

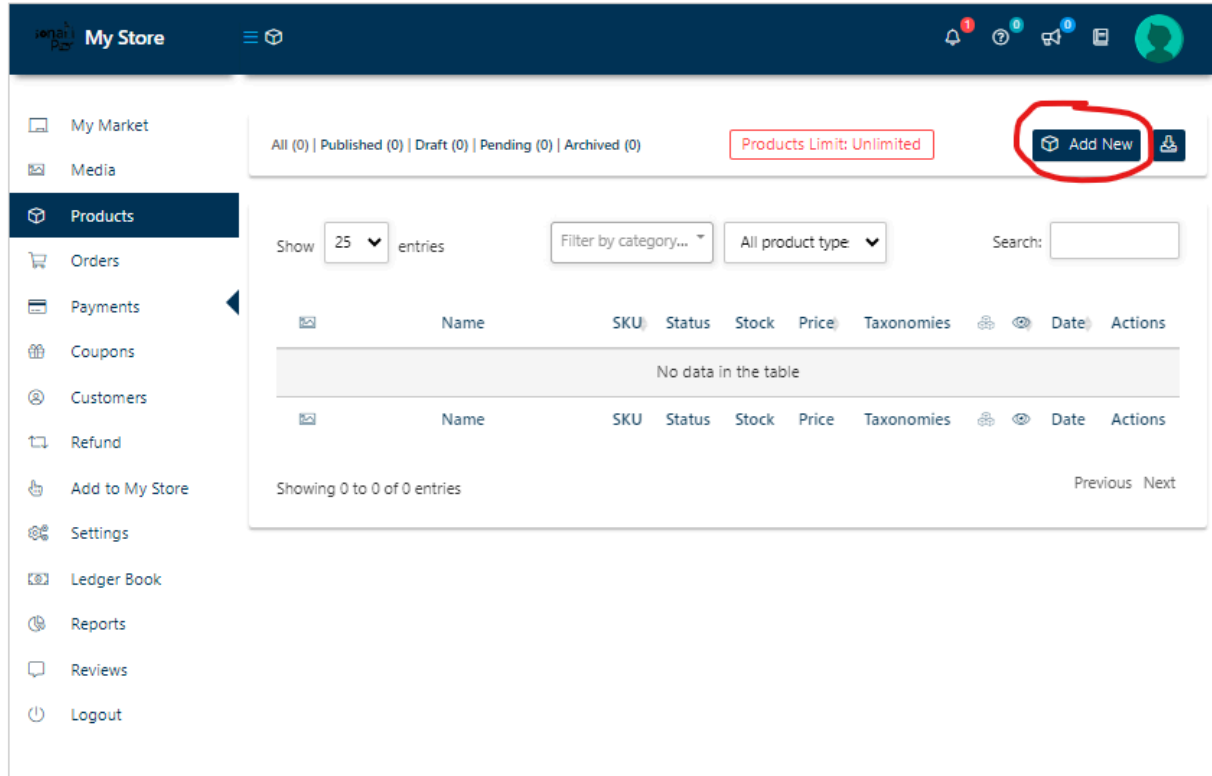
Adding Products

1. In the Vendor Dashboard select the Products Tab

The screenshot shows the 'My Store' Vendor Dashboard. The sidebar on the left contains a list of navigation items: My Market, Media, Products (highlighted with a red arrow), Orders, Payments, Coupons, Customers, Refund, Add to My Store, Settings, Ledger Book, Reports, Reviews, and Logout. The main content area displays a table with columns for Name, SKU, Status, Stock, Price, Taxonomies, Date, and Actions. The table is currently empty, showing 'No data in the table'. A red arrow points to the 'Products' tab in the sidebar.

