

relevant ecommerce™

ZNODE MARKETPLACE 8.1.2 USER MANUAL

April 2016

Znode - Inventory Manual





Znode 8.1.2 Inventory Manual

Document Name:	Inventory Manual Document
Author:	Znode
Pages:	74
Last Updated:	4/13/2016



TABLE OF CONTENTS

1	Revisi	on History	. 5
2	Login	to the Marketplace Admin Site	.6
3	Invent	ory	.7
3		roducts	
	3.1.1	View Products	. 8
	3.1.2	Add Product	. 9
	3.1.3	Edit Product	12
	3.1.4	Copying a Product	32
	3.1.5		
3	3.2 In	nport/Export Data	34
	3.2.1	Export Inventory	34
	3.2.2	Export Pricing	35
	3.2.3	Export Products	36
	3.2.4	Export Attributes	36
	3.2.5	Export SKUs	37
	3.2.6	Export Facets	38
	3.2.7	Export Shipping Status	38
	3.2.8	Export Customer Pricing	
	3.2.9	Export Customers	
	3.2.10	Export States	
	3.2.11	Import Inventory	41
	3.2.12	Import Pricing	41
	3.2.13	Import Products	42
	3.2.14	Import Attributes	43
	3.2.15	Import SKUs	43
	3.2.16	Import Facets	44
	3.2.17	Import Shipping Status	45
		Import Zip Code Data	
	3.2.19	Import Customer Pricing	46
		Import Customers	
	3.2.19	Import States	48
3	3.3 B	rands	49
	3.3.1	View Brands	49
	3.3.2	Add Brand	50
	3.3.3	Edit Brand	51
	3.3.4	Delete Brand	52
3	3.4 A	ttribute Types	53
	3.4.1	View Attribute Types	53
	3.4.2	Add Attribute Types	
	3.4.3	Edit an Attribute Type	
	3.4.4	Delete an Attribute Type	
	3.4.5	Search (View) an Attribute Type	
	3.4.6	Attribute Values:	
	3.4.7	View Attribute Values	56



3.4.8		57
3.4.9	Edit an Attribute Values	57
3.4.10	Delete an Attribute Values	58
3.5 P	Product Types	59
3.5.1	Add Product Type	59
3.5.2	Associating a Product Type to its Attribute type	60
3.5.3	Delete Product Type	63
	dd-On Types	
3.6.1	View Product Add-Ons	63
3.6.2	Add Product Add-Ons	63
3.6.3	Adding Add-On Values	66
3.6.4	Edit an Add-Ons Values	69
3.6.5	Delete an Add-Ons Values	70
3.6.6	Delete a Product Add-Ons	
3.7 H	lighlights	71
3.7.1	View product highlights	71
3.7.2	Add product highlights	71
3.7.3	Edit product highlights	
3.7.4	Delete product highlights	74



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 "localhost"

• The Marketplace Management Login page is displayed.

MULTIFRONT®	
Merchant Login Log in to setup and manage your store.	
admin12345	
<i>۶</i>	
LOGIN	
Remember Me Forgot your password?	

- 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.





3 INVENTORY

3.1 **Products**

From the **Products** page you can manage all the products and their SKUs in the storefront.

3.1.1 View Products

- Login to the Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Products** under **Inventory**. The **Products** page is displayed listing all the available products in the Marketplace.

MUL	FIFRONT®	2 Dashboard	Ç Setup	inventory	fi Marketing	Orders	And States State	C Reports	Ø Advanced	1					👤 Hello adı 🌣 Account		🕑 Help 🕒 Log off
Products Manage pro	ducts and inventory in y	your store.															+ ADD
Search Id Catalog All			•	Produ Brand All	ict Name			•		Product Numbe Product Type All	ər		-	SKU Product Categor All	у	SEAR	▼ RCH CLEAR
ld	lmage	Product Name		Retail Pr	ice	Sales Pr	ice	Wholes	ale Price		In Stock	Display Order		Is Active	Manage	Adva Copy	nced Search Clear Delete
1845	1	Apple		\$4.23		\$2.00					997	30		•	•	•	Ô
1097	0	Peach		\$0.76							7	31		•	٥	•	â
304		Pear		\$0.75							999	40		•	۰	•	ô
551	1	Uvas		\$3.54							8	40		*	•	•	â
543	20	Cerezas		\$4.23							15	50		×	•	R.	â
1624	1	Peach		\$12.00		\$6.00		\$5.00			0	55		×	•	•	â
1799		Swiss Cheese		\$3.24							796	60		*	•	•	â
314	2	Mushroom		\$2.99				\$1.99			411	62		×	•	•	â
1180	-#	Beans		\$2.99							0	130		*	•	•	â
319	-	Radish		\$3.29							10	150		•	٠	•	â

• Click Manage on the product to view its details. The Product Details page is displayed listing all its details under various tabs.



3.1.2 Add Product

To add a product to the storefront:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Products** under **Inventory**. The **Products** page is displayed.
- 3. Click Add New Product. The Add New Product page is displayed.
- 4. Enter the following details:
 - Product Name: Enter a name for the product. For example: "Ipod Nano".
 - **Product Code**: Enter your internal product code for this item. This product code identifies a product across all locales.
 - SKU or Part#: Enter a valid SKU (SKU or Stock Keeping Unit is a unique identification number for this product). If not applicable to your product then enter the product number instead.
 - **Product Type**: Select a product type based on the attribute types for this product. Leave at Default, if unsure. See <u>Product Types</u> for more details.
 - Brand: Select the brand for this product.
 - Select Supplier: Select the supplier for this product who will be fulfilling this order.
 - **Download Link (for software):** Enter the link from where the software product can be downloaded. Leave blank if it is not applicable for this product.
 - **Retail Price**: Enter the retail price for this product. This will be displayed on the storefront.
 - Sale Price: Enter the sale price, if this product is on Sale, else leave blank. This will be displayed as sale price adjacent to the retail price in the storefront.
 - Wholesale Price: Enter the wholesale price if this product has one, else leave blank.
 - Tax Class: Select the tax class to which this product belongs to.
 - Quantity On Hand: Enter the current inventory level for this product in your warehouse.
 - Re-Order Level: Enter the re-order level.
 - Min Selectable Quantity: Enter the minimum quantity that can be selected when adding an item to the cart.
 - Max Selectable Quantity: Enter the maximum quantity that can be selected when adding an item to the cart. This value is required.
 - **Display Order**: Enter a number. This determines the order in which the product will be displayed in the storefront.

Onode[®]

Znode - Inventory Manual

		● L Hello admin123451 Advanced ✿ Account Q Support ● Hell
Add New Product		SUBMIT
General Information		Product Image
Product Name *		Upload a suitable image for your product. Only JPG, GIF and PNG images are supported. The file size should be less than 1.5 Meg. You automatically be scaled so it displays correctly in the catalog.
SKU or Part# * The SKU or stock keeping unit is the code		Selectan image UPLOAD
The SKU or stock keeping unit is the code assigned to your product inventory.		Product Image ALT Text
Product Code * Enter your internal (ERP) product code. If not		The image ALT Text is used for SEO and Accessibility.
applicable, then enter the SKU or Part# instead.		Description
Product Type Product type will be used to determine if this	Default 🔻	
oduct has special attributes (example:color, size, .o).		Short Description
Brand	Not Applicable	The sheet developing is disclosed in conduct search seculty. Enter 100 absorbers as last
his is the product's brand as identified by the anufacturer (example:"Apple").		The short description is displayed in product search results. Enter 100 characters or less.
upplier	Not Applicable	Long ∪escription File ▼ Edit ▼ Insert ▼ View ▼ Format ▼ Table ▼ Tools ▼
lect the supplier who will fulfill your order.		
wnload Link Iy applies to digital downloads.		
icing		
icing	s	
ale Price		
holesale Price holesale price will be applied to profiles that we the wholesale setting enabled.	5	p
x Class	Sales Tax	Feature Description
e tax class determines the sales tax applied to s product during checkout.		File ▼ Edit ▼ Insert ▼ View ▼ Format ▼ Table ▼ Tools ▼
ventory		
uantity On Hand * ter the number of items in stock.	999	
-Order Level		
er the minimum stock level below which you ald need to re-order the product.		
in Selectable Quantity	1	
er the minimum quantity that can be selected		p Enter a list of product features to display. Leave blank to disable this tab.
en adding an item to the cart	10	Product Specification
IX Selectable Quantity * er the maximum quantity that can be selected	10	File - Edit - Insert - View - Format - Table - Tools -
en adding an item to the cart.		
splay Settings		<u>A · A · O</u>
splay Order *	500	
er the display order for the product in search its. A product with lower display order will be layed first.		
ipping Settings		
	Fachle for chinese for this conduct. All other chineses a first of the formed	
ee Shipping	Enable free shipping for this product. All other shipping rules will be ignored.	p Enter additional product specifications and characteristics. Leave blank to disable this tab.
hipping Cost *	Flat Rate Per Item	Shipping Information
oduct Attributes		File × Edit × Insert × View × Format × Table × Tools ×
light	185	★ / Formats ▼ B / E E E E E F E ▼ E ▼ E E E E E E E E E E
	000	
eight	10	
orgin	IN	
Vidth		
	IN	
dth		

- Free Shipping: Select to enable free shipping for this product. All other shipping rules will be ignored.
- Shipping Cost: Select to calculate shipping costs on this item separately from the other items in this cart. Select Shipping Type: Select the shipping rule that will be applied to this product. For example: if you select "Flat Rate Per Item" then shipping will be calculated based on a flat rate per item.
- Weight: Enter the weight of the product in pounds. This is used to compute



shipping cost. Leave blank if not applicable.

- **Height**: Enter the height of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.
- Width: Enter the width of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.
- Length: Enter the length of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.
- Product Image: Click Browse, under the Product Image section. The Choose file dialog box opens. Choose a location and enter the filename of the product image to upload. Click Open. The location of the image is now displayed next to the Browse button.

Note: Only JPG, GIF and PNG images are supported. Make sure your image is 1.5 Mb in size or less.

- **Product Image ALT Text**: Enter a short descriptive text for this product to be used in the image ALT text. This text is displayed if the image does not download correctly.
- Short Description: Enter an optional short description for the product. This will be displayed in the product listing grid. The description should be less than 100 characters.
 - Long Description: Enter a detailed description for the product in this Rich Text Box.
 - **Product Features:** Enter a list of product features to display. Leave blank to disable this tab.
 - **Product Specifications:** Enter additional product specifications and characteristics. Leave blank to disable this tab.
 - **Shipping Information:** Enter information about shipping methods and shipping time for this product. Leave blank to disable this tab.
 - 5. Click **Submit**. The **Product Details** page is displayed listing the newly added details.

Important

- 1. To enter the following additional details for this product, see Editing a Product.
 - Product Info
 - Settings
 - Categories
 - SKUs
 - Bundles
 - Facets
 - Tags
 - Customer Based Pricing
 - Images



- Product Add-Ons
- Tiered Pricing
- Highlights
- Digital Assets

2. To add this product's variants, see <u>Adding Product Add-Ons</u> and <u>Adding SKUs</u>.

3.1.3 Edit Product

To edit a product in the storefront:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Products** under **Inventory**. The **Products** page is displayed.
- 3. Click Manage on the product you want to edit. The Product Details page is

displayed. On the Product Detail page, the following details can be managed:

- Product Info
- Settings
- Categories
- SKUs (will be displayed only if this product has variations)
- Bundles
- Facets
- Tags
- Customer Based Pricing
- Images
- Product Add-Ons
- Tiered Pricing
- Highlights
- Digital Assets

Onode[®]

Znode - Inventory Manual

MULTIFRONT®	Dashboard Setup Invent	s Marketing Orders Vendo	rs Reports Advanced	👤 Hello admin123! 🌣 Account 🕑 Help 🕞 Log off
Product Details - Day	lilies			← BACK
Product Info Settings	Categories SKUs E	ndles Facets Tags Im	ages Add-Ons Tiered	Pricing Highlights Digital Assets
, I				✓ EDIT
General Information			Shipping Settings	
Name	Daylilies		Free Shipping	×
Brand Name	Tropicana		Shipping Rule	Flat Rate Per Item
Product Code	da8979		Shipping Rate	
Min Selectable Quantity	1		Weight	1.00 KGS
Max Selectable Quantity	10		Height	1.00 CM
Product Type Name	Gift Card Type		Width	
Retail Priče	\$1.56			
Sale Price			Product Image	
Wholesale Price				U.V.
Tax Class Name	Sales Tax		n	1 Des
Download Link				
Display Settings				
Display Order	20		Description	
			Short Description	Beautiful lilies for that special someone!
			Long Description	Welcome to the product detail page. This is where your customers can read detailed information
				about products they are interested in and add them
				to the shopping cart.
			Feature Description	You can add detailed product features here using
				the Znode Storefront Admin. Lorem ipsum dolor sit
				amet, consectetuer adipiscing elit. nulla lacinia -
			Product Specification	You can add detailed product specifications here
				using the Znode Storefront Admin. Lorem ipsum
				dolor sit amet, consectetuer adipiscing elit. Morbi
				egestas tempus libero.Nulla lacinia velit tincidunt
				velit. Maecenas congue varius nunc.Proin
				consectetuer dolor eget nunc.Maecenas iaculis
				ligula vitae risus. Pellentesque euismod felis eget
				neque.Pellentesque vitae nulla a nulla mollis
				pretium. Phasellus tempus nibh quis
				purus.Phasellus semper elit vitae ante. ivamus
				feugiat aliquet ante. Nunc ullamcorper nunc et nisi
				dapi <u>bus feudiat.</u>

4. To edit the product information, click on the **Product Information** tab and then cl on **Edit Information**. The **Edit Product** page is displayed.



Edit the following details:

- Product Name: Edit the product.
- **Product Code**: Edit the internal product code for this item. This product code identifies a product across all locales.
- **SKU or Part #**: Edit the SKU. If not applicable to your product then enter the product number instead.
- **Product Type**: Select a product type based on the attribute types for this product. Leave at Default, if unsure. See <u>Product Types</u> for more details.
- Select Product Brands: Select the brand for this product.
- Select Supplier: Select the supplier for this product who will be fulfilling this order.
- **Download Link (for software):** Edit the link from where the software product can be downloaded. Leave blank if it is not applicable for this product.
- Retail Price: Edit the retail price for this product. This will be displayed on the storefront.
- Sale Price: Edit the sale price, if this product is on Sale, else leave blank.

