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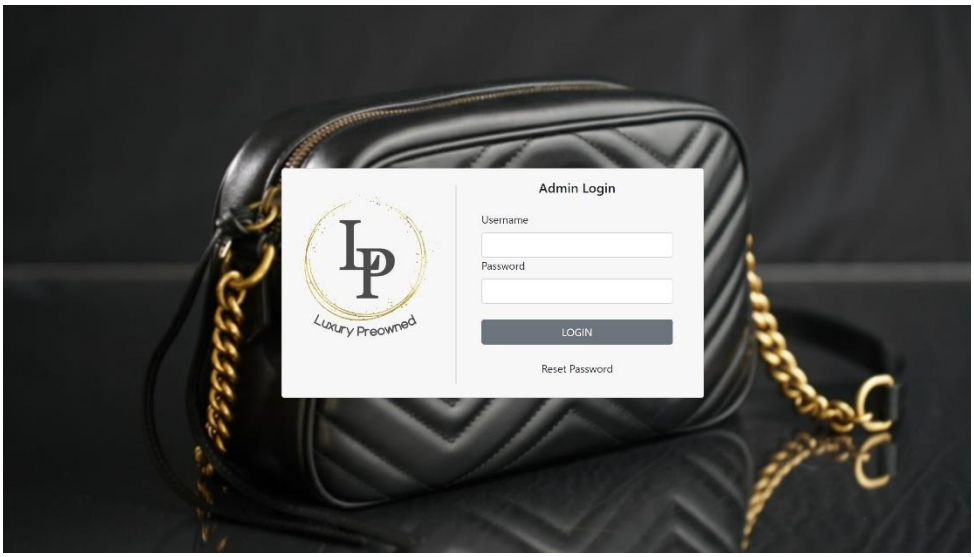
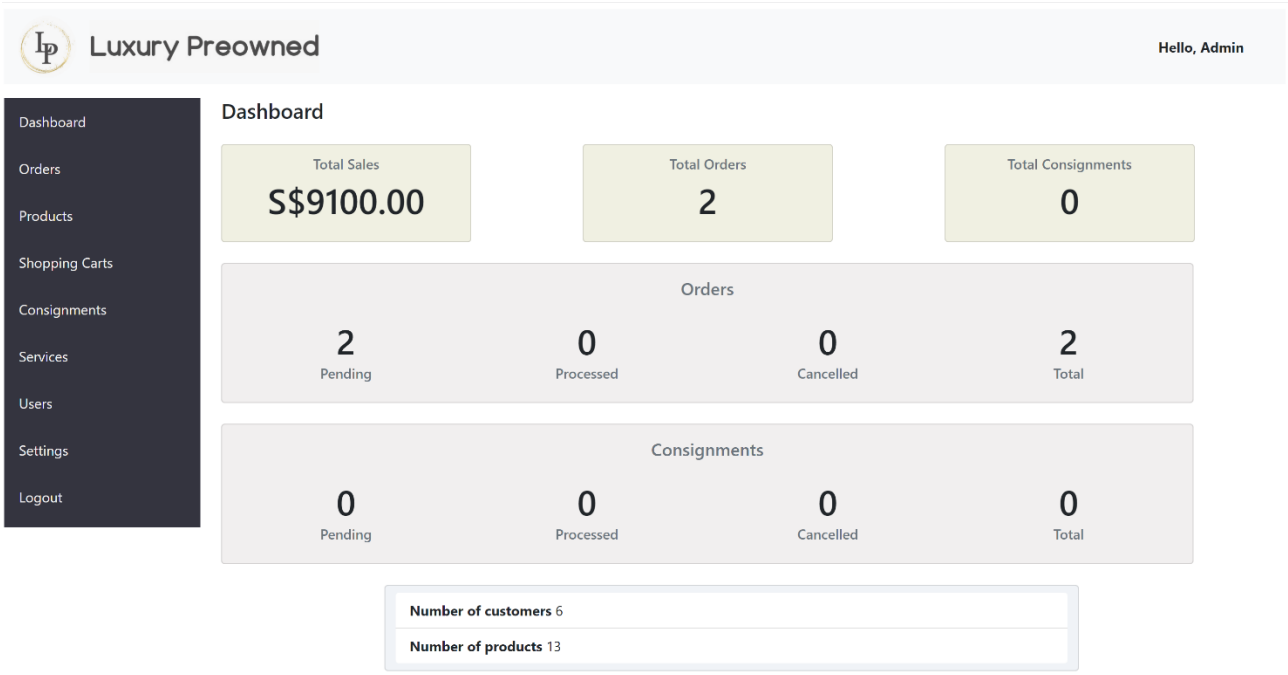
# Admin Portal

