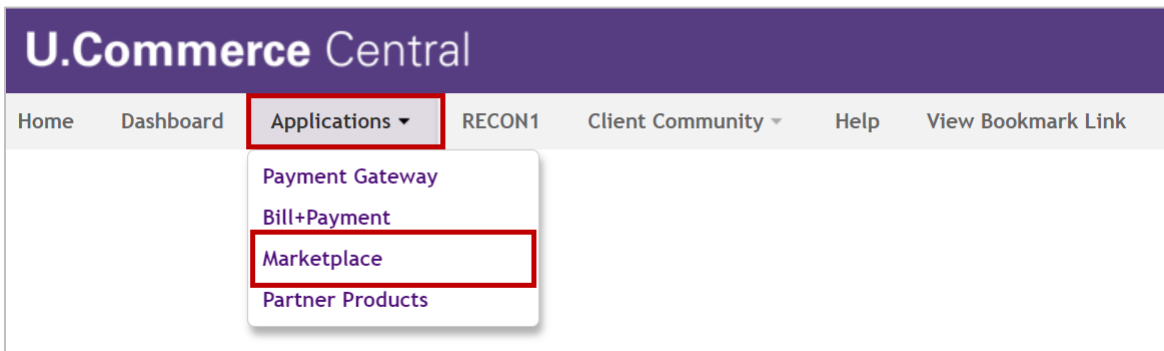


## Adding Options to Product Job Aid

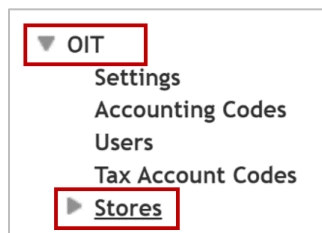
The purpose of this job aid is to provide instructions for adding multiple options to a product.

This feature useful when needing multiple ordering options with different prices for a single product. For example, this can be used for an item of clothing that has different size options, but the various sizes do not all have the same price.

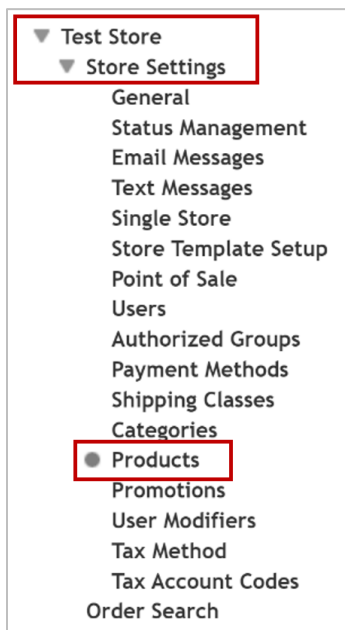
1. From the main menu bar, click **Applications > Marketplace**.



2. On the left navigation menu, click **Merchant Name > Stores**.



3. Select the **Store Name > Store Settings > Products**.



4. Click on a product.

Product									
Showing 25		search							
<input type="checkbox"/>	ID	Name	Type	Items For Sale	Quantity	Store Category	Web	Point of Sale	
<input type="checkbox"/>	1528	Product Name	Generic	2	Varies by Item for Sale	(Store Home Page)	Enabled	Disabled	
<input type="checkbox"/>	1529	Product Name #2	Generic	1	Not Tracked	(Store Home Page)	Disabled	Disabled	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

5. The **Product Settings** will open. Click **Manage Items for Sale** under **General Settings**.

### General Settings

Items for Sale (1): [Manage Items for Sale](#)

6. Click **Add Options**. This button may say **Manage Options** if some options have already been added.

### Product Name : View Items for Sale

Update status or select to edit inventory and pricing information.

Back To Products
Back to Product Settings
Add Options

7. The **Options and Values** screen will display. The **Option Name** and **Option Values** can be adjusted. Use the **Add** button to add a new Option Values field. Click **Save** when done.

### Product Name #2: Add Options Print Page

Add options and values associated with a product. Items for Sale are combined option and values. Click to drag and drop to set the sort order. New items will be added to the bottom of the list.

Back To Products
Back to Product Settings

#### Options and Values

Please enter new options and values.

**Option Name (examples: Size or Color)**

Delete

**Option Values (examples: Small and Large or Blue and White)**

Add

Add
Continue 
Cancel

- The **Modifier and Stock Number** screen shows options for how to assign a stock number. The system will auto generate a stock number for a product. Users can choose to **Keep Existing Number** or click **Assign New Number** to assign a custom number. Click **Continue**.

- The **Product Name: Item for Sale Settings** page will show. This page shows several fields to modify the option. Click **Continue** to modify the next option for the product until all options have been updated.

For additional assistance, please contact OIT: [UTAMarketPlace@UTA.edu](mailto:UTAMarketPlace@UTA.edu).