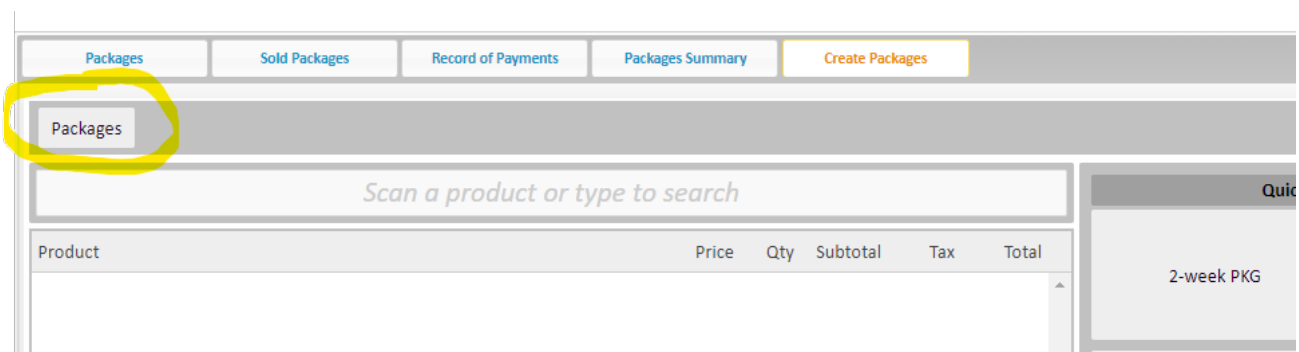


Editing an Existing Package

Editing an existing package is quite easy.

- Navigate to the Create Packages page - go to *Sales* in the main menu, then choose *Create Packages*.
- Select the *Packages* button at the top of the cart.



- Choose the *arrow icon* beside the package to be edited - this will drop it into the cart.
- Edit the package as desired (add, edit or delete items, change quantities, change pricing etc.).
- When you have made the desired changes, select the *Create Package* button to the lower right.
- In the create package form, start typing the name of the package you are editing in the *Package Name* field - **choose the package name from the dropdown**

Create a New or Update an Existing Package ✕

Package Name	2-week Starter Product Package
Price of Package	2-week Starter Product Package
Expected # of Weeks to Dispense	2-week Starter Product Package (20% O...
Expected Down Payment	2-week Starter Product Package (30% OFF) enter amount – no dollar sign
Expected Payment Frequency	Weekly
Expected Payment Amount	enter amount – no dollar sign
Category	
Description	
Available on eCommerce	<input type="checkbox"/>

Save Cancel

- check to make sure all of the fields are what you expect for the new package and hit save.

Online URL: <https://help.wyliebiz.com/article.php?id=51>