

Yo!Kart V9

How to Add and Edit Products?

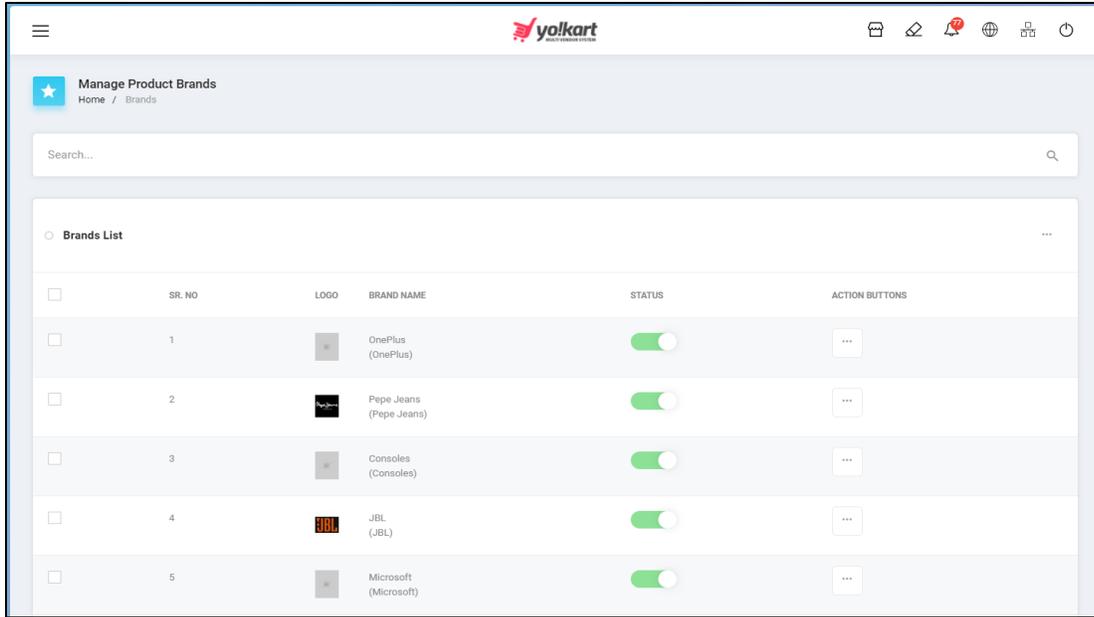
1. Add Product as Admin:

Add Product Categories

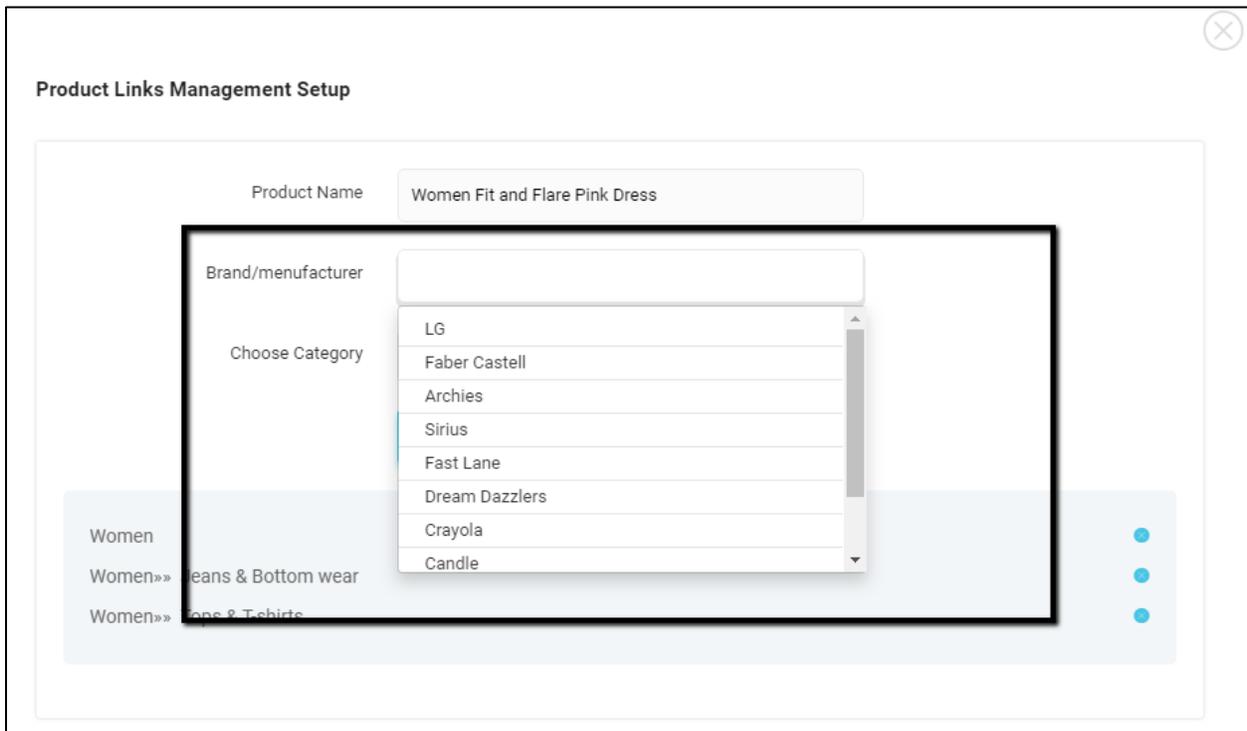
- First and foremost, it is recommended for the admin to configure the product categories.
- To configure the product categories, click on **catalog**→ **Product categories**. The Product categories screen will open where the admin can add new categories and edit/delete the existing categories.
- The 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.

