

How to Start a WordPress E-commerce site using WooCommerce



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#WCMIA

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Agenda

- Preparation
- Installation
- Settings
- Products
- Other



Preparation

- Paperwork
 - Business license
 - Seller's permit
 - Sales tax
- Server requirement
 - PHP 5.2.4 or greater (WordPress)
 - MySQL 5.0 or greater (WordPress)
 - The mod_rewrite Apache module (for permalinks) (WordPress)
 - fsockopen support (for payment gateway IPN access)
 - An SSL certificate if you choose to install any direct payment gateways (optional)
 - Some plugins for WooCommerce require cURL (optional)
 - Some plugins for WooCommerce require SOAP (optional)
- Installing WordPress
 - http://codex.wordpress.org/Installing_WordPress
- Installing a theme
 - https://codex.wordpress.org/Using_Themes
 - WooCommerce compatible

Agenda

- Preparation
- Installation
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- Products
- Other



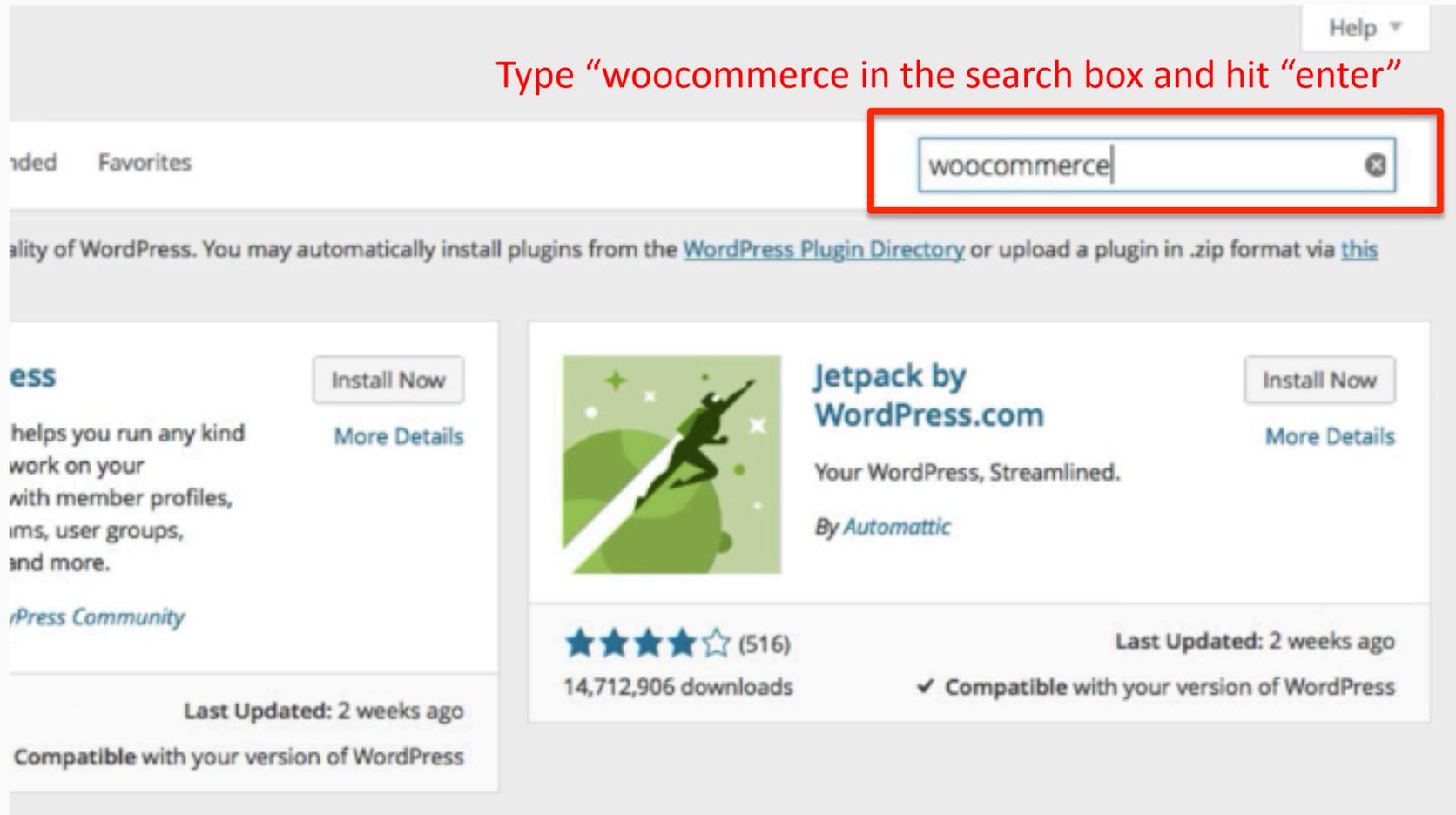
Installation – Finding WooCommerce

Go to Plugins and Add New

The screenshot shows the WordPress dashboard interface. On the left, a dark navigation menu lists various sections: Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The 'Plugins' section is highlighted, and a sub-menu is open, showing 'Installed Plugins', 'Add New', and 'Editor'. A red arrow points from the text 'Go to Plugins and Add New' to the 'Add New' option in the sub-menu. The main content area of the dashboard is partially visible, showing a 'Customize Your Site' button, a 'Write your first blog post' button, and a 'Quick Draft' section with a 'Save Draft' button. Below the 'Add New' option, there is a section for 'Activity' with a list of recent posts.

Installation – Finding WooCommerce

Type “woocommerce” in the search box and hit “enter”



The screenshot shows the WordPress plugin search interface. At the top right, there is a 'Help' dropdown menu. Below it, a search box contains the text 'woocommerce' and is highlighted with a red border. Below the search box, there is a navigation bar with 'Added' and 'Favorites' tabs. The main content area displays search results for 'woocommerce'. The first result is 'Jetpack by WordPress.com' by Automattic. It features a green icon of a person running on a globe. The text for this plugin includes 'Your WordPress, Streamlined.' and 'By Automattic'. There are buttons for 'Install Now' and 'More Details'. Below the plugin name, there are 4.5 stars (516 reviews), 14,712,906 downloads, and a checkmark indicating compatibility with the current version of WordPress. The last updated date is '2 weeks ago'. To the left of the Jetpack plugin, there is a partially visible plugin card for 'ess' with a description: 'helps you run any kind work on your with member profiles, ims, user groups, and more.' and a 'WordPress Community' link. It also has 'Install Now' and 'More Details' buttons and a 'Last Updated: 2 weeks ago' status.



Installation – Finding WooCommerce

Add Plugins [Upload Plugin](#)

Search Results [Featured](#) [Popular](#) [Recommended](#) [Favorites](#)

1,34



**WooCommerce -
excelling eCommerce**

WooCommerce is a powerful,
extendable eCommerce plugin that
helps you sell anything. Beautifully.

By *WooThemes*

★★★★☆ (665)
6,537,105 downloads

Last Updated: 2 weeks ago

✓ Compatible with your version of WordPress

[Install Now](#)
[More Details](#)



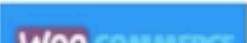
**WooCommerce
Guys Swiss Kn**

A Swiss Knife for Wo

By *Uli Hake*

★★★★★ (61)
92,269 downloads

✓ Compa



WooCommerce German

[Install Now](#)



WooCommerce

Click "install now" on the WooCommerce plugin

Installation – Finding WooCommerce

Add Plugins [Upload Plugin](#)

Search Results [Featured](#) [Popular](#) [Recommended](#) [Favorites](#)

1,34



WooCommerce -
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WooCommerce
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By Uli Hake

(61)

✓ Compa

[Install Now](#)



WooCommerce German

[Install Now](#)



WooCommerce

Click "OK" to install the plugin

http://videos.dev
Are you sure you want to install this plugin?

Cancel [OK](#)

Installation – WooCommerce Activation

Installing Plugin: WooCommerce - excelling eCommerce 2.3.5

Downloading install package from <https://downloads.wordpress.org/plugin/woocommerce.2.3.5.zip...>

Unpacking the package...

Installing the plugin...

Successfully installed the plugin WooCommerce - excelling eCommerce 2.3.5.

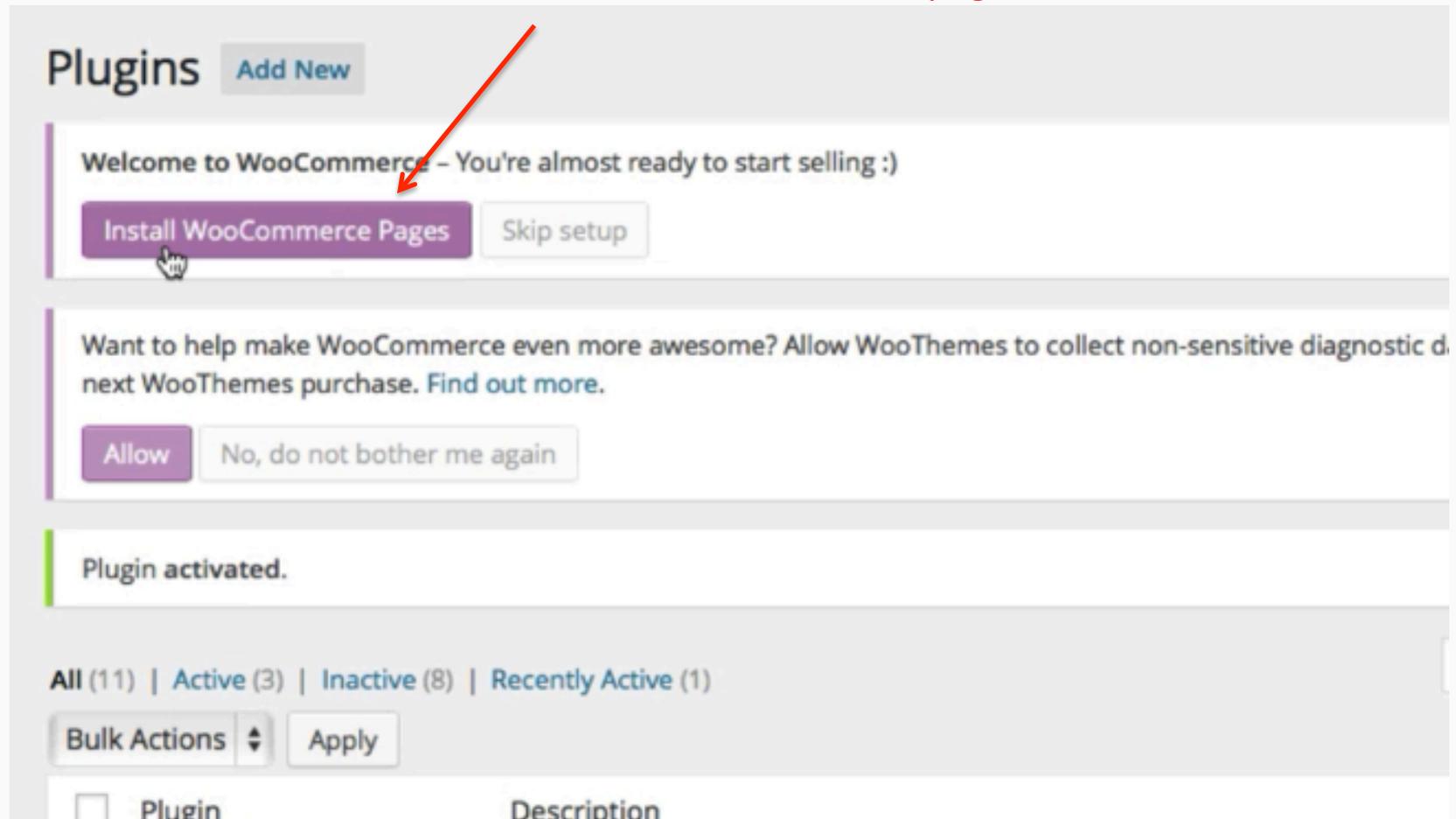
[Activate Plugin](#) | [Return to Plugin Installer](#)



