

# OS Commerce Online Store

## Products and Categories Tutorial



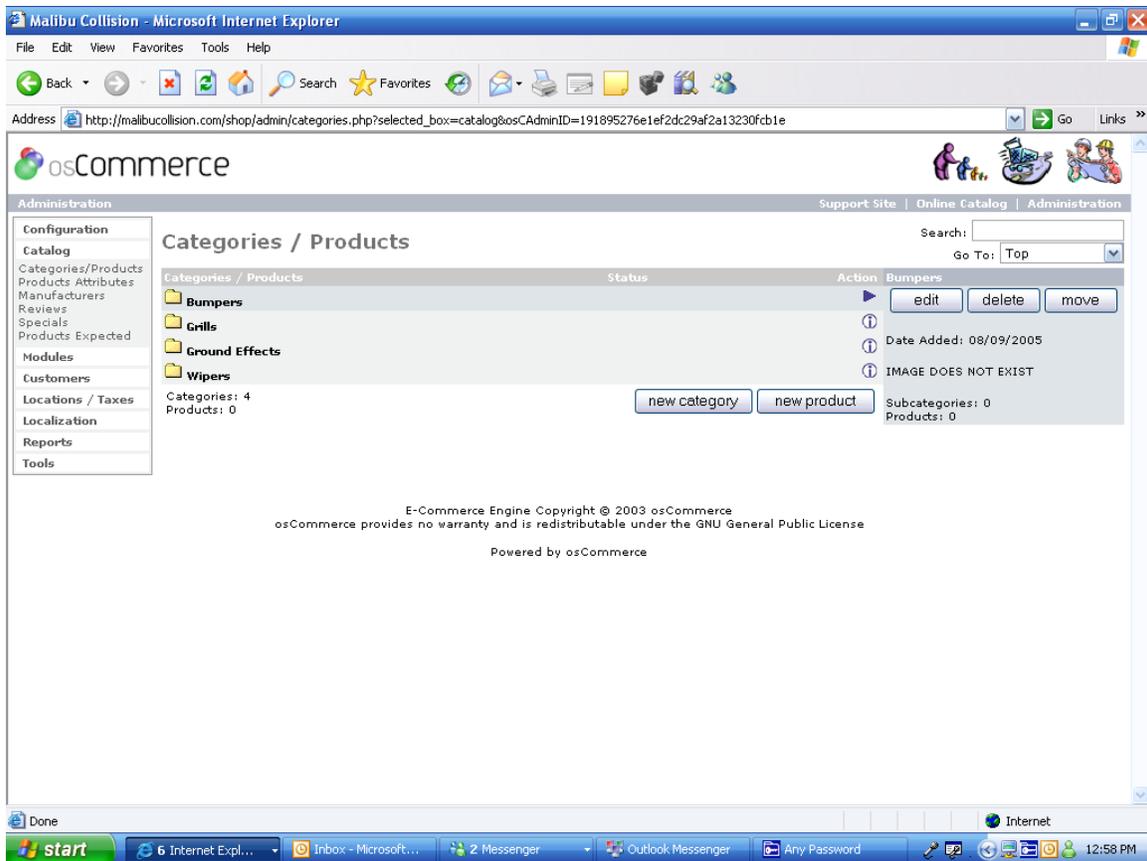
Congratulations on your online store! In order for you to add products and categories, you will need to go to <http://www.yourDomain.com/shop/admin> (replace [www.yourDomain.com](http://www.yourDomain.com) with your website address) and login using the username and password that we provided. If you don't have this information, feel free to call us and speak with one of our customer service representatives.

Upon logging into the administrative area of your store, you will be sent to the main admin screen.

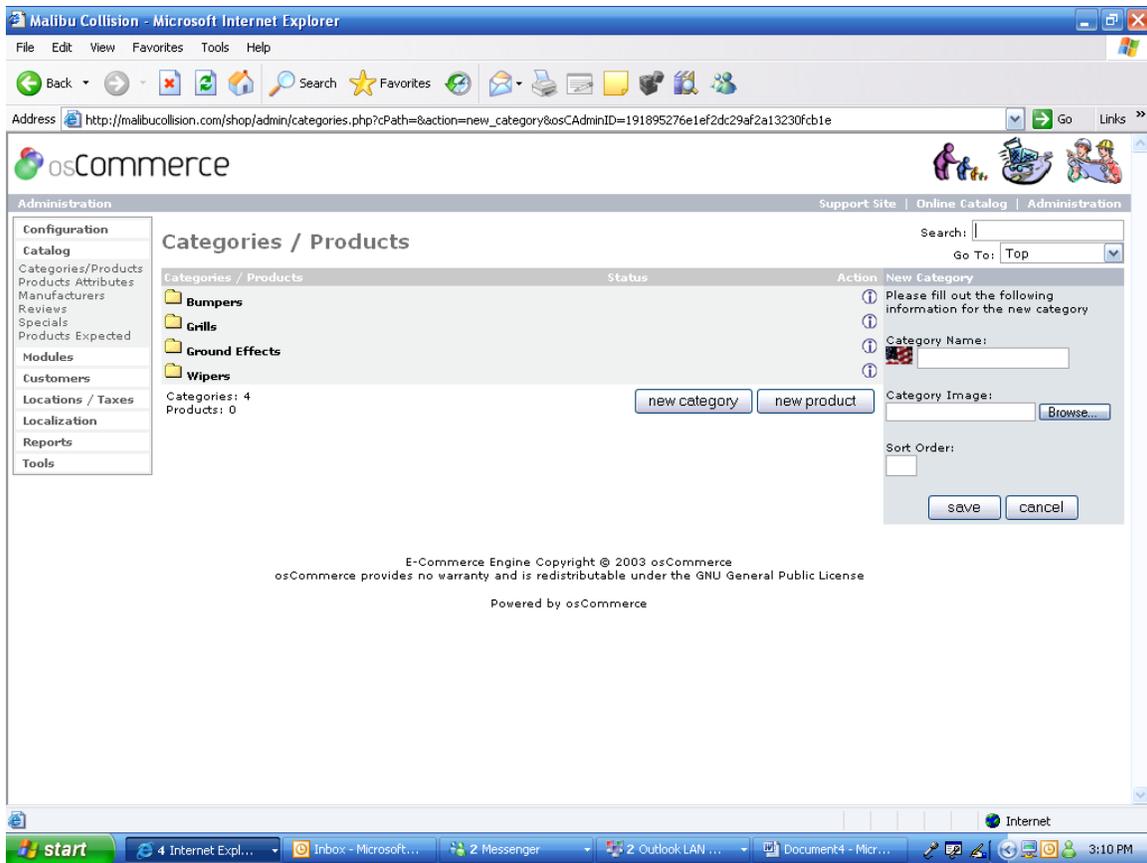


This area has many options that allow you to modify your store. In this tutorial, we'll only be working with the Catalog area. This area allows you to modify the products, categories, and manufacturers.

