

Odd Fellow Coffee Roasters

Website User Guide & Admin Manual

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oddfellowcoffee.com

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1. Site Overview

Odd Fellow Coffee Roasters is a SvelteKit e-commerce website for a specialty coffee and sourdough bakery in Oklahoma. The site supports three sales channels:

Regular Shop

Browse and purchase coffee, bread, and hot plate items for pickup. Always available.

Subscriptions

Weekly, biweekly, or monthly recurring coffee deliveries billed through Stripe.

Sourdough Drops

Limited-inventory bake day pre-orders. Opens on a schedule, sells out fast.

Reservations

Book a table time slot for dine-in experiences.

How Payments Work

All payments are processed through **Stripe**. When a customer clicks "Add to Cart" and checks out, they are redirected to Stripe's secure checkout page. After payment, Stripe sends a webhook back to the site confirming the order. The admin never handles credit card information directly.



Odd Fellow Coffee Roasters

Beans for the brew and bread for the soul

- Freshly prepared homemade sourdough bread
- Freshly roasted coffee beans

[Explore](#)

About



Welcome to Odd Fellow Coffee Roasters, where every Monday means freshly roasted coffee beans and hand-crafted sourdough bread. Caleb roasts the coffee, Deborah bakes the bread, and together we're committed to bringing you simple, quality goods made with care. Orders open each Monday—just choose your favorite and we'll take care of the rest. We're proud to be part of Oklahoma's growing community of makers, growers, and neighbors who value quality over convenience. Odd Fellow isn't just about what we make—it's about who we make it for. Whether you're down the road or across the state, we're honored to share a little bit of our home with yours.

Explore Our Gallery



2. Customer Pages

2.1 Homepage

The homepage (/) features:

- **Hero section** — Brand name, tagline, and product images
- **About section** — Story of Caleb & Deborah, accessible via the "About" nav link
- **Gallery** — Photos of products and the bakery
- **Navigation** — Links to Shop, Drops, Reservations, Cart, and Contact (footer)

2.2 Shop

The shop page (/shop) displays all active products in a card grid. Products are organized by category with filter buttons:

- **All** — Shows everything
- **Coffee** — House Blend, Dark Roast, Decaf Blend
- **Bakery** — Sourdough Loaf, etc.
- **Hotplate** — Breakfast items

The screenshot shows the shop page of the Odd Fellow Coffee Roasters website. At the top, there's a navigation bar with links for About, Shop, Drops, Reservations, Cart, and Contact. Below the navigation is the shop title "Shop" and a brief description: "Fresh roasted coffee, homemade bread, and hot plates — order for pickup." There are four filter buttons: All (selected), Coffee, Bakery, and Hotplate. The main content area displays three product cards for coffee:

- House Blend**: Our signature smooth daily roast. Price: \$14.00. Variant selector: 8oz. Buttons: Add to Cart, Subscribe.
- Dark Roast**: Bold and rich, full body. Price: \$15.00. Variant selector: 8oz. Buttons: Add to Cart, Subscribe.
- Decaf Blend**: All the flavor, none of the buzz. Price: \$14.00. Variant selector: 8oz. Buttons: Add to Cart, Subscribe.

Each product card shows the name, description, price, and variant selector (e.g., 8oz/16oz for coffee). Coffee products also have a "**Subscribe**" button for recurring orders.

Tip: Only products marked as "active" in the admin panel appear in the shop. Deactivated products are hidden from customers.

2.3 Drops (Customer View)

The drops page ([/drops](#)) shows any currently active sourdough drops. When no drops are scheduled, customers see a friendly empty state:

The screenshot shows the 'Drops' section of the website. At the top, there's a navigation bar with links for About, Shop, Drops, Reservations, Cart, and Contact. The 'Drops' link is highlighted. Below the navigation is the 'Drops' heading and a sub-headline: 'Limited bakes & specials. Grab 'em before they're gone.' A large dashed rectangular area occupies most of the center, containing the message 'No drops right now.' and 'Check back soon for Deb's next bake day!'. At the bottom of the page, there's a footer with the Odd Fellow logo, social media links (Facebook and Instagram), contact info (phone number 1 580-628-1542 and email oddfellowcoffee@birdherd.media), operating times (Everyday: 9:00 AM to 9:00 PM), and page links to Terms & Conditions, Privacy Policy, and Cookies.

When a drop is live, each item shows remaining inventory with an "Add to Cart" button. Items with 3 or fewer remaining show the count in red to create urgency. Sold-out items are grayed out.

2.4 Cart & Checkout

The cart ([/cart](#)) uses browser localStorage to persist items between visits. Customers can adjust quantities or remove items. Clicking "Checkout" creates a Stripe checkout session and redirects to Stripe's payment page.