Click “Activate Plugin” to activate the plugin

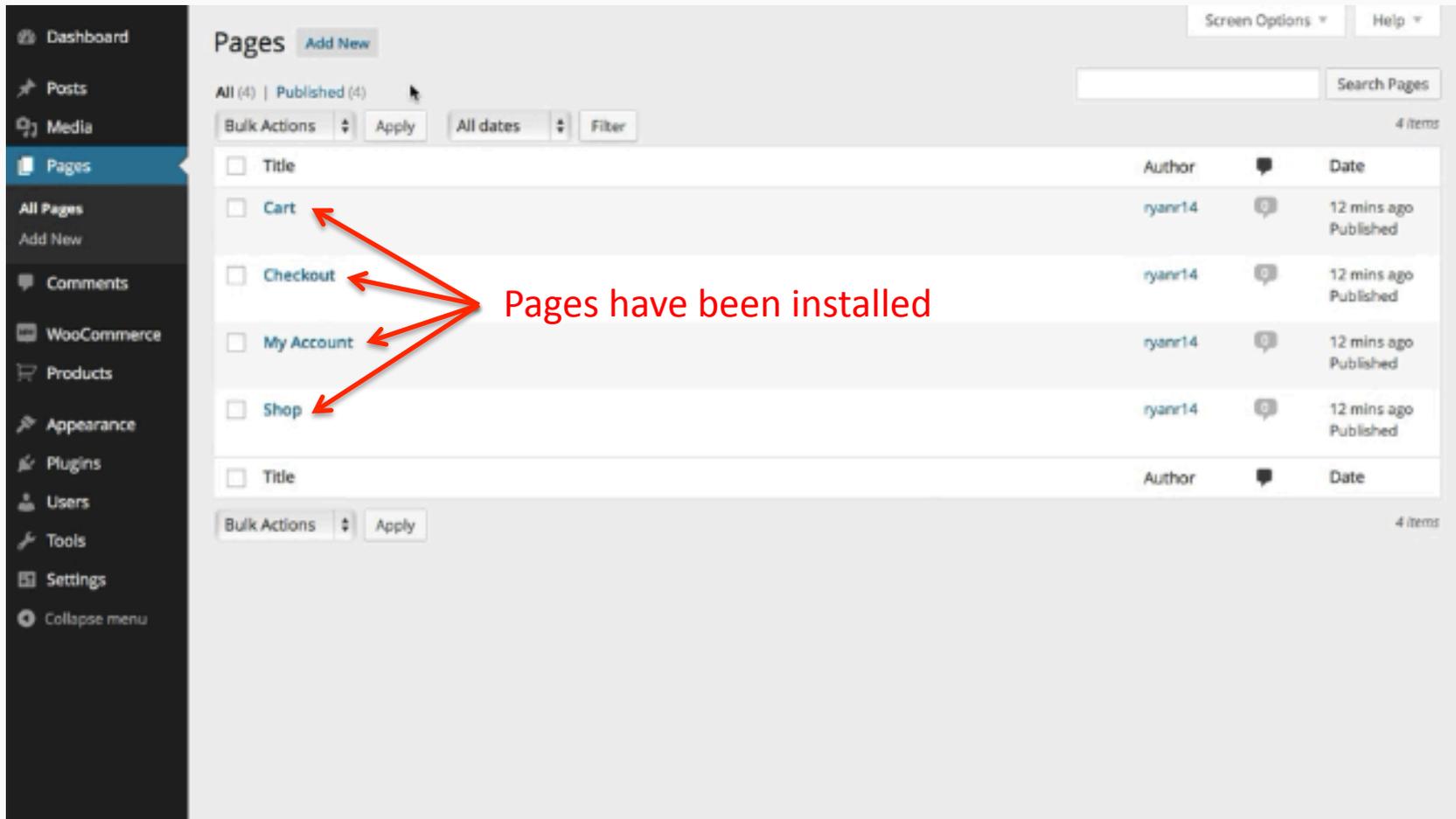
Installation – WooCommerce Activation

Click “Install WooCommerce Pages” to install the default WooCommerce pages



The screenshot shows the WordPress 'Plugins' page. At the top, there is a 'Plugins' header with an 'Add New' button. Below this, a message reads 'Welcome to WooCommerce – You're almost ready to start selling :)'. Two buttons are visible: 'Install WooCommerce Pages' (highlighted in purple) and 'Skip setup'. A red arrow points from the text above to the 'Install WooCommerce Pages' button. Below the welcome message, there is a section asking for permission to collect diagnostic data, with 'Allow' and 'No, do not bother me again' buttons. A green notification bar states 'Plugin activated.'. At the bottom, there are filters for 'All (11)', 'Active (3)', 'Inactive (8)', and 'Recently Active (1)', along with 'Bulk Actions' and 'Apply' buttons. The table below has columns for 'Plugin' and 'Description'.

Installation – WooCommerce Activation



The screenshot shows the WordPress admin interface for the 'Pages' section. The left sidebar contains a menu with 'Pages' highlighted. The main content area shows a list of pages under the heading 'Pages' with an 'Add New' button. The list includes four pages: 'Cart', 'Checkout', 'My Account', and 'Shop', all published by 'ryanr14' 12 minutes ago. A red text annotation 'Pages have been installed' with four arrows points to the 'Cart', 'Checkout', 'My Account', and 'Shop' entries. The table has columns for 'Title', 'Author', and 'Date'. Below the list, there are 'Bulk Actions' and 'Apply' buttons, and a '4 items' count.

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	Cart	ryanr14	12 mins ago Published
<input type="checkbox"/>	Checkout	ryanr14	12 mins ago Published
<input type="checkbox"/>	My Account	ryanr14	12 mins ago Published
<input type="checkbox"/>	Shop	ryanr14	12 mins ago Published
<input type="checkbox"/>	Title	Author	Date

Installation – Cart Page

Cart

	PRODUCT	PRICE	QUANTITY	TOTAL
	 Patient Ninja	£35.00	<input type="text" value="1"/>	£35.00

Coupon code [Apply Coupon](#) [Update Cart](#)

You may be interested in...



Happy Ninja
★★★★☆
£35.00
[Add to cart](#)

Cart Totals

Subtotal	£35.00
Shipping	Free Shipping Calculate Shipping
Total	£35.00

[Proceed to Checkout →](#)

Installation – Checkout Page

Checkout

Returning customer? [Click here to login](#)

Have a coupon? [Click here to enter your code](#)

Billing Details

Country *
United Kingdom (UK)

First Name * Last Name *

Company Name

Address *
Street address
Apartment, suite, unit etc. (optional)

Town / City *
Town / City

County Postcode *
Postcode

Email Address * Phone *

Create an account?

Ship to a different address? ⓘ

Country *
United Kingdom (UK)

First Name * Last Name *

Company Name

Address *
Street address
Apartment, suite, unit etc. (optional)

Town / City *
Town / City

County Postcode *
Postcode

Order Notes
Notes about your order, e.g. special notes for delivery.

Your order

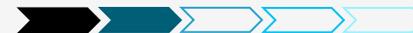
PRODUCT	TOTAL
Patient Nips x 1	£35.00
Subtotal	£35.00
Shipping	Free Shipping
Total	£35.00

Direct Bank Transfer
Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order won't be shipped until the funds have cleared in our account.

Cheque Payment

PayPal **What is PayPal?**

Place order



Installation – My Account Page

The screenshot displays a 'My Account' page within a storefront. The page is divided into several sections:

- Storefront Header:** Includes the site name 'Storefront', a tagline 'Just another WooThemes Demo site', a 'My Account' link, and a search bar.
- Navigation:** A menu with links for 'Blog', 'Shop', 'Sample Page', and 'Pricing Tables'.
- Breadcrumbs:** Shows the current location as 'Home / My Account'.
- My Account Section:** A heading for the account page.
- Login Form:** Contains fields for 'Username or email address' and 'Password', a 'Login' button, a 'Remember me' checkbox, and a 'Lost your password?' link.
- Cart Section:** Displays a single item 'Patient Ninja' for £35.00, a subtotal of £35.00, and buttons for 'View Cart' and 'Checkout'.
- Recent Posts Section:** Lists five recent blog posts with their titles and dates.



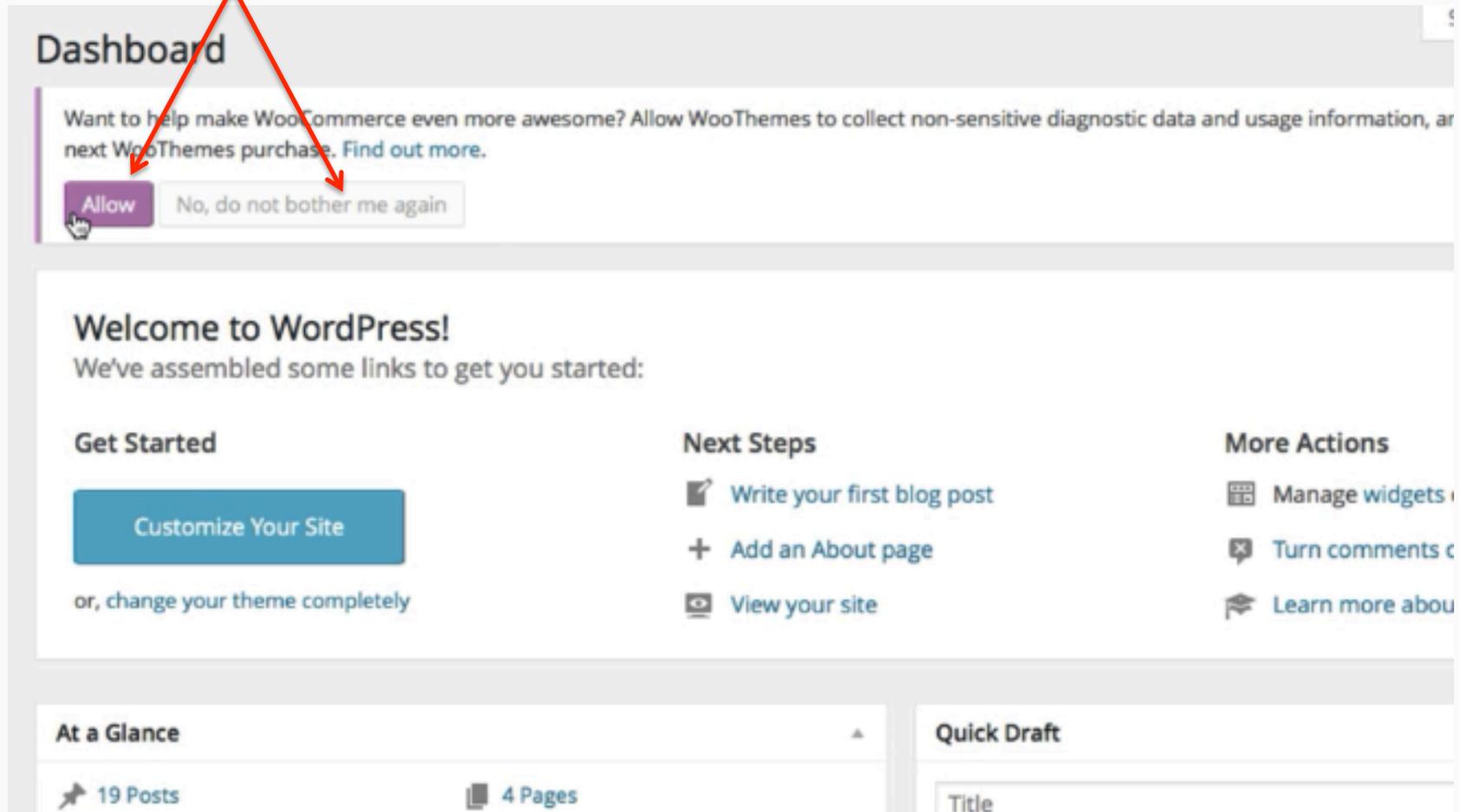
Installation – Shop Page

The screenshot shows a storefront page for 'Hoodies'. At the top, there is a navigation bar with 'Storefront' (Just another WooCommerce Demo site), 'My Account', and a search bar. Below the navigation, there are links for 'Blog', 'Shop', 'Sample Page', and 'Pricing Tables'. The main content area is titled 'Hoodies' and shows a grid of six hoodie products. Each product card includes an image, a name, a star rating, a price, and an 'Add to cart' button. The products are: 'Happy Ninja' (grey, 3 stars, £35.00), 'Ninja Silhouette' (black, 4 stars, £35.00), 'Patient Ninja' (grey, 5 stars, £35.00), 'Ship Your Idea' (black, 4 stars, £35.00-£35.00), 'Woo Logo' (dark blue, 4 stars, £35.00), and 'Woo Ninja' (red, 5 stars, £35.00). To the right of the product grid, there is a 'Cart' section (empty), a 'Filter by color' section (Black (1), Blue (1)), a search bar, a 'Recent Posts' section with three article titles, a 'Recent Comments' section with three comments, and an 'Archives' section with two dates. At the bottom of the product grid, there is a 'Default sorting' dropdown and 'Showing all 6 results'.



