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ZNODE MARKETPLACE 8.1.1 USER MANUAL

October 2015

Znode 8.1.1 Vendors Manual

Document Name:	Vendors Manual Document
Author:	Znode
Pages:	33
Last Updated:	10/20/2015

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1 REVISION HISTORY

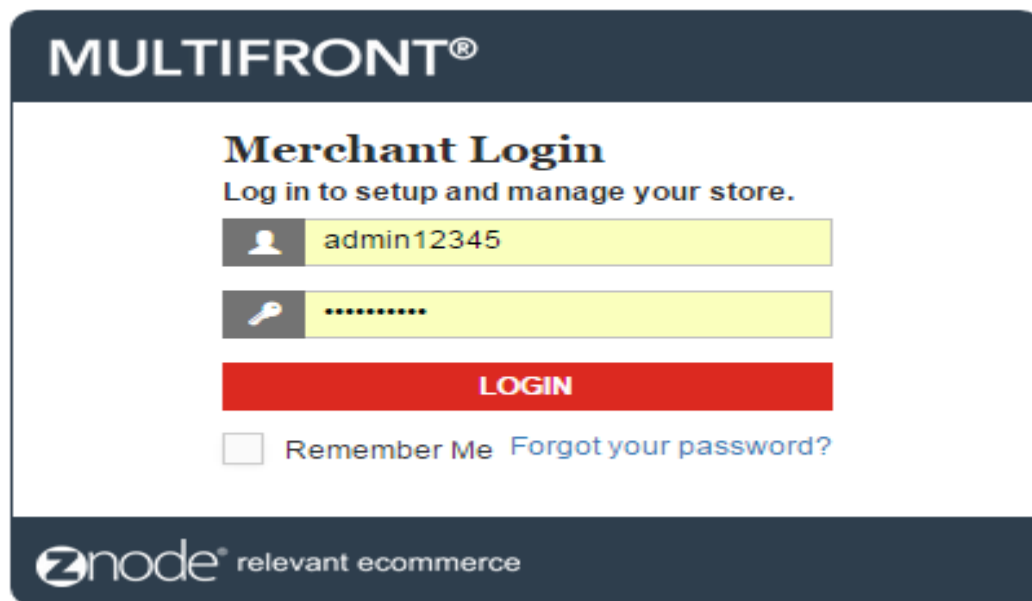| Section	Date	Change Made
	5/6/2015	First Draft

2 LOGIN TO THE MARKETPLACE ADMIN SITE

Users with Administrator access can login to the Marketplace administration website to manage every aspect of the Marketplace:

- Access the following web address in your browser:

    Go to the URL **http://www.yourdomain.com/siteadmin** where **www.yourdomain.com** should be replaced with your storefront's domain name. Note that if the website is installed in your local machine the domain name will be "local host"

- The **Marketplace Management Login** page is displayed.

MULTIFRONT®

Merchant Login
Log in to setup and manage your store.

admin12345

•••••••••

LOGIN

Remember Me   Forgot your password?

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- Type your administrator user name and password. When the Marketplace is first installed the default user name is "admin" and the password is "admin".

- Click **Login**.

- Upon successful login, the **Dashboard** page is displayed.

MULTIFRONT®

Dashboard | Setup | Inventory | Marketing | Orders | Vendors | Reports | Advanced

Hello admin12345!
Account | Help | Log off

Welcome

Setup
Create new stores, and configure shipping, payments and taxes.

Inventory
Manage your products and inventory.

Marketing
Manage promotions and optimize your store's search engine.

Orders
Manage your orders, RMA, service requests, and reviews.

Reports
Generate reports on sales, customers, and other metrics.

Alerts

- 5 products have low inventory.
  Manage Inventory

- 0 Failed login attempts
  View Activity Log

Create and manage multiple storefronts for your business. Click Here.

Download and upload data to your store including inventory. Click Here.

Quick Statistics

$100002364.80 | Total Sales YTD

85 | Orders YTD

107 | Accounts Created YTD

RUN REPORTS

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3 VENDORS

3.1 Vendor Products

Here we can manage the products added by your vendors.

3.1.1 Search and View Product

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click **Vendor Product** under **Vendor**. The **Vendor Accounts** page is displayed listing all mall admins in the database.
3. To search the product:

- **Vendor:** Enter the Vendor name in the Vendor fields.
- **Vendor ID:** Enter the Vendor Id
- **Store Name:** Select any store name from the drop down
- **SKU: Enter the SKU of any product.**
- **Product Name:** Enter the Product name which you want to search.
- **Vendor Product ID:** Enter the Vendor Product ID.
- **Product Status:** Select the product status from the drop down.
- Click **Search**. All accounts matching the search criteria will be displayed under **Vendor Account List**.

3.1.2 **Approved/Declined Product**
To Approved the mall admin products:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click Vendor Product under the Vendor. Vendor Product page is display listing all the product of the mall admin.

3. Select product which you want to approved then click on the Approved button OR you approve the product by click on the Manage link.

To declined the mall admin product:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click Vendor Product under the Vendor. Vendor Product page is display listing all the product of the mall admin.

3. Select any product which you want to decline.

4. Select any rejection message and click on the submit button.

Vendor Products

Manage products added by your vendors.

