

WooCommerce Documentation

Product Types

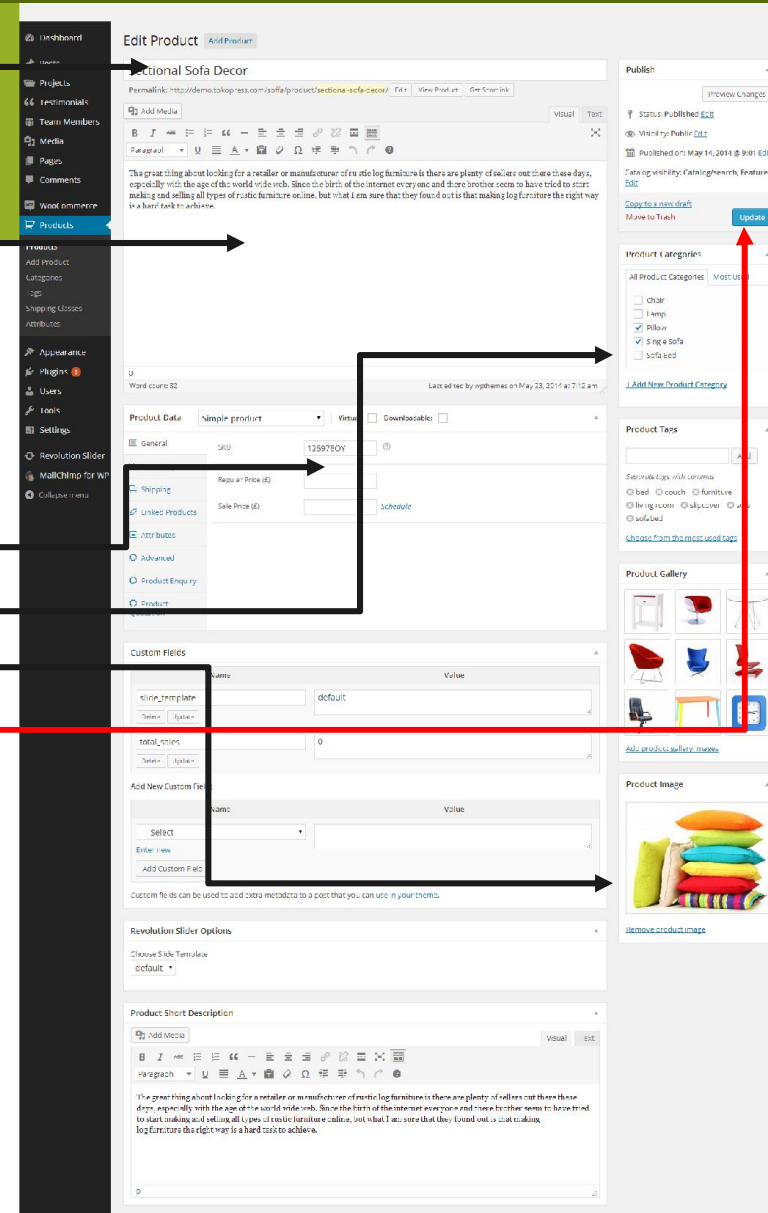
When adding your product the first thing to ascertain is which type of product it will be.

1. A **Simple** product, covers the vast majority of any products you may sell. Simple products are shipped and have no options. For example, a can of drink.
2. A **Grouped** product, a collection of related products which can be purchased individually. For example, a PS3 could be a grouped product as there are 80GB, 120GB and 200GB variations of that same parent product.
3. An **External** or **Affiliate** product, one which you list and describe on your web site, but is sold elsewhere.
4. A **Variable** product, a product which has several different variations, each of which may have a different SKU, price, stock options etc. For example a tshirt available in several different colours and/or sizes.

source: <http://docs.woothemes.com/document/managing-products/>

Adding Your First Product

- ✓ Login to your WordPress admin panel, go to **Products > Add New**
- ✓ Add Product **Title**
- ✓ Add Product **Description**
- ✓ Add Product **Price** (Regular Price & Sale Price)
- ✓ Choose Product **Category**
- ✓ Add/Upload **Featured Image**
- ✓ Click **Publish** button
- ✓ **(optional)** Choose Product Gallery
- ✓ **(optional)** Add Product Short Description
- ✓ **(optional)** Add Product Tags
- ✓ **(optional)** Working with Product Data Tabs (Inventory, Shipping, Linked Products, Attributes, and Advanced tabs)



Adding Product Images and Galleries

(part 1 of 2)

THE FEATURED IMAGE

The featured post image is the **primary image** for your product. It is the image which will be displayed within your product loops (IE on product categories, up sells, related products etc) and the initial focus of the image gallery on your product details page.

THE PRODUCT GALLERIES

Product galleries simply display all images attached to a product, with the Featured Image being the primary image.