This will be displayed as sale price adjacent to the retail price in the storefront.

- Wholesale Price: Edit the wholesale price if this product has one, else leave blank.
- Tax Class: Select the tax class to which this product belongs to.
- Quantity On Hand: Edit the current inventory level for this product in your warehouse.
- Re-Order Level: Edit the re-order level.
- Min Selectable Quantity: Edit the minimum quantity that can be selected when adding an item to the cart.
- Max Selectable Quantity: Edit the maximum quantity that can be selected when adding an item to the cart. This value is required.
- **Display Order**: Edit the number. This determines the order in which the product will be displayed in the storefront.
- Free Shipping: Select to enable free shipping for this product. All other shipping rules will be ignored.
- **Ship Separately:** Select to calculate shipping costs on this item separately from the other items in this cart.
- Select Shipping Type: Select the shipping rule that will be applied to this product. For example: if you select "Flat Rate Per Item" then shipping will be calculated based on a flat rate per item.
- Weight: Edit the weight of the product in pounds. This is used to compute shipping cost. Leave blank if not applicable.
- **Height**: Edit the height of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.

Onode[®]

- Width: Edit the width of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.
- Length: Edit the length of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.
- Product Image: Select Keep Current Image to retain this product image. OR

To change the product image, select **Upload New Image**. **Select an Image** field is displayed. Click **Browse** to choose an image to upload. The **Choose file** dialog box

opens. Choose a location and enter the filename of the product image to upload.

Click **Open**. The location of the image is now displayed next to the **Browse** button.

Note: Only JPG, GIF and PNG images are supported. Make sure your image is

1.5 Mb in size or less.

- **Product Image ALT Text**: Enter a short descriptive text for this product to be used in the image ALT text. This text is displayed if the image does not download correctly.
- Image File Name: Edit the image file name.
- Short Description: Edit the short description for the product, if it has one. The description should be less than 100 characters.
- Long Description: Enter a detailed description for the product in this Rich Text Box.
- **Product Features:** Enter a list of product features to display. Leave blank to disable this tab.
- **Product Specifications:** Enter additional product specifications and characteristics. Leave blank to disable this tab.
- **Shipping Information:** Enter information about shipping methods and shipping time for this product. Leave blank to disable this tab.

Click **Submit**. The **Product Detail** page is displayed with the product information listed under the **Product Information** tab.

5. To edit the advanced settings, click on the **Advanced Settings** tab and then click on **Edit Advanced Settings**. The **Edit Advanced Settings** page is displayed.

Edit the following details:

- **Display Product**: Select this to display the product in the storefront. Clear this check box if you want to hide this product from your customers.
- Home Page Special: Select this to display the product on the Home Page.
- New Item: Select to display the 'NEW" icon with this product.
- Featured Item: Select to display the "Featured Item" icon with this product.
- **Call For Pricing**: Select this if you want the customer to call you for pricing. Selecting this check box will display a message "Call for Pricing" in place of the products price. In addition the Add to Cart button will be remove from this products page.
- Franchisable: Select this to allow Franchises to sell this product.
- Out of Stock Options: Select how an out of stock product affects the shopping cart from



the three options listed in this section.

- In Stock Message: Enter a custom message that is displayed when items are in stock. Leave blank if no message needs to be displayed.
- Out of Stock Message: Enter a custom message to be displayed if this product is out of stock. If left blank, then "Out of Stock" will be displayed.
- **Back Order Message**: Enter a message to be displayed if an item is on back order. Leave blank if no message needs to be displayed.
- **Recurring Billing**: Select to enable recurring billing subscription for this product. If selected, enter the following details:
 - Billing Period: Select the billing period.
 - Billing Frequency: Select number of billing periods that make up one billing cycle.
 - Billing Cycles: Enter the number of billing cycles for payment period.
- SEO Title: Enter a title. Leave this section blank if unsure.
- SEO Keywords: Enter comma separated keywords. Leave this section blank if unsure.
- SEO Description: Enter a description. Leave this section blank if unsure.
- SEO friendly Page Name: Enter a search engine friendly, static URL.

Click **Submit**. The **Product Detail** page is displayed with the advanced settings listed under the **Advanced Settings** tab.

MULTIFRONT®	🔗 🔅 🗓 🗐 🍕 Dashboard Setup Inventory Marketing Orders Ver	🐣 🥑 🤗 ndors Reports Advanced	👤 Hello admin123! 🌣 Account 😨 Help 🕞 Log
Product Details - Da	ylilies		◆ BAC
Product Info Settings	Categories SKUs Bundles Facets Tags	Images Add-Ons Tiered	Pricing Highlights Digital Assets
Edit Settings for Da	ylilies		SUBMIT CANCI
Display Settings		Out-of-Stock Message	This item is out of stock
Display Product	Display this product in the store.	Back-Order Message	
Home Page Special	Display product as a featured item on the home page.	Recurring Billing Setting	S
New Item	Display the "new" icon for this product.	Recurring Billing	Enable recurring billing for this product.
Featured Item	Display the "featured" icon for this product.		
Call For Pricing	Prompt customer to call for pricing. Disable the add-to-cart button.	SEO Settings	Delicious
Franchisable	Enable your franchisees to sell this product.	SEO Keywords	Delicious
Inventory Settings		SEO Description	Delicious
Out-of-Stock Options	 Disable purchasing for out-of-stock products. Allow back-ordering of products. Don't track inventory. Enable product purchasing regardless of stock. 	SEO Friendly Page Name Use only characters a-z and 0 9. Use "-" instead of spaces. Do not use a file extension or parameters in your product name.	
In-Stock Message	This item is in stock!		Add 301 redirect on URL changes

6. To edit the Category settings, click on the Category tab and then click on Associate categories button. The Associate Category page is displayed.

Edit the following details if this product is a **Default** product type:

T

- Search Category: Fill in the search field and click enters. The entire related category will be shown.
- Select the required category and click **Submit**. The category tab page is shown with the selected category.



2 °			Znode - Inventory Mar
MULTIFRONT®	Dashboard Setup Int	🗟 🐔 <table-cell-columns> 🐇 🕑 ventory Marketing Orders Vendors Reports</table-cell-columns>	P Hello admin123! Account Help G+Log o Advanced Advanceed Advanceed Advanceed Advanceed Advanceed
Product Details - Da	ylilies		♦ ВАСК
Product Info Settings	Categories SKUs	Bundles Facets Tags Images Add-	Ons Tiered Pricing Highlights Digital Assets
			ASSOCIATE CATEGORIES
			Advanced Search Clea
	lame	Title	Delete
85 F Show 10 V Per Pa	lowers	Flowers	
		💼 🗃 ┥ 🐸 🤩 Inventory Marketing Orders Vendors Reports	စာ L Hello admin123! 🌣 Account 🕑 Help 🕞 Log s Advanced
	Dashboard Setup I		
Add Categories to I	Dashboard Setup I	inventory Marketing Orders Vendors Report	
Add Categories to F Search	Dashboard Setup I		
Add Categories to F Search Name	Dashboard Setup I Product : Daylilies	nventory Marketing Orders Vendors Report	Advanced Advanced Search Cit
Add Categories to F Search	Dashboard Setup I Product : Daylilies ID	inventory Marketing Orders Vendors Report SEARCH CLEAR Name	Advanced Advanced Search Cle
Name Select	Dashboard Setup I Product : Daylilies ID 99	Inventory Marketing Orders Vendors Report SEARCH CLEAR Name Almonds	Advanced Advanced Search Cle Almonds
Add Categories to F Search Name	Dashboard Setup I Product : Daylilies ID 99 96	Nentory Marketing Orders Vendors Reports SEARCH CLEAR Name Almonds Bubbly	Advanced Search Cle Title Almonds Bubbly
Add Categories to B Search Name Select	Dashboard Setup I Product : Daylilies ID 99	Inventory Marketing Orders Vendors Report SEARCH CLEAR Name Almonds	Advanced Advanced Search Cle Almonds

7. Click SKUs tab and then click on Edit on the SKU or Part# that you want to edit. The Edit Product SKU page is displayed.

Cashews

Cheese

Cheese

Cheese

Cheese

Cheese

Edit the following details if this product is a **Default** product type:

104

161

92

216

219

205

Show 10 🔻 Per Page

1

ASSOCIATE CATEGORIES CANCEL

/7 🕨 | 🏓

Cashews

Cheese

Cheese

Cheese

Cheese

Cheese

📢 🕴 🖌 📢



- **SKU or Part #:** Enter this product variant's SKU or Part number. •
- Quantity On Hand: Enter the available inventory level for this SKU.
- Re-Order Level: Enter a numeric re-order level for your product inventory. Note that this is for • your internal reference only and does not affect the catalog.
- **Profile Setting** •
 - Profile: Select Profile from the drop down list •
 - Effective Date: Enter the (publish) date to show the product to the selected profile. •

1ULTIFRONT®	2 Dashboard	Cetup	LINVENTORY N	iarketing	Orders	And Series	C Reports		Hello admin1	23! 🏟	Account 🕐	Help 🕞 Log
roduct Details - Day	ylilies											♦ BACK
Product Info Settings	Categories	s SKU	s Bundles	s Facet	s Tags	s Images	s Add-Or	is Tiered Pri	cing Highlig	ihts D)igital Assets	
											Advances	I Search Cle
d SKU	Quantity (On Hand			Re-order	r Level		Enabled	A	ction	Del	
9 al8907	1231				123			×	ø	•	â	
Show 10 🔻 Per Pa	ge								• •	Page	1	/1 ▶ ₩
1ULTIFRONT®	O ashboard	¢. Sotun				Vondors	Bonorte	© Muraneoud			ello admin12 ccount 😧	
	Dashboard		inventory M		Orders	¥š Vendors	C Reports					2345! Help G+ Log CANCEL
	Dashboard						Reports /	Advanced			ccount 🥐 H	Help 🕞 Log
dit Product - Daylil	Dashboard							Advanced			ccount 🕑 H	Help 🕞 Log
dit Product - Daylil SKU Information SKU or Part# *	Dashboard ies							Advanced			SUBMIT	Help C+ Log CANCEL
dit Product - Daylil	Dashboard ies al8907 10						Profile Sett	Advanced	Effective D	‡ A	SUBMIT	Help C+ Log CANCEL

Re-Order Level

SUBMIT CANCEL



Edit the following additional details if this product is not a **Default** product type:

- Additional Weight: Enter additional weight, if this product variant weighs more than the base product. This additional weight will be used for shipping calculations. Leave blank, if not applicable.
- **Retail Price**: Enter this product variant's retail price. This will override the product's retail price. Leave blank, if not applicable.
- Sale Price: Enter this product variant's sale price. This will override the product's sale price. Leave blank, if not applicable
- Wholesale Price: Enter this product variant's wholesale price. This will override the product's wholesale price. Leave blank, if not applicable.
- Enable Inventory: Select to enable this inventory. This will allow this variant to be selected on the product page.
- Product Attributes: Select this product's attributes from the drop down list.
- Select Supplier: Select the supplier for this SKU from the drop-down list.
- Associate Facet: Facets enable customers to filter product search results based on various criteria such as "Price Range", etc.
- SKU Image: Click Browse, under the SKU Image section. The Choose file dialog box opens. Choose a location and enter the filename of the SKU image to upload. Click **Open**. The location of the image is now displayed next to the **Browse** button.

Note: Only JPG, GIF and PNG images are supported. Make sure your image is 1.5 Mb in size or less.

- **Product Image ALT Text**: Enter a short descriptive text for this SKU to be used in the image ALT text. This text is displayed if the image does not download correctly.
- Profile Setting
 - Profile: Select Profile from the drop down list
 - Effective Date: Enter the (publish) date to show the product to the selected profile.

Click **Submit**. The **Product Details** page is displayed listing the newly edited SKU under the **Manage SKUs** tab.



8. To associate Facets to this product, click on the Facets tab and then click on Associate Facet. The SELECT FACETS TO ASSOCIATE section is displayed.

Enter the following details:

- Facet Group: Select a Facet group from the drop down list.
- Facets: Select the Facets that are associated to this product for the selected Facet Group

Note:

© Copyright 2016, Znode LLC, All Rights Reserved



- To edit a product Facet association: click **Edit** on the Facet group name and edit the Facet that are associated to this product.
- To delete a product Facet association, click **Delete** on the related item you want to delete. The Facet group name will be removed from the list.

		inventory Marketin	J ng Orders	All Sendors	C Reports	ø Advanced	👤 Hell	o admin123	! 🏟 Aco	ount 💿 Hel	o 🕞 Log off
Product Details - Daylilies	;										+ BACK
Product Info Settings Cat	tegories SKU:	s <mark>Facets</mark> Ta	igs Images	s Add-On	s Tiered	l Pricing	Highlights	i Digital .	Assets		
Associated Facets										ASSOCIAT	E FACET
Facets enable customers to filter p	roduct search res	ults based on vario	us criteria sucl	h as "Price Ra	ange", etc.						
Facet Group Name	Facet Name	15							Actio	Advanced Se n De	arch Clear lete
Specials		cials, Wine Special	s, Organic Pro	duct Special	s					Ô	
Show 10 🔻 Per Page									Page	1 /1	▶ ₩
		• •	•			0					
MULTIFRONT [®] On Dashbox	🔅 ard Setup I	nventory Marketin	ح) g Orders	🐣 Vendors	Reports A	Advanced	👤 Hell	o admin123	! 🏟 Aco	ount 🕐 Hel	p 🕞 Log off
Select Facets To Associate											
Select Facets											
Facet Group	Specials			•	•						
Facets	 Monthly Sp 	ecials									
	✓ Wine Speci	als									
	🖌 Organic Pre	oduct Specials									
			SUBMIT	CANCE	L						
			—		_		_				

9. To associate a tag to this product, click on the Tags tab. **Associate Tag** section is displayed. Enter a list of tags to associate with your product. Enter tags will be useful for searching from Front End.

MULTIFRONT®	2	¢	Ê,	§ 1		**	Ŀ	ø	👤 Hello	admin123! 🏟 Ad	count 🕑 Help 🕞 Log o
Brochust Dataile D	Dashboard	Setup	Inventory	Marketing	Orders	Vendors	Reports	Advanced			
Product Details - Da	ayimes					_	_				← BACK
Product Info Setting:	s Categorie	s SKU	ls Facet	s Tags	Images	Add-On:	s Tiere	d Pricing	Highlights	Digital Assets	
Associated Tags											
Enter a list of tags to asso	ciate with your	product.									
					SUBM	IT CAN	CEL				

10. **Customer Based Pricing**. Customer based pricing allows merchants to display different prices for different customers when viewing the same product(s).

