



User Documentation

Amigos Online Store

1 Version 1.1

THIS PAGE IS INTENTIONALLY BLANK

2 Content

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3 Overview

This Website provides Hundreds of different functions for the business, however here are just a few key features such as:

- Product management Capabilities
- Promotion and Discount Code Tools
- Easy to use Checkout
- Search Engine Optimized Code and Layout
- Reporting Tools
- Integrated Blog and News Section
- Email Customer Integration
- Multiple Payment Options Available
- The ability to scale up with your platform

4 Starting Up

4.1 View the Website

To view the Website, open a browser and enter the navigation bar the following URL

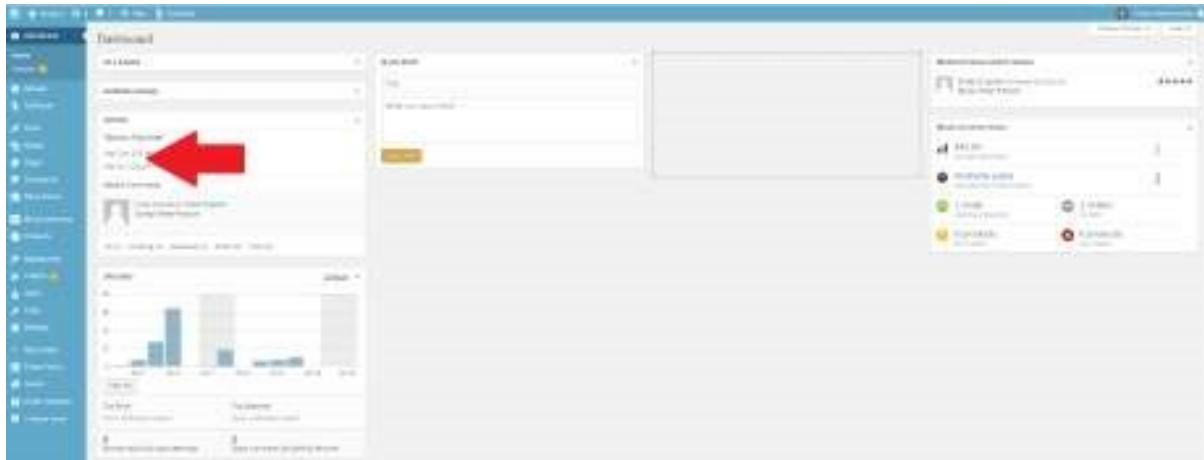
4.2 Log into the Website Admin Dashboard

- A. In a browser navigate to ***http://www.aloamigo.net/wp-admin***
- B. Enter the username and Password combination in section 10.2 into the login dialog below



4.3 Familiarize with The Dashboard

Once you've logged in, WordPress should appear with its dashboard, The Dashboard is typically the index page of the Control panel for a websites content management system. Along the left-hand side displays as seen in the screenshot below is the Dashboard Menu from here you can control every aspect of the entire Website from Plugins, Pages, Media, Posts the lot.



Also in the Dashboard Menu we can see some other Widgets for quick updates and information such as the Blue arrow indicating towards "Site Stats" with gives you a small summary of the Overall Traffic of the website and other Widgets such as the "WooCommerce – Widget Plugin" which allows a quick recap of Orders and new awaiting orders while the account has been offline, Everything on the Dashboard is customizable for each User and is easily done by pressing the Help Icon in the top right corner.



5 Managing the Website Pages

5.1 Add New Page

Commencing from the WordPress Dashboard, within the left-hand side Menu is a link to all the pages part of the Website. This is shown in the cropped Screenshot Below.

The screenshot shows the WordPress Dashboard. On the left, there is a vertical sidebar menu with various options like Home, Updates, Jetpack, GoDaddy, Posts, Media, Pages (which is highlighted with a red arrow), Comments, Ninja Forms, WooCommerce, Products, Appearance, Plugins, Users, Tools, Settings, Nivo Slider, Pirate Forms, Forum, Video Tutorials, and Collapse menu. The main content area is titled 'Dashboard' and includes sections for 'At a Glance', 'GoDaddy Garage', 'Activity', 'Recently Published' (with a post from 'Sep 21st, 3:35 pm'), 'Recent Comments' (from 'thomas' on 'Dried Chipotle Spicey! Great Product!'), 'Site Stats' (a bar chart showing traffic spikes on Oct 5, 7, and 13), 'Top Posts' (nothing to report), and 'Top Searches' (nothing to report).

Once you are on the “Pages” link then you see all pages that are currently on this Website.

On this page you'll see an “Add New” button.

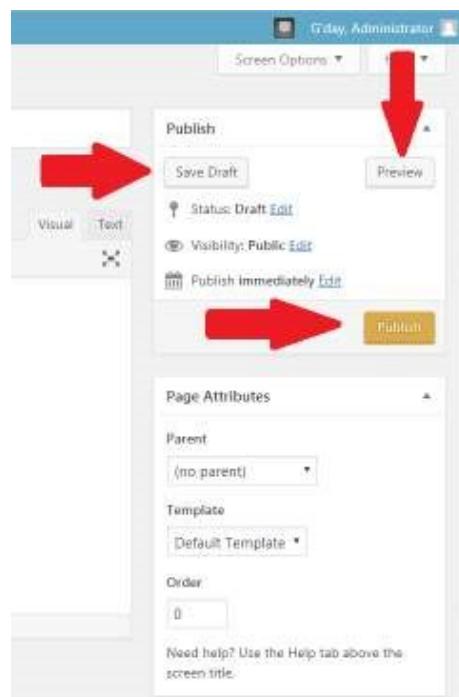


Here you can add a new page template which allows a Title and text to be added for the new page which will be added to the new page.

This can be edited however you desire by the editing tools across the top of the “Add New Page” Menu as seen in the screenshot below.



Once you have completed the look of your new page and have customized it to your liking you can publish it using the Publish button located in the top right corner, this will instantly update the front user side of the website to integrate the new page, as shown in the screenshot below.



5.2 View New Page

To view an existing webpage there are two main options one being back-end development and Front-end development.

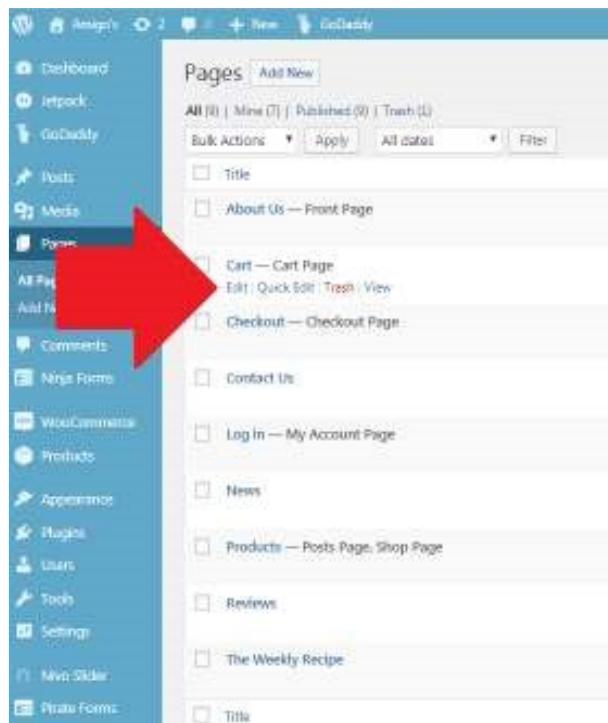
1. The first way is much more common and involves navigation to the page through the normal website link and menu structure, or putting the page URL directly into the navigation bar of your browser.
2. Embarking from the Administration Dashboard, you can view the webpage and the context by navigating of the left side Dashboard menu under 'Pages'.

Hover over the selected page and select the "view" button as shown in the screenshot below.

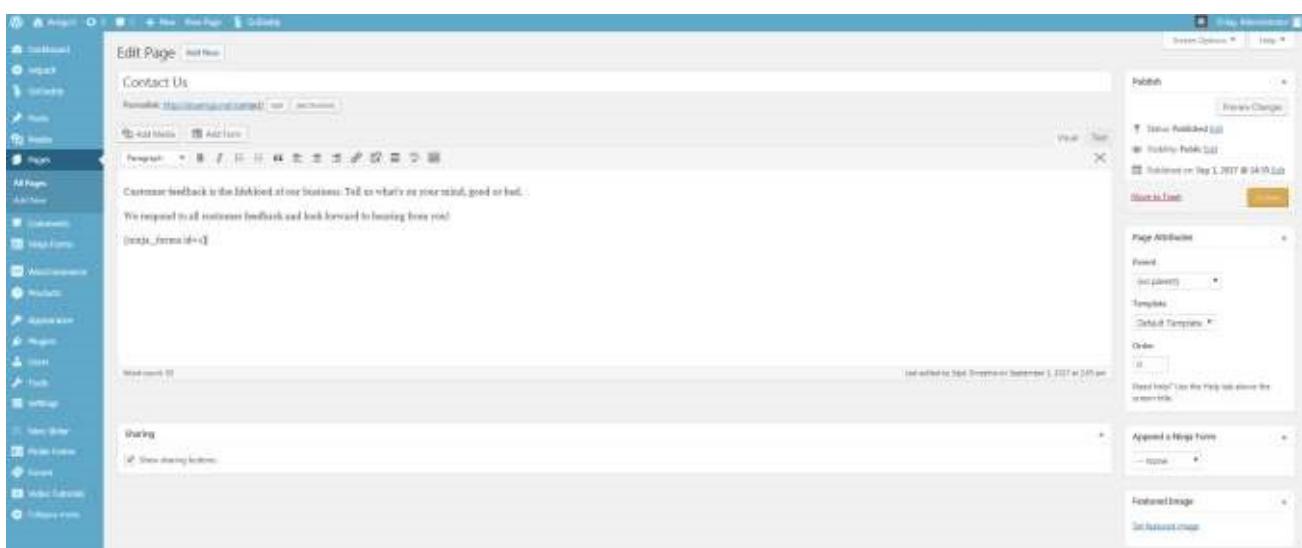


5.3 Update Existing Webpage

To update an existing page like Section 5.2.2 of this Document, from the Administration Dashboard on the left side menu click ‘Pages’ and then hover over the page you wish to update and ‘Edit’ will appear as shown in the screenshot below.



