

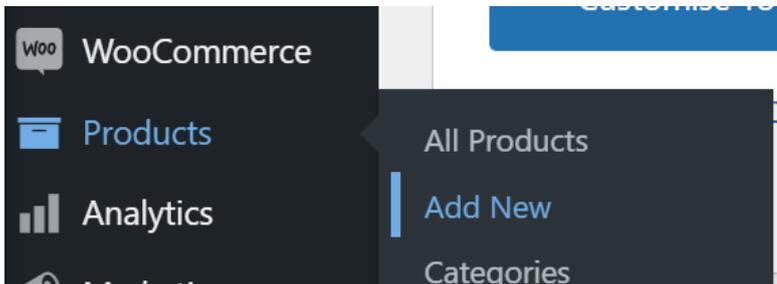
# Documentation – Everglades Nurseries

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## How to Add a Product

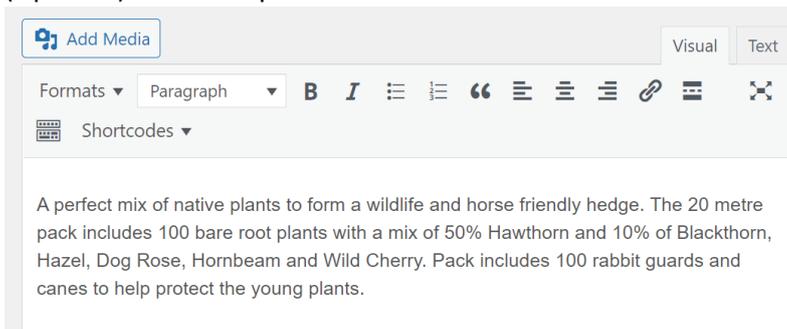
1. In the backend menu, choose 'Products' -> 'Add New'.



2. Enter the product name in the top textbox.



3. (Optional) Add description in the Editor.



This text will appear under the image of the product.



DESCRIPTION    ADDITIONAL INFORMATION

A perfect mix of native plants to form a wildlife and horse friendly hedge. The 20 metre pack includes 100 bare root plants with a mix of 50% Hawthorn and 10% of Blackthorn, Hazel, Dog Rose, Hornbeam and Wild Cherry. Pack includes 100 rabbit guards and canes to help protect the young plants.

4. (Optional) Add text to the right of the product image.

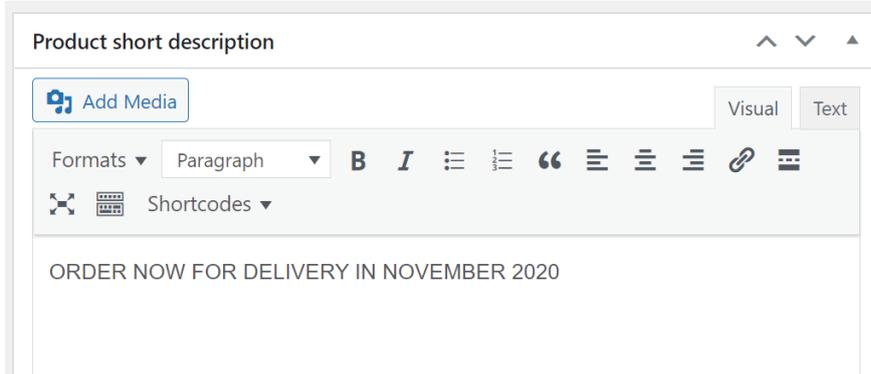


pack

£99.00 – £129.00

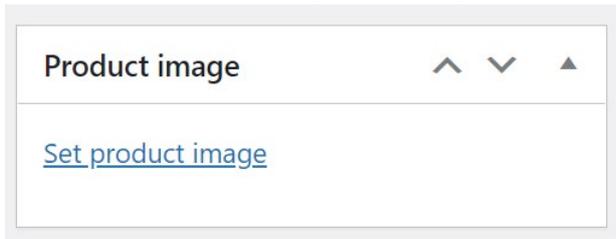
ORDER NOW FOR DELIVERY IN NOVEMBER 2020

- a. Scroll down to 'Product short description' and add your text in the editor.