Search			
Name	**Vendor**	**Sku**	**Vendor Product Id**
Vendor Id	**Store Name**	**Product Status**	
	All ▼	All ▼	

SEARCH CLEAR

Advanced Search | Clear

	Id	Image	Name	Selling Price	Vendor	Changed Fields	In Stock	Status	Manage	Delete
☐	2095		Yellow Strawberry	$23.00	Benny Dayal		999	●	⚙	🗑
☐	2096		Black ye	$32.00	Benny Dayal		999	●	⚙	🗑
☐	2097		Grapes	$12.00	Benny Dayal		999	●	⚙	🗑

Show 10 ▼ Per Page   ◄◄ | ◄ Page 1 / 1 ► | ►►

● Approved   ● Declined   ● Pending Approval   ● To Edit
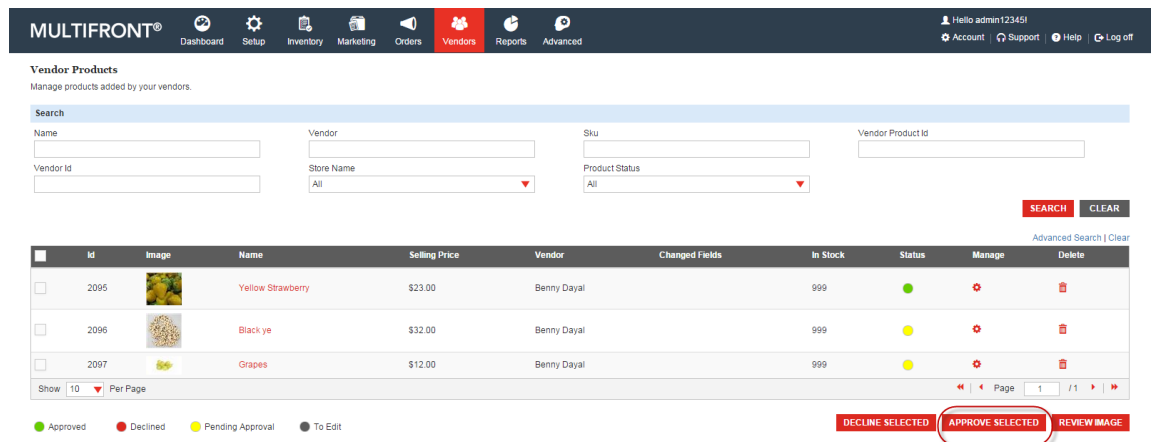
DECLINE SELECTED   APPROVE SELECTED   REVIEW IMAGE

Reject Product - Grapes

Reject Product Details

Product ID   2097

Vendor   Benny Dayal

Reason for Rejection   Changeproduct ▼

Detailed Reason (Optional) [   ]

SUBMIT CANCEL

3.2   Vendor Accounts (Mall Admin)

Mall Admin (Vendor Admin) page allows you to manage the mall admin's account information.

3.2.1   View Vendor Account

To search for and view mall admins:

2. Login to the Marketplace administration website. The **Dashboard** page is displayed.

3. On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all **Vendor Accounts** in the database.

4. To search for a mall admin:

- **Store Name**: Select a store name from the drop-down list.
- **Search Account**: Enter a keyword. This can be a partial First Name, Last Name, Company Name, Login Name, Account Number, Contact ID, Phone Number and Email ID.
- **Select a Profile**: Select the profile from the drop-down list.
- **Start Date**: Enter the start date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.
- **End Date**: Enter the end date in MM/DD/YYYY format OR click the calendar button

beside the date box to set the date.

- Click **Search**. All accounts matching the search criteria will be displayed under **Vendor Account List**.

5. Click **Manage** on the mall admin to view its details. The **Mall Admin Details** page is displayed listing the mall admin details.

3.2.2 Add Vendor Account (Mall Admin)

Important: After creating an account, the Profile and Permission must be enabled.
To create a Vendor's account:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click **Vendor Accounts** under **Vendor**. The **Vendor Accounts** page is displayed listing all mall admins in the database.

3. Click **Add Vendor Account** to create a **Vendor Account**. The **Add Vendor Account** page is displayed.

4. Enter the following details:

- **User Name:** Enter user name. User name will be used for login into the mall admin.
- **Account Number**: Enter the account number in your internal accounting system that corresponds to this customer. Leave blank if you don't have one.
- **First Name**: Enter First Name
- **Last Name:** Enter last name
- **Company Name**: Enter the company name.
- **Email Address**: Enter an email address.
- **Phone Number:** Enter Phone Number.
- **Street1**: Enter address in Street1.
- **Street2**: Enter address in Street2.
- **City:** Enter city in city field.
- **State:** Enter state in state field.
- **Postal Code:** Enter Postal Code.

4. Click **Submit**. The **Vendor Account** detail page is displayed listing the details of the newly added Vendor Account under the General tab.

5. On this page the following details can be managed:

- Edit Account
- Add New Address
- Permissions

To create permissions for this account, click on the **Permissions** tab and then click on **Edit Permissions**. The **Edit Permissions** page is displayed.

Enter the following details:

- **Select Stores**: Select the stores that this account can access.

