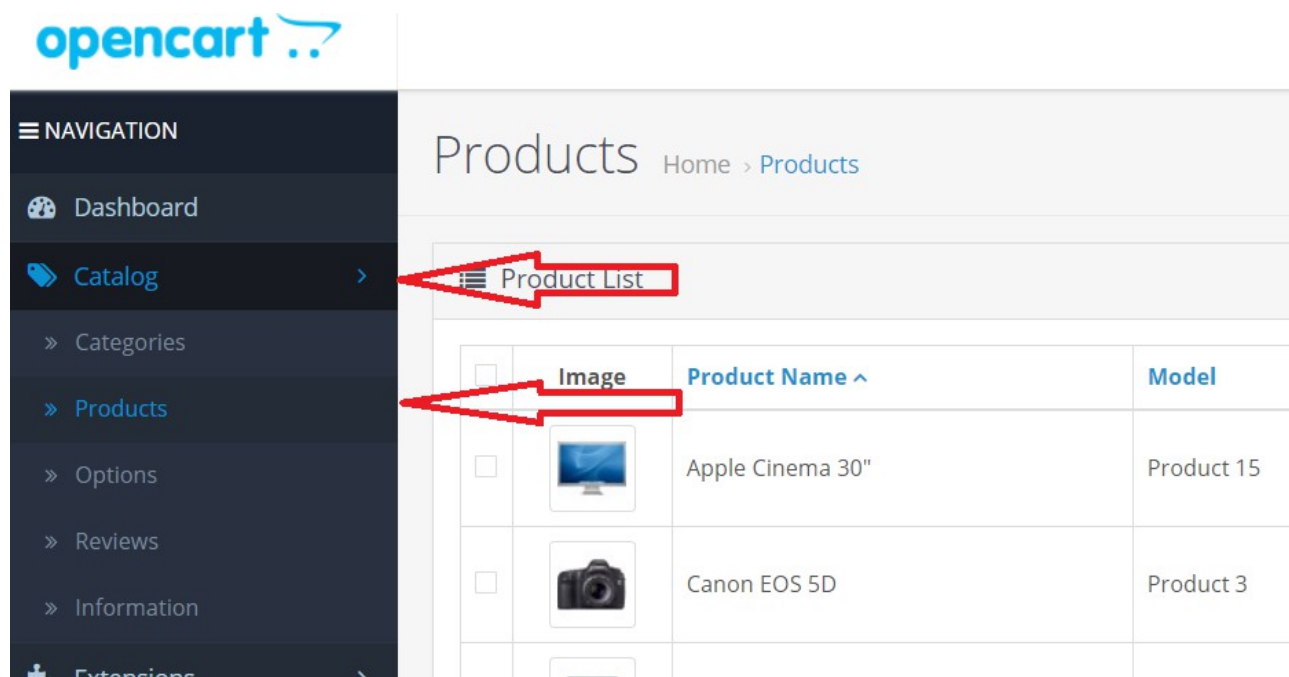


## Maintain Product Catalog in Opencart

This article describes the product setup in Opencart for WebStupet clients. After reading this article you will be able to add a product to your Opencart catalog as well as edit or delete products that are already in your catalog. If you do not want to set up your products contact WebStupet at [support@webstupet.com](mailto:support@webstupet.com) and we will set them up for you at \$4.95 per product.

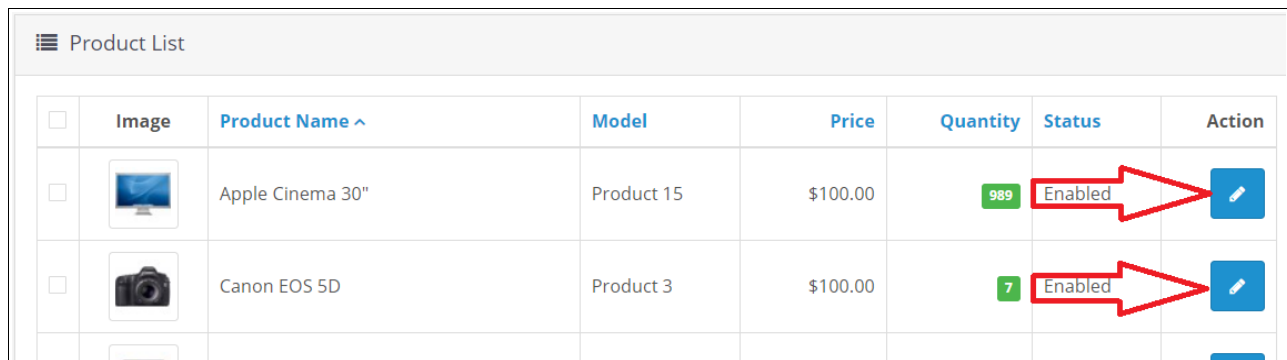
### Accessing the Catalog

1. Log into your WebStupet Opencart administration account.
2. Expand the Catalog menu and click Products.







## Maintain Product Catalog page 2 of 20

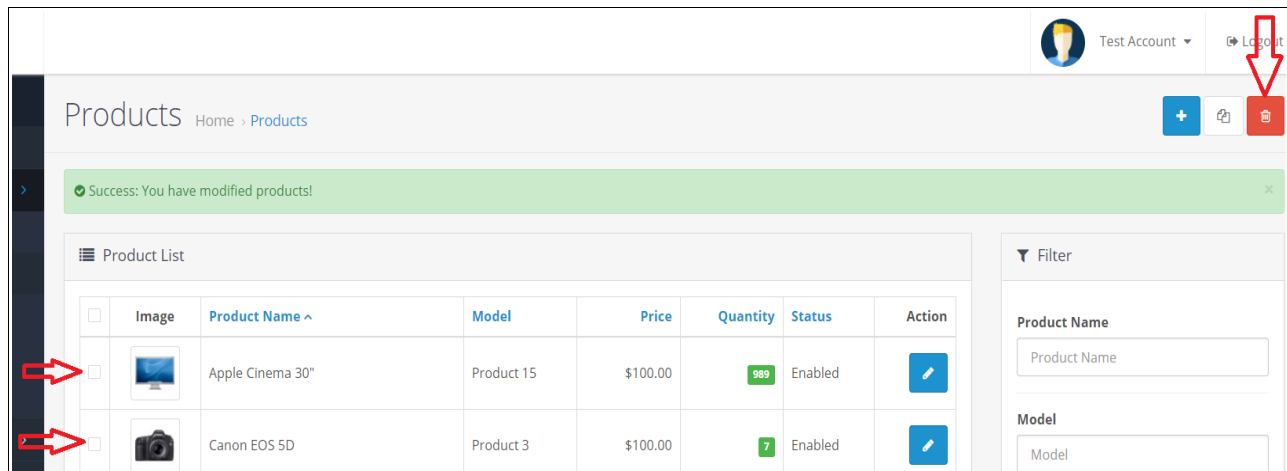
3. To edit an existing product click the edit action button next to the product you want to edit. Refer to the Add New Product section for the definition of the data fields.







