

# **An Intelligent Web Store System**

(ADMINISTRATOR PORTAL)

USER MANUAL

Noel M. Ochoa

IS 295B

URL: <https://admin.bake-free.co>

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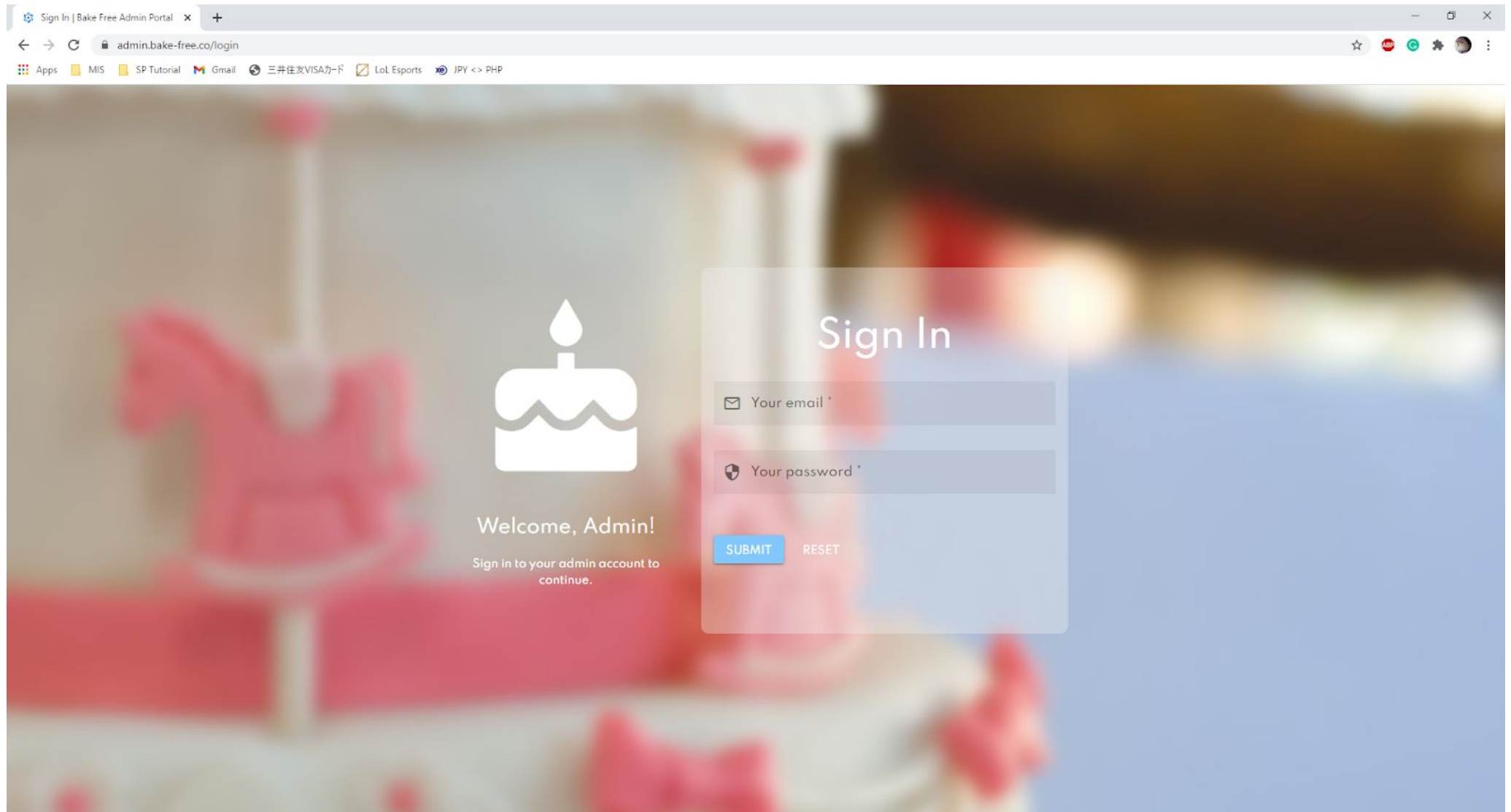
## LOGIN

Enter credentials and click submit to sign-in.

(Test Account)

Email: noelochoa@gmail.com


Password: aaabbb



Sign In | Bake Free Admin Portal

admin.bake-free.co/login


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Welcome, Admin!

Sign in to your admin account to continue.

Sign In

 Your email \*

 Your password \*

SUBMIT RESET

DASHBOARD

Shows general overview and statistics of the products, orders, accounts, etc.

Home | Bake Free Admin Portal

admin.bake-free.co

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Quick search

Welcome, Admin N.

Navigation

Dashboard

Customers

Announcements

Product Categories

Products

Discounts

Comments

Orders

Business Holidays

Dashboard

Here are some of the recent activities in your shop.

Resellers for Approval

No pending accounts

Products Statistics

Featured Products2

Active Products23

Total Products23

see all

Orders Statistics

Orders Placed1

Orders Accepted5

Orders being Prepared0

Orders Fulfilled1

see all

Recent Comments

Noel O posted: <pre style="max-width: 100%; margin-bottom: 1.2rem; border-radius: 3px; padding: 0.6rem 1.2rem; overflow-x: auto; ba...

Noel O posted: &lt;script&gt;alert(0);&lt;/script&gt;

Noel O posted: &lt;script&gt;console.log('test');&lt;/script&gt; Looks sweet!

Noel O posted: Can I request a specific box color (individually packed)?

see all

Business Holidays

January2021

SunMonTueWedThuFriSat

12

3456789

10111213141516

17181920212223

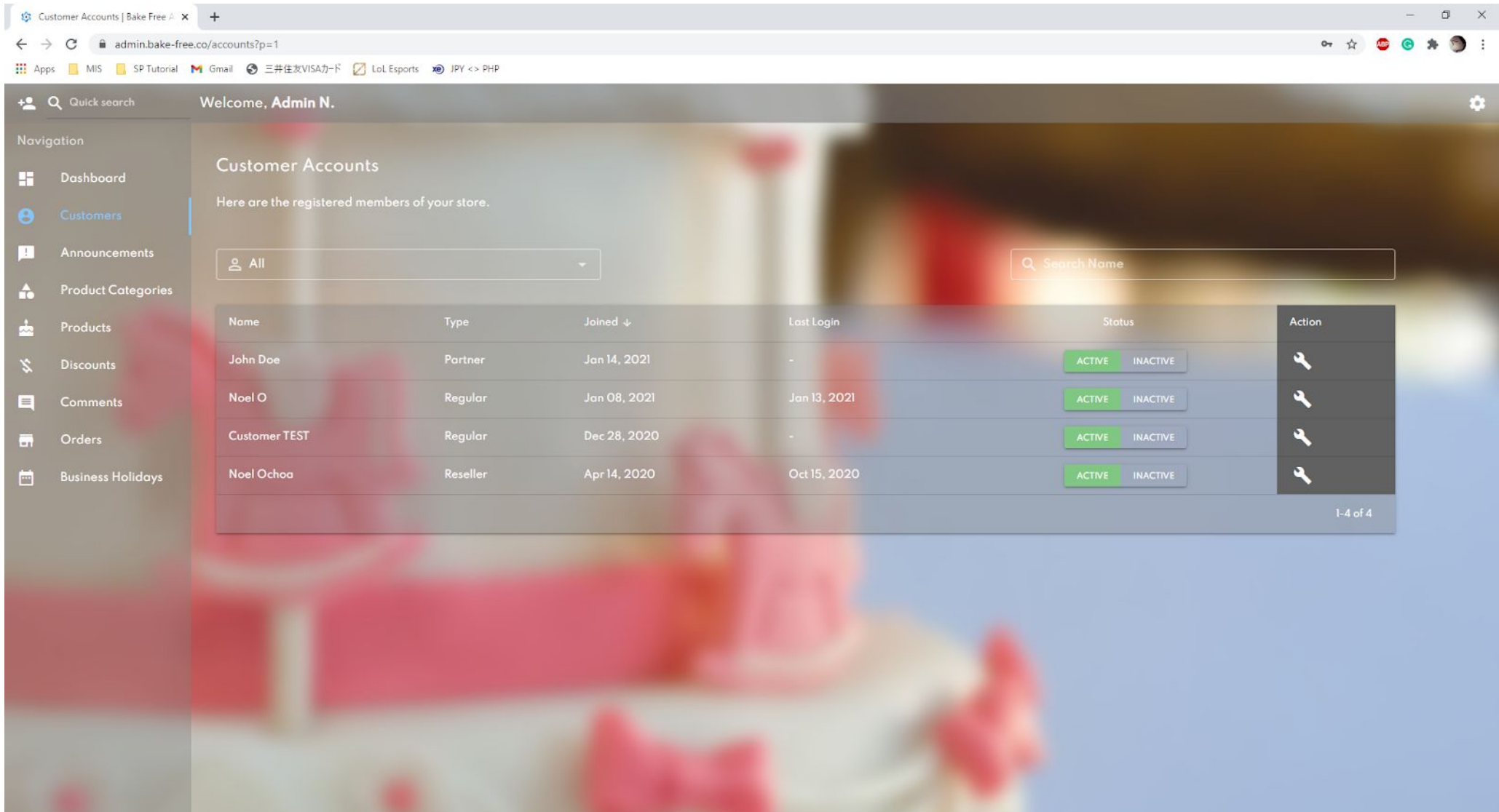
24252627282930

31

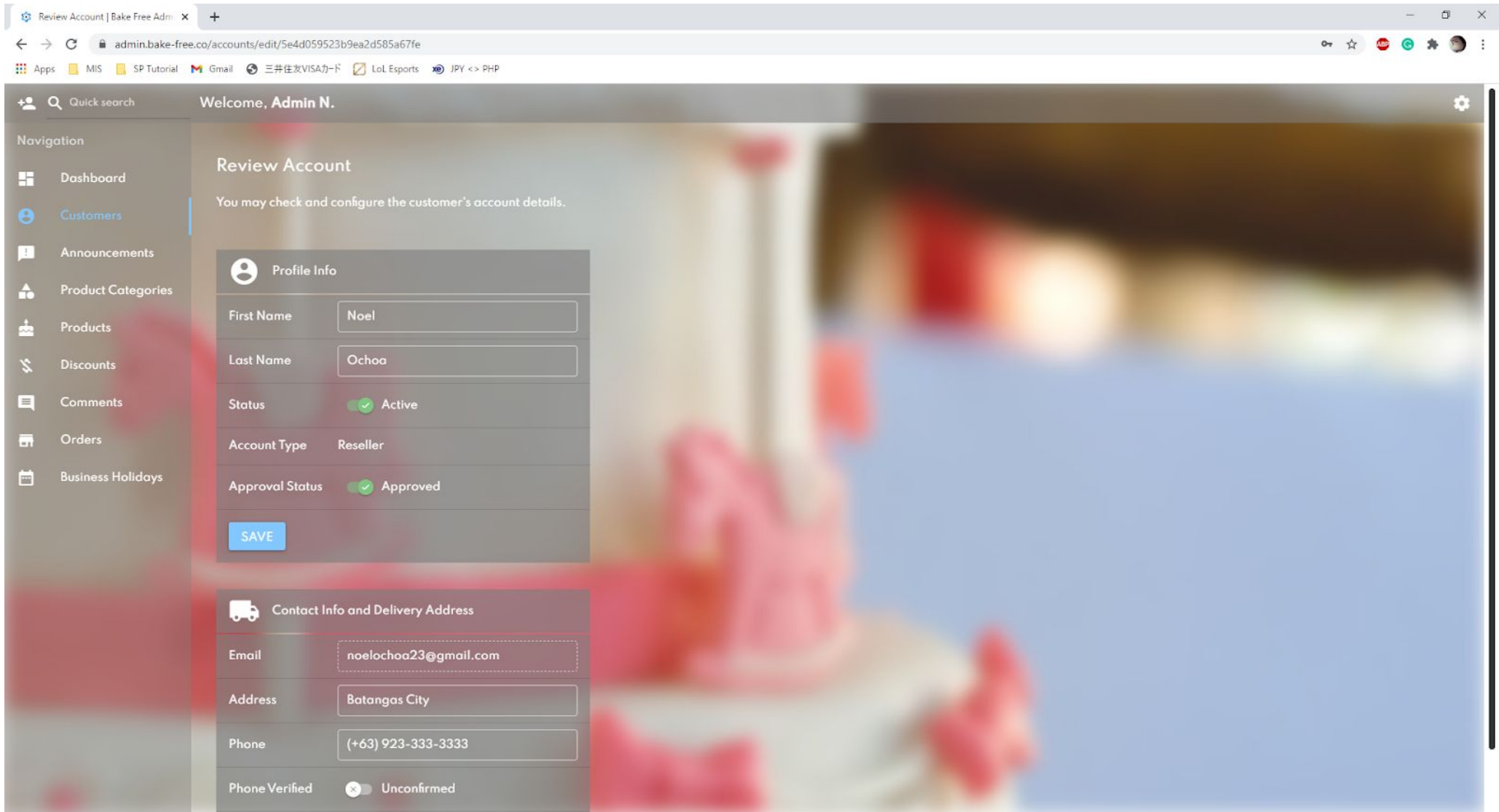
see all

# CUSTOMER ACCOUNT MANAGER

Shows the list of Customer accounts.



Admin can enable and disable an account, approve resellers, and edit customer details.





## ANNOUNCEMENT MANAGER

Setting page for managing announcements on the webstore.

Store Announcements | Bake Free

admin.bake-free.co/announcements?p=1

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Welcome, Admin N.

Navigation

- Dashboard
- Customers
- Announcements
- Product Categories
- Products
- Discounts
- Comments
- Orders
- Business Holidays

Store Announcements

Today  
Thursday, January 14

The following is a list web store announcements.  
Note: Only the latest entry will be visible on the Store if there are overlapping dates.

Search text

Cupcakes on Sale! <u>View More</u>	
Start	Jan 05, 2021 00:00
End	Jan 31, 2021 23:59

1-1 of 1

From and To dates, content, and optional links can be entered to create an announcement.

Browser: Edit Announcement | Bake Free | admin.bake-free.co/announcements/edit/5ff283d8302437139587fa7d

Navigation: Dashboard, Customers, Announcements, Product Categories, Products, Discounts, Comments, Orders, Business Holidays

Welcome, Admin N.

### Edit Announcement

You may edit the details of this announcement.

Announcement Info

Starts from 2021-01-05 00:00

Ends at 2021-01-31 23:59

Text

Link

SAVE

Cupcakes on Sale! [View More](#)



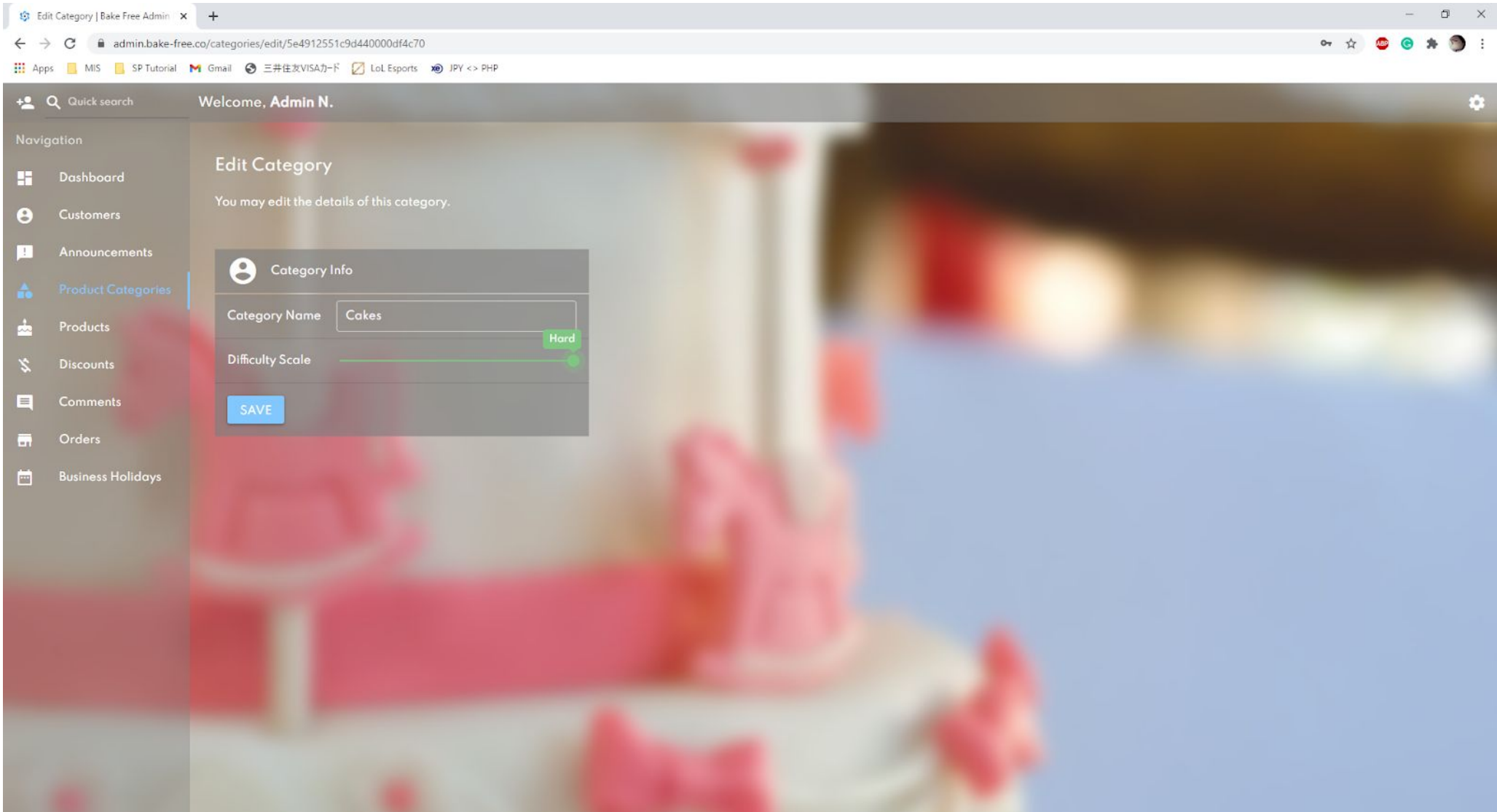
## PRODUCT CATEGORY MANAGER

Settings page for classifying and filtering the store products.

The screenshot shows the 'Product Categories' settings page in the Bake Free Admin Panel. The page has a sidebar with navigation links: Dashboard, Customers, Announcements, Product Categories (active), Products, Discounts, Comments, Orders, and Business Holidays. The main content area is titled 'Product Categories' and includes a welcome message 'Welcome, Admin N.' and a description: 'The following are product categories visible in the webstore.' Below this is a search bar labeled 'Search category'. A table lists the product categories with columns for Category, Created, No. of Products, and Actions. The table contains 7 rows of data. At the bottom right of the table, it says '1-7 of 7'.

Category	Created ↓	No. of Products	Actions
Breads	November 29, 2020	1	
Brownies	November 29, 2020	1	
Kakanin	November 29, 2020	1	
Souvenir	November 29, 2020	2	
Unclassified	November 17, 2020	0	
Cupcakes	November 16, 2020	6	
Cakes	November 15, 2020	12	

The administrator can specify the category name and its difficulty scale (1 to 3). This is used to evaluate an order complexity and predict its lead time.



## PRODUCTS MANAGER

A page for adding and modifying the web store products.

Products | Bake Free Admin Port...

admin.bake-free.co/products?p=1

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Quick search

Welcome, Admin N.

Navigation

- Dashboard
- Customers
- Announcements
- Product Categories
- Products
- Discounts
- Comments
- Orders
- Business Holidays

Products

The following is a list of products in the webstore.

All

Search product

Store Products

☐

Name

Created ↓

Category

Base price

☐

Custom Cake Design

Jan 08, 2021

Cakes

2500

☐

Custom Cupcakes

Jan 08, 2021

Cupcakes

50

☐

Transformers

Jan 08, 2021

Cakes

2500

☐

Kit Kat Candy Cake

Jan 08, 2021

Cakes

2100

☐

Vanity Cake

Jan 08, 2021

Cakes

2800

☐

Baby Shower Cupcakes

Jan 08, 2021

Cupcakes

40

☐

Transformers

Jan 08, 2021

Cakes

2500

☐

Custom Cake Design

Jan 08, 2021

Cakes

2500

☐

Custom Cupcakes

Jan 08, 2021

Cupcakes

50

☐

Transformers

Jan 08, 2021

Cakes

2500

☐

Kit Kat Candy Cake

Jan 08, 2021

Cakes

2100

☐

Vanity Cake

Jan 08, 2021

Cakes

2800

☐

Baby Shower Cupcakes

Jan 08, 2021

Cupcakes

40

☐

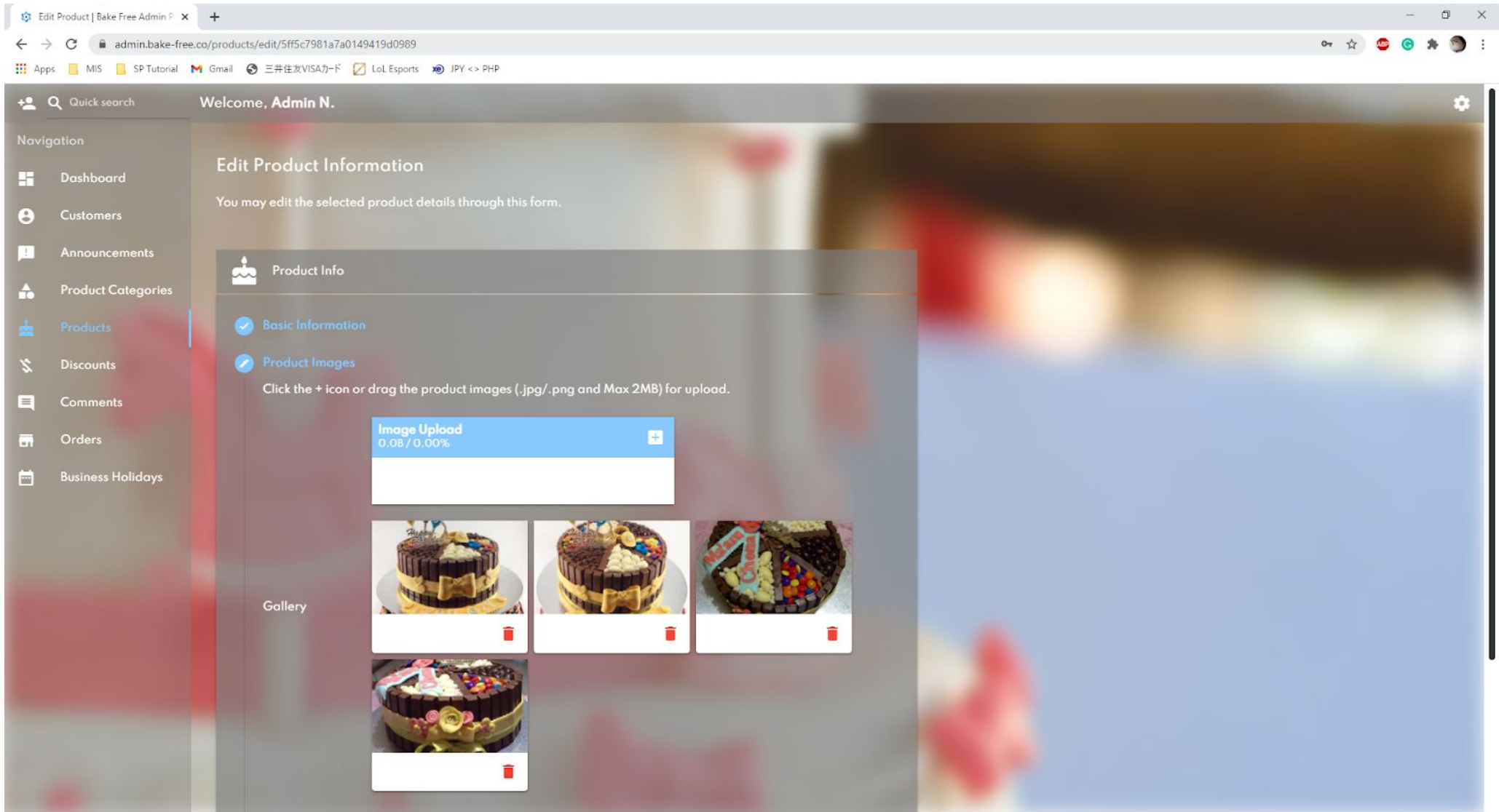
Transformers

Jan 08, 2021

Cakes

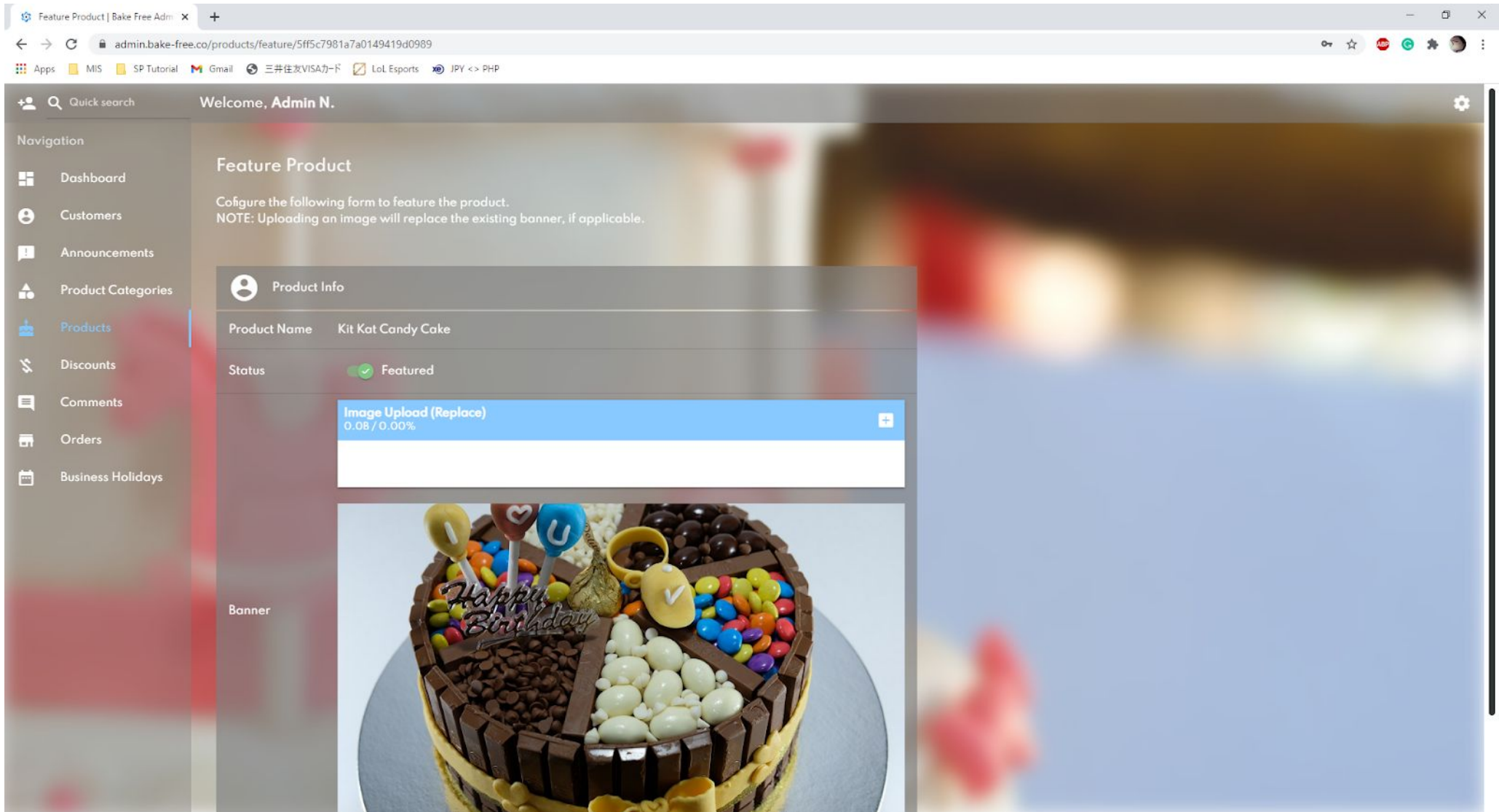
2500

The Administrator can add and modify the product title, descriptions, images, and order customization options.





The administrator can also set a product as 'Featured'. This action will add the selected product to the image carousel on the homepage of the web store.



PRODUCT DISCOUNT MANAGER

Optional settings to set product discount rules for Resellers, or Regular members.

Product Discounts | Bake Free App

admin.bake-free.co/discounts?p=1

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Quick search

Welcome, Admin N.

Navigation

- Dashboard
- Customers
- Announcements
- Product Categories
- Products
- Discounts
- Comments
- Orders
- Business Holidays

Product Discount

Today  
Thursday, January 14

The following are product discounts applied in the webstore.

Search discount

Discount %	Target Customer	Start ↓	End	No. of Products	Actions
10	Reseller	Jan 07, 2021 06:00	Feb 01, 2021 00:00	3	<div></div>
10	All	Jan 06, 2021 18:00	Feb 01, 2021 00:00	2	<div></div>

1-2 of 2



The admin can set date ranges, discount (in percent), target customer type, and which products the discount will be applied to.

The screenshot shows a web application interface for editing a discount rule. The browser address bar indicates the URL is `admin.bake-free.co/discounts/edit/5ff7ad99ddf8c904bb4da3b8`. The page title is "Edit Discount Rule | Bake Free Admin".

The interface includes a sidebar with a "Quick search" bar and a "Navigation" menu with the following items: Dashboard, Customers, Announcements, Product Categories, Products, Discounts (highlighted), Comments, Orders, and Business Holidays.

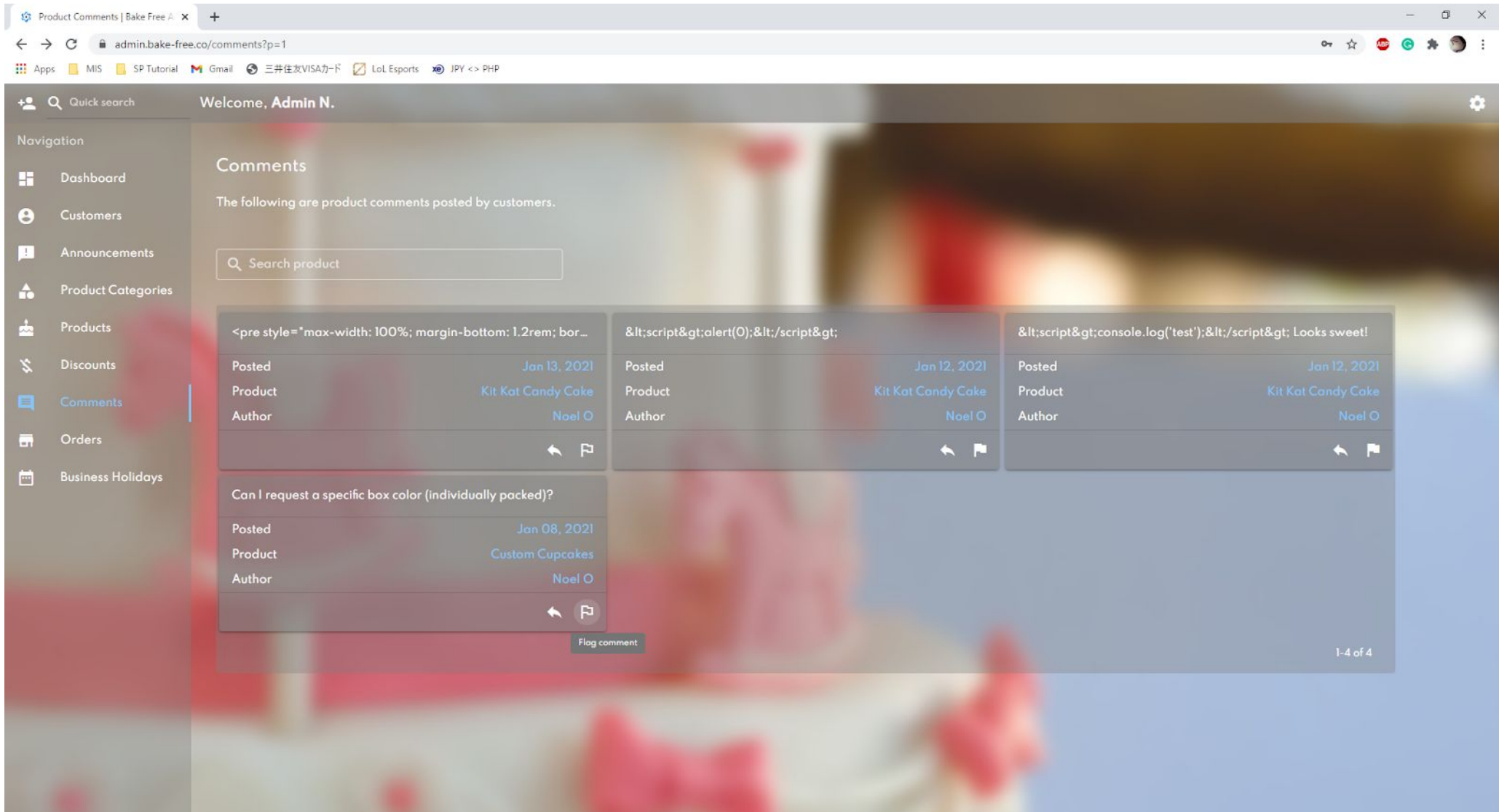
The main content area is titled "Edit Discount Rule" and includes the text "You may edit the following product discount entry." Below this is a "Discount Details" form with the following fields:

- Starts from:** 2021-01-07 06:00
- Ends at:** 2021-02-01 00:00
- Target Customer:** Reseller
- Discount (%):** 16
- Apply to:** Products (Classic Buttercream, Baby Shower Cupcakes, Marvel Cupcakes)

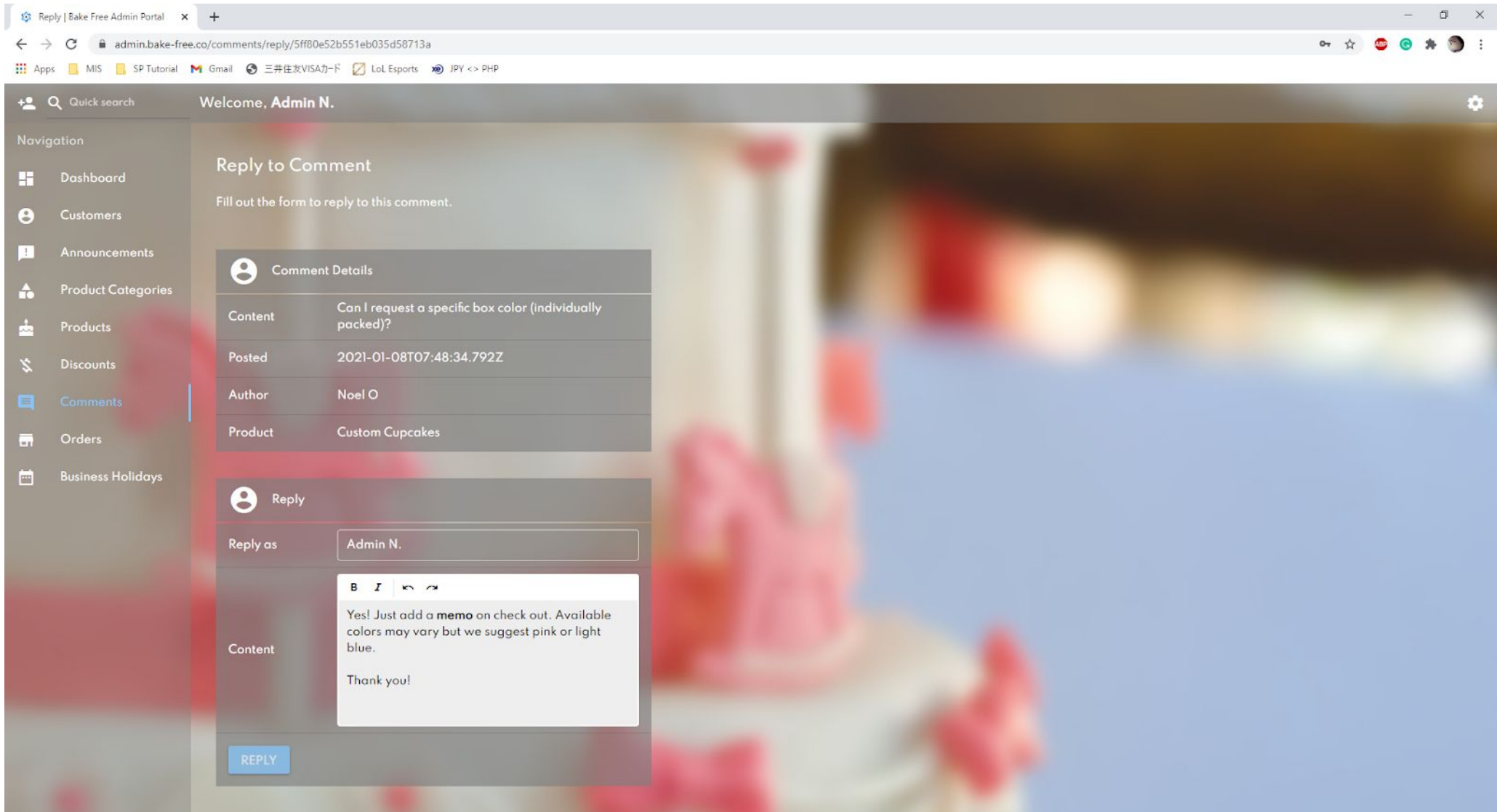
A "SAVE" button is located at the bottom of the form.

# COMMENT CONTROL AND RESPONSE

Comment management page to view, add a reply, or flag customer comments. Flagged comments will be censored in the web store.



The administrator can specify an alias and add basic formatting to the reply body.



ORDER MANAGEMENT

Page to list and process customer orders.

Orders | Bake Free Admin Portal

admin.bake-free.co/orders?p=1

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Quick search

Welcome, Admin N.

Settings

Navigation

Dashboard

Customers

Announcements

Product Categories

Products

Discounts

Comments

Orders

Business Holidays

Orders

Today  
Thursday, January 14

The following is a list of orders for the selected month.

