



Selling on the Four Green Steps Marketplace



fourgreensteps.com/marketplace/

MANUAL FOR VENDORS

Letter from the president

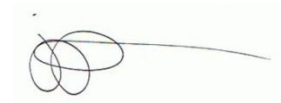
Dear Vendor,

Thank you for joining **Four Green Steps**, the largest green marketplace in the world.

We are a global organization based in Canada, deeply devoted to our vision of educating the public to move towards a greener future. To encourage and facilitate an eco-friendly life, we have created an interactive website with four sections: **Community**, **Infozone**, **Marketplace** and **School Program**. By visiting our website, people learn to develop sustainable habits, take initiative, and develop a sense of environmental responsibility.

In our Infozone and Community forums, readers learn about environmental concerns and they have access to hundreds of healthy recipes and DIY tips for greener living. Through our School Program, we supply a unique environmental curriculum for FREE to schools worldwide – a global initiative being used by more than half a million children in 55 countries. Over half the profits we receive from selling your products in our Marketplace directly fund this School Program, and for your contribution we thank you. We would not be able to save the environment one step at a time without the support and involvement of our vendors.

Here's to a greener future!



Jaye Yarrow

President

Four Green Steps

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Introduction

The purpose of this manual is to provide detailed instructions to vendors who wish to manually upload their product listings onto the Four Green Steps Marketplace.

The shopping cart software implemented in the Marketplace is the X-Cart e-commerce system, which is developed by Qualiteam Support.

Instructions provided in this manual have been taken and adapted from [X-Cart's original user guide](#) on their company website.

Vendors who have many products and find the manual upload process too time-consuming can submit a feed to the Four Green Steps team that will be imported into the system. Please read the instructions on [how to create a feed](#) and email us the tab-delimited .txt file with the required information.

Contact us at support@fourgreensteps.com if you need any assistance with your merchant account.

Adding Products

Overview

X-Cart provides three methods of adding products:

- adding one by one,
- cloning (see page 51), and
- importing (see [Using Feeds to Upload Products](#)).

Adding products manually

1. Go to the '[Products Management->Add product](#)' section of your store.

Click on the link [Add new product](#) in the [Products menu](#).

In the '[Products Management->Add product](#)' section, a dialog box titled '[Product details](#)' is displayed.

2. In the '[Product details](#)' dialog box, define the details of the new product.

3. Click the **Save** button at the bottom of the '[Product details](#)' dialog box.

When you click on **Save**, the product is created. A message is displayed confirming that the product has been created successfully.

After a product has been created, you can define other product information for it.

Defining Product Details

When you create a new product or modify an existing product, the details of the product are defined in the '[Product details](#)' dialog box. This dialog box provides four sections: '[Product thumbnail](#)', '[Product owner](#)', '[Classification](#)' and '[Details](#)'. The instructions below explain how to complete each of these sections. After you provide all the necessary product details in all the sections, be sure to click the **Save** button at the bottom of the '[Product details](#)' dialog box to save the changes.

Product images

This section allows you to add the images that will represent the product on the storefront: a product image and a product thumbnail. A product thumbnail is an image displayed next to the product title and short description in the [Products list](#). A product image is an image displayed next to the product title and detailed description on the [Product details](#) page.

Product details

Product images

Image:

No image available

No image uploaded

Upload image

Thumbnail:

[Need help?](#)

No image available

No thumbnail uploaded
(recommended size: 50x50-150x150)

Upload thumbnail

To add a product image:

1. Click the **Upload image** button below the 'Image' area. A dialog box titled 'Image selection' appears.

Image selection

Select the source of an image below:

File on this server

File on your local computer

WARNING! The maximum file size that can be uploaded: 1046528b.

File on the Internet (enter image URL)

2. Use the 'Image selection' dialog box to select the desired image:

- If the file is located on the server, click the **Browse...** button to select the image filename and click the Apply button.

Note: FTP must be configured correctly for you to be able to use this functionality.

- If the file is located on your local computer, click the **Browse...** button to select the image filename and click the Apply button.
- If the image is located on the Internet, enter the image URL and click the Apply button.

After you click on **Apply**, the selected image appears in the 'Image' area of the 'Product details' dialog box. The new image is marked 'modified' to show that it has not been saved yet. After you finish completing the fields of the 'Product details' dialog box and click the **Save** button, the image will be saved.

Before the uploaded image has been saved with the **Save** button, you can reset it to the image used previously with the **Reset image** button (This button appears below the 'Image' area after you upload an image to be used as the product's product image).

After you save the image, the resetting operation becomes unavailable, but you can upload a different product image instead of the currently saved one using the **Change image** button.

To remove a previously saved image, use the **Delete image** button.

A product thumbnail can be uploaded separately or generated from the product image.

To add a product thumbnail:

1. Click the **Upload thumbnail** button below the 'Thumbnail' area. A dialog box titled 'Image selection' appears.
2. Use the 'Image selection' dialog box to select the desired image:
 - If the file is located on the server or on your local computer, use the appropriate **Browse...** button to select the image filename and click the Apply button.
 - If the image is located on the Internet, enter the image URL and click the Apply button.

After you click on **Apply**, the selected image appears in the 'Thumbnail' area of the 'Product details' dialog box. The new image is marked 'modified' to show that it has not been saved yet. After you finish completing the fields of the 'Product details' dialog box and click the **Save** button, the image will be saved.

To generate a product thumbnail from a product image:

1. Add a product image as described above.
2. Click the **Generate thumbnail** button below the 'Thumbnail' area.

After you click on **Generate thumbnail**, the thumbnail image is generated automatically. The new image is marked 'modified' to show that it has not been saved yet. After you finish completing the fields of the 'Product details' dialog box and click the **Save** button, the image will be saved.

Before the uploaded thumbnail image has been saved with the **Save** button, you can reset it to the image used previously with the **Reset thumbnail** button (This button appears below the 'Thumbnail' area after you upload an image to be used as the product's thumbnail).

After you save the thumbnail image, the resetting operation becomes unavailable, but you can upload a different thumbnail image instead of the currently saved one using the **Change thumbnail** button.

To remove a previously saved thumbnail image, use the **Delete thumbnail** button.

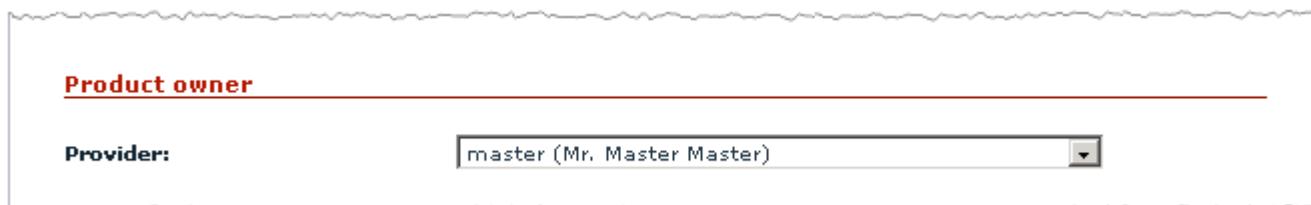
You may choose not add a thumbnail image for the product; in this case, the default 'No image available' image will be displayed in the place of the product's thumbnail.

Note: The default 'No image available' images can be defined via Administration menu->Images Location.

You may choose not to add a product image for the product and just add a product thumbnail; in this case, the product's thumbnail image will be displayed in the place of the product image.

Product owner

This section of the 'Product details' dialog box is supposed to contain information about the product owner (the provider who created the product, or the provider on whose behalf the store administrator created the product).



Product owner

Provider: master (Mr. Master Master)

Classification

This section allows you to define a category (or several categories) in which the product must be located and to set the product's availability status.

Classification

Main category: Books

Additional categories: Books, Books/Internet, Books/Software, CD - DVD - Video, CD - DVD - Video/CD audio, CD - DVD - Video/DVD, CD - DVD - Video/Video cassettes, Computer hardware

Availability: Available for sale

Product's location

1. Specify the product's main category by selecting a category from the 'Main category' field.
2. (Optional) If, in addition to the main category, you need the product to be displayed in some other category or categories, specify these categories by selecting them from the 'Additional categories' list (To select a single category, click on its name with your mouse; to select multiple categories, mouse-click on their names holding down the Ctrl key).

