

Manage your Ecommerce Website

Here you will find all the necessary information on how to manage your woocommerce website.

Before you proceed you will need the username and password. This will be supplied by one of our partners.

Contact us on
info@netfactor.uk
info@shope.co.za
info@bizlive.co.za
info@luitziqmedia.co.za

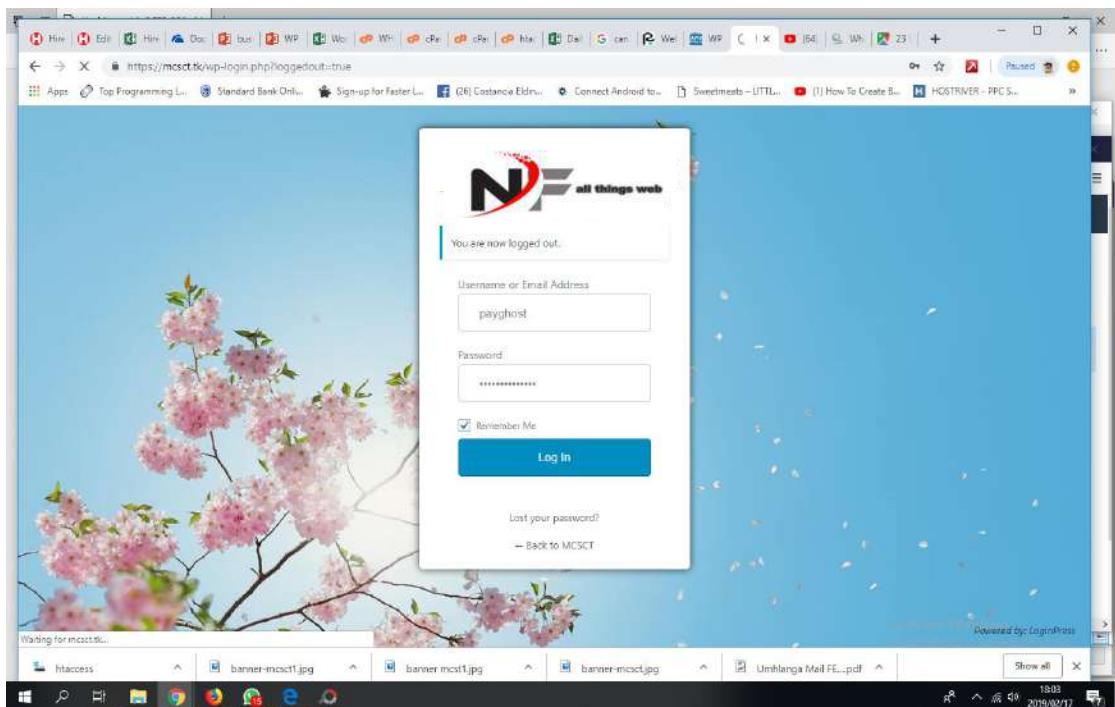
Congratulations of your amazing E-commerce Store. You now are an online trader and if you manage your store well, you can make a lot of sales and money in your bank. Our email is on the login screen so if you encounter any problems drop us a detailed email and one of our team members will communicate with you. We do not call clients as our support is FREE.

Step 1

Go to www.yourdomain.com/wp-admin

Press <ENTER>

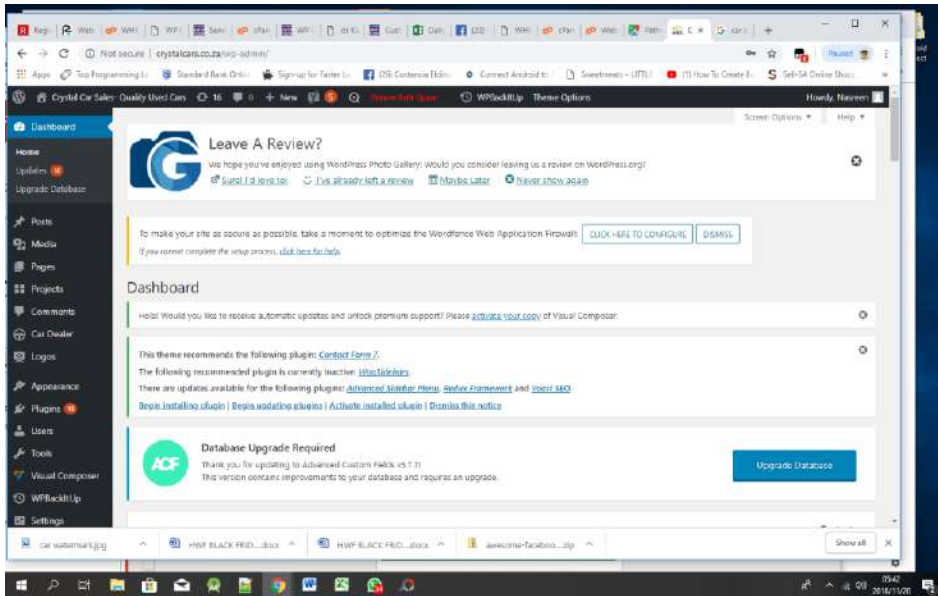
This is the screen you will see:



Enter the USERNAME AND PASSWORD and click on LOGIN

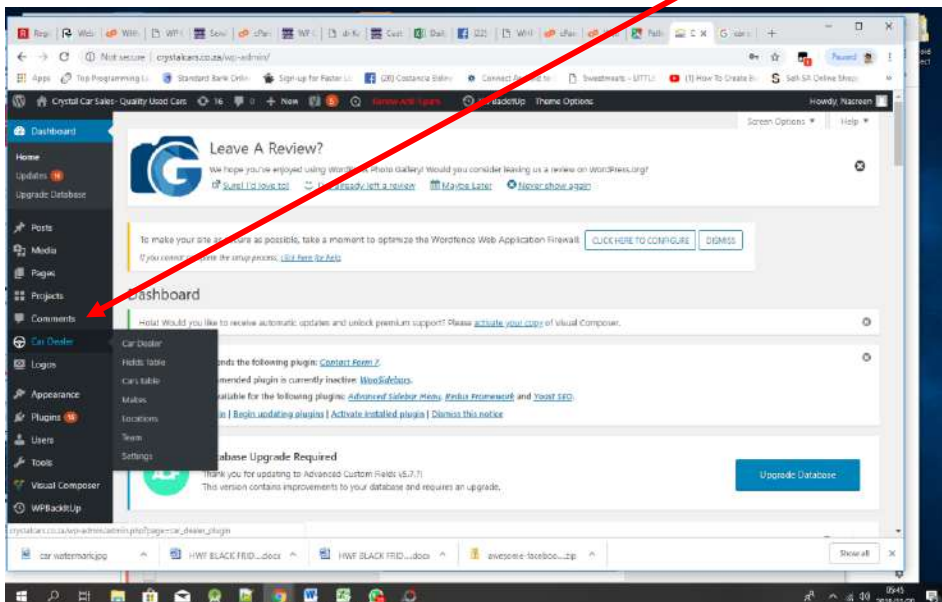
Step 2

Once you enter the Username and Password
This is the screen you will see:



The left side is the TASKBAR and you will see various options. Do not experiment and you can bring down the website if you do not understand the system.

The MAIN option you will be using is : PRODUCTS



Step 3

Before you commence with the uploads ensure you reduce each image so that it is less than or around 400 to 500 kb/ or 400px X 300px It is also good to keep all images in a standard size so that the user experience is great- Though this is not compulsory. Do take note that if you upload large images , you will be consuming more disk space and this may have a cost implication. Remember disk space is like the retail space in a Mall- the more space you occupy the more rent you pay. So keep it lean and trim.

A good simple program to use is
<http://online-image-editor.com>
or <http://photoscape.org>

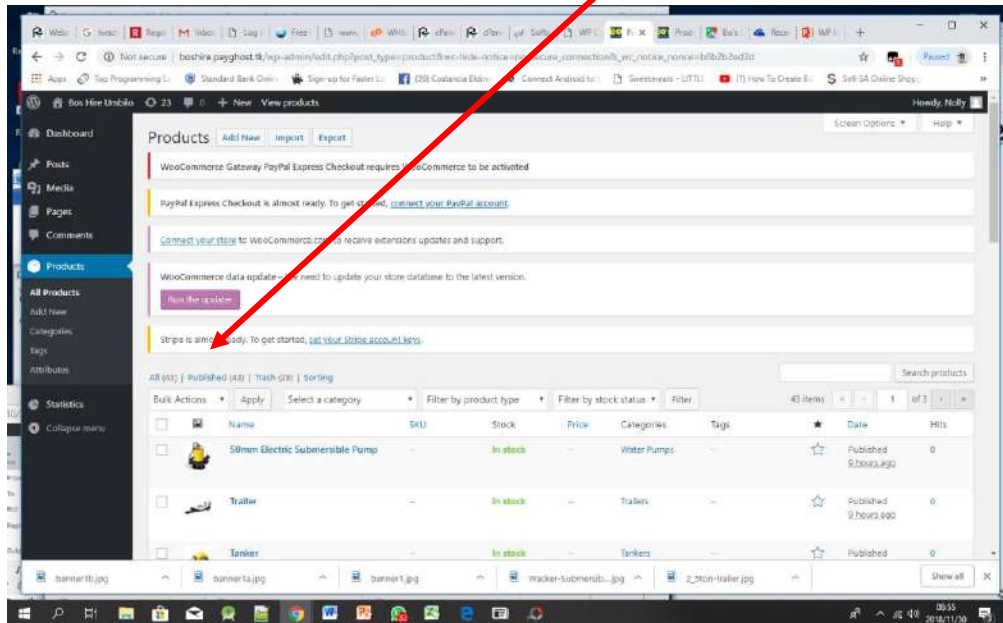
With Photoscape you will need to download the program and can be used even if you not on the internet.

