

User Manual

WEBSCRP

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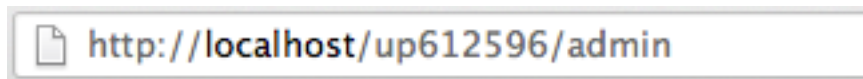
University of Portsmouth

This manual outlines the different functions of the website. It will explain what they are, what each of them do and how to use them.

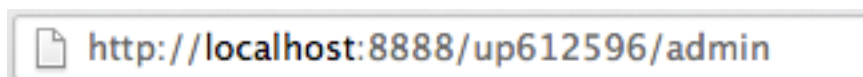
Admin & CMS

This is the Administration and Content Management side of the website.

To access this area, just add `/admin` to the end of the address bar, shown below.



for XAMPP



for MAMP

Using the navigation menu at the top, you'll have the chance to manage all the content on the website, as well as view current orders and general site settings.

Products

Visiting the `Products` link in the navigation will show a page that looks somewhat like this

Product Management

[Add Product](#)

FILTER BY: PUBLISH / DRAFT / TRASH

VIEW: 10 / ALL

SKU	Title	Quantity	Status
10	Zebra (Black & White)	23	Publish
9	Umbrella	12	Publish
8	T-Shirt (Dark Green)	42 Small 43 Medium 12 Large	Publish
7	T-Shirt (Navy)	43 Small 5 Medium 12 Large	Publish

This is the page you will go to if you need to do anything regarding your products, from taking a product off the shelf, to increasing stock and adding new products.

Adding Products

To initiate adding a new product, using the button in the top right, shown above that reads `Add Product`. To continue with adding a product, skip to **Single Product > Adding a Product**.

Low Stock

Products with **Low Stock** (we define low stock as below 10 units) will display here in **red**. This makes it easy to find products that have low stock and to replenish.

Product Status

Every product has a status. Status refers to its role within the website. Each item can have 1 of 3 statuses, `Publish`, `Draft`, and `Trash`.

- `Publish` tells the website that this product is ready to be sold. If a product has a status of `Publish`, it will be displayed for all to see.
- `Draft` has 2 functions, as the name might suggest it can be set as an initial status while the product is not ready to be displayed to the public, but it can also be used on products that need to be '*de-shelved*'. It will take them off the shelf, temporarily.
- `Trash` is as simple as it comes, products that you no longer sell. But don't worry about **Audits**, the trash status is more like an archive. It saves the product so you can view it later, but instead of obliterating it, it just moves it out of view.

Product status can be easily updated from this menu, by just changing the option within the drop-down, a message will display signally success or failure of this action.

Single Product

Adding a Product

After you have selected `Add Product`, a page that looks somewhat like this will display.

Add Product

* Product Name

* Product Description

* Price

Sale Price

Colour

Pick a Category

- ☐ -1 Uncategorized
- ☐ 1 Toys
- ☐ 2 Cuddly Toys
- ☐ 3 Clothes

Choose File No file chosen

Publish

Add Product

Size (optional)

* Stock

Add another size

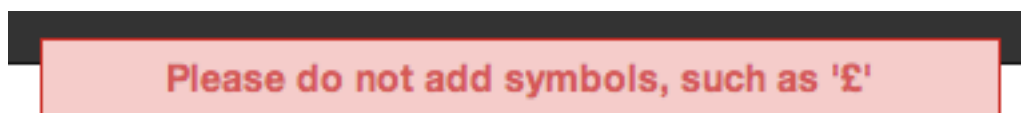
Here you have all the required fields to add your product. The top field

A text input field with a light gray border and a small asterisk icon at the top left, containing the placeholder text "Product Name".

Is the name of your product, this will be used for search purposes later, so make it simple.