MULTIFRONT®	Dashboard	C Setup	inventory	Marketing	Orders	🐣 Vendors	C Reports	Advanced		🗘 Account 😢 Help 🕞 I	Log
Product Details - D	aylilies									← BA	CK
Product Info Setting	s Categorie	es SKU	s Facet	s Tags	Custor	ner Based I	Pricing	Images	Add-Ons Tiered Pricing	Highlights	
Digital Assets											
Search Customer											
Search											
External Account Id			Fu	III Name					Company Name		
Store Name											
All		•									
										SEARCH CLE	AR
										DOWNLOAD TO EX	CEI
										Advanced Search	Cle
					No Rec	ord Fou	nd !!!				
• •	•					•			images are in a		
fault product p	icture that	at is s	et in th	ne Add	Produ	uct pag	e. Thi	is featu	ire is very useful	for showing	



your product in different colors or from different angles.

Alternate Images are displayed on the **Product Details** page as thumbnails. When your customer clicks on a thumbnail the larger version of alternate product image is displayed in a pop-up window.

To add alternate images of the product, click on the **Alternate Images** tab and then click on **Add Alternate Product Image**. The **Add Product Image** page is displayed.

Enter the following details:

- Title: Enter the title to be displayed for this product image. Leave blank for no title.
- **Image Type**: Select a type for this Image from the drop-down list. Select Alternate Image to show a small version of the image else select to Swatch to show a small detailed section of the image.
- Product Image: To upload the product image, click Browse. The Choose file dialog box opens. Choose a location and enter the filename of the new product image to upload. Click Open. The location of the image is now displayed next to the Browse button.

Note: Only JPG, GIF and PNG images are supported. Make sure your image is 1.5 Mb in size or less.

The image will be automatically scaled to display correctly on the storefront.

- **Product Image ALT Text**: Enter a short descriptive text for this product to be used in the image ALT text. This text is displayed if the image does not download correctly.
- Display on Product Page: Select to show a thumbnail of this image on the Product Page.
- Display on Category Page: Select to show a thumbnail of this image on the Category Page.
- **Display Order**: Enter a number. This determines the order in which the product images will be displayed in the storefront.

Click **Submit**. The **Product Detail** page is displayed with the newly added images listed under the **Alternate Images** tab.

Note: To delete an alternate image, click **Delete** on the alternate image you want to delete from those listed under the **Alternate Images** tab.

Product telds Setings Calagonies SkUs Facels Tass Customer Based Pricing Mage Tarend Pricing Highlights Digital Acets Add-Ons Tarend Pricing Name Add-Ons Tarend Pricing Highlights 1933 Season Daylilies Alternate 500 Calagonies Season Calagonies Add-Ons Add-O										
Product into Digital Acces SixUs Facets Tags Customer Based Pricing Image Add-Ons Tered Pricing Highlights Digital Acces Image Name Image Product Plage Celesony Plage Display Plage Add-Ons Tered Pricing Highlights Digital Acces Image Name Image Product Plage Celesony Plage Display Order Addoon Display Plage Display							👤 Hello admi	in123! 🏟	Account	? Help (
Digital Assist Digital Assis Digital	Product Details - Day	ylilies								€ E
Diverse Name		Categories	SKUs Facets	Tags Customer	Based Pricing	nages Ado	d-Ons Tiered	Pricing	Highlights	5
D Image Name Image Type Product Page Category Page Display Order Action Det 1363 Daylilies Alternate Image Type 500 Image Type 1364 Daylilies Swatch Image Type Soo Image Type 1364 Daylilies Swatch Image Type Soo Image Type 1364 Image Type Per Page Image Type Image Type Image Type Image Type Image Type Image Type Image Alt Text Display thumbhail on product page Desclay of the Display thumbhail on category page Display Code* Soo								ADD ALTEI	RNATE PR	ODUCTI
1364 Swath X 500 Image Show 10 PerPage 11 PerPage Image Type Image Type Image At Text Image At	ID Image	Name	Image Type	Product Page	Category P	age	Display Order	r		ed Searc Dele
Show 10 Per Page 11 Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Copyright 2015. Znode LLC, All Right Powered by Znode: © Copyright 2015. Znode LLC, All Right Image Type Image Type Product Image Image Type All reading Image All Text	1363	Daylilies	Alternate	*	*		500			â
Powered by Znode. © Copyright 2015, Znode LLC, All Right MULTIFRONT® C C C C C C C C C C C C C C C C C C	1364	Daylilies	Swatch	•	×		500		e e	â
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou	Show 10 V Per Pag	ge					*	 Page 	1	/1)
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT Bathboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123! & Account Hello admin123! & Accou										
MULTIFRONT®										
MULTIFRONT Dashboard Setup Inventory Marketing Orders Add Alternate Image for Daylilies Ceneral Information Tile Enter the tilt to be displayed for this product Image Alternate Image View Product Image Belick an image 's UPLOAD Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display order via 500	nooe [®] relevant ecomn	merce				Powered by	Znode. © Copyri	ght 2015, Zi	node LLC,	All Right
MOLLINK CVI Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced	I OUE relevant econin	nerce				Fowered by	Zhoue. @ Copyii	yni 2013, 21	noue LLC,	
Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced										
Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced										
Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced		_								
MOLTIFICOTION Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced		\mathcal{O}	🗘 📋	(1)	28 🕑	<u>()</u>	Lielle eder			
Add Alternate Image for Daylilies Ceneral Information Title Enter the title to be displayed for this product image. Leave blank for no title. Image Type Alternate Image View Product Image Select an Image * UPLOAD Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * 500 An Image with lower display order will be displayed first.	IVIULTIFRONT®						📃 Hello adri	IMTZ3! 😫	Account	Heip
Ceneral Information Title Enter the title to be displayed for this product image. Leave blank for no title. Image Type Alternate Image View Product Image Select an image * UPLOAD Image Alt Text Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * 500 An image with lower display order will be displayed first.		Double	Only Investory Ma		Mandara Darada	A -1				
General Information Title Enter the title to be displayed for this product Image. Leave blank for no title. Image Type Alternate Image View Product Image Select an image * UPLOAD Image Alt Text Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display order * 500 An image with lower display order will be displayed first.		Dashboard	Setup Inventory Ma	arketing Orders	Vendors Reports	Advanced				
Title Enter the title to be displayed for this product image. Leave blank for no title. Image Type Alternate Image View Product Image Select an image * UPLOAD Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * 500				arketing Orders	Vendors Reports	Advanced				
Title Enter the title to be displayed for this product image. Leave blank for no title. Image Type Alternate Image View Product Image Select an image * UPLOAD Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * 500				arketing Orders	Vendors Reports	Advanced				
Enter the title to be displayed for this product image. Leave blank for no title. Image Type Alternate Image View	Add Alternate Image			arketing Orders	Vendors Reports	Advanced				
Enter the tille to be displayed for this product image. Leave blank for no tille. Image Type Alternate Image View Product Image Select an image * UPLOAD Image Alt Text Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display order * 500 An image with lower display order will	Add Alternate Image			arketing Orders	Vendors Reports	Advanced				
product image. Leave blank for no title. Image Type Alternate Image View ✓ Product Image Select an image * UPLOAD Image Alt Text Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * So0 An image with lower display order will be displayed first.	Add Alternate Image			irketing Orders	Vendors Reports	Advanced				
Image Type Alternate Image View Product Image Select an image * UPLOAD Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * 500 An image with lower display order will be	Add Alternate Image General Information			rketing Orders	Vendors Reports	Advanced				
Product Image Select an image * UPLOAD Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * Solo An image with lower display order will be displayed first.	Add Alternate Image General Information Title	e for Daylili		irketing Orders	Vendors Reports	Advanced				
Product Image Select an image * UPLOAD Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * Solo An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo	e for Daylili		irketing Orders	Vendors Reports	Advanced				
Select an image * UPLOAD Image Alt Text Image Alt Text Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * An image with lower display order will be display order will	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for	for this	es	rketing Orders		Advanced				
Image Alt Text Product Page Display thumbnail on product page Category Page Display Order* 500 An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for	for this	es	rketing Orders		Advanced				
Image Alt Text Product Page Display thumbnail on product page Category Page Display Order 500 An image with lower display order will be display order will be display of first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type	for this	es	rketing Orders		Advanced				
Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * 500 An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image	for Daylili	es rnate Image View	rketing Orders		Advanced				
Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * 500 An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image	for Daylili	es rnate Image View	rketing Orders		Advanced				
Product Page Display thumbnail on product page Category Page Display thumbnail on category page Display Order * 500 An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image	for Daylili	es rnate Image View	rketing Orders		Advanced				
Category Page Display thumbnail on category page Display Order * 500 An image with lower display order will be displayed first. 500	Add Alternate Image General Information Title Enter the tille to be displayed fo product image. Leave blank for Image Type Product Image Select an image *	for Daylili	es rnate Image View	rketing Orders		Advanced				
Category Page Display thumbnail on category page Display Order * 500 An image with lower display order will be displayed first. Example to the second	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image *	for Daylili	es rnate Image View	rketing Orders		Advanced				
Display Order * 500 An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image *	tor this r no title.	rnate Image View			Advanced				
Display Order * 500 An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text	tor this r no title.	rnate Image View			Advanced				
An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page	tor this rno title.	rnate Image View LOAD Display thumbnail on pr	oduct page		Advanced				
An image with lower display order will be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page	tor this rno title.	rnate Image View LOAD Display thumbnail on pr	oduct page		Advanced				
be displayed first.	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page	e for Daylili for this r no title.	rnate Image View LOAD Display thumbnail on pr	oduct page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page	e for Daylili for this r no title.	rnate Image View LOAD Display thumbnail on pr	oduct page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				
	Add Alternate Image General Information Title Enter the title to be displayed fo product image. Leave blank for Image Type Product Image Select an image * Image Alt Text Product Page Category Page Display Order * An image with lower display ord	e for Daylili for this r no title. UP	rnate Image View LOAD Display thumbnail on pr	oduct page tegory page		Advanced				



- 12. To associate product add-ons to this product, click on the **Add-Ons** tab and then click on **Associate Add-On**. The **Add a Product Add-Ons** page is displayed.
- Enter any or all of the following keywords under Add-Ons Search: Name, Title, SKU / Product# or Locale.
- Click Search. All products meeting the above search criteria will be displayed under Add-On List.
- Select those add-ons you want to associate with this product, from the Add-On list.

Click **Associate Selected Add-Ons**. The **Product Detail** page is displayed with the newly added add-ons listed in the **Product Add-Ons** tab.

Note: To delete a product add-on association, click **Remove** on the product add-on you want to delete from those listed under the **Product Add-Ons** tab. A pop-up window asks you to confirm the delete operation. Click **OK** to delete. The **Product Detail** page is displayed with the deleted added add-on removed from the list in the **Product Add-Ons** tab.

MULTIFRONT®	2 Dashboard	C Setup	inventory	Marketing	Orders	🐣 Vendors	C Reports	e Advanced	👤 Не	llo admin123!	🌣 Account 💿	Help 🕞 Log off
Product Details - Da	aylilies											◆ BACK
Product Info Setting: Digital Assets	s Categorie	es SKI	Js Face	ts Tags	Custon	ner Based P	ricing	Images Ad	d-Ons	Tiered Pricing	Highlights	I
Add-Ons are additional pr	oduct options t	that a cust	omer can co	onfigure durii	ng checko	ut. For exam	ple: "Gift V	Vrapping", etc				ASSOCIATE
											Advance	d Search Clear
ld	Name				т	ïtle				Delete		
311	Packaging				P	ackaging				â		
312	Vase				V	'ase				â		
Show 10 V Per P	'age									📢 🖣 Page	e 1	/1 🕨 🌺

2 node										Znode - Inventory Man
MULTIFRONT®	ළු Dashboard	Ç Setup	inventory) Marketing	Orders	😤 Vendors	C Reports	Advanced		L Helio admin12345i ✿ Account ♀ Support ● Help ♀ Log off
Associate addons for : Day	lilies									
Search										
Name			Title					SKU or Product#		SEARCH CLEAR
										Advanced Search Clear
ld	Name				Title	•			Display Order	
	Gift Bag				Gift	Bag			3	
Show 10 Y Per Page										Image Image Image Image Image ASSOCIATE SELECTED ADD ONS CANCEL

13. To add or edit a new pricing tier for this product, click on the **Tiered Pricing** tab and then click on **Add Tiered Pricing**. The **Add Pricing Tier** page is displayed.

Enter the following details:

- Select Profile: Select the profile for which tried pricing will be applied.
- Tier Start: Enter the minimum quantity for this tier.
- Tier End: Enter the maximum quantity for this tier.
- Price: Enter the price for this tier.

Click **Submit**. The **Product Detail** page is displayed with the newly added tier listed under the **Tiered Pricing** tab.

Repeat the above steps till all the pricing tiers for this product are added.

Note: To delete a pricing tier, click **Delete** on the pricing tier you want to delete from those listed under the **Tiered Pricing** tab. A pop-up window asks you to confirm the delete operation. Click **OK** to delete. The **Product Detail** page is displayed with the deleted pricing tier removed from the list in the **Tiered Pricing** tab.



- 14. To associate Highlights to this product, click on the **Highlights** tab and then click on **Add A Highlight**. The **Add a Product Highlights** page is displayed.
- Enter any or all of the following keywords under Highlight Search: **Name and Type**.
- Click **Search**. All highlights meeting the above search criteria will be displayed under Product Highlight List.
- From the Product Highlights list, select those highlights you want to associate with this product.

Click **Add Selected Items**. The **Product Detail** page is displayed with the newly associated highlights listed in the **Highlights** tab.

Note: To delete a Highlights association, click Remove on the Highlights you want to delete from those



listed under the **Highlights** tab. A pop-up window asks you to confirm the delete operation. Click **OK** to delete. The **Product Detail** page is displayed with the deleted highlight removed from the list in the **Highlights** tab.