But to upload the images to your website you will need internet access.

Once all your images are resized you should be ready to upload.

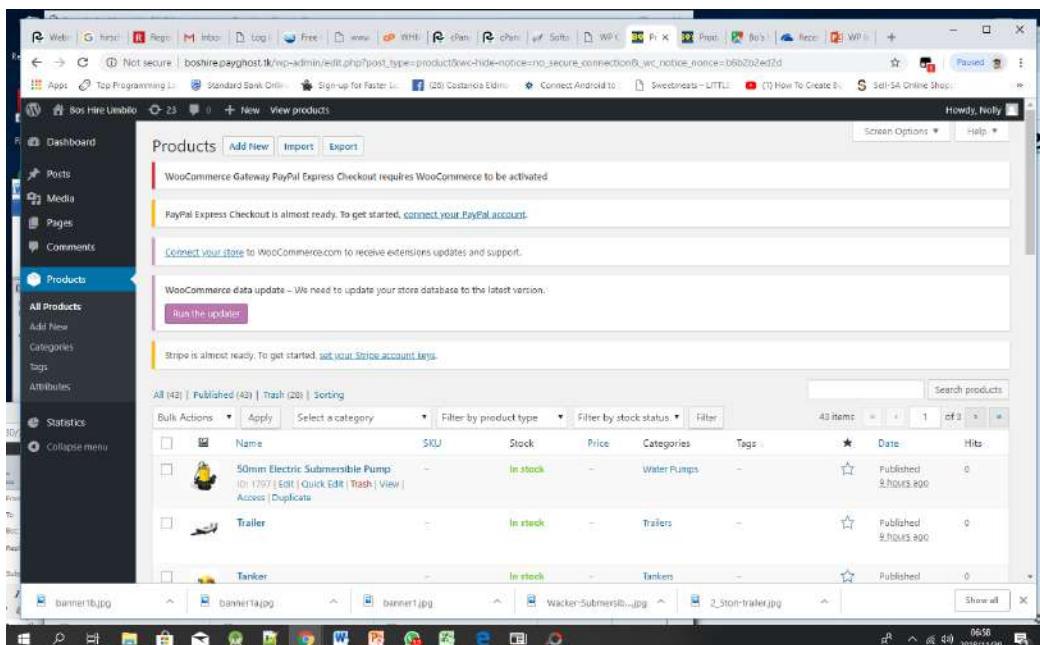
Step 4

Move your Mouse to : PRODUCTS and you will see this option expands to give you more Sub-Options. To view all Products Click on PRODUCTS and This is what you will see



