MARKETPLACE TRAINING

COPYING A PRODUCT

*Previously referred to as Cloning a Product. If you would like to create a new product that is very similar to an existing product, you can use Marketplace’s Copying functionality to do that. When you copy a product, all the existing product options and modifiers are also copied to the new version.

Here are the steps to copy a product:

1. Select the Products page under the Store Settings drop menu.
2. Then click on the button at the top of the page that says Copy.
3. After you select the copy button, you can select merchant and store to copy from, which Product Status (web enabled and/or disabled products), and from Categories – as seen below:

Note: Typically, you will select your own uStore, web enabled products, and all categories.

4. Next, click the View button.
5. Now you will be able to select which products you want to copy. **Check** the item(s) you want to copy on the left side. Then, click the **Select Products** button.

6. Next, you will be able to change the **Product Name**, **Stock Number**, **Price**, **Inventory**, **Shipping Class**, **Web Status**, and **Copy Image** based on how you want your copied item to present in your uStore - as shown below:
7. Lastly, select the **Copy** button once you have made the changes to the product.

8. On the next page, TouchNet will notify you that the product has been successfully added to the database. You have successfully copied the product for your uStore!

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