Once the ‘Edit’ button has been clicked the Page editing options and tools will appear as shown in the screenshot below.



5.4 Deleting a Page

To delete an existing page from the Website, you must have Administration access firstly once Logged into an Administration account as detailed in Section 4.2 of this Document, embarking from the Dashboard within the menu located on the left-hand side click ‘Pages’.

This will take us to the pages listings, hover over the page which you don’t require anymore and select the ‘Trash’ icon as shown in the screenshot below.

A screenshot of the WordPress Admin dashboard under the 'Pages' section. On the left sidebar, 'Pages' is selected. The main area shows a list of pages: 'About Us — Front Page', 'Cart — Cart Page', 'Checkout — Order Page' (with a red arrow pointing to its trash icon), 'Contact Us', 'Log In — My Account Page', 'News', 'Products — Posts Page, Shop Page', 'Reviews', and 'The Weekly Recipe'. At the top of the list, there are buttons for 'All (9)', 'Mine (7)', 'Published (9)', and 'Trash (1)'. Below these are 'Bulk Actions', 'Apply', 'All dates', 'Filter', and 'Empty Trash' buttons.

This will prompt the page to be put within the trash, you can empty the trash by selecting ‘Trash’ icon at the top of the page listings, and then selecting ‘Empty Trash’ on the resulting trash page.

It's Important to know once this is done the page will be permanently deleted from the Domain and will not be able to un-do this action due to this a prompt screen asking are you sure will appear before the action is processed.

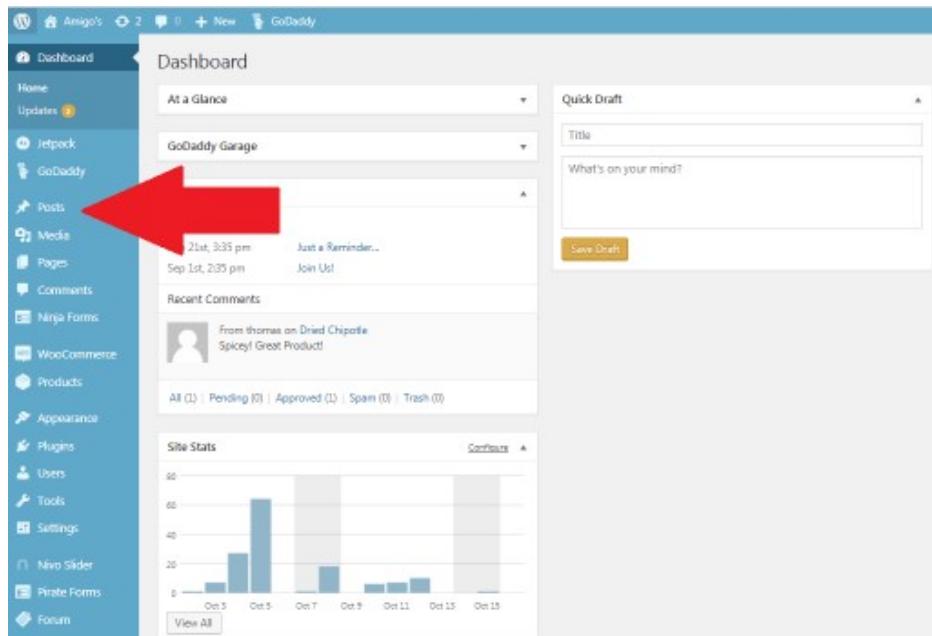
A screenshot of the WordPress Admin trash list. It shows two items: 'Title' and 'Log in'. A large red arrow points to the 'Empty Trash' button at the bottom right of the list. The interface includes 'Bulk Actions', 'Apply', 'All dates', 'Filter', and 'Empty Trash' buttons at the top.

6 Managing News and Business Updates

6.1 Adding new Post

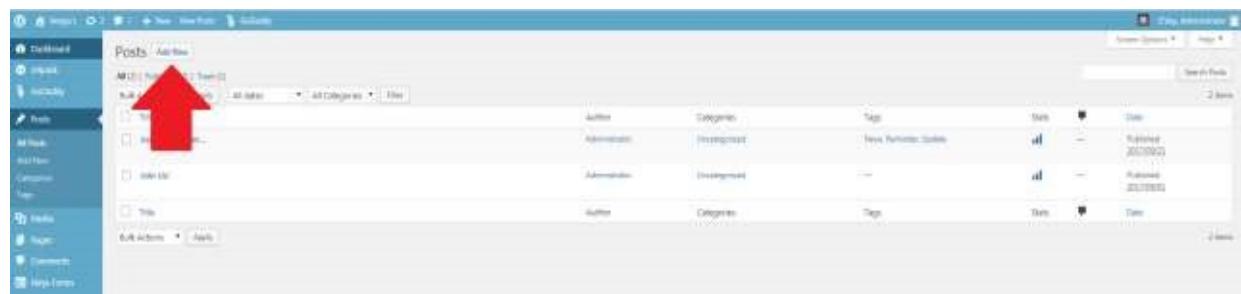
To add a new Post, login to the WordPress admin console as detailed in section 4.2 of this document.

Once Logged in to the Admin Dashboard go to the “Post” tab on the left side of the Dashboard Menu as shown below.



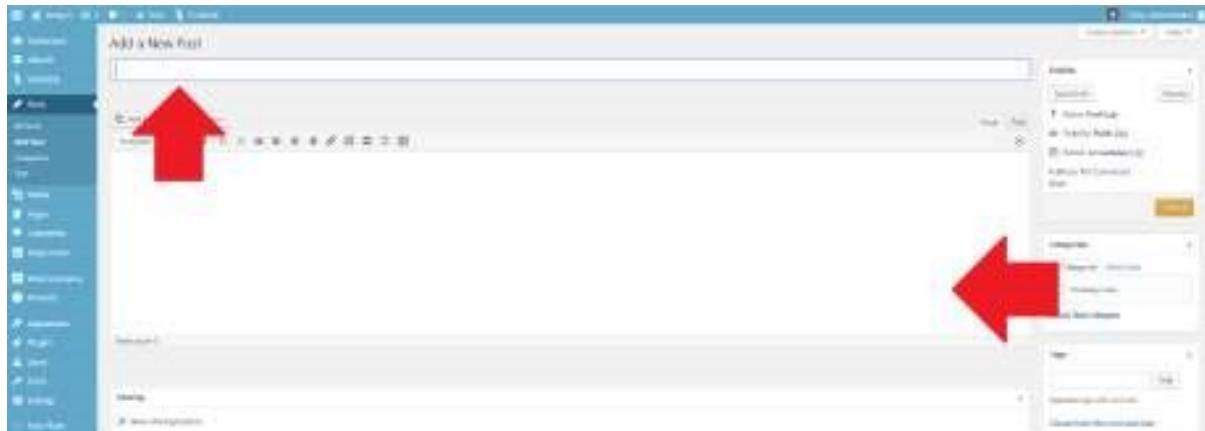
Once you are on the “Posts” link then you see all previous posts that are currently on this Website.

On this page you'll see an “Add New” button as shown in the screenshot below.

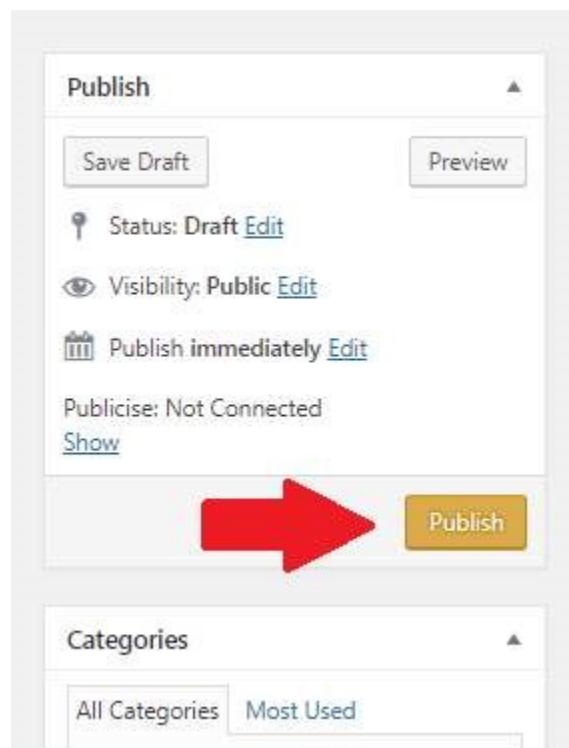


Here you can add a new post from the template which allows a Title and text to be added which will be added to the News tab of the website.

This can be edited however you desire by the editing tools across the top of the “Add New Post” Menu as seen in the screenshot below.

