



ADDING PRODUCTS TO YOUR WooCommerce Store

For WordPress sites

[Skaggs Web Services LLC](#)

This document provides step-by-step instructions as well as screenshots to help our small business customers manage their online store products.

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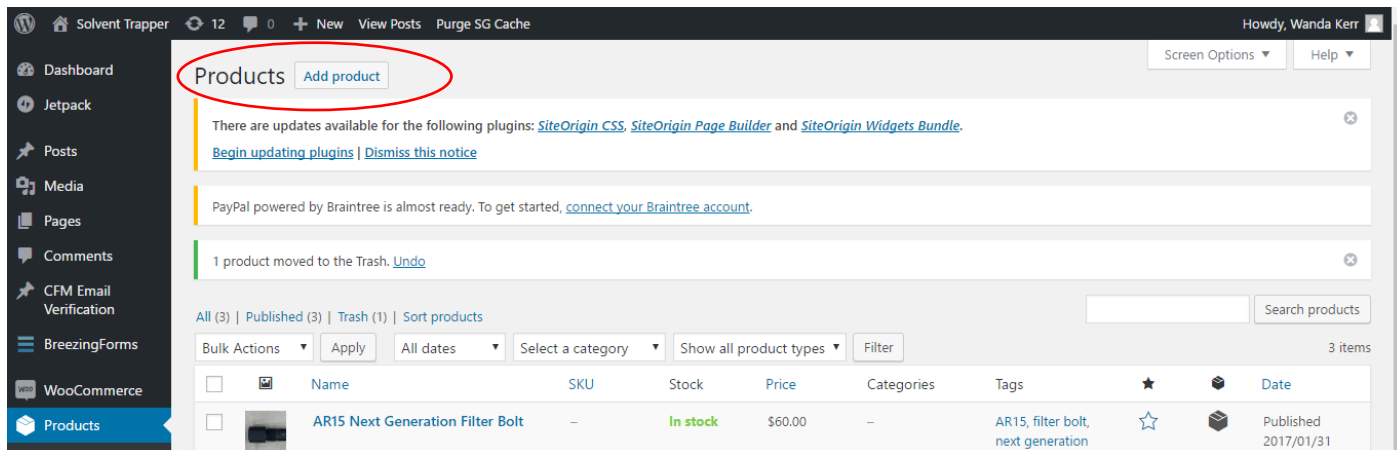
Adding Online Store Products

Log in to your website as instructed.

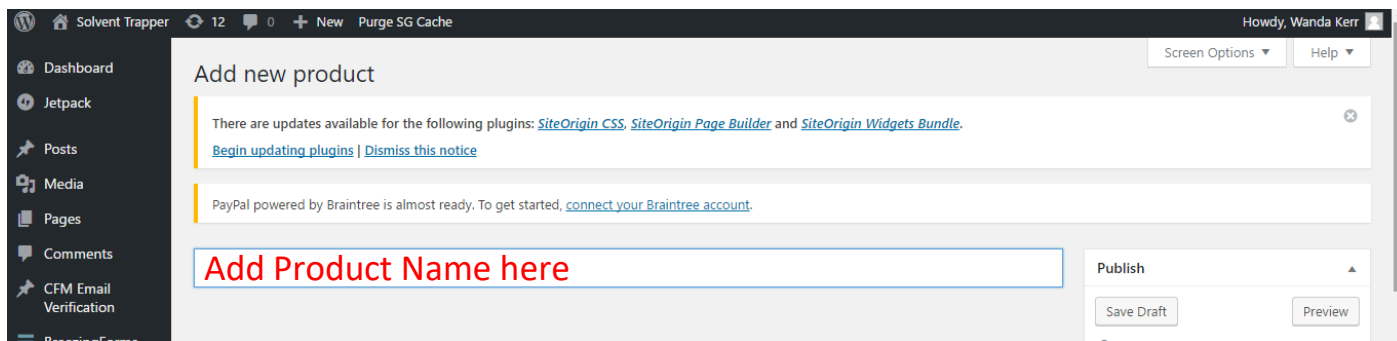
You will land on a screen called “Dashboard.”