MULTIF	RONT®	Dashboard	Cetup	Inventory	Marketing	Orders	🐣 Vendors	C Reports	(2) Advance		ello admin1	23!	🌣 Accou	int 🤋 H	elp (Log off
Product D	etails - Da	ylilies													€ E	BACK
Product Info	o Settings	Categorie	es SKU	s Facet	s Tags	Custor	ner Based Pr	icing Ir	mages	Add-Ons	Tiered Pr	icing	Highli	ghts		
Digital Asse	ets															
Highlights en	nable you to st	nowcase com	mon produ	ct features. I	For example	e, you coul	d display the	"Certified	Organic" la	abel for spe	ific produc	ts.	ASSOC	IATE A	HIGH	LIGHT
													Ad	vanced (Searc	h Clear
ld	Name					Туре						C)elete			
3	BIO Certi	fied				Default	Highlight					Ć				
35	Free Ship	oping				Default	Highlight					ť				
Show 10	🔻 Per Pa	age										Page	9 1	/1	•	
	PONT®	© (≯ ∎	a	•	*	C G)					L Hello admi			
MULTIFF	RONT [®] hlights to: Dayl	Dashboard Se					Ceports Advar								9 He	ekp∣G+Log «
		Dashboard Se													9 He	sp ∣ C+Log o
Associate Higl		Dashboard Se	tup Invento			Vendors F	Reports Advar	ced							0 He	slp Ģ-Log o
Associate High Search		Dashboard Se	tup Invento					ced	R						O He	alp C+Log ∢
Associate High Search Name	hlights to: Dayl	Dashboard Se	Type All			Vendors f	Reports Advar	ced	R		Disolar G	c		∩ Support		ekp ∣ Ģe Log «
Associate High Search		Dashboard Set ilies Narr	Type All			Vendors f	Reports Advar	ced	R		Display C 10	c		∩ Support		_
Associate High Search Name ID	hlights to: Dayl: ID *	Dashboard Se ilies Narr Free	Type All			Vendors F	Reports Advar SEARC	ced	R			c		∩ Support		_

15. Digital Assets can include serial numbers or other digital information for the product. To add assignable digital assets to this product, click on the **Digital Asset** tab and then click on **Add Digital Asset**. The **Add a Digital Asset for Product** page is displayed.

Enter the following details:

• Digital Asset: Enter the product's digital asset.

Click **Submit**. The **Product Detail** page is displayed with the newly added digital asset listed in the **Digital Asset** tab.

Note: To delete a Digital Asset, click **Remove** on the digital asset you want to delete from those listed under the **Digital Asset** tab. The **Product Detail** page is displayed with the deleted digital asset removed from the list in the **Digital Asset** tab.

de [®]						Znode - Inventory Man
MULTIFRONT®	2 Dashboard	Setup Invento	🗿 📢 ory Marketing Orden	s Vendors Reports	ø Advanced	💄 Hello admin123! 🌣 Account 🕑 Help 🕒 Log off
Product Details - D	aylilies					← BACK
Product Info Setting Digital Assets	ıs Categori	es SKUs Fa	ncets Tags Cust	omer Based Pricing	nages Add	-Ons Tiered Pricing Highlights
Digital assets could be se	erial numbers o	r other information	that are used for downlo	oadable or software produ	cts.	ADD DIGITAL A SSET
			No Re	ecord Found !!!		
MULTIFRONT®	2 Dashboard	Setup Invente	🗊 📢 Dry Marketing Order		ø Advanced	💄 Hello admin123! 🌣 Account 💡 Help 🕞 Log o
Add Digital Asset F			ory marketing Order		Auvanceu	
Digital Asset						
Digital Asset						
Digital Aboot						
orginal / Noor			SUBI	AIT CANCEL		
Signar / Boot			SUBI	AIT CANCEL		
			SUBI	AIT CANCEL		
			SUBI	AIT CANCEL		
			SUBI	AIT CANCEL		
			SUBI	ATT CANCEL		
			SUBI	AIT CANCEL		
			SUBI	AIT CANCEL		
			SUBI	ATT CANCEL		
.Bundle allows y customers will se product. An exar items: one lamp like this facilitate	ee a list o nple of a base, on es sales	of the entire product bu e lamp sha of related i	oduct as a pro component pr ndle would be de, and one pr tems, and als	oduct bundle. Or oduct that you l a lamp bundle, ackage of light b	have sel which m oulbs. Cr	educt page your ected for that bundled hight include the following reating a product bundle hager to do things like
.Bundle allows y customers will se product. An exar items: one lamp like this facilitate offer a discount	ee a list on ple of a base, on es sales for the b	of the entire product bu e lamp sha of related i pundled offe	oduct as a pro component pr ndle would be de, and one pr tems, and als ering	oduct bundle. Or oduct that you l a lamp bundle, ackage of light b o allows the sto	have sel which m oulbs. Cr ore man	ected for that bundled hight include the following reating a product bundle

Znode - Inventory Manual



Enter the following details:

- Enter any or all of the following keywords under Search Products: **Product Name**, **Product Number**, **SKU**, **Catalog**, **Product Type**, **Product Category**.
- Click **Search**. All products meeting the above search criteria will be displayed under **Product List**.
- Select component product to add: Select the items from the products displayed under Product List.

Click **Submit**. The **Product Detail** page is displayed with the newly added component items listed under the **Bundle** tab.

Note:

- 1. The Bundle tab is enabled only if the product type is Default.
- 2. Once a component product is added as bundle then the product type of parent product is non-editable.
- 3. To delete a component item, click Remove on the related item you want to delete from those listed under the Bundle tab.

MULTIFRONT®	2 Dashboard	¢ Setup	inventory	Marketing	Orders	2014 Vendors	C Reports	Advanced			L Hello admin12345! ✿ Account │ Sup	ort 🧿 Help	C+ Log off
Add a Bundle Product You can use this page to add individu	al products to a	bundled pro	oduct offering.	Please note th	at adding ite	ms to a produ	ct bundle wil	not change the	price for the bundle.				
Search													
Product Name			Product Nur	nber				Sku		Product Cat	tegories		
Product Types All		-	Catalog All			•							
All	•					•					1	SEARCH Advanced S	CLEAR
Select	ld		lmag	e			Pro	duct Name			Is Active		
	1240		Č.	3			Arti	:hoke			*		
	1178		in the second se	A			Asp	aragus			*		
	2051		Q	`			Bar	ana			*		
	1180		-1	1			Bea	ns			*		
	1239		4	•			Bla	kberries			4		



3.1.4 **Copying a Product**

To copy a product to the storefront:

- 1. <u>Login to the Marketplace administration website</u>. The **Dashboard** page is displayed.
- 2. On the top menu, click **Products** under **Inventory**. The **Products** page is displayed.
- 3. Click **Copy** on the product you want to copy. The copied product view page is shown.

MUL	TIFRONT	⊛ 🥸 Dashboard	Ç Setup	E.) Marketing	Orders	🐣 Vendors	C Reports	Advanced		lo admin123.	.! 🏟 Accou	nt ? Helj	p 🕒 Log off
Produ Manage		inventory in your s	tore.											+ ADD
Search	ı													
ld SKU				[Product Name Catalog All]	Product Nun Brand	nber			
Product	Туре				Product Categor	y		•		All				
All			▼		All	-		•						
ld	Image	Product Name	Retail I	Price	Sales Price	Whole S	ale Price	In Stock	: Displa	ay Order	Is Active		ARCH vanced Se Copy	CLEAR earch Clear Delete
1185	₽	Daylilies	\$1.56					1231	20		*	۰ (â
1173		Strawberry	\$2.95					-10	21		•	•	ß	â
1092	Ó	Apple	\$4.23		\$0.00			1000	30		•	•	ß	â
1097		Peach	\$0.76					8	31		•	•	ß	â



3.1.5 **Delete Product**

To delete a product in the storefront:

- 1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
- 2. On the top menu, click **Products** under **Inventory**. The **Products** page is displayed.
- 3. Click **Delete** on the product you want to delete. The **Please Confirm** page is displayed.
- 4. Click **Delete** to confirm. The **Products** page is displayed with the deleted product removed from the list.

Note: You cannot delete a product if it has related items, product add-ons, alternate images etc. associated to it. To delete such a product, all these associations must be deleted first.

MULT	IFRONT	r⊛ 🥝 Dashboard	Ç Setup	Linventory) Marketing	Orders	🐣 Vendors	C Reports	Advanced		llo admin123.	! 🏟 Accou	nt 🕐 Hel	lp 🕞 Log off
Produ Manage		inventory in your s	tore.											+ ADD
Search														
ld				P	roduct Name				1	Product Nur	nber			
SKU				_	atalog]	Brand				
					All			•		All				•
Product	Туре				roduct Catego	У			1					
All			▼	1	All			•						
												SEA	RCH	CLEAR
												Adv	anced Se	earch Clear
ld	Image	Product Name	Retail I	Price 9	Sales Price	Whole 9	ale Price	In Stoci	c Displ	ay Order	Is Active	Manage	Сору	Delete
1185	\$	Daylilies	\$1.56					1231	20		*	•	⊾ (
1173		Strawberry	\$2.95					-10	21		*	•	ß	â
1092	Ì	Apple	\$4.23	97	60.00			1000	30		*	•	ß	â
1097	0	Peach	\$0.76					8	31		*	•	•	â



3.2 Import/Export Data

Use the links below to download and upload data to and from your storefront. This allows you to bulk update your catalog.

In this section you will learn how to:

- Export Inventory
- Export Pricing
- Export Products
- Export Attributes
- Export SKUs
- Export Facets
- Export Shipping Status
- Export Customer Pricing
- Export Customers
- Export States
- Import Inventory
- Import Pricing
- Import Products
- Import Attributes
- Import SKUs
- Import Facets
- Import Shipping Status
- Import Zip Code Data
- Import Customer Pricing
- Import Customer
- Import States

3.2.1 Export Inventory

To export Inventory levels for Products, SKUs and Add-Ons:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Export Inventory** of **Import/Export Data** under **Inventory**. The **Export Inventory** page is displayed.
- 3. Enter the following:
 - File Type: Select the format of the download file from the drop-down list.
- 4. Click **Export Inventory**. The **Download file** dialog box opens.
- 5. Click **Save**. The **Save As** dialog box opens. Choose a location and enter the file name.

Click **Save**. The file is now saved to the specified location.



CANCEL

3.2.2 Export Pricing

To export pricing for Products, SKUs and Add-Ons:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Export Pricing** of **Import/Export Data** under **Inventory**. The **Export Pricing** page is displayed.
- 3. Enter the following:
 - File Type: Select the format of the download file from the drop-down list.
- 4. Click Export Pricing. The Download file dialog box opens.
- 5. Click **Save**. The **Save As** dialog box opens. Choose a location and enter the file name.

Click Save. The pricing file is now saved to the specified location.

MULTIFRONT®	2 Dashboard	C Setup	Linventory	Marketing	Orders	🐣 Vendors	Ceports	Advanced	👤 Hello admin123! 🌣 Account 🥥 Help 🕒 Log off
Export Pricing									
Export Details									
File Type	D	elimited F	ile Format		SUBMIT	CANC	▼ FI		
					SODIMIT	CANC			



3.2.3 Export Products

To export Product details:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- On the top menu, click Export Products of Import/Export Data under Inventory. The Export Products page is displayed.
- 3. Enter the following:
 - File Type: Select the format of the download file from the drop-down list.
 - Select Catalog: Select a catalog from the drop-down list.
- 4. Click **Export Products**. The **Download file** dialog box opens.
- 5. Click Save. The Save As dialog box opens. Choose a location and enter the file name.

Click **Save**. The product file is now saved to the specified location.

Note: This function will only download product details, not SKUs or Add-Ons

MULTIFRONT®	2 Dashboard	C Setup	Inventory	Marketing	Orders	🐣 Vendors	C Reports	Ø Advanced	💄 Hello admin 123! 🌣 Account 😧 Help 🕒 Log off
Export Products									
Export Details									
File Type	D	elimited Fi	ile Format				▼		
Select Catalog	A	I					▼		
					SUBMIT	CANC	EL		

3.2.4 Export Attributes

To export attributes:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Export Attributes** of **Import/Export Data** under **Inventory**. The **Export Attributes** page is displayed.
- 3. Enter the following:
 - Select Catalog: Select a catalog from the drop-down list.
 - Select Attribute type: Select the attribute type from the drop-down list.
 - File Type: Select the format of the download file from the drop-down list.
- 4. Click **Export Attributes**. The **Download file** dialog box opens.
- 5. Click Save. The Save As dialog box opens. Choose a location and enter the file

name. Click Save. The attribute file is now saved to the specified location.


MULTIFRONT®	Dashboard	C Setup	Inventory	Marketing	Orders	🐣 Vendors	C Reports	Advanced	👤 Hello admin123! 🌣 Account 🕑 Help 🕒 Log off
Export Attributes									
Export Details									
File Type		Vicrosoft E>	(cel (.xls)				▼		
Select Catalog		All					•		
Select Attribute Type	1	All					•		
				I	SUBMIT	CANC	EL		

3.2.5 Export SKUs

To export SKUs:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Export SKUs** of **Import/Export Data** under **Inventory**. The **Export SKUs** page is displayed.
- 3. Enter the following:
 - Select Catalog: Select a catalog from the drop-down list.
 - Product Name: Select the product from the drop-down list.
 - File Type: Select the format of the download file from the drop-down list.
- 4. Click Export SKU Data. The Download file dialog box opens.
- 5. Click **Save**. The **Save As** dialog box opens. Choose a location and enter the file name.

Click Save. The SKU file is now saved to the specified location.

Note: This downloaded file can be updated by you and re-uploaded using the Upload SKUs function.

MULTIFRONT®	2 Dashboard	C Setup	E. Inventory	Marketing	Orders	🐣 Vendors	C Reports	Advanced	👤 Hello admin123! 🌣 Account 🔮 Help 🕞 Log off
Export SKUs									
Export Details									
File Type	1	/licrosoft E>	cel (.xls)				▼		
Select Catalog	1	All					▼		
Product Name	D	aylilies							
					SUBMIT	CANC	EL		



3.2.6 Export Facets

To export Facets details:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click Export Facets of Import/Export Data under Inventory. The

Export Facets page is displayed.

- 3. Enter the following:
 - Select Catalog: Select a catalog from the drop-down list.
 - Select Category Name: Select a category from the drop-down list.
 - File Type: Select the format of the download file from the drop-down list.
- 4. Click Export Facet Data. The Download file dialog box opens.
- 5. Click Save. The Save As dialog box opens. Choose a location and enter the file name.

