

## Add Products

Last Update: 31st May, 2004  
Article ID: [147](#)

- Introduction
- Add Products

### Introduction

The individual products for the store are listed in the Catalog/Categories/Products section. Products can be added in their respective folders.

### Add Products

To add products to a Category Folder click on the "yellow folder graphic" of the Category Folder to get inside that folder. After getting inside the folder the products are added.

Clicking on the "new product" button will make a new product.

In the "new product" section you have the ability to:

- Show the product in or out of stock
- Date the product will be available to purchase which corresponds with the "Products Expected" module.
- Product's Manufacturer
- Product's Name
- Tax Class which is used to charge tax on each product according to the tax schedule setup in the tax section.
- Product's Price (net)
- Product's Price (gross) - The gross is automatically set after you set the net price according to your tax schedule to show cost plus tax to those customers who would pay tax.
- Product's Description
- Product's Quantity in stock which corresponds with the "Configuration" "Stock" section settings.
- Product's Model Number - Number of characters for a model number is 12 but can be changed in the orders\_products and products database tables in phpmyadmin.
- Product's Image to Upload - click browse and upload your image for that product.
- Product's url if you need to link the product to another site.
- set products weight which, if you are using "weight" for your shipping schedule, each product will need to have a weight listed.

When making a new product and setting the product name an image can be set in the product name field which will show a small image on each product in the product listing in your store.

First, the product\_description name has only 64 characters so this would need to be changed in the product\_description in phpmyadmin first to accommodate the additional characters for the image code. It can be 100 or more.

In the "Products Name" field of each product add this code without the quotes and with a border tag:

```
<img src=images/image.gif border=0>Name of Product
```

The image will not show up in the admin but it will show up in your catalog. To get the image to show up in the admin put the new images in the admin/images folder.

The product description box can contain html code.

```
<p> = new paragraph
<b></b> = bold text
<i></i> = italic text
<u></u> = underlined text
<br> = goes to the next line
```

This gives a bulleted list:

```
<ul>
<li>text in here</li>
<li>text in here</li>
</ul>
```

Any combination of these can be used.

```
<b><i><u>text</u></i></b> = text that is bold, italic, and underlined
```

After a product is created there are other options as to "edit", "delete", "move", or "copy to".

### **Move a New Product**

To move a new product, click to highlight the product that will be moved by clicking on the "i" with a circle around it to the right of the product and click the "move" button on the right. When the move button is clicked you will see this message:

"Move (name of product) to: ".

Choose another Category Folder to move the product to and click the "move" button. The product is moved.

### **Copy a New Product**

To copy a new product, click to highlight the product that will be copied by clicking on the "i" with a circle around it to the right of the product and click the "copy to" button on the right. When the "copy to" button is clicked you will see this message:

Copy Method:

- Link product
- Duplicate product

Choose "Link product" if the product will be linked to the other Category and "Duplicate product" if the products will be added as an additional product. If there are several Category Folders that a product can be placed in then copy that product as linked to the other folder and all of the information will be intact without retying it again.

### **Edit a Product**

The "edit" button edits the product itself. Products that are "linked" duplicates will all be edited when only one is edited.

### **Delete a Product**

The "delete" button will delete the product from the database. A product can be "turned off" without deleting it from the database by clicking the "pink" circle button to the right of the product which will turn the product off but leave it in the database. Clicking the "green" circle button will turn the product on again.

## Expected Products

Last Update: 31st May, 2004  
Article ID: [165](#)

- Introduction
- Expected Products

### Introduction

The products expected section is a listing of any products that you have given an expected date to be in the store through the product's description area.

### Expected Products

When putting a product into the store there is a "Date Available" calendar to setup a date the product will be available for purchase in the store. This must be set when putting the product into the store.

The products expected can be edited from this section instead of going into each product in Categories/Products.

When a product has an expected date on it that product can be seen on the first page only of the store at the bottom center called "Upcoming Products" and has the date to the right.

## Add/Move Categories

Last Update: 31st May, 2004  
Article ID: [151](#)

- Introduction
- Add Categories
- Move Categories

### Introduction

The products for your store will be listed inside folders in the Catalog/Categories/Products section. Category Folders are setup in this section of the admin to hold your products. You can have as many Category Folders as you need listing them in the main "Top" section or listing under other Category Folders.

### Add Categories

To setup a new category folder for your products you click on the "new category" button in the center section which will make a new category folder.

You have these options for the Category Folder:

- Category Name
- Category Image
- Sort Order

Type in a Category Name. The Category Name is limited to 32 characters which needs to be adhered to as the number of characters will effect the width of the left column if increased too high. The characters can be increased in the categories\_description database table in phpmyadmin.

Next is the Category Image which allows an image to be uploaded for that Category. The image size is set in the Configuration/Images and is called the Subcategory Image.

A sort order can be set by typing a number in the "Sort Order" box. If a sort order is left blank, the category folders will line up alphabetically.

To edit a category folder, click on the "i" with the circle around it to the right of each Category Listing.

To put products inside of the Category Folder click on the yellow folder graphic to the left of each Category which will get you inside that Category. This is where products are entered and listed.

### Move Categories

After a Category has been created it may be necessary to move it to another Category Folder.

