

# **TOYSHOY WEBSITE INSTRUCTIONAL MANUAL**

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## **Manual Online Link:**

<https://www.toyshoy.redrhinoz.com/wp-content/uploads/2020/09/Instructions-Manual.pdf>

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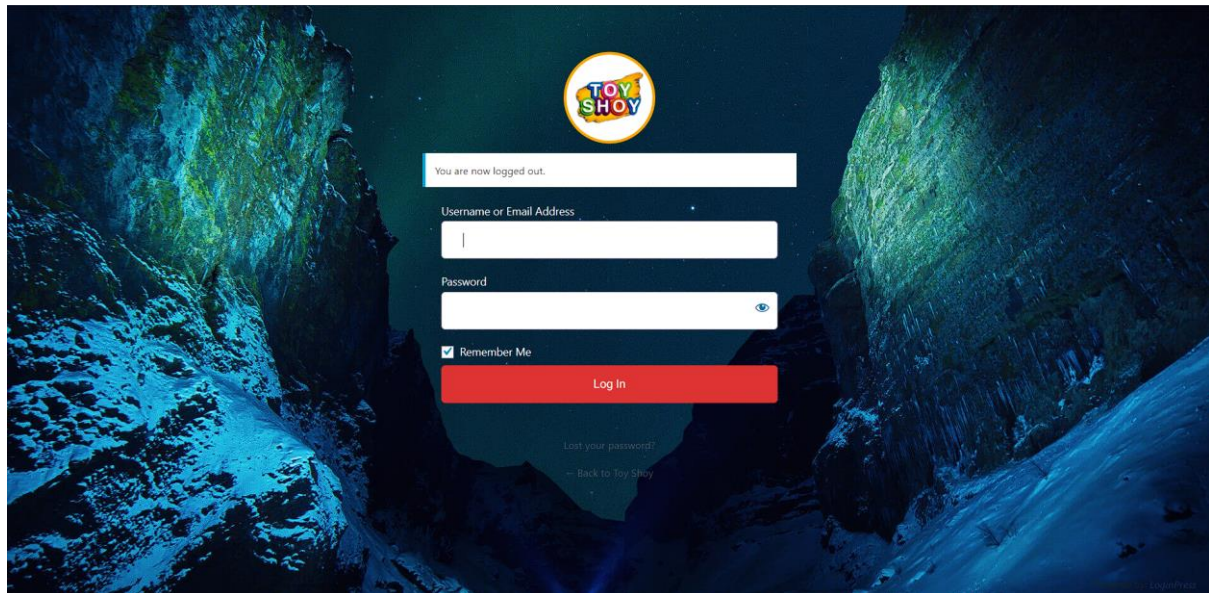
- Reports
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## Manual:

### Login:

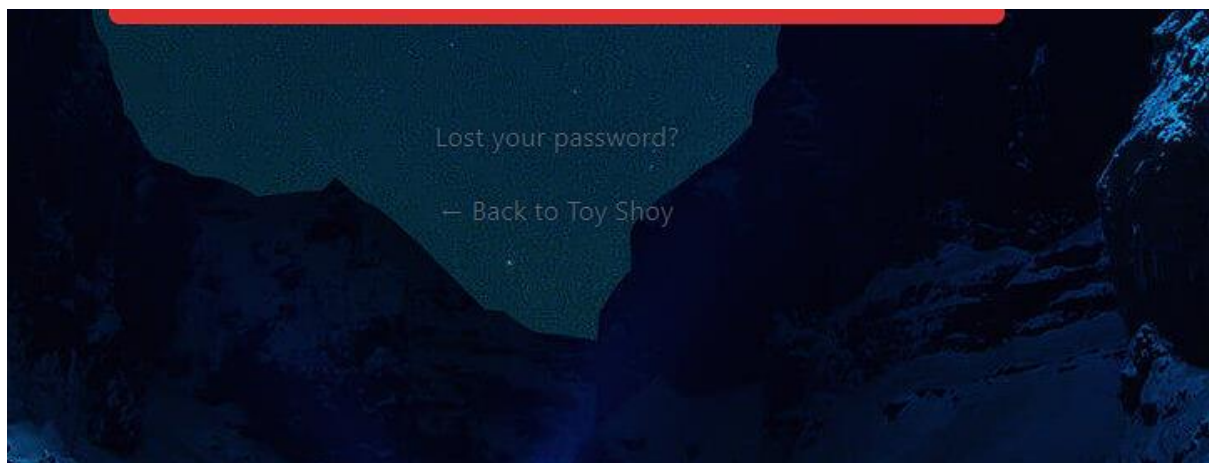
Open the link: <https://www.toyshoy.redrhinoz.com/wp-admin>

Enter the username and password provided to you.



### Forgot Password:

Click on lost your password



Enter your email and recover your password using your email.

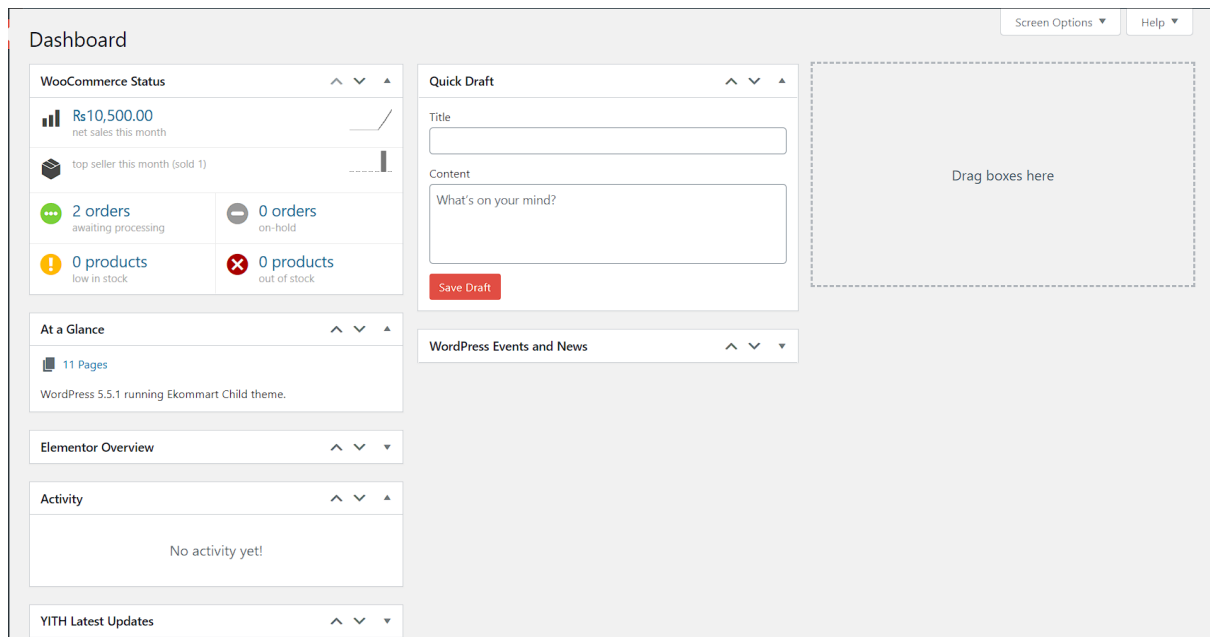
Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

Reset password

## Dashboard

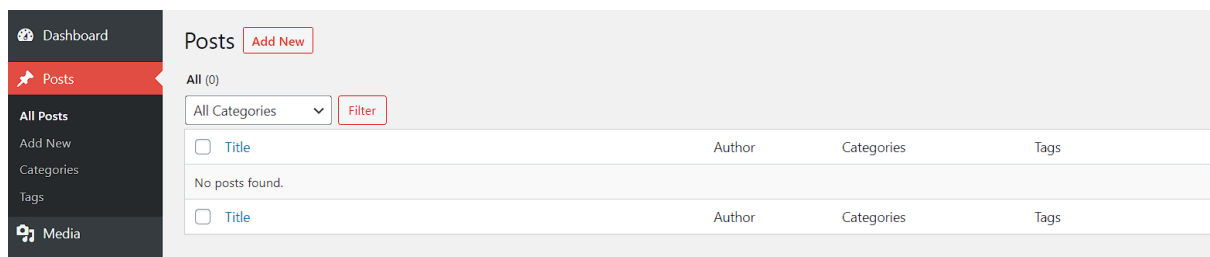
Get a quick view about things happening on your website on your dashboard panel.



