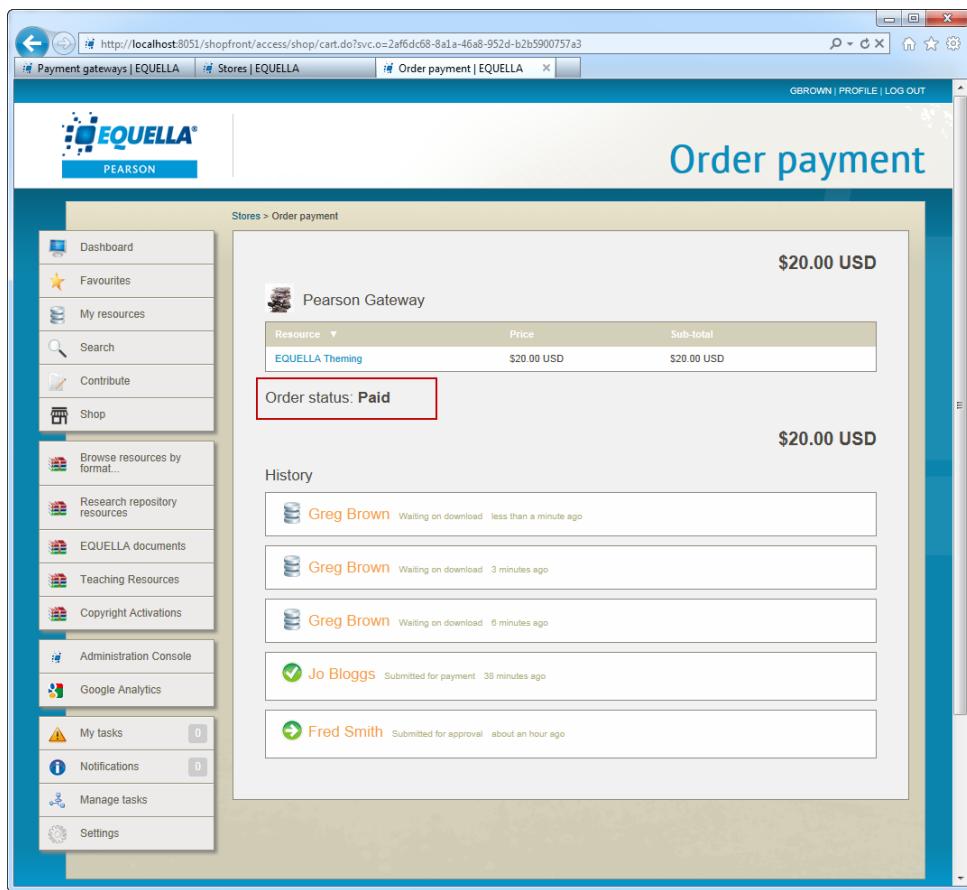
2. Click on the relevant payment gateway icon displayed above the total (for single store orders) or below the **Store total** for multi-store orders. The user is taken to the relevant payment gateway to complete the transaction. A test example is shown in Figure 42.



**Figure 42 Test payment gateway example**

3. For multi-store orders, repeat step 2 for each store.

The Order payment page shows an **Order status** of **Paid** once the payments have been completed. An example is shown in Figure 43.



**Figure 43 Order payment page - Order status**

Once a payment is successfully completed for a store, that store and its total no longer display on the Order payment page.

*NOTE: Because some payment types aren't immediately verified by the payment gateway, the order remains in the Requires payment list in a view-only state until verification takes place.*

The order no longer displays in the **Orders** or **Requires payment** panels once all stores within an order have been paid for, and the payment transactions verified by the payment gateway.

## Rejecting all or part of an order from the Order payment page

The 'Payer' can reject an order from the Order payment page if required. If an order has multiple stores, one or more store components may be paid, and the remaining order rejected. To reject the order in its entirety, see [To reject an order](#) on page 37.

