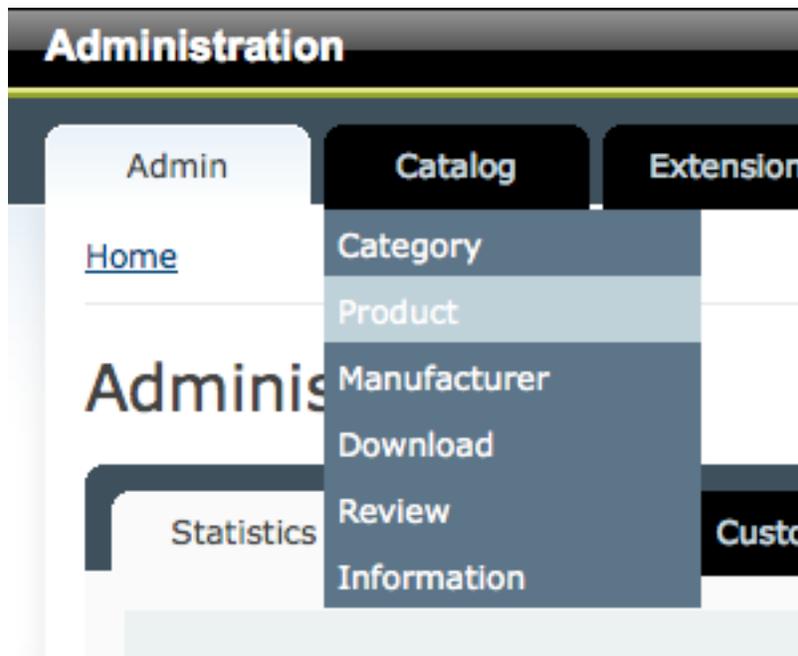


Adding a Product

To add or edit products, go to the Product Catalog.

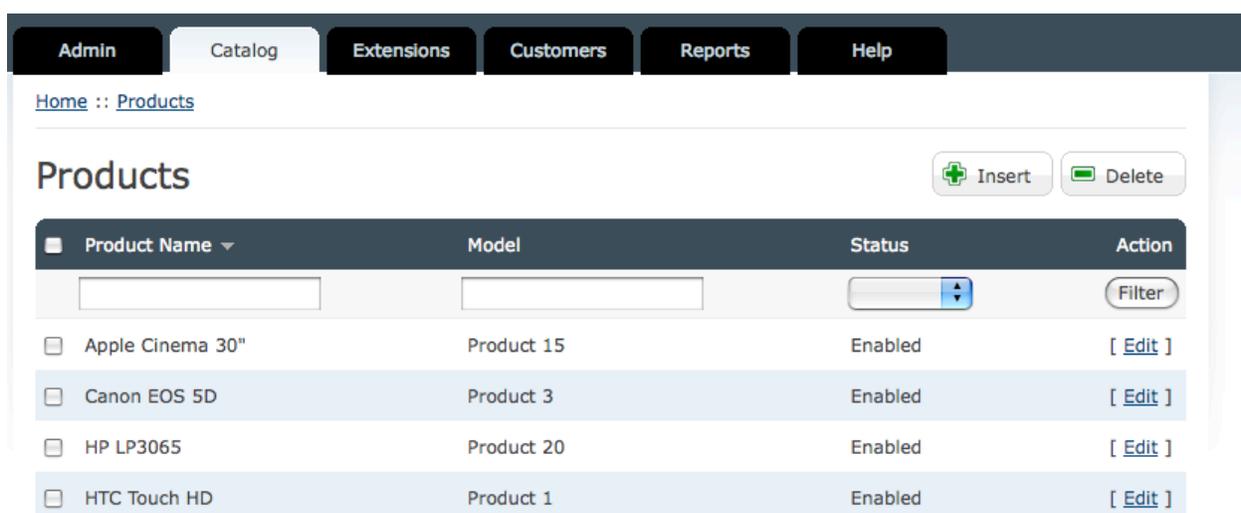
Go to the top menu, and select Catalog > Product.



This will bring you to a list of existing products in your cart.

From here, you can:

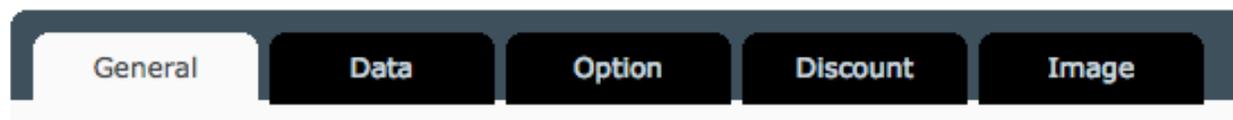
- Insert a new product by clicking "Insert" at the top.
- Edit an existing product by clicking "Edit" on the right.



