

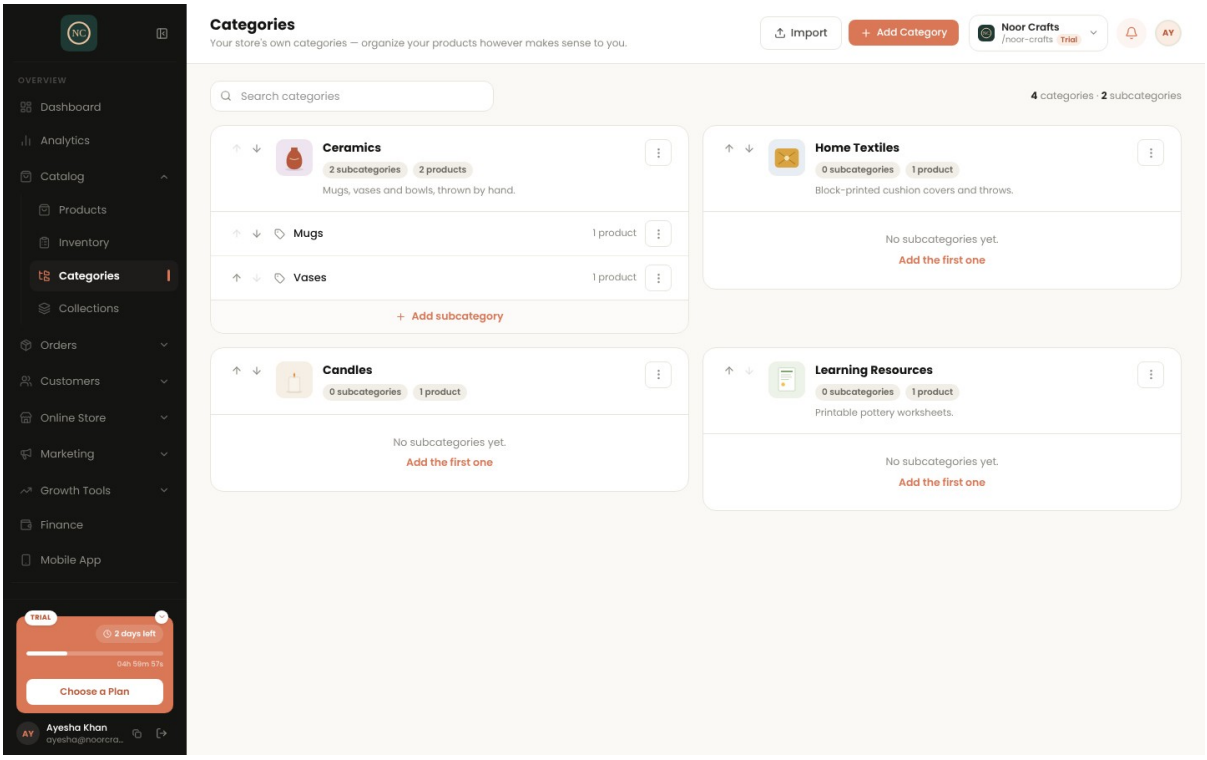
Chapter 4: Add your products

Add at least one product and set its status to **Active**, so buyers can see it. Create categories first if you want to sort products as you add them.

Screen 4.1: Categories

Use case: groups your products the way buyers browse, for example Ceramics, Cushions and Candles.

Where: **Catalog → Categories**



Categories page with Ceramics, Home Textiles, Candles and Learning Resources

1. Click **+ Add Category**.
2. Type a **Name** (for example Ceramics). **Description (optional)** and **Image (optional)** can be left empty.
3. Leave **Active** on so the category shows on your storefront.
4. Save.

