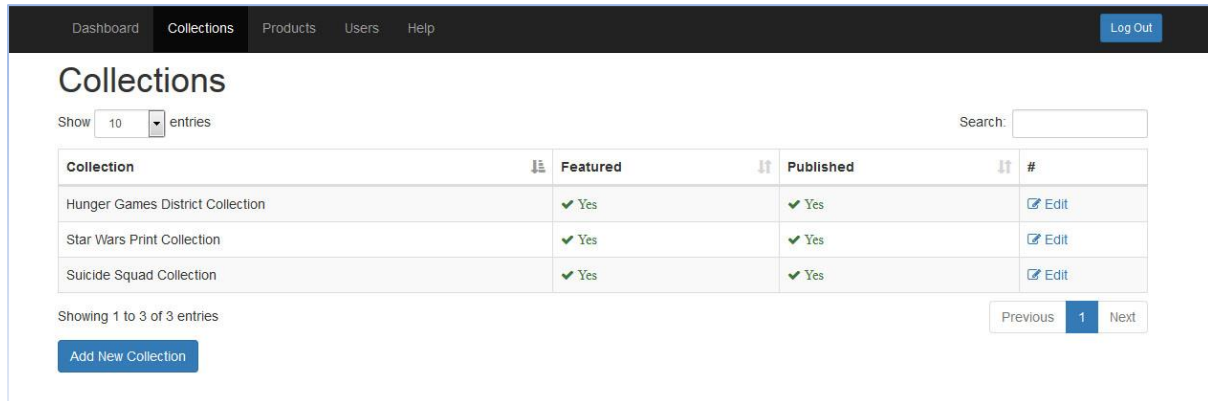


User Manual (Version 1.0)

Welcome! This user manual is aimed to guide you through the process of managing the products which will be sold on your new website. You will need to login to the administration area of the site using the supplied credentials.

Collections

All artwork is categorised into collections, therefore in order to add a new product you will need to ensure that you have added at least one collection.

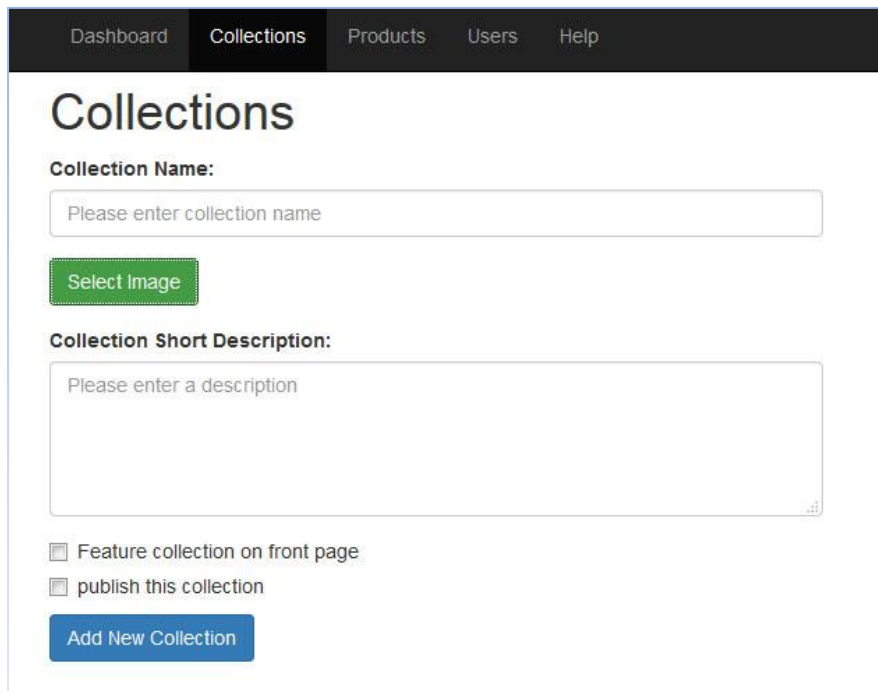


| Collection | Featured | Published | # |
|----------------------------------|----------|-----------|----------------------|
| Hunger Games District Collection | ✓ Yes | ✓ Yes | Edit |
| Star Wars Print Collection | ✓ Yes | ✓ Yes | Edit |
| Suicide Squad Collection | ✓ Yes | ✓ Yes | Edit |

Figure 1 - Collection Overview

To add a new collection or edit an existing collection, please navigate to the collection overview page within the administration area. New collections can be added by clicking on the 'Add New Collection' button, and existing collections can be edited by clicking on the corresponding 'Edit' icon within the list of current collections. Furthermore, information regarding the 'featured' and 'published' statuses on individual collections can be viewed from this page. Collection may be sorted by clicking on the headings within the table. To search for a collection please enter a search term into the textbox.

