Online School Payments:
OSP Products

Hi Everyone,

We're very excited to announce that **OSMS Version 4.0** is complete! The largest part of this upgrade is **OSP Products** – a faster, more powerful way to create items in your **school store** and **OTR Receipting Page**.

This document is divided into three major parts:

1. **An overview**
2. **OSP Products in summary**
3. **OSP Products in detail**.

For those who are just starting out, please review the **overview** and **OSP Products in summary**. For individuals who want to learn all about the new features and new options, please read the **overview** and **OSP Products in detail**.

Please note: **certain features or options are premium access only**. School districts with the free tier license will not be able to use these features until they upgrade.

As always, if you have any questions or any comments please contact the **OSMS Support Desk** by email support@osmsinc.com or by phone at 703-378-8298 x204. Have a good summer break and a great Back-To-School season!

-The OSMS Support Desk

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1) OSMS Version 4.0 Summary

OSMS Version 4.0 is the largest overhaul of OSP in over three years and we are confident, you will like its new features and flexibility.

Generally speaking, this slate of upgrades is composed into 4 major parts. This document will serve as the major instructions for OSP Products only.

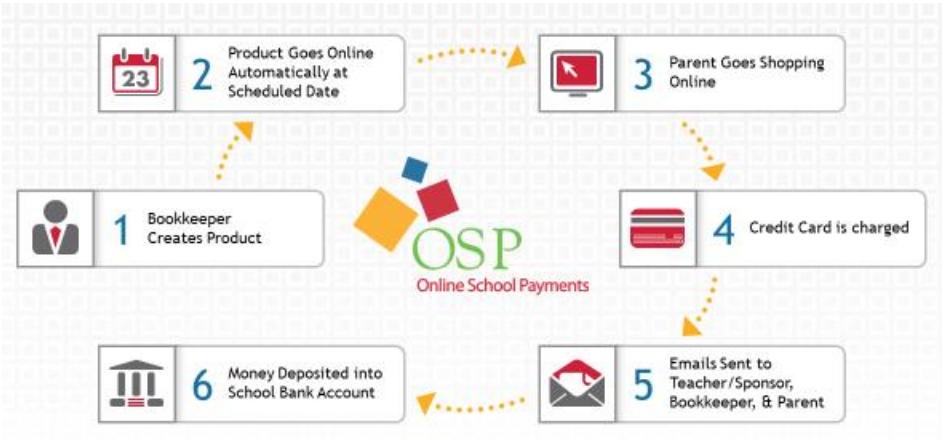
1) **OSP Products**** - a new way to create items in your school store
2) **Inventory Quantity Adjustments**
3) **Ticket Redemption****
4) **Organize Your Products**
    a. **Product Variations** - merge similar items into 1 single product in a drop down
    b. **Categories** – group similar types of products together

a) OSP and OTR Overview

The **core of OSMS Version 4.0** is a Point of Sale (POS) system for schools. With **Online School Payments (OSP)**, you can accept credit card payments online for school activity funds. Think of it as web based school store for things like field trips, donations, lost library books or any school item made in person, not dissimilar to other e-commerce sites like Amazon or eBay.

Finally, we have also overhauled **Online Teacher Receipting (OTR)**. This is an additional module for **OSP** that allows for cash, check, and credit card payments made in person. Certain features in this document refer to OTR. This information is meant only for the customers who have upgraded to use both OSP and OTR.

This document will serve as the major instructions for the **new OSP Products page**, particularly regarding how products are created. You may need to refer to other documents for specific features as well.



2) OSP Products – Summary

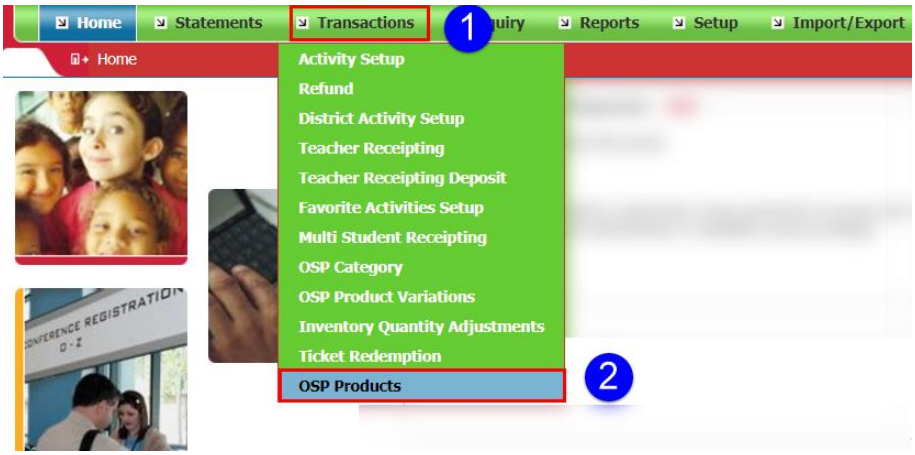
a) OSP Products Basics

OSP Products is a new way to create items in your school store.

This section is a **summary only** of how to create an OSP Product and a summary of the features. (You may need to refer to the **Detailed Sections** for additional information).

b) OSP Products Overview

To find the OSP Products page, go to the **Transactions tab → OSP Products page.**



This will take you to the OSP Product setup page.

****Please note****: Any previously made Activities will automatically be copied into the new OSP Products type. You **DO NOT** to recreate any previously made Activities or Summary Obligations.

c) Create or Edit a New OSP Product

To create a new OSP Product, go to the Add New button in to the right corner.

To edit a previously created OSP Product, select the corresponding Edit button.

Transactions > OSP Products

OSP Products

Search: Include Inactive

1 2 3 4

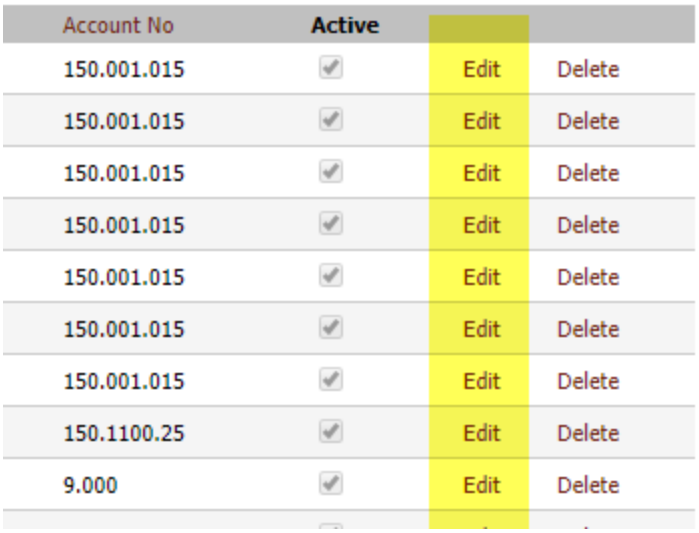
Activity No	Activity Name	Price	Sponsor/Teacher	Account No
CI701-2	P.E. Shirts - New	$11.00	cahepswo@volusia.k12.fl.us	5220.000
CI701-26	School T-Shirt - All Sizes	$25.00	lziegler@osmsinc.com	150.001.015
CI701-27	School T-Shirt - Small	$25.00	lziegler@osmsinc.com	150.001.015
CI701-28	School T-Shirt - Medium	$25.00	lziegler@osmsinc.com	150.001.015
CI701-29	School T-Shirt - Large	$25.00	lziegler@osmsinc.com	150.001.015
CI701-3	P.E. Shorts - New	$11.00	cahepswo@volusia.k12.fl.us	5220.000
CI701-30	School T-Shirt - Extra Large	$25.00	lziegler@osmsinc.com	150.001.015
CI701-31	Movie Tickets	$150.00	lziegler@osmsinc.com	150.001.015
CI701-32	Gold Your Silver!	$999,999.00	lziegler@osmsinc.com	150.001.015
CI701-33	Prom Tickets	$75.00	lziegler@osmsinc.com	150.1100.25
CI701-34	Science Lab Experiment Booklet	$1.00	lziegler@osmsinc.com	9.000
CI701-35	Gold Your Bronze	$500.00	lziegler@omsinc.com	000-000
CI701-36	All Football Games	$10.00	lziegler@osmsinc.com	1000.00
CI701-37	Family Pack of 4x Football Tickets plus barcode - Fri 9/8	$35.00	lziegler@osmsinc.com	1000.00
CI701-38	Single Football Ticket plus barcode - Fri 9/22	$10.00	lziegler@osmsinc.com	1000.00
CI701-39	Family Pack of 4x Football Tickets plus barcode - Fri 9/22	$35.00	lziegler@osmsinc.com	1000.00
CI701-4	6th Grade Hall Locker/Lock Rental	$5.00	sbclemen@volusia.k12.fl.us	7300.000
CI701-42	Field Trip To Washington, D.C. - Student Price	$50.00	lziegler@osmsinc.com	000-000
CI701-43	Field Trip To Washington, D.C. - Chaperone Price	$25.00	lziegler@osmsinc.com	000-000
CI701-44	Field Trip To Washington, D.C.	$25.00	lziegler@osmsinc.com	000-000

1 2 3 4

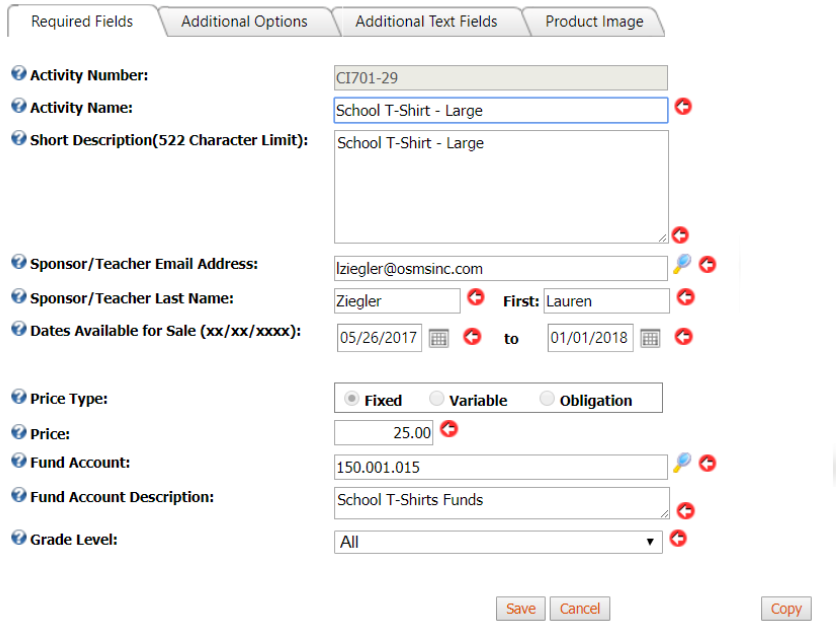
Galaxy Middle | Logout

Add New Activity/Obligation

Account No	Active		
5220.000	☐	Edit	Delete
150.001.015	☑	Edit	Delete
150.001.015	☑	Edit	Delete
150.001.015	☑	Edit	Delete
150.001.015	☑	Edit	Delete



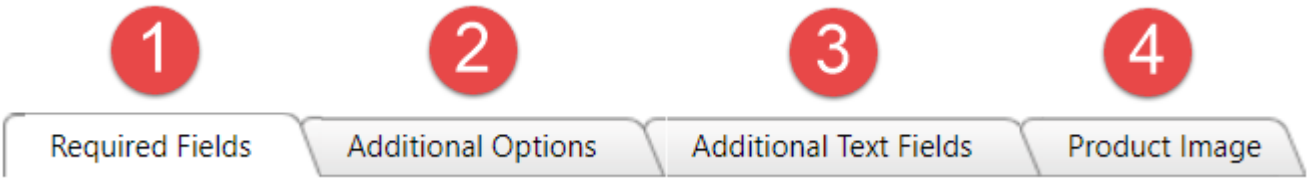
This will open up the OSP Product page.



You'll notice there are 4 tabs: **Required Fields**, **Additional Options**, **Additional Text Fields** and **Product Image**.

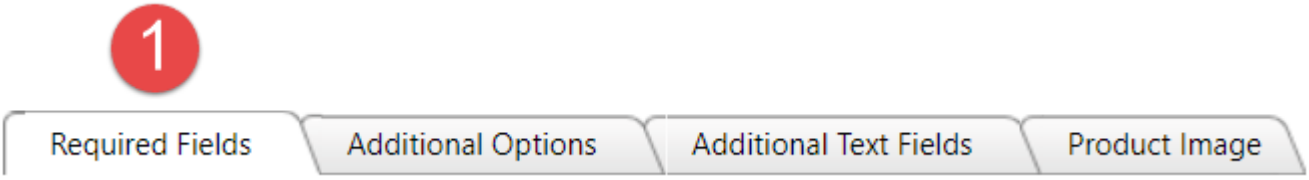
****Please note****: For those who are brand new to OSP Products or want to keep it simple, please only use the 1st tab, Required Fields. The other 3 tabs are reserved for our advanced users and/or users who have access to premium features.

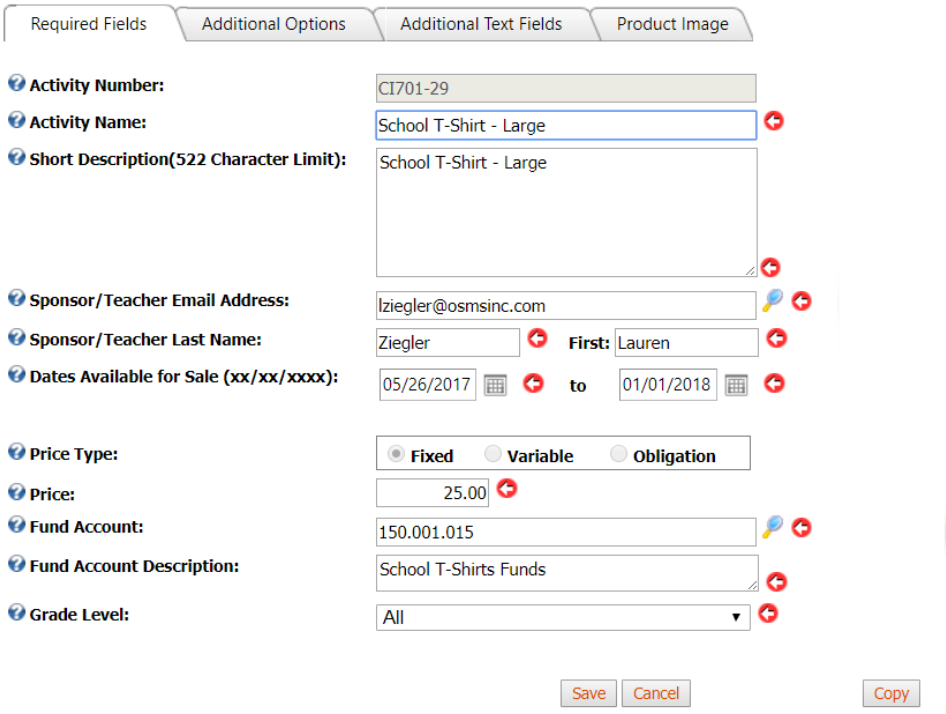
For those who are brand new users or want to keep it simple, ONLY USE THE REQUIRED FIELDS TAB.



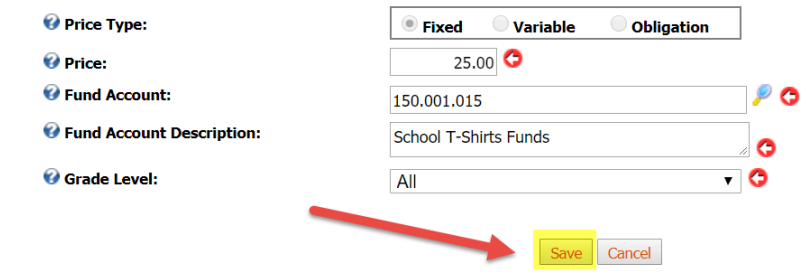
i) Tab 1 – Required Fields

Tab 1 Required Fields contains only the minimum required information to save an OSP Product. All fields indicated by a red arrow must be filled out.

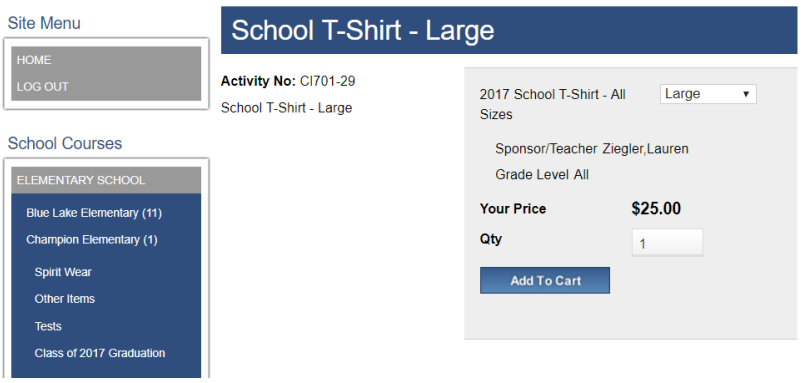




Be sure to select the **Save button** to save your changes.



If the item is **Active** (current available for sale), it will show up immediately for purchase.



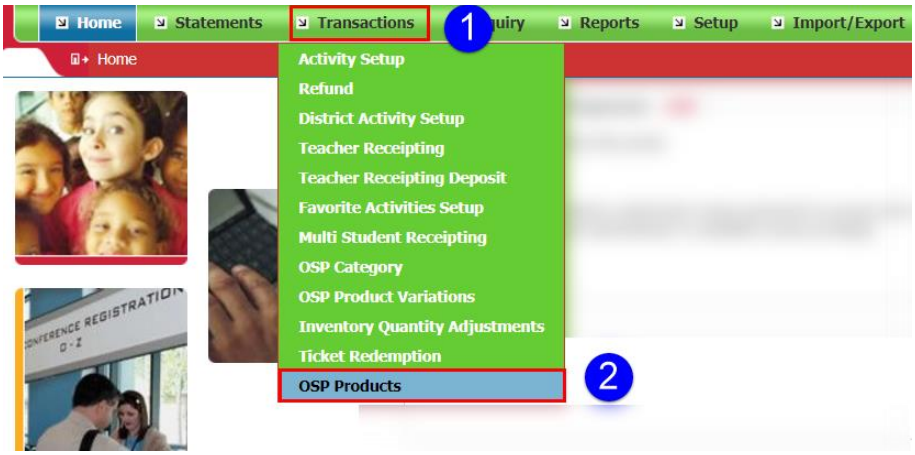
3) OSP Products – Detailed

OSP Products is a new way to create items in your school store.

This section will be a deeper dive into how to create a OSP Product and detailed information regarding each feature.

a) OSP Products Overview – Detailed

To find the OSP Products page, go to the **Transactions tab → OSP Products page.**



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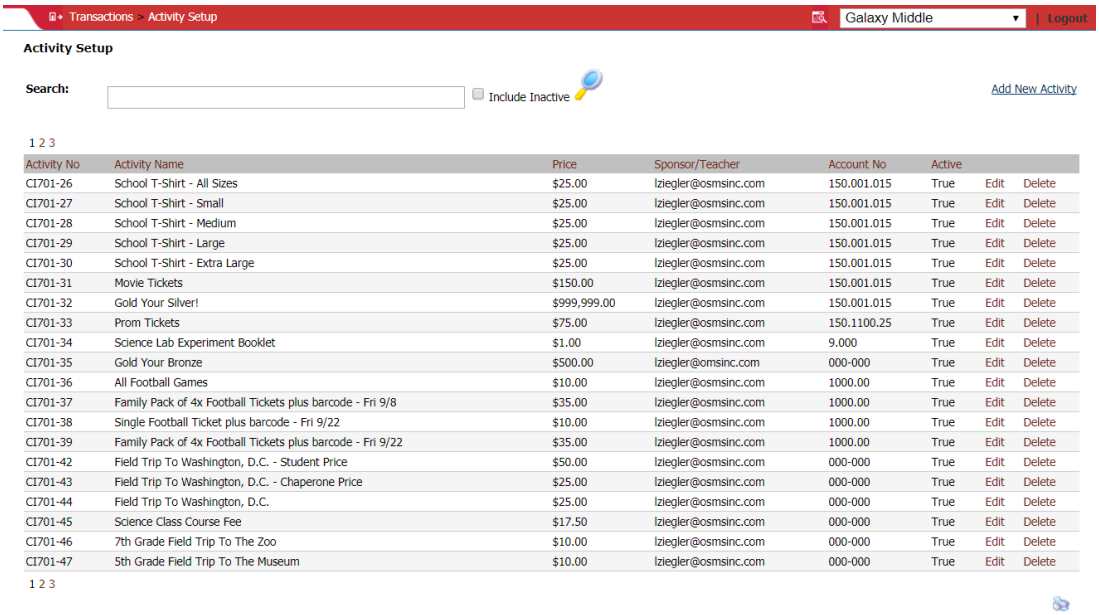
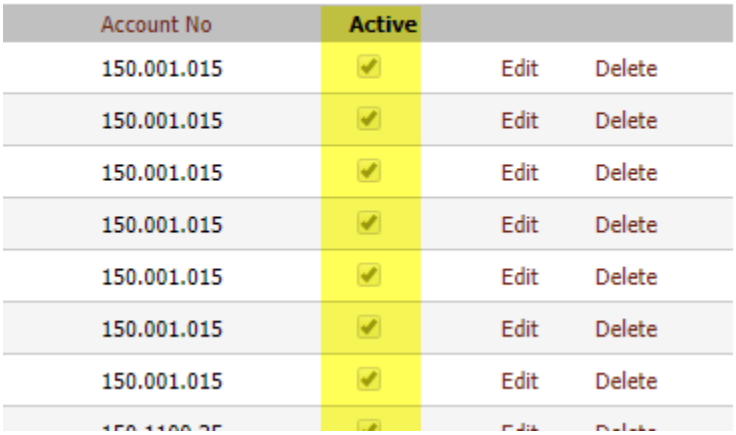
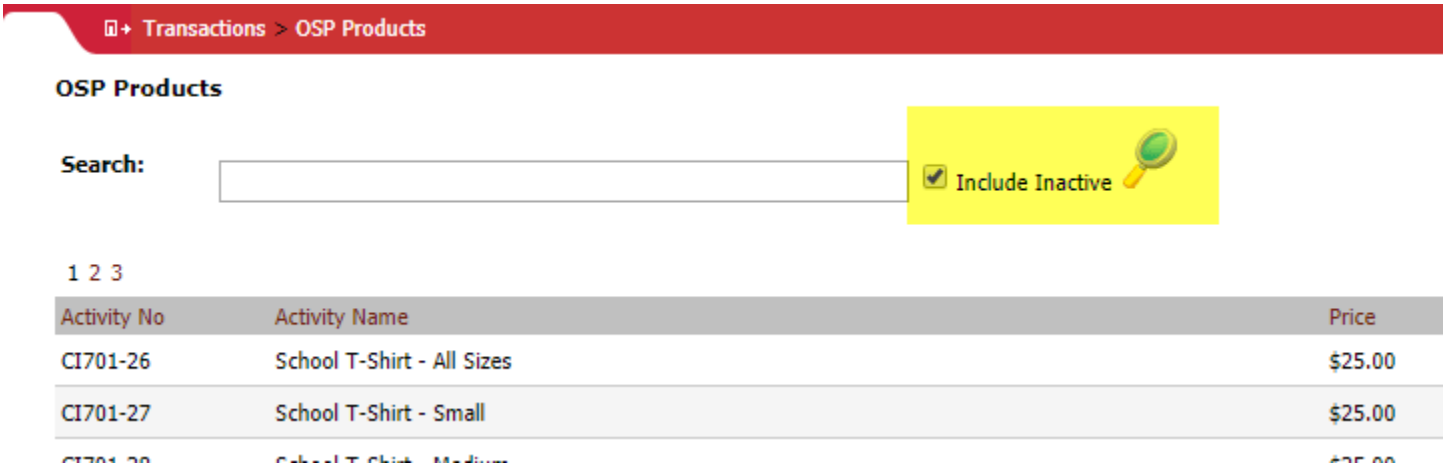


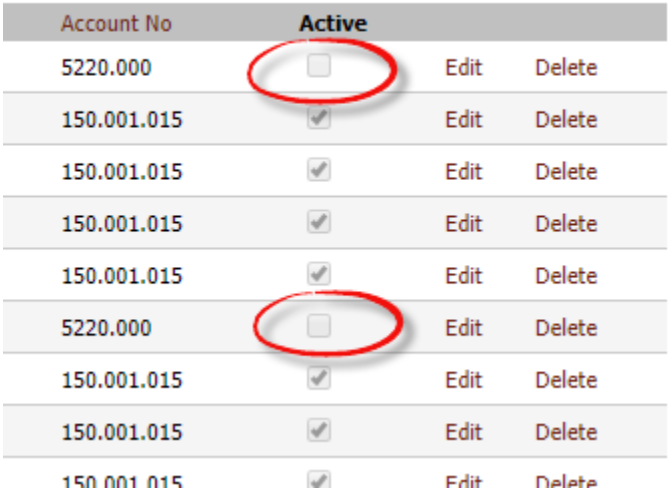
b) Active vs Inactive OSP Products

The **OSP Products page** will default to only showing your **Active items** (currently available for sale) items.

