



STITCHES BY LUNA

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ADMINISTRATOR MANUAL

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1 INTRODUCTION

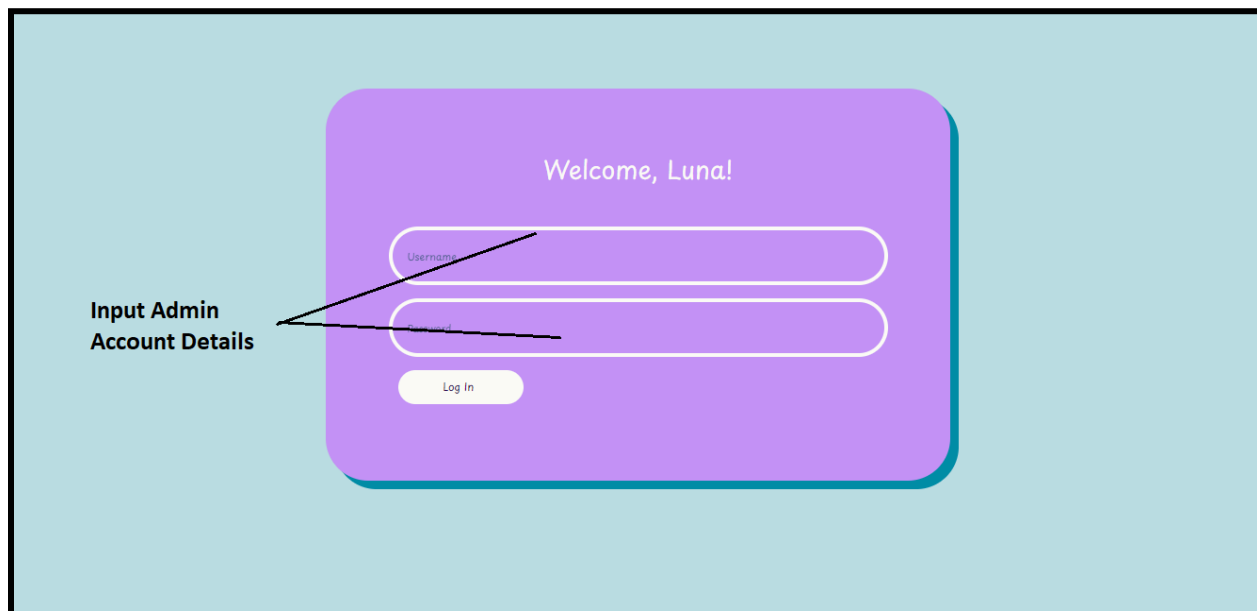
Welcome to the Admin Manual, a comprehensive guide designed to facilitate the effective management of the admin dashboard. This document outlines the essential functions and features available to administrators, enabling streamlined oversight of product inventory and user accessibility.

Upon entering your credentials, you will gain access to the admin dashboard, where you can manage key operations such as stock management. This feature allows for real-time monitoring and adjustment of product availability, ensuring that users have an optimal shopping experience.

Additionally, you will have the capability to add new products by inputting the required information, update existing product details as necessary, and remove any products that are outdated or no longer relevant. This manual serves as a vital resource to empower you in maintaining an organized and efficient client-facing platform.

2 ADMIN LOGIN PAGE

The admin is required to input his/her login credentials to access the admin dashboard.



A mockup of the admin login page. It features a light blue background with a central purple rounded rectangle. Inside the rectangle, the text "Welcome, Luna!" is displayed at the top. Below it are two white input fields with rounded ends. The first field is labeled "Username" and the second is labeled "Password". A yellow "Log In" button is positioned below the password field. To the left of the purple rectangle, the text "Input Admin Account Details" is written in bold. Two black lines originate from this text and point to the "Username" and "Password" input fields respectively.

