



HOW TO Create Attribute Templates

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HOW TO Create Attribute Templates

Introduction

A product attribute is a feature of the product. It could be an attribute that is an essential part of the product, like size or color. Or, the attribute could be an added feature, such as a monogram.

You have the option of adding attributes directly to your products, or creating Attribute Templates that you can apply to a product. Product Attributes and Attribute Templates have the same presentation in your store. The difference is in the method you use to create the attributes (the Administration), as you can see in the following table.

Attribute Templates	Product Attributes
Administration	
<ul style="list-style-type: none">• assign to products during product import (template must exist prior to product import)• one template can be applied to many products• can be copied into product attributes and modified for that specific product• can add additional price for an option	<ul style="list-style-type: none">• can not be imported• identify unique or rare product attributes for one product only• can not be copied to another product• can add additional price for an option
Store Presentation	
<ul style="list-style-type: none">• images can be used for attributes and options• choice of multiple options, Yes/No, and fill-in• default and required options	<ul style="list-style-type: none">• images can be used for attributes and options• choice of multiple options, Yes/No, and fill-in• default and required options

Attribute Templates

Use the following procedure to create an attribute template.

1. Click the triangle next to Stores.
2. Click the triangle next to the store name.
3. Click the triangle next to Attribute Templates.
4. Select the Add Attribute Template link.



Add Attribute Template

A screenshot of the 'Add Attribute Template' form. The form has a title bar with a plus icon. Below the title bar, there is a section labeled 'Template'. It contains two text input fields: 'Attribute Template Code:' with the value 'Ssize' and 'Attribute Template Prompt:' with the value 'Shirt Size'. At the bottom right, there are two buttons: 'Add' and 'Reset'. Red arrows indicate the steps: 1 points to the 'Attribute Template Code' field, 2 points to the 'Attribute Template Prompt' field, and 3 points to the 'Add' button.

1. Enter the code for the Attribute Template Code, which can be up to 40 characters.
2. Enter the prompt in the Attribute Template Prompt text box. This text will appear in your Product Attributes Type drop-down list.




Note: The **Attribute Template Prompt** is the prompt you choose in the Product Attributes form when you want to apply a template to a product.

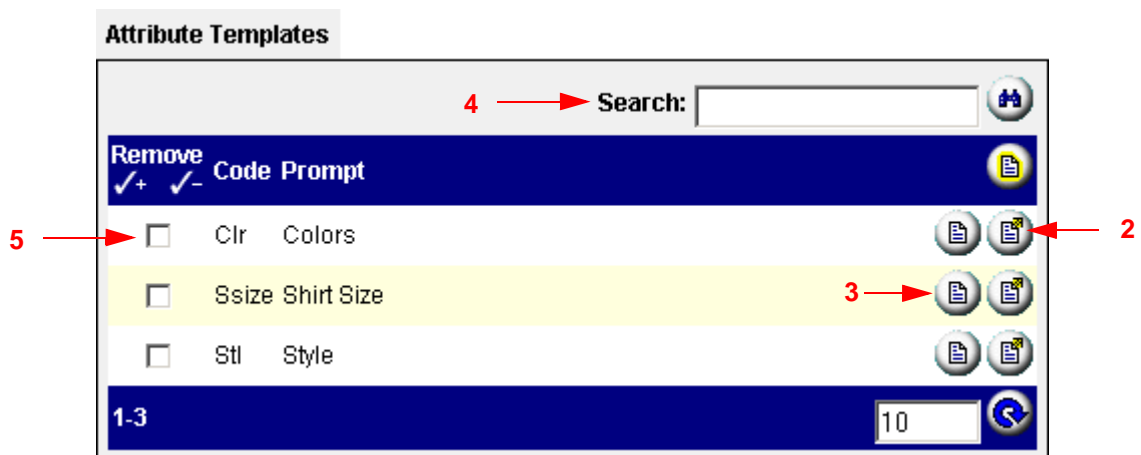
3. Click Add.
4. To add Attributes, click the Attributes and Options link. See [“Attributes and Options” on page 4.](#)

Edit Attribute Templates

1. In the Administration Interface menu, select the Attribute Templates link.





2. To edit a template, click the Edit  button.
The Edit Attribute Template form will display. Click the Attributes and Options link. See [“Attributes and Options” on page 4](#).
3. To edit viewable text, click the Edit Here  button to change an entry in that line.
4. To search for an attribute template, enter the prompt text, or part of the prompt text, then click the Search  button.
5. To remove an attribute template, under the Remove column, check the box next to the template you want to remove, then click Update. Click + to check all displayed boxes, and – to uncheck all displayed boxes.



Attributes and Options


Enter Attributes


- To create a new entry, click the New Attribute  button on the right side of the screen.
- To edit an existing entry, click the Edit Here  button.
The data you can edit displays within text boxes.

