

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.

Overvi

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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%

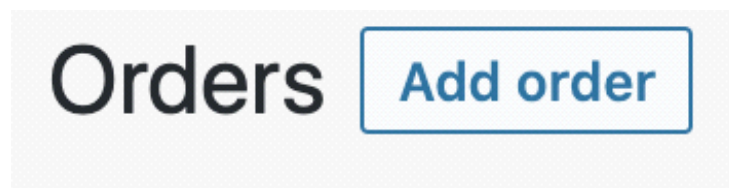
[View detailed stats](#)

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 has a light gray header with 'WooCommerce / Orders / Add New' on the left and navigation links like 'Inbox', 'Store Setup', 'Screen Options', and 'Help' on the right. The main content area is titled 'Add new order' and contains several sections: 'Order #15 details' with 'General' (date created, status, customer), 'Billing' (address), and 'Shipping' (address) tabs. Below these is a table for items with columns for item, cost, quantity, and total. To the right of the table are 'Items Subtotal' and 'Order Total' both showing £0.00. At the bottom are 'Add item(s)', 'Apply coupon', and 'Recalculate' buttons. There is also a 'Custom Fields' section with a form to add new fields and a 'Downloadable product permissions' section with a search bar and a 'Grant access' button. On the far right, there are sidebars for 'Order actions' (with a 'Choose an action...' dropdown and a 'Create' button) and 'Order notes' (with an 'Add note' button and a 'Private note' dropdown).

1 WooCommerce Tab

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

Order #16 details

General Date created: <div>2020-11-06 @ 13 : 19</div> Status: <div>Pending payment ▼</div> Customer: <div>Guest ▼</div>	Billing Load billing address First name Last name <div></div> <div></div> Company <div></div> Address line 1 Address line 2 <div></div> <div></div> City Postcode / ZIP <div></div> <div></div> Country / Region State / County <div>United Kingdom (...) ▼</div> <div></div> Email address Phone <div></div> <div></div> Payment method: <div>N/A ▼</div> Transaction ID <div></div>	Shipping Load shipping address Copy billing address First name Last name <div></div> <div></div> Company <div></div> Address line 1 Address line 2 <div></div> <div></div> City Postcode / ZIP <div></div> <div></div> Country / Region State / County <div>United Kingdom (...) ▼</div> <div></div> Customer provided note: <div>Customer notes about the order</div>
--	---	--

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

Add item(s)
Apply coupon
Recalculate

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

Add product(s)
Add fee
Add shipping
Cancel
Save

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

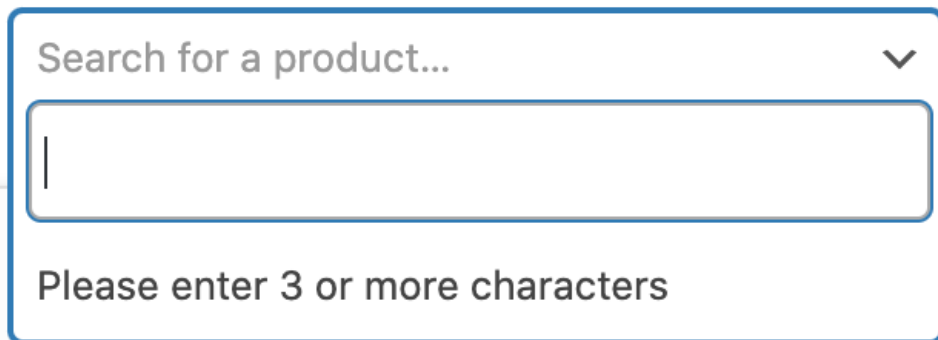
Add products
×

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

Add

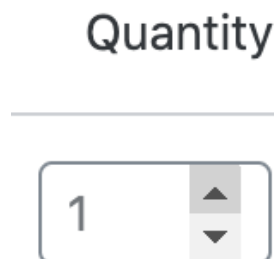
1 WooCommerce Tab

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".

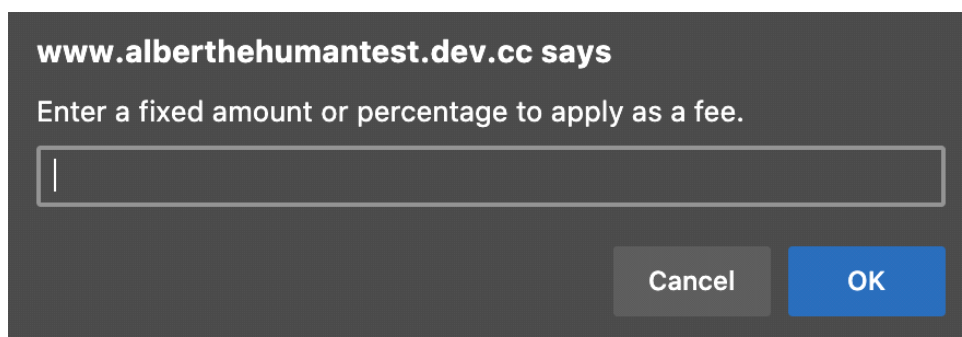
11.) Under quantity, you are able to edit the number of the existing item.



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.

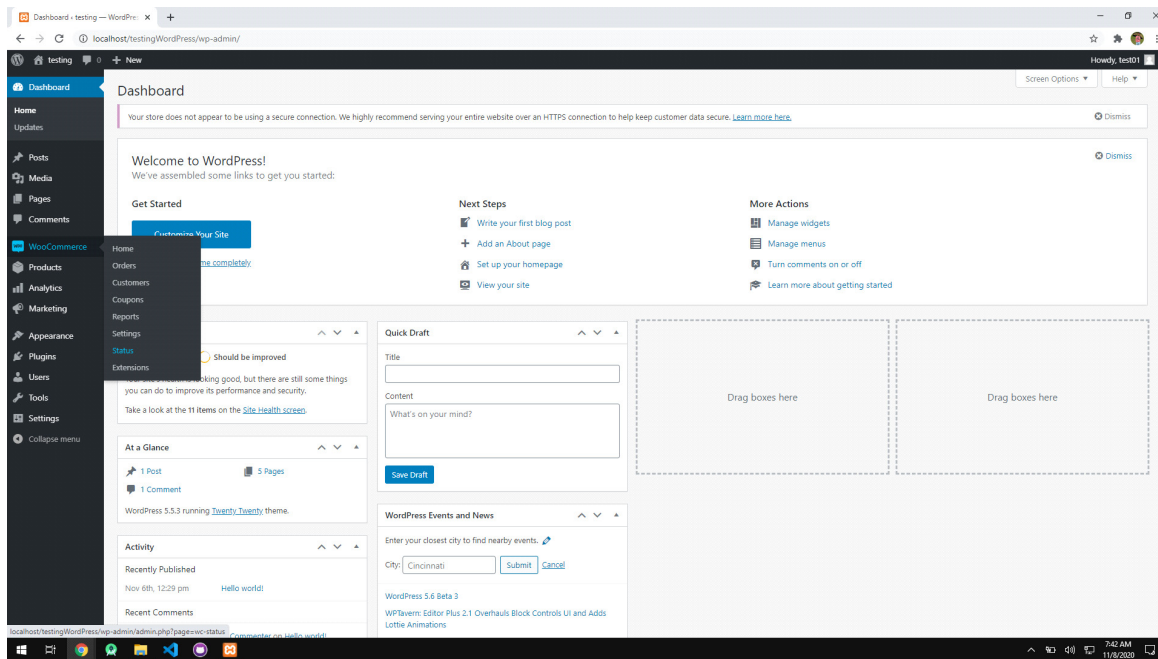
Item	Cost	Qty	Total
 £10.00 fee			£10.00  

