

# How to add Products?

## Part I of III

- Once logged in, click **"Teams"** on upper right-hand corner.
- To add a product, click **"Product"**.
- Then click **"Add Products"** and update the following:
  - Image (from file on computer)
  - Name (Product Name)
  - Headline (one sentence line about product)
  - Line
  - Products Categories
  - Product Video (Video URL\*)
  - Summary (500-1,000 characters)

The screenshot shows the WWINdow Shopping interface. In the top right corner, the 'Teams' menu item is circled in orange with an orange arrow pointing to it. On the left sidebar, the 'Product' menu item is circled in blue with a blue arrow pointing to it. In the main content area, the 'Add Product' button is circled in blue with a blue arrow pointing to it. The main content area displays a grid of product cards, including 'Pretty Bracelet' and 'Green Dress'. A dark blue banner at the bottom right contains a note about image dimensions.

**Note:** Your product images must be sized at 1000 x 1000 pixels. [Click here](#) for instructions on how to resize your images.

# How to add Products?

## Part II of III

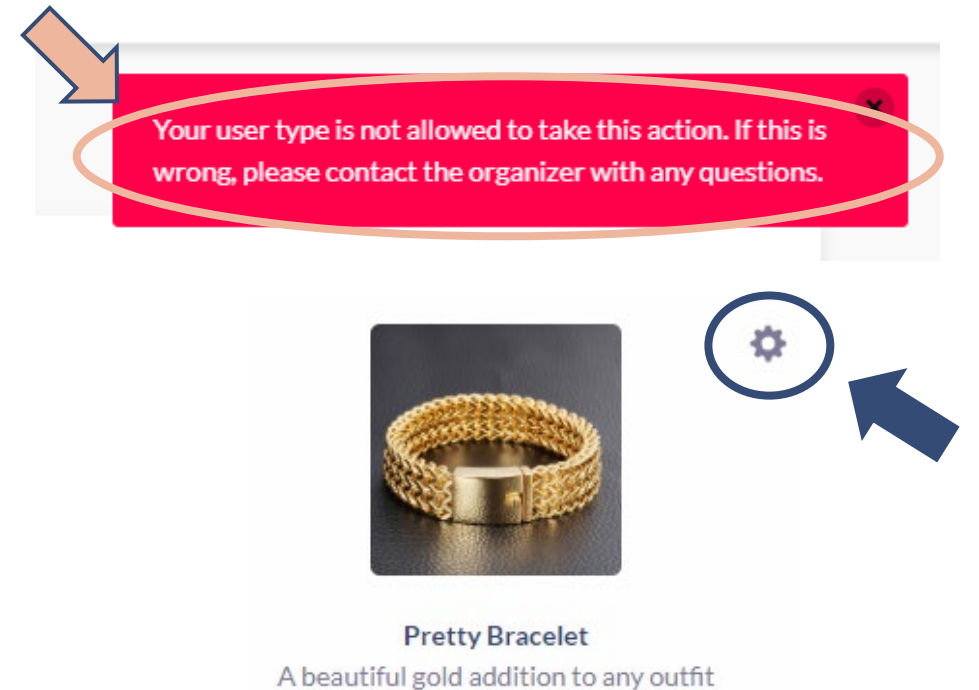
Once your products are uploaded, you may get **the error to the right** when clicking on your own product to view it.

This occurs because the Showroom Representative user type (what you are logged in as) is not allowed to view products.

We set it up this way so competitors would not be able to view each other's products.

In order to view/edit the information you filled out, you can click on the **settings icon (example on the right)** on the product.

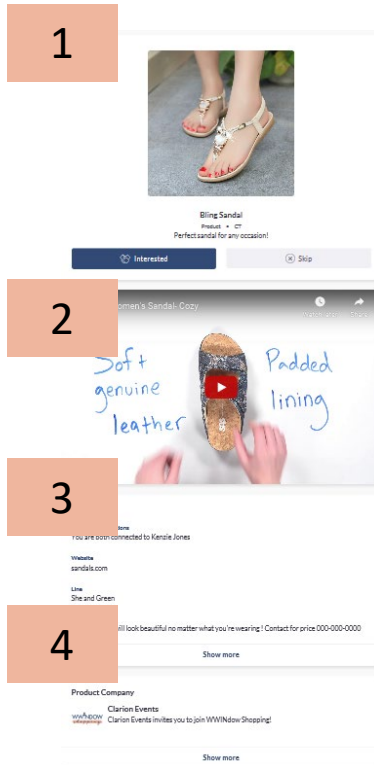
On the next page, we've provided an example of what your product profile will look like to the buyer.



# How to add Products?

## Part III of III

Example of what a product profile looks like to a buyer with zoomed in examples to the right



### 1. Product Image, Location & Headline



**Bling Sandal**  
Product • CT  
Perfect sandal for any occasion!

Interested

Skip

### 3. Additional Details

#### Details

**Common Connections**  
You are both connected to Kenzie Jones

**Website**  
sandals.com

**Line**  
She and Green

**Summary**  
These sandals will look beautiful no matter what you're wearing! Contact for price 000-000-0000

Show more

### 2. Product Video



### 4. Product Company

#### Product Company

**Clarion Events**  
WwIndow Shopping Clarion Events invites you to join WwIndow Shopping!

Show more

# WwIndow Shopping How to Guide