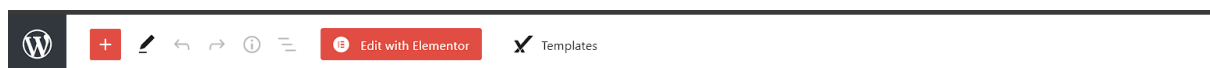
## Posts

### Add New Post

Click on add new post to add new post.



Enter the title for your post



Add title

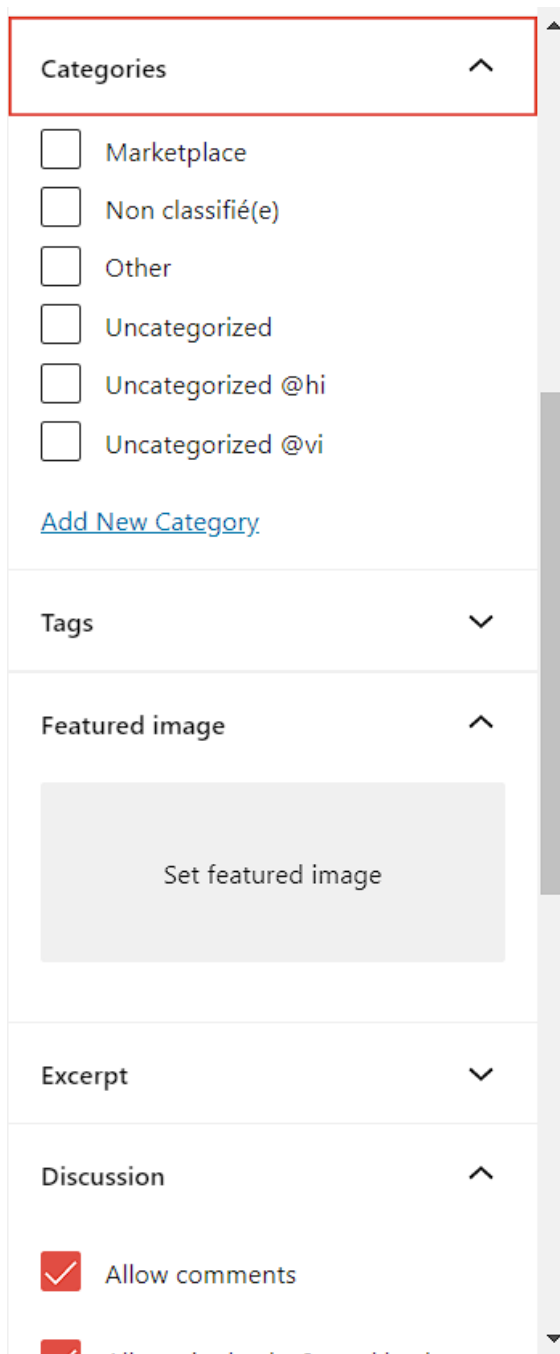


Enter the details about your post, use the tool box to create interactive posts.



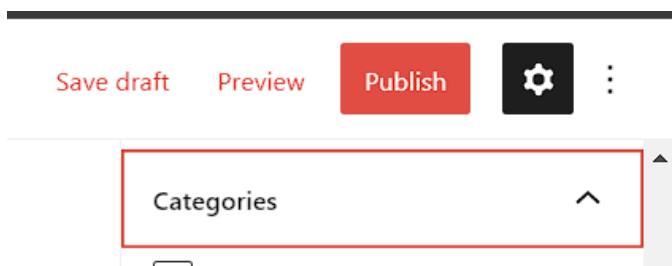
Creating posts

Select the featured image, category, tags and other options for your post.



The screenshot shows the WordPress post editor sidebar. The 'Categories' section is highlighted with a red box. It contains a list of categories with checkboxes: Marketplace, Non classifié(e), Other, Uncategorized, Uncategorized @hi, and Uncategorized @vi. Below the list is a link 'Add New Category'. The 'Tags' section is collapsed. The 'Featured image' section is expanded, showing a placeholder for a featured image with the text 'Set featured image'. The 'Excerpt' section is collapsed. The 'Discussion' section is expanded, showing a checkbox for 'Allow comments' which is checked.

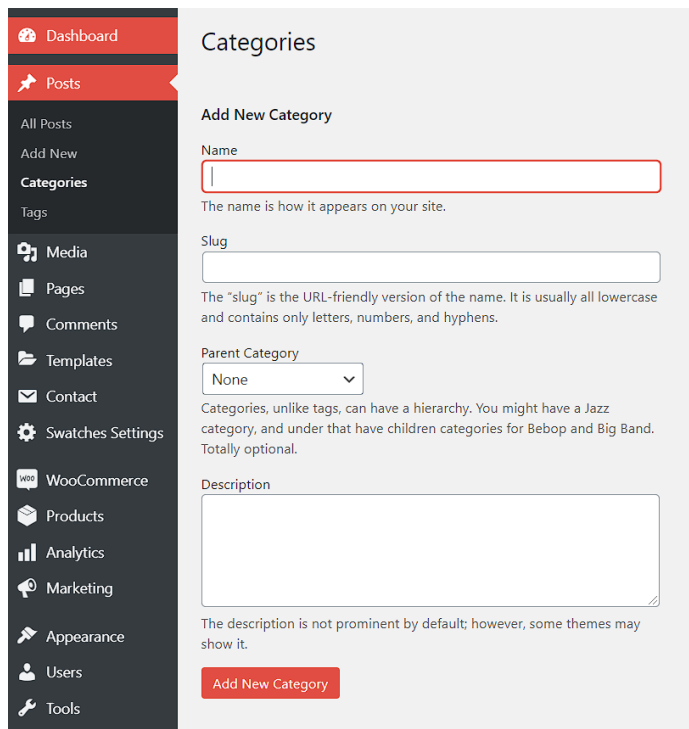
Click on the Publish button to publish your post.



The screenshot shows the top bar of the WordPress post editor. It contains buttons for 'Save draft', 'Preview', and 'Publish'. The 'Publish' button is highlighted with a red box. To the right of the buttons are a settings gear icon and a three-dot menu icon. Below the top bar, the 'Categories' section is highlighted with a red box.

## Post Categories:

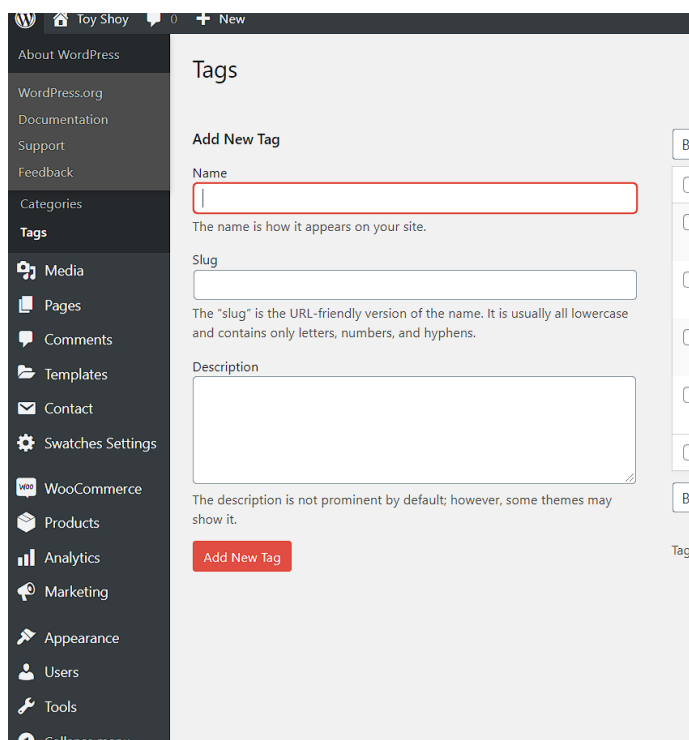
Enter name for the category, and select parent category if there is any parent category, create a slug for it and write description (optional) and click on add new category.



The screenshot shows the WordPress dashboard with the 'Categories' section selected in the left sidebar. The main content area is titled 'Categories' and contains the 'Add New Category' form. The form has four fields: 'Name' (a text input field), 'Slug' (a text input field), 'Parent Category' (a dropdown menu currently set to 'None'), and 'Description' (a large text area). Below the 'Parent Category' dropdown, there is explanatory text: 'Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.' Below the 'Description' text area, there is another line of explanatory text: 'The description is not prominent by default; however, some themes may show it.' At the bottom of the form is a red 'Add New Category' button. The left sidebar contains various menu items including Dashboard, Posts, Media, Pages, Comments, Templates, Contact, Swatches Settings, WooCommerce, Products, Analytics, Marketing, Appearance, Users, and Tools.

