



Adding Products To Your E-Commerce Store

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1 Introduction

This document describes how to add products to your e-commerce store using a web interface.

1.1 Conventions

Throughout this document <domain> is used to refer to your domain e.g. snowdoniait.com.

2 Logging on

Visit <http://www.<domain>/admin/>. You will be prompted to enter your email address and password. If you do not know your password please contact your system administrator or Snowdonia IT Services. Note that Snowdonia IT Services will not be able to reset a password without a request from an authorised representative.

Once you have successfully logged on you will be presented with a screen such as that shown in Figure 1.



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Powered by osCommerce

Figure 1: Your welcome screen

3 Maintenance mode

When your site is in maintenance mode any visitors will be shown a message stating that the site is currently down for maintenance. You may wish to use this mode when you are setting up your site or making major changes. To enter the configuration of maintenance mode, click on “Configuration”, followed by “Website maintenance” in the left hand menu. You will be presented with a screen like that shown in Figure 2.

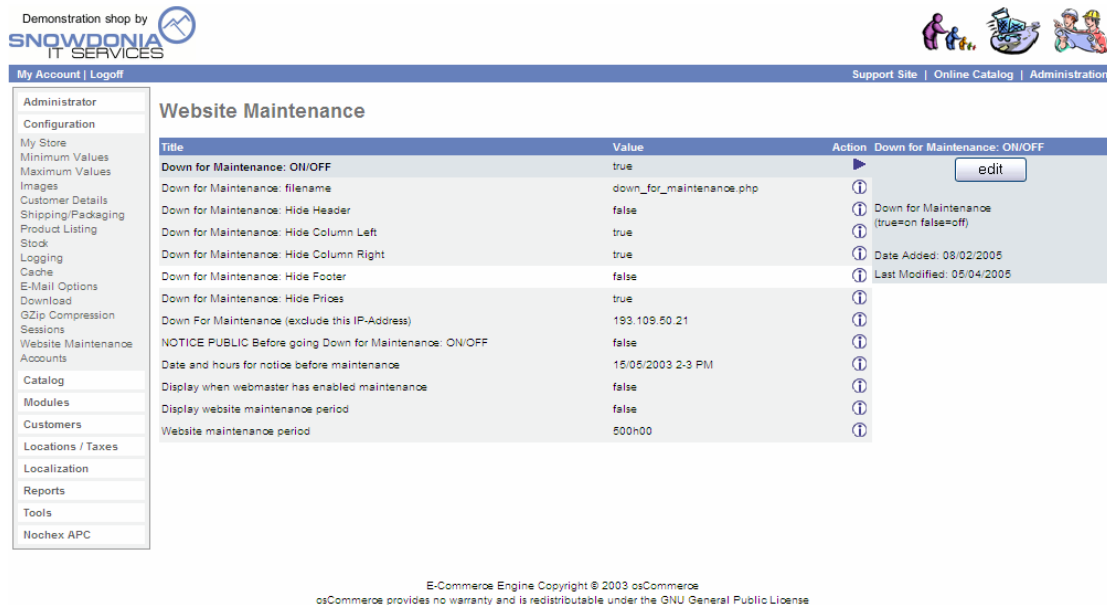


Figure 2 Maintenance mode

3.1 Enabling and disabling maintenance mode

To enable or disable maintenance mode, click on the “Down for maintenance: ON/OFF” line followed by “edit”. Make your change and click “update”.

3.2 Viewing the site during maintenance

It is likely that you will want to view your site when it is down for maintenance. To do this you need to exclude your IP address. Click on “Down for maintenance (exclude this IP address)” followed by “edit”. Enter your IP address and click “update”.

If you do not know your IP address you may find it out using the “ipconfig” command on Windows. Start a command prompt (start -> all programs -> accessories -> command prompt) and type “ipconfig”. Your IP address will be displayed. If you are behind a corporate firewall that uses masquerading you will need to enter the IP address which the firewall masquerades as. If you do this anyone behind the firewall will be able to see your site.

If you do not have a fixed IP address (supplied by some DSL providers) you should ensure that you remove the IP address from the “Down for

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maintenance (exclude this IP address” list before you disconnect. This will ensure that anyone else allocated the IP address is unable to view your shop.

4 The Catalog

To manage your catalog, click on the “Catalog” link. You will be taken to a page such as that shown in Figure 3.

