

Orientation

Asynchronous communication. Paperless office. Flex work time. Work from anywhere. Office in the cloud. Agile approach. Cathedral and bazaar. etcetera.

- [No Rules](#)
- [Epesi Academy levels](#)
- [OpenCart Products](#)

No Rules

100% remote and flextime online self study and DIY

Like MVP (Minimum Viable Product) in lean manufacturing, we mentor MVE (Minimum Viable Employees)

Utilizing Free and Open Source software

Epesi Academy levels

1. Student - Virtual Assistant & Admin
 - 3 months of free Epesi Cloud with Direct Admin control panel
 - Curriculum of 10-12 basic courses
 - "Computer Driver License" certification
2. Apprentice - Junior Web Developer & Admin
 - 1 year of free Epesi Cloud with cPanel control panel
 - No curriculum, individual study program
 - Business & IT Mentoring
 - Certified BIM Business Information Manager
3. Developer - Senior Web Developer & Admin
 - Full Stack Developer or DevOps (SMB, DIY)
 - Certified Epesi BIM Partner
4. Mentor

OpenCart Products

This guide will support updating Viking Importing's new online store products, focusing on improved clarity and Search Engine Optimization.

The document outlines a systematic approach to update product information, including titles, descriptions, filters, metadata, tags, model numbers, SKUs, prices, attributes, and product quantities, weights, and dimensions.

GENERAL - PRODUCT SETTINGS

Title

Change old title: "# 15CL Gold Foil" to more human readable title: "Gold Foil #15CL"

Image not found or type unknown

Ensure your titles don't have any spaces between the hashtag (#) and the number. For example, instead of "# 15CX" (with space), use "#15CX" (no space). Search engines will treat it as a single word and will be more local search friendly.

BAD	GOOD
Image not found or type unknown	Image not found or type unknown

Result:

Image not found or type unknown	Image not found or type unknown
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Description

This informative description template includes a detailed title, a catchy description, and precise cup specification.

Image not found or type unknown

To generate descriptions for another product simply replace the highlighted green sections with the specific colors, sizes and quantity of your cups.

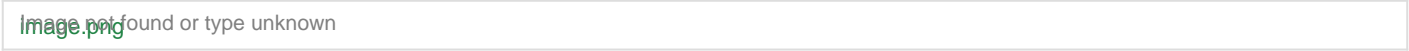
Here's an example, that you can use as a template:

Gold Foil Baking Cups with **Greaseproof Liner** - **1,000** Cups

Baking presentation with premium **gold foil** baking cups. Measuring **1 3/4" W x 2 1/2" B**, each cup features a **greaseproof liner** to ensure your treats look as good as they taste. Ideal for cupcakes, muffins, and other baked goods. Packaged in **two sleeves of 500** cups each. **Made in China**

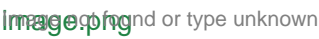
Size: **1 3/4" W x 2 1/2" B**
Quantity: **1,000 cups (2 sleeves of 500)**
Material: **Foil, Greaseproof liner**
Made in **China**

Result:



Meta Tag Title, Description and Keywords

Use following meta data example as a template for all products in Baking Cups category.



To update metadata for each product, replace the highlighted green sections with the specific colors, sizes and quantity of your cups.

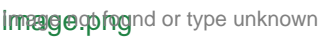
Meta Tag Title	Gold Foil Baking Cups
Meta Tag Description	Gold foil baking cups with greaseproof liner, 1 3/4" W x 2 1/2" B, 1,000 cups (2 sleeves of 500), made in China.
Meta Tag Keywords	Gold foil baking cups, greaseproof liner, baking cups, cupcake liners, muffin cups, 1 3/4 inch, 2 1/2 inch, baking supplies

Result:

A product link without metadata	Image not found or type unknown
A product link with metadata completed	Image not found or type unknown

Product Tags

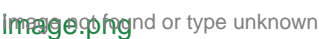
Tags allow you to find other products with the same tag. Enter color, material, occasion and other product specifications.



To update tags for each product, replace the highlighted green sections with the specific colors, sizes and material of your cups.

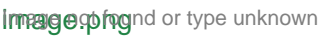
Examples:
Gold, Foil, Greaseproof for product: Gold Foil #15CL
White, Paper, Greaseproof for product: #Tulip Cup - White

Result:



DATA - PRODUCT SETTINGS

Model



Model should be completed with part of the product title as the following example below.

Product title	Gold Foil #15CL
Model	#15CL

Result:

Image not found or type unknown

SKU

The SKU (stock keeping unit) number is already updated in OpenCart eCommerce based on the data of the old LiteCart system.

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Price

Product price is already updated in OpenCart eCommerce based on the data of the old LiteCart system.

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Quantity, Weight, and Dimensions

Updating products quantity, weight, and dimensions require copy and paste values from LiteCart Administrator panel.

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You will find quantity, weight, and dimensions in LiteCart Product Catalog > [chosen product] > Stock.

Image not found or type unknown

Result:

Image not found or type unknown

Product quantity, weight, and dimensions are essential for accurate UPS package counting and pricing.

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LINKS - PRODUCT SETTINGS

Manufacturer and Categories settings are updated.

Filters

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To update Filters choose them from the current Filters list that includes:

Colors	Red, Black, Pink, Blue, Green, Burgundy, White, Gold, Silver
Sizes	Mini, Standard, Large, Extra Large, Tart Size

Material	Foil, Glassine, Greaseproof
Special Occasion	Easter, Christmas, Valentines day, Birth, Party

This is an autocomplete field. Start typing the last word of the filter and the system will suggest available filters.

Image not found or type unknownImage not found or type unknownImage not found or type unknown

If you need more filters, you can update the list in Filters settings.

Image not found or type unknown

Reviews

Please, ask your clients to take a minute to review products.

ATTRIBUTE - PRODUCT SETTINGS

Attribute

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Attributes will be visible on the product specification section.

Image not found or type unknown

To update Attributes choose them from the current Filters list that includes:

Colors	Red, Black, Pink, Blue, Green, Burgundy, White, Gold, Silver
Sizes	Mini, Standard, Large, Extra Large, Tart Size
Made in	China, USA, Sweden
Material	Foil, Glassine, Greaseproof

If you need more attributes, you can update the list in Attributes and Attributes Group settings.

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