**Colorado T-Shirts E-Commerce Website**

**USER GUIDE**

**Customer**

Reaching the Website: Navigate to URL https://group4project.com

Navigating the Website:

1. *Homepage-* Upon reaching the website you will be on the homepage. The homepage has three main featured sections to explore. To see more products the user can click on the left-hand side of the screen (while in full screen mode and on the right on a smaller screen) on the label, “Products” or the icon with the shopping bag.

2. *All Products-*When you have clicked on the products tab of the side bar you will be directed to a new page that will contain four main listings for different types of products. Clicking on one of these sections will redirect you to the page of the product section you selected.

3. *Selecting a Product to view*- Once on a product page or from the home screen, you can choose a product you would like to view by clicking on the picture.

4. *Adding a Product to Your Cart:*

a. *On the Product Page*- Click the button that reads, “Add to cart” to add the item to your cart

b. *From the Cart Page*- If in the cart page you can add products to the cart from the list that starts at the bottom of the screen by clicking the button that reads, “Add to cart”.

c. Increasing or Decreasing Quantity of an *Item*- From the cart page you will be able to view the products that you have. Each product will have a text box with a number located at the bottom of the product listing in your cart. You can either type the quantity of that item you would like to purchase. There will also be an up and down arrow when you put your mouse cursor into the box. To increase the amount by one press the arrow that is pointed upwards. To decrease the quantity, press the arrow that is pointed downwards.

d. *Removing a Product From Your Cart*- To remove an item from your cart there will be a red button at the bottom of the product listing in your cart that reads, “Remove” clicking this will remove the item from your cart no matter the quantity

5. *View Cart*- To view your cart can be done from any product pages, section pages, or home page by clicking on the button on the left-hand side that reads, “Cart” and has a shopping cart icon (on smaller screens it will appear on the right-hand side of the screen as a shopping cart icon only). Upon clicking this you will be redirected to your cart with the items that you have added.

6. *Checking Out*- To checkout with the items in your cart you will press the button on the right-hand side of your screen, under the total price, that reads, “Checkout”. Upon clicking that button, you will be redirected to a new page that will have you enter in the information necessary to have the items shipped to you. All boxes on this page must be filled out.

7. *Your Account-* To log in you will click the outline of a person button. This is located in the top right-hand corner of the screen. Upon clicking this button, you will be redirected to a new page.

a. *Logging In*- You will enter your email and password that you have previously registered with into the two text boxes that are on the screen. After entering your information press the button at the bottom of the box that reads, “Login”.

b. *Creating a New Account*- Upon being redirected to this new page you will be on the login screen. To switch to register a new account click the button in the top of the box that reads, “Register”. This should slide over to a new screen and have the sections, “Email, Username, and Password.” Enter your information into those categories and press the button that reads, “Register” located at the bottom of the screen.

c. *Getting Back Home If You Do Not Want To Log In*- To return back to the previous page and not log in or register you will have to press the back button on your browser.

8. *Navigating Back Home*- If on any other page besides the homepage (that you started on when searching the URL) and you want to get back home you will need to press the button on the left hand-side of your screen that reds, “Home”. Upon clicking this you will be redirected to the homepage.

**Administrator**

1. *Managing Accounts –* On the Manage Accounts page of Admin pages it is possible to edit the email and password of any added accounts. On the top left side, it is possible to switch between the Manage Accounts Page and the Manage Stock page. On the top right by clicking on the human shaped icon it is possible to login.

2. *Managing Stock –* On the Manage Stock page it is possible to edit: Item ID, Item Name, Item Quantity, and Item Price of any listed product. On the top left side, it is possible to switch between the Manage Stock page and the Manage Accounts page. On the top right by clicking on the human shaped icon it is possible to login.