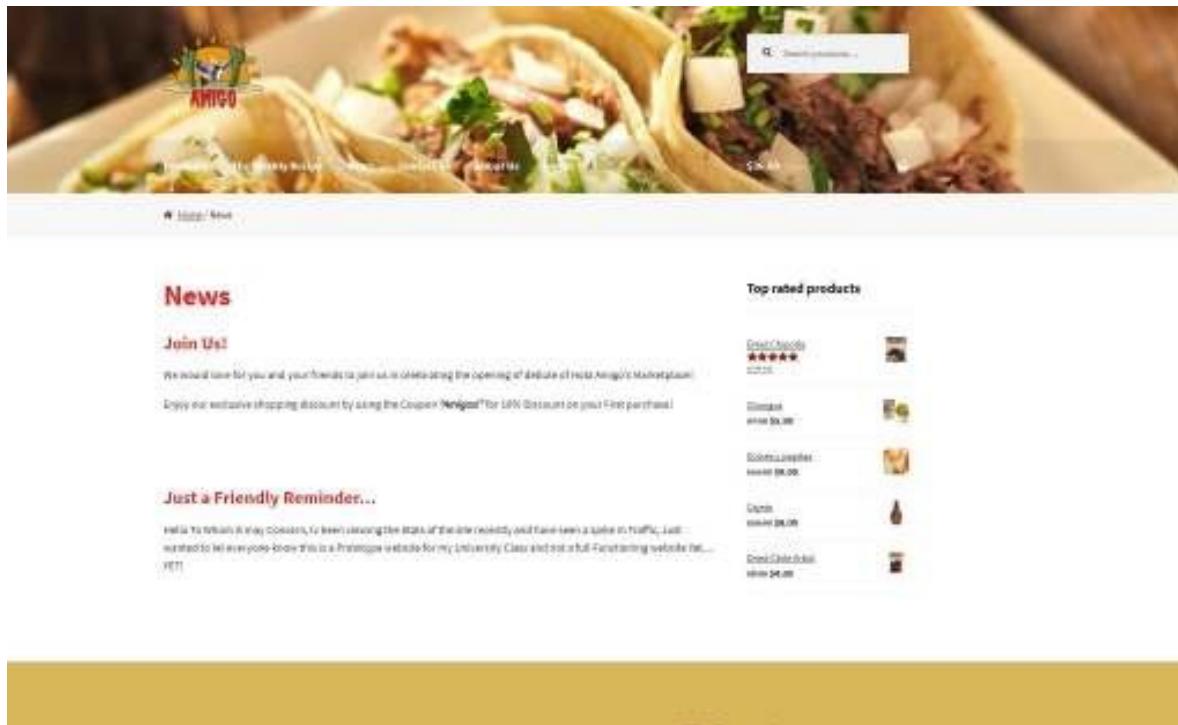


Once the new post has been edited to your desire it can be published by the Publish column located on the left as shown in the screenshot below.



6.2 View New Post

Once the Post has been published from the Back-end Console, it will become automatically integrated into the front-end user format as shown in the screenshot below of the two posts already shown as an example.

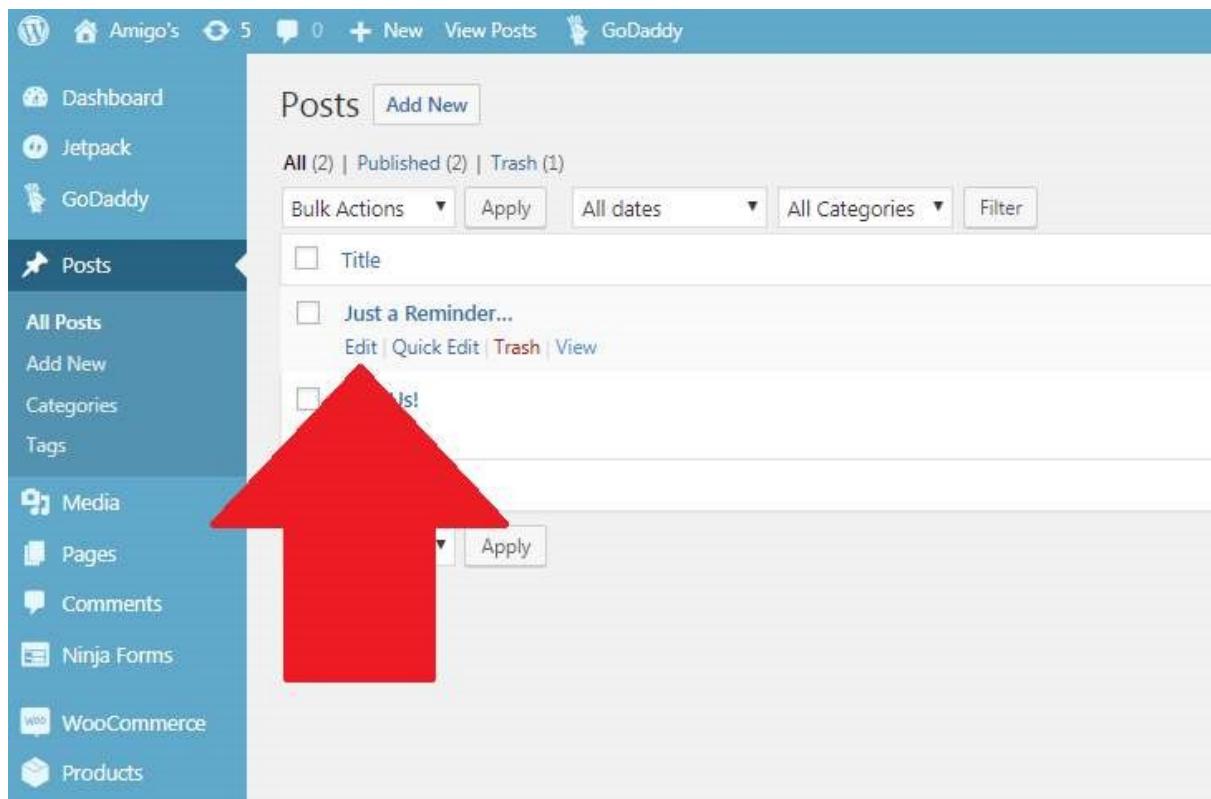


It can also be viewed from the Back-End console from the Administration Dashboard under Posts which will also have other detailed information such as Tags, Category and Author as shown in the screenshot below.

Posts Add New			
All (2) Published (2) Trashed (1)			
Bulk Actions <input type="button" value="Apply"/>		All dates	All Categories
<input type="checkbox"/> Title		Author	Categories
<input type="checkbox"/> Just a Reminder...		Administrator	Uncategorized
<input type="checkbox"/> Join Us!		Administrator	Uncategorized
<input type="checkbox"/> Title		Author	Categories

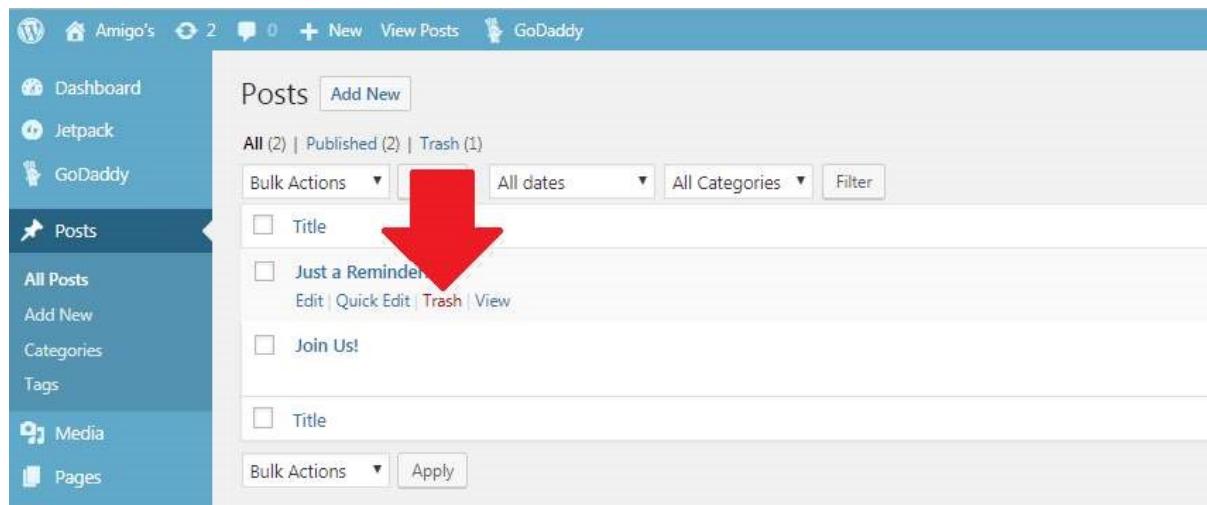
6.3 Updating existing Post

To Update a Post or View it from the Post Page, hover over the Post within the Post Page and select the certain post you wish to edit. This will allow for the following Post to be edited from the Control Panel, as shown in the screenshot below.



6.4 Removing a Post

Similar to deleting a web page in Section 5.4 of this Document, The Post is deleted by hovering over the Post listing and selecting the red ‘Trash’ link as shown in the screenshot below.

