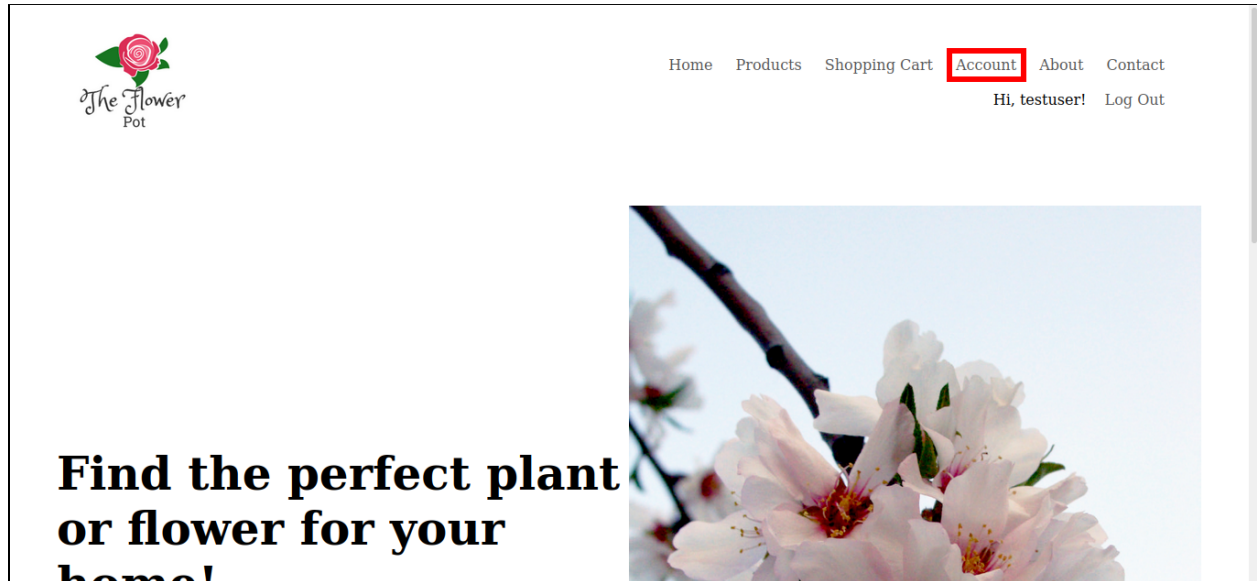
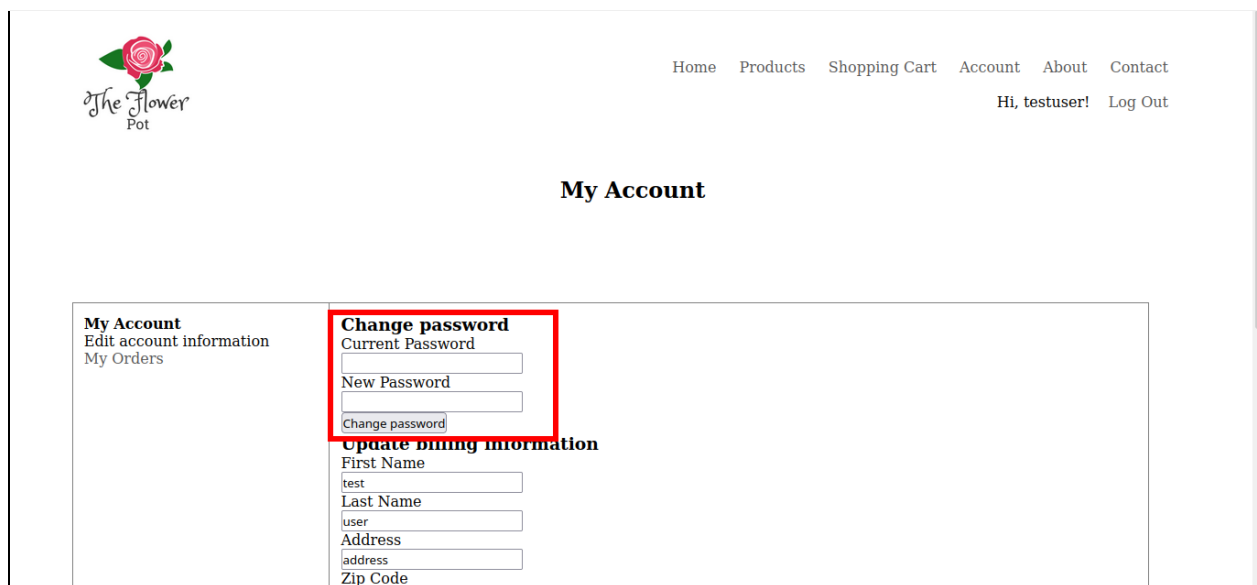


