

## Entering Products

Use the following instructions to enter an example product to familiarize yourself with the process. Continue by entering a product you wish to display on the site. Repeat this process until all the products you wish to display are entered. If you have trouble or have any questions please feel free to contact Ecomshare (970.577.1399 or [Diana@ecomshare.com](mailto:Diana@ecomshare.com)) or your sales representative.

1. Go to [http://\\_\\_\\_\\_\\_.ecomshare.com/members/admin](http://_____.ecomshare.com/members/admin) and enter the login and password provided to you in the welcome email you received.

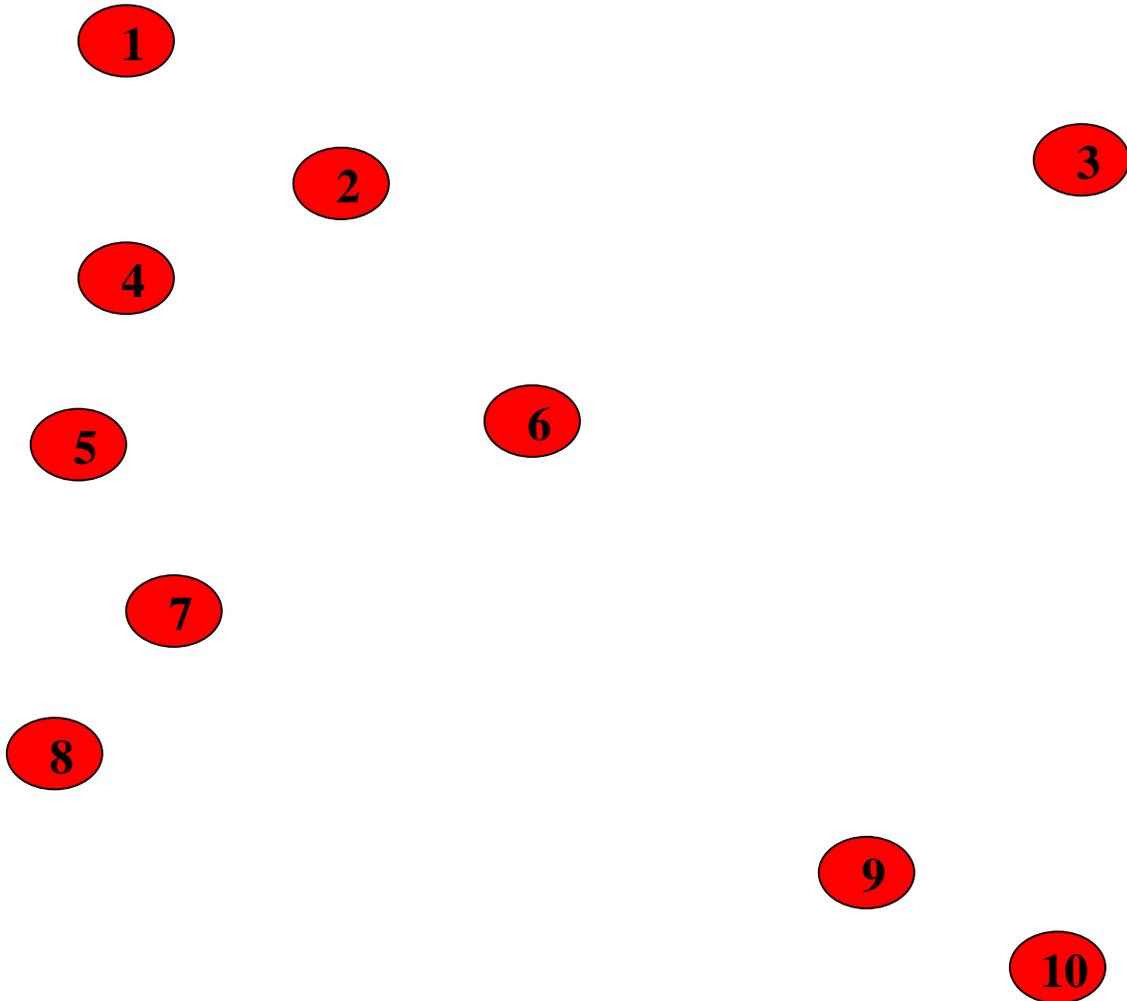
2. Click "Login".



3. Click "Retail Products and Services".

4. This is your product listing page. Right now it is empty since we haven't entered any.

5. Click "Enter a New Product".



**You may click on the question mark next to each field for help.**

1. Enter the "Product Name".
2. Enter a "Short Product Description". This is your briefest sales pitch about the product.
3. Enter the "Product Keywords". These are the criteria which determine matches when a customer searches. You may use as many as you'd like at no extra charge. We recommend entering all forms of descriptions to

make it as easy as possible for customers to find your products. Make sure to use the plural form of the word

4. Now enter a "Detailed Product Description".
5. Enter the "Product Price". If your price is below the suggested retail price you may want to enter a "Retail Price" to show the consumer the savings. Enter a "Set-up or Handling fee" if this applies. Some people enter a nominal fee here to cover the cost of shipping supplies.
6. You can "Enter a URL" if you have a location on the Internet where more information is available on the specific product. Enter an "Author or Designer" if applicable.
7. Enter a "Lead Time" if the product is not immediately available or if its build to order. Enter the "Product Availability Dates". This is useful if it is a seasonal item or if it is a product with limited inventory.
8. You may enter a "Sale Price" if you wish to discount an item and you are able to set the "Sale Start Date" and the "Sale End Date".
9. Now "Select the Category" that your product fits into. You can select as many as are appropriate by holding down the "control" key while selecting.
10. Enter the shipping weight of the product. Make sure to take into account packing materials.
11. Click "Save" to commit your product

1. Now you can see the product you just entered in the product listing.
2. Now lets upload a photo for this product. To select the product, click on the circle to the left of the title.
3. Click "Edit Selected Product". (You may also use this button if you need to change any details about the product at any time).

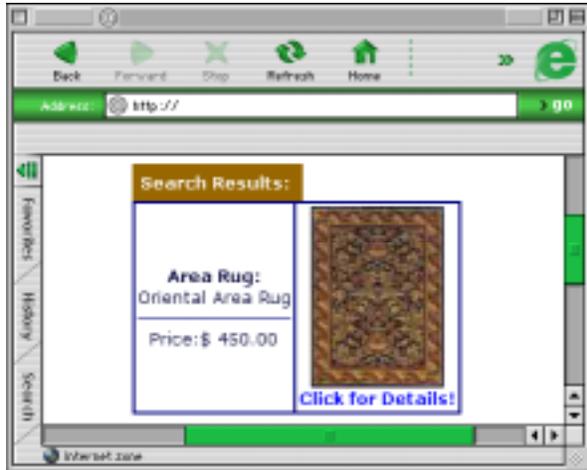
1. Scroll to the bottom of the page.
2. Click "Add/Replace Product Photo."

1. This opens a new window called the "Image Uploader".
  2. Proceed by clicking the "Browse" button to locate the image on your computer. Select the image you desire, click "Open", and click the button "Upload Now" in the Image Uploader window. It must be a .jpeg or .gif file and can be a maximum of 175 pixels (either height or width). If your image is too big, you will receive an error message.
  3. You can also upload an enlargement of your image by using the lower browse button. This way a customer can click on the primary image and be able to view the enlargement in a separate window. This must be a .jpeg or .gif file and can be a maximum of 500 pixels (either height or width).
  4. You will receive a message that says "Success" and your image will appear on the product detail page. Now just close the Image Uploader window. Use this method to upload as many images as you'd like. Click "Save to return to the product listing page."
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3. If you have similar products, click "Duplicate". This copies a product that you've already entered so that you can change only the text that is necessary, without entering in a whole new product.
  4. If you are no longer offering a certain item, click "Delete" to permanently erase it.
  5. You can use the "Search Products" function once you have several products entered to locate them quickly.

1. Go to your community site and search for your business.
2. Once your business listing appears, click "Shop Now" to see the product you've just entered.



1. Now you see the example product we've just entered.
2. Click "Click for Details" to see the information we've entered about the product.



1. Here you can view all the details about the product and buy the item.
2. After you enter all your products, you will be able to view them just like this example.