Edit Attribute Template: F01  1


[Template](#) **Attributes and Options** 2

Remove	Code	Prompt	Image	Type	Price	Cost	D	R	
<input type="checkbox"/>	Fin	Select the Finish	Radio Buttons	N/A	N/A	✓			 
<input type="checkbox"/>	↓ 01	Mirror Polish		4.00	2.50				
<input type="checkbox"/>	↑↓ 02	High Polish		2.50	1.50				

- Enter the Code for an attribute.
Enter a code that will represent the option. Make sure the code is unique for that attribute. Use any alpha or numeric characters, dashes (-) or underscores (_).
- Enter the Prompt. This text will display to your e-shoppers in your store, and inform them of the options they need to make.
You might enter "Choose Your Size" to represent size. You may enter text, HTML, or any other data that can be understood by a browser.
- If you have an image of this attribute, enter the full path, or click the Upload File  button to find the file, click Overwrite if the file has been uploaded before, then click Upload.
In your shopping interface (your store), this image will appear to the right of your product image, if you have one.

Edit Attribute Template: Ssize 

[Template](#) **Attributes and Options** 6

Code	Prompt	Image	Type
<input type="text"/>	<input type="text"/>	<input type="text"/> 	Radio Buttons

3 4 5

6. Select the type.
 - For radio buttons and drop-down lists you will create a list of options from which your shoppers will make selections.
 - Checkboxes prompt for a single answer to a single option – checked for “yes” or unchecked for “no.”
 - Text fields prompt for a single answer (text field size is 254 characters).
 - Text Areas prompt for a single long answer (the text area size is unlimited).

Note: Your customers could enter a name or initials in the Text field, for a monogram, for example. The Text Area could be used for detailed instructions from special customers.


7. **Checkbox, Text Field, Text Area types only:** Enter the Price, if any. You may choose to enter a decimal number for an extra charge that will be added to the base price of a product.
If you are using the Radio Button or Drop-down List type, you may later choose to add charges for specific options.
8. **Checkbox, Text Field, Text Area types only:** Enter the Cost, if any. Enter your cost, which may be the wholesale cost. This charge will be added to the base cost of the product.
If you are using the Radio Button or Drop-down List type, you may later choose to add charges for specific options. (
9. If this attribute is required, click the checkbox in the (R) column. In the shopping interface, your shopper must make a selection to proceed.

The screenshot shows a software interface titled 'Attributes and Options'. It features a table with the following columns: 'Code', 'Prompt', 'Price', 'Cost', and 'D R'. The 'Code' column contains the text 'size'. The 'Prompt' column contains 'Please Choose Y'. The 'Price' and 'Cost' columns both contain '0.00'. The 'D R' column contains a checked checkbox. Three red arrows point to the 'Price', 'Cost', and 'D R' columns, with the numbers 7, 8, and 9 written above them respectively. To the right of the table are several icons, including a document icon and a refresh icon.


10. Click Update.
 - A new row of empty text boxes displays after the row you just entered.
 - It's a row for an option, if you just entered an attribute type that has options (Radio Buttons or Drop-down List) or if you just entered an option. See the next section, [“Add Options to Attributes”](#).
 - It's a row for a new attribute, if you just entered an attribute type that does not have options (Checkbox, Text Field, or Text Area).
11. See the next section, [“Add Options to Attributes”](#).

Add Options to Attributes

If you selected the drop-down list or radio button attribute type, follow the steps below to add the options. You may choose to add charges for specific options.

1. Enter the code for the first option of this attribute.
2. Enter the prompt that describes this option to your e-shopper.
3. **Radio Button type:** If you have an image for this option, enter the full path. Or, click the Upload File  button to find the file, check Overwrite if the file has been uploaded before, then click Upload.





Template **Attributes and Options**

Code	Prompt	Image	Type
size	Please Choose Your Size Here		Drop-down List
↓ P	Petite		
↑ S	Small		
M	Medium		

Red arrows indicate: 1. Code input field (M), 2. Prompt input field (Medium), 3. Image upload button.

4. Enter the Price for this option, if any.
You may choose to have a different price for each single option, which will be added to the base price of the product. Enter the decimal number without the currency symbol.
5. Enter the Cost for this option, if any.
You may choose to have a different cost for each single option, which will be added to the base cost of the product. Enter your cost, which could be the wholesale price of this option.
6. If you want this option as the default, check the box in the (D) column.
When default options are displayed in your store, the default you choose here will be preselected for your shopper. Of course, your shopper can change the selection.

Templates **Attributes and Options**

Code	Prompt	Price	Cost	D	R
size	Please Choose Your Shirt Size	N/A	N/A	✓	
↓ P	Petite	0.00	0.00		
↑ S	Small	0.00	0.00		
M	Medium	0.00	0.00	<input checked="" type="checkbox"/>	

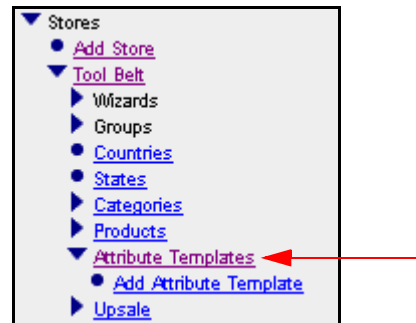
Red arrows indicate: 4. Price input field (0.00), 5. Cost input field (0.00), 6. Default checkbox (checked).

