

Yo!Kart V9

How to Add and Edit Products?



1. Add Product as Admin:

Add Product Categories

- First and foremost, it is recommended for the admin to configure the product categories.
- To configure the product categories, click on **catalog**→ **Product categories**. The Product categories screen will open where the admin can add new categories and edit/delete the existing categories.
- The admin can activate/deactivate the categories. It is to be noted that, if a category is deactivated, it will not be displayed in the option list while adding a product. And also, the products added in that category will no longer be displayed.

* N H	Janage Product Cat ome / Root Categories	egories /				
○ Cate	gory List					
		SR. NO	CATEGORY NAME	SUBCATEGORIES	STATUS	ACTION BUTTONS
÷		1	Electronics (Electronics)	5		***
÷		2	Men (Men)	4		***
÷		3	Women (Women's Fashion)	2		***
÷		4	Baby & Kids (Baby & Kids)	1		***
1						Showing 4 Entries

• Brands

The admin should also configure the brands for the website.

- In order to configure the brands, please click on **catalog**→ **Brands**.
- On the brand page the admin can perform actions such as edit, delete existing brands and also to add the new brand.
- The admin can also activate/disable any brand from the list. Once a brand is deactivated, it will not be available in the brand option list while adding a product.



≡						?	0	Φ
Mana Home	age Product Brands / Brands							
Search								۹
 Brands I 	ist							
	SR. NO	LOGO	BRAND NAME	STATUS	ACTION BUTTONS			
	1	*	OnePlus (OnePlus)		***			
	2	8 ₉₄ ,8	Pepe Jeans (Pepe Jeans)		•••			
	3	*	Consoles (Consoles)		•••			
	4	JBL	JBL (JBL)		•••			
	5	*	Microsoft (Microsoft)					

- For Non-Branded products, it is recommended to brand them with Store's Name or any other name.
- It is mandatory to link the product with brand name. If not linked, the product will not be displayed on the front end.

_	Product Name	Women Fit and Flare Pink Dress		
[Brand/menufacturer			
		LG	<u> </u>	
- 1	Choose Category	Faber Castell	_	
- 1		Archies		
- 1		Sirius		
- 1		Fast Lane		
		Dream Dazzlers		
Women		Crayola		•
Women»» Je	ans & Bottom wear	Candle	•	•



• Adding a product

- On the admin panel dashboard, Click on the Hamburger menu \equiv at the top left corner
- Please expand the catalog accordion menu by clicking on the " + " button.

Dashboard	
Catalog	+
Users	+
Cms	+

• The admin should click on **Catalog** → **Products**.

Catalog	-
- Shops	
Product Categories	
Seller Inventory Product Reviews	

• The product screen will open:



	Ma Hon	nage Cat ne / Produ	alog					
s	Search							Q
	Catalo	g List						
		SR.	NAME	USER	DATE	APPROVAL STATUS	STATUS	ACTION BUTTONS
		1	Women Fit and Flare Pink Dress (Women Fit and Flare Pink Dress)	Cindy	18/07/2019 11:24	Approved		
		2	Boots For Women (Boots For Women)	Jason Smith	18/07/2019 11:16	Approved		
		3	Men Solid Straight Kurta (White) (Men Solid Straight Kurta (White))	Cindy	18/07/2019 11:16	Approved		
		4	Women Black Heels (Women Black Heels)	Admin	18/07/2019 11:08	Approved		
0		5	Printed Men Round or Crew Blue T-Shirt (Printed Men Round or Crew Blue T-Shirt)	Akshay	18/07/2019 11:06	Approved		

• Select the Ellipses Menu button^{•••}. It will open a list of options from which the option to **Add New Product** can be selected.

≡			8			쯥	\Diamond	P	\oplus	0 66	Φ
Hor	anage Cat me / Prod	alog									
Search											۹
O Catalo	og List						.		Export		
	SR.	NAME	USER	DATE	APPROVAL STATUS	STATU		Å	Activate		
	1	Women Fit and Flare Pink Dress (Women Fit and Flare Pink Dress)	Cindy	18/07/2019 11:24	Approved		0	De	eactivate Delete		
	2	Boots For Women (Boots For Women)	Jason Smith	18/07/2019 11:16	Approved		0	Add N	New Prod	uct	
	3	Men Solid Straight Kurta (White) (Men Solid Straight Kurta (White))	Cindy	18/07/2019 11:16	Approved		0				
	4	Women Black Heels (Women Black Heels)	Admin	18/07/2019 11:08	Approved		C				

• On selecting the Add New Product option, the following screen will open.