## Post Tags:

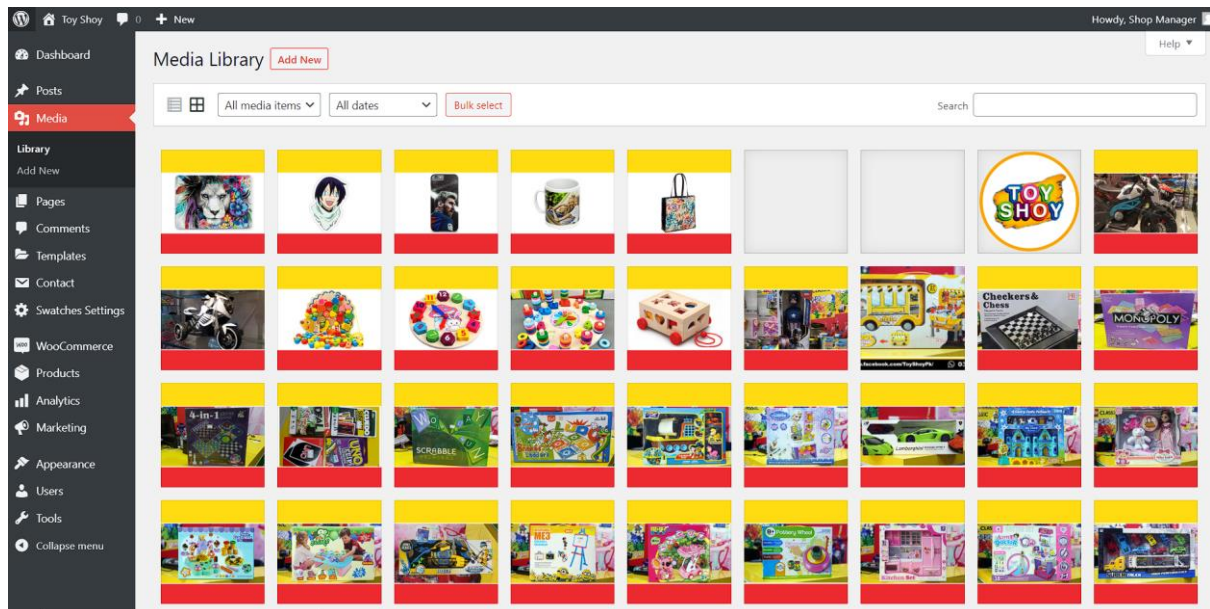
Enter name for the tag, create a slug for it and write description (optional) and click on add new tag.



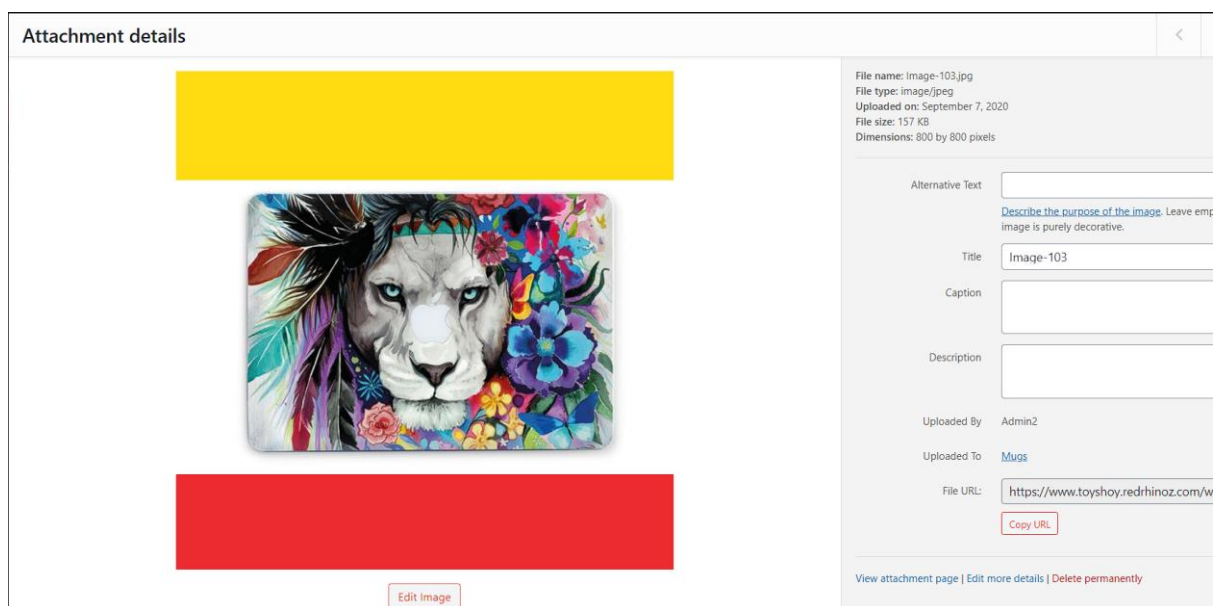
The screenshot shows the WordPress dashboard with the 'Tags' section selected in the left sidebar. The main content area is titled 'Tags' and contains the 'Add New Tag' form. The form has three fields: 'Name' (a text input field), 'Slug' (a text input field), and 'Description' (a large text area). Below the 'Slug' field, there is explanatory text: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.' Below the 'Description' text area, there is another line of explanatory text: 'The description is not prominent by default; however, some themes may show it.' At the bottom of the form is a red 'Add New Tag' button. The left sidebar contains various menu items including About WordPress, WordPress.org, Documentation, Support, Feedback, Categories, Tags, Media, Pages, Comments, Templates, Contact, Swatches Settings, WooCommerce, Products, Analytics, Marketing, Appearance, Users, and Tools. The top of the dashboard shows the site name 'Toy Shop' and a 'New' button.

## Library:

Click on library to see all the media files uploaded on website.



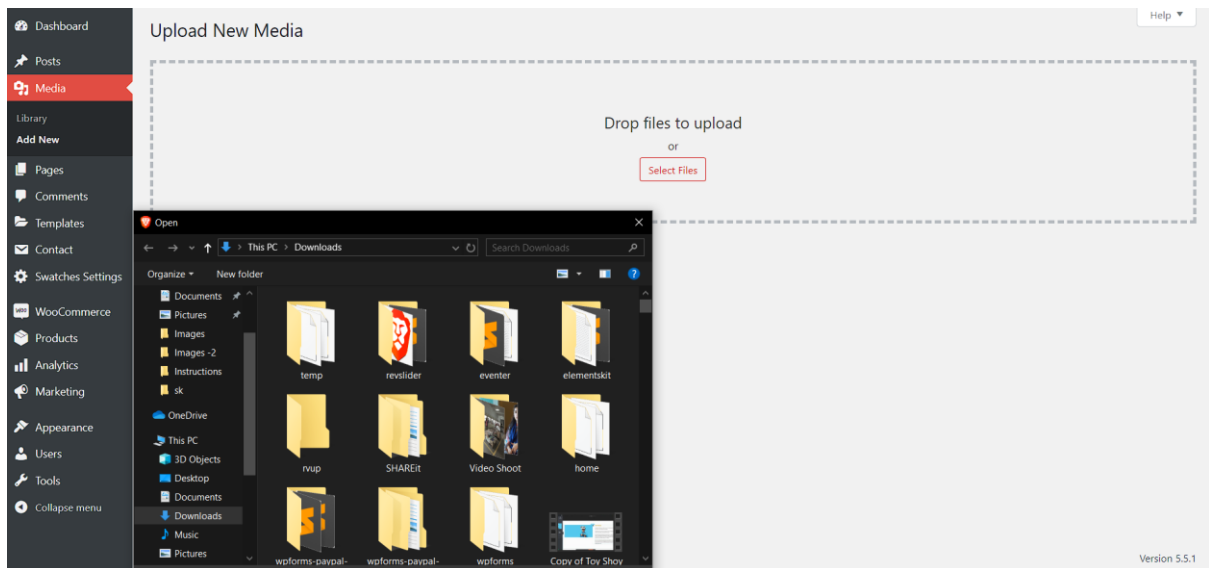
Click on any image to edit it or delete it. You can edit image or delete it by clicking on the texts.





