

USER MANUAL FOR ADMIN

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1. OVERVIEW

The Admin tool is an application that is used to perform administrative tasks in the COOL ADMIN application. Its main functionalities are: defining dashboard, defining the form to add product, categories related to that product, managing order and discount provided on some items, defining and editing the details of the products and form lists. In addition, a user with administration rights can filter and search data, see data access log and visualize collected data in simple charts and graphs.

2. ACCESSING THE ADMIN TOOL

Access to the Admin tool is exclusive to the users with administrative rights. When a user logs into the portal and has administrative rights, the 'Admin' button is enabled; clicking this button directs the user to the Admin tool. Figure 1 below shows the default page displayed after clicking the 'Admin' button on the web portal.

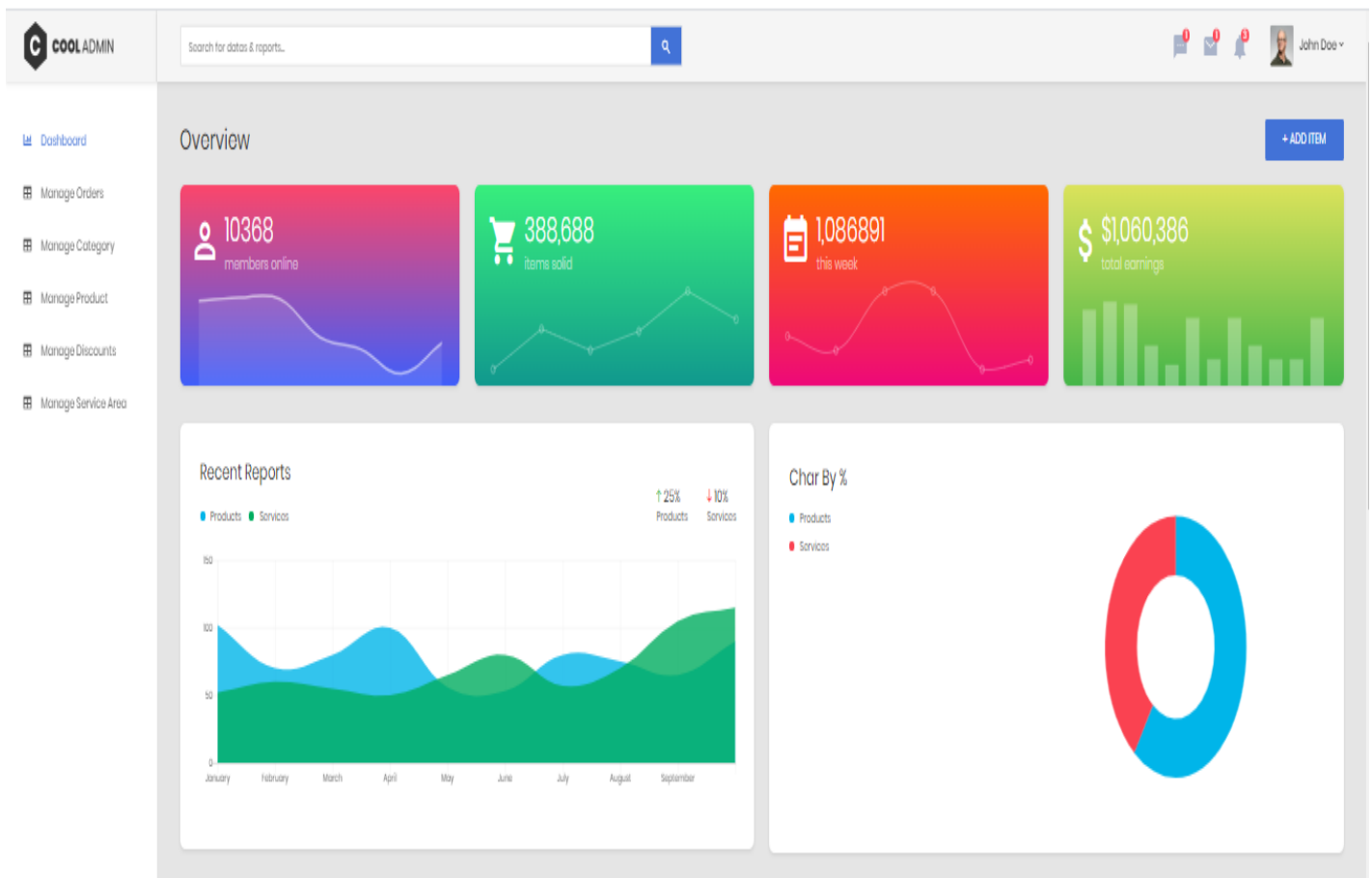
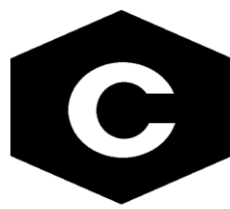


Figure 1: The default page displayed when the Admin tool is accessed.



