

WooCommerce-Etsy Integration Guide 0.0.1

by CedCommerce Docs - Products User Guides

| | |
|---|-----------|
| 1. Overview | 3 |
| 2. Prerequisites | 4 |
| 3. Retrieve API Key Details | 4 |
| 4. Etsy Configuration Settings | 5 |
| 5. Category Mapping | 7 |
| 6. Manage Profiles | 8 |
| 6.1. Add Profile | 9 |
| 6.2. Edit the Existing Profile | 12 |
| 6.3. Delete the Profile | 13 |
| 6.4. Submit Actions from the Profiles Page | 14 |
| 7. Manage Products | 15 |
| 7.1. Assign the profile to a single product | 15 |
| 7.2. Remove the assignment of the profile | 16 |
| 7.3. Upload the selected products on Etsy | 17 |
| 7.4. Update the Products Uploaded on Etsy | 18 |
| 7.5. Remove Products from Etsy | 18 |
| 7.6. Deactivate the selected Products | 19 |
| 8. Bulk Action | 20 |
| 9. Manage Orders | 22 |

1. Overview

Etsy.com, launched on June 18, 2005, is popular as a side-business as well as a place to buy goods made from recycled and upcycled materials along with the less expensive or more unusual versions of mass-produced items.

Etsy is a peer-to-peer (P2P) e-commerce website focused on handmade or vintage items and supplies. It is an online marketplace that provides the general public with a way to buy and sell handmade items, including art, photography, clothing, jewelry, and toys.

Etsy charges \$0.20 for each product listed on Etsy and activated for 4 months. Hence, it is \$.05 charge per month. To renew the product listing for another 4 months, the seller has to pay again \$0.20. It means each time the product listing has renewed the charges of \$0.20 is applicable. The seller can renew a listing at any point of time, no matter how many products are sold or if it had expired.



Etsy WooCommerce Integration at Cedcommerce involves the integration of the WooCommerce store with the Etsy marketplace.

With the help of this extension, the merchant can configure the desired product category into WooCommerce for automatic submission of the selected product to the same Category on Etsy. The process enables the merchant to configure the desired product category into WooCommerce for automatic submission of the selected product to the same Category on Etsy.

It helps to integrate the synchronized product listing between the WooCommerce and the Etsy retailers. After installing the extension, the merchant can create the Etsy Categories and the dependent attributes on the WooCommerce store.

Key Features are as follows:

- **Product Data Validation:** Enables the admin to validate the product information based on Etsy standard and values.
- **Easy product upload:** Enables the admin to upload the Products on a single click when they are ready to upload.

- **Bulk Upload:** Facilitates the admin to upload a large number of products in bulk with a single click and hence reduces the work of manual upload.
- **Auto Acknowledgement of Order:** Enables admin to receive a notification on Orders creation.
- **Profile based Product Upload:** Enables the admin to create the Profiles and assign it to the products to automate the product upload.
- **Creation of WooCommerce Orders:** The newly placed orders on the *Etsy* Web site are automatically created in the WooCommerce store with all the required details as it is on the *Etsy* Web site.

See Prerequisites(<http://docs.cedcommerce.com/woocommerce/woocommerce-etsy-integration-guide-0-0-1?section=prerequisites>)

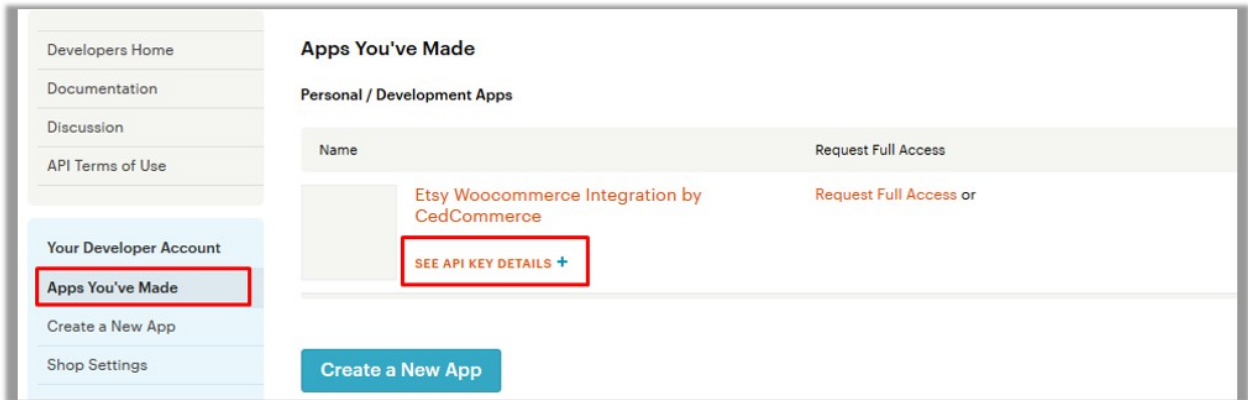
2. Prerequisites

3. Retrieve API Key Details

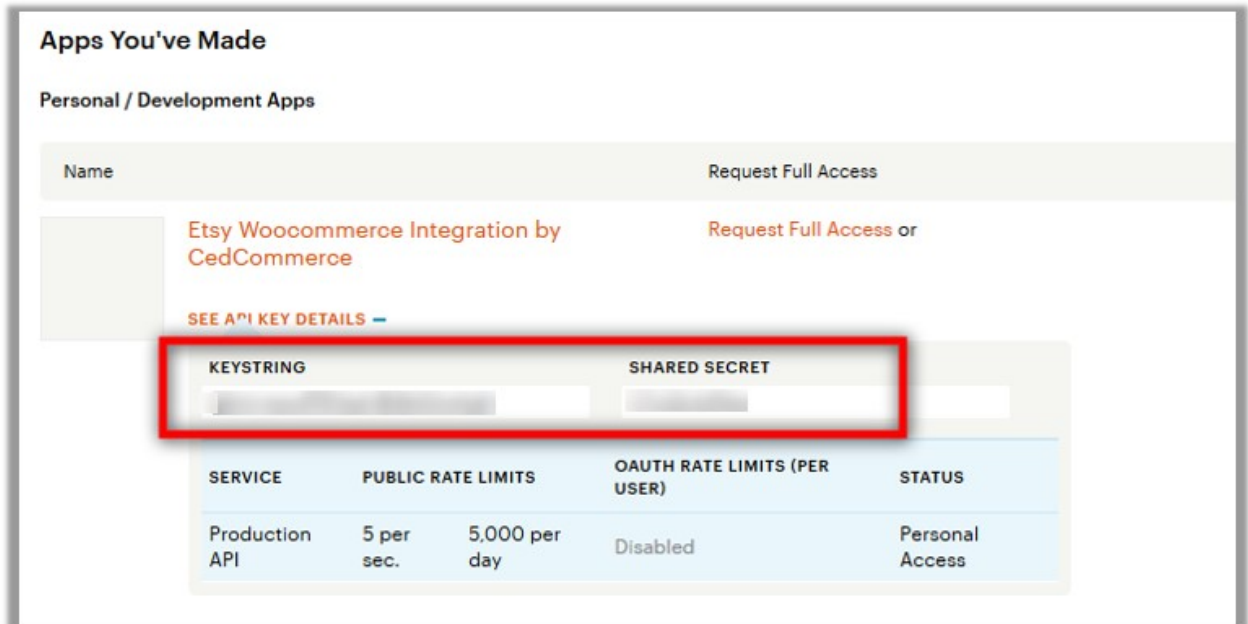
Once the extension is successfully installed on the WooCommerce store, the Etsy menu appears on the left navigation panel of the WooCommerce Admin Panel. The merchant has to fill-in the **API Key details** on the **Etsy CONFIGURATION** page of the admin panel.

