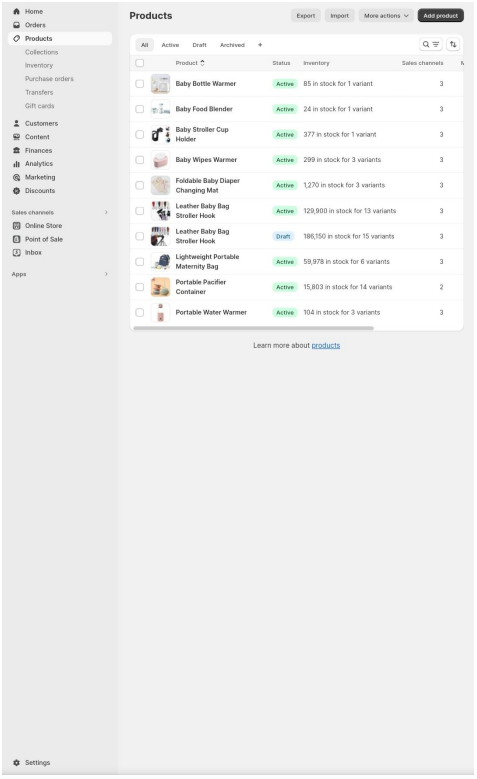
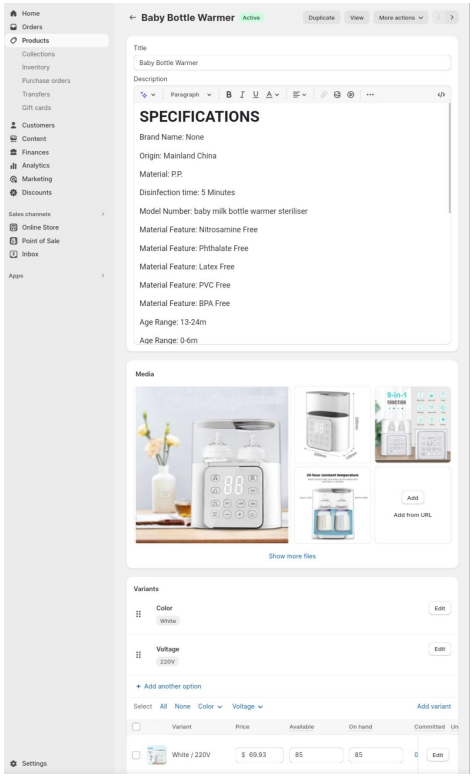
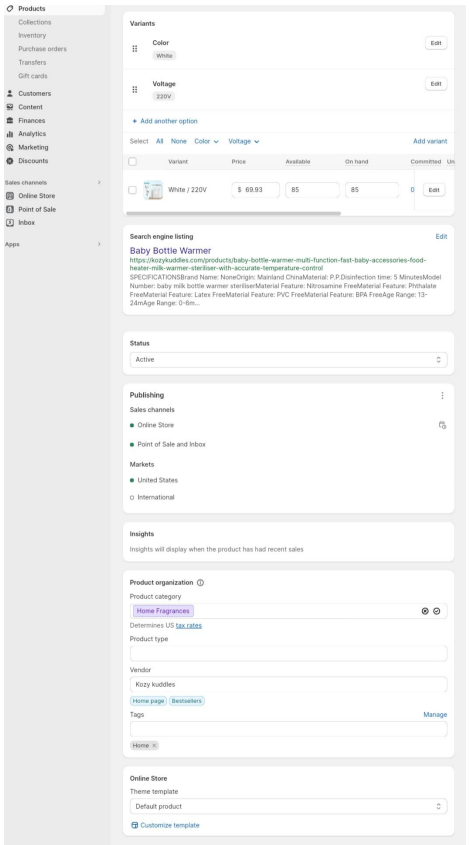
Shopify Cheat Sheet
How to do basic changes

1. How to add products

Open shopify admin > products > add products > add product > fill the details and save




