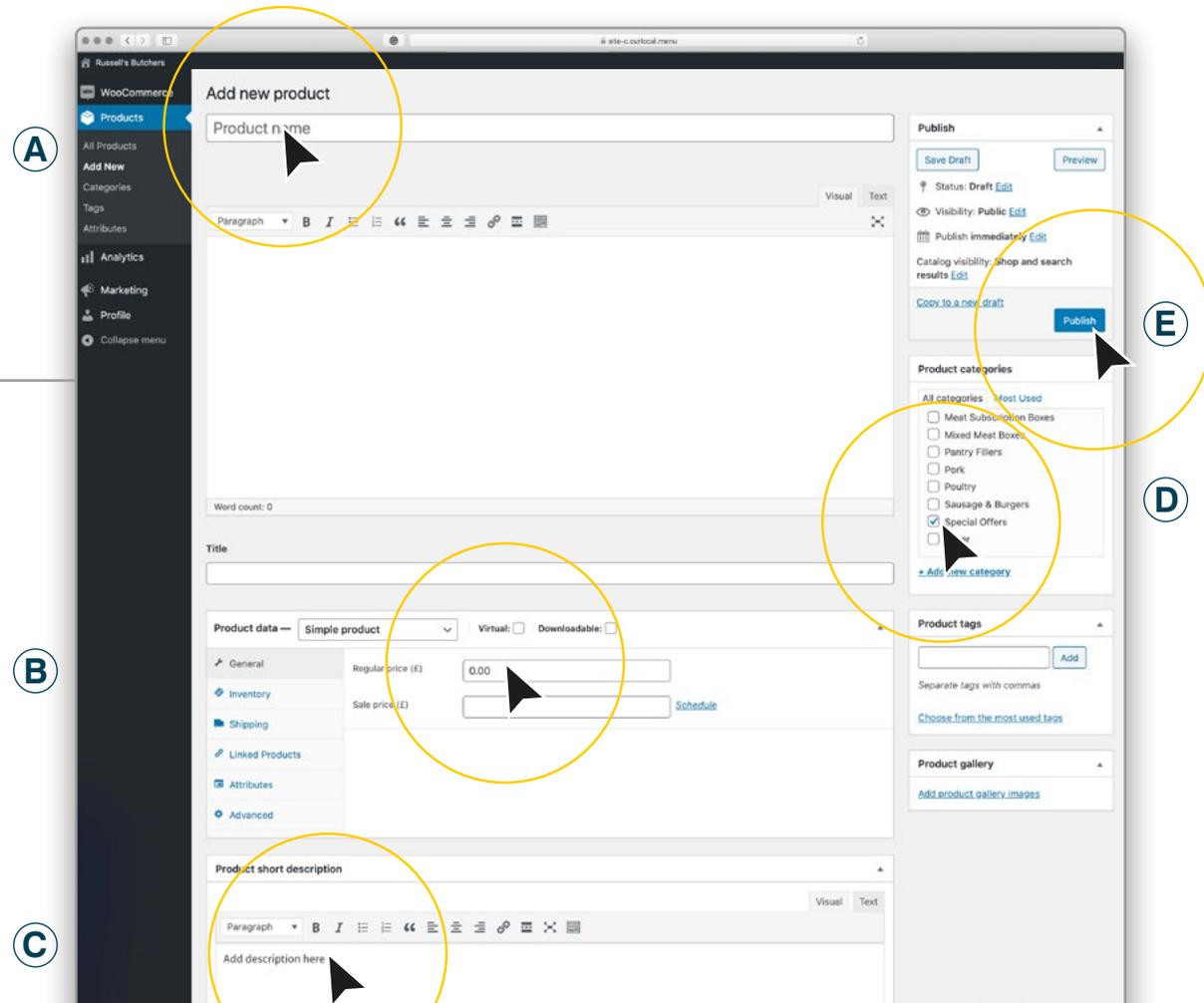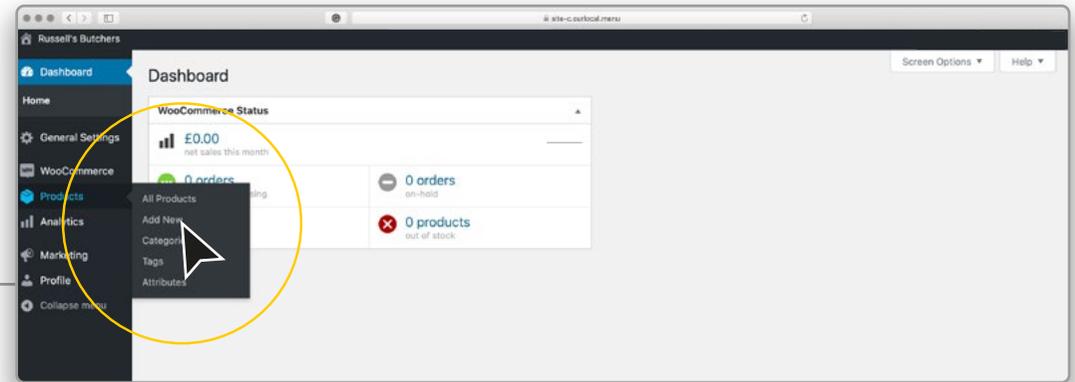# 2.3. How to Add and Edit a Product (shops)

