

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.

Add
Import
Copy
Manage Related Product Groups
Print Barcodes

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	1	10	(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

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

Back To Products

Select merchant and store to copy from: Test Store ▼

Copy From Products Status? All Statuses ▼

Copy From Categories? All Categories ×

View

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

Test Store Product(s) to copy:

Showing 25 ▼ search

<input checked="" type="checkbox"/>	Name	Type	Store Category	Items For Sale	Price
<input checked="" type="checkbox"/>	Product Name	Generic	(Store Home Page)	1	\$10.00
<input type="checkbox"/>	Product Name #2	Generic	(Store Home Page)	1	\$0.00

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Cancel
Select Products

- 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**.

Copy to Criteria:

Assign Random Stock Number

Check to see if stock number is already used? Yes No

Pending Product(s):

Product Name	Stock Number	Price	Inventory	Shipping Class	Web Status	Point of Sale Status	Copy Image?
Medium:		10		Select ▾	Enabled ▾	Disabled ▾	Yes ▾

Back Cancel Copy

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

Processing Complete!

The following products were successful and added to the database:

Product ID	Product Name, Item for Sale or Modifier
1573	Medium:

For additional assistance, please contact OIT: UTAMarketPlace@UTA.edu.