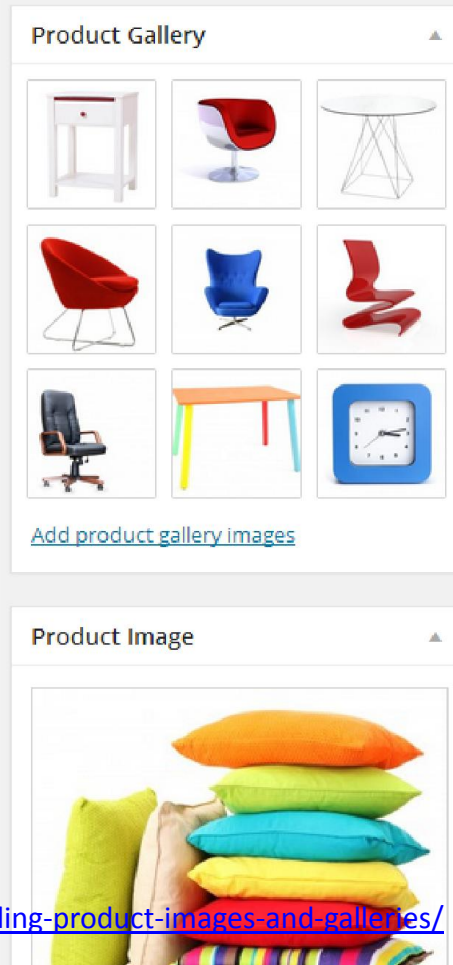
You can create a product gallery using the same method as adding a featured image, rather using the **Product Gallery** meta box instead.

RE-ORDER AND REMOVING IMAGES FROM PRODUCT GALLERIES

Images in the product gallery can be re-ordered easily via **drag and drop**. Simply re-order your images by moving them around.

To remove an image from the product gallery, hover over the image and click on the **red "x"**.

source: <http://docs.woothemes.com/document/adding-product-images-and-galleries/>



Adding Product Images and Galleries

(part 2 of 2)

IMAGE DIMENSION SETTINGS

On the catalog tab, **WP Dashboard -> WooCommerce -> Settings -> Catalog**, of the WooCommerce settings you'll see three image dimension inputs.

- **Catalog Images** appear on your shop loops. Product categories, up sells / cross sells etc
- **Single Product Image** is the main image on your product details page
- **Product thumbnails** are the gallery thumbnails on your product details page (if you have a gallery)

The images you upload will be resized to match the values your input here accurately as possible. You can also choose to '**hard crop**' your images which will force them to be the size specified in these settings, regardless of the raw image you upload, but will be cropped rather than distorted in scale.

Remember if you change these settings after uploading product imagery you will need to regenerate your thumbnails within WordPress for the changes to be applied to your current imagery. To do this we recommend using the **Regenerate Thumbnails plugin**.

Catalog Images		Width <input type="text" value="300"/>	Height <input type="text" value="300"/>	Hard Crop <input checked="" type="checkbox"/>
Single Product Image		Width <input type="text" value="500"/>	Height <input type="text" value="500"/>	Hard Crop <input checked="" type="checkbox"/>
Product Thumbnails		Width <input type="text" value="150"/>	Height <input type="text" value="150"/>	Hard Crop <input checked="" type="checkbox"/>

source: <http://docs.woothemes.com/document/adding-product-images-and-galleries/>

Adding Virtual and Downloadable Product

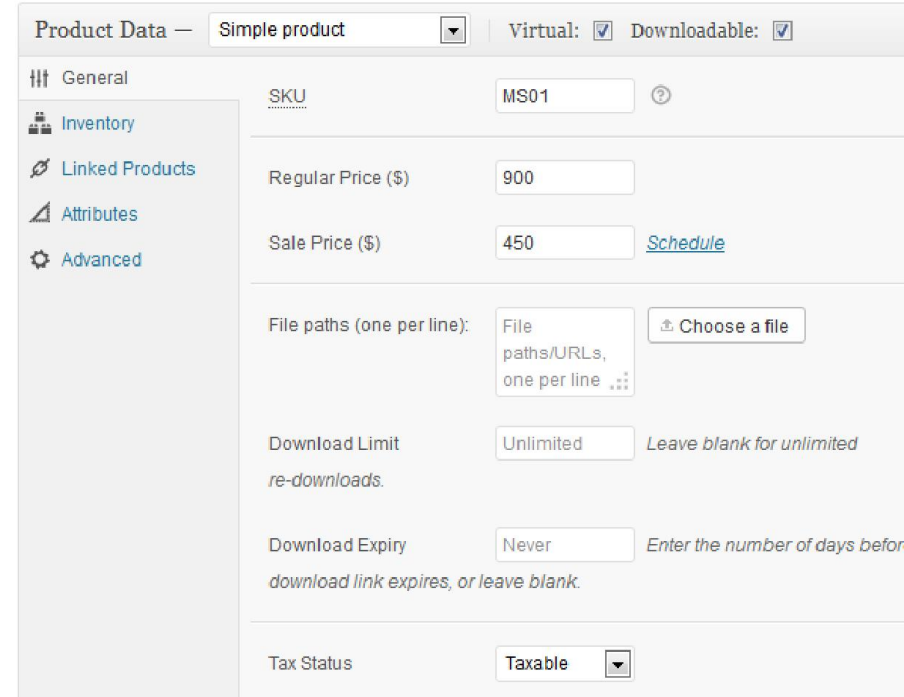
ADDING A VIRTUAL PRODUCT

When adding a simple product, you can check the 'virtual' box in the product type panel. This will remove un-necessary fields (such as **shipping** and **dimensions**).