If you want to see your **Inactive items** (not for sale), click on the **Include Inactive check mark box** and select the **Magnifying Glass** to search. This will show both Active and Inactive, which are indicated without a check mark in the **Active column**.







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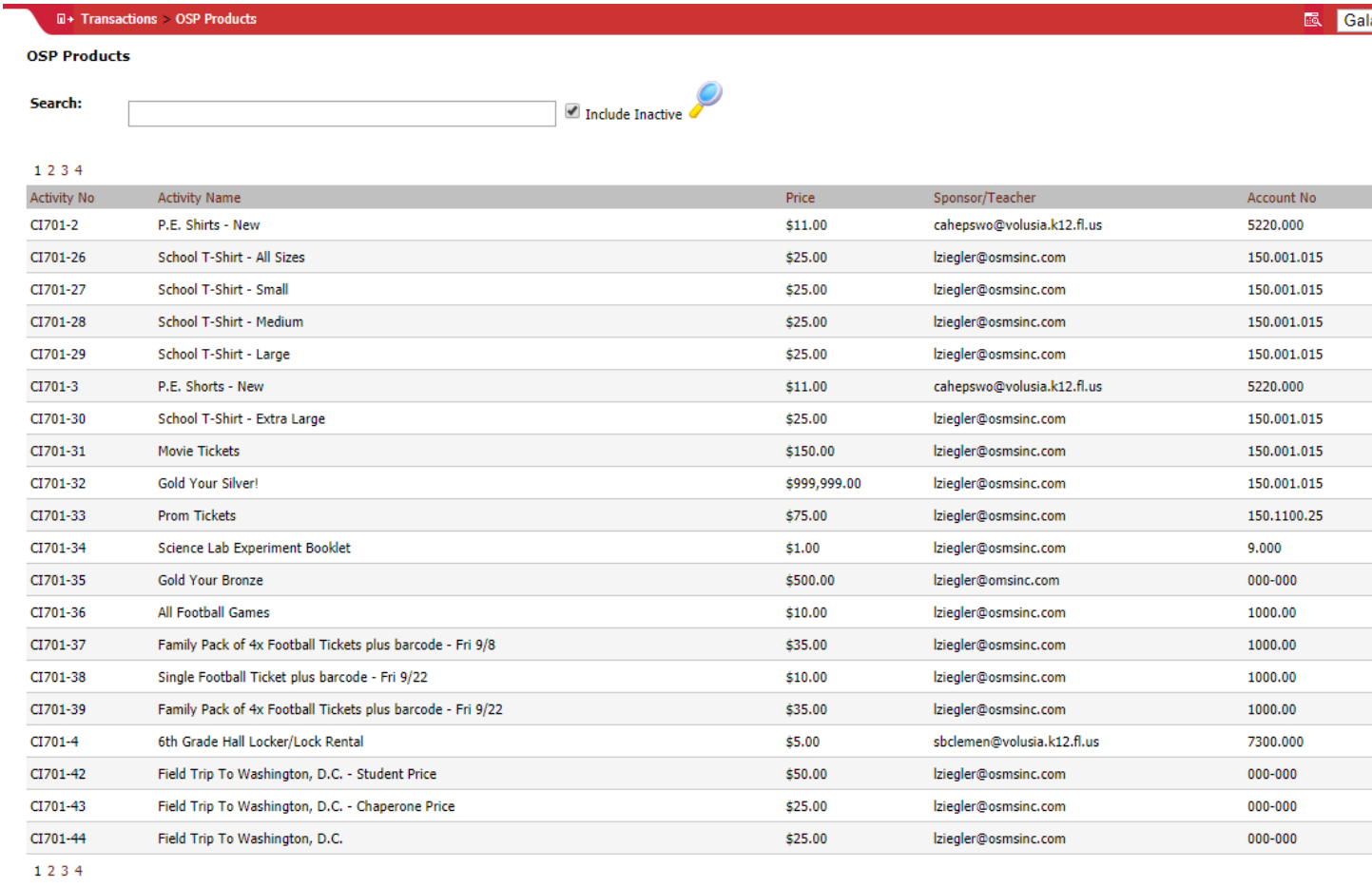

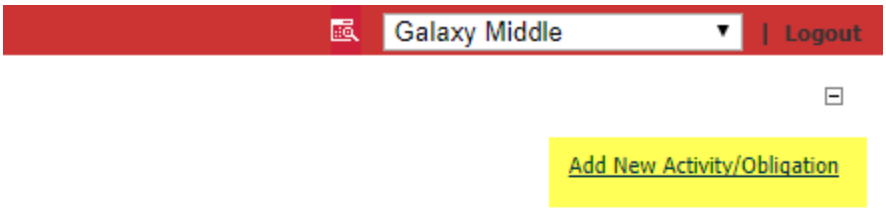

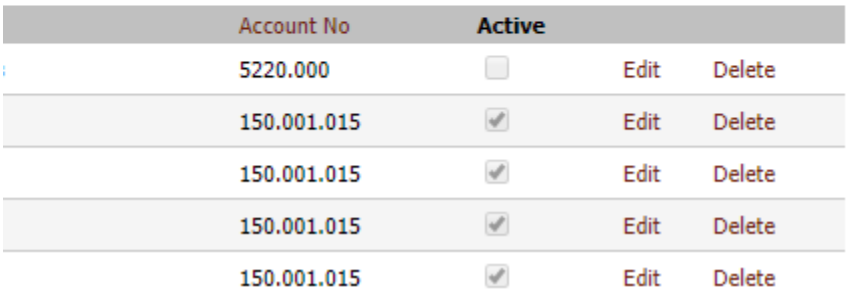

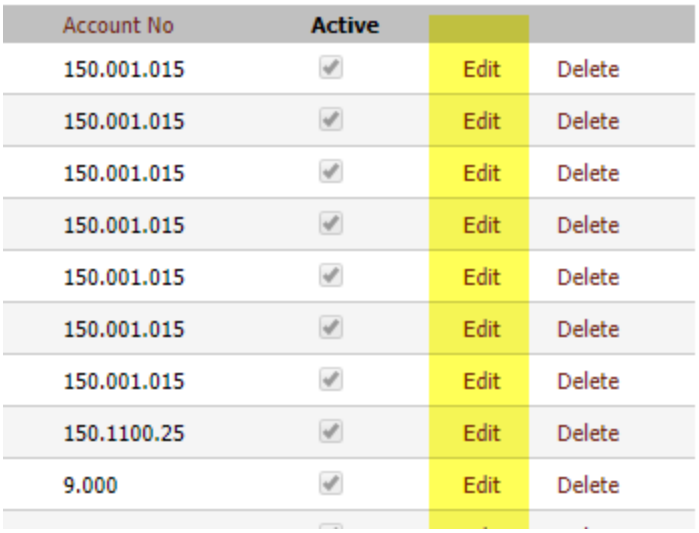

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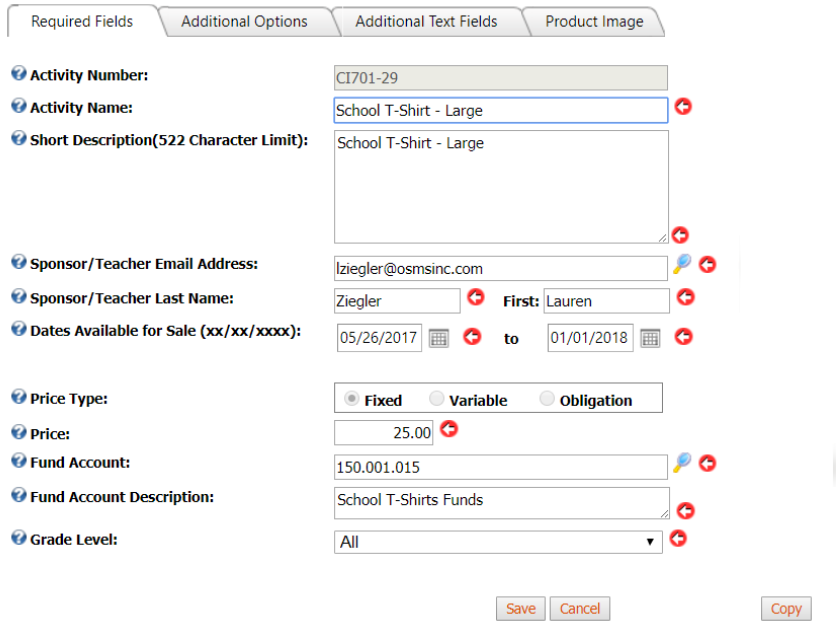

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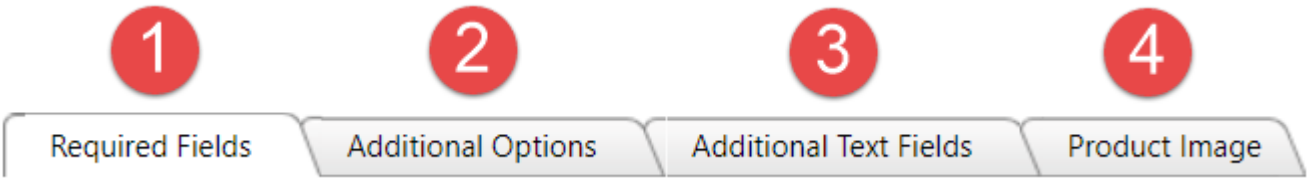

ii) Tab 1 – Required Fields

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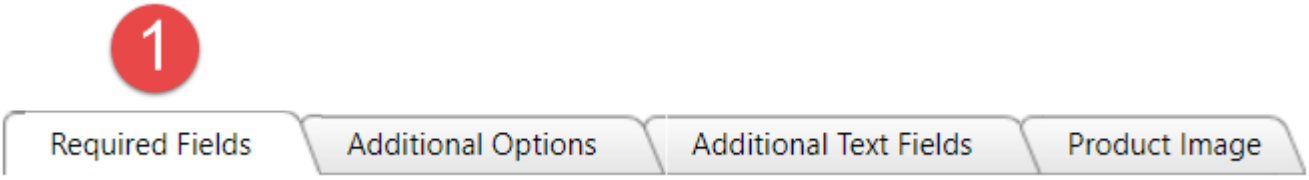
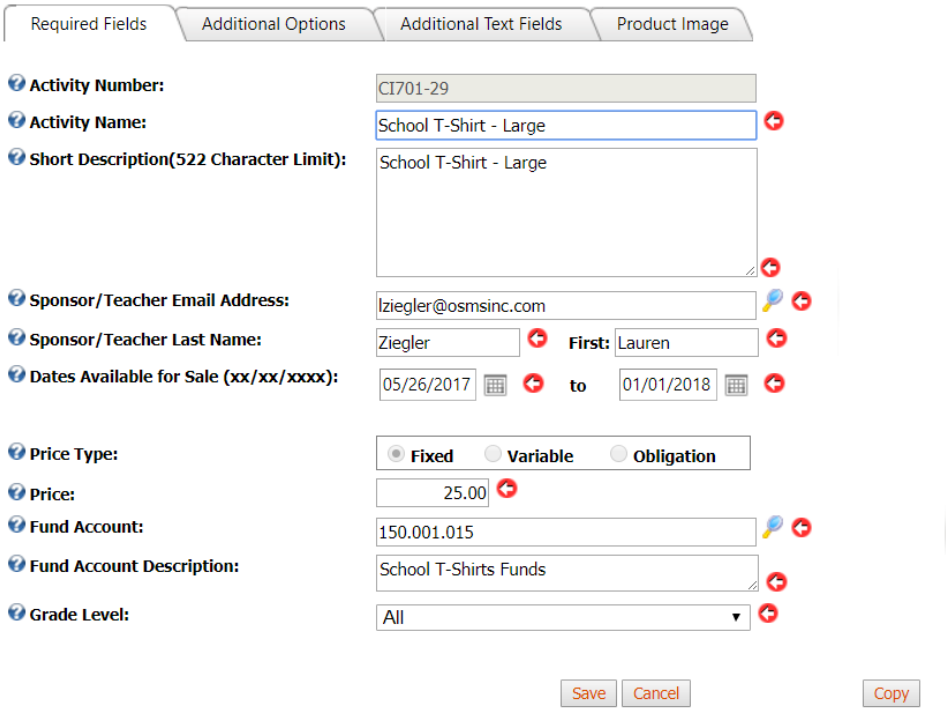
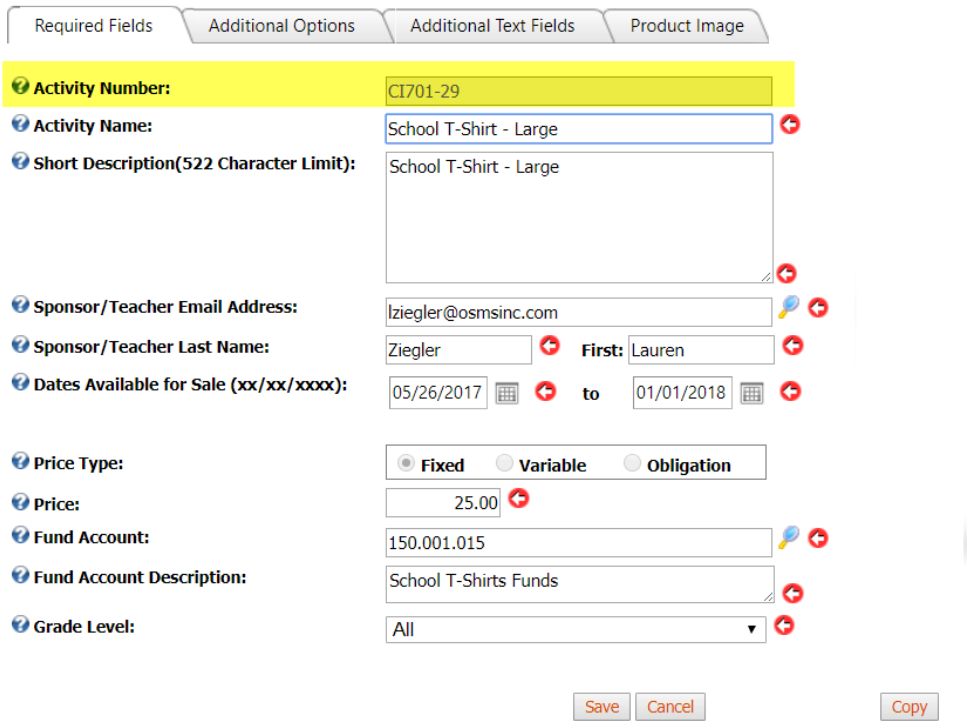




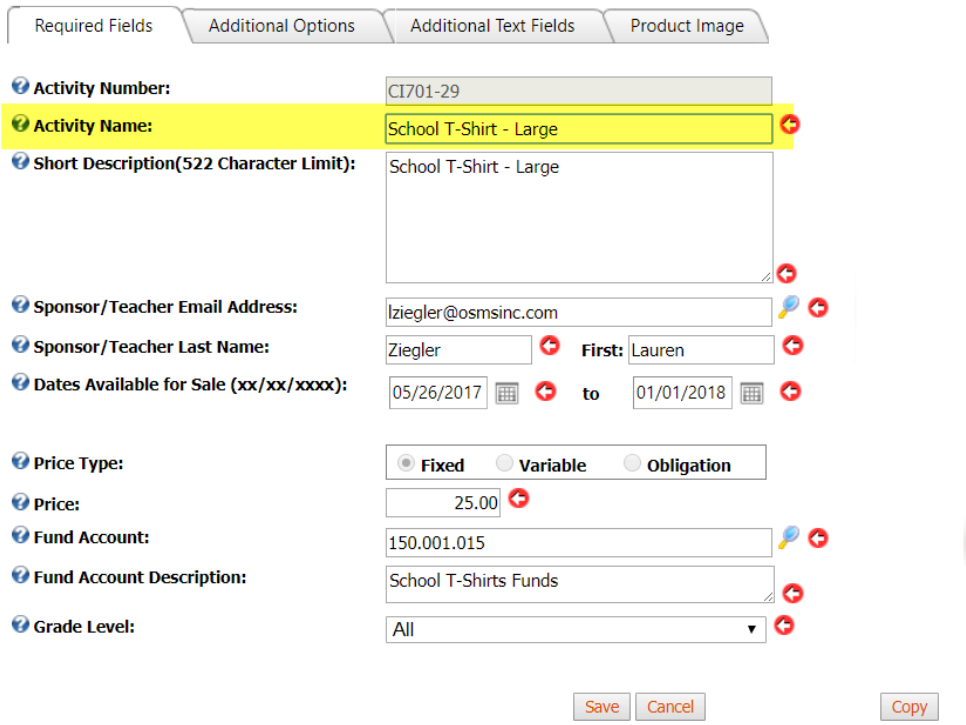
(a) Activity Number

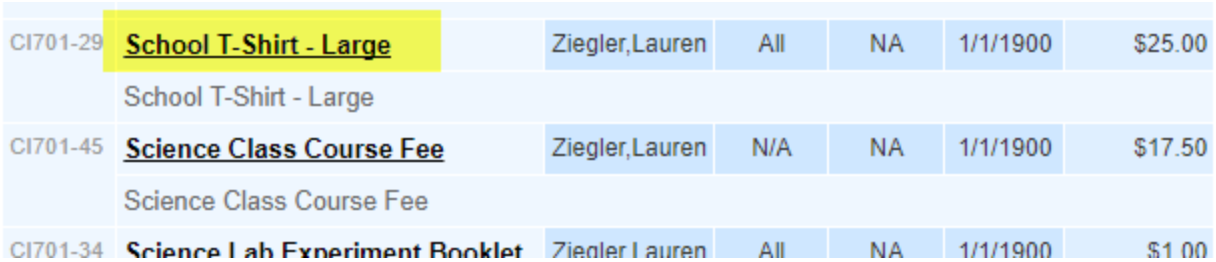
The **Activity Number** is the database number (SKU) for your OSP Product. It is auto assigned after the OSP Product has been saved. This field cannot be edited. You can disregard it.



(b) Activity Name

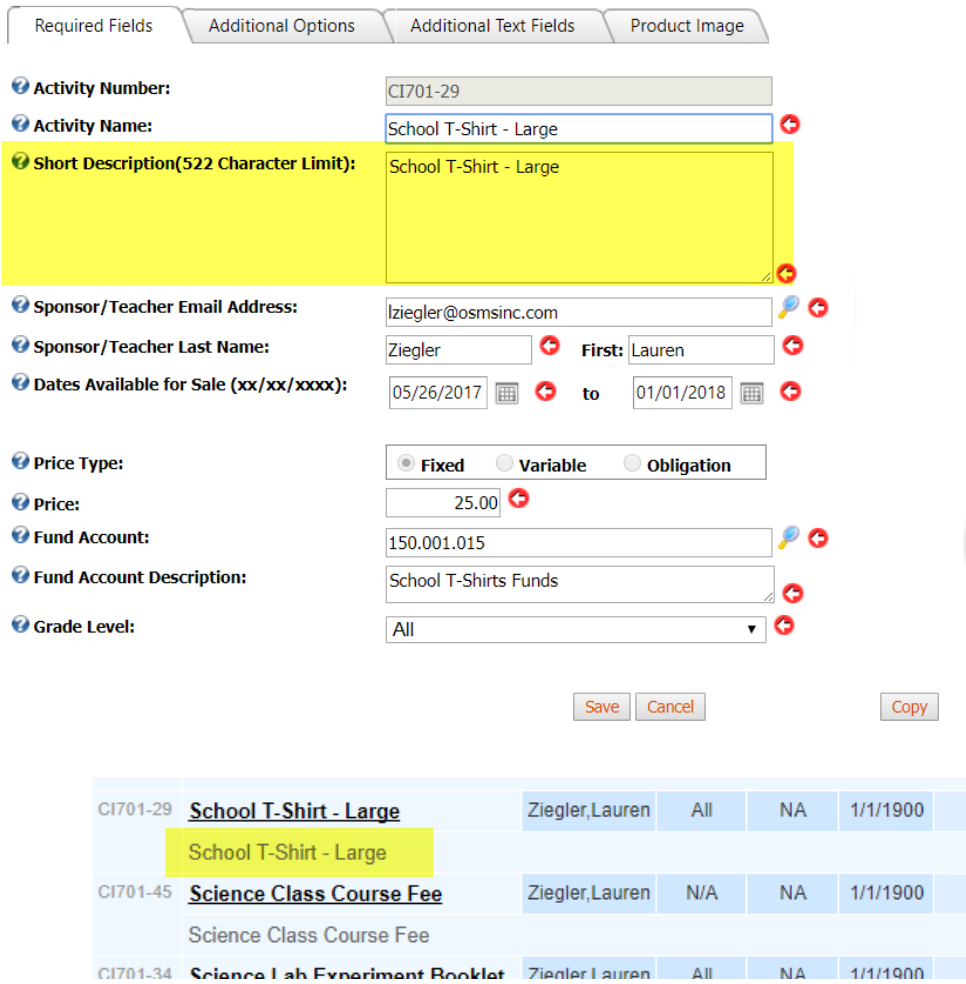
The **Activity Name** is the title of the OSP Product. It will be displayed as the bolded names on the main **School Store page.**





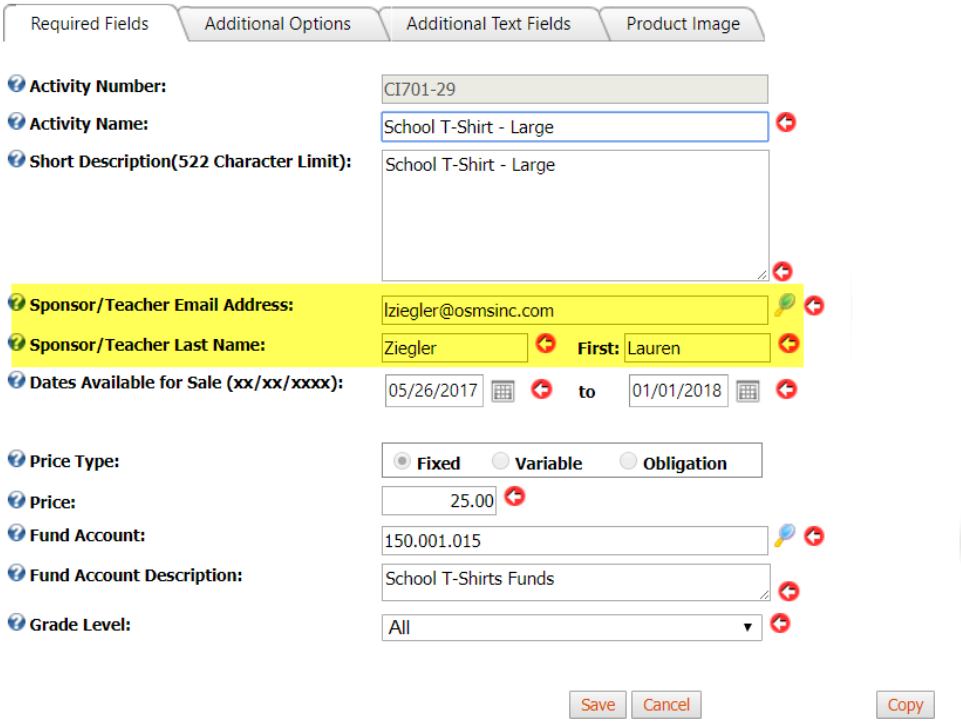
(c) Short Description

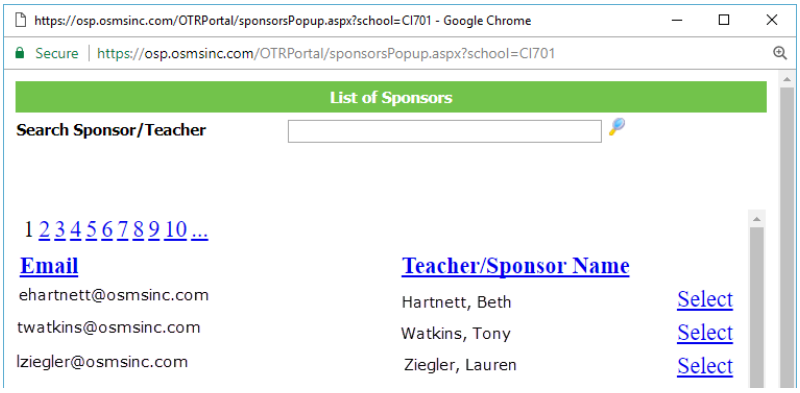
The **Short Description** is a field where bookkeepers can type additional information about an item. There is space for up to 522 characters. It will be displayed under the **Activity Name** on the main **School Store page.**



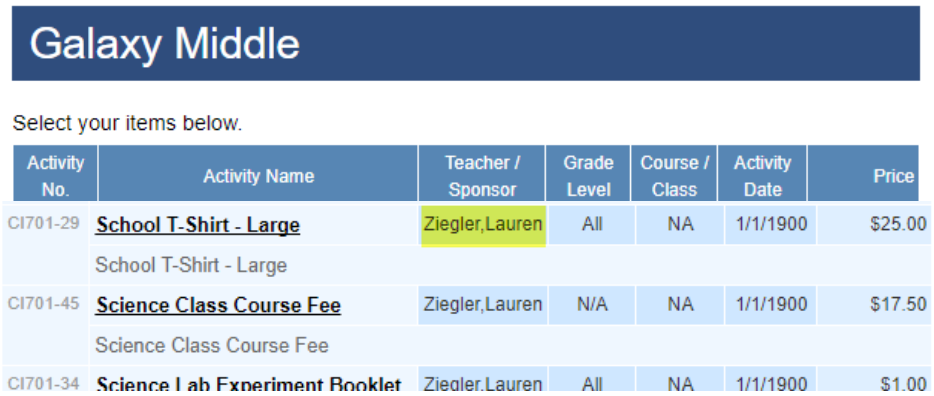
(d) Sponsor Teacher Fields

OSP Products require 3 pieces of information for Sponsor Teachers: email address, last name and first name. This info can be typed in directly or it can be found using the **Search Sponsor/Teacher page** by selecting the **Magnifying Glass button**.





