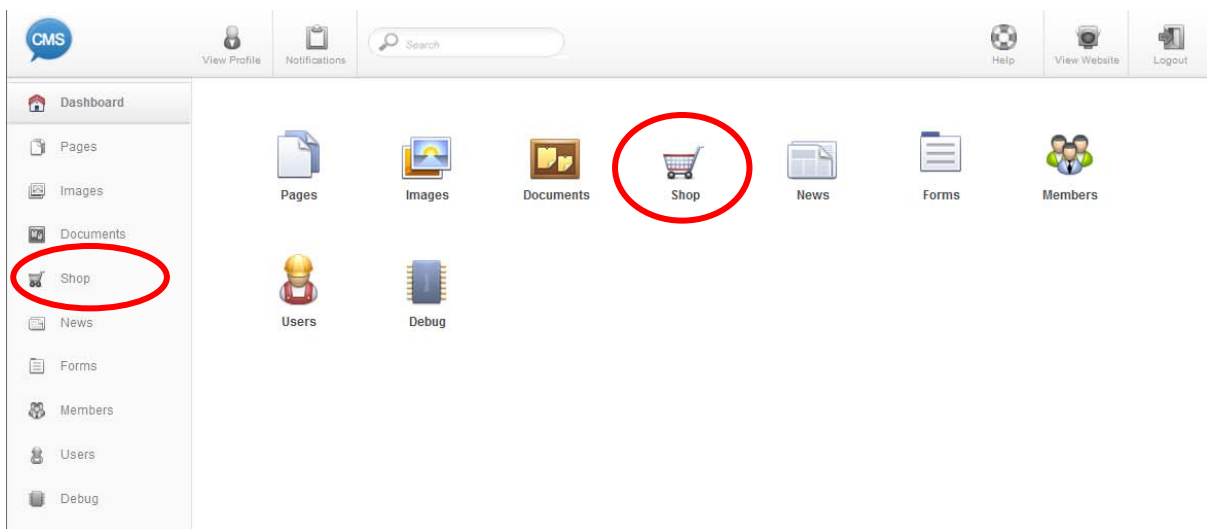


CMS Tutorial – How to add products and product images

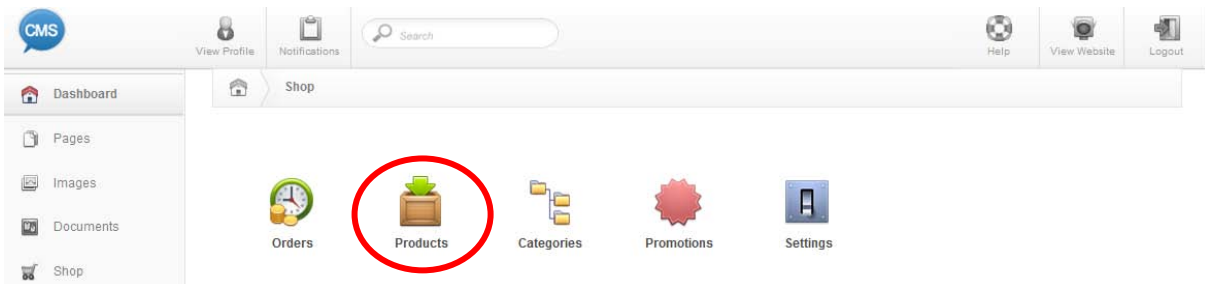
1. Login to the backend of your website through the Webcessity CMS login screen