## Add Media

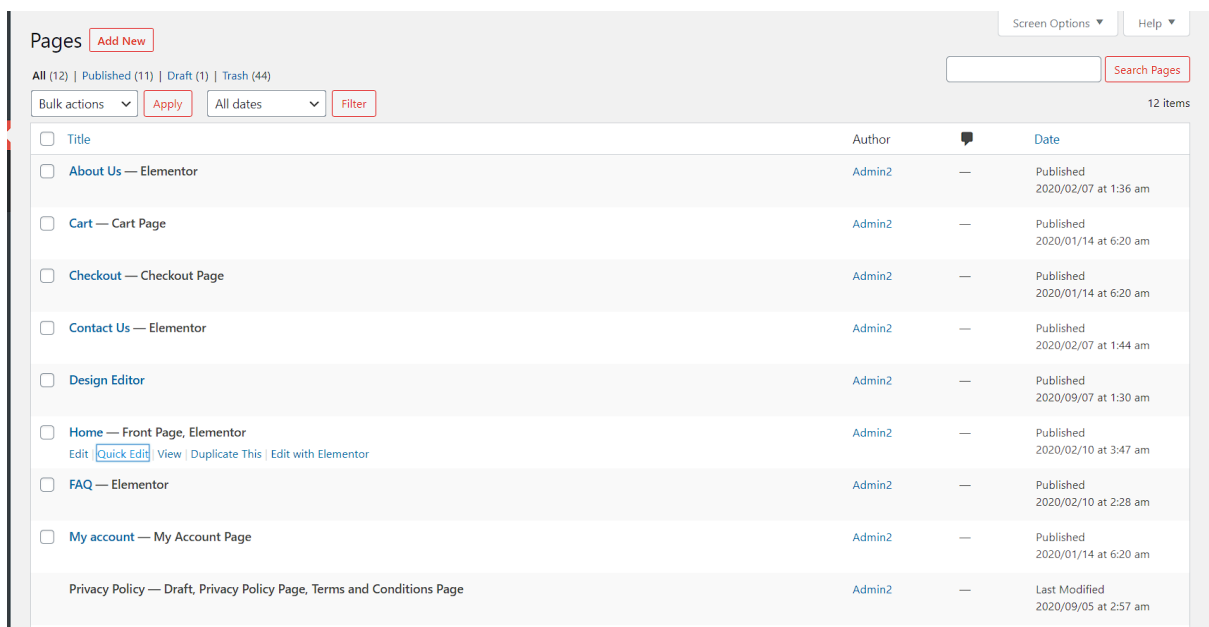
Add new Media files by clicking on Add Media Tab, after that click on select file and choose the media file from dialog box.



## Pages:

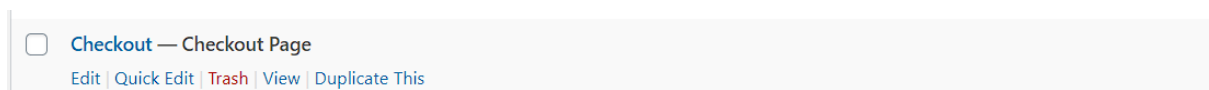
### All Pages:

See all the pages list by clicking on all pages.



## Edit Page:

Hover on page name and click on edit page to edit any particular page.



### Delete Page:

Hover over any page you want to delete and click on Trash to delete any particular page.

☐ **Checkout** — Checkout Page  
[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#) | [Duplicate This](#)

### Duplicate Page:

Hover over any page you want to duplicate and click on duplicate this text.

☐ **Checkout** — Checkout Page  
[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#) | [Duplicate This](#)

### Add New Page:

Add title for the new page



Add title

Create page permalink/slug and select feature image for the page

**Permalink** ^

URL Slug

The last part of the URL. [Read about permalinks](#) ↗


View Page

<https://www.toyshoy.redrhinoz.com/6892/> ↗

**Featured image** ^


Set featured image

Select page layout by selecting the page attributes


Discussion 

☐ Allow comments


---

Page Attributes 

Template:  

Default template 


Parent Page:  

(no parent) 

Order 

0

---

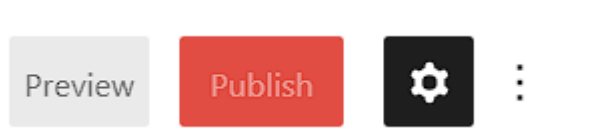
Slider Revolution 

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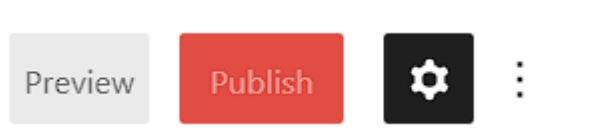
Click on Edit with Elementor button to edit page with Elementor Builder.



Click on Preview to preview the page layout before publishing it



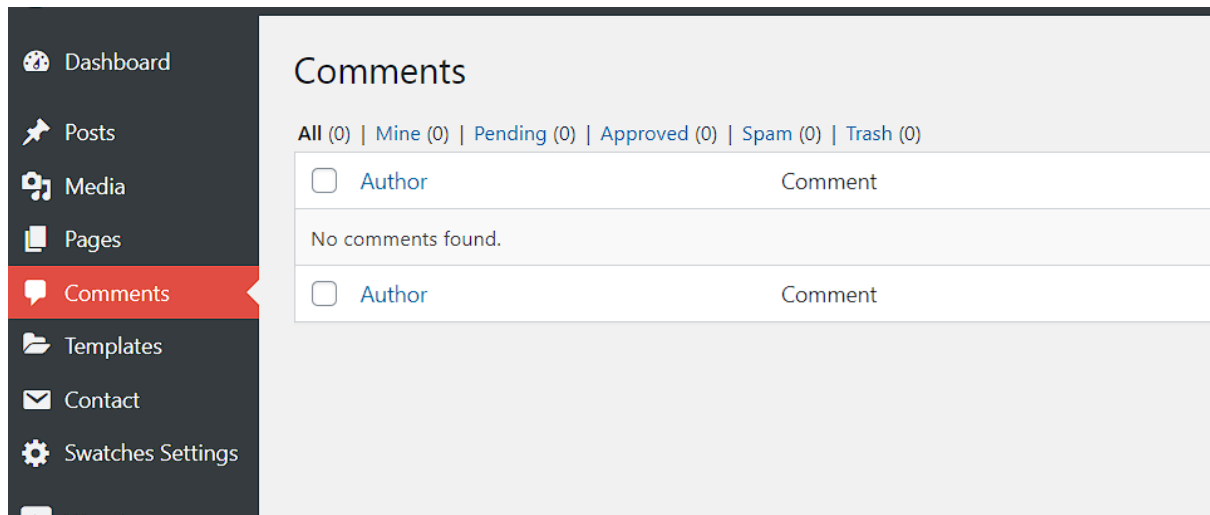
Click on publish to publish the page for general audience.



## Comments

Click on comments to view the comments that are posted on your website so far.

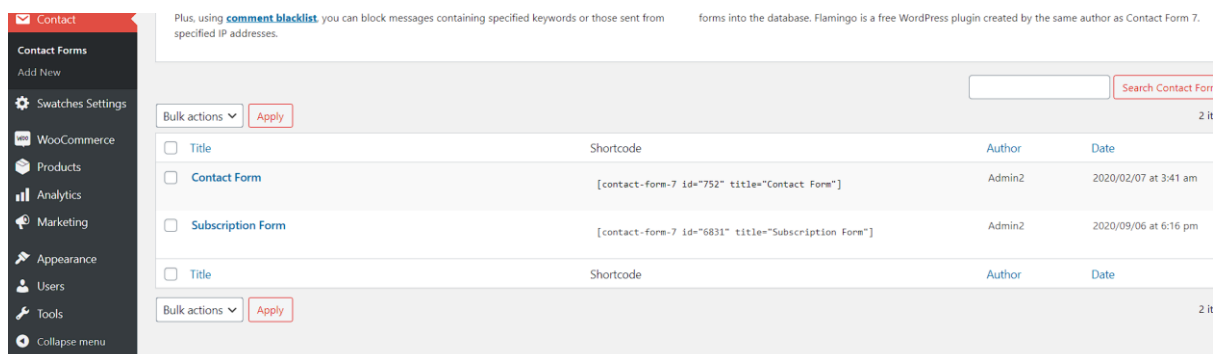
Hover any comment to delete it or mark as spam by clicking on the text.



