


# CREATING CATALOGS AND PRODUCTS IN YOUR DX1 ONLINE SHOP

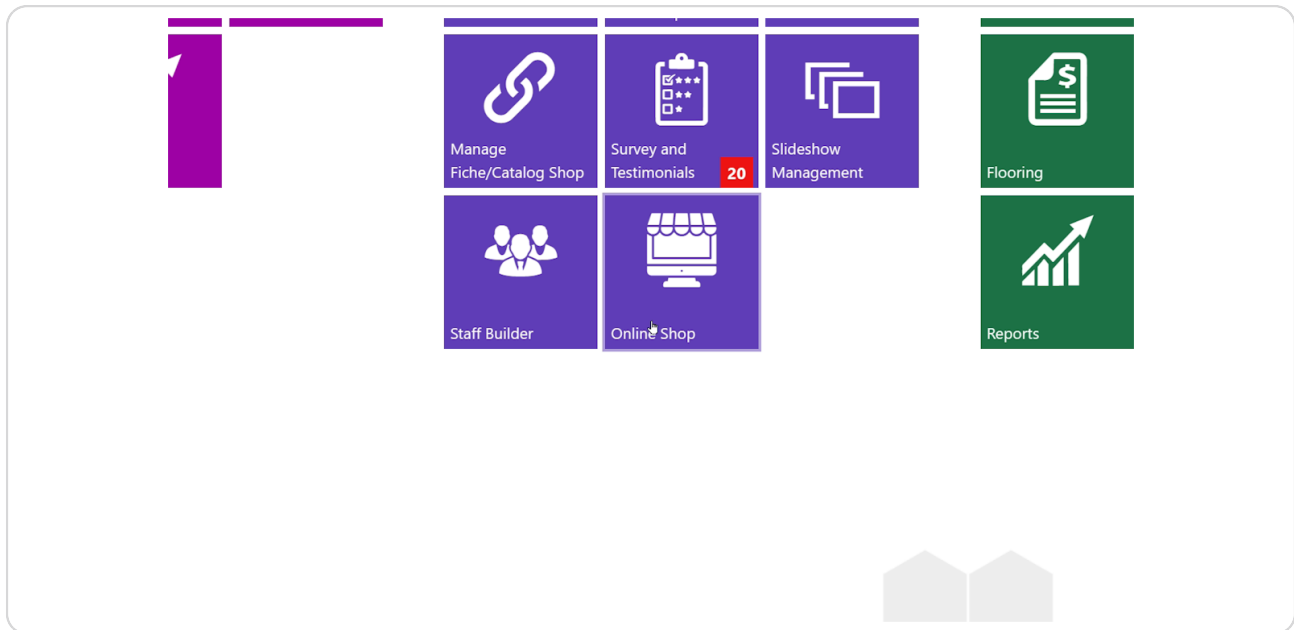
30 Steps    [View most recent version](#) 

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Created by	Creation Date	Last Updated
J.R. Heckler	Apr 25, 2024	Apr 25, 2024

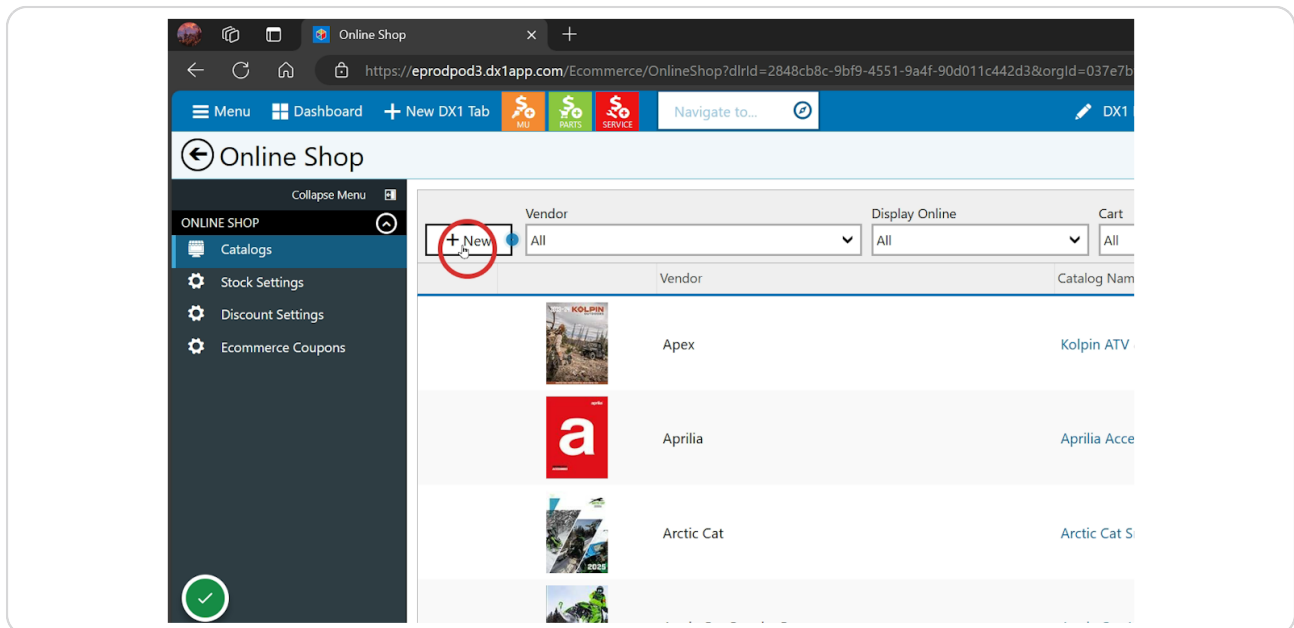
## STEP 1

From the DX1 Dashboard, select the Online Shop tile.



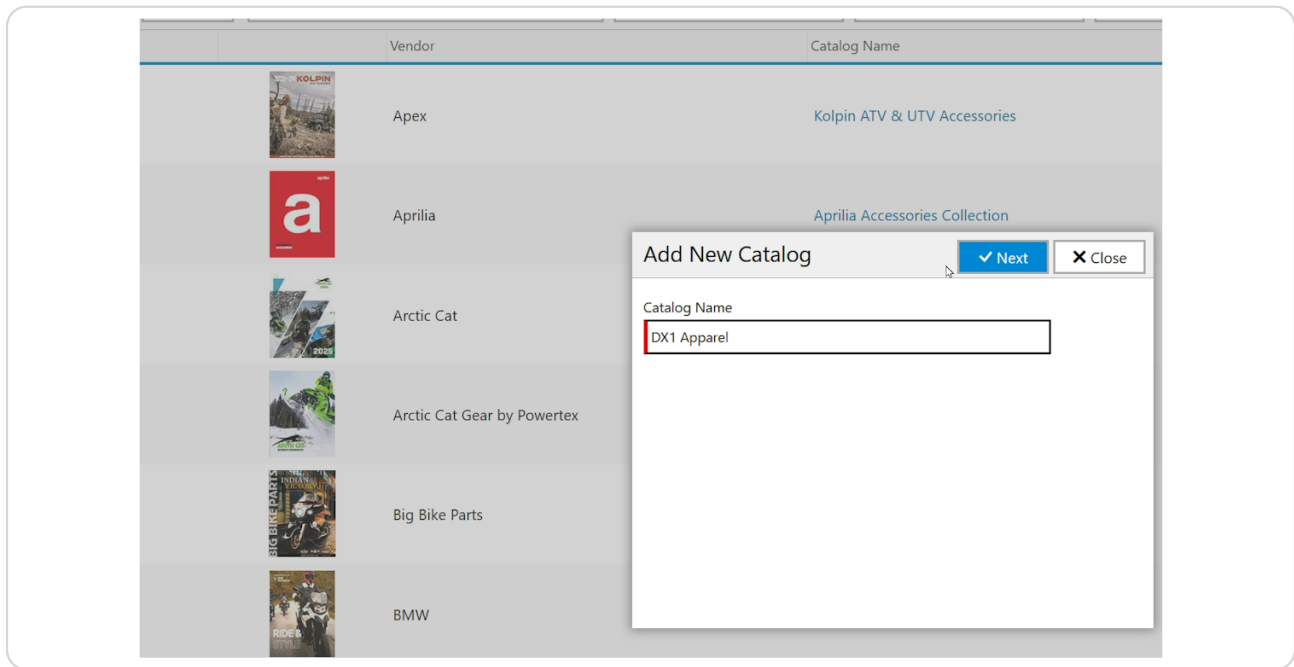
## STEP 2

If you are creating products for the first time, you will need to create your custom catalog. Select +New to get started. \*If you have already created a catalog, select it in the list and skip to step #13.