## 1. Login page



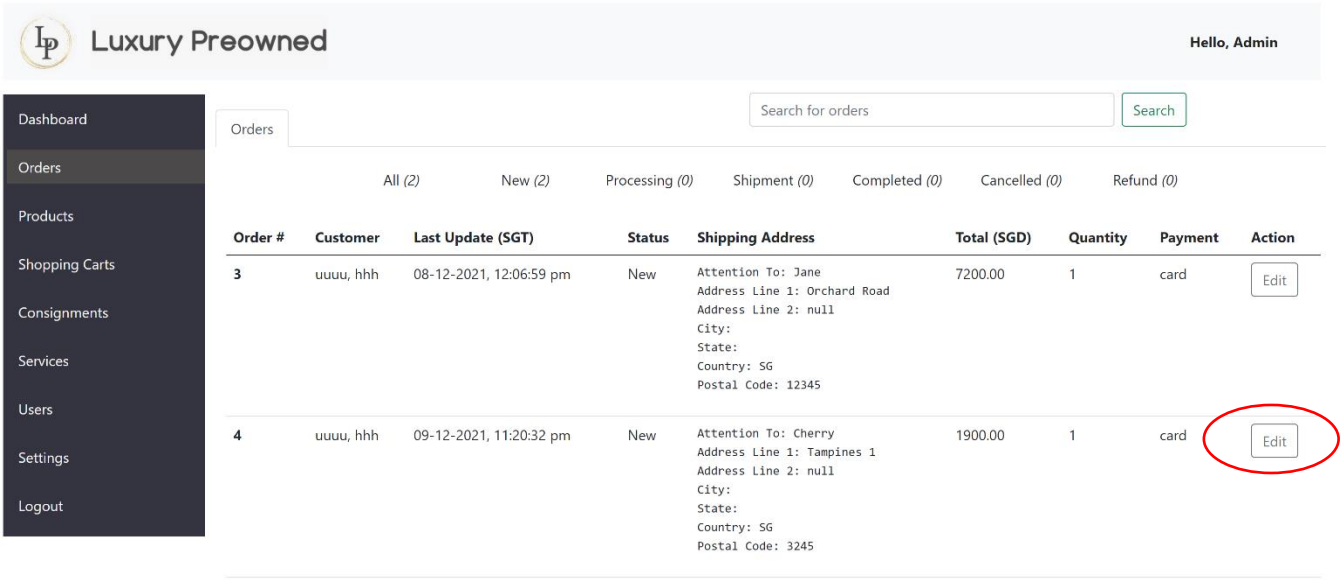

| Description |
| --- |
| When first approach the site, admin required to login to the page. There will be no self-account creation. All account creation must be granted by existing admin. |

