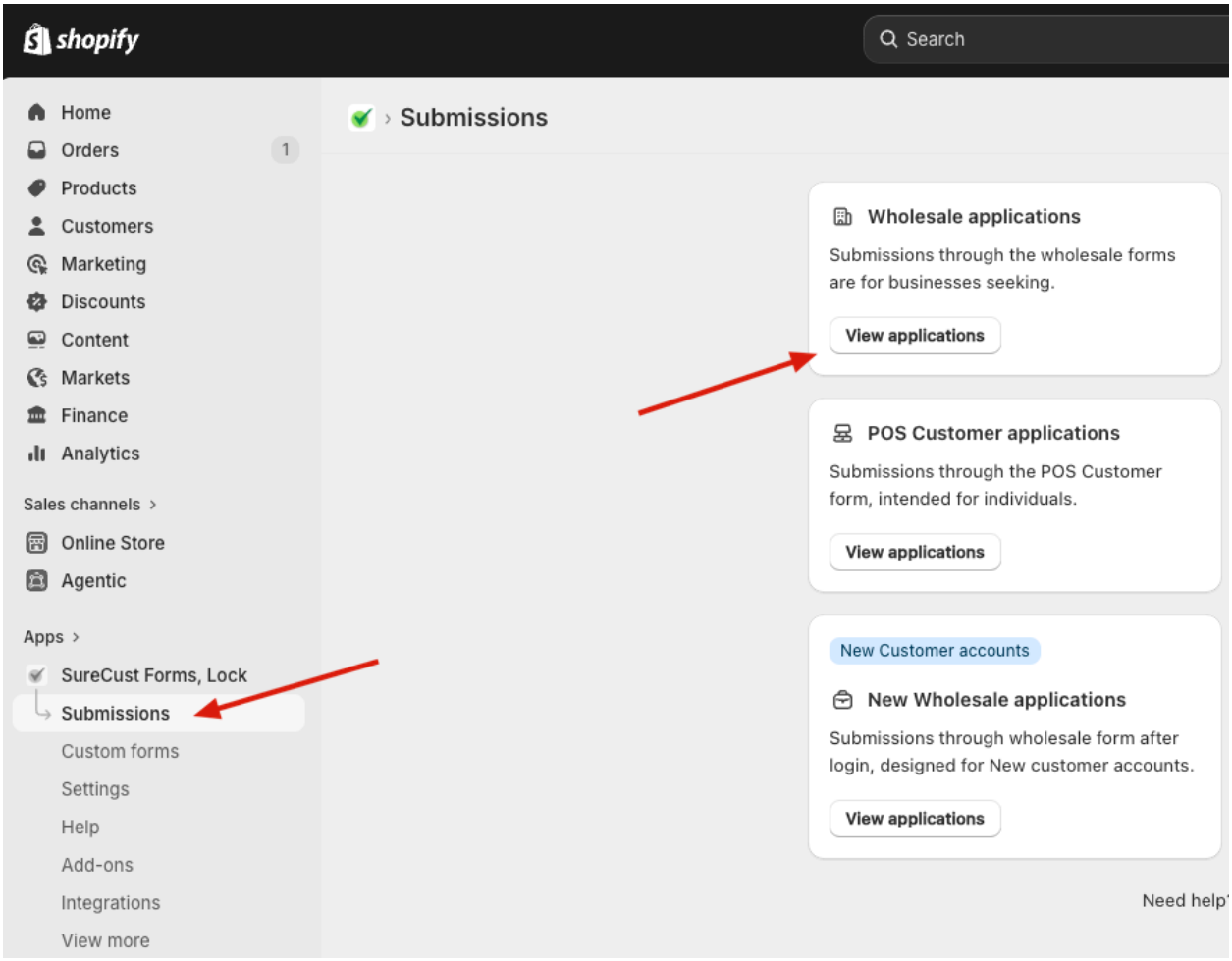
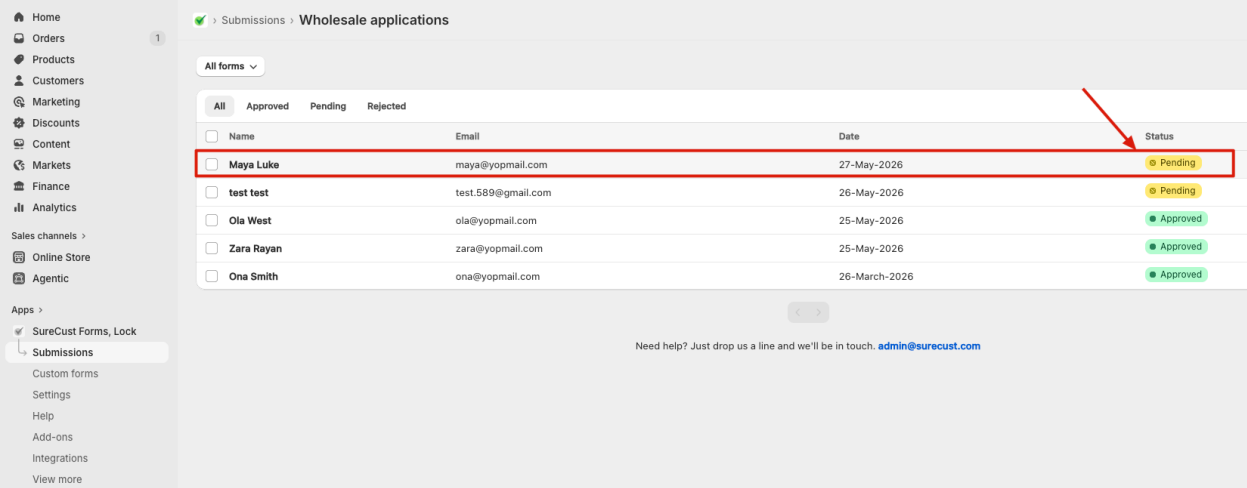
Johns Wholesale Admin Instructions

