

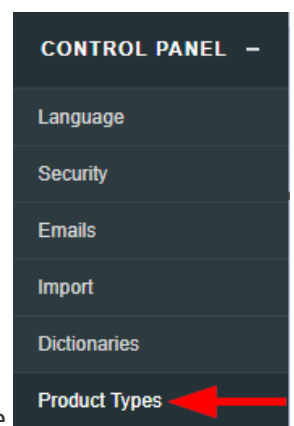
Create and Define Prod Types



This feature is available to Site Managers depending on system configuration.

1. Create a Product Type Name

a. Log in with a Site Manager account.



b. Select **Product Types** from the Control Panel menu on the home page.

c. Select **Create** from the Options menu. If you cannot see the menu, show the **Tool Panel**.

2. Fill out the form by with the new product type name, an optional short description, and set it to active or inactive. An active status allows creation of this product type. An inactive status disallows creation of this product type and makes any existing products of this type unavailable to enroled individuals. You can change these choices at any time by selecting edit for the applicable product type.

Create Product Type

You are viewing: Control Panel > Product Types > Create Product Type

Details

Name*

Description

The product type will be for company Standard Operating Procedures.

You have 133 characters left for your description

Status Active

Create
Back to List

- Select the fields available when creating or editing the product type. Insert a check mark for each allowable field.

ID	Name	Status	Create From Desktop	Enable Product CData1	Enable Product CData2	Enable Product Dates	Display Desktop Container	Enable Product Price	Enable Product Duration	Enable Product Retakes	Enable Product Auto Approve	Enable Product External ID	Enable Product In Report	Enable Product Registration	Enable Product In Bundle	Enable Product In Certification	Enable Product Registration Email	Enable Product In Internal Catalog
1	Online Course	Active	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

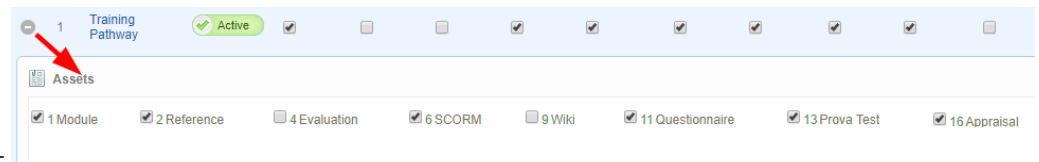
Field Descriptions

Field	Description
Create From Desktop	Allow course authors the ability to create this product type (e.g. Publishers). If not selected, then only Site Managers can create this product type.
Enable Product CData1/CData2	Show the custom input fields Data1 or Data2 in the product's Edit Details area.
Enable Product Dates	Allow the option to apply publishing dates.

Field	Description
Display Desktop Container	Make this product type appear in a container on the home page when logged in with non-site manager accounts.
Enable Product Price	Allow the option to enter a price. Note that this is not an eCommerce feature.
Enable Product Duration	Allow the option to apply an expiry.
Enable Product Retakes	Allow the option to allow retakes.
Enable Product Auto Approve	Places the Automatic Approval toggle on the product edit/create pages. This allows course authors to determine which products have automatic enrolment and which require supervisor approval. Note that this should not be enabled for systems that automatically enrol based on user group or use the eCommerce storefront feature.
Enable Product External ID	Show the External ID field in the product's Edit Details area.
Enable Product In Report	Allow this product type to be available in reports.
Enable Product Registration	Make the product type available for enrolment.
Enable Product In Bundle & Enable Product In Certifications	Allow this product type to be available in for bundles and certifications.

Field	Description
Enable Product Registration Email	Allow this product type to send product registration email alerts.
Enable Product in Internal Catalogue	Allow this product type to be shown or hidden from the course catalogue.

4. Expand the product type to define the assets available to this product. Insert a check mark for



each allowable asset.

5. Update the corresponding product type labels within dictionaries. The name created on the manage product types page does not change the default system name; you must also change the dictionary labels. The ID number on each product type identifies the label to define in the dictionary. The variable label names are as follow:

- product_1, product_2, etc.
- product_1_plural, product_2_plural, etc.

List

Filter

	ID	Name	Status	Create From Desktop	Enable Product CData1	Enable Product CData2	Enable Product Dates	Display Desktop Container
	1	Course	Active					

In this example, the course product type is ID 1.

The variable label, product_1, is defined as Course.



For more information on how to define dictionary labels, please see [Languages and Dictionaries](#).