

Esmeer Woocommerce-Pos User Manual

12/4/15

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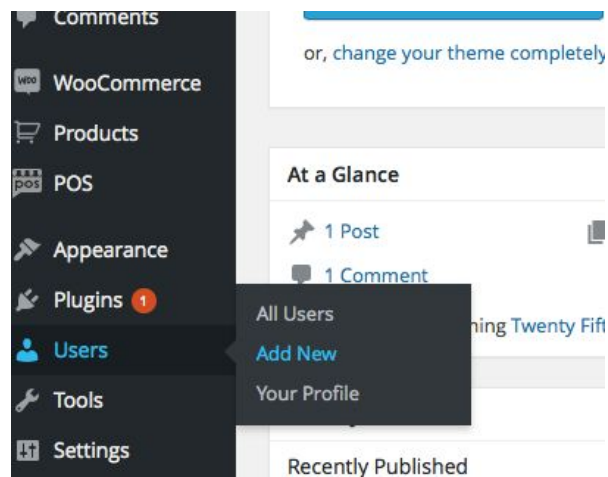
Introduction

This user manual documents new features added to the WooCommerce-POS system including adding new users and adding and editing products through the POS. For any other POS information see the official WooCommerce-POS documentation [here](http://woopos.com.au/docs/).

<http://woopos.com.au/docs/>

How to Add Users

1. Login to the WordPress admin dashboard.
2. Click Add New



3. Enter all relevant information. Be sure to leave the user role as subscriber!

Add New User

Create a brand new user and add them to this site.

Username *(required)*

E-mail *(required)*

First Name

Last Name

Website

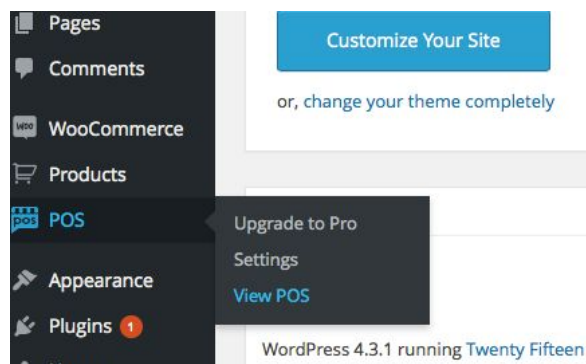
Password [Show password](#)
A password reset link will be sent to the user via email.

Role

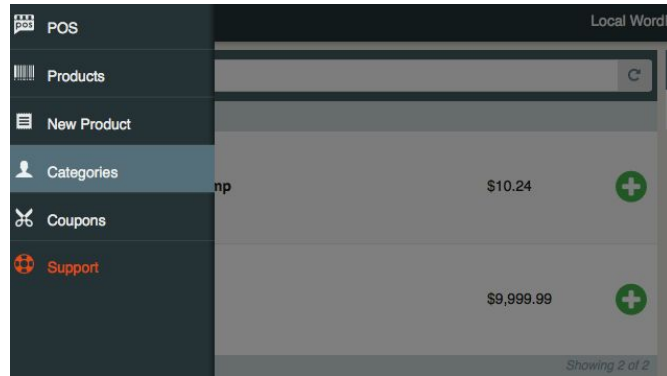
[Add New User](#)

The way the system knows which products are associated with which store is through the Product Category. Each store-level username should have a Product Category associated with them and each product that this user adds to the system will automatically tag the product with their Product Category. Let us suppose that there is a username account by the name of “Bob” who works for “The Lampstore”. To add the association for him follow these steps.

4. Go to POS > View POS.



5. Click the Menu button on the left and click Categories. This takes you to the Product Categories page and shows you a table with usernames and their associated Product Categories.



6. To add Bob, you would type “Bob” into the username textbox (without the quotes)
7. Type “The Lampstore” into the Product Category text box.

[Return to POS](#)

Current Associations

Username	Product Category
Sara	OSU
Tim	Starbucks

Delete user:

Add user:

Username

Product Category

8. Click “Add”

The new association should appear in the table.

[Return to POS](#)

Current Associations

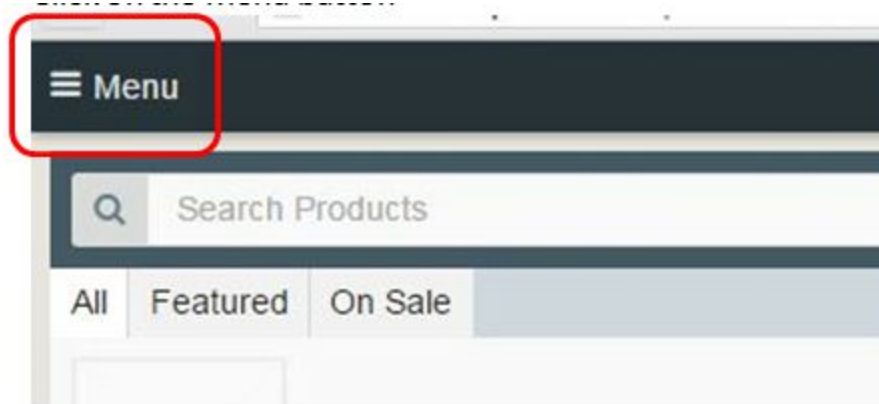
Username	Product Category
Sara	OSU
Tim	Starbucks
Bob	The Lampstore

