

Catch Collectibles Administrator's Guide

March 2016

Version 1.0

Table of Contents

1. Introduction

- a. Scope and Purpose
- b. Admin Pages Overview

2. Browsing The Admin Pages

- a. Navigation Menu
- b. Administrator Home Page
- c. Admin Categories
 - i. Products
 - ii. Categories
 - iii. Orders

3. Products

- a. Searching for Products in the Products Admin Pages
 - i. Admin Products Index Page
 - ii. Search Admin Products Page
 - iii. Search by Main Site Search Bar
- b. Creating a New Product
- c. Editing a Product
- d. Deleting a Product
- e. Product Settings
 - i. Featured Products
 - ii. Inactive Products
 - iii. Inventory Settings

4. Categories

- a. Creating a New Category/Sub-Category
- b. Editing a Category/Subcategory
- c. Deleting a Category/Subcategory

5. Orders

- a. Processing an Order
- b. Editing an Order
- c. Deleting an Order

6. Troubleshooting

- a. [Error Page](#)
- b. [Contact Tech Support](#)

1. **Introduction**

a. **Scope and Purpose**

This Administrator's Guide is intended to help the Catch Collectibles website administrator understand, navigate, and operate the admin pages of the site. It will explain the administrator's tasks and the functions of the admin pages in detail.

b. **Admin Pages Overview**

The admin pages of this website allow the administrator to create, update, edit, delete, and review products, categories, and subcategories. It also gives the admin the capability to review, process, edit, and delete customer orders. The admin pages are secured and only accessible to the website administrator via the administrator's username and password.

2. **Browsing The Admin Pages**

a. **Navigation Menu**

The administrator pages are easily accessible via the main nav-bar at the top of the screen. The Administrator dropdown menu in the navigation bar is only visible when you sign in as the administrator. The Administrator dropdown menu expands on hover and gives you three options; Orders, Categories, and Products (Fig. 1). Clicking any of these options will take you to the respective pages. Clicking the Administrator tab will take you to the administrator homepage.

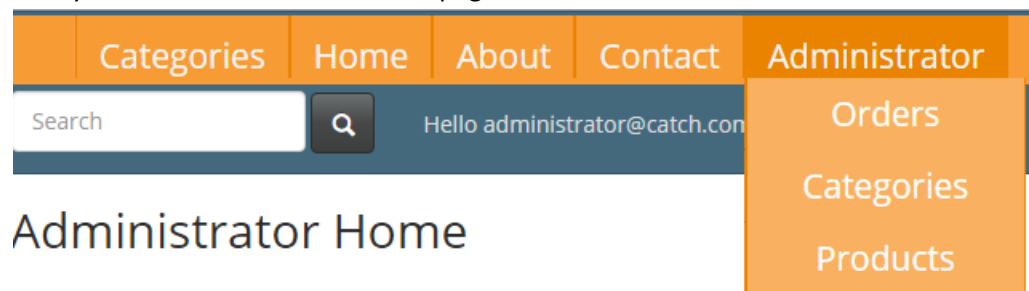
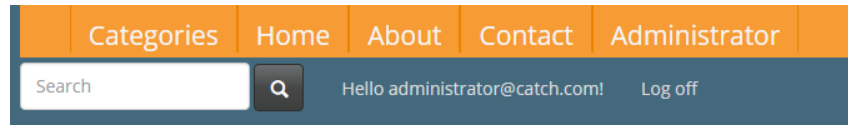


Fig. 1

b. **Administrator Home Page**

The administrator homepage contains links to the different sections of the admin pages. It also contains a link to this administrator's guide (Fig. 2).



Administrator Home

[Orders](#)

[Categories](#)

[Products](#)

[Administrator Guide](#)

Fig. 2

c. Admin Categories

i. Products

New products can be added to the website via the Products admin pages. Products can support multiple photos. By default, the first photo you upload will be set as the primary image for the product. The primary image is the only image that is displayed to the customers. You can change the default image in the products Edit page. Products must be assigned to a category or subcategory and will be displayed in the assigned category when the user browses the website. Products also have several other properties including short and long descriptions, price, sale price, etc. These properties can be changed in the Edit section of the admin pages or by clicking the Edit link located to the right of the product in the Details page (Fig. 3).

