

Car online showroom WEB MANAGER

USER MANUAL

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I INTRODUCTION

BASIC FUNCTIONS

THANKS FOR CHOOSING OUR WEB BASED APPLICATION FOR MANAGING YOUR ONLINE CAR SHOWROOM AND CAR RENTAL.

IN THIS MANUAL YOU WILL FIND:

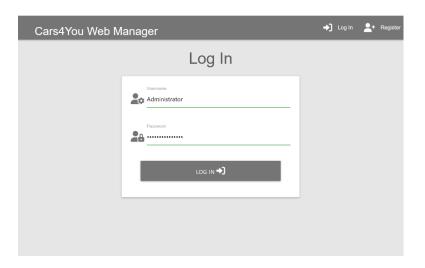
- -HOW TO SETUP YOUR ACCOUNT AND START WORK
- -HOW TO ADD NEW USERS AND GIVE THEM RIGHTS TO MANAGE SITE
- -HOW TO ADD NEW CAR FOR SALE
- -HOW TO MARK THEM AS SOLD, HOW TO ARCHIVE THEM AND DELETE
- -HOW TO ADD NEW CAR FOR RENT
- -HOW TO SWITCH IT BETWEEN AVAILABLE AND UNAVAILABLE
- -HOW TO MOVE IT TO ARCHIVE AND DELETE IT

IMPORTANT NOTES:

- -THIS APP COMES WITH LOGIN WITH SUPERUSER RIGHTS, SELECTED DURING PURCHASE AND TEMPORARY PASSWORD. WE HIGHLY RECOMMEND TO CHANGE YOUR PASSWORD ONCE YOU LOGIN FOR A FIRST TIME - SEE I Introduction > Starting Work (Page 5)
- -ONLY ONE SUPERUSER IS ALLOWED PER APP.

STARTING WORK

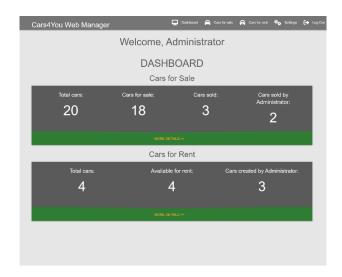
TO ACCESS YOU WEB APP, YOU FIRST NEED TO LOGIN. PROVIDE YOUR USERNAME AND PASSWORD:



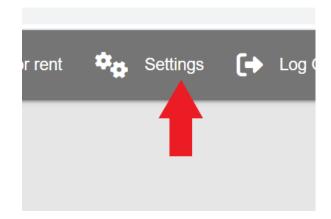
⚠ IMPORTANT NOTE:

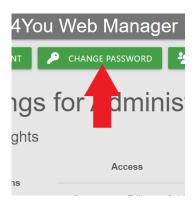
FOR SECURITY REASONS YOUR SESSION IN TIME-LIMITED - AFTER 15 MINUTES OF INACTIVITY YOU WILL BE LOGGED OUT AND YOU HAVE TO LOG IN AGAIN.

AFTER LOGIN YOU WILL BE GUIDED TO YOUR DASHBOARD WITH OVERALL STATISTICS DATA:

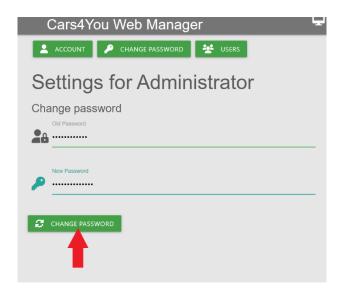


As mentioned before, after login for a first time, it is recommended to change Your initial password. To do so, navigate to SETTINGS > CHANGE PASSWORD:





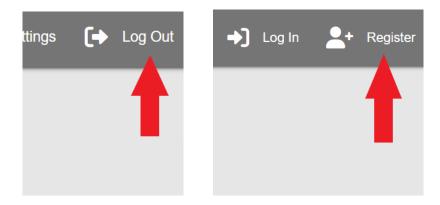
PROVIDE YOUR CURRENT PASSWORD AND CHOOSE NEW. PASSWORD CAN CONTAIN LETTERS (A-Z), NUMBERS (0-9) AND SPECIAL CHARACTERS (!,@,#,\$,%,^,&,*).



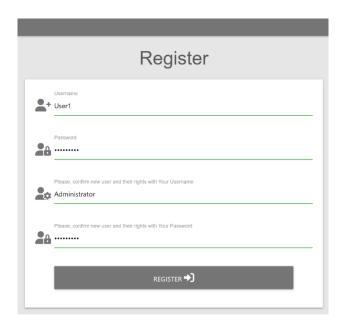
AFTER SUCCESSFULLY CHANGING PASSWORD THE MESSAGE WILL APPEAR – PASSWORD CHANGED FOR (USERNAME).