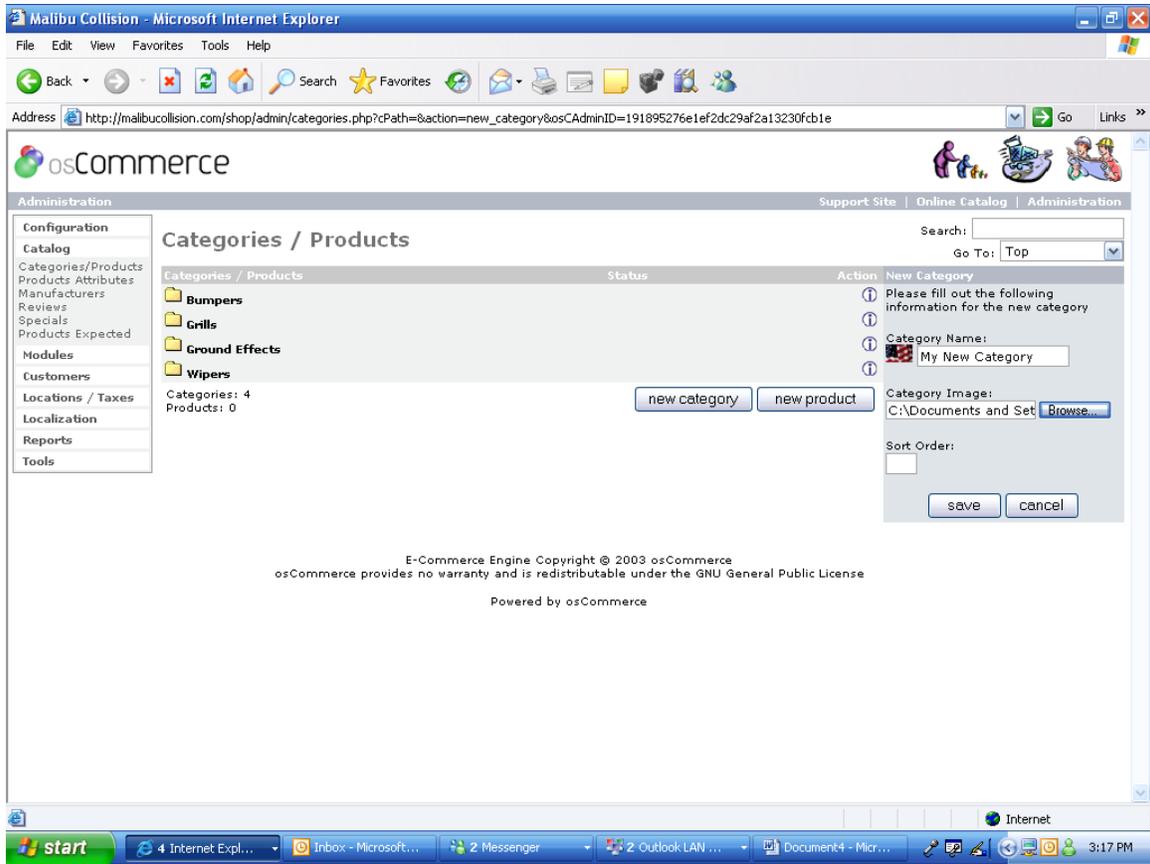
Go ahead and click on the word "Catalog". You'll see the following page displayed.



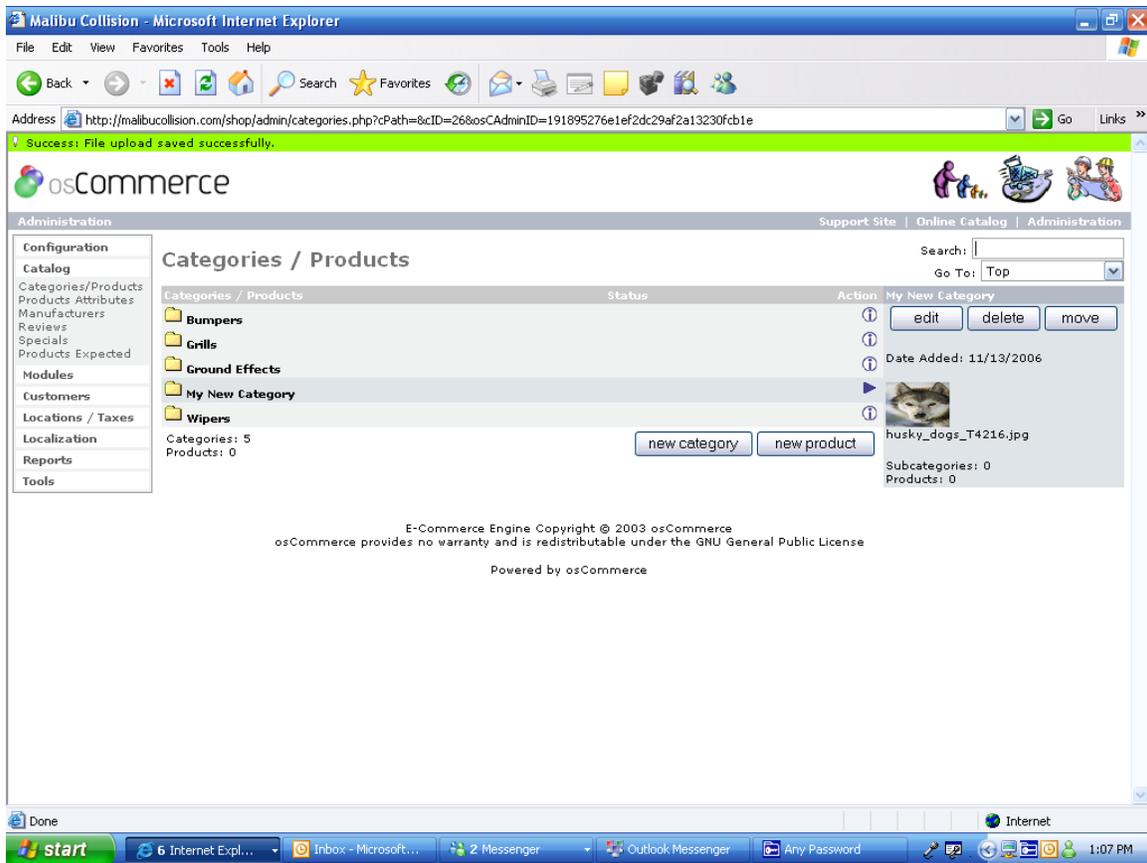
As you can see, there are four categories that have already been created. We're going to create a new category called "My New Category". Go ahead and click on the button that is labeled "new category".



