

Manage Comics Guide

Everything You Need to Know about Manage Comics



MANAGE
COMICS



Welcome to Manage Comics

Thank you for installing Manage Comics. We're excited to help you transform your shop.

This guide is a good overview, but the most in-depth help will be found at help.managecomics.com where we constantly update the latest features.

This guide will walk you through the daily/weekly/monthly workflows and act as a jumping off point.

Got questions? Need help? e-mail help@managecomics.com and we'll get back to you sooner than you thought possible!

Brian Garside



What do you need to run Manage Comics?

You need to run Shopify!

Minimum Requirements:

Shopify ecommerce store.

Shopify starts at: \$39USD/month

Recommended System:

Shopify eCommerce PLUS a Point of Sale that syncs with Shopify.

We recommend the Shopify POS

Other options include Lightspeed POS, ConnectPOS, or BinderPOS, but will require integration workarounds.



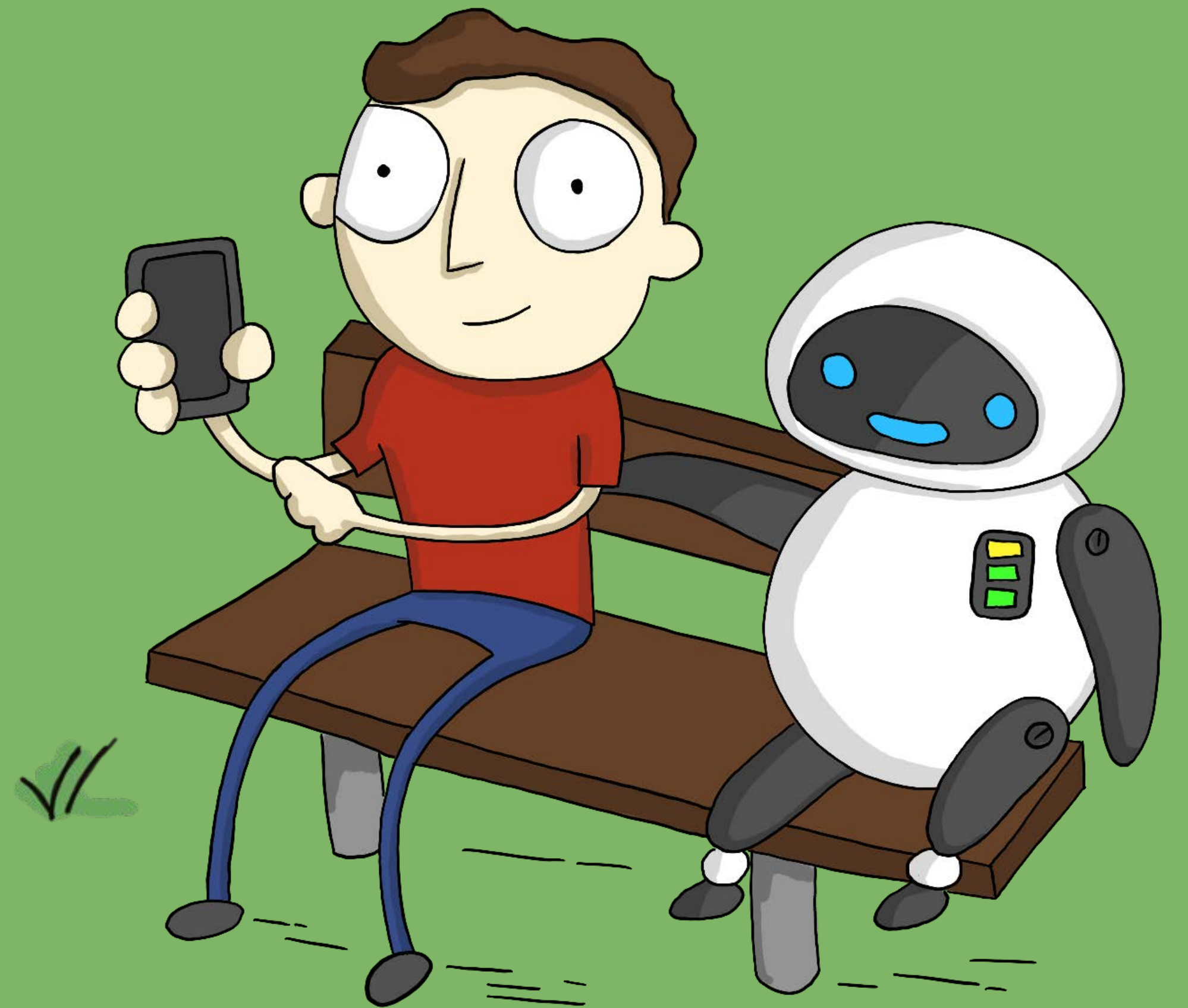
Manage Comics 2 Setup

Watch the 8 Minute Setup

Watch the step-by-step setup.

In less than 8 minutes, we'll show you every step from finding Manage Comics on the Shopify App Store through configuring the app and even adding your first customer.

Click-→ [Step-by-Step Install help](#)



All of the Workflows

All About Workflows

Welcome to a simple system...

Learning a new system is hard. It often seems like you're drinking from the firehose, taking in all sorts of information one piece at a time.

Workflows can help you learn how Manage Comics works, and put it into context of your daily, weekly, and monthly tasks.

This guide will show you the important Workflows of Manage Comics, but there are more flows that aren't in this guide.

See: [Manage Comics Workflows](#)

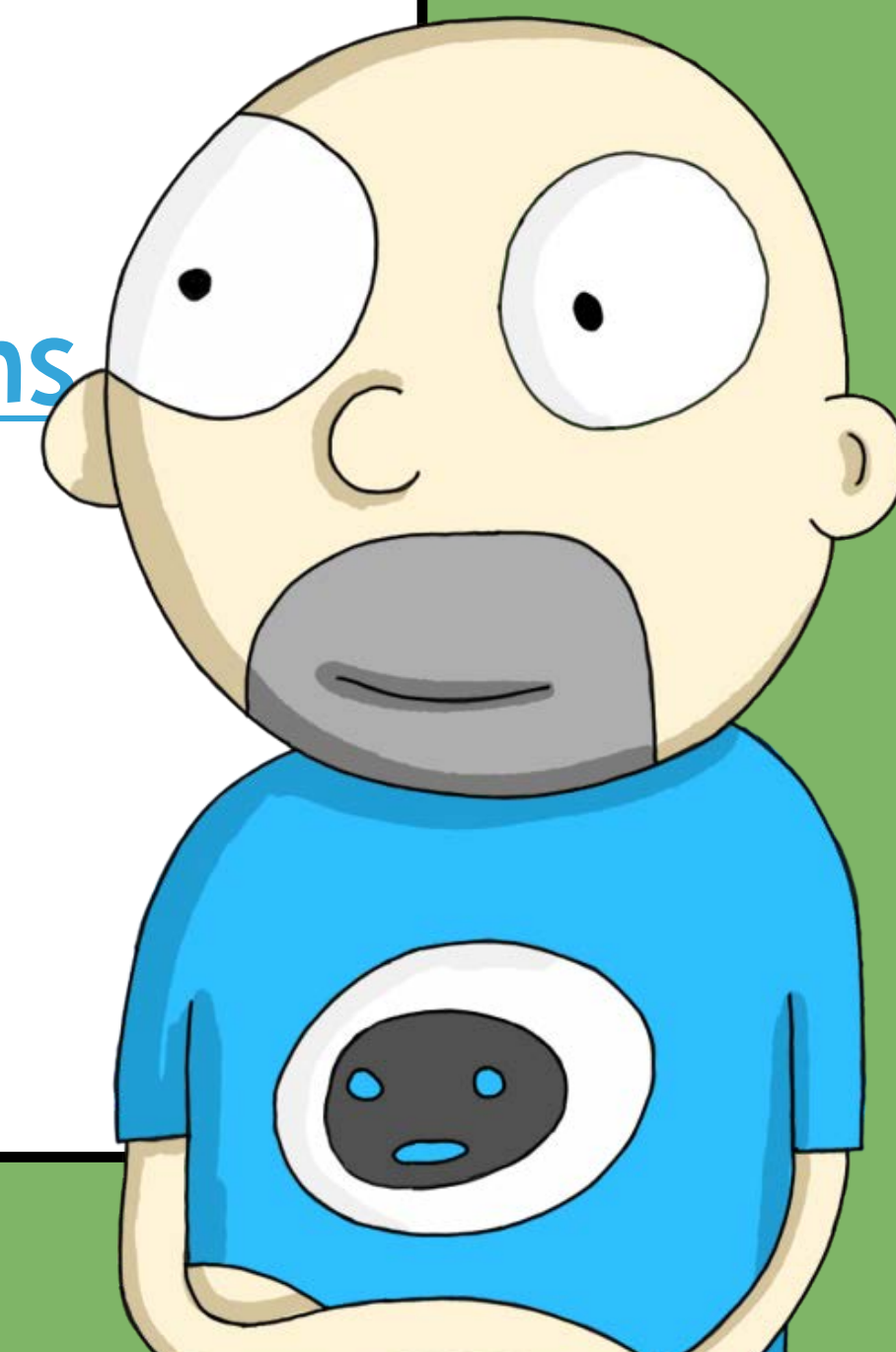


Daily Tasks



Our daily task workflows will help you to understand the day-to-day work that you'll do with Manage Comics.

- [Add a Customer](#)
- [Edit a customer's subscriptions](#)
- [Approve Preorders](#)
- [New Product Intake](#)



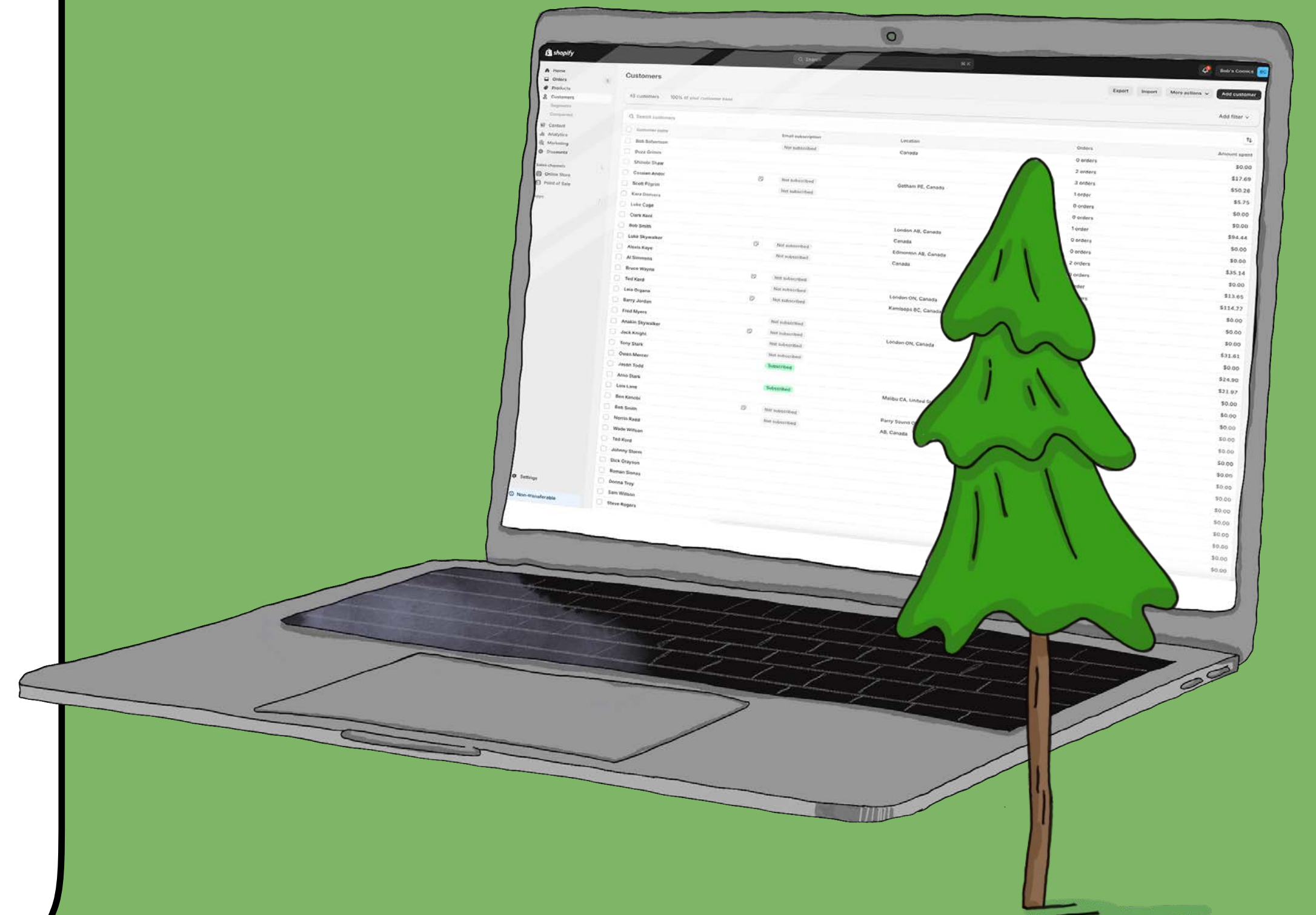
Daily: Add a Customer

There's no such thing as a "Manage Comics Customer", there are only Shopify customers who use Manage Comics.