To move a category folder, click the "i" with a circle around it to the right of that Category Folder to highlight that folder and choose the "move" button on the right. There is a drop down menu to the right of the arrow which says:

"Move foldername to:"

Choose a new folder to move the Category Folder into or choose "Top" to make it a main Category Folder.

## Add Product Attributes

Last Update: 31st May, 2004  
Article ID: [152](#)

- Introduction
- Add Product Attributes
  - Product Options
  - Option Values
  - Products Attributes

### Introduction

Attributes give the store owner an additional way to market products. For example, shirts are sold of different sizes and different colors. Sizes and Colors are considered attributes.

### Add Product Attributes

- Product Options
- Option Values
- Products Attributes

#### **Product Options**

Under "Product Options" at the top left an "Option Name" needs to be setup. Using shirts in the example above there would be at least 2 "Option Names" called Color and Size.

#### **Option Values**

Next, the "Option Values" (under "Option Values" at the top right) needs to be added for each "Option Name". In the dropdown box you have Color setup as an "Option Name" so make sure Color is chosen. Then, to the right of that box is a blank box where you type in one of your colors. Do this for each color and then do this again for each size. Make sure you associate an "Option Value" (red, white, blue) with an "Option Name" (color, size, etc.).

#### **Products Attributes**

Now, you are ready to start adding options to your products.

Under the "Products Attributes" section at the bottom there is a drop down box listing of all the products that have been created in the store. Choose one and follow across the dropdown boxes to the right. The next box is the "Option Names", then the "Option Values", and then the price box. If the price stays the same on each attribute then leave this box blank. If the price goes up or down on each attribute then put an amount from the product "base price" and put a "plus" or "minus" sign in the next box.

For Example:

size = medium = 10.00 (this is the regular price of the product so no need to put a price in the "price box").

size = small = 8.00 (put 2.00 - (this is \$2 with a "minus" sign from the base price of the product price of \$10.00)

size = large = 12.00 (put 2.00 + (this is \$2 with a "plus" sign from the base price of the product price of \$10.00)

## Add Manufacturers

Last Update: 31st May, 2004  
Article ID: [153](#)

- Introduction
- Add Manufacturers

### Introduction

Adding manufacturers is a simple process that allows the customer to search by manufacturers when shopping.

### Add Manufacturers

Click on the "Manufacturers" link under the Catalog section. To the right there is an "insert" button. Click to insert and there are listings for a manufacturer name, manufacturers image, and manufacturers url which can link to the manufacturer's website.

The Manufacturers Select Size, List, and Name values are listed in the "Configuration" section of the store under "Maximum Values".

## Editing Reviews

Last Update: 31st May, 2004  
Article ID: [154](#)

- Introduction
- Editing Reviews

### Introduction

Each time a customer writes a review it is added to the store database and listed in the "Reviews" section.

### Editing Reviews

Reviews can be edited by clicking on the "i" with a circle around it to the right of the review listing and clicking "edit".

Reviews can also be deleted.

## Add Specials

Last Update: 31st May, 2004  
Article ID: [155](#)

- Introduction
- Add Specials

### Introduction

The specials section allows a product to be put on "special" in the store. Either a fixed price or a percentage can be used for the special price.

### Add Specials

After clicking on "New Product" the next page screen shows a dropdown box of all the products listed in the store, a special price box, and an expiry date for that product.

Choose the product from the drop-down box to put a special price on. A special price can be 20% which will deduct 20% from the original price or a fixed value such as 10.00 which will set the product price at \$10.00.

An expiration date can be set if needed.

# Customers

Last Update: 4th June, 2004  
Article ID: [170](#)

- Introduction
- Edit Customer
- Delete Customer
- Orders
- Email

## Introduction

The names and details of customers who have created accounts at the store are listed here. A number of options are available for the store owner. Each of these options is described below.

## Edit Customer

This option allows the store owner to edit the name and contact details relating to a particular customer.

## Delete Customer

This option allows the store owner to delete inactive customers.

**Note:**

The orders for this customer will not be removed when a customer is deleted.

## Orders

This option takes the store owner to the orders screen where there is a list of orders that particular customer has made.

## Email

This option allows the store owner to send an email in either plain text or HTML to the customer selected.

## Orders

Last Update: 4th June, 2004  
Article ID: [171](#)

- Introduction
- Edit Order
- Delete Order
- Invoice
- Packing Slip

### Introduction

All orders received for the store will be displayed in the orders section. There are a number of actions that can be carried out on an order.

### Edit Order

This option allows the store owner to edit the order, update the order status, or add new comments for an order and keep the customer notified of the progress of their order.

### Delete Order

This option allows the store owner to delete an order which will not be fulfilled. The option to put the products in the order back into stock is available and can be selected by the store owner.

### Invoice

This option takes the store owner to a printable version of the invoice for the selected order.

### Packing Slip

This option takes the store owner to a printable version of the packing slip for the selected order which does not include payment details.

**NOTE:**

The *Invoice* and *Packing Slip* can show the store's company image by editing the `oscommerce.gif` in `admin/images/oscommerce.gif`. Also, another image sized about 300x50 can be added to the `admin/images` folder and the graphic name changed in the `admin/invoice.php` and `admin/packingslip.php` files.