1. Add a New Product.

In the Dashboard

• Edit a name of a Category

> Click - 'Products'
> Click - 'Add New'

> Add the product name here. (A)
> Add the product price here. (B)
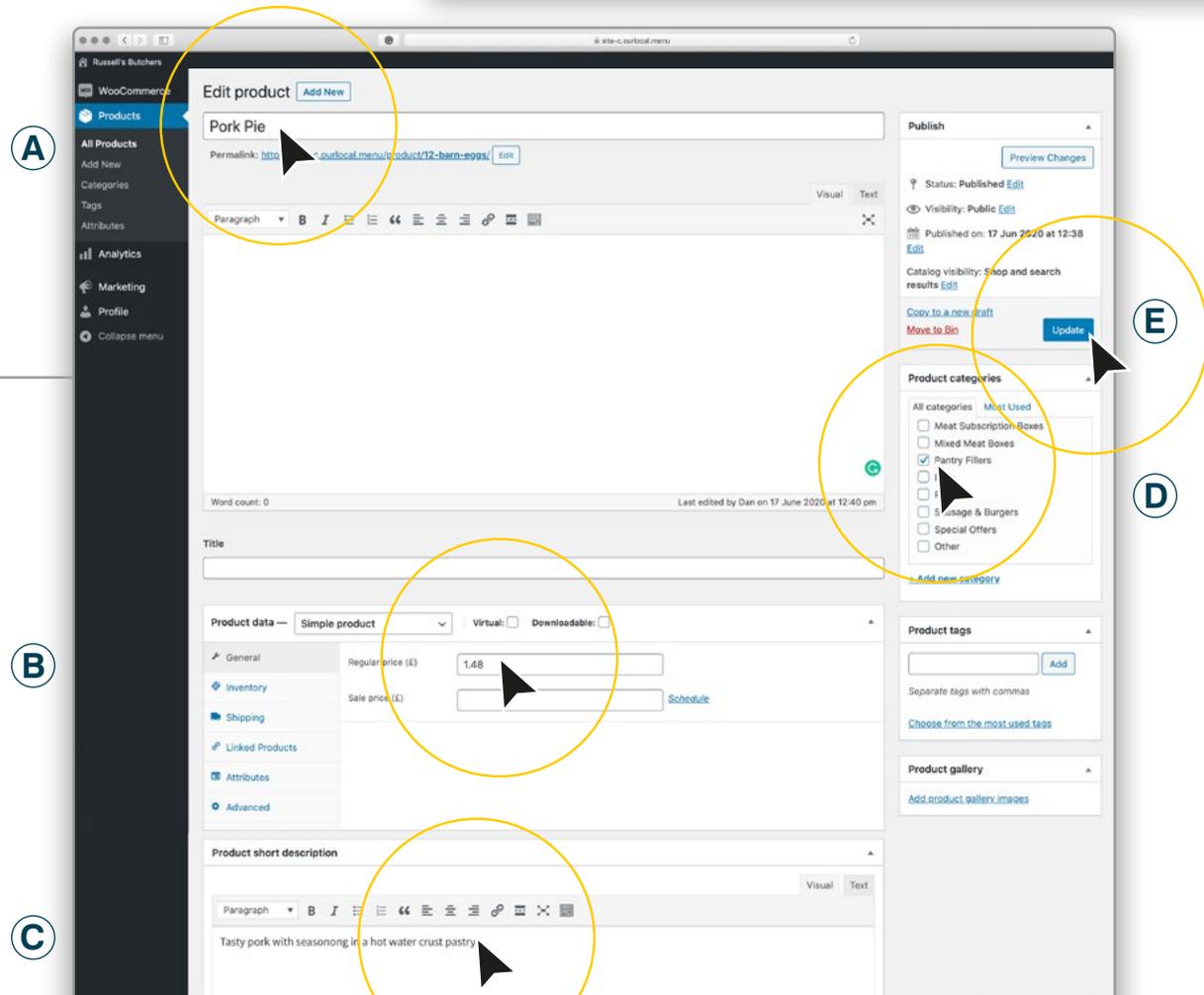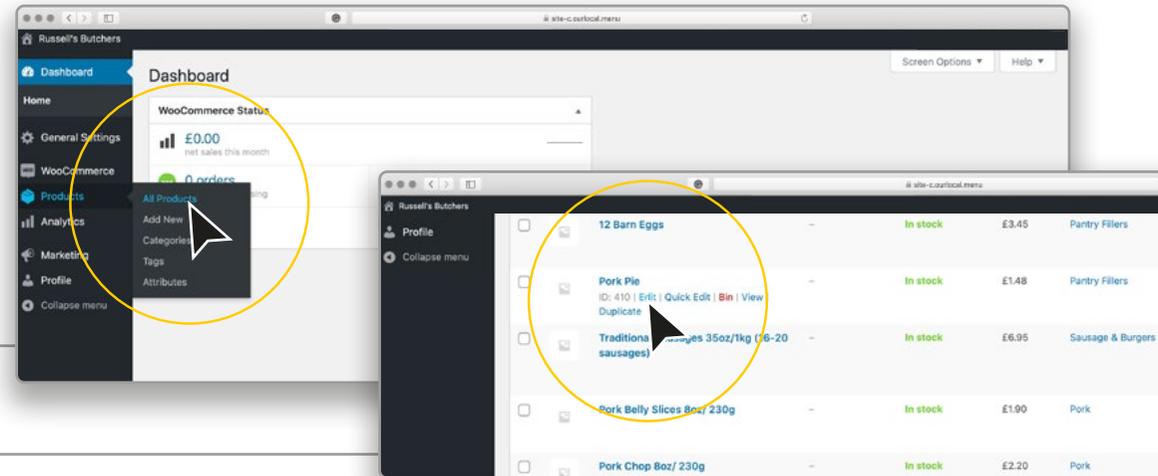**> Add the product description here. (C)**

