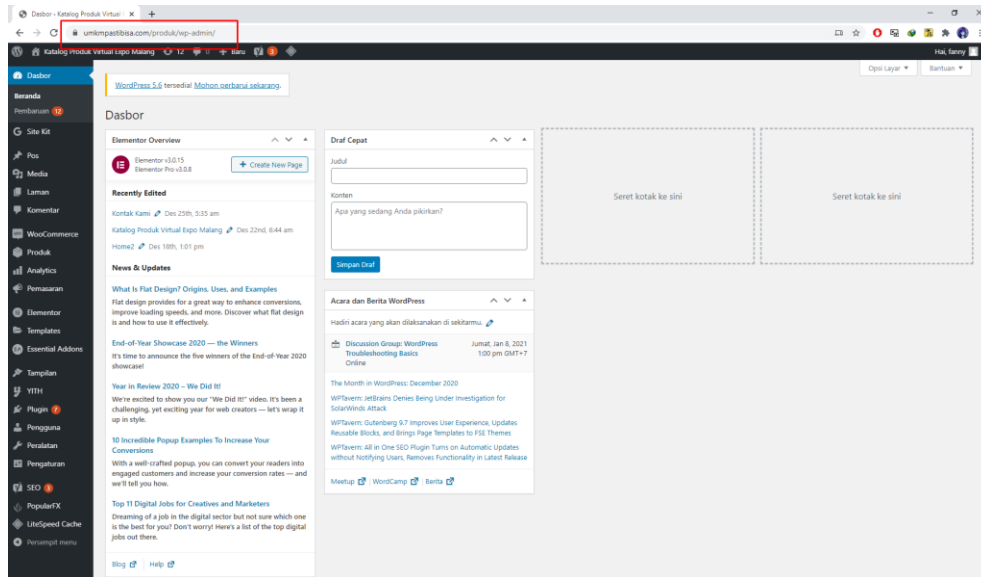


# **CARA POSTING PRODUK**

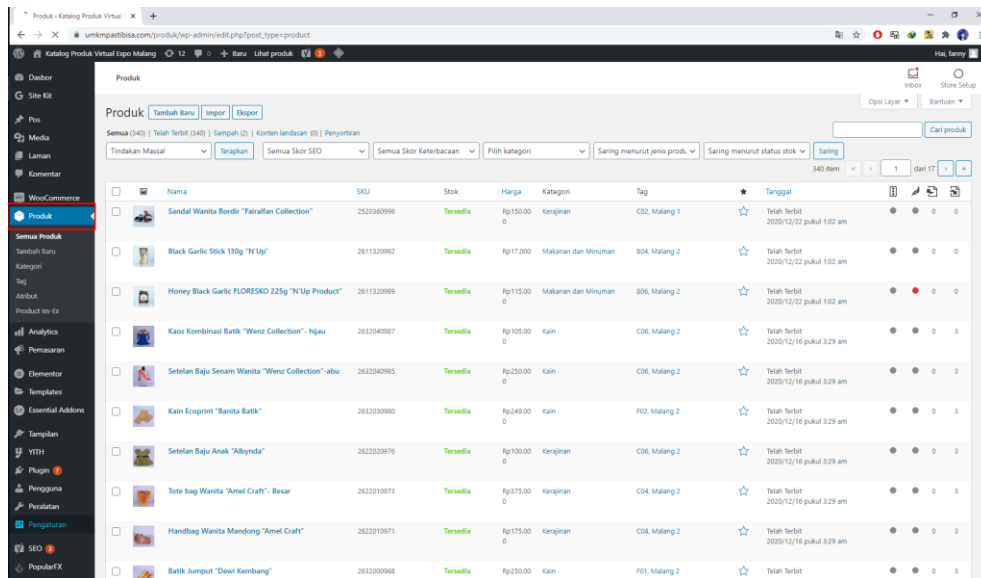
**[WWW.UMKMPASTIBISA.COM](http://WWW.UMKMPASTIBISA.COM)**

