

# Product Creation Guide Jane Seller Portal

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Last Updated: 9/5/24



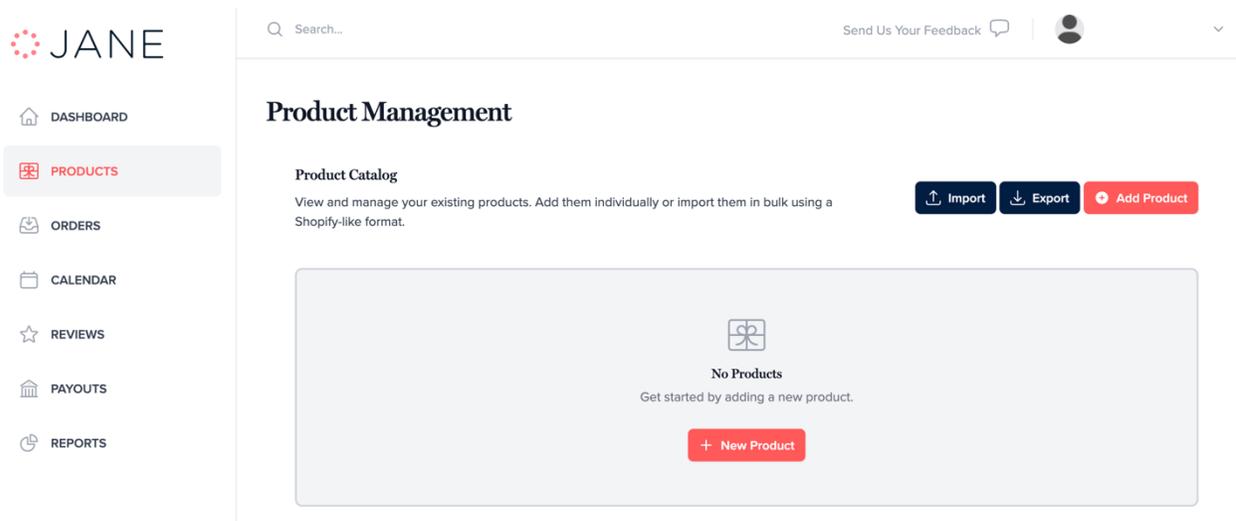
# Jane Seller Portal Log In

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<https://seller.jane.com/>

# Adding a New Product

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- On the left-hand side menu, click on **“Products.”**
- In the center of the page, click on **“+ New Product,”** or alternatively, use the **“Add Product”** button located in the top right corner.
- Note: CSV Import options are available via the **“Import”** button located to the left.

# Create New Product

**JANE**

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Send Us Your Feedback

## Create a New Product

Provide the information below to create a new product. All fields are required unless noted otherwise.

Upload your main product image

Product name  
enter the product name

Product URL  
jane.com/store/hotelcollection/ product-name

Sku  
provide a sku

Status  
Draft

Category  
Select a category

Sub-category  
Select a category first

Type  
Select a sub-category

Description  
Write a few sentences to describe your product. Only plain text is allowed. Any special characters will be removed.

Fill in the following required information:

- **Main Image:** Upload the image that the customer will see when viewing your product
- **Product Name:** Product Title
- **SKU:** Product SKU
- **Category:** Product Category
- **Sub-Category:** Product Sub-Category
- **Type:** Product Type
- **Description:** Product Description

# Product Taxonomy



- DASHBOARD
- PRODUCTS
- ORDERS
- CALENDAR
- REVIEWS
- PAYOUTS
- REPORTS

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**Coming Soon**

## Import Products and Images

We are putting the import process for products and images through its final testing. While we finish that, get started by understanding what the CSV import can do and how to use it by visiting the links below.

**CSV Import Template**

We've based our import on the Shopify CSV format. If you are familiar with that, you will feel at home. If not, don't worry - we have you covered. See our other link for documentation on the format and get up to speed on the format.

[Download the template →](#)

**CSV Format and Documentation**

There are many ways to use the CSV import, from creating products to updating them. There are also many fields available which perform different actions. This documentation will walk you through each field and how to use it.

[Read the documentation →](#)

**Product Taxonomy**

We have a new taxonomy rich with various attributes to categorize and help customers find your products. Use this document as a reference for populating the category, sub-category and option fields in the CSV import.

[View the taxonomy →](#)

If you need assistance identifying the correct **Category, Sub-Category, or Type**, please refer to the Product Taxonomy available under the **“Products”** tab by selecting **“Import”** and clicking on **“View the taxonomy”** in the bottom right corner.

