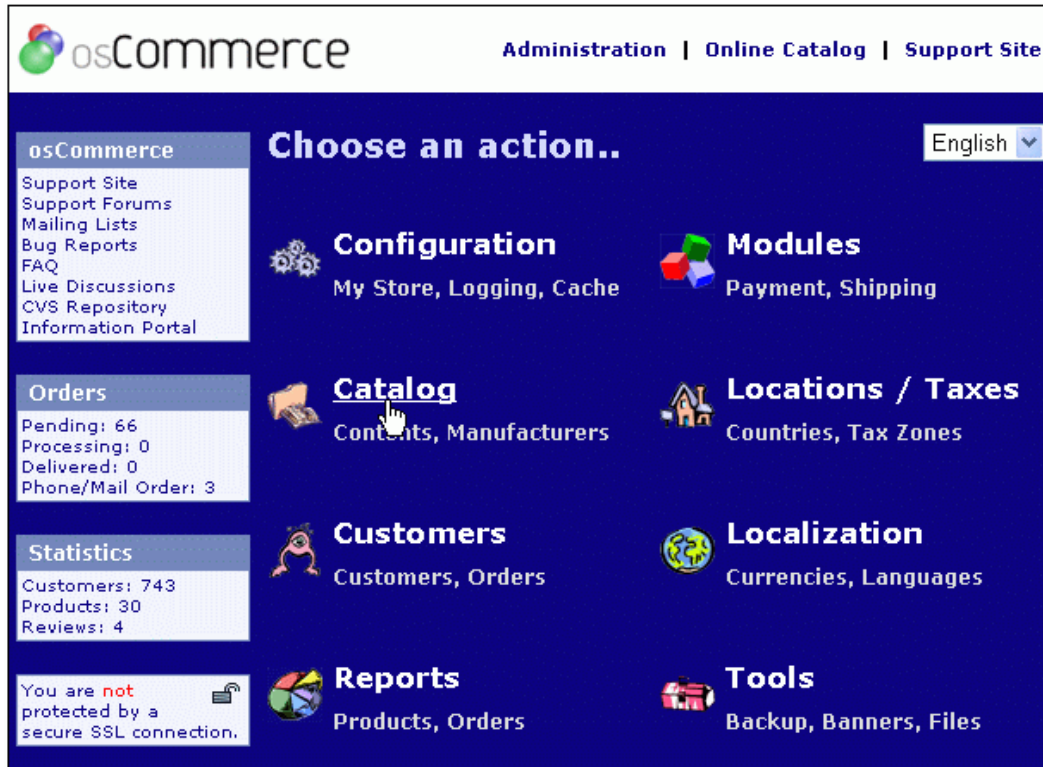


## Adding a Product

1. Log into ADMIN.
2. Click on CATALOG.



The screenshot shows the osCommerce Administration interface. At the top, there is a navigation bar with 'Administration | Online Catalog | Support Site'. Below this, the main content area is titled 'Choose an action..' and features a grid of menu items. The 'Catalog' item is highlighted with a mouse cursor. The 'Catalog' menu includes 'Contents, Manufacturers'. Other visible menu items include 'Configuration' (My Store, Logging, Cache), 'Modules' (Payment, Shipping), 'Locations / Taxes' (Countries, Tax Zones), 'Customers' (Customers, Orders), 'Localization' (Currencies, Languages), 'Reports' (Products, Orders), and 'Tools' (Backup, Banners, Files). On the left side, there are several informational boxes: 'osCommerce' (Support Site, Support Forums, Mailing Lists, Bug Reports, FAQ, Live Discussions, CVS Repository, Information Portal), 'Orders' (Pending: 66, Processing: 0, Delivered: 0, Phone/Mail Order: 3), 'Statistics' (Customers: 743, Products: 30, Reviews: 4), and a security notice: 'You are not protected by a secure SSL connection.'

## Attitude's Simple osCommerce Guides

*add\_product.pdf*

Download from:  
[www.oscommerce.co.nz/docs/](http://www.oscommerce.co.nz/docs/)

For osCommerce installation, customization and support, contact Attitude.

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## Introduction

You're set up with an online shop, so now it needs some products to sell.

This guide shows you how to add a product to your shop.

## Quick Guide

1. Log into ADMIN.
2. Click on CATALOG.
3. Select a category.
4. Click NEW PRODUCT.
5. Enter product details.
6. Click PREVIEW.
7. Click INSERT.



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### 3. Select a category.

One way to do this is by using the GO TO drop down box at the top right of the screen.



Alternatively, you could also click the icon at the left of the category that best fits the new product.

## Categories / Products



If you don't select a category the product will be created independently in your store, like the E-Book product in the image above.

You may want to add a new category for the product. (If you're not sure how to do this, download the document [add\\_category.pdf](http://www.oscommerce.co.nz/docs/) from [www.oscommerce.co.nz/docs/](http://www.oscommerce.co.nz/docs/).)

### 4. Click NEW PRODUCT.

This creates the new product inside the category you selected.



## 5. Enter product details.

**Products Status:** The status shows whether the product is in stock or out of stock. Click whichever radio button is appropriate for your product.


**New Product in "Clothing"**

Products Status:  In Stock  Out of Stock

**Date Available:** This is the date from which your product will be available to customers. Choose a date by clicking the DATE AVAILABLE drop down arrow, then clicking the correct date from the calendar.


