STITCH

TRUST & EXPERIENCE

12+

YEARS

USER MANUAL

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ADMIN PANEL

User Manual

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1.0 Features of Custom Clothing Store - Stitch

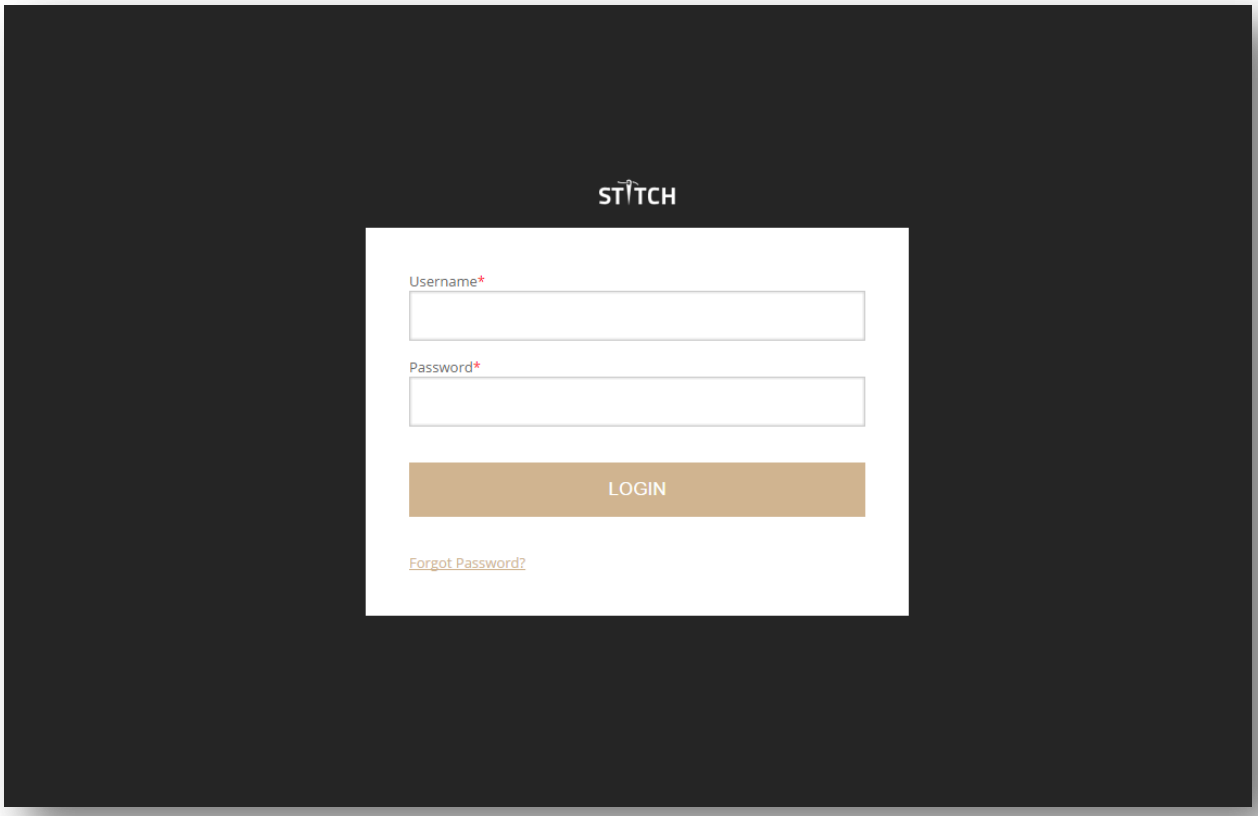
- Marketplace that allows the customers to make an online appointment, get measured by professionals, customize the product and finally get the product on the doorstep.
- Ability to add new images, edit products and make any change without any help from developer
- Ability to add professionals from the backend for measurement purpose.
- Ability to add product types, attributes, patterns, colors, fabric and measurement from backend without any help of a developer
- Integration of blog
- Discount coupons for discounts on the products either on percentage basis or fixed.
- Free registration/membership for customers
- Member Sign-up, Login & Forgot Password
- Remember me option for buyers
- Unlimited* number of site Users and Products Listing
- Payment Gateway Integration – *PayPal*
- Social Media Sharing via Facebook, Twitter, Tumblr and Pinterest.
- Responsive Design for PCs, Tablets and Smart Phones

2.0 Admin's Dashboard

2.1 Admin Screen

To have access to backend features user need to visit admin panel.

URL: http://stitch.4demo.biz/admin/

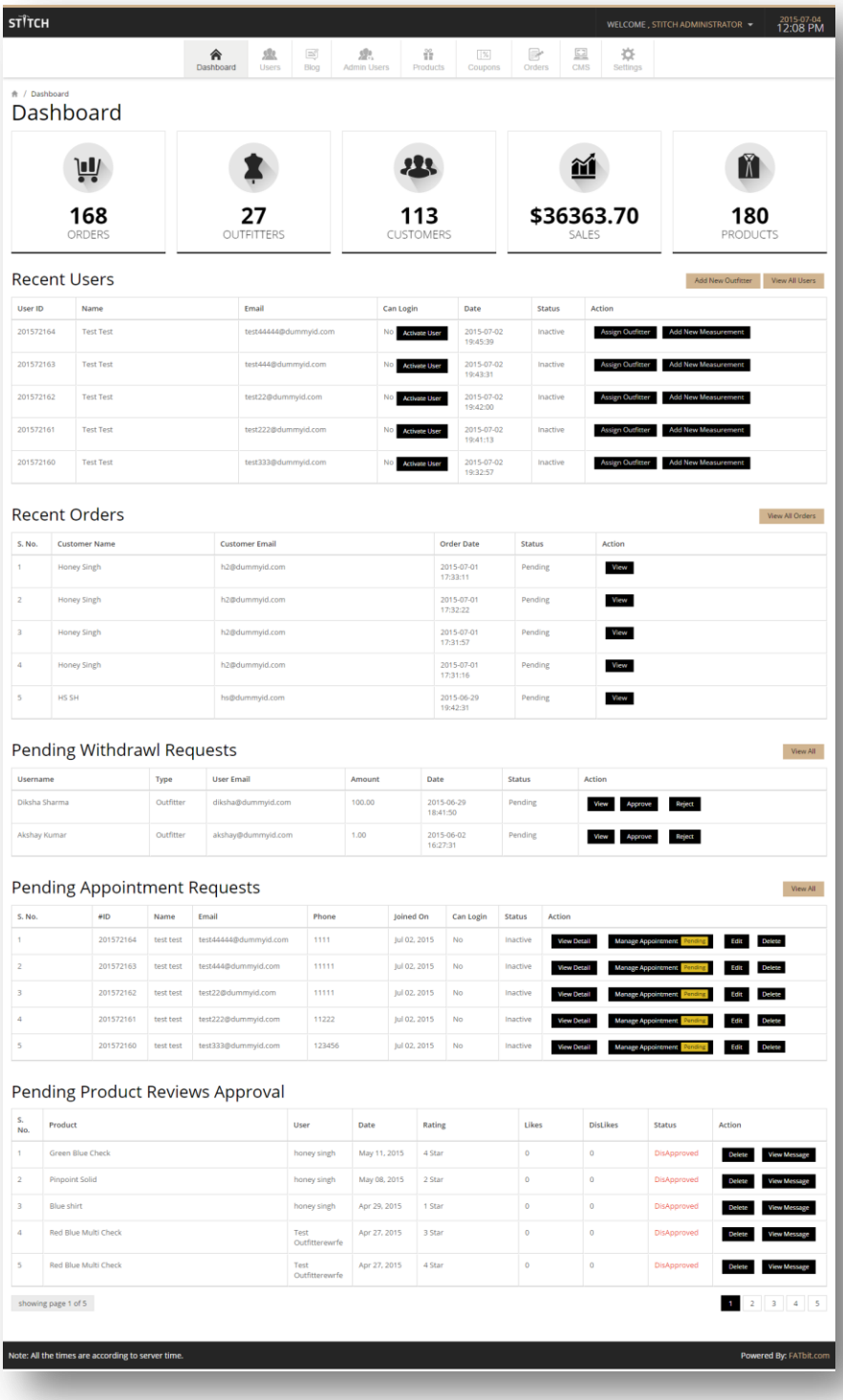


Following are login details:

Username: admin

Password: admin

After login, Admin will be able to view the Dashboard area of the backend. Please see the screenshot given below:



2.2 Statistics

Admin can view statistics for the following:

1. Total Orders
2. Total Outfitters
3. Total Customers
4. Total Sales
5. Total Products

Dashboard is for having quick access of the main sections of the admin area which are mentioned below:

Recent Users: Admin can view the list of recent users and able to activate the new users from the dashboard. Also able to assign outfitter or add new measurement using the action buttons. Have the ability to add new outfitter and view list of all users from this section.

Recent Orders: Admin can view the pending orders placed by customers.

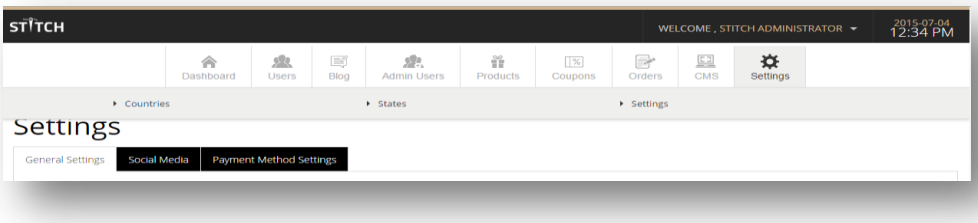
Pending Withdrawal Request: Admin can view the withdrawal request sent by outfitters for the commissions. Admin can either approve or reject the request from the dashboard.

Pending Appointment Request: Ability to view details of the users and also able to view the pending appointments of the users. Admin can edit the details of the users and also able to delete the user.

Pending Product Reviews Approval: Admin can either approve or disapprove the review given by users on the product.

3.0 System Settings

Admin's first step is to setup system settings. See given below screenshot:



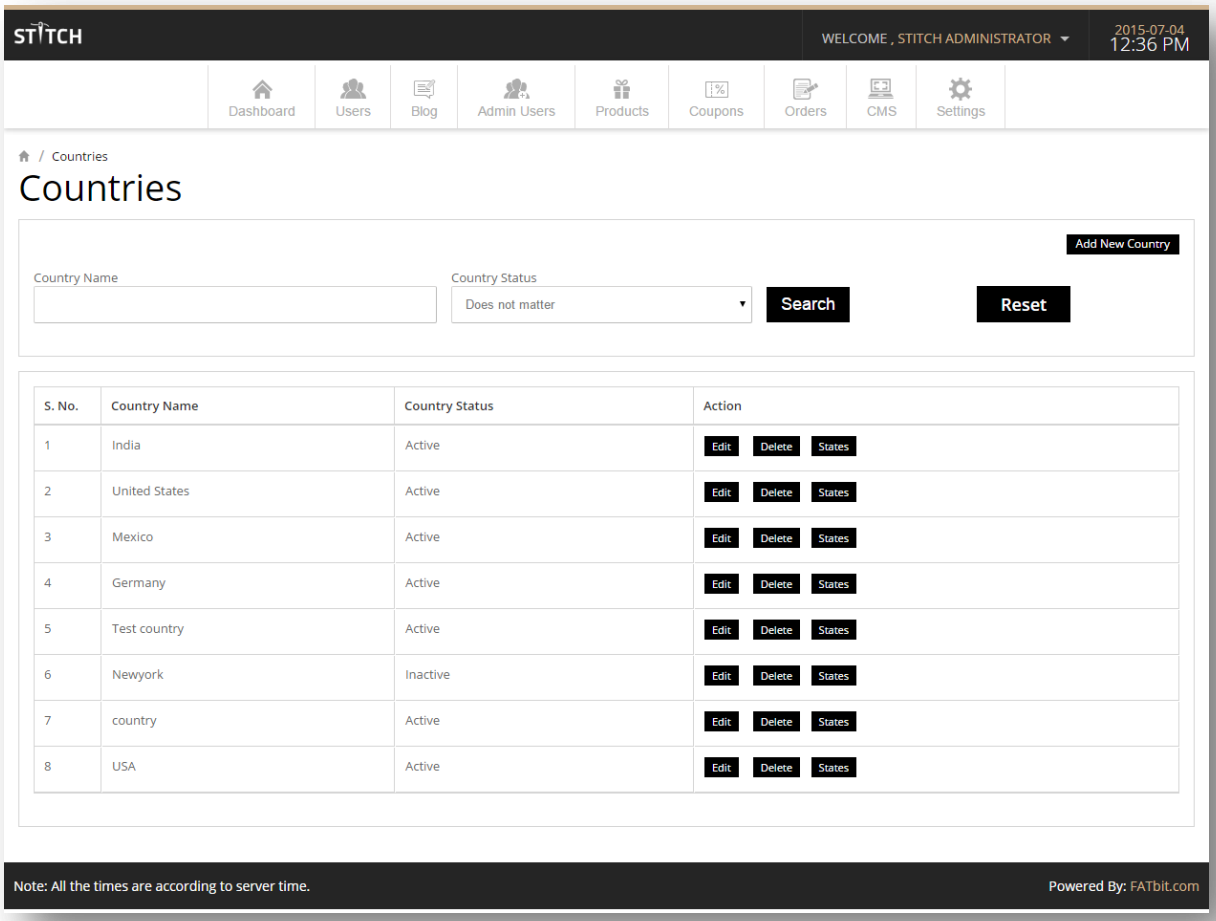
Click on Settings tab will open a dropdown menu having following links:

- Countries
- States
- Settings

3.1 Manage Countries

Admin can add new country. Admin can also able to view the states interlinked with country. Ability to search country by Name and Status.

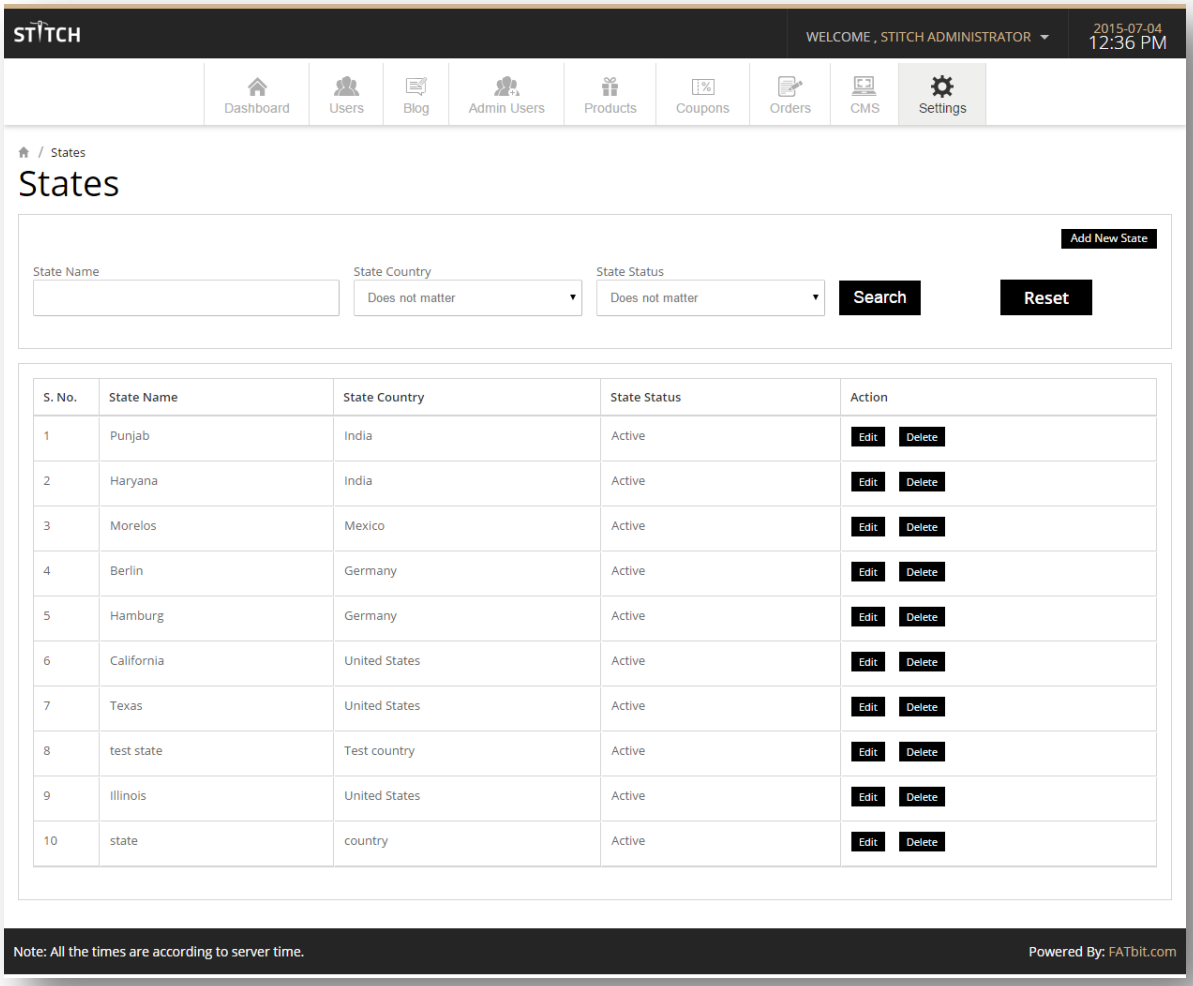
See given below screenshots:



3.2 Manage States

Admin can add new state which will be interlinked with the country.