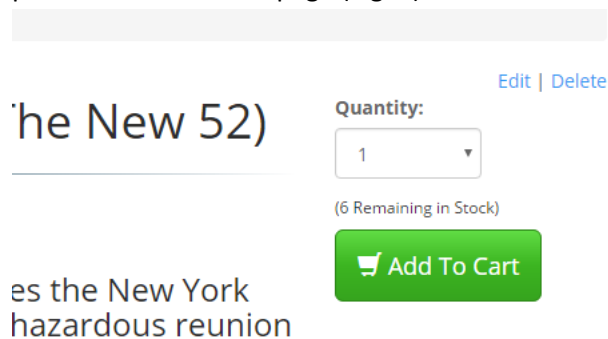


Fig. 3

ii. Categories

New Categories can be added to the website via the Category admin pages. Categories can support one photo which will appear at the header of the category page. Only main the main category's image is displayed. All sub-

categories appear as links below the main categories image (Fig. 4). If no image is set for a main category, the category name will display in place of the image. You can change the image in the products Edit page. The new image replaces the previous image. Products have three other properties; Category Name, Sub-Category ID, and Description. Category name and sub-category Id are required fields. If no Sub-Category ID is specified, it is set as a main category by default. Category description is optional and only serves to give the administrator more information about the category. Users do not see the category description. These properties can be changed in the Edit section of the Categories admin pages.



Fig. 4

iii. Orders

Customer orders can be reviewed, edited, deleted, and processed via the Orders admin pages. When a customer makes an order, it is added to the admin page in chronological order. When an order is first sent to the admin page, the credit card number is unencrypted. When you process an order, the credit card number becomes encrypted and only shows the last four digits of the number (Fig. 5). Unprocessed orders are marked with a green Review button on the Orders index page (Fig. 6). Once an order is reviewed and processed, it becomes marked as archived (Fig. 6).

Card Type	Visa
Card Number	*****7325
CVC (3 Digits)	123
Expiration Date:	12/2020
MM/YYYY	

Fig. 5

archived	
<input type="checkbox"/>	Review Edit Delete
<input checked="" type="checkbox"/>	Details Edit Delete

Fig. 6

3. Products

a. Searching for Products in the Products Admin Pages

i. Admin Products Index Page

Products are displayed on the index page of the Products admin page in alphabetical order by product name (Fig. 7). One way to search the products on this page is to scroll up or down through the products.

Products								
Create New								
<input type="text" value="Search"/> <input type="button" value="Q"/>								
Product Code	Product Name	Short Description	MSRP	Price	Sale Price	Featured Product	Category ID	
sdagadsg	1/35 Panzer IV Aust.h with Armor 13233 (1327)	Plastic Model Kit		19.98		<input type="checkbox"/>	13	Edit Details Delete
weqr	1975 U.S. Mint Proof Set			14.99		<input type="checkbox"/>	6	Edit Details Delete
asdf	3-Pack Set Imperial Commander Figures	Imperial Commander & Dengar & AT-AT Driver action figures		39.99		<input type="checkbox"/>	76	Edit Details Delete
gf	A New Hope - Poster	Episode IV - A New Hope - Movie Poster		22.99	14.99	<input type="checkbox"/>	1303	Edit Details Delete
asdfsdf	A New Hope Framed Film Cell	Star Wars Episode IV: A New Hope Framed Mini Film Cell Presentation		122.00	89.99	<input type="checkbox"/>	74	Edit Details Delete

Fig. 7

ii. Search Admin Products Page by Product Name

If you know all or part of the product name, simply enter it into the search bar on the product admin page. The admin search bar is located at the top of the page directly below the general web site's search bar (Fig. 8).

[Categories](#)
[Home](#)

Products

[Create New](#)

Product Code	Product Name
sdagadsg	1/35 Panzer IV Aust.h (1327)
weqr	1975 U.S. Mint Proof S

Fig. 8

iii. Search by Main Site Search Bar

Another way to search for a product is through the web site's general search bar located in the navigation bar. This will take you to the search results in the websites browse page. From here you can click on a product to view its details page as seen by the user. From the detail page you can click the Edit or Delete links located to the top right of the details page (Fig. 3) to edit or delete the product.

b. Creating a New Product

To create a new product, navigate to the administrator's Product page. Click the Create link at the top left of the screen, just below the product search bar (Fig. 9). This will direct you to the product form that contains fields for all of the properties of a product (Fig. 10). Fill out all of the properties that apply to the product.

