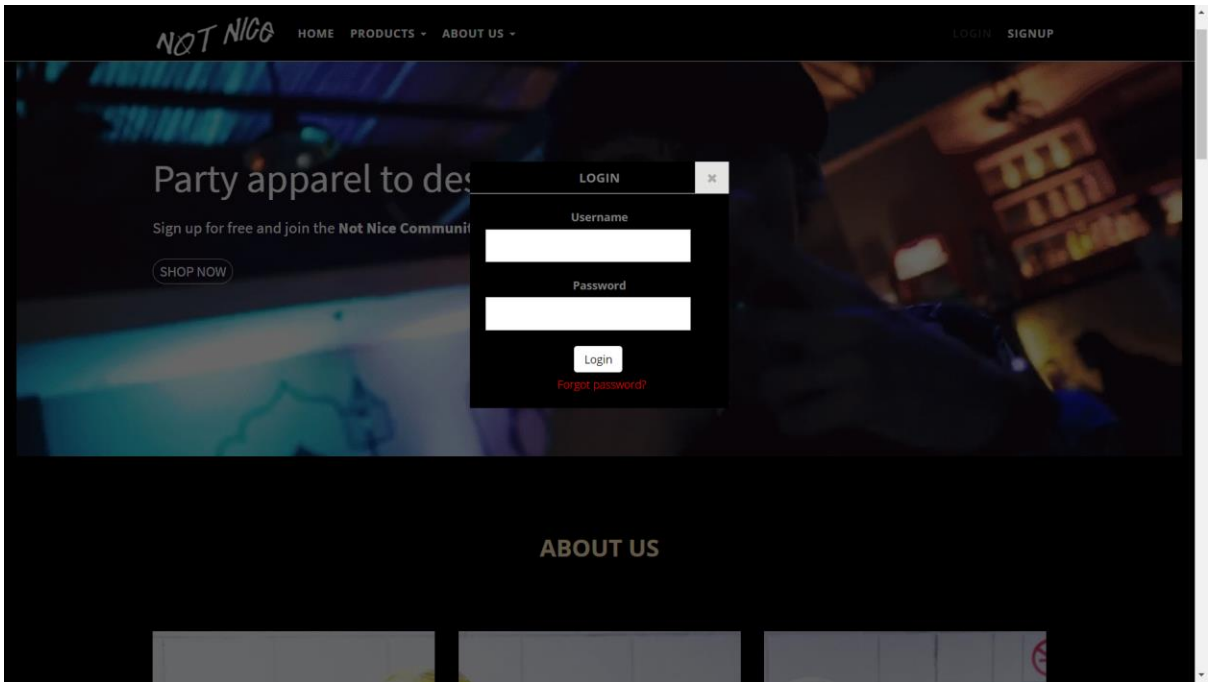
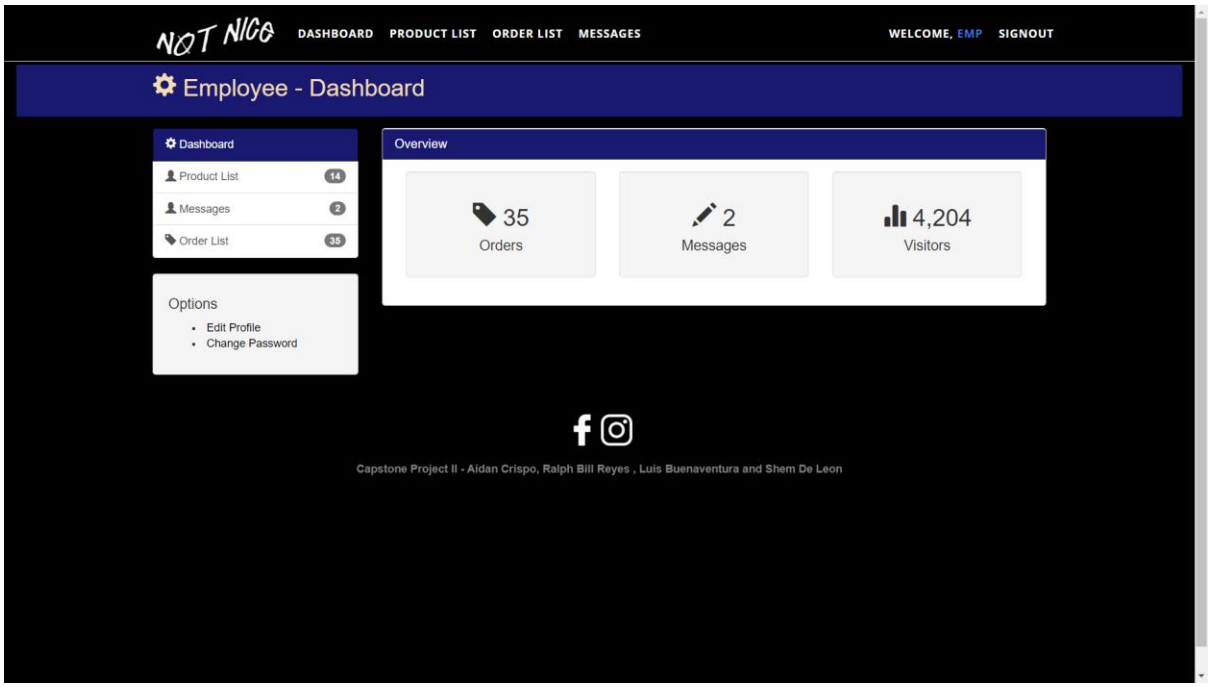
User Manual:

EMPLOYEE

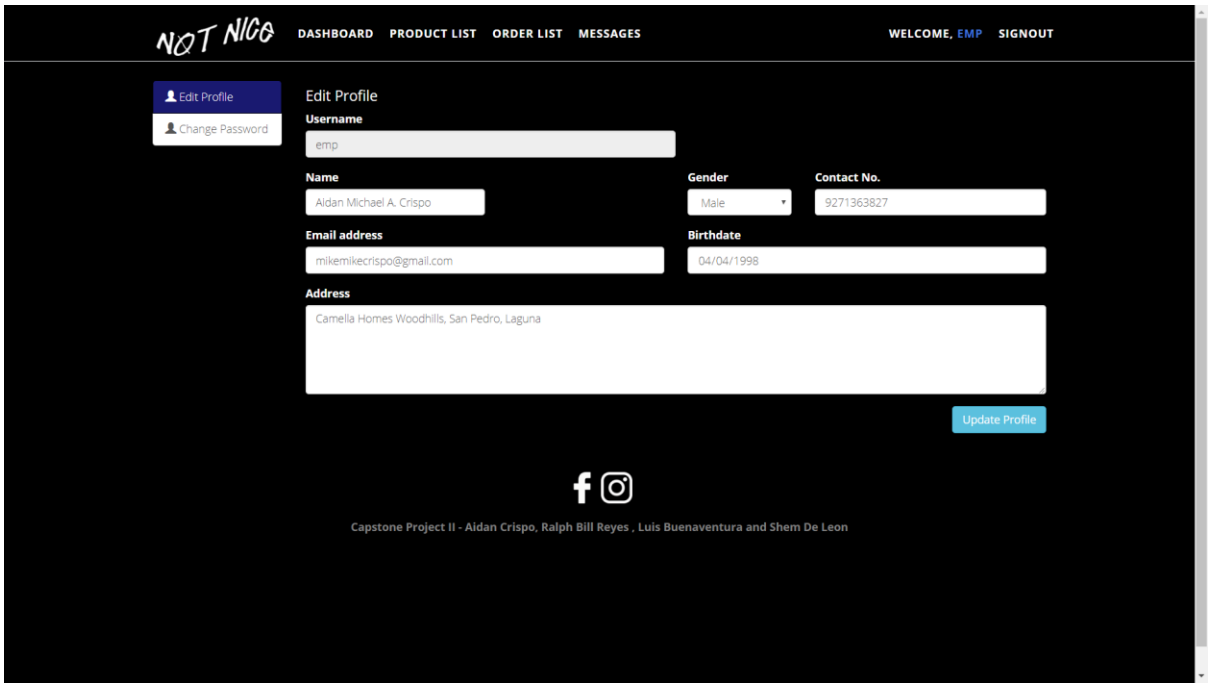
Dashboard



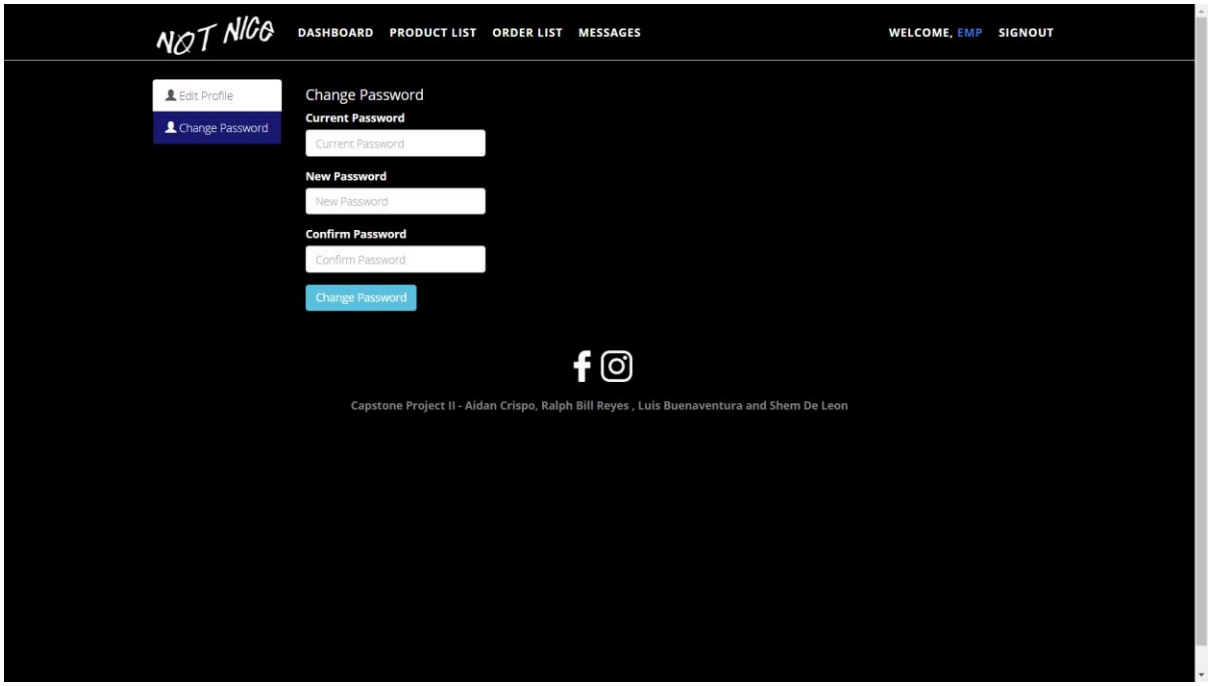
Employee's login portal is in the **home page**.



After logging in, shown above is the **Dashboard**; containing the