

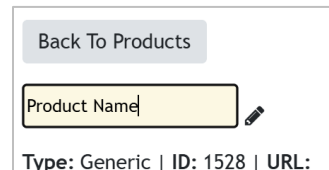
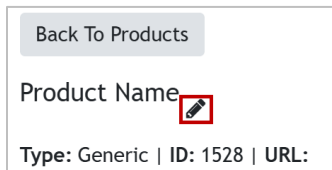
Update a Product Job Aid

The purpose of this job aid is to provide instructions for updating an existing product in Marketplace.

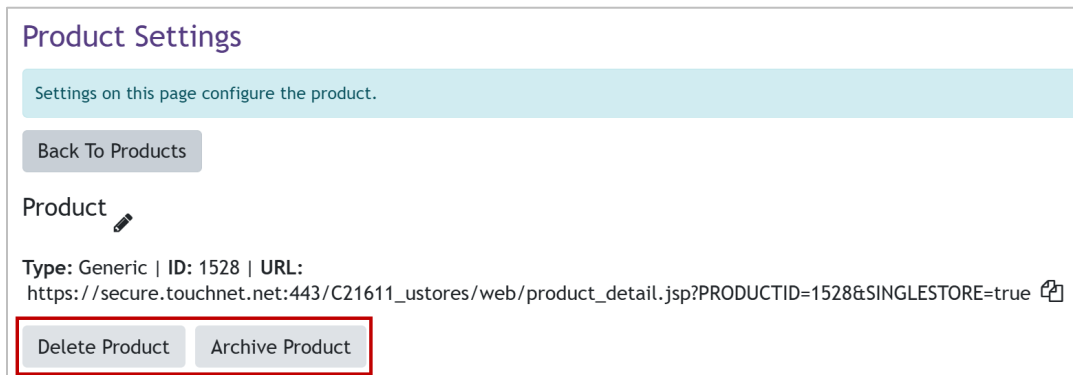
1. Navigate to the **Product** section in Marketplace. Click on the product to be updated.

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	

2. To update the **Product Name**, click the **Edit** icon. A textbox will appear to change the name.



3. There are also options to **Delete Product** or **Archive Product**.



4. The **General Settings** allow users to Manage Items for Sale, Manage Modifiers, and edit Attendee List, Web Status, and Point of Sale Status. A Product Image can also be added here.

Note: Additional Job Aids are available for the Manage Items for Sale and Manage Modifiers features.

General Settings	Product Images
Items for Sale (1): Manage Items for Sale Modifiers: Manage Modifiers Attendee List: Add List Web Status: Enabled Schedule Status Change Point of Sale Status: Disabled Schedule POS Status Change	Best results is using an image with the recommended W x H: 800 x 800 pixels. A maximum of 10 images can be uploaded. Use graphics in JPG, GIF, or PNG formats. Maximum file size is 500 KB. Drag & Drop your files or Browse

- The **Product Settings** section allow edits to Stock number and Price, in addition to more customizations related to Order Quantity and Inventory.

Product Settings

Stock Number: <small>(30 chars max)</small>	<input type="text" value="1358366_1"/>	
Barcode Number:	<input type="text" value="100000003600"/>	
Price:	<input type="text" value="10.00"/>	Schedule Price
		Change
On Sale:	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	
Limit Order Quantity	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	
Maximum Order Quantity:	<input type="text"/>	
Track Inventory:	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	
Current Quantity	<input type="text" value="10"/>	
Disable product when 0 inventory:	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	
Out of Stock Message: <small>(500 chars max, HTML allowed)</small>	<input type="text"/>	
Low Inventory Notification:	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	
Low Inventory Notification Quantity:	<input type="text"/>	
Back Orderable:	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	
Fulfillment:	<input type="text" value="Auto-Fulfill"/>	

- Recipients to be notified of purchases can be added in the **Product Notifications** section.

Product Notifications

Notification Recipients: <small>(Enter email addresses, separate by comma. 500 chars max)</small>	<input type="text" value="email@uta.edu"/>
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- The Product can be added to specific Categories (if there are Categories set up for the Store).

Category Settings

Mall Assignments:	None	Update Assignments
Store Assignments:	(Store Home Page)	Update Assignments

- There are three description types under **Description Settings**. The **Short Description** must contain content but will not apply to most stores.

Description Settings

Short Description:(500 chars max, including HTML formatting)

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product info

- The **Point of Sale Description** is for handheld card readers, which are not supported. Leave this field blank.
- The **Long Description** is the product description that will be visible to customers.

Long Description:(30,000 chars max, including HTML formatting)

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Product information

- Checkout Settings** can be customized in several ways.

Note: *The Special Authorization feature is not typically used. If Special Authorization is required to purchase a product, then the customer who is purchasing the product must be provided the Special Authorization Value by the Vendor to input during checkout.*

Checkout Settings

Offer as an additional item at checkout?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Offer Exclusively as an additional item at checkout?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Show stock number?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Show quantity prompt?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>
Product purchase requires Special Authorization?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Prompt for Special Authorization: (200 chars max)	<input style="width: 100%; height: 20px;" type="text"/>
Special Authorization Value: (50 chars max)	<input style="width: 100%; height: 20px;" type="text"/>
Override Store's Continue Shopping Button:	<input type="text" value="Use Store Settings"/> ▾

- In the **Shipping/Tax/Accounting Settings**, add a Shipping/handling message, and change the Tax Class to “Default Tax Rate.” Shipping Class will be preset and cannot be adjusted by the Vendor.

Shipping / Tax / Accounting Settings

Shipping/handling message:

Shipping Class: no Shipping ▾

Tax Class: Default Tax Rate ▾

- Pre-set messages can be added in the Email Message Settings.

Email Message Settings

Order Announcement:
(5,000 chars max)

Fulfillment Announcement:
(5,000 chars max)

Cancel Order Announcement:
(5,000 chars max)

Refund Order Announcement:
(5,000 chars max)

- Click **Save** at the bottom of the page after making any changes.

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