## 2. Main page (dashboard)

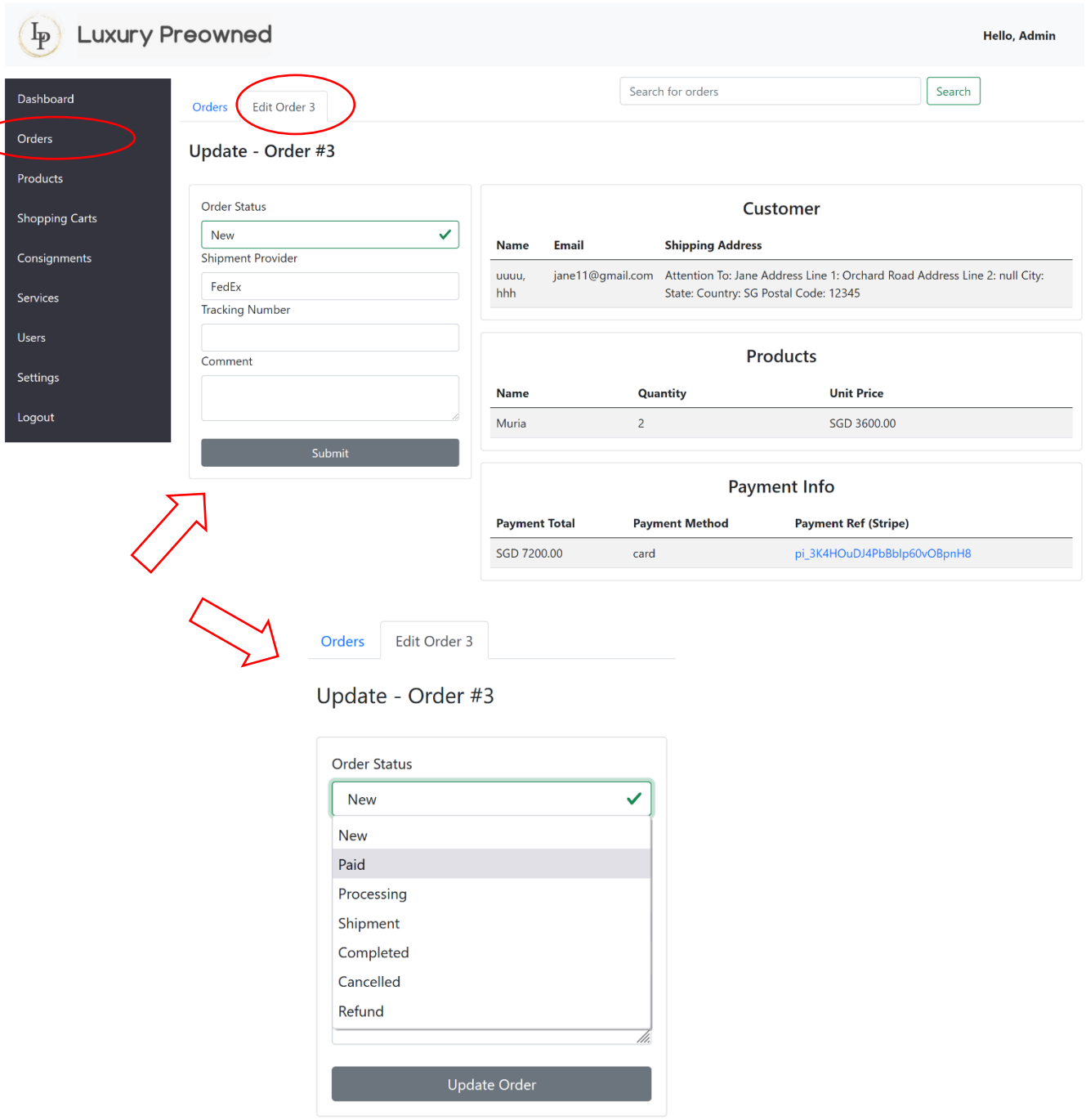


| Description |
| --- |
| On the dashboard page:<br><br>Admin will have visualization of total sales, orders, and consignments<br>As well as each pending status summary |

## 3. Order management

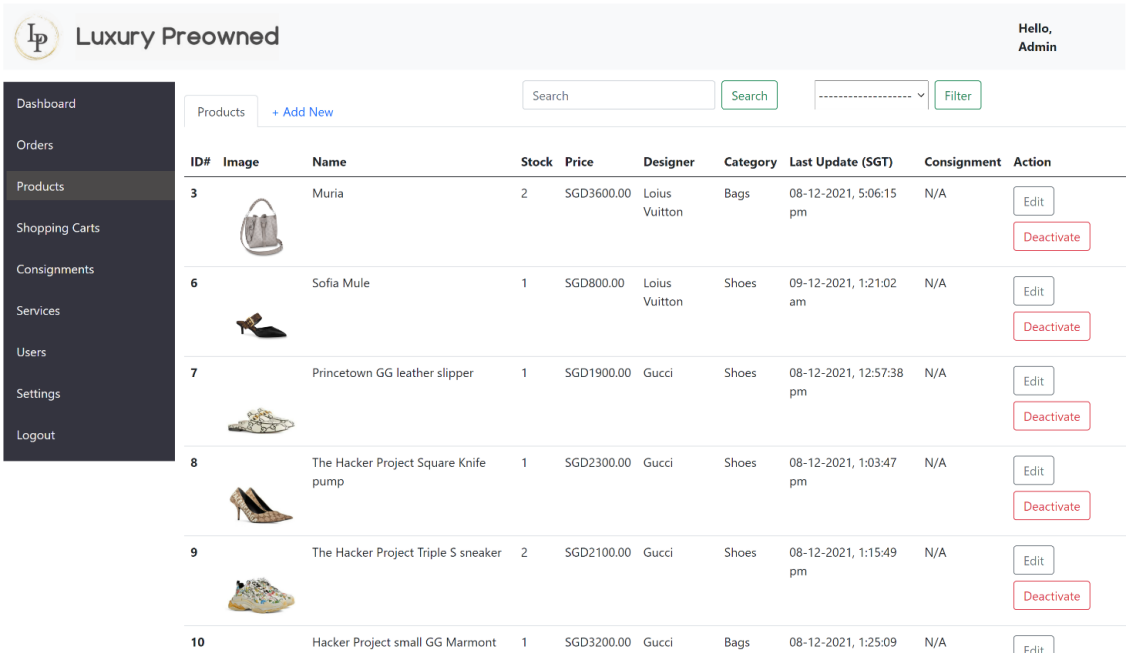



| Description |
| --- |
| On the orders page:<br><br>Admin will see list of purchase orders coming in through system, pending process. |