## Contact Forms

### All Forms:

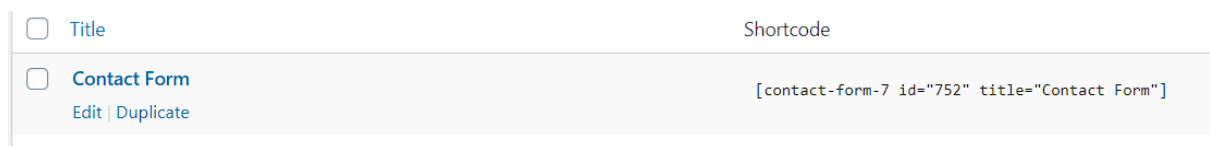
Click on All forms to view all the forms available on the website.



Click on edit to edit the form.



Click on Trash to delete the form.

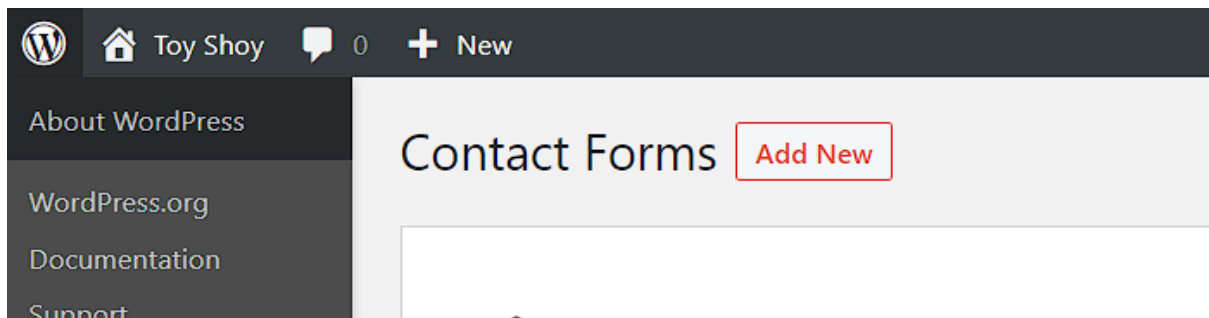


Click on Duplicate this to copy the from.

<input type="checkbox"/> Title	Shortcode
<input type="checkbox"/> <b>Contact Form</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>	<code>[contact-form-7 id="752" title="Contact Form"]</code>

## Add Form:

Click on Add new Form to Add New Form.



Add form title to give the form a name, below that you need to add simple Contact Form short codes to create a form using the tools provided or you can put in HTML code for creating the form.

A screenshot of the 'Edit Contact Form' interface. At the top, it says 'Edit Contact Form' with a red 'Add New' button. Below this is a text input field containing 'Contact Form'. A message instructs the user to 'Copy this shortcode and paste it into your post, page, or text widget content:', followed by a red box containing the shortcode `[contact-form-7 id="752" title="Contact Form"]`. Below the shortcode is a tabbed interface with four tabs: 'Form' (selected), 'Mail', 'Messages', and 'Additional Settings'. The 'Form' tab shows a section titled 'Form' with a link to 'Editing form template'. Below this is a row of buttons for different field types: 'text', 'email', 'URL', 'tel', 'number', 'date', 'text area', 'drop-down menu', 'checkboxes', 'radio buttons', 'acceptance', 'quiz', 'file', and 'submit'. At the bottom, there is a large text area containing HTML/shortcode code for the form fields: `[text* text-337 id:form-name akismet:author placeholder "Your Name"]`, `[email* email-104 id:form-email akismet:author_email placeholder "Email"]`, `[text text-338 id:form-subject akismet:author placeholder "Subject"]`, `[textarea textarea-339 class:form-control id:textarea x4 placeholder "Message"]`, and `[submit class:btn class:btn-default class:btn-sm "Submit"]`.

## Configuration

**To:** The person who will receive the form details

**From:** Who is sending the email and from what website

**Subject:** The Subject line of the email.

**Additional Headers:** The reply icon who will get reply back after the first email receiver tries to reply back.

**Message Body:** Contains all the details and information of the form.

Mail	
You can edit the mail template here. For details, see <a href="#">Setting up mail</a> . In the following fields, you can use these mail-tags: [text-337] [email-104] [text-338] [textarea-339]	
To	hamzak2k17@gmail.com
From	ToyShoy <noreply@toyshoy.redrhinoz.com>
Subject	New Message   Toy Shoy "[text-338]"
Additional headers	Reply-To: [email-104]
Message body	From: [text-337] <[email-104]> Subject: [text-338]  Message Body: [textarea-339]  -- This e-mail was sent from a contact form on ToyShoy ( <a href="https://www.toyshoy.redrhinoz.com/contact-us">https://www.toyshoy.redrhinoz.com/contact-us</a> )

## Woocommerce:

### Orders:

Click on Orders to see all the order that are placed on the website

Orders <a href="#">Add order</a>					
All (2)   <a href="#">Trash (0)</a>   <a href="#">Processing (2)</a>					
Bulk actions <a href="#">Apply</a>		All dates <a href="#">Filter</a>	Filter by registered customer <a href="#">Filter</a>		
<input type="checkbox"/>	Order	Custom design	Date	Status	Total
<input type="checkbox"/>	#6882 Shaikh Hamza Khalid	<a href="#">View</a> <a href="#">Star</a>	2 hours ago	Processing	Rs7,300.00
<input type="checkbox"/>	#6848 Hamza Khalid	<a href="#">View</a>	6 hours ago	Processing	Rs3,400.00
<input type="checkbox"/>	Order	Custom design	Date	Status	Total
Bulk actions <a href="#">Apply</a>					

Click on any order name to view more details about the order

#### Order #6882 details

Payment via Cash on delivery. Customer IP: 103.131.8.133

##### General

Date created:

2020-09-07 @ 04:34

Status:

Processing

Customer:

Guest

##### Billing

Shaikh Hamza Khalid  
None  
EDC Campus, Iqra University  
Karachi  
Sindh  
75230





Email address:  
[hamzak2k17@gmail.com](mailto:hamzak2k17@gmail.com)

Phone:  
[03422887839](tel:03422887839)

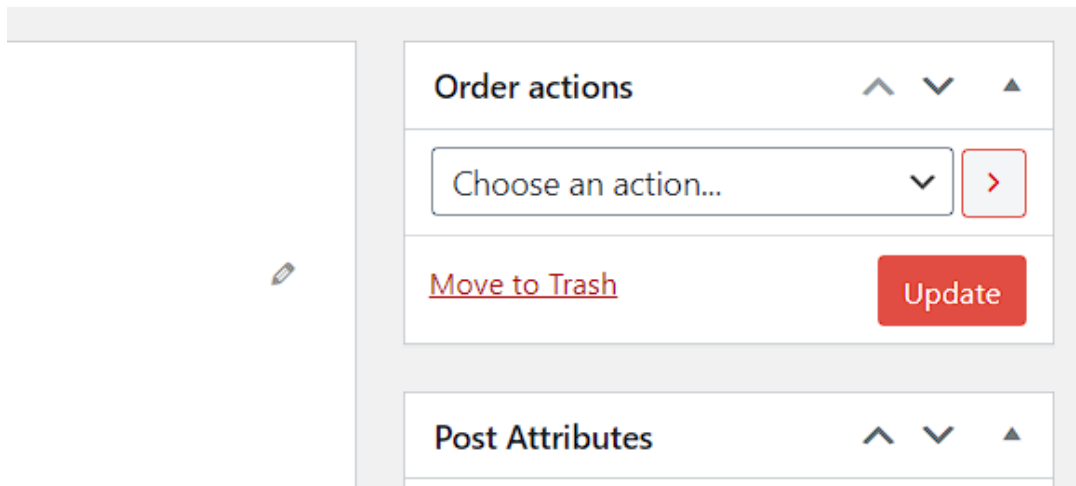
##### Shipping

Shaikh Hamza Khalid  
None  
EDC Campus, Iqra University  
Karachi  
Sindh  
75230

See order purchase details and amount below

			
(*) Click on each image above to download the printable file (.PNG)			
<a href="#">Download designs as PDF</a> <a href="#">PDF cropmarks &amp; bleed</a> <a href="#">View in Lumise editor</a>			
	<a href="#">R/C DEFORMATION CAR</a>	Rs3,000.00	× 1 Rs3,000.00
	<a href="#">AVENGERS FIGURES - BLACK PANTHER</a> Variation ID: 6552	Rs2,000.00	× 1 Rs2,000.00
	<a href="#">DIE CAST BIKE</a>	Rs1,800.00	× 1 Rs1,800.00
Free shipping			
Items: Laptop Cover   Customized Design × 1, R/C DEFORMATION CAR × 1, AVENGERS FIGURES - BLACK PANTHER × 1, DIE CAST BIKE × 1			
		Items Subtotal:	<b>Rs7,300.00</b>
		Shipping:	<b>Rs0.00</b>
		Order Total:	<b>Rs7,300.00</b>

Change order status selecting the drop down menu and by clicking on update button.