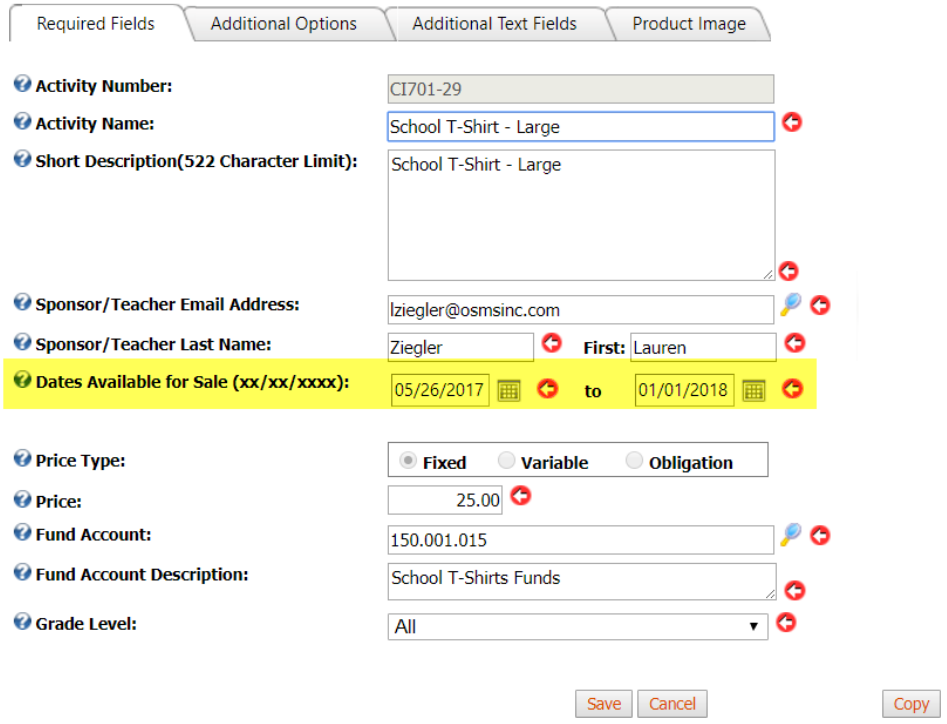
The Sponsor Teacher info will appear on the **Teacher/Sponsor column** in the main **School Store page**.



(e) Dates Available for Sale

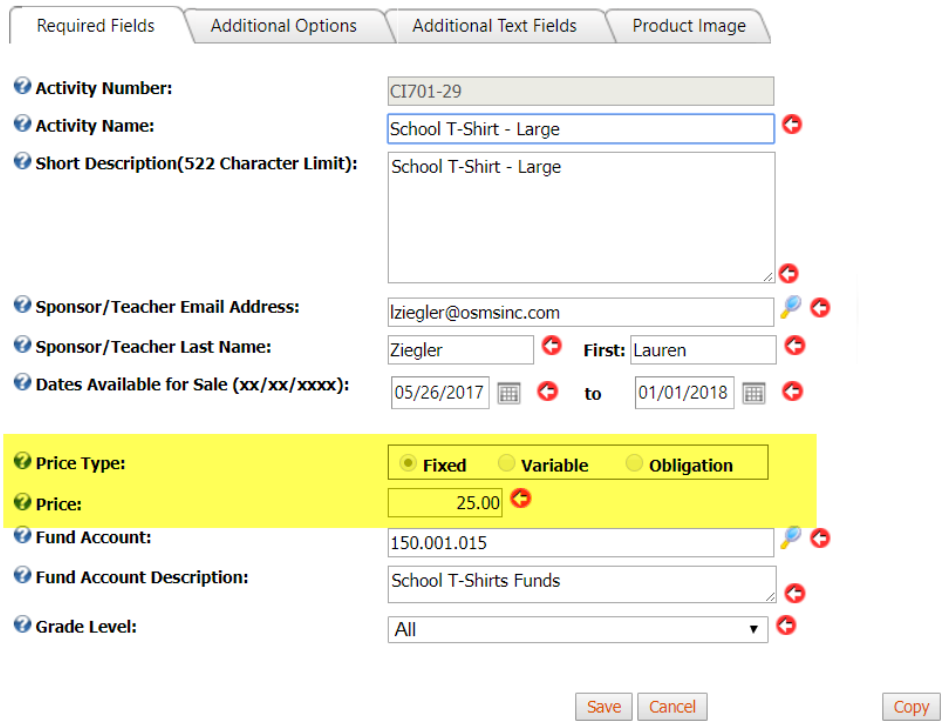
OSP Products require 2 specific dates: the **date to go online for sale** and the **date to go offline for sale**. Simply type in the field or select the **Calendar button** to open a calendar to pick dates.

****Please note****: Date to go online for sale would be 12:00am EDT. Date to go offline for sale is 11:59pm EDT. That is, OSP Products will be available for the full 24 hours on that date.



(f) Price Fields

OSP Products require 2 pieces of information for price: **Price Type** and **Price Amount** (if applicable).

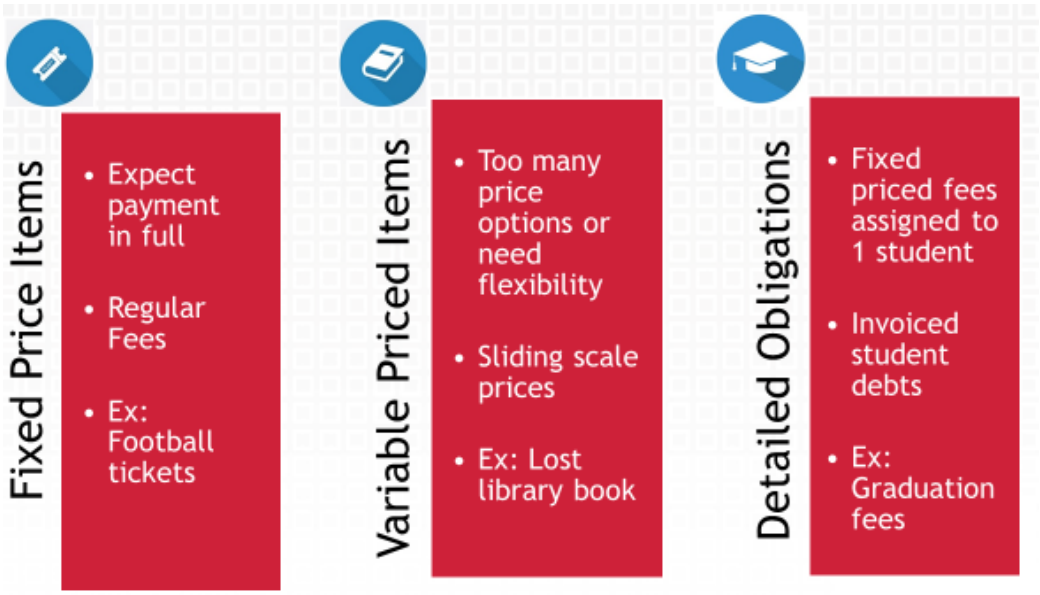


The **Price Type** field indicates what kind of item this is. There 3x options. **<u>If in doubt, please always defer to the Fixed option</u>**.

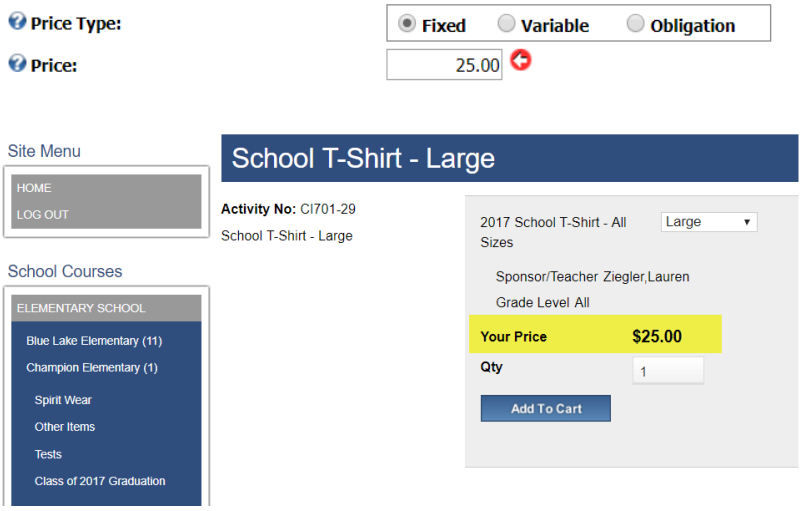
1) **Fixed**: 1 price only, payment in full. In most cases, should be the majority of your OSP Products.

2) **Variable:** Allow the parent or cardholder to type in the amount they want to pay. Great for donations or lost library books.

3) **Obligation****: For student debt invoices, also called a Detailed Obligation. This is covered in other instruction manuals.
    a. ****Please note****: Obligation is a premium feature. It is not available in all school districts.



Selecting the **Fixed option** will open up the Price field so you can type in a number. This number will be displayed on the item page in the store.

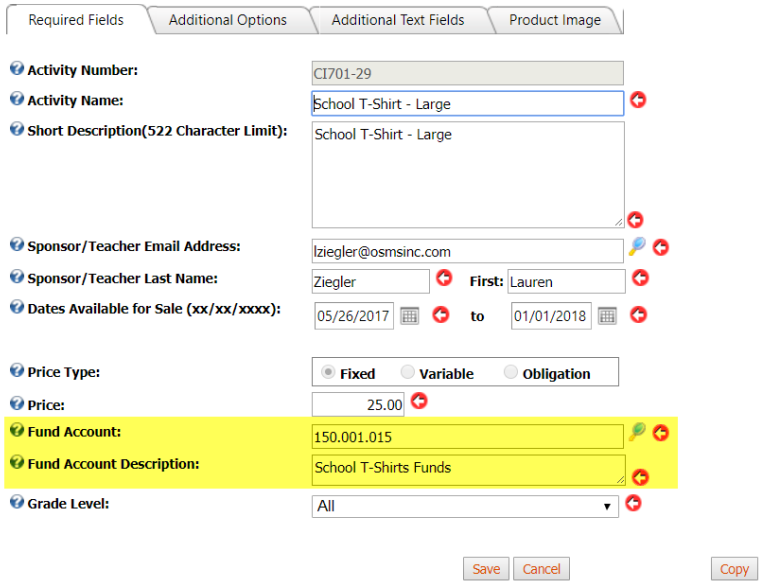


Using **Variable option** will gray out the **Price field**. Purchasers will be able to type in any amount they wish in the store.

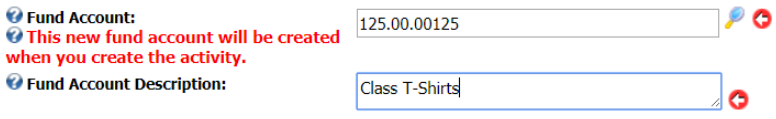
****Please note:** Unlike in previous year, variable priced options now display directly under the **school name in the school store** and **no longer require Student ID #s**.

(g) Fund Account Fields

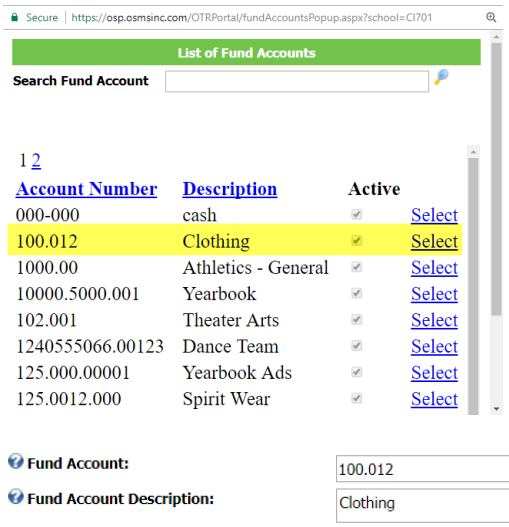
The next two fields deal with Fund Accounts: the **Fund Account field** and the **Fund Account Description field**.



Simply type in the fund account number before the blank line and the description. The system will alert you if you're creating a brand-new fund account.

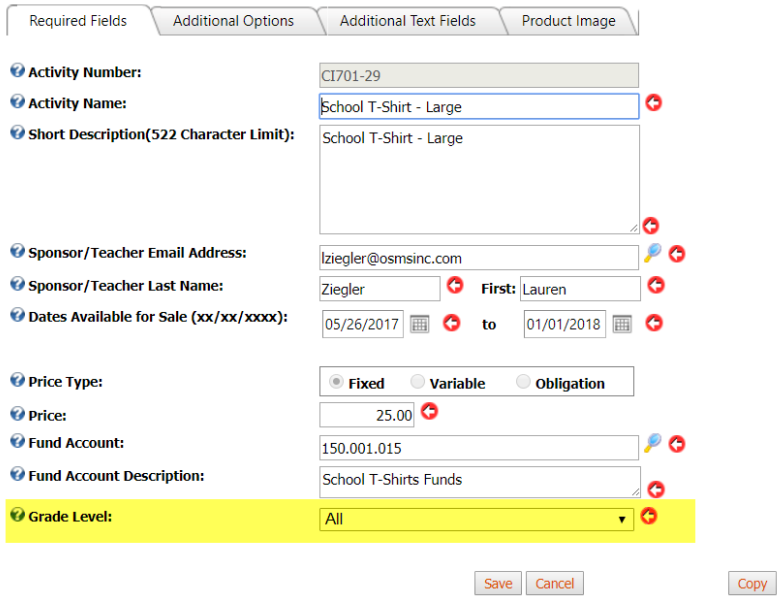


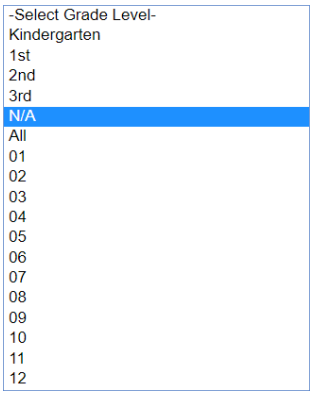
You can also use the **Magnifying Glass button** to bring up your **List of Fund Accounts** that were previously saved. Find the **Fund Account** you wish to use and click on the **Select button** to insert it into the OSP Product.



(h) Grade Level

The last required field is **Grade Level**. It will be pre-selected to N/A but you can click on the drop-down menu and select another grade or option if you like.



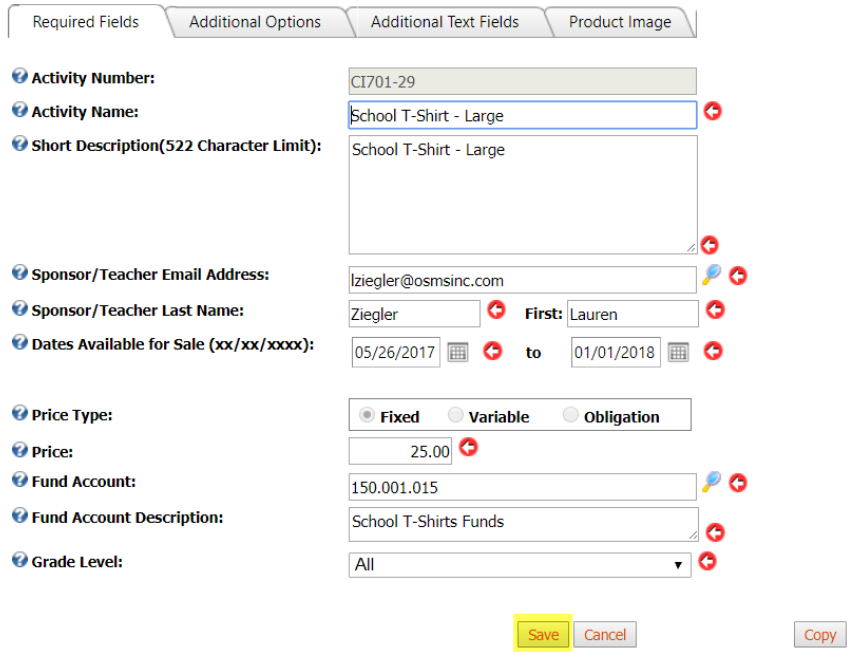


(i) Save Button

Once all the **Required Fields** are filled out, you can now select the **Save button** to update your changes.

****Please note**: The page for Required Fields is the bare minimum needed for you to save

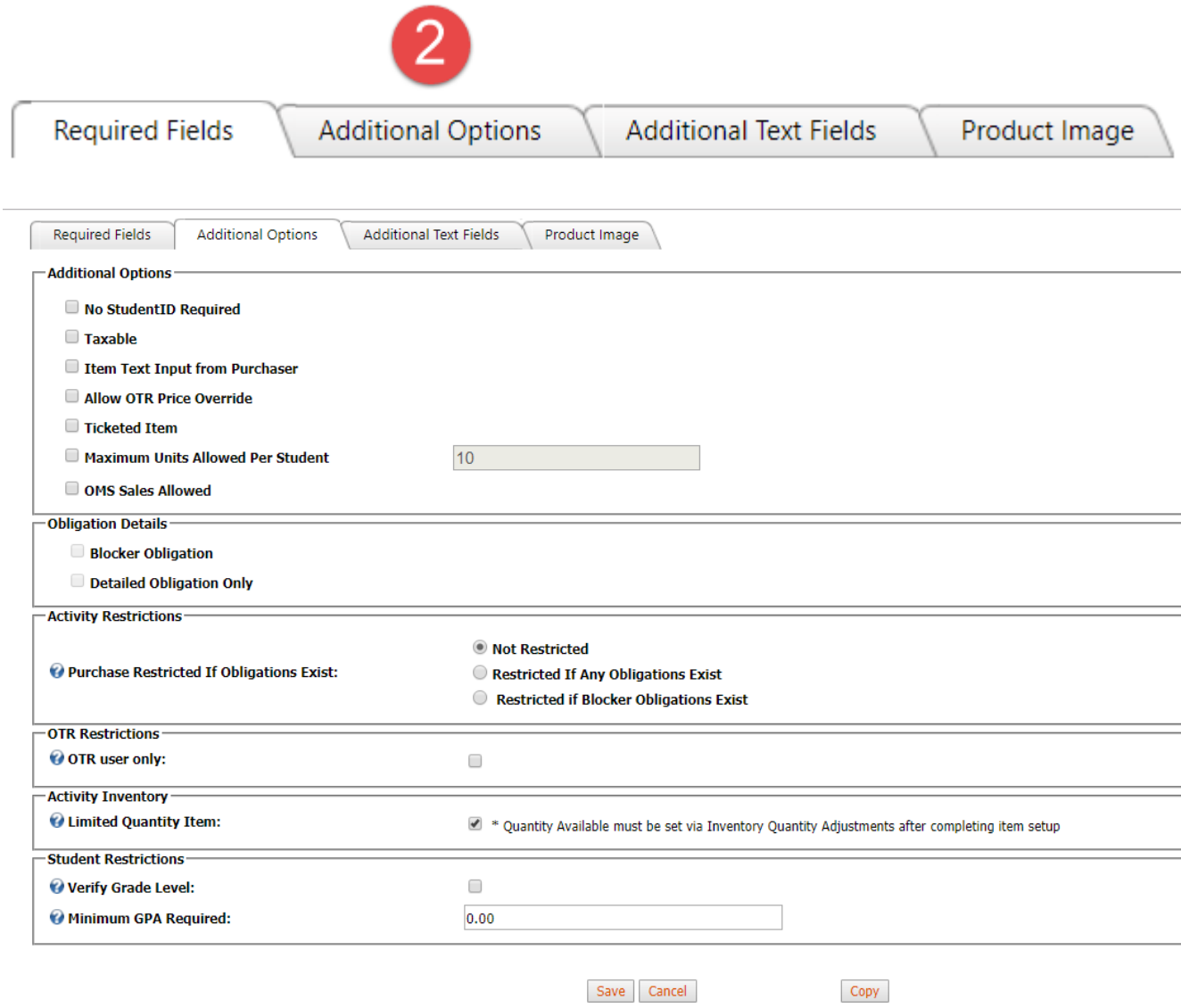
Anything found on the other 3 tabs (**Additional Options**, **Additional Text Fields** or **Product Images**) is not required for saving. They are above and beyond.



iii) Tab 2 – Additional Options

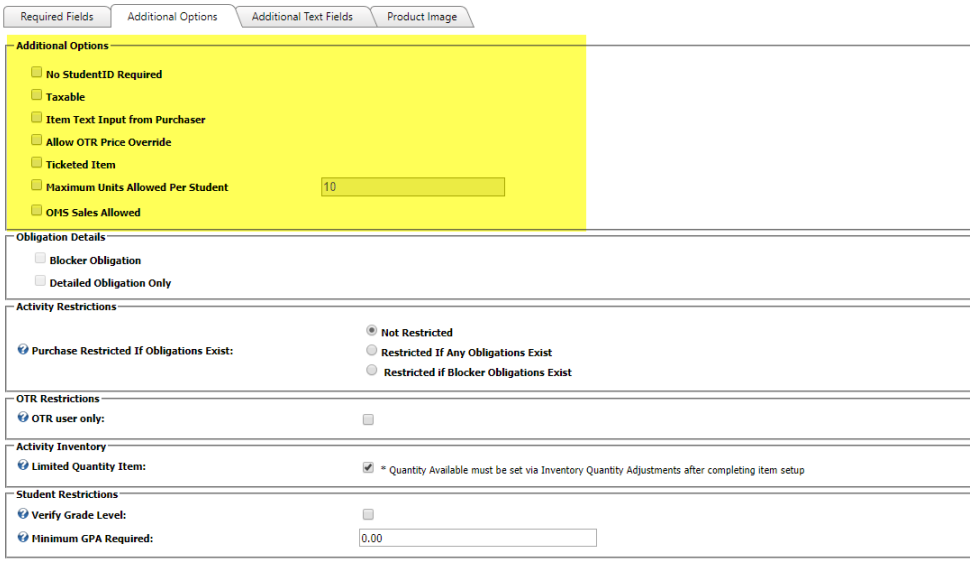
Tab 2 Additional Options contains fields that are **completely optional**. You DO NOT need to use them.

Additional Options is composed of major features.



