

## 5. To Add a Product to the Website

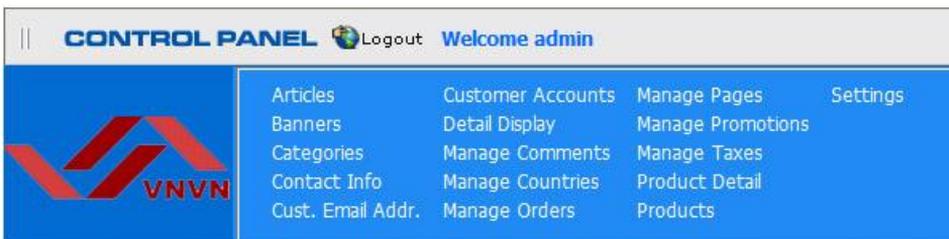
Before adding a product to the website, you must prepare some most essential information:

- Product Title (**Title**). You cannot save the product if you don't fill in a title.
- Product Code (**Item Code**). You cannot save the product if you don't fill in a product code.

You also need other information such as: price, brand, size, color, weight, description, etc. You also need to decide which category this product belongs to.

Here's how to do it.

Login the Control Panel as usual. The first screen of the Control Panel looks like this.



**A. Step 1:** Add a product record. You will map to a category and upload product image in step 2.

- Click "Products" on the menu. The list of existing products will appear.

Articles Customer Accounts Manage Pages Settings  
 Banners Detail Display Manage Promotions  
 Categories Manage Comments Manage Taxes  
 Contact Info Manage Countries Product Detail  
 Cust. Email Addr. Manage Orders **Products**

Products ID SEARCH

Product Code: 1 + Add - Sub Got

-----Select----- Add new record Import/Export Products

ID	Title	Public date	Ordinal	In stock	Sale price	Weight
37	Birthday's Gift 02	8/1/2012 3:51:33 PM	1	999	\$59.95	1
36	Birthday's Gift 03	8/1/2012 3:51:33 PM	1	999	\$63.95	1

- Click the “Add new record” button at top of the list.

A blank record will appear with a lot of boxes. Let’s focus on the most essential boxes.



- **Brand** (or Manufacturer). Fill in the name of the brand or the manufacturer of this product. **Notes:** Your website has the filtering function to display only products of a particular manufacturer. It helps your customer quickly find a product.
- **List price.** If your price is lower than the Manufacturer Suggested Retail Price (MSRP), you may want to fill in this box for the customer to compare.
- **Sale price.** Fill in the sale price.
- **Weight.** Fill in the weight of the product, only needed when you charge the shipping fee based on weight. The unit is pound.
- **Color.** Fill in the prominent color of the product. **Notes:** If your product comes in different colors, you need to add one record for each color.
- **Size.** Fill in the size (for example: S, M, L, XL, 28, 30...) or the dimensions of the product. **Notes:** If your product comes in different sizes, you need to add one record for each size.
- **Gender.** Specify if this product is for men or women's use. Leave it blank if it is for both men and women. **Notes:** Your website has the filtering function to show only products for men or for women.
- **Shipping fee.** If you charge a fixed shipping fee for this product, fill in the fee, in US dollars, here.
- Shipping fee for each additional item. If you charge a different fee for the additional item of this product. Fill it in here. If this box is blank, the fee will be the same as for the first item.

Notes about the two boxes “**Weight**” and “**Shipping fee**”. You only need to fill in either one of these boxes depending on how you charge the shipping fee.

- If you charge by the rates of the US Post Office (USPS), UPS, Fedex... then fill in the **Weight** box and leave the Shipping Fee box blank.
- If you charge a fixed shipping fee for a product, then you only need to fill in the **Shipping fee** box and leave the Weight box blank.

