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User's Manual

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Module: Catalog_Products

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o s C o m m e r c e m o d u l e s
I n t e g r a t i o n w i t h E R P s y s t e m s
S e r v i c e s
S k i n s

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Introduction

The individual products for the store are listed in Catalog > Products section giving the price, quantity, status, and actions to take for each product.

Adding/Editing Product General Features

1. Go to Admin Panel of the web-store and click the **Catalog** link.



2. Click the **New Product** button below the Categories/Products list to create a new product.



The first screen of the "New Product " area is the **General** tab showing the following details: **Product Name**, **Product Short** and **Full Descriptions**, and **Product URL**.

The screenshot shows the 'General' tab of a 'New Product' form. At the top, there are tabs for 'General', 'Data', 'Affiliates', 'Images', and 'Attributes'. Below these, there are language selection buttons for 'English' (with a UK flag) and 'German' (with a German flag). The form contains the following fields:

- Products Name:** An empty text input field.
- Products short description:** An empty text input field.
- Products Description:** A large text area with a small icon in the top-left corner.
- Products URL: (without http://)** An empty text input field.

3. In the **Product Name** field, specify a name of a product to display on the product's info page.

In the "back end":

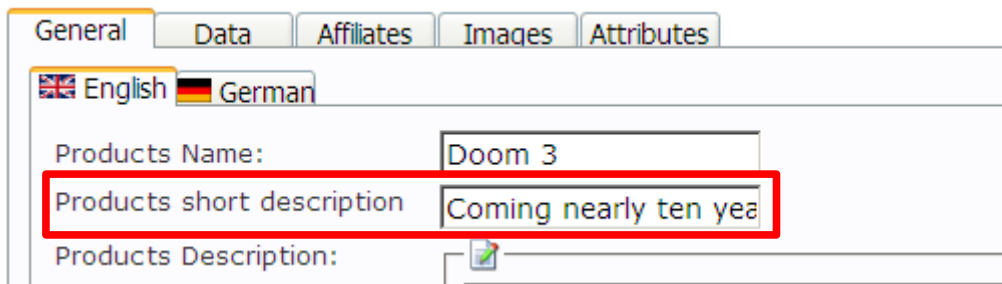
This screenshot shows the same 'New Product' form as above, but with the 'Products Name' field filled with the text 'Doom 3'. The 'Products short description' field contains the text 'Coming nearly ten year'. The 'Products Description' field is empty. A red rectangular box highlights the 'Products Name' field and its value.

In the "front end":



- 4. In the **Product short description** field, specify a short description of a product to display below the product's name.

In the "back end":



In the "front end":




5. In the **Product Description** box you can type detailed description of the product.

English German

Products Name:

Products short description:

Products Description: 



```
<table cellspacing="0" cellpadding="0"
border="0"><tbody><tr><td><table width="100%" ce
cellpadding="0" border="0"><tbody><tr><td><b
class="productTitle">DESCRIPTION</b></td></tr><tr><td><span
bgcolor="#000000"><td></td></tr><tr><td><span
```

You can also use the **WYSIWYG Editor** to create more perfect description. To open the Editor in a popup window, click the “WYSIWYG” icon at the top of the box.

English German

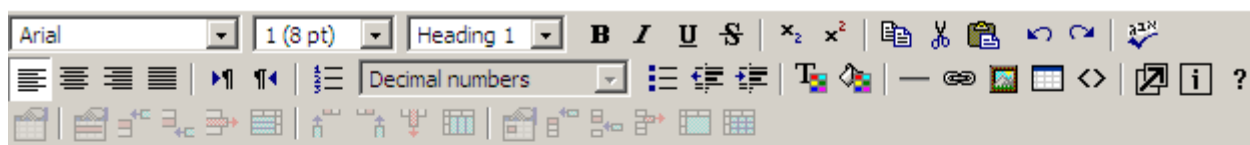
Products Name:

Products short description:

Products Description:  

```
<table cellspacing="0" cellpadding="0"
border="0"><tbody><tr><td><table width="100%" ce
cellpadding="0" border="0"><tbody><tr><td><b
class="productTitle">DESCRIPTION</b></td></tr><tr><td><span
bgcolor="#000000"><td></td></tr><tr><td><span
```

6. In the WYSIWYG Editor you can change the font, size, and color of your text, as well as insert image, web link, etc. Make your changes and click the **Save** button. If you do not want to save changes, click the **Cancel** button.



DESCRIPTION

Hell on Mars has become Hell on Earth.

Take part in a terrifying battle with the forces of Hell. A massive demonic invasion has overwhelmed the Aerospace Corporations' (UAC) Mars Research Facility leaving only chaos and horror in its wake. As only a few survivors, you struggle with shock and fear as you fight your way to Hell and back, in an epic against pure evil.

Detailed description of the product will show up on the product info page.



- 7. In the **Product URL** field, specify a weblink to external source of the product (if any) without 'http://'.



The link will show up at the bottom of the product info box, at the end of the following text: "For more information, please visit this product [webpage](#)."



- The same way you can describe this product in German. To do this, click the **German** tab and add all necessary information in the fields. Then, click the **Preview** button, and then - the **Update** button.

The screenshot shows a product edit form with tabs for 'General', 'Data', 'Affiliates', 'Images', and 'Attributes'. The 'Data' tab is selected, and within it, the 'German' language tab is active. The form contains the following fields:

- Products Name: Doom 3
- Products short description: Short DOOM3!!!!
- Products Description: (empty text area)

Adding/Editing Product Data

- Go to Admin Panel of the web-store and click the **Catalog** link.
- Select an existent product in the list. If the product is not in the “Top” category, click the “folder” icon adjacent to a certain category name and select the product. Then, click the **Edit** button on the right.

Categories / Products	Status	Action	Doom 3
Prince of Persia: The Two Thrones	● ●	ⓘ	edit
Doom 3	● ●	▶	delete
F.E.A.R	● ●	ⓘ	move

- From the Edit Product page, click the **Data** tab.

The screenshot shows the 'Data' tab selected in the product edit form. The form contains the following fields:

- Price: (empty)
- Tax Class: --none--
- Products Price (Net): 75.0000
- Data: (empty)
- Products Manufacturer: (empty)
- Products Model: (empty)

4. Here you can specify product's price, price tax, availability in stock, manufacturer, model, quantity, weight, as well as upload product's file, show SEO page name, set up sort order and availability date.

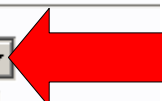
General	Data	Affiliates	Images	Attributes
Price Tax Class: <input type="text" value="--none--"/> Products Price (Net): <input type="text" value="75.0000"/> Products Price (Gross): <input type="text" value="75"/>		Data Products Manufacturer: <input type="text" value="--none--"/> Products Model: <input type="text" value="D3"/> Products Quantity: <input type="text" value="23"/> Products Weight: <input type="text" value="1.00"/> Products file: <input type="text"/> <input type="button" value="Browse..."/> Products SEO Page Name: <input type="text"/> Sort Order: <input type="text" value="1"/>		
Products Status: <input checked="" type="radio"/> In Stock <input type="radio"/> Out of Stock		Information Date Available: <input type="text" value=""/> (mm/dd/yyyy)		

Setting Up Product Price

1. In the **Price** box, select a **Tax Class** from the dropdown list.

The **Tax Class** value is used to charge tax on the product price according to the Taxes schedule setup in the “Locations/Taxes” section of Admin Panel.

General	Data	Affiliates	Images	Attributes
Price Tax Class: <input type="text" value="Tax UK"/> Products Price (Net): <input type="text" value="75.0000"/> Products Price (Gross): <input type="text" value="88.125"/>				



2. In the **Product Price (Net)** field, specify a price of the product.

The **Product Price (Gross)** field is automatically setup according to your Taxes schedule to show the cost plus tax to those customers who would pay tax. For example, if the Tax Class is “Tax UK” and the Price Net is £10.00, the Price Gross will be £11.75,

...because the Tax UK is 17.5%.

Priority	Tax Class	Zone	Tax Rate	Action
2	Taxable Goods	USA	10%	
0	Taxable Goods EUR	Special Zone	13%	
0	Tax UK	UK	17.5%	

Taxes are created in the *Locations/Taxes > Tax Rates* section of Admin Panel. (See the “**Setting Up Taxes_Tax Rate**” user's manual for additional information on how to create taxes)

Setting Up Product Status

In the **Product Status** box you can set up a status of a product by selecting either **In Stock** or **Out of Stock** button.