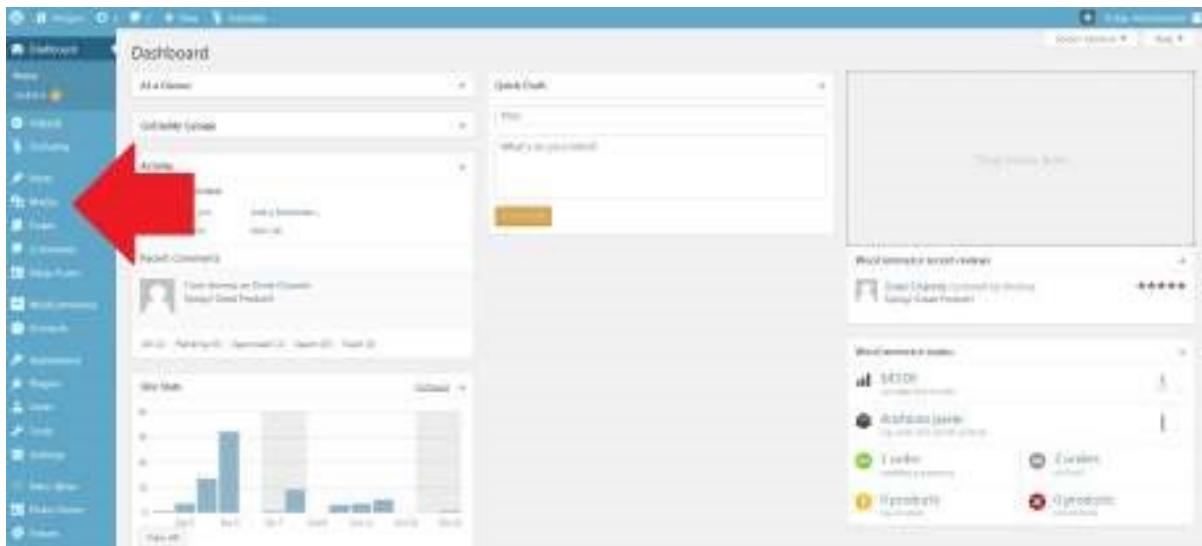


7 Managing the Media

7.1 Adding Image to Media

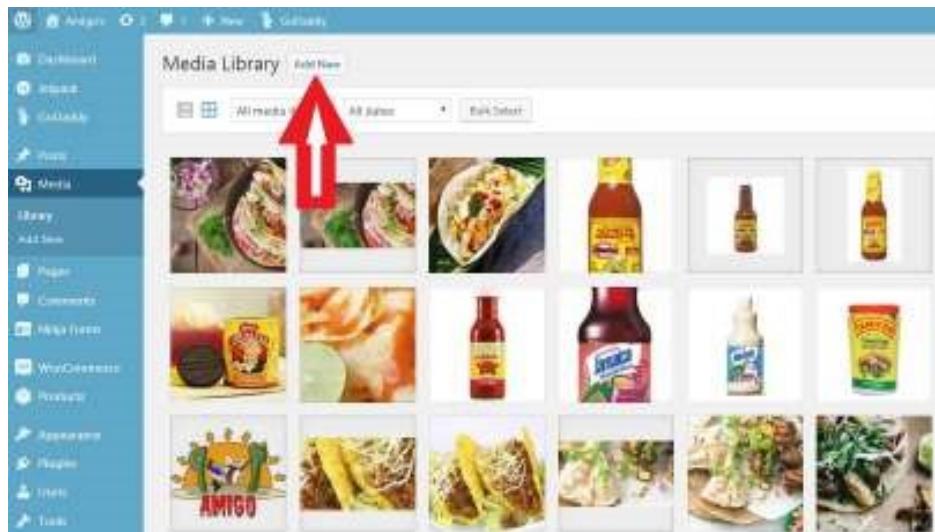
To add a new image or images to the Media, log in to the WordPress Admin console as detailed in section 4.2 of this document.

Once Logged in to the Admin Dashboard go to the “Media” tab on the left side of the Dashboard Menu as shown below.

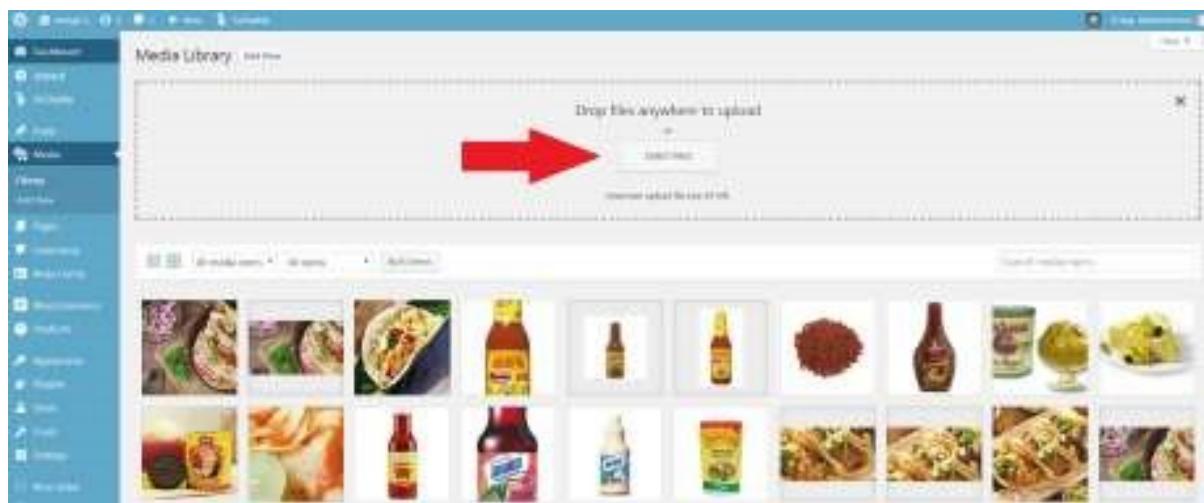


Once you are on the “Media” link then you see all the Media that is currently integrated on this website in the form of a “Media Library”.

On this page you'll see an “Add New” Button as shown in the screenshot below.



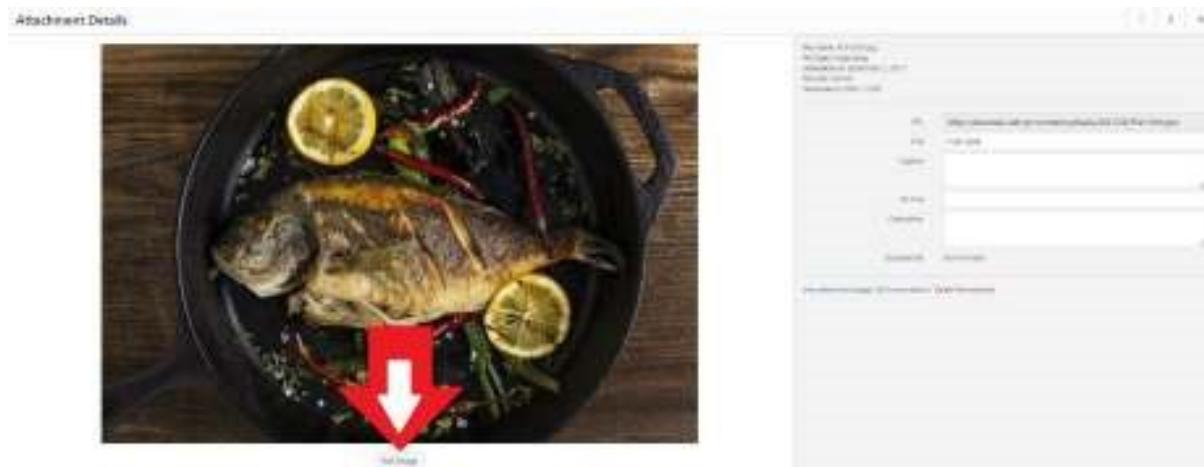
Here you can simply ‘Drag and Drop’ your image into the drop-box too add it into the Media Library ready for Integration as shown in the screenshot below.



7.2 View and Edit Image in the Media Library

To Update an Image or View an Image from the Media Library, hover over the Image within the Media Library and select the certain image This will allow for the following Image to be viewed from the “Attachment Details”.

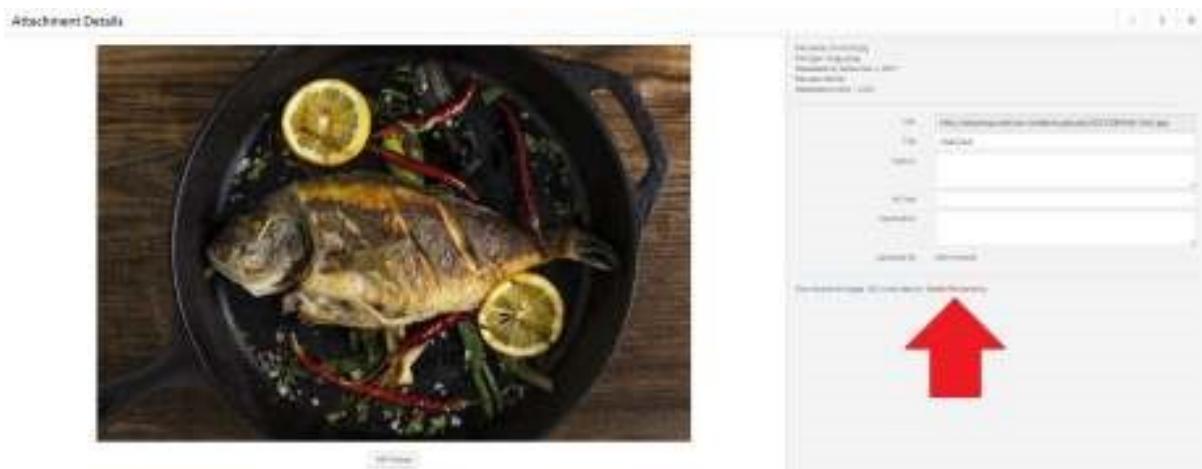
Here on the “Attachment details page” you’ll see a ‘Edit Image’ as seen in the screenshot below.



