

# Product Descriptions

1. Log in with a Site Manager account.
2. Select a product to open it.
3. Ensure that the item is already posted to the storefront (see [Add Products to Storefront](#)).
4. Select **Storefront** under the properties menu to open the Manage Storefront page.




5. Select **Create** or the **Edit Icon** next to the item.

## Manage Storefront: WHMIS

You are viewing: Library > Products > WHMIS > Manage Storefront: WHMIS

Create

ID	Storefront	Status	Type	Retail Price	Member Price	List Price	Cost	Limit	Duration	Show in Home	Category	
3	Public	Active	Products	100	50	0	0		Never Expires	No	General	 
5	Private	Active	Products	100	0	0	0	100	Never Expires	No	General	 



6. Optionally select an image using the drop-down menu to represent the product. You may select any image uploaded to the product's media library.
7. Create or modify the description using the [content editor](#) .

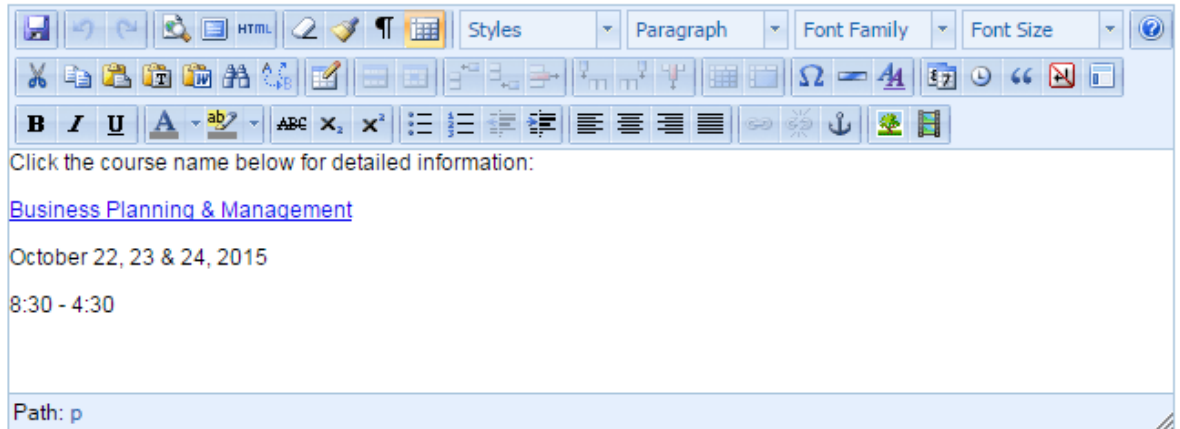
Image:  Keep original image  
 Select new image

edmonton.jpg

Thumbnail:  
edmonton

Image:

edmonton



The screenshot shows a rich text editor with a toolbar at the top containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other standard editing functions. Below the toolbar, the text reads: "Click the course name below for detailed information:". Underneath this, the word "Description:" is followed by a blue hyperlink "Business Planning & Management". Below the link, the dates "October 22, 23 & 24, 2015" and the time "8:30 - 4:30" are listed. At the bottom of the editor, a "Path:" field contains the letter "p".

8. Select **Save** when finished.



### Best Practises

Product descriptions that are updated directly in the storefront are not reflected within the system. Therefore, it is typically best practice to create and edit the description text within the learning management system itself rather than from the storefront.