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Philips Brothers - Website User Guide

The new philipsbrothers.com website is a fully integrated application for managing all aspects of your inventory, plans, projects, and users. It's built to be simple enough for anyone to use, fast, with a big focus on user-friendliness.

The purpose of this user guide is to provide instructional information on how to complete the most common tasks on the new Philips Brother website.

Familiarize yourself with the new website using the menu on the left.

- Contact, Issues, Bugs, etc.
- Authentication
- Inventory Management

Contact, Issues, Bugs, etc.

What to do when you need questions or things go wrong.

Contacting Kingsley

Please do not hesitate to contact Kingsley on (219) 669-7437 or kingsley.raspe@googlemail.com if you have any questions relating to the philipsbrothers.com website.

Issues/Bugs

Please report all bugs to https://bitbucket.org/kingsloi/philipsbrothers/issues and provide as much detail as possible, and if possible, screenshots or error messages you received.

An example of adding an issue can be seen below.

Adding an Issue

Adding an Issue

Users / Authentication

In the following chapters, you'll learn how to login, or reset your password if forgotten/lost.

- Logging In
- Resetting Password

Logging In

All users, both admin or customers login via the same login form. Roles and permissions dictate what the user logging in can (or can't see).

Login

Home / Login

	Email or Username
	Password

Forgot Password?

Login

Need an Account?
Call us on 1-800-220-5051 to get started!

Login Screen

Users cannot create their own accounts. Any website admin can create a user account. Contact Philips Brothers directly if you need an account set up.

To login, access the philipbrothers website via: http://67.205.145.225/login

Users can either login with their email address, or if set, a username, and their password.

Can't login?

You can Reset your Password.

Resetting your Password

If you're having trouble remembering your password, you can reset your password via "Reset Your Password" form.

You will need to know the email address associated to your account. If you cannot remember, contact Philips Brothers directly.

To Reset your password:

- Navigate to http://67.205.145.225/password/reset

Reset your Password

Home / Reset your Password

Enter your email address and we will send you a link to reset your password.

Enter your email

Send Password Reset Email

Reset your Password Screen

- Enter in your email address.
- Click the `Send Password Reset Email` button.
- A reset link will be sent to the email address requested. It can take up to 10 minutes

to receive the reset email. **Be sure to check your junk/spam folder**.

- In the email that arrives, click the `Reset Password` button.
- You will be taken to the following screen:

Reset your Password

Home / Reset your Password

Password must contain one lowercase letter, one number, and be at least 7 characters long.

🔒	Enter your new password

🔒	Confirm your new password

Reset Password

New Password Screen

- Enter and confirm your new password. Make sure it contains one lowercase, one number, and be at least 7 characters long.

Inventory Management

Note: only logged-in admin users/Philips Brother staff have access to the pages from here on in.

In the following chapters, you'll learn how to manage all aspects of the inventory, such as categories, inventory, stock, location, media, movements, etc.

- Categories
- Inventory

Categories

Categories serve as the navigation that appear underneath the `Inventory` page on the customer facing website, and ultimately allow the user to get to the right product quicker.

Before adding any inventory, it's important to add the corrosponding categories first, as each inventory item will need a category. Categories can be added/updated/deleted at any time.

- Adding a Category
- Updating a Category
- Deleting a Category
- Restoring a Category
- Permanently Deleting a Category

Adding a Category

To add a category:

- Navigate to http://67.205.145.225/admin/inventory/categories/home.
- Click `New`

Category Name

Admin / Inventory / New Category

General

General Details:

Name

Category Name

URL/Slug

Category URL/Slug

Does this category belong to another category? If so, select the parent category here:

----- ⇕

New ✚

Add a Category Screen

- Enter in the new category name first.
- The `slug` (what appears in the address bar) will be automatically generated.
- Does the category belong to another category? If so, select the parent category from the dropdown list.
- Click `New`

Updating a Category

To update a category:

- Navigate to http://67.205.145.225/admin/inventory/categories/home.
- Choose the category you wish to edit from the list.
- Make whatever changes are necessary to the category.
- Click `Save`

Default Specification/Details/Features/Facets

To save the user time and rather than apply the same details (i.e. Voltage, Length, Height, etc.) to every inventory item, we've implemented default details for categories. What this means is that any inventory that's created in a category with default details, those `details` will be applied to the inventory.