It is important that the username is spelled exactly correct or it will not work. If you wish to remove a product category association you can type in the username in the delete username textbox and press Delete. If you wish to edit an association then you can simply delete the association and add in the new information.

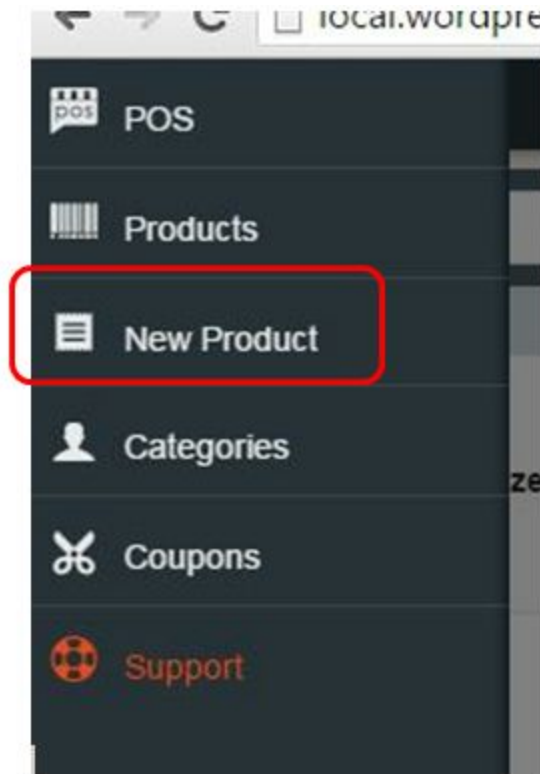
How to Add Products

Important: The admin should not add products. The individual store owner accounts should add products for their respective stores.