### Customers:

View customers all details and how many customers your website have by clicking on Customers Sections.

Show:

All Customers

Customers

Search by customer name

Download

Name	Username	Last Active	Sign Up	Email	Orders	Total Spend	AOV	Country / Region	City
Hamza Khalid		September 6, 2020	—	hamzak2k17@gmail.com	2	Rs10,700.00	Rs5,350.00	PK	KAarachi
	Admin2	September 6, 2020	September 5, 2020	hamzak2k17@gmail.com	0	Rs0.00	Rs0.00		
luc nguyen		May 11, 2020	—	lucnguyen@brainos.com	0	Rs0.00	Rs0.00	VN	ha noi
PHAM DUC		March 4, 2020	—	ddfjadskj@gmail.com	0	Rs0.00	Rs0.00	VN	Ha Noi

4 customers

2 average orders

Rs10,700.00 average lifetime spend

Rs5,350.00 average order value

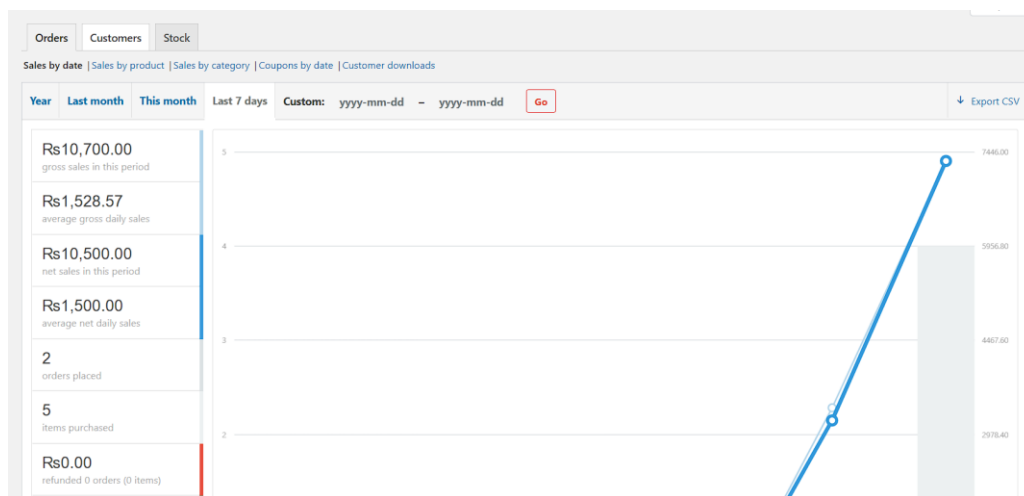
Click on download to download all the information for local usage.



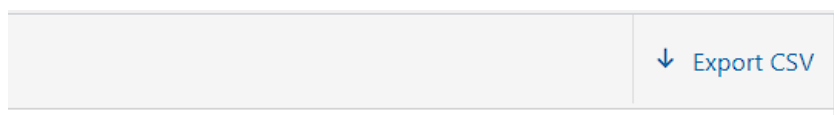


## Reports

Get all the details and business analytics by going into reports section and filter out the reports using the tools provided.



Click on Export CSV to export the reports into Excel Sheet



## Settings:

Change address and store selling locations by going into settings general tabs. Enable and disable tax options as well.

The screenshot shows the 'Store Address' settings form. It includes fields for Address line 1, Address line 2, City, Country / State, and Postcode / ZIP. Below these fields is a section for 'General options' which includes a dropdown for 'Selling location(s)', a text input for 'Sell to specific countries' with a button to 'x Pakistan', and buttons for 'Select all' and 'Select none'. There is also a dropdown for 'Shipping location(s)' and a dropdown for 'Default customer location'.

## Shipping

Select Shipping Countries, Shipping rules and shipping areas by going into shipping tab

GeneralProductsShippingPaymentsAccounts & PrivacyEmailsIntegrationAdvanced

Shipping zones | Shipping options | Shipping classes

Shipping zones > All Over Pakistan

Zone name

?

All Over Pakistan

Zone regions

?

× Pakistan

[Limit to specific ZIP/postcodes](#)

Shipping methods

?

Title	Enabled	Description
≡ Flat rate	<input checked="" type="checkbox"/>	<b>Flat rate</b> Lets you charge a fixed rate for shipping.
≡ Free shipping	<input checked="" type="checkbox"/>	<b>Free shipping</b> Free shipping is a special method which can

Add shipping method

## Payment:

Turn on or off the payment options available on website by going into the payments tab.

Payment methods

Installed payment methods are listed below and can be sorted to control their display order on the frontend.

Method	Enabled	Description
≡ ^ v <b>Direct bank transfer</b>	<input type="checkbox"/>	Take payments in person via BACS. More commonly known as direct bank/wire transfer
≡ ^ v <b>Check payments</b>	<input type="checkbox"/>	Take payments in person via checks. This offline gateway can also be useful to test purchase
≡ ^ v <b>Cash on delivery</b>	<input checked="" type="checkbox"/>	Have your customers pay with cash (or by other means) upon delivery.
≡ ^ v <b>PayPal</b>	<input type="checkbox"/>	PayPal Standard redirects customers to PayPal to enter their payment information.

Save changes

## Accounts:

Configure Accounts setting, guest checoout options and other necessary accounts setting in accounts tab.

General

Products

Shipping

Payments

Accounts & Privacy

Emails

Integration

Advanced

Guest checkout

☒ Allow customers to place orders without an account

☐ Allow customers to log into an existing account during checkout

Account creation

☐ Allow customers to create an account during checkout

☐ Allow customers to create an account on the "My account" page

☐ When creating an account, automatically generate an account username for the customer

☐ When creating an account, automatically generate an account password

Account erasure requests

☐ Remove personal data from orders on request

When handling an account erasure request, should personal data within orders be retained?

☐ Remove access to downloads on request

When handling an account erasure request, should access to downloadable files be retained?

Personal data removal

☐ Allow personal data to be removed in bulk from orders

Adds an option to the orders screen for removing personal data in bulk. Note that removing personal data from orders is irreversible.

Privacy policy

This section controls the display of your website privacy policy. The privacy notices below will not show up unless a privacy page is set up.

## Emails

Configure email notifications who to receive what email and when to get notified by emails.

General

Products

Shipping

Payments

Accounts & Privacy

Emails

Integration

Advanced

Email notifications

Email notifications sent from WooCommerce are listed below. Click on an email to configure it.

Email	Content type	Recipient(s)	
<input checked="" type="checkbox"/> <a href="#">New order</a> ⓘ	text/html	hamzak2k17@gmail.com	<a href="#">Manage</a>
<input checked="" type="checkbox"/> <a href="#">Cancelled order</a> ⓘ	text/html	hamzak2k17@gmail.com	<a href="#">Manage</a>
<input checked="" type="checkbox"/> <a href="#">Failed order</a> ⓘ	text/html	hamzak2k17@gmail.com	<a href="#">Manage</a>
<input checked="" type="checkbox"/> <a href="#">Order on-hold</a> ⓘ	text/html	Customer	<a href="#">Manage</a>
<input checked="" type="checkbox"/> <a href="#">Processing order</a> ⓘ	text/html	Customer	<a href="#">Manage</a>
<input checked="" type="checkbox"/> <a href="#">Completed order</a> ⓘ	text/html	Customer	<a href="#">Manage</a>
<input checked="" type="checkbox"/> <a href="#">Refunded order</a> ⓘ	text/html	Customer	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">Customer invoice / Order details</a> ⓘ	text/html	Customer	<a href="#">Manage</a>

## Products:

## All Products:

Click on All products to view all products details and their listings.