Flowerpot Manual - Account Information and Orders

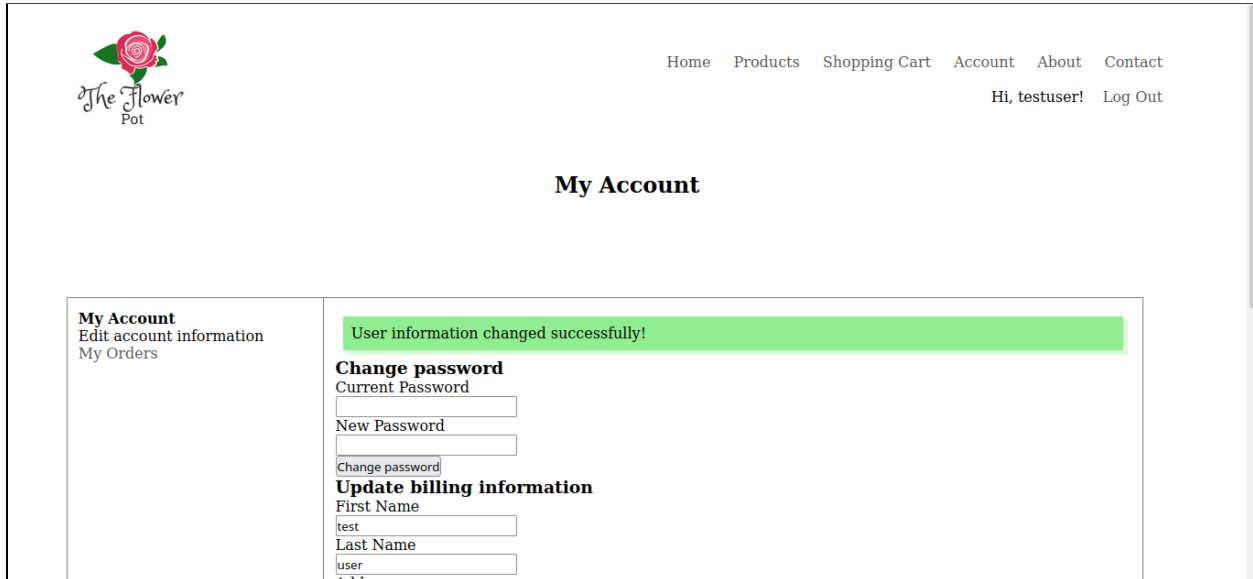
This document is a guide for navigating the Account page, which can be found in the top right menu of the site. This page can only be accessed by registered users that are currently logged in.




The first page one will see in the Accounts portal allows users to change their billing information and password as needed. To change a password, simply enter in your current password, and then a new password to replace the old one.



If the change was made successfully, the page will let you know with a green dialog box at the top of the form. If an error has occurred, the dialog box will be red instead of green.



 Home Products Shopping Cart Account About Contact
Hi, testuser! Log Out

My Account

My Account
Edit account information
My Orders

User information changed successfully!

