

Everything You Need to Know about Manage Comics

MANAGE

COMICS



Ne come 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 <u>help.managecomics.com</u> 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.

Sot questions? Need help? e-mail

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<u>help@managecomics.com</u> and we'll get back to you sooner than you thought possible!



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.

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Manage Comics 2 Setup

Watch the 8 Minute Setup

Watch the step-by-step setup.

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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-> <u>Step-by-Step</u> Install help







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

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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



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
- Find customer in Manage Comics, add 2. subscriptions

See: Add a Customer

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Daily: Edit Subscriptions

	COMICS									
~	Back to Shopify	Subscriptions								
:	Customers	a son prioris								-
Ø	Reporting									
U	Ordering	All Customers	All Subscriptions	Pre-Orders						1
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		1 E	3atman And Robin #10 C	over A Simone Di Meo		A	No			
										No
		1 1	Batman Superman World	ds Finest #28 Cover A Dan Mora		A	No			No
										NO
		1	Blue Book: 1947 #5 (Co	ver A) (Michael Avon Oeming)		A	No			No
		1	Calexit Battle Of Univer	rsal City #1 Cover A Granda (Mature)		A	No			No
		1	Dawnrunner #4 (Cove	r A) (Evan Cagle)		A	No		÷	No
		1	Detective Comics #10	86 Cover A Evan Cagle		A	No		E C	N
		1	Harley Quinn #41 Co	ver A Sweeney Boo		A	No		曲	1
		1	Invincible Iron Man #	19		A	No	1	曲	
			O tridere #8 Cover	A Poger Cruz		A	No	1	曲	
		1	Outsiders #6 Cover							

In Manage Comics navigate to: Customers > All Customers

Search for Customer

Add New Titles to their subscription

See: Edit a Customer's

Subscriptions

Doivs 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 pr

Customer authorizes changes

See: Pre-Order Process

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25 :	Pending Pre	Orders							
	Placed	Approved	Placed by	Customer	QTY	Title	Actions	Price	Statu
	June 07, 2024	÷	Brian Garside	Brian Garside	1	Avengers #16 Martin Coccolo Stormbreakers Variant [Bh] FOC: June 10, 2024	Edit Decline	\$3.99 \$5.20 CAD	Pend
0	June 07, 2024	*	Brian Garside	Brian Garside	1	Absolute Power #1 (Of 4) Cover B Jim Lee Card Stock Variant FOC: June 10, 2024	Edit Decline	\$5.99 \$8.09 CAD	Pend
	June 07, 2024	-	Brian Garside	Brian Garside	1	Amanda Conner Dynamite Sketchbook Holofoil Edition FOC: June 10, 2024	Edit Decline	\$100.00 \$135.00 CAD	Pend
0	June 07, 2024		Brian Garside	Brian Garside	1	X-Men #1 John Tyler Christopher Virgin Negative Space Variant FOC: June 10, 2024	Edit Decline	\$5.99 \$8.09 CAD	Pendi
	June 07, 2024	•	Brian Garside	Brian Garside	1	X-Men #1 Scott Koblish Wraparound Connecting Variant FOC: June 10, 2024	Edit Decline	\$5.99 \$8.09 CAD	Pendi
	June 07, 2024		Brian Garside	Brian Garside	1	Absolute Power #1 (Of 4) Cover A Dan Mora Wraparound FOC: June 10, 2024	Edit Decline	\$4.99 \$8.00 CAD	Pendi
	June 07, 2024		Brian Garside	Brian Garside	1	Absolute Power #1 (Of 4) Cover F Chrissie Zullo Card Stock Variant FOC: June 10, 2024	Edit Decline	\$5.99 \$8.09 CAD	Pendi
	June 07, 2024	it.	Brian Garside	Brian Garside	1	All The Things We Didn't Do Last Night (One Shot) Cover A Maria Llovet (Mature) FOC: June 10, 2024	Edit Decline	\$3.99 \$5.20 CAD	Pendi
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0	June 07, 2024	-	Brian Garside	Brian Garside	1	Animal Warriors Of The Kingdom #2 (Of 5) Cover A Prastha	Edit Decline	\$4.98 \$6.20 CAD	Pendir

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: <u>Check in a Single Product</u>