2. Click on one of the 'Shop' buttons



3. Click the 'Products' button

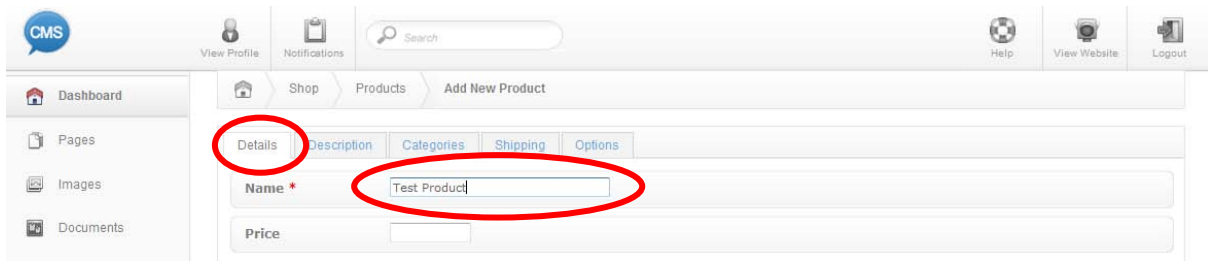


4. Click the 'Add New Product' button

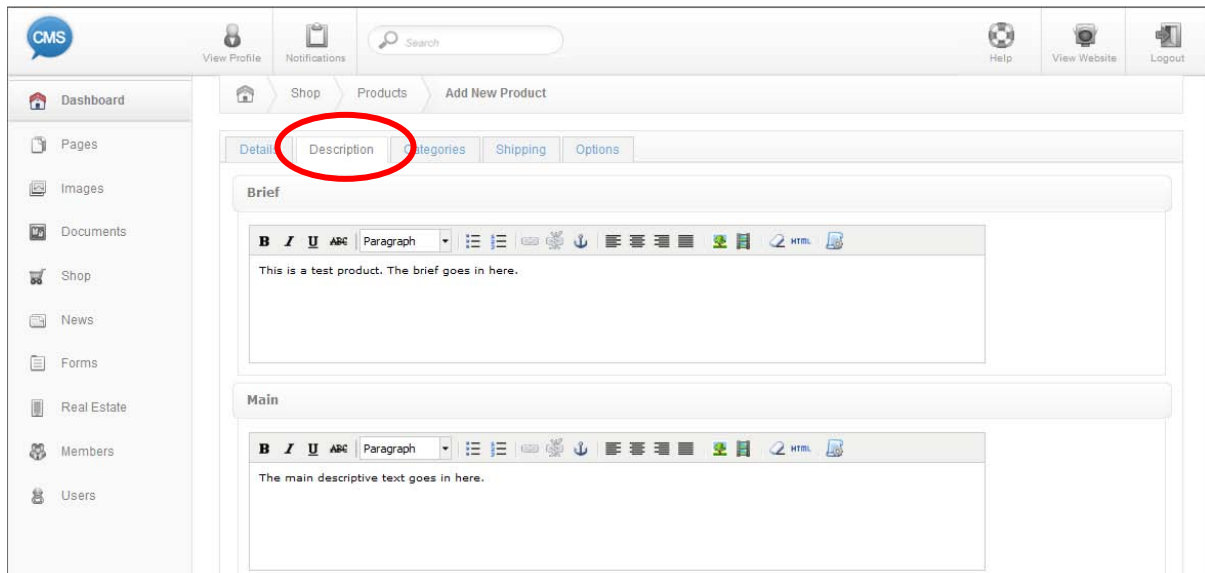


NB: You can add new categories by clicking on the 'Categories' button on the previous page.

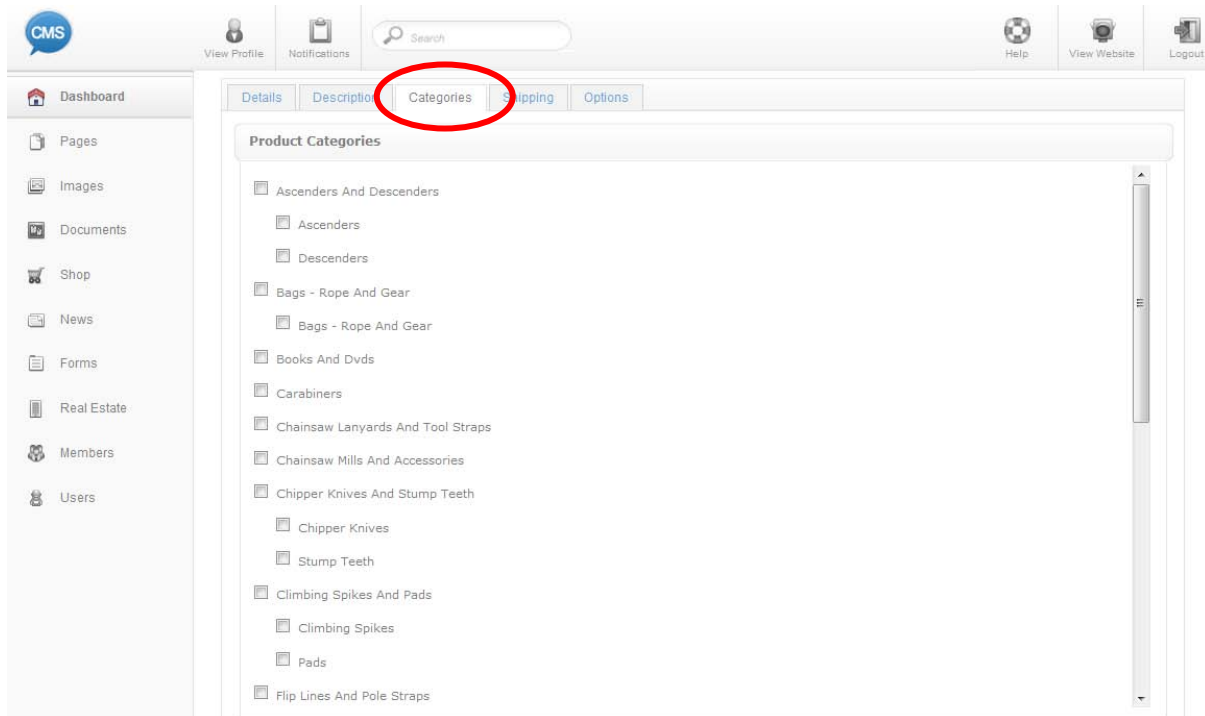
5. Add the details of your product, starting with the name



