

# Shop Manager Manual

The comprehensive resource for managing and optimizing your WooCommerce store via Optilink Solutions.

## A couple of words

1

This manual provides the tools and the knowledge necessary to effectively manage and optimize your WooCommerce store.

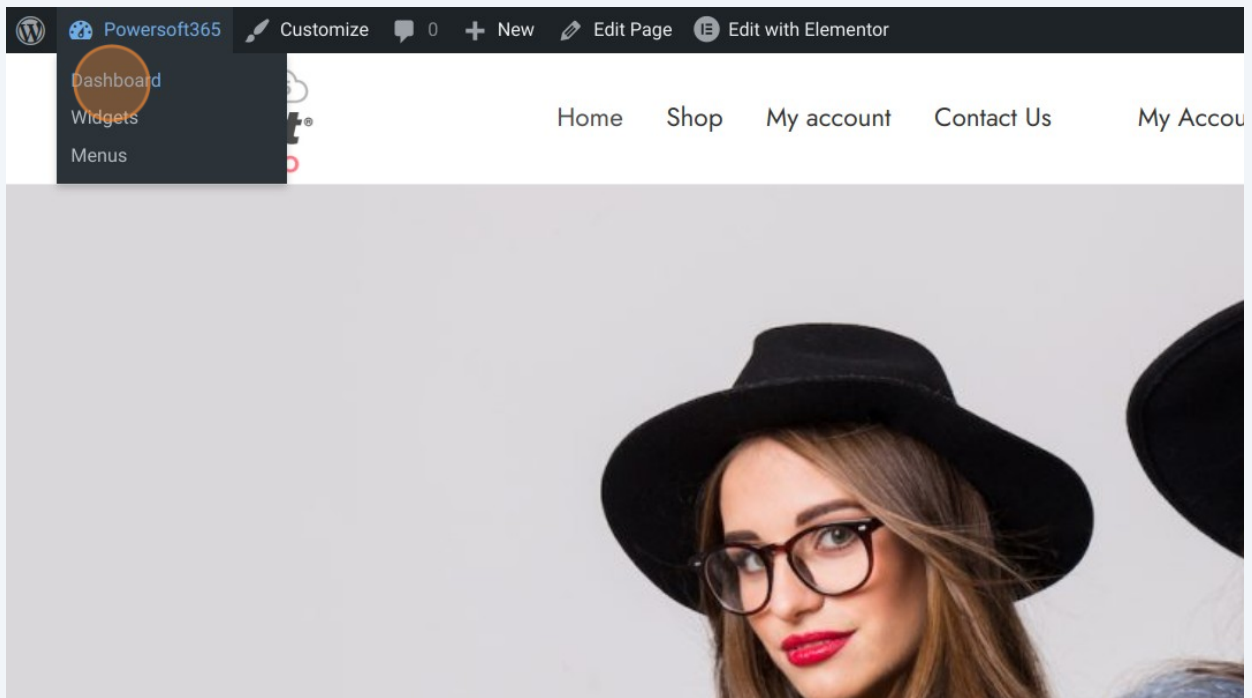
The purpose of the manual is to keep you up to date with potential updates to our plugins, as well as guide you through all the aspects of using the tools provided to maximize your store's potential.

You will find the following guides:

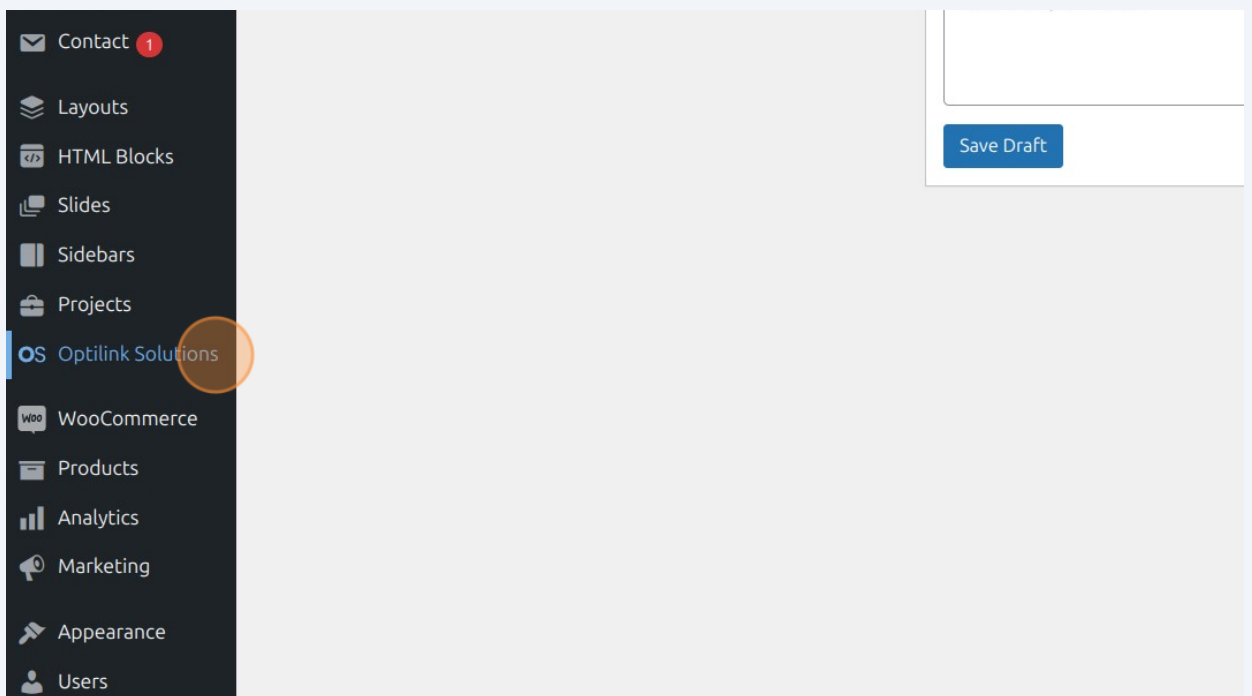
- How to synchronize product data
- How to add additional images to a product
- How to replace product images