Clicking "Insert" will bring you to a new page:

All of the information associated with this product is accessible via the five tabs listed below "Products".

Products



General: Product name, description, and keywords.

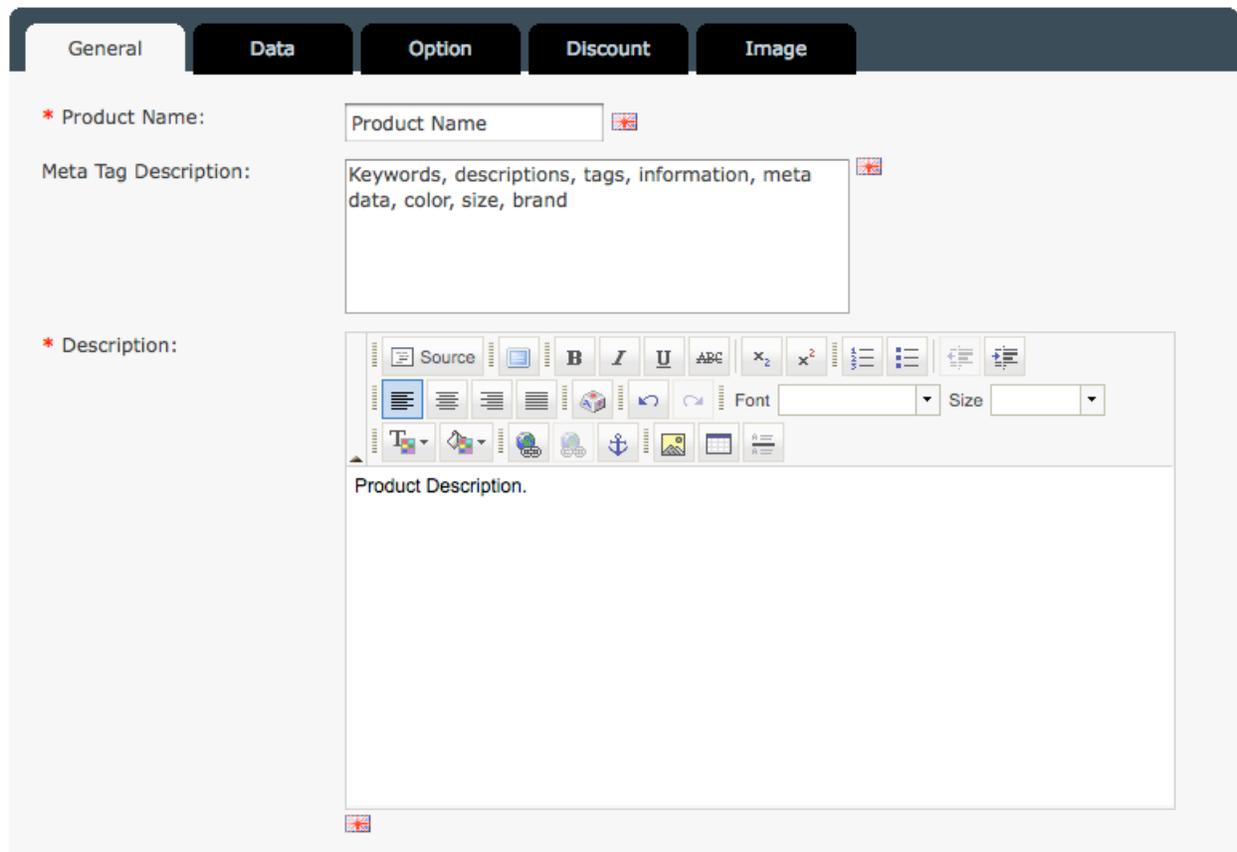
Data: Price, Shipping info, tax info, category, etc.

Option: If you would like to add optional add-ons or to have the customers choose a size or color. Allows you to vary the price of the product based on the options chosen.

Discount: To add a discount or special price to the product.

Image: Control the images associated with the product. Also accessible under "Data".

General Information:



The screenshot shows a web-based interface for product management. At the top, there are five tabs: "General", "Data", "Option", "Discount", and "Image". The "General" tab is currently selected. Below the tabs, there are three main sections:

- Product Name:** A text input field containing "Product Name".
- Meta Tag Description:** A text area containing the text "Keywords, descriptions, tags, information, meta data, color, size, brand".
- Description:** A rich text editor with a toolbar. The toolbar includes icons for Source, Bold (B), Italic (I), Underline (U), ABC, subscript (x₂), superscript (x²), bulleted list, numbered list, indent, and outdent. Below the toolbar, there are dropdown menus for "Font" and "Size". The main text area contains the text "Product Description.".

