3.2. How to Edit your Website details.

Once you have set up your Stripe Account and We have linked it to your Website Admin area you're ready to start taking online orders.

Your website offers many really useful financial tools, such as monthly sales figures, top selling products etc...

Here's a quick guide to get you started and to help you manage your orders using the built-in eCommerce system.



sales@ourlocal.uk

LOGIN TO YOUR WEBSITE

1. Log in to your Admin area of your website.

Use the unique website address we sent to you after signing up.

example. https://mywebsite.ourlocal.uk/wp-admin/

- > Type in your Username and Password.
- > Log In





> Click the 'Update' button.



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Russel's Butchers						
Dashboard	General Settings					Screen Options *
General Settings	Details			*	Publish	
WooCommerce	Phone number					Update
Products	01785 714069					
Analytics					\	
D Marketing	Category page display					
Profile	List					
Collapse menu						

3. Edit your Opening Hours.

Here you have the option to view:

• Edit your Opening Hours required.

> Click - 'Edit Page'



- > Click on the Opening times text An editing box will appear.
- > Highlight the text and type to Edit it.
- > When finished Click the 'Update' button.



4. Edit a Category.

In the Dashboard

- Edit a name of a Category
- > Click 'Products'
- > Click 'Categories'





> Edit the category you wish to

- > Edit the text box. (A)
- > The slug is the page name so should replicate the name with a hyphen between words. (B) ie. Special Offers = special-offers

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> When finished Click the 'Update' button. (C)

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General Settings			a na sanasana la	Screen Options 👻 Help 👻
WooCommerce	Edit category			
Products All Products Add New	Name	Special Offer The name is ho		
Categories Tags Attributes	Slug	special-offers The "slug" is the URL-friendly version of contains only letters, numbers, and hypi	f the name. It is usually all lowercase and bens.	
11 Analytics Marketing Profile	Parent category	None Assign a parent term to create a hierarch the parent of Bebop and Big Band.	hy. The term Jazz, for example, would be	
Collapse menu	Description			
		The description is not prominent by defa	ault; however, some themes may show it.	
	Display type	Standard 🗸		
	Thumbnail	Upload/Add image Remov	re image	
	Update Delete			