The black column on the left has a list of administrative website items. Click on “Products.”

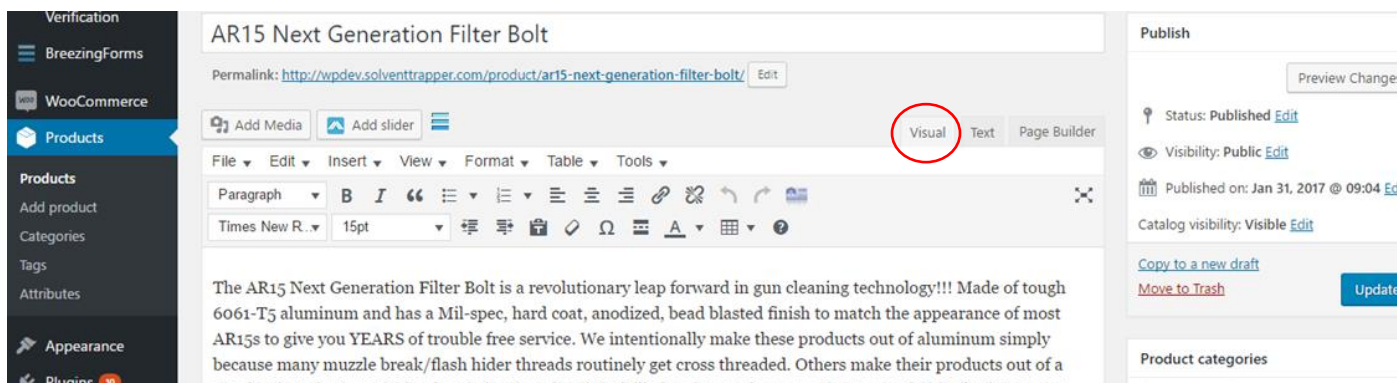
A screenshot of the Products page is below. The “Add product” button is circled in red.



When you click on the “Add product” button, you will go to this screen:



Below Product name, type in the “long description.” Make sure you’re on the “Visual” tab.



Below the long description section is the “Product Data” section:

The screenshot shows the 'Product Data' section for a 'Simple product'. The 'General' tab is selected and circled in red. The form includes the following fields:

- Regular price (\$): 60.00
- Sale price (\$): [Empty] with a [Schedule](#) link.
- Tax status: Taxable
- Tax class: Standard

On the right side, there is a 'Product tags' section with an 'Add' button and a list of tags: AR15, filter bolt, and next generation. A link 'Choose from the most used tags' is also present.

There are several different subsections under Product Data.

The first is “General.” (Screenshot above) This is where you will enter the regular price, the sale price if there is one, the tax status (Taxable) and tax class (Standard.) *Note next to Sale price is “Schedule.” Click on Schedule to set the start and end dates for the sale price.

The next section is “Inventory.”

The screenshot shows the 'Product Data' section for a 'Simple product'. The 'Inventory' tab is selected and circled in red. The form includes the following fields:

- SKU: [Empty]
- Manage stock?: Enable stock management at product level
- Stock quantity: 0
- Allow backorders?: Do not allow
- Stock status: In stock
- Sold individually: Enable this to only allow one of this item to be bought in a single order

On the right side, there is a 'Product tags' section with an 'Add' button and a list of tags: AR15, filter bolt, and next generation. A link 'Choose from the most used tags' is also present.

This is where you enter SKU numbers for your products. Check the box to enable stock management for your products. Enter the quantity of the product you have in stock. Select Allow or to disallow back orders, and whether or not the product is currently in stock.