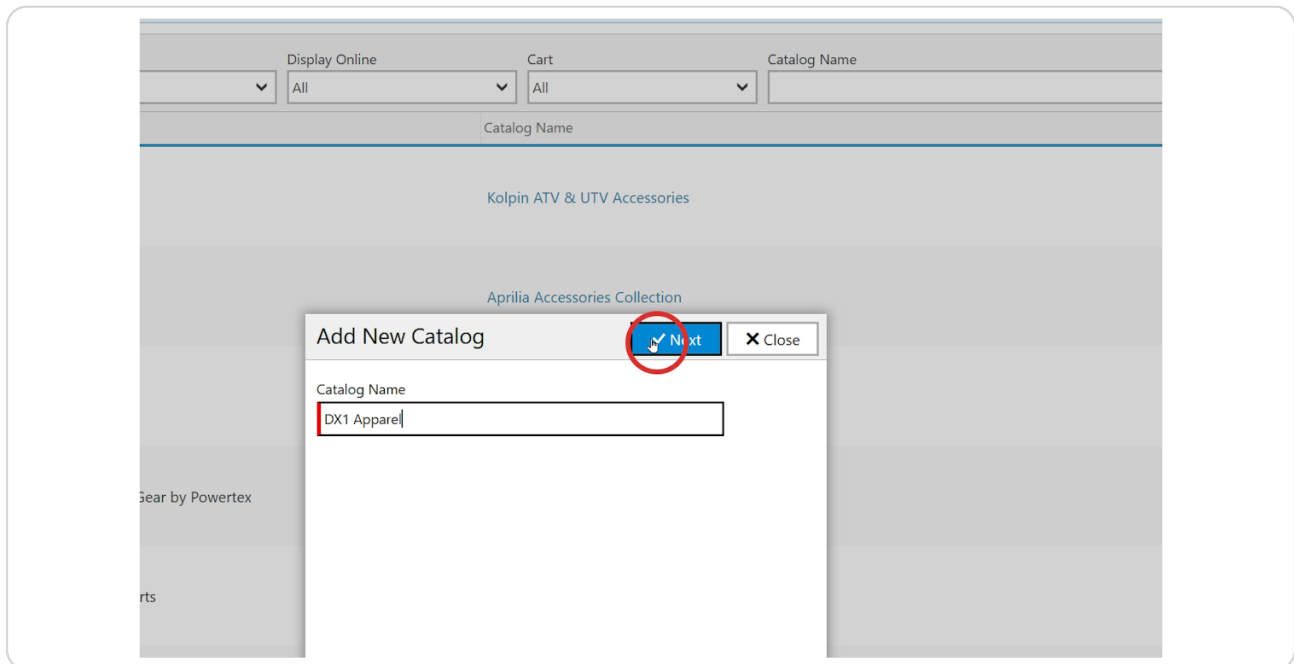
### STEP 3

#### Enter a name for your catalog



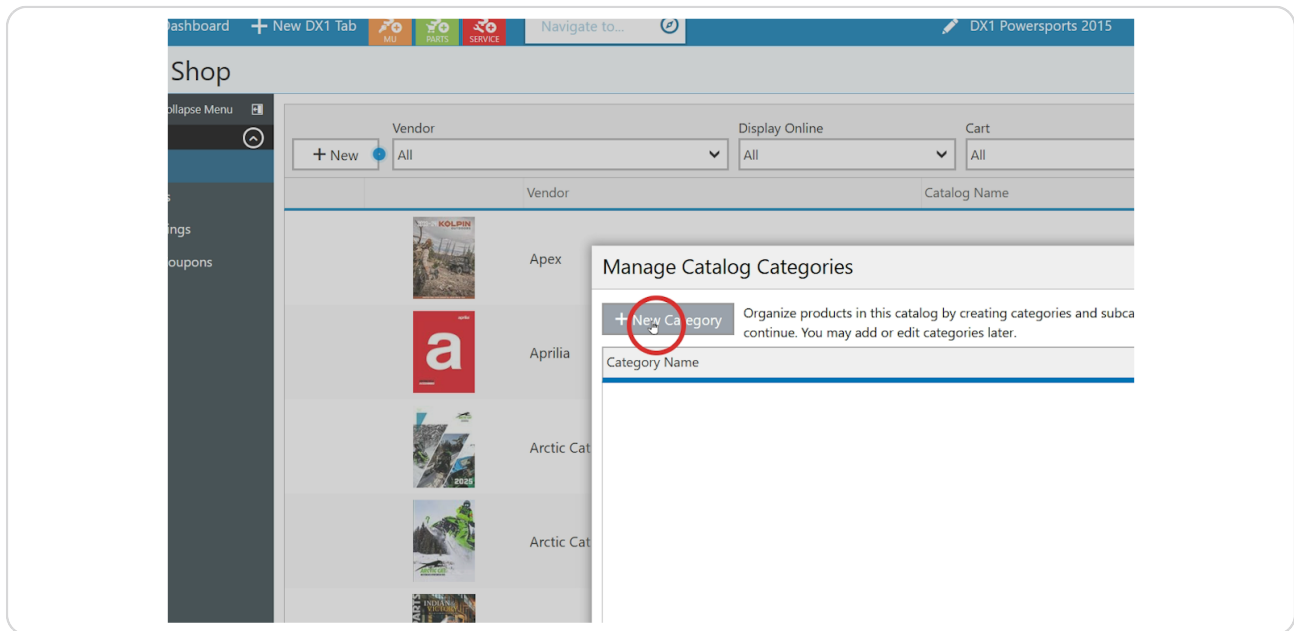
### STEP 4

#### Select Next to continue.



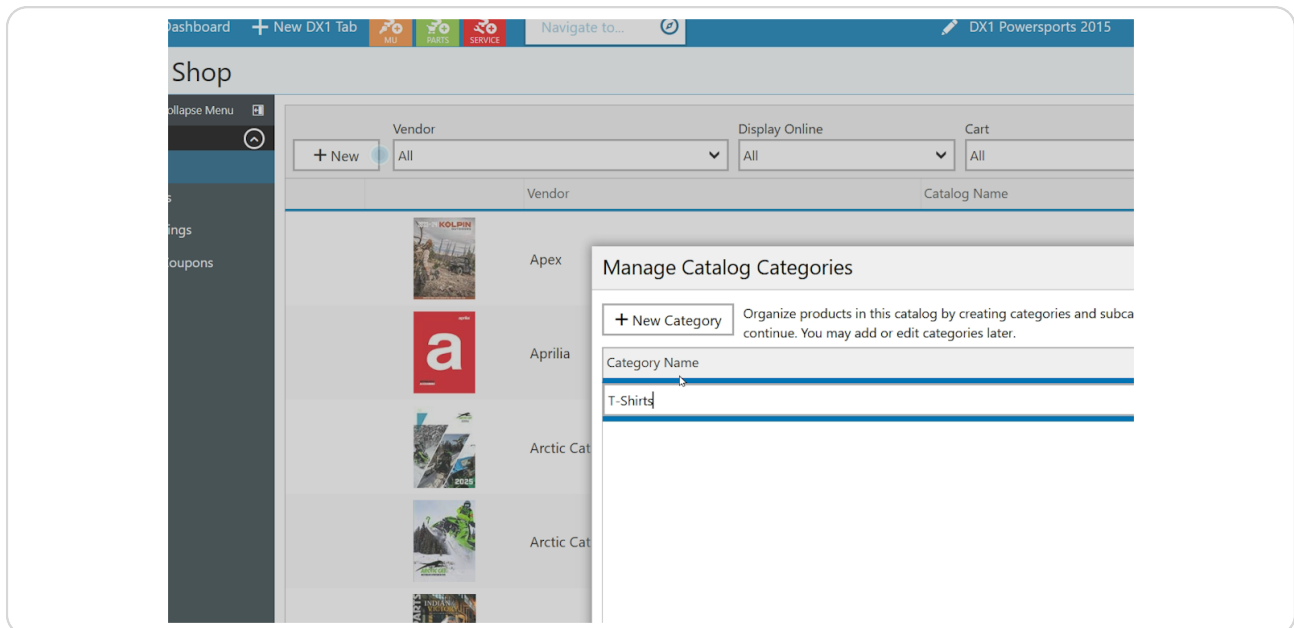
## STEP 5

Products are organized within a catalog in categories. An apparel catalog might be organized by apparel type, eg T-Shirts, Hats, etc Create at least one category by selecting **+New Category**