### To reject a partial order

1. Complete payment for the relevant stores in the order (see [To make an order payment](#) on page 39 for further information).
2. Enter a relevant rejection comment in the **Add a comment** field, then click **Reject**. In the example shown in Figure 44, the EQUELLA Resource Shop order has been paid

for, and no longer shows on the **Order payment** page, and the Pearson Gateway component is going to be rejected. See Figure 41 to view the original order.

The screenshot shows the EQUELLA Order payment page. At the top right, it says "Order payment | EQUELLA". Below that, there's a "Pearson Gateway" section with a table:

Resource	Duration / Price	Start date	Sub-total
EQUELLA Theming	6 Months \$7.20 USD	Payment date	\$7.20 USD
Images	\$20.00 USD		\$20.00 USD

Below the table, there's a "Check out PAYPAL" button with the text "The easier way to pay". In the center, there's a text area labeled "Add a comment" with the following message: "Have paid for the EQUELLA Resource Shop order, but this order takes your department over its budget." This message is highlighted with a red border and has a red number "1." next to it. To the right of the comment area is a "Reject" button with a red number "2." next to it. At the bottom left, there's a "History" section showing two entries: "Jo Bloggs Submitted for payment 41 minutes ago" and "Fred Smith Submitted for approval about an hour ago".

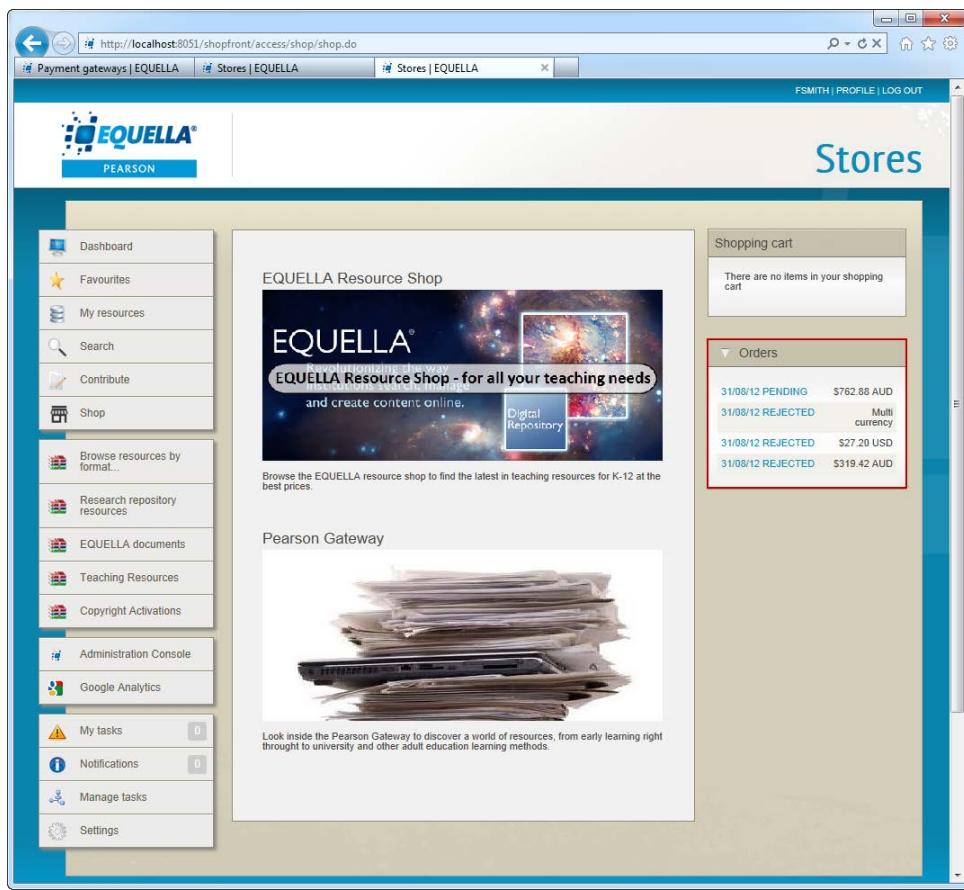
Figure 44 Order payment page with one store paid, and another being rejected

## Resubmitting a rejected order

When an order is rejected by an approver or payer, it displays in the purchaser's **Order** panel on the **Stores** page (see [Viewing pending orders](#) on page 34 for further information). The purchaser can open the order, read the reason for rejection, edit the order and resubmit it.

