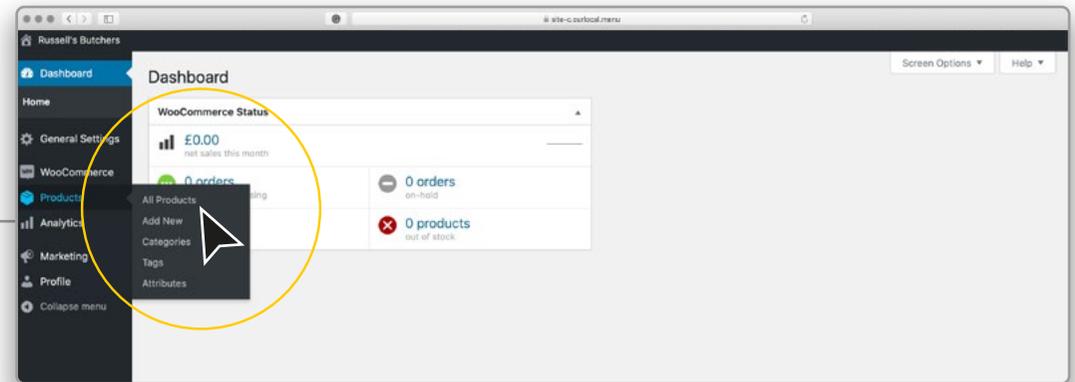


2.1. Quick-start to editing your pre-loaded content. (Butchers)

How to Edit the Prices of your Products

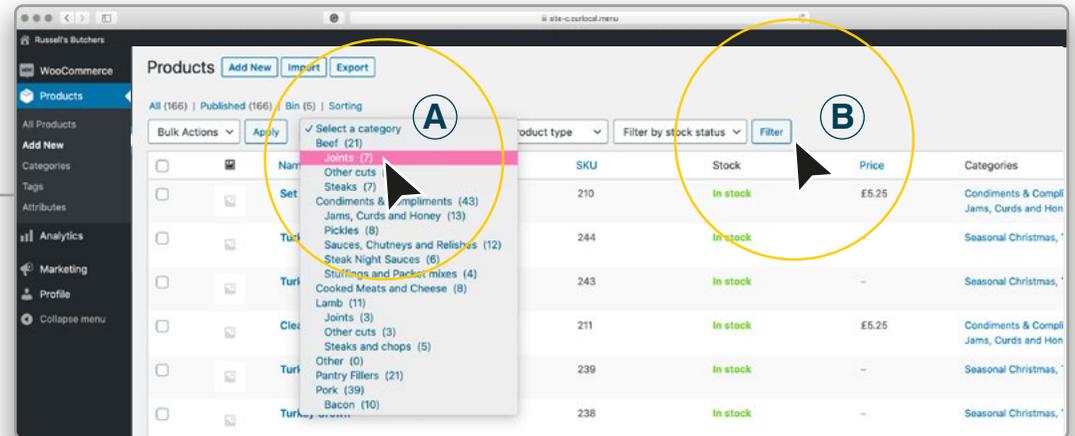
In the Dashboard Area

- > Click - 'Products'
- > Click - 'All Products'



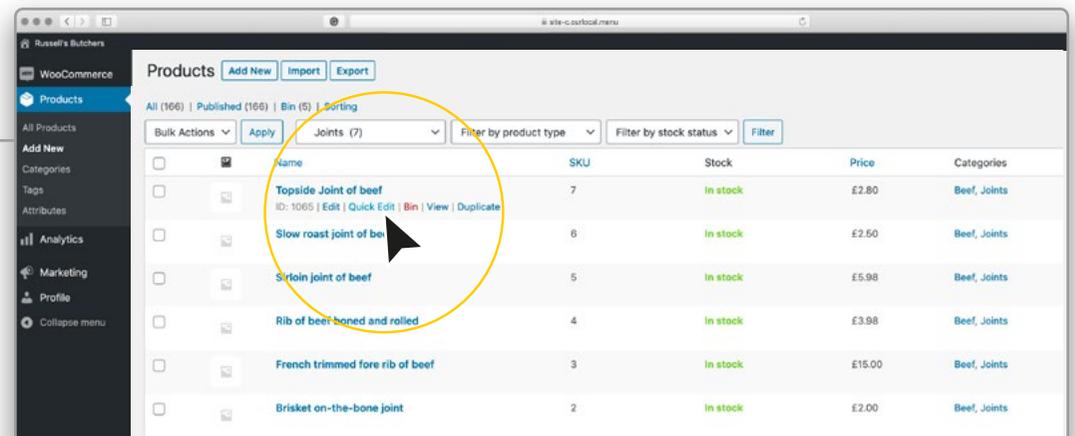
Select a Product Category you wish to edit. (i.e. Beef Joints)