As an example, here's a category with 3 set default details:

1. Year
2. Cost
3. Voltage

When a user creates an inventory item in that category, those 3 details are automatically applied to the inventory item. The user will need to fill in the values for those details (or delete them if not necessary for that specific inventory item).

Default Details

For more information on adding specifications/details/features, visit the specification section in the inventory chapter.

Deleting a Category

Deleting a category which has inventory applied to it will **not** delete any inventory. Instead, any inventory assigned to that category will be reassigned to an `Uncategorized` category.

To delete a category:

- Navigate to http://67.205.145.225/admin/inventory/categories/home.
- Choose the category you wish to delete from the list.
- Scroll down to the `Danger Zone` in the `General` tab.
- Click `Delete`.
- Once prompted, confirm you do wish to delete the category.
- Click `Yes, delete it!`

Restoring a Category

If a category has been deleted, it is not deleted permanently. Deleted categories will not be visible on the customer facing website, the search results, or in any of the admin sections.

It is however possible to restore a category so that it is available once again.

To do this:

- Navigate to http://67.205.145.225/admin/inventory/categories/home.
- Directly above the table are two links to `All` and `Deleted`
- Click `Deleted`
- All deleted categories will appear here.
- Choose a deleted category from the list.
- Scroll down to the `Danger Zone` in the `General` tab.
- Click `Restore`.
- This category is now available for use again.

Note: any inventory that was once associated to the deleted category will remain unchanged.

Permanently Deleting a Category

A category can only be permanently deleted if it has already been marked inactive.

To permanently delete a category:

- Follow steps above, however instead of clicking `Restore`, click `Permanently Delete`.
- Once prompted, confirm you do wish to delete the category.
- Click `Yes, delete it!`.

- The category will deleted permanently and no longer be restorable.

Inventory

Once the appropriate category has been created, inventory can then be assigned to that category.

An "Inventory Item" can be anything. The smallest screw, to the biggest transformer. What you wish to store as inventory is entirely up to you.

- Inventory Fields
- Adding an Inventory Item
- Updating an Inventory Item
- Deleting an Inventory Item
- Restoring an Inventory Item
- Permanently Deleting an Inventory Item

Inventory Fields

For more information on the fields used throughout the inventory pages, visit the fields page.

Adding an Inventory Item

To add an inventory item:

- Navigate to http://67.205.145.225/admin/inventory/home.
- Click New

Add an Inventory Item Screen

- Enter in the new inventory name first.
- Enter in the inventory SKU.
- The slug (what appears in the address bar) will be automatically generated based on the name.
- If applicable, enter in a description of the new inventory item.
- Does the inventory item belong to another inventory item? If so, select the parent item from the dropdown list.
- Select the appropriate category for the inventory.
- Click `New` .

Note: Only the `General` tab is visible when creating an inventory item.

Updating an Inventory Item

To update an inventory item:

- Navigate to http://67.205.145.225/admin/inventory/home.
- Choose the inventory item you wish to edit from the list.
- Make whatever changes are necessary to the inventory item.

- Click `Save`

Deleting an Inventory Item

Any media (images/files) associated to an inventory item will be permanently deleted.

Deleting an inventory item which has children inventory applied to it will **not** delete any child inventory item. Instead, any children inventory will be reassigned as normal (non-child) inventory items.

