

# STEP 1



1

Click on the Products tab

Page **Products** dan



Top Level

Search...

1 1



ID	Name	Title	URL	Parent	Top	Sort Order	
1	Home	Home			0	0	
113	Soil Solutions	Soil Solutions	soil-solutions	1	1	10	
114	Case Studies	Case Studies	case-studies	1	1	20	
118	About Us	About Us	about-us	1	1	30	
119	Our Blog	Symbio Blog	blog	1	1	50	
4	Contact	Contact	contact	1	1	80	
3	Privacy Policy	Privacy Policy	privacy-policy	0	0	100	
120	Cookie Policy	Cookie Policy	cookie-policy	0	0	105	
2	Terms	Terms and Conditions	terms-and-conditions	0	0	110	
336	Condition of Sale	Condition of Sale	condition-of-sale	0	0	120	
337	Environmental Policy	Environmental Policy	environmental-policy	0	0	130	

# STEP 2



## Products

Top Level

Search...

1 5 > >> 25

ID	Image	Name	URL	Sort Order	Actions
9		Blue Water WSP	blue-water-wsp	0	
6		Green Circle	green-circle	0	
108		Symbio Supa Yucca	symbio-supa-yucca	0	
115		MycoGro Complete slow release organic fertiliser 5.3.8	mycogro-complete-slow-release-organic-fertiliser	0	
10		Blue Water Junior	blue-water-junior	10	
7		Thatch Eater	thatch-eater	10	
8		Resister	resister	20	
11		Lagoon	lagoon	30	
12		Lake Shadow	lake-shadow	40	
13		Aqua Blue	aqua-blue	50	

1

Click on the edit icon



# STEP 3

## Edit Product ✕

Info

**Files**

Categories

SEO

Click on the Files tab to add the datasheets

2

Name

Blue Water WSP

Sort Order

0

Description

1 Add, edit, or delete this text as required.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.



# STEP 4







## Edit Product

Info

Files

Categories

SEO

File	Title	Sort Order	
<input type="text" value="uploads/Products/pdf-sample.pdf"/> 	 <input type="text" value="Product Datasheet"/>	<input type="text" value="0"/>	
<input type="text" value="uploads/Products/pdf-sample.pdf"/> 	<input type="text" value="Safety Datasheet"/>	<input type="text" value="0"/>	
			

Click on the upload file icon for each datasheet

1



8

Resister

resister

20

11

Lagoon

logoon

30

# STEP 5

The screenshot shows the 'Edit Product' interface with a file explorer overlay. The file explorer lists several folders, with 'Datasheets' highlighted in green. A callout box with a red arrow points to the 'Datasheets' folder, containing the text: "Double click the Datasheet folder to open it" and a circled number "1".

**Edit Product** [Close]

Info | Files | Categories | SEO

File Explorer

- Name ▾
- @eaDir
- About Meet Team
- Blog
- Case Studies
- Clients
- Datasheets**
- Headers
- Home
- Images
- Products
- Projects

Sort Order

	0	[-]
	0	[-]
		[+]

8 Resister

11 Lagoon

12 Lake Shadow

13 Aqua Blue aqua-blue

20

30

40

50

# STEP 6

## Edit Product

Info Files Categories SEO

1

Click on the menu icon to reveal the Upload Files tab



2

Search...

+ NEW FOLDER

UPLOAD FILES



/ Datasheets /

Name ▾

No files in this folder...

Click on Upload Files, and locate the PDF on your system

Sort Order

0



0



8 Resister

11 Lagoon

12 Lake Shadow

13 Aqua Blue

aqua-blue

20

30

40

50

# STEP 7

## Edit Product

Info Files Categories SEO

File

Search...

+ NEW FOLDER

UPLOAD FILES



uploads/Products/pdf-sample.pdf



When the PDF has loaded, right click on the file name

1

uploads/Products/pdf-sample.pdf

Name ▾

pdf-sample.pdf

Download

Use in content

Rename

Move

Copy

Permissions

Delete

...and then hit Use in content

2

Sort Order

0



0



Resister

Lagoon

Lake Shadow

Aqua Blue

aqua-blue

20

30

40

50