Click Save. The Facets file is now saved to the specified location.

MULTIFRONT®	2 Dashboard	Cetup	Inventory	Marketing	Orders	🐣 Vendors	C Reports	Advanced	👤 Hello admin123! 🌣 Account 🕑 Help 🕞 Log off
Export Facets									
Export Details									
File Type	1	/licrosoft E>	(cel (.xls)				▼		
Select Catalog	ł	AII					•		
Select Category	1	AII					▼		
					SUBMIT	CANC	EL		

3.2.7 Export Shipping Status

To export shipping status:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Export Shipping Status** of **Import/Export Data** under **Inventory**. The **Export Shipping Status** page is displayed.
- 3. Enter the following:
 - Begin Date: Enter the begin date for the report in MM/DD/YYYY format.
 - End Date: Enter the end date for the report in MM/DD/YYYY format.
 - File Type: Select the format of the download file from the drop-down list.
- 4. Click **Export Shipping Status**. The **Download file** dialog box opens.
- 5. Click Save. The Save As dialog box opens. Choose a location and enter the file name.

Click Save. The file is now saved to the specified location.



MULTIFRONT®	2 Dashboard	Ç Setup	Linventory	Marketing	Orders	🐣 Vendors	C Reports	Advanced	👤 Hello admin 123! 🌣 Account 🕑 Help 🕒 Log off
Export Shipping St	atus								
Export Details									
File Type	N	licrosoft E	(cel (.xls)				▼		
Begin Date	0	1-Mar-201	5						
End Date	3	0-Apr-201	5						
					SUBMIT	CANC	EL		

3.2.8 Export Customer Pricing

To export Customer Pricing details:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Customer Pricing** of **Import/Export Data** under **Inventory**. The **Customer Pricing Facets** page is displayed.
- 3. Enter the following:
 - File Type: Select the format of the download file from the drop-down list.
- 4. Click Export Customer Pricing Data. The Download file dialog box opens.
- 5. Click Save. The Save As dialog box opens. Choose a location and enter the file name.

Click Save. The Customer Pricing file is now saved to the specified location.

MULTIFRONT®	2 Dashboard	C Setup	inventory	Marketing	Orders	And Series	C Reports	📀 Advanced	👤 Hello admin123! 🌣 Account 🔮 Help 🕞 Log off
Export Customer P	ricing								
Export Details									
File Type		Delimited Fi	le Format				▼		
					SUBMIT	CANC	EL		



3.2.9 Export Customers

To export Customer details:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Export Customer** of **Import/Export Data** under **Inventory**. The **Export Customer** page is displayed.
- 3. Enter the following:
 - File Type: Select the format of the download file from the drop-down list.
- 4. Click Export Customer Data. The Download file dialog box opens.
- 5. Click Save. The Save As dialog box opens. Choose a location and enter the file name.

Click **Save**. The Customer list file is now saved to the specified location.

MULTIFRONT®	2 Dashboard	Ç Setup	良 Inventory	🛐 Marketing	d Orders	₩ Vendors	🕑 Reports	ø Advanced	پچ Plugins	L Hello admin12345! ቖ Account Ω Support Ο Help G Log off
Export Customers										
Export Details										
File Type	Microsoft E	xcel (.xls)				7				
				SUBMIT	CANCEL					

3.2.10 Export State

To export States details:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Export State** of **Import/Export Data** under **Inventory**. The **Export State** page is displayed.
- 3. Enter the following:
 - File Type: Select the format of the download file from the drop-down list.
 - Select Country: Select any country from the drop down
- 4. Click Export State Data. The Download file dialog box opens.
- 5. Click Save. The Save As dialog box opens. Choose a location and enter the file name.

Click **Save**. The States list file is now saved to the specified location.



3.2.11 Import Inventory

To Import Inventory levels for Products, SKUs and Add-Ons:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Import Inventory** of **Import/Export Data** under **Inventory**. The **Import Inventory** page is displayed.
- Click Browse, under the Select CSV File section. The Choose file dialog box opens. Choose a location and enter the filename in .csv format, containing the inventory, to upload. Click Open. The location of the file is now displayed next to the Browse button.
- 4. Click **Submit**. The inventory is uploaded on the storefront.

Note: You can use the <u>Export Inventory</u> function to get an initial inventory file that you can update and re-upload.

MULTIFRONT®	🙆 Dashboard	Ç Setup	inventory	Marketing	Orders	And Series Vendors	C Reports	Ø Advanced	👤 Hello admin12345! ✿ Account Help & Log off
Import Inventory									
Import Details									
Select File *	U	JPLOAD							
Download									
Download Sample Exce	l Link								
			Р	REVIEW	SUBMIT	CANC	EL		

3.2.12 Import Pricing

To Import pricing for Products, SKUs and Add-Ons:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Import Pricing** of **Import/Export Data** under **Inventory**. The **Import Pricing** page is displayed.
- 3. Click Browse, under the Select CSV File section. The Choose file dialog box opens. Choose a location and enter the filename in .csv format, containing the pricing information, to upload. Click Open. The location of the file is now displayed next to the Browse button.
- 4. Click **Submit**. The pricing information is updated on the storefront.

Onode[®]

MULTIFRONT®	Dashboard	C Setup	inventory	Marketing	Orders	And Sendors	C Reports	📀 Advanced	👤 Hello admi 🌣 Account (► Log off
Import Pricing										
Import Details										
Select File *	u	IPLOAD								
Download										
Download Sample Excel	Link									
			Р	REVIEW	SUBMIT	CANC	EL			

3.2.13 Import Products

To Import new products:

- 1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
- 2. On the top menu, click **Import Products** of **Import/Export Data** under **Inventory**. The **Import Products** page is displayed.
- Click Browse, under the Select CSV File section. The Choose file dialog box opens. Choose a location and enter the filename in .csv format, containing the product information, to upload. Click Open. The location of the file is now displayed next to the Browse button.
- 4. Click **Submit**. The product information is uploaded on the storefront.

Note:	This function	will only	import products	to the catalog,	not SKUs or Add-Ons.
-------	---------------	-----------	-----------------	-----------------	----------------------

MULTIFRONT®	⊘ Contract Contra		keting Orders	Vendors	C Reports	Ø Advanced	💄 Hello admin12345! 🌣 Account 🥑 Help 🕞 Log off
Import Products							
Import Details							
Select File *	UPLOA	D					
Download							
Download Sample Excel L	ink						
		PREV	ew Submin	CANCE	ïL		
6, Znode LLC, All Rig	ahts Reserv	ed					Page 42 of 74



3.2.14 Import Attributes

To import new attributes:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Import Attributes** of **Import/Export Data** under **Inventory**. The **Import Attributes** page is displayed.
- Click Browse, under the Select CSV File section. The Choose file dialog box opens.
 Choose a location and enter the filename in .csv format, containing the SKUs, to upload.
 Click Open. The location of the file is now displayed next to the Browse button.
- 4. Click Submit. The attributes are uploaded on the storefront.

Note: You can use the <u>Export Attributes</u> functionality to get the initial attribute file which you can then update and upload.

MULTIFRONT®	Dashboard	Cetup	Linventory	Marketing	Orders	Vendors	C Reports	Advanced	👤 Hello admin12345! 🌣 Account 🕑 Help 🗗	Log off
Import Attributes										
Import Details										
Select File *	U	JPLOAD								
Download										
Download Sample Exce	Link									
			Р	REVIEW	SUBMIT	CANC	EL			

3.2.15 Import SKUs

To import new SKUs:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- On the top menu, click Import SKUs of Import/Export Data under Inventory. The Import SKU Data page is displayed.
- Click Browse, under the Select CSV File section. The Choose file dialog box opens. Choose a location and enter the filename in .csv format, containing the SKUs, to upload. Click Open. The location of the file is now displayed next to the Browse button.
- 4. Click Submit. The SKUs are uploaded on the storefront.

Note: You can use the <u>Export SKUs</u> functionality to get the initial SKU file which you can then update and upload.

Onode[®]

MULTIFRONT®	😕 Dashboard	Setup	L. Inventory	Marketing	Orders	Nendors	C Reports	Ø Advanced	L Hello admin12345! ✿ Account 3 Help C+ Log
Import SKUs									
Import Details									
Select File *	L.	JPLOAD							
Download									
Download Sample Excel	Link	-							
			Р	REVIEW	SUBMIT	CANCI	EL		

3.2.16 Import Facets

To import new Facets:

- 1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
- 2. On the top menu, click **Import Facets** of **Import/Export Data** under **Inventory**. The **Import Facets Data** page is displayed.
- Click Browse, under the Select CSV File section. The Choose file dialog box opens. Choose a location and enter the filename in .csv format, containing the Facets, to upload. Click Open. The location of the file is now displayed next to the Browse button.
- 4. Click **Submit**. The SKUs are uploaded on the storefront.

Note: You can use the <u>Export Facets</u> functionality to get the initial Facets file which you can then update and upload

MULTIFRONT®	Dashboard Setup	inventory Marketing	Image: Orders Vendors	Reports Advanced	L Hello admin12345! ✿ Account ❷ Help ➡ Log off
Import Facets					
Import Details					
Select File *	UPLOAD				
Download					
Download Sample Excel	Link				
		PREVIEW	SUBMIT CANC	EL	
6, Znode LLC, All F	Rights Reserve	d			Page 44 of 74



3.2.17 Import Shipping Status

You can import a list of shipment tracking codes (ex: FedEx or UPS tracking codes). Once the tracking code has been uploaded the order status will automatically be set to "Shipped".

To import Shipping Status:

- 1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
- 2. On the top menu, click **Import Shipping Status** of **Import/Export Data** under **Inventory**. The **Import Shipping Status** page is displayed.
- Click Browse, under the Select CSV File section. The Choose file dialog box opens.
 Choose a location and enter the filename in .csv format, containing the shipping status, to upload. Click Open. The location of the file is now displayed next to the Browse button.
- 4. Click **Submit**. The Shipping Status is uploaded on the storefront and the the order status will automatically be set to "Shipped".

ULTIFRONT®	2 Dashboard	Setup	inventory	Marketing	Orders	Arrow Constants	C Reports	Advanced	👤 Hello admin12345! 🌣 Account ? Help (e
mport Shipping St	atus									
Import Details										
Select File *	U	JPLOAD								
Download										
Download Sample Exce	Link									
			Р	REVIEW	SUBMIT	CANC	EL			

3.2.18 Import Zip Code Data

Use Import Zip Code Data to load Zip Code reference data into your storefront. This data is used for calculating county based taxes and the Store Locator.

To import Zip Code Data:

- 1. First, download the latest Zip Code data in CSV format.
- 2. Upload this file to your FTP site.
- 3. Login to the Marketplace administration website. The Dashboard page is displayed.
- 4. On the top menu, click **Import Zip Code Data** of **Import/Export Data** under **Inventory**. The **Import Zip Code Data** page is displayed.
- 5. Enter the following:
 - Enter the Path of CSV File: Enter the full FTP path (where you have uploaded the file in point 2) along with the file name (of the Zip Code data file you had earlier



downloaded in point 1).

6. Click **Submit**. The new Zip Code Data file will replace the existing one on the storefront.

WARNING: This action cannot be undone!

N	1ULTIFRONT®	Dashboard	C Setup	inventory	Marketing	() Orders	Vendors	C Reports	Advanced
Iı	nport Zip Codes								
h	mport Details								
S	elect File *		UPLO/	AD					
۵	ownload								
0	ownload Sample Excel L	_ink	Ł						
			_				CUDMIT	CAN	CEI
					F	PREVIEW	SUBMIT	CAN	LEL

3.2.19 Import Customer Pricing

To import new Customer Pricing:

- 1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
- 2. On the top menu, click **Import Customer Pricing** of **Import/Export Data** under **Inventory**. The **Import Customer Pricing Data** page is displayed.
- 3. Click **Browse**, under the **Select CSV File** section. The **Choose file** dialog box opens. Choose a location and enter the filename in .csv format, containing the Customer Pricing, to upload. Click **Open**. The location of the file is now displayed next to the **Browse** button.
- 4. Click **Submit**. The SKUs are uploaded on the storefront.

Note: You can use the <u>Export Customer Pricing</u> functionality to get the initial Customer Pricing file which you can then update and upload.

MULTIFRONT®		tup Inventory	Marketing	Orders	Vendors	C Reports	ø Advanced	L Hello admin12345
Import Customer Pr	ricing							
Import Details								
Select File *	U	PLOAD						
Download								
Download Sample Excel L	ink 🚽							
			PR	EVIEW	SUBMIT	CANO	EL	
16, Znode LLC, All								Page 46 of 74



3.2.20 Import Customers

To import new Customer:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2 On the top menu, click **Import Customers** of **Import/Export Data** under **Inventory**. The **Import Customers** page is displayed.
- 3. Click on the Download Sample key format
- 4. Filled all the available column in the list
- 5. Saved the Sample key format
- Click on the upload button. The Choose file dialog box open, choose a location and select the file. Click on the submit button
- 7. Click on the Preview button. Here all the data are display in the Grid
- 8. Click on the Save button. Customers list are uploaded in the storefront

MULTIFRONT®	2 Dashboard	Ç Setup	E. Inventory	🚮 Marketing	Orders	≫ Vendors	🕑 Reports	🙆 Advanced	پچر Plugins	L Hello admin12345I ✿ Account Support Ə Help & Log off
Import Customers										
Download										
Download Sample Excel Link	1									
Import File										
Select File *	UPLOAD									
			PREVIEW	SAVE	CANCEL	I				



3.2.21 Import State

To Import new State:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2 On the top menu, click **Import State** of **Import/Export Data** under **Inventory**. The **Import State** page is displayed.
- 3. Click on the Download Sample key format
- 4. Filled all the available column in the list
- 5. Saved the Sample key format
- 6. Click on the upload button. The **Choose file** dialog box open, choose a location and select the file. Click on the submit button
- 7. Click on the Preview button. Here all the data are display in the Grid
- 8. Click on the Save button. States list are uploaded in the storefront

MULTIFRONT®	2 Dashboard	🖸 Setup	良 Inventory	🚮 Marketing	d Orders	205 Vendors	🕑 Reports	🤗 Advanced	پ ¢ Plugins	🛱 Assessed L 🔿 Conserved L 🔿 History 🖉
Import State										
Download										
Download Sample Excel Link	1									
Import File										
Select File *	UPLOAD									
			PREVIEW	SAVE	CANCEL					



3.3 Brands

Each product in the storefront can have a **Brand** associated with it. If a brand is associated with a product, the name of the brand will be displayed on the product page. In addition, your customers will be able to search for products by brand.

