

Sherry Gordon

Website - How to - Handbook.

DRAFT

Vesion 1.0
2023/07/27

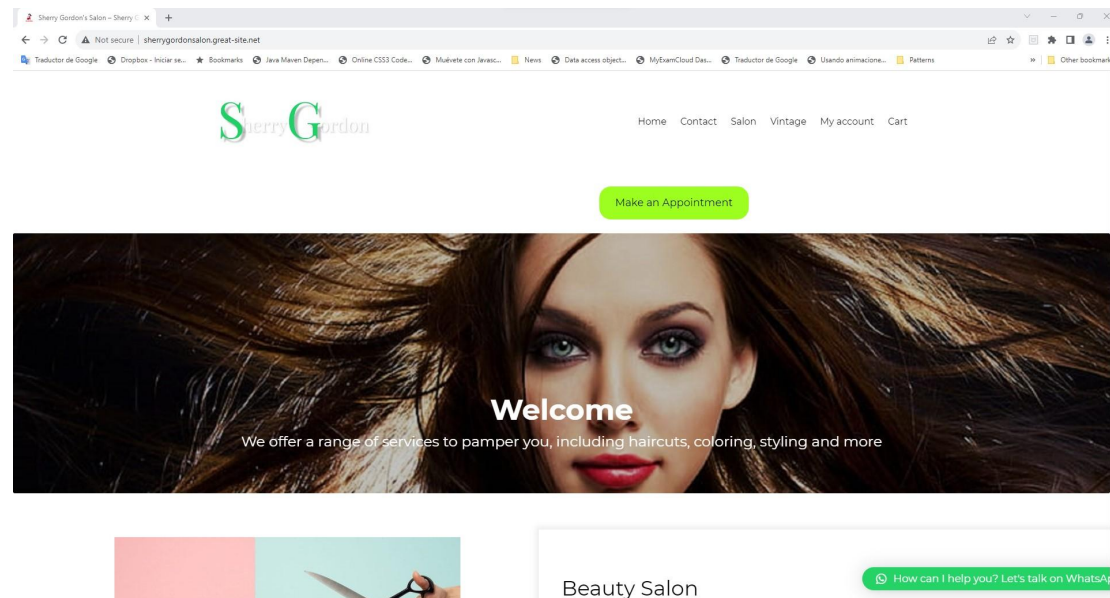
Contents

1- Front End
2- Back End

3- How to Create Products
4- How to Manage Orders

Front End:

Address: <http://sherrygordonsalon.great-site.net/>



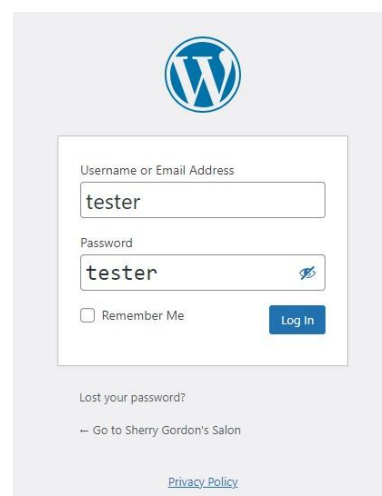
Back End:

Address: <http://sherrygordonsalon.great-site.net/wp-admin/>

The Back End is the private side of the website and is used for administrative purposes, for staff only. You will use the back end to manage products and orders.