Change password
Current Password

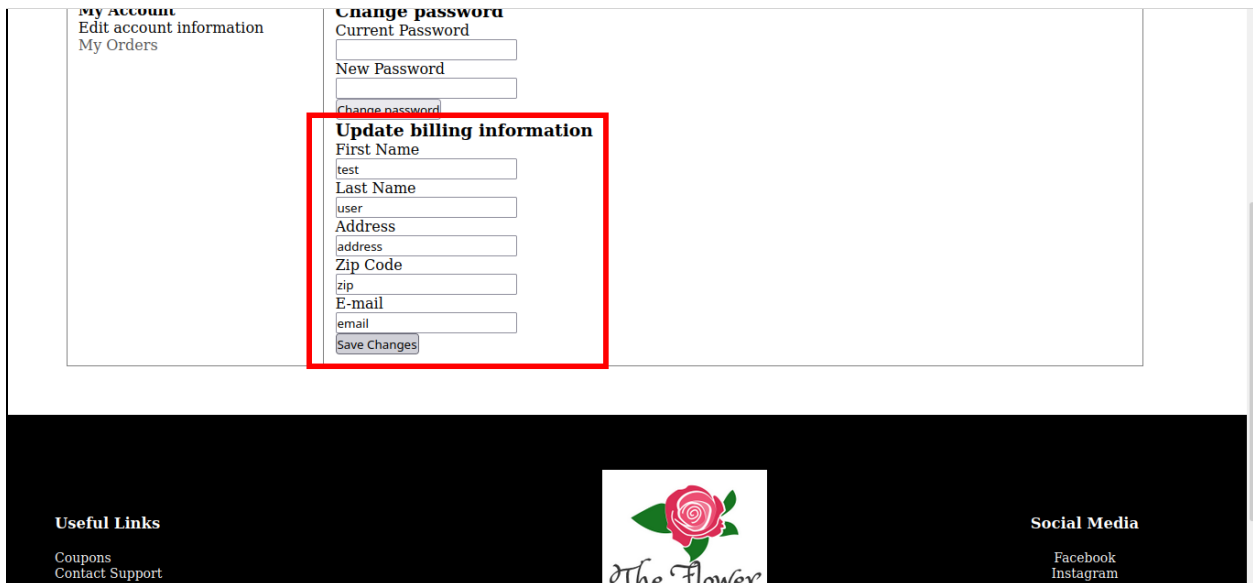
New Password

Update billing information
First Name

Last Name

Address

To update one's billing information, simply edit whatever fields must be changed, and then press "Save Changes".



My Account
Edit account information
My Orders

Change password
Current Password

New Password

Update billing information
First Name


Last Name

Address

Zip Code

E-mail

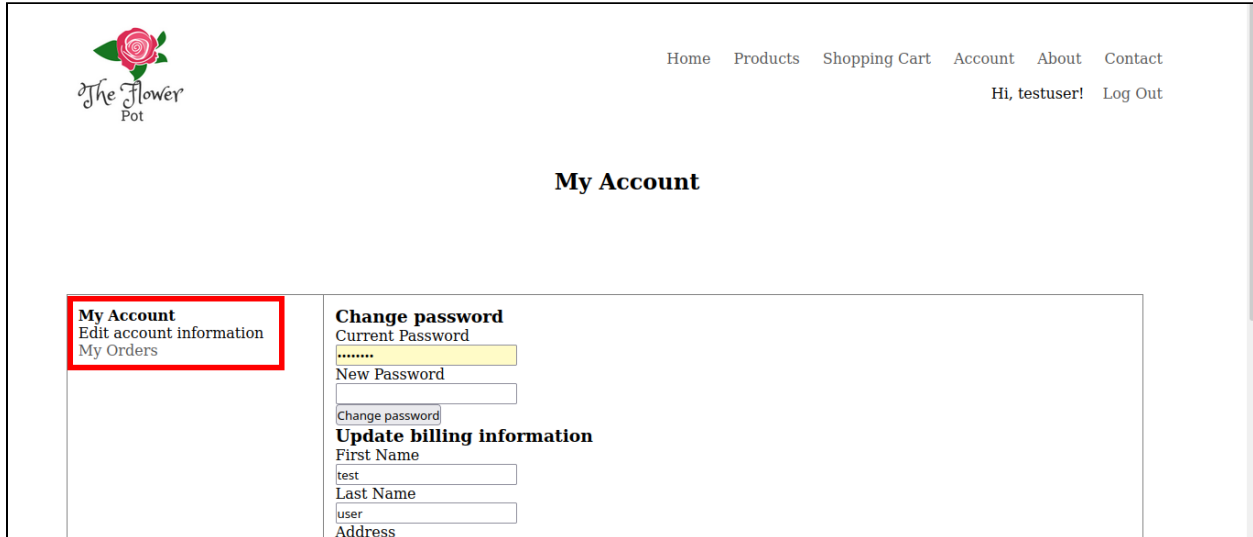
Useful Links
Coupons
Contact Support
Deliver Delivered



Social Media
Facebook
Instagram
Twitter

The dialog boxes for successful and unsuccessful changes are the same as those for changing passwords.

There is also a sidebar for the accounts page to allow for users to switch between viewing the update information page and their orders page at will. These two pages can be clicked on to switch which function is being used.