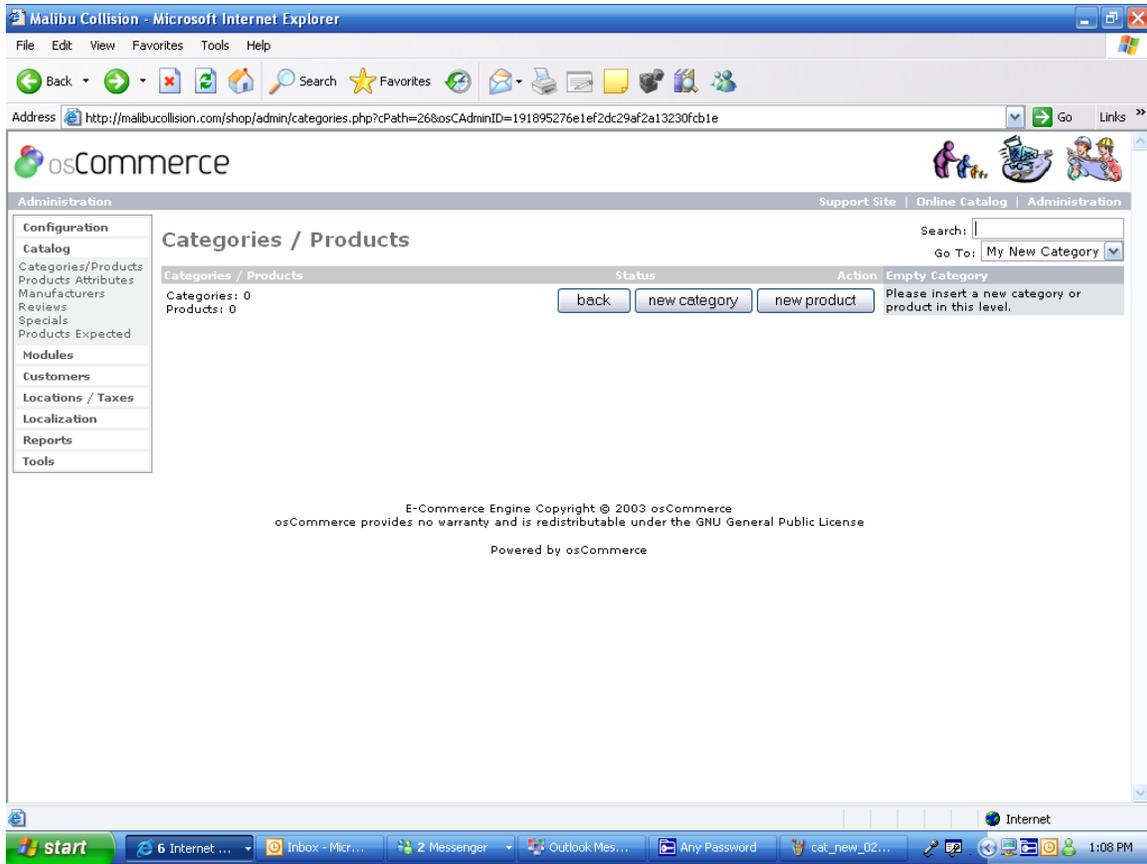
You can add a category name as well as an image on the right. Ignore the Sort Order.



Go ahead and type a category name in the "Category Name" text box. You also have the option of displaying a picture next to your category name. In order to do this, click "Browse" and then pick a picture file from your computer. When you're done with all of your additions, you need to click "save" in order for the changes to take effect.

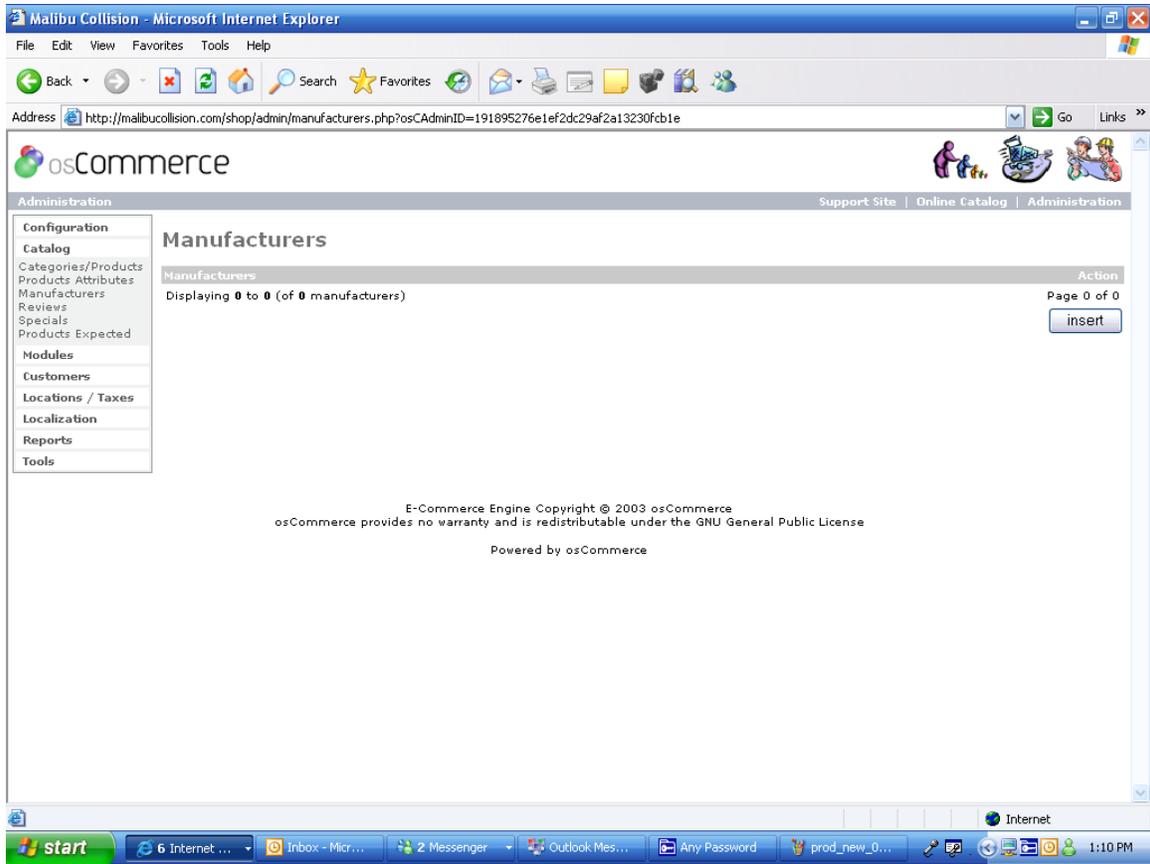


Once you've clicked "save", you'll see that the category has been added to the list. When you click on the yellow folder of "My New Category", you'll see the following page.