2021-01

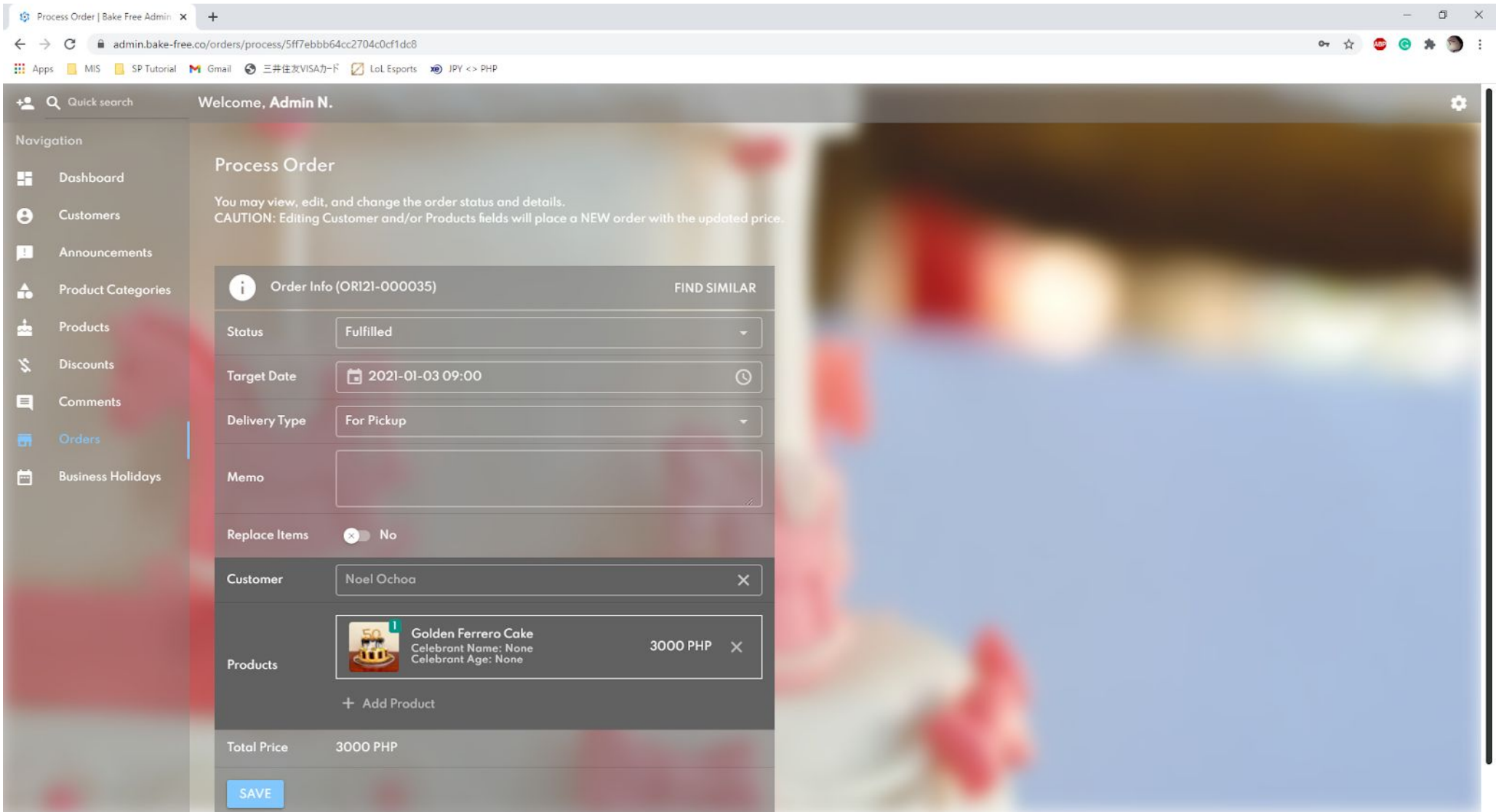
All(8) | Placed(1) | Accepted(5) | Replaced(0) | Cancelled(1) | Preparing(0) | Finalizing(0) | Out For Delivery(0) | Ready For Pickup(0) | Fulfilled(1)

Order#	Status	Target Date ↓	Customer	Total	Action
ORI21-000038	Accepted	Jan 29, 2021 15:00	Noel O (Delivery)	3300	<div><div></div><div></div></div>
ORI21-000033	Accepted	Jan 29, 2021 10:30	Noel Ochoa (Pickup)	2700	<div><div></div><div></div></div>
ORI21-000037	Accepted	Jan 29, 2021 07:30	Noel O (Delivery)	2580	<div><div></div><div></div></div>
ORI21-000036	Accepted	Jan 28, 2021 18:00	Noel O (Pickup)	1000	<div><div></div><div></div></div>
ORI21-000039	Placed	Jan 25, 2021 16:45	Noel O (Pickup)	4950	<div><div></div><div></div></div>
ORI21-000032	Accepted	Jan 22, 2021 19:30	Noel Ochoa (Pickup)	2700	<div><div></div><div></div></div>
ORI21-000034	Cancelled	Jan 22, 2021 00:00	Noel Ochoa (Delivery)	648	<div><div></div><div></div></div>
ORI21-000035	Fulfilled	Jan 03, 2021 09:00	Noel Ochoa (Pickup)	3000	<div><div></div><div></div></div>

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Changing the status of an order automatically sends status update notifications to the customer.



(Order fulfillment assist tool)

The administrator can also look for similar or related orders to the current one using the 'Find Similar' button.

The screenshot displays the 'Process Order' page in the Bake Free Admin system. The browser address bar shows the URL: `admin.bake-free.co/orders/process/5ff7ea131349915e901dce3f`. The page features a sidebar with navigation links: Dashboard, Customers, Announcements, Product Categories, Products, Discounts, Comments, Orders (highlighted), and Business Holidays. The main content area is titled 'Process Order' and includes a welcome message for 'Admin N.'. Below this, a caution note states: 'You may view, edit, and change the order status and details. CAUTION: Editing Customer and/or Products fields will place a NEW order with the updated price.' The form contains the following fields and controls:

- Order Info (ORI21-000033)**: A button labeled 'FIND SIMILAR' is located to the right of the order ID.
- Status**: A dropdown menu currently set to 'Accepted'.
- Target Date**: A date and time picker set to '2021-01-29 10:30'.
- Delivery Type**: A dropdown menu currently set to 'For Pickup'.
- Memo**: A text input field.
- Replace Items**: A toggle switch currently set to 'No'.
- Customer**: A text input field containing 'Noel Ochoa'.
- Products**: A list of products, currently showing 'Rose Wedding Cake' with a price of '2700 PHP'. The product details include 'Names: Other (Test )' and 'Caption: Congratulations'. A '+ Add Product' button is located below the product list.
- Total Price**: A field showing '2700 PHP'.
- SAVE**: A blue button at the bottom of the form.



(Order fulfillment assist tool - cont'd)

A list of similar orders will be shown on the right side of the page. The results will belong to any of the ff:  
“Nearby Target date”, “Similar Products” or “Similar Options”.

The screenshot displays the 'Process Order' interface in the Bake Free Admin system. The interface is divided into a main content area and a sidebar on the right.