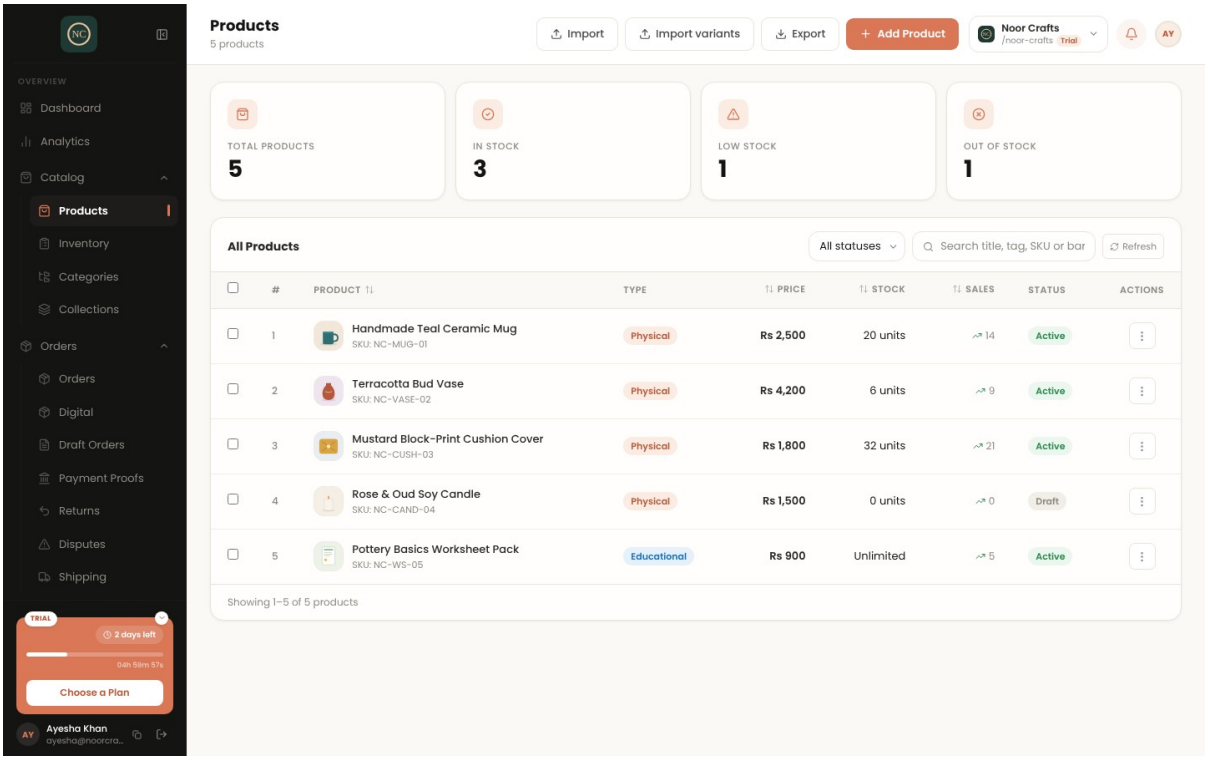
What you'll see: the category in the list. You can add subcategories under it.

> Tip: you can also create a category while adding a product, from the **Category** field.

Screen 4.2: Products list

Use case: see, search and manage all your products in one place.