The screenshot shows a table titled "Product List" with the following columns: Image, Product Name, Model, Price, Quantity, Status, and Action. Two products are listed: "Apple Cinema 30\"" and "Canon EOS 5D". Red arrows point to the edit buttons (pencil icons) in the Action column for both products.

	Image	Product Name ^	Model	Price	Quantity	Status	Action
<input type="checkbox"/>		Apple Cinema 30"	Product 15	\$100.00	989	Enabled	
<input type="checkbox"/>		Canon EOS 5D	Product 3	\$100.00	7	Enabled	

4. To delete check the box for the product(s) you want to delete and click the trash can.



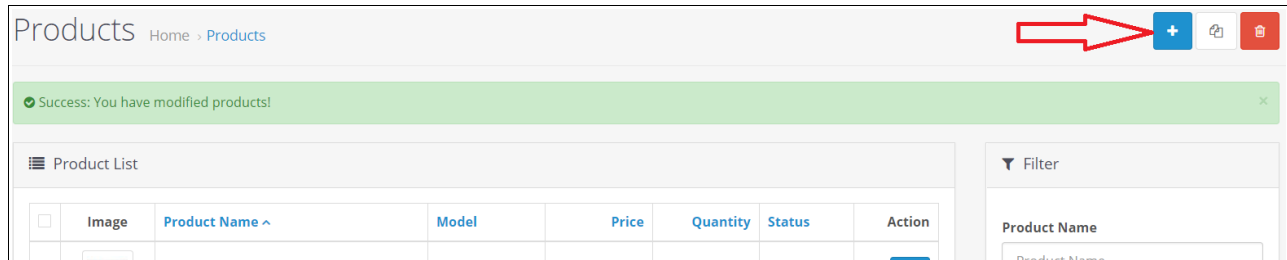
The screenshot shows the "Products" page with a table of products. A green success message at the top reads "Success: You have modified products!". A red arrow points to the trash can icon in the top right corner. Another red arrow points to the checkboxes in the left column of the product table, indicating the selection process for deletion.

<input type="checkbox"/>	Image	Product Name ^	Model	Price	Quantity	Status	Action
<input type="checkbox"/>		Apple Cinema 30"	Product 15	\$100.00	989	Enabled	
<input type="checkbox"/>		Canon EOS 5D	Product 3	\$100.00	7	Enabled	

Maintain Product Catalog page 3 of 20

## Add a New Product

1. Click the Add button.



## General Tab

The screenshot shows the 'Add Product' form with the 'General' tab selected. The form includes the following fields and sections:

- Language:** English
- Product Name:** Product Name
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, font color, background color, text color, bulleted list, numbered list, link, unlink, image, video, code, and help.
- Meta Tag Title:** Meta Tag Title
- Meta Tag Description:** Meta Tag Description
- Meta Tag Keywords:** Meta Tag Keywords
- Product Tags:** Product Tags



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Maintain Product Catalog page 4 of 20

1. Product input starts on the General Tab.
2. **Product Name** – Input is required for Product Name. This is the name that will be shown for the product in your storefront.
3. **Description** – Input is optional for Description. The Description is listed under the Product Name in your storefront. You can use basic text formatting by clicking the format buttons above the input box.
4. **Meta Tag Title** – Input is required for Meta Tag Title. This is the title that is listed on the tab of the web browser when a customer is viewing product details. It can be the same as the Product Name.
5. **Meta Tag Description** – Input is optional for Meta Tag Description. This description is listed with the Meta Tag Title when available. It is commonly used by mobile devices.
6. **Meta Tag Keyword** – Input is optional for Meta Tag Keywords. These keywords can be used drive search engines (such as Google) to your products.
7. **Product Tags** – Input of Product Tags is optional. Product Tags are used by the storefront search functionality to help customers find products. Multiple tags should be separated by commas. If you use Product Tags it is recommended you devise a specific structure, for example if you sell sports apparel input, <product type>,<color>,<sport> for each product.

Maintain Product Catalog page 5 of 20

## Data Tab

Add Product

General **Data** Links Attribute Option Recurring Discount Special Image Reward Points SEO Design

\*Model

SKU

UPC

EAN

JAN

ISBN

MPN

Location

Price

Tax Class

Quantity

Minimum Quantity

Subtract Stock

Out Of Stock Status

Requires Shipping  Yes  No

Date Available

Dimensions (L x W x H)

Length Class

Weight

Weight Class

Status

Sort Order



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Maintain Product Catalog page 6 of 20

1. Click the Data tab on top to access.
2. **Model** – Input is required for Model. The Model is listed in the catalog grid and can be helpful while editing or deleting products. It should be your internal model number. If you do not use model numbers you can reuse the Product Name.
3. **SKU** – Input is optional for SKU. Generally only used by large stores. Used for internal stock identification.
4. **UPC** – Universal Product Code. Input is optional.
5. **EAN** – European Article Number. Input is optional.
6. **JAN** – Japanese Article Number. Input is optional.
7. **ISBN** – International Standard Book Number. Input is optional.
8. **MPN** – Manufacturer part number. Input is optional.
9. **Location** – Input is optional for Location. Input the warehouse location if applicable.
10. **Price** – Input is required for Price. This is the base price (the lowest price possible for the product). Later you can add price modifiers associated with the options available for the product.
11. **Tax Class** – For WebStupet clients operating in the United States this will be “Taxable Goods” for all physical products. Typically the Tax Class will be left blank so that no tax is charged for non-physical products. If you are unsure contact your tax professional for assistance.
12. **Quantity** – Input is optional for Quantity; however, if you want Opencart to track your quantity you must input a number. Enter either the quantity you have on hand or the quantity you want to sell online. If you are setting up your store as an online ordering system for an organization such as a restaurant, this field would not be used.
13. **Minimum Quantity** – Input is required for Minimum Quantity. Enter the minimum quantity your customers must buy in a single order of the product. Usually, this is 1.
14. **Subtract Stock** – A value must be selected for Subtract Stock. Use “Yes” if you want the Opencart system to track your inventory. Use “No” if you don't. If you are setting up your store as an online ordering system for an organization such as a restaurant, you should set to “no”.
15. **Out of Stock Status** – A value must be selected for Out of Stock Status. Be careful here! This is the status you will show your customers in your storefront when quantity reaches 0. If the product cannot be replenished this should be set to “Out of Stock”. If you can replenish then another status may be appropriate.
16. **Requires Shipping** – A value must be selected for Requires Shipping. If this is a physical product select “Yes”, otherwise select “No” If you are setting up your store as an online



