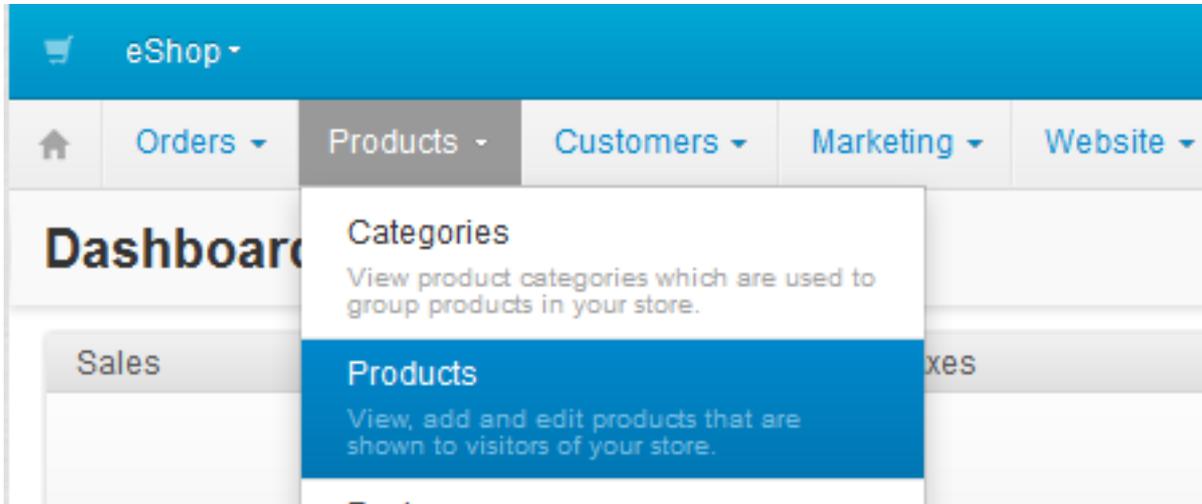


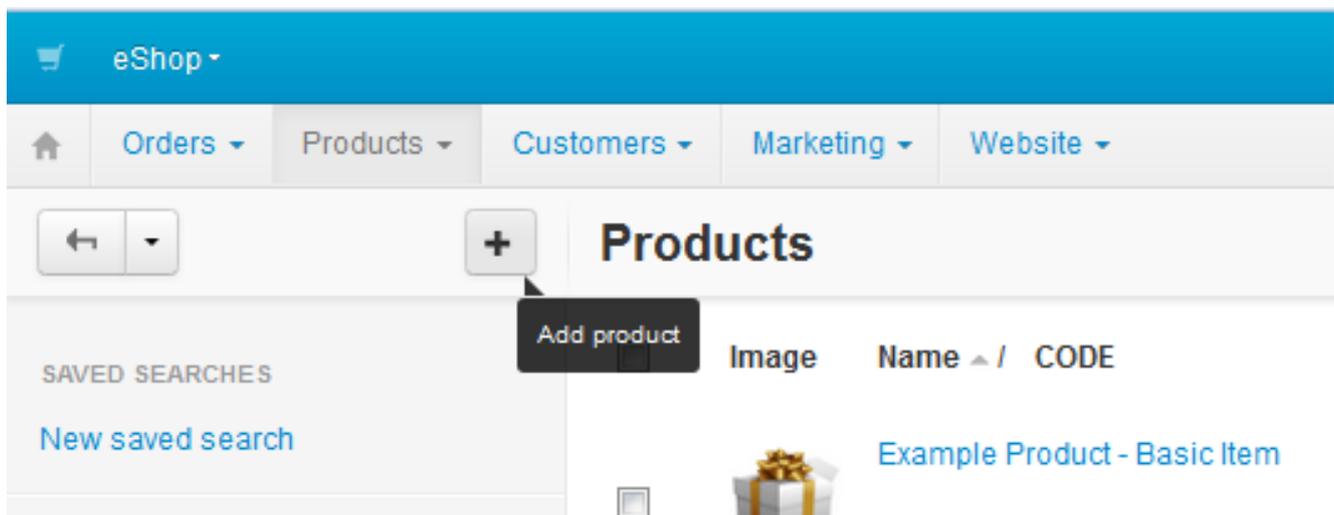
Create a new basic product

To create a new basic product with no extra features, options, etc. in your eShop 4.0 website, follow the below. For more complex product setups, view the [Products section](#) of the eShop4.0 knowledgebase located [here](#).

