



Online School Payments: Product Variations

Hi Everyone,

We're very excited to announce that **OSMS Version 4.0** is complete! A significant part of this upgrade is for **Product Variations** – a way to merge your many **OSP Products** with multiple product options into a single item. This is great for items like t-shirts or items with different price points.

As always, if you have any questions or any comments please contact the **OSMS Support Desk** by email support@osmsinc.com or by phone at 703-378-8298 x204. Have a good summer break and a great Back-To-School season!

-The OSMS Support Desk



Table of Contents

| | |
|-------------------------------------------------|---|
| 1) Product Variations – Summary | 1 |
| a) Product Variation Basics | 1 |
| b) Create Your OSP Product Variations | 2 |
| c) Create Your Base Product | 4 |
| d) Merge Your Product Variations | 4 |
| e) Product Variations in the School Store | 7 |

1) Product Variations – Summary

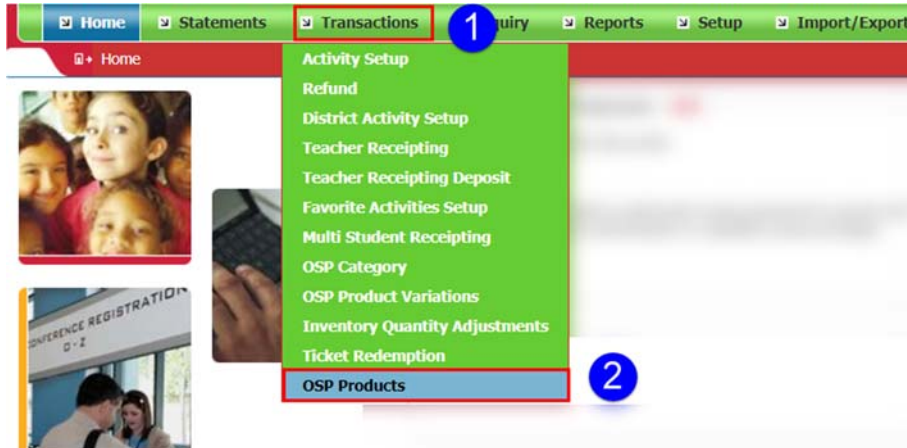
a) Product Variation Basics

Product Variations is a way to merge multiple **OSP Products** into 1 unified OSP Product in the **school store**. This is useful for items like clothing, chaperone vs student tickets, split payments etc.

b) Create Your OSP Product Variations

To make an **OSP Product Variation**, first you will need to create your individual **OSP Products**.

Go to the **Transactions** tab → **OSP Products** page.



This will take you to the **OSP Product setup** page.

A screenshot of the 'OSP Products' setup page. The page has a green header with navigation tabs: Home, Statements, Transactions, Inquiry, Reports, Setup, Import/Export, ManagePassword, Students, Admin, and Host. Below the header, there is a breadcrumb trail 'Transactions > OSP Products' and a search bar. A table lists existing products with columns for Activity No, Activity Name, Price, Sponsor/Teacher, Account No, and Active status. Each row includes 'Edit' and 'Delete' buttons. A search bar and an 'Include Inactive' checkbox are also visible.

| Activity No | Activity Name | Price | Sponsor/Teacher | Account No | Active | | |
|-------------|------------------------------------------|----------|-----------------------|----------------|-------------------------------------|------|--------|
| CI701-100 | School Uniform - Shorts All Sizes | \$10.00 | lziegler@osmsinc.com | 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-101 | School Uniform - Shorts Size Medium | \$10.00 | lziegler@osmsinc.com | 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-102 | School Uniform - Shorts Size Medium | \$10.00 | lziegler@osmsinc.com | 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-103 | Technology Items | \$50.00 | lziegler@osmsinc.com | 000-000 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-104 | Student Fees - Freshman | \$50.00 | lziegler@osmsinc.com | 000-000 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-105 | Student Fees - Sophomore | \$25.00 | lziegler@osmsinc.com | 000-000 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-106 | Student Fees - All Grades | \$100.00 | lziegler@osmsinc.com | 000-000 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-107 | 2018 Field Trip to Maryland Zoo | \$25.00 | al.pacino@osmsinc.com | 10000.5000.001 | <input type="checkbox"/> | Edit | Delete |
| CI701-108 | 2017 Spirit Wear - T-shirt - Size Small | \$15.00 | al.pacino@osmsinc.com | 125.0012.000 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-109 | 2017 Spirit Wear - T-shirt - Size Medium | \$17.00 | lziegler@osmsinc.com | 125.0012.000 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-110 | 2017 Spirit Wear - T-shirt - Size Large | \$20.00 | lziegler@osmsinc.com | 125.0012.000 | <input checked="" type="checkbox"/> | Edit | Delete |

Now, you'll need to either edit or create your specific **Product Variations**. Go to either **Edit** or the **Add New** button.