Installation – WooCommerce Activation

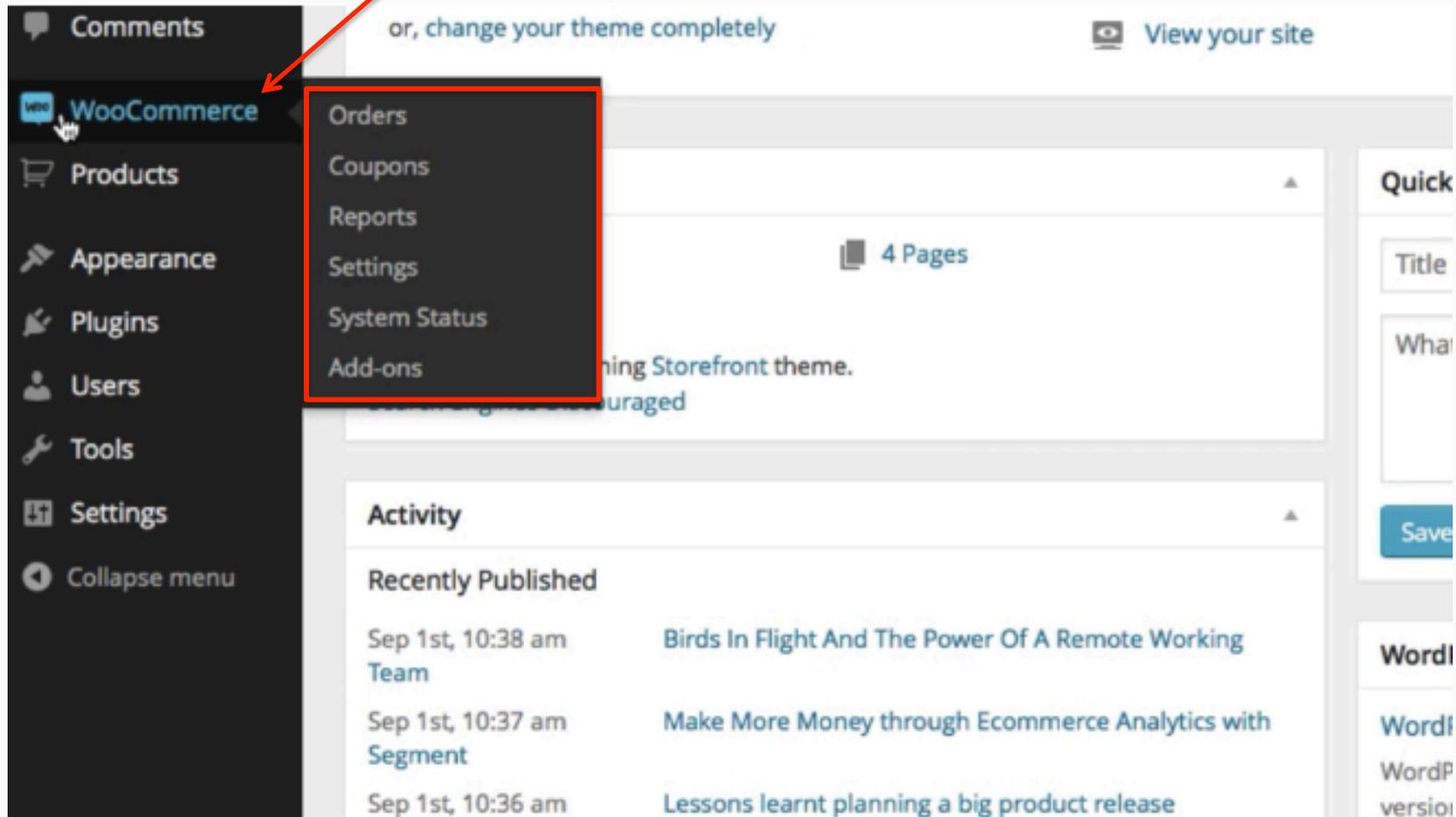
Click “Allow” if you allow WooThemes to collect non-sensitive data for diagnostic purposes or “No, do not bother me again” if otherwise.



The screenshot shows the WordPress dashboard interface. At the top, there is a notification box with the text: "Want to help make WooCommerce even more awesome? Allow WooThemes to collect non-sensitive diagnostic data and usage information, at next WooThemes purchase. Find out more." Below this text are two buttons: "Allow" (highlighted with a red arrow) and "No, do not bother me again". Below the notification box, the dashboard content includes a "Welcome to WordPress!" message, a "Get Started" section with a "Customize Your Site" button, and a "Next Steps" section with links for "Write your first blog post", "Add an About page", and "View your site". There is also a "More Actions" section with links for "Manage widgets", "Turn comments on", and "Learn more about". At the bottom, there are two widgets: "At a Glance" showing "19 Posts" and "4 Pages", and "Quick Draft" with a "Title" input field.

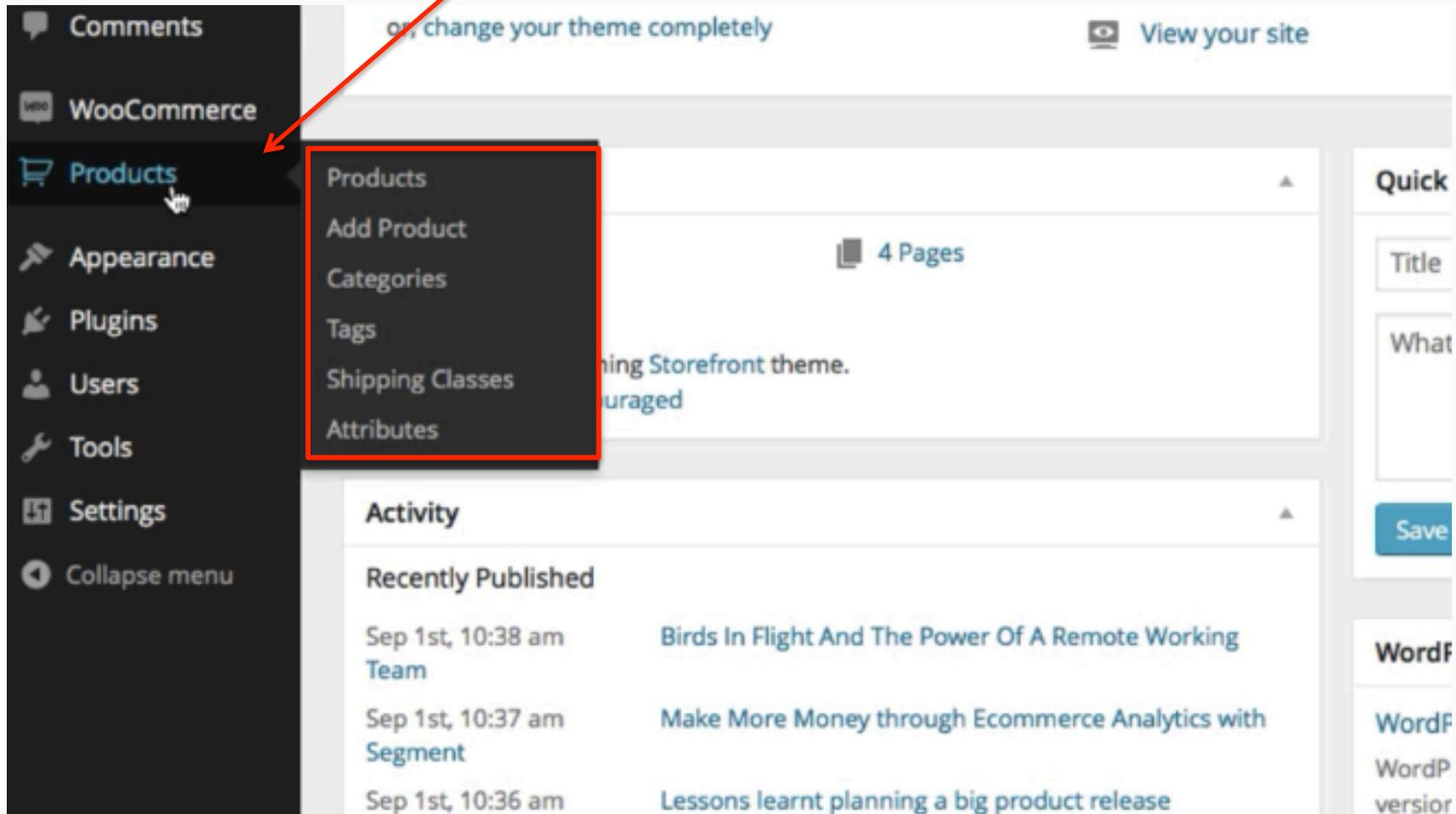
Installation – Changes to the Sidebar

Once WooCommerce is installed, you will see it on the sidebar and its different components.



Installation – Changes to the Sidebar

Products and its components are also installed on the sidebar.

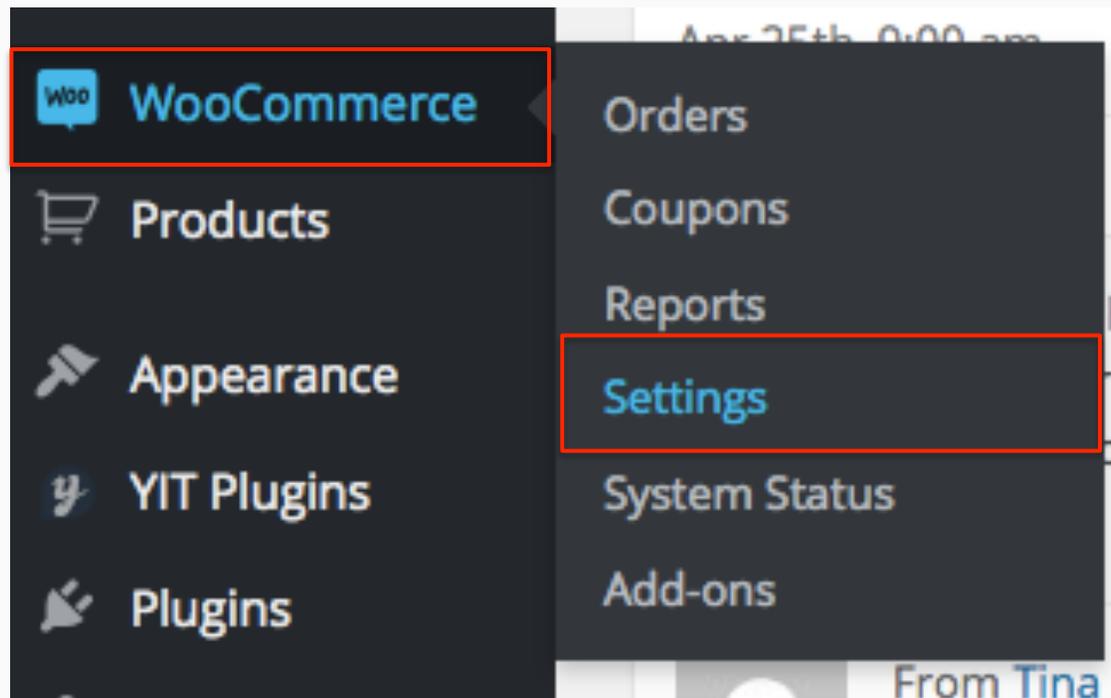


Agenda

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- Settings
- Products
- Other



Settings – General Options



Settings – General Options

General Options

Base Location

Selling Location(s)

Default Customer Address
Note: If you choose to Geolocate the user address, the [Mapbox Geolite Database](#) will be periodically downloaded and stored in your wp-content directory.

Store Notice Enable site-wide store notice text

Store Notice Text

API Enable the REST API

Currency Options

The following options affect how prices are displayed on the frontend.

Currency

Currency Position

Thousand Separator

Decimal Separator

Number of Decimals

- **Shop base address** will let the system assume they are in the same location as your shop.
- **No address** will give them no location – taxes won't be calculated.
- **Geolocate address** will verify where they are currently located and calculate taxes accordingly. (New in WC 2.3+)

You can enable it to access your store data from outside of WordPress, for example from the WooCommerce iOS app or other external apps.



Settings – Products - General

General | **Products** | Tax | Checkout | Shipping | Accounts | Emails | Webhooks

General | Display | Inventory | Downloadable Products

Measurements

Weight Unit

Dimensions Unit

Reviews

Product Ratings

- Enable ratings on reviews
- Ratings are required to leave a review
- Show "verified owner" label for customer reviews
- Only allow reviews from "verified owners"

[Save changes](#)

Settings – Products – Display

The screenshot shows the 'Settings – Products – Display' page. At the top, there are tabs for 'General', 'Products', 'Tax', 'Checkout', 'Shipping', 'Accounts', 'Emails', and 'Webhooks'. Below these, there are sub-tabs for 'General', 'Display', 'Inventory', and 'Downloadable Products'. The 'Display' sub-tab is active. The main section is titled 'Shop & Product Pages' and contains several settings:

- Shop Page:** A dropdown menu set to 'Shop'.
- Shop Page Display:** A dropdown menu set to 'Show products'.
- Default Category Display:** A dropdown menu set to 'Show products'.
- Default Product Sorting:** A dropdown menu set to 'Default sorting (custom ordering + name)'. A red box highlights this dropdown, and a red arrow points to it from the text 'Select to show products, subcategories or both'.
- Add to cart behaviour:** Two checkboxes: 'Redirect to the cart page after successful addition' (unchecked) and 'Enable AJAX add to cart buttons on archives' (checked).

