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# ZNODE MARKETPLACE 8.1.2 USER MANUAL

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April 2016



# Znode 8.1.2 Inventory Manual

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## 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.

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**Merchant Login**  
Log in to setup and manage your store.






**LOGIN**

Remember Me [Forgot your password?](#)

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- Type your administrator user name and password. When the Marketplace is first installed the default user name is "admin" and the password is "admin".
- Click **Login**.
- Upon successful login, the **Dashboard** page is displayed.

### Welcome

 <b>Setup</b> Create new stores, and configure shipping, payments and taxes.	 <b>Inventory</b> Manage your products and inventory.	 <b>Marketing</b> Manage promotions and optimize your store's search engine.	 <b>Orders</b> Manage your orders, RMA, service requests, and reviews.	 <b>Reports</b> Generate reports on sales, customers, and other metrics.
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#### Alerts

- 5 products have low inventory.  
[Manage Inventory](#)
- 0 Failed login attempts  
[View Activity Log](#)

Create and manage multiple storefronts for your business. [Click Here.](#)

Download and upload data to your store including inventory. [Click Here.](#)

#### Quick Statistics

**\$100002364.80** | Total Sales YTD

<b>85</b>   Orders YTD	<b>107</b>   Accounts Created YTD
------------------------	-----------------------------------

**RUN REPORTS**



# 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.

**Products** + ADD

Manage products and inventory in your store.

**Search**

Id  Product Name  Product Number  SKU

Catalog  Brand  Product Type  Product Category

All  All  All  All

**SEARCH** **CLEAR**

[Advanced Search](#) | [Clear](#)

Id	Image	Product Name	Retail Price	Sales Price	Whole Sale Price	In Stock	Display Order	Is Active	Manage	Copy	Delete
1845		Apple	\$4.23	\$2.00		997	30	✓			
1097		Peach	\$0.76			7	31	✓			
304		Pear	\$0.75			999	40	✓			
551		Uvas	\$3.54			8	40	✓			
543		Cerezas	\$4.23			15	50	✓			
1624		Peach	\$12.00	\$6.00	\$5.00	0	55	✗			
1799		Swiss Cheese	\$3.24			796	60	✓			
314		Mushroom	\$2.99		\$1.99	411	62	✗			
1180		Beans	\$2.99			0	130	✓			
319		Radish	\$3.29			10	150	✓			

- 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 [Product Types](#) 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.



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 [Adding Product Add-Ons](#) and [Adding SKUs](#).

### 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

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

Product Details - Daylilies

← BACK

**Product Info** Settings Categories SKUs Bundles Facets Tags Images Add-Ons Tiered Pricing Highlights Digital Assets

↗ EDIT

General Information

Name	Daylilies
Brand Name	Tropicana
Product Code	da8979
Min Selectable Quantity	1
Max Selectable Quantity	10
Product Type Name	Gift Card Type
Retail Price	\$ 1.56
Sale Price	
Wholesale Price	
Tax Class Name	Sales Tax
Download Link	

Display Settings

Display Order	20
---------------	----

Shipping Settings

Free Shipping	<input checked="" type="checkbox"/>
Shipping Rule	Flat Rate Per Item
Shipping Rate	
Weight	1.00 KGS
Height	1.00 CM
Width	

Product Image



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, consectetur adipiscing elit. nulla lacinia
Product Specification	You can add detailed product specifications here using the Znode Storefront Admin. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi egestas tempus libero.Nulla lacinia velit tincidunt velit. Maecenas congue varius nunc.Proin consectetur 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 dapibus feugiat.

4. To edit the product information, click on the **Product Information** tab and then click 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 [Product Types](#) 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.

- **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.



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Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced

Hello admin123...! Account Help Log off

**Product Details - Daylilies** ← BACK

Product Info
Settings
Categories
SKUs
Bundles
Facets
Tags
Images
Add-Ons
Tiered Pricing
Highlights
Digital Assets

**Edit Settings for Daylilies** 
SUBMIT
CANCEL

**Display Settings**

Display Product  Display this product in the store.

Home Page Special  Display product as a featured item on the home page.

New Item  Display the "new" icon 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.

Franchisable  Enable your franchisees to sell this product.

**Inventory Settings**

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.

In-Stock Message

Out-of-Stock Message

Back-Order Message

**Recurring Billing Settings**

Recurring Billing  Enable recurring billing for this product.

**SEO Settings**

SEO Title

SEO Keywords

SEO Description

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.

Add 301 redirect on URL changes

SUBMIT
CANCEL

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:

- **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.

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

Product Details - Daylilies

← BACK

Product Info | Settings | **Categories** | SKUs | Bundles | Facets | Tags | Images | Add-Ons | Tiered Pricing | Highlights | Digital Assets

**ASSOCIATE CATEGORIES**

[Advanced Search](#) | [Clear](#)

ID	Name	Title	Delete
85	Flowers	Flowers	

Show 10 Per Page Page 1 / 1

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

Add Categories to Product : Daylilies

Search

Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

Select	ID	Name	Title
<input type="checkbox"/>	99	Almonds	Almonds
<input type="checkbox"/>	96	Bubbly	Bubbly
<input type="checkbox"/>	164	Bubbly	Bubbly
<input type="checkbox"/>	222	Bubbly	Bubbly
<input type="checkbox"/>	104	Cashews	Cashews
<input type="checkbox"/>	161	Cheese	Cheese
<input type="checkbox"/>	92	Cheese	Cheese
<input type="checkbox"/>	216	Cheese	Cheese
<input type="checkbox"/>	219	Cheese	Cheese
<input type="checkbox"/>	205	Cheese	Cheese

Show 10 Per Page Page 1 / 7

**ASSOCIATE CATEGORIES** CANCEL

- 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.

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

- **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.

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

**Product Details - Daylilies** ← BACK

Product Info Settings Categories **SKUs** Bundles Facets Tags Images Add-Ons Tiered Pricing Highlights Digital Assets

Advanced Search | Clear

Id	SKU	Quantity On Hand	Re-order Level	Enabled	Action	Delete
19	al8907	1231	123	✓		

Show 10 Per Page Page 1 / 1

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

**Edit Product - Daylilies** SUBMIT CANCEL

**SKU Information**

SKU or Part# \*

Quantity On Hand \*   
The SKU or stock keeping unit is the code assigned to your product inventory.

Re-Order Level

**Profile Settings** PROFILE SETTING

Advanced Search | Clear

ID	Name	Effective Date	Edit	Delete
162	Anonymous	24-Apr-2015		

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.