	SR. NO	CATEGORY NAME	SUBCATEGORIES	STATUS	ACTION BUTTONS
+	1	Electronics (Electronics)	5	<input checked="" type="checkbox"/>	...
+	2	Men (Men)	4	<input checked="" type="checkbox"/>	...
+	3	Women (Womens Fashion)	2	<input checked="" type="checkbox"/>	...
+	4	Baby & Kids (Baby & Kids)	1	<input checked="" type="checkbox"/>	...

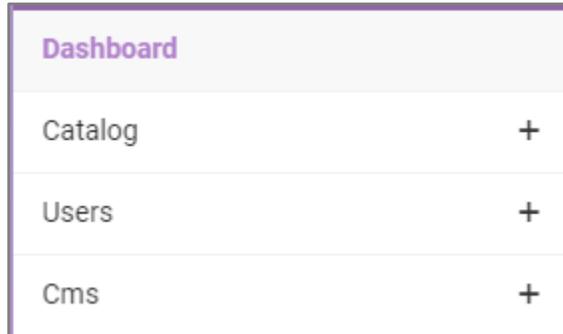
- **Brands**
The admin should also configure the brands for the website.
- In order to configure the brands, please click on **catalog**→ **Brands**.
- On the brand page the admin can perform actions such as edit, delete existing brands and also to add the new brand.
- The admin can also activate/disable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



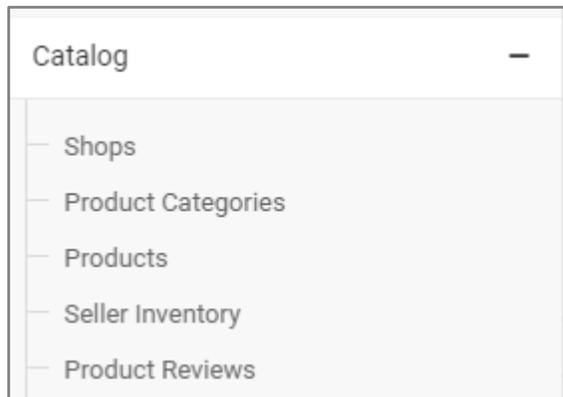
- For Non-Branded products, it is recommended to brand them with Store's Name or any other name.
- It is mandatory to link the product with brand name. If not linked, the product will not be displayed on the front end.



