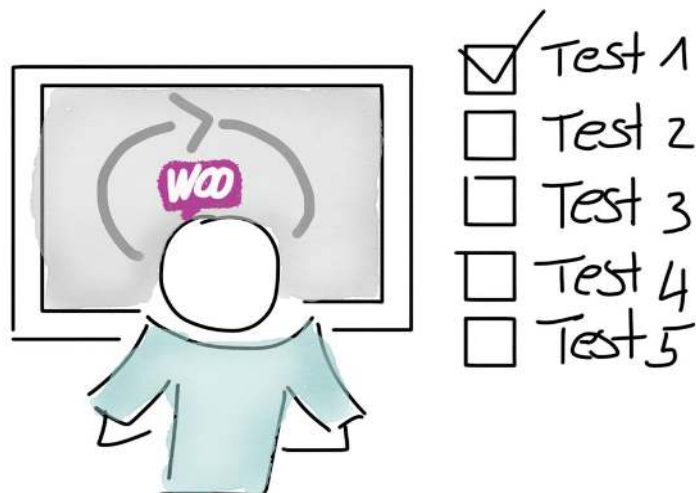# WooCommerce Update Checklist

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)