WooCommerce User Manual

A brief overview of the WooCommerce software.
An extension of WordPress to allow users build an eCommerse website from scratch or add shopping cart functionality to an existing website.

WooCommerce User Manual

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18 pages

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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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OBJECTIVES:

-To learn to blah blah

-Learn to

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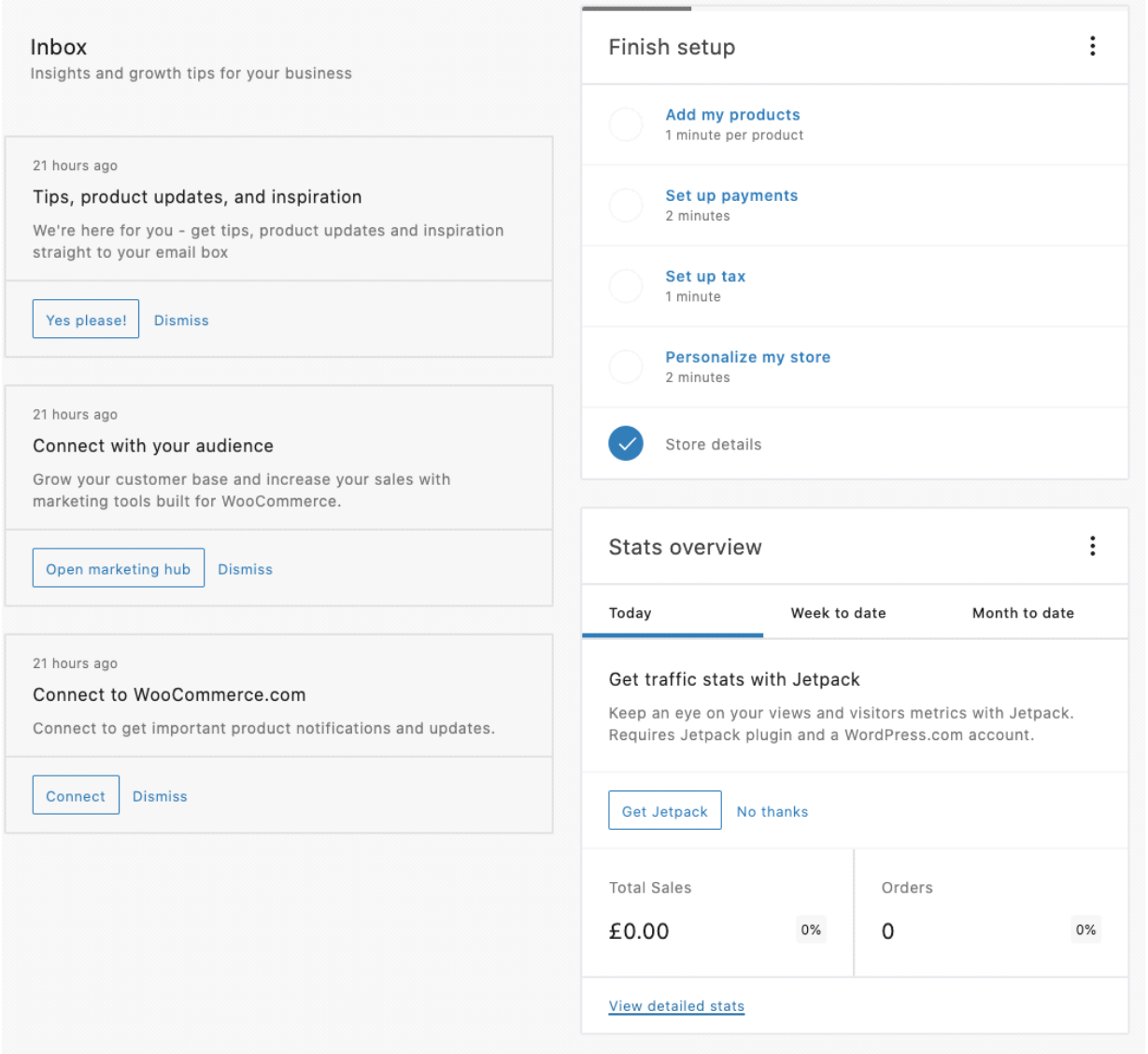
1 WooCommerce Tab

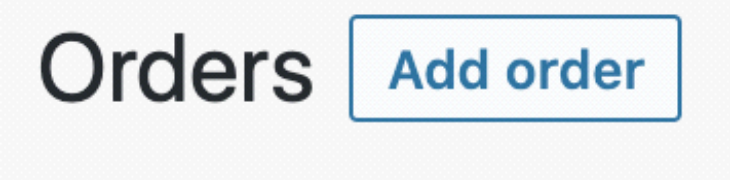
1.1 Home

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

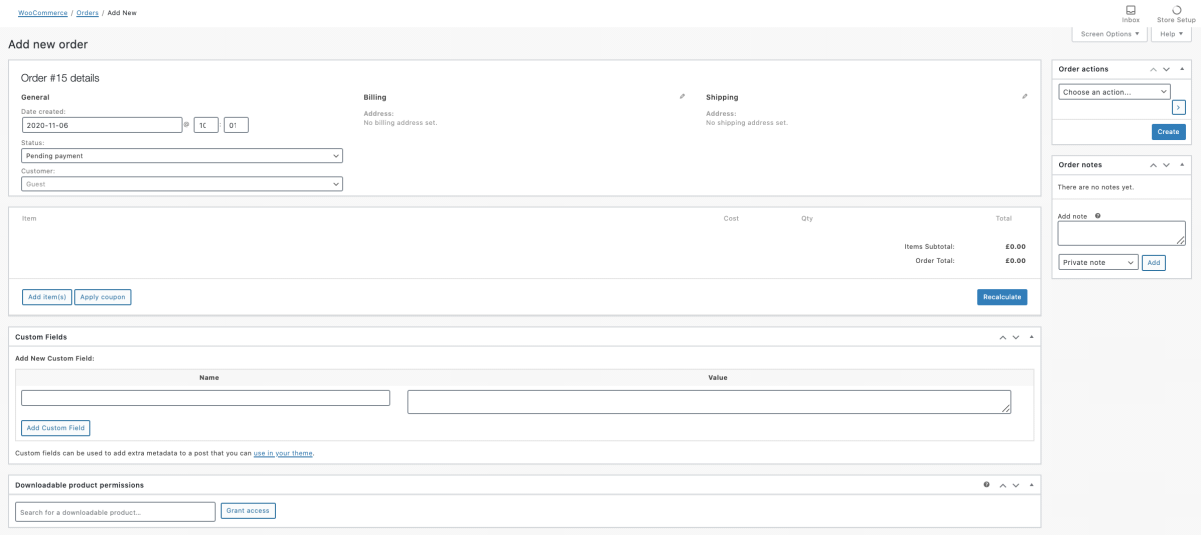


1.2 Orders

1.) Click on Add Order so that you are able to access the next page.



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



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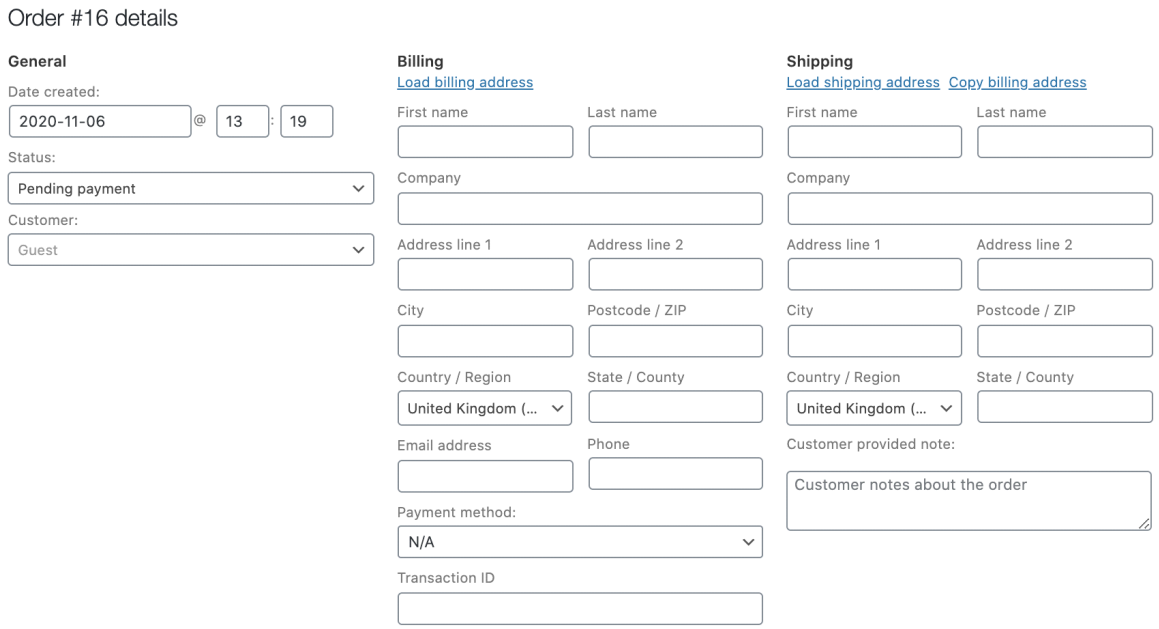
1 WooCommerce Tab

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



4.) In General, you are able to edit the date created, status, and customer of your order.

5.) 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.

6.) 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.