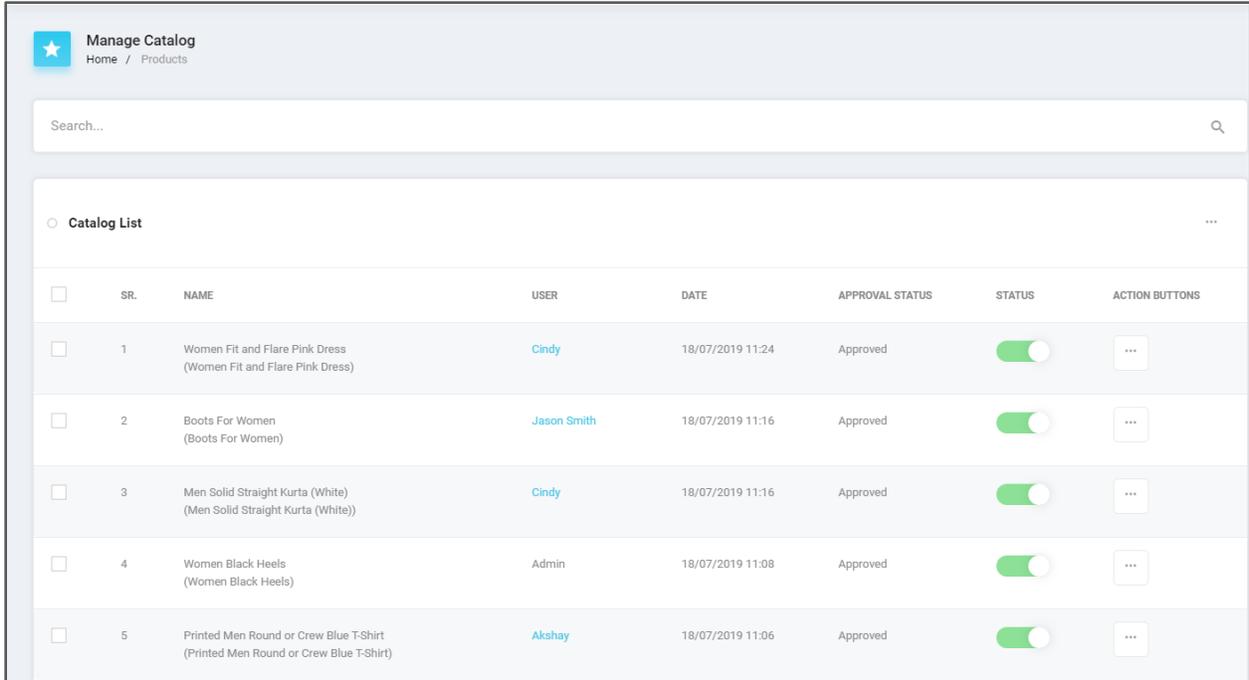
- **Adding a product**
- On the admin panel dashboard, Click on the Hamburger menu  at the top left corner
- Please expand the catalog accordion menu by clicking on the “ + ” button.



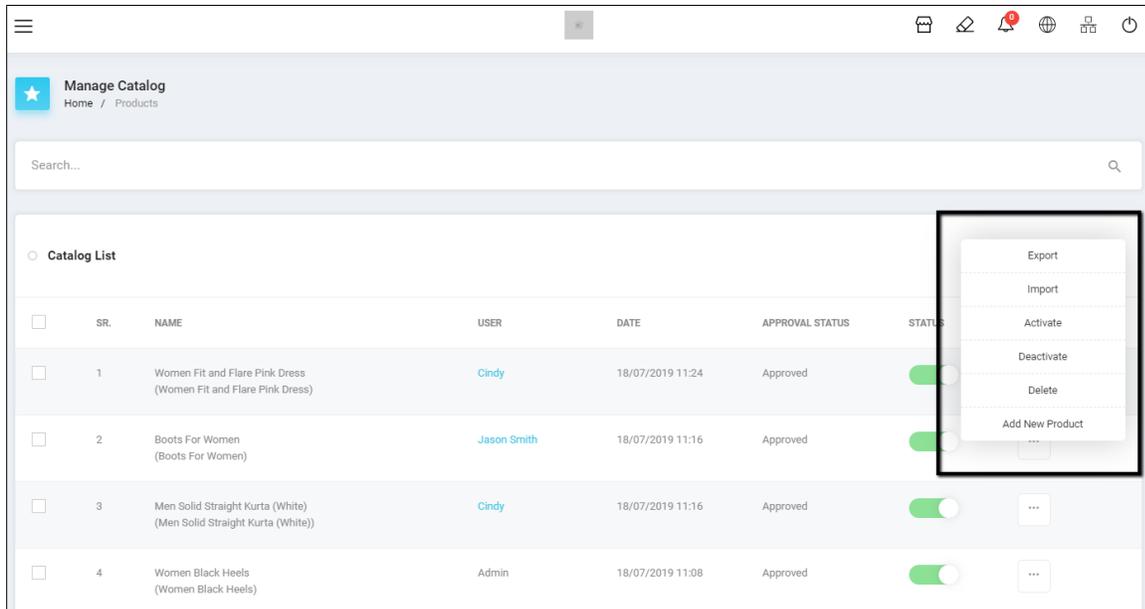
- The admin should click on **Catalog**→ **Products**.



