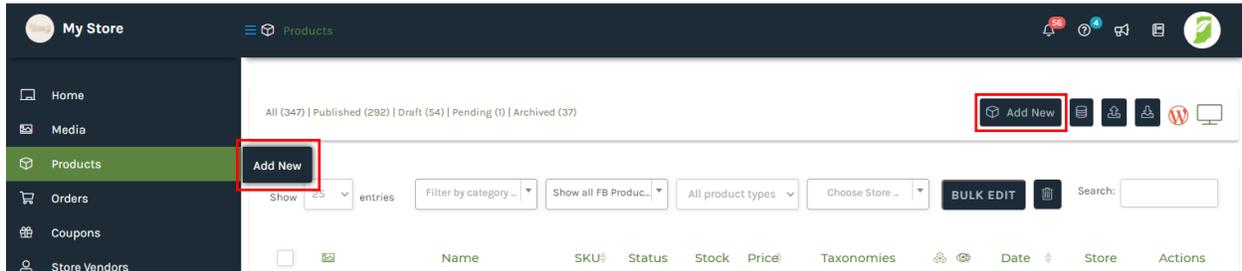


## How to Upload, Edit and Submit Products

On the products tab, you can add products to your store and manage your product inventory.

In “My Store”, click “Products” highlighted in green below. Hover over the Products button to click “Add New” or find the Add New button at the top right, both outlined in red below.



The products tab shows you all products listed in your store, including product image(s), product name, SKU, status (pending, draft, published), stock, price, taxonomies (categories), type of product (simple or variable), views (number of times your product has been viewed), date, store name, and actions.

The images below show how each action button allows you to alter your product.



## Adding Products to Your Store

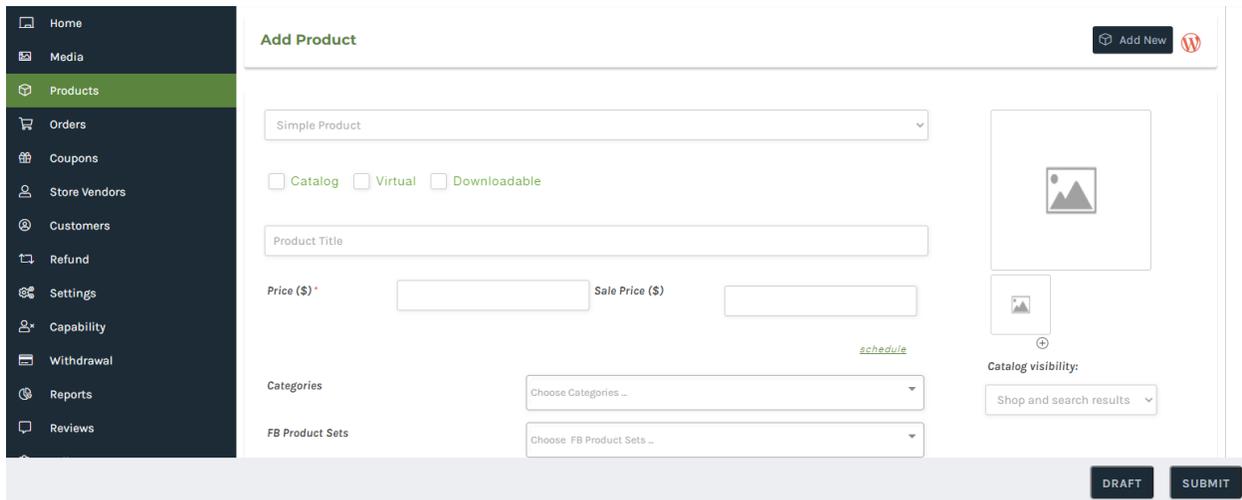
You can add simple and variable products to your store. A simple product is one unique product. A variable product is one type of product that is available in multiple scents or colors, for example.