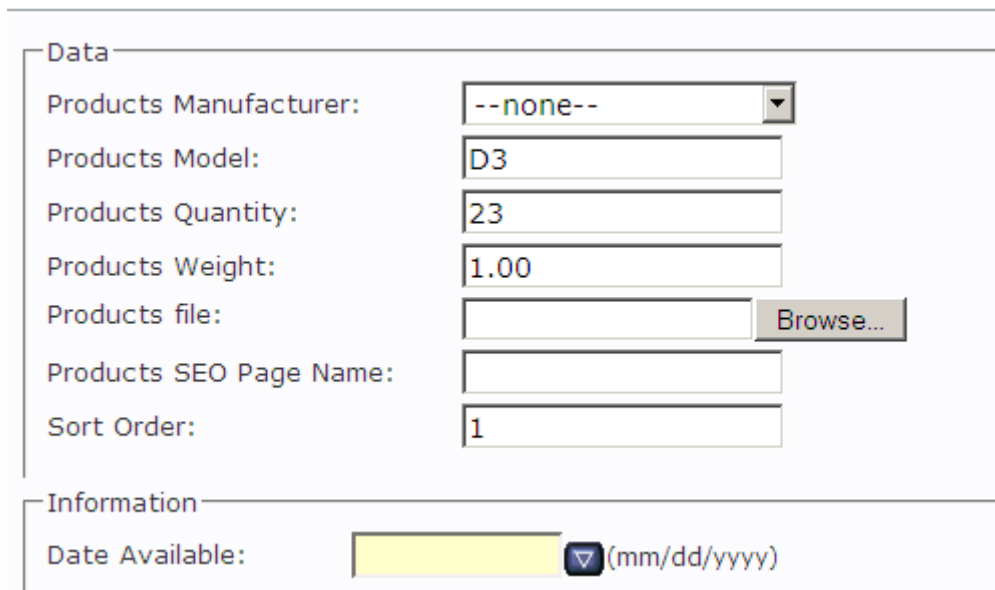


The screenshot shows a form titled "Products Status:". Below the title, there are two radio button options: "In Stock" (which is selected) and "Out of Stock".

The Product Status shows the product In or Out of the stock, which either enables or disables it in the store. That means, if you set up the **Out of Stock** status to the product, it becomes "Inactive" and will not be displayed on the website frontend.

Setting Up Product Data

In the **Data** box located to the right you can set up product's manufacturer, model, quantity, weight, product file, SEO page name, and sort order.



The screenshot shows a form titled "Data" with several input fields:

- Products Manufacturer: A dropdown menu showing "-- none --".
- Products Model: A text input field containing "D3".
- Products Quantity: A text input field containing "23".
- Products Weight: A text input field containing "1.00".
- Products file: A text input field with a "Browse..." button next to it.
- Products SEO Page Name: A text input field.
- Sort Order: A text input field containing "1".

Below the "Data" section is an "Information" section with a "Date Available:" field, which is a date picker showing a yellow highlight and a dropdown arrow, followed by the format "(mm/dd/yyyy)".

1. Click the "down" arrow adjacent to the **Product Manufacturer** field and select a manufacturer in the popup list.

Data	
Products Manufacturer:	ID Software
Products Model:	D3
Products Quantity:	23

2. In the **Product Model** field, specify a number of a model. *Note: If this product is a Gift Voucher, the model name should start with the "GIFT" word.*

Data	
Products Manufacturer:	ID Software
Products Model:	D3
Products Quantity:	23

3. In the **Product Quantity** field, specify the quantity of product's items in stock. This corresponds with the "Configuration > Stock" section settings. (See the "**Setting Up Configuration_Stock**" user's manual for additional information).

Data	
Products Manufacturer:	ID Software
Products Model:	D3
Products Quantity:	23

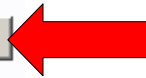
4. In the **Product Weight** field, specify a product's weight. If you use the weight value in your Shipping schedule, each product should have the weight specified. *Note: The Gift Vouchers should not have the weight.*

Data	
Products Manufacturer:	ID Software
Products Model:	D3
Products Quantity:	23
Products Weight:	1.00

5. If a product can be downloaded directly from site (such as PDF, DOC, MP3 files, drivers, executable files, etc.), click the **Browse...** button adjacent to the **Product file** field and upload the product file located on your PC.

*Note: You can also remove the file by selecting the **Remove** checkbox and clicking the **Preview** button, and then - the **Update** button.*

Products Weight:	<input type="text" value="0.00"/>	
Products file:	<input type="text"/>	<input type="button" value="Browse..."/>
Products SEO Page Name:	<input type="text"/>	



A customer will be able to download this file only when the order has been confirmed and an Administrator has set the “**Allow Downloading**” status to it. The **Download** button will show up in the **Download Your Products Here** box.

YOUR ORDER HAS BEEN PROCESSED!

Your order has been successfully processed! Your products will arrive at their destination within 2-5 working days.

Please notify me of updates to the products I have selected below:

Logitech® MX1000 Laser Cordless Mouse

Thanks for shopping with us online!

You have funds in your Gift Voucher Account. If you want you can send those funds by [email](#) to someone

DOWNLOAD YOUR PRODUCTS HERE:

Logitech® MX1000 Laser Cordless Mouse	Expiry date: Tuesday 07 November, 2006	5 downloads remaining
---------------------------------------	---	-----------------------

You can also download your products at a later time at ['My Account'](#)

Delivery Information Payment Information Confirmation Finished!

6. In the **Product SEO Page Name** field you can specify the SEO page name - an alternative product name which will be displayed in the Address line of the website. Search Engine Optimization (SEO) optimizes a website so that the search engines rank this site higher in their index of websites. The SEO page name helps achieving 2 goals:

- 1) The search engine finds this page faster because the URL is shorter.
- 2) The URL is readable and users can easily memorize it.

For example, your product name is “Logitech® MX1000 Laser Cordless Mouse”. This name contains spaces and symbols that will be automatically changed by the system to special symbols such as %, +, etc. Such set of symbols in URL is very inconvenient for users to memorize and for search engines to find.

The solution is **Product SEO page name** feature! You can specify a shorter and readable name in the field, for example, “Logitech_MX1000_Mouse” (it is strongly recommended to put '_' instead of spaces, otherwise the search engines will not be able to find the page).

Products Weight:	<input type="text" value="0.00"/>
Products file:	<input type="text"/> <input type="button" value="Browse..."/>
Products SEO Page Name:	<input type="text" value="Logitech_MX1000_Mo"/>
Sort Order:	<input type="text" value="1"/>

See the results:

The screenshot shows a web browser window with the address bar containing a search URL for 'Logitech_MX1000_Laser_Cordless_Mouse'. Below the browser, the Google search interface is visible, showing the search query 'Logitech® MX1000 Laser Cordless Mouse' and the search results. The results include product listings from Buy.com, Puget Custom Computer, and Cyberguys, as well as a detailed product page from Logitech.com.

Note: This feature works only when SEO module has been installed and activated in your system.

- In the **Sort Order** field, specify a number defining position of a product in the Admin Panel > Products list and on the product listing page.
 - If the Sort Order value is zero, a product is positioned at the top of the list.
 - The last product in the list has the greatest Sort Order value.
 - All the products with zero Sort Order value are sorted alphabetically.

Sort Order:	<input type="text" value="1"/>
-------------	--------------------------------

Setting Up Product Available Date

1. From the **Data** screen > **Information** box you can specify the date a product will be available to purchase. This date corresponds with the "Products Expected" module. Click the "down" arrow adjacent to the **Date Available** field and select the date from Calendar. Or, simply type the date in the field.

Information
Date Available: (YYYY-MM-DD)

< Nov 2006 >

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

cancel

If you specify the past date in this field, it will be highlighted in red notifying you to change the date to the future one.

Information
Date Available: (YYYY-MM-DD)

preview cancel

Customers will be notified of product's availability date on the product info page. For example, "This product will be in stock on Monday 30 November, 2009".

Version:

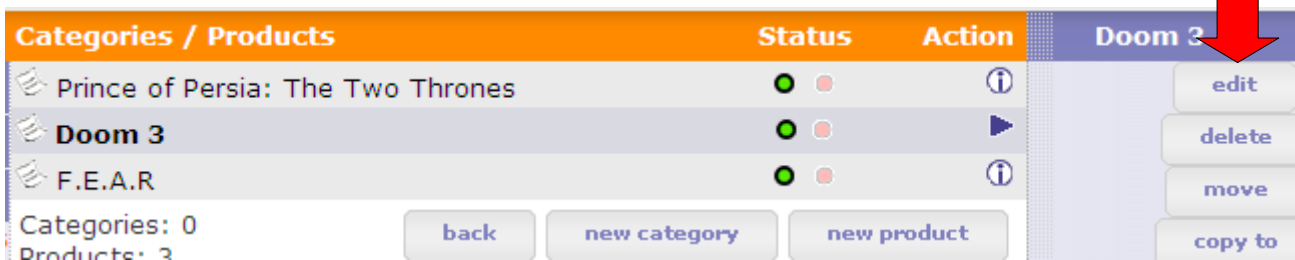
Information, please visit this products [webpage](#).

