

# How to edit products on the Local Food Coop website

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## Summary

Basically, the procedure for editing products before an order cycle opens is as follows:

- 1) Add/edit individual products
- 2) Add/edit boxes
- 3) Publish product list (so it's publicly viewable)
- 4) Check the published list
- 5) Repeat steps 1-4 as necessary, up to the time the cycle opens for ordering – e.g. Monday, 12 noon

## 1 Go to the website

Click the link below to open the LFC website in your web browser:

<http://localhost/foodcoop/shop>

Log in using your email address and password.

## 2 Select “edit” or “add” product

You should then see your “**My Account**” page, below.



# Transition Town Kingston Food Group



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## Welcome Choice Organics Dean Jenkins!

Ordering Closes: **1pm, Wednesday 29 June**

Producer Info: Product and Order Info		
<b>Delivery Day Labels:</b> <a href="#">One Label per Customer</a> <a href="#">One Label per Product</a>	<b>Producer Invoices:</b> <a href="#">by Customer</a> <a href="#">by Storage/Customer</a> <a href="#">by Product</a> <a href="#">Multi-sort / Mass-update</a>  <a href="#">Order Summary</a>  <a href="#">Past Producer Invoices</a>	<b>Edit Your Products:</b> <a href="#">[Unlisted]</a> <a href="#">[Listed Retail]</a> <a href="#">[Add Wholesale]</a> <a href="#">[Archived]</a> <a href="#">[Add New Product]</a>  <a href="#">Edit Your Public Info</a>

To view and edit existing products (from the last order cycle), click “**Listed Retail**”, or to add a new product click “**Add New Product**” (circled above).

*N.B. any changes you make to products will not be made “live” (publicly viewable) until you are ready – see the “**Publish product list**” section below.*

### 3 Edit product

After clicking on “**Listed Retail**”, above, you will be presented with a list of products.

#### Vegetables: Greens and Lettuces

ID	Product Name and Description	Origin	Status	Unit	Price	Edit
# 501	<b>Asparagus</b> Order number of items.	Lincolnshire, UK	Certified Organic	item	£2.61/250g	<a href="#">[Edit Product]</a> <a href="#">[Add Image]</a> <a href="#">[Order History]</a>
# 506	<b>Celery</b> Order number of items.	Spain	Certified Organic	item	£1.26/each	<a href="#">[Edit Product]</a> <a href="#">[Add Image]</a> <a href="#">[Order History]</a>
# 500	<b>Lettuce - Cos</b>	Cambridgeshire,	Certified	item	£1.10/each	<a href="#">[Edit Product]</a> <a href="#">[Add Image]</a>

To edit a product, click “**Edit Product**”, circled above. For example, the price or origin of a product may have changed since the previous order cycle, or the product may no longer be available (in which case you will need to edit it to delist it).

You can also click “**Add Image**” to add or change the image associated with a product.

Once you click “**Edit Product**”, you will be presented with a form as below:

Help	Headings	Product Information
<a href="#">?</a>	Availability	<input checked="" type="radio"/> List as RETAIL <input type="radio"/> List as WHOLESALE <input type="radio"/> Do not list <input type="radio"/> Archive this product
<a href="#">?</a>	Food Stamps	<input type="radio"/> Retail Food item but not a Staple <input type="radio"/> Retail Food Item and a Staple <input type="radio"/> Non-food item
<a href="#">?</a>	Product Name	<input type="text" value="Celery"/> <small>(max. length 75 characters)</small> <small>(Only basic changes - do not completely change. Click here if you want to <a href="#">add a new product.</a>)</small>
<a href="#">?</a>	Product Details (not required)	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <small>(not required)</small>
<a href="#">?</a>	Brand	<input type="text" value="Select Brand"/>
<a href="#">?</a>	Origin	<input type="text" value="Spain"/> <input type="text" value="Select County"/>
<a href="#">?</a>	Subcategory	<input type="text" value="Greens and Lettuces"/>
<a href="#">?</a>	Contents	Is this product a box or hamper? <input type="radio"/> Yes <input checked="" type="radio"/> No
<a href="#">?</a>	Inventory	Display and use inventory amounts? <input type="radio"/> Yes <input checked="" type="radio"/> No (unlimited supply)
<a href="#">?</a>	Price and Pricing Unit	Producer Price (-0%) £ <input type="text" value="1.26"/> per each <input type="text" value=""/> (s) Coop Price £ <input type="text" value="1.26"/> (Use singular, not plural; e.g. pound, ounce, item, dozen, jar, bag, package, etc.) Retail Price (+0%) £ <input type="text" value="1.26"/>
<a href="#">?</a>	Ordering Unit	Order by number of <input type="text" value="item"/> (s) <small>(Use singular, not plural; e.g. package, steak, bag, jar, pound, ounce, item, dozen, etc.)</small>
<a href="#">?</a>	Extra Charge	£ <input type="text" value="0.00"/> (Not subject to coop-fee or taxes. Authorization is required before using this charge.)