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

Product Details - Daylies ← BACK

Product Info Settings Categories **SKUs** Facets Tags Images Add-Ons Tiered Pricing Highlights Digital Assets

Add SKU for Product

Search

SKU  SEARCH CLEAR + ADD

Advanced Search | Clear

Id	SKU	Quantity On Hand	Re-order Level	Enabled	Action	Delete
877	al8907	100	12	✓		

Show 10 Per Page Page 1 / 1

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

Edit SKU for Product - Daylies SUBMIT CANCEL

**SKU Information**

SKU or Part# \*

Quantity On Hand \*   
The SKU or stock keeping unit is the code assigned to your product inventory.

Re-Order Level

Additional Weight  LBS

Retail Price   
If you provide a retail price, this will override the product's retail price.

Sale Price   
If you provide a sale price, this will override the product's sale price.

Wholesale Price   
If you provide a wholesale price, this will override the product's wholesale price.

Enable Inventory  Enable this SKU in your store

Supplier   
Select the supplier who will ship this SKU.

**Profile Settings** PROFILE SETTING

Advanced Search | Clear

ID	Name	Effective Date	Edit	Delete
96	Anonymous	03-May-2015		

**SKU Image**

Upload a suitable image for this SKU. Only JPG, GIF and PNG images are supported. The file size should be less than 1.5 Meg. Your image will automatically be scaled so it displays correctly.

Select an Option

Keep Current Image

Upload New Image

No Image

Image ALT Text   
The image-ALT Text is used for SEO and Accessibility.

**Associated Facets** ASSOCIATE FACET

Facets enable customers to filter product search results based on various criteria such as "Price Range", etc.

Advanced Search | Clear

Id	Facet Group Name	Facet Names	Action	Delete
8	Specials	Monthly Specials		

SUBMIT CANCEL

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:*

- 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.

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

**Product Details - Daylilies** [+ BACK](#)

Product Info Settings Categories SKUs **Facets** Tags Images Add-Ons Tiered Pricing Highlights Digital Assets

**Associated Facets** [ASSOCIATE FACET](#)

Facets enable customers to filter product search results based on various criteria such as "Price Range", etc.

[Advanced Search](#) | [Clear](#)

Facet Group Name	Facet Names	Action	Delete
Specials	Monthly Specials, Wine Specials, Organic Product Specials		

Show 10 Per Page Page 1 / 1

**MULTIFRONT®** Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

**Select Facets To Associate**

Select Facets

Facet Group:

Facets:

- Monthly Specials
- Wine Specials
- Organic Product Specials

[SUBMIT](#) [CANCEL](#)

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® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

Product Details - Daylilies

[← BACK](#)

- Product Info
- Settings
- Categories
- SKUs
- Facets
- Tags**
- Images
- Add-Ons
- Tiered Pricing
- Highlights
- Digital Assets

Associated Tags

Enter a list of tags to associate with your product.

[SUBMIT](#) [CANCEL](#)

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

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

Product Details - Daylilies

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- Product Info
- Settings
- Categories
- SKUs
- Facets
- Tags
- Customer Based Pricing**
- Images
- Add-Ons
- Tiered Pricing
- Highlights
- Digital Assets

Search Customer

Search

External Account Id  Full Name  Company Name

Store Name

[SEARCH](#) [CLEAR](#)

[DOWNLOAD TO EXCEL](#)

[Advanced Search | Clear](#)

**No Record Found !!!**

- Images allow you to provide alternate views of your product. These images are in addition to the default product picture that is set in the Add Product page. This feature 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.



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Digital Assets

ADD ALTERNATE PRODUCT IMAGE

[Advanced Search](#) | [Clear](#)

ID	Image	Name	Image Type	Product Page	Category Page	Display Order	Action	Delete
1363		Daylilies	Alternate	✓	✓	500		
1364		Daylilies	Swatch	✓	✗	500		

Show  Per Page Page 1 / 1

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Add Alternate Image for Daylilies

General Information

Title

Enter the title to be displayed for this product image. Leave blank for no title.

Image Type

Product Image

Select an image \*

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 displayed first.

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.

The screenshot shows the MULTIFRONT web application interface. At the top is a navigation bar with icons for Dashboard, Setup, Inventory, Marketing, Orders, Vendors, Reports, and Advanced. Below this is the breadcrumb 'Product Details - Daylilies' and a 'BACK' button. A series of tabs includes Product Info, Settings, Categories, SKUs, Facets, Tags, Customer Based Pricing, Images, **Add-Ons** (highlighted), Tiered Pricing, and Highlights. Below the tabs is a 'Digital Assets' section. A description states: 'Add-Ons are additional product options that a customer can configure during checkout. For example: "Gift Wrapping", etc'. An 'ASSOCIATE' button is visible. Below this is a table with columns 'Id', 'Name', 'Title', and 'Delete'. The table contains two rows: one for 'Packaging' (Id: 311) and one for 'Vase' (Id: 312). At the bottom of the table is a pagination control showing 'Show 10 Per Page' and 'Page 1 / 1'.

Id	Name	Title	Delete
311	Packaging	Packaging	
312	Vase	Vase	

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

Associate addons for : Daylilies

Search

Name  Title  SKU or Product#  SEARCH CLEAR

Advanced Search | Clear

Id	Name	Title	Display Order
<input type="checkbox"/>	Gift Bag	Gift Bag	3

Show 10 Per Page Page 1 / 1

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.

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Product Details - Daylies ← BACK

Product Info Settings Categories SKUs Facets Tags Customer Based Pricing Images Add-Ons **Tiered Pricing** Highlights

Digital Assets

Tiered pricing enables you to specify a product price based on the number of items ordered. For example: you could offer discounted pricing if the customer buys more than 10 items.

**ADD TIER PRICE**

[Advanced Search](#) | [Clear](#)

**No Record Found !!!**

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Add Pricing Tier - Daylies

Tier Pricing Details

Select Profile

Tier Start \*

Minimum quantity of items that must be ordered for this pricing to apply

Tier End \*

Maximum quantity of items that must be ordered for this pricing to apply

Price \*

**SUBMIT** **CANCEL**

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.

The screenshot shows the 'Product Details - Daylilies' page with the 'Highlights' tab selected. The navigation bar includes 'Dashboard', 'Setup', 'Inventory', 'Marketing', 'Orders', 'Vendors', 'Reports', and 'Advanced'. The user is logged in as 'admin123...'. Below the navigation, there are tabs for 'Product Info', 'Settings', 'Categories', 'SKUs', 'Facets', 'Tags', 'Customer Based Pricing', 'Images', 'Add-Ons', 'Tiered Pricing', and 'Highlights'. A 'Digital Assets' tab is also visible. The main content area explains that highlights enable showcasing common product features and includes a table of existing highlights.

Id	Name	Type	Delete
3	BIO Certified	Default Highlight	
35	Free Shipping	Default Highlight	

At the bottom of the table, there is a pagination control showing 'Show 10 Per Page' and 'Page 1 / 1'.

