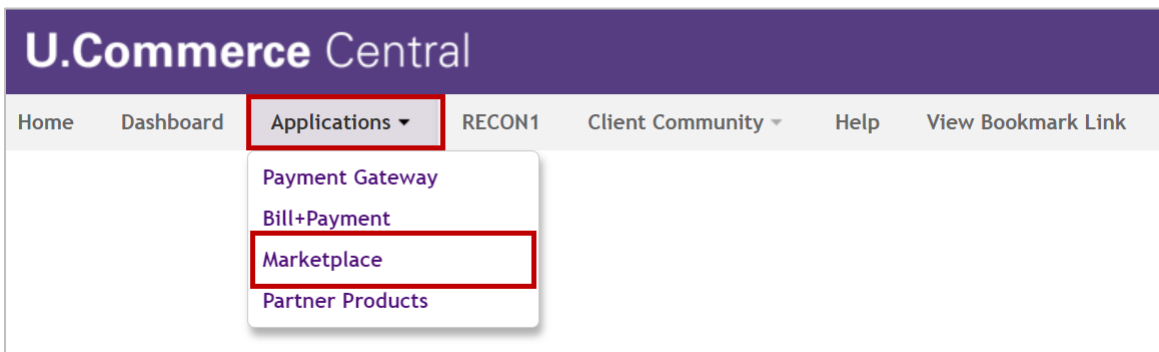


Enable and Disable Product Job Aid

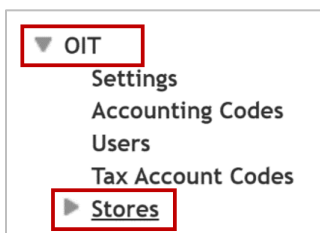
The purpose of this job aid is to provide instructions on how to **Enable** or **Disable** a **Product** within a **Store**. Enabling or Disabling a Product will make it visible or invisible to customers.

This feature is useful for several situations, for example, if a product is temporarily unavailable, it can be disabled so as not to be visible to customers.

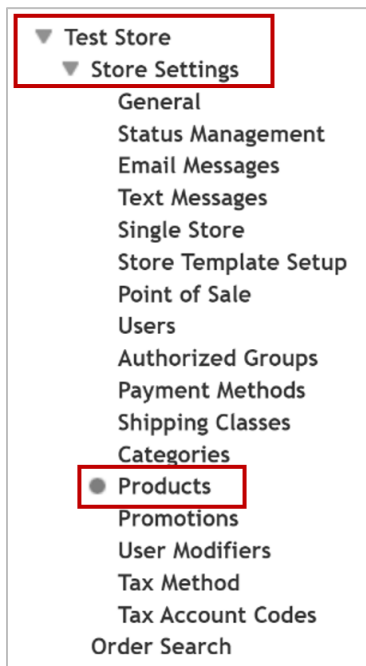
1. From the main menu bar, click **Applications > Marketplace**.



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



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



- Click the **Settings** icon next to the product to Enable or Disable. Then click **Update Availability**.

The screenshot shows a 'Product' list with columns: ID, Name, Type, Items For Sale, Quantity, Store Category, Web, and Point of Sale. A settings gear icon is highlighted in a red box for the product with ID 1528. A dropdown menu is open, with 'Update Availability' highlighted in a red box. Other menu items include 'Update Category Assignments', 'Update Social Media', 'Schedule Price Update', 'Delete Product', and 'Archive Product'.

ID	Name	Type	Items For Sale	Quantity	Store Category	Web	Point of Sale
1528	Product Name	Generic	1	Not Tracked	(Store Home Page)	Enabled	Enabled
1529	Product Name #2	Generic	1	Not Tracked	(Store Home Page)	Disab	

- Update the **Web** option to Disabled or Enabled the product as desired. Click **Save Web**, then click **Close**.

Note: *Point of Sale should always be Disabled.*

The 'Update Availability' dialog box contains two rows of toggle buttons. The 'Web' row has 'Disabled', 'Preview', and 'Enabled' buttons, with a green 'Save Web' button to the right. The 'Point of Sale' row has 'Disabled' and 'Enabled' buttons, with a green 'Save POS' button to the right. A dark grey 'Close' button is located at the bottom right of the dialog.

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