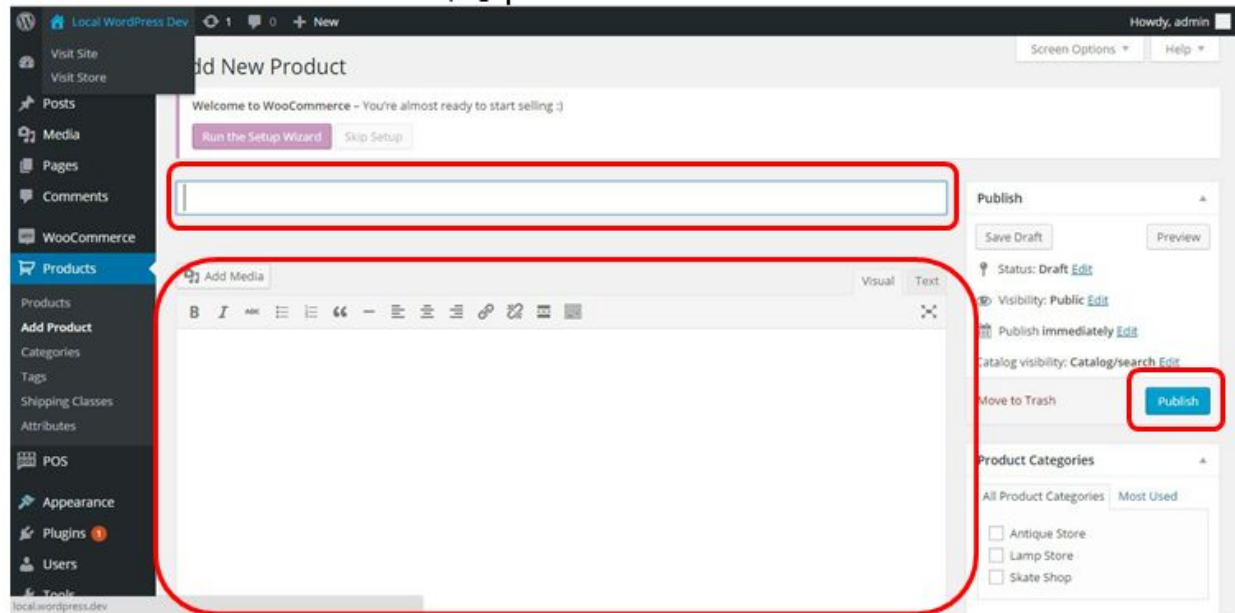
1. Click on the Menu button



2. Click the New Product button



3. You will be taken to the Add Product page



4. Enter your Product name in the box

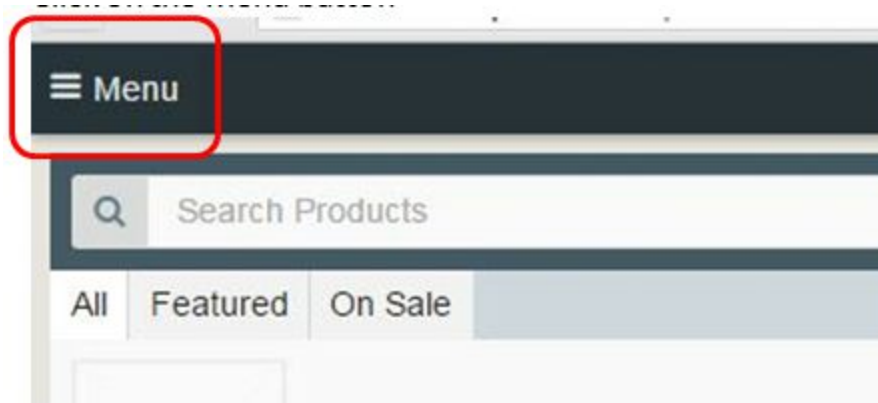
5. Scroll down to continue filling in details about the product

6. Click the Publish button to save the product to your store

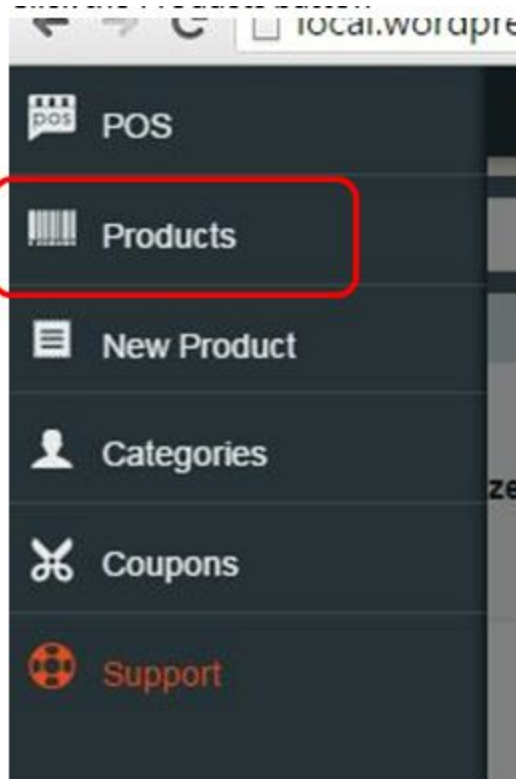
7. Return to the POS. Your new product will now be visible in the inventory list