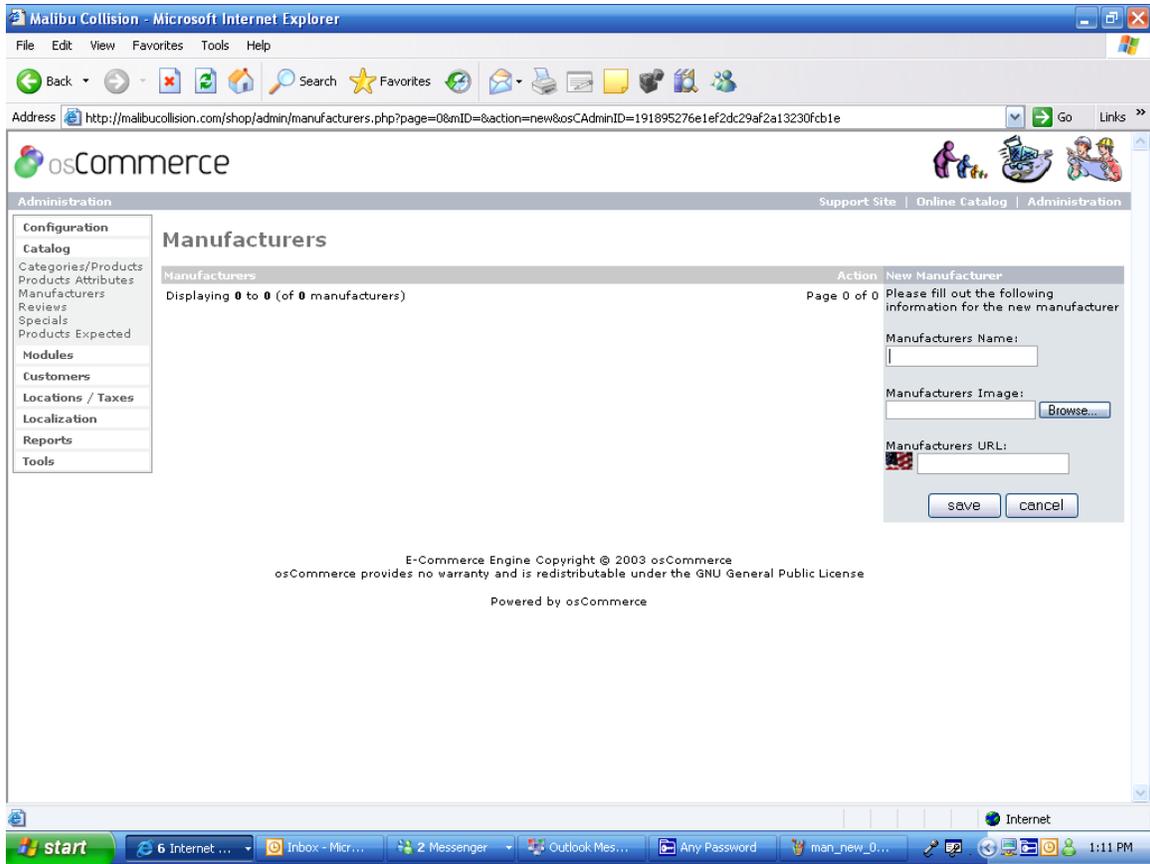
As you can see, there are no subcategories or products within our new category. You can add as many categories as you like. In a moment, you'll learn how to add products to your categories.

Every product has a manufacturer. Some famous manufacturers are Sony, Microsoft, Levis, and Folgers. Let's go ahead and create a manufacturer. On the left side of the screen, there is a menu. Click on the word "Manufacturers. You should be directed to the following screen.

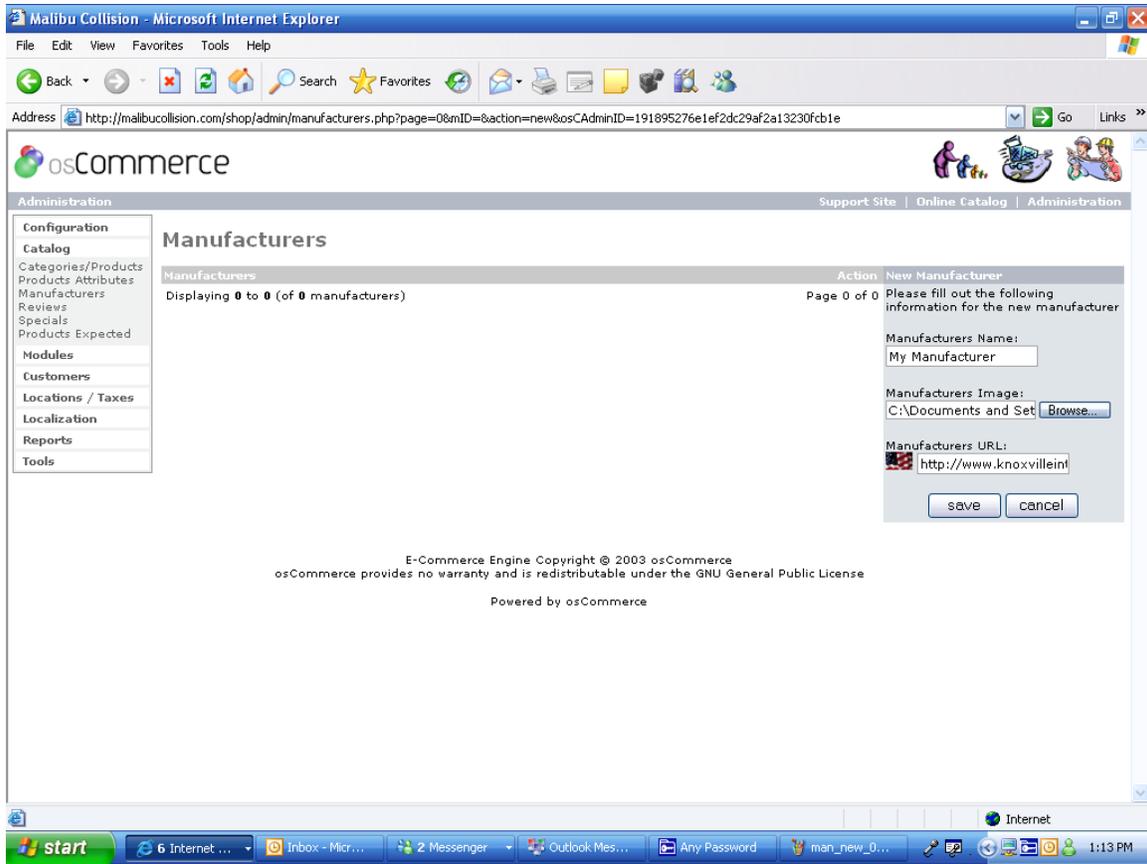


Currently, there are no manufacturers listed. Manufacturers are optional, but adding them may help you to keep things more organized. They will also add details to your store that may enhance customer convenience.

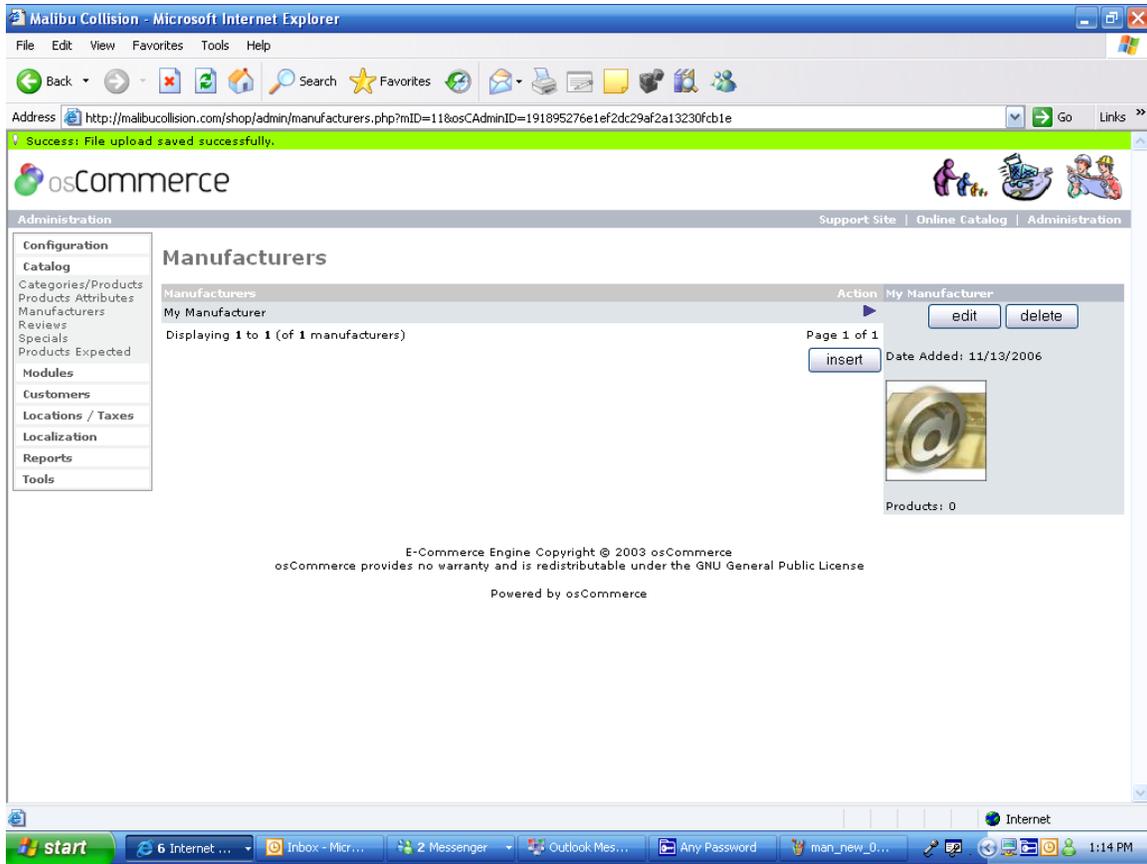
In order to add a manufacturer, click the "insert" button.