## How to synchronize product data

2 Navigate to the "Dashboard".



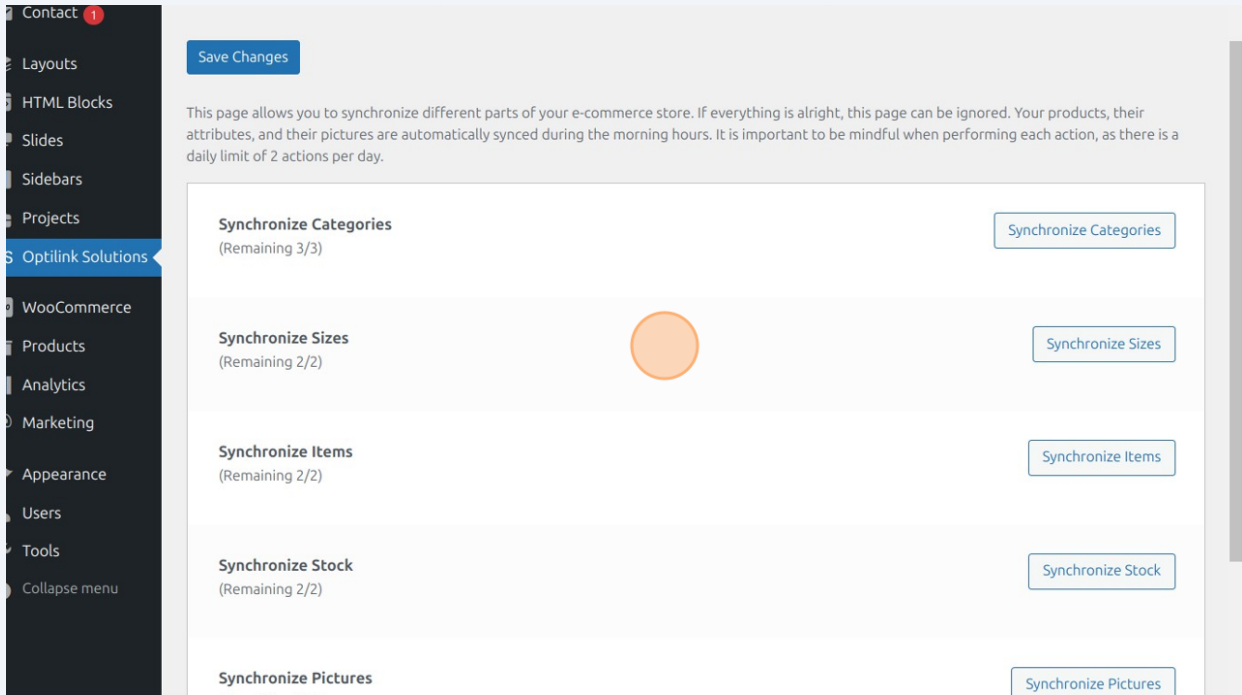
3 Click the "Optilink Solutions" menu item.



**4** Scroll to the **Powersoft365 Synchronization** panel.

This is where you could synchronize various aspects of your store.

Most of the synchronization operations are done automatically during the early morning hours, so this panel can be safely ignored if everything is as expected.



Keep in mind that there is a limit on how many times during the day you can perform synchronizations.

5

If you want to synchronize your stores sizes you can click the button "Synchronize Sizes".

As you want to synchronize different parts of your e-commerce store. If everything is alright, this page can be ignored. Your products, their attributes, and their pictures are automatically synced during the morning hours. It is important to be mindful when performing each action, as there is a daily limit of 2 actions per day.

The screenshot shows a vertical list of synchronization options. Each option consists of a title, a status indicator, and a button. The 'Synchronize Sizes' button is highlighted with an orange circle.

Category	Status	Action Button
Synchronize Categories	(Remaining 3/3)	Synchronize Categories
Synchronize Sizes	(Remaining 2/2)	Synchronize Sizes
Synchronize Items	(Remaining 2/2)	Synchronize Items
Synchronize Stock	(Remaining 2/2)	Synchronize Stock

6

As you can see after clicking the button the counter has decreased.

This means that you have 1 synchronization operation (for the sizes specifically) left for the day. The next day this will reset to two.

The screenshot shows the same synchronization interface as in step 5, but with a sidebar on the left and the 'Synchronize Sizes' counter updated to 1/2. The 'Synchronize Sizes' button and its counter are highlighted with an orange circle.

This page allows you to synchronize different parts of your e-commerce store. If everything is alright, this page can be ignored. Your products, their attributes, and their pictures are automatically synced during the morning hours. It is important to be mindful when performing each action, as there is a daily limit of 2 actions per day.

Category	Status
Synchronize Categories	(Remaining 3/3)
Synchronize Sizes	(Remaining 1/2)
Synchronize Items	(Remaining 2/2)
Synchronize Stock	(Remaining 2/2)



Keep in mind that some operations might take longer than others. Patience is key!

7

Only one operation can be performed at a time.