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Maintain Product Catalog page 7 of 20

ordering system for an organization such as a restaurant, set to “Yes” if you offer delivery, otherwise set to “No”. If you set all products in your catalog to “No” then the system will not request delivery information upon checkout.

17. **Date Available** – Input is required for Date Available. Enter the first date the product will be available. Typically today's date.
18. **Dimensions** – Input is optional for Dimensions. Currently, not used as part of the shipping functionality.
19. **Length Class** – Length Class is only used if you input Dimensions. Used to define the units in Dimensions. Select Inch, Millimeter, or Centimeter.
20. **Weight** – Input is optional for Weight. Typically only necessary for advanced shipping methods. Input the weight.
21. **Weight Class** – Weight Class is only used if you are inputting weight. Used to define weight units. Select Kilogram, Gram, Pound, or Ounce.
22. **Status** – A value must be selected for Status. Set the Status to “Enabled” if you want the product shown in your storefront. Set to “Disabled” to prevent the product from being shown in your storefront.
23. **Sort Order** – Input is required. Enter the order in which the product should be listed in the storefront. The typical WebStupet setup is to set each product to a single category. In this setup, the Sort Order defines the order the products will be listed on the category page. It also affects the order listed when the customer searches. Lower numbers are listed first.

## Links Tab

Products Home Products

Add Product

General Data **Links** Attribute Option Recurring Discours Special Image Reward Points SEO Design

Manufacturer Manufacturer

Categories Categories

Filters Filters

Stores  Default

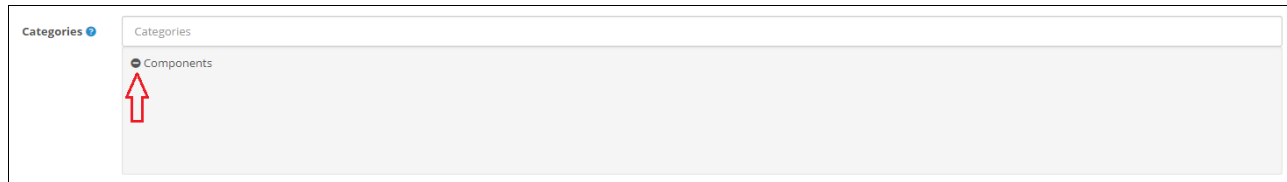
Downloads Downloads

1. Click the Links Tab on top to access.
2. **Manufacturer** – Manufacturer assignment is considered advanced functionality and is not addressed in this documentation.
3. **Categories** – Select the category (or categories) under which the product will be displayed. Input is optional, however, if you do not select at least one category the product can only be found by using search. To select one or more categories put the cursor in the categories text box and click the desired category. If your setup has more than five categories you may need to type the first few letters of the category name to be able to select it.

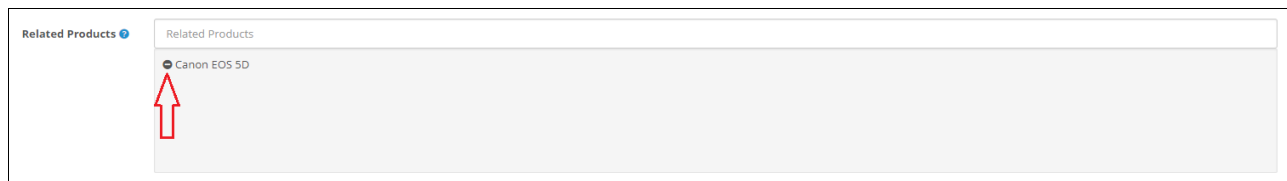


Maintain Product Catalog page 9 of 20

4. To Delete a category click the minus button next to the category.

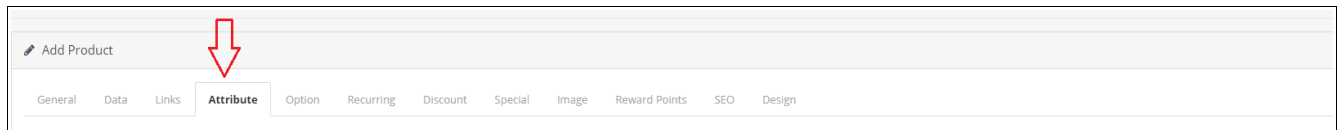


5. **Filters** – Filters are considered advanced functionality and are not addressed in this documentation.
6. **Stores** – Leave “Default” checked for basic setup.
7. **Downloads** – Downloads are considered advanced functionality and are not addressed in this documentation.
8. **Related Products** – Input is optional for Related Products. If you have similar products in your catalog you can set them up as related products. Related Products are listed under the detailed product information on the Product Screen in the storefront. To select one or more related products put the cursor in the related product text box and click the desired product. If your setup has more than five products you may need to type the first few letters of the product name to be able to select it.
9. To delete a related product click the minus button next to the product.