Note: If you do not see a desired product category in the category fields of the 'Product details' dialog box, it means that it has not been defined by the store administrator.

To set the product's availability status, select Active, Hidden but available for sale or Disabled from the 'Availability' box.

- Active means that customers will be able to find the product by browsing the catalog or by using product search.
- Hidden, but available for sale means that the product will not be included into the product catalog. No person will be able to find it unless he or she knows an exact URL address of the product details page of this product.

This feature allows you to limit access of customers to certain products without having to set up membership levels. After you finish defining the details of a 'hidden' product

and click the **Save** button, the URL address of the product's Product details page will appear below the 'Availability' box. You can use this URL to give your privileged customers direct access to the product.

- Disabled means that the product will not be displayed to customers (This status may be useful if, for some reason, you do not want to sell the product for a while).

Details

This section allows you to provide essential product details. As this section is pretty big, we'll divide it into several portions for convenience.

Portion 1:

SKU:	<input type="text"/>
Product name:	<input type="text"/>
Clean URL:	<input type="text"/>
	What is Clean URL?
	Note: The Clean URLs functionality is now disabled. You can enable it through the General settings>SEO options section.
	Note: The maximum length of a clean URL value is 255 characters. Allowed characters are A-Z, a-z, 0-9, slash (/), dot (.), hyphen (-), and underscore (_). Do not use spaces, and do not include slashes at the beginning or at the end. Do not include the web path to your store's directory or file extensions, like ".html" (Extensions are set separately for each type of pages through the General settings->SEO options section).
Search keywords:	<input type="text"/>
	Default editor WYSIWYG editor
Short description* :	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
	Default editor WYSIWYG editor
Detailed description* :	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

- **SKU:** Stock Keeping Unit; the unique identification code for your product. For your convenience, X-Cart generates a unique SKU for each new product you add, so it is quite safe to leave the value of the 'SKU' field as is. However, if you wish to use your own system of product identification, simply remove the value

generated by X-Cart and type in your own identification code for this product). SKU must not be longer than 32 characters.

- **Product name:** The title by which you and your customers will be able to identify the product.
- **Clean URL:** The clean URL value for this product. The value entered into the 'Clean URL' field must be unique within your store and must not be used as a path to any actual file located in your X-Cart installation directory. The maximum allowed length for a clean URL value is 255 characters. Allowed are alphanumeric characters (A-Z, a-z, 0-9), slash (/), dot (.), hyphen (-) and underscore (_).

Important: When defining a clean URL value, do not use spaces, and do not include slashes at the beginning or at the end.

- **Search keywords:** Extra key words and/or phrases that would help customers find the product. E.g., here you can list the most common typos for the product name to allow customers easily find it even when it is mistyped.
- **Short description:** The short description of the product (will appear in the 'Products list').
- **Detailed description:** The detailed description of the product (will appear on the product's 'Product details' page).

Portion 2:

Title tag:	<input type="text"/>
META keywords:	<input type="text"/>
META description:	<input type="text"/>

- Title tag: The title to be used in the title bar of this product details page.
- META keywords: The keywords to be used in the keywords meta tag on the page of this product.
- META description: The description to be used in the description meta tag on the page of this product.

Portion 3:

Price (\$)	<input type="text" value="0.00"/>
List price (\$)	<input type="text" value="0.00"/>

- Price: The price that will be used as the base price for this product. The price must be specified in the store's primary currency.

Note: The primary currency may be defined by the store administrator via the 'Primary currency symbol' field in General Settings->General options->General parameters.

- List price: The price that will be used as the product's list price. List price is a promotion price which may be displayed on the storefront next to the actual price of the product. List price represents an average price of the product on the market, and the difference between the two prices is supposed to convince a prospective customer that ordering the product from your store is more economical.

If the price specified in the 'List price' field is higher than the base price of the product, a

Note: 'Market price: X' will be displayed next to the real price of the product on the storefront. There will also be a note showing how many percent less a customer will have to pay if he or she buys the product at your store, for example 'Our price: Y, save 10%'.

If you do not want to use list prices, simply leave the value of the 'List price' field set to 0.00.

Portion 4:

Quantity in stock (items)	<input type="text" value="1000"/>
Low limit in stock	<input type="text" value="10"/>
Minimum order quantity	<input type="text" value="1"/>

- Quantity in stock (items): Quantity of product pieces available for sale.

Note: As soon as the last product piece is ordered (and the order is placed with the status 'Queued'), the product's quantity in stock becomes 0 (zero). From that moment, the product is no longer available for ordering. The product is marked 'Out of stock' and remains on the storefront, unless the store administrator chooses to hide out-of-stock products from customers.

- Low limit in stock: The number of product pieces remaining in stock that you wish to be regarded as insufficient. As soon as the product's quantity in stock reaches this limit, X-Cart's inventory tracking system will start sending email notifications to the store orders department signaling that your stock needs to be replenished. A notification will be sent every time someone orders the product.
- Minimum order quantity: The minimum number of items of the product that a customer will be allowed to order at a time. The value specified in this field will be entered as the smallest value in the quantity select box of the product on the storefront; a note 'you must order at least N items' will be added below the product description.

Portion 5:

Weight (lbs)	<input type="text" value="1.00"/>						
Free shipping	<input type="text" value="No"/>						
Shipping freight (\$)	<input type="text" value="0.00"/>						
Use the dimensions of this product for shipping cost calculation:	<input type="checkbox"/>						
Shipping box dimensions (inches)	<table border="0"> <tr> <td>Length</td> <td>Width</td> <td>Height</td> </tr> <tr> <td><input type="text" value="10.00"/></td> <td>× <input type="text" value="8.00"/></td> <td>× <input type="text" value="10.00"/></td> </tr> </table>	Length	Width	Height	<input type="text" value="10.00"/>	× <input type="text" value="8.00"/>	× <input type="text" value="10.00"/>
Length	Width	Height					
<input type="text" value="10.00"/>	× <input type="text" value="8.00"/>	× <input type="text" value="10.00"/>					
Ship in a separate box	<input type="checkbox"/>						
Quantity per shipping box	<input type="text" value="1"/>						

[Check for unavailable shipping methods](#)

- Weight: The weight of one piece of this product (must be specified in the units of weight supported by your store).

Note: The units of weight may be defined by the store administrator via the 'Weight symbol' field in General Settings->General options->General parameters.

- Free shipping: This option allows you to specify whether shipping for this product must be free. Select No if you want to charge purchasers of this product for shipping.
- Shipping freight: The fee that a purchaser of the product will be supposed to pay for any expenses incurred by the store in connection with having the product insured/packaged/delivered to a location where it will be picked up by a shipping service/loaded/etc. When defined, shipping freight is included in the product's shipping cost, so the customers do not see it as a separate fee.

Note: The field 'Shipping freight' is ignored (shipping freight is not charged) if the option 'Free shipping' is set to Yes.

- Use the dimensions of this product for shipping cost calculation: This option allows you to specify whether you wish the dimensions of this product to be used for shipping rates calculation. If this option is enabled, calculation of shipping rates for orders containing this product will be performed with the consideration of the product's dimensions (not just the product's weight). If this option is disabled, the product will be considered a small item (an item whose dimensions are so small that it can fit into any shipping package together with other items without affecting the overall cost of shipping for the package).

Note: The option 'Use the dimensions of this product for shipping cost calculation' is relevant only for real-time shipping calculation and works only if the option 'Use product dimensions for shipping rates calculation' in the 'General settings/Shipping options' section is enabled.