total orders, messages or feedback and visitors of this system.

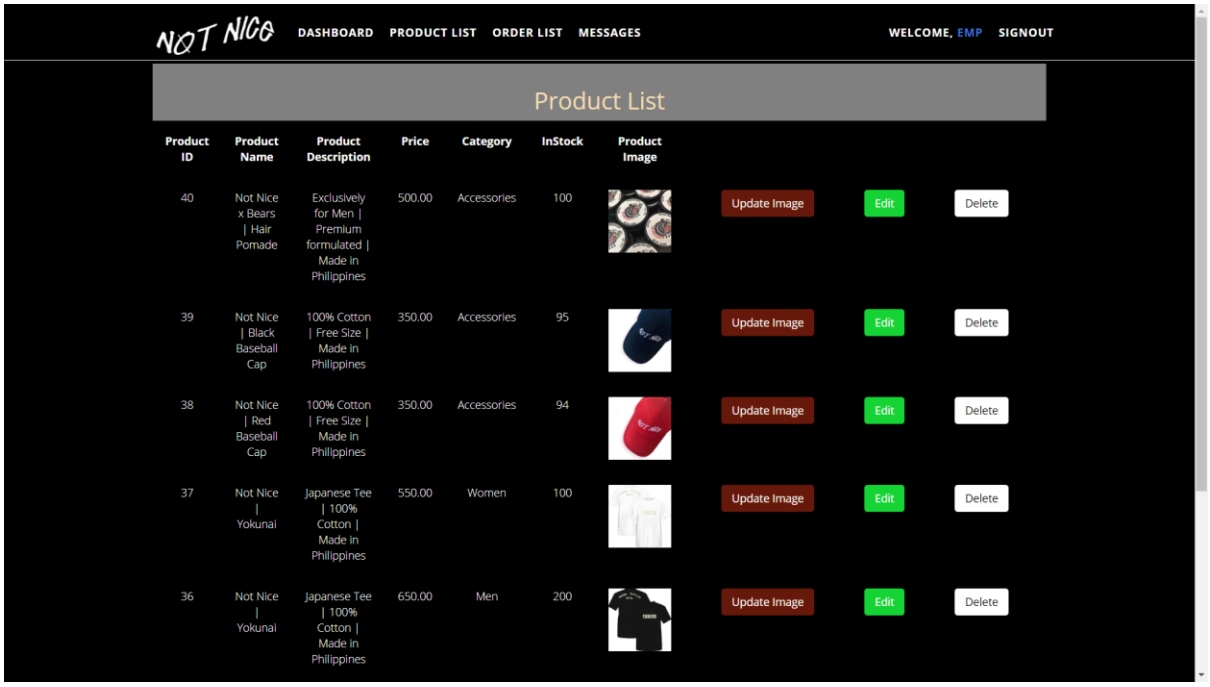


The Employee is given a chance to change their profile by clicking the "**Edit Profile**" button at the Dashboard.