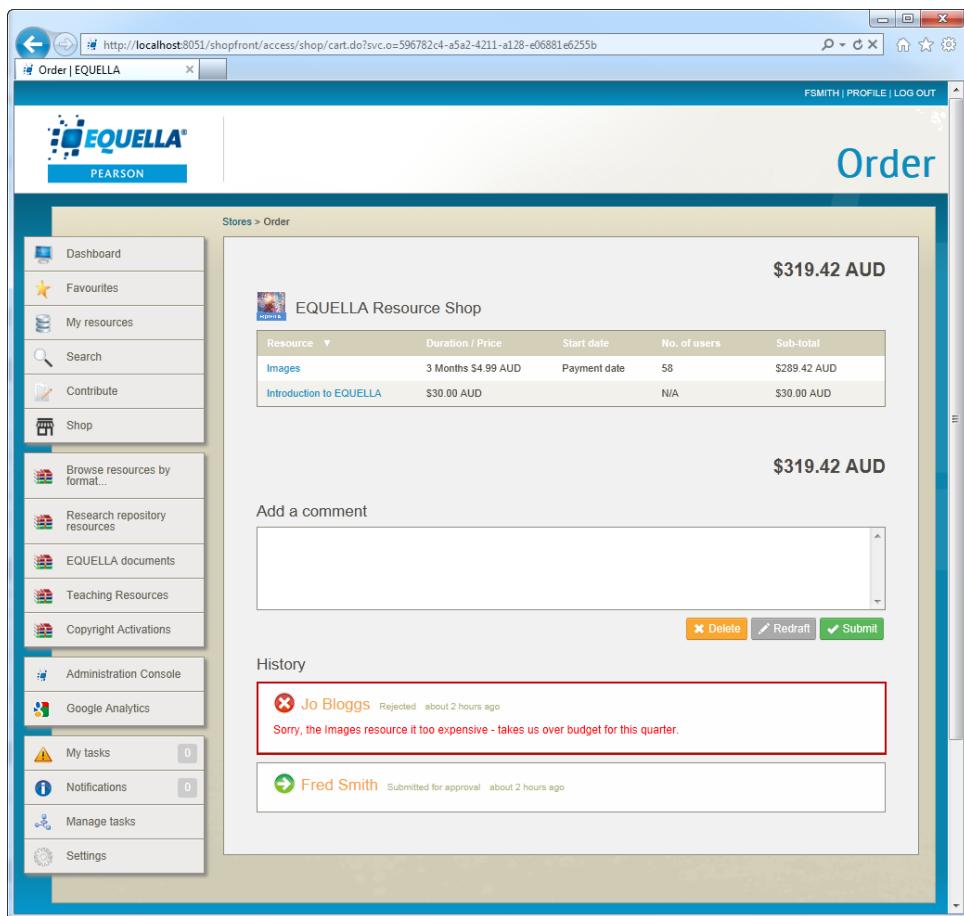
### To resubmit a rejected order

1. Select **Shop** from the navigation menu. The **Stores** page displays with the **Order** panel showing underneath the Shopping cart button. An example is shown in Figure 45.



**Figure 45 Stores page - Orders panel**

2. Click on the relevant rejected order. The **Order** page opens in a view-only mode and the rejection comment displays in red text. An example is shown in Figure 46.