All (96)   Published (93)   Drafts (3)   Trash (30)   Sorting								
Bulk actions		Apply	Select a category	Filter by product type	Filter by stock status	Filter	96 items	
<input type="checkbox"/>		Name	SKU	Stock	Price	Categories	Tags	★ Date
<input type="checkbox"/>		Product Name — Draft	—	In stock	—	—	—	☆ Last Modified 2020/09/07 at 5:16 am
<input type="checkbox"/>		Stickers   Customized Design — Assigned Lumise Product #8	—	In stock	Rs250.00	Customized Design, Stationary	—	☆ Published 2020/09/07 at 3:27 am
<input type="checkbox"/>		Mobile Cover   Customized Design — Assigned Lumise Product #5	—	In stock	Rs350.00	Customized Design, Stationary	—	☆ Published 2020/09/07 at 3:26 am
<input type="checkbox"/>		Cap   Customized Design — Assigned Lumise Product #9	—	In stock	Rs700.00	Customized Design, Stationary	—	☆ Published 2020/09/07 at 3:25 am
<input type="checkbox"/>		Laptop Cover   Customized Design — Assigned Lumise Product #12	—	In stock	Rs500.00	Customized Design, Stationary	—	☆ Published 2020/09/07 at 3:18 am
<input type="checkbox"/>		Paper Bags   Customized Design — Assigned Lumise Product #1	—	In stock	Rs350.00	Customized Design, Stationary	—	☆ Published 2020/09/07 at 3:15 am

Hover over the name of the product and click to view actions.

Click on Edit to Edit Product

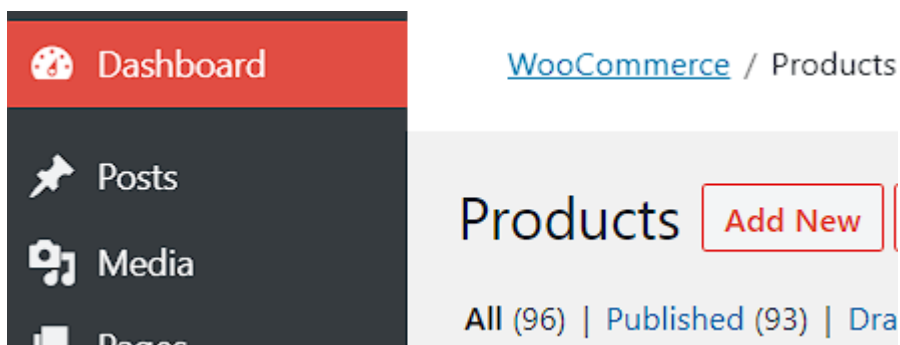
Click on Trash to delete Product

Click on Duplicate This to copy the product

<input type="checkbox"/>		Stickers   Customized Design — Assigned Lumise Product #8	—	In stock	Rs250.0
ID: 6874   <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>   <a href="#">Duplicate</a>					

## Add New

Click on Add New product to add new product



Type in the product name and its title.

Add new product

Product name

Select the product Category and add tags

Product categories

All categories

Most Used

☐ Uncategorized

☐ Action Figures

☐ Avengers Collection

☐ Board Games

☐ Boys

☐ Cars & Bike

☐ Customized Design

☐ Disney Princes Dolls & Kits

[+ Add new category](#)

Product tags

Add

Separate tags with commas

[Choose from the most used tags](#)

## Put in Price for the product

Product data —

Simple product

Virtual: ☐ Downloadable: ☐

⬆ ⬇ ⬆

⚙ General

Inventory

🚚 Shipping

🔗 Linked Products

🏷 Attributes

Regular price (Rs)

Sale price (Rs)

[Schedule](#)

Sale quantity

?

Select the image for product

Product image

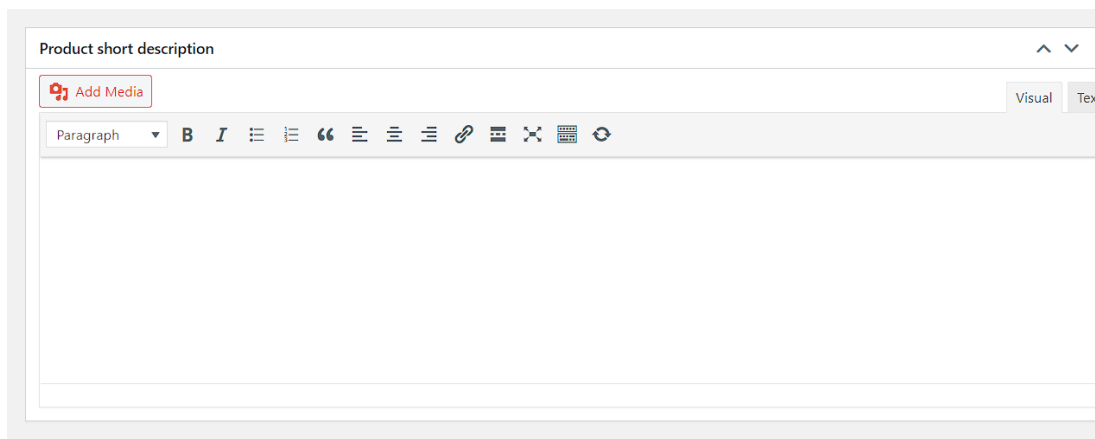
[Set product image](#)

Product gallery

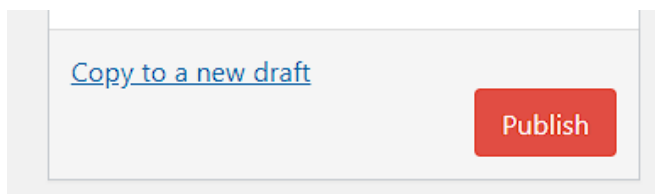
[Add product gallery images](#)

Write the long description for product

Write the short description for product

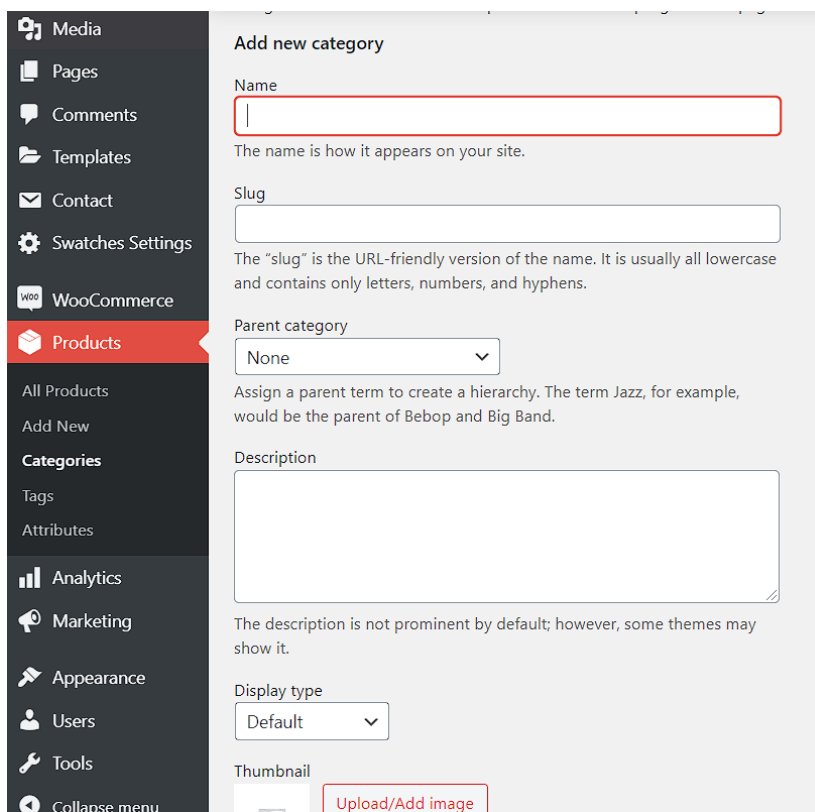


Click on Publish to publish the product.



## Product Category

Enter name for the category, and select parent category if there is any parent category, create a slug for it and write description (optional) and click on add new category.



## Product Tags:

Enter name for the tag, create a slug for it and write description (optional) and click on add new tag.

