Adding, Editing and Removing Products on the Fong Brothers Website

To complete any of these steps, you must be logged in to [the Fong Brothers company WordPress backend]() as user "fongadmin".

Add a New Product

Items are added as "posts" within the WordPress backend.

To add a new post, click "Posts" on the top left menu on any page in the administration area. Then click "Add New."

Add a Name for the Item

Enter the item's name in the very top field of the post editing screen.

Add a URL

The URL, or permalink, for the item will automatically generate after you add the title. It will appear directly below the item's name. It is recommended for purposes of search engine ranking that you not change this URL.

Adding a Description

You can use the large text box on the page to add and edit the item's description.

To enable Microsoft Word-style controls (bolding, italics, bullets, indenting, etc.) click the button at the far right of the menu bar above the text space.

Adding Item Categories

Items in the site are organized by category. For example, an outdoor residential-style table would be in the following categories: "Outdoor/Spa"; "Residential"; "Spa"; and "Coffee Tables".

By default, all items are added to the "Indoor" category. All items must be in either "Indoor" or "Outdoor/Spa." It cannot be in both.

Other categories include: Space ("Living Room," etc.); Location ("Residential," etc.); and type ("Occasional Seating," etc.).

You only need to check the most specific category. For example, you only need to check

"Bench," not "Occasional Seating."

To add an item to a category, check the appropriate box in the "Categories" box on the right side. To remove an item from a category, simply uncheck the relevant box.

Adding Materials

Materials are considered a type of category, and can be added using the "Categories" selector. You may pick more than one type of material per item. It is not necessary to select the "Materials" category.

These materials will be automatically formatted and displayed on the page in a list.

Adding Dimensions

Dimensions are added using the "Custom Field" selector, located directly below the main text editing box.

In the "Custom Field" area, click the drop-down menu labeled "Select." Scroll down to the dimension you wish to add (e.g. "Arm") and then enter the appropriate dimension (e.g. "22"") in the box labeled "Value." Any value can be entered, though the text cannot be formatted (bolded, etc.) as can the description. Click the "Add Custom Field" button to add the field to the item.

To edit an existing value, simply edit the appropriate field and then click "Update."

It is not recommended you click "Enter New," since the use of these fields requires special programming.

Adding COM Specs

COM Specs are added the same way as dimensions, using the "Custom Field" selector.

Adding Photos

Each item will use three different photo sizes, but you only need to upload one photo. The rest is handled automatically.

Format. The photo should be in .jpg format and sized to 800 pixels x 800 pixels.

Adding to the Site. To add a photo to the site, first find the "Upload/Insert" section, located directly above the item description field. Click the leftmost icon, which looks like a box within a box. This will bring up the photo upload interface.

Click the "Browse" button to navigate to the appropriate file on your computer. Once it is selected, click the "Upload" button immediately to its right. When the file is uploaded, you should be shown a preview of the image and be offered the ability to edit various items. You need only click "Save all changes" at the bottom of the screen. No further editing is necessary.

Adding PDF Tearsheets

PDF tearsheets can be downloaded for each product. These .pdf files are added in exactly the same way as the images.

Note: Be sure to upload the .pdf file only after *you have uploaded the item photos.*

Previewing and Publishing the Product

To preview the product before posting it publicly, click the "Preview" button on the top right.

If you are satisfied with the page and it is ready for posting, be sure to hit the "Publish" button on the upper right. This will make the item appear on the website. It will automatically be populated to the appropriate places on the site. If you do not hit "Publish," the page will not appear on the website but will instead be listed as a draft post.

You can also save changes as you go along without publishing. If you have not yet pressed "Publish," any changes will not appear on the live website.

Edit a Product

Finding Product Listings

To find an existing product in the back-end database, click "Posts" on the top left-hand navigation. This will bring up a list of products, sorted with the most recently-added items first.

There are four basic ways to locate a product:

1. **Search**. Perhaps the most straightforward way to find a product is to use the search function, located above the top right side of the product listings. Simply enter a keyword and click "Search Posts" to bring up a list of matching products.

2. **Filter by Category**. Using the drop-down menu above the product listing, you can show only items in certain categories or subcategories.

3. **Filter by Date**. If you know what month the product was originally, posted, you can use the drop-down menu above the product listing to show only items originally added in a particular month.

4. **Browse**. At the top right of the list of products is a numbered set of links with text that reads "Displaying 1–15 of X," where X is the number of products posted so far. Use the

numbers to navigate through each page of listings. Older products will be on the higher-numbered pages; newer products will be on the lower-numbered pages.

Editing a Product

Once you have located the product in the listing, click on the product name (in the "Post" column) to open the item for editing.

Items are edited using the same interface as when they are created. You can edit any element of the post, including its description, dimensions, COM Specs, and so forth.

To remove or change an image or tearsheet, click the same icon you would use to add an image, and then click the "Gallery" tab. Click "show" by the item you wish to remove, then click "Delete." To edit an image or tearsheet, first remove the old image and re-add the image.

Be sure to click "Update Post" to make you changes appear on the website. If you do not click "Update Post," your changes will be saved as a draft and will not be reflected on the public site.

Delete a Product

There are two ways to remove a product from the web site.

1. **Temporary Deletion**. To remove something from the public website temporarily, you can change the item's status from "Published" to "Draft." The item will remain listed in the backend database but will no longer appear on the website.

   To do this, navigate to the product in the listings using the instructions above, and then click the product name. On the editing screen, find the box labeled "Publish" on the top right side of the page, and click the "Edit" link next to "Status: Published." In the drop-down menu that appears, select "Draft" and then click "Update Post" to save these changes.

2. **Permanent Deletion**. To permanently delete a product, first locate it in the product listing using the instructions above. Place your mouse over the product listing, and the word "delete" should appear. Click that link and then confirm that you wish to delete it. This cannot be undone.