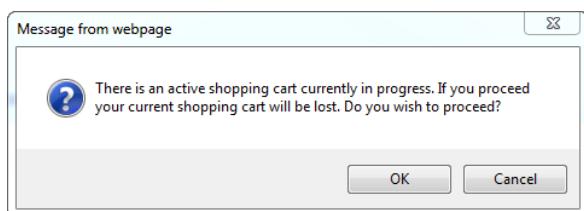


**Figure 46 Order page for rejected order**

3. Select one of the following actions:

- - select this option to remove the order.
- - select this option to open the order in the **Shopping cart** page, edit the order and resubmit it (see [Editing resources in the shopping cart](#) on page 33 for further information)

*NOTE: If there is an active Shopping cart (containing resources), the following dialog shown in Figure 47 displays:*



**Figure 47 Confirmation dialog**

Select to return to the order, then go to the shopping cart to complete your active order, otherwise click to proceed (this will clear the active shopping cart). The rejected order then displays on the Shopping cart page, to be edited and resubmitted.

- **✓ Submit** - select this option to resubmit the order without making any changes. A comment can be added to the **Add a comment** field before selected this option.

*NOTE: Comments are displayed for the duration of the order (for example, at the Approval and Payment stages) with the username and date stamp, so messages can be conveyed between purchasers, approvers and payers. Rejection messages are displayed in red text.*

An example is shown in Figure 48

The screenshot shows the EQUELLA Order page. At the top right, it says "Order | EQUELLA" and "FSMITH | PROFILE | LOG OUT". The main content area is titled "Order" and shows a purchase summary for "EQUELLA Resource Shop". The total amount is \$319.42 AUD. The summary table includes rows for "Images" (3 Months \$4.99 AUD, Start date N/A, No. of users 58, Sub-total \$289.42 AUD) and "Introduction to EQUELLA" (\$30.00 AUD, N/A, \$30.00 AUD). Below the summary, there is a section titled "Add a comment" with a text input field containing "I received permission from the Head of Science to purchase this resource." A red box highlights this input field. To the right of the input field are three buttons: "Delete", "Redraft", and "Submit" (highlighted with a red box). Below the comment section is a "History" panel. It shows a rejection message from "Jo Bloggs" (Rejected about 2 hours ago) stating "Sorry, the Images resource is too expensive - takes us over budget for this quarter." and an approval message from "Fred Smith" (Submitted for approval about 3 hours ago).

**Figure 48 Submit with not editing**

The order follows the same workflow, so if it originally required approval, it goes the 'Requires approval' otherwise it goes to 'Requires payment'.

## Viewing purchased resources

Once resources have been paid for and then harvested from the store into the selected Store front collection (see [Store front collection](#) on page 9), they can be contributed into other collections or added to courses in integrated LMS systems.

The purchase details of a resource can be viewed from the Resource summary page, but is dependent on:

- The *VIEW\_PURCHASE\_DETAIL\_FOR\_ITEM* ACL being granted and,

- Pricing display options being configured for the Store front collection.

## Configuring the store front collection to display Purchase details

To enable pricing and catalogue information to display on the resource summary page, purchase details display options must be configured in the Collection Definitions Editor for the store front collection.

### To configure Purchase details display options

- Log in to EQUELLA as an administrator, select **Settings** then **Administration console**, as shown in Figure 49.

