

## 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

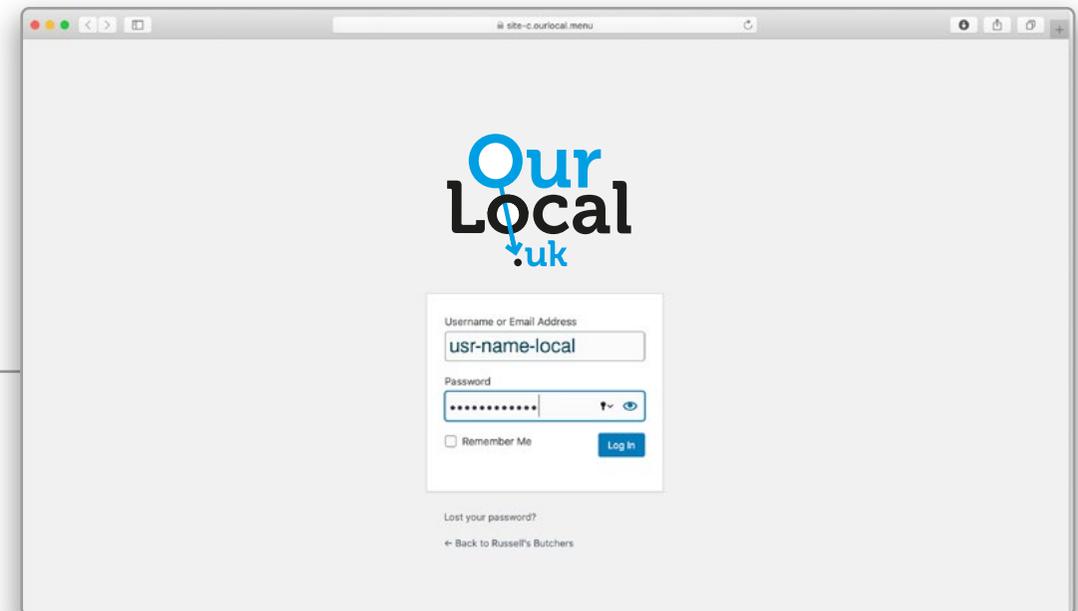
### 1. Log in to your Admin area of your website.

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**



## EDIT DETAILS IN THE HEADER PANEL

### 2. Edit your Phone Number

Your Dashboard will give you options to Edit.

Showing:

