

[MERLIN SUPPORT](#) > [Merlin Back Office](#) > [Online Sales and Products](#)

Adding Products Online

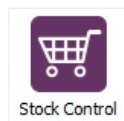
[Follow](#)

Before you can start adding products online there are a few things you must double check first. You need to ensure that the products you are putting onto the website have been booked-in. There needs to be stock available to sell. You need to check the title/description of each product is accurate, as this will be shown on the website to your customers. In addition to this, you need to make sure that the 'Type' of stock is REGULAR.

RECENTLY VIEWED ARTICLES

[Sales Orders](#)[Adding Donations Online](#)[Adopt an Animal Online](#)[Exporting and Importing a Menu](#)[WSP: Wide Site Polling](#)

1. Double click on the **'Stock Control'** icon.



2. Double click on **'Maintain Stock File'**.



3. Type in the product code you want to add or search it up using the Ellipsis (...) icon.

The screenshot shows the 'Maintain Stock File' window with the 'Merlin Online' tab selected. The 'Product Code' field is highlighted with a yellow box. The window contains various fields for product details, including EPOS, Description, Type, Brand, Stock Cat. 1, Stock Cat. 2, Pack Type, Account Codes, and Branch Details. The 'Product Code' field is currently set to 'PEN-STYLUS'.

4. At the top of the window use the arrows to find the **'Merlin Online'** tab. Check the two boxes; **'Ecommerce Stock'** and **'Enabled for Online Purchase'**.

The screenshot shows the 'Maintain Stock File' window with the 'Merlin Online' tab selected. The 'Ecommerce stock' and 'Enabled for online purchase' checkboxes are highlighted with a yellow box. The window contains various fields for product details, including Online Price, Online Gift Aid, Shipping weight, and Online long description. The 'Product Code' field is currently set to 'PEN-STYLUS'.

5. Underneath this there is a white box labelled **'Online long description'**. Here you can write a description or a few sentences about the products you are selling which can be seen on the website.

Maintain Stock File

Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Merlin Online | **Online Image**

Product Code: PEN-STYLUS | Product Description: Stylus Pen | Location: Single Branch Only

☒ ECommerce stock | ☒ Enabled for online purchase

Online Price: £ 0.00 | Redeem Code: |

Online Gift Aid: £ 0.00 | Gift Redeem Code: |

Shipping weight: 0 (grams) Applies only to pack size 1.

Online [long description]

Insert text here to be seen on website.
Something about the product.

Buttons: Save, Cancel, Refresh, Status

Maintain Stock File

6. Click on the **'Online Image'** tab at the top. Load an image for the product which can be seen online.



7. Click **'Save'**.

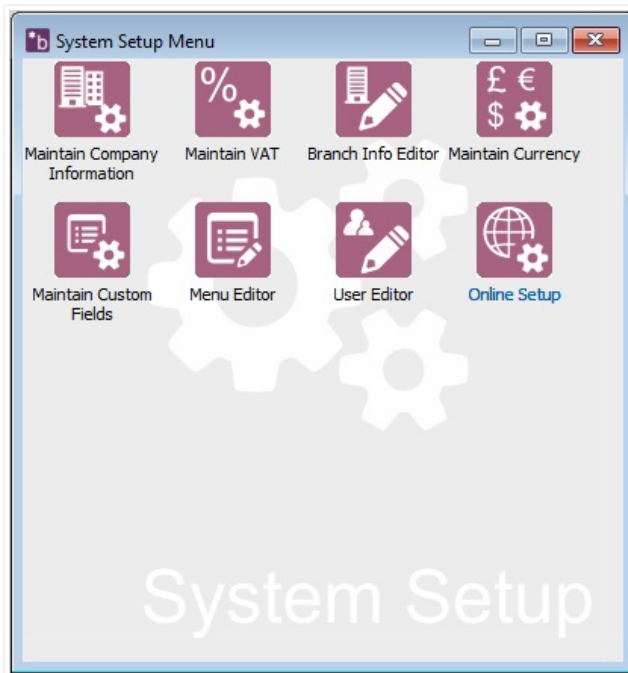
You have to create a collection to place your products in on the website. This can be done [here](#). Once you have done this then you can continue.

You now need to add the products to the collection you have created.

