

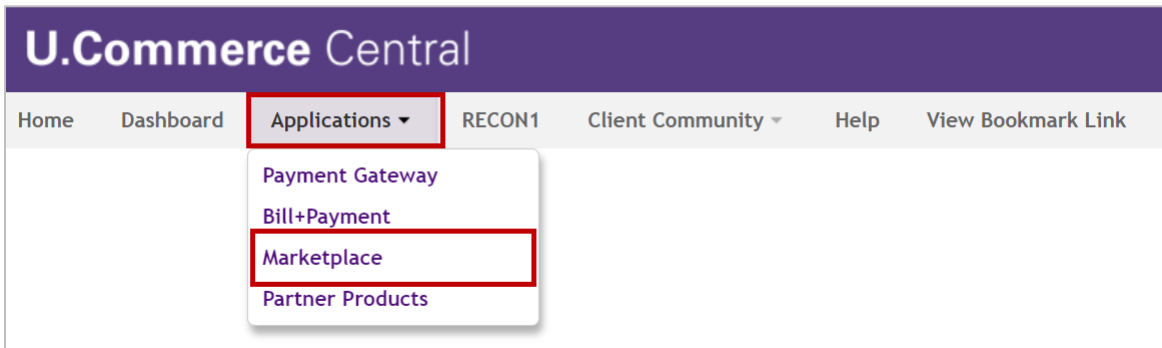
Modifiers Job Aid

The purpose of this job aid is to provide instructions for adding or updating **Modifiers** to a product.

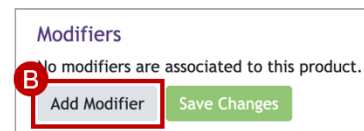
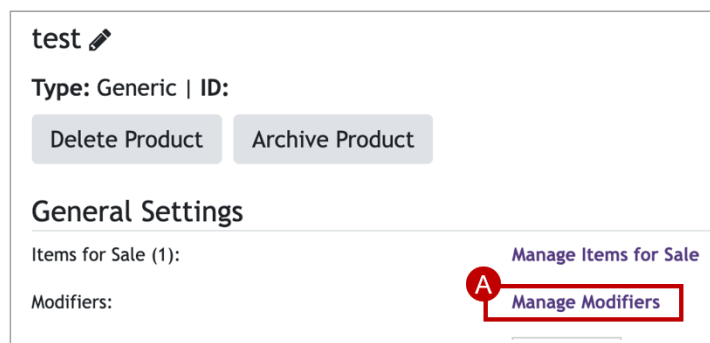
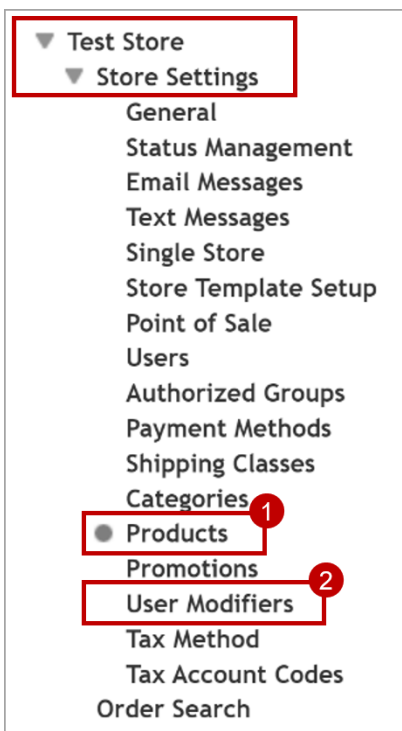
Modifiers are form fields that can be added to products to gather additional information from buyers. There are two types of Modifiers: **User Modifiers** and **Product Modifiers**.

Navigation

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



1. To add modifiers to a **Product**, click **Store > Store Settings > Products**.
 - A. Click the **Product** to be modified, then click **Manage Modifiers**.
 - B. Then click **Add Modifier**.
2. To add modifiers to a **User** click **Store > Store Settings > User Modifiers**.



User and Product Modifier Options

The process and options for modifying both User and Product Modifiers are identical.

There are several types of Modifiers. Some are generic, like name, address, or email, while some are customizable, like a drop-down list, or a text entry block.

Many Modifiers allow users to mark the question as “optional” or “required.” Users can also determine how frequently the question will be asked: “Static” questions appear once, while “Dynamic” questions will appear depending on how many items the customer has purchased.

Text Entry Modifier will allow users to enter text within a textbox. The **Format Validation** field shows different input options. Additional fields allow for further customization.