ADDING A DOWNLOADABLE PRODUCT

When adding a simple product, you can check the 'downloadable' box in the product type panel. This will add two new fields:

1. **File path** – path or url to your downloadable file.
2. **Download limit** – a limit for the number of times the customer can download the file. Left blank for unlimited downloads.



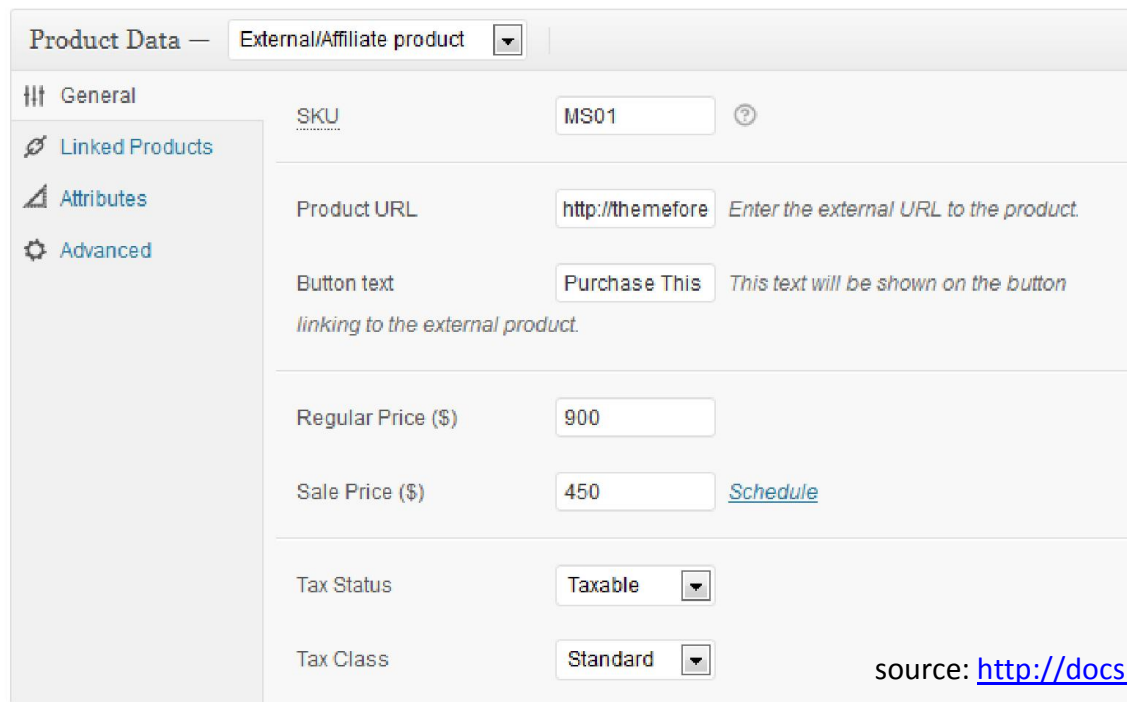
The screenshot shows the 'Product Data' panel for a 'Simple product'. The 'Virtual' and 'Downloadable' checkboxes are both checked. The 'General' tab is selected, and the 'SKU' is 'MS01'. The 'Regular Price (\$)' is '900' and the 'Sale Price (\$)' is '450'. The 'File paths (one per line)' field is empty, with a 'Choose a file' button. The 'Download Limit' is 'Unlimited' and the 'Download Expiry' is 'Never'. The 'Tax Status' is 'Taxable'.

For maximum flexibility, downloadable products also incur a shipping cost (if for example you were offering both a packaged version, and a downloadable version of a product this would be ideal). You can also check the 'virtual' box if the downloadable product is not shippable.

source: <http://docs.woothemes.com/document/managing-products/>

Adding an External Product

Choose '**External/Affiliate**' from the product type drop down. This will remove unnecessary tabs such as tax and inventory and insert a new **Product URL field**. This is the destination at which users can purchase the product. Rather than add to cart buttons, they will see a **read more button** directing them to this URL.



