

Adding and Enabling Outsourced Products

Photo Finale offers local/in-store and third-party fulfillment options. Contact the fulfiller to set up your account, then we will add access to their catalog of products. See: photofinale.com/marketplace

With the catalog sharing feature, you can select to keep the products you already create in-house as in-store products while sending out for fulfillment other items you'd like to offer for pick-up.

myLab (Recommended Method):

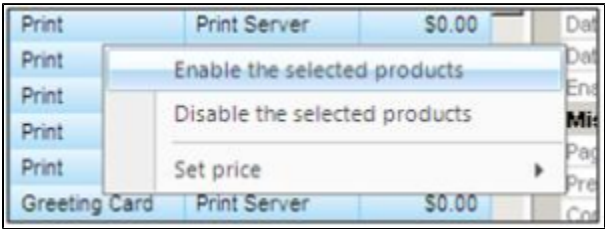
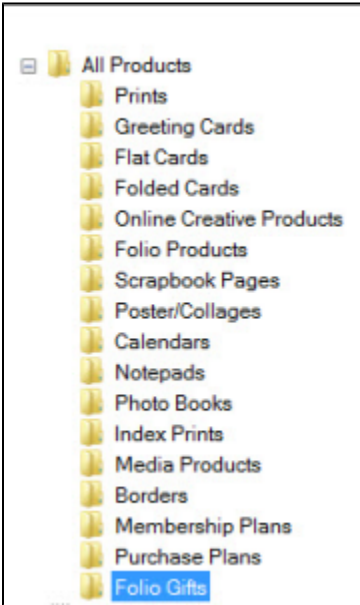
We will share the catalog to you in myLab, you can then import it and remove what you do not want to offer via that supplier.

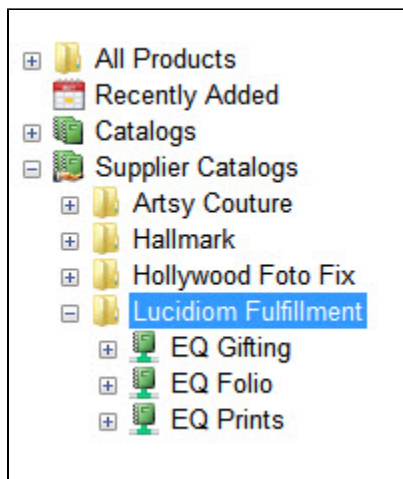
(Basically: Click into the disabled Fulfiller category that PF has added. Open the category to move, change the Parent to where you want to move it to, check off "enable" and click OK.)

Visual...

Lab 50 (Legacy Method):

myLab is quicker. But for Lab 50, here is info.





Name	Product ID	Type	Fulfillment	Price	Content
2D Vertical Photo Sculpture...	25358	Folio Gift	EQ Gifting	\$8.90	
3" Round Sugar Cookies (DT...	25591	Folio Gift	EQ Gifting	\$8.90	
3" Square Shortbread Cookie...	25592	Folio Gift	EQ Gifting	\$8.90	
3.5" x 2" Rectangular Cookie...	25782	Folio Gift	EQ Gifting	\$8.90	
Arthur Photo Personalized DVD	25844	Folio Gift	Lucidiom - EQ Gift...	\$15.94	
Baby Genies Photo Personal...	25845	Folio Gift	Lucidiom - EQ Gift...	\$15.94	
Care Bears Photo Personal...	25846	Folio Gift	Lucidiom - EQ Gift...	\$15.94	
Dora the Explorer Photo Pers...	25847	Folio Gift	Lucidiom - EQ Gift...	\$15.94	
T-Shirt (Y-L)	25593	Folio Gift	EQ Gifting	\$8.90	

1. Click on **Store Management > Product Catalog**.
2. Select the "All Products" folder at the top of the list on the left panel.
3. For each product you would like to offer, highlight the product in the list on the right panel by left-clicking on it.
4. Right-click on the highlighted line and choose *Enable the selected product*.

To enable gifts for in-store processing:

1. In the "All Products" folder at the top of the list on the left panel, expand the menu selections and then select "Folio Gifts".
2. Next, enable the products as given in the steps above for items you'd like to process **In-Store** only.
3. To enable multiple products at once, select the first product you'd like to offer, then hold down the CTRL key on your keyboard while carefully selecting each subsequent product.
4. Once all of your products have been highlighted, right-click anywhere within the listing and choose *Enabled the selected products*.
5. To verify that the products are enabled, check for a small green dot to the left of the product name. It should turn green for each enabled item.
6. Lastly, the products will need to be added to your existing web catalog. The catalog currently in use on your website will be indicated by a blue circle with checkmark. You can add products to existing categories or elect to create new categories for your gift products.

NOTE: the catalog of products available for in store processing is not identical to the EQ Gifting program. There may be differences in product specs and in the products offered.

To enable gifts for processing via third-party production

1. Scroll to the bottom of the left panel and expand the option for *Supplier Catalogs*.
2. Next, select "XX Fulfillment."
3. You may either import the entire catalog, which pulls over all products, product hierarchy and group icons, or you may choose to enable individual products. First, click into the Fulfillment supplier catalogs and enable the products you want to offer:
 - a. Click into each to expand the individual categories to find the products you would like to offer for pick-up in-store.
 - b. Enable the products as given in the steps above for items you'd like to process via Lucidiom Fulfillment only.
 - c. To enable multiple products at once, select the first product you'd like to offer, then hold down the CTRL key on your keyboard while carefully selecting each subsequent product.
 - d. Once all of your products have been highlighted, right-click anywhere within the listing and choose *Enabled the selected products*. To verify that the products are enabled, check for a small green dot to the left of the product name. It should turn green for each enabled item.
4. To import the entire catalog (for most users this is recommended for the EQ Gifting catalog)
 - a. Right click on your default catalog (the one with the blue check)
 - b. Select Import > From Supplier > Lucidiom Fulfillment > EQ Gifting
5. Or, to pick and choose products (for most users this will be the process by which to add selected products from the catalogs) to add:
 - a. Click into your default catalog (blue circle with checkmark), create a new category or click into an existing one and click Add Product. Browse to the supplier catalog and select the product(s) you want to offer.