

WooCommerce User Manual

A brief overview of the WooCommerce software.

An extension of WordPress to allow users build an eCommerce 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.

Overview

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OBJECTIVES:

- To learn to blah blah
- Learn to

1 WooCommerce Tab

1.1 Home

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

Inbox

Insights and growth tips for your business

21 hours ago

Tips, product updates, and inspiration

We're here for you - get tips, product updates and inspiration straight to your email box

[Yes please!](#) [Dismiss](#)

21 hours ago

Connect with your audience

Grow your customer base and increase your sales with marketing tools built for WooCommerce.

[Open marketing hub](#) [Dismiss](#)

21 hours ago

Connect to WooCommerce.com

Connect to get important product notifications and updates.

[Connect](#) [Dismiss](#)

Finish setup

☐ [Add my products](#)
1 minute per product

☐ [Set up payments](#)
2 minutes

☐ [Set up tax](#)
1 minute

☐ [Personalize my store](#)
2 minutes

☒ [Store details](#)

Stats overview

[Today](#) [Week to date](#) [Month to date](#)

Get traffic stats with Jetpack

Keep an eye on your views and visitors metrics with Jetpack. Requires Jetpack plugin and a WordPress.com account.

[Get Jetpack](#) [No thanks](#)

Total Sales	Orders
£0.00 0%	0 0%

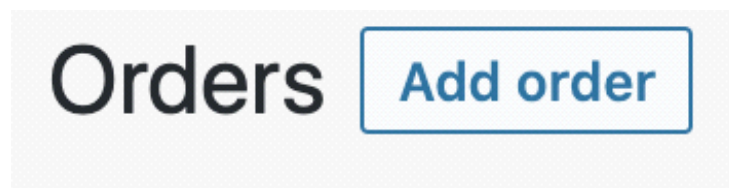
[View detailed stats](#)

mercerce Tab

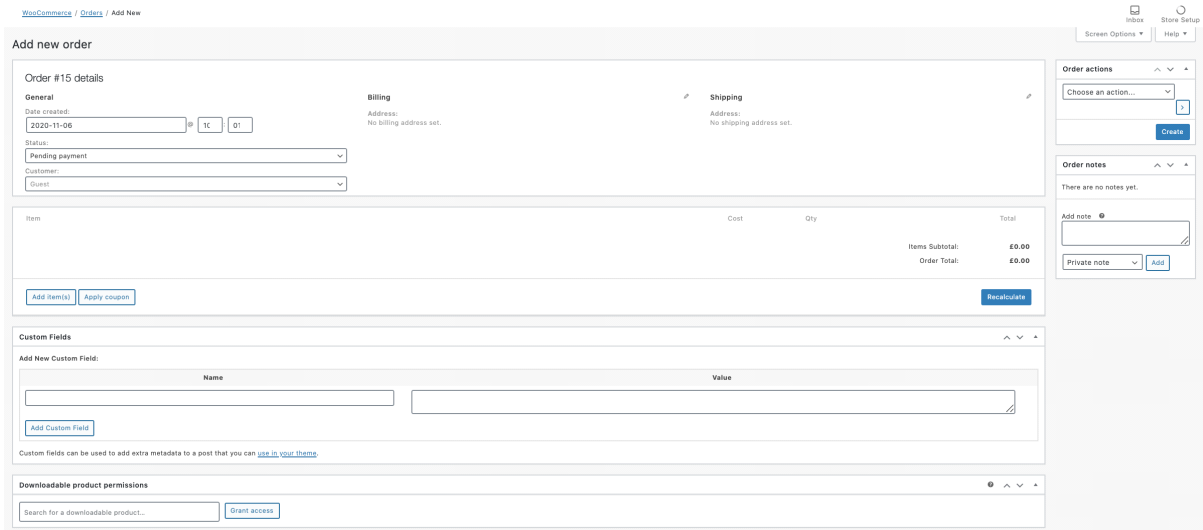
1 WooCommerce Tab

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.