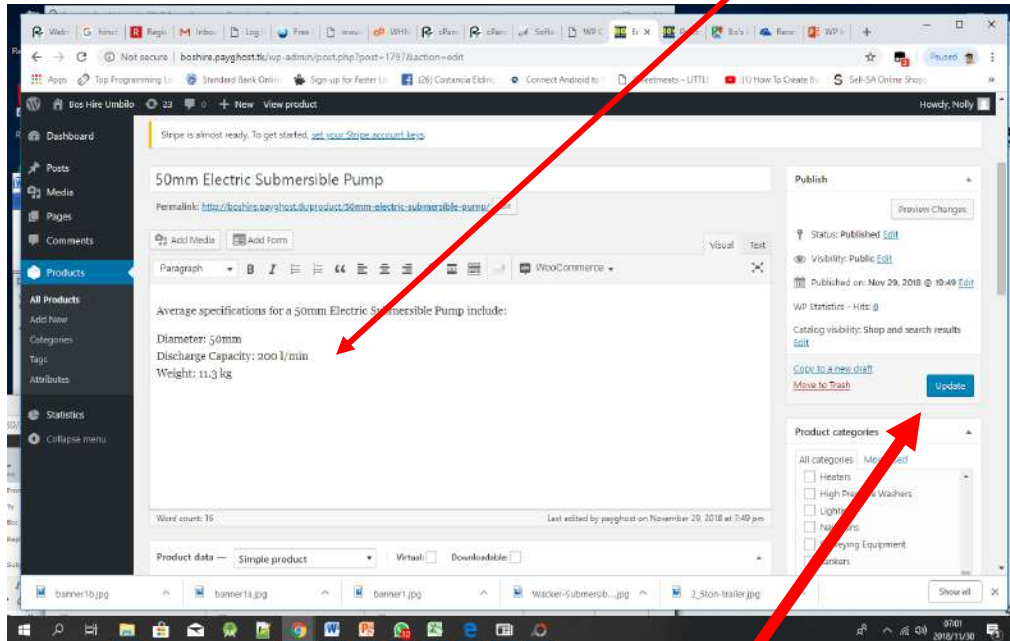
Step 5

If you need to change any info about any listed PRODUCT. Move the mouse over to the name of the PRODUCT and you will see a pop-up. Select EDIT



Step 6

Click on EDIT and this is what you will see: Now make your changes.



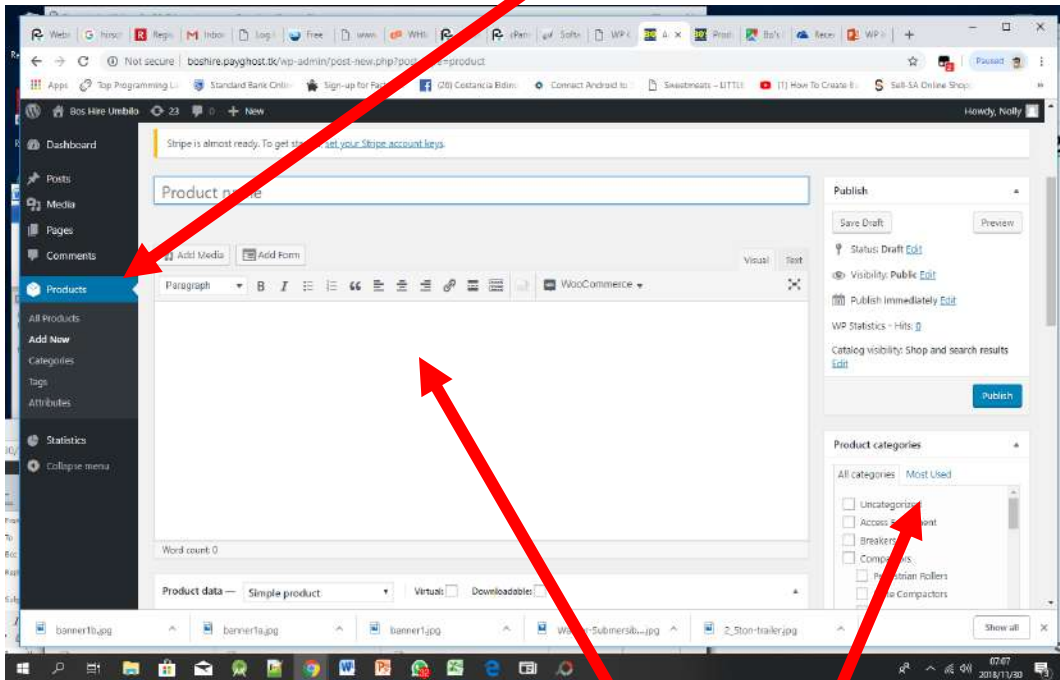
Step 7

Once done with editing move mouse to UPDATE on the Right Bar. If you do not click on UPDATE , or changes will not be saved.

