



USER MANUAL

Team D

MMJC Swinburne ICT 10001 Team D



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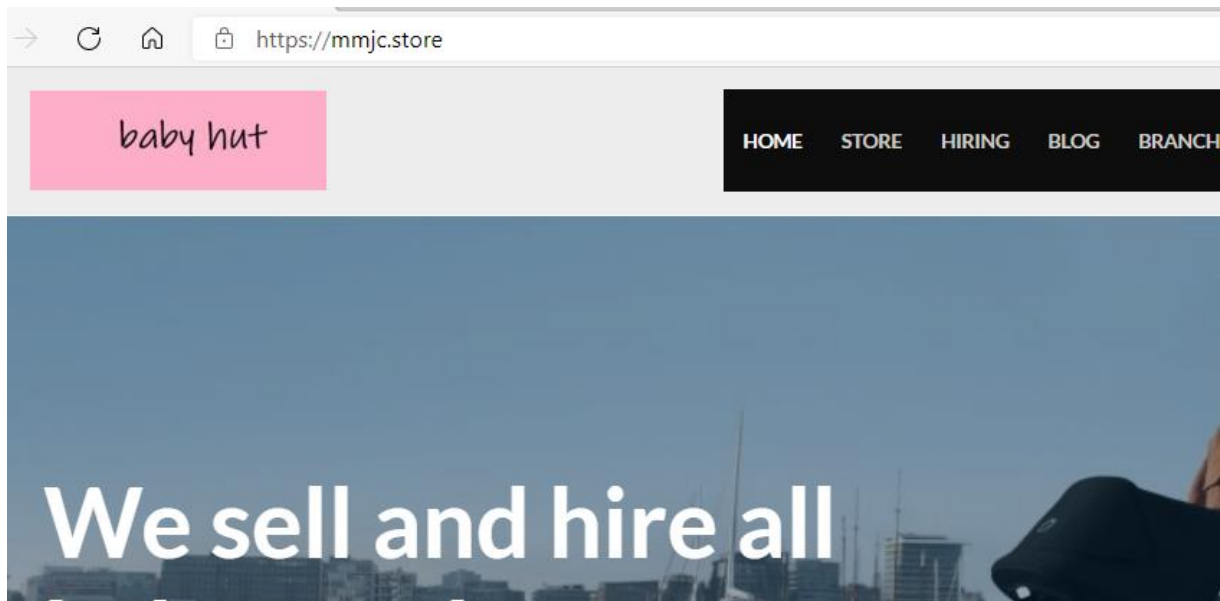
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Accessing the site

Link to Public Store

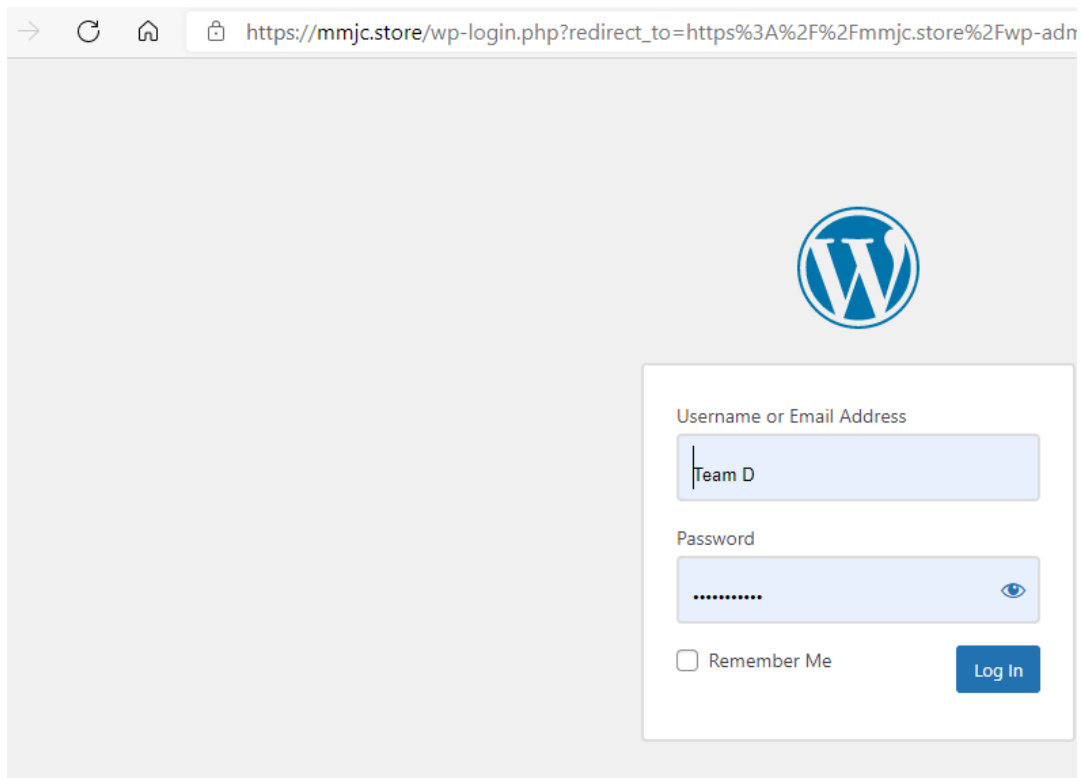
To view the public site, use the above link or type <https://mmjc.store/> into your browser.