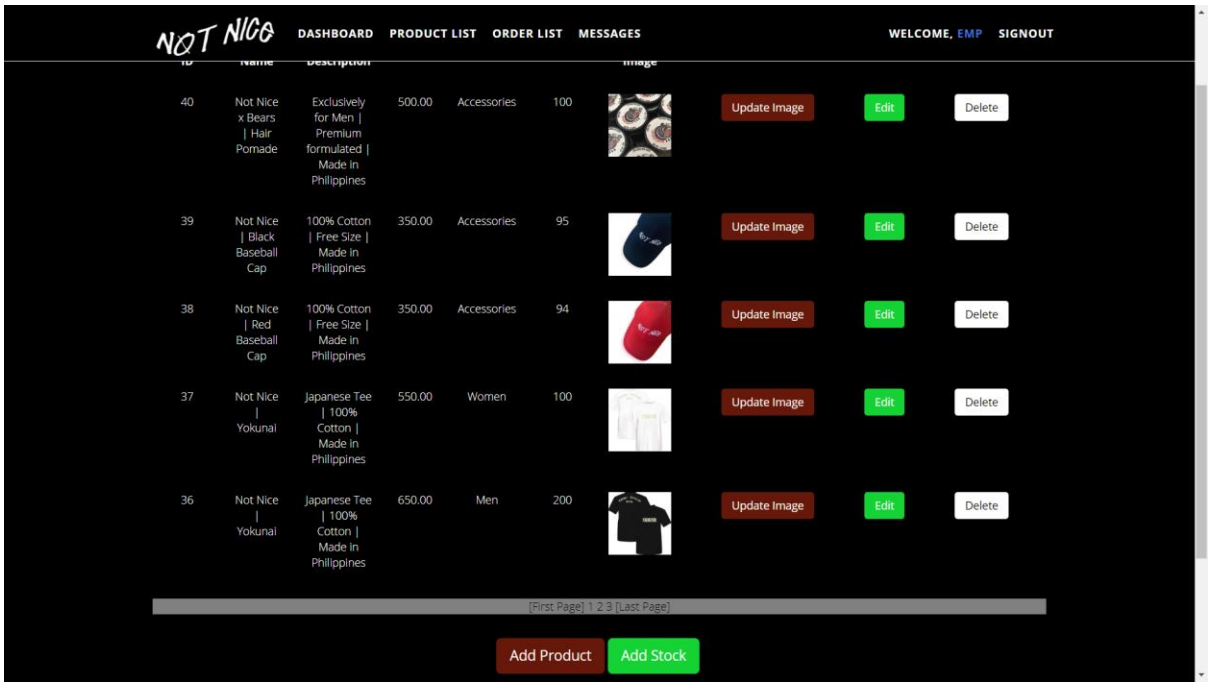


The Employee is given a chance to change their password by clicking the “**Change Password**” button at the Dashboard or below the **Edit Profile** button.