## Adding Simple Products

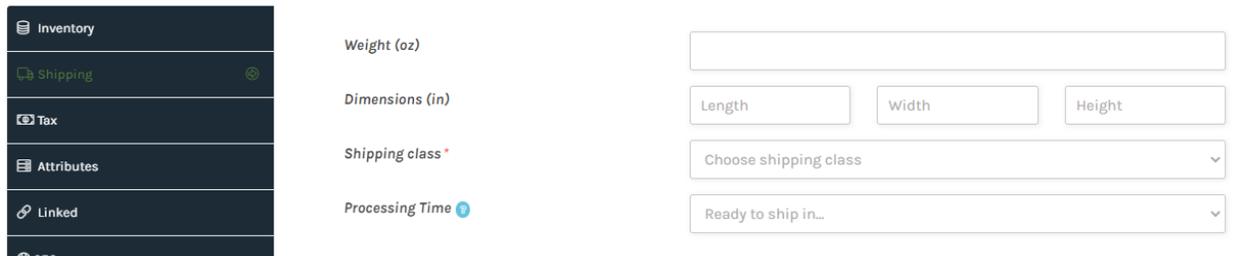
Make sure “Simple Product” is selected from the drop-down menu at the top of the page. You will then add a product title, price, category and photo(s). To add a second product photo, click the “+” button (circled in red below).



Make sure to add a short [product description](#). This is your opportunity to tell customers what problems your product solves, how the product will benefit them and what makes your product different from the competition.



Scroll down the page to find additional options for inventory, shipping and tax. Shipping is the most important section. You must select a shipping class for your product. Identify the shipping class that works best for you and your customers.



### Remember to Save Your Work

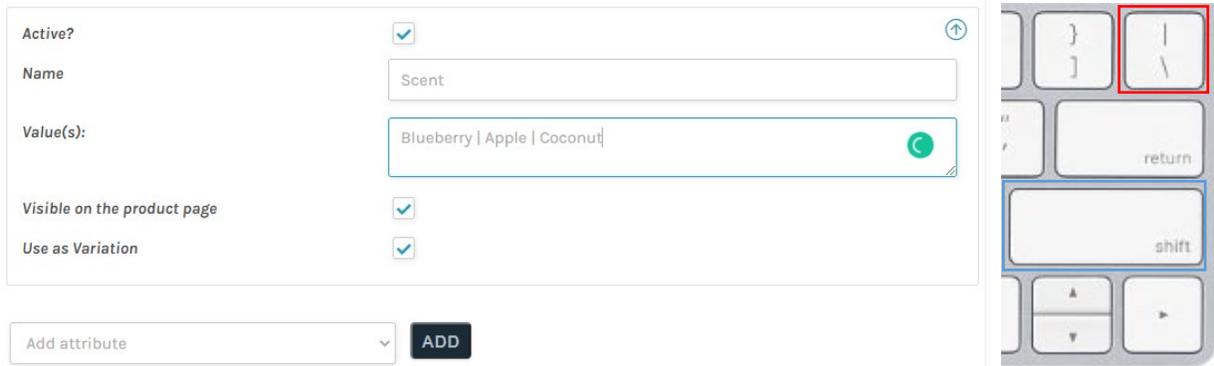
Click “Draft” to save your progress if you are not ready to submit for approval. Click “Submit” to submit your product for review. After you click Submit, the product status will be updated to “Pending”. All products are reviewed by Indiana Grown staff. Approved products will update to “Published” and will be live on the site.

### Adding Variable Products

Make sure “Variable Product” is selected from the drop-down menu at the top of the page. Follow the same steps above to add a title, price, photo(s), description, shipping, etc. After you select your shipping class, click on the “Attributes” tab. Click the “Add” button outlined in red to add a variable.



Name your variable attribute, like in the example below. In the “Value(s)” box, enter your product variables, like Blueberry | Apple | Coconut. You must separate the variables using the “|” symbol on your keyboard by holding **SHIFT** and **\ (backslash)**.

