

How to add New Products and their Image

GTP iCommerce CMS Instructions on
Adding Products and Uploading
Images



Step 1.

- Login to CMS
 - <https://cms.gtp-icommerce.com.au/whichCMS.php>
- Once Logged In
 - Go to the products tab – the first tab on the left hand side
- Click on add new product in the drop down menu

Click on the new product link

The screenshot shows the gtp icommerce admin dashboard. At the top is a navigation bar with tabs for Products, Images, Orders, Reports, Affiliate, Contacts, Emails & SMS, Web Pages, Config, and How To's. The 'Products' tab is selected, and a sidebar menu is open. The sidebar menu has three main sections: 'Products', 'View Products....', and 'Manage Database'. Under 'Products', there are three items: 'View All Products', 'Add a New Product', and 'Search for a Product'. Under 'View Products....', there are six items: 'By Brand', 'By Brand', 'By On Special', 'By Show On Website', 'By Subsubcat', and 'By Products without Images'. Under 'Manage Database', there are five items: 'Import Products', 'Export Products', 'Update Prices/Stock Levels', 'Export Backed Up Products', and 'Export Product Commissions'. A yellow callout box with a red arrow points to the 'Add a New Product' link. To the right of the sidebar, there is a main content area with a header 'How to Add Products - Copying Across From Vegetal Site' and a sub-header 'How To Add Products'. Below the sub-header, there is a paragraph of text, a link 'Click to watch video', and two links 'Add New Story' and 'Edit This Story'.

Click on the new product link

Step 2.

Add Product Details

Products | Images | Orders | Reports | Affiliate | Contacts | Emails & SMS | Web Pages | Config | How To's

iCommerce

List By Category | List By Brand | List By Special | Add Product

Current ID:

Brand: ▼

Category: ▼

Subcategory: ▼

Name:

Description:

Editor Size: Small Medium Large

GST Type: ▼

GST: Add GST Remove GST

If GST is included in the price shown - Check the checkbox.
If GST is NOT INCLUDED in the price shown then leave the checkbox unchecked

P R I C E S	Price Name	Price Value	Set Custom	Commission Type	Commission Value	Use Default	Default Commission
	Standard	0.00	<input type="radio"/>	\$ ▼	0.00	<input checked="" type="radio"/>	-
	Classic	0.00	<input type="radio"/>	\$ ▼	0.00	<input checked="" type="radio"/>	-
	Deluxe	0.00	<input type="radio"/>	\$ ▼	0.00	<input checked="" type="radio"/>	-

Related Products

Weight:

Balloons:

Chocolates:

Teddy Bears:

Wine:

Gourmet Baskets:

Baby Baskets:

Colours:

Price Range:

Title Override:

Show On Website:

Image Available:

New Item:

Out Of Stock:

Stock Level:

Order on Site:

Add the Product

Related Products	
Weight	
Balloons	
Chocolates	
Teddy Bears	
Wine	
Gourmet Baskets	
Baby Baskets	
Colours	
Price Range	
Title Override	

