

How to Add a Product to Your Online Shop

What Is This?

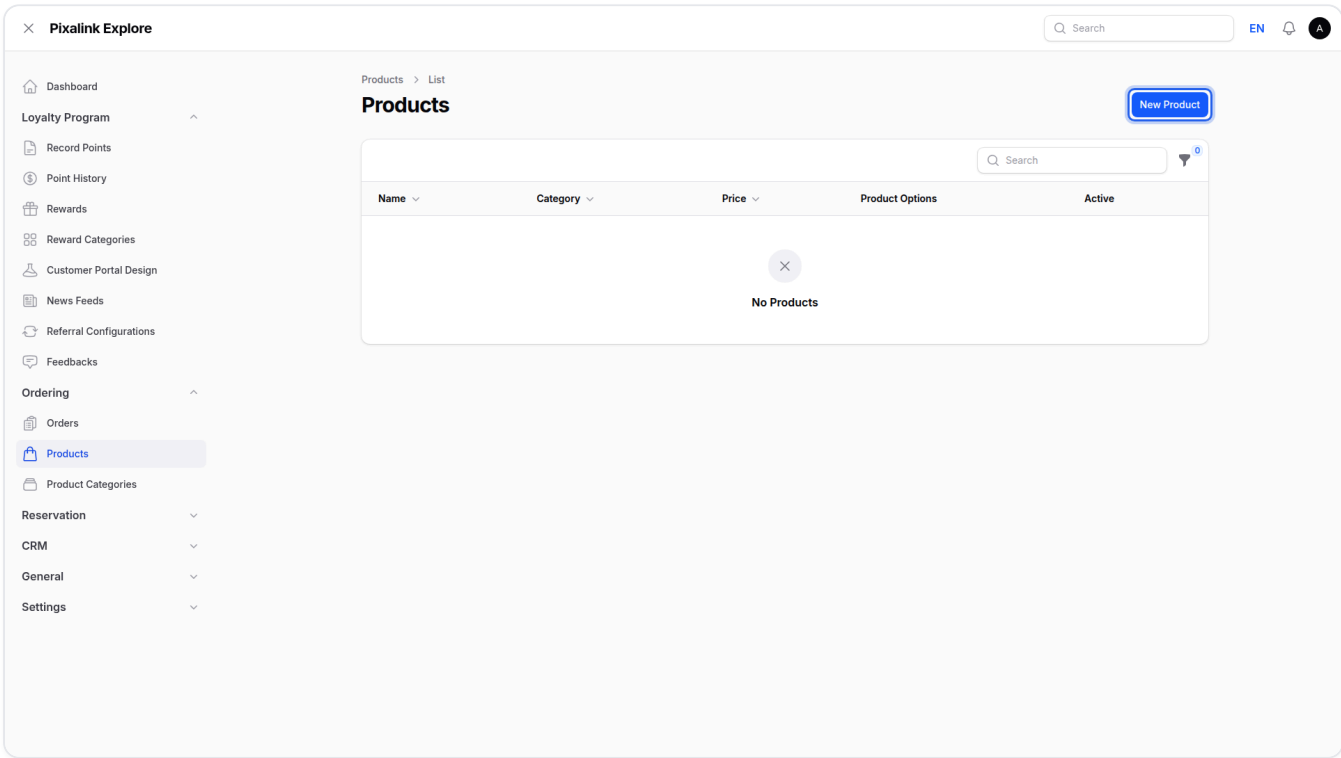
Products are the items customers buy from your shop in the customer portal. You add a product once, then set its price, its sizes, and which outlets sell it. Everything stays in one place, so your menu never drifts apart between outlets.

Real-Life Example

Aishah runs Boba Lab, a bubble tea shop in Petaling Jaya. She has just opened a second outlet in Bangsar, where the rent is higher. Her drinks come in two sizes, and each size has its own price. She adds Classic Milk Tea once and lists Regular and Large as options. For Bangsar she adds a single row with a price of RM9.90 and a stock count. Customers at each outlet now see the right price, and Aishah keeps one menu instead of two.

How to Set It Up

1. Go to **Admin Panel** → **Ordering** → **Products**, then click **New Product**.



2. Fill in **Product Details**. Name and Price are the only ones you must give. A category, a short description and a square photo help customers choose.

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Products > Create

Create Product

Product Details

Name*

Classic Milk Tea

Category

Milk Tea

Description

House black tea with fresh milk. Sweetness and ice level are chosen at the counter.

Price*

8.90

SKU

BL-CMT

The price customers pay unless an outlet overrides it.

Optional. Must be unique within your business.

Display Order

1

Active

Active

Photo

Drag & Drop your files or Browse

Optional. Shown to customers in the menu. Square images work best.

Product Options

Add options like sizes or flavours. Each option has its own price. Leave empty if the product is sold as-is.

Add option

3. Add sizes or flavours under **Product Options**. Each option carries its own full price, not an extra charge. Leave this empty if the item is sold as-is.

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Photo

Drag & Drop your files or Browse

Optional. Shown to customers in the menu. Square images work best.

Product Options

Add options like sizes or flavours. Each option has its own price. Leave empty if the product is sold as-is.

Option*

Regular

Price*

8.90

SKU

BL-CMT-R

Active

Active

The full price, not an extra charge.

Option*

Large

Price*

10.90

SKU

BL-CMT-L

Active

Active

The full price, not an extra charge.

Add option

Outlet Availability

Only add a row for an outlet that differs. Outlets with no row sell this product at the price above.

Add outlet

Who Can See This

Leave both empty to show this product to every customer.

4. Add a row under **Outlet Availability** only for an outlet that differs. Use it to change the price, hold stock, or switch the item off at that outlet.

- A SKU is optional, but each one must be unique within your business.
- Product options only become pickable per outlet after you save the product once.
- Use **Display Order** to decide the order customers see, lowest number first.

Need Help?

Contact the Pixalink support team and we will walk you through it.

What's Next?

- [How to Create a Space](https://kb.pixalink.io/articles/how-to-create-a-space) (https://kb.pixalink.io/articles/how-to-create-a-space)
- [How to Set Up Auto-Tagging Rules](https://kb.pixalink.io/articles/how-to-set-up-auto-tagging-rules) (https://kb.pixalink.io/articles/how-to-set-up-auto-tagging-rules)