This product will be in stock on Monday 30 November, 2009.

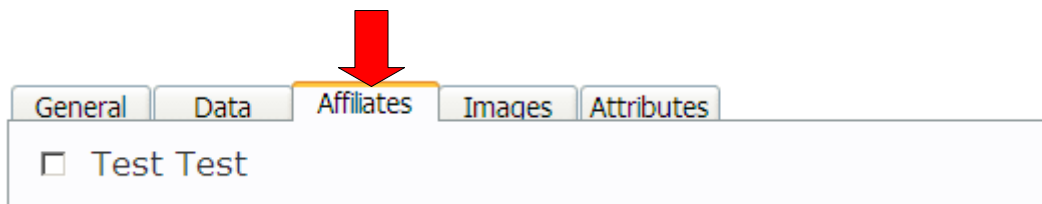
3. Please do not forget to click the **Preview** button, and then the **Update** button to save your settings.

Adding/Editing Product Affiliates

1. Go to Admin Panel of the web-store and click the **Catalog** link.
2. Select an existent product in the list. If the product is not in the “Top” category, open an appropriate category by clicking the “folder” icon adjacent to a category name and select the product. Then, click the **Edit** button on the right.



3. From the Edit Product page click the **Affiliates** tab.



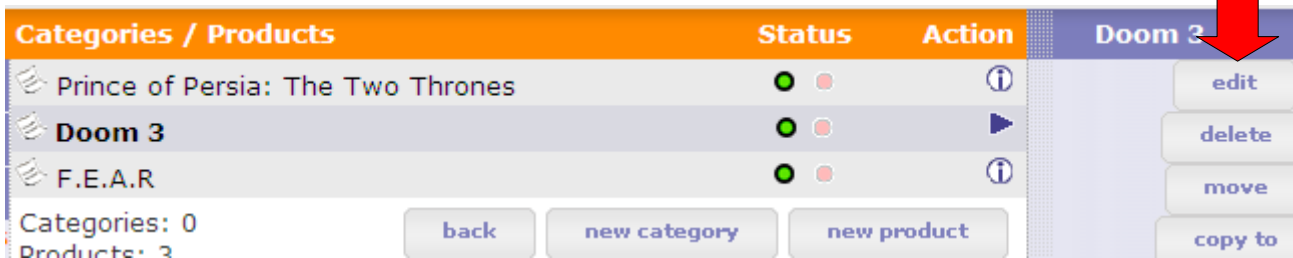
Here you can assign a product to Affiliate(s). There could be a few Affiliates names in the box. To assign the product to Affiliate, select a checkbox opposite a proper name.



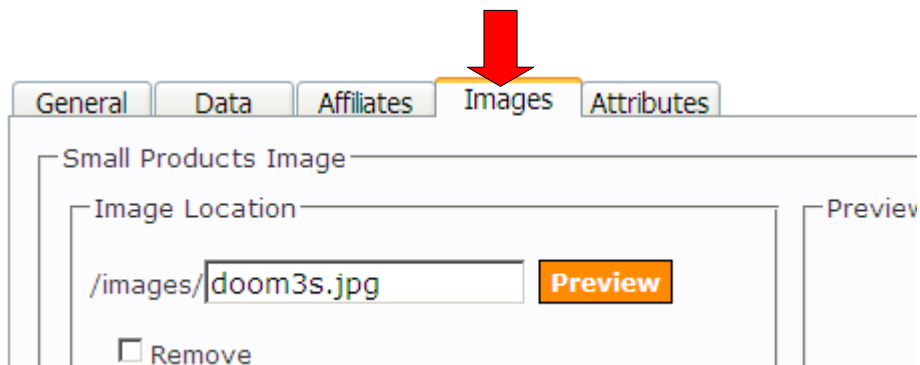
Note: Affiliates are managed from the Admin Panel > Affiliates > Affiliates section. (See the “Setting Up Affiliates_Affiliates” user’s manual for additional information).

Adding/Editing Product Images

1. Go to Admin Panel of the web-store and click the **Catalog** link.
2. Select an existent product in the list. If the product is not in the “Top” category, open an appropriate category by clicking the “folder” icon adjacent to a category name and select the product. Then, click the **Edit** button on the right.



3. From the Edit Product page click the **Images** tab.



Here you can upload images of a product. You are able to upload Small, Medium, and Large images.

- ◆ Product **Small Image** is displayed on the Products Listing page.
 - ◆ Product **Medium Image** is displayed on the Product Info page.
 - ◆ Product **Large Image** is displayed in a pop-up window, after clicking in the **Enlarge** button below the medium image.
4. To display a Small Image on the Product Listing page, click the **Browse...** button adjacent to the **Product Image** field in the **Small Product Image** box and select the image file located on your PC.

5. Click the “down” arrow adjacent to the **Destination** field and select the destination directory in the dropdown list to store your image file in. Default directory is images/. *Note: The destination folder must be pre-created.*

6. Click the **Preview** button at the bottom of the page to show your image to the right.

There are two checkboxes displayed below the **Product Image** field: **Remove** and **Delete**.

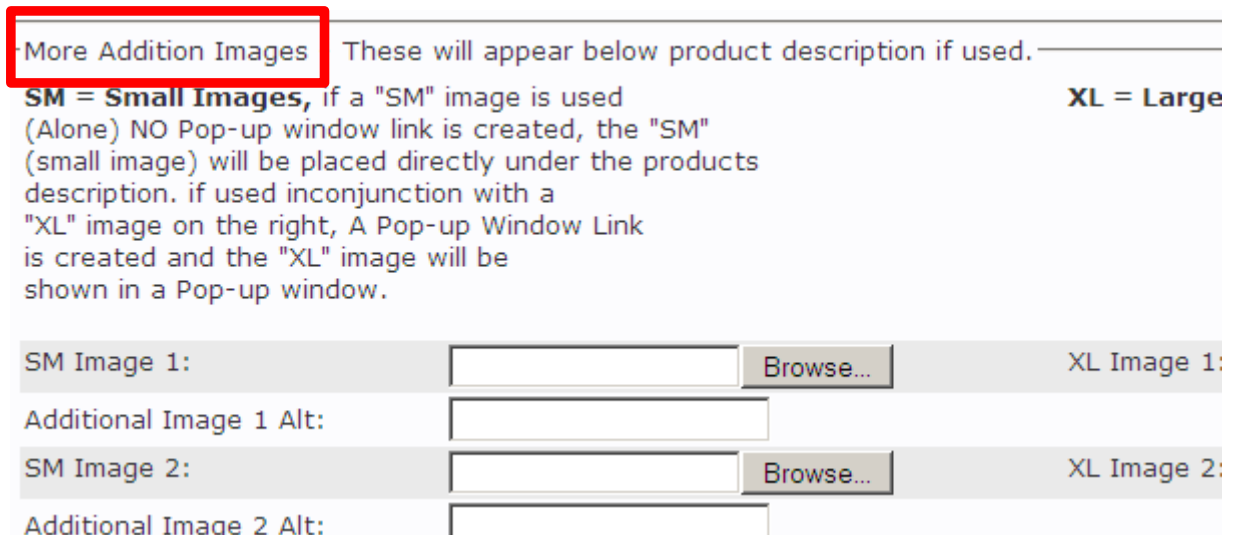
- The **Remove** option allows you to remove the image file from the web-store database, without deleting it from the Destination folder.
- The **Delete** option allows you to delete the image file from the database and from the folder where it is stored (e.g. from the images/ folder).

Upload the Medium and Large images the same way as it is described for the Small one.

Note: Images size is setup from the Configuration > Images section.

Uploading Additional Images

1. Go to the Catalog > Products > Edit > Images screen and scroll the page down.



The **More Additional Images** section is located at the bottom of the page. Additional images of a product will appear below the product description if uploaded here, subject to the **Enable Additional Images** feature is set to “True” in the Configuration > Images section. (See the “**Setting Up Configuration_Images**” user’s manual for additional information).

