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**.

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- 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.

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Test Store				
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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:	0
Maximum Characters:	1000
Price Adjustment:	
Type:	Optional Required
Hide Modifier in Confirmation Emails? Recommended with collection of sensi	itive data
Frequency: Display once or repeated based on qua	Static Dynamic
Create Modifier	

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

Jame Modifier	
Label:	Name
Number of Name Fields:	2 -
Hide Modifier in Confirmation Emails?	No Yes
Recommended with collection of sensitive data	NO TES
Frequency:	Static Dynamic
Display once or repeated based on quantity	State Synamic
Name 1	
Label:	Name 1
Type:	Optional Required

Phone Modifier adds a field for a phone number.

Modifier Type:	Phone Modifier	•	
Phone Modifier			
Label:		Phone	
Туре:		Optional Requir	ed
Hide Modifier in Confin Recommended with col	nation Emails? lection of sensitive data	No Yes	
Frequency: Display once or repeate	ed based on quantity	Static Dynam	ic
Create Modifier			

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

Modifier Type:	Email Address Modifier 🔹				
Email Address Modifier					
Email Address modi	fiers are shown with the Item for Sal	e			
Label:		Email			
Minimum Characters:		0			
Maximum Characters	:	1000			
Require Email Addres	s Confirmation:	No Yes			
Туре:		Optional Required			
Hide Modifier in Conf Recommended with c	irmation Emails? collection of sensitive data	No Yes			
Frequency: Display once or repea	ated 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:	
Туре:	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 2 ○ Address Line ○ Address Line 4 ✓ City ○ County ✓ State/Prov ✓ Country ✓ Postal Code	
Address Block Settings:		
Label	Address	
Hide Modifier in Confirmation Emails? Recommended with collection of sensitive data	No Yes	
Frequency: Display once or repeated based on quantity	Static Dynamic	
Address Line 1		
Label	Address Line 1	
Туре:	Optional Required	
Address Line 2		
Label	Address Line 2	
Туре:	Optional Required	
City		
Label	City	
Туре:	Optional Required	
Country		
Label	Country	
Туре:	Optional Required	
Configure as drop-down select?	Populate with Country List 👻	
Postal Code		
Label	Postal Code	
Туре:	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 Adjus				
Option 1		2		
Option 2		4		
Option 3		6		
00 00 00				
00 00				
Add more selections				
Label:	Question goes here			
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.