



# WooCommerce User Manual

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## Overview

This manual teaches users about the WooCommerce plug-in within WordPress in order to understand its necessity and how it can be utilized when creating a web shop from shop setup to advanced features.

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## Marketing

4.1 Overview

4.2 Coupons

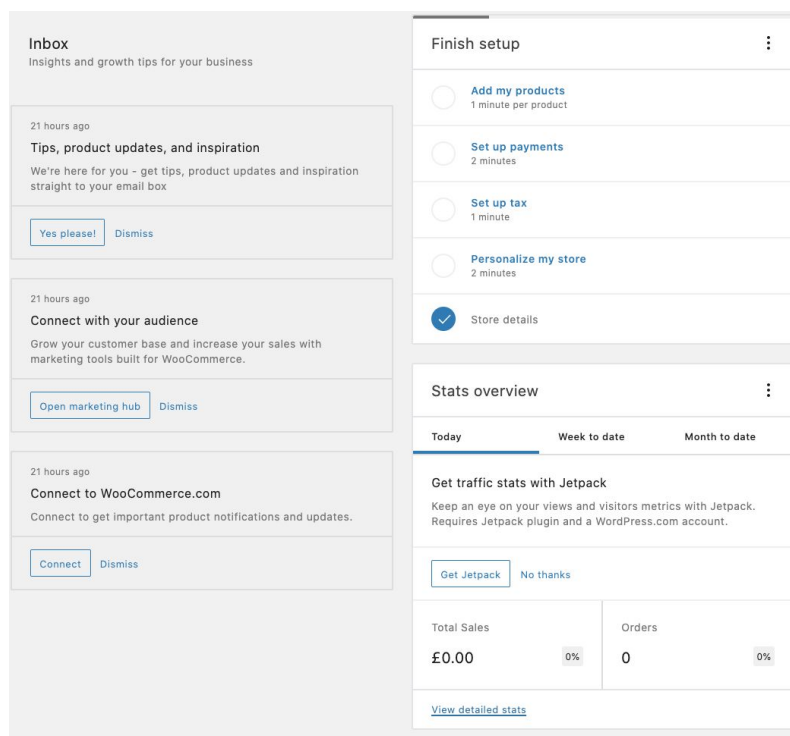
# WooCommerce Tab

## Objectives

- To learn to blah blah
- Learn to

## 1.1 Home

- Home is the tab that lets you see what is in your Inbox, Finish setup, and Stats overview.



## 1.2 Orders

- Click on **Add Order** so that you are able to access the next page.

Orders [Add order](#)

- You will be presented to the Add new order page where you can edit your new order.

WooCommerce / Orders / Add New

### Add new order

**Order #15 details**

**General**

Date created:  @  :

Status:

Customer:

**Billing**

Address: No billing address set.

**Shipping**

Address: No shipping address set.

Item	Cost	Qty	Total
			Items Subtotal: £0.00
			Order Total: £0.00

[Add item\(s\)](#) [Apply coupon](#) [Recalculate](#)

**Custom Fields**

Add New Custom Field:

Name	Value
<input type="text"/>	<input type="text"/>

[Add Custom Field](#)

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

**Downloadable product permissions**

Search for a downloadable product... [Grant access](#)

**Order actions**

Choose an action... [Create](#)

**Order notes**

There are no notes yet.

Add note [Add](#)

Private note [Add](#)

- Under Order #XX details, You are able to see General, Billing, and Shipping.

#### Order #16 details

**General**

Date created:  @  :

Status:

Customer:

**Billing**

[Load billing address](#)

First name  Last name

Company

Address line 1  Address line 2

City  Postcode / ZIP

Country / Region  State / County

Email address  Phone

Payment method:

Transaction ID

**Shipping**

[Load shipping address](#) [Copy billing address](#)

First name  Last name

Company

Address line 1  Address line 2

City  Postcode / ZIP

Country / Region  State / County

Customer provided note:

- In General, you are able to edit the date created, status, and customer of your order.
- In Billing, you are able to edit the billing address as well as the payment method and transaction ID for your order. If you click on **Load billing address**, you are able to

load existing customer information if it exists. Otherwise, information must be placed manually.

- In Shipping, you are able to edit the shipping address for your order. If you click on **Load shipping address**, you are able to load existing customer information if it exists. Otherwise, information must be placed manually. If you click on **Copy billing address**, It will copy the billing address information inputted from the billing.
- Below Order #XX details, you will see a table which takes to account your item, cost, quantity, and total.