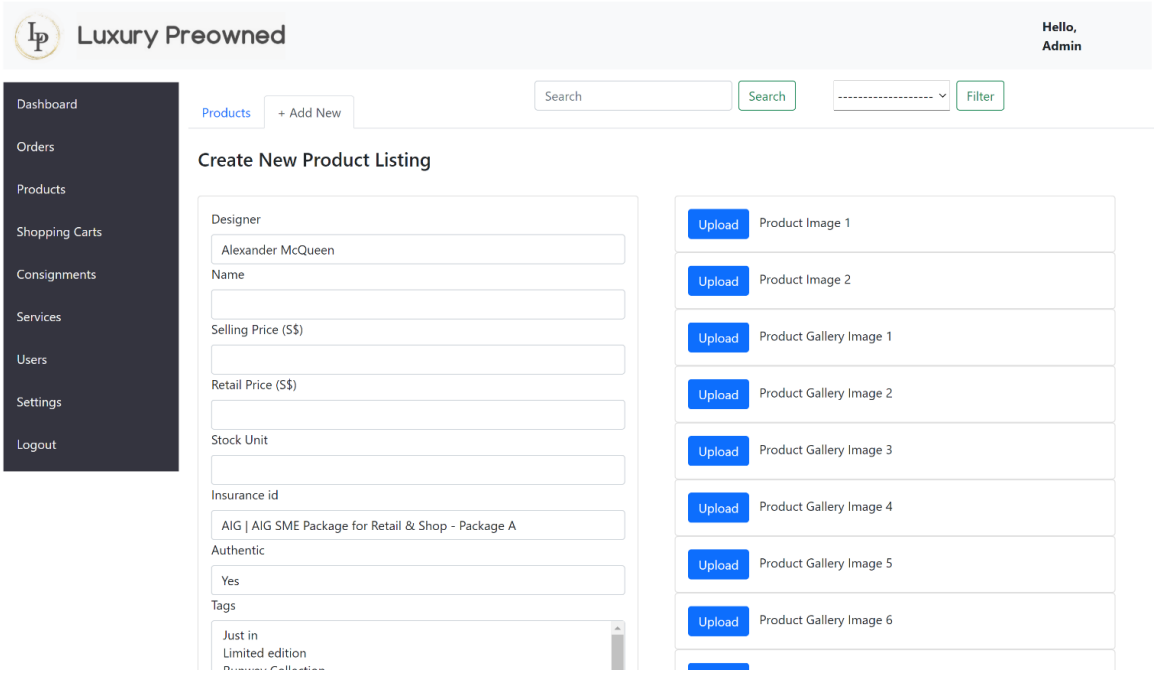

| Description |
| --- |
| On the orders page:<br><br>When click edit order, admin is able to update the orders status, shipment provider and tracking number.<br>• When the order being processed successfully through stripe (payment has been made), it stores in DB as status “paid” by default for admin to perform order processing and update status accordingly.<br>• Due to business requirement, admins are unable to delete the order (for auditing trail purpose). Admin can only change status to either cancelled or refund (whichever appropriate) |

## 4. Product management



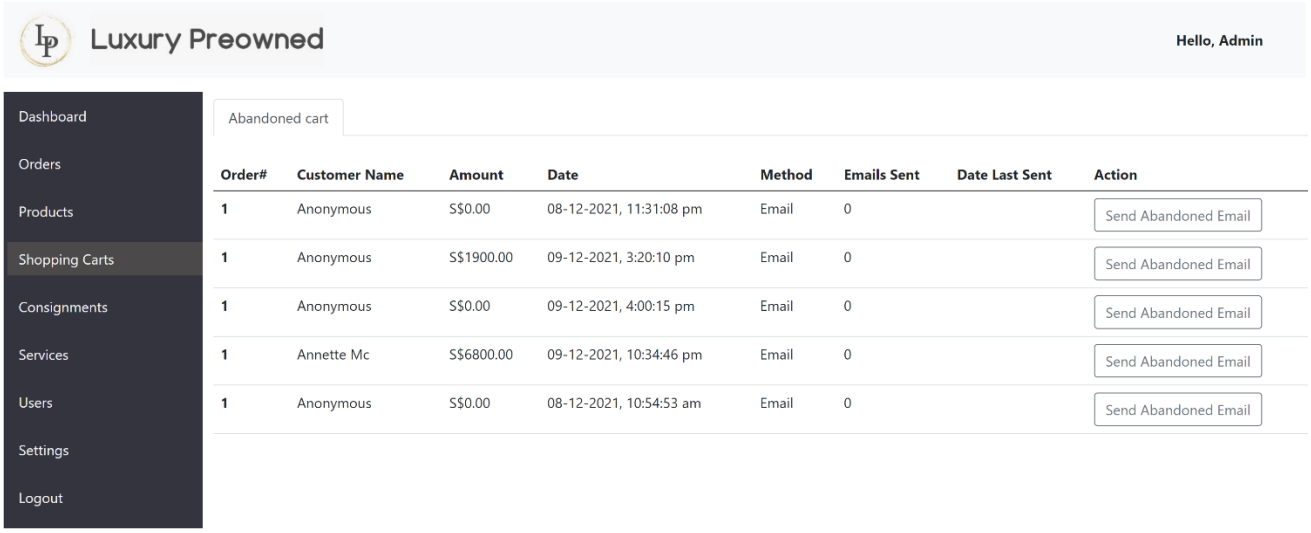

| Description |
|---|
| On the products page:<br><br>• List of products will e displayed<br>• Due to business requirement, admins are unable to delete product from DB (for auditing trail purpose). Admin can click on deactivate the product to remove from listing on the website<br>• Admin can perform editing of the product |