****Please note****: Any previously made Activities will automatically be copied into the new OSP Products type. You **DO NOT** to recreate any previously made Activities or Summary Obligations.

| Account No | Active | | |
|-------------|-------------------------------------|------|--------|
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.1100.25 | <input checked="" type="checkbox"/> | Edit | Delete |
| 9.000 | <input checked="" type="checkbox"/> | Edit | Delete |

| Account No | Active | | |
|-------------|-------------------------------------|------|--------|
| 5220.000 | <input type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |

Fill out the **OSP Product** fields as needed and then select the **Save** button.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number: CI701-29

Activity Name: School T-Shirt - Large

Short Description(522 Character Limit): School T-Shirt - Large

Sponsor/Teacher Email Address: lziegler@osmsinc.com

Sponsor/Teacher Last Name: Ziegler **First:** Lauren

Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

Price Type: Fixed Variable Obligation

Price: 25.00

Fund Account: 150.001.015

Fund Account Description: School T-Shirts Funds

Grade Level: All

You'll need to make **1 OSP Product for each unique Product Variation**.

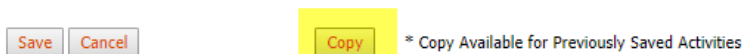
So, for example, if you are doing t-shirt sizes for small to large, you'll need to make 3x separate OSP Products.

1. School T-Shirt – Size Small
2. School T-Shirt – Size Medium
3. School T-Shirt – Size Large

It should look like this:

| | | | | | | | |
|----------|-------------------------|---------|----------------------|-------------|-------------------------------------|------|--------|
| CI701-27 | School T-Shirt - Small | \$25.00 | lziegler@osmsinc.com | 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-28 | School T-Shirt - Medium | \$25.00 | lziegler@osmsinc.com | 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |
| CI701-29 | School T-Shirt - Large | \$25.00 | lziegler@osmsinc.com | 150.001.015 | <input checked="" type="checkbox"/> | Edit | Delete |

Use of the **Copy Button** is encouraged as it will speed up this process.



c) Create Your Base Product

After you make your Product Variations, you will need to **make one additional OSP Product as your Base Product**.

To do this, go back into **OSP Products** and make a **Base Product**. This can be **copy** of a previous Product Variation. (The **Base Product** is not actually for sale so this is just dummy info. Fields like **price** do not matter).

It is recommended that you include **phrases like “all sizes” or “all options”** to indicate that your item has more than 1 variation.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number: CI701-26

Activity Name: School T-Shirt - All Sizes

Short Description(522 Character Limit): School T-Shirt - All Sizes

Sponsor/Teacher Email Address: lziegler@osmsinc.com

Sponsor/Teacher Last Name: Ziegler First: Lauren

Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

Price Type: Fixed Variable Obligation

Price: 25.00

Fund Account: 150.001.015

Fund Account Description: School T-Shirts Funds

Grade Level: All

Save Cancel Copy

So, in our earlier example, should now look something like this:

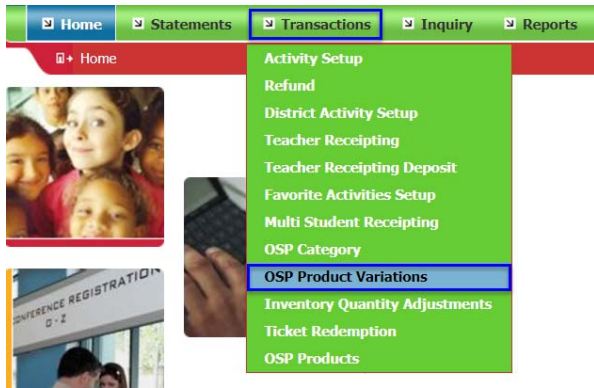
1. School T-Shirt – Size Small
2. School T-Shirt – Size Medium
3. School T-Shirt – Size Large
4. School T-Shirt – All Sizes