ADDING NEW PRODUCTS

Step 8

Move Mouse to PRODUCTS on left bar. Select ADD NEW. This is what you will see. You

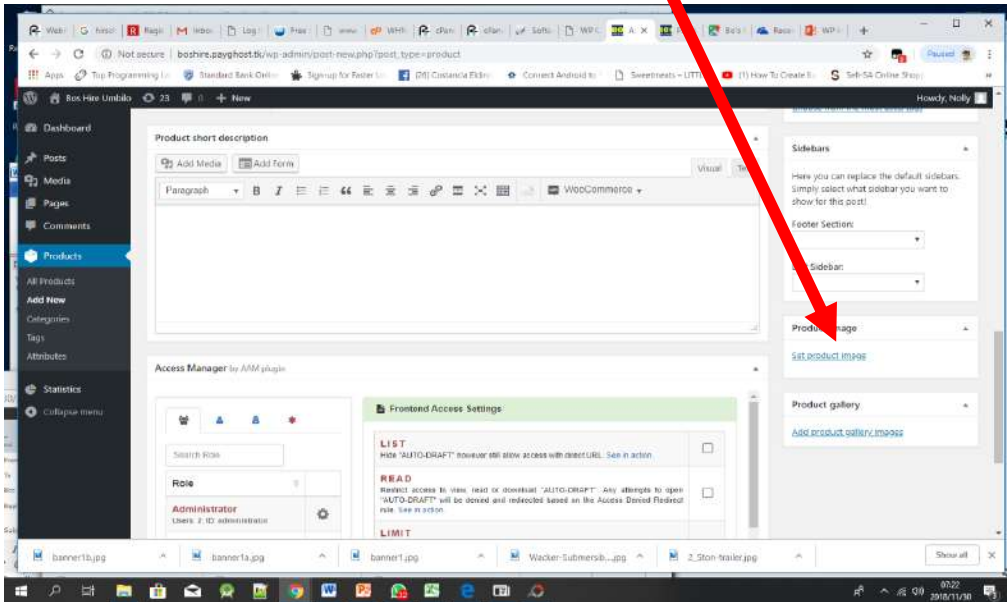


Step 9

Add the Product Name, Description- Note there are 2 sections for Description: Long Description and Short Description. You also need to select the CATEGORY from the Right Bar. Here you can also add more CATEGORIES AND SUB_CATEGORIES

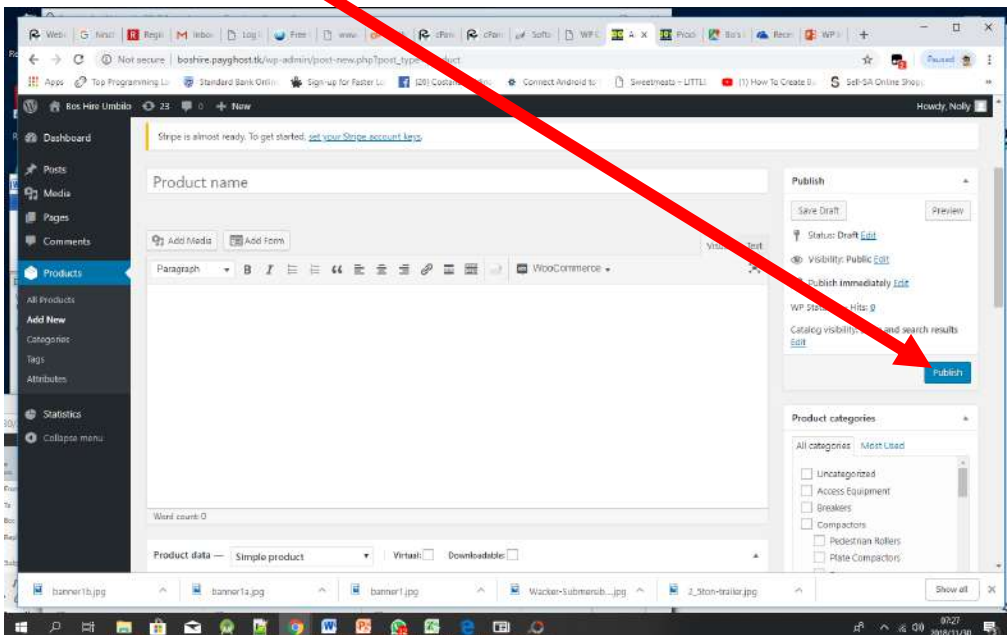
Step 10

Scroll down a bit until you see this screen. Here you can upload the Images for the PRODUCT.