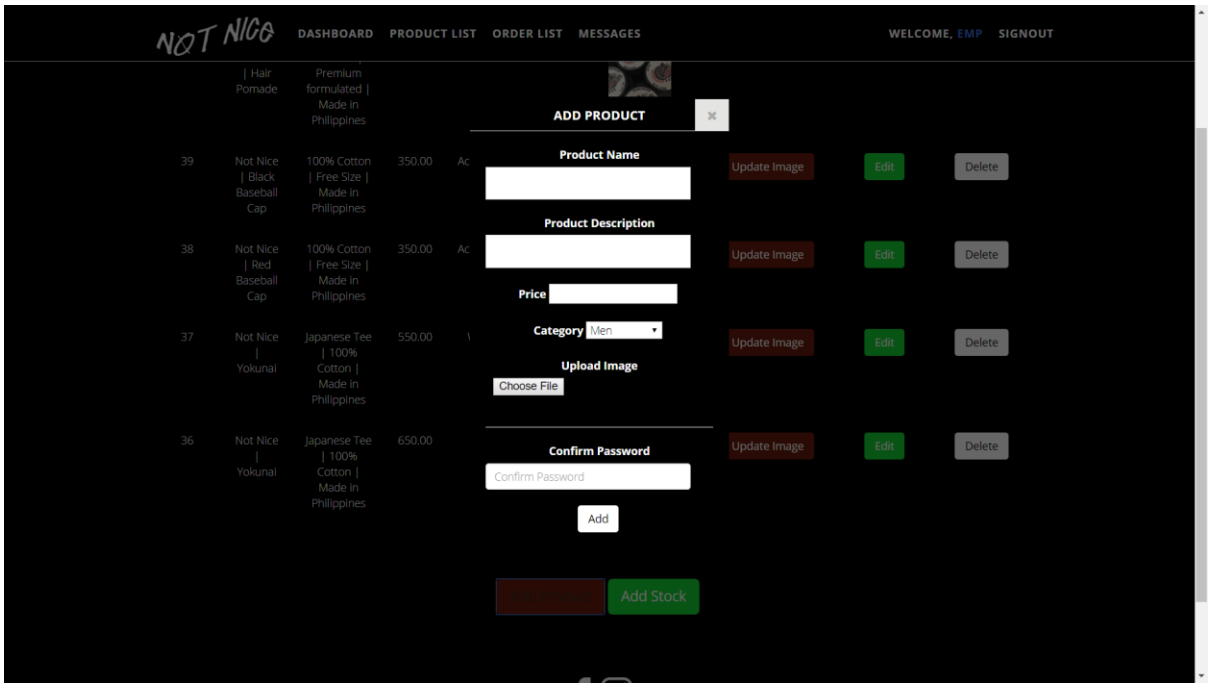
Products



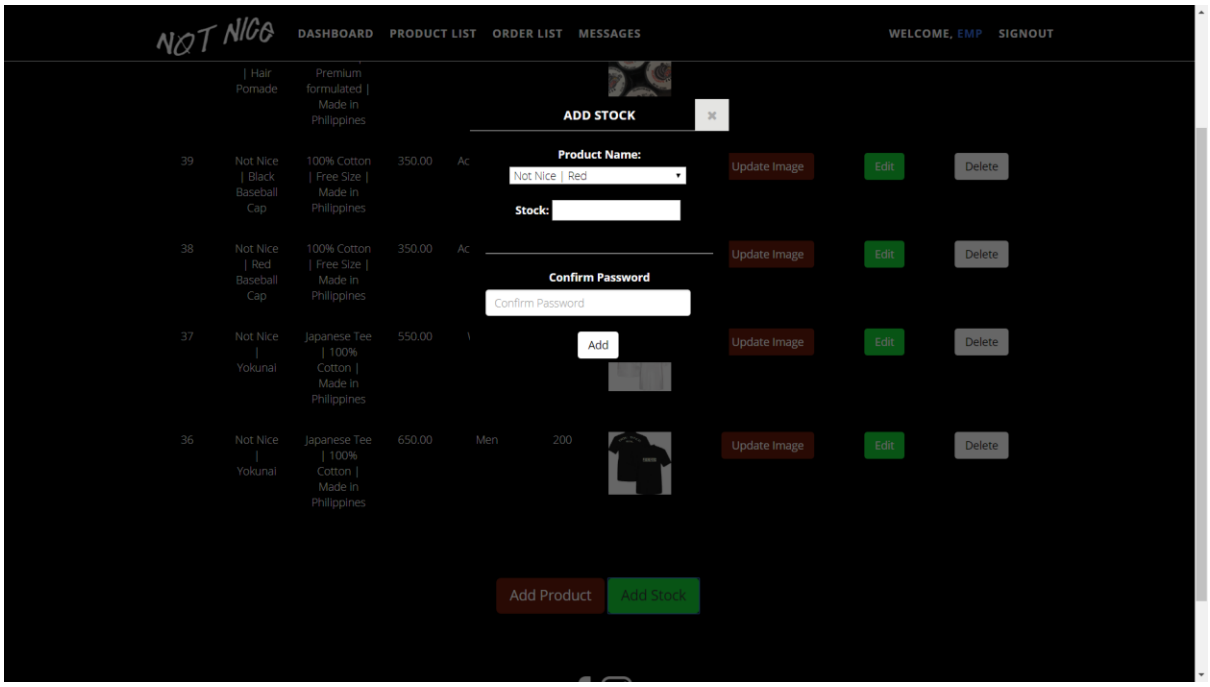
In **Product list tab,** the employee has the power to manage their products.