Subcategory Image Height	80
Calculate Image Size	true
Image Required	true
Enable Additional Images?	enable
Additional Thumb Width	100
Additional Thumb Height	80
Medium Image Width	150
Medium Image Height	150

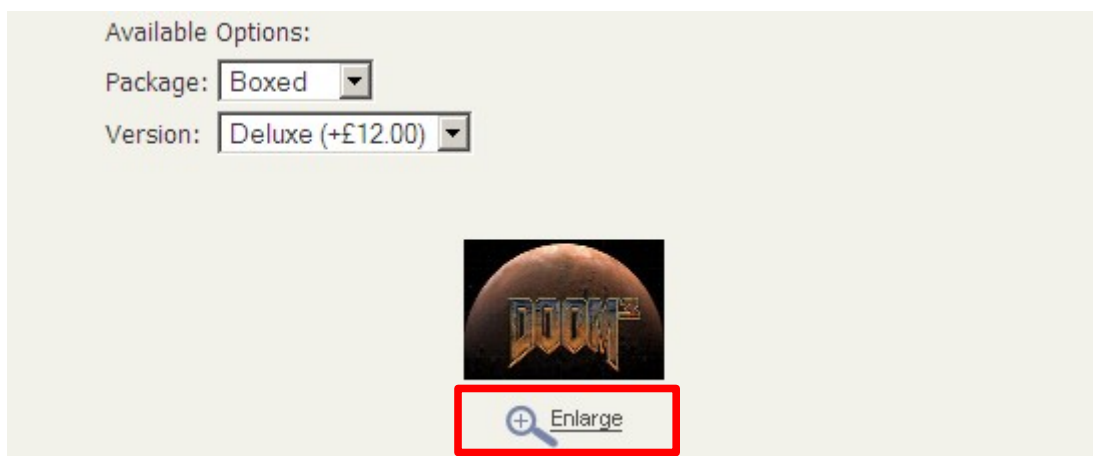
- 2. You are able to upload up to 6 small (SM) and 6 large (XL) additional images. To upload an Image, click the **Browse...** button adjacent to the Image field and select the image file stored on your PC.



- A "SM" (small image) will be displayed on the product info page below the product description. If the "SM" image is used alone (without the large one), there is no the **Enlarge** link on the page.



- If the Large image is uploaded together with the Small one, a link is created and the Large image will be shown in a pop-up window.

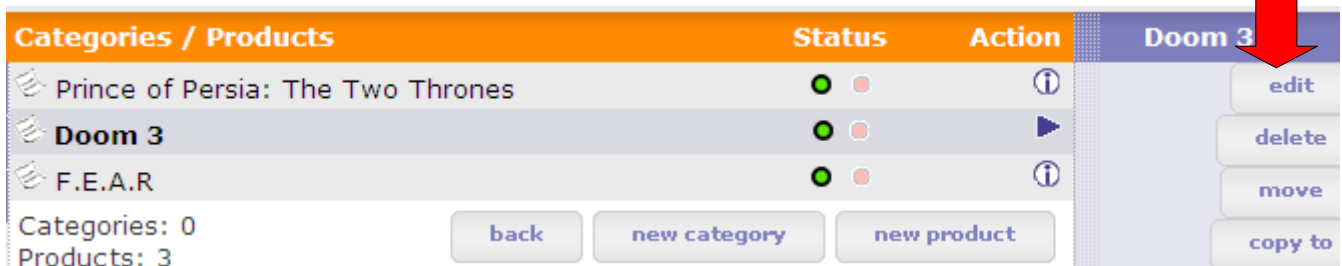


Adding/Editing Product Attributes

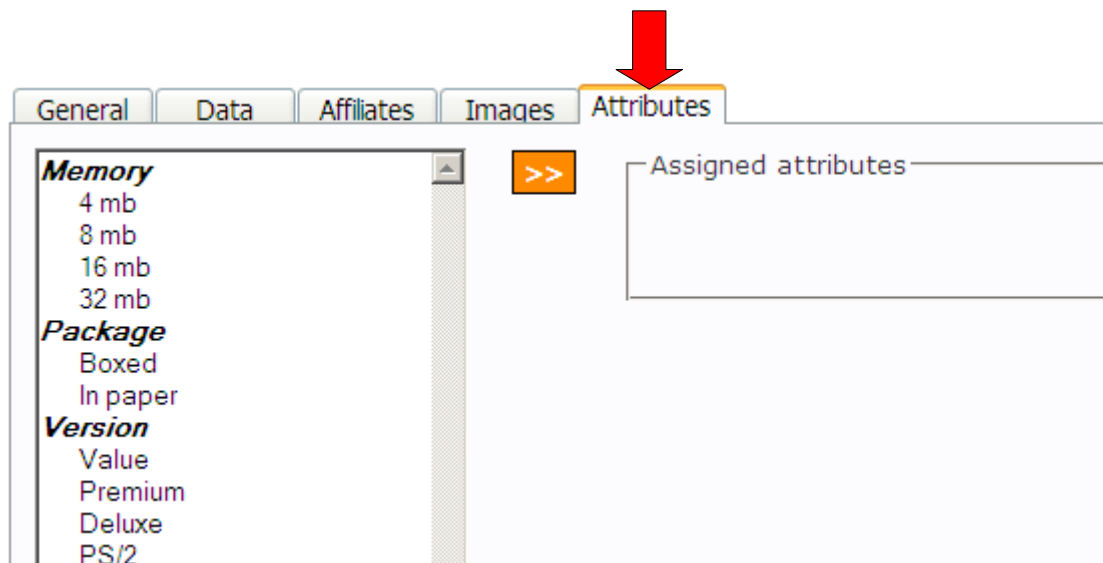
Attributes give the store owner an additional way to market products. For example, shirts are sold of different sizes and different colors. Sizes and Colors are considered attributes.

Note: Attributes are created and stored in the Catalog > Product Attributes section of Admin Panel. (See the “Setting Up Catalog_Product Attributes” user's manual for additional information).

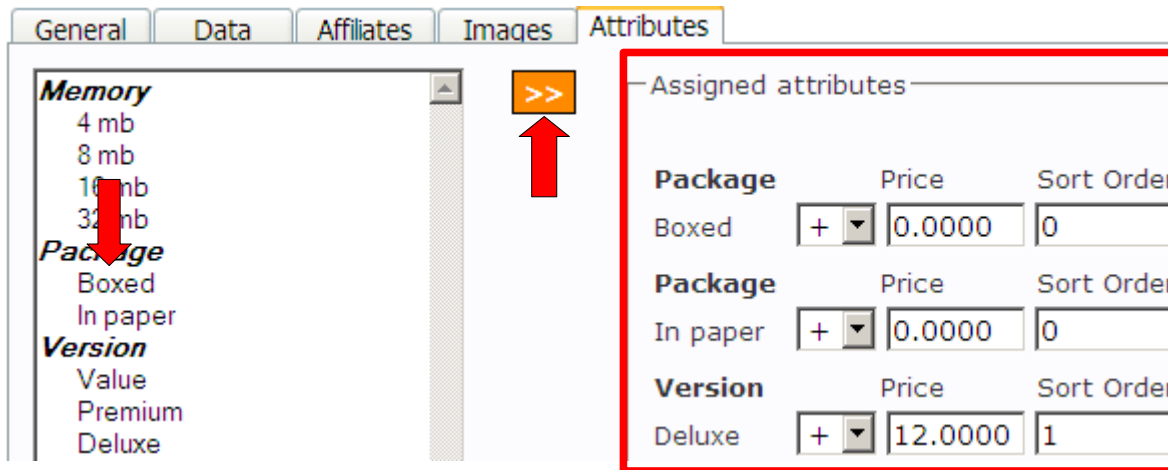
1. Go to Admin Panel of the web-store and click the **Catalog** link.
2. Select a product and click the **Edit** button on the right.



3. From the Edit Product page click the **Attributes** tab.

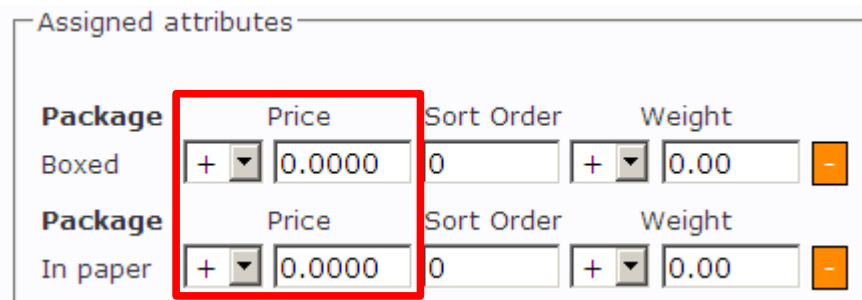


4. In the left panel of the Attributes screen, there is a list of all available attributes. To assign attribute(s) to a product, select an attribute in the list and click the “>>” button. The attribute(s) will appear in the **Assigned attributes** box on the right.

