

ShopSite Directions

Directions for editing products in ShopSite

Go to the address of your store and enter username and password

You are now in the ShopSite Admin Panel



Click on "Products"

Click on "List All Products"

Select the product you want to edit and click on "Edit Product Info"

From this page you may edit the Price, the Sale Price, The Product Description, and the SKU - Please do not change anything else.

When done making changes, click on "Save Changes" at the bottom of the page. This will then return you to the "List of Products" Page

In the upper right hand side of the page you will see a yellow tab the says "Publish"



Click on this tab and your changes will be published.

Repeat process to edit other products.

When done with all edits, just close the browser window.