3 ADMIN DASHBOARD

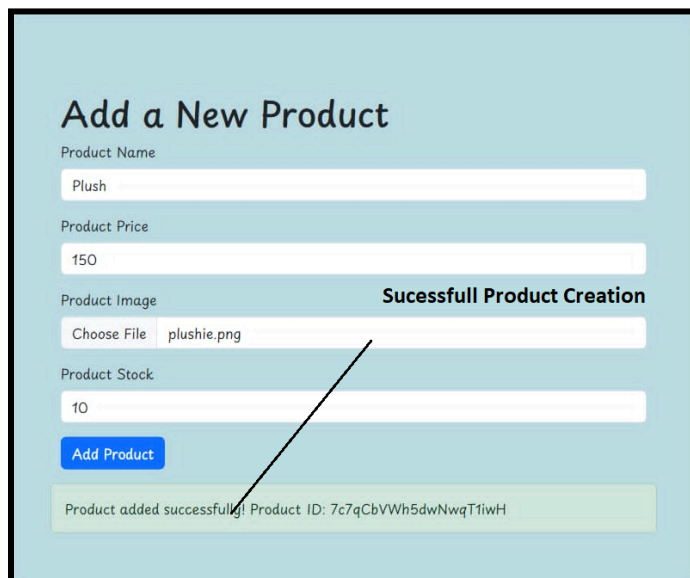
The Admin Dashboard empowers the owner to oversee and manage the entire web application efficiently. It provides tools for adding new products to the catalog, searching and viewing user accounts, managing customization orders, and handling customer inquiries. This feature enables the owner to maintain control over the platform's content, streamline operations, and ensure a smooth user experience by addressing customer needs and requests promptly. The dashboard serves as a centralized hub for managing all aspects of the web application, ensuring its functionality and growth are consistently maintained.

3.1 Admin Products Page

This section is dedicated to managing all aspects of the products within the web application. It provides features such as adding new products, updating existing ones, and removing items from the catalog. Additionally, the page includes tools for stock management, allowing you to monitor and adjust inventory levels as needed.

3.1.1 Add Products

Admin can add products by inputting the required details to publish the items on the client page. The added products can also be viewed at the bottom of the form, allowing admins to see a layout similar to how clients will view the products.



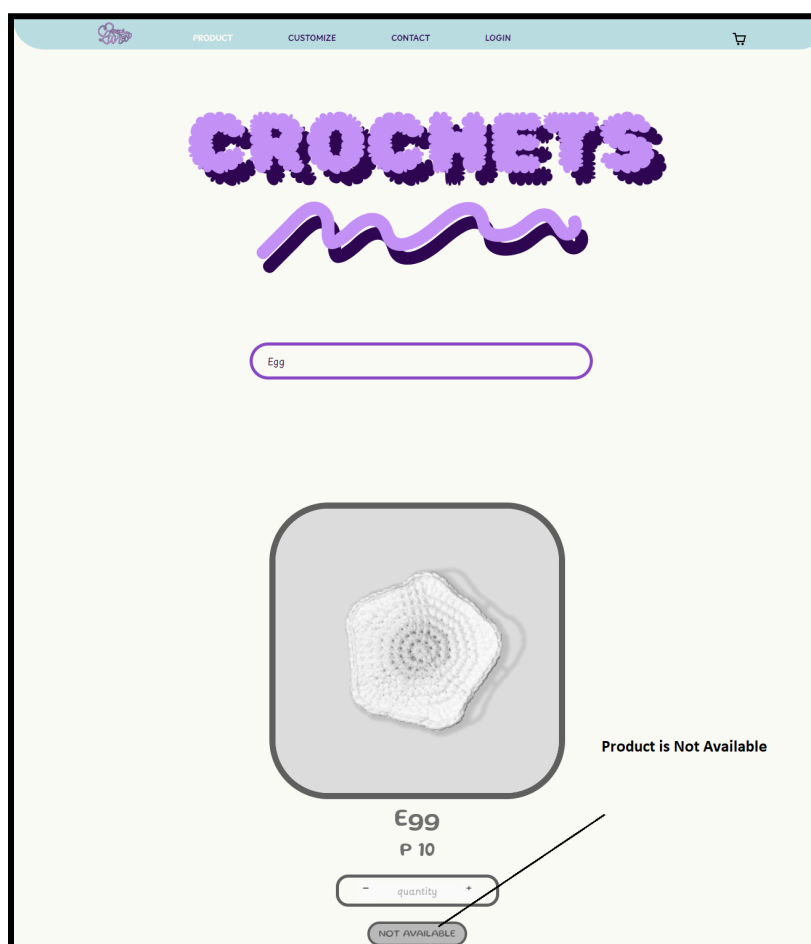
The screenshot displays the 'Add a New Product' form with the following fields and values:

- Product Name:** Plush
- Product Price:** 150
- Product Image:** Choose File | plushie.png
- Product Stock:** 10