- Shipping box dimensions: The length, width and height of the product, or the length, width and height of the container in which this product will be placed into a shipping package. The dimensions specified here will be used by the packaging algorithm to fit the product into a shipping package. They will also be used by X-Cart to define the list of shipping methods available for the contents of a shopping cart if the cart contains this product (X-Cart will check whether the product's shipping box dimensions meet the package size limitations of each real-time shipping method used by the store, and if it finds that the product's shipping box dimensions exceed the limitations for a specific shipping method, it will make the respective shipping method unavailable for selection by the customer. After you specify the shipping box dimensions for the product and

save the product's details by clicking the **Save** button at the bottom of the 'Product details' dialog box, you will be able to view the list of shipping methods that will be unavailable for orders containing this product using the link Check for unavailable shipping methods displayed next to the 'Shipping box dimensions' field).

Note: Shipping box dimensions need to be adjusted only if the option 'Use the dimensions of this product for shipping cost calculation' is enabled.

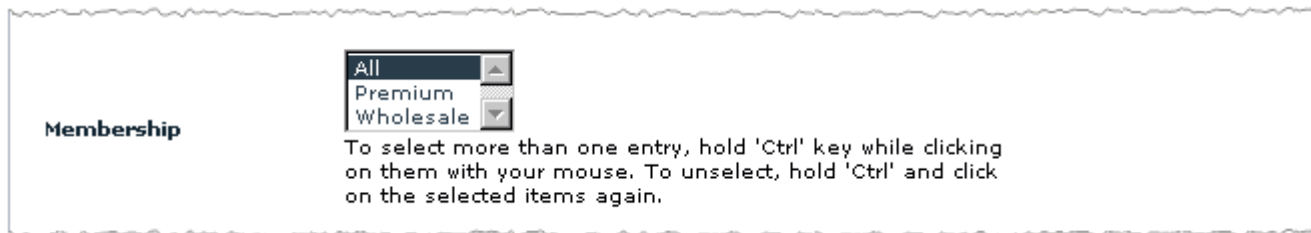
- Ship in a separate box: This option allows you to specify whether you wish this product to be shipped separately from any other products ordered in the same order. The product for which this option is enabled is shipped in a separate box even if other items in the order are considered small items and are supposed to be included into existing packages.

Note: The option 'Ship in a separate box' needs to be adjusted only if the option 'Use the dimensions of this product for shipping cost calculation' is enabled.

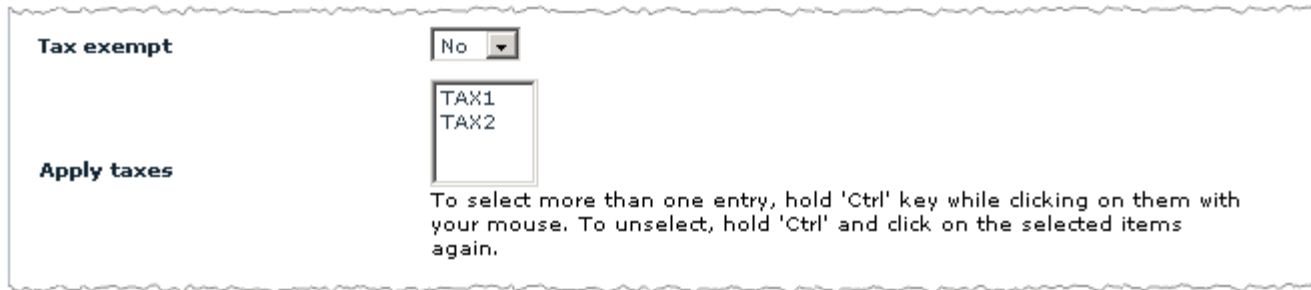
- Quantity per shipping box: The number of pieces of the product that fit into one shipping box (the box whose dimensions you specified above in the 'Shipping box dimensions' field). Typically, this value must be set to "1".

Note: The setting 'Quantity per shipping box' needs to be adjusted only if the option 'Ship in a separate box' is enabled.

Portion 6:



- Membership: The membership levels to which you wish the product to be available. All means that the product will be available to all visitors, including non-members and users who are not logged in. Selecting a specific membership level makes the product available only to the members of this level; non-members and users of other membership levels will not be able to see this product. (To select a single membership level, simply click on its name with your mouse; to select multiple levels, click on their names holding down the Ctrl key).

Portion 7:

The screenshot shows a form with two main sections. The first section is labeled 'Tax exempt' and contains a dropdown menu with 'No' selected. The second section is labeled 'Apply taxes' and contains a list box with 'TAX1' and 'TAX2' items. Below the list box, there is a note: 'To select more than one entry, hold 'Ctrl' key while clicking on them with your mouse. To unselect, hold 'Ctrl' and click on the selected items again.'

- Tax exempt: This option allows you to specify whether any taxes must be applied to this product. Select Yes if you want this product to be tax exempt.
- Apply taxes: The taxes that you wish to be applied to the product. To select multiple taxes, press and hold down the Ctrl key while clicking your mouse.

Note: The field 'Apply taxes' is visible in the 'Product details' dialog box only if taxes have been defined by the store administrator.

Portion 8:

The screenshot shows a form with a single section labeled 'Apply global discounts' which has a checked checkbox.

- Apply global discounts: This option allows you to specify whether global discounts must be applied to this product. Select the check box to apply global discounts.

Defining Other Information

Besides product details, you can provide the following information about your products:

- detailed images,
- product options/variants, and
- wholesale prices.

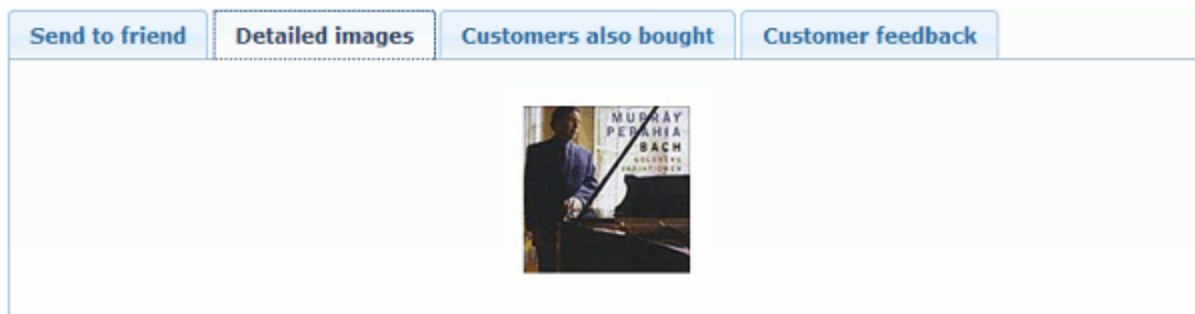
Detailed Product Images

What is 'Detailed Product Images'?

The Detailed Product Images module allows you to add detailed images for products. A detailed product image is an image that helps customer to get a better idea of the product by showing it in detail.

Depending on the settings, detailed product images can appear in one of the following formats:

- Detailed product images shown within the body of the Product details page in the Detailed images section.



- No detailed product images shown on the Product details page and a View detailed images (N) link below the product image instead, with the N indicating the number of detailed images available for the product.

Bach's Goldberg Variations



As the legend goes, *Bach's Goldberg Variations* were written for an insomniac diplomat patron who desired music to help cheer him on lonely, sleepless nights. But the real legend is how Bach was able to produce, for an apparently throwaway occasion, one of the crowning masterpieces not only of the Baroque, but of all Western music. Here's a gathering of widely varied interpretations the music has inspired, from keyboard masters to arrangements for string orchestra, jazz trio, and even brass band.

Thanks to the Bach anniversary year, we've enjoyed a bonanza of interpretations of the master. One of the most honestly compelling — Murray Perahia's account of the Goldberg Variations — uniquely underscored the fundamental subtext behind all the celebration: the wondrous inexhaustibility of Bach's creative imagination. Perahia has come to a new understanding of Bach in the full prime of his career, and his first recording of this monument communicates the wealth of his insights with color, depth, and subtly charged poetry.

SKU	SKU76
Quantity in stock	100 item(s) available
Weight	1.00 lbs
Market price:	\$18.65
Our price:	\$13.99 (€12.17)

Quantity (100 available)

[View detailed images \(1\)](#)

[Add to cart](#) [Add to wish list](#)

[Ask a question about this product](#)

Clicking on the link opens the detailed product images in a pop-up window.