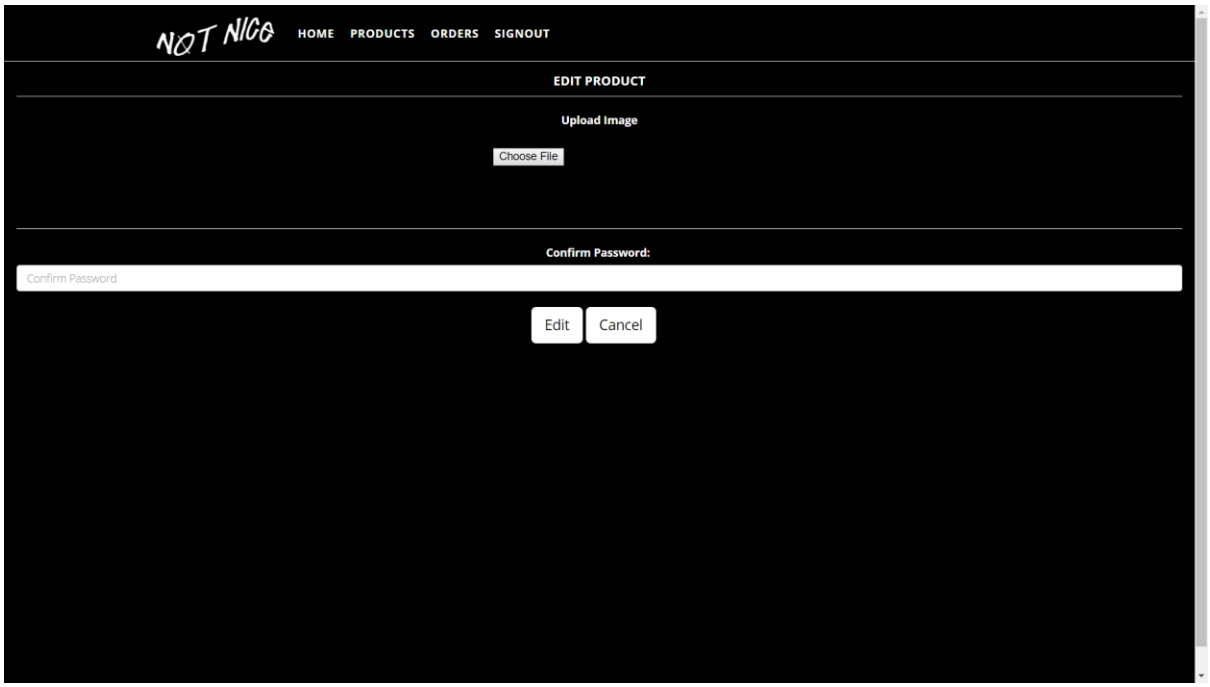
The employee can **Add Product, Add Stock, Update Product Image, Edit,** and **Delete** the product.



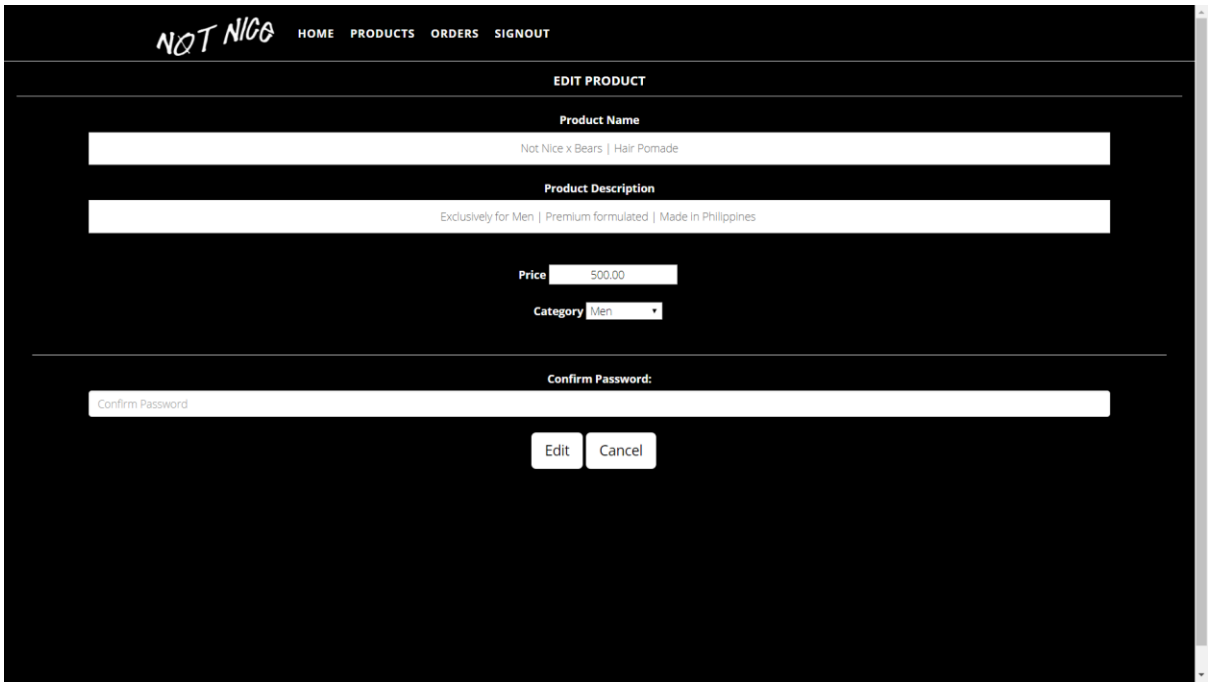
Under **Add Product button**, upon clicking a modal will pop up. Inside the employee can able to add new product for the system. Employee's password is required for security purposes.



