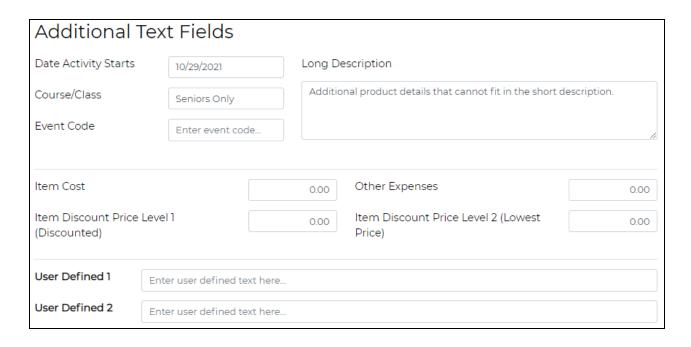
## **Additional Text Fields**

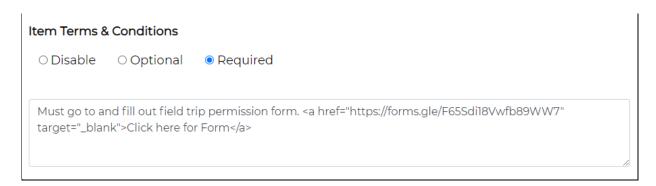


This document is to review how to use the additional text fields on OSP Products.

- 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.



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. <a href="INSERT FORM URL HERE" target="\_blank">Click here for Form</a>

## **Examples of additional text fields in the OSP School Store:**