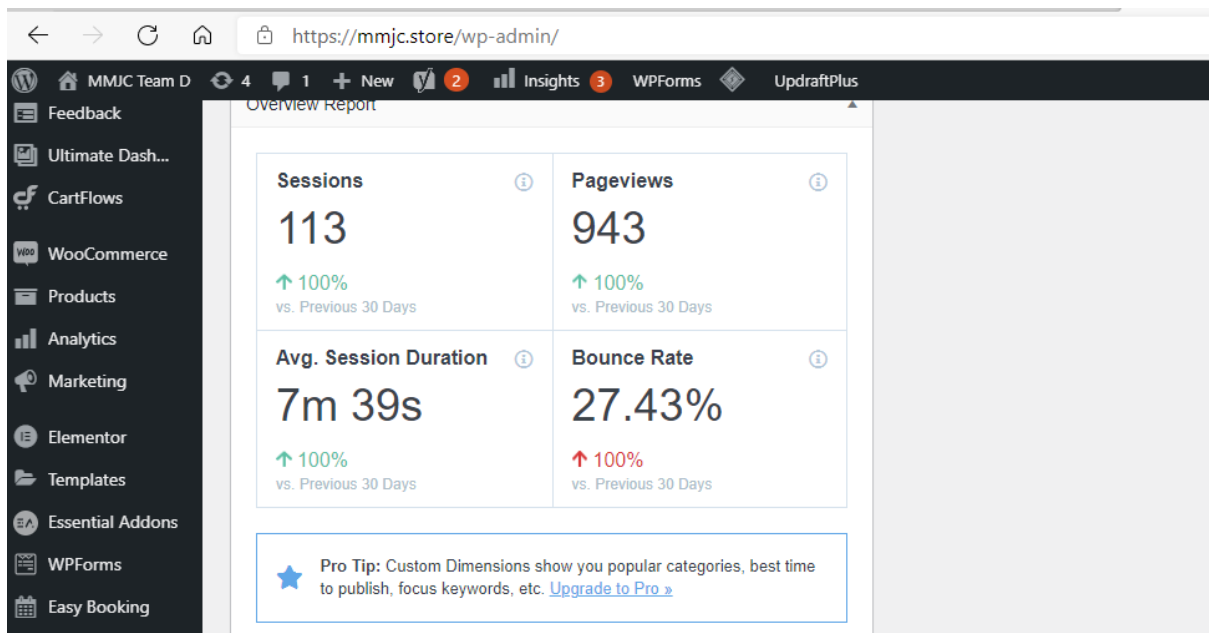
Link to store Admin login

To login in to the site as administrator use the above link or type (<https://mmjc.store/wp-admin/>) into your browser.

This is the login to access the Wordpress and Store dashboard. From the dashboard nearly all functions can be performed to monitor and update the site including handling products, appearance, users and view reports and analytics etc. In this manual we have provided links to the appropriate sections or pages, you will need to be logged on to the site as administrator to open the links.



These same functions can be found on the dashboard. Below is a screenshot of the dashboard. The menu at the left provides a means to access all plugins and their functions and settings.

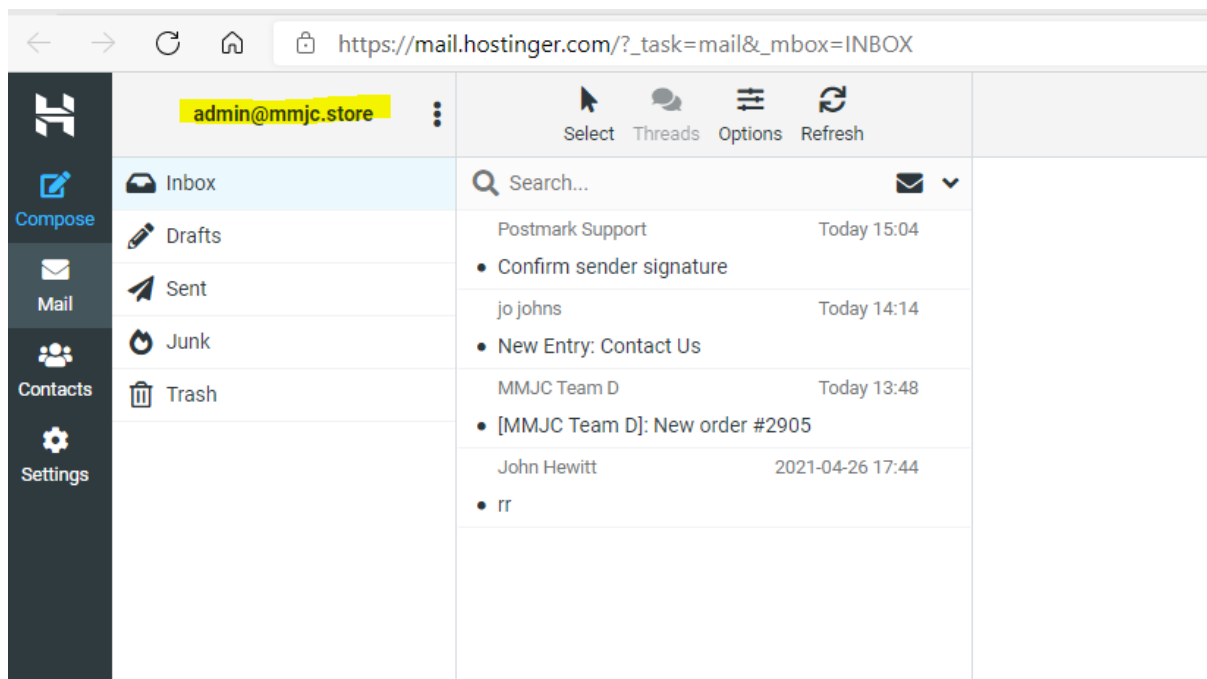


Email Access

Check your mmjc.store (admin@mmjc.store) email

To view your store email, use the above link or type <https://mail.hostinger.com/> into your browser.

We have set up an email account for the store and web site. The email address is admin@mmjc.store. This account is active and notifications from the site are already being sent to this email. An email is received if an order is placed or if a new customer registers or if a user is locked out and some other warnings. The google analytics also uses this email address to login.