Note: Setting a brand is optional.

3.3.1 View Brands

To view the available brands in the storefront:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Brands** under **Inventory**. The **Brands** page is displayed listing all the available brands in the storefront.

MULTIFRO	NT [®] 😕 Dashboard	C Setup	inventory	Marketing	Orders	🐣 Vendors	C Reports	Advanced	👤 He	ello admin123! 🌣 Account 🕑 Help 🕞 Log off
Brands Manage a referer	nce list of manufacturers	s or brands	s for product	ts in your cat	alog.					+ ADD
Search										
Name			5	EARCH	CLEAR					
		_	_	_		_	_	_		Advanced Search Clear
ID	Name				Is Activ	e		E	Edit	Delete
1	Whole Foods				1			đ	1	â
2	Kroger				1			đ	1	â
3	Tropicana				1			đ	P	â
Show 10	Per Page									≪ < Page 1 /1 > >>



3.3.2 Add Brand

To add a brand:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Brands** under **Inventory**. The **Brands** page is displayed listing all the available brands in the storefront.
- 3. Click Add Brand. The Add New Brand page is displayed.
- 4. Enter the following details:
 - Brand Name: Enter the brand name (ex: "Sony").
 - Enter a description: Enter a description for the brand. This field is optional.
 - Email Address: Enter the manufacturer's email address for this brand. This is optional.
 - Is Active?: Select to display the brand name on the product page, in the storefront.
- 5. Click **Submit**. The **Brands** page is displayed with the newly added brand displayed in the list.

MULTIFRONT®	Dashboard	C Setup	inventory	Marketing	Orders	🐣 Vendors	C Reports	ø Advanced	👤 Hello admin123! 🌣 Account 🕑 Help 🕞 Log off
Add New Brand									
Brand Details									
Name *									
Description									
Email									
Is Active?									
				I	SUBMIT	CANC	EL		



3.3.3 Edit Brand

To edit a brand:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Brands** under **Inventory**. The **Brands** page is displayed listing all the available brands in the storefront.
- 3. Click Edit on the brand you want to edit. The Edit Brand page is displayed.
- 4. Edit the following details:
 - Brand Name: Edit the brand name (ex: "Sony").
 - Enter a description: Edit the description for the brand. This field is optional.
 - Email Address: Edit the manufacturer's email address for this brand. This is optional.
 - Is Active?: Select to display the brand name on the product page, in the storefront.

5. Click Submit. The Brands page is displayed with the newly edited brand displayed in the list.

MULTIFRONT®	2 Dashboar	C d Setup	Linventory	Marketing	Orders	🐣 Vendors	C Reports	🔗 Advanced	💄 Hello admin123! 🌣 Account 🥑 Help 🕒 Log off
Edit Brand - Whole	Foods								
Brand Details									
Name *		Whole Food	s						
Description		Whole Food	ls Corporatio	n					
Email	1	est@test.co	m						
Is Active?	[Image: A start of the start of							
				1	SUBMIT	CANC	EL		



3.3.4 Delete Brand

To delete a brand:

- 1. Login to the Marketplace administration website. The Dashboard page is displayed.
- 2. On the top menu, click **Brands** under **Inventory**. The **Brands** page is displayed listing all the available brands in the storefront.
- 3. Click **Delete** on the brand you want to edit. The **Brands** page is displayed with the deleted brand removed from the list.

Note: You will not be allowed to delete a brand if it is associated to a product. Remove this association first and then delete the brand.

MULTIFR	ONT® 😕	d Setup	記 Inventory	Marketing	Orders	≫S Vendors	e Reports	9 Advanced	👤 Hel	llo admin123I 🏟 Account (Help C+ Log of
Brands Manage a refer	ence list of manufactur	ers or brand	s for produc	ts in your cat	alog.						+ ADD
Search											
Name				SEARCH	CLEAR					Advan	ed Search Clear
ID	Name				Is Activ	•		ſ	Edit	Delete	
1	Whole Foods				1			a	/		
2	Kroger				-				-	m	
3	Tropicana				-				-	m	
Show 10	✓ Per Page									📢 🖣 Page 🔰 1	71 F F



3.4 Attributes

Use this page to manage product attributes (ex: Color, Size, etc). You must first create an attribute (ex: Color) and then add multiple values to that attribute (for example: "red", "blue", etc). You can then associate that attribute with a specific product type

3.4.1 **View Attribute Types**

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Inventory** and select **Attributes** menu. The **Product Attributes** page is displayed listing all the available product attribute types.

MULTIFRONT®	🙆 Dashboard	Ç Setup	Linventory	🚮 Marketing	Orders	🐣 Vendors	Ceports	Advanced			单 Hello admin12345! ✿ Account │ Supp	rort 🕑 Help 🕞 Log off
Attribute Types Manage product attribute types such	ı as "size", "color	", etc.										+ ADD
Search												
Name			SEARCH	CLEAR	I							
ID Name		_	Display O	rdor						Edit	Delete	Advanced Search Clear
1 Color			11	uei -					P	eun 🧭		

3.4.2 Add Attribute Types

• Click Add Attribute Type. The Add Attribute Type page is displayed.

MULTIFRONT®	Dashboard	Cetup	inventory	آن Marketing	Orders	🐣 Vendors	Reports	Advanced	👤 Hello adm	in12345!	Help	C+ Log off
Add Attribute Type												
Attribute Type												
Attribute Type Name (ex: Color) *												
Display Order *												
				SUBM	T CANC	EL						

- Enter the following details :
 - Attribute Type Name: Enter a name for the attribute type (ex: "Shoe Color").
 - Display Order: Enter a numeric value. This determines the order in which this item is displayed.

node									Znode - Inventory Man
	I								
MULTIFRONT®	Dashboard	Cetup	inventory	Marketing	Orders	😤 Vendors	C Reports	Advanced	L Hello admin12345I ✿ Account Support ❶ Help Œ Log off
Add Attribute Type									
Attribute Type									
Attribute Type Name (ex: Color) *	Size								
Display Order *	2								
				SUBM	IT CAN	CEL			

• Click **Submit**. The **Product Attributes** page is displayed. The newly added product attribute is displayed in the list.

MULTIFRON	IT® 😕	Setup Inver		Orders	🐣 Vendors	Reports	Advanced		👤 Hello adır 🌣 Account	in12345! ∩ Support	? Help	🕒 Log off
Attribute Types Manage product attribute type	es such as "size", "color",	etc.										ADD
Search												
Name		SEARCH	CLEAR									
ID ▼ Nat		_		N: Q	_	_	_			Adv: Delete	anced Sea	arch Clear
ID V Nar 75 Siz			2	isplay Order				_	Edit 🖋	Delete		

Important: Immediately after adding an attribute type, you must add attribute values for this attribute type.

3.4.3 Edit an Attribute Type

- Click Edit on the attribute type that you want to edit. The Edit Attribute Type page is displayed.
- Edit the following details:
 - Attribute Type Name: Edit the name of the attribute type.
 - **Display Order**: Edit the numeric value.

MULTIFRONT®	2 Dashboard	Ö Setup	inventory	آن Marketing	Orders	😤 Vendors	C Reports	Ø Advanced	L Hello admin12345! ✿ Account │ Support	🛛 Ə Help 🛛 🕞 Log off
Edit Attribute Type										
Attribute Type										
Attribute Type Name (ex: Color) *	Size									
Display Order *	2									
				SUBMI	T CAN	CEL				

• Click Submit. The Product Attributes page is displayed.



3.4.4 **Delete an Attribute Type**

• Click **Delete** on the attribute type that you want to delete. The **Please Confirm** page is displayed.

MULTIFRON	T [®] Dashboard	Setup	Linventory	Marketing	Orders	Vendors	C Reports	Advanced			o admin12345! ount 슈 Suppor	: 🥐 Help	🕞 🕒 Log off
Attribute Types Manage product attribute type	s such as "size", "color"	, etc.											+ ADD
Search													
Name		SEARCH	H CLE	AR									
											A	dvanced Se	arch Clear
ID ▼ Nan	1e			D	isplay Order	,				Edit	Delete		
75 Size	:			2					P				

• Click **Delete** to confirm the delete. The **Product Attributes** page is displayed with the deleted attribute type removed from the list.

	ard Setup Inventory Marketing			
Attribute Types Manage product attribute types such as "size", "	color", etc.			+ A00
Search				
Name	SEARCH	LEAR		
				Advanced Search Clear
D				Delete
	Size		– /	â
Show 10 V Per Page		Confirm Delete? × Are you sure, you want to delete this record? OK CANCEL		44 4 Page 1 /1 ¥ H

Note: You would not be allowed to delete an attribute type if it is associated to a product type or to attribute values. Remove these associations and then delete the attribute type.



3.4.5 Search (View) an Attribute Type

- Enter the following details under Search Attributes:
 - **Name**: Enter a name or partial name of the attribute types.
- Click **Search**. The list of attribute types, matching the above specified criteria, is displayed.

MULTIFR	ONT®	Dashboard	C Setup	Linventory	Marketing	Orders	Vendors	Reports	Advanced			L Hello admin12345! ⊁Account ∩ Support O Help C+ Log off
Attribute Types Manage product attrit		as "size", "color",	etc.									+ ADD
Search												
Name												
Size			SEAR	CH CLI	EAR							
												Advanced Search Clear
ID 🔻	Name				D	isplay Orde	r				Edit	Delete
75	Size				2					P	<i>.</i>	â

3.4.6 **Attribute Values:**

Each attribute type can have many attribute values. For example, shoe sizes vary from 4 to 12. Here, each of the actual sizes (4, 5, 6, and 6.5 to 12) is an attribute value for shoe size.

3.4.7 **View Attribute Values**

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Inventory and select Attributes menu**. The **Product Attributes** page is displayed listing all the available product attribute types.

MULTIFRONT®	😰 Dashboard	Setup	inventory	Marketing	Orders	Nendors	Reports	Advanced		👤 Hello adm 🌣 Account	in12345! ∩ Support	? Help	🕒 Log off
Attribute Types Manage product attribute types such	as "size", "color",	etc.										E	ADD
Search Name		SEAR	CH CLI	EAR									
ID ▼ Name	_	_	_	D)isplay Orde	r	_	_	_	Edit	Adv Delete	anced Sea	rch Clear
75 Size				2					\bigcirc	1	Ê		

• Click **SEE VALUES** on the attribute type to view its values. The **Attribute Values** page is displayed listing this attribute's values



- Click Add Value. The Add Attribute page is displayed.
- Enter the following details:
 - Attribute Value: Enter the attribute value
 - Display Order: Enter a numeric value. This determines the order in which this item is displayed.

MULTIFRONT	•® 🙆 Dashboard	Ç Setup	inventory	آن Marketing	Orders	And Series	C Reports	Advanced	💄 Hello admin12345। Ф Account 🎧 Support 🏼 Help 🕞 Log off
Add Attribute Value for	: Size								
Attribute Details									
Attribute Value *	XL								
Display Order *	1								
		I	SUBMIT	CANCEL					

• Click Submit. The Attribute Values page is displayed listing the newly added attribute values.

MULTIFRONT®	Dashboard	Cetup	inventory	Marketing	Orders	🐣 Vendors	Reports	Solution Advanced		L Hello admin12345! ✿ Account │ Support	: 🥑 Help 🕞 Log off
Attribute Values For - Size										+.	ADD + BACK
										A	dvanced Search Clear
Attribute Value				Display	Order				Edit	Delete	
XL				1					ø	â	
Show 10 Ver Page										📢 🖣 Page	/1 > >>

3.4.9 Edit an Attribute Values

- Click Edit on the attribute value you want to edit. The Edit Attribute page is displayed.
- Edit the following details:
 - Attribute Value: Edit the attribute value.
 - **Display Order**: Edit the numeric value.



• Click **Submit**. The **Attribute Values** page is displayed.

3.4.10 Delete an Attribute Values

• Click **Delete** on the attribute value that you want to delete. The attribute value is removed from the list.

MULTIFRONT®	Dashboard	Setup	inventory	Marketing	Orders	🐣 Vendors	Reports	Advanced		L Hello admin12345! ✿ Account Support G	Help 🕞 Log off
Attribute Values For - Size										+ ADD	+ BACK
										Advan	ced Search Clear
Attribute Value				Display	Order				Edit	Delete	
XL				1					ø		
Show 10 Ver Page										📢 🖣 Page	/1 ▶ ₩

Note: You would not be allowed to delete an attribute value if it is associated to a product. Remove this association and then delete the attribute value.



3.5 Product Types

Product Types (ex: "Grocery") are product groupings used to apply attributes. Product Types are not displayed to customers and are used only for internal management.

3.5.1 Add Product Type

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Inventory** and select **Product Types** menu. The **Product Types** page is displayed listing all the available product types.

MULTIFRONT®	Dashboard	C Setup	Linventory	Marketing	O rders	And Series Vendors	C Reports	S Advanced		admin12345! nt 🎧 Support	Help C	🕞 Log off
Product Types Product types are used to group prod	ucts with similar c	haracteristic	cs and assign	special behavi	or for those p	roducts. For e:	xample, you (could automatically assi	gn "color" and "size" attributes for pr	oduct type of "app		ADD
Search												
Product Type		Descrip	otion			SE	ARCH	CLEAR				
										Adv	anced Searc	h Clear
Id Product Type	Description	ı						Display Order	· Attributes	Edit	Delete	
9 Gift Card Type	The default	product type	e to use to sell	giftcards.				10	Attributes	ø	Ô	
Show 10 V Per Page									. ₩	Page 1	/1 🕨	•

- Click Add New Product Type. The Add Product Type page is displayed.
- Enter the following details:
 - **Product Type Name**: Enter a name for the product type
 - **Display Order**: Enter a numeric value. This determines the order in which this item is displayed.
 - Enter a Description: Enter an optional description for this type. This is for internal use only

MULTIFRONT®	2 Dashboard	C Setup	Inventory	Marketing	Orders	🐣 Vendors	C Reports	ø Advanced	👤 Hello admin123! 🌣 Account 🔮 Help 🕞 Log of
Add Product Type									
General Information									
Product Type Name (ex: A	Apparel)								
Franchisable		Enable t	his product	type in franc	hise stores	5			
Display Order *									
Description Will not be displayed to custon	ners.								
					SUBMIT	CANC	EL		



MULTIFRONT®	Dashboard	Ö Setup	inventory	آن) Marketing	Orders	😤 Vendors	Reports	📀 Advanced		L Hello admi ✿ Account		🕐 Help G	Log of
Product Types												+ /	ADD
Product types are used to group produ	ucts with similar	characteristi	cs and assign	special behav	ior for those p	roducts. For e	xample, you	ould automatically a	assign "color" and "size	attributes for produ	ct type of "app	oarel".	
Search													
Product Type		Descri	otion										
						SE	ARCH	CLEAR					
											Ad	vanced Search	1 Clea
Id Product Type	Descriptio	n						Display Or	der	Attributes	Edit	Delete	
9 Gift Card Type	The default	product typ	e to use to sel	l giftcards.				10		Attributes	ø	â)
Show 10 Ver Page											Page 1	/1 🕨	

Important: Immediately after adding a product type, it must be associated to its attribute types.

