

# BAGELDROPS

## User Manual

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## **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.

## **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. 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 right-hand corner of the screen will increase.

### **4.1 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.

### **4.2 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.

### **4.3 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.

### **4.4 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.

### **4.5 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.