# 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'





### 2. Edit a Product.

In the Dashboard

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

> Edit the category you wish to





## 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)

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🖾 Email Log	0 .	I Name	SKU	Stock	Price	Categories	Tags	*	Date	
WooCommerce	<u> </u>	Roy Robson linen jacket	8509	in stock (1)	£269.00 £145.50	Jackets, Sale, Sports Jackets		Ŷ	Published 2020/07/31	
All Products Add Ne	•	Tommy Hilfiger Jacket ID: 4149   Edit   Quit % Edit   Bin   View Duplicate	11663-XL	in stock (1)	<u>€110.00</u> <u>€55.00</u>	Casual Jackets, Jackets, Sale	20	☆	Published 2020/07/31	
Categor Tegs Attributes	91	Hatico short sleeve Zmrt	72212-XL	In stock (1)	659.00 <u>£29.50</u>	Sale, Shirts, Short sleeved shirts			Published 2020/07/31	
1 Analytics	•	Perentino leather jacket	M119498	In stock (1)	£495.00 £225.00	Casual Jackets, Jackets, Sale	23		Published 2020/07/31	
✗ Appearance ▲ Users	· (	Tommy Hilfiger Cotton Hoody	11579-XXL	In stock (1)	£100.00 £50.00	Hoodies, Jumpers and Hoodies, Sale	-	\$	Published 2020/07/31	
∲ Tools	0	Roy Robson waistcoat	2508	In stock (1)	£105.00	Jackets, Waistcoats	20	☆	Published 2020/07/31	

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.

