SITE INFORMATION

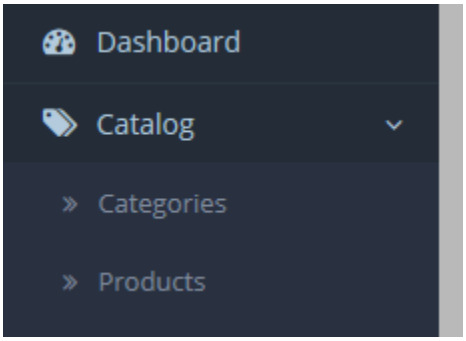
Login info: https://www.hamiltonweeddelivery.com/admin/index.php

Username: hamadmin

Pass: #JkV@2qD%5

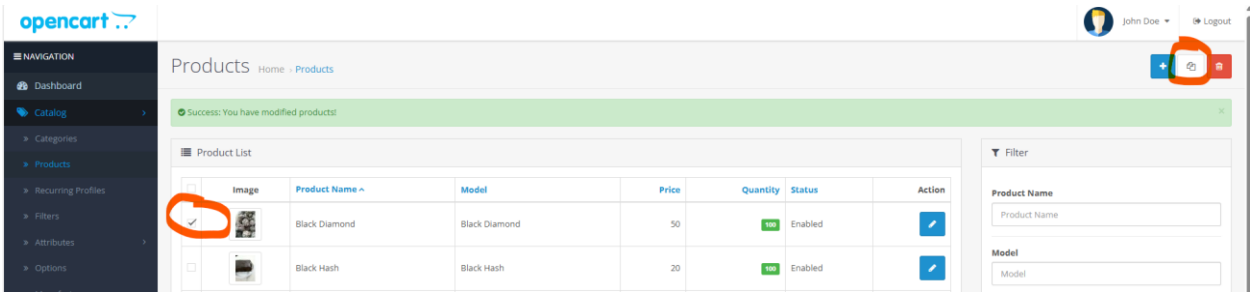
After logging in you will see a menu on the left similar to this(shown below)

On the left you will see a menu and the 2 main ones you need to use are Categories and Products.

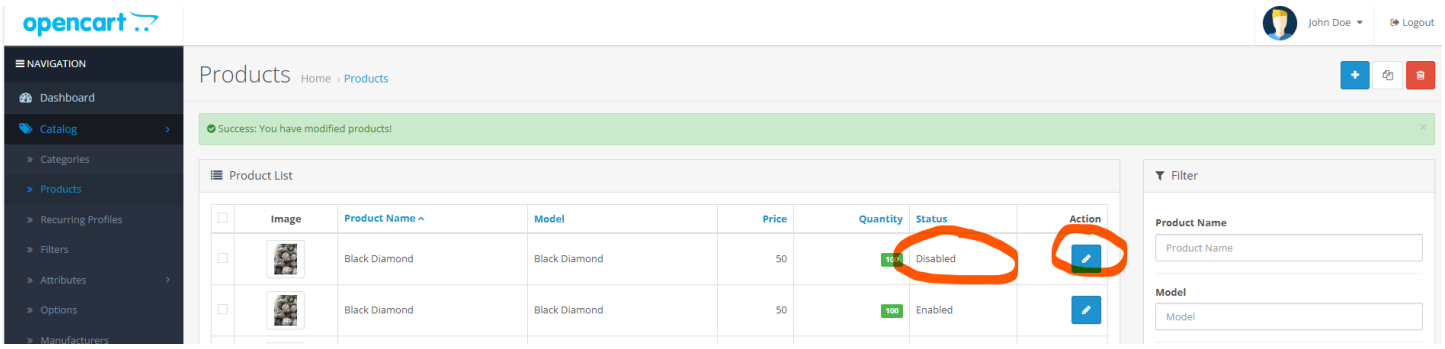


Click on the word **Catalog**…then **Products.** You will then see a list of all products.