Where: **Catalog → Products**



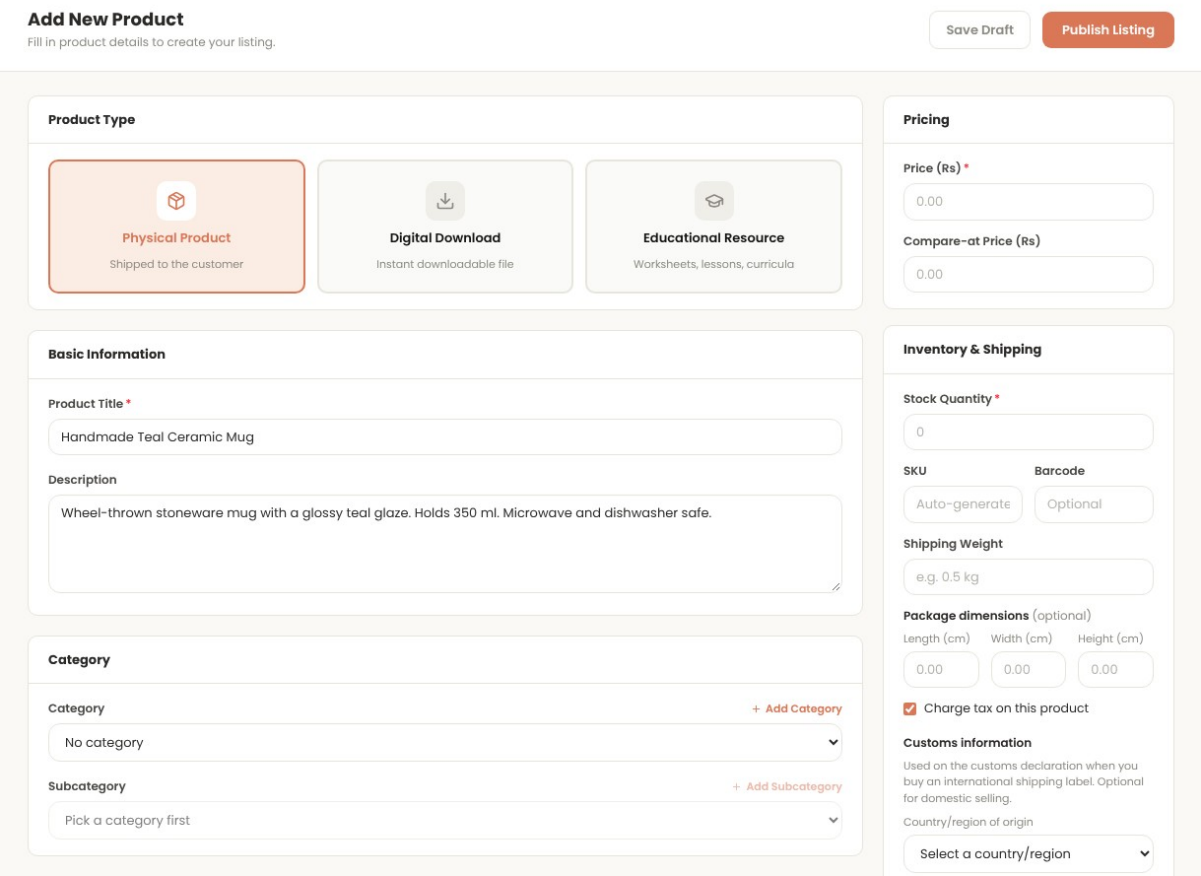
Products page with the stock cards and the All Products table

- **Top buttons: Import** and **Export** (move many products at once with a spreadsheet file), and **+ Add Product**.
- **Number cards: Total Products**, **In Stock**, **Low Stock**, **Out of Stock**.
- **All Products table:** filter by status (Active, Draft, Archived), search by title, tag, SKU or barcode. The menu at the end of each row has **View Detail**, **Edit Product**, **Duplicate** and **Delete Product**.
- A new store shows **No products yet** with an **Add Your First Product** button.

Screen 4.3: Add New Product

Use case: list something for sale: a physical item, a digital download or an educational resource.

