

**Volume**

**1**

---

Flook's Meat Market

# Employee Guide

# Flook’s Meat Market Employee Guide

---

# Table of Contents

Employee Guide.....	1
Dropdown Menu.....	1
Creating an Account.....	1
Logging In / Logging Out .....	1
Searching Products.....	2
Baskets .....	4
Contact Us .....	8
Map .....	9
Acceptable Use Policy.....	9
Other.....	9

## Employee Guide

If there is any part of the website that you don't know how to use or would like clarification about how to do something on this website please check this guide. If this guide doesn't have what you are looking for, feel free to contact us and we will get back to you at our earliest convenience.

### Register as Employee

To be registered as an employee you must create an account and then email the owner to have them give you employee privileges. If you are eligible they will grant you employee privileges.

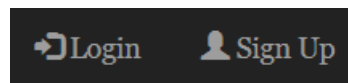
### Dropdown Menu

Note that on smaller devices the navigation bar usually at the top of the screen will condense and become a dropdown menu. To access this menu click the white button on the right. This should expand allowing you to view the rest of the navigation options.



### Creating an Account

Creating an account with us allows you access to areas of the website that you couldn't access as a normal user. If you want to create an account go to any page on the website and look to the right of the navigation bar for a button that reads "Sign Up". Click this and it will redirect you to a page where you can create an account.

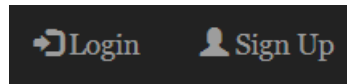


On the registration page fill in the username, password, and email you would like to use for this account. Also there is an option to sign up to receive any emails from Flooks Meat Market. If you would like to receive emails check this box. After you fill out the form click "Register".

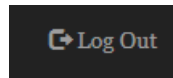
### Logging In / Logging Out

When you create an account you should be automatically logged in. To log in any time after click the Login button on the navbar to go to the login page. At the login

page you must enter your username and password then click “login” If you have problems logging in please contact us.

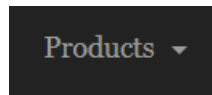


To logout click the Log out button. It should be where the login button was before you logged in. If you don't see it that probably means you have already logged out.

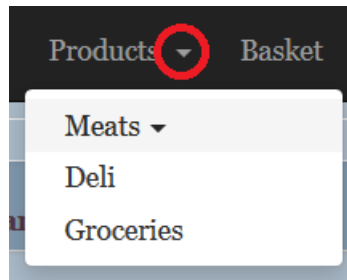


## Searching Products

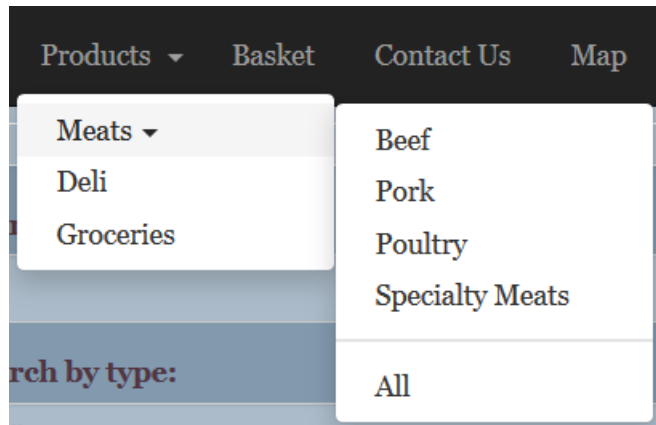
To search for the products we offer click the “Products” link on the navigation bar.



To search the list of products by category click the down arrow beside the “Products” Link and chose form any of the categories.



The meats category also breaks down into subcategories if you click on the meat tab.



Each of these links will send you to the product page. You will either see the entire list of products or all the products that fall under the category you chose. You can also search by category when on the product page. Use the dropdown selection tool labeled “Search by type:” to choose what category of products you want to see and click the “Search Button”.

A screenshot of a search interface. It features a label 'Search by type:' in bold. Below it is a dropdown menu with 'All' selected. To the right of the dropdown is a 'Search' button.

You can also search by a products name. To do this type the name of the product you wish to find in the “Search Products” field and click search. You can also search with a combination of name and type.

A screenshot of a search interface. It features a label 'Search Products:' in bold. Below it is a large, empty text input field.

If you are logged on there will also be an option to add a product to your basket. If click the link “Add to Basket” it will add one of that item to your basket. Baskets will be discussed more in the next section.

A screenshot of a button labeled 'Add to Basket' in a dark font on a light background.

Note: Sometime the price for a product will not be displayed because changes in the market can change the price of the meats. If you want to know the current prices then call or drop by the store.

## Adding and modifying products

If you are logged in as an Employee you should be able to see an delete and edit product button beside every product. Also there will be an add product at the top of the page.

Add Product

### T-Bone Steak

<b>Description</b>	The T-bone steak is a Delicious cut of meat.
<b>Product Type</b>	Beef
<b>Store Location</b>	Beef/Chicken Case
<b>Price</b>	Call For Pricing

Add to Basket

Edit

Delete

The add product will send you to a blank form. Fill in the fields and click “Submit”.

