



Manage My Market

Adding/Deleting Products

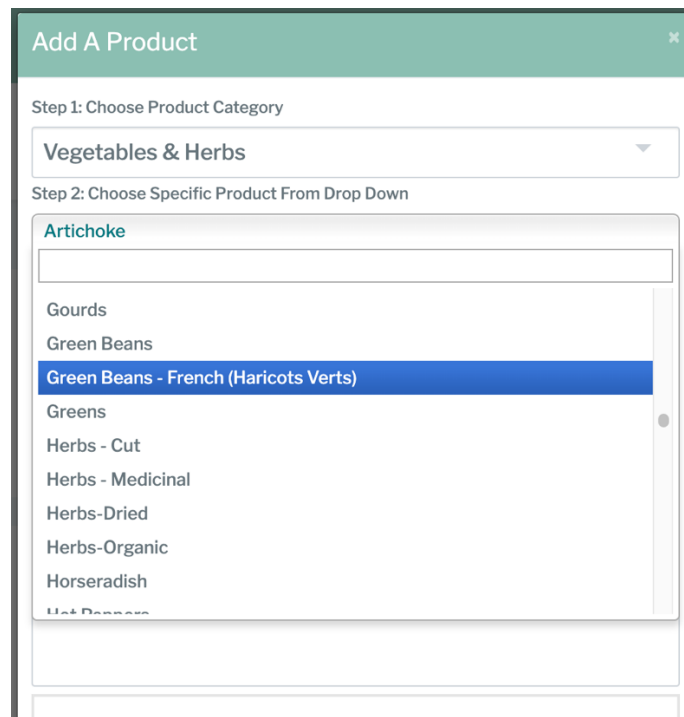
Adding a Product:

You can add products to your profile at any time.

1. Go to your **Products** page and click on Add Product in the upper right corner.

2. Select from the down menu the broader category that your product fits into. There are 15 broad categories, and it is very important to select the appropriate category for your product because licensing requirements depend on this larger category.

3. Select the specific product from the second drop down menu. The product will highlight in blue and you **must click on it in order to enter it into the system.**



Add A Product

Step 1: Choose Product Category

Vegetables & Herbs

Step 2: Choose Specific Product From Drop Down

Artichoke

Gourds

Green Beans

Green Beans - French (Haricots Verts)

Greens

Herbs - Cut

Herbs - Medicinal

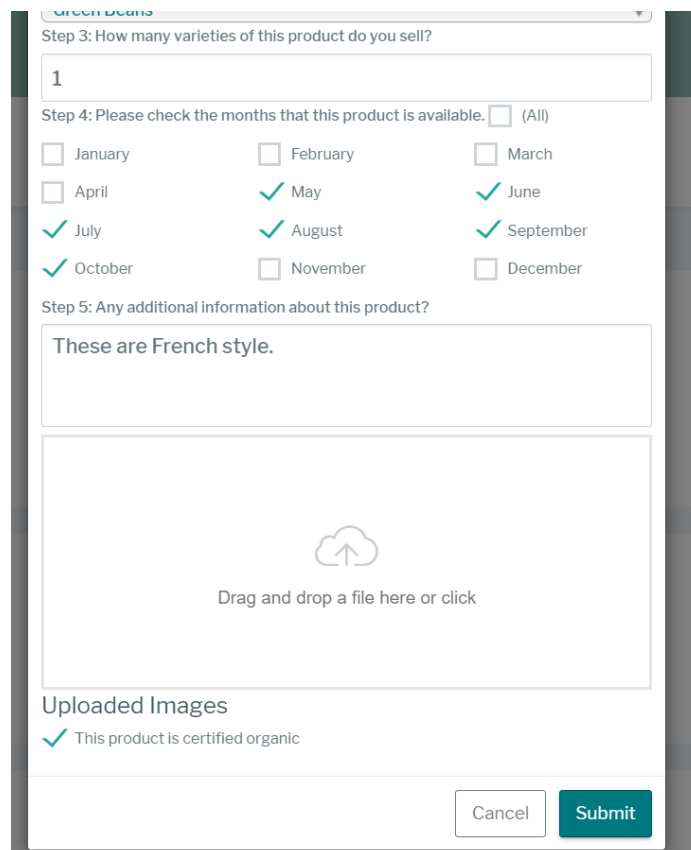
Herbs-Dried

Herbs-Organic

Horseradish

Hot Peppers

4. Enter the number of varieties available, what months they are available and any additional information about this product, including its organic status.