- **Select Role**: Select roles for this account.

Click **Submit**. The **Mall Admin** detail page is displayed listing permission details under the **Permissions** tab.

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Dashboard | Setup | Inventory | Marketing | Orders | Vendors | Reports | Advanced

👤 Hello admin123...! ⚙ Account ❓ Help ⏻ Log off

Vendor Account : 11546 - Shane Robert

← BACK

General | Permissions

✎ EDIT

Contact Information

Name (Billing)	Shane Robert
Company Name	
Phone Number	123456789
Email Address	shane.robert@gmail.com
Email Opt In	✖

Account Information

Account ID	11546
Account Number	1231234

Additional Information

Website	
Description	
Source	
Create Date	24-Apr-2015
Create User	admin12345
Update Date	24-Apr-2015
Update User	
Custom1	
Custom2	
Custom3	

Addresses

+ ADD

Advanced Search | Clear

Name	Default Shipping	Default Billing	Full Name	Edit	Delete
Default Address	✔	✔	Shane Robert Thomoson Road Portland, OR 97213 US PH : 123456789	✎	🗑

Show 10 ▼ Per Page
◀◀ | ◀ Page 1 /1 ▶ | ▶▶

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MULTIFRONT®

Dashboard | Setup | Inventory | Marketing | Orders | Vendors | Reports | Advanced

👤 Hello admin123...! ⚙ Account ❓ Help ⏻ Log off

Edit Permissions: Shane

Administer Stores

☑ All Stores

User Roles

☐ ADMIN	☐ CATALOG EDITOR	☐ CONTENT EDITOR
☐ CUSTOMER SERVICE REP	☐ EXECUTIVE	☐ FRANCHISE
☐ ORDER APPROVER	☐ ORDER ONLY	☐ REVIEWER
☐ SEO	☑ VENDOR	

SUBMIT | CANCEL

3.2.3   Edit Vendor Account

To edit a vendor's account:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all **Vendor Accounts** in the database.

3. Click **Mange** on the **Vendor Accounts** to edit its details. The **Edit Vendor Accounts Information** page is displayed listing the mall admin details.

4. Click on Edit Account

5. Update the following details:

   - **Reset Password:** "Submit" button used to generate new password and new password sent to the respective email address of that particular Vendor Account.
   - **Account Number**: Enter the account number in your internal accounting system that corresponds to this customer. Leave blank if you don't have one.
   - **First Name**: Enter First Name
   - **Last Name:** Enter last name
   - **Company Name**: Enter the company name.
   - **Email Address**: Enter an email address.
   - **Phone Number:** Enter Phone Number.
   - **Street1**: Enter address in Street1.
   - **Street2**: Enter address in Street2.
   - **City:** Enter city in city field.
   - **State:** Enter state in state field.
   - **Postal Code:** Enter Postal Code.

6. Click **Submit**. The **Vendor Account** detail page is displayed listing the details of the newly updated Vendor Account under the General tab.

3.2.4 Delete Vendor Account

To delete a mall admin: From the **Vendor Account** page, click **Delete** the **Please Confirm** page is displayed. Click **Delete**. The **Vendor Account** deleted mall admin removed from the list.
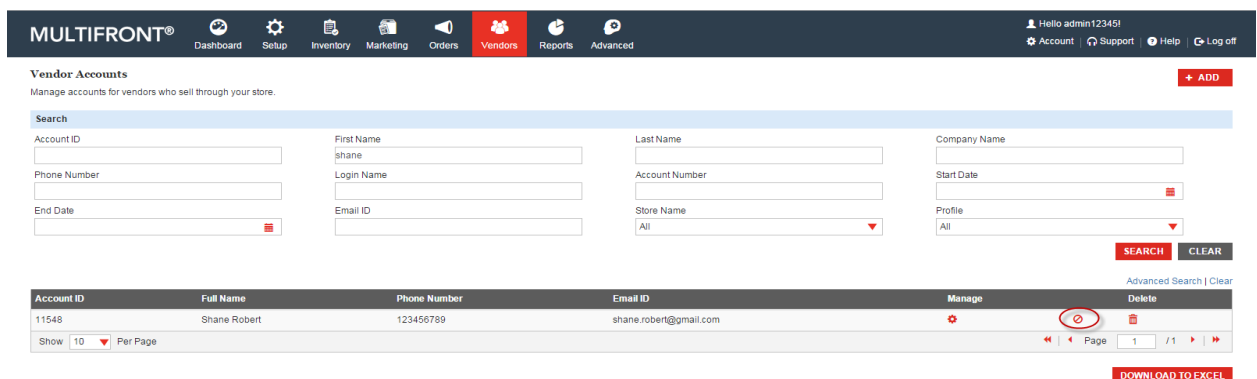
3.2.5 **Enable/Disable Vendor Account**

To enable or disable a Vendor Account:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all **Vendor Accounts** in the database.

3. To search for an **Vendor Accounts** to enable or disable:

   - **Search Account**: Enter a keyword. This can be a partial First Name, Last Name, Company Name, Login Name, Account Number, Contact ID, Phone Number and Email ID.

   - **Select a Profile**: Select the profile from the drop-down list.