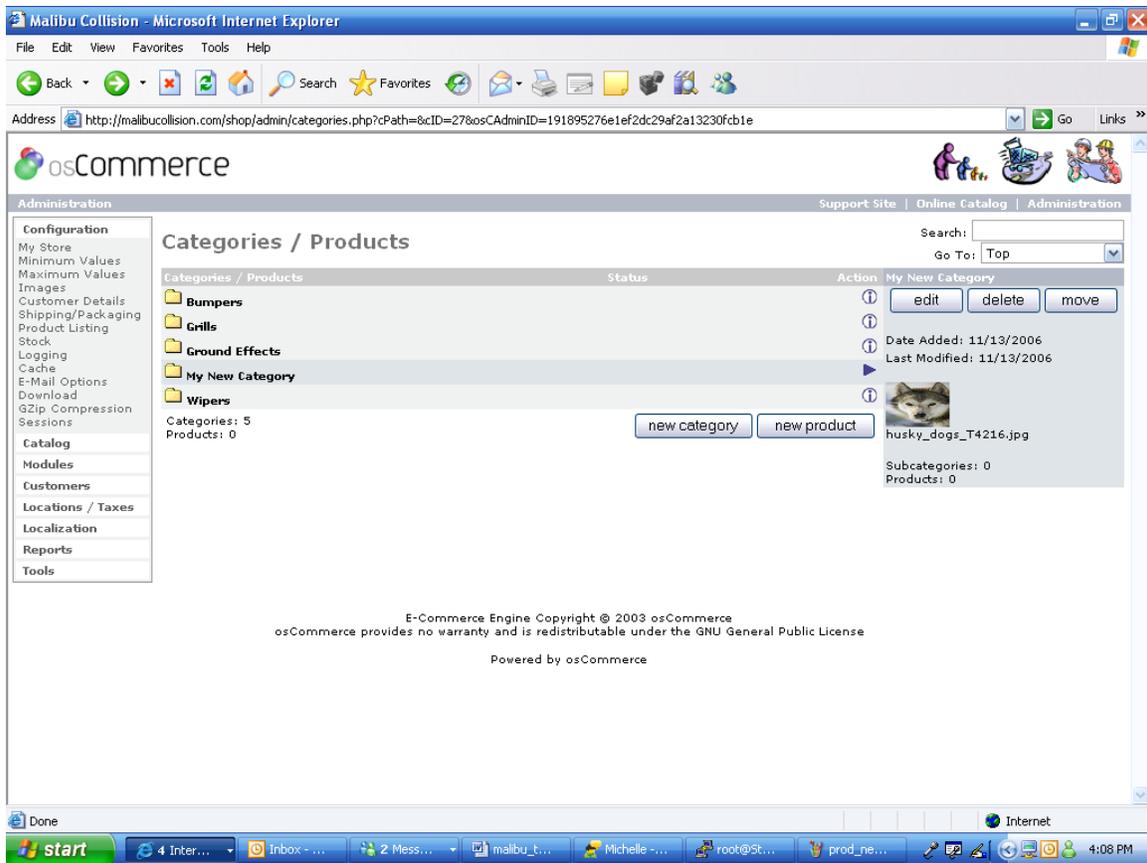
You'll see a set of text boxes on the right. You can add the name of the Manufacturer in the "Manufacturer Name" text box. You can also include an image to be shown next to the name by clicking the "Browse" button and locating a picture on your computer. You can even type the website of the manufacturer in the "Manufacturers URL" text box.



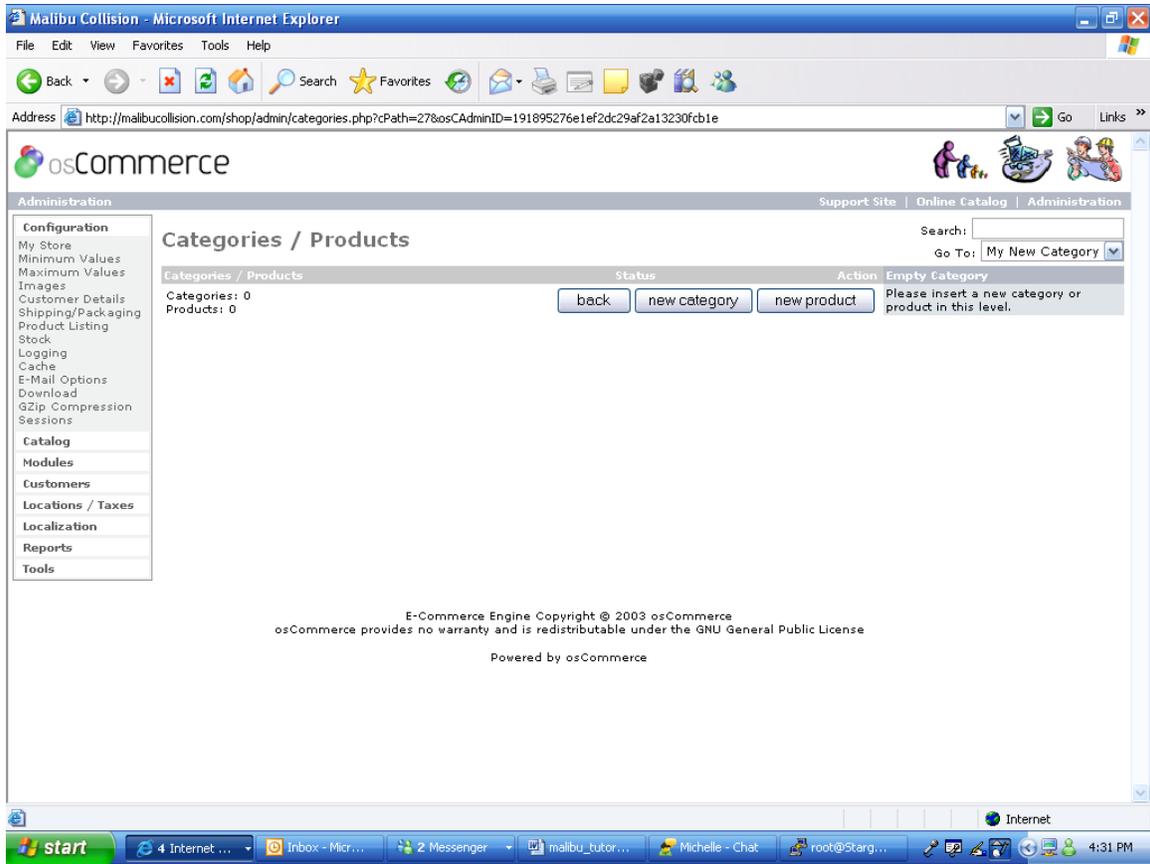
Once you are done making additions, you must click "save" in order for the changes to take effect.



