User Manual for Foodcoop Website

1. Membership

Non-members can browse products and see announcements, but todo more, especially to rate/comment products, benefit from discounts, apply for volunteerwork it is necessary to signup for the website.

After filling the registration form, the candidate member must go to the cooperative building and pay membership fee. Than the administrator will approve membership and the member can log-in to the system.

2. Browsing Products:

Members and also visitors can browse the product catalog. Here it is possible to filter products according to categories.

Members can rate products.

Admins or salesman can delete products.



3. Volunteer Activities:

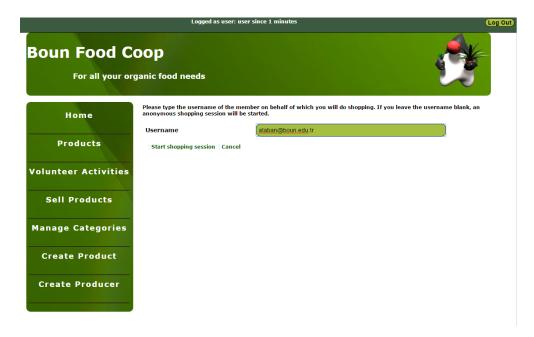
In this screen users can see and apply volunteer activities:



4. Shopping

Online shopping is not possible on this system. Instead people must go to the coop and do the shopping there. One coop member who is assigned as 'salesman' by an admin will handle shopping in the website.

The salesman can start a shopping session by entering the username of the member who wants to do shopping. Alternatively, an anonymous shopping can also be started.



After the shopping session has been started, salesman can go to products page and add products to the shopping cart.



When shopping has finished, user shall pay the fee to salesman and afterwards the salesman can commit the session. The purchased products will be deduced from the inventory.



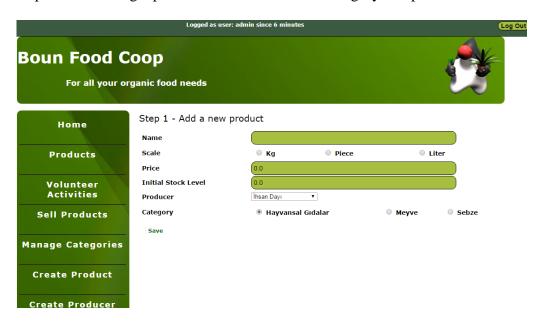
5. Changing Member Rights

Admins can assign ordinary members as salesman, or even as admins. They can also downgrade members by taking away selling or admin rights



6. Creating Products

Salesman can create products. A product must belong to a category and to a producer, so prior to creating a product we must create its category and producer.



7. Creating Announcements:

Admins can create announcements as shown in the following picture. The announcements will be shown in the greeting page of foodcoop.