- The product screen will open:



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



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

Product Setup

General English Arabic

User

Please Leave Empty If You Want To Add Product In System Catalog

Product Identifier*

It May Be Same As Of Product Name

Product Type

Model*

Featured Product

Minimum Selling Price [\\$]*

Tax Category*

- **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

Brand/manufacturer

Choose Category

SAVE CHANGES

Men»» Footwears ●

Men»» Footwears»» Casual shoes ●

Product Status: In-active

Available for Cash on Delivery (COD): No

Ean/upc Code: [Input Field]

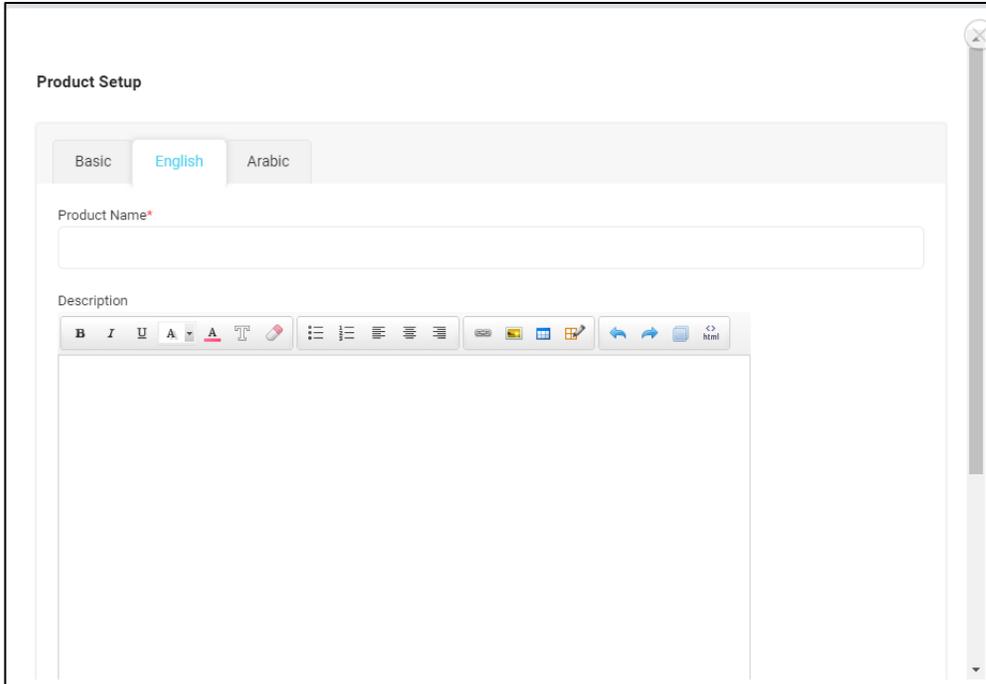
Country the Product is being shipped from: [Input Field]