Green Beans

Step 3: How many varieties of this product do you sell?

1

Step 4: Please check the months that this product is available. ☐ (All)

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March
<input type="checkbox"/> April	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> June
<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> September
<input checked="" type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Step 5: Any additional information about this product?

These are French style.

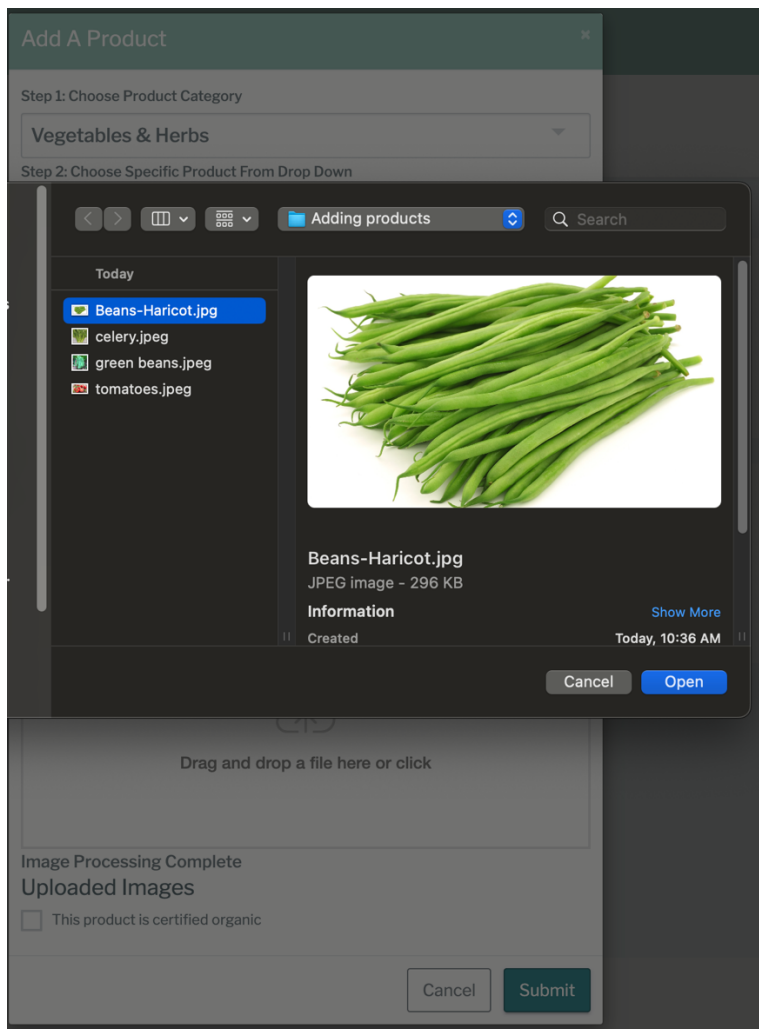
Drag and drop a file here or click

Uploaded Images

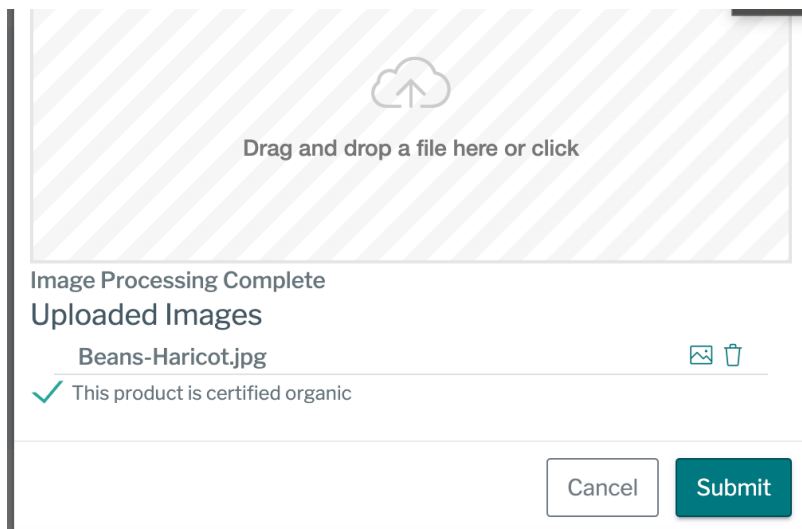
☒ This product is certified organic

Cancel Submit

You can also add product photos here by putting your cursor in the photo area and left clicking to bring up an image from your desktop.



The image will not initially appear, but rather be listed at the bottom below the photo box and then viewable by clicking on the photo icon to the right of the product name.



Be sure to click on submit and then repeat the process if you wish to add more products. **You cannot add a single product more than once.** If you want to add different varieties of one product and they are not listed separately, then you must add the varieties in the text field within that product. For example, you may select 'bread' and list bagels as a variety in that category OR you may select bagels as its own category (preferred method), but you cannot select the 'bread' category twice.

You may enter as many photos of each product as you like.

*Please note that some markets reserve the right to approve or not approve products.

To see the status of your products in a market, click 'Products' on the market module on your **My Markets** page. If you are in multiple markets, please make sure to you are viewing the intended market module.

If your overall application status is still Pending, all products will show Pending as well.

Friendly DEMO Market - 2023 Test Market

✓ Email

Approved

Market Information +

Documents +

Application +

Products -

Product	Status
Celery	Approved
Tomatoes	Not Approved
Green Beans - French (Haricots Verts)	Approved