A screenshot of the 'Add new order' page in the WooCommerce admin interface. The page is titled 'Add new order' and contains several sections for creating a new order. The 'Order #15 details' section includes fields for 'Date created' (2020-11-06), 'Status' (Pending payment), and 'Customer' (Guest). The 'Billing' section has an 'Address' field with the text 'No billing address set.' The 'Shipping' section also has an 'Address' field with the text 'No shipping address set.' Below these sections is a table for items with columns for 'Item', 'Cost', 'Qty', and 'Total'. The 'Items Subtotal' is £0.00 and the 'Order Total' is £0.00. There are buttons for 'Add item(s)', 'Apply coupon', and 'Recalculate'. The 'Custom Fields' section allows adding new custom fields with 'Name' and 'Value' fields. The 'Downloadable product permissions' section has a search field and a 'Grant access' button. On the right side, there are sections for 'Order actions' (Choose an action...), 'Order notes' (There are no notes yet), and 'Add note' (Add note, Private note, Add).

1 WooCommerce Tab

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

Order #16 details

General

Date created:

2020-11-06 @ 13 : 19

Status:

Pending payment ▼

Customer:

Guest ▼

Billing

[Load billing address](#)

First name

Last name

Company

Address line 1

Address line 2

City

Postcode / ZIP

Country / Region

United Kingdom (... ▼

State / County

Email address

Phone

Payment method:

N/A ▼

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

United Kingdom (... ▼

State / County

Customer provided note:

Customer notes about the order

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.

1 WooCommerce Tab

7.) 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:			£0.00
Order Total:			£0.00

8.) 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:			£0.00
Order Total:			£0.00

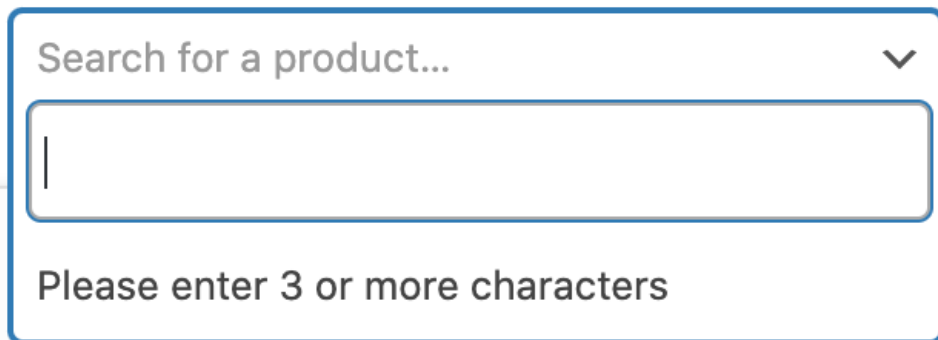
9.) If you click on Add product(s), a new pop-up window can be accessed about your product.

Add products
×

Product	Quantity
<input type="text" value="Search for a product..."/>	<input type="text" value="1"/>

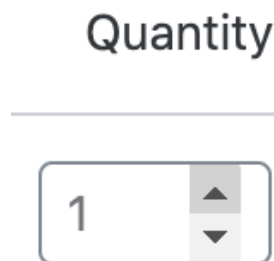
1 WooCommerce Tab

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



A search dialog box with a title bar "Search for a product..." and a dropdown arrow. Below the title bar is a text input field with a vertical cursor. At the bottom of the dialog, it says "Please enter 3 or more characters".

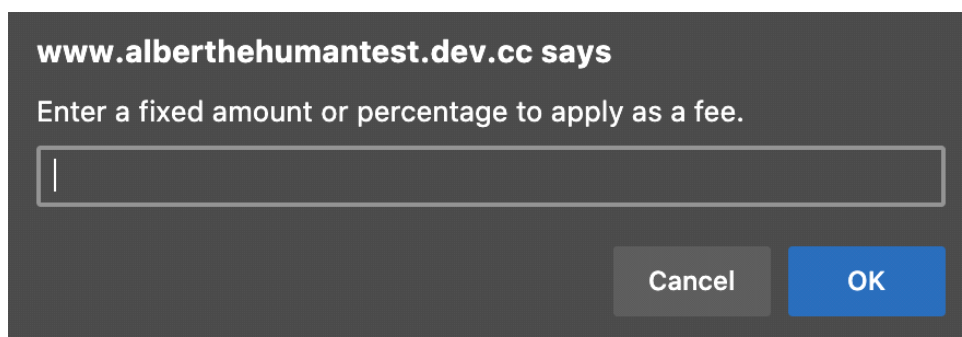
11.) Under quantity, you are able to edit the number of the existing item.



A quantity spinner control. The word "Quantity" is centered above a horizontal line. Below the line is a rounded rectangle containing the number "1" on the left and two arrows (up and down) on the right.

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.





A dark-themed pop-up dialog box. At the top, it says "www.alberthehumantest.dev.cc says". Below that, it says "Enter a fixed amount or percentage to apply as a fee." There is a text input field below the text. At the bottom right, there are two buttons: "Cancel" and "OK".

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.

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

Add item(s)
Apply coupon
Refund
Recalculate

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

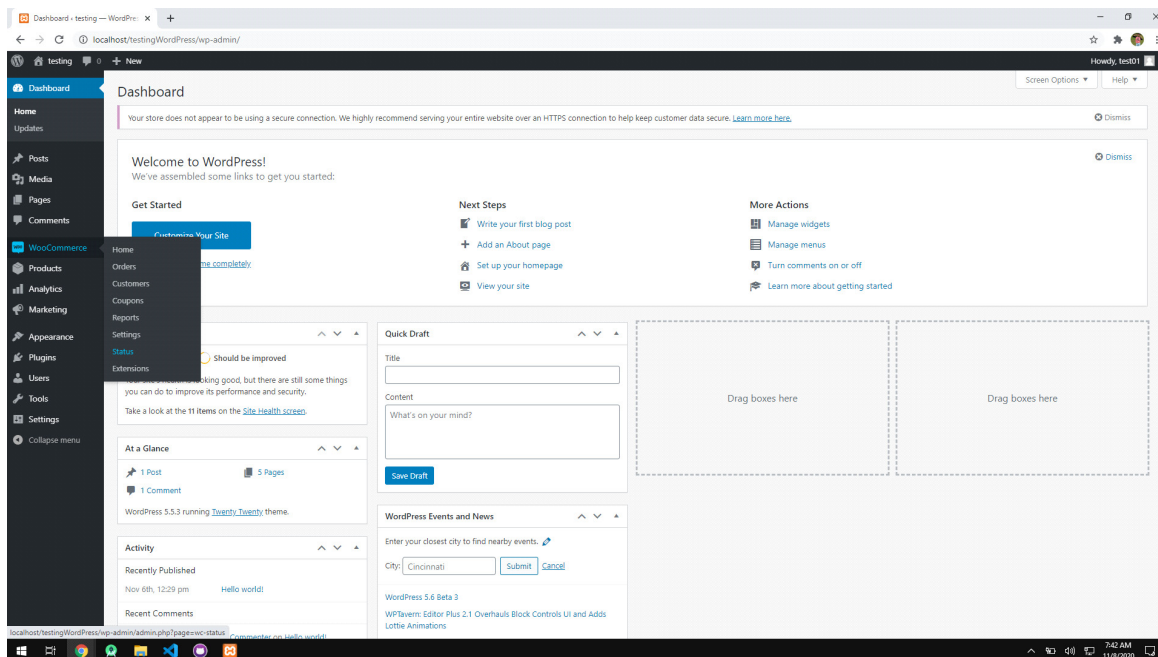
Item	Cost	Qty	Total
 £10.00 fee			£10.00  

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

1 WooCommerce Tab

1.7 Status

1.) Go to WooCommerce » Status.



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