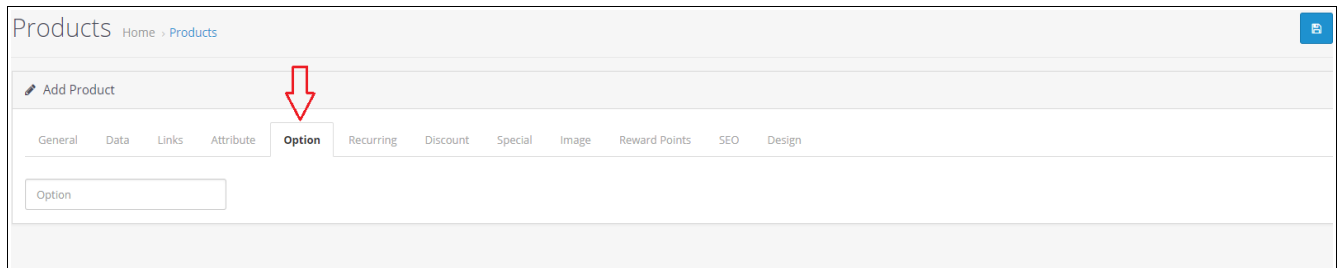
Maintain Product Catalog page 10 of 20

## Attribute Tab



Attribute functionality is considered advanced functionality and is not addressed in this documentation.

## Option Tab



1. If your product has options your customers can select, click the Option Tab to access. Otherwise, skip this tab.
2. Put the cursor in the Option Text Box and click the desired option to select. If your setup has more than five options you may need to type the first few letters of the Option Name to be able to select it.

## Maintain Product Catalog page 11 of 20

### 3. The Option Grid will show up

The screenshot shows the 'Products' management interface. The 'Option' tab is selected. A red arrow points to the 'Required' checkbox, which is checked. Another red arrow points to a plus button in the bottom right corner of the Option Value Grid.

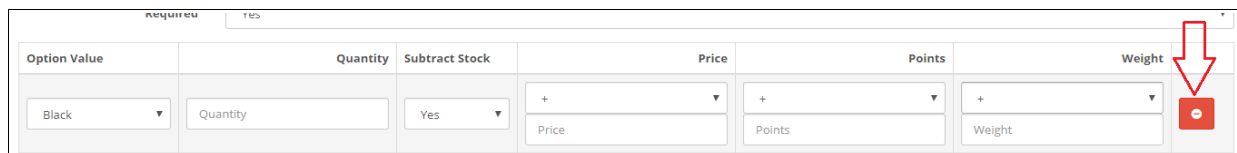
4. **Required** – Select “Yes” if you want to force the customer to make a section otherwise select “No”.
  1. If the option is a file type, no other setup is available.
  2. If the option is an input or date type, you can set the default value in the Option Value text box. Input of the default value is optional.
  3. If the option is a choose type, you will need to set up the Option Value Grid.
    1. Click plus to add an Option Value.


Option Value	Quantity	Subtract Stock	Price	Points	Weight
Black	Quantity	Yes	+	+	+
			Price	Points	Weight

2. The first Option Value is automatically displayed. To select a different Option Value put the cursor in the Option Value Text Box and click the desired Option Value to select. If your setup has more than five Option Values for the option you may need to type the first few letters of the Option Value to be able to select it. You do not need to set up all of the Option Values available. Set up only the ones associated with this product.
3. **Quantity** – Input for Quantity is optional but you must input a number for Opencart to track inventory. Enter the quantity on hand or the quantity you want to sell online.
4. **Subtract Stock** – Use “Yes” if you want the Opencart system to track your inventory. Use “No” if you don't. If you are setting up your store as an online ordering system for an organization such as a restaurant, you should set to “No”.
5. **Price** – Keep the plus and input any additional amount charged (over the base price) to the customer for this option. Use 0 if the price is the same.

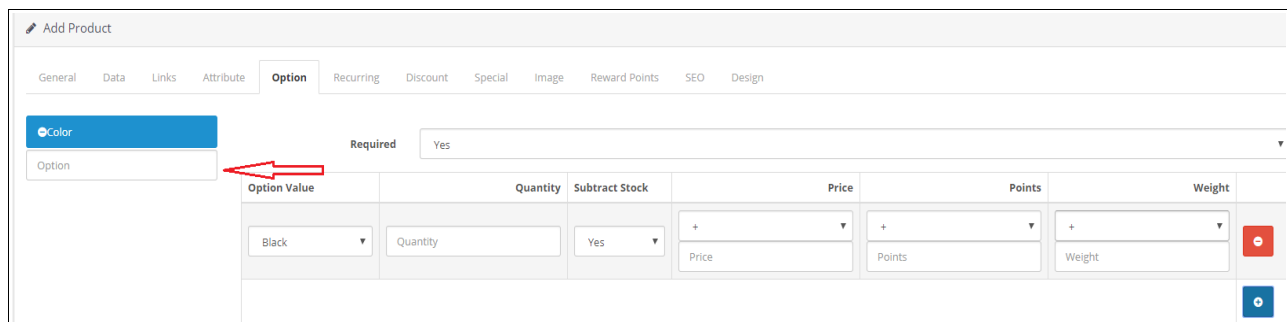
## Maintain Product Catalog page 12 of 20

- Points** – Reward Points are considered advanced functionality and are not addressed in this documentation.
- Weight** – If you didn't set up the weight on the data tab don't input anything. If you did, keep the plus and input the additional weight associated with the option
- Repeat to add additional option values.
- Click the minus button to delete option values.



Option Value	Quantity	Subtract Stock	Price	Points	Weight	
Black	Quantity	Yes	+ Price	+ Points	+ Weight	


- Put the cursor in the option text box and repeat to add another option.



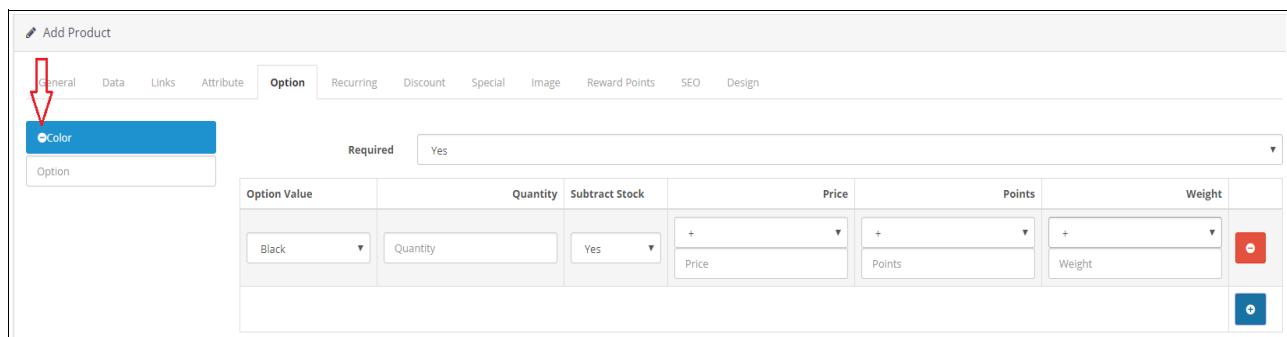
Add Product

General Data Links Attribute **Option** Recurring Discount Special Image Reward Points SEO Design

Color Required Yes

Option Value	Quantity	Subtract Stock	Price	Points	Weight	
Black	Quantity	Yes	+ Price	+ Points	+ Weight	


- Click the minus by the option to delete the option and all its values.