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

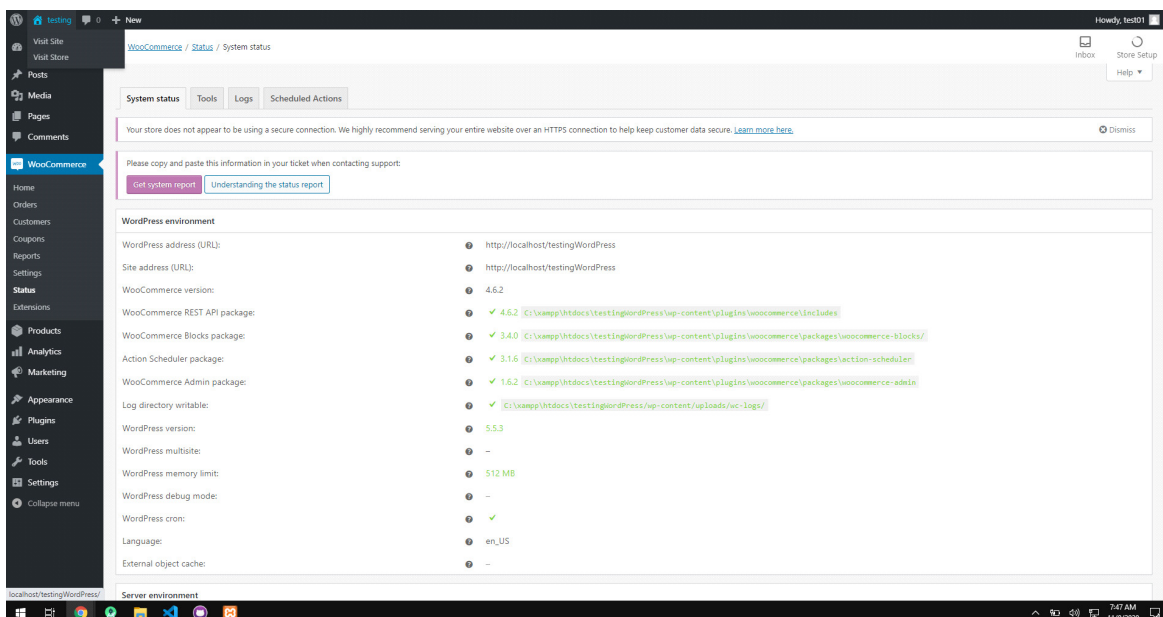
1 WooCommerce Tab

1.7 Status

1.) Go to WooCommerce » Status.



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



1 WooCommerce Tab

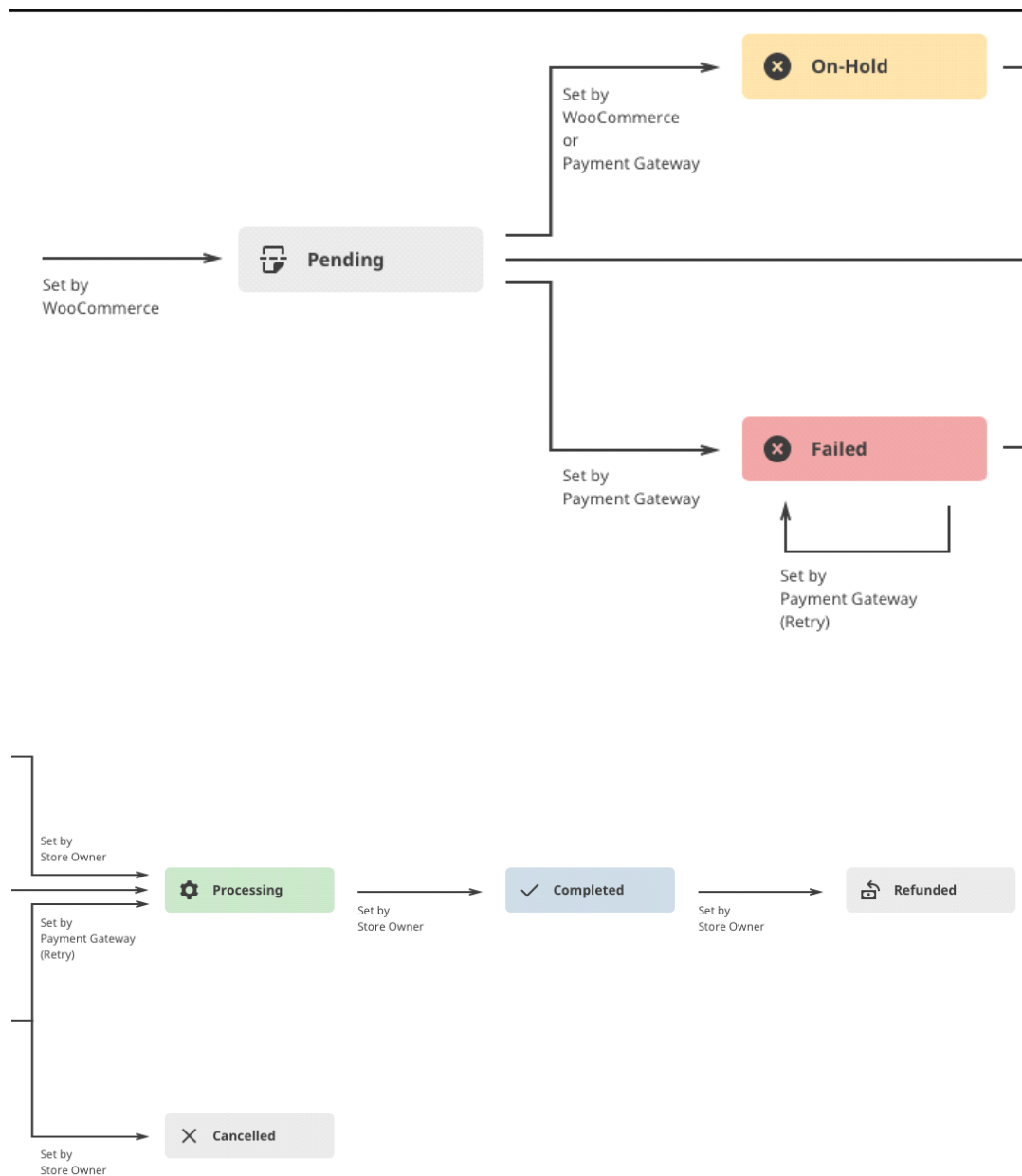
3.) An order also has a Status. Order statuses let you know how far along the order is, starting with “Pending payment” and ending with “Completed.” The following order statuses are used:

- ☐ 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.

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."

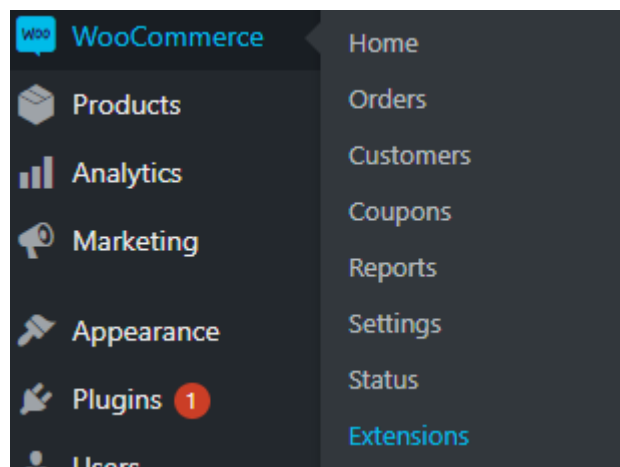


WooCommerce Tab

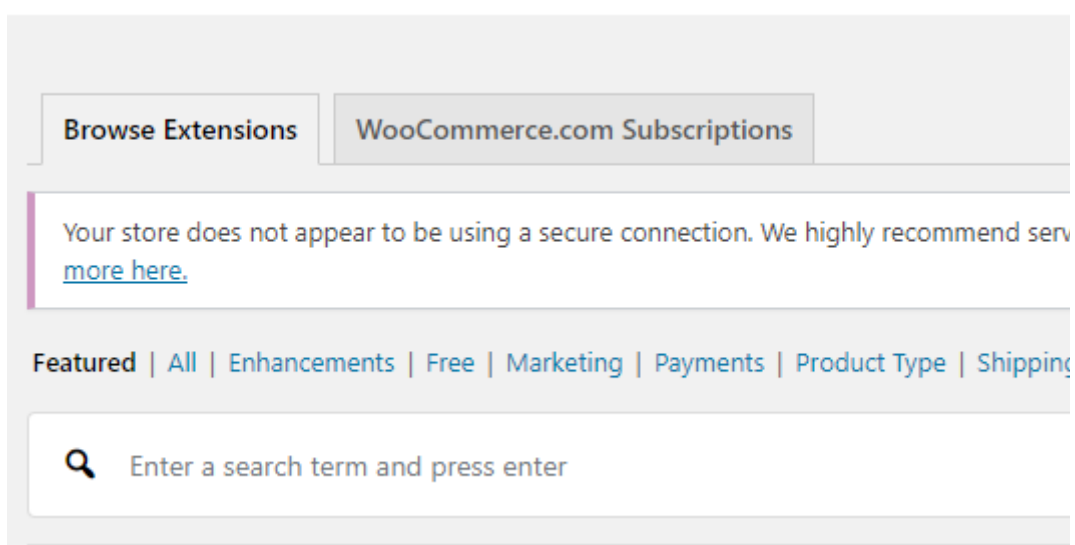
1 WooCommerce Tab

1.8 Extensions

1.) Go to WooCommerce Tab » Extensions.



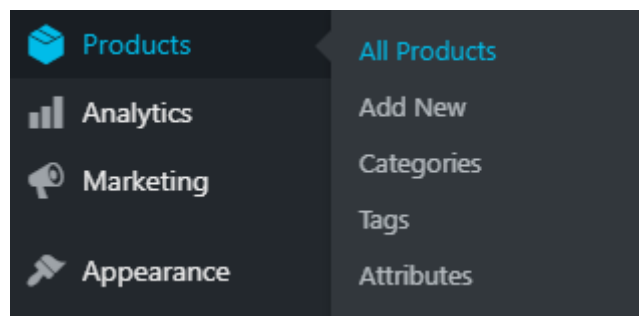
2.) Here you will see different extensions that you can install to your website, some Extensions cannot be installed unless you paid for it.






2 Products Tab

2.1 All Products

1.) Go to Products » All Products.

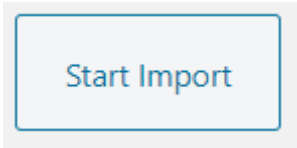


2.) After navigating you will see the display

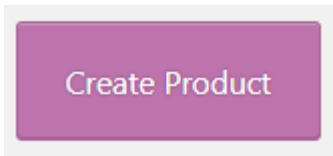
	Name	SKU	Stock
	Joy Dishwashing Liquid	–	In stock
	Name	SKU	Stock

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 Start Import button.

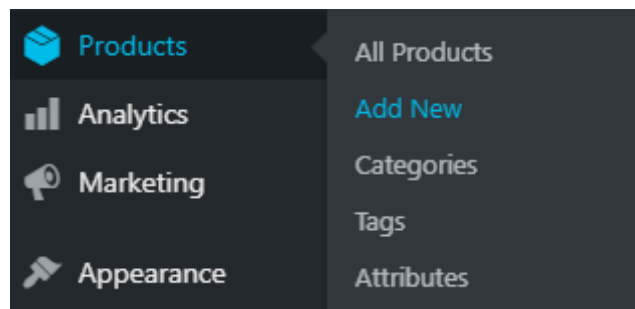
A rectangular button with a light blue border and a light blue background, containing the text "Start Import" in a dark blue font.

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

A rectangular button with a solid purple background and rounded corners, containing the text "Create Product" in a white font.

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.

Product name

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

Product short description

 Add Media

Paragraph ▼

B

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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.

Product data —

Simple product ▼

Virtual: ☐ I

 General

Regular price (£)

 Inventory

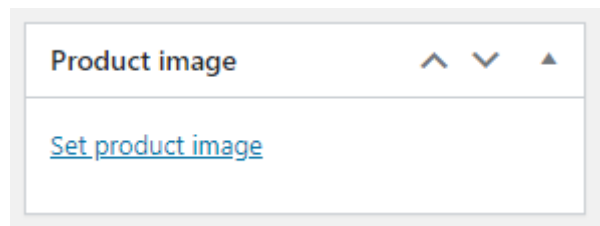
Sale price (£)

 Shipping

 Linked Products

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 dragging or browsing and selecting an image.

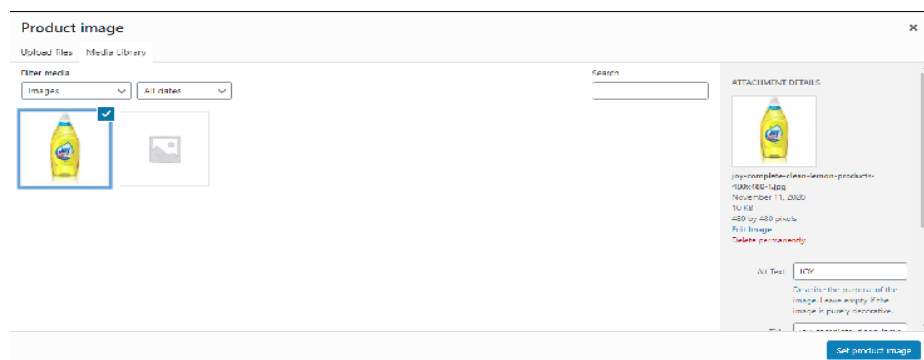
Drop files to upload

or

Select Files

Maximum upload file size: 40 MB.

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

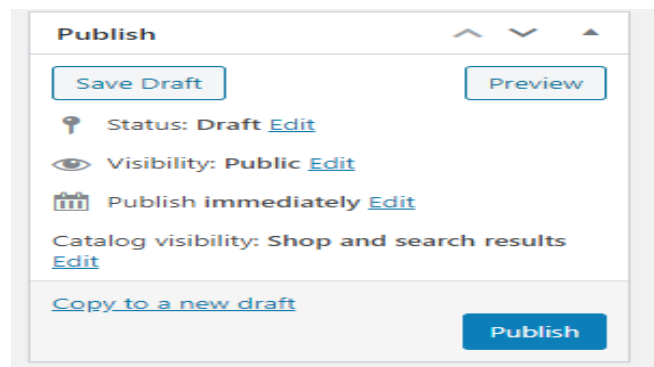


Products

T

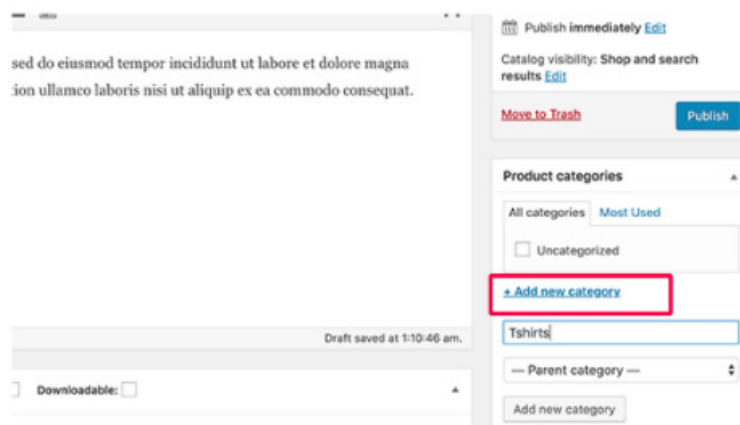
2 Products Tab

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



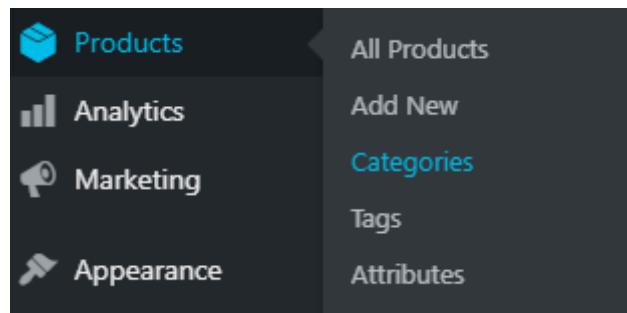
2.3 Categories

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

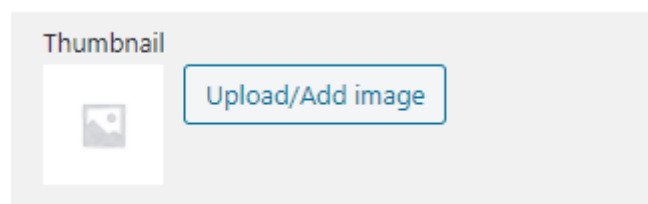
2.) You can also go to Products » Categories.



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.

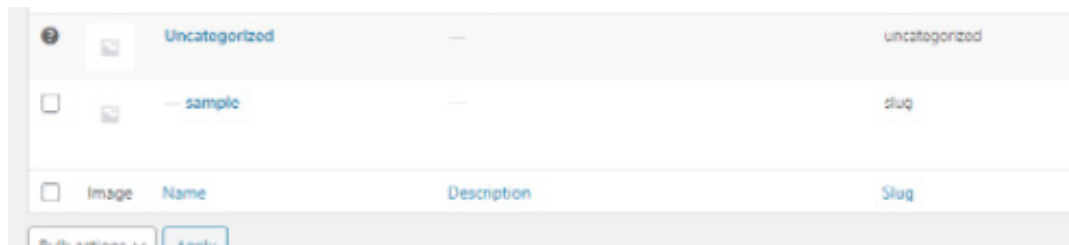


7.) After Clicking the Add new category Button.

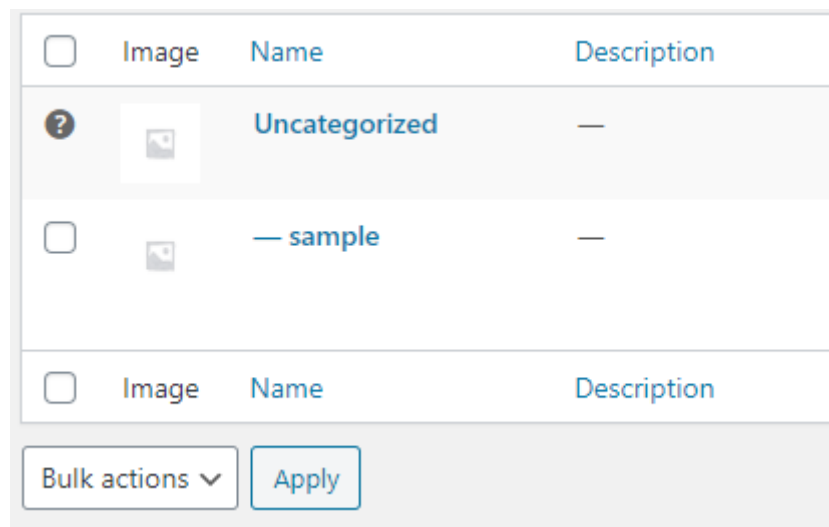
8.) You will see the added category on your top right corner.

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

Product data — Simple product Virtual: ☐ Downloadable: ☐

General

Regular price (\$)

Sale price (\$) [Schedule](#)

Inventory

Shipping

Linked Products

Attributes

Advanced

Get more options

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.

Product short description

Add Media

Paragraph B I

-

-

 “ ”

-

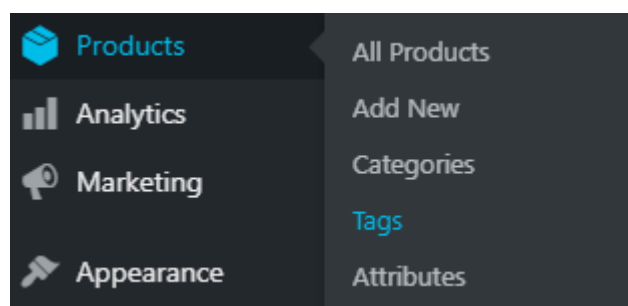
-

-

[Link](#) [Unlink](#) [More](#)

P

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.

<input type="checkbox"/> Name	Description	Slug	Count
<input type="checkbox"/> Tag 1	sample	sample-tag-1	0
<input type="checkbox"/> Tag 2	sample sample	sample-tag-2	0
<input type="checkbox"/> Name	Description	Slug	Count

Bulk actions ▾
Apply
2 items

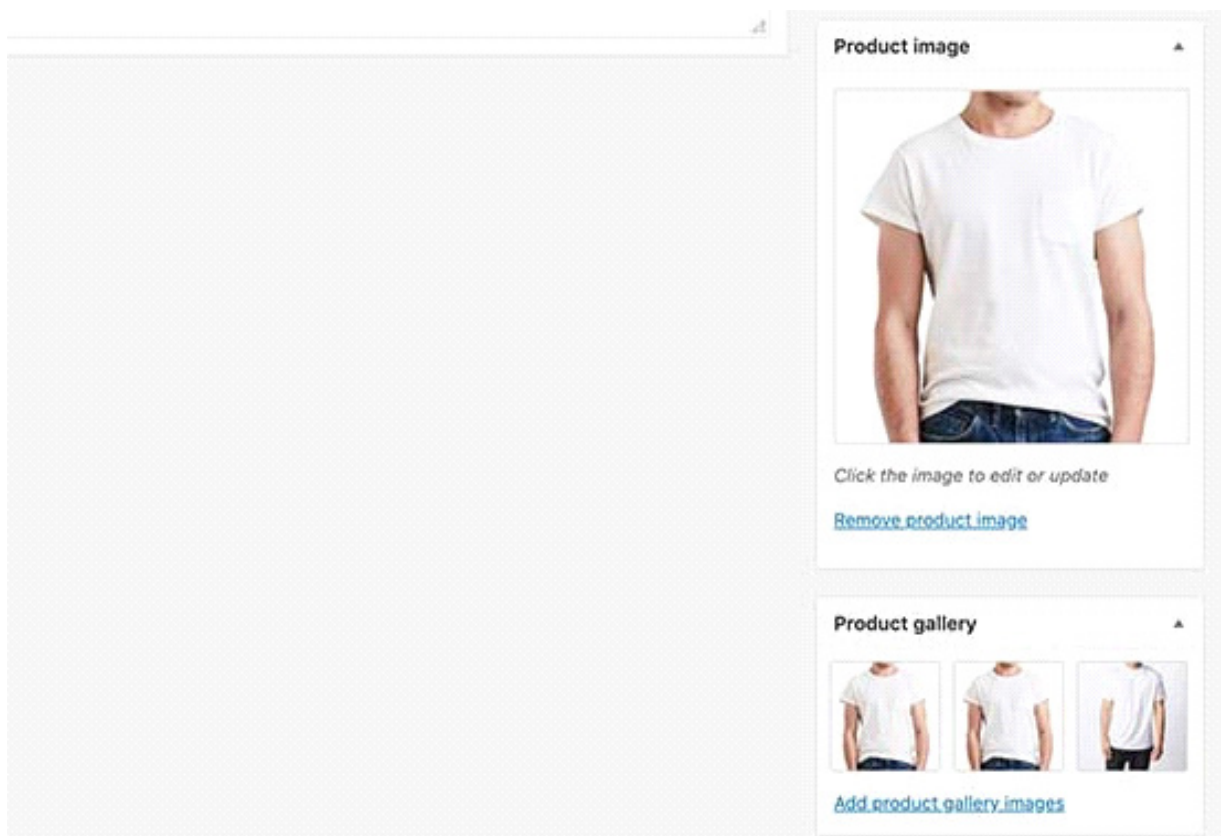
6.) If everything is alright and set, click the Apply button.

Bulk actions ▾
Apply

2 Products Tab

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.

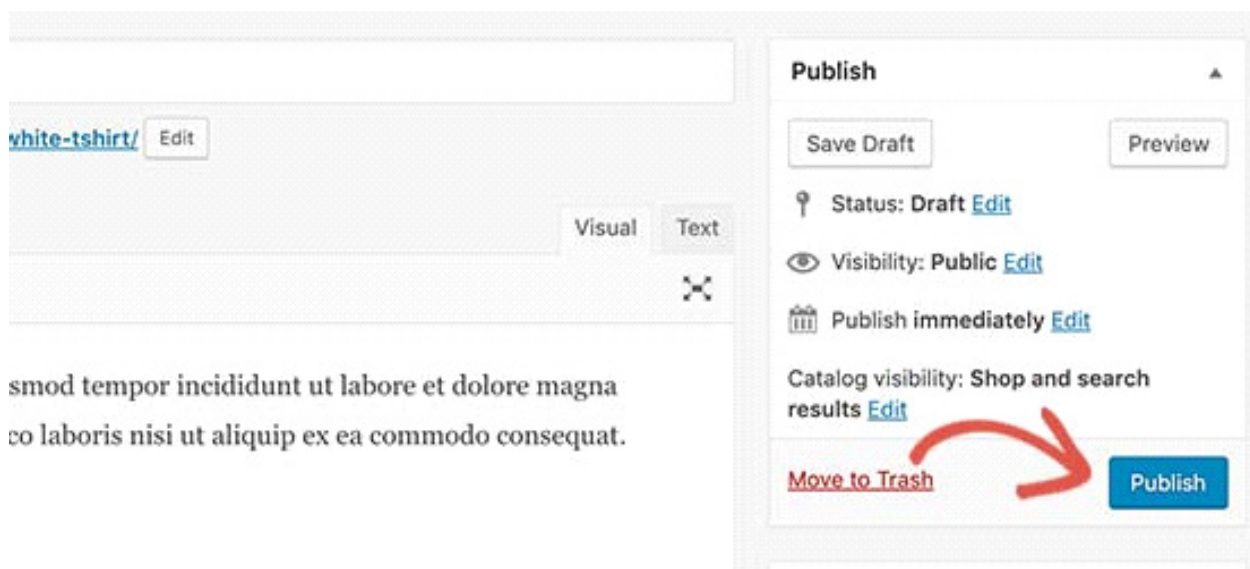


2.) You can add multiple images to create an image gallery of your product.

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.

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

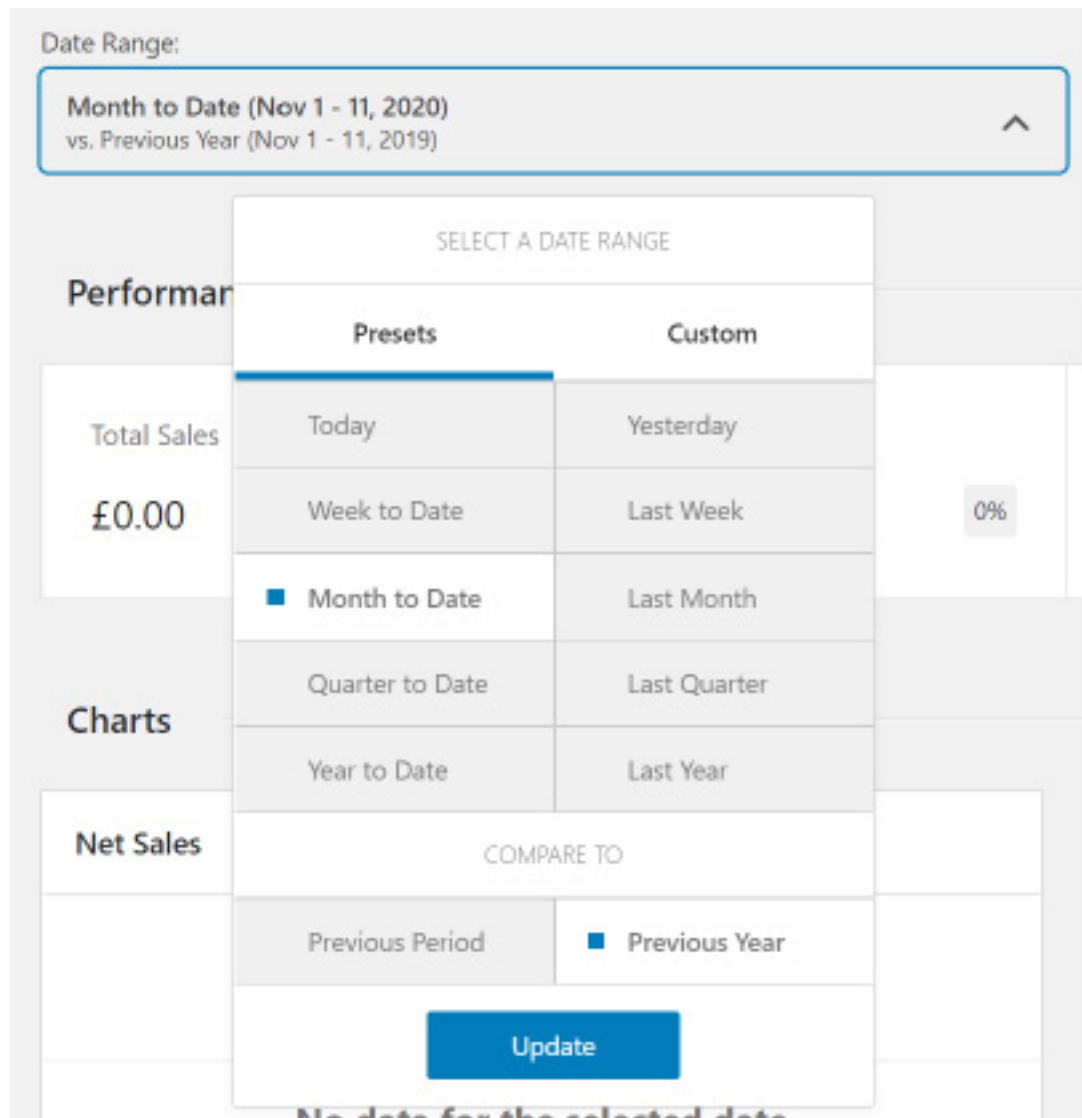
Performance			
Total Sales	Net Sales	Orders	Items Sold
£0.00	£0.00	0	0
0%	0%	0%	

Date Range:

Month to Date (Nov 1 - 11, 2020)
vs. Previous Year (Nov 1 - 11, 2019)

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.


SELECT A DATE RANGE

Presets

Custom

 mm/dd/yyyy

to

 mm/dd/yyyy

←

November 2020

→

Mo

Tu

We

Th

Fr

Sa

Su

1

2

3

4

5

6

7

8

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11

12

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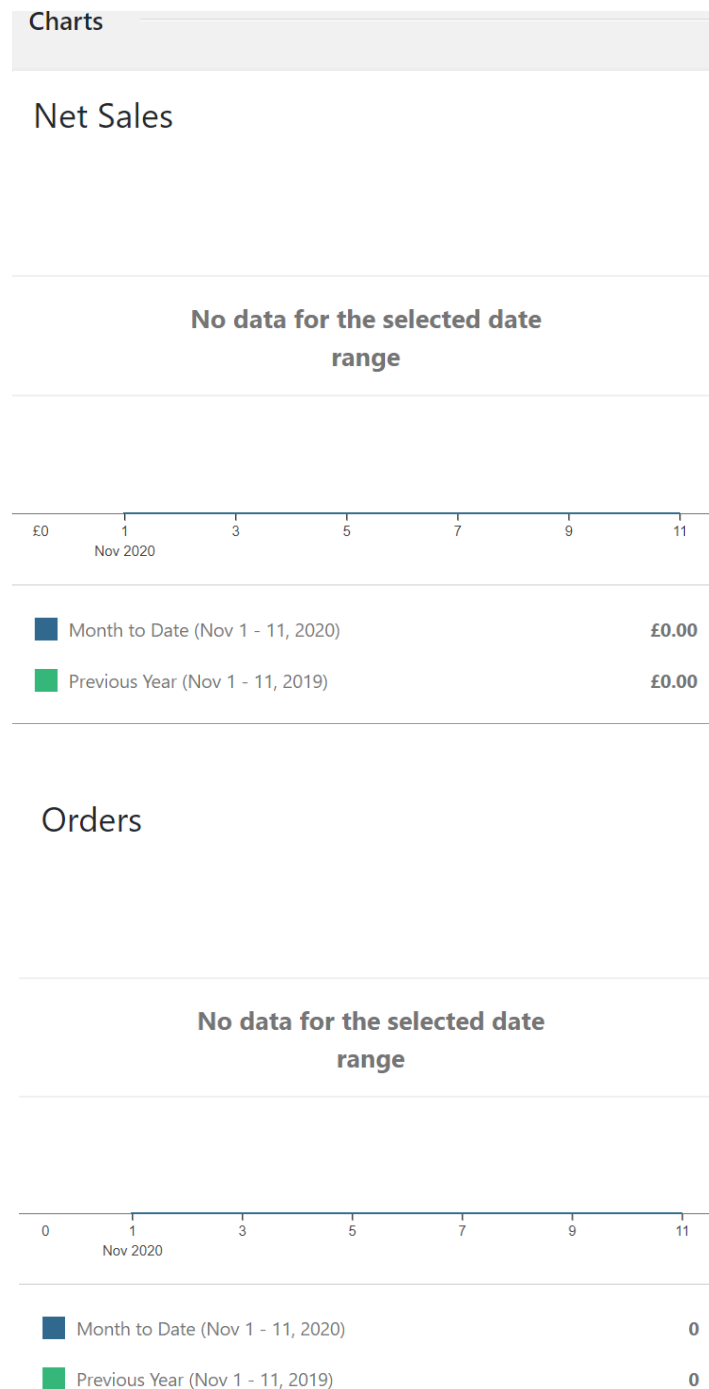
COMPARE TO

Previous Period

☒ Previous Year

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.



3 AnalyticsTab

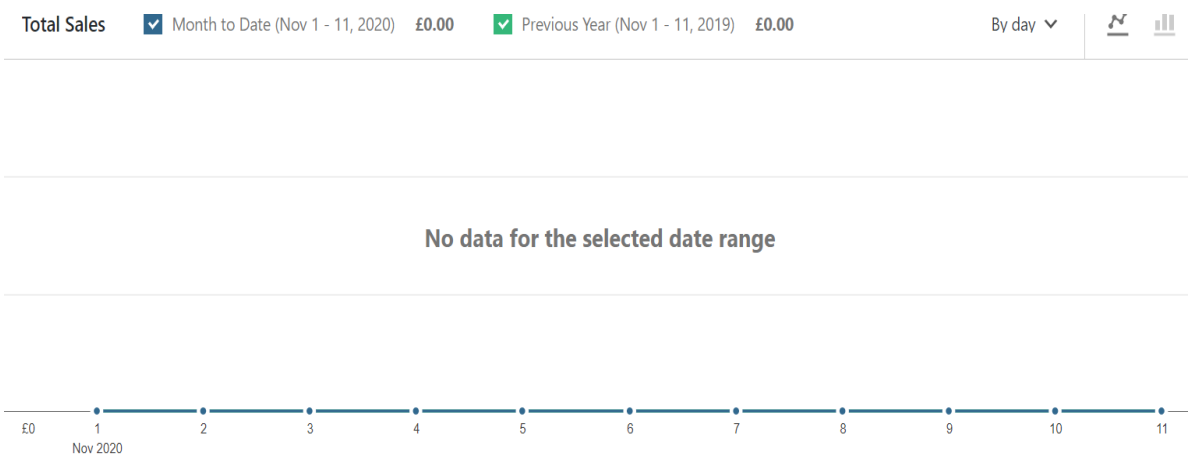
3.1 Overview

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.


Gross Sales £0.00 0%	Returns £0.00 0%	Coupons £0.00 0%	Net Sales £0.00
Taxes £0.00 0%	Shipping £0.00 0%	Total Sales £0.00 0%	

Gross Sales ☒ Month to Date (Nov 1 - 11, 2020) £0.00 ☒ Previous Year (Nov 1 - 11, 2019) £0.00 By day ▼

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.



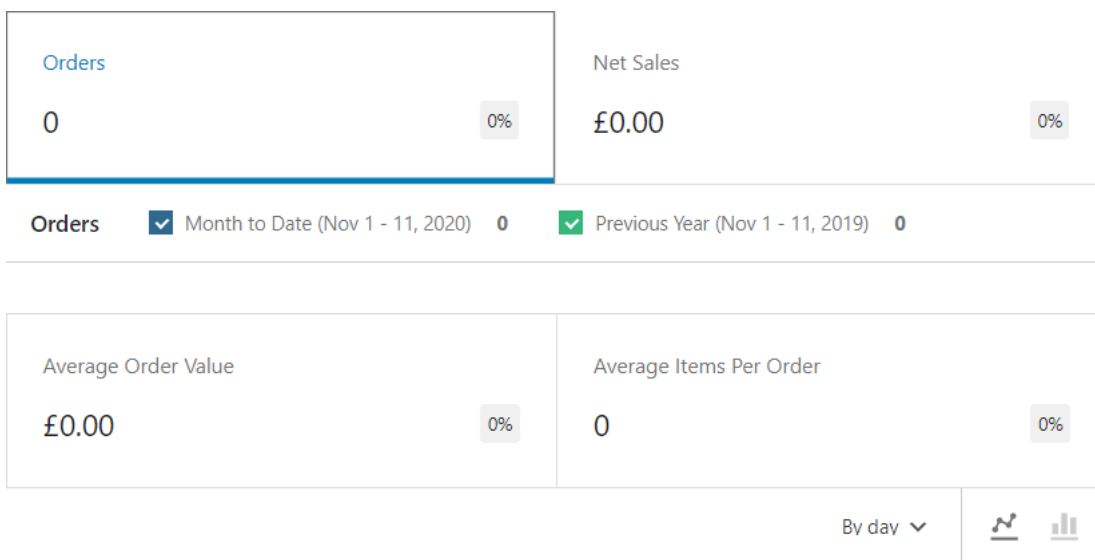
3 AnalyticsTab

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								

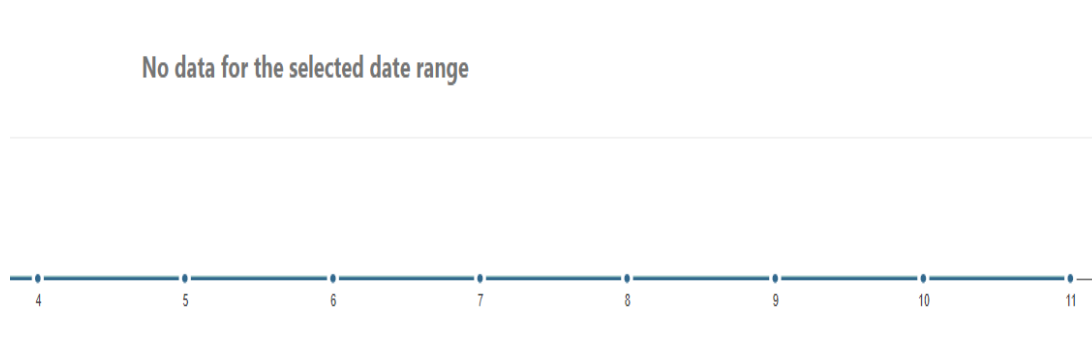
3 Analytics Tab

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 Analytics Tab

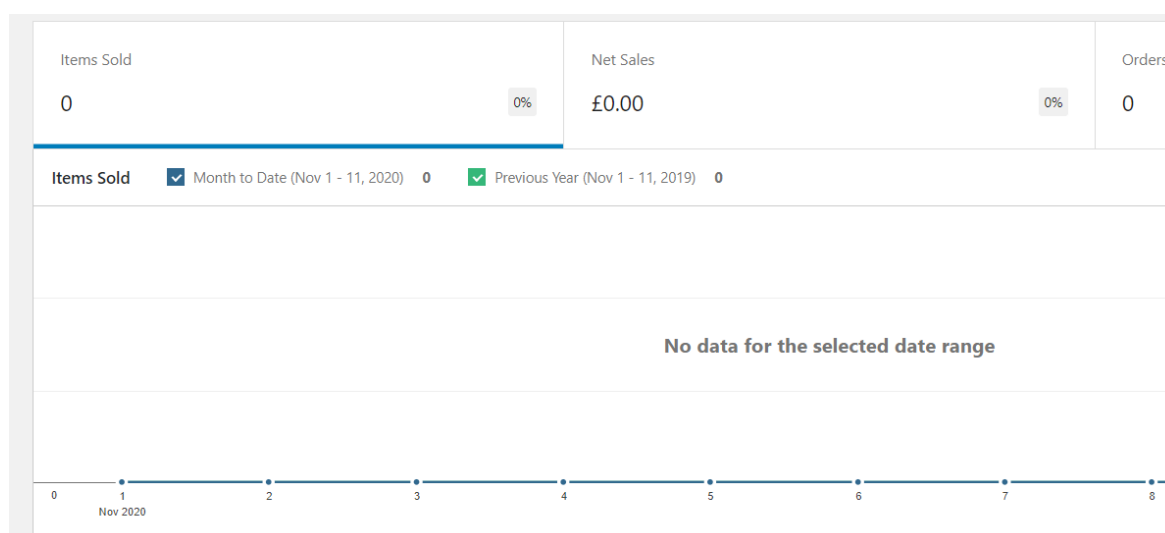
3.) The Advanced filter dropdown is for filtering out a specific order by clicking it and selecting advance filters you can search any specific order you want to show.



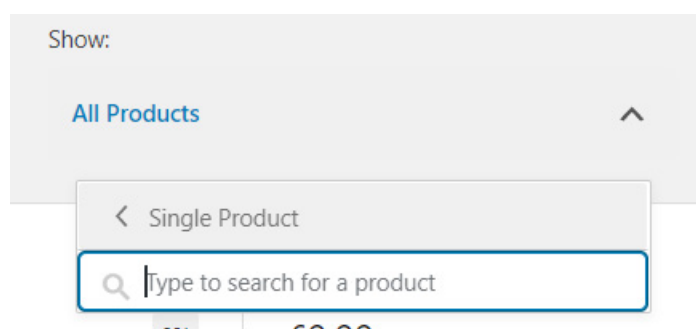
3 AnalyticsTab

3.4 Products

1.) The products tab shows the total of items sold, net sales and orders with the same progress chart shown below on the selected date range.



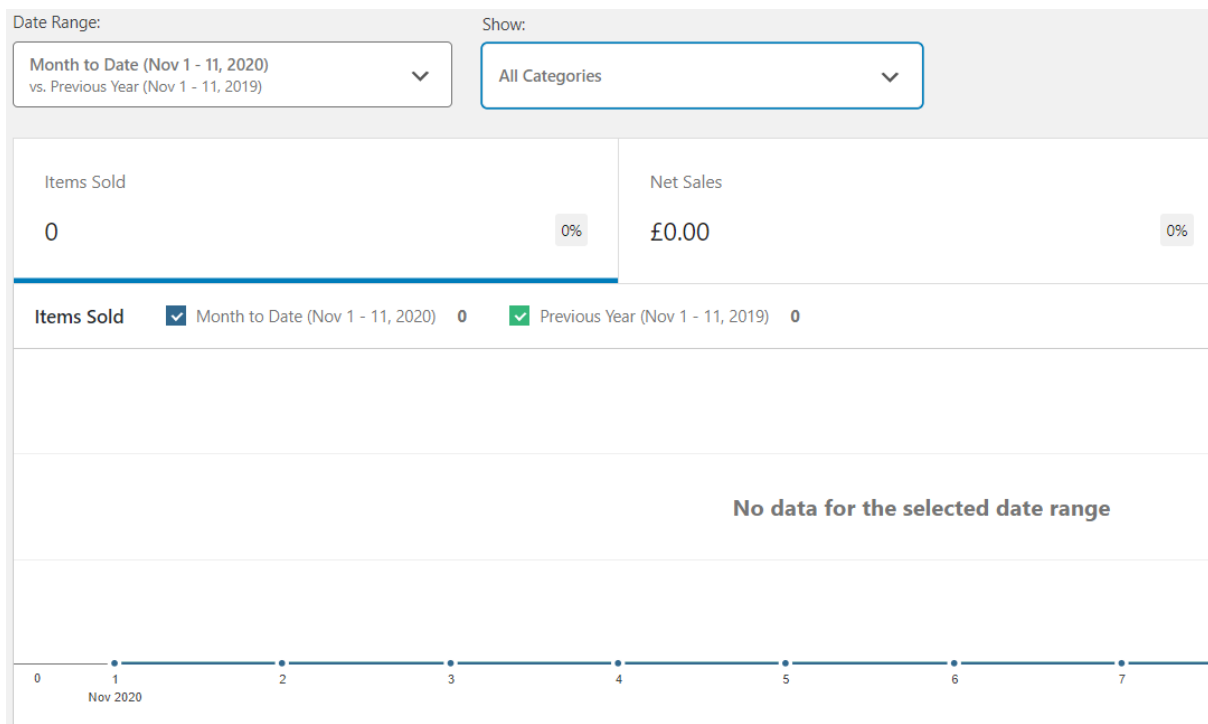
2.) A show labeled dropbox can be found beside the date range which is used for searching a specific product and compare them by clicking on it and type in the product name.



3 AnalyticsTab

3.5 Categories

1.) The categories tab is the same layout as the product tab with the total category of items sold, net sales and orders. The show dropbox button is also displayed to search any specific categories and compare them with the chart below.



3 AnalyticsTab

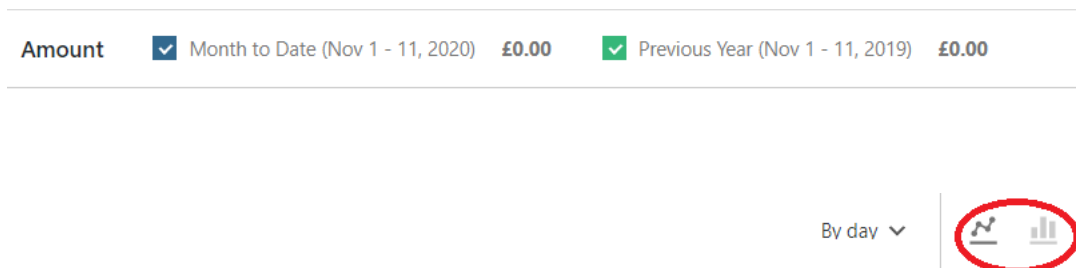
3.6 Coupons

1.) In the coupons tab shows the total discounted orders sold and its total amount and produces a progress chart within the given date range. Also with a dropbox menu to search for any specific coupons and compare them to each other.



3 AnalyticsTab

1.) You can also uncheck or check the month to date on the chart if you dont want to show it and the previous year with the same date range progress chart and can select which type of chart you want the line chart or bar chart.



3 AnalyticsTab

3.7 Taxes

1.) The taxes tab consists of different kinds of taxes being totalled the overall total taxes, order tax, shipping tax and orders. Each with different progress charts on the given date range and a show dropbox menu which you can search for the tax codes to compare.

Compare Tax Codes

Compare

Total Tax	Order Tax	Shipping Tax
£0.00 <div>0%</div>	£0.00 <div>0%</div>	£0.00 <div>0%</div>

Total Tax

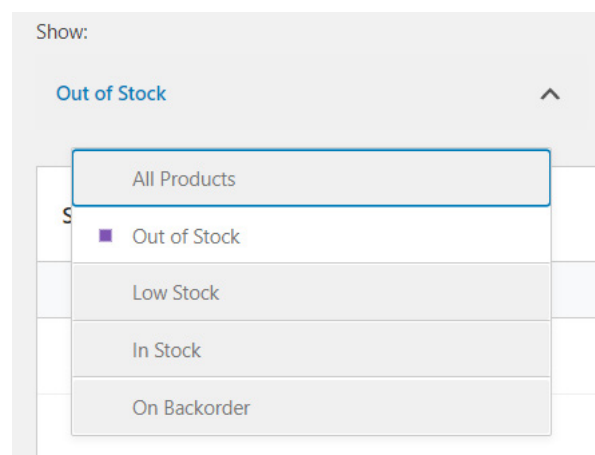
3 AnalyticsTab

3.8 Stocks

1.) The stocks tab only consists of a list of all the product/variation and its stock keeping unit, status and number of stocks in storage.

Stock ⋮			
Product / Variation	SKU	^ Status	Stock
No data to display			
products out of stock low stock on backorder in stock			

2.) The show dropbox menu on stocks tab shows different lists to be displayed like the products that are only out of stock, low on stock, in stock and on backorder you can click any of them.



3 AnalyticsTab

3.7 Taxes

1.) The taxes tab consists of different kinds of taxes being totalled the overall total taxes, order tax, shipping tax and orders. Each with different progress charts on the given date range and a show dropbox menu which you can search for the tax codes to compare.

Compare Tax Codes

Search for tax codes to compare

Compare

Total Tax	Order Tax	Shipping Tax
£0.00 <div>0%</div>	£0.00 <div>0%</div>	£0.00 <div>0%</div>
Total Tax		

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Rights

Mrs chief great maids these which are ham match she.
Abode to tried do thing maids.
Doubtful disposed returned rejoiced to dashwood is so up.

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