



APOGEE
design systems

Apogee Design Support Center

User Manual: *Product Screen Explained*

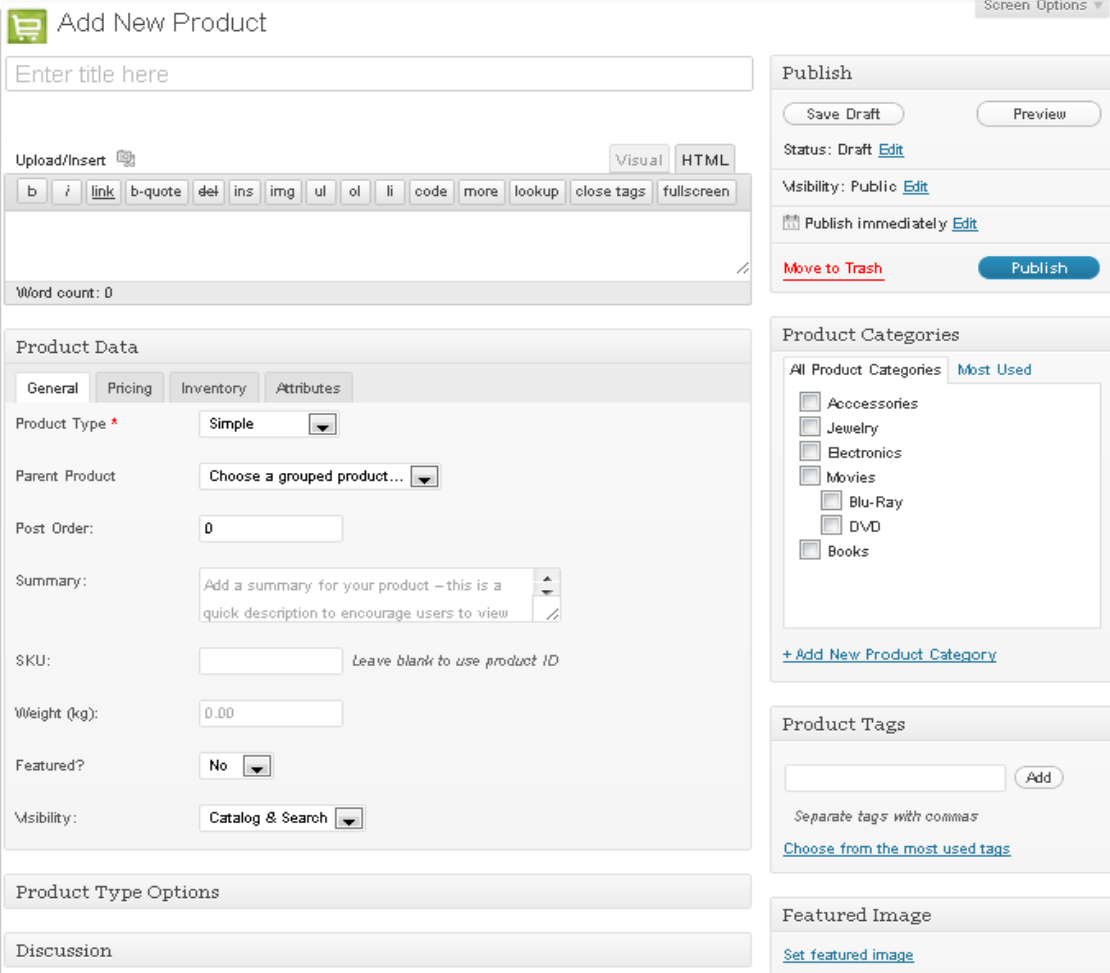
Product screen explained

Topics covered:

1. Introduction
2. General
3. Pricing
4. Inventory
5. Attributes

Introduction

We're going to go through the basic settings available when creating a new product.



Add New Product Screen Options

Enter title here

Upload/Insert Visual HTML

b i link b-quote del ins img ul ol li code more lookup close tags fullscreen

Word count: 0

Product Data

General Pricing Inventory Attributes

Product Type * Simple

Parent Product Choose a grouped product...

Post Order: 0

Summary: Add a summary for your product – this is a quick description to encourage users to view

SKU: Leave blank to use product ID

Weight (kg): 0.00

Featured? No

Visibility: Catalog & Search

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

[Move to Trash](#) [Publish](#)

Product Categories

All Product Categories Most Used

- Accessories
- Jewelry
- Electronics
- Movies
 - Blu-Ray
 - DVD
- Books

[+ Add New Product Category](#)

Product Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

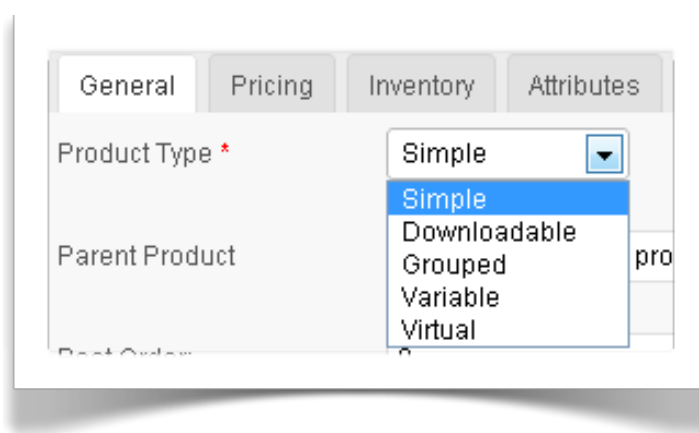
[Set featured image](#)

Product Type Options

Discussion

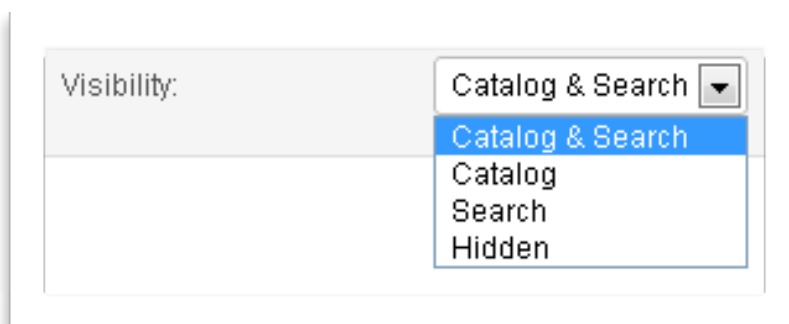
General

- **Simple** - Simple products have no specific Product Type Options. It is the most basic product available in Jigoshop.
- **Downloadable**- Allow your customers to download a file after successfully purchasing a product.
- **Grouped** - Grouped products display several products on one page. For example, if you are selling sound system components - you can have a grouped product and sell the speakers, tweeters and subwoofers all from the same page.
- **Variable** - Variable products allow you to sell a product of several variations that can have different weight and SKU settings. For example, a shirt with multiple sizes and colors.
- **Virtual** - Virtual products are essentially a Simple product with no shipping fees charged. This can be a Gift Card or a Service, for example.
- **Parent Product** - Only Grouped Products will be listed here. Choose the Grouped Product you wish for the product you're editing to be a part of. So that when visiting the parent product, your product will be listed under it. See screenshot below for an example of a parent product (Grouped Product):



- **Post Order** - If you've set the Catalog Sort Order By to Product Post Order, then use this field to assign a numerical value for the order the products should be displayed in on Shop, Category and Tag pages.
- **Summary** - A quick description to encourage customers to purchase the product. This field will display next to the price and add to cart buttons on the single product page.
- **SKU** - Only shown if SKU is enabled from the General settings. This is a stock keeping unit for your product. Assigning this will show the SKU on the front-end single product page. Leaving this blank, only the product ID will be used to identify the product.
- **Weight** - Only shown if Weight is enabled from the General settings. Optionally assign a weight for your product that will display on the front-end single product page. This field can also be used in conjunction with our premium Table Rates Extension.

- **Featured** - Setting this to 'Yes' will let you use our featured shortcode to display all featured products on any page.
- **Visibility** - Choose from four options.

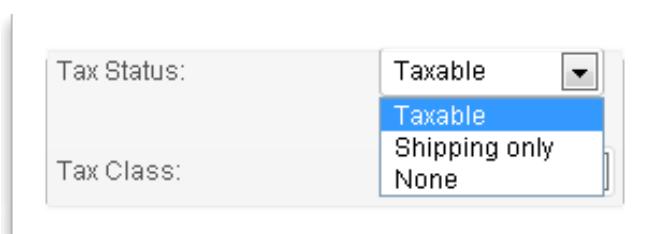


A screenshot of a form field labeled "Visibility:". The dropdown menu is open, showing four options: "Catalog & Search" (highlighted in blue), "Catalog", "Search", and "Hidden".

- **Catalog & Search** - Allows the product to be viewed from both the normal Shop page (catalog) and any search features.
- **Catalog** - Only view the product from the Shop page (catalog), does not allow product to be searched for.
- **Search** - Does not display the product on the Shop page (catalog), but allows it to be viewed in search results. Will prevent users from accessing the product directly.
- **Hidden** - Prevent the product from displaying and showing up in search results on the front-end. Will prevent users from accessing the product directly.

