



The Perfect Cushion Store

User Manual

Thank you for using the Perfect Cushion Store!

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General Information

The e-commerce website, the Perfect Cushion Store, allows for two different types of users. The first type of user are guests, who have not saved any information with the company. The other type of user are registered, which means they have profile information saved with the Perfect Cushion Store.

Guests: These users will not have any information saved with our company. They can view products sold on our website, and purchase products. While checking out, the user may apply a promotion.

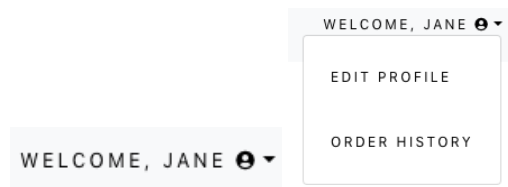
Registered Users: These users have profile information saved with our company. These users will sign in on the main page to look at their profile information and order history. They can view products sold on our website, and purchase products. While checking out, the user may apply a promotion.

This user manual will go through simple actions performed by each user. Look for the section for each user. In addition, the Table of Contents will have breakdown of each section.

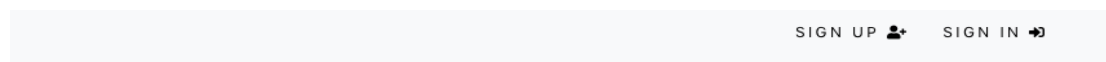
Keywords

These are keywords used throughout the User Manual for Registered Users and Guests. These keywords may be used throughout the manual when referencing a location or certain functionality.

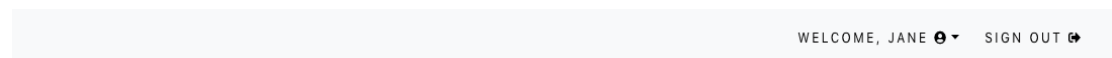
Registered User Dropdown: This button will be the button that allows any Registered User's to dropdown information regarding there account. In addition, this will allow users to know whose account has been logged into, if multiple Registered Members of the Perfect Cushion Store use the same computer. The button will be the image on the left while the dropdown will be the image on the right:



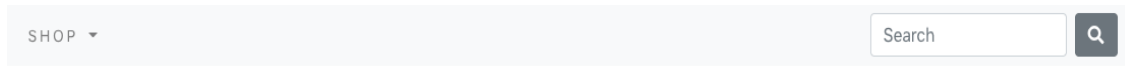
Login Banner: This will be the banner displayed on the top of all web pages on the Perfect Cushion Store website. It will include the Sign Up button and Sign In button. It will look like the image below:



If a registered user has logged in, the Login Banner will include two different buttons to display, the Registered User Button, and the Log Out. It will look like the image below:



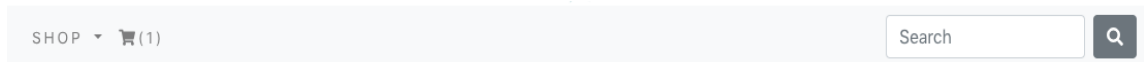
Shopping Banner: This will be the banner displayed underneath the Perfect Cushion Store logo on all web pages. It will include the Shop dropdown and the Search bar. It will look like the image below:



The Shop dropdown will display three buttons, All Products, Cotton Cushions, and Polyester Cushions. The dropdown will look like the image below:



The Shopping Banner will also include a Shopping Cart Icon with the current number of items in the Shopping Cart. It will look like the image below:



Registered Users

These users have profile information saved with our company. These users will sign in on the main page to look at their profile information and order history. They can view products sold on our website, and purchase products. While checking out, the user may apply a promotion, which they received through marketing emails.

Login

This section will describe the basic steps for a registered user to log into their account. Follow the steps or follow along with the steps with the corresponding pictures.

Instructions

1. Click the **SIGN IN** ➔ button on the Login banner.
2. Find the **Registered Customers Only** box, that includes a Username and Password field.
3. Enter your personal, unique Username into the Username field.
4. Enter your unique password into the Password field.
5. Click the **Login** button to log into your account.
6. After you have been logged in, you will be redirected to the Perfect Cushion Store homepage. Look at the Login Banner for the Registered User Dropdown.

Instructions with Pictures

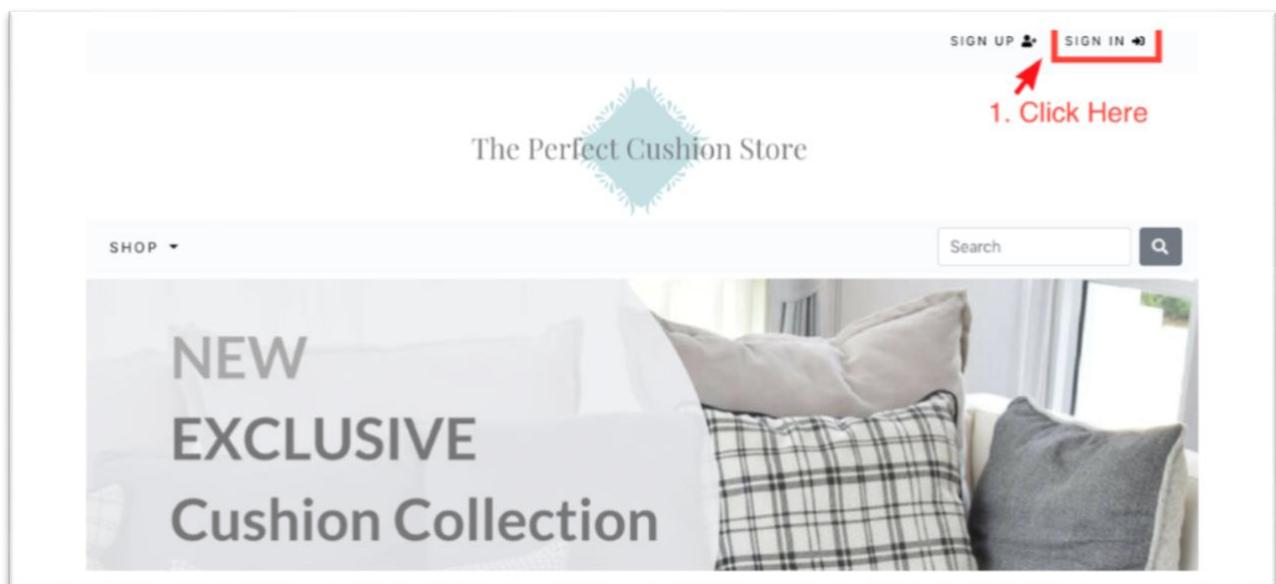


Figure 1: Please click the Sign In button to be redirected to the Login page for Registered Users.

