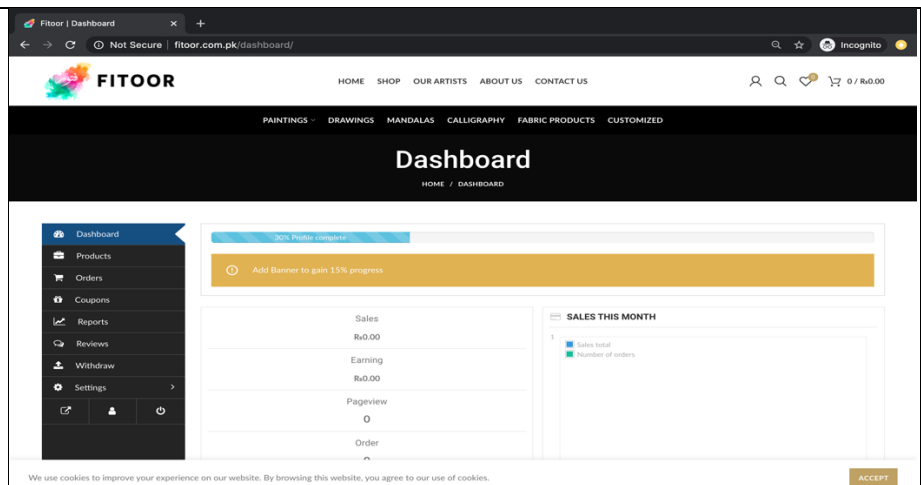


PRODUCT CREATION INSTRUCTIONS

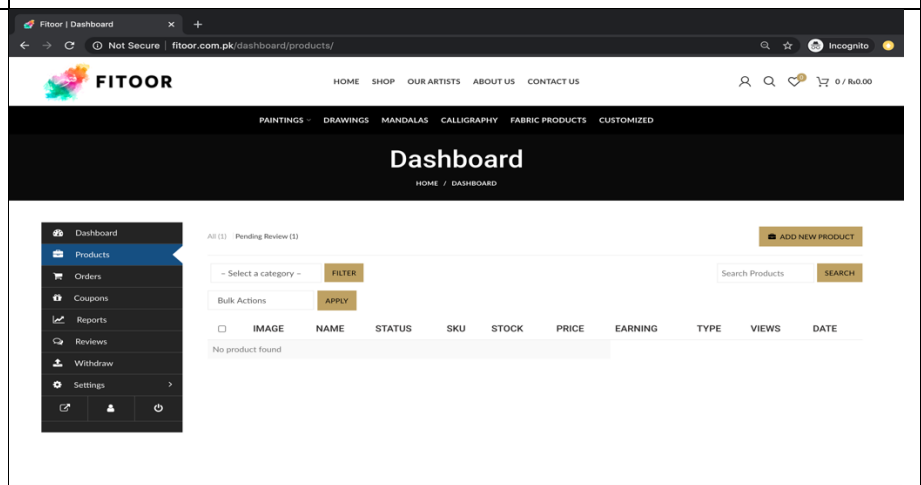
Note: Please use the web browser (**Google Chrome**) for smooth order management.

Once your account is verified, you will gain the selling account access and hence the warning will be removed.