Free Shipping

SHIPS TO	SHIPPING COMPANY	PROCESSING TIME	COST [\$]	EACH ADDITIONAL ITEM [\$]
+				

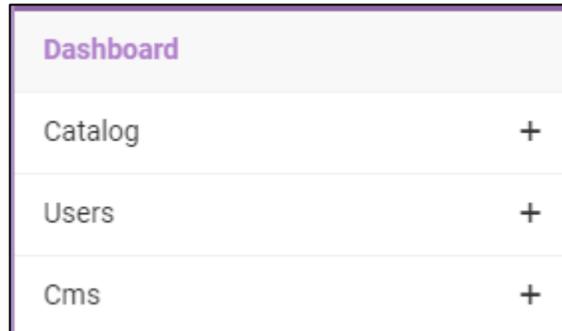
SAVE CHANGES

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

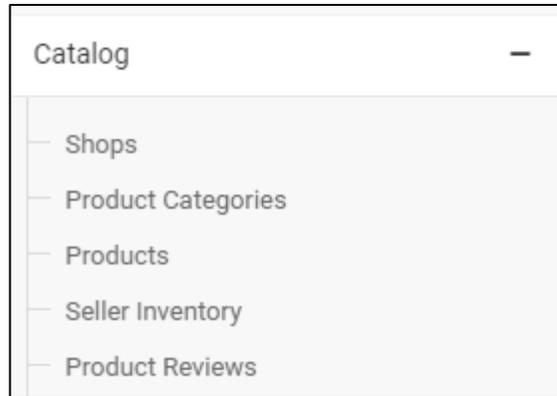


2. Edit Product as Admin:

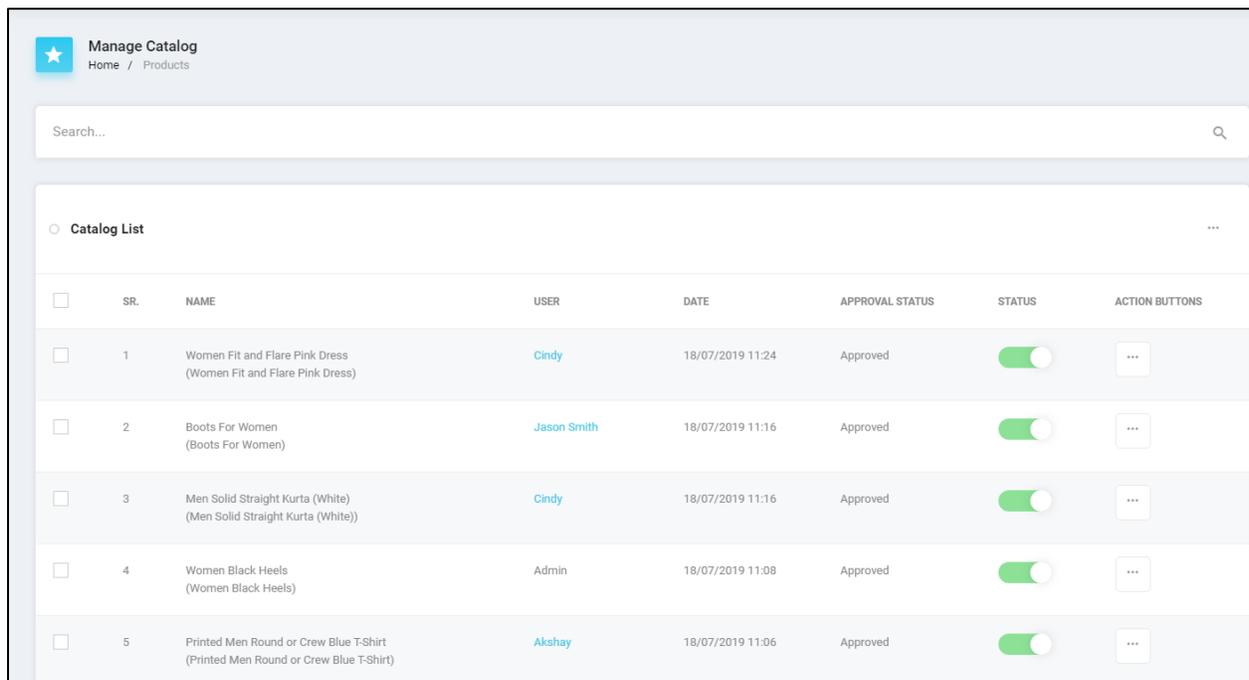
- On the dashboard, Click on the Hamburger menu  at the top left corner.
- Please expand the catalog accordion menu by clicking on the “+” button.