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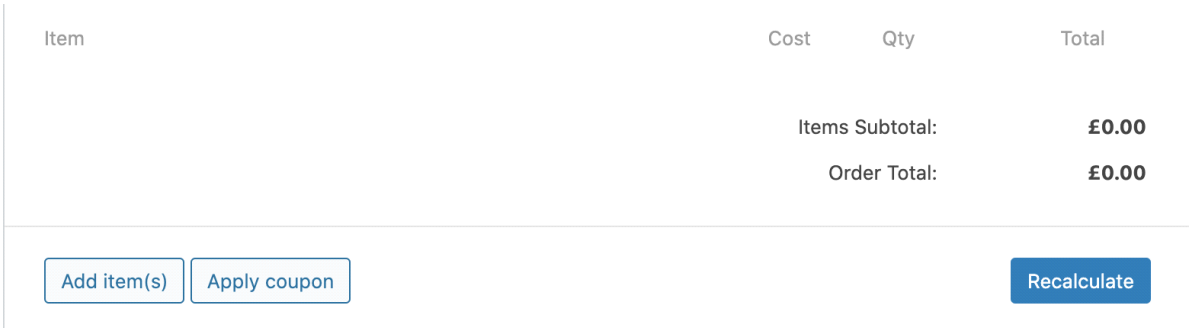
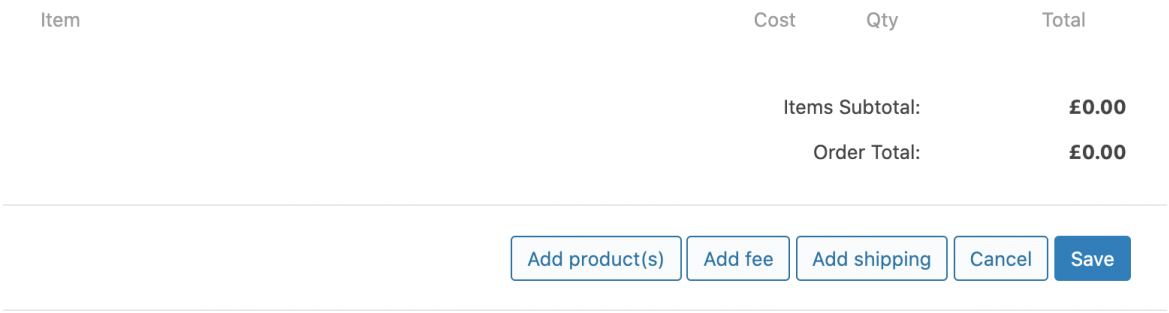
1 WooCommerce Tab

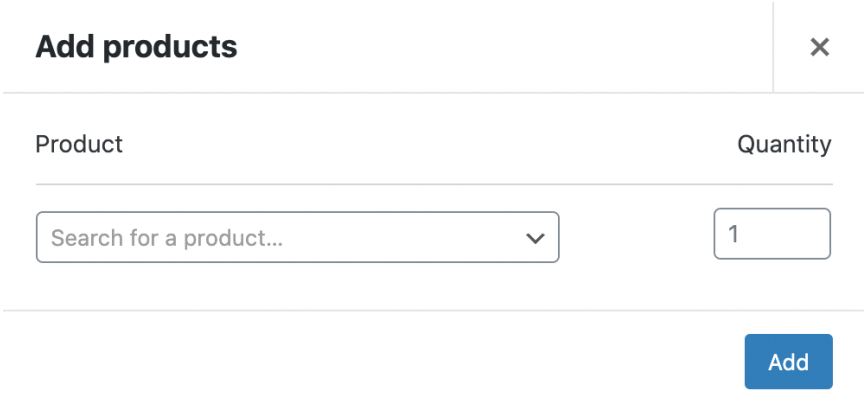
7.) Below Order #XX details, you will see a table which takes to account your item, cost, quantity, and total.



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



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



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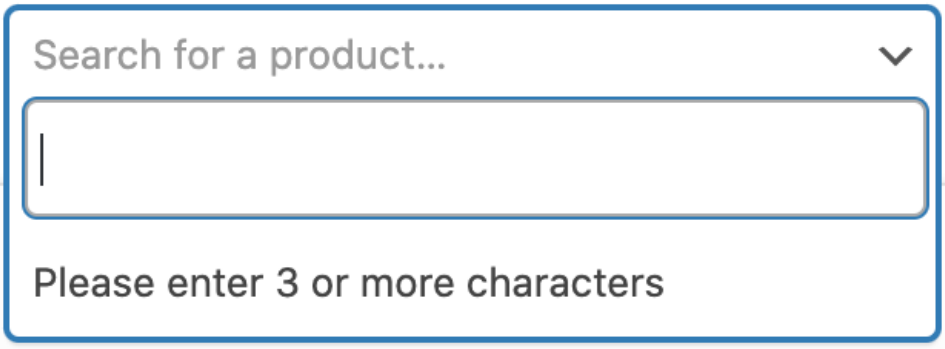
1 WooCommerce Tab

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



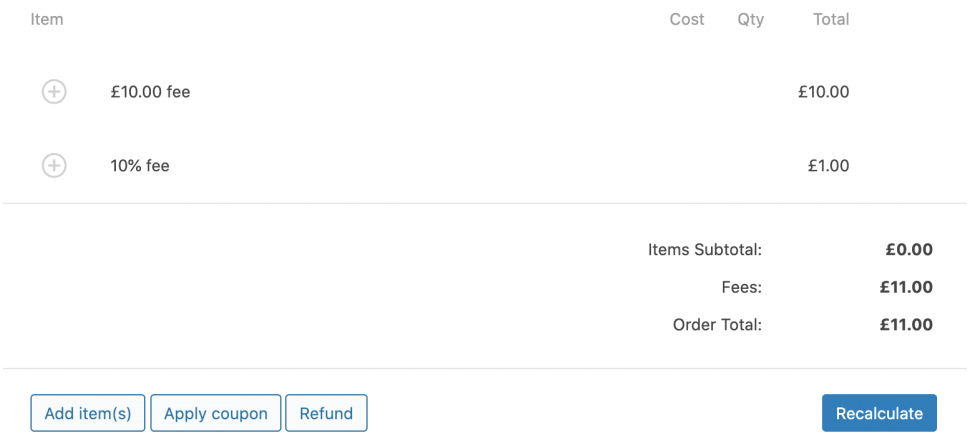
11.) Under quantity, you are able to edit the number of the existing item.

12.) Click Add to add the product.
13.) If you click on Add Fee, a new pop-up dialog can be accessed about your product.

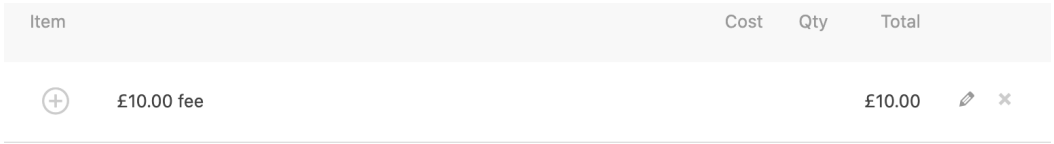
1 WooCommerce Tab

14.) By typing any number amount then pressing ok, it will add a fee to the item.

15.) 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.