How to approve a customer:

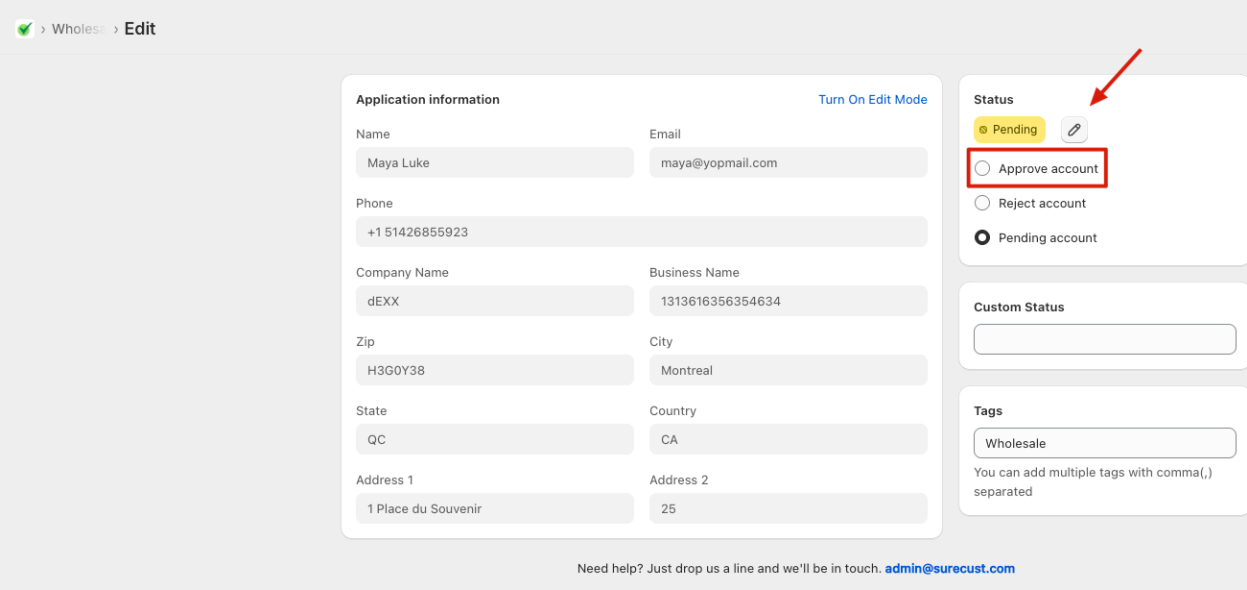
Under the “SureCust Forms” app, click on “Submissions” and then under Wholesale applications, click on “View Applications”.