A red box highlights the 'Default Product Sorting' dropdown menu, and a red arrow points to it from the text 'Select to show products, subcategories or both'. The dropdown menu options are:

- Default product sorting (custom ordering + name)
- Popularity (sales)
- Average rating
- Sort by most recent
- Sort by price (asc/dec)

Settings – Products

Product Images

These settings affect the display and dimensions of images in your catalog – the display on the front-end will still be affected. You may need to [regenerate your thumbnails](#).

Catalog Images

× px Hard Crop?

Single Product Image

× px Hard Crop?

Product Thumbnails

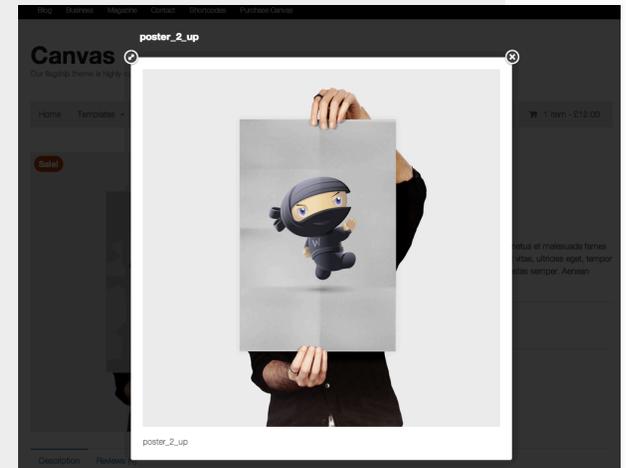
× px Hard Crop?

Product Image Gallery

Enable Lightbox for product images

Include WooCommerce's lightbox. Product gallery images will open in a lightbox.

Save changes



Settings – Products – Inventory

General | Products | Tax | Checkout | Shipping | Accounts | Emails | Webhooks

General | Display | **Inventory** | Downloadable Products

Inventory

Manage Stock Enable stock management

Hold Stock (minutes) Hold stock (for unpaid orders) for x minutes. When this limit is reached, t

Notifications Enable low stock notifications
 Enable out of stock notifications

Notification Recipient

Low Stock Threshold

Out Of Stock Threshold

Out Of Stock Visibility Hide out of stock items from the catalog

Stock Display Format

- Always show stock – eg. "12 in stock"
- Only show stock when low – eg. "Only 2 left in stock" vs. "In stock"
- Never show stock amount

Settings – Products – Downloadable Products

- **Force Downloads** – Files are 'forced' to download via a PHP script. The files shouldn't be accessible to anyone but purchasers and direct links are hidden.
- **X-Accel-Redirect/X-Sendfile** – This is similar to 'forced' above, however it has much better performance and can support larger files. This option requires that your hosting provider supports either X-Sendfile or X-Accel-Redirect so you will need to check with them first.
- **Redirect only** – Download links simply link the user to the file. Files are not protected from outside access.

General | **Products** | Tax | Checkout | Shipping

General | Display | Inventory | **Downloadable Products**

Downloadable Products

File Download Method ⓘ Force Downloads

Access Restriction

Downloads require login
This setting does not apply to guest purchases.

Grant access to downloadable products after payment
Enable this option to grant access to downloads when orders are "processing", rather than "completed".

Save changes

Settings – Tax – Tax Options

General Products **Tax** Checkout Shipping Accounts Emails Webhooks

Tax Options | Standard Rates | Reduced Rate Rates | Zero Rate Rates

Tax Options

Enable Taxes Enable taxes and tax calculations

Prices Entered With Tax Yes, I will enter prices inclusive of tax
 No, I will enter prices exclusive of tax

Calculate Tax Based On:

Shipping Tax Class:

Rounding Round tax at subtotal level, instead of rounding per line

Additional Tax Classes

Display Prices in the Shop:

Display Prices During Cart and Checkout:

Price Display Suffix:

Display Tax Totals:

[Save changes](#)

Enable Taxes by checking the box

- Customer billing address
- Customer shipping address (default), which is found under the General tab
- Store base address

Shipping tax class based on cart items
Standard

As a single total
Itemized

Settings – Tax – Standard Rates

1. Enter your country code. For example: US

3. Enter your zip code. For example: 33139

7. Enter a priority if you have multiple tax rates

9. Check if tax also applies to shipping

5. Enter your tax rate

Tax Rates for the "Standard" Class

Define tax rates for countries and states below. [See here](#) for available alpha-2 country codes.

Country Code [?]	State Code [?]	ZIP/Postcode [?]	City [?]	Rate % [?]	Tax Name [?]	Priority [?]	Compound [?]	Shipping [?]
GB	*	*	*	20.0000	VAT	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Insert row Remove selected row(s) Import CSV Export CSV

2. Enter your state code. For example: FL

4. Enter your city. For example: Miami

6. Enter a tax name

8. Check if tax is compounded



Settings – Checkout – Checkout Options

General | Products | Tax | **Checkout** | Shipping | Accounts | Emails | Webhooks

Checkout Options | PayPal | Simplify Commerce | Cheque | BACS | Cash on Delivery

Checkout Process

Coupons Enable the use of coupons
Coupons can be applied from the cart and checkout pages.

Checkout Enable guest checkout
Allows customers to checkout without creating an account.

Force secure checkout  **Highly Recommended if SSL Certificate is in place.**
Force SSL (HTTPS) on the checkout pages (an SSL Certificate is required).

Settings – Checkout – Checkout Options (cont'd)

Checkout Pages

These pages need to be set so that WooCommerce knows where to send users to checkout.

Cart Page



Cart



Checkout Page



Checkout



Terms and Conditions



Terms and Conditions



Settings – Checkout – Checkout Options (cont'd)

Checkout Endpoints

Endpoints are appended to your page URLs to handle specific actions during the checkout process. They should be unique.

Pay



Order Received



Add Payment Method



Settings – Checkout – Checkout Options (cont'd)

Default	Gateway	Gateway ID	Status	
<input type="radio"/>	Direct Bank Transfer	bacs	✓	Settings
<input type="radio"/>	Pay via Cheque	cheque	✓	Settings
<input type="radio"/>	Cash on Delivery	cod	-	Settings
<input checked="" type="radio"/>	PayPal	paypal	✓	Settings
<input type="radio"/>	Credit card	simplify_commerce	-	Settings

Drag-and-drop: move the payment method up and down to set priority

Settings – Checkout – PayPal

General | Products | Tax | **Checkout** | Shipping | Accounts | Emails

Checkout Options | BACS | Cheque | Cash on Delivery | **PayPal** | Simplify Commerce

PayPal

PayPal standard works by sending the user to PayPal to enter their payment information.

Enable/Disable Enable PayPal standard

Title ⓘ

Description ⓘ

PayPal Email ⓘ

Enable PayPal by checking the box

Settings – Checkout – PayPal (cont'd)

Log PayPal events, such as IPN requests, inside `/Applications/MAMP/htdocs/gitwooplugins/wp-content/uploads/wc-logs/`

Advanced options

Receiver Email

PayPal Identity Token

Invoice Prefix

Shipping Details Send shipping details to PayPal instead of billing.

Settings – Checkout – Simplify Commerce

General Products Tax **Checkout** Shipping Accounts Emails Webhooks Help ▾

[Checkout Options](#) | [PayPal](#) | [Simplify Commerce](#) | [BACS](#) | [Cheque](#) | [Cash on Delivery](#)

Simplify Commerce by Mastercard

Getting started

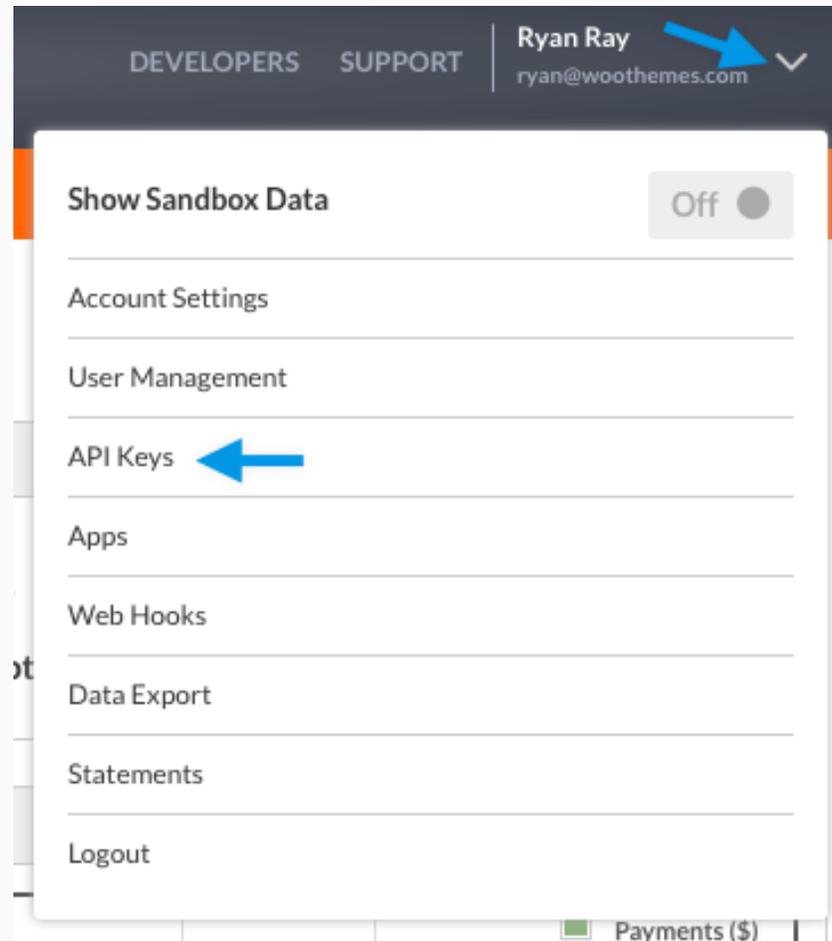
Simplify Commerce is your merchant account and payment gateway all rolled into one. Choose Simplify Commerce as your WooCommerce payment gateway to get access to your money quickly with a powerful, secure payment engine backed by MasterCard.

[Sign up for Simplify Commerce](#) [Learn more](#)

SIMPLIFY
commerce
by MasterCard

There are other paid credit card payment extensions such as Authorize.net CIM and they have similar settings.

Settings – Checkout – Simplify Commerce (cont'd)



Settings – Shipping – Shipping Options

General | Products | Tax | Checkout | **Shipping** | Accounts | Emails | Webhooks

Shipping Options | Flat Rate | Free Shipping | International Delivery | Local Delivery | Local Pickup | USPS

Shipping Options

Shipping Calculations

- Enable shipping
- Enable the shipping calculator on the cart page
- Hide shipping costs until an address is entered

Shipping Display Mode

- Display shipping methods with "radio" buttons
- Display shipping methods in a dropdown

Shipping Destination

- Default to shipping address
- Default to billing address
- Only ship to the users billing address

Restrict shipping to Location(s)

Ship to all countries you sell to

Choose which countries you want to ship to, or choose to ship to all [locations you sell to](#).



Settings – Shipping – Shipping Options (cont'd)

Shipping Methods

Default	Name	ID	Status	
<input type="radio"/>	Flat Rate	flat_rate	-	Settings
<input checked="" type="radio"/>	Free Shipping	free_shipping	✓	Settings
<input type="radio"/>	International Delivery	international_delivery	-	Settings
<input type="radio"/>	Local Delivery	local_delivery	-	Settings
<input type="radio"/>	Local Pickup	local_pickup	-	Settings
<input type="radio"/>	USPS	usps	✓	Settings
<input type="radio"/>	Automatic [?]	<i>Drag and drop the above shipping methods to control their display order.</i>		

Save changes

Drag-and-drop: move the shipping method up and down to set priority

Settings – Shipping – Free Shipping

Shipping Options | Flat Rate | **Free Shipping** | Local Delivery | International Delivery | Local Pickup

Free Shipping

Enable/Disable Enable Free Shipping

Method Title

Method availability

Free Shipping Requires...