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

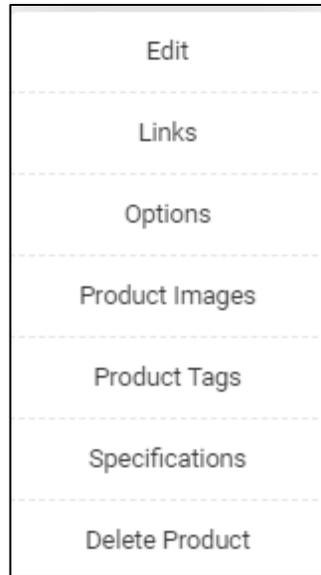


- On clicking the product option, the following screen will open:



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* OP7

It May Be Same As Of Product Name

Product Type Physical

Model* OP7007

Featured Product

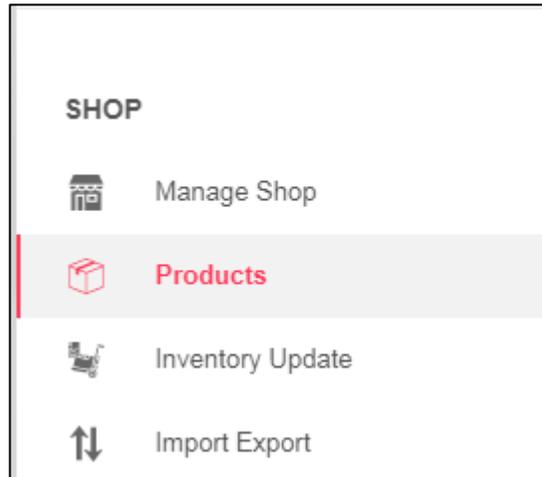
Minimum Selling Price [\$]* 535.0000

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.

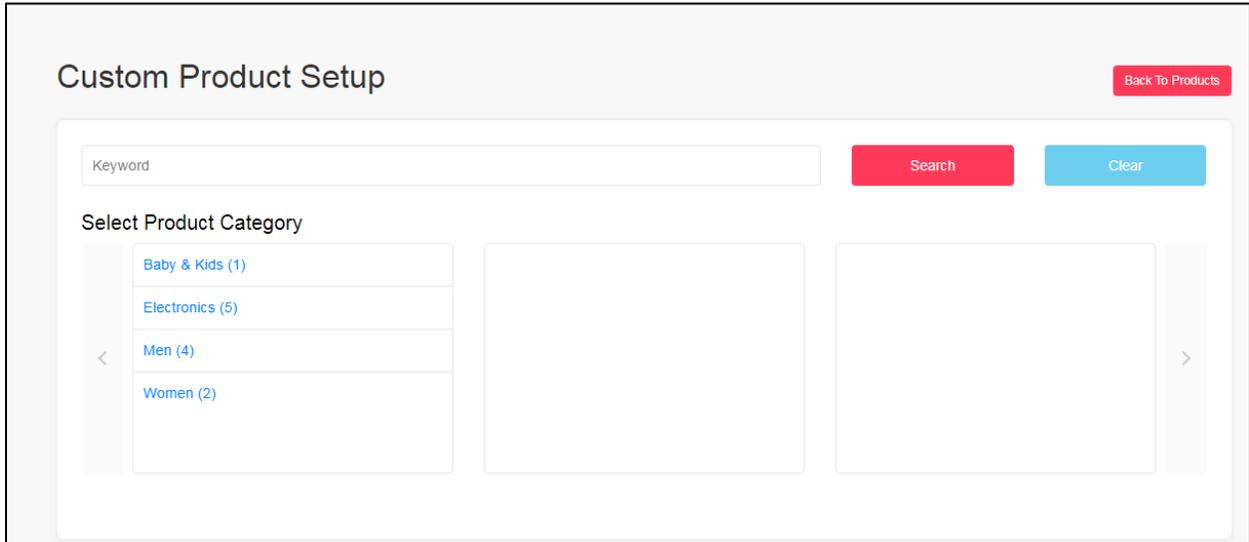
Marketplace Products  Shop Inventory  Product Requests  Add New Product