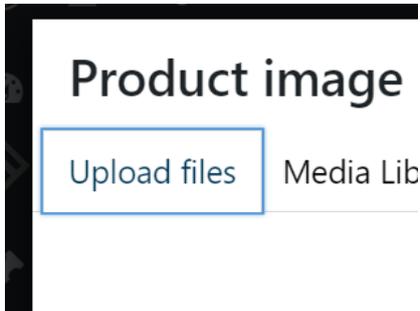


5. Add the main image for the product.

- a. Scroll to the 'Product image' on the right hand side and click on 'Set product image'.



- b. Choose the 'Upload files' tab.

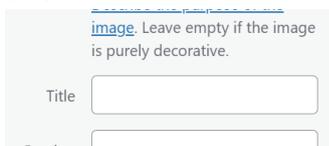


- c. Click on the 'Select Files' button and select the image you want to use.

or



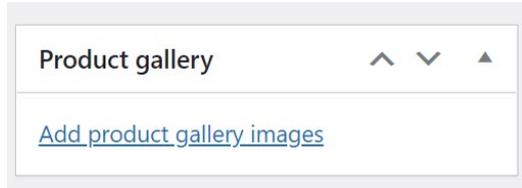
- d. When the image is uploaded, remove the text in the 'Title' textbox on the right-hand side.



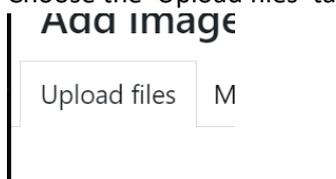
- e. Click on the 'Set product image' button in the bottom right.



- 6. (Optional) Add more images of the product.
  - a. Scroll to 'Product gallery' on the right side and click on 'Add product gallery images'.



- b. Choose the 'Upload files' tab.

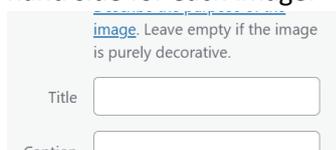


- c. Click on the 'Select Files' button and select the images you want to use.

or



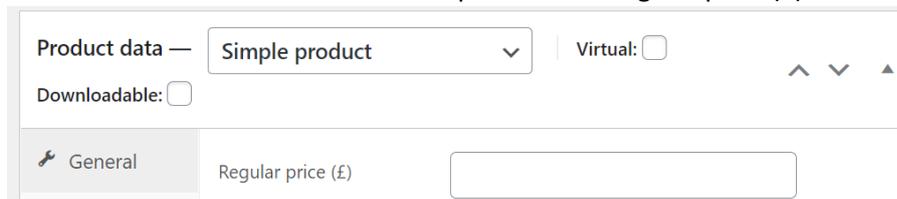
- d. When the images are uploaded, remove the text in the 'Title' textbox on the right-hand side for each image.



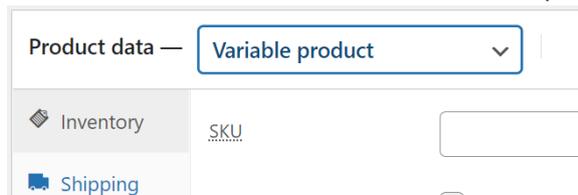
- e. Click on the 'Add to gallery' button in the bottom right.



- 7. Set a price for a product that doesn't have any variations (options for colour, size etc.).
  - a. Scroll to 'Product data' and enter the price in the 'Regular price (£)' textbox.



- 8. Set prices for a product that has variations (options for colour, size etc.).
  - a. Scroll to 'Product data' and choose 'Variable product' in the dropdown box.



- b. Choose 'Attributes' in the left menu of the Product data. Choose what type of variations in the dropdown and click the 'Add' button. It is possible to have multiple

options, for example, both colour and size.

Product data — Variable product

- Inventory
- Shipping
- Linked Products
- Attributes
- Variations
- Advanced

Custom product attribute (selected)  
Add

Custom product attribute  
Colour  
Size  
Size of Plant

- c. Click in the textbox under 'Value(s)' textbox and add the options you like (in the example below Blue and Red). If the option you need isn't available, click the 'Add new' button and enter the new option.

Name: Colour

Value(s):

Visible on the product page

Used for variations

Value(s) field: x Blue x Red

Select all Select none Add new

Save attributes Expand / Close

---

**Important:** Make sure that 'Used for variations' is ticked.

---

Click the 'Save attributes' button.