The next section is “Shipping”:

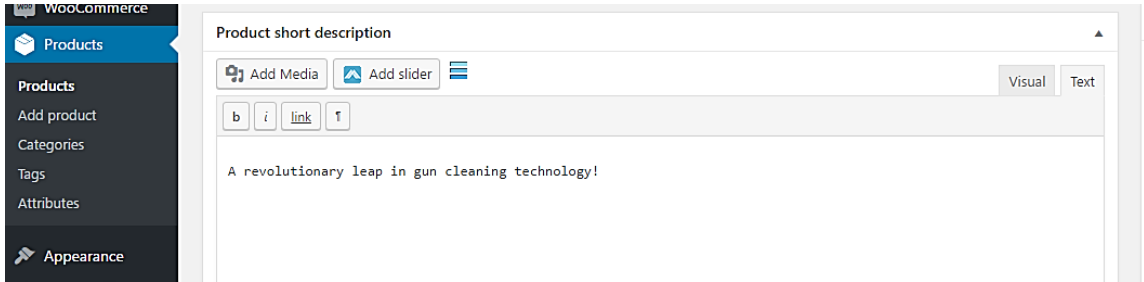
The screenshot shows the 'Product Data' section for a 'Simple product'. The 'Shipping' tab is selected and circled in red. The form includes the following fields:

- Weight (oz): 0
- Dimensions (in): Length, Width, Height
- Shipping class: No shipping class

On the right side, there is a 'Product tags' section with an 'Add' button and a list of tags: AR15, filter bolt, and next generation. A link 'Choose from the most used tags' is also present.

Here is where the product’s weight must be entered to allow calculation of shipping charges. Dimensions may be entered if that value would affect shipping rates. Select the appropriate shipping class.

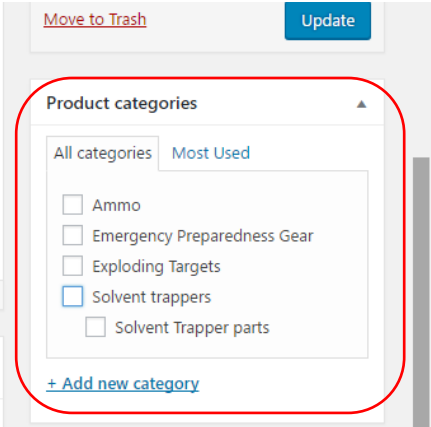
Below the Product Data section is “Short Description.” This is where you enter a line or two that will show up under the product name and price.



On the RIGHT SIDE of the Product page there are several sections to complete. Starting at the top of the page –

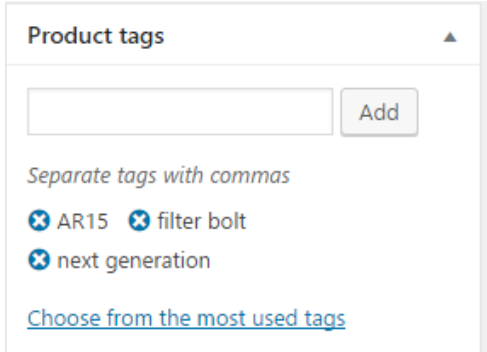
Product categories:

...d tapped you run the very real risk of ruining your \$300.00
...id that you cross thread our product, but if you do just send it
... , no questions asked. You have to ask yourself, are the other
... es apply.



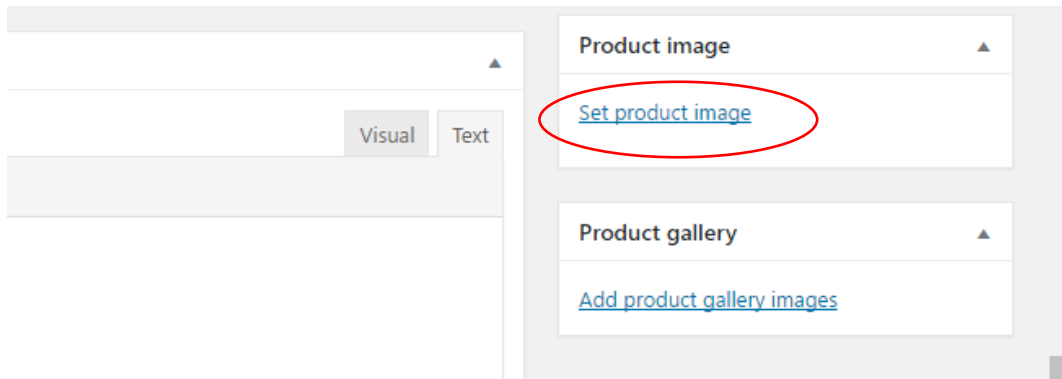
Click the checkbox for each appropriate category for the product.