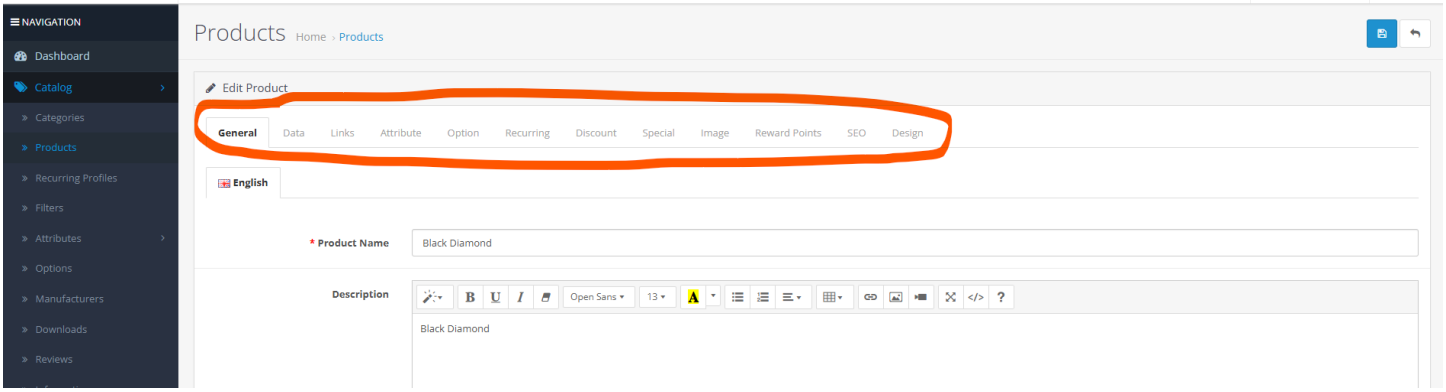
It is easiest if you highlight a product in the same category (i.e. Indica, sativa) and clone it. Put a check beside a similar product and click the “Copy” button in top right hand corer as shown below:



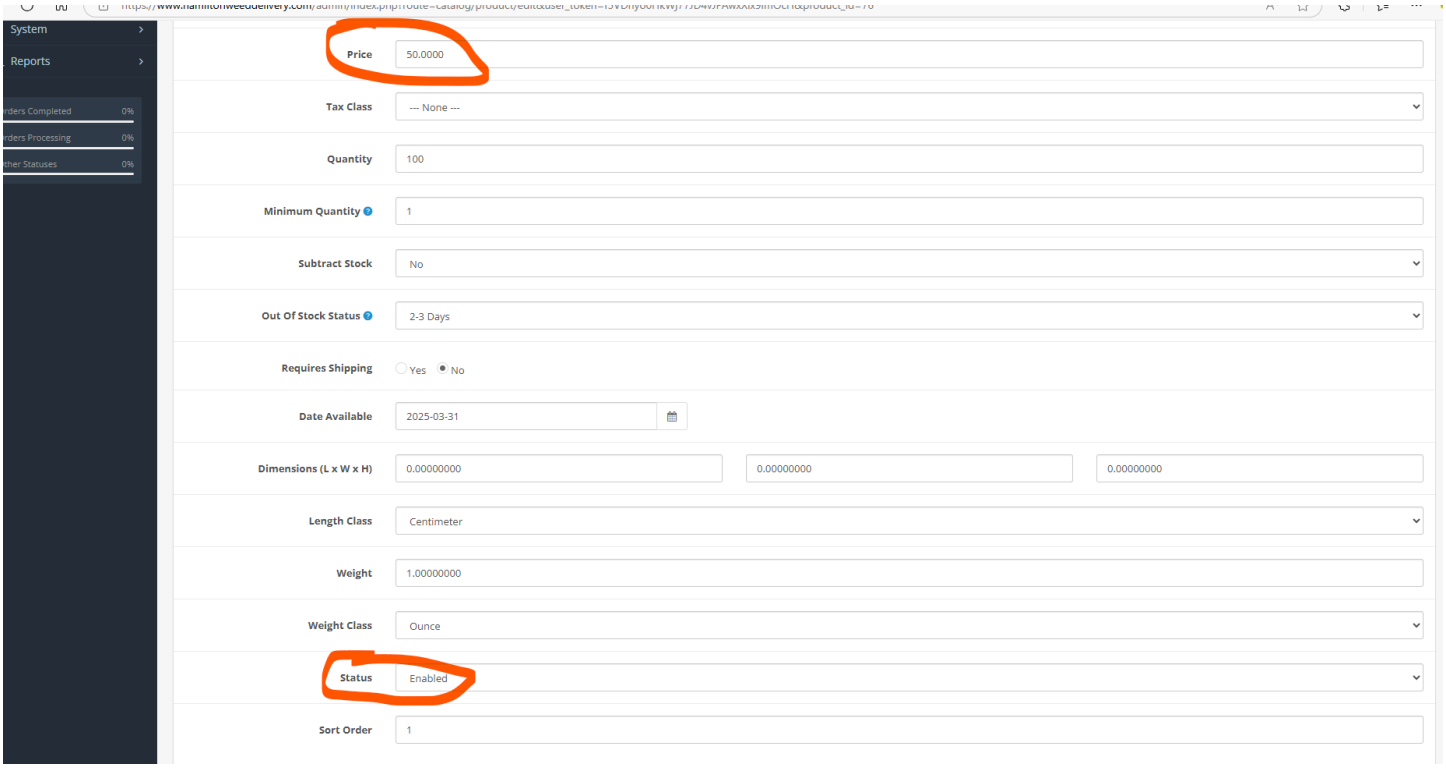
You will then see duplicates made of that product but the new ones will say Disabled under their status.