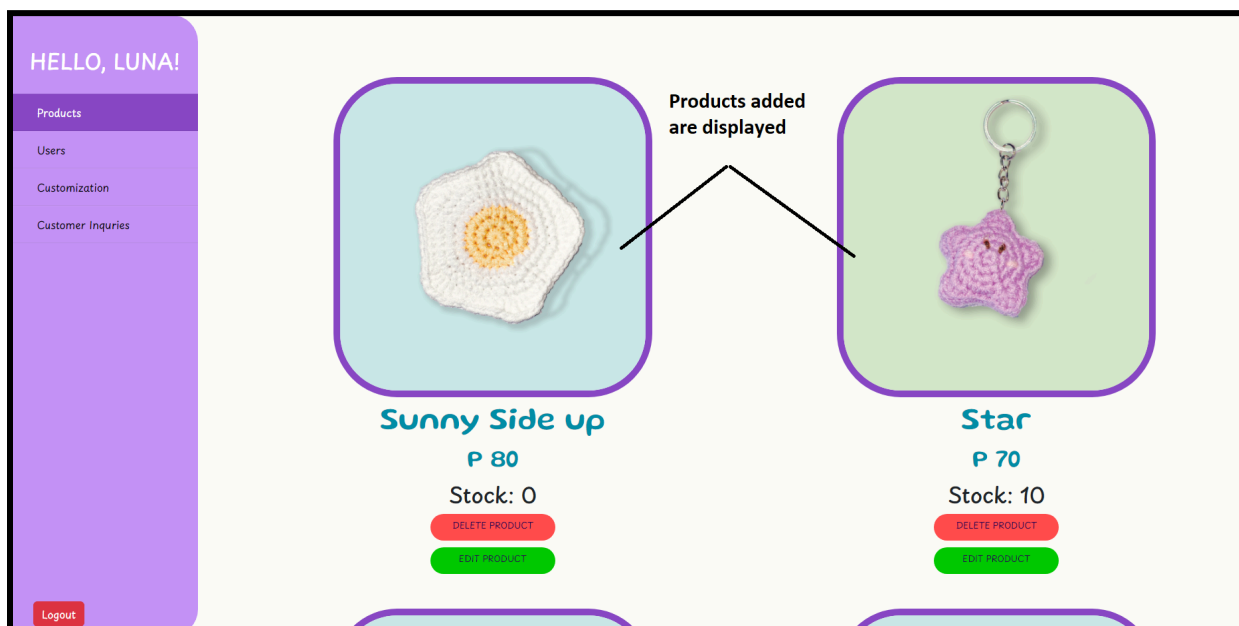
A blue 'Add Product' button is located below the form fields. A green success message at the bottom states: 'Product added successfully! Product ID: 7c7qCbVWh5dwNwqTtiwH'. A diagonal line points from this message to the 'Sucessfull Product Creation' text in the top right corner of the form area.

3.1.2 Stock Management

This feature allows the admin to manage the stock levels of specific products. When a product is out of stock, the client page will reflect this by disabling the entire product, preventing users from purchasing it. Conversely, if the product's stock is one or more, users will be able to add it to their cart.