Product Name: The product name. This is what will display under the product image.

Meta Tag Description: Keywords that you would like associated with this product for search engine optimization.

Description: A detailed description of the product. This is what the customer will see after they click on the product. Size, brand, color, and any other important information the customer would need to know about the product before deciding to make a purchase.

The description field works like a word processor, allowing you to make basic changes to the description, such as bolding or italicizing words, adding links, changing font or font size, formatting, and adding a numbered or bulleted list.

Data:

The screenshot shows a product data entry form with the following fields and options:

- Model:** Text input field.
- Image:** Text input field with a "Browse..." button.
- Image Preview:** A placeholder image of a camera.
- Manufacturer:** Dropdown menu with "None" selected.
- Requires Shipping:** Radio buttons for "Yes" and "No" (selected).
- Date Available:** Text input field with "2009-06-15".
- Quantity:** Text input field.
- Out Of Stock Status:** Dropdown menu with "Out Of Stock" selected.
- Status:** Dropdown menu with "Disabled" selected.
- Sort Order:** Text input field.
- Tax Class:** Dropdown menu with "None" selected.
- Price:** Text input field.
- Weight Class:** Dropdown menu with "Kilograms" selected.
- Weight:** Text input field.
- Categories:** A list of checkboxes for "Designer Purses", "Fashion Purses", and "Accessories".

Model: A product number or model number unique to the product.

Image: Upload an image of the product, just click Browse and find the image on your computer.

Manufacturer: Which manufacturer made the product. Optional.

Requires Shipping: Whether or not the product requires shipping.

Quantity: The default number a customer can purchase.

Out of Stock Status: Whether or not the product is in stock, and when more will be available.

Status: Whether or not the product will be available for purchase from the site.

Sort Order: What order the product will display on the website.

Tax Class: Denotes whether the product is taxable or not.

Weight Class: Different measurements of weight you can choose from.

Weight: The product weight - shipping is calculated based on the number here.

Categories: The category the product will appear under. Simply check multiple categories for the product to show up in more than one category.

Option: Products

 Save  Cancel

General	Data	Option	Discount	Image
Option:		Sort Order:	Remove 	
Color 		1		
Option Value:	Price:	Prefix:	Sort Order:	Remove 
Blue 	3.29	+ 	1	
Option Value:	Price:	Prefix:	Sort Order:	Remove 
Red 	6.95	+ 	2	
Option Value:	Price:	Prefix:	Sort Order:	Remove 
Yellow 	2.99	- 	3	
				Add Option Value 
				Add Option 

Here you can add options to your product. Above is an example of what an option may look like.

- To add an option, simply click "Add Option +" at the bottom.
- Name the option, and click "Add Option Value".
- Name the option value; give it a price (if there is any difference in price, leaving this blank will be the same price that was listed on the "Data" tab.)
- The Prefix field denotes whether or not the price listed in the previous field will be deducted or added to the price that is listed on the "Data" tab.
- Sort order defines the order in which the options will display.

Discount

General	Data	Option	Discount	Image
 Add Discount				
Price:	Date Start:	Date End:	Remove 	
29.99	2009-06-16	2009-06-26		
 Add Special Price				

Here you can define discounts on bulk orders by clicking "Add Discount", or add a special "On Sale" price for a certain period of time by clicking "Add Special Price". Simply list the price that you would like the product to be, and select the start date and end date.

Image

The screenshot displays the 'Image' tab of a product management interface. It features a dark navigation bar at the top with tabs for 'General', 'Data', 'Option', 'Discount', and 'Image'. Below the navigation bar, there are two image slots. Each slot contains a small image thumbnail, a text input field labeled 'Image:', a 'Browse...' button, and a 'Remove' button. The first slot shows a logo for 'Avallo Multimedia & Creative Services'. The second slot shows a photograph of a castle. At the bottom left, there is an 'Add Image' button with a plus sign icon.

Here you can upload images. Simply click "+ Add Image", and then "Browse..." to select the file from your computer. You can upload multiple images, or remove previous images.

Once you have made the changes you desire to the product, click "Save" at the top:

Products

The screenshot shows the 'Products' section of the interface. At the top right, there are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon. Below this, there is a dark navigation bar with tabs for 'General', 'Data', 'Option', 'Discount', and 'Image'. The 'Image' tab is currently selected and highlighted.

Your product is now available on your site!