

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.

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Home Account **Catalog** Tracking Marketing Data Updates Help

Welcome, Valley View Community College (suecallen)

My Catalog

This is your one stop shop to customize your catalog. If this is your first time and need some help, check out our [getting started video](#).

< > **November 2015 Catalog** ▾ Settings

Display Filters

MY CATALOG ▲

Offered Courses

Not Offered Courses

PRICE ▾

COURSE TYPE ▾

CONTENT PROVIDER ▾

LOCATION + CATEGORY ▾

LABELS ▾

LOCALIZATION ▾

Clear Filters

November 2015 Dates

Section Start Date 11/11/15

Roster Verification 11/17/15

Deadline

End Verify Grace 11/24/15

Period (Invoicing

Title ▾ 2016 Search

Add Remove Edit ▾ Advanced Features ▾

All 6 courses on this page are selected.

<input checked="" type="checkbox"/>	COURSE	SECTION #	RETAIL
<input checked="" type="checkbox"/>	Intermediate Microsoft Word 2016 NEW		Add to catalog
<input checked="" type="checkbox"/>	Introduction to Microsoft Access 2016 NEW		Add to catalog
<input checked="" type="checkbox"/>	Introduction to Microsoft Excel 2016 NEW		Add to catalog
<input checked="" type="checkbox"/>	Introduction to Microsoft PowerPoint 2016 NEW		Add to catalog
<input checked="" type="checkbox"/>	Introduction to Microsoft Word 2016 NEW		Add to catalog
<input checked="" type="checkbox"/>	Microsoft Office 2016 Value Suite NEW		Add to catalog

View 20 | 50 | 100

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.

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ed2go Online Administration Center

Home | Account | **Catalog** | Tracking | Marketing | Data | Updates | Help

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< > **November 2015 Catalog** ▾ Settings

November 2015 | Bulk Add

You've selected 6 courses to add. Courses with the same information have been grouped together.

ITEMS SELECTED	WHOLESALE PRICE	RETAIL PRICE
1 Course ▾	\$80.00 <i>SRP \$129.00</i>	\$ <input type="text" value="129.00"/> 5
4 Courses ▾	\$80.00 <i>SRP \$129.00</i>	\$ <input type="text" value="129.00"/>
1 Course ▾	\$210.00 <i>SRP \$324.00</i>	\$ <input type="text" value="324.00"/>

6

Cancel

Roster Verification 11/17/15 Microsoft Office Value Suite 2016

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.

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ed2go Online Administration Center

Home Account **Catalog** Tracking Marketing Data Updates Help

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< > **November 2015 Catalog** ▾ Settings

Success: You have successfully updated 1 course

Display Filters

MY CATALOG ▲

Offered Courses
 Not Offered Courses

PRICE ▼

COURSE TYPE ▼

CONTENT PROVIDER ▼

LOCATION + CATEGORY ▼

LABELS ▼

LOCALIZATION ▼

Clear Filters

November 2015 Dates

Section Start Date 11/11/15
Roster Verification 11/17/15
Deadline
End Verify Grace 11/24/15
Period (Invoicing Begins)
Final Exam Release 12/18/15

Title ▼ 2016 Search

Add Remove Edit ▾ Advanced Features ▾

<input type="checkbox"/>	COURSE	SECTION #	RETAIL
<input type="checkbox"/>	Intermediate Microsoft Word 2016 NEW		Add to catalog
<input type="checkbox"/>	Introduction to Microsoft Access 2016 NEW		Add to catalog
<input type="checkbox"/>	Introduction to Microsoft Excel 2016 NEW		Add to catalog
<input type="checkbox"/>	Introduction to Microsoft PowerPoint 2016 NEW		Add to catalog
<input type="checkbox"/>	Introduction to Microsoft Word 2016 NEW		Add to catalog
<input type="checkbox"/>	Microsoft Office Value Suite 2016 NEW	<input type="text" value=""/>	WHOLESALE \$210.00 SRP \$324.00 PRICE \$ <input type="text" value="324.00"/>

3 4 5

Save for curr 6 Save for future

View 20 | 50 | 100