Catalog Management - Adding and Editing Bundled Products

This brief walk through will cover adding and editing the Microsoft Office 2016 Bundles right from the Online Administration Center.

Login: admin.ed2go.com

Bulk Add – This method allows you to add more than one course to your catalog. This will also allow you to update the retail price in bulk.

1. Click the Catalog Tab.
2. Search for the course – In the search bar, you can search by title or keyword. If you search by "2016" all of the newly launched 2016 Microsoft titles will appear in the search results.
3. To select "All" courses, click the box next to the word Course. Or place a check mark next to the course title you want to add.
4. Click Add.

5. Edit your retail price if necessary.
6. Click Save for Current or Save for Future. "Save for Current" will save the change for the session month you are in. "Save for Future" will save for current and all future sessions.

Individual Add and Edit Pricing – this method will allow you Add and Edit pricing for a single course.

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1. Click the Catalog Tab.
2. Search – In the search bar, you can search by title or key word. If you search by "2016" all of the newly launched Microsoft titles will appear in the search results.
3. When you click Add to Catalog the band will expand.
4. If you use Section Numbers add them here.
5. Edit your Price (Retail Price).
6. Click Save for Current or Save for Future. "Save for Current" will save the change for the session month you are in. "Save for Future" will save for current and all future sessions.