

# Product Management User Guide

Use this guide to manage the products that are displayed on your website.

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## Logging in

1. Begin by navigating to the Product Administration login page. This is located at <http://<your website address>/admin>
2. Login using the username & password provided.

If you experience any issues logging in please contact the Motorcentral Support team.

## Adding a new product

1. Once logged in, click the **Add New** button located towards the top of the screen.



2. Enter the relevant pieces of information about your product:  
Name: the name of the product  
Category: the category that the product fits into  
Price: the price you want advertise the product at  
Description: product description
3. (optional) Upload a photo of the product you are selling:
  - a. Click **Choose File** and browse to the image on your computer to select it
  - b. Click the **Upload** button once you have selected your file. Once uploaded a thumbnail view of your image will displayed

If you opt not to choose a photo then a default image will be displayed instead (normally your logo).

4. Click **Save** to publish the product to your website.

## Editing a product

1. Once logged in, locate the product you would like to modify and select the **Edit** link below it.
2. Complete **steps 2 thru 4** in the **Adding a new product** section above.

## Deleting a product

1. Once logged in, locate the product you would like to modify and select the **Delete** link below it.
2. Click **Yes** to confirm deletion.