The screenshot shows the 'Product Data' meta box in WordPress, with the 'External/Affiliate product' type selected. The left sidebar contains tabs for 'General', 'Linked Products', 'Attributes', and 'Advanced'. The 'General' tab is active, showing the following fields:

- SKU:** MS01
- Product URL:** Enter the external URL to the product.
- Button text:** This text will be shown on the button linking to the external product.
- Regular Price (\$):**
- Sale Price (\$):** [Schedule](#)
- Tax Status:** Taxable
- Tax Class:** Standard

source: <http://docs.woothemes.com/document/managing-products/>

Adding an Grouped Product

A grouped product is created in much the same way as a simple product. The only difference in fact is choosing **“Grouped”** from the **Product Type** dropdown in the General tab. Upon choosing this the price several fields will disappear, this is fine, you’ll be adding these fields to the individual child products. Once you’re happy with the grouped (parent) product, publish it and come back to the Add New Product page.

Now you need to **add the child product** which sits within the grouped product. The only information you’re required to fill in here is the following:

For example (adding child product):

Title:

E.G. Playstation 3 80 GB

Product Type:

Simple

Grouping (inside the Linked Products tab):

Choose your grouping (E.G. Playstation 3) from the select box.

source: <http://docs.woothemes.com/document/managing-products/>

Adding a Variable Product (Product Variations)

(part 1 of 2)

Variable products are a great feature of WooCommerce for offering **variations of a product** with different prices, stock and more. They can be used for offering variations of a product e.g. a large t-shirt vs a small t-shirt. Each variation can have different properties and prices.

Adding attributes for variations

SET THE PRODUCT TYPE

To add a variable product first selection the type **'variable'** from the product type dropdown. The interface will change to reflect your selection.

DEFINE VARIATION ATTRIBUTES

On the attributes tab add some attributes to your product – you can use global attributes or define some custom ones specific for your product.

Make sure to assign all values of the attribute to the variable product which will become options and **check the 'variation' checkbox** on each attribute to tell WooCommerce its for your variations.

IMPORTANT: At this point you need to save your product

source: <http://docs.woothemes.com/document/product-variations/>

The image contains two screenshots of the WooCommerce 'Product Data' tab for a 'Variable product'. The top screenshot shows the 'Attributes' sub-tab with a sidebar on the left containing 'General', 'Inventory', 'Shipping', 'Linked Products', 'Attributes', 'Advanced', and 'Variations'. The 'Attributes' section is active, showing a 'Save attributes' button and a 'Custom product attribute' dropdown with an 'Add' button highlighted by a red box. The bottom screenshot shows the same interface after clicking 'Add'. A new attribute named 'color' is added. The 'Name' field contains 'color'. The 'Values' field contains 'Black' and 'Yellow', each with a close button. The 'Used for variations' checkbox is checked and highlighted by a red box. Other buttons like 'Remove', 'Visible on the product page', 'Select all', 'Select none', 'Add new', and 'Save attributes' are also visible.

Adding a Variable Product (Product Variations)

(part 2 of 2)

ADD VARIATIONS

After saving your product you can now begin to add variations, or link all possible variations. To add a variation, click the **'add variation'** button. A new blank row will appear ready for you to input the data.

If the sku, weight, dimension, and stock fields are not set then it simply inherits the values assigned to the parent variable product. **Price fields must be set per product.**

BULK EDITING

Above the variations you have access to some bulk editing tools to speed up data input

LINKING POSSIBLE VARIATIONS

Instead of adding each variation one at a time, you can click the **'link all variations'** button. This will create a new variation for each and every possible combination of variation attributes (max 50 per run).

So if your example you had 2 attributes – colour (with values blue and green) and size (with values large and small) it will create the following variations:

Large Blue, Large Green, Small Blue, Small Green

SETTING DEFAULT VARIATIONS

On the frontend, variations need to be selected before an add to cart button is displayed. However, if you **define a default variation** to use then it will be displayed immediately

source: <http://docs.woothemes.com/document/product-variations/>

Product Data — Variable product

Bulk edit: Toggle "Enabled" Go Expand all Close all

#1442 — Any Color... Remove

SKU: [?]

Stock Qty: [?]

Regular Price: (£) Sale Price: (£) Schedule

Variation price (re) [?]

Weight [?] Dimensions (LxWxH)

0.00 0 0 0 0

Shipping class: Tax class:

Same as parent Standard

Default selections: No default Color... Link all variations Add Variation

Bulk edit: Prices Go Expand all Close all

TSHIRT COLOUR Black

T-SHIRT SIZE Small

THE RESULTS ON THE FRONTEND

Default selections: Large

Managing Product Categories, Tags and Attributes

PRODUCT CATEGORIES

Categories are managed from the **Products > Product Categories** screen. Just like post categories, you can add, delete and edit your categories here, however, unlike post categories you can also upload an image to be associated with the category. Category images will be shown on the frontend if you turn on 'subcategories' in WooCommerce > Settings > Catalog.

Categories can also be re-ordered by dragging and dropping them – this order will be used by default on the frontend whenever the categories are listed. This includes both widgets and the subcategory view on product pages.

PRODUCT TAGS

Product tags work in exactly the same way as post tags.

