

# Magic Sole Admin Guide

Magic Sole Team

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## Welcome to Magic Sole

Thank you for choosing Magic Sole! This guide helps you use our web application to book shoe cleaning and repair services or manage them as an admin. Its written for everyone, even if you're not good with computers. This guide comes with your project, so keep it handy!

## What You Need

- A computer or phone with a web browser (like Chrome or Firefox).
- The website address: <http://localhost/MagicSoleProject>.
- For clients: Your username, password, and email for 2FA.
- For admins: Special login details given by Magic Sole, including email for 2FA.

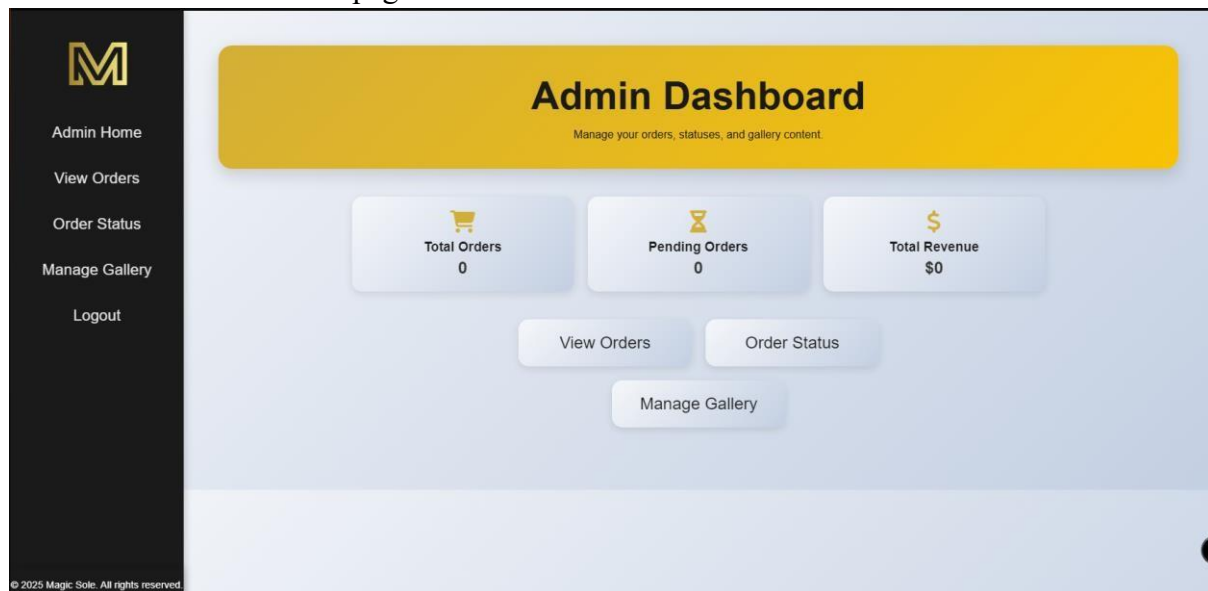
# Admin Guide: Managing the Business

## Getting Started

Admins help run Magic Sole by managing bookings and the gallery.

## Logging In

1. Go to [Admin Login Page](#). 2. Use the username and password given by Magic Sole (like admin and admin123). 3. Click **Login**. 4. Check your admin email for a one-time password (OTP) sent using PHPMailer and Gmail. 5. Enter the OTP on the website and click **Verify**. 6. You'll see the admin main page.