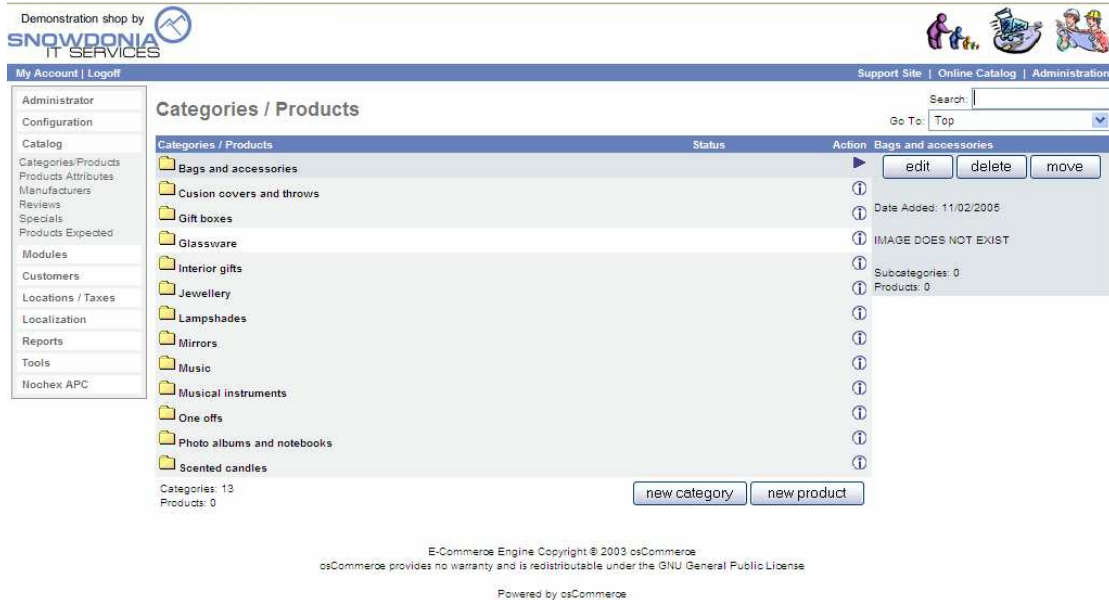


Figure 3 The catalog screen

4.1 Managing categories

4.1.1 Adding a new category

To add a new category click on “new category”. You will be prompted to enter a name for the category. You may select a thumbnail image to represent the category if you wish, using the browse button. Finally you will be asked for a sort order. This can be left blank, unless you wish to specify where in the list of categories the new category will appear. When you have finished click the “save” button.

4.1.2 Editing a category

To change the name of a category, select a new thumbnail image, or change the sort order, click on the category followed by the “edit” button. Make your changes and click the “save button”.

4.1.3 Deleting a category

To delete a category, click on the category followed by the “delete” button. You will be prompted to confirm that you wish to delete the category. Note that

deleting a category will also delete any sub-categories and products in the category.

4.1.4 Adding sub-categories

To add a sub category, enter the category you wish to add the sub category to by clicking on it twice (the first click will select the category so that it can be edited or deleted). You can now add the sub category as shown in section 4.1.1.

4.2 Managing manufacturers

When you add a product you are given the option to select a manufacturer. To make use of this feature you must previously have entered details of the manufacturer. Click on “manufacturers” under “Catalog” in the left hand menu.

4.2.1 Adding manufacturers

To add a manufacturer click on the “insert” button. You will be prompted to enter a name for the manufacturer and optionally a thumbnail image and URL for the manufacturer. When you have finished click the “save” button.

4.2.2 Editing manufacturers

The procedure for editing manufacturers is the same as for product categories described in section 4.1.2.

4.2.3 Deleting manufacturers

The procedure for removing manufacturers is the same as for product categories described in section 4.1.3.

4.3 Managing products

To enter a category in which you want to add, edit or delete a product follow the instruction in section 4.1.4 to navigate to the relevant category.

4.3.1 Adding products

Click on the “new product button”. You will be prompted to enter details of your product.

Product status is used to indicate whether you currently have this product in stock.

Date available is used to indicate when the product will be available for purchase. It only really makes sense to use this option if the product is out of stock.

Product manufacturer will be one of the manufacturers that you created in 4.2.1.

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Tax class is used to indicate whether the product is subject to any taxes, such as VAT.

Product price (net) is the price of the product without tax, whilst *product price (gross)* is the price including tax. Note that you need only complete one of these fields. The other will be completed automatically.

Product description is used for you to give a description of the product. This will be displayed to the shopper.

Product page title is the title which appears in the title bar of the browser window when a customer is viewing the product. Giving a meaningful title may help your search engine rankings.

Page header description is a brief description of the product. This is not displayed to the customer. A brief, meaningful description may help your search engine rankings.

Product keywords is a comma separated list of keywords which are relevant to your product. These are not displayed to the customer but may help improve your search engine rankings.

Product quantity is the number of the product which you have in stock. This will be updated automatically as customers buy products.

Product model may be used as a unique identifier for this product within your system. For example ph1 could refer to a specific photo album.

Product image is the image displayed with the product. You may select an image from your hard drive using the browse button. If your suppliers have given you permission to use images from their websites, you need to download these to your hard drive before you can use them. To do this, right click on an image and select "save image as". You can now specify a local directory and filename.