The screenshot shows the login page for 'The Perfect Cushion Store'. At the top right, there are links for 'SIGN UP' and 'SIGN IN'. The store's logo is centered at the top. Below the logo is a navigation bar with a 'SHOP' dropdown and a search bar. The main heading is 'LOGIN OR CREATE A NEW ACCOUNT'. On the left, there is a section for 'NEW CUSTOMERS' with a 'Create New Account' button. On the right, there is a section for 'REGISTERED CUSTOMERS ONLY' which contains a login form. The form has fields for 'Username*' and 'Password*', a 'Login' button, and a link for 'Admin Login'. Red annotations are present: a '2.' next to the main heading, a red box around the login form, and numbers '3. Enter Username', '4. Enter Password', and '5. Click Login Button' pointing to the respective fields and button.

Figure 2: Once you have logged in, you will be redirected to the Perfect Cushion Store homepage. Please look at the Registered User Dropdown to confirm your logged in status.

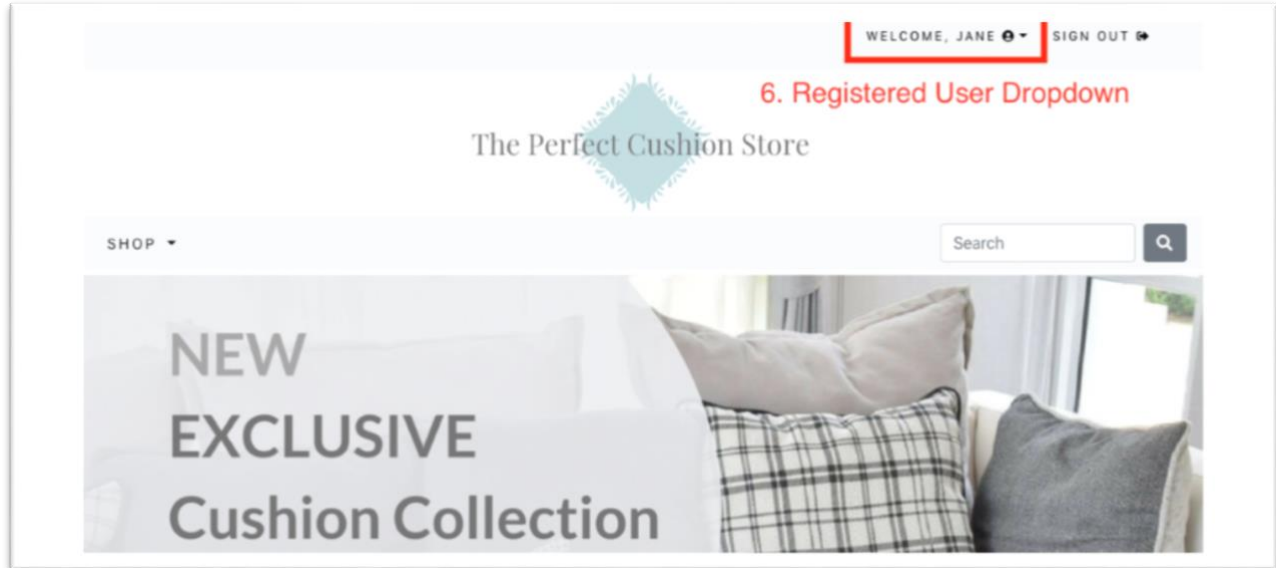


Figure 3: Look for the Registered Customers Only portion on the Login page. Enter your unique Username and Password into the required fields. Click the Login button to be logged into your account.

Logout

This section will describe the basic steps for a registered user to logout of their account. Follow the steps or follow along with the steps with the corresponding pictures.

Instructions

1. Click the **SIGN OUT** button on the Login Banner.

Instructions with Pictures

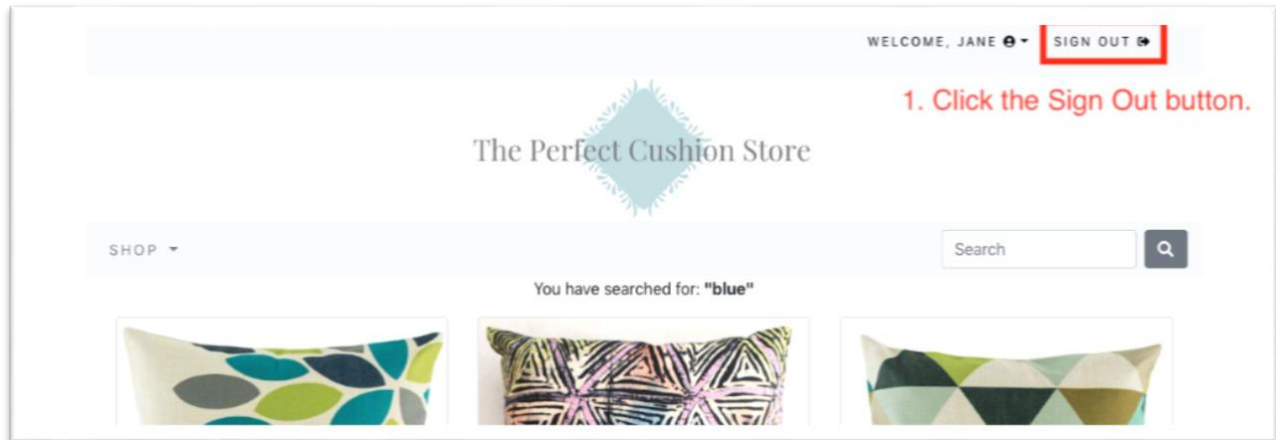


Figure 4: Click the Sign Out button on the Login Banner.

Order History

The Perfect Cushion Store provides a history of all orders purchased. Specific details pertaining to any of the orders may be viewed by the Registered user. The details provided will be purchase total, shipping and billing address, the items in the order, and order number.

Instructions

1. Click the Registered User Button to display the dropdown.
2. The dropdown will display two buttons, Edit Profile and Order History, please click the last one, Order History.
3. This will redirect you to the Order History page, which will display all the orders made by the Registered User. To view specific details pertaining to any of the orders, please click the **View order** button.
4. This will redirect you to the Order Details page for the specific order. The details provided will be purchase total, shipping and billing address, the items in the order, and order number.