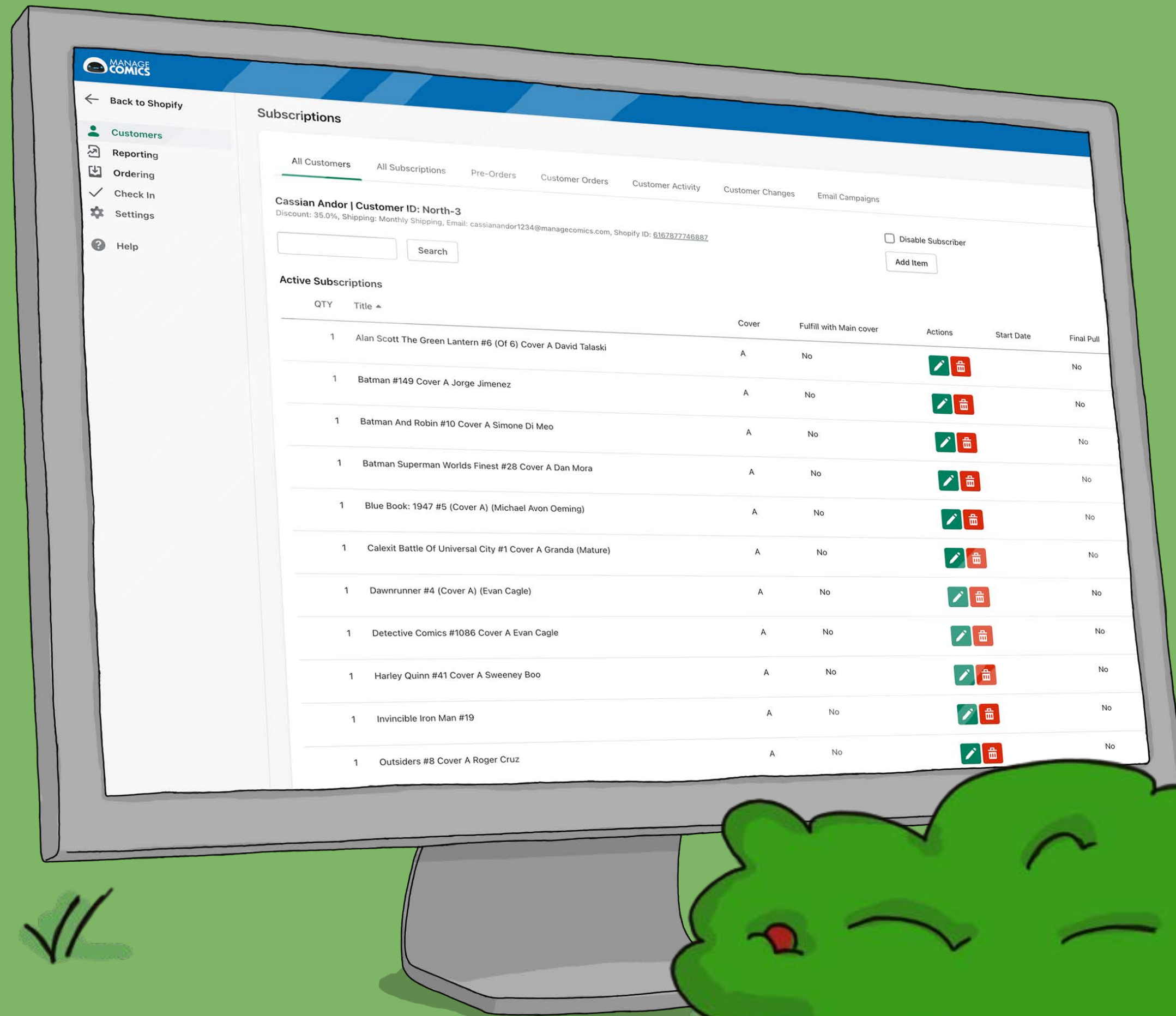
Adding customers in Manage Comics is a simple 2 step process.

1. Add customer in Shopify
2. Find customer in Manage Comics, add subscriptions

See: [Add a Customer](#)



Daily: Edit Subscriptions

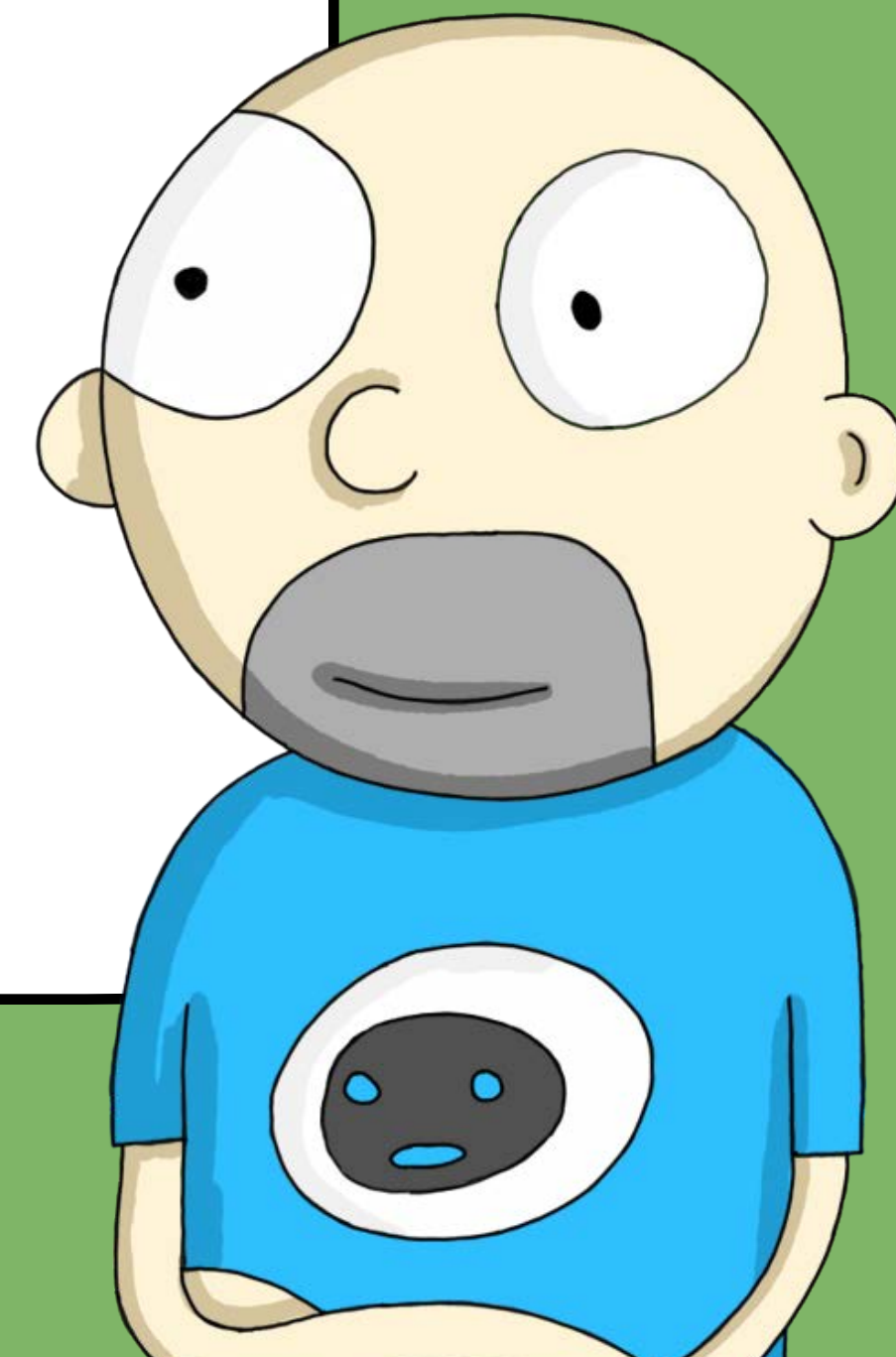


In Manage Comics navigate to:
Customers > All Customers

Search for Customer

**Add New Titles to their
subscription**

See: [Edit a Customer's
Subscriptions](#)



Daily: Approve Pre-Orders

In Manage Comics navigate to:
Customers › Customer Activity

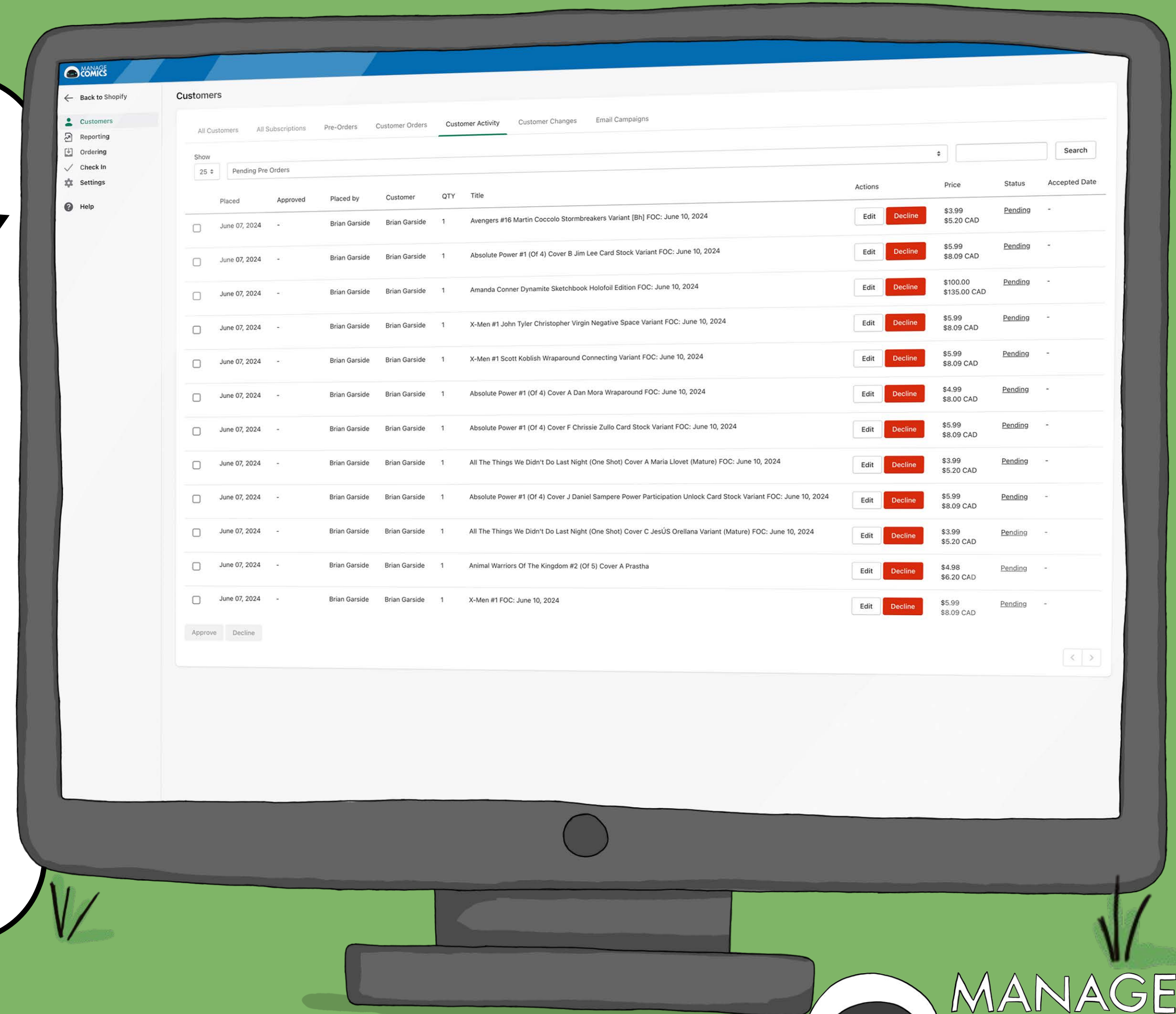
Customer adds an item to be preordered

You get notification

Approve pre-order with custom pricing

Customer authorizes changes

See: [Pre-Order Process](#)