### Adding new product



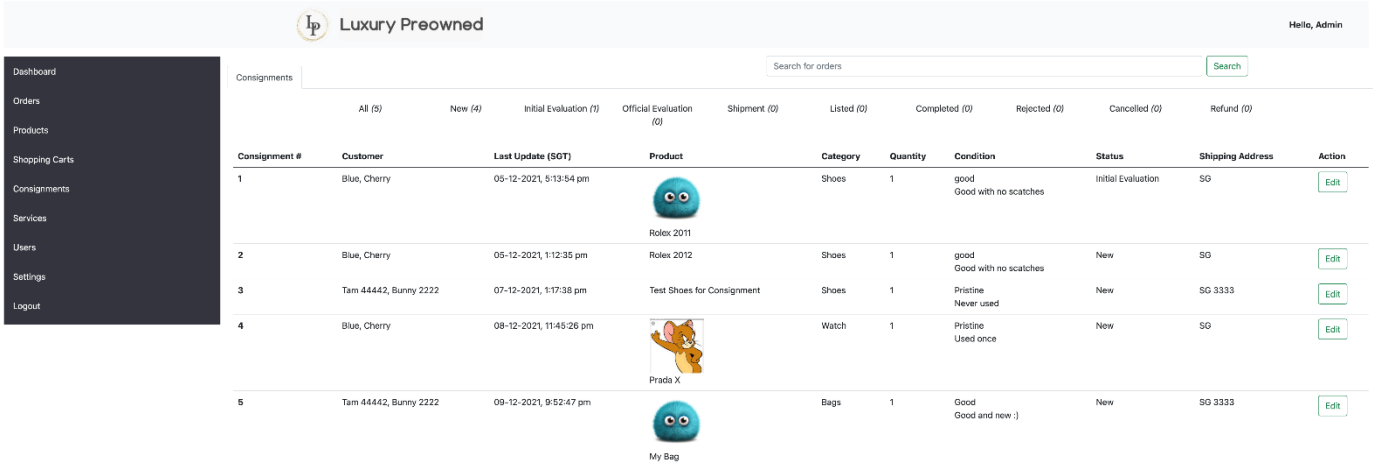
| Description |
| --- |
| On the products page:<br><br>Admin can perform adding of new product. And the product will be listed on the website |

## 5. Shopping cart management




| Description |
| --- |
| On the shopping cart page:<br><br>This page is mainly for future development where we trace the cart history and abandon cart to set email reminding customers of their abandon shopping carts with us in order to push more sales and converted to real transactions. |