Home
Orders
Products
Collections
Inventory
Purchase orders
Transfers
Gift cards
Customers
Content
Finances
Analytics
Marketing
Discounts
Sales channels
Online Store
Point of Sale
Inbox
Apps
Settings
Baby Bottle Warmer
Active
Duplicate
View
More actions
Title
Baby Bottle Warmer
Description
Paragraph
SPECIFICATIONS
Brand Name: None
Origin: Mainland China
Material: P.P.
Disinfection time: 5 Minutes
Model Number: baby milk bottle warmer steriliser
Material Feature: Nitrosamine Free
Material Feature: Phthalate Free
Material Feature: Latex Free
Material Feature: PVC Free
Material Feature: BPA Free
Age Range: 13-24m
Age Range: 0-6m
Media
Add
Add from URL
Show more files
Variants
Color
White
Edit
Voltage
220V
Edit
+ Add another option
Select All None Color Voltage
Add variant
Variant
Price
Available
On hand
Committed
White / 220V
$ 69.93
85
85
0
Edit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Edit
+ Add another option
Select All None Color Voltage
Add variant
Variant
Price
Available
On hand
Committed
White / 220V
$ 69.93
85
85
0
Edit
Search engine listing
Edit
Baby Bottle Warmer
https://kozykuddles.com/products/baby-bottle-warmer-multi-function-fast-baby-accessories-food-heater-milk-warmer-steriliser-with-accurate-temperature-control
SPECIFICATIONSBrand Name: NoneOrigin: Mainland ChinaMaterial: P.P.Disinfection time: 5 MinutesModel Number: baby milk bottle warmer sterilisserMaterial Feature: Nitrosamine FreeMaterial Feature: Phthalate FreeMaterial Feature: Latex FreeMaterial Feature: PVC FreeMaterial Feature: BPA FreeAge Range: 13-24mAge Range: 0-6m...
Status
Active
Publishing
Sales channels
Online Store
Point of Sale and Inbox
Markets
United States
International
Insights
Insights will display when the product has had recent sales
Product organization
Product category
Home Fragrances
Determines US tax rates
Product type
Vendor
Kozy kuddles
Home page
Bestsellers
Tags
Manage
Home
Online Store
Theme template
Default product
Customize template