To delete an inventory item:

- Navigate to http://67.205.145.225/admin/inventory/home.
- Choose the inventory item you wish to delete from the list.
- Scroll down to the `Danger Zone` in the `General` tab.
- Click `Delete`.
- Once prompted, confirm you do wish to delete the inventory item.
- Click `Yes, delete it!`

Restoring an Inventory Item

If a inventory item has been deleted, it is not deleted permanently. Deleted inventory items will not be visible on the customer facing website, the search results, or in any of the admin sections.

It is however possible to restore an inventory item so that it is available once again.

To do this:

- Navigate to http://67.205.145.225/admin/inventory/home.
- Directly above the table are two links to `All` and `Deleted`
- Click `Deleted`
- All deleted inventory items will appear here.
- Choose the deleted inventory item from the list.
- Scroll down to the `Danger Zone` in the `General` tab.
- Click `Restore`.
- This inventory item is now available for use again.

Note: any inventory that was once associated to the deleted category will remain unchanged.

Permanently Deleting an Inventory Item

An inventory item can only be permanently deleted if it has already been marked inactive.

To permanently delete a inventory item:

- Follow steps above, however instead of clicking `Restore`, click `Permanently Delete`.
- Once prompted, confirm you do wish to delete the inventory item.
- Click `Yes, delete it!`.
- The inventory will deleted permanently and no longer be restorable.

Fields

An inventory item is made up of the following tabs and fields:

General Information

- **Name**
  - The name of the inventory.
- **SKU**

  - The unique SKU of the inventory.
- **Slug**

  - The unique identifier which appears in the address bar.
- **Description**

  - The description of the inventory.
  - *Note*: Unlike before, do not enter inventory-specific features/specification such as rating, voltage, year, cost, etc. in the inventory description. There is a new tab called `Specification` that contains all the products features. This allows the product to be searchable and comparable to other inventory.
- **Parent item**

  - The parent item of the inventory item.
  - Does this inventory item belong to another inventory item? For example, imagine you had a parent inventory of `Car` already, and you were adding a `Steering Wheel` inventory item, you would select `Car` are the parent item, this would result in the `Steering Wheel` being displayed on the `Car` inventory page.
- **Category**

  - The category the inventory item belongs to.

Images

Drag and drop any/all inventory pictures in the dashed upload box. Alternatively, click the dashed upload box and manually browse for the images on your computed. Select which images you wish to upload. Images are automatically uploaded. Delete an uploaded image by clicking the red `x` next to the image.

Files

Similar to `Images` above, drag and drop files (files only - no images). Files are automatically uploaded. Delete an uploaded file by clicking the red `x` next to the file.

Stock

An inventory can have 1 single stock, or it can have 10x 1000 stock. All stock is monitored, and its movements are logged. If you move/add/delete/change a quantity or location (row/section), the application will log the before and after of the movement.

- **Quantity**

  - Inventory quantity in that location
- **Row**

  - Row where the inventory is currently stored
- **Section**

  - Section which the inventory is currently stored.

Specification

As briefly discussed in the `Description` section above, the specification section is used to list an inventory items individual features/specification/facets. Basically, anything unique to that inventory which a potential customer would look for. For example: Voltage, Weight, Width, Cost, Year Made, Year Built, Cycles, are all specifications which a customer would like to now. A specification can be anything which is important to that particular inventory item.

- **Icon**

  - We use a icon library which allows us to use a variety of different icons on the site, icons which aid the user and improve the user experience.

- All available icons can be found on the following page:
  http://fontawesome.io/icons/. To use an icon for a specification, similar find an
  icon you wish to use. Click on the icon, and the page that loads, select the `fa-`
  `*` text as show in the example below:

- **Title**

  - You can either choose from an existing specification from the dropdown list, or
    begin to type your own. Once typed, be sure to click the new item as seen in
    the example below:

- **Content**

  - The value/content for that specification. I.e. If you're adding a voltage
    specification for a 12v battery inventory item, you'd enter `12v` for the content.