7. Click Update. A new row of empty text boxes displays for your next option. Repeat these steps for each option.

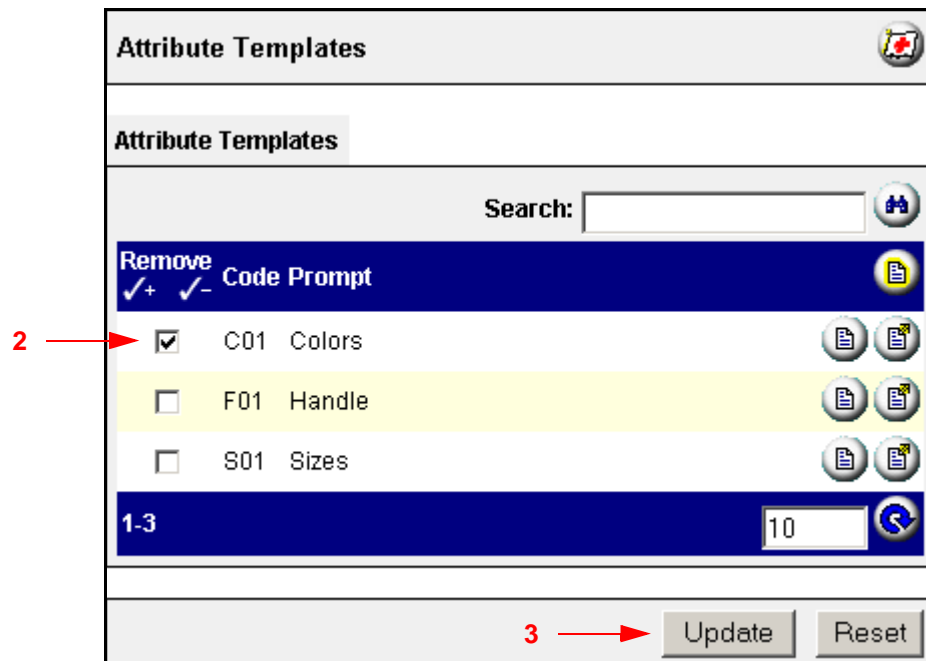
Delete an Attribute Template

When an Attribute Template is assigned to one or more products, it cannot be deleted. In that case, go to the Attribute tab in the Edit Product form, and remove the applied Attribute Template.

1. In the Administration Interface menu, select the Attribute Templates link.



2. In the Attribute Template batch list, check the box next to the template you want to remove.
3. Click Update.



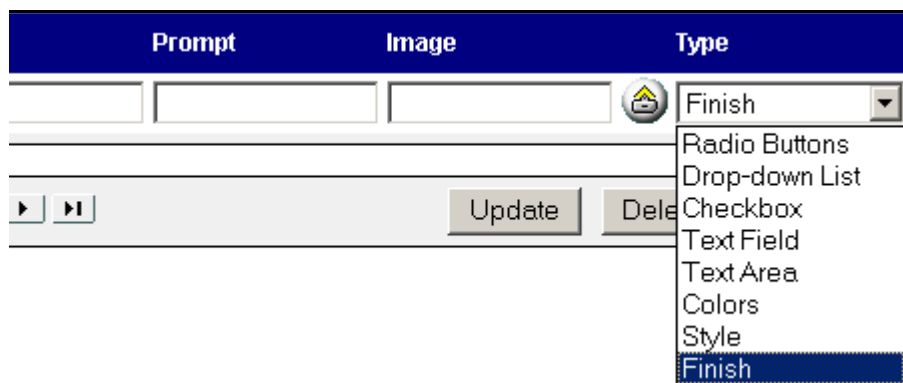
Apply an Attribute Template to a Product

When you edit an existing product and add an attribute, the Type field drop-down list contains the Attribute Template Prompt you entered when you created the Attribute Template.

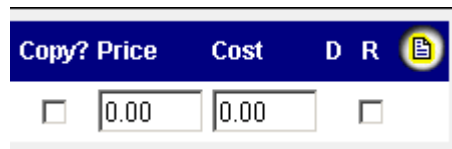
1. Click the Attributes tab (link) at the top of the Edit Product form.



2. Under the "Type," column, select the Attribute Template Prompt you want to apply to this product.



3. To copy the contents of this template (so you can modify it for this particular product), check the box under Copy?.



Note: When you copy an attribute template into Product Attributes, any changes you make to the attribute template will not be reflected in Product Attributes. Likewise, any changes you make to the Product Attributes will not change the template from which you copied it.

For more information about editing a product, refer to *HOW TO Set Up and Modify Products*.