- d. Choose 'Variations' on the left side of the Product data. Choose 'Create variations from all variables' in the dropdown and click the 'Go' button.

Product data — Variable product

- Inventory
- Shipping
- Linked Products
- Attributes
- Variations (selected)
- Advanced

Create variations from all attributes (selected)  
Go

- e. Click Ok.

everglades.wldesign.co.uk says

Are you sure you want to link all variations? This will create a new variation for each and every possible combination of variation attributes (max 50 per run).

OK Cancel

- f. Hover over a variation to make the little expand button visible and click it.



- g. Enter the price in the 'Regular price (£)' textbox.

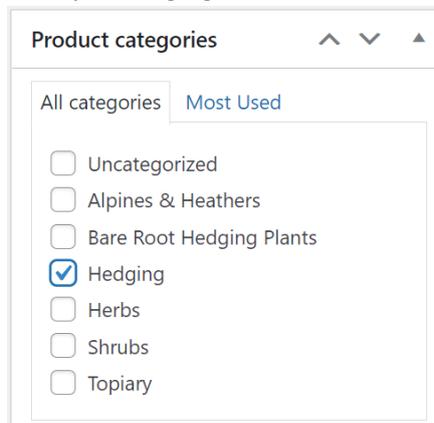
Regular price (£)

- h. Do this for each variation and click 'Save changes' at the bottom when you are done.



9. Choose the product category.

- a. Scroll to 'Product categories' on the left and tick the appropriate category, in this example Hedging:



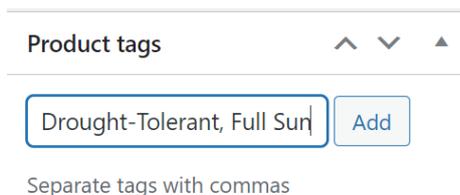
Product categories ^ v ▲

All categories Most Used

- Uncategorized
- Alpines & Heathers
- Bare Root Hedging Plants
- Hedging
- Herbs
- Shrubs
- Topiary

10. Add plant features such as Shade, Drought-Tolerant, Fragrant etc.

- a. Scroll to 'Product tags' on the left and add the features with a comma inbetween each one. Click the 'Add' button.



Product tags ^ v ▲

Separate tags with commas

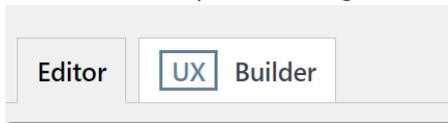
11. Time to publish the product. Under 'Publish' in the top left click the 'Publish' button.



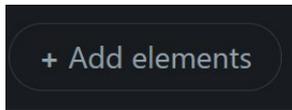
12. Done!

## How to Add a 'Flowering Months' Section

1. Make sure that you are using the '**UX Builder**' when you are editing the product.



2. In the dark menu on the left, click the '**Add Elements**' button.



3. Under the '**LAYOUT**' menu on the left, choose '**Section**'.



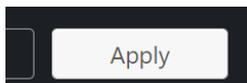
4. Under the '**PRESETS**' menu on the left, choose '**Flowering Months Section**'.



5. Scroll down to the bottom of the left menu and click '**Apply**'.



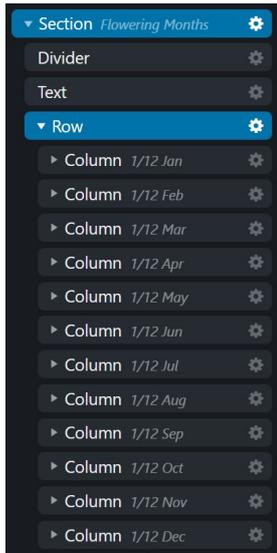
6. At the bottom of the dark left menu, click '**Apply**'.



7. A '**Flowering Months**' section has now been added to the description of the product.

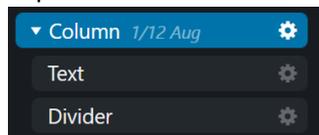


8. Expand the 'Row' under the Flowering Months section.

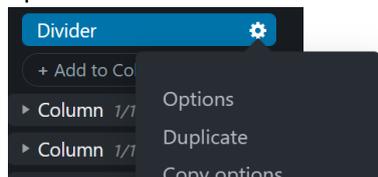


9. For each of the months that the product is in flower follow the following steps:

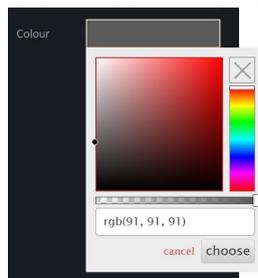
- a. Expand the Column for the month, in this example August:



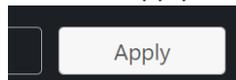
- b. Click on the white cog on the Divider and choose 'Options' in the menu that pops up.



