Los Portales Theatre System

User Manual

Version 1.0

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https://www.losportalestheatre.com

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Creating and logging into your user account

1 In order to view show times and make purchases, all persons must create a user account. To start this process, visit the following website: https://www.losportalestheatre.com/

2 Upon arriving on the web page, the user will be shown a registration box that is to be completed. Provide the necessary information, click the “Get Started” button, and users should receive a “You Have Successfully Registered” message.
Note: Passwords must be a minimum of 8 characters long, contain lowercase and capital letters, and contain a special character and number.

3 After successfully registering, users may now click the “Login” button at the top right corner of the screen. Here, users will provide the e-mail and password used to register the account. Click the “Sign in” button, and the user will be signed in and can now view show times and purchase tickets.

Choosing show times and purchasing tickets

1 After logging in, users will notice that the “Sign in” button has changed to “My Account”. To the left of this button is the clickable word “Plays”. This leads the user to all the shows that tickets can be bought for.

2 Clicking the “Book Now” button will cause a “Select Play Time” window to pop up. The user can select their time and upon doing so will be redirected to a seating chart.

3 In the new seating chart window, users may choose which seats they would like to sit in for the show. Prices are shown in each individual seat. Seats that are red in color have already been purchased and are unavailable. Seats that are gray may be clicked on at which point they will be selected, and color changed to green. If the user decides they no longer want this seat it may be clicked on again and it will be deselected, and the color will revert to gray.

4 After selecting all desired seats, users can click the “Add to Cart” button and will be taken to their cart. From here, users may click the “Checkout” button, the red “X” button, or click “Plays” at the top of the screen to add more to their cart. If choosing the latter option, users will repeat the previous steps to add more shows to their cart.

5 Choosing the red “X” button will clear the user’s cart and all selected seats will be lost. Choosing the “Checkout” button will pop up a window in which the user needs to complete the given fields to complete the purchase. After providing the information and clicking “Pay Now,” the user will be redirected to a summary page of their purchase.

Administrative functions

1 To access administrative functions, users must navigate to the site: https://www.losportalestheatre.com/admin/login.php

2 Upon arriving the user will be asked for a username and password. Provide the information and the user will be brought to the Dashboard.

3 The dashboard shows the total amount of plays in which tickets can be bought for at the current time. Clicking "View Details" will redirect the user to the "Plays" page. Here users can view all the plays that are currently showing. Clicking "Add New" in the top right will allow the user to add a new play. A pop-up window will appear, and the user must provide the information of the new play being added. Clicking "Prices" on any individual play will allow the user to change the price of each individual seat for the play selected. Clicking "Play Times" allows the user to delete play times and add new ones. Clicking "Edit" allows the user to change the play name, play image, and play description. Clicking delete removes the play from the site.

4 To the left is a navigational menu containing "Dashboard", "Orders", "Plays", and "Users". "Dashboard" and "Plays" was covered in the previous step. If the user clicks on "Orders" they will be redirected to a page that contains all transactions that have been completed to date. Each shows the transaction number, total seats purchased in the transaction, and the total price of the transaction.

5 If the user clicks "Users," a drop down will appear allowing them to select either Admins or Clients. Clicking Admins shows a list of administrators. Clicking "Edit" allows for their information to be edited and clicking delete removes them from the system. Clicking "Clients" allows the user to view all users that have registered to the site. Client's information cannot be edited; however, clients can be deleted by clicking "Delete."