- Detailed image thumbnails shown below the product image.

Bach's Goldberg Variations



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[View detailed images \(1\)](#)



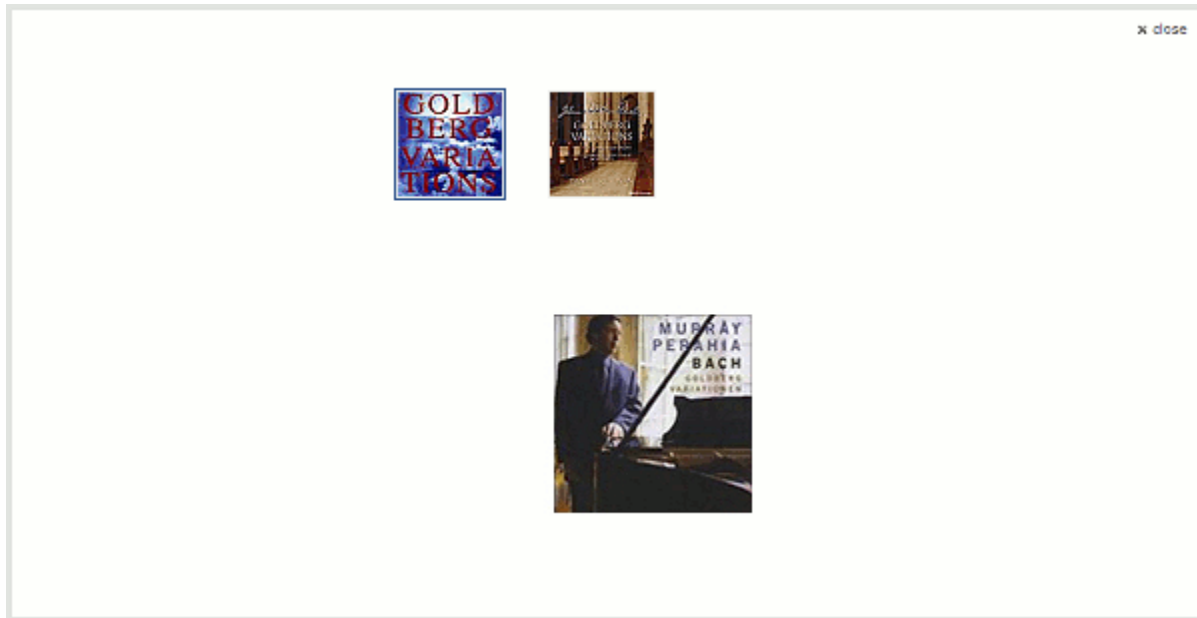
SKU	SKU76
Quantity in stock	100 item(s) available
Weight	1.00 lbs
Market price:	\$18.65
Our price:	\$13.99 (€12.17)

Quantity (100 available)

[Add to cart](#) [Add to wish list](#)

[Ask a question about this product](#)

Placing the mouse pointer over a thumbnail shows the respective detailed image in place of the current product image. Clicking on the thumbnail brings up a window with the selected detailed image along with a gallery of other thumbnails for this product.



Clicking on a thumbnail in this window opens the respective detailed image in full size.

Performance tips

When using X-Cart's [Detailed Product Images](#) module, remember that images require bandwidth. Using excessively large or too many images may cause bandwidth waste and poor page load rate. To ensure that your customers have a positive shopping experience with [Detailed Product Images](#), please consider the following recommendations:

- Avoid using excessively large images. Ensure that the average size of detailed product images used in your store does not exceed 1 Mb. Avoid using detailed product images with dimensions exceeding the average browser window size (1024 x 768 pixels). Remember that thumbnails also add to the weight of your product pages, so make them small (if possible, no larger than 100 x 100 pixels).
- Keep the number of images displayed on a page within a reasonable range (in average, 10-15 detailed images per product). If you have detailed product images displayed within the body of the [Product details](#) page, keep the number of detailed images per product to a minimum. If you have detailed product image thumbnails displayed below the product image, consider limiting the number of thumbnails displayed in the thumbnail area (Set the '[Number of detailed image thumbnails that must be displayed in the thumbnail area](#)' to a reasonably small value).

Adding detailed images

The number of detailed images that you can add for a product, as well as the image size, are unlimited; however, before adding any detailed images, please consider the recommendations provided in the section Performance tips.

To add a detailed image:

1. Find the product you want to add detailed images for and then open that product for modification in the 'Product Management' section.
2. Click on the Detailed images link at the right of the 'Product Management' section's menu. This opens the 'Detailed images' form, where you can manage detailed images for the product.

Detailed images

Image	Pos.	Availability	Alternative text	Image properties
No images				

Add new detailed image

Preview: No image available

Select a file:

Alternative text

3. Select an image to be uploaded:


- a) In the 'Add new detailed image' section, click the **Browse** button.
- b) In the 'Image selection' window that appears, select the location of the image to be uploaded (use the respective **Browse** button for the image file located on the server or on your local computer, or enter the image URL if the image file is available on the Internet).
- c) Click **Apply**.
- d) Preview the image in the 'Preview' subsection.

4. Click the **Upload** button.

The image is now added to the product's detailed images.

Detailed images

[Check all](#) / [Uncheck all](#)

	Image	Pos.	Availability	Alternative text	Image properties
<input type="checkbox"/>		0	Enabled <input type="button" value="v"/>	<input type="text"/>	JPEG, 125x123, 12342b

Add new detailed image

Preview:

No image available

Select a file:

Alternative text:

5. If necessary, edit the properties of the new detailed image:

- Set the position number of the detailed image relative to the other detailed images of the same product.
- Enter an alternative text for the image (appears when images are disabled in the web browser).
- Use the 'Availability' select box to specify whether to show the image at the storefront.

Click the **Update** button to save the changes.

Managing detailed images

Editing properties of detailed images

You can change the position of a detailed image relative to the other detailed images of the same product, edit the alternative text defined for a detailed image and change a detailed image's availability status.

To edit the details of a detailed image:

1. Find the product you want to edit a detailed image for and then open that product for modification in the '[Product Management](#)' section.
2. Click on the [Detailed images](#) link at the right of the '[Product Management](#)' section's menu. This opens the '[Detailed images](#)' form, where you can manage detailed images for the product.
3. Find the detailed image to be edited on the list of the product's detailed images.
4. Modify necessary image details:
 1. Enter a desired position number in the respective box in the 'POS.' column.
 2. Edit the alternative text ('ALTERNATIVE TEXT' column).
 3. Use the 'AVAILABILITY' drop-down box to specify whether the image is to be displayed at the storefront or not.
5. Click the **Update** button.

Deleting detailed images

If you no longer want to use certain detailed images, you can delete them.

To delete a detailed image:

1. Find the product you want to delete a detailed image for and then open that product for modification in the '[Product Management](#)' section.
2. Click on the [Detailed images](#) link at the right of the '[Product Management](#)' section's menu. This opens the '[Detailed images](#)' form, where you can manage detailed images for the product.
3. On the list of the product's detailed images, select the check box by the image to be deleted.
4. Click the **Delete selected** button.

Product Options

Managing Product Options

Adding option groups

Before you start defining any product options, a few words need to be said about product option groups.

You might already have guessed that individual product options like white, blue, S, M, L, XL, paperback or hardcover do not go into X-Cart unsorted. For a customer who decides to purchase a color t-shirt, it would be natural, firstly, to think, what properties of a t-shirt would be essential (for most people, these are likely to be size and color), and then to decide, how exactly these properties need to be expressed in the t-shirt being purchased (for example, XL and red). When defining options for products, you will want to adopt a similar approach, so your customers will find your options easy to understand and use. X-Cart's approach to creating product options stands in accord with this allowing you to proceed naturally from stating the product's property that needs to be defined (for example, size) to providing values by means of which the property can be defined (for example, S, M, L, XL). This means that any options that you create in your store are created not independently, but in groups (for example, a group of options defining size, a group of options defining color, etc). To add product options means to add a product option group and (in the case of price modifier and product variant option types) to define individual option values that will be available within this group. Note that, in the case of the custom text field type, you do not define any option values, as the value is to be defined by the customer.