### Product tags

Add new tag

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

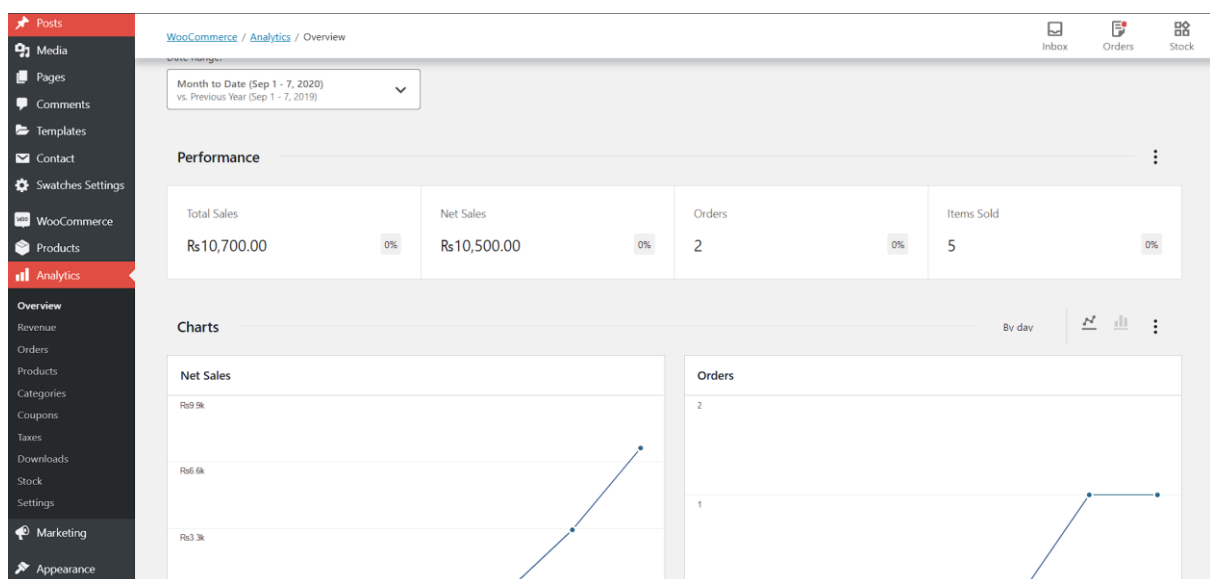
Description

The description is not prominent by default; however, some themes may show it.

Add new tag

## Analytics:

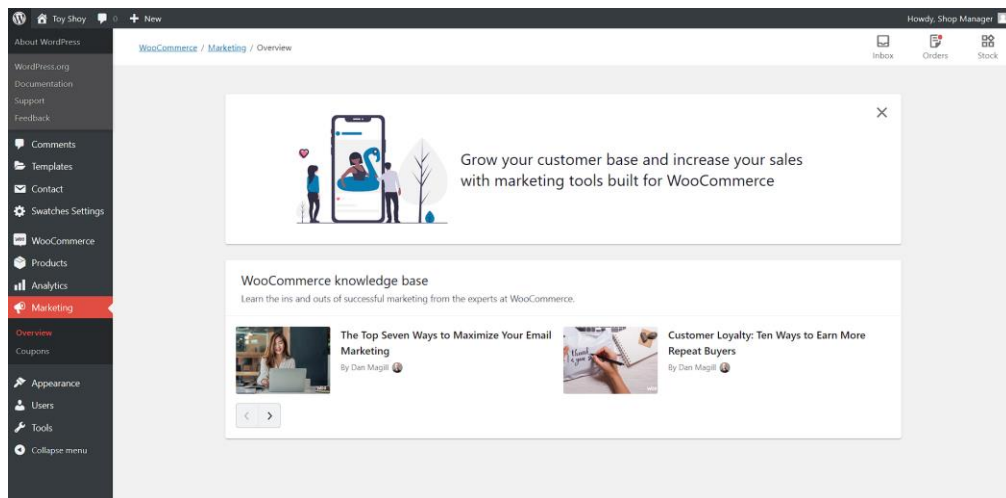
Analytics will give you a complete detailed view about the website performance, how much you have made the profit how much is the Gross Sales, Gross Profit, Net Sales & Net Profits along with very deep insights reports about the website.



## Marketing:

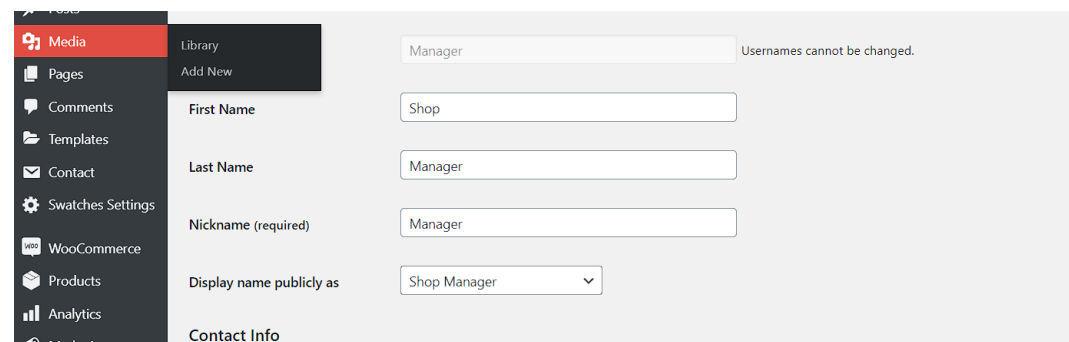
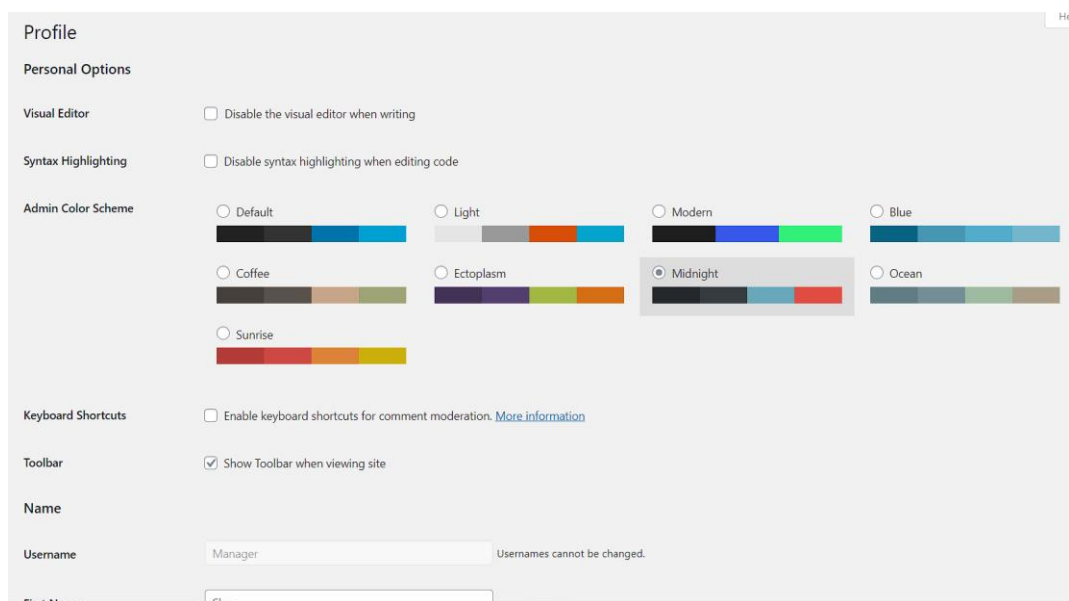


Marketing tab will help you create marketing campaigns for your store, mostly helping you out by increasing sales by creating coupons code to provide discount offers on various products to engage more customers and derive more sales.



## Profile:

Customize the admin panel according to your likes play around with the colors, update your email, change password, or edit your profile image.



## Tools:

## Import:

Click on import to import products from CSV files created by the person manually or generated using the export options.

### Import

If you have posts or comments in another system, WordPress can import those into this site. To get started, choose a system to import from below:

WooCommerce products (CSV)	Import products to your store via a csv file.
<a href="#">Run Importer</a>	
WooCommerce tax rates (CSV)	Import <b>tax rates</b> to your store via a csv file.
<a href="#">Run Importer</a>	

## Export:

Export different data from the website suing the export tools, you can export pages, posts, products, comments media and much more.

### Choose what to export

☒ All content

This will contain all of your posts, pages, comments, custom fields, terms, navigation menus, and custom posts.

☐ Posts

☐ Pages

☐ My Templates

☐ Products

☐ Variations

☐ Orders

☐ Refunds

☐ Coupons

☐ Contact Forms

☐ Mailchimp Sign-up Forms

☐ Custom Fonts

☐ Custom Icons

☐ Media

[Download Export File](#)

--- Thank You ---