REGISTERING NEW USER

BEFORE REGISTERING A NEW USER, YOU FIRST HAVE TO LOG OUT. THEN NAVIGATE TO REGISTER.



TO REGISTER NEW USER, PROVIDE NEW USERNAME AND PASSWORD, THEN CONFIRM NEW USER WITH YOUR **SUPERUSER LOGIN AND PASSWORD:**



IMPORTANT NOTE:

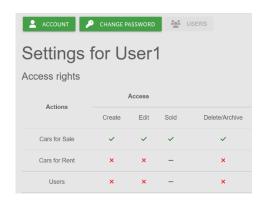
USERNAME CAN CONTAIN ONLY LETTERS (A-Z) AND NUMBERS (0-9). NO SPECIAL CHARACTERS OR SPACES ARE ALLOWED. NEWLY REGISTERED USER HAS NO SPECIFIC RIGHTS. HOW TO ADD THEM SEE II SETTINGS > USER RIGHTS (PAGE 7)

II SETTINGS

USER RIGHTS

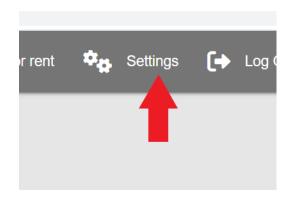
USER RIGHTS ARE DEFINED IN 3 SECTIONS – CAR SALE, CAR RENT AND USERS. EACH USER CAN CHECK THEIR ACCESS RIGHTS ON MAIN SETTINGS SCREEN:





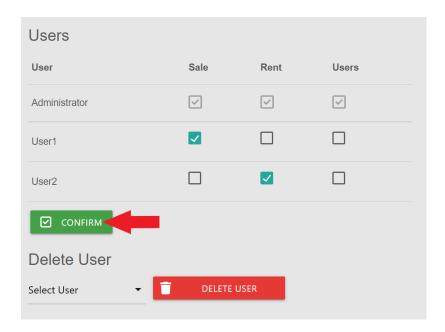
SOME FUNCTIONS ARE USER-LIMITED, IT'S EASILY RECOGNIZABLE BY COLOR OF BUTTON – GREEN FOR ACCESSIBLE FUNCTIONS, GREY FOR INACCESSIBLE.

To Change User rights, navigate to SETTINGS > USERS:





AFTER EDITING USER RIGHTS, PRESS CONFIRM TO SAVE CHANGES:



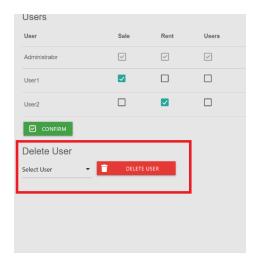


⚠ IMPORTANT NOTE:

ONLY USERS WITH ACCESS TO USERS SECTION CAN CHANGE OTHER USER RIGHTS. IT'S NOT POSSIBLE TO EDIT SUPERUSER (ADMINISTRATOR) RIGHTS AS WELL AS USER THEMSELVES.

DELETE USER

TO DELETE OTHER USER, LOCATE DELETE USER SECTION UNDER USER RIGHTS SELECTION:



SELECT USER, THAT YOU WANT TO DELETE AND PRESS "DELETE USER".



MESSAGE "(USERNAME) DELETED" WILL APPEAR.



IMPORTANT NOTE:

YOU CAN DELETE ONLY OTHER USERS - YOU CAN'T DELETE SUPERUSER (ADMINISTRATOR) AND/OR Yourself.

III CARS FOR SALE

OVERVIEW

ALL CARS FOR SALE ARE LOCATED UNDER "CARS FOR SALE" SECTION. THERE YOU CAN:

- -SEE TABLE WITH MAIN DATA OF ALL CARS
- -ADD NEW CAR FOR SALE
- -EDIT CAR
- -MARK IT AS SOLD
- -MOVE IT TO ARCHIVE / RETRIEVE IT FROM ARCHIVE
- -DELETE CAR PERMANENTLY