To add a price modifier/product variant/custom text field product option group for a specific product:

1. Find the product for which you wish to define price modifier product options, product variants or a custom text field. Open this product for modification.
2. In the '[Product Management](#)' section menu, click the link '[Product Options](#)'. This opens the section of your store that allows you to define and edit product options for the product being viewed/modified.

If you have not yet defined any options for the product, you should be able to see a dialog box titled '[Add new option group](#)':

Add option group

Option group name: *
Each option group must have a unique name

Option text: *
This text will be displayed on the customer's frontend

Option group type:

OrderBy:

Availability:

Options list:
Leave it empty if you chose 'Custom text field' as an option group type
Example:
Red=-4%
Blue=+5
Brown

If you have already added at least one option group, you should be able to see a dialog box 'Product option groups'. To access the 'Add new option group' dialog box from the 'Product option groups' list, click the **Add new** button.

3. Adjust the fields of the 'Add new option group' dialog box:

Price modifier type:

- Option group name - Name by which the option group will be identified in the 'Product option groups' list and on the shopping cart page, when products with product options are added to cart.
- Option text - Description of the option group that will appear on the 'Product details' page of the Customer area as the name of the field from which your customers will select specific option values.
- Option group type - Type of the options that will be created within the group (Select Price modifier).
- OrderBy - Numeric value defining the position of the option group field relative to the other option group fields that will be displayed on the same 'Product details' page .

- Availability - Check box defining the availability of the option group to customers (Selecting the check box makes the option group field visible in the Customer area and enables your customers to select option values from this group. Unselecting the check box hides the option group field from the Customer area).
- Options list - Specific option values from which your customers will be able to choose when ordering the product.

Enter one option per line and press Enter after each option to create a new line. For options that are not going to modify the product's price, simply enter option names. For options that will make the product's price cheaper or more expensive, describe how exactly the product's price is going to be changed if the option is selected. Use the symbols = (equals), + (plus), - (minus) and % (percent).

Note: Avoid using same option group names and option names to prevent possible collisions when importing/exporting products.

For example, if you were selling color t-shirts:

- 'White' would mean 'Choosing the color white will not affect the price of the t-shirt'.
- 'Red=+3%' would mean 'A red t-shirt will be 3% more expensive than a white t-shirt'.

Add option group

Option group name: *
Each option group must have a unique name

Option text: *
This text will be displayed on the customer's frontend

Option group type:

OrderBy:

Availability:

Options list:
Leave it empty if you chose 'Custom text field' as an option group type
Example:
Red=-4%
Blue=+5
Brown

White
Blue=+3%

Product variant type:

- Option group name - Name by which the option group will be identified in the 'Product option groups' list.
- Option text - Description of the option group that will appear on the 'Product details' page of the Customer area as the name of the field from which your customers will select specific option values.
- Option group type - Type of the options that will be created within the group (Select Product variant).
- OrderBy - Numeric value defining the position of the option group field relative to the other option group fields that will be displayed on the same 'Product details' page .
- Availability - Check box defining the availability of the option group to customers (Selecting the check box makes the option group field visible in the Customer area and enables your customers to select option values from this group. Unselecting the check box hides the option group field from the Customer area).
- Options list - Specific option values from which your customers will be able to choose when ordering the product.

Enter one option per line and press Enter after each option to create a new line.

As product variants' prices are defined on a separate page, you just need to define option names.

Add option group

Option group name: *
Each option group must have a unique name

Option text: *
This text will be displayed on the customer's frontend

Option group type:

OrderBy:

Availability:

Options list:
Leave it empty if you chose 'Custom text field' as an option group type
Example:

Red=-4%

Blue=+5

Brown

White

Blue

Custom text field type:

- Option group name - Name by which the custom text field option being created will be identified in the 'Product option groups' list.
- Option text - Description of the option that will appear on the 'Product details' page of the Customer area as the name of the custom text field.
- Option group type - Type of the option (Select Custom text field).
- OrderBy - Numeric value defining the position of the custom text field relative to the other option group fields that will be displayed on the same 'Product details' page .
- Availability - Check box defining the availability of the option to customers (Selecting the check box makes the custom text field visible in the Customer area and enables your customers to enter text into it. Unselecting the check box hides the custom text field from the Customer area).
- Options list - the field is inactive, as custom text fields are not supposed to provide options to select from.

Add option group

Option group name: *
Each option group must have a unique name

Option text: *
This text will be displayed on the customer's frontend

Option group type:

OrderBy:

Availability:

Options list:
Leave it empty if you chose 'Custom text field' as an option group type
Example:
Red=-4%
Blue=+5
Brown

4. Click the **Add option group** button. You should see an Information box with a confirmation message. This means the option group has been added to the list of product option groups.

Now you can edit the details of the option group, add a translation for the option group, view the list of available option groups or add another option group.

To edit the option group details, scroll down to the bottom of the page, on which the Information box is displayed. Use the dialog box titled 'Update option group' to change any details that need to be changed and click the **Update option group** button to save the changes.

To add a translation for the option group, from the language selector located at the top right-hand corner of the 'Update option group' dialog box select a language in which you wish to add a translation, replace the values displayed in the dialog box fields by values in the selected language and save the changes.

To view the list of product option groups, click the link Back to option groups list at the top of the 'Update option group' dialog box.

To add another product option group, click the link [Add new option group](#).

(If you created a Product variant option group) To set prices, weights and stock quantities for the individual product variants within the created option group, go to the '[Product variants](#)' section (Click the link '[Product variants](#)' in the '[Product Management](#)' section menu).

Managing product option groups and product option values

Previously created product option groups can be viewed in the '[Product option groups](#)' dialog box, which is available in the '[Product Options](#)' section:

Product option groups

Below you can see a list of product option groups. You can use this section to update the position and availability of option groups, as well as to add new groups and delete the groups you do not need. Click on an option group title to edit the option group details.

Check all / Uncheck all

<input type="checkbox"/>	#	OPTION CLASS	OPTION TYPE	ORDERBY	AVAILABILITY	OPTIONS LIST
<input type="checkbox"/>	445	Color	Product variant	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	White Blue
<input type="checkbox"/>	446	Size	Product variant	<input type="text" value="2"/>	<input checked="" type="checkbox"/>	S M L XL
<input type="checkbox"/>	444	T-shirt back message	Custom text field	<input type="text" value="3"/>	<input checked="" type="checkbox"/>	Options list is empty.
<input type="checkbox"/>	447	Gift wrap	Price modifier	<input type="text" value="4"/>	<input checked="" type="checkbox"/>	No Yes 1.00 \$

The table columns provide the following information regarding each of the listed product option groups:

- CLASSID number (a unique number generated automatically and assigned to a product option group for the purpose of identification).
- OPTION CLASS - Name of the option group.
- OPTION TYPE - Type of the option group (Price modifier, Product variant, Custom text field).
- ORDERBY - Numeric value defining the position of the product option group relative to the other product option groups of the same product (affects the order of product option groups in the '[Product option groups](#)' list and the order of option fields on the '[Product details](#)' page of the product in the Customer area).
- AVAILABILITY - Check box defining the availability of the product option group to customers (Selecting the check box makes the corresponding product option

group field visible in the Customer area. Unselecting the check box hides the option group field from the Customer area, but leaves it available for editing in the store's back end).

- **OPTIONS LIST** - List of option values defined in the option group.

The controls of the 'Product option groups' dialog box allow you to perform certain operations on existing product option groups.

To change the order of the product option groups, edit the values in the **ORDERBY** column for all the groups whose position needs to be changed and click the **Update** button.

To change the availability status of a product option group, change the value of the **AVAILABILITY** check box opposite its name and click the **Update** button.

To delete a product option group, select the check box opposite its name and click the **Delete selected** button.