Daily: Intake Products

In Manage Comics navigate to:
Check In > Check In and Pull Comics

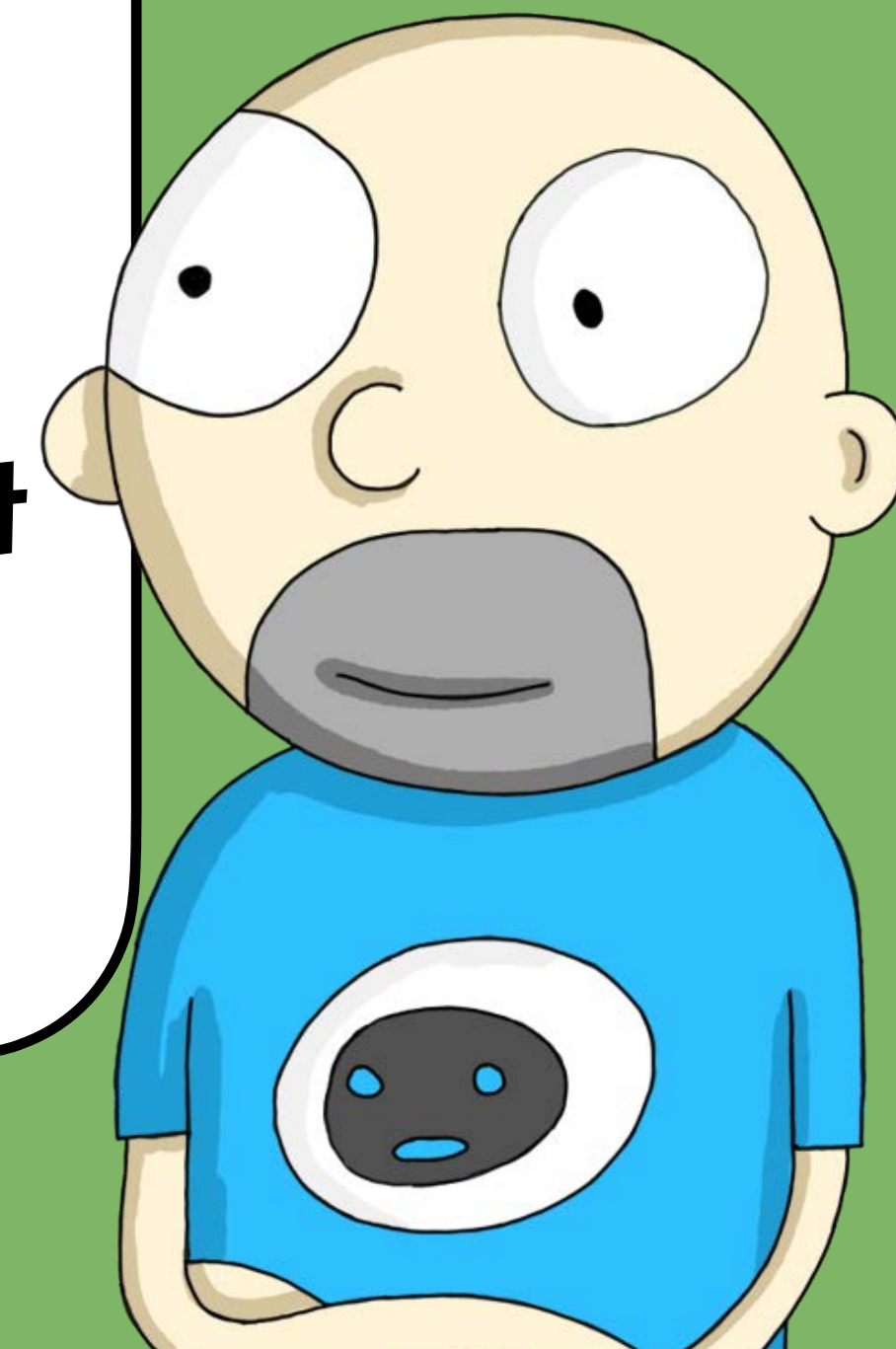
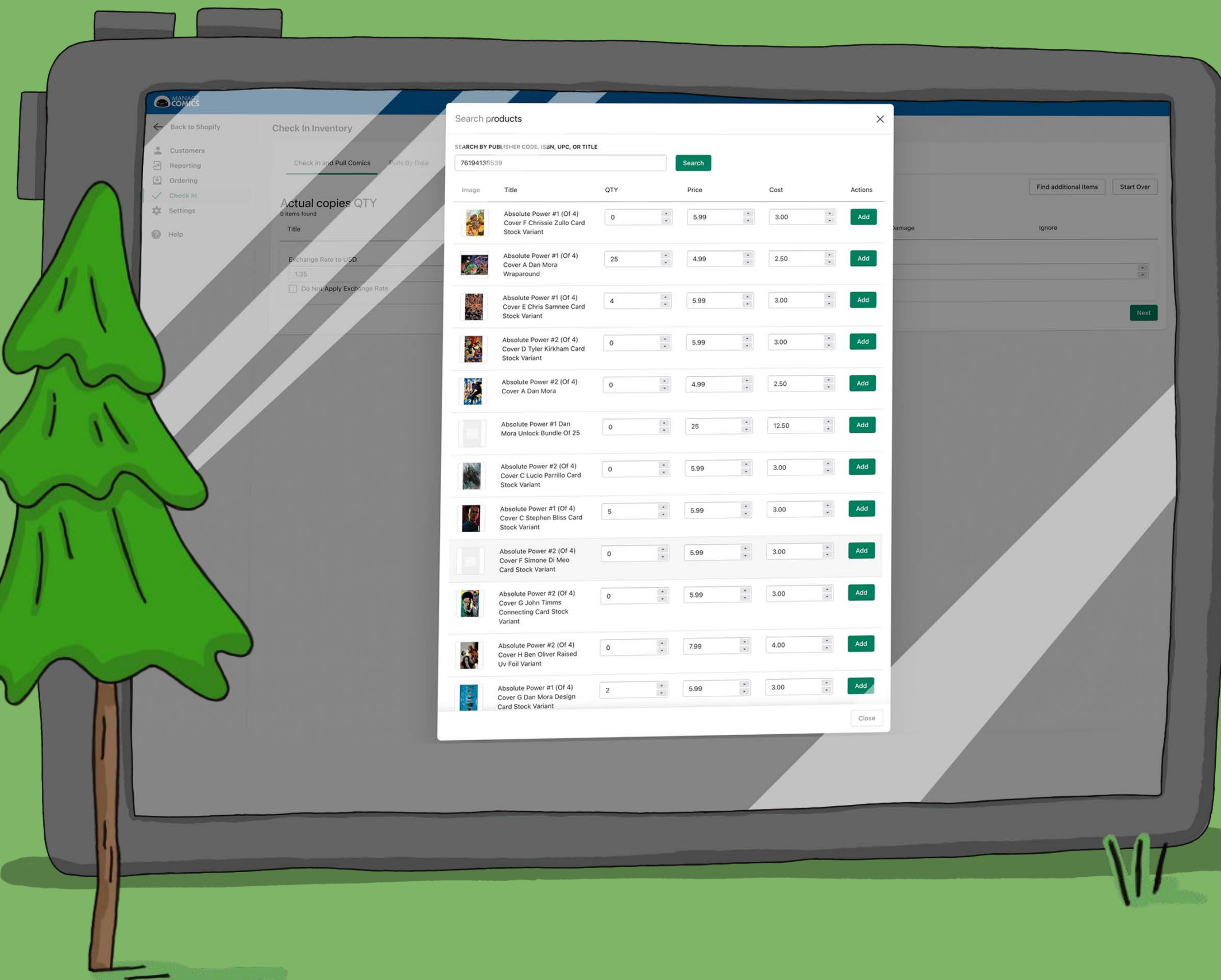
Enter in the **SKU/UPC Code**

Confirm **QTY** and Shortages

Check for **Pre-Orders**

Automatically create the product listing

See: [Check in a Single Product](#)



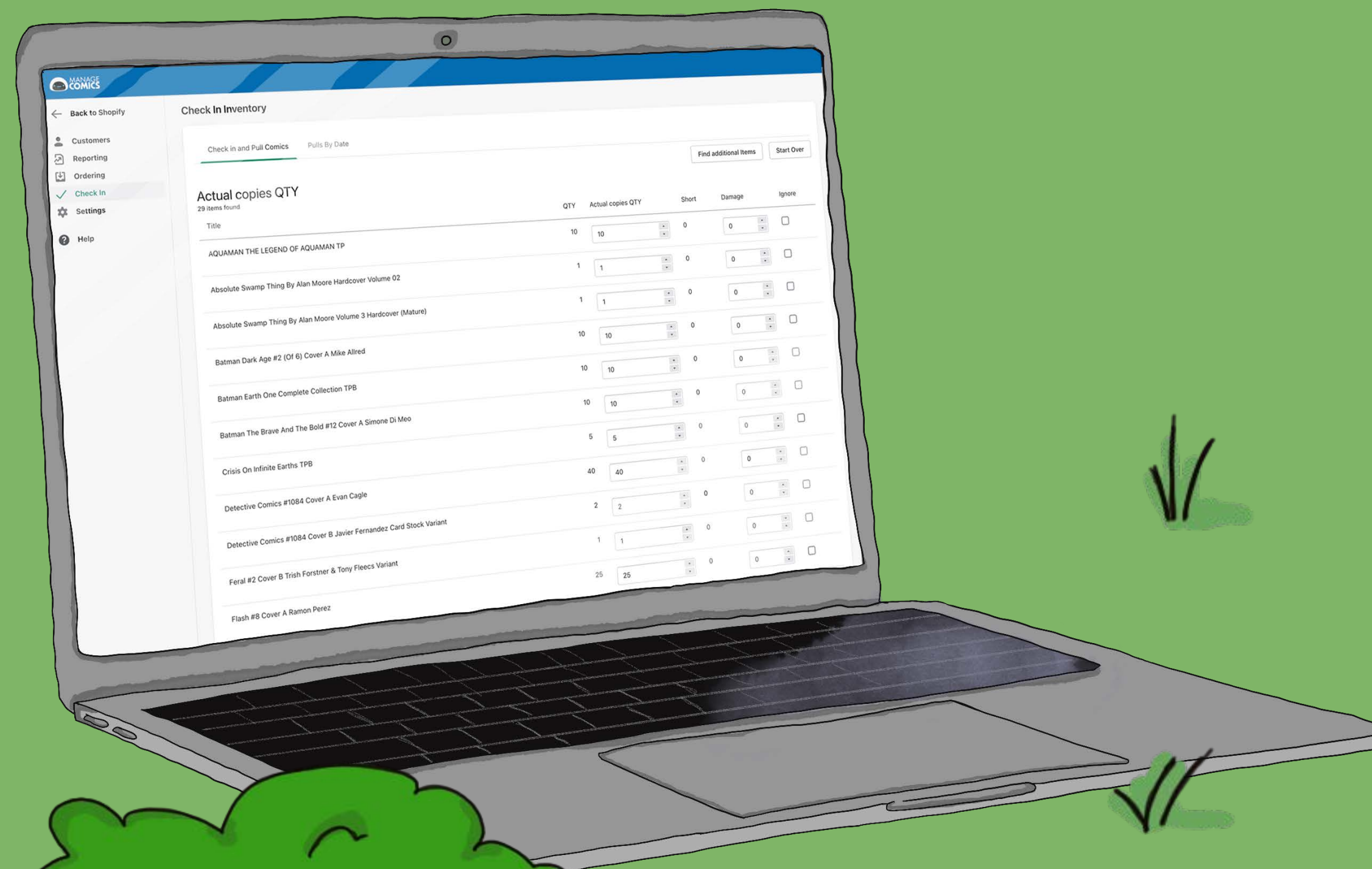
Weekly Tasks

Weekly Task workflows are for the weekly tasks that you'll perform each week. These will help to streamline your check ins and orders.

- [Check in Weekly Shipment](#)
- [Send Subscriber Emails](#)
- [Invoice Orders](#)
- [Update New Releases Collection](#)
- [Edit an FOC](#)



Weekly: Check in Shipment



In Manage Comics navigate to:
Check In > Check In and Pull Comics

Upload your invoices ([See: where to get invoices for uploading](#))

Check in Copies

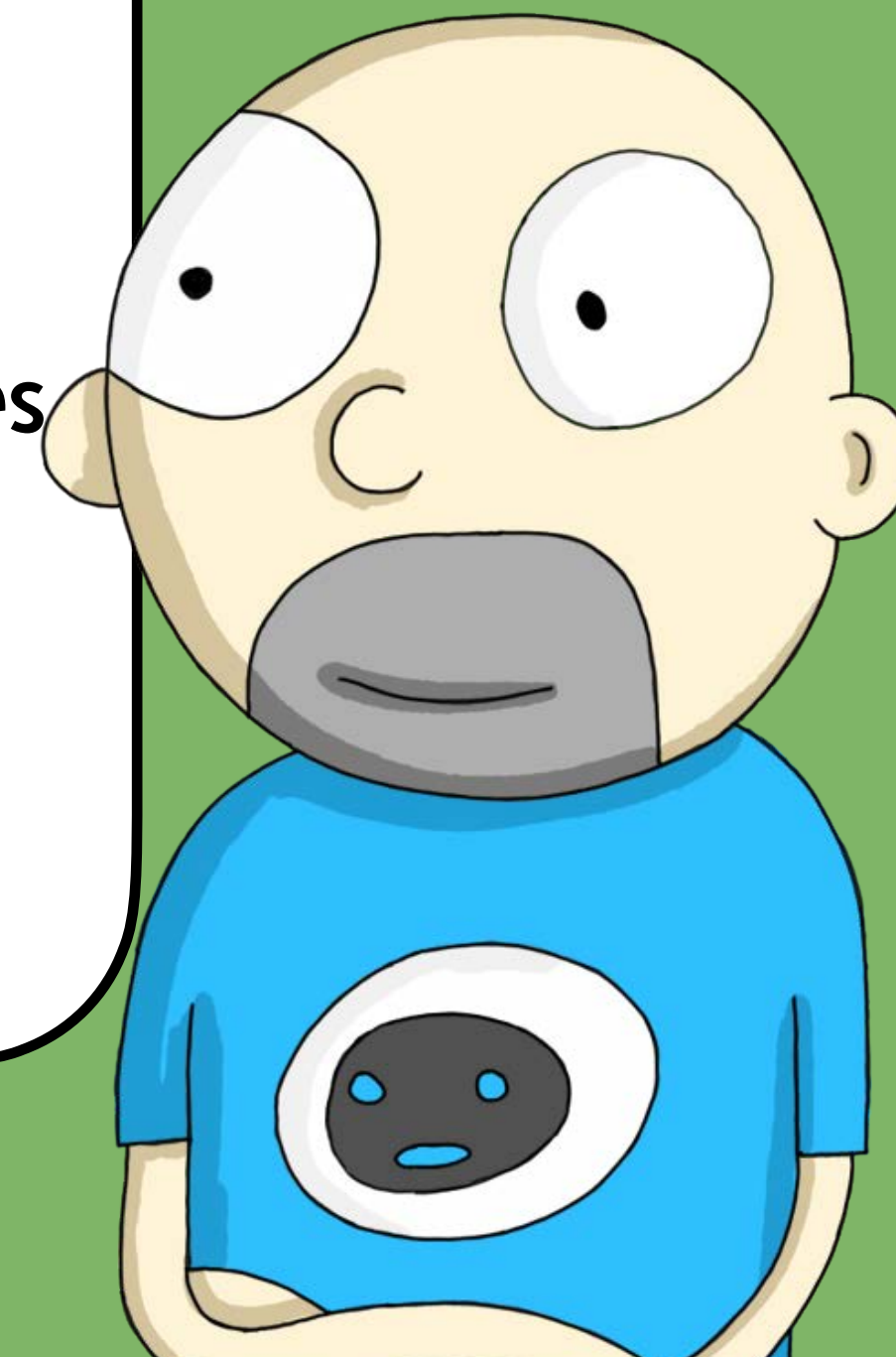
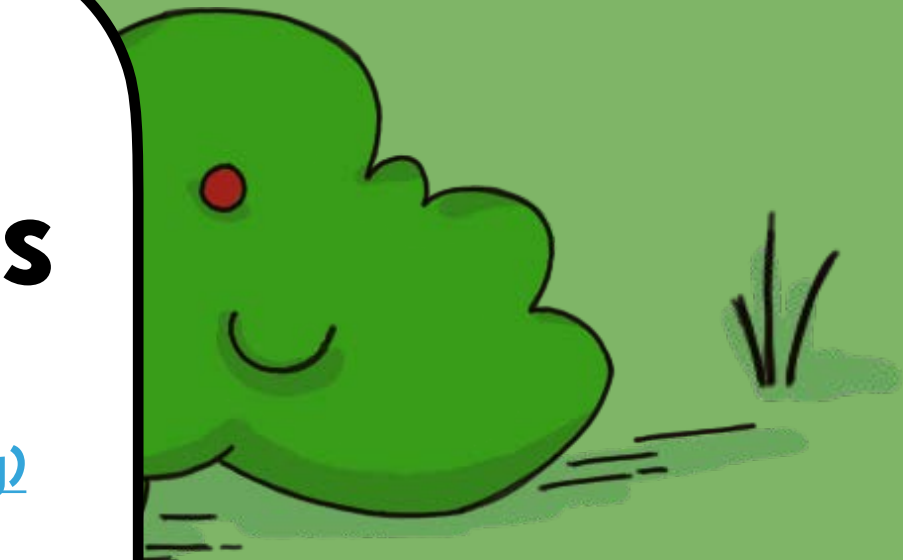
Confirm Pulls / Shelf Copies