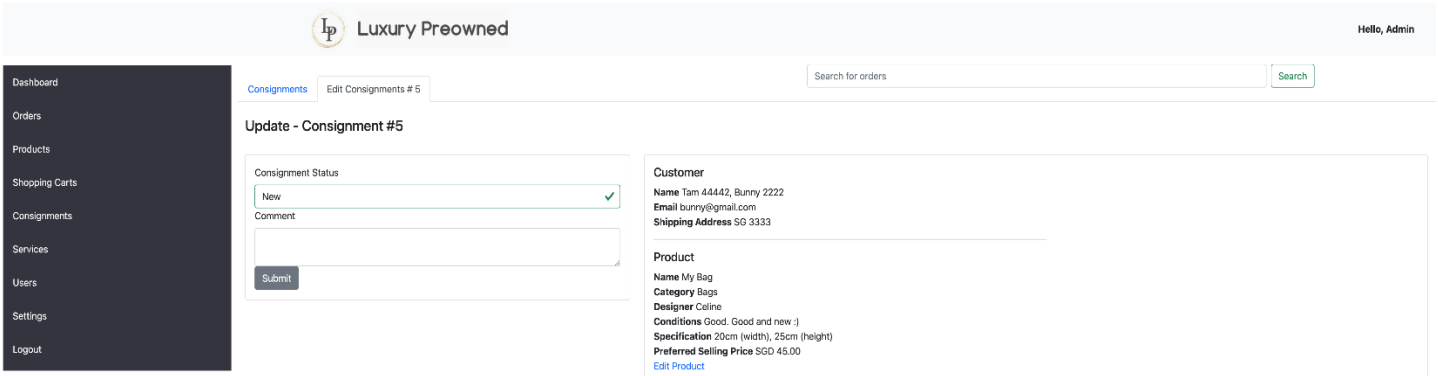
## 6. Consignment management




| Description |
| --- |
| On the consignment page: |

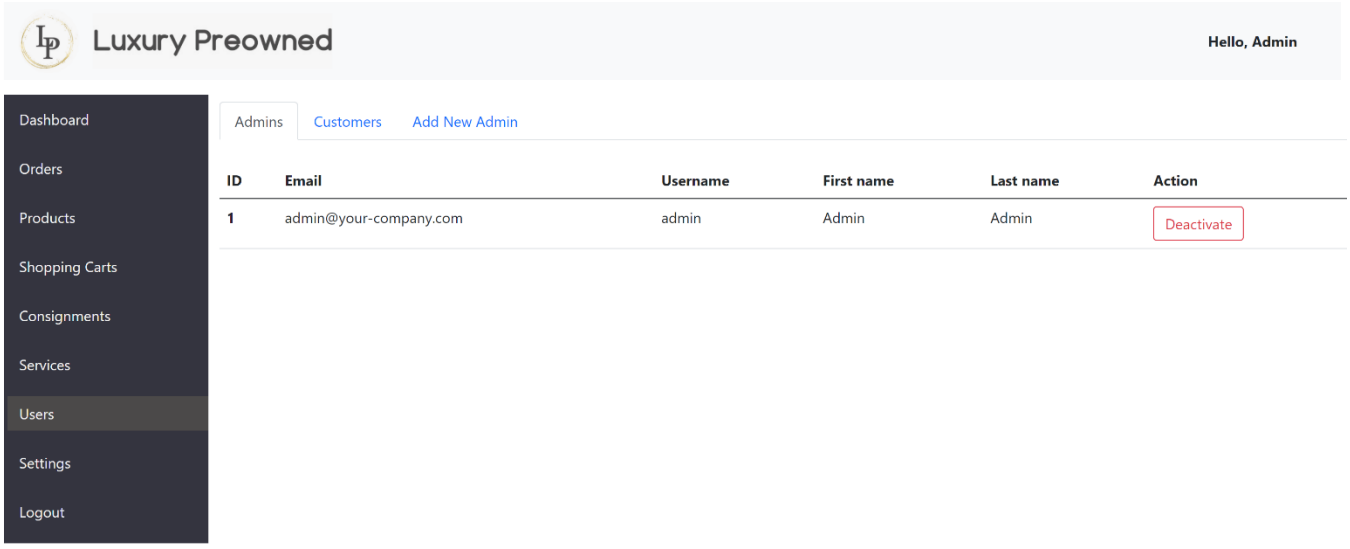
Admin is able to view the consignment request that were submitted by customer via our portal. And is able to perform editing/updating consignment orders.

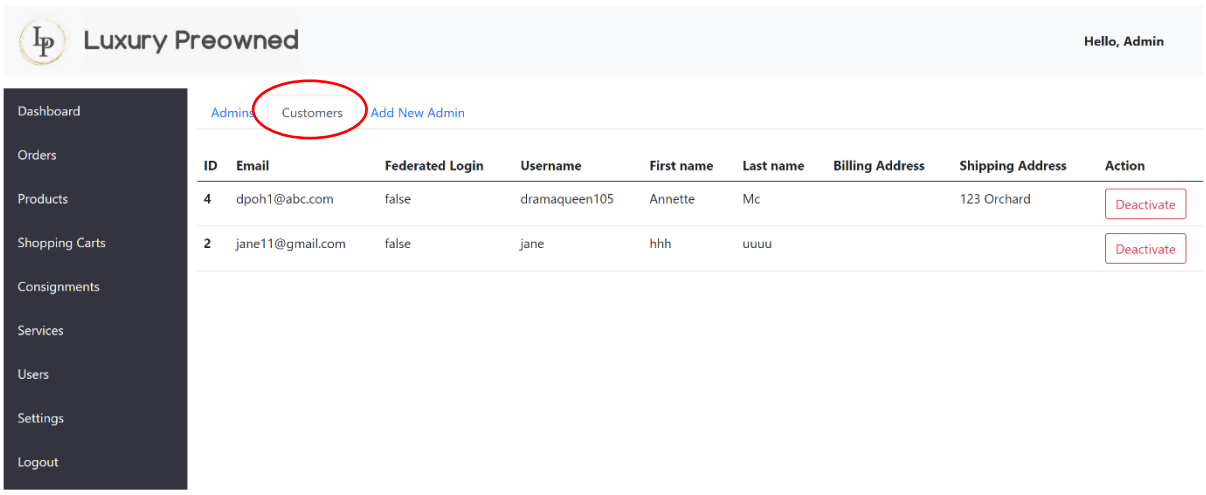
### Editing / updating consignment order