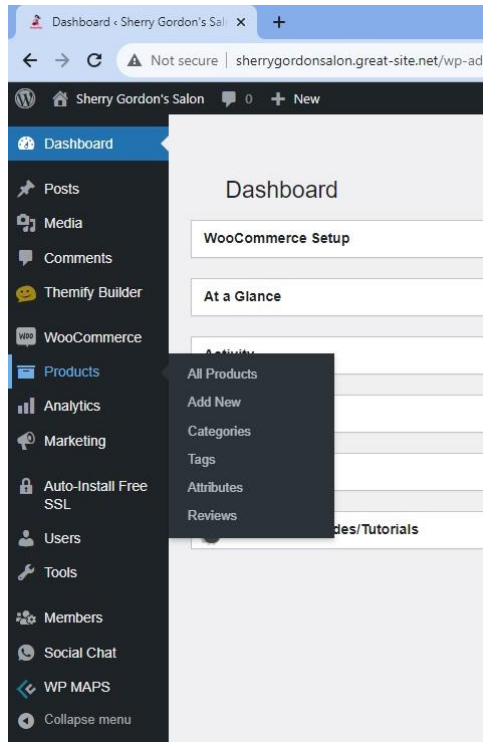
User: tester

Password: tester

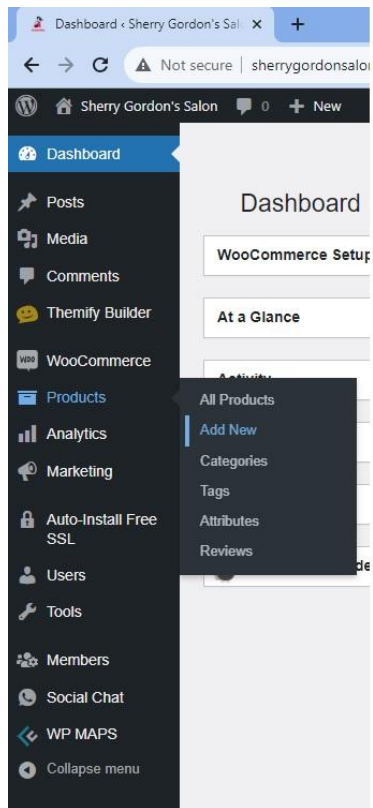


How to Create New Products ?

The Products Menu



Click on the “Add New” option



The “SherryGordonSalon” has two different types of products.

Those are:

- Services, like a Haircutt
- and
- Articles from the Vintage Store

Services do not need a Shipment, but they are provided by appointment only.

Articles, instead, do not need an appointment but a Shipment Service is required.

How to add a “service product” from the Salon ?

The screenshot shows the “Add New” product Form. The “Product Data” section is highlighted with a red arrow pointing to the “Simple product” dropdown. Another red arrow points to the “Virtual” checkbox, which is checked. A third red arrow points to the “Product categories” list on the right, where “Beauty Salon” is selected. The form includes fields for Regular price, Sale price, and a Product short description area.

The screenshot shows the “Add New” product Form.
Let’s look at the “Product Data” section.

Virtual is a type of product that does not need a shipment. (like a haircut)
Beauty Salon Category tells the system that an appointment is mandatory.

Whether is a service or an article, it will be a “Simple Product”, always.

How to add an Article product from the Vintage Store ?

The screenshot shows the “Add New” product Form. The “Product Data” section is highlighted with a red arrow pointing to the “Simple product” dropdown. Another red arrow points to the “Virtual” checkbox, which is unchecked. A third red arrow points to the “Product categories” list on the right, where “Vintage” is selected. The form includes fields for Regular price, Sale price, and a Product short description area.

A Vintage Store item is NOT virtual, because it is a physical thing that has to be packed and shipped.
The Vintage category tells the system that an appointment is not necessary in this case.
As always, the main type is “Simple Product”

Other fields of the Form are common to both types of products.

Put prices.
Provide a Short Description.
Include some tags.

The screenshot shows the 'Add New' product page in WordPress. The 'Product data' section is expanded, showing 'Simple product' as the type. The 'Regular price' and 'Sale price' fields are highlighted with red arrows. The 'Product short description' section is also highlighted with a red arrow. The 'Product tags' field is highlighted with a red arrow. The 'Product image' and 'Product gallery' sections are visible on the right side of the page.

Write a Name and a Full Description.
Set an image for the product.