The screenshot shows a product management form with the following fields and sections:

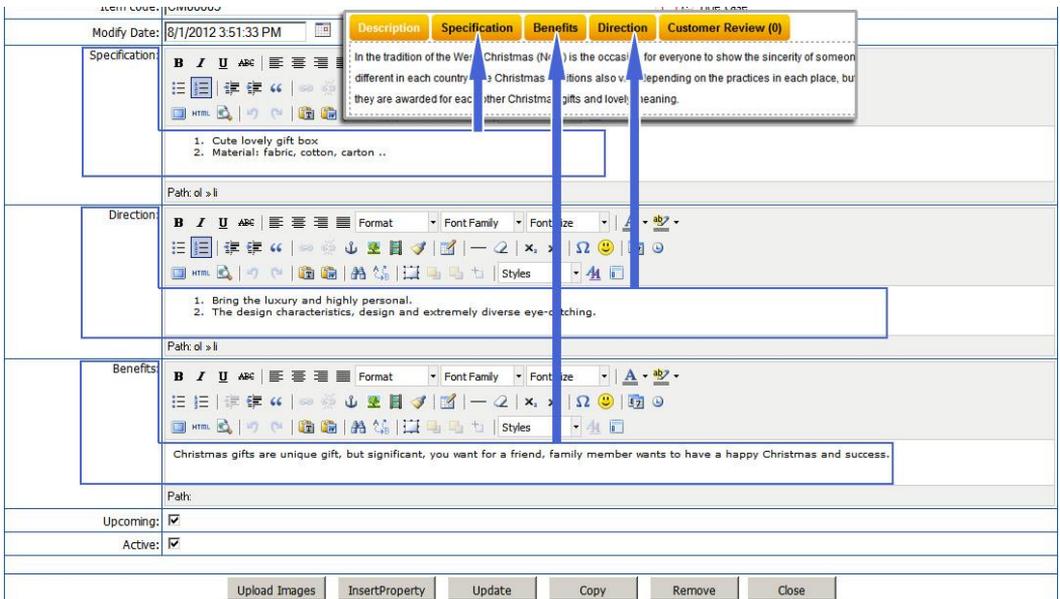
- Product\_Caption: [text input]
- Same images width product: [text input with value 0]
- Default image: [text input]
- Local Delivery: [text input with value 0]
- Display In List:
- Group code: [text input]
- Item code: [text input] (Title case )
- Modify Date: 1/28/2013 2:32:47 AM
- Specification: [text area] (highlighted with a red box)
- Path: [text input]
- Direction: [text area] (highlighted with a red box)
- Path: [text input]
- Benefits: [text area] (highlighted with a red box)
- Path: [text input]
- Upcoming:
- Active:
- Buttons: Add, Reset, Close

A red arrow points to the **Add** button.

- **Item code.** You must fill in this information. If it is blank, you cannot save this record.

- **Specification.** Here, you will fill in the specifications of the product.
- **Direction** (or directions for use). Here, you will fill in the directions for use and care of the product.
- **Benefits.** Here, you can fill in the benefits of the product.

The above information will help the customers know more about the product. On the web page, the information is hidden inside the tabs of the same titles. Viewers need to click the tab to read the content.



- **Click the "Add" button.** The message "Record added successfully!" will appear at the upper left corner. And, a blank record will also appear.

Until now, you have completed Step 1.

## B. Step 2: Select a category and upload product image.

Item code:	HB00001	(*) <input checked="" type="checkbox"/> Title case									
Modify Date:	2/15/2013 5:36:09 AM										
Active:	<input checked="" type="checkbox"/>										
Upload Images    InsertProperty    Update    Copy    Remove    Close											
Product Code:	1	<input checked="" type="radio"/> + Add <input type="radio"/> - Sub    Go!									
-----Select-----    Add new record    Import/Export Products											
ID	Title	Public date	Ordinal	In stock	Sale price	Weight	Item code	Modify Date	Active	Edit	Remove
99	Handbag 01	2/15/2013 5:36:09 AM	100	10	\$305.00	1	HB00001	2/15/2013 5:36:09 AM	<input checked="" type="checkbox"/>	Edit	Remove
98	Video Product 01	8/1/2012 3:51:33 PM	1	993	\$10.00	1	VD00001	8/1/2012 3:51:33 PM	<input checked="" type="checkbox"/>	Edit	Remove
97	Jessica Simpson	1/22/2013 3:53:12 AM	100	10	\$99.00	0	1235	1/22/2013 3:53:12 AM	<input checked="" type="checkbox"/>	Edit	Remove

