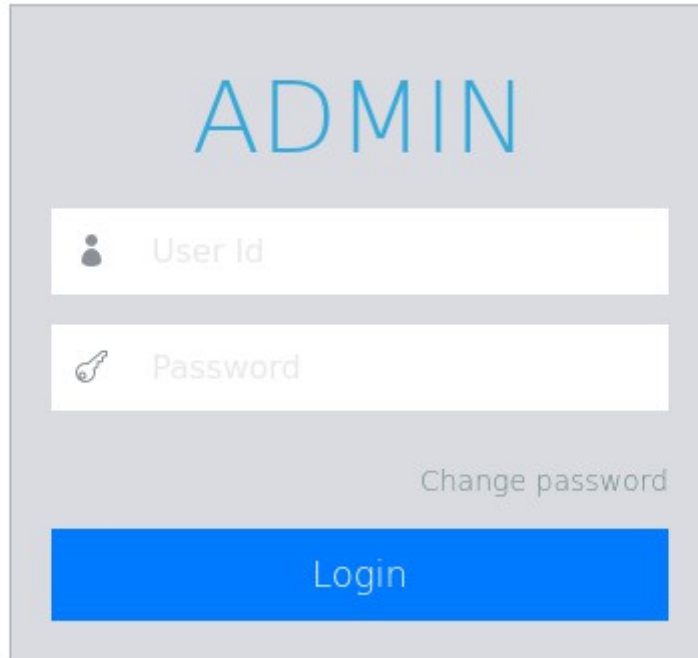


Online Shopping Cart Admin Area Guide

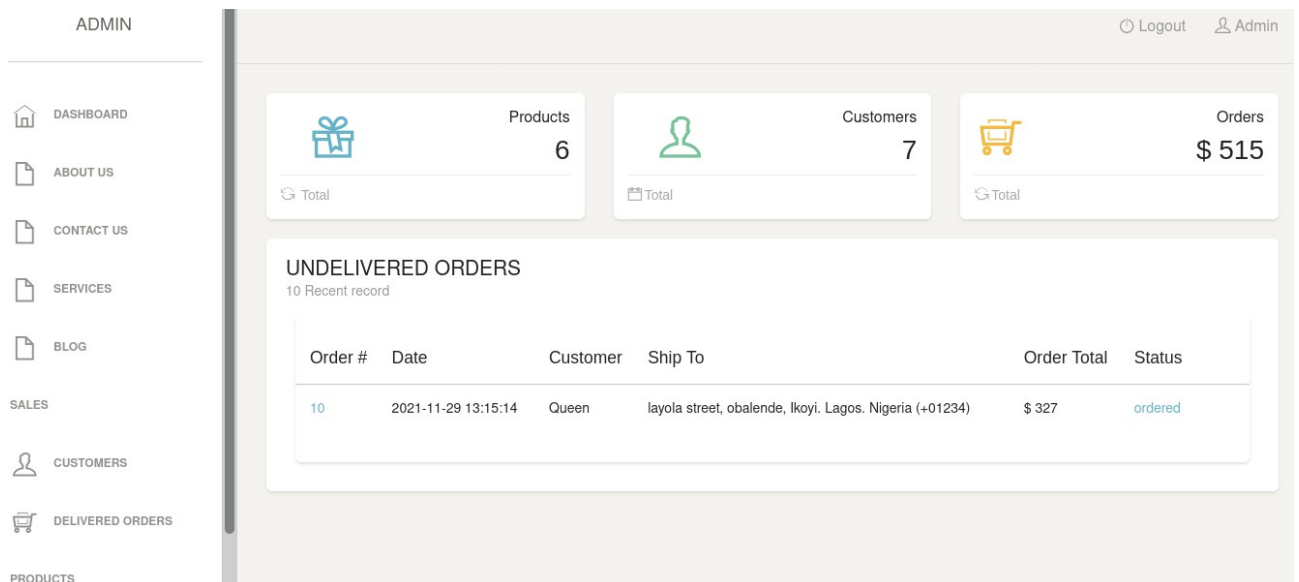
Login to your admin area nikkyshairbeauty.com/admin, User Id: *admin* Password: *admin*
Note: you are advised to Change password link from this login page to change your password before you start live operation.



