STAFFORD TECHNOLOGIES
A Digital Agency

Dan's Wellness Pharmacy & Culpeper Pharmacy Training Agenda

Date Created: 12/12/2017
Creator: KF

Dan's Wellness Pharmacy & Pharmacy of Culpeper Training Agenda

1. Logging in/custom dashboard
2. Pages
   a. Navigating
   b. Different Modules
   c. Different Rows
   d. Different Sections
   e. Global Modules/Sections
3. Editing a Text Module
   a. Copy
   b. Adding/Removing an Image
   c. Creating a link
4. WOOCOMMERCE
   a. Add a Product
      i. Navigate to "Products" on the left sidebar
      ii. Sub-navigate to "Add Product" on the left sidebar underneath "Products" OR simply click "Add Product" at the top of the "Products" page
      iii. Fields for Standard Product:
         1. Product Name
         2. Product Description
         3. "Product Data" – **Simple Product**
            a. "Regular Price ($)"
               i. Type in price of product
            b. "Tax status"
               i. Should be Taxable
         4. "Product Short Description"
            a. This is a short description for the product
         5. "Product Image"
            a. Click "Set product image"
               i. Select image from "Media Library"
               ii. OR; upload a new image from "Upload Files" tab
            b. Click "Set product image"
         6. Click "Publish"
      iv. Fields for Variable Product (ones with multiple sizes):
         1. Product Name
         2. Product Description
         3. "Product Data" – **Variable Product (click the dropdown)**
            a. Product Data Tab
               i. "Tax status"
                  1. Should be Taxable
            b. Attributes Tab
               i. Choose "Custom product attribute" and click "Add"

        ii. Name:
              1. Type in "Size"
        iii. Value(s):
              1. Type in the different product sizes separated by "|"
              2. Example: "16 oz | 8 oz"
        iv. Uncheck "Visible on the product page"
        v. Check "Used for variations"
        vi. Click "Save attributes"

- c. Variation Tab (grid pic)
    - i. Click "Go" next to the dropdown that says "Add variation"
    - ii. Next to the new created variation, click the dropdown "Any Size" and choose the size that you want to add
        1. Click on the dropdown arrow next to "Remove" to edit the variation details
        2. Regular price ($)
            a. Add price for the size selected
    - iii. Click "Go" to add another variation and follow same instructions right above
    - iv. Click "Save Changes"

4. "Product Short Description"
    a. This is a short description for the product
5. "Product Image"
    a. Click "Set product image"
        i. Select image from "Media Library"
        ii. OR; upload a new image from "Upload Files" tab
    b. Click "Set product image"
6. Click "Publish"

b. Delete or Hide a Product

    i. Delete a Product
1. Navigate to "Products" on the left sidebar
2. Hover over the Product Name that you wish to edit
3. A small menu bar will appear here
4. Click "Trash" to delete the Product

    ii. Hide a Product from customers
1. Navigate to "Products" on the left sidebar
2. Hover over the Product Name that you wish to edit
3. A small menu bar will appear here
4. Click "Quick Edit"
    a. Go to "Status" and click the dropdown
        i. Change "Published" to "Draft"
    b. Click "Update"
5. *This will keep the product in the backend without deleting it, but remove it from the Store

5. Lift Chairs
6. Gallery
7. Buttons
8. Testimonials
9. Newsletter