How to Edit Products

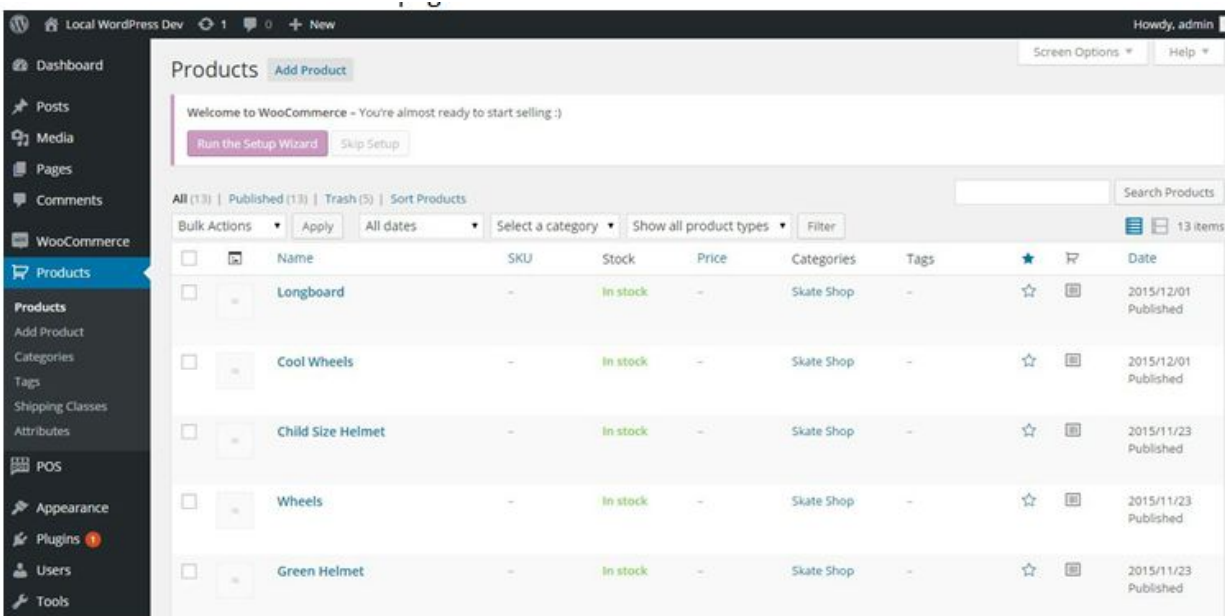
1. Click on the Menu button



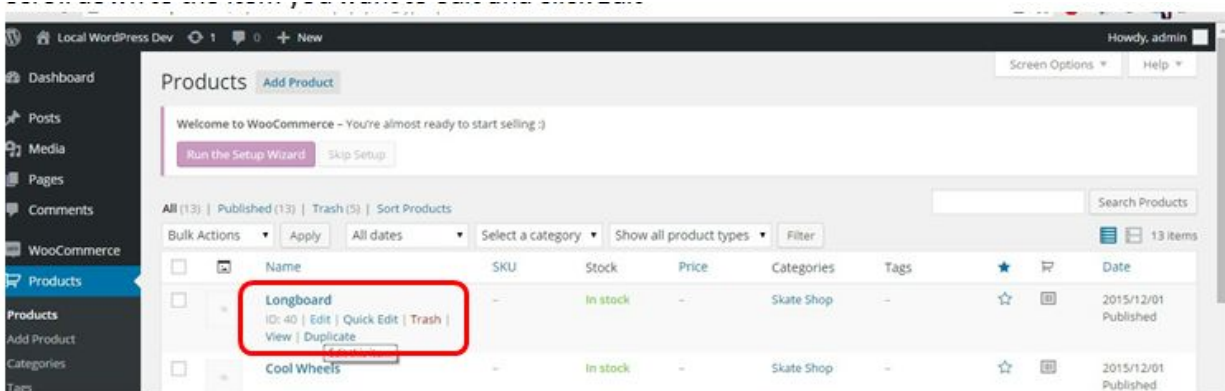
2. Click the Products button



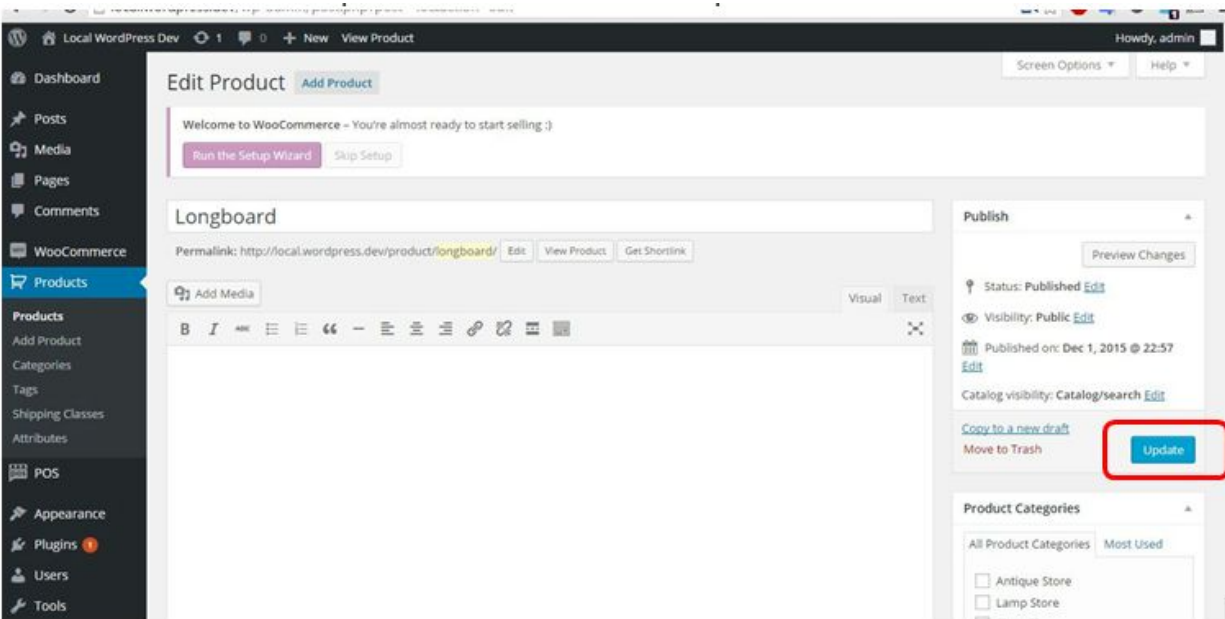
3. You will be taken to the Products page



4. Scroll down to the item you want to edit and click Edit



5. Choosing Edit will take you to the Edit Product page



6. Make all desired edits to the product information and click Update when finished

7. Return to the POS. Your changes will now be visible