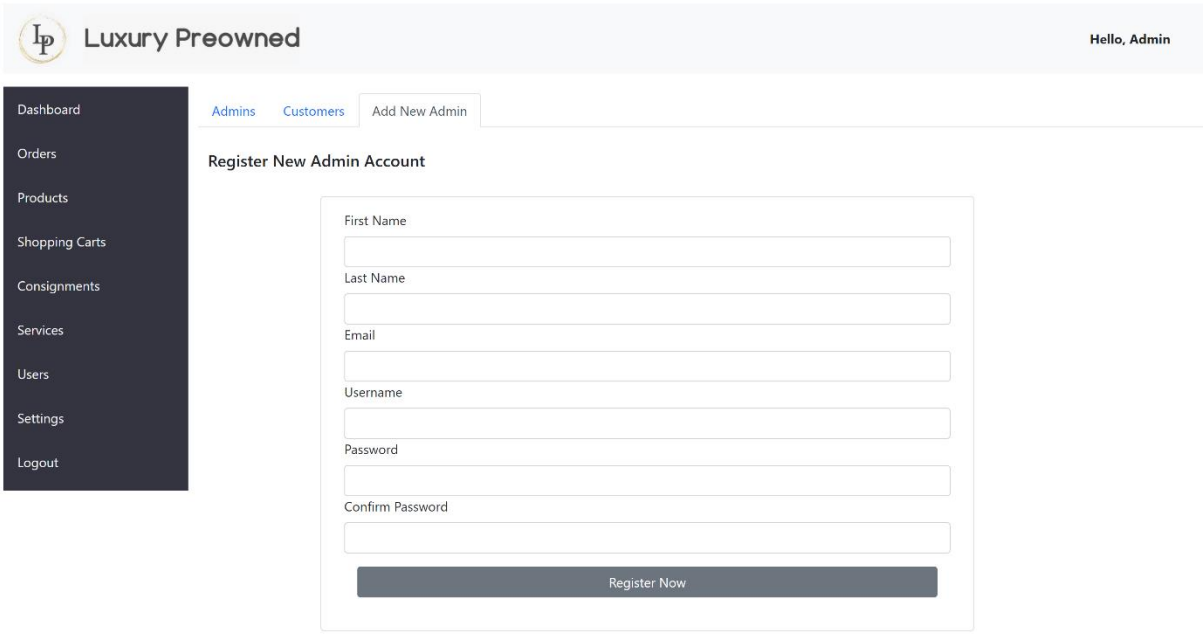

| Description |
| --- |
| On the consignment page:<br><br>When admin select edit the consignment order, they are able to update the status and comment including the shipment details |