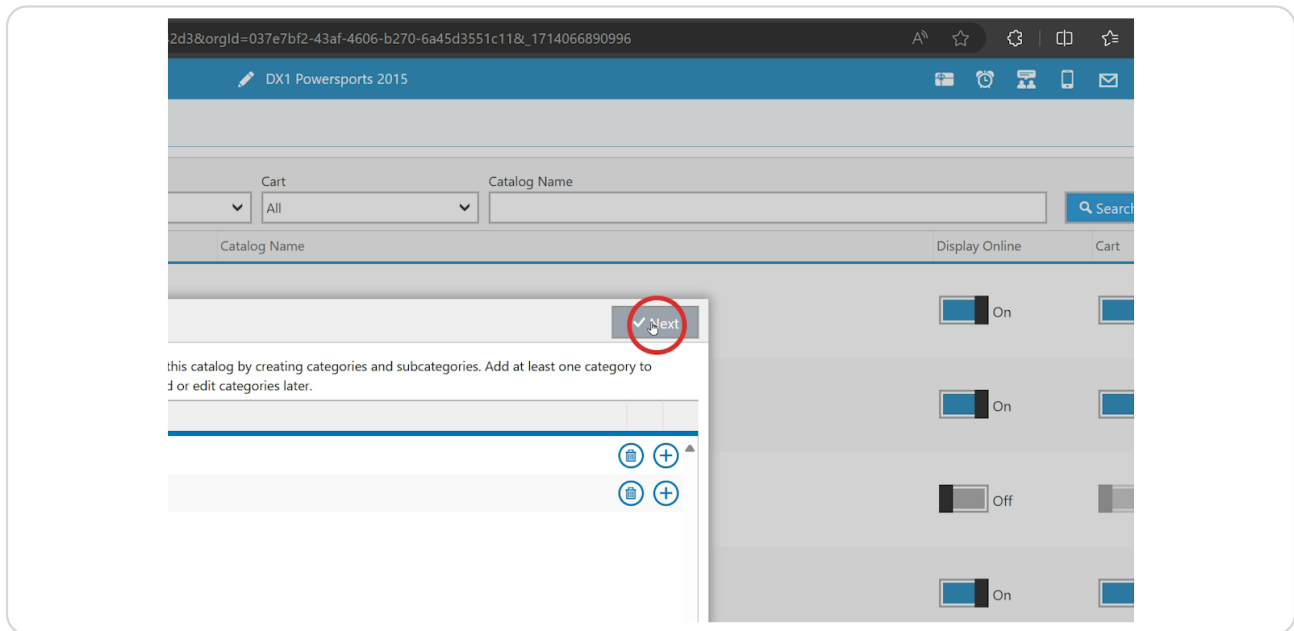
## STEP 6

Enter a category name and hit the ENTER key



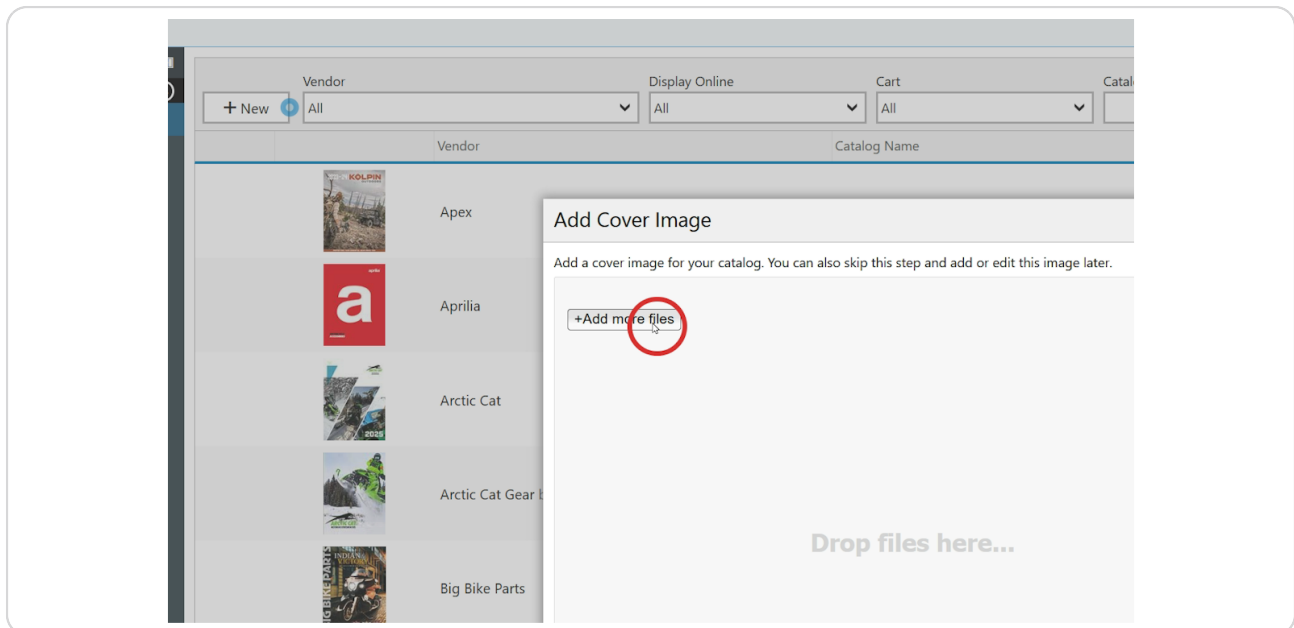
## STEP 7

Add additional categories by repeating the previous 2 steps, or select Next to continue. You can always add more categories later.



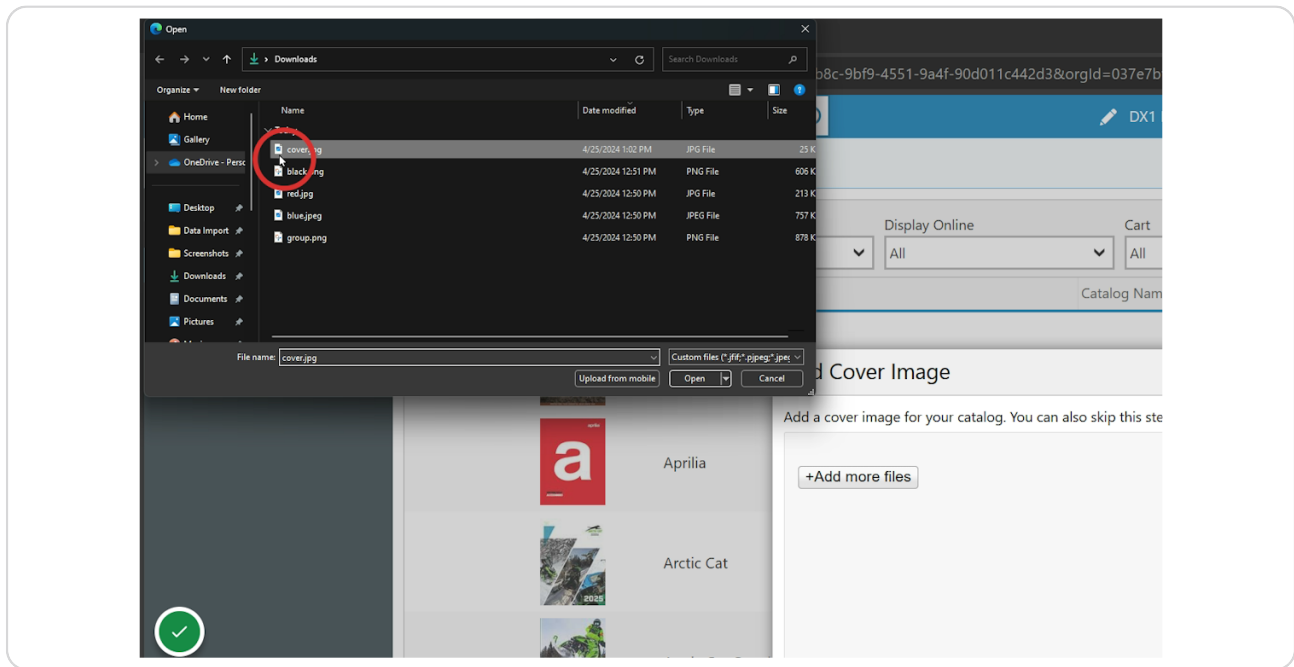
## STEP 8

To add a cover image for your catalog, select +Add more files to locate your catalog image. \*This step is optional and may be skipped by selecting XCancel



