

## Editing your entries

Either from the Dashboard under **Add & manage products**, or simply by clicking on **PRODUCTS** in the heading bar at the top of the page go to the page where you enter your products.

The line of boxes quick search, producer, category etc. (circled red here) is not used when entering data. It is used by customers narrowing down the list of entries on the site when they are shopping.

Let's look more closely at the first line of produce entries here.

The amount in stock is listed at zero. This means it will not appear amongst the list of items a customer sees. Some things about the OFN software are not so great but this feature is a real boon. Once you have entered something into the system you can hide it by setting it to zero and restore it later by giving it a positive value. It means that once you have set something up you never need to do the work again. Let's suppose we want to restore this item. Click on the chevron on the left and a new line will open up with more details (below). You can change any details you like (remember to click on **SAVE** afterwards). Note the price shown. This is the price you get paid for the item. The Hub adds 15% commission onto this to cover the online fees which we deal with. In the market we

like to have hub prices and market prices to be similar (An artisan may wish the same for the Hub and their shop). To find the right price to put here, multiply your usual selling price by 20/23

When you are in the **PRODUCTS** area there are three icons (ringed in red here) at the right hand side of each line. The furthest right is a dustbin icon. This deletes that line (& associated description etc.). The middle one is to copy an existing entry. You can then modify it to create a new product entry for the Hub. This saves time but I have found that it is generally best to start each entry from scratch to avoid propagating old errors. The leftmost icon is to edit an entry & we'll look at that next.

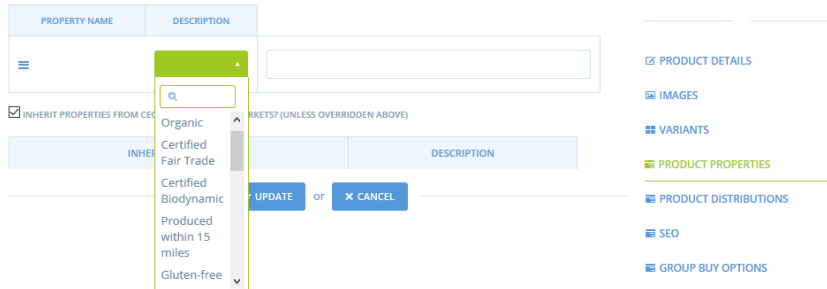
I've clicked on the edit icon for Port & cranberry conserve & this is what you see:

The only thing you are likely to want to edit in this full view is the description. Maybe you noticed a spelling mistake in the description. This is where you can correct it.

Note the links under **PRODUCT**

**DETAILS.** The only ones you will need are **IMAGES** (should you want to change an image) and **PRODUCT PROPERTIES**.

Click on **PRODUCT PROPERTIES** and you will see something like this.



Click on the green button below the word **DESCRIPTION** and there is a drop-down list of standard properties which you can add invisibly to your description. E.g. if you select the property “organic” from the list

then if the customer searches “organic” your product will be found. Be careful with these labels as some can only be used if your products can be legally labelled this way.

### **If you are going away on Holiday**

There will be times when you are not available to take your goods to market, for whatever reason. It is important that we do not disappoint customers by failing to fulfil orders. There are two easy ways of dealing with this. You can either reduce the stock on all your offerings to zero or you can inform your Hub manager & they can remove your name from the list of suppliers for that order cycle. It is a good plan to tell the Hub manager you won't be available in any case.