Minimum Order Amount

[Save changes](#)

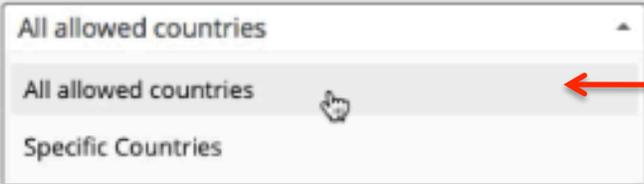
Settings – Shipping – Free Shipping (cont'd)

Shipping Options | Flat Rate | **Free Shipping** | Local Delivery | International Delivery | Local Pickup

Free Shipping

Enable/Disable Enable Free Shipping

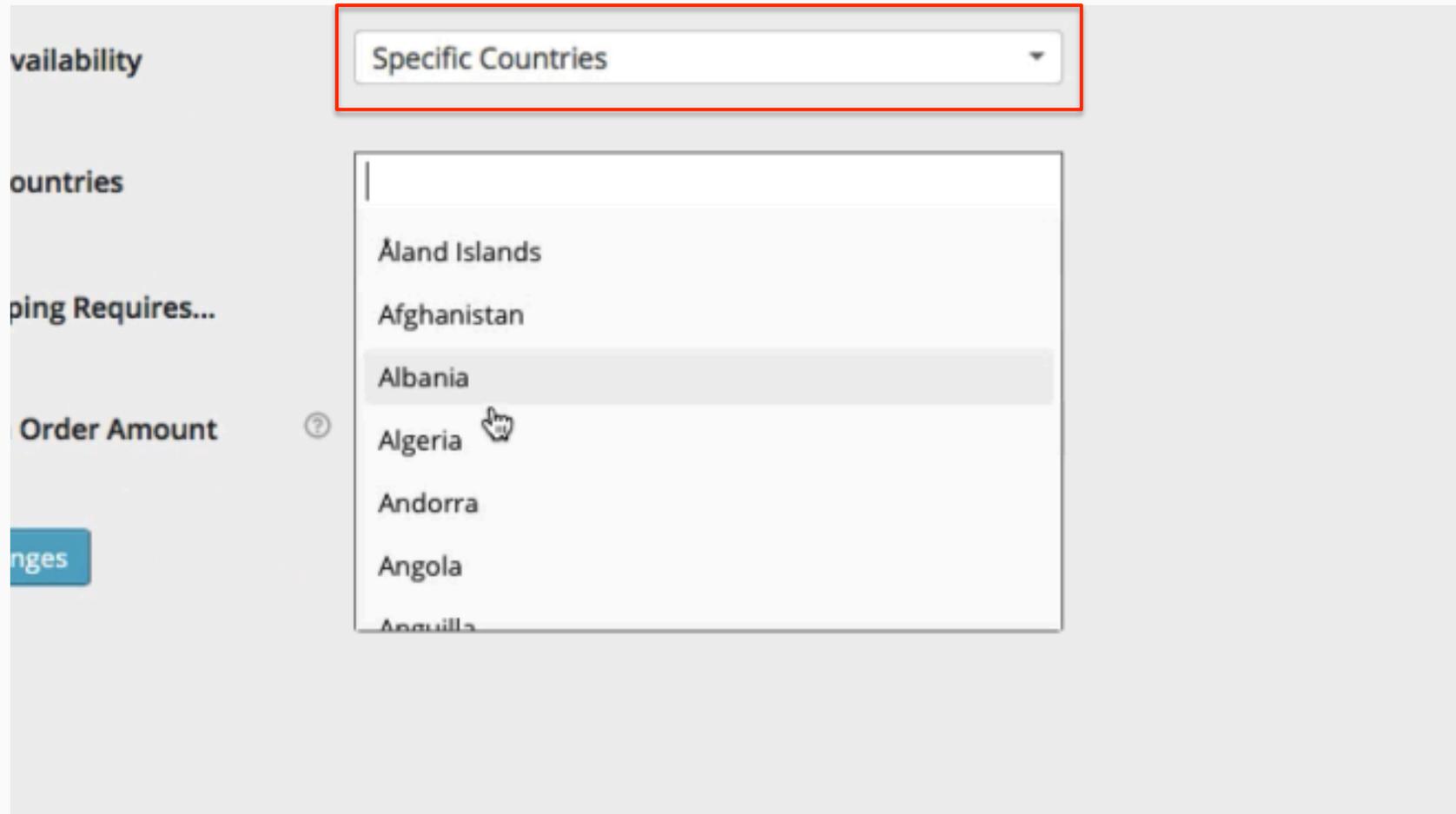
Method Title ⓘ Free Shipping  Enter a title

Method availability  Select the country(s) that is allowed for free shipping

Free Shipping Requires...

Minimum Order Amount ⓘ 0

Settings – Shipping – Free Shipping (cont'd)



Settings – Shipping – Free Shipping (cont'd)

The screenshot shows a settings interface for shipping. On the left, there are labels for 'Countries', 'Shipping Requires...', and 'Order Amount'. A dropdown menu is open, displaying several options. A red arrow points to the second 'N/A' option, with the text 'Select free shipping requirement' next to it.

Countries: Select some countries

Shipping Requires...
Order Amount

es

Dropdown menu options:

- N/A
- N/A
- A valid free shipping coupon
- A minimum order amount (defined below)
- A minimum order amount OR a coupon
- A minimum order amount AND a coupon

Select free shipping requirement

Settings – Shipping – Flat Rate

General | Products | Tax | Checkout | **Shipping** | Accounts | Emails | Webhooks

Shipping Options | **Flat Rate** | Free Shipping | Local Delivery | International Delivery | Local Pickup

Flat Rate

Flat rates let you define a standard rate per item, or per order.

Enable/Disable Enable this shipping method

Method Title

Availability

Tax Status

Cost per order

Additional Costs

Additional costs can be added below - these will all be added to the per-order cost above.

Costs Added...

Enable shipping method by checking the box

Select 'Per order', 'per item' or 'per class'

Settings – Shipping – Flat Rate (cont'd)

Add additional rates by adding option name | additional cost [+percentages%] | per cost type (order, class, item)

Additional Rates



Fast | 10 | order

Really Fast | 10 + 20% | order

Settings – Shipping – International Delivery

General Products Tax Checkout **Shipping** Accounts Emails

Shipping Options | Flat Rate | Free Shipping | **International Delivery** | Local Delivery | Local Pickup | FedEx

International Delivery

International delivery based on flat rate shipping.

Enable/Disable Enable this shipping method

Method Title ⓘ International Delivery

Availability Selected countries ▾

Countries Select some countries

Tax Status Taxable ▾

Cost Added... Per Order - charge shipping for the entire order as a whole ▾

Cost ⓘ 0

Handling Fee ⓘ N/A

Minimum Handling Fee ⓘ N/A

Save changes



Settings – Shipping – Local Delivery

General Products Tax Checkout **Shipping** Accounts Emails Webhooks Help ▾

Shipping Options | Flat Rate | Free Shipping | International Delivery **Local Delivery** Local Pickup

Local Delivery

Local delivery is a simple shipping method for delivering orders locally.

Enable Enable local delivery

Title

Fee Type 

Delivery Fee

Allowed Zip/Post Codes
Separate codes with a comma. Accepts wildcards, e.g. P* will match a postcode of PE30. Also accepts a pattern, e.g. NG1___ would match NG1 1AA but not NG10 1AA

Method availability

Specific Countries

Fixed amount

Percentage of cart total

Fixed amount per product



Settings – Shipping – Local Pickup

General Products Tax Checkout Shipping Accounts Emails Help ▾

[Shipping Options](#) | [Flat Rate](#) | [Free Shipping](#) | [International Delivery](#) | [Local Delivery](#) | **Local Pickup**

Local Pickup

Local pickup is a simple method which allows the customer to pick up their order themselves.

Enable Enable local pickup

Title ⓘ

Zip/Post Codes ⓘ

Method availability

Settings – Accounts

General

Products

Tax

Checkout

Shipping

Accounts

Emails

Webhooks

Account Pages

These pages need to be set so that WooCommerce knows where to send users to access account related functionality.

My Account Page



My Account



Settings – Accounts (cont'd)

My Account Endpoints

Endpoints are appended to your page URLs to handle specific actions on the accounts pages. They should be unique.

View Order	<input type="text" value="view-order"/>
Edit Account	<input type="text" value="edit-account"/>
Edit Address	<input type="text" value="edit-address"/>
Lost Password	<input type="text" value="lost-password"/>
Logout	<input type="text" value="customer-logout"/>

Settings – Accounts (cont'd)

Registration Options

Enable Registration

- Enable registration on the "Checkout" page
- Enable registration on the "My Account" page
- Display returning customer login reminder on the "Checkout" page

Account Creation

- Automatically generate username from customer email
- Automatically generate customer password

Save changes

Settings – Emails – Email Options

General Products Tax Checkout Shipping Accounts **Emails** Webhooks

[Email Options](#) | [New order](#) | [Cancelled order](#) | [Processing order](#) | [Completed order](#) | [Customer invoice](#) | [Customer New account](#)

Email Sender Options

The following options affect the sender (email address and name) used in WooCommerce emails.

"From" Name

"From" Email Address

Settings – Emails – Email Options (cont'd)

Email Template

This section lets you customise the WooCommerce emails. [Click here to preview your email template.](#) For more advanced control copy `woocommerce/templates/emails/` to `yourtheme/woocommerce/emails/`.

Header Image Enter a URL to an image you want to show in the email's header. Upload your image using the [media uploader](#).

Email Footer Text The text to appear in the footer of WooCommerce emails.

Base Colour The base colour for WooCommerce email templates. Default `#557da1`.

Background Colour The background colour for WooCommerce email templates. Default `#f5f5f5`.

Email Body Background Colour The main body background colour. Default `#fdfdfd`.

Email Body Text Colour The main body text colour. Default `#505050`.



Settings – Emails – Email Sample

New Customer Order

Hi Hiro,

You have received an order from Woo Ninja:

Order: #2274 (2nd April 2014)

Product	Quantity	Price
Woo Album #1	1	\$7.65
Total		\$7.65

Store Credit / Gift Card Balance:

- 533c67c6da0f2 — \$134.70

No records found

Customer details

Email: ninjatime@woothemes.com

Tel: 098-765-4321

Billing address	Shipping address
Woo Ninja 123 Woo Lane Austin, Texas 00000	Woo Ninja 123 Woo Lane Austin, Texas 00000

WooLocal – Powered by WooCommerce



Settings – Emails – New Order

General Products Tax Checkout Shipping Accounts **Emails** Webhooks Help ▾

Email Options | **New order** | Cancelled order | Processing order | Completed order | Customer invoice | Customer note | Reset password | New account

New order

New order emails are sent when an order is received.

Enable/Disable Enable this email notification

Recipient(s)
Enter recipients (comma separated) for this email. Defaults to `ryanraj@me.com`.

Subject
This controls the email subject line. Leave blank to use the default subject: `[[site_title]] New customer order {{order_number}} - {{order_date}}`.

Email Heading
This controls the main heading contained within the email notification. Leave blank to use the default heading: `New customer order`.

Email type
Choose which format of email to send.

HTML template

To override and edit this email template copy `woocommerce/templates/emails/admin-new-order.php` to your theme folder: `yourtheme/woocommerce/emails/admin-new-order.php`.



Settings - Webhooks

A Webhook is an event notification sent to a URL of your choosing. Users can configure them to cause events on one site to invoke behavior on another.

For more info:
<http://docs.woothemes.com/document/webhooks/>



Agenda

- Preparation
- Installation
- Settings
- Products
- Other



Products – Creating a Product

Hit “Publish” or
“Update” to show the
new or revised product

Enter the product name

Happy Ninja T-Shirt

Permalink: <http://local.wordpress.dev/product/happy-ninja-t-shirt/> Edit View Product Get Shortlink

Add Media Add Form

Visual Text

Paragraph

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque in purus hendrerit, tempor quam eget, pharetra nunc. In sed lectus ac elit blandit congue. Etiam feugiat quam ac cursus suscipit. Morbi elit ex, eleifend in sapien non, convallis interdum neque. Nullam bibendum metus vel mi tempus ultricies. Praesent sed luctus mauris. Donec efficitur orci velit, sed ultricies libero iaculis eget. Sed velit augue, egestas ac accumsan vitae, maximus sed metus. Fusce finibus lorem nec arcu varius, vulputate condimentum lacus condimentum. Donec condimentum, nibh vitae faucibus feugiat, nibh risus sodales nibh, ac cursus erat nisl a elit. Nam auctor sapien diam, eget gravida diam volutpat eu.

Nunc ullamcorper et erat vel vestibulum. Fusce libero erat, laoreet et odio ac, egestas pretium leo. In fringilla elit rutrum molestie tincidunt. Ut mauris lectus, tincidunt id semper ac, tempor ut lectus. Fusce vel purus sit amet metus hendrerit cursus. Vivamus scelerisque id leo id tempor. Proin vitae nisl quis risus egestas suscipit quis a neque. Ut luctus efficitur tempus. Aliquam accumsan id nibh sagittis dignissim.

