



A basic guide to creating a listing

Section One - basic product listings

Section Two - variable products



Basic product listing

Basic product listing

DC The Flash, Flash POP! Vinyl Figure



\$20.00

Category: Action Figures

Buy it now

Add to cart

♥ Add to wishlist

Sold by: Action Figures Shop

★★★★☆

You can create a new listing in **My Listings, Add new product** or edit information about an existing product from **Edit Listings** in your **Shop Manager**. The following pages give you a summary of all the information you need to include.

Title – Put here a short, clear title that states in a few words what item you are selling (note: you can add more detail in the **Description** box later).

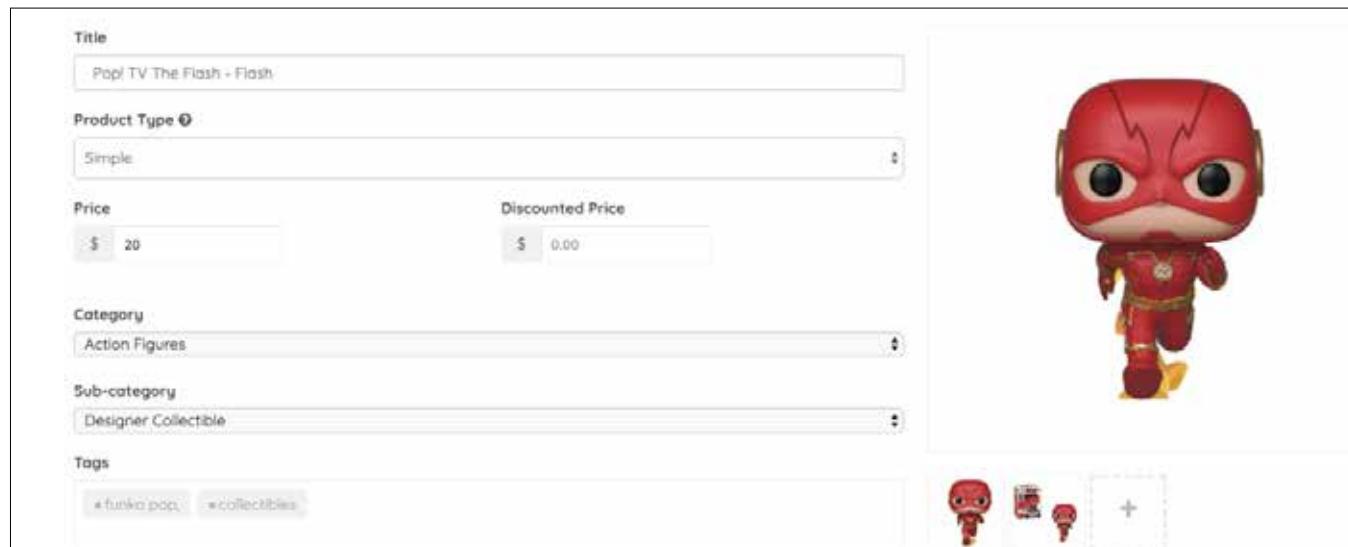
Product type – Select either **Simple** (if there are no variants) or **Variable** (more on this later)

Price – Enter the products price (adding a discount price if required).

Category and Sub-category – In the drop-down fields select the category and sub-category that best suits your product. You must select a category in order to save the listing.

Tags – Completing this field will help buyers find your items. Type in the tag that relates to your item then press enter. Each word or phrase will be added as a separate tag with a max. of three.

Product image – To add images click on **Upload a product cover image** and select the appropriate image from your image library or drag-and-drop. You can add up to five images in total. For more information on photography see our separate guide to setting up a **Digjack**



The screenshot shows a product listing form for a Funko Pop! figure. The form includes the following fields and options:

- Title:** Pop! TV The Flash - Flash
- Product Type:** Simple
- Price:** \$ 20
- Discounted Price:** \$ 0.00
- Category:** Action Figures
- Sub-category:** Designer Collectible
- Tags:** funkopop, collectibles

On the right side of the form, there is a large image of the Funko Pop! figure and a gallery of smaller images below it, including a plus sign for adding more images.

Description – Include a full description of the item (disclosing any pertinent information such as damage etc. if the item is vintage). Do not include any email, URL's, phone numbers, bank or payment details, off-site links of any kind or irrelevant brand names/keywords that may be assumed to boost search results. Type in upper and lower case – do not list in ALL CAPS!

Description

B I U “ ☰ ☷ ☹ ☺ ↶ ↷

This DC The Flash Flash Pop! Vinyl Figure come packaged in a window display box and will look epic with any Pop! collection!

