



How to convert In Store Product to Full.

In this set of guides, an In-store product is one prefixed by 'In-Store:' and can only be purchased through the POS. A *Full* product is one that can be bought online and on the POS. A Full product also has an image and manages stock quantities to prevent oversales online.

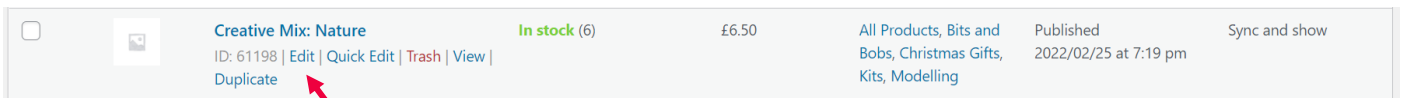
Consult the instructions on creating Full products if you're adding new products as it will be a more efficient process!

Step 1: Prepare the Images First!

If you have product images ready to go, resize and upload these first! Consult the 'Adding Images' guide first if you're unsure how to do this. Of course, if images are yet to be taken, this can be done later (and images can always be changed) but is overall much more efficient to do this first.

Step 2: Write a Description.

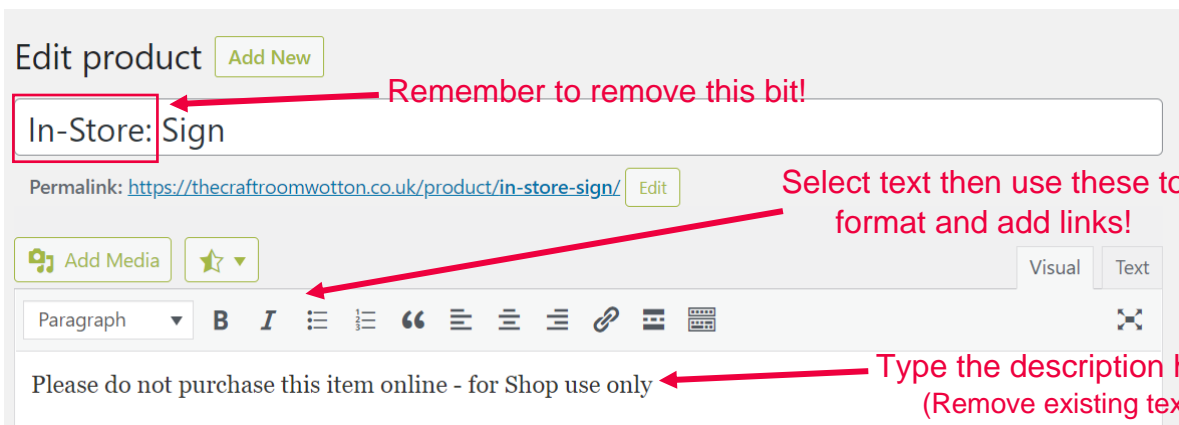
Start by opening the product for a full edit (click on the product name or 'edit' from the catalogue).



Click here to *Edit*
(Pro Tip: use Ctrl + Click to open in a new tab)

Correct the title by removing the In-Store marker. Consider title choice carefully as you want to make sure no two products have the same title! The usual custom is to use a colon or brackets to separate sizes or variations of a product. For example: *Dorset Button Kit: Autumn* or *Easter Egg (Large)*. Remember that these titles show up on the website and on shop receipts.

You can write the description just below and add any formatting such as **B**/U. Most products tend to have two or three sentences and almost always include the product dimensions. Avoid leaving the description blank (be creative!).



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Step 3: Setup Quantities

Now scroll down to the *Product Data* tab. Check that the price is correct (inc. any sale price). Also check that *Virtual* and *Downloadable* are both **unchecked**. Also ensure the product is a *Simple Product*.

Then switch to the *Inventory* tab. If unchecked, tick the manage stock box. Add the barcode if it's not already there!