The front page of Admin website shows a dashboard scenario, about the earning by items in previous years and some other data and figures.

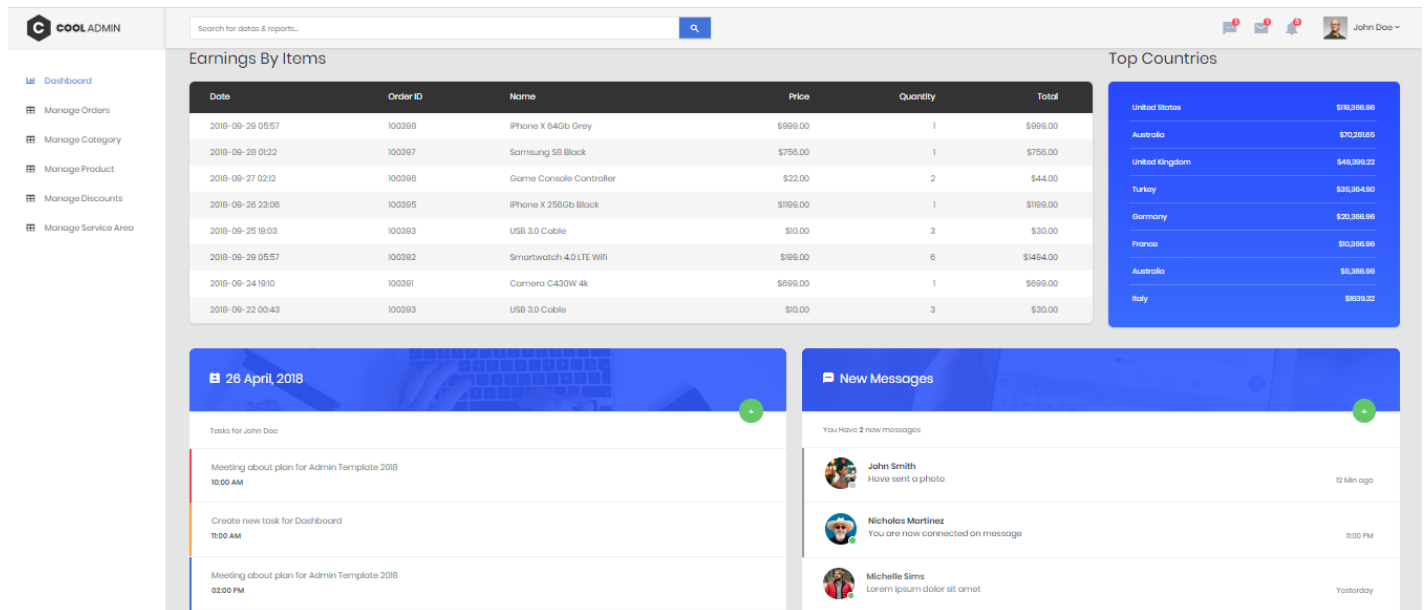


Figure 2: Dashboard.

3. ADDING CATEGORY

To add a new category, click on the 'Manage Category' tab which is the default tab content displayed when the Admin tool is accessed. The fields marked with an asterisk '*' are mandatory. Figure 3 below shows the form that is displayed after clicking the 'Add Category' tab.

The 'Add Category' form includes the following fields and buttons:

- Category Name ***: A text input field with the placeholder 'Enter Category Name'.
- Category Image ***: A dashed box placeholder labeled 'IMAGE 1'.
- UPLOAD**: A button to upload the category image.
- Add Category**: A blue button to submit the form.
- Reset**: A red button to reset the form.

Figure 3: Form to add a new category.

Under the Category Name field ,user have to write down a name for that category and also upload an image so that it will help him in identifying the suitable category for further modification .

After filling in the relevant information in the form, click the 'Add Category' button to save the details .If provided data is not correct then user can click on' Reset' button. After that he can fill this form again with correct data.

4. MANAGING CATEGORY

To manage a category detail, click on the 'Managing Category' tab. The below page will be displayed. Here user can see all the details about all the categories. In search tab he can type a category name to directly access that category.