3.5.2 Associating a Product Type to its Attribute type

Click Attributes on the product type that you want to associate to its attribute types. The
 Attributes for product type page is displayed listing the attributes for the selected product type
 or it will display message as "No Attributes exist in the database"

MULTIFRONT®	Dashboard	Ç Setup	i nventory	آن Marketing	Orders	🐣 Vendors	C Reports	O Advanced		👤 Hello adri 🌣 Account	in12345! ∩ Support	⑦ Help	🕞 Log off
Product Types													ADD
Product types are used to group produ	ucts with similar o	haracteristic	s and assign	special behavi	or for those p	roducts. For e	example, you o	ould automatically as	sign "color" and "size"	attributes for prode	uct type of "app	arel".	
Search													
Product Type		Descrip	tion										
						SE	ARCH	CLEAR					
											Adv	anced Sea	rch Clear
Id Product Type	Description	ı						Display Ord	er .	Attributes	Edit	Delete	
9 Gift Card Type	The default	product type	e to use to sell	giftcards.				10		Attributes	ø	Ô	
Show 10 Ver Page										• •	Page 1	/1	• ••

• Click Add Attribute. The Add Product Type Attribute page is displayed.





3.5.3 **Delete Product Type**

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Inventory and select Product Types menu**. The **Product Types** page is displayed listing all the available product types in the Marketplace.
- Click **Delete** on the product type that you want to delete. The **Please Confirm** page is displayed.
- Click **Delete** to confirm the delete. The **Product Types** page is displayed with the deleted product type removed from the list.

Note: You will not be allowed to delete a product type if it is associated to a product or to an attribute type. Remove these associations first and then delete the product type.



3.6 **Add-Ons**

Use this page to manage the master list of Product Add-Ons in your catalog (ex: "Color") and their corresponding values. When you add a new product, you can then associate these add-ons with your product.

3.6.1 View Product Add-Ons

- Login to Admin site. The **Dashboard** page is displayed.
- On the top menu, click **Inventory** and select **Add-Ons** menu. The **Product Add-Ons** page is displayed listing all the available product add-ons.

MULTIFRONT®	2 Dashboard	Ö Setup	inventory	() Marketing	Orders	2010 Vendors	C Reports	Advanced	L Hello admin ✿ Account /	12345! ने Support 🧿 Help 🗲 Log a
Add-On Types										+ ADD
Add-Ons are product options that the	user can select c	luring check	out. For exam	iple, "Gift Wrap	", etc.					
Search										
Title		Name				SKI	J or Part#			
									SEARCH CLEA	R
										Advanced Search Clea
ID Title	N	ame		Dis	play Order			Is Optional	Manage	Delete
79 Plastic Bag	PI	lastic Bag		1				×	0	â
Show 10 Ver Page									📢 🖣 Pa	age 1 /1 🕨 🕨

3.6.2 Add Product Add-Ons

• Click Create New Add-On.

MULTIFRONT®	Dashboard	Setup	Linventory	Marketing	O rders	Nendors	Ceports	🔗 Advanced	L Hello admin1 ✿ Account │ ✔	2345! Support 🕑 Help 🕞 Log off
Add-On Types Add-Ons are product options that the u	iser can select du	ring check	out. For exam	ple, "Gift Wrap"	, etc.					+ ADD
Search										
Title		Name				SKU	or Part#		SEARCH CLEAF	2
										Advanced Search Clear
ID Title	Nan	ne		Disp	olay Order			Is Optional	Manage	Delete
79 Plastic Bag	Plas	stic Bag		1				×	0	Ê
Show 10 Ver Page									📢 🛛 📢 Pa	ge 1 /1 🕨 🕨

- The Add Product Add-On page is displayed.
- Enter the following details:
 - **Name**: Enter a name for the product add-on (ex: Model 1234 Color). This is not displayed to the customer.
 - **Title**: Enter a title for the product add-on (ex: "Color"). This is the label displayed to the customer.
 - Enter a Description: Enter a description for the add-on in this Rich Text Box. Note: This is not currently used in the default Marketplace template but may be available in a customized solution.



- **Display Order**: Enter a numeric value. This determines the order in which this add-on is displayed.
- **Display Type**: Select the display type from the drop-down list. This determines if the display type should be a drop-down list, radio button or check box.
- Check this box if this Add-On is optional: Select to make this add-on optional.
- **Out of Stock Options**: From the three options, select how an out of stock item should affect
- In Stock Message: Enter a message to be displayed on the catalog when items are in stock.
- **Out of Stock Message**: Enter a message to be displayed on the catalog when items are not in stock.
- **Back Order Message**: Enter a message to be displayed on the catalog when items are on back order.

Special Statistics Sum (S	Special Statistics Sum (S	dd Product Add-On								SUBMIT CANCEL
Name* Break an intensing mere for his dadder. The device of the product of the p	Name* Break an intensing mere for his dadder. The device of the product of the p									SUBMIT CANCEL
Internal name for marked or marke	Internal name for marked or marke	eneral Settings						Inventory	Settings	
In stock Message Displayed on the statisg when items with a model of sports of the sport point of	In stock Message Displayed on the statisg when its mean in the stock Message Displayed on the statisg when its mean in the stock. Display of this product is out of stock. Display of this product is out of stock. Display of this mean in the stock description for this Add-On. Display of the stock this box if this Add-On is optional. Display of the stock this box if this Add-On is optional.	Inter an internal name for this add-On (Ex. Model 1234 Color). This is not displayed to						Out of Stor	:k Options	Allow back-ordering of products.
Mark at the first private decomption for your decomption for your decomption for your decomption for your decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state.	Mark at the first private decomption for your decomption for your decomption for your decomption for your decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state decomption for this Add-On is control to the state.	ïtle *						In Stock M	0000330	
Dut of Stock Message Dut of Stock Message Dup by edif an item is on back order on enter rich text description for this Add-On. Display Order* Check this box if this Add-On is optional. Out of Stock Message Display Type Display Type Display Type Display Type Display Type Display Type Display Type Display Type Display Type	Dut of Stock Message Dut of Stock Message Dup by edif an item is on back order on enter rich text description for this Add-On. Display Order* Check this box if this Add-On is optional. Out of Stock Message Display Type Display Type Display Type Display Type Display Type Display Type Display Type Display Type Display Type	dd-On (Ex. "Color"). This is he label displayed for your						Displayed o	n the catalog when	n
File × Edit * Insert × View × Format × Table × Tools × Image: Formats × B / Image: I	File × Edit * Insert × View × Format × Table × Tools × Image: Formats × B / Image: I							Out of Stor	k Message	Out of Stock
File × Edd * Insert v View + Format * Jable * Jools *	File × Edd * Insert v View + Format * Jable * Jools *	inter a Description							this product is out	
Display Order · Cov can enter rich text description for this Add-On. Display Order · Enter a number. Items with a cover number are displayed irst on the page. Display Type Drop Down List Check this box if this Add-On is optional.	Display Order · Cov can enter rich text description for this Add-On. Display Order · Enter a number. Items with a cover number are displayed irst on the page. Display Type Drop Down List Check this box if this Add-On is optional.	File ▼ Edit ▼ Insert ▼ \	View 🔻 For	mat 👻 Ta	able 🔻 Too	ols 🕶		OT STOCK.		
Image: State in the second se	Image: State in the second se	Service Formats - B	I ≣ ≣	∃≣	:= - :=	* 🗉 🖻			-	
p Words: 0.4 r/ou can enter rich text description for this Add-On. Display Order *	p Words: 0.4 r/ou can enter rich text description for this Add-On. Display Order *	🖶 💿 🖬 A 🗸 A	- 0						an item is on back	
fou can enter rich text description for this Add-On. Display Order * Inter a number, Items with a ower number are displayed rst on the page. Display Type Drop Down List Check this box if this Add-On is optional. SUBMIT CANCEL	fou can enter rich text description for this Add-On. Display Order * Inter a number, Items with a ower number are displayed rst on the page. Display Type Drop Down List Check this box if this Add-On is optional. SUBMIT CANCEL									
Enter a number. Items with a ower number are displayed irst on the page. Display Type Drop Down List Check this box if this Add-On is optional.	Enter a number. Items with a ower number are displayed irst on the page. Display Type Drop Down List Check this box if this Add-On is optional.									
Enter a number. Items with a ower number are displayed iss on the page. Display Type Drop Down List Check this box if this Add-On is optional.	Enter a number. Items with a ower number are displayed iss on the page. Display Type Drop Down List Check this box if this Add-On is optional.		on for this Add	-On.		Wor	ds: 0 .#			
Check this box if this Add-On is optional.	Check this box if this Add-On is optional.	'ou can enter rich text descriptio	on for this Add	-On.		Wan	ds: 0 .#			
SUBMIT CANCEL	SUBMIT CANCEL	'ou can enter rich text descriptio Display Order * Enter a number. Items with a ower number are displayed	on for this Add	-0n.		Wor	ds: 0			
		ou can enterrich text descriptio Display Order * Inter a number. Items with a ower number are displayed rst on the page.				Wor				
NCCC ^{e*} relevant ecommerce Powered by Znode. © Copyright 2015, Znode LLC, All Rights Reserve	NOCE relevant ecommerce Powered by Znode. © Copyright 2015, Znode LLC, All Rights Reserve	ou can enterrich text descriptio Display Order * Inter a number. Items with a ower number are displayed rst on the page.	Drop Do	wn List	if this Add-C		•			
		ou can enterrich text descriptio Display Order * Inter a number. Items with a ower number are displayed rst on the page.	Drop Do	wn List	if this Add-0		•			SUBMIT CANCEL
		ou can enter rich text description Display Order * Inter a number. Items with a ower number are displayed rst on the page. Display Type	Drop Do	wn List	if this Add-0		•		Powered by 7	
		ou can enter rich text description Display Order * Inter a number. Items with a ower number are displayed rst on the page. Display Type	Drop Do	wn List	if this Add-0		•		Powered by Z	



• Click **Submit**. The **Product Add-On:** page is displayed with the add-on details.

MULTIFRONT®	2 Dashboard	Ç Setup	inventory	Marketing	Orders	And Series Contracts	C Reports	Advanced	L Hello admin123!	🌣 Account 🔮	Help 🕞 Log off
Product Add-On : Pl	astic Bag									🖌 EDIT	◆ BACK
General Information							Inventory	Settings			
Name	Plastic Ba	Ig					Disable p	urchasing for	1		
Title	Plastic Ba	ıg					out-of-sto	ck products.			
Display Order	3							k-ordering of	×		
Display Type	DropDow	nList					products				
Optional	4						Don't traci Enable pr	k inventory.	×		
optional	•							ig regardless of			
							stock.				
							In Stock N	lessage			
							Out of Sto	ck Message	Out of Stock		
							Back Orde	er Message			
Add-On Values											
					No Red	ord Fou	nd !!!			Aurance	d Search Clear



3.6.3 Adding Add-On Values

• On Product Add-On Page, Click on Add Value button

MULTIFRONT	⊛ 🌮 Dashboard	C Setup	Linventory	Marketing	Orders	And States State	Ceports Advanced	L Hello admin123! 🌣 Account € Help 🕞 Log off
Product Add-On	: Plastic Bag							✓ EDIT ← BACK
General Information							Inventory Settings	
Name	Plastic Bag	9					Disable purchasing for	×
Title	Plastic Bag	3					out-of-stock products.	
Display Order	3						Allow back-ordering of	×
Display Type	DropDown	List					products	
Optional							Don't track inventory.	×
Optional	•						Enable product purchasing regardless of	ſ
							stock.	
							In Stock Message	
							Out of Stock Message	Out of Stock
							Back Order Message	
Add-On Values								
								Advanced Search Clear
					No Red	ord Fou	nd !!!	
Add Add-O	n Value Pa	ige is	display	yed.				
Enter th	e following	detai	ls:					
	-			for this	optio	n value	e (ex: "Fire engi	ne red").
0		e: En	ter the	retail p	-			This will be charged in addition
					ce for	this ac	ld-on value. Le	ave blank if not applicable.
0		e Pric		-				on value. Leave blank if not
	•••		: Sele	ct the s	upplie	er for th	is add-on who	will be fulfilling this order.
	-	-			•••		his product bel	-
								the order in which this add-on
	value is dis			a nume	nc va			

- Check here to make this the default selected item in the list: Select to make this addon value the default option for this add-on.
- **SKU or Part #**: Enter a valid SKU (SKU or **S**tock **K**eeping **U**nit is a unique identification number for this add-on value). Leave blank if not applicable.



- **Quantity On Hand**: Enter the current inventory level for this product in your warehouse.
- **Re-Order Level**: Enter the re-order level.
- **Free Shipping**: Select to enable free shipping for this product. All other shipping rules will be ignored.
- Select Shipping Type: Select the shipping rule that will be applied to this product. For ex: if you select "Flat Rate Per Item" then shipping will be calculated based on a flat rate per item.
- **Item Weight**: Enter the weight of the product in pounds. This is used to compute shipping cost. Leave blank if not applicable.
- **Height**: Enter the height of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.
- **Width**: Enter the width of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.
- **Length**: Enter the length of the product in inches. This is used to compute shipping cost. Leave blank if not applicable.
- **Recurring Billing**: Select to enable recurring billing subscription for this product add-on value. If selected, enter the following details:
 - **Billing Amount**: Enter the amount billed for each billing period.