Generate Pull Lists

Add a new release tag for the week's releases

Automatically create Shopify products (with tags)

See: [Check in Weekly Shipment](#)



Weekly: Invoice orders

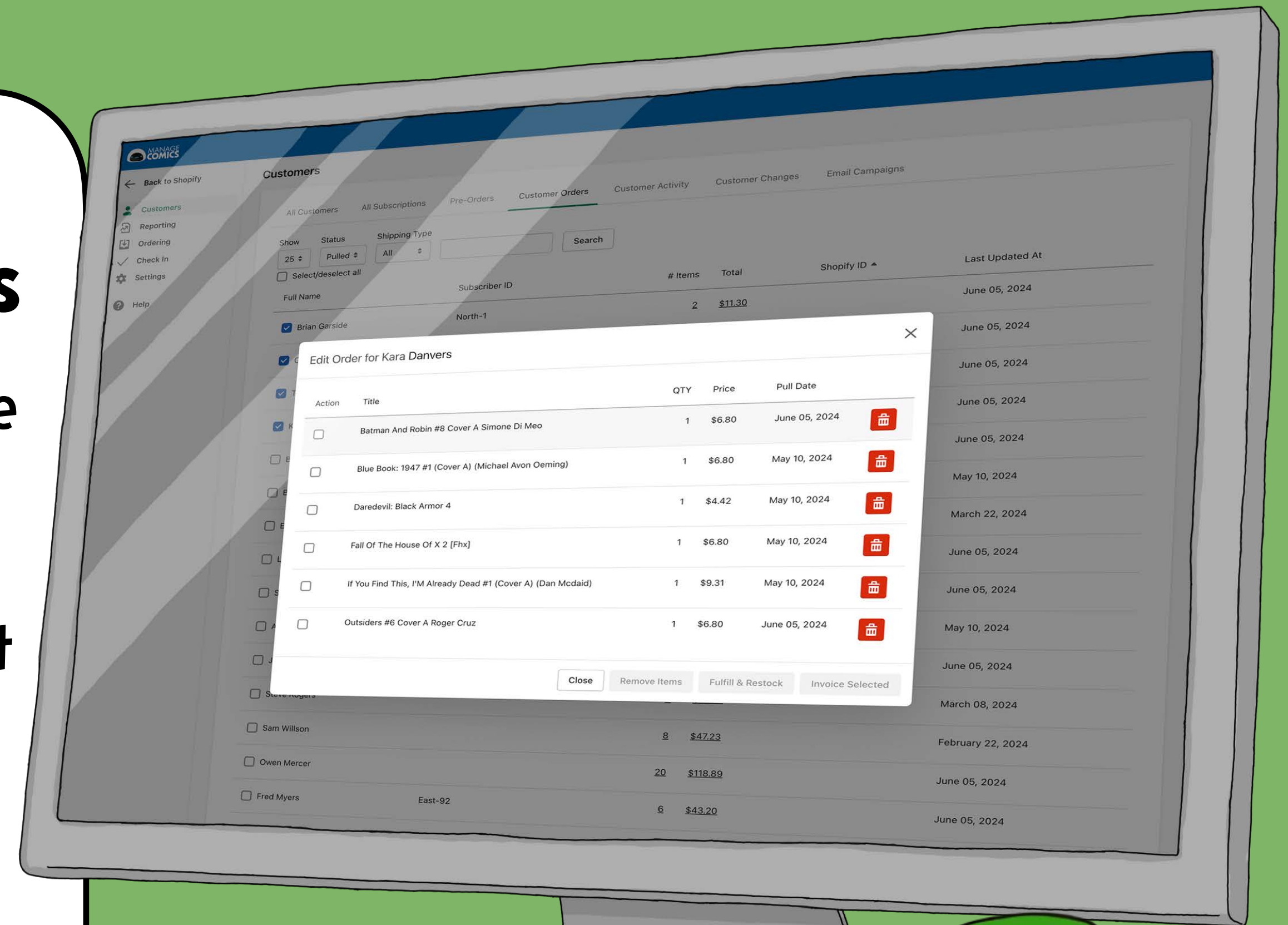
In Manage Comics navigate to:
Customers › Customer Orders

- Check the orders you want to invoice

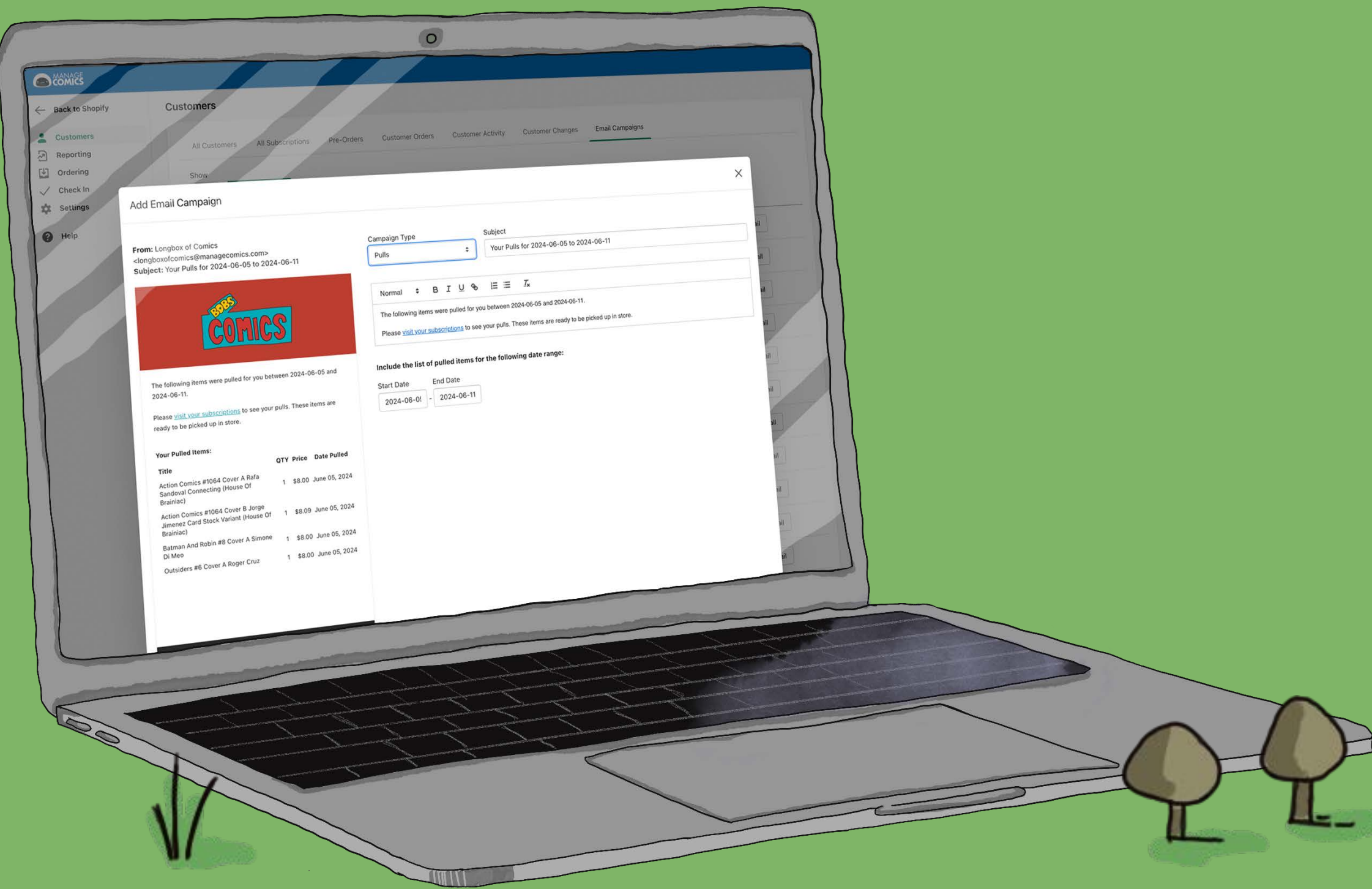
OR

- Click on an individual order to edit it before sending
- Send orders

See: [Invoice Orders](#)



Weekly: Send Subscriber Emails



In Manage Comics navigate to:
Customers › Email Campaigns

Create a New Campaign

Choose Campaign Type of Pulls

Select the date range for pulled products

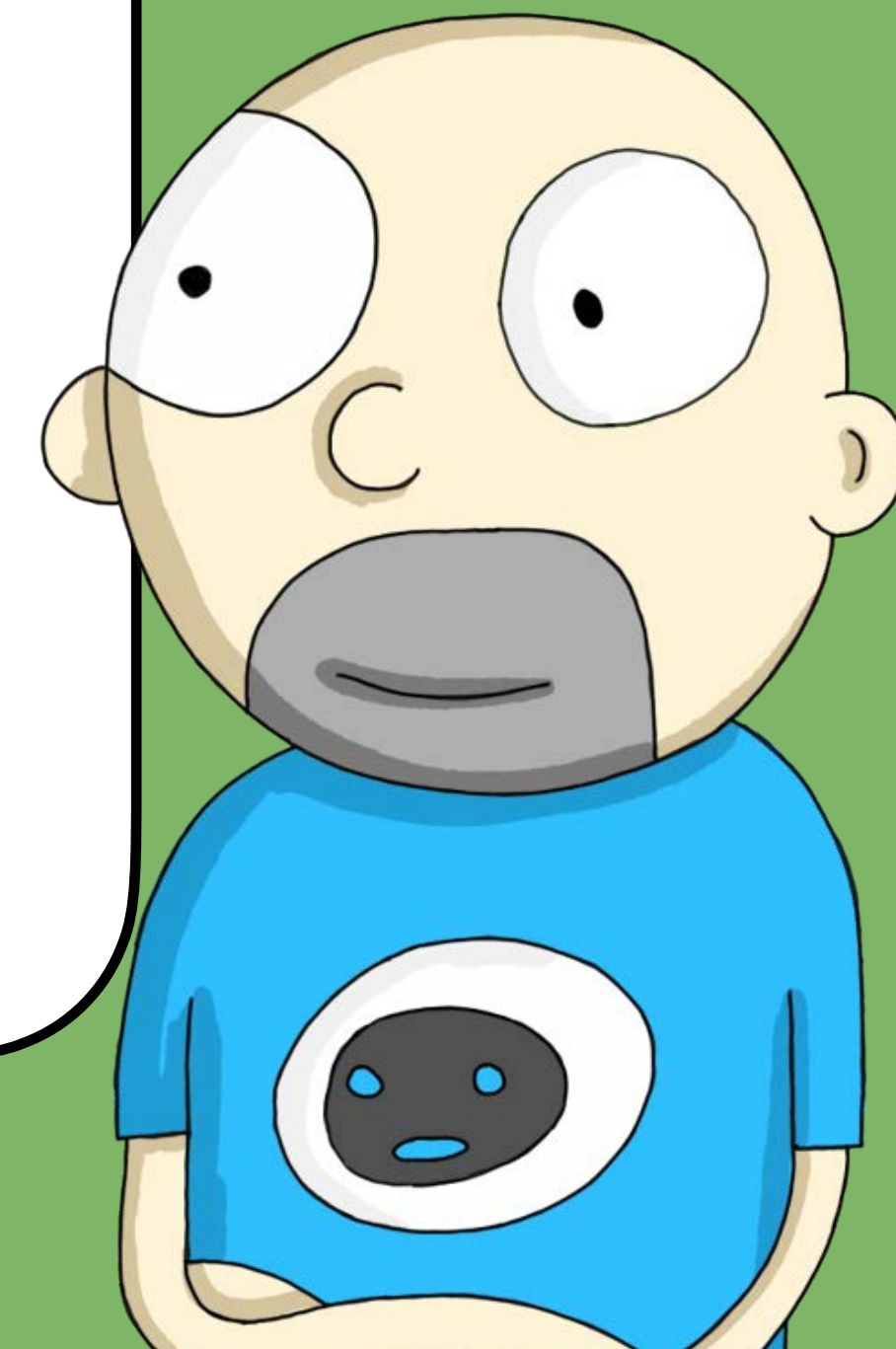
Adjust subject

Adjust body

Click Create

On the main page, click "Send Now"