If you want more guidance. Please click the link below for video tutorial

https://youtu.be/UNTc6HhUS6I?feature=shared

2. Collections

Shopify Admin > Products > Collections > Add Collection

There are two types of collections

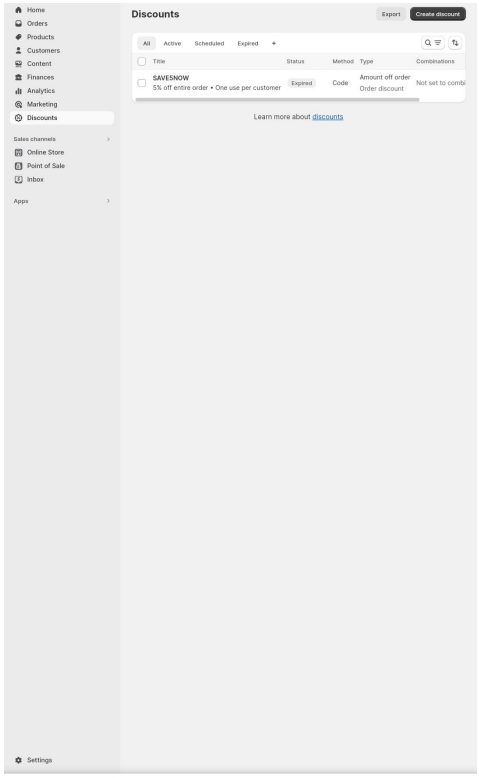
- Manual
- Automated

If you want more guidance. Please click the link below for video tutorial

https://youtu.be/HigPf0MCMLA?feature=shared

3. Discounts

To create discounts go to shopify admin > discounts > create discount button > four type of discounts will come > use amount off order discount type (for beginners) > fill the form - write discount code ,how much percentage or amount off you want to discount the client > then set date > and don't forget to click the point of sale button.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Point of Sale
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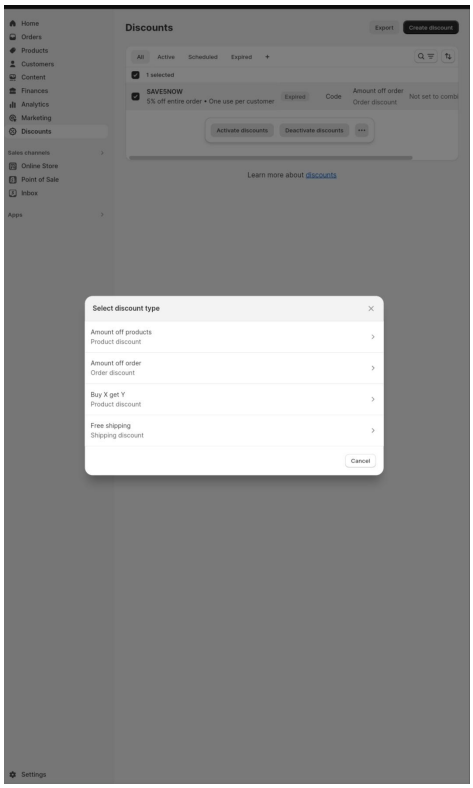
Settings
Discounts
Export
Create discount
All
Active
Scheduled
Expired
Title
Status
Method
Type
Combinations
SAVESNOW
5% off entire order • One use per customer
Expired
Code
Amount off order
Order discount
Not set to combi
Learn more about discounts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Point of Sale
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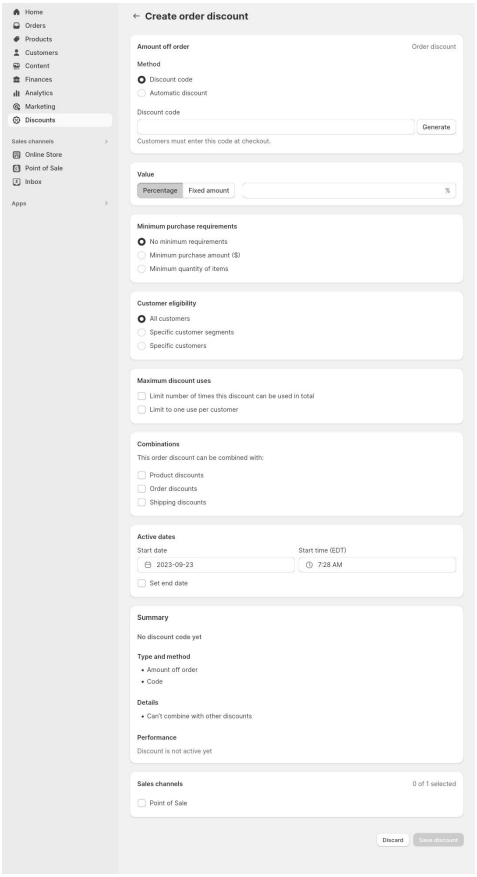
Apps
Settings
Discounts
Export
Create discount
All
Active
Scheduled
Expired
1 selected
SAVESNOW
5% off entire order • One use per customer
Expired
Code
Amount off order
Order discount
Not set to combi
Activate discounts
Deactivate discounts
Learn more about discounts
Select discount type
Amount off products
Product discount
Amount off order
Order discount
Buy X get Y
Product discount
Free shipping
Shipping discount
Cancel

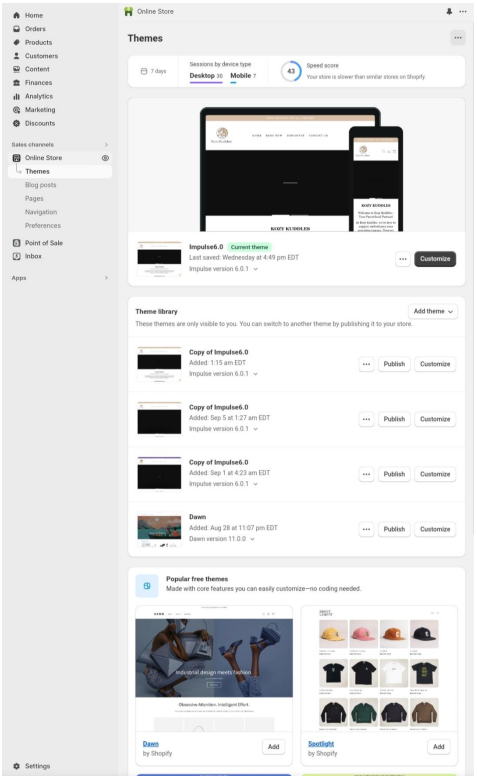


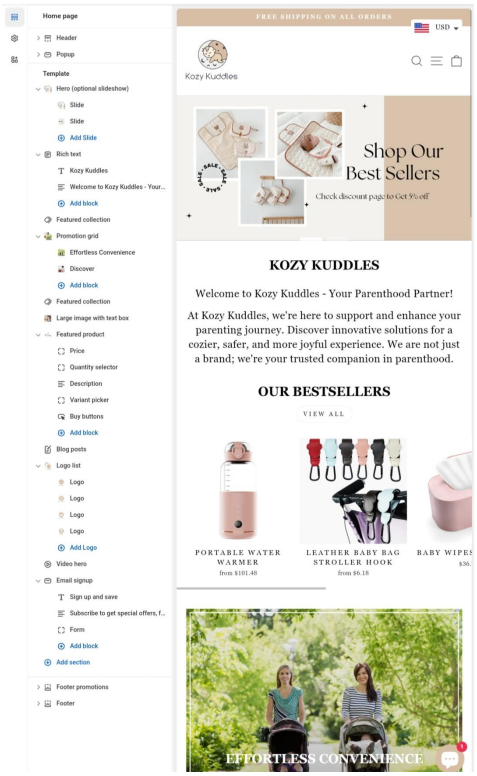
If you want more guidance. Please click the link below for video tutorial

https://youtu.be/lQZTJkeupks?feature=shared

4. Online Store

Online Store contains themes which are very important. If you want to change something on a website like images or text content or anything else. Everything comes under the theme section. Go to Online Store > Themes > Current Theme (Live Theme) > Customize