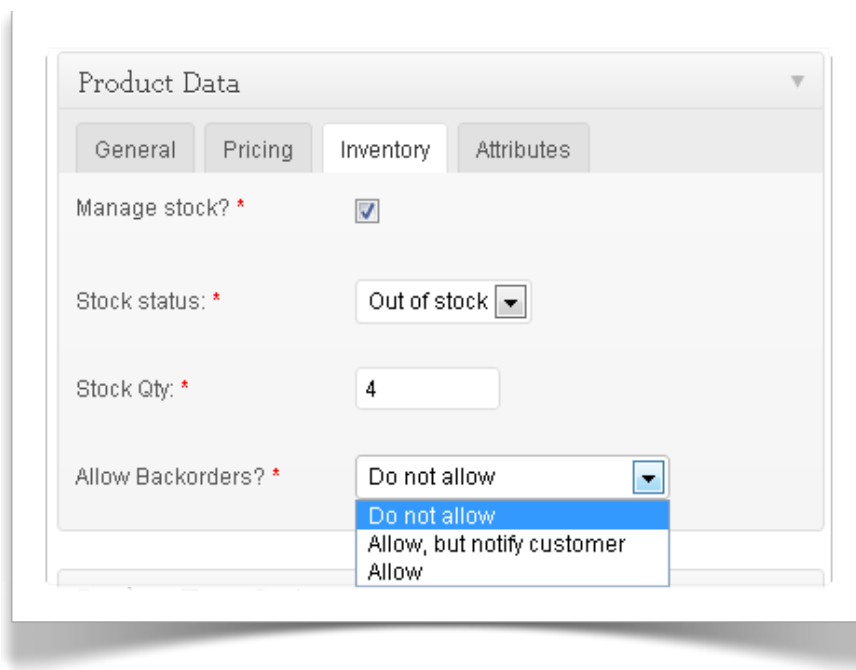
Pricing

- **Regular Price** - Set the product's numerical price to charge your customers. Eg, 10.24
- **Sale Price** - Displays the regular price crossed out, with the sale price paid for a product.
- **Sale Price Dates** - Start and end dates the sale will last for.
- **Tax Status** - You can choose to allow this product to be taxed, or just it's shipping, or not taxed at all.
- **Tax Class** - Choose from the tax classes you've setup at the Tax settings page.



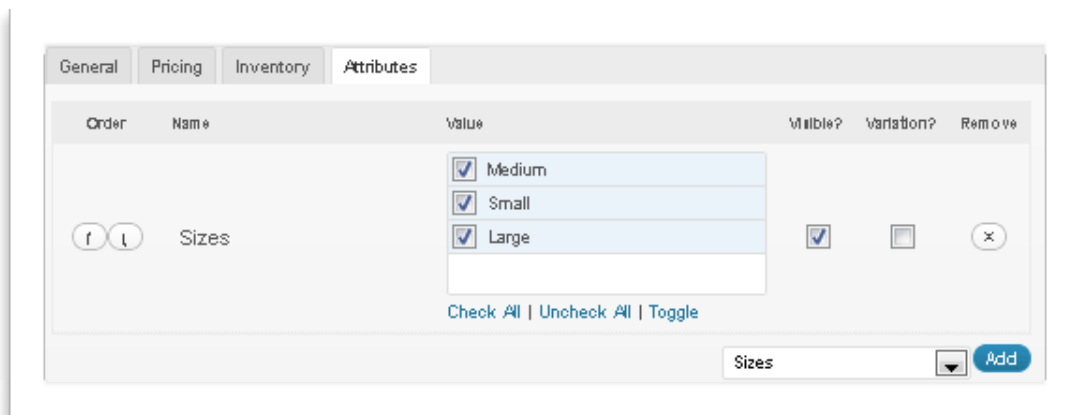
A screenshot of a form showing two dropdown menus. The first is labeled "Tax Status:" and has "Taxable" selected (highlighted in blue). The second is labeled "Tax Class:" and has "None" selected (highlighted in blue). The other options in the Tax Status menu are "Taxable", "Shipping only", and "None".

Inventory



- **Manage stock?** - Whether or not you want to manage the inventory for this product
- **Stock status** - "Out of Stock" or "In Stock"
- **Stock Qty** - How much stock do you have available of this product?
- **Allow Backorders?**
 - "Do not allow" - Will prevent a customer from purchasing a product that is out of stock
 - "Allow" - Will not show the customer a message when they purchase a product

Attribute



Order	Name	Value	Visible?	Variation?	Remove
	Sizes	<input checked="" type="checkbox"/> Medium	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="x"/>
		<input checked="" type="checkbox"/> Small			
		<input checked="" type="checkbox"/> Large			
Check All Uncheck All Toggle					
					Sizes <input type="button" value="Add"/>



- **Visible** - Displays an "Additional Information" tab on the single product page, next to "Description", containing the attribute you've assigned Visible
 - For example, using the settings from the above screenshot, the following will display:
- **Variation** - This checkbox can only be used with "Variable" type products. Enabling it allows the attribute to be further configured. More information can be found on the Configurable Products guide.