# Product Taxonomy

Category	Subcategory	Product Type
Accessories	Belts	Belts
Accessories	Belts	Suspenders
Accessories	Gloves and Mittens	Fingerless Gloves
Accessories	Gloves and Mittens	Flip-Top Mittens
Accessories	Gloves and Mittens	Gloves
Accessories	Gloves and Mittens	Mittens
Accessories	Handbag Accessories	Handbag Organizers
Accessories	Handbag Accessories	Handbag Straps
Accessories	Handbags & Purses	Baguette Bags
Accessories	Handbags & Purses	Beach Bags
Accessories	Handbags & Purses	Clutches
Accessories	Handbags & Purses	Crossbody Bags
Accessories	Handbags & Purses	Fanny Packs
Accessories	Handbags & Purses	Fashion Backpacks
Accessories	Handbags & Purses	Hobo & Bucket Bags
Accessories	Handbags & Purses	Messenger Bags
Accessories	Handbags & Purses	Satchels

When reviewing the Product Taxonomy, check the '**Categories & Product Types List**' tab to see our full taxonomy. You can quickly search for a specific product by using '**CTRL**' + '**F**'

There is also information within each of the Category tabs that follow. For example, Womens Clothing, you will see three values listed under the '**Availability**' column:

Category	Subcategory	Type	Availability	Attributes	Attribute Values
Womens Tops	Shirts & Blouses	Basic Tees, Blouses, Button Down Shirts, Graphic Tees, Henley Shirts, Peplum Shirts, Polo Shirts, Raglan			
			Variant	Generic US	X-Small, Small, Medium, Large, X-Large, XX-Large, XXX-Large, XXXX-Large,
			Variant	Misses	Size 0, Size 2, Size 4, Size 6, Size 8, Size 10, Size 12, Size 14, Size 16, Size
			Variant	Misses Petite	Size 4mp, Size 6mp, Size 8mp, Size 10mp, Size 12mp, Size 14mp, Size
			Variant	Womens Plus	Size 0X, Size 1X, Size 2X, Size 3X, Size 4X, Size 5X, Size 6X, Size 7X, Size 8X,
			Variant + Label Option	Primary Color	Beige, Black, Blue, Brown, Gold, Gray, Green, Multicolored, Off-white,
			Variant + Label Option	Secondary Color	Beige, Black, Blue, Brown, Gold, Gray, Green, Multicolored, Off-white,
			Variant + Label Option	Pattern	Abstract, Airbrush, Animal, Argyle, Basket Weave, Batik, Birds Eye, Border, Bulls Eye, Bohemian, Brick, Brocade, Botanical, Buffalo Check, Camouflage, Celtic Knot, Checkered, Cheatah, Chevron, Chinoiserie, Chintz, Coin Dot, Damask, Designer, Diagonal, Diamond, Digital, Ditsy,
			Variant + Label Option	Multi-Pack	Pack Of One, Pack Of Two, Pack Of Three, Pack Of Four, Pack Of Five, Pack
			Variant + Label Option	Sports Team	American Football, Auto Racing, Baseball, Basketball, Cricket, Golf, Ice
			Optional Attribute	Fabric	Acrylic, Bamboo Rayon, Cashmere, Chiffon, Cotton, Cotton Blend, Crepe, Denim, Faux Leather, Faux Suede, Flannel, Fleece, Hemp, Jersey, Lace,
			Optional Attribute	Size Group	Generic US, Misses, Misses Petite, Womens Plus
			Optional Attribute	Graphic Theme	Absolutely, here it is reformatted as a phrase: Abstract, Animals and Nature, Astrology, Babies, Books, Branded, Children, Computer and Technology, Dads-Fathers, Destinations and Places, Flags, Flowers, Food,
			Optional Attribute	Apparel Fit	Big, Fitted, Loose Fit, Oversized, Petite, Runs Small, Runs Large, Slim, Tall,
			Optional Attribute	Neckline	Asymmetric, Bib, Boat, Collar, Cowl, Crew, Halter, Halter Strap, High, Jewel, Keyhole, Illusion, Off Shoulder, Paper Bag, Plunging, Queen Anne,

- **Variant:** An attribute that differentiates a product and can be selected by customers as an option, e.g., "Generic US" for Size.
- **Variant + Label Option:** An attribute that differentiates a product and uses a custom label value, which will be shown as an option for customers, e.g., "Primary Color" or "Pattern."
- **Optional Attribute:** An attribute that cannot be used as a variant for customer selection but helps filter products when customers search for specific features, e.g., "Sleeve Length" or "Fabric."