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



17.) Click on the pencil icon and now you are able to edit your ----------

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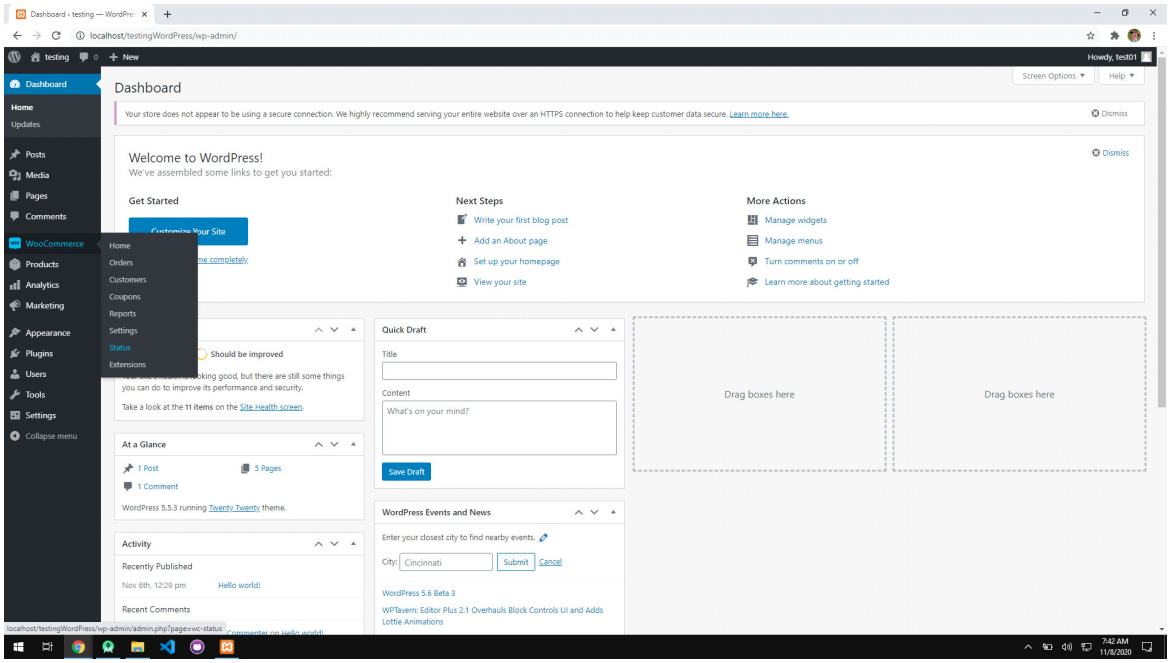
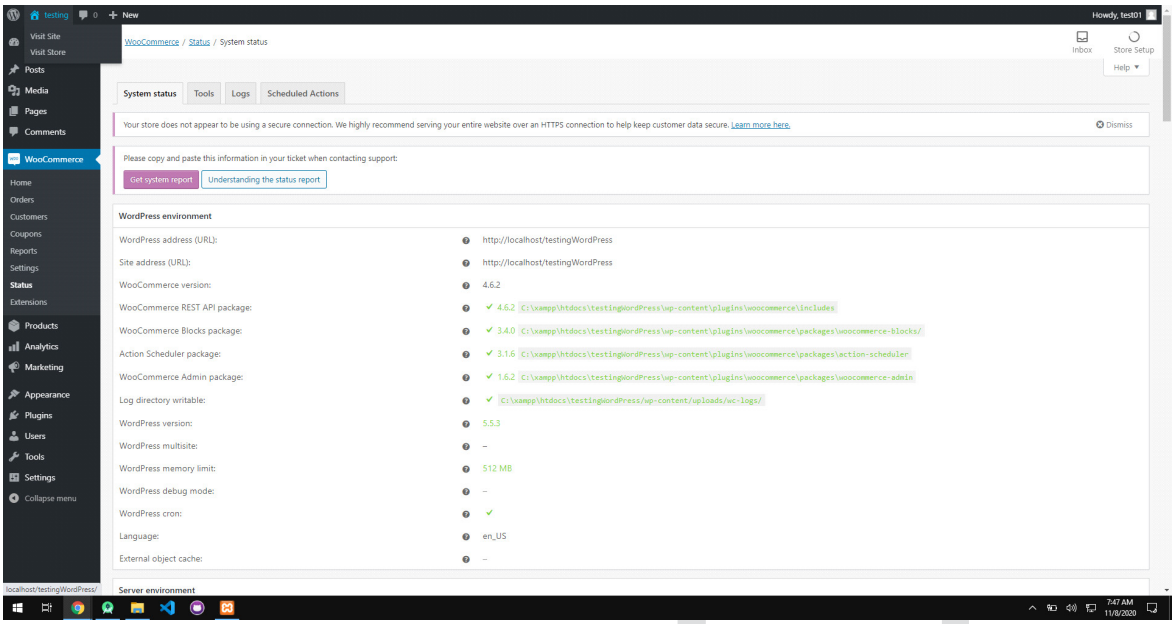
1.7 Status

1.) Go to WooCommerce » Status.



2.) After clicking the status, you will see the following display.



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1 WooCommerce Tab

3.) 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.

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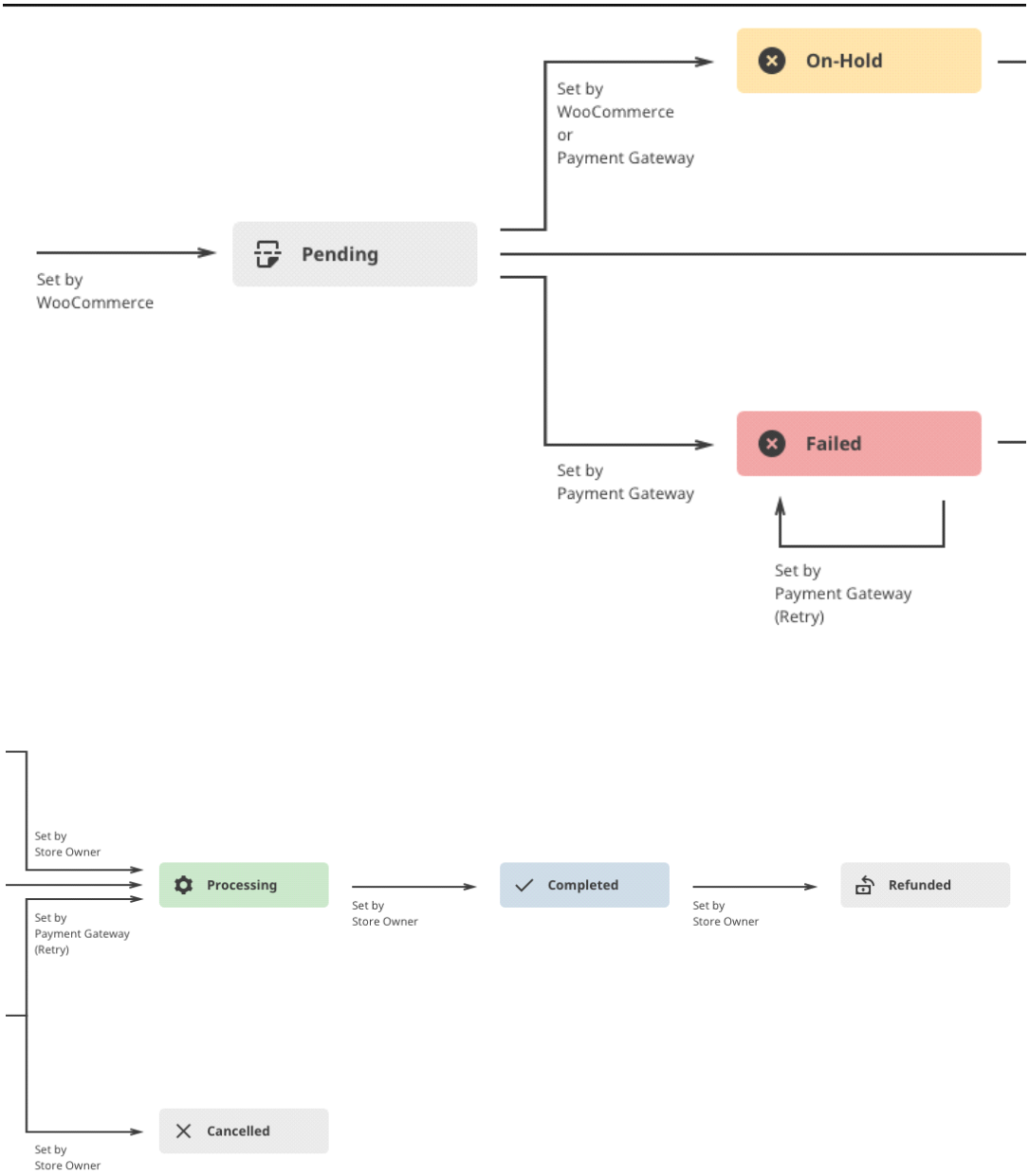
1 WooCommerce Tab

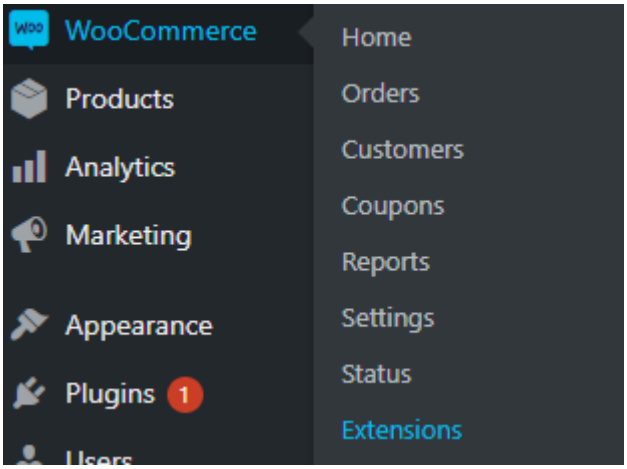
Visual Diagram to Illustrate Order Statuses

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

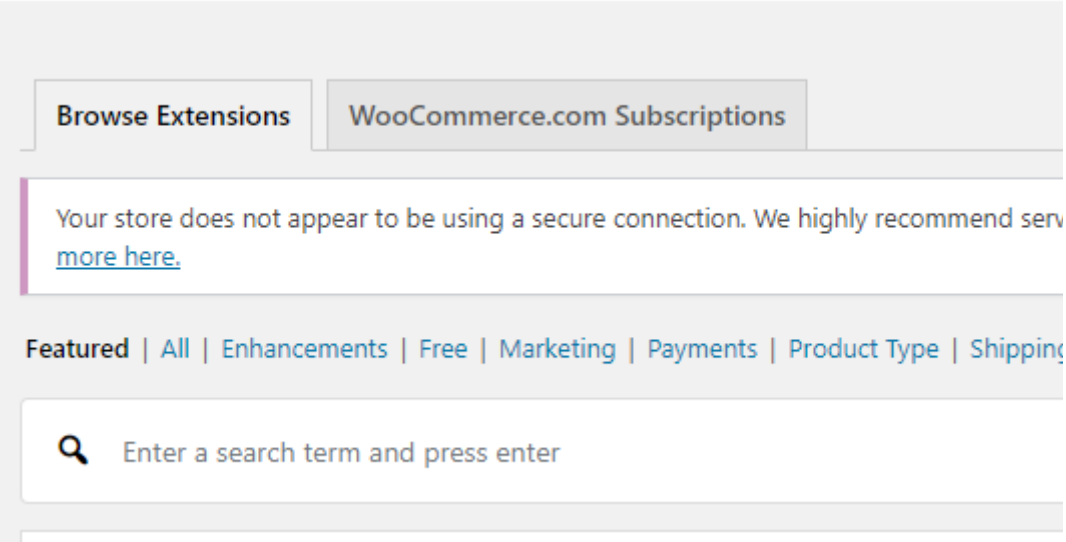


1.8 Extensions

1.) Go to WooCommerce Tab » Extensions.



