2021

Todlr Toy Store Administrator’s Manual

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## 1. Introduction

1.1 Purpose of This Document

This document is designed to help a new administrator of the Todlr website in their duties of properly administrating the site. This may include but is not limited to:

* How to make a user an administrator
* Description of the Admin Panel
* Viewing active users and their products
* Viewing and modifying MySQL tables
  1. References

It is recommended all administrators have a basic idea of the design of Todlr. As such, new administrators should reference these other Todlr documents as well:

* System Requirements
* System Design
* UI Design

Administrators should preferably also familiarize themselves with PHP, HTML, CSS, and developing from a command line prompt. Resources on these can be found here:

* http://www.w3schools.com/

**2. System Overview**

2.1 Background

Todlr runs off of a server and uses an internal database to track all of its data. As such, its design starts from the database, the structure of which is established in the Todlr System Design Document. The administrator will be responsible for understanding the functionality of this database, how users are added, and how each table of the database is connected. The administrators will then work with the database to maintain quality and satisfaction for the users.

System administrators will mostly interact with the Admin Page of the Todlr application. They will see the users, products, category.

2.2 Hardware and Software Requirements

Todlr only requires a computer with a keyboard or some other external device to enter credentials, as well as a stable internet connection through a router/ modem.

The recommended software for this application is google Chrome.

**3. Administrative Procedures**

3.1 Installation

There is no installation required for day to day admin procedures. However if maintenance or new releases are necessary, an administrator or owner who is familiar with PHP, SQL, HTML, CSS, and the Linux environment can modify and install the new code (PHP, SQL, Linux) and new appearance (HTML, CSS) for the pages.

An administrator, after connecting to the server, should navigate to the folder where code is stored, and from there a copy should be made locally of the relevant files to be updated. New files can be added, old files removed, and testing can occur on a local machine using XAMPP server. When this is done, an admin should then update the server’s files with changes, which makes the release public.

3.2 Routine Tasks

Routine tasks will encompass a large portion, if not all, of the administrator’s time with the application. The routine tasks the administrators will be tasked with are keeping an overview of users submitting spam Products.

These users will appear on the admin page and the administrator can see the user’s credentials. The administrator will then decide if the users are sufficient reason enough for their account to be block. They will also oversee unblocking the accounts after a period.

Administrator can also add Products to Todlr website.

3.3 Periodic Administration

There is very little periodic administration to be done. The admins will unblock accounts after a period. Todlr does not want to remove any of its users permanently at this time, and so the admins will not be responsible for removing inactive accounts.

**4. Troubleshooting**

4.1 Dealing with Error Messages and Failures

In the case of an error message, an administrator who is familiar with PHP, SQL, HTML, and CSS should SSH into the server Todlr is running on. At that point, the error messages should display filenames and line numbers, and the code can be debugged, retested, and released again.

4.2 Known Bugs

The user who Login/Register might get stuck at white screen. Refreshing the page fix this issue.

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Signature:

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