TouchNet Marketplace Quick Guide

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How to create a new product

1. Products
   a. Choose other category
      i. If the product should be listed in a separate category choose it here; if not, create the product in the Store Home Page category (default location).
   b. Add Product
      i. Name
      ii. Short Description
      iii. Long Description
      iv. Product Type
         1. Generic – This item has a set price
         2. Digital – No idea what this is
         3. Donation – If the customer can choose how much they want to pay; example, $5, $3. No set price.
      v. Price: You must enter something here.
      vi. Allowed Payment Methods: All except "webcheck"
      vii. Days fulfiller must wait before fulfilling orders paid via ACH: 0
         1. Continue
      viii. Choose Shipping Class: No Shipping
      ix. Choose Tax Class: no tax
      x. Accounting override: If a new code has been added- change it here.
      xi. Special Authorization Required to Purchase?: The department will tell you. For example: IIT is not responsible

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for any lost or damaged items during this event. Do you agree yes/no <--- Capitalization matters with the yes or no
1. What is the answer to the prompt?: yes
2. Continue

xii. Upload Images
1. If the dept provide an image for the product, add it here, if not use the default IIT logo to upload a thumbnail image
2. Browse
3. IIT Logo: imrsdis1>bursar>student accounting>systems>Marketplace>style> marketing images> IIT Category Logo-Generic
4. Upload
   a. Continue

xiii. Does this product have options associated with it, such as size, color that affect inventory or stock #?
   a. Examples: Early Registration, Late Registration
   b. Examples: 2XL Shirt will be $3 more than S-XL
   c. Examples: Parking Permit Flex, Gold, Standard

xiv. Limit Quantity
1. If the dept only wants to sale each customer to be allowed to purchase a certain number of items, such as 1 or 2

xv. Track Inventory
1. If the dept on wants to sale 30 items all together

xvi. Back Orderable: No

xvii. Auto Fulfill: Yes ← always yes!

xviii. Stock #: Assign Random Stock #
1. Continue

xix. Enable this product now – you can change later
1. Continue
2. Back to product manager

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c. Adding Required Buyer Information
  i. Select Product Name
  ii. Modifiers applied to this product
  iii. Add modifier
    1. Required Selection
      a. A buyer must choose an option to continue
    2. Optional Text
      a. Optional for the buyer to answer
    3. Optional Multiple Checkboxes
      a. Optional items for the buyer to choose
    4. Required Text Entry
      a. The buyer must enter an answer to continue
    5. Modifier
      - Click on Manage Modifiers in your product.
      - Click Text Entry
      - Fill in required text such as Name, type would be required, minimum Characters has to be at least one, and you would have to choose Static or Dynamic.
      - Once you created all your modifiers you can then create a table builder so they can all fall under a chart.
      - Click table builder
      - Name the table for EXAMPLE: (Registration Information)
      -   Then use drop down to add in modifiers to table such as name, email, ect.
    6. Sort Key

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a. If there is a certain order in which the dept wants the items listed on the payment site, you can order them here.

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How to create a Promotion Code

1. Click Product Promotion
2. Put in Promotion code name
3. Click drop down for promotion type it could be (percentage off per item, or Amount off per item)
4. Then go down to value off and put in the amount off or the percent off.
5. Go to promotion usage click date from and to for when you want promotion active.
6. Can customer use this promotion more then once (YES)
7. Lastly add all store that will be able to use this promotion code.
8. Save

How to edit an existing product

1. Go to marketplace
2. Click on the store you are working in
3. Click on the product
4. Edit any information you would like.
5. Save