# Busy Bee Florist



Administration - Login

Dashboard

Site Settings

Flowers

Extra Items

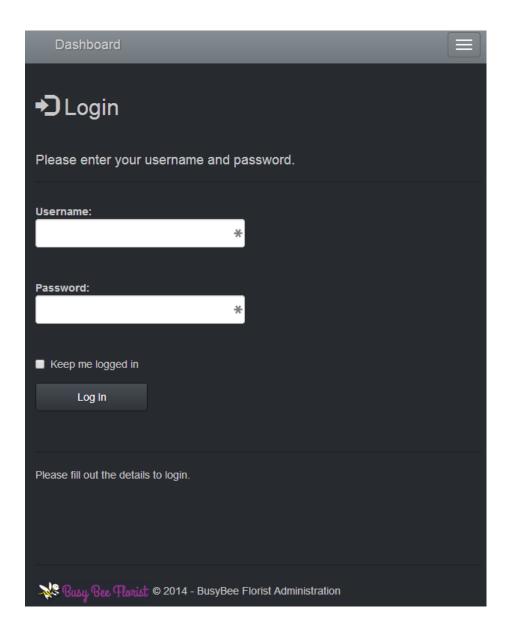
Orders

# Administration – Login

URL: /admin

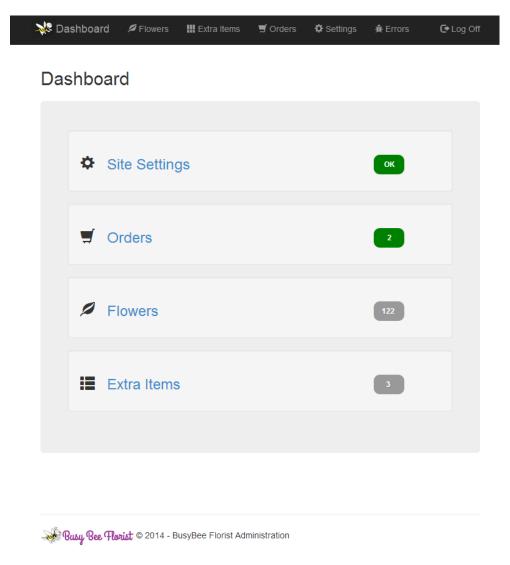
Your username: \*\*\*\*

Password: \*\*\*\*



## Dashboard

Displays a quick summary of all the functions in your administration.



**Site Settings**: Some website specific settings.

Orders: Views the orders.

**Flowers**: Administration of the flowers. Ie: Updating pricing, titles, images.

Extra Items: Administration of the extra items. Ie: Updating pricing, titles, selections

## Site Settings

## Site Configuration

Allow Order Sublills	sion Validation
When allowed, will use a eriod of time.	a hashing algorithm to verify the order submission against duplidate submission for
Recieve Order Form	n via Email
kyle@instil.org.au	
Vhen enabled, will sender's email address.	d an email to the address specified upon order submission. This email will include t
Validate Credit Card	I Details
erforms server side va Algorithm and Mod 10 to	lidation for credit card input on the Expiry Date and Credit Card number using Luh echniques.

#### **Allow Order Submission Validation**

When allowed, will use a hashing algorithm to verify the order submission against duplicate submission for a period of time.

#### **Receive Order Form via Email**

When enabled, will send email to the client and above email upon order submission.