- c. Click in 'Colour' box to open up the colour picker.

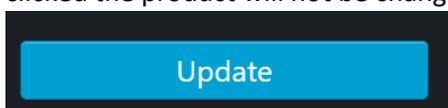


- d. Choose the colour for the divider under the month. In my example I used #99ca3a.  
e. Click the 'Choose' button.  
f. Click the 'Apply' button in the dark menu on the left.



- g. Repeat for each month the plant is in flower.

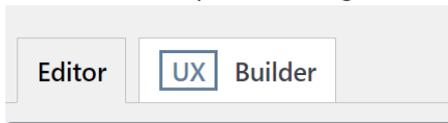
10. Click the 'Update' button at the bottom of the dark menu on the left. If this button isn't clicked the product will not be changed.



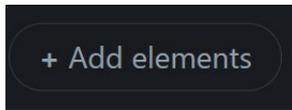
11. Done!

## How to Add a Plant Key Section to a Product

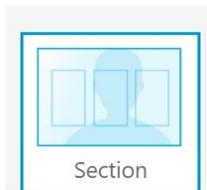
1. Make sure that you are using the **'UX Builder'** when you are editing the product.



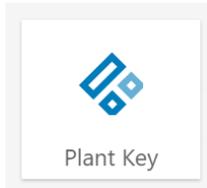
2. In the dark menu on the left, click the **'Add Elements'** button.



3. Under the **'LAYOUT'** menu on the left, choose **'Section'**.



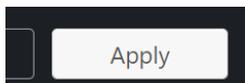
4. Under the **'PRESETS'** menu on the left, choose **'Plant Key'**.



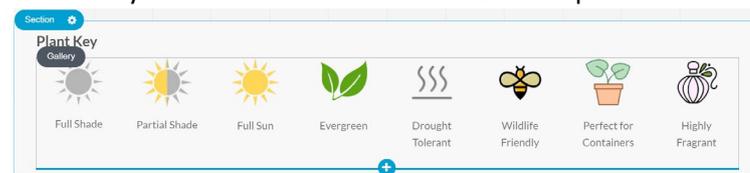
5. Scroll down to the bottom of the left menu and click **'Apply'**.



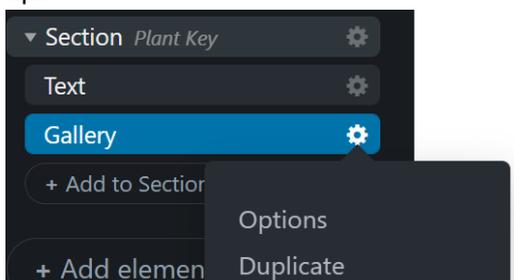
6. At the bottom of the dark left menu, click **'Apply'**.



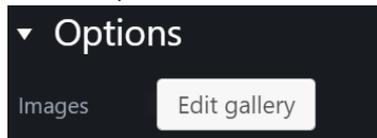
7. A Plant Key section has now been added to the product.



8. Click the white cogwheel in the Gallery element and choose **'Options'** in the menu that pops up.



9. Under 'Options' in the dark menu to the left, click the 'Edit gallery' button.



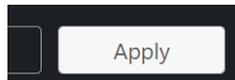
10. Click the 'X' button in the top right corner to remove Plant Keys. You can also change the text under each Plant Key here.



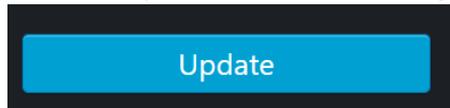
11. Click the 'Update gallery' button in the bottom right corner when you are done.



12. Click the 'Apply' button in the dark menu on the left.



13. Click the 'Update' button at the bottom of the dark menu on the left. If this button isn't clicked the product will not be changed.



14. Done!