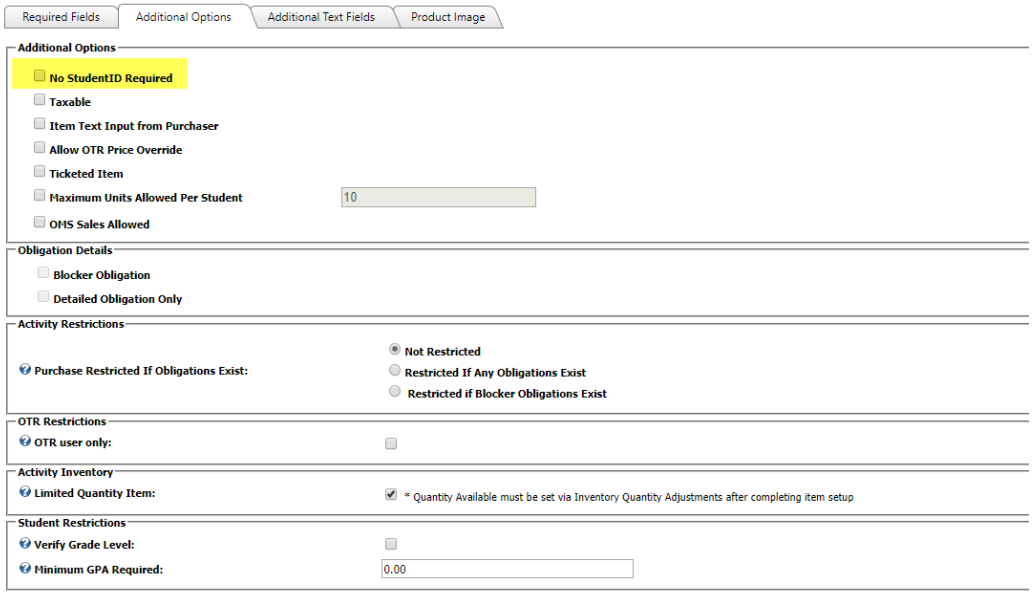
(1) Additional Options

The first section of fields covers basic options.

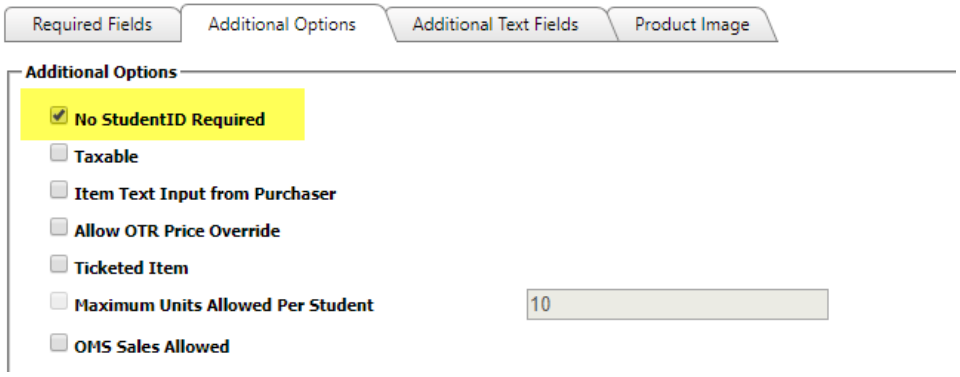


(a) No Student ID Required

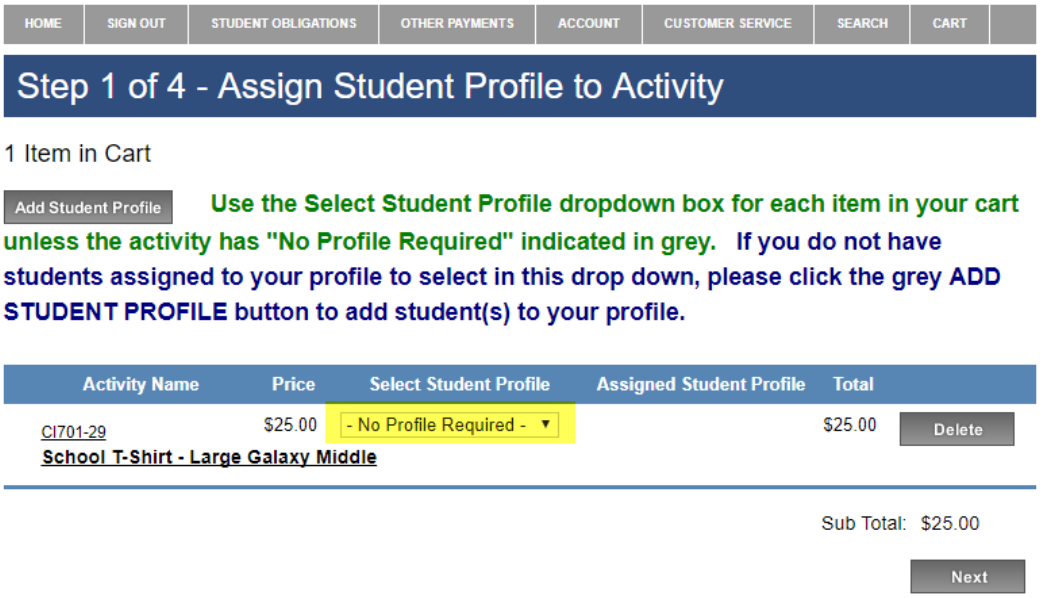
The **No Student ID Required field** will bypass adding Student IDs and Names to items during checkout. It is recommended items for things like School Donations or certain school events, including athletic tickets or drama tickets.



To use, simply **checkmark the box** and **save**.



This will cause the item to **display a "No Profile Required" message** during checkout, bypassing the need to put in student info.

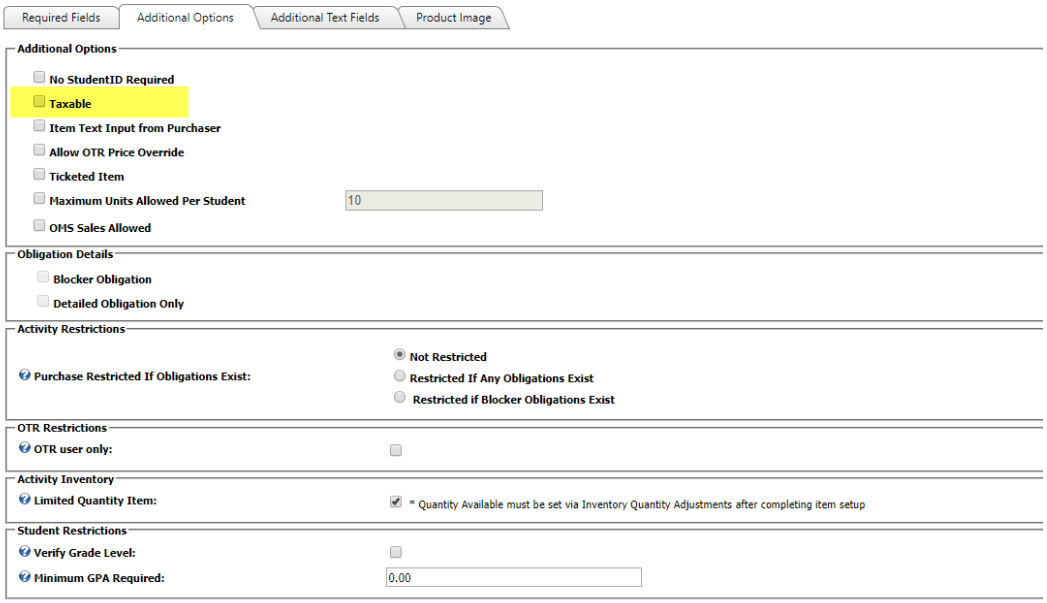


(b) Taxable

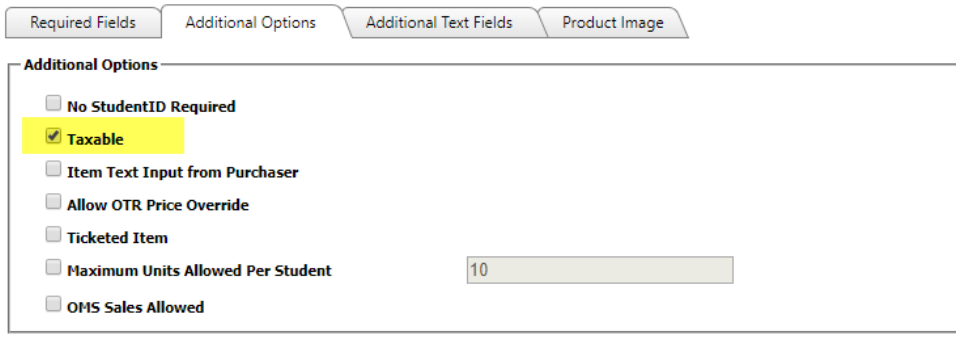
This button will flag items where jurisdictions want to collect sales taxes. The tax rate for your school should already have been added to your account by an OSMS representative – you cannot modify the tax rate on your own.

Please follow all local and state laws regarding taxes on school goods or services. Please use prior instructions or verify with your School District's Central Office if you do have taxable items. Also, because taxable items vary greatly from district to district, please be sure you have clear instructions on what is and is not considered taxable. As of August 2017, states that will want to utilize this feature include (but are not limited to: Maryland and North Carolina.

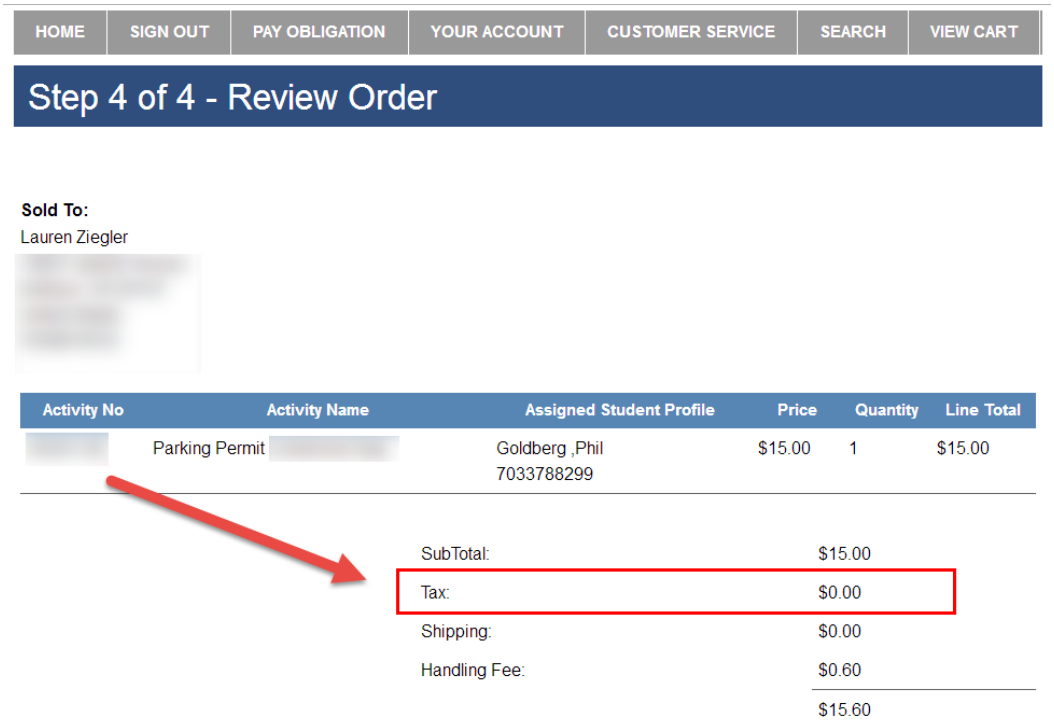
Please note: Detailed instructions on the Taxable items can be found in the separate **"Taxable Items Feature with Optional SFO Integration" document. (This section is only a brief overview and should not serve as your primary source of info regarding this feature).



To use, checkmark the **Taxable field**.



Sales against this item will **not show a tax amount during checkout.**



They will be included in your **Taxable Item reports** and **SFO receipts** (if fully enabled).

Return To Previous Page

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Training School

Taxable Activity Transactions Report - Date Sort

Printed: 06/20/2016 2:34 pm
Date Range: 3/1/2016 - 6/24/2016
Tax Rate: 0.0500

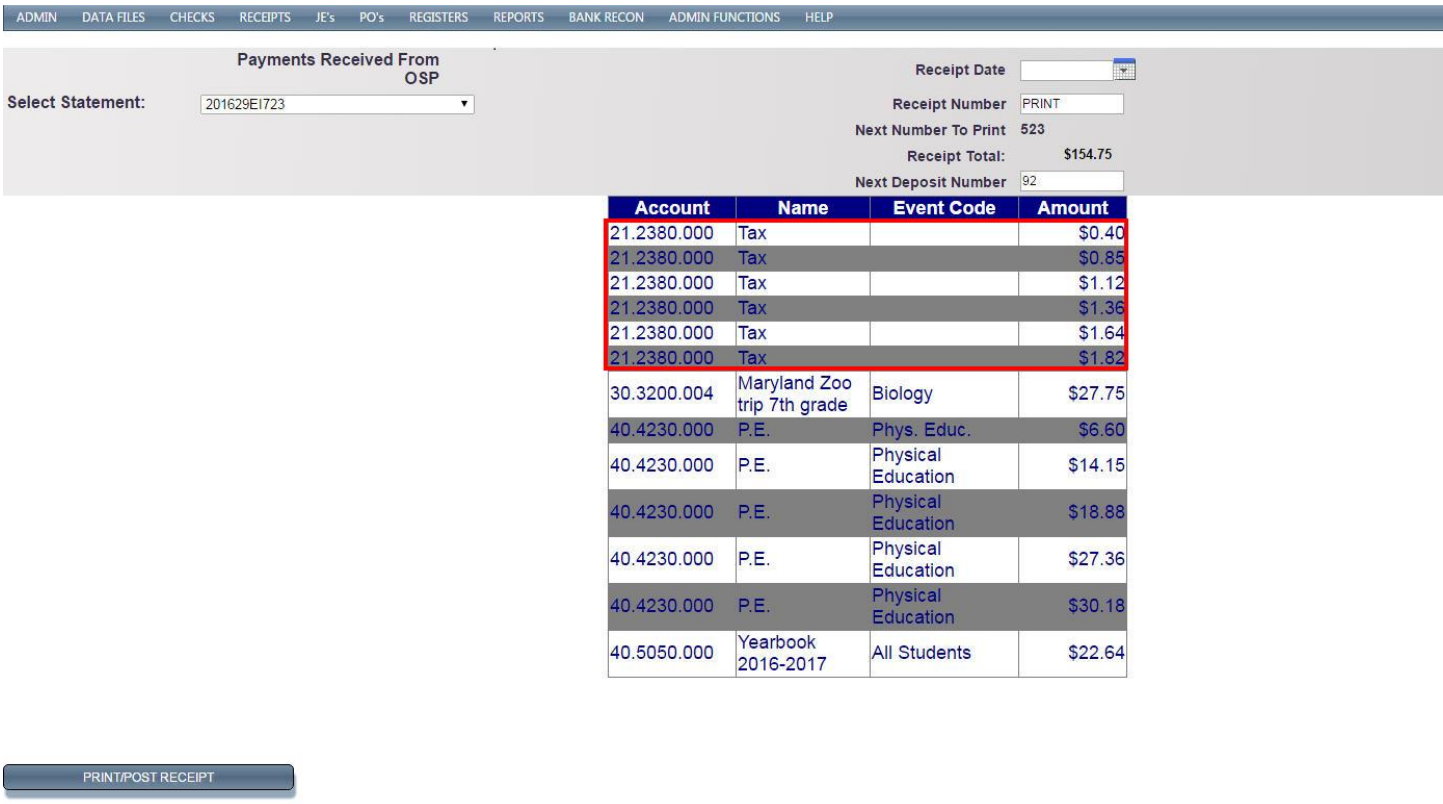
Sponsor/Teacher **Email**

Activity Start Date	End Date	Grade	Course/Class	Activity Date	Account	Activity Nu
Description						

Student ID	Student Name	Purchaser Name	Order Number	Order Date/Time	Amount	Tax

Support,Desk **support@osmsinc.com**

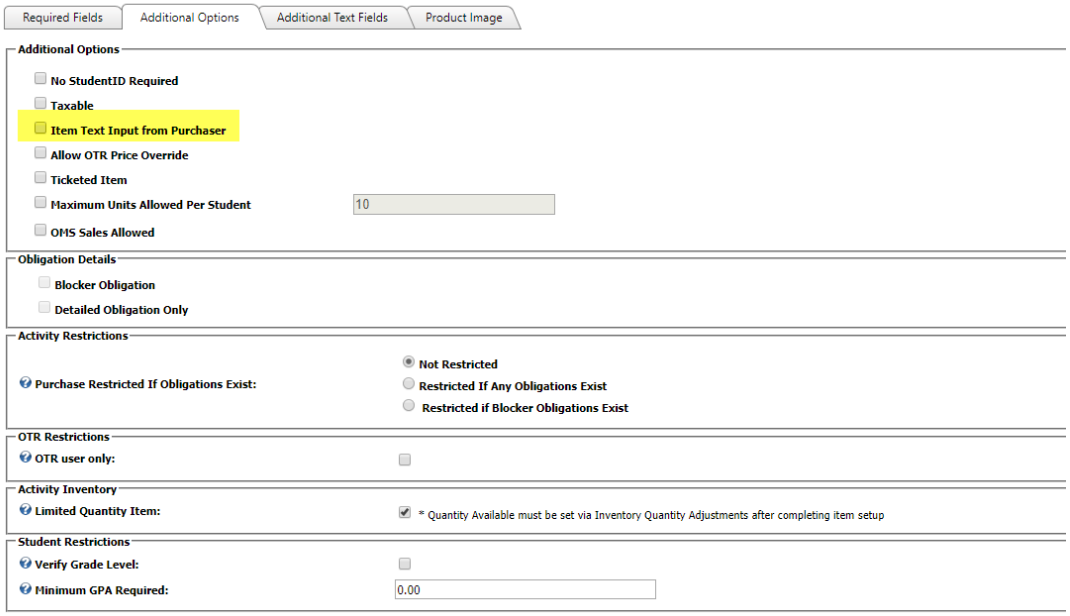
Taxable Item #1						EB9
06/08/2016	06/09/2016	All		01/01/1900	9.000	$
Taxable Item #1						
123456	Goldberg,Phil	Ziegler,Lauren	817000350	6/8/16 12:18 pm	$1.00	$0.05
			Total Students: 1	Total Collected:	$1.00	$0.05
Taxable Item #2						EB9
06/08/2016	06/09/2016	All		01/01/1900	9.000	$
Taxable Item #2						
123456	Goldberg,Phil	Ziegler,Lauren	817000350	6/8/16 12:18 pm	$2.00	$0.10
06082016	Smith,Steven	Ziegler,Lauren	817000351	6/8/16 12:20 pm	$2.00	$0.10
			Total Students: 2	Total Collected:	$4.00	$0.20
Taxable Item #3						EB9
06/08/2016	06/09/2016	All		01/01/1900	9.000	$
Taxable Item #3						
123456	Goldberg,Phil	Ziegler,Lauren	817000350	6/8/16 12:18 pm	$3.00	$0.15
06082016	Smith,Steven	Ziegler,Lauren	817000351	6/8/16 12:20 pm	$3.00	$0.15
			Total Students: 2	Total Collected:	$6.00	$0.30
			Grand Total Students: 5	Total Collected:	$11.00	$



(c) Item Text Input from Purchaser

Item Text Input from Purchaser will allow for a comment field on the Store OSP Product page. This enhancement is still being finalized.

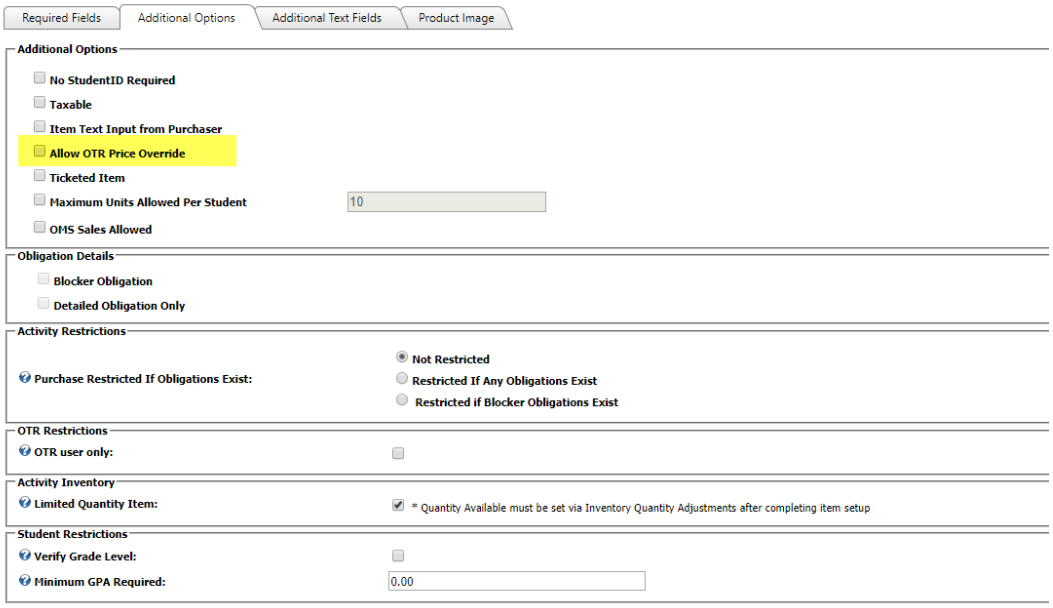
****Please note: for now, OSMS Inc. does not recommend using this feature. Additional info will be able in a future version of this document.****



(d) Allow OTR Price Override

The OSP Product now has features allowing for use for allowing for **price overrides** such as for free or reduced students. These enhancements are still being finalized and may be premium features for use for our in-person payments software called **Online Teacher Receipting (OTR)**.

****Please note: for now, OSMS Inc. does not recommend using this feature. Additional info will be able in a future version of this document.****

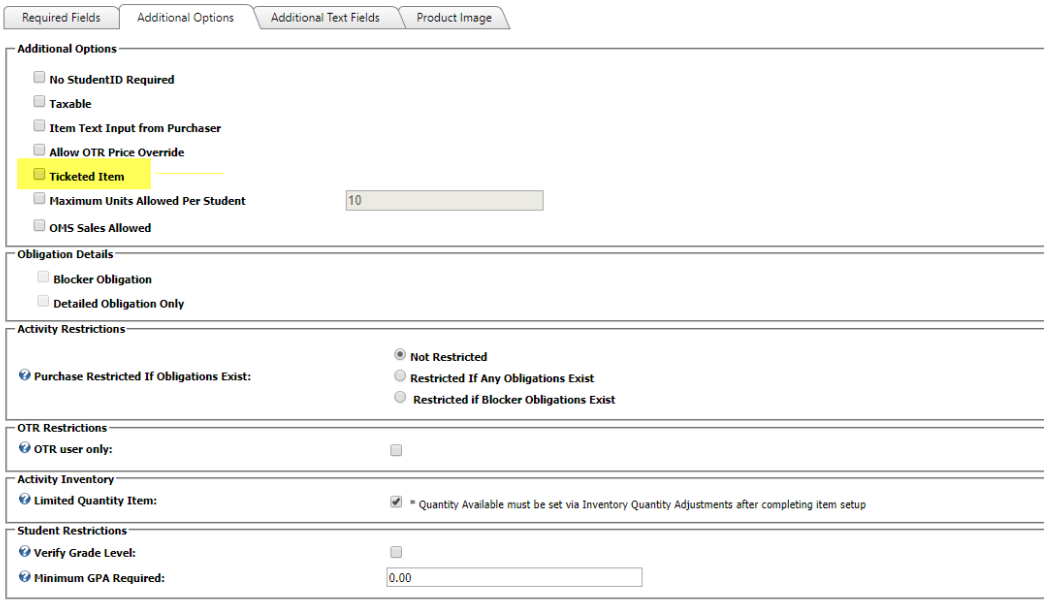


(e) Ticketed Item

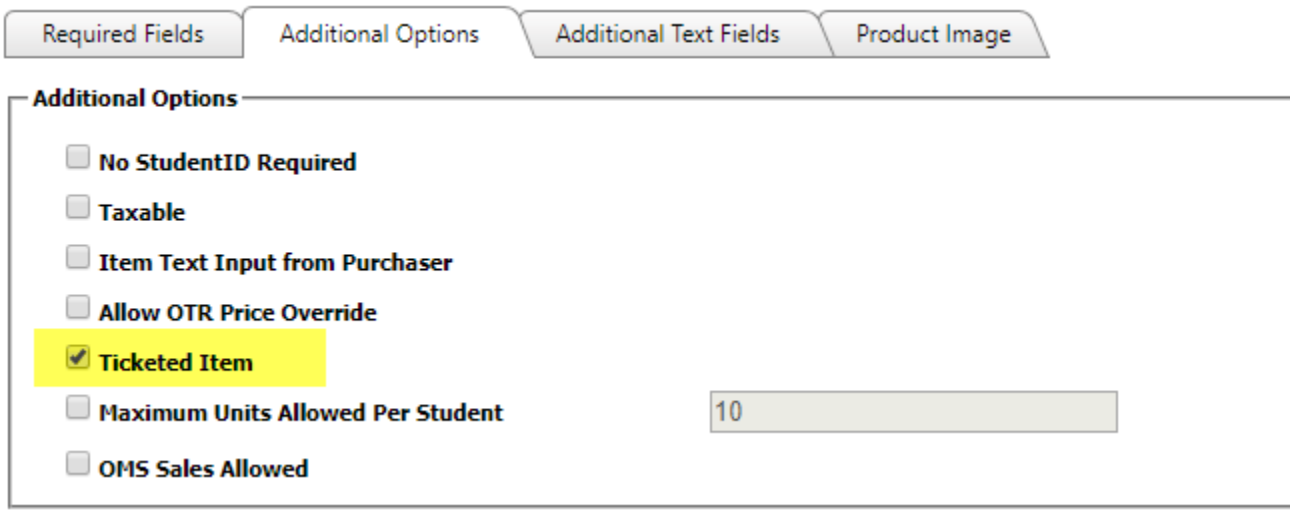
Ticketed Items are for **adding barcodes and item redemption** to your OSP Products.

