

# TheVintageGarage.ca Website User Guide

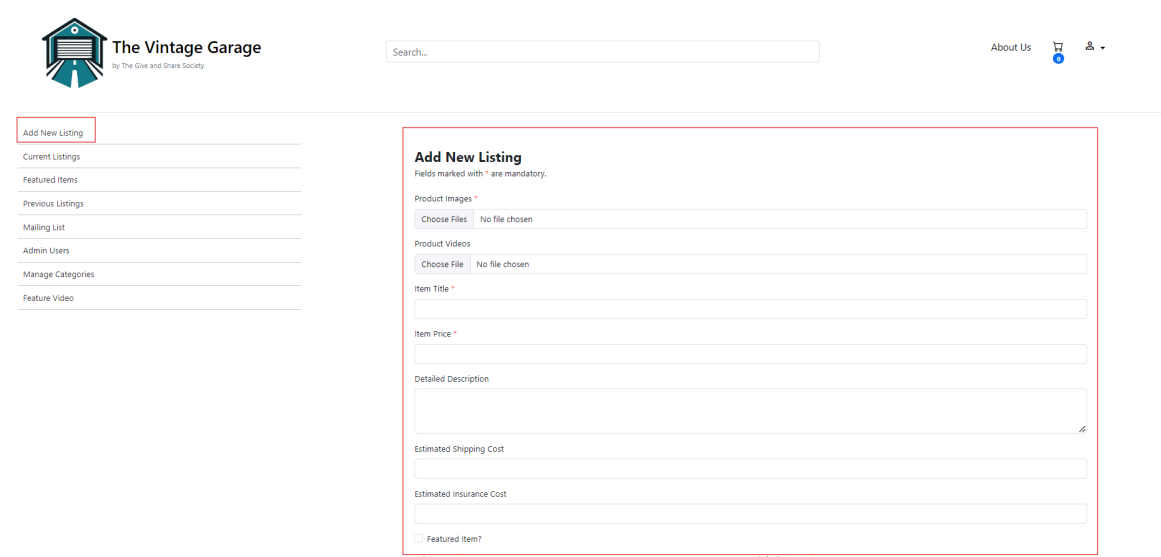
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## Add New Listing

Admins can add new products to the site by navigating to the "Add New Listing" section, entering the necessary details, and uploading images or videos.



- Navigate to the "Add New Listing" page from the admin dashboard.
- Fill out the required fields: title, description, category, price, and upload images/videos.
- Click "Submit" to add the listing to the website.



The screenshot displays the 'The Vintage Garage' website admin interface. The header includes the logo, a search bar, and navigation links for 'About Us', a shopping cart, and a user profile. A sidebar on the left lists various admin functions, with 'Add New Listing' highlighted. The main content area is the 'Add New Listing' form, which includes fields for product images, product videos, item title, item price, detailed description, estimated shipping cost, estimated insurance cost, and a checkbox for 'Featured Item?'. The form is marked with red asterisks for mandatory fields.

**The Vintage Garage**  
by The Give and Share Society

Search...

About Us  

**Add New Listing**  
Fields marked with \* are mandatory.

Product Images \*  
Choose Files No file chosen

Product Videos  
Choose File No file chosen

Item Title \*

Item Price \*

Detailed Description

Estimated Shipping Cost

Estimated Insurance Cost

☐ Featured Item?


## Current Listings

The "Current Listings" page displays all active product listings. This feature helps keep the product catalogue up to date.

- View all active product listings on the "Current Listings" page.

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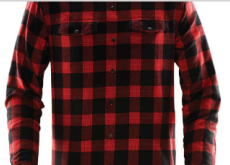
### Current Listings



Fancy Rearview Car Mirror CR-455

[View](#) [Edit](#)


279.99 CAD



Flannel

[View](#) [Edit](#)


40 CAD



\$50 Steam Gift Card

[View](#) [Edit](#)


50 CAD



Outdoor Axe - Hen & Rooster

[View](#) [Edit](#)


105.32 CAD



Boots

[View](#) [Edit](#)

100 CAD



Casper the Friendly Ghost Mug

[View](#) [Edit](#)

230 CAD


## Featured Items

Admins can highlight certain products by marking them as featured. These items will appear prominently on the homepage, attracting more attention from users. This feature helps promote special or popular items.

- Select items to be highlighted on the homepage under "Featured Items".
- Mark items as featured to increase visibility.
- Manage featured items through the admin panel.

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Featured Listings



Go Ollers!

View Edit


99 CAD



Honda Prelude

View Edit

60000 CAD



Fruit Loops Bird

View Edit

50 CAD




Image and video phone upload test

View Edit

5 CAD

## Edit a Listing

### 1. Navigate to Current Listings/Featured Items

- In the sidebar menu, click on either "Current Listings/Featured Items"

### 2. Click on the Edit Button

- In the detailed view of the listing, locate and click the "Edit" button.
- This will open the editing interface for the selected listing.

### 3. Update Listing Details

- Title:** Modify the product title if needed.
- Description:** Update the product description to provide new or corrected information.
- Category:** Change the category if the product fits better under a different category.
- Price:** Adjust the price of the product.
- Stock Quantity:** Update the available stock quantity.

#### 4. Upload New Images or Videos (if necessary)

- If you need to update the images or videos, click on the "Upload" button.
- Choose the new image or video files from your computer.
- Ensure the files are properly formatted and high quality.

#### 5. Save Changes

- Once all necessary updates have been made, click the "Save" button.
- This will apply the changes to the listing and update it on the website.

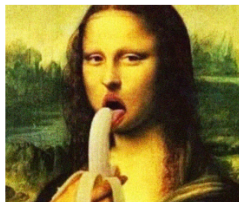
#### 6. Review Changes

- Navigate back to the "Current Listings" page.
- Verify that the changes have been applied correctly by viewing the updated listing.

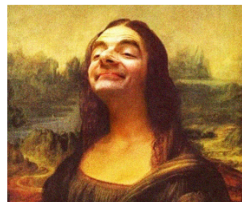
#### Edit: Mona Lisa Paintings

Fields marked with \* are mandatory.

Current Images:



☐ Remove



☐ Remove

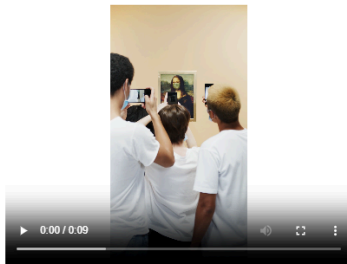


☐ Remove



☐ Remove

Current Videos:



☐ Remove

Add New Images

Choose Files

No file chosen

Add New Videos

Choose Files







No file chosen

## Previous Listings

The "Previous Listings" page allows admins to view products that have been sold or removed from the site. This feature is useful for keeping track of inventory history and re-listing items if necessary.

- Access past listings that are no longer active.
- View details of sold or removed items.
- Re-list items if needed.

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Sold Listings		
		
Air Jordan Sneakers <a href="#">Re-List</a> Sold	Adidas Shoes <a href="#">Re-List</a> Sold	Catto Hoodie <a href="#">Re-List</a> Sold
		
Cult of the Lamb Plushie <a href="#">Re-List</a>	6 Pack Shirts <a href="#">Re-List</a>	Brown T shirt <a href="#">Re-List</a>

## Mailing List

Admins can view email subscribers through the "Mailing List" feature. This feature helps keep users engaged with the website.

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### Mailing List

Name	Email
Yuvraaj Chouhan	yuvraajchouhan.79@gmail.com
bob bob	bob@g.com
	wegiveshare@gmail.com

## Admin Users

The "Admin Users" feature (only for a super-user) allows for the management of admin accounts. Admins can add new users, modify existing user details, and ensure secure login credentials. This feature ensures proper access control and site security.

- Manage admin user accounts with different access levels.
- Add new admins or modify existing admin details.
- Ensure secure login credentials for all admin users.

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### Admin Users

Name	Email	Actions
Yuvraaj	yuv@g.com	<a href="#">Edit</a>
jeff	jeff@bcit.ca	<a href="#">Edit</a>
Noah	noah@stewartsoftware.ca	<a href="#">Edit</a>
Kaiser	raghav@soni.com	<a href="#">Edit</a>
Alex	ajgabl18@gmail.com	<a href="#">Edit</a>
Alex Test	ajgabl18@gmail.com	<a href="#">Edit</a>
Alex Test	ajgabl18@gmail.com	<a href="#">Edit</a>
Stardust	starry-night@yah.com	<a href="#">Edit</a>
Gwen Pope	WeGiveShare@gmail.com	<a href="#">Edit</a>

### Add New Admin

Add Admin

## Manage Categories

Admins can create, edit, and delete product categories, helping to organize listings under relevant sections. This feature improves user navigation and helps users find products more easily.

- Create, edit, and delete product categories.
- Organize listings under relevant categories.
- Improve user navigation by maintaining an updated category list.

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### Category Management

Name	Actions
Fashion	<a href="#">Edit</a>
Toys	<a href="#">Edit</a>
Hobbies	<a href="#">Edit</a>
Entertainment	<a href="#">Edit</a>
Other	<a href="#">Edit</a>

### Add New Category

Add Category

# Feature Video

Admins can upload a video underneath product listings to provide a better showcase of the items or to talk more about what they do. This feature enhances the user experience by allowing users to see products in more detail or just to learn more about the site.

- Click on Feature Video in Admin Dashboard
- Remove a previous video if one exists
- Upload new Feature Video from your device onto the site!

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## Manage Feature Video

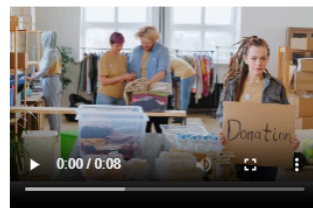
Feature Video

Choose File No file chosen

Please remove the current video before uploading a new one.

Submit Video

Current Feature Video:



Remove Video