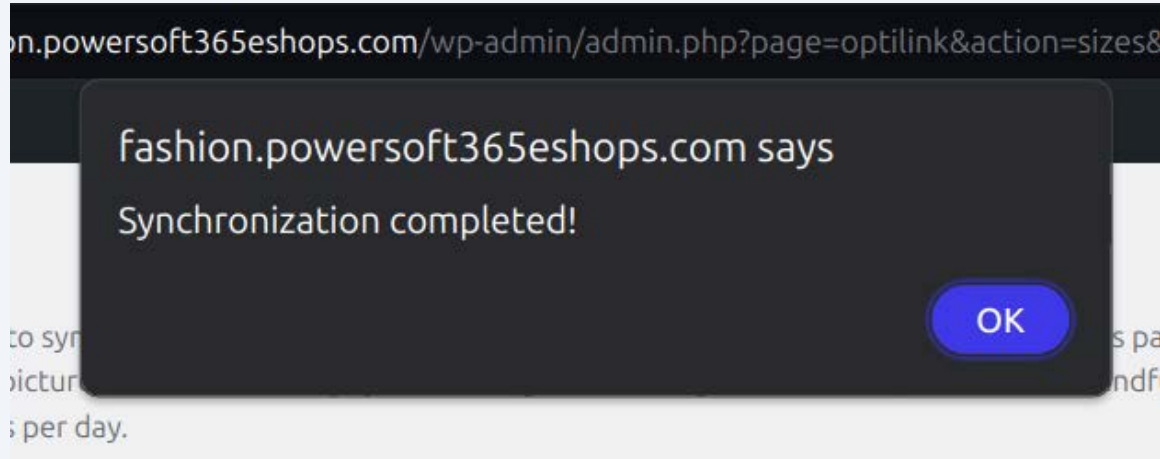
As you can see the rest of the buttons have been disabled.

This page allows you to synchronize different parts of your e-commerce store. If everything is alright, this page can be ignored. Your products, their attributes, and their pictures are automatically synced during the morning hours. It is important to be mindful when performing each action, as there is a daily limit of 2 actions per day.

<b>Synchronize Categories</b> (Remaining 3/3)	<input type="button" value="Synchronize Categories"/>
<b>Synchronize Sizes</b> (Remaining 1/2)	<input type="button" value="Synchronize Sizes"/>
<b>Synchronize Items</b> (Remaining 2/2)	<input type="button" value="Synchronize Items"/>
<b>Synchronize Stock</b> (Remaining 2/2)	<input type="button" value="Synchronize Stock"/>
<b>Synchronize Pictures</b> (Remaining 2/2)	<input type="button" value="Synchronize Pictures"/>