Search By Product Product Type Submit Clear

Sr.	Product	Model	Status	Approval Status	Seller Shipping	Action Buttons
1	OP7 (OP7)	OP7007	Active	Approved	<input type="checkbox"/>	 
2	Women Black Heels (Women Black Heels)	wmb014	Active	Approved	<input type="checkbox"/>	 
3	Regular Men Blue Jeans (Regular Men Blue Jeans)	SFD	Active	Approved	<input type="checkbox"/>	 
4	PSP White 4 GB with Mario (White) (PSP White 4 GB with Mario)	ABC212	Active	Approved	<input type="checkbox"/>	 
5	Back Cover for Motorola Moto E4 Plus (Motorola Case)	SD121	Active	Approved	<input type="checkbox"/>	 
6	JBL T250SI Wired Headphone (Black, On the Ear) (Apple Headphone)	AS412D	Active	Approved	<input type="checkbox"/>	 

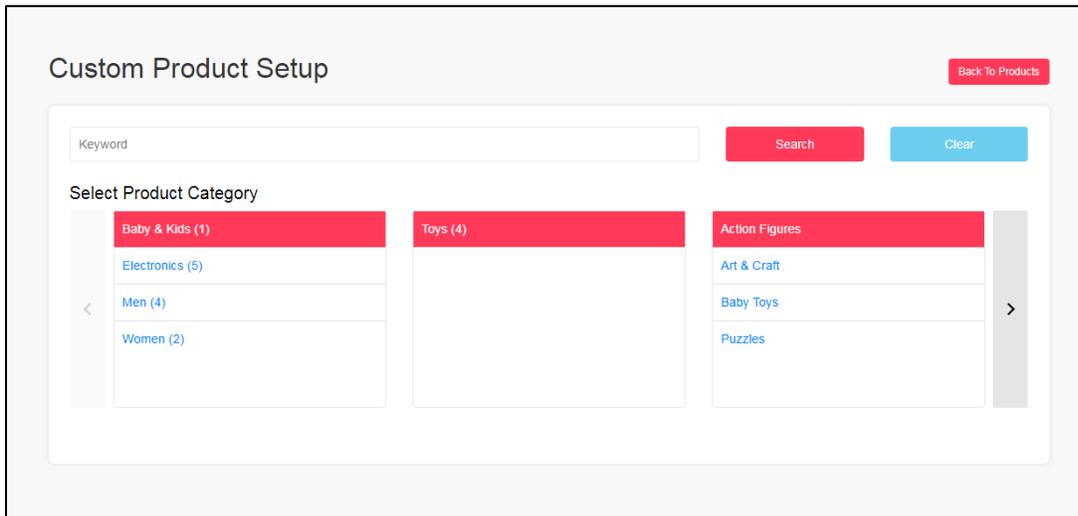
- Market Place Products:** This lists all the marketplace products added by admin and seller. Marketplace products are of two types:-
 - System Products:** Available to all sellers and any seller can add the products to their own store.
 - My Private Products:** Available only for the seller. No other 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.

Sr.	Product	Model	Status	Approval Status	Seller Shipping	Action Buttons
1	OP7 (OP7)	OP7007	Active	Approved	<input type="checkbox"/>	
2	Women Black Heels (Women Black Heels)	wmb014	Active	Approved	<input type="checkbox"/>	
3	Regular Men Blue Jeans (Regular Men Blue Jeans)	SFD	Active	Approved	<input type="checkbox"/>	
4	PSP White 4 GB with Mario (White) (PSP White 4 GB with Mario)	ABC212	Active	Approved	<input type="checkbox"/>	
5	Back Cover for Motorola Moto E4 Plus (Motorola Case)	SD121	Active	Approved	<input type="checkbox"/>	
6	JBL T250SI Wired Headphone (Black, On the Ear) (Apple Headphone)	AS412D	Active	Approved	<input type="checkbox"/>	