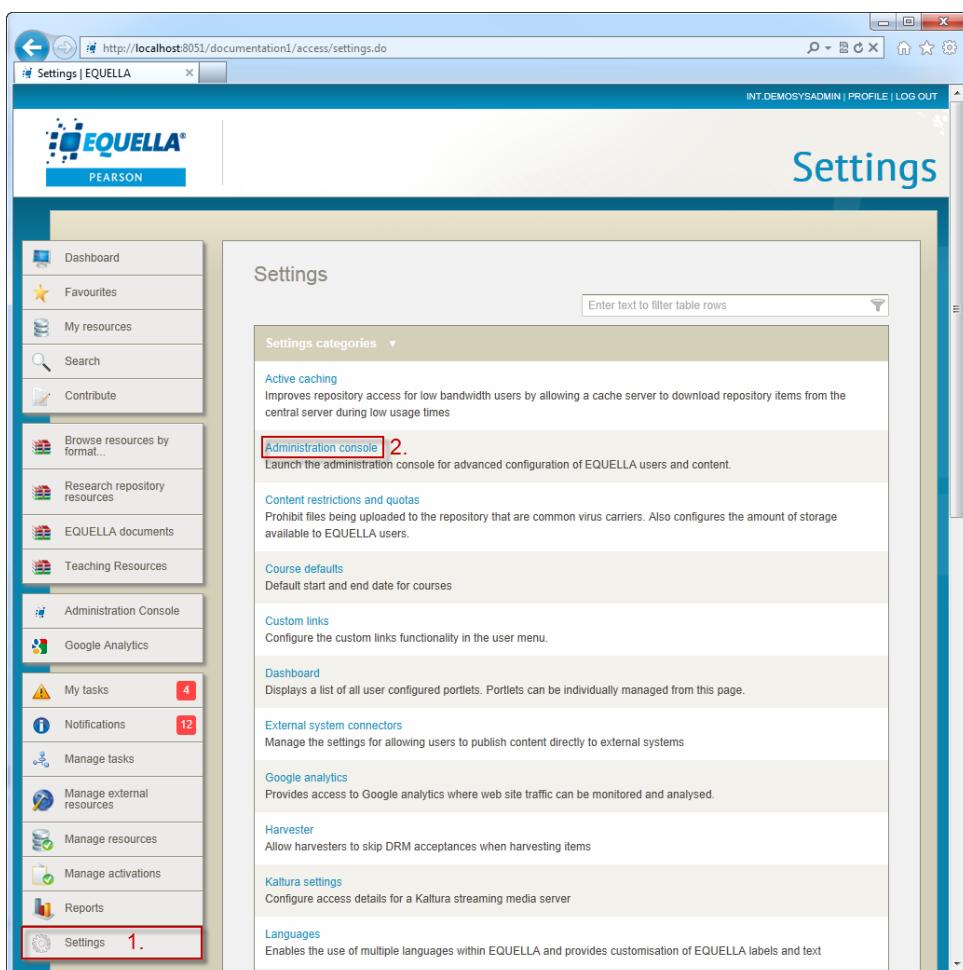
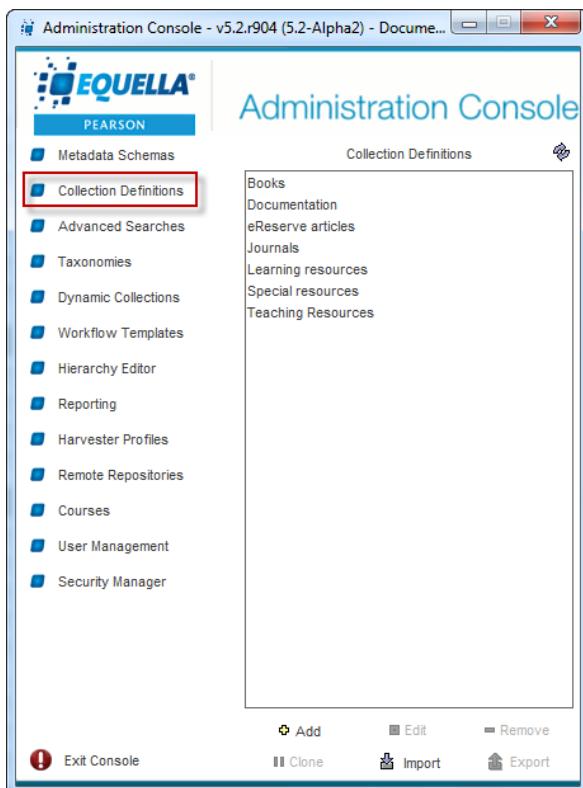