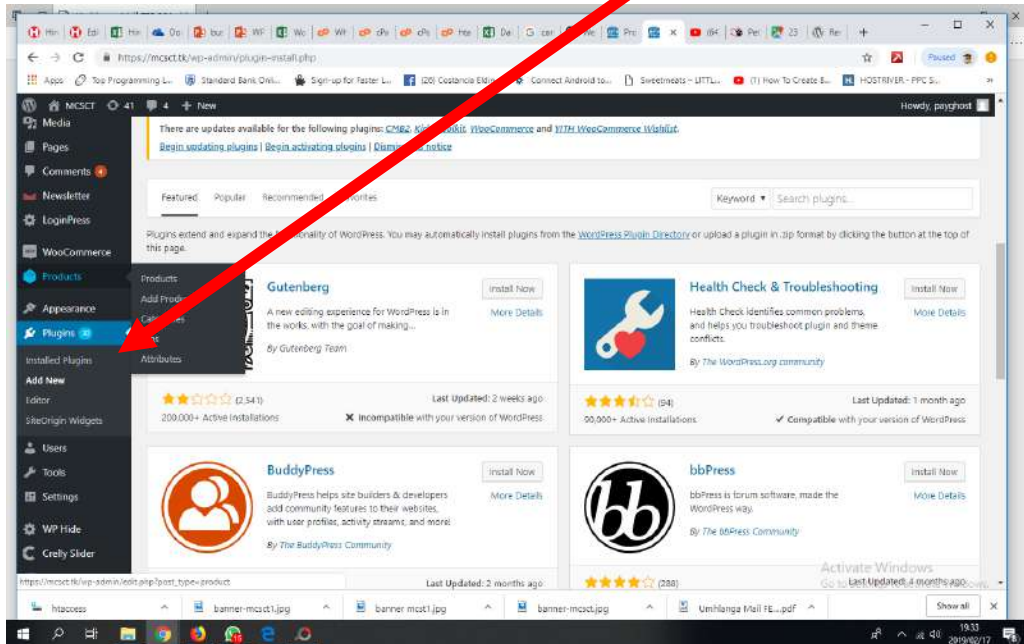
Step 11

Once done with editing move mouse to PUBLISH on the Right Bar. If you do not click on PUBLISH or changes will not be saved.