| Activity Number | Activity Name | Price | Sponsor/Teacher Email Address | Fund Account | Grade Level | Actions |
|-----------------|----------------------------------------------------|---------|-------------------------------|-----------------|-------------|-------------|
| CI701-158 | Field Trip to Maryland Science Center - All prices | \$20.00 | al.pacific@osmsinc.com | 12005.012005.00 | | Edit Delete |
| CI701-26 | School T-Shirt - All Sizes | \$25.00 | lziegler@osmsinc.com | 150.001.015 | | Edit Delete |
| CI701-27 | School T-Shirt - Small | \$25.00 | lziegler@osmsinc.com | 150.001.015 | | Edit Delete |
| CI701-28 | School T-Shirt - Medium | \$25.00 | lziegler@osmsinc.com | 150.001.015 | | Edit Delete |
| CI701-29 | School T-Shirt - Large | \$25.00 | lziegler@osmsinc.com | 150.001.015 | | Edit Delete |

d) Merge Your Product Variations

At this point, you can now merge your items.

Go into the **Transactions tab** → **OSP Product Variations Page**.



Find your **Base Product** and select the corresponding **Edit** button.

OSPPProductChoices

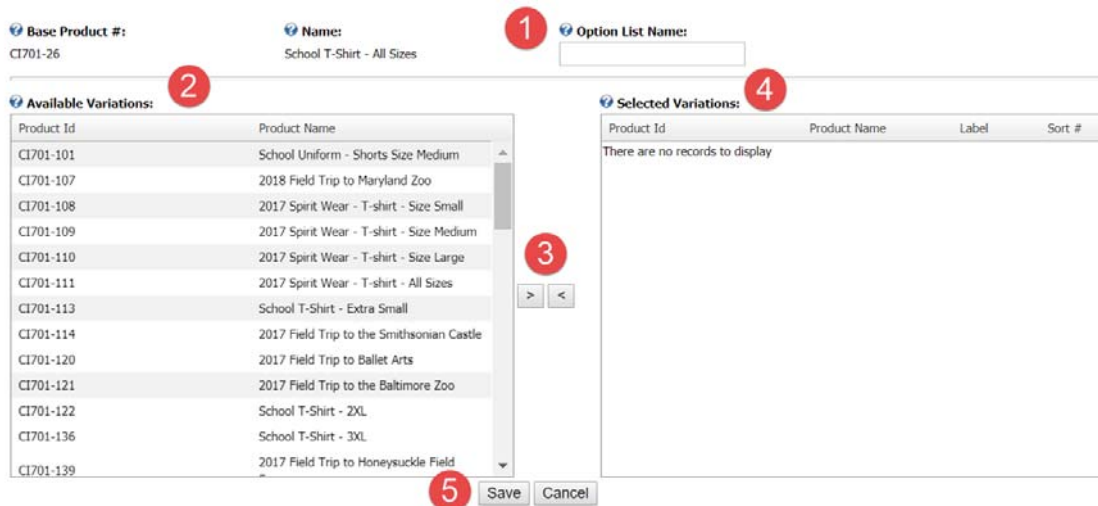
Search:

Show Base Products Only

| Activity No | Activity Name | Price | Sponsor/Teacher | Account No | Base Product | | |
|-------------|----------------------------|----------|----------------------|-------------|--------------------------|------|--------|
| CI701-26 | School T-Shirt - All Sizes | \$25.00 | lziegler@osmsinc.com | 150.001.015 | <input type="checkbox"/> | Edit | Delete |
| CI701-27 | School T-Shirt - Small | \$25.00 | lziegler@osmsinc.com | 150.001.015 | <input type="checkbox"/> | Edit | Delete |
| CI701-28 | School T-Shirt - Medium | \$25.00 | lziegler@osmsinc.com | 150.001.015 | <input type="checkbox"/> | Edit | Delete |
| CI701-29 | School T-Shirt - Large | \$25.00 | lziegler@osmsinc.com | 150.001.015 | <input type="checkbox"/> | Edit | Delete |
| CI701-31 | Movie Tickets | \$150.00 | lziegler@osmsinc.com | 150.001.015 | <input type="checkbox"/> | Edit | Delete |

This will open up the **OSP Product Variations** page for your **Base Product**.

You will need to do 5 things on this page:



First, you'll need to create a **List name**.

It is recommended that you include phrases like "all sizes" or "all options" to indicate that your item has more than one variation.

Base Product #:
CI701-26

Name:
School T-Shirt - All Sizes

Option List Name:
School T-Shirt - All Sizes

Next you will go to **Available Variations**. Select your first **OSP Product** so it turns gray. Then you will click on the **Right Arrow button** to merge.

