

# My Fashion Emporium Support Document

## Parties

### Party Manager

This page shows you the parties you have created and allows you to manage them. Each line contains the following:

1. Action Menu: This allows you to do preform an action on the party.
  - View: This allows you to view the My Fashion Emporium Link Party. You will have a My Fashion Emporium Party available even if this is a Facebook party.
  - Report: This will show the party sales report.
  - Refresh Sold Comments: Available if the party is a Facebook Party. This instructs our system to refresh the sold comments for your party. The system does this process automatically and should only be used if the party has ended and you have pending sold comments that were not processed.
  - Post Status: Available if the party is a Facebook Party. This will show the posting status of your items. If you are getting post errors in your notifications, you can look here to see what items have not posted and the errors associated with it.
  - Edit Response: Available if the party is a Facebook Party. Use this to edit your Sold Comment Response Messages for your items.
  - Edit Party: Available if you created the party. This allows you to edit the party information.
  - Album Configuration: This option is available when the party is a My Fashion Emporium Multi-Retailer party. This allows you to configure how the albums will appear, If a album is visible, and how many items a retailer can add in each album.
  - Retailer Invitations: Available if the party is a Multi-Retailer party. Use this to invite and manage retailer invitations.
  - Shopper Approvals: Available if the party is a Private VIP or Private Multi-Retailer party. Use this to manage shopper access approvals.
  - Add Items: This allows you to additional items to your party.
  - Remove Items: This allows you to remove items from your party.
  - Add To Bless: Available if you have Bless Enabled. This allows you to add the party to Bless.
  - Close In Bless: Available if you have Bless Enabled. This allows you to close the party to Bless.
  - Send SMS Notification: This will send a SMS Party Notification to all your customer that have put you on their favorite or have subscribed to your SMS Notifications. This is a canned message with the party name, start/end times, and link to the party.
  - Delete: Available if you created the party. This will delete the party from our system.
    - Deletes the party from our systems.
    - If Bless is enabled, asks if you wish to close the party in Bless
    - If this is a Facebook Party, the system will remove your items from the Facebook Albums. Note that Facebook does not

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allow for albums to be deleted so this will have to be done manually on Facebook.

### 2. Party Link:

- Show the party name and has clipboard buttons to easily copy the party links.
- Clicking on the party name will take you to the party. If this is a Roe Emporium Party, then you will be taken to the My Fashion Emporium Link Party. If this is a Facebook Party, then you will be taken to the Facebook Group for that party.
- If this is a Facebook Party there will be two clipboards for coping the party links. This first clipboard will be the link to the Facebook Group for that party and the second will be for the associated My Fashion Emporium Link Party.

3. Created: The date the party was created.

4. Owner: The consultant that created the party. Normally this will show your name unless this is a multi-consultant sale and then it would show the person that created the party.

5. Start Time: This is the time the party will start. The time will be shown in your time zone.

6. End Time: This is the time the party will end. The time will be shown in your time zone.

7. Party Type: This is the party type.

1. REV: My Fashion Emporium VIP
2. REP: My Fashion Emporium Private
3. REM: My Fashion Emporium Multi-Consultant
4. FBV: Facebook VIP
5. FBM: Facebook Multi-Consultant
6. IHP: In Home Party
7. REW: My Fashion Emporium Wholesale

NOTE: Parties that are highlighted in green indicates that the party is open.

Unique solution ID: #1093

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Last update: 2018-02-14 15:26