Online Bookstore Help

**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.

**Getting Started**

**Creating an Account**

1. Fill in the required fields.
2. Click "Create Account".

**Logging In**

1. Enter your registered email and password.
2. Click "Login".

**Browsing Books**

**Categories**

1. The categories are situated on the left side of the main page.
2. Select a category or genre to view books related to that topic.

**Search and Ordering**

1. Use the search bar at the top of the page to enter keywords, titles, or authors.
2. Order items by name and price.

**Shopping Cart Management**

**Adding Books to Cart**

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

**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.

**User Account Management**

**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".

**Viewing Order History**

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

**Administrator Functions**

**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. Remove user accounts as needed.

**Viewing Reports and Analytics**

1. Log in to the admin account.
2. View sales reports, inventory levels, and other analytics from the main menu.
3. Use the data to make informed decisions about the store's operations.

**Adding Providers**

1. Log In to the Admin Account.
2. Access the New Provider Section.
3. Fill in Provider Details.

**Provider Functions**

**Managing Books**

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