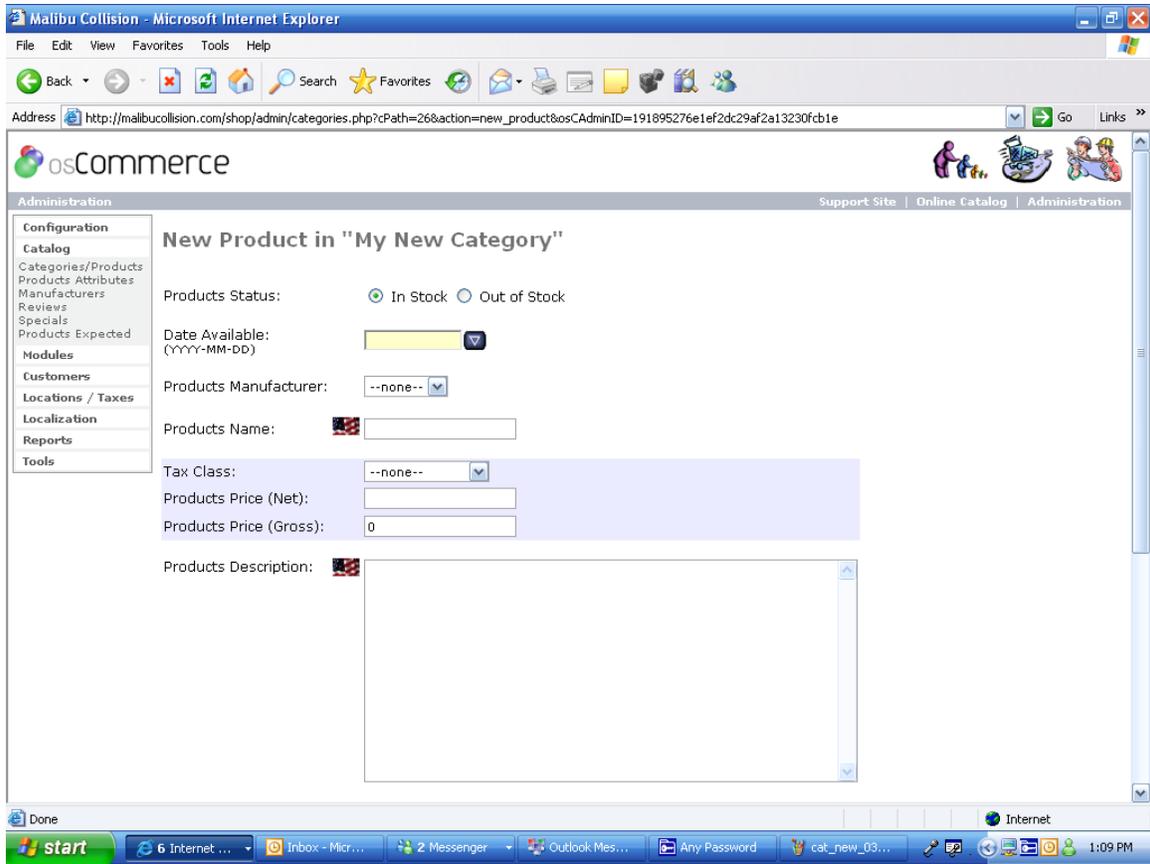
Now that we have a manufacturer named "My Manufacturer", we can use it during the product addition process. To add a product, click on "Categories/Products" which is located in the left-hand menu.



We'll add a product to "My New Category". Click on the yellow folder next to "My New Category". You'll be taken to the following screen.



At the top right, you'll see a drop-down menu that is labeled "Go To". You'll notice that it has the name of the category that you are about to add a product to. You can use the drop-down menu to choose any of the other categories. Let's stay in the current category and add a product here. Click the button that is labeled "new product".



Within the product area, you have a variety of text boxes that allow you to describe the product.

Products Status: Is it in stock or not?

Date Available: When do you want the product to show up on the website? (optional)

Products Manufacturer: Who made the product? (optional)

Products Name: The name of the product.

Tax Class: Is this product taxable?

Products Price: Place the tag price in the Net box and the Gross price will calculate itself.

Products Description: Explain the product to the customer.

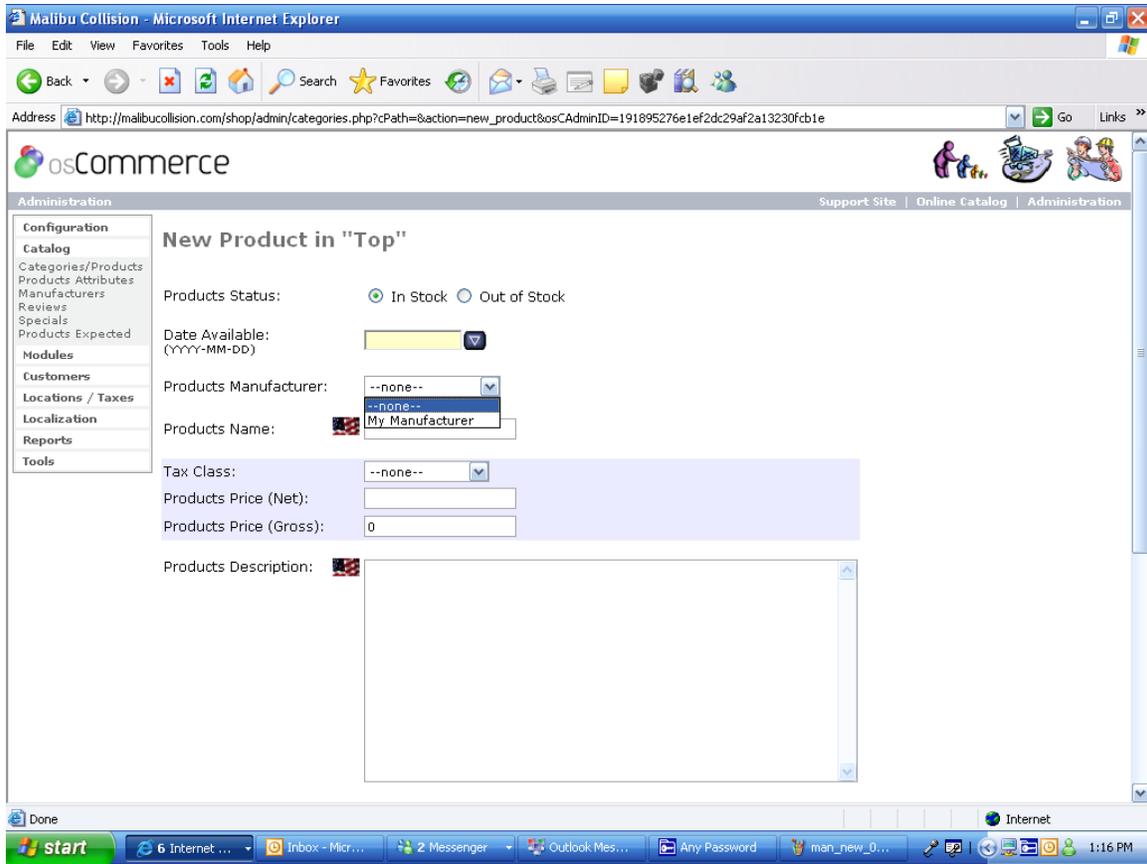
Products Quantity: How many do you have on hand? (optional)