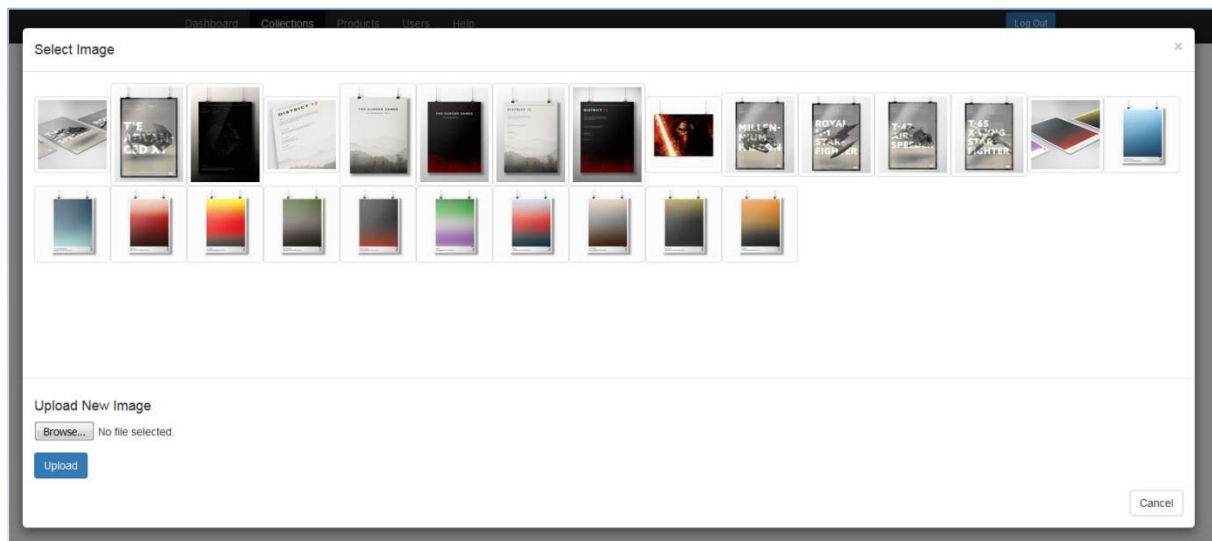
Add New Collection



The screenshot shows the 'Add New Collection' form. At the top is a navigation bar with links: Dashboard, Collections (active), Products, Users, and Help. The main heading is 'Collections'. Below it, the 'Collection Name:' field is a text input with the placeholder 'Please enter collection name'. A green 'Select Image' button is positioned below the name field. The 'Collection Short Description:' field is a larger text area with the placeholder 'Please enter a description'. At the bottom, there are two checkboxes: 'Feature collection on front page' and 'publish this collection'. A blue 'Add New Collection' button is at the very bottom.

To add a new collection to the site, please enter the collection name and a short description into the provided text fields. In addition, you may choose to publish or feature the collection by clicking the corresponding check boxes. Featured collections will be displayed on the home page of the website.

All collections require an image. To select an image please click on the 'Select Image' button.



Once the 'Select Image' button has been clicked, all images that are stored within the system will be displayed. To use an existing image simply click on the image you wish to use.