# POSTING PER PRODUK

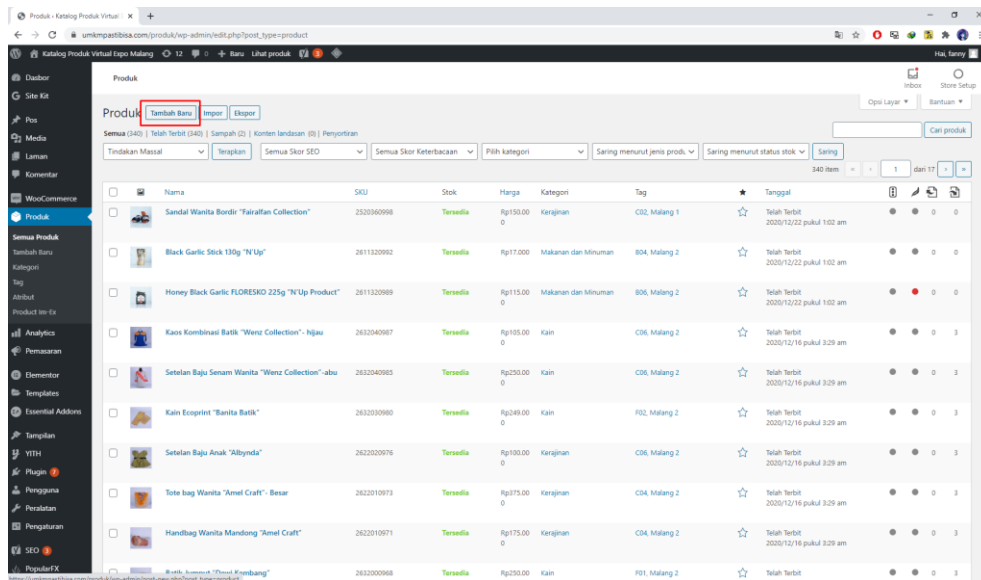
1. Buka [www.umkmpastibisa.com/produk/wp-admin/](http://www.umkmpastibisa.com/produk/wp-admin/).



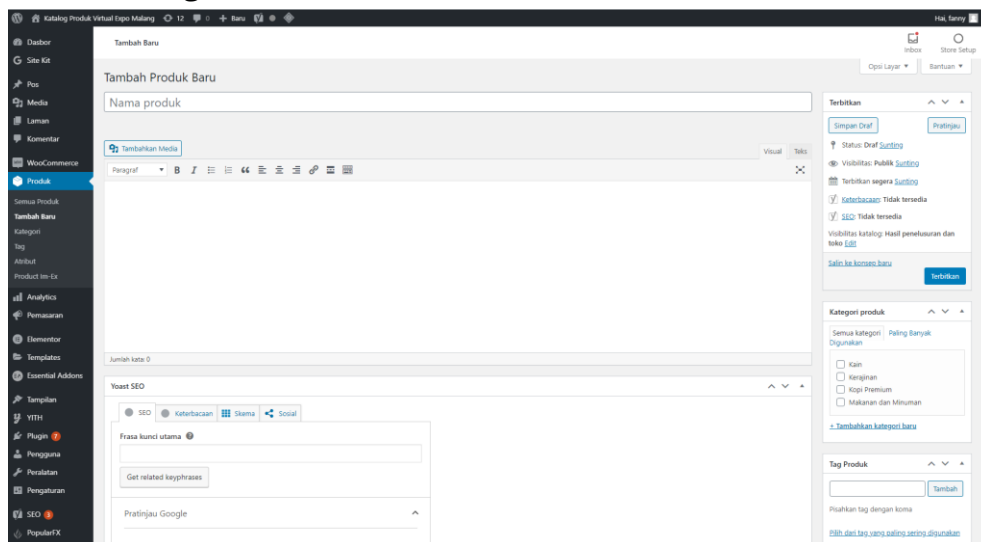
2. Pilih Tab Produk.



### 3. Pilih Tambah Produk.



### 4. Isi Field Yang Tersedia



#### \*Wajib Di Isi

Judul	->	Sesuai nama produk
Deskripsi	->	Sesuai deskripsi produk
Kategori	->	Pilih kategori sesuai produk
Tag	->	Tambahkan tag sesuai lokasi produk
Gambar	->	Upload gambar produk
Harga normal	->	Harga produk
Sku	->	No. SKU dari produk
Deskripsi singkat produk	->	Deskripsi singkat dengan format

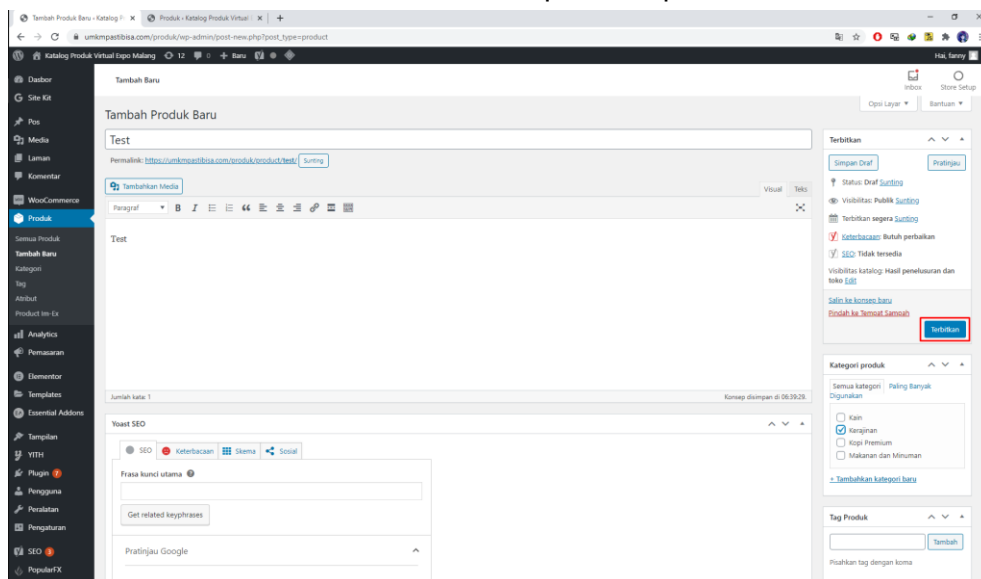
### \*Format Deskripsi Singkat

```
Merk Produk : #1 <br>
Nama Produsen : #2 <br>
Alamat : #3 <br>
<br><br>
<a href='#4' target='_blank' rel='noopener noreferrer'><img
class='alignnone wp-image-5455' src='http://umkmpastibisa.com/produk/wp-
content/uploads/2020/12/btn-beli-toped.png' width=172 height=50 ></a>
<a href='#5' target='_blank' rel='noopener noreferrer'><img
class='alignnone wp-image-5455' src='http://umkmpastibisa.com/produk/wp-
content/uploads/2020/12/btn-beli-shp.png' width=172 height=50 ></a> <br>
<a
href='https://api.whatsapp.com/send?phone=#6&text=Saya%20tertarik%20untuk%
20membeli%20produk%20ini%20segera.' target='_blank' rel='noopener
noreferrer' ><img class='alignnone wp-image-5454'
src='http://umkmpastibisa.com/produk/wp-content/uploads/2020/12/btn-
Hubungi1.png' width=172 height=50 ></a>
```

