



eCommerce Store: Updating Product in TouchNet

Availability, Settings, Category Assignment, Pricing, Deleting, Archiving, Social Media



Module Content

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- [Product update actions](#): availability, pricing, deleting, etc.
- [Product category](#)
- [Product settings](#): name, pricing, sale, email/text, etc.



Locating Product

1

Once logged in to TouchNet, on the main menu bar, click **Applications > Marketplace**.

2

On the left navigation menu, click **Marketplace Home > Your Marketplace location** (ex. Arts & Sciences)
> **Stores > your Store** (ex. Art Gallery)
> **Store Settings > Products**.
Your Store's Products page appears.

3

Locate the product you want to update.



Select Product Update Action

3. Look to the far right side of the product title and **click** the down arrow to the gear's right.



Click the arrow for the menu.

4. A *pop-up menu* opens.
5. From the *pop-up menu*, select the intended action, e.g., **Update Availability, Schedule Price Changes, Product Availability Category Assignments** (see next page).



Select Product Update Action

Click the arrow by the gear and select an action from the *pop-up* menu.

Stores > your Store > Store Settings > Products

- ▶ NST & FE
- ▶ OIT_FAU
- ▼ Orientation
 - Settings
 - Accounting Codes
 - Users
 - Tax Account Codes
 - ▼ Stores
 - Add New Store
 - ▼ Camp Owls
 - ▼ Store Settings
 - General
 - Status Management
 - Smart Messages
 - Text Messages
 - Single Store
 - Store Template Setup
 - Point of Sale
 - Users
 - Authorized Groups
 - Payment Methods
 - Shipping Classes
 - Categories
 - Products
 - Promotions
 - Tax Method
 - Tax Account Codes
 - Store Copy
 - Order Search
 - GL Exceptions (0)

and modifiers.

Product

Showing 25

<input type="checkbox"/>	ID	Name	Type	Items For Sale	Quantity	Store Category	Web	Point of Sale	
<input type="checkbox"/>	721	Bahia Honda	Generic	1	0	(Store Home Page)	Disabled	Disabled	
<input type="checkbox"/>	717	Blue Spring State Park (trip 1)	Generic	1	0	(Store Home Page)	Enabled	Disabled	
<input type="checkbox"/>	718	Blue Spring State Park (trip 2)	Generic	1	0	(Store Home Page)	Disabled		
<input type="checkbox"/>	724	Curry Hammock State Park	Generic	1	0	(Store Home Page)	Disabled		
<input type="checkbox"/>	725	Curry Hammock State Park (trip 2)	Generic	1	0	(Store Home Page)	Disabled		
<input type="checkbox"/>	723	John Pennekamp State Park	Generic	1	0	(Store Home Page)	Disabled		
<input type="checkbox"/>	722	Long Key State Park	Generic	1	1	(Store Home Page)	Disabled		
<input type="checkbox"/>	726	Long Key State Park (trip 2)	Generic	1	0	(Store Home Page)	Disabled		

- Update Availability
- Update Category Assignments
- Update Social Media
- Schedule Price Update
- Delete Product
- Archive Product



Updating Product in TouchNet

- Once the intended action is selected, complete the necessary actions on each page and click **OK** and/or **Save** as applicable.
- **Note:** *The change is effective immediately but give the page a few seconds to reflect the change.*



Updating Product Category



The screenshot shows the 'Update Category Assignments' interface. At the top, there is a dropdown menu with 'Please Select' and two buttons: 'Mall' and 'Store'. Below this are two columns: 'Available Options' and 'Selected Options'. The 'Available Options' column contains a list of categories, with '(No category - only orderable via direct link)' highlighted. The 'Selected Options' column contains a list of selected categories, with '(Store Home Page)' highlighted. Between the columns are four arrows: '>>', '>', '<', and '<<'. A green button labeled 'Update Store Categories' is at the bottom center. A 'Close' button is at the bottom left. Four callout boxes provide instructions: a blue box points to the 'Store' button; a yellow box points to the '(Store Home Page)' in the 'Selected Options' column; a green box points to the arrows; and an orange box points to the '(No category - only orderable via direct link)' category.

Update Category Assignments

Please Select

Available Options

- Launch Competition VIP Luncheon (Featured Items - Point of Sale only)
- (No category - only orderable via direct link)**
- (No category - not orderable)

Selected Options

- (Store Home Page)

>> > < <<

Update Store Categories

Close

There are multiple product categories available. Select **No Category-only orderable via direct link** to make the product available only via a link you provide to customers.

Note: Other customers visiting your store cannot view products placed in the direct link category.

The category for the product is listed here and can be updated via the arrows in the center.

There are two sets of available categories: mall and store.

Always select **Store** for your product category updates.

Select arrows to move the selected text from available to selected and vice versa.

Remember to select **Update Store Categories** to save changes.



Updating Product Settings

▼ OIT Partner Campus Technology Services

- ▼ Store Settings
 - General
 - Status Management
 - Email Messages
 - Text Messages
 - Single Store
 - Store Template Setup
 - Point of Sale
 - Users
 - Authorized Groups
 - Payment Methods
 - Shipping Classes
 - Categories
 - Products
 - Promotions
 - User Modifiers
 - Tax Method
 - Tax Account Codes
 - Store Copy

Product

Showing 25 ▼

<input type="checkbox"/>	ID	Name	Type
<input type="checkbox"/>	3535	AV Services	Do
<input type="checkbox"/>	3917	Davie Campus - SFWM Meeting (10/26/2022 & 10/27/22)	Ge
<input type="checkbox"/>	3565	Davie Campus - Student Union Event	Ge
<input type="checkbox"/>	4448	Davie Campus - Talenda Inc. Public Meeting (03/02/2024)	Ge
<input type="checkbox"/>	4521	Fort Lauderdale Campus - Business Institute - Early Learning Academy (06/03/2024)	Ge
<input type="checkbox"/>	3720	Jupiter Campus - Alphazyme, LLC Event	Ge

Click on product links to access product settings, change name, pricing, items for sale, and modifiers.

Updating Product Settings, Price, Modifiers