The screenshot shows the 'Associate Highlights to: Daylilies' page. The navigation bar is similar to the previous screenshot, but the 'Inventory' tab is selected. The page has a search bar with 'Name' and 'Type' fields. Below the search bar is a table of available highlights to associate.

ID	ID ▲	Name	Type	Display Order
<input type="checkbox"/>	2	Free Shipping	Default Highlight	10
<input type="checkbox"/>	3	BIO Certified	Default Highlight	20
<input type="checkbox"/>	4	JAS Certified	Default Highlight	30

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.

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- Add-Ons
- Tiered Pricing
- Highlights

Digital Assets

Digital assets could be serial numbers or other information that are used for downloadable or software products.

ADD DIGITAL ASSET

[Advanced Search](#) | [Clear](#)

No Record Found !!!

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Add Digital Asset For : Daylies

Digital Asset

Digital Asset

SUBMIT CANCEL

- .Bundle allows you to sell a single product as a product bundle. On the product page your customers will see a list of the entire component product that you have selected for that bundled product. An example of a product bundle would be a lamp bundle, which might include the following items: one lamp base, one lamp shade, and one package of light bulbs. Creating a product bundle like this facilitates sales of related items, and also allows the store manager to do things like offer a discount for the bundled offering

To add product bundle for this product, click on the **Bundles** tab and then click on **Associate Product**. The **Add a Bundle Product** page is displayed.

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.

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Hello admin12345  
[Account](#) | [Support](#) | [Help](#) | [Log off](#)

Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced

**Add a Bundle Product**  
 You can use this page to add individual products to a bundled product offering. Please note that adding items to a product bundle will not change the price for the bundle.

**Search**

<input type="text" value="Product Name"/>	<input type="text" value="Product Number"/>	<input type="text" value="Sku"/>	<input type="text" value="Product Categories"/>
<input type="text" value="Product Types"/>	<input type="text" value="Catalog"/>		
<input type="text" value="All"/>	<input type="text" value="All"/>		

SEARCH
CLEAR

[Advanced Search](#) | [Clear](#)

Select	Id	Image	Product Name	Is Active
<input type="checkbox"/>	1240		Artichoke	✓
<input type="checkbox"/>	1178		Asparagus	✓
<input type="checkbox"/>	2051		Banana	✓
<input type="checkbox"/>	1180		Beans	✓
<input type="checkbox"/>	1239		Blackberries	✓

### 3.1.4 Copying a Product

To copy 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 **Copy** on the product you want to copy. The copied product view page is shown.

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Orders
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Reports
Advanced
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#### Products + ADD

Manage products and inventory in your store.

**Search**

<input type="text" value="Id"/>	<input type="text" value="Product Name"/>	<input type="text" value="Product Number"/>
<input type="text" value="SKU"/>	Catalog <input type="text" value="All"/>	Brand <input type="text" value="All"/>
Product Type <input type="text" value="All"/>	Product Category <input type="text" value="All"/>	

SEARCH
CLEAR

[Advanced Search](#) | [Clear](#)

Id	Image	Product Name	Retail Price	Sales Price	WholeSale Price	In Stock	Display Order	Is Active	Manage	Copy	Delete
1185		Daylilies	\$1.56			1231	20	✓			
1173		Strawberry	\$2.95			-10	21	✓			
1092		Apple	\$4.23	\$0.00		1000	30	✓			
1097		Peach	\$0.76			8	31	✓			



### 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.

**Products** + ADD

Manage products and inventory in your store.

**Search**

Id  Product Name  Product Number

SKU  Catalog  Brand

Product Type  Product Category

**SEARCH** **CLEAR**

[Advanced Search](#) | [Clear](#)

Id	Image	Product Name	Retail Price	Sales Price	WholeSale Price	In Stock	Display Order	Is Active	Manage	Copy	Delete
1185		Daylilies	\$1.56			1231	20	✓			
1173		Strawberry	\$2.95			-10	21	✓			
1092		Apple	\$4.23	\$0.00		1000	30	✓			
1097		Peach	\$0.76			8	31	✓			

## 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.

### 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.

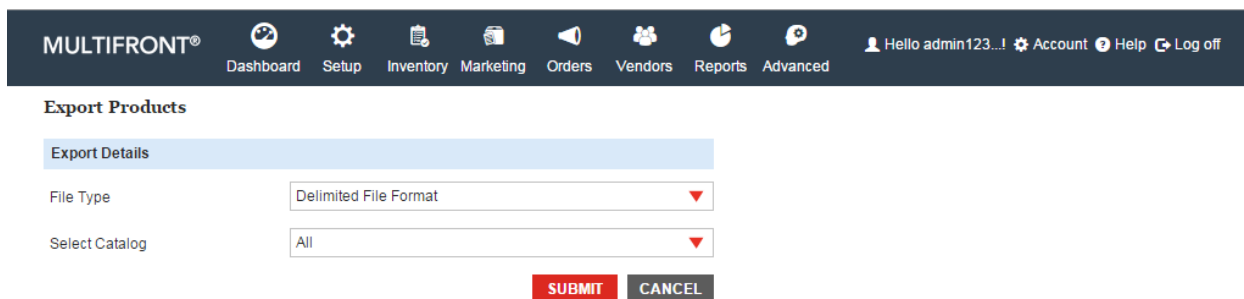
Click **Save**. The pricing file is now saved to the specified location.

### 3.2.3 Export Products

To export Product details:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. 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



### 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.

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**Export Attributes**

**Export Details**

File Type: Microsoft Excel (.xls) ▼

Select Catalog: All ▼

Select Attribute Type: All ▼

**SUBMIT** **CANCEL**

### 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.

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**Export SKUs**

**Export Details**

File Type: Microsoft Excel (.xls) ▼

Select Catalog: All ▼

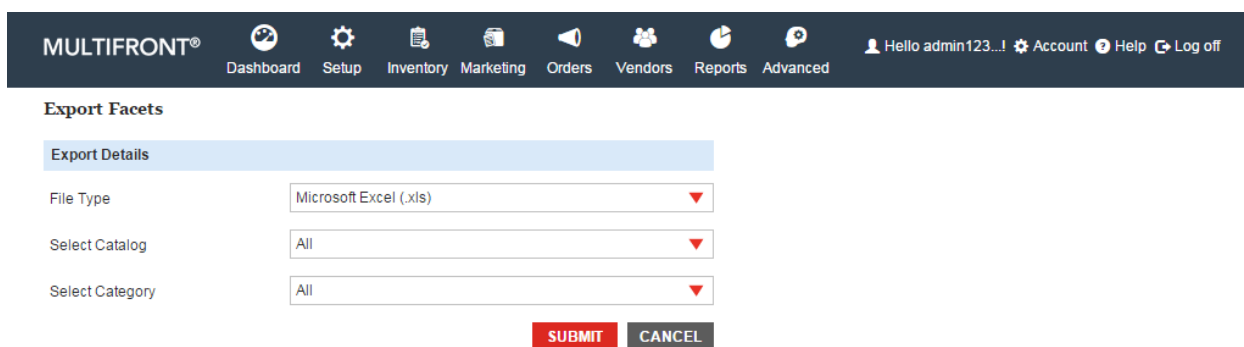
Product Name: Daylilies

**SUBMIT** **CANCEL**

### 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.



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**Export Facets**

**Export Details**

File Type: Microsoft Excel (.xls) ▼

Select Catalog: All ▼

Select Category: All ▼

SUBMIT CANCEL

### 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.

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Export Shipping Status

Export Details

File Type:

Begin Date:

End Date:

### 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.

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Export Customer Pricing

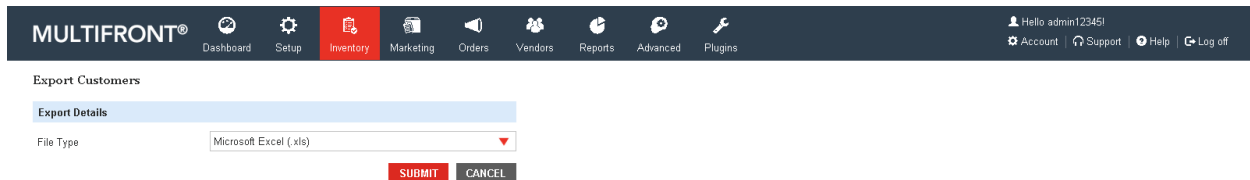
Export Details

File Type:

### 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.



### 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.

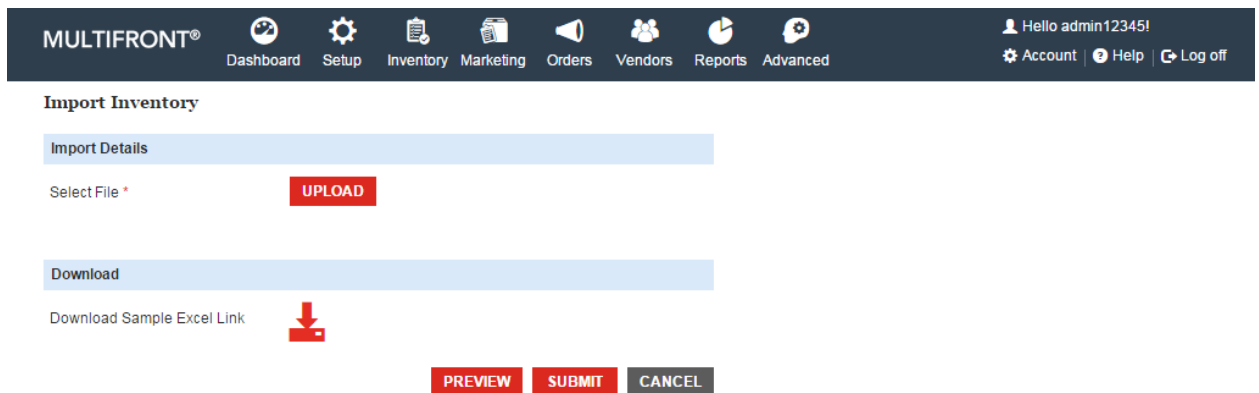


### 3.2.11 Import Inventory

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.
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 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 [Export Inventory](#) function to get an initial inventory file that you can update and re-upload.



### 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.

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**Import Pricing**

**Import Details**

Select File \* UPLOAD

---

**Download**

Download Sample Excel Link

PREVIEW SUBMIT CANCEL

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

**Import Products**

**Import Details**

Select File \* UPLOAD

---

**Download**

Download Sample Excel Link

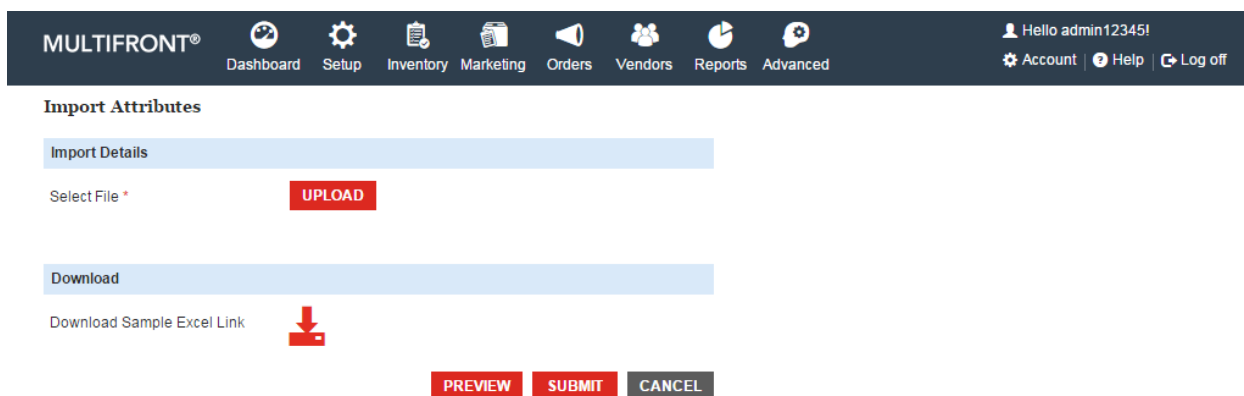
PREVIEW SUBMIT CANCEL

### 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.
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 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 [Export Attributes](#) functionality to get the initial attribute file which you can then update and upload.



### 3.2.15 Import SKUs

To import new SKUs:

1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Import SKUs** of **Import/Export Data** under **Inventory**. The **Import SKU 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 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 [Export SKUs](#) functionality to get the initial SKU file which you can then update and upload.

MULTIFRONT® Hello admin12345!

**Import SKUs**

Import Details

Select File \*

Download

Download Sample Excel Link

### 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.
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 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 [Export Facets](#) functionality to get the initial Facets file which you can then update and upload

MULTIFRONT® Hello admin12345!

