



# Listing Process: Part 7 Working with Incomplete items

## Step 6

# Add missing information to Incomplete items

- ▶ In the Listings Workspace select the Incomplete Filter for items that are still missing information
- ▶ Open the SKUPane for the first item in the list and navigate to the Publish tab.
- ▶ Fill in any missing information in the required fields and Save
- ▶ Once the list of incomplete items has been worked through. Open the items in the Ready to Publish filter and then Publish.

## Tips & Tricks

- ▶ Open the skupane and navigate to the product Tab. From there look for missing required fields and add the missing data
- ▶ If missing the same fields across multiple items, you can go back to step 1 and export your products, fill in the missing data, and reimport.

# Resources

- ▶ Incomplete Status
  - ▶ <https://www.selleractive.com/support/incomplete-listing-troubleshooting>
- ▶ Support email - [support@selleractive.com](mailto:support@selleractive.com)
- ▶ Support articles - [www.selleractive.com/support](http://www.selleractive.com/support)