Instructions with Pictures

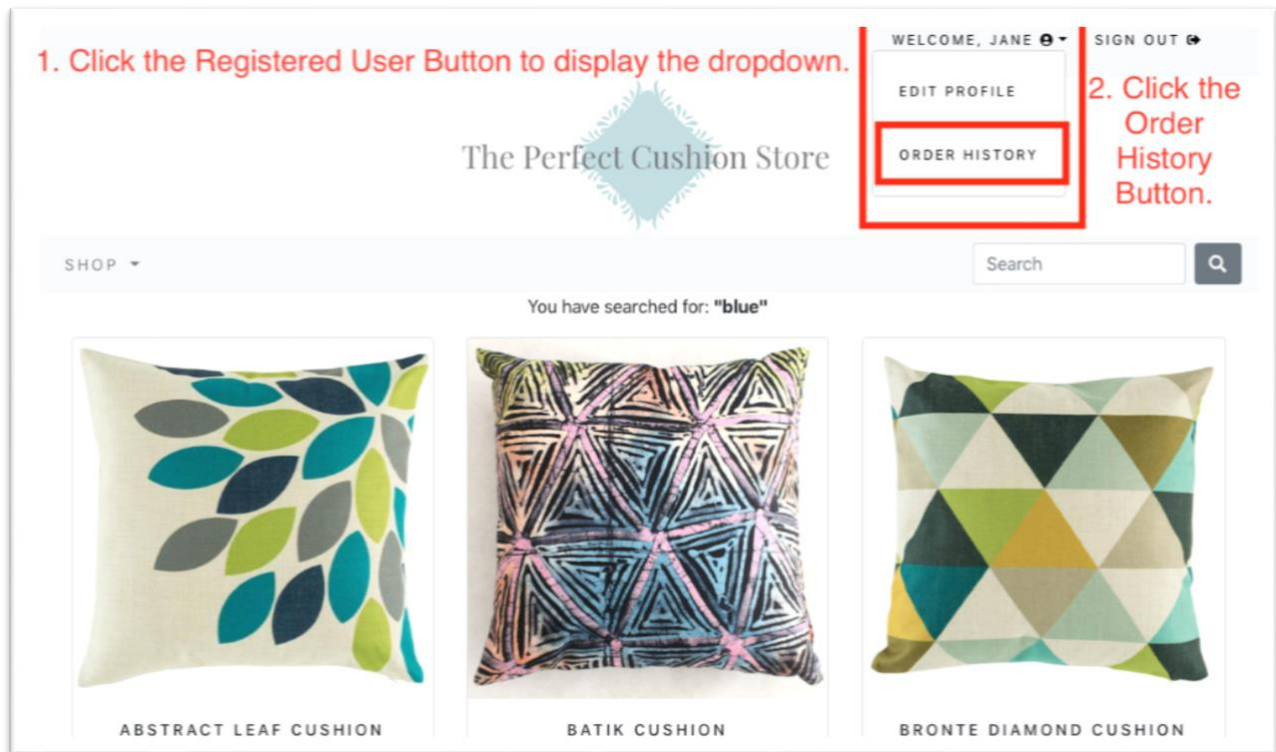


Figure 5: Click the Registered User Button to display the dropdown. Click the Order History Button to be redirected to the Order History page.

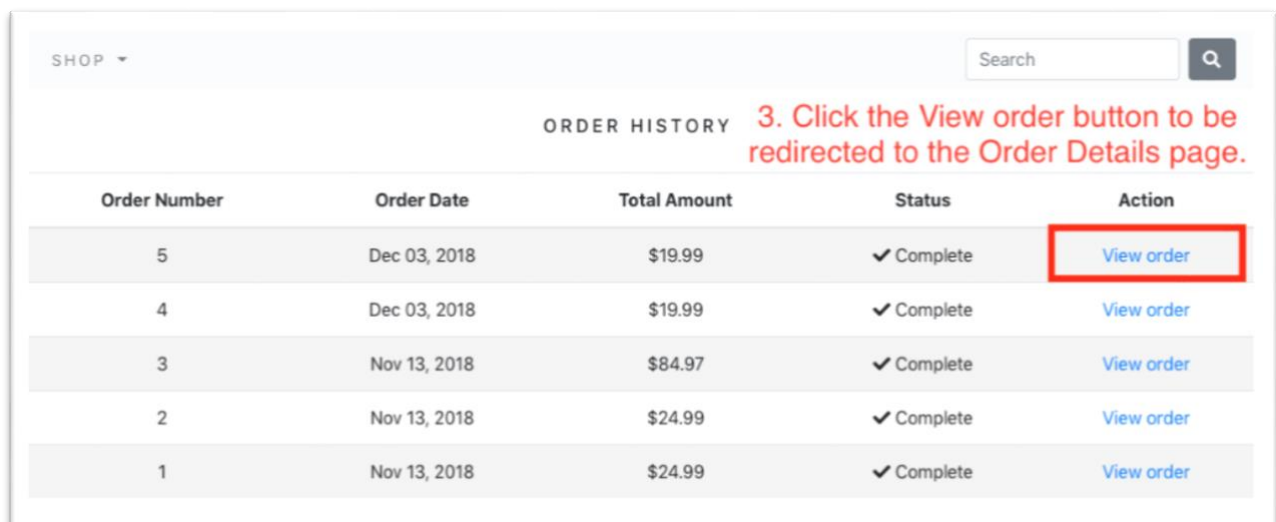


Figure 6: Please click the View order button to be redirected to the Order Details page.

ORDER DETAILS			
Order: #4 Date: Dec 03, 2018 Order Total: \$26.85 Order Status: ✓ Complete		Billing Address	
Product Description	Qty	Unit Price	Sub-Total
Batik Cushion	1	\$19.99	\$19.99
			\$19.99
Shipping			+\$5.99
			\$25.98
HI Tax 4.35%			+\$0.87
Total			\$26.85
Total Paid			\$26.85
Shipping Address:		Payment Details: The order #4 has been paid succesfully via Stripe.	

Figure 7: This will redirect you to the Order Details page for the specific order. The details provided will be purchase total, shipping and billing address, the items in the order, and order number.

Edit Profile

As a Registered User, they may update profile information, such as Profile, Shipping, and Billing Address.

Instructions

1. Click the Registered User Button to display the dropdown.
2. The dropdown will display two buttons, Edit Profile and Order History, please click the first one, Edit Profile.
3. This will redirect you to the Account Information Page. This will display the current Profile, Shipping and Billing Address information for the Registered User.
4. Edit any of the fields and click the corresponding Update "Section" Information button. If you do not click one of these Update buttons, the information will not be saved.
5. If successfully saved, a statement such as "Shipping successfully updated" will be displayed under the corresponding section.