Item	Cost	Qty	Total
Items Subtotal:			<b>£0.00</b>
Order Total:			<b>£0.00</b>

- If you click on **Add item(s)**, it will show you options such as Add products, Add fee, Add shipping, Cancel, and Save.

Item	Cost	Qty	Total
Items Subtotal:			<b>£0.00</b>
Order Total:			<b>£0.00</b>

- If you click on **Add product(s)**, a new pop-up window can be accessed about your product.

Add products

×

Product	Quantity
<div>Search for a product...<div>▼</div></div>	<div>1</div>

Add

- Clicking on **Search for a product** will prompt the user to search for an existing product. New products cannot be created here.

Search for a product...

▼

Please enter 3 or more characters

- Under quantity, you are able to edit the number of the existing item.

Quantity

1

▲▼

- Click **Add** to add the product.





- If you click on **Add Fee**, a new pop-up dialog can be accessed about your product.

**www.alberthehumantest.dev.cc says**

Enter a fixed amount or percentage to apply as a fee.




Cancel
OK

- By typing any number amount then pressing ok, it will add a fee to the item.
- By adding a percentage sign after the number then pressing ok, you are able to add an additional charge that is based off the original number amount input.

Item	Cost	Qty	Total
 £10.00 fee			£10.00
 10% fee			£1.00
Items Subtotal:			<b>£0.00</b>
Fees:			<b>£11.00</b>
Order Total:			<b>£11.00</b>

Add item(s)
Apply coupon
Refund
Recalculate

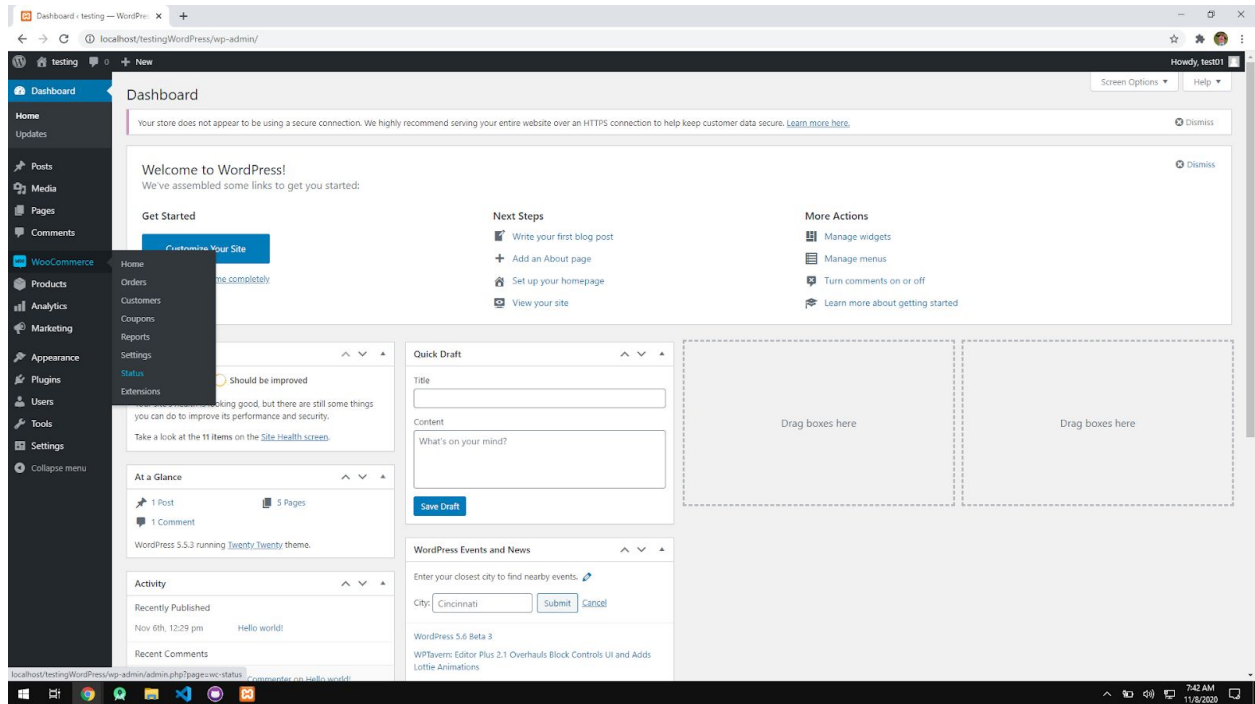
- If you hover your arrow to the bar that represents your item, you will see a pencil icon as well as an x.