**Import Facets**

Import Details

Select File \*

Download

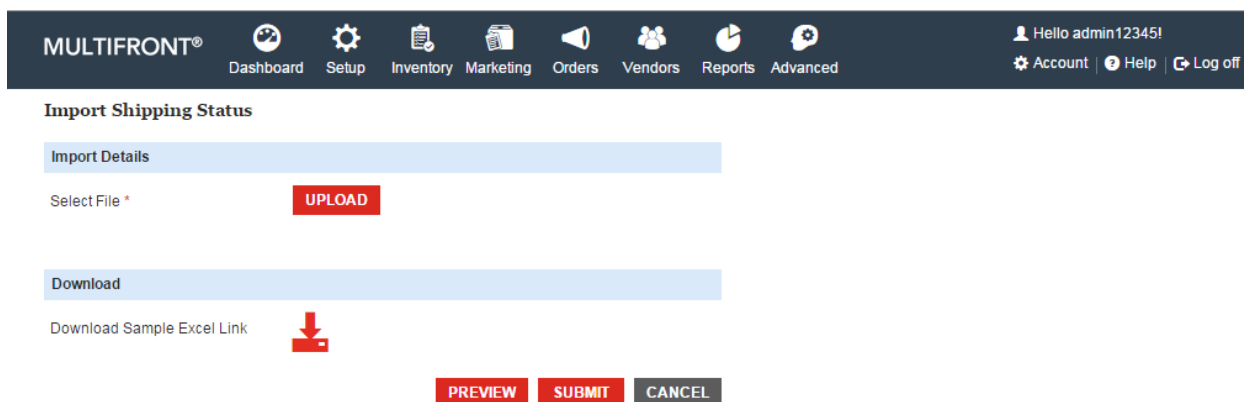
Download Sample Excel Link

### 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.
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 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".



### 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.

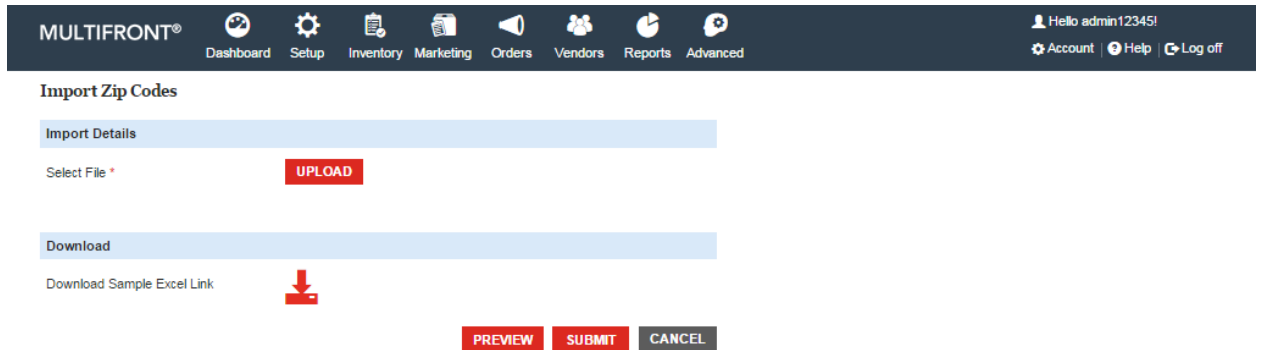
To import Zip Code Data:

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!

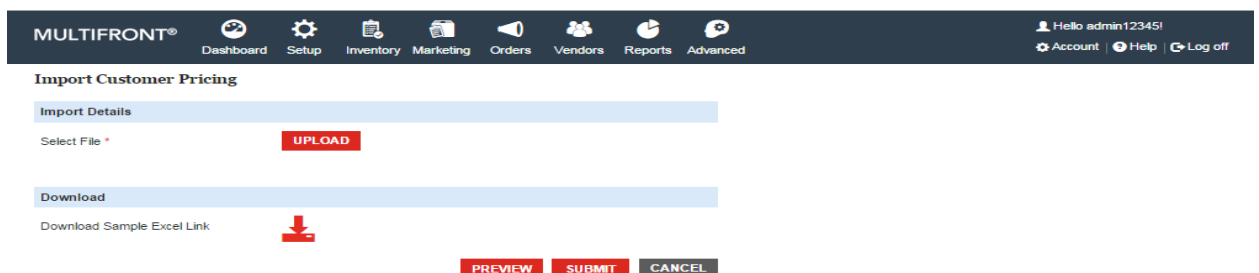


### 3.2.19 Import Customer Pricing

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.

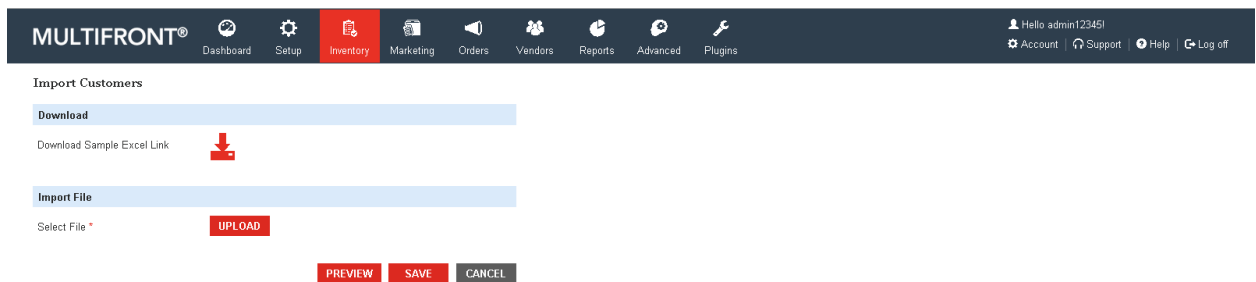
**Note:** You can use the [Export Customer Pricing](#) functionality to get the initial Customer Pricing file which you can then update and upload.



### 3.2.20 Import Customers

To import new Customer:

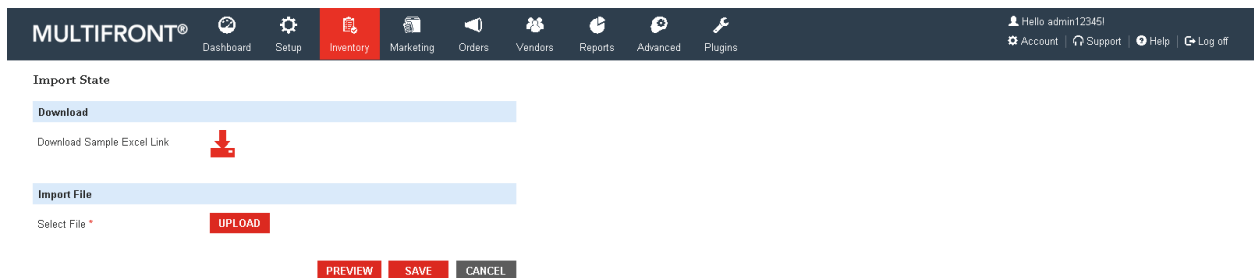
1. [Login to the Marketplace administration website](#). The **Dashboard** page is displayed.
2. On the top menu, click **Import Customers** of **Import/Export Data** under **Inventory**. The **Import Customers** page is displayed.
3. Click on the Download Sample key format
4. Filled all the available column in the list
5. Saved the Sample key format
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. Customers list are uploaded in the storefront



### 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





### 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.

**Brands** + ADD

Manage a reference list of manufacturers or brands for products in your catalog.