Where: **Catalog → Products → + Add Product** (or **+ Add product** on the Dashboard)



Add New Product: Product Type, Basic Information and Category

1. Under **Product Type**, choose **Physical Product**, **Digital Download** or **Educational Resource**.
2. Under **Basic Information**, fill in **Product Title*** and **Description**.
3. Under **Category**, choose a **Category** and, if you like, a **Subcategory**.
4. Under **Product Images**, upload up to 5 pictures. The first picture is the cover buyers see; drag to reorder.
5. In the right column, fill in **Pricing**:

Field	What to enter	Example
Price *	The selling price, in your store currency	2,500
Compare-at Price	The old price, to show a discount. Buyers see "{x}% OFF"	3,000

6. For a physical product without sizes or colours, fill in **Inventory & Shipping**:

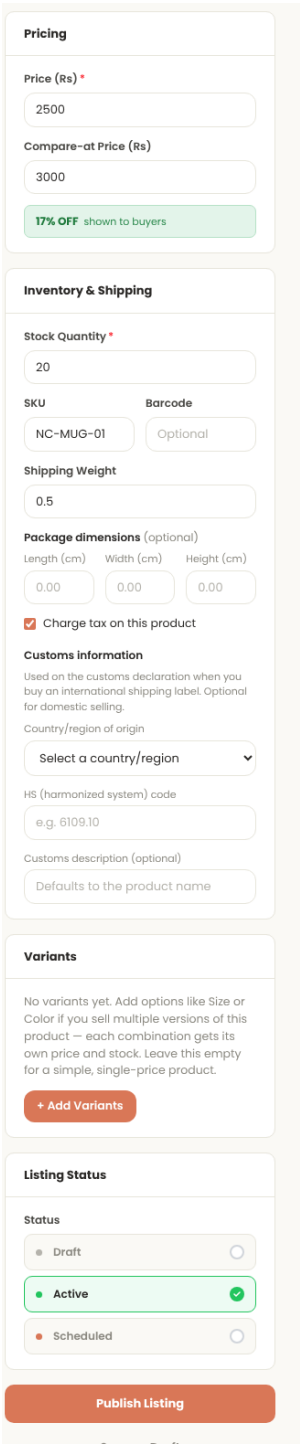
Field	What to enter	Example
Stock Quantity *	How many you have	20
SKU	Your own item code. Left blank, Solvexo creates one	NC-MUG-01

Field	What to enter	Example
Barcode	The barcode number, if any	
Shipping Weight	Weight with packing, used for shipping rates	0.5 kg
Length / Width / Height (cm)	Package size	12 / 12 / 10

7. Under **Listing Status**, leave **Status** on **Active** (the default). To publish on a later date, choose **Scheduled** and pick the date and time.
8. Click **Publish Listing**.

What you'll see: the product in your **Products** list with the status **Active**.