Products Model: The model number or short description. (optional)

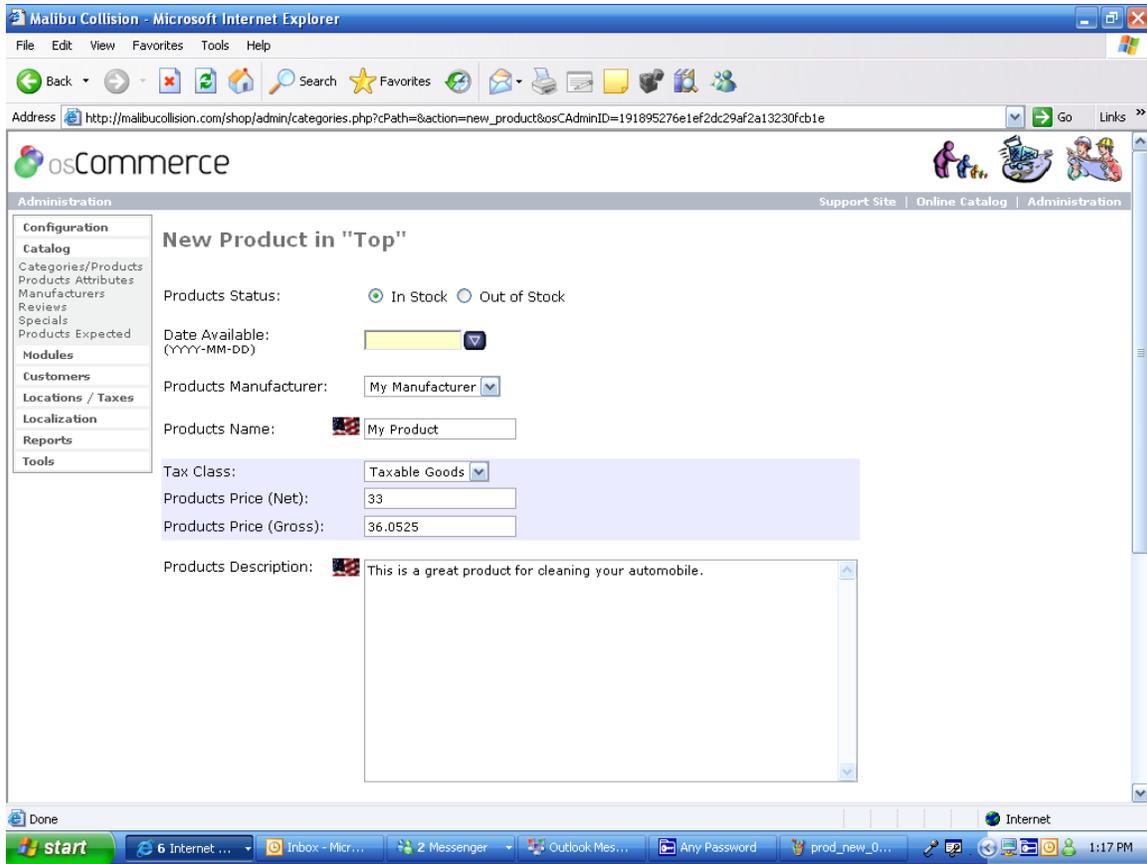
Products Image: A picture of the product that the customers will see.

Products URL: This can link to a page that explains the product more fully. (optional)

Products Weight: This is the shipping weight of the product in pounds (optional)

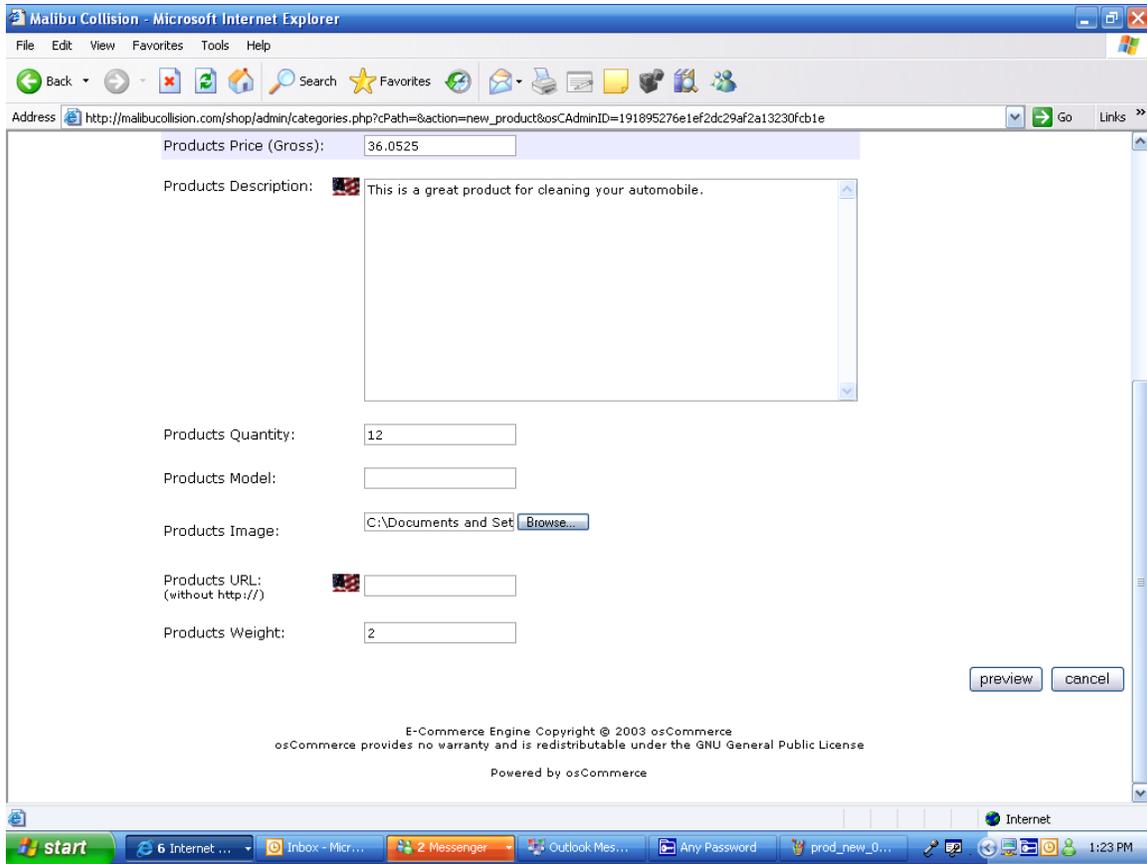


When you add the manufacturer, you'll see that it will list the ones that have been created. In this case, we're using the "My Manufacturer" that we created.