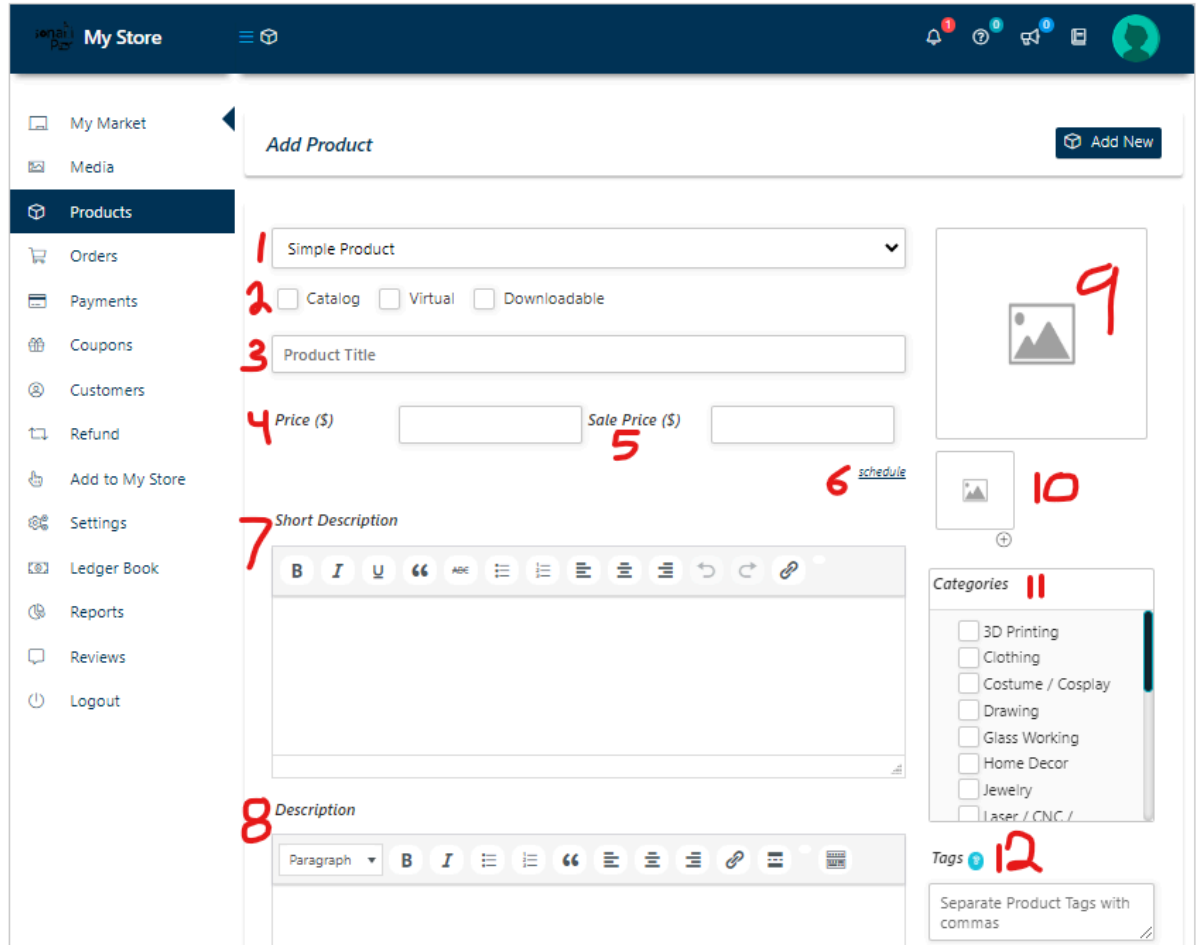
a.

2. Select "Add New" in top Right Corner



a.

3. Add Product Screen



a.

i. Product Type

1. Simple Product
 - a. Physical product that will require shipping without variations
2. Variable Product
 - a. Physical product sold with multiple variations (example - t shirt with multiple size options)
3. Grouped Product
 - a. Select this option if you want to associate a product with another product (example - pajama bottoms and tops sold separately can be grouped to one another so the customer sees both [but is not forced to purchase both] after adding one to cart)

ii. Product Options

1. Catalog
 - a. Check if you want to add to your product catalog
 - i. This opens additional options below which allows for hidden price and removing add to cart function

- ii. Would often be used by photographers / artists to display previous work on their storefront without allowing the images to be purchased.
 - 2. Virtual
 - a. Marks the product as virtual and disables product shipping requirements (ex - a made to order drawing that will be sent to the customer after completion)
 - 3. Downloadable
 - a. Allows for products to be sold and the customer to receive attached files for download (ex - cnc / laser files to sell)
- iii. Product Title
 - 1. The name of the product to be displayed on the store home and in the PersonalizedProject Market
- iv. Price
 - 1. Normal price of the item
- v. Sale Price
 - 1. Sale price of the item
- vi. Schedule
 - 1. Set the time that the sale price is active on the item
- vii. Short Description
 - 1. This is the description displayed immediately below the product title on the product page
- viii. Description
 - 1. This is the information displayed in the description tab on the product page, generally either the same or more detailed than the short description
- ix. Featured Image
 - 1. The primary image for the product displayed on the store and PersonalizedProject Market product listing
- x. Image Gallery
 - 1. Additional images of the product that are displayed in the product information page
- xi. Categories
 - 1. Available categories for products - this is a filterable field on the PersonalizedProject Market search
 - 2. At least one category must be selected**
 - 3. If there is a category request, please email admin@personalizedproject.com for review and consideration
- xii. Tags
 - 1. Product keywords that are not required
 - 2. These are searchable fields included the the PersonalizedProject Market search algorithm and including tags will improve search results

b. Catalog Mode

The screenshot shows a settings interface for 'Catalog Mode'. On the left is a vertical menu with the following items: 'Catalog Mode' (selected), 'Inventory', 'Shipping', 'Tax', 'Attributes', 'Linked', 'SEO', 'GeoDirectory', and 'Product Policies'. On the right, there are two toggle switches: 'Disable Add to Cart?' and 'Hide Price?'. Both are currently turned off.

