



Tutorial

How to upload a product to your store

This document will explain how to upload a product to your RocketNET website store and publish it in your shop.

You will need your username and password. For Quicksteps - skip to the **bold font**

STEP 1

Login to the “administrator” panel. This is often referred to as the ‘back end’ of your website.

The ‘back end’ is simply the place where you can make changes that will be displayed on the pages of your website. This is referred to as the ‘front end’.

Open a new browser window and navigate to the home page of your RocketNET website:

www.YourDomainName.co.uk then add **/administrator** on the end. It should look something like this: **www.YourDomainName.co.uk/administrator**.

The login page will appear as below.



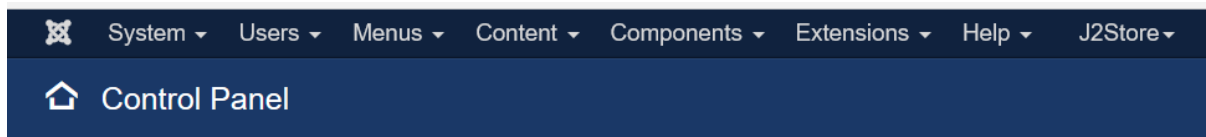
Using your **username** and **password** you can now login to the back end of the website.

STEP 2

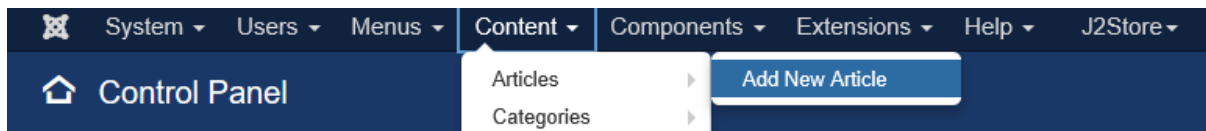
This is your admin panel Page. There will be a lot of information on this page BUT don't be alarmed. You will only need to use the navigation menu at the top of the screen.

N.B Notifications for core updates for the performance of the site are displayed here. You need not worry about these. Inform RocketNet if you have any concerns.

At the top left of the screen the navigation menu will look like the image below.

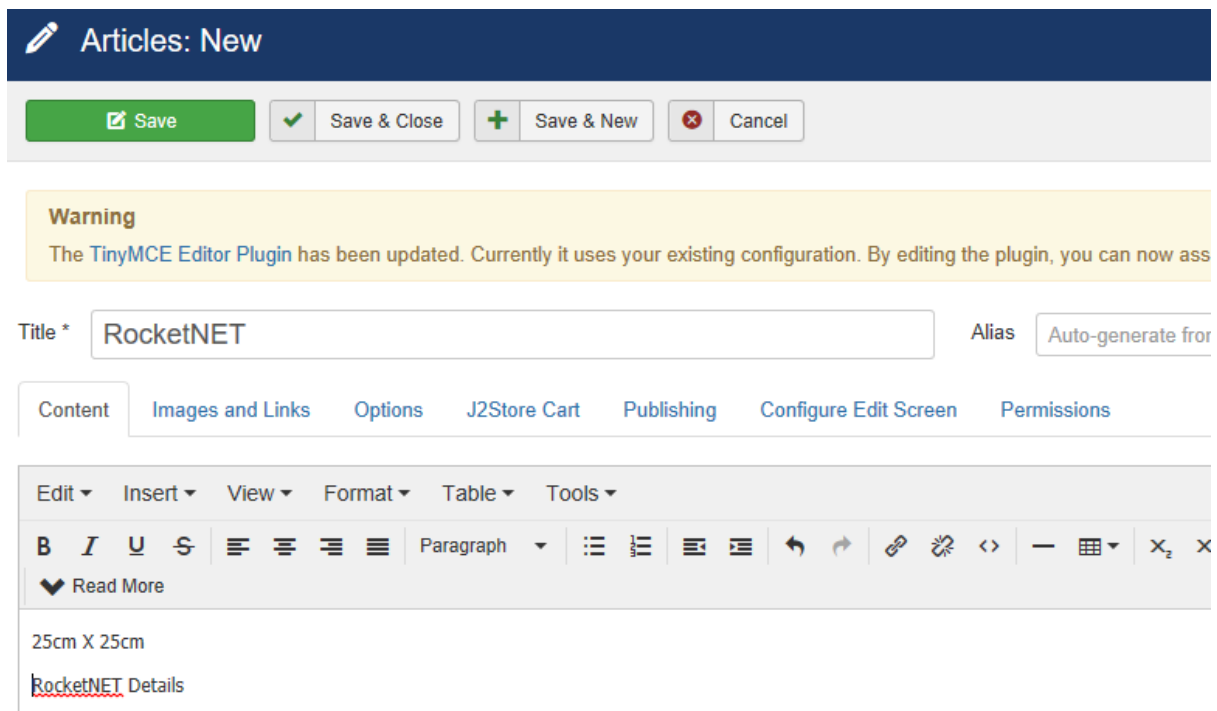


Navigate to **Content -> Articles -> Add a New Article**

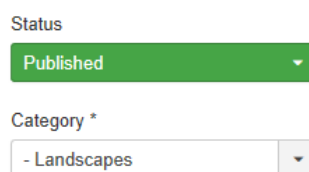


STEP 3

Add a title and details of the product you wish to add in the content section.