**Name:**

**Description:**

**Price:**

**Type:**

**Location:**

**ByPound:** ☒

The edit button will send you to the same form but with the info preloaded. To edit just change the fields and click “Submit”.



**Name:**

**Description:**

The T-bone steak is a Delicious cut of meat.

**Price:**

**Type:**

**Location:**

**ByPound:** ☒

The delete button will delete the product form the database.

## Baskets

If you have created an account with us this gives you access to the basket feature of our website. If you are not logged on you will be redirected to the login page.

You need to login to create a basket

**Username:**

**Password:**

If you are logged in it will direct you to your basket. If your basket is empty it will display a note that your basket is empty. To add products to your basket check out the Products section of this guide.

There are four sections that every basket item has: Name, Amount, Location, and Price. The Location specifies the location in the store you can find this product.

Product Name	Product Location	Product Amount	Product Price
T-Bone Steak	Beef/Chicken Case	6 lbs	N/A

On phones and other small screen the fields won't all display. TO view the other fields click the "Amount", "Location", or "Price" tabs at the top. These buttons won't be visible on full-sized screens.

Amount Location Price

**Product Name**

T-Bone Steak

**Product Amount**

6

▲
▼

lbs

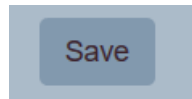
To change the amount of a product you want in your basket change the amount with the arrow buttons or click and type in the amount you want. The input box may not accept any value for "lbs" that isn't a multiple of .5 i.e. 1, 2, 2.5, 7.5 and the "QTY" won't accept anything but a full integer i.e. 1, 2, 5, 10.

1

▲
▼

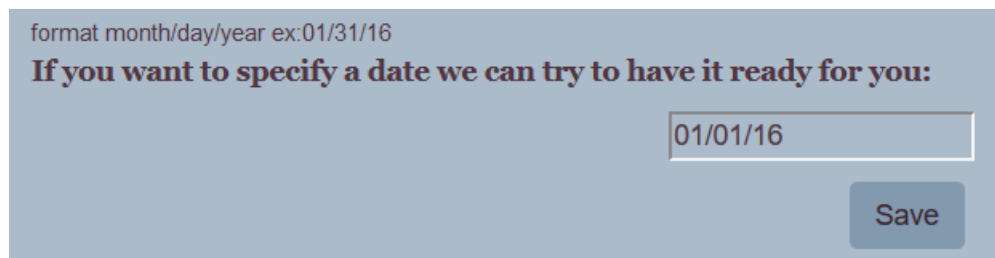
lbs

To save the changes click the save button at the bottom.



To delete a product from the basket you just need to enter 0 in for that item and click “Save”. This will remove the entry from the basket completely.

At the bottom there is a date field that you can use to state a date that you would like to order this basket. You have to come in the store to both actually place the order and pick it up but if you would like to have it ready we can try to if you put in a date. Click “Save” to save the date.



format month/day/year ex:01/31/16

**If you want to specify a date we can try to have it ready for you:**

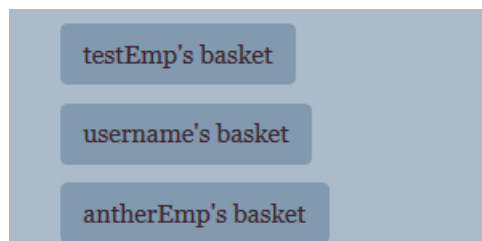
01/01/16

Save

Note that if you don’t enter the date correctly it won’t accept it. Just follow the date format above.

## Viewing other baskets

As an employee you have the ability to see other user’s baskets. You will not be able to change anything in any that isn’t yours. Clicking the “Basket” tab will send you to a list of all users’ baskets.



Select the one you would like to view and click their button to view.

## Contact Us

There are multiple ways to contact us. We have most of our contact information at the bottom of our home page. Feel free to contact us if you need any help with the website or would like to know more about the store. You can also use the “Contact Us” page to email us from the website.

## Contact Us

The contact page will automatically fill in with your email address if you are logged in. You can also change the sending email address to another of your email accounts. If you are logged in we will still know who you are because our emails have your username attached to them. Just fill in the Subject and Content fields and click “Send”

Feel free to call us, email us, or stop in the store anytime. We will try to get back to you as soon as we can.

## Map

You can view the location of the store on a Google Map by clicking the “Map” button on the navigation menu.

## Map

This map has all the basic functionality of other google maps. You can scroll around to see where the store is in relation to other places nearby. Zoom in and out with the plus and minus arrows.



## Acceptable Use Policy

There is a link to the Acceptable use Policy on the footer of the page under the tag AUP. By using this website you are agreeing to the terms spelling out in this policy.

## Other

There is a link to our Facebook page in the footer on the bottom of our page. Along with that there is another link to the contact page and the map page. The FAQ page is located under the FAQ tab and can give you some helpful common information. If you still have questions after looking through this document then please feel free to contact us for any questions you may have.