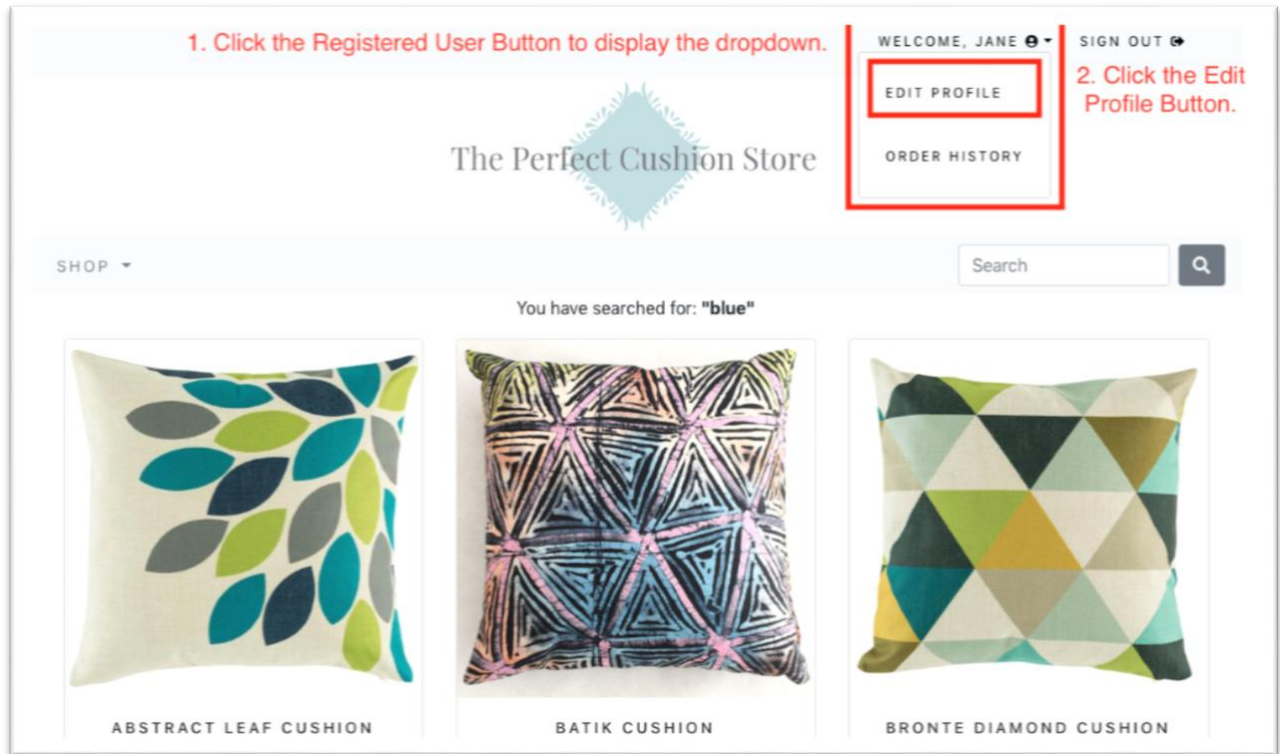
Instructions with Pictures

Figure 8: Click the Registered User Button to display the dropdown. The dropdown will display two buttons, Edit Profile and Order History, please click the first one, Edit Profile.

ACCOUNT INFORMATION

USER INFORMATION First name* <input type="text" value="Jane"/> Last name* <input type="text" value="Doe"/> Email* <input type="text" value="doe.jane@email.com"/> <small>eg. youremail@anyemail.com</small> <div style="background-color: #444; color: white; text-align: center; padding: 5px; width: fit-content; margin: 0 auto;">Update User Information</div>	BILLING INFORMATION Billing first name* <input type="text" value="Jane"/> Billing last name* <input type="text" value="Doe"/> Billing address* <input type="text" value="123 Main St"/> Billing city* <input type="text" value="La Crosse"/> Billing state* <input type="text" value="WI (Wisconsin)"/> Billing zip code* <input type="text" value="54601"/> <div style="background-color: #444; color: white; text-align: center; padding: 5px; width: fit-content; margin: 0 auto;">Update Billing Information</div>
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3. This page display the current Profile, Shipping and Billing Address information for the Registered User

4. Select any of the fields, and enter the correct information. Click the Update "Section" Information button.

Figure 9: This page will display the current Profile, Shipping and Billing Address. Select any of the fields and update with the correct information. You MUST click the click the Update "Section" Information button or the edited information will not be updated.

SHIPPING INFORMATION

Shipping successfully updated

<p style="color: red; font-weight: bold;">5. If the information was sucessfully saved, a statement like this one will be displayed under the corresponding section.</p>	Shipping first name* <input type="text" value="Bob"/> Shipping last name* <input type="text" value="Doe"/>
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Figure 10: If the information was successfully saved, a statement like this on will be displayed under the corresponding section.

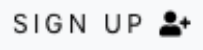



Guests

These users will not have any information saved with our company. They can view products sold on our website, and purchase products.

Register as New User

This section will describe the basic steps for a guest to become a Registered User. A Registered User will receive marketing emails with promotions and the option to look at order history. Follow the steps or follow along with the steps with the corresponding pictures.

Instructions

1. Click the  button on the Login banner. This will redirect you to the Create New Account Page. Please jump to Step 4, step 2 and 3 are people who go to the Login Page.
2. Look for the New Customer? Register box, which will be located on the left of the Login Page.
3. Click the  button. It will redirect to the Create New Account Page.
4. Enter the following information to create a New Account.
Any item followed by an asterisk (*) is a required field.
Your Username must be 150 characters or fewer, and only Letters, Digits, @ . + - _ are the only other ASCII characters allowed.
Your Password must follow these following requirements:
 - Your password can't be too similar to your other personal information.
 - Your password must contain at least 8 characters.
 - Your password can't be a commonly used password.
 - Your password can't be entirely numeric.
5. After clicking  the button, it will be redirected to the page confirming your status as a new Registered User.
6. Click the  button on the Login Banner. Please follow the instructions found under the Registered User's Login section.

