



HOW TO ADD/EDIT ECOMMERCE PRODUCTS

1. Login
2. Go to the products tab
3. Select the product page
4. click the + [add product] button upper right
5. that brings you to the screen below

REQUIRED

NOT NEEDED

OPTIONAL

← ▾ New product < > Create Create and close

General SEO Quantity discounts Add-ons Tags

Information ▾

Name *

Categories ⓘ *


Product variations *

Price (\$) *

Full description:

Status * Active Hidden Disabled

Images:


 Drop images to upload
 or
 ▾

Options settings ▾

Options type:

Exceptions type:

Pricing / inventory ▾

CODE:

List price (\$) ⓘ

0.00

In stock:

1

Zero price action:

Do not allow customers to add the product to cart ▾

Inventory ⓘ

Do not track ▾

Minimum order quantity:

0

Maximum order quantity:

0

Quantity step:

0

List quantity count:

0

Taxes: VAT

Availability ▾

User groups:

All Guest Registered user

Creation date:

📅 08/17/2018

Avail since:

📅

Out of stock actions ⓘ

None ▾

Extra ▾

Product details view:

Parent (Default template) ▾

Short description:

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Popularity ⓘ

0

Search words:

Promo text:

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- General
- SEO**
- Options
- Shipping Properties
- Quantity discounts
- Subscribers
- Add-ons
- Features
- Tabs
- Tags
- Attachments
- Required products
- Layouts

SEO (search engine optimization)

SEO name: /trash-category/ test-product-guide ← This is set from the product name.

Meta data

Page title: 60-70 characters (10-12 words) total, no punctuation; use keywords & phrases separated | by pipes |

Meta description: 140-150 characters, (20-25 words), proper sentence form w/ punctuation; CALL TO ACTION

Meta keywords: 70-80 search keywords & phrases; repeat words ONLY 3 or 4 times max

Google rich snippets preview

Test Product Guide
http://www.blackriverboats.com/
\$0.01 - In stock

← Appearance Example

- General
- SEO
- Options
- Shipping Properties**
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General

Weight (lbs): 0.000

Free shipping:

Shipping freight (\$): 0.00

Items in a box: 0 - 0

Box length: 0

Box width: 0

Box height: 0

Shipping Properties Tab

- General
- SEO
- Options
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Quantity	Value	Type	User group	
1	0.01	Absolute	All	
<input type="text"/>	<input type="text" value="0.00"/>	Absolute (\$) ▼	All ▼	+ 📄 ✕
<input type="text"/>	<input type="text"/>	Absolute (\$) ▼	All ▼	+ 📄 ✕
<input type="text"/>	<input type="text"/>	Absolute (\$) ▼	All ▼	+ 📄 ✕
<input type="text"/>	<input type="text"/>	Absolute (\$) ▼	All ▼	+ 📄 ✕

+ add quantity discount 📄 copy quantity discount ✕ remove quantity discount

Click here to add product option → [+ Add option](#) [+ Add global option](#)

New option **Option example 1**

This tab lets you set the option name and style

General Variants

Name

Position

Inventory

Type

Description

Comment

Enter your comment to appear below the option

Required

Missing variants handling -

[Cancel](#) [Create](#)

General **Variants** This tab lets you add the individual parts of the options, such as sizes or colors.

This column lets you adjust the price

Pos.	Name	Modifier / Type	Weight modifier / Type	Status	
<input type="checkbox"/>	<input type="text" value="Small"/>	<input type="text"/> / \$	<input type="text"/> / lbs	Active	Extra + copy x
<input type="checkbox"/>	<input type="text" value="Medium"/>	<input type="text"/> / \$	<input type="text"/> / lbs	Active	Extra + copy x
<input type="checkbox"/>	<input type="text" value="Large"/>	<input type="text"/> / \$	<input type="text"/> / lbs	Active	Extra + copy x
<input type="checkbox"/>	<input type="text" value="X-Large"/>	<input type="text"/> / \$	<input type="text"/> / lbs	Active	Extra + copy x
<input type="checkbox"/>	<input type="text" value="2X-Large"/>	1 / \$	<input type="text"/> / lbs	Active	Extra + copy x

This column lets you adjust the weight

+ add row copy row x remove row

OPTIONS TAB CONTINUED....

Option example 2

This example show a variant with an image

General Variants

Name * Colors

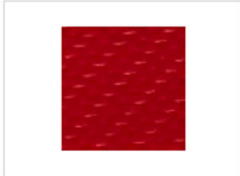
Position

General Variants

Click extra to show the image upload box
choose local to select image from your computer

Pos.	Name	Modifier / Type	Weight modifier / Type	Status	
0	Red	0.000 / \$	0.000 / lbs	Active	Extra

Icon



Select a file or enter a URL

Local Server URL

		/ \$	/ lbs	Active	Extra
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This entire section is optional and should only be used with products that come in various colors, sizes or styles.

Click here to add attachment → [+ Add attachment](#)

No data found

New attachment

General

Name*

Position

File* Select a file or enter a URL

Local Server URL

User groups All Guest Registered user

Cancel Create

Choose local to select file attachment from your computer

Actions on Products

When on the Products → Products page, administrators can perform the following actions:

Add Products

To add products individually, click the + button in the upper right part of the page.
To add products in bulk, click the gear button in the upper right part of the page and choose Bulk product addition.

Edit Products

To change the properties of a specific product, click on the product's name or icon.
Alternatively, you can click the product's gear button (it appears when you hover over the product) and choose Edit. To change the properties of multiple products at the same time, tick the checkboxes of those products, click the gear button in the upper right part of the page and choose Edit selected.

Clone Products

To clone selected products, tick the checkboxes of those products, click the gear button in the upper right part of the page and choose Clone selected.

Export Products

To export selected products, tick the checkboxes of those products, click the gear button in the upper right part of the page and choose Export selected.

Delete Products

To delete a specific product, hover the mouse pointer over this product. The gear button will appear for this product. Click it and choose Delete.
To delete multiple products at the same time, tick the checkboxes of those products, click the gear button in the upper right part of the page, and choose Delete selected.