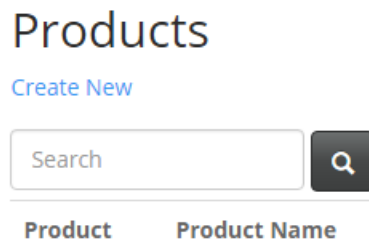


Fig. 9

Create
Product

Product Code	<input type="text"/>
Product Name	<input type="text"/>
Category ID	<input type="text" value="-- Select Product Category --"/>
Short Description	<input type="text"/>
Long Description	<input type="text"/>
Quantity	<input type="text"/>
MSRP	<input type="text"/>
Price	<input type="text"/>
Sale Price	<input type="text"/>
Length in Inches	<input type="text"/>
Width in Inches	<input type="text"/>
Height in Inches	<input type="text"/>
Parcel Post	<input type="checkbox"/>

Fig. 10

At the bottom of the form you will find a file upload input (Fig. 11) where you can upload images for your product. Images are not required for products. Clicking on this will open up your file explorer. Navigate in the file explorer to the picture/pictures you want to upload. Only image files in .jpg, .jpeg, and .png file format can be uploaded.

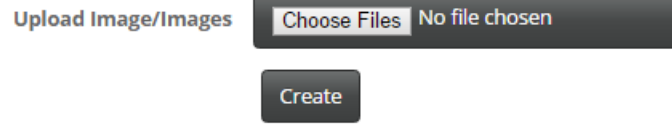


Fig. 11

You can upload multiple images simultaneously. When uploading multiple images, the first image selected will be set as the products default image. The default image can be changed at a later time in the product's Edit page. Images can also be added or deleted in the product's Edit page.

Images should be larger than 400px wide and in high resolution In order to facilitate the magnifying feature for the product images on the Product/Details page (Fig. 12). The larger the image and higher the resolution an image is, the further it will zoom in. Ideally every image should be of the same size and quality to ensure a consistent response and layout for the website.

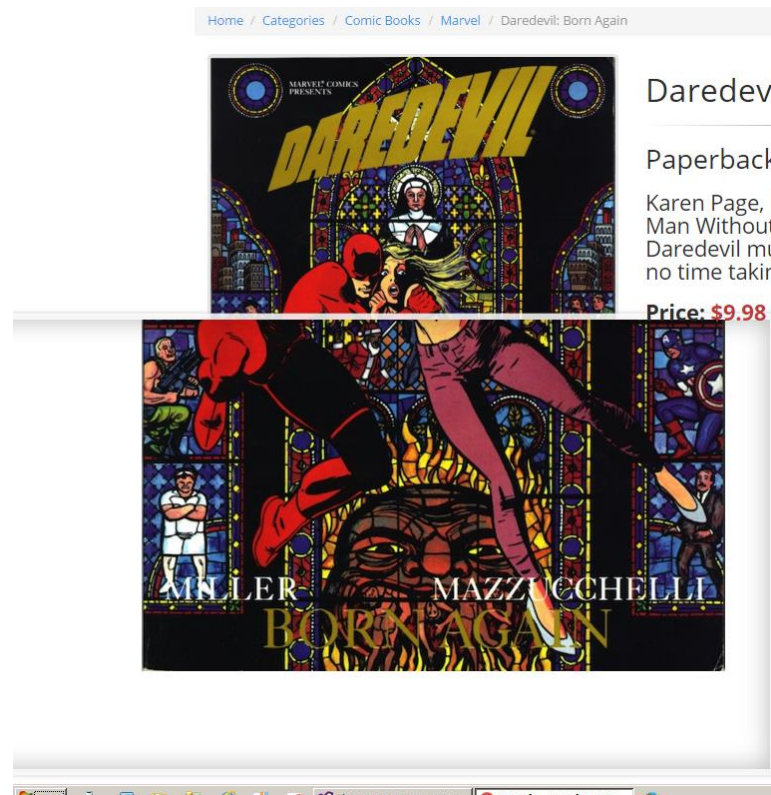


Fig. 12

When you've completed filling out the product's form and uploaded any images, click the Create button at the bottom left of the page directly below the image upload input, to finish creating a product. The new product will then be saved in the database and you will be directed back to the main Products admin page.

c. Editing a Product

To edit a product, navigate to the administrator's Product page. Click the Edit link located to right of the product that you want to edit (Fig. 13). This will direct you to the product form that contains fields for all of the properties of a product (Fig. 14). Make the desired changes to the product form.