See given below screenshot:



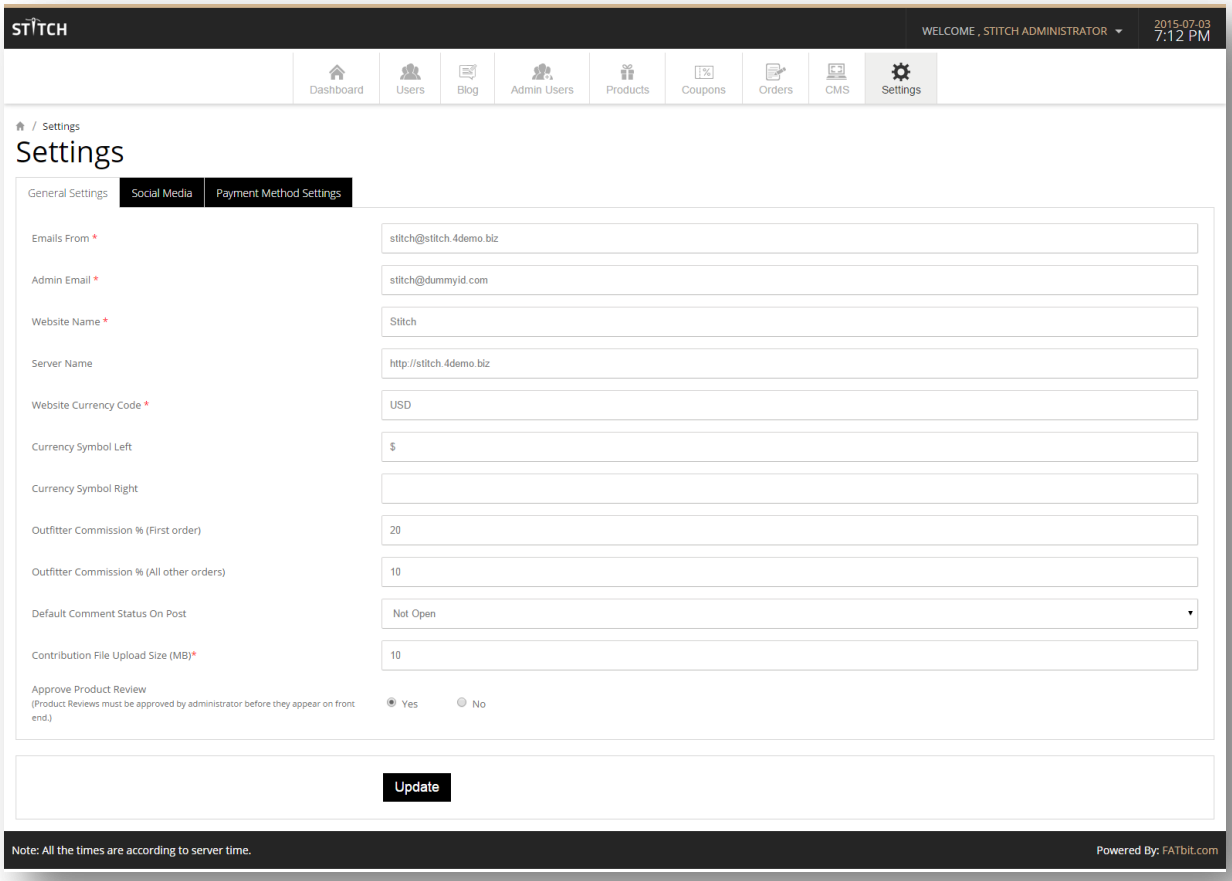
3.3 Manage General Settings

This includes various fields like Website currency code, Currency symbol, Outfitter's Commission, Contribution for Blog (File Size Limit) etc. Admin can add social media urls for the website's social page in the Social media tab.

Email From: This email address is used as System's Email address which will send automatically generated emails to admin, customers and outfitters.

Admin Email: Admin will get all the notification on this email address.

See the screenshot given below:



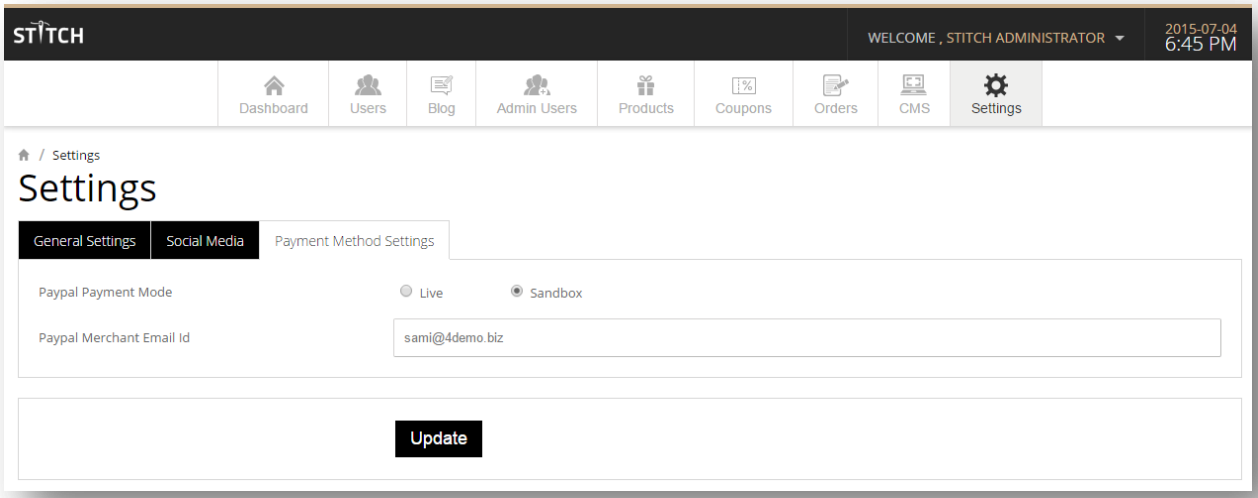
4.0 Payment Settings

Currency Symbol Left: Enter the currency symbol if you want to display it left. For ex: $ 20

Currency Symbol Right: Enter the currency symbol if you want to display it right. For ex: 20 $

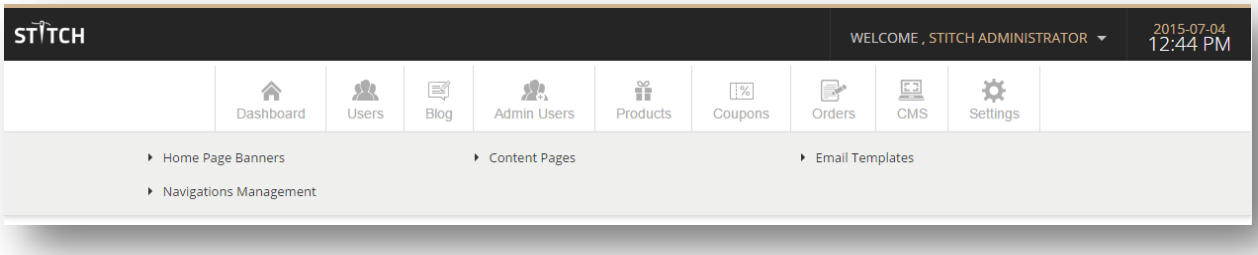
Outfitter's Commission: Admin can set the commission of outfitter for the first order and also for the all other orders.

Payment Method Settings: Admin can set the Payment mode from here. Admin can also change the merchant email id in this section.



5.0 Content Management System

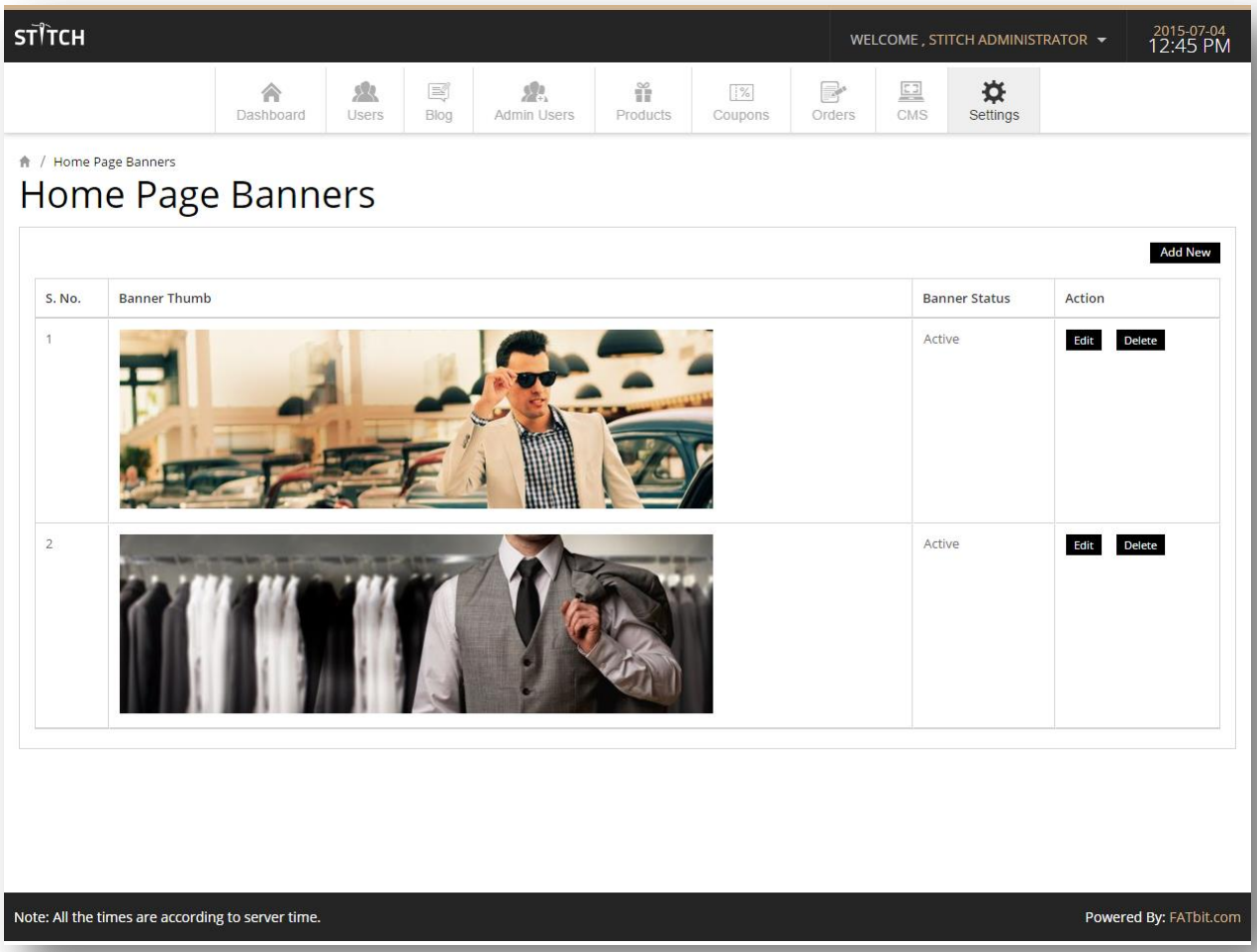
Content on the website can be easily manageable by using CMS tab provided in the backend area. Admin can manage the Content pages, Email templates, Home Page Banners and Navigation links from the CMS tab. See screenshot given below:



5.1 Home Page Banners

Admin can manage the banners of the home page in this section. Admin can add new banner images and also able to add content of the banner easily.

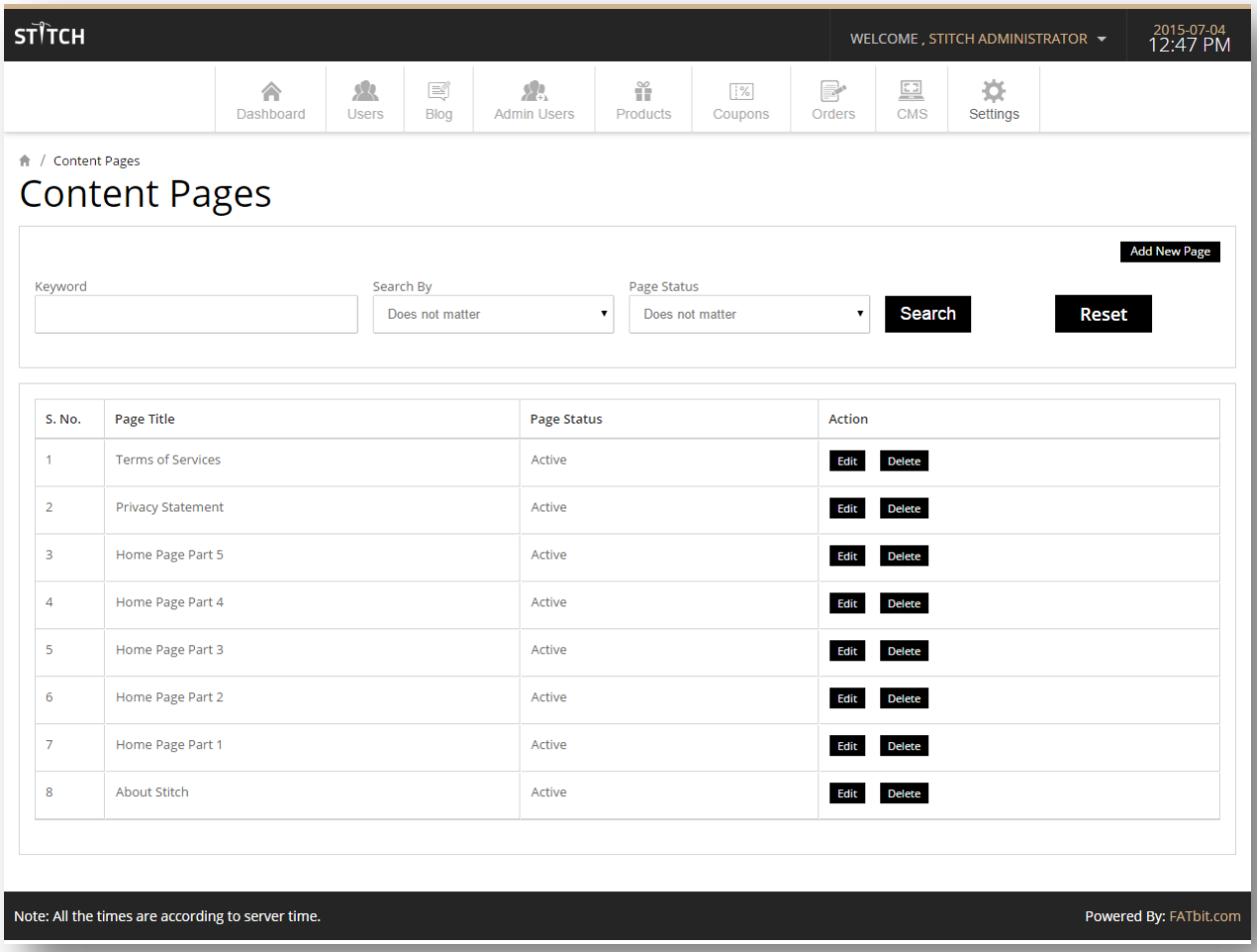
See given below screenshot:



5.2 Content Pages

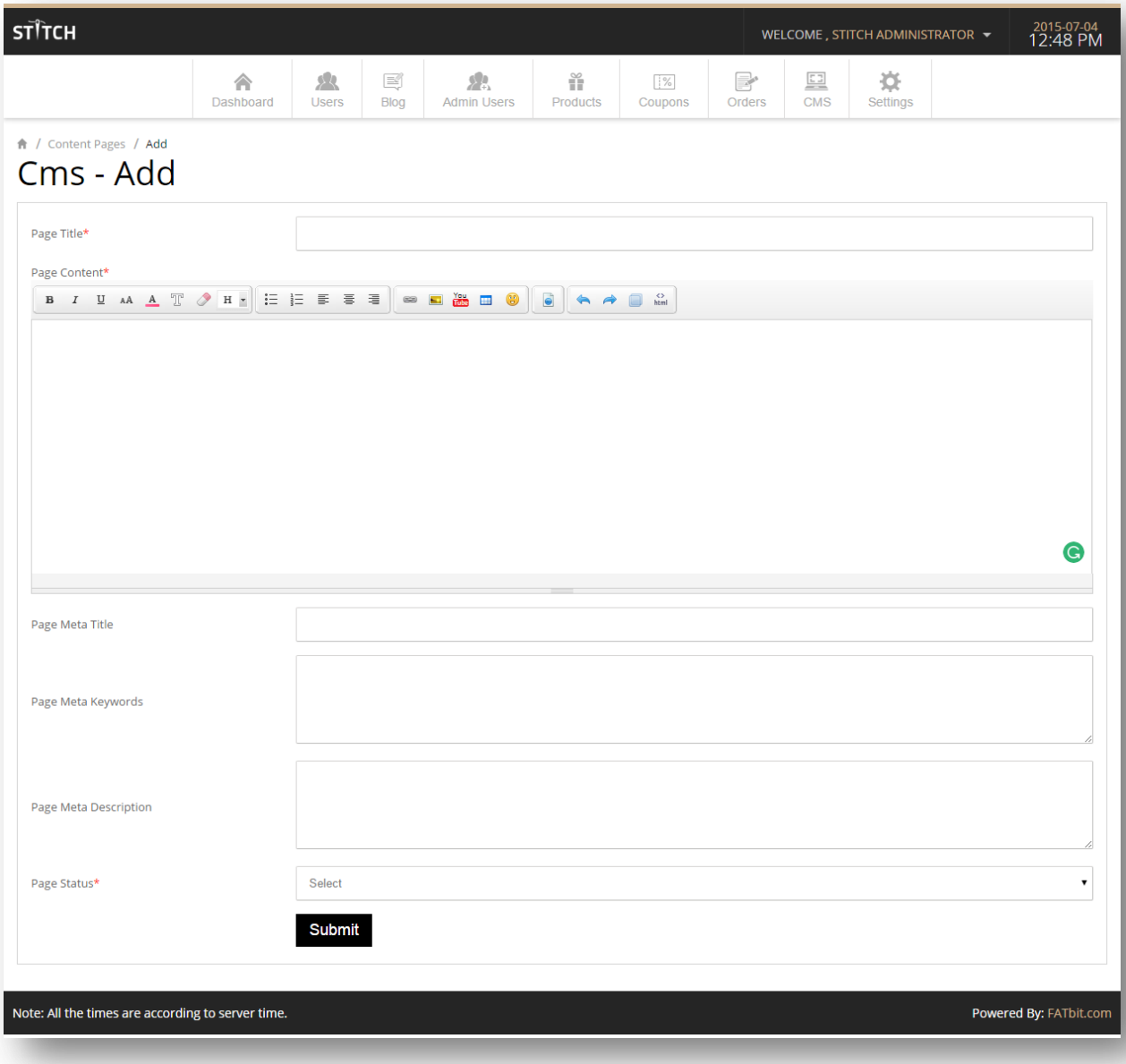
Here various Webpages are listed with action like edit, delete and add new CMS webpage. Admin can search for pages using filters such as Search by Page Title, Page Content and Page Status. Keyword based search option is also listed.