   - **Start Date**: Enter the start date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.

   - **End Date**: Enter the end date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.

   - **Partner Approval Status**: Select the partner approval status from the drop-down list.

   - Click **Search**. All mall admins matching the search criteria will be displayed under **Mall Admin List**.

4. To enable an account:

   - Click **Enable** on the mall admin from the Account List. The **Please Confirm** page is displayed.

   - Click **Enable Online Account** to confirm. The **Accounts** page is displayed after enabling this account.

5. To disable an account:

   - Click **Disable** on the mall admin from the Account List. The **Please Confirm** page is displayed.

   - Click **Disable Online Account** to confirm. The **Accounts** page is displayed after disabling this account.

3.2.6 **Download Vendor Accounts information to Excel**

To download Vendor Account information to Excel:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all Vendor Accounts in the database.

3. Use **Search** to list only those mall admins you want to download. Skip this step to download all mall admins.

4. Click **Download to Excel**. The **File Download** dialog box opens.

5. Click **Save**, to save the file, else skip to step 8 to open the file. The **Save As** Dialog box opens.

6. In the **Save As** dialog box:

   - **Save in:** Select a location where you want to save the downloaded file.
   - **File Name**: Enter a file name. Else leave at default.

7. Click **Save**. The **Download complete** dialog box is displayed. You can view the downloaded file by opening it in Excel from the saved location.

8. Click **Open**. The account information file is opened in Excel, listing all the customers and their account details.

3.3 Franchise Administrators

Franchise Admin page allows you to manage the franchise admin's account information.

3.3.1 View Franchise Admin

To search for and view franchise admins:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click **Franchise Admins** under **Vendors**. The **Franchise Admins** page is displayed listing all franchise admins in the database.

3. To search for a franchise admin:

   - **Store Name**: Select a store name from the drop-down list.
   - **Search Account**: Enter a keyword. This can be a partial First Name, Last Name, Company Name, Login Name, Account Number, Contact ID, Phone Number and Email ID.
   - **Select a Profile**: Select the profile from the drop-down list.
   - **Start Date**: Enter the start date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.
   - **End Date**: Enter the end date in MM/DD/YYYY format OR click the calendar button beside the date box to set the date.
   - Click **Search**. All accounts matching the search criteria will be displayed under **Franchise Admin List**.

4. Click **Manage** on the franchise admin to view its details. The **Franchise Admin Details** page is displayed listing the franchise admin details.

3.3.2 **Add Franchise Admin**

To Add the franchise admin:

1. Login to the Marketplace administration website. The **Dashboard** is display.

2. On the top menu, Click on the **Franchise Admins** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.

3. To add the New Franchise in the list click on the **Add Franchise Admin** button.

- **Franchise Number:** Enter the Franchise Number. Under this field to associate this Franchise with your internal accounting system.
- **User Name:** Enter a user name that will be used by the Franchise to log in and administer their site.
- **Store Name:** Specify the Store Name/ Company Name.
- **Theme:** Select any theme from the drop down. Selected theme display in the store
- **Site URL:** Specify the Store URL
- **Select Logo:** Choose a logo that will display on the website
- **First Name:** Enter he First Name
- **Last Name:** Enter the Last Name.
- **Email Address:** Mention your valid Email ID.
- **Phone Number:** Enter the phone number.
- **Street 1:** Mention your complete address.
- **Street 2:** Mention your complete address
- **City:** Enter the City name.
- **State:** Enter the state.
- **Pin code:** Enter the pin code.
- Click on the **Submit** button. New **Franchise** account is created and newly created **Franchise** account is display in the **Franchise admin** list. and newly **Franchise store** is display in the manage store page.

Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced

Hello admin12345!
Account | Help | Log off

Create Franchise Account

This page allows you to create a Franchise store. Once created, the store will be accessible by the provided URL.

Note: Upon successful creation of a Franchise account, a temporary password will be emailed to the new user.

Login Information

Franchise Number *

Use this field to associate this Franchise with your internal accounting system.

User Name *

Enter a user name that will be used by the Franchise to log in and administer their site.

Store Settings

Store Name *

Specify Store Name / Company name.

Theme

Default

Site URL

Enter a fully qualified URL (example: http://mysite.com). Note that the "www" and any port number will be ignored.

Select a Logo

UPLOAD

Choose a logo that will be displayed on web site.

Contact Information

First Name *

Last Name *

Email Address *

Phone Number *

Street 1 *

Street 2

City *

State *

Postal Code *

SUBMIT   CANCEL

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3.3.3 **Edit Franchise Admin**

To Edit the Franchise admin:

1. Login to the Marketplace administration website. The **Dashboard** is display.

2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.

3. To Edit Franchise account in the list click on the **Manage** link of any **Franchise Admin**.

4. Click on the Edit Account button from the General tab. Update below details:

   - **User ID:** This text box is non editable.
   - **Reset Password:** Click on the Submit button, temporary password is send to the Franchise Email Address.
   - **First Name:** Enter he First Name
   - **Last Name:** Enter the Last Name.
   - **Email Address:** Mention your valid Email ID.
   - **Phone Number:** Enter the phone number.
   - **Street 1:** Mention your complete address.
   - **Street 2:** Mention your complete address
   - **City:** Enter the City name.
   - **State:** Enter the state.
   - **Pin code:** Enter the pin code.
   - Click on the **Submit** button. Updated information is display in the page.

