



SOP for Product Management in WooCommerce

Procedure:

Adding and Editing Products (Descriptions, Images, Prices)

- Step 1: Log into the WordPress admin dashboard and navigate to "Products" > "Add New" to add a new product or "All Products" to edit an existing product.
- Step 2: Enter the product name in the title field and provide a detailed description in the main text editor.
- Step 3: Scroll down to the "Product Data" section to configure product-specific details:
 - Type: Choose the product type (e.g., simple, variable).
 - General: Set the price and tax status.
 - Inventory: Manage stock levels and SKU.
 - Shipping: Input weight, dimensions, and shipping class.
- Step 4: Add product images by selecting the "Product Image" to add a main image and "Product Gallery" for additional images.
 - Tips: Use high-quality images and set an appealing featured image. Ensure product descriptions are clear and comprehensive.

Managing Product Categories and Tags

- Step 1: To add a new category, go to "Products" > "Categories." Enter a name, slug (URL-friendly version of the name), and description. Select "Add New Category" to save.
- Step 2: Assign products to categories by editing a product and ticking the relevant category boxes on the right-hand side of the product editor.
- Step 3: Add tags to products by entering them in the "Tags" field on the right-hand side of the product editor. Press "Enter" after each tag to separate them.
 - Tips: Use categories to organize products broadly and tags for more specific grouping. This helps customers navigate your store more easily.

Inventory Management

- Step 1: In the "Product Data" box under the "Inventory" tab, you can manage SKU (stock keeping unit) and stock status.

- Step 2: To manage stock for a product, tick the "Manage stock?" checkbox. Enter the stock quantity, and WooCommerce will automatically update this as sales are made.
- Step 3: Set the stock status to "In stock" or "Out of stock" and decide whether to allow backorders.
- Step 4: Use the "Low stock threshold" field to receive notifications when inventory levels fall below a certain number.
 - Tips: Regularly review your inventory levels and update product listings to reflect current stock to avoid customer dissatisfaction due to out-of-stock products.

Safety/Compliance Considerations: Ensure product descriptions and images accurately represent the product to avoid misleading customers. Comply with online selling regulations and tax requirements relevant to your region.