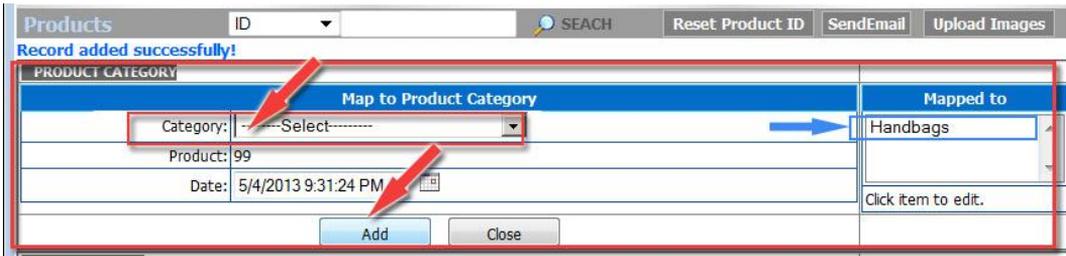
Underneath the record, there always is the list of products. Let's find the newly added product and click on its **ID** or the **"Edit"** button on the same line to open the record.

Products    ID    SEARCH    Reset Product ID    SendEmail    Upload Images

Record deleted successfully!

PRODUCT CATEGORY		Map to Product Category	Mapped to
Category:	-----Select-----		There are no items! Click item to edit.
Product:	361. Register		
Date:	362. Sign In		
	404.		
	067. Top Menu_EN		
	069. Home		
PRODUCT STYLE			Mapped to
ProductID:	344. About Us		There are no items! Click item to edit.
Style:	325. Products		
Order:	441. Christmas Gifts		
Active:	442. Valentine's Gifts		
	449. Birthday Gifts		
	451. Handbags		
	363. Dolls		
	416. Menu Level 2.1		
	417. Menu Level 2.2		
	419. Menu Level 3.1		
	420. Menu Level 3.2		
	418. Menu Level 2.3		
	457. Announcements		
	333. Contact		

- Click the **"Category"** box in the "Map to Product Category" section. The list of category will appear. Find the line with category "Handbags" and click on it. The Category box is now filled with "Handbags".



- Click the **“Add”** button underneath. The message **“Record added successfully”** will appear at the upper left corner. The category name **“Handbags”** has appeared in the **“Mapped to”** section on the right side.

Notes: A product can belong to more than one category. Therefore, you can repeat the previous steps to map this product to another category.

You have finished selecting category for this product.

- Prepare to upload product image to the website.

With each product, you can upload one or more images. In this example, we will upload one image. The Control Panel has a function to resize your original image to create a series of images from tiny image, thumbnail image and standard size image to be used in various places in the website.

Before uploading, you must prepare a large image (the size should be at least 1024 x 768 pixels) to show the details of the product. Your website has the area zoom function to quickly show the detail of an area of the product.

