

Chat's Collectibles

Admin & User Manual

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ADMIN

Login/Logout

1. Login
 - a. Enter your username and password.
 - b. Click the “Login” button.
2. Logout
 - a. Click on the “Logout” link to logout of your account.

View/Edit Catalog

1. View Catalog
 - a. Click on the “Admin” link on the top navigation bar.
 - b. Click on the “View Catalog” button.
2. Edit Catalog
 - a. Add Product
 - i. Click on the “Add Product” button at the top of the page to add a new product.
 - ii. Enter in the product information and click on the “Save Changes” button to add the product, or “Cancel” button to cancel adding a new product.
 - b. Edit Products
 - i. Click on the product name that you want to edit.
 - ii. Click on the “Edit” button at the top of the page to edit the product.
 - iii. Enter in the product information that you want to change, then click on the “Save Changes” to submit the edit, or “Cancel” to cancel the edit.
 - c. Delete Products
 - i. Click on the product name that you want to delete.
 - ii. Click on the “Delete” button at the top of the page to delete the product.

View/Edit Orders

1. View Orders
 - a. Click on the “Admin” link on the top navigation bar.
 - b. Click on the “View Orders” button.
2. Edit Orders
 - a. Edit Orders
 - i. Click on the order name that you want to edit.
 - ii. Click on the “Edit” button at the top of the page to edit the order.
 - iii. Enter in the order information that you want to change, then click on the “Save Changes” to submit the edit, or “Cancel” to cancel the edit.

View/Edit Users

1. View Users
 - a. Click on the “Admin” link on the top navigation bar.
 - b. Click on the “View Users” button.
2. Edit Users
 - a. Edit User
 - i. Click on the username to edit the user that you want to edit.
 - ii. Click on the “Edit” button at the top of the page to edit the user.
 - iii. Select the , then click on the “Save Changes” to submit the edit, or “Cancel” to cancel the edit.
 - b. Delete User
 - i. Click on the username to delete the user that you want to edit.
 - ii. Click on the “Delete” button at the top of the page to delete the user.

USER

Login/Registration/Logout

1. Login
 - a. Enter your username and password.
 - b. Click the “Login” button.
2. Registration
 - a. Click on the “Login” link on the top navigation bar.
 - b. Click on the “Register” link below the “Login” button.
 - c. Enter a username, email, and password, then re-enter your password in the “Confirm Password” to confirm your password.
 - d. Click on the “Create Account” button to create your new account.
3. Logout
 - a. Click on the “Logout” link to logout of your account.

Buying on Chat’s Collectibles

1. Click “Catalog” to view the products that are available on Chat’s Collectibles.
2. Click on any product that you are interested in purchasing.
3. Click on “Add to Cart” on the product’s details page.
4. Click on “Back to Catalog” if you want to add more items into your cart, or “Checkout” if you’re ready to purchase your order.
5. Review your order and click on “Purchase” to go to the payment form.
6. Enter your payment information on the Payment page, then click on “Confirm Payment” to submit your order.

Edit User Profile

1. After logging into Chat’s Collectibles, click on your username link in the top navigation bar.
2. Click on the “Edit Profile” button to edit your account information.
3. Enter your information into the input boxes and click “Save Changes” to finish editing your information, or “Cancel” to cancel your changes.

View Order History

1. Click on the “My Orders” link on the top navigation bar to look at your order history.
2. Click on the order number’s link to view the details of that order.