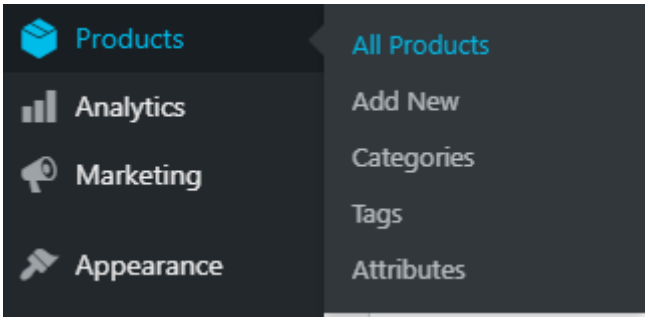
2.) Here you will see different extensions that you can install to your website, some Extensions cannot be installed unless you paid for it.



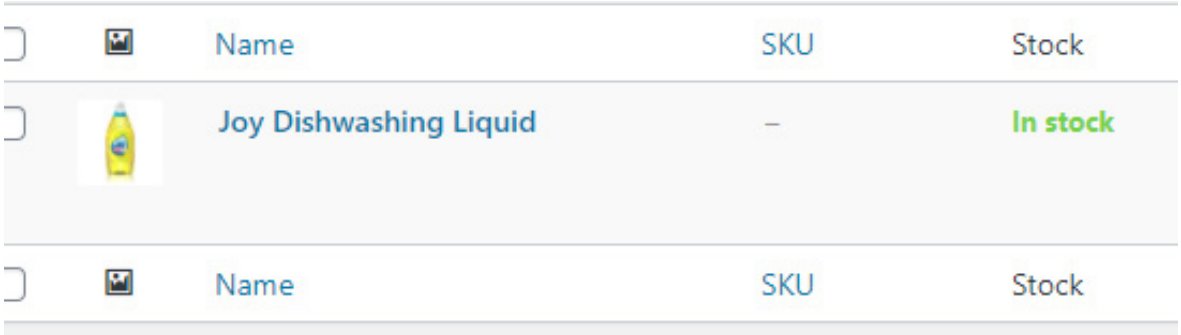
2 Products Tab

2.1 All Products

1.) Go to **Products** » All Products.

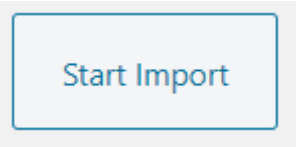


2.) After navigating you will see the display

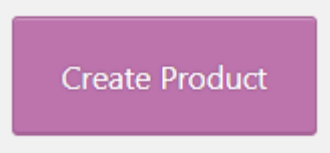


2 Products Tab

3.) It will show your all your products. You can also Import Products if you have already created, Just click on the Star Import button.

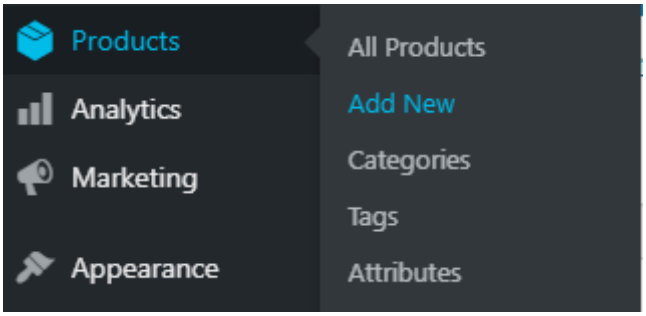


4.) If not, Click on the Create Product button and it will automatically proceed to Add New page.



2.2 Add New

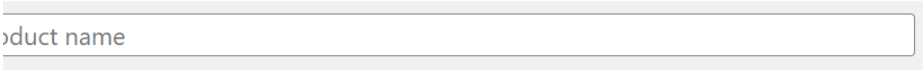
1.) Go to Products » Add New to add your first product or to add new Products to your store.



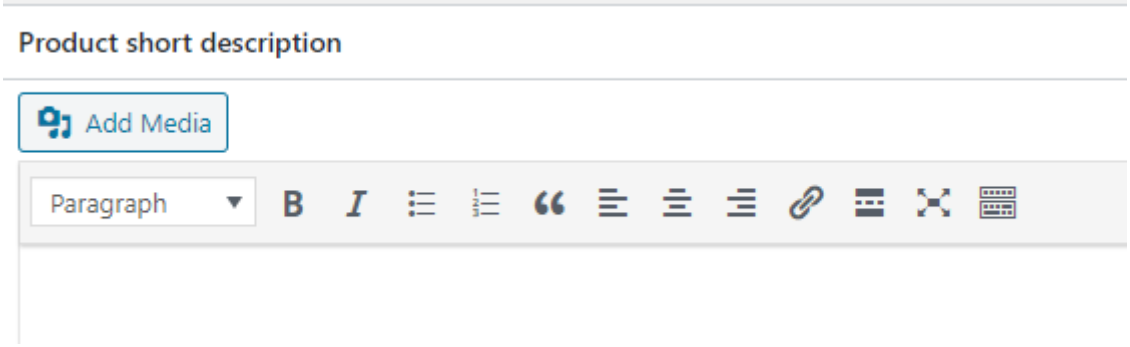
Products T

2 Products Tab

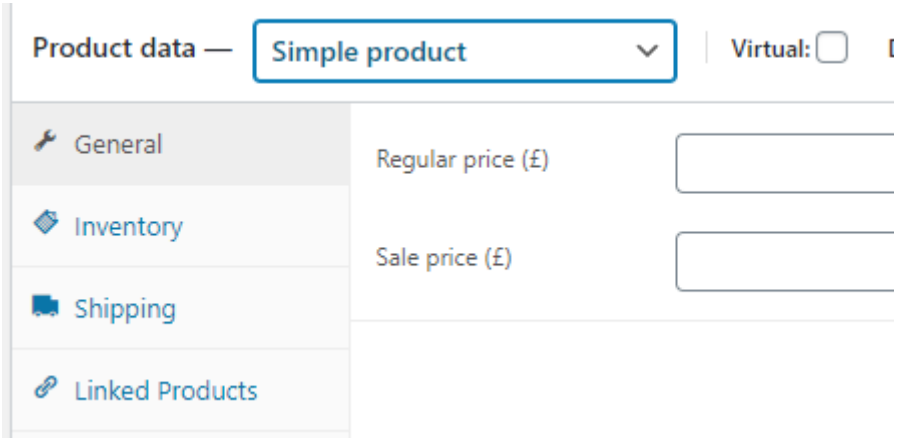
2.) Enter the title or name of your product.



3.) Enter a short description that best decribes your product.

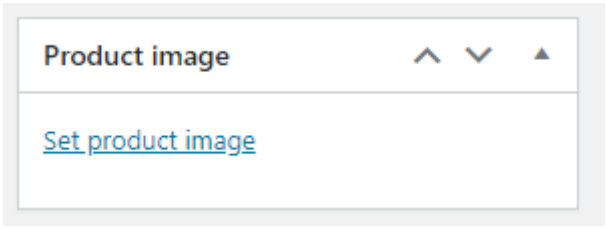


4.) For the promos you can enter the regular price and the sale price. also you can leave the sale as null if you want to sell your products without giving a discount.

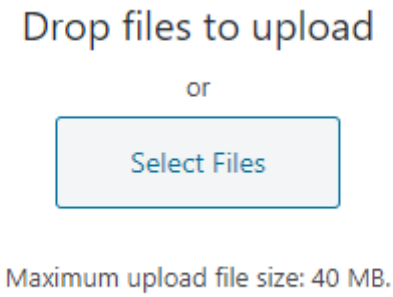


2 Products Tab

5.) To set image of the product, just click on “set product image” to the right middle of the page.

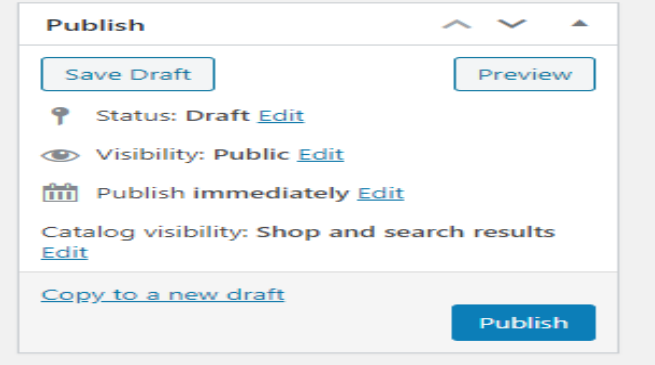


6.) Upload the image of the selected photo by draging or browsing and selecting an image.