Product URL may be used as an optional URL where further information about the product is found.

Product weight may be used if you charge different shipping amounts based on the weight of products purchased.

When you have finished entering details click on the "preview" button to see the data which you have entered. If you are happy with this, click on the "insert" button. Otherwise you may click the "back" button and make changes.

4.3.2 Editing products

To edit a product, click on the product followed by the “edit” button. Once you have made your changes click on the “preview” button, and assuming you are happy with the changes click on the “update button”.

4.3.3 Deleting products

A product is deleted in the same way as a category was in section 4.1.3.

4.3.4 Moving products

Moving allows you to move a product from one category to another. To move a product, click on the product name followed by the “move” button. Select the category which you want to move the product to, and click “move”.

4.3.5 Copying products

Copying allows you to place a copy of a product in another category. To copy a product, click on the product name followed by the “copy” button. Select the category which you want to copy the product to. You will normally want to “link” the product, which is the default option. Click on the “copy” button to save the change.

4.3.6 Changing status

By clicking on the status lights you can easily update whether a product is in or out of stock. Red indicates out of stock whilst green indicates in stock.

4.4 Managing product attributes

A product attribute is an option which applies to a product, such as its colour. To add optional attributes to products click on “Product attributes” in the left hand menu under “Catalog”.

4.4.1 Adding product attributes

We will consider an example whereby we have a product (photo album) which comes in two colours (red and green), and we want to give customers a choice of colour.

We need to add the option name first. Under “Product options” we enter the option name “colour” and click “insert”.

We now need to add the valid options for the parameter colour. Under “Option values” we enter the option value “green” and click “insert”. We repeat this for the option “red”.

Finally we add the attributes to the appropriate products. Under “Product attributes” we select the appropriate product, a photo album in our example and also select the option name (colour) and colour (green) which we want to offer. We may add an additional charge using the “value price” if required. Finally we click on “insert”. We repeat this for red.

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This will give us a screen such as that shown in Figure 4.

4.4.2 Editing attributes

To edit a product attribute simply click on the “edit” button next to the attribute, make any required changes and click the “update” button.

4.4.3 Deleting product attributes

To delete a product attribute click on the “delete” button next to the attribute. You will be asked to confirm whether you wish to delete the attribute, and you will be told whether it is in use in your on-line shop.

The screenshot shows the osCommerce administration interface. At the top, there is a navigation bar with 'My Account | Logoff' on the left and 'Support Site | Online Catalog | Administration' on the right. A sidebar menu on the left contains various administrative options like 'Administrator', 'Configuration', 'Catalog', 'Categories/Products', 'Products Attributes', 'Manufacturers', 'Reviews', 'Specials', 'Products Expected', 'Modules', 'Customers', 'Locations / Taxes', 'Localization', 'Reports', 'Tools', and 'Nochex APC'. The main content area is divided into two sections: 'Product Options' and 'Products Attributes'. The 'Product Options' section has a dropdown for 'Option ID' and a table with columns 'ID', 'Option Name', and 'Action'. It contains two rows: one for 'Colour' with 'edit' and 'delete' buttons, and another for 'en:' with an 'insert' button. The 'Products Attributes' section has a table with columns 'ID', 'Product Name', 'Option Name', 'Option Value', 'Value Price', 'Prefix', and 'Action'. It contains three rows: two for existing attributes (ID 30 and 31) and one for a new attribute (ID 32) with input fields for 'Option Name', 'Option Value', 'Value Price', and 'Prefix', and an 'insert' button. At the bottom, there is a copyright notice for osCommerce and the text 'Powered by osCommerce'.

Figure 4 Adding product attributes

4.5 Managing specials

A special is a special offer made on a product. To manage specials click on “Specials” in the left hand menu under “Catalog”.

4.5.1 Adding specials

To add a new special offer click the “new product” button. Select the product you want to put on special offer, and enter the offer price. The offer price may be given as a value or a percentage. You may also specify a date when the offer will expire. Click on “insert” to create the offer.

4.5.2 Editing specials

The procedure for editing special is the same as for product categories described in section 4.1.2.

4.5.3 Deleting specials

The procedure for removing specials is the same as for product categories described in section 4.1.3.

5 About Snowdonia IT Services

At Snowdonia IT Services we provide a complete and high quality range of IT Services, all at a reasonable price.

We offer on-site services to businesses and home users.

- Website design package with managed hosting and domain name registration options.
- E-commerce website development.
- PC support including system and software installation / troubleshooting and software tuition.
- Linux solutions including server installation and configuration, and desktop systems.
- Information security services including virus protection / recovery, vulnerability scanning. and security programme development.
- Home and business network configuration and troubleshooting.
- Monitoring systems including alerting and availability statistics.
- Data recovery services from a variety of media.

5.1 Contact details

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