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Dashboard | Setup | Inventory | Marketing | Orders | Vendors | Reports | Advanced

Hello admin12345!
Account | Help | Log off

Franchise Admin:11755 - Shane Robert

← BACK

General | Permissions

✎ EDIT

Contact Information

Name (Billing)	Shane Robert
Company Name	Adidas
Phone (Billing)	123456789
Email Address	shane.robert@gmail.com
Email Opt In	✖

Account Information

Account Id	11755
External Id	9887632t5345t

Additional Information

Website	
Description	
Source	
Create Date	26/04/2015
Create User	admin12345
Update Date	26/04/2015
Update User	
Custom1	
Custom2	
Custom3	

Addresses

+ ADD

Advanced Search | Clear

Name	Default Shipping	Default Billing	Address	Edit	Delete
Default Address	✔	✔	Shane,Robert,Adidas,Pleasant RoadJena,LA,71372,US,PH :123456789,	✎	🗑

Show 10 ▼ Per Page | ◀◀ | ◀ Page 1 / 1 ▶ | ▶▶

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MULTIFRONT®   Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced

Hello admin12345!
Account | Help | Log off

Edit Franchise Account

Note:Upon the edit of an account you are able to submit a request to reset the user's current password.

Login Information

User ID *	Shane Robert
Reset Password	**SUBMIT**

Contact Information

First Name *	Shane
Last Name *	Robert
Email Address *	shane.robert@gmail.com
Phone Number *	123456789
Street 1 *	Pleasant Road
Street 2	
City *	Jena
State/Province/Region *	LA
Postal Code *	71372

SUBMIT **CANCEL**

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f

Add New Address

To add the new address:

1. Login to the Marketplace administration website.   The **Dashboard** is display.

2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise Admin** page is display listing all franchise admin in the database.

3. To Add New Address for Franchise account, click on the **Manage** link of any **franchise admin** then click on the add new address button.

4. Enter below details to add new address:

   - **Address Name:** Enter the Address Name
   - **First Name:** Mention your First name
   - **Last Name:** Mention your Last Name.
   - **Company Name:** Enter the company name
   - **Street 1**: Enter your valid address
   - **Street 2:** Enter your valid address
   - **City:** Enter the city

- **State:** Enter the state
- **Postal Code:** Mention postal code
- **Country:** Select the country from the drop down
- **Phone Number:** Enter your phone number
- Click on the checkboxes that is your default shipping and billing address.
- Click on the **Submit** button. Newly created address is display in the grid.

Edit Address

To edit the address

1. Login to the Marketplace administration website.   The **Dashboard** is display.

2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.

3. To Add New Address for Franchise account click on the **Manage** link of any **franchise admin** then click on the add new address button.

4. Update the following details:

   - **Address Name:** Update the Address Name
   - **First Name:** Mention your First name
   - **Last Name:** Mention your Last Name.
   - **Company Name:** Update the company name
   - **Street 1**: Update your valid address
   - **Street 2:** Update your valid address
   - **City:** Update the city
   - **State:** Update the state
   - **Postal Code:** Mention postal code
   - **Country:** Select the country from the drop down
   - **Phone Number:** Update your phone number
   - Click on the checkboxes that is your default shipping and billing address.
   - Click on the **Submit** button. Newly created address is display in the grid.

Permission

Here admin can select the Roles and Permission to the Franchise. While clicking on the Edit Roles and permission button Edit Permission page is display.

1. Login to the Marketplace administration website. The **Dashboard** is display.

2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.

3. To Add New Address for Franchise account click on the **Manage** link of any **franchise admin** then click on the add new address button.

4. Click on the Permission tab and Edit Permission page is display.

5. Uncheck all the check boxes. All the store is display along with the check boxes.

6. Select Roles from the Roles section and click on the submit button.

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced   Hello admin12345!   Account | Help | Log off