Add Product

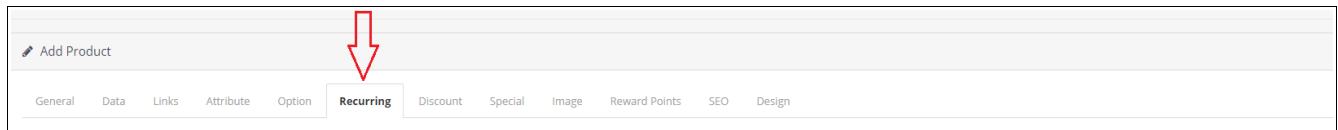
General Data Links Attribute **Option** Recurring Discount Special Image Reward Points SEO Design

Color Required Yes

Option Value	Quantity	Subtract Stock	Price	Points	Weight	
Black	Quantity	Yes	+ Price	+ Points	+ Weight	

Maintain Product Catalog page 13 of 20

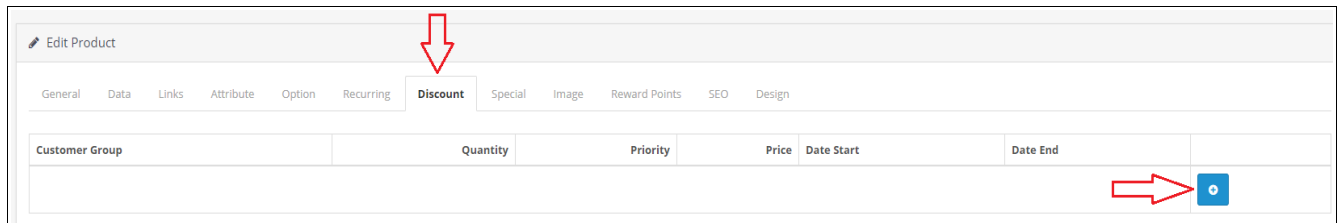
## Recurring Tab



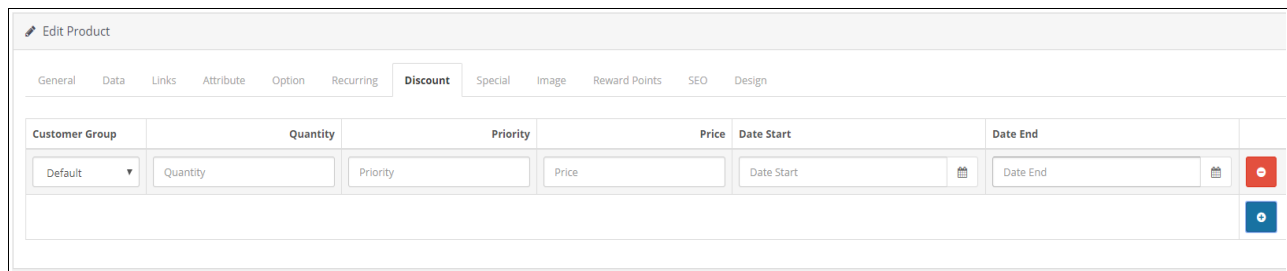
Recurring functionality is considered advanced functionality and is not addressed in this documentation.

## Discount Tab

The discount tab is optional. Use it to set up price discounts based upon the quantity purchased.



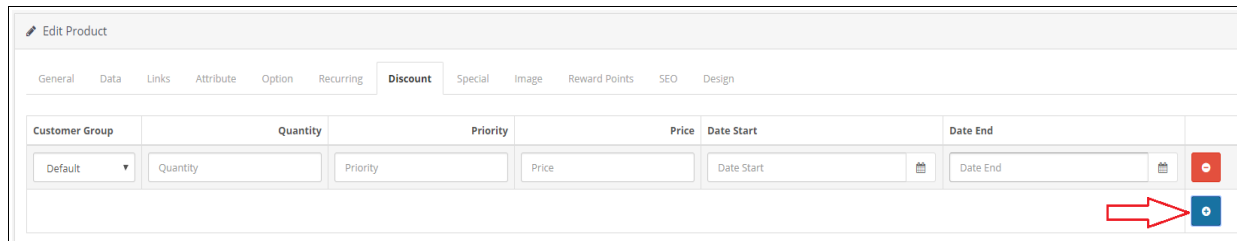
1. Click the Discount Tab to access.
2. Click the Add button to input a new discount.
3. The Discount Grid appears.



1. **Customer Group** – For basic setup “Default” is automatically selected.
2. **Quantity** – Input the quantity to trigger the discount.
3. **Priority** – Priority is used so that Opencart knows what to do if there are more than one active discount. The lowest number is used first.

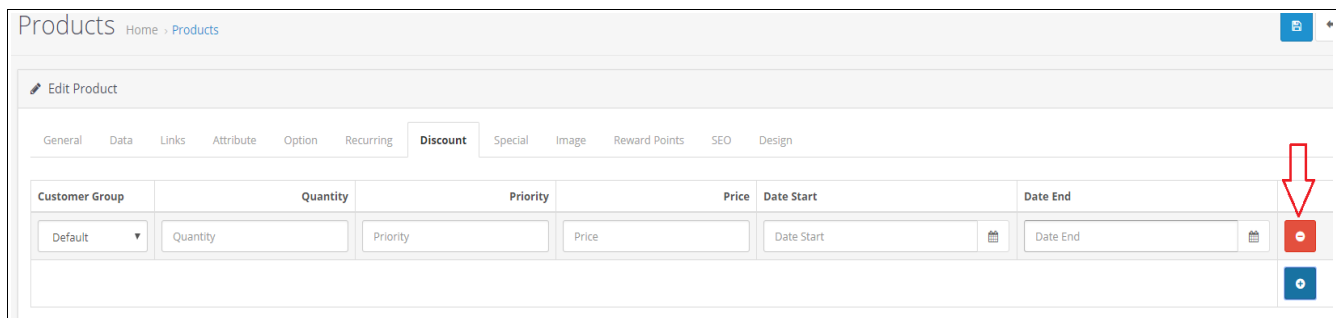
## Maintain Product Catalog page 14 of 20

4. **Price** – Input the discounted price.
5. **Date Start and Date End** – If the discount is date sensitive input the date range the discount is active. To keep the discount active indefinitely leave both dates blank.
6. Click the Plus button and repeat to add another discount.