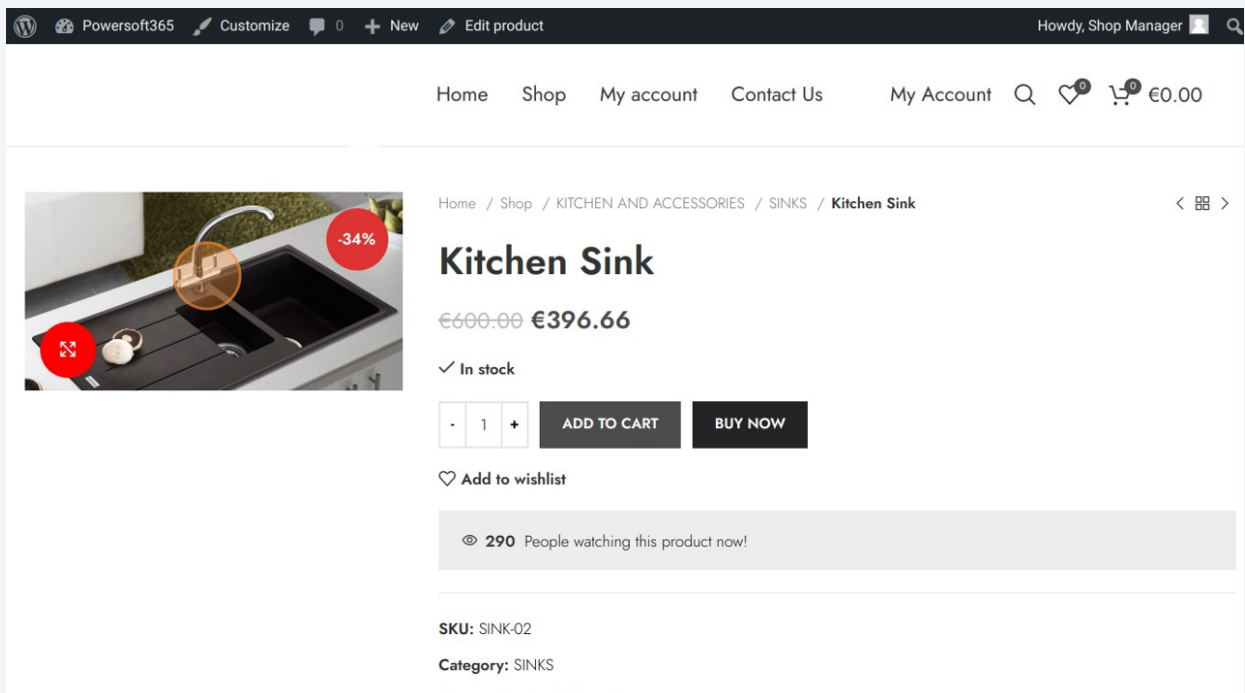
**Tools**

8 When the synchronization is finished the following alert will appear.

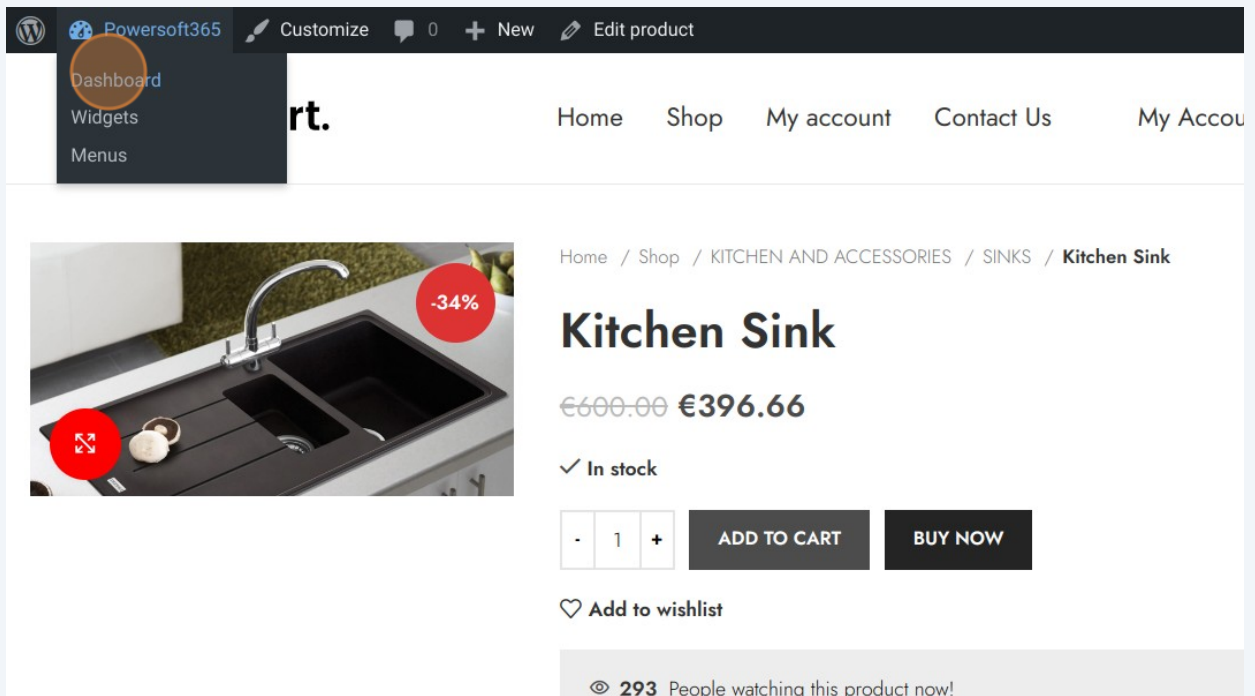


## How to add additional images to a product

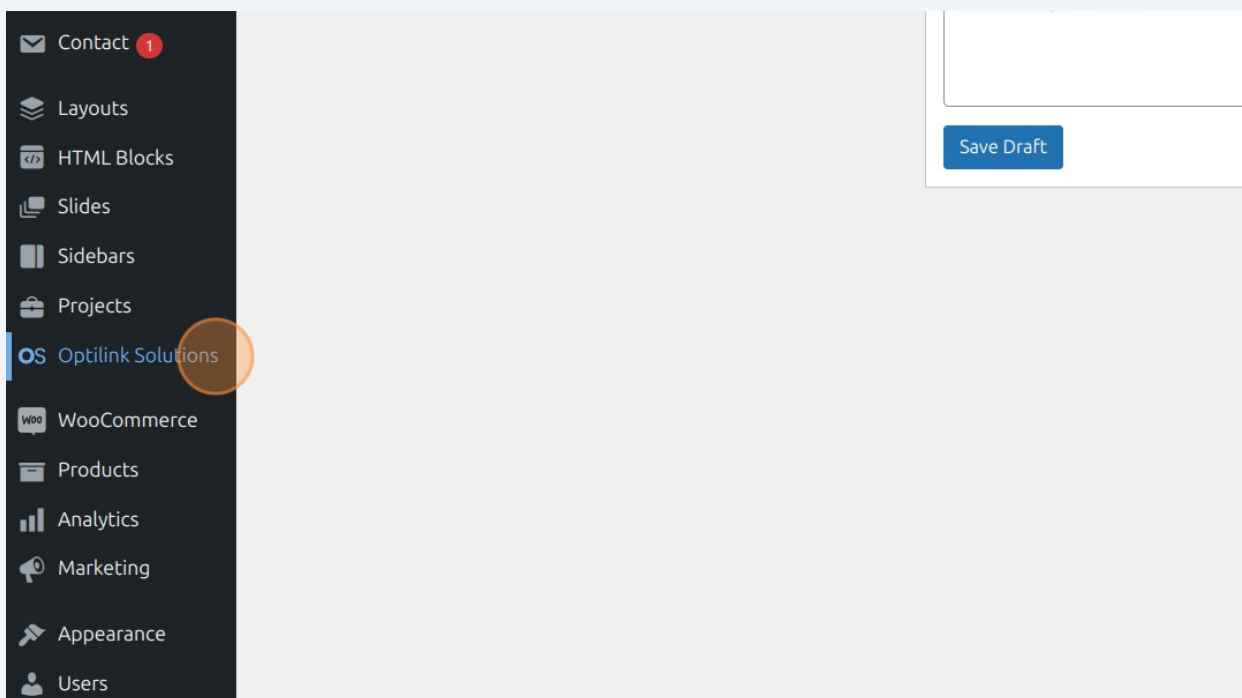
9 Apart from the product image, we will add a gallery image to the following product.



10 Navigate to the "Dashboard".



11 Click the "Optilink Solutions" menu item.



12

Scroll to the **Tools** section and type "SINK-02" which is the product SKU, in order to delete all the existing product images.

Screenshot of the 'Tools' section. At the top, there is a 'Synchronize Pictures' section with '(Remaining 1/2)'. Below it is the 'Tools' header. Under 'Tools', there is a text instruction: 'Delete product images by entering product SKUs, separated by commas'. Below this is the 'Delete images of products' label next to an input field containing the placeholder text 'ABCD,EFG,...'. An orange circle highlights the input field. Below the input field is a blue 'Apply Changes' button.

13

Click the "Apply Changes" button.