To retrieve API Key Details from the Etsy account

1. Go to the <https://www.etsy.com/>(<https://www.etsy.com/>) link.
2. In the right-upper corner, click the **Sign in** link.
3. Enter the login credentials to log in the Etsy seller account.
4. Go to the <https://www.etsy.com/developers/>(<https://www.etsy.com/developers/>) link.
The admin has to create a new app if the app is not created before. After creating the app, the admin can view the app name and retrieve the API Key details.
5. To create the app, in the left navigation panel, click the **Create a New App** menu, enter the required details, and then click **Read Terms and Create App** button.
6. In the left navigation panel, click the **Apps You've Made** link.
The page appears as shown in the following figure:



7. Click the **SEE API KEY DETAILS** link.
The API Key Details appear as highlighted in the following figure:



8. Copy the **KEYSTRING** and the **SHARED SECRET** values, and then paste them in the respective fields appearing on the Admin panel of the WooCommerce store.

4. Etsy Configuration Settings

After obtaining the **KEYSTRING** and the **SHARED SECRET** values from the Etsy Seller account, the WooCommerce store owner has to paste them on the Etsy Configuration page of the admin panel of the merchant.

To Set up the Etsy Configuration settings in the WooCommerce Admin panel:

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **CONFIGURATION** tab
The **ETSY CONFIGURATION** page appears as shown in the following figure:

4. In the **Enter App Key String** box, paste the value of the **KEYSTRING** copied from the Etsy seller account.
5. In the **Enter App Shared String** box, paste the value of the **SHARED SECRET** copied from the Etsy seller account.
6. In the **Enter Your Shop Name** box, enter the name of the shop used while creating the Shop.
7. In the **Enter Your User Name** box, enter the user name used while creating the Etsy Seller account.
8. In the **Select Product State** list, select the required state.
9. Click the **Save Credentials** button.
10. Click the **Authorize** button to authorize the account.
11. Scroll down to the **SHIPPING TEMPLATE** section.

Note: While creating the shop, admin can create the Shipping templates. The created templates appear in the **Shipping** Template list, under the **SHIPPING TEMPLATE** section of the **ETSY CONFIGURATION** page.

Also, the admin can create the **Payment Template** while creating the shop. If not created, then a notifying message, which instructs to create a payment template, appears under the **PAYMENT TEMPLATE** section.

12. In the **Select Shipping Template** list, select the required shipping template.
13. Click the **Save Details** button.
14. Scroll down to **SHOP SECTIONS**.

The page appears approximately as shown in the following figure:

SHOP SECTIONS
This section is for creating different shop sections on your ETSY store.

| | |
|-------------------------|-------------------|
| Enter Shop section Name | Music |
| Enter Shop section Name | Occupational |
| Enter Shop section Name | Flags |
| Enter Shop section Name | Sports |
| Enter Shop section Name | Hobbies |
| Enter Shop section Name | Political |
| Enter Shop section Name | Animals |
| Enter Shop section Name | Inspirational |
| Enter Shop section Name | Humorous |
| Enter Shop section Name | Signs and Symbols |
| Enter Shop section Name | |

Add More

SAVE DETAILS

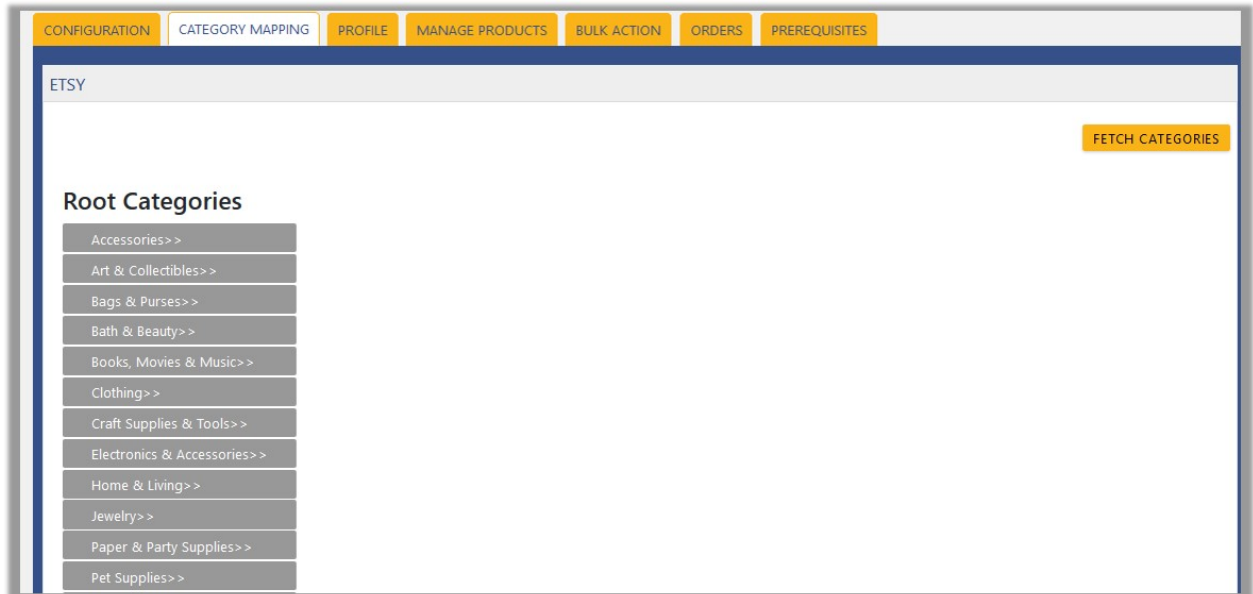
15. In the **Enter Shop section Name** box, enter the required shop section name to create the different shop sections on the ETSY store.
16. Click the **Add More** button to add more shop sections.
17. Click the **SAVE DETAILS** button.

5. Category Mapping

The **CATEGORY MAPPING** page lists all the Etsy categories. Admin has to select the Etsy categories to which the products need to be assigned.