Product Setup		\otimes
General	English Arabic	
	User	
		Please Leave Empty If You Want To Add Product In System Catalog
	Product Identifier*	
	Product Type	It may be same as or product name
	i loudet type	
	Model*	
		Featured Product
Mir	nimum Selling Price [\$]*	
	Tax Category*	Select 💌

- If a product is required to be added for a specific seller, enter the seller's name in the first field [User]. Please ignore if the product is to be added for all sellers
- Fill in all the details regarding the product. Once done, click on the **Save changes** button.
- It is mandatory to link the product with categories. Without linking, the product will not be displayed on the front end

Product Links Management Setup		
Product Name	Women Black Heels	
Brand/menufacturer	Fast Lane	
Choose Category		
	SAVE CHANGES	
Men»» Footwears		•
Men»» Footwears»» Casual shoes		•



						\mathbf{X}
Product Status	In-active		•			
Available for Cash on Delivery (COD)	No		•			
Ean/upc Code						
Country the Product is being shipped						
from	Free Chipping					
	Free Snipping					
SHIPPING SHIPS TO COMPANY	PROCESSING TIME	COST [\$]		EACH ADDITIONAL ITEM [\$]		11
					+	
	SAVE CHANGES					
						Ŧ

• The admin should add the product details in the language specific tabs available in the admin panel.



Basic	English	Arabic				
roduct Nar	me*					
escription	Π Δ - A	T 🤌 😑	=	• • 2 4		
2 1			 		ntmi	

2. Edit Product as Admin:

- On the dashboard, Click on the Hamburger menu \equiv at the top left corner.
- Please expand the catalog accordion menu by clicking on the "+" button.

Dashboard	
Catalog	+
Users	+
Cms	+

• The whole option list will be visible. In order to edit a product, please click on products.



Catalog	-
 Shops Product Categories 	
Products	
Seller Inventory	
Product Reviews	

• On clicking the product option, the following screen will open:

*	Mana Home	ge Catal / Produc	log ts					
Se	earch							Q
	Catalog I	_ist						
] :	SR.	NAME	USER	DATE	APPROVAL STATUS	STATUS	ACTION BUTTONS
		1	Women Fit and Flare Pink Dress (Women Fit and Flare Pink Dress)	Cindy	18/07/2019 11:24	Approved		
] :	2	Boots For Women (Boots For Women)	Jason Smith	18/07/2019 11:16	Approved		•••
] :	3	Men Solid Straight Kurta (White) (Men Solid Straight Kurta (White))	Cindy	18/07/2019 11:16	Approved		
]	4	Women Black Heels (Women Black Heels)	Admin	18/07/2019 11:08	Approved		•••
] :	5	Printed Men Round or Crew Blue T-Shirt (Printed Men Round or Crew Blue T-Shirt)	Akshay	18/07/2019 11:06	Approved		

The product listing is displayed.

- Please click on the **Action button** " *** " parallel to the product which is required to be edited.
- On click, an option list will display which will have the option to **Edit the Product**. Refer to the screenshot below for reference.





• On clicking the **edit** option, the product details will open which can be edited.

Product Setup	
General English Arabic	
User	Admin
	Please Leave Empty If You Want To Add Product In System Catalog
Product Identifier*	0P7
	It May Be Same As Of Product Name
Product Type	Physical 💌
Model*	OP7007
	Featured Product
Minimum Selling Price [\$]*	535.0000
Tax Category*	Electronics -

• After editing the details, click on the **save changes** button to save the progress and the product will be edited successfully.



3. Add Product as Seller:

- On the seller panel dashboard, Click on the Hamburger menu = at the top left corner.
- The seller dashboard options are displayed. Please select **Products** options.



• On click, the product list will be displayed.

							Add New Prod
Searc	th By	Product		Product T	уре		
Sea	rrch By Keyword/ean/isbn/upc Code	All	~	All	~	Submit	Clear
Sr.	Product		Model	Status	Approval Status	Seller Shipping	Action Buttons
1	OP7 (OP7)		OP7007	Active	Approved		•
2	Women Black Heels (Women Black Heels)		wmb014	Active	Approved		
3	Regular Men Blue Jeans (Regular Men Blue Jeans)		SFD	Active	Approved		
4	PSP White 4 GB with Mario (White) (PSP White 4 GB with Mario)		ABC212	Active	Approved		•
5	Back Cover for Motorola Moto E4 Plus (Motorola Case)		SD121	Active	Approved		
6	JBL T250SI Wired Headphone (Black, On the Ear)		AS412D	Active	Approved		8



- **Market Place Products:** This lists all the marketplace products added by admin and seller. Marketplace products are of two types:-
 - **System Products**: Available to all sellers and any seller can add the products to their own store.
 - **My Private Products**: Available only for the seller. No other seller can add these to their own store.
- **Shop Inventory** lists all the products available to seller's front end store.
 - For each product variant, separate copy is needed to be created by seller either from Marketplace product tab or by cloning the product from the product clone icon.
 - To add new product to your store inventory, seller will have to pick the products from the marketplace products from "Add to Store" button.
- **Product Request:** This section lists all the products requested by seller to the admin which are not available in the marketplace products.
 - On admin approval, the product will be added to the marketplace products and to the seller inventory.
- In order to add a product as seller, click on the **Add New Product** button on the top right corner.