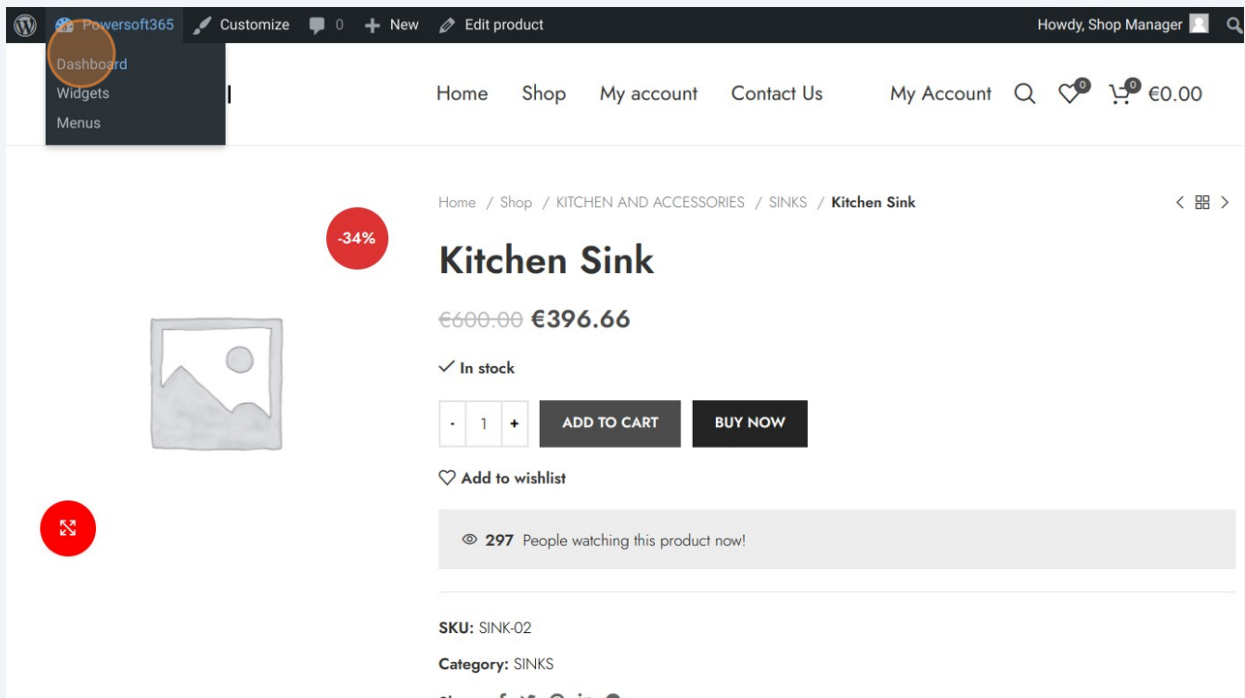
Screenshot of the 'Tools' section. At the top, there is a 'Synchronize Pictures' section with '(Remaining 2/2)'. Below it is the 'Tools' header. Under 'Tools', there is a text instruction: 'Delete product images by entering product SKUs, separated by commas'. Below this is the 'Delete images of products' label next to an input field containing the value 'SINK-02'. Below the input field is a blue 'Apply Changes' button, which is highlighted with an orange circle. A 'Collapse menu' button is visible on the left side of the interface.

14

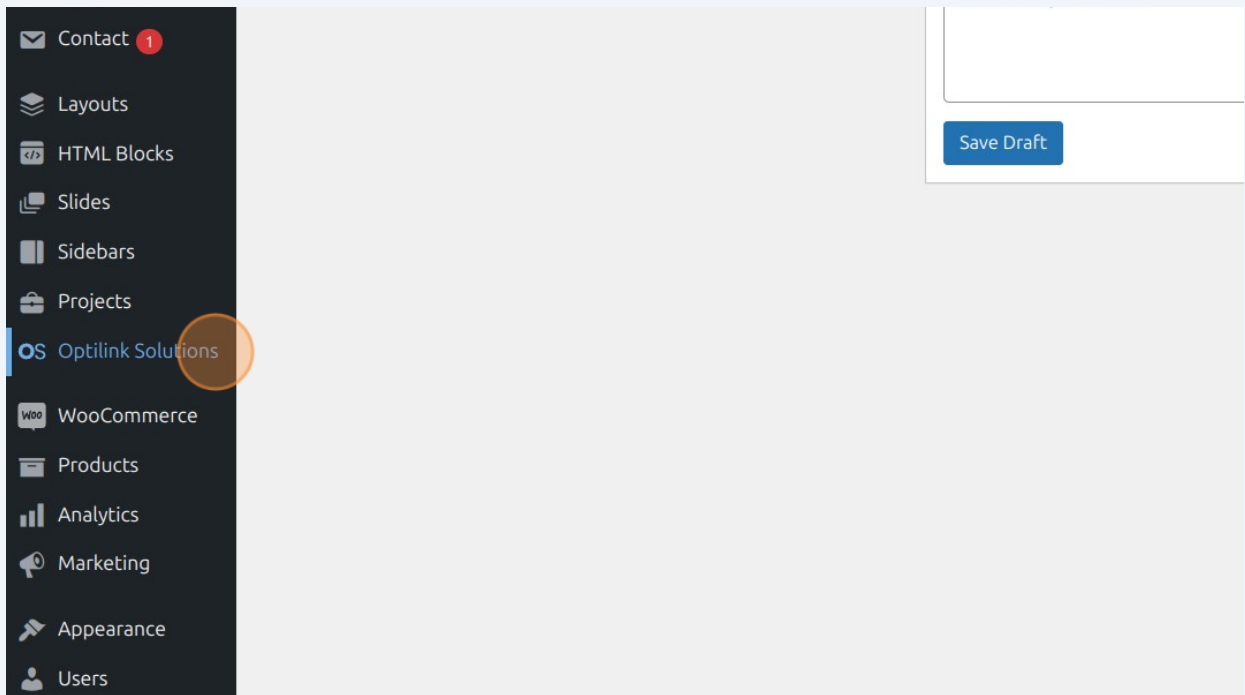
(Optional) Navigating to the [Kitchen Sink](#) product page, we can see that all the product images have been removed.