### Keterangan

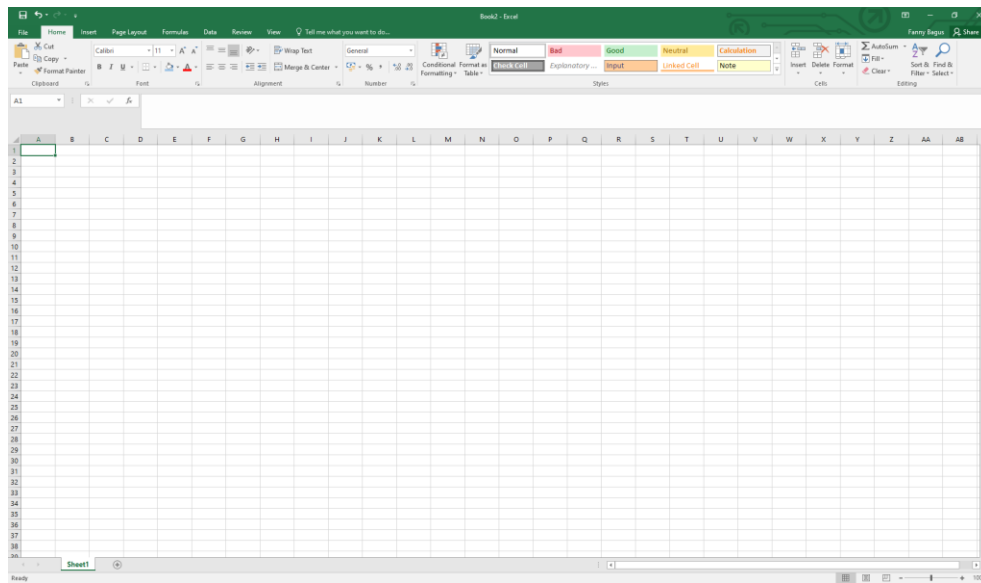
- #1 -> Merk Produk
- #2 -> Nama Produsen
- #3 -> Alamat Toko
- #4 -> Link Tokopedia
- #5 -> Link Shopee
- #6 -> No Whatsapp Produsen