Show On Website

Image Available

New Item

Out Of Stock

Stock Level

Order on Page

On Special

Special Starts Day Month 2013

Special Ends Day Month 2013

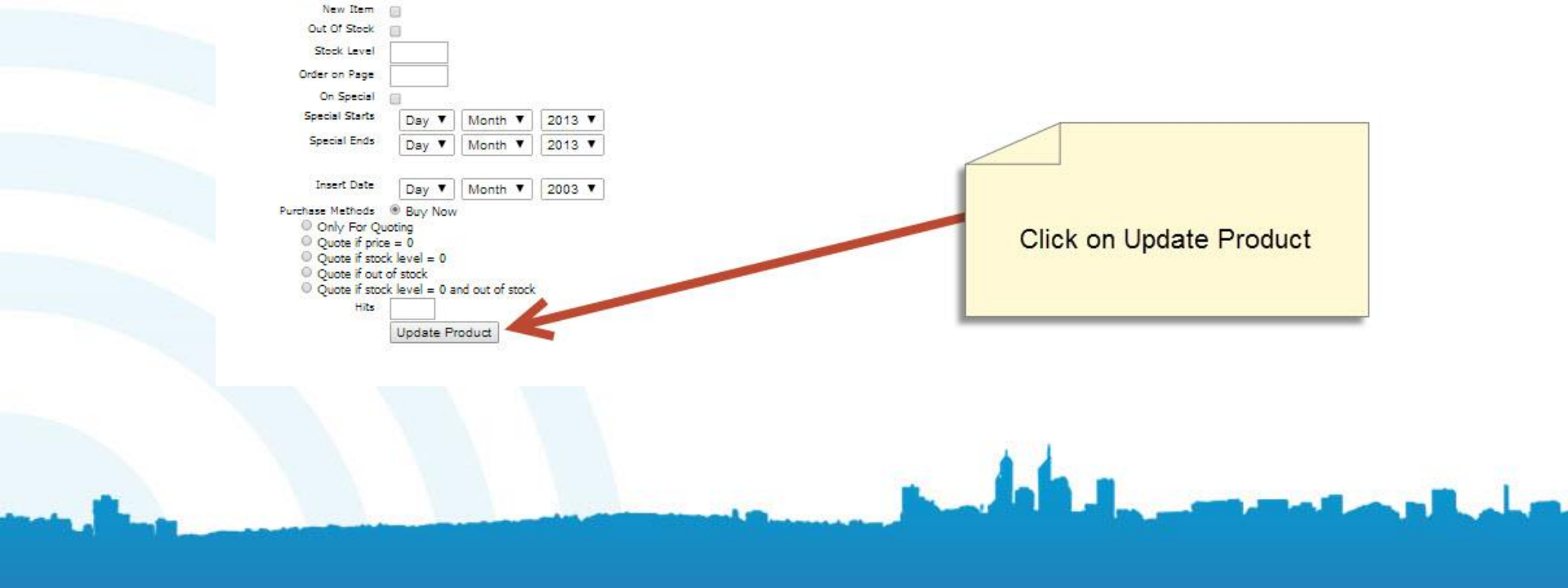
Insert Date Day Month 2003

Purchase Methods Buy Now

- Only For Quoting
- Quote if price = 0
- Quote if stock level = 0
- Quote if out of stock
- Quote if stock level = 0 and out of stock

Hits

Click on Update Product



Step 3.

iCommerce

EDIT PRODUCT ID: 025

Upload Categories: Use By Brand | Use By Special | Use By Name | Use By Price | Use By Product Line

Current ID: 025 - Change to New ID Code

Brand:

Category:

Subcategory:

Name:

Description:

Color Size: Small Medium Large

Gift Type:

Gift: Add GST Remove GST

GST is included in the price shown - Check the checkbox
 GST is NOT INCLUDED in the price shown then leave the checkbox unchecked

Price Name	Price Value	Set Colors	Commission Type	Commission Value	Use Default	Default Commission
Standard	112.00	<input type="checkbox"/>	\$	0.00	<input checked="" type="checkbox"/>	-
Classic	120.00	<input type="checkbox"/>	\$	0.00	<input type="checkbox"/>	-
Deluxe	148.00	<input type="checkbox"/>	\$	0.00	<input type="checkbox"/>	-

Related Products:

Weight:

Dimensions:

Characteristics:

Yield:

Wine:

Summed Benefits:

Gift Details:

Return:

Price Range: -

Title Overview:

Show On Website:

Image Details:

View Size:

Cut Of Bars:

Steel Level:



Order on Page:

On Special:

Special Start:

Special End:

Click on the Upload New Image text

UPLOAD NEW IMAGE



Adding the Image

Is your image not changing after you have uploaded it?
 Hold down the 'Shift' key and right click in the window (where there is white space) and choose 'This Frame' > 'Reload Frame' for Firefox or hold down the 'Ctrl' key and right click in the window and choose 'Refresh' for Internet Explorer to view the correct image.

