

### **Product of the Day Bullet Points**

- Click Design Studio
- Click Product of the Day
  - Choose any of the 3 options
- “I want to select my own Products of the Day”
- Click “Create a New Schedule”
- Name the selection
- Choose the level
- Check “Active”
- Save
- Click Edit Schedule(s)
- Click on the row that you wish to add products
- Click Edit
- Click Schedule Products
- Click Search for Products
  - Search by product numbers, key words, etc
- Mark the items you wish to add
- Once you have your items, click the Marked Items tab
- Click “Add to current Product of the day Schedule”
- Click “Return to [Design Studio – Product of the Day]
- If you want to sort your items, click on any header
- Add a start date to the Scheduling Properties area
- Add an end date
- Save Properties
- Select the item you wish to display during the above dates

- To add more, click edit and add the start and end dates
- Once all items are scheduled, activate your set
- Click on the Setup tab
- Select your new Product of the Day Schedule
- Apply