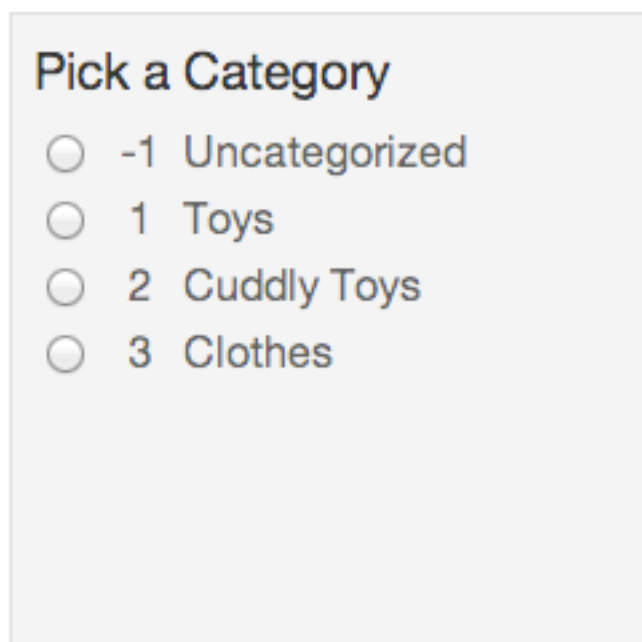
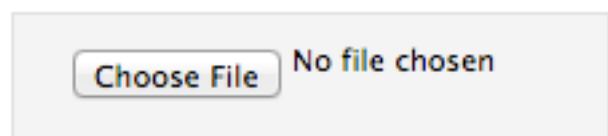
The next box down (*the larger one*), is the product description, here you can put information about it that the customer may like to know, but this does not influence search criteria.

The two fields that follow are important, it's your product price and, if you have a sale on, what the new price should be. There is no need to add a '£' sign here, but if you do, the site does remind you.



Next is an optional field, it's there you would like to specify the colour. Maybe because you sell products that are identical except their colour, this box will help the customer distinguish.

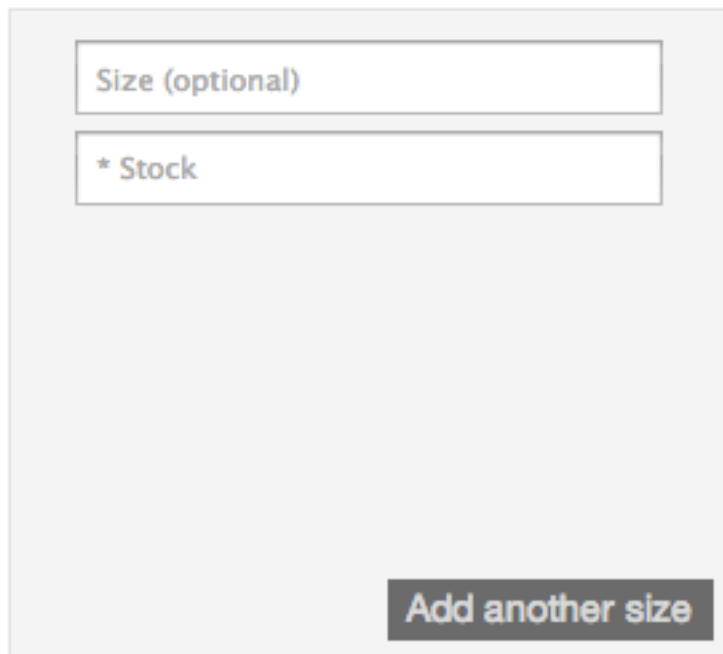
Following that are **Pick a Category** and **Upload a picture**.

A form titled "Pick a Category" with a list of radio buttons and labels: "-1 Uncategorized", "1 Toys", "2 Cuddly Toys", and "3 Clothes".A file upload field with a "Choose File" button and the text "No file chosen".

Choosing a category will give the product a place to live on your site. An explanation on categories comes in the next section. It's as easy as selected one. The categories shown here are only categories with status set to Publish.

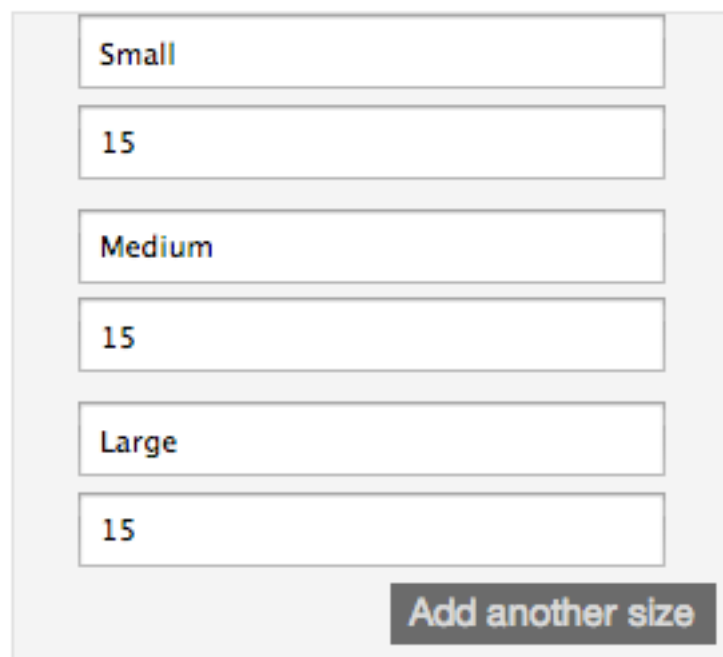
Uploading a picture allows you to add a small image to identify your product. There is a maximum size limit of 2MB, and also a default image that is selected if you leave this part empty.