•	Billing Period: Select the billing period.
---	--

	board Setup	E. Inventory	Marketing (Crders	Cendors	Reports	Advanced		द्व Helio admin12345! \$ Account 🎧 Support 🕑 Help 🕒 L
Add Add-On Value									SUBMIT CANC
General Settings								Shipping Settings	
Label * Enter the label for this option value (Ex : "Fire engine red").								Free Shipping This applies only for custom shipping options.	Check this box to enable free shipping for this product. All other shipping re will be ignored.
Refail Price * Enter the retail price for this product Add-On. Sale Price	5 0 5							Select Shipping Type * This setting determines the shipping rules that will be applied to this product. For ex: If you select "Fait Rate" then shipping will be calculated based on a flat rate per item.	Flat Rate Per Item
Enter the sale price for this product Add-On. Wholesale Price Enter the wholesale price for this product Add-On.	\$							Item Weight Leave blank if this does not apply. Note that the weight can be used to determine shipping cost.	
Select Supplier Select where you get this product Add-On from.	None					▼		Height Leave blank if this does not apply. Note that the height can be used to determine shipping cost.	
Tax Class Select tax class for this product Add-on.	Sales Tax					•		Width Leave blank if this does not apply. Note that the width can be used to determine shipping cost.	
Display Settings								Length	
Display Order * Enter a number. Items with a lower number are displayed first on the page.								Leave blank if this does not apply. Note that the length can be used to determine shipping cost.	
oispiayeo mis on the page.	Check here	to make this the	default selected	l item in the	list.			Recurring Billing Settings	Enable recurring billing for this product.
Inventory Settings									
SKU or Part# *									
Quantity On Hand *	9999								
Re-Order Level									
									SUBMIT CANC

• Click **Submit**. The **Product Add-On:** page is displayed with the newly added add-on listed at the end of the page.



MULTIFRONT®	Dashboard Setup	Riventory Marketing	Orders Vend	ors Reports	8 Advanced			admin12345 nt 🎧 Sup	i! iport ? Helj
roduct Add-On : Plastic Ba	g								≠ EDIT
General Information					Inventory Settings				
Name	Plastic Bag				Disable purchasing for ou	ut-of-stock 🗶			
Tite	Plastic Bag				products.				
Display Order	1				Allow back-ordering of pro	oducts 🗸			
Display Type	DropDownList				Don't track inventory. Ena				
Optional	×				purchasing regardless of	stock.			
					In Stock Message	Displayed on the cat	alog when items are in s	stock.	
					Out of Stock Message	Out of Stock			
					Back Order Message	Displayed on the cat	alog when items are in s	stock.	
Add On Velow									
Add-On Values									
ID Name	SKU	Quantity On Hand		Re-Order Le	rel Display Order	Price	Default	Edit	Advanced S Delete
165 No vase	12	56		1	1	\$1.00	4	Ø	Ô
188 Glass Vase	232	9999		12	12	\$2.00	×	1	Ô

3.6.4 Edit an Add-Ons Values

- Click Edit on the add-on value you wish to edit. The Edit Add-On Value: page is displayed.
- Make the changes you want to

	2 ashboard	Cetup	inventory	Marketing	() Orders	😤 Vendors	C Reports	Advanced	L Hello admin12345! I Account 🎧 Support I Help Ge Log off
dit Add-On Value : No vase									SUBMIT CANCEL
General Settings								Shipping Settings	
abel * nter the label for this option value (Ex : "Fire rgine red").	No vase							Free Shipping This applies only for custom ship	Check this box to enable free shipping for this product. All other shipping ping options. rules will be ignored.
Retail Price * Enter the retail price for this product Add-On.	\$ 1.00							Select Shipping Type * This setting determines the shipp will be applied to this product. For	rex:ifyou
Sale Price Enter the sale price for this product Add-On.	\$ 0.00							select "Flat Rate" then shipping w calculated based on a flat rate pe	
Mholesale Price Enter the wholesale price for this product Add- Dn.	\$ 0.00							Item Weight Leave blank if this does not apply weight can be used to determine	y. Note that the
Select Supplier	Supplier Er	nail				•		Height Leave blank if this does not apply height can be used to determine :	
Select where you get this product Add-On from. Fax Class	Sales Tax					•		Width Leave blank if this does not apply	/ Note that the
Select tax class for this product Add-on.								width can be used to determine s	
Display Order Inter a number, Items with a lower number are lisplayed first on the page.								Recurring Billing Setting	
	Check	here to mak	e this the de	fault selected	item in the li	st.		Recurring Billing	Enable recurring billing for this product.
Inventory Settings									
SKU or Part# *	12								
Quantity On Hand *	56								
Re-Order Level	-								

• Click **Submit**. The **Product Add-On** page is displayed.

3.6.5 **Delete an Add-Ons Values**

• Click **Delete** on the add-on value you wish to delete. A pop-up window asks you for confirmation.

IVIULTIERUNTŠ	Shboard Setup	E. Inventory	marketing	Orders	A Vendors	Ceports	Advanced				L Hello admin1234 ✿ Account Su	5! pport 🕑 Help 🕞 Log off
Product Add-On : Plastic Bag												✓ EDIT
General Information								Inventory Settings				
Name	Plastic Bag							Disable purchasing for out-of-stock	×			
Title	Plastic Bag							products.				
Display Order	1							Allow back-ordering of products	1			
Display Type	DropDownLis	t						Don't track inventory. Enable product purchasing regardless of stock.	×			
Optional	×							In Stock Message	Displayed on the	catalog when item	ns are in stock.	
								Out of Stock Message	Out of Stock			
								Back Order Message	Displayed on the	catalog when item	is are in stock.	
Add-On Values												
												+ ADD
				_								Advanced Search Clear
ID Name 165 No vase	<u>sкu</u> 12	Quantity O	n Hand			Re-Order Le	vel	Display Order	Price \$1.00	Default	Edit	Delete
188 Glass Vase	232	9999				12		12	\$2.00	×	1	â
Show 10 Ver Page											📢 🕴 Page	1 /1 🕨 🕨

• Click **OK** to confirm message. The **Product Add-On** page is displayed with the deleted add-on value removed from the list.

3.6.6 Delete a Product Add-Ons

- Login to Admin site website. The **Dashboard** page is displayed.
- On the top menu, click on **Inventory** and Select **Add-On** menu. The **Product Add-Ons** page is displayed.



	board Setup Inventory Marketing	Orders Vendors Reports	e Advanced	L Hello admin123 ✿ Account ດ S	45! Support
Add-On Types Add-Ons are product options that the user ca	n select during checkout. For example, "Gift \	/rap", etc.			+ ADD
Search					
Title	Name	SK	U or Part#	SEARCH CLEAR	
					Advanced Search Cle
ID Title	Name	Display Order	Is Optional	Manage	Delete
79 Plastic Bag	Plastic Bag	1	×	ه (
Show 10 Ver Page				📢 🛛 🖌 Page	1 /1 > >>

- Click **Delete** on the product add-on you want to delete. The **Please Confirm** page is displayed.
- Click **Delete** to confirm. The **Product Add-Ons** page is displayed with the deleted add-on removed from the list.

Note: The Add-On cannot be deleted until all associated items are removed. Ensure that the Add-On to be deleted does not contain Add-On Values or products. If it does, then delete the Add-On values and products first

3.7 Highlights

Highlights are common features such as awards or certifications for your product. The Product highlights page is used to manage and associate these to your product.

3.7.1 View product highlights

To view the available product highlights in your storefront:

- Login to the Marketplace administration website. The Dashboard page is displayed.
- On the top menu, click Highlights under Inventory. The Product Highlights page is displayed listing all the available product highlights at the end of the page.

MU	LTIFRONT	® 🙆 Dashboard	Ö Setup	inventory) Marketing	(1) Orders	👸 Vendors	C Reports	(Advanced				Hello admin12345! Account 🎧 Suppo	rt 🧿 Help 🕞 Log
Highli Create h	ghts ghlights that apply to n	ultiple products. For I	Example: "C	ertified Organi	c", etc.									+ ADD
Search														
Name				Type All			¥		SEARCH	CLEAR				
											_			Advanced Search Cl
ID	lmage	Name		Enable H	yperlink		Ту	pe		Display Orde	ſ	Is Active	Edit	Delete
2	Proc Departy will private a BE + rate +	Free Shipping		1			D	efault Highlig	ht	10		v	1	â
3	BIO	BIO Certified		•			D	efault Highlig	ht	20		•	1	Ô
		JAS Certified		1			D	efault Highlig	ht	30		1	1	ô



3.7.2 Add product highlights

To add a product highlight:

- 1. Login to the Marketplace administration website.. The **Dashboard** page is displayed.
- 2. On the top menu, click **Highlights** under **Inventory**. The **Product Highlights** page is displayed listing all the available product highlights at the end of the page.
- 3. Click Add New Highlights. The Add Product Highlight page is displayed.
- 4. Enter the following details:
 - Name: Enter a name for this highlight.
 - **Highlight Type**: Select a type for this highlight. Depending on the storefront implementation different Highlight Types will display differently.
 - **Display Order**: Enter a number. This determines the order in which the Highlight is displayed in the product page. A highlight with the lower display order will be displayed first.
 - Enable this Highlight: Select to display this highlight on the product page.
 - Highlight Image: Click Browse, under the Product Image section. The Choose file dialog box opens. Choose a location and enter the filename of the highlight image to upload. Click Open. The location of the image is now displayed next to the Browse button.

Note: Only JPG, GIF and PNG images are supported. Make sure your image is 1.5 Mb in size or less.

- Product Image ALT Text: Enter a short descriptive text for this product to be used in the image ALT text. This text is displayed if the image does not download correctly.
- On Click Behavior:
 - · When user clicks on the highlight, display the text entered below
 - When user clicks on the highlight, redirect to a URL
- **Display Text:** Enter the text that will be displayed when this Highlight is clicked.
- 5. Click **Submit**. The **Product Highlights** page is displayed listing the newly added product highlight at the end of the page.

node®								Znode - Invent
/IULTIFRONT®		🗘 🗓 etup Inventory	Marketing	Orders	And Services	C Reports	Advanced	💄 Hello admin123! 🌣 Account 🕑 Help 🕞 Log
reate Highlight								SUBMIT CANCEL
General Settings						Highlight	Click Setting	S
Name *						On Click B	ehavior	 When user clicks on the highlight, display the text entered below.
Гуре	Default High	light		•				When user clicks on the highlight, redirect to
Display Order *								URL.
	 Enable the second second	nis Highlight				Display Te		
								View Format Table Tools
Highlight Image							1	₿І⋿≘∃■≒∗ё∗⊡⊒⊫
Supported image formats inclu	ude JPEG, GIF and F	PNG.						
Select an image	UPLOAD							
	Overwrit	e the existing file						
	Use the	file name						
Product Image ALT Text								
						p		Words: 0

3.7.3 Edit product highlights

To add a product highlight:

- 1. Login to the Marketplace administration website.. The **Dashboard** page is displayed.
 - 2. On the top menu, click **Highlights** under **Inventory**. The **Product Highlights** page is displayed listing all the available product highlights at the end of the page.
 - 3. Click Edit. The Edit Product Highlight page is displayed.
 - 4. Update the following details:
 - Name: Enter a name for this highlight.
 - **Highlight Type**: Select a type for this highlight. Depending on the storefront implementation different Highlight Types will display differently.
 - **Display Order**: Enter a number. This determines the order in which the Highlight is displayed in the product page. A highlight with the lower display order will be displayed first.
 - Enable this Highlight: Select to display this highlight on the product page.
 - Highlight Image: Click Browse, under the Product Image section. The Choose file



dialog box opens. Choose a location and enter the filename of the highlight image to upload. Click **Open**. The location of the image is now displayed next to the **Browse** button.

Note: Only JPG, GIF and PNG images are supported. Make sure your image is 1.5 Mb in size or less.

- Product Image ALT Text: Enter a short descriptive text for this product to be used in the image ALT text. This text is displayed if the image does not download correctly.
- On Click Behavior:
 - When user clicks on the highlight, display the text entered below
 - When user clicks on the highlight, redirect to a URL
- **Display Text:** Enter the text that will be displayed when this Highlight is clicked.

5. Click Submit. The Product Highlights page is displayed with updated highlights.

MULTIFROM	NT® 🔗 Dashboard	🛟 Setup	inventory	Marketing	Orders	Vendors	Ceports	(Advanced			L Hello admin12345! ✿ Account │ Support	🧿 Help 🕞 Log off
Highlights Create highlights that apply	to multiple products. For	r Example: "C	ertified Organ	ic", etc.								+ ADD
Search												
Name			Type All			¥		SEARCH	CLEAR			idvanced Search Clear
ID Image	Name		Enable H	lyperlink		Tj	уре		Display Order	Is Active	Edit	Delete
2	Free Shipping		1			D	efault Highlig	ght	10	×		Ô
3	BIO Certified		•			D	efault Highlig	ght	20	4	1	Ô
4	JAS Certified		1			D	efault Highlig	ght	30	4	ø	â

3.7.4 Delete product highlights

To delete a product highlight:

- 1. Login to the Marketplace administration website. The **Dashboard** page is displayed.
- 2. On the top menu, click **Highlights** under **Inventory**. The **Product Highlights** page is displayed listing all the available product highlights at the end of the page.
- 3. Click **Delete** on the highlight you wish to delete. The **Please Confirm** page is displayed.
- 4. Click **Delete** to confirm. The **Product Highlights** page is displayed with the deleted highlight removed from the list.

Note: The highlight cannot be deleted until all associated items are removed. Ensure that this highlight does not associate with the catalog product. If it does, then delete these Items first.



MUI	LTIFRONT®) 🎱 Dashboard	Ö Setup	L. Inventory	Marketing	O rders	And Series	C Reports	() Advanced			L Hello admin12345! ✿ Account │ Supp	port 😢 Help 🕞 Log of
Highlig Create hi	ghts ghlights that apply to mu	tiple products. For I	Example: "C	Certified Organ	nic", etc.								+ ADD
Search													
Name				Type All			V]	SEARCH	CLEAR			Advanced Search Clea
ID	lmage N	ame		Enable H	lyperlink		Ту	pe		Display Order	Is Active	Edit	Delete
2	For Interny Microsoft	ree Shipping		1			De	efault Highlig	ght	10	×	1	Î
3	BIO	IO Certified		1			De	efault Highlig	ght	20	×	1	Ô
4	J.	AS Certified		1			De	efault Highlig	ght	30	×	1	Ô