> You can change the category that the product is designated to here. (D)
> When finished Click the 'Publish' button. (E)

2. Edit a Product.

In the Dashboard

- Edit a name of a Category
  > Click - 'Products'
  > Click - 'All Products'

> Edit the category you wish to

> Edit the product name here. (A)
> Edit the product price here. (B)
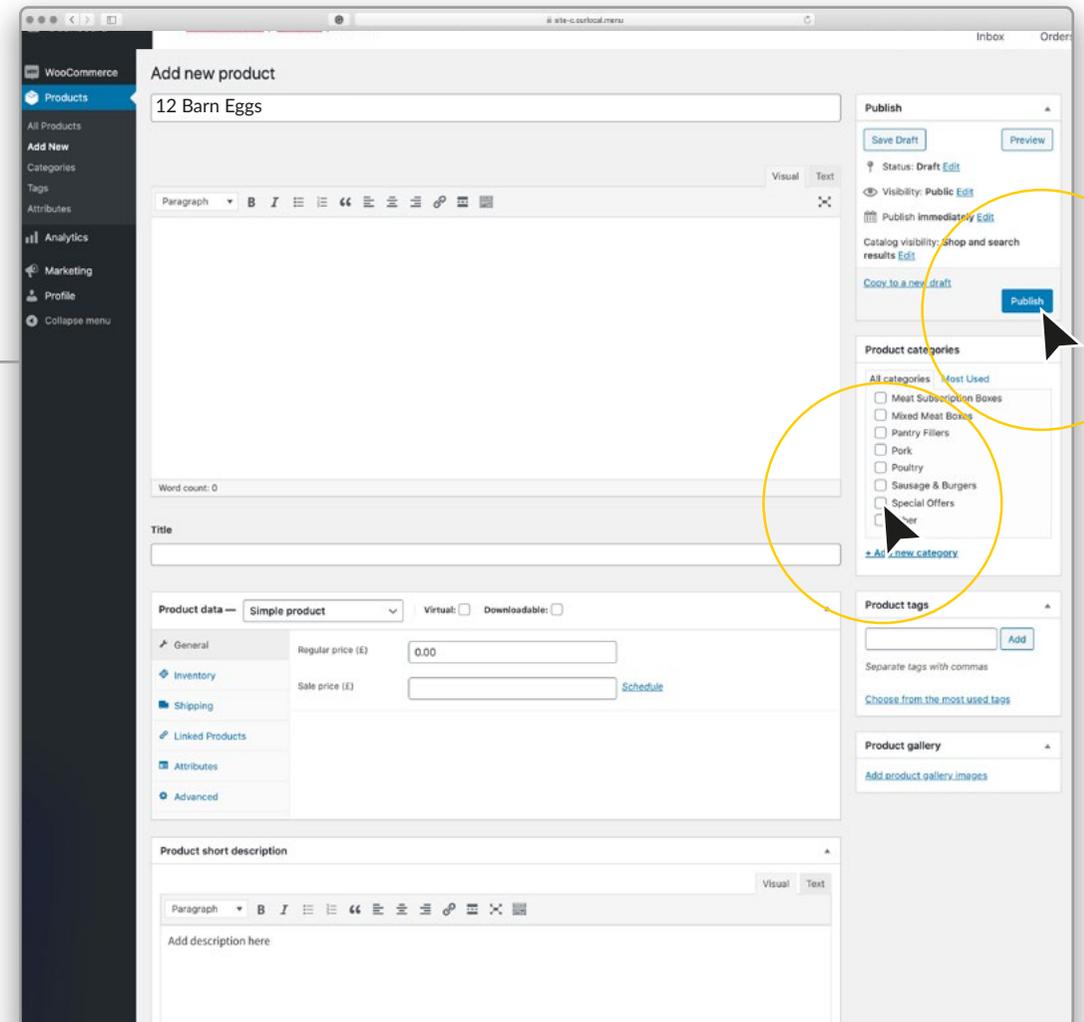**> Edit the product description here. (C)**