To select the required categories for mapping

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **CATEGORY MAPPING** tab.
The page appears as shown in the following figure:

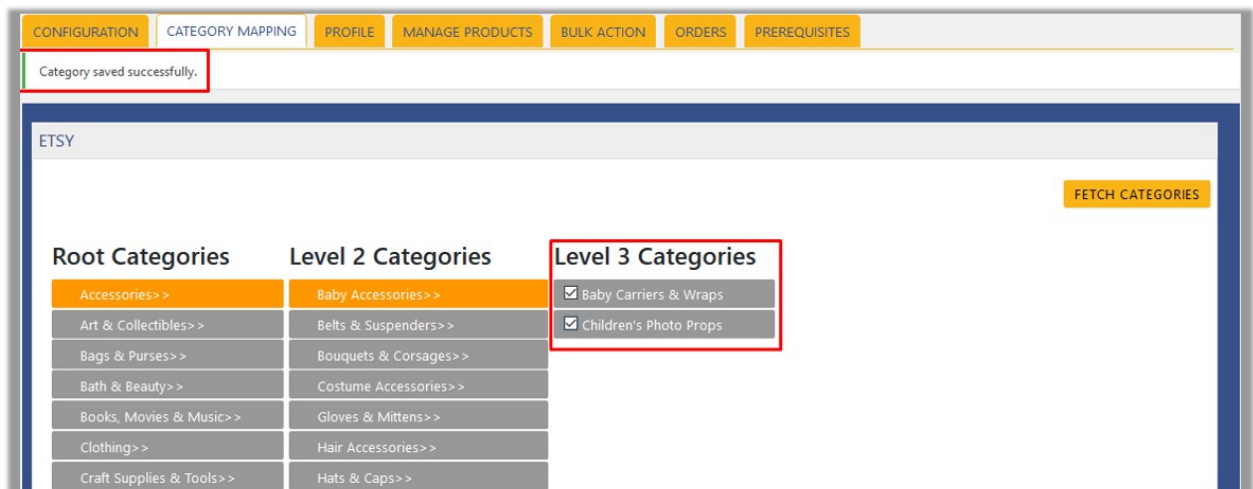


4. Click the **FETCH CATEGORIES** button to fetch all the categories from Etsy.com.

5. Under **Root Categories**, click the required category.

Next level categories list appears. click the required category.

Note: Keep clicking the every next level required categories, until the last level categories list and the corresponding check boxes appear as shown in the following figure:



6. Select the check boxes associated with the required categories.

The selected categories are saved and a success message appears on the page.

6. Manage Profiles

Profile based product uploading provides the admin a facility to create a group of the required products those have common meta-keys, and then upload those products at one go through uploading that profile (created group). In other words, admin can create a new profile and assign it to the group of those products, and then upload the profile on Etsy; it saves the time of making the same changes in each meta-keys of each and every product.

It means, rather than making the changes in the common meta-keys of each and every products, admin can create a profile and assign it to all the products having common meta-keys, and thus make the changes in the meta-keys available on the profile page.

While creating and editing the profile, admin can select the product and the corresponding meta-keys. These meta-keys are applicable to all the products that are assigned to the profile.

Admin can do the following tasks:

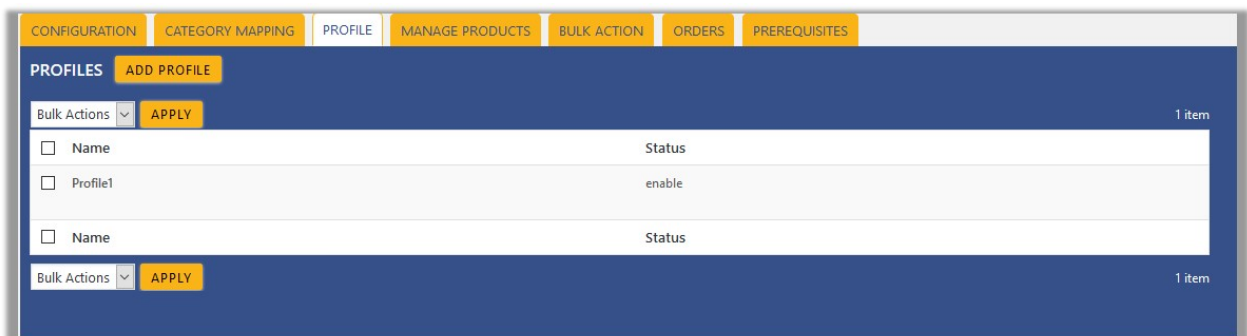
- Add new profile(<https://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=add-profile-2>)
- Edit the existing profile(<https://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=edit-the-existing-profile-7>)
- Delete the profile(<https://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=delete-the-profile-7>)
- Submit Actions from the Profiles Page(<https://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=submit-actions-from-the-profiles-page-2>)

6.1. Add Profile

To add a new profile

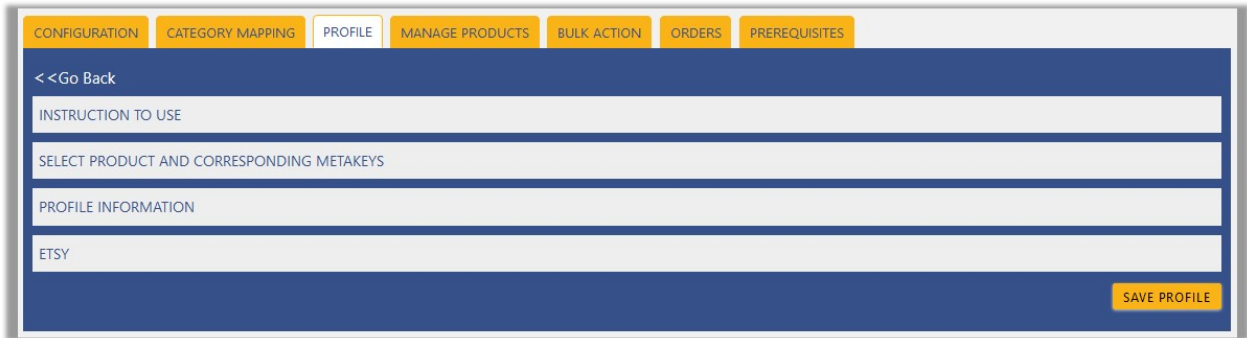
1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **PROFILE** tab.