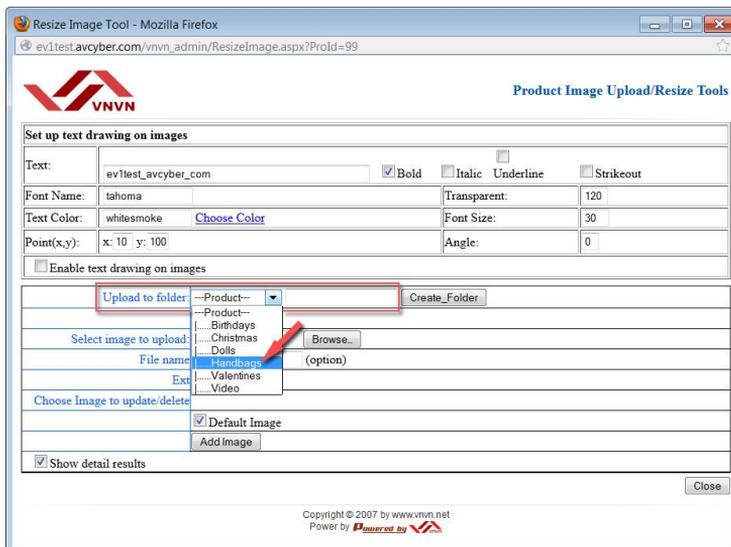


- Click the **“Upload Images”** button near the bottom of the record. Note that this button is near the bottom of the record, not the button near the upper right corner.

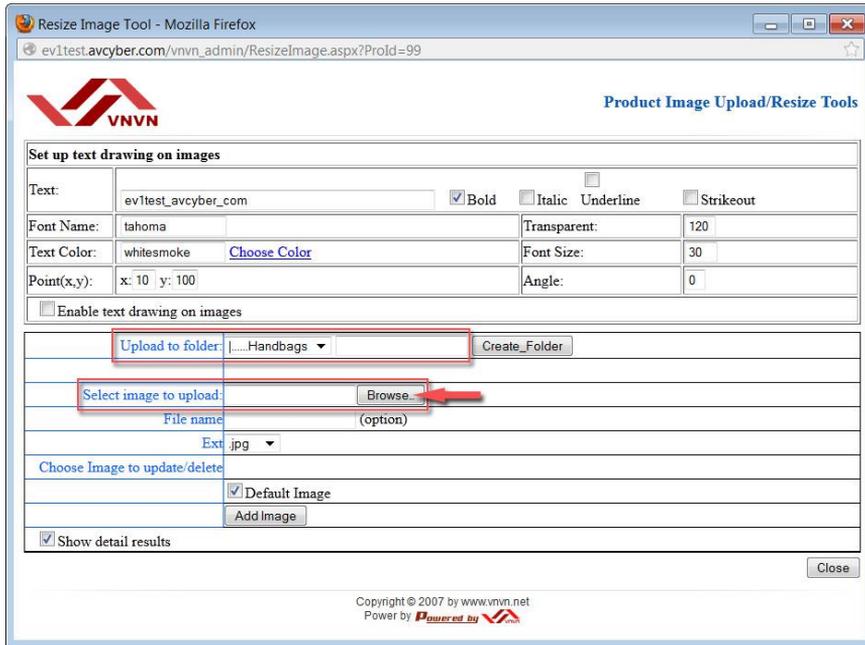
The “Product Image Upload” will appear.

The top part of this screen is for embedding text on the image.

In the lower part, you will find a box named **“Upload to folder”**. This box is showing “Product”, which means the folder “Product” is being selected. Let’s select a suitable folder for this product.

