

# Nebraska Food Cooperative – Producer Procedures

Title: Adding and Editing Products for Sale

Date: 10/12/08

**Purpose:** The purpose of this procedure is to instruct producers on how to add new products and edit existing products to the website for sale.

1. Use the producer procedure “Accessing Web Functions for Producers” to locate the Producer Information box (See Figure 1) on the website. The right side of the Producer Information box contains the links for adding and editing products or editing your producer information that is made public to Co-Op members.

Figure 1. Producer Information

<b>Producer Info: Product and Order Info</b>		
<p><b>Delivery Day Labels:</b>  <a href="#">One Label per Customer</a>  <a href="#">One Label per Storage/Customer</a>  <a href="#">One Label per Product</a></p>	<p><b>Producer Invoices:</b>  <a href="#">by Customer</a>  <a href="#">by Storage/Customer</a>  <a href="#">by Product</a>  <i>NEW:</i> <a href="#">Multi-update Invoice</a>  <a href="#">Past Invoices</a></p>	<p><b>Edit Your Products:</b> <a href="#">[Unlisted]</a> <a href="#">[Listed]</a> <a href="#">[Add]</a>  <a href="#">Edit Your Public Info</a></p> <p><b>Documentation</b>  <a href="#">Producer Procedures</a></p>

2. To add a new product to the website:
  - a. Click on [Add] located on the right side of the Producer Information box.
  - b. The next screen that appears is an electronic form which is used to add products to the website. Figure 2 is an example of the first two entries in the electronic form..

Figure 2. Add A Product Screen – Example

Help	Headings	Product Information	
?	<b>Availability</b>	Yes, list this month	Don't list this month
?	<b>Product Name</b>	(max. length 75 characters)	

- c. Each entry under the column “Headings” describes a product attribute that will need to be completed. The producer enters the information in the “Product Information” column. If you need more information to complete the form, click on the question mark in the “Help” column for clarification. If you need further assistance, you can email [help@nebraskafood.org](mailto:help@nebraskafood.org).
  - d. Once all the information is correct and complete, click on the box “Click to Add New Product”. Your product is now entered in the website.
3. After a product has been added to the website, it can be edited. Existing products are either “listed” or “unlisted”.
4. To edit a listed product:
  - a. Click on [Listed] located on the right side of the Producer Information box.

# Nebraska Food Cooperative – Producer Procedures

Title: Adding and Editing Products for Sale

Date: 10/12/08

- b. The next screen that appears contains all the listed products for the producer. To edit a product, scroll down to the product to be edited. On the left hand side of the screen, find the column titled “Edit”. This column contains links to edit the product information, add an image for the product, or review the order history. To edit the product, click [Edit Product].
- c. The next screen that appears contains the same information as the electronic form to add a product. Edit the information that is applicable.
- d. Scroll to the bottom of the screen and click on “Click Here to Update Product Info”.
- e. If you wish to leave the product information unchanged, click “Cancel”.