

How to setup a Product record

Click on the blue + icon, where it's displayed, for more information about a task.

- From "Store" click on Products.
- Click on the "Add new" button to create a record.
- Type in the "Title" as it will be displayed in the order form.
- (Optional) Add a description using the HTML editor.
- Payment settings
 - Select one time payment or subscription and fill in the required fields.

"Flat amount:" insert the "Price" - do not use the currency symbol.

"Set up a Recurring Payment Plan:" setup the subscription's fields.
 - "allow a customer to enter own price:" check the box if you want to allow the customer to define the price.
 - Payment options: click on the window icon and from the pop up window click on the payment options you want to offer to your customers for this product.
 - Enable Shipping. Ignore if you do not use shipping.
- Digital delivery
 - Instructions

What you write in the Instructions will be displayed on the Thank you page. Start with a "Thank you" message and add any additional information your customers may need, as well as with instructions on how they can receive you for support.
 - Download(s)

Click on the window icon to attach as many digital files you want to deliver to customers. If you have not yet loaded your digital files [check this checklist](#) By default the links expire in 48 hours after the time/date of the order. You can change that number in the field "Link(s) expire in hour(s)". Use the red x icon to exclude a file added by mistake, etc. If you remember the Title of the file you have already uploaded in "Downloads" you can start typing it in the corresponding field and click on the play icon to display it.

Next...

- Click on the "Save" button for future addition to a Package record.
- Or click on the down arrow icon next to the "Save" button to expand its options and click on the "1-Click package" to automatically attach the Product to a new Package record with the same title.