### 5. Kemudian klik terbitkan untuk mempublish produk.

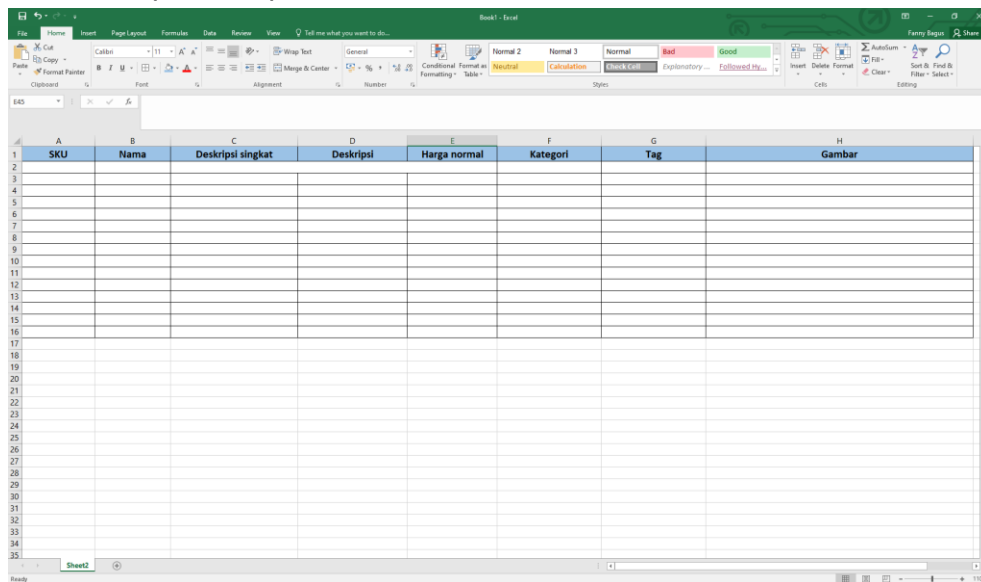


# POSTING PRODUK SECARA MASSAL

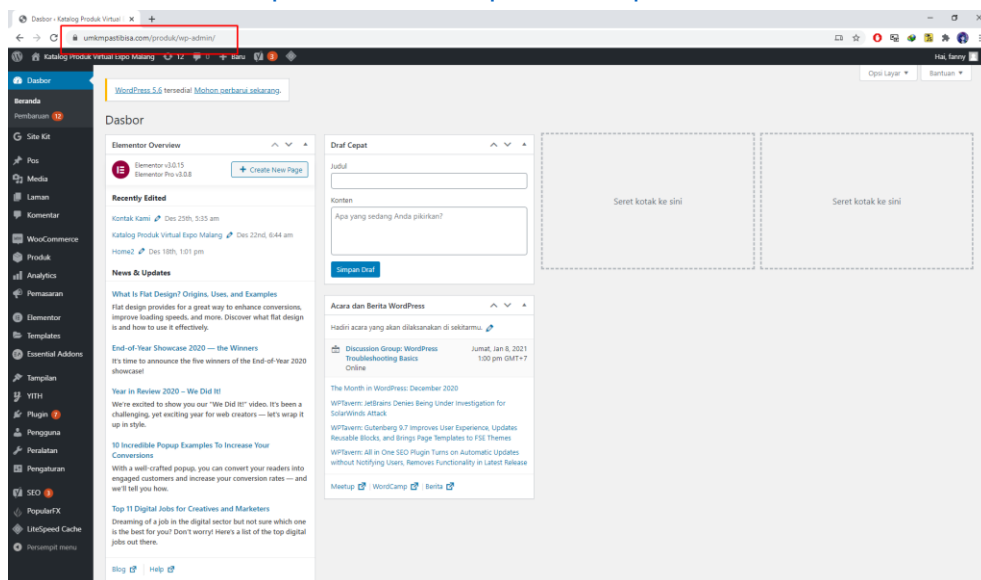
## 1. Masuk Aplikasi Microsoft Office Excel.



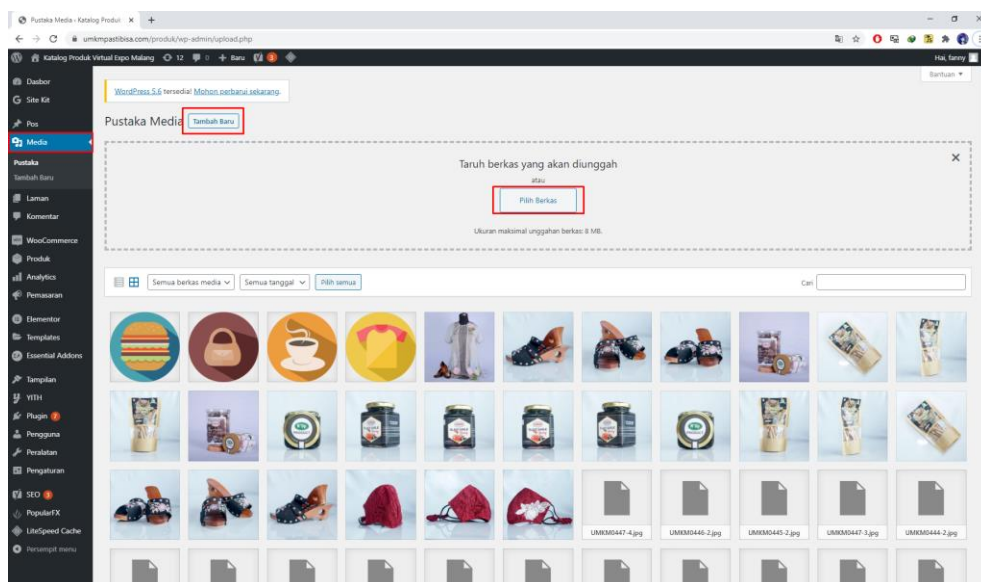
## 2. Buat Template seperti ini.