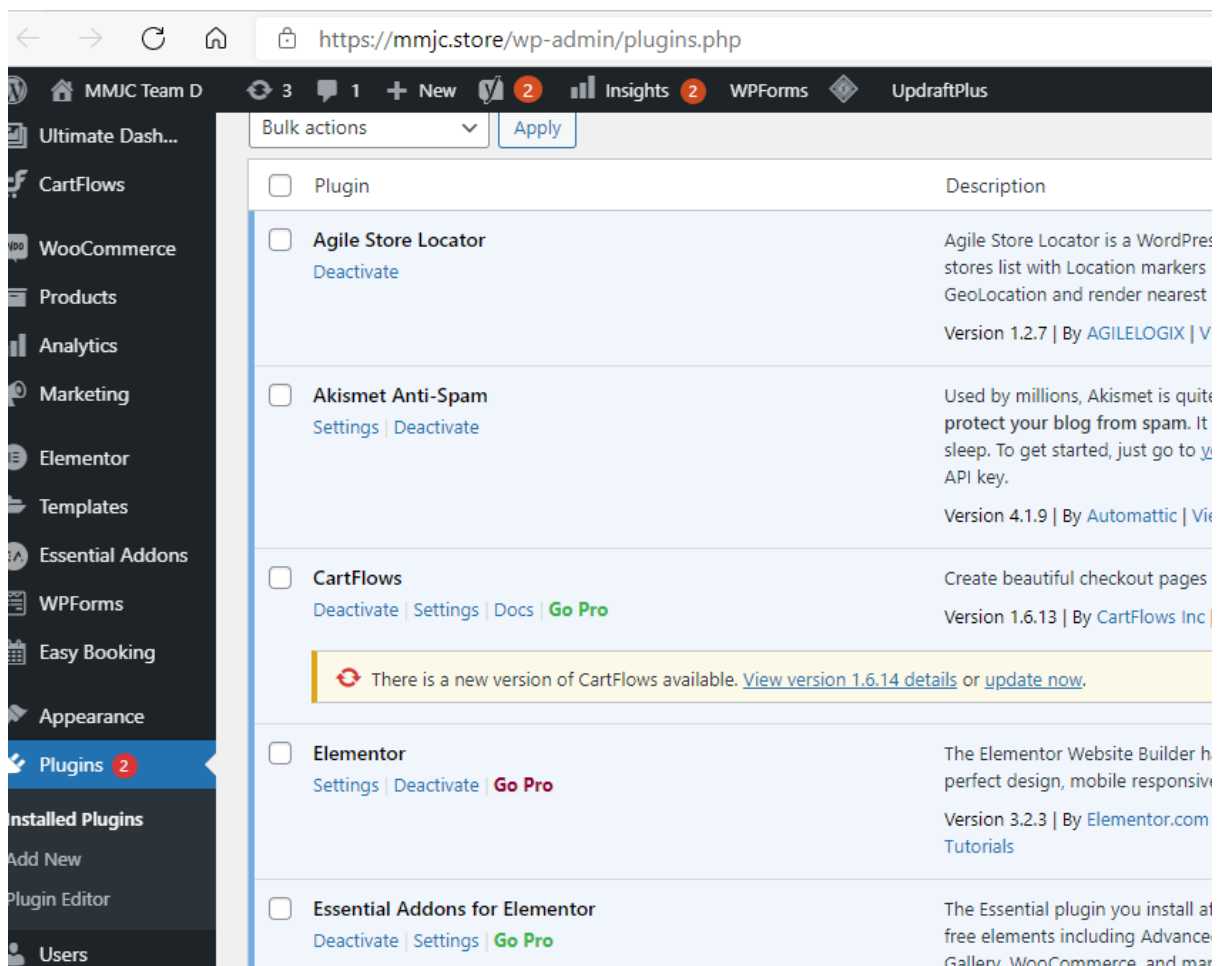


Managing WordPress and other Plug-ins.

Manage WordPress Plugins

To manage plugins, use the above link or from the dashboard go to Plugins and then select installed Plugins.

You should monitor these plugins and make sure you delete any plugins that are not being used or are not active. You can select the plugin and then use the Bulk actions options to deactivate and delete any unused plugin.



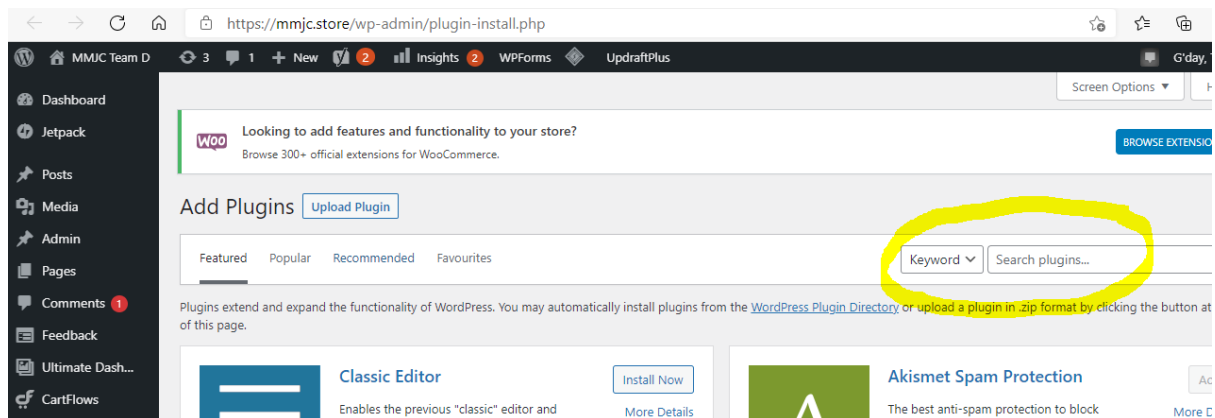
The screenshot shows the WordPress admin interface for managing plugins. The browser address bar displays `https://mmjc.store/wp-admin/plugins.php`. The top navigation bar includes links for MMJC Team D, 3 updates, 1 comment, a 'New' button, 2 insights, WPForms, and UpdraftPlus. The left sidebar menu lists various dashboard sections, with 'Plugins' (indicated by a red '2') and 'Installed Plugins' being the active sections. The main content area features a 'Bulk actions' dropdown menu with an 'Apply' button. Below this, a table lists installed plugins with columns for 'Plugin' and 'Description'. The plugins listed are Agile Store Locator, Akismet Anti-Spam, CartFlows, Elementor, and Essential Addons for Elementor. Each plugin entry includes checkboxes for selection, links for 'Deactivate', 'Settings', and 'Go Pro', and a brief description. A yellow notification banner for CartFlows indicates a new version (1.6.14) is available, with links to 'View version 1.6.14 details' or 'update now'.

Plugin	Description
<input type="checkbox"/> Agile Store Locator Deactivate	Agile Store Locator is a WordPress stores list with Location markers GeoLocation and render nearest Version 1.2.7 By AGILELOGIX V
<input type="checkbox"/> Akismet Anti-Spam Settings Deactivate	Used by millions, Akismet is quite protect your blog from spam. It sleep. To get started, just go to y API key. Version 4.1.9 By Automattic Vi
<input type="checkbox"/> CartFlows Deactivate Settings Docs Go Pro	Create beautiful checkout pages Version 1.6.13 By CartFlows Inc
There is a new version of CartFlows available. View version 1.6.14 details or update now .	
<input type="checkbox"/> Elementor Settings Deactivate Go Pro	The Elementor Website Builder h perfect design, mobile responsiv Version 3.2.3 By Elementor.com Tutorials
<input type="checkbox"/> Essential Addons for Elementor Deactivate Settings Go Pro	The Essential plugin you install at free elements including Advance Gallery, WooCommerce, and mar

Add New WordPress Plugin

To add new plugins, use the above link or from the dashboard go to Plugins and then select Add New.

You may need an extra feature on your site, and it will be worth searching for a plugin that may supply that feature. Once installed you will also need to activate the plugin and follow setup instructions.

