

Setting up your PowerStore product catalog

PowerStore gives you the power to sell any type of physical goods. PowerStore 2 includes the ability to sell products with options, such as color, size, etc.. This How To shows guides you through adding a product, applying values such as size and color, and managing the inventory for you products.

What Do You Need to Start?

- PowerStore 2 uploaded to your live server.
- Web Browser (Firefox, Internet Explorer, Safari etc.)

Accessing the Administrative back-end

The Administrative back-end to PowerStore is included with all the others PowerStore files, but is restricted so that only can access it. Once you have uploaded all the PowerStore files to your live server, follow these steps for accessing the back-end.

1. Open your preferred web browser.
2. In the Address bar, enter the path to your PowerStore site.
For example, this would be <http://powerstore-demo.com>
3. Append **/Admin** to the URL.
<http://powerstore-demo.com/Admin>
4. Press **Enter** or **Go**.
5. To log in, enter the username and password you specified in the WA_Globals.php file.

Adding a product

Adding a product is quick and easy. PowerStore allows for two images for each product, before proceeding, you may want to have those two image files accessible.

Note: Anything you specify while adding a new product can be modified or updated at any time.

1. From the main navigation choose **Products > Add New**.

Creating Categories

2. Before adding your product, you should define a category for the products you are adding.
3. Click the **Category Define** button.
4. Choose **Insert**.
5. Enter a **Category Name**
For example: Shoes
6. Click **Insert**.

Once you have added all the products you need, click **Done**.

Adding a new product

1. Check the **Available Online** checkbox when you are ready for this product to appear on your website to be purchased.
This can easily be done at a later date.
2. Choose the appropriate category from the **Category menu**.
3. Enter a **SKU** for your product.
The SKU is a unique identifier for each individual product you sell.
4. Enter a name for your product.
5. Enter the amount you have of this product in stock, or choose Unlimited Inventory.
6. Enter the **Price**.
7. Enter a **Weight**.
If you are using shipping rate lookups, you must enter a weight for calculation.
8. Click the Default Image Browse button to choose the primary image for this product.
This is the image that will be display on the results, cart and detail page.
9. Click the Second Image Browse button to choose a secondary image for this product.
This will display on the product details page on mouseover.

10. Complete the **Cart Description**, **Short Description** and **Large Description** areas.
11. Choose the **product options checkbox** (if desired).
12. Click **Insert** to have the product added to your catalog.

Check this box if you would like to add pro

Note: If this checkbox is selected prior to clicking Finish, you will be redirected to create product options, such as color and size, for this product.

Don't want product options?

If the products you are selling do not require product options – you are done adding this product. To start selling online, make sure the Available Online is selected for each product you want to sell.

Available Online: (check to make this item available for sale)

Creating product options

By applying product options, you can sell multiple variations of the same product, such as different sizes or colors.

1. In the Administrative back-end, choose **Products > Find Products**.
2. Search for the product you wish to add options for.
3. Choose **Update** beside that product.
4. Choose **Add Product Options**.
5. In the **Add An Option** field, enter a product option.
In most cases this would be "Color" or "Size".
6. Click **Add This Option**.

When you add an option, you will be prompted to enter a default Value (see *Adding values* below). The product option will then display on the right hand side of the page where you can add additional values.

Adding values

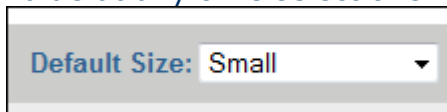
Product options are broken up into different values. For example, a product option for Size, would most likely have values such as Small, Medium, and Large.

7. Enter the Value within the **Add Values To** field for the product option you are adding values to.
8. Click **Add This Value**.

Continue adding all the desired product options and values until you have all the different variations of the product added to the database.

What is the default value?

The default value will be the values that are specified by default when a customer views this product in the product catalog. To change the default value at any time select this value from the Edit values area.



Note: Deleting the default value has been disabled to ensure that your product will display on your product catalog. In order for any variations of this product to be available on your store, the default value must be set to available.

Making products and product options available

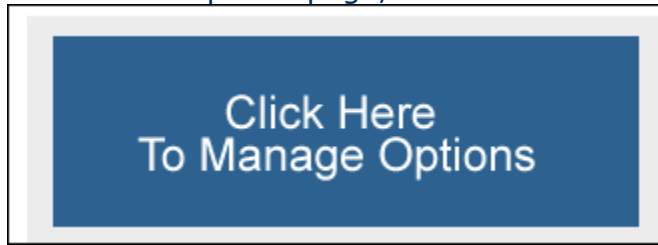
Now that you have added all the different options and values for this product, you need to determine which variations of the product should be available on your store. PowerStore gives you the ability to do this two different ways:

- Through the Manage Options interface
- On the Product Update page.

Using the Manage Options interface

The Manage Options interface allows you to quickly make variations of a product available or unavailable. You are also given the opportunity to update or reset inventory for each of the options.

1. On the Add Options page, click the button display here:



The Manage Options page contains two columns. The column to the right contains all the different variations of the current product that are not available for sale online at this time. The left column displays all options that are currently available for customers to purchase on your site.

2. To make an option available, select the option from the right column.
3. Choose Make Available.
4. Choose whether you would like to update your inventory for that option.
 - **Keep existing inventory:** Will maintain whatever inventory currently exists for this option.
 - **Unlimited Inventory:** Will change the inventory to be unlimited.
 - **Specify product inventory:** Allows you to enter a new inventory for this variation of the product.
5. Click **Make Available**.



You can select multiple product variations to make available at the same time by holding down Ctrl when selecting each option.

Using the Product Update page

When using product options with PowerStore, you have a lot of options you may want to customize. The Product Update page allows you to update the details for each variation of a product. This means that each variation of a product can have different details, pricing, and images.

1. From the Product Results page, choose Update for the product you wish to update.

Now that you have added product options, a menu list will be available at the top of the page for each variation of the product.

2. From the Options menu lists, choose the variation you wish to choose.
After making a selection, the content in the fields below will update.

Note: You will need to select each variation that you wish to change. However, the values specified by default will be from the original product you added for this item, likely saving you from having to make many changes.

3. For each product variation, change the values to suit your needs.

Example 1: If you sell T-shirts, you may charge more for the Extra-Large version. Therefore you should add the updated price to each variation of the Extra-Large T-shirt.

Example 2: For products that come in multiple colors, you may want to display different images when a customer selects a different color.

4. If you are ready to sell the selected variation of this product, make sure to select the Available Online checkbox.

Available Online: (check to make this item available for sale)

5. Once you have completed making all your changes, click the **Update This Product** button at the bottom of the page.