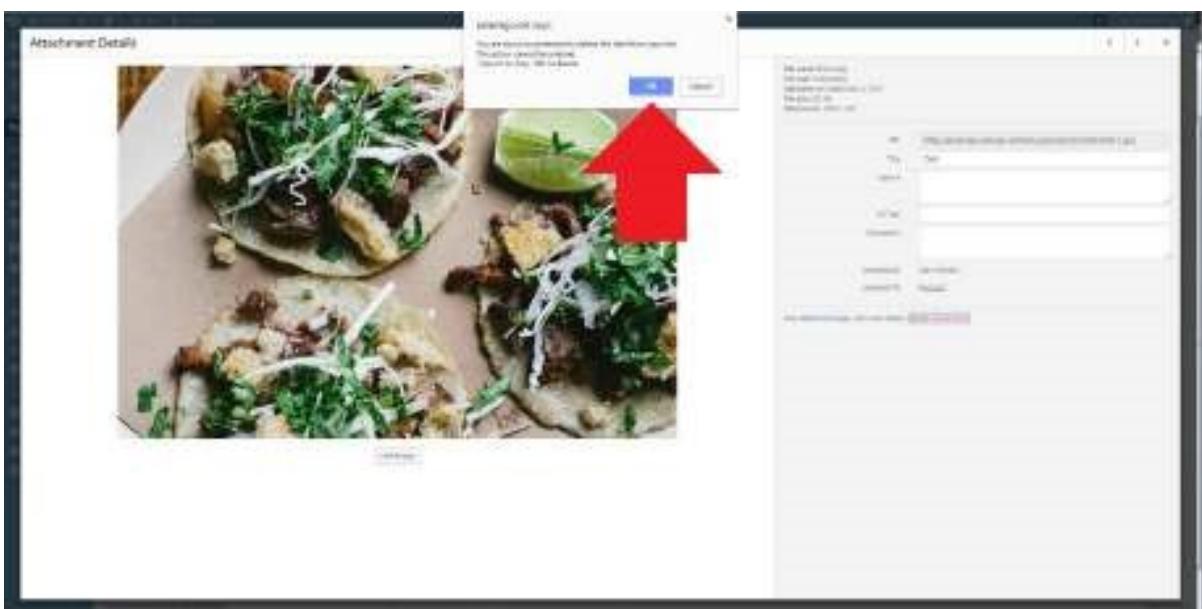
7.3 Delete an Image from the Media Library

To delete certain Images from the Media Library we must do so from the “Attachment Details” screen to return to this screen from the Media Library hover over the image and select it this will display the Attachment Details.

Displayed on the Attachment details page you’ll see a ‘Delete Permanently’ button as shown in the screenshot below.



Since this action can't be undone once its deleted from the Media Library a prompt screen will ask if you are sure you want to delete the following image. If you are certain you would like to delete it press 'OK' as shown in the screenshot below.

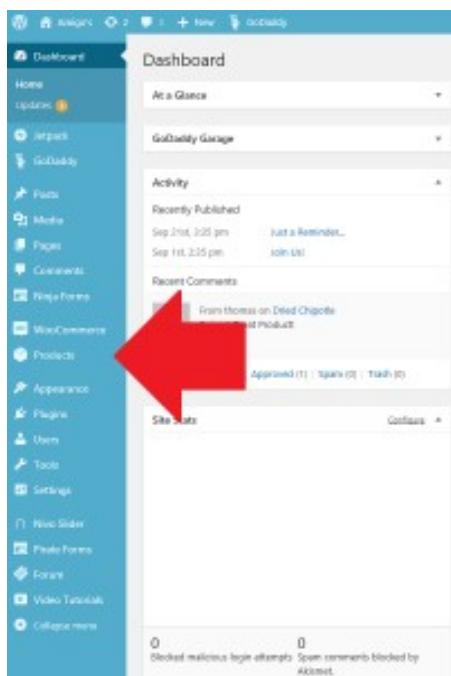


8 Managing the Products

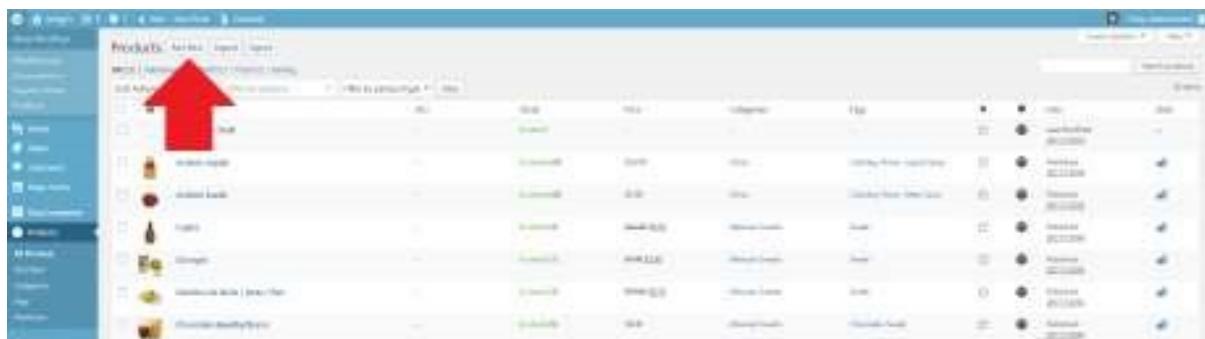
8.1 Adding Products to the Database

Integrating a new Product ready for consumer purchase may seem like a daunting task however do not fray as we have taken this into special consideration and have made it simple, with the help of the WooCommerce plugin which allows you to sell both physical and digital goods in all shapes and sizes, offer product variations, multiple configurations, and instant downloads to shoppers, and even sell affiliate goods from the online marketplace with ease.

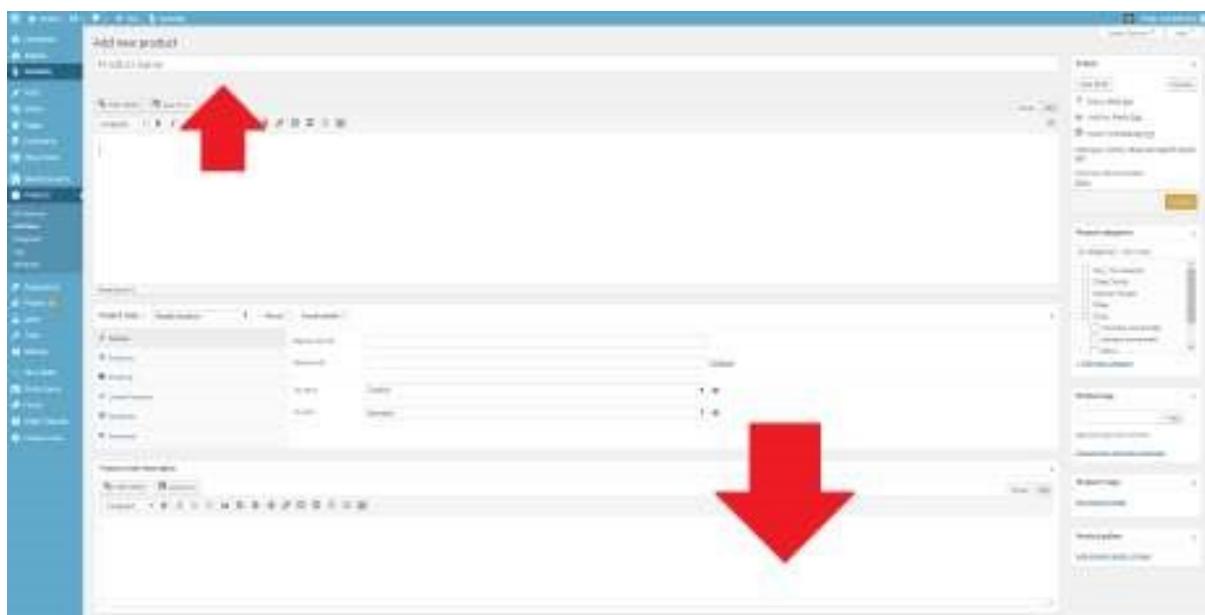
Once logged into the WordPress Administration console as detailed in section 4.2 of this document on the left-hand side Menu select ‘Products’ select this as shown in the screenshot below.



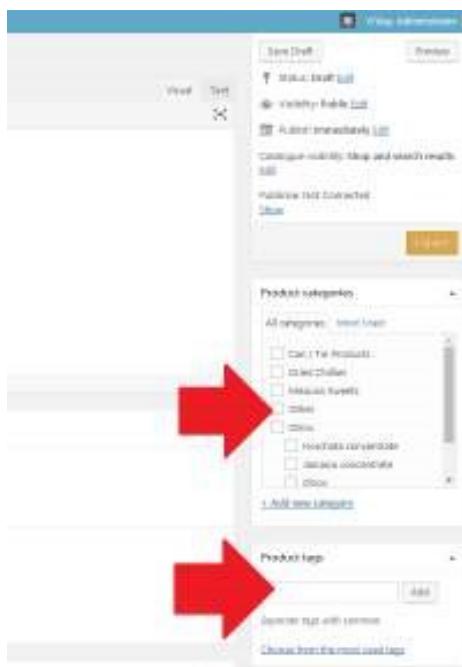
From here you'll see the Product Database this will index every product which is for purchase from the online marketplace. As shown in the screenshot below select ‘Add New’ to start the process of creating a new listing.



Once 'Add New' has been selected the Product template which allows for any title and text can be added to the new product description, the title and description box are shown as below.



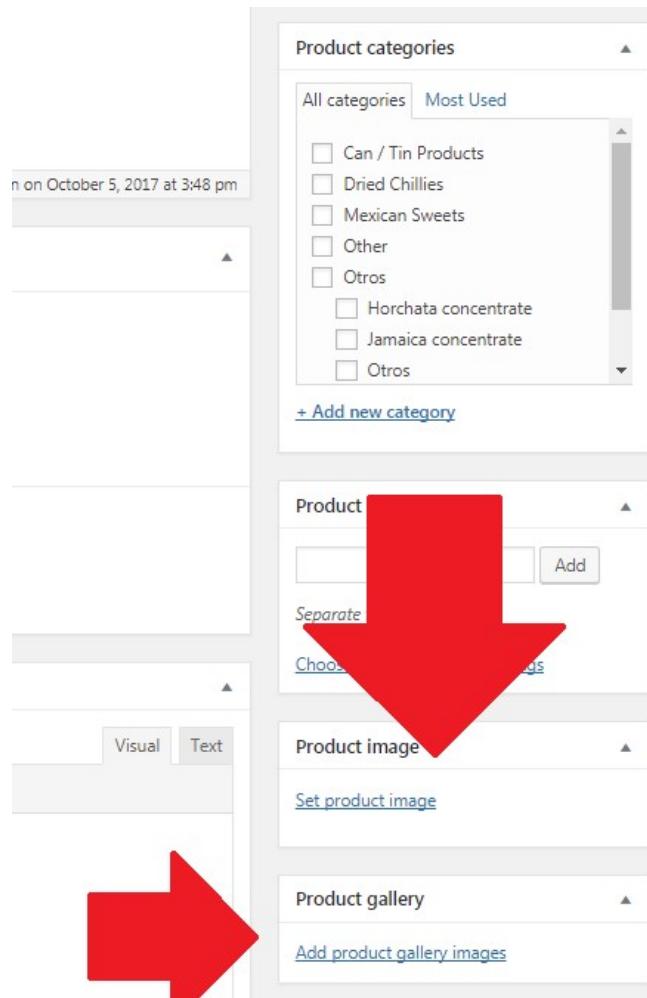
From the Product template you can also modify certain aspects of the product like what Category it's classed as and other aspects like Tags that will trigger certain Products from the search engine, these tools are shown as below.