The **PROFILES** page appears as shown in the following figure:

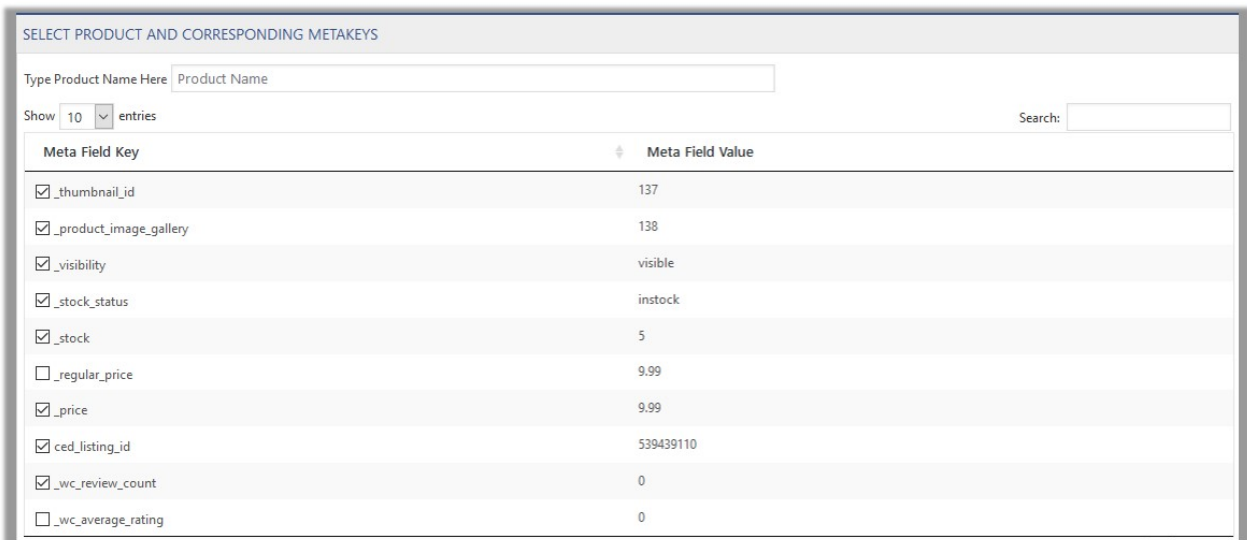


4. Click the **ADD PROFILE** button.

The page appears as shown in the following figure:



- Note:** Click the **INSTRUCTION TO USE** tab, to view the instruction.
5. Click the **SELECT PRODUCT AND CORRESPONDING METAKEYS** tab.
The section appears as shown in the following figure:

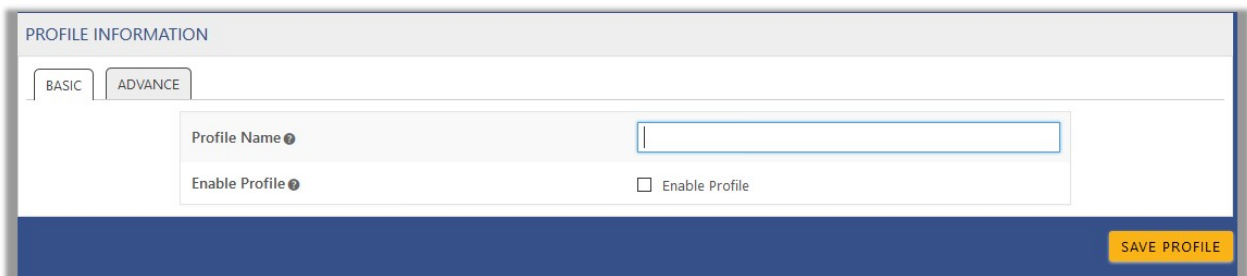


6. In the **Type Product Name Here** box, enter the required product name to get the attributes of the entered product name.

Note: Enter the initial of the product and a list appears. Select the required one from the list.

7. In the **Meta Field Key** column, select the check boxes associated with the required meta-keys.
8. Scroll down to the **PROFILE INFORMATION** tab, and then click the tab.

The section appears as shown in the following figure:



Following two tabs appear:

- BASIC
 - ADVANCE
9. Click the **BASIC** tab.
 10. Under **BASIC**, do the following steps:
 - a. In the **Profile Name** box, enter the name of the profile.
 - b. Select the check box associated with the **Enable Profile** field.
 11. Click the **ADVANCE** tab.

The page appears as shown in the following figure:

The meta-keys selected under the **Select Product And Corresponding MetaKeys** section are listed in the select list field that appears next to the text boxes as shown in the following figure:

- a. In the select list associated with the **Manufacturer** box, select the required meta key.

OR

In the **Manufacturer** box, enter the required value.

Note: The value entered in the box is applicable to all the products assigned to the profile.

Whereas, selecting the meta key from the list selects the individual value of the individual product.

b. In the **Who Made** list, select the required value.

c. In the **Shop Section** list, select the required value.

d. In the select list associated with the **Product Tags** box, select the required meta key.

OR

In the **Product Tags** box, enter the required value.

Note: The value entered in the box is applicable to all the products assigned to the profile.

Whereas, selecting the meta key from the list selects the individual value of the individual product.

e. Enter the required values in other required fields.

f. In the **Etsy Category** list, select the required category for mapping.

It enables the admin to map only one category to one profile.

Note: These meta-keys are applicable to all the products, the profile is assigned to. Leave the field empty if the specific value is required based on a specific product.

12. Scroll down to the **Etsy** tab, and then click the tab.

13. Under **Etsy**, click the **CATEGORY SPECIFIC** tab.

The section appears as shown in the following figure:

The screenshot shows the 'ETSY' settings page with the 'CATEGORY SPECIFIC' tab selected. It displays a list of six variation fields, each with a text input box and a dropdown menu:

- Primary color [For Variation]
- Diameter [For Variation]
- Dimensions [For Variation]
- Fabric [For Variation]
- Finish [For Variation]
- Flavor [For Variation]

14. In the select list associated with the **Primary color** box, select the required meta key.

OR

In the **Primary color** box, enter the required value.

Note: The value entered in the box is applicable to all the products assigned to the profile. Whereas, selecting the meta key from the list selects the individual value of the individual product.

15. Similarly, enter the required values in other fields if required.

16. Click the **SAVE PROFILE** button.

6.2. Edit the Existing Profile

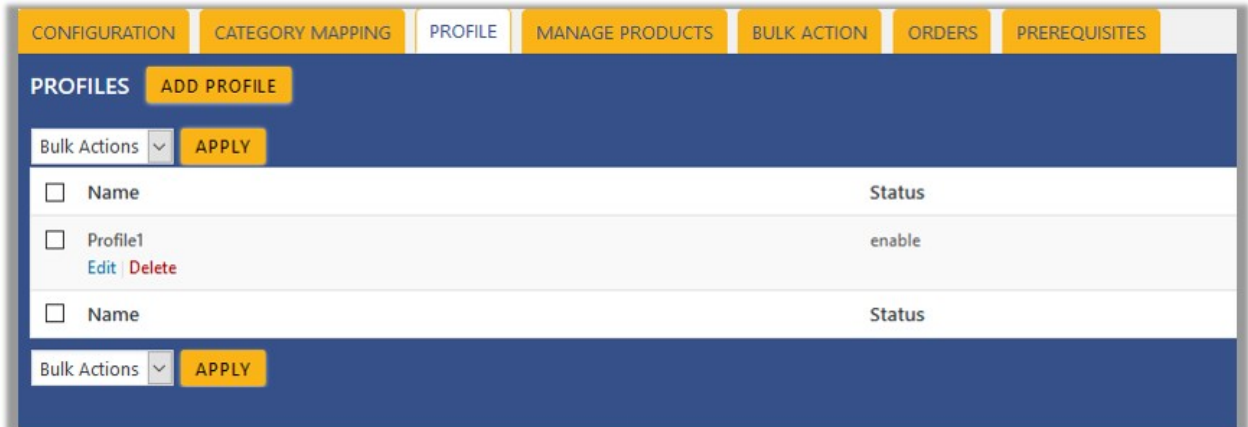
To edit the existing profile

1. Go to the WooCommerce Admin panel.

2. On the left navigation bar, click the **Etsy** menu.

3. In the right panel, click the **PROFILE** tab.

The page appears as shown in the following figure:



4. Move the cursor over the required profile to edit.
The [Edit](#) and the [Delete](#) links appear as shown in the figure.
5. Click the **Edit** link.
The page appears as shown in the following figure:

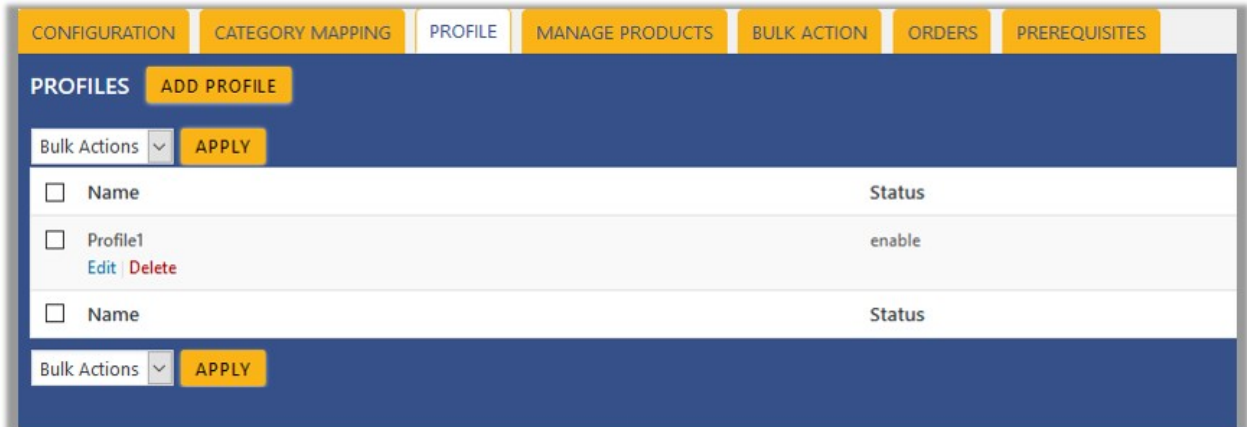


6. Click the **SELECT PRODUCT AND CORRESPONDING METAKEYS** tab, the **PROFILE INFORMATION** tab, and / or the **ETSY** tab as per the requirement.
7. Make the changes in the required section, and then click the **SAVE PROFILE** button.

6.3. Delete the Profile

To delete the existing profile

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **PROFILE** tab.
The page appears as shown in the following figure:



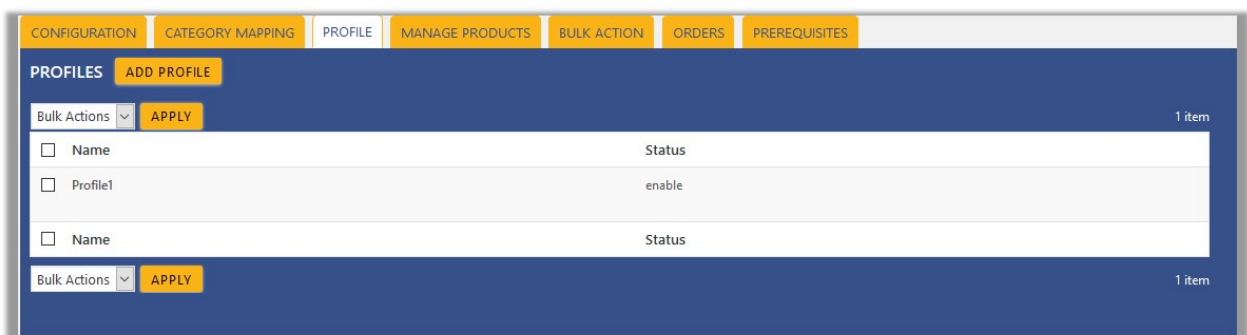
4. Move the cursor over the required profile to edit.
The [Edit](#) and the [Delete](#) links appear as shown in the figure.
5. Click the **Delete** link.
The profile is deleted.
Admin can also delete more than one profiles in bulk through the **Bulk Action**.

6.4. Submit Actions from the Profiles Page

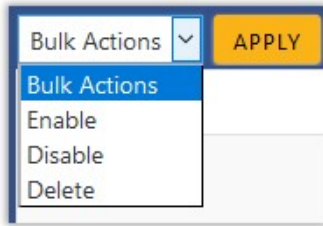
Using the **Bulk Actions** feature on the **PROFILES** page, the admin can delete the selected profiles and also can enable or disable the status of the profiles in bulk.

To perform the bulk action

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **PROFILE** tab.
The page appears as shown in the following figure:



4. Select the check boxes associated with the required profiles.



5. Click the **Arrow** button next to the **Bulk Actions** field, select the required action, and then click the **Apply** button.

7. Manage Products

Admin can view all the products details such as the assigned profile name, product selling price, and the product inventory.

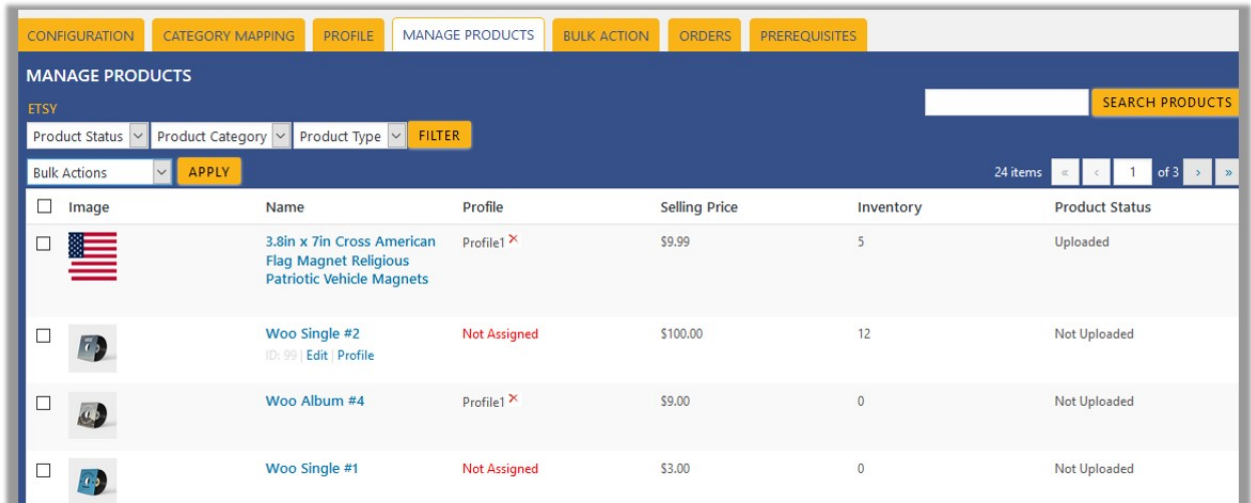
Admin can perform the following tasks:

- Assign the profile to the single product(<http://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=assign-the-profile-to-the-products>)
- Remove the assignment of the profile(<http://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=remove-the-assignment-of-the-profile>)
- Upload the selected products to the Etsy marketplace.(<http://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=upload-the-selected-products-on-etsy>)
- Update the selected products uploaded on Etsy(<http://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=update-the-products-uploaded-on-etsy>)
- Remove the selected Products from Etsy(<http://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=remove-products-from-etsy>)
- Deactivate the selected Products(<http://docs.cedcommerce.com/cedcommerce/woocommerce-etsy-integration-guide-0-0-1?section=deactivate-the-selected-products>)

7.1. Assign the profile to a single product

To assign the profile to the single product

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **MANAGE PRODUCTS** tab.
The **MANAGE PRODUCTS** page appears as shown in the following figure:



- Move the cursor over the required product to assign the profile.
The [Edit](#) and the [Profile](#) links appear as shown in the figure.
- Click the **Profile** link.
A dialog box appears as shown in the following figure:



- In the **AVAILABLE PROFILE** list, select the profile to assign it to the individual product.
- Click the **SAVE PROFILE** button.
The profile is assigned to the specific product.

7.2. Remove the assignment of the profile

To remove the assignment of the profile

- Go to the WooCommerce Admin panel.
- On the left navigation bar, click the **Etsy** menu.
- In the right panel, click the **MANAGE PRODUCTS** tab.
The **MANAGE PRODUCTS** page appears as shown in the following figure:

The screenshot shows the 'MANAGE PRODUCTS' interface. At the top, there are tabs for CONFIGURATION, CATEGORY MAPPING, PROFILE, MANAGE PRODUCTS (selected), BULK ACTION, ORDERS, and PREREQUISITES. Below the tabs, there's a search bar and filter options for Product Status, Product Category, and Product Type. A 'Bulk Actions' dropdown is open, showing options: Upload, Update, Remove from Etsy, and Deactivate. The table below has the following data:

| Image | Name | Profile | Selling Price | Inventory | Product Status |
|-------|--|--------------|---------------|-----------|----------------|
| | 3.8in x 7in Cross American Flag Magnet Religious Patriotic Vehicle Magnets | Profile1 ✕ | \$9.99 | 5 | Uploaded |
| | Woo Single #2 ID: 99 Edit Profile | Not Assigned | \$100.00 | 12 | Not Uploaded |
| | Woo Album #4 | Profile1 ✕ | \$9.00 | 0 | Not Uploaded |
| | Woo Single #1 | Not Assigned | \$3.00 | 0 | Not Uploaded |

4. Scroll down to the required product.
The product from which the profile assignment needs to be removed.
5. In the **Profile** column of the required product, click the cross icon associated with the profile name.
The assigned profile is removed from the product, and the **Not assigned** link appears.

7.3. Upload the selected products on Etsy

To upload the selected products

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **MANAGE PRODUCTS** tab.
The **MANAGE PRODUCTS** page appears as shown in the following figure:

The screenshot shows the 'MANAGE PRODUCTS' interface with the 'Bulk Actions' dropdown menu open. The dropdown menu shows options: Upload, Update, Remove from Etsy, and Deactivate. The table below has the following data:

| Image | Name | Profile | Selling Price | Inventory | Product Status |
|-------------------------------------|--|--------------|---------------|-----------|----------------|
| | 3.8in x 7in Cross American Flag Magnet Religious Patriotic Vehicle Magnets | Profile1 ✕ | \$9.99 | 5 | Uploaded |
| <input checked="" type="checkbox"/> | Woo Single #2 ID: 99 Edit Profile | Not Assigned | \$100.00 | 12 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Album #4 | Profile1 ✕ | \$9.00 | 0 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Single #1 | Not Assigned | \$3.00 | 0 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Album #3 | Profile1 ✕ | \$9.00 | 0 | Not Uploaded |
| <input type="checkbox"/> | Woo Album #2 | Profile1 ✕ | \$9.00 | 0 | Not Uploaded |

4. Select the check boxes associated with the required products to upload.

- Click the **Arrow** button next to the **Bulk Actions** field, click **Upload**, and then click the **APPLY** button. The selected products are uploaded and a success message appears.

7.4. Update the Products Uploaded on Etsy

To update the products uploaded on Etsy

- Go to the WooCommerce Admin panel.
- On the left navigation bar, click the **Etsy** menu.
- In the right panel, click the **MANAGE PRODUCTS** tab.

The **MANAGE PRODUCTS** page appears as shown in the following figure:

| | Name | Profile | Selling Price | Inventory | Product Status |
|-------------------------------------|--|--------------|---------------|-----------|----------------|
| | 3.8in x 7in Cross American Flag Magnet Religious Patriotic Vehicle Magnets | Profile1 ✖ | \$9.99 | 5 | Uploaded |
| <input type="checkbox"/> | Woo Single #2 | Not Assigned | \$100.00 | 12 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Album #4 | Profile1 ✖ | \$9.00 | 0 | Not Uploaded |
| <input type="checkbox"/> | Woo Single #1 | Not Assigned | \$3.00 | 0 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Album #3 | Profile1 ✖ | \$9.00 | 0 | Not Uploaded |
| <input type="checkbox"/> | Woo Album #2 | Profile1 ✖ | \$9.00 | 0 | Not Uploaded |

- Select the check boxes associated with the required products to update the products uploaded on Etsy.
- Click the **Arrow** button next to the **Bulk Actions** field, click **Update**, and then click the **APPLY** button. The selected products are updated and a success message appears.

7.5. Remove Products from Etsy

To remove the selected products from Etsy

- Go to the WooCommerce Admin panel.
- On the left navigation bar, click the **Etsy** menu.
- In the right panel, click the **MANAGE PRODUCTS** tab.

The **MANAGE PRODUCTS** page appears as shown in the following figure:

| | Name | Profile | Selling Price | Inventory | Product Status |
|-------------------------------------|--|-------------------------|---------------|-----------|----------------|
| | 3.8in x 7in Cross American Flag Magnet Religious Patriotic Vehicle Magnets | Profile1 ✗ | \$9.99 | 5 | Uploaded |
| <input checked="" type="checkbox"/> | Woo Single #2 | Not Assigned | \$100.00 | 12 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Album #4 | Profile1 ✗ | \$9.00 | 0 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Single #1 | Not Assigned | \$3.00 | 0 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Album #3 | Profile1 ✗ | \$9.00 | 0 | Not Uploaded |
| <input type="checkbox"/> | Woo Album #2 | Profile1 ✗ | \$9.00 | 0 | Not Uploaded |

4. Select the check boxes associated with the required products to remove from Etsy.
 5. Click the **Arrow** button next to the **Bulk Actions** field, click **Remove from Etsy**, and then click the **APPLY** button.
- The selected products are removed from Etsy and a success message appears.

7.6. Deactivate the selected Products

To deactivate the selected products

1. Go to the WooCommerce Admin panel.
 2. On the left navigation bar, click the **Etsy** menu.
 3. In the right panel, click the **MANAGE PRODUCTS** tab.
- The **MANAGE PRODUCTS** page appears as shown in the following figure:

| | Name | Profile | Selling Price | Inventory | Product Status |
|-------------------------------------|--|-------------------------|---------------|-----------|----------------|
| | 3.8in x 7in Cross American Flag Magnet Religious Patriotic Vehicle Magnets | Profile1 ✖ | \$9.99 | 5 | Uploaded |
| <input checked="" type="checkbox"/> | Woo Single #2 | Not Assigned | \$100.00 | 12 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Album #4 | Profile1 ✖ | \$9.00 | 0 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Single #1 | Not Assigned | \$3.00 | 0 | Not Uploaded |
| <input checked="" type="checkbox"/> | Woo Album #3 | Profile1 ✖ | \$9.00 | 0 | Not Uploaded |
| <input type="checkbox"/> | Woo Album #2 | Profile1 ✖ | \$9.00 | 0 | Not Uploaded |

4. Select the check boxes associated with the products to get deactivated.
5. Click the **Arrow** button next to the **Bulk Actions** field, click **Deactivate**, and then click the **APPLY** button. The selected products are deactivated and a success message appears.

8. Bulk Action

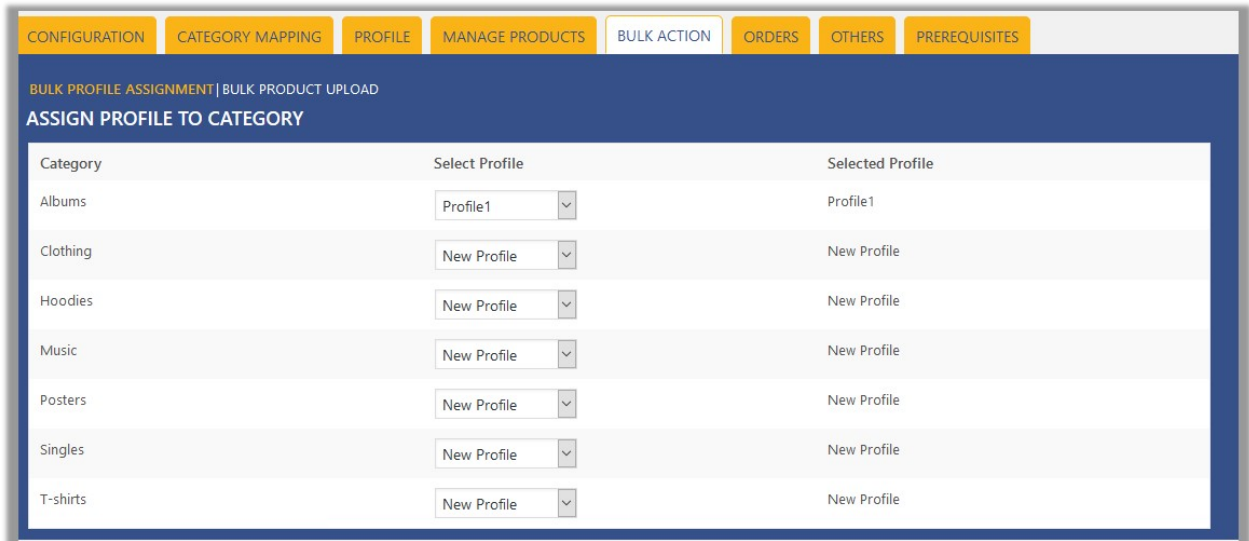
With this feature, the admin has an ability to perform the following Bulk actions:

- *Assign the selected profile to the category.* Thus, the selected profile is assigned to all the products that come under the category.
- *Upload the selected categories to Etsy.* Also, can select the required products to upload and exclude the products not to upload on Etsy.

To perform bulk profile assignment

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **BULK ACTION** tab.

The **ASSIGN PROFILE TO CATEGORY** page appears as shown in the following figure:

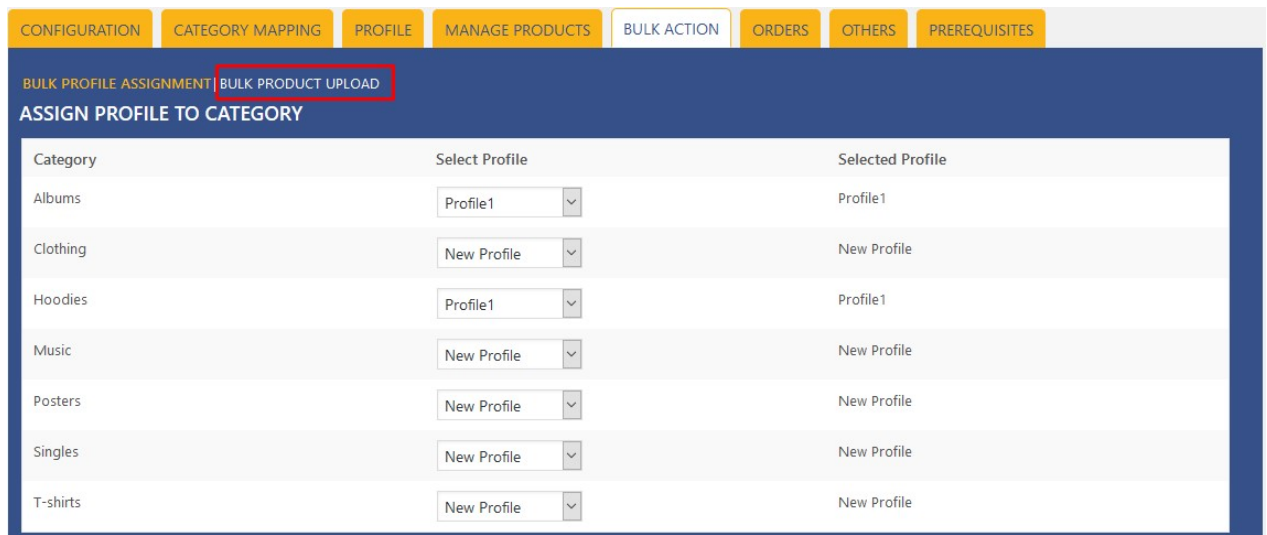


4. Scroll down to the category to assign the profile.
 5. In the row of the required category, move to the **Select Profile** list.
 6. In the **Select Profile** list, select the required profile.
- The selected profile is assigned to the category and a success message appears.

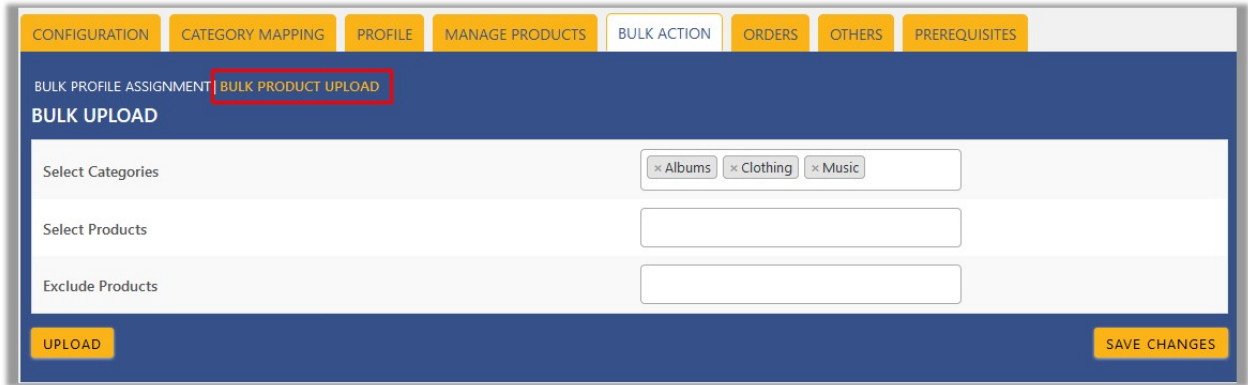
To perform bulk product upload

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **BULK ACTION** tab.

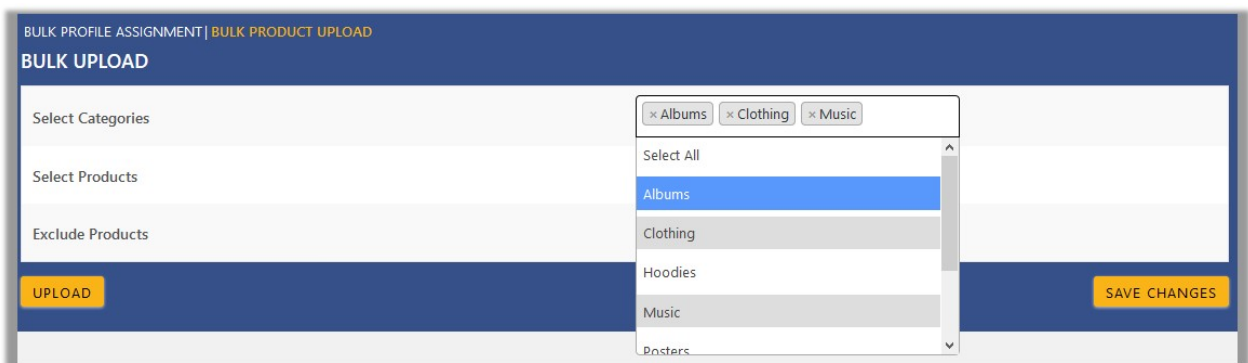
The **ASSIGN PROFILE TO CATEGORY** page appears as shown in the following figure:



4. Click the **Bulk Product Upload** link.
- The **Bulk Upload** page appears as shown in the following figure:



5. In the **Select Categories** box, click to select the required categories from the list.



6. In the **Select Products** box, click to select the required products from the list for products upload.

7. In the **Exclude Products** box, click to select the products from the list to hold back from product upload.

8. Click the **SAVE CHANGES** button to save the changes.

9. Click the **UPLOAD** button to upload the selected categories and products on Etsy.

The selected categories and the products are uploaded and a success message appears on the page.

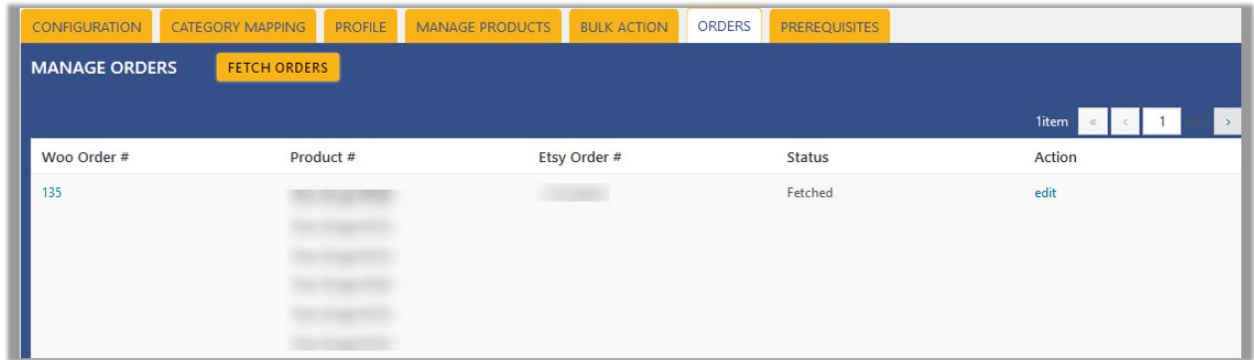
9. Manage Orders

The user can fetch and view all the order details fetched from Etsy. Also, later on, can proceed further for shipment.

To fetch and view the Etsy Orders

1. Go to the WooCommerce Admin panel.
2. On the left navigation bar, click the **Etsy** menu.
3. In the right panel, click the **ORDERS** tab.

The page appears as shown in the following figure:

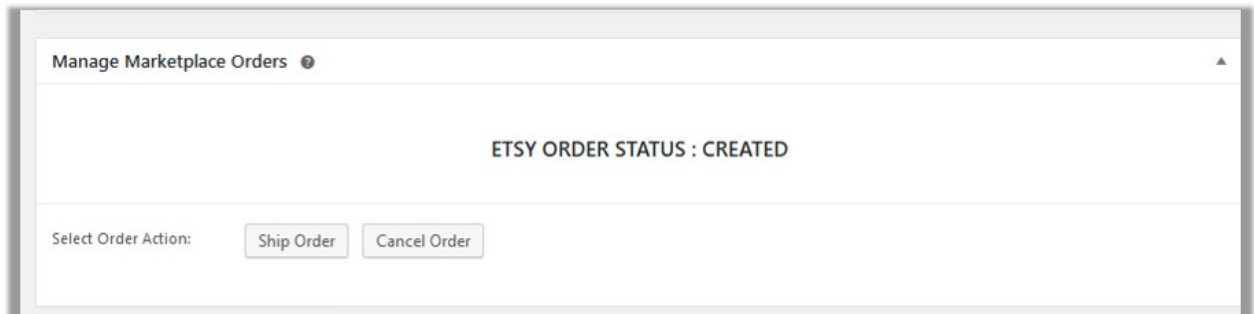


4. Click the **FETCH ORDERS** button to fetch all the current orders from the Etsy marketplace. All the fetched orders are listed on the page.

After fetching the orders, admin can ship the order or cancel the order.

To ship the order or cancel the order

1. Go to the **ORDERS** tab, and fetch the current orders. All the fetched orders are listed on the page.
2. Scroll down to the required order.
3. In the **Action** column, click the **edit** link associated with the required order. The Edit Order page appears.
4. Scroll down to the **Manage Marketplace Orders** section. The page appears as shown in the following figure:



5. Click the **Ship Order** button to ship the Order.
OR
Click the **Cancel Order** button to cancel the Order.