- [/checkout/success](#) — Shown after successful payment
- [/checkout/cancel](#) — Shown if customer cancels at Stripe

Important: For drop items, inventory is atomically decremented when the Stripe checkout session is created (not when added to cart). If a customer abandons checkout, inventory is released when the Stripe session expires via the `checkout.session.expired` webhook.

2.5 Subscriptions

The subscriptions page ([/subscriptions](#)) allows existing subscribers to manage their recurring orders. Customers access it via an HMAC-signed email link (no password needed). They can view their active subscriptions and cancel if needed.

3. Admin Panel

3.1 Login

Navigate to [/admin](#) to access the admin panel. Enter your username and password.

The screenshot shows the homepage of Odd Fellow Coffee Roasters. At the top left is the brand logo with coffee beans and the text "ODD FELLOW Coffee Roasters". At the top right is a navigation bar with links: About, Shop, Drops, Reservations, Cart, and Contact (which is highlighted). Below the navigation is a large "Admin Login" section. It contains two input fields labeled "Username" and "Password", and a black "Login" button. The main content area below the login form is blacked out. At the bottom of the page, there's a footer section with the Odd Fellow logo, social media links (Facebook and Instagram), contact info (tel: 1 580-628-1542, email: oddfellowcoffee@birdherd.media), business hours (Everyday: 9:00 AM to 9:00 PM), and a "Page Links" menu with options like Terms & Conditions, Privacy Policy, and Cookies. A small copyright notice at the bottom center states: "© 2026 Odd Fellow Coffee Roasters. All rights reserved."

Security: The admin login has rate limiting (5 attempts per 15 minutes). After 5 failed attempts, the account is locked for 15 minutes. Sessions expire automatically, and cookies are scoped to `/admin` and `/api/admin` paths only.

3.2 Dashboard

After logging in, you see the dashboard with six sections:



- [About](#)
- [Shop](#)
- [Drops](#)
- [Reservations](#)
- [Cart](#)
- [Contact](#)

Dashboard

Orders
View and manage orders

Products
Manage products and pricing

Reservations
View bookings

Time Slots
Manage availability

Subscriptions
View active subscriptions

Drops
Manage bake day drops



Contact Info

1 580-628-1542
oddfellowcoffee@birdherd.media

Timings

Everyday:
9:00 AM to 9:00 PM

Page Links

- [Terms & Conditions](#)
- [Privacy Policy](#)
- [Cookies](#)

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Section	Path	What It Does
Orders	/admin/orders	View all orders, update status (pending → confirmed → fulfilled), advance drop order stages
Products	/admin/products	Add, edit, deactivate products. Set prices, categories, variants, subscribable flag
Reservations	/admin/reservations	View all table reservations (read-only)
Time Slots	/admin/slots	Add or remove available reservation time slots
Subscriptions	/admin/subscriptions	View all active, canceled, and past-due subscriptions (read-only)
Drops	/admin/drops	Create and close sourdough drops, track inventory

3.3 Managing Products

The products page lists all products (active and inactive). Each product shows its name, category, price, and status.



Products

[+ New Product](#) [← Dashboard](#)

Banana Bread (bakery)
\$7.00 (inactive)

[Edit](#) [Deactivate](#)

Blueberry Muffin (bakery)
\$4.00 (inactive)

[Edit](#) [Deactivate](#)

Cinnamon Roll (bakery)
\$4.50 (inactive)

[Edit](#) [Deactivate](#)

Sourdough Loaf (bakery)
\$8.00

[Edit](#) [Deactivate](#)

Dark Roast (coffee)
\$15.00

[Edit](#) [Deactivate](#)

Decaf Blend (coffee)
\$14.00

[Edit](#) [Deactivate](#)

House Blend (coffee)
\$14.00

[Edit](#) [Deactivate](#)

Test Product (coffee)
\$0.00 (inactive)

[Edit](#) [Deactivate](#)

Adding a New Product

1. Click "+ New Product"
2. Fill in: Name, Category, Description, Price (in cents, e.g., 1400 = \$14.00)
3. Optionally set Variants JSON, Image filename, and Subscribable checkbox
4. Click "Save"

Editing a Product

Click "Edit" next to any product. The same form appears pre-filled. Change what you need and save.

Deactivating a Product

Click "Deactivate" to hide a product from the shop. A confirmation dialog will ask you to confirm. Deactivated products show "(inactive)" in the admin list.

Tip: Deactivating is not deleting. The product still exists in the database and can be reactivated by editing it and saving.

3.4 Managing Orders

The orders page shows all orders from newest to oldest. Each order displays the customer name/email, total, and creation date.