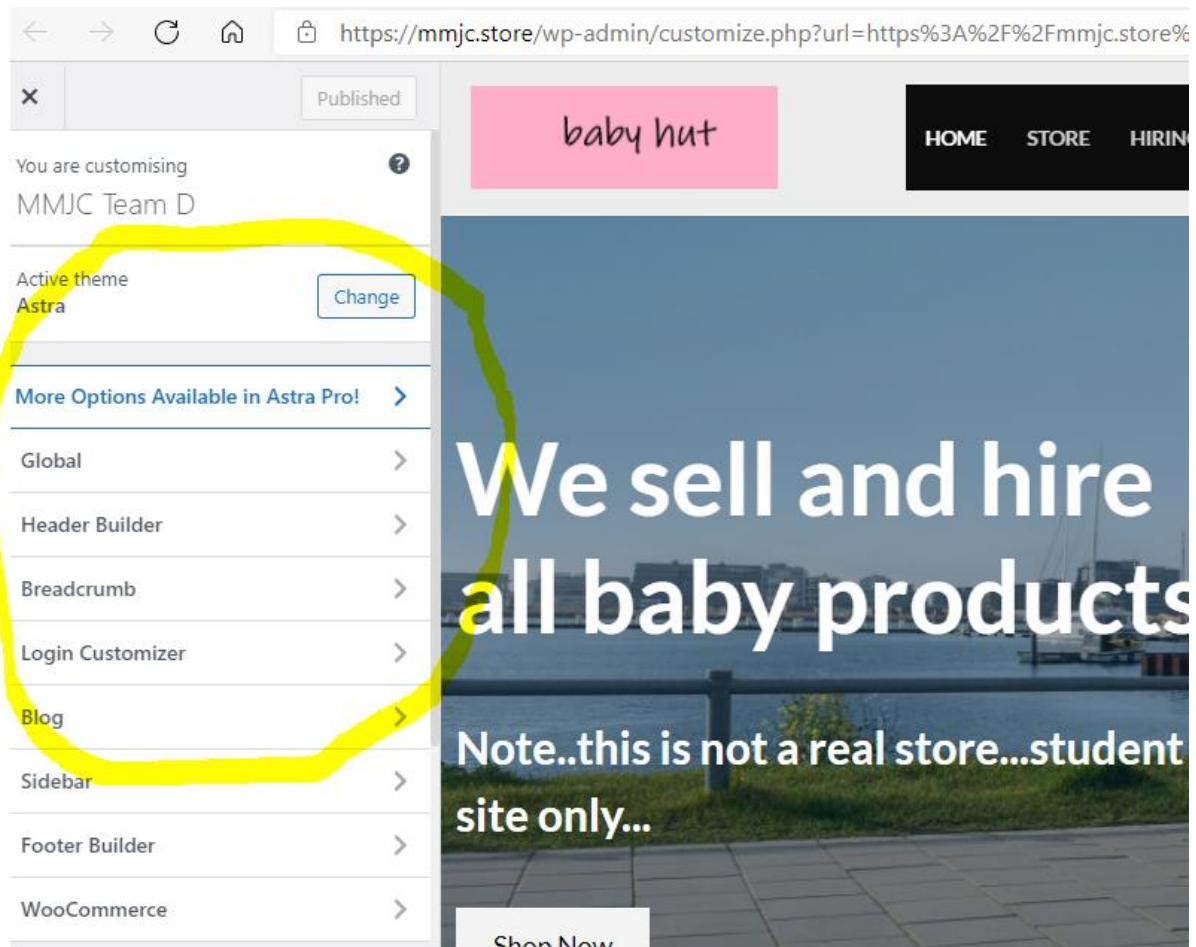


Editing and maintaining Website appearance

Edit the webpage Appearance

To customise the webpage appearance, use the above link or from the dashboard go to Customise option on top bar.

The customise option from the dashboard provides the means to edit the appearance of different parts of the website e.g. Header, footer, store etc as shown above. With this option you are modifying features provided by the Astra theme e.g colours, widgets etc. It is important to be careful in this area. The link below provides detailed instructions on modifying the Astra theme([Customizer Settings in Astra \(wpastra.com\)](https://wpastra.com/customizer-settings/)).



Updating and adding menu items

To add and update menu options on the website use the above link or from the dashboard go to Appearance then select menus.

First select the menu you wish to modify for example the main page top menu is called the Main menu (Primary Menu). Once the menu is selected than just select the page to add and slide it across to where in the menu you wish to place the page. You may also need to update the URL link of the page. From this screen you can easily modify any menu.

→ ↻ 🏠 <https://mmjc.store/wp-admin/nav-menus.php?action=edit&menu=30>

MMJC Team D 3 1 + New 2 Insights 2 WPForms UpdraftPlus

Dashboard Jetpack Posts Media Admin Pages Comments 1 Feedback Ultimate Dash... CartFlows WooCommerce Products Analytics Marketing Elementor Templates

Menus [Manage with Live Preview](#)

[Edit Menus](#) [Manage Locations](#)

Select a menu to edit: Main Menu (Primary Menu) ▼ [Select](#) or [create a new menu](#). Don't forget to save you

Add menu items

Pages

Most Recent [View All](#) [Search](#)

- ☐ Terms and Conditions — Elementor
- ☐ Mums Help — Elementor
- ☐ Vendor Registration
- ☐ Vendor Membership
- ☐ Store Manager
- ☐ Blog — Elementor
- ☐ Branches — Elementor
- ☐ Select All

[Add to Menu](#)

Menu structure

Menu Name Main Menu

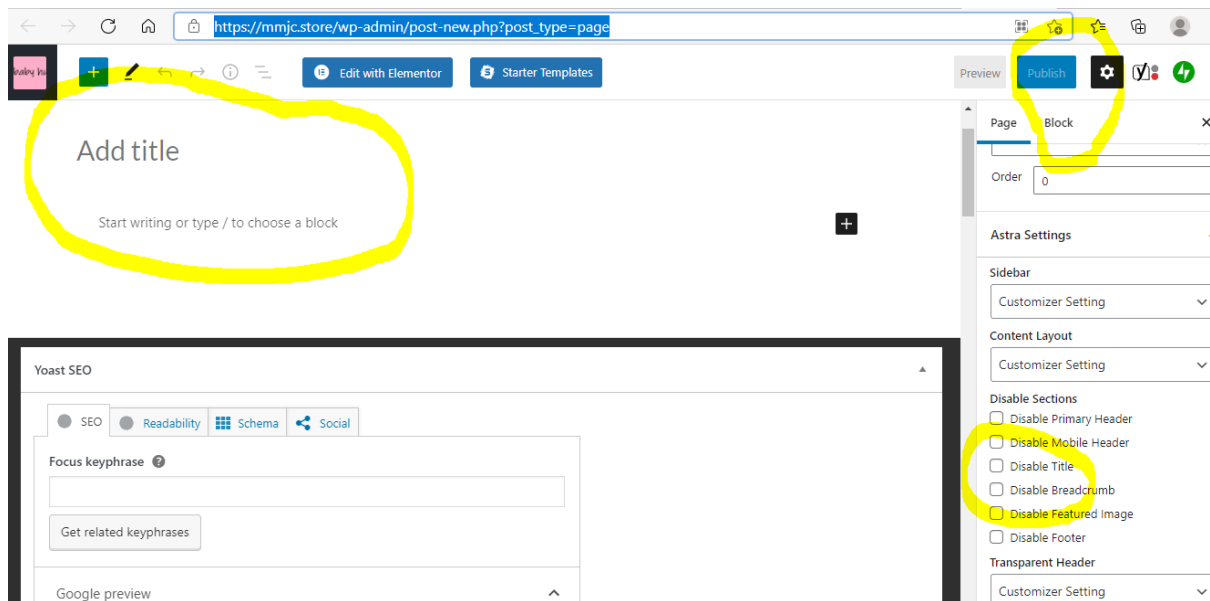
Drag the items into the order you prefer. Click the arrow on the right