The Flower Pot

Home Products Shopping Cart Account About Contact

Hi, testuser! Log Out

My Account

My Account
Edit account information
My Orders

Change password
Current Password

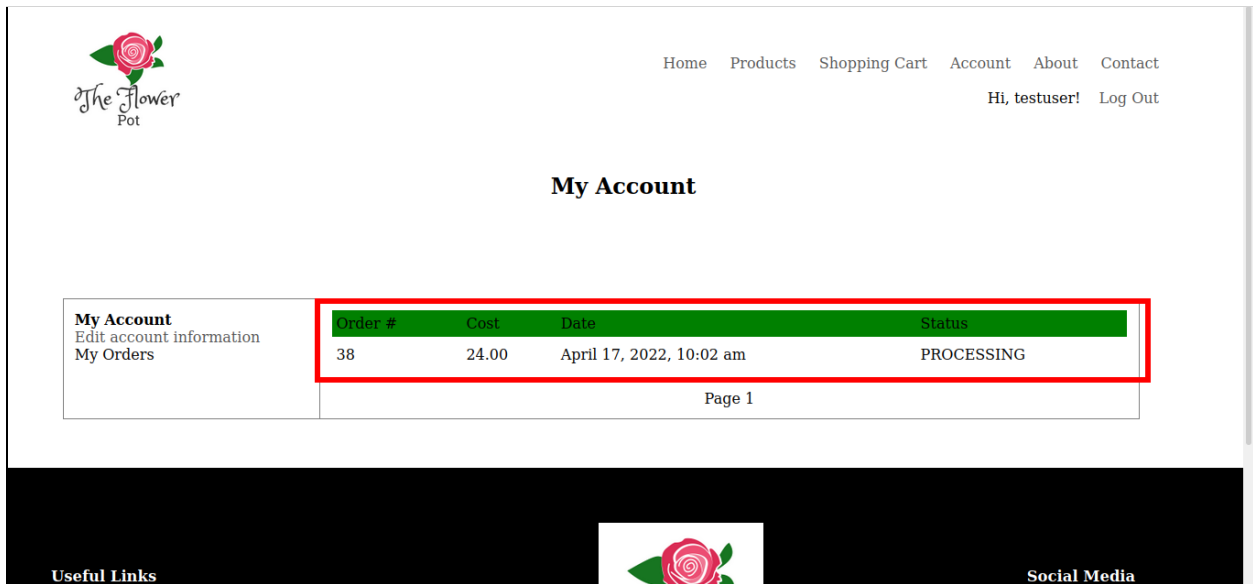
New Password

Update billing information
First Name

Last Name

Address

To view your orders, click on “My Orders”, and a list of all the orders a user has placed will appear. Any individual entry can be clicked on to view order details.



The Flower Pot

Home Products Shopping Cart Account About Contact

Hi, testuser! Log Out


My Account

My Account
Edit account information
My Orders

Order #	Cost	Date	Status
38	24.00	April 17, 2022, 10:02 am	PROCESSING


Page 1

Useful Links



Social Media

Once an order has been clicked, each item and the quantity purchased are shown in a table. To return to the orders page, the “Go back” button at the bottom of the page can be used.



HomeProductsShopping CartAccountAboutContact

Hi, testuser!Log Out

My Account

My Account Edit account information My Orders	Order #38 (\$24.00) at April 17, 2022, 10:02 am (PROCESSING) <table><tr><th>Name</th><th>Description</th><th>Manufacturer</th><th>Price</th><th>Quantity</th></tr><tr><td>Anagallis</td><td>Anagallis is a genus of about 20-25 species of flowering plants in the family Primulaceae, commonly called pimpernel.</td><td>Windsor Garden Shop</td><td>\$6.00</td><td>4</td></tr></table> <div>Go back</div>	Name	Description	Manufacturer	Price	Quantity	Anagallis	Anagallis is a genus of about 20-25 species of flowering plants in the family Primulaceae, commonly called pimpernel.	Windsor Garden Shop	\$6.00	4
Name	Description	Manufacturer	Price	Quantity							
Anagallis	Anagallis is a genus of about 20-25 species of flowering plants in the family Primulaceae, commonly called pimpernel.	Windsor Garden Shop	\$6.00	4							

Page 1

An order’s status can be in one of four stages: received, processing, shipped, and delivered. When an order is placed, it is put in the received stage automatically, which simply means that the order was successful, and is in queue for our staff to handle the order. An order being processed by our staff will then be put in the processing stage, where payment is confirmed, the contents are packed as required, and then sent off to our delivery service. Once in the hands of our delivery service, the order’s status is set to shipped. Finally, once the order has arrived, it will receive the final status, which is delivered.

This marks the end of our guide for using our account features, we hope to be of service to you!