



How to add a product to the sale category

- When an item is on sale, it needs to be added to the sale category.
- On your dashboard go to the left-hand side menu, click on the stores button, and move down to categories.

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Dashboard Transactions		Welcome to your new store.	
Customers	- 1		
Stores Mome	- 1	We're ready when you are.	
Orders	- 1	Go live now	
Products	- 11		
Categories Settings View store	C	Shipping Policy G	o to policies
Developers Support		Privacy Policy G	o to policies
Smudge		Refund Policy G	to policies
Shaun Victor English (United States)	~	Terms and Conditions G	to policies
Logout	Ţ	Here are some other things you can do to prepare for your first order.	

• To add a category, go to the Add Category button in the top right-hand corner.

Ì	Categories			Add	Category
Dashboard	Title	Products	Visible	Featured	
Transactions	Jackets	å	\checkmark	\checkmark	=
Customers					
Stores Home					
Products					
Settings					
View store 🖸 Developers					
Support					
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English (United States) \sim					
Logout					





- Here you will be able to create a Sales category.
- When you are satisfied with your changes click the create button.

		Add Category
~		
	Add a Category X	Featured
		\checkmark \equiv
	Name	
Stores		
	Display category in store?	
	Cancel	
Logout		

- You will now be able to add the items you wish to put on sale to this category, either directly or from the product page.
- To add the item from the product page directly simply go to the left-hand side menu and click on the products button.





• You will be directed to your product list.

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• Click on the product you want to add to the sales category and slide the slider to indicate that the item is on sale.

I	Products	Limport Products ① Add Product
Dashboard	Q Search for products by title, description, etc	ث Export
ustomers	Item	Price Visibility Inventory
Home	Form Dacket	R1,000.00 0 variants in Stock.
Products Categories Settings		
View store C evelopers upport		
mudge naun Victor		
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• You now can decide on either a monetary discount by clicking on the R, or a percentage discount.

Ì	Edit Product	scard Changes Save Product
Dashboard	Product Details	Product Type
Fransactions	Title	Fixed Price Donation
Iustomers	Formal Jacket	
Stores	Privat	Sell in store
Home	R-1,000.00 R This item is on sale	Taxes
Orders	Discount	VAT (15%) (Default)
Products	Description	
Categories	Solution Soluti Solution Solution Solution Solution Solution Solution S	Categories
Settings	Formal jacket for all occassions.	🗹 Jackets
View store		Sale
Developers		Add category
upport		Shipping Required
	Product Page	
mudge	https://smudgestore.store.uat.simplify.com/product/formal-jacket	
		Limit Purchases
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ogout		



- Once you have made your choice and filled in the relevant fields you will see the new price on the left-hand side, under the original price.
- When you are happy with the changes you have made, click on the Sale category you created earlier to indicate that this item is now on sale.

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	Edit Product	Discard Changes Save Product
Dashboard	Draduct Dataile	Draduct Tura
Transactions	Product Details	Product Type
Customers	Formal Jacket	- Fixed Price Donation
Stores	Price	Sell in store
Home	R-1,000.00 R (Im) This item is on sale	Taxes
Orders	Discount	VAT (15%) (Default)
Products	Description	
Categories	★ ★ B I S \vec{H}{S} \vec{H}{	categories
Settings	Formal jacket for all occassions.	Jackets
View store 🖸		Sale
Developers		Add category
Support		Shipping Required
Smudge	Product Page https://smudgestore.store.uat.simplify.com/product/formal-jacket	
Shaun Victor		Limit Purchases
English (United States) 🗸 🗸	Images	
Logout	Main image Additional images or YouTube videos	

• When you have completed your changes, click the Save product button in the top right-hand corner.

<u>م</u>	Edit Product	card Changes Save Product
Dashboard		
Transactions	Product Details	Product Type
Customers	Title	Fixed Price Donation
Stores	Price	Sell in store
Home	R 4.000.00 R This item is on sale	Taxes
Orders	Discount	VAT (15%) (Default)
Products	Description	
Categories	★ ★ B I S IE IE Formats = IE -	Categories
Settings	Formal jacket for all occassions.	Jackets
View store		Sale
Developers		Add category
Support	a a a a a a a a a a a a a a a a a a a	Shipping Required
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	Images	
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