Flook's Meat Market

Owner Guide

Flook's Meat Market Owner Guide

Table of Contents

Owner Guide

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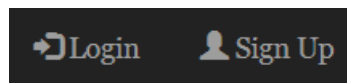
On the registration page fill in the username, password, and emial you would like to use for this account. Also there is an option to sign up to recive any emails form Flooks Meat Market. If you would like to receive emails chek this box. After you fill out the form click "Register".

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.
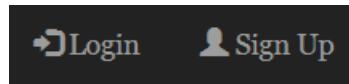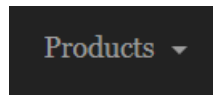

To logout click the Log out button. It should be where the login button was before you logged in. If you don't see it that probably means you have already logged out.
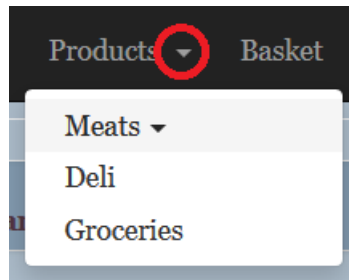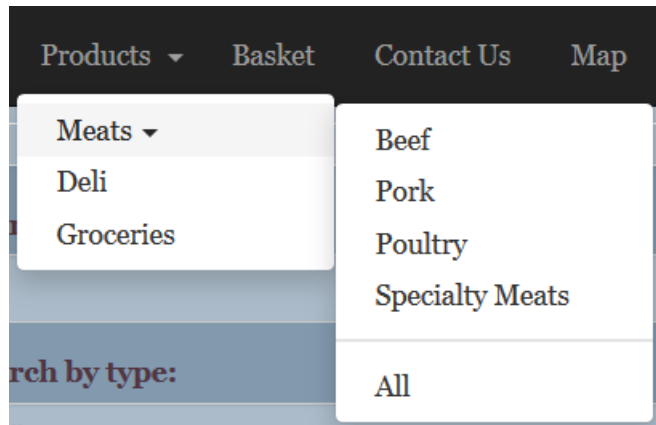

Searching Products

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".

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.

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.

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 and delete and edit product button beside every product. Also there will be an add product at the top of the page.

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

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

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.

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 it 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.
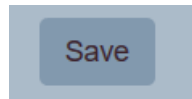

To change the amount of a product you want in your basket change the amount with the arrow buttons or click and type in the amount you want. The input box may not accept any value for "lbs" that isn't a multiple of .5 i.e. 1, 2, 2.5, 7.5 and the "QTY" won't accept anything but a full integer i.e. 1,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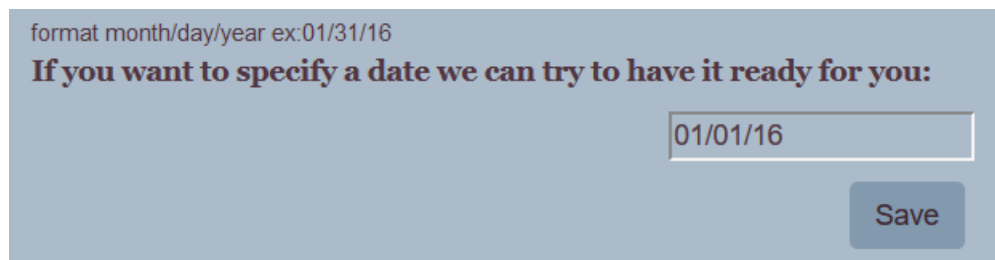
To save the changes click the save button at the bottom.

Save

To delete a product form 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. Clicking the "Basket" tab will send you to a list of all users' baskets.

testEmp's basket

username's basket

antherEmp's basket
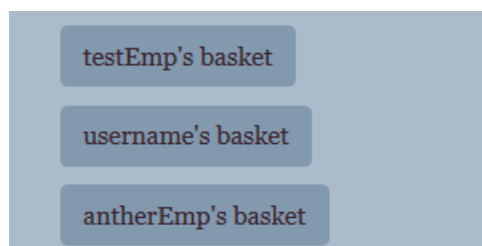
Select the one you would like to view and click their button to view.

As an owner you will be able to change any basket as if you were that user. It is highly recommended that you don't unless you need to.

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 amount the store. You can also use the "Contact Us" page to email us from the website.

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.

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.

Owner Pages

There are three owner pages that only the owner can access.

The Update Company Info tab will send you the page where you can update company info. You can set the address, email, etc. that shows up on the company home page. You can change the start and end days of the week that the store is open. The check boxes beside the Saturday and Sunday options are whether the store is open those days.
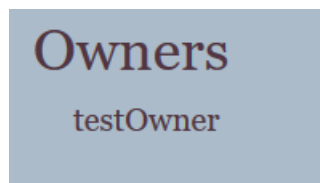

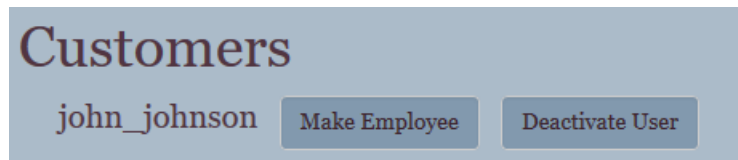(In the example Saturday is open, Sunday is closed).

You can also set a note that wills display on the home page. The intent of this is for special closings like Christmas but it can be used to display any message. To save any changes just click save changes at the bottom.

The "View Customers and Employees" page does just that. You can see the list of all users registered on the website. The Owners tab is you.
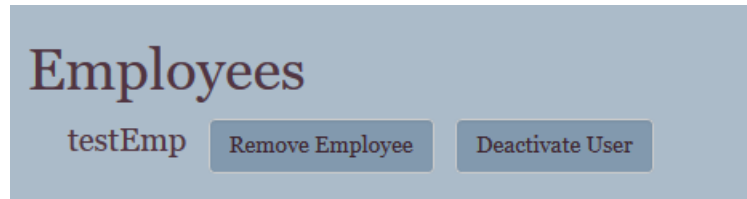

The Customers tab is anyone who has created an account. Her you can grant Employee privileges to customers.

This will add them to the list of employees and allow them to update products and view other users baskets. The Deactivate user will make them unable to login.

The Employees section displays all employees.

The remove employee button makes them a regular user again. The deactivate user makes them unable to login.

The final section is inactive users
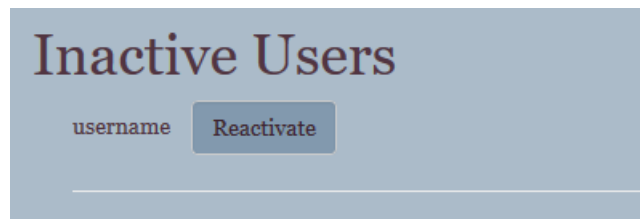
Any user you have deactivated can't login. To allow them access again just click reactivate.

The final tab is the link to this guide.

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.