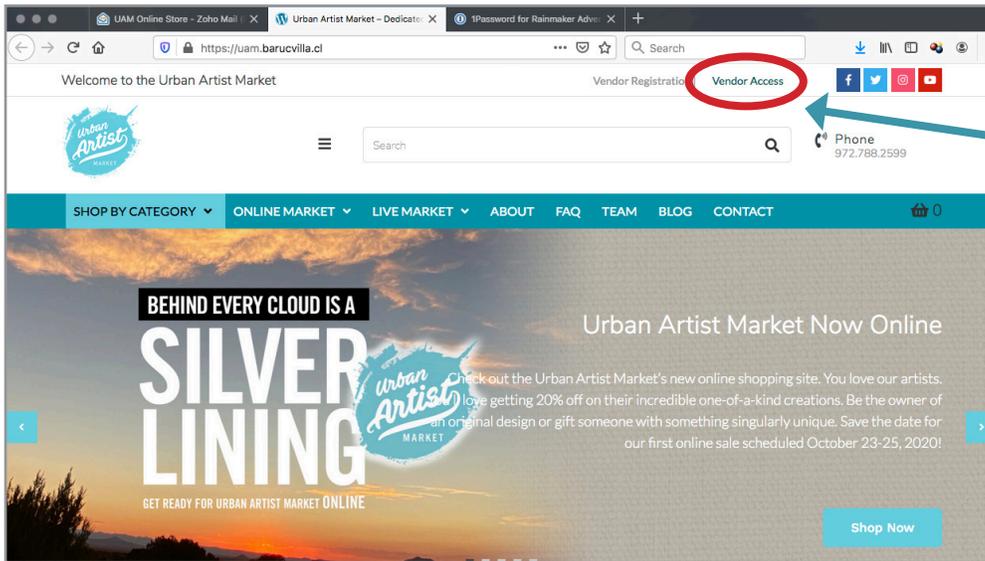
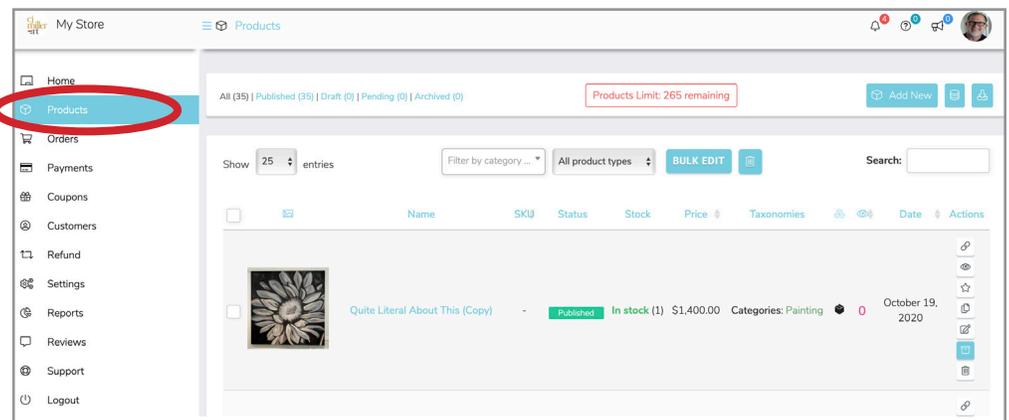


HOW TO ARCHIVE IMAGES ON UAM ONLINE



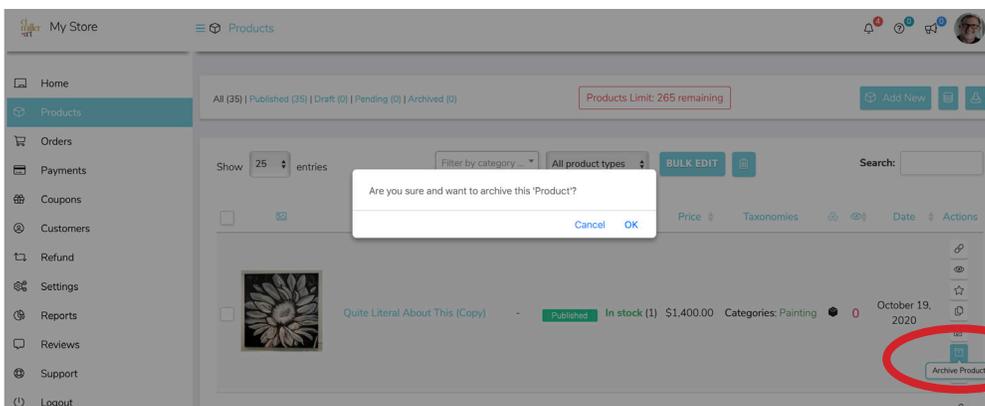
STEP ONE

Log into your account by clicking on the VENDOR ACCESS button.



STEP TWO

Click on the PRODUCTS tab located on the far left side.