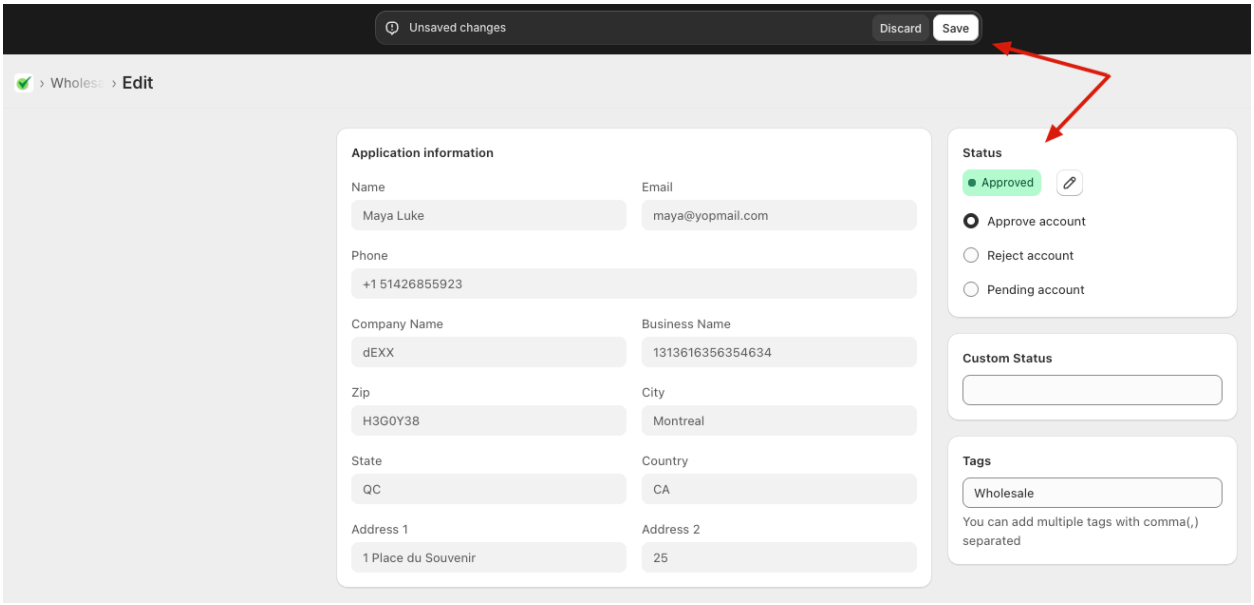
Select the customer application that is Pending approval:



Select the pencil icon and then select “Approve account”.

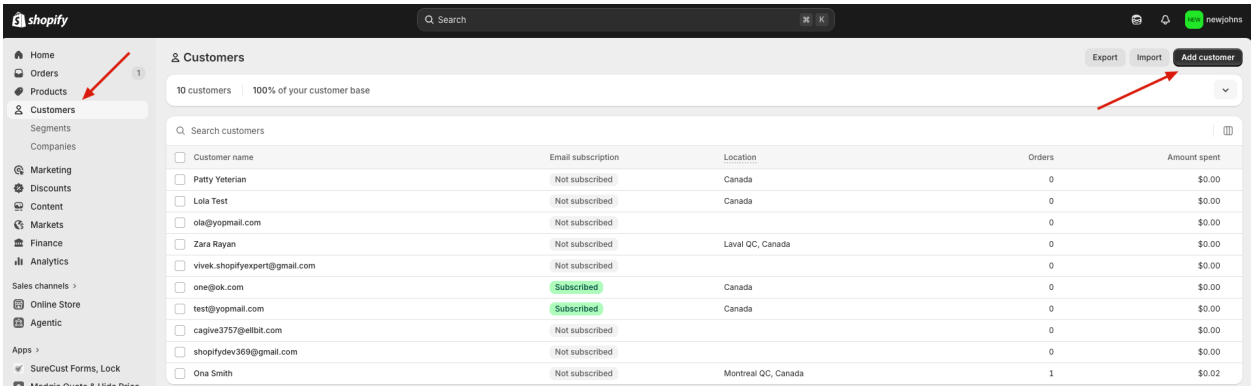


Once done, save the changes:

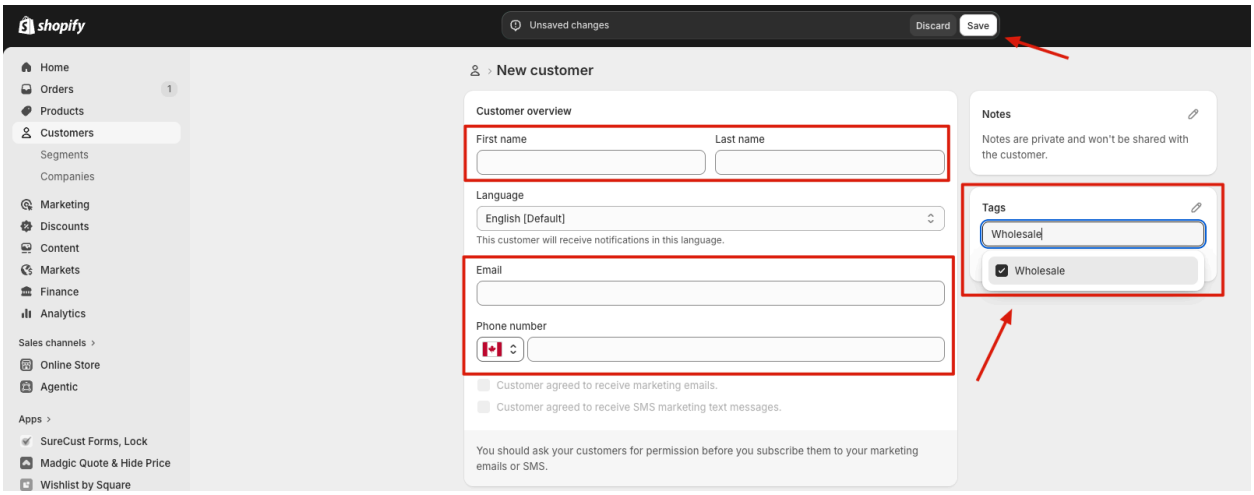


How to add a customer manually:

Under “Customers” click on “Add Customer”:

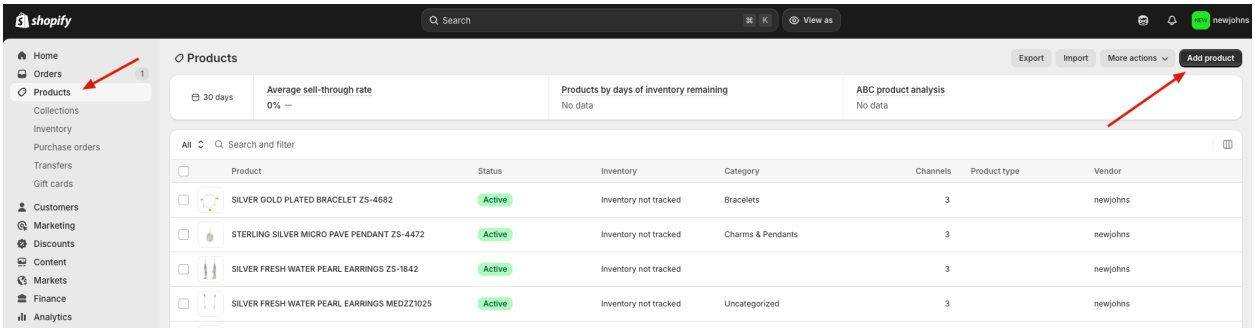


Fill in the customer details and add the “**Wholesale**” Tag. Once done, click on “Save”:



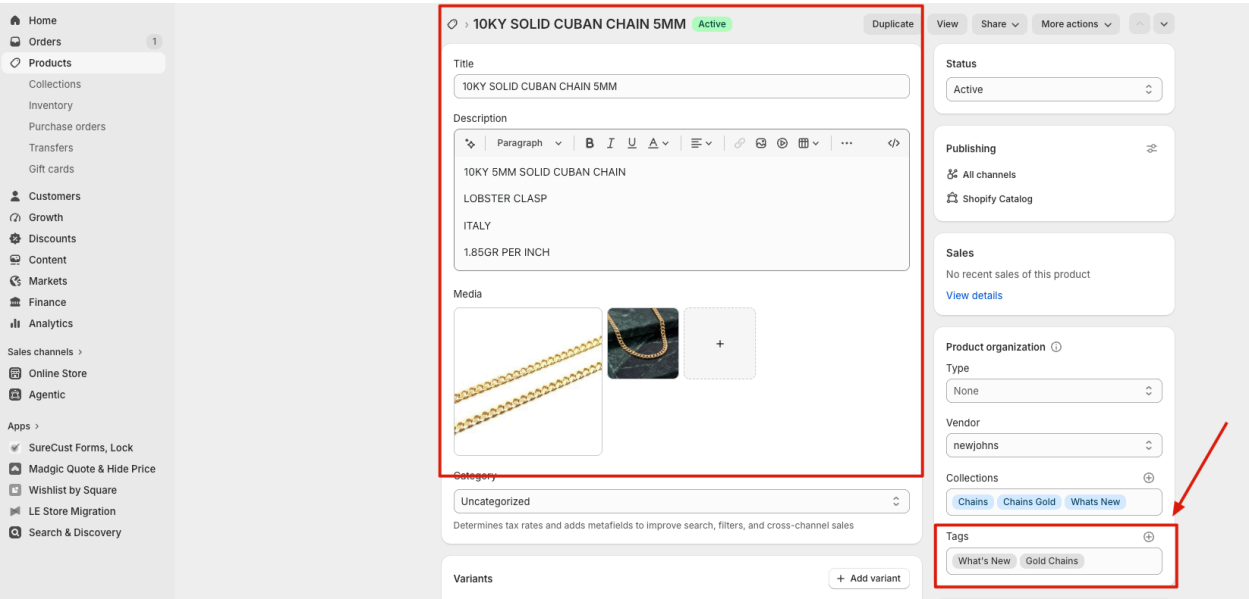
Adding a new item manually (tags):

