



Standard Operating Procedure (SOP): Adding and Updating Products in WooCommerce

Purpose:

To streamline the process of adding new products and updating existing products in a WooCommerce store.

Scope:

This SOP is intended for WooCommerce store administrators or managers responsible for maintaining the store's product inventory.

Responsibilities:

- WooCommerce Store Administrator/Manager
 - Product Management Team

Procedure:

- Access WooCommerce Dashboard:
 - Log in to your WordPress site.
- Navigate to the WooCommerce section in the WordPress dashboard.
 - Adding a New Product:
 - Click on 'Products' in the WooCommerce menu.
 - Select 'Add New' to start creating a new product.
 - Enter Product Details:
 - Name: Add the product name.
 - Description: Provide a detailed description of the product.
 - Product Data: Choose the product type (simple, grouped, external/affiliate, variable). Enter details such as price, tax status, inventory, shipping details, linked products, attributes, and variations (for variable products).
 - Short Description: Add a brief summary of the product.
 - Upload Product Images:

- Set a main product image and additional gallery images. Ensure images are of high quality and correctly sized.
 - Categorize and Tag:
 - Select or create categories and tags for the product to make it easier for customers to find.
 - SEO and Meta Data:
 - Fill in SEO title and meta description for better search engine visibility (if using an SEO plugin).
 - Publish or Save Draft:
 - Click 'Publish' to make the product live or 'Save Draft' to save it for later review.
 - Updating an Existing Product:
 - Go to the 'Products' section in WooCommerce.
 - Click on the product you wish to update.
 - Edit Product Details:
 - Make necessary changes to the product name, description, product data, pricing, images, categories, tags, or any other aspect of the product.
 - Review Changes:
 - Preview the product to ensure all changes are correct and the layout is as expected.
 - Update the Product:
 - Click 'Update' to apply the changes. The product page will be immediately updated on the website.
 - Notify Customers (If Necessary):
- If the update significantly affects the product, consider notifying customers who have purchased or shown interest in the product.

Documentation and Record Keeping:

- Maintain logs of product additions and updates, including dates and details of changes.

Review and Update:

- Regularly review product listings for accuracy, relevance, and stock availability.
- Update this SOP as required to align with any new WooCommerce features or changes in business procedures.