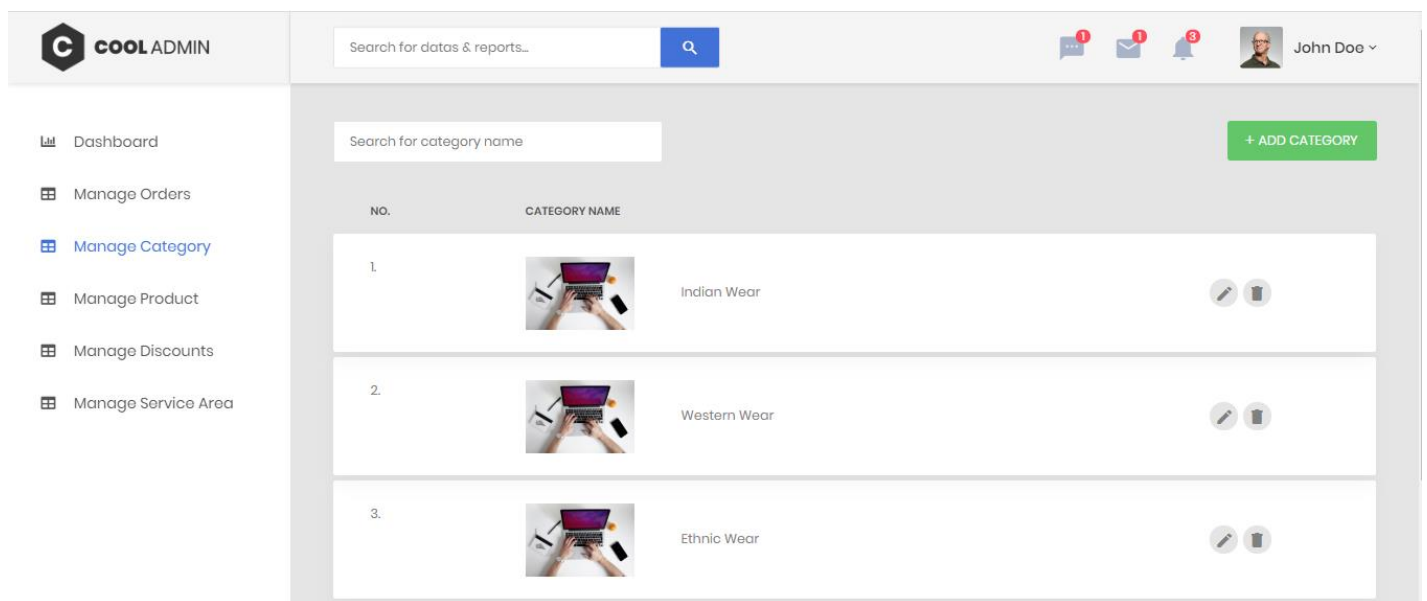




Figure 4: A page for managing the category detail.

Click the  button to delete the selected category. To edit