Home	Front Page, Elementor
Store	Shop Page
Hiring	Elementor
Blog	Elementor

Creating and modifying web pages

Add a new web page

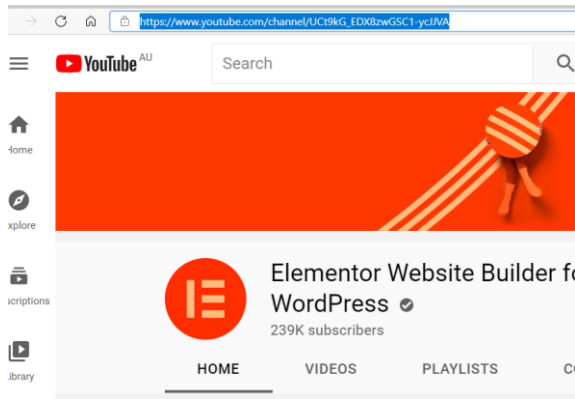
To add a new web page, use the above link or from the dashboard go to Pages then select Add New.



If your store requires a new page this is easily done from the above link, on the above screen first type in the name of the page where it says add title, click the disable title box and then go publish in the areas highlighted above. After it is published use the edit with elementor button. From here you can add text, images and any content you wish. The below link provides detailed instructions on editing a page with elementor. From the site menu you can also edit any page by clicking on the edit with elementor button at the top dashboard while viewing the page.

Using Elementor to update Pages

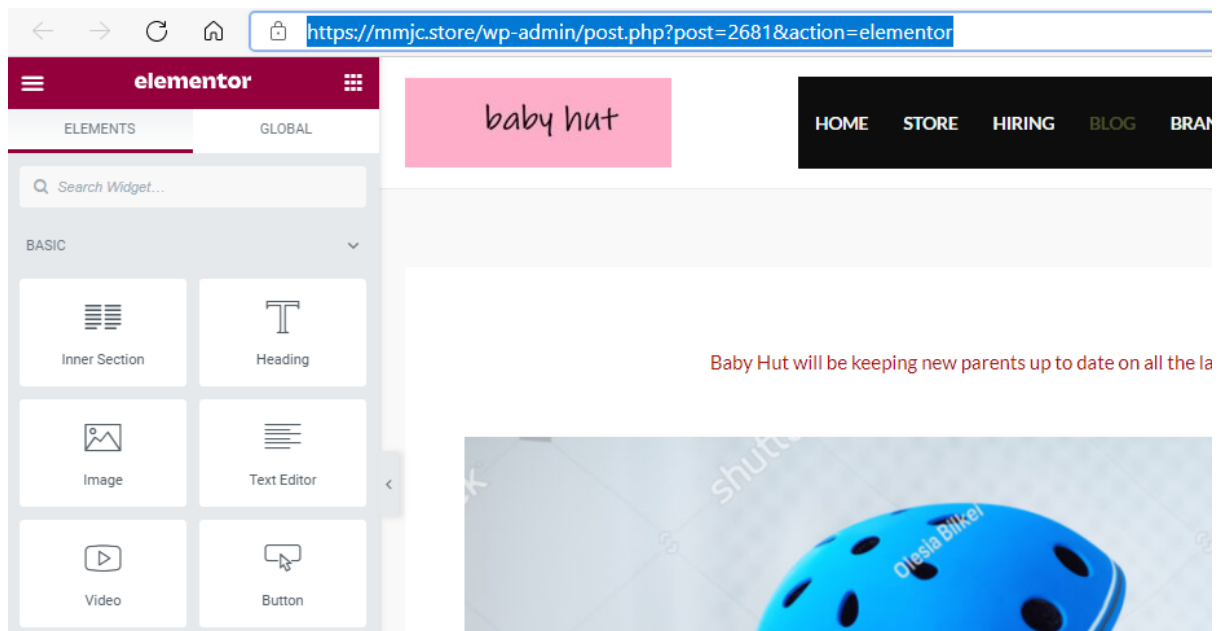
The above link or <https://elementor.com/getting-started/> provide detailed instructions on using Elementor to edit web pages.



Edit and update your Blog Page

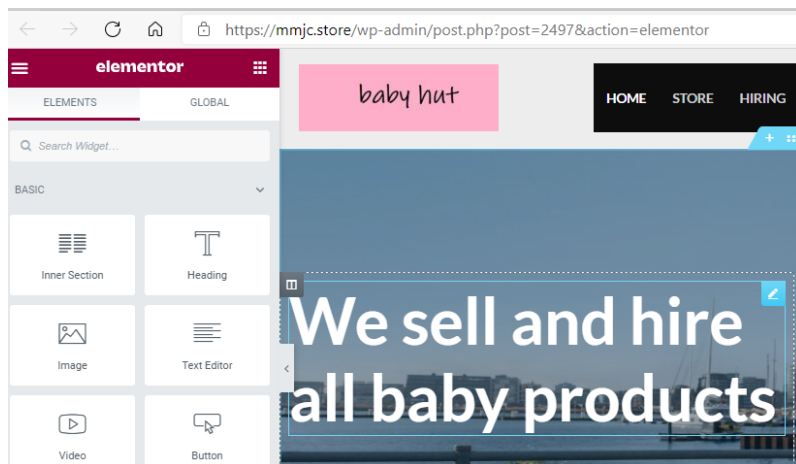
From the visit site option when you are logged in as admin you can go to any page on the site and then click edit with Elementor at the top. The exception being the store site which requires special settings from WooCommerce.

The above link takes you direct to edit the blog page.