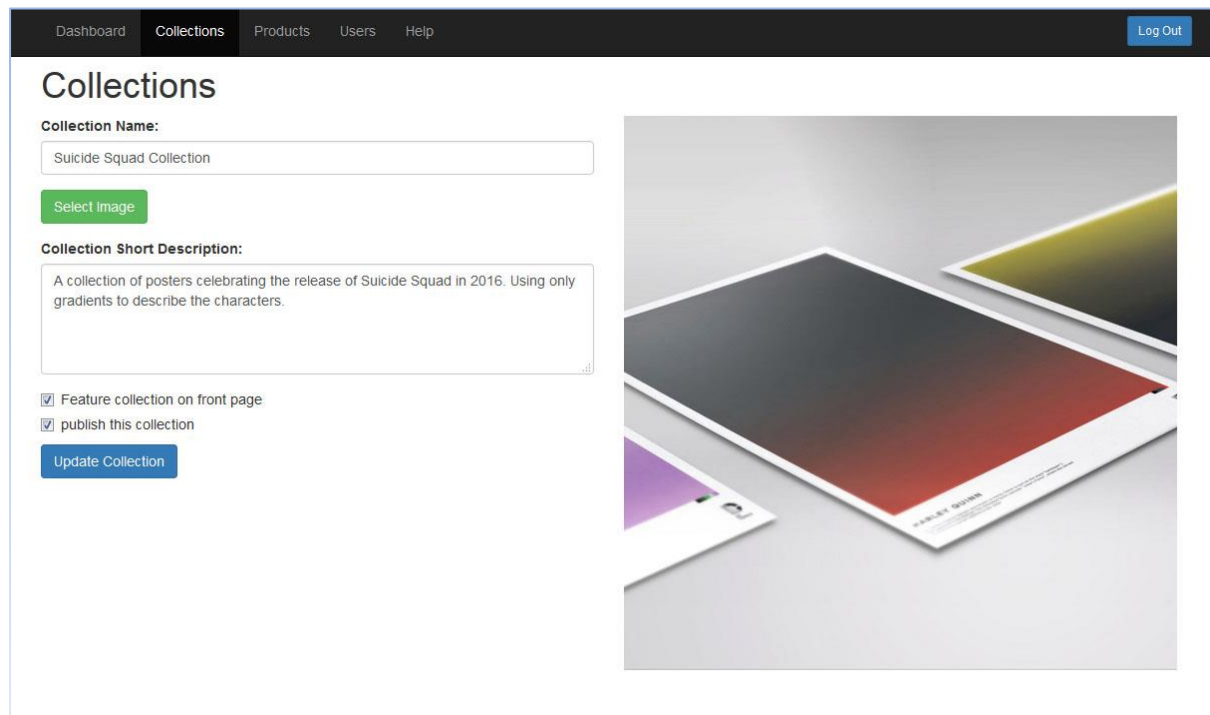
To use a new image for the collection, you may upload an image file from your computer. Click on the 'Browse' button to find the image location on your local hard drive, and click on

the 'Upload' button. The new image will then be displayed within the widow. Please click on the new image to use to use it for this collection.

Please note the ideal dimensions of uploaded images for collections should be 600x600 pixels.

When an image has been selected and all information has been entered into the form please click on the 'Add New Collection' button.

Edit Existing Collection



The screenshot shows a web application interface for editing a collection. At the top is a dark navigation bar with links for 'Dashboard', 'Collections' (which is active), 'Products', 'Users', and 'Help'. A 'Log Out' button is in the top right corner. The main content area is titled 'Collections'. On the left is a form with the following fields: 'Collection Name:' with a text input containing 'Suicide Squad Collection'; a green 'Select image' button; 'Collection Short Description:' with a text area containing 'A collection of posters celebrating the release of Suicide Squad in 2016. Using only gradients to describe the characters.'; two checked checkboxes for 'Feature collection on front page' and 'publish this collection'; and a blue 'Update Collection' button. On the right is a large image placeholder showing several overlapping movie posters with gradient backgrounds.

Once a collection has been created, the details and the chosen image can be amended by updating the details within the form. To update the collection please click on the 'Update Collection' button.