Edit Permissions: Shane Robert

Administer Stores

☑ All Stores

User Roles

☐ ADMIN   ☐ CATALOG EDITOR   ☐ CONTENT EDITOR
☐ CUSTOMER SERVICE REP   ☐ EXECUTIVE   ☑ FRANCHISE
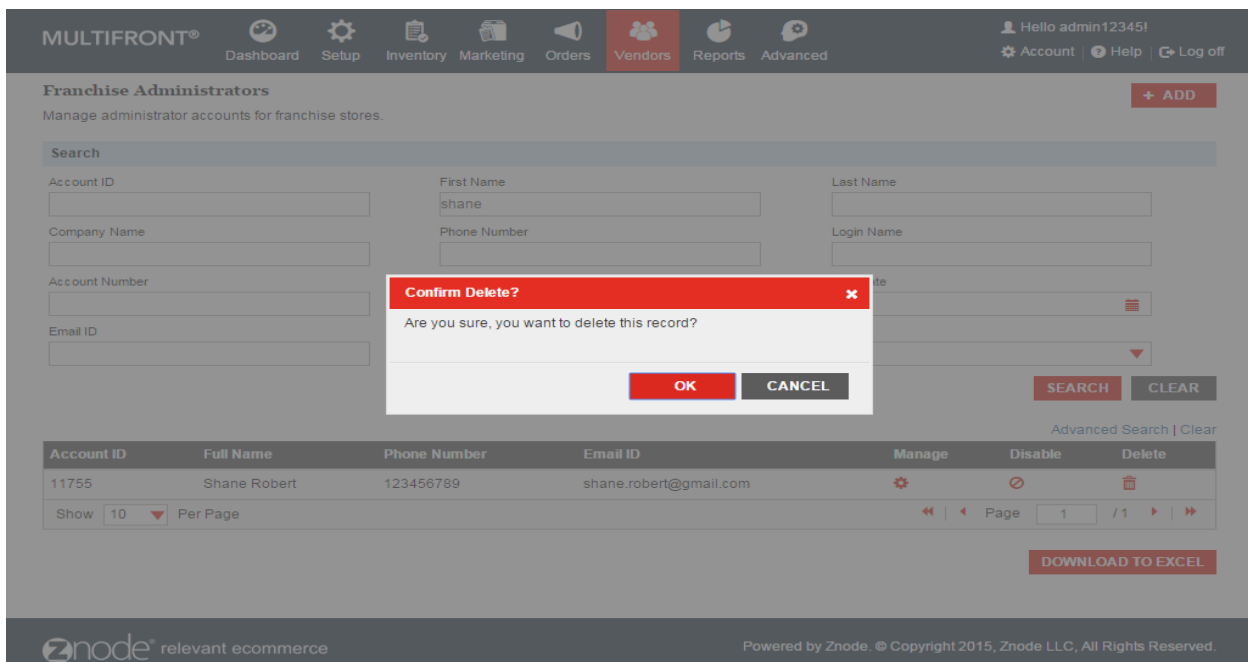☐ ORDER APPROVER   ☐ ORDER ONLY   ☐ REVIEWER
☐ SEO   ☐ VENDOR

SUBMIT   **CANCEL**
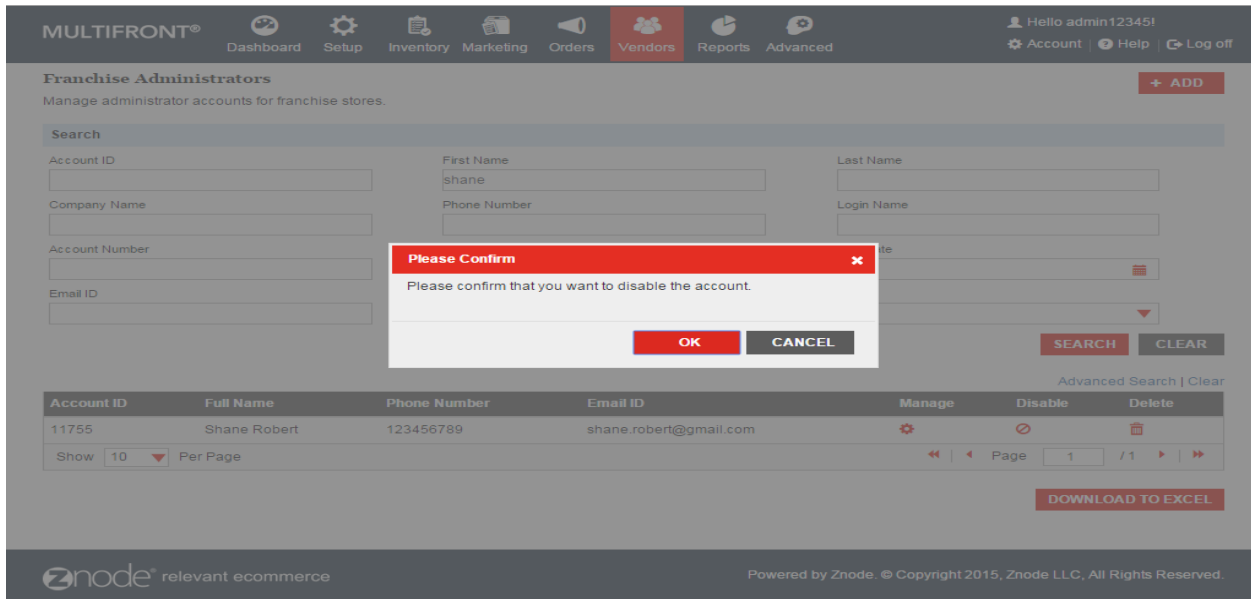
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3.3.4 **Delete Franchise Admin**

To delete the Franchise admin:.

1. Login to the Marketplace administration website.   The Dashboard is display.

2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.

3. Click on the Delete link of any franchise account, Confirmation message is display.

4. Click on the delete link, Franchise account is removed from the grid.

3.3.5   **Enable/Disable Franchise Admin**

To **Disable** the Franchise account

1. Login to the Marketplace administration website. The **Dashboard** is display.

2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.

3. Click on the Disable link from any franchise account.

4. Click on the disable button, franchise account is disable.

To **Enable** the Franchise account :

1. Login to the Marketplace administration website. The **Dashboard** is display.

2. On the top menu, Click on the **Franchise Admin** under the **Vendors**. The **Franchise admin** page is display listing all franchise admin in the database.