See: [Send Subscriber Emails](#)



Weekly: Update New Releases

In Shopify navigate to:
Products › Collections

Select your New Release collection

Edit the product tag with this week's new release tag (as set during check ins)

See: [Shopify - Update New Release Collection](#)



Weekly: Edit FOCs

In Manage Comics navigate to:
Ordering > FOC Weekly

Gather FOC Files from Distributors

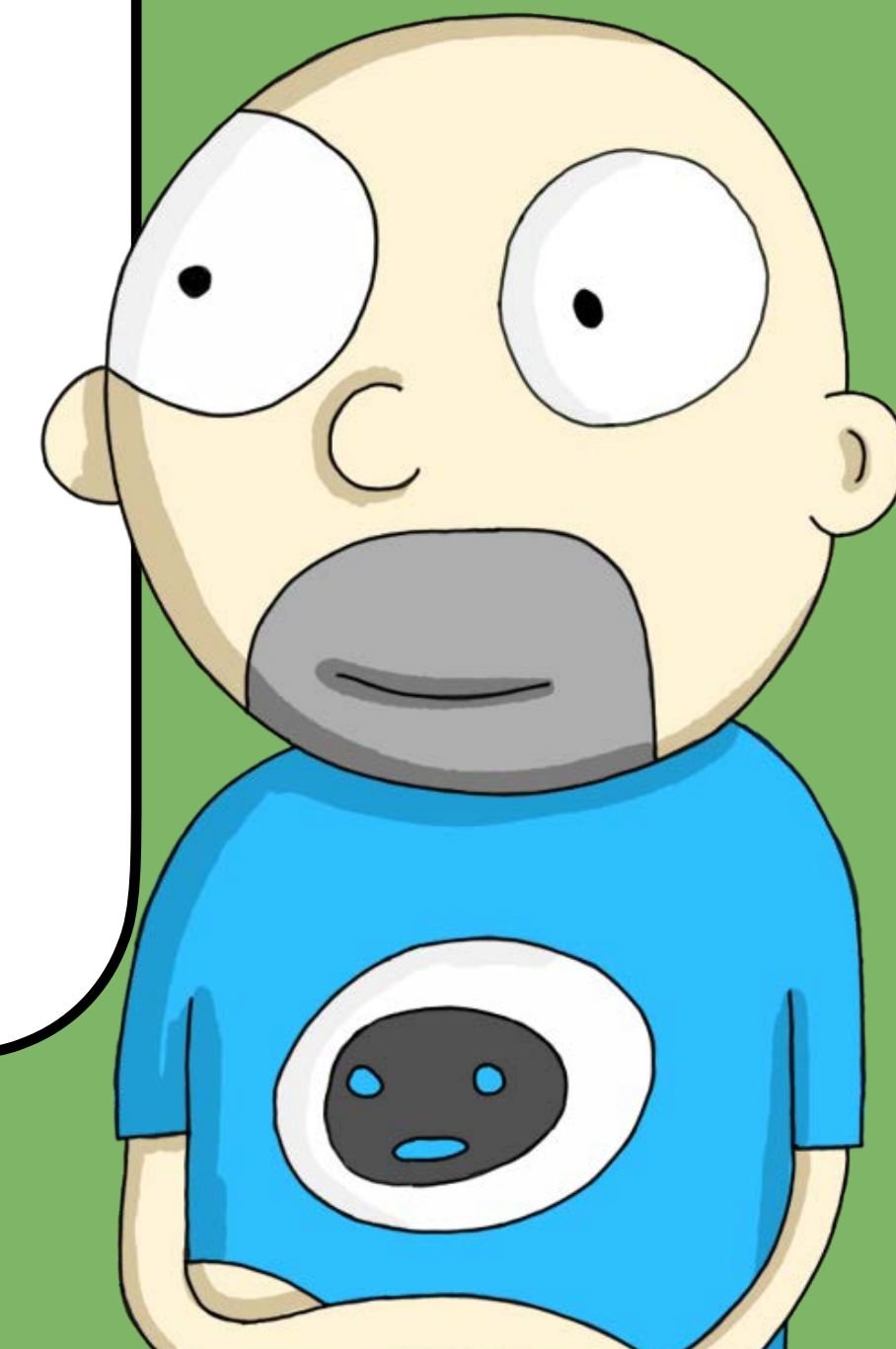
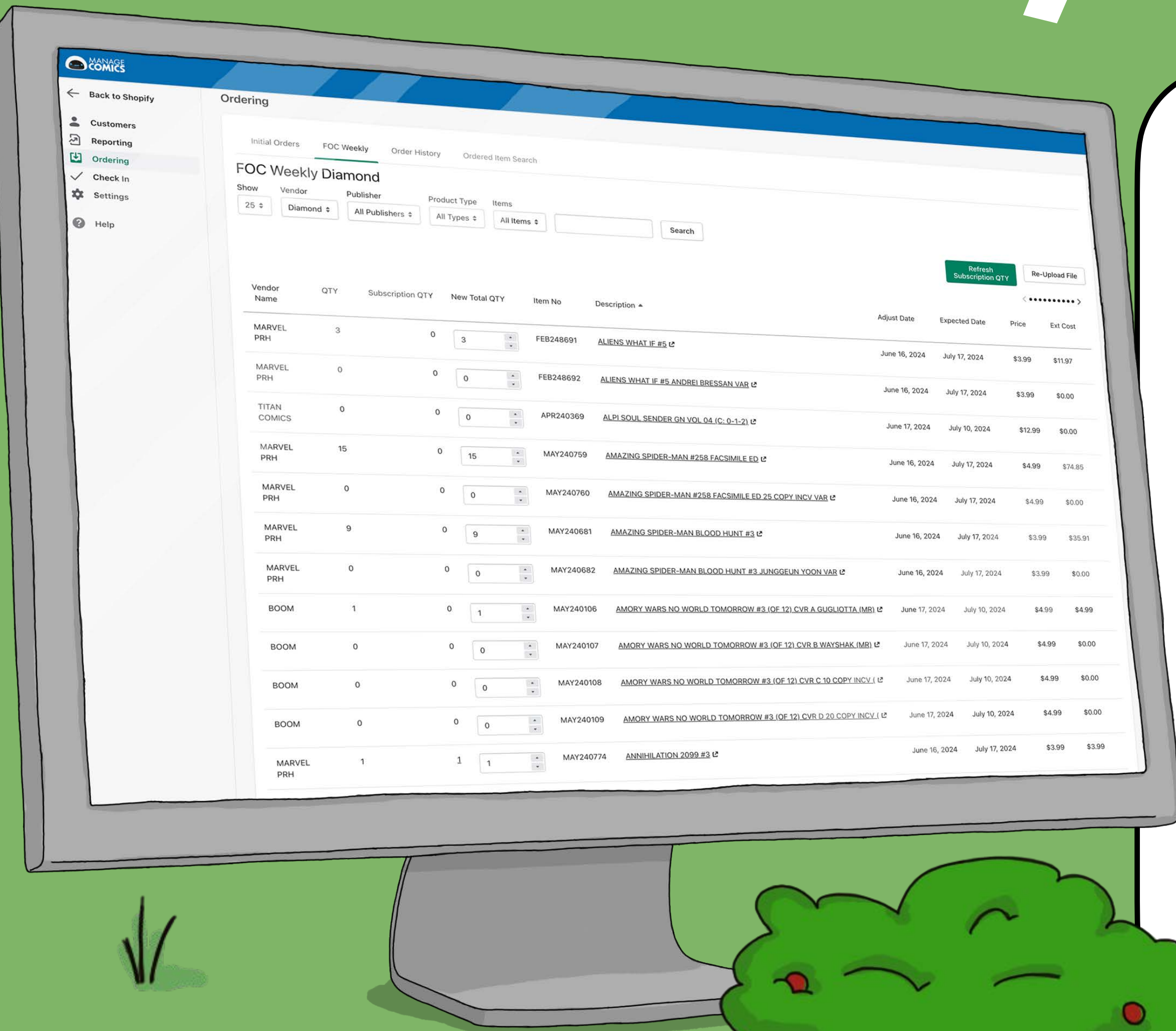
Choose the FOC to edit

Update numbers

Download appropriate files

Upload files to distributor

See: [Edit and update a weekly FOC](#)



Weekly: Send Subscriber Emails

In Manage Comics navigate to:
Customers › Email Campaigns

Create a New Campaign

Choose Campaign Type of Pulls

Select the date range for pulled products

Adjust subject

Adjust body

Click Create

On the main page, click "Send Now"

See: [Send Subscriber Emails](#)

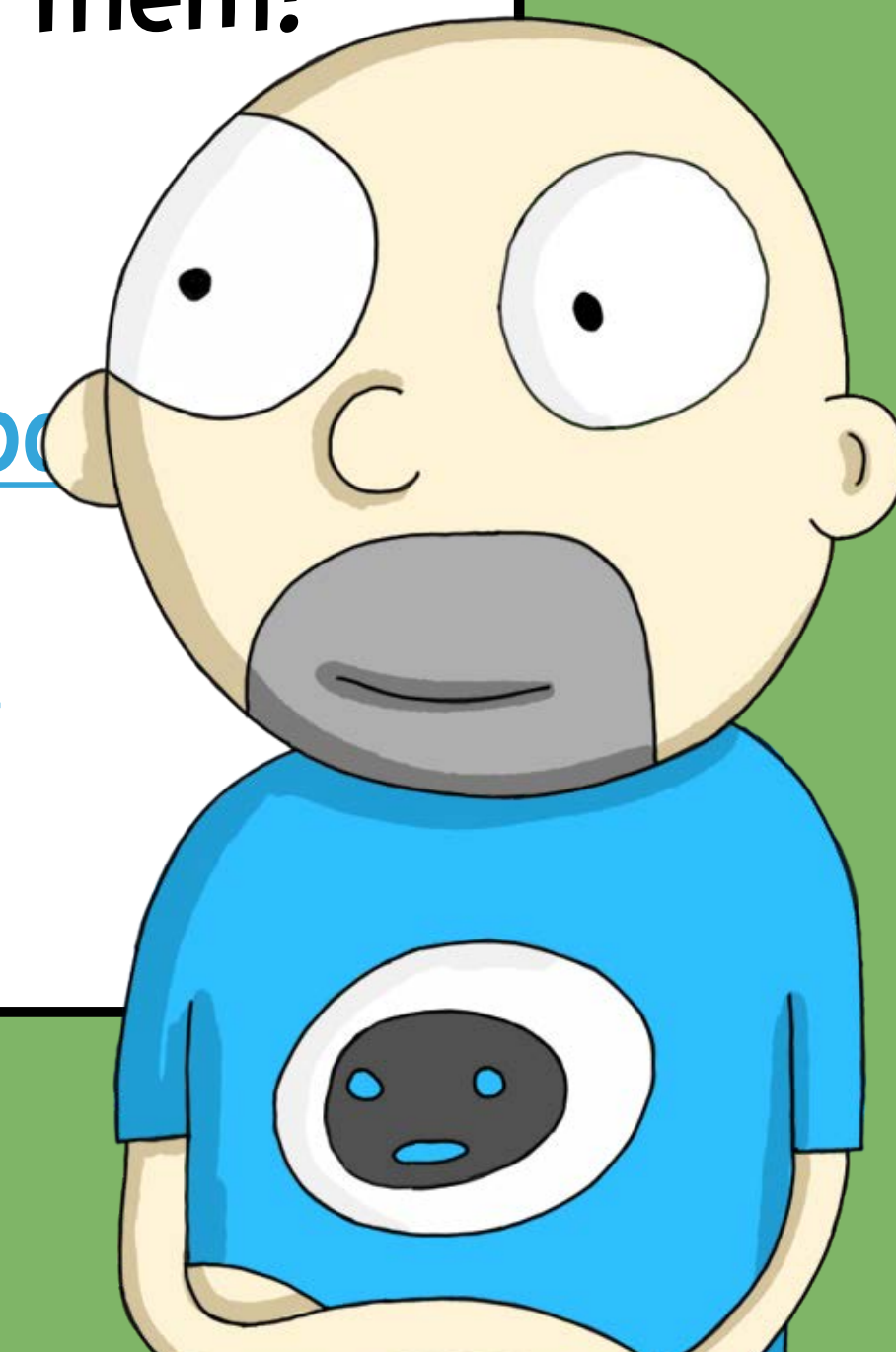


Monthly Tasks



Monthly task workflows are for those things that you only need to do once a month, but which Manage Comics helps you to simplify them!

