How to add a product?

Ron M. - 2023-02-15 - Products

To add a Product, follow the steps below:

1. Click **Financials** or the **Page** icon on the left menu, then click **Products**.
2. Click on the **Add Product** button**.** In the **Add Product** pop-up box, you will see the following options:
    - **Product Name** - The name for the product.
    - **Product Code** - This code helps the organization track the sales of the product within the organization's credit card processor's reports.
    - **Permalink** - The permalink or website page address to view the product on the Store page. Eg. https://DomainName.com/store/ProductCatalog-Permalink/Product-Permalink
    - **Image** - The image for the product.
    - **Description** - A brief description about the product.
    - **Full Description** - A full description about the product.
    - **Minimum (Optional)** - The minimum amount a person can order.
    - **Maximum (Optional)** - The maximum amount a person can order.
3. Within the **Options** section, add the product options along with its price:
    - **Name** - The name of the option of the Product. Eg. The product could be a Shirt and the options are: XS, SM, M, etc.
    - **Code** - This helps the organization track the sales for this option of the product within the organization's credit card processor's reports.
    - **Price** - The price of the option of product.
    - **Limit** - The maximum amount of options available for all persons ordering the product.
    - **Eye Icon** - Click this icon to hide the product option from the website.
    - **Trash Can Icon** - This deletes the option.
    - **Down arrow** - Displays more options.

        - **Allow Public Registration** - Allows non-members to purchase this option.
        - **Minimum (Optional)** - The minimum amount a person can order.
        - **Maximum (Optional)** - The maximum amount a person can order.
        - **Prices** - The different prices the option can have based on the membership type.
        - **Send notification to the buyer with more information about this product option** - After the buyer purchases the option they will receive an email with more details about the option.
    - **Add Option button** - Allows you to add another option.

      Note

      You can reorder the product options by clicking and dragging the three vertical dots.

4. Link the product with the **GL Account**.
5. Click the **Save** button once done.