

BC Flame Premium Client Portal – Overview & Plan

Purpose of This Document

This document explains **what will be built for the BC Flame website portal**, how it supports the business, and how development will progress.

It is written for **non-technical stakeholders** (Management, Finance, CEO) to clearly understand:

- What the portal does
- What it does NOT do (for now)
- How partners will use it
- How progress will be reported

This avoids confusion and keeps everyone aligned.

Big Picture Overview

BC Flame already has a **public landing page**.

The focus of this work is the **Premium Client Portal**, which is a **private website** that only approved premium clients can access.

This portal supports BC Flame's **product distribution model**, not direct-to-consumer sales.

What Is the Premium Client Portal?

The Premium Client Portal is a **secure, login-based website** used by approved partners/resellers.

Its purpose is to:

- Give partners visibility into available products
- Allow BC Flame to manage changing inventory efficiently
- Reduce manual work for sales and operations
- Support partners with packaging, delivery, and product information

Who Can Access the Portal?

- Only **Premium Clients** approved by BC Flame
- Access requires a **username and password**
- The general public cannot see this portal

Core Problems the Portal Solves (From a Business Perspective)

Resellers commonly face:

- Frequent product changes
- Manual coordination for packaging and delivery
- Delays in knowing what stock is available
- Extra staffing needs for pre-bagging

The portal helps by:

- Centralizing product information
- Showing what is available at any given time
- Supporting BC Flame's pre-bagging and delivery services

Phase 1 – Premium Client Portal (Initial Version)

What Will Be Included

1. Secure Login

- Premium clients log in to access the portal
- Basic account management (login/logout)

2. Product Management (Admin Side)

BC Flame staff can:

- Upload products
- Edit product names and descriptions
- Update products weekly as inventory changes
- Upload product photos

This allows **non-technical staff** to manage products without developer assistance.

3. Product Gallery (Client Side)

Premium clients can:

- View available products
- See product photos
- Read product descriptions
- Check current stock availability (displayed information)

4. Packaging & Customization Options (Display Only – Phase 1)

The portal will **show available options**, such as:

- Bud styles
- Packaging styles
- Background options
- Font styles

Clients will understand what options exist, but selections will not yet trigger automated orders.

5. Inventory Visibility

- Clients can see which products are available
- Stock status is shown clearly
- Designed to be updated by BC Flame staff

Features Explicitly NOT Included in Phase 1

To keep development realistic and stable, the following are **out of scope for now**:

- Online payments
- Automated ordering system
- Medical or health claims
- Consumer sales
- Complex real-time syncing with warehouses

These can be added later once the portal is stable.

Phase 2 – Future Enhancements (After Phase 1)

Once Phase 1 is complete and stable, the portal can be expanded to include:

- Product selection per partner
- Packaging customization per order
- Live chat support
- Order history
- Notifications for new product arrivals

These features require additional planning and approval.

Development Approach (Simple Explanation)

The portal will be built in **small, clear steps**:

1. Set up the portal structure and login
2. Build product upload and management
3. Display products for premium clients
4. Add inventory visibility
5. Polish usability and security

Each step builds on the previous one.

Progress Reporting (As Requested)

- A **daily progress report** will be sent **after each shift**
- Reports will include:
 - What was completed
 - What is in progress
 - Any blockers or questions

This ensures transparency and alignment.

Summary for Management

- No public website work is required at this stage
- Focus is on a **Premium Client Portal**
- Phase 1 delivers a usable, secure system quickly
- Future features can be added safely in later phases

This approach balances speed, clarity, and business needs.