

# Set Up Your Storefront

Set up your storefront to showcase your products and services effectively. This guide will walk you through navigating the dashboard, selecting categories, and inputting your business address. Upon completion, your storefront will be ready to add specific product listings.

## What You'll Need

- Access to the dashboard with the necessary permissions
- A subscribed plan and completed identity verification
- Business address details
- Estimated time: 5-10 minutes

## Step 1: Access the Dashboard

Navigate to the Dashboard by clicking on the respective menu item. This is where you'll start the process of setting up your storefront. Once the Dashboard page loads, ensure that your business is approved to proceed with listing creation.

The screenshot displays the Earthnique Admin dashboard. At the top, a 'Storefront Go-Live Checklist' shows 'Admin Approval' as 'Done', '180-Day Free Trial' as 'Choose plan', and 'Identity Verification' as 'Verify ID'. The main content area is titled 'BUSINESS Listings' and includes a 'Create your storefront first' section. This section has a 'Business name' field (filled with 'Silk & Saffron Beauty'), a 'Categories' section with 'Beauty' and 'Makeup' selected, and a 'Search address' section with fields for 'Street address', 'City', and 'Province'. A sidebar on the left contains a 'Vendor Panel' with a 'Dashboard' link highlighted. A 'What happens next' section on the right lists 'Products and services', 'Quick publishing', and 'Catalog management'.

Earthnique Admin | New Tab | Ask Gemini

admin.earthnique.ca/vendor/listings | Relaunch to update

Storefront Go-Live Checklist 1 of 3 completed

Admin Approval Application approved Done

180-Day Free Trial 6 months free trial — card required Choose plan

Identity Verification Verify government photo ID Verify ID

Complete these items to launch your storefront on the mobile app.

**BUSINESS Listings** info@earthnique.ca Logout

Create a storefront before publishing products or services.

**Storefront required**

**Create your storefront first**

Listing management unlocks once your storefront exists. Start with the business profile customers will shop from.

Business name  
Silk & Saffron Beauty

Categories  
Hair Food **Beauty** Fashion Photography **Makeup**  
Art & Decor Wellness Event planning

2 selected — the first is your primary category.

Search address  
Start typing your address...

Start typing and pick your address — we'll fill in the fields below. You can still edit them.

Street address

City Province

**What happens next**  
Once the storefront exists, this page becomes your catalog workspace.

**Products and services**  
Create separate product and service catalogs from the same page.

**Quick publishing**  
Open a side panel to add inventory or service offerings without leaving the page.

**Catalog management**  
Switch between table and mobile card layouts as the screen size changes.

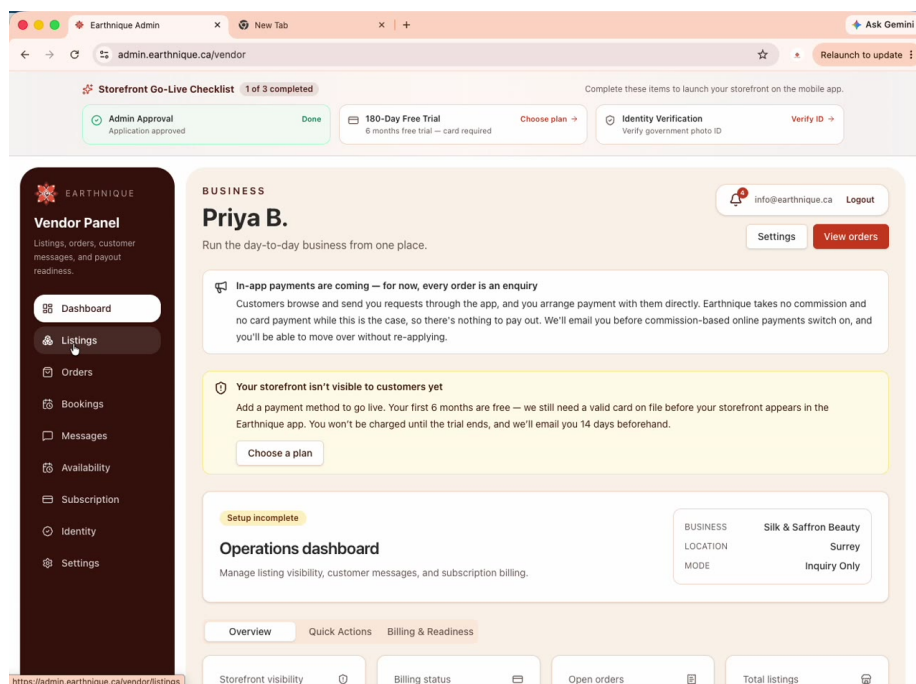
Vendor Panel  
Listings, orders, customer messages, and payout readiness.