1. Click on the **PRODUCT TAB**

The product library page will open



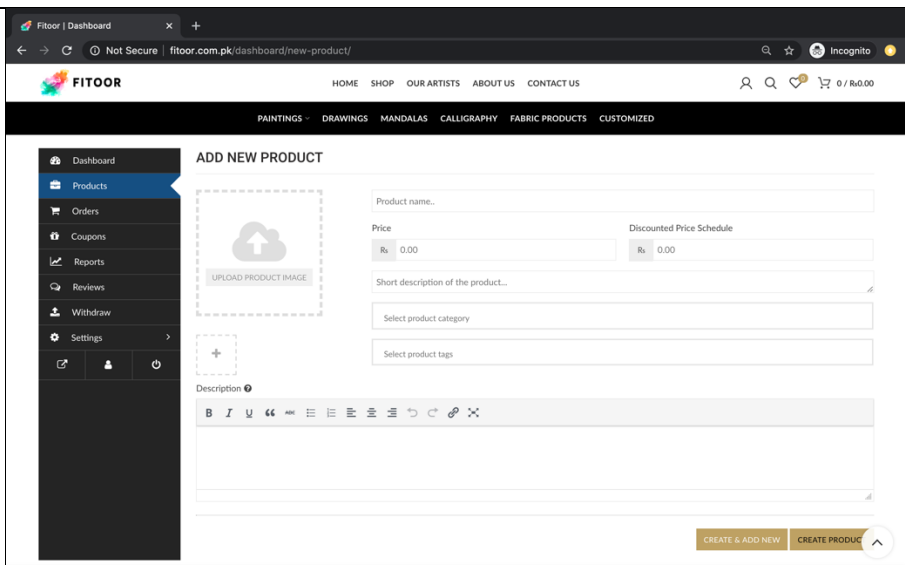
2. Click on **ADD NEW PRODUCT**

ADD NEW PRODUCT

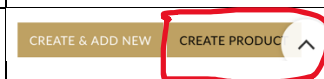
3. *Enter the initial information of the product

Fill In the following Information

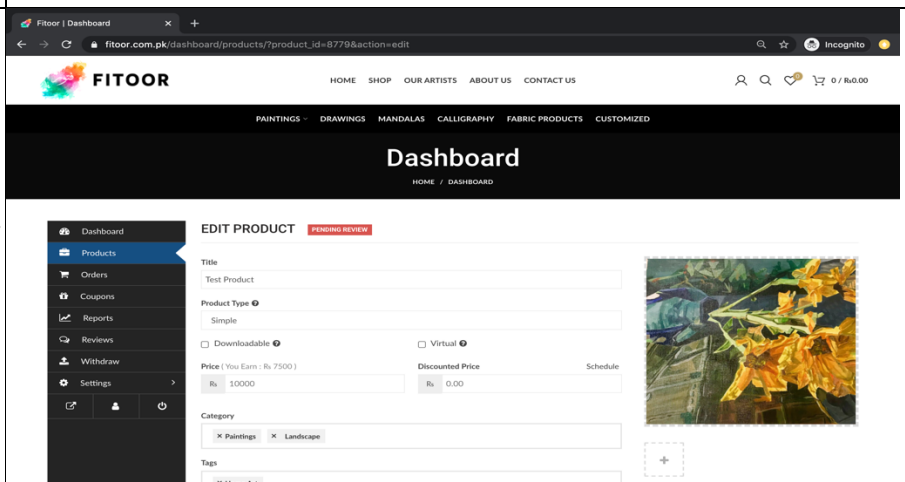
- Upload Product Pictures (Size 600px x 600px)
- Product Name
- Price (Leave empty the discounted price)
- Provide a short description to be displayed with the product.
- Select the category from the drop-down menu. (Select a subcategory too from the drop down after the parent category)
- Select the product tag for your product from the available options in the drop down.

The screenshot shows the 'ADD NEW PRODUCT' form in the Fitoor dashboard. The form includes fields for 'Product name', 'Price' (Rs. 0.00), 'Discounted Price Schedule' (Rs. 0.00), 'Short description of the product...', 'Select product category', and 'Select product tags'. There is an 'UPLOAD PRODUCT IMAGE' button and a rich text editor for the 'Description'. The left sidebar shows navigation options like Dashboard, Products, Orders, Coupons, Reports, Reviews, Withdraw, and Settings. The bottom right has 'CREATE & ADD NEW' and 'CREATE PRODUCT' buttons.

4. Proceed with the option of **CREATE PRODUCT**



5. This will take you to a detailed page for product information.

The screenshot shows the 'EDIT PRODUCT' page in the Fitoor dashboard. The form includes fields for 'Title' (Test Product), 'Product Type' (Simple), 'Downloadable' (checkbox), 'Virtual' (checkbox), 'Price' (Rs. 10000), 'Discounted Price' (Rs. 0.00), 'Category' (Paintings, Landscape), and 'Tags' (Home Art). There is a 'Schedule' button and a preview image of a painting. The left sidebar shows navigation options like Dashboard, Products, Orders, Coupons, Reports, Reviews, Withdraw, and Settings. The bottom right has 'CREATE & ADD NEW' and 'CREATE PRODUCT' buttons.