- i. Catalog box under Product Options (#2 above) must be selected to show this tap
- ii. Disable add to cart
 1. Removes add to cart functionality
- iii. Hide Price
 1. Removes price from listing

c. Inventory

The screenshot shows a settings interface for 'Inventory'. On the left is a vertical menu with the following items: 'Catalog Mode', 'Inventory' (selected), 'Shipping', 'Tax', 'Attributes', 'Linked', 'SEO', 'GeoDirectory', and 'Product Policies'. On the right, there are four settings: 'SKU' (text input field), 'Manage Stock?' (checkbox), 'Stock status' (dropdown menu with 'In stock' selected), and 'Sold Individually' (checkbox).

- i. SKU
 1. Vendor can enter custom SKU for each item for inventory tracking

- ii. Manage Stock
 - 1. UNCHECKED
 - a. Allows selection of In Stock, Out of Stock, or On Backorder
 - b. **Warning: If unchecked the inventory is not managed by the Marketplace, as such items that are in stock can be perpetually ordered despite the number of actual products the vendor has**
 - c. **IT IS ONLY RECOMMENDED THAT MANAGE STOCK REMAINS UNCHECKED FOR VIRTUAL AND DOWNLOADABLE PRODUCTS**
 - 2. CHECKED
 - a. Allows for inventory management
 - b. "Stock Qty" field is opened and the number of products available should be entered
 - i. Inventory will be reduced as purchases are completed.
 - ii. Low inventory notifications can be edited in settings
 - c. "Allow Backorder" field
 - i. Choose best option for your product, default is to not allow backorder products
 - d. Sold Individually
 - i. Only allows customers to purchase quantity 1 of an item during a single transaction

d. SHIPPING

- i. **READ Seperate Shipping Set-up documentation carefully**

e. Attributes

The screenshot shows the 'Attributes' management interface. On the left is a vertical sidebar with menu items: Inventory, Shipping, Attributes (highlighted in orange), Linked, SEO, GeoDirectory, and Product Policies. The main content area is titled 'Attributes' and contains a form with the following fields: 'Active?' with a checked checkbox and an up arrow icon; 'Name' with an empty text input field; 'Value(s):' with a text area containing the placeholder text 'Enter some text, some attributes by "]" separating values.'; and 'Visible on the product page' with a checked checkbox. Below the form is a dropdown menu labeled 'Add attribute' and an 'ADD' button.

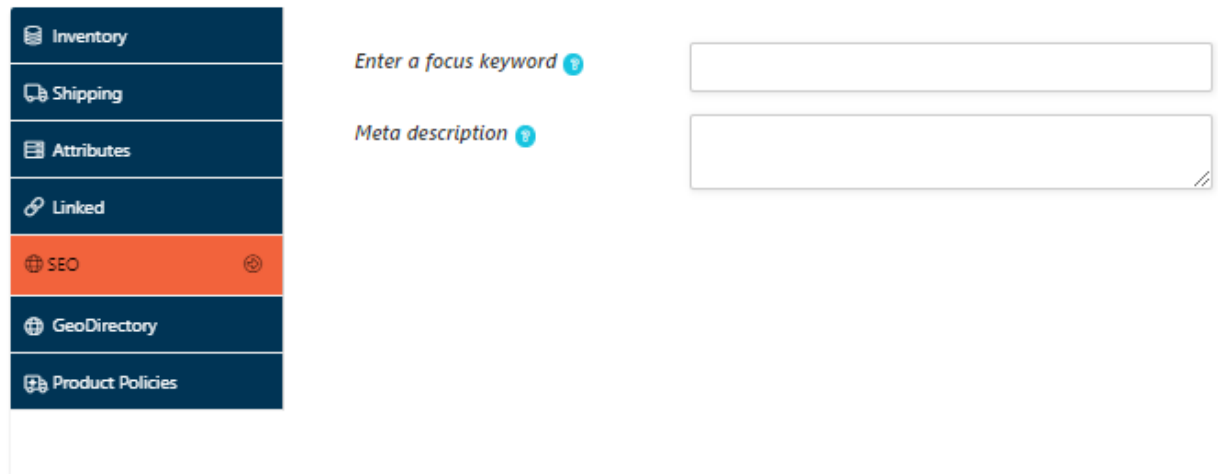
- i. Attributes allows additional keywords to be added that may be applicable to multiple products (ie wood type)
 - 1. These are included in the search algorithm in the PersonalizedProject Market

f. Linked

The screenshot shows the 'Linked' management interface. On the left is a vertical sidebar with menu items: Inventory, Shipping, Attributes, Linked (highlighted in orange), SEO, GeoDirectory, and Product Policies. The main content area is titled 'Linked' and contains two sections: 'Up-sells' and 'Cross-sells'. Each section has a dropdown menu labeled 'Filter by product ...'.

