Additional Text Fields

OSP

This document is to review how to use the additional text fields on OSP Products.

1. Navigate to **Transactions >> OSP Products >> Additional Text Fields**
   a. **Date Activity Starts** - Shows a date in the Act. Date column on the OSP School Store.
   b. **Course/Class** - Shows the inputted text in the Course/Class column on the OSP School Store.
   c. **Event Code** - Event Codes coming from a school activity fund (SAF) software can be added on OSP Products and, if integrated, will show in your SAF software on the OSP receipt. When the receipt is printed/posted it will reflect on the Event Code Profit Loss Report and on the posted receipt in your SAF software.
   d. **Long Description** - Additional text that will show in the OSP product description on the OSP School Store.
   e. **Item Cost** - for tracking what the item costs.
   f. **Other Expenses** - for tracking other expenses relating to the OSP Product and its item cost
   g. **Item Discounted Price 1 & 2** - For tracking what the item price can be discounted and option for secondary lowest price level
   h. **User Defined 1 & 2** - Additional text fields that can be used to track additional product details.

Additional Text Fields

Date Activity Starts	10/29/2021	Long Description	Additional product details that cannot fit in the short description.
Course/Class	Seniors Only		
Event Code	Enter event code...		

| Item Cost | 0.00 | Other Expenses | 0.00 |
| Item Discount Price Level 1 (Discounted) | 0.00 | Item Discount Price Level 2 (Lowest Price) | 0.00 |

| User Defined 1 | Enter user defined text here... |
| User Defined 2 | Enter user defined text here... |

i. **Item Terms & Conditions** - will be disabled until **Optional** or **Required** is selected and saved. This will show on the OSP School Store as a check box the purchaser would check to acknowledge they are agreeing to the set terms and conditions, before adding the product to their cart and checking out.

To add a link in the description box use the following HTML to make your form a clickable link. The highlighted portions of the example below can be edited specific to your product and the URL for your form goes inside the quotations.

==Must go to and fill out field trip permission form.== ==Click here for Form==

Examples of additional text fields in the OSP School Store: