

MotoParts Manager

User Manual

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System: MotoParts Manager

Project Code: CSS152L_AM5_11

Document Type: End-User Guide

Audience: Customers, Retailers, and Administrators

Purpose: Step-by-step instructions for using MotoParts Manager features

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1. System Overview

MotoParts Manager is a comprehensive e-commerce platform designed specifically for motorcycle parts and accessories. The system supports three user roles: Customers, Retailers, and Administrators, each with specific functionalities tailored to their needs.

1.1 Key Features

The platform incorporates a multi-role authentication system that ensures secure access for different user types. It features advanced product search and categorization capabilities, enabling users to efficiently locate specific motorcycle parts. The system includes comprehensive shopping cart and order management functionality, integrated inventory management tools for retailers, and a robust reporting system for business analytics. Additionally, the platform supports integrated payment processing and comprehensive user management tools.

2. Getting Started

2.1 System Requirements

To access the MotoParts Manager system, users require a modern web browser (Chrome, Firefox, Safari, or Edge) and a stable internet connection.

2.2 Accessing the System

Users can access the system by navigating to <http://localhost/MotoParts/index.php> in their web browser. Upon reaching the main page, users should click on the appropriate login link corresponding to their user type and enter their credentials to access their respective dashboard.

3. User Roles & Access

The MotoParts Manager system is structured around three distinct user roles, each with specific access permissions and capabilities.

3.1 Customer Access

Customers access the system through <http://9b9477c1a6b9.ngrok-free.app/MotoParts/customerpage.php> and can browse products, search the catalog, place orders, and manage their shopping cart.

3.2 Retailer Access

Retailers utilize <http://9b9477c1a6b9.ngrok-free.app/MotoParts/retailerpage.php> to add products, manage inventory, and view sales reports.

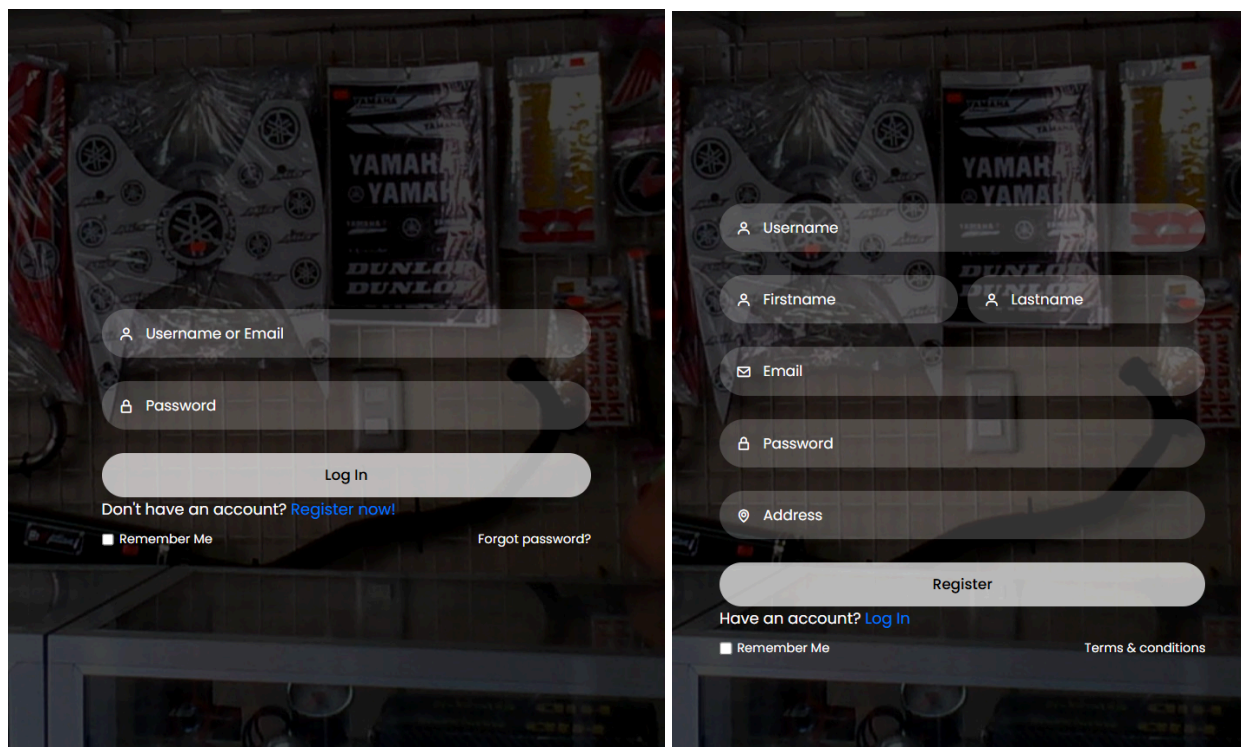
3.3 Administrator Access

Administrators access the system via <http://9b9477c1a6b9.ngrok-free.app/MotoParts/adminpage.php> and have full capabilities including user management, system reports, and system logs.

4. Customer Functions

4.1 Login Process

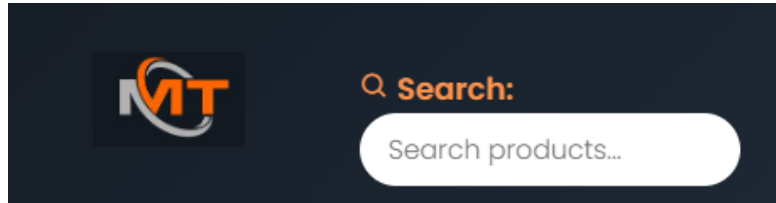
The customer login process begins by navigating to the login page and selecting "Customer Login." Users must enter their registered email address and password, then click "Login" to access their account. It is important to note that the email must be registered in the system, passwords are case-sensitive, and account lockout may occur after multiple failed login attempts.



4.2 Product Search

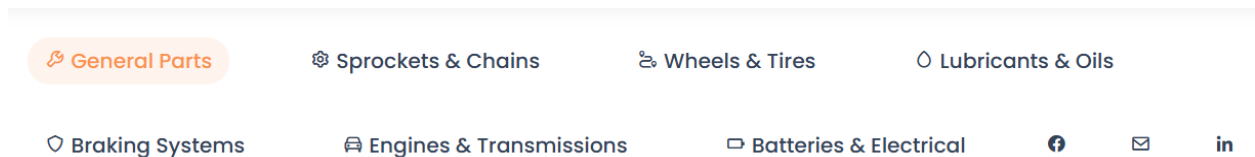
4.2.1 Basic Search

Customers can perform basic searches by locating the search bar on the product catalog page and entering motorcycle part names such as "handlebar" or "brake pads." The system accepts alphanumeric part names with spaces and special characters in part names, but does not accept numeric-only searches.



4.2.2 Advanced Filtering

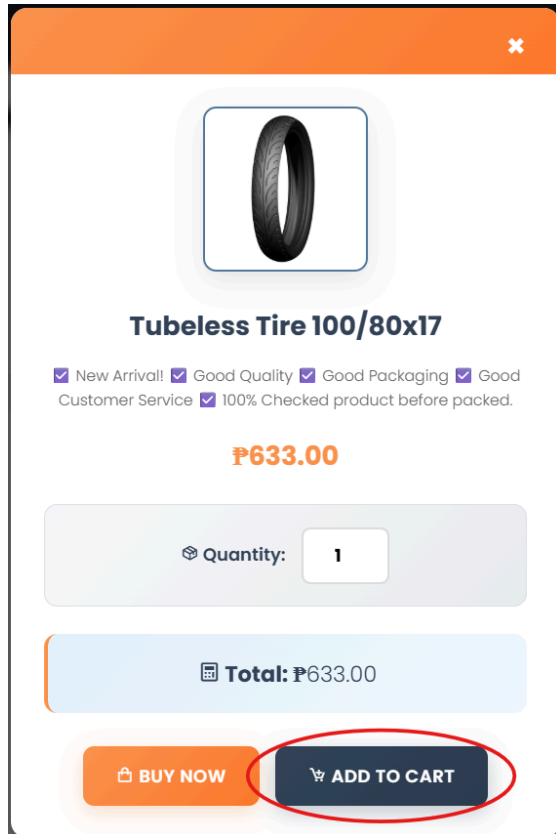
The advanced filtering system allows customers to locate the product categories panel and select multiple categories including Engine Parts, Brakes, Lights, Sprockets & Chains, and Wheels & Tires to view filtered results.



4.3 Shopping Cart Management

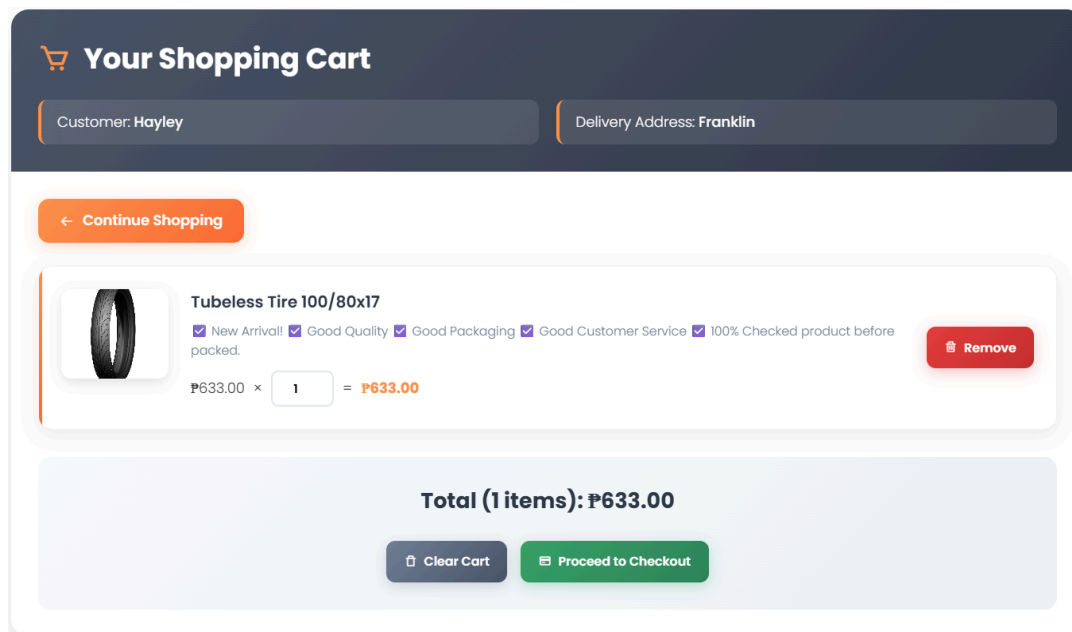
4.3.1 Adding Items to Cart

Customers can browse or search for desired products, click on a product to view details, and select quantity using direct input or up/down buttons. After selecting the desired quantity, customers click "Add to Cart" to include the item.



4.3.2 Cart Review

The cart review process allows customers to navigate to their shopping cart and review selected items including product name and description, unit price in PHP format, quantity, and total price.



4.4 Order Placement

4.4.1 Checkout Process

The checkout process involves reviewing items in the cart, selecting a payment method from available options, reviewing the order summary, and clicking "Order Now." Upon successful completion, customers receive a confirmation message stating "Order placed Successfully!"

The screenshot shows the 'Checkout Summary' page. At the top, there's a dark blue header with the title 'Checkout Summary'. Below the header, there are two fields: 'Customer: Hayley' and 'Delivery Address: Franklin'. The main content area is divided into sections. The first section is 'Order Summary', which displays a product image of a tubeless tire, the product name 'Tubeless Tire 100/80x17', and a list of features: 'New Arrival', 'Good Quality', 'Good Packaging', 'Good Customer Service', and '100% Checked product before packed.' Below these features, it shows 'Qty: 1 x ₱633.00 = ₱633.00'. The second section shows the 'TOTAL ITEMS' as '1' and the 'TOTAL AMOUNT' as '₱633.00'. The third section is 'Payment Method', which prompts the user to 'Choose your preferred payment method:' and provides a dropdown menu labeled 'Select Payment Method'. Below the dropdown is a green button labeled 'Place Order'. At the bottom left, there is a 'Back to Cart' button.

4.4.2 Payment Methods

The system supports PayRex integration, which redirects customers to the PayRex platform, and Cash On Delivery (COD) options.

This screenshot shows the 'Payment Method' section of the checkout process. It features a dropdown menu titled 'Select Payment Method'. The dropdown is open, revealing two options: 'Cash On Delivery' (indicated by a green icon) and 'Pay with PayRex' (indicated by an orange icon). The dropdown menu is styled with a blue header and a white body.

4.4.3 Order Confirmation

Each order generates a unique Order ID automatically, and order confirmation is displayed on screen for customer reference.

5. Retailer Functions

5.1 Login Process

Retailers access their accounts by navigating to the retailer login page and entering their retailer email and password. Upon successful login, they can access the retailer dashboard. Similar to customer accounts, retailer emails must be registered in the system, passwords are case-sensitive, and account lockout may occur after multiple failed attempts.

5.2 Product Management

5.2.1 Adding New Products

Retailers can add new products by navigating to the "Add Product" section and filling in comprehensive product information. This includes entering detailed product descriptions in the designated field, selecting multiple product categories such as "sprockets & chains" or "wheels & tires," and managing quantity by entering valid numbers for stock quantities. The system automatically displays unit prices for selected products, and retailers can upload product image files to enhance product listings.

What products do you want to sell?

Product Title:

Product Description:

Category:

Select Category

Quantity:

Unit Price (Php):

Product Image:

No file chosen

5.3 Order Management

Retailers can manage orders by inputting valid Order IDs to search for specific orders. The system displays product details related to the Order ID, allowing retailers to review and manage order information effectively.

Update Order Details

Order ID:

Order Status:

Select Order Status

▼

Payment Status:

Select Payment Status

▼

Shipping Date:

mm/dd/yyyy

📅

Update Order

6. Administrator Functions

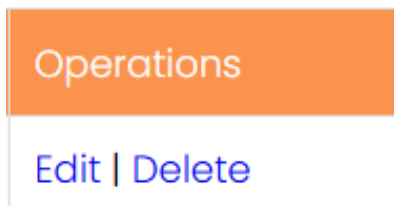
6.1 User Management

6.1.1 Editing User Information

Administrators can edit user information by navigating to the User Management page, selecting existing users, and clicking the "Edit" button. They can modify information including email addresses and user roles, then click "Save Changes" to implement updates.

6.1.2 User Deletion

The user deletion process involves navigating to the User Management page, selecting the target user, clicking the "Delete" button, and confirming deletion in the popup dialog. Deleted users are moved to inactive status and removed from the active users list.



6.2 System Reporting & Analytics

Administrators have access to comprehensive reporting through various filters including Product Sales Analytics, Inventory Status, Users, Orders, and Business Reports with export capabilities for Excel and PDF formats.



6.2.1 Adding an Expense

Administrators can add expenses by entering the amount in the "Amount" field, filling in the "Description" field, entering the expense date, and clicking "Add Expense."

Add Expense

Amount:

Description:

Date:

Add Expense

6.2.2 Report Formatting

All reports display in consistent, professional format with properly aligned headers, tables, and currency formatting. The system provides filtering and pagination capabilities along with export options in PDF and Excel formats.

