



# Aroma Bakery

## Excel Sheet Management Guide

✖ **Quick Summary:** This guide explains how to manage products and categories in the Google Sheet that powers your website. No technical skills needed!

### 1. Getting Started

#### What You Need:

- 1 Access to the [Aroma Bakery Google Sheet](#) (ask Ankit for the link)
- 2 A Google Account (Gmail)
- 3 That's it! Everything else is automated.

✓ **Good News:** There is NO limit on the number of products. You can add 20, 50, 100+ products and they'll all show up on the website automatically!

## 2. Understanding the Sheet Structure

Your Google Sheet has a tab called **Products** with the following columns:

Column Name	Type	What It Does	Example
<b>id</b>	Text	Unique identifier for each product	CAKE-001
<b>name</b>	Text	Product name displayed on website	Chocolate Truffle Cake
<b>category</b>	Text	Type of product (for organizing)	Cakes, Breads, Pastries
<b>description</b>	Text	Short description shown on website	Rich chocolate cake with truffle topping
<b>image_url</b>	URL/Link	Link to product image (optional)	<a href="https://example.com/cake.jpg">https://example.com/cake.jpg</a>
<b>price_500g</b>	Number	Price for 500g portion	450

Column Name	Type	What It Does	Example
price_1kg	Number	Price for 1kg portion	850
price_2kg	Number	Price for 2kg portion	1500
flavor_type	TRUE/FALSE	Mark TRUE if this is a flavor variant	TRUE
occasion_type	TRUE/FALSE	Mark TRUE if this is occasion-specific	TRUE
is_customer_cake	TRUE/FALSE	Mark TRUE if this is a custom cake option	FALSE
available	TRUE/FALSE	Mark FALSE to hide product from website	TRUE

### 3. How to Add New Products

#### Steps:

- 1 Open the Google Sheet and go to the **Products** tab
- 2 Click on the first empty row after the last product
- 3 Fill in the details:
  - 4 **id:** Create a unique ID (e.g., CAKE-002, BREAD-005)
  - 5 **name:** Enter the product name
  - 6 **category:** Choose a category (Cakes, Breads, Pastries, etc.)
  - 7 **description:** Short description
  - 8 **image\_url:** (Leave empty for now, or add image link)
  - 9 **Prices:** Enter prices for available sizes
  - 10 **Checkboxes:** Mark TRUE for relevant categories
  - 11 **available:** Mark TRUE to show on website
- 12 Press Enter and you're done! Changes appear on website within 10 minutes.

 **Update Speed:** After you add or edit a product, it takes up to **10 minutes** for changes to appear on the website (due to caching).

## 4. How to Add New Filter Categories

Currently, the website has these filter categories:

- All Products
- Flavor Wise
- Occasion Wise
- Custom Cakes

**Want to add a new category? Like "Seasonal Specials" or "Diet Specific"?**

**Here's How:**

- 1 Open the Google Sheet and go to the `Products` tab
- 2 Add a new column header (after the existing ones) with a name like:
  - 3 `seasonal_special` (for seasonal items)
  - 4 `diet_specific` (for dietary items)
  - 5 `premium_collection` (for premium items)
  - 6 `kids_favorite` (for kids' items)
- 7 In that column, mark products as `TRUE` or `FALSE`
- 8 **Contact Ankit** to add the filter button on the website

**⚠️ Important:** After adding a new column, Ankit needs to update the website code to add a filter button for it. It's a quick 2-minute change, but you can't do it yourself.

## 5. Real-World Examples

### Example 1: Adding a Simple Product

**id:** BROWNIE-001

**name:** Chocolate Fudge Brownie

**category:** Desserts

**description:** Rich, moist chocolate brownie

**price\_500g:** 350

**price\_1kg:** 650

**flavor\_type:** FALSE

**occasion\_type:** FALSE

**is\_customer\_cake:** FALSE

**available:** TRUE

### Example 2: Marking Products for Categories

Let's say you add a product that should appear under "Flavor Wise" AND "Occasion Wise":

**flavor\_type:** TRUE  (appears in Flavor Wise filter)

**occasion\_type:** TRUE  (appears in Occasion Wise filter)

**is\_customer\_cake:** FALSE (not a custom cake)

### Example 3: Creating a New Category

Add a column called **seasonal\_special**:

**seasonal\_special:** TRUE (for Diwali cake)

**seasonal\_special:** TRUE (for New Year cake)

**seasonal\_special:** FALSE (for regular items)

## 6. Tips & Best Practices

### DO:

- Use clear, descriptive product names
- Fill in all price fields (even if empty, mark them clearly)
- Use TRUE/FALSE for checkboxes (not Yes/No or other text)
- Mark products as available = FALSE if they're out of stock
- Keep category names consistent (e.g., always "Cakes", not "cake" or "CAKES")
- Test your changes by refreshing the website after 10 minutes

### DON'T:

- Delete column headers (they're needed by the website)
- Leave the "id" field empty (each product needs a unique ID)
- Use special characters in column names
- Change the "Products" tab name (the website looks for it)
- Use Yes/No/Maybe instead of TRUE/FALSE

## 7. Troubleshooting

### ❓ My product doesn't appear on the website

- Check if `available = TRUE`
- Wait 10 minutes (caching delay)
- Refresh the website (hard refresh: Ctrl+Shift+R)
- Check that the product is in the Products tab (not another tab)

### ❓ A product appears twice or in wrong category

- Check if you accidentally added it twice
- Verify the category and TRUE/FALSE columns are correct
- Wait 10 minutes for cache to clear

### ❓ Prices look weird on the website

- Make sure prices are numbers, not text
- Don't include ₹ or other symbols in price fields
- Example: Enter `450`, not `₹450` or `Rs. 450`

### ❓ I added a new category but don't see the filter

- Contact Ankit - he needs to add the filter button to the website
- You can still mark products as TRUE/FALSE in the new column

## 8. Quick Reference Cheat Sheet

Task	Steps
<b>Add a product</b>	Click empty row → Fill columns → Press Enter
<b>Hide a product</b>	Set <code>available = FALSE</code>
<b>Edit a product</b>	Click the cell → Edit → Press Enter
<b>Add to filter</b>	Set <code>flavor_type</code> or <code>occasion_type</code> to TRUE
<b>Create new filter</b>	Add new column → Mark TRUE/FALSE → Contact Ankit
<b>Check for errors</b>	Wait 10 min → Refresh website (Ctrl+Shift+R)

## 9. Need Help?

For questions about:

-  **Managing the Excel sheet:** Ask Ankit
-  **Adding new filters/categories:** Contact Ankit (2-min fix)
-  **Adding product images:** Ask Ankit for image hosting
-  **Website prices/discounts:** Only the Excel sheet controls prices