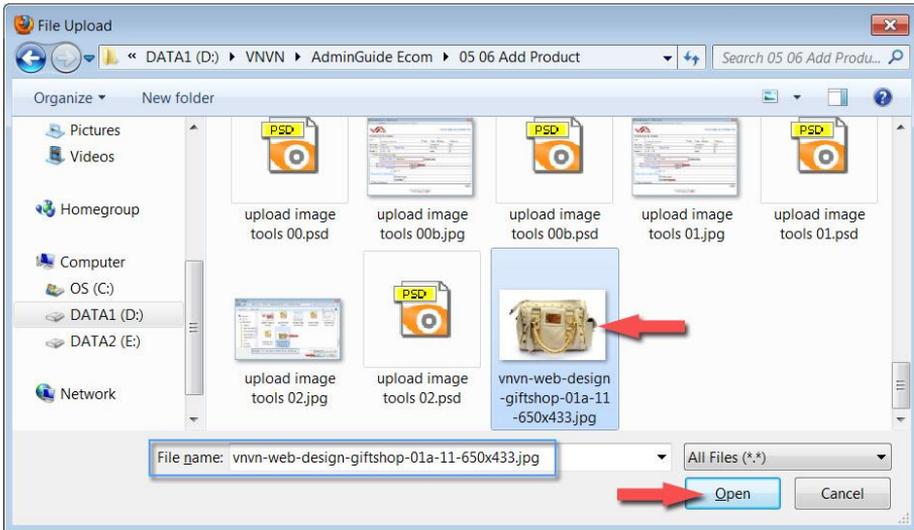


- Click on “Upload to folder” box, a list of folders in the web server will appear. Click the line with “Handbags” to select this folder.

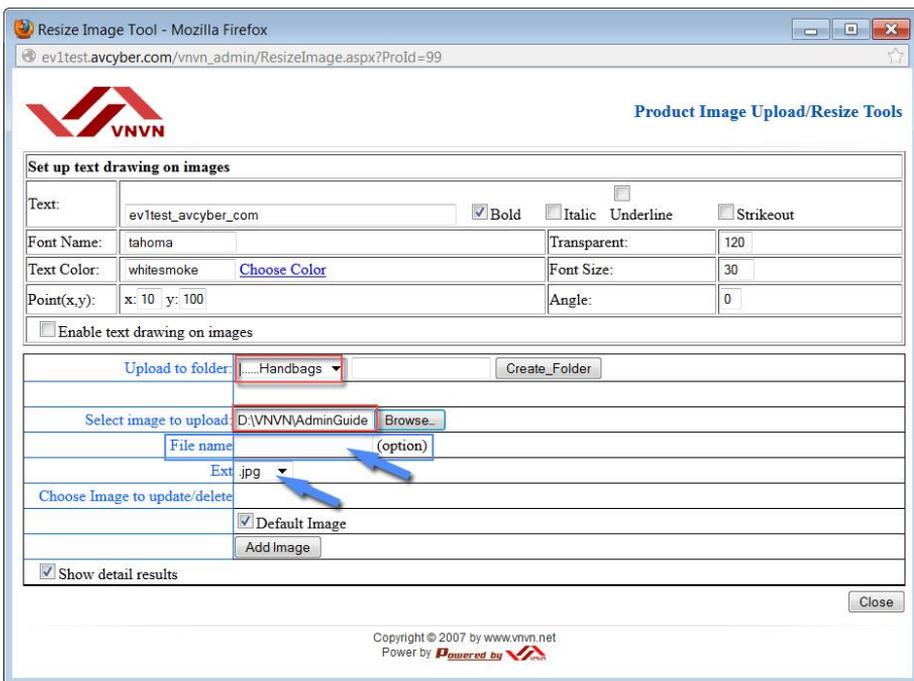


Next, you will find the image file in your computer to upload.

- Click the “**Browse**” button at the end of the box named “**Select Image to upload**”. You will see the files and folders in your computer.