Date Available: (YYYY-MM-DD)

Products Manufacturer: --none--

Products Name: 

Tax Class: --none--


Products Price (Net):



	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**Products Manufacturer:** Use the PRODUCTS MANUFACTURER drop down list to select the correct manufacturer name for your product.


Products Manufacturer: --none--


Products Name: 

Tax Class:

Products Price (Net):

Products Price (Gross):

Products Description: 



- none--
- Canon
- Fox
- GT Interactive
- Hewlett Packard
- Logitech
- Matrox
- Microsoft
- Sierra
- T-Shirt Manufacturer
- Warner

**Products Name:** Enter a name for the product in the PRODUCTS NAME box.


Products Name: 

**Tax Class:** Use the TAX CLASS drop down list to indicate whether the product will be taxed. If tax applies to this product, choose Taxable Goods from the list.

Tax Class:	--none--
Products Price (Net):	--none-- Taxable Goods
Products Price (Gross):	0

**Products Price:** Enter the price before tax into the PRODUCTS PRICE (NET) box. If the product is a taxable good, the gross price will be automatically calculated for you in the PRODUCTS PRICE (GROSS) box.

**Products Description:** Enter a description of the product in the PRODUCTS DESCRIPTION box.

Products Description:	 T-Shirt printed with personalized slogan
-----------------------	--

**Products Quantity:** Type the number of items you hold in stock for this product.

Products Quantity:	350
--------------------	-----

**Products Model:** Enter the product model if applicable.

**Products Image:** Click the BROWSE button to look for an image that will represent this product.

Products Image:	<input type="text"/>	<input type="button" value="Browse..."/>
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**Products URL:** Enter the product URL if applicable.

**Products Weight:** Enter the weight of the product into the PRODUCTS WEIGHT box.  
(If weight is not applicable for your product, type '0' into the PRODUCTS WEIGHT box.)

Products Weight:	0.22
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## 6. Click PREVIEW.

This shows you a preview of the new product.

The screenshot shows the osCommerce administration interface. At the top, there are navigation links for 'Support Site', 'Online Catalog', and 'Administration'. On the left, a sidebar menu lists various administrative sections: Configuration, Catalog, Categories/Products, Products Attributes, Manufacturers, Reviews, Specials, Products Expected, Modules, Customers, Locations / Taxes, Localization, Reports, and Tools. The main content area is titled 'Personalized T-Shirt' with a price of '\$25.00'. Below the title, it says 'T-Shirt printed with personalized slogan' and shows a small image of a black t-shirt. A note states 'This product was added to our catalog on Thursday 23 June, 2005.' At the bottom of the main area, there are three buttons: 'back', 'insert', and 'cancel'. The footer contains copyright information for osCommerce and mentions it is powered by osCommerce.

If you want to change any details, click the BACK button.  
If you decide not to add the product, click CANCEL.

## 7. Click INSERT.

You can now see the product in your store.

The screenshot shows the 'Categories / Products' section of the osCommerce interface. At the top, there is a search bar and a 'Go To' dropdown menu set to 'Clothing'. Below this, a table lists the product 'Personalized T-Shirt'. The table has columns for 'Categories / Products', 'Status', and 'Action'. The 'Personalized T-Shirt' row shows a status of 'on' (indicated by a green dot) and an 'Action' menu with buttons for 'edit', 'delete', 'move', and 'copy to'. Below the table, there are buttons for 'back', 'new category', and 'new product'. On the right side, there is a detailed view of the 'Personalized T-Shirt' product, including its image, date added (06/30/2005), date available (08/26/2005), price (\$25.00), quantity (350), and average rating (0.00%).

# Editing a Product

Once you have products in your store, you need to know how to edit product details.

First you need to select the product that needs updating. When you've selected the product, clicking the EDIT button allows you to access product details and make any changes.

## Categories / Products

Search:   
Go To:

Categories / Products	Status	Action	Microsoft IntelliMouse Explorer
Microsoft IntelliMouse Explorer	<span style="color: green;">●</span> <span style="color: red;">●</span>		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="move"/>
Microsoft IntelliMouse Pro	<span style="color: green;">●</span> <span style="color: red;">●</span>		<input type="button" value="copy to"/>

Categories: 0  
Products: 2

Date Added: 02/28/2005  
Last Modified: 02/28/2005

After previewing the changes you made, you can accept them by clicking the UPDATE button.

Administration | Support Site | Online Catalog | Administration

### Microsoft IntelliMouse Explorer \$64.95

Microsoft introduces its most advanced mouse, the IntelliMouse Explorer! IntelliMouse Explorer features a sleek design, an industrial-silver finish, a glowing red underside and taillight, creating a style and look unlike any other mouse. IntelliMouse Explorer combines the accuracy and reliability of Microsoft IntelliEye optical tracking technology, the convenience of two new customizable function buttons, the efficiency of the scrolling wheel and the comfort of expert ergonomic design. All these great features make this the best mouse for the PC!

For more information, please visit this products [webpage](#).

This product was added to our catalog on Monday 28 February, 2005.

(For more detailed instructions about editing products, download the [updating\\_prices.pdf](#) guide from [www.oscommerce.co.nz/docs/](http://www.oscommerce.co.nz/docs/). Its instructions focus on changing product prices, but you would follow a similar process to change any product details.)

