

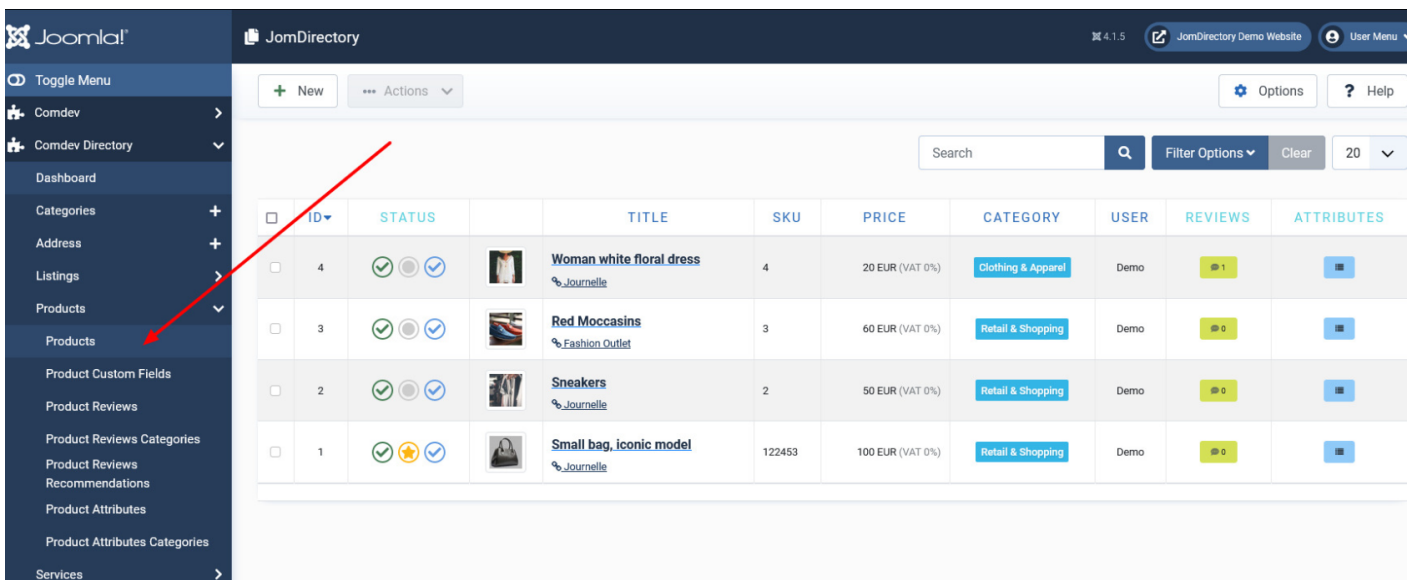
# Products

## Overview

Each listing can have as many products as you need. Products can be found on the "Products" tab of each Listing item on the frontend of the website

## Access Products section of JomDirectory

You can access Products section of JomDirectory by clicking on the Products item in the Sidebar as seen on the following screenshot



### Screen 1: Products screen

The following table explains the different options seen on the screen.

<b>New</b>	Creates a new Product entry.
<b>Edit</b>	Provides the edit mode to make changes to the existing product.
<b>Publish</b>	Publishes the created product entry.
<b>Unpublish</b>	Removes the entry from the list of published product entries
<b>Archive</b>	Archives products entries that are not used anymore.







	Status	Select the required status. <ul style="list-style-type: none"> <li>• Published</li> <li>• Unpublished</li> <li>• Trashed</li> <li>• Archived</li> </ul>
	Created by	Select the user who created the listing.
	Access	Provide the access level for the listing. <ul style="list-style-type: none"> <li>• Guest</li> <li>• Public</li> <li>• SuperUsers</li> <li>• Registered</li> <li>• Special</li> </ul>
	Date created	Select the date when the listing was created. You can select a future date for publishing the listing as well.
	Publish Up	Select a date when you want to publish the listing. Here too, you can schedule to post the listing at a future date.
	Publish down	Select a date when the listing should stop being published.
	Modified Date	Select a date when the listing was modified.
	ID	This is an auto-generated field.

