CONESTOGA VIDEO GAME STORE

# 

SITE ADMINISTRATION MANUAL

# Introduction

This document was written to provide the Conestoga Video Game Store employees with a comprehensive guide on running the store’s administrative components.

Contents

[SITE ADMINISTRATION MANUAL 1](#_Toc438149462)

[Introduction 2](#_Toc438149463)

[Contents 2](#_Toc438149464)

[**Updating a game** 5](#_Toc438149465)

[Deleting a game 6](#_Toc438149466)

[Event Management 7](#_Toc438149467)

[**Adding an Event** 7](#_Toc438149468)

[**Editing and deleting events** 8](#_Toc438149469)

[Moderating reviews 9](#_Toc438149470)

[**Approving a review** 10](#_Toc438149471)

[**Rejecting a review** 10](#_Toc438149472)

[Viewing/Printing Reports 11](#_Toc438149473)

[Other 12](#_Toc438149474)

[**Lockouts and disabling accounts for employees** 12](#_Toc438149475)

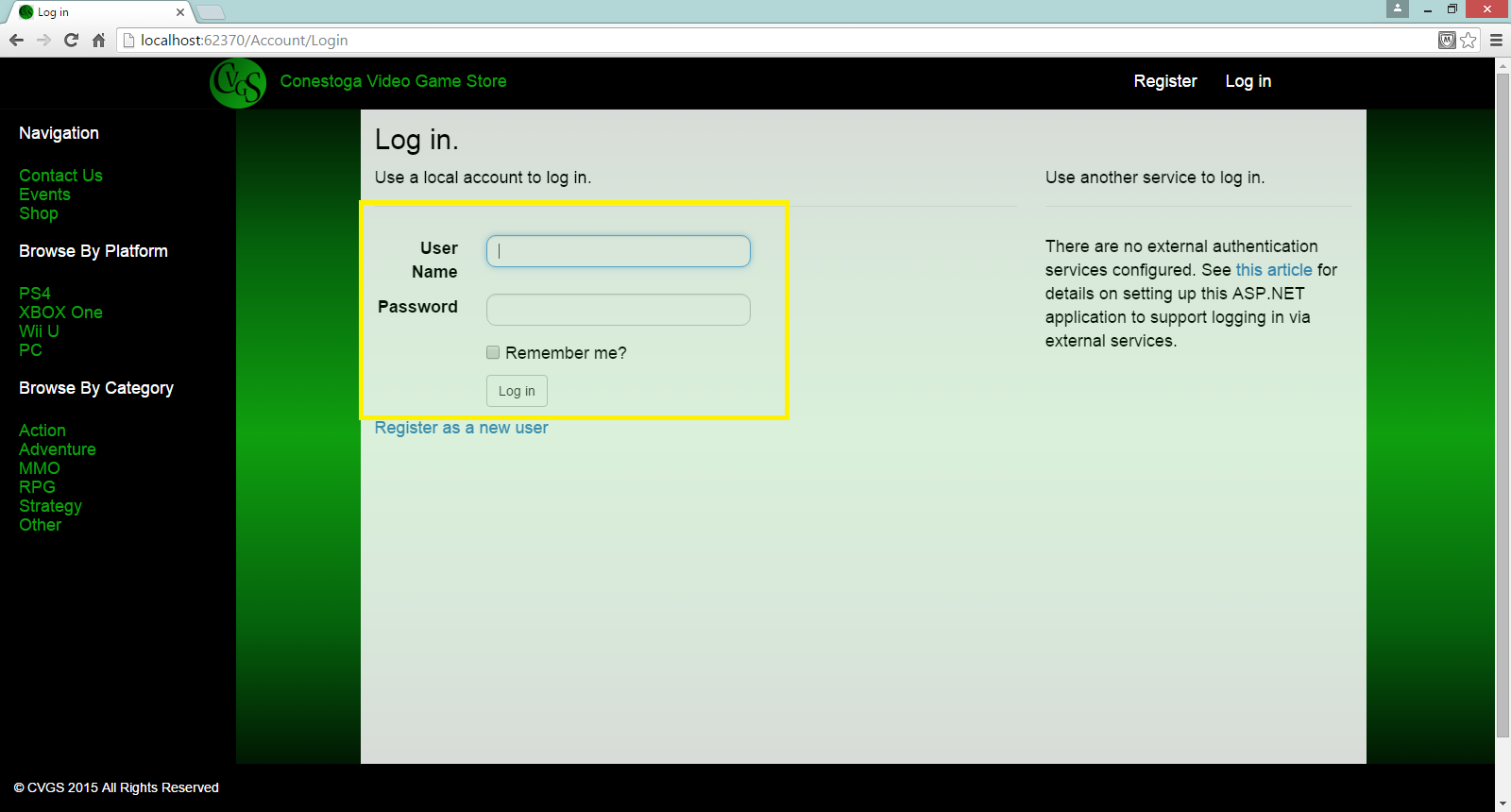
Store Administration

Employee Login

An employee account will be created and managed for you by your site admin. To login, go to [www.CVGS.com](http://www.cvgs.com) and click the “Login” tab in the top right corner of the page.



After clicking, the login window will appear.



Enter your username and password and click login.

Once logged in you will have access to additional menu options.

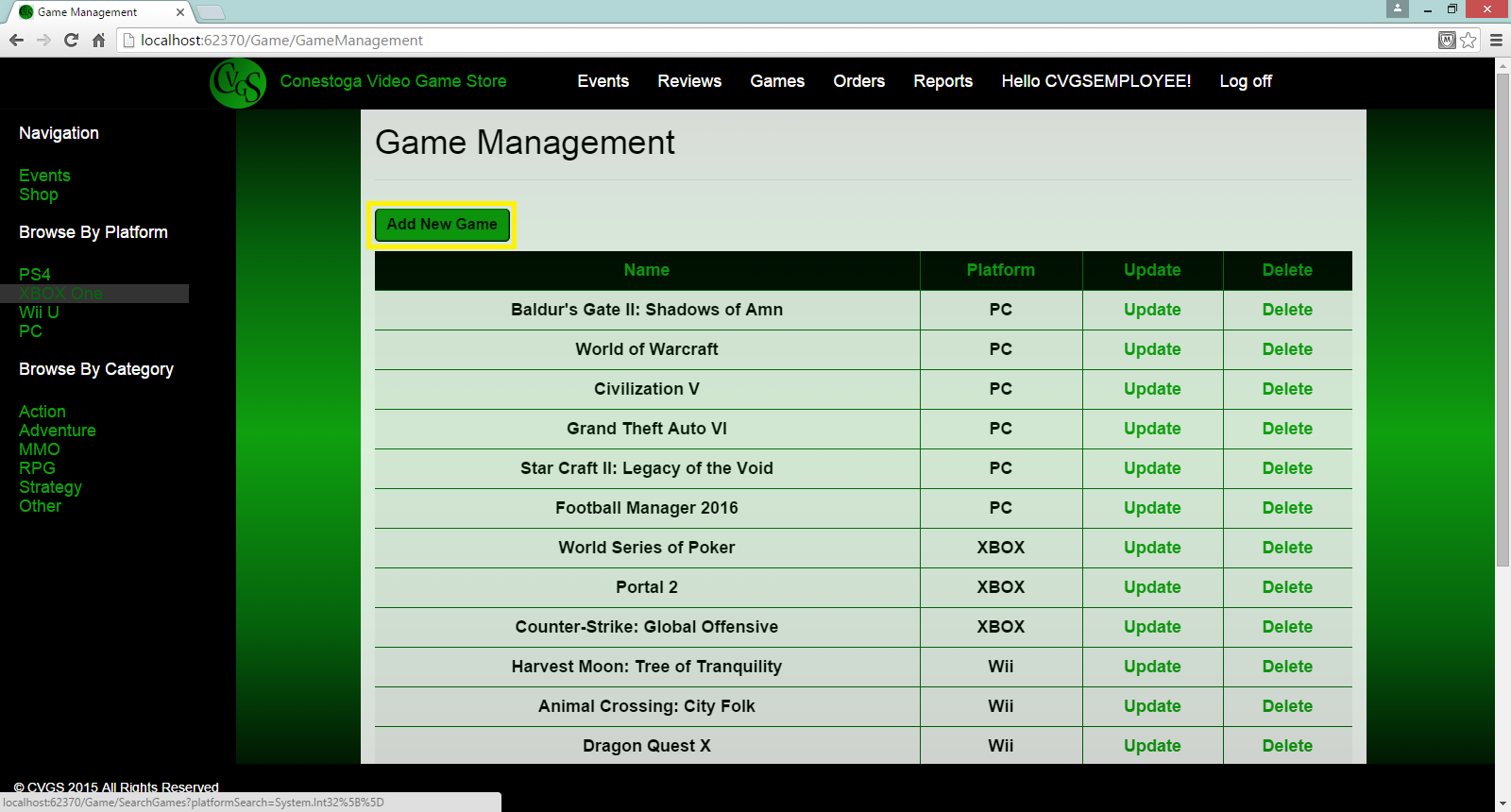


Game Management

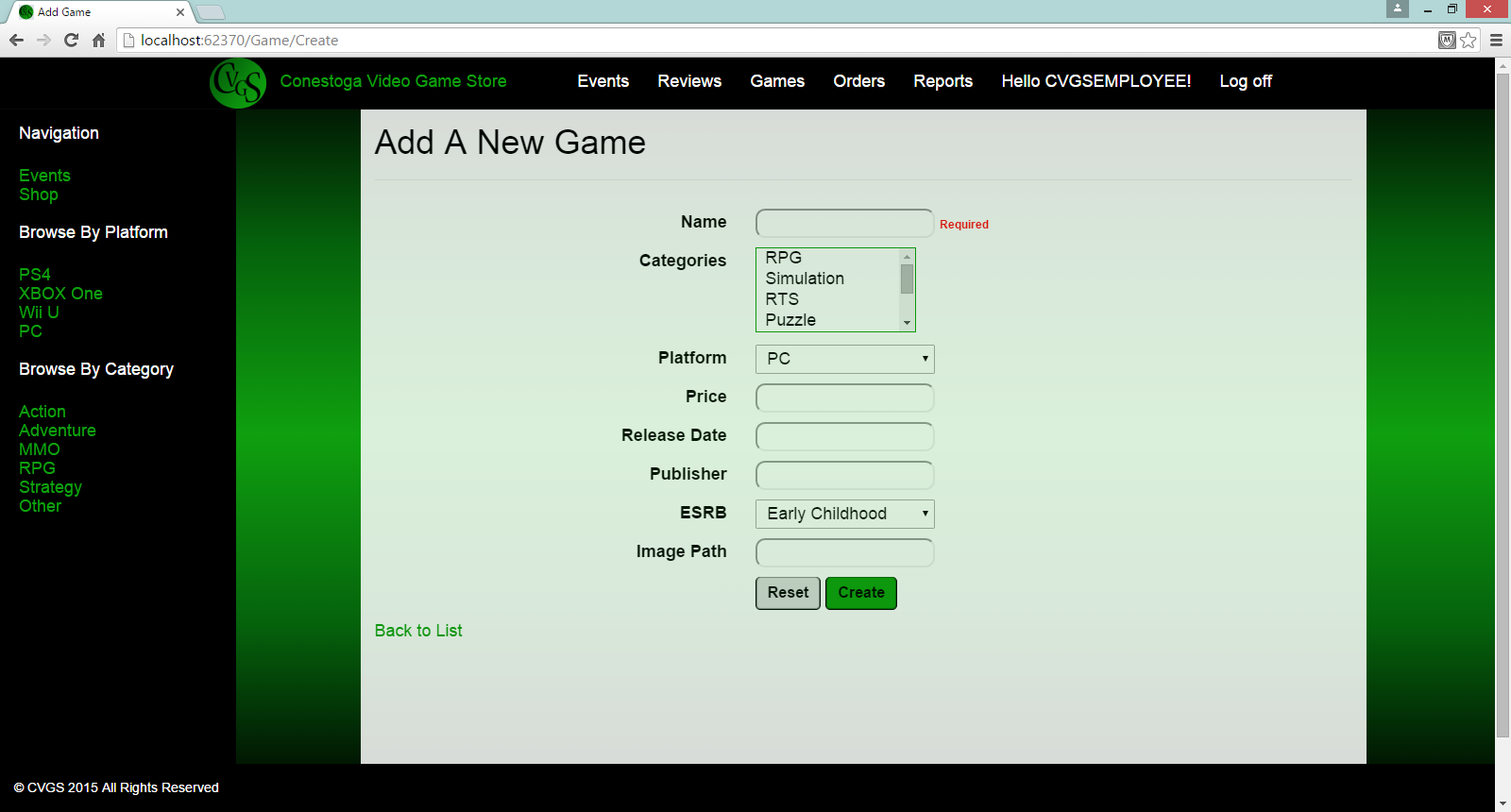
Adding a Game

To add a game click the “Games” tab in the top bar (See: Employee Login), which will take you to the “Game Management” page. Here you will be able to add, update, or delete games.

To add a game click the “Add New Game” button in the top left of the game management page.



You will then be taken to a form to enter in the game details including, name, categories, platform, price, release date, publisher, rating, and a path to any game art. Click “Create” and the game will be available for customer purchase.

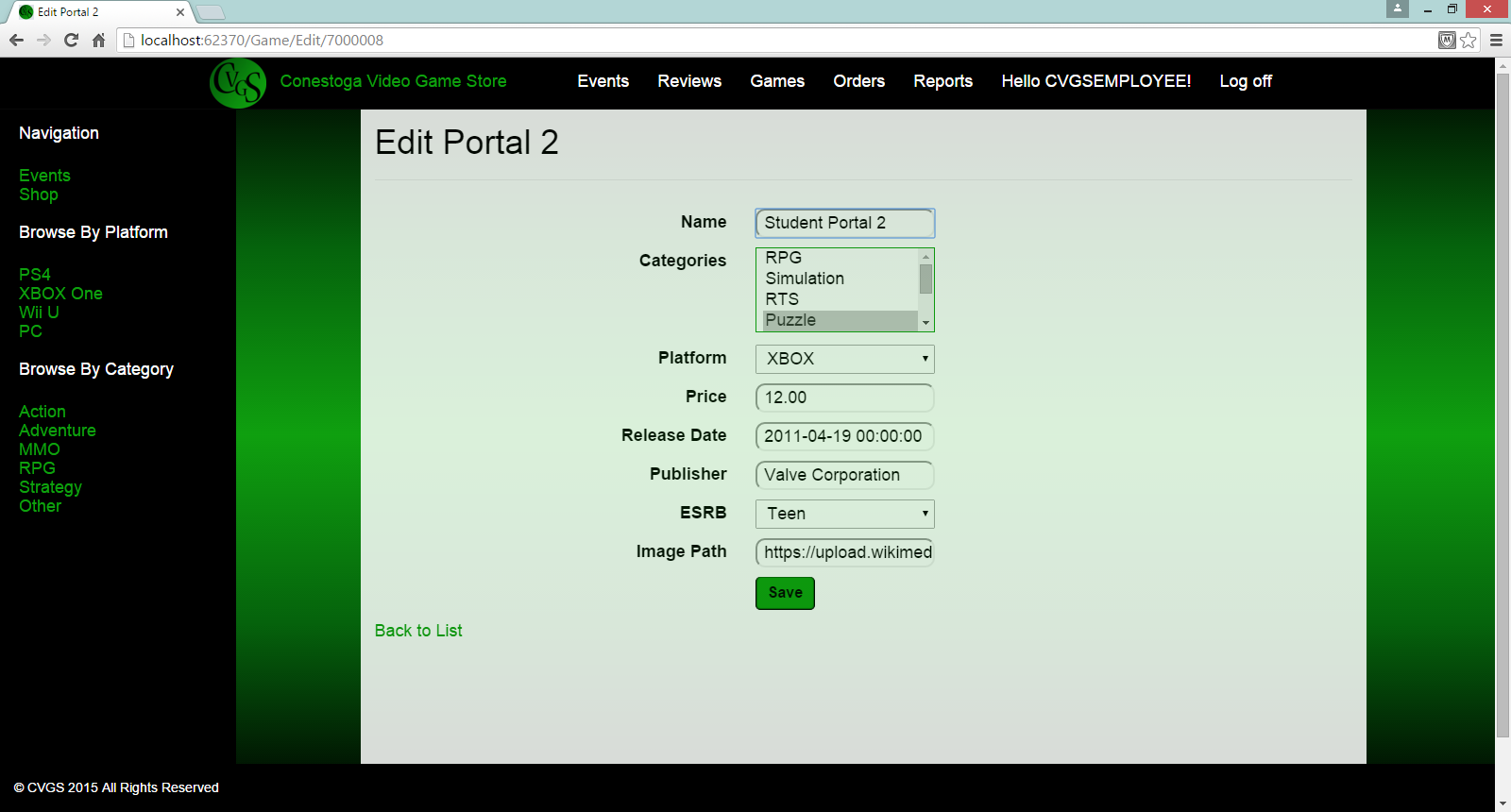


Updating a game

To update a game, click the “Games” tab in the top menu and scroll through the list of the store’s games. When you have found a game need which requires an update, click the “Update” tab associated to that game.



You will be taken to a details page where you can update the game details as required.



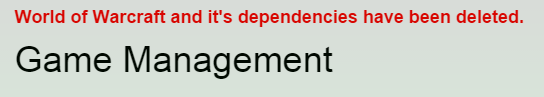
When you are finished, click “Save”.

Deleting a game

To delete a game, click the “Delete” link in the Game Management section that aligns with the game you wish to delete.



On clicking, you will receive a message that the game has been deleted.

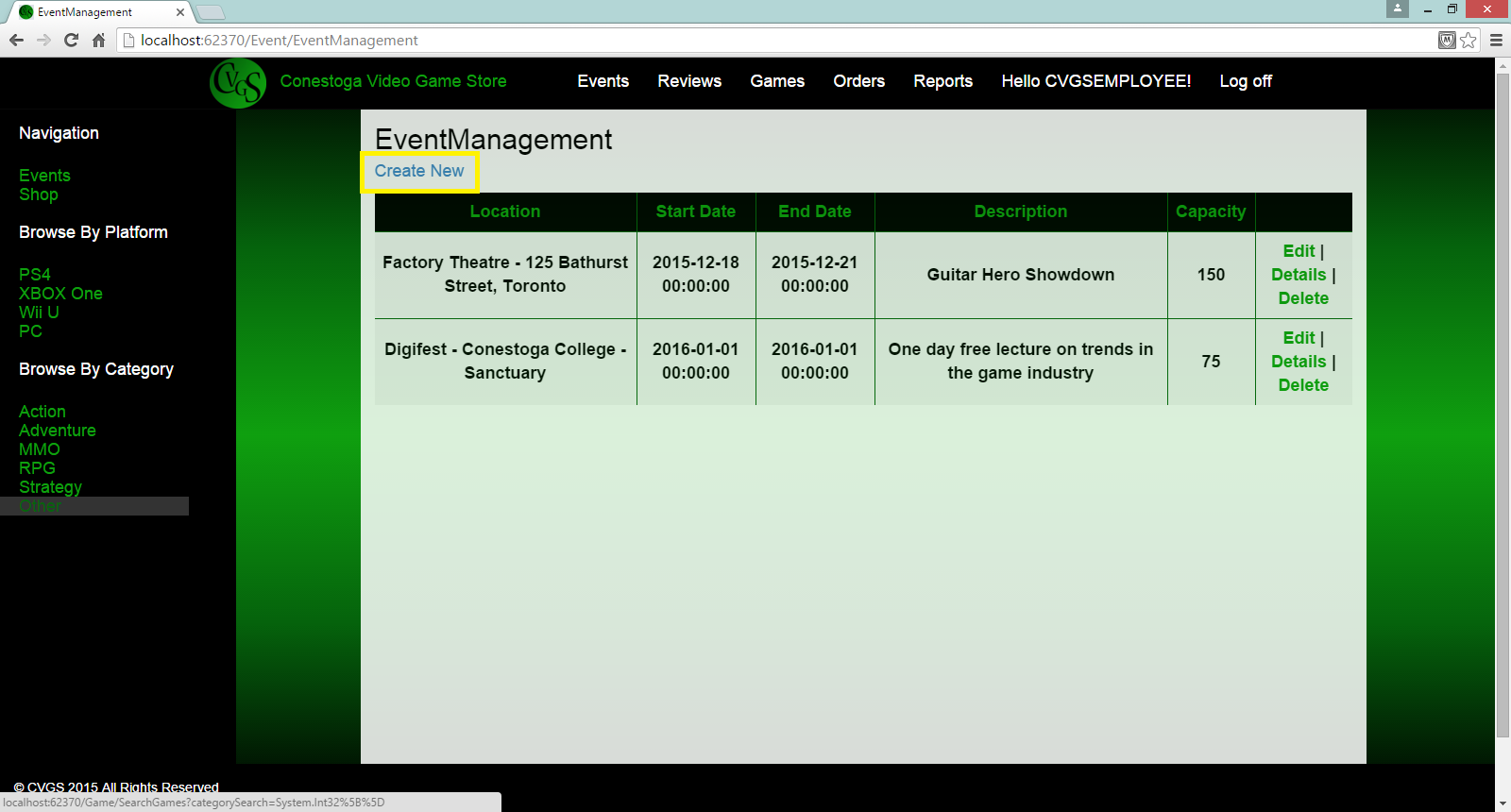


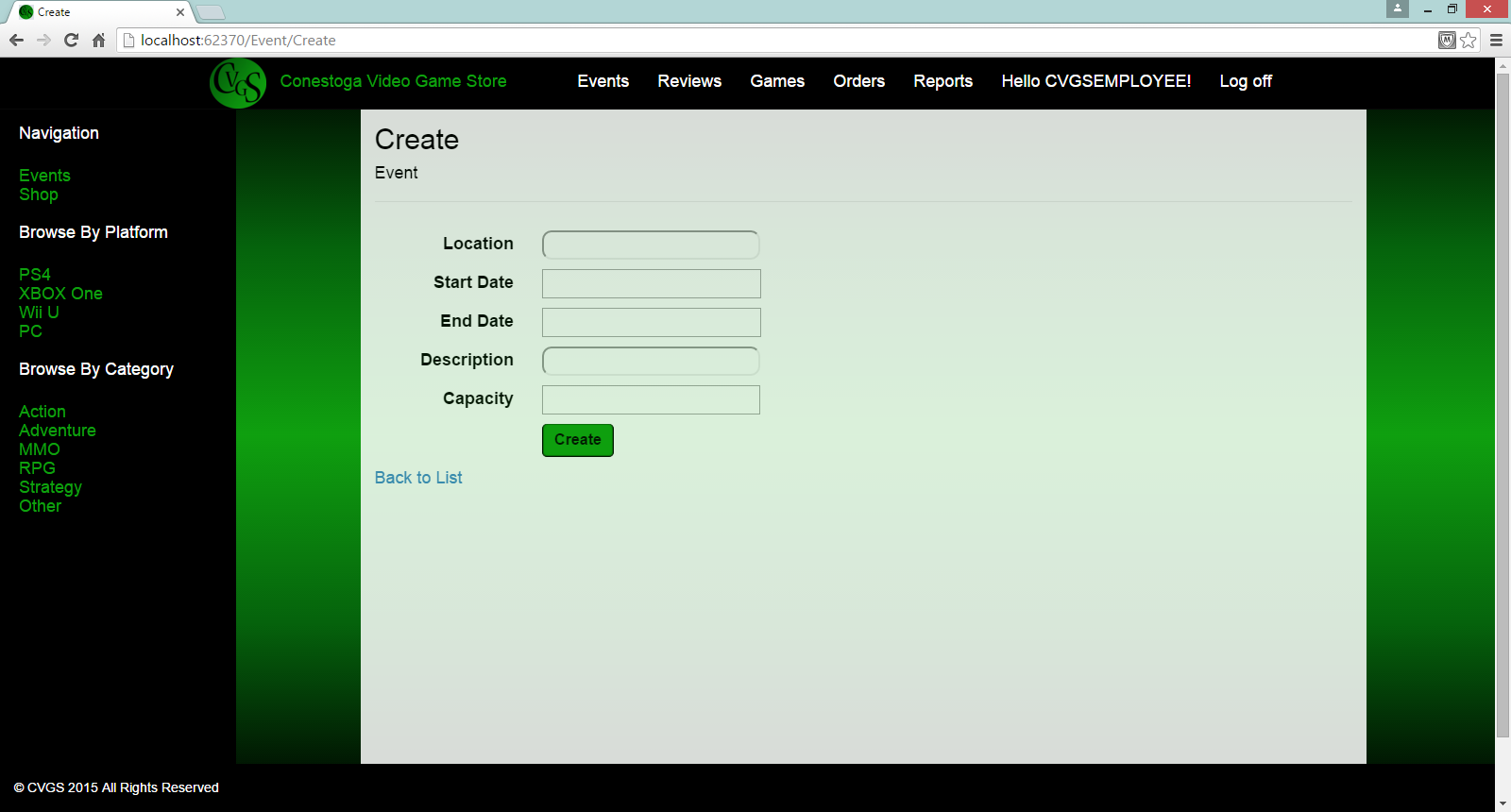
Event Management

Click the “Events” tab in the top bar. You will be taken to the “Event Management” page. Here there will be an index of events, to which you can add, update, and delete an event.

Adding an Event

Once on the “Event Management” page, you will have the option to add an event.



Click the “Create New” which will bring you to an event form, where you can add your event details

Clicking the “Create” button will add the event to the database.

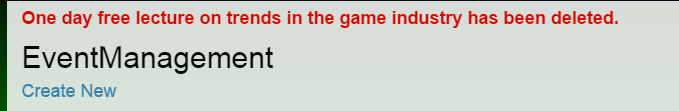
## **Editing and deleting events**

As with adding a game, you can edit and delete events on the events page by clicking the appropriate link corresponding to the event.



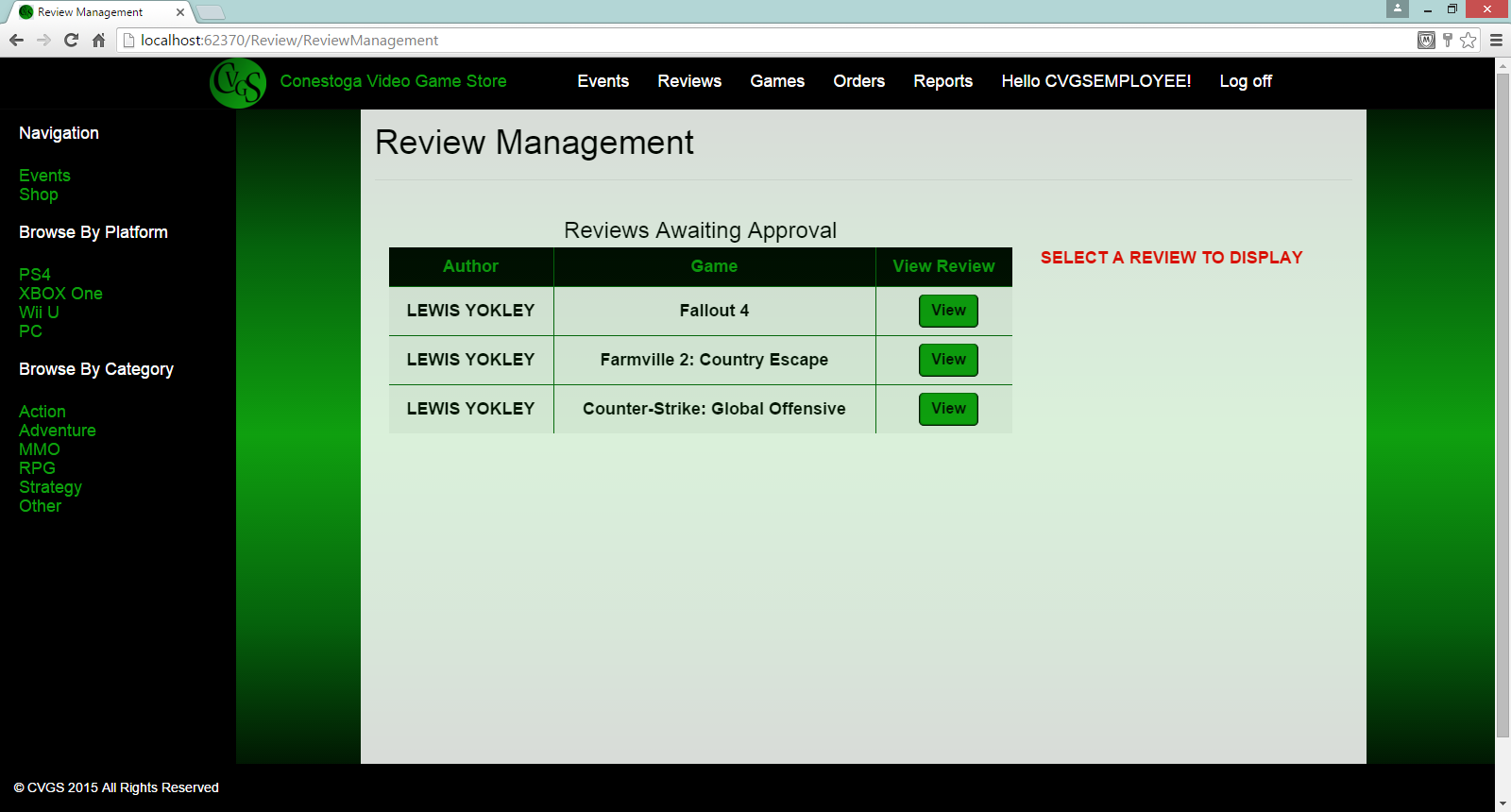
Clicking edit will return a details form allowing you to edit the particulars of the event.

On clicking delete you will receive a red bolded message accross the top of the page confirming the delete and the event will be removed from the database.

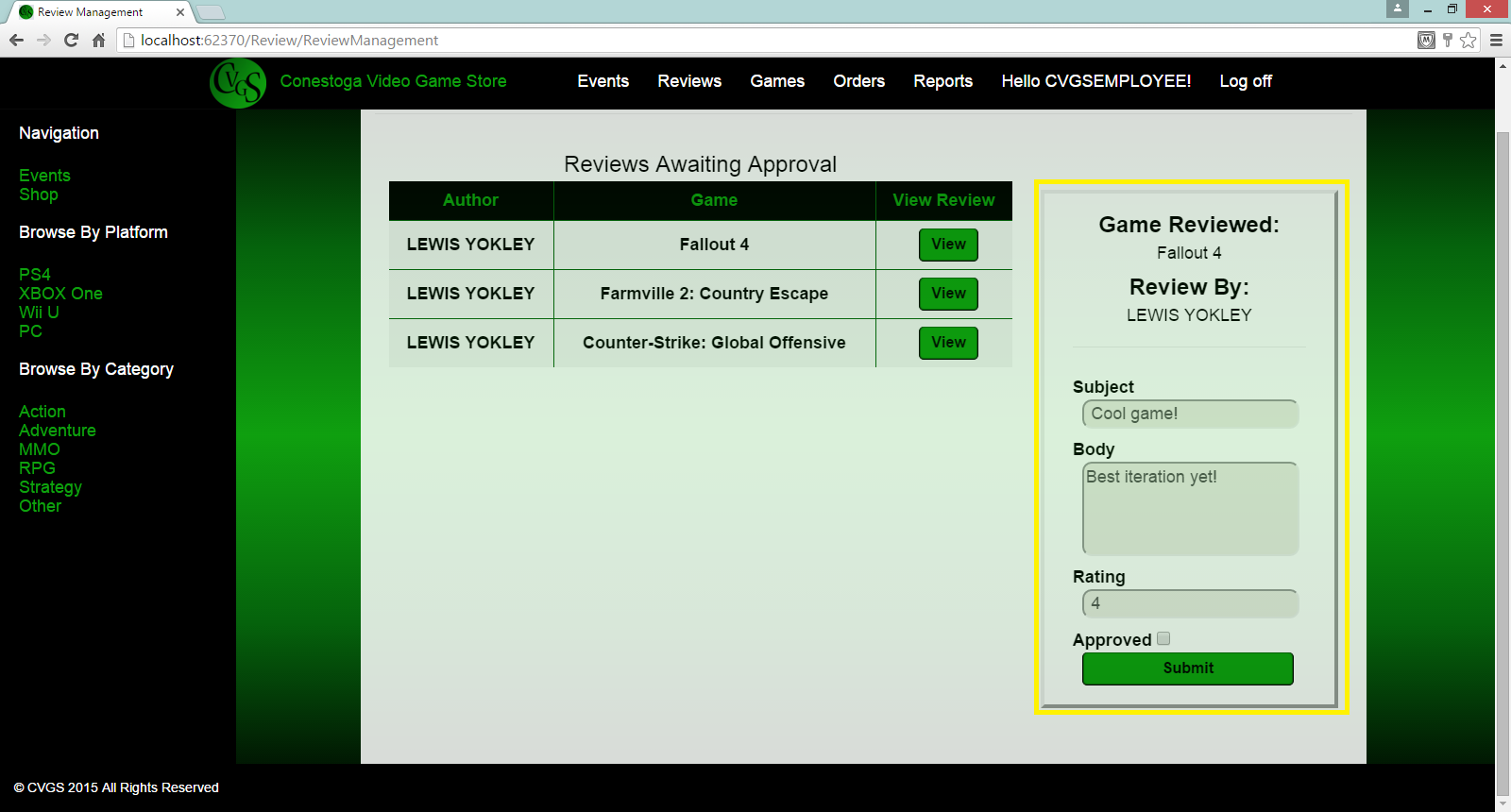


Moderating reviews

On clicking “Reviews” in the top bar you will be taken to a list of reviews that are pending moderation.



On clicking “View” the review will be displayed



Approving a review

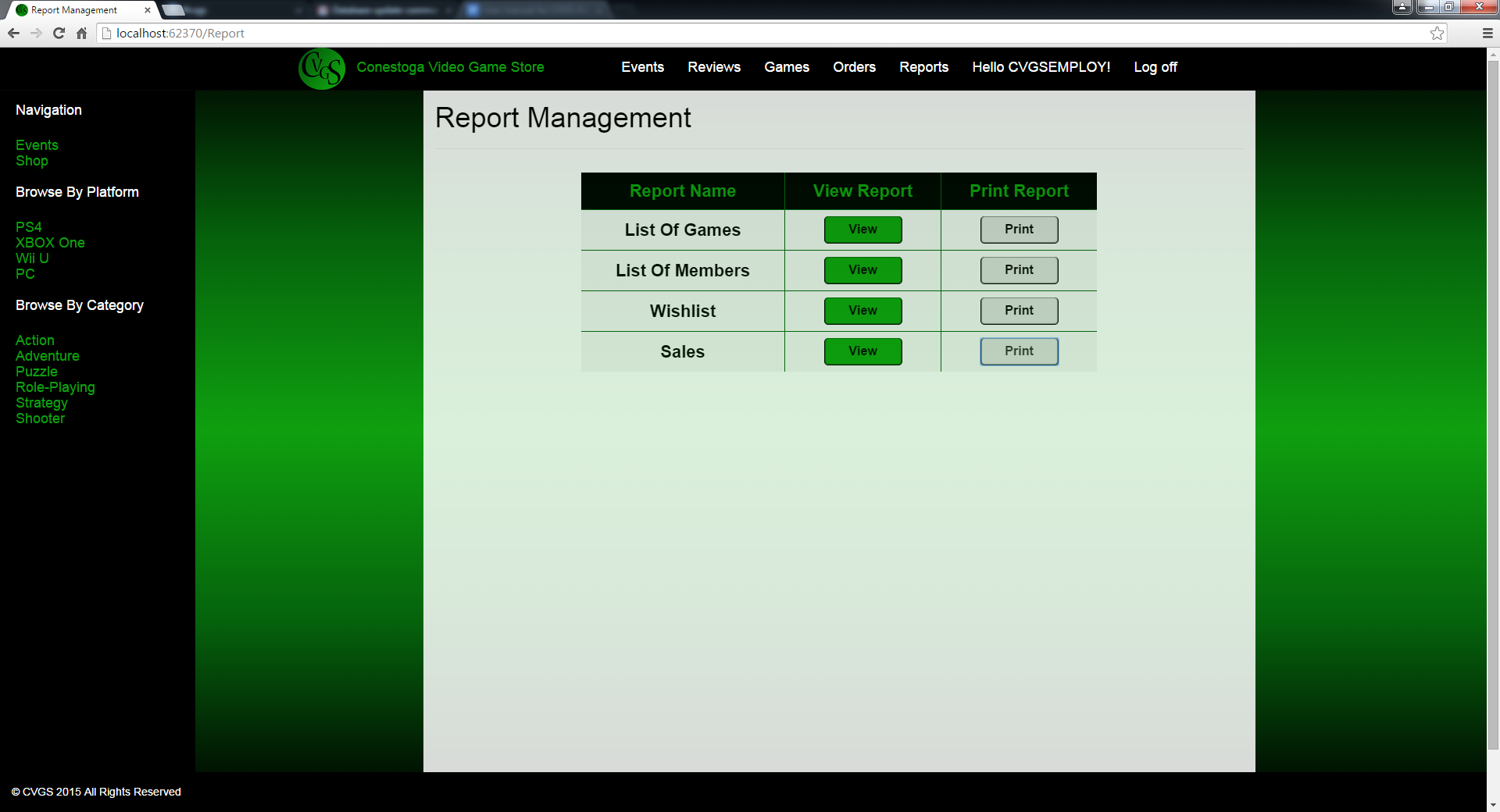
To approve a review click the Approved checkbox above the “Submit” button and then click “Submit”.

Rejecting a review

To reject a review simply click “Submit” without checking approved.

Viewing/Printing Reports

The “Reports” tab of the top bar will allow you to view various reports on the state of the Conestoga Video Game Store.



Clicking “View” will generate the corresponding report such as List of Games and List of Members.



Other

Lockouts and disabling accounts for employees

In the event of a forgotten password or an employee account needing to be disabled please contact a site administrator.