

Online Bookstore Help

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Introduction

Welcome to the Online Bookstore! This help file provides comprehensive instructions and guidance for using the platform, whether you are a customer, an administrator, or a book provider. Follow the steps outlined in each section to get the most out of your online bookstore experience.

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Getting Started

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Creating an Account

1. Click on the "Sign Up" button on the homepage.
2. Fill in the required fields.
3. Click "Create Account".

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Logging In

1. Click on the "Login" button on the homepage.
2. Enter your registered email and password.
3. Click "Login".

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Browsing Books

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Categories and Genres

1. Navigate to the "Books" section from the main menu.
2. Select a category or genre to view books related to that topic.
3. Use the subcategories to narrow down your selection further.

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Search and Filters

1. Use the search bar at the top of the page to enter keywords, titles, or authors.
2. Apply filters to refine your search results by price range, genre, author, language, etc.
3. Click on a book to view detailed information, including description, price, and availability.

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Shopping Cart Management

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Adding Books to Cart

1. Browse or search for the book you want to purchase.
2. Click on the book to view its details.
3. Click the "Add to Cart" button.
4. The book will be added to your shopping cart.

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Viewing and Updating Cart

1. Click on the shopping cart icon at the top right of the page.
2. View the contents of your cart, including book details and prices.
3. Update quantities or remove books if needed.
4. Click "Proceed to Checkout" to begin the checkout process.

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User Account Management

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Updating Personal Information

1. Log in to your account.
2. Navigate to "My Account" from the main menu.
3. Click "Edit Profile".
4. Update your personal information (name, address, contact details).
5. Click "Save Changes".

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Viewing Order History

1. Log in to your account.
2. Navigate to "My Orders" from the main menu.
3. View a list of your past orders and their statuses.
4. Click on an order to view detailed information.

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Resetting Password

1. Log in to your account.
2. Navigate to "Account Settings" from the main menu.
3. Click "Change Password".
4. Enter your current password and new password.
5. Click "Save Changes".

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Administrator Functions

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Managing Users

1. Log in to the admin account.
2. Navigate to "User Management" from the admin dashboard.
3. View the list of user accounts.
4. Add, edit, or remove user accounts as needed.
5. Use search and filters to find specific users quickly.

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Viewing Reports and Analytics

1. Log in to the admin account.
2. Navigate to "Reports and Analytics" from the admin dashboard.
3. View sales reports, inventory levels, and other analytics.
4. Use the data to make informed decisions about the store's operations.

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Provider Functions

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Managing Books

1. Log in to the provider account.
2. Navigate to "Book Management" from the provider dashboard.
3. View the list of books in the catalog.
4. Add new books with detailed information (title, author, genre, price, description, cover image).
5. Edit existing book details or remove books from the catalog as needed.

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