Item	Cost	Qty	Total
 £10.00 fee			£10.00  

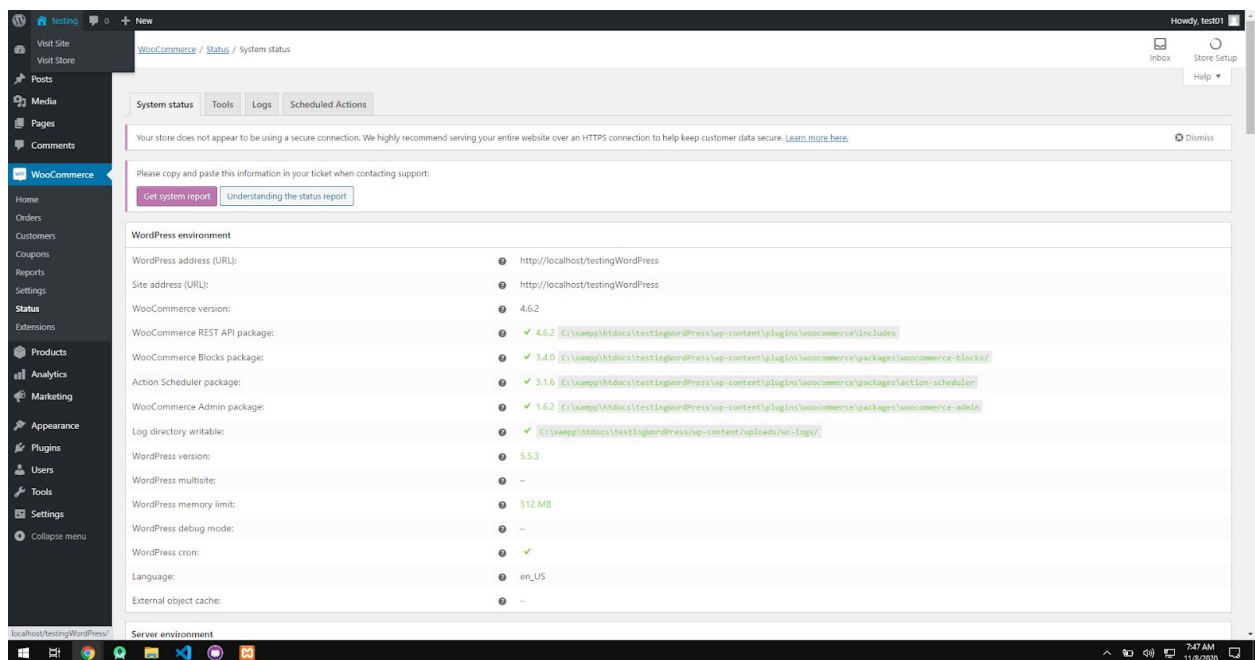
- Click on the **pencil icon** and now you are able to edit your

## 1.7 Status

- Go to **WooCommerce » Status**.



- After clicking the status, you will see the following display.



- An order also has a **Status**. Order statuses let you know how far along the order is, starting with “Pending payment” and ending with “Completed.” The following order statuses are used:
  - **Pending payment** — Order received, no payment initiated. Awaiting payment (unpaid).
  - **Failed** — Payment failed or was declined (unpaid) or requires authentication (SCA). Note that this status may not show immediately and instead show as **Pending** until verified (e.g., PayPal).
  - **Processing** — Payment received (paid) and stock has been reduced; order is awaiting fulfillment. All product orders require processing, except those that only contain products which are both **Virtual and Downloadable**.
  - **Completed** — Order fulfilled and complete – requires no further action.
  - **On hold** — Awaiting payment – stock is reduced, but you need to confirm payment.
  - **Refunded** — Refunded by an admin – no further action required.
  - **Authentication required** — Awaiting action by the customer to authenticate the transaction and/or complete SCA requirements.

### Visual Diagram to Illustrate Order Statuses

This visual representation follows an order through its statuses from “Pending payment” to “Completed”, “Canceled” or “Refunded.”