from the selected category, click the button labeled .

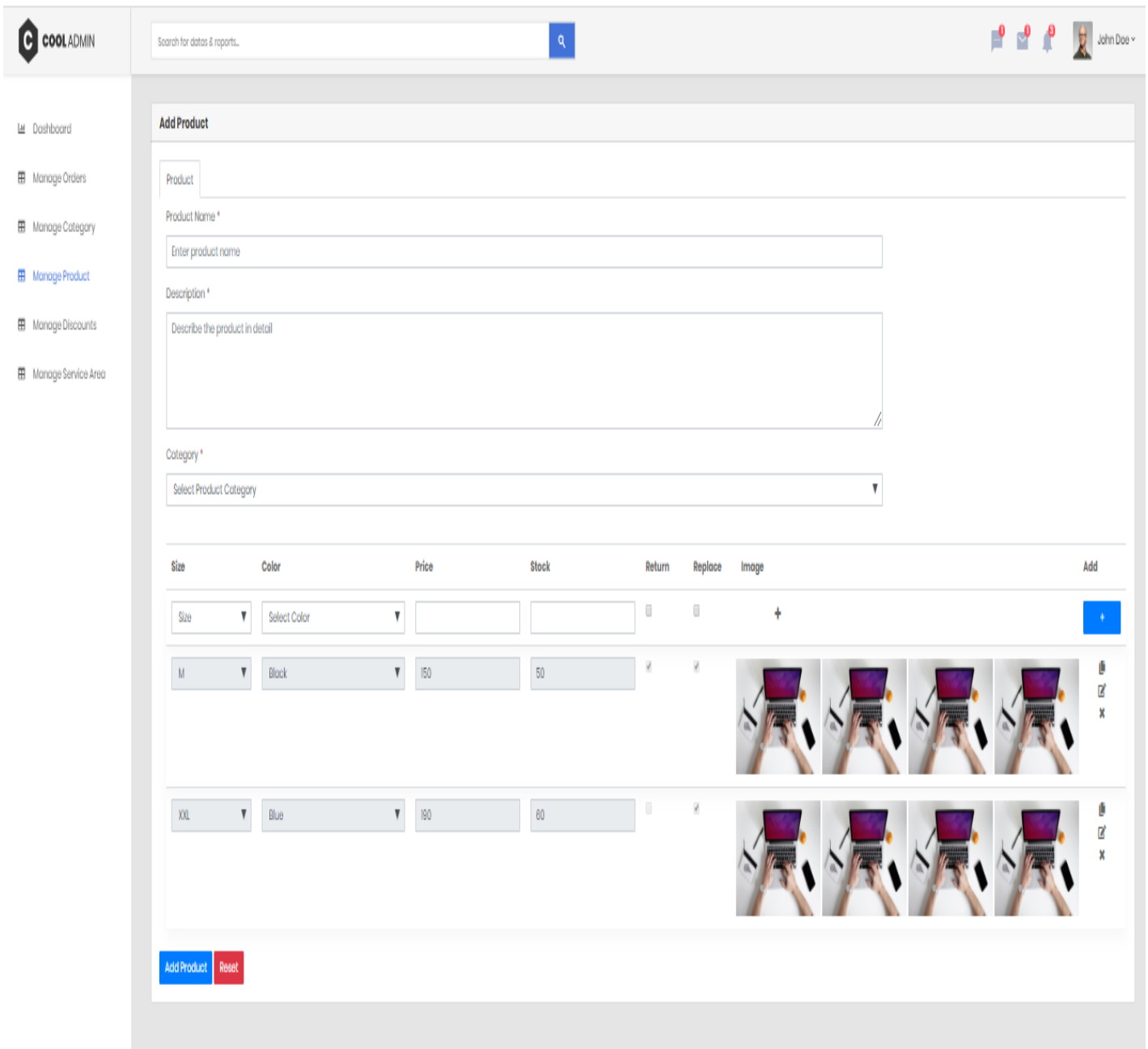
Click the '+ADD CATEGORY' button to add a new category.