Search

Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

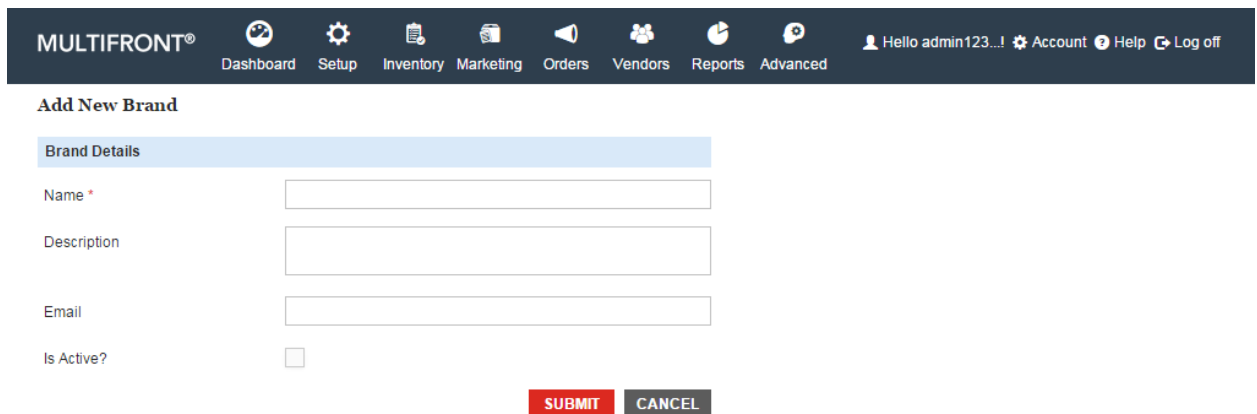
ID	Name	Is Active	Edit	Delete
1	Whole Foods	✓		
2	Kroger	✓		
3	Tropicana	✓		

Show  Per Page Page  / 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.

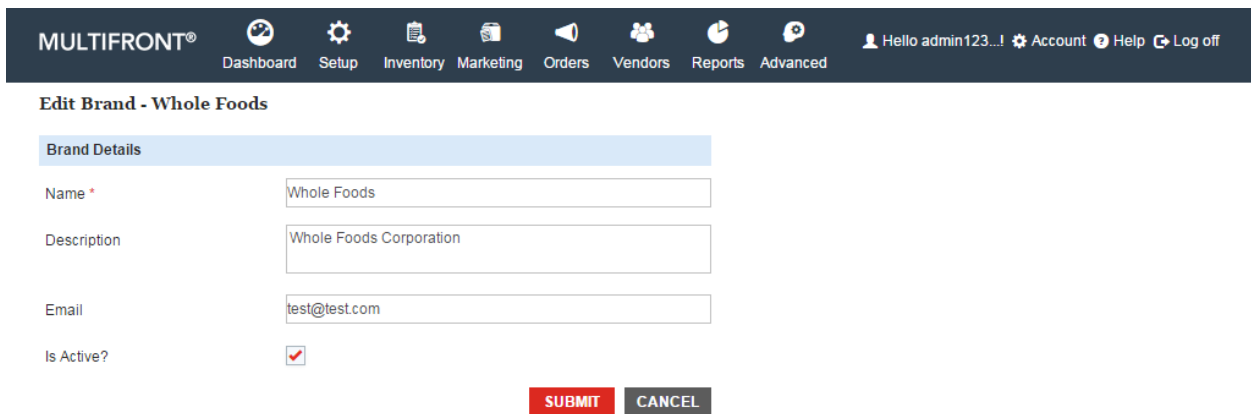


The screenshot shows the 'Add New Brand' form within the MULTIFRONT administration interface. The top navigation bar includes 'MULTIFRONT' and various menu items: Dashboard, Setup, Inventory, Marketing, Orders, Vendors, Reports, and Advanced. A user profile 'Hello admin123...' is visible on the right. The form itself is titled 'Add New Brand' and contains a 'Brand Details' section with the following fields: 'Name \*' (required), 'Description', 'Email', and 'Is Active?' (checkbox). At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons.

### 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® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

**Edit Brand - Whole Foods**

**Brand Details**

Name \*

Description

Email

Is Active?

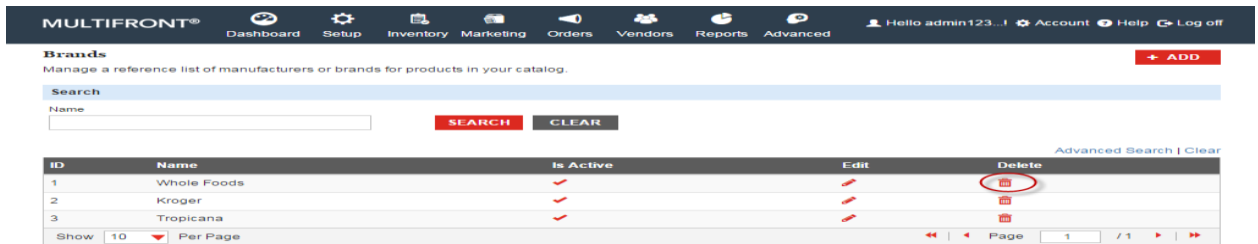
**SUBMIT** **CANCEL**

### 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.



### 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.

**Attribute Types** + ADD

Manage product attribute types such as "size", "color", etc.

Search

Name  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

ID	Name	Display Order	Edit	Delete
1	Color	11		

#### 3.4.2 Add Attribute Types

- Click **Add Attribute Type**. The **Add Attribute Type** page is displayed.

**Add Attribute Type**

Attribute Type

Attribute Type Name (ex: Color) \*

Display Order \*

SUBMIT CANCEL

- 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.

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

Add Attribute Type

Attribute Type

Attribute Type Name (ex. Color) \*

Display Order \*

**SUBMIT** CANCEL

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

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

Attribute Types + ADD

Manage product attribute types such as "size", "color", etc.