- To delist a product, click “**Do not list**”, or “**Archive this product**” (circled above). Either option will cause the product to be removed from the public product listing, once published. I suggest that “**Archive this product**” is only used if the product is unlikely to appear in future ordering cycles, but functionally it makes little difference which you select. An unlisted or archived product can always be relisted (using “**List as RETAIL**”) at a future time.
- **Product Name** and **Details** are self-explanatory. *N.B. Where a product comes in a pack, e.g. cheese or mixed salad bag, I recommend adding the weight under Details.*
- A **brand** can be selected, or added, if required. Click on the “**Select Brand**” drop-down and click “**Add new brand...**” at the bottom to add a new brand.
- Country and county of **origin** can be added, if known.
- A **subcategory** should be selected.
- A **price** and **unit** should be set (circled above). There are two kinds of unit:

- The **Pricing Unit** is only displayed to you (the supplier/producer) and admins via the “Product Reference List” (see “How to generate reports on the LFC website”). The Pricing Unit may be “kilo”, “pack” or “item” for example.
- The **Ordering Unit** is the smallest quantity of a product that a customer can order. This unit is displayed to the customer on the product list they actually order from. The Ordering Unit may be “half kilo”, “quarter kilo”, “pack” or “item” for example. *N.B. if Pricing Unit is “kilo” and Ordering Unit is “half kilo” or “quarter kilo”, the system will automatically calculate and display the price per half or quarter kilo to the customer based on the price per kilo you entered. You do not need to do the division yourself.*

The bottom of the form is shown below:

?	Random Weight	Will producer need to enter a weight on the invoice to determine price? (Please see instructions.) <input type="radio"/> Yes <input checked="" type="radio"/> No
?	Product Type	Certified Organic
	Storage Type	Indicate the type of storage: non-refrigerated
?	Future Delivery	If this product needs to be ordered one or more order cycles in advance of the order cycle in which it will be delivered, contact <a href="mailto:root@localhost">root@localhost</a> for assistance.
?	Save as New?	<input type="checkbox"/> Check here to keep the original product as it was and save these changes as a new product. The new product will not have an image, even if this one does.
?	<input type="button" value="Update Product"/> <input type="button" value="Cancel"/>	

- **Product Type** can be set (circled above). Typically this will be “**Certified Organic**”.
- Storage type isn’t much used – the customer doesn’t see this – so don’t worry too much about setting this correctly.

Once you have edited the product information, click the “**Update Product**” button at the bottom of the form (circled).

## 4 Add product

After clicking on “**Add new product**” from the “**My Account**” homepage, you will be presented with a form similar to that above.

Fill in the fields as above, and click the “**Add Product**” button at the bottom of the form.

### 4.1 Add product based on existing product

It is also possible to add a new product by editing an existing product.

Edit a product that is similar to the new product you wish to add, and check “**Save as New**” (circled below), BEFORE clicking “Update Product”. For example, you may wish to add a new kind of bread that is similar to an existing bread product – using the existing product as a template will make adding the new product simpler and quicker.

?	Random Weight	Will producer need to enter a weight on the invoice to determine price? (Please see instructions.) <input type="radio"/> Yes <input checked="" type="radio"/> No
?	Product Type	Certified Organic
	Storage Type	Indicate the type of storage: non-refrigerated
?	Future Delivery	If this product needs to be ordered one or more order cycles in advance of the order cycle in which it will be delivered, contact <a href="mailto:root@localhost">root@localhost</a> for assistance.
?	Save as New?	<input type="checkbox"/> Check here to keep the original product as it was and save these changes as a new product. The new product will not have an image, even if this one does.
		<input type="button" value="Update Product"/> <input type="button" value="Cancel"/>

## 5 Add or edit veg and fruit boxes

Boxes should be edited after all their constituent fruit and veg products have been added or updated. Follow the procedures above to edit or add a new box.

To make a product a box product, select “Yes” to “Is this product a box or hamper?” in the “Contents” row of the form (circled, below).