See screenshot given below:



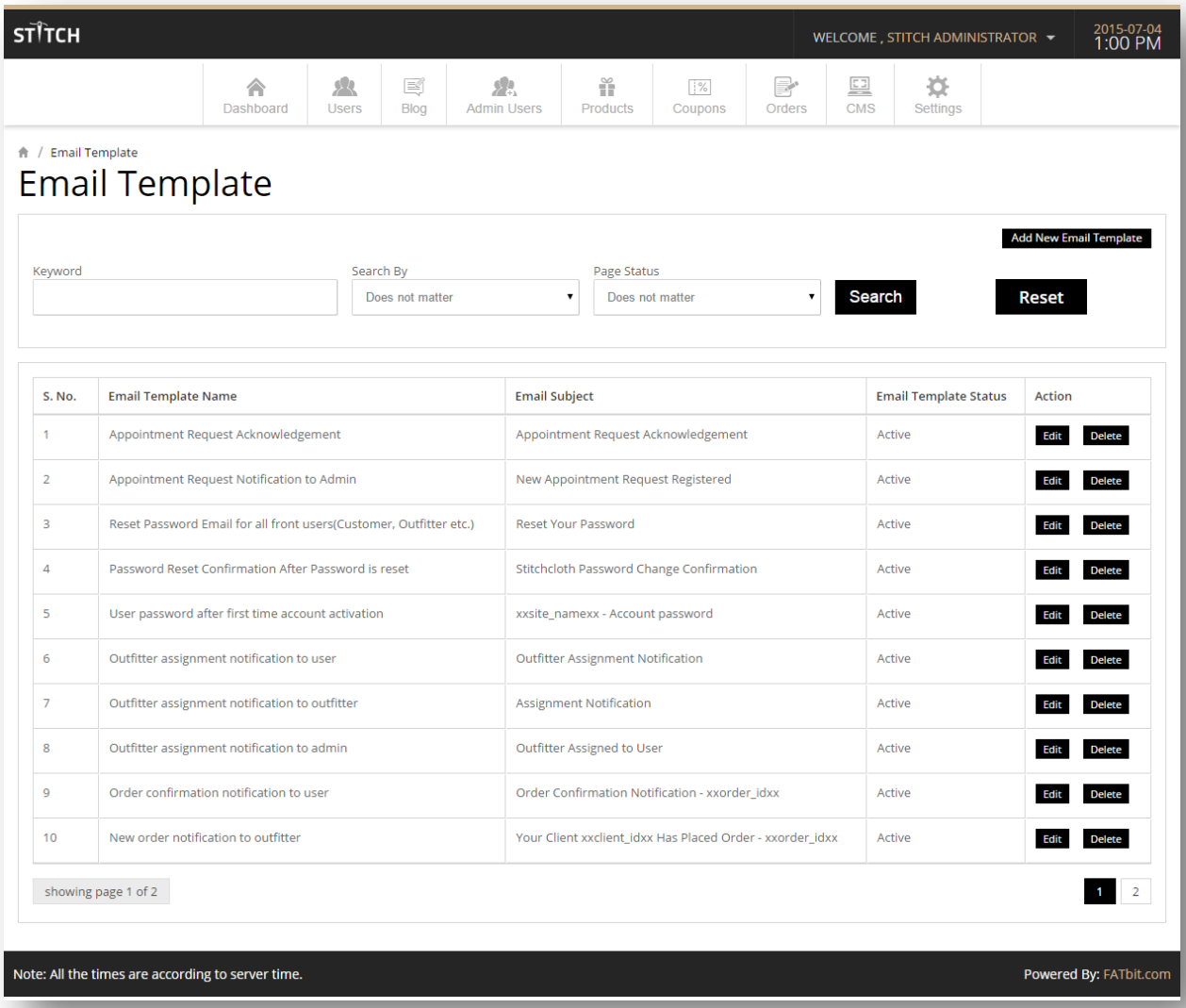
5.3 Add New Page

On clicking, below screen gets displayed:



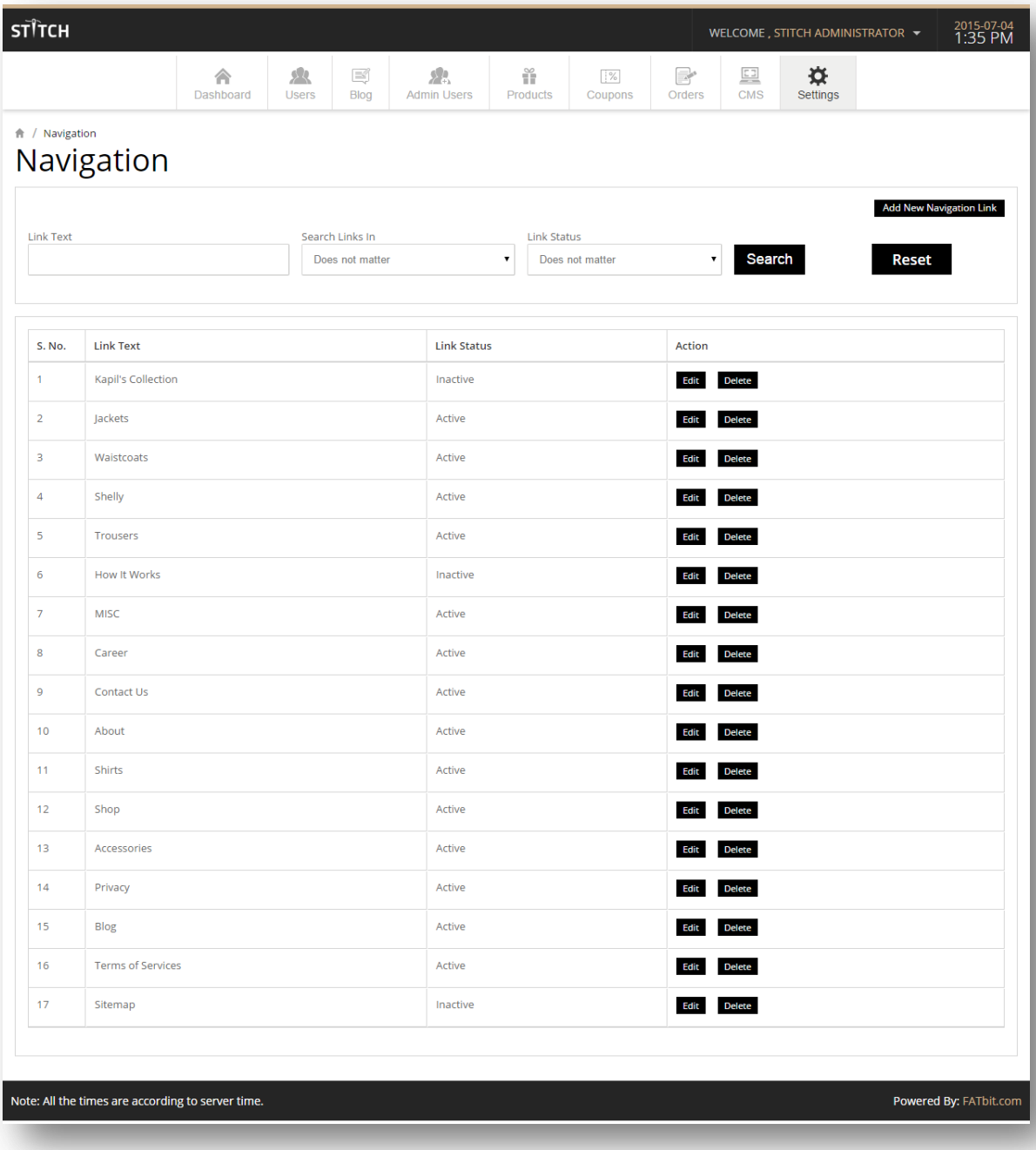
5.4 Email Templates

This included management of various email templates which is sent to customers and outfitters for various notification purposes. Actions like edit, delete and search can be performed by administrator for a particular template. See screenshot given below:



5.5 Navigation Management

Navigations on the website are manageable from this section. Various basic operations like edit, delete and add are listed. Admin can search for navigation by using filters such as Top Navigation Links, Bottom Navigation Links and Status. See screenshot given below:

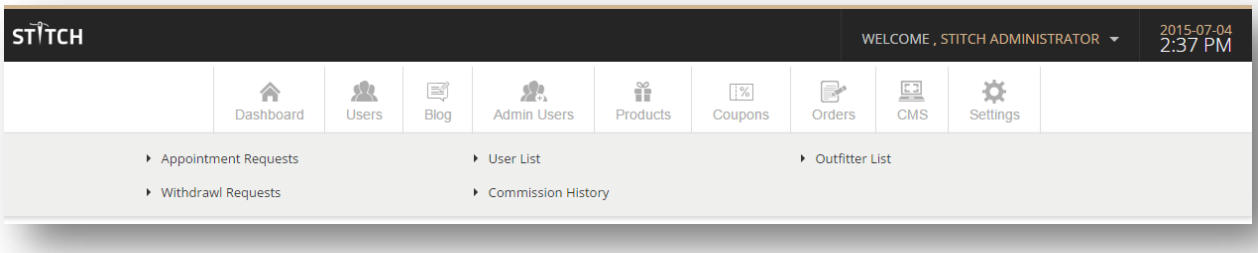


6.0 Users Management

Admin can manage all the users (Customers & Outfitters) under the tab named “Users”. Admin can manage following sections under the User tab:

1. Appointment Requests
2. User List
3. Outfitter List
4. Withdrawal Requests
5. Commission History

See screenshot given below:



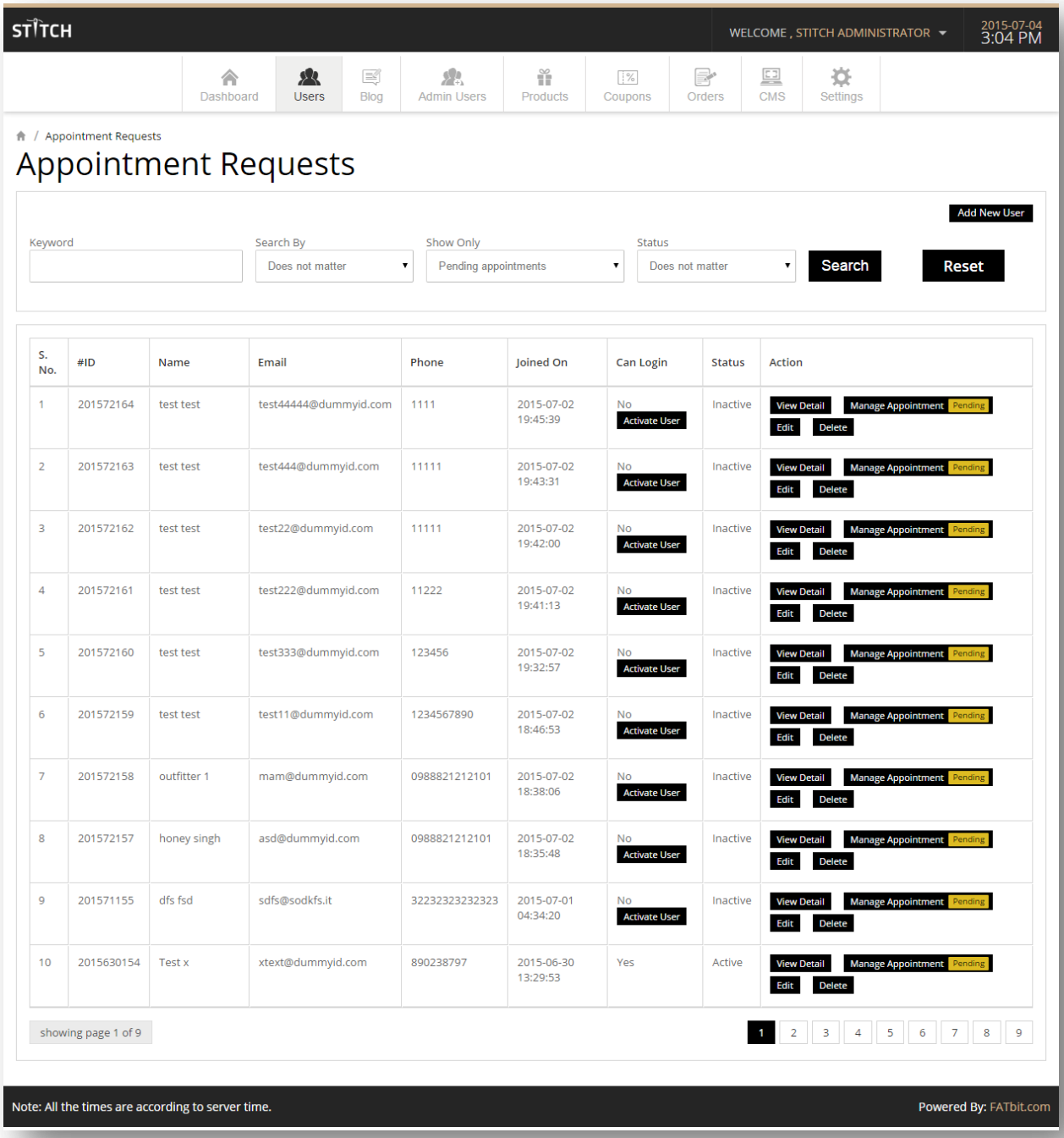
6.1 Appointment Requests

Admin can manage the pending appointment request in this section. There is an option for admin to either Assign Outfitter to the pending appointment or Add new measurement manually.

Admin can search for a user by using following filters:

1. Search by: First Name, Last name, Email and Zip code
2. Search by: Pending Appointments
3. Search by: Status (Active/Inactive/Deleted)

This section is same as that of User List but showing only Pending appointments of the customers. Admin has the option to add new user also. See screenshot given below:

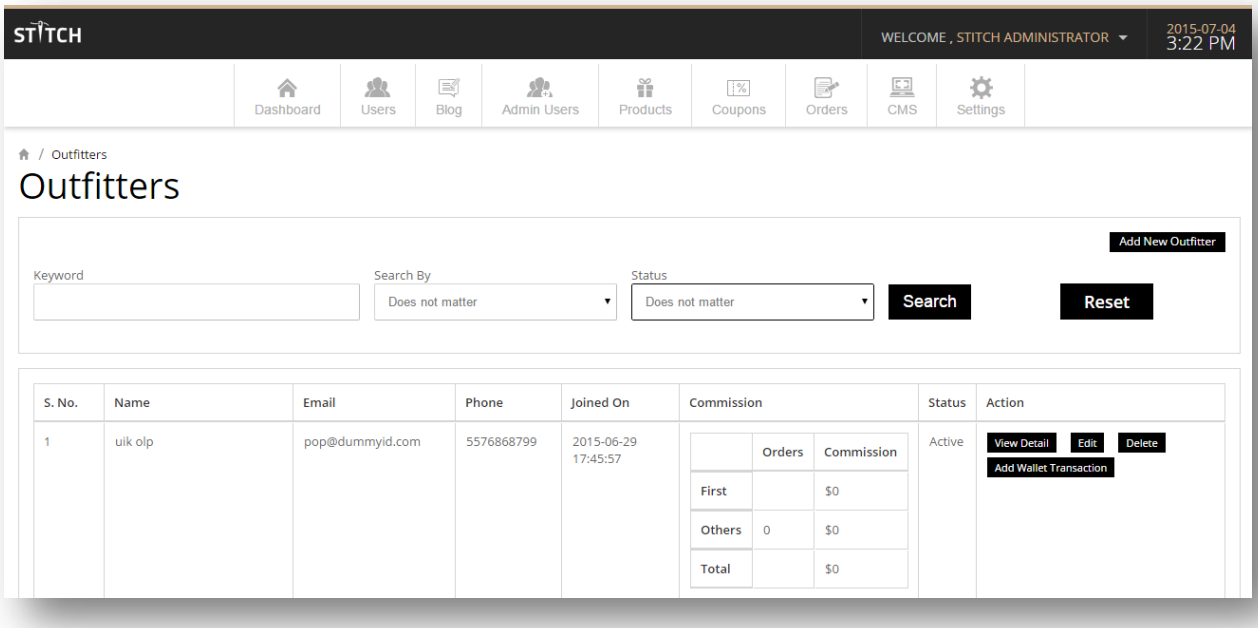

STITCH
WELCOME , STITCH ADMINISTRATOR
2015-07-04
3:04 PM
Dashboard
Users
Blog
Admin Users
Products
Coupons
Orders
CMS
Settings
/ Appointment Requests
Appointment Requests
Add New User
Keyword
Search By
Does not matter
Show Only
Pending appointments
Status
Does not matter
Search
Reset
S. No.
#ID
Name
Email
Phone
Joined On
Can Login
Status
Action
1 201572164 test test test44444@dummyid.com 1111 2015-07-02 19:45:39 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
2 201572163 test test test444@dummyid.com 11111 2015-07-02 19:43:31 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
3 201572162 test test test22@dummyid.com 11111 2015-07-02 19:42:00 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
4 201572161 test test test222@dummyid.com 11222 2015-07-02 19:41:13 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
5 201572160 test test test333@dummyid.com 123456 2015-07-02 19:32:57 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
6 201572159 test test test11@dummyid.com 1234567890 2015-07-02 18:46:53 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
7 201572158 outfitter 1 mam@dummyid.com 0988821212101 2015-07-02 18:38:06 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
8 201572157 honey singh asd@dummyid.com 0988821212101 2015-07-02 18:35:48 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
9 201571155 dfs fsd sdfs@sodkfs.it 32232323232323 2015-07-01 04:34:20 No Activate User Inactive View Detail Manage Appointment Pending Edit Delete
10 2015630154 Test x xtext@dummyid.com 890238797 2015-06-30 13:29:53 Yes Active View Detail Manage Appointment Pending Edit Delete
showing page 1 of 9
1 2 3 4 5 6 7 8 9
Note: All the times are according to server time.
Powered By: FATbit.com

6.2 Outfitter List

Admin can easily manage all the outfitters from this section. Admin can search for the outfitter using following filters:

1. Search by: First Name, Last name, Email and Zip code
2. Search by: Pending Appointments
3. Search by: Status (Active/Inactive/Deleted)

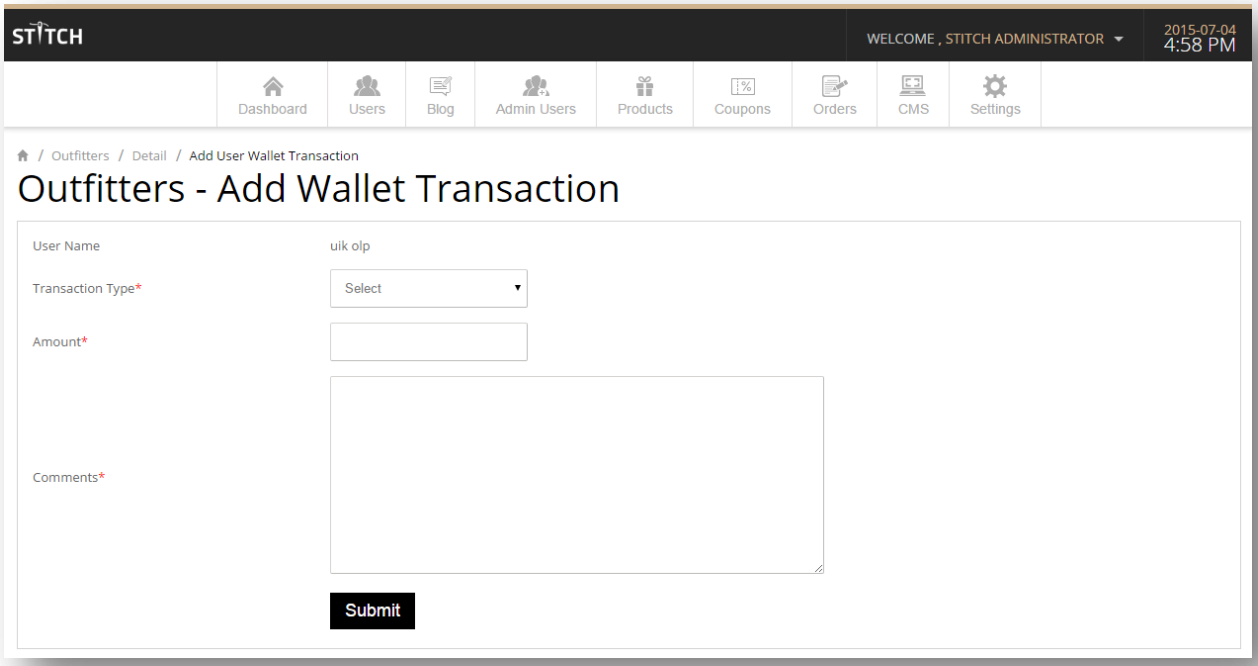
Note: Only admin can add new outfitters from the backend. There is no section for registration of an outfitter in the frontend as outfitters should be professional so admin will need to add them from the backend. Whenever admin activate the outfitter, login credentials will be sent automatically to the email used while adding new outfitter.



6.3 Add Wallet Transactions

Admin can debit/credit amount from outfitter's account. Admin can add money in outfitter's account using "Add wallet transaction" link.

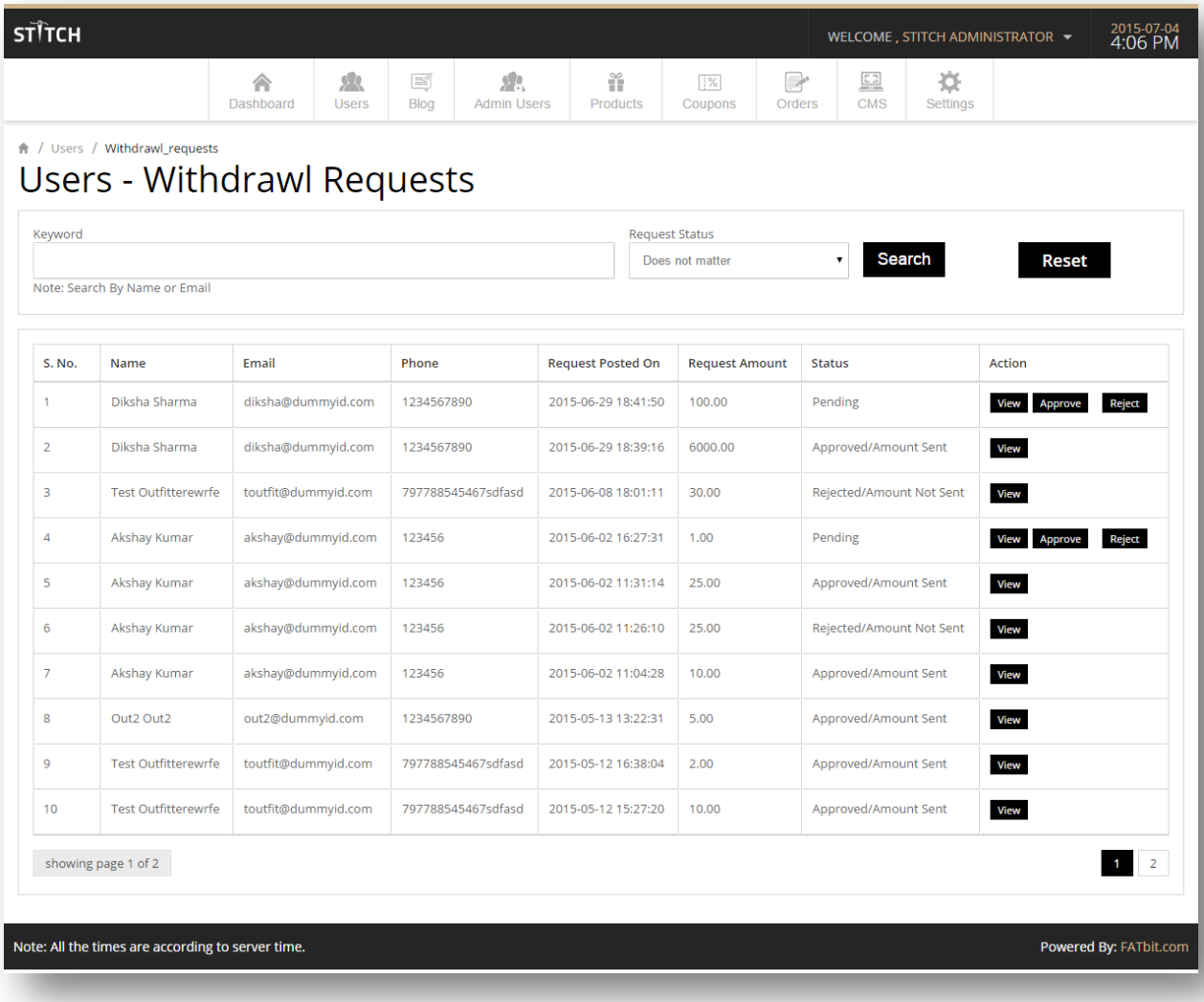
(**Credit:** When you want to give credit to the outfitter for their commissions). Now this added amount will reflect in Outfitter's account.



6.4 Withdrawal Request

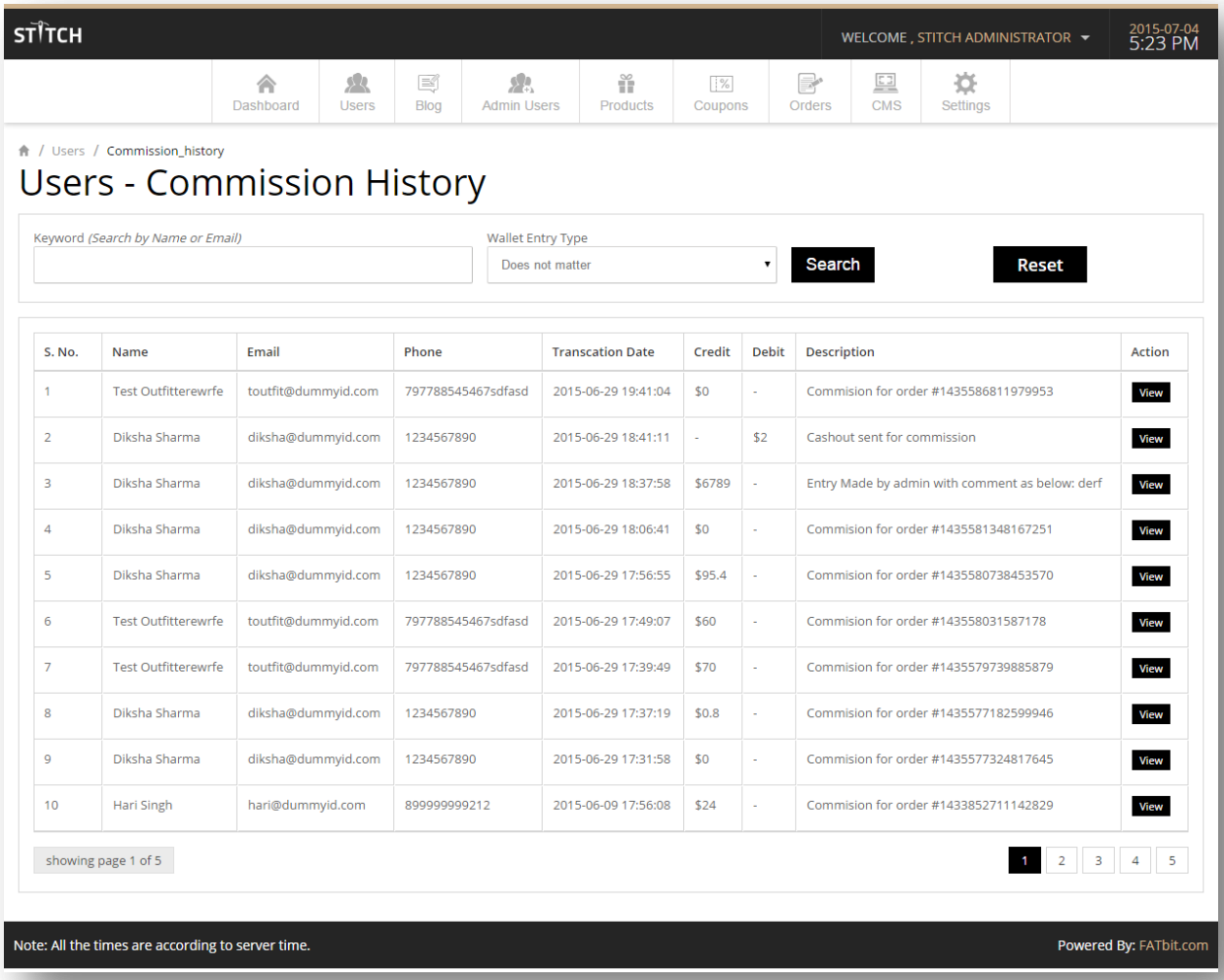
Admin can get all the fund withdrawal requests send by outfitters for the commission in this section. Admin can either approve or reject the request. Admin can search the request by using following filters: Pending, Approved and Rejected and also search by Name or Email.

See screenshot given below:



6.5 Commission History

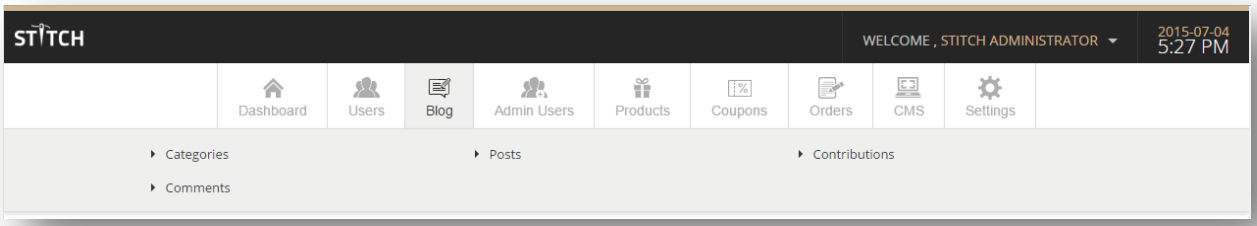
Admin can manage the transactions of the outfitter's commission. Admin can view the transaction history. Admin can search for the commission using following filter: Wallet Entry Type (Debit & Credit). See the screenshot given below:



7.0 Blog Management

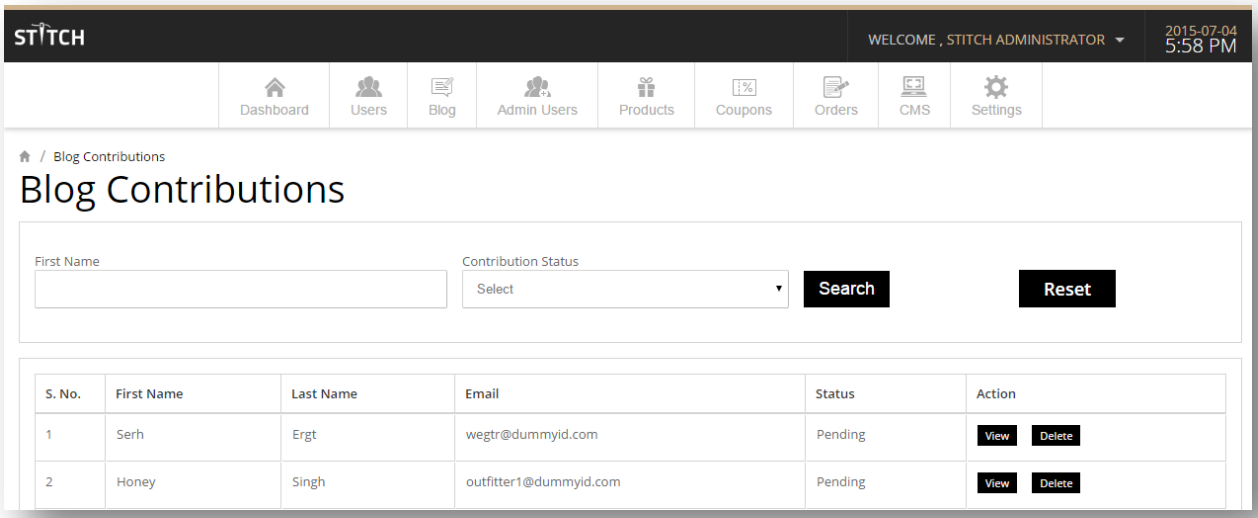
Admin can add a blog into the system which will be shown in the front end under Blog tab. Admin can change the status of the blogs to active or inactive. Admin can manage following sections of blog:

1. Categories
2. Posts
3. Contributions
4. Comments



7.1 Blog Contribution

This section will show the list of contribution requests send by users from the frontend by filling contribution form in the blog area. Users can send a contribution request with details of the blog post from the frontend but the post will not be shown on the frontend until admin approves the contribution request. Admin have the option to download the content file attached in the request. See the screenshot given below:

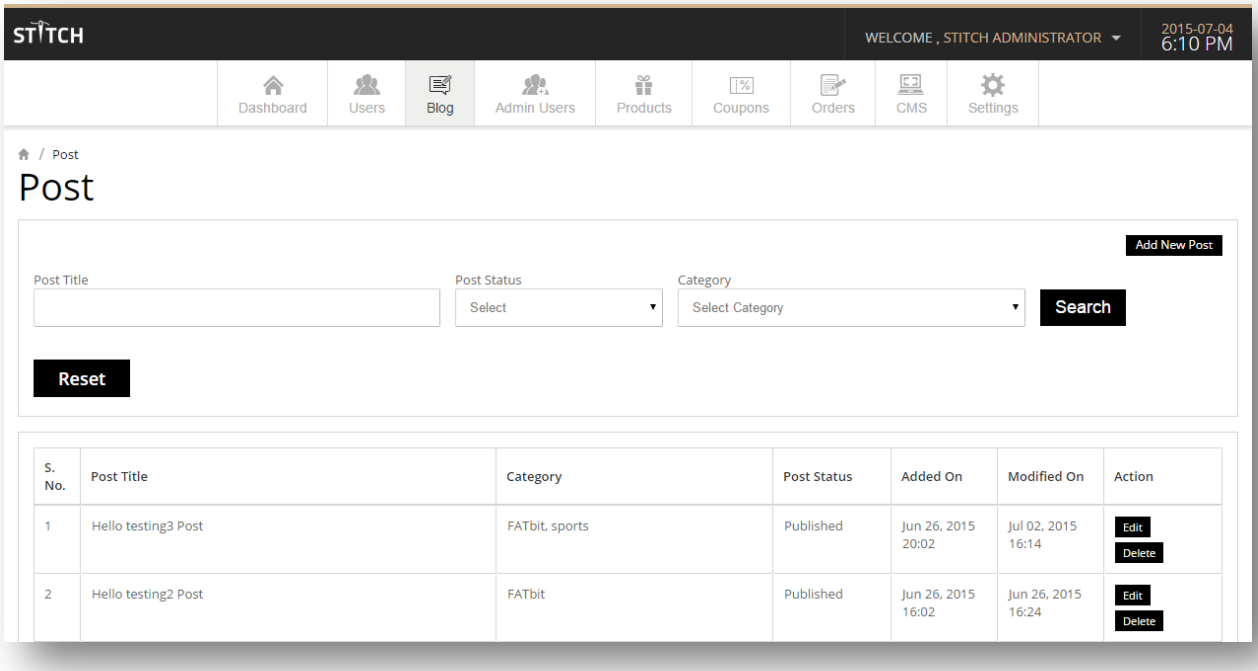


By default, the status of the contribution is pending. Admin can set the status of the blog contribution as (Approved/Rejected/Published)

1. By updating the status to Approved, user will get a notification on the email that the post is approved but still not published on the blog.
2. By updating the status to Rejected, user will be notified regarding the rejection of the post contribution.
3. By updating the status to Published, admin will need to add a new post using the content uploaded by user so that the post will be shown in the blog list on frontend.

7.2 Blog Post

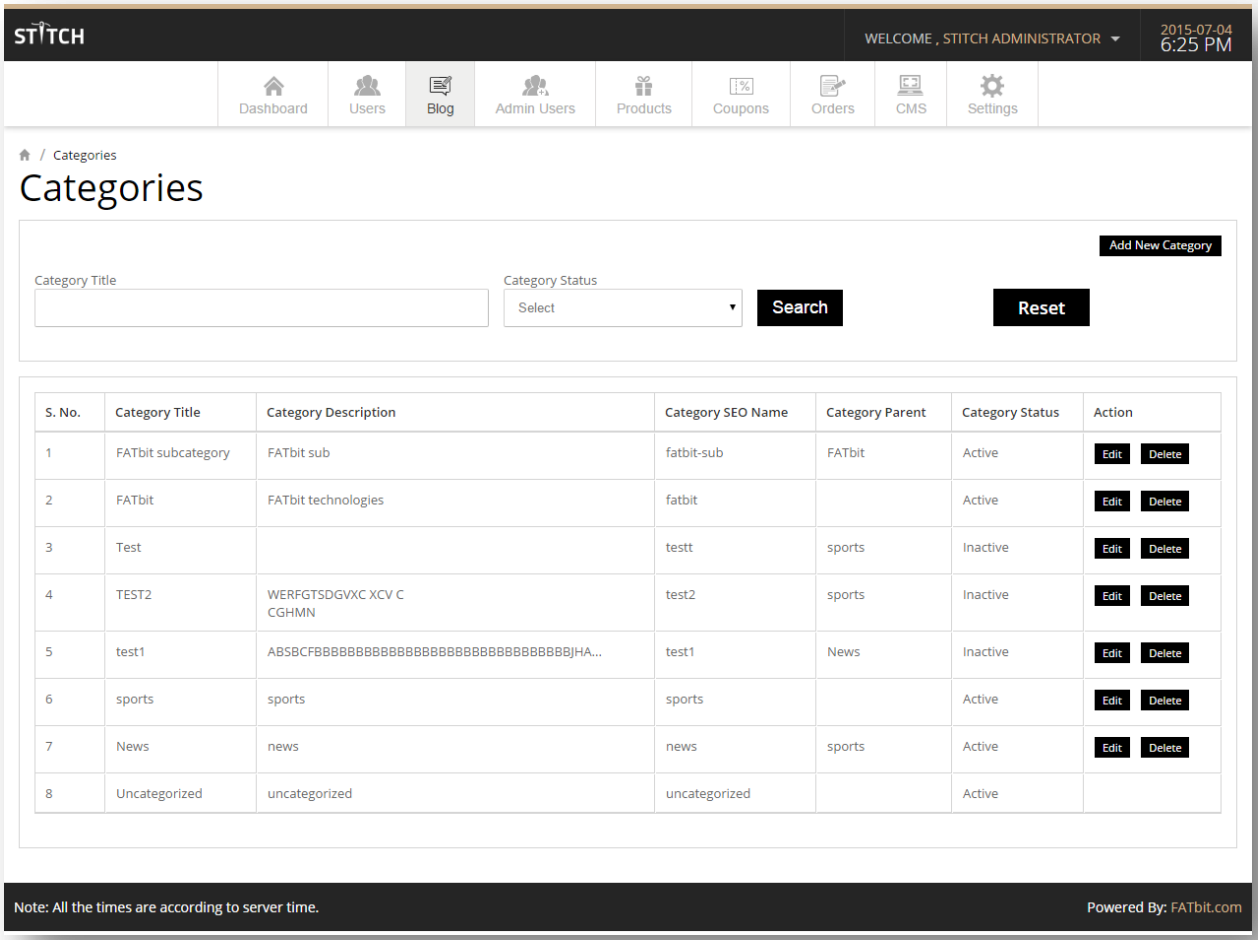
This section will show the list of blog posts having “Published” status i.e shown on the frontend. Admin can also add a new post from here using “Add New Post” link. See the screenshot given below:



7.3 Blog Categories

Admin can manage the categories of blog posts in this section. Admin can set the status of the blog as Active or Inactive. Admin can also add new category using the link “Add New Category”. Admin can also make sub categories while adding a new category. Admin can search for any category using following filters: Category Title, Status (Active/Inactive).

See the screenshot given below:

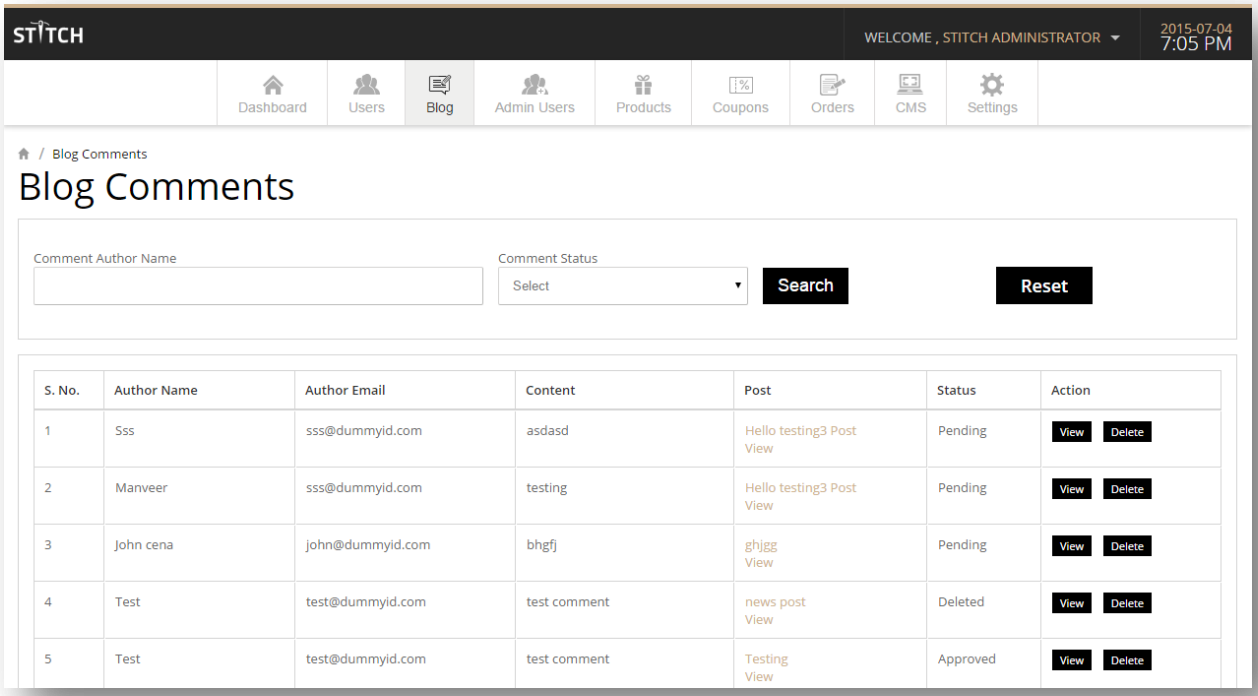


7.4 Blog Comments

When a user posts a comment on any blog post, we are showing a notification on the frontend "Comment is awaiting moderation". If admin approves the comment, it will be shown on frontend under the blog post.

Admin can either Approve or Delete the comment.

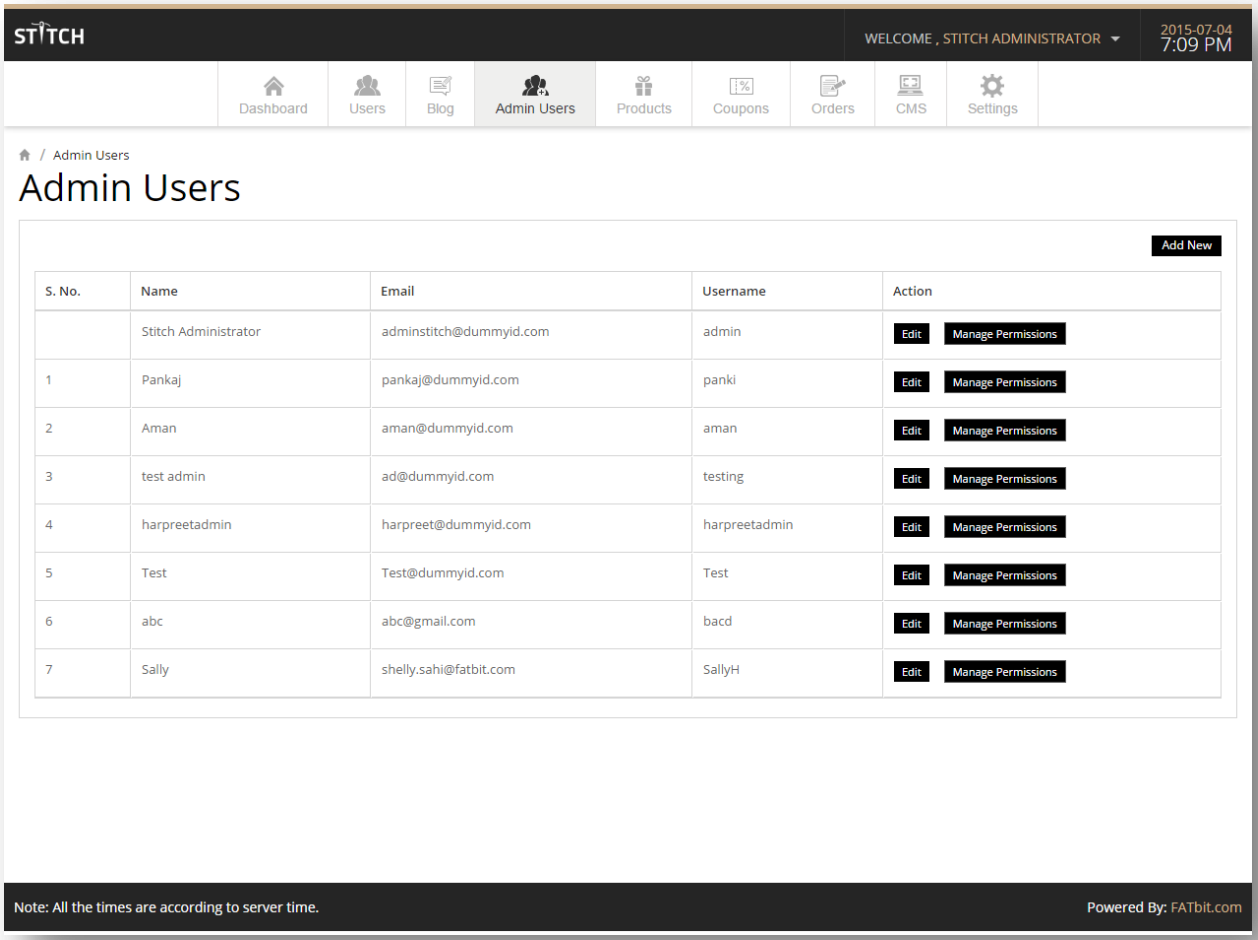
See screenshot given below:



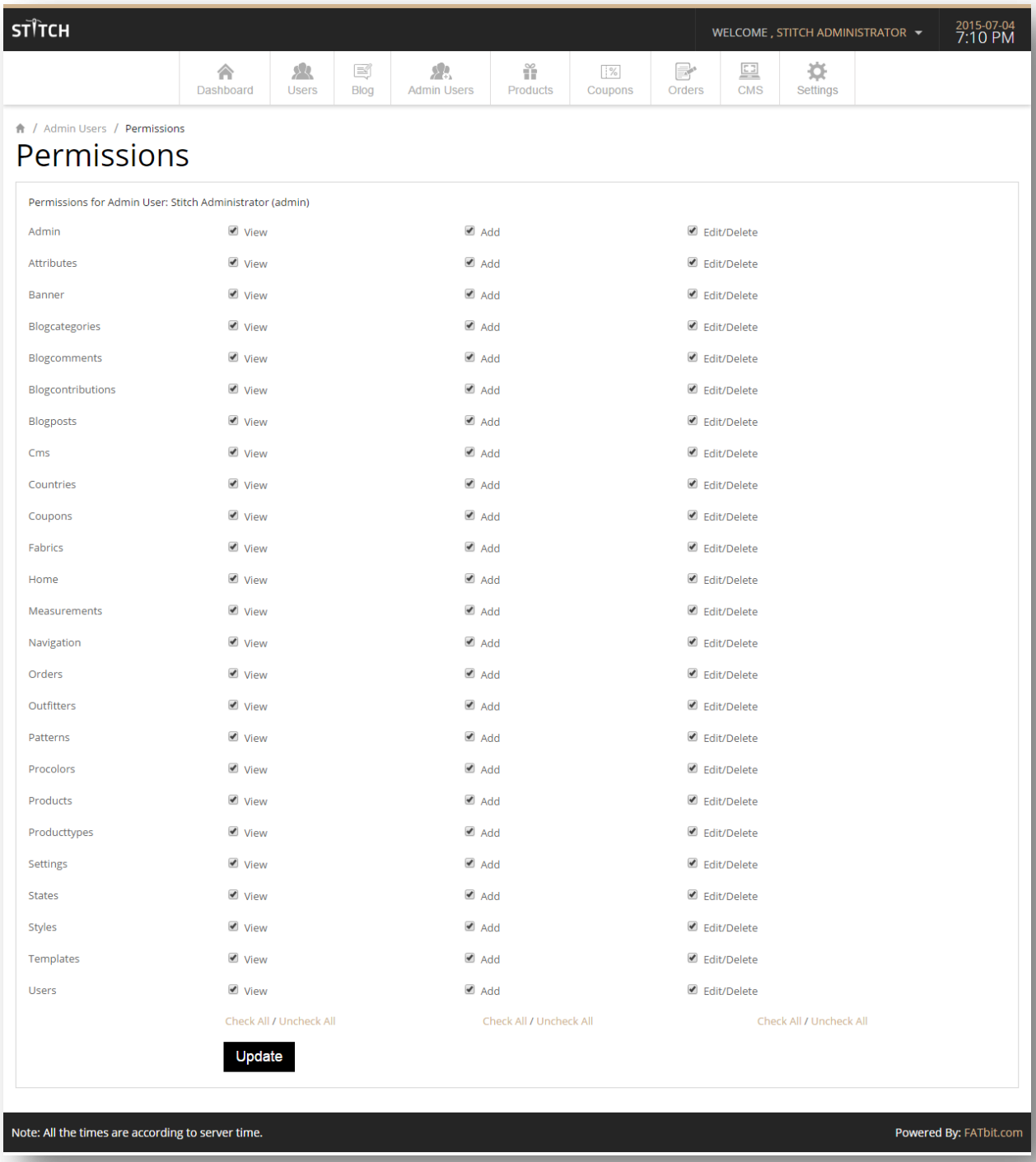
8.0 Manage Sub-Admin or Admin Users

Admin can add/edit sub-admin and also have the ability to set permissions for different sections of the admin area.