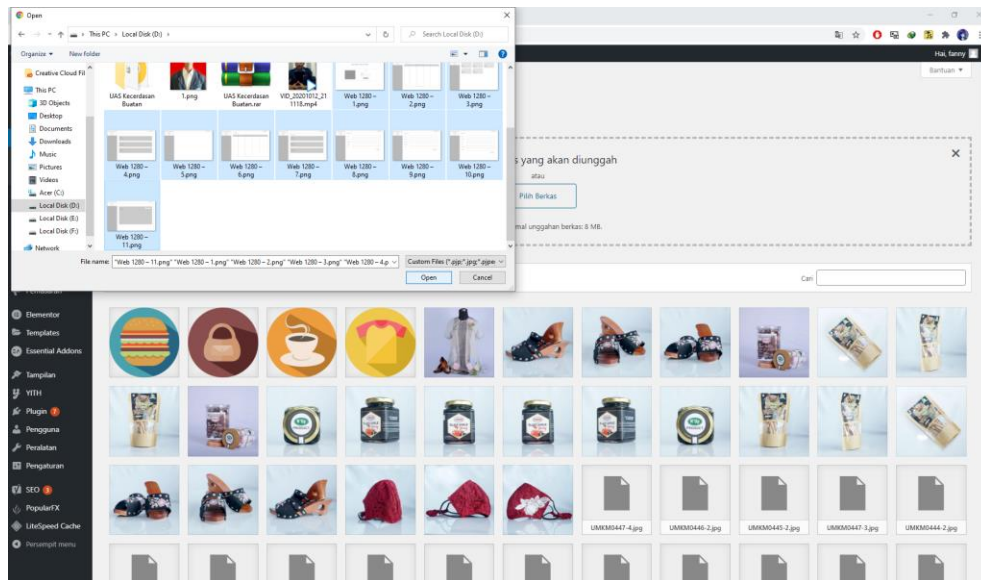
### 3. Buka [www.umkmpastibisa.com/produk/wp-admin](http://www.umkmpastibisa.com/produk/wp-admin).



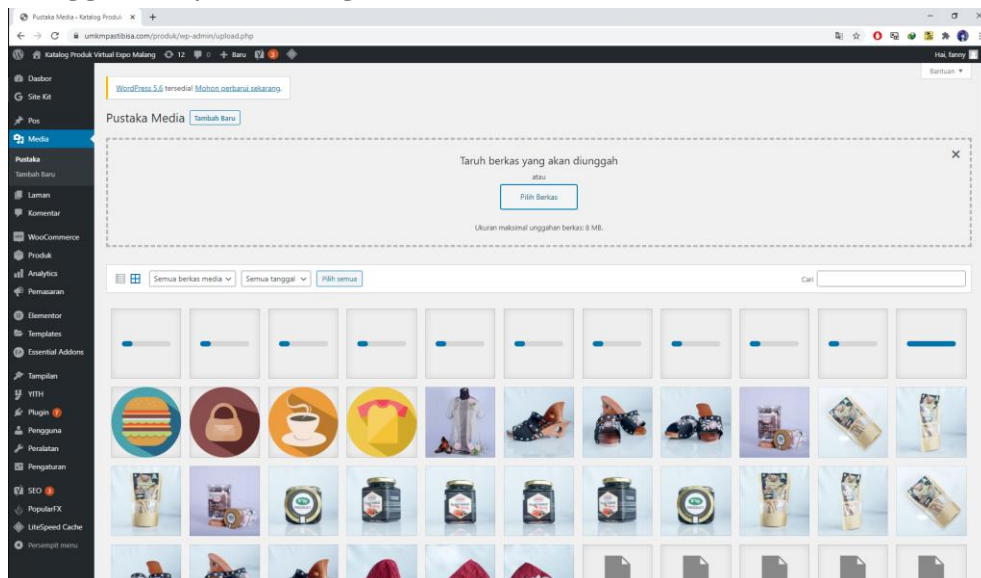
### 6. Klik tab Media -> Tambah Baru -> Pilih Berkas



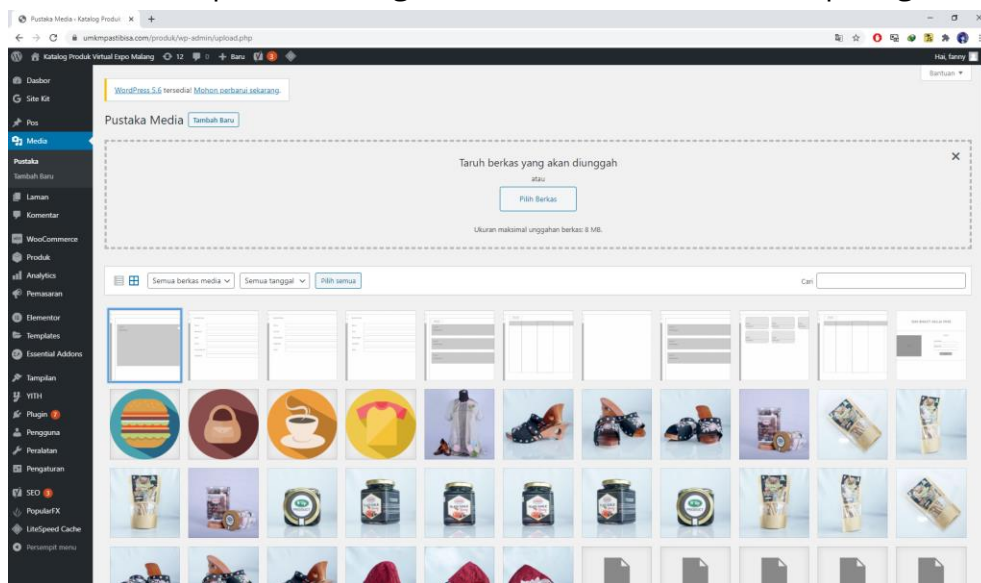
## 7. Pilih Gambar Produk yang ingin Di Upload -> Open