Word count: 171 Last edited by wp on February 23, 2015 at 11:32 pm

Screen Options Help

Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Published on: Feb 23, 2015 @ 23:32 Edit

Catalog visibility: Catalog/search Edit

Copy to a new draft Move to Trash Update

Product Categories

All Product Categories Most Used

Accessories

Clothing

T-Shirts

+ Add New Product Category

Enter the product description

Create or select a product category(s)

Products – Product Data - General

Product Data — Simple product | Virtual: Downloadable:

General	SKU	<input type="text"/>	← Enter a SKU
Inventory	Regular Price (\$)	<input type="text" value="18"/>	← Enter a regular price
Shipping	Sale Price (\$)	<input type="text"/>	← Enter a sale price if the item is on sale
Linked Products		Schedule	← Schedule a start date and end date for sale
Attributes			
Advanced			

Products – Product Data - Inventory

Product Data — Simple product | Virtual: Downloadable:

General

Inventory

Shipping

Linked Products

Attributes

Advanced

Manage stock? *Enable stock management at product level*

Stock Qty

Allow Backorders? Do not allow
 Allow, but notify customer
 Allow

Stock status

Sold Individually *Enable this to only allow one of this item to be bought in a single order*

Enable stock management by checking the box

Enter number of items in stock

Choose whether backorders are allowed

Choose whether the item is “in stock” or “out of stock”

Products – Product Data – Linked Products

Product Data — Simple product | Virtual: Downloadable:

General | Inventory | Shipping | **Linked Products** | Attributes | Advanced

Up-Sells: silh ?

Cross-Sells: #21 – Ninja Silhouette T-Shirt ?

Grouping: Choose a grouped product... ?

Search for the item(s) you want to upsell

Products – Up-sell Sample

You may also like...



Happy Ninja T-Shirt

\$18.00

Add to cart



Ninja Silhouette T-Shirt

\$20.00

Add to cart

Products – Product Data – Linked Products (cont'd)

Product Data — Simple product | Virtual: Downloadable:

General

Inventory

Shipping

Linked Products

Attributes

Advanced

Up-Sells: × #21 - Ninja Silhouette T-Shirt

Cross-Sells: Search for a product...

Grouping: Choose a grouped product...

Enter the product(s) that is displayed with the cart and related to the user's cart contents.

Installation – Cart Page

Cart

	PRODUCT	PRICE	QUANTITY	TOTAL
	 Patient Ninja	£35.00	<input type="text" value="1"/>	£35.00

Coupon code [Apply Coupon](#) [Update Cart](#)

You may be interested in...



Happy Ninja
★★★★☆
£35.00
[Add to cart](#)

Cart Totals

Subtotal	£35.00
Shipping	Free Shipping Calculate Shipping
Total	£35.00

[Proceed to Checkout →](#)

Products – Product Categories and Tags

Product Categories

All Product Categories Most Used

- Accessories
- Clothing
- T-Shirts

[+ Add New Product Category](#)

— Parent Product Category —

Add New Product Category

Product Tags

Add

Separate Product Tags with commas

⊗ Ninja

[Choose from the most used Product tags](#)

Products – Publishing Options

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Feb 23, 2015 @ 23:32
[Edit](#)

Catalog visibility: **Catalog/search**

Define the loops this product should be visible in. The product will still be accessible directly.

Catalog/search
 Catalog
 Search
 Hidden

Enable this option to feature this product.

Featured Product

[OK](#) [Cancel](#)

[Copy to a new draft](#) [Update](#)

[Move to Trash](#)

- **Catalog and search** – visible everywhere
- **Catalog** – visible in catalog loops, but not search
- **Search** – visible in search results, but not in the catalog (categories/shop page)
- **Hidden** – only visible on the single product page – not in any product loops

Products – Featured Image

The screenshot displays the WooCommerce product edit interface. On the left, a sidebar menu includes 'General', 'Inventory', 'Shipping', 'Linked Products', 'Attributes', and 'Advanced'. The main content area is divided into two columns. The left column contains the 'General' tab with fields for 'Purchase Note', 'Menu order' (set to 0), and 'Enable reviews' (checked). Below this is the 'Product Short Description' section, which includes an 'Add Media' button and a rich text editor with a toolbar. A red arrow points to the text area of the short description editor with the text 'Enter a short description'. The right column contains the 'Product Tags' section with an 'Add' button and a list of tags (currently 'blue'). Below that is the 'Featured Image' section, which has a 'Set featured image' link. A red arrow points to this link with the text 'Click to add a main image for the item'. At the bottom of the right column is the 'Product Gallery' section with an 'Add product gallery images' link. At the very bottom of the page, there is a footer with a 5-star rating request, a version number 'Version 4.1.1', and a decorative arrow graphic.

Enter a short description

Click to add a main image for the item

If you like WooCommerce please leave us a ★★★★★ rating. A huge thank you from WooThemes in advance!

Version 4.1.1

Set Up Products – Product Gallery

The screenshot displays the WooCommerce product edit interface. On the left is a dark sidebar with 'Settings' and 'Collapse menu' options. The main content area is divided into several sections: 'Shipping' (Menu order: 0, Enable reviews: checked), 'Product Short Description' (with an 'Add Media' button and a rich text editor), 'Product tags' (with an 'Add' button and a list of tags including 'blue'), 'Featured Image' (showing a person holding a sign with a cartoon character), and 'Product Gallery' (with a link to 'Add product gallery images'). A red arrow points from the text 'Click to add other images for the item' to the 'Add product gallery images' link. At the bottom, there is a footer with a 5-star rating request and the version number '4.1.1'.

Click to add other images for the item

Remove featured image

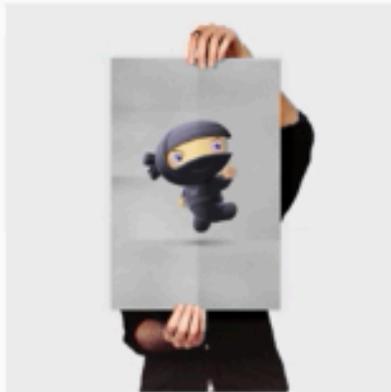
Add product gallery images

If you like WooCommerce please leave us a ★★★★★ rating. A huge thank you from WooThemes in advance!

Version 4.1.1

Products – Product Sample

Featured image



Short Description

SALE!
Flying Ninja
~~\$14.02~~ \$10.99 including Sales Tax
15 in stock

Add to cart

SKU: WOO123.
Category: Posters.
Tag: blue.

Recent Posts

- Birds In Flight And The Power Of A Remote Working Team
- Make More Money through Ecommerce Analytics with Segment
- Lessons learnt planning a big product release
- So You Want to Be a Dropshipper: Picking the Perfect Product
- Create a custom Canvas homepage using SiteOrigin Page Builder

Recent Comments

- WooThemes on Case Study: O V E R Clothing
- WooThemes on Case Study: O V E R Clothing
- WooThemes on Case Study: O V E R Clothing
- Gerhard on Ninja Silhouette
- Maria on Woo Ninja



Image gallery

Description >

Product Description

This poster has an awesome flying ninja!

Additional Information

Reviews (0)



Products – Shipping Classes

Shipping Classes

Install the WooThemes Updater plugin to get updates for your WooThemes plugins.

Shipping classes can be used to group products of similar type. These groups can then be used by certain shipping methods to provide different rates to different products.

Add New Shipping Class

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent
None

Description

The description is not prominent by default; however, some themes may show it.

Bulk Actions

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Class 1		rate-one	1
<input type="checkbox"/>	Class 2		rate-two	1

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>				

2 items

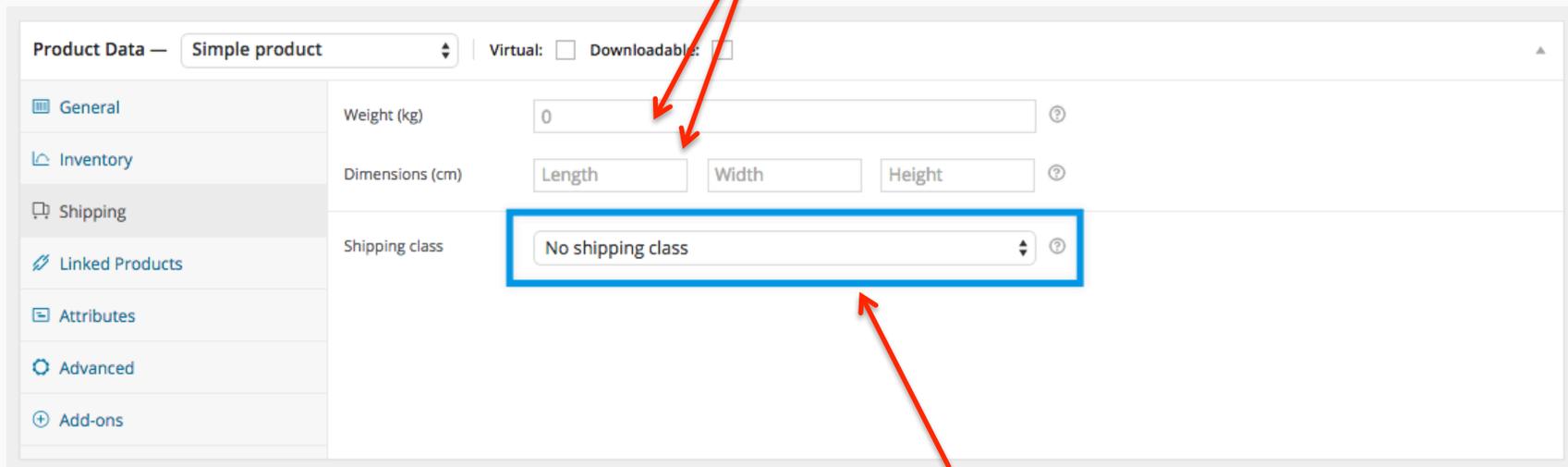
Search Shipping Classes

Product shipping classes allow you to **group similar products for shipping**. They work in much the same way as product and post categories.



Products – Shipping and Shipping Classes

Some extension such as Fedex Shipping requires you to enter weight and dimensions



The screenshot shows the 'Product Data' section for a 'Simple product'. The 'Shipping' tab is selected in the left sidebar. The 'Shipping class' dropdown menu is highlighted with a blue border and contains the text 'No shipping class'. The 'Weight (kg)' field is set to '0'. The 'Dimensions (cm)' section has three input fields for 'Length', 'Width', and 'Height', all of which are currently empty. There are also checkboxes for 'Virtual' and 'Downloadable' at the top of the product data section.

Select a Shipping Class

Products – Bulk Editing Shipping Classes

Products [Add Product](#) Screen Options Help

All (12) | Published (12) | Sort Products Search Products

Edit All dates Clothing Show all product types Filter 3 items

<input checked="" type="checkbox"/>		Name	SKU	Stock	Price	Categories	Tags	★		Date
<input checked="" type="checkbox"/>		Happy Ninja T-Shirt	-	In stock	\$18.00	Clothing, T-Shirts	-	☆		2015/02/23 Published
<input checked="" type="checkbox"/>		Ninja Silhouette T-Shirt	-	In stock × 12	\$20.00	Clothing, T-Shirts	-	☆		2015/02/23 Published
<input checked="" type="checkbox"/>		Ship Your Idea	shipyouridea	Out of stock × 18	\$20.00	Clothing, T-Shirts	-	☆		2015/02/23 Published
<input checked="" type="checkbox"/>		Name	SKU	Stock	Price	Categories	Tags	★		Date

3 items



Products – Bulk Editing Shipping Classes (cont'd)

BULK EDIT

Happy Ninja T-Shirt
 Ninja Silhouette T-Shirt
 Ship Your Idea

Product Categories

Accessories
 Clothing
 High Spec - UL94 V-0 & IP Rated Enclosures
 Livestock
 Tropical Fish
 T-Shirts

Comments — No Change — ▾
Status — No Change — ▾
Product Tags

PRODUCT DATA

Price — No Change — ▾
Sale — No Change — ▾
Tax Status — No Change — ▾
Tax Class — No Change — ▾
Weight — No Change — ▾
L/WH — No Change — ▾
Shipping class — No Change — ▾
Visibility — No Change — ▾
Featured — No Change — ▾
In stock? — No Change — ▾
Manage stock? — No Change — ▾
Stock Qty — No Change — ▾
Backorders? — No Change — ▾
Sold Individually? — No Change — ▾

Cancel Update



Products – Shipping Classes – Enabling Debug Mode

WooCommerce > System Status > Tools

Shipping Debug Mode

Enabled

This tool will disable shipping rate caching.