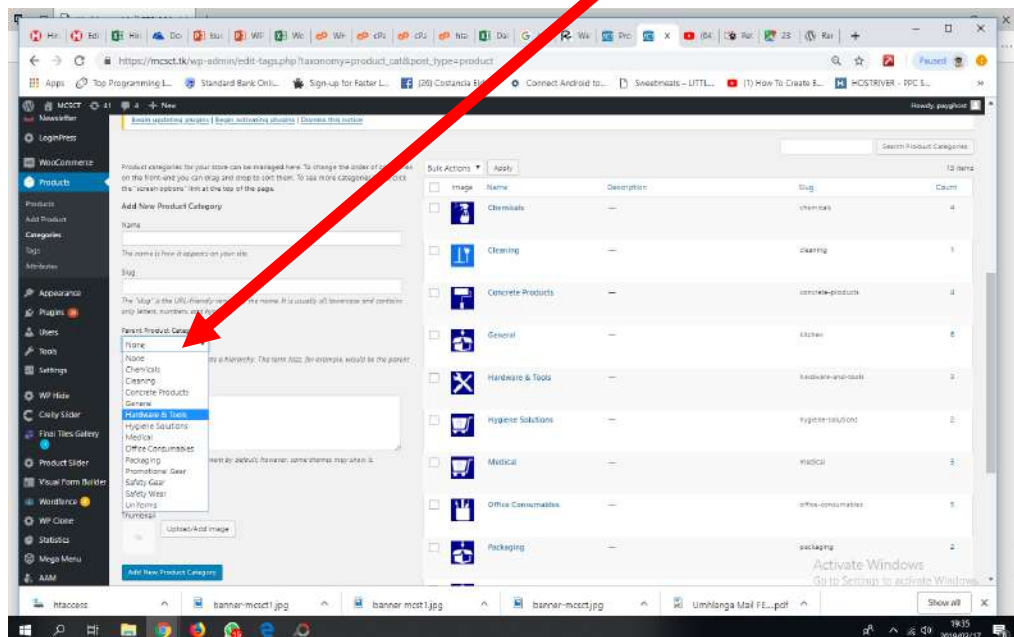
Step 12

Adding PRODUCT Categories and Sub Categories



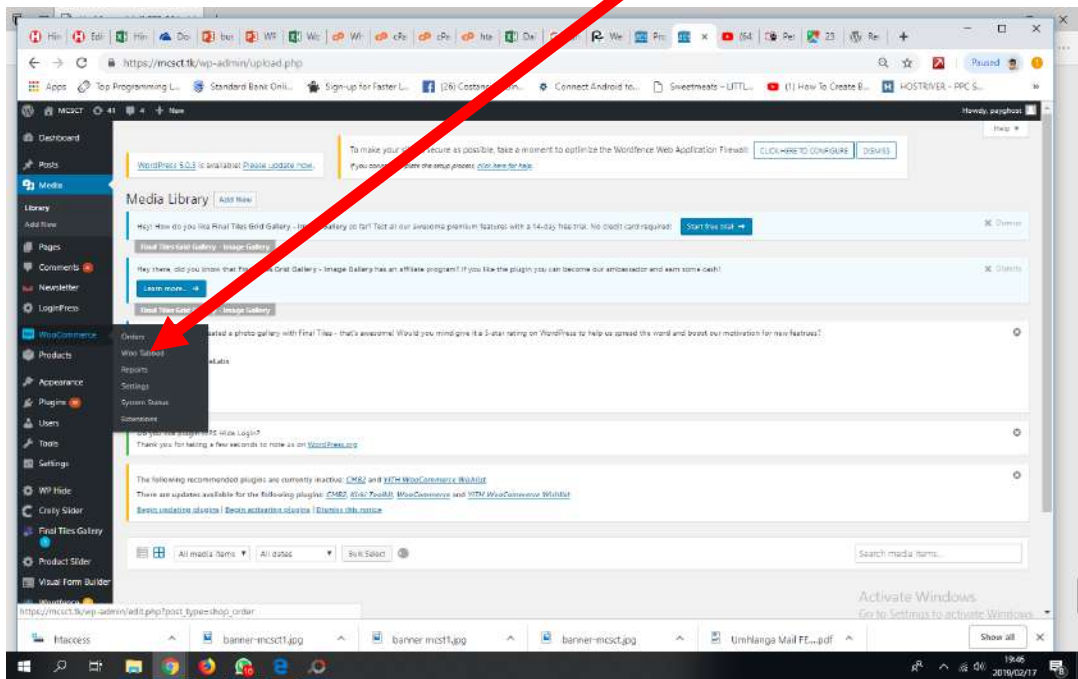
Step 13

Give the CATEGORY a name. It could be a Sub-Category. If it meant to be a PARENT Category then select NONE or Else select one of the previously created category if it is meant to be a SUB-CATEGORY. You can also add an image to represent the category



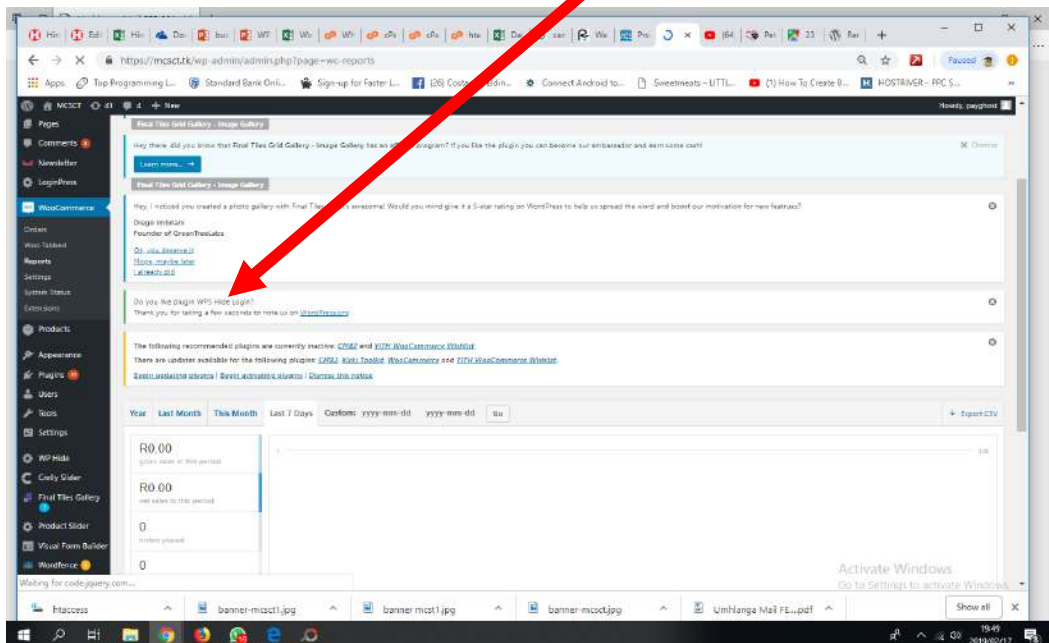
Step 14

Checking your ORDERS. Move Mouse to WOOCOMMERCE, then select ORDERS.



