

## Items

### *View Inventory Tab*

Will list all of the items that have been entered. When you initially log into this screen, you may not see any items listed. If this is the case, click on the category name in the right margin. This will bring up just the items in that particular category.

#### *Creating a New Item*

1. Click on New.
2. Enter the name of the item.
3. Select the appropriate category.
4. Enter the price.
5. Enter an Inventory ID, if applicable. This is for internal use only and will not display on the website.
6. Once you Save, the system will bring up more fields of information, along with a set of tabs that will go across the top of the screen.
  - a. General- lists all of the general information about the item.
    - i. You can select to Feature the item. This means that it will show up on the main store page.
    - ii. Make sure to enter the weight if you are going to base shipping off of item weight.
    - iii. Use the Select button to upload an image. Image will be displayed at 200 px on the site, so they should not load anything smaller than that.
    - iv. If the item is on sale, you can enter an Old Price in addition to the Item Price, and this will be reflected on the website.
    - v. Actual Item Cost to Storeowner – this price will not show up on the website, but it enables you to run a more accurate report on the store. By entering this information, the report can generate how much profit you are making.
    - vi. Handling Fee – if there is an additional handling fee for this particular item, it can be entered here, and it will be added to the total when the customer is checking out.
    - vii. Description – enter in a description of the item.
    - viii. Make sure to check the box that says 'This Item Can be Paid for Upon Checkout.'
  - b. Images – allows you to upload a secondary image of the item (i.e. the back of a shirt); make sure they are not using this tab to upload the main image.
  - c. Options – this is where you associate any applicable item options such as color or size options. Note that the options are created in the Item Options tab, but this is where you link them to the individual item. You can link more than one set of item options if necessary.
  - d. Promotions – you can create promotions and then associate them to individual items or to all items in the store
  - e. Files – you can upload any applicable documents for the item such as a user manual or technical documentation
  - f. Inventory – This can be used to keep items out of the store that are out of stock.
  - g. Linkage – you can select up to 3 other items from the store to link to this particular item. This is like what you see on Amazon.com where it says 'You might also be interested in this item.'
  - h. Auction – this tab only applies if the item is up for auction
    - i. Make sure to select 'Yes' this item is up for auction. If you don't do this, the item will show up as 'Free' on the site.
    - ii. Select whether or not customers can see the bid history.
    - iii. Freeze This Auction – pauses the auction

- iv. Make sure to enter Start/End Dates, especially since there is no option to Ignore Start/End Dates.
  - v. Initial Price – set up where you want to begin the bidding
  - vi. Reserve Price – The lowest price the item will be sold.
  - vii. Bid Increment Price – enter the amount that each bid will increase by
  - viii. Current Bid – will always show you where the current bid stands
  - i. Advanced
    - i. Event Date – if the item that they are selling is an event, make sure to enter that in the box
    - ii. Is the item Taxable? – yes/no – this will be based on whether or not their state charges tax for that particular type of item. Also, if you have another branch of your store in another state, then you will need to select that state from the list for Secondary States within the Store Configuration. These tax rates pull from a file in the system.
    - iii. Free Shipping – you can set it up so that this particular item does not charge for shipping. A good example of when to use this is when you are selling tickets to an event; they will probably be mailing these in an envelope, so shipping fees are not really necessary.
    - iv. Not Shippable – yes/no
    - v. Make sure to select the type of item from the drop-down.
    - vi. Purchase Groups – if they would like the person ordering the items to be placed in a certain category, you can check which group(s) the purchaser will belong to.
    - vii. Attachment – you can upload a file (an online book for example), and then customers can download that file for a certain number of days. Use this button to upload the file.
    - viii. Longevity – sets how long the customer will have access to the file (only fill this out if you are using the Attachment function)
7. Make sure to Save the information in each tab!

### ***View Auctions Tab***

Allows you to view all of the current and past items that have been up for auction. This screen gives you a summary of the basic information on each item. Clicking on Edit will open that particular item so that you can edit the information.


### ***View All Items Tab***

Gives you a list view of all the items in the store. Each item is hyperlinked, so that if you click on it, it will take you to the Edit screen for that particular item

#### *Creating a Custom Field*

Note that creating custom fields is identical no matter what component you're editing.

1. When you are viewing the Custom Fields tab, you will have a place to create an entry.
2. Type in the name of the custom field.
3. The type refers to the type of information that will be entered.
  - a. Drop-down Box – drop-down menu of choices
  - b. Multiple Select Box – user can select multiple answer choices from the list
  - c. Checkbox Array – displays checkboxes, but the user can only select one choice
  - d. Radio Array – displays circles for you to select, but the user can only select one choice
  - e. Small Text – this allows the user to type in information such as a name or address

- f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
  - g. Photo – allows the user to upload a photo
4. Required – it's up to you if you want to require it or not, but if you select Yes, then the user will have to enter that field in order to submit the information or save.
  5. Click the orange Add Field button (  ), and this will save the Custom Field.
  6. Once you have added the custom field, it will show up automatically on the back end, but depending on where you are adding it, it may or may not display on the front end. If it does not show up, you will need to contact your customer service representative or enter a task in the task manager for this field to appear.

### ***Item Options Tab***

Where you create colors, sizes, etc. that the item can be ordered in

#### *Creating an Item option*

1. To create a set of item options, type in the name in the box that says Name/Question. (Note that you will only enter a price if there is a price difference to select the item option).
2. Select the type. This refers to how the item will look on the website. See 'General Instructions for the ISM' for a description of each choice.
3. Select whether or not the Item Option is required. If 'No' is selected, then a customer will be able to check out without selecting the necessary options.
4. Click on the orange Add Option button.
5. You have just created the "set" of item options. Now you will need to add the individual choices (small, medium, large, etc.)
6. Click on the Edit icon.
7. The top half of the screen will display the information that you have just entered. Under the section that says 'Add New Possible Value For,' you will enter your first choice.
8. Where it says Value, you can either enter 'Small' or 'S' – this is what will show up on the site.
9. When you click on Save, you will be given another field to type your next option (size).
10. Continue doing this until all of the sizes have been entered.
11. Price – only enter a price for the option if there is an additional charge to order that size (i.e. an XXL shirt costs \$2.00 more than any other size). You only enter the price difference, not the total price of the shirt!
12. Actual Cost – this is where you enter how much more you (as a storeowner) have to pay for that item option (i.e. you have to purchase XXL shirts for \$1.00 more than the other sizes). This is for internal use only and does not display on the site.
13. Save.

### ***Weightless Items Tab***

This tab will show all items that do not have a weight entered for them. If you base your shipping fees on item weight, it is very important for you to check this tab to make sure that you have entered weights for all of items.