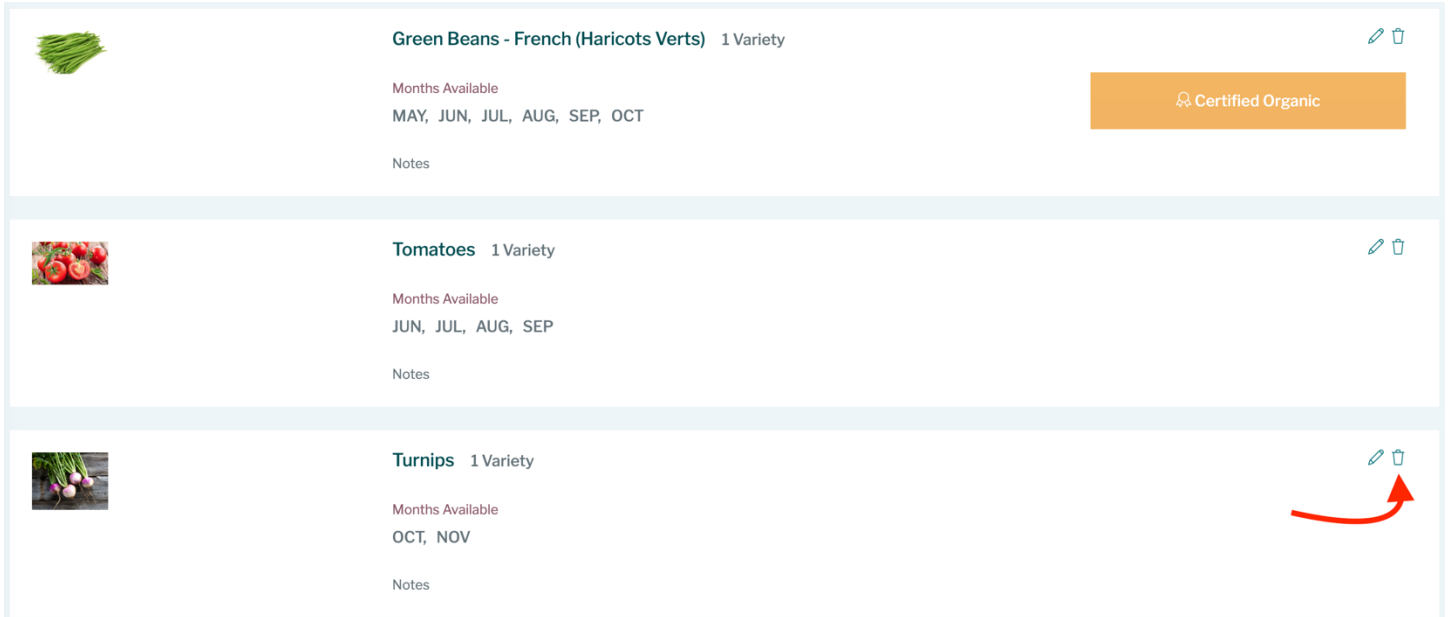
Dates (Add/Remove) +

Staff +

Deleting a product:

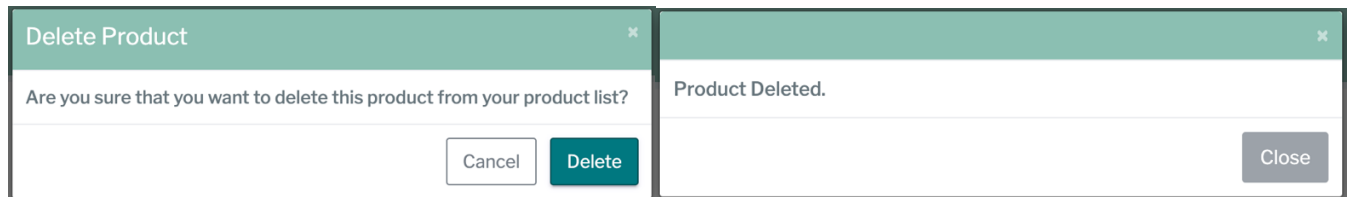
Sometimes it is necessary to delete a product. Start by going to the **Products** page of your account and locating the product to be deleted.

Click the trashcan icon to mark the product for deletion.




The screenshot shows a list of three products in a light blue container. Each product card includes a small image, the product name, '1 Variety', 'Months Available', and 'Notes'. The first product is 'Green Beans - French (Haricots Verts)' with availability from May to October and a 'Certified Organic' badge. The second is 'Tomatoes' with availability from June to September. The third is 'Turnips' with availability from October to November. A red arrow points to the trashcan icon in the top right corner of the Turnips card.

You'll get a pop-up verifying you want to delete the product, and a confirmation if you click Delete.