The screenshot shows the 'Edit Product' form with the 'Discount' tab selected. The form contains a table with columns for Customer Group, Quantity, Priority, Price, Date Start, and Date End. A red arrow points to the plus button at the bottom right of the table, indicating the action to add a new discount.

7. Click the minus button to delete a discount.



The screenshot shows the 'Edit Product' form with the 'Discount' tab selected. A red arrow points to the minus button at the bottom right of the discount table, indicating the action to delete a discount.

Maintain Product Catalog page 15 of 20

## Special Tab

The Special Tab is optional. The Special Tab is used to set up price specials.

The screenshot shows the 'Edit Product' interface with the 'Special' tab selected. The table below has columns for Customer Group, Priority, Price, Date Start, and Date End. A blue button with a plus sign is located at the bottom right of the table, and a red arrow points to it.

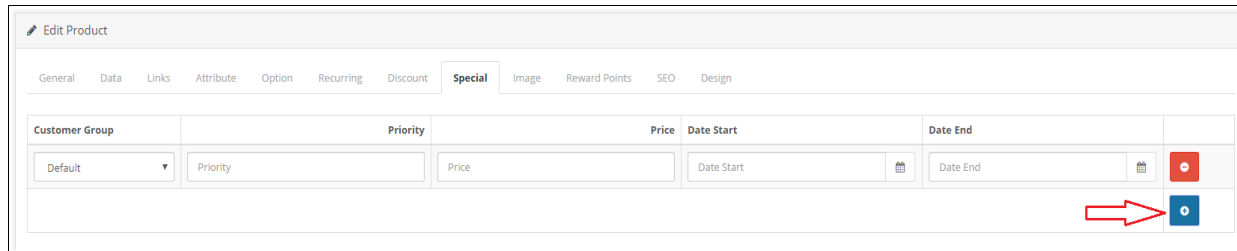
1. Click the Special Tab to access.
2. Click the Add button to input a new special.
3. The Special Grid appears.

The screenshot shows the 'Special Grid' with the following fields: Customer Group (Default), Priority, Price, Date Start, and Date End. There are also minus and plus buttons at the bottom right of the grid.

1. **Customer Group** – For basic setup “Default” is automatically selected.
2. **Priority** – Priority is used so that Opencart knows what to do if there are more than one active special. The lowest number is used first.
3. **Price** – Input the special price.
4. **Date Start and Date End** – If the special is date sensitive input the date range the special is active. To keep the special active indefinitely leave both dates blank.

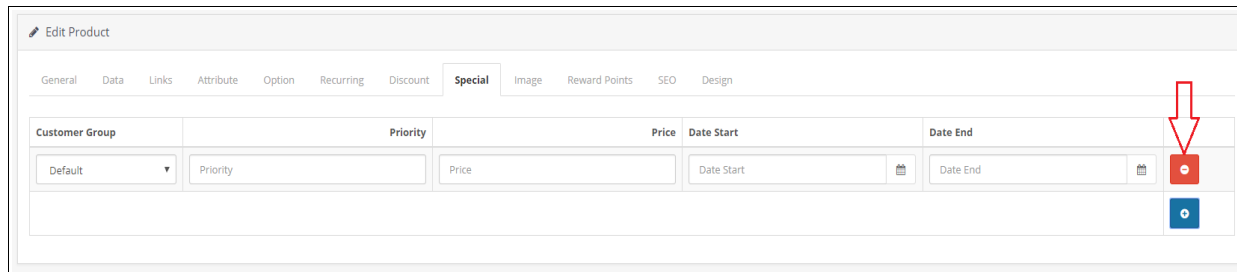
## Maintain Product Catalog page 16 of 20

5. Click the Plus button and repeat to add another special.



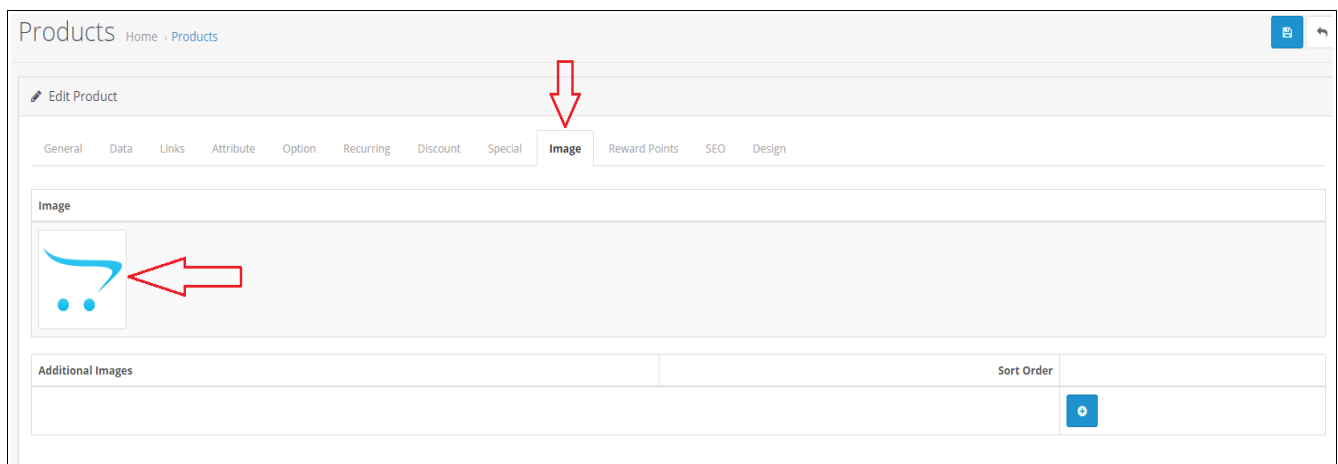
The screenshot shows the 'Edit Product' interface with the 'Special' tab selected. Below the navigation tabs, there is a table for managing special offers. The table has columns for Customer Group, Priority, Price, Date Start, and Date End. A red arrow points to a blue plus button located at the bottom right of the table, indicating where to click to add a new special.