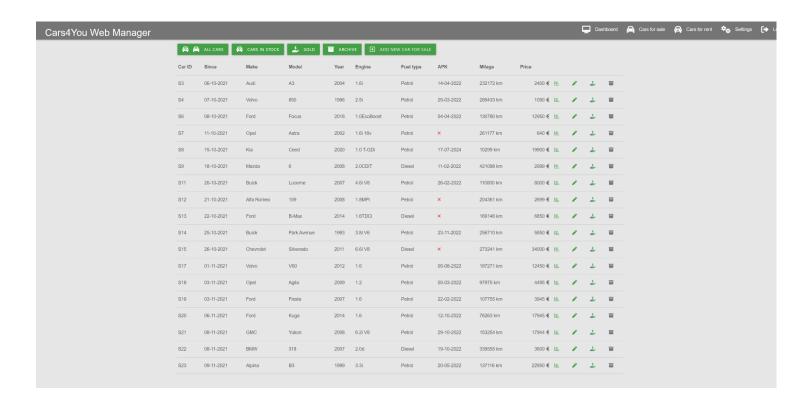
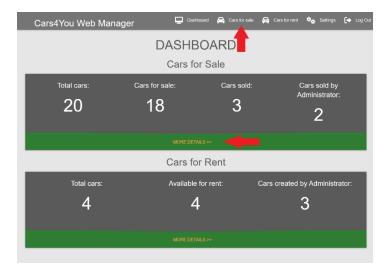


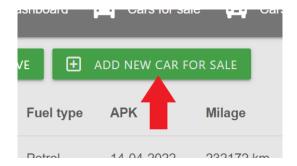
TABLE CONTAINS FOLLOWING DATA:

- -INTERNAL CAR ID
- -DATE SINCE CAR HAS BEEN ADDED
- -MAKE AND MODEL
- -YFAR
- -ENGINE
- -FUEL TYPE
- -APK DUE DATE (OR X IF NO VALID APK)
- -MILAGE
- -PRICE
- -VIEW DATA, EDIT AND SOLD BUTTONS IN GREEN
- -ARCHIVE BUTTON IN GREY

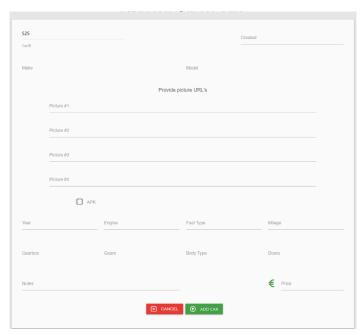
ADDING NEW CAR

To add new car for sale listing, navigate to - Cars For Sale > Add New Car For Sale or from dashboard under cars for sale stats click "More Details":





FOLLOWING WINDOW WILL OPEN:



INTERNAL CAR ID ARE PROVIDED AUTOMATICALLY. FILL REQUIRED FIELDS:

- -CREATED (DATE SINCE WHEN CAR IS AVAILABLE)
- -MAKE AND MODEL
- -PICTURE URL'S
- -APK DUE DATE (ACCESIBLE BY CLICKING CHECKBOX), IF APK IS EXPIRED, LEAVE IT UNCLICKED
- -YEAR
- -ENGINE
- -FUEL TYPE
- -MILAGE
- -GEARBOX TYPE
- -GEAR COUNT
- -BODY TYPE
- -DOOR COUNT
- -Notes (NOT REQUIRED)
- -PRICE

THEN CLICK ADD CAR:



MESSAGE "NEW CAR FOR SALE ADDED SUCCESSFULLY" WILL APPEAR.

EDITING CAR

TO EDIT CAR LISTING, NAVIGATE TO CAR LIST VIEW AND CLICK "PEN" ICON:



SELECT DATE OF EDITING, REVIEW THE DETAILS AND MAKE CHANGES, THEN CLICK "UPDATE CAR":

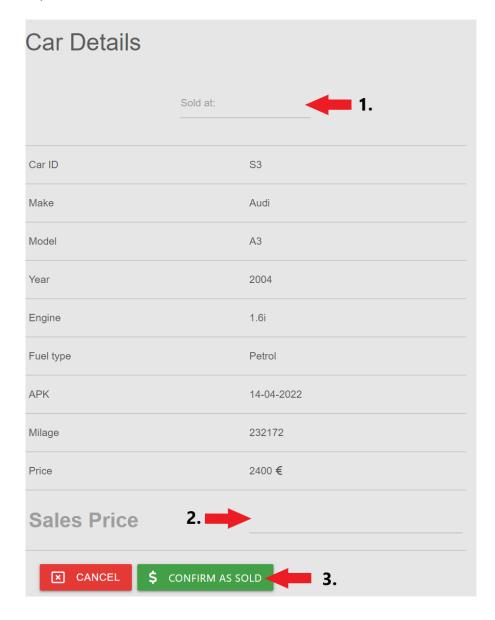


MARKING AS SOLD

TO MARK CAR AS SOLD, NAVIGATE TO CAR LIST VIEW AND CLICK "HAND WITH \$" ICON:



SELECT DATE OF SALE, PROVIDE FINAL SALES PRICE AND CLICK "CONFIRM AS SOLD":