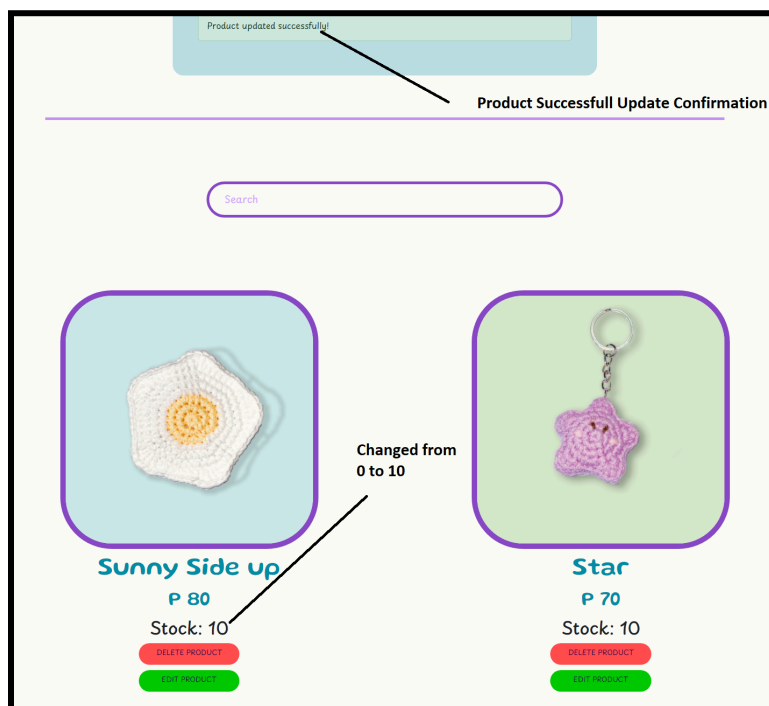
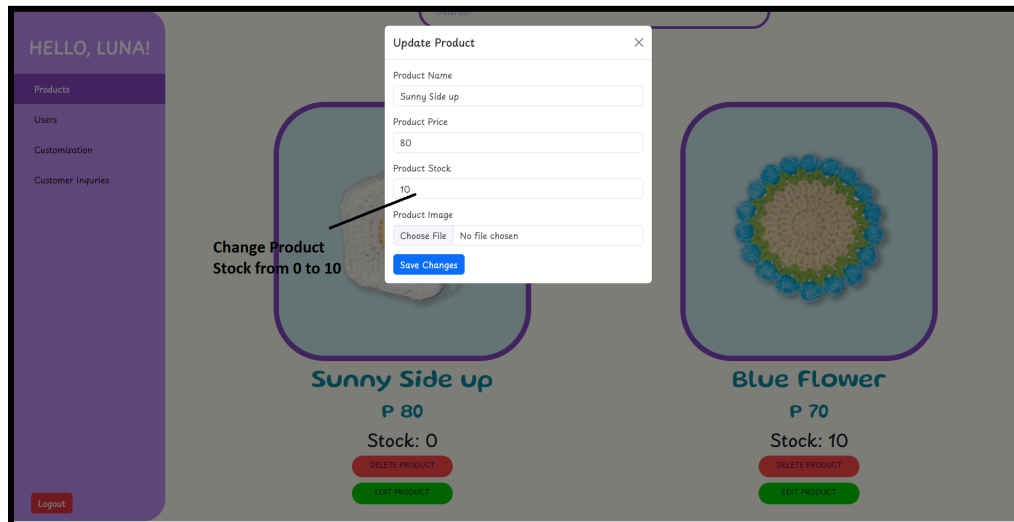


The admin will also be able to monitor the stock count of the product, which is displayed at the bottom of the product's image.