Search

Name

**SEARCH** CLEAR

[Advanced Search](#) | [Clear](#)

ID ▼	Name	Display Order	Edit	Delete
75	Size	2		

**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.

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Edit Attribute Type

Attribute Type

Attribute Type Name (ex. Color) \*

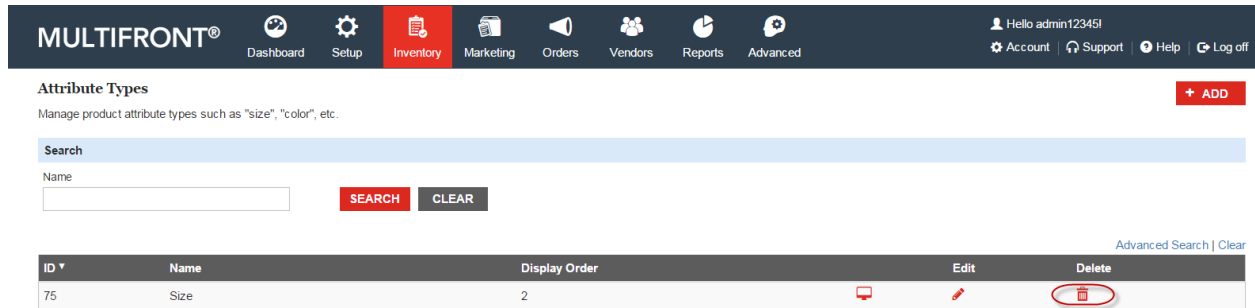
Display Order \*

**SUBMIT** CANCEL

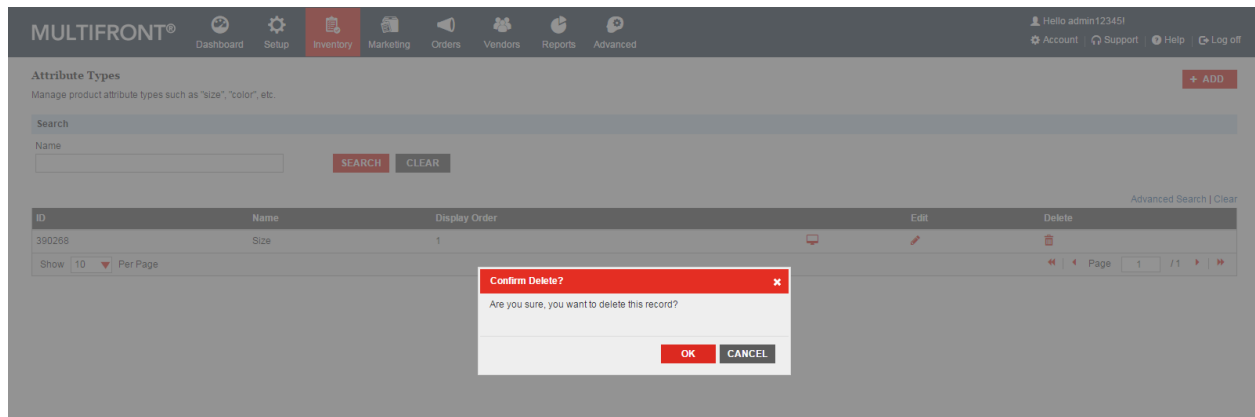
- Click **Submit**. The **Product Attributes** page is displayed.

### 3.4.4 Delete an Attribute Type

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



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



**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.

The screenshot shows the Multifront interface with the 'Inventory' menu selected. The 'Attribute Types' page is displayed, featuring a search bar with 'Size' entered. Below the search bar is a table with one row for the attribute type 'Size'.

ID	Name	Display Order	Edit	Delete
75	Size	2		

### 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.

This screenshot is identical to the previous one, but with a red circle around the 'SEE VALUES' button (represented by a speech bubble icon) in the table row for 'Size'.

ID	Name	Display Order	Edit	Delete
75	Size	2		

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



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

Attribute Values For - Size + ADD ← BACK

[Advanced Search](#) | [Clear](#)

No Record Found

### 3.4.8 Add an Attribute 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.

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Add Attribute Value for: Size

**Attribute Details**

Attribute Value \*

Display Order \*

SUBMIT CANCEL

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

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

Attribute Values For - Size + ADD ← BACK

[Advanced Search](#) | [Clear](#)

Attribute Value	Display Order	Edit	Delete
XL	1		

Show 10 ▾ Per Page ◀ Page 1 / 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.

Attribute Value	Display Order	Edit	Delete
XL	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 displaying listing all the available product types.

**Product Types** + ADD

Product types are used to group products with similar characteristics and assign special behavior for those products. For example, you could automatically assign "color" and "size" attributes for product type of "apparel".

**Search**

Product Type  Description  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

Id	Product Type	Description	Display Order	Attributes	Edit	Delete
9	Gift Card Type	The default product type to use to sell gift cards.	10	Attributes		

Show  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

**Add Product Type**

**General Information**

Product Type Name (ex: Apparel)

Franchisable  Enable this product type in franchise stores

Display Order \*

Description   
Will not be displayed to customers.

SUBMIT CANCEL

- Click **Submit**. The **Product Types** page is displayed. The newly added product type is displayed in the list.

**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”

- Click **Add Attribute**. The **Add Product Type Attribute** page is displayed.

MULTIFRONT® [Dashboard](#) [Setup](#) [Inventory](#) [Marketing](#) [Orders](#) [Vendors](#) [Reports](#) [Advanced](#) Hello admin123...! [Account](#) [Help](#) [Log off](#)

Attributes for product type " Apparel "

[+ ADD](#) [← BACK](#)  
[Advanced Search](#) | [Clear](#)

No Record Found !!!

MULTIFRONT® [Dashboard](#) [Setup](#) [Inventory](#) [Marketing](#) [Orders](#) [Vendors](#) [Reports](#) [Advanced](#) Hello admin123...! [Account](#) [Help](#) [Log off](#)

Add Product Type Attribute

Select Attribute Type \*

[SUBMIT](#) [CANCEL](#)

- **Select Attribute Type:** Select an attribute type to associate it with this product type.
- Click **Submit**. The **Attributes for product type** page is displayed listing the newly associated attribute type.

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Attributes for product type " Apparel "

[+ ADD](#) [← BACK](#)  
[Advanced Search](#) | [Clear](#)

Id	Attributes	Display Order	Delete
24	Color	5	

Show  Per Page Page  / 1

### 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.

#### 3.6.2 Add Product Add-Ons

- Click **Create New Add-On**.

- 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.

MULTIFRONT® Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced Hello admin123...! Account Help Log off

### Add Product Add-On SUBMIT CANCEL

#### General Settings

**Name \***

Enter an internal name for this Add-On (Ex. Model 1234 Color). This is not displayed to the customer.

**Title \***

Enter a title for this product Add-On (Ex. "Color"). This is the label displayed for your customer.

Enter a Description

File Edit Insert View Format Table Tools

Formats B I [List Icons]

[Rich Text Icons]

Words: 0

You can enter rich text description for this Add-On.

**Display Order \***

Enter a number. Items with a lower number are displayed first on the page.

**Display Type**

Check this box if this Add-On is optional.