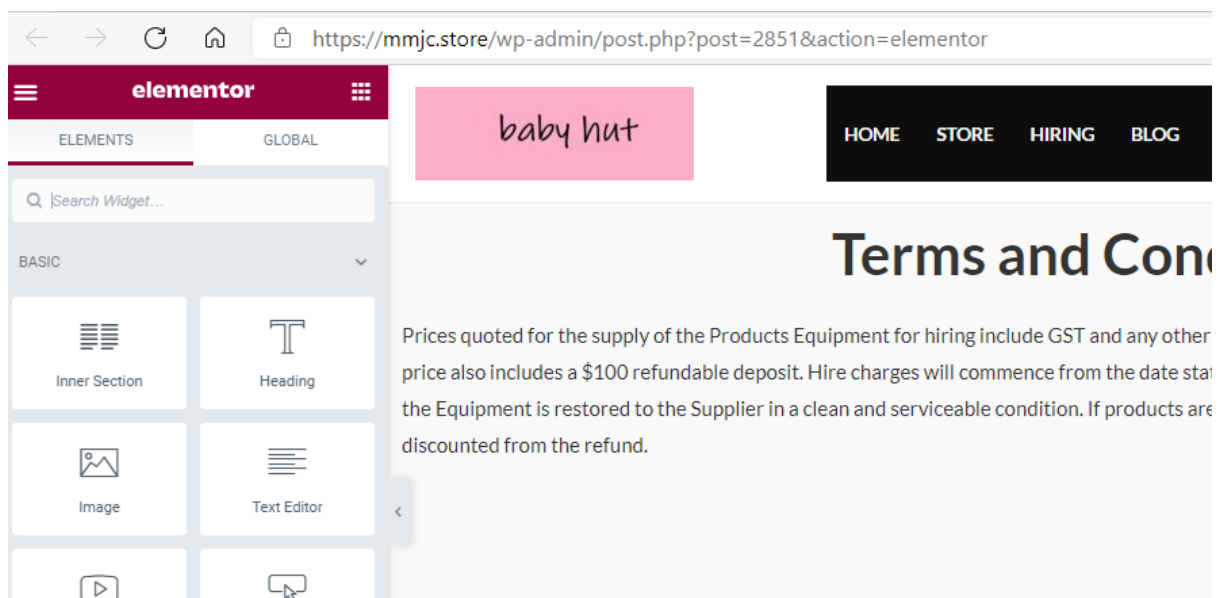
Edit and Update your Main Page

The above link takes you direct to edit the site main page also referred to as the landing page.



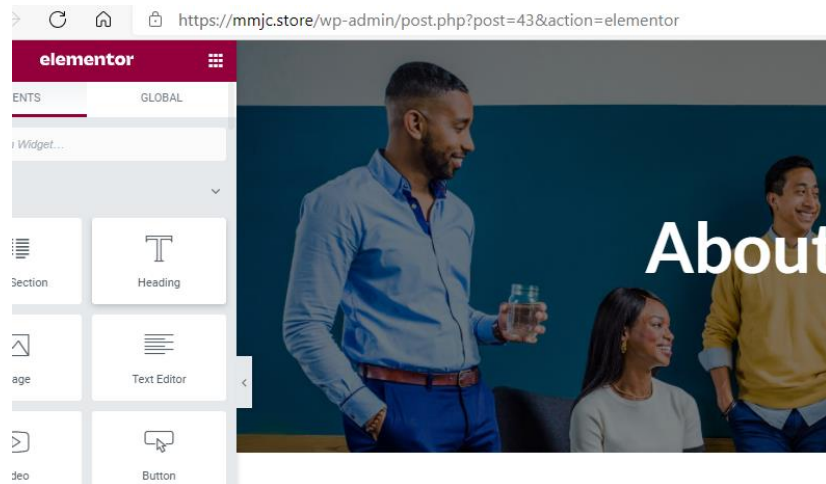
Edit and Update your Terms and Conditions

The above link takes you direct to edit the site terms and conditions page.



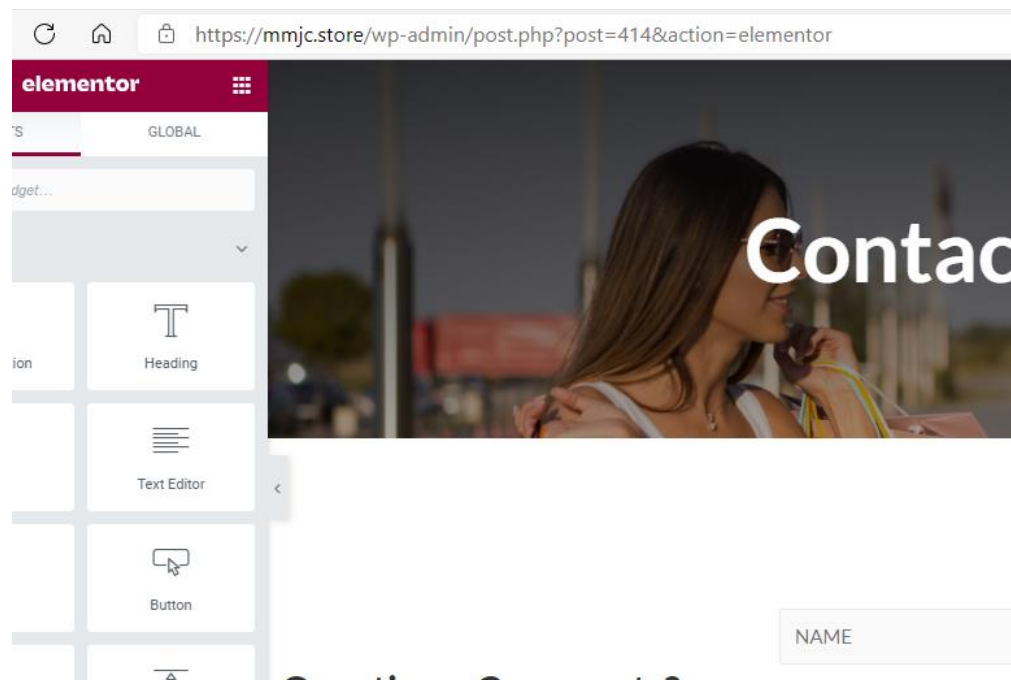
Edit and Update your About Us page

The above link takes you direct to edit the about us page.



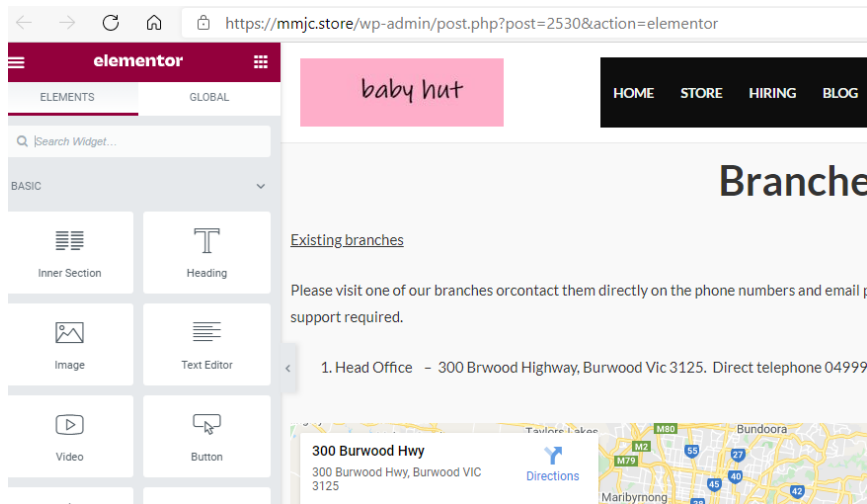
Edit and Update your Contact Us page

The above link takes you direct to edit the contact us page.