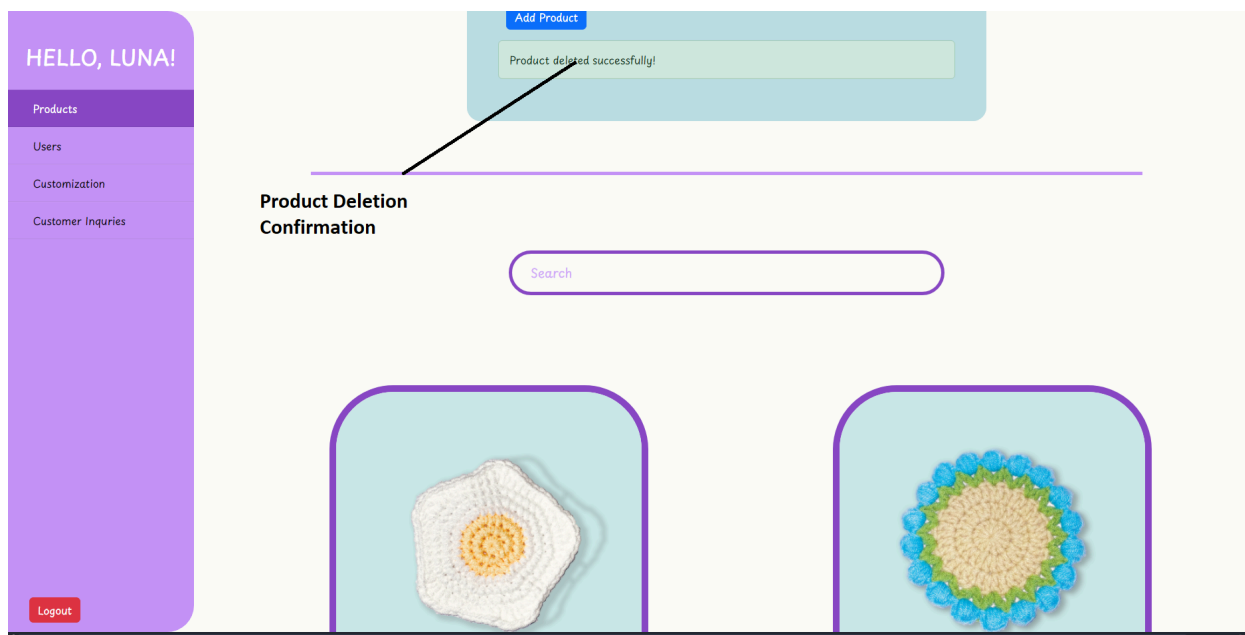
3.1.3 Update Product

Admin have the ability to update products whenever changes are needed. They can modify details such as the product name, price, image, and stock quantity during the update process.



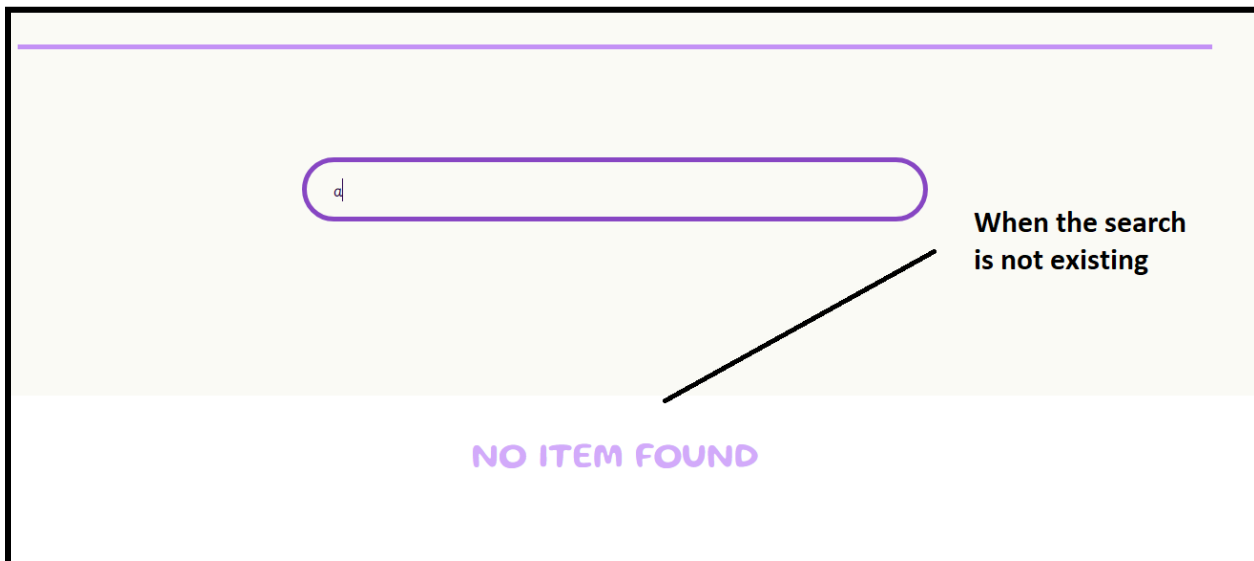
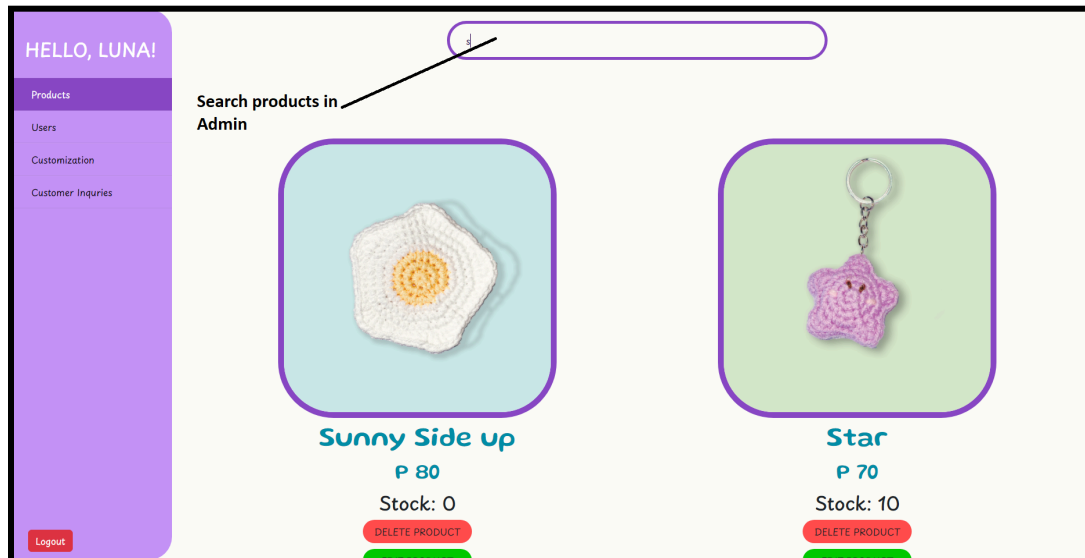
3.1.4 Delete Product