5. ADDING PRODUCTS

To add new product, click on the 'Manage Product' tab; the form shown in Figure 5 below is displayed. There are some field to be filled in this form .In first text area, a product name field is given to provide a name to that new product which is going to be listed and there is a description area also where admin has to provide all the details about the new product. The category hierarchy field contains a drop down list of all the categories hierarchies that have been defined earlier.




The next section is there to manage all the product description properties like size ,color ,price ,stock ,return ,replace etc. the size and color tabs are hierarchy fields which contain a dropdown list about all the sizes and colors respectively. There a grid section is also provided to upload the photos of the products.

Fields marked with an asterisk '**' are mandatory.





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John Doe

Dashboard
Manage Orders
Manage Category
Manage Product
Manage Discounts
Manage Service Area

Add Product

Product

Product Name *

Description *

Category *

Select Product Category















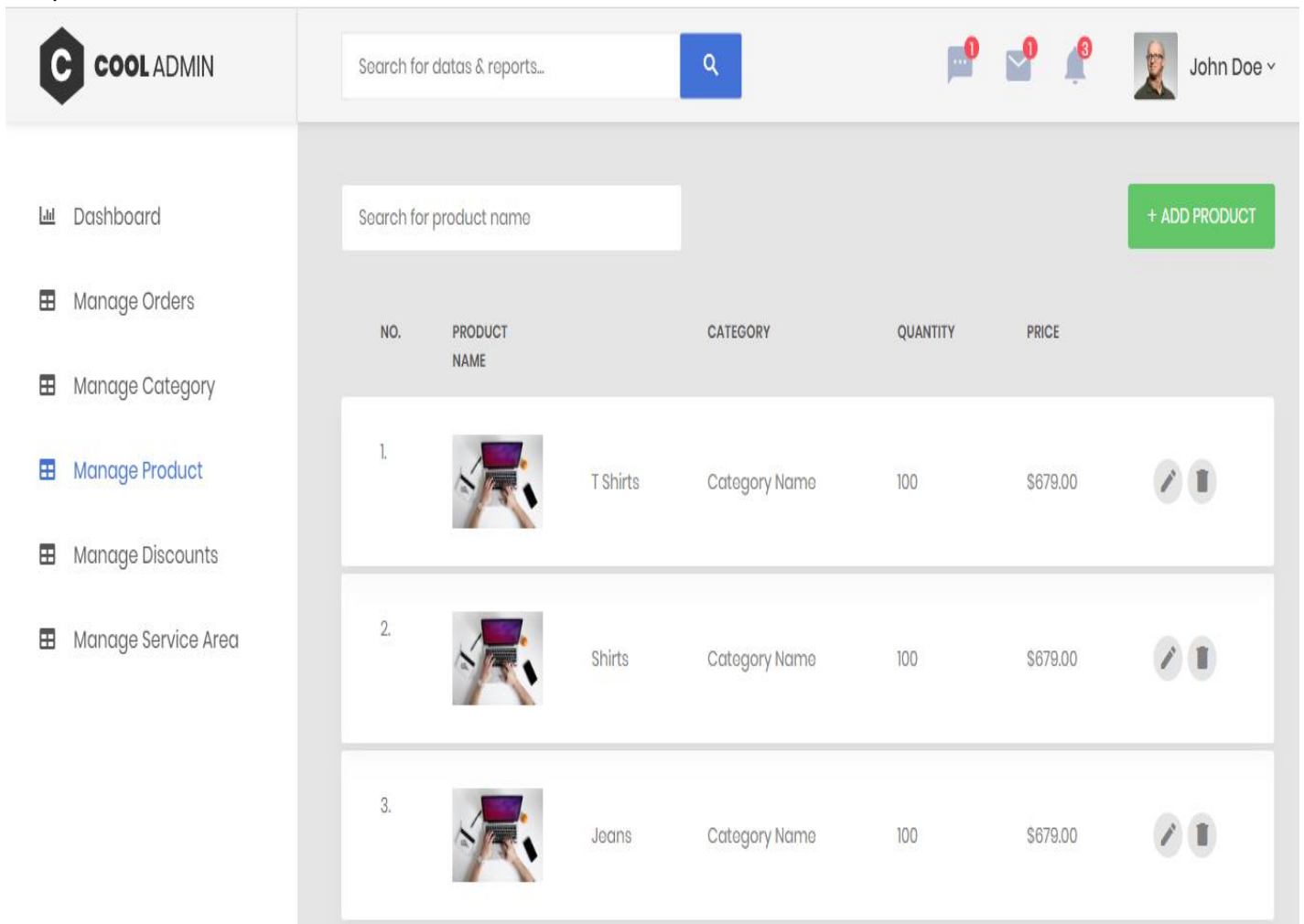
Size	Color	Price	Stock	Return	Replace	Image	Add
Size	Select Color	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	<input type="button" value="+"/>
M	Black	150	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	   	  
XXL	Blue	180	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	   	  

