

Testing your WooCommerce Web Store in the Live Production Environment

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Once you have [installed](#) the Qualpay Plugin, [configured](#) your WooCommerce Web Store, and [tested](#) it in our [Sandbox](#) environment, you are ready to start processing live transactions. The Qualpay [Virtual Terminal](#) and WooCommerce admin panel both support exception and one-off sales processing.

To test an authorization* or sale transaction from the WooCommerce Dashboard:

1. Go to your web store, choose a product, and click **Add to Cart**.
2. Click on the **Shopping Cart** icon in the top right-hand corner or click on **View Cart**.
3. Click on **Proceed to Checkout**.
4. Fill in the *Billing Details* section. Enter the credit card details in the *Credit Card Information* section.
5. Check the box next to *I have read and agree to the website terms and conditions*.
6. Click **Place Order**.

*You must [capture](#) authorized transactions from the Qualpay Manager.

Capture an Authorized Transaction

You can [Capture](#) an Authorization only transaction using the Qualpay Manager.

Or from the WooCommerce Dashboard:

1. Log in to your web store's WordPress admin dashboard.
2. Select the **WooCommerce** menu, then click **Orders**.
3. Locate, identify, and select the order.
4. View the Order for the transaction and the Order Actions section on the right.
5. Select **Capture Payment** from the dropdown and click **Update**.
6. The order gets updated automatically. You can confirm that the order status changes to Captured (Processing) by looking at the *Status* field in the **Order Detail** section.
7. Your Authorization is now captured for settlement to your merchant bank.

Void a Transaction

You can [Void](#) a transaction using the Qualpay Manager.

Or from the WooCommerce Dashboard:

1. Log in to your web store's WordPress admin dashboard.
2. Select the **WooCommerce** menu, then click **Orders**.
3. Locate, identify, and select the order.
4. View the Order for the transaction and the Order Actions section on the right.
5. Select **Void Payment** from the dropdown and click **Update**.

6. The order gets updated automatically. You can confirm that the order status changes to Void (Canceled) by looking at the *Status* field in the **Order Detail** section.

Refund a Transaction

You can [Refund](#) a transaction using the Qualpay Manager.

Or from the WooCommerce Dashboard:

1. Log in to your web store's WordPress admin dashboard.
 2. Select the **WooCommerce** menu, then click **Orders**.
 3. Locate, identify, and select the order.
 4. View the Order for the transaction and the Order Actions section on the right.
 5. Select **Refund Payment** from the dropdown and click **Update**.
 6. The order gets updated automatically. You can confirm that the order status changes to Refunded by looking at the *Status* field in the **Order Detail** section.
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