- > Click 'Select Category'
- > Click 'Sub category' (i.e Beef - Joints) **(A)**
- > Click 'Filter' **(B)**



Select the Product you wish to edit. (i.e. Topside Joint of Beef)

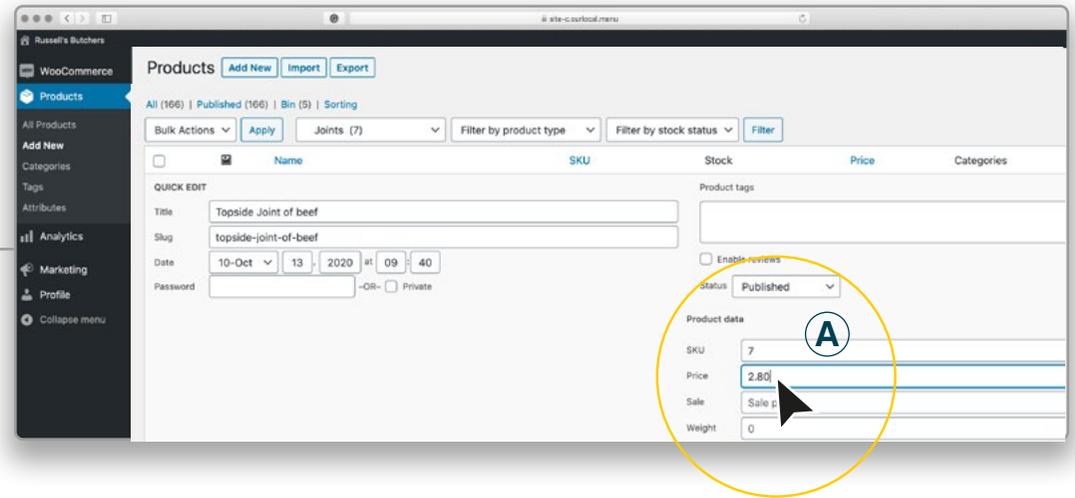
- > Move your Cursor over 'Product Name' (Topside Joint of Beef)
- > Click 'Quick Edit'



How to Edit the Prices of your Products (cont)

Select the Product you wish to edit. (i.e. Topside Joint of Beef)