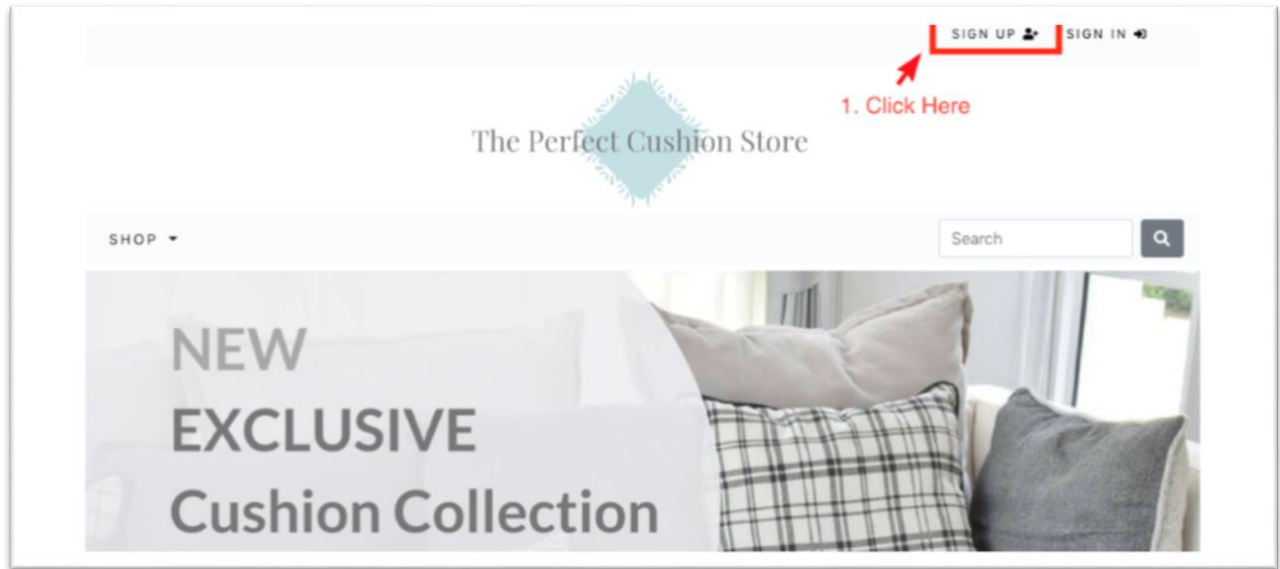
Instructions with Pictures

Figure 11: Click the Sign Up button. This will redirect you to the Create New Account Page. Please jump to Figure 8 for the next steps. Figure 6 and 7 is only for someone who has clicked the Sign In Button.

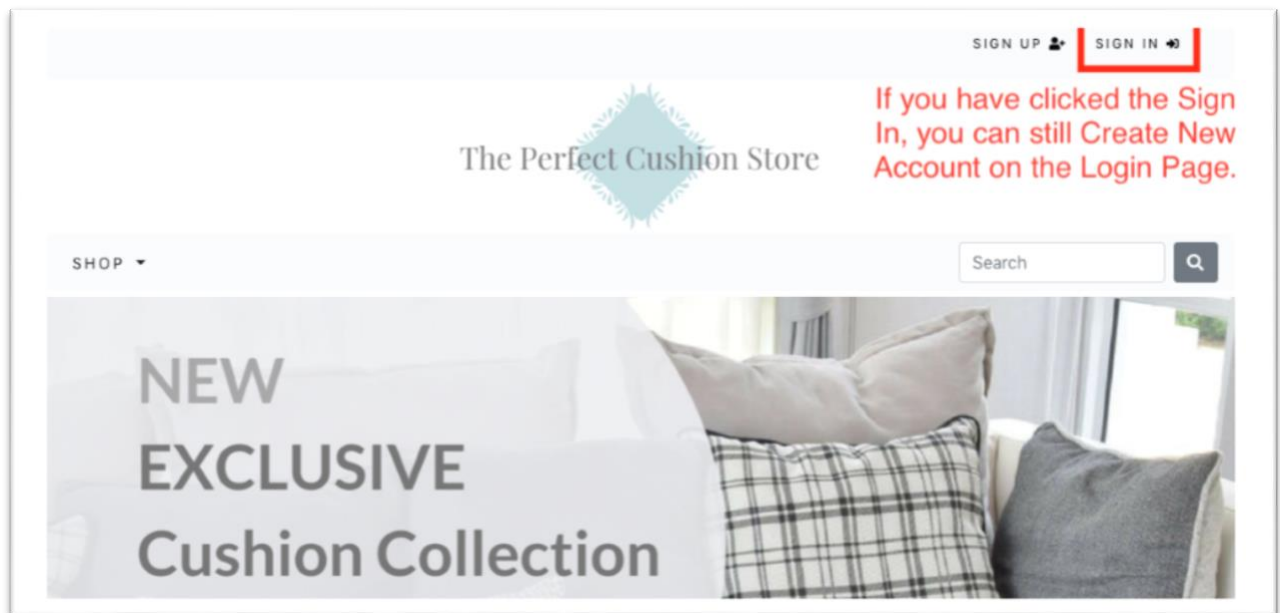


Figure 12: If you have clicked the Sign In Button instead of the Sign Up button, it will redirect you to the login page and you may Create a New Account on this page as well.

SIGN UP SIGN IN

The Perfect Cushion Store

SHOP Search

2. Look for New Customer? LOGIN OR CREATE A NEW ACCOUNT

NEW CUSTOMER?

When you create an account with us, you can see your order history.

Create New Account

3. Click the Create New Account Button

REGISTERED CUSTOMERS ONLY

Username*

Password*

Login

Figure 13: If you have been redirected to the Login Page, please look on the left side of the Login Page for the New Customer information. Click the Create New Account Button, which will redirect you to the Create a New Account page.

SIGN UP SIGN IN

The Perfect Cushion Store

SHOP Search

4. Enter the following information to create a new account

CREATE A NEW ACCOUNT

Enter the following information to create a new account.

First name*

Last name*

Email*

eg. youremail@anyemail.com

Figure 14: Enter the following information to create a new account. Any items followed by an asterisk (*) are a required field. Please look at step 4 under the Basic Steps section for more detail regarding what rules and requirements must be followed.