- **General Settings**

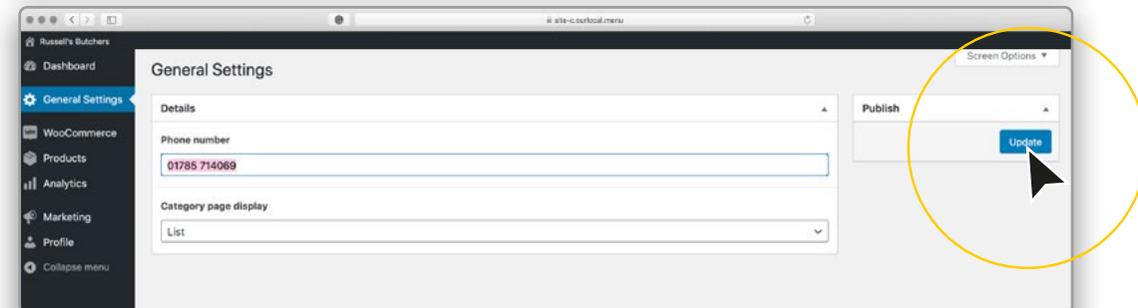
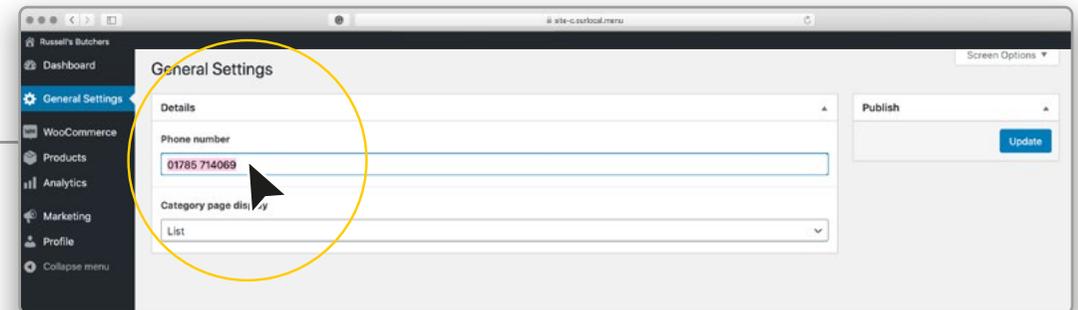
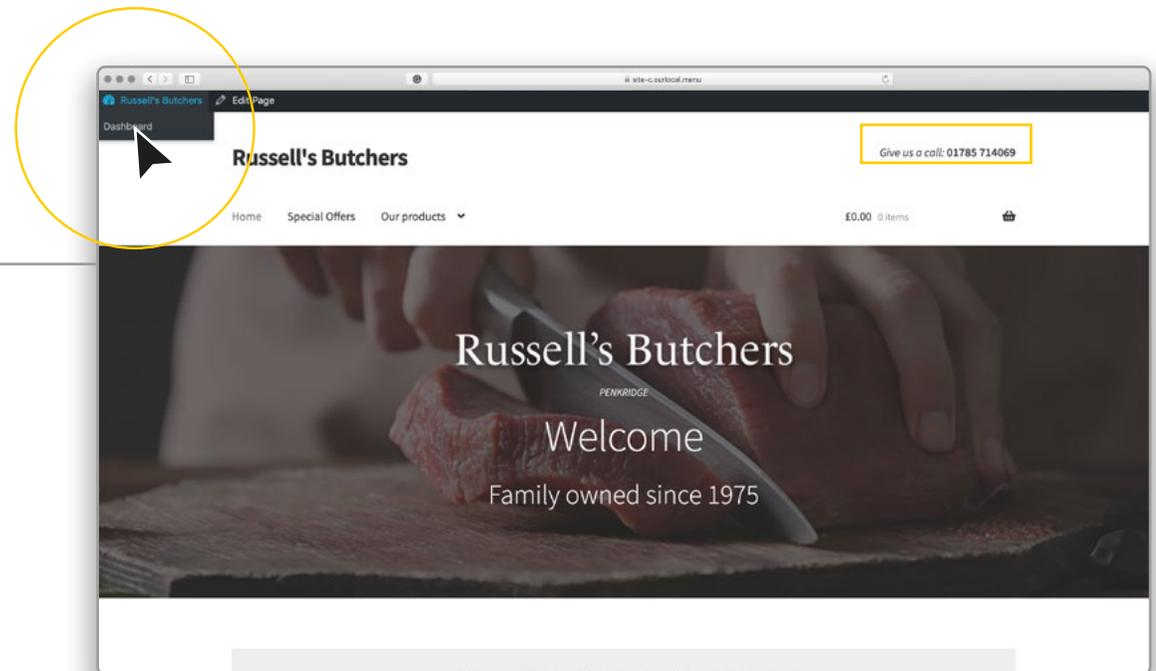
It also shows:

