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.

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

WooComm

1 WooCommerce Tab

1.1 Home

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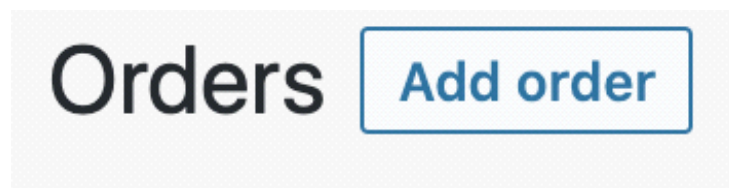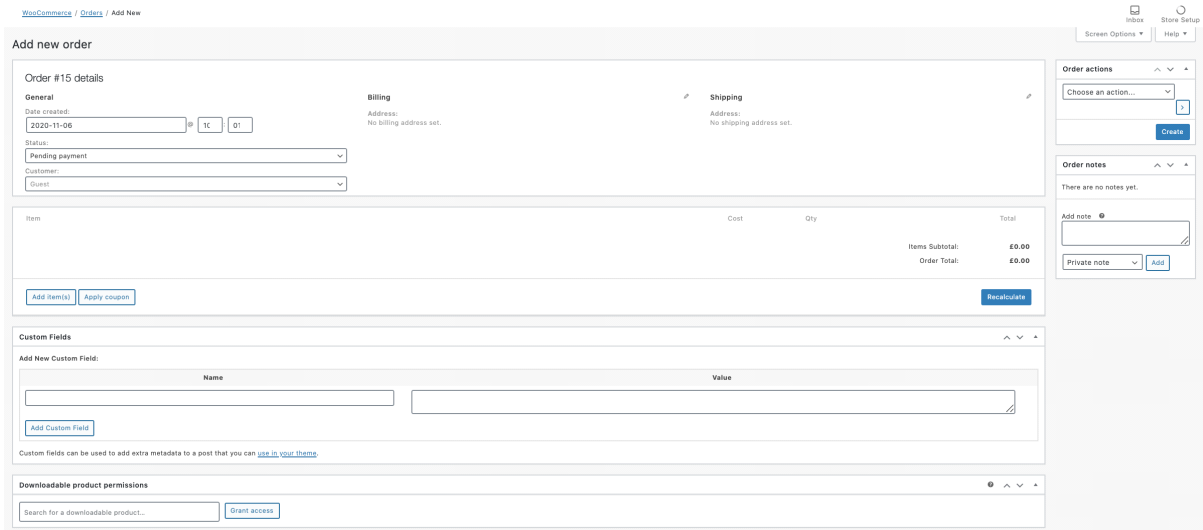
1 WooCommerce Tab

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.

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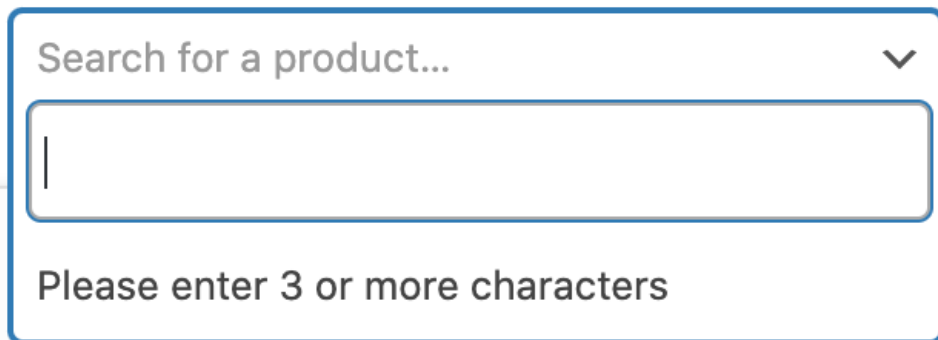
9.) If you click on Add product(s), a new pop-up window can be accessed about your product.

Add products   ✕

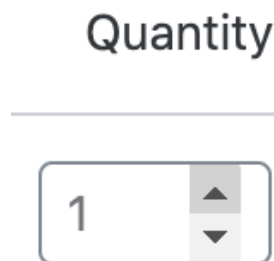| Product	Quantity
Search for a product... ⌄	1

Add

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10.) 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
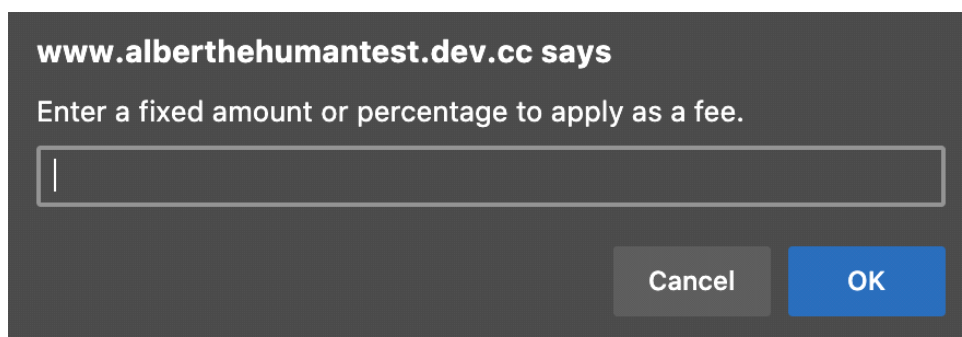
11.) Under quantity, you are able to edit the number of the existing item.

Quantity

1

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.

www.alberthehumantest.dev.cc says

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

Cancel   OK

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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]

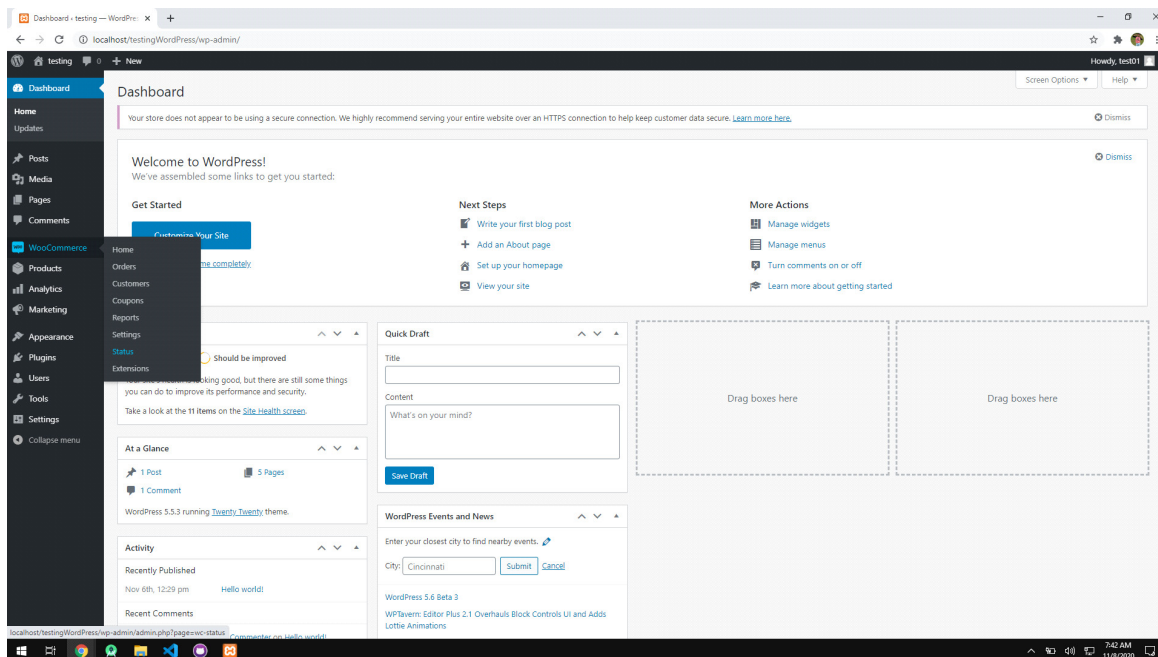16.) If you hover your arrow to the bar that represents your item, you will see a pencil icon as well as an x.

Item	Cost	Qty	Total
⊕ £10.00 fee			£10.00 ✎ ✕

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

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1.7 Status

1.) Go to WooCommerce » Status.

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