6. Click the Minus button to delete a special



The screenshot shows the 'Edit Product' interface with the 'Special' tab selected. Below the navigation tabs, there is a table for managing special offers. A red arrow points to a red minus button located at the bottom right of the table, indicating where to click to delete a special.

## Image Tab



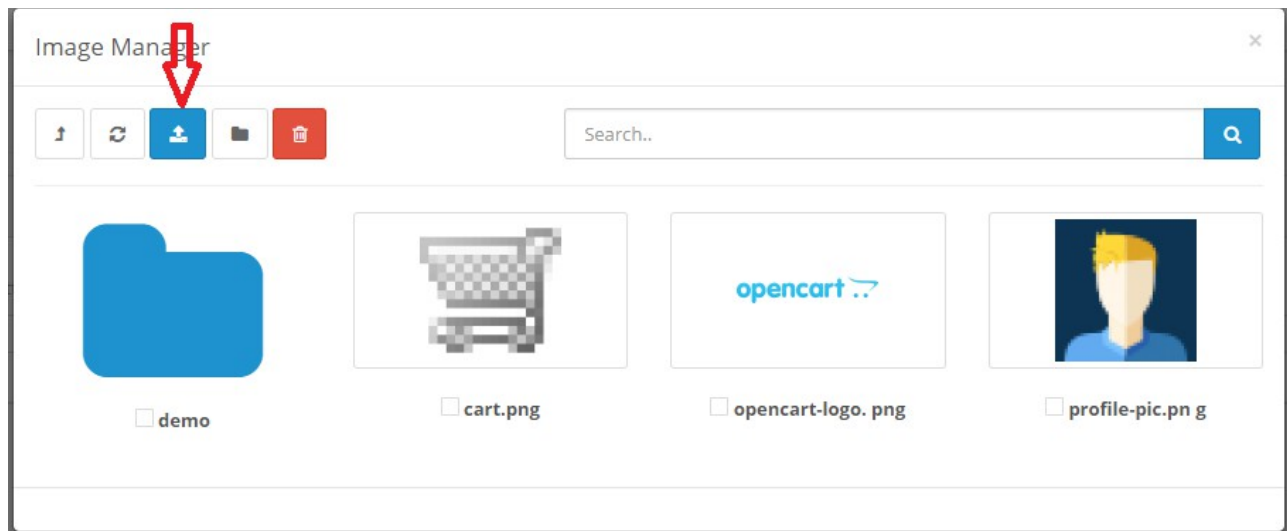
The screenshot shows the 'Edit Product' interface with the 'Image' tab selected. A red arrow points to the 'Image' tab in the navigation bar. Below the navigation tabs, there is a section for the main product image. A red arrow points to a blue plus button next to the image placeholder, indicating where to click to edit the main image.

1. Click the Image Tab to access.
2. Click the image then the edit button to set the main image for the product. The Image Manager screen appears.

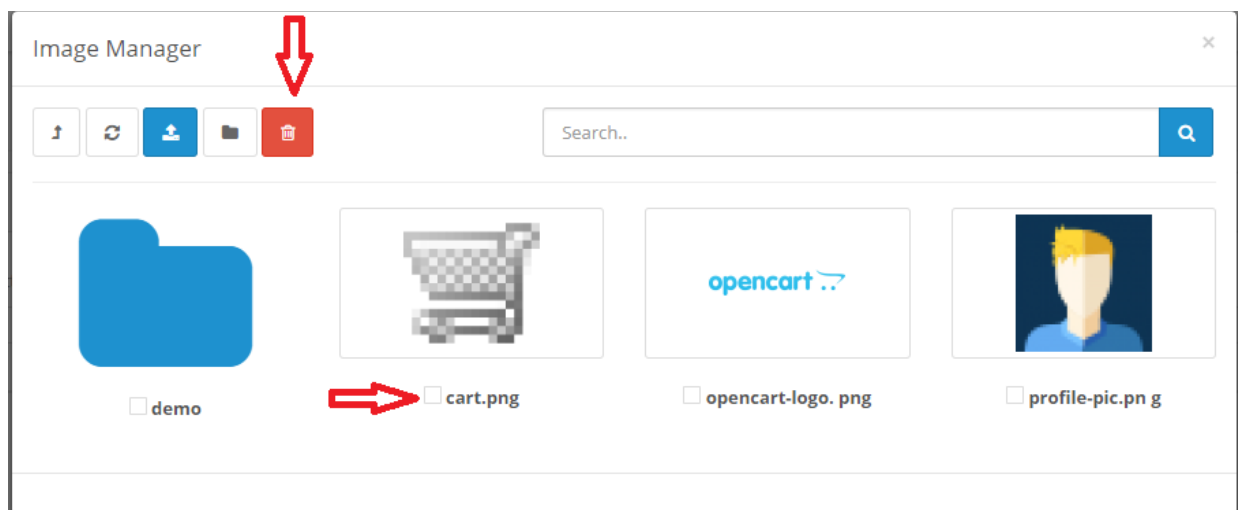


Maintain Product Catalog page 17 of 20

1. Click an image in the image manager to select.
2. To upload more images click the upload button and browse for the images.

