

Florida Atlantic University

Touchnet Marketplace

Store & Product modifiers Setup

Using User Modifiers

Note: User Modifiers are fields of information that you can collect from a customer prior to checking out, such as Z-numbers and alternate contacts. Use of modifiers is optional.

Note: DO NOT USE modifiers to collect sensitive material such as social security numbers, birth date

There are two classes of modifiers:

- **Store user modifiers**
 - use the modifiers to collect buyer information and a report can be run under Marketplace Reports > Stores/uPay site > Buyer Information
 - all products in the same store, can use the same store modifiers to collect buyer information
 - **Product modifier**
1. (Store user modifiers) >> From the sidebar, select **Marketplace Home → Your Merchant → Stores → Your Store → Store Settings → User Modifiers**
 2. (Product's modifiers) >> Go to product, select a product, add modifier
 3. There are four types of modifiers:
 - a. Required Selection – a drop down of options, customer MUST select one
 - b. Optional Text Entry – a generic text field, optional information
 - c. Optional Multiple Select Checkboxes – multiple choice field, all optional
 - d. Required Text Entry – a generic text field, customer MUST fill out
 4. To add a modifier, click the type of modifier you would like to add
 5. Once your modifier has been completed, click **Add Modifier**
 6. When finished, click **Save Changes**

Modifiers			
Name	Sort Key	Type	Frequency
Parent/Guardian Name (Last, First)	1	Required Text Entry	Static
Student #1 Name (Last, First)	2	Required Text Entry	Static
Student #2 Name (Last, First)	3	Optional Text Entry	Static
Student #3 Name (Last, First)	4	Optional Text Entry	Static