> Type in your Price

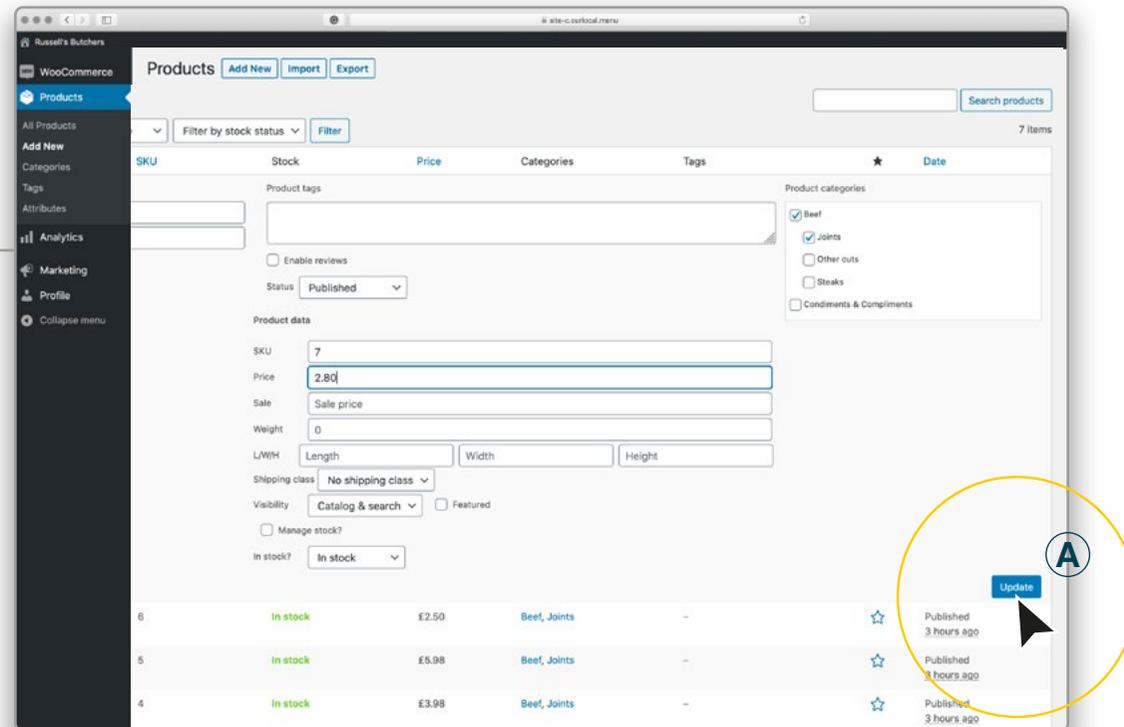


> Click 'Update'

IMPORTANT

Remember to ALWAYS click 'update' to ensure the changes are actioned.

You can now move your cursor to the next product you wish to Edit.

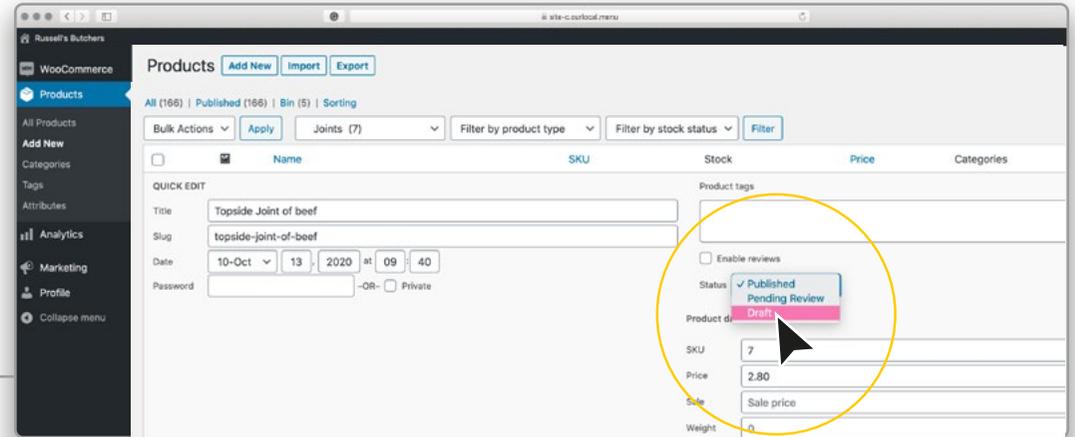


How to Hide Products

If you don't want the product to appear in your Online Shop, but might add it in future, you can Hide it by making the product a 'Draft' item.

Select the Product using the Quick Edit tool (as shown on page 1)

- > Click 'Status' - (Published)
- > Select 'Draft' from the drop down menu



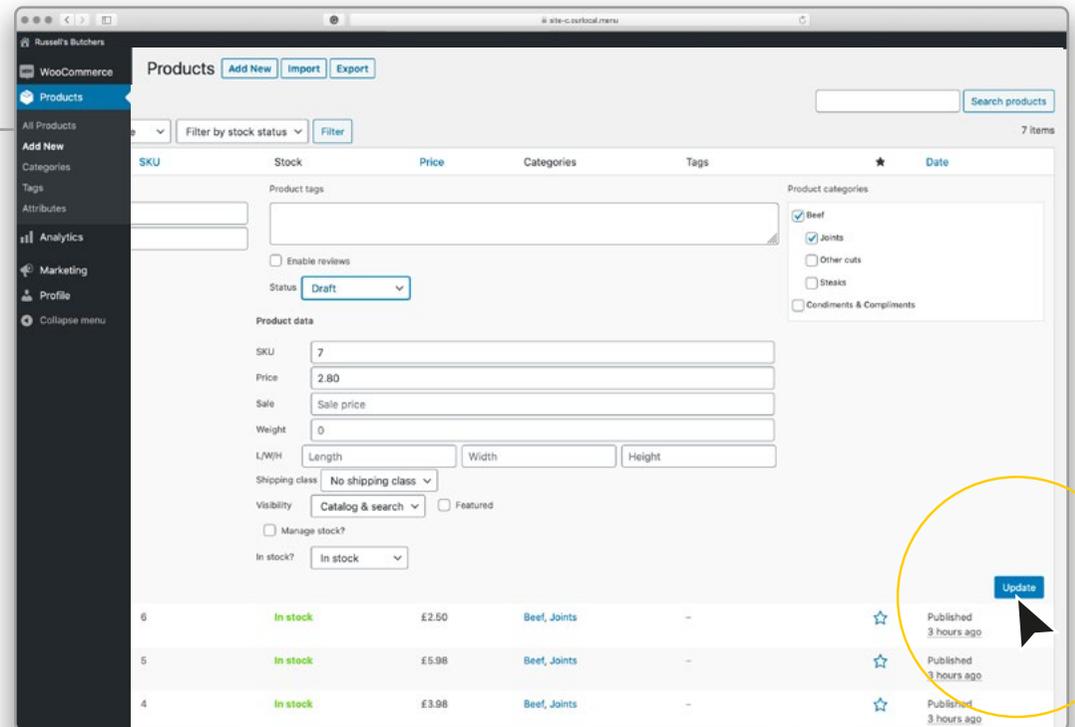
- > Click 'Update'