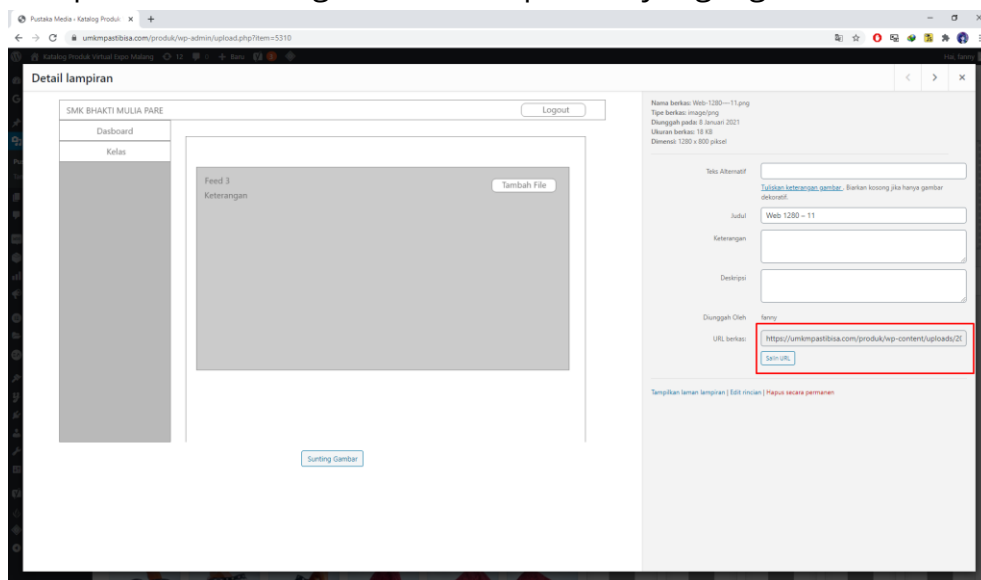
## 8. Tunggu Sampai loading selesai



9. Untuk mendapatkan Link gambar, kembali ke browser pilih gambar.



10. Tampilan dari detail gambar, terdapat link yang ingin dicari





11. Kembali ke Excel kemudian isi template yang dibuat tadi.

FileHomeInsertPage LayoutFormulasDataReviewViewTell me what you want to do...

ClipboardFontAlignmentNumber

Conditional FormattingTable

Normal 2Normal 3NormalBadGood

CalculationError CalcExplainsory...Followed Me...

Styles

CellsEditing

AutosumFillClear

Sort & Filter

Find & Select

Formulas

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SKU	->	No. SKU dari produk
Nama	->	Nama produk
Deskripsi singkat produk	->	Deskripsi singkat dengan format yang ditentukan dibawah
Deskripsi	->	Deskripsi produk
Harga normal	->	Harga produk
Kategori	->	Tulis kategori sesuai produk
Tag	->	Tulis tag sesuai lokasi produk (Apabila lebih dari 2 Tag pisahkan dengan simbol   )
Gambar	->	Link Gambar (Apabila lebih dari 2 Link gambar pisahkan dengan simbol   )

