


# Create an item

Follow this procedure to create an item

 Difficulty **Easy**

 Duration **2 minute(s)**

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Comments

## Prerequisites tutorials


 Se connecter et se déconnecter

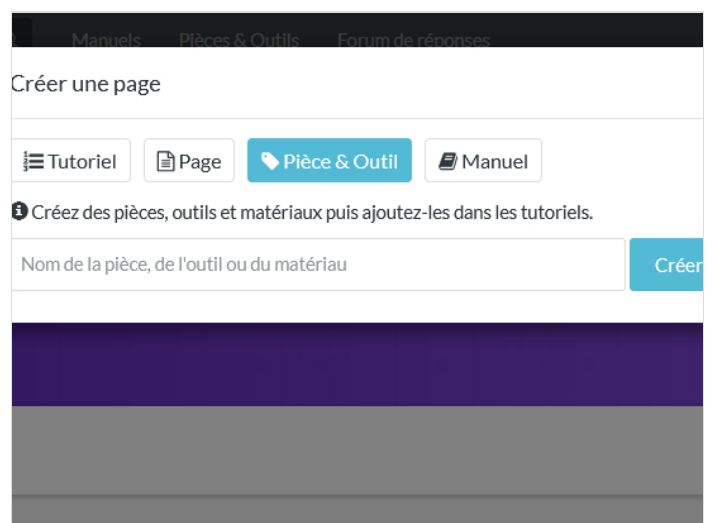
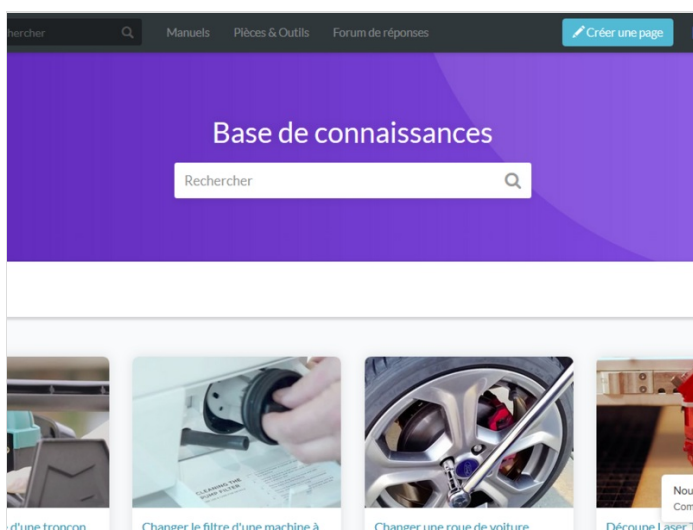
## Step 1 - Create an item

On the home page, click on **Create a page**.

In the window, click on **Item** Name the object in the field to be completed.

Click on **Create**.

 You can also insert a name of the item in the box below.



## Step 2 - Fill in useful information (product type, SKU, Cost...)

**Description:** Write a short presentation of the purpose of the item

**Type:** select the type of product:

- Parts;
- Tools.

**SKU:** enter the product identification code.

**Cost:** specify the price of the product (in Euros, Dollars or Pounds Sterling).

**URL:** Indicate the IP address referring to the source document of the product.

**i** In Long Description, if necessary, specify the conditions of use of the product and its technical characteristics..

## Step 3 - Add the main image

Click on the blue insert to open the media gallery.

**i** You can add images from the platform or download them from your computer

### A - Download an image from the platform

In the **Search** tab, select an image.

Click on **Insert in page** to publish the image.

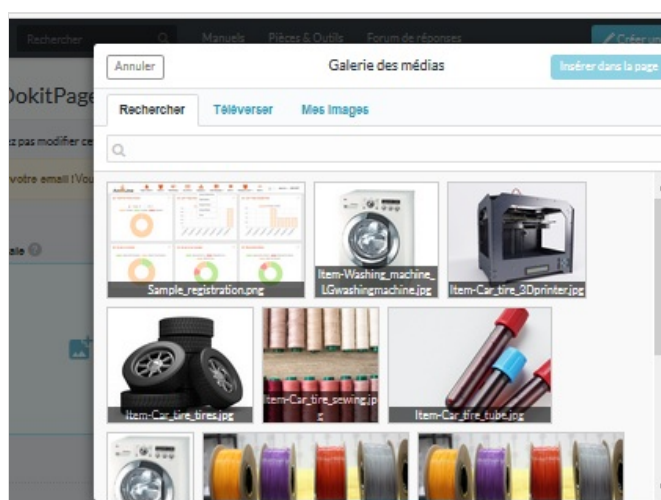
### B- Upload a picture from your computer.

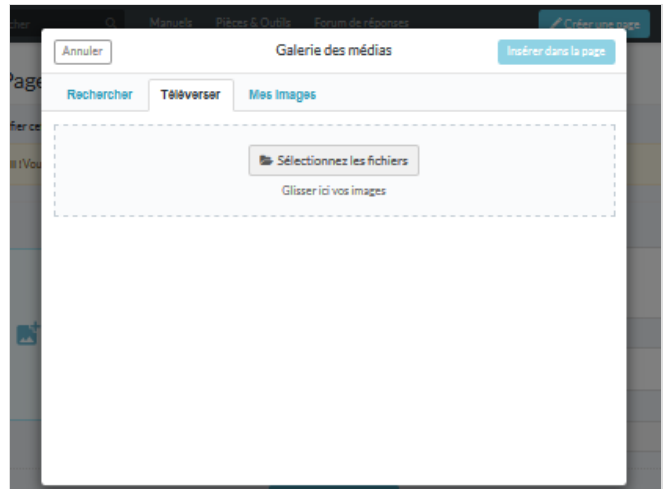
Select the *Upload* tab in the pop-up window.

Click **Select Files** to search for an image on your computer.

Finalize your download by clicking on **Insert in page**.

**i** In the My images tab, find all the images you have previously uploaded to Dokit.





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## Step 4 - Publish your tutorial

1. Select the **status** of the page from the drop-down menu at the bottom of the screen:

- **Draft** if you have not finished writing it.
- **Submit for Proofreading** when you want to submit your page to reviewers before its publication on the platform.

2. Finalize the creation by clicking **Save**.