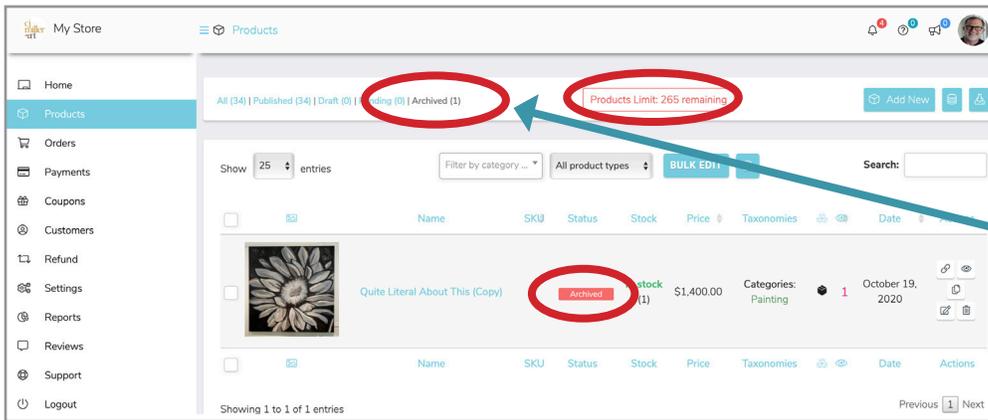


STEP THREE

Scroll through your products and find the item you would like to archive.

Click on the file folder icon located on the far right side called "Archive Product".

A warning will come up stating "Are you sure you want to archive this "Product"? Click OK. This action will NOT permanently delete it.



STEP FOUR

Select the PRODUCTS tab on the left side once again to update your store.

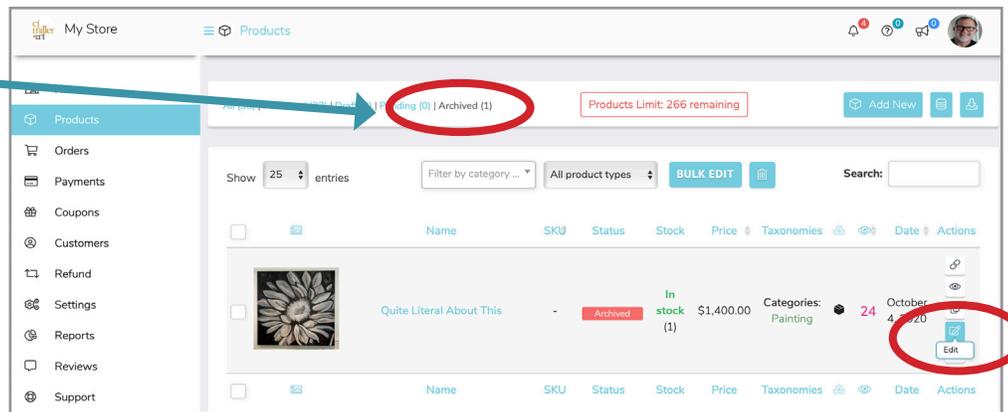
You will now notice that your store states that the PRODUCT is archived. Per instructions below, you can bring it back up on the site at anytime.

PLEASE NOTE: An archived image DOES count towards your total number of Products allowed on the site, based on your membership package chosen.

TO PLACE AN ARCHIVED IMAGE BACK ON THE SITE

STEP ONE

Click on the ARCHIVED tab at the top of the page. Find the Product(s) that you want to bring back onto the site.

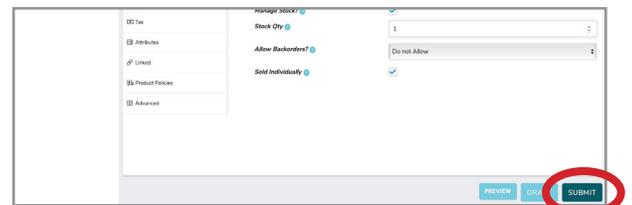


STEP TWO

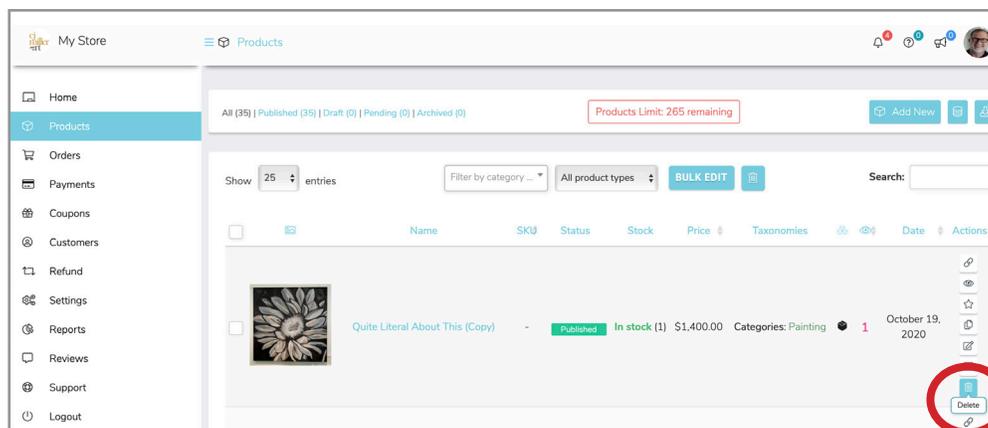
Click on the EDIT icon on the far right side of the product.

STEP THREE

Make any edits if necessary. Scroll down to the very end of the page and hit the SUBMIT button to add the product back onto your page. (You can also save it as a DRAFT and go back later to complete.)



TO PERMANENTLY REMOVE A PRODUCT



Click on the PRODUCTS button and find the product you would like to delete. Click on the trash can icon on the far right side to DELETE. Please note that this action is permanent and will give you a warning before completing. Once deleted, this product will no longer count towards your product online store count.