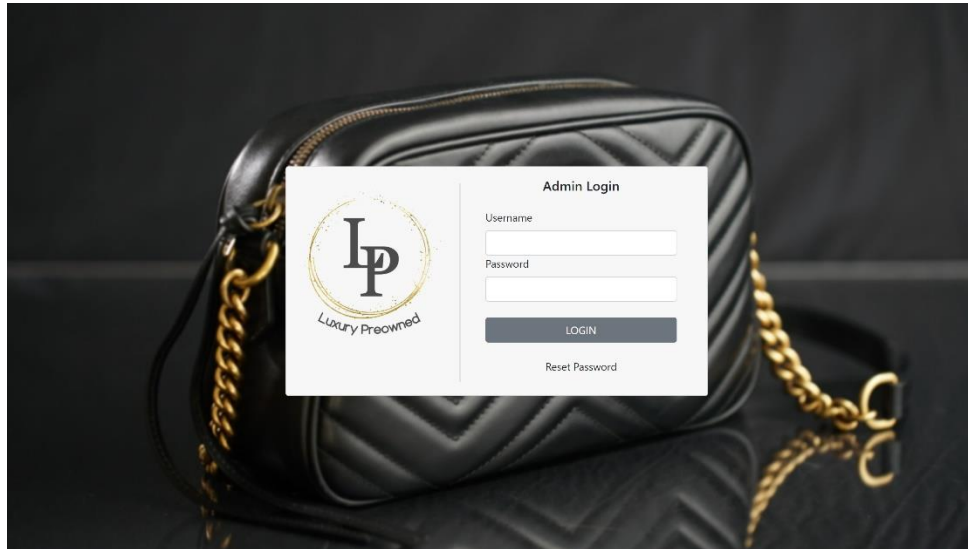


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# Admin Portal


## 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)

Luxury Preowned

Hello, Admin

Dashboard

Orders

Products

Shopping Carts

Consignments

Services

Users

Settings

Logout

Dashboard

Total Sales

S\$9100.00

Total Orders

2

Total Consignments

0

Orders

2

Pending

0

Processed

0

Cancelled

2

Total

Consignments

0

Pending

0

Processed

0

Cancelled

0


Total

Number of customers 6

Number of products 13

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

### 3. Order management


**Luxury Preowned**
Hello, Admin

Dashboard
Orders
Products
Shopping Carts
Consignments
Services
Users
Settings
Logout

Search for orders

Search

Orders

All (2)
New (2)
Processing (0)
Shipment (0)
Completed (0)
Cancelled (0)
Refund (0)

Order #	Customer	Last Update (SGT)	Status	Shipping Address	Total (SGD)	Quantity	Payment	Action
3	uuuu, hhh	08-12-2021, 12:06:59 pm	New	Attention To: Jane Address Line 1: Orchard Road Address Line 2: null City: State: Country: SG Postal Code: 12345	7200.00	1	card	<div>Edit</div>
4	uuuu, hhh	09-12-2021, 11:20:32 pm	New	Attention To: Cherry Address Line 1: Tampines 1 Address Line 2: null City: State: Country: SG Postal Code: 3245	1900.00	1	card	<div>Edit</div>

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



Dashboard

Orders

Products

Shopping Carts

Consignments

Services

Users

Settings

Logout

Orders

Edit Order 3

Search for orders

Search

## Update - Order #3

Order Status

New

Shipment Provider

FedEx

Tracking Number

Comment

Submit

## Customer

Name	Email	Shipping Address
uuuu, hhh	jane11@gmail.com	Attention To: Jane Address Line 1: Orchard Road Address Line 2: null City: State: Country: SG Postal Code: 12345

## Products

Name	Quantity	Unit Price
Muria	2	SGD 3600.00

## Payment Info

Payment Total	Payment Method	Payment Ref (Stripe)
SGD 7200.00	card	pl_3K4HOuDJ4PbBblp60vOBpnH8

## Description

On the orders page:

When click edit order, admin is able to update the orders status, shipment provider and tracking number

## 4. Product management



Dashboard

Orders

Products

Shopping Carts

Consignments

Services

Users

Settings

Logout






Products

+ Add New

Search


Search

Filter

ID#	Image	Name	Stock	Price	Designer	Category	Last Update (SGT)	Consignment	Action
3		Muria	2	SGD3600.00	Loius Vuitton	Bags	08-12-2021, 5:06:15 pm	N/A	<a href="#">Edit</a> <a href="#">Deactivate</a>
6		Sofia Mule	1	SGD800.00	Loius Vuitton	Shoes	09-12-2021, 1:21:02 am	N/A	<a href="#">Edit</a> <a href="#">Deactivate</a>
7		Prinetown GG leather slipper	1	SGD1900.00	Gucci	Shoes	08-12-2021, 12:57:38 pm	N/A	<a href="#">Edit</a> <a href="#">Deactivate</a>
8		The Hacker Project Square Knife pump	1	SGD2300.00	Gucci	Shoes	08-12-2021, 1:03:47 pm	N/A	<a href="#">Edit</a> <a href="#">Deactivate</a>
9		The Hacker Project Triple S sneaker	2	SGD2100.00	Gucci	Shoes	08-12-2021, 1:15:49 pm	N/A	<a href="#">Edit</a> <a href="#">Deactivate</a>
10		Hacker Project small GG Marmont	1	SGD3200.00	Gucci	Bags	08-12-2021, 1:25:09	N/A	<a href="#">Edit</a>