To modify an option group:

1. Click on the option name link in the 'Product option groups' dialog box. This should open a dialog box 'Update option group' allowing you to edit the parameters of the product option group and to change the set of option values included into the option group.
2. If necessary, edit the parameters of the product option group:
3. Edit the values of the 'Option group name', 'Option text', 'Option group type', 'OrderBy' and 'Availability' fields.
4. Click the **Update option group** button to save the changes.
5. If necessary, edit the set of option values in the 'Options list' section.

To change an existing option value in a group of the product variant type, adjust the fields in the following columns:

- **OPTION VALUE** - Name of the option value.
- **ORDERBY** - Number reflecting the position of the option value within the option group.
- **AVAILABILITY** - Availability of the option value to customers.

For the price modifier type, in addition to the columns **OPTION VALUE**, **ORDERBY** and **AVAILABILITY**, which have the same meaning as in the Product variant type, also adjust the fields in these columns:

- **OPTION** - Number defining the amount by which the product's price is modified. Can be positive (like "3.00") for mark-ups or negative (like "-3.00") for discounts.
- **SURCHARGE** - Type of the surcharge (Absolute or Percent).

If you wish to remove one or more of the option values from the option group being edited, select the check boxes to the left of those option values that need to be removed and click the **Delete selected** button.

To add some more option values, first add the desired number of field rows in the 'Add option value' subsection using the Add row button, then complete these fields and save the changes using the **Update option group** button (Rows created on accident, which do not need to be added to the options list, can be removed by clicking the **Remove row** button in the respective rows).

After editing any values in the 'Options list' subsection, be sure to click the **Update option group** button to save the changes.

Managing Product Option Exceptions

Product option exceptions

When using more than one option groups of the price modifier or product variant types for one product, not all the possible combinations of the options may be actually available. This problem can be handled by setting up exceptions. An exception is a combination of options with which a product cannot be added to the shopping cart.

Example:

You sell t-shirts available in two colors: white and blue. White t-shirts are available in four sizes: S, M, L and XL. Blue t-shirts are available in the sizes S, M, L, but not available in XL.

You set up product variants for the product T-shirt, defining the product option groups as follows:

Color: White, Blue
Size: S, M, L, XL

This leaves you with all the t-shirts available in all the sizes. However, you do not want to allow your customers to order blue XL t-shirts, as there is not such a thing. So, you need to disable the combination 'blue + XL'.

A good way to handle that is to add the said combination to the list of product option exceptions. Then, when a customer selects the color blue and the size XL for a t-shirt, the page will display a message saying that the selected combination of options is unavailable. If, regardless of the message, the customer attempts to add the product to the cart without first changing the options, he or she will get a JavaScript warning pop-up with the same message and will not be allowed to proceed to checkout until the options are readjusted.

Adding product option exceptions

To add a combination of options to the list of product option exceptions:

1. In the 'Product Options' section, scroll down to the dialog box titled 'Product option exceptions':

Product option exceptions

Product option exceptions allow you to define option combinations that are not available.

OPTIONS COMBINATION
Exception list is empty

Add exception

Color: [select one] ▼

Size: [select one] ▼

Add exception

The 'Add exception' section of the dialog box contains some drop-down boxes titled by the names of the defined option groups.

2. Use the drop-down boxes to create the unavailable combination of options (In the above example, you would have to select Blue from the box titled 'Color' and XL from the box titled 'Size').
3. Click the button **Add exception**.

The combination gets added to the list of unavailable option combinations in the upper section of the 'Product option exceptions' dialog box:

Product option exceptions

Product option exceptions allow you to define option combinations that are not available.

OPTIONS COMBINATION
<input type="checkbox"/> Color: Blue Size: XL

Delete selected

Add exception

Color: [select one] ▼

Size: [select one] ▼

Add exception

Deleting product option exceptions

To delete one or more product option exceptions:

1. In the list of product option exceptions, select the check boxes next to the exceptions that need to be removed.
2. Click the **Delete selected** button.

Managing Product Variants

Individual option values from different option groups of the product variant type are joined by X-Cart to form product variants (T-shirts: Blue+S, Blue+M, Blue+L, Blue+XL, etc).

A product's list of variants can be viewed at any moment after the necessary option groups are defined:

1. Open the product for modification.
2. In the 'Product Management' section menu, click the link 'Product Variants'.

The 'Product Variants' dialog box that is displayed at this point allows you to view the product's variants and to adjust their specific properties.

For example, if you set a product's details as follows:

Product details:

Product name: T-shirt

SKU: SKU17430

Price: \$14.99

Weight: 1 lbs

Quantity in stock: 100

Product options:

Color: White, Blue

Size: S, M, L, XL

in the 'Product variants' section you should see something like this:







Product variants

You can use filtering to reduce the number of variants displayed in this section. To view a full size image of a specific variant, click on the image icon. Use the checkboxes on the left to update thumbnails/product images for the selected variants.

Note: Using a large number of option groups and option values to form product variants creates considerable load on the server and may cause poor performance for your store's visitors. Please use product variants only if you need to be able to specify quantity in stock, SKU and weight separately for each product variation. In all other cases, using product options is recommended.

[+ Filter product variants](#)

[Check all](#) / [Uncheck all](#)

	Variants	Image	SKU	Weight	Quantity in stock	Price	Def
<input type="checkbox"/>	Color: Dark chambray Size: S		SKU161314	0.00	1000	14.50	<input type="radio"/>
<input type="checkbox"/>	Color: White Size: S		SKU161310	0.00	1000	14.50	<input type="radio"/>
<input type="checkbox"/>	Color: Seaweed Size: S		SKU161313	0.00	1000	14.50	<input type="radio"/>
<input type="checkbox"/>	Color: Gray Size: S		SKU161312	0.00	1000	14.50	<input type="radio"/>
<input type="checkbox"/>	Color: New ginger Size: S		SKU161313	0.00	1000	14.50	<input type="radio"/>
<input type="checkbox"/>	Color: Walnut Size: S		SKU161314	0.00	1000	14.50	<input type="radio"/>

Edit selected: [Change images](#) [Back to default image](#)

The column VARIANTS shows all the possible combinations of options that form variants of the product.

Note: If not all of the combinations listed in the 'Product variants' section are actually available, you can use product option exceptions and/or product options validation to disallow customers from ordering the unavailable ones.

The link [\[+\] Filter product variants](#) allows you to reduce the number of product variants displayed on the page.

The fields in the SKU, WEIGHT, QUANTITY IN STOCK and PRICE columns allow you to edit the respective values for each of the listed variants, while the controls of the '[Edit selected images](#)' subsection allow you to manage the product images of specific variants.

When you first enter the 'Product variants' page, the values displayed in the WEIGHT, QUANTITY IN STOCK and PRICE columns equal those of the base product ('Weight', 'Quantity in stock' and 'Price' fields on the 'Product details' page), while the SKU values represent the slightly modified SKU of the base product. You can keep the suggested values or change them according to your needs. If you choose to change any values, be sure to click the **Update** button to save the changes.

The column IMAGE is intended for icons of product variant images. Initially, this column contains only 'No image available' icons. A 'No image available' icon opposite a specific product variant means that a product image for that product variant has not been defined. If you do not add an image specifically for a product variant, the product image of the base product will be displayed to the customer when the variant is selected. To add an image for a product variant, select the check box next to that variant (or - if you wish to apply the same image to several variants - select the check boxes next to all the variants to which the image needs to be applied), click the **Change images** link in the 'Edit selected' line and use the 'Image selection' window to select an image to be added. After the selected image appears in the IMAGE column, click on **Update** to apply. Before the **Update** button has been clicked, you can cancel the application of the selected image by clicking on **Back to default image**. It is also possible to remove the previously added images: unselect the check boxes next to the variants for which the images need to be removed and click the **Delete** button.

The column DEF allows you to set the product's default variant - a variant whose options are to be shown in the 'Products list' and on the 'Product details' page by default. To set a specific variant as default, select the radio button opposite it and click the **Update** button.