Dashboard  
Listings  
Orders  
Bookings  
Messages  
Availability  
Subscription  
Identity  
Settings

https://admin.earthnique.ca/vendor

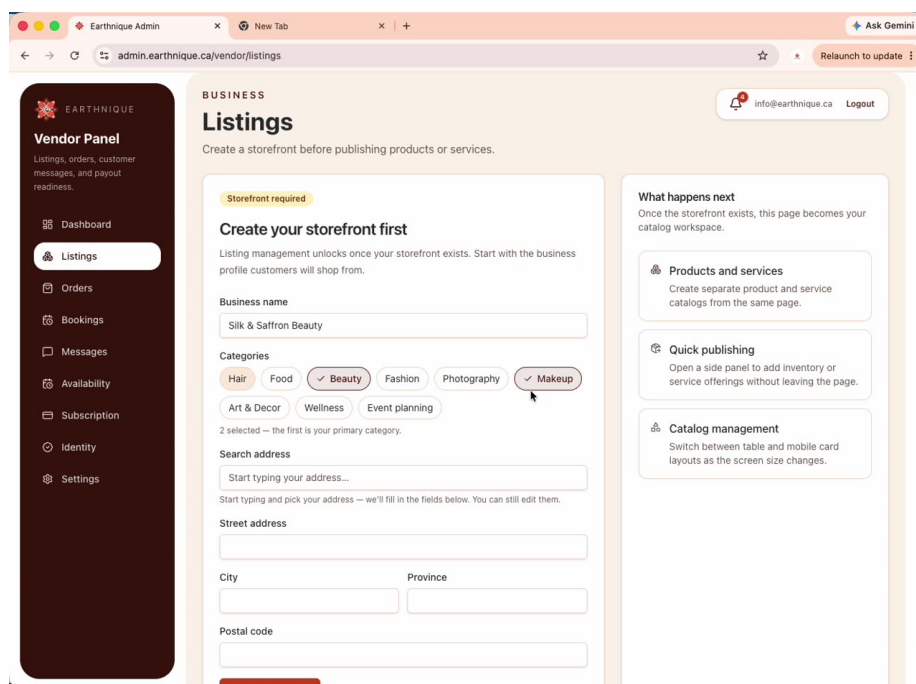
## Step 2: Open the Listings Section

From the Dashboard, click on the Listings option. This section allows you to categorize your business offerings, ensuring your storefront is organized and easily navigable for your customers.



## Step 3: Select Business Categories

Within the Listings section, choose the categories that best represent your business. For instance, if you're in the beauty industry, select Beauty followed by Makeup to refine your business focus.



## Step 4: Enter Your Business Address

Click on the Search address field and start typing your business address. As you type, a dropdown list will appear; select the correct address from this list to ensure accurate location details for your storefront.

**BUSINESS Listings**  
Create a storefront before publishing products or services.

**Storefront required**

**Create your storefront first**  
Listing management unlocks once your storefront exists. Start with the business profile customers will shop from.

**Business name**  
Silk & Saffron Beauty

**Categories**  
Hair Food **Beauty** Fashion Photography **Makeup**  
Art & Decor Wellness Event planning  
2 selected — the first is your primary category.

**Search address**  
6723 Dumfries Street, Vancouver, BC, Canada  
6723 Dumfries Street, Vancouver, BC, Canada  
6723 Dumfries Street

**City**  
Vancouver

**Province**  
BC

**Postal code**  
V5P 3B8

**What happens next**  
Once the storefront exists, this page becomes your catalog workspace.

- Products and services**  
Create separate product and service catalogs from the same page.
- Quick publishing**  
Open a side panel to add inventory or service offerings without leaving the page.
- Catalog management**  
Switch between table and mobile card layouts as the screen size changes.