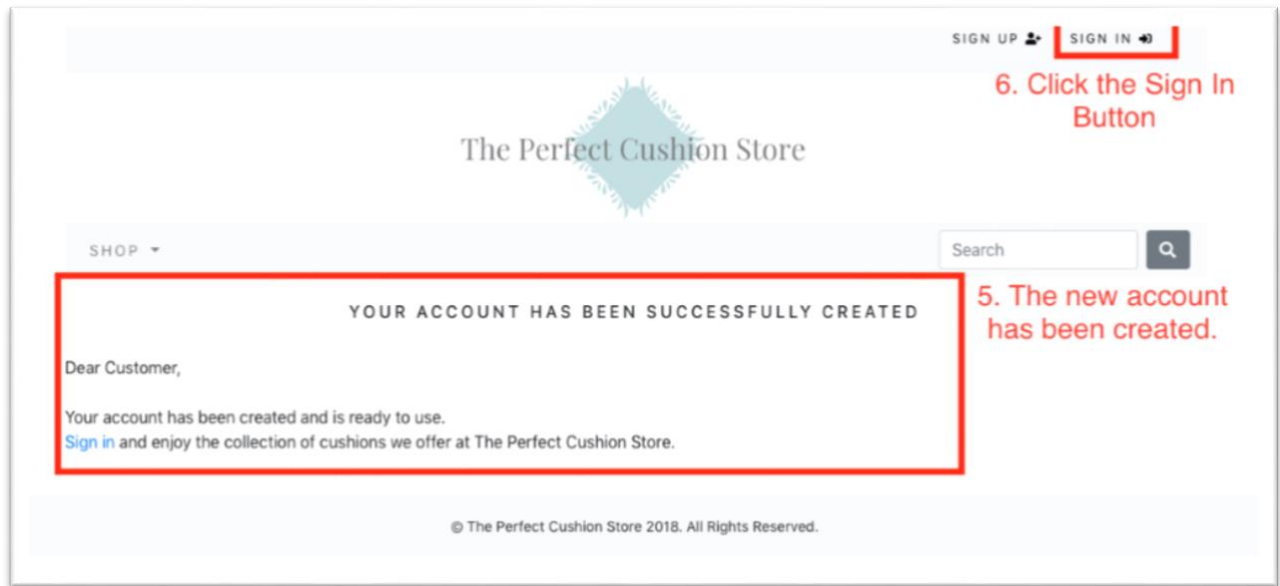


Figure 15: This page will display the status of a new Registered User. Please click the Sign In button to log into your new account. Look for the instructions under the Registered User's Login section for more information.

Shopping


This section will discuss the instructions for any shopping functionality provided by the Perfect Cushion Store. The first section will discuss how to navigate through the website and any type of functionality for easier shopping. The second section will discuss the Shopping Cart. The last section will discuss how to successfully checkout at the Perfect Cushion Store.

This section will discuss the general shopping tips that can be done on the Perfect Cushion Store. These general shopping tips are navigating the Shopping Banner, the searching functionality and other general information for shopping on the Perfect Cushion Store.

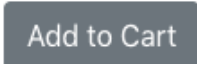

The Perfect Cushion Store has two types of cushions. The categories of the pillows are Cotton and Polyester. In addition, if clicking the All Products button displayed in the Shopping Dropdown, it will display all products on the website regardless of category.

Shopping Cart

This section will discuss the shopping cart, which can be utilized by both Registered Users and Guests. The shopping cart will display all the current items in the cart, and the functionality of all the buttons. Depending on certain products, if it has less buttons displayed next to them in the Shopping Cart, it means the item only has a specific quantity.

If you are shopping, and decide to look at your shopping cart, you may always click the Shopping Cart icon.  This will redirect you to the Shopping Cart page.

Instructions

1. Shop on the website. Utilize the Shopping Banner by either using the search field or the shopping dropdown that will narrow the cushions by cotton or polyester categories.
2. Click  the button. This will redirect you to the Shopping Cart page.
3. The left side will include all Your Items, while the right side of the Shopping Cart Page is the Cart Subtotal. While at the Shopping Cart Page, you have multiple options to perform.
 - a. Utilize the Shopping Banner to continue shopping.
 - b. Change the number of items for a specific product. These three  buttons will provide three different functions. The plus icon will increase quantity of product, the minus icon will decrease the quantity of item, and the trash can icon will remove the entire product from the Shopping Cart regardless of the quantity.
4. After shopping, proceed to apply promotions or checkout. Please look under the Checkout section for further information.
5. If all items are deleted from the shopping cart, you will be redirected to the Shopping Cart is Empty page.

Instructions with Pictures

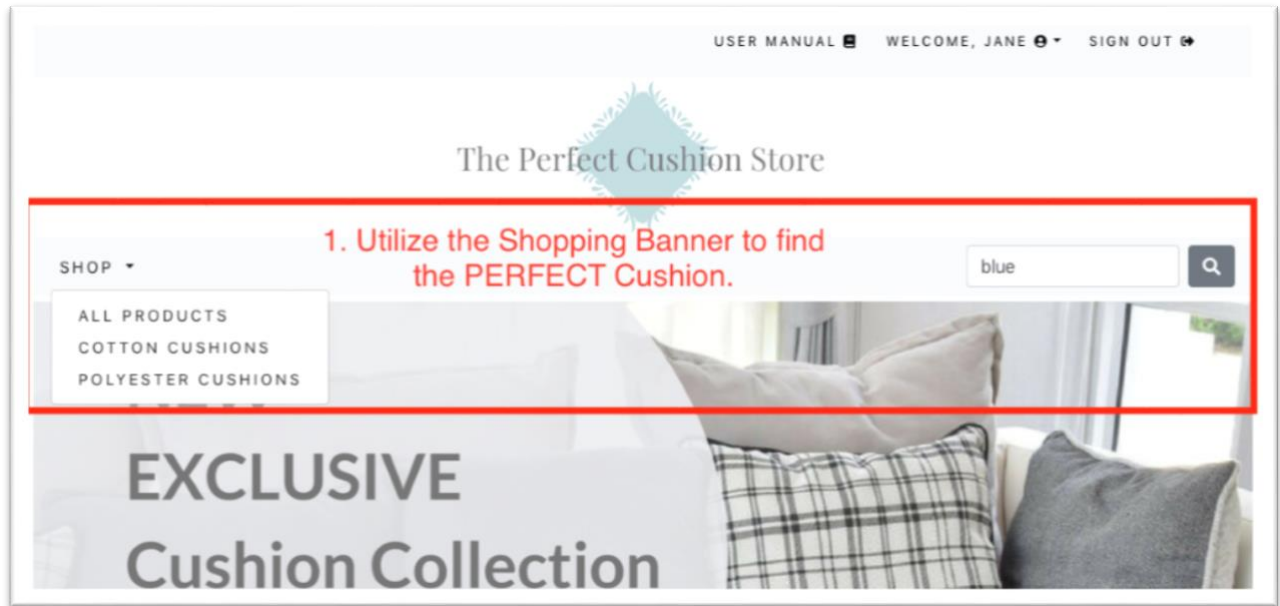


Figure 16: Utilize the Shopping Banner, either the Search field or the Shopping dropdown to narrow down what type of cushion you want. The Perfect Cushion Store provides Cotton Cushions and Polyester Cushions.