Online Store
Themes
Impulse6.0 Current theme
Customize
Theme library
Add theme
Copy of Impulse6.0
Publish
Customize
Dawn
Popular free themes
Made with core features you can easily customize—no coding needed.
Dawn
by Shopify
Add
Spotlight
by Shopify
Add
Settings


Home page
Header
Popup
Template
Hero (optional slideshow)
Rich text
Kozy Kuddles
Add block
Featured collection
Promotion grid
Discover
Featured product
Price
Quantity selector
Description
Variant picker
Buy buttons
Blog posts
Logo list
Video hero
Email signup
Form
Add section
Footer promotions
Footer
FREE SHIPPING ON ALL ORDERS
USD
Kozy Kuddles
Shop Our Best Sellers
Check discount page to Get 5% off
KOZY KUDDLES
Welcome to Kozy Kuddles - Your Parenthood Partner!
At Kozy Kuddles, we're here to support and enhance your parenting journey. Discover innovative solutions for a cozier, safer, and more joyful experience. We are not just a brand; we're your trusted companion in parenthood.
OUR BESTSELLERS
VIEW ALL
PORTABLE WATER WARMER
from $101.49
LEATHER BABY BAG STROLLER HOOK
from $6.18
BABY WIPES
EFFORTLESS CONVENIENCE

If you want more guidance. Please click the link below for video tutorial

https://youtu.be/VNK9gtsCkcg?feature=shared

To add navigation please refer the following link

Online Store > navigation > main menu > add links

https://youtu.be/FJR-P2MakJ4?feature=shared

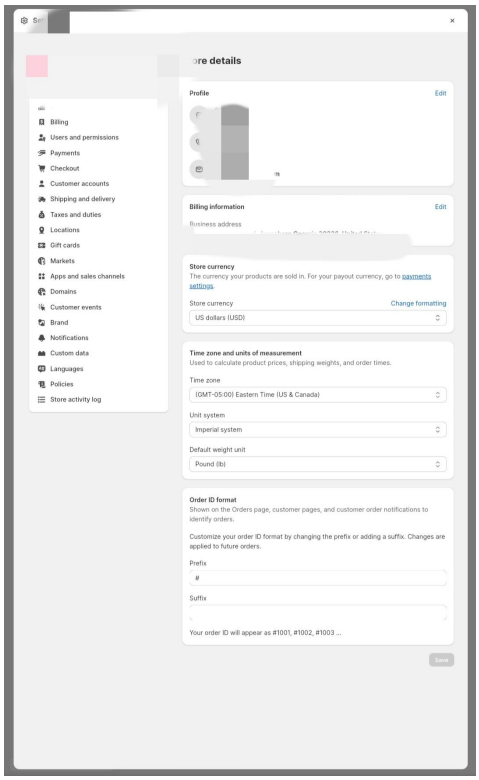
To add blogs

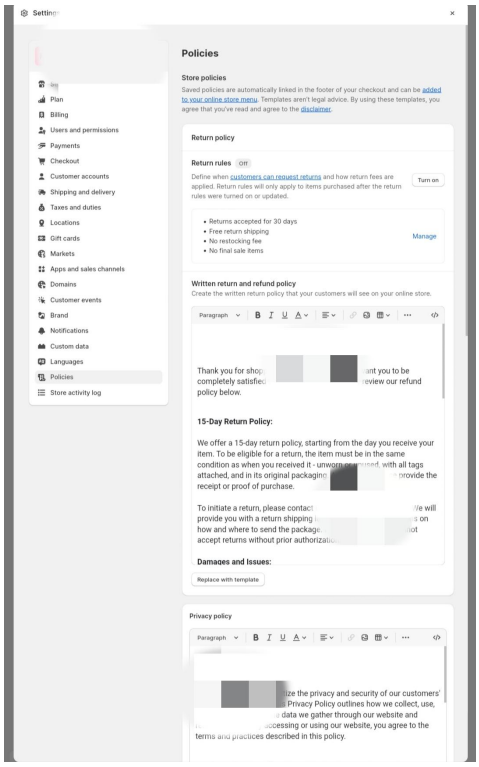
Online Store > blogs > add blog > fill details

