

## Product Options

If you wish to have different product options, such as different sizes, colors, and options that change the price of an item, you'll want to take advantage of this feature. Use the following instructions to enter examples to familiarize yourself with the process. Continue by entering an option you wish to display with one of your products. Repeat this process until all the options for your products that 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. On the "Product Listing Page" click the circle on the left of the product that you wish to add options and click "Edit" at the bottom of the page.

2. Now click the blue "Product Options" link at the top of the "Product Detail Page".

3. Quick Option 1 allows you add/edit multiple options that don't change the product's price. Enter non-price modifying options, and separate each with a \*. E.g. small 4X6'\*medium 11X17'\*large 24X36'. Then click the "Add/Edit Option 1" button. You'll get a "work committed" notification. Click "Add product Option" to return to the Options page. Click "Full Product Listing" to return to the "Product Listing Page". You may also delete an option that is no longer available by deleting the items in the field and clicking "Add/Edit Option 1".

4. Quick Option 2 lets you add/edit a second group of options that don't change the products price. Enter non-price modifying options, and separate each with a \*. E.g. Roses\*Orchids\*Berries. Then click the "Add/Edit Option 2" button. You'll get a "work committed" notification. Click "Add product Option" to return to the Options page. Click "Full Product Listing" to return to the "Product Listing Page". You may also delete an option that is no longer available by deleting the items in this field and clicking "Add/Edit Option 2".

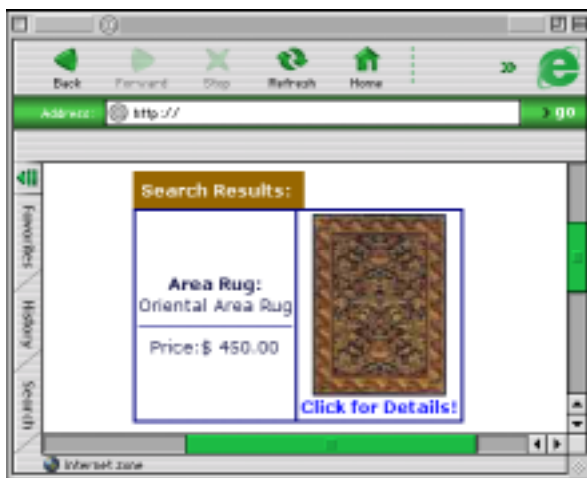
1. If you need to add options that change the products price, use the "Detailed Options".
2. If you only have one option that changes price, you may enter the information into the fields below.
3. Enter the "Option Name", such as: Stain Resistant Treatment.
4. Enter a "Short Description of this Option", such as: Your area rug will come with our special treatment so spot removal is easy.
5. Enter the "Price" of this option, use the "+" and "-" signs to distinguish between raising and lowering the price. For example, add "+50" for the treatment .
6. You may enter an "Option SKU" if you wish to differentiate between options, for example: SRT. This will show as a different item on your email order notification.
7. Click "Add Product Option". You'll get a "work committed" notification. Click "Add product Option" to return to the Options page.
8. Repeat this process to enter as many price modifying options as necessary. Click "Full Product Listing" to return to the "Product Listing Page".
9. If you need to change one of the options you just entered, click "Edit Existing Options".

10. Here you will see all the product options you have entered. To change any of the details or reset the price for one, simply select the option and click "Edit Product Option".
11. Click "Modify Product Option". You'll get a "work committed" notification. Click "Full Product Listing" to return to the "Product Listing Page". Click "Product Edit" to return to the "Product Detail Page". Click "Option Maintenance" to add more product pricing options.
12. You may also delete any of the options you entered by simply selecting that option, and clicking the "Delete Product Option". You'll get a "work committed" notification. Click "Full Product Listing" to return to the "Product Listing Page". Click "Product Edit" to return to the "Product Detail Page". Click "Option Maintenance" to delete more product pricing options.
13. Click on the "Full Product List" to return to the "Product Listing Page".

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.



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



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