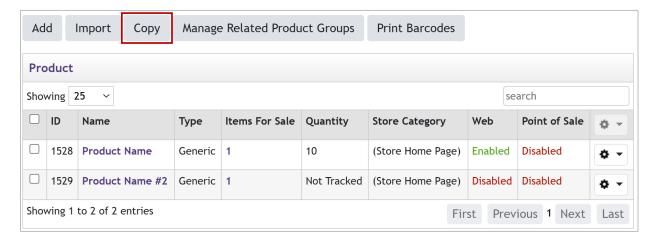


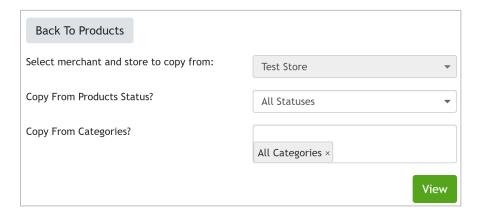
Copy a Product Job Aid

The purpose of this job aid is to provide instructions for copying an existing product product and its settings to create a new product in Marketplace.

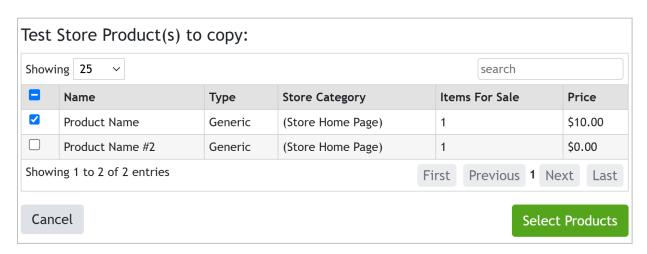
1. Navigate to the Product section in Marketplace. Click the **Copy** button.



2. Use the dropdown options on the search menu to apply filters. Click View.



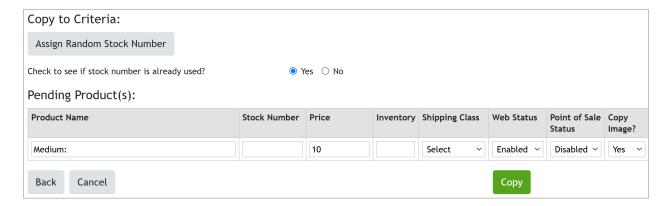
3. A list of products will display. Click the check box next to the product to be copied and then click **Select Products**.



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4. Update the product information. **Web Status** should be set to "Enabled" once the product is ready to go live. **Point of Sale Status** should always be "Disabled." Click **Copy**.



5. A confirmation message will display. The new product can be found in the Products section of the Marketplace and further updated if needed.



For additional assistance, please contact OIT: <u>UTAMarketPlace@UTA.edu</u>.