PRODUCT ATTRIBUTES

Attributes are pieces of data which can add more technical information to a product and help users further refine your catalog while browsing / searching. Creating an attribute set is done in a similar way to a category. For now we'll describe attributes and their primary benefit with a hypothetical example. Additionally, attributes are a key component of authoring **variable products**.

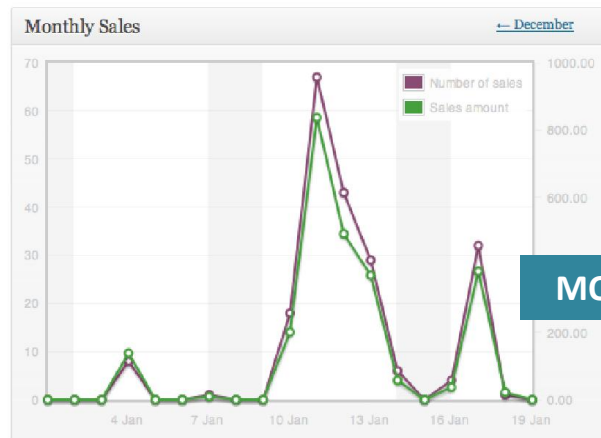
source: <http://docs.woothemes.com/document/managing-product-taxonomies/>

WooCommerce – Dashboard Modules

The WordPress dashboard is usually the first thing you see when logging in. Upon activation, WooCommerce will install several dashboard widgets giving you an easy to access overview of your store. To customise the displayed widgets, or adjust the number of widget columns, click **“Screen Options”** at the top right of the screen.



RIGHT NOW WIDGET



MONTHLY SALES WIDGET

RECENT ORDERS WIDGET

WooCommerce recent orders		
	January 2012 03:19:10 PM	Completed
	Wednesday 11th of January 2012 03:00:06 PM	Cancelled
	Wednesday 18th of January 2012 02:59:42 PM	Cancelled
	Wednesday 18th of January 2012 02:49:17 PM	Cancelled

RECENT REVIEWS WIDGET

WooCommerce recent reviews		
	Barbie Fashion Show: An Eye for Style reviewed by admin	★★★★★
	Test 11 [...] reviewed by jay	★★★★★
	Beyond the Moon reviewed by admin	★★★★★
	Working? [...] reviewed by admin	★★★★★
	Beyond the Moon reviewed by admin	★★★★★
	Test111 [...] reviewed by admin	★★★★★
	Beyond the Moon reviewed by admin	★★★★★
	Test [...] reviewed by admin	★★★★★

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Menu Items



Orders Section

The orders section is used for viewing and managing orders. You can also manually add orders from here.

Reports Section

From the reports section you can view sales, customer, and stock reports.

Coupons Section

From the coupons section you can view and add coupons. Coupons can be used by customers on the cart/checkout for discounts.

Settings

Contains all the settings used to configure WooCommerce – this includes page setup, catalog setup, tax, shipping and payment gateways.

System Status

The System Status page is a useful reference when contacting support you can conveniently download the System Status Report and attach this to your support ticket. This will enable us to get an all-in-one glimpse at your setup should we need to assist with troubleshooting.

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Orders Management

The orders section (**WooCommerce > Orders**) is used for viewing and managing orders. You can also manually add orders from here.




Orders are created when a customer completes the checkout process and are visible by Admin and Shop Manager users only.

Each order is given a unique **Order ID**.

An order also has a **status**. The order statuses let you know how far along the order is, starting from *pending* and ending with *complete*.

The following order statuses are used:

- **Pending** – Order received (unpaid)
- **Failed** – Payment failed or was declined (unpaid)
- **Processing** – Payment received and stock has been reduced- the order is awaiting fulfilment
- **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

<input type="checkbox"/>	Status	Order
<input type="checkbox"/>		Order #1447 made by admin
<input type="checkbox"/>		Order #1446 made by admin
<input type="checkbox"/>		Order #1445 made by admin
<input type="checkbox"/>	Status	Order

source: <http://docs.woothemes.com/document/managing-orders/>

WooCommerce – Reports Management

The orders section (**WooCommerce > Reports**) in WooCommerce gives you the ability to see your stores performance from month to month using graphs and stats. Currently the reports section comprises of 4 sections; **sales**, **coupons**, **customers** and **stock**.

Sales Reports

Sales reports are for viewing sales amounts and totals, as well as viewing top sellers and top earners. There are several sub-sections of reports shown below.