Far right now, and we'll start by explaining the `Size` and `Stock`. Okay the first `Stock` field (has a little `*` present) is a requirement. However, any that follow are not required and can be left blank.



A light grey rectangular box containing two input fields and a button. The first input field is labeled "Size (optional)" in blue text. The second input field is labeled "* Stock" in blue text. At the bottom right of the box is a dark grey button with the text "Add another size" in white.

This section of the page is really the stock and size management. Here it allows you to add different sizes of the product. If the product **does not** come in different sizes, just fill out the number of `stock` and leave the `Size` field blank. However, if for example you are selling t-shirts of different sizes, it might look like this.



A light grey rectangular box containing three pairs of input fields and a button. The first pair has "Small" in the size field and "15" in the stock field. The second pair has "Medium" in the size field and "15" in the stock field. The third pair has "Large" in the size field and "15" in the stock field. At the bottom right of the box is a dark grey button with the text "Add another size" in white.

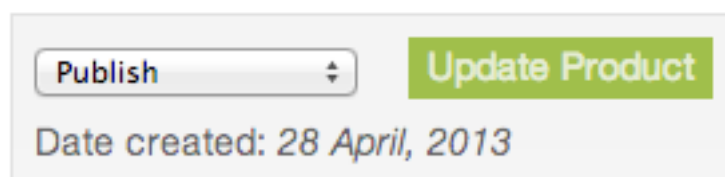
You can add as many sizes as you please, you'll just have to scroll within that grey box to view them. If you press the `Add another size` by accident, there is no way to remove

the boxes, so just leave them blank, and the system won't process them when adding the product.

Finally, the status and the all-important `Add Product` button. The status has already been explained, so there is no need to mention that again, so just press the add button, and you'll get a *Successfully Added* message, and the site will take you to the *Edit* page of the product you have just created.

Updating a product

By selecting the product from the list of products, it will display the same page as the **Add a Product** with the added extra that all the fields are already filled out with the content from the product you selected. To make things easy, all you need to do is update the part of the product you need, such as the stock, and press the `Update Product` button.



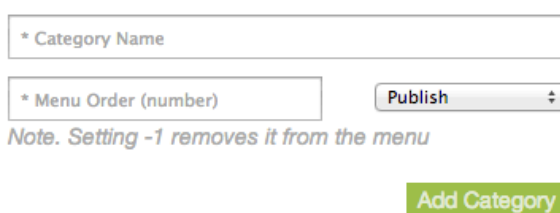
A snippet of a product update form. It features a 'Publish' dropdown menu and a green 'Update Product' button. Below these, it displays 'Date created: 28 April, 2013'.

Categories

To access category management, use the link at the top labeled `Categories`. The page displayed will look something like this.

Category Management

Add Category



The 'Add Category' form contains two input fields: '* Category Name' and '* Menu Order (number)'. A 'Publish' dropdown is next to the menu order field. A note states: 'Note. Setting -1 removes it from the menu'. A green 'Add Category' button is at the bottom.

FILTER BY: PUBLISH / DRAFT / TRASH

ID	Name	Menu Order	Status
1	Uncategorized	-1	<button>Publish ▾</button>
2	Toys	1	<button>Publish ▾</button>
3	Cuddly Toys	2	<button>Publish ▾</button>
4	Clothes	3	<button>Publish ▾</button>

From this page, you can add new categories and change old categories statuses. Left part of this page is solely adding. The fields are labeled accordingly, but there is something you need to know about the `Menu Order`. So, this field only accepts integer numbers and is used to order the menu (*displayed on the public side*). The way the menu is ordered is by the menu order number and then by alphabetical.

The second thing to know, is that if the status is set to anything other than `Publish`, it cannot be used to set products to it.

The third thing is if you want to be able to set products to a category, but do not want that category in the menu, you can set it to **-1**. This will take it out of the menu, but still allow you to add products to it.