- 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



- 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 Products

General Links Options Specifications

Basic English Arabic

Product Identifier*
Product Identifier Can Be Same As Of Product Name

Product Type

Model*

Brand/Manufacturer*
Brand Not Found? Select Other And Request For Brand

Minimum Selling Price [\$]*

Tax Category*

Dimensions Unit*

Length*

Width*

Height*

Weight Unit*

Weight*

Ean/upc Code

Featured Product

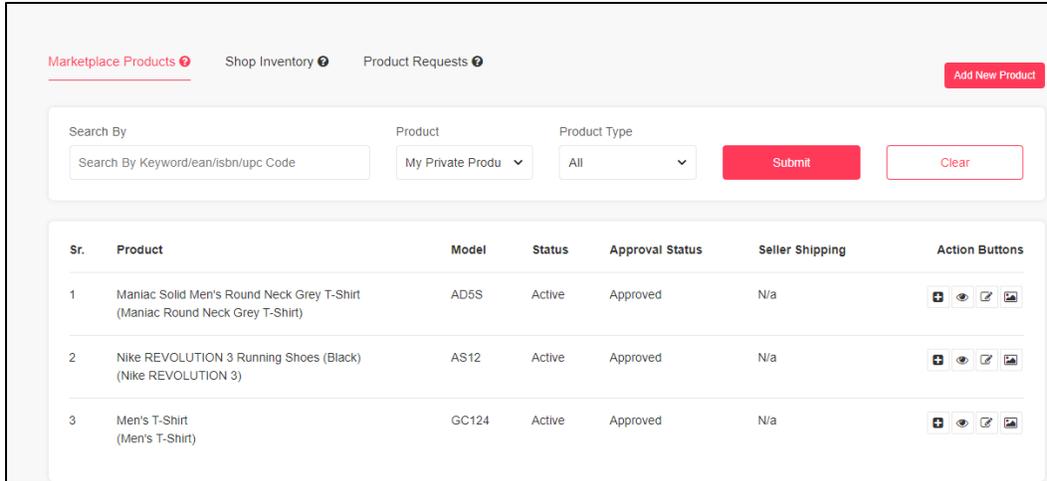
Product Status

Available for Cash on Delivery (COD)

Free Shipping

Country the Product is being shipped from

- 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.

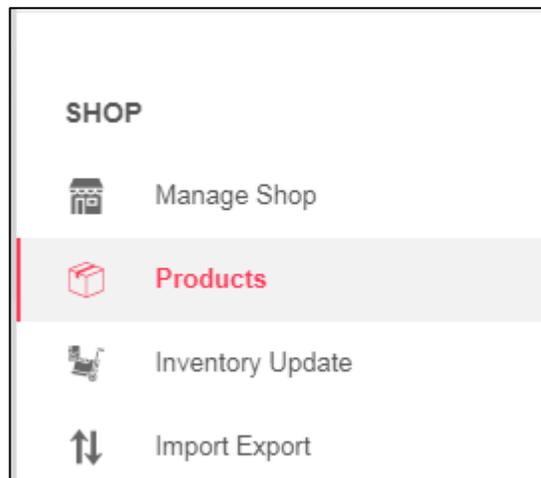


What is a Private Product?

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  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.

Marketplace Products 🔍 Shop Inventory 🔍 Product Requests 🔍 Add New Product

Search By Product Product Type Submit Clear

Sr.	Product	Model	Status	Approval Status	Seller Shipping	Action Buttons
1	OP7 (OP7)	OP7007	Active	Approved	<input type="checkbox"/>	+ 👁
2	Women Black Heels (Women Black Heels)	wmb014	Active	Approved	<input type="checkbox"/>	+ 👁
3	Regular Men Blue Jeans (Regular Men Blue Jeans)	SFD	Active	Approved	<input type="checkbox"/>	+ 👁
4	PSP White 4 GB with Mario (White) (PSP White 4 GB with Mario)	ABC212	Active	Approved	<input type="checkbox"/>	+ 👁
5	Back Cover for Motorola Moto E4 Plus (Motorola Case)	SD121	Active	Approved	<input type="checkbox"/>	+ 👁
6	JBL T250SI Wired Headphone (Black, On the Ear) (Apple Headphone)	AS412D	Active	Approved	<input type="checkbox"/>	+ 👁

- 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.