# No Variants

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The screenshot shows the JANE dashboard interface. On the left is a sidebar with navigation links: DASHBOARD, PRODUCTS (highlighted), and ORDERS. The main content area features a search bar, a feedback link, and a user profile icon. A modal window titled 'Variants' is open, containing the following fields:

- Does this product offer variations for sale?** with radio buttons for 'Yes' and 'No' (selected).
- Price:** Input field with '\$ 0.00'.
- Stock:** Input field with '1000'.
- Weight in lbs (Optional):** Input field with '1.0'.

If the product doesn't include variants, select **"No."**

Enter the following details:

- **Price:** The selling price on Jane when the item is not on sale.
  - *Note: The Calendar tab is currently under construction. Once available, it will allow you to schedule and manage sales.*
- **Stock:** The inventory available to Jane at the time of listing.
- **Weight:** The shipping weight of the product.

Click **"Create"** in the bottom right corner to save the information.

# Has Variants

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The screenshot shows the JANE dashboard with a sidebar containing 'DASHBOARD', 'PRODUCTS', and 'ORDERS'. The main content area displays a 'Variants' section with the following elements:

- Variants**
- Does this product offer variations for sale?
  - Yes
  - No
- Primary Variant: Generic US (dropdown)
- Secondary Variant (Optional): Primary Color (dropdown)

If the product includes variants, select **"Yes."**

- Choose the **Primary** and/or **Secondary Variants** that the customer will need to select from the dropdown menu when purchasing the item.
  - For example, select **"Generic US"** and **"Primary Color"** to allow customers to choose options for both size and color.
- **Note:** Once variants are added, you will no longer be able to change the Category, Sub-category, or Type for the product. Please ensure that your categorization is as accurate as possible before adding variants.

Click **"Create"** in the bottom right corner to save the information.

# Create Product Variants

The screenshot shows the JANE dashboard interface. On the left is a sidebar with navigation options: DASHBOARD, PRODUCTS (highlighted), ORDERS, CALENDAR, REVIEWS, PAYOUTS, and REPORTS. The main content area has a search bar and a 'Send Us Your Feedback' link. Below is a horizontal menu with tabs for Shipping, Configurations, Attributes, Variants (selected), and Images. The 'Variants' tab displays the following text:

**Product Variants (Optional)**  
If your product has variants, you can select up to two attributes that define that variance. For each value in that attribute, you can provide unique images, price and inventory. Provide the category and sub-category to enable this option.

Below the text is a large light gray box containing a 'No Variants' icon (a square with a diagonal line), the text 'No Variants', and the instruction 'Get started by adding a new variant.' At the bottom of this box is a red button labeled '+ New Variant'.

If your product has variants, you can choose up to two attributes to define those variations.

- For each value within these attributes, you can provide unique images, prices (price by variant), and inventory levels.
- To create a new variant, select “**+ New Variant.**”

# Create Product Variants

The screenshot shows the 'Create a New Product Variant' interface in the JANE system. The page title is 'Create a New Product Variant' for 'Women's Floral Graphic Tee'. A search bar and 'Send Us Your Feedback' link are at the top. A sidebar on the left contains navigation links: DASHBOARD, PRODUCTS, ORDERS, CALENDAR, REVIEWS, PAYOUTS, and REPORTS. The main content area includes an image upload box with the text 'Upload an image or drag and drop PNG, JPG, GIF up to 10MB' and 'Upload a primary image for this option'. Below this is a form with the following fields: 'Unique Option Sku' (text input), 'Status' (dropdown menu with 'Draft' selected), 'Generic US' (dropdown menu with 'Select...' selected), 'Primary Color' (dropdown menu with 'Select...' selected), 'Primary Color Custom Label' (text input), 'Price' (text input with '\$ 0.00'), 'Stock' (text input with '1000'), 'Weight in lbs' (text input with '1.0'), and 'Description' (text area).

To create a new product variant, provide the following details:

- **Unique Option SKU:** Enter a unique SKU for this variant.
- **Previously Selected Variant Options:** Enter the values for the primary and secondary (if applicable) variant options previously selected.
- **Price:** Specify the selling price for this variant when it is not on sale.
- **Stock:** Enter the inventory available for this variant at the time of listing.
- **Weight in lbs:** Provide the shipping weight of the variant in pounds.
- **Description:** This is optional. Add a description if needed.

# Custom Labels

## Create a New Product Variant

For **x**

Provide the information below to create a new product variant. Fields in bold are required.

Upload an image or drag and drop  
PNG, JPG, GIF up to 10MB

Upload a primary image for this option

Unique Option Sku  
Unique Variant Sku

Status  
Draft

Generic US  
Medium

Primary Color  
Brown

Primary Color Custom Label  
Camel

Price  
\$ 0.00

Stock  
1000

Weight in lbs  
1.0

**Variant + Label Option** is used when a product requires a custom value to accurately depict the option name to the customer.