You can also access and utilise other Management Functionality tools from the Products template page such as the 'Stock Keeping Unit' also known as SKU this function can be turned on for each Product as shown in the screenshot Below.



Other customization options from the product template would be adding Product Images or Product Gallery Option by selecting the 'Set Product image' which will direct you to the Media Gallery as shown in the screenshot Below.

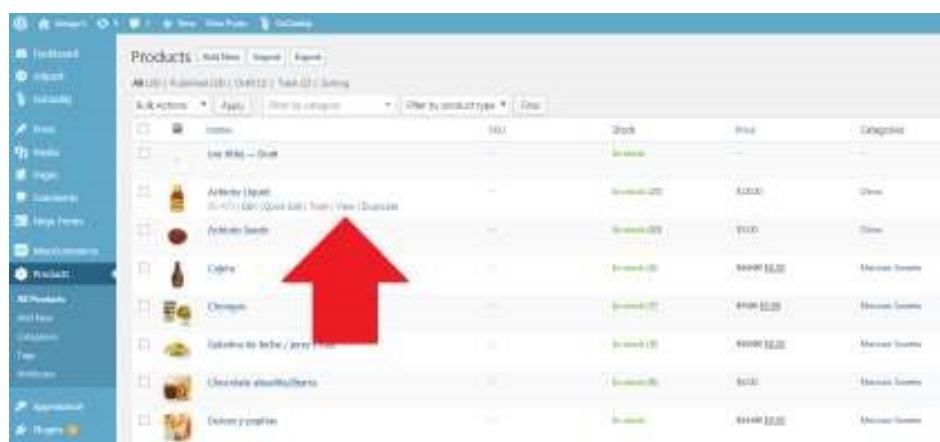


8.2 View and Update Products in the Database

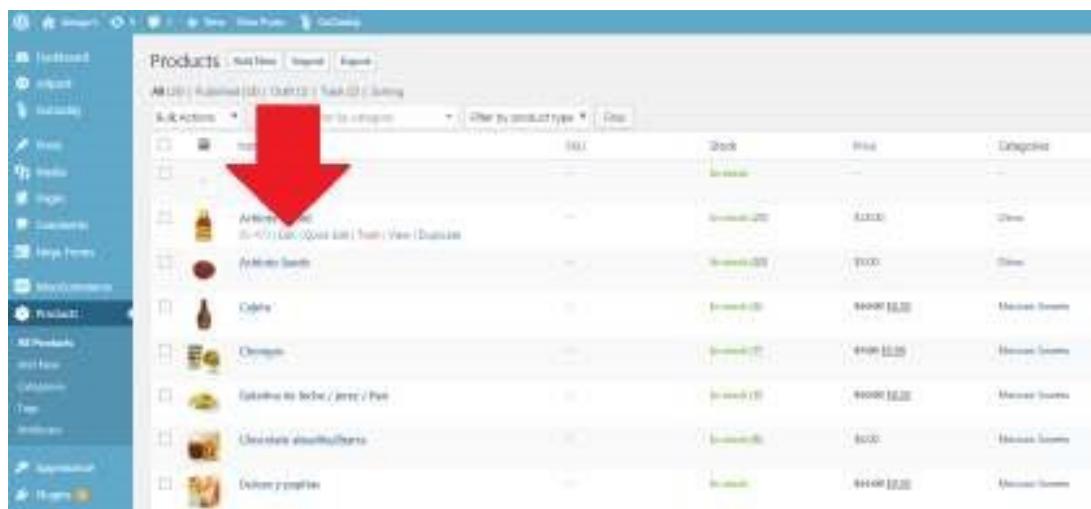
To view an existing Product there are two main options one being back-end development and Front-end development.

1. The first way is much more common and involves navigation to the page through the normal website link and menu structure, or putting the page URL directly into the navigation bar of your browser.
2. Embarking from the Administration Dashboard, you can view the Product and the content by navigating of the left side Dashboard menu under 'Products'.

Hover over the selected product and select the "view" button as shown in the screenshot below.

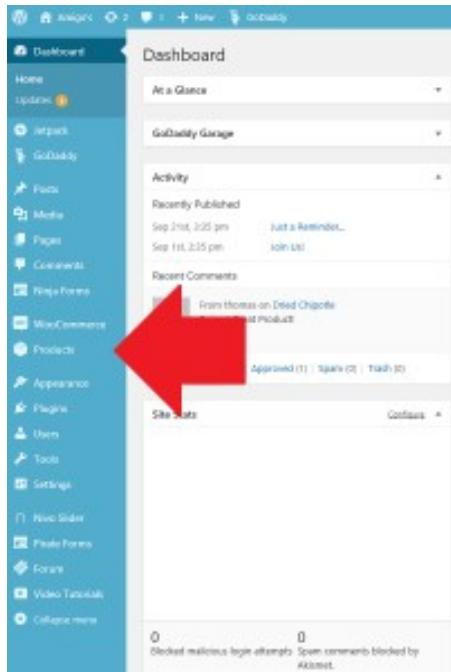


From this Product Database screen, you may also edit or update the products by hovering over the selected product and selecting the 'edit' button this will bring you back to the Product Template page for the certain item, as shown in the screenshot below.



8.3 Deleting Products from the Database

To delete certain Product from the Product database we must do so from the ‘Product’ screen to return to this screen from the Dashboard hover over the ‘Products’ Tab located of the left-hand side of the dashboard and select it this will bring you too the Product Database as shown in the screenshot below.



From the Product Database, A Product is deleted by hovering over the Product listing and selecting the red ‘Trash’ link as shown in the screenshot below.



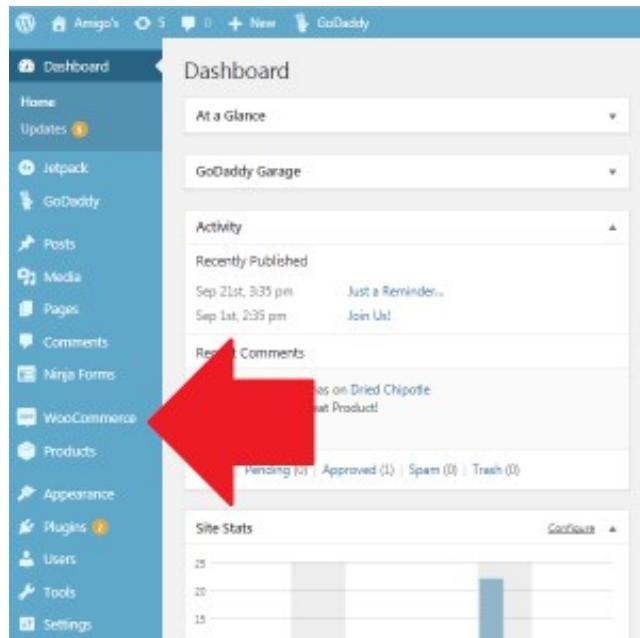
9 WooCommerce and Management

The WooCommerce plugin also has other hidden functionality built into the core integration of the Plugin such as Adding Coupons, Discount Codes, Managing Orders and even Statistics in this Chapter we will be showing how to utilise some of these functionality's.

9.1 Adding Coupon and Discount Codes

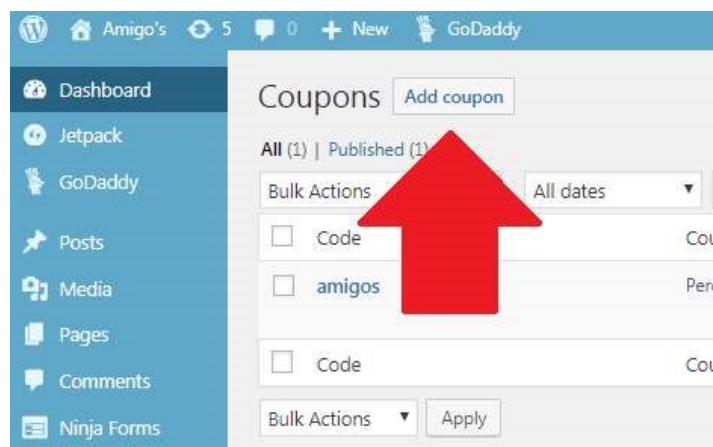
To add a Discount code or Coupon to the Commerce platform firstly, log in to the WordPress Admin console as detailed in section 4.2 of this document.

Once Logged in to the Admin Dashboard Hover over the “WooCommerce” tab on the left side of the Dashboard Menu as shown below and select ‘Coupons’.

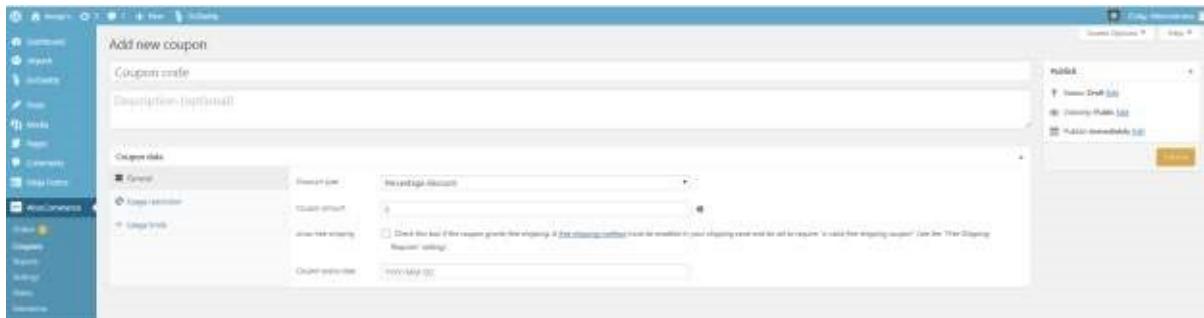


Once you are on the “Coupon” link then you see all coupons which are currently on this Website.

On this page you'll see an “Add New” button as shown in the screenshot below.

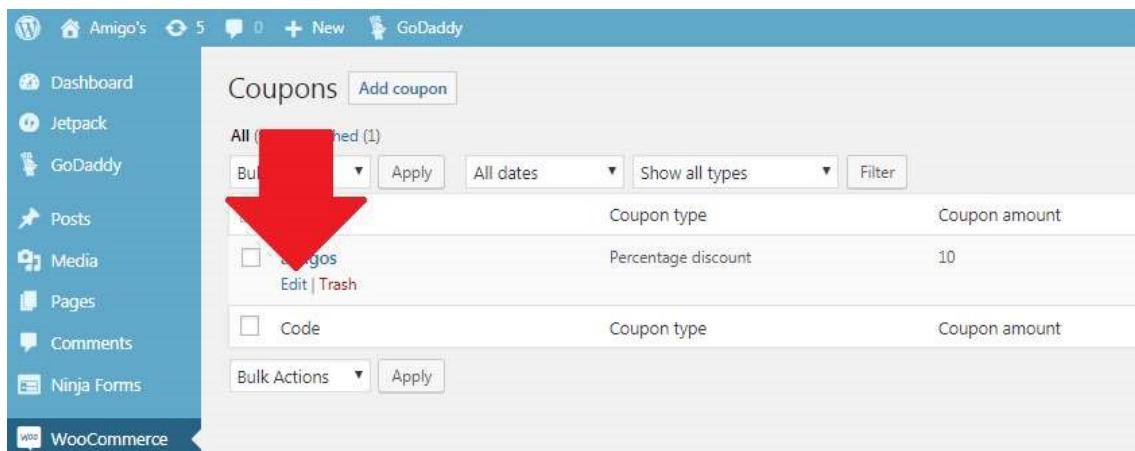


Once 'Add Coupon' has been selected the following screen will appear from here you can add a description to the Coupon Code, Restrictions of the discount, Expiry date, limitations and the actual Coupon Code, all of this is shown in the Screenshot below.



9.2 Editing Coupon and Discount Codes

From this Coupon page, you may also edit or update Coupons by hovering over the selected Coupon and selecting the 'edit' button this will bring you back to the Coupon Editing page for the certain Coupon, as shown in the screenshot below.



	Coupon type	Coupon amount
<input type="checkbox"/> Amigo's	Percentage discount	10
<input type="checkbox"/> Code	Coupon type	Coupon amount

9.3 Deleting Coupon and Discount Codes

From this Coupon page, you may Delete Coupons and Discount Codes by hovering over the selected Coupon and selecting the ‘Trash’ button this will move the selected Discount Code to the Trash Tab, as shown in the screenshot below.

Coupons Add coupon

All (1) | Published (1)

Bulk Actions	Code	Coupon type	Coupon amount
<input type="checkbox"/>	amigos Edit Trash	Percentage discount	10
<input type="checkbox"/>	Code	Coupon type	Coupon amount

From the Trash Tab Coupons and Discount Codes can be permanently deleted by hovering over the selected Coupon however this action can't be undone once its confirmed due to this a prompt screen will ask if you are sure you want to delete the following Discount code. If you are certain you would like to delete it press ‘OK’ as shown in the screenshot below.

Coupons Add coupon

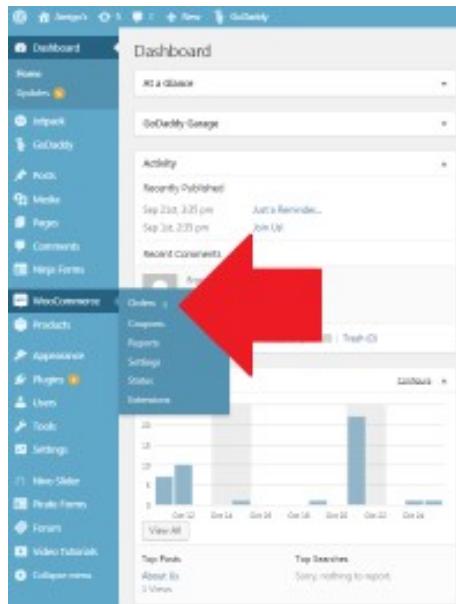
All (1) | Published (1) | Trash (1)

Bulk Actions	Code	Coupon type	Coupon amount
<input type="checkbox"/>	test Restore Delete Permanently	Percentage discount	10
<input type="checkbox"/>	Code	Coupon type	Coupon amount

9.4 Order Management

To locate the WooCommerce Order Management functionality firstly, log in to the WordPress Admin console as detailed in section 4.2 of this document.

Once Logged in to the Admin Dashboard Hover over the “WooCommerce” tab on the left side of the Dashboard Menu as shown below and select ‘Orders’, as shown below in the following screenshot.



Orders lists products purchased and people who made the purchase. This tab gives you all the information you need to see who has ordered what products from your online shop. You can see if the order has been fulfilled or is on hold waiting payment etc.

Orders - All orders						
Bulk Actions		All (5) Pending (1) On Hold (1) Completed (3)		Search for a customer... Filter		
	Action	Ship to:	Date	Total	Actions	Items
<input type="checkbox"/>	Order	Ship to:	Oct 5, 2017	\$12.00	View Details	5 Items
<input type="checkbox"/>	Order	Ship to:	Oct 5, 2017	\$4.00	Mark as Shipped	1 Item
<input type="checkbox"/>	Order	Ship to:	Oct 5, 2017	\$4.00	Mark as Shipped	1 Item
<input type="checkbox"/>	Order	Ship to:	Oct 5, 2017	\$2.00	Mark as Shipped	1 Item
<input type="checkbox"/>	Order	Ship to:	Oct 5, 2017	\$2.00	Mark as Shipped	1 Item

9.5 WooCommerce Settings

The WooCommerce Settings tab looks overwhelming at first. There are eight tabs such as products, tax and shipping. And many of these tabs have several more pages of settings accessible via a row of text links. However, you only need to set these settings once, so all you need to do is carefully work through the settings section, item by item.

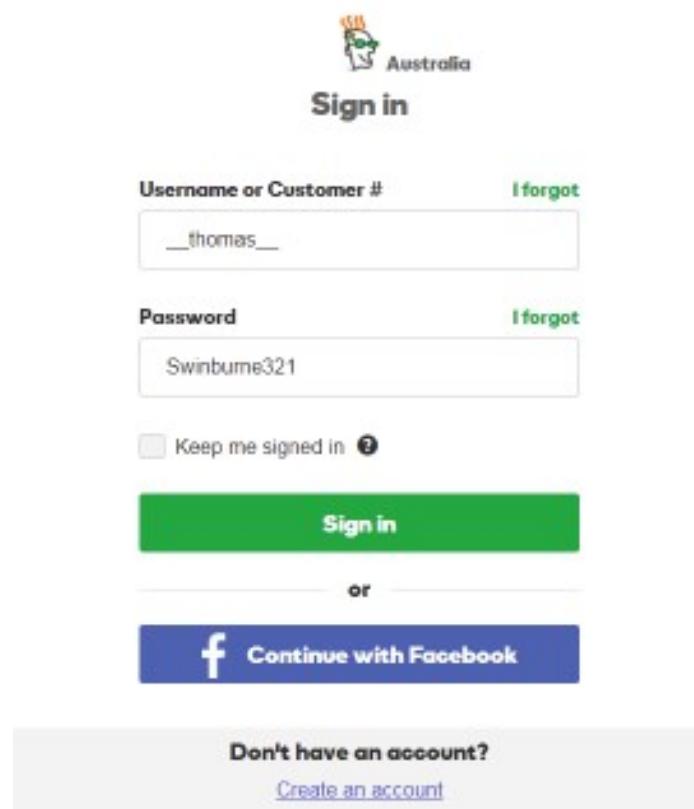
After you've worked through the settings tab carefully you might never need to visit this section again. This makes navigating WooCommerce much easier because you only use a few of the tabs on a regular basis.

The screenshot shows the WordPress admin dashboard with the WooCommerce General settings page open. The left sidebar shows the WooCommerce menu with 'Settings' selected. The top navigation bar includes the GoDaddy logo. The main content area has a tab bar with 'General' selected, followed by 'Products', 'Tax', 'Shipping', 'Checkout', 'Accounts', 'Emails', and 'API'. A red arrow points to the 'General' tab. Below it, a section titled 'Store Address' contains fields for 'Address line 1', 'Address line 2', 'City', 'Country / State' (set to 'Australia — Victoria'), and 'Postcode / ZIP'. A red arrow points to the 'Address line 1' field. Another red arrow points to the 'General options' section at the bottom. A note below the address fields states: 'This is where your business is located. Tax rates and shipping rates will use this address.'

10 Technical Summary

10.1 Hosting Information

This platform www.aloamigo.net hosting provider is GoDaddy, the details for accessing the Hosting Control Panel are followed below once an internet browser is opened and has been directed towards www.godaddy.com. From this Administration Panel you will have exclusive access to such details such as IP Address's, Payment options for hosting the Domain, and Backing up the domain.

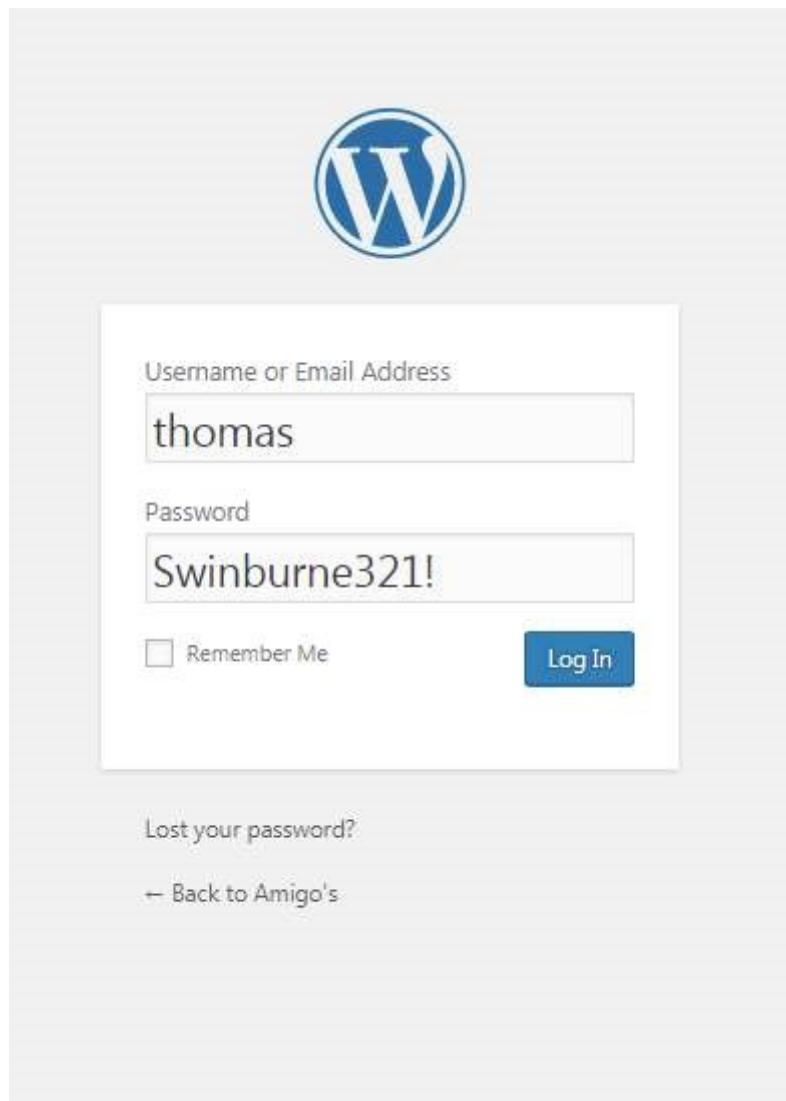


The screenshot shows the GoDaddy Australia sign-in page. At the top is the GoDaddy logo with the word "Australia". Below it is a "Sign in" button. The form has two input fields: "Username or Customer #" containing "thomas_" and "Password" containing "Swinburne321". There is a "Keep me signed in" checkbox and a "Sign in" button. Below the form is an "or" separator and a "Continue with Facebook" button. At the bottom is a link for "Don't have an account? Create an account".

10.2 WordPress Site

WordPress is an online, open source website creation tool written in PHP. But in non-geek speak, it's probably the easiest and most powerful blogging and website content management system (or CMS) in existence today.

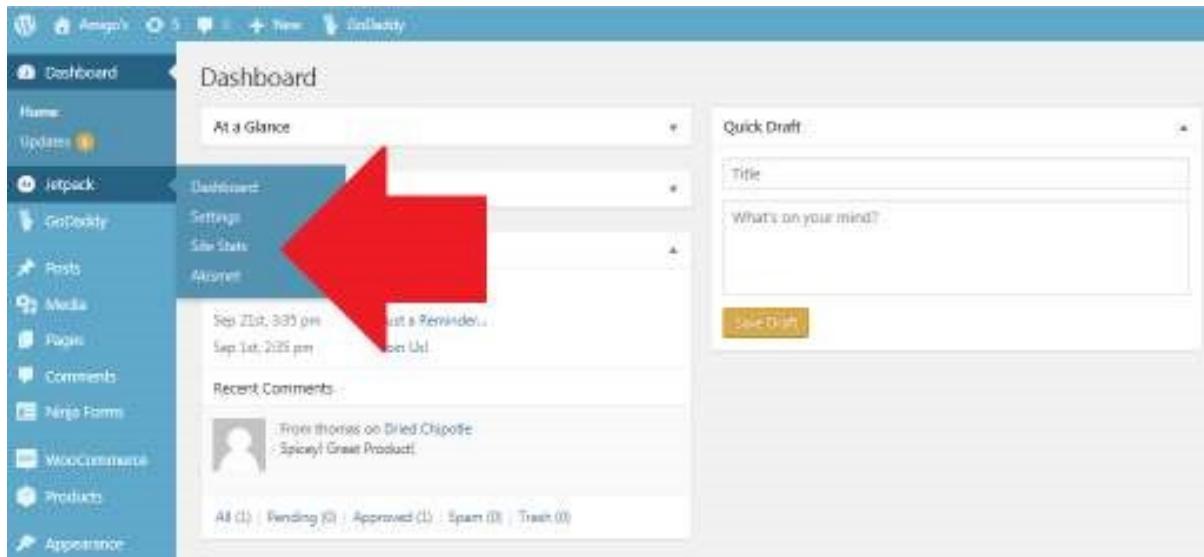
WordPress's CMS is also used on the www.aloamigo.net Domain and the following Details for Accessing the Content Management System are Stated below.



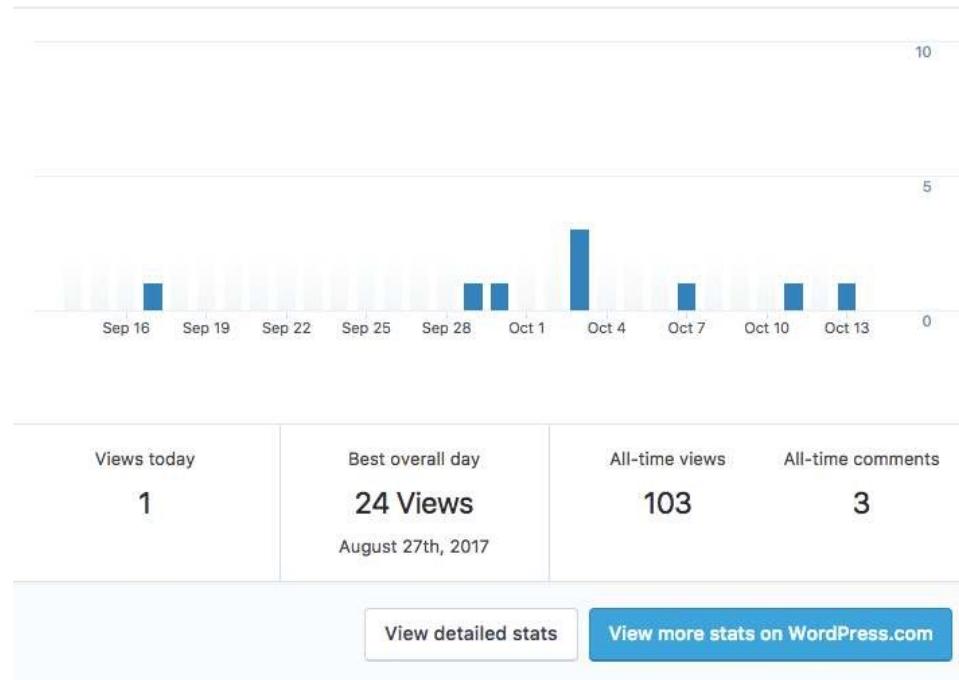
10.3 Site Analytics

You can view your stats in a number of different ways using Jetpack. On your main dashboard screen, you can enable the Site Stats widget for your homepage to give you at-a-glance site views.

Getting more in-depth stats from your dashboard is as easy as going to the Jetpack menu. On the primary Dashboard screen, you can see a more detailed overview of your site's traffic.



The “View detailed stats” button allows you to view your stats within your dashboard. On this page, you’ll find information about Referrers, Top Posts & Pages, Search Engine Terms, Subscriptions, and Clicks.



10.4 Backing Up the Platform

It is essential that you always back up your important information and have a plan for recovering from a system failure. An attacker could crash a computer's operating system or data may be corrupted or wiped out by a hardware problem. Computers can be lost, stolen, or destroyed in a fire or other catastrophe.

This can be done by the www.godaddy.com Website who is the host provider once logged in under 'Domain Settings' as shown in the screenshot below.

The screenshot shows the 'Website performance' section of the GoDaddy control panel. At the top right is a 'Check Performance' button. Below it is a section titled 'Slow website?' featuring an illustration of a computer monitor displaying a bar chart. A large red arrow points downwards from this section towards the 'Backups' section. The 'Backups' section contains a 'Local backups' sub-section with a 'Manage' button, indicating that local backups are included in the plan and are currently enabled. To the right is a 'Security' section which includes an 'SSL certificate' sub-section with a 'Purchase' button, and a 'Website Security' sub-section with a 'Purchase' button. Both the 'SSL certificate' and 'Website Security' sections mention adding encryption and malware scan services respectively.