



E-Basket – Items

You have to add an item before adding a product to it. For example if you are selling coats, the item information will contain general details common to all of your coats. The products are then added to the item, detailing the specific information for each coat such as cost, size, colour etc.

Add a New Item

1. Go to the 'Shopping Basket Admin – Add a New Item' page.
2. Enter a title.
3. Select a category to add your item to.
4. Optional. Select a relating category.
5. Type a small description (a couple of sentences).
6. Type a large description.
7. Optional. Add images. Click the browse button to find the image on your computer and select it.

With the Image Resizer On

If you have the image resizer turned on, you will see four image boxes. Your images will be automatically resized and a small thumbnail image will be automatically created.

With the Image Resizer Off

If you have the image resizer turned off, you will see a thumbnail image box plus four additional image boxes. You need to upload a small image into the thumbnail box (already resized, we recommend 100px square). The other images will also need to be resized before uploading, we recommend 275px wide.

8. Optional. To add a file to the item (i.e. PDF brochure, Word document etc), Click the browse button. Find the file on your computer and select it. You can add up to three files to one item.
9. Click the 'Add New Item' button to save.



Edit an Item

1. Go to the 'Shopping Basket Admin – Edit/Remove an Item' page.
2. Search for the product by title or just click the search button to list everything.
3. Click the 'Edit' link.
4. Make your changes.
5. You have the option to not display the product temporarily
6. Click the 'Edit Item' button to save.

Removing an Item

1. Go to the 'Shopping Basket Admin – Edit/Remove an Item' page.
2. Search for the product by title or just click the search button to list everything.
3. Click the 'Remove' link.
4. Confirm the deletion by clicking the 'Click here to confirm' link.

Reorder Products Associated to an Item

Update the order in which Products appear under Items on the website.

1. Go to the 'Shopping Basket Admin – Edit/Remove an Item' page.
2. Search for the product by title or just click the search button to list everything.
3. Click the 'Order' link.

1	▼	Starfish Hat
2	▼	Starfish Hat - Tan
3	▼	Starfish Hat - Cream

4. The products associated with the item are displayed. Select numbers from the drop down menus to reorder the products when displayed on your main menu.
5. Click the 'Submit' button to save.