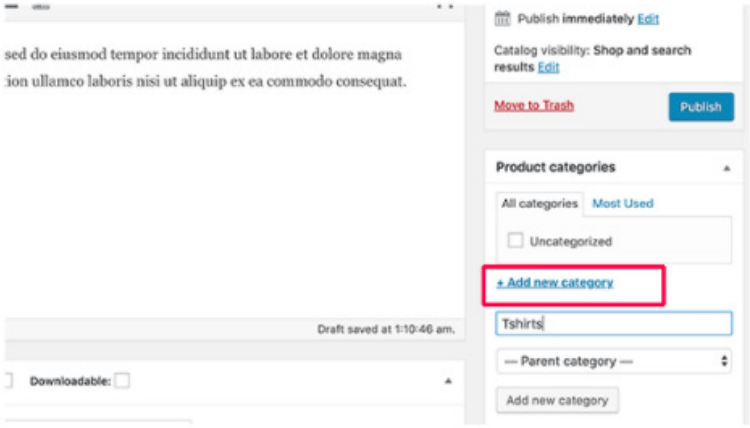
7.) After selecting simply click the Set product image button.

8.) When the product is set and good to go click on the Publish button.



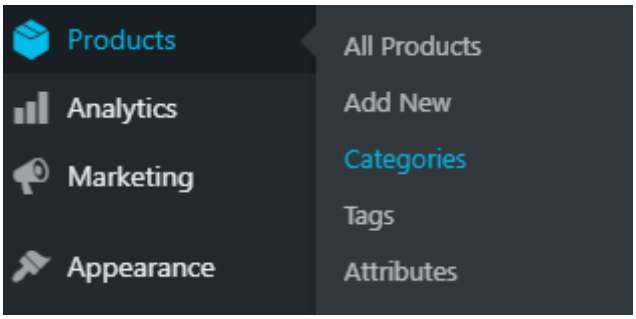
2.3 Categories

1.) After providing the title and details for the description, click on the 'Add new product category' link in the right column



2 Products Tab

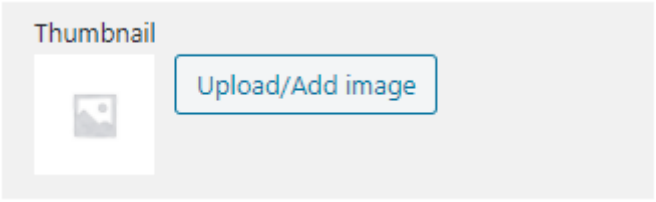
2.) You can also go to Products » Categories.



3.) After filling up the forms you will also need to Upload/Add Image if you want a display for your category.

4.) Select Parent category, if it is newly created the parent category will set as Uncategorized(default). You can also select "none".

5.) Click Upload/Add Image Button.



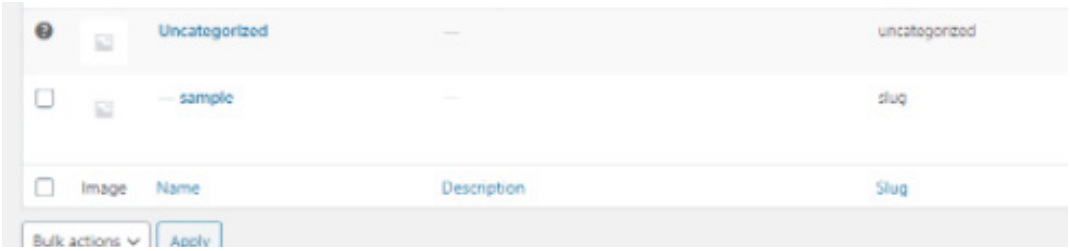
7.) After Clicking the Add new category Button.

8.) You will see the added category on your top right corner.

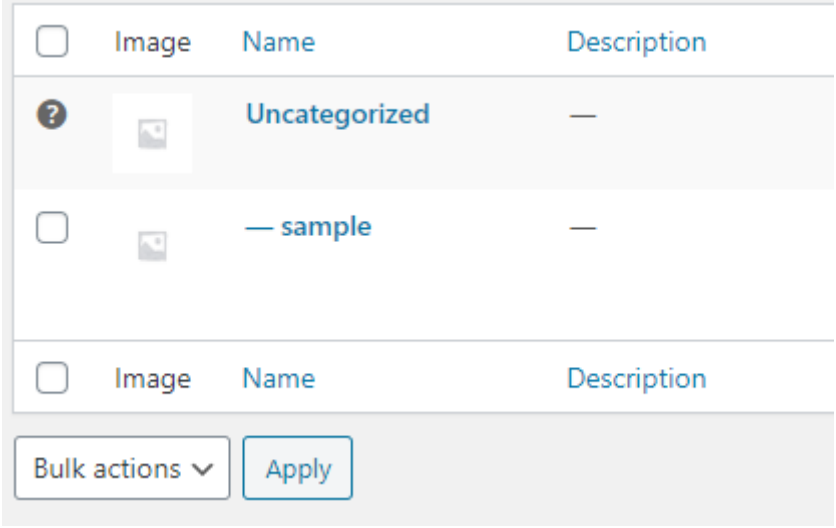
Products T

2 Products Tab

9.) You will see the added category on your top right corner.



10.) If everything is alright and set, click the Apply button

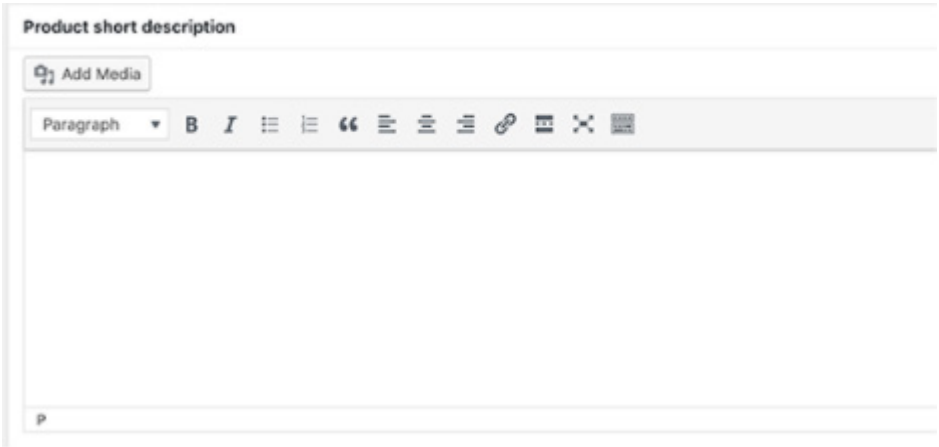


2.3 Tags

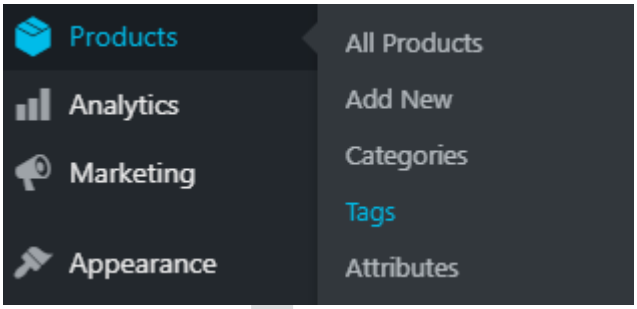
1.) Scroll down a little to the “Product Data” box. This is where you will select the product type, add product pricing, shipping, and other information.

2 Products Tab

2.) 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.



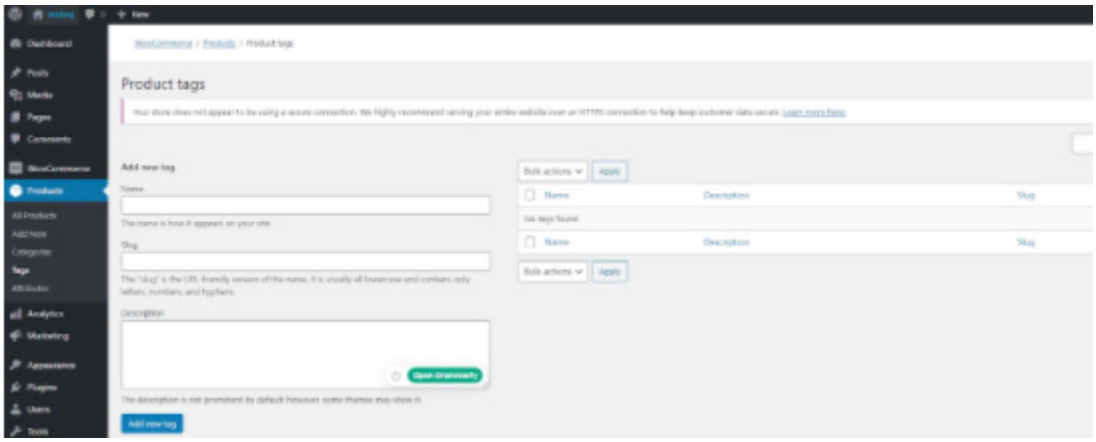
3.) You can also go to Products » Tags.



