





## TouchNet Marketplace Quick Guide

for any lost or damaged items during this event. Do you agree yes/no <--- Capitalization matters with the yes or no

1. What is the answer to the prompt?: yes
  2. Continue
- xii. Upload Images
1. If the dept provide an image for the product, add it here, if not use the default IIT logo to upload a thumbnail image
  2. Browse
  3. IIT Logo: imrdis1>bursar>student accounting>systems>Marketplace>style> marketing images> IIT Category Logo-Generic
  4. Upload
    - a. Continue
- xiii. Does this product have options associated with it, such as size, color that affect inventory or stock #?
- a. Examples: Early Registration, Late Registration
  - b. Examples: 2XL Shirt will be \$3 more than S-XL
  - c.



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- c. Adding Required Buyer Information
  - i. Select Product Name
  - ii. Modifiers applied to this product
  - iii. Add modifier
    1. Required Selection
      - a. A buyer must choose an option to continue
    2. Optional Text
      - a. Optional for the buyer to answer
    3. Optional Multiple Checkboxes
      - a. Optional items for the buyer to choose
    4. Required Text Entry
      - a. The buyer must enter an answer to continue
    5. Modifier
      - Click on Manage Modifiers in your product.
      - Click Text Entry
      - Fill in required text such as Name, type would be required, minimum Characters has to be at least one, and you would have to choose Static or Dynamic.
      - Once you created all your modifiers you can then create a table builder so they can all fall under a chart.
      - Click table builder
      - Name the table for EXAMPLE: (Registration Information)
      - Then use drop down to add in modifiers to table such as name, email, ect.
    6. Sort Key



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- a. If there is a certain order in which the dept wants the items listed on the payment site, you can order them here.