****Please note:** Only use this field if your district has paid for this upgrade. Typically, it is reserved only for our **Online Teacher Receipting (OTR)** and **Online Ticket Management (OTM)** customers. Please contact us at **support@osmsinc.com** if you have any questions.****

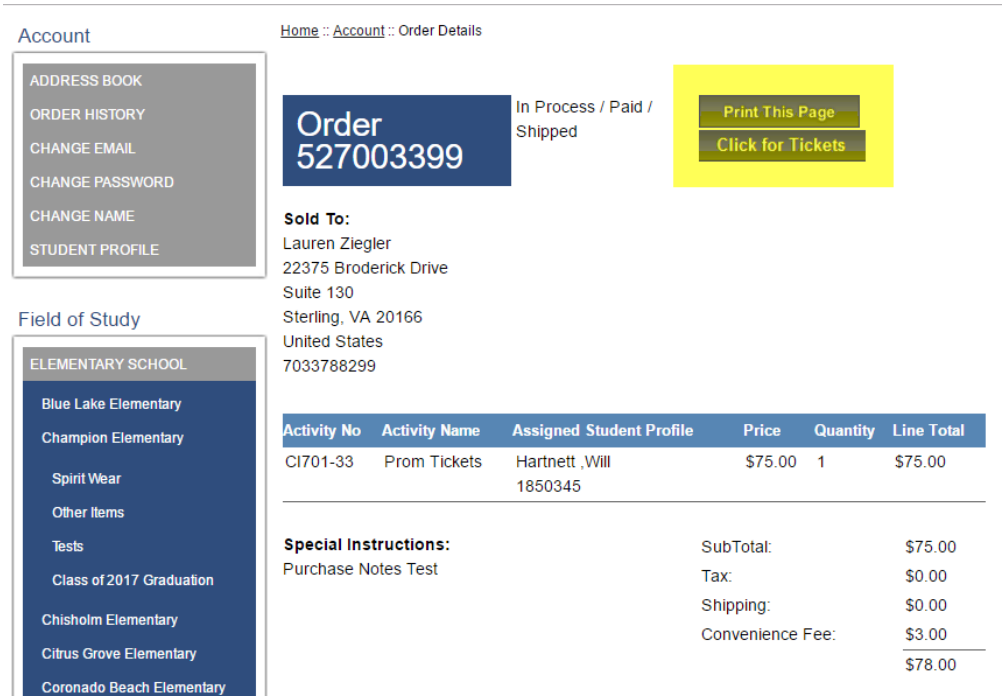
Detailed instructions on the Ticketed Items can be found in the separate **"Online Ticket Management and Ticketed Items Instructions" document.** (This section is only a brief overview and should not serve as your primary source of info regarding this feature).

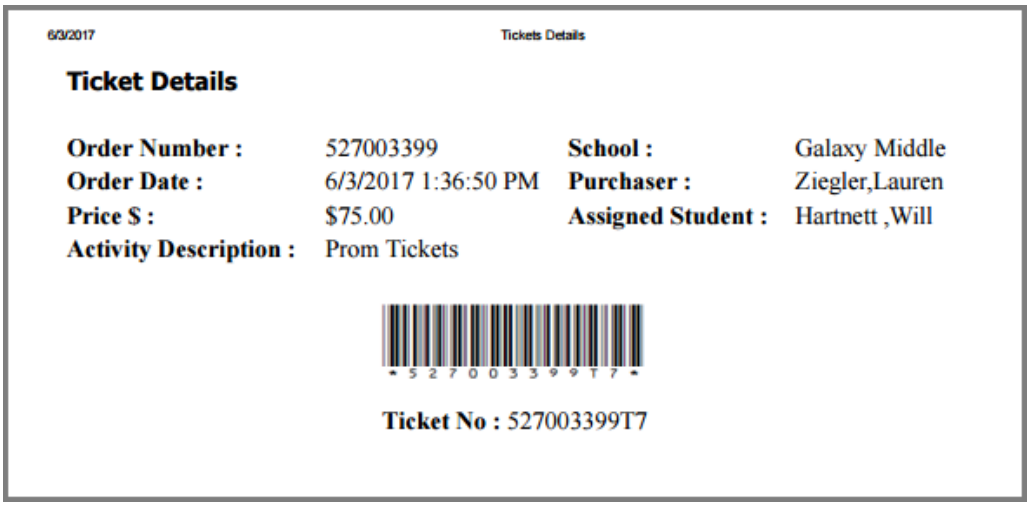


To enable ticketing, select the **checkmark box** and **save**.



During checkout, **additional buttons** and **detailed receipts** will appear and contain barcodes for use for later scanning/redemption.

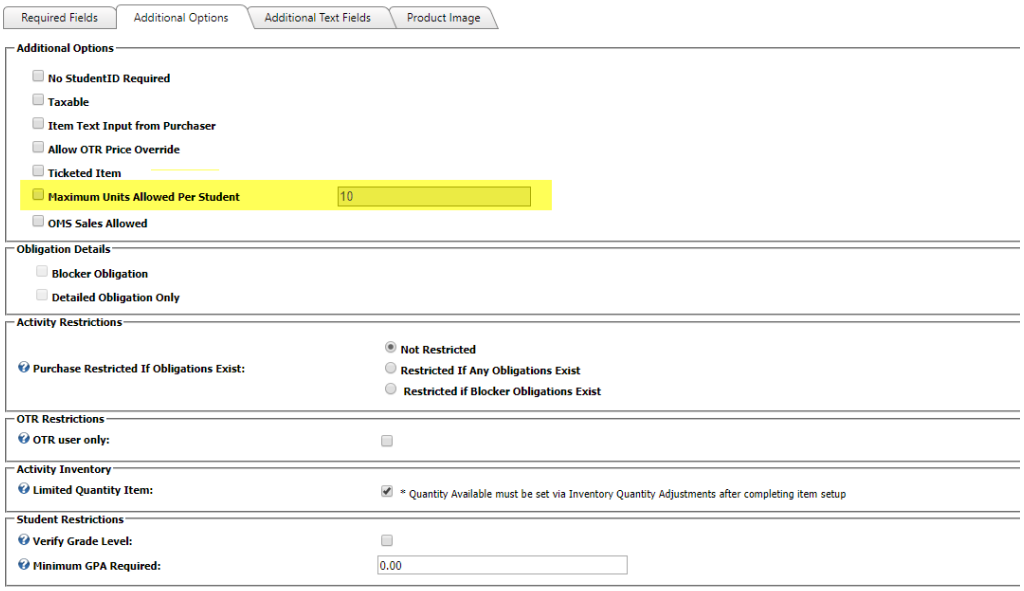




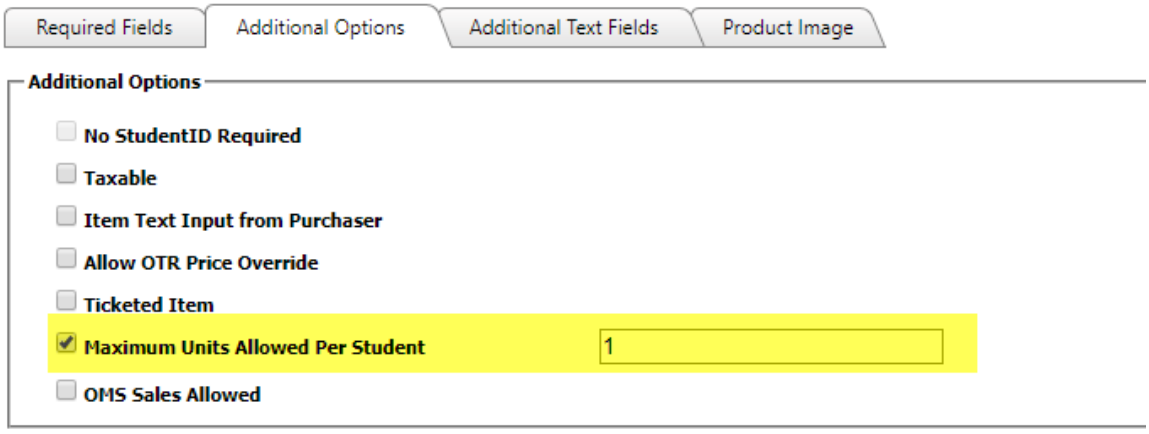
(f) Maximum Units Per Allowed Per Student

Maximum Units Allowed Per Student will create a total number a single student may purchase. For example, a student may only buy up to two (2x) prom tickets or one (1x) yearbook.

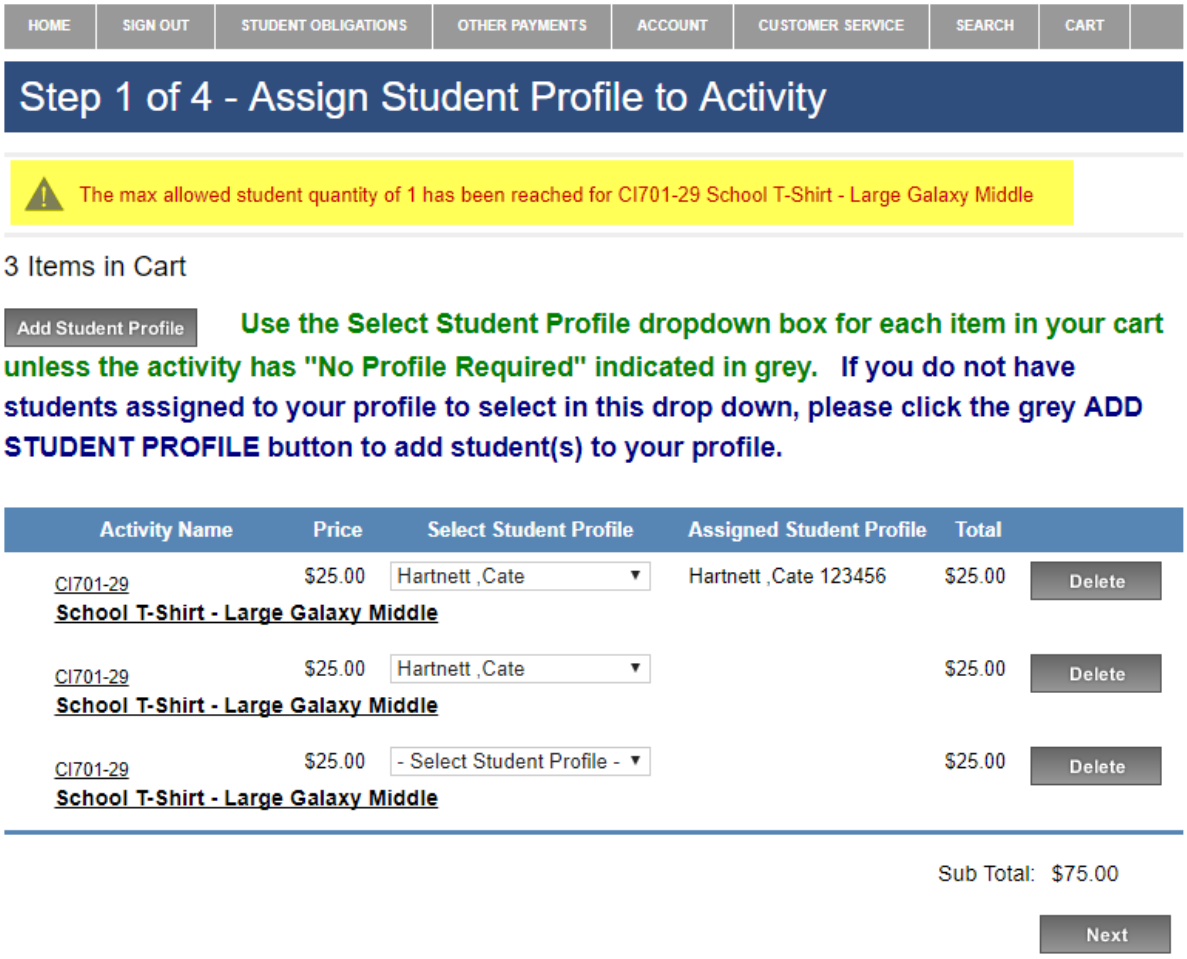
Once enabled, the system



To use, you'll need to **both checkmark the box** and **type in the maximum number** a student may buy.



If a purchaser attempts to buy above the maximum, the system will **display an error message** during check out.

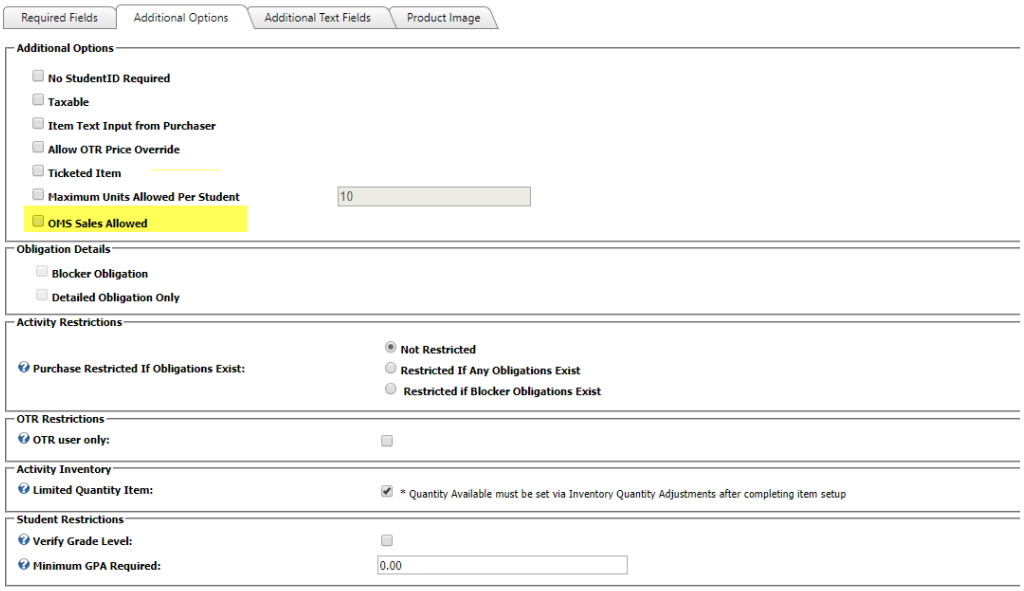


(g) OMS Sales Allowed

To sell OSP Products specifically for smart phones and tablets using **Online Mobile Swipe (OMS).**

****Please note:** Only use this field if your district has paid for this upgrade. Typically, it is reserved only for our **Online Student Receipting (OSR)** and **Online Mobile Swipe (OMS)** customers. Please contact us at **support@osmsinc.com** if you have any questions.****

Detailed instructions for Online Mobile Swipe sales can be found in the separate **"Online Mobile Swipe" document.** (This section is only a brief overview and should not serve as your primary source of info regarding this feature).

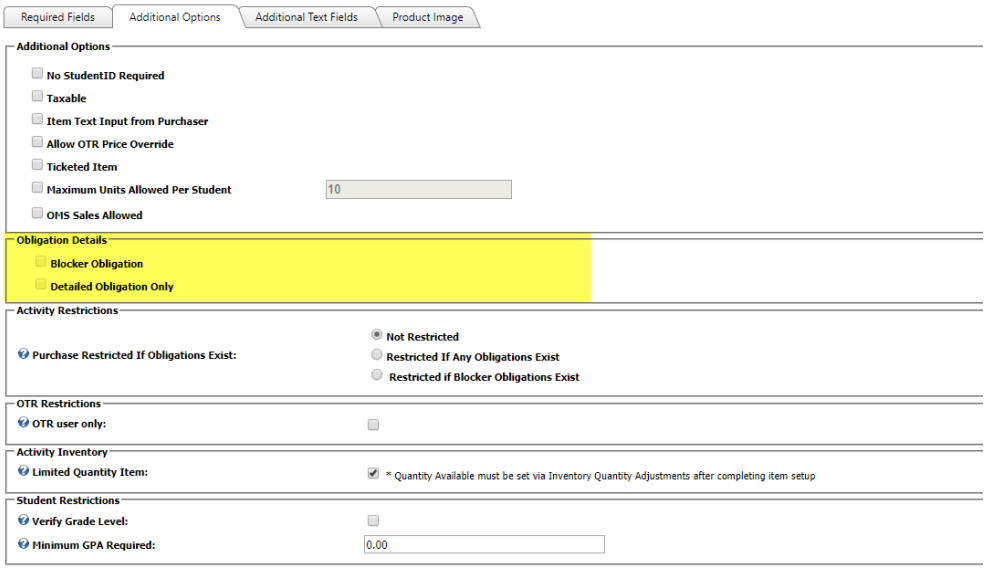


(2) Obligation Details

This section is for use for OSP Products' 3rd type of price type called **Obligations.** They are essentially for invoices, assigned to one student at a time.

****Please note:** Only use these fields if your district has paid for this upgrade. Typically, it is reserved only for our **Online Teacher Receipting (OSR)** customers. Please contact us at **support@osmsinc.com** if you have any questions.****

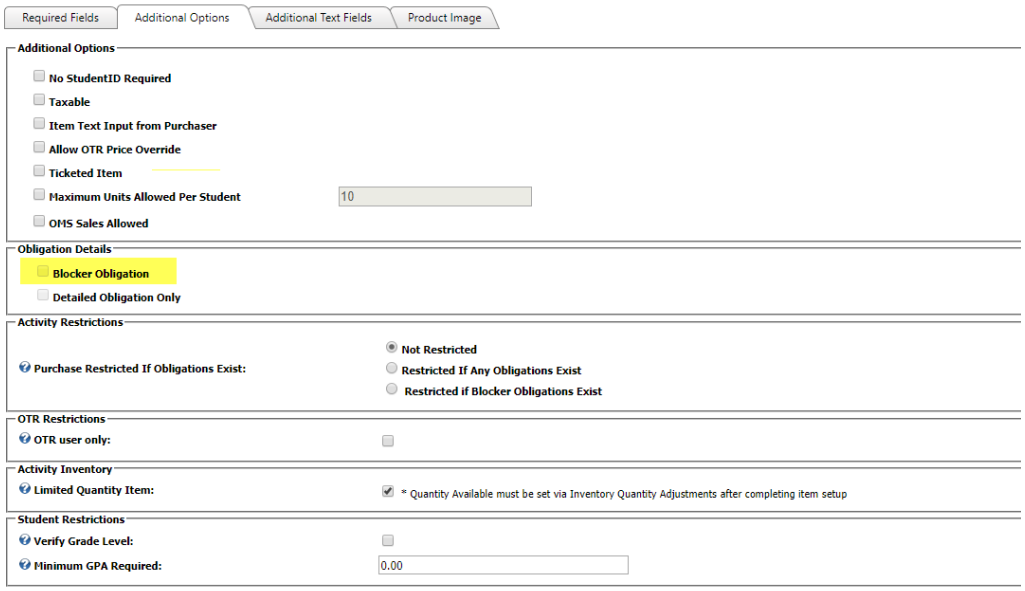
Detailed instructions for Obligations sales can be found in the separate instructions**.** (This section is only a brief overview and should not serve as your primary source of info regarding this feature).



(a) Blocker Obligation

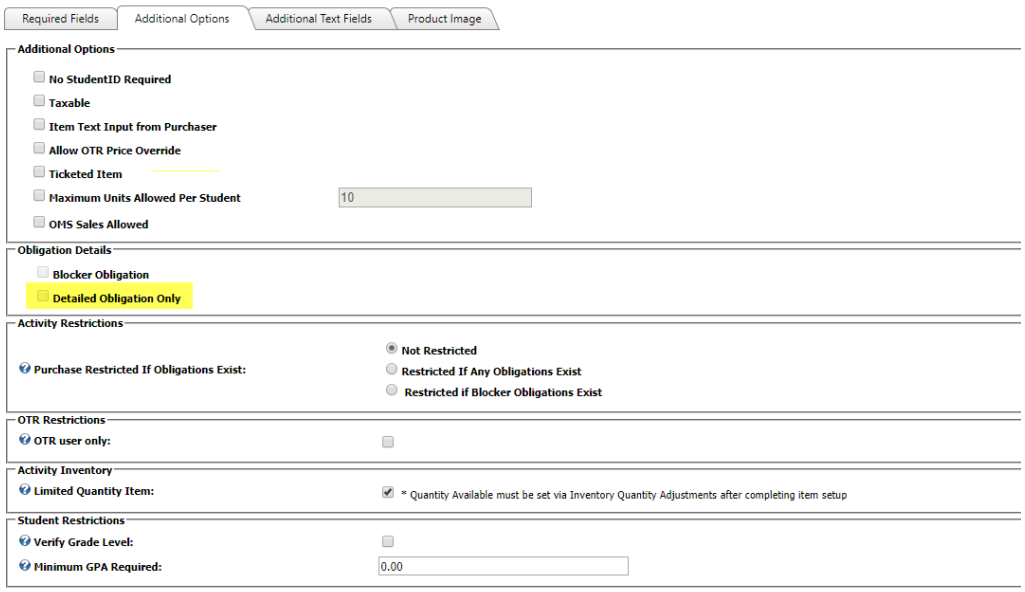
A **Blocker** is any invoice that prevents the purchaser of another item. It essentially creates a priority, with the blocker as top priority over anything else. It must be used in conjunction with the **Activity Restrictions**.

For example, a student may owe for Senior Dues and her prom ticket. If the Senior Dues is set to a blocker, she will have to pay for it first and can only buy her prom ticket afterwards.



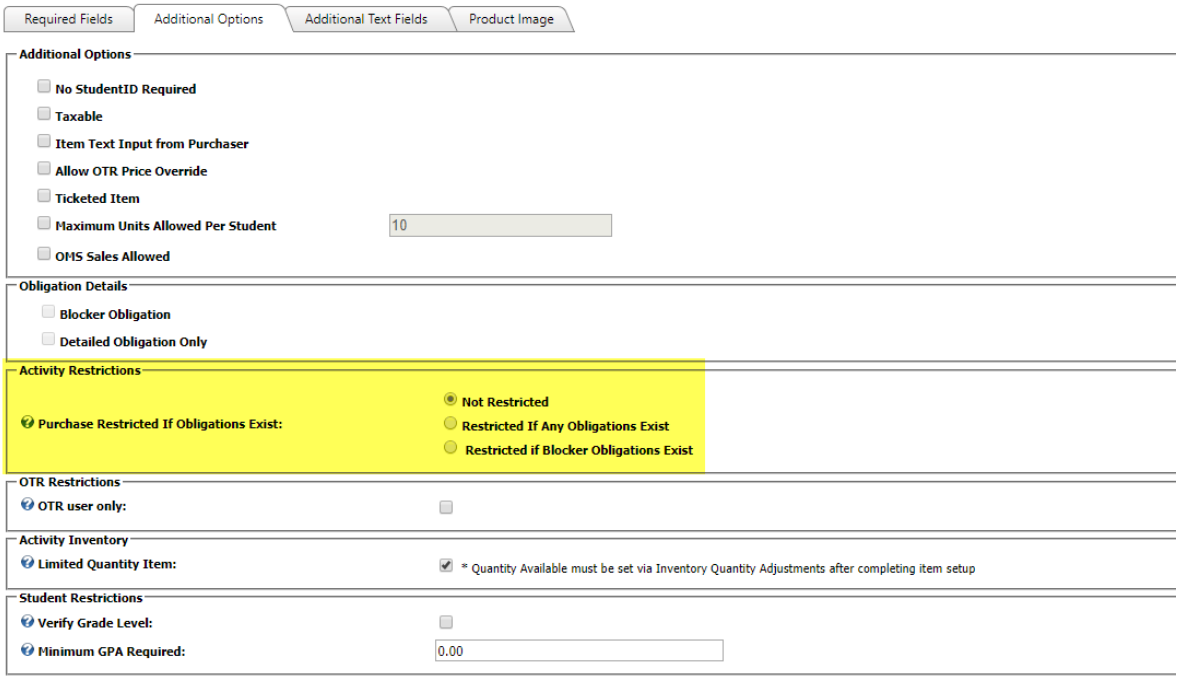
(b) Detailed Obligation Only

Detailed Obligation Only is the standard status of the invoice. There is no priority.