See screenshot given below:

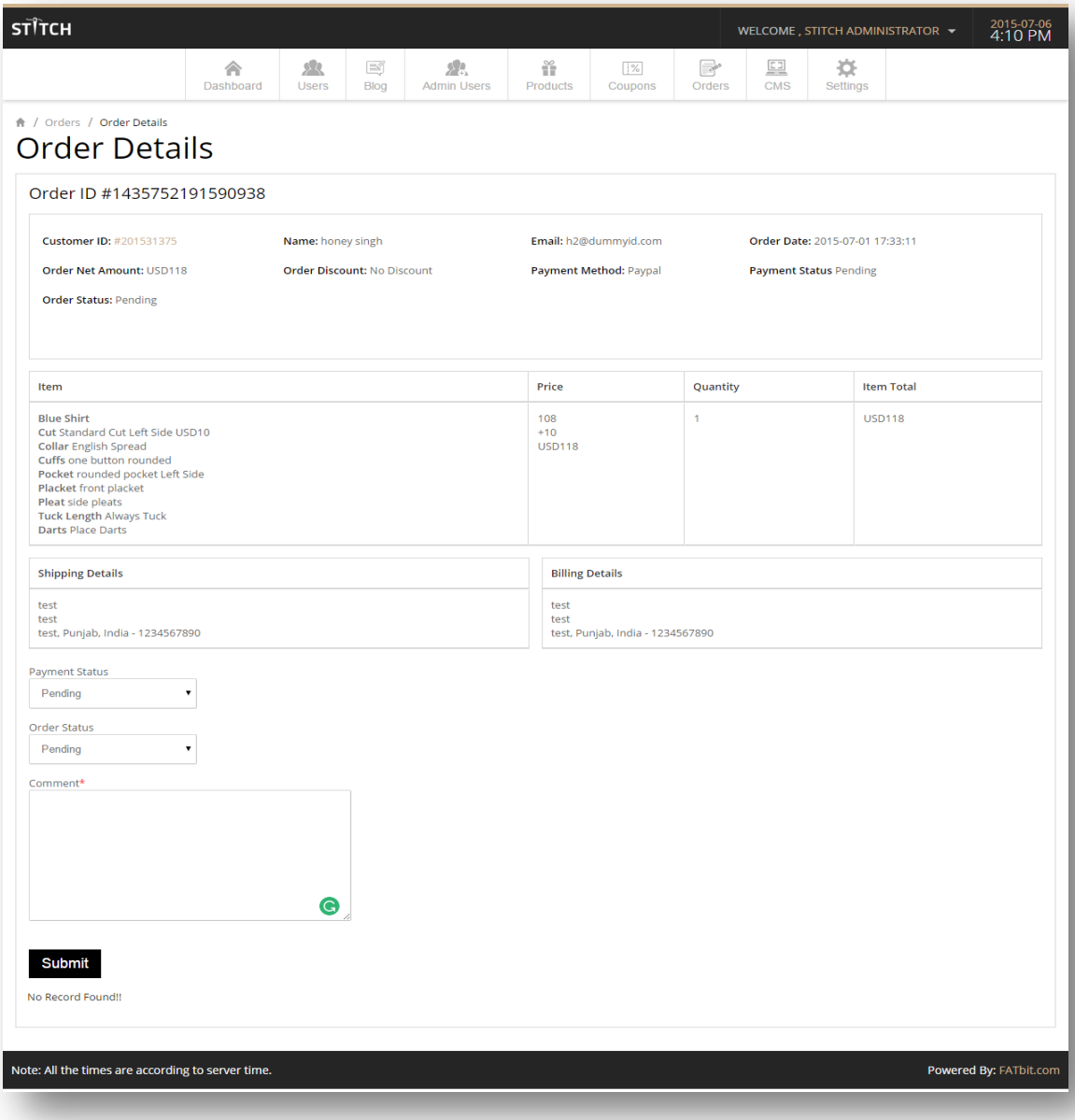

STITCH
WELCOME , STITCH ADMINISTRATOR
2015-07-04
7:09 PM
Dashboard
Users
Blog
Admin Users
Products
Coupons
Orders
CMS
Settings
/ Admin Users
Admin Users
Add New
S. No.
Name
Email
Username
Action
Stitch Administrator
adminstitch@dummyid.com
admin
Edit
Manage Permissions
1
Pankaj
pankaj@dummyid.com
panki
2
Aman
aman@dummyid.com
aman
3
test admin
ad@dummyid.com
testing
4
harpreetadmin
harpreet@dummyid.com
harpreetadmin
5
Test
Test@dummyid.com
Test
6
abc
abc@gmail.com
bacd
7
Sally
shelly.sahi@fatbit.com
SallyH
Note: All the times are according to server time.
Powered By: FATbit.com

Please see the screenshot which will show how admin can manage permissions for the sub-admin:



9.0 Manage Orders

Admin can view details of the orders in this section. Admin can update the Payment status and Order Status. Admin can also view the shipping and billing address of the order. See screenshot given below:



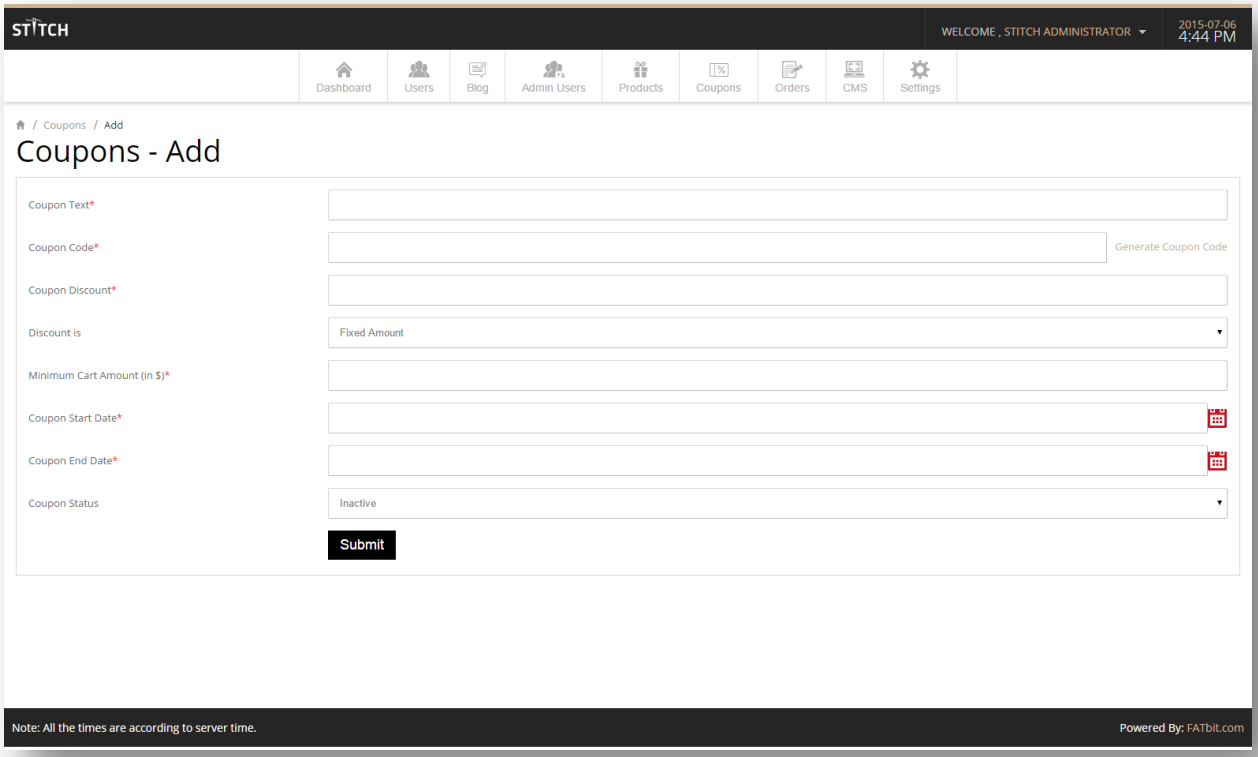
Note: Outfitter will automatically get commission on the order, once admin update the Payment status as “Paid” and Order Status as “Complete”.

10.0 Coupons Management

Admin can manage the discount coupons from this section. Admin can add new coupon either on fixed amount or on percentage basis. There is an option to generate coupon code. Admin can send the coupon code to the customers via email.

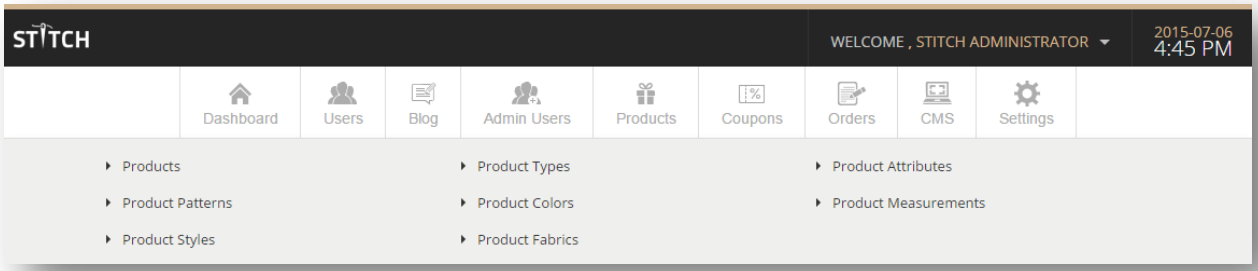
There will be a coupon start and end date. Admin can update the status of coupon to active or inactive.

See screenshot given below:



11.0 Product Management

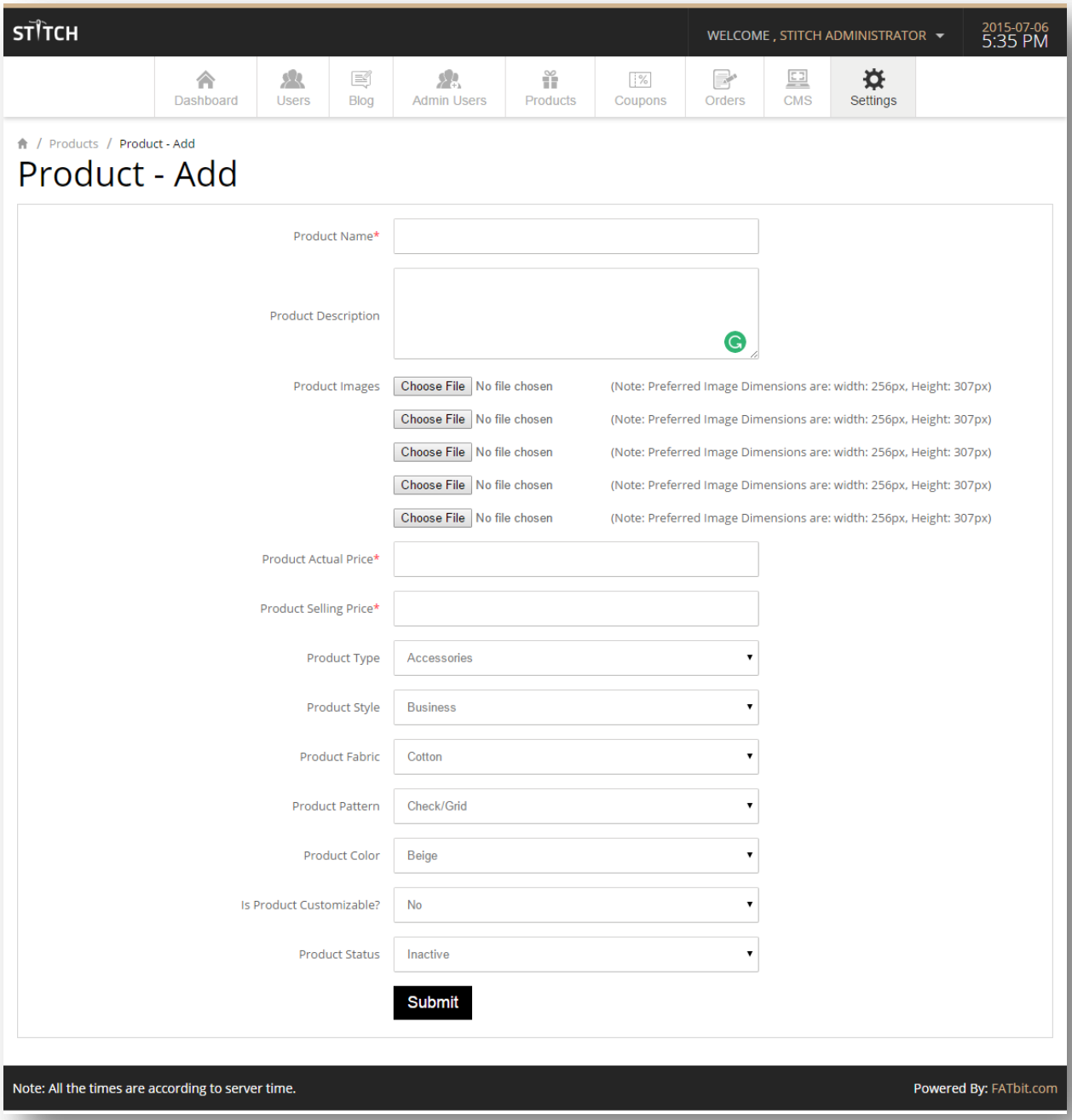
Admin can manage different sections of product in this tab. Admin can add as many products as he can as there is no limit. Admin can manage the customization section from this tab. See screenshot of different section:



11.1 Add New Product

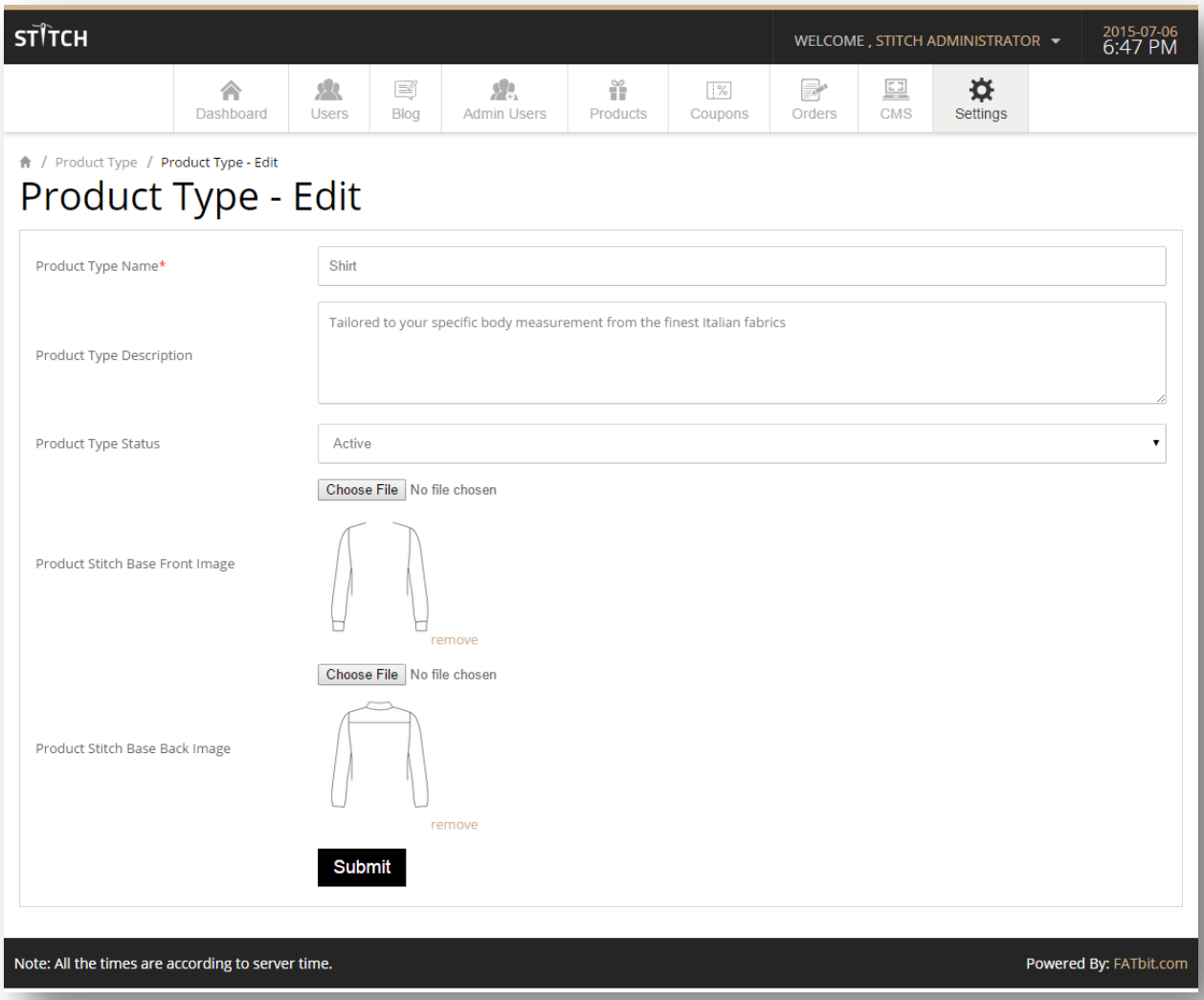
Admin can add new product while filling following information given below:

- Product Name
- Description
- Images (Maximum of five)
- Product's Actual Price
- Product's Selling Price (Note: Selling price should be less than product's actual price)
- Type (Manageable in Product Type Section)
- Style (Manageable in Product Style Section)
- Fabric (Manageable in Product Fabric Section)
- Pattern (Manageable in Product Pattern Section)
- Color (Manageable in Product Color Section)


STITCH
WELCOME , STITCH ADMINISTRATOR
2015-07-06
5:35 PM
Dashboard
Users
Blog
Admin Users
Products
Coupons
Orders
CMS
Settings
/ Products / Product - Add
Product - Add
Product Name*
Product Description
Product Images
Choose File No file chosen
(Note: Preferred Image Dimensions are: width: 256px, Height: 307px)
Choose File No file chosen
(Note: Preferred Image Dimensions are: width: 256px, Height: 307px)
Choose File No file chosen
(Note: Preferred Image Dimensions are: width: 256px, Height: 307px)
Choose File No file chosen
(Note: Preferred Image Dimensions are: width: 256px, Height: 307px)
Choose File No file chosen
(Note: Preferred Image Dimensions are: width: 256px, Height: 307px)
Product Actual Price*
Product Selling Price*
Product Type
Accessories
Product Style
Business
Product Fabric
Cotton
Product Pattern
Check/Grid
Product Color
Beige
Is Product Customizable?
No
Product Status
Inactive
Submit
Note: All the times are according to server time.
Powered By: FATbit.com

11.2 Product Types

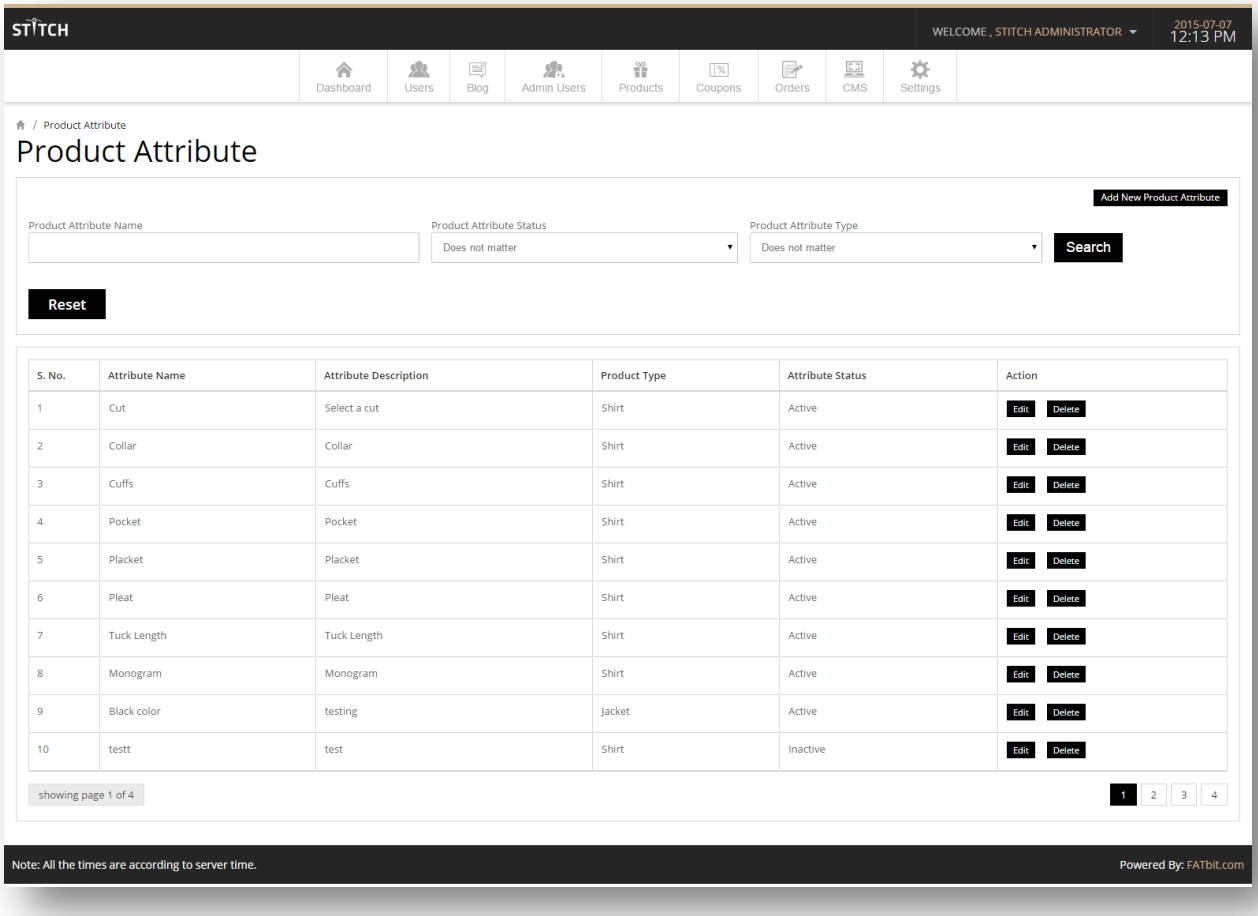
Admin can add/edit/delete product types. Admin can select the type while adding a new product so that the product will be shown under the selected type. Admin will need to add base front image and base back image so that customers can customize the product under the selected type. See screenshot given below:



11.3 Product Attributes

These are the attributes of product type. Let's take an example: Shirt have following attributes: Cut, Collar, Cuffs, Pockets, Pleat and Placket etc. Admin can manage these kind of attributes using this tab.

See screenshot given below:



11.4 Manage Attributes

- Attribute Name
- Attribute Description
- Product Type: Select the type under which you want to view this attribute
- Attribute Value: This is for making the attribute mandatory for selection while customizing the product.
- Attribute Status: Admin can mark it active or inactive
- Attribute View: Admin can set the view of the attribute, either want to show it on the front or back of the product.
- Attribute Pattern:
- Display Order Background (Bg) Images: Suppose if two attributes clash with each other. For example: Collar and placket clashes with each other. In this situation, admin can set the priority for showing one attribute over other. This is not mandatory field if there is no clash between attributes. Admin can leave this blank.

STITCH

WELCOME , STITCH ADMINISTRATOR

2015-07-07 12:54 PM

Dashboard | Users | Blog | Admin Users | Products | Coupons | Orders | CMS | Settings

/ Product Attribute / Edit

Attributes - Edit

Product Attribute Name*	Collar
Product Attribute Description	Collar
Product Type	Shirt
Product Attribute Value	Required
Product Attribute Status	Active
Product Attribute View	Front View
Product Attribute Pattern	Normal Display
Display Order Bg Images*	3

Submit

Manage Options

Add New Option

S. No.	Option Name	Option Description	Option Image	Option Background Image	Option Price Addon	Option Type	Option Status	Action
1	English Spread	English Spread			0.00	Selection	Active	Edit Delete
2	President Cutaway	President Cutaway			0.00	Selection	Active	Edit Delete
3	Straight Point	Straight Point			0.00	Selection	Active	Edit Delete
4	Button Down	Button Down			0.00	Selection	Active	Edit Delete
5	Standard Collar	Standard Collar			0.00	Selection	Active	Edit Delete
6	White Contrast	White Contrast			5.00	Checkbox	Active	Edit Delete

Note: All the times are according to server time.

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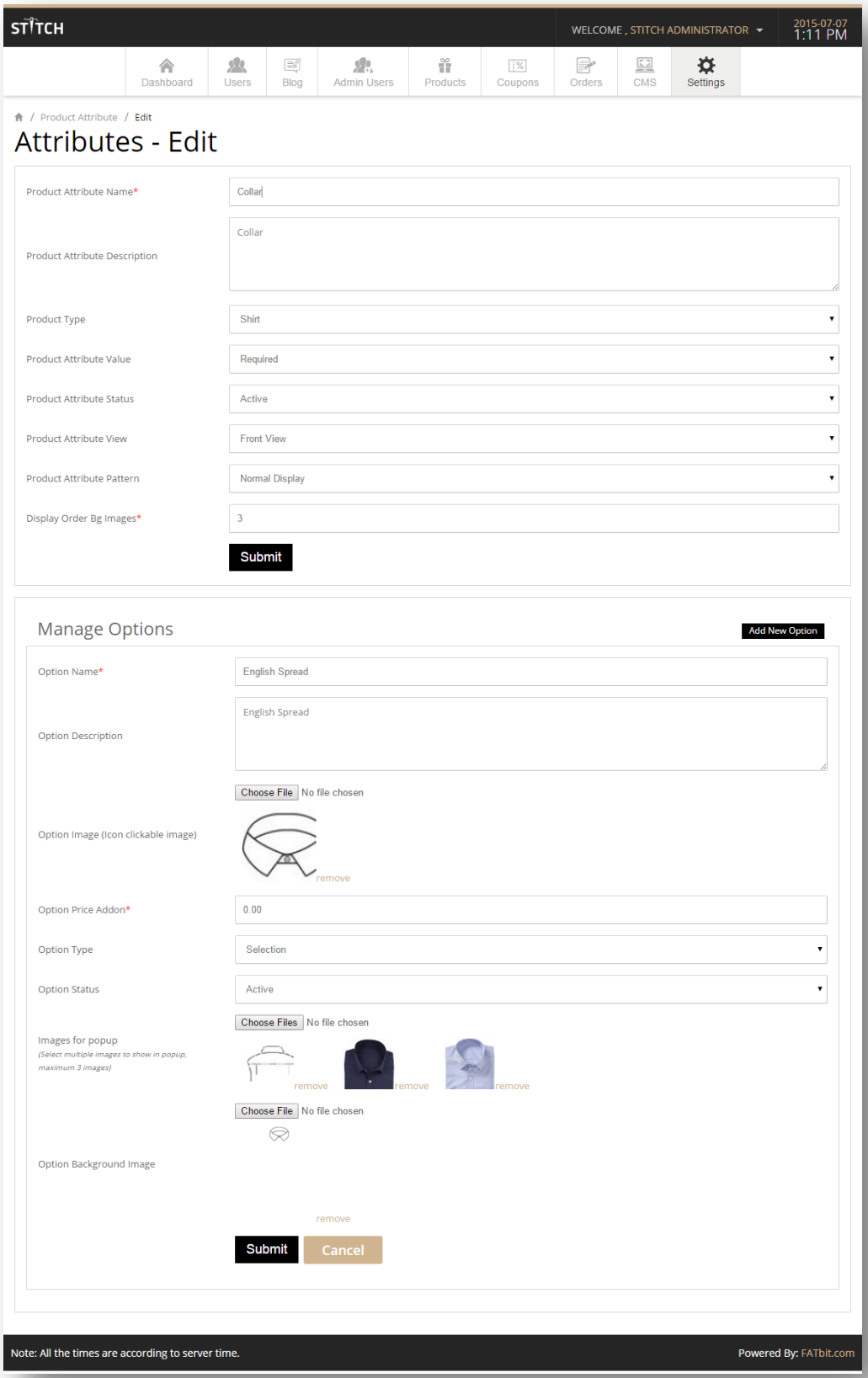
11.5 Manage Options

This section is for managing the options of a single attribute. Admin will need to enter following details while adding a new option. Let's take an example:

Option Name: English Spread
Option Description
Option Image: This image will be shown at the frontend while customizing the product
Option Type: Admin can mark the option as Checkbox, Text box, Style, Color and Placement
Status: Admin can mark this option as active or inactive
Images for pop-up: These images will be shown whenever user click on "View" button below each attribute on frontend while customizing the product.
Option Background Image: This image will be the background image of the attribute.

See Screenshot given below:


STITCH
WELCOME , STITCH ADMINISTRATOR
2015-07-07
1:11 PM
Dashboard
Users
Blog
Admin Users
Products
Coupons
Orders
CMS
Settings
/ Product Attribute / Edit
Attributes - Edit
Product Attribute Name*
Collar
Product Attribute Description
Collar
Product Type
Shirt
Product Attribute Value
Required
Product Attribute Status
Active
Product Attribute View
Front View
Product Attribute Pattern
Normal Display
Display Order Bg Images*
3
Submit
Manage Options
Add New Option
Option Name*
English Spread
Option Description
English Spread
Choose File No file chosen
Option Image (Icon clickable image)
remove
Option Price Addon*
0.00
Option Type
Selection
Option Status
Active
Choose Files No file chosen
Images for popup
(Select multiple images to show in popup, maximum 3 images)
remove
remove
remove
Choose File No file chosen
Option Background Image
remove
Submit
Cancel
Note: All the times are according to server time.
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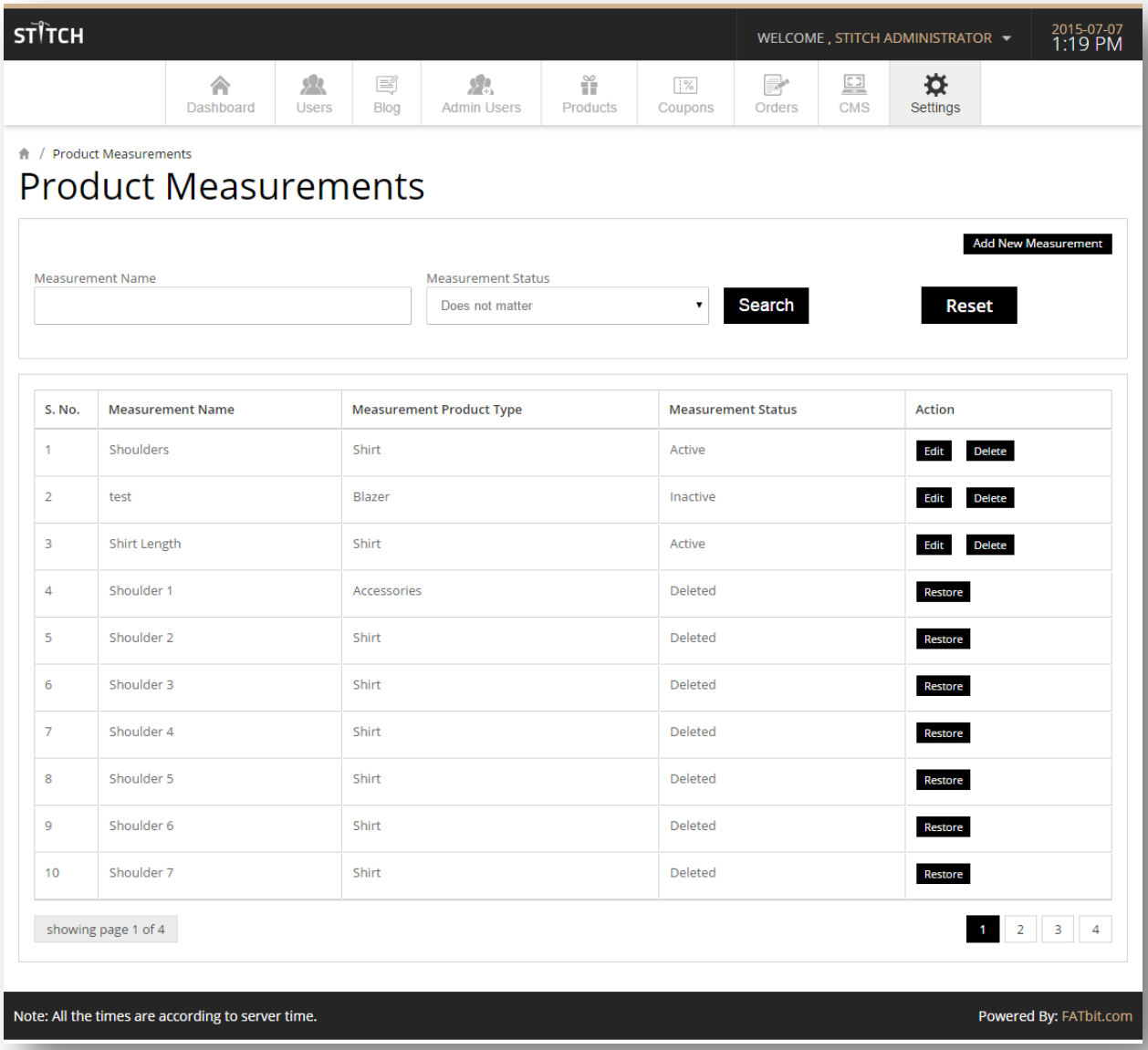
11.6 Product Measurement

Admin can add options for measurement from here. Admin will need to select the type of product and name of the measurement. Whenever outfitter add measurement, this option will be displayed under the selected product type on the frontend.

