



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

Column Name	Type	What It Does	Example
<code>price_1kg</code>	Number	Price for 1kg portion	850
<code>price_2kg</code>	Number	Price for 2kg portion	1500
<code>flavor_type</code>	TRUE/FALSE	Mark TRUE if this is a flavor variant	TRUE
<code>occasion_type</code>	TRUE/FALSE	Mark TRUE if this is occasion-specific	TRUE
<code>is_customer_cake</code>	TRUE/FALSE	Mark TRUE if this is a custom cake option	FALSE
<code>available</code>	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
Add a product	Click empty row → Fill columns → Press Enter
Hide a product	Set <code>available = FALSE</code>
Edit a product	Click the cell → Edit → Press Enter
Add to filter	Set <code>flavor_type</code> or <code>occasion_type</code> to TRUE
Create new filter	Add new column → Mark TRUE/FALSE → Contact Ankit
Check for errors	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

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For website updates or technical support, contact Ankit.