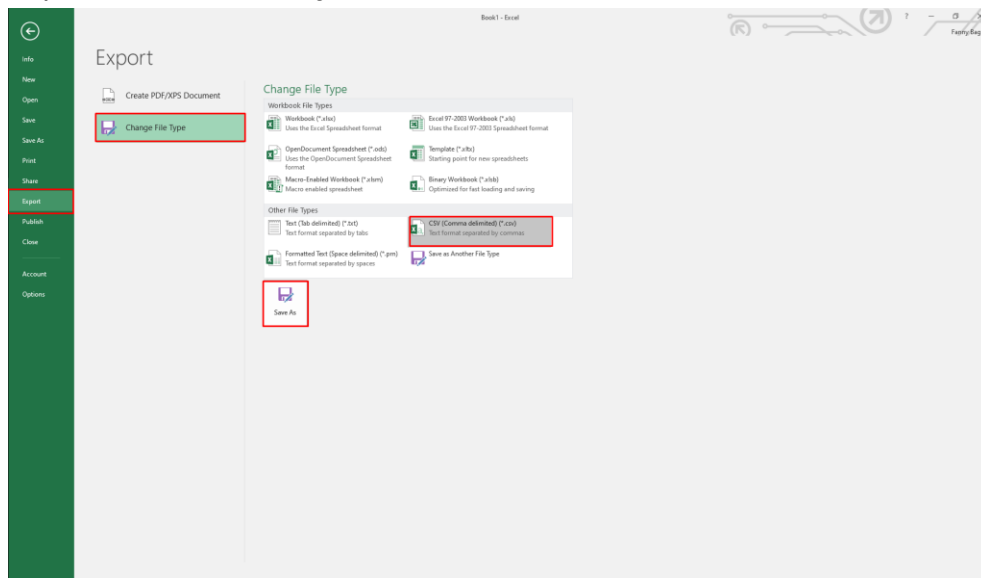
### \*Format Deskripsi Singkat

```
Merk Produk : #1 <br>
Nama Produk : #2 <br>
Alamat : #3 <br>
<br><br>
<a href='#4' target='_blank' rel='noopener noreferrer'><img
class='alignnone wp-image-5455' src='http://umkmpastibisa.com/produk/wp-
content/uploads/2020/12/btn-beli-toped.png' width=172 height=50 ></a>
<a href='#5' target='_blank' rel='noopener noreferrer'><img
class='alignnone wp-image-5455' src='http://umkmpastibisa.com/produk/wp-
content/uploads/2020/12/btn-beli-shp.png' width=172 height=50 ></a> <br>
<a
href='https://api.whatsapp.com/send?phone=#6&text=Saya%20tertarik%20untuk%
20membeli%20produk%20ini%20segera.' target='_blank' rel='noopener
noreferrer' ><img class='alignnone wp-image-5454'
src='http://umkmpastibisa.com/produk/wp-content/uploads/2020/12/btn-
Hubungi1.png' width=172 height=50 ></a>
```

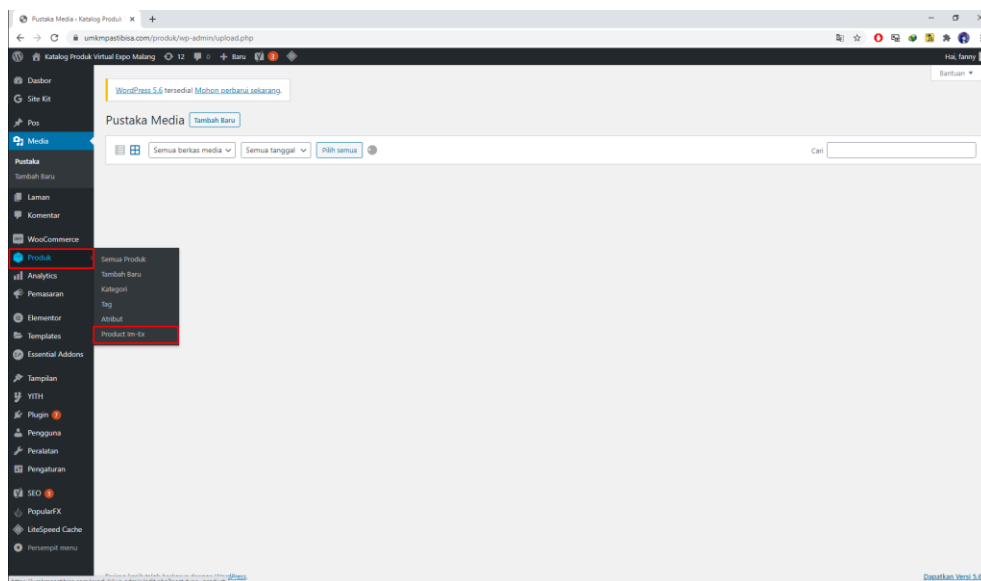
## Keterangan

- #1 -> Merk Produk
- #2 -> Nama Produsen
- #3 -> Alamat Toko
- #4 -> Link Tokopedia
- #5 -> Link Shopee
- #6 -> No Whatsapp Produsen

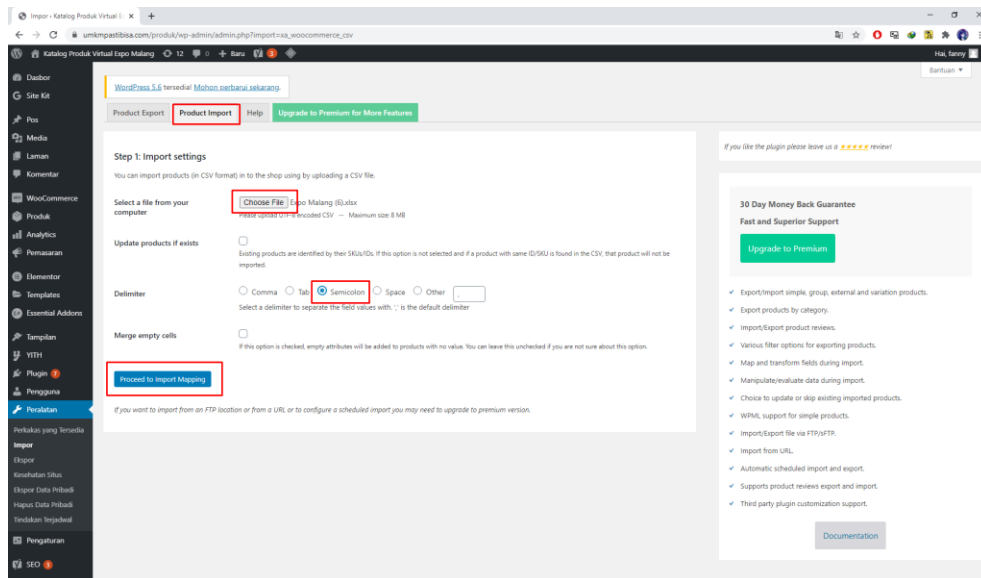
## 12. Export file Excel menjadi csv.



