



**Terratial
Technologies**

Certificate Commerce Engine

Table of Contents

<i>Overview</i>	
<i>The Role of the Administrator</i>	
<i>Logging in</i>	
<i>Searching</i>	
Finding an Establishment	
Finding an order	
<i>Certificate options</i>	
Adding/editing certificate series.....	
Free certificates	
Editing certificate templates.....	
Removing Certificates, Decreasing Codes, Writing Off Codes.....	
Edit certificate receipt email addresses	
<i>User management</i>	
Editing users	
<i>Establishment management</i>	
Adding establishments.....	
Editing establishment details	
<i>Customer management</i>	
Refunds	
Editing certificate status	
<i>Certificate redemption</i>	
<i>Reporting</i>	