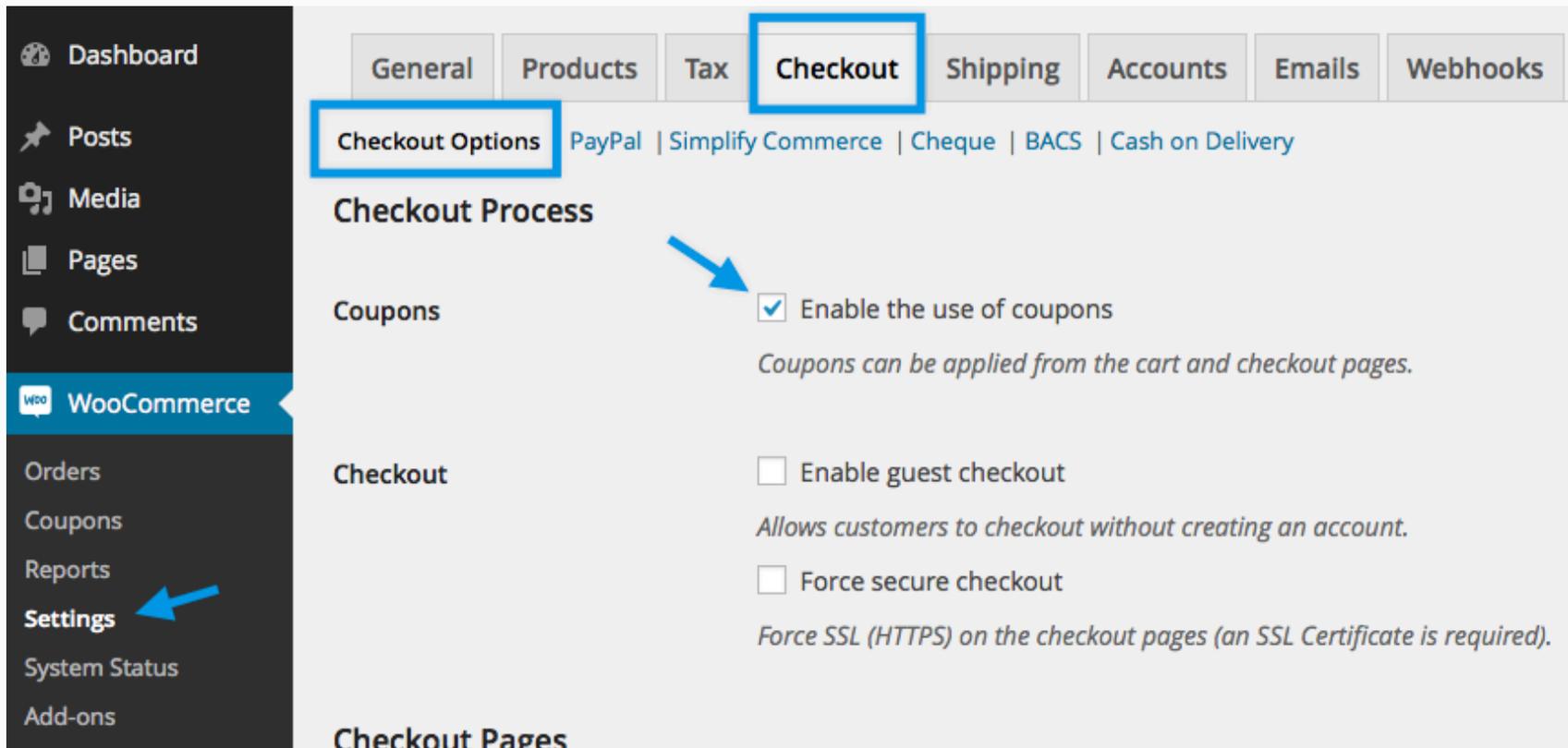
Agenda

- Preparation
- Installation
- Settings
- Products
- Other



Coupons – Enabling Coupons

Make sure the use of coupons is enabled



The screenshot displays the WooCommerce admin interface. On the left, a dark sidebar menu contains the following items: Dashboard, Posts, Media, Pages, Comments, WooCommerce (highlighted in blue), Orders, Coupons, Reports, Settings (with a blue arrow pointing to it), System Status, and Add-ons. The main content area shows the 'Checkout' settings page, with the 'Checkout' tab selected and highlighted by a blue box. Below the tabs, the 'Checkout Options' sub-tab is also highlighted by a blue box. The 'Coupons' section is expanded, showing a checked checkbox for 'Enable the use of coupons' with a blue arrow pointing to it. Below this checkbox, the text reads: 'Coupons can be applied from the cart and checkout pages.' Other options in the 'Checkout' section include 'Enable guest checkout' (unchecked), 'Force secure checkout' (unchecked), and a note: 'Force SSL (HTTPS) on the checkout pages (an SSL Certificate is required)'. The 'Checkout Pages' section is partially visible at the bottom.

Coupons – Adding Coupons

The screenshot displays the WordPress admin interface for managing coupons. On the left, a dark sidebar contains a menu with items: Dashboard, Posts, Media, Pages, Comments, WooCommerce (highlighted), Orders, Coupons (highlighted with a blue box), Reports, Settings, System Status, and Add-ons. The main content area is titled 'Coupons' and features a blue 'Add Coupon' button with a blue arrow pointing to it. Below the title, there are filters for 'All (1)', 'Published (1)', and 'Trash (1)'. A table of coupons is shown with columns for checkboxes, codes, and coupon types. The table contains three rows: the first row has a checkbox, the code 'Code', and the type 'Coupon type'; the second row has a checkbox, the code 'myveryfirstcoupon', and the type 'Cart Discount'; the third row has a checkbox, the code 'Code', and the type 'Coupon type'. Below the table, there are 'Bulk Actions' and 'Apply' buttons.

Create a coupon by clicking "Add Coupon"

Coupons – Naming Coupons

Enter the name of your coupon. For example: holidays20

Add New Coupon

Coupon code

Description (optional)

Coupon Data

- General
- Usage Restriction
- Usage Limits

Discount type: Cart Discount

Coupon amount: 0

Allow free shipping:

Coupon expiry date: YYYY-MM-DD



Coupons – Coupon Data – General

- **Discount type :**

- **Cart discount** – A fixed total discount for the entire cart.
- **Cart % discount** – A percentage discount for the entire cart.
- **Product discount** – A fixed total discount for selected products only.
- **Product % discount** – A percentage discount for selected products only.

Coupon Data

General	Discount type	Cart Discount
Usage Restriction	Coupon amount	0
Usage Limits	Allow free shipping	<input type="checkbox"/>
	Coupon expiry date	YYYY-MM-DD

Check this box if the coupon grants free shipping. The [free shipping method](#) must be enabled and be set to require "a valid free shipping coupon" (see the "Free Shipping Requires" setting).

Enter the coupon amount

Enter the date the coupon should expire. The expiry will occur at 12:00 am on the date chosen.

Coupons – Coupon Data – Usage Restriction

Coupon Data

- General
- Usage Restriction
- Usage Limits

Minimum spend	<input type="text" value="No minimum"/>	?
Individual use only	<input type="checkbox"/>	<i>Check this box if the coupon cannot be used in conjunction with other coupons.</i>
Exclude sale items	<input type="checkbox"/>	<i>Check this box if the coupon should not apply to items on sale. Per-item coupons will only work if the item is not on sale. Per-cart coupons will only work if there are no sale items in the cart.</i>
Products	<input type="text" value="Search for a prod"/>	?
Exclude products	<input type="text" value="Search for a prod"/>	?
Product categories	<input type="text" value="Any category"/>	?
Exclude categories	<input type="text" value="No categories"/>	?
Email restrictions	<input type="text" value="No restrictions"/>	?



Coupons – Coupon Data – Usage Limits

Coupon Data		
 General	Usage limit per coupon	<input type="text" value="Unlimited usage"/> 
 Usage Restriction	Limit usage to X items	<input type="text" value="Apply to all qualifying items in cart"/> 
 Usage Limits	Usage limit per user	<input type="text" value="Unlimited usage"/> 



Orders

The image shows a screenshot of the WordPress dashboard. On the left, the main navigation menu is visible, with the 'WooCommerce' item highlighted in a red box. A sub-menu is open for 'WooCommerce', and the 'Orders' item is highlighted with a mouse cursor. The 'Orders' item has a red notification badge with the number '1'. Other items in the sub-menu include 'Coupons', 'Reports', 'Settings', 'System Status', and 'Add-ons'. The background shows parts of the dashboard, including a 'Customize Your Site' button, a 'Quick Draft' sidebar, and an 'Activity' section.



Orders – Order at a Glance

Orders [Add Order](#)

All (13) | Trash (1) | Pending payment (1) | Processing (1) | Completed (8) | Cancelled (2) | Refunded (1)

Bulk Actions All dates Search for a customer...

<input type="checkbox"/>		Order	Purchased	Ship to
<input type="checkbox"/>		#305 by Ryan Ray ryan@woothemes.com	0 items-	Ryan Ray, Ryan Ray, 123 Fake Street, Indianapolis, IN
<input type="checkbox"/>		#151 by Mikey Krapf mike.k@woothemes.com	0 items-	Mikey Krapf, 123 Fake Street, Columbus, OH 46227
<input type="checkbox"/>		#254 by Ryan Ray ryan@woothemes.com	0 items-	Ryan Ray, Ryan Ray, 123 Fake Street, Indianapolis, IN
<input type="checkbox"/>		#149 by Maria Scarpello maria@woothemes.com	0 items-	Maria Scarpello, 123 Fake Street, Anywhere, KS 462
<input type="checkbox"/>		#169 by Ryan Ray ryan@woothemes.com	2 items	-
<input type="checkbox"/>		#5295 by Ryan Ray	0 items-	Ryan Ray, Ryan Ray, 7502 Hearthstone Way, Indiana



Orders – Bulk Actions and Search

Perform bulk actions Sort by dates Search for a customer

The screenshot displays the WooCommerce 'Orders' management interface. At the top, there is a header with the title 'Orders' and an 'Add Order' button. Below this, a navigation bar shows filters for order status: 'All (13)', 'Trash (1)', 'Pending payment (1)', 'Processing (1)', 'Completed (8)', 'Cancelled (2)', and 'Refunded (1)'. A dropdown menu is open under the 'All (13)' filter, listing bulk actions: 'Bulk Actions' (checked), 'Move to Trash', 'Mark processing', 'Mark on-hold', and 'Mark complete' (highlighted by the mouse). To the right of the dropdown is an 'Apply' button. Further right is a sorting dropdown set to 'All dates'. Next to it is a search input field with the placeholder text 'Search for a customer...' and a 'Filter' button. Below these controls is a table of orders with columns for checkboxes, status icons, order details, 'Purchased' status, and 'Ship to' address.

		Order	Purchased	Ship to
<input type="checkbox"/>		#151 by Ryan Ray ryan@woothemes.com	0 items-	Ryan Ray, Ryan Ray, 123 Fake Street, Indiana
<input type="checkbox"/>		#151 by Mikey Krapf mike.k@woothemes.com	0 items-	Mikey Krapf, 123 Fake Street, Columbus, OH
<input type="checkbox"/>		#254 by Ryan Ray ryan@woothemes.com	0 items-	Ryan Ray, Ryan Ray, 123 Fake Street, Indiana
<input type="checkbox"/>		#149 by Maria Scarpello maria@woothemes.com	0 items-	Maria Scarpello, 123 Fake Street, Anywhere,



Orders – Order Status

All (13) | Trash (1) | Pending payment (1) | Processing (1) | Completed (8) | Cancelled (2) | Refunded (1)

Bulk Actions All dates Search for a customer...