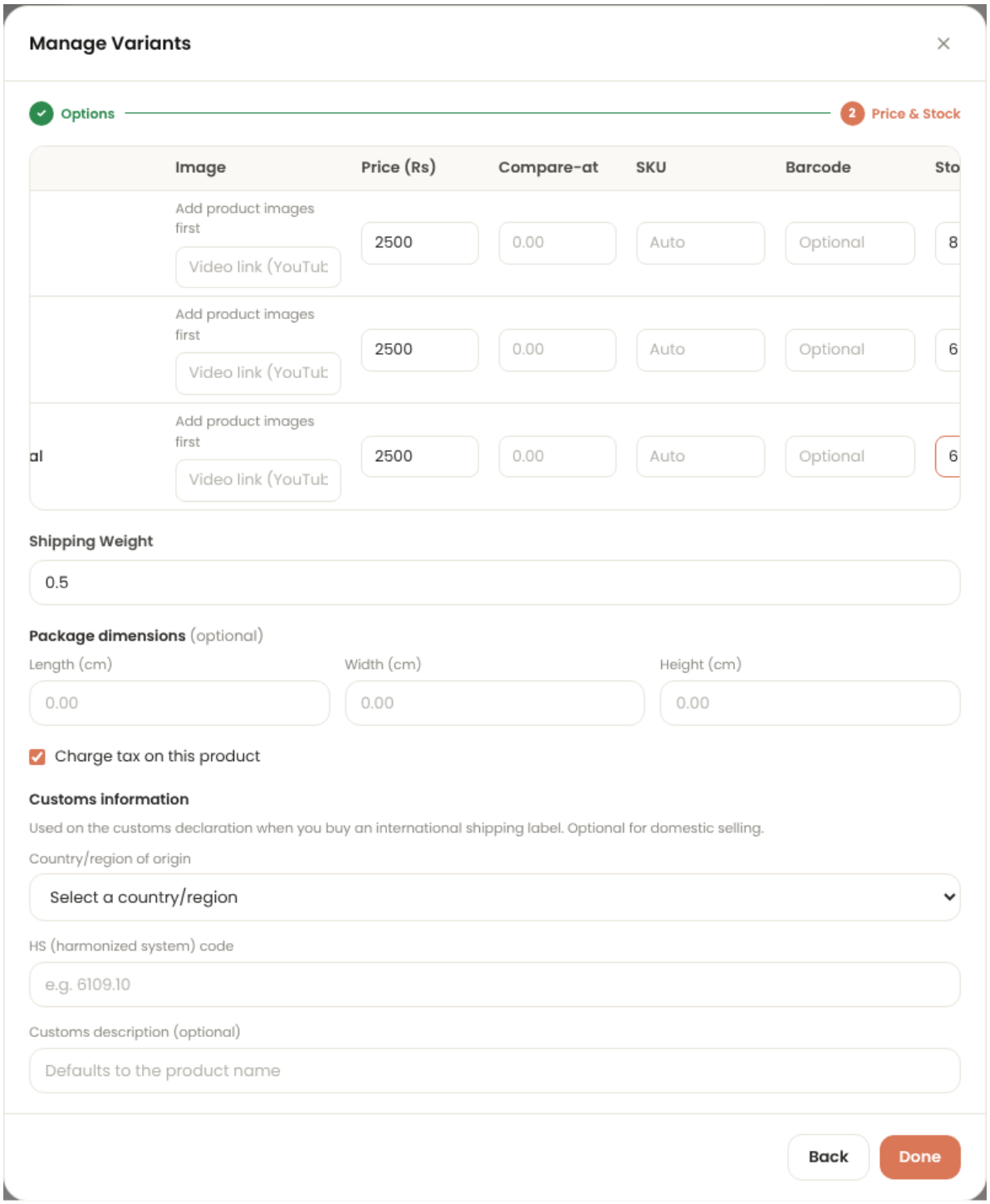
> Tip: **Publish Listing** shows the product to buyers straight away, or on your scheduled date. To keep working on it privately, click **Save Draft** instead; buyers won't see a draft.



Add New Product right column: Pricing with 17% OFF, Inventory & Shipping, Variants and Listing Status set to Active

Products with sizes or colours (variants):

1. In the **Variants** card, click **+ Add Variants**.
2. Type an option name (for example Size) and its values (Small, Medium, Large). Click **Add Option** for a second option such as Colour (up to 3 options).
3. Click **Next**. For each combination, enter **Price**, **SKU** and **Stock**, and add a picture if you like.
4. Click **Done**.



Manage Variants window, Price & Stock step, with a price and stock for each colour

Digital downloads and educational resources:

- Upload your file under **Digital Files** (or **Resource Files**). Click **Add another file** for more.
- For an educational resource, choose the **Education Level***.
- Under **Delivery Settings**, choose the **Download limit**, when access expires, and the **License Type**. Optional: give each buyer a license key, write a **Buyer Delivery Message**, or turn on **PDF Stamping** to watermark PDFs with the buyer's name.