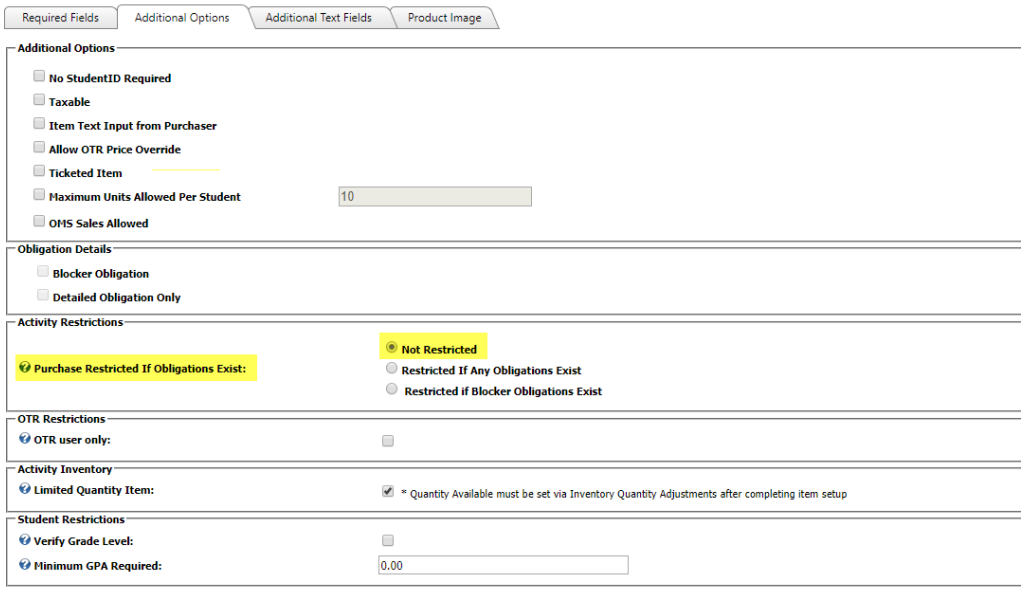


(3) Activity Restrictions

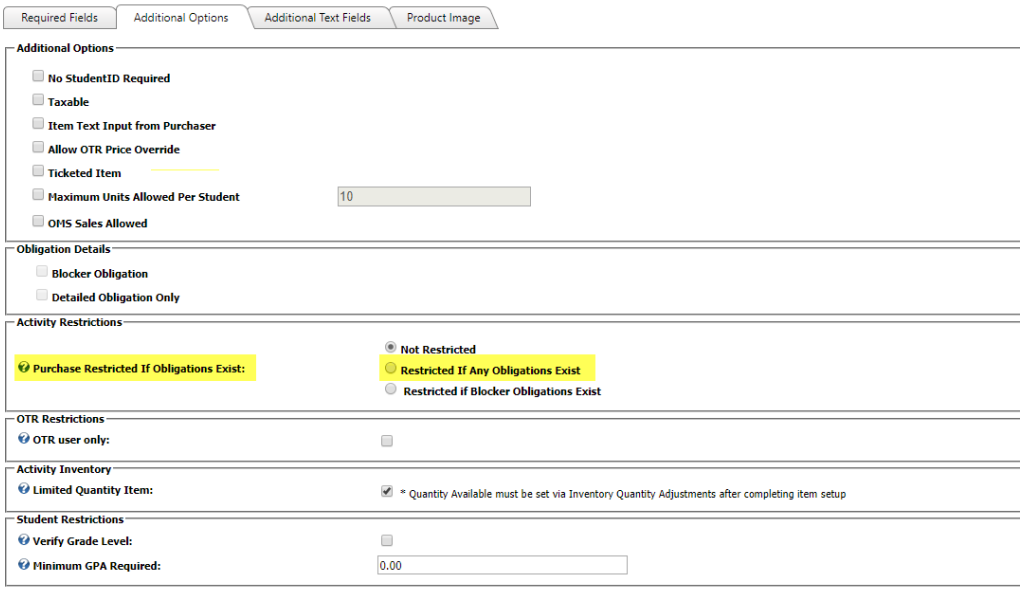
Activity Restrictions are the additional information needed to use the **Obligation Details' priority status**.



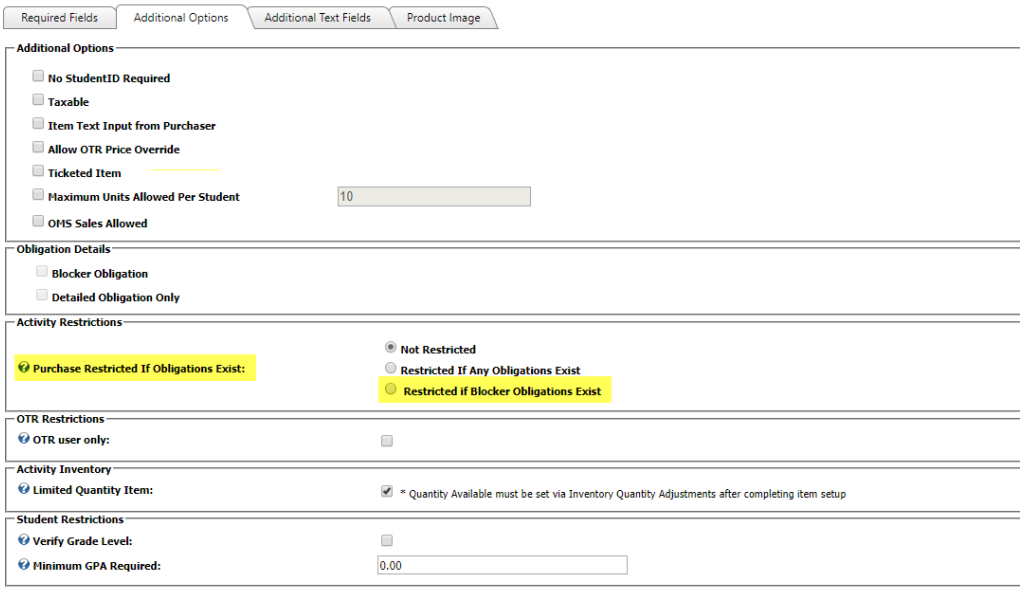
(a) Purchase Restricted if Obligations Exist – Not Restricted



(b) Purchase Restricted if Obligations Exist – Restricted If Any Obligations Exist

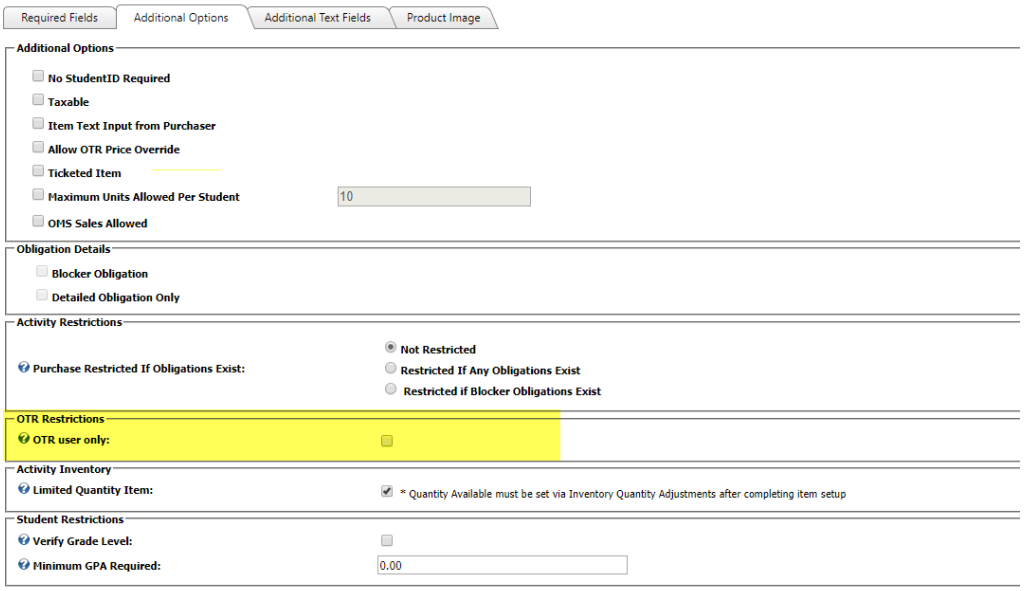


(c) Purchase Restricted if Obligations Exist – Restricted if Blocker Obligations Exist



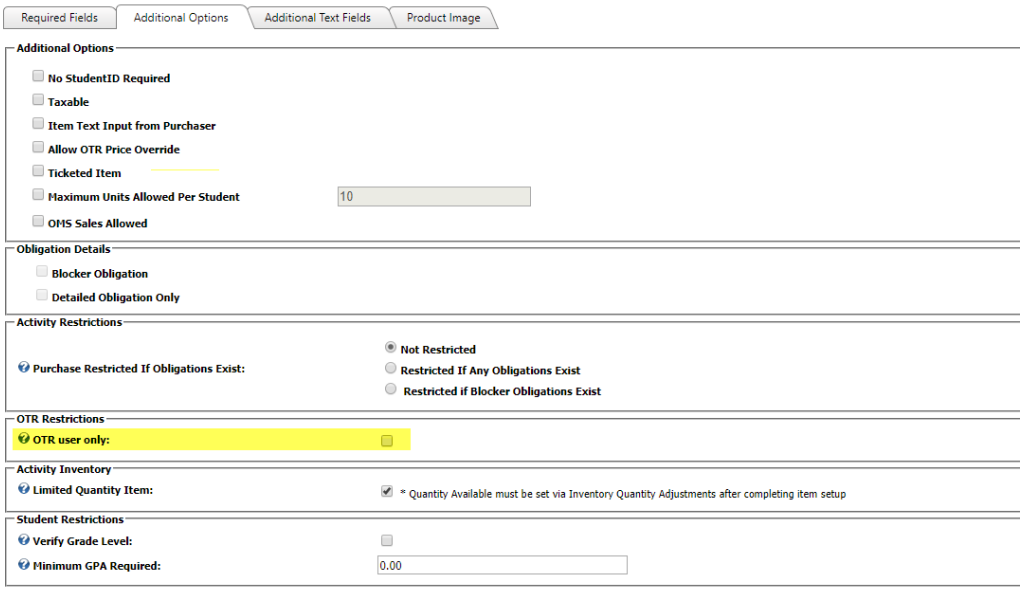
(4) OTR Restrictions

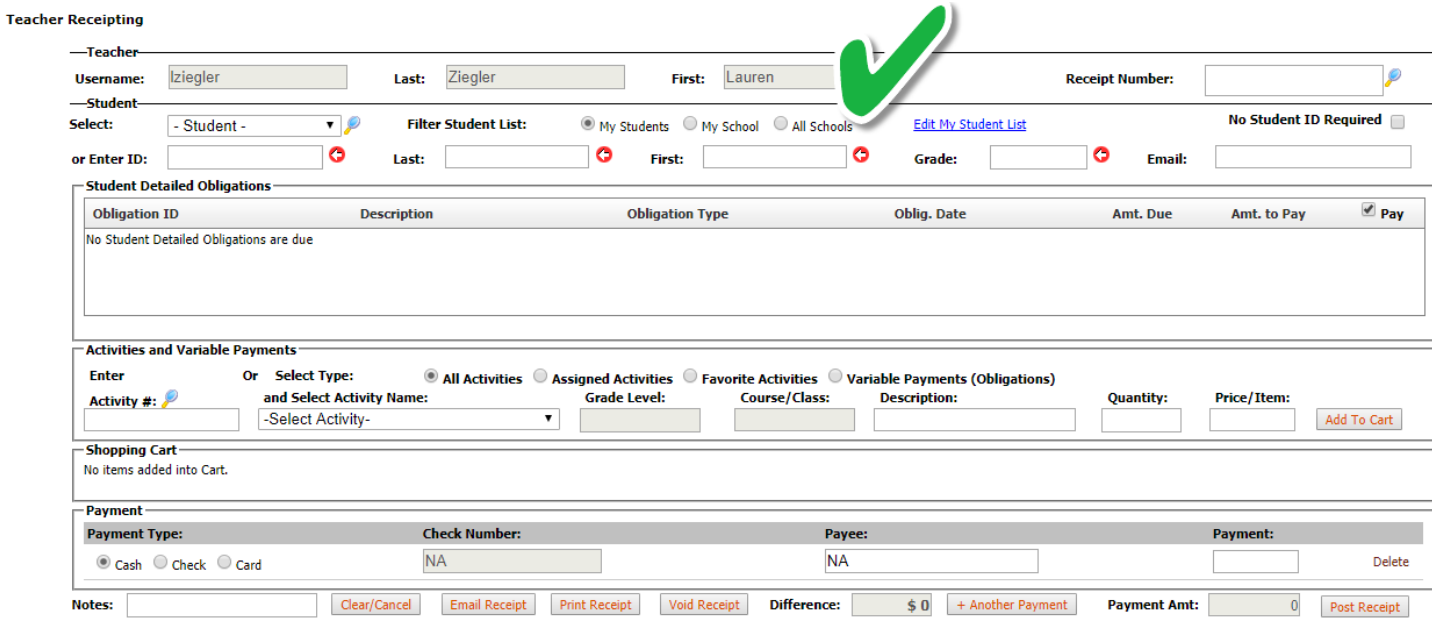
This section will be reserved for any OSP Products that are also used for our in person payment software **Online Teacher Receipting** (OTR).



(a) OTR Use Only

Any OSP Products that are reserved for **Online Teacher Receipting (OTR)** use only. These products **will only appear for in person purchasing** and **will not appear in the standard OSP web store**.

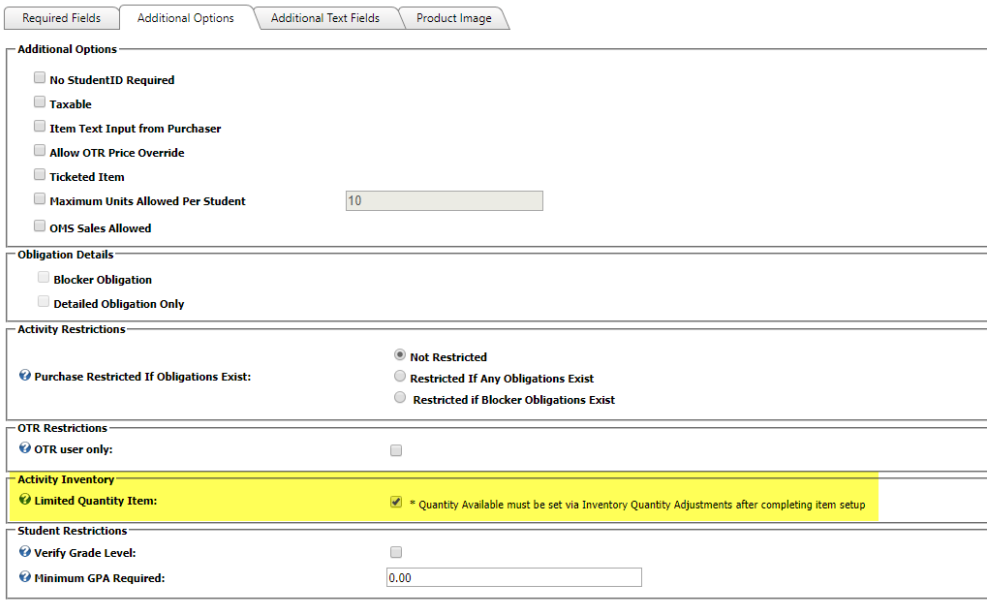


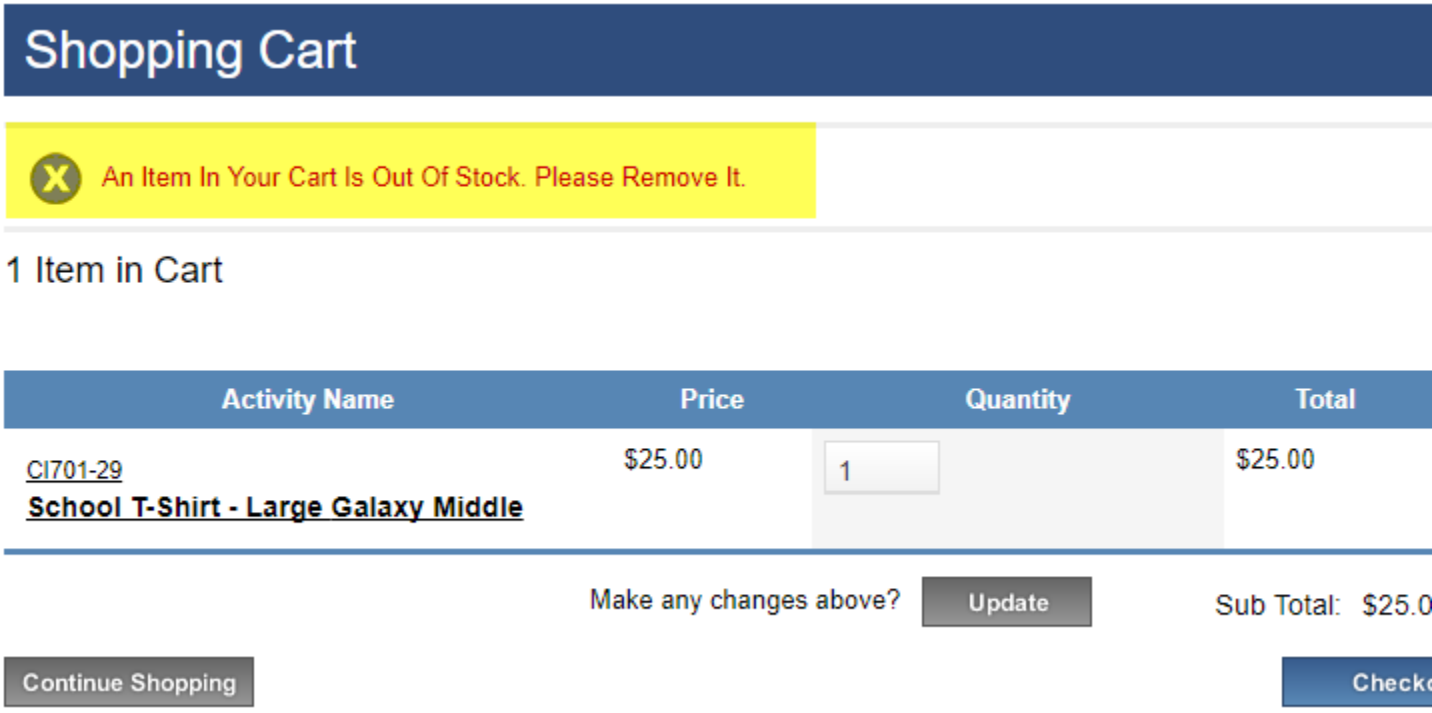


(5) Activity Inventory

You can use certain **inventory features** for OSP Products, the most important being **Limited Quantity**.

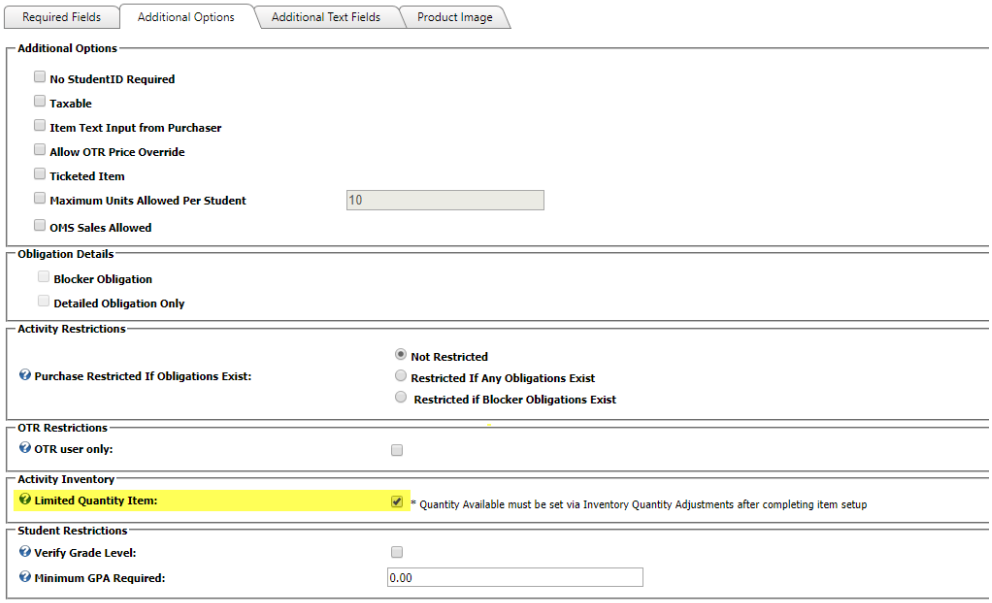
****Please note:** Detailed instructions for all Inventory features can be found in separate instructions**.** (This section is only a brief overview and should not serve as your primary source of info regarding this feature).





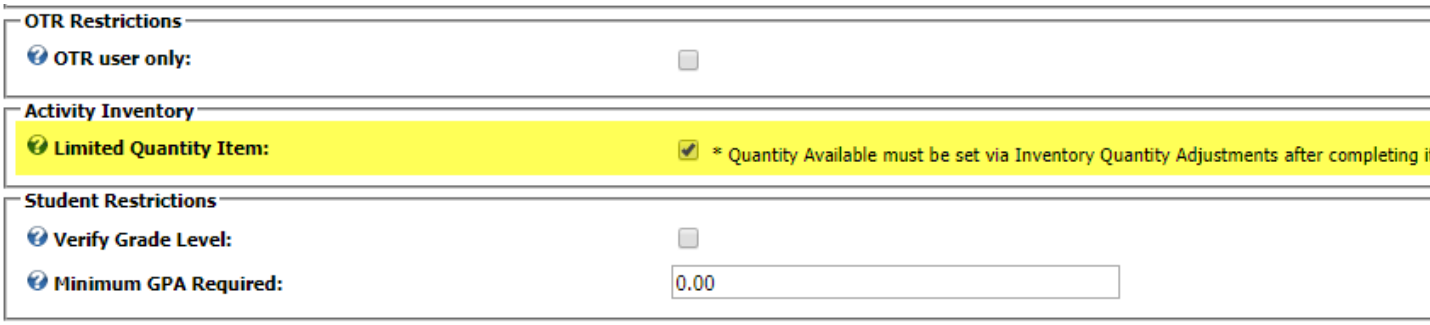
(a) Limited Quantity Item

Limited Quantity Item is for any OSP Products with strict amounts available for purchase. Once the amount goes to zero (0x), these items will show as **out of stock**.



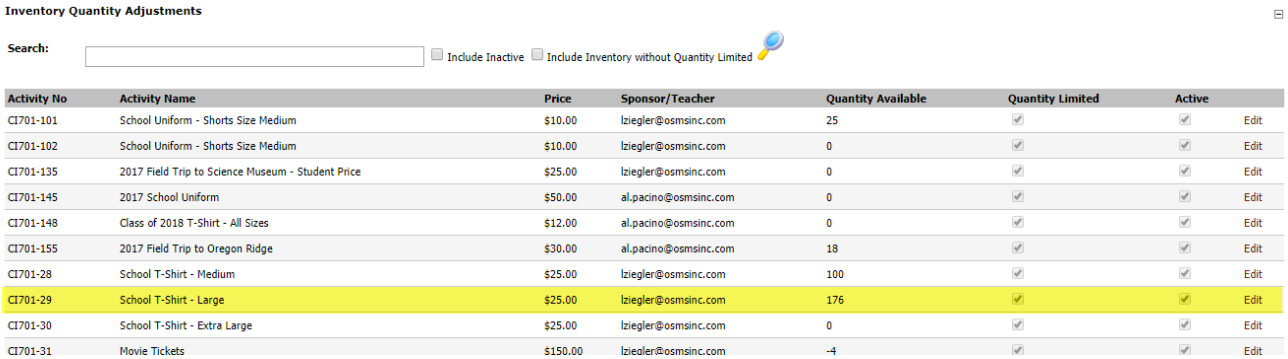
To flag an OSP Product with having **Limited Quantity**, you must do 2 steps.

First, you must flag the item as having **Limited Quantity**.



