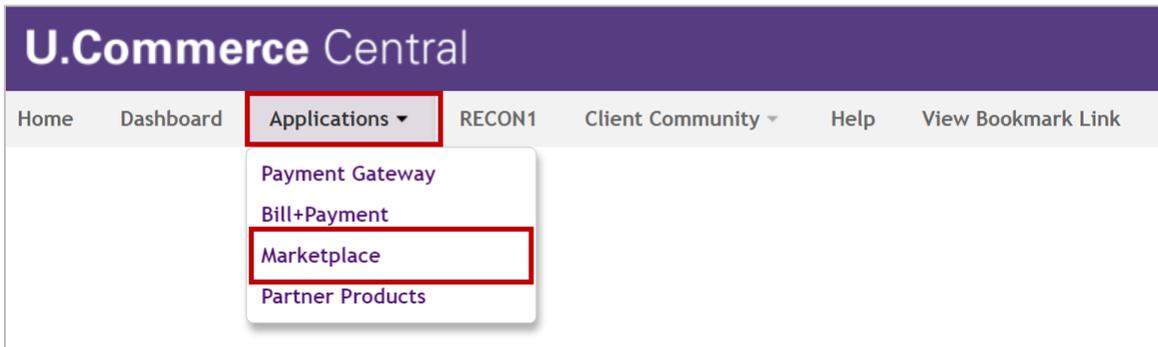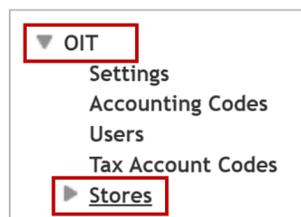# Enable and Disable uStore Job Aid

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

This feature is useful for several situations, for example, if a Store only sells tickets to an annual event, it can be Enabled and Disabled depending on when tickets need to be sold before the event.
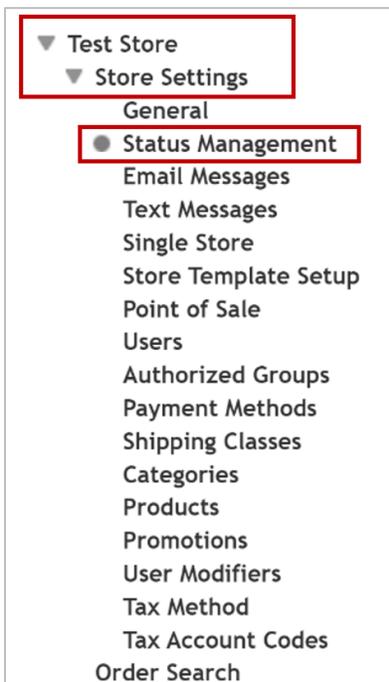
1. From the main menu bar, click **Applications > Marketplace**.

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

3. Select the **Store Name >Store Settings > Status Management**.

4. Click the dropdown menu under **Store Status** to Disable or Enable the store. A St**ore Outage Message** can be added if needed (for example: "The Store currently closed for scheduled maintenance and will reopen on November 1).

   Users can also use the **Schedule Status Update** fields to schedule a status change for a future date and time.

   Click **Save**.

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