- i. Allows vendors to link other products to the current product as up-sells or cross-sells.

g. SEO



Inventory

Shipping

Attributes

Linked

SEO

GeoDirectory

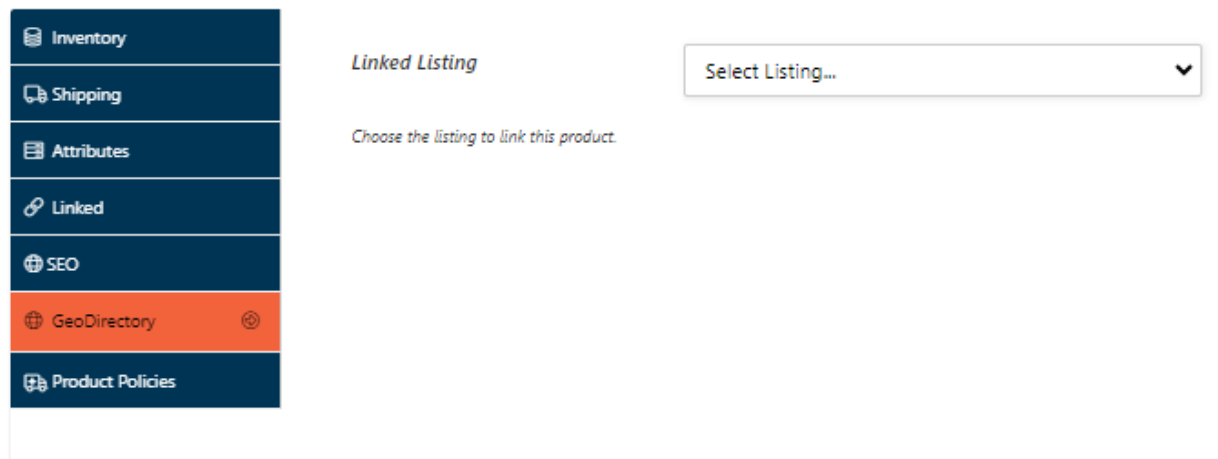
Product Policies

Enter a focus keyword ?

Meta description ?

- i. Allows for SEO optimization of the product for internal and external search algorithms

h. GEODIRECTORY



Inventory

Shipping

Attributes

Linked

SEO

GeoDirectory

Product Policies

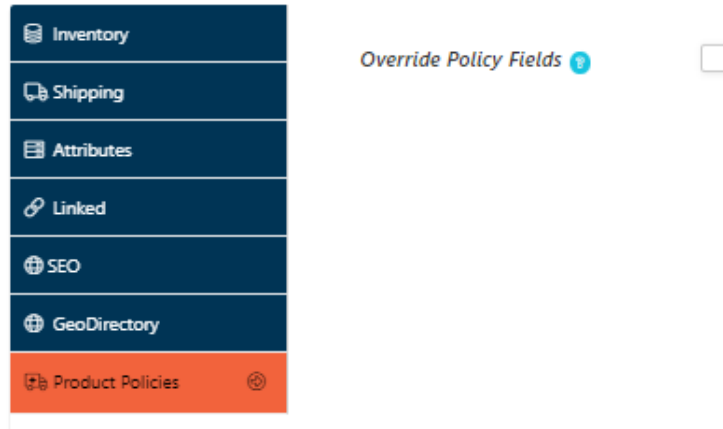
Linked Listing

Select Listing...

Choose the listing to link this product.

- i. **Allows for vendors to link to their Maker / Business account so that customers can see and purchase products directly from their PersonalizedProject Maker Listing.**
- ii. **Vendors MUST have a Maker / Business account registered with the same email in order to link accounts.**

i. Product Policies



- i. Allows vendors to override the global policy rules for individual products (ex - if a vendor wants custom made products have an absolute no return rule this is where to edit)

Product Import -

PersonalizedProject Market is powered by WooCommerce. Product import from other woocommerce powered stores can be completed by the admin team if the correct CSV file is provided to admin@personalizedproject.com. The admin team reserves the right to review prior to any upload attempt and cannot guarantee the items will be preserved in the conversion. It is recommended that all products are individually reviewed if ultimately imported.

PersonalizedProject Market reserves the right to review, edit, or delete any product submitted by any vendor for any reason which does not have to be disclosed. In general, unless a product is removed for legal reasons, the listing vendor will be notified of the product removal.