Figure 5: Form to add new products.

After filling in the relevant information in the form, click the 'Add Product' button to save the details. If provided data is not correct then user can click on 'Reset' button. After that he can fill this form again with correct information.

6. MANAGING PRODUCT

To manage a product's detail, click on the 'Managing Product' tab. The below page will be displayed. Here user can see a list of all Products with details like product name, category, and quantity of that product at present and price. In search tab he can type a product name to directly access to that product.






NO.	PRODUCT NAME	CATEGORY	QUANTITY	PRICE
1.	 T Shirts	Category Name	100	\$679.00
2.	 Shirts	Category Name	100	\$679.00
3.	 Jeans	Category Name	100	\$679.00

Figure 6: A page for managing the products detail.

Click the  button to delete the selected category. To edit selected product, click the button labeled .

Click the '+ADD PRODUCT' button to add a new product.

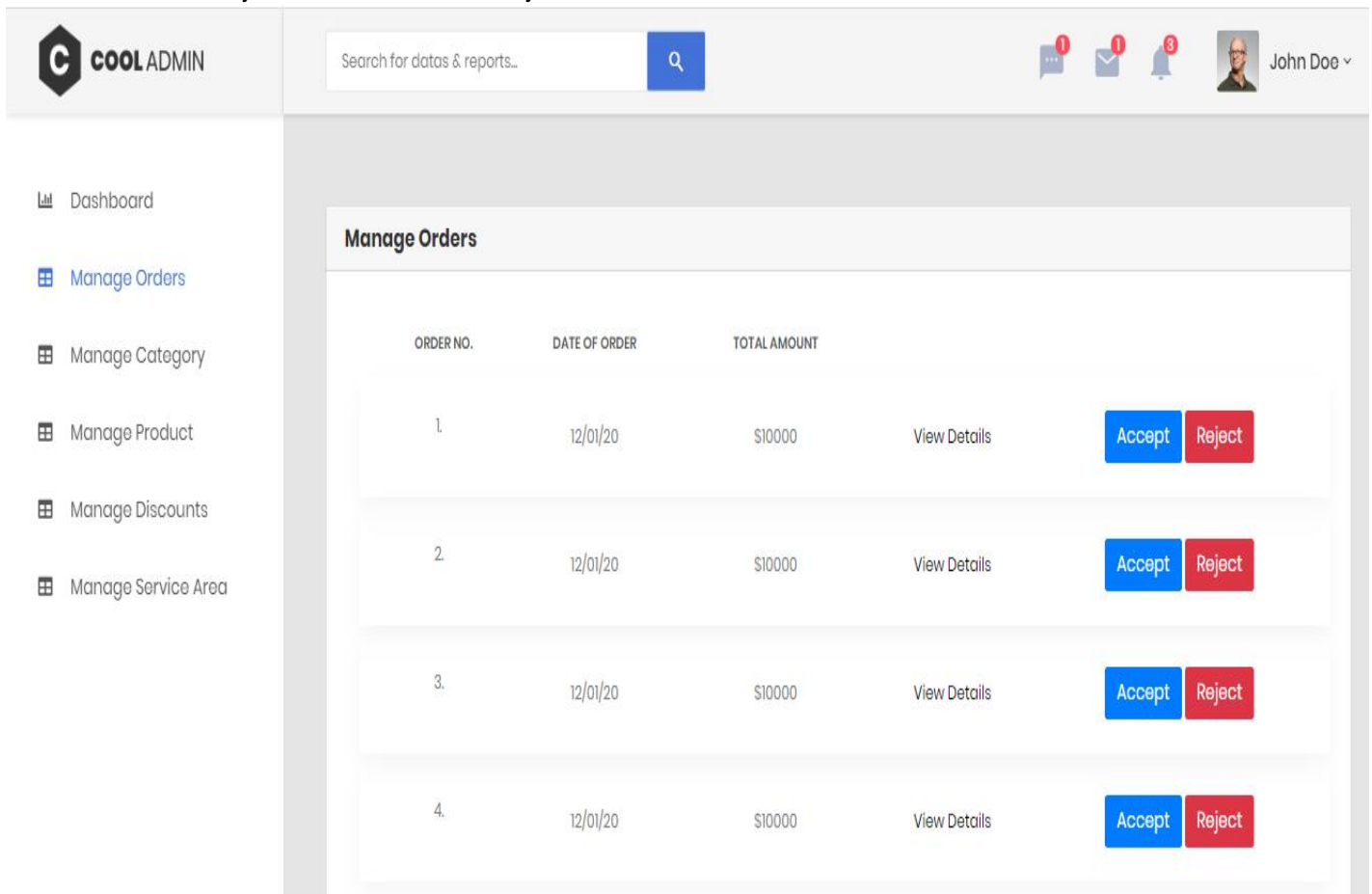
7. MANAGING ORDER

To manage a product's order detail, click on the 'Managing Orders' tab which is the default tab content displayed when the Admin tool is accessed. The below page will be displayed. Here user can see a list of all orders with details like order no, date of order, total amount. There two options are provided or admin to use –

1) Accept

2) Reject

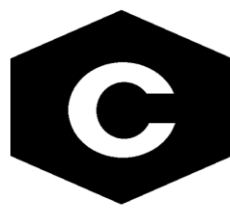
If admin wants to accept the order he simply has to click on the 'Accept' button provided on the screen, if not then he can also reject to click on the 'Reject' button.



The screenshot displays the 'Manage Orders' interface in the COOL ADMIN system. The top navigation bar features the COOL ADMIN logo, a search bar for data and reports, and user profile information for John Doe. The left sidebar contains a menu with options: Dashboard, Manage Orders (highlighted), Manage Category, Manage Product, Manage Discounts, and Manage Service Area. The main content area, titled 'Manage Orders', contains a table with the following data:

ORDER NO.	DATE OF ORDER	TOTAL AMOUNT		
1.	12/01/20	\$10000	View Details	Accept Reject
2.	12/01/20	\$10000	View Details	Accept Reject
3.	12/01/20	\$10000	View Details	Accept Reject
4.	12/01/20	\$10000	View Details	Accept Reject

Figure 7: Page for managing the orders detail.



COOL ADMIN

If user wants to see the full details about a particular order he can click on 'View Detail' tab, a page will appear on the screen with all the information about that order.

Order No :- 12201
Name :- Idrish Address :- Ahmedabad

NO.	PRODUCT NAME	CATEGORY	QUANTITY	PRICE	TOTAL
1.	T Shirts	Category Name	100	\$679.00	\$67900
2.	Shirts	Category Name	100	\$679.00	\$67900
3.	Jeans	Category Name	100	\$679.00	\$67900
4.	Kurtas	Category Name	100	\$679.00	\$67900
Total Amount					\$271600