Description
<p>On the products page:</p> <ul style="list-style-type: none"> <li>• There will be list of products</li> <li>• Admin can click on deactivate the product to remove from listing on the website</li> <li>• Admin can perform editing of the product</li> </ul>

### Adding new product



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Hello, Admin

Dashboard

Orders

Products

Shopping Carts

Consignments

Services

Users

Settings

Logout

Products

+ Add New

Search

Search

Filter

Create New Product Listing

Designer

Alexander McQueen

Name

Selling Price (\$\$)

Retail Price (\$\$)

Stock Unit

Insurance id

AIG | AIG SME Package for Retail & Shop - Package A

Authentic

Yes

Tags

Just in  
Limited edition  
Princess Collection

Upload

Product Image 1

Upload

Product Image 2

Upload

Product Gallery Image 1

Upload

Product Gallery Image 2

Upload

Product Gallery Image 3

Upload

Product Gallery Image 4

Upload


Product Gallery Image 5

Upload

Product Gallery Image 6

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

## 5. Shopping cart management


**Luxury Preowned**

Hello, Admin

Dashboard  
Orders  
Products  
**Shopping Carts**  
Consignments  
Services  
Users  
Settings  
Logout

Abandoned cart


Order#	Customer Name	Amount	Date	Method	Emails Sent	Date Last Sent	Action
1	Anonymous	\$50.00	08-12-2021, 11:31:08 pm	Email	0		<a href="#">Send Abandoned Email</a>
1	Anonymous	\$1900.00	09-12-2021, 3:20:10 pm	Email	0		<a href="#">Send Abandoned Email</a>
1	Anonymous	\$50.00	09-12-2021, 4:00:15 pm	Email	0		<a href="#">Send Abandoned Email</a>
1	Annette Mc	\$56800.00	09-12-2021, 10:34:46 pm	Email	0		<a href="#">Send Abandoned Email</a>
1	Anonymous	\$50.00	08-12-2021, 10:54:53 am	Email	0		<a href="#">Send Abandoned Email</a>

### Description

On the shopping cart page:

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


**Luxury Preowned**




Hello, Admin

Dashboard  
Orders  
Products  
Shopping Carts  
**Consignments**  
Services  
Users  
Settings  
Logout

Search for orders [Search](#)

Consignments

All (5)New (4)Initial Evaluation (7)Official Evaluation (0)Shipment (0)Listed (0)Completed (0)Rejected (0)Cancelled (0)Refund (0)

Consignment #	Customer	Last Update (SGT)	Product	Category	Quantity	Condition	Status	Shipping Address	Action
1	Blue, Cherry	05-12-2021, 5:13:54 pm	 Rolex 2011	Shoes	1	good Good with no scratches	Initial Evaluation	SG	<a href="#">Edit</a>
2	Blue, Cherry	05-12-2021, 1:12:35 pm	Rolex 2012	Shoes	1	good Good with no scratches	New	SG	<a href="#">Edit</a>
3	Tam 44442, Bunny 2222	07-12-2021, 1:17:38 pm	Test Shoes for Consignment	Shoes	1	Pristine Never used	New	SG 3333	<a href="#">Edit</a>
4	Blue, Cherry	08-12-2021, 11:45:26 pm	 Prada X	Watch	1	Pristine Used once	New	SG	<a href="#">Edit</a>
5	Tam 44442, Bunny 2222	09-12-2021, 9:52:47 pm	 My Bag	Bags	1	Good Good and new :)	New	SG 3333	<a href="#">Edit</a>

### 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

Dashboard

Orders

Products

Shopping Carts

Consignments

Services

Users

Settings

Logout

LP

Luxury Preowned

Search for orders

Search

Consignments

Edit Consignments # 5

Update - Consignment #5

Consignment Status

New

Comment

Submit

Customer

Name Tam 44442, Bunny 2222

Email bunny@gmail.com

Shipping Address SG 3333

Product

Name My Bag

Category Bags

Designer Celine

Conditions Good, Good and new :)

Specification 20cm (width), 25cm (height)

Preferred Selling Price SGD 45.00

Edit Product

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

## 7. User management

LP

Luxury Preowned

Search for orders


Search

Admins

Customers

Add New Admin

ID	Email	Username	First name	Last name	Action
1	admin@your-company.com	admin	Admin	Admin	Deactivate