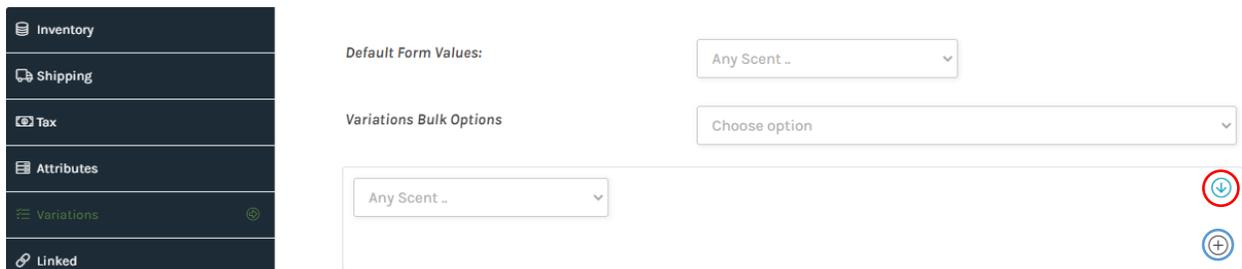


The screenshot shows a form for creating a new attribute. The form includes the following fields and options:

- Active?**
- Name**
- Value(s):**
- Visible on the product page**
- Use as Variation**

At the bottom of the form is a dropdown menu labeled "Add attribute" and an "ADD" button. To the right, a close-up of a keyboard highlights the backslash key (located between the right shift and right bracket keys) with a red box, and the left shift key with a blue box.

Next, click the “Variations” tab to the left. Here, you can edit the variations of your product. You can select a default variation to appear for the product. Tip: select the most popular variation as the default, like in the example below, where we chose Apple.

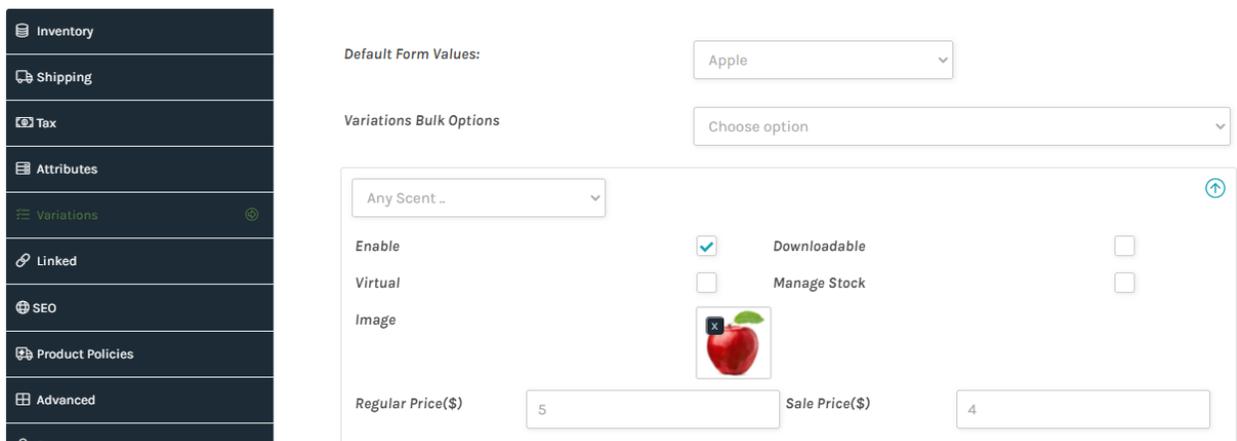


The screenshot shows the "Variations" tab selected in the left sidebar. The main content area displays the following settings:

- Default Form Values:**
- Variations Bulk Options:**

Below these settings is a dropdown menu with "Any Scent .." selected. To the right of this dropdown are two circular buttons: a blue down arrow (circled in red) and a blue plus sign (circled in blue).

Click the blue down arrow (circled in red above) to expand the rest of the options. Select your variation and add specific pricing, images and description. Then click the “+” button (circled in blue) to add a new variation. You can do this for all of your variations.



The screenshot shows the expanded variation configuration form. The settings are as follows:

- Default Form Values:**
- Variations Bulk Options:**

The expanded form includes the following fields and options:

- Enable**
- Virtual**
- Image**
- Downloadable**
- Manage Stock**
- Regular Price(\$)**
- Sale Price(\$)**

**Remember to Save Your Work!** Save as a draft or submit for review.

Still having trouble finding something? Let us know! Email our team at [indianagrown@isda.in.gov](mailto:indianagrown@isda.in.gov).