Accept Reject

Accept Reject

Accept Reject

Accept Reject

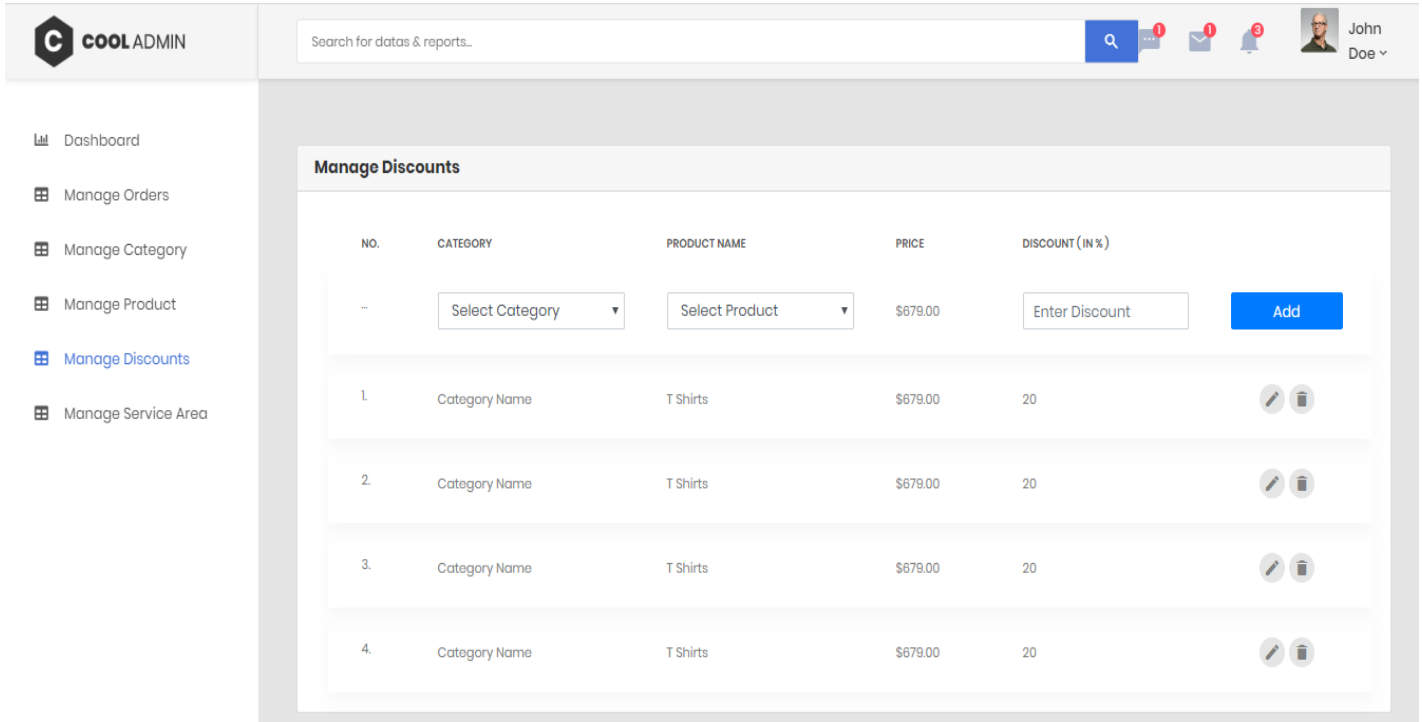
Accept Reject

Activate Windows
Go to PC settings to activate Windows.

Figure 8: A detailed description of an order

8. MANAGING DISCOUNT

Upon clicking the 'Manage Discounts' tab, a list shown in Figure 9 below is displayed there are several fields like category product name price discount present in list. Here admin can add the details like, for which category and products, how much % discount he can provide to his clients.



Manage Discounts











NO.	CATEGORY	PRODUCT NAME	PRICE	DISCOUNT (IN %)	
--	Select Category ▼	Select Product ▼	\$679.00	Enter Discount	<button>Add</button>
1.	Category Name	T Shirts	\$679.00	20	 
2.	Category Name	T Shirts	\$679.00	20	 
3.	Category Name	T Shirts	\$679.00	20	 
4.	Category Name	T Shirts	\$679.00	20	 

Figure 9: Table showing the discount on products.

Here category and products fields are hierarchies which contain a drop down list of all the categories and products available in database respectively. After filling all the fields he should click on 'Add' button to save the new arrangement.

Admin also can delete previous arrangements by clicking on the  button. If he wants to make some changes then he can click the button labeled .

9. MANAGING SERVICE AREA

Upon clicking the 'Manage Service Area' tab, a list shown in Figure 11 below is displayed which shows that in which state admin is capable to provide his entire services, he can add another state if he wants, and also can enable/disable his services in a state