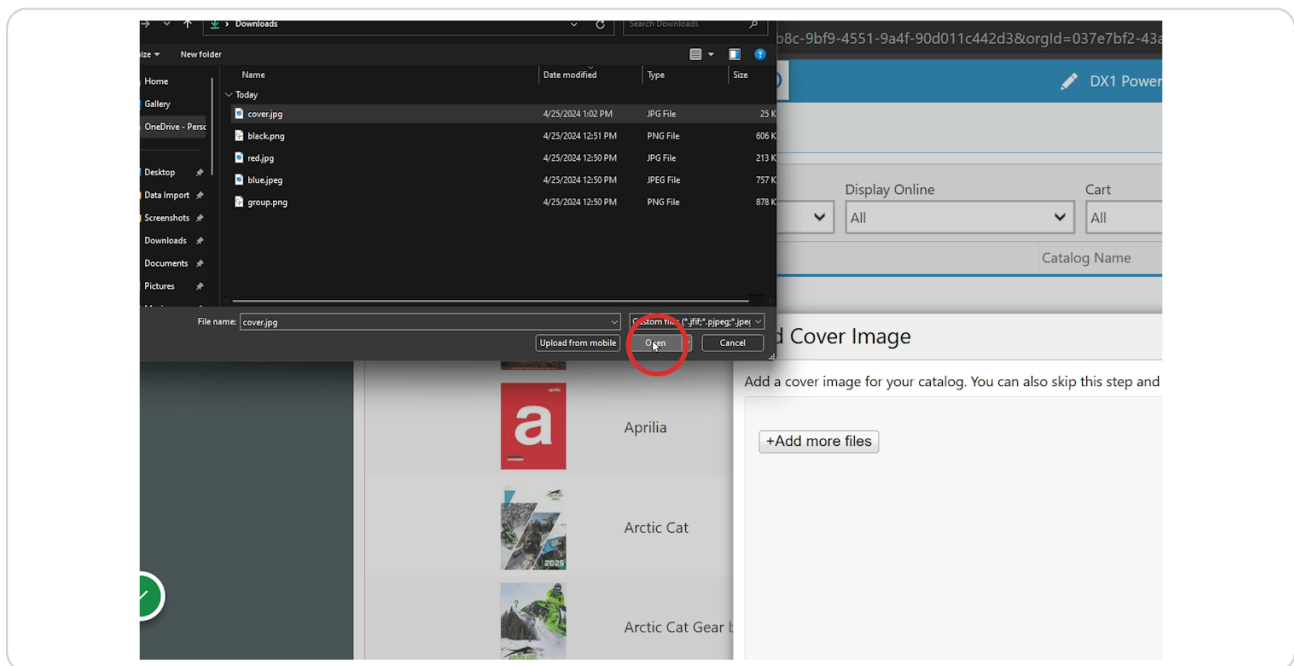
## STEP 9

Locate your cover image on your local machine and select it.



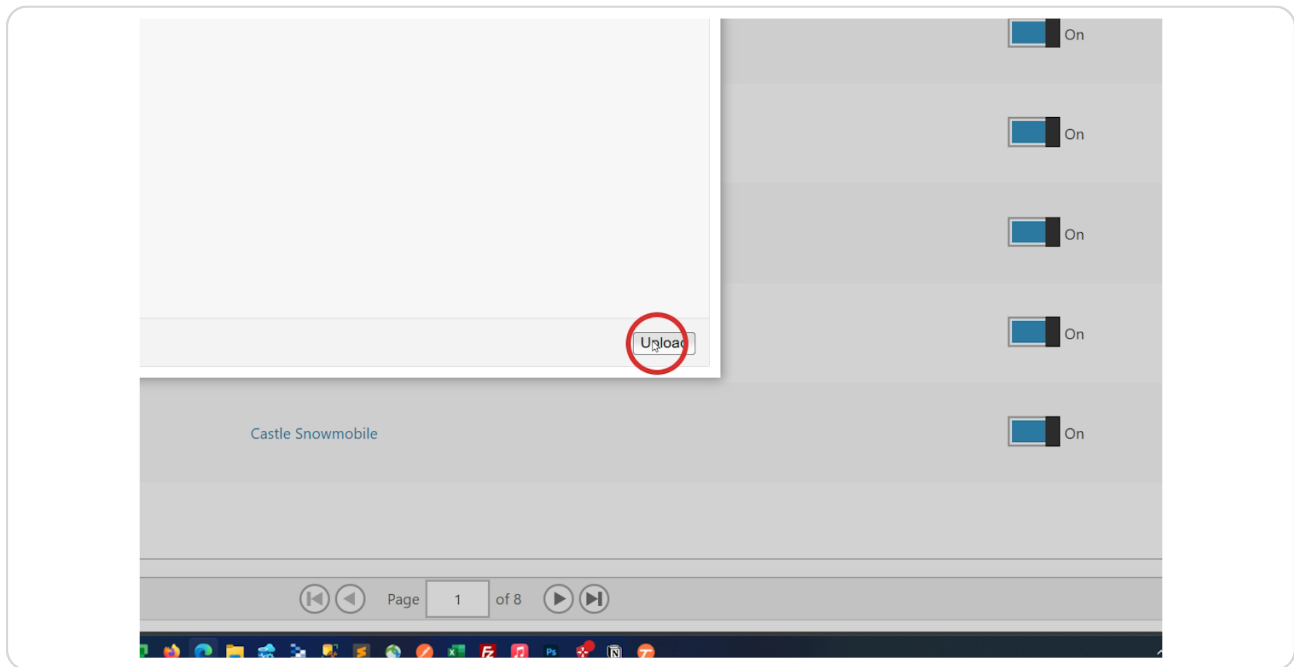
## STEP 10

Select Open to continue.



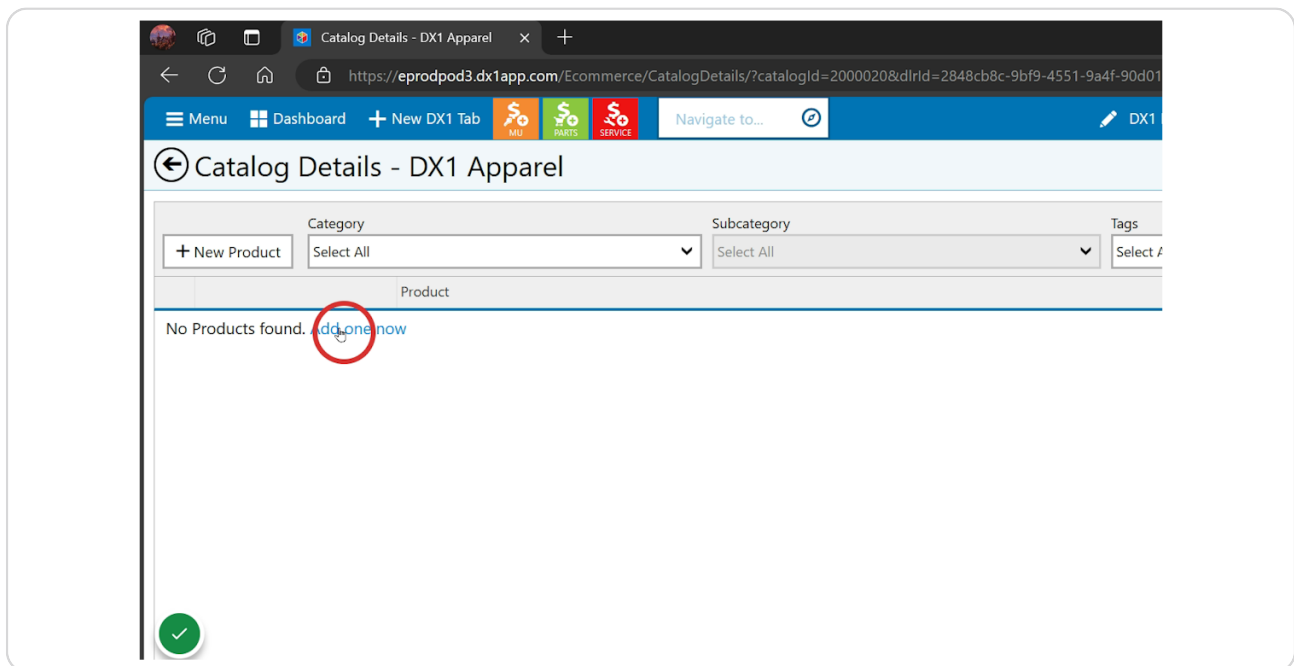
## STEP 11

Select Upload to upload your selected image.



