eCommerce Store:
Updating Product in TouchNet

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

Module Content

- Locating product
- 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.

4. A ***pop-up menu*** opens*.*
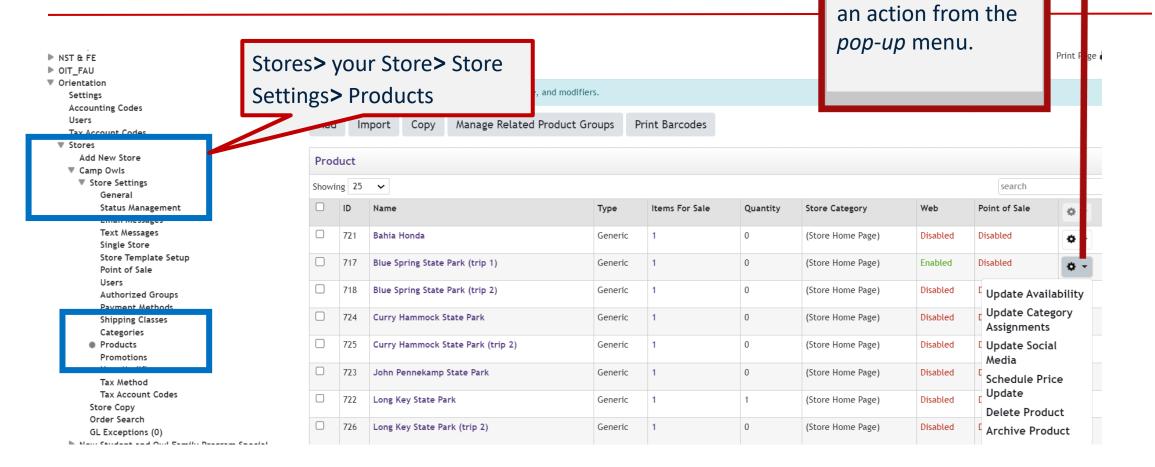
Click the arrow for the menu.

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
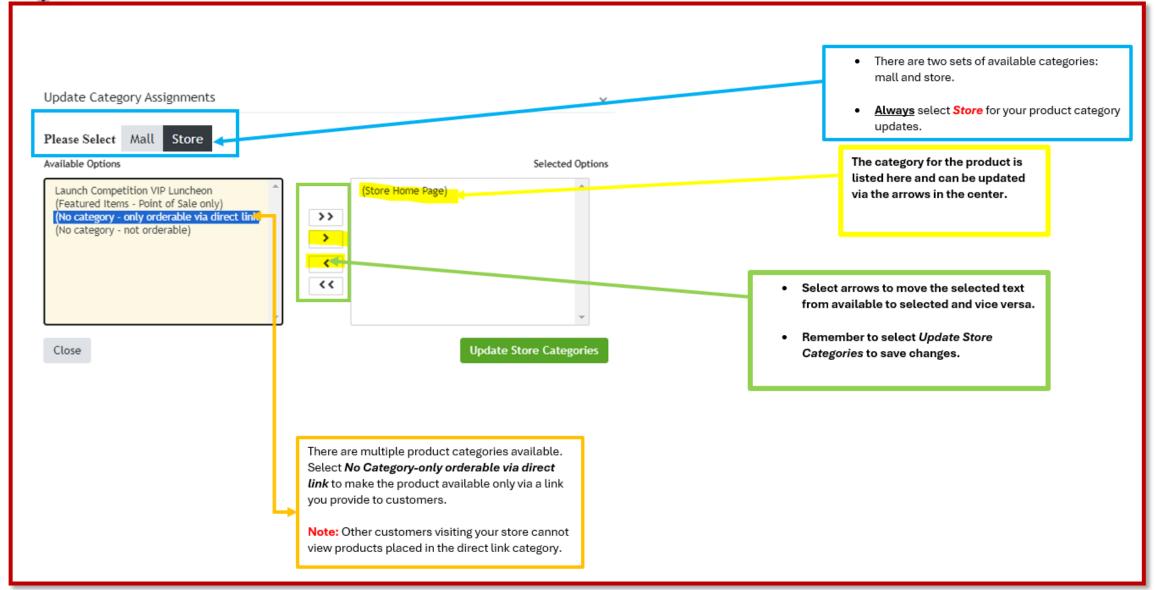
Updating Product in TouchNet

- 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.*
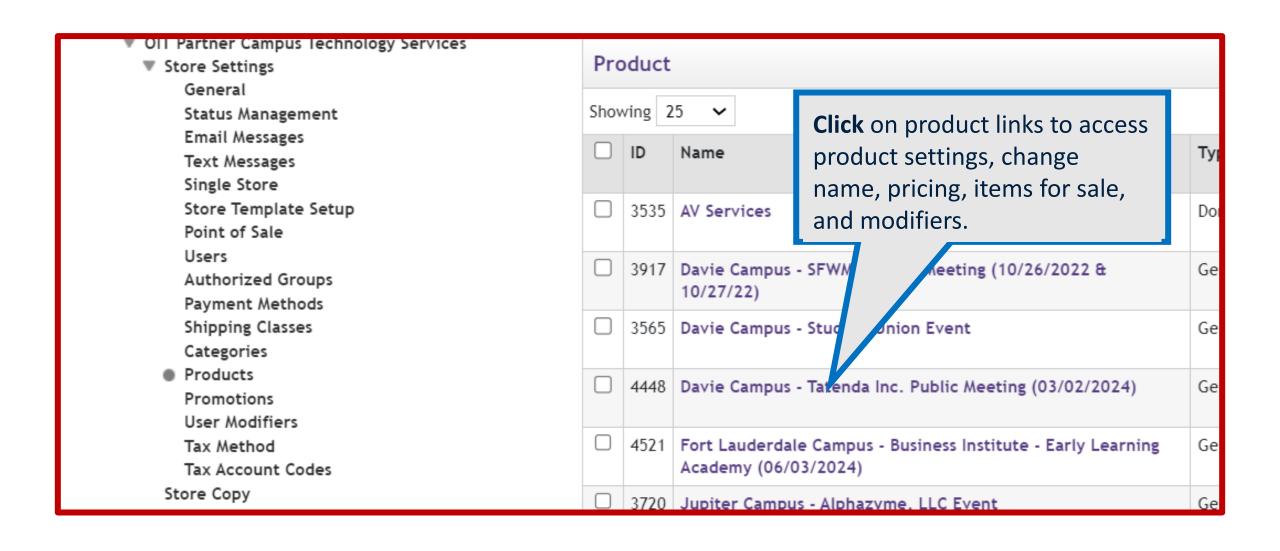
Updating Product Category

Update Category Assignments

Please Select Mall **Store**

Available Options

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

>>
>
<
<<

Close

Selected Options

(Store Home Page)

Update Store Categories

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

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

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

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

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

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.

Updating Product Settings

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

Updating Product Settings, Price, Modifiers