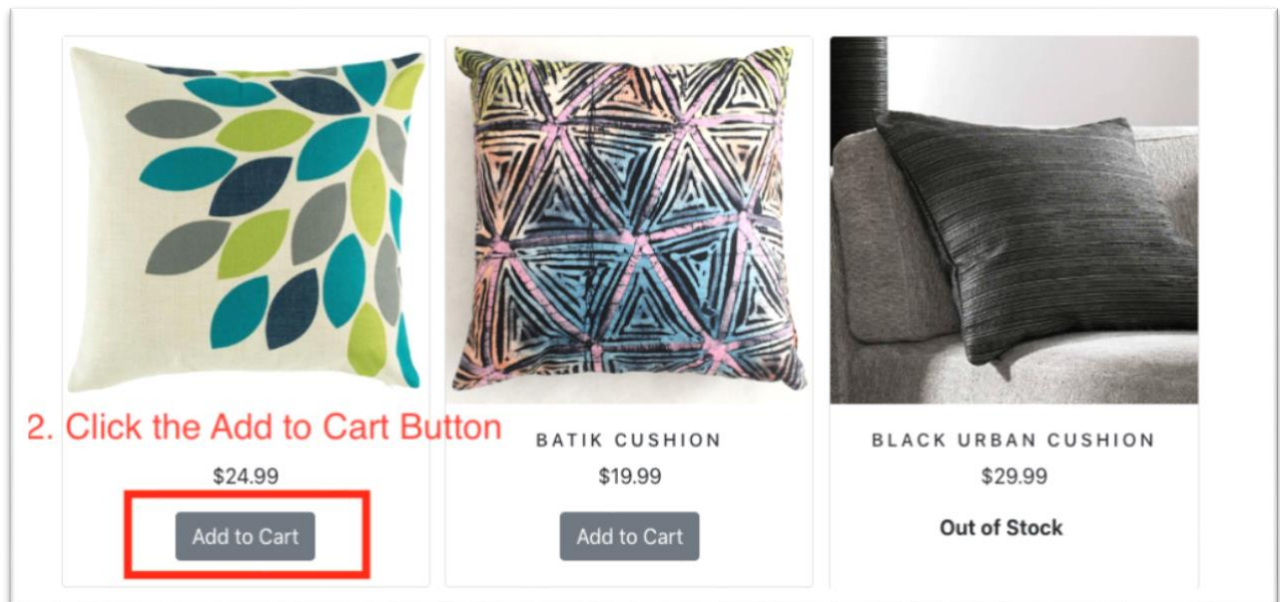


Figure 17: Click the Add to Cart Button when you have found a product you love. In addition, this image displays an product that is Out of Stock. This item will eventually be restocked.

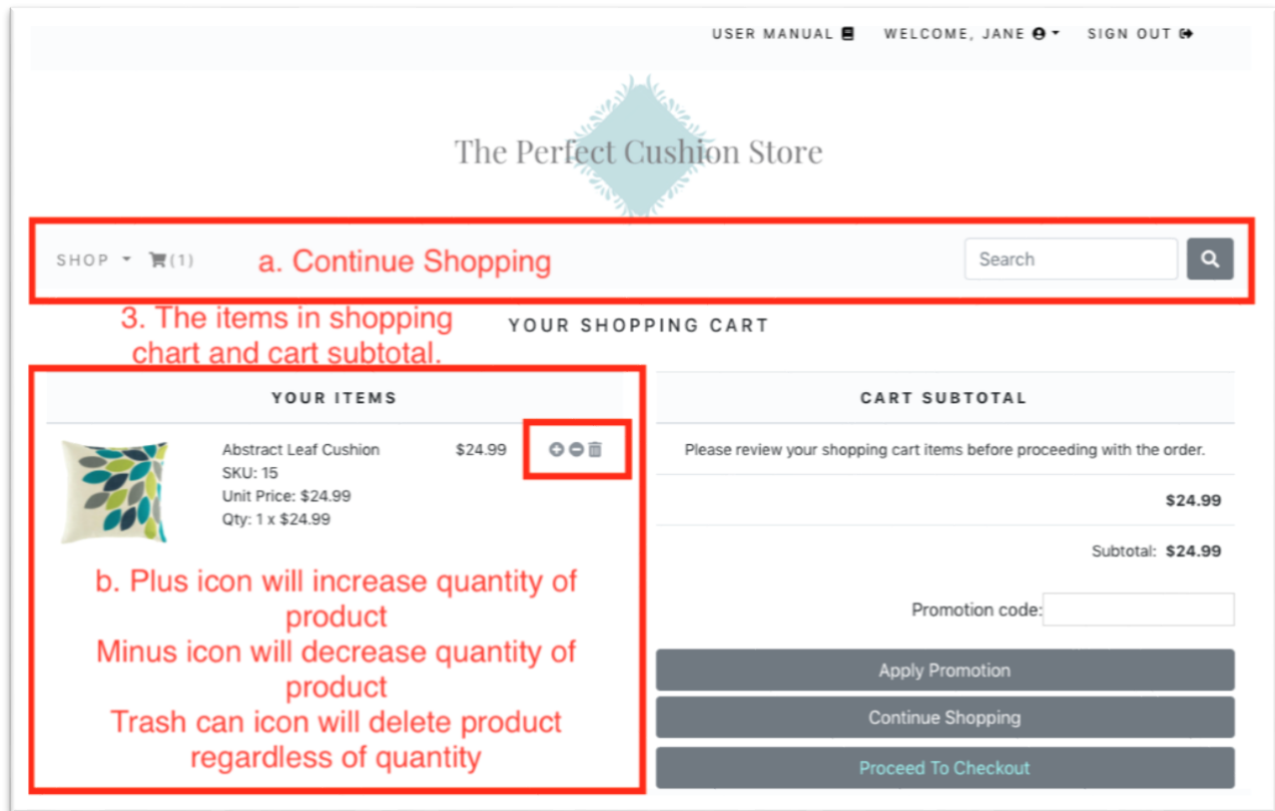



Figure 18: The left side will include all Your Items, while the right side of the Shopping Cart Page is the Cart Subtotal. While at the Shopping Cart Page, you have multiple options to perform. The first option you have is to continue shopping or edit your Shopping Cart. To edit your shopping chart, please use the Plus, Minus and Trash can icon. If you wish to proceed to checkout, please go to the Checkout Section for more information.

Checkout

This section will discuss the steps required for a successfully checkout of an order. Checkout can be performed by both Registered Users and Guests. A portion of this section will discuss promotions. Promotions will be given to Registered Users through marketing emails, but Guests can use promotions as well if they know the corresponding codes. On each of the pages, throughout the Checkout process is a Cancel Payment button if you no longer wish to buy the product.