Orders

[← Dashboard](#)

No orders yet.



Contact Info

1 580-628-1542
oddfellowcoffee@birdherd.media

Timings

Everyday:
9:00 AM to 9:00 PM

Page Links

- Terms & Conditions
- Privacy Policy
- Cookies



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Order Status Flow (Regular Orders)

pending → confirmed → fulfilled

Click "**Confirm**" to acknowledge an order, then "**Fulfill**" when it's been picked up or delivered.

Drop Order Stage Flow

Orders from drops have an additional stage tracker:

ordered → baking → ready → picked up

Click the "**→ next stage**" button to advance each order through the workflow.

3.5 Managing Drops

The drops admin page is where you create and manage bake day drops.

The screenshot shows the website's navigation bar at the top, featuring the Odd Fellow logo, About, Shop, Drops, Reservations, Cart, and Contact links. Below the navigation is a 'Drops' section header with a 'New Drop' button and a 'Dashboard' link. A card for a 'Monday Break Drop' on 2026-02-06 lists 'Sourdough Loaf' with a status badge showing '0/20 sold'. At the bottom of the page is a footer with contact info (tel: 1 580-628-1542, email: oddfellowcoffee@birdherd.media), timimg (Everyday: 9:00 AM to 9:00 PM), and page links (Terms & Conditions, Privacy Policy, Cookies). Social media icons for Facebook and Instagram are also present.

Each drop card shows:

- **Title and date**
- **Status badge** — scheduled (blue), live (green), sold out (red), closed (grey)
- **Item inventory** — "X/Y sold" for each product in the drop
- **Close button** — Manually close a drop when finished

Creating a New Drop

Click "New Drop" to expand the creation form:



Drops

[Cancel](#) [← Dashboard](#)

Create Drop

Title	Drop Date
Saturday Sourdough Bake	mm/dd/yyyy
Opens At	Closes At
mm/dd/yyyy, --:--	mm/dd/yyyy, --:--
Pickup Start	Pickup End
mm/dd/yyyy, --:--	mm/dd/yyyy, --:--
Items	
House Blend	1
+ Add item	\$ override X
Create Drop	

Monday Break Drop

2026-02-06

[scheduled](#) [Close](#)

Sourdough Loaf

0/20 sold



Contact Info

1 580-628-1542
oddfellowcoffee@birdherd.media

Timings

Everyday:
9:00 AM to 9:00 PM

Page Links

- Terms & Conditions
- Privacy Policy
- Cookies

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Details on each field and the full creation workflow are in [Section 4: Sourdough Drops Workflow](#).

3.6 Time Slots

Time slots control when customers can book reservations. Click "+ Add Slot" and fill in:

- **Day of week** – Sun through Sat
- **Start / End time** – e.g., 07:00 to 08:00
- **Capacity** – How many reservations per slot

Click "**Remove**" (with confirmation) to delete a slot.

3.7 Subscriptions

The subscriptions page is read-only. It shows all subscriptions with:

- Product name and customer email
- Frequency (weekly / biweekly / monthly)
- Status badge (**active** , **canceled** , **past due**)
- Current period end date
- "Canceling" flag if the customer has scheduled a cancellation

Note: Subscription management (cancellation, plan changes) happens through Stripe. Customers can self-cancel via their HMAC-signed link at [/subscriptions](#).

4. Sourdough Drops Workflow

4.1 What Are Drops?

A "drop" is a **limited-inventory bake day sale**. Think of it like a sneaker drop: you announce a date, open pre-orders for a limited time, customers grab what they want before it sells out, then you bake and they pick up.

Example: Every Monday, Deborah bakes 20 loaves of sourdough. On Sunday evening, you create a drop that opens at 6 PM. By Monday morning, 18 of the 20 loaves are claimed. You bake exactly what was ordered, and customers pick up Monday afternoon.

Why Drops Instead of Regular Shop Items?

- **Inventory control** — You set exactly how many are available. No overbaking, no waste.
- **Urgency** — "Only 3 left!" drives customers to order quickly
- **Scheduling** — Drops auto-open and close on your timeline
- **Tracking** — Each order from a drop is linked to it, with stage tracking (ordered → baking → ready → picked up)

4.2 Drop Lifecycle

The Four Statuses of a Drop:

Status	What It Means	Customer Can Order?
scheduled	Drop has been created but hasn't opened yet. Customers see it listed but cannot buy.	No
live	Drop is open for orders. The "Opens At" time has passed. Customers can add items to cart and checkout.	Yes
sold out	All items in the drop have sold out. Happens automatically when the last item is purchased.	No
closed	Drop is manually closed by admin. No more orders. This is final.	No

scheduled → live → sold out / closed

4.3 Creating a Drop (Step-by-Step)

Step 1: Go to Admin → Drops

Navigate to [/admin/drops](#) and click the "**New Drop**" button.