#### **Validate Credit Card Details**

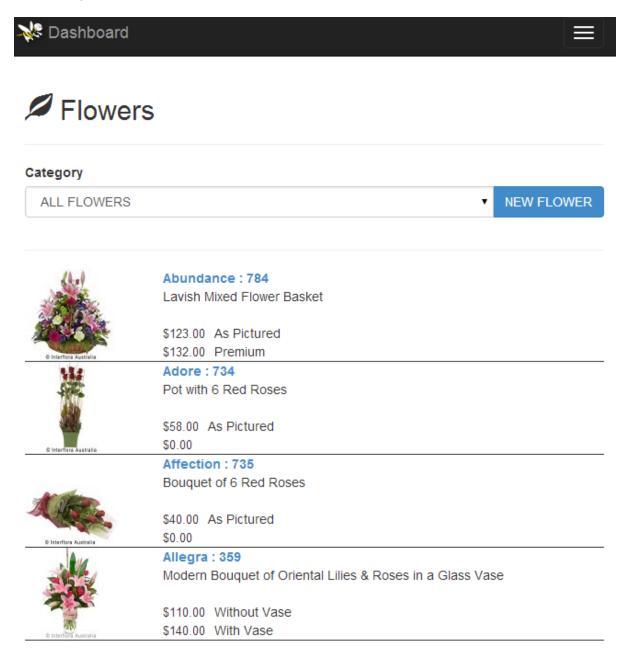
Performs an internal check on the credit card details. This doesn't ensure that the details are correct, it only ensures they are in the correct format. le: contains the correct number of digits etc.

### **Flowers**

#### Listing

You can view all the flowers by category or list them all at once.

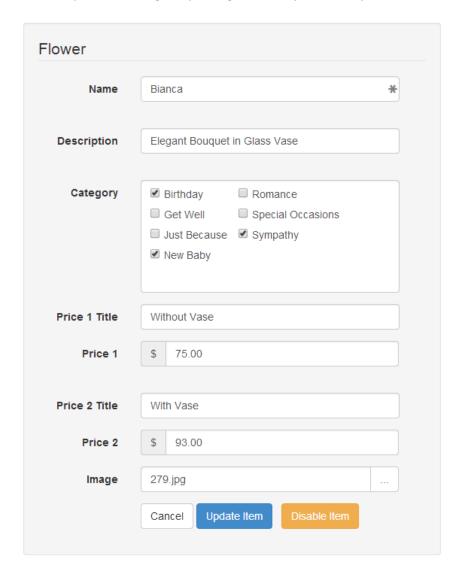
You can either click on the flower and edit or click on the **NEW FLOWER** button to create a new flower entry.



kyle@instil.org.au August 8, 2014 Version: 1.0.0

#### Adding / Updating Flower

Whether you are adding or updating a flower, you will be presented with the same screen.



Name: Name of the flower

**Description**: Description of the flower

**Category**: The category the flower belongs to (you can have more than one)

Price 1 Title: The title of price 1

Price 1: The money value of the price

Price 2 Title: The title of price 2

Price 2: The money value of the price.

**Image** \*\*: The image name of assigned to the flower, this will also be the item code of the flower.

(Use the \_\_\_\_ button to bring up the Image Explorer \* to browse the current repository or to added a new image.)

#### Disabling an Item

By default, all items are enabled. Disabling an item marks it unavailable for purchase or view by the clients. You can disable an item using the Disable Item button.



**Please note:** \* Turn off any popup blockers as it may block the image explorer window.

\*\* Image name can only be assigned to one flower.

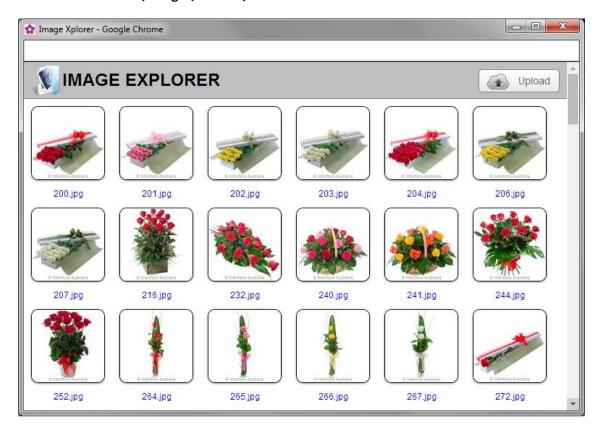
#### **Image Explorer**

This enables the user to select images and add new images to the repository.

To select an image, simply browse to the desired image and click on the image to select it.