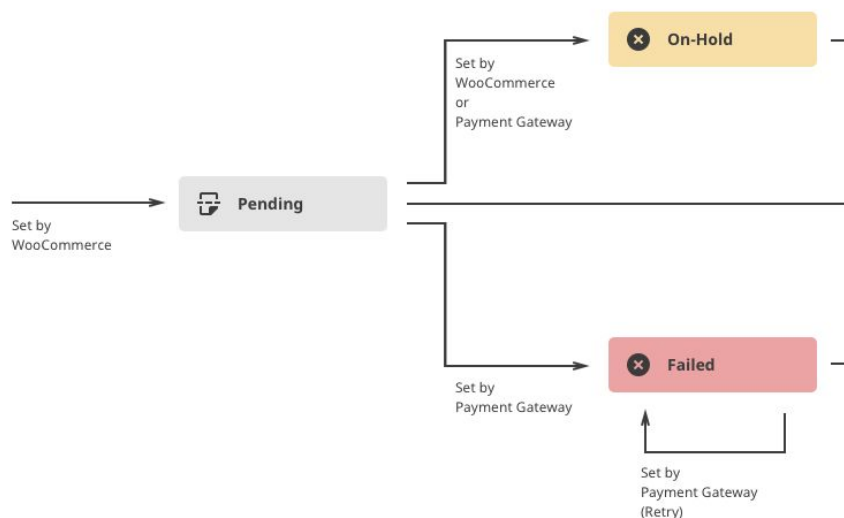
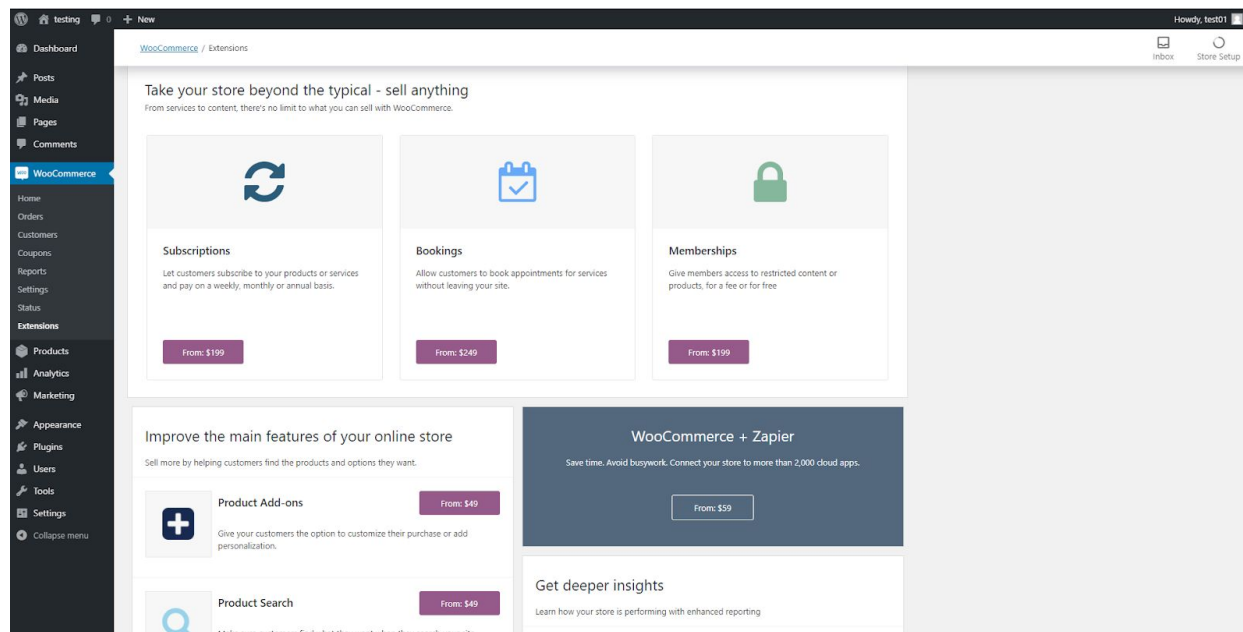


Image Continuation Below



## 1.8 Extensions

- Go to **WooCommerce Tab » Extensions**.
- Here you will see different extensions that you can install to your website, some Extensions cannot be installed unless you paid for it.





