



how to edit/change content using your website's product module

If you loose your copy of this guide, it can also be found
online at <http://www.goo.net.nz>

fig 1



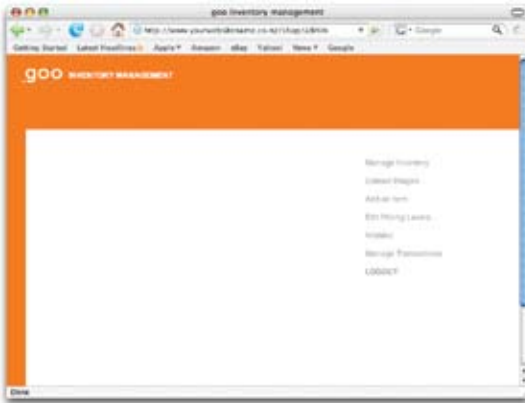
logging in fig 1

To log in to the shopping module administration, go to your website and add '/shop/admin' in the address bar after the domain name, i.e. <http://www.yourwebsitename.co.nz/shop/admin>

Insert the username and password you have been supplied with.

If you have logged in correctly your website will display as is shown left (fig 2). If not you may need to click the browsers 'back' button and try again.

fig 2



managing the inventory fig 2

adding a new item fig 3

To add a new item, click 'Add an Item'. Fill in the fields that appear with the required information for your product. Only the product name, first description and price display on the initial list view page. This first description should just be a brief one line sentence enticing people to view more. The other description fields display further information in the longer product specific pages. To add a line break, type
 where you want the line to break.

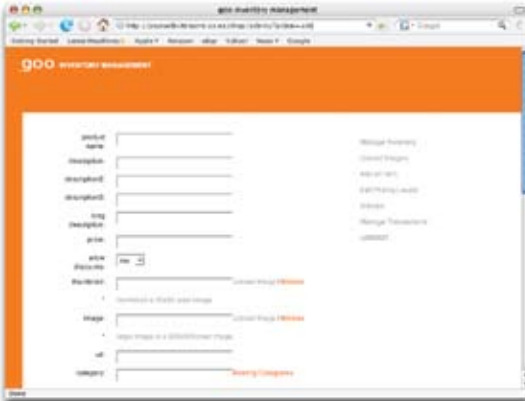
Categories are displayed as links in the shop public navigation bar. This must be entered accurately so the product will appear when its category is selected from the shop navigation, and not cause double ups. To remove a category from the shop public navigation, all products with that category must have their category field changed, blanked and updated.

To add images, you will first need to upload them to the site.

All images should also be square shaped at the size specified in the 'Add an Item' page, generally 50x50 pixels for the smaller thumbnails, and 229x229 pixels for the larger images. Try to keep the file size of the image you're uploading small, so that customers will not have to wait while large images download.

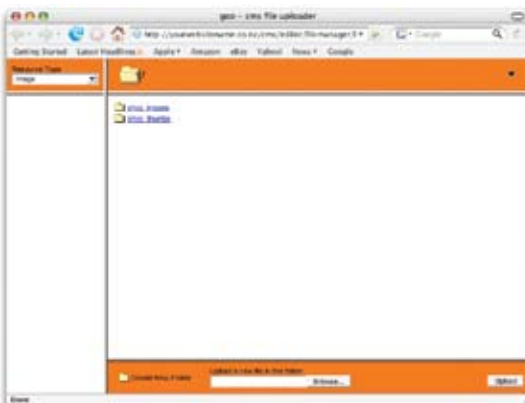
Click 'Upload Image...' to get to the 'browse server' window (fig 4).

fig 3



Select 'Image' from the drop down on the top left hand side. Shop images should be placed in the correct folder, i.e. 'shop_images' for the larger images, or 'shop_thumbs' for the small list view images. You will need to navigate to the appropriate folder by clicking on it.

fig 4



Click the 'Browse...' button down near the bottom of the page. Find the file you want to upload on your computer in the window that opens up. Click on it and then click the 'Open' button. Click the 'Upload' button to upload the file. The file is now uploaded and will be in the list to select from.

To use an image for the product, click 'Browse' in the 'Add an Item' page. This will bring up a list of the images. To choose your image, highlight the file name by clicking and dragging with the mouse. Copy this text using either the edit menu, or using control+c (PC), or command+c (Mac). Click on the field just above this for the images, and paste using the edit menu, or by using control+v (PC), or command+v (Mac).

An "option" will offer your shop customers a choice between variations of the same single product, i.e. colour, size etc. Each option field will create a new set of options for the site user. For instance, if you wish to create a choice of colour:

IN THE OPTION 1 FIELD: Simply enter the colours available and separate with a comma, i.e. red,yellow,green

If you also wish to create a choice of size for example:

IN THE OPTION 2 FIELD: enter the size options and separate with a comma, i.e. small,medium,large

There is no need for a comma at the end of the list. If an option is no longer available, simply remove it from the appropriate option field – and maintain the single comma between remaining options. Options will ultimately display as "drop box selections" for the customer.

Click '**SUBMIT**' when you are finished entering all the information.

Note: Some fields will not display until the full shopping module is active. Upgrade to the full shopping module to see the benefits.

editing existing items

To edit existing items, click '**Manage Inventory**'.. To edit an Item click '**edit this item...**' under the item you want to edit. The procedure is the same as for adding an item.