## Step 5: Create Your Storefront

With your categories and address in place, click the Create storefront button. This action will update your storefront catalog page, reflecting the new setup. If a browser pop-up appears, select No thanks to proceed without additional steps.

**BUSINESS Listings**  
Manage the catalog for Silk & Saffron Beauty.

Silk & Saffron Beauty · 0 products · 0 services · 0 total

**Products** **Services** **+ Add product**

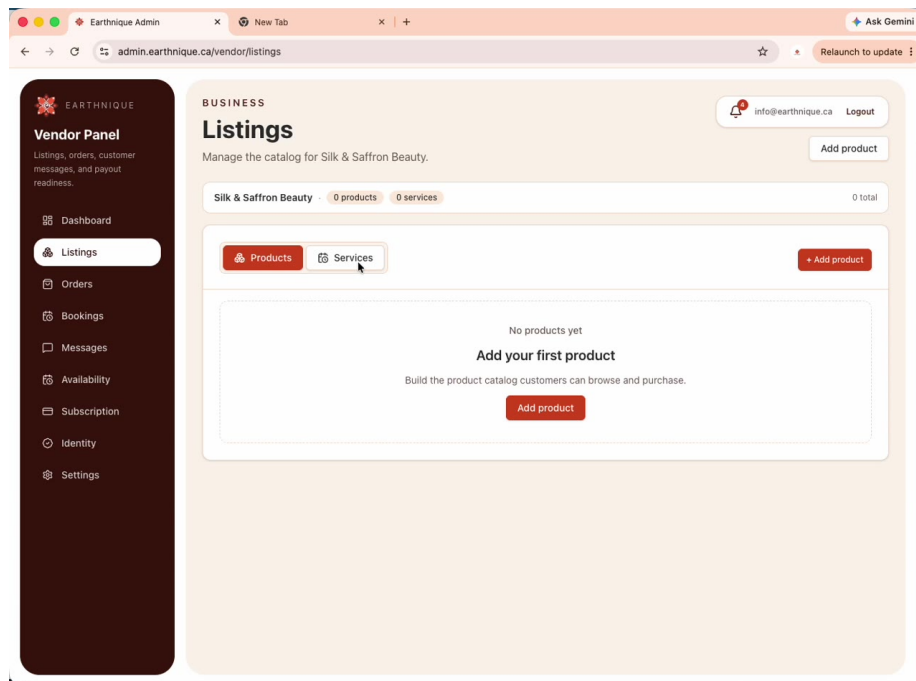
No products yet

**Add your first product**  
Build the product catalog customers can browse and purchase.

**Add product**

## Step 6: Explore the Services Tab

After updating your catalog page, click on the Services tab to begin adding specific product listings. This is the final step in preparing your storefront for customer engagement.



## Tips and Best Practices

- Ensure your business address is accurate to improve customer trust and delivery accuracy.
- Regularly update your product listings to keep your storefront fresh and engaging.
- Review your storefront layout to ensure it aligns with your branding and marketing strategies.

## Troubleshooting

### Why can't I see my storefront on the app?

Ensure that you've subscribed to a plan and completed identity verification. These steps are necessary before your store goes live on the mobile app.

### What if my business address is not appearing in the dropdown?

Double-check the spelling of your address and try variations if necessary. If it still doesn't appear, contact support for assistance.

## Summary

You have successfully set up your storefront by accessing the dashboard, selecting business categories, and inputting your address. Next, add specific product listings to complete your store setup. Regularly update your offerings to keep your storefront appealing.

## Frequently Asked Questions

### **How can I change my business categories later?**

You can return to the Listings section in your dashboard at any time to update or modify your business categories as needed.

### **Is it possible to edit my business address?**

Yes, navigate back to the Search address field in the Listings section to update your address information.

### **How do I ensure my storefront is visible to potential customers?**

Ensure your storefront is set up with accurate details and that you've completed all necessary subscription and verification steps. Regularly updating your offerings can also help maintain visibility.