Step 2: Fill in the Drop Details

Field	Required?	Description
Title	Yes	Name shown to customers, e.g., "Saturday Sourdough Bake"
Drop Date	Yes	The actual date of the bake/sale, e.g., 2026-02-08
Opens At	Yes	When customers can start ordering, e.g., Friday at 6 PM the day before
Closes At	Optional	Auto-close time. If blank, stays open until sold out or manually closed.
Pickup Start	Optional	When customers can pick up, e.g., Saturday 9 AM. Shown on customer page.
Pickup End	Optional	End of pickup window, e.g., Saturday 12 PM

Step 3: Add Items to the Drop

For each item in the drop:

1. Select a **product** from the dropdown (these come from your product catalog)
2. Set the **quantity available** (how many you'll bake)
3. Optionally set a **\$ override** price (if the drop price differs from the catalog price)
4. Click "**+ Add item**" to add more products to the same drop

Step 4: Click "Create Drop"

The drop is created with status **scheduled**. It will automatically become **live** when the "Opens At" time arrives.

Validation: The form requires a title, drop date, opens-at time, and at least one item. You'll see an error toast if any of these are missing.

4.4 When Customers Order from a Drop

Here's what happens behind the scenes when a customer orders a drop item:

1. Customer adds item to cart

The drop item is added to localStorage cart with the `dropId` and `dropItemId` attached. Inventory is NOT yet decremented.

2. Customer clicks "Checkout"

The checkout API creates a Stripe session. At this moment, inventory is **atomically decremented** in the database. The `quantity_sold` on the drop item goes up by the order quantity.

3a. Customer completes payment

Stripe sends a `checkout.session.completed` webhook. The order status is set to "**confirmed**" and the stage is set to "**ordered**". A confirmation email is sent.

3b. Customer abandons checkout

If the Stripe session expires (after ~24h), a `checkout.session.expired` webhook fires. The system **releases the inventory** back to the drop by decrementing `quantity_sold`.

Key Concept – Atomic Inventory: Inventory is reserved at checkout creation, not at cart-add time. This means two customers can both add the last loaf to their cart, but only the first one to click "Checkout" gets it. The second customer will see a "sold out" error. Abandoned checkouts automatically release inventory.

4.5 Fulfilling Drop Orders

After customers have ordered and you've baked, use the **Orders** page to track each order through the fulfillment stages:

- ordered** — Customer has paid. This is the initial stage.
- baking** — Click "→ baking" when you start baking their order.
- ready** — Click "→ ready" when it's done and waiting for pickup.
- picked up** — Click "→ picked up" when the customer collects their order.

Drop orders are identifiable in the orders list by the **(Drop #N)** tag next to the order number.

4.6 Closing a Drop

When the bake day is over:

1. Go to </admin/drops>
2. Click "**Close**" next to the drop
3. Confirm in the dialog

The status changes to **closed** and the drop disappears from the customer-facing page. This cannot be undone.

Tip: You don't have to manually close a drop. If it sells out, it automatically shows as **sold out**. But closing is good practice to keep the drops page clean for customers.

5. Quick Reference

URL Reference

Page	URL	Who
Homepage	/	Customer
Shop	/shop	Customer
Drops	/drops	Customer
Cart	/cart	Customer
Reservations	/reservations	Customer
Subscriptions	/subscriptions	Customer
Admin Login	/admin	Admin
Orders	/admin/orders	Admin
Products	/admin/products	Admin
Reservations	/admin/reservations	Admin
Time Slots	/admin/slots	Admin
Subscriptions	/admin/subscriptions	Admin
Drops	/admin/drops	Admin

Weekly Workflow Checklist

Sunday Evening

- Go to /admin/drops → "New Drop"
- Set title, Monday's date, opens-at (Sunday 6 PM), pickup window
- Add items: Sourdough Loaf x 20 (or whatever you're baking)
- Click "Create Drop"

Sunday 6 PM

Drop goes live automatically. Customers start ordering.

Monday Morning

- Check /admin/orders for drop orders
- Advance stages: ordered → baking
- Bake what was ordered

Monday Afternoon

- Advance stages: baking → ready
- Customers pick up, advance to: picked up
- Close the drop when done

Status Colors at a Glance

Order Status:

- pending** Payment not confirmed
- confirmed** Payment received
- fulfilled** Order complete

Drop Status:

- scheduled** Not yet open
- live** Accepting orders
- sold out** All items claimed
- closed** Manually closed