D25

To upload an image to the GTP server, select the image from your hard disk by clicking on **Browse...**

Once the file has been selected click on **Upload Now**

No Current Main Product Image

Location No file chosen


Add New Accompanying Product Image

'Browse' and 'Upload' to ADD a new accompanying product image

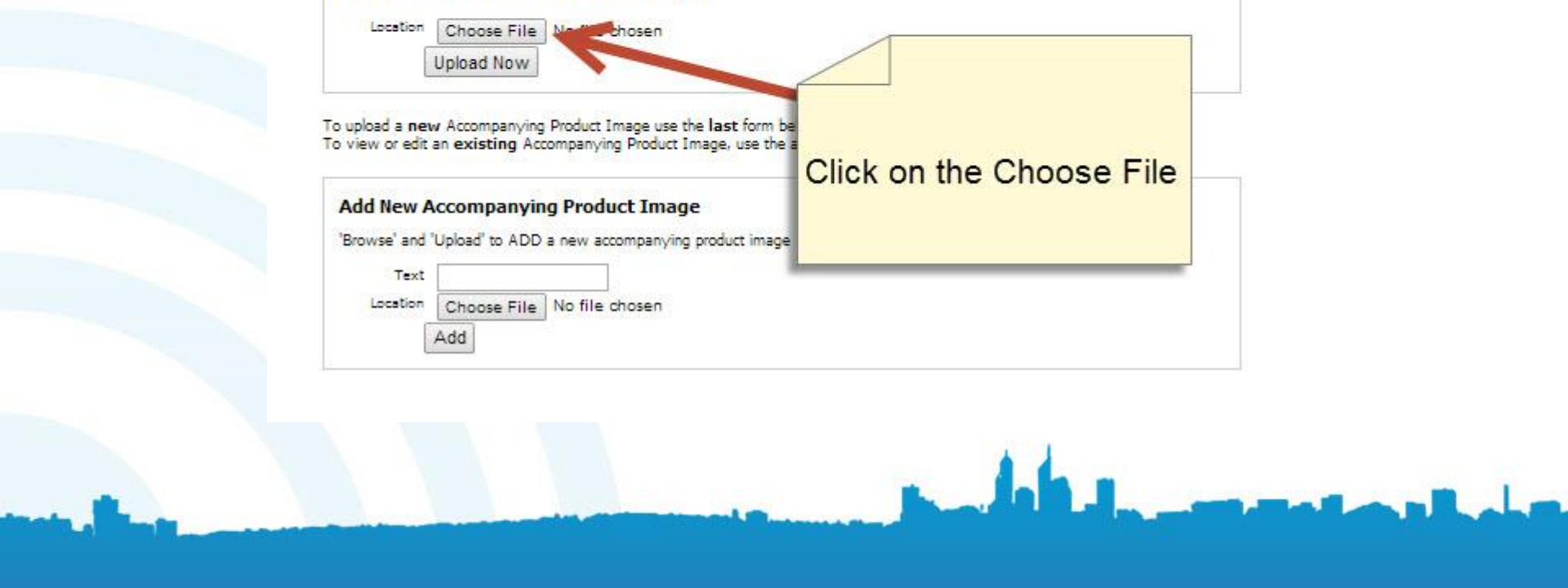
Text

Location No file chosen

Click on the Choose File



To upload a **new** Accompanying Product Image use the **last** form below
 To view or edit an **existing** Accompanying Product Image, use the **edit** form below



Choose the Image

The screenshot shows a Windows Explorer window titled "Open" with the address bar displaying "Computer > New Volume (F:) > Dropbox > Clients > P > Perth Florist Direct". The window shows a grid of image thumbnails. A red arrow points from a yellow callout box to one of the thumbnails. The callout box contains the text "Choose the image that you want".

UPLOAD PRODUCT

Choose the image that you want

Upload the Image

Is your image not changing after you have uploaded it?
Hold down the 'Shift' key and right click in the window (where there is white space) and choose 'This Frame' > 'Reload Frame' for Firefox or hold down the 'Ctrl' key and right click in the window and choose 'Refresh' for Internet Explorer to view the correct image.