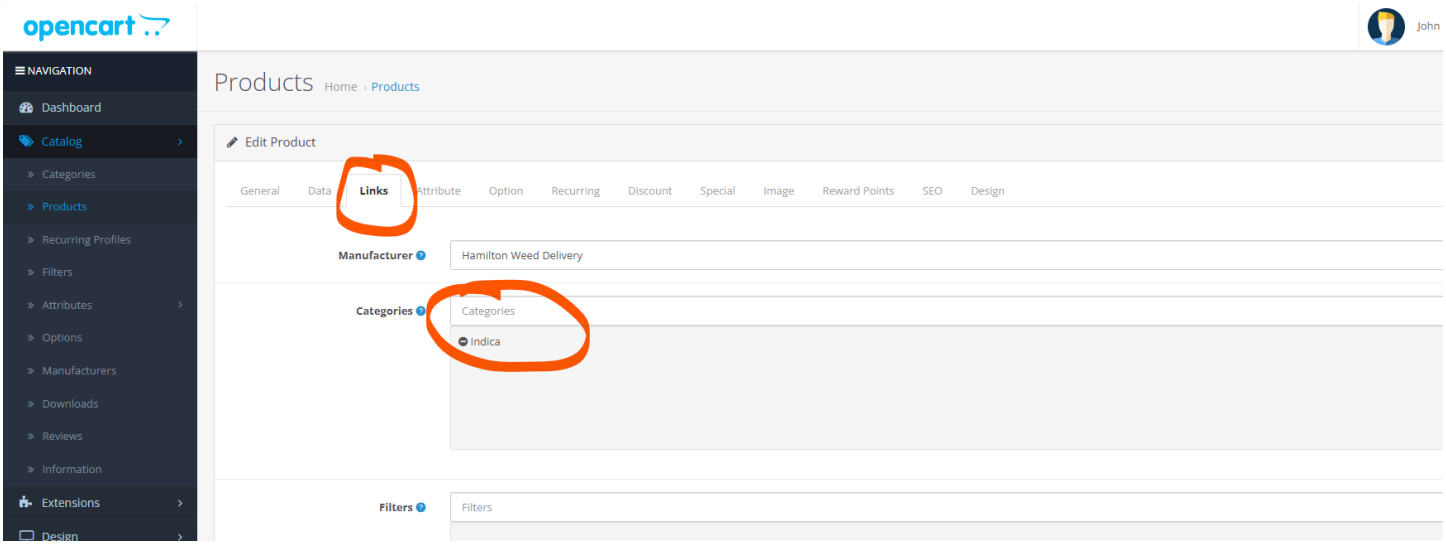
Click the Blue Pencil icon beside one of these products to show the Product options as seen below:



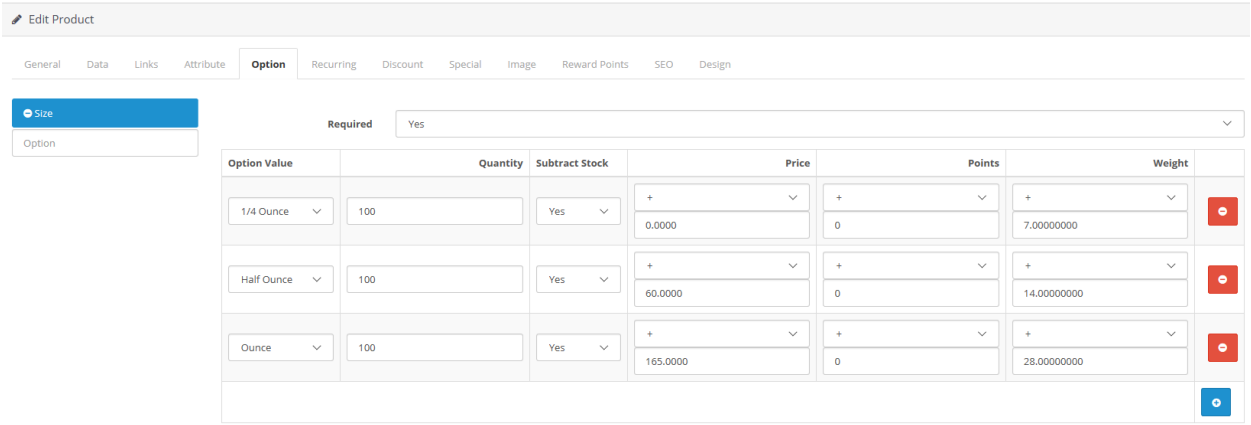
a) The first tab called “General” is where you put the product name and description
b) The “DATA” tab is where you set the price and status to Enabled (it is currently Disabled). Set the price of you lowest option (i.e. ¼ oz). Also set the weight type (i.e. gram or ounce). If grams then use 7, 14, and 28 grams for ¼, ½ and full ounces. If using Ounce then use 0.25, 0.50, 1.0 for weight.



c) The “LINK” tab is where you put the category it belongs to (i.e. Sativa, Indica, Hybridetc.). This should already be filled in if you copied from a similar product. At the bottom you can put related items as well (shown below)



d) The ‘OPTION’ tab is used to set the variations of size as shown below:



When setting options always make the lowest $0.00 in the Price column because you already set this base price in the “DATA” tab. Half and full ounce you add the price on top of the quarter ounce price as shown above.

e) The ‘DISCOUNT” and “SPECIAL” tabs are for setting sales. DISCOUNT will show on the website a reduced price and “SPEICAL” will show a countdown on how long the deal is good for (Like daily deal on Weedmaps)

f) The “IMAGE” tab is where you upload new products. You need to specify only the main image as the extra ones are optional. I created folders already for graphics called “SATIVA, INDICA, HYBRID, CONCENTRATE, EDIBLES” that you can use to upload new images or use old ones.

The other tabs are not needed really. After making any change you need to hit the “SAVE” button in the top right-hand corner every time or you will lose the changes.