- [Send a Monthly Email](#)
- [Diamond Initial Order Upload](#)
- [Lunar Initial Order Upload](#)



Monthly: Send Previews Email

✓✓
In Manage Comics navigate to:
Customers › Email Campaigns

Create a New Campaign

Choose Campaign Type of General

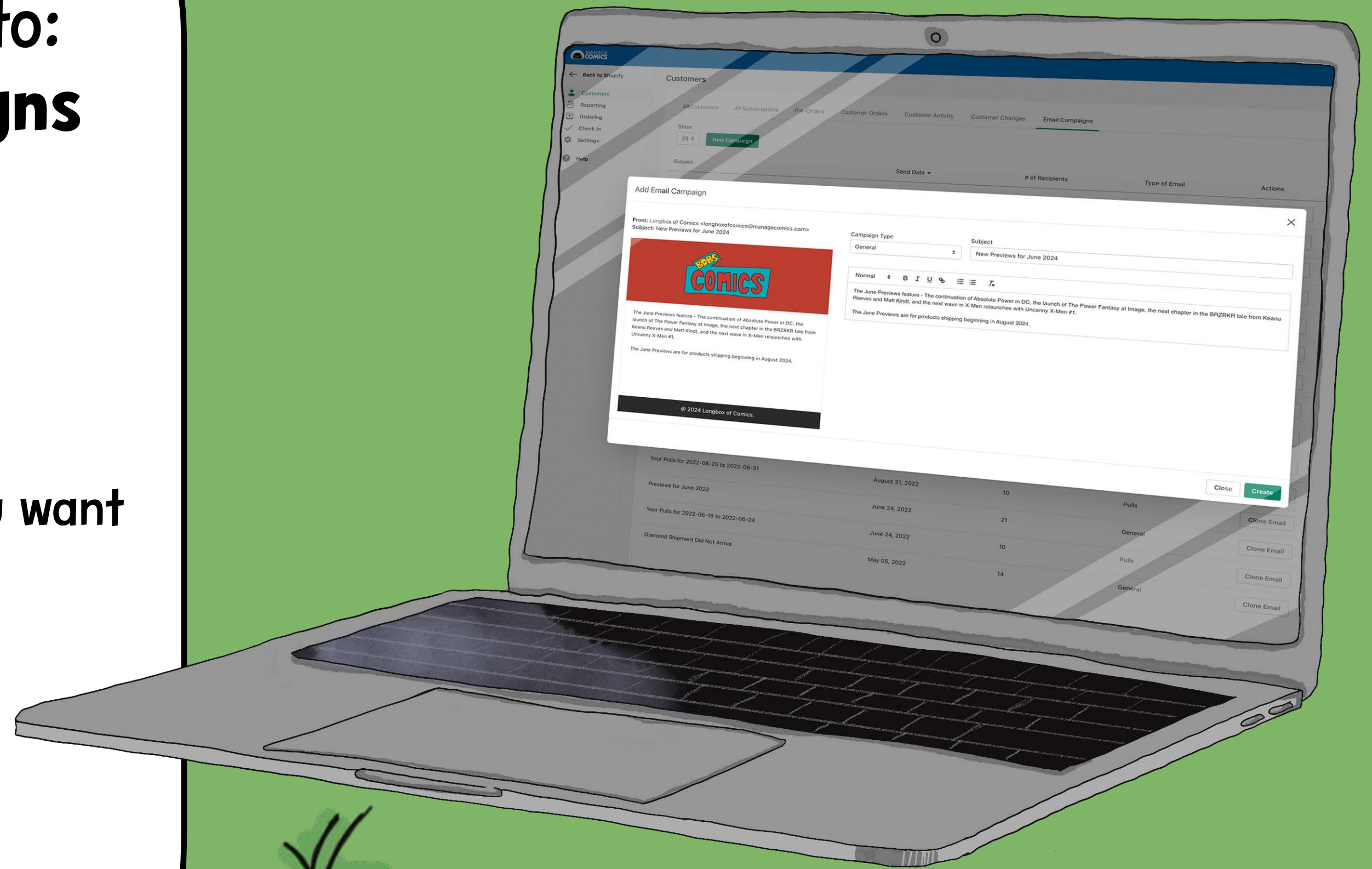
Add a subject

Create a body with the information you want
to send about monthly emails

Click Create

On the main page, click "Send Now"

See: [Send Monthly Previews Email](#)



Monthly: Diamond Initial Orders

In Manage Comics navigate to:
Ordering > Initial Orders

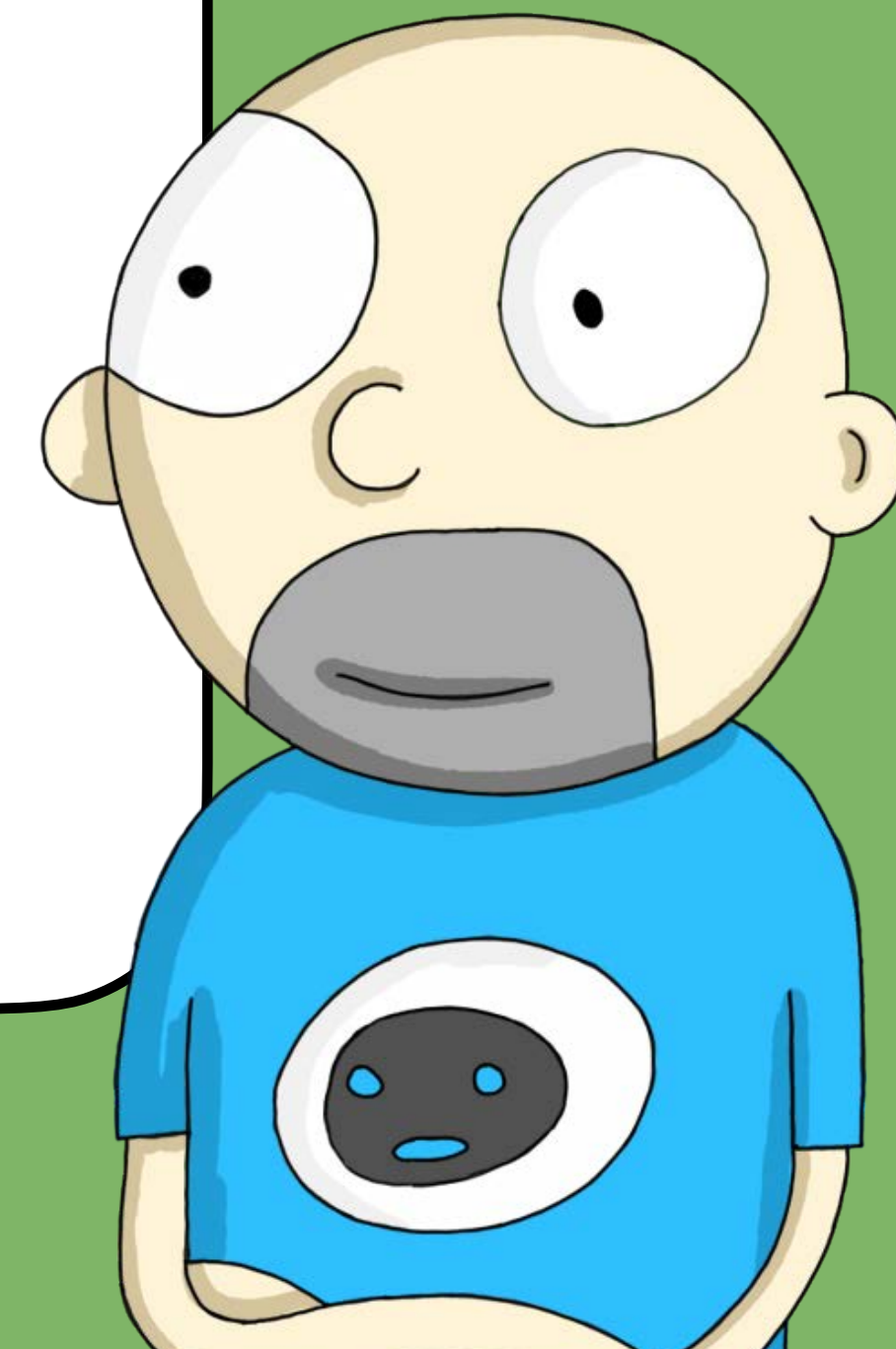
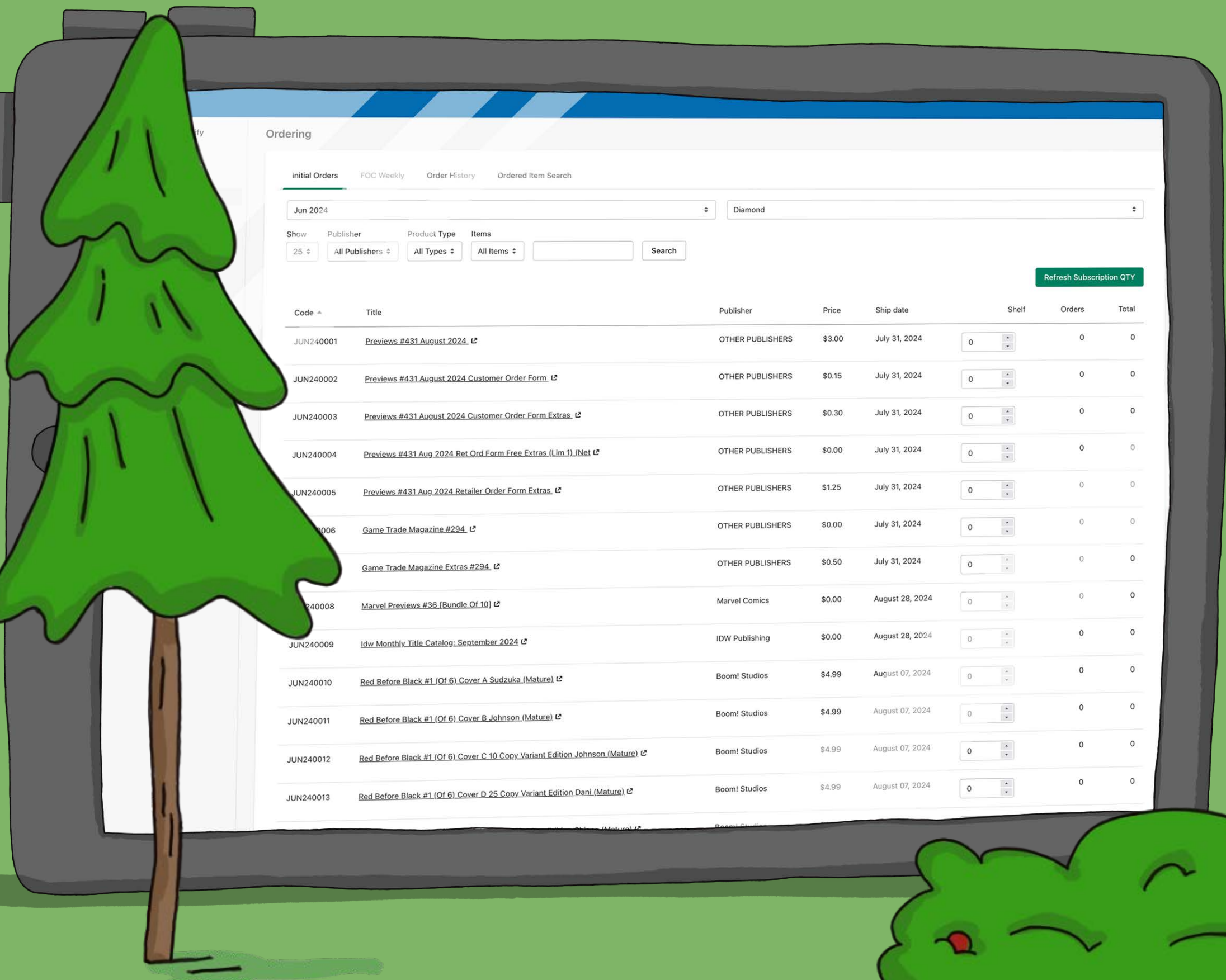
Choose Diamond and the Month you
want to work on

Update numbers

Download appropriate files

Upload files to distributor

See: [Diamond Initial Order Upload](#)