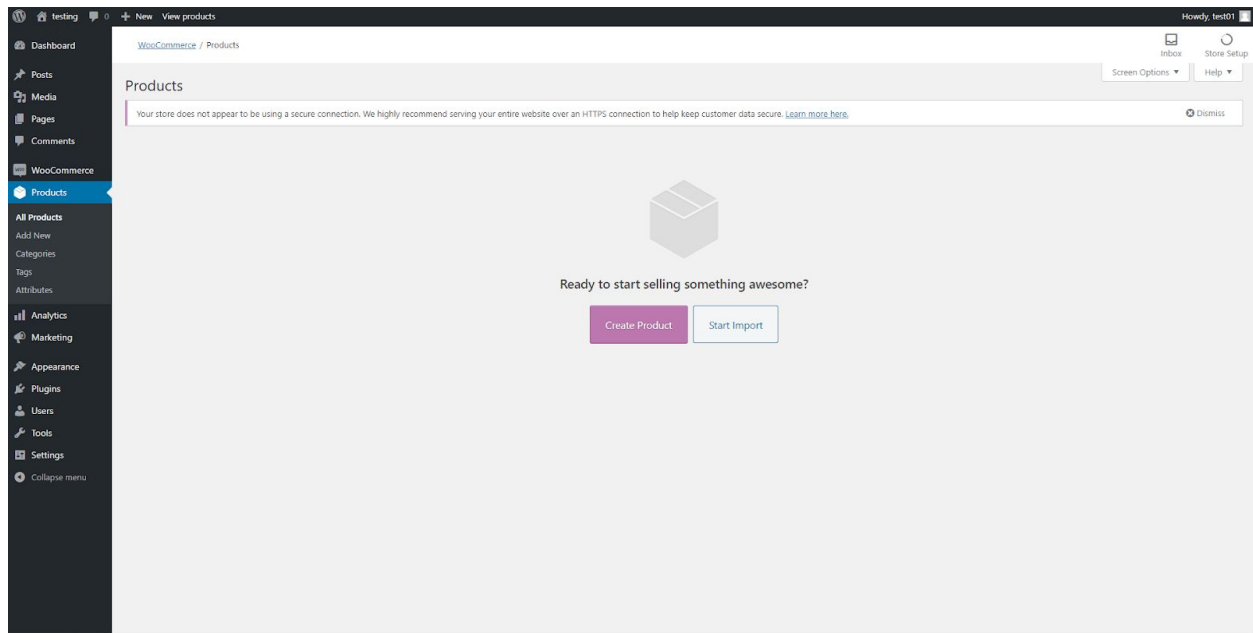
# Products Tab

## Objectives

- Learn how to add products to your store.
- Learn to select appropriate categories to allow your customers to easily browse products on your website.
- Learn to add product images and create image galleries to go along with each product.
- Learn to complete product information and make this product live on your store.

## 2.1 All Products

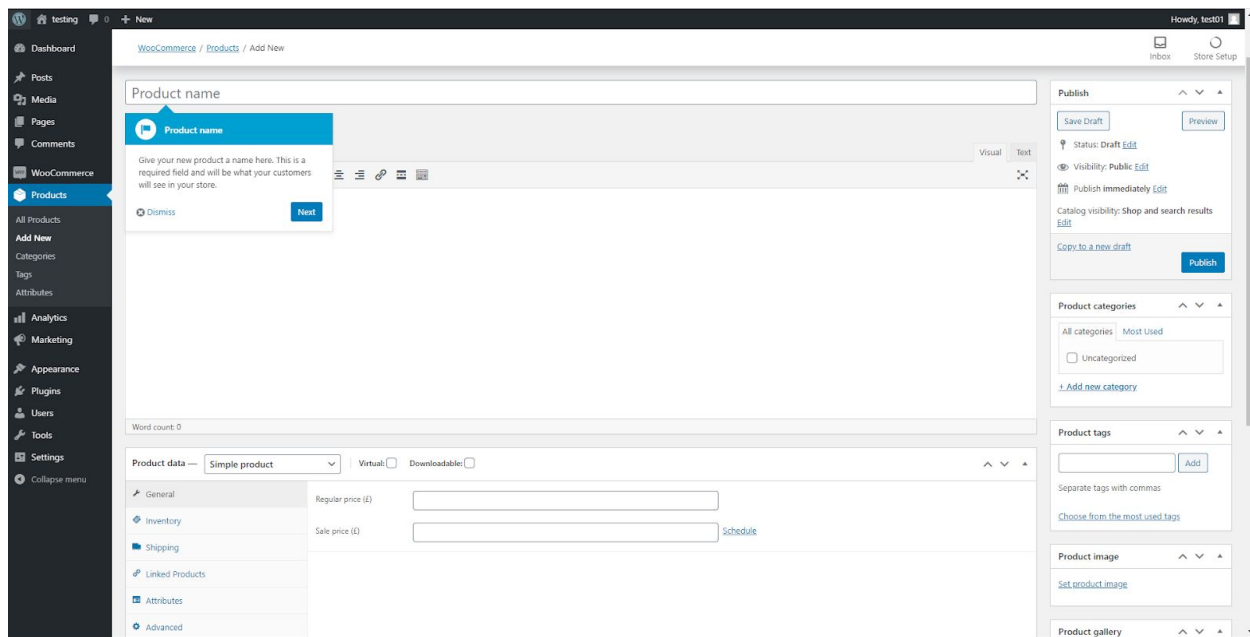
- Let's you view all the current products already added in your store.
- Go to **Products » All Products**.