1. Navigate to **Products > Products**.



2. Click the **+** symbol to create a new product.

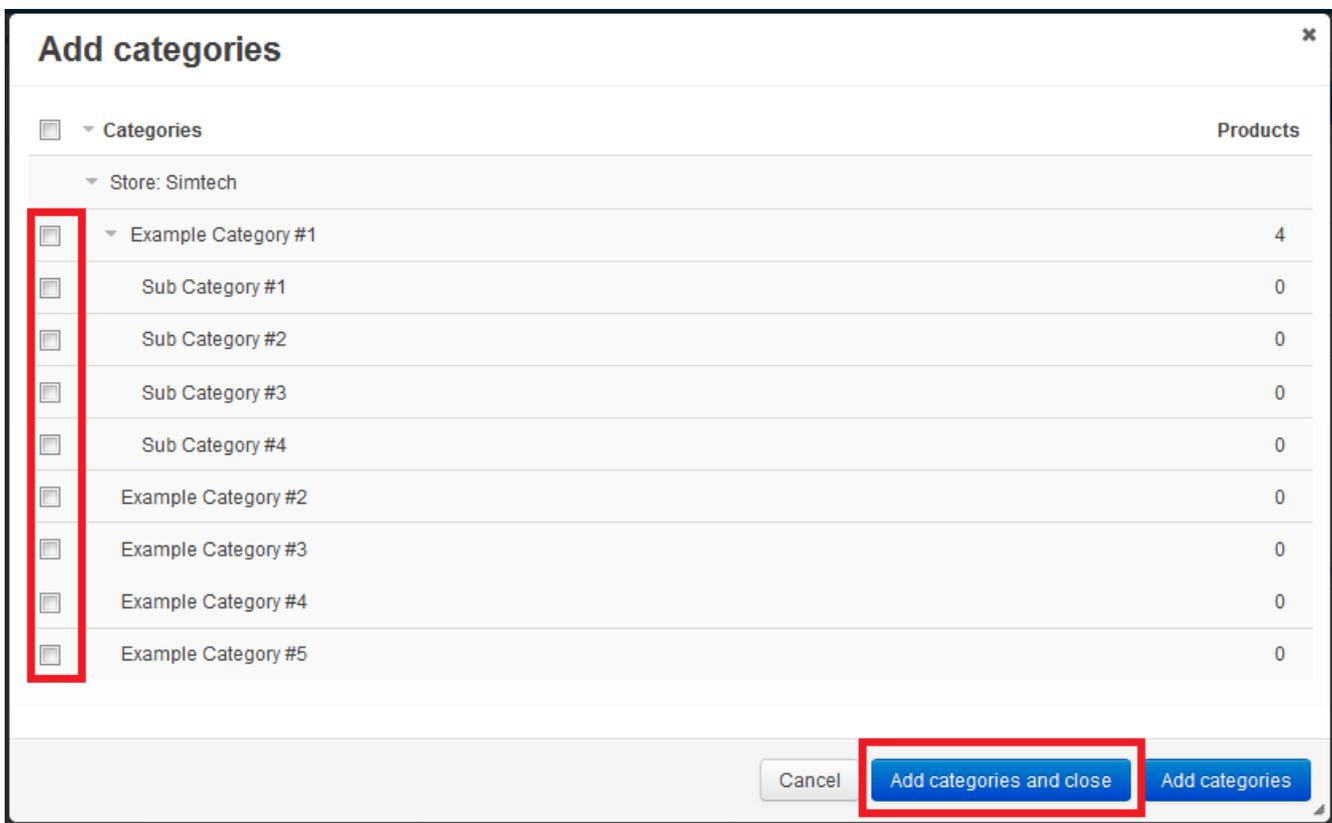


3. For a basic product, you only need to fill in the sections shown below.

Name: Name of the product.

Categories: You will need to add the product to at least one category (explained below). You can add a product to many categories and/or sub-categories.

First, click '**Add categories**'. In the resulting pop up page, select the checkboxes of the category/categories/subcategories you want this product to be displayed in. Once you're done selecting which categories you want your product to be displayed in, click '**Add categories and close**'.



Price: The actual price that customers will be paying you for the product.

Full Description: Enter in your product description into this section. You can add images into this section if you wish.

Images: Click '**Local**' to upload an image from your computer. Please ensure when uploading images to your website, that you ensure that the images are [optimised for website browsing](#). Optimised images help keep website load speeds fast, reduce the disk space used by your website and reduce your bandwidth usage which helps keep your hosting costs down.

Once you've done this section, scroll down past the below image to continue editing the common sections for a basic product.

Pricing / inventory ▾

CODE:

List price (\$) ⓘ:

In stock:

Zero price action:

Inventory ⓘ:

Minimum order quantity:

Maximum order quantity:

Quantity step:

List quantity count:

Taxes: GST

5. If you plan on managing your shipping of products through Weight based shipping or through Australia Post real time (automatically calculating method), you must enter in the **weight** of the product. To do this, click on the '**Shipping Properties**' tab. If you do not plan on using either of those shipping methods, you can skip this step, though it's not recommended.

Editing product: Example Product - Basic Item

General Images Options **Shipping Properties** Quantity discounts Files Subscribers

Enter in the weight of the product in kilograms (to two decimal places). Examples: 1kg = 1.00 | 500grams = 0.50 | 50grams = 0.05

Editing product: Example Product - Basic Item

General Images Options Shipping Properties Quantity discounts Files Subscribers More ▾

General

Weight (kg) ⓘ:

Save Save and close

6. After clicking *Create*, check your work by clicking the **Cogwheel icon** and selecting

'Preview' to view the product you created as your customers will see it.

Editing product: Example Product - Basic Item

General Images Options Shipping Properties Quantity discounts Files Sub More

Information

Name * Example Product - Basic Item

Preview
Clone
Delete

Save Save and close

Demo Store

Search products



Cart is empty

HOME ABOUT US CATALOGUE CONTACT US

Home > Example Category #1 > Example Product - Basic Item

1 of 4



Example Product - Basic Item

\$20.00

Availability: **In stock**

Quantity:

ADD TO CART

[Add to wish list](#)

Description

Basic item with no product options or extra features enabled.

For more complex product setups, view the [Products section](#) of the eShop4.0 knowledgebase located [here](#).

Article ID: 437

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eShop 4.0 -> Products -> Create a new basic product

<https://magicdustsupport.com.au/kb2/entry/437/>