Edit and Update your Branches Page

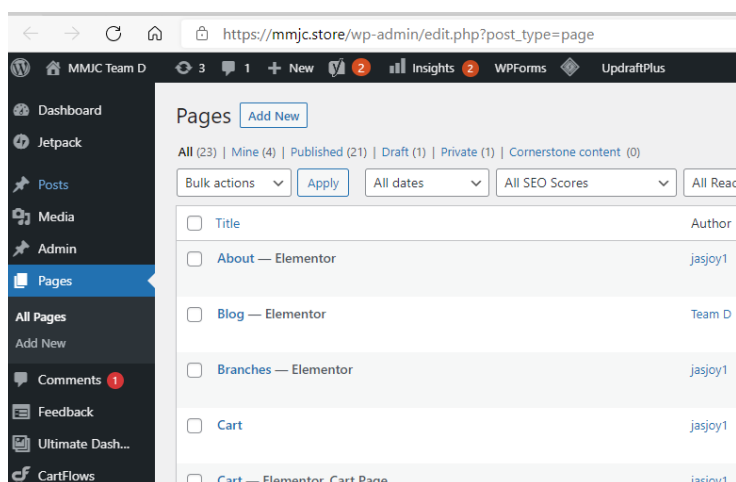
The above link takes you direct to edit the branches page. This page can be updated to reflect your existing shopfronts.



List of all existing Pages

To update existing pages use the above link or from the dashboard go to Pages and then select All Pages.

From this list of all pages, you can easily select the page to edit or quick edit to choose menu option. You can also choose to edit with Elementor.

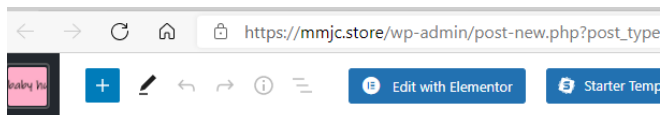


Creating and Modifying Web posts

Add a new web post

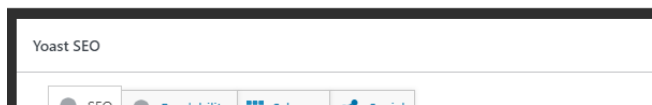
To add a new post use the above link or from the dashboard go to Posts and then select Add New.

You can then add the title as shown below and as with a page edit and create with Elementor.



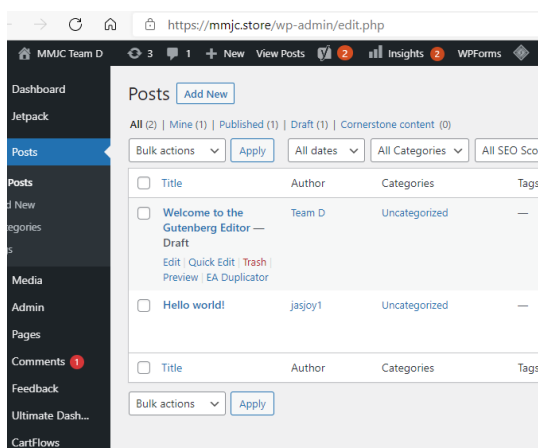
Add title

Start writing or type / to choose a block



View a list of all Posts

It is also possible to list all existing posts and then choose one to edit. Make sure to publish after editing.



View Comments sent to website

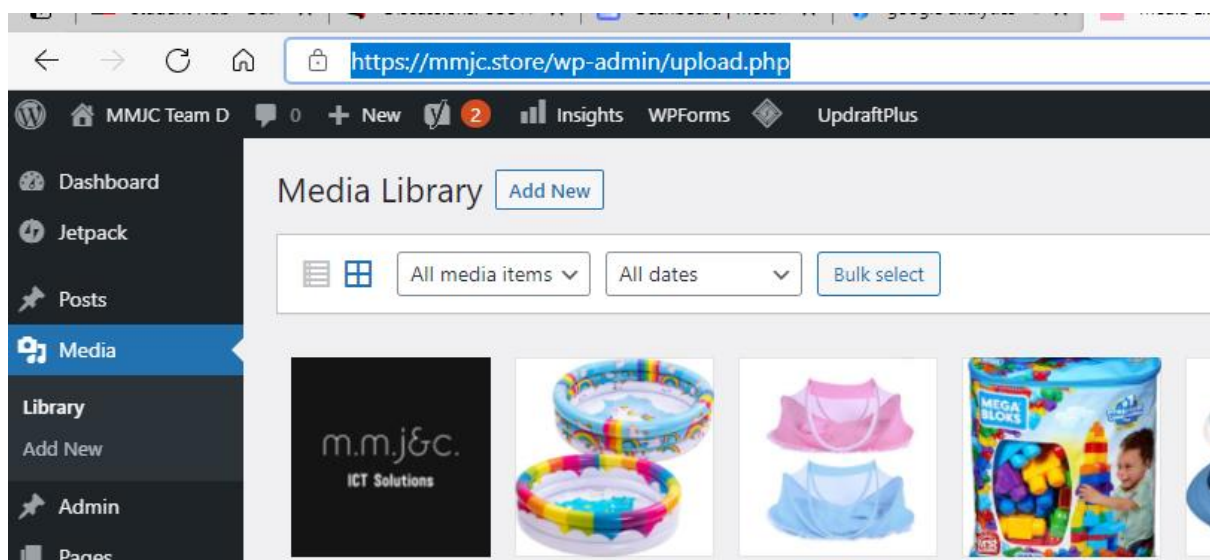
Users or customers of your webpage can leave comments or reviews on products in your store. You can view these comments from the link above and as shown on the image below. You could also reply to any comment.

