

# Personalized Tab

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## Quick Steps: Shop > Inventory Management > Product > Edit > Personalized Tab

1. Login to the One Sport Technology console, and select **Shop** from the top menu
2. Click on **Inventory Management** from the left menu
3. Select **Products** from the expanded left menu
4. Then click on **Products** again
5. From the menu bar, select **Actions**
6. Then select **Edit** the relevant product

Title	Total Units	Price	Display Status	Description	View SKU	Edit Images	Actions
Playing Shirt	1097	\$10.00	✓	/	/	/	View
Shorts	0	\$35.00	✗	/	/	/	Edit
Supporter Polo	3333	\$10.00	✓	/	/	/	Copy
Delete							

7. Select the **Personalized** tab. This area can be used when you have a product that can be customised/personalised.

## Edit Product

Detail	Description	SEO	Postage	Images / Video	Personalized	Recommended	SKUs	Actions
Personalized Product					Not Applicable			
Personalized Theme					Not Applicable			
Personalized Name					<input type="radio"/> No <input type="radio"/> Yes			
Personalized Number					<input type="radio"/> No <input type="radio"/> Yes			
Personalized Background Image					Choose file No file chosen			

- **Personalized Product:** Drop down menu selection to activate the Personalized

Product option

- **Personalized Theme:** Select which lettering colour way is to be selected via the drop down
- **Personalized Name:** Give the customer the option to enter in their own name. The image will update to display the name
- **Personalized Number:** Give the customer the option to enter in their own number selection. The image will update to display the selected number
- **Personalized Background Image:** This is where the image for the product is uploaded. Please [click here](#) to download the background image template

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[template("related")]

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