Product tags:



As an example, you see the tags “AR15,” “filter bolt,” and “next generation” have been added for this product (AR15 Next Generation Filter Bolt.) Enter tags in the box to help your online customer find what he’s looking for when he uses Search to find a product.

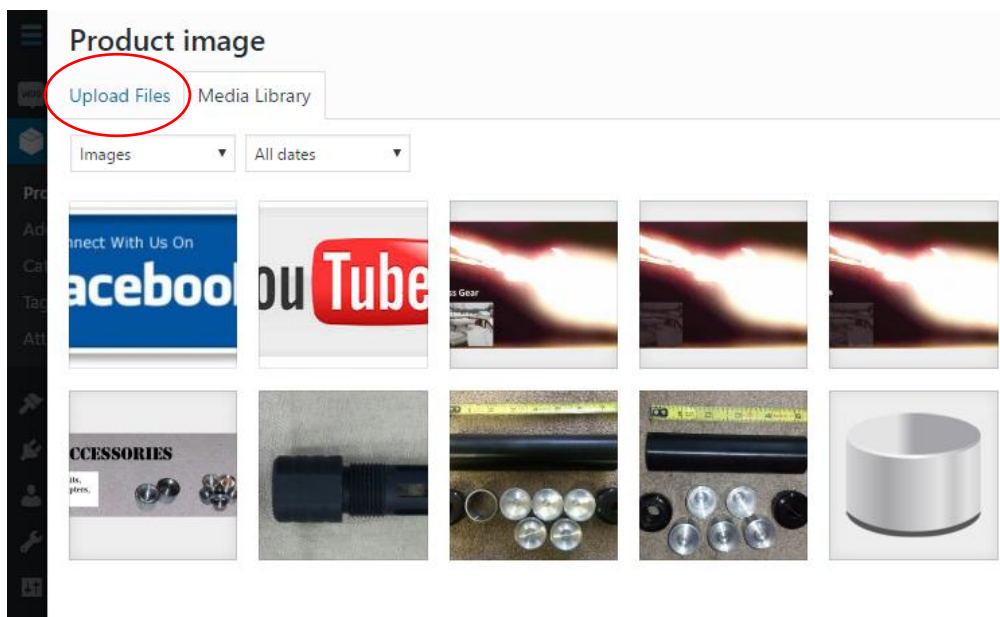
Adding a Product image:



Click on “Set product image.”

You will be taken to your website’s Media Library where you can either choose an image that’s already there or upload a new picture from your computer.

Click on “Upload Files” to connect to your computer and choose an image for your product.



When you’ve uploaded your image, click on the “Set Product Image” button in the lower right corner of your screen.

If you wish to upload multiple images for the product, click on “Add product gallery images” for each picture you want displayed.

To Preview the product page for this particular product, click on “Preview” in the upper right corner of your screen.

When you are satisfied with the way your product page looks, click on “Publish.”

The screenshot shows a product page editor for a product titled "product". The URL is wpdev.solventrapp.com/product/test-product/. The editor includes a rich text toolbar with options like Bold, Italic, and text alignment. On the right side, there is a "Publish" panel with the following options: "Save Draft", "Preview" (circled in red), "Status: Draft", "Visibility: Public", "Publish immediately", "Catalog visibility: Visible", "Move to Trash", and "Publish" (circled in red).

If you need to make changes after the page has been Published, be sure to click on “Update” to save your changes. If you leave the page without clicking “Update,” you’ll lose your changes.

The screenshot shows a product page editor for a product titled "neration Filter Bolt". The URL is v.solventrapp.com/product/ar15-next-generation-filter-bolt/. The editor includes a rich text toolbar with options like Bold, Italic, and text alignment. On the right side, there is a "Publish" panel with the following options: "Preview Changes" (circled in red), "Status: Published", "Visibility: Public", "Published on: Jan 31, 2017 @ 09:04", "Catalog visibility: Visible", "Copy to a new draft", "Move to Trash", and "Update" (circled in red).

As always, if you need assistance, please contact us at support@skaggsweb.com or call us at 1-877-SWS-WEBS (1-877-797-9327.) *Maintenance fees apply.