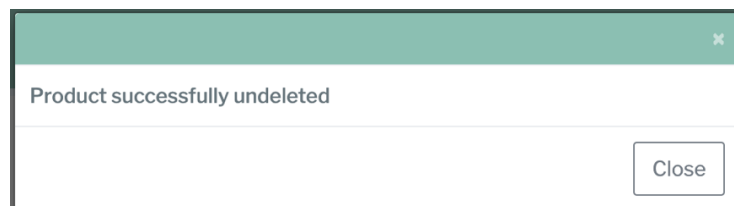
The image shows two adjacent pop-up windows. The left window, titled 'Delete Product', contains the question 'Are you sure that you want to delete this product from your product list?' and two buttons: 'Cancel' and 'Delete'. The right window, titled 'Product Deleted.', contains the text 'Product Deleted.' and a 'Close' button.

Your product will be marked for deletion and will be removed overnight.
If you are in a market, the manager will be notified of the product deletion as well.



The screenshot shows the 'Turnips' product card, now labeled 'Turnips (Deleted)'. A red circle with a slash icon is located in the top right corner of the card, and a red arrow points from it towards the left.

If you change your mind about deleting the product, it can be undone by clicking the interdictory (circle backslash) icon in the upper right corner.



The image shows a pop-up window titled 'Product successfully undeleted' with a 'Close' button.