

# BAGELDROPS

## **User Manual**

### **Developed by:**

Devi Prasad

Mitchell Resch

Maxx Persin

Graham Nelson

### **Table of Contents**

1. Introduction .....	3
2. Accounts .....	3
2.1 Creating new account .....	3
2.2 Logging into existing account .....	3
3. Editing profile .....	3
3. Creating products .....	3
4. Creating coupons .....	4
5. The Cart .....	6
5.1 Viewing the cart .....	6
5.2 Parts of the cart page .....	6
5.3 Changing quantity/removing items .....	6
5.4 Promotional/coupon codes .....	7
5.5 Checking out .....	7

## 1. Introduction

Bageldrops is an online store that allows users to purchase bagels. This user manual describes all the store's functionality as it applies to users/customers, such as creating accounts, adding items to the cart, applying coupons and checking out. Bageldrops is intended to be used by one user per machine and has been developed to run on any modern web browser (Chrome, Firefox, Safari etc.) on any desktop PC or laptop. The site is not currently optimized for mobile devices.

For admins: please refer to README.md under `..\bageldrops\README.md` to learn more about admin account creation and site setup.

## 2. Accounts

Users have the option of using the site as a guest, logging in to an existing user account or creating a new account. If you wish to use the site as a guest, you may skip this section.

## **2.1 Creating new account**

If you do not already have an account, you may wish to create a new one. To do this click on “Create Account” in the upper right-hand corner of the screen. You will be directed to the registration screen where you will be asked to enter an email address, your name, a username, and a password. Please choose a password that is secure and that you will remember as the site does not currently support password recovery or the ability to change passwords. After you have entered your information click the “Sign Me Up!” button below. You will be redirected back to the site homepage, note in the upper right corner that you are now logged in to your new account.

## **2.2 Logging into existing account**

To log into an existing account, click “Sign In” in the upper right-hand corner of the screen. You will be directed to the login page where you will be prompted to enter your username and password. Make sure you remember this information as the site does not currently support password recovery. After entering your information click the “Sign Me In!” button below. You will then be redirected to the homepage note in the upper right corner that you are now logged in to your account.

## **2.3 Editing profile**

Once logged you can edit your user profile by clicking “Profile” in the upper right-hand corner of the screen. You will then be redirected to the profile page. There you can click the “Edit Name” button. You will then see two fields where you can enter an updated first and/or last name. After entering an updated name, you can either click the “Accept” button to confirm the change or “Cancel” to discard the changes.

## **3. Creating products**

Products must be created on the admin page located at localhost:8000/admin where an admin can log in with their admin account. The main page will appear as follows.

Django administration
WELCOME, MAXX. VIEW SITE / CHANGE PASSWORD / LOG OUT

Site administration

ADMIN OPERATIONS

Groups
Add
Change

Staff
Add
Change

STORE

Customers
Add
Change

Products
Add
Change

Collections
Add
Change

CHECKOUT

Carts
Add
Change

Billings
Add
Change

Coupons
Add
Change

Addresss
Add
Change

Taxes
Add
Change

Recent actions

My actions

AL - 0.04  
Tax

AK - 0.07  
Tax

AZ - 0.056  
Tax

AR - 0.065  
Tax

CA - 0.0725  
Tax

CO - 0.0635  
Tax

CT - 0.0635  
Tax

DE - 0.0  
Tax

FL - 0.06  
Tax

GA - 0.04  
Tax

Admins can then navigate to products, where all current products are visible. To add a new product click the button on the upper right labeled “ADD PRODUCT” to create a new item. The add product page will appear as the following.

Add product

Product name:

Price:

Product ID:

Product category:

Number of product in stock:

Max number of product per order:

Product Images:

 No file selected.

Created date:

-

Modified date:

-

Here admins can specify a new product name, the price, the product category, number of products in stock and limit per order, and the image to be displayed on the website. Simply click save after you have finished creating your product and it will be save to the database.