The screenshot shows a web browser window with the URL 'Powersoft365'. The page is a product page for 'Kitchen Sink'. The breadcrumb trail is 'Home / Shop / KITCHEN AND ACCESSORIES / SINKS / Kitchen Sink'. A red badge indicates a -34% discount. The price is shown as €600.00 (delisted) and €396.66. The product is 'In stock'. There are 'ADD TO CART' and 'BUY NOW' buttons. A quantity selector shows '1'. Below the buttons is an 'Add to wishlist' link. A grey bar indicates '293 People watching this product now!'. The product details include 'SKU: SINK-02', 'Category: SINKS', and social sharing icons for Facebook, Twitter, Pinterest, LinkedIn, and Email. A red 'X' icon is visible on the left side of the page, indicating a missing image.

15 Navigate to the "Dashboard".



16 Click the "Optilink Solutions" menu item.





Make sure you have uploaded all the desired product images into Azure.



Reminder! The gallery images have the following file name suffix (**\_<number>**).

For example if you have a product with ABCD as the SKU and 4 images (1 for the main product image + 3 gallery images), then the image filenames should be:

- **Product image:** ABCD.jpg
- **1st gallery image:** ABCD\_1.jpg
- **2nd gallery image:** ABCD\_2.jpg
- **3rd gallery image:** ABCD\_3.jpg

The numbering *must* be sequential. Do not leave any gaps while numbering the images.

17

Click the "Synchronize Pictures" button to add any new images that might exist.

The screenshot shows a dashboard with a sidebar on the left containing menu items: Sidebars, Projects, Optilink Solutions (highlighted), WooCommerce, Products, Analytics, Marketing, Appearance, Users, Tools, and Collapse menu. The main content area has a 'daily limit of 2 actions per day.' notice. Below this are five synchronization options, each with a button: Synchronize Categories (Remaining 3/3), Synchronize Sizes (Remaining 2/2), Synchronize Items (Remaining 2/2), Synchronize Stock (Remaining 2/2), and Synchronize Pictures (Remaining 1/2). The 'Synchronize Pictures' button is circled in orange. At the bottom, there is a 'Tools' section with the instruction 'Delete product images by entering product SKUs, separated by commas'. It includes a text input field with 'ABCD,EFG,...' and an 'Apply Changes' button.



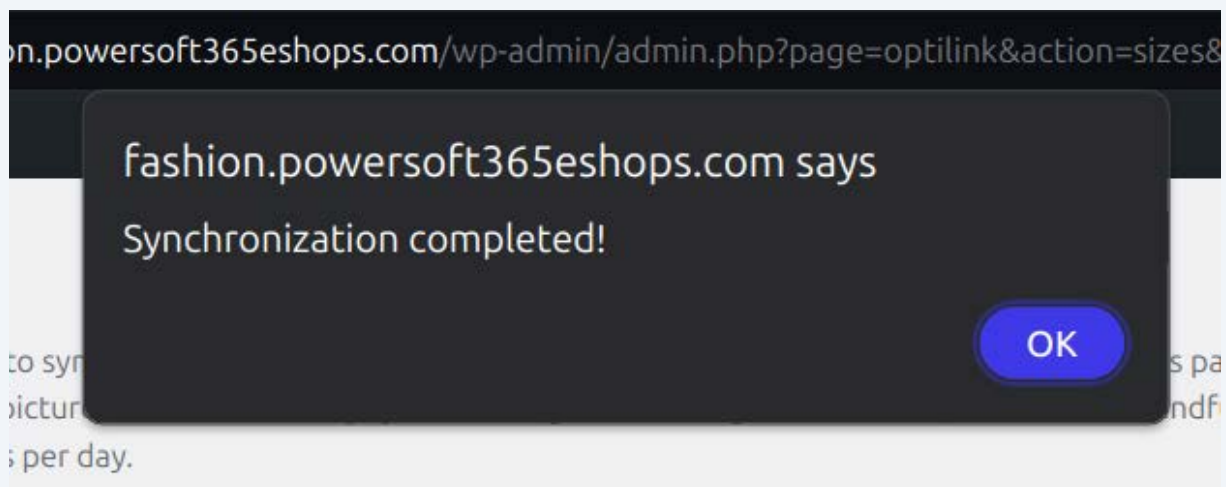
Keep in mind that there is a limit on how many times during the day you can perform synchronizations.



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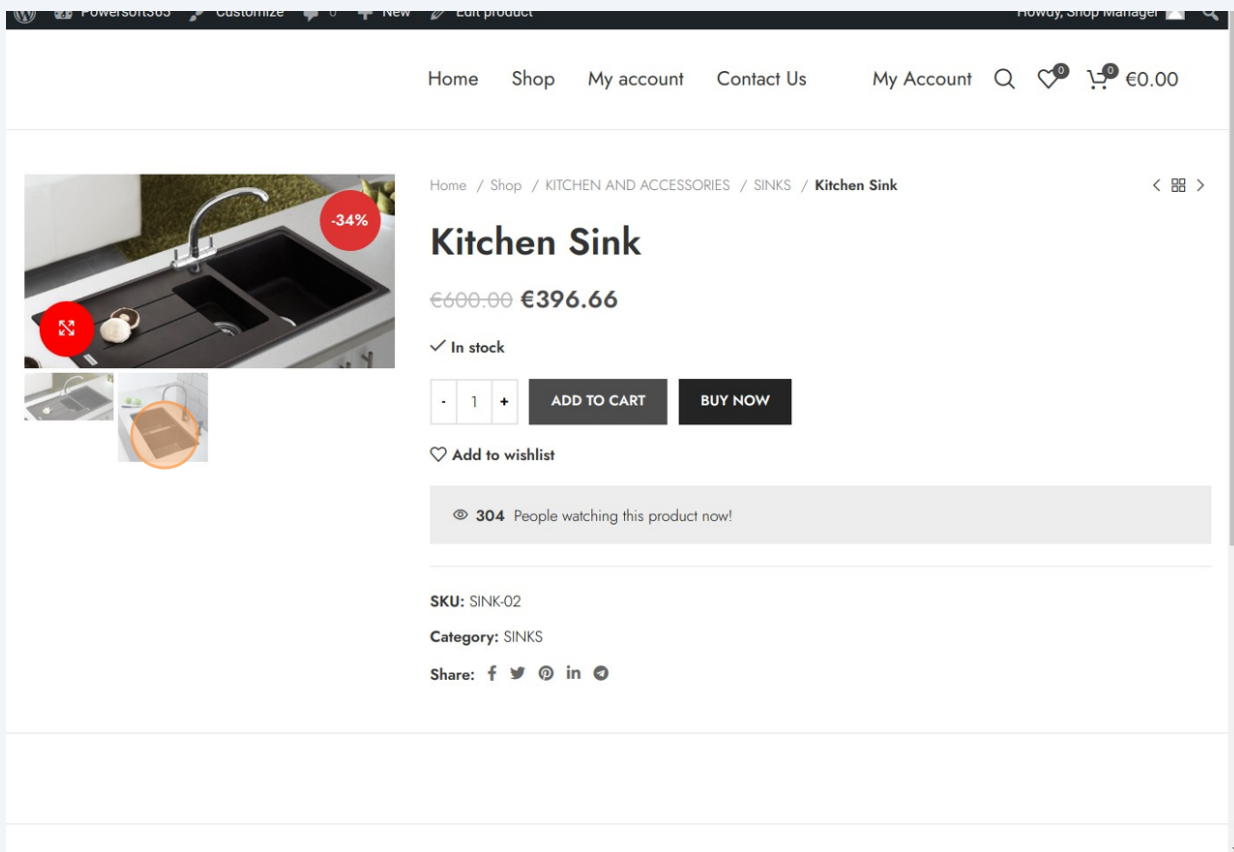
**18**