## Logging Out

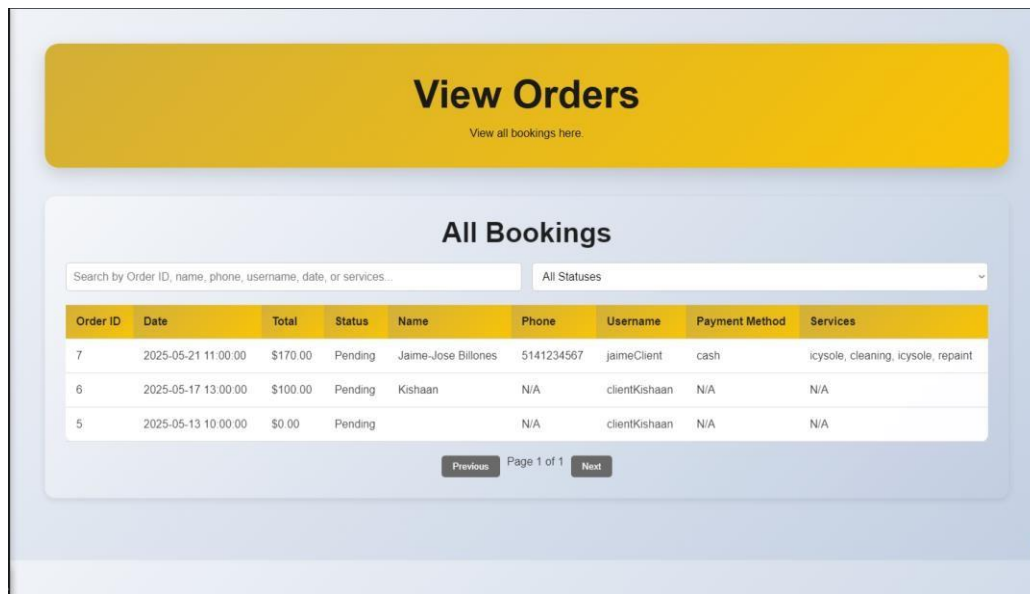
1. Click **Logout** on the left menu. 2. You'll go back to the admin login page.

## Exploring the Admin Menu

The left menu has these options: - **Dashboard**: Quick look at all bookings. - **View Orders**: See all customer bookings. - **Manage Orders**: Change bookings. - **Gallery**: Add, change, or remove photos and videos. - **Help**: Read this guide. - **Logout**: Sign out.

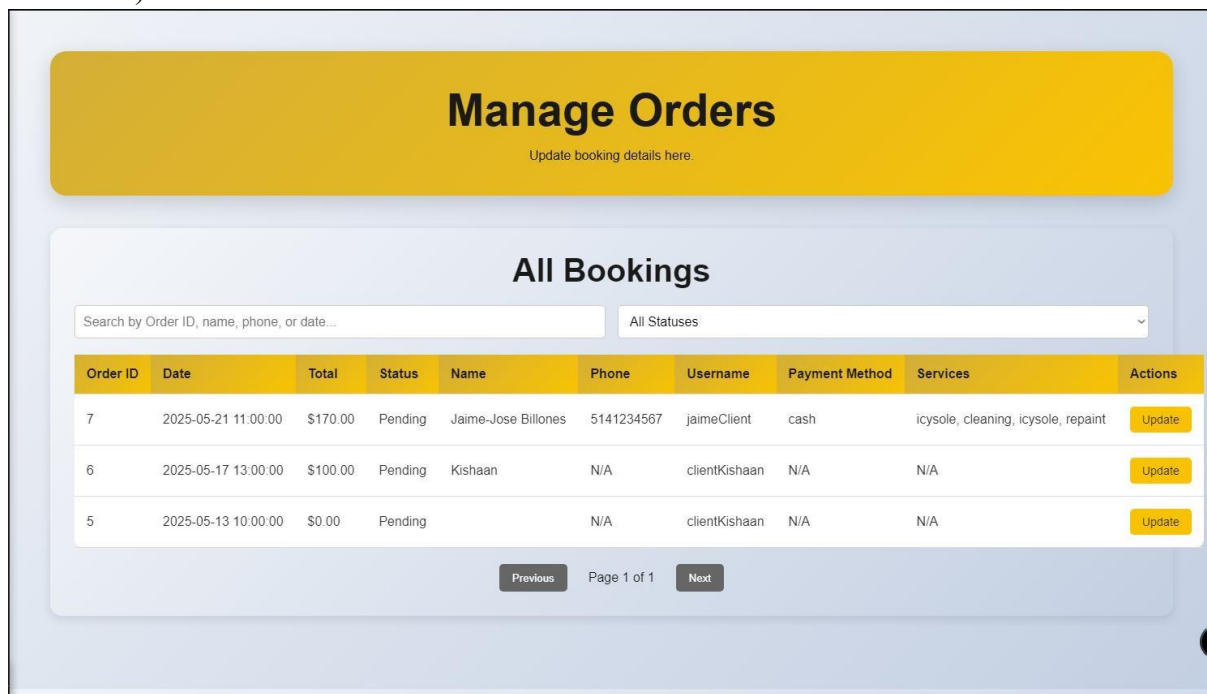
## Viewing Orders

1. Click **View Orders**. 2. You'll see a table with all bookings, including: - Booking ID - Client ID - Date - Total cost - Status - Name, phone, username - Payment type