The **status** on the right should be **Published** and select the **Category** for the product. For example, if you want your product in landscapes – scroll down the category box and click on 'landscapes'.



STEP 4

In the menu below the title, select **J2Store Cart**

Title * Alias

[Content](#) [Images and Links](#) [Options](#) [J2Store Cart](#) [Publishing](#) [Configure Edit Screen](#) [Permissions](#)

Once you've clicked **J2Store Cart** you should see the image below

Articles: Edit

[Save](#) [Save & Close](#) [Save & New](#) [Save as Copy](#) [Versions](#) [Close](#)

Title * Alias

[Content](#) [Images and Links](#) [Options](#) [J2Store Cart](#) [Publishing](#) [Configure Edit Screen](#) [Permissions](#)

PRODUCT INFORMATION

Treat as a product No Yes

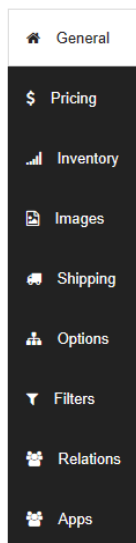
Product Type

[Save and Continue](#)

Select **Treat as Product** -> **Yes** and then click **Save and Continue**

STEP 5

The page will now change to allow you to add the shop attributes to the product. There will be a vertical black menu to allow you to do this.



In the **General** settings on the menu bar add:

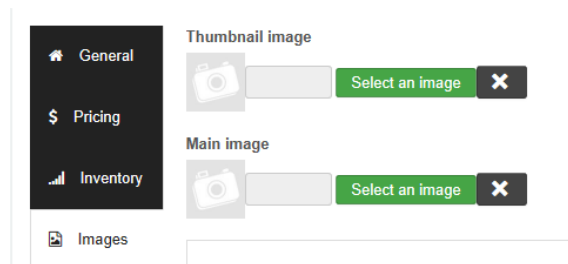
Make visible in store front -> Yes

In the **Pricing** menu:

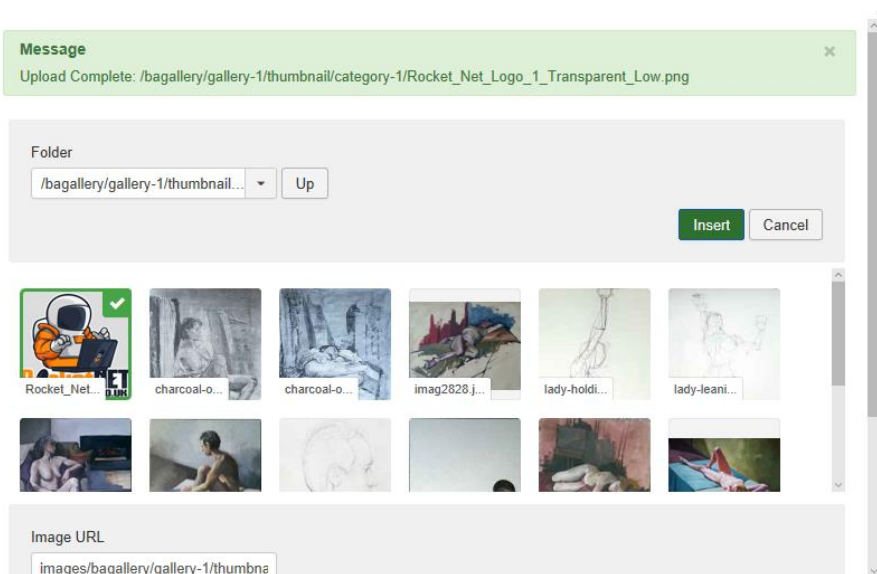
Set the Price

In the **Images** menu:

Select images for both the **Thumb Nail** and the **Main Image**



Select a previously uploaded image or upload a new image to the website by browsing on your computer. Select the image and click **insert when ready**.



Navigate to **the same image** for both **Thumb Nail** and **Main Image**

Shipping and further information can be added to the products if required

Remember to click save at the top of the page

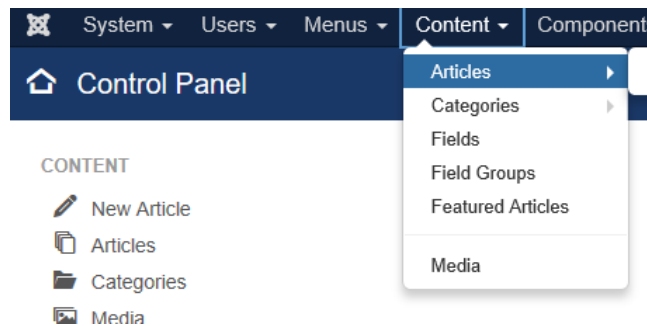
NOW GO TO YOUR WEBSITE TO SEE NEWPRODUCTS IN THE STORE!