Secondly, you'll need to update the **Transactions → Inventory Quantity Adjustments page.**

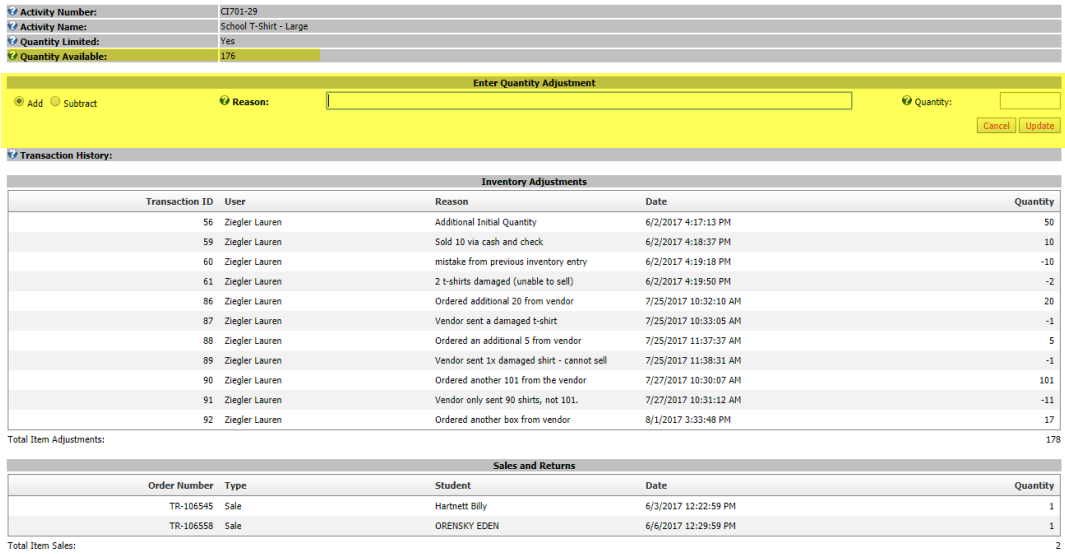
Find your **OSP Product** in the list. Click the **Edit button** to open up.



Inventory Quantity Adjustments

Search: Include Inactive Include Inventory without Quantity Limited

Activity No	Activity Name	Price	Sponsor/Teacher	Quantity Available	Quantity Limited	Active	
CI701-101	School Uniform - Shorts Size Medium	$10.00	lziegler@osmsinc.com	25	☑	☑	Edit
CI701-102	School Uniform - Shorts Size Medium	$10.00	lziegler@osmsinc.com	0	☑	☑	Edit
CI701-135	2017 Field Trip to Science Museum - Student Price	$25.00	lziegler@osmsinc.com	0	☑	☑	Edit
CI701-145	2017 School Uniform	$50.00	al.pacino@osmsinc.com	0	☑	☑	Edit
CI701-148	Class of 2018 T-Shirt - All Sizes	$12.00	al.pacino@osmsinc.com	0	☑	☑	Edit
CI701-155	2017 Field Trip to Oregon Ridge	$30.00	al.pacino@osmsinc.com	18	☑	☑	Edit
CI701-28	School T-Shirt - Medium	$25.00	lziegler@osmsinc.com	100	☑	☑	Edit
CI701-29	School T-Shirt - Large	$25.00	lziegler@osmsinc.com	176	☑	☑	Edit
CI701-30	School T-Shirt - Extra Large	$25.00	lziegler@osmsinc.com	0	☑	☑	Edit
CI701-31	Movie Tickets	$150.00	lziegler@osmsinc.com	-4	☑	☑	Edit



Activity Number:	CI701-29
Activity Name:	School T-Shirt - Large
Quantity Limited:	Yes
Quantity Available:	176

Enter Quantity Adjustment

Add Subtract | Reason: | Quantity: | Cancel Update

Transaction History:

Inventory Adjustments

Transaction ID	User	Reason	Date	Quantity
56	Ziegler Lauren	Additional Initial Quantity	6/2/2017 4:17:13 PM	50
59	Ziegler Lauren	Sold 10 via cash and check	6/2/2017 4:18:37 PM	10
60	Ziegler Lauren	mistake from previous inventory entry	6/2/2017 4:19:18 PM	-10
61	Ziegler Lauren	2 t-shirts damaged (unable to sell)	6/2/2017 4:19:50 PM	-2
86	Ziegler Lauren	Ordered additional 20 from vendor	7/25/2017 10:32:10 AM	20
87	Ziegler Lauren	Vendor sent a damaged t-shirt	7/25/2017 10:33:05 AM	-1
88	Ziegler Lauren	Ordered an additional 5 from vendor	7/25/2017 11:37:37 AM	5
89	Ziegler Lauren	Vendor sent 1x damaged shirt - cannot sell	7/25/2017 11:38:31 AM	-1
90	Ziegler Lauren	Ordered another 101 from the vendor	7/27/2017 10:30:07 AM	101
91	Ziegler Lauren	Vendor only sent 90 shirts, not 101.	7/27/2017 10:31:12 AM	-11
92	Ziegler Lauren	Ordered another box from vendor	8/1/2017 3:33:48 PM	17

Total Item Adjustments: 178

Sales and Returns

Order Number	Type	Student	Date	Quantity
TR-106545	Sale	Hartnett Billy	6/3/2017 12:22:59 PM	1
TR-106558	Sale	ORENSKY EDEN	6/6/2017 12:29:59 PM	1

Total Item Sales: 2

In the section call **Enter Quantity Adjustment**, select either the **Add or Subtract (quantity) button**, type out a **Reason or comment** for the adjustment, and type in the **Quantity number**. Be sure to select the **Update button** to save your changes.

The system will **indicate if the adjustment was completed successfully**. The Product Inventory Page will also

Inventory Quantity Adjustments

ok Inventory quantity adjustment completed successfully.

Search: Include Inactive Include Inventory without Quan

Activity No	Activity Name	Price	Sponsor/Teach
CI701-101	School Uniform - Shorts Size Medium	$10.00	lziegler@osmsinc
CI701-102	School Uniform - Shorts Size Medium	$10.00	lziegler@osmsinc
CI701-135	2017 Field Trip to Science Museum - Student Price	$25.00	lziegler@osmsinc
CI701-145	2017 School Uniform	$50.00	al.pacino@osmsi
CI701-148	Class of 2018 T-Shirt - All Sizes	$12.00	al.pacino@osmsi
CI701-155	2017 Field Trip to Oregon Ridge	$30.00	al.pacino@osmsi
CI701-28	School T-Shirt - Medium	$25.00	lziegler@osmsinc
CI701-29	School T-Shirt - Large	$25.00	lziegler@osmsinc
CI701-30	School T-Shirt - Extra Large	$25.00	lziegler@osmsinc
CI701-31	Movie Tickets	$150.00	lziegler@osmsinc
CI701-34	Science Lab Experiment Booklet	$1.00	lziegler@osmsinc

The **Product Inventory Page** will also indicate both the updated quantity and information for why the adjustment was done.

Activity Number:	CI701-29
Activity Name:	School T-Shirt - Large
Quantity Limited:	Yes
Quantity Available:	186

Transaction History:

Inventory Adjustmen

Transaction ID	User	Reason
56	Ziegler Lauren	Additional Initial Quantity
59	Ziegler Lauren	Sold 10 via cash and check
60	Ziegler Lauren	mistake from previous inventory ent
61	Ziegler Lauren	2 t-shirts damaged (unable to sell)
86	Ziegler Lauren	Ordered additional 20 from vendor
87	Ziegler Lauren	Vendor sent a damaged t-shirt
88	Ziegler Lauren	Ordered an additional 5 from vendo
89	Ziegler Lauren	Vendor sent 1x damaged shirt - can
90	Ziegler Lauren	Ordered another 101 from the vend
91	Ziegler Lauren	Vendor only sent 90 shirts, not 101.
92	Ziegler Lauren	Ordered another box from vendor
95	Ziegler Lauren	Adding another box of 10 shirts fron

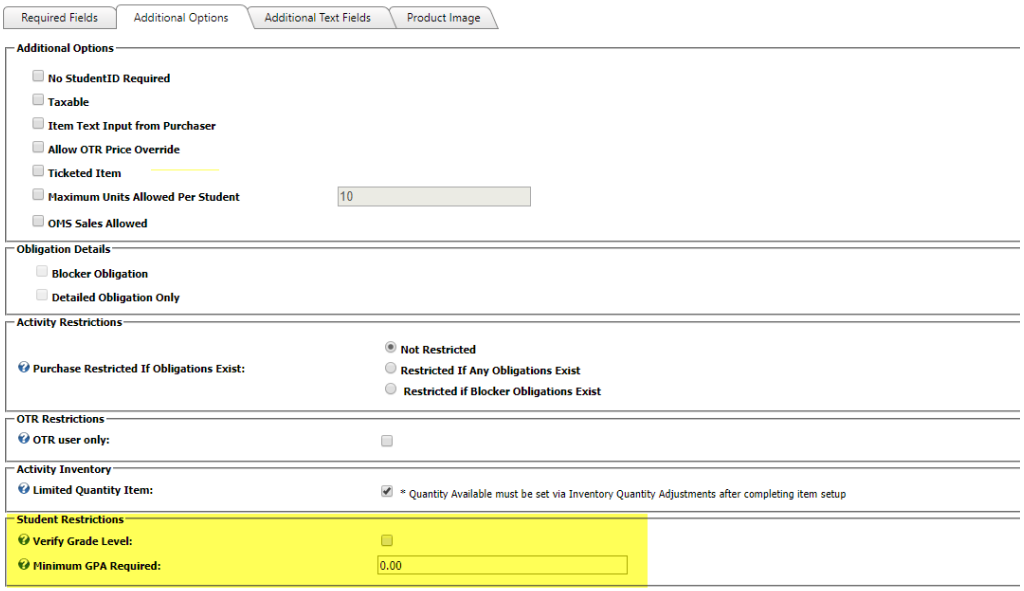
Total Item Adjustments:

(6) Student Restrictions

This section is for use for to add **additional purchasing limits to students**.

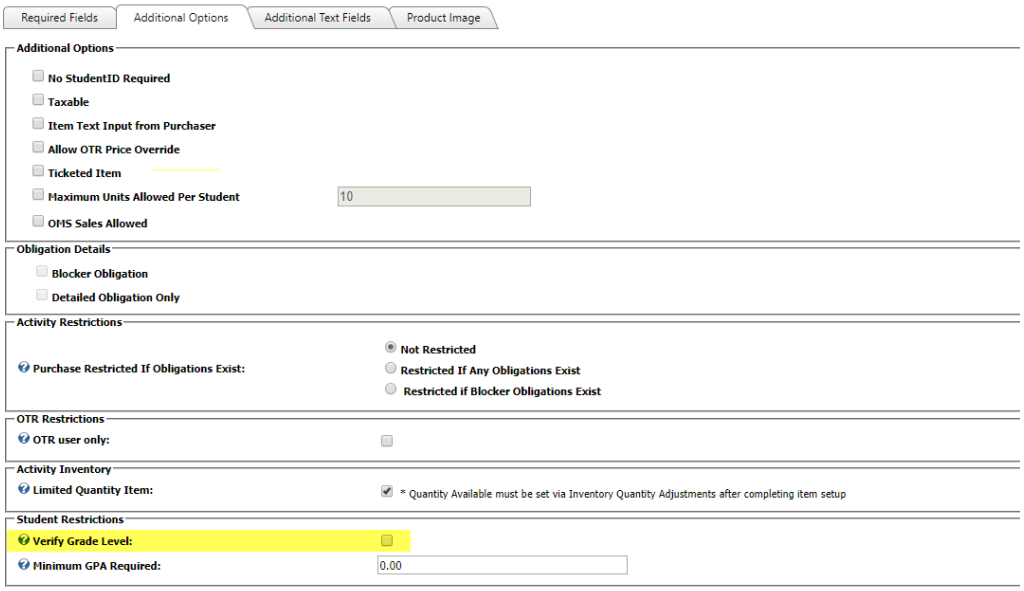
****Please note:** Only use these fields if your district has paid for this upgrade. Typically, it is reserved only for our **Online Teacher Receipting (OTR) customers with a valid student data import**. Please contact us at **support@osmsinc.com** if you have any questions.****

Detailed instructions for Student Restrictions can be found in the separate instructions**.** (This section is only a brief overview and should not serve as your primary source of info regarding this feature).



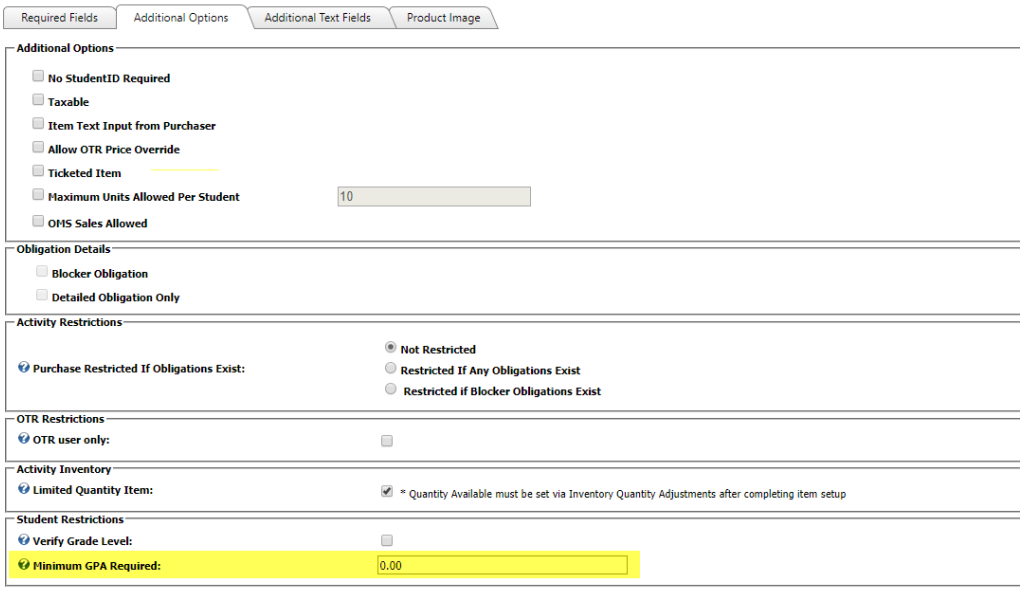
(a) Verify Grade Level

Verify Grade Level locks down items to specific grades. For example, prom tickets can only be bought by 12 graders.



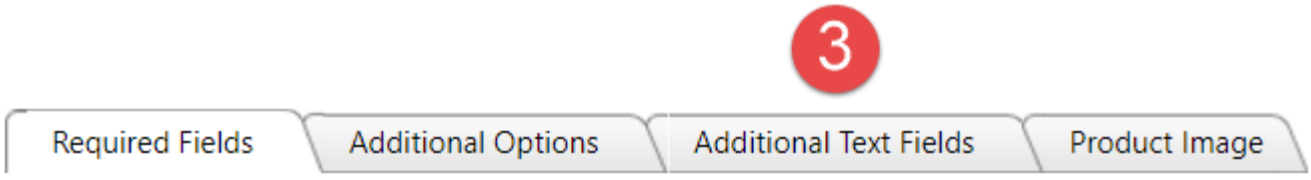
(b) Minimum GPA Required

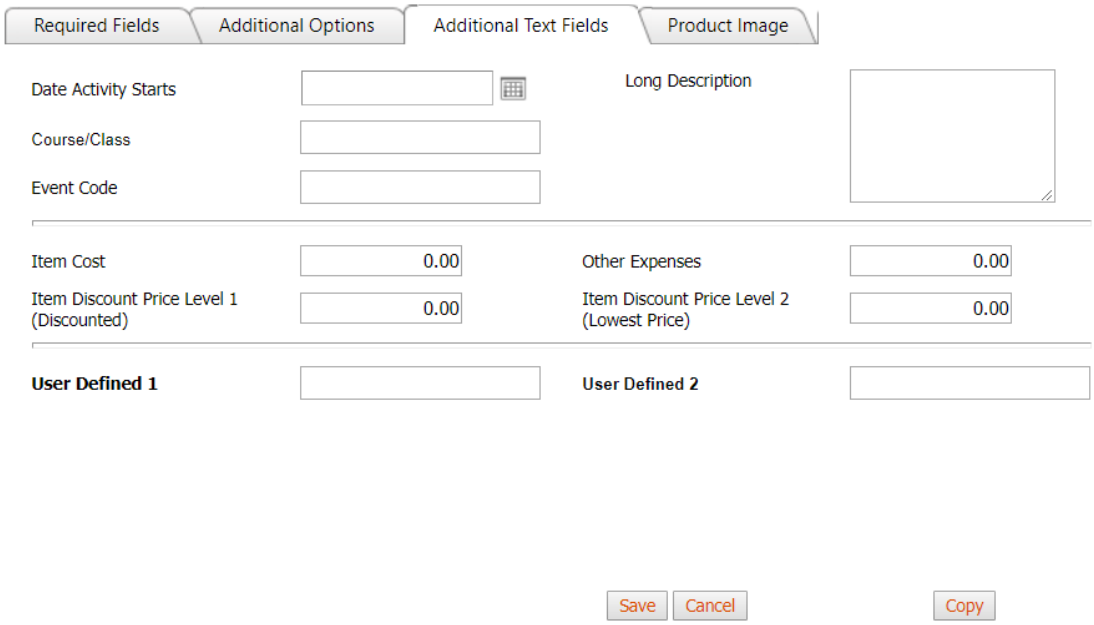
Minimum GAP Required locks down items to specific Grade Point Averages (GPAs). For example, honor codes can only be bought if the student has a 3.5 or higher.



iv) Tab 3 – Additional Text Fields

Tab 3 Additional Text Fields contains fields that are **completely optional**. You DO NOT need to use them.



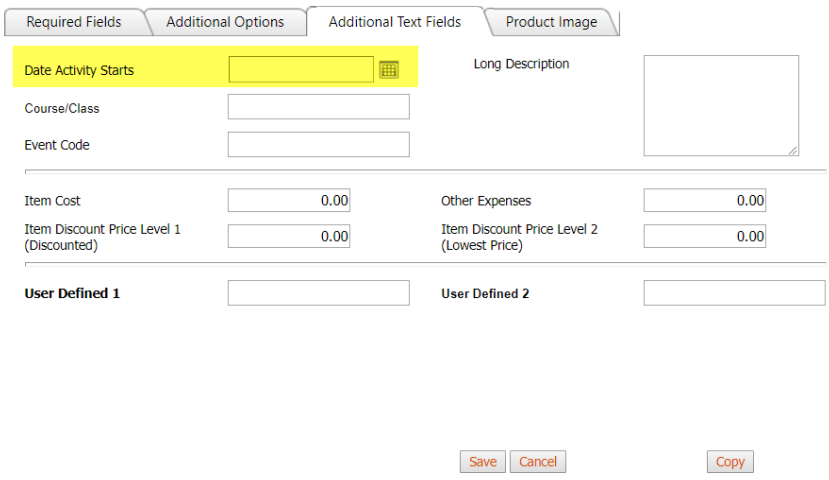


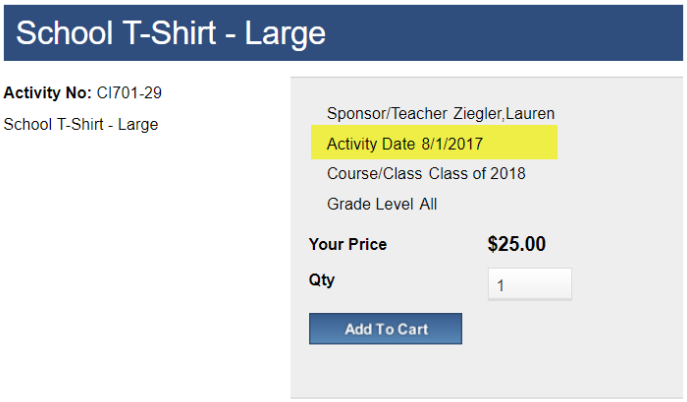
(1) Main Items

(a) Date Activity Starts

If there is a specific date or begin date for this product, you can use the **Date Activity Starts field** to indicate. For example, the day of the field trip or the start day for a fundraiser.

It will update on the **Product page in the School Store**.

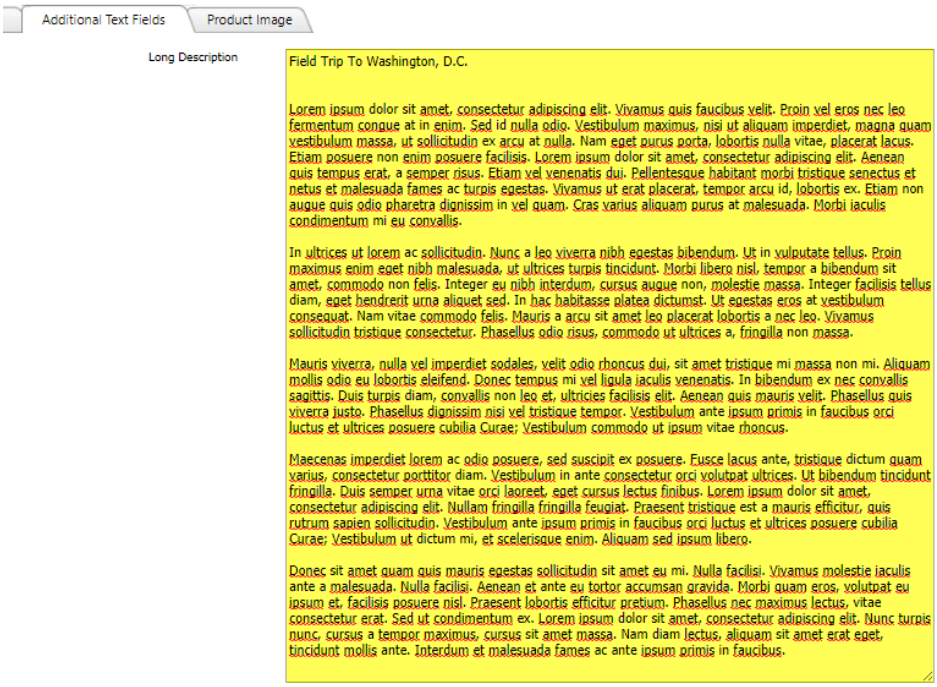


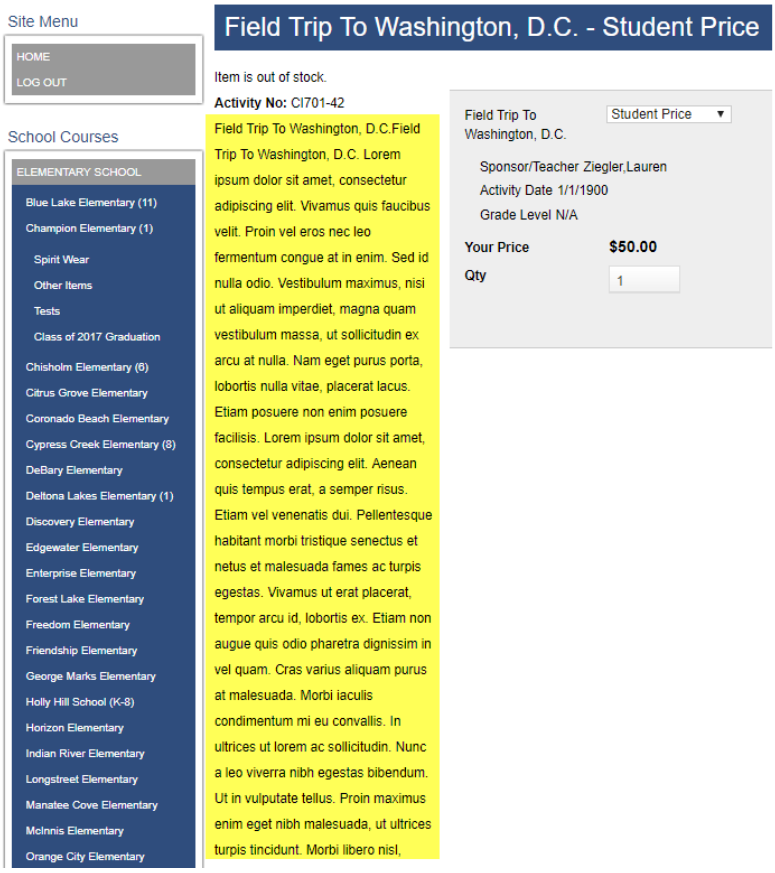


(b) Long Description

Long Description is an additional field for bookkeepers to add a substantial amount of additional text to the product.

Please note that the Long Description will appear on the **Product Page** in the store. It does not appear under the main School Store page.