<input type="checkbox"/>	<input type="button" value="⋮"/>	Order	Purchased	Ship to
<input type="checkbox"/>	<input type="button" value="⋮"/>	#305 by Ryan Ray ryan@woothemes.com		
<input type="checkbox"/>	<input type="button" value="?"/>	#151 by Mikey Kra mike.k@woothemes.com		
<input type="checkbox"/>	<input type="button" value="⊗"/>	#254 by Ryan Ray ryan@woothemes.com	0 items-	Ryan Ray, Ryan Ray, 123 Fake .
<input type="checkbox"/>	<input type="button" value="⋮"/>	#149 by Maria Scarpello maria@woothemes.com	0 items-	Maria Scarpello, 123 Fake Stre

- **Pending payment** – Order received (unpaid)
- **Failed** – Payment failed or was declined (unpaid). Note that this status may not show immediately and instead show as pending until verified (i.e., PayPal).
- **Processing** – Payment received and stock has been reduced- the order is awaiting fulfillment
- **Completed** – Order fulfilled and complete – requires no further action
- **On-Hold** – Awaiting payment – stock is reduced, but you need to confirm payment
- **Cancelled** – Cancelled by an admin or the customer – no further action required
- **Refunded** – Refunded by an admin – no further action required



Orders – Detail Quick View

All (13) | Trash (1) | Pending payment (1) | Processing (1) | Completed (8) | Cancelled (2) | Refunded (1)

Bulk Actions Apply All dates Search for a customer... Filter

<input type="checkbox"/>		Order	Purchased	Ship to
<input type="checkbox"/>		#305 by Ryan Ray ryan@woothemes.com	0 items-	Ryan Ray, Ryan Ray, 123 Fake S
<input type="checkbox"/>		#151 by Mike Krapf mike.krapf@woothemes.com	0 items-	Mikey Krapf, 123 Fake Street, C
<input type="checkbox"/>		#254 by Ryan Ray ryan@woothemes.com	0 items-	Ryan Ray, Ryan Ray, 123 Fake S
<input type="checkbox"/>		#149 by Maria Scarpello maria@woothemes.com	0 items-	Maria Scarpello, 123 Fake Stre

Billing: Ryan Ray
Ryan Ray
123 Fake Street
Indianapolis, IN 46227

Tel: 1234567890



Orders – Chosen Shipping Method

| Cancelled (2) | Refunded (1)

Customer... ▾ Filter

Ship to			Date
Ryan Ray, Ryan Ray, 123 Fake Street, Indianapolis, IN 46227 Via FedEx Express Saver	-	<input type="checkbox"/>	2015/05/04
Mikey Krapf, 123 Fake Street, Columbus, OH 46227	-	<input type="checkbox"/>	2015/05/03
Ryan Ray, Ryan Ray, 123 Fake Street, Indianapolis, IN 46227	-	<input type="checkbox"/>	2015/05/03
Maria Scarpello, 123 Fake Street, Anywhere, KS 46227	-	<input type="checkbox"/>	2015/05/02



Orders – Chosen Payment Method

Ship to	<input type="checkbox"/>	<input type="checkbox"/>	Date	Total	Actions
ryan Ray, Ryan Ray, 123 Fake Street, Indianapolis, IN 46227	-	<input type="checkbox"/>	2015/05/04	\$20.00 Via Direct Bank Transfer	<input type="checkbox"/>
Mikey Krapf, 123 Fake Street, Columbus, OH 46227	-	<input type="checkbox"/>	2015/05/03	\$115.00 Via Direct Bank Transfer	<input type="checkbox"/>
ryan Ray, Ryan Ray, 123 Fake Street, Indianapolis, IN 46227	-	<input type="checkbox"/>	2015/05/03	\$20.00 Via PayPal	<input type="checkbox"/>
Maria Scarpello, 123 Fake Street, Anywhere, KS 46227	-	<input type="checkbox"/>	2015/05/02	\$44.00 Via Direct Bank Transfer	<input checked="" type="checkbox"/> <input type="checkbox"/>
	-	<input type="checkbox"/>	2015/04/30	\$20.00 Via Direct Bank Transfer	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ryan Ray, Ryan Ray, 7502 Hearthstone Way, Indianapolis, IN 46227	-	<input type="checkbox"/>	2015/04/14	\$126.00 Via Cheque Payment	<input type="checkbox"/>
	-	<input type="checkbox"/>	2015/04/11	£0.00	<input type="checkbox"/>

View
Complete
Processing



Orders – Individual Order Details

Edit Order [Add Order](#)

Order #169 Details

Payment via Direct Bank Transfer. Customer IP: 127.0.0.1

General Details

Order date:

2015-04-30 @ 15 : 37

Order status:

Pending Payment

Customer:

Ryan (#1 – videos@woothemes.com)

[View other orders →](#)

Billing Details

Address:

Ryan Ray
Ryan Ray
123 Fake Street
Indianapolis, IN 46227

Email:

ryan@woothemes.com

Phone:

1234567890



Orders – Changing Individual Order Status

General Details

Order date:
2015-04-30 @ 15 : 37

Order status:
Pending Payment
Pending Payment
Processing
On Hold
Completed
Cancelled
Refunded
Failed

Billing Details

Address:
Ryan Ray
Ryan Ray
123 Fake Street
Indianapolis, IN 46227

Email:
ryan@woothemes.com

Phone:
1234567890

Change order status

 [Woo Ninja](#)

Orders – Individual Order Items

The screenshot displays the WooCommerce 'Order Details' page. On the left is a dark sidebar with navigation links: Reports, Settings, System Status, Add-ons, Products, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is divided into sections. The top section shows customer information: 'Customer: Ryan (#1 - videos@woothemes.com)' with a 'View other orders →' link, 'Email: ryan@woothemes.com', and 'Phone: 1234567890'. Below this is the 'Order Items' section, which contains a table with two items: 'Item' and 'Woo Ninja', and 'Woo Album #1'. At the bottom of the main content area, there is an 'Actions' dropdown menu and a 'Add line item' button.

Customer: [View other orders →](#)
Ryan (#1 - videos@woothemes.com) × ▾

Email: ryan@woothemes.com
Phone: 1234567890

Order Items

<input type="checkbox"/>	Item
<input type="checkbox"/>	 Woo Ninja
<input type="checkbox"/>	 Woo Album #1

Actions  Add line item

Orders – Edits to Individual Order Items

The editable parts of line items include:

1. **Tax Class** – Tax class for the line. This may be adjusted if, for example, the customer is tax exempt.
2. **Quantity** – The quantity of the item the user is purchasing
3. **Line Subtotal** – Line price and line tax **before** pre-tax discounts
4. **Line Total** – Line price and line tax **after** pre-tax discounts
5. **Add Meta** – Add and remove meta to change product variable options.
6. **Sorting** – Sort by Item, Cost, Quantity, and Total by clicking on the respective listed items.

Cost	Qty	Total	
\$18.69	1	\$18.69	 
\$8.41	1	\$8.41	 

Discount [?]:	\$0.00
Shipping [?]:	\$0.00
Order Total:	\$20.00 
Refunded:	-\$0.00

Add line item(s)

Add Tax

Refund

Calculate Taxes

Calculate Total

Grant Access

Orders – Adding Fees to Orders

Order Items

<input type="checkbox"/>	Item	Qty	Total
<input type="checkbox"/>	 Woo Album #4	2	\$20 
<input type="checkbox"/>	 Ship Your Idea pa_color: black	1	\$10 
<input type="checkbox"/>	+ Fee Name	1	Total: 0

Actions  Search for a product...



Orders – Processing Refunds

WooCommerce lets you process refunds for PayPal.

WooCommerce > Settings > Checkout > PayPal and set up API credentials

API Credentials

Enter your PayPal API credentials to process refunds via PayPal. Learn how to access your PayPal API Credentials [here](#).

API Username

API Password

API Signature

Orders – Processing Refunds (cont'd)

ings
pse menu

Order items

<input type="checkbox"/>	Item	Qty	Total
<input type="checkbox"/>	 Happy Ninja Backordered: 1	1 <input type="text" value="0"/> <input type="button" value="↕"/>	\$18.00 <input type="text" value="0"/>
<input type="checkbox"/>	 International Delivery		\$2.00 <input type="text" value="0"/>

Restock refunded items:

Amount already refunded: -\$0.00

Total available to refund: \$20.00

Refund amount:

Reason for refund (optional):



Orders – Processing Refunds (cont'd)

The screenshot displays the 'Order items' section of a WooCommerce order. A modal dialog box is open, asking for confirmation to process a refund. The dialog box has a title bar with the URL 'http://woothemes.dev' and a warning icon. The main text reads: 'Are you sure you wish to process this refund? This action cannot be undone.' There are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red rectangle. Below the dialog box, there are input fields for 'Refund amount' (set to 20) and 'Reason for refund (optional):' (set to 'Unhappy custom'). A 'Refund manually' button is visible at the bottom right of the order management area.

Item	Qty	Total
<input type="checkbox"/> Happy Ninja Backordered: 1	1	\$18.00
<input type="checkbox"/> International Delivery		\$2.00

Refund amount: 20

Reason for refund (optional): Unhappy custom

Buttons: Cancel, OK, Refund manually

Orders – Processing Refunds (cont'd)

Order Items		
<input type="checkbox"/>	Item	Qty Total
<input type="checkbox"/>	 Happy Ninja	1 \$18.00
		-1 -\$18.00
<input type="checkbox"/>	 International Delivery	\$2.00
		-\$2.00
<input type="checkbox"/>	Refund - September 11, 2014, 6:19 pm by ericakuschel	-\$20.00
		Shipping [?]: \$2.00
		Order Discount [?]: \$0.00
		Order Total: \$20.00
		Refunded: -\$20.00

Actions



Orders – Individual Order Custom Fields

Custom Fields

Add New Custom Field:

Name	Value
<input type="text" value="— Select —"/>	<input type="text"/>

[Enter new](#)

← Create custom field on the Orders

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

Orders – Creating Permissions for Downloadable Items

Actions

Search for a downloadable product and grant permissions to download when order status changes to processing/completed

Downloadable Product Permissions [?]

Please enter 3 or more characters

Grant Access

Orders – Order Actions

Perform different actions for an order

The screenshot displays a web interface for order management. On the left, there is a section titled 'Shipping Details' with a pencil icon, containing the text 'Address: No shipping address set.' On the right, there is a panel titled 'Order Actions' with a dropdown menu open. The dropdown menu is highlighted with a red box and contains the following items: '✓ Actions', 'Resend order emails', 'New order', 'Cancelled order', 'Processing order', 'Completed order', 'Customer invoice', and 'Generate download permissions'. A red arrow points from the text 'Perform different actions for an order' to the dropdown menu. Below the dropdown menu, there are two notification messages: 'Order status changed from Processing to Pending Payment.' and 'Order item stock reduced successfully.' Each message includes a timestamp and a 'Delete note' link.

Shipping Details ✎

Address:
No shipping address set.

Order Actions

- ✓ Actions
- Resend order emails
- New order
- Cancelled order
- Processing order
- Completed order
- Customer invoice
- Generate download permissions

Order status changed from Processing to Pending Payment.

added on May 6, 2015 at 3:22 pm by ryanr14
[Delete note](#)

Order item stock reduced successfully.

added on August 6, 2014 at 3:37 pm by ryanr14
[Delete note](#)

Orders – Order Notes

Review or delete order notes



No shipping address set.

Cost	Qty	Total		
\$18.69	1	\$18.69		
\$8.41	1	\$8.41		
Discount [?]:		\$0.00		

Order Notes

Order status changed from Processing to Pending Payment.

added on May 6, 2015 at 3:22 pm by ryanr14

[Delete note](#)

Order item stock reduced successfully.

added on August 6, 2014 at 3:37 pm by ryanr14

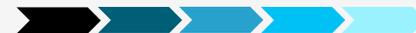
[Delete note](#)

Awaiting BACS payment Order status changed from pending to on-hold.

added on August 6, 2014 at 3:37 pm by ryanr14

[Delete note](#)

Add note



Orders – Add Note

	Cost	Qty	Total	
	\$18.69	1	\$18.69	 
	\$8.41	1	\$8.41	 
Discount [?]:			\$0.00	
Shipping [?]:			\$0.00	
Order Total:			\$20.00	
Refunded:			-\$0.00	

Item(s) Add Tax Refund Calculate Taxes Calculate Total

Awaiting BACS payment Order status changed from pending to on-hold.

added on August 6, 2014 at 3:37 pm by ryanr14 [Delete note](#)

Add note 

Customer note
 Private note

Add

Add a note for customer or a private note for other team members

WooCommerce Widgets

- **WooCommerce Cart** – Displays the shopping cart contents and links to the cart / checkout
- **WooCommerce Layered Nav** – Allows the user to refine products based on attributes
- **WooCommerce Layered Nav Filters** – Shows active layered nav filters so users can see and deactivate them.
- **WooCommerce Price Filter** – Allow the user to refine products based on price on product category pages
- **WooCommerce Product Categories** – Display product categories in list format
- **WooCommerce Products** – This includes view for All Products, Featured Products, and On-Sale Products.
- **WooCommerce Product Search** – Search products only
- **WooCommerce Product Tags** – Display product tags in tag cloud format
- **WooCommerce Recently Viewed** – Display a list of products the customer has recently viewed
- **WooCommerce Recent Reviews** – List recent customer reviewed products with ratings
- **WooCommerce Top Rated Products** – Display a list of top rated products



WooCommerce Roles

- Customer Roles
 - A customer has read access only, which is used if a user registers via the checkout process. This is equivalent status to a normal blog subscriber.
- Shop Manager Role
 - Shop Manager is a role you can give someone you want to manage the shop but don't want to make admin. They're granted the following capabilities:
 - View, edit and manage orders
 - View, edit and manage products
 - View and edit customer info
 - View and print reports

Agenda

- Preparation
- Installation
- Settings
- Products
- Misc



**THANK
YOU!**

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