## 7. User management



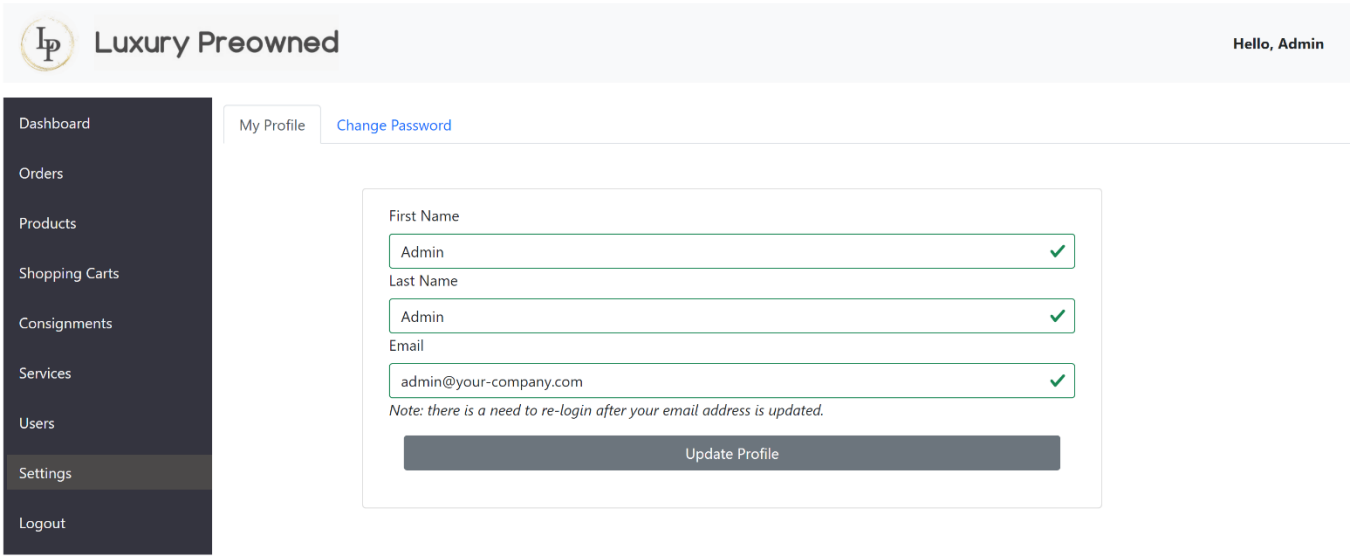



## Add new admin

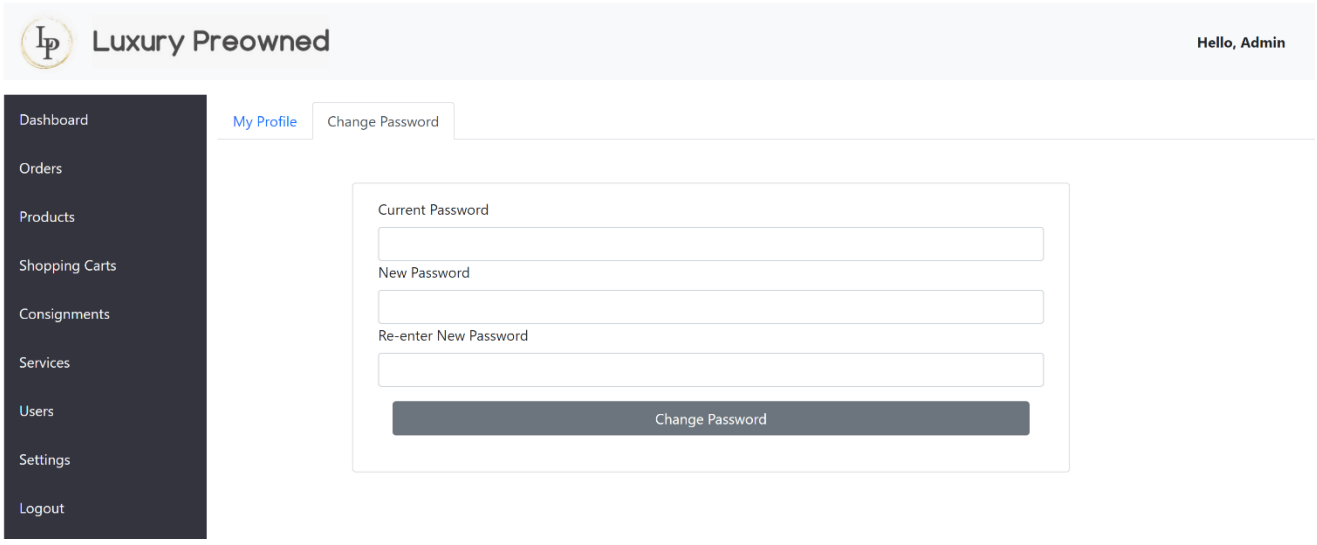



| Description |
| --- |
| On the user management page:<br><br>• Admin is able to view the admin users, customers and perform deactivation of the account.<br>• Admin can create new admin user (admin users are unable to self-created their account, this task needs to be performed by an existing admin)<br>• New created admin account will be given a password. Upon first login, they are forced to change password immediately.<br>• Admin is unable to create new account for customer. Customer must self-create account via our portal (react frontend).<br>• Admin is unable to delete user account (both customer and admin account), they can perform deactivation of account.<br>• Customers (user) must self-perform account deletion via frontend portal and the existing info in the account will be remove except the order history which will be re-assigned to random (fake) user data for auditing trail purpose. |

## 8. Settings

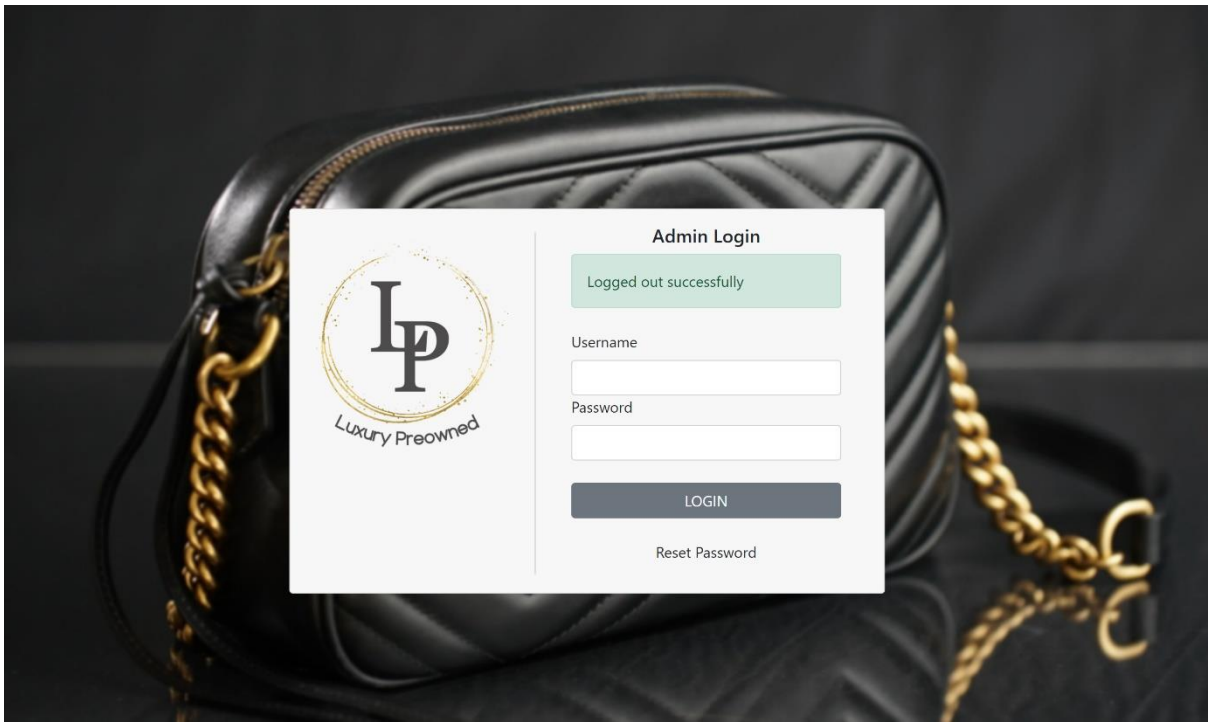



### Change password




| Description |
| --- |
| On the setting page:<br>• Admin is able to edit their own profile and change the password |

## 9. Logout




| Description |
| --- |
| On the logout page:<br><br>• Admin can logout from the page and it will bring them back to login page |