3. Click on the Enable link from any franchise account.
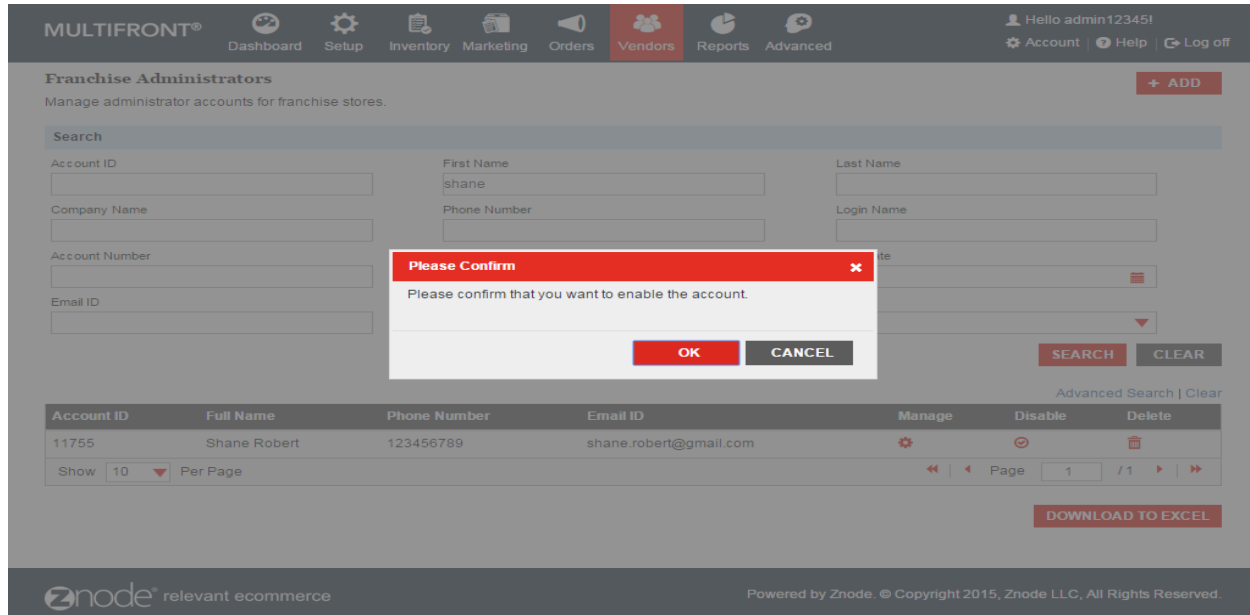
3.3.6 **Download Franchise Accounts information to Excel**

Login to the Marketplace administration website. The **Dashboard** page is displayed.

On the top menu, click **Vendor Accounts** under **Vendors**. The **Vendor Accounts** page is displayed listing all Vendor Accounts in the database.

1. Use **Search** to list only those mall admins you want to download. Skip this step to download all mall admins.

2. Click **Download to Excel**. The **File Download** dialog box opens.

3. Click **Save**, to save the file, else skip to step 8 to open the file. The **Save As** Dialog box opens.

4. In the **Save As** dialog box:

   • **Save in:** Select a location where you want to save the downloaded file.

   • **File Name**: Enter a file name. Else leave at default.

5. Click **Save**. The **Download complete** dialog box is displayed. You can view the downloaded file by opening it in Excel from the saved location.

6. Click **Open**. The account information file is opened in Excel, listing all the customers and their account details.
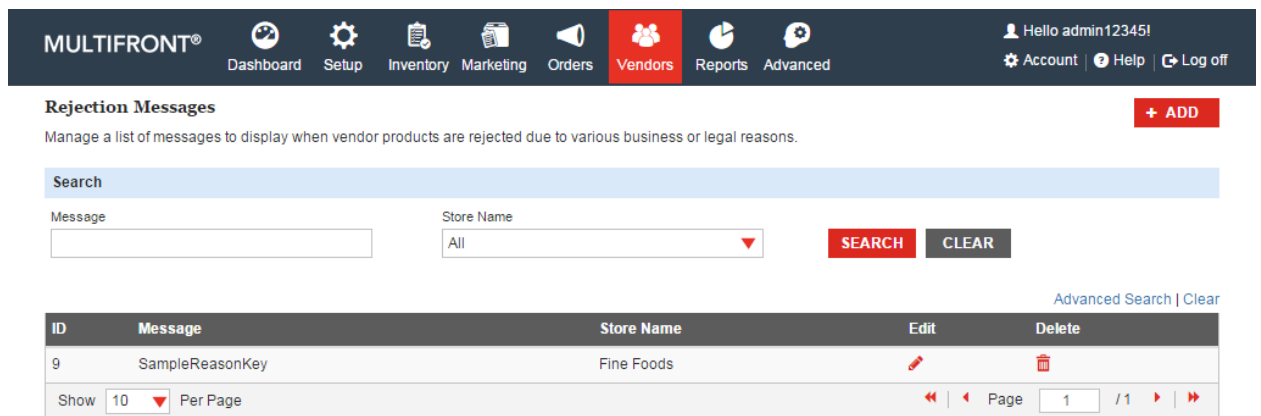

3.4 Rejection Messages

The **Rejection Messages** page allows the site administrator to manage the rejection messages.