Neekly Tosks

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

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Weekly: Check in Shipment

	0			
COMICS				
Back to Shopify	Check In Inventory			
Customers	Check in and Pull Comics Pulls By Date		Find	additional Items Start Over
Check In Settings	Actual copies QTY 29 items found	QTY Actual copies QTY	Short	Damage Ignore
🕑 Help	Title AQUAMAN THE LEGEND OF AQUAMAN TP	10 10	• 0	•
	Absolute Swamp Thing By Alan Moore Hardcover Volume 02	1 1	• 0	0
	Absolute Swamp Thing By Alan Moore Volume 3 Hardcover (Mature)	10 10	• 0	0 .
	Batman Dark Age #2 (Of 6) Cover A Mike Allred	10 10	• 0	0
	Batman Earth One Complete Collection TPB	10 10	• 0	0 .
	Batman The Brave And The Bold #12 Cover A Simone Di Meo	5 5	• 0	0
	Crisis On Infinite Earths TPB	40 40	• 0	0
	Detective Comics #1084 Cover A Evan Cagle	2 2	• 0	•
	Detective Comics #1084 Cover B Javier Fernandez Card Stock Variant	i i	• 0	0
	Feral #2 Cover B Trish Forstner & Tony Fleecs Variant	26 25		0.

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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 Customers > Customer Ord

• Check the orders you want to inv

OR

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- Click on an individual order to ea before sending
- Send orders

See: Invoice Orders

Back to Shopify Customers Reporting	Customers All Customers All Subscriptions Pre-Orders Customer Orders Customer Activity Customer Changes Email Campaigns	
Check In	Show Status Shipping type 25 ÷ Pulled ÷ All ÷ Shopify ID ▲	Last Updated At
Settings	Full Name Subscriber ID 2 \$11.30	June 05, 2024
	Brian Garside	June 05, 2024
	Edit Order for Kara Danvers	June 05, 2024
	Action Title	June 05, 2024
	Batman And Robin #8 Cover A Simone Di Meo	June 05, 2024
	Blue Book: 1947 #1 (Cover A) (Michael Avon Oeming) 1 \$6.80 May 10, 2024	May 10, 2024
	Daredevil: Black Armor 4 1 \$4.42 May 10, 2024	March 22, 2024
	□ Fall Of The House Of X 2 [Fhx] 1 \$6.80 May 10, 2024	June 05, 2024
	If You Find This, I'M Already Dead #1 (Cover A) (Dan Mcdaid) 1 \$9.31 May 10, 2024	June 05, 2024
:1	Outsiders #6 Cover A Roger Cruz 1 \$6.80 June 05, 2024	May 10, 2024
	Close Remove Items Fulfill & Restock Invoice Selected	June 05, 2024
		March 08, 2024
	Sam Willson 8 \$47.23	February 22, 2024
	C Fred Muse	June 05, 2024
	East-92 6 \$43.20	June 05, 2024

Neeklys Send Subscriber Emdis

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

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: <u>Shopify - Update New</u> **Release Collection**

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	ordering									
Customers									_	
Reporting	Initial Orders F	OC Weekly Orde	er History	Ordered						
Ordering	FOC Weekly	lioman		Ordered Item S	earch					
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				•		<u>(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	June 17, 2024	July 10, 2024	\$12.99	\$0.00
	MARVEL	15	0	15	MAY240759	AMAZING SPIDER-MAN #258 EACSIMILE ED #				
					•	E E	June 16, 2024	July 17, 2024	\$4.99	\$74.85
	MARVEL	0	0	0	• MAY240760	AMAZING SPIDER-MAN #258 FACSIMILE ED 25 COPY INCV VAR	1			
	PKH				•	LE L	June 16, 2024	July 17, 2024	\$4.99	\$0.00
	MARVEL	9	0	9	• MAY240681	AMAZING SPIDER-MAN BLOOD HUNT #3 12	luno 16, 202	14 July 17 0004	40.00	
	PRH				•		June 10, 202	4 July 17, 2024	\$3.99	\$35.91
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	PRH			·						

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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

Neeklys Send Subscriber Emdis

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

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On the main page, click "Send Now"

See: <u>Send Subscriber Emails</u>

Nonthly Tosks

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!