D25

To upload an image to the GTP server, select the image from your hard disk by clicking on **Browse...**

Once the file has been selected click on **Upload Now**

No Current Main Product Image

Location 23-07-2013 1...0-49 AM.jpg

To upload a **new** Accompanying Product Image use the **last** form below
To view or edit an **existing** Accompanying Product Image, use the appropriate list

Add New Accompanying Product Image

'Browse' and 'Upload' to ADD a new accompanying product image

Text

Location No file chosen

Click Upload Now

Make sure the Product is active

Editor Size Small Medium Large
 GST Type
 GST Add GST Remove GST
 If GST is included in the price shown - Check the checkbox
 If GST is NOT INCLUDED in the price shown then leave the checkbox unchecked

PRICE	Price Name	Price Value	Set Custom	Commission Type	Commission Value	Use Default	Default Commission
	Standard	79.00	<input checked="" type="radio"/>	\$	0.00	<input type="radio"/>	-
	Classic	89.00	<input type="radio"/>	\$	0.00	<input checked="" type="radio"/>	-
	Deluxe	116.00	<input type="radio"/>	\$	0.00	<input checked="" type="radio"/>	-

Related Products
 Weight
 Balloons
 Chocolates
 Teddy Bears
 Wine
 Gourmet Baskets
 Baby Baskets
 Colours
 Price Range
 Title Override
 Show On Website
 Image Available
 New Item
 Out Of Stock
 Stock Level
 Order on Page
 On Special
 Special Starts
 Special Ends
 Insert Date
 Purchase Methods Buy Now
 Only For Quoting
 Quote if price = 0
 Quote if stock level = 0
 Quote if out of stock
 Quote if stock level = 0 and out of stock
 Hits

Make sure the Show on Website box is ticked

Step 4.

Check the Website

Florists & Flowers Perth

Perth Florist Direct
Flower & Gift Hampers
for all occasions

Fast Same Day Delivery
08 9381 3593

[View Basket](#)

Flowers
Arrangements
Bouquets
Celebration
Christmas
Gift Baskets
Im Very Sorry
New Baby
Plants
Roses
Sympathy

Gift Hampers
Chocolate
Fruit

Extras
Balloons
Chocolates
Teddy Bears
Wine

Traditional Pot Arrangement



Check that the product has been added onto the website

Traditional Pot Arrangement

Order code: D27-1

- Standard: \$120.00 AUD
- Classic: \$135.00 AUD
- Deluxe: \$149.00 AUD

Add a Gift with Your Flowers

Balloons: Not Required
Chocolates: Not Required
Teddy Bears: Not Required
Wine: Not Required

[Customer Menu](#) [Back](#)

Search Products >> [GO!](#)

Contact Details
Ph: 08 9381 3593
[Email Us](#)



Step 5.

Viewing the Product List

The screenshot shows a product management dashboard with a top navigation bar containing: Products, Images, Orders, Reports, Affiliate, Contacts, Emails & SMS, Web Pages, Config, and How To's.

The main content area is titled "Products" and includes several sections:

- Search:** View All Products, Add a New Product, Search for a Product.
- View Products....:** By Brand, By On Special, By Show On Website, By Subsubcat, By Products without Images, By Out of Stock.
- Manage Database:** Import Products, Export Products, Update Prices/Stock Levels, Export Backed Up Products, Export Product Commissions, Transfer Products.
- Product Ordering:** Category Ordering, Subcategory Ordering.

A yellow callout box with the text "Click on View All Products" has an arrow pointing to the "View All Products" link in the Search section.

Below the main content area, there are form fields for:

- Editor Size: Small Medium Large
- GST Type: Goods
- GST: Add GST Remove GST

A note below the form fields states: "If GST is included in the price shown - Check the checkbox. If GST is NOT INCLUDED in the price shown then leave the checkbox unchecked."

The "PRICES" section contains a table with the following data:

	Price Name	Price Value	Set Custom	Commission Type	Commission Value	Use Default	Default Commission
	Standard	0.00	<input type="radio"/>	\$	0.00	<input checked="" type="radio"/>	-
	Classic	0.00	<input type="radio"/>	\$	0.00	<input checked="" type="radio"/>	-
	Deluxe	0.00	<input type="radio"/>	\$	0.00	<input checked="" type="radio"/>	-

Below the table is a "Related Products" section with a list of categories and empty input fields:


- Weight
- Balloons
- Chocolates
- Teddy Bears
- Wine
- Gourmet Baskets
- Baby Baskets
- Colours
- Price Range
- Title Override

At the bottom, there are checkboxes for "Show On Website" and "Image Available", both of which are currently unchecked.