Monthly: Lunar Initial Orders

In Manage Comics navigate to:
Ordering › Initial Orders

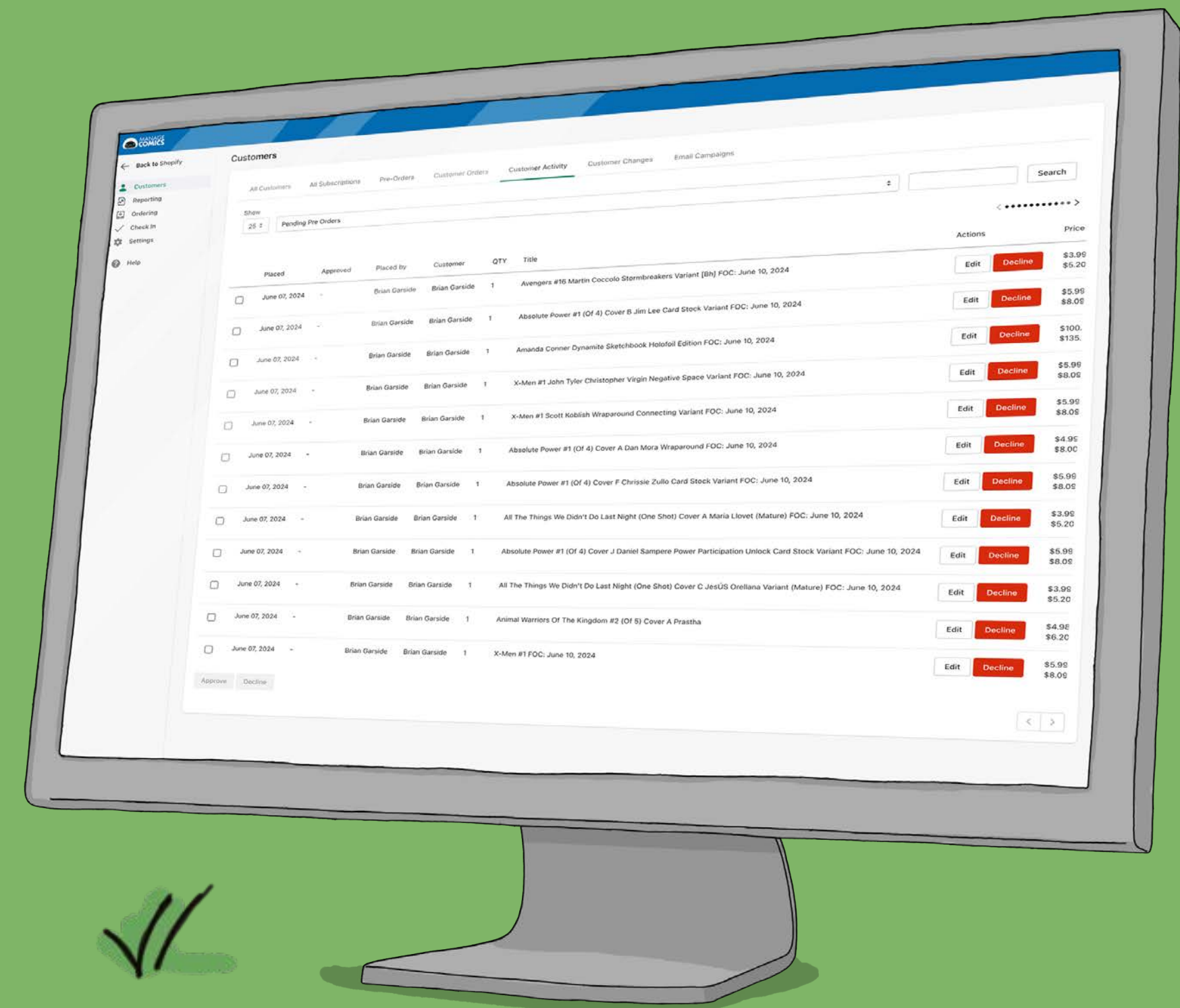
Choose Diamond and the Month
you want to work on

Update numbers

Download appropriate files

Upload files to distributor

See: [Lunar Initial Order Upload](#)



Manage Comics and the Shopify POS

Manage Comics and Shopify POS

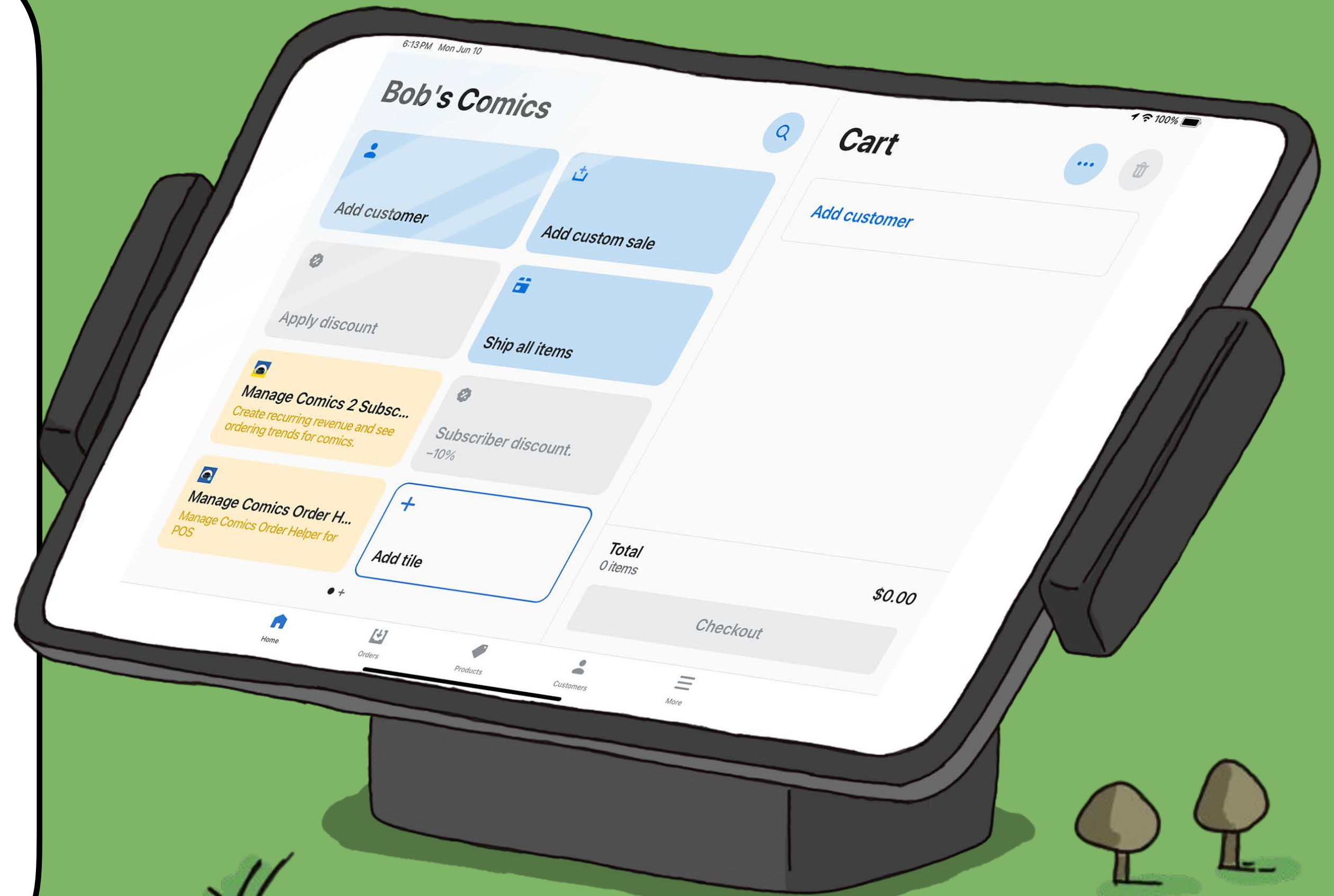
Add the Manage Comics POS Tile!

Click "Add Tile" on your POS

Click "App"

Click Add next to "Manage Comics 2 Subscriptions"

Click Save in the POS.



Install the Order Helper

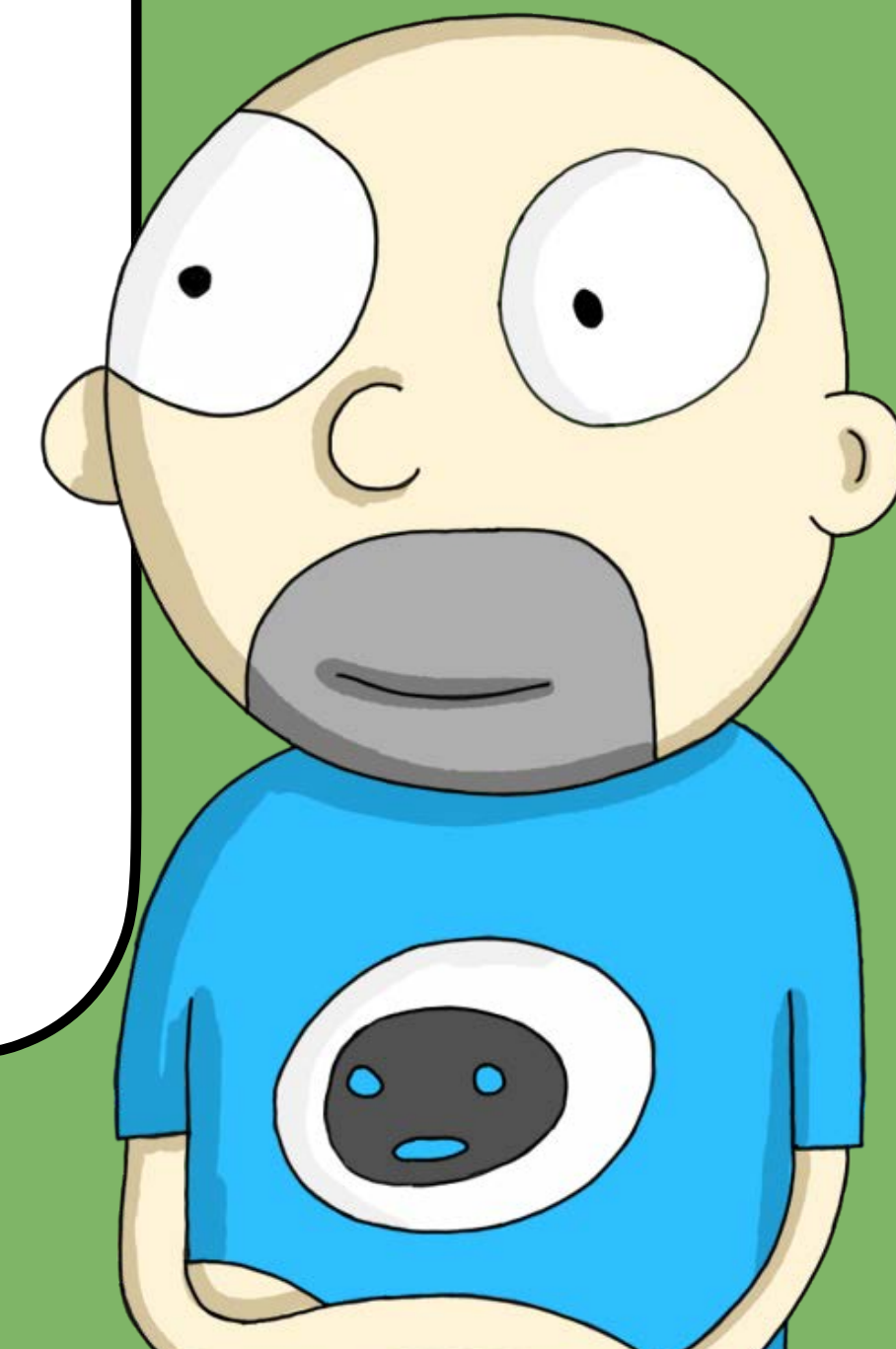


Get the Order Helper on the Shopify App Store!

The Manage Comics Order Helper helps you get your customer orders into the POS with one tap.

Simplify subscription checkout at the register

Get it: [Manage Comics Order Helper](#)



Add the Order Helper Tile

From the Shopify POS

Click "Add Tile" on your POS

Click "App"

Click the arrow next to "Manage Comics Order Helper"

Click "Add" next to the Manage Comics Order Helper Action.

Click Save in the POS.

See: [Edit a Customer's Subscriptions](#)



**What to do if you need
more help**

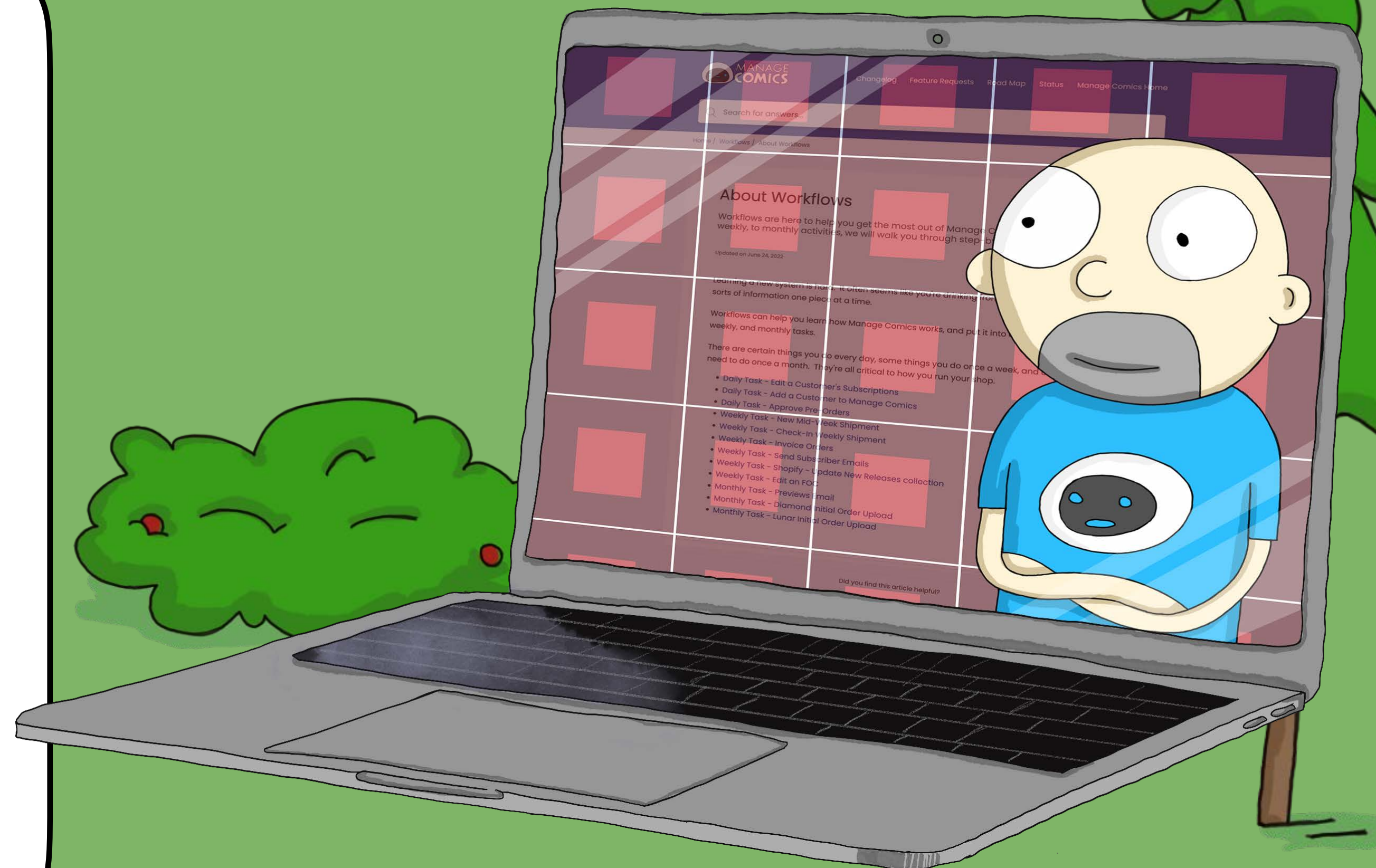
Ludicrous* Levels of Help

Everything we do is documented in easy to understand plain language

Our help site guide you through the hardest problems, HOWEVER...Manage Comics is simple and just makes sense!