- <u>Send a Monthly Email</u>
- Diamond Initial Order Uplo
- Lunar Initial Order Upload

Nonthly? Send Previews Emdi

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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

Ordering							
initial Orders	FOC Weekly Order History Ordered Item Search						
lup 2024		Diamond					
Show Pub	lisher Product Type Items						
25 \$ AI	I Publishers ¢ All Types ¢ All Items ¢ Search						
					1	Refresh Subscrip	ption
Code *	Title	Publisher	Price	Ship date	Shelf	Orders	Т
JUN240001	Previews #431 August 2024 2	OTHER PUBLISHERS	\$3.00	July 31, 2024	0	0	
JUN240002	Previews #431 August 2024 Customer Order Form.	OTHER PUBLISHERS	\$0.15	July 31, 2024	0	0	
JUN240003	Previews #431 August 2024 Customer Order Form Extras_ C	OTHER PUBLISHERS	\$0.30	July 31, 2024	0 *	0	
JUN240004	Previews #431 Aug 2024 Ret Ord Form Free Extras (Lim 1) (Net 12	OTHER PUBLISHERS	\$0.00	July 31, 2024	0 *	0	
JUN240005	Previews #431 Aug 2024 Retailer Order Form Extras 12	OTHER PUBLISHERS	\$1.25	July 31, 2024	0 .	0	
006	Game Trade Magazine #294_ C	OTHER PUBLISHERS	\$0.00	July 31, 2024	0 .	0	
	Game Trade Magazine Extras #294 &	OTHER PUBLISHERS	\$0.50	July 31, 2024	0	0	
240008	Marvel Previews #36 [Bundle Of 10] &	Marvel Comics	\$0.00	August 28, 2024	0	0	
JUN240009	Idw Monthly Title Catalog: September 2024	IDW Publishing	\$0.00	August 28, 2024	0	0	
JUN240010	Red Before Black #1 (Of 6) Cover A Sudzuka (Mature) La	Boom! Studios	\$4.99	August 07, 2024	0	0	
JUN240011	Red Before Black #1 (Of 6) Cover B Johnson (Mature) 2	Boom! Studios	\$4.99	August 07, 2024	0	0	
JUN240012	Red Before Black #1 (Of 6) Cover C 10 Copy Variant Edition Johnson (Mature) &	Boom! Studios	\$4.99	August 07, 2024	0 .	0	
	Part of the control of the Control D 25 Control Variant Edition Dani (Mature) 12	Boom! Studios	\$4.99	August 07, 2024	0	0	

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

Nonth y? Lundr nitid Orders

In Manage Comics navigate to: **Ordering > Initial Orders**

Choose Diamond and the Month you want to work on

Update numbers

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Download appropriate files

Upload files to distributor

See: Lunar Initial Order Upload

← Back to Shopify	Customers Customer Activity Customer Changes Email Campaigns		coarch
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Reporting Ordering	Shew	<	•••••
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	Line 07, 2024 - Brian Gardide Brian Carside 1 All The Things We Didn't Do Last Night (One Shot) Cover A Maria Llovet (Mature) FOC: June 10, 2024	Edit Daclin	\$3.99
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		Edit Decline	\$5.20
	Animal Warriers Of The Kingdom #2 (Of 5) Cover A Prastha	Edit Decline	\$4.98 \$6.20
	Apertore Destina	Edit Decline	\$5.99 \$8.09
			< >

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"

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Click Add next to "Manage Comics 2 Subscriptions"

Click Save in the POS.

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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: <u>Manage Comics Order Helper</u>

Add the Order Helper Tile

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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: <u>Edit a Customer's</u> <u>Subscriptions</u>

What to do if you need more 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: <u>help.managecomics.com</u>
- Get stuck? Email <u>help@managecomics.com</u> and we answer quickly

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

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The Manage Comics Community

MANAGE COMICS

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

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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: <u>help.managecomics.com</u>

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Changelog Feature Requests Road Map Status Manage Comics Home

What are you looking for? Get help straight from our team.

Q Search for answers...

Featured articles

5 articles

About Workflows

The Manage Comics Demo

How to get help (real quick)

- Getting Started with Manage Comics Onboarding with Manage Comics

Workflows 14 articles

About Workflows

- Daily Task Add a Customer to Manage Comics
- Daily Task Edit a customer's subscriptions
- Daily Task Approve Pre-Orders Weekly Task - New Mid-Week Shipment (No
- Invoice file)
- Weekly Task Check in Weekly Shipment
- Weekly Task Invoice Orders Weekly Task - Send subscriber emails

Ordering

3 articles

- Initial Orders
- Final Order Cutof
- Universal Distribution Final Order Cutoff (FOC)

Reporting

6 articles Shortages

- Subscription Shortage
- Held Back Products
- Subscription Totals
- Customer Pre-Order
- Aged Subscription Reporting

Customer Pages

How to Subscribe

5 articles

GET STARTED WITH MANAGE COMICS

Getting Started with Manage Comics is Fast and Easy

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

See: <u>Get Started Now!</u>