The screenshot shows the WordPress admin dashboard at the URL <https://mmjc.store/wp-admin/edit-comments.php>. The dashboard includes a sidebar with navigation links such as 'Visit Site', 'Visit Store', 'Posts', 'Media', 'Admin', 'Pages', 'Comments' (highlighted with a red notification badge), 'Feedback', 'Ultimate Dash...', 'CartFlows', 'WooCommerce', 'Products', 'Analytics', 'Marketing', 'Elementor', and 'Templates'. The top bar displays site information and various plugins like 'WPForms' and 'UpdraftPlus'. The main content area is titled 'Comments' and features a green banner for 'Set up your Akismet account'. Below this, there are filters for 'All (2)', 'Mine (0)', 'Pending (1)', 'Approved (1)', 'Spam (0)', and 'Trash (0)'. A table of comments is displayed with columns for 'Author' and 'Comment'. The first comment is from 'test.test' with the text 'test'. The second comment is from 'A WordPress Commenter' with the text 'Hi, this is a comment. To get started with moderating, editing, and deleting comments, screen in the dashboard. Commenter avatars come from [Gravatar](https://gravatar.com) <https://gravatar.com>'. Both comments have a status of '0 approved' and '1 approved' respectively. Action buttons for 'Approve', 'Reply', 'Quick Edit', 'Edit', 'Spam', and 'Trash' are visible for each comment.

Managing the Media Gallery

Managing the Media Gallery

Using the above link or going via the dashboard / media / Library provides a powerful menu to manage all the images, videos and documents used on the site. You can bulk upload new media or delete media using this option. You can use the menu to add text for images and also meta tags.



Creating and Modifying Products

Add a new product for Sale

To add new products to your store use the above link or from the dashboard go to Products and then choose Add New.

Using the above link the Woocommerce plugin is opened to add any new product or a new version of product. Woocommerce provide a detailed user manual to add products. You can also duplicate an existing product and do a simple update and update image. To refer to the detailed Woocommerce manual refer to [this link](#).

https://mmjc.store/wp-admin/post-new.php?post_type=product

MMJC Team D

Visit Site

Visit Store

Tools

Settings

SEO 2

Gutenberg

Insights 2

WP Encryption

Social Media Widget Settings

AS Locator

Menu Image

Kaya Studio

Login/Signup Popup

Limit Login Attempts

LiteSpeed Cache

Add New

Image alternate text:

Leave empty for default image alternate text "QR Code".

Product data — Simple product

Virtual: ☐ Downloadable: ☐ Bookable: ☐

General

Regular price (\$)

Inventory

Sale price (\$)

Shipping

Linked Products

Attributes

Advanced

CartFlows

Get more options

Tax status

Taxable

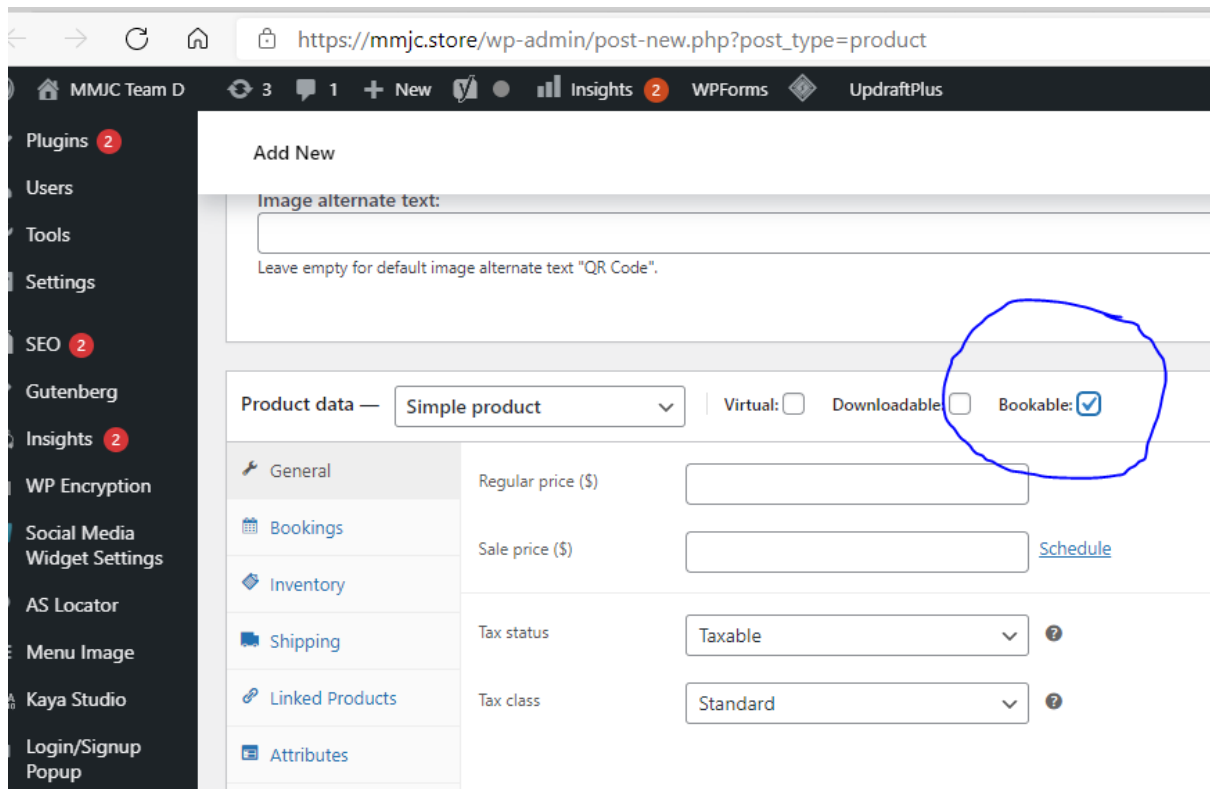
Tax class

Standard

Schedule

Add a new product for Hire

To add a product for hire you must make sure you tick the bookable box as highlighted below when adding a new product. You will then be presented with bookable items to fill when creating a new product. Refer to the woocommerce detailed instructions at [this link](#).



The screenshot shows the 'Add New' product page in a WordPress admin interface. The URL in the browser is https://mmjc.store/wp-admin/post-new.php?post_type=product. The left sidebar contains a menu with items like Plugins, Users, Tools, Settings, SEO, Gutenberg, Insights, WP Encryption, Social Media Widget Settings, AS Locator, Menu Image, Kaya Studio, and Login/Signup Popup. The main content area is titled 'Add New' and includes a section for 'Image alternate text' with a text input field and a note: 'Leave empty for default image alternate text "QR Code".' Below this is the 'Product data' section, which has a dropdown menu set to 'Simple product'. To the right of the dropdown are three checkboxes: 'Virtual' (unchecked), 'Downloadable' (unchecked), and 'Bookable' (checked). The 'Bookable' checkbox is circled in blue. Below the 'Product data' section is a sidebar with tabs for 'General', 'Bookings', 'Inventory', 'Shipping', 'Linked Products', and 'Attributes'. The 'General' tab is active, showing fields for 'Regular price (\$)', 'Sale price (\$)', 'Tax status' (set to 'Taxable'), and 'Tax class' (set to 'Standard').

Product data — Simple product

Virtual: ☐ Downloadable: ☐ Bookable: ☒

Regular price (\$)