The login form is titled "ADMIN" in large blue letters. It features two input fields: "User Id" with a person icon and "Password" with a key icon. Below these fields is a "Change password" link. At the bottom is a prominent blue "Login" button.

YOUR DASHBOARD

After a successful login you will be lead to your admin dashboard area, where you have full control to your shopping cart website.



The dashboard includes a sidebar menu with items like DASHBOARD, ABOUT US, CONTACT US, SERVICES, BLOG, SALES, CUSTOMERS, DELIVERED ORDERS, and PRODUCTS. The main content area shows summary cards for Products (6), Customers (7), and Orders (\$ 515). Below these is a table for "UNDELIVERED ORDERS" with 10 recent records.

Order #	Date	Customer	Ship To	Order Total	Status
10	2021-11-29 13:15:14	Queen	layola street, obalende, Ikoyi. Lagos. Nigeria (+01234)	\$ 327	ordered

Admin Dashboard



On the dashboard we have the **menu links** at the left and the **control box** at the right, which contain three (3) boxes at the top (**Products, Customers and Orders**) that display summary of your store activities i.e number of products your have setup, number of customers and sum of amount of orders. Below this 3 boxes is the list of **Undelivered customer's (pending) Orders**, awaiting your approval. After you have confirmed their payment and delivered the items, you click the “**Ordered**” link under the “**Status**” columns to see the order detail and click the **Delivered** button

Go Back

Order number: 10

Customer Queen

Delivered

Product Name	Unit Price	Qty	Subtotal
 Kit 1	\$ 300	1	300
 Silicon Mixed Hair Treatment	\$ 9	3	27
Total			\$ 327

Undelivered Order detail page

The order will now clear from the Undelivered log on your dashboard and moved to the **Delivered Order** page.

DELIVERED ORDERS

Logout Admin

Order #	Date	Customer	Ship To	Order Total	Status
9	2021-11-28 14:49:30	Kemmi	334 Ikorodu Road, Lagos, Nigeria (+0997)	\$ 188	delivered

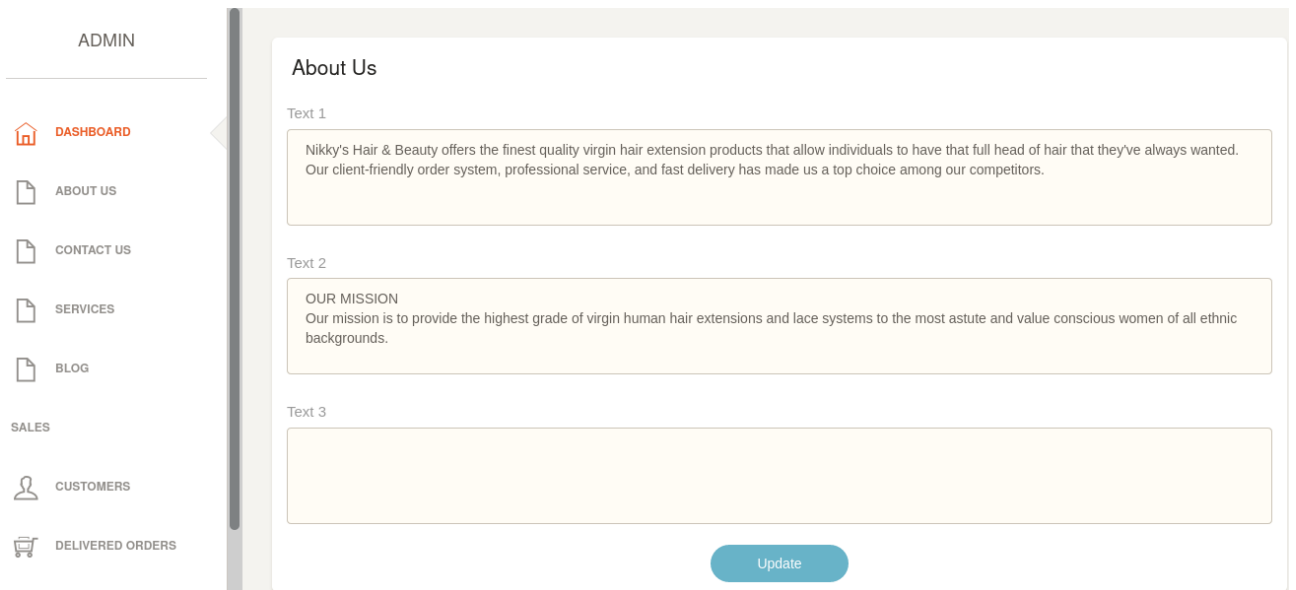
[First Page] [Prev] Showing page 1 of 1 pages [Next] [Last Page]

