

ZEN CART PROCEDURE

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Creating a category

1. Login to store admin
2. Place the mouse over Catalog in the top menu
3. Choose Categories/Products from the drop down menu
4. Click the new category button at the bottom of the page
5. Enter the Category Name
6. Enter the Categories Description
7. Upload an image (optional)
8. Enter the sort order
9. Click the Save button

Note: A category can hold either sub-categories or products, but not both.

Creating a subcategory

1. Login to store admin
2. Place the mouse over Catalog in the top menu
3. Choose Categories/Products from the drop down menu
4. Click the folder icon for the category you want to add the subcategory to
5. Click the new category button
6. Enter the Subcategory name
7. Enter the subcategory description
8. Upload an image (optional)
9. Enter the sort order
10. Click the save button

Note: Subcategories can hold sub-subcategories or products, but not both.

Creating a product

1. Login to store admin
2. Place the mouse over Catalog in the top menu
3. Choose Categories/Products from the drop down menu
4. Click the folder icon for the category you wish to add the product to
5. On the next page click the new product button
6. Fill in the information on this page
7. Click the preview button
8. After previewing, click the insert button
9. The product is now added to the category

Adding attributes to products

There are 3 parts to product attributes:

1. Option Name
2. Option Value
3. Attribute on the product

Defining Option Names

1. Login to store admin
2. Place the mouse over Catalog in the top menu
3. Choose Option Name Manager from the drop down menu
4. In the textbox labelled en, enter the attribute name. For example colour.
5. Using the Option Type dropdown, select an Option Type. The following option types are available:
 - Dropdown (Note: when only there is only one option value this will automatically be switched to a Radio Button. When more than one value is added it will automatically switch to a dropdown)
 - Radio Button
 - Checkbox
 - TEXT (this does not get an Option Value)
 - FILE (This does not get an Option Value)
 - READONLY (this is for display purposes only and is not part of a calculation nor does it appear on the order. It is more or less an informational attribute that can be used with 1 to many products and then changed once to change on all products.)

Defining Option Values

1. Login to store admin
2. Place the mouse over Catalog in the top menu
3. Choose Option Name Manager from the dropdown menu
4. Select the Option Name you want to add value to from the option name dropdown menu
5. Enter an option value in the en textbox

Adding the Attributes to the Products

1. Login to store admin
2. Place the mouse over Catalog in the top menu
3. Choose Attributes Controller from the dropdown menu
4. Select the category, and subcategory of the product you want to add the attribute to
5. Navigate through the products using Previous/Next
6. Once the Product is displayed that you want to add attributes to, go to the Add Attributes box The Product Name should already be selected.
7. Select the Option Name and the Option Value that you want to add to the product. Click Insert to add to the product.
8. Repeat for each Option Value.