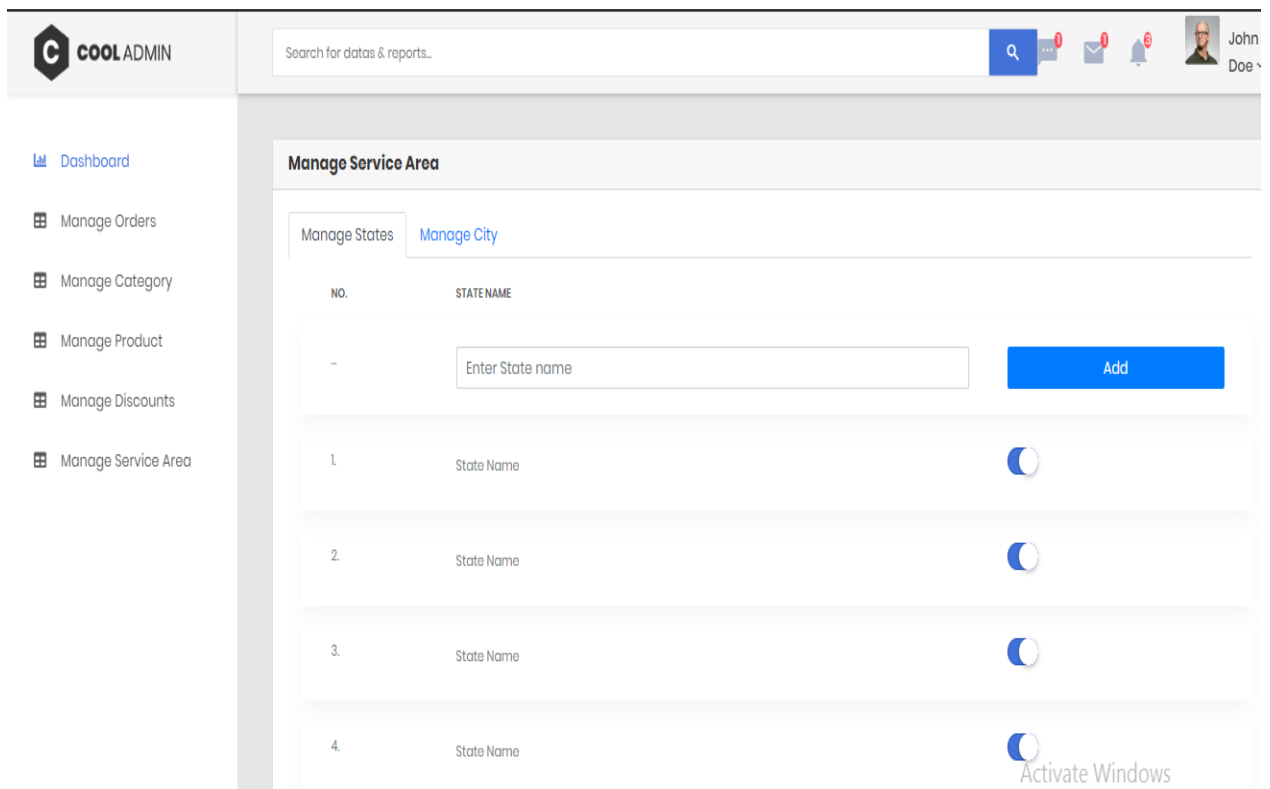





Figure 10: A page for manage service area(states)


The admin can also choose better cities where it can be able to provide all his services


 COOLADMIN


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 John Doe ▾

Dashboard

Manage Orders

Manage Category

Manage Product

Manage Discounts

Manage Service Area

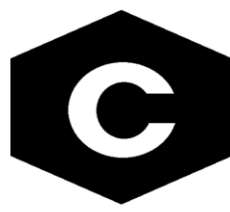
Manage Service Area

Manage States

Manage City

NO.	STATE NAME	CITY NAME	
-	<div>Select State ▾</div>	<div>Enter City name</div>	<div>Add</div>
1.	State Name	City Name	<div><div></div></div>
2.	State Name	City Name	<div><div></div></div>
3.	State Name	City Name	<div><div></div></div>
4.	State Name	City Name	<div><div></div></div>

Figure 11: A page for manage service area(city)



LOGGING OUT

To log out of the Admin tool application, click on the 'Log out' link, where. The link is found on the top right of the screen next to the 'notification icon' .This ends the current session and the log in form for the web portal is displayed.

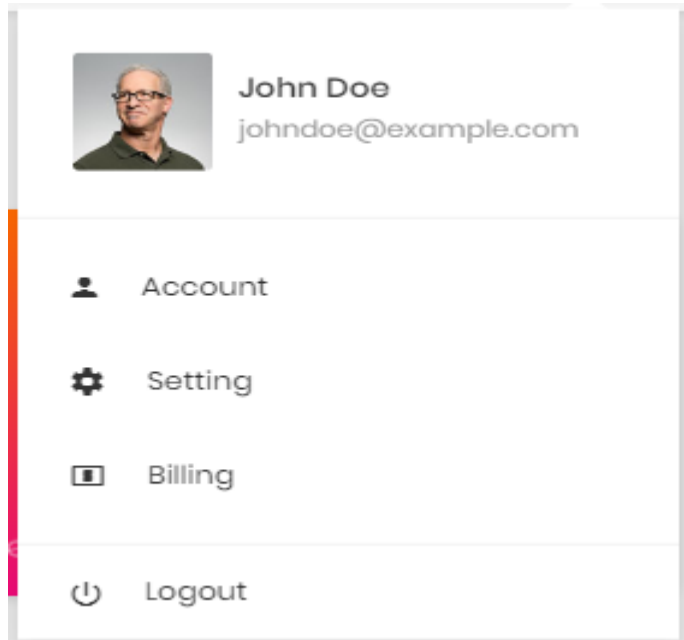


Figure 12: logging out