- **WooCommerce**
- **Products**
- **Analytics**
- **Marketing**
- **Profile**

> **Click on the section - 'Phone number'.**

> **Type in your new number.**

> **Click the 'Update' button.**

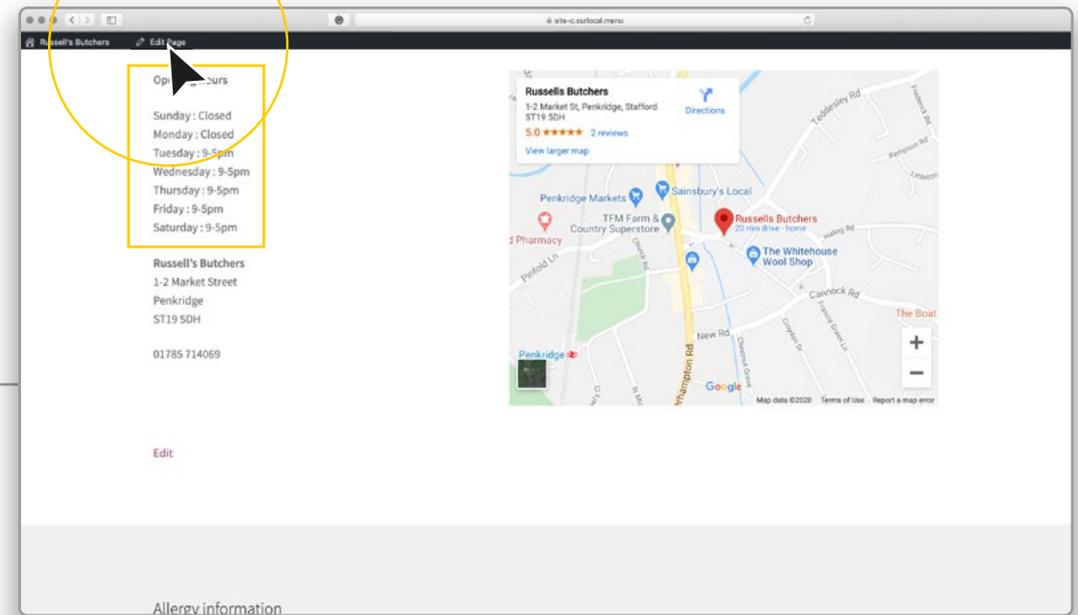


### 3. Edit your Opening Hours.

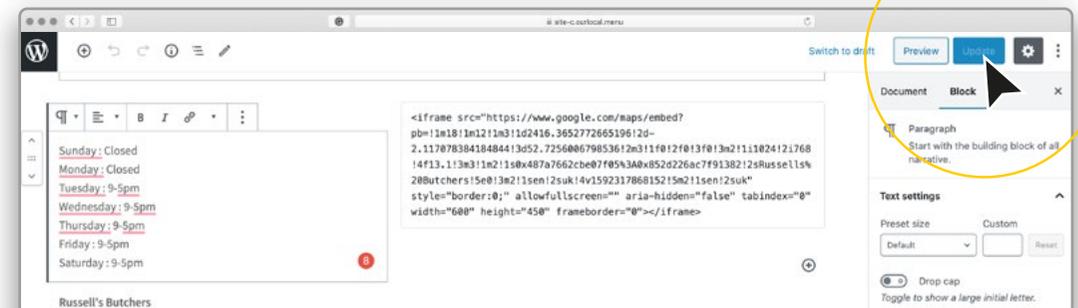
Here you have the option to view:

- 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.

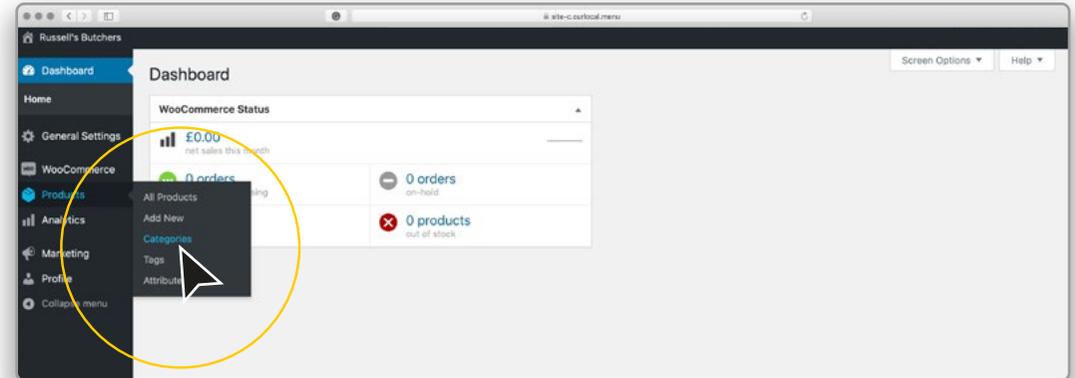


## 4. Edit a Category.

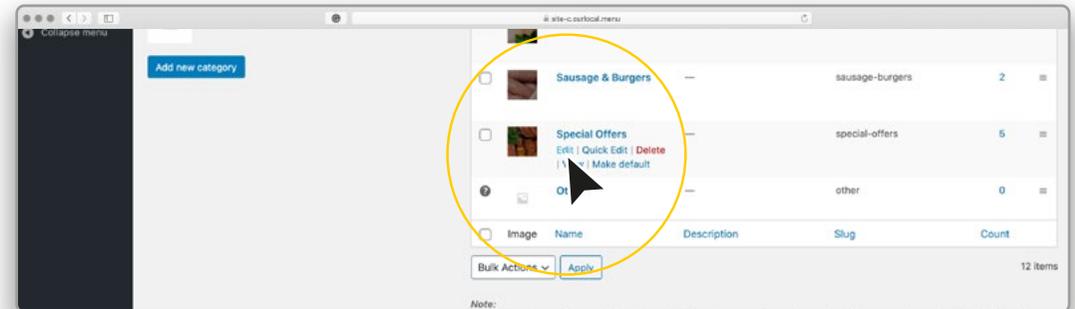
In the Dashboard

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