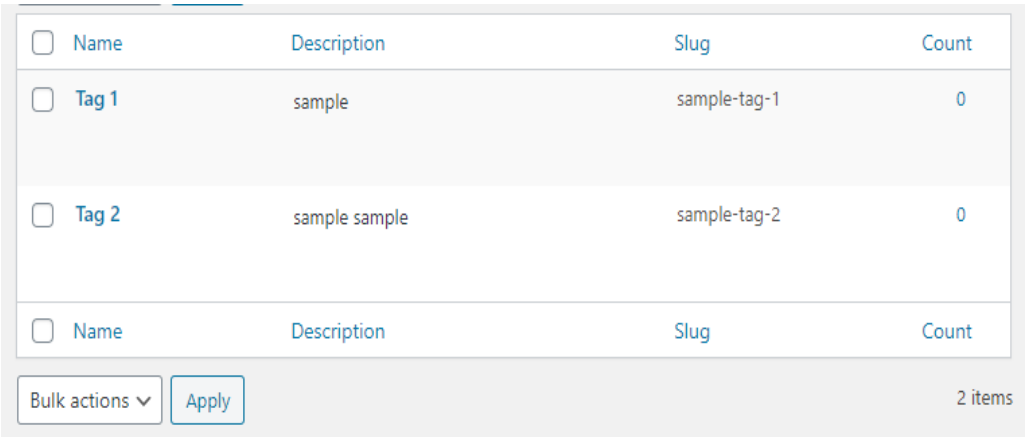
Products T

2 Products Tab

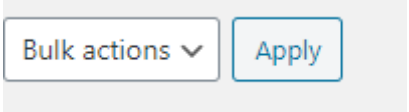
4.) Fill up the following forms.



5.) Click the Add new tag button and you will see the added new tag at the top right corner.

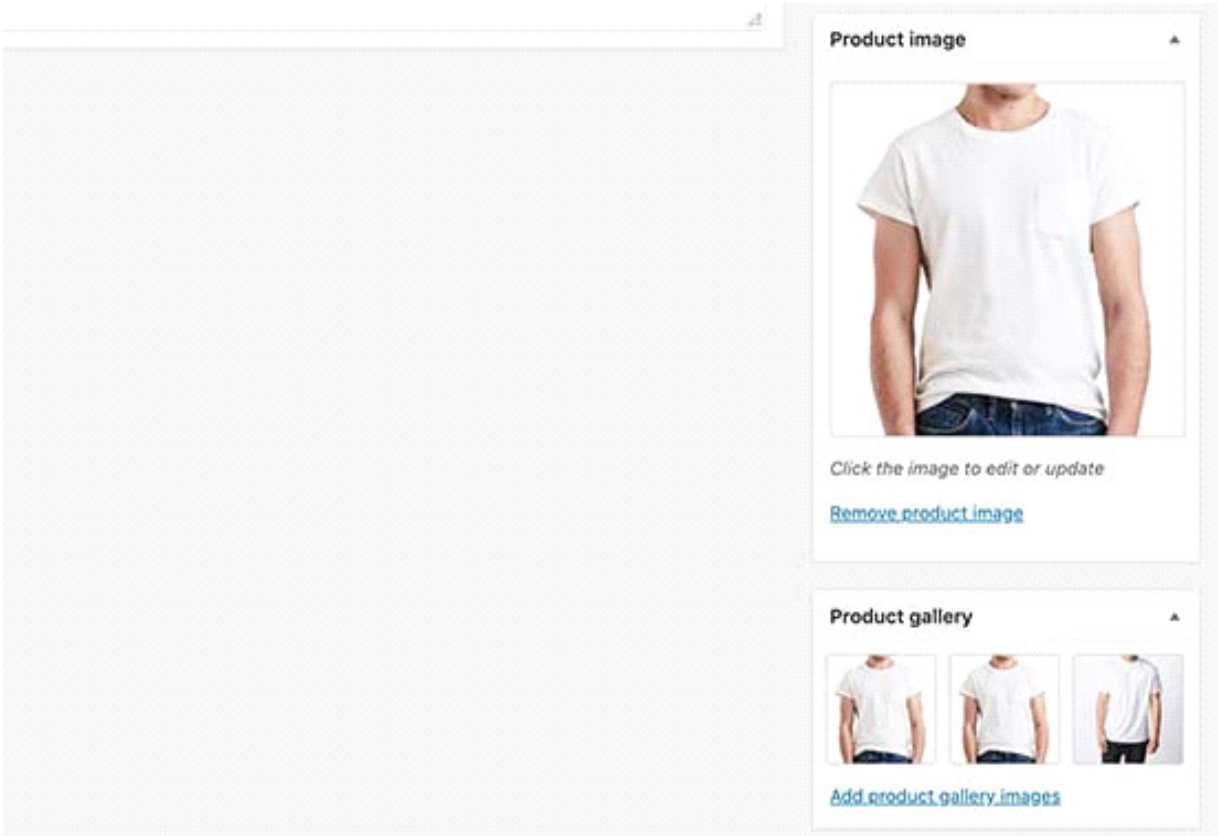


6.) If everything is alright and set, click the Apply button.



2.4 Attributes

1.) 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.



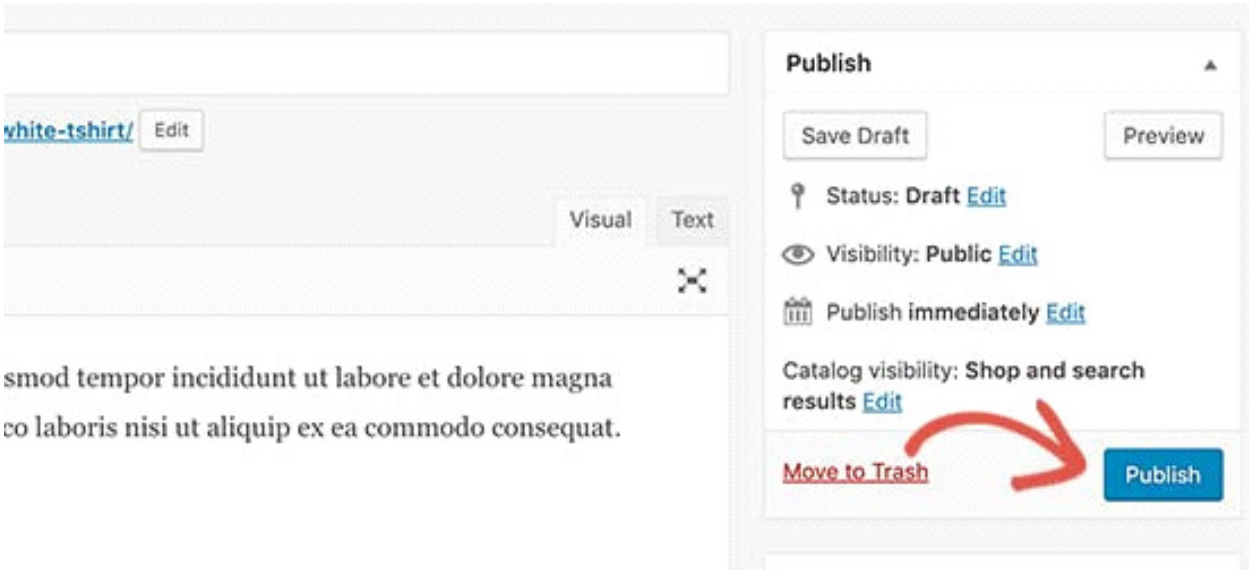
2.) You can add multiple images to create an image gallery of your product.

Products T

2 Products Tab

3.) Review all the product information that you have added so far.

4.) Click on the Publish button at the top right box on the screen to publish your product.



3 Analytics Tab

OBJECTIVES:

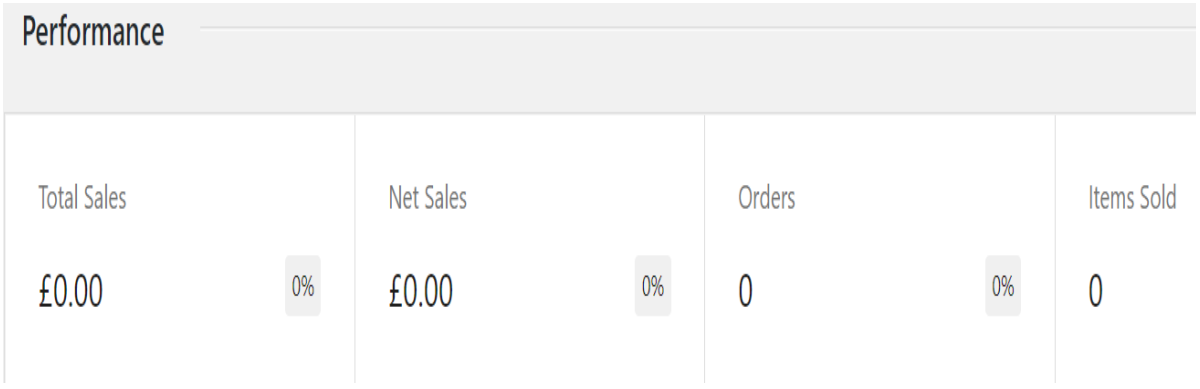
- Learn to check your total sales, net sales, orders and items sold according to the date range of your business.
- Learn to generate your total income and net income within your selected date range.
- Learn to calculate the total amount of your discounted orders within the selected date range.
- Learn to calculate the total of different taxes.
- Learn to check your stocks.
- Learn to check the total downloads of your business.

