

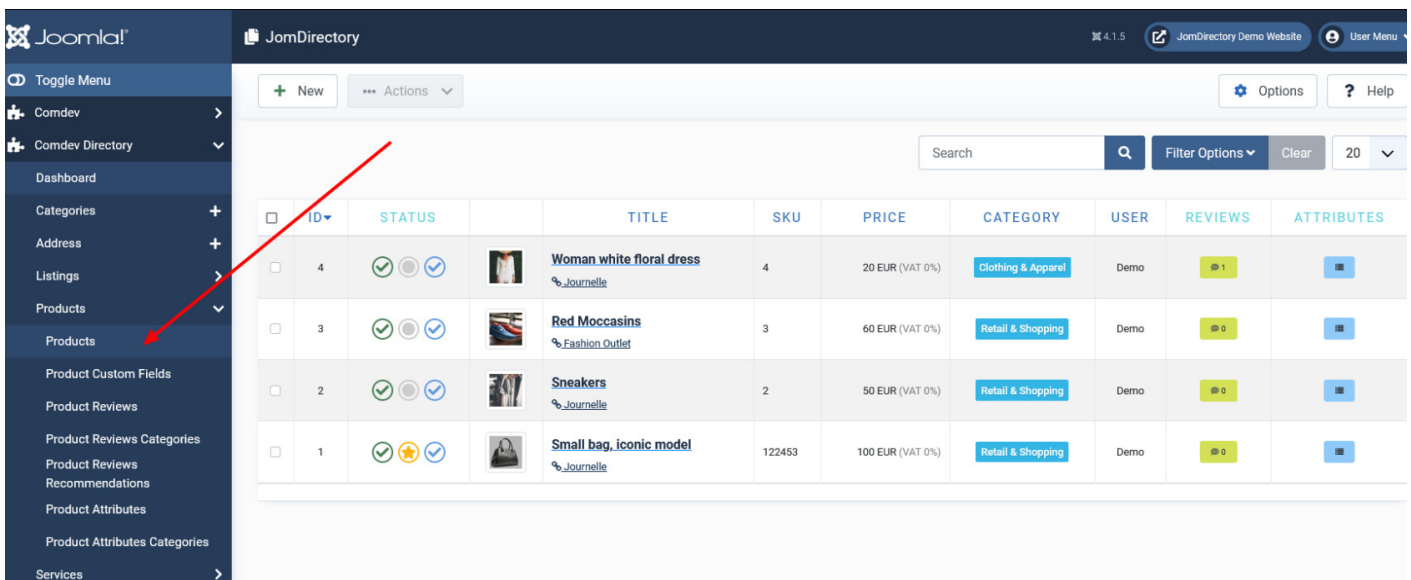
# Products

## 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.            |

|         |   |
|---------|---|
| Trash   | Deletes the product entry that is not required anymore. |
| Options | Naviagate to the options screen in JomDirectory.        |

# Creating A New Product

The following image shows the Products screen.

Home DashboardContentMenusComponentsUsersSystemHelp

Joomla!JomDirectory4.1.5JomDirectory Demo Website

SaveSave & CloseSave & NewCancel

New ListingCustom FieldsImagesYouTube VideoMetadataRules

Title \*New Product

AliasAuto-generate from title

Brand IDA & M Auto Mobile Services LTDCategory \*SelectSKUQuantity

TagsType or select some tags

Summary / Full Description [use read more button]

EditInsertViewFormatTableTools

CMS ContentBBIUParagraphParagraphSystem Font16px

P0 WORDS

Toggle Editor

Address

Price [EUR]

Previous Price [EUR]

Product VAT [0 %]

FeaturedNoYes

ApprovedNoYes

StatusPublished

LanguageAll

AccessPublic

Created bySelect a User

Date created

Publish Up

Publish down

Modified Date

# Edit Product

If you want to edit existing entries, you can either click the entry from the Product screen or select the checkbox next to the entry, and then click Edit.