- You can also Import Products if you have already created, Just click on the **Start Import**.
- If not Click on the Create Product Button and it will automatically proceed to Add New Product.

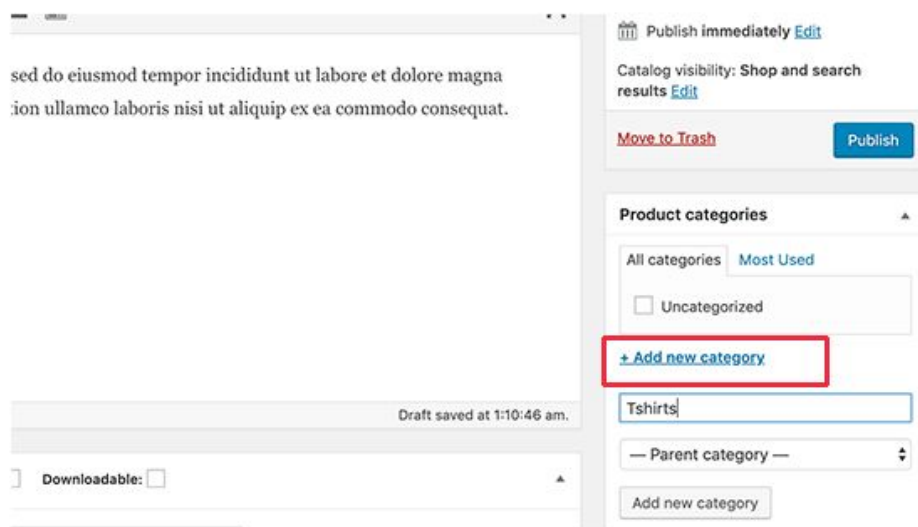
## 2.2 Add New

- Go to **Products » Add New** page to add your first product.
- Provide a title for your product and then a detailed description.
- Easy to add Products to your store.

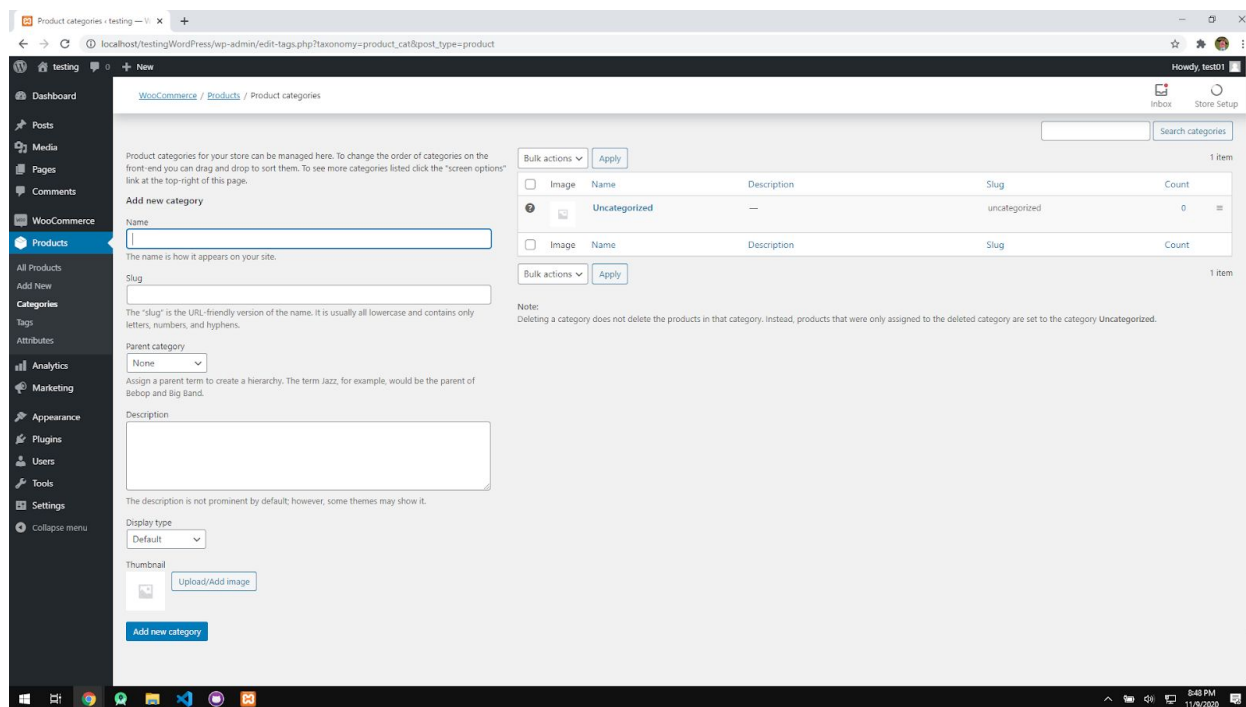


## 2.3 Categories

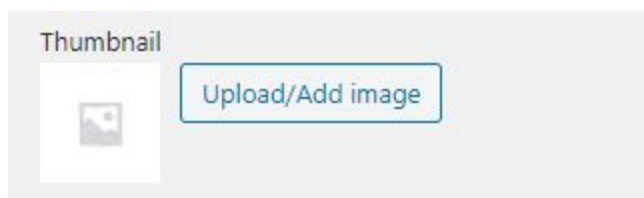
- After providing the title and details for the description, click on the 'Add new product category' link in the right column.
- You can create a new category for the product you are adding.



- You can also go to **Products » Categories**.
- **Note:** The name is how it appears on your site.
- **Note:** The description is not prominent by default; however, some themes may show it.



- After filling up the forms you will also need to Upload/Add Image if you want a display for your category.
- Select Parent category, if it is newly created the parent category will set as Uncategorized(default). You can also select "none".
- Click Upload/Add Image Button.





- Note: Maximum upload file size is only 40MB.
- After Clicking the **Add new category** Button.



Bulk actions ▾

Apply

1 item

<input type="checkbox"/>	Image	Name	Description	Slug	Count	
<div><div>?</div><div></div></div>		Uncategorized	—	uncategorized	0	<div>≡</div>
<input type="checkbox"/>	<div><div></div></div>	— sample	—	slug	0	<div>≡</div>

Bulk actions ▾

Apply

1 item

- You will see the added category on your top right corner.
- Here I created a Category named “sample”.
- **Note:** The “slug” is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.
- If everything is alright and set, click the **Apply** button.

## 2.4 Tags

- Scroll down a little to the “**Product Data**” box. This is where you will select the product type, add product pricing, shipping, and other information.

Product data —

Simple product ▾

Virtual: ☐

Downloadable: ☐

✦ General

✦ Inventory

✦ Shipping

✦ Linked Products

✦ Attributes

✦ Advanced

✦ Get more options

Regular price (\$)

Sale price (\$)

[Schedule](#)

- You will also see a product short description box. This description will also be used on different product pages on your website. You need to add an informative and a catchy short description that helps you get more clicks.

**Product short description**

Add Media

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Unlink Icon] [Table Icon]

P

- You can also go to **Products » Tags**.

WooCommerce / Products / Product tags

Product tags

Your store does not appear to be using a secure connection. We highly recommend serving your entire website over an HTTPS connection to help keep customer data secure. [Learn more here.](#)

Dismiss

Search tags

Add new tag

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Add new tag

Bulk actions Apply

<input type="checkbox"/>	Name	Description	Slug	Count
No tags found				
<input type="checkbox"/>	Name	Description	Slug	Count