Under “Products” click on “Add Product”:

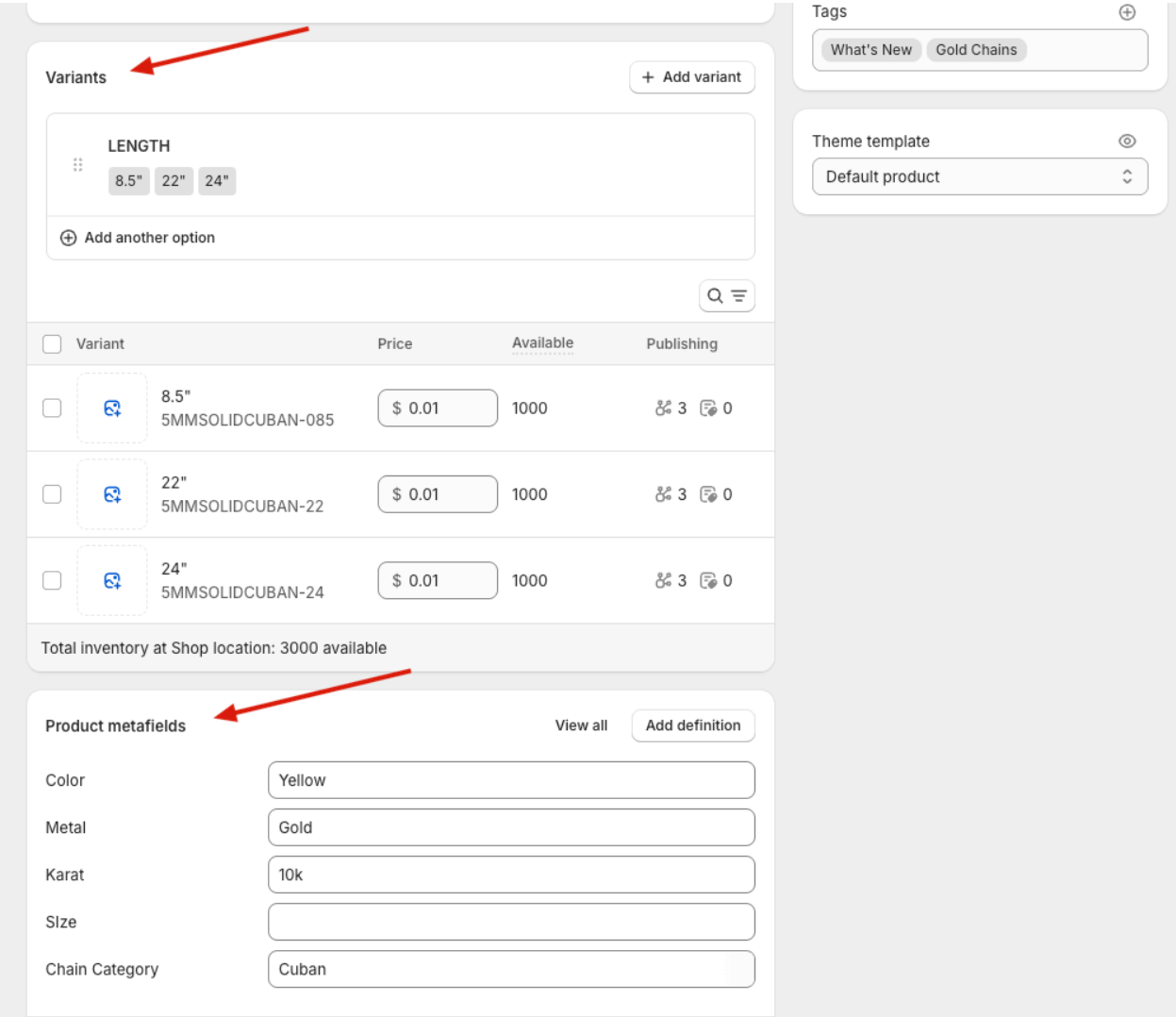


Add the product details and on the right add the Tags.

Note: Adding a tag to a product will automatically add it to the collection.

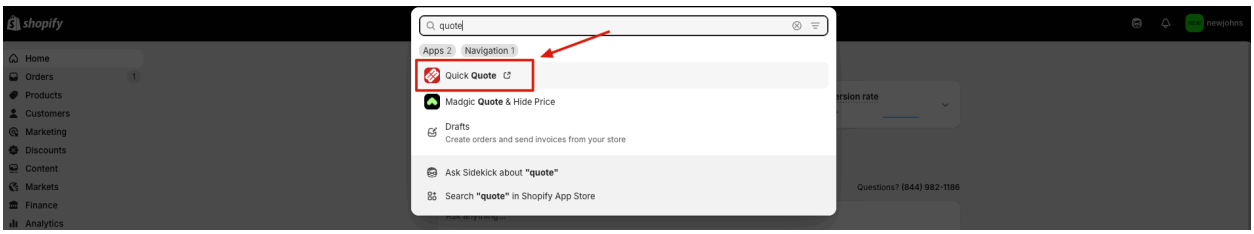
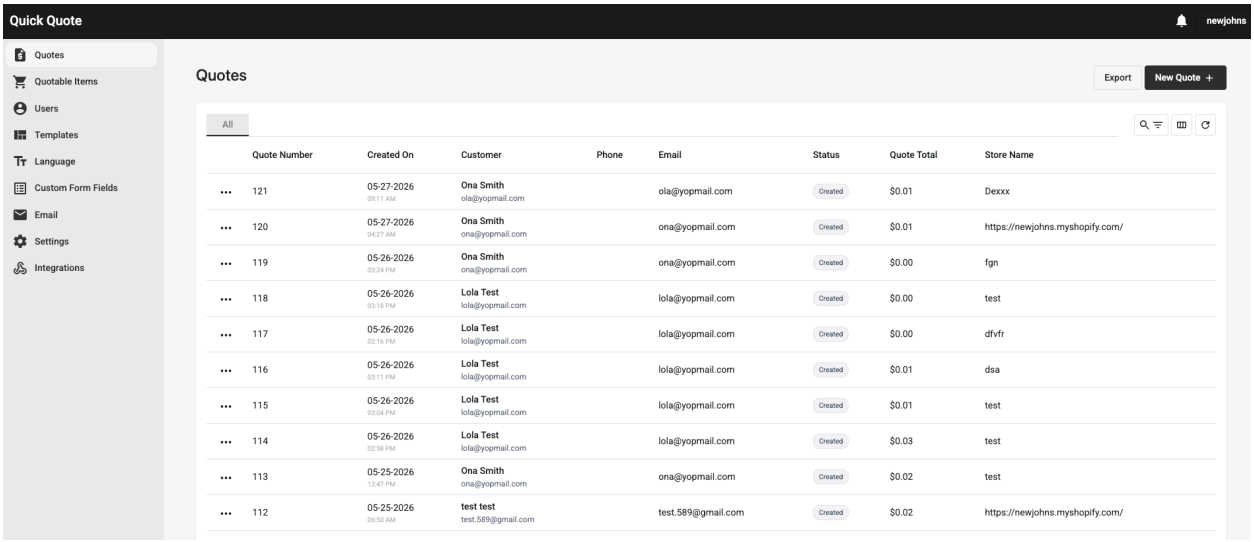


Add the variants if any and add the color, metal, etc. under **Product Metafields**



Where to view submitted quotes:

In the top search bar, search “Quote” and click on “Quick Quote”:



The Quotes module will open and under “Quotes” you can view all the submitted orders: