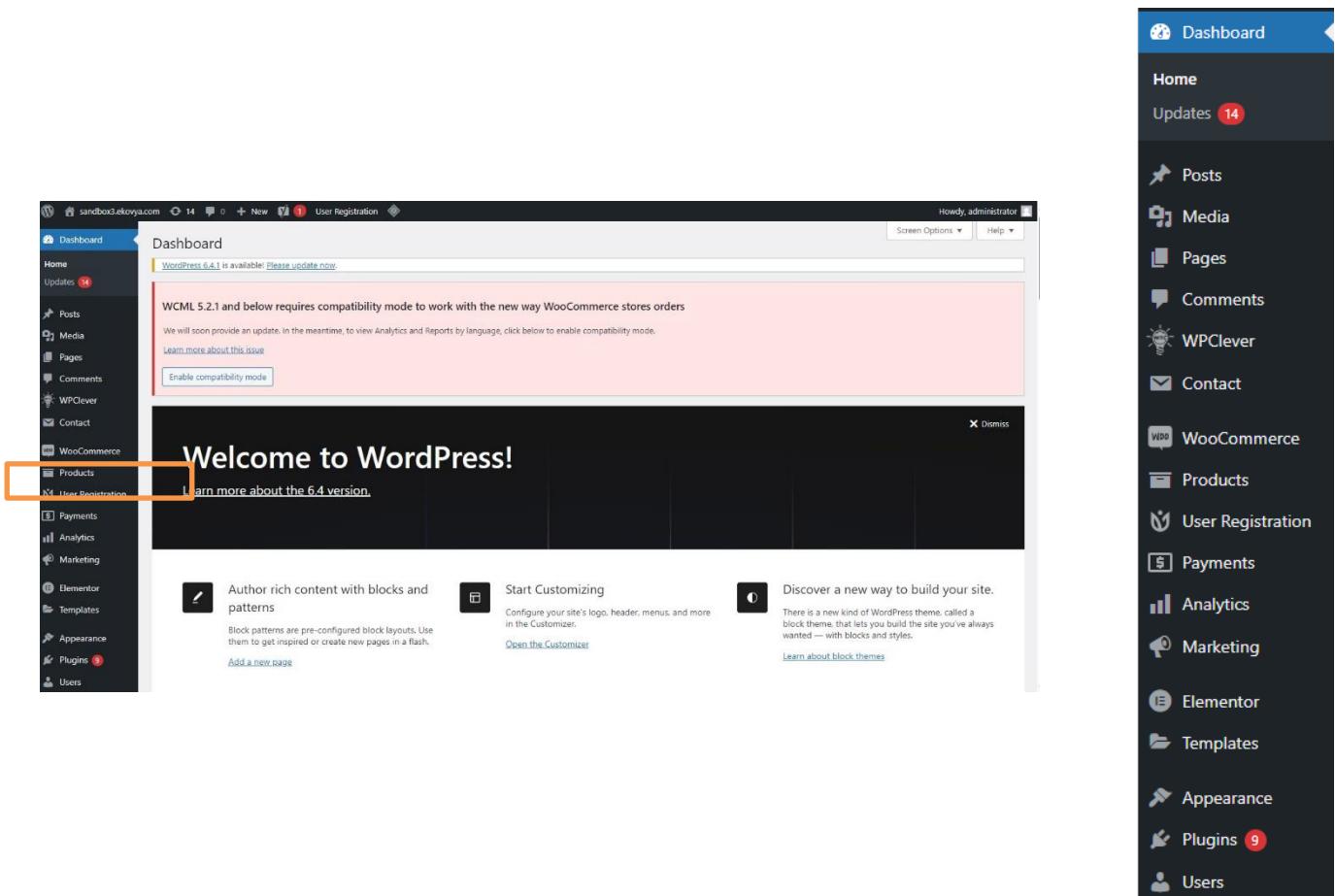


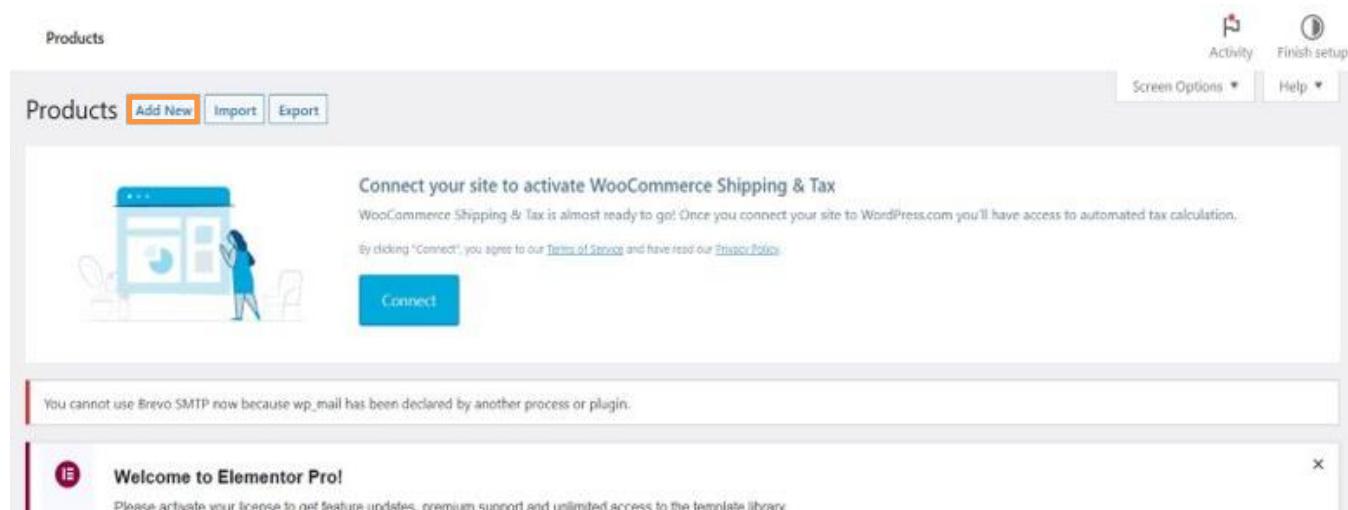
How create product sheet ?