Subcategory Selection

There are 199 products in the database

Category	Category Description	Subcategory	Category » Subcategory Description	Prices	# of Products
Extras	Edit	Balloons	Edit	Edit	5
		Chocolates	Edit	Edit	3
		Teddy Bears	Edit	Edit	2
		Wine	Edit	Edit	4
Flower	Edit	Arrangements	Edit	Edit	60
		Bouquets	Edit	Edit	35
		Celebration	Edit	Edit	7
		Christmas	Edit	Edit	3
		Gift Baskets	Edit	Edit	12
		Im Very Sorry	Edit	Edit	2
		New Baby	Edit	Edit	11
		Plants	Edit	Edit	10
		Roses	Edit	Edit	31
		Sympathy	Edit	Edit	8
gift baskets	Edit	gourmet hampers	Edit	Edit	2
Gift Hampers	Edit	Chocolate	Edit	Edit	1
		Fruit	Edit	Edit	3



Click on the subcategory where
the product will be located

Product list

There are 27 products in this category

ID	Name	SKU	Brand	Weight	Units	Stock On Hand	On Special	Price	ADD On
0041	Yellow Bouquet	Ty 0041-001-000	Floral Dr. Australia	Yes	10	0	Yes	ADD On	
0042	Yellow Heart Teal Bouquet	Ty 0042-001-000	Floral Dr. Australia	Yes	10	0	Yes	ADD On	
0043	Red Bouquet	Ty 0043-001-000	Floral Dr. Australia	Yes	10	0	Yes	ADD On	
0044	Orchid Floral Bouquet	Ty 0044-001-000	Floral Dr. Australia	Yes	10	0	Yes	ADD On	
0045	Orange Bouquet	Ty 0045-001-000	Floral Dr. Australia	Yes	10	0	Yes	ADD On	
0046	Wooden Bouquet	Ty 0046-001-000	Floral Dr. Australia	Yes	10	0	Yes	ADD On	
0047	Waterproof Bouquet	Ty 0047-001-000	Floral Dr. Australia	Yes	10	0	Yes	ADD On	
0048	Cherry White Bouquet	Ty 0048-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0049	Light Purple Bouquet	Ty 0049-001-000	Redd Flower Delivery	Yes	10	0	Yes	ADD On	
0050	Spring Bouquet	Ty 0050-001-000	Redd Flower Delivery	Yes	10	0	Yes	ADD On	
0051	Seasonal Bouquet	Ty 0051-001-000	Redd Flower Delivery	Yes	10	0	Yes	ADD On	
0052	Round Bouquet	Ty 0052-001-000	Redd Flower Delivery	Yes	10	0	Yes	ADD On	
0053	Delicate Scandal Mini	Ty 0053-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0054	Floral Crown Bouquet	Ty 0054-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0055	Seasonal Bouquet	Ty 0055-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0056	Delicate Mini Bouquet in Seasonal Bouquet	Ty 0056-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0057	Floral Crown Christmas Bouquet	Ty 0057-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0058	Floral Crown Topical Bouquet	Ty 0058-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0059	Ballon Bouquet	Ty 0059-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0060	Spring Heart Teal Bouquet	Ty 0060-001-000	Redd Flower Delivery	Yes	10	0	Yes	ADD On	
0061	Orchid and Lily Bouquet	Ty 0061-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0062	Orchid Lily Bouquet - Red	Ty 0062-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0063	Orchid Lily Bouquet - White	Ty 0063-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0064	Orchid Lily Bouquet - Yellow	Ty 0064-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0065	Rose and Anemone Mini	Ty 0065-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0066	Seasonal Bouquet - Orchid	Ty 0066-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0067	Seasonal Bouquet - Lily	Ty 0067-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0068	Seasonal Bouquet - Pink	Ty 0068-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0069	Soft and Sweet Pink Bouquet	Ty 0069-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0070	Topical Bouquet - Purple	Ty 0070-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	
0071	Topical Bouquet	Ty 0071-001-000	Redd Flower Delivery	Yes	0	0	Yes	ADD On	

Click on the name of the product

- Products can be edited from here

End of Presentation

- GTP iCommerce Support
- Email support@gtp.com.au
- <http://gtpsupport.gtp-icommerce.com.au>
- Ph: 1300 853 533

- www.gtp-icommerce.com
- www.gtphub.com