[Sales](#)[Coupons](#)[Customers](#)[Stock](#)

[Overview](#) | [Sales by day](#) | [Sales by month](#) | [Taxes by month](#) | [Product Sales](#) | [Top sellers](#) | [Top earners](#) | [Sales by category](#)

Coupon Reports

The coupons report section contains an overview of total orders containing coupons, percent of orders containing coupons, total coupon discount, most popular coupons, greatest discount amount

Customer Reports


The customers report section contains an overview of total customers, total customer sales, total guest sales, total customer orders, total guest orders, average orders per customer

Stock Reports

Stock reports list your low stock and out of stock items as well as the actual quantity left in stock.

source: <http://docs.woothemes.com/document/reports/>

WooCommerce – Coupon Management

 Add New Coupon

MYCODE

Coupon Data

Coupon description *Optionally enter a description for this coupon for your reference.*

Discount type

Coupon amount *Enter an amount or percentage e.g. 2.99 or 15%*


Enable free shipping ☒ *Check this box if the coupon grants free shipping. The [free shipping method](#) must be enabled with the "must use coupon" setting checked.*


Individual use ☐ *Check this box if the coupon cannot be used in conjunction with other coupons.*

Apply before tax ☐ *Check this box if the coupon should be applied before calculating cart tax.*

Exclude sale items ☐ *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.*

Minimum amount *This field allows you to set the minimum subtotal needed to use the coupon.*

Products 

Exclude products 

Coupons can be managed from the **WooCommerce > Coupons** screen. From there you will see the list of existing coupons, or have the option of setting up a new coupon by clicking the **Add Coupon** link at the top of the screen.

FAQ

How do I exclude certain products from a coupon?

Create a new coupon and set Discount type to **Product Discount** or **Product % Discount**. Now add the products or categories you wish to exclude from the coupon. Everything else is the same as a normal coupon.

source: <http://docs.woothemes.com/document/coupon-management/>

WooCommerce – General Settings

(part 1 of 3)

BASE COUNTRY/REGION

This defines your shops base country (i.e. the country you are based in as a seller). It determines default tax rates and customer locations.

CURRENCY

Choose the currency of the store

ALLOWED COUNTRIES

Here you can select whether you want to sell/ship to too countries, or a select few – useful if only trading within your own country for instance. Customers outside your allowed countries will not be able to checkout.

SPECIFIC COUNTRIES

Define the countries you're willing to sell/ship to. You must set the "Allowed Countries" option to **"Specific Countries"**.

STORE NOTICE

Enable site-wide store notice text by selecting the checkbox then editing your message below. This message will show up across the top of your site and can be stylized by adding the following class to your custom CSS: `p.demo_store {background: white;}` (for example)

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – General Settings

(part 2 of 3)

CART, CHECKOUT AND ACCOUNTS

Enable a coupon field or a comments field at the checkout and enable guest checkout (no account/registration required) or force secure checkout. If you select the option to force SSL/HTTPS an SSL Certificate is required.

It goes without saying that if you're using a direct payment gateway (such as PayPal Pro, which transfers credit card details) you must be using SSL and should be looking at PCI compliance.

Fortunately, SSL certificates are inexpensive and your host will be able to install one for you providing your server meets other security requirements.

REGISTRATION

Here you can allow registration on the checkout page or 'My Account' page and enable the option to register using the email address as the user name.

CUSTOMER ACCOUNTS

Choose whether to:

- Prevent customers from accessing WordPress admin
- Clear cart when logging out
- Allow customers to repurchase orders from their Account Page

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – General Settings

(part 3 of 3) – Handle Digital/Downloadable Products

WooCommerce > Settings contains several downloadable product options. The most important option is the file download method. You have 3 choices:

- **Redirect only** – When users download a file, their link redirects to the file.
- **Force download** – File downloads are forced using PHP.
- **X-Sendfile** – Downloads are served by Apache. Requires the X-Sendfile module (not all servers have this).

To ensure files are protected from direct linking, Force Download can be used. Files will be served by PHP. However, if your files are large, or server is underpowered, you may experience timeouts during download – in this case you would need to either look at your server or use the redirect method.

If your server supports it, use X-Sendfile; its the most reliable method. Apache serves the download giving you the best performance. Files are also protected by a .htaccess file making this method secure.

The next option is “**Download require login**“. This will only allow logged in users to download – non logged in users will need to login. Its important to disable guest checkout if this option is enabled, as guests cannot download.

“**Grant access to downloadable products after payment**” will grant access to files after payment, rather than after the order is ‘completed’.

source: <http://docs.woothemes.com/document/digitaldownloadable-product-handling/>

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 order is completed.

WooCommerce – Catalog Settings

Go to WooCommerce > Settings > **Catalog**

CATALOG OPTIONS

The Catalog options allow you to adjust settings for your shop pages. Here you can determine the ‘Default Product Sorting’ for products by: custom ordering + name, popularity, average rating, or asc/desc price.

Define ‘Shop Page Display’ to show products, sub categories or both as well as the ‘Default Category Display’.

Add to cart options include the ability to enable a redirect to the cart page after a product is added or whether or now you want to display the ‘Add to Cart’ buttons on the archive product pages.

PRODUCT DATA

Here you can chose to enable product SKU / weight / dimension fields on the backend and whether to display that meta information on the frontend in the ‘Additional Information’ tab.

PRODUCT RATINGS

Determine whether you would like to enable ratings on reviews, whether or not they are required when leaving a review and whether you’d like to show “verified owner” labels for customer reviews.