## Custom Fields tab

This tab includes all the custom fields created for a particular category. If the custom field is not applied to a specific category, it can be seen for all categories when creating a listing. The following image shows the Custom Fields tab screen.

### Screen 3: Custom Fields tab

For more information about creating custom fields, see [Custom Fields](#).

## Images tab

This tab includes information about images and videos attached to the listing. Before you can add images to the product, you must save your product at least once. This ensures that all the other data you have filled for the product does not disappear after the images are added.

The Images tab can be seen as shown in the following image:

Save

Save & Close

Save & New

Save as Copy

Close

Details

Custom Fields

Images

YouTube Video

Availability Calendar

Metadata

Rules

Upload


DRAG & DROP FILES HERE...

Upload Into:

SLIDESHOW

Add available images & attachments

IMAGES



Slideshow

Title


pexels-photo-7679889.jpeg

Group

Slideshow

Description

Saved



Slideshow

Title


pexels-photo-1850595.jpeg

Group

Slideshow

Description

Saved



Slideshow

Title


pexels-photo-1303082.jpeg

Group

Slideshow

Description

Saved



Gallery

Title

pexels-photo-1666065.jpeg

Group

Gallery

Description

Saved

Featured

Approved

Phone

+44186223232111

Mobile

Webpage

http://jewelleryw.com

Facebook

Define email

Default

Specific email

Status

Published

Language

All

Access

Public

Created by

Demo

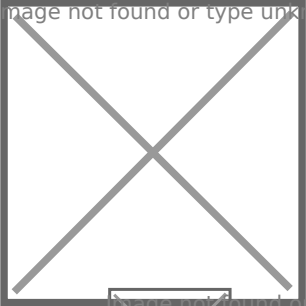

Screen 4: Images tab


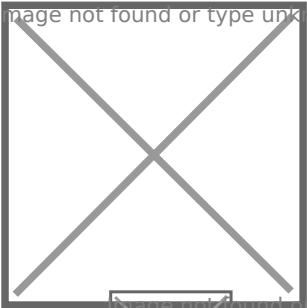

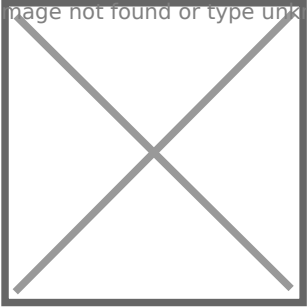
To set the Order of the images (which one displayed first) drag and drop images to switch positions.

The first image in the gallery is used as the image thumbnail for the product.

Provide the options as shown in the following table.

Images	Add file area	Add Files	Click to select the image that needs to be uploaded.
		Drag & Drop Files Here	Drag a bunch of images to this area to upload multiple images.

		Upload Into	<p>Select which category the image falls under:</p> <ul style="list-style-type: none"><li>• Slideshow - detailed view main gallery</li><li>• Gallery - in gallery tab</li><li>• Logo - displayed in sidebar under custom fields and over the image with transparency in listings page.</li></ul>
		Add available images & attachments	Click to add already uploaded images and attachments to this listing.
	<b>Images area</b>	Editing an Image	<p>The options are as seen in the following image: You can provide a title, select group where the image will be displayed. The groups include Slideshow, Gallery or Logo.</p> <p>Image not found or type unknown</p>  <p>Image not found or type unknown</p>  <p>Click the Delete icon to delete the image.</p>

	<b>Attachments area</b>		<div><div>Image not found or type unknown</div><div>Click the  Edit</div><div>icon to edit an attachment that is linked to the listing. The screen is as shown here:</div><div><div>Image not found or type unknown</div><div></div><div><div>Image not found or type unknown</div><div>Click the </div><div>Delete icon to delete the attachment.</div><div>Attachments are detected automatically based on file extension that's are allowed in Configuration .</div></div></div></div>
YouTube Video			<div>Provide the YouTube video URL in this field as shown in the following image.</div> <div><div>Image not found or type unknown</div><div></div></div>