Under **Add Stock button,** upon clicking a modal will pop up. Inside the employee can add stock by individual product. Employee's password is required for security purposes.

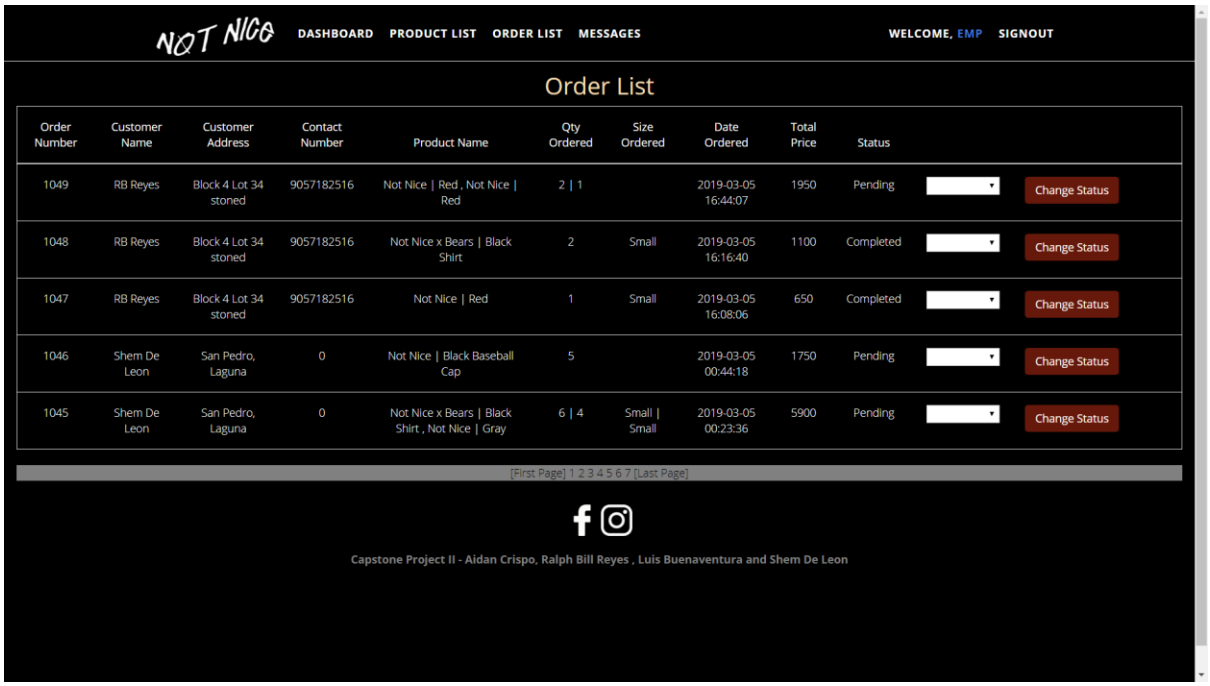


Under **Update Image button,** the employee can change the image of product. Employee's password is required for security purposes.