#### 4. Creating coupons

Coupons are created in much the same way as products. Navigate back to the admin homepage and then to Coupons. Click the “ADD COUPON” button in the upper right and you will be sent to this page.

## Add coupon

Coupon code:	<input type="text"/>
Discount type:	Percentage based discount
Discount:	5
Minimum number of products required:	1
Discount strategy:	Apply Discount to Everything
Splitting strategy for BMDR (2, 5):	<input type="text"/>
Limit use of coupon code or -1 for unlimited:	-1
Collection:	<input type="text"/>
Expiring date:	Date: 2019-05-25  Today Time: 16:18:21  Now

Note: You are 5 hours behind server time.

Here you can specify the coupon code, select the discount percentage, expiration date. The collection section under add coupon is very important. By selecting a collection, you are naming a group of products that this coupon should apply to. If there are no collections created or you would like to create a new one, simply click the green plus next to the collection, it will give you a popup window like the following.

## Add collection

Category:	<input type="text"/>
<input type="checkbox"/> Active status	
Products:	<div> Bagel 3  Bagel 4  Item D </div>
	<small>Hold down "Control", or "Command" on a Mac, to select more than one.</small>
Created date:	-
Modified date:	-

Name your collection under category, set the status to active, and select the products you would like to use.

## **5. Browsing/searching items**

Items listed for sale are displayed on the homepage. If you are not already on the homepage, click “Home” located on the gray bar on the upper portion of the screen. You may scroll through the homepage and view items as they are listed, or you may search for an item using the search bar at the top of the screen by typing your search terms and then pressing “Return” or “Enter” on your keyboard. When you find an item that you may want to purchase you can hover over the shopping bag icon next to that item and click the “Add to Cart” button. This will add the item to your cart, note the orange number next to “Shopping Cart” in the upper righthand corner of the screen will increase.

### **5.1 Viewing the cart**

The cart stores the items that you have saved to purchase. You can view the items currently in your cart by clicking “Shopping Cart” in the upper right-hand corner of the screen. You will then be directed to the cart page. If you do not have any items in your cart you will see a message that your cart is empty. Click the orange “Home” button below to redirect to the homepage and add some items to the cart.

### **5.2 Parts of the cart page**

Once you have items in your cart you will see the items displayed in a vertical list format. Each item has (from left to right) a delete button, a product image, a name and description, a quantity field with up and down arrow buttons to change the number of identical items in the cart. And finally, a list price which is equal to the price of one item multiplied by the number of items in the quantity field. At the bottom of the cart page you will see a field and button to enter coupon codes, the cart’s subtotal, and a checkout button.

### **5.3 Changing quantity/removing items**

You may remove any item from the cart by clicking the grey “X” to the left of the product image. Note that if the quantity of that item is more than one the delete button will remove every instance of that item from the cart, not just one. If you wish to increase or decrease the quantity of a certain item, use the arrow buttons to the right of the item description. The item price will update as you change the quantity of each item.

#### **5.4 Promotional/coupon codes**

Below the last item in the cart, on the bottom right side of the screen you will see a field to enter coupon codes. You may be informed of coupon codes by the store management regarding sales and discounts. Enter the coupon code into the field and then click “Add Coupon”. If the coupon code is valid the discount will be added to applicable items in the cart. Below you will be able to see the cart subtotal update to reflect the new discount.

#### **5.5 Checking out**

When you want to finalize your order scroll to the bottom of the cart page and click the “Checkout” button. You will be redirected to the checkout page where you will be prompted to enter your name, address, state, zip code, credit/debit card number, expiration date and CCV. Note that the site assumes that your billing address is the same as your shipping address. After entering your information click the confirm button on the bottom of the screen. A modal will pop up displaying your subtotal, tax rate, shipping rate and final total. You may click the “Complete Order” button to submit your final order or “Cancel” if you wish to cancel your order. Cancelling the order will allow you to edit details of the order while submitting the order will direct you to a confirmation page where you can either leave the site or continue browsing items by returning to the home page.