Cashnet eMarket Administrator Certification Workshop

OVERVIEW

Whether you are the designated eMarket Administrator for your campus who wants to ensure the successful launch of your eMarket websites or you are a current Cashnet System Administrator who wants to learn more about the associated processes, techniques, and best practices, then this learning opportunity is designed for you.

This experiential learning opportunity will be delivered in 4-hour sessions over the course of 4 consecutive days and will impress upon participants the essential knowledge, skills, & abilities required of an eMarket Administrator. Topics addressed are wide-ranging and will include the roles of both **eMarket Administrator and eMarket Store Owner**, the **Types of eMarkets** available, **Cashnet Record Setup**, as well as **Initial and Advanced Store Setup**.

The **Cashnet eMarket Administrator Certification Workshop** is offered as a learn and certify class which includes the option for participants to take the highly valued Cashnet eMarket Administrator Certification Test upon completion*.* A 'test out' option permits candidates to take the Cashnet eMarket Administrators Certification Test without the benefit of undertaking the course of study.

WHO SHOULD TAKE THIS COURSE

- Designated Cashnet eMarket Administrators who are responsible for the deployment, configuration, and ongoing management of their campus's eMarket stores.
- Current Cashnet System Administrators who are interested in expanding their knowledge base.
- Experienced eMarket Store Owners who are interested in advancing their eMarket knowledge base, skills, and responsibilities.

PREREQUISITES

As a minimum, participants should have started their Cashnet eMarket Implementation project if not already live with Cashnet.

---

eMarket Administrator Certification Workshop

DURATION:

- 16 Hours (over 4 days)

DELIVERY FORMAT

- Instructor Led / Remote

CERTIFICATION

- This course is a certification preparation course.

- Participants can choose to take the certification test on the afternoon of the final day of the workshop or elect to complete the test on a later date.

COST

- $880.00 per registrant (includes Certification Test)

- 'Test Out' Option $49.99

MODULES & TOPICS

eMarket User Roles
- Role of the eMarket Administrator
- Role of the eMarket Store Owner

eMarket Types
- Gateway
- Checkout
- Storefront
- Donation Storefronts

Primary Cashnet Setup/Configuration
- Location
- Payment Code
- Customer (Guest Payer)
- Operator
- Merchant

Creating a store via the new Store Setup
- Initial Store Setup

Continued Store Setup
- Log-in Requirements & Page Settings
- Creating & Selecting Items
- Creating & Selecting Categories
- Creating & Applying Discounts
- Creating & Assigning Information Fields
- Updating the Look and Feel of Your Store
- eMarket Notifications

Operator Security for eMarket
- eMarket Specific Permissions
- Inquiry and Reporting Permissions
- Security & Database Maintenance Permissions
- Merchant Level Security for eMarket

Additional eMarket Administrator Responsibilities
- AutoPay Use and Setup
- Collecting Tax
- Assessing Shipping Charges
- Discount Setup
- Inventory Code Setup
- Store Copy

Creating Stores for use with the Mobile Payments App for iPad
- How should your stores be setup differently for mobile payment acceptance?

eMarket Inquiry
- eMarket Transaction Statuses
- Understanding the Customer Record
- Searching by Reference Data

Reports
- Accessing Reports
- eMarket Specific Report Categories
- Customizing Reports
- Scheduling Reports

Monitoring Cashnet for Alerts
- Using the Event Log Viewer

Working with Cashnet Support
- Contacting Support
- Authorized Support Contacts

Additional Clarification Covering:
- Item Code Setup – System Setup
- Original Store Setup Differences
- Using SmartPay with eMarket