Instructions

1. Proceed to the Shopping Cart, by either clicking the  button, or adding an item to the cart.
2. While at the Shopping Cart, the left side is the items in the Shopping Cart. If you wish to edit items in the Shopping Cart, please go to the Shopping Cart section for more information. The cart subtotal section of the Shopping Cart page has two options.
 - a. Apply a promotion. Please continue to Step 3.
 - b. Proceed to Checkout. Please continue to Step 4.
3. To apply a promotion, enter a Promotion Code and click the Apply Promotion button. If promotion is accepted, it will be applied to the items in your cart. If the promotion is not accepted, an error message will be displayed.

4. If you have already applied a promotion, or do not have a promotion, please click the Proceed to the checkout button. This will redirect you to the Cart Checkout Page. Enter your Billing and Shipping Address. If your Billing and Shipping Address are the same, please check the checkbox. The fields will be prepopulated if you are a Registered User. Please click the Proceed to Cart Total button.
5. This will redirect you to the Cart Payment page. Please enter your Credit Card information. After entering correct information please click the Process Order/Payment button.
6. If the payment was successful, you will be redirected to the Thank You for your Order Page. It will display information regarding your newly purchased cushions from the Perfect Cushion Store.

Instructions with Pictures



Figure 19: Please proceed to the Shopping Cart page. You may accomplish this by clicking the Shopping Cart icon found on the Shopping Banner or by adding another product to the Shopping cart.

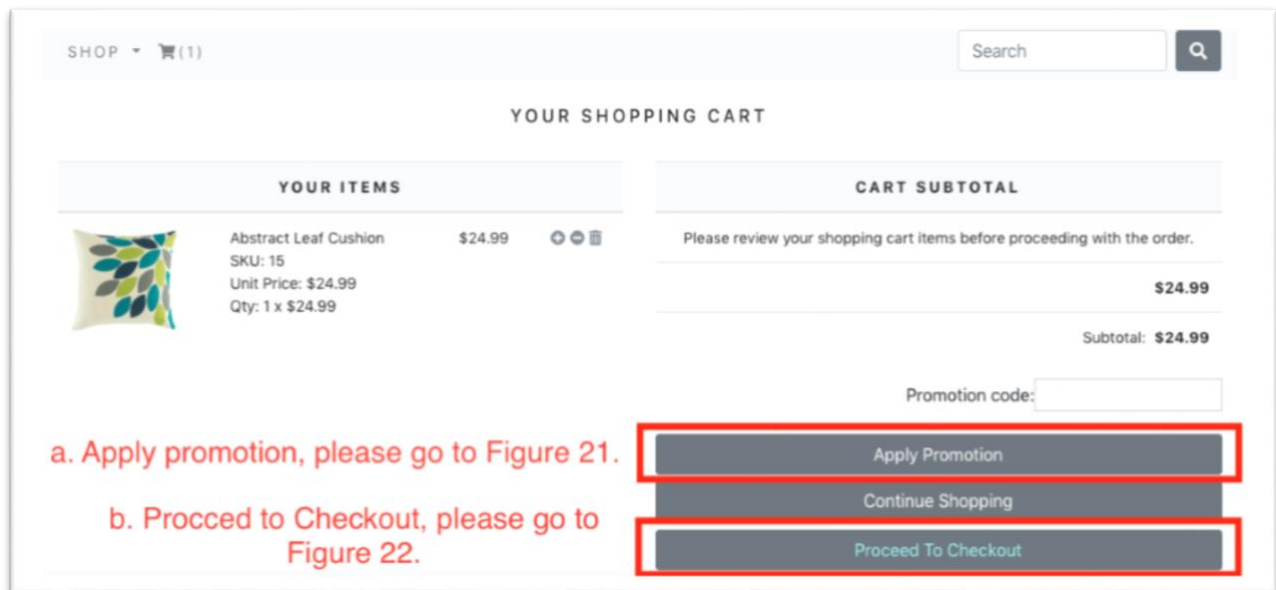



Figure 20: While at the Shopping Cart, the left side is the items in the Shopping Cart. If you wish to edit items in the Shopping Cart, please go to the Shopping Cart section for more information. To apply a promotion, please proceed to Figure 21. To proceed to checkout, please proceed to Figure 22.

SHOP (1) Search

YOUR SHOPPING CART

YOUR ITEMS



Abstract Leaf Cushion
SKU: 15
Unit Price: ~~\$24.99~~ 20% off
Discount Price: \$19.99
Qty: 1 x \$19.99

\$19.99

CART SUBTOTAL

Please review your shopping cart items before proceeding with the order.

\$19.99

Subtotal: **\$19.99**

3. Apply a Promotion

a. Enter a Valid Promotion Code in field

b. Click the Apply Promotion button.

c. If successful, the promotion will be taken off item.

a. Promotion code:

b.

Figure 21: To apply a promotion, enter a Promotion Code and click the Apply Promotion button. If promotion is accepted, it will be applied to the items in your cart. If the promotion is not accepted, an error message will be displayed.

CART CHECKOUT

BILLING INFORMATION

Email*

eg. youremail@anyemail.com

Billing first name*

Billing last name*

Billing address*

CART SUBTOTAL

Please enter billing/shipping information.

\$19.99

Shipping and handling: **+\$5.99**

Subtotal: **\$25.98**

4. Fill out Billing and Shipping Address

Click the Proceed to Cart Total button

Figure 22: Enter your Billing and Shipping Address. If your Billing and Shipping Address are the same, please check the checkbox. The fields will be prepopulated if you are a Registered User. Please click the Proceed to Cart Total button.

CART PAYMENT

CARD INFORMATION
Card Number*

Card Holder First Name*

Card Holder Last Name*

Expiration month*

CART TOTAL
Please enter card information.

\$25.98

State of WI tax (5.42%): +\$1.41

Total: \$27.39


Process Order/Payment

Cancel Order

5. Enter Credit Card information.
Click the Process Order/Payment Button

Figure 23: Please enter your Credit Card information. After entering correct information please click the Process Order/Payment button.

SHOP ▾

Search 

6. Successful order!

THANK YOU FOR PLACING YOUR ORDER

Your order number is: 2

We have received your order and will be processing the order right away. For your records, an email confirmation has been sent to the email provided at payment. The confirmation will contain a receipt and details of the purchase. Thank You!

Figure 24: If the payment was successful, you will be redirected to the Thank You for your Order Page. It will display information regarding your newly purchased cushions from the Perfect Cushion Store.