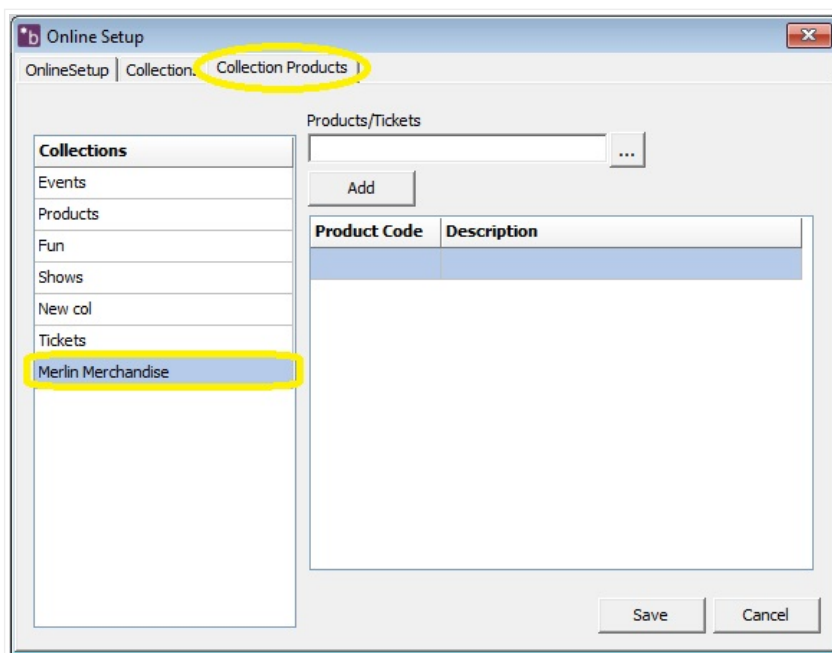
1. Double click on the **'System Setup'** icon.



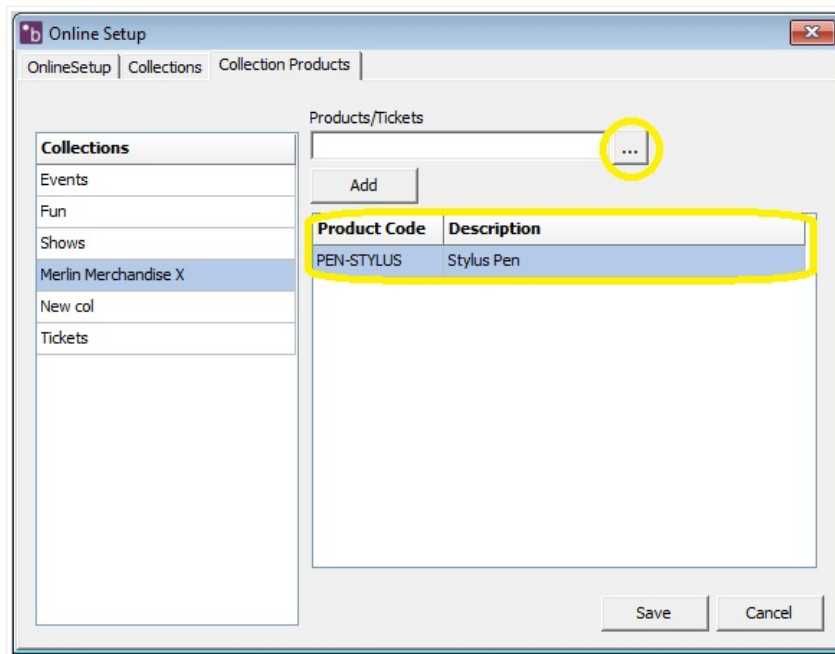
2. Double click on **'Online Setup'**.



3. Click on the '**Collection Products**' tab. On the left-hand side '**Collection**' column click on the collection you created.



4. Add the product code into the '**Products/Tickets**' box or search for them using the Ellipsis (...) icon. Click '**Add**'. You should see it in the box below.



5. Once you've added all the products you want, click **'Save'**.


This will now be added to your website when Net polls, if you want to do this manually so that it updates instantly click [here](#).

Was this article helpful?   0 out of 0 found this helpful

Have more questions? [Submit a request](#)

0 Comments

Article is closed for comments.

 Powered by Zendesk