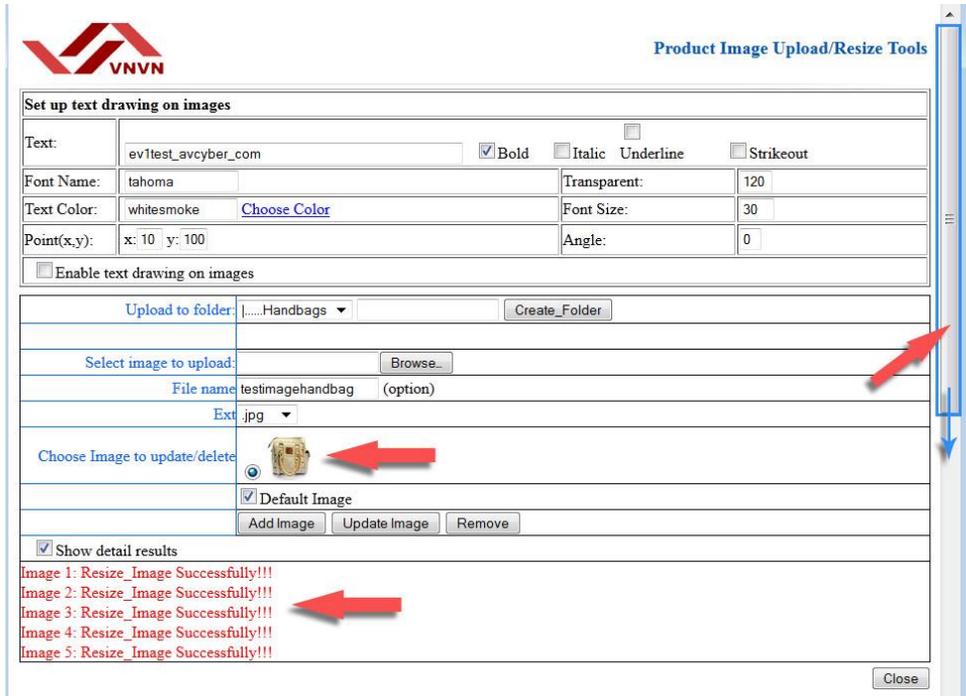


- Click on the image file. The file name will appear in the “File name” box. Then, click the “Open” button.



The box “Select file to upload” has been filled in.

- The “**File name**” box. You may fill in a new file name here if you want to rename it. If this box is blank, the file name is unchanged.
- The “**Ext.**” box. Keep the image format as default, which is JPG.
- Click the “**Add Image**” button to upload.



After a few seconds, a small image will appear and the message “Resize\_image successfully” will appear several times.

Use the scroll bar to look at the lower part of the screen. You will see a series of images of the product in different sizes.

**Set up text drawing on images**

Text:   Bold  Italic  Underline  Strikeout

Font Name:  Transparent:

Text Color:  [Choose Color](#) Font Size:

Point(x,y):  Angle:

Enable text drawing on images

Upload to folder:

Select image to upload:

File name:  (option)

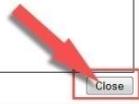
Ext:

Choose Image to update/delete: 

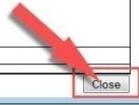
Default Image

Show detail results

Image 1: Resize\_Image Successfully!!!  
 Image 2: Resize\_Image Successfully!!!  
 Image 3: Resize\_Image Successfully!!!  
 Image 4: Resize\_Image Successfully!!!  
 Image 5: Resize\_Image Successfully!!!



1.		+ (W x H): 12x7 + Dimension: 680bytes + Size:
Location: <a href="http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-12x7.jpg">http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-12x7.jpg</a>		
2.		+ (W x H): 60x39 + Dimension: 4KB + Size:
Location: <a href="http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-60x39.jpg">http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-60x39.jpg</a>		
3.		+ (W x H): 170x113 + Dimension: 16KB + Size:
Location: <a href="http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-170x113.jpg">http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-170x113.jpg</a>		
4.		+ (W x H): 300x199 + Dimension: 42KB + Size:
Location: <a href="http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-300x199.jpg">http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-300x199.jpg</a>		
5.		+ (W x H): 650x433 + Dimension: 163KB + Size:
Location: <a href="http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-650x433.jpg">http://ev1test.avcyber.com/Images/upload/Product/Handbags/testimagehandbag-99-650x433.jpg</a>		



- Click the **“Close”** button at the bottom of the screen or in the middle of the screen to close the **“Upload”** screen.

You will be back to the record. The **“Default image”** box is now filled with the file path and a small image will appear.