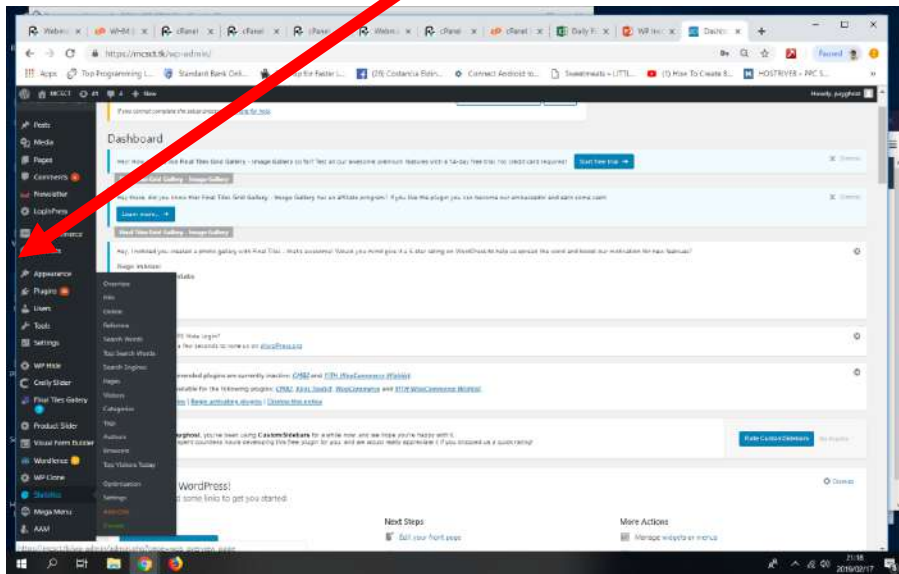
Step 15

You can also check your REPORTS. Select REPORTS under the WOOCOMMERCE tab.



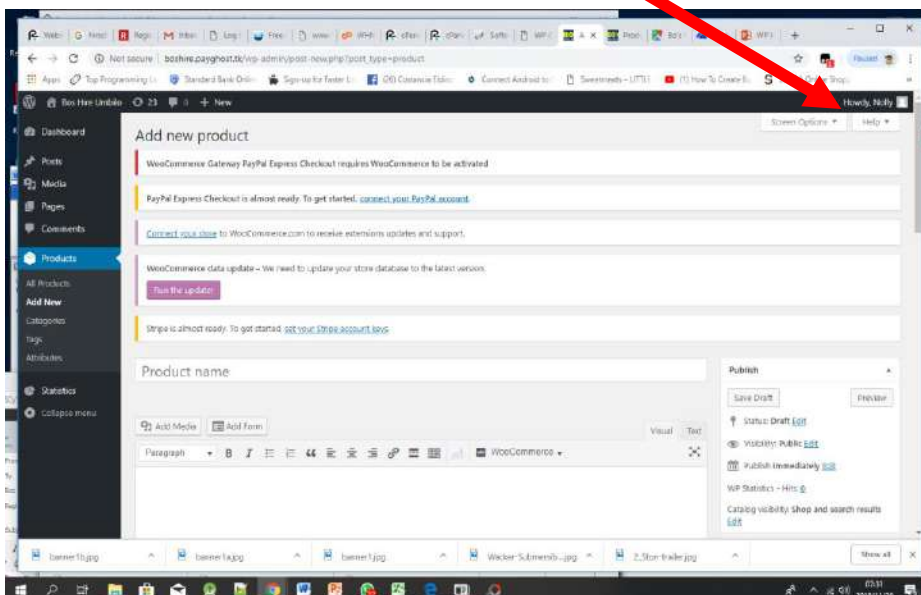
Step 15

Want to know what traffic you getting to your site!! We have included this for you. Simply go to STATISTICS and you will be able to access all the relevant data from OVERVIEW, HITS, Whose ONLINE, REFERERS etc. Kindly note that if you find an excessively high and abnormal visits, then such visits could be by Robots (Bots) and is not a true reflection. We have taken the necessary precautions but some BOTS will creep in.



Log Out Step 16

Move to the top of the screen. Click on HOWDY Name. Select LOGOUT



Need More HELP!!

Payghost is your provider and we are always there for YOU. Simply drop us an email with your Query, Problem, Suggestion and we will find a solution.

Our Email is info@payghost.co.za.

Ensure you include the domain name ie
: www.domainname.co.za in the subject line

DID YOU KNOW!!

We have developed a LEADS GENERATION SYSTEM for businesses like yours. Visit www.hirenet.co.za and registers and get leads coming to you.



Earn some extra cash. Refer friend and families who may also be looking for quality web services and we will pay a super referral fee of R500 per referral if they buy our services.

T & C 's