

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.

The Order Management interface includes a sidebar with navigation options: ANALYTICS DASHBOARD, ORDER MANAGEMENT, VIEW ORDERS, ADMIN PROFILE, STAFF MANAGEMENT, CATALOGUE, PROMO CODE, and SUPERUSER MANAGEMENT. The main content area displays a table of orders with filters and a sidebar.

Filters: All, **Payment Received**, In Production, Packaging, Pending for Shipment, Shipped, Completed

#	Order ID	Date	Status
1	1	2017-11-18	Payment Received
2	2	2017-11-20	Payment Received
3	3	2017-11-19	Payment Received
4	4	2017-11-20	Payment Received
5	5	2017-11-20	Payment Received
6	6	2017-11-20	Payment Received
7	7	2017-11-21	Payment Received

Result range: 1 - 7 / 7
Selected: No item selected

Max results: 10

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.

Order #3

Payment Received In Production Packaging Pending Shipment Shipped Completed

Previous Process Next Process

Order Summary

Product	ID	Type	Design	Fabric	Color	Size	Quantity
	3	Bedding	Bloom	Long Staple Cotton	Black	Single	1
	11	Bedding	Coconuts	Lyocell Tencel	White	Single	1

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.

All Payment Received In Production Packaging Pending for Shipment Shipped Completed

Orders

#	Order ID	Date	Status
1	3	2017-10-11	Payment Received
2	4	2017-10-11	Payment Received
3	5	2017-10-11	Payment Received
4	6	2017-10-11	Payment Received
5	7	2017-10-11	Payment Received
6	8	2017-10-11	Payment Received
7	9	2017-10-11	Payment Received
8	10	2017-11-19	Payment Received
9	11	2017-11-19	Payment Received

Result range: 1 - 9 / 9

Max results: 10

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

The screenshot shows the 'Admin Profile' section of the Highlander Manager interface. On the left is a sidebar with navigation links: ANALYTICS DASHBOARD, ORDER MANAGEMENT, VIEW ORDERS, ADMIN PROFILE (highlighted), STAFF MANAGEMENT, CATALOGUE, PROMO CODE, SUPERUSER MANAGEMENT, and LOGOUT. The main content area is divided into two panels. The top panel, titled 'Edit Profile', features a user card for 'Ming Xia' with email 'manager@highlanderdeluxe.com' and phone '97565500'. Below the card is an 'Update Profile' button. To the right are input fields for 'Email Address' (manager@highlanderdeluxe.com), 'Phone Number' (97565500), 'First Name' (Ming), and 'Last Name' (Xia). Below these fields are buttons for 'Update Profile', 'Cancel', and 'Edit Password'. The bottom panel, titled 'Edit Password', has input fields for 'Password' (masked with dots) and 'Confirm Password' (also masked). Below these are buttons for 'Update Password' and 'Cancel'.

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

The screenshot shows the 'Staff Management' section of the Highlander Admin interface. The sidebar on the left includes: ANALYTICS DASHBOARD, ORDER MANAGEMENT, VIEW ORDERS, ADMIN PROFILE, STAFF MANAGEMENT (highlighted), CATALOGUE, PROMO CODE, SUPERUSER MANAGEMENT, and LOGOUT. The main content area is titled 'Staff List' and includes an 'Add New Staff' button. Below the title is a table with the following data:

Email	First Name	Last Name	Phone Number	Role	
manager@gmail.com	Tom	John	12345678	Factory Manager	<div>Edit</div> <div>Delete</div>
super@gmail.com	Ming	Xia	12345678	Admin	<div>Edit</div> <div>Delete</div>
worker@gmail.com	Matthew	Xia	12345678	Factory Worker	<div>Edit</div> <div>Delete</div>

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.

Add New Staff

Cancel

Email address

Phone Number

Email

Phone Number

First Name

Last Name

First Name

Last Name

Password

Role

Password

Manager


Factory QC

Factory Staff

Add S

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”.



MANAGER

ANALYTICS DASHBOARD

ORDER MANAGEMENT

VIEW ORDERS

ADMIN PROFILE

STAFF MANAGEMENT

CATALOGUE

PROMO CODE

SUPERUSER MANAGEMENT

LOGOUT

Product Design Fabric Colour Collection

Now

#

Product ID

Design

Fabric

Colour

1	0076	Bless	Silk	Blue
2	0077	Bless	Modal	Blue
3	0078	Bless	Long Staple Cotton	Blue
4	0079	Bless	Cotton	Blue
5	0080	Bless	Lyocell Tencel	Blue

Add Product

New Product


Design	Images
<input type="text"/>	Add More
Fabric	
<input type="text"/>	
Colour	
<input type="text"/>	
<input type="button" value="Save"/>	

Image 1

Add Design

New Design

Design Name
<input type="text"/>
Description
<input type="text"/>
Price
<input type="text"/>
Collection
<input type="text"/>
<input type="button" value="Save"/>

Add Fabric

New Fabric

Fabric Name
<input type="text"/>
Description
<input type="text"/>
Price
<input type="text"/>
<input type="button" value="Save"/>

Add Colour

New Colour

Colour Name
<input type="text"/>
<input type="button" value="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.