How to remove a product from your store

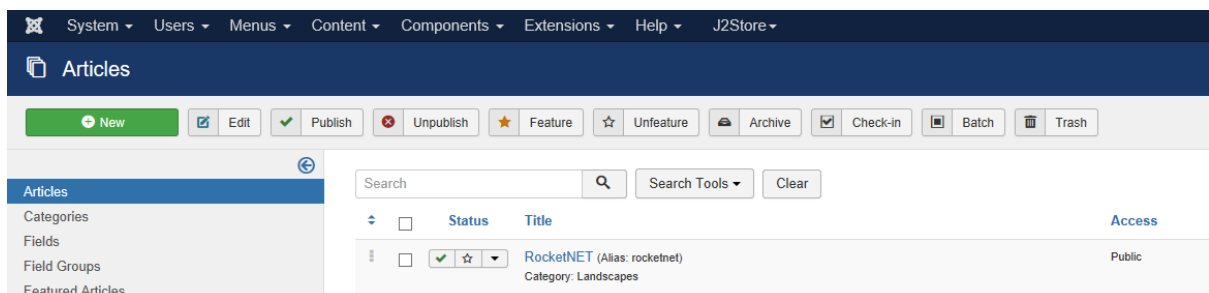
STEP 1

Navigate to your articles **Content -> Articles**

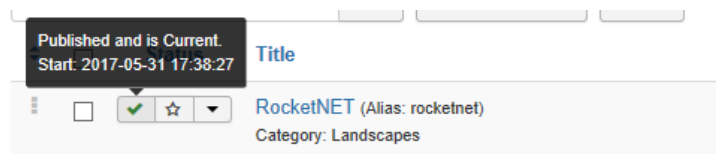


STEP 2

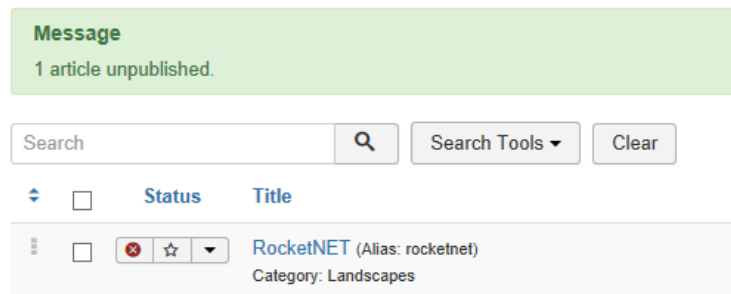
Find the article you wish to remove (this list will be all products)



Click on the tick of the article to unpublish the product. This will remove the item from the store.

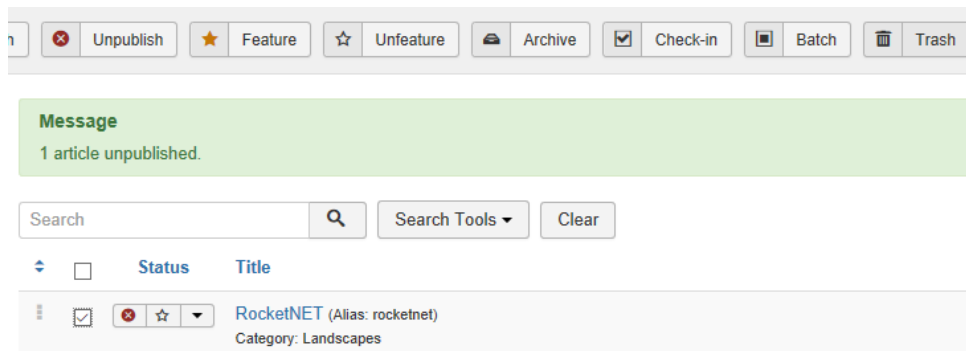


The below message will appear.



A screenshot of a user interface. At the top, a green message box contains the text "Message" and "1 article unpublished." Below this is a search bar with a magnifying glass icon, a "Search Tools" dropdown menu, and a "Clear" button. Underneath the search bar is a table with two columns: "Status" and "Title". The table contains one row with a checkbox, a red 'x' icon, a star icon, a dropdown arrow, and the text "RocketNET (Alias: rocketnet)" with "Category: Landscapes" below it.

To completely remove the item, click on the **checkbox** next to the item then click on the **Trash** button on the top menu. The trash can be emptied to remove all deleted items.



A screenshot of a user interface showing a toolbar at the top with buttons for "Unpublish", "Feature", "Unfeature", "Archive", "Check-in", "Batch", and "Trash". Below the toolbar is a green message box with "Message" and "1 article unpublished." Underneath is a search bar with a magnifying glass icon, a "Search Tools" dropdown menu, and a "Clear" button. Below the search bar is a table with two columns: "Status" and "Title". The table contains one row with a checked checkbox, a red 'x' icon, a star icon, a dropdown arrow, and the text "RocketNET (Alias: rocketnet)" with "Category: Landscapes" below it.

CHECK YOUR WEBSITE AND SEE THE ITEM NO LONGER APPEARS!