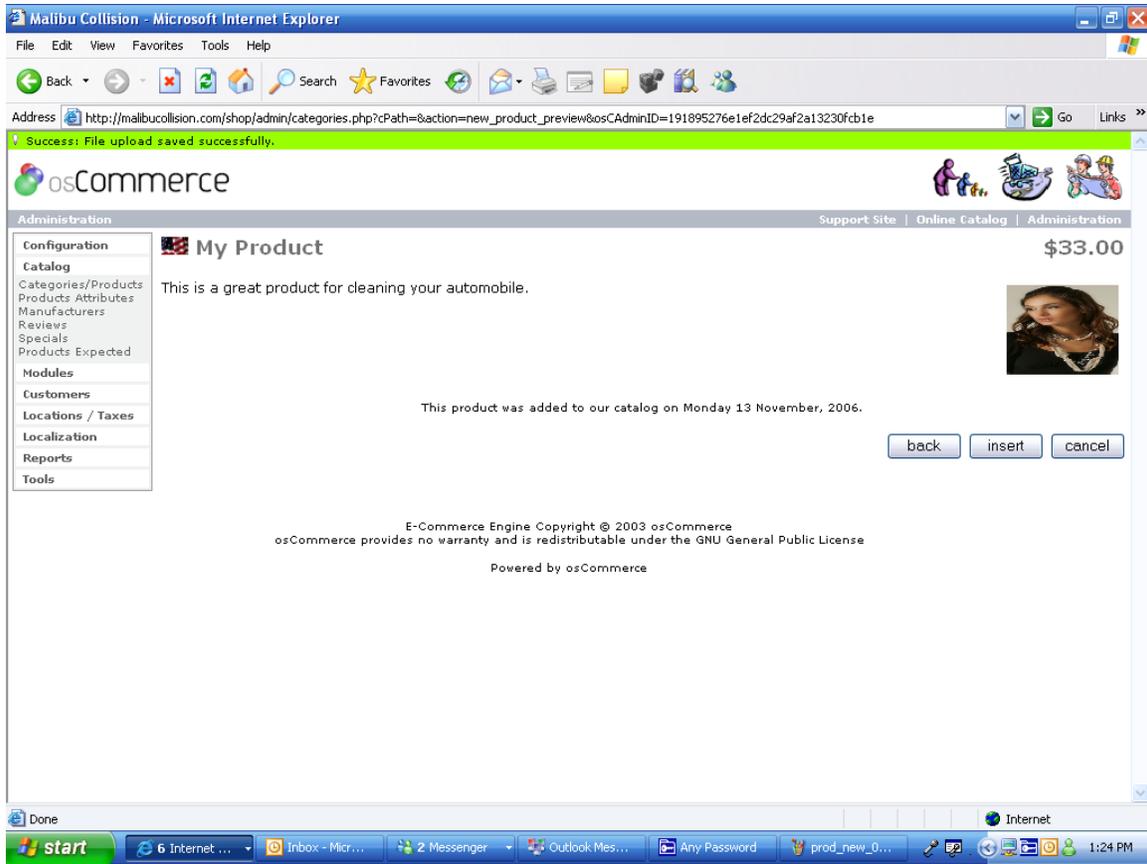


When you add a price to the "Products Price (Net)" text box, the box below it will fill in automatically with the taxed price.

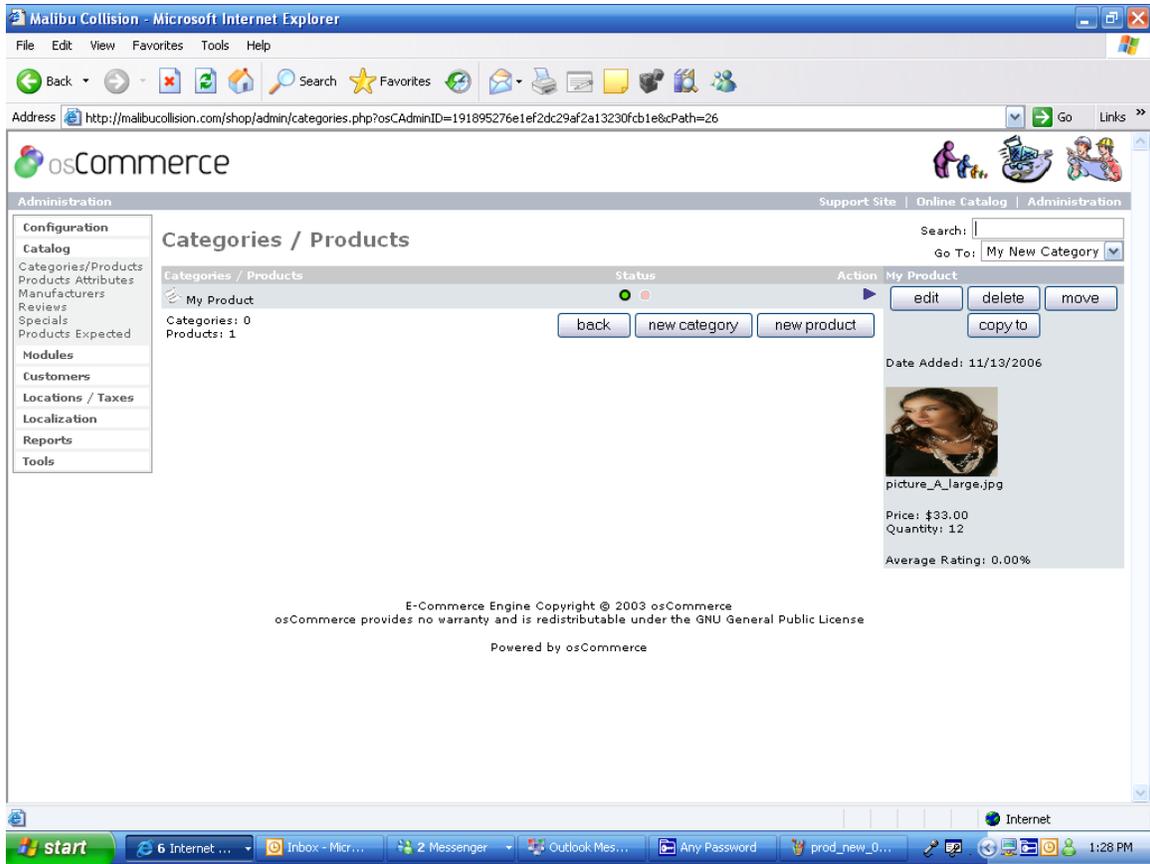
Make sure that you add enough information to the description to help the customer understand what they're buying.



As you scroll down the same page, you'll notice more boxes that you can fill in. Most of these are optional. Once you've entered everything, you must click the "preview" button in order to move to the next step of the creation process. The preview will give you the ability to view the product before it's put on the site.



If the product needs more tweaking, hit the "back" button. If you're happy with the product's info, then click the "insert" button.



The product will end up in the “My New Category” category as requested. If you want to move it, you can click the “move” button and then choose the category that you want to move it to.

You’ll notice a green dot that is under the word “status” in the middle of the page. That lets you know that the product is currently “online”. If you want to hold off on placing the item in your store, then you can click the red button that is right next to the green one.

**This is the end of the OS Commerce Online Store Tutorial.**