

Ecwid Online Store Manual

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The Ecwid online store is designed to be an intuitive experience. For this reason there is no official manual for Ecwid. However, I have created this quick start manual to help get you started. For more in depth instruction on specific topics please visit the Ecwid knowledge base and the Ecwid forums:

Ecwid Knowledge Base:
<http://kb.ecwid.com/>

Ecwid Forums:
<http://www.ecwid.com/forums/>

To log in to your Ecwid Store, please go to:
Control Panel: <https://my.ecwid.com/cp/>

Once logged in you can change your password by going to "**My Profile**" in the upper right hand corner.

Adding a new product.

1. Once you have logged into your control panel please go to "**Dashboard**" (if you are not at your Dashboard click the "Dashboard" tab at the right hand side of the page).

On the right hand side of the page you will see a summary of your categories and products.

2. Click "**Products**"

Now you will see a list of your current products.

3. Click the "**New Product**" button.

You should now see the "**General**" tab

4. You can leave the **SKU** alone (unless you have a sku or product number you want to enter).

5. Enter the **Weight** of the item. This is used to calculate shipping. If shipping is free, or if you have a flat fee for shipping then enter "0" for the weight.

6. Enter the **Name** of the product.

7. Add a **Description**.

8. Add the **Product Image** by clicking "Add Image" and browse to a folder on your computer where you have images stored.

9. Enter the **Price**.

10. Categories are under the Description on the Still on the General Tab. Click “Add Categories” to select a Category. If you don’t see what you want click “Manage Categories (Global)” so that you can create a new Category.

Click "Save".

At this point your product is now for sale in the online store. For more advanced features, please proceed. 😊

Proceed to the "**Options**" tab.

1. Here you can select different options for any product such as size, colour etc. The price can remain the same or be modified by entering a plus or minus value next to the option.

Proceed to the "**Gallery**" tab.

1. You may add additional product images here if you like.

Proceed to the "**Files**" tab.

1. This is for digital products. If you are selling an ebook, digital images, music, video etc this is where you would upload those files. If you have no digital files to sell, proceed to the next tab.

Proceed to the "**Tax and Shipping**" tab.

1. You can select

- **Free Shipping**
- **Fixed Rate**
- **Use Global Settings***
- **Global Settings + Fixed Rate**

Free Shipping: Free Shipping is just that!

Fixed Rate: Fixed Rate is a shipping charge that you can set on a per item basis. It will override any Global Settings you have created.

***Global Settings:** Global Setting are shipping rules that have been created. These would most likely be real time Australia Post rates calculated by the products weight and the customers location. Or user defined shipping rules that have been created at your direction that represent your shipping policy.

Most of the time you will want to choose Global Settings as this where your main shipping rules have been created.

Global Settings + Fixed Rate: A combination of global shipping rules + a fixed fee applied on the product you are currently editing.

You can ignore the "**HTML Code**" tab.

Then click "Save" and your item will instantly be added to your store!

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I hope that you enjoy managing your new online store and have great success!

If you have any questions or require assistance please contact me.

Kind regards,

Dameon

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