[Edit](#) | [Details](#)
| [Delete](#)

Fig. 13

Edit
Product

Product Code	<input type="text" value="sdagadsg"/>
Product Name	<input type="text" value="1/35 Panzer IV Aust.h with Armor 13233 (1327)"/>
Category ID	<input type="text" value="Armor"/>
Short Description	<input type="text" value="Plastic Model Kit"/>
Long Description	<input type="text"/>
Quantity	<input type="text" value="3"/>
MSRP	<input type="text"/>
Price	<input type="text" value="19.98"/>
Sale Price	<input type="text"/>
Length in Inches	<input type="text" value="10.00"/>
Width in Inches	<input type="text" value="10.00"/>
Height in Inches	<input type="text" value="2.00"/>
Parcel Post	<input type="checkbox"/>

Fig. 14

Additional Images can be uploaded in the file input located at the bottom of the form (Fig. 15).

Upload Image/Images

No file chosen

Fig. 15

All images for the product are previewed below the edit form (Fig. 16). The first image is the primary image. This is the image that will be visible to the user. To change the primary image, click the Set as Default button located below the image that you want to set as the primary image (Fig. 16). To delete the image click the Delete button located below the image (Fig. 16).

Featured Product

Upload Image/Images


Choose Files

No file chosen

Save


[Back to List](#)

Product Images



Primary Image

Delete Image



Make Primary Image

Delete Image

Fig. 16

When finished updating the product click the Save button located directly below the file input at the bottom of the form (Fig. 15).

d. Deleting a Product

To delete a product, navigate to the administrator's Product page. Click the Delete link located to right of the product that you want to delete (Fig. 13). This will direct you to the delete confirmation page (Fig. 17). To complete the product deletion, click the Delete button on the bottom of the delete confirmation page (Fig. 17).

Delete

Are you sure you want to delete this?

Product

Product Code	asdf
Product Name	Episode VII TIE Fighter
Short Description	
Long Description	Star Wars Hero Mashers Episode VII TIE Fighter and TIE Fighter Pilot
Quantity	11
MSRP	1.00
Price	29.99
Sale Price	19.98
Length in Inches	8.00
Width in Inches	12.00
Height in Inches	5.00
Parcel Post	<input type="checkbox"/>
No Back Orders	<input checked="" type="checkbox"/>
Limit One	<input type="checkbox"/>
New	<input checked="" type="checkbox"/>
Keep Inventory	<input checked="" type="checkbox"/>
Special Order	<input type="checkbox"/>
Featured Product	<input checked="" type="checkbox"/>
Category ID	3

[Delete](#) | [Back to List](#)

Fig. 17

e. Product Settings

i. Featured Products

Featured Products will be displayed in the carousel slider on the web site's home page (If the product is set not set as Inactive). To set a product as featured, go to the product's edit page and check the Featured Product checkbox (Fig. 18). This can also be done from the product Create page.

Featured Product



Fig. 18

ii. Inactive Products

Inactive Products will **not** be displayed on the web site to the end user. They are still visible to the administrator from the admin Products page. To set a product as inactive, go to the product's edit page and check the Inactive Product checkbox (Fig. 19). This can also be done from the product Create page.

Inactive Product

☐

Fig. 19

iii. Inventory Settings

On the product Create and Edit pages, you can select between several inventory settings (Fig. 20). **If Keep Inventory is false for a product, then that product's quantity will not be displayed.**

If Keep Inventory and No back orders are both true for a product then it can only be purchased if the quantity is greater than 0.

No Back Orders

☒

Limit One

☐

New

☐

Keep Inventory

☒

Fig. 20

4. Categories

a. Creating a New Category/Sub-Category

To create a new Category or subcategory, navigate to the administrator's Categories page. Click the Create link at the top left of the screen, just below the product search bar (Fig. 9). This will direct you to the category form that contains fields for all of the properties of a product (Fig. 21). Fill out all of the properties that apply to the product.