Franchise: DC Comics
Brand: Pop! Vinyl
Character Series: Flash
Character: Flash

Inventory – Here you can add SKU numbers, product quantities, adjust stock status and backorder management

Inventory (Optional stock management tools)

SKU (Stock Keeping Unit)	Stock Status
<input type="text" value="FPFLASH"/>	<input type="text" value="In Stock"/>
<input checked="" type="checkbox"/> Enable product stock management	
Quantity	Allow Backorders
<input type="text" value="12"/>	<input type="text" value="Do not allow"/>
<input type="checkbox"/> Allow only one quantity of this product to be bought in a single order	

Shipping – relates to defaults previously determined in **Shop Settings**. Depending upon which option you selected, you will see one of the following as default:



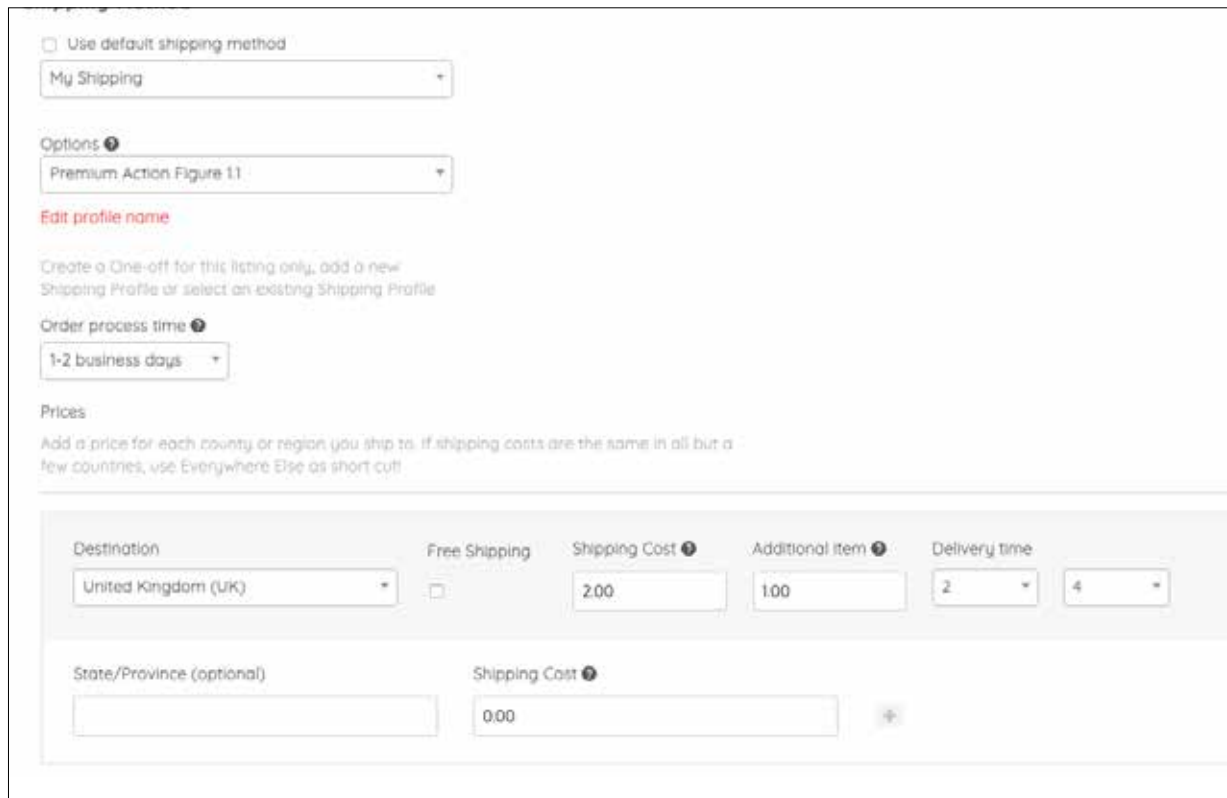
Shipping method

Use default shipping method

Royal Mail

Add weight and size

weight (kg) length (cm) width (cm) height (cm)



Use default shipping method

My Shipping

Options

Premium Action Figure 1.1

[Edit profile name](#)

Create a One-off for this listing only, add a new Shipping Profile or select an existing Shipping Profile

Order process time

1-2 business days

Prices

Add a price for each country or region you ship to. If shipping costs are the same in all but a few countries, use Everywhere Else as short cut!

Destination	Free Shipping	Shipping Cost	Additional Item	Delivery time
United Kingdom (UK)	<input type="checkbox"/>	2.00	1.00	2 4

State/Province (optional)

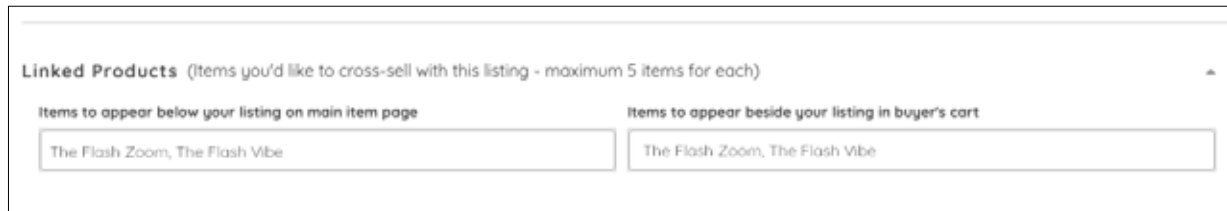
Shipping Cost

0.00

You can select either option by unchecking **'Use Default...'** if a listing requires an alternative. Remember: your customer will not see shipping options at checkout if you do not assign a shipping option to your listings!

For a detailed breakdown on shipping see our separate Shipping Guide.

Linked Products – This is an opportunity for you to add up to five products you wish to cross-sell. Simply start typing the name of a product already in your inventory and it will appear in the field. Select the products you wish to appear below the **main listing** and in the **Cart**.



The screenshot shows a section titled "Linked Products" with the subtitle "(Items you'd like to cross-sell with this listing - maximum 5 items for each)". Below this, there are two input fields. The first field is labeled "Items to appear below your listing on main item page" and contains the text "The Flash Zoom, The Flash Vibe". The second field is labeled "Items to appear beside your listing in buyer's cart" and also contains the text "The Flash Zoom, The Flash Vibe".

Attributes – To make your products more visible in customer searches, check the appropriate boxes for **Condition and Decade**.



The screenshot shows a section titled "Attributes" with the subtitle "(Manage attributes for this product)". Below this, there are two rows of checkboxes. The first row is labeled "Condition" and includes checkboxes for "New", "Original packaging", "Excellent", "Good", "Fair", and "Poor". The second row is labeled "Decade" and includes checkboxes for "2010 - present day!", "2000's", "1990's", "1980's", "1970's", "1960's", and "Pre-1960".

Other Options – set Product Status, Visibility and any Purchase notes relevant to the listing.



The screenshot shows a section titled "Other Options" with the subtitle "Set your extra product options". Below this, there are three input fields. The first field is labeled "Product Status" and contains the text "Online". The second field is labeled "Visibility" and contains the text "Visible". The third field is labeled "Purchase Note" and contains the text "Customer will get this info in their order email".



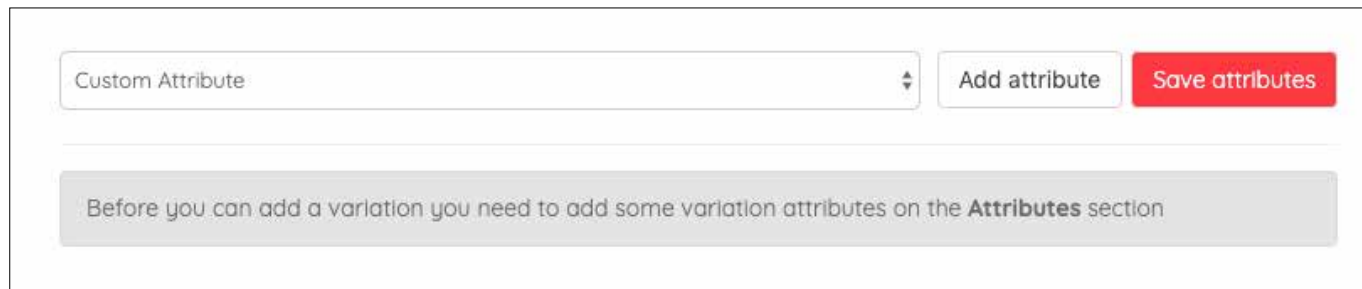
Variable product listing

Variable products

A **Variable Product** is a product that comes with options such as colour or size or anything else. Adding these variations may seem a bit complicated at first but these notes will guide you through the process.

Start by clicking **Add new product** and then in the **Create Listing** page select **Variable** from the **Product Type** drop-down.

Complete each section (adding information as with a simple listing) until you reach **Custom Attribute** – this is where you’ll add the product variations.



The screenshot shows a user interface for adding custom attributes. At the top, there is a text input field containing the text "Custom Attribute" and a small downward-pointing arrow icon. To the right of this field are two buttons: a white button with the text "Add attribute" and a red button with the text "Save attributes". Below these elements is a horizontal line, and then a grey rectangular box containing the text: "Before you can add a variation you need to add some variation attributes on the **Attributes** section".

Variable products

Click on **Add attribute** and a pop-up will appear. Enter the attribute name e.g. Size etc.

The screenshot shows a web interface for adding product attributes. A modal dialog box is open, titled "digjack.com says", with the instruction "Enter attribute name (e.g. Color or Size)". The dialog has a text input field and two buttons: "Cancel" and "OK".

In the background, the main interface includes a dropdown menu currently set to "Custom Attribute", and two buttons: "Add attribute" and "Save attributes". Below these, a grey box contains the text: "Before you can add a variation you need to add some variation attributes on the **Attributes** section".

Other visible text in the background includes "Attribute", "Condition", "Decade", "Poor", "0's", "1960's", and "Pre-1960".

Variable products

In the box marked **Value(s)** type in the relative value for the item e.g. **Small, Medium, Large** etc. and click **Save attributes**.

☰ Size ▲ Remove

Name	Value(s)
Size	<input type="text" value="xSmall"/> <input type="text" value="xMedium"/> <input type="text" value="xLarge"/> <input type="text" value="xExtra Large"/> <input type="text" value="x"/>
<input checked="" type="checkbox"/> Visible on the product page	
<input checked="" type="checkbox"/> Used for variations	

Custom Attribute

Add variation

Variable products

Next select **Add variation** (or your preferred choice) from the drop-down and press **Go** to reveal a new set of fields. Complete these fields and press **Save variation**.

The screenshot shows a web form for adding a variation to a product. At the top, there is a 'Custom Attribute' dropdown with 'Add attribute' and 'Save attributes' buttons. Below this is the 'Add variation' section, which includes a dropdown menu currently set to 'Medium', a 'Go' button, and a 'Remove' button. The main form area contains several fields: a product image of a t-shirt, an 'Enabled' checkbox (checked), a 'Manage stock?' checkbox (unchecked), an 'SKU' field, a 'Stock status' dropdown set to 'In stock', a 'Regular price (\$)' field with a 'Variation price (required)' label, a 'Sale price (\$)' field with a 'Schedule' link, a 'Weight (lbs)' field, and 'Dimensions (LxWxH) (in)' fields. Below these are 'Shipping class' and 'Tax class' dropdowns, both set to 'Same as parent'. A 'Variation description' text area is also present. At the bottom of the form, there is a 'Large' dropdown, a 'Remove' button, and a 'Save variations' button. A 'Cancel' button is located at the bottom left. A small link '2 variations (Expand / Close)' is visible at the bottom right.

Variable products

Add information for each **variation** until you have all the necessary variations for your listing.


The screenshot displays the Digjack interface for managing variable products. At the top, there is a 'Custom Attribute' dropdown menu, an 'Add attribute' button, and a red 'Save attributes' button. Below this, there is an 'Add variation' dropdown menu, a 'Go' button, and a 'Medium' dropdown menu. The main area contains a list of four variations, each with a dropdown menu showing the variation name and a 'Remove' button. The variations are: Extra Large, Large, Medium, and Small. At the bottom left, there are 'Save variations' and 'Cancel' buttons. At the bottom right, there is a text label '4 variations (Expand / Close)'.

Attribute	Value	Action
Custom Attribute	Medium	Remove
Custom Attribute	Medium	Remove
Custom Attribute	Medium	Remove
Custom Attribute	Medium	Remove

Variable products

Now click **Save Product** and the bottom of the page and you can now **View Listing**.

Hulk T-shirt



\$23.00 - \$28.00

Size Medium CLEAR

Great unisex fit!

\$25.00

In stock

Buy it now

Add to cart

♥ Add to wishlist


Categories: Comic Book

Sold by: Test Seller

Variable products

Troubleshooting: to prevent you item appearing as **Out of stock** on the sales page, ensure you have checked the relevant stock management buttons and included the number of items currently in-stock for **each** variation in both **Inventory** in the main fields and in the variation sub-fields.

Extra Large



- Enabled
- Manage stock? [?](#)

Regular price (\$)

28.00

Stock quantity [?](#)

8

Digjack

always collectable