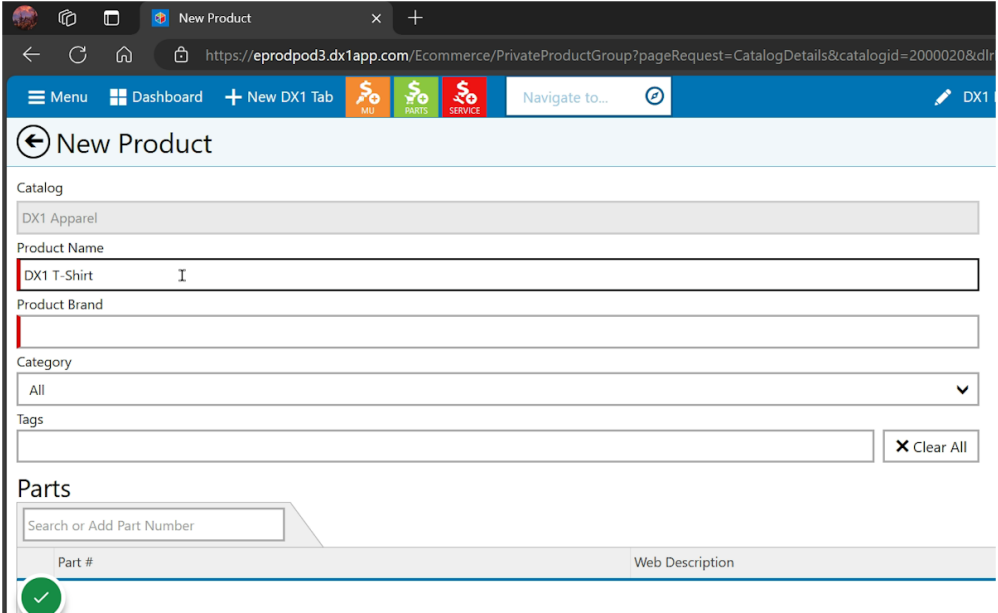
## STEP 12

Select '+New Product' or 'Add one now' to create your first product.



## STEP 13

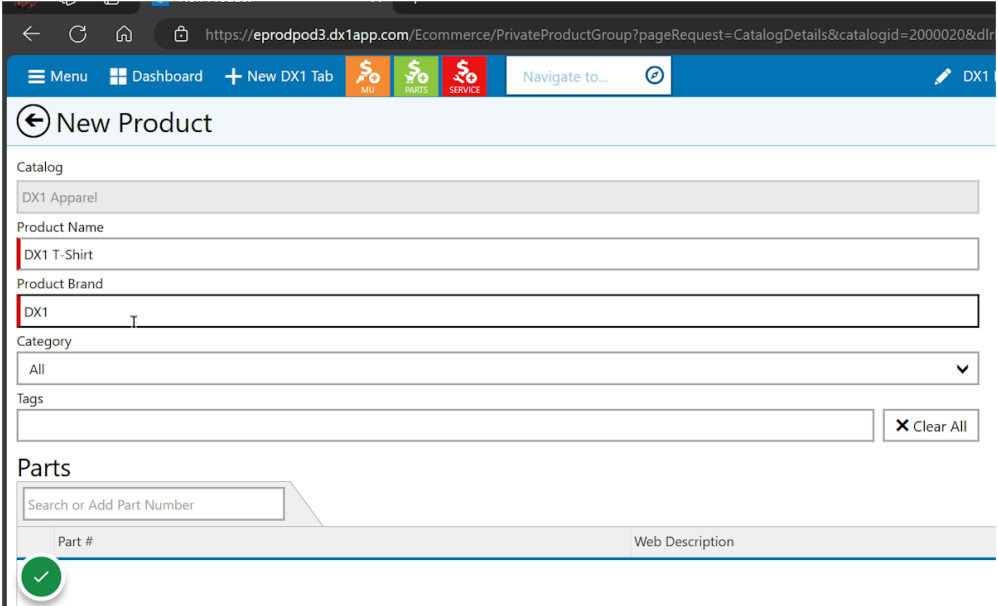
### Enter a name for your product



The screenshot shows the 'New Product' form in the DX1 app. The form is titled 'New Product' and has a back arrow icon. The 'Catalog' field is set to 'DX1 Apparel'. The 'Product Name' field is filled with 'DX1 T-Shirt'. The 'Product Brand' field is empty. The 'Category' field is set to 'All'. The 'Tags' field is empty, and there is a 'Clear All' button. The 'Parts' section has a 'Search or Add Part Number' field and a table with columns 'Part #' and 'Web Description'. A green checkmark icon is visible in the bottom left corner of the form.

## STEP 14

### Enter the brand name for your product. You can select from the list of returned options or enter your own.



The screenshot shows the 'New Product' form in the DX1 app. The form is titled 'New Product' and has a back arrow icon. The 'Catalog' field is set to 'DX1 Apparel'. The 'Product Name' field is filled with 'DX1 T-Shirt'. The 'Product Brand' field is filled with 'DX1'. The 'Category' field is set to 'All'. The 'Tags' field is empty, and there is a 'Clear All' button. The 'Parts' section has a 'Search or Add Part Number' field and a table with columns 'Part #' and 'Web Description'. A green checkmark icon is visible in the bottom left corner of the form.



## STEP 15

**Choose the Category or Categories for your product (or use All to display the product in all categories)**

Catalog  
DX1 Apparel

Product Name  
DX1 T-Shirt

Product Brand  
DX1

Category  
All

☒ All  
☐ Boots  
☐ T-Shirts

✓

## STEP 16

**Enter at least one Tag for your product. Tags are used for additional filtering and search functions. You can select from the list as you type or select [Add New] to create your own tag(s).**

Catalog  
DX1 Apparel

Product Name  
DX1 T-Shirt

Product Brand  
DX1

Category  
T-Shirts

Tags  
apparel

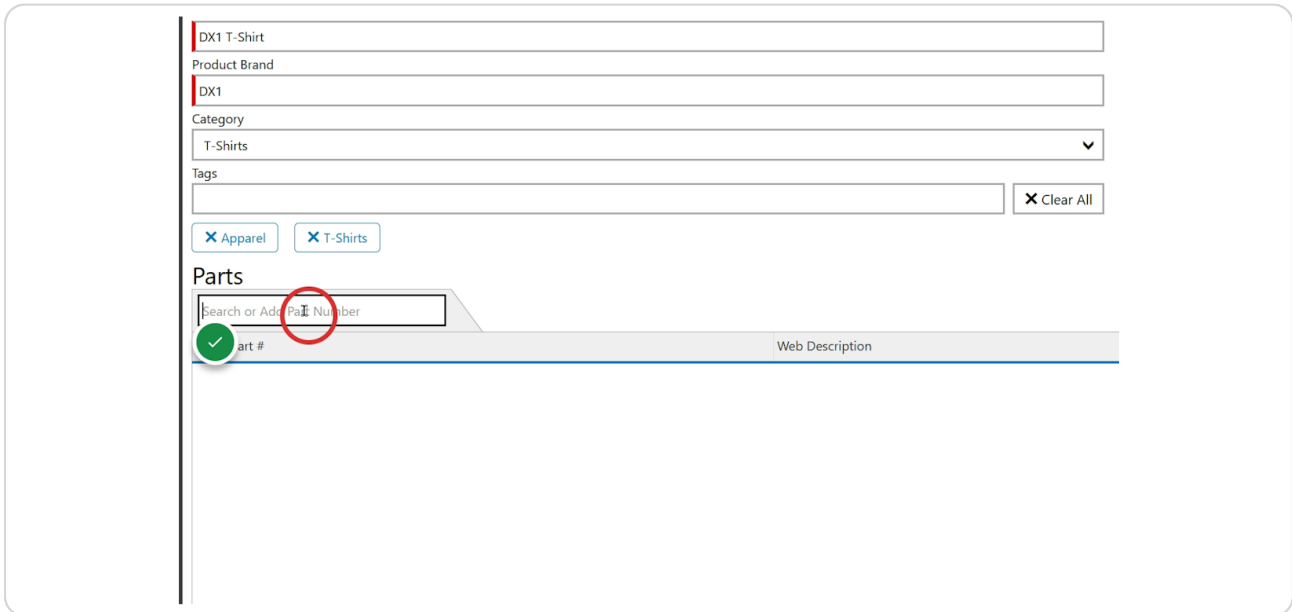
☒ Apparel  
☒ Apparel Armor  
[Add New]

✕ Clear All

✓

## STEP 17

It's time to add part numbers or SKUs for your product. DX1 will search for existing parts as you type. Select a part from the dropdown or select [Add New] to add a new part number.



DX1 T-Shirt

Product Brand

DX1

Category

T-Shirts

Tags

Clear All

Apparel T-Shirts

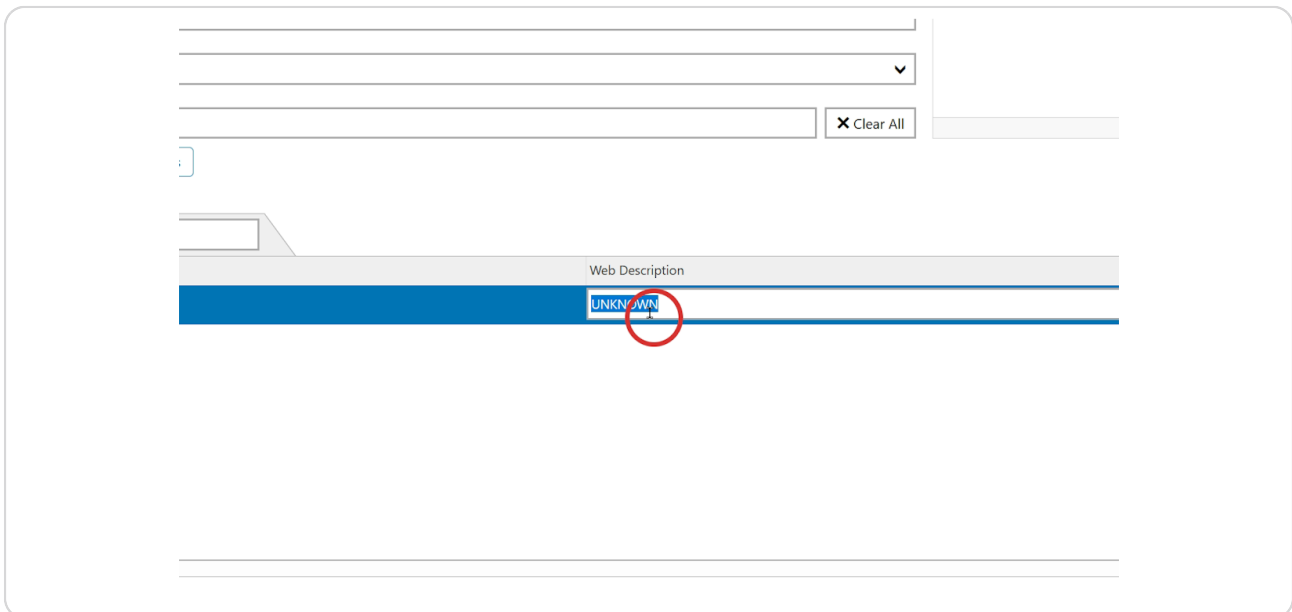
Parts

Search or Add Part Number

Part # Web Description

## STEP 18

Enter a Web Description for your part. This could be 'Red - Medium' for apparel or '"12" length' for a chain, for example.



Web Description

UNKNOWN

## STEP 19

Enter the MSRP (if not already populated) and Web Price for the part number.

MSRP	Web Price
\$19.00	\$17.00

## STEP 20

Choose which price should be shown on the website, MSRP or Web Price.

MSRP	Web Price	Current Price
\$19.00	\$17.00	MSRP

MSRP  
Web Price

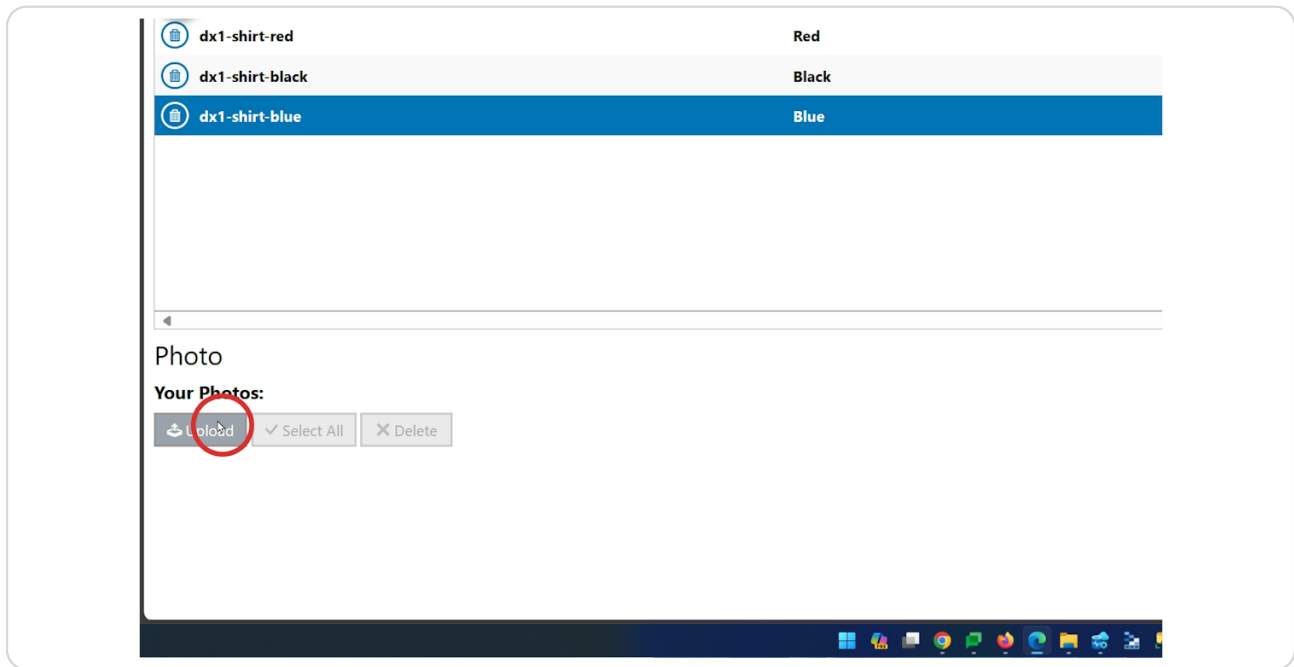
**Repeat the process until you have added all variants / part numbers / SKUs for the product, eg all sizes, colors, lengths, etc.**

**Enter a description (if desired) in the Product Description field.**

**DX1** 

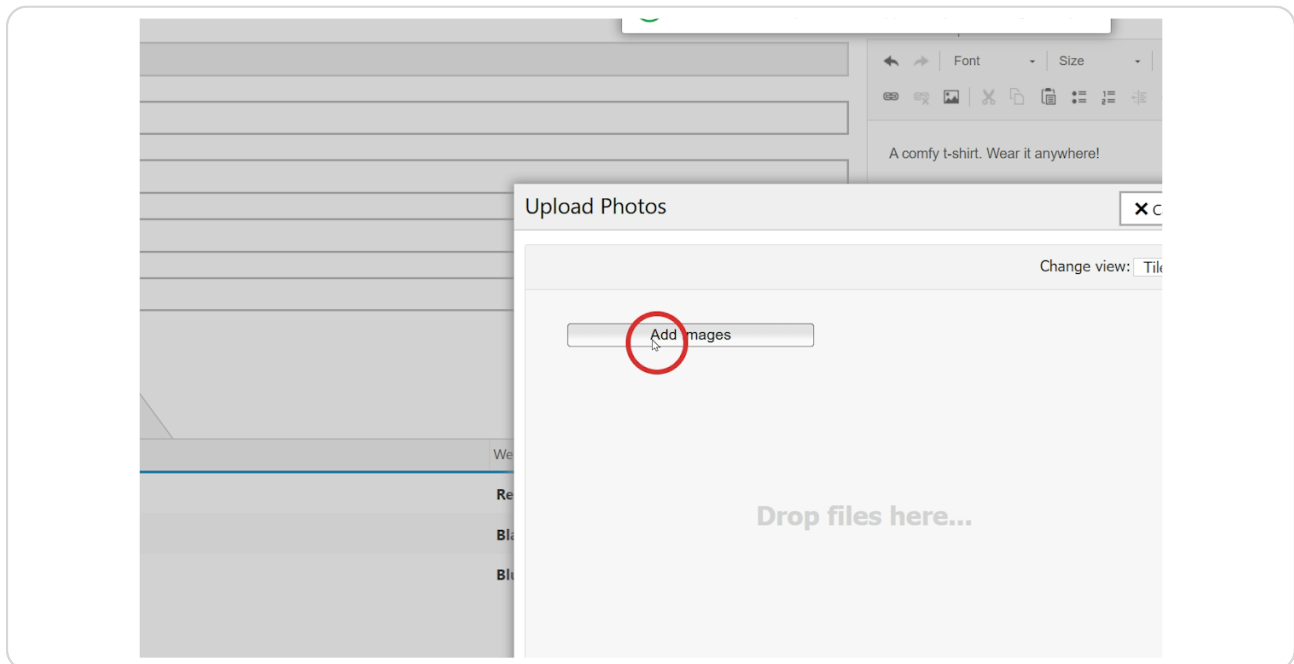
## STEP 23

Click here



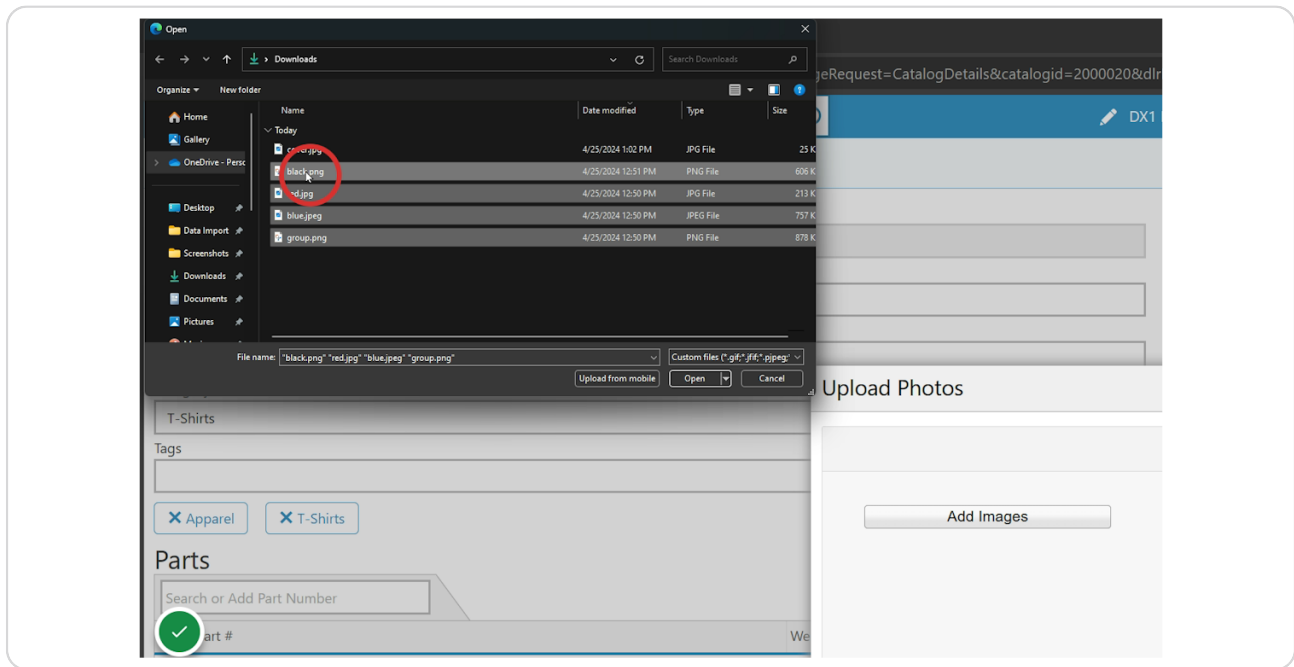
## STEP 24

Select Add Images to open the file dialog



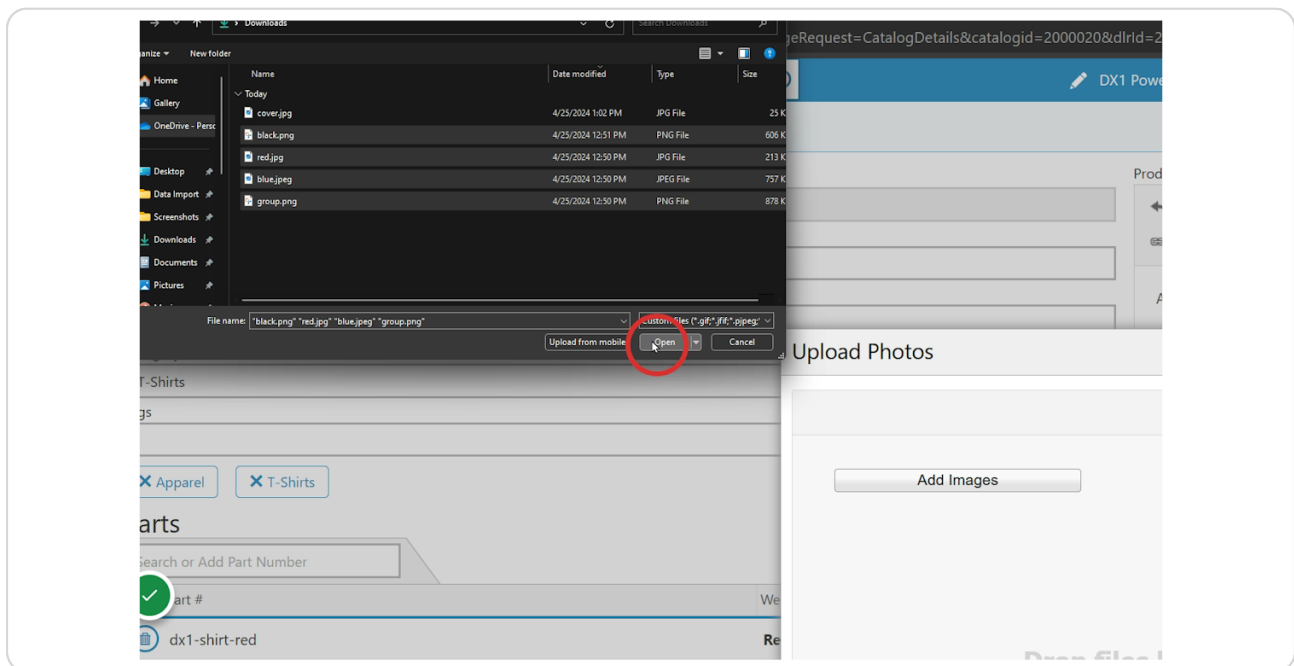
## STEP 25

Locate the images on your local machine and select one (or more!) for upload



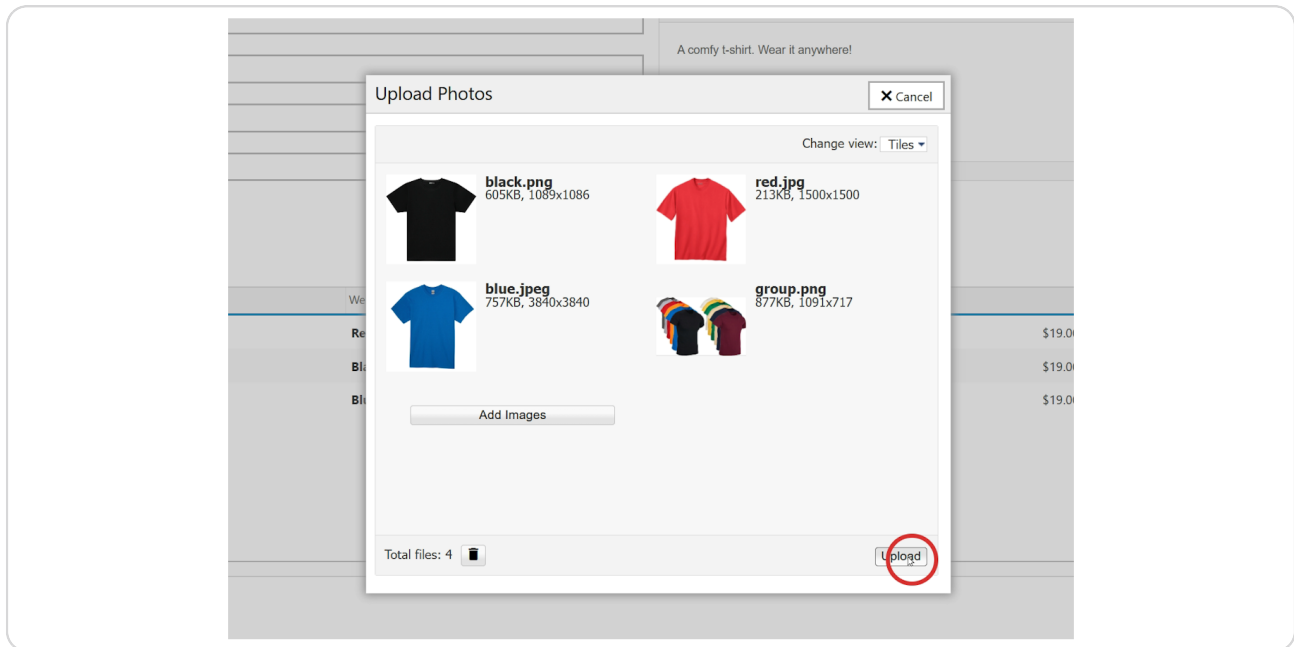
## STEP 26

Select Open



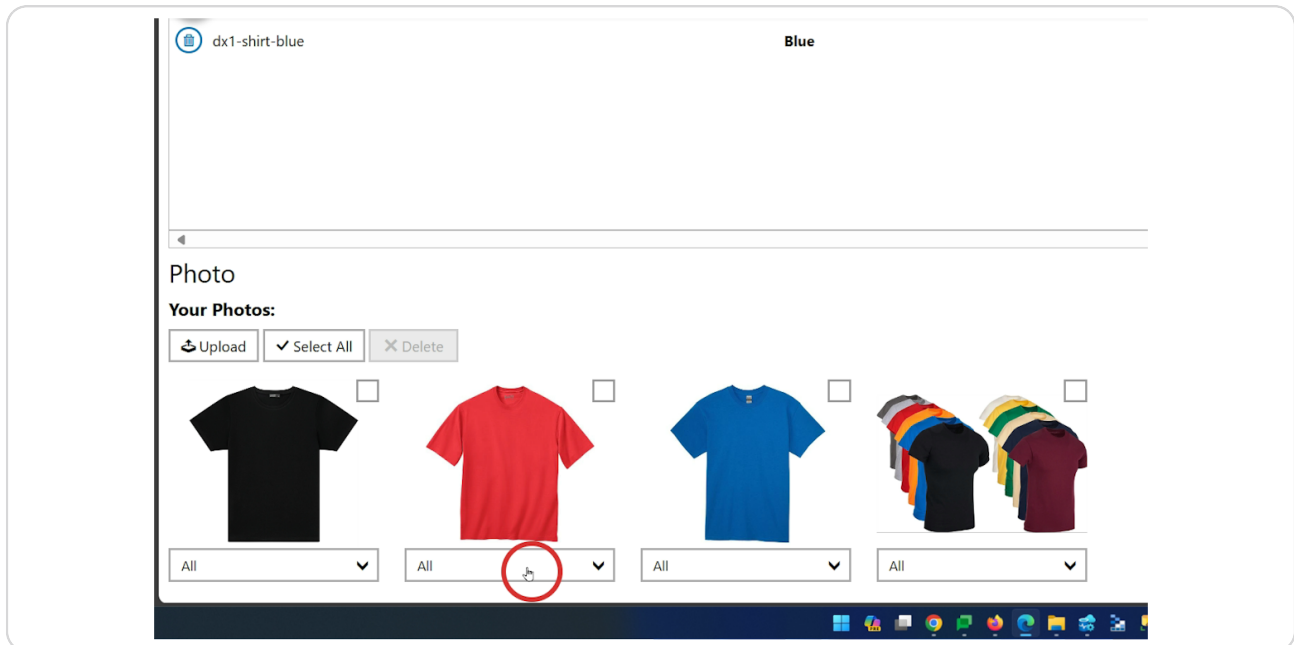
## STEP 27

Your images will be displayed. Select Upload to continue.



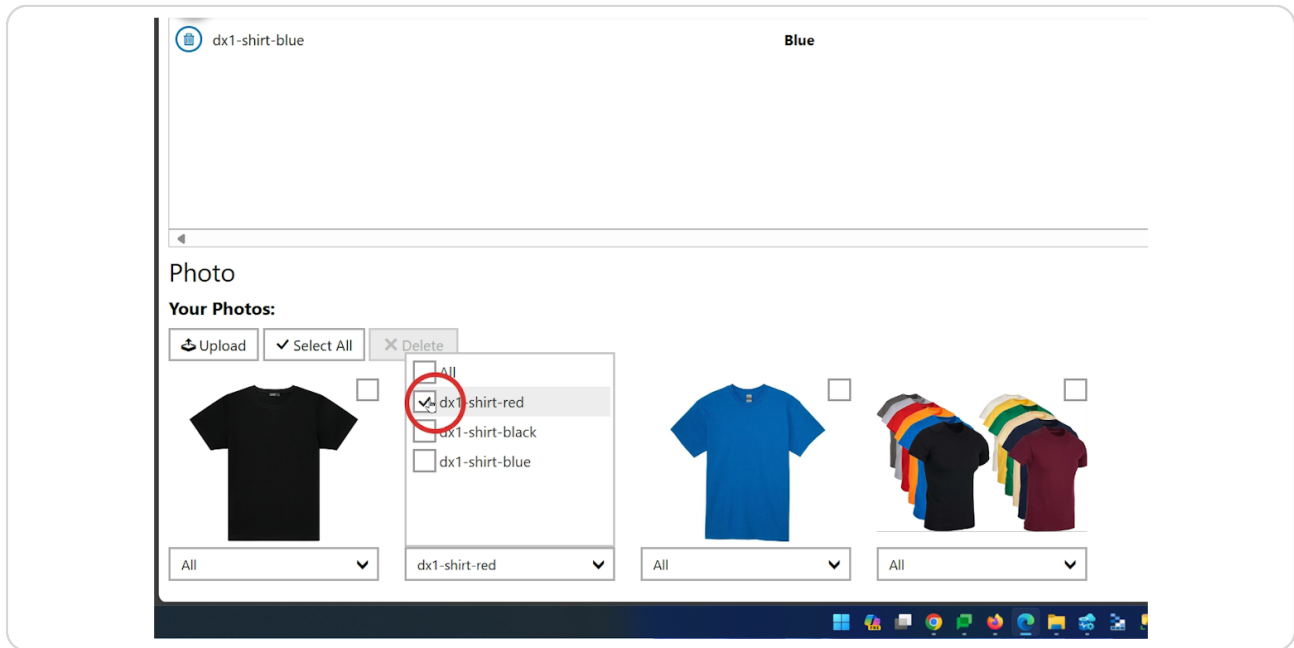
## STEP 28

If any images apply only to a selection of the part numbers / SKUs for the product, you can assign them by selecting the dropdown below the image...



## STEP 29

...and assigning the image to the appropriate part number / SKU. (All is selected by default)



## STEP 30

Select Save. Congratulations, you've added your first product!