When the synchronization is finished the following alert will appear.



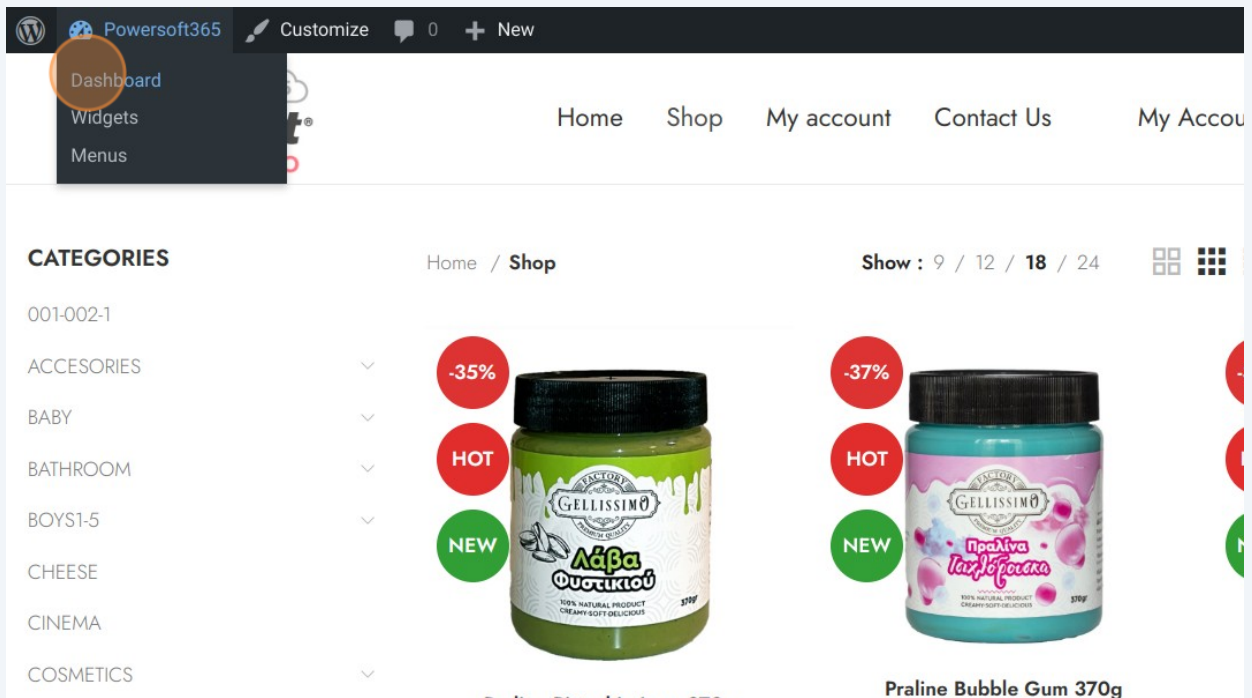
19

(Optional) Navigating to the [Kitchen Sink](#) product page, we can see that there is the main product image, as well as a newly added gallery image!