Products

[Dashboard](#) [Collections](#) **Products** [Users](#) [Help](#) [Log Out](#)

Products

Show entries Search:

| Product | Collection | Published | # |
|-------------------------------|----------------------------------|-----------|----------------------|
| Amanda Walker | Suicide Squad Collection | ✓ Yes | Edit |
| Captain Boomerang | Suicide Squad Collection | ✓ Yes | Edit |
| Darth Vader Tie Fighter Print | Star Wars Print Collection | ✓ Yes | Edit |
| Deadshot | Suicide Squad Collection | ✓ Yes | Edit |
| Death Star Spot UV | Star Wars Print Collection | ✓ Yes | Edit |
| District 12 | Hunger Games District Collection | ✓ Yes | Edit |
| District 12 - Dark Edition | Hunger Games District Collection | ✓ Yes | Edit |
| El Diablo | Suicide Squad Collection | ✓ Yes | Edit |
| Enchantress | Suicide Squad Collection | ✓ Yes | Edit |
| Harley Quinn | Suicide Squad Collection | ✓ Yes | Edit |

Showing 1 to 10 of 22 entries Previous **1** 2 3 Next

Add New Product

To view the products overview, please navigate to the products page. All products which are currently stored within the system will be displayed. To search for a product, please enter the product name into the provided search field. Product can be ordered by products name, collection, or published status by clicking on the corresponding heading within the table. To add a new product please click on the 'Add New Product' button, and to edit an existing product you can click on the 'Edit' icon in the corresponding row of the table.

Add New Product

[Dashboard](#) [Collections](#) **Products** [Users](#) [Help](#)

Products

Product Name:

Product Collection:

-- Select Collection --

[Select Image](#)

Product Description:

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[List Icon] [List Icon] [List Icon] [List Icon] <>

p

Product Price Low (£):

Product Price High (£):

Paypal HTML Code:

[Open Papal website in new window](#)

Please copy and paste the HTML code provided from Paypal

☐ publish this product

[Add New Product](#)

Enter the product name into the textbox, and select the desired collection from the dropdown menu. In addition, select an image for your new product (you may choose an existing image or upload a new one). The text for the product description uses a text editor similar to Word Processing software and therefore can be formatted to suit your needs.

Please enter the minimum and maximum price for this product. If there is not a price range for this product, please enter the 'product price low' and 'product price high' as the same value.

PayPal Buttons

For each product that you wish to sell on your website you will need to setup a PayPal 'Add to Cart' Button. To start the process, either click on the 'Open PayPal website in new window' link or navigate to the following web address and login to your PayPal account.

https://www.paypal.com/cgi-bin/webscr?cmd=_button-management

Click on the 'Create new button' link, and create a new 'Shopping cart' button. Follow the instructions on the PayPal website to specify paper size options and prices in order to create your button.

Need more help? [Click here](#) for additional information.

Website

```
<form target="paypal" action="https://www.paypal.com/cgi-bin/webscr"
method="post">
<input type="hidden" name="cmd" value="_s-xclick">
<input type="hidden" name="hosted_button_id"
value="RGGWGPCFUY9AJ">
<table>
<tr><td><input type="hidden" name="on0" value="Paper Size">Paper
Size</td></tr><tr><td><select name="ns0">
```

Select Code

[Go back to edit this button](#)

Buyer's View

Paper Size

A3 £15.00 GBP

Add to Cart

Once a button has been successfully created PayPal will generate some HTML code which will need to be copied and pasted into the appropriate textbox within the 'Add New Product' form.

To publish a product, please ensure that the published checkbox is marked. Click the 'Add New Product' button to add the product to the system.

Edit Existing Product

[Dashboard](#) [Collections](#) [Products](#) [Users](#) [Help](#) [Log Out](#)

Products

Product Name:

Product Collection:

[Select Image](#)

Product Description:

Formats ▾ **B** *I*

Deadshot is a hired assassin and the worlds greatest marksman. Having been a super-villain and anti-hero, he'll commit any murder for the right price because of a notorious suicidal death wish.

p


Product Price Low (£): **Product Price High (£):**

Paypal HTML Code:

```
<form target="paypal" action="https://www.paypal.com/cgi-bin/webscr"
method="post">
<input type="hidden" name="cmd" value="_s-xclick">
<input type="hidden" name="hosted_button_id" value="DN7RZ45LBRYF8">
</table>
```

☒ publish this product

[Update Product](#)



To edit an existing product, amend the details and choice of image as required, and then click on the 'Update Product'.

Change Password

[Dashboard](#)[Collections](#)[Products](#)[Users](#)[Help](#)

Users

Change Password

Old Password:

New Password:

New Password Confirm:

To change your password, please navigate to the Users page. Enter your old password and your new password in the text boxes provided. Click on the 'Update' button and you will now be able to use your new password.