PRICING OPTIONS

Define where the currency symbol should be placed and other options such as the decimal separator and whether to remove the zeros or not.

IMAGE OPTIONS

The image options define the size of your product images and thumbnails.

After you have adjusted the settings, be sure to scroll to the bottom of the page to **Save Changes.**

WooCommerce – Pages Settings

Go to WooCommerce > Settings > **Pages**

PAGE SETUP

Specify the base page for your shop, choose a title for it and specify your terms page (optional).

SHOP PAGES

Here you specify your WooCommerce specific pages. These will be populated by default once the plugin is activated should you choose to use the automatic set up option. You can change these pages to better suit your store.

Don't forget to Save Changes!

Page Setup

Set up core WooCommerce pages here, for example the base page. The base page can also be used

Shop Base Page	<input type="text" value="Shop"/>
Terms Page ID	<input type="text" value="Terms & Conditions"/>

Shop Pages

The following pages need selecting so that WooCommerce knows where they are. These pages should be selected.

Cart Page	<input type="text" value="Cart"/>
Checkout Page	<input type="text" value="Checkout"/>
Pay Page	<input type="text" value="Checkout → Pay"/>
Thanks Page	<input type="text" value="Order Received"/>
My Account Page	<input type="text" value="My Account"/>

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Inventory Settings

Go to WooCommerce > Settings > **Inventory**

MANAGE STOCK

The main option on this tab is to declare whether your store should manage stock or not.

HOLD STOCK

You can manage how long you hold stock for unpaid orders. When the customer adds a product to the cart, the stock is reduced and held for x amount of minutes before the item will be released from the cart and the item stock replenished. If you do not want this option, you can leave this field blank.

NOTIFICATIONS, STOCK THRESHOLD AND VISIBILITY

If Stock Management is enabled you can then define stock notifications for low / out of stock, set the thresholds and whether to hide products on the storefront if they are out of stock.

Finally, set the format for the stock status displayed on your shop.

Don't forget to Save Changes!

Inventory Options

Manage Stock	<input checked="" type="checkbox"/> Enable stock management
Hold Stock (minutes)	<input type="text" value="60"/> <small>Hold stock (for unpaid orders) for x minutes. When this limit is reached, the stock will be held for x minutes before it is released. When this limit is 0, the stock will be released immediately.</small>
Notifications	<input checked="" type="checkbox"/> Enable low stock notifications <input checked="" type="checkbox"/> Enable out of stock notifications
Notification Recipient	<input type="text" value="admin@primathemes.com"/>
Low Stock Threshold	<input type="text" value="2"/>
Out Of Stock Threshold	<input type="text" value="0"/>
Out Of Stock Visibility	<input type="checkbox"/> Hide out of stock items from the catalog
Stock Display Format	<input 12="" in="" stock"="" type="text" value="Always show stock e.g. "/>

Save changes

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Tax Settings

Go to WooCommerce > Settings > Tax

The tax tab lets you define the tax rates for your store and set up how tax should work. The tax rules system in WooCommerce has been built to be as flexible as possible to work with any country. Tax rates are applied based on the customer's shipping address.

TAX OPTIONS

The tax tab displays several options which you can configure to suit your needs – the settings which you choose will ultimately be based on the tax jurisdiction under which your store is located. The following options exist:

ENABLE TAXES

Define whether to enable taxes and tax calculations. If taxes are disabled, you can ignore the rest of the options on the page as they will have no effect.

PRICES ENTERED WITH TAX

This option is perhaps the most important option when it comes to setting up how you manage taxes in your store as it determines how you will input product prices later on.

“Yes, I will enter prices inclusive of tax” would mean all catalog prices are input using your store's base tax rate.

The tax calculation for tax inclusive prices is:

$$\text{tax_amount} = \text{price} - (\text{price} / ((\text{tax_rate_} \% / 100) + 1))$$

“No, I will enter prices exclusive of tax” would mean that your catalog prices need to be tax exclusive.

The tax calculation for tax exclusive prices is:

$$\text{tax_amount} = \text{price} * (\text{tax_rate_} \% / 100)$$

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Shipping Settings

Go to WooCommerce > Settings > **Shipping**

SHIPPING OPTIONS

Here you can enable shipping sitewide. If you're selling digital products, you may want to turn shipping off entirely. You can also enable the shipping calculator on the cart page or choose to hide the shipping costs until an address is entered.

SHIPPING METHOD DISPLAY

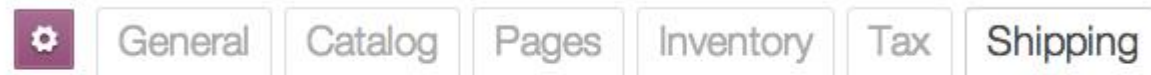
When a customer selects their Shipping Method Display you can chose to show a radio button or select box.

