



Date: 25 Aug 2011

Tech Note: [How to Add New Items to Your Website.](#)

Note: *The following document is intended to be printed.*

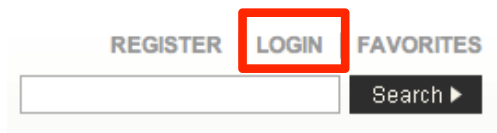
As manufacturers add and discontinue items from their product lines, we Add and Remove them from the Master Catalogs we maintain to feed our customers' web sites. Whenever we make these changes, we send an email to the site administrator of ePiphany and ePrevue sites that use these catalogs.

If we've removed a discontinued item, you don't need to do anything. The item is automatically removed from your site.

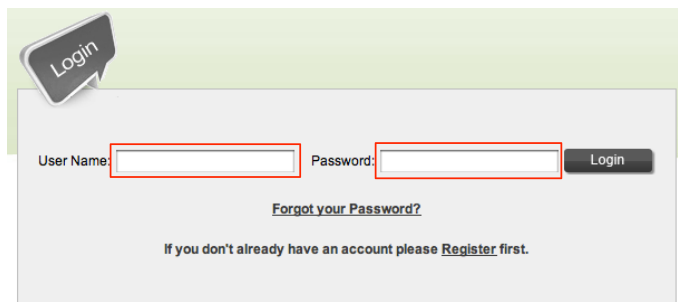
If we've Added an item, it will not automatically appear on your site. To display newly added items, follow the steps shown below.

Note: This mini-tutorial is based on a recent email sent to customers using the Klausner catalog. The examples refer to one item added to that catalog with the an SKU of 36840-FAB-SECT.

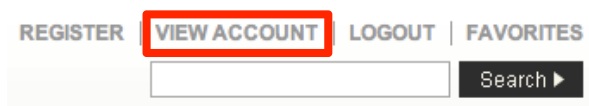
1. Login to your site using LOGIN located in upper right region of your Home Page



2. Enter your User Name and Password

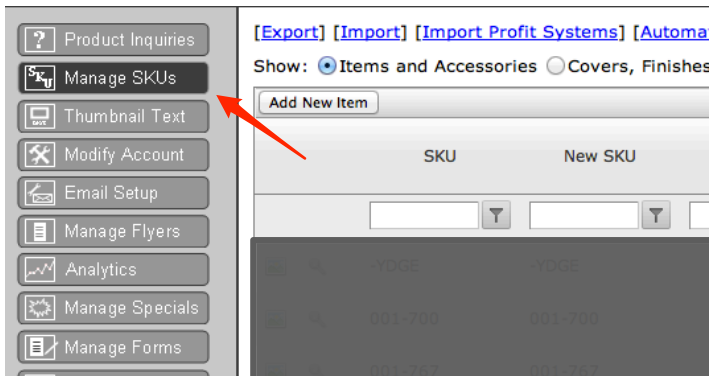


3. Choose "View Account". (Upper right area of your home page if you are logged in.)

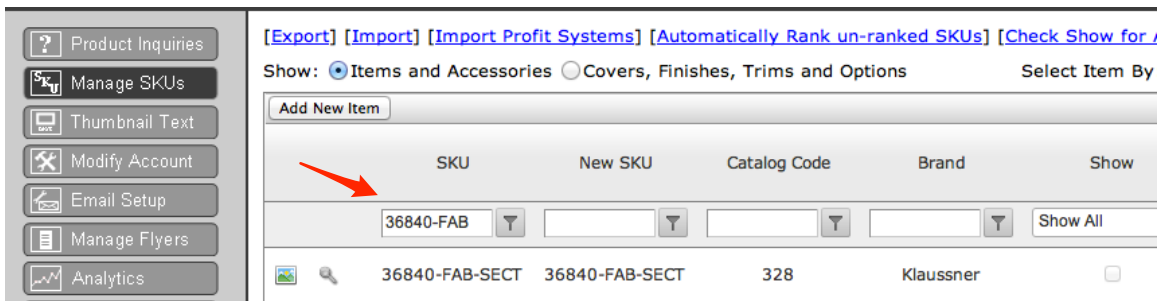




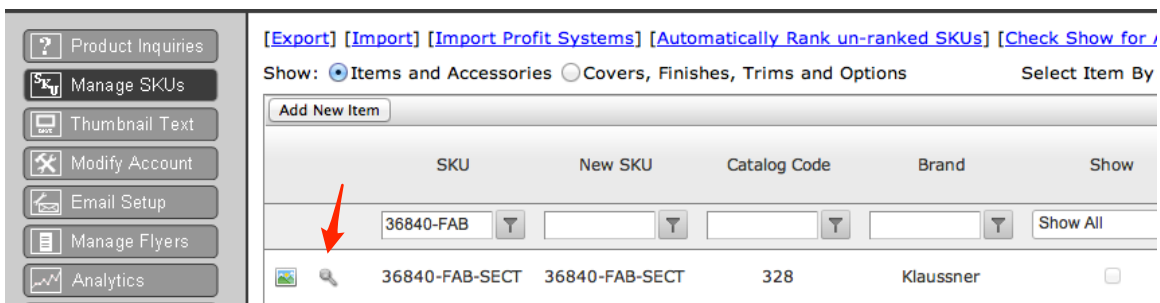
4. Choose Manage SKU from the vertical navigation panel on the left.



5. Find the SKU you want to show on your site. In this example, we're searching for 36840-FAB.



6. Click the magnifying glass to bring up the Edit Existing SKU input panel.





7. Check the box next to “Show”

The screenshot shows the 'Edit Existing SKU' window for SKU 36840-FAB-SECT in the 'Klaussner Exclusive' catalog. The 'Manage' tab is active. The 'Show' checkbox is checked, and a red arrow points to it. Other fields include 'Sell Online' (unchecked), 'New SKU' (36840-FAB-SECT), 'Rank' (23554), 'Quantity' (0), 'Location' (empty), and 'Availability' (No Info Available). Price fields include Price Type (Default), Price Markup (0), Display Price (0), Sale Price (0), Price Formula (empty), Low Price (0), and High Price (0). 'Update' and 'Cancel' buttons are at the bottom.

8. Click “Update”

This screenshot is identical to the previous one, but a red arrow points to the 'Update' button at the bottom left of the form.

9. Repeat for every SKU you want to display on your site.