Wholesale Trading

What Wholesale Trading module does

You can define wholesale prices for products. These prices are generally lower and depend on the quantity of the product items being ordered and/or on the membership level of the customer who orders them.

Setting Wholesale Prices

You can define wholesale pricing for the product. The product will be sold at the wholesale price if a customer from a specified membership group buys a quantity of product items that is greater or equal to the quantity specified in the 'Quantity' field. If the product has product variants, any wholesale prices defined here will be ignored.

To set a wholesale price:

1. Find the product for which you want to set a wholesale price. Open this product for modification in the 'Product Management' section.
2. Click the Wholesale prices link in the 'Product Management' section menu. The 'Wholesale prices' dialog box will be opened.

Wholesale prices

Note: When defining wholesale prices, please be aware that the list of prices that is displayed to a customer in the Customer area is sorted and filtered in a special way so that a customer can see only the prices actually available to him. more...

QUANTITY	PRICE (\$)	MEMBERSHIP
1	1790.00	All

Add new price

▼

The price of one item without the wholesale discounts for all membership groups is displayed for your convenience in the first line of the prices list.

3. Enter the quantity of the product beginning from which your new wholesale price should be applied.
4. Enter the wholesale price.
5. Select the membership group that you want to be able to purchase the product at this price.

- Click the **Add/Update** button. The new wholesale price will be added to the prices list.

For example, the line '10 - 49.99 - Wholesale' in the screenshot below sets a wholesale price on the product in such a way that a member of the Wholesale membership level will be able to order the product at \$49.99 per item if the order contains 10 or more items of the product:

Wholesale prices

Note: When defining wholesale prices, please be aware that the list of prices that is displayed to a customer in the Customer area is sorted and filtered in a special way so that a customer can see only the prices actually available to him, more...

QUANTITY	PRICE (\$)	MEMBERSHIP
1	1790.00	All

Add new price

Note: Instead of adding wholesale prices one by one, you can import them from a CSV file.

To change a previously defined wholesale price, edit the corresponding price value and/or membership and click on **Add/Update**.

When defining wholesale prices, please be aware that the list of prices that is displayed to a customer in the Customer area is sorted and filtered in a special way so that a customer can see only the prices actually available to him:

- Individual prices are arranged in the order of increasing the quantity of items for which the price is defined and decreasing the price amount (For example, 10+ items - \$5 per item, 20+ items - \$4 per item, 30+ items - \$3 per item).
- The prices are filtered by customer membership: customers without a membership see only the prices available to "All"; customers with a specific membership see both the prices available to "All" and to their membership.
- The final filtering that defines which prices need to be displayed to a specific customer is performed according to the principle of the lowest price: at each level of wholesale pricing, customers are shown only the lowest price available to them.

For example, if in the store's Admin area the prices are defined like this:

Base price - \$6 per item - Membership: All,

10+ items - \$5 per item - Membership: All,

20+ items - \$3 per item - Membership: Premium,

30+ items - \$4 per item - Membership: All,

40+ items - \$2.5 per item - Membership: Premium,

100+ items - \$2 per item - Membership: Wholesale

In the Customer area, a customer with Premium membership will be shown just the following prices:

Base price - \$6 per item - Membership: All,

10+ items - \$5 per item - Membership: All,

20+ items - \$3 per item - Membership: Premium,

40+ items - \$2.5 per item - Membership: Premium

The price "100+ items - \$2 per item - Membership: Wholesale" will be excluded from the list as unavailable to the Premium membership.

The price "30+ items - \$4 per item - Membership: All" will be excluded as fully replaceable by the price "20+ items - \$3 per item - Membership: Premium" being the lowest price available to Premium members buying any number of items from the quantity range of 20-40 items.

To delete a price, select the check boxes next to the necessary prices and click the **Delete** *selected* button.

Setting Wholesale Prices for Product Variants

Perform the following steps to modify wholesale prices for selected product variants:

1. Select the check boxes next to the variants you want to define wholesale prices for.
2. Click on the [\[+\] Modify wholesale prices for selected variants](#) link.
3. Enter the quantity of the product beginning from which your new wholesale price should be applied.
4. Enter the wholesale price.
5. Select the membership group that you want to be able to purchase the product at this price.

For example, the line '10 - 13.99 - Premium' in the screenshot below sets a wholesale price on the product in such a way that a member of the Premium membership level will be able to order the product at \$13.99 per item if the order contains 10 or more items of the product:

Modify wholesale prices for selected variants

Please remember, that the prices will be updated only for selected variants. Use 'Update' button to apply the modifications.

Note: When defining wholesale prices, please be aware that the list of prices that is displayed to a customer in the Customer area is sorted and filtered in a special way so that a customer can see only the prices actually available to him. more...

QUANTITY	PRICE	MEMBERSHIP	
<input type="text" value="10"/>	<input type="text" value="13.99"/>	<input type="text" value="Premium"/>	<input type="button" value="+"/>
<input type="text" value="100"/>	<input type="text" value="11.99"/>	<input type="text" value="Wholesale"/>	<input type="button" value="+"/> <input type="button" value="-"/>

6. To add another wholesale price using other item quantity or membership level for the same selected product variant, click on the plus sign to the right of an existing wholesale price.

7. Click the **Update wholesale prices** button. The new wholesale price will be added to the prices list.

When both wholesale prices and product options are defined for a product, the price is dynamically changed on the product details page when a customer selects another product option or changes the desired quantity. If product options are not defined, the wholesale prices are not automatically calculated.

Managing Products

Searching for products

To be able to view or modify the details of a product, you need to find this product. At any moment, you can do so using X-Cart's '[Search for products](#)' form.

To search for a product:

1. In your store's back end, open the '[Search for products](#)' form:

Click on [Search for products](#) in the [Products menu](#).

The '[Search for products](#)' form opens:

Search for products

Search for pattern:

All words Any word Exact phrase

Search in: Product title Short description Detailed description Search keywords

Search-and-modify

Export search results to a CSV file

[More search options](#)

[Reset filter](#)

2. Use the '[Search for products](#)' form to provide criteria for your search:

- Into the '[Search for pattern](#)' field, enter your search string.
- (If the search string you provided consists of multiple words) Use the '[All words](#)' / '[Any word](#)' / '[Exact phrase](#)' radio buttons to specify whether the results returned by the search must match all the words, any word or the exact phrase you entered into the '[Search for pattern](#)' field.
- Specify, where you wish X-Cart to search for the string you provided: In the '[Search in](#)' line, select all that apply ([Product title](#), [Short description](#), [Detailed description](#), [Search keywords](#)).

- If you are doing this search in order to modify all the products that will be found, select the 'Search-and-modify' check box. If you wish to immediately export the search results to a CSV file, select the 'Export search results to a CSV file' check box.
- If you wish, you can specify more parameters for your search. The link **[+]** **More search options** allows you to expand the search form and provide more information about the product.

Search for products

Search for pattern:
 All words Any word Exact phrase

More search options

Search in category:
as Main category Additional category
 also search in subcategories

SKU:
Product ID#:
Provider:
Price (\$): -
Quantity: -
Weight (lbs): -
Availability:
Free shipping:
Global discounts:
Minimum order quantity:
List price:
Shipping freight:
Tax exempt:
Low limit in stock:
[Reset filter](#)

The more details you provide, the more accurate the search results will be.

3. Click the **Search** button.

After you click on **Search**, X-Cart searches for the product in the database and provides a list of search results in a dialog box titled 'Search results':

Search results [Search again](#) >

Check all / Uncheck all

	SKU	△ PRODUCT	QUANTITY IN STOCK	PRICE (\$)
<input type="checkbox"/>	SKU92	Cranium	100	34.99
<input type="checkbox"/>	SKU182	DUO	100	50.00
<input type="checkbox"/>	SKU93	Lord of the Rings Board Game	80	34.99
<input type="checkbox"/>	SKU183	MAESTRO	100	120.00
<input type="checkbox"/>	SKU94	Monopoly Junior	100	10.99

The operations below are for the first selected item only:

The 'Search results' dialog box provides the following information about each found product:

- SKU - Product SKU.
- PRODUCT - Product name.
- QUANTITY IN STOCK - Quantity of product pieces available for sale.
- PRICE - Base price.

