User Manual for Admin Portal

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Analytics Dashboard

The analytics dashboard function only accessible by the manager. The dashboard provides insights from Google Analytics which have been configured to track the number of visits to the site, the viewing of each product, etc.

Order Management

The order management tab is accessible by both the manager and the factory quality checker. Orders have been organised into "All", "Payment Received", "In Production", "Packaging", "Pending for Shipment", "Shipped" and "Completed". Quality checkers responsible for their respective steps, can filter to look at the orders under their care.

Factory Process Breadcrumb

To change the status of the product, you can click on the respective row and a new page like below will appear. Factory QC can click on "Next Process" to move the order forward or "Previous Process" for the order to go backward. Do not that status changes will be logged in the database.

View Orders

The View Orders function is only accessible by the manager and the factory staff. This function allows the respective staff to look at the details of the order under different stages. Production staff can refer to the "In Production" tab and click on the arrow down to reveal the details of the order.

Admin Profile

The Admin Profile function is accessible by all roles where they can edit their own details and password. However, their changes may be overwritten by the super user using the Staff Management function.

Edit Profile

Staff Management

The staff management accessible by only the manager. The staffs in the list can be edited by clicking on the "Edit" button or deleted by clicking the "Delete" button.

Edit/Delete Staff

Add Staff

New staffs can also be added by clicking on the "Add New Staff" button. For the roles, manager is a super user that has access to all the functions, Factory QC have access to the order management function which allows them to move the status of the order forward or backward. The Factory Staff have access to the View Orders function which allows them to see the details of the product to be produced.

Catalogue

The product catalogue is only accessible by the manager where the "Product" tab reveals the list of all existing products. Different Tabs will reveal their respective "Add" buttons to add new "Product", "Design", "Fabric", "Colour" and "Collection".

Add Product

New Product

Design

Fabric

Colour

Save

Images

Add More

Image 1

Upload Image

Add Design

New Design

Design Name

Description

Price

Collection

Save

Add Fabric

New Fabric

Fabric Name

Description

Price

Save

Add Colour

New Colour

Colour Name

Save

Add Collection

New Collection

Collection Name

Save

Edit

Clicking on the respective tables and items will bring you to the details page where editing can be done by clicking on the "Edit" button.

Design ID: 0016

Edit

Design Name
Rosy

Description
A classic piece to add with splash of colours.

Price
175

Collection
2018 Spring

QR Code

Promo Code

The promo code function is only accessible by the manager. Clicking on the promo code tab will reveal a list of existing promo codes where user can choose to delete them.

Terminologies

Promo Code:	The code that customer will enter
Promo Name:	Name of promotion for manager's own reference
Type:	Percent Off – for % discount
	Dollar Off – for $ discount
Value:	Value - 5 & Type - Percent Off -> 5% discount
	Value – 5 & Type - Dollar Off -> $5 discount
Min. Purchase:	Minimum spending amount for the promo code to by applied
Max. Discount:	Discount value capped at

Add Promo Code

Click on the "Add New Promo" button to enter the details of a new promo code to be created.

Superuser Management

The Superuser Management is only accessible by the manager where he can view and edit all the details on the orders in case of any discrepancy. This function caters to situations when customers call in to change any details of their orders.

Edit Order