

Operational Manual: Website Operations

Website: Dealsdray

URL: <https://demo.dealsdray.com>

Introduction: This operational manual provides guidelines and instructions for operating the website effectively. It covers various tasks and procedures related to user login, order selection, bulk orders, file upload, and validation. Following these instructions will help ensure smooth operations and maximize efficiency.

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1. User Login:

- Access the website using the provided URL.
- Enter the username and password in the respective fields.
- Click on the "Submit" or "Login" button.
- Ensure that the correct credentials are used to avoid login errors.

2. Order Selection:

- After successful login, select the desired option from the dropdown menu, such as "Order."
- Verify that the "Orders" link is displayed and clickable.
- Click on the "Orders" link to proceed to the orders page.

3. Bulk Orders:

- On the orders page, locate the "Bulk Orders" link.
- Click on the "Bulk Orders" link to access the bulk orders section.
- Fill in the required details for creating a bulk order, including order name, customer information, and product details.
- Click on the "Create" or "Submit" button to create the bulk order.
- Ensure that all required fields are filled to avoid errors.

4. File Upload:

- In the bulk orders section, find the "Choose File" button for file upload.
- Click on the "Choose File" button to browse and select the desired file from your system.
- Verify that the selected file is in the appropriate format (e.g., XSLX) and does not exceed the maximum allowed size.
- After selecting the file, click on the "Upload" or "Submit" button to upload the file.

5. Validation:

- Once the file is uploaded, click on the "Import" button to import the bulk order.
- After importing, click on the "Validate" button to validate the imported bulk order.
- Ensure that the validation process is completed without any errors or warnings.
- Review the validation results and take appropriate actions if any issues are identified.