If you select **‘Primary Color’** as a variant but don’t find the exact color you need in the dropdown, simply choose the closest available color and enter your custom label.

For instance, if you select **“Brown”** and label it **“Camel,”** customers will see **“Camel”** on your product detail page. However, when a customer filters by **“Brown,”** all products labeled **“Brown,”** including your custom-labeled **“Camel,”** will appear. This ensures that customers can still find your products while filtering.

**Note:** This functionality applies to all variants that allow for a custom label value.

# Create Product Variants

- Upload the **main image** for this variant, which will be displayed when the customer selects this variant.
- Enter in the Unique Option Sku, Variant values, Price, and Stock.
- **Select “Create”** in the bottom right-hand corner to finalize the new variant.
- You can add additional images after creating the variant by selecting **“Upload an image”** at the bottom of the variant page.
- **Select “Update”** in the bottom right-hand corner to save any image updates or changes made to your product variant.
- **Select “Back to Product”** to return to the Variants tab to view all variants listed.

# Shipping

---

- If your product has free shipping, select **"Yes."**

Shipping	Configurations	Attributes	Variants	Images
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## Shipping Rates

Please provide the shipping rates for this product. "Rate for First Item" will be used for the first item. If the customer purchases multiple, we then use the "Rate for Additional Items" rate you provide for each additional item.

Has Free Shipping

Yes  No

# Shipping

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Shipping <span>i</span>	Configurations	Attributes	Variants	Images
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## Shipping Rates

Please provide the shipping rates for this product. "Rate for First Item" will be used for the first item. If the customer purchases multiple, we then use the "Rate for Additional Items" rate you provide for each additional item.

Has Free Shipping

Yes  No

Rate for First Item i

\$ 0.00

Rate for Additional Items i

\$ 0.00

- If your product does not have free shipping, select "**No.**"
- The "**Rate for First Item**" applies to the first unit purchased.
- For any additional units, the "**Rate for Additional Items**" will be used for each one.

# Configurations (if applicable)

The screenshot shows the JANE dashboard interface. On the left is a sidebar with navigation items: DASHBOARD, PRODUCTS (highlighted), ORDERS, CALENDAR, REVIEWS, PAYOUTS, and REPORTS. The main content area has a search bar and a user profile icon. Below these are two dropdown menus for 'Primary Variant' (set to 'Generic US') and 'Secondary Variant (Optional)' (set to 'Primary Color'). A horizontal menu below these has tabs for Shipping, Configurations (active), Attributes, Variants, and Images. The 'Additional Configuration' section contains three unchecked checkboxes: 'Is Personalized' (with a description), 'Is Handmade' (with a description), and 'Is Digital' (with a description).

Utilize this section if your product is one of the following:

- **Personalized**
- **Handmade**
- **Digital**

# Personalized

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 JANE

 DASHBOARD

 PRODUCTS

 ORDERS

 CALENDAR

 REVIEWS

 PAYOUTS

Search...

Send Us Your Feedback 



## Additional Configuration

These are optional configurations that will help the customer understand your product. These options will also help you fulfill your orders.

Is Personalized

For products that allow for some personalization, additional information will be captured from the customer based on the additional fields you require.



No Personalization Fields

Get started by adding a new field for personalization.

[+ New Field](#)

For Personalized products:

- Select **“is Personalized.”**
- Click **“+ New Field.”**

# Personalized Text

Enter a **“Label”** to describe the **“Text”** personalization that the customer needs to provide.

Select the maximum **"Character limit for buyer response"** allowed for the personalized "Text."

If additional personalized fields are needed, select the **“Add”** button to create more options for the customer.

Shipping	<b>Configurations</b>	Attributes	Images
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**Additional Configuration**  
These are optional configurations that will help the customer understand your product. These options will also help you fulfill your orders.

**Is Personalized**  
For products that allow for some personalization. Additional information will be captured from the customer based on the additional fields you require.

Label	Type	Options	
<input type="text" value="Name"/>	<input type="text" value="Text"/>	Character limit for buyer response (between 1 and 1000):	<input type="text" value="20"/> <a href="#">Remove</a>

# Personalized Single Selection

Shipping   **Configurations**   Attributes   Images

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### Additional Configuration

These are optional configurations that will help the customer understand your product. These options will also help you fulfill your orders.

**Is Personalized**  
For products that allow for some personalization. Additional information will be captured from the customer based on the additional fields you require.

Label	Type	Options	
<input type="text" value="Name"/>	<input type="text" value="Text"/>	Character limit for buyer response (between 1 and 1000): <input type="text" value="20"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
<input type="text" value="Thread Color"/>	<input type="text" value="Single Selection"/>	<input type="text" value="Black x Green x Red x Blue x"/>	<input type="button" value="Remove"/>

Provide a **“Label”** to describe the **“Single Selection”** personalization that the customer needs to select.

The **“Single Selection”** allows the customer to choose one option.

**“Options”** are custom options you provide for the customer to choose from. The customer will need to pick one from this list. **Note:** Options are not associated with an inventory quantity.

You can reorder the Single Selection options after entering them.

You can paste option values into the "Options" field if they are separated by commas.

To create additional personalized fields for the customer, click the **“Add”** button.

# Handmade

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Shipping	<b>Configurations</b>	Attributes	Variants	Images
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## Additional Configuration

These are optional configurations that will help the customer understand your product. These options will also help you fulfill your orders.

- Is Personalized**  
For products that allow for some personalization. Additional information will be captured from the customer based on the additional fields you require.
- Is Handmade**  
For products that are hand-crafted.
- Is Digital**  
For products that are digitally delivered (not physical or shipped).

- Select **“Is Handmade”**

**Note:** This option is for items that are custom-made and/or designed by you, the seller. It includes processes such as printing, 3D printing, casting, plating, engraving, cutting, sewing, and finishing.

# Digital

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- Select **“Is Digital”**

Shipping	<b>Configurations</b>	Attributes	Variants	Images
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## Additional Configuration

These are optional configurations that will help the customer understand your product. These options will also help you fulfill your orders.

- Is Personalized**  
For products that allow for some personalization. Additional information will be captured from the customer based on the additional fields you require.
- Is Handmade**  
For products that are hand-crafted.
- Is Digital**  
For products that are digitally delivered (not physical or shipped).

# Add Attributes

The screenshot shows the JANE dashboard with a sidebar on the left containing navigation links: DASHBOARD, PRODUCTS (highlighted), ORDERS, CALENDAR, REVIEWS, PAYOUTS, and REPORTS. The main content area has a search bar and a 'Send Us Your Feedback' link. Below this is a navigation bar with tabs for Shipping, Configurations, Attributes (selected), and Images. The 'Attributes' section is titled 'Shirts & Blouses Attributes' and includes a descriptive paragraph. The form consists of a grid of 12 dropdown menus arranged in four rows and three columns. The attributes are: Size Group, Primary Color, Secondary Color, Fabric, Pattern, Graphic Theme, Apparel Fit, Neckline, Sleeve Length, Sleeve Style, Fasteners, and Apparel Features. Each dropdown menu contains the text 'Select a value' and a downward arrow.

Enter product attributes to help customers identify and differentiate products.

- Select relevant values from the dropdown menus for features like fabric and fit.
- **Attributes in the top section** apply to items in the selected category, while **attributes in the bottom section** are universal and apply to items in all categories.

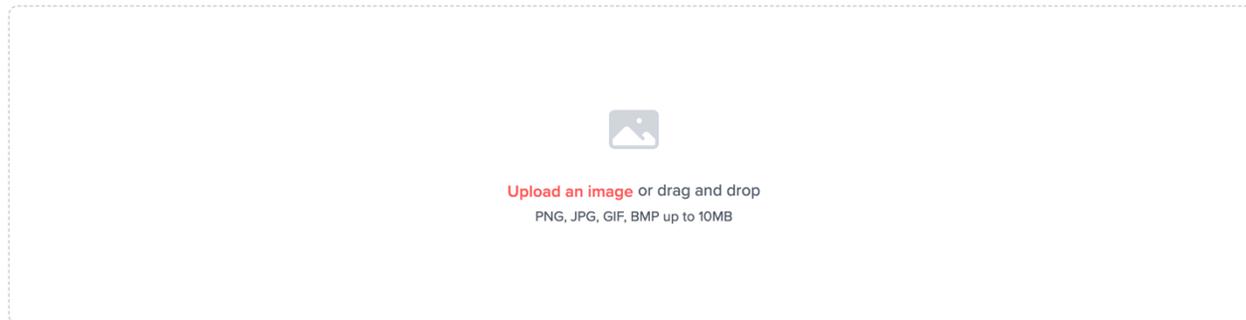
# Add Images

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## Additional Images

You may add additional images to your product below.



Select **"Upload an image"** within the **Images tab** to choose additional images for the carousel.

**Note:** These images will appear after the main product image you've already uploaded.