- 1 On dashboard of Sandboxe Wordpress, go to menu on the left and click on **product**.



The screenshot shows the WordPress dashboard. On the left, there is a sidebar with various menu items: Home, Updates, Posts, Media, Pages, Comments, WP Clever, Contact, WooCommerce, Products, User Registration, Payments, Analytics, Marketing, Elementor, Templates, Appearance, Plugins, and Users. The 'Products' menu item is highlighted with an orange box. The main content area displays a 'Welcome to WordPress!' message and some introductory cards about rich content, customizing, and block themes.

- 2 On the page **Products**, click on **Add New** located at the top



The screenshot shows the 'Products' page. At the top, there is a navigation bar with 'Products', 'Add New' (highlighted with an orange box), 'Import', 'Export', 'Activity', 'Finish setup', 'Screen Options', and 'Help'. Below the navigation, there is a section titled 'Connect your site to activate WooCommerce Shipping & Tax' with a 'Connect' button. A note at the bottom states: 'You cannot use Brevo SMTP now because wp_mail has been declared by another process or plugin.' At the very bottom, there is a 'Welcome to Elementor Pro!' notice with a 'Please activate your license...' link.

3

Add product name

The screenshot shows the 'Add new product' screen in the WordPress admin area. At the top, there's a message: 'You cannot use Brevo SMTP now because wp_mail has been declared by another process or plugin.' Below this, a modal window from Elementor Pro says 'Welcome to Elementor Pro!' with a 'Connect & Activate' button. The main area has a 'Product name' input field, which is highlighted with an orange border. To the right of the input field are buttons for 'AI Writing Assistant' and 'Product image'. At the very bottom left is a 'Edit with Elementor' button.

4

Add product description

This screenshot shows the 'Product description' editor. It features a 'Product name' input field at the top, followed by an 'Edit with Elementor' button. Below that is a rich text editor toolbar with various formatting options like bold, italic, and alignment. A large text area for the product description is present, also highlighted with an orange border.

5

Add general informations (price, promo, VAT...)

The screenshot shows the 'Product data' settings screen for a 'Simple product'. The 'General' tab is selected, highlighted with an orange border. Other tabs include 'Inventory', 'Shipping', 'Linked Products', 'Attributes', and 'Advanced'. Under the 'General' tab, there are fields for 'Regular price (€)' and 'Sale price (€)', both with input boxes. There are also dropdown menus for 'Tax status' (set to 'Taxable') and 'Tax class' (set to 'Standard'). Below the general settings is a 'Product short description' editor with a rich text toolbar and a large text area.

6

Add inventory informations

The screenshot shows the 'Product data' section for a 'Simple product'. The 'Inventory' tab is highlighted with an orange border. Other tabs visible include 'General', 'Shipping', 'Linked Products', 'Attributes', and 'Advanced'. On the right, there are fields for 'SKU', 'Stock management' (checkbox for tracking), 'Stock status' (radio buttons for 'In stock', 'Out of stock', and 'On backorder'), and 'Sold individually' (checkbox). A note below says 'Limit purchases to 1 item per order'.

7

Add image on the right

The screenshot shows the 'Add New' product page. The left sidebar has a 'Products' section with 'Add New' selected. The main area has tabs for 'Product name', 'Product description', 'Product image', 'Product gallery', and 'Product categories'. The 'Product description' tab is active. On the right, there's a 'Publish' sidebar with options like 'Save Draft', 'Status: Draft', 'Visibility: Public', 'Publish immediately', and 'SEO: Not available'. Below it are sections for 'Product image', 'Product gallery', and 'Product categories'.