6. Create a **MOCKUP IMAGE** of your artwork placed on a wall by visiting the following link, <https://www.ohmyprints.com/index/455/de/WallApp>

Note: You need to add the image as the second image of your product.

7. On the new Page fill out the following field.

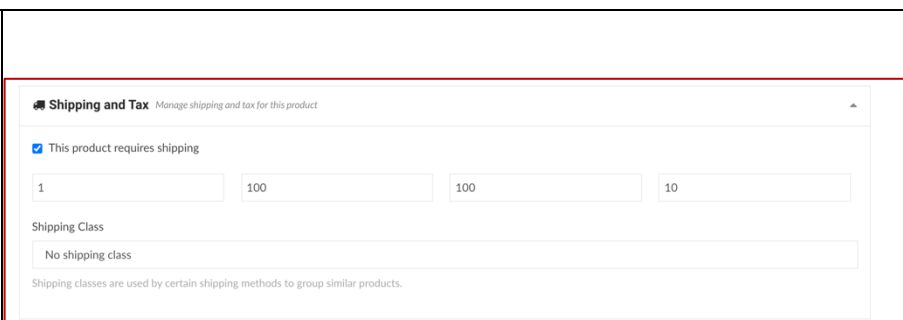
7.1 **SKIP** Inventory Field.

A close-up of the 'Inventory' field, which is highlighted with a red rectangle. The field is labeled 'Inventory' and has a small downward arrow icon.

7.2 *Fill the Shipping column with the product specs.

- Weight
- Length
- Height
- Width

Note: This information is necessary to ensure the efficient delivery of your goods.



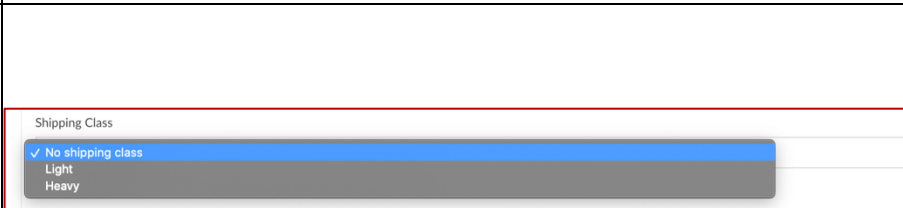
The screenshot shows the 'Shipping and Tax' section for a product. It includes a checkbox 'This product requires shipping' which is checked. Below this are four input fields with values 1, 100, 100, and 10. A 'Shipping Class' dropdown menu is set to 'No shipping class'. A note at the bottom states: 'Shipping classes are used by certain shipping methods to group similar products.'

7.3 Enter the shipping class

The shipping class is defined in two parts:

- **LIGHT** = For products that weight under **2 Kgs** (*only limited phone covers, tote bags & paintings without frame that are less than or equal to A3 size.)
- **HEAVY** = For products that weight above **2 - 10 Kgs**

Note: Please choose the shipping class wisely, because it will be the customer who will bear the shipping cost.



The screenshot shows a 'Shipping Class' dropdown menu. The options are 'No shipping class' (selected), 'Light', and 'Heavy'.

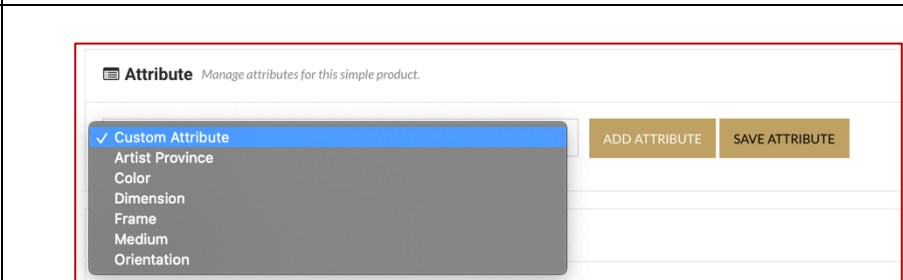
7.4 **SKIP** Linked Products Field.