This product will still show in the Admin area product list but will not appear on your website.

To turn it back on, simply change the Status to 'Published'

IMPORTANT

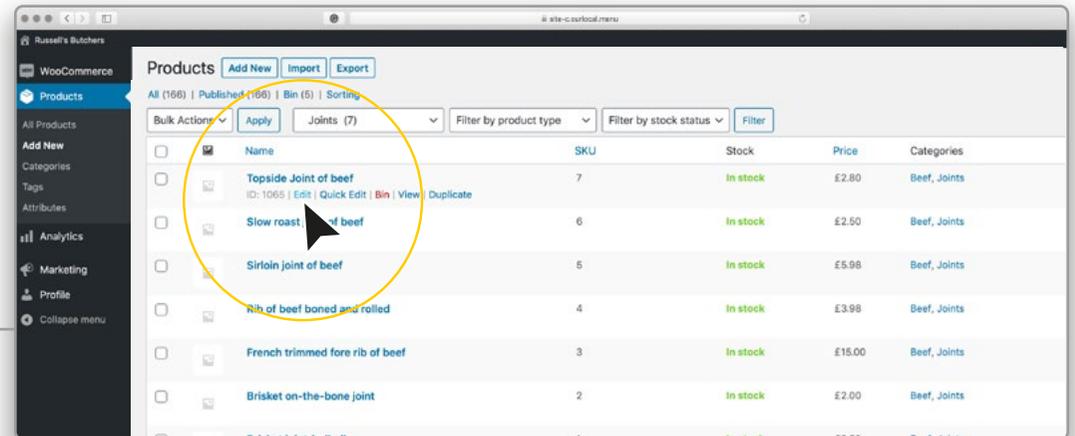
Remember to ALWAYS click 'update' to ensure the changes are actioned.