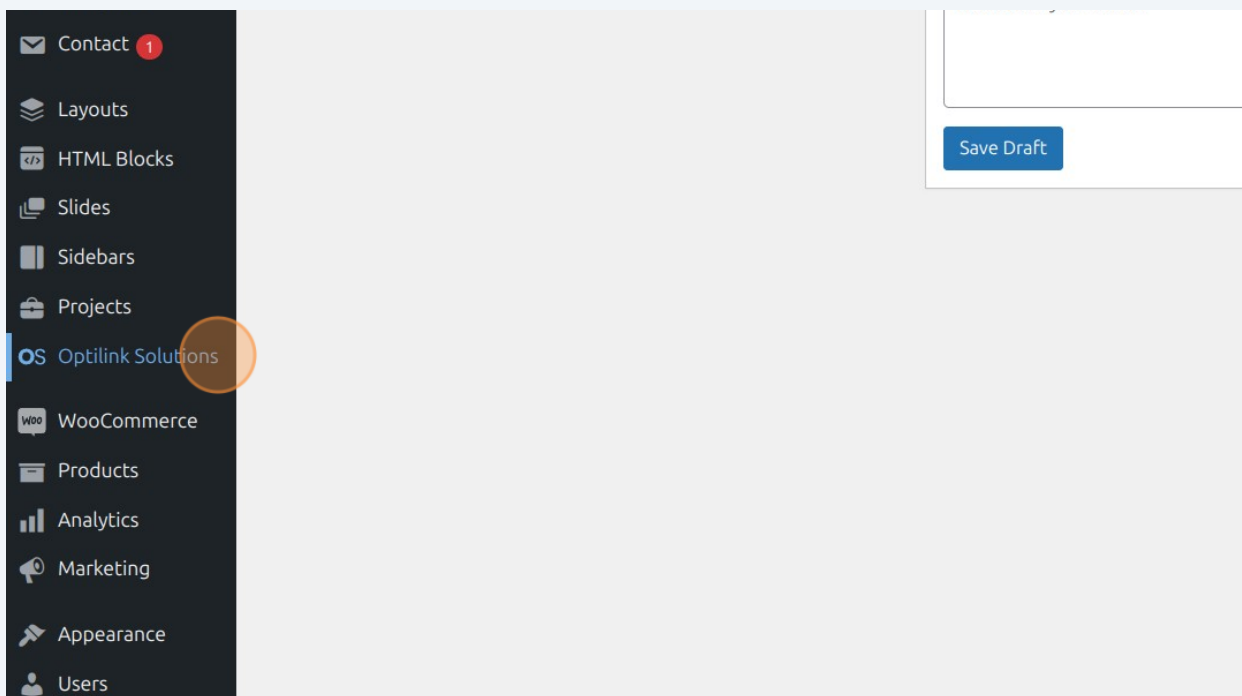


## How to replace product images

20 Navigate to the "Dashboard".



21 Click the "Optilink Solutions" menu item.



22

Scroll to the **Tools** section and type the product SKUs that need their images deleted.

Screenshot of the 'Tools' section. At the top, there is a 'Synchronize Pictures' section with '(Remaining 1/2)'. Below it is the 'Tools' section header. Under 'Tools', there is a text instruction: 'Delete product images by entering product SKUs, separated by commas'. Below this is the 'Delete images of products' label and a text input field containing the placeholder text 'ABCD, EFG, ...'. An orange circle highlights the input field. Below the input field is a blue 'Apply Changes' button.

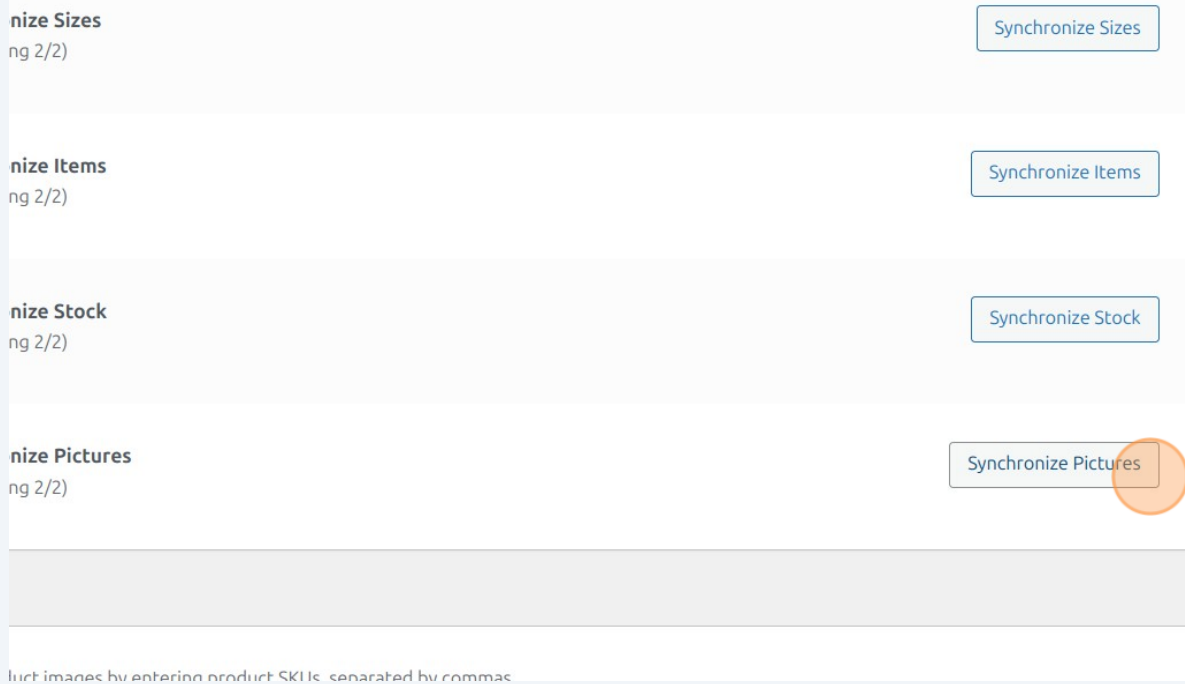
23

Click the "Apply Changes" button.

Screenshot of the 'Tools' section. At the top, there is a 'Synchronize Pictures' section with '(Remaining 1/2)'. Below it is the 'Tools' section header. Under 'Tools', there is a text instruction: 'Delete product images by entering product SKUs, separated by commas'. Below this is the 'Delete images of products' label and a text input field containing the text 'BLUEJEAN2024, WHITESHIRT, CARDIGAN'. Below the input field is a blue 'Apply Changes' button, which is highlighted with an orange circle.

24

Click the "Synchronize Pictures" button to import the new product images.



## Feedback and Support

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We are committed to continually improving our documentation. If you have any feedback, suggestions, or require further assistance, please do not hesitate to contact our support team at [support@optilink.com.cy](mailto:support@optilink.com.cy).

Thank you for using the Shop Manager Manual. We look forward to supporting your efforts in running a successful WooCommerce store.