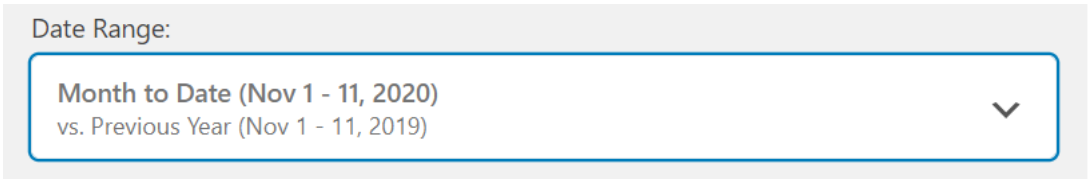
Analytics T

3 AnalyticsTab

3.1 Overview

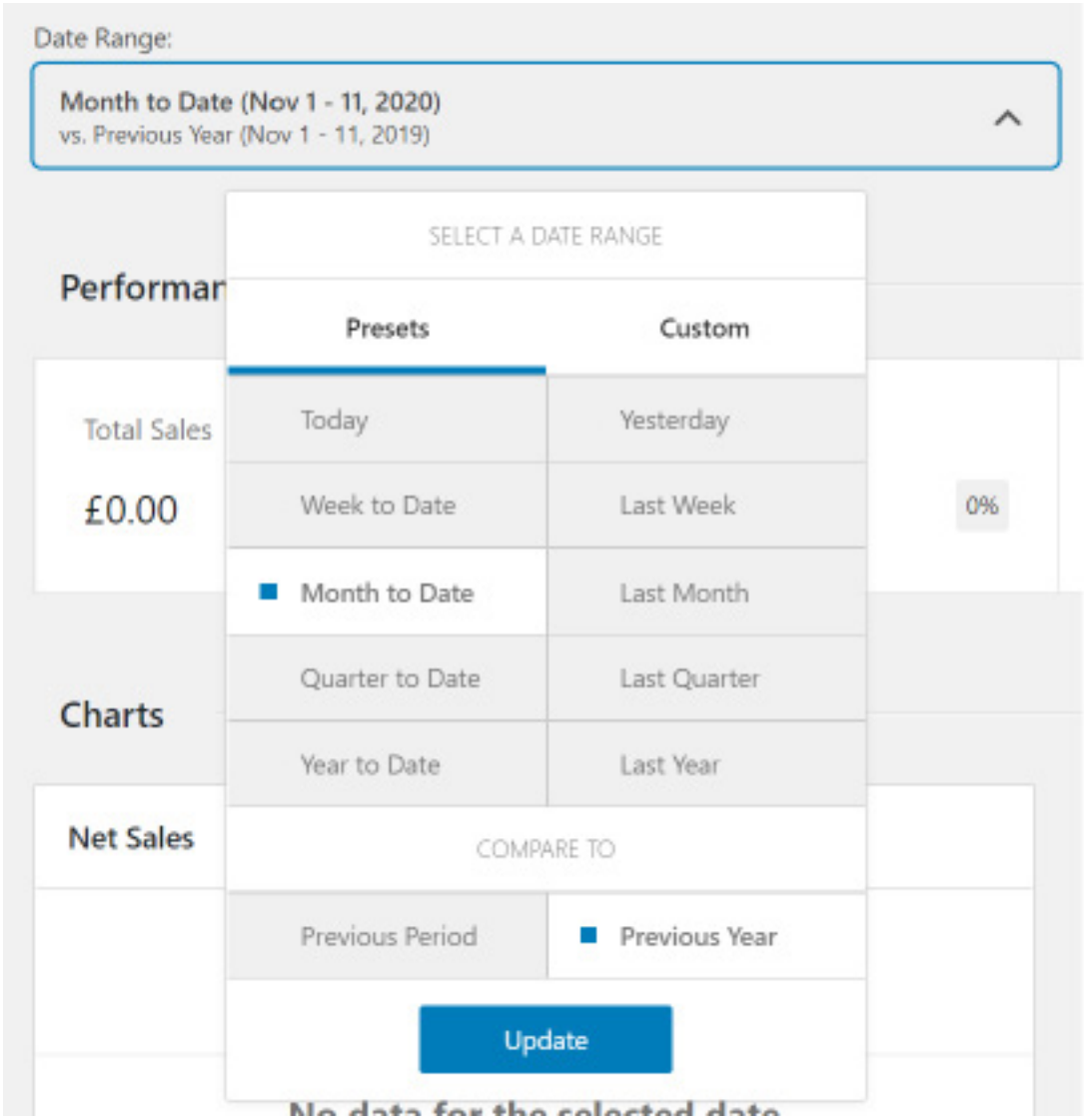
1.) Overview is the tab where you will check the overall performance of your business which consists of the total sales, net sales, orders and items sold with the selection of the date range of your business followed by the progress charts of the net sales and orders





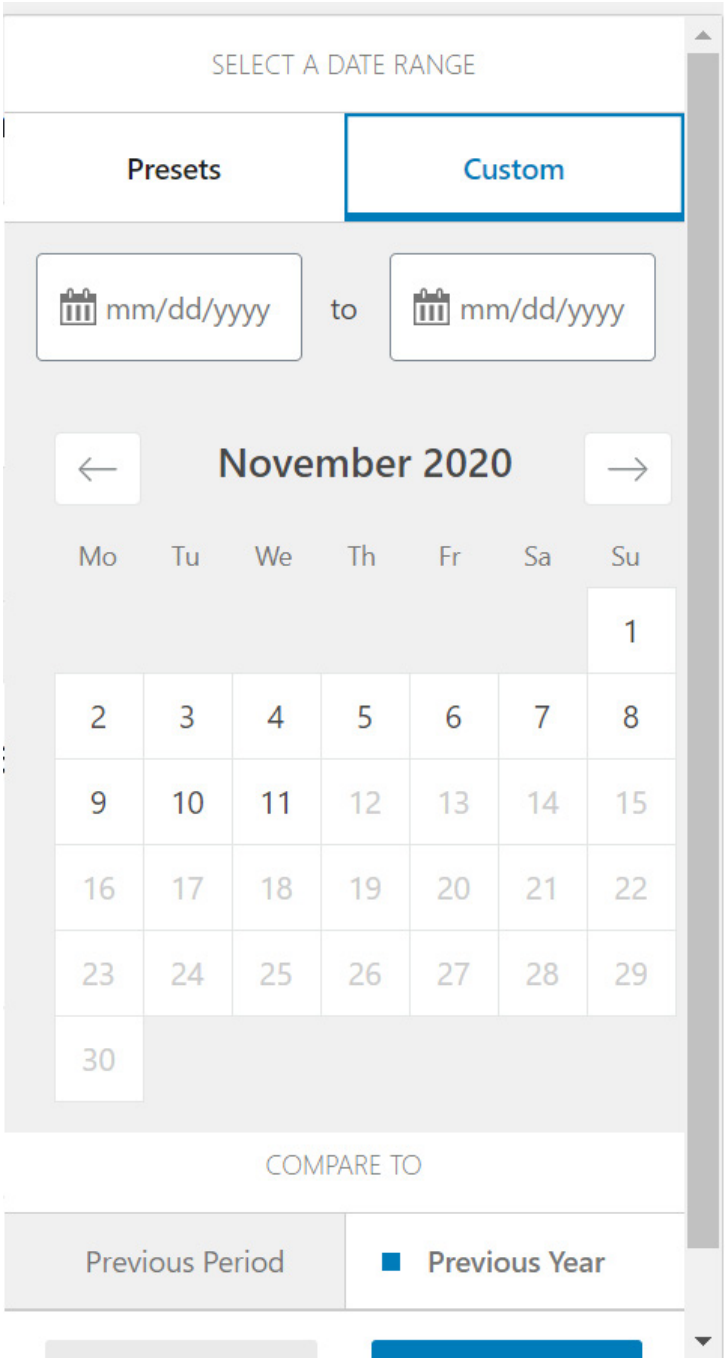
3 Analytics Tab

2.) Click the dropbox below Date Range and it will show you the selections of date range you want to update.



3 AnalyticsTab

3.) You can also customize your dates with the specific date range you want by clicking the custom and after selecting the date range you want press update.



Tab

3 Analytics Tab

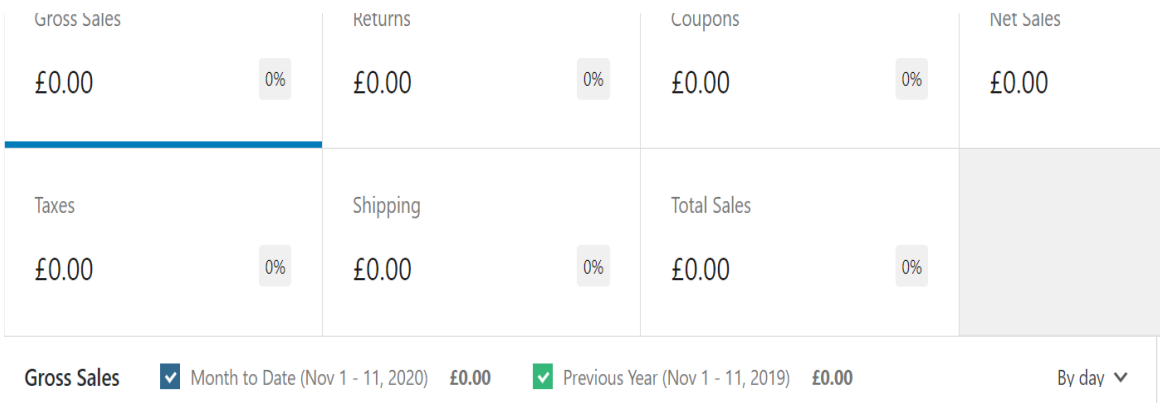
4.) On the charts menu is the progress of the net sales and orders within the selected date range and compares it to last years progress chart on that same date range.