SUBMIT CANCEL

#### Inventory Settings

**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.

**In Stock Message**

Displayed on the catalog when items are in stock.

**Out of Stock Message**

Displayed if this product is out of stock.

**Back Order Message**

Displayed if an item is on back order.

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

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### Product Add-On : Plastic Bag EDIT BACK

General Information		Inventory Settings	
Name	Plastic Bag	Disable purchasing for out-of-stock products.	<input checked="" type="checkbox"/>
Title	Plastic Bag	Allow back-ordering of products	<input checked="" type="checkbox"/>
Display Order	3	Don't track inventory.	<input checked="" type="checkbox"/>
Display Type	DropDownList	Enable product purchasing regardless of stock.	<input type="checkbox"/>
Optional	<input checked="" type="checkbox"/>	In Stock Message	
		Out of Stock Message	Out of Stock
		Back Order Message	

Add-On Values ADD

[Advanced Search](#) | [Clear](#)

No Record Found !!!

### 3.6.3 Adding Add-On Values

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

The screenshot shows the MULTIFRONT® interface for editing a product add-on. The top navigation bar includes 'Dashboard', 'Setup', 'Inventory', 'Marketing', 'Orders', 'Vendors', 'Reports', and 'Advanced'. The user is logged in as 'admin123...!'. The page title is 'Product Add-On : Plastic Bag'. There are 'EDIT' and 'BACK' buttons. The 'General Information' section includes fields for Name, Title, Display Order, Display Type, and Optional. The 'Inventory Settings' section includes checkboxes for 'Disable purchasing for out-of-stock products', 'Allow back-ordering of products', and 'Don't track inventory', along with text boxes for 'In Stock Message', 'Out of Stock Message', and 'Back Order Message'. The 'Add-On Values' section at the bottom has a red '+ ADD' button circled in red, and the text 'No Record Found !!!'.

Add Add-On Value Page is displayed.

- Enter the following details:
  - Label:** Enter the label for this option value (ex: "Fire engine red").
  - Retail Price:** Enter the retail price for this add-on value. This will be charged in addition to the base product price.
  - Sale Price:** Enter the sale price for this add-on value. Leave blank if not applicable.
  - Wholesale Price:** Enter the wholesale price for this add-on value. Leave blank if not applicable.
  - Select Supplier:** Select the supplier for this add-on who will be fulfilling this order.
  - Tax Class:** Select the tax class to which this product belongs to.
  - Display Order:** Enter a numeric value. This determines the order in which this add-on value is displayed.
  - Check here to make this the default selected item in the list:** Select to make this add-on 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.

The screenshot shows the 'Add Add-On Value' form in the MULTIFRONT® system. The form is organized into several sections:

- General Settings:** Includes fields for Label, Retail Price (set to \$ 0), Sale Price, Wholesale Price, Select Supplier (set to None), and Tax Class (set to Sales Tax).
- Display Settings:** Includes a field for Display Order and a checkbox to make it the default selected item.
- Inventory Settings:** Includes fields for SKU or Part#, Quantity On Hand (set to 9999), and Re-Order Level.
- Shipping Settings:** Includes a checkbox for Free Shipping, a dropdown for Select Shipping Type (set to Flat Rate Per Item), and input fields for Item Weight (LBS), Height (IN), Width (IN), and Length (IN).
- Recurring Billing Settings:** Includes a checkbox to enable recurring billing.

Navigation buttons for 'SUBMIT' and 'CANCEL' are located at the top right and bottom right of the form.

- 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 **Inventory** Marketing Orders Vendors Reports Advanced Hello admin12345! Account Support Help Log off

**Product Add-On : Plastic Bag** EDIT BACK

**General Information**

Name: Plastic Bag

Title: Plastic Bag

Display Order: 1

Display Type: DropDownList

Optional:

**Inventory Settings**

Disable purchasing for out-of-stock products:

Allow back-ordering of products:

Don't track inventory. Enable product purchasing regardless of stock:

In Stock Message: Displayed on the catalog when items are in stock.

Out of Stock Message: Out of Stock

Back Order Message: Displayed on the catalog when items are in stock.

**Add-On Values** + ADD

[Advanced Search](#) | [Clear](#)

ID	Name	SKU	Quantity On Hand	Re-Order Level	Display Order	Price	Default	Edit	Delete
165	No vase	12	56	1	1	\$1.00	<input checked="" type="checkbox"/>		
188	Glass Vase	232	9999	12	12	\$2.00	<input checked="" type="checkbox"/>		

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### 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

- 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.

ID	Name	SKU	Quantity On Hand	Re-Order Level	Display Order	Price	Default	Edit	Delete
165	No vase	12	56	1	1	\$1.00	✓		
188	Glass Vase	232	9999	12	12	\$2.00	✗		

- 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.

- 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.

### 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.

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Hello admin123...! Account Help Log off

Dashboard Setup Inventory Marketing Orders Vendors Reports Advanced

### Create Highlight SUBMIT CANCEL

#### General Settings

Name \*

Type ▼  
Default Highlight

Display Order \*

Enable this Highlight

#### Highlight Image

Supported image formats include JPEG, GIF and PNG.

Select an image UPLOAD

Overwrite the existing file

Use the file name

Product Image ALT Text

#### Highlight Click Settings

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

File Edit Insert View Format Table Tools

← → Formats B I ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

p Words: 0

Enter the text that will be displayed when this Highlight is clicked.

SUBMIT CANCEL

### 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**

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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.

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

**Highlights** + ADD  
 Create highlights that apply to multiple products. For Example: "Certified Organic", etc.

Search  
 Name  Type  SEARCH CLEAR

[Advanced Search](#) | [Clear](#)

ID	Image	Name	Enable Hyperlink	Type	Display Order	Is Active	Edit	Delete
2		Free Shipping	✓	Default Highlight	10	✓		
3		BIO Certified	✓	Default Highlight	20	✓		
4		JAS Certified	✓	Default Highlight	30	✓		

### 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.

MULTIFRONT® [Dashboard](#) [Setup](#) [Inventory](#) [Marketing](#) [Orders](#) [Vendors](#) [Reports](#) [Advanced](#) Hello admin12345! [Account](#) [Support](#) [Help](#) [Log off](#)

### Highlights

Create highlights that apply to multiple products. For Example: "Certified Organic", etc.

[+ ADD](#)

Search

Name  Type  [SEARCH](#) [CLEAR](#)

[Advanced Search](#) | [Clear](#)

ID	Image	Name	Enable Hyperlink	Type	Display Order	Is Active	Edit	Delete
2		Free Shipping	✓	Default Highlight	10	✓		
3		BIO Certified	✓	Default Highlight	20	✓		
4		JAS Certified	✓	Default Highlight	30	✓		