Admins can remove a product if it is unnecessary or outdated. This will eliminate the item from the inventory, ensuring that only relevant products are shown on the client page.



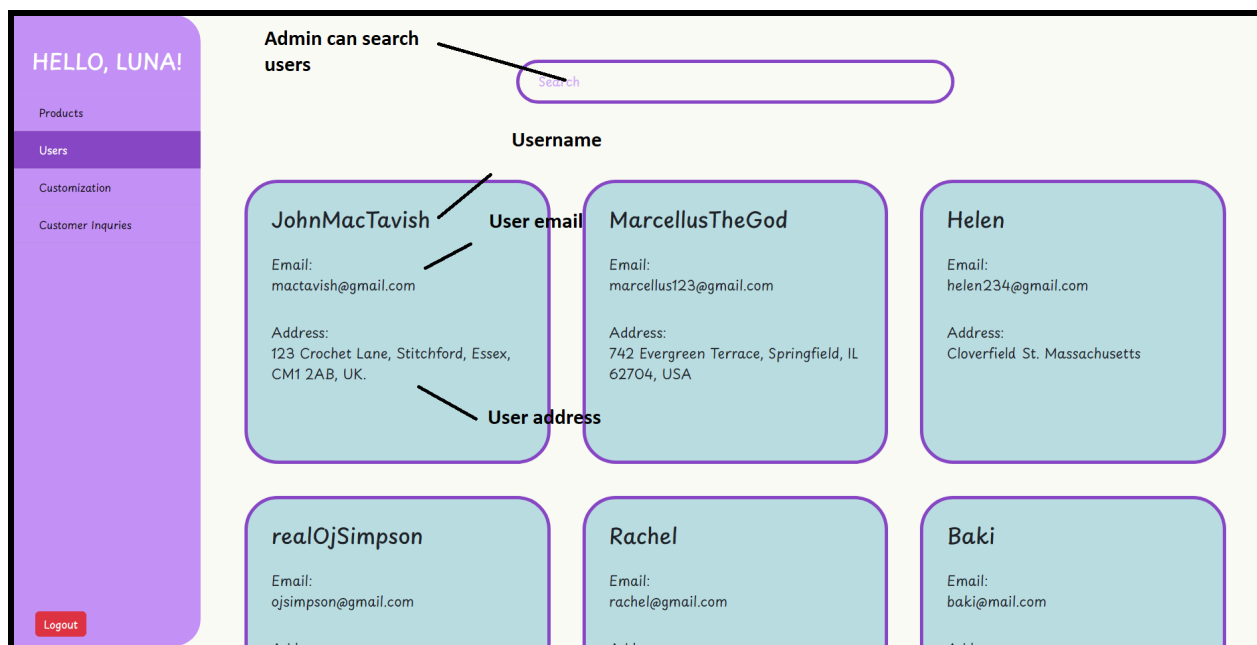
3.1.5 Search Product

Enables the admin to search for products, facilitating the easy editing or deletion of items.



3.2 Admin User Page:

Enables the admin to oversee and manage all customers utilizing the web application. This section provides detailed information about each customer, such as their username, email address, and physical address. The admin user page also features a search function, allowing for easy monitoring and navigation of users.