- DASHBOARD
- ABOUT US
- CONTACT US
- SERVICES
- BLOG
- SALES
- CUSTOMERS
- DELIVERED ORDERS**
- PRODUCTS

Delivered Order page

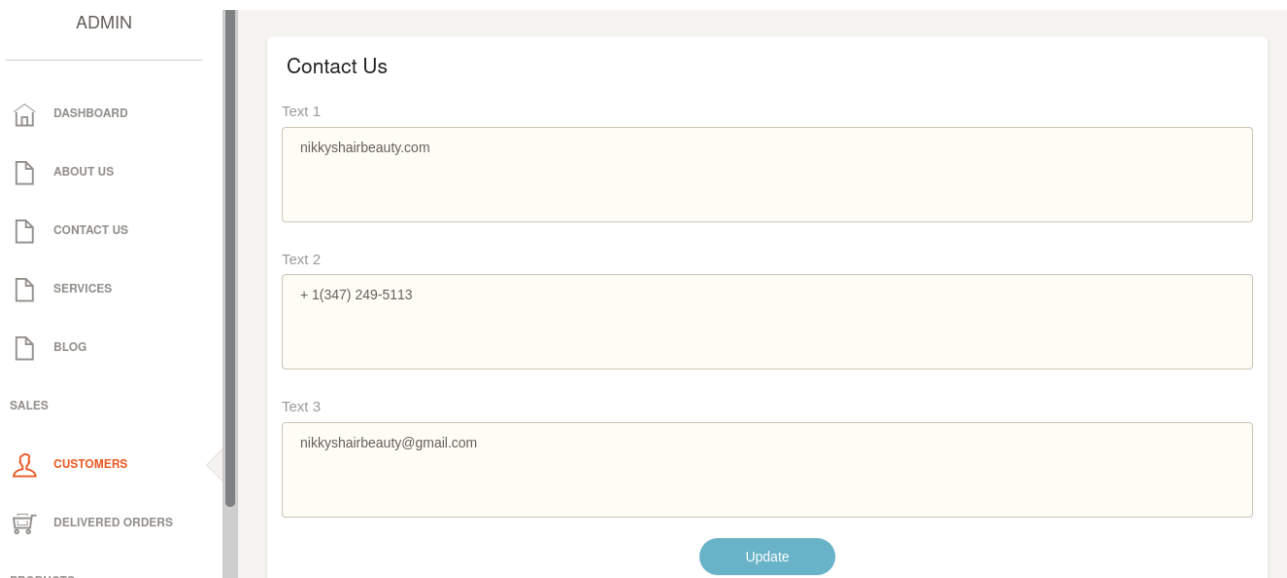
ABOUT US & CONTACT US

The next two links below the Dashboard link allows you to modify the content of your About Us and Contact Us pages.



About Us Page

You simple edit this text and click the **Update** button and it will be reflected on your website



Blog Page

SERVICES & BLOG

This links allows you to post, edit and delete record on your services and blog page.

ADMIN

- DASHBOARD
- ABOUT US
- CONTACT US
- SERVICES
- BLOG
- SALES
- CUSTOMERS
- DELIVERED ORDERS

service

Title Upload Picture

WIG LAUNDRY CONCIERGE SERVICES Browse... No file selected.