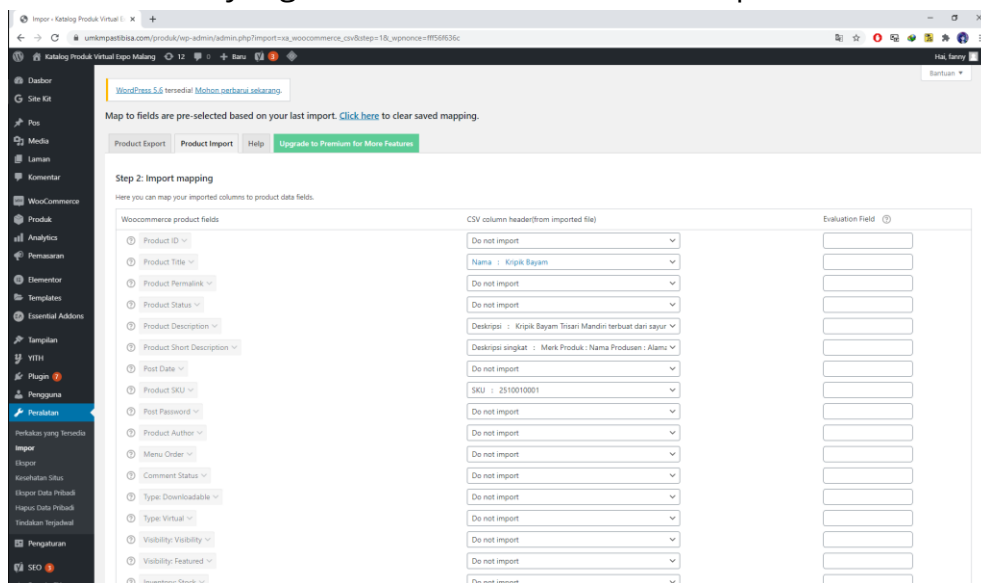
## 13. Pilih Tab Produk -> Product Im-Ex.



## 14. Pilih tab Product import -> Masukkan file csv yang tadi dibuat -> Ubah delimiter menjadi semicolon -> Proceed to Import Mapping.



## 15. Sesuaikan File yang ada dalam Excel dan Format pada website.



Catatan :

EXCEL		WEBSITE
SKU	->	Product SKU
Nama	->	Product Title
Deskripsi singkat produk	->	Product Short Description
Deskripsi	->	Product Description
Harga normal	->	Regular Price
Kategori	->	Product Categories
Tag	->	Tags
Gambar	->	Images / Gallery

## 16. Pilih Start Import -> Tunggu Proses Selesai

The screenshot shows the 'Import' screen in the WordPress admin interface. The left sidebar contains a list of menu items: Produk, Media, Laman, Komentari, WooCommerce, Produk, Analytics, Pemasaran, Elementor, Templates, Essential Addons, Tampilan, WTH, Plugin, and Pengira. The 'Produk' menu item is selected. The main content area displays a list of product attributes to be imported from a CSV file. The attributes are listed in two columns, with a 'Do not import' option for each. The 'Start Import' button is highlighted in red.

Attribute	Import Option
Tax: Tax Status	Do not import
Tax: Tax Class	Do not import
Related Products: UpSell IDs	Do not import
Related Products: CrossSell IDs	Do not import
Downloads: File Paths (WC 2.0.x)	Do not import
Downloads: Downloadable Files (WC 2.1.x)	Do not import
Downloads: Download Limit	Do not import
Downloads: Download Expiry	Do not import
External: Product URL	Do not import
External: Button Text	Do not import
Images/Gallery	Gambar : Link Gambar 1   Link Gambar 2
Product Type	Do not import
Product Categories	Kategori : Makanan Dan Minuman
Product Tags	Tag : Malang 1   A01
Product Shipping Class	Do not import
Sold Individually	Do not import
Low stock threshold	Do not import
taxproduct_visibility	Do not import

Time taken to import the products depends on the time taken to fetch the images and the internet speed. If you have more than 1000 products we recommend doing the import in batches by splitting the CSV file. Please do not navigate away or close the window while the import is in progress.

**Start Import**

If you like the plugin please leave us a [5 star review](#).

Dasarlan\_Versi 3.6