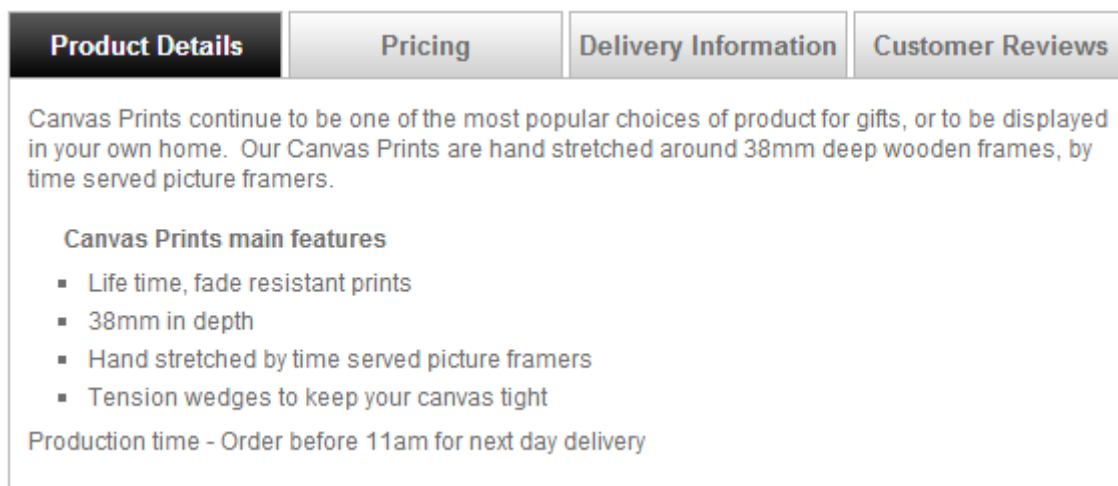


### Etail Systems Tip Sheet

*Objective: To add tabs to your product pages, to display product information (type 2).*

The following tells you how to achieve this;-

If we've sent you this walkthrough, then the tabs on your product pages will probably resemble something like this:



From your side, there will be 3 steps:-

1. Adding your product details (via COMS or CSV)
2. Creating an article & content about Pricing (or whatever you're naming this tab)
3. Creating an article & content for Delivery Information (or whatever you're naming this tab)

The reviews tab is added by us.

#### **Adding your product descriptions**

The first step to doing your tabs will be to make sure all your products have a description in them. If you're wanting them styled (e.g. bullet points, as above) please see below, or ask for a walkthrough on adding articles, which has lots of helpful HTML in it.

#### **Styling the information**

If you want to style any of your information, you'll see some simple HTML. This is much the same as the articles, so a more detailed look at this, please ask for the 'Adding an article' walkthrough.

For bullet points:

## Adding additional information tabs your products (type 1)

<ul>

<li>Bullet list item 1</li>

<li>Bullet list item 2</li>

</ul>

For numbered lists:

<ol>

<li>Numbered list item 1</li>

<li>Numbered list item 2</li>

</ol>

For different sized text:

<h3>Main heading</h3>

### MAIN HEADING

<p>Paragraph of content</p>

Paragraph of content

Another paragraph of content

<h4>Sub heading</h4>

#### Sub heading

<h5>Minor heading</h5>

#### Minor heading

<strong>bold text</strong>

#### bold text

<i>italic text</i>

*italic text*

<p>Paragraph with <strong>bold text</strong> and <i>italic text</i></p>

Paragraph with **bold text** and *italic text*

Once all the product descriptions are in, we'll make it so all your products will have the 'Product Description' tab on them.

## Adding additional information tabs your products (type 1)

### Adding the second & third tabs - Articles

The next two should only require one bit of input from you – in the example, the ‘Pricing’ tab & ‘Delivery Information’ tabs are the same for all products. If there is a lot of information in these tabs, we recommend **making these into an image (as below)**, or search engines will think that your page is more about Pricing or Delivery than the actual product.

Product Details	Pricing	Delivery Information	Customer Reviews
<b>Canvas Prints- 50% OFF</b> Use code <b>XMS50</b> at checkout			
SIZE	WAS	NOW	
8x10	<del>£30.00</del>	£15.00	
20x16	<del>£60.00</del>	£30.00	
24x16	<del>£70.00</del>	£35.00	
24x20	<del>£80.00</del>	£40.00	
30x20	<del>£90.00</del>	£45.00	
40x30	<del>£120.00</del>	£60.00	
16x16	<del>£55.00</del>	£27.50	
20x20	<del>£70.00</del>	£35.00	
<a href="#">Shop now &gt;</a>			

If you let us know what your articles are called, we can add these to your product information tabs for you.

If your products have different information for the next two tabs, see below.

### Adding the second & third tabs – Information boxes

You may not wish to have all that product information on each product, even if it is an image, in which case, you can use the additional information boxes against each product. Again, this can be done in COMS or via CSV.

The boxes we use most often are ‘Extra Description’, ‘Generic Description’ & ‘Delivery Information’, found in the ‘Additional Info & Overrides’ mini tab on each product in the back office.

**Extra Description:**  
Use HTML Editor ☐

**Generic Description:**

Condition:  Set up your product conditions (New, Used, etc) then set the product co

Discount Amount:

Units:  of  You can give the customer an idea of a shampoo in three different size bottles, 250ml, 500ml and 1000ml, so in this box you would enter the units as 250, 500 and 1000 and the system will automatically calculate the p

Display Unit price: ☐ Display unit pricing on Product info page for this Product.

**Delivery information:**

These boxes do have character limits, so please trial each one to see if it fits your needs.

## Adding additional information tabs your products (type 1)

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In a CSV file, you need to use the columns ExtraLongDescription, GenericDescription or AdditionalDeliveryInfoText (200 character limit).

Once you've input the information, let us know, & we can add these to the product information tabs for you.

If you need help adding this information, please call 0844 482 0908 or email [support@etailsystems.com](mailto:support@etailsystems.com)