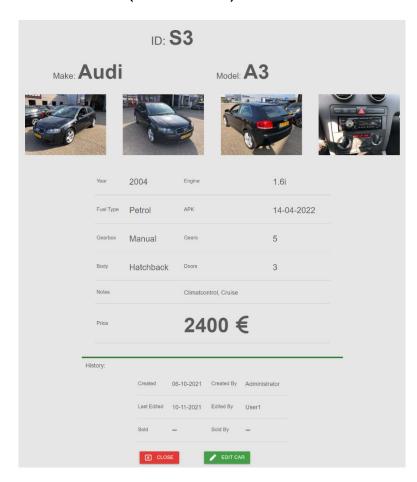
VIEW FULL CAR DETAILS

YOU CAN VIEW CAR DETAILS BY CLICKING "CHART" ICON ON CAR LIST VIEW:



FOLLOWING WINDOW WILL OPEN WITH CAR DATA AND SOME EXTRA INFORMATION:

- -WHEN CAR HAS BEEN ADDED AND BY WHO
- -WHEN CAR HAS BEEN EDITED AND BY WHO (IF APPLICABLE)
- -WHEN CAR HAS BEEN SOLD AND BY WHO (IF APPLICABLE)



YOU CAN ALSO ACCESS "EDIT CAR" PAGE FROM CAR DETAIL VIEW BY CLICKING "EDIT CAR" BUTTON.

ARCHIVE/DELETE CAR

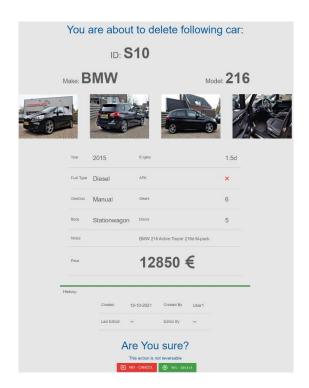
As soon as car is sold, You can access to "Archive Car" function.



ONCE THE CAR IS IN ARCHIVE, YOU CAN DELETE IT. OR YOU CAN MOVE IT BACK TO SOLD CARS (UNARCHIVE). TO DELETE CAR, CLICK "TRASHCAN" ICON:



THE FOLLOWING WINDOW WILL OPEN:



TO DELETE CAR - PRESS "YES-DELETE". TO RETURN BACK, PRESS "NO-CANCEL".



IMPORTANT NOTE:

THIS ACTION WILL DELETE CAR PERMANENTY AND THIS ACTION IS NOT REVERSIBLE!!!

IV CARS FOR RENT

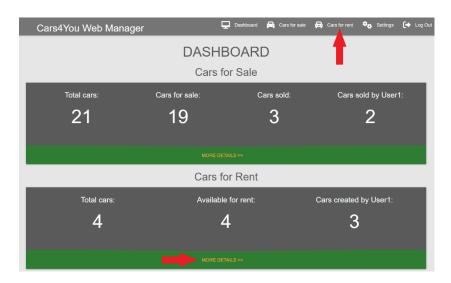
OVERVIEW

ALL CARS FOR RENT ARE LOCATED UNDER "CARS FOR RENT" SECTION. THERE YOU CAN:

- -SEE TABLE WITH MAIN DATA OF ALL CARS
- -ADD NEW CAR FOR RENT
- -EDIT CAR
- -MARK IT AS AVAILABLE/UNAVAILABLE
- -MOVE IT TO ARCHIVE / RETRIEVE IT FROM ARCHIVE
- -DELETE CAR PERMANENTLY

YOU CAN ACCESS THIS SECTION IN 2 WAYS:

- -FROM MAIN MENU "CARS FOR RENT"
- -FROM DASHBOARD, UNDER CARS FOR RENT STATS BY CLICKING "MORE DETAILS"



MAIN FUNCTIONS ARE THE SAME AS THEY ARE FOR CARS FOR SALE. HOWEVER, THERE ARE FEW MINOR DIFFERENCES:

- -ONCE YOU ADD NEW CAR FOR RENT, IT'S INITIALLY MARKED AS UNAVAILABLE. YOU CAN SWITCH CAR BETWEEN AVAILABLE/UNAVAILABLE BY CLICKING CON, IF THE CAR HAS TO BE MOVED FROM UNAVAILABLE TO AVAILABLE OR CON FOR MOVING IT FROM AVAILABLE TO UNAVAILABLE.
- -SIMILAR LIKE IN CARS FOR SALE SECTION, YOU CAN ARCHIVE CAR ONLY IF IT'S MARKED AS UNAVAILABLE AND DELETE IT ONLY AFTER IT HAS BEEN MOVED TO ARCHIVE.