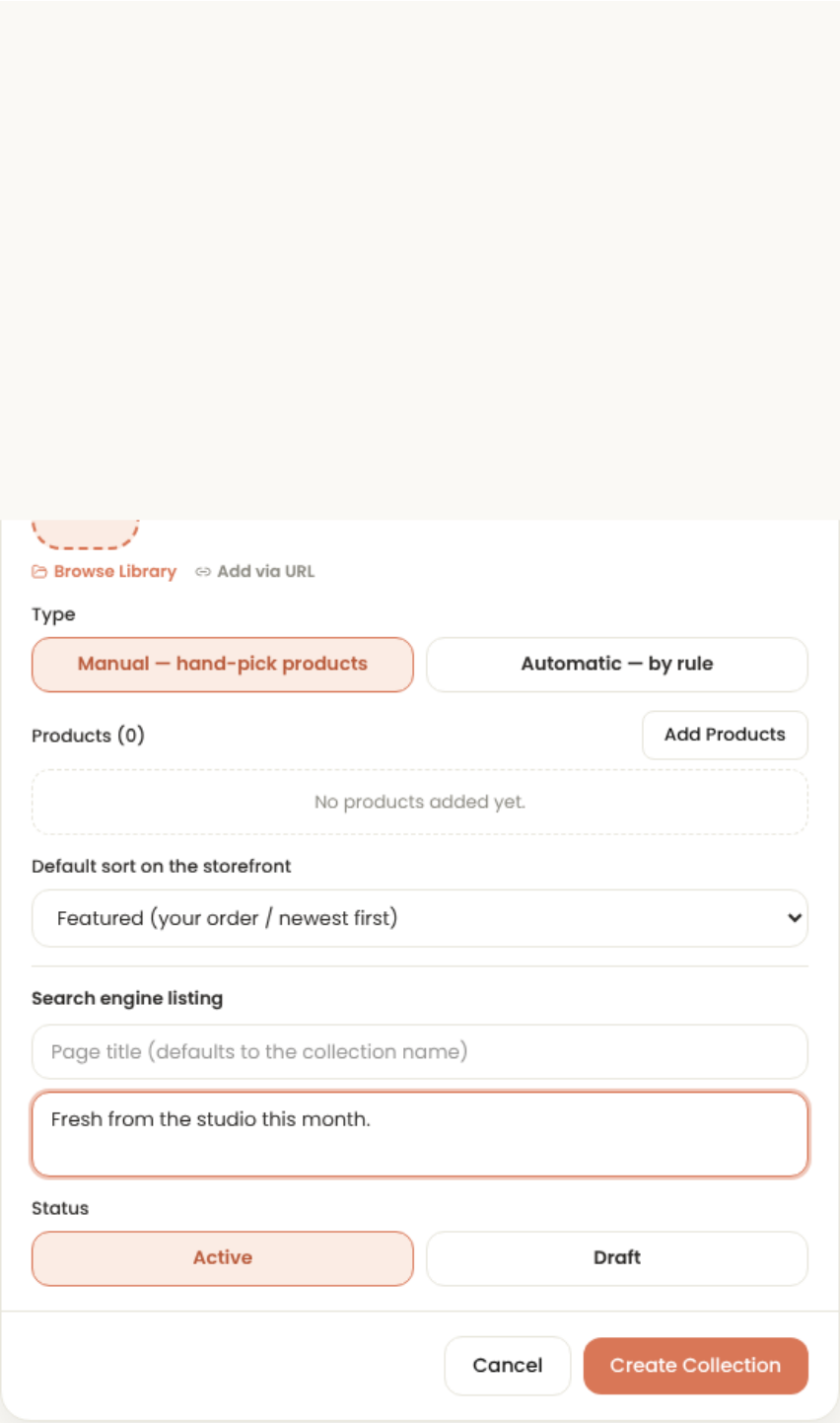
> Note: a product type that is switched off for your store appears greyed out. Click **Manage product types** under the type cards to switch it on.

Other optional settings: Selling options (brand, minimum and maximum order, pre-order), **Tags & SEO** (words that help buyers search), and **Charge tax on this product**.

Screen 4.4: Collections

Use case: hand-picked or automatic groups for your storefront, such as New Arrivals, Sale or Best Sellers. You can show them on your home page and in your menu.