Orders

As a shop, it is vital that you know what orders have been placed and by who, and this section does just that. It displays all of the undispatched items. Once you have dispatched the item, it is a simple one-click to mark the order as dispatched and it will be removed from this list.

Undispatched Orders

SKU	Customer	Products	Dispatched
3	Joshua	Product: 1 Quantity: 1 Product: 2 Quantity: 3 Product: 15 Quantity: 1	<input type="checkbox"/>
4	Gregory	Product: 1 Quantity: 1 Product: 20 Quantity: 2 Product: 22 Quantity: 3	<input type="checkbox"/>

Located to the right are checkboxes for each order, this is where you click to mark it as dispatched. The products that have been ordered are positioned in the middle and display the product *SKU* number and the quantity requested. If you have forgotten what the product is by its *SKU* number, you can simply click on it, and it will take you to the page displaying the product.

Settings

The settings page allows you to set your company name, this is the name that will display at the top of your site.

Set Company Name

Set Site Name

Shop

Toys Cuddly Toys Clothes

You can either press <ENTER> to save the changes or press the `Set Site Name` button. As a second option, you can set the default picture that your customers will see if you fail to upload a picture for a product. Choose a picture to set, and press `Set Default Picture`.



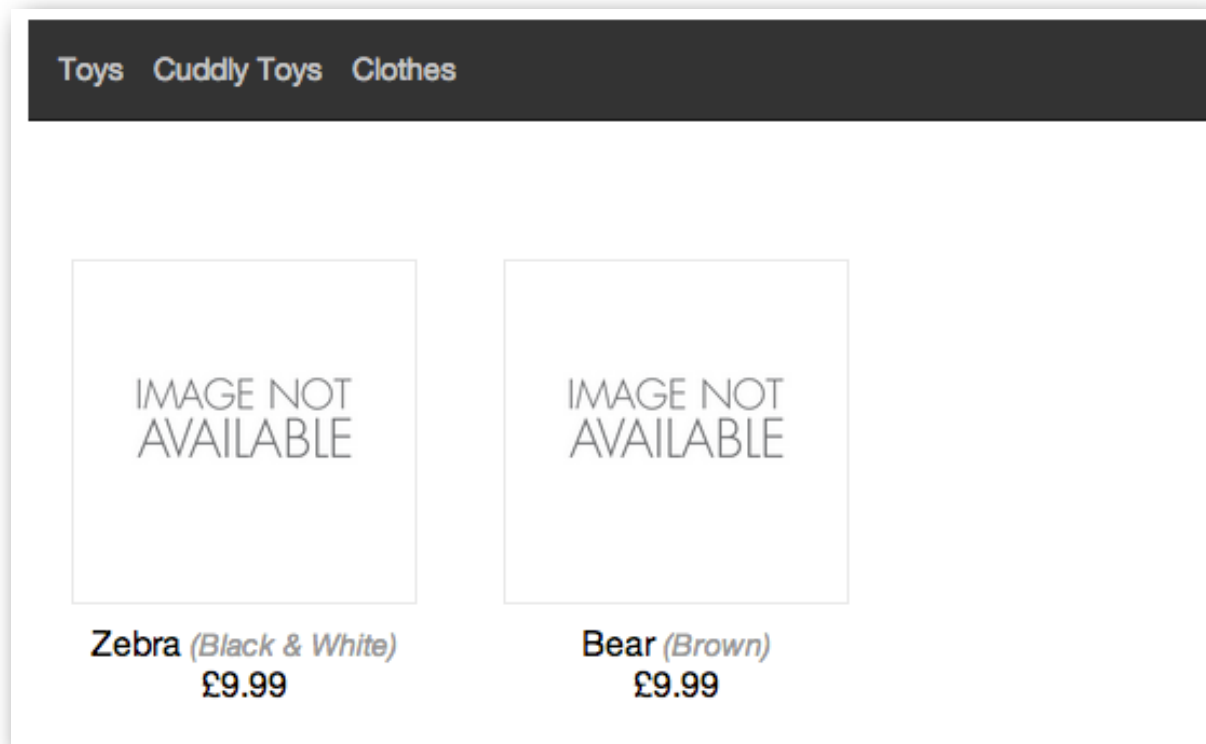
A final option is in the *Danger Zone*, this option allows you to empty the the database. It allows you to clear the preset data to start from scratch. When you press the `Reset Database` button, a prompt appears, double checking you meant to click the button, as it is a very destructive function.