Analytics T

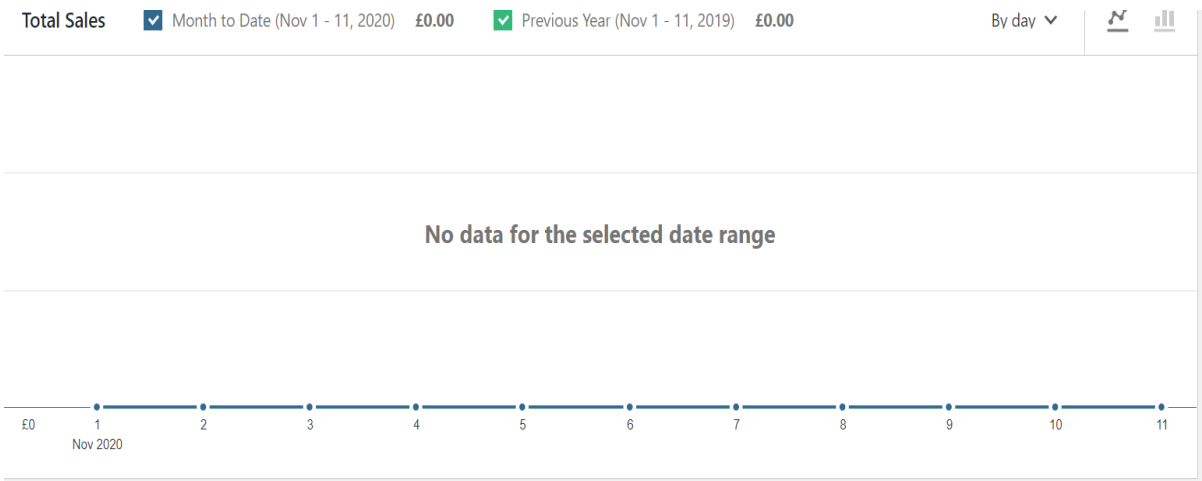
3 AnalyticsTab

3.1 Overview

1.) The Revenue tab is where you can check all the total income of the gross sales, returns, coupons, net sales, taxes, shipping and total sales within the selected date.



2.) By **clicking** any of the income table box it will show the progress chart below of that income which compares it to last years income within the same selected date range and a complete list of a day by day income report on that date range.



3 AnalyticsTab

Revenue

Download

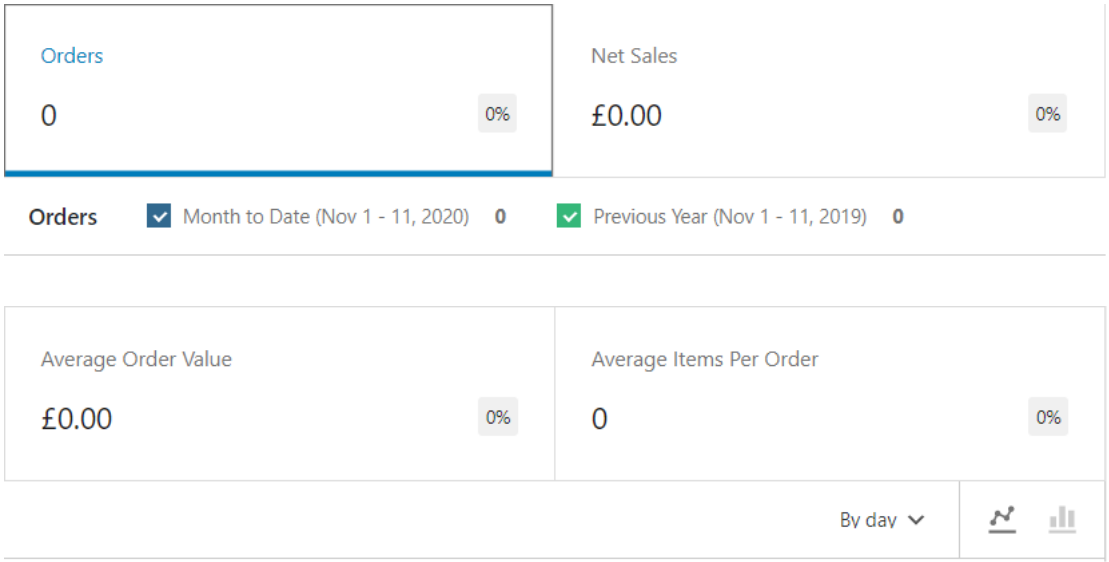
Date	Orders	Gross Sales	Returns	Coupons	Net Sales	Taxes	Shipping	Total Sales
November 1, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 2, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 3, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 4, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 5, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 6, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 7, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 8, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 9, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 10, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
November 11, 2020	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

11 days 0 orders £0.00 gross sales £0.00 returns £0.00 coupons £0.00 net sales £0.00 taxes £0.00 shipping £0.00 total sales

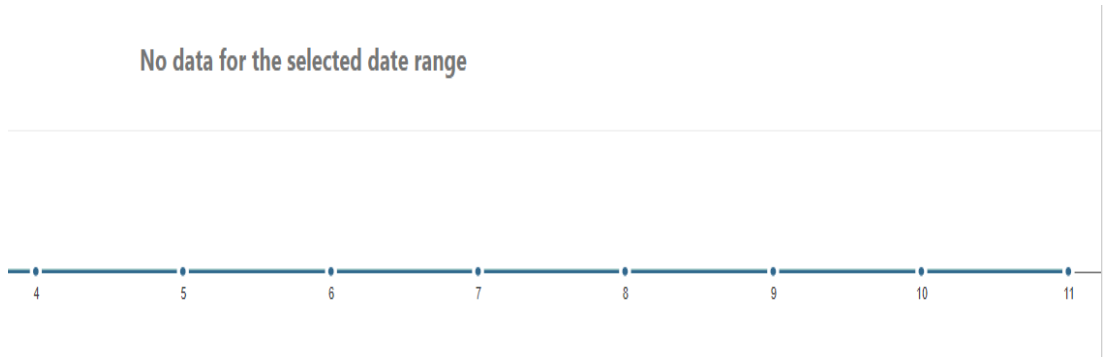
Analytics T

3.3 ORDERS

1.) The orders tab consists of the total ordered products, net sales, average order value and average items per order within the selected date range.

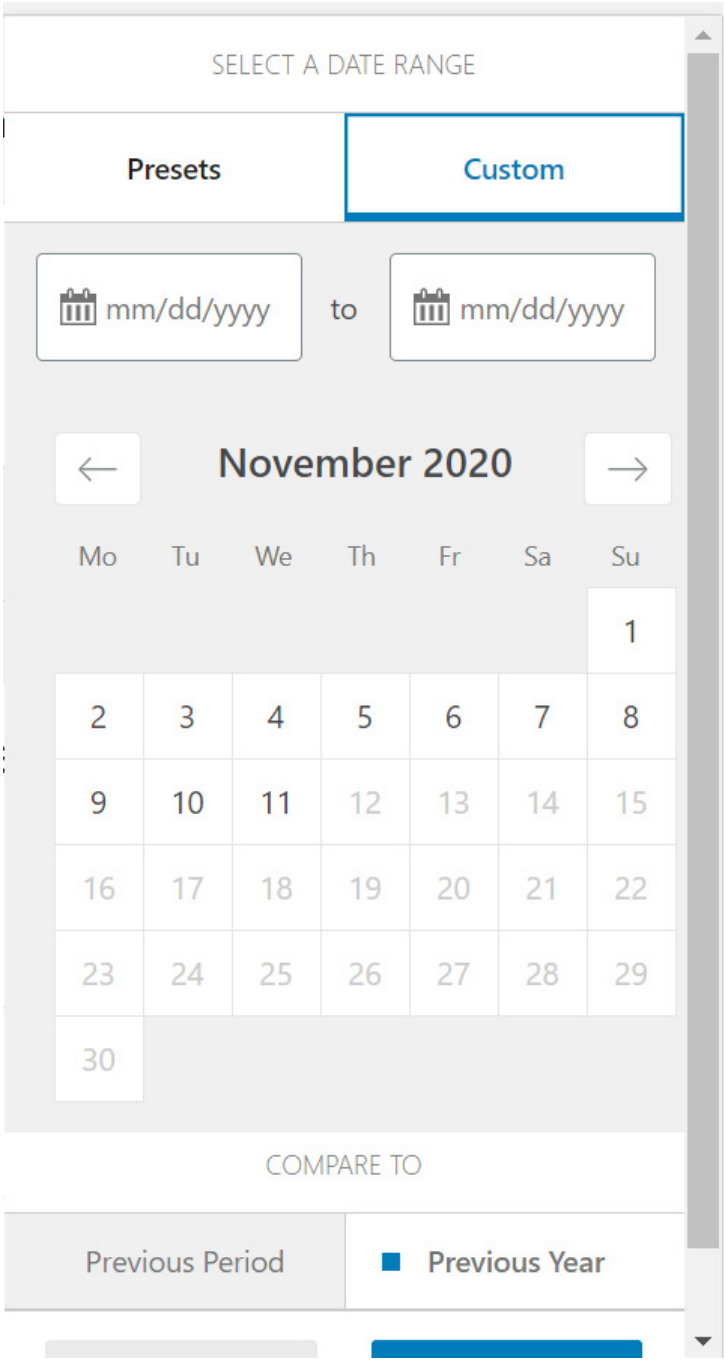


2.) By **clicking** any of the order box results it will produce a chart for the selected date range.



3 AnalyticsTab

3.) You can also customize your dates with the specific date range you want by clicking the custom and after selecting the date range you want press update.



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