When adding new images, please note the below:

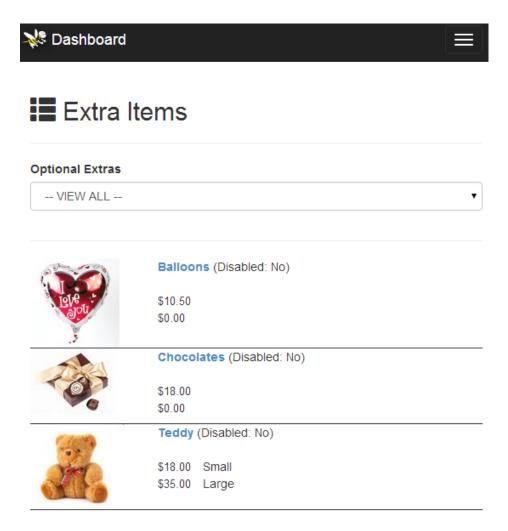
- Only jpg images are accepted.
- Unique names are automatically generated to avoid image name clashes.
- Images will be resized to 500x500 and the thumbnails will be created automatically. If you don't want the auto resize, you can manually upload (via FTP) the images as noted below.
- You can manually upload the images to the path "/images/flowers/" and "/images/flowers/tn"

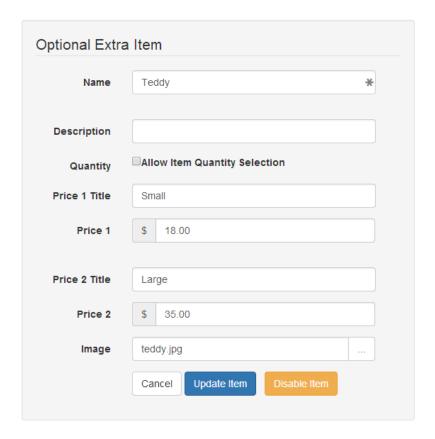


## Extra Items

#### Listing

You can click on the item to edit the entry.





Name: Name of the item

**Description**: Description of the item

Quantity: When enable, will allow users to select number of items (quantity). \*

Price 1 Title: The title of price 1

Price 1: The money value of the price

Price 2 Title: The title of price 2

**Price 2**: The money value of the price.

**Image**: The image name of assigned to the item, (use the button to bring up the Image Explorer to browse the current repository or to added a new image.) \*\*

#### Disabling an Item

By default, all items are enabled. Disabling an item marks it unavailable for purchase or view by the clients. You can disable an item using the Disable Item button.



- \* When selecting Quantity, you cannot have multiple pricing.
- \*\* The image path of extra items is: /images/flowers/extra
- \*\* Images uploaded for extras does not get resized. The optimal size is 100x100.

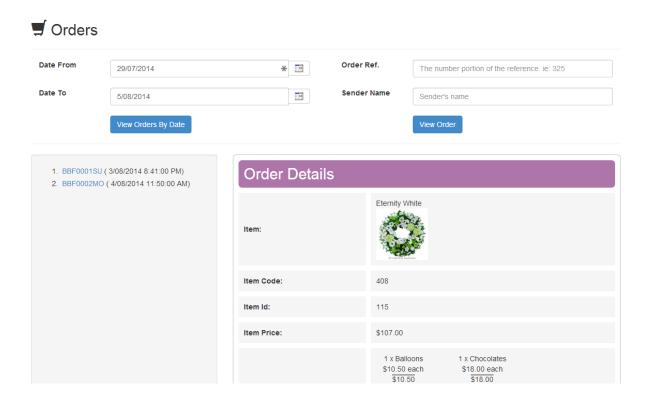
## **Orders**

An order (snapshot) can be viewed via:

- 1. Between dates
- 2. By the order reference, you only need the number portion. For example: order reference is: BBF0002MO, you only need to type in 0002 or 2 (BBF0002MO) of the order reference.
  - The reference is broken down into three parts. The BBF, the number portion, and the first two letters of the day of the order.
- 3. Optionally, you can search by the sender's name (you must clear the order reference field).



Credit Card detail number is not recorded for security purposes.



# **Errors**

This page displays errors that have been generated by the website. This is used for debugging errors.

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