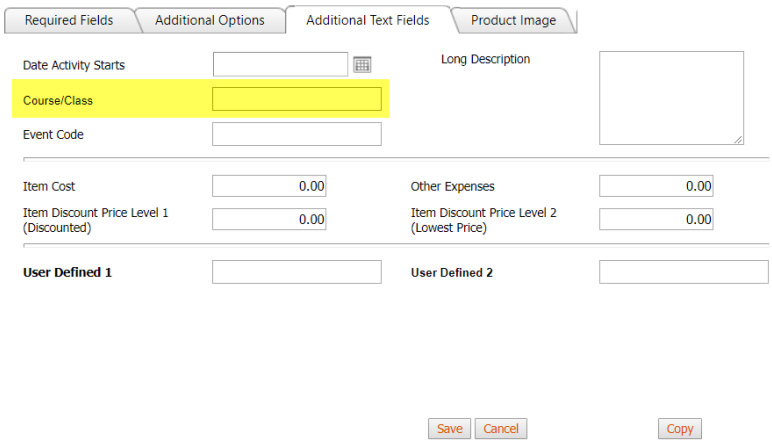


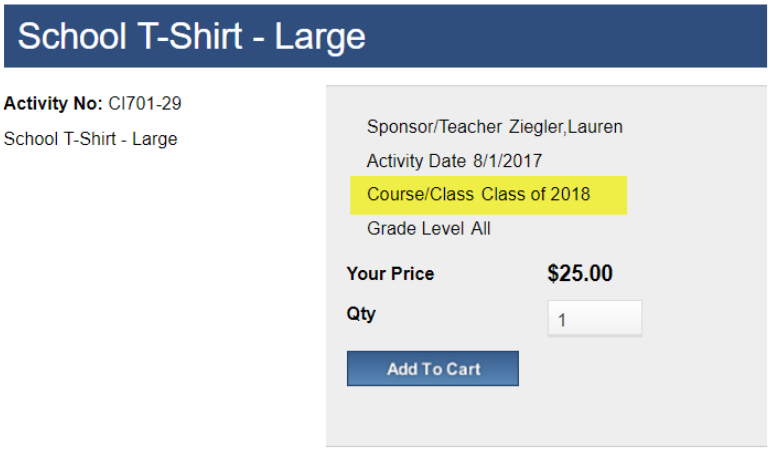


(c) Course/Class

Course/class is a field that will allow you to add additional information about the specific course or class info. For example, you can say this is for Algebra Honors or Math 101.

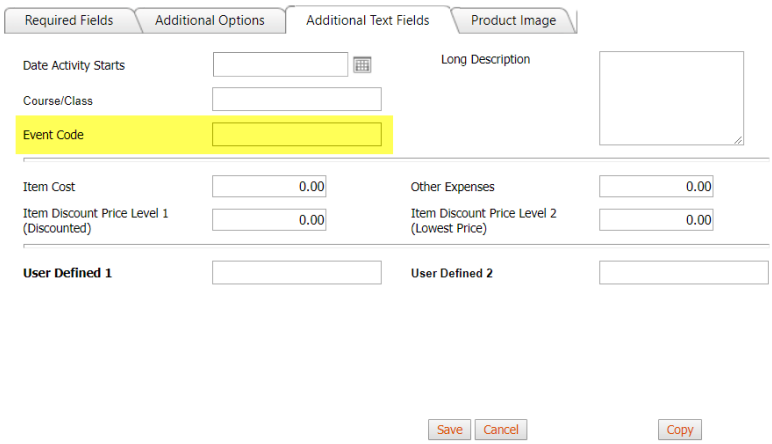
It will update on the **Product page in the School Store**.

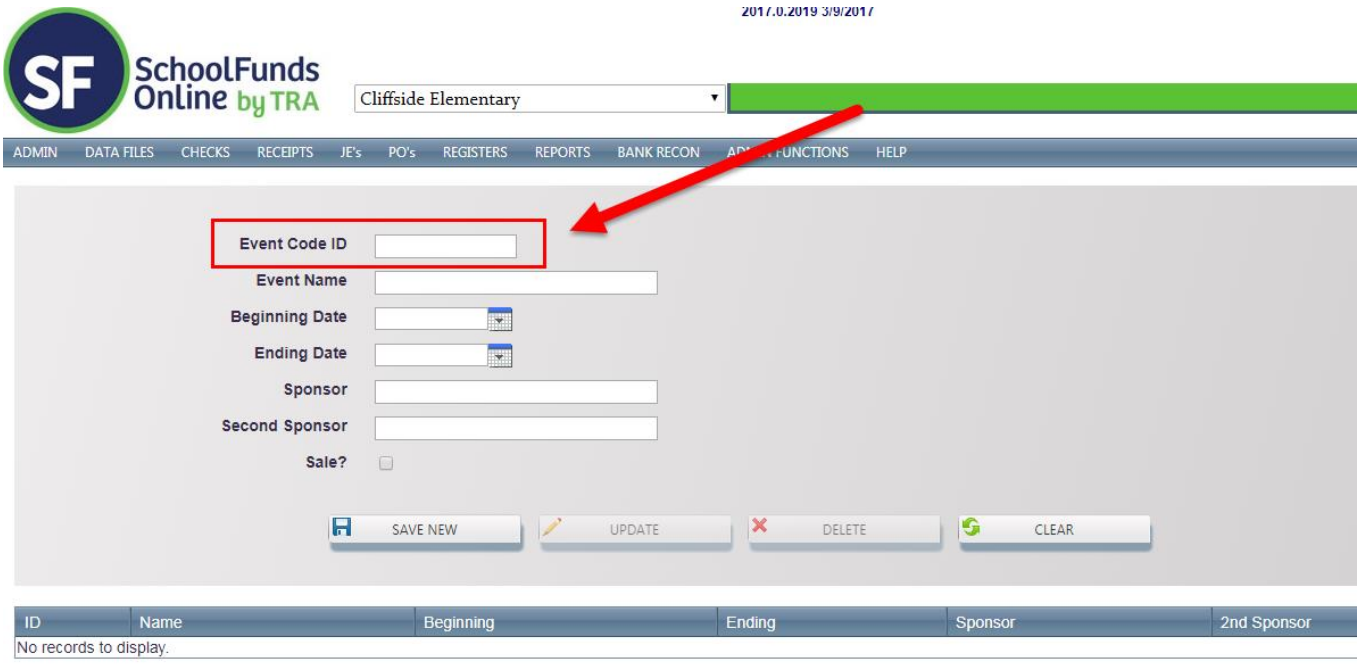


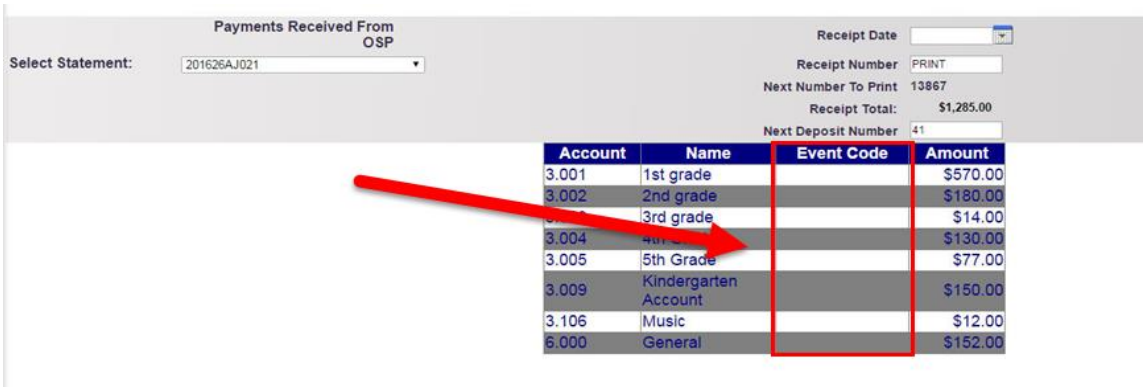


(d) Event Code

Event Codes a special way to flag products are being used for fundraisers. That is, you need to know additional profit vs loss details. To use, simply type in the **Event Code ID** from SFO into the **Event Code field**. This will update in the **Event Code column** in your corresponding **SFO receipt**.

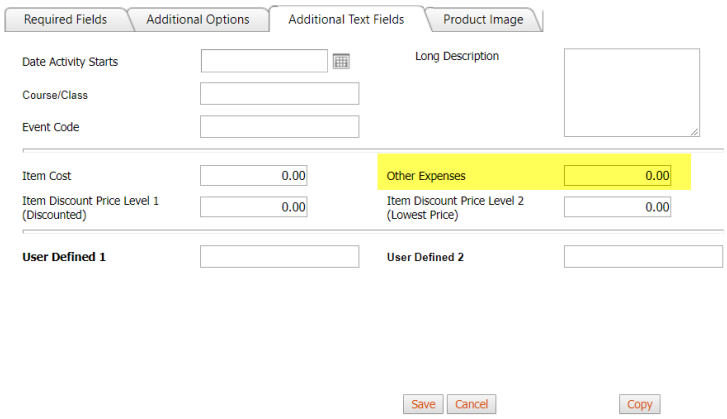






(e) Other Expenses

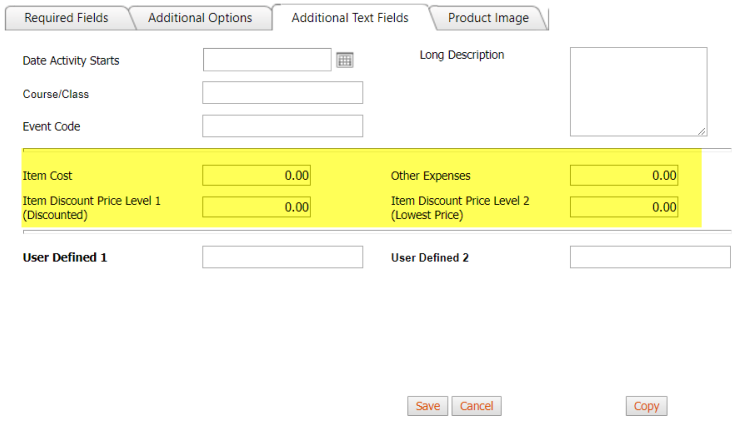
This field is for any extra expenses or fees related to fundraisers. It ties into **Event Codes** (see above).



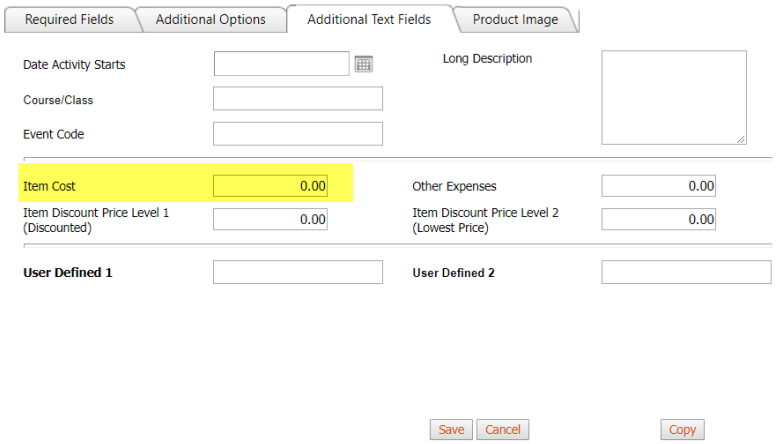
(2) Product Cost and Discounts

The OSP Product now has features allowing for use for allowing for **product discounts** or **true cost records**. These are still being finalized and may be premium features.

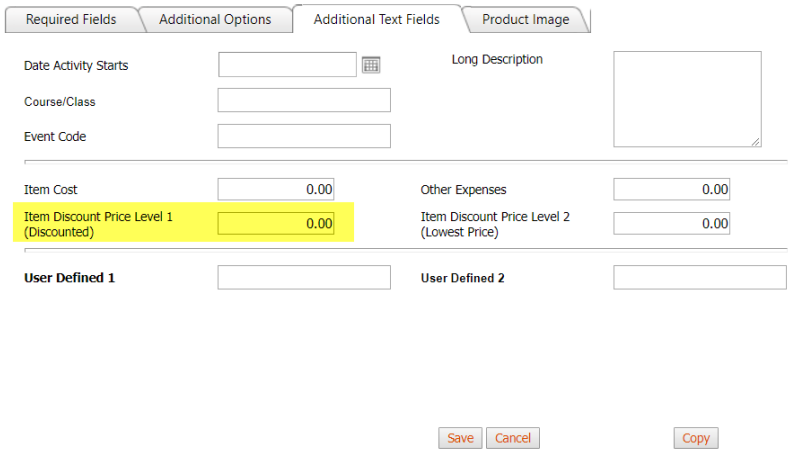
****Please note: for now, OSMS Inc. does not recommend using them. Additional info will be able in a future version of this document.****



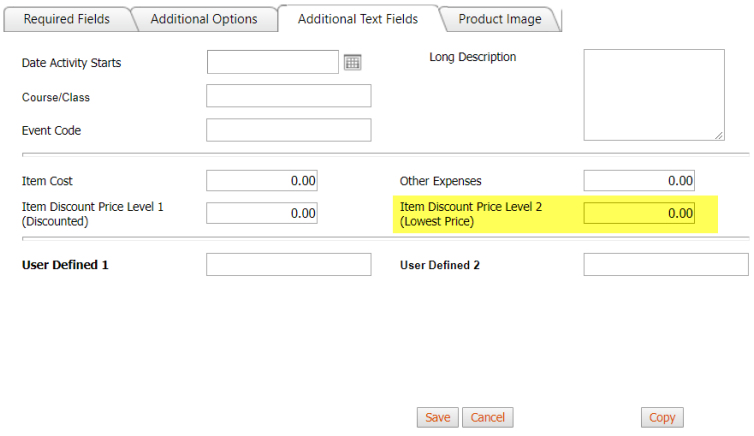
(a) Item Cost



(b) Item Discount Price Level 1 (Discounted)

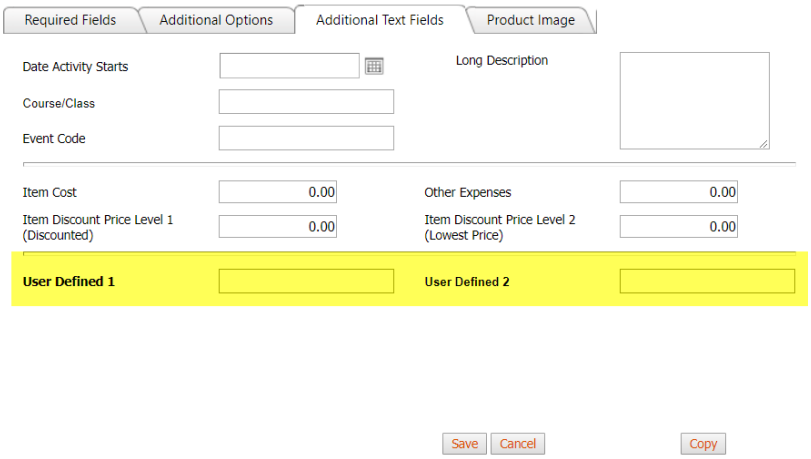


(c) Item Discount Price Level 2 (Lowest Price)

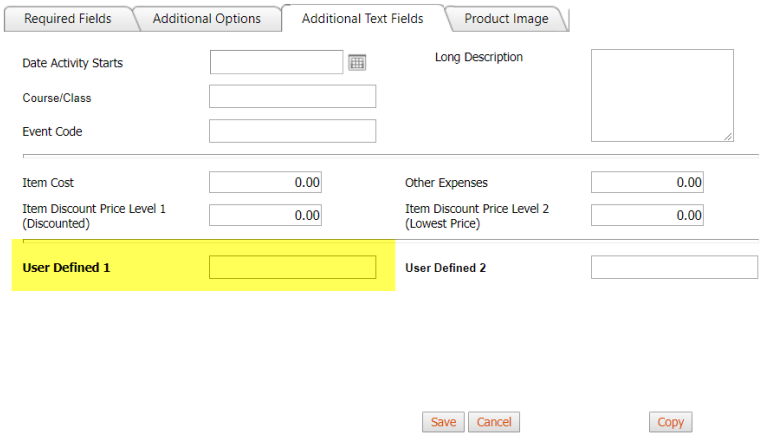


(1) Future Customizable Areas

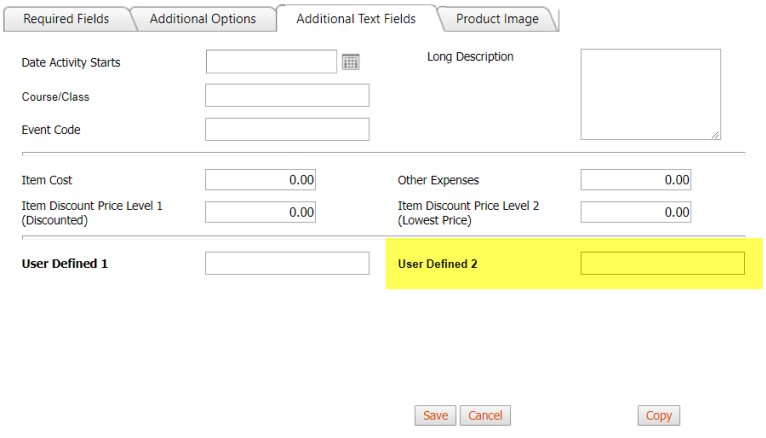
This area is **reserved for future work or development**. For example, some school districts request custom upgrades. Those upgrades will be located here.



(a) User Defined 1

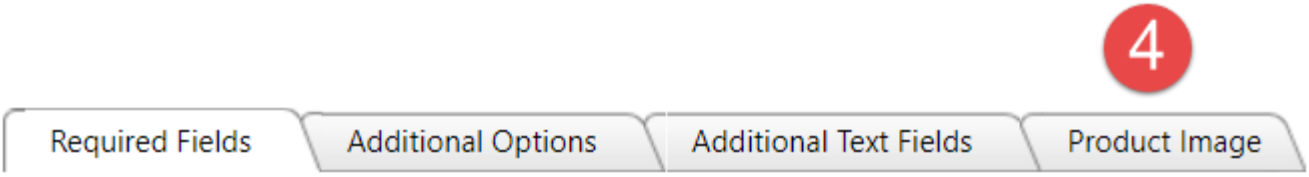


(b) User Defined 2



v) Tab 4 – Product Image

Tab 4 Product Image is an **completely optional** feature. You do not need to use it.



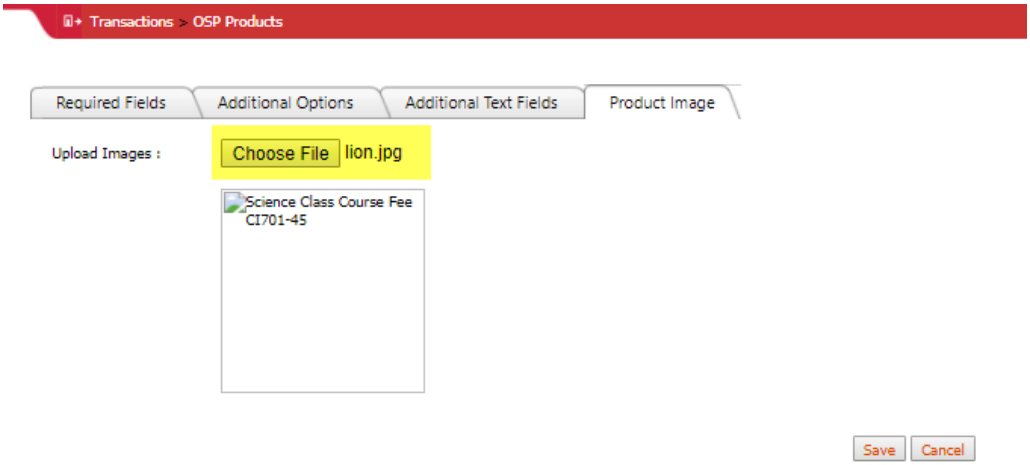
(a) Upload Images

Tab 4 Product Image has only 1 function: the ability to upload pictures to your product. Consider using this feature to help advertise or market your items, like a picture of the yearbook or class t-shirt you're selling.

To use, simply go to the **Choose File button**. Select the JPEG (file ending in .jpg) to upload. After saving your OSP Product, the page will display the image on the Product Page in the store.

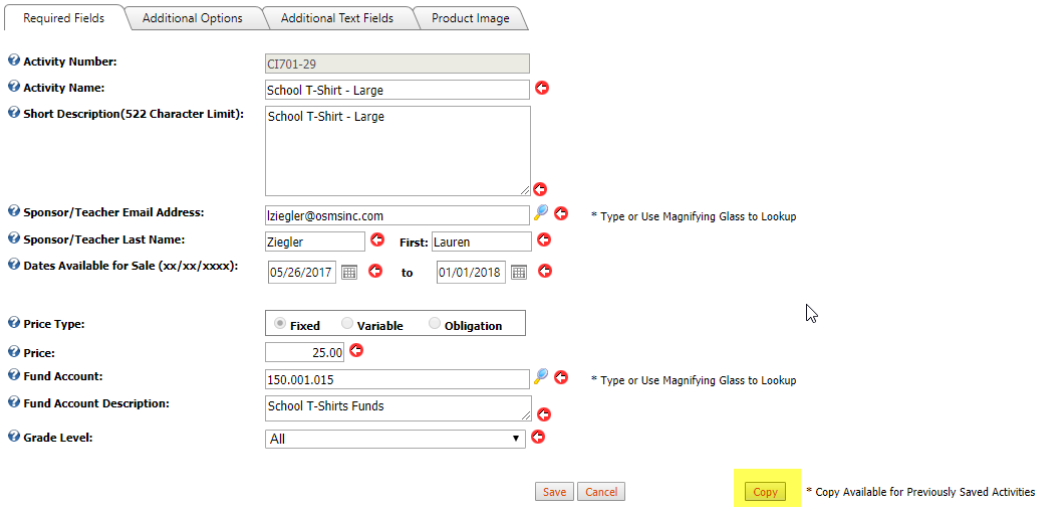
****Please note****: At this time, the system will **only allow static media files and only JPEGs**. **Smaller images work best, roughly 200 to 300 pixels.**

Attaching other items or other file formats (like PDFs or PNGs) is not available at this time but should become available later in the 2017-2018 school year. You may need to resize the picture in order to fit onto the Product Page.



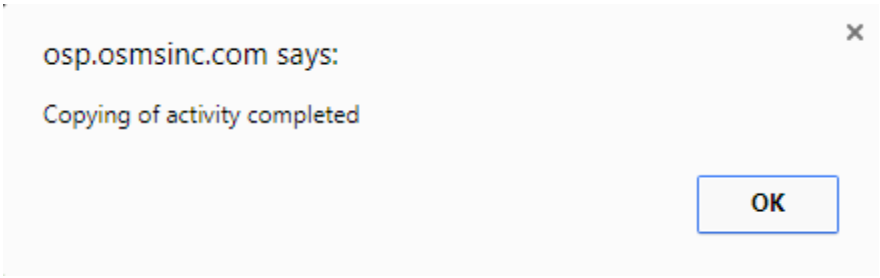
3) Copying OSP Products

The **Copy button** will make an exact duplicate of any previously saved OSP Product.

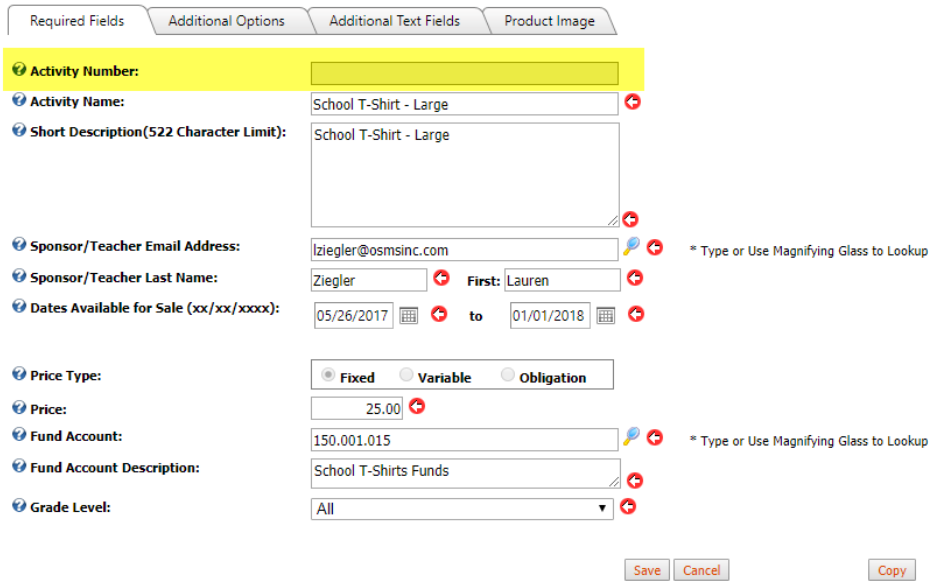


To use, simply select the **Edit button** of the original product, scroll down to the button to click

A small **pop up window** will appear confirming your OSP Product has been successfully copied. Be sure to click **OK**.



You will note that the new OSP Product page will display without a **Product or Activity Number** – this is because the number will be added **after** your new OSP Product has been saved.



****Please note****: You can only make copies of an OSP Product once the original OSP Product has been saved. If you have not saved, it will not work.