The screenshot shows a 'Linked Products' field with a placeholder text 'Set your linked products for upsell and cross-sells'.

7.5 *Choose the attributes that apply to your products.

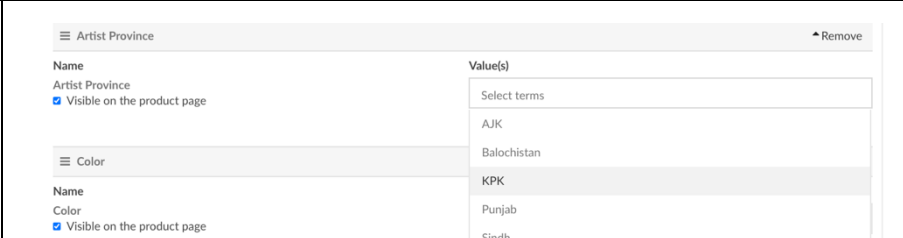
Note: This is to be done one by one



The screenshot shows the 'Attribute' section for a product. A dropdown menu is open, showing options: 'Custom Attribute' (selected), 'Artist Province', 'Color', 'Dimension', 'Frame', 'Medium', and 'Orientation'. To the right are 'ADD ATTRIBUTE' and 'SAVE ATTRIBUTE' buttons.

7.6 Select the relevant values for the attribute from the given drop down.

Note: For the DIMENSION attribute refer to the below size guide – provided at the end, to classify the right size for your customer.



The screenshot shows the 'Attribute' section for a product, specifically for the 'Artist Province' attribute. It displays a list of values: 'Select terms', 'AJK', 'Balochistan', 'KPK', 'Punjab', and 'Sindh'. The 'KPK' value is highlighted. A 'Remove' button is visible at the top right.

7.7 All the attributes once added will be listed like this.

Description about the attributes in mention in the attributes form – provided down below.

Attribute Manage attributes for this single product

Artist Province

Name

Artist Province

Visible on the product page

Value(s)

Select terms

SELECT ALL

SELECT NONE

Color

Name

Color

Visible on the product page

Value(s)

Select terms

SELECT ALL

SELECT NONE

Dimension

Name

Dimension

Visible on the product page

Value(s)

Select terms

SELECT ALL

SELECT NONE

Frame

Name

Frame

Visible on the product page

Value(s)

Select terms

SELECT ALL

SELECT NONE

Medium

Name

Medium

Visible on the product page

Value(s)

Select terms

SELECT ALL

SELECT NONE

Orientation

Name

Orientation

Visible on the product page

Value(s)

Select terms

SELECT ALL

SELECT NONE

Other Options Set your extra product options

Product Status

Pending Review

Visibility

Visible

Purchase Note

Customer will get this info in their order email

☒ Enable product reviews

SAVE P

7.9 Click **SAVE PRODUCT** to save your product in our inventory.

SAVE PRODUCT

7.10 After successful submission you will get the notification on the top bar.

EDIT PRODUCT

PENDING REVIEW

✓ Success! The product has been saved successfully.

Your Product is now into our system and shall be published after the store team approves it.

Attribute List

ATTRIBUTE	DISCRIPTION
ARTIST PROVINCE	The province that the artist belongs from.
COLOR	The key color that is highlighted in the painting, you can choose multiple colors.
DIMENSION	The sizing of the painting as per the size guide provided below.
FRAME	Tells weather the painting has the frame included or is without the frame.
MEDIUM	Tells about the material or classification of the product.
ORIENTATION	Tells about the canvas orientation.

Size Guide

<u>SIZE</u>	<u>AREA</u>
Small	Up to 200 square inches
Medium	Up to 700 square inches
Large	700 square inches+

- Square inches is calculated by multiplying length x width
- (L*W) in inches