The screenshot shows the Highlander Manager interface. On the left is a sidebar with navigation links: ANALYTICS DASHBOARD, ORDER MANAGEMENT, VIEW ORDERS, ADMIN PROFILE, STAFF MANAGEMENT, CATALOGUE, and PROMO CODE (highlighted in red). The main content area is titled 'Promo Code List' and features an 'Add New Promo' button. Below the button is a table with the following data:

ID	Promo Code	Promo Name	Type	Value	Min. Purchase	Max Discount	Start Date	End Date	
0	NONE	NONE	NONE	0	0	0	08-27-2017	09-10-2020	Delete
1	WELCOMES	First Purchase	Percent Off	5	50	100	08-27-2017	09-10-2018	Delete
2	1MONTH	1st Monthsary	Dollar Off	50	200	50	09-27-2017	10-27-2018	Delete
3	WELCOMES0	\$50 OFF	Dollar Off	50	0	50	11-18-2017	11-25-2017	Delete

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 be 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.

The screenshot shows the Highlander Admin interface. On the left is a sidebar with navigation links: ANALYTICS DASHBOARD, ORDER MANAGEMENT, VIEW ORDERS, ADMIN PROFILE, STAFF MANAGEMENT, CATALOGUE, PROMO CODE (highlighted in red), SUPERUSER MANAGEMENT, and LOGOUT. The main content area is titled 'New Promo Code' and contains the following form fields:

- Promo Code
- Promo Name
- Promo Type (dropdown menu)
- Promo Value
- Min. Purchase Amount
- Max. Discount Amount
- Start Date (mm-dd-yyyy)
- End Date (mm-dd-yyyy)
- Save button

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.



ADMIN

- ANALYTICS DASHBOARD
- ORDER MANAGEMENT
- VIEW ORDERS
- ADMIN PROFILE
- STAFF MANAGEMENT
- CATALOGUE
- PROMO CODE
- SUPERUSER MANAGEMENT**
- LOGOUT


All
Payment Received
In Production
Packaging
Pending for Shipment
Shipped
Completed

Orders

#	Order ID	Status	Courier	Shipping Tracking Number	Order Total Price	Customer Email
1	1	Packaging	Shun Feng	shunfeng123223	1000	customer@gmail.com
2	2	Payment Received	Shun Feng	dhl383	900	customer@gmail.com
3	3	Payment Received			1480	customer@gmail.com
4	4	Payment Received			1160	customer2@gmail.com
5	5	Payment Received			1220	customer2@gmail.com
6	6	Payment Received			2960	customer3@gmail.com
7	7	Payment Received			2670	customer3@gmail.com
8	8	Payment Received			1290	customer3@gmail.com
9	9	Payment Received			980	customer3@gmail.com

Result range: 1 - 9 / 9
Max results: 10

Selected: No item selected



ADMIN

- ANALYTICS DASHBOARD
- ORDER MANAGEMENT
- VIEW ORDERS
- ADMIN PROFILE
- STAFF MANAGEMENT
- CATALOGUE
- PROMO CODE
- SUPERUSER MANAGEMENT**
- LOGOUT

Order Number: 4

Status	Courier	Shipping Tracking Number	Order Total Price	Customer Email
Payment Received			1160	customer2@gmail.com

Payment Timestamp: Oct 11, 2017 1:47:36 PM
Stripe Charge ID: ch_1B8KYgErLJBVVJLUFz4a6b3t
Promo Code: NONE


Recipient Name: Tan Yan
Delivery Address: 134 Road Ave 3 Singapore Singapore 126748

Order Summary

Product Type	Product ID	Pattern	Fabric	Color	Size	Quantity	Price
Bedding	4	Mimosa	Long Staple Cotton	Pink	Single	1	420
Bedding	5	Lotus	Polyester-Cotton	Black	King	1	740

Edit Order

Edit Order



MANAGER

- ANALYTICS DASHBOARD
- ORDER MANAGEMENT
- VIEW ORDERS
- ADMIN PROFILE
- STAFF MANAGEMENT
- CATALOGUE
- PROMO CODE
- SUPERUSER MANAGEMENT**
- LOGOUT

Edit Order: 3

Customer Email: customer@gmail.com
Order Total Price: 1480
Payment Timestamp: Oct 11, 2017 1:43:34 PM
Stripe Charge ID: ch_1BBkUJErlJBVVJLU5A9qiMR

Status: Payment Received
Recipient Name:
Delivery Address:

Order Summary

Product Type	Product ID	Pattern	Fabric	Color	Size	Quantity	Price
Bedding	3	Bloom	Long Staple Cotton	Black	Single	1	430
Bedding	11	Coconuts	Lyocell Tencel	White	Single	1	1050

Update Order