6. Go through the top tabs to add the rest of the details, starting with the description



7. Pick the category the product belongs in



8. You can add shipping details for particular products, otherwise they will automatically set to the default value

The screenshot shows the 'Add New Product' form in the CMS. The 'Shipping' tab is highlighted with a red circle. Below the tabs, there are three input fields for shipping details:

- First Item**: Input field with a default value of '\$10.00 if left blank'.
- Additional Items**: Input field with a default value of '\$3.00 if left blank'.
- Overseas Items**: Input field with a default value of '\$10.00 if left blank'.

9. You can also add different options if required

The screenshot shows the 'Add New Product' form in the CMS. The 'Options' tab is highlighted with a red circle. Below the tabs, there are three checkboxes for product options:

- Featured**:
- Private**:
- Out Of Stock**:

10. Once you have filled out all the relevant information, press the 'Add' button

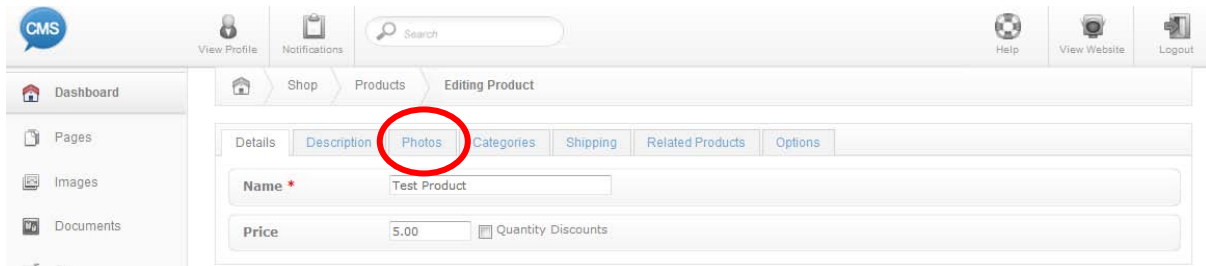
The screenshot shows the 'Add New Product' form in the CMS. The 'Add' button is highlighted with a red circle. The button is blue with the text 'ADD' in white capital letters.