https://youtu.be/o23Giq-nly8?feature=shared

5. Settings in Shopify

- Store Details: settings > store details > you can edit store name , store email and phone number and address from here.
- Shipping: settings> shipping and delivery> general profile > manage shipping rates.
- Policy Pages : In case you want to modify store policies. Go to settings> policy> change policy


re details
Profile
Edit
Billing information
Edit
Business address
Store currency
The currency your products are sold in. For your payout currency, go to payments settings.
Store currency
Change formatting
US dollars (USD)
Time zone and units of measurement
Used to calculate product prices, shipping weights, and order times.
Time zone
(GMT-05:00) Eastern Time (US & Canada)
Unit system
Imperial system
Default weight unit
Pound (lb)
Order ID format
Shown on the Orders page, customer pages, and customer order notifications to identify orders.
Customize your order ID format by changing the prefix or adding a suffix. Changes are applied to future orders.
Prefix
#
Suffix
Your order ID will appear as #1001, #1002, #1003 ...
Save
Billing
Users and permissions
Payments
Checkout
Customer accounts
Shipping and delivery
Taxes and duties
Locations
Gift cards
Markets
Apps and sales channels
Domains
Customer events
Brand
Notifications
Custom data
Languages
Policies
Store activity log


Policies
Store policies
Saved policies are automatically linked in the footer of your checkout and can be added to your online store menu. Templates aren't legal advice. By using these templates, you agree that you've read and agree to the disclaimer.
Return policy
Return rules
Off
Define when customers can request returns and how return fees are applied. Return rules will only apply to items purchased after the return rules were turned on or updated.
Turn on
• Returns accepted for 30 days
• Free return shipping
• No restocking fee
• No final sale items
Manage
Written return and refund policy
Create the written return policy that your customers will see on your online store.
Paragraph
Thank you for shop
nt you to be completely satisfie
eview our refund policy below.
15-Day Return Policy:
We offer a 15-day return policy, starting from the day you receive your item. To be eligible for a return, the item must be in the same condition as when you received it - unworn
with all tags attached, and in its original packaging
provide the receipt or proof of purchase.
To initiate a return, please contact
/e will provide you with a return shipping
s on how and where to send the package
ot accept returns without prior authorizati
Damages and Issues:
Replace with template
Privacy policy
Paragraph
ize the privacy and security of our customers' Privacy Policy outlines how we collect, use, data we gather through our website and
ocessing or using our website, you agree to the terms and practices described in this policy.
Billing
Plan
Users and permissions
Payments
Checkout
Customer accounts
Shipping and delivery
Taxes and duties
Locations
Gift cards
Markets
Apps and sales channels
Domains
Customer events
Brand
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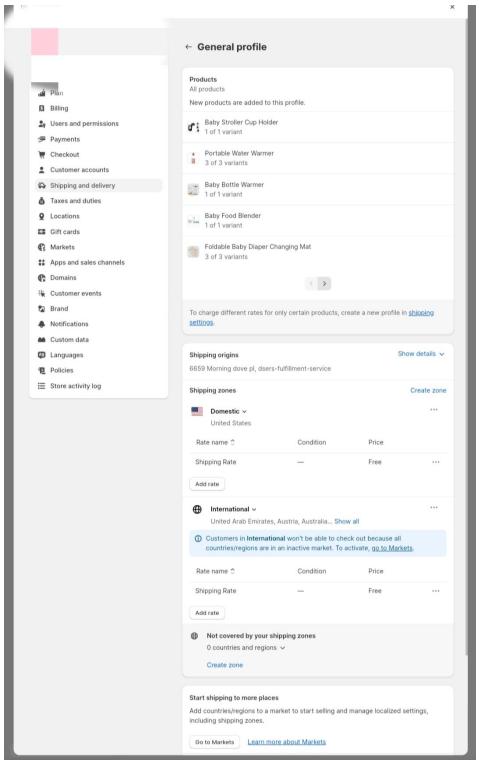
Store activity log



6. Apps and Sales Channels

Go to Settings > apps and sales channels. You can manage all apps from there.

For more guidance and details, refer to given below details.

- Shopify Inbox app : https://youtu.be/lN9HrNI336M?feature=shared
- FAQ prime app is for setting up automatic replies of FAQs.
- Omega Order Tracking app is used for analytics of orders
- Nova multi currency converter is for Currency conversion widget in website
- SEO ant Trust Badge is for trust badges that comes on product pages
- Other apps are booster apps for better website speed and optimization
- Dsers is for dropshipping