- See our help files: help.managecomics.com
- Get stuck? Email help@managecomics.com and we answer quickly

* Our help is so fast that some people have said we've gone plaid!



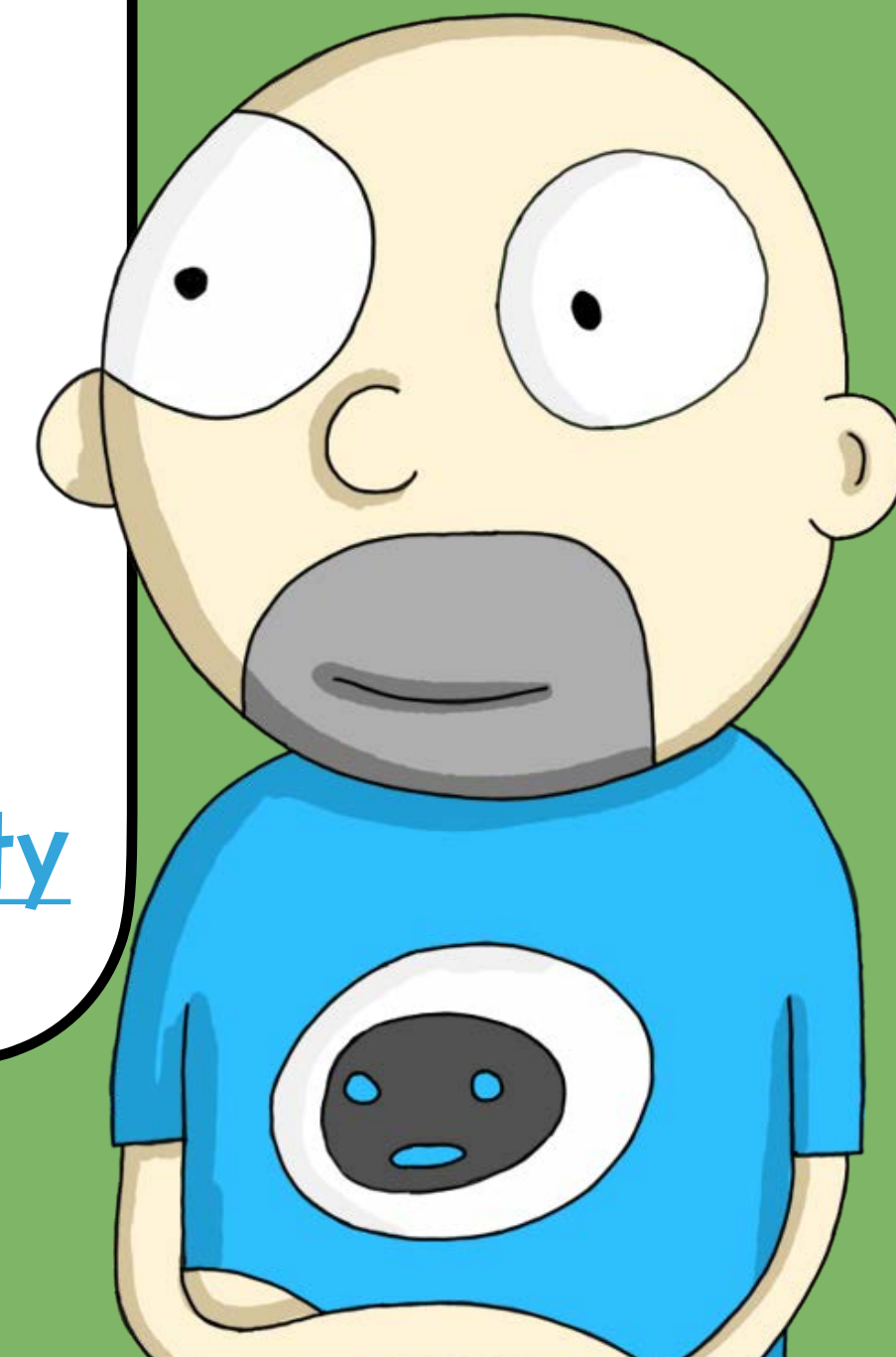
The Manage Comics Community

Stores helping Stores!

The Manage Comics Community is where store owners help each other with challenges

- Questions about Manage Comics
- Retail challenges
- Surprises within the listings

See: info.managecomics.com/community



Thanks from the Team!

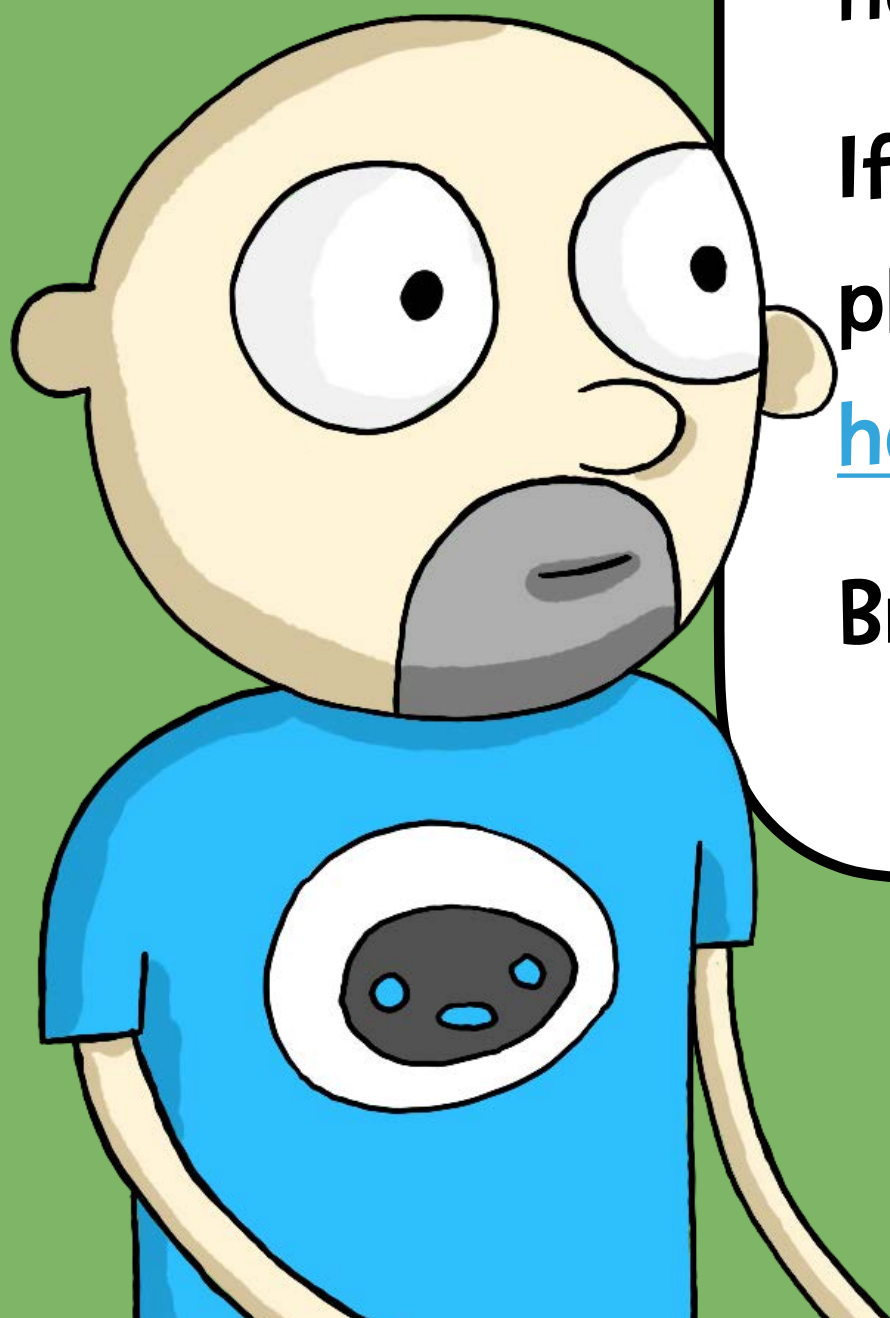
Thank you for supporting Manage Comics

We here at Manage Comics want to thank you for choosing our service to help your store manage subscriptions.

If you ever have any questions, please reach out at

help@managecomics.com

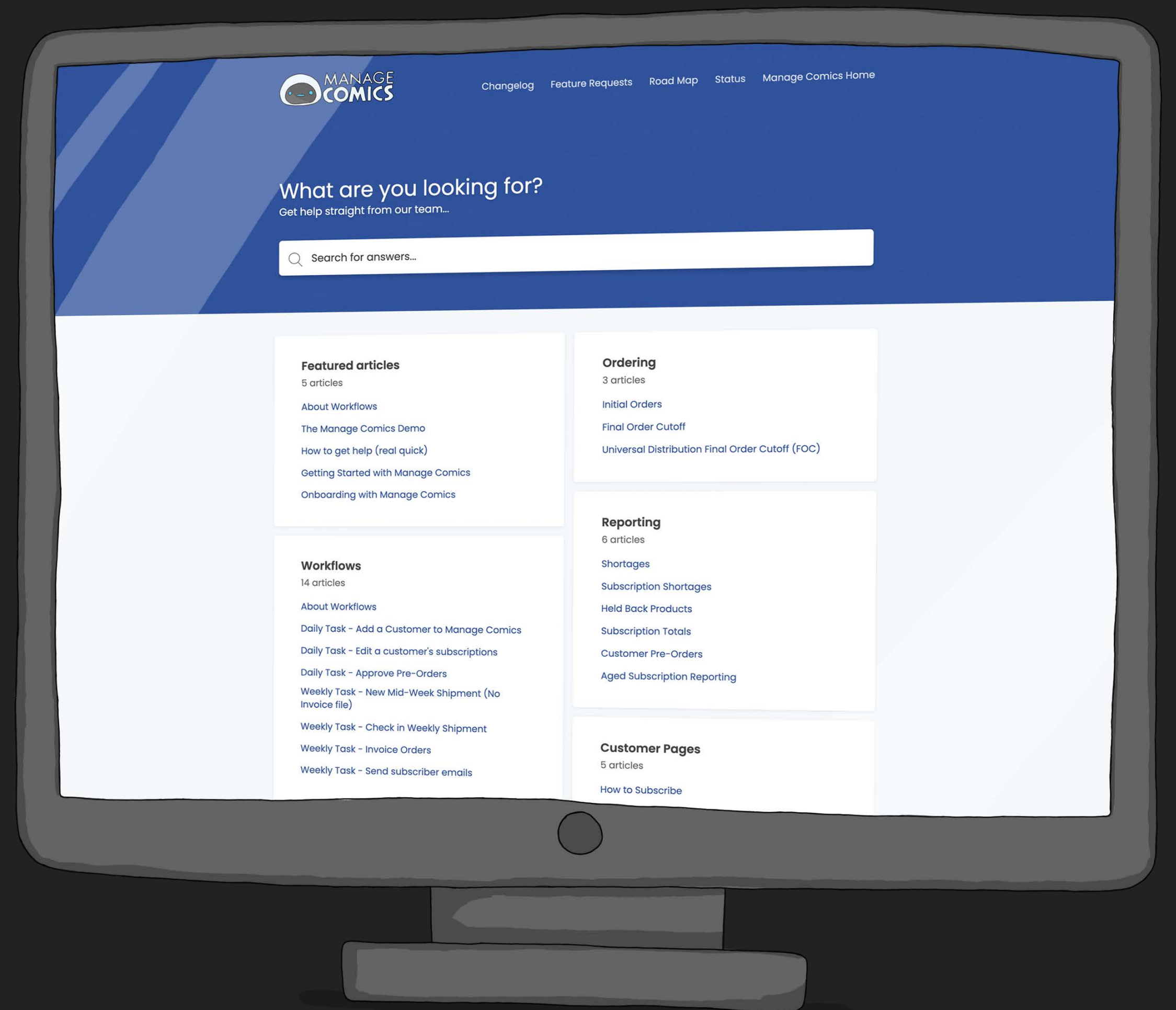
Brian, Craig, Taras, Natalia, and Max.



Get More Help with Manage Comics right now!

- Every menu item explained.
- Helpful step-by-step images show you exactly what to do.
- Videos explain complex processes easily.
- Stuck? Contact us and ask a question.

See: help.managecomics.com



Getting Started with Manage Comics is Fast and Easy

- You can be up and running in as little as one hour
- You can try Manage Comics for free for 2 weeks. No obligation to stay on after that.
- Onboarding help makes it easy

See: [Get Started Now!](#)