This tab provides options to add title, description, select category, and other options for the Product as seen in the following image:

Home DashboardContentMenusComponentsUsersSystemHelp

Joomla!JomDirectory4.1.5JomDirectory Demo Website

SaveSave & CloseSave & NewCancel

New ListingCustom FieldsImagesYouTube VideoMetadataRules

Title \*New Product

AliasAuto-generate from title

Brand IDA & M Auto Mobile Services LTD

Category \*Select

SKU

Quantity

TagsType or select some tags

Summary / Full Description [use read more button]

EditInsertViewFormatTableTools

CMS Content

B

I

U

S

ParagraphParagraphSystem Font16px

P0 WORDS

Toggle Editor

Address

Price [EUR]

Previous Price [EUR]

Product VAT [0 %]

FeaturedNoYes

ApprovedNoYes

StatusPublished

LanguageAll

AccessPublic

Created bySelect a User

Date created

Publish Up

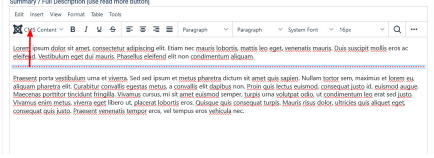
Publish down

Modified Date

Screen 2: Edit Product screen

The following table shows the options available:

|                   |          |  |
|-------------------|----------|--|
| Edit Listing area | Title    | Title for the Product.   |
|                   | Alias    | URL alias for “SEF/SEO” URL.   |
|                   | Category | Category where the product will be published.  |
|                   | Tags     | Provide the tags for the listing. Tags are integrated and maintained with Joomla Tags Component.   |
|                   | SKU      | Short for stock-keeping unit, SKU is a unique numerical identifying number that refers to a specific stock item in a retailer's inventory or product catalog. The SKU is often used to identify the product, product size or type, and the manufacturer. |

|                      |                            |   |
|----------------------|----------------------------|---|
|                      | Quantity                   | Quantity of that specific product in the warehouse  |
|                      | Brand ID                   | ID of the brand to which this product belongs   |
|                      | Summary / Full Description | <p>Provide a description for the product. You can create a short description as well a long description.</p>  <p>Icon</p> <p>In the above image, a tag appears when you click <b>Read More</b>. Any content above this tag is the <b>short description</b> while the entire content is the <b>long description</b>. Also, note that if there is no content after the <b>Read More</b> tag, the product description will be blank when users view the listing. Ensure that you have content after the <b>Read More</b> tag.</p> |
| Joomla Articles area | ArticleButton              | Click to select a relevant article. If an article is provided, it can be seen under the Details tab in the listing.   |
| Sidebar              | Price                      | Price of that specific Product  |
|                      | Previous Price             | Previous price of the Product. If exists, a previous price will be visible on the Product tab on the Frontend, showing the increase or decrease of the price  |
|                      | Product VAT                | VAT of the Product can be entered here  |
|                      | Featured                   | Enable to make the listing appear as featured listing.  |
|                      | Approved                   | Enable to approve the listing. Listing will not be published.   |
|                      | Language                   | Select the language for which the listing needs to appear for. <b>For multiple languages, you must create separate entries for each language.</b>   |

|  |               |  |
|--|---------------|--|
|  | 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

SAVE



Slideshow

Title


pexels-photo-1850595.jpeg

Group

Slideshow

Description

SAVE



Slideshow

Title


pexels-photo-1303082.jpeg

Group

Slideshow

Description

SAVE



Gallery

Title

pexels-photo-1666065.jpeg

Group

Gallery

Description

SAVE

Featured

No

Yes

Approved

No

Yes

Phone

+44186223232111

Mobile

Webpage

http://jewelleryw.com

Facebook

Define email

Default

Specific email

Status

Published

Language

All

Access

Public

Created by

Demo

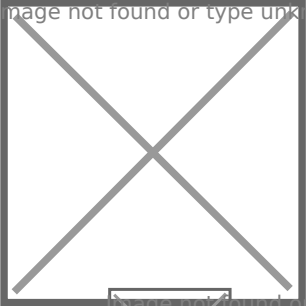

Screen 4: Images tab



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