



Inserting (and updating) products in osCommerce

A quick step-by-step guide to inserting (or editing) products in the osCommerce online retail Solution.

1. Log into the osCommerce administration module
2. Click on 'Catalog'
3. Click on the folder next to the category the product belongs to
4. Click 'new product' (or 'edit')
5. Enter details as desired.
 - Note that Manufacturers need to be set up separately before they will be selectable.
6. If you enter the Net Price for a taxable product, the Gross Price will automatically be calculated.
7. If installed, you can use the formatting bar to format your product description. Select the text you want to format, then click the button you want to apply. Note that anything surrounded by < > tags is HTML mark-up and will not be displayed. When you are finished click 'auto breaks' to apply HTML line breaks.
8. Enter the products URL without the 'http:/' at the start (ie. www.company.com/product).
9. Image size should be kept to a minimum (while still looking good). This size is up to the client, but keep in mind that customers using dial up will not want to wait for a large image to download. A maximum image size of 50kb is reasonable. Also note that the image size displayed is 100x80px (although it can be enlarged), so images will be scaled to this size.
10. Click 'preview'
11. Click 'insert' (or 'update') to save the new product.
12. Done!