The buttons in the bottom part of the dialog box allow you to perform various operations on the found products: you can delete, preview, modify and clone products, as well as update the products' quantities and prices and generate HTML links. In addition to that, you can export all or some of the found products to a CSV file.

X-Cart retains the parameters you define for a product search until your session expires. This means that, if you decide to do a new search after you have already searched for something in your current session, the 'Search for products' form will still have all the settings you used during your previous search. Make sure these old settings agree with what you are going to search for or readjust the search parameters. If the advanced search section of the 'Search for products' form contains any settings which you do not need for your new search, you can quickly clear this section by clicking the Reset button at the bottom of the 'Search for products' form.

Updating product quantities and prices

You can quickly update prices and quantities of products.

To update the quantity and/or the price of some product (or several products):

1. Find the product(s) whose quantity/price you wish to update.
2. In the 'Search results' dialog box, edit the necessary quantities/prices.
3. Click the **Update** button.

After you click on **Update**, the edited quantities/prices are updated.

Providers can update product quantities and prices by importing them from a CSV-formatted file:

1. Prepare a CSV file with the new product quantities or prices. Example:

Below is a sample CSV file with semicolon delimiter:

```
SKU1638; 10.55  
SKU1638; Wholesale:5:9.89  
SKU1640; 11.25  
SKU1640; 5:10.99
```

2. Open the 'Update inventory' section (Products menu->Update inventory). You should see a dialog box titled 'Update inventory'.
3. Depending on what information you wish to be updated, from the 'Update' drop-down box, select either Quantity in stock or Pricing.
4. From the 'CSV delimiter' drop-down box, select the delimiter used in your CSV file.
5. Use the **Browse...** button to locate your CSV file. Select this file.
6. Click the **Update** button.

After you click on **Update**, the quantities/prices are updated.

Previewing product details


You can preview the details of any product in your store.

To preview the details of some product:

1. Find the product whose details you wish to preview.
2. In the 'Search results' dialog box, select the check box next to the product name.
3. Click the **Preview product** button at the bottom of the 'Search results' dialog box.


This opens a product preview page with a summary of the product's details:

Cranium



SKU	SKU92
Category	Board games
Vendor	provider
Availability	Available for sale

The outrageous new board game for your whole brain, containing 14 fun activities giving everyone a chance to shine.



Price info

Price	\$34.99
Quantity in stock	100 item(s) available
Weight	1.00 lbs

[Modify](#) > [Clone](#) > [Delete](#) >

You can use the links provided in the bottom part of the product preview box to modify, clone or delete the product. Clicking on the printer icon will open a printable version of the product preview page.

Modifying products

You can modify previously created products, which means you can edit any of their details.

To modify a product:

1. Find the product that you wish to modify.
2. Open the product for modification. Do one of the following:
 - In the 'Search results' dialog box, select the check box next to the product name, then click the Modify selected button.

or

- In the 'Search results' dialog box, click the product name link.

This opens a page with the details of the selected product.

3. Edit the product information as desired.

Group product editing (mass product editing)

If you need to make similar changes to more than one products, you might want to edit these products as a group.

To modify several products simultaneously (using X-Cart's group product editing feature):

1. Find the products that you wish to modify.
2. In the 'Search results' dialog box, select the products that need to be modified (select the check boxes next to the product names). You can use the Check all link to select all the products on the page.
3. Click the **Modify selected** button.

This opens a page with a list of products selected for modification:

Product list	
SKU	PRODUCT
SKU94	Monopoly Junior
SKU92	Cranium
SKU182	DUO
SKU93	Lord of the Rings Board Game
SKU183	MAESTRO

and a 'Product details' dialog box displaying the details of a product whose name is written in bold font in the list of products selected for modification:

Product details

*** Note:** Check this checkbox to make the corresponding field common for these products

Product images

Image:	Thumbnail:
<input type="checkbox"/>	Need help?
No image uploaded	125x86, 7 kb (recommended size: 50x50-150x150)
<input type="checkbox"/>	<input type="button" value="Change thumbnail"/>
<input type="button" value="Upload image"/>	<input type="button" value="Delete thumbnail"/>

Details

<input type="checkbox"/>	SKU:	<input type="text" value="SKU92"/>
<input type="checkbox"/>	Product name:	<input type="text" value="Cranium"/>
<input type="checkbox"/>	Clean URL:	<input type="text"/> What is Clean URL?
Note: The Clean URLs functionality is now disabled. You can enable it through the General settings->SEO options section.		
<input type="checkbox"/>	Search keywords:	<input type="text"/>
<input type="checkbox"/>	Short description* :	<input type="text" value="The outrageous new board game for your whole brain, containing 14 fun activities giving everyone a chance to shine."/>

<input type="checkbox"/>	Apply global discounts	<input checked="" type="checkbox"/>
<input type="button" value="Save"/>		

Now you can view the details of any of the products from the 'Product list': all you need to do is click on the name of the product whose details you wish to view, and the details will be displayed in the 'Product details' dialog box below.

4. From the 'Product list', select a product whose details you wish to use as a model for all the products in the list. The details of this product will be opened for viewing and modification in the 'Product details' dialog box.

5. In the 'Product details' dialog box, change all the product details that need to be changed for the currently selected product. You can make any changes, no matter whether they need to be applied only to this very product or to all of the products selected for modification.

6. You might have noticed that the 'Product details' dialog box looks a bit different when used in group product editing mode: all the fields of this dialog box have check boxes located to the left of their names. These check boxes allow you to assign the product details of the product you are viewing to the rest of the products selected for modification. Select the check boxes next to the fields that need to be applied to all of the products in the 'Product list'.

Note: You will notice that the check boxes next to some of the fields in the 'Product details' dialog box are inactive; for example, the check boxes next to the fields SKU and Clean URL. These check boxes are made inactive intentionally so they cannot be selected in group editing mode: the values of the respective fields must be unique for each product.

7. Click the **Save** button at the bottom of the 'Product details' dialog box.

8. (Optional) Now, if you need to make further changes to any more products from the 'Product list', select one of these products so its details are displayed in the 'Product details' dialog box and continue editing as described above.

9. (Optional) Add, edit or delete international descriptions and other additional features for one of the products and apply the changes to all the products being edited.

When you click on **Save**, the product details you have changed are updated (The ones with selected check boxes are applied to all of the products in the 'Product list', the ones whose check boxes were left unselected - just to the product whose details are displayed in the 'Product details' dialog box).

Cloning products

When you need to create a product that is just a little bit different from one of the products that is already in your store's database, you may find it convenient to clone the product that already exists instead of creating the new product from scratch. To clone

an existing product means to create an exact copy of that product - a clone product - which can then be modified and saved with a new name.

To create a product by cloning:

1. Find the product that you wish to clone.
2. In the 'Search results' dialog box, select the check box next to the title of this product.
3. Click the **Clone product** button. This creates a clone product. This product is an exact copy of the original product in everything but the name. The name of the clone product is formed of the name of the original product with the addition of '(CLONE)'. A dialog box titled 'Product details' opens displaying the details of the clone product.
4. Edit the details of the clone product as desired: change the product name, description, price, etc.

After you save the changes, the new product is created.

Important: If the original product had any other product information besides product details, be sure to edit this information for the new product.

Deleting products

Products that you do not wish to sell and keep in your store can be deleted (permanently removed from the database).

To delete one or more products:

1. Find the products that you wish to delete.
2. Mark these products for deletion by selecting the check boxes next to their names in the 'Search results' dialog box.
3. Click the **Delete selected** button. When prompted, confirm the deletion:

Confirmation

[Return to the search results](#) >

Do you really want to remove the product:

- **SKU92 Cranium - \$34.99**
Board games
Provider: provider

Warning: this operation cannot be reverted!

Are you sure you want to proceed? [Yes](#) > [No](#) >

After you confirm the deletion, the selected products are removed. A message is displayed confirming that the selected products have been deleted successfully.