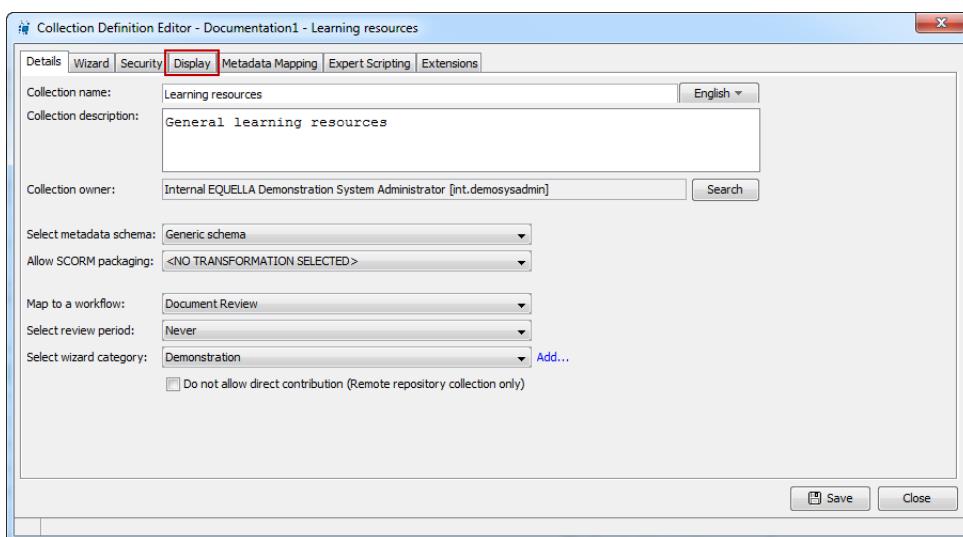
Figure 49 Open Administration console

- The Administration console displays. Select **Collection Definitions** to display a list of collections, as shown in Figure 50.



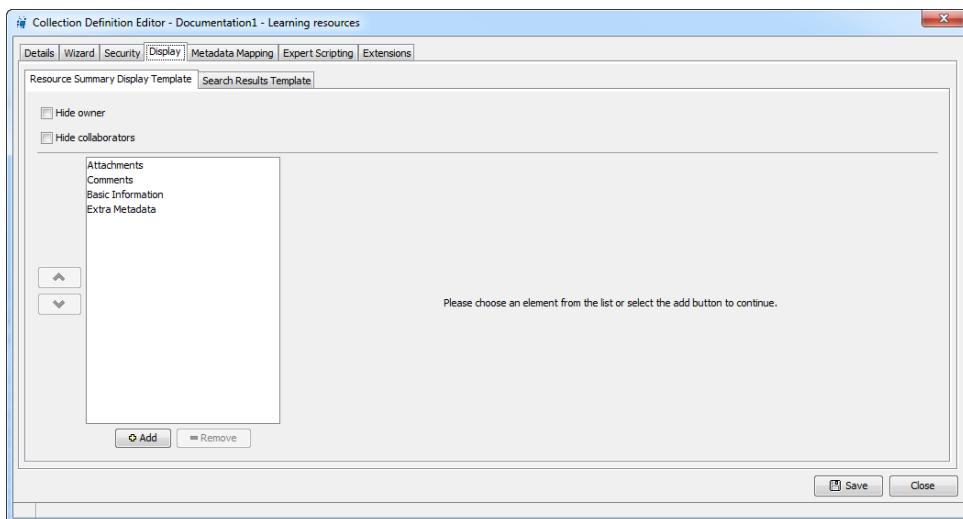
**Figure 50 Administration Console—Collection Definitions pane**

3. Select the collection that is configured as the store front collection (see [Store front collection](#) on page 9 for further information) then click (or double-click on the collection name) to display the **Collection Definition Editor**. An example is shown in Figure 51.