Where: **Catalog → Collections**



New Collection window: Type, Products, Default sort, Search engine listing and Status

1. Click **New Collection**.

2. Type a **Name** (for example New Arrivals).
3. Choose a **Type**:
   - **Manual — hand-pick products:** click **Add Products** and pick them.
   - **Automatic — by rule:** choose a category, tags, or words in the title. Products that match are added for you.
4. (Optional) Fill in **Search engine listing**: **Page title** and **Meta description**.
5. Set **Status** to active and save.

What you'll see: the collection in the list, ready to add to your home page or menu (Chapter 7).

باب 4: اپنی مصنوعات شامل کریں

کم از کم ایک مصنوع شامل کریں اور اس کا اسٹیٹس **Active** رکھیں تاکہ خریدار اسے دیکھ سکیں۔

اسکرین 4.1: Categories

استعمال: مصنوعات کو گروپس میں تقسیم کرنا (مثلاً Ceramics)۔ **Catalog → Categories** میں + **Add Category** پر کلک کریں، **Name** لکھیں، **Active** آن رکھیں اور محفوظ کریں۔

اسکرین 4.2: Products کی فہرست

استعمال: تمام مصنوعات ایک جگہ دیکھنا، تلاش کرنا اور بدلنا۔ **Import** اور **Export** سے اسپریڈ شیٹ کے ذریعے بہت سی مصنوعات ایک ساتھ شامل کی جا سکتی ہیں۔ ہر قطار کے مینو میں **Edit Product**، **Duplicate** اور **Delete Product** ہیں۔

اسکرین 4.3: Add New Product

استعمال: بیچنے کے لیے نئی مصنوع شامل کرنا۔

1. **Product Type** میں **Physical Product**، **Digital Download** یا **Educational Resource** منتخب کریں۔
2. **Product Title*** اور **Description** لکھیں۔
3. **Category** منتخب کریں۔
4. **Product Images** میں 5 تک تصاویر اپ لوڈ کریں۔ پہلی تصویر کور بنتی ہے۔
5. **Price*** لکھیں۔ رعایت دکھانی ہو تو **Compare-at Price** میں پرانی قیمت لکھیں۔
6. فزیکل مصنوع کے لیے **Shipping Weight**، **SKU**، **Stock Quantity*** اور پیکنگ کا سائز لکھیں۔
7. **Listing Status** میں **Status** کو **Active** پر رکھیں۔
8. **Publish Listing** پر کلک کریں۔

> Tip: **Publish Listing** مصنوع فوراً (یا طے شدہ تاریخ پر) خریداروں کو دکھا دیتا ہے۔ ابھی چھپا کر کام کرنا ہو تو **Save Draft** پر کلک کریں؛ ڈرافٹ خریداروں کو نظر نہیں آتا۔ غیر فعال (سلیٹی) اقسام کو آن کرنے کے لیے **Manage product types** پر کلک کریں۔

سائز یا رنگ (**Variants**): + **Add Variants** پر کلک کریں، آپشن (مثلاً Size) اور اس کی قیمتیں لکھیں، **Next** دبا کر ہر مجموعے کی **SKU**، **Price** اور **Stock** لکھیں، پھر **Done** پر کلک کریں۔

ڈیجیٹل اور تعلیمی مواد: **Digital Files** میں فائل اپ لوڈ کریں، تعلیمی مواد کے لیے **Education Level*** منتخب کریں، اور **Delivery Settings** میں ڈاؤن لوڈ کی حد اور لائسنس طے کریں۔

اسکرین 4.4: Collections

استعمال: منتخب مصنوعات کے گروپ جیسے New Arrivals یا Sale، جنہیں ہوم پیج اور مینو میں دکھایا جا سکتا ہے۔ **New Collection** پر کلک کریں، **Name** لکھیں، اور **Type** میں **Manual** (خود مصنوعات چُنیں) یا **Automatic** (قاعدے کے مطابق خود بخود) منتخب کریں، پھر محفوظ کریں۔