



Air4media Pilot v1.0 BETA | ACME Creative Agency OWNER | ACME Creative Agency | Laurent P Grouit

### AirShop

+ New Product

Active Products: 13 | Drafts: 0 | Orders: 243 | Revenue: \$3,078,597.25

Products | Orders | Customers | Resellers | Coupons | Reviews | Analytics | Settings

Categories: All Products (Photography Services, Video Production, Branding & Design, Event Production, Equipment Rental)

Order Status: Pending (0), Processing (0), Shipped (0), Avg Order (\$0), Total (0), Consumers (0), Pro (0), Pro Pending (0)

+ New Coupon

#### Discount Coupons

Loading coupons...

##### General Settings

Currency: USD - US Dollar | Order Number Prefix: ORD | Save Settings

##### Tax Settings

Default Tax Rate (%): 0 | Prices include tax:

##### Shipping

Free Shipping Threshold (\$): \$ No free shipping | Default Shipping Cost (\$): \$ 0

##### Checkout

Allow guest checkout |  Enable product reviews |  Enable pro registration

0 Active Resellers | \$0 Reseller Revenue | 0 Reseller Orders | \$0 Pending Payouts

All Status | + New Reseller

#### Resellers

Loading resellers...

0 Pending | 0 Approved | 0 Avg Rating | 0 Total

All | Pending | Approved | Rejected | Search reviews... | 7 Days | 30 Days | 90 Days | 1 Year

#### Shop Analytics

Revenue: \$0 | Orders: 0 | Avg Order Value: \$0 | Customers: 0

##### Revenue & Orders

##### Order Status

##### Top Products

Product	Units Sold	Revenue
Loading...		

##### Customer Tiers

# AirShop

AirShop is your complete e-commerce store manager. Sell products with tiered pricing, manage orders from purchase to delivery, run a reseller program, and track performance — all from one place.

## Key Features

- **Dashboard Stats:** Active products, drafts, total orders, and revenue at a glance
- **Tiered Pricing:** Set Retail, Pro, and Cost prices per product — plus a Compare At price for highlighting discounts
- **Product Variants:** Offer size, color, material, or any custom option with individual prices and stock
- **Order Lifecycle:** Move orders from Pending through Confirmed, Processing, Shipped, and Delivered with automatic shipping notifications
- **Customer Tiers:** Segment buyers as Consumer, Pro, or VIP with an optional Pro approval workflow
- **Coupon Engine:** Create percentage, fixed-amount, or free-shipping discounts with usage limits, expiry dates, and customer-tier restrictions
- **Reseller Storefronts:** Give approved resellers a branded storefront with custom commission rules and pricing strategies
- **Reviews:** Collect and moderate star-rated product reviews before they go live
- **Analytics:** Track revenue trends, top products, order status breakdown, and customer tier distribution

## How to Use

### Products

1. Go to the **Products** tab and click **New Product**
2. Enter the name, SKU, type (Physical, Digital, Service, or Bundle), and description
3. Set your **Retail Price** — add Pro, Cost, and Compare At prices as needed
4. Enable **Track Inventory** to manage stock and set a low-stock alert
5. Add photos, videos, or documents under the **Media** tab
6. Use **Variants** for products with multiple options (e.g., "Size: 8x10" or "Material: Vinyl")
7. Use the right sidebar to assign categories, configure reseller access, add shipping dimensions, and write SEO text

8. Click **Save Draft** to save without publishing, or **Publish** to make it live

## Orders

1. Open the **Orders** tab — stats at the top show Pending, Processing, and Shipped counts
2. Click an order to see items, totals, shipping, billing, and payment details
3. Update the status (Confirmed → Processing → Shipped → Delivered) as you fulfill it
4. Click **Add Tracking** to enter a tracking number and carrier — a shipping email goes out automatically
5. Use the **Notes** section to leave internal comments on an order

## Customers

1. Open the **Customers** tab to browse all buyers
2. Click a customer to view their order history, total spent, and contact details
3. Set their **Tier** (Consumer, Pro, or VIP) and manage Pro approval status if required
4. Add internal notes to record preferences or special agreements

## Coupons

1. Go to the **Coupons** tab and click **New Coupon**
2. Enter a code or click **Generate** for a random one
3. Choose: **Percentage**, **Fixed Amount**, or **Free Shipping**
4. Set optional rules: minimum order, usage limit, per-customer limit, eligible products or categories, and customer tier
5. Schedule with start/end dates, then toggle active or inactive at any time

## Resellers

1. Open the **Resellers** tab and click **New Reseller**
2. Select an approved Pro customer and enter their business name
3. Set commission type (Markup %, Percentage, or Fixed Amount) and payout method
4. Configure storefront branding colors and which products they can sell
5. Set per-product minimum prices to protect your margins

## Reviews

1. Open the **Reviews** tab and filter by **Pending**, **Approved**, or **Rejected**
2. Click a review to read its full content and star rating

3. Click **Approve** to publish it on the product page, or **Reject** to hide it

## **Analytics**

1. Open the **Analytics** tab and pick a period: 7 days, 30 days, 90 days, or 1 year
2. Review revenue, order count, average order value, and unique customers — with trend indicators
3. See top-selling products, order status breakdown, and customer tier distribution

## **Settings**

1. Open the **Settings** tab to configure currency, order number prefix, tax rate, and shipping defaults
2. Toggle guest checkout, product reviews, and Pro registration on or off
3. Click **Save Settings** to apply changes store-wide

## **Tips**

- Use **Duplicate** on a product to quickly spin up similar listings
- The **Compare At Price** shows a strikethrough "was" price on your storefront — great for highlighting sales
- Keep **Cost Price** updated to track real profit margins per product
- Seasonal coupons with scheduled start/end dates can be set up well in advance
- A **Minimum Reseller Price** protects your margins while giving resellers pricing flexibility