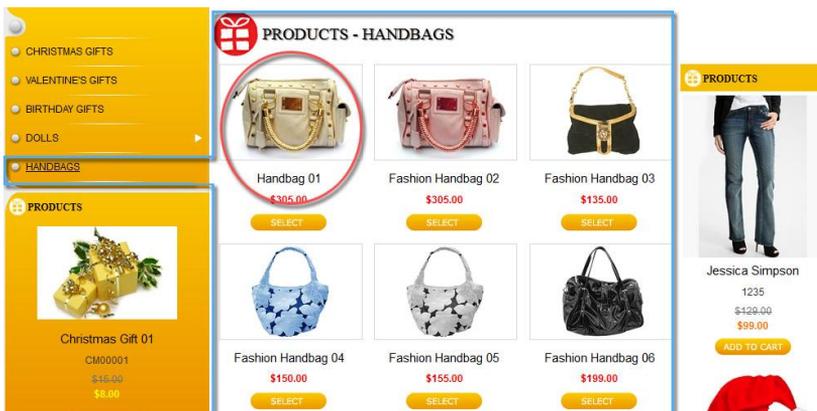
Shipping fee:	0
Shipping fee for each additional item:	0
SEO Title:	Handbag
SEO Description:	Handbag
SEO Keywords:	Handbag
SEO Image Caption:	Women
Default image:	~/Images/upload/Product/Handbags/testimagehand 
Group code:	Handbag 01
Display In List:	<input checked="" type="checkbox"/>
Item code:	HB00001 <input type="checkbox"/> Title case
Modify Date:	2/15/2013 5:36:09 AM
Active:	<input checked="" type="checkbox"/>

Product Code:

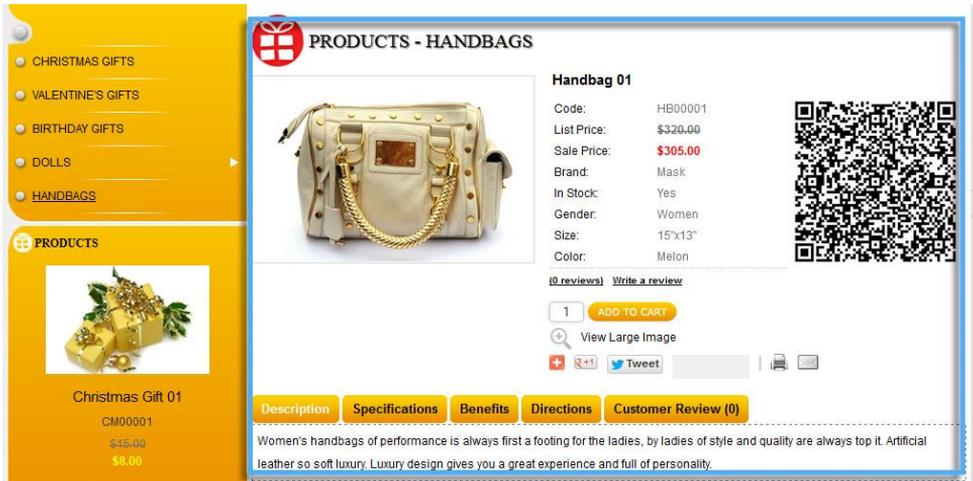
ID	Title	Public date	Ordinal	In stock	Sale price	Weight	Item code	Modify Date	Active	Edit	Remove
99	Handbag 01	2/15/2013 5:36:09 AM	100	10	\$305.00	1	HB00001	2/15/2013 5:36:09 AM	<input checked="" type="checkbox"/>	Edit	Remove
98	Video Product 01	8/1/2012 3:51:33 PM	1	993	\$10.00	1	VD00001	8/1/2012 3:51:33 PM	<input checked="" type="checkbox"/>	Edit	Remove

- Click the **“Update”** button to finish.

Now, you should go to your website to check. Click menu item **“Handbags”**, you will see the product we’ve just added to the website.



Click on the product, you will see the product with an image and all the details.



Until now, you have finished adding a product to the website.

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