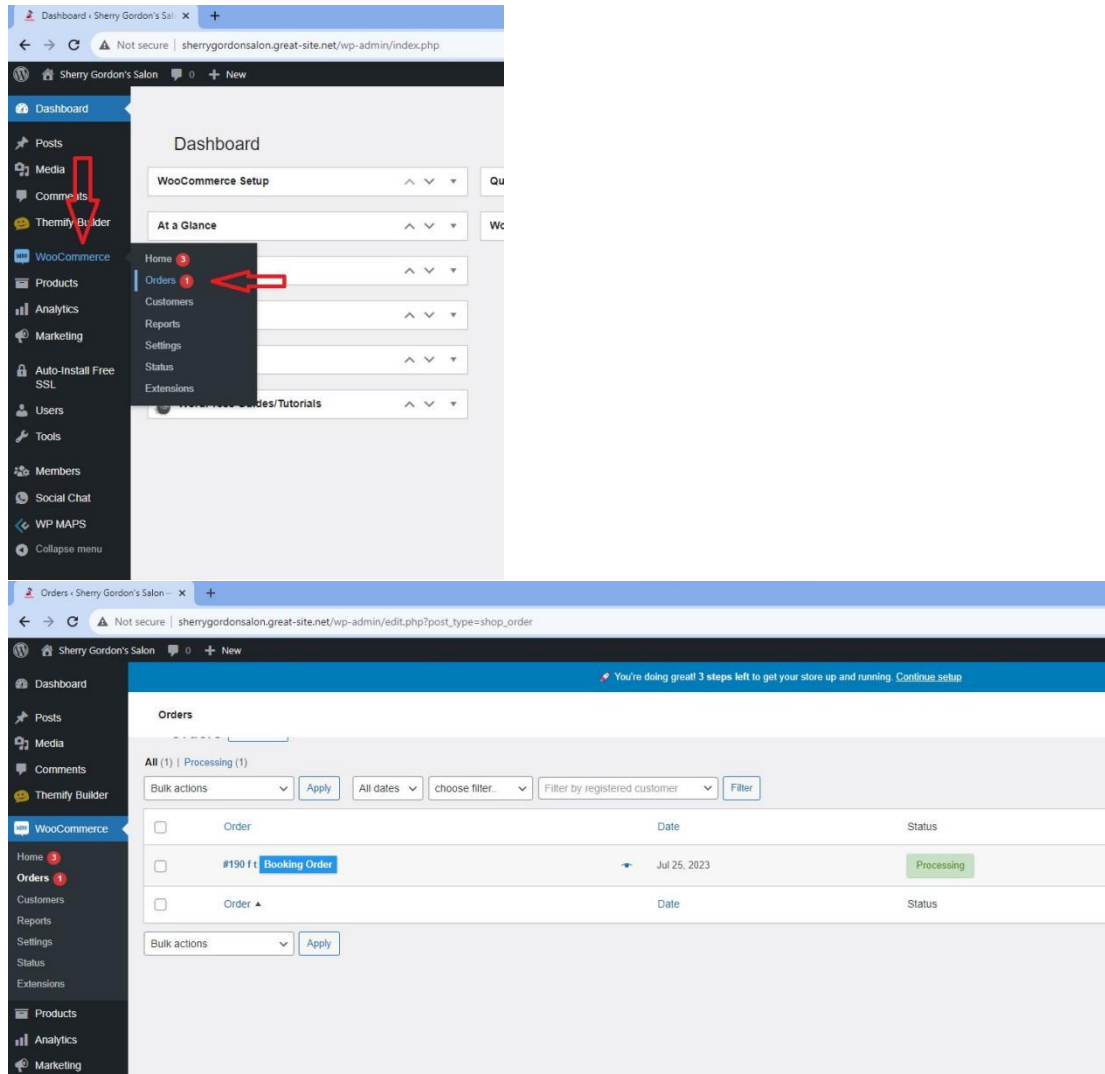
And finally, Publish it.

The screenshot shows the 'Add New' product page in WordPress. The 'Product name' field is highlighted with a red arrow. The 'Product description' section is highlighted with a red arrow. The 'Publish' button is highlighted with a red arrow. The 'Product image' field is highlighted with a red arrow. The 'Product data' section is visible at the bottom of the page.

The new product is now online.
Explore the other options by yourself, like "Inventory".

How to Manage Orders ?

When a customer buys something in the shop, an Order will be created.
You can see the Orders List clicking on the “Woocommerce, Orders”, option.



Click on an order to see the details.

Media

Comments

Themify Builder

WooCommerce

Home

Orders

Customers

Reports

Settings

Status

Extensions

Products

Analytics

Marketing

Auto-Install Free SSL

Users

Tools

Members

Social Chat

WP MAPS

Collapse menu

Order #190 details

Payment via Cash on delivery Customer IP: ...1

General

Date created:

2023-07-25 @ 15:38

Status:

Processing

Customer:

Guest

Billing

ft
444 hhhh
warren, OH 44483

Email address:

Ana@osu.com





Phone:

1112223333

Shipping

Address:

No shipping address set.

Item	Cost	Qty	Total
 Hair Coloring	\$30.00	x 1	\$30.00
 Haircut	\$60.00	x 1	\$60.00
 Hairstyle	\$50.00	x 1	\$50.00
 Booking Slot <div><div>From: 27-07-2023 09:00</div><div>To: 27-07-2023 10:00</div><div>From: 27-07-2023 09:00</div><div>To: 27-07-2023 10:00</div><div>_wps_booking_slot: 27-07-2023 09:00 - 10:00</div></div>	\$1.00	x 1	\$1.00