Details

Revive - £40 Wash, Condition & Style (Straight) £55 to Curl
 Renew - £50 Lace Closure replacement , Wash & Style. £70 frontal replacement
 Rehab - £35 Loose Track , elastic band , Wash & restyle (Available to ONLY wigs bought from us)

[Create](#)

Id	Title	Detail	Picture
----	-------	--------	---------

[First Page] [Prev] Showing page 1 of 0 pages [Next] [Last Page]

Post a new service

After making a post, this record will appear below the form, allowing you to **edit** or **delete** the information

ADMIN

- DASHBOARD
- ABOUT US
- CONTACT US
- SERVICES
- BLOG
- SALES
- CUSTOMERS
- DELIVERED ORDERS

[Create](#)

Id	Title	Detail	Picture
11	df	dfdf	service 2021-11-29 14:02:00 Edit Delete
9	WIG LAUNDRY CONCIERGE SERVICES	Revive - £40 Wash, Condition & Style (Straight) £55 to Curl Renew - £50 Lace Closure replacement , Wash & Style. £70 frontal replacement Rehab - £35 Loose Track , elastic band , Wash & restyle (Available to ONLY wigs bought from us)	service 2021-11-29 14:01:35 Edit Delete

[First Page] [Prev] Showing page 1 of 1 pages [Next] [Last Page]

Record list with the Del and Edit links

CUSTOMERS RECORD

After the Blog link we have the Sales section, which have the **Customers** link, This contains the information of the customer, you can click the name of the customer to see his/her orders record.

ADMIN Logout Admin

Name	Address	City/State	Country	Postal Code	Phone	Email	Date
Queen Tajudeen	layola street, obalende, Ikoyi	Lagos	Nigeria	+01234	0905656565	queen.tajudeen@mail.com	2021-11-29 13:15:51
Kemmi Cocker	334 Ikorodu Road	Lagos	Nigeria	+0997	08055554444	kemi@c.com	2021-11-28 14:49:50
Denie BENSON	12 Okofilling	Lagos	Bolivia	+0997	08055554444	dan@mail.com	2021-11-27 12:49:57
Tunde Adekilo	23 Kumasi Road	Accra	Ghana	+0997	09044566777	tunde@mail.com	2021-11-25 11:22:52
onuorah BENSON	12 Okofilling	Lagos	Uzbekistan	+234	--	dan@mail.com	2021-11-24 20:24:33
Okon Kuku					08055	okon@mail.com	2021-11-24 19:34:29

Customer Record page

PRODUCTS PAGE

ADMIN Logout Admin

CREATE PRODUCTS

Id	Name	Product Type	Sales Price	Sales	Status		
7	erer	Bundles	\$4455	0	Not Available	Edit	Delete
6	Silicon Mixed Hair Treatment	Hair Cares	\$9	6	Available	Edit	Delete
5	Kit 1	Hair Cares	\$300	3	Available	Edit	Delete
4	Ashley	Wigs	\$355	5	Available	Edit	Delete
3	Bob	Wigs	\$170	5	Available	Edit	Delete
2	Curly Susan	Wigs	\$380	0	Available	Edit	Delete
1	STAR	Bundles	\$355	1	Available	Edit	Delete

Create Product Page

From the Create Products page you can see the record of all the products you have created, See the **Sales** number, and the **Status** you have set for the product, **Edit** and **Delete** a products (you are advice not to delete a product once it is on sale; instead, edit and change its status to **Not Available**, this will make it **hiding** to the website visitors)

Click the **Create Product** button to Create a new Product about the page to create a new product. Note: the Product Type drop down contains the product categories you have created.

Create Product

[Back to View](#)

Product Name

Product Type

Sale Price

Tick if Available

Upload Product Image

No file selected.

Description

Create a new Product form

From the Create Products page you can also click the **Create/Manage Category** to Create a new product category, **Edit** an existing category, **Hide** or **Show** a product category and it (and all the products it contains) will be visible or hiding from to the visitors of your site.

[Go Back](#)

[View updated](#)

Id	Name	Visible to Visitors	
1	Hair Cares	Edit	Hide
2	Frontals & Closures	Edit	Hide
3	Bundles	Edit	Hide
4	Wigs	Edit	Hide

Create/Manage Product Category page

Thank you