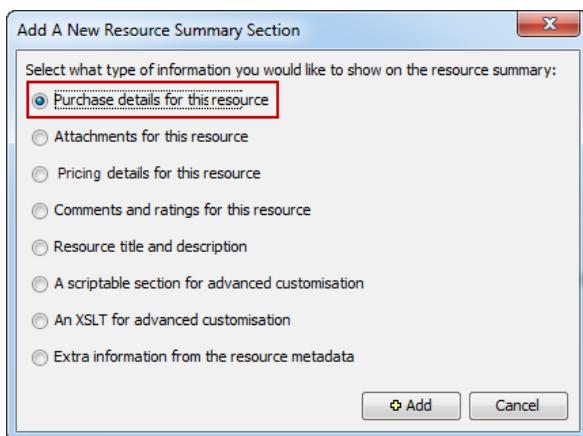
**Figure 51 Collection definition editor**

4. Click the **Display** tab to display the **Resource Summary Display Template** page. An example is shown in Figure 52.



**Figure 52 Resource Summary Display Template**

5. Click . The **Add A New Resource Summary Section** dialog displays. An example is shown in Figure 53.



**Figure 53 Add A New Resource Summary Section dialog**

6. Select **Purchase details for this item** then click . **Purchase Details** displays in the panel.
7. Click to save the changes, then to close the Collection Definition Editor. The purchase details display on the resource summary page for purchased resources.

## Resource summary page

The **Resource summary** page for a purchased resource shows the **Name**, **Description** and **Purchase details**, and the only actions not available from the Action menu are *Clone item into a collection* and *Export*.

*NOTE: The VIEW\_PURCHASE\_DETAILS\_FOR\_ITEM is required to view the **Purchase details**, in addition to the Display setting in the Collection Definition Wizard (see [Configuring the store front collection to display Purchase details](#) on page 47 for further details).*

An example of the Resource summary page for a purchased resource is shown in *Figure 54*.

The screenshot shows a web browser window for the EQUELLA platform. The URL in the address bar is <http://catherine-pc:8060/shopfront/items/02ac8579-01e6-4c52-ab1b-1afc4d4d971/1/>. The page title is "Tasmania - the Central Highlands". The main content area displays the resource details: "Description" (Description of central area of Tasmania), "Links to resources" (Overland Track Tasmania web site), and "Purchase Details" (Purchased: 03/09/2012, Buyer: Fred Smith, Paid: \$179.70 AUD, Users: 30, Start: 03/09/2012, End: 03/12/2012). A sidebar on the right contains "Details" (Owner: Unknown user, Collection: Documentation, Version: 1 (show all), Status: Live, Find uses, Moderation history) and "Actions" (Modify key resource, Archive this version, Change ownership, Export, Move item into another collection, New contribution of same type, Redraft this version). A red box highlights the "Purchase Details" section.

**Figure 54 Resource summary page for purchased resource**

## Manage resources

Purchased resources can be viewed with other resources from the Resource summary page. If the resource was purchased as a subscription, a **Resubscribe** button displays.

Additional filters display on the Manage resources page to filter purchased details.

- **Filter by purchased** – select the **Only show purchased items** to restrict view to purchased resources.
- **Filter by subscription end date**

An example is shown in Figure 55.

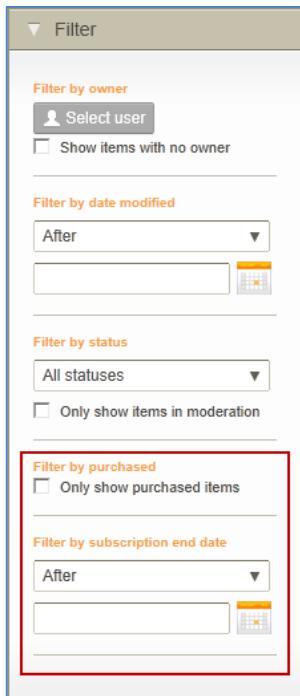


Figure 55 Filter box with purchase filters

## *My resources*

A user can access the resources they have purchased themselves from **My resources**. A **Purchased** link displays with the other filter links at the top of the page. Resources purchased as subscriptions display with a **Resubscribe** button. An example is shown in Figure 56.