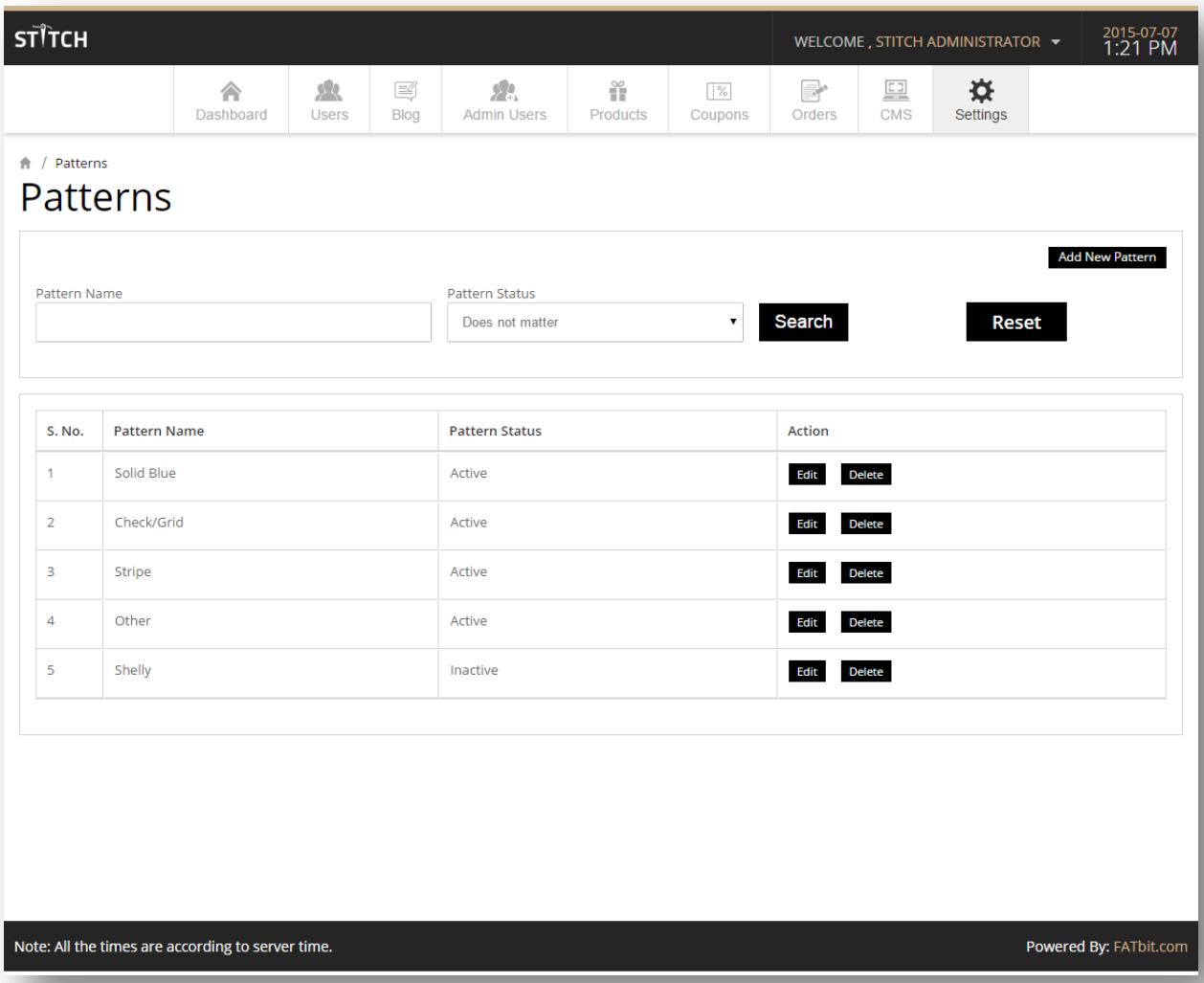
See screenshot given below:



11.7 Product Patterns

Admin can add pattern from here which will be used for filter the search of the product.

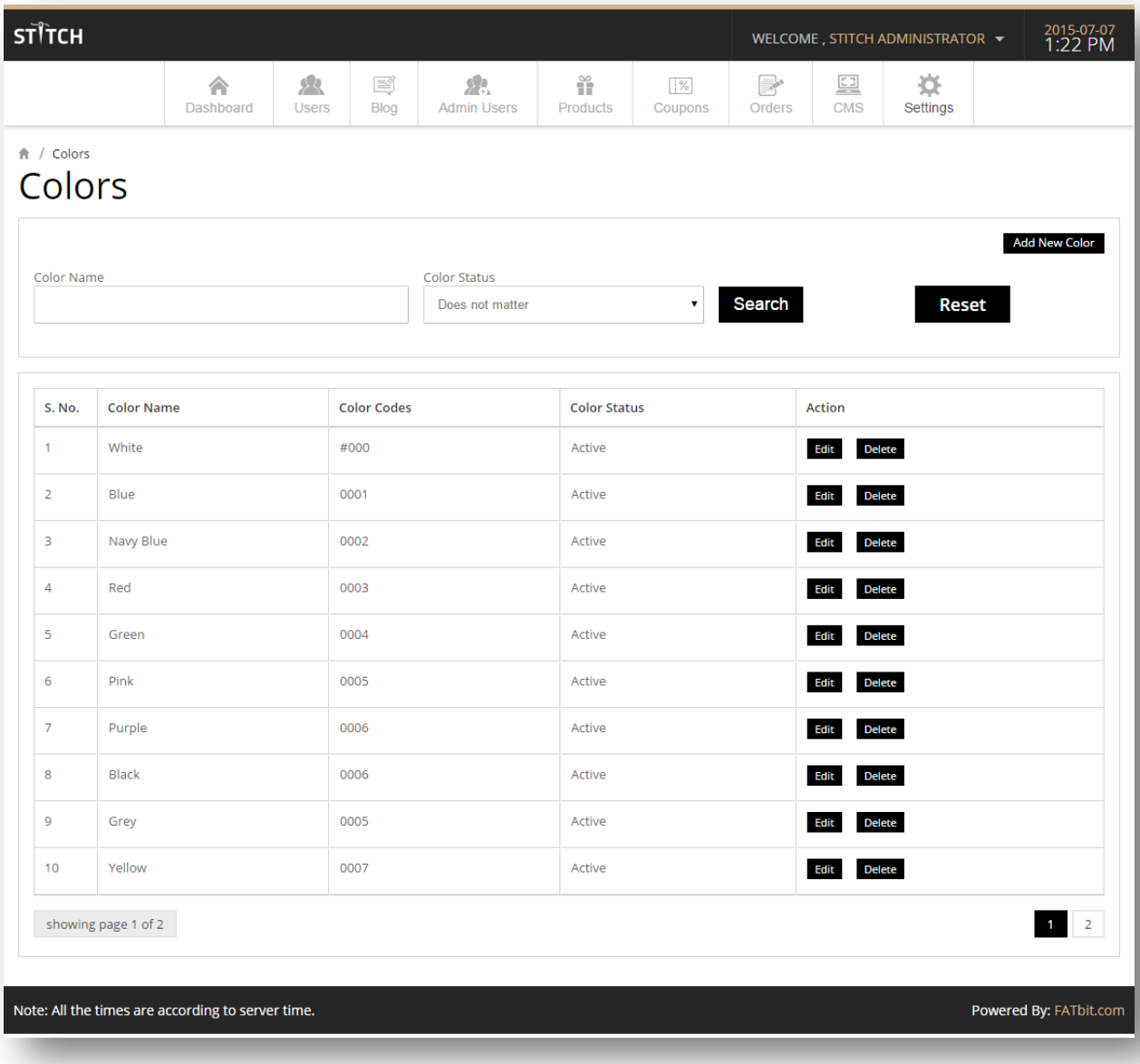
See screenshot given below:



11.8 Product Colors

Admin can add color from here which will be used for filter the search of the product.

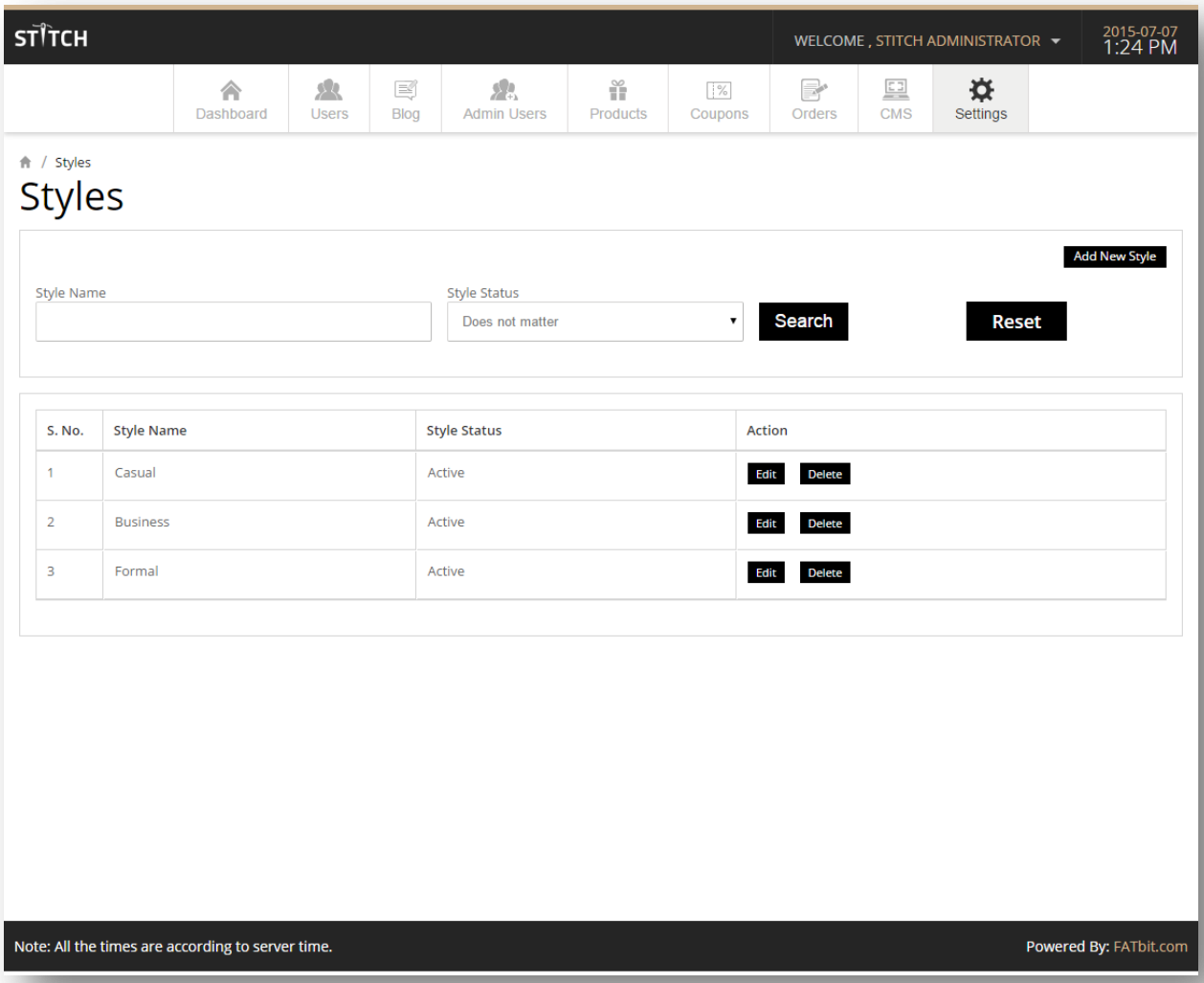
See screenshot given below:



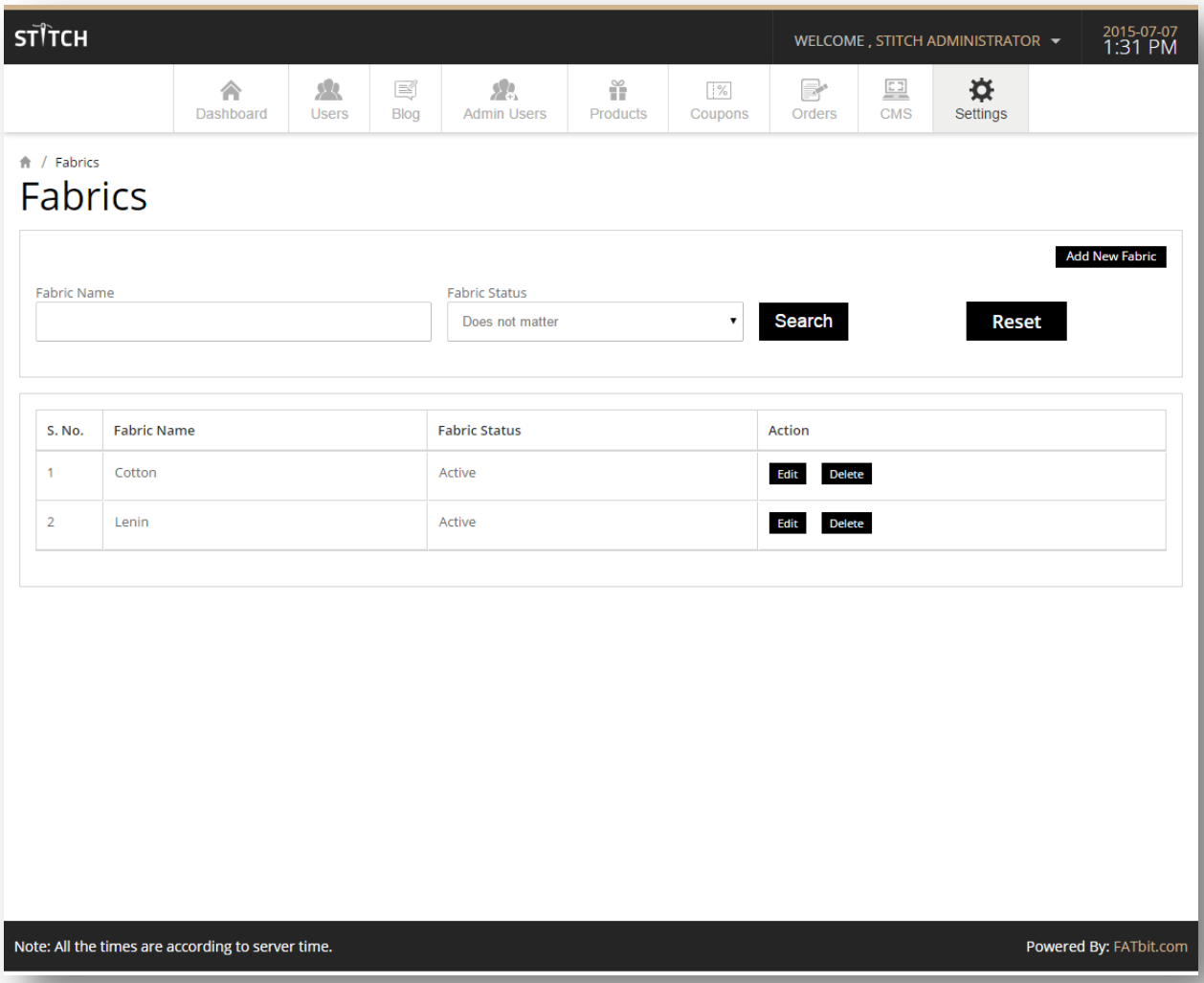
11.9 Product Styles

Admin can add Styles from here which will be used for filter the search of the product.

See screenshot given below:



11.10 Product Fabric

Admin can add Fabric from here which will be used for filter the search of the product.

See screenshot given below: