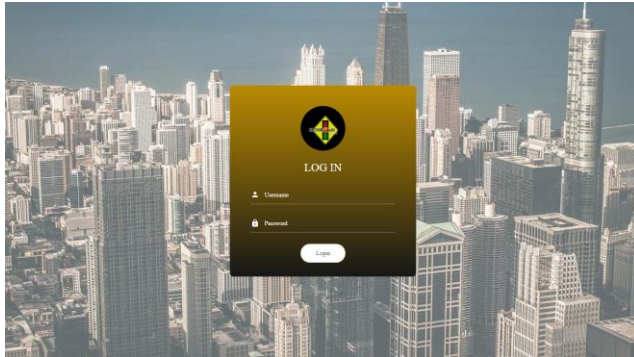


# USER'S MANUAL

## Back End

1. Login to [https://crossroadsfoodlab.com/admin/admin\\_login.php](https://crossroadsfoodlab.com/admin/admin_login.php)

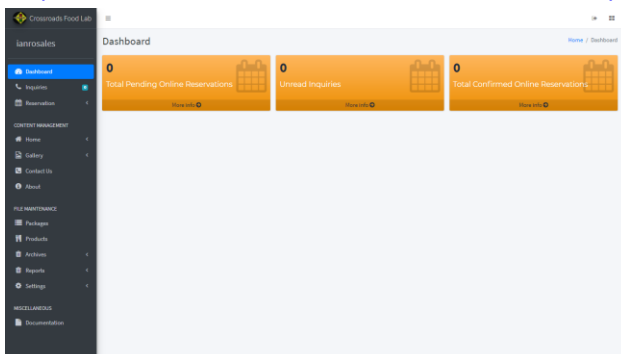


### LOGIN CREDENTIALS

Default Username: **crossroad**

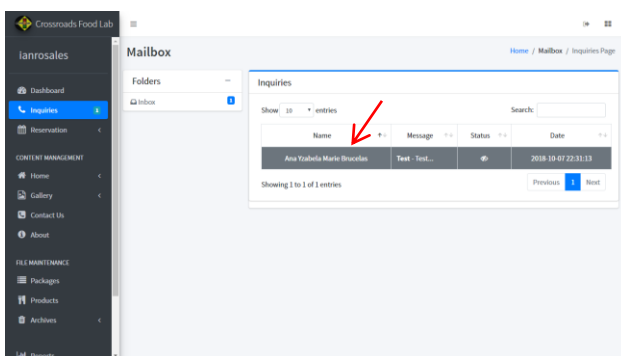
Default Password: 8-1uk:PZID41yY



2. <https://crossroadsfoodlab.com/admin/dashboard.php>



\*User will be automatically redirected to Dashboard page.

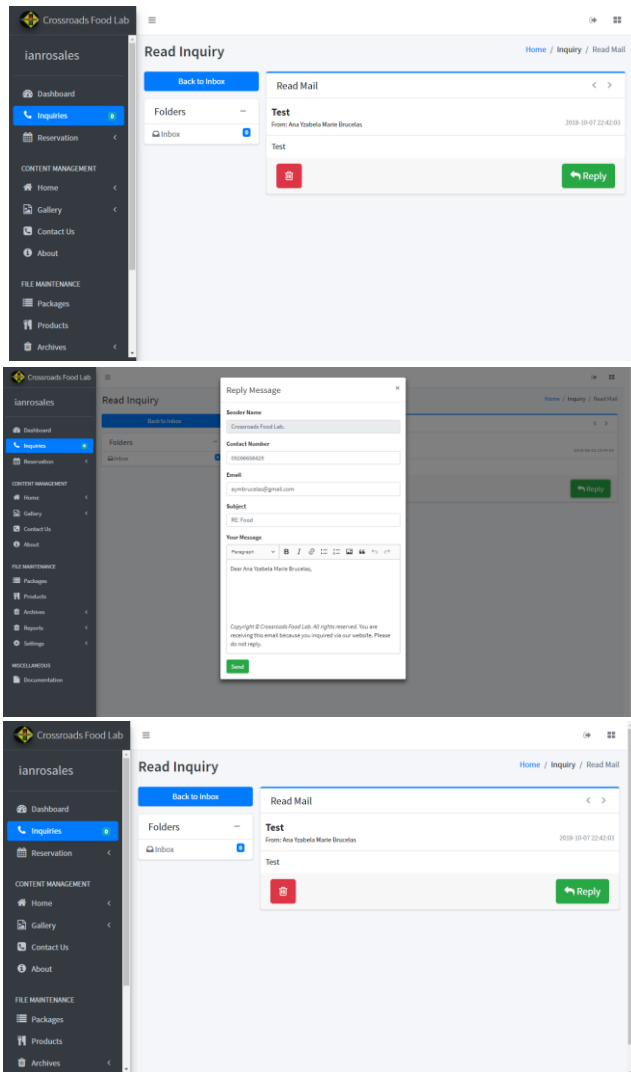
3. <https://crossroadsfoodlab.com/admin/mailbox.php>



\*For new inquiries, the column is highlighted in gray and the icon is set to  which means it is not opened. If the inquiry is read, the icon is set to 



\*To read the customer's inquiry, click the link on the customer's name.


4. <https://crossroadsfoodlab.com/admin/read-mail.php>

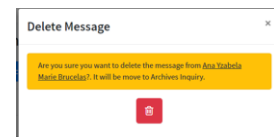


\* You can either choose from the options:

 or  a certain inquiry.

\*To **Reply**, click the  button. You can type from the text area your desired message and click the  button. The message will be sent through the customer's email and phone number.

\*To **Delete**, click the  button, a delete modal will appear. It will be automatically moved to **Archives > Inquiries Tab**.



In Reservations Tab, there are 5 categories for reservations: **Walk-ins, Pending, Confirmed, Cancelled,** and **Finished**.

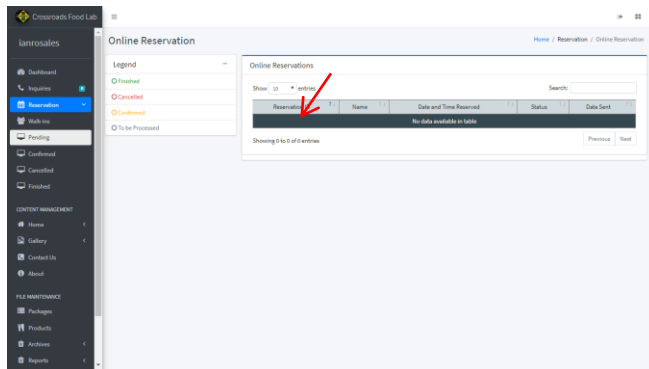
5. **Walk-ins Tab** - [https://crossroadsfoodlab.com/admin/walk-in\\_res.php](https://crossroadsfoodlab.com/admin/walk-in_res.php)

Reservation ID	Customer's Name	Pts	Date and Time	Action
CTL-RES-79854	ian Bronte	3	2018-09-29 from 7:00-9:00 pm	
CTL-RES-13734	Ana Bronte	5	2018-09-29 from 7:00-9:00 pm	
CTL-RES-79832	Alfred	5	2018-09-30 from 9:00-10:30 pm	
CTL-RES-36274	gnard	5	2018-09-30 from 7:00-9:00 pm	
CTL-RES-63726	Alan	4	2018-09-30 from 7:00-9:00 pm	
CTL-RES-13554	Isan	7	2018-09-30 from 9:00-10:30 pm	
CTL-RES-27738	Alan	1	2018-09-01 from 9:00-10:30 pm	

\*In **Walk-in Reservations**, you can add a record for customers who did not reserve online. It is restricted into 4 reservations per day.

\*Restricted number per reservations can be altered depends on the owner.

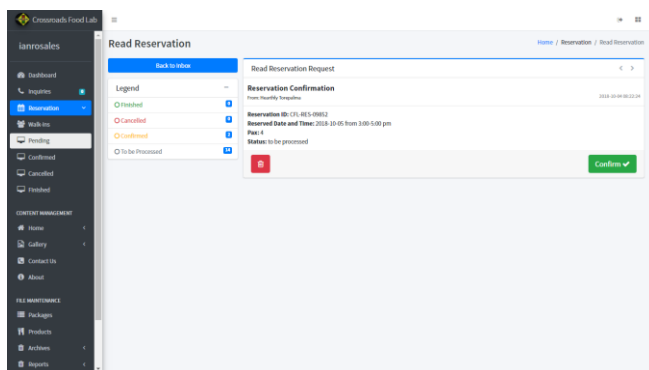
6. **Pendings Tab** - <https://crossroadsfoodlab.com/admin/tobeprocessed.php>






\*In **Pending Reservations**, the column is highlighted in dark gray when hovered.

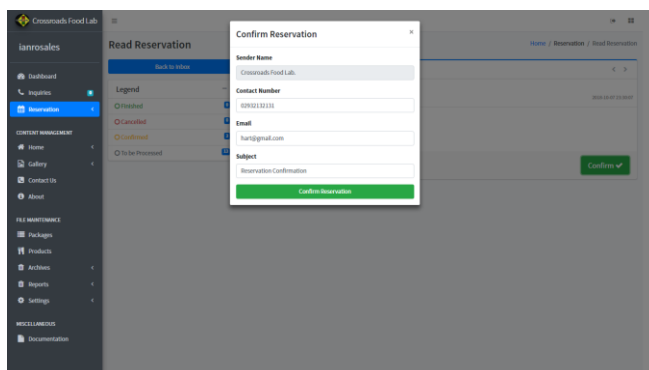
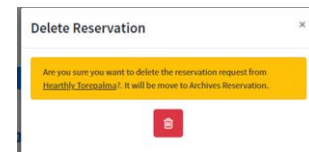
\*To view the details of a customer's reservation, click the link on the customer's reservation ID.

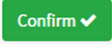
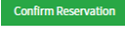
Ex. **CFL-RES-03423**



\* After you have clicked the Reservation ID of the customer, You can either choose from the options:  or  a certain reservation.

\*To **Delete**, click the  button, a delete modal will appear. It will be automatically moved to **Archives >Reservations** Tab.



\*To **Confirm** a reservation, click the  button and a Confirm Reservation modal will appear. Click the  button and an automated email and sms will be sent through the customer's email and phone number.

Ex.

**Reservation Confirmation**

From: Hearthy Torepalma

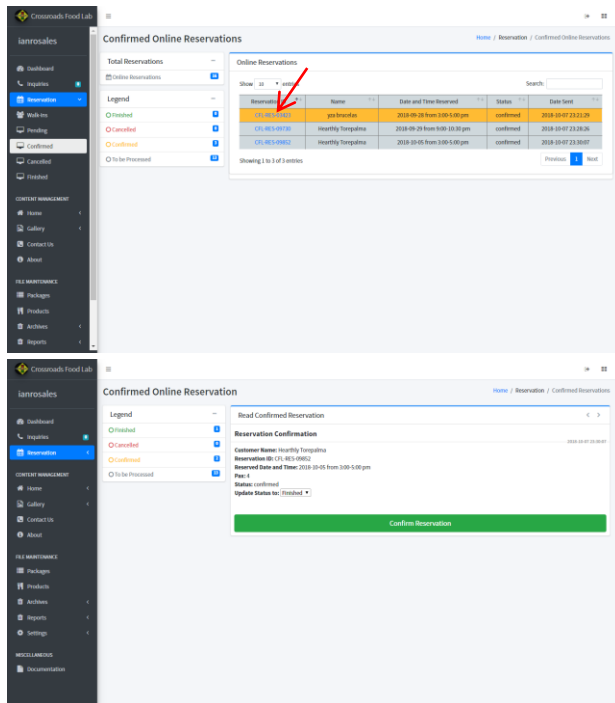
**Reservation ID:** CFL-RES-09852

**Reserved Date and Time:** 2018-10-05 from 3:00-5:00 pm

**Pax:** 4

**Status:** confirmed

7. **Confirmed Tab** - <https://crossroadsfoodlab.com/admin/confirmed.php>



\*In **Confirmed Reservations**, the column is highlighted in yellow when hovered.

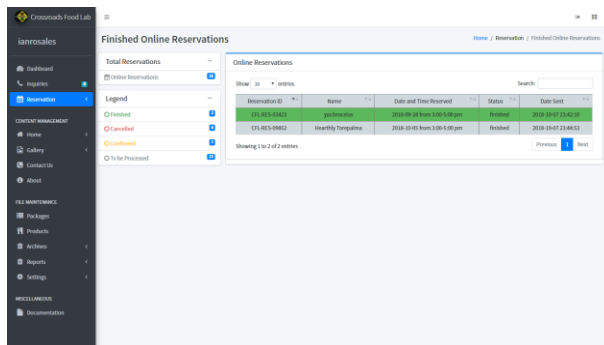
\*To view the details of a customer's reservation, click the link on the customer's reservation ID.

Ex. [CFL-RES-03423](#)

\* After you have clicked the Reservation ID of the customer, you can now update the status of a customer's reservation from **Confirmed** to **Finished** by clicking the **Confirm Reservation** button.

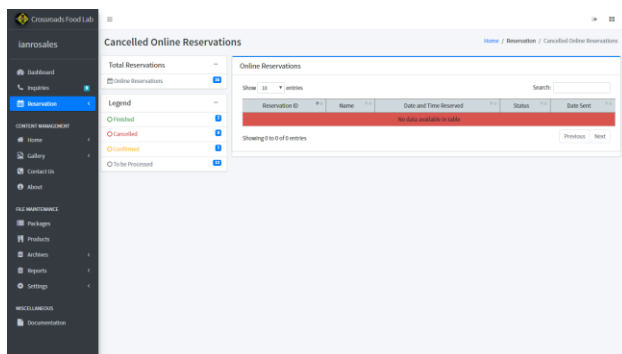
\*The confirmed reservation will be automatically moved to **Finished Reservations** Tab.

8. **Finished Tab** - <https://crossroadsfoodlab.com/admin/finished.php>



\*In **Finished Reservations**, the column is highlighted in green when hovered.

9. **Cancelled Tab** - <https://crossroadsfoodlab.com/admin/cancelled.php>

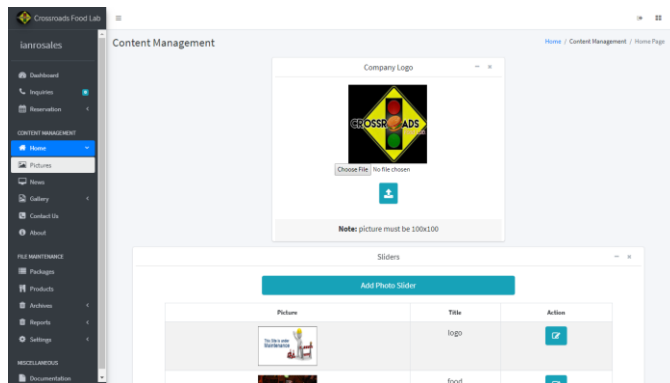


\*In **Cancelled Reservations**, the column is highlighted in red when hovered.

\*The reservations can only be cancelled by the customer on their My Account from the website.

In Content Management Section, there are 4 categories: **Home, Gallery, Contact Us, and About.**

10. **Home > Pictures** - [https://crossroadsfoodlab.com/admin/home\\_pictures.php](https://crossroadsfoodlab.com/admin/home_pictures.php)



\*You can update the company logo of the restaurant and update photos in the slider on the landing page of the website.

\*In sliders section, you can only upload maximum of 5 photos.

\*Please follow the following format when uploading a photo to maintain the aspect ratio

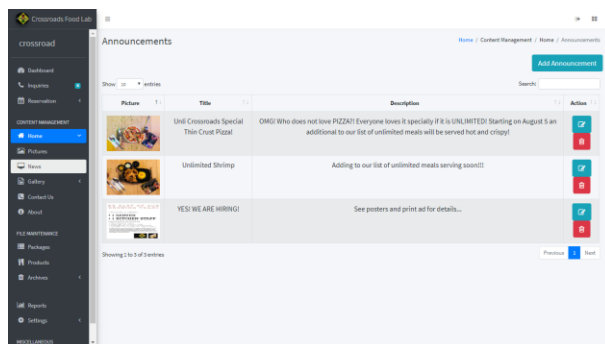
For sliders:

- Resolution : maximum of 75
- Width and Height : 3600 x 2400
- File Extension : .jpg or .png

For Logo:

- Resolution : maximum of 75
- Width and Height : 80 x 80
- File Extension : .ico

11. **Home > News** - <https://crossroadsfoodlab.com/admin/news.php>

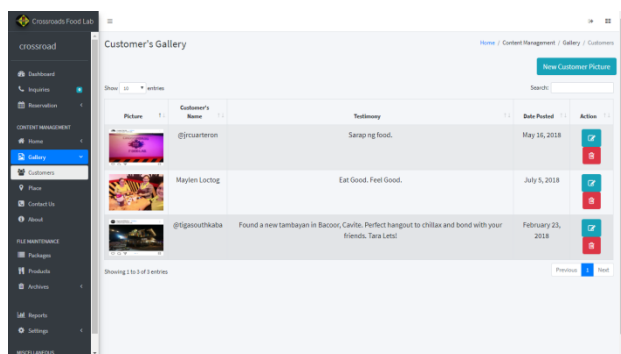


\*You can add, update and delete announcements from Happenings section in Home page.

\*Please follow the following format when uploading a photo to maintain the aspect ratio:

- Resolution : maximum of 75
- Width and Height : 3600 x 2400
- File Extension : .jpg or .png

12. **Gallery > Customers** - <https://crossroadsfoodlab.com/admin/customers.php>

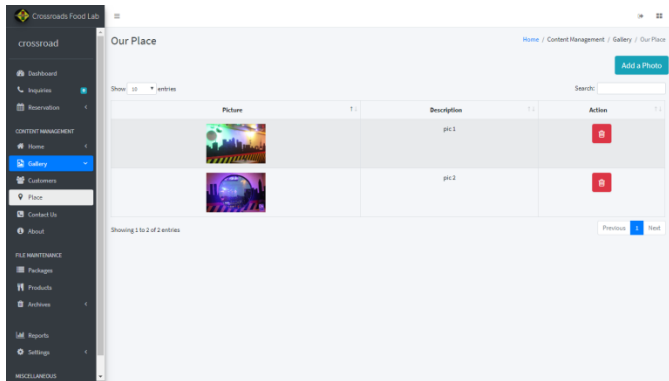


\*You can add, update and delete customers' testimonials from the Gallery page.

\*Please follow the following format when uploading a photo to maintain the aspect ratio:

- Resolution : maximum of 75
- Width and Height : 3600 x 2400
- File Extension : .jpg or .png

13. **Gallery > Place** - [https://crossroadsfoodlab.com/admin/gallery\\_place.php](https://crossroadsfoodlab.com/admin/gallery_place.php)

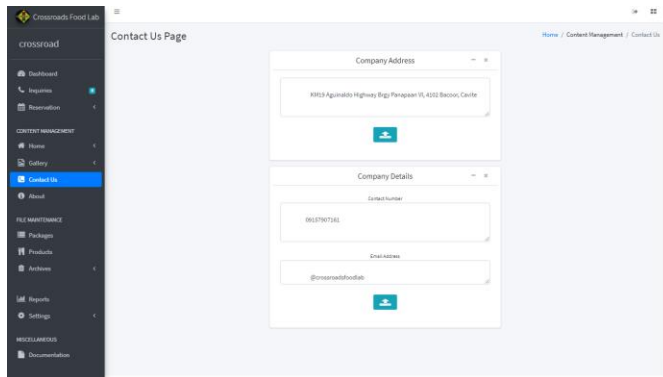


\*You can add and delete pictures of the establishment from the Gallery page.

\*Please follow the following format when uploading a photo to maintain the aspect ratio:

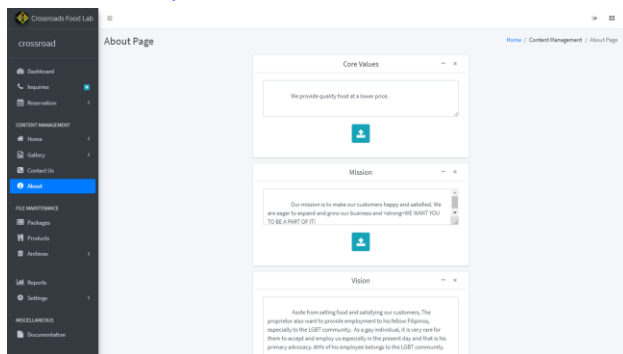
- Resolution : maximum of 75
- Width and Height : 3600 x 2400
- File Extension : .jpg or .png

14. **Contact Us** - <https://crossroadsfoodlab.com/admin/contact.php>



\*You can update the details of the restaurant from the About and Reach Us page of the website.

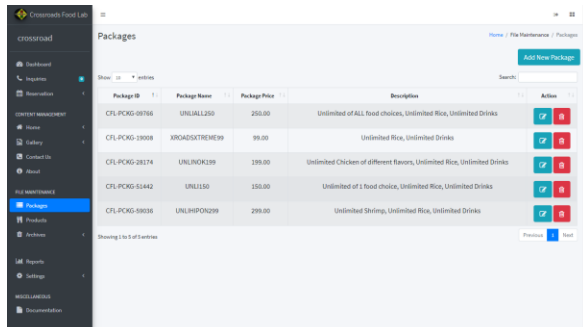
15. **About** - <https://crossroadsfoodlab.com/admin/about.php>



\*You can update the details of the restaurant from the About page of the website.

In File Maintenance Section, there are 5 categories: **Packages, Products, Archives, Reports,** and **Settings.**

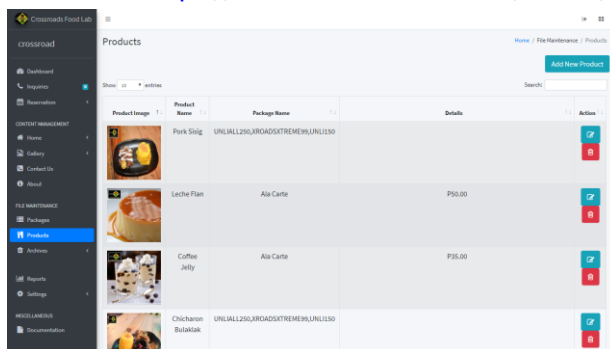
16. **Packages** - <https://crossroadsfoodlab.com/admin/package.php>



Package ID	Package Name	Package Price	Description	Action
CFL-PCWG-08766	UNLJALL250	250.00	Unlimited of ALL food choices, Unlimited Rice, Unlimited Drinks	[Edit] [Delete]
CFL-PCWG-19009	XROADSXTREME99	99.00	Unlimited Rice, Unlimited Drinks	[Edit] [Delete]
CFL-PCWG-28174	UNLJNOK239	189.00	Unlimited Chicken of different Flavors, Unlimited Rice, Unlimited Drinks	[Edit] [Delete]
CFL-PCWG-51442	UNLJL150	150.00	Unlimited of 1 food choice, Unlimited Rice, Unlimited Drinks	[Edit] [Delete]
CFL-PCWG-59036	UNLJHSPON209	209.00	Unlimited Shrimp, Unlimited Rice, Unlimited Drinks	[Edit] [Delete]

\*You can add, edit, and delete a package.

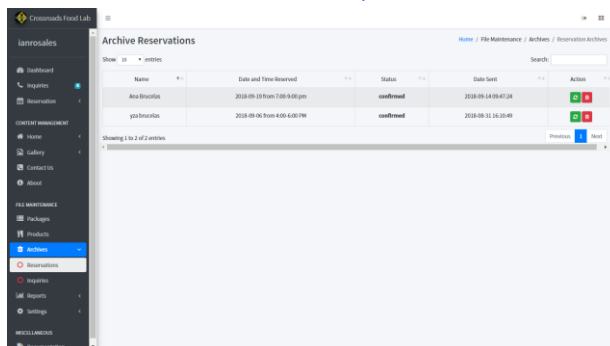
17. **Products** - <https://crossroadsfoodlab.com/admin/product.php>



Product Image	Product Name	Package Name	Details	Action
	Pork Sloag	UNLJALL250,XROADSXTREME99,UNLJL150		[Edit] [Delete]
	Leche Flan	Ala Carte	\$50.00	[Edit] [Delete]
	Coffee Jelly	Ala Carte	\$35.00	[Edit] [Delete]
	Chicken Biscuits	UNLJALL250,XROADSXTREME99,UNLJL150		[Edit] [Delete]

\*You can add, edit, and delete a product.

18. **Archives > Reservations** - [https://crossroadsfoodlab.com/admin/archive\\_reservation.php](https://crossroadsfoodlab.com/admin/archive_reservation.php)




Name	Date and Time Reserved	Status	Date Sent	Action
Aria Bravolas	2018-09-13 from 7:00-9:00 pm	confirmed	2018-09-14 09:47:24	[Restore] [Delete]
yoa bravolas	2018-09-06 from 4:00-6:00 PM	confirmed	2018-09-11 16:10:49	[Restore] [Delete]


\* You can either choose from the options:



or a certain reservation.

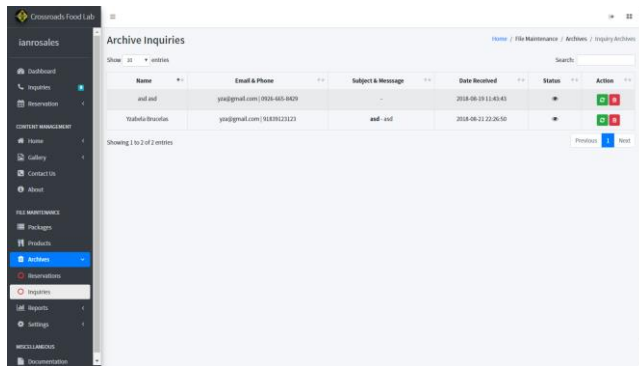
\*If you click the **Restore** button , a modal will appear. Click **Ok** button to restore the reservation, and **Cancel** button to close the modal.

Are you sure do you want to restore this reservation ?

\*If you click the **Delete** button , a modal will appear. Click **Ok** button to permanently delete the reservation, and **Cancel** button to close the modal.

Are you sure do you want to delete this reservation permanently?


## 19. Archives > Inquiries - [https://crossroadsfoodlab.com/admin/archive\\_inquiry.php](https://crossroadsfoodlab.com/admin/archive_inquiry.php)



\* You can either choose from the options:




or a certain reservation.

\*If you click the **Restore** button , a modal will appear. Click **Ok** button to restore the reservation, and **Cancel** button to close the modal.

Are you sure do you want to restore this inquiry ?

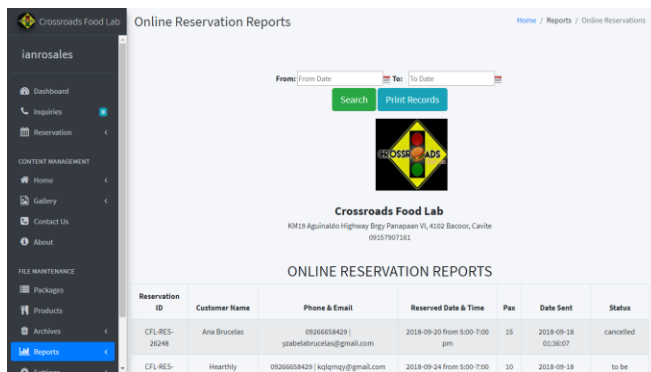


\*If you click the **Delete** button , a modal will appear. Click **Ok** button to permanently delete the reservation, and **Cancel** button to close the modal.

Are you sure do you want to delete this inquiry permanently?



## 20. Reports > Online Reservations - [https://crossroadsfoodlab.com/admin/reports\\_online-res.php](https://crossroadsfoodlab.com/admin/reports_online-res.php)




\* You can either choose from the options:

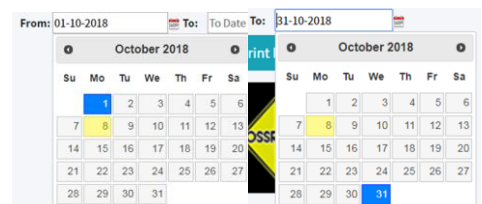



or




for online reservations.

\*To search for a certain record within the date range, click the  button located on the right side of the textbox. A popup calendar will appear.



Then click the  button. Records within the date range will appear on the table and ready for printing.

\*To print a record, click the  button and a modal will appear.




## 21. Reports > Walk-in Reservations - [https://crossroadsfoodlab.com/admin/reports\\_walkin-res.php](https://crossroadsfoodlab.com/admin/reports_walkin-res.php)

The screenshot shows the 'Walk-in Reservation Reports' page for Crossroads Food Lab. The page includes a sidebar with navigation links, a header with the lab's logo and name, and a main content area with a table of reservations. A search bar is positioned at the top right of the table. Below the table, there are options to print or export the data.

\*To search for a certain record, type on the search bar.

Search:


\*To print a record, click the  button and a modal will appear.

## 22. Reports > Inquiries - [https://crossroadsfoodlab.com/admin/reports\\_inquiry.php](https://crossroadsfoodlab.com/admin/reports_inquiry.php)

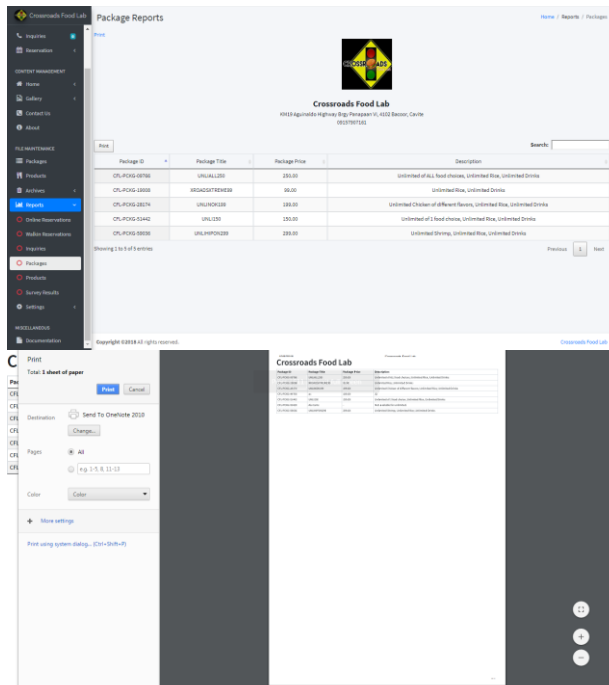
The screenshot shows the 'Inquiry Reports' page for Crossroads Food Lab. The page includes a sidebar with navigation links, a header with the lab's logo and name, and a main content area with a table of inquiries. A search bar is positioned at the top right of the table. Below the table, there are options to print or export the data.

\*To search for a certain record, type on the search bar.

Search:

\*To print a record, click the  button and a modal will appear.

23. **Reports > Packages** - [https://crossroadsfoodlab.com/admin/reports\\_packages.php](https://crossroadsfoodlab.com/admin/reports_packages.php)



**Package Reports**

Crossroads Food Lab  
4033 Agropolis Highway Big Rock Texas TX 76132  
(817) 797-1541

Package ID	Package Title	Package Price	Description
CFL-PKG-0010	UNPLALL200	250.00	Unlimited of All Food choices, Unlimited Rice, Unlimited Drinks
CFL-PKG-1000	MSOAC07700000	80.00	Unlimited Rice, Unlimited Rice
CFL-PKG-20174	UNPLR0000	100.00	Unlimited Chicken of different flavors, Unlimited Rice, Unlimited Drinks
CFL-PKG-5040	UNPLC00	150.00	Unlimited of 3 food choices, Unlimited Rice, Unlimited Drinks
CFL-PKG-5000	UNPLR0000	200.00	Unlimited Shrimp, Unlimited Rice, Unlimited Drinks

Showing 1 to 5 of 5 entries

Print

Send To OneNote 2010

Pages: All  
eg: 1, 5, 8, 11-13


Color: Color

More settings

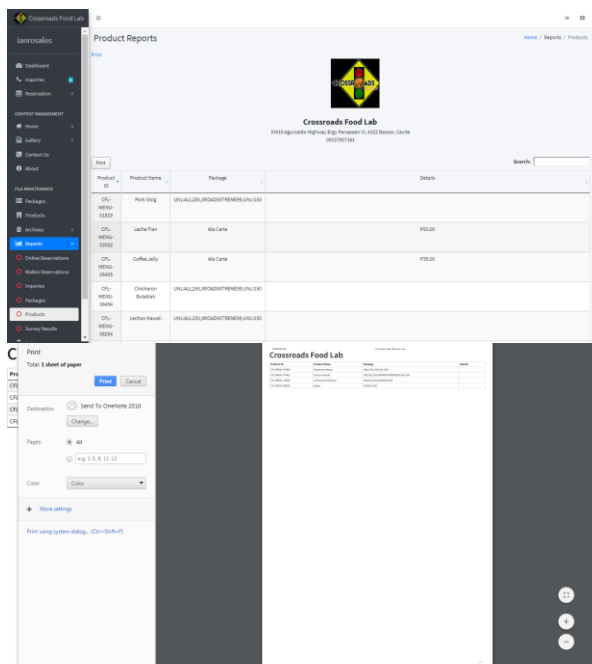
Print using system dialog... (Ctrl+Shift+P)

\*To search for a certain record, type on the search bar.

Search:

\*To print a record, click the  button and a modal will appear.

24. **Reports > Products** - [https://crossroadsfoodlab.com/admin/reports\\_products.php](https://crossroadsfoodlab.com/admin/reports_products.php)



**Product Reports**

Crossroads Food Lab  
4033 Agropolis Highway Big Rock Texas TX 76132  
(817) 797-1541

Product ID	Product Name	Package	Details
CFL-PROD-0103	Pork Sizz	UNPLALL200, UNPLR0000, UNPLC00	
CFL-PROD-0103	Lasagna	Alla Carta	P20.00
CFL-PROD-0103	Chicken Sizz	Alla Carta	P20.00
CFL-PROD-0103	Chicken Sizz	UNPLALL200, UNPLR0000, UNPLC00	
CFL-PROD-0103	Lasagna Sizz	UNPLALL200, UNPLR0000, UNPLC00	

Print

Send To OneNote 2010

Pages: All  
eg: 1, 5, 8, 11-13


Color: Color

More settings

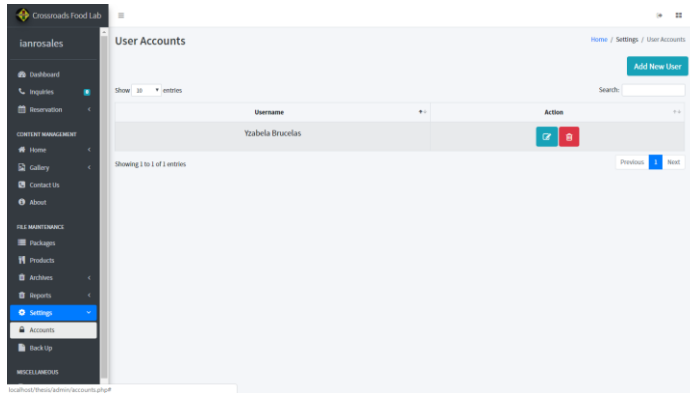
Print using system dialog... (Ctrl+Shift+P)

\*To search for a certain record, type on the search bar.

Search:

\*To print a record, click the  button and a modal will appear.

25. **Settings > Accounts** - <https://crossroadsfoodlab.com/admin/accounts.php>



\*You can add, edit, and delete a user in accessing the backend.

**Having trouble?**

Contact Us 😊

**Ana Yzabela Marie Brucelas –**  
09266658429

**Hearthly Torepalma –** 09753806654

**Myrron Jared Rolda –** 09224721914

**Ian Justine Rosales –** 09357351130