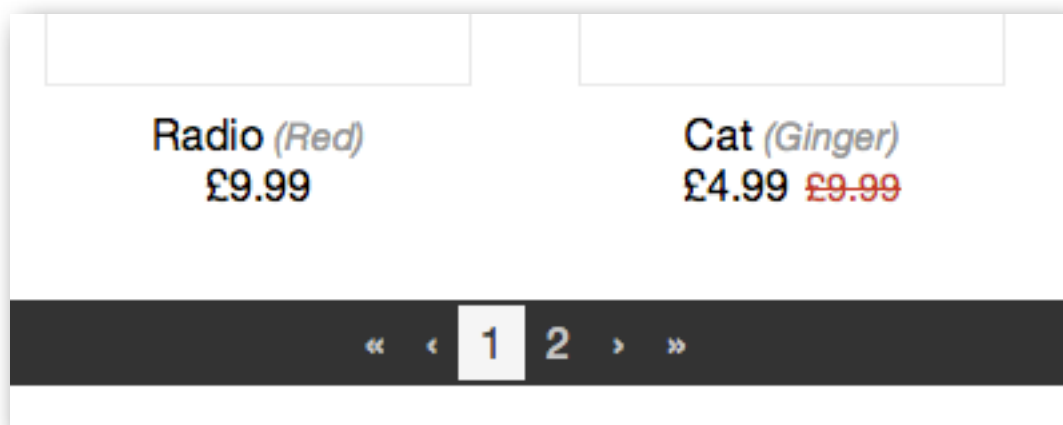
Public

This is the public side of the website, the side viewed by your clients purchasing your goods.

Browsing Products




The list of categories display in the navigation bar at the top of the site, each item in the list display the products assigned to it below. If a category contains more than 16 items, the list is spread out over as many pages as necessary (*pagination*), and the option to select which page is displayed at the bottom.



Each item is its own link, hovering over the different pictures clearly shows the user that it is there to be clicked.

Viewing Individual Products

Once you click on an item, as described above, the user will be presented with a page which displays the relevant product information. In the example product below, the user is shown the product picture to the left, the product name at the top, information about the product, including price, the sizes (*if any*), and the quantity to the right.



Cat

Colour: Ginger
Product code: 3

Price: £4.99 ~~was £9.99~~ Price: £4.99 ~~was £9.99~~

Description
This is a dummy product.

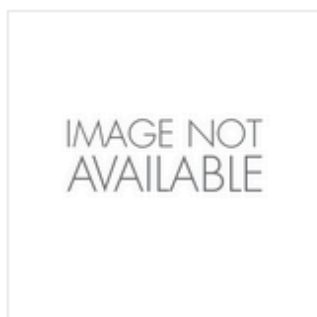
☒ Small
☐ Medium *Out of Stock*
☐ Large

1

The most important part of this page though is, of course, the **Add to Basket** button.

Searching Products

It is possible to search products, the search bar is located in the top right of the page, below the basket. This input box can be used to search for products in 2 ways, either the user can type in a products name, or part of the name to return products containing the query in their titles.



Zebra *(Black & White)*
£9.99

Or by the products *SKU* or *product code*. This allows clients to search for their product very accurately, whereas the title search allows them to search very generally.

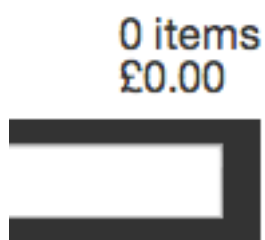


IMAGE NOT
AVAILABLE

Zebra *(Black & White)*
£9.99

The Basket

To access the basket, simply click the link above the search bar. Looks something like this:



This button takes the user to their current shopping basket, the example above is an empty basket, so let's add a few items and show the basket.

SKU	Name	Size	Quantity	Price	Delete
8	T-Shirt <i>(Dark Green)</i>	Small	1	£9.99	<input type="checkbox"/>
8	T-Shirt <i>(Dark Green)</i>	Medium	1	£9.99	<input type="checkbox"/>
1	Aeroplane		1	£4.99	<input type="checkbox"/>
3	Cat <i>(Ginger)</i>	Small	1	£4.99	<input type="checkbox"/>
				Subtotal	£29.96

Confirm Order

Here we go, as you can see the basket has 4 items in, 1 of each. The basket is laid out in a table format so the user can easily see what products they have added, and the total

price is at the bottom. The layout is simple, so the user is not confused by what they are about to purchase.

Once they are happy, it's as simple as clicking the 'confirm order' button at the bottom of the screen, once this is clicked, the order is processed, and once complete will display this message.

Thank you for your purchase!