You will then be able to select the contents of the box, e.g. 2 avocados (circled below):

?	Brand	(not required) Select Brand																									
?	Origin	Select Country	Select County																								
?	Subcategory	Fruit boxes																									
		Is this product a box or hamper? <input checked="" type="radio"/> Yes <input type="radio"/> No																									
		What products does it contain?																									
?	Contents	<table border="1"> <tr> <td>Avocado</td> <td>2</td> <td>item</td> <td>@ £1.04 per each</td> </tr> <tr> <td>Giant Red Cherries</td> <td>1</td> <td>quarter kilo</td> <td>@ £1.79 per 250g</td> </tr> <tr> <td>Nectarines</td> <td>1</td> <td>half kilo</td> <td>@ £2.11 per half kilo</td> </tr> <tr> <td>Oranges</td> <td>1</td> <td>half kilo</td> <td>@ £0.68 per half kilo</td> </tr> <tr> <td>Strawberries</td> <td>1</td> <td>pack</td> <td>@ £2.29 per 200g</td> </tr> <tr> <td>Apples - Santana</td> <td></td> <td>half kilo</td> <td>@ £1.11 per half kilo</td> </tr> </table>		Avocado	2	item	@ £1.04 per each	Giant Red Cherries	1	quarter kilo	@ £1.79 per 250g	Nectarines	1	half kilo	@ £2.11 per half kilo	Oranges	1	half kilo	@ £0.68 per half kilo	Strawberries	1	pack	@ £2.29 per 200g	Apples - Santana		half kilo	@ £1.11 per half kilo
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Apples - Santana		half kilo	@ £1.11 per half kilo																								
?	Inventory	Display and use inventory amounts? <input type="radio"/> Yes <input checked="" type="radio"/> No (unlimited supply)																									

A price for the box will automatically be computed and displayed in the “Price and Pricing Unit” row of the form. You can override this price by typing over it.

## 6 Publish product list (make changes live)

To publish the changes you have made to the product list, return to the “My Account” homepage, as below:

Producer Info: Product and Order Info		
<b>Delivery Day Labels:</b> <a href="#">One Label per Customer</a> <a href="#">One Label per Product</a>	<b>Producer Invoices:</b> <a href="#">by Customer</a> <a href="#">by Storage/Customer</a> <a href="#">by Product</a> <a href="#">Multi-sort / Mass-update</a>  <a href="#">Order Summary</a>  <a href="#">Past Producer Invoices</a>	<b>Edit Your Products:</b> <a href="#">[Unlisted]</a> <a href="#">[Listed Retail]</a> <a href="#">[Listed Wholesale]</a> <a href="#">[Archived]</a> <a href="#">[Add New Product]</a>  <a href="#">Edit Your Public Info</a>

Admin Producer Info		
<a href="#">Customer and Producer Invoices</a>		<a href="#">Edit Producer Info</a>  <a href="#">Totals by Location</a> <a href="#">Food Types by Location</a>
<a href="#">Food Stamp Designations</a> <a href="#">Staple/Retail/Nonfood Totals</a>	<a href="#">New Products (June)</a> <a href="#">Changed Products (June)</a>	<a href="#">Producer/Product List (June)</a> <a href="#">MAKE PRODUCT CHANGES LIVE</a>

Click the “**MAKE PRODUCT CHANGES LIVE**” link, circled above. You will then see the following screen. Click the “[Click here to make the product list changes live](#)” link, circled below.

### Producer Product Lists (1 Producers): Editing and Adding New Products Prior to Order Day

Click here to make the product list changes live.


New	Edit	Business Name	List or Unlist
<a href="#">Add</a>	<a href="#">[Listed]</a> <a href="#">[Wholesale]</a> <a href="#">[Unlisted]</a>	Choice Organics	<a href="#">[Unlist]</a>

You will see a message confirming that the new product list has been created. You can then log out.

## 7 Check product list

Once you have logged out, check that the publicly viewable product lists are correct by following the links circled below on the log in page ( <http://localhost/foodcoop/shop> ):

## Welcome to From the Ground Up's shop!

<a href="#">Register for account</a> <a href="#">Browse produce</a> <a href="#">Collection locations</a> <a href="#">Suppliers</a> <a href="#">About us</a>	<b>Order Opens: Monday, 27 June 2011</b> <b>Order Closes: 1pm, Wednesday 29 June</b>	<b>Email address:</b> <input type="text"/> <b>Password:</b> <input type="password"/> <input type="button" value="Log in to Order"/> <a href="#">Forgot your password?</a> <a href="#">New to From the Ground Up?</a>
		
<b>Available Products</b>	<b>Next Collections</b>	
<a href="#">Veg and fruit boxes</a> <a href="#">Products by category</a>	<b>Canbury Arms Pub: Friday, 1 July -- 9am</b> <b>Kingston Environment Centre: Saturday, 2 July -- 11am to 12 noon</b>	

**Note:** You must [register](#) with From the Ground Up to purchase food through the cooperative.

N.B. If you need to make further changes to the product list, log back in, edit the products, and republish the product list as described above. Customers will not be able to order products until the ordering cycle opens at the designated time, e.g. 12 noon Monday, so you can make changes up to then.