



## Quick Edit Simple Products

To quickly change a price or quantity on a simple product, you can perform a *Quick Edit* to save the need to open the *edit product* page for each product you wish to edit. This method can only be used for single products! (It will break variable products!).

## How to Tell if a Product is Simple or Variable

As this method can only be used for simple products, it is important to know if you're about to accidentally edit a variable product! On the product catalogue, take a look at where it says *In Stock* or *Out of Stock*. Simple products will display a number in brackets next to the stock status. Variable products will not display a number, even if there are none across all variations.

<input type="checkbox"/>		Set of 3 Handmade Dorset Buttons: Carnival	In stock (1)	£6.00	All Products, Dorset Buttons	Published 2020/05/11 at 10:14 am	Sync and show
<input type="checkbox"/>		Set of 3 Handmade Dorset Buttons: Pink	Out of stock (0)	£6.00	All Products, Dorset Buttons	Published 2020/05/11 at 10:14 am	Sync and show
<input type="checkbox"/>		Dorset Button Kit	In stock	£8.50	All Products, Dorset Buttons, Kits	Published 2019/09/07 at 9:03 pm	Sync and show

Annotations:

- Red arrow pointing to 'In stock (1)': Simple Product
- Red arrow pointing to 'Out of stock (0)': Simple Product (out of stock)
- Red arrow pointing to 'In stock': Variable Product (No number in brackets)

## Quick Edit for Simple Products

When you have found the product you wish to edit (and checked it's not a variable product), hover over the listing to view the options and click *Quick Edit*.

<input type="checkbox"/>		Creative Mix: Nature ID: 61198   Edit   Quick Edit   Trash   View   Duplicate	In stock (6)	£6.50	All Products, Bits and Bobs, Christmas Gifts, Kits, Modelling	Published 2022/02/25 at 7:19 pm	Sync and show
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Annotation:

- Red arrow pointing to 'Quick Edit': Click here to open Quick Edit (Just click normally – no need to open in a separate tab)

This will expand the product listing to show a number of fields that can be edited. Lots of settings can be edited on this page however to edit the product description, add a barcode or change product images, you will need to open the product and perform the full edit.

## Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

JAKE@WEB-JUGGLER.COM



Edit the product display name

Add or remove categories for this product  
(Create categories on the *categories* page)

QUICK EDIT

Title: Creative Mix: Nature

Slug: creative-mix-nature

Date: 02 Feb 25 2022 at 19 19

Password: [ ] -OR-  Private

Product tags: [ ] (Don't worry about product tags – we don't use them!)

Status: Published

Product data

SKU: [ ]

Price: 6.5

Sale: Sale price

Weight: 0

L/W/H: Length [ ] Width [ ] Height [ ]

Shipping class: No shipping class

Visibility: Catalog & search  Featured

Manage stock?

Stock qty: 6

Backorders: Do not allow

Product categories

Origami

Halloween

Papercraft World

Easter

Wotton Window Wanderland

FB Product Sets

Ignore this box!

Cancel Update

Don't change the Slug  
(Especially if this product is  
linked to from elsewhere)

Make the product private  
(Stop it from showing online  
and on the POS)

Select "Heavy or Bulky" for shipping  
class if you want higher-priced postage  
for this item.

Change Stock Quantities  
(Untick *Manage Stock* if there are an  
'infinite' amount and want to remove  
a stock limit)

Select *Hidden* to hide this product  
on the website  
(It will still show up on the POS)

Change Price  
(Or add a sale one which  
will display with a sale  
banner online)

Make sure you save afterwards!

Most fields are self-explanatory! Make sure you click *Update* in the bottom right corner to save any changes! To discard your changes, simply click *Cancel* in the bottom left.

Avoid changing the following fields: Slug, SKU, Date, Status, Product Tags, FB Product Sets, Weight, Length, Width, Height, Featured and Backorders. These features are either not used on the site or may create unintended issues!

## Get in Touch!

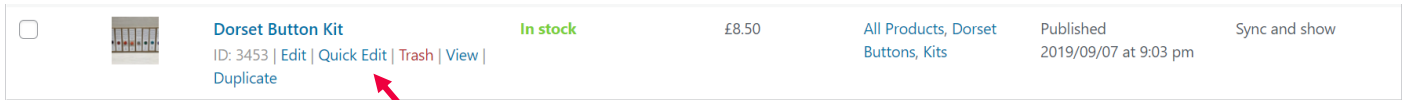
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## Quick Edit for Variable Products

Variable products can also be edited using *Quick Edit*; however, due to their nature, there is less to change without needing to modify variations individually.



Click here  
(Just click normally – no need to open in a separate tab)

This will show a reduced version of the standard *Quick Edit* page with some fields being removed.

Edit the product display name

Add or remove categories for this product  
(Create categories on the *categories* page)

Don't change the Slug  
(Especially if this product is linked to from elsewhere)

Make the product private  
(Stop it from showing online and on the POS)

Select "Heavy or Bulky" for shipping class if you want higher-priced postage for this item.

(Don't worry about product tags – we don't use them!)

Ignore this box!

This will change the stock status of all variations.

Select *Hidden* to hide this product on the website  
(It will still show up on the POS)

To change stock quantities, you will need to do a full edit.  
(Only use this if you want to make all variations out of stock)

**Make sure you save afterwards!**

Avoid changing the following fields: Slug, SKU, Date, Status, Product Tags, FB Product Sets, Weight, Length, Width, Height and featured. These features are either not used on the site or may create unintended issues!

To edit prices or quantities, you will need to do this for each variation by doing a full edit.

### Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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