Modifier Type: Text Entry Modifier

Text Entry Modifier

Label:

Format Validation: ⓘ Free Text

Minimum Characters:

Maximum Characters:

Price Adjustment:

Type: Optional Required

Hide Modifier in Confirmation Emails?
Recommended with collection of sensitive data No Yes

Frequency:
Display once or repeated based on quantity Static Dynamic

Create Modifier

Name Modifier allows adjustment of the **Label**, and the **Number of Name Fields**, in addition to other customizations.

Modifier Type: Name Modifier

Name Modifier

Label:

Number of Name Fields: 2

Hide Modifier in Confirmation Emails?
Recommended with collection of sensitive data No Yes

Frequency:
Display once or repeated based on quantity Static Dynamic

Name 1

Label:

Type: Optional Required

Create Modifier

Phone Modifier adds a field for a phone number.

Modifier Type: Phone Modifier

Phone Modifier

Label: Phone

Type: Optional Required

Hide Modifier in Confirmation Emails?
Recommended with collection of sensitive data No Yes

Frequency:
Display once or repeated based on quantity Static Dynamic

Create Modifier

Email Address Modifier adds a field to input an email address.

Modifier Type: Email Address Modifier

Email Address Modifier

Email Address modifiers are shown with the Item for Sale

Label: Email

Minimum Characters: 0

Maximum Characters: 1000

Require Email Address Confirmation: No Yes

Type: Optional Required

Hide Modifier in Confirmation Emails?
Recommended with collection of sensitive data No Yes

Frequency:
Display once or repeated based on quantity Static Dynamic

Create Modifier

Date Modifier adds a field to add a date. Additional fields allow for further customization.

Date Modifier

Label:

Format Validation: mm/dd/yyyy

Price Adjustment:

Type: Optional Required

Hide Modifier in Confirmation Emails?
Recommended with collection of sensitive data No Yes

Frequency:
Display once or repeated based on quantity Static Dynamic

Create Modifier

Address Modifier allows for customization of the address field. Check boxes adjust the visible fields. Additional fields allow for further customization.

Modifier Type: Address Modifier ▼

Address Modifier

Please Select Address Modifiers:

Address Line 1

Address Line 4

Country

Address Line 2

City

Postal Code

Address Line 3

County

State/Province

Address Block Settings:

Label	Address
Hide Modifier in Confirmation Emails? <small>Recommended with collection of sensitive data</small>	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>
Frequency: <small>Display once or repeated based on quantity</small>	Static <input checked="" type="checkbox"/> Dynamic <input type="checkbox"/>

Address Line 1

Label Address Line 1

Type: Optional Required

Address Line 2

Label Address Line 2

Type: Optional Required

City

Label City

Type: Optional Required

Country

Label Country

Type: Optional Required

Configure as drop-down select? Populate with Country List ▼

Postal Code

Label Postal Code

Type: Optional Required

Create Modifier

Multiple Select Modifier and **Drop-down Selection Modifier** display identical fields. Both allow for adding price adjustments.

Multiple Select Modifier allows the customer to select multiple options. Drop-down Selection Modifier allows for selection of one option from a drop-down list.

- Enter the question in the **Label** field.
- Drop-down options will be added in the **Selection** section.
- Click **Add more selections** if more options need to be added.
- **Hide Modifier in Confirmation Emails** will mask information in confirmation emails. This is recommended only when collecting sensitive data.
- The **Price Adjustment** field will only be visible when modifying a product. It allows a dollar amount to be added or subtracted depending on the option chosen by a customer.

Modifier Type: Multiple Select Modifier

Multiple Select Modifier

The buyer will select from the following entries.

Selection:	Price Adjustment:
⋮ Option 1 <input style="width: 80%;" type="text"/>	2 <input style="width: 50%;" type="text"/>
⋮ Option 2 <input style="width: 80%;" type="text"/>	4 <input style="width: 50%;" type="text"/>
⋮ Option 3 <input style="width: 80%;" type="text"/>	6 <input style="width: 50%;" type="text"/>
⋮ <input style="width: 80%;" type="text"/>	<input style="width: 50%;" type="text"/>
⋮ <input style="width: 80%;" type="text"/>	<input style="width: 50%;" type="text"/>

Add more selections

Label:

Type: Optional Required

Hide Modifier in Confirmation Emails?
Recommended with collection of sensitive data

No Yes

Frequency: Display once or repeated based on quantity

Static Dynamic

Create Modifier

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