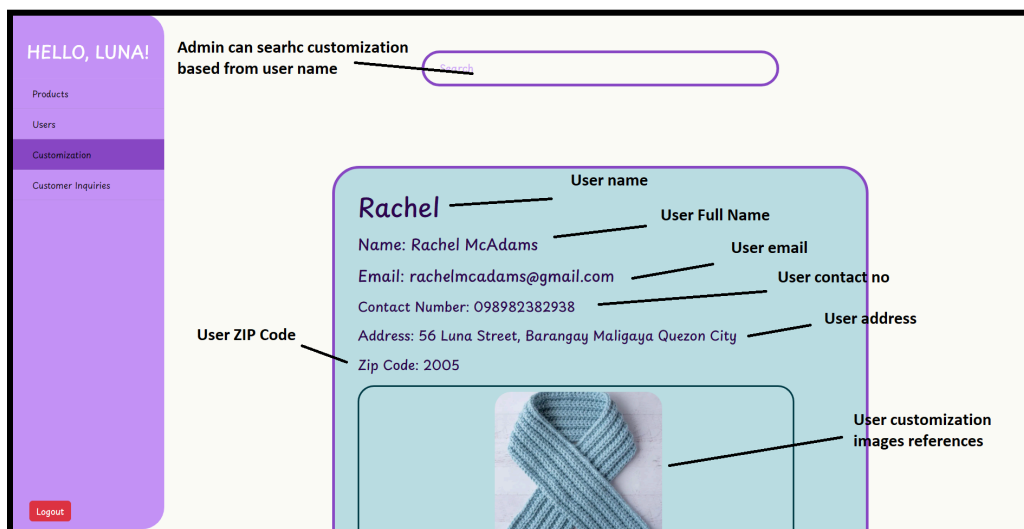
3.4 Admin Customization Page

Allows the admin to manage all customer customization requests efficiently. This feature offers easy access to all user information pertaining to their desired customized products.

The Admin Customization Page displays the following details for each user:

- Full Name
- Email Address
- Contact Number (optional)
- Address
- Zip Code
- Reference Images for Inspiration
- Product Description

Additionally, the Admin Customization Page includes a search function, making it simple to locate users who wish to customize a particular crochet product.



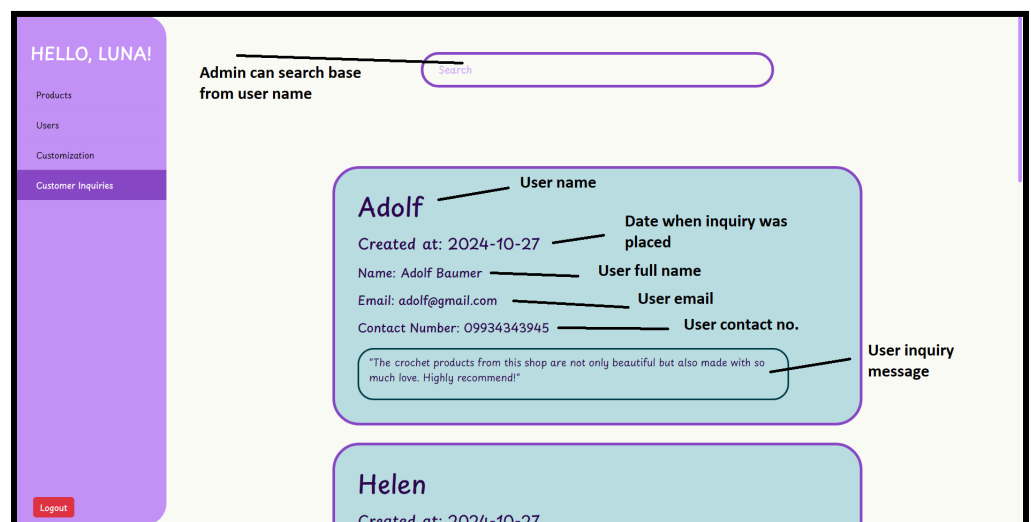
3.5 Customer Inquiries

Allows the owner to effortlessly receive and respond to all messages, inquiries, and concerns related to the web application. This feature keeps the owner updated on customer feedback and issues, facilitating prompt replies. Furthermore, it promotes improved communication between the owner and users, which enhances overall customer satisfaction and trust in the service.

The Customer Inquiries section presents the following information for each user:

- Username
- Date Created
- Full Name
- Email Address
- Contact Number (optional)
- Message or Inquiry

Additionally, this page includes a search function, making it easy to locate specific concerns from individual users.





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