7. System Features

7.1 Authentication Security

The system implements role-based access control for Customers, Retailers, and Administrators, secure password validation, account verification for unregistered emails, and comprehensive error messaging for incorrect credentials.

7.2 Search Functionality

Search capabilities include alphanumeric search support, special character compatibility, multi-category filtering, and real-time search results.

7.3 Order Processing

The order processing system features automated order ID generation, multiple payment method support, future date shipping selection, and comprehensive order confirmation systems.

7.4 Inventory Management

Inventory management includes real-time stock tracking, category-based organization, image upload capabilities, and comprehensive price management tools.

8. Payment Integration

8.1 PayRex Integration

The PayRex integration process begins when customers select PayRex as their payment method. The browser redirects to the PayRex platform where customers complete their payment. The system confirms successful payment and processes the order with confirmation sent to the customer.

9. Reporting & Analytics

9.1 Report Types Available

The system provides various report types including sales reports, inventory reports, user activity reports, and system performance reports.

9.2 Report Features

All reports feature professional formatting with company logo headers, date/time stamps in footers, Excel and PDF export options, search and filter capabilities, and tabular data with accurate labels and values.

9.3 Administrative Reporting

Administrative reporting includes system logs with detailed timestamps, user activity tracking, report access auditing, and comprehensive data archiving capabilities.

10. Troubleshooting

10.1 Common Login Issues

Problem: "Account not found" error

Solution: Verify email address is registered in system or contact administrator to create account.

Problem: "Incorrect password" error

Solution: Verify password accuracy (case-sensitive) or use password reset function if available.

10.2 Search Problems

Problem: No search results

Solution: Check spelling of search terms, try broader search terms, or verify product categories are selected.

Problem: Numeric-only search rejected

Solution: Include descriptive terms with numbers or use product names instead of part numbers only.

10.3 Cart and Order Issues

Problem: Items not adding to cart

Solution: Verify you are logged in as customer, check product availability, or refresh page and try again.

Problem: Payment processing fails

Solution: Verify payment method selection, check internet connection, or try alternative payment method.

10.4 System Performance

Problem: Slow loading times

Solution: Check internet connection, clear browser cache, or try different web browser.

Problem: Features not working

Solution: Ensure JavaScript is enabled, update web browser, or contact system administrator.

11. Frequently Asked Questions (FAQs)

11.1 How do I reset my password if I forget it?

Currently, the system requires contacting the administrator for password reset assistance. If you cannot remember your password, please reach out to the IT support team with your registered email address for account recovery.

11.2 Can I modify or cancel an order after it has been placed?

Once an order is placed and confirmed with a unique Order ID, modifications or cancellations must be handled through customer service. Contact the system administrator immediately with your Order ID to request changes or cancellation.

11.3 Why can't I search for products using only numbers?

The system is designed to reject numeric-only searches to improve search accuracy and prevent errors. Instead, include descriptive terms with numbers (e.g., search "brake pad 123" instead of just "123") or use complete product names for better results.

11.4 What should I do if my uploaded product images are not displaying correctly?

If product images are not displaying properly, ensure the image file format is supported (common formats like JPG, PNG are recommended), check that the file size is not too large, and verify your internet connection is stable during upload. If problems persist, try refreshing the page or contact technical support.

11.5 How do I access different report types as an administrator?

As an administrator, navigate to the reporting section from your dashboard. You can access different reports by selecting from the available options: Product Sales Analytics for sales data, Inventory Status for stock levels, Users for user management data, Orders for order tracking, and Business Reports for comprehensive business analytics with export capabilities.

Contact Information

For technical support or system issues, please contact the system administrator or IT support team.

Phone: (+63) 9298642708

Email: mtmotoparts@gmail.com

System Version: 1.4

Last Updated: July 2025

Compatible Browsers: Chrome, Firefox, Safari, Edge

This document serves as the comprehensive user guide for the MotoParts Manager system. For additional assistance or clarification on any procedures outlined in this manual, please contact the technical support team.