Create

Category

Category Name

Sub-Category ID

-- Make Main Category--

Description

Upload Image

Choose File No file chosen

Create

[Back to List](#)

Fig. 21

Only one image can be uploaded for a category. This will only display on the website if the category is a main category. To make a main category, do not select anything from the Sub-Category ID dropdown. By default, a category is set as a main category. To set the category as a sub-category, choose the category from the Sub-Category ID dropdown menu (Fig. 22) that you want the new category to be a sub-category of. Click the Create button at the bottom of the page to save the new category. It will now show up on the category menu and be visible in the website.

The image shows a web form with three labels: 'Sub-Category ID', 'Description', and 'Upload Image'. The 'Sub-Category ID' dropdown menu is open, displaying a list of categories. The 'Marvel' option is highlighted in blue. The list includes: Marvel, -- Make Main Category--, Comic Books, DC, Marvel (highlighted), Original Art, GI Joe, McFarlan Toys, Miscellaneous, Model Kits, Aircraft, Armor, Cars, Requirements, Star Wars, Episode IV, Posters, Toys, Episode V, and Episode VI.

Fig. 22

b. Editing a Category/Subcategory

To edit a category, navigate to the administrator's Category page. Click the Edit link located to right of the category that you want to edit. This will direct you to the category form that contains fields for all of the properties of the category. Make the desired changes to the category form. You can also upload a new image for the category. When finished updating the category, click the Save button located directly below the file input at the bottom of the form.

c. Deleting a Category/Subcategory

To delete a category, navigate to the administrator's Category page. Click the Delete link located to right of the category that you want to delete. This will direct you to the delete confirmation page. To complete the category deletion, click the Delete button on the bottom of the delete confirmation page.

5. Orders

a. Processing an Order

To process an order, navigate to the administrator's Order page. Orders will be listed in chronological order. Unprocessed orders will have a green Review button to left of the order (Fig. 23). If an order has been processed, it will have a link to view the Details in place of the green Review button (Fig. 23).

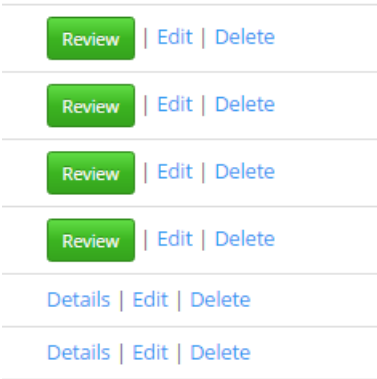


Fig. 23

Clicking the green Review button will take you to the order details page with unencrypted credit card information. Enter the order information into the payment and shipping forms. Once you've recorded the order information, click the green Process button at the bottom left of the Review page (Fig. 24). The order will be processed and the credit card information will be encrypted.

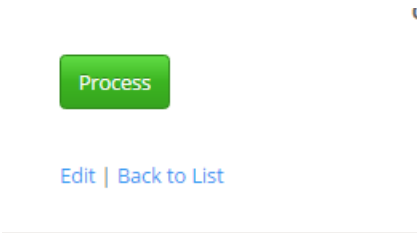


Fig. 24

b. Editing an Order

To edit an order, navigate to the administrator's Order page. Click the Edit link located to right of the order that you want to edit. This will direct you to the order form that contains fields for all of the details of the order. Make the desired changes to the order form.

When finished updating the order, click the Save button located at the bottom left of the form.

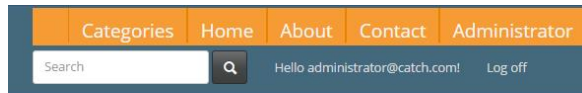
c. Deleting an Order

To delete an order, navigate to the administrator's Order page. Click the Delete link located to right of the order that you want to delete. This will direct you to the delete confirmation page. To complete the order deletion, click the Delete button on the bottom of the delete confirmation page.

6. Troubleshooting

a. Error Page

If a server side error occurs you will be directed to the error page (Fig. 23). Contact tech support if necessary to resolve any issues.



Sorry...Something went wrong!

[Return to Homepage](#)

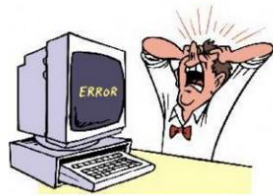


Fig. 23

b. Contact Tech Support

Email: dacook@catchintelligence.com

Phone: 555-555-555 (Monday-Friday 8am-9pm)