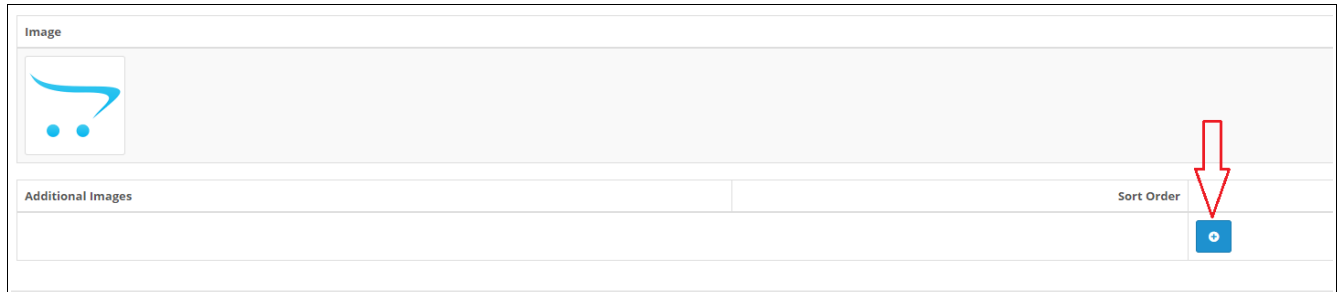


3. To delete images check the images to delete and click the trash can.



3. To add additional images click the plus button. Additional images are only shown on the storefront product screen under the main picture.

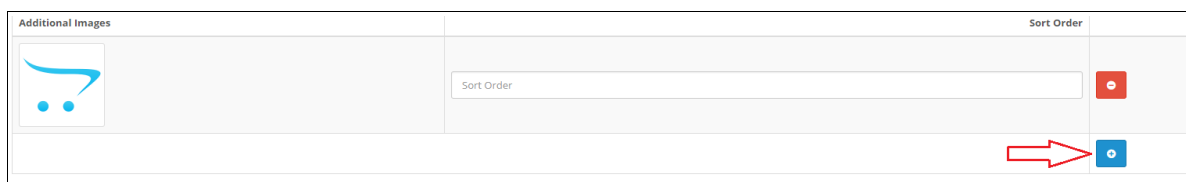
Maintain Product Catalog page 18 of 20



1. The Additional image grid appears.



1. Click the Image to select. Follow the same image manager instructions as for the Main picture.
2. Sort Order – Set the order in which the images are displayed.
3. To add additional pictures click the plus button and repeat.

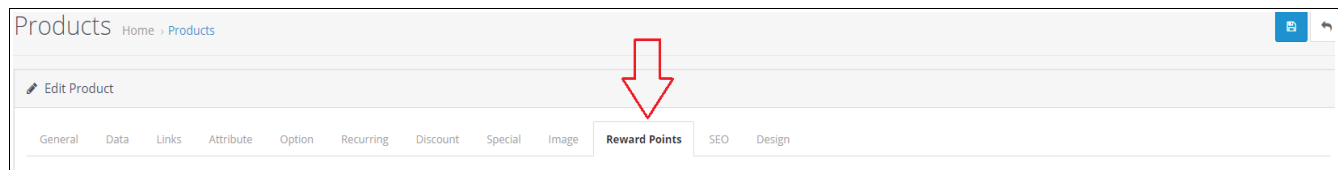


4. To delete pictures click the minus button.



Maintain Product Catalog page 19 of 20

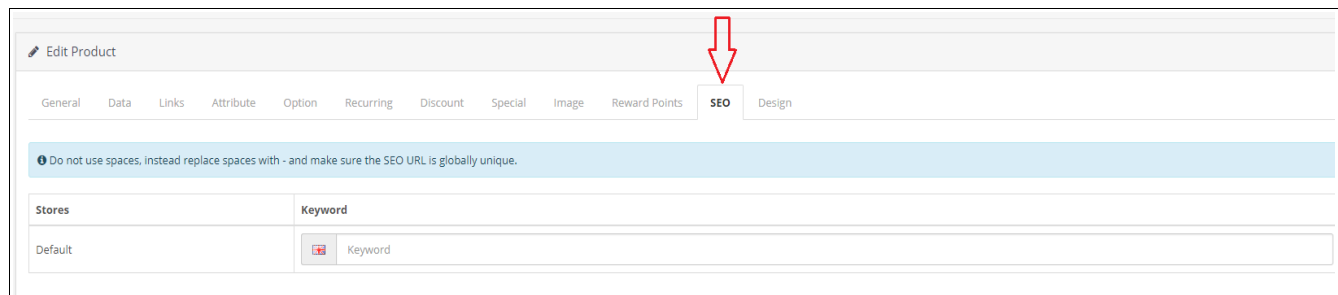
## Rewards Points Tab



Reward Points are considered advanced functionality and are not addressed in this documentation.

## SEO Tab

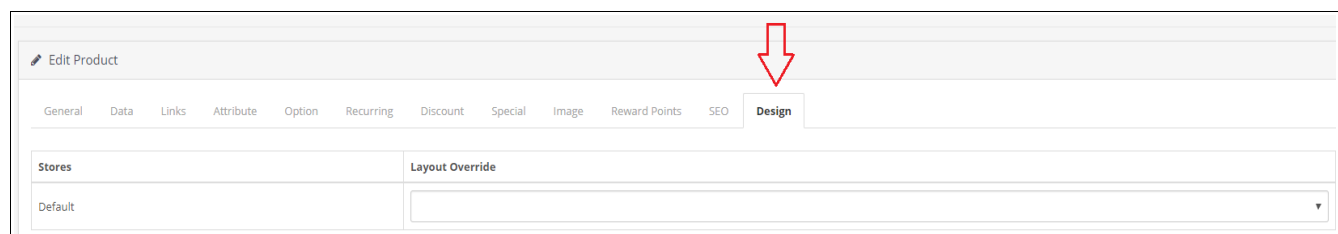
The SEO Tab is optional. The SEO keywords can be used drive search engines (such as Google) to your products.



1. Click the SEO tab to access.
2. Input Key words as desired. Separate with dashes.

## Design Tab

WebStupet recommends that you **do not** use this tab to alter the product screen layout





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Maintain Product Catalog page 20 of 20

## Don't forget to save your work.

When you are done adding or editing the product you must save your work by clicking the disk button.

The screenshot shows the 'Products' management interface. At the top right, a red arrow points to a blue save button (a floppy disk icon). Below the breadcrumb 'Products Home > Products', there is a section titled 'Add Product' with a sub-menu containing 'General', 'Data', 'Links', 'Attribute', 'Option', 'Recurring', 'Discount', 'Special', 'Image', 'Reward Points', 'SEO', and 'Design'. The 'Image' tab is selected. Under the 'Image' section, there is a placeholder for a product image showing a blue shopping cart icon. Below this, there is an 'Additional Images' section with a 'Sort Order' column and a blue save button.