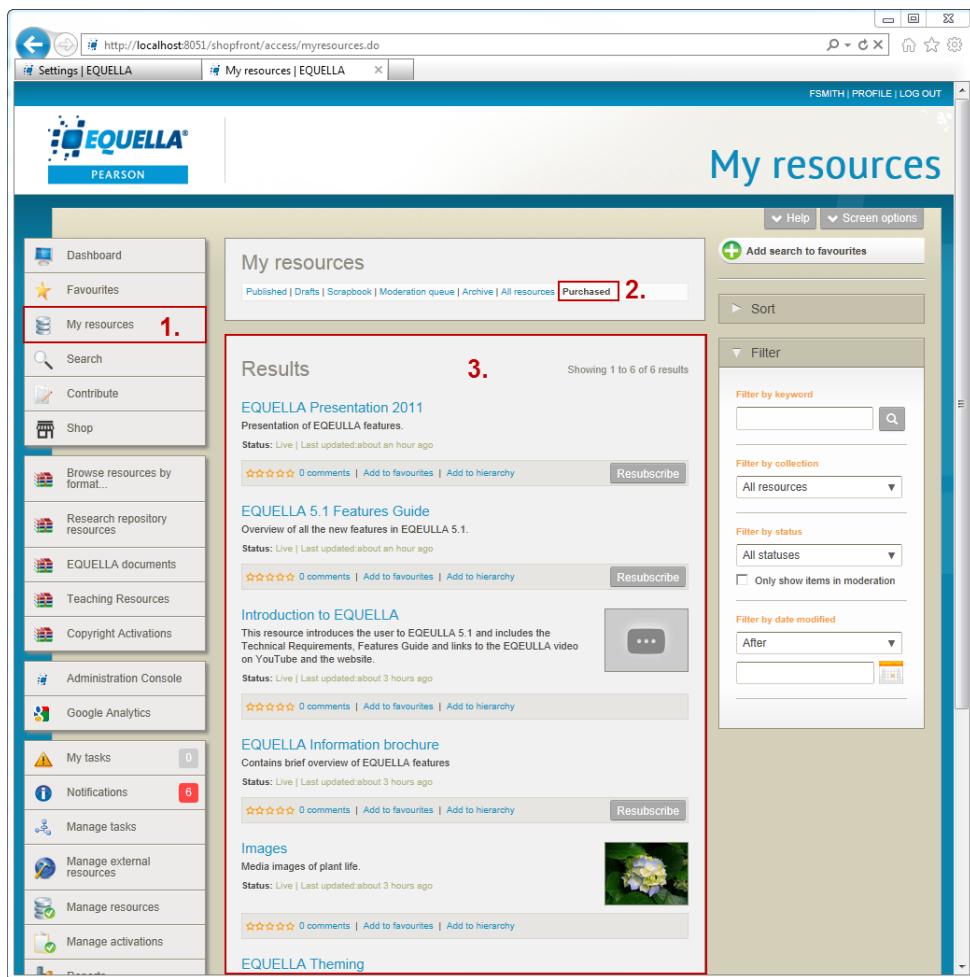


Figure 56 My resources - Purchased resources

## Resubscribing

Resources that have been purchased as a subscription display with a **Resubscribe** button. Clicking on the button enables the user to resubscribe to the resource for another duration.

### To resubscribe to a resource

- From the **Manage resource** or **My resources | Purchased** page, click the **Resubscribe** button for the required resource. The **Catalogue resource** summary page displays for the selected resource, with the **Purchase details** defaulted to that of the original subscription. An example is shown in Figure 57.



**Figure 57 Catalogue resource for resubscription**

2. Make any required changes then click **Add to cart**. The resource is added to the active Shopping cart. Once payment is completed, the previous subscription had ended the resource will become available again, if the previous subscription had ended.

## Contact Client Support

We are always happy to help.

If your organisation has a support agreement with EQUELLA then help is available at <http://support.equella.com/>.