8

Add products category or create on the right

The screenshot shows the WordPress admin dashboard with the 'Products' menu selected. On the right, there are three main sections: 'Product gallery' (with a link to 'Add product gallery images'), 'Product categories' (listing 'All categories' and 'Most Used' with checkboxes for various categories like 'Fournitures de bureau', 'Outils Informatiques', etc.), and 'Product tags' (with a text input field and an 'Add' button). The 'Product' creation form includes fields for 'Product name', 'Product description' (with rich text editor), 'Publish' settings (Save Draft, Publish, Preview), 'Product image' (Set product image), 'Product gallery' (Add product gallery images), and 'Product categories' (All categories, Most Used).

9

Add products tags on the right

This screenshot is identical to the one above, showing the 'Products' creation screen in the WordPress admin. The 'Products' menu item is highlighted with an orange box. The right sidebar features 'Product gallery', 'Product categories', and 'Product tags' sections, each with their respective lists and 'Add' buttons. The product creation form on the left includes fields for name, description, publish settings, image, gallery, and categories.

10 Click on publish

The screenshot shows the WordPress dashboard with the 'Products' menu selected. On the left, there's a sidebar with various menu items like Pages, Comments, WP Clever, Contact, WooCommerce, Products, Add New, Categories, Tags, Attributes, Reviews, User registration, Payments, Analytics, Marketing, Elementor, Templates, Appearance, Plugins, Users, Tools, and Settings. The main area is titled 'Add New' and shows a 'Product name' field. Below it is a 'Product description' rich text editor with a toolbar. To the right, there's a 'Publish' sidebar with options like 'Save Draft', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'SEO: Not available', 'Readability: Not available', and 'Catalog visibility: Shop and search results Edit'. At the bottom of the sidebar is a 'Publish' button.

How create bundle ?

1 Go to Product Data and click on Smart bundle

The screenshot shows the 'Product data' page. At the top, there's a dropdown menu set to 'Smart bundle'. Below it, there are several sections: General (with a 'Search (settings)' field and a search bar), Inventory (set to 'Selected'), Shipping (regular price set to 0.00), Linked Products (fixed price), Attributes (discount), Advanced (allow customer to change quantity, total limits), Bundled Products (total limits), and Get more options (shipping fee, manage stock, custom display price, exclude un-purchasable, layout, above text, under text). The 'Bundled Products' section is currently active.

2

Add products

Product data — Smart bundle

General

Search (settings) Type any keyword to search

Inventory Selected

Shipping

Regular price (€) 0.00

Linked Products

Attributes

Advanced

Bundled Products

Get more options

Custom quantity

Total limits

Shipping fee

Manage stock

Custom display price

E.g: From \$10 to \$100. You can use %s to show the dynamic price between your custom text.

Exclude un-purchasable

Layout Default

Above text

Under text

How create up sells or cross sells?

1

Go to product data and linked products.

Add New

Activity Feedback Finish setup

Insights

Product data — Smart bundle

General

Inventory

Shipping

Linked Products

Attributes

Advanced

Bundled Products

Get more options

Upsells

Cross-sells

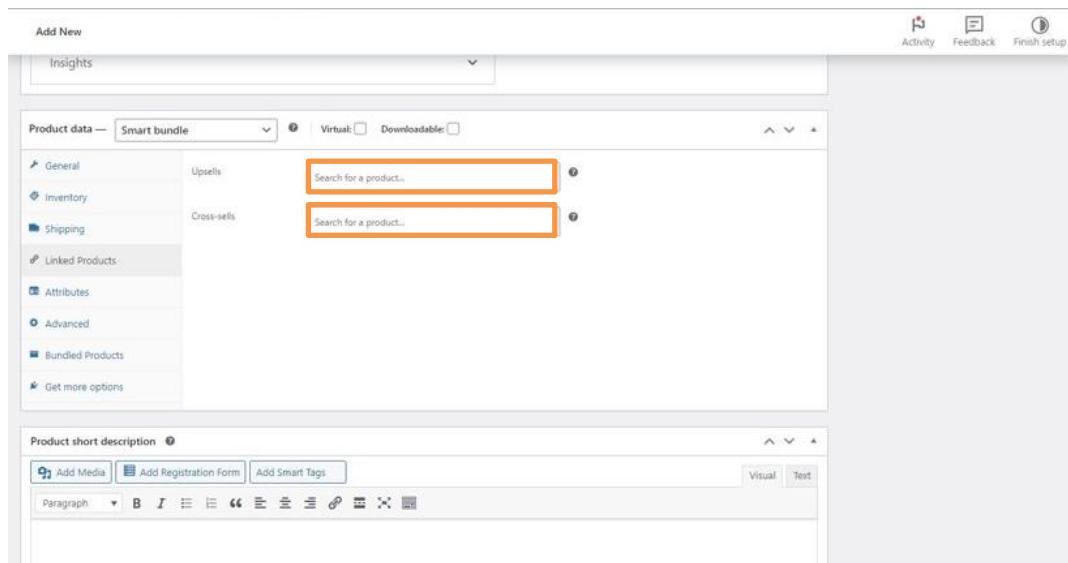
Product short description

Add Media Add Registration Form Add Smart Tags

Visual Text

Paragraph B I

2 Add products for up sells or cross sells



▶ How account creation / validation procedure?

▶ Products search and addition to basket

▶ Ordering a product on Ekovya