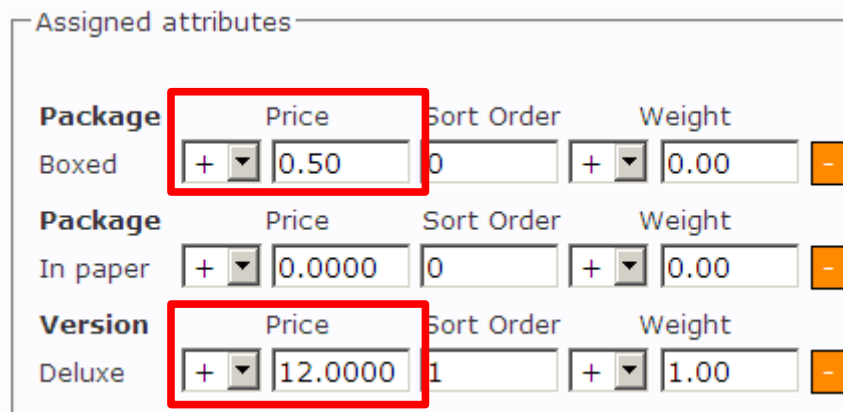


5. In the **Assigned attributes** box you can add a price modifier to each attribute - the product price will be affected if this attribute is chosen.

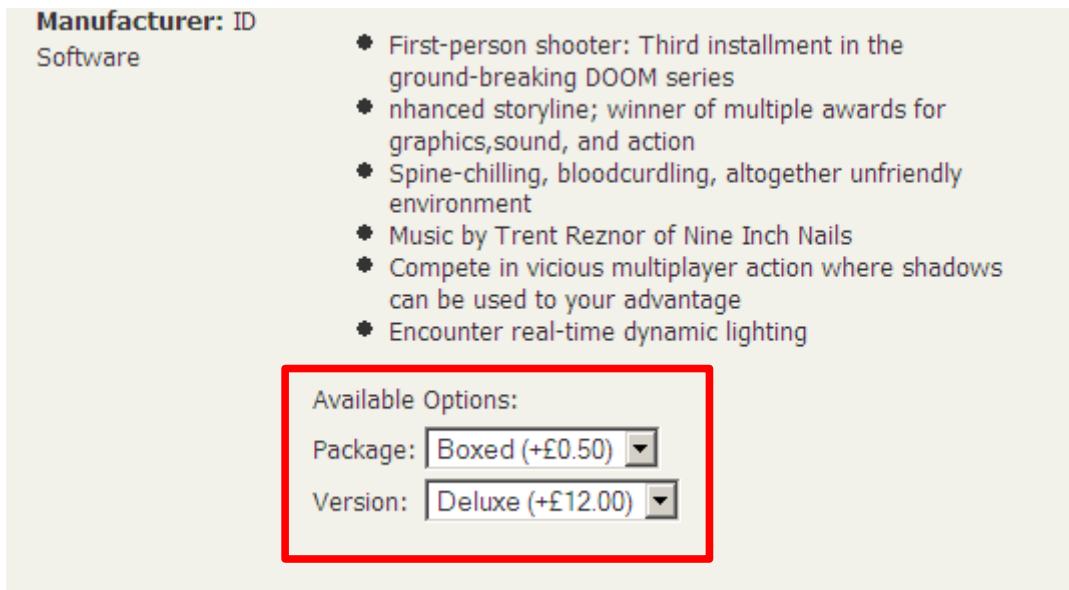
- If the price stays the same on each attribute, leave this box blank.



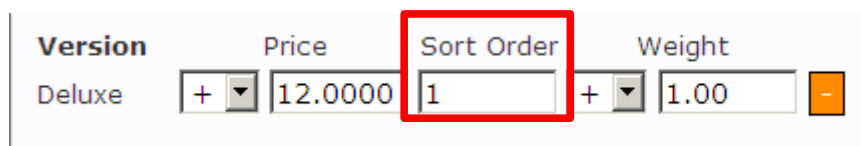
- If the price goes up or down on each attribute, take a proper amount from the product's "base price" and select either "+" or "-" symbol in the dropdown.



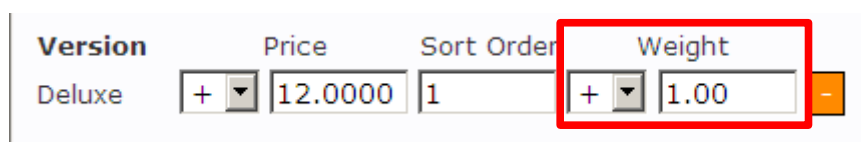
The **Available Options** will show up below the product description on the product info page. A customer will be able to select a desired attribute in the dropdown list.



6. You can specify attribute's **Sort Order** by a number, in order to sort attributes in the dropdown list shown on the product info page.



7. You can specify attribute's **Weight** (if needed).



8. To remove an attribute, use the "-" button located in the most right position.



9. If an attribute can be downloaded directly from the web-store (PDF, DOC, MP3 files, drivers, etc.), you can upload a file here by clicking the **Browse...** button. You can also specify the number of days for **Expiry** and number of **maximum downloads**.

Assigned attributes

Type	Price	Sort Order	Weight
Optical	<input type="text"/>	<input type="text"/>	<input type="text"/>
Downloadable products:			
Filename			
<input type="text"/>	<input type="button" value="Browse..."/>		
Expire (days)	Max downloads		
<input type="text"/>	<input type="text"/>		

10. To save your changes, click the **Preview** button, and then - the **Update** button.

Setting Up XSell and UpSell Products

For those customer who have the X-Sell and Up-Sell additional modules installed and activated, the **XSell** and **UpSell** tabs are displayed on the Edit Product page.

General Data Affiliates Images Attributes **XSell** UpSell

English German

Products Name: Logitech® MX1000 Las

Products short description: Laser precision, sophis

Products Description:

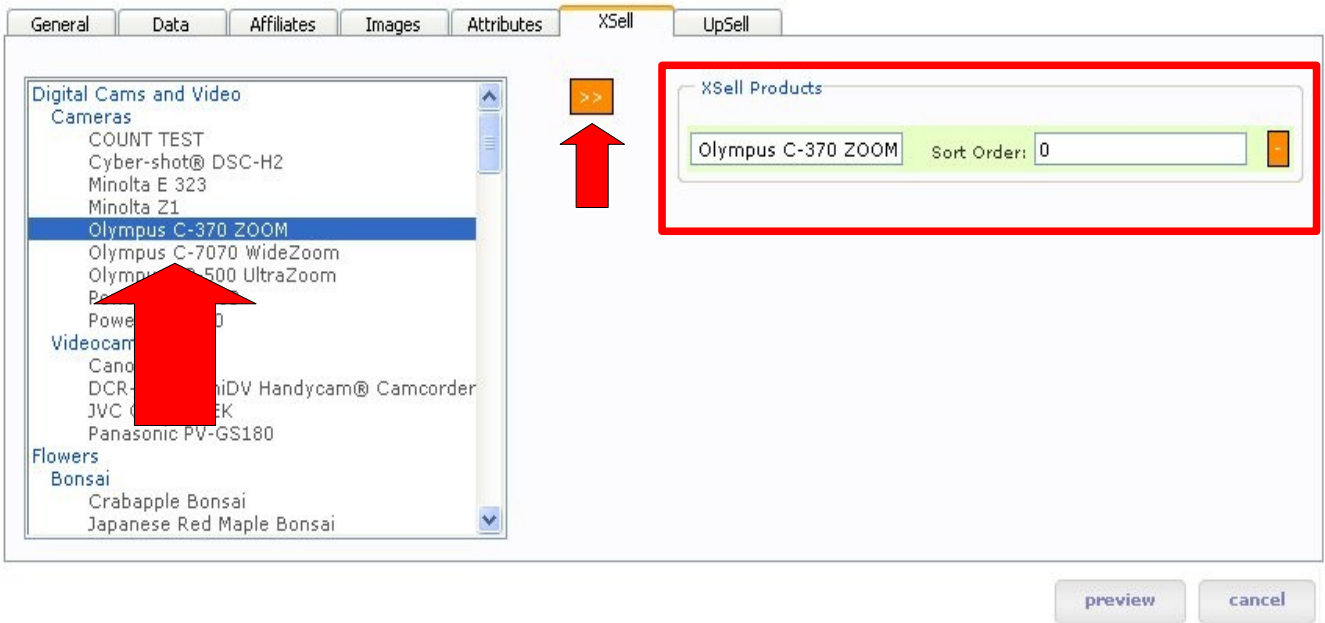
```
<p>Now optical is obsolete. And your computing experience will never be the same. </p>
Featuring the <a href="http://www.logitech.com/index.cfm/products/features/opticaltopics/CA/EN,CRID=2090" class="linksm" target="_blank"><u>Logitech MX™ Laser Engine</u></a>, the MX1000 delivers a new pinnacle of performance no optical mouse can match. With an incredible 20x more sensitivity to surface detail—or tracking power—than optical, laser can track reliably even on tricky polished or wood-grain surfaces. And the MX1000 offers even more advanced features that will make you more productive and more comfortable.
```

Products URL: (without http://) www.logitech.com/inde

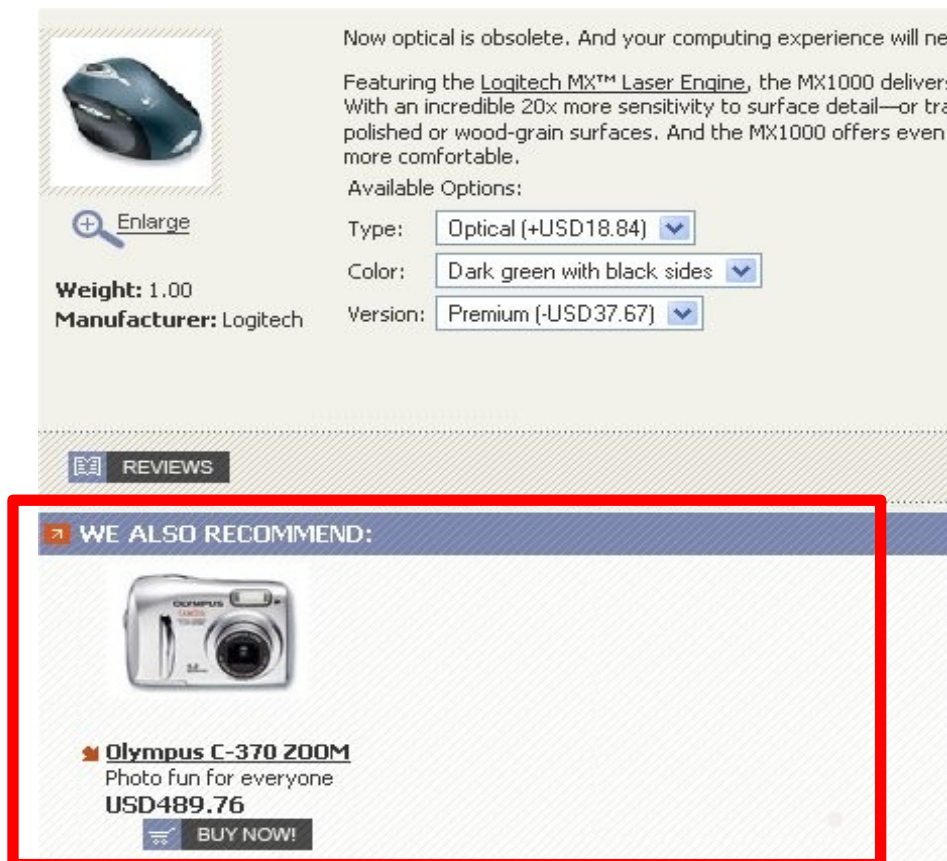
- ◆ *The XSell products are cross-sell products recommended to buy along with the “main” product. These are displayed on the product info page in the We Also Recommend box.*
- ◆ *The UpSell products are cross-sell products recommended to buy along with the “main” product. These are displayed on the Shopping Cart page in the We Also Recommend box.*

Adding/Editing XSell Products

1. From the Edit Product page click the **XSell** tab. There is a list of products under categories on the left.
2. You can add products from the general list to the **XSell Products** list using the “>>” button. First, highlight the product's name in the list on the left, and then click the “>>” button. The product's name will appear in the **XSell Products** box on the right. To remove cross-sell products from the XSell box, click the “-” button located in the most right position.



3. Click the **Preview** button, and then - the **Update** button.
4. Go to the web-store frontend and select a product which has the cross-sell products included. The x-sell product(s) are displayed on the product info page in the **We Also Recommend** box. A customer can easily buy the cross-sell product by clicking in the **Buy Now** button below.



Now optical is obsolete. And your computing experience will never be the same.

Featuring the Logitech MX™ Laser Engine, the MX1000 delivers 20x more sensitivity to surface detail—on polished or wood-grain surfaces. And the MX1000 offers even more comfort.

Available Options:


Type:

Color:

Version:

Weight: 1.00
Manufacturer: Logitech

WE ALSO RECOMMEND:

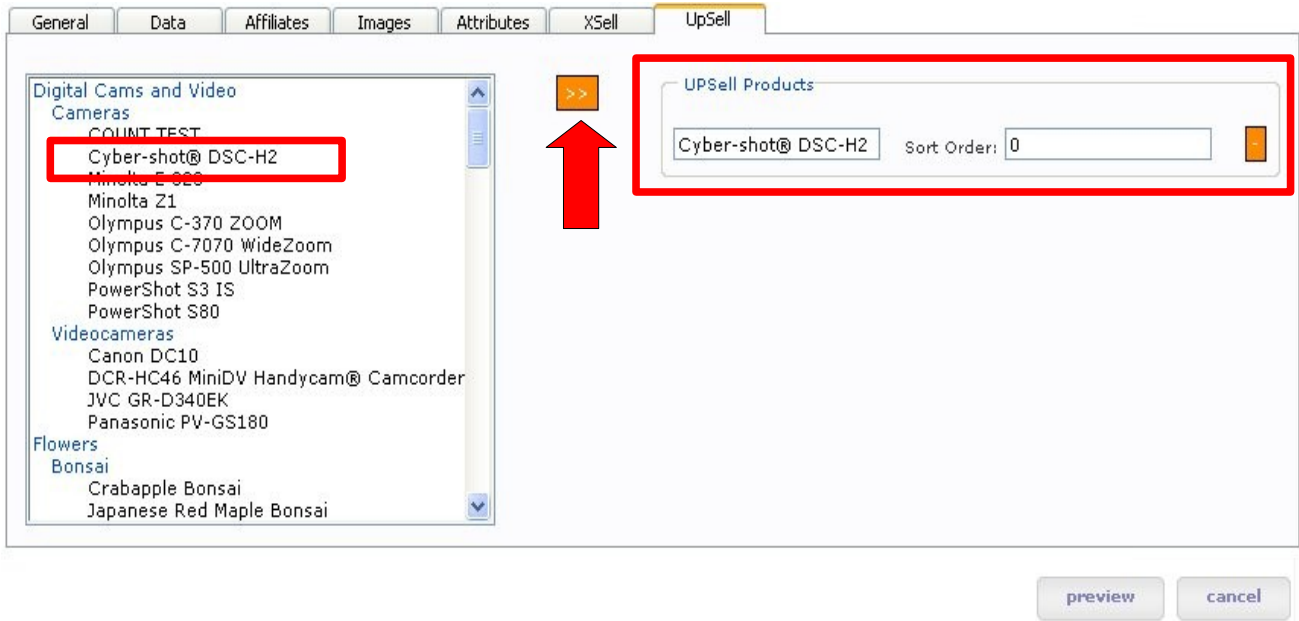


Olympus C-370 ZOOM
Photo fun for everyone
USD489.76

(The XSell's additional module works the same way as the Cross-Sells standard one. Please see the [Catalog_Cross Sells](#) user's manual for additional information)


Adding/Editing UpSell Products

1. From the Edit Product page click the **UpSell** tab.
There is a list of products under categories on the left.
2. You can add products from the general list to the **UpSell Products** list using the ">>" button. First, highlight the product's name in the list on the left, and then click the ">>" button. The product's name will appear in the **UpSell Products** box on the right.
To remove cross-sell products from the UpSell box, click the "-" button located in the most right position.



4. Please do not forget to click the **Preview** button, and then - the **Update** button to save your changes.

The cross-sell products added in the Edit Product page > UpSell tab are displayed on the Shopping Cart page in the **We Also Recommend** box. A customer can easily buy the cross-sell product by clicking in the **Buy Now** button below.

Remove	Product(s)	Qty.	Total
<input type="checkbox"/>	 <p>Logitech® MX1000 Laser Cordless Mouse - Type Optical - Color Dark green with black sides - Version Premium</p>	2	£47.00
Sub-Total: £47.00			
UPDATE		CHECKOUT	


SHIPPING OPTIONS:

Items: 2 - Weight: 2lbs
 Address: test, test United Kingdom

Ship to: Yana Blord
 test1
 test, test
 United Kingdom

Shipping Methods:	Rates:
German Post (Dispatch to GB: (1 x 2.5 kg))	£16.50
Flat Rate (Best Way)	£5.00
Per Item (Best Way)	£5.00
Zone Rates (No shipping available to the selected country)	

WE ALSO RECOMMEND:



Cyber-shot® DSC-H2
 Its impressive imaging power and incredible convenience make taking professional-quality pictures simple.
£800.00

[BUY NOW!](#)

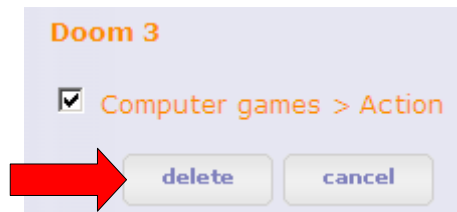
Deleting Products

1. From the Admin Panel of webshop and click the **Catalog** link.
2. In the list of Categories/Products, select a product you want to delete. If the product is not in the “Top” category, open an appropriate category by clicking the “folder” icon adjacent to the category name and select the product.
3. Click the **Delete** button located on the right.

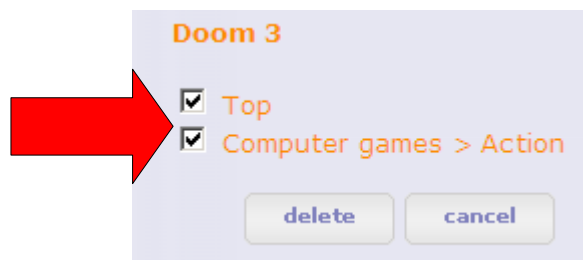
Categories / Products	Status	Action	Doom
Prince of Persia: The Two Thrones	● ●		edit
Doom 3	● ●		delete



4. Confirm deletion by clicking the **Delete** button again.



If a product belongs to a few categories, you will be asked to select the corresponding categories to delete the product from these. You should select/unselect appropriate checkboxes next to the categories names and click the **Delete** button.













The **Delete** button will delete a product from the database. But any product can be just "turned off" without deleting it from the database. To turn the product off, click the "pink traffic light" icon in the **Status** column. This will keep it in the database but disable for customers on frontend. Clicking the "green traffic light" icon will turn the product on.

Categories / Products	Status	Action
Prince of Persia: The Two Thrones	 	
Doom 3	 	
F.E.A.R.	 	

Moving Products

1. From the Admin Panel click the **Catalog** link.
2. In the list of Categories/Products, select a product you want to move to another category.
3. Click the **Move** button located on the right.

Categories / Products	Status	Action	Doom 3
Prince of Persia: The Two Thrones	 		
Doom 3	 		
F.E.A.R.	 		

- From the dropdown list displayed on the right, select a category to move the product to.
- Click the **Move** button again.

Move **Doom 3** to:

Action

move cancel

The **Move** button transfers a product from one category to another - the product is removed from one category and appears in another one. If you do not want to delete the product from the category, but want to link or duplicate it in another category, you should use the **Copy To** feature described below.

Copying Products

- From the Admin Panel click the **Catalog** link.
- In the list of Categories/Products, select a product you want to copy to another category.
- Click the **Copy To** button located at the top of the right panel.

Categories / Products	Status	Action	Doom 3
Prince of Persia: The Two Thrones	● ●	i	edit
Doom 3	● ●	▶	copy to
F.E.A.R.	● ●	i	copy to

Categories: 0
Products: 3

back new category new product

copy to

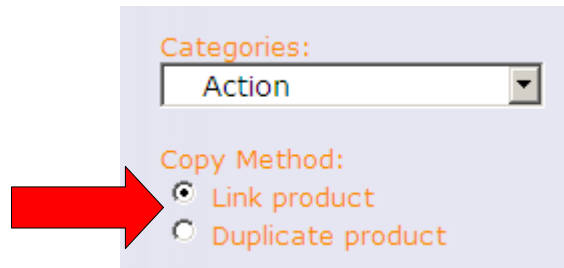
- From the dropdown list displayed on the right, select a category to copy the product to.

Categories:

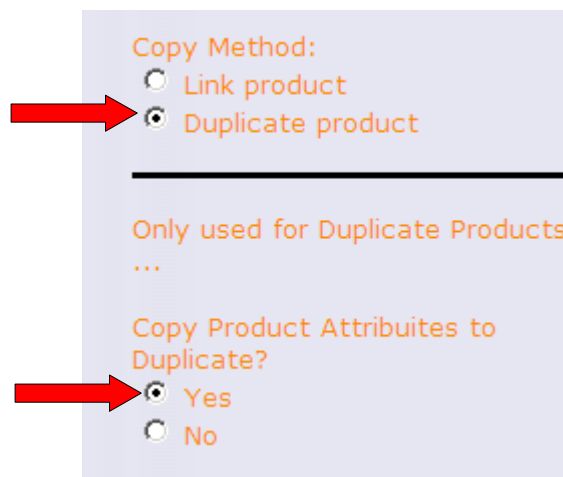
Action

Copy Method:

5. Choose either the "Link product" copying method or the "Duplicate product" copying method.



- ◆ The **Link product** method links a product to another category. When editing a product that belongs to a few folders, all of the placements will be edited at once.
 - ◆ The **Duplicate product** method creates the same but independent product in another (or the same) category. This gives a possibility to make some changes in the duplicated product instead of creating a new one. The editing results of such product will not be applied to the same products belonged to other folders. The system sets duplicated products to "Inactive" status, in order to distinguish it from the original ones.
6. You can also copy the product's attributes by selecting the **Yes** button (used for Duplicated products only).



If you do not want to copy attributes, choose the **No** button – the product will be duplicated without attributes.

7. Click the **Copy** button at the bottom of the right panel.



Copying Product Attributes

You can copy the product's attributes to any product in the database using the **Product Attributes Copier** feature.

1. From the Admin Panel click the **Catalog** link.
2. In the list of Categories/Products, select a product.
3. At the bottom of the right panel, either click the **Copy To** button or the "**Product's Attributes Copier**" link.



4. In the **Copy Attributes to #** field, specify the ID number of the "target" product which you want to copy your attributes to.

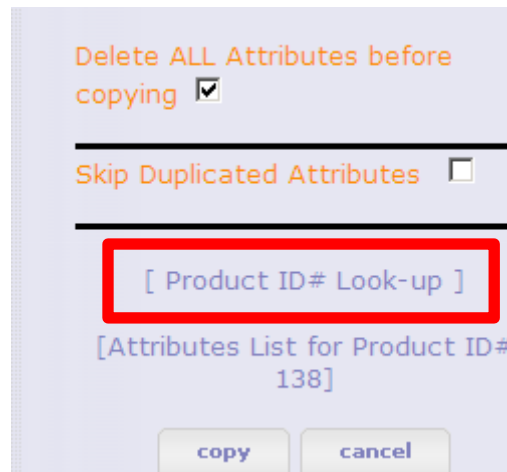
How to identify the product's ID?

You have two ways here:

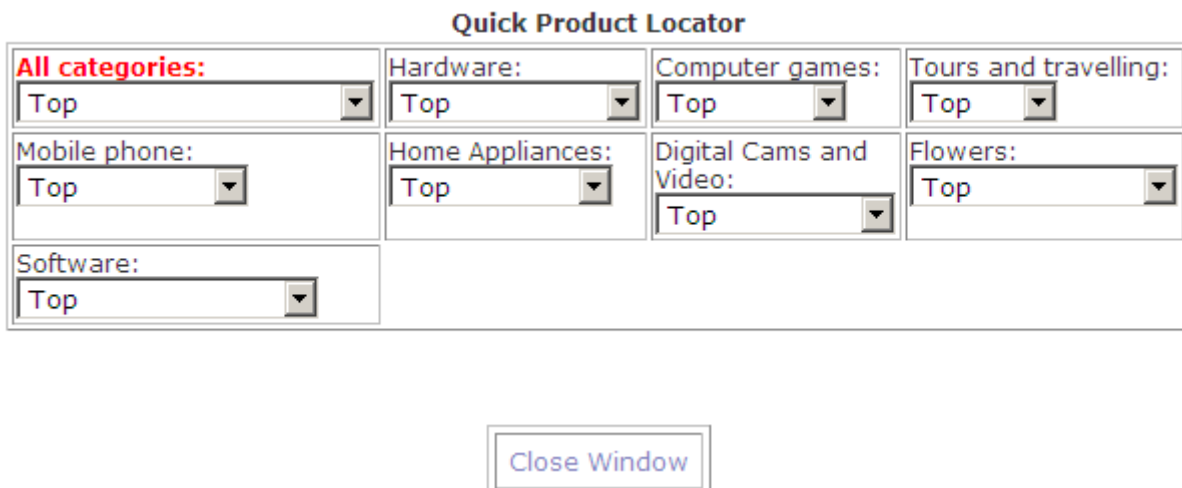
- 1) You can find the product's ID at the end of the weblink in the browser, when a certain product is selected.