11. Once you get back to your product screen, select the product you just entered

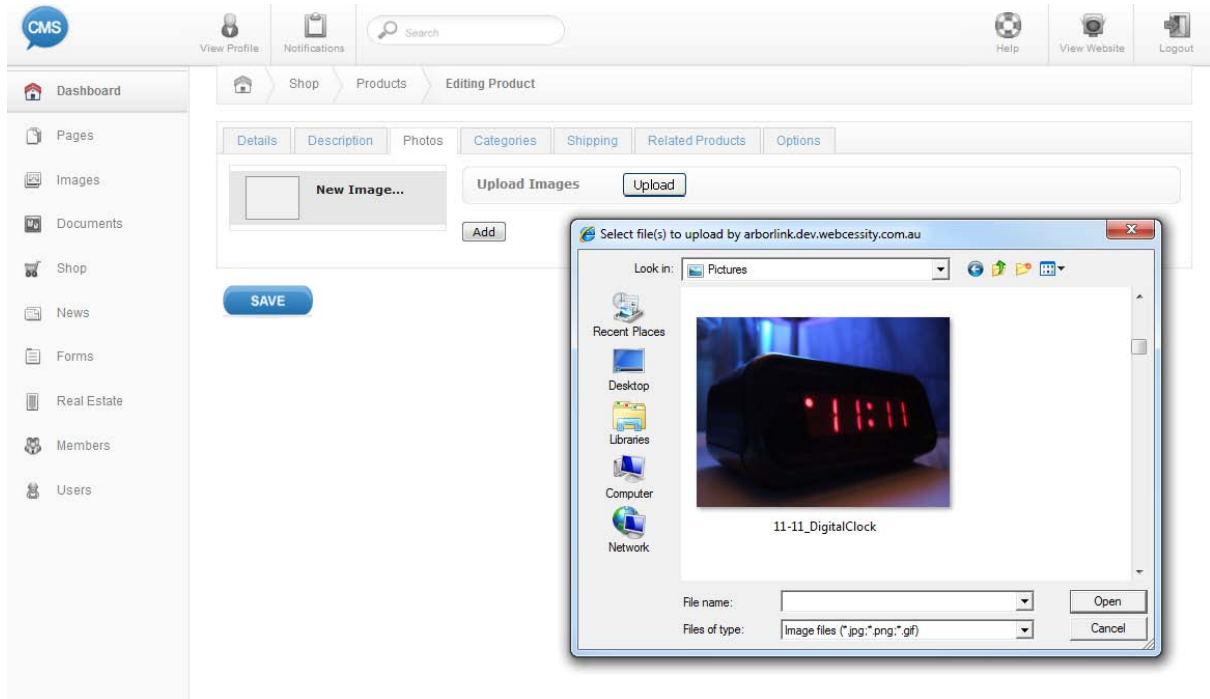
The screenshot shows the product list in the CMS. The 'Test Product' is highlighted with a red circle. The table contains the following products:

	Petzl B52 Macrograb	
	Petzl B53 Micrograb	
	Petzl B54 Microcender	
	Petzl Croll Ascender	
	Petzl Left Hand Ascender	
	Petzl Pantin Foot Ascender - Left	
	Petzl Pantin Foot Ascender - Right	
	Petzl Right Hand Ascender	
	Petzl Shunt	
	Test Product	

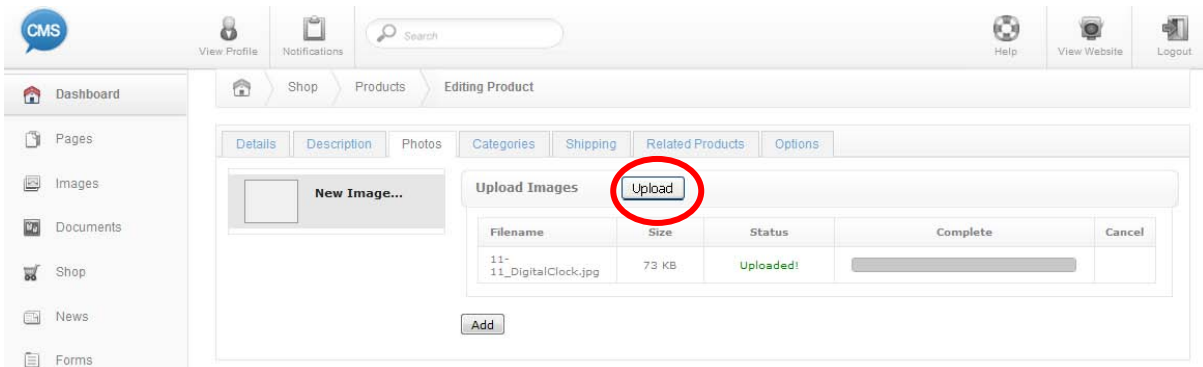
12. You will notice a new tab up the top called 'Photos'. Click on this to add a product image.



13. Click the 'Upload' button and select your image



14. Click the 'Add' button



15. Then press the 'Save' button, and you're done!