SHIPPING DESTINATION

Next, define whether you will only ship to the users billing address (shipping address fields will be hidden at checkout), and whether you want to ship to the billing address by default ('ship to same address' box will be checked at checkout) or you can choose to collect a shipping address even when not required.

SHIPPING METHOD

Here you can also choose the default shipping method and drag and drop the preference of order you have for the various options to be displayed. To setup the shipping methods themselves please go see the mini menu just beneath the tabs:



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

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Payment Gateways Settings

Go to WooCommerce > Settings > **Payment Gateways**

WooCommerce comes bundled with 5 payment gateways

- Cash on Delivery
- Direct Bank Transfer
- Cheque Payment
- PayPal Standard
- Credit Card (Mijireh Checkout).

It can also easily be extended to integrate with [dozens of other payment providers](#).

On the Payment Gateways section you can specify a default payment gateway (this will be highlighted first during checkout) and **drag-and-drop** to modify the order in which the payment methods appear on the front end.

Each gateway is **configured separately**, click on its name in the menu below the WC setting tabs to bring up each of the specific options.

Payment Gateways | [Cash On Delivery](#) | [Bacs](#) | [Cheque](#) | [PayPal](#) | [Mijireh Checkout](#)

Payment Gateways

Installed payment gateways are displayed below. Drag and drop payment gateways to control th

Default	Gateway	Status
<input type="radio"/>	Cash on Delivery Gateway ID: cod	
<input type="radio"/>	Direct Bank Transfer Gateway ID: bacs	
<input type="radio"/>	Cheque Payment Gateway ID: cheque	
<input type="radio"/>	PayPal Gateway ID: paypal	
<input type="radio"/>	Credit Card Gateway ID: mijireh_checkout	

Save changes

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Emails Settings

Go to WooCommerce > Settings > **Emails**

EMAIL OPTIONS

Now you will find many more options to customize your shop emails. Including sender ‘from’ name and email address, email template customizations, and response customization.

EMAIL TEMPLATE

Here you can add a **custom header graphic** to your store emails. A good width to make this image would be 600px. Upload your image via the Media Uploader, then copy the URL of the image. If you have any store specific information such as phone numbers or additional contact details these can be added to your email footer.

Best of all you can make the WooCommerce emails match your brand identity by modifying colours of certain elements. The background colour of these inputs matches your selection (in hex).

ORDER STATUS EMAILS

For each order status you will find additional options just below the WC settings tabs.

Each of these options allows you to enable notifications for the order status, manage who receives the notification, and to customize the message.

HTML TEMPLATES

WC 2.0 makes it even easier to customize your email templates by providing a quick link to copy the template file to your theme or view the template for customization! To edit the template go to the Order Status you wish you edit (New Order, Processing Order, etc) scroll to the bottom of the page to Copy File to Theme or to View Template.

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Integration Settings

Go to WooCommerce > Settings > **Integration**

The integration tab is where you configure integrations with third party services (not including payment gateways / shipping methods) such as ShareThis, Google Analytics and ShareYourCart.

GOOGLE ANALYTICS ID

If you want to use WooCommerce's in-built support for Google Analytics enter your ID here. You can then enable standard tracking and eCommerce tracking.

SHARETHIS PUBLISHER ID

In the mini menu beneath the WC Tabs you will see the [ShareThis](#) options. ShareThis will add social sharing buttons to the widget on the products page. To enable simply enter your ShareThis publisher ID.

SHAREYOURCART

To learn more about ShareYourCart please see the documentation linked within that tab.

source: <http://docs.woothemes.com/document/woocommerce/>

WooCommerce – Troubleshooting

Check for common issues via your system status page

The WooCommerce system status page provides information on versions, template overrides, and memory. To access the page go to **WooCommerce > System Status**.

Items you need to act upon will be **highlighted red**. This may include [Updating Memory](#), creating pages correctly, or updating outdated plugins.

Solutions to common WooCommerce issues (Click Links Below)

- [Known Conflicts, Issues and Workarounds](#)
- [Increasing the WordPress Memory Limit](#)
- [Using appropriate image dimensions to avoid distortion / pixellation](#)
- [Fatal error: Call to undefined function is_woocommerce_active\(\)](#)
- [jQuery.cookie fails to load](#)
- [Endless loading/spinner on the checkout page](#)
- [Order status not changing on order complete – conflict with W3 Total Cache](#)
- [Checkout form not working in IE9](#)
- [Problems with large amounts of data not saving \(variations, rates etc\)](#)
- [Multiple installs on one domain + SESSIONS \(conflict/session sharing workaround\)](#)
- [ssl error rx record too long](#)
- [session start warnings](#)

source: <http://docs.woothemes.com/documentation/plugins/woocommerce/troubleshooting/>

Further Support

Once again, thank you so much for purchasing this theme. If you have any further questions be sure send an email via <http://themeforest.net/user/tokopress>, and I will get back to you as soon as possible (Monday-Friday)! If you have an idea for theme improvement, let me know, and if possible I will do my best to implement it as a free update.