Available Variations:

| Product Id | Product Name |
|------------|-----------------------------------------------------------|
| CI701-154 | 2017 - Orchestra Field Trip to Disney |
| CI701-155 | 2017 Field Trip to Oregon Ridge |
| CI701-27 | School T-Shirt - Small |
| CI701-28 | School T-Shirt - Medium |
| CI701-29 | School T-Shirt - Large |
| CI701-31 | Movie Tickets |
| CI701-32 | Gold Your Silver! |
| CI701-33 | Prom Tickets |
| CI701-34 | Science Lab Experiment Booklet |
| CI701-35 | Gold Your Bronze |
| CI701-36 | All Football Games |
| CI701-37 | Family Pack of 4x Football Tickets plus barcode - Fri 9/8 |
| CI701-38 | Single Football Ticket plus barcode - Fri |

> <

The **OSP Product** should now display in the **Selected Variations box**. Be sure to also type in a **Label** for this item.

Selected Variations:

| Product Id | Product Name | Label | Sort # |
|------------|------------------------|-------|--------|
| CI701-27 | School T-Shirt - Small | Small | 1 |

Continue **merging** and **labeling** your other **Product Variations**.

Selected Variations:

| Product Id | Product Name | Label | Sort # |
|------------|-------------------------|--------|--------|
| CI701-27 | School T-Shirt - Small | Small | 1 |
| CI701-28 | School T-Shirt - Medium | Medium | 2 |
| CI701-29 | School T-Shirt - Large | Large | 3 |

Be sure to **insert them** in the order you want – this will be indicated by the **Sort # column**.

| Label | Sort # |
|--------|--------|
| Small | 1 |
| Medium | 2 |
| Large | 3 |

Once your items are inserted in the **correct order** and **labelled**, you can select the **Save button**.

Base Product #: CI701-26 **Name:** School T-Shirt - All Sizes **Option List Name:** School T-Shirt - All Sizes

| Available Variations: | | Selected Variations: | | | |
|-----------------------|-----------------------------------------------------------|----------------------|-------------------------|--------|--------|
| Product Id | Product Name | Product Id | Product Name | Label | Sort # |
| CI701-154 | 2017 - Orchestra Field Trip to Disney | CI701-27 | School T-Shirt - Small | Small | 1 |
| CI701-155 | 2017 Field Trip to Oregon Ridge | CI701-28 | School T-Shirt - Medium | Medium | 2 |
| CI701-27 | School T-Shirt - Small | CI701-29 | School T-Shirt - Large | Large | 3 |
| CI701-28 | School T-Shirt - Medium | | | | |
| CI701-29 | School T-Shirt - Large | | | | |
| CI701-31 | Movie Tickets | | | | |
| CI701-32 | Gold Your Silver! | | | | |
| CI701-33 | Prom Tickets | | | | |
| CI701-34 | Science Lab Experiment Booklet | | | | |
| CI701-35 | Gold Your Bronze | | | | |
| CI701-36 | All Football Games | | | | |
| CI701-37 | Family Pack of 4x Football Tickets plus barcode - Fri 9/8 | | | | |
| CI701-38 | Single Football Ticket plus barcode - Fri 9/8 | | | | |

Save Cancel

e) Product Variations in the School Store

If your **OSP Products** are **active** (available for purchase), your **OSP Product Variations** should now be visible. You'll notice that the **Base Product** will display on the main page under your **School Name** in the **School Store**.

Galaxy Middle

Select your items below.

First Prev 1 **2** Next Last

| Activity No. | Activity Name | Teacher / Sponsor | Grade Level | Course / Class | Activity Date | Price |
|--------------|-----------------------------------------------------------------|-------------------|-------------|----------------|---------------|---------|
| CI701-134 | Pay to Play - All Sports Pay to Play - All Sports | Ziegler,Lauren | N/A | NA | NA | \$25.00 |
| CI701-33 | Prom Tickets Prom Tickets | Ziegler,Lauren | All | NA | NA | \$75.00 |
| CI701-VAR1 | School Donations School Donations | NA | NA | NA | NA | \$0.00 |
| CI701-26 | School T-Shirt - All Sizes School T-Shirt - All Sizes | Ziegler,Lauren | All | NA | NA | \$25.00 |

The **Product Variations** will display on the **Store Product Page** in the **drop down**.

School T-Shirt - Small

Activity No: CI701-27

School T-Shirt - All Sizes

School T-Shirt - All Sizes

Sponsor/Teacher Ziegler,Lauren

Grade Level All

Your Price **\$25.00**

Qty

[Add To Cart](#)