Make sure the type is *Simple Product*

These should be unticked

Annotations for the Product Data tab:

- Edit prices here (points to the price field)
- Use the inventory tab for managing stock levels! (points to the Inventory tab)
- Tick this now (points to the 'Manage stock?' checkbox)
- Add a barcode here if it isn't already! (points to the 'Barcode' field)

Then once you've turned on the *Manage Stock* option, you can select the stock quantity. This is how many of the physical product you have in stock! If you have lots, just set this to a big number for now! Also ensure that backorders are not permitted.

You can only see this once this has been checked!

Annotations for the Manage Stock settings:

- Enter quantity here (zero means out of stock!) (points to the 'Stock quantity' input field)
- Make sure backorders are not permitted (unless you intend to order in extra for customers!) (points to the 'Allow backorders?' dropdown)

Optional Step: Add extra shipping fee

If a product requires the higher price of shipping, then you need to turn this on in the *Shipping Tab*. From the dropdown, select *Heavy/Bulky Items* (leave it as *No Shipping Class* for normal shipping costs). Don't add the dimensions here – add them to the description if required. If dimensions are displayed here, simply delete the numbers.

Annotations for the Shipping Tab:

- Weight (kg) (points to the weight input field)
- Dimensions (cm) (points to the length, width, and height input fields)
- Shipping class (points to the 'Heavy/Bulky Items' dropdown)

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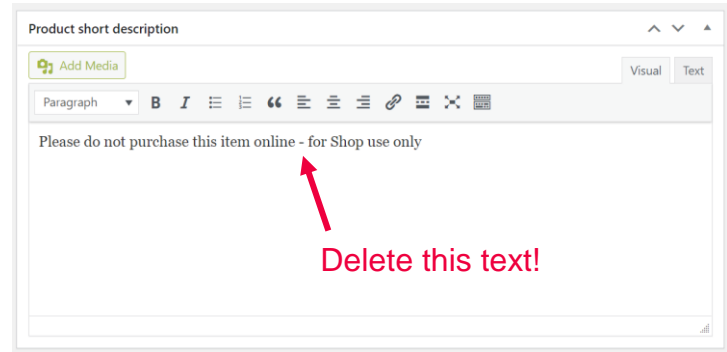
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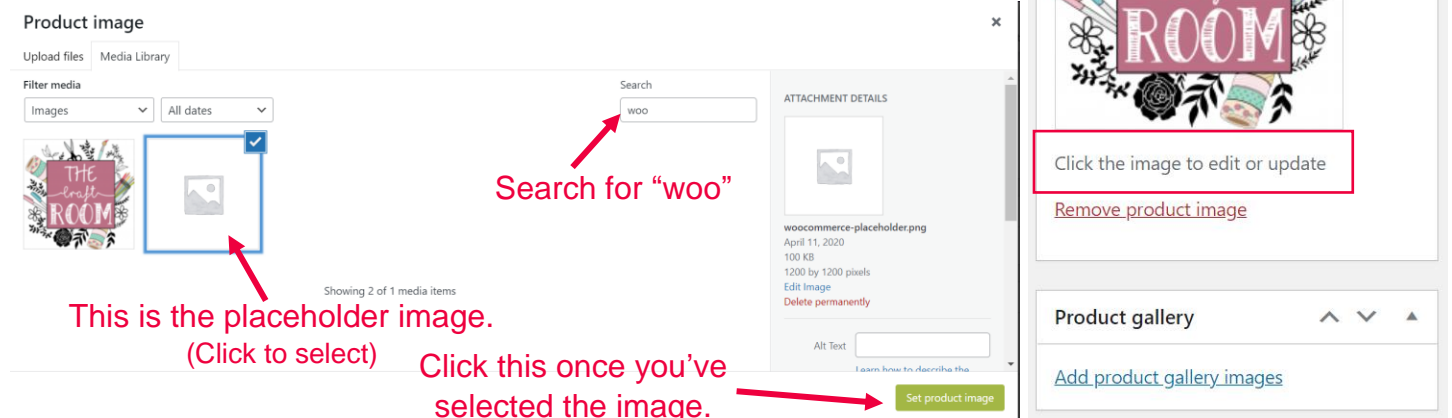
Step 4: Clear the Short Description

Some of the older In-Store products have used the Short Description. This isn't used on Full Products so we need to remove it. Scroll down to this box and simply delete the text in the field. Just place your cursor at the end and then use backspace to delete.