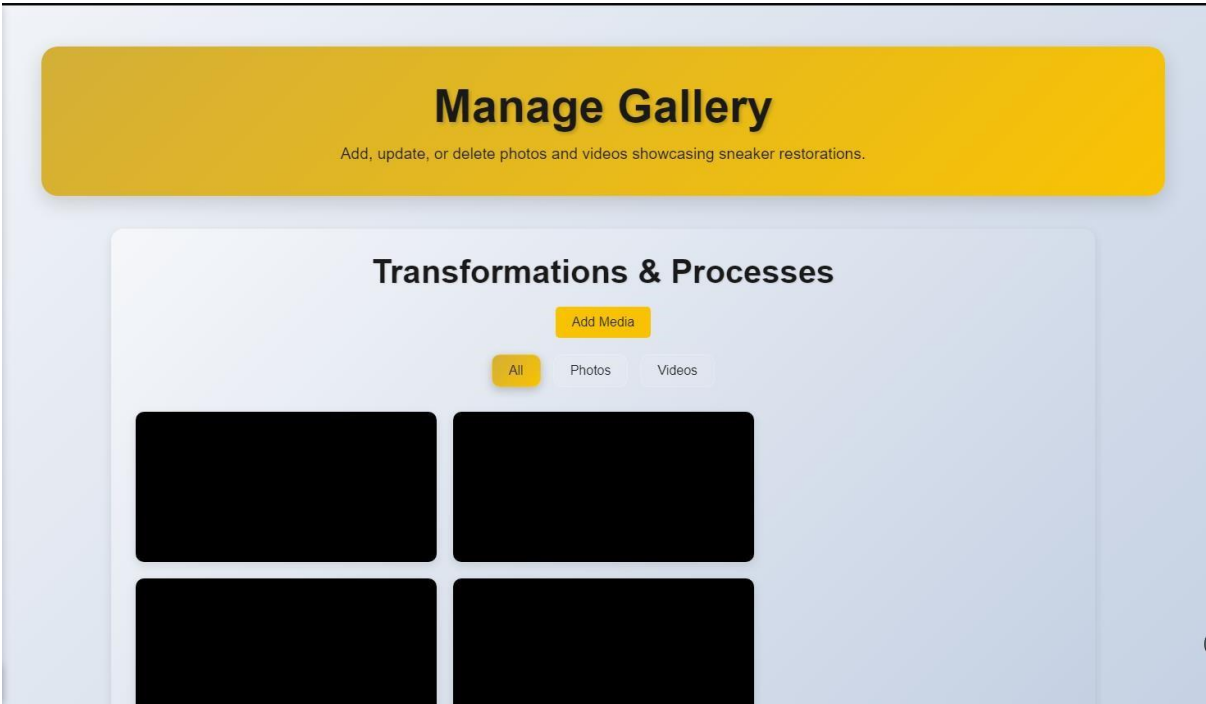
## Managing Orders

1. Click **Manage Orders**. 2. You'll see the same table as View Orders, but with a button: - **Update**: Change the status (like mark as Done), date, or payment. Click **Save** when done. 3. **Find a Booking**: - Search by Booking ID or Client ID. - Filter by status (Pending, Done, Cancelled).



## Managing the Gallery

1. Click **Gallery**. 2. You'll see all photos and videos shown to clients. 3. **Add a Photo or Video**: - Click **Add New**. - Upload the file and add a description. - Click **Save**. 4. **Change a Photo or Video**: - Click **Edit** next to an item. - Update the file or description. - Click **Save**. 5. **Remove a Photo or Video**: - Click **Delete** next to an item. - Confirm with Yes.



## Troubleshooting Made Easy

### For Admins

- **Can't See Bookings?** - Make sure you're logged in as an admin with the correct 2FA OTP. - Check with the tech team if the database is okay. - **Gallery Not Updating?** - Look for error messages in your browser. - Make sure you uploaded the right file.

### Everyone

- **Page Wont Load?** - Make sure your computers server is on (ask the tech team). - Look at the error logs with help from someone technical. - **Database Problems?** - Check the database is set up (ask the tech team).

## Getting Help

- **Admins:** Look at the error logs or ask the developer.