How to Edit Product Descriptions or Titles

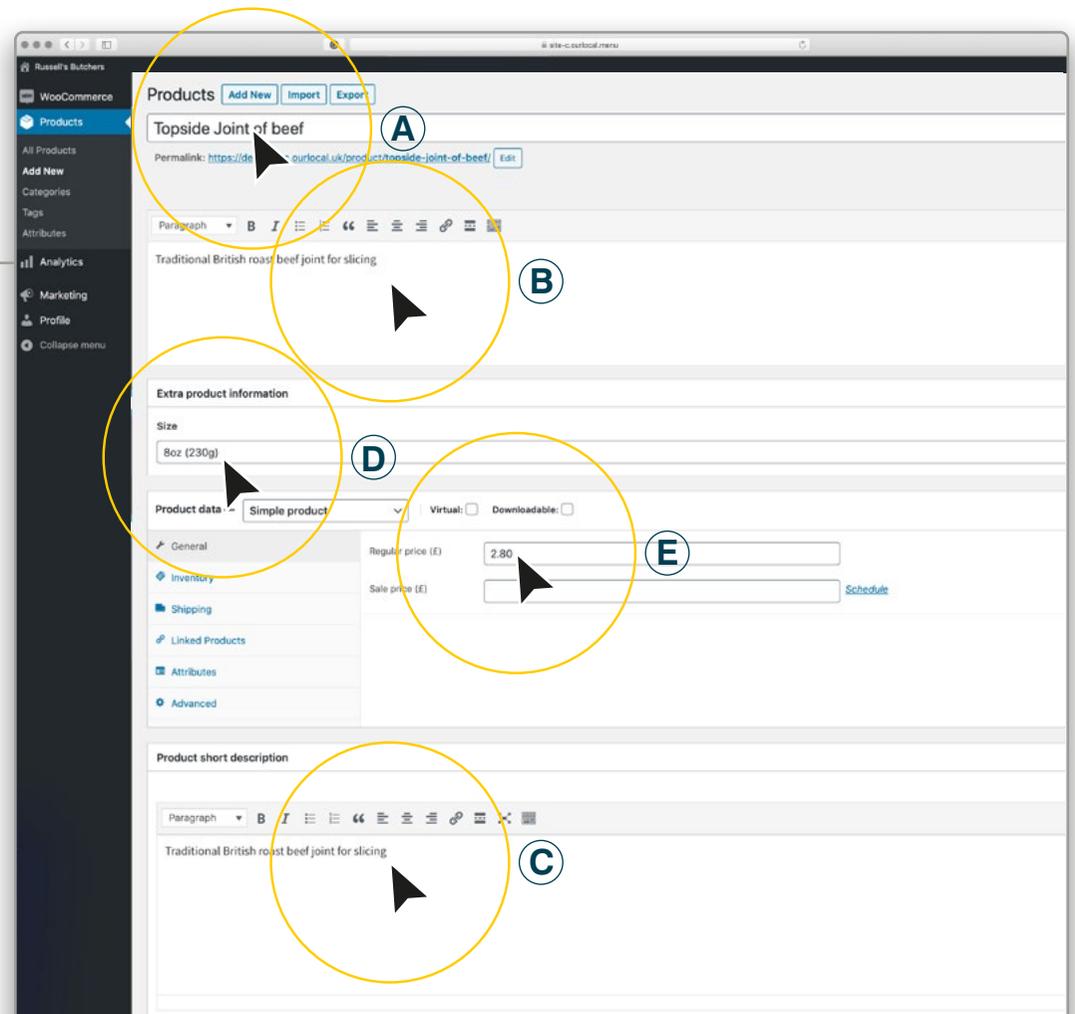
If you want to change the Title or Description of the Product, you need to Use the 'Edit' function.

- > Move your Cursor over the Product you wish to Edit
- > Click 'Edit'



You can now make changes to all Product details.

- > A) Product Title
- > B) Product Description (Not also change short description to match)
- > C) Short Description
- > D) Size/Weight
- > E) Price



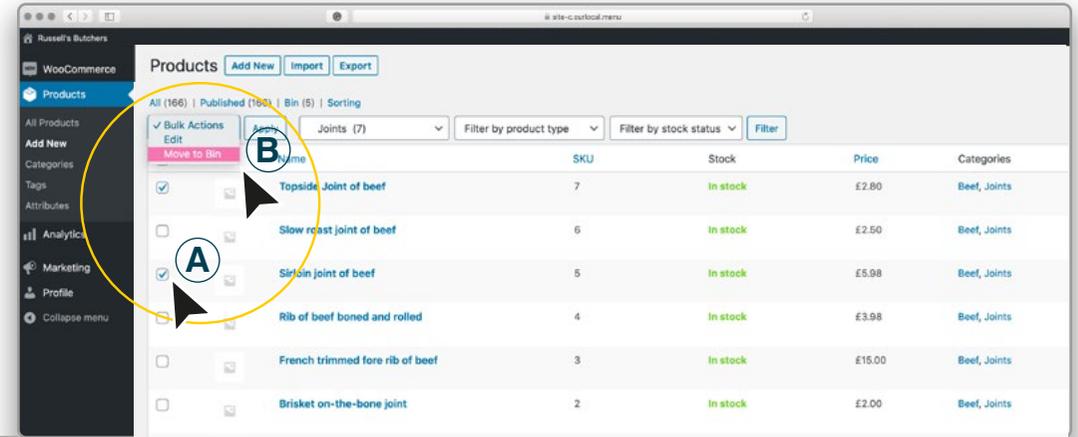
IMPORTANT

Remember to ALWAYS click 'update' to ensure the changes are actioned.

How to Delete Products

If you don't want the product to appear in your Online Shop, and are confident you definitely don't want it in the future, you can Delete it easily.

- > Click the 'Tick box' next to the Item you want to delete (A)
- > Click 'Bulk Actions' (B)
- > Select 'Move to Bin'



- > Click 'Apply'

These products will now NOT show in the Admin area product list and will NOT appear on your website.