**Luxury Preowned**


Hello, Admin

Dashboard  
Orders  
Products  
Shopping Carts  
Consignments  
Services  
Users  
Settings  
Logout

Admins Customers Add New Admin

ID	Email	Federated Login	Username	First name	Last name	Billing Address	Shipping Address	Action
4	dpoh1@abc.com	false	dramaqueen105	Annette	Mc		123 Orchard	Deactivate
2	jane11@gmail.com	false	jane	hhh	uuuu			Deactivate

## Add new admin


**Luxury Preowned**

Hello, Admin

Dashboard  
Orders  
Products  
Shopping Carts  
Consignments  
Services  
Users  
Settings  
Logout

Admins Customers Add New Admin

Register New Admin Account

First Name

Last Name

Email

Username

Password

Confirm Password

Register Now


### Description

On the user management page:

- Admin is able to view the admin users, customers and perform deactivation of the account.
- Admin can also create new admin user (admin user are unable to self-created their account, this task needs to be performed by an existing admin)
- New created admin will be given a password. Upon first login, they will force to change password.
- Admin is unable to create new customer account. Customer must self-create account via our portal.



## 8. Settings

Luxury Preowned

Hello, Admin

Dashboard

Orders

Products

Shopping Carts

Consignments

Services

Users

Settings

Logout

My Profile

Change Password

First Name

Admin

Last Name

Admin


Email

admin@your-company.com

Note: there is a need to re-login after your email address is updated.

Update Profile

### Change password

Luxury Preowned

Hello, Admin

Dashboard

Orders

Products

Shopping Carts

Consignments

Services

Users

Settings

Logout

My Profile

Change Password

Current Password

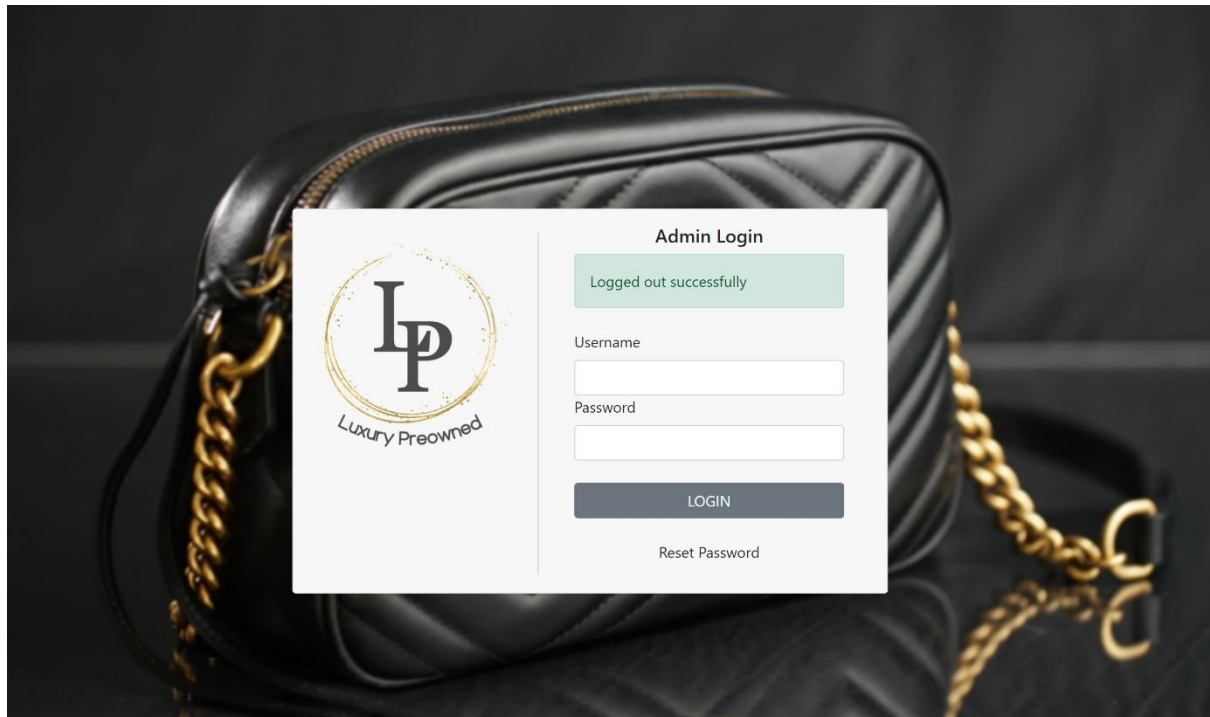
New Password

Re-enter New Password

Change Password

Description
<p>On the setting page:</p> <ul style="list-style-type: none"><li>Admin is able to edit their own profile and change the password</li></ul>

## 9. Logout



Description
<p>On the logout page:</p> <ul style="list-style-type: none"><li>• Admin can logout from the page and it will bring them back to login page</li></ul>