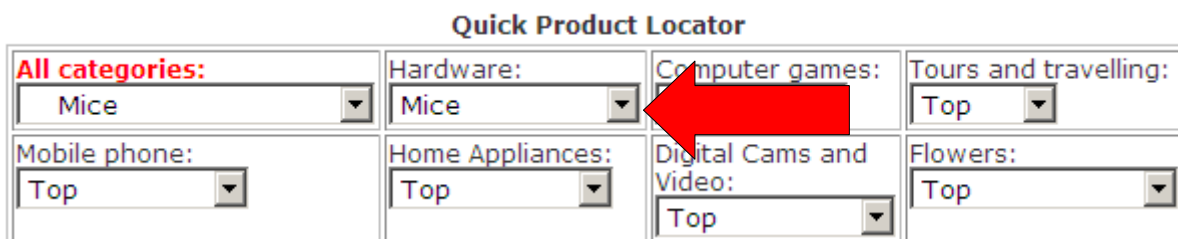
2) But the most convenient solution to find the product's ID is the **Product ID # Look-up** feature!



a) Click the **Product ID # Look-Up** link to open the **Quick Products Listing** popup window.







b) In the **Quick Products Listing** window you can find a product you are interested in. To do that, click the **“down”** arrow adjacent to the category name and select a subcategory in the dropdown list.



All the products belonging to the subcategory selected will be shown in the window. The ID # of a product is displayed next to the product's image.

Quick Product Locator





All categories: Mice	Hardware: Mice	Computer games: Top	Tours and travelling: Top
Mobile phone: Top	Home Appliances: Top	Digital Cams and Video: Top	Flowers: Top
Software: Top			

 <p># 26 elliMouse® Explorer</p> <p>Click to: Show Attributes</p>	 <p># 284 Wireless IntelliMouse® Explorer</p> <p>Click to: Show Attributes</p>	 <p># 333 Logitech® G7 Laser Cordless Mouse</p> <p>Click to: Show Attributes</p>	 <p># 334 Logitech® MX1000 L: Cordless Mouse</p> <p>Click to: Show Attributes</p>
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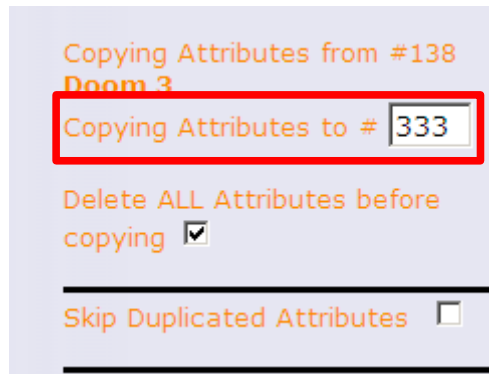
c) You can either memorize the ID number or copy it to the clipboard.

Quick Product Locator

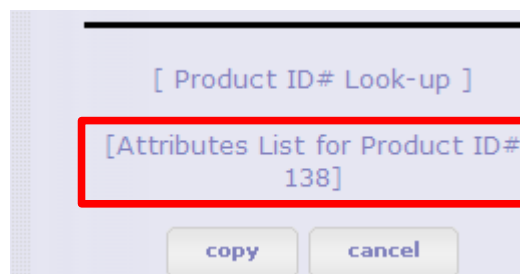
All categories: Mice	Hardware: Mice	Computer games: Top	Tours and travelling: Top
Mobile phone: Top	Home Appliances: Top	Digital Cams and Video: Top	Flowers: Top
Software: Top			

 <p># 26 elliMouse® Explorer</p> <p>Click to: Show Attributes</p>	 <p># 284 Wireless IntelliMouse® Explorer</p> <p>Click to: Show Attributes</p>	 <p># 333 Logitech® G7 Laser Cordless Mouse</p> <p>Click to: Show Attributes</p>	 <p># 334 Logitech® MX1000 L: Cordless Mouse</p> <p>Click to: Show Attributes</p>
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5. Specify (paste) the product ID in the **Copy Attributes to #** field. All the attributes of current product will be copied to the product with ID specified in the field.



6. You can preview the attributes of current product. Select a product in the list and click the **Attributes List for Product ID # [...]** link in the right.



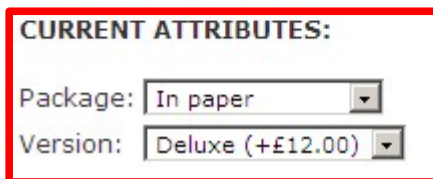
In the **Current Attributes** pop-up window you can preview the attributes of current product.

Current ID# 138

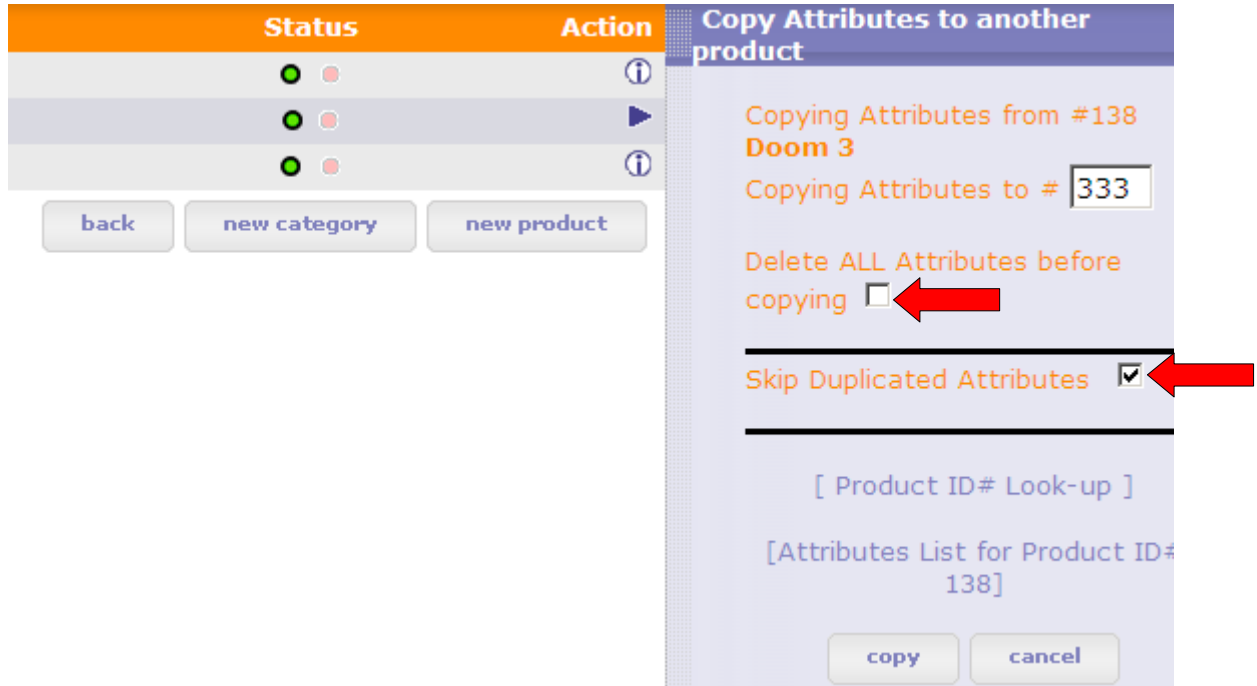
Doom 3



Model: D3



7. The **Delete ALL Attributes before copying** option deletes all the attributes of the “target” product automatically before copying. If you unselect this checkbox, please make sure the **Skip Duplicated Attributes** option is selected. This option allows skipping identical attributes of the “target” product so that these are not overwritten while copying and only new attributes are copied.



8. Click the **Copy** button to copy the current product's attributes to the "target" product.