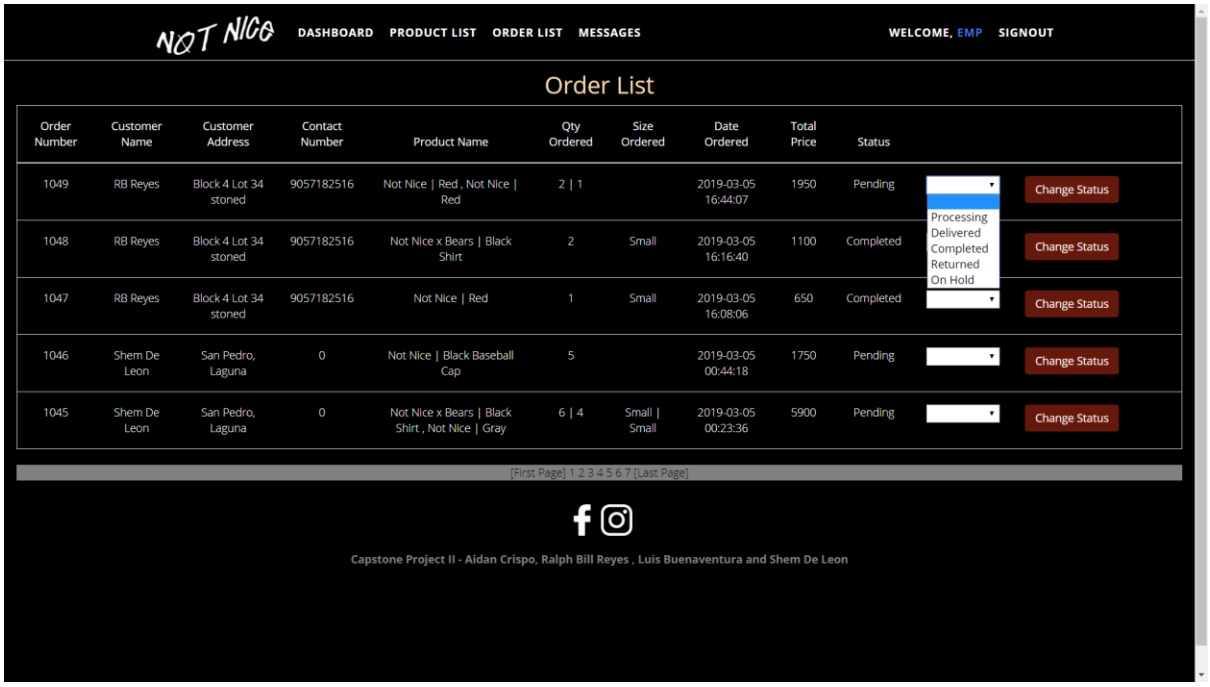


Under **Edit button,** the employee can update the information of a product. Employee's password is required for security purposes.

Orders



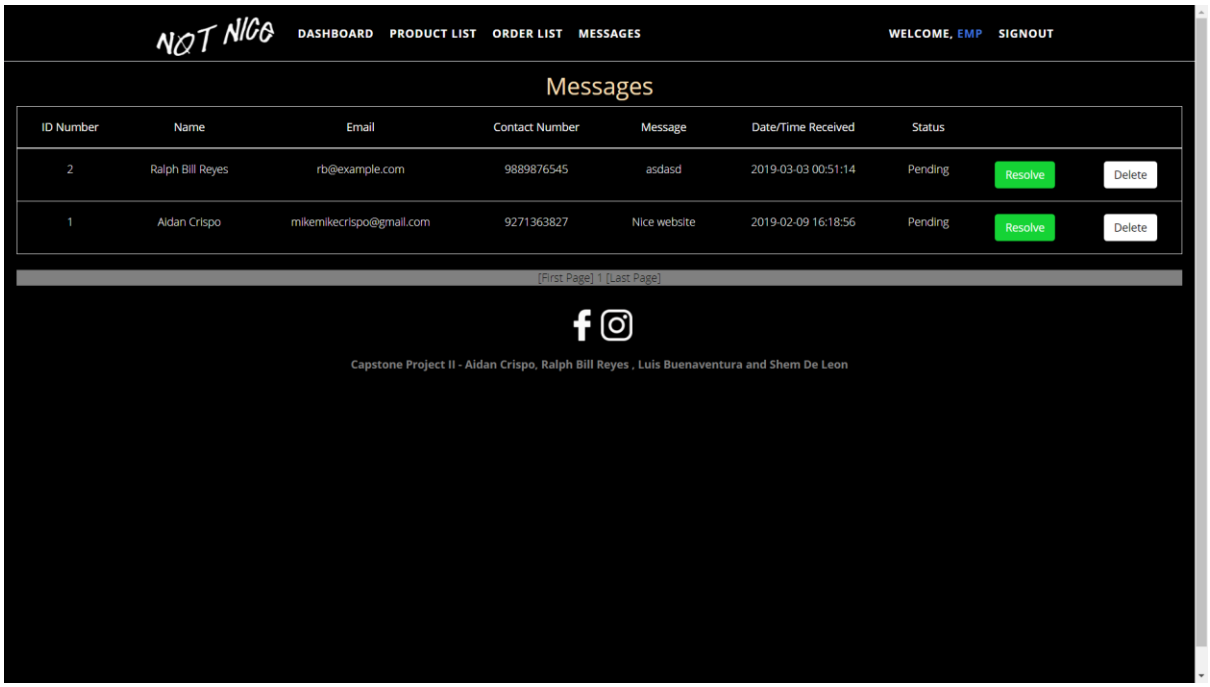
In **Order List** tab, the employee manage the status of their orders.



Below is the list of status of the order, in order to complete the process, it must start with **Processing, Delivered then Completed**. Upon changing the status, the employee must click the **“Change Status”** button.

Returned and **On Hold** orders **must be on delivered status** first before changing.

Messages



In **Messages** tab, the employee can see all the messages or feedback from the customers or guest viewer.