How to add products to your web site

Login with your admin settings and you will access your admin panel.

Before you can add a product, you must first add a product category

Steps to add a product category

1. Click on Product Categories

   CATEGORIES AND PRODUCTS MANAGEMENT

   Product Categories

2. You will see the following

   * Category Type: Main Category

   *Name:

   Description:

   (*) required fields

   Add the category

3. The first category should be a main category eg Toys

   Type the word toys into the Name field **(keep names short)**
   Then type a description of the category
   Then finally click the Add the category button at the bottom

4. You should now see the following:

   Toys

5. At the bottom of the page you can add more categories by clicking the button

   Add a new product category

6. If you now click this button you will see

7. To add another main category simply choose Main category and type the name and description
8. **To add a subcategory** of Toys eg Electronic Toys, select Sub Category of toys first
9. Then type the name and description and press Save and you will see this

How to add products to your site

1. Once you have added a category, then go to the menu and click PRODUCTS

2. You will now see something like this

TOYS
(there aren't any products in this category)

ELECTRONIC TOYS
(there aren't any products in this category)

3. To add a product under the main Toys category, click on **TOYS**
4. You will then see a box like this

5. Type the product name
   Type the description
   To add a picture, click the Choose File button and navigate to the pic on your computer and

add it. You can add more than one image per product, by choosing **Additional images**

6. Add the price in Rand

Price (R): [   ]

7. Manufacturer info eg Beacon

Manufacturer: [   ]

8. Weight of the item for shipping (you can leave this blank if you prefer)

Weight: [   ]

9. Rank is zero by default, but if you wish to ensure some products appear ahead of others you can make the rank 1 or 2 etc where 2 is better than 1

Rank: [   ]

We suggest you leave this blank at first

10. You can make a product active or make it inactive (where it no longer shows on your site)

Active: [YES ▾]

11. Is there a maximum number of items someone can order?

Maximum Items: [   ]

12. You can add a handling fee instead of postage if you like

Handling fee (R): [   ]

13. Select the global category (these cannot be changed so choose the most appropriate one in the list)

Global Category: [Accessories ▾]

14. Then click [Add]

Your product is now added to the site

Checking your product on the site live on the web

If you now go to your site on the internet and click the category you have just added a product to, the product will appear.

To make a product appear on your web home page

1. Once you are in your admin panel, choose Home and then choose Products Management

You will see this

CATEGORIES → PRODUCTS   SETTINGS   SEARCH   MENU SETTINGS   FEATURED PRODUCTS

Click on FEATURED PRODUCTS

2. You will then see a list of products in their categories

The instructions on that page are:

The featured products appear in red. Click on a product name to make it featured.

3. To make a product appear on your home page click it and it will turn red. You can choose more than 6 products even if your site displays only 6 by default. The products will then rotate randomly each time the home page is accessed on the web
4. To take off a product from the home page, click it again (If it is red it will appear on the home page, and when you click a product name in red , it will change to black meaning it will no longer be a featured product on your home page)

By featuring products you can choose which ones appear at any time on your site home page