Bulk actions Apply

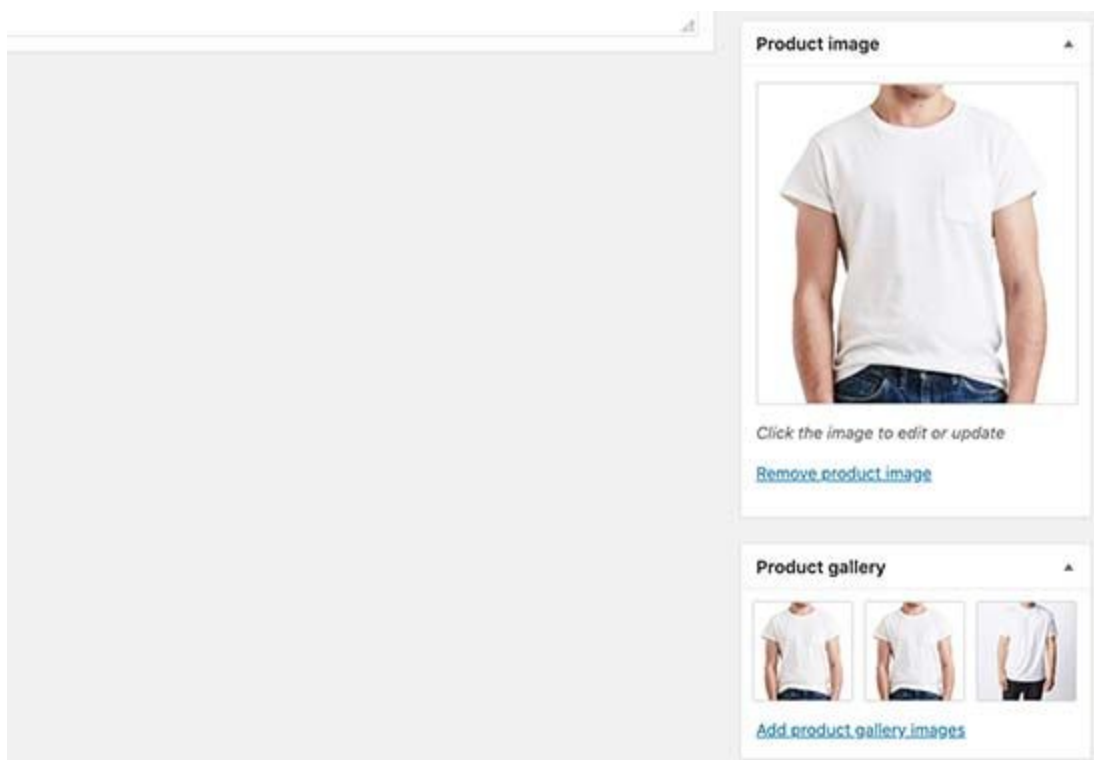
- Fill up the following forms.
- Click the **Add new tag** button and you will see the added new tag at the top right corner.

Bulk actions ▾ Apply 1 item			
<input checked="" type="checkbox"/> Name	Description	Slug	Count
<input type="checkbox"/> Tag 2	sample sample	sample-tag-2	0
<input type="checkbox"/> Tag 1	sample	sample-tag-1	0
<input checked="" type="checkbox"/> Name	Description	Slug	Count
Bulk actions ▾ Apply 1 item			

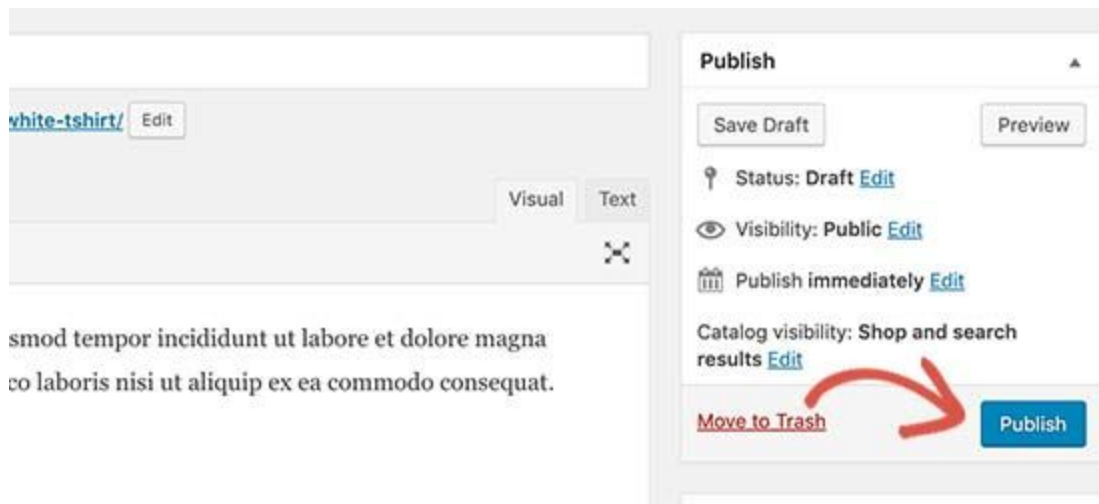
- If everything is alright and set, click the **Apply** button.

## 2.5 Attributes

- You need to add the main product image. This will be the main product image that's used on the shop pages across your store.



- You can add multiple images to create an image gallery of your product.
- Review all the product information that you have added so far.
- Click on the Publish button at the top right box on the screen to publish your product.



# Analytics Tab

Coupons

Taxes

Downloads

Stocks

Settings