> You can change the category that the product is designated to here. (D)
> When finished Click the 'Update' button. (E)

3. Disable a Product.

If you don't want to delete a product, if you may have future stock, you can disable it. To do this 'un-tick' the Product Category in the Dashboard.

If no Product Categories are selected then the Product will not be seen 'live' on the site, but will remain in the background for future use.

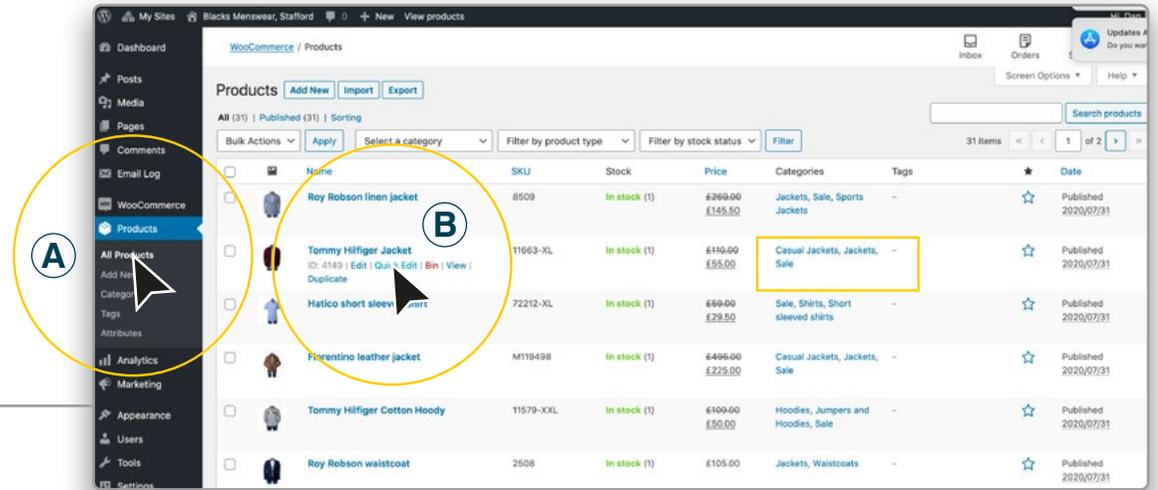**> When finished Click the 'Publish' button.**

4. Adding a Sale item.

You can select certain items to be in the 'Sale' section as well as their own category (ie. Jackets).

In the Dashboard, click on 'All Products'. (A)

The quickest way is to click on 'Quick Edit' of the product you want to add to the Sale Category. (B)

Your Original Price and Sale Price can be set here. (C)

Select the 'Sale' tick box in Product Categories. (B)

> When finished Click the 'Update' button. (E)

Repeat for more Sale items.