3.4.1 View Rejection Message

To view rejection messages:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click **Rejection Messages** under **Vendors**. The **Rejection Messages** page is displayed listing all the available rejection messages.

3. To search for a message enter any of the following:

   - **Store Name**: Select a store from the drop-down list.

   - **Message**: Enter a partial message.

   Click **Search**. All rejection messages meeting the search criteria is displayed under Available Rejection Messages section.
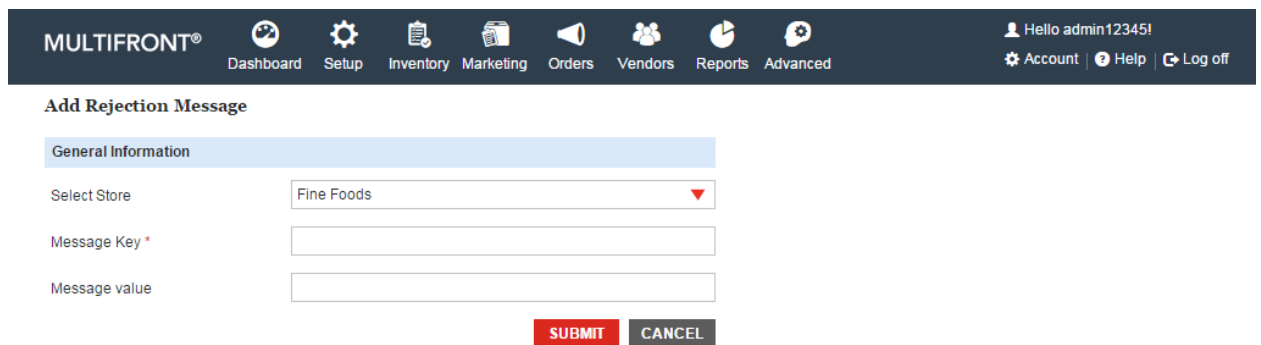
3.4.2 Add Rejection Message

To add a rejection message:

1. <u>Login to the Marketplace administration website</u>. The **Dashboard** page is displayed.

2. On the top menu, click **Rejection Messages** under **Vendors**. The **Rejection Messages** page is displayed listing all the available rejection messages.

3. Click **Add Rejection Message**. The **Add Rejection Message** page is displayed.

4. Enter the following details:

   - **Store Name**: Select a store from the drop-down list.
   - **Message Key**: Enter a message key.
   - **Message Value**: Enter the message value.

5. Click **Submit**. The **Rejection Messages** page is displayed listing the newly added message under Available Rejection Messages section.
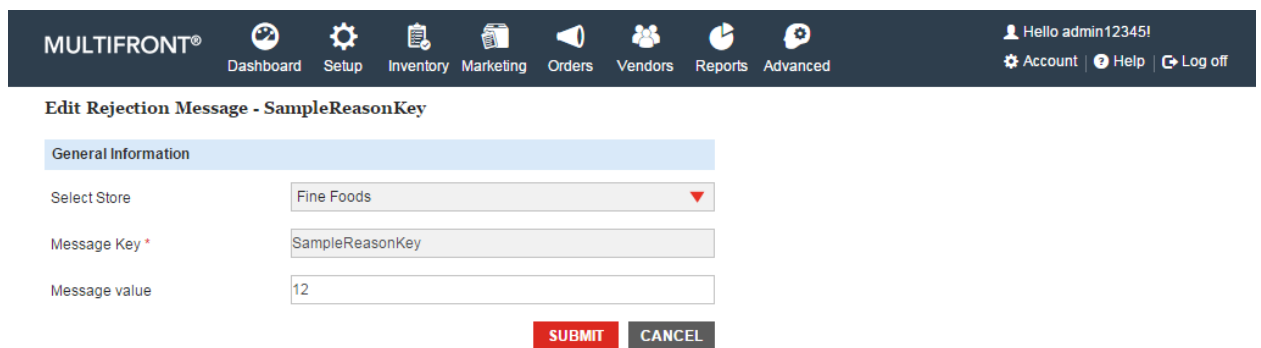
3.4.3 **Edit Rejection Message**

To edit a rejection message:

1. Login to the Marketplace administration website. The **Dashboard** page is displayed.

2. On the top menu, click **Rejection Messages** under **Vendors**. The **Rejection Messages** page is displayed listing all the available rejection messages.

3. Click **Edit Message** on the rejection you want to edit. The **Edit Rejection Message** page is displayed.

4. Edit the following details:

   • **Message Value**: Edit the message value.

5. Click **Submit**. The **Rejection Messages** page is displayed listing the newly edited message under Available Rejection Messages section.

MULTIFRONT®	Dashboard	Setup	Inventory	Marketing	Orders	Vendors	Reports	Advanced	Hello admin12345!

Edit Rejection Message - SampleReasonKey

General Information	
Select Store	Fine Foods ▼
Message Key *	SampleReasonKey
Message value	12

SUBMIT   CANCEL