**Main Content Area:**

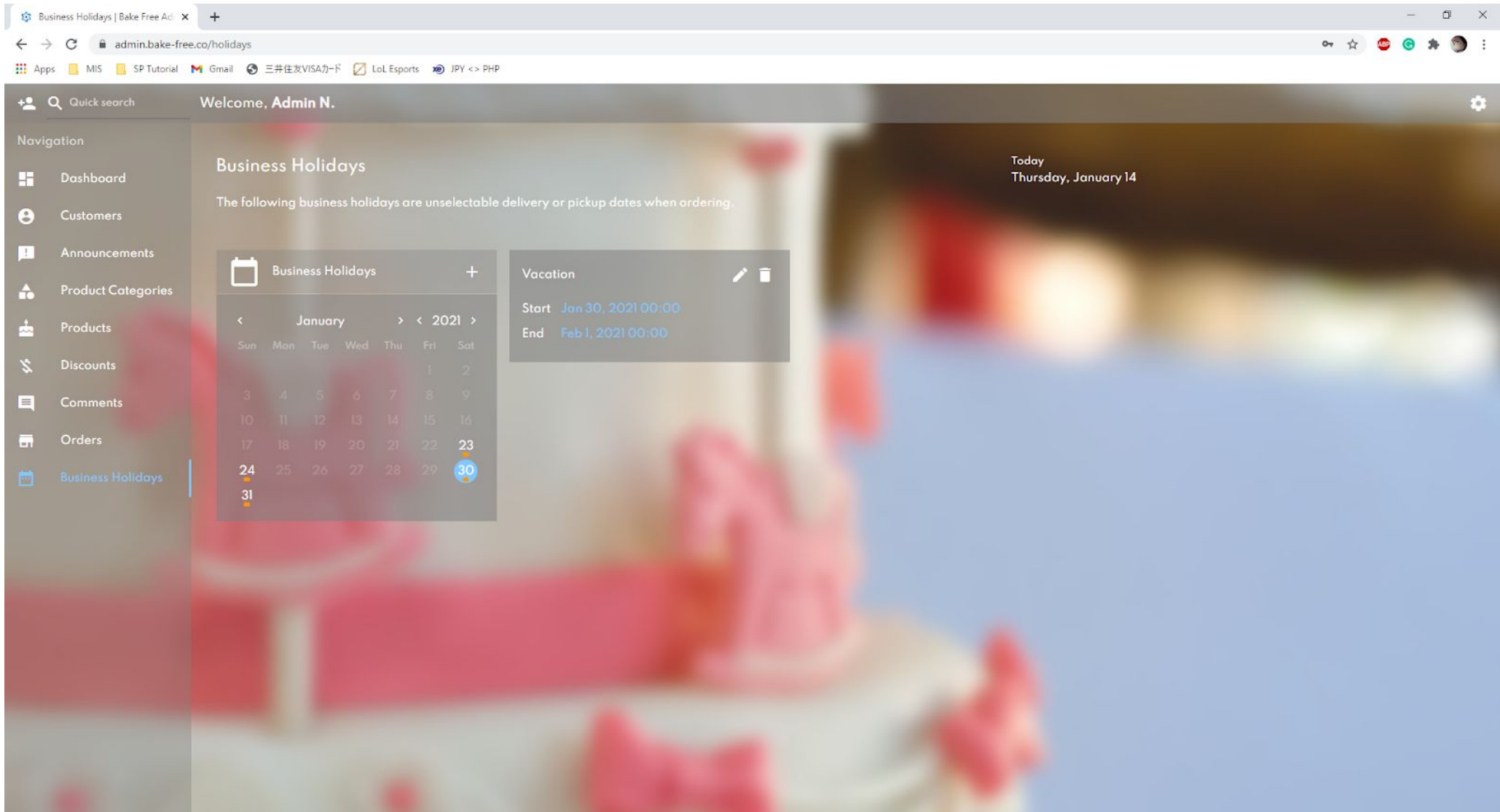
- Header:** 'Welcome, Admin N.' and 'Process Order'.
- Navigation:** A sidebar on the left contains links for Dashboard, Customers, Announcements, Product Categories, Products, Discounts, Comments, Orders (highlighted), and Business Holidays.
- Order Info (ORI21-000033):** A form with the following fields:
  - Status: Accepted
  - Target Date: 2021-01-29 10:30
  - Delivery Type: For Pickup
  - Memo: (empty)
  - Replace Items: No
  - Customer: Noel Ochoa
  - Products: Rose Wedding Cake (Names: Other (Test) Caption: Congratulations) 2700 PHP
  - Total Price: 2700 PHP
- Buttons:** A 'SAVE' button is located at the bottom left of the form.

**Similar Orders (Sidebar):**

- ORI21-000033:** Accepted, Noel Ochoa, Jan 29, 2021 10:30, Nearby Target date. Button: CONFIGURE
- ORI21-000037:** Accepted, Noel O, Jan 29, 2021 07:30, Nearby Target date. Button: CONFIGURE
- ORI21-000038:** Accepted, Noel O, Jan 29, 2021 15:00, Nearby Target date. Button: CONFIGURE
- ORI21-000036:** Accepted, Noel O, Jan 28, 2021 18:00, Nearby Target date. Button: CONFIGURE

# BUSINESS HOLIDAY MANAGER

Page to mark dates as business holidays.



The selected dates will then become unselectable to customers for target delivery/pickup dates when placing orders.

The screenshot shows a web browser window with the URL `admin.bake-free.co/holidays/edit/5ff7aebcdd8c904bb4da3bb`. The page title is "Edit Business Holiday | Bake Free". The browser's address bar and tabs are visible at the top. Below the browser window, the admin interface is shown. It has a dark sidebar on the left with a "Quick search" bar and a "Welcome, Admin N." message. The sidebar contains a "Navigation" menu with items: Dashboard, Customers, Announcements, Product Categories, Products, Discounts, Comments, Orders, and Business Holidays (which is highlighted). The main content area has a background image of a pink cake. It features a heading "Edit Business Holiday Details" and a subheading "You may edit the details of this business holiday." Below this is a form titled "Business Holiday Info" with a user icon. The form contains three fields: "Starts from" with a date picker set to "2021-01-30 00:00", "Ends at" with a date picker set to "2021-02-01 00:00", and "Reason" with a text input containing "Vacation". A blue "SAVE" button is at the bottom of the form.

Edit Business Holiday | Bake Free

admin.bake-free.co/holidays/edit/5ff7aebcdd8c904bb4da3bb

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Quick search Welcome, Admin N.

Navigation

- Dashboard
- Customers
- Announcements
- Product Categories
- Products
- Discounts
- Comments
- Orders
- Business Holidays

### Edit Business Holiday Details

You may edit the details of this business holiday.

Business Holiday Info

Starts from

Ends at

Reason

[SAVE](#)