Step 5: Add Images

On the right hand side of the page (approximately next to the product short description), you can add the images. Click on the logo or existing picture to change it. (Of course, no action is required if the desired picture is already there). If no image is available, click the logo and use the searchbar to find an image called *woocommerce-placeholder.png*. This can be used until a real photo is taken.



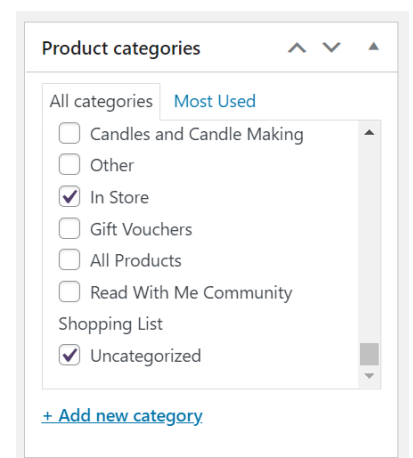
You can also add additional images to the product gallery by using the box below the main image. If there are any gallery images already, you may need to delete them!

Step 6: Add Product Categories

Next, work through the list of product categories, ticking as many as you can. For easy website navigation, a product should try to be in as many categories as possible, for example, a needlefelt kit could be within 'Kits', 'Needlework', 'Christmas', 'Christmas Gifts for Adults' and 'Christmas Kits'.

Also, ensure that you **Untick** the In-Store category; **Untick** the Uncategorized and **Tick** the *All Products* category.

If you need to create a new category, consult the separate instructions document.



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Step 7: Final Checks and Publish

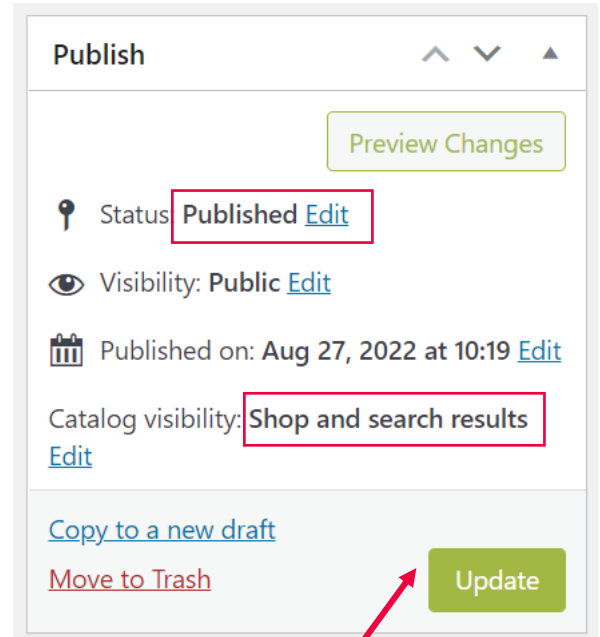
Finally, in the top right box, check the settings match the screenshot as on the right.

Importantly, status should be *Published* and *Catalog Visibility* should be *Shop and Search Results*.

Once you've verified and adjusted these using (clicking *Edit* if necessary), you're then ready to update the product and can do so by clicking the green button! You're now all finished!

Order to Work Through Tasks

My recommendation for working through this process (as explained by this guide) is to start by moving down the left hand column of the page and then up the right. Essentially, move around the page in an anticlockwise loop, starting with the title and finishing with the update button. This will help make sure you don't miss out any important sections! (You can ignore the sections titled *OceanWP Settings* and *POS Product Tile* however.)



Save all your changes once done!

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