Sear	ch By	Product		Product T	уре		
Sea	arch By Keyword/ean/isbn/upc Code	All	~	All	v	Submit	Clear
Sr.	Product		Model	Status	Approval Status	Seller Shipping	Action Buttons
1	OP7 (OP7)		OP7007	Active	Approved		•
2	Women Black Heels (Women Black Heels)		wmb014	Active	Approved		•
3	Regular Men Blue Jeans (Regular Men Blue Jeans)		SFD	Active	Approved		•
4	PSP White 4 GB with Mario (White) (PSP White 4 GB with Mario)		ABC212	Active	Approved		•
5	Back Cover for Motorola Moto E4 Plus		SD121	Active	Approved		•



Key	word		Search	Clear
Sele	ct Product Category			
	Baby & Kids (1)			
	Electronics (5)			
<	Men (4)			
	Women (2)			

• Select the category under which the product is required to be added.

Once the required final category is selected, please click on "Select Button" to proceed

Key	word		Search	Clear
Sele	ct Product Category Baby & Kids (1)	Toys (4)	Action Figures	
	Electronics (5)		Art & Craft	
<	Men (4)		Baby Toys	:
	Women (2)		Puzzles	



• On clicking the **select button**, the Add New Product screen will open where all the necessary details of the product are required to be filled in.

Custom Product Setup		Back To Product
eneral Links Options Specification	IS	
Basic English Arabic		
Product Identifier*	Product Type	Model*
	Physical 🗸	
Product Identifier Can Be Same As Of Product Name		
Brand/Manufacturer*	Minimum Selling Price [\$]*	Tax Category*
		Select 🗸
Brand Not Found? Select Other And Request For Brand		
Dimensions Unit*	Length*	Width*
Select	♥ 0.00	0.00
Height*	Weight Unit*	Weight*
0.00	Select ~	0.00
Ean/upc Code	Featured Product	Product Status
		Active 🗸
Available for Cash on Delivery (COD)		Country the Product is being shipped from
No	Free Shipping	

- Fill in all the details required, click on the **Save Changes** button and the new product will be added.
- The new product added by the seller will fall under the private product listing.
- To **view the private product**, the seller will have to select the private product filter in the search option in product listing page.



						Add New
Sear	ch By	Product	Produ	ct Type		
Sea	arch By Keyword/ean/isbn/upc Code	My Private Produ	All	~	Submit	Clear
Sr.	Product	Model	Status	Approval Status	Seller Shipping	Action But
1	Maniac Solid Men's Round Neck Grey T-Shirt (Maniac Round Neck Grey T-Shirt)	AD5S	Active	Approved	N/a	• • •
2	Nike REVOLUTION 3 Running Shoes (Black) (Nike REVOLUTION 3)	AS12	Active	Approved	N/a	• •
3	Men's T-Shirt	GC124	Active	Approved	N/a	8 • 7

What is a Private Product?

Private product is a product which is added by a seller and it will be visible to that particular seller only. Other sellers will not be able to see this product in the marketplace.

4. Edit Product as Seller:

- On the dashboard, Click on the Hamburger menu \equiv at the top left corner .
- All the seller panel options are displayed. Please select **Products** options. Refer to the screenshot attached below for convenience.



• On click, The product list will display.



Searc	rh By Frank By Keyword/ean/isbn/upc Code	All 🗸	All	vpe	Submit	Clear
Sr.	Product	Model	Status	Approval Status	Seller Shipping	Action Buttons
1	OP7 (OP7)	OP7007	Active	Approved		۰
2	Women Black Heels (Women Black Heels)	wmb014	Active	Approved		•
3	Regular Men Blue Jeans (Regular Men Blue Jeans)	SFD	Active	Approved		•
4	PSP White 4 GB with Mario (White) (PSP White 4 GB with Mario)	ABC212	Active	Approved		•
5	Back Cover for Motorola Moto E4 Plus	SD121	Active	Approved		•

• From the product list, the seller can select a product which requires edits.

The seller can edit only those products which are added by the seller himself and are in the seller private product list.