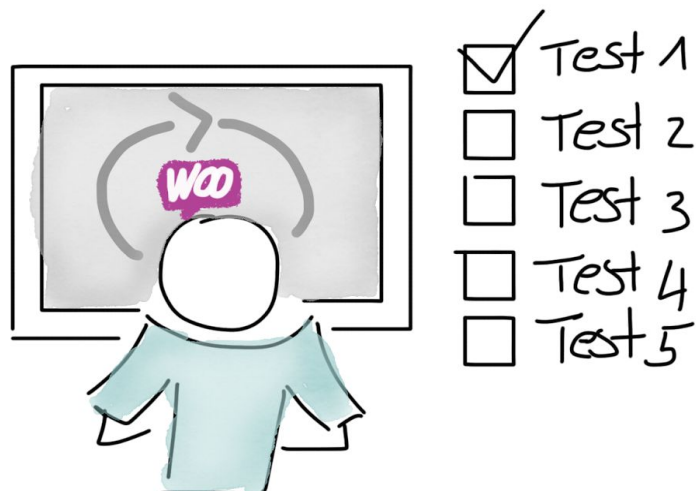


WooCommerce Update Checklist

The update process

1. Take a backup
2. Use the backup to create a staging site
3. Update all **plugins** EXCEPT WooCommerce and its extensions
4. **Check** your site
5. Update the **theme(s)**
6. **Check** your site
7. Update **WordPress core**
8. **Check** your site
9. Now you can update **WooCommerce** and the WooCommerce extensions.
10. **TEST YOUR STORE**
11. Update the **live** site



Testing your updated WooCommerce store

Front-End Screens

Product Archives

- All products are visible
- Hidden products are not visible
- The products show image, title and price (+/- theme and plugin adaptations, eg. tax info)
- I can re-sort the products with the different possibilities (default, by popularity, by average rating, by newness, by price low to high and high to low)

Single Product Page

- Featured image and gallery are displaying and I can click through, zoom in, open the lightbox
- Product has Title, Price, Short description, Add to Cart button, categories and tax, long description
- I can read the Additional Information and Product Reviews
- Related Products are displaying
- I can change the quantity to add to the cart
- I can add the product to the cart
- I can change variations for a variable product
- I can add a product variation to the cart
- I am redirected to the cart or stay on the product page, as I defined in my settings
- Taxes are included in or excluded from the price, as set in my settings
- All wording is in the correct language

Cart

- All products I added to the cart are in my cart
- I can delete products from the cart
- I can change the amount of items of a product in my cart
- The „Update Cart“ button updates the cart
- I can insert a coupon code
- I can insert a coupon code that I created after the update
- I can insert a coupon code that is applicable for the user group
- I can't use a coupon that is invalid
- I can't use a coupon that is only for another user group
- Taxes rates are calculated correctly
- Shipping cost is calculated correctly
- Shipping cost changes when I change my country
- I can only select the countries I want to ship to

- All wording is in the correct language

Checkout

- Empty checkout fields show the right place holders and mandatory signs
- I can fill out all billing and shipping fields
- I can change the billing and shipping fields
- Shipping cost changes when I change my country
- I can only select the countries I want to ship to
- Tax rates are correct
- Shipping cost is correct
- I can checkout with all my payment gateways (perform one purchase each!)
- I can cancel payments during the checkout with every payment gateway
- I can create a customer account
- All wording is in the correct language

Customer account

- I can access my account
- I can view my orders
- I can access my order
- I can view and open my invoices
- I can view my address
- I can view my payment methods
- I can access and edit my account details
- I can log out
- I can log back in

Administrator Screens

Orders

- My orders are there
- New orders have the right status (you just made new orders in the front-end), e.g. processing, cancelled, etc.
- A single order shows all the details it needs:
 - Billing and shipping address
 - Order details
 - Taxes and shipping
 - Payment gateway information
- I can manually create a new order
- I can edit an order
- I can cancel an order
- I can delete an order
- I can change the order status
- I can refund an order

Products

- My products are visible
- I can create a new single product with
 - Title
 - Description
 - Settings (Price, sale price, delivery time, inventory, linked products, attributes)
 - Short description
 - Featured Image
 - Categories
 - Tags
 - Short description
- I can publish a single product
- I can edit a single product
- I can delete a single product
- I can create a variable product with:
 - Title
 - Description
 - Variable specific settings (create attributes, assign attributes to variation, variation price, variation sale price, variation stock, variation tax, variation description, variation image)
 - Featured product image
 - Categories
 - Tags
 - Short description
- I can publish a variable product

- I can update a variable product
- I can delete a variable product
- A purchase decreases the stock level
- I can manually decrease the stock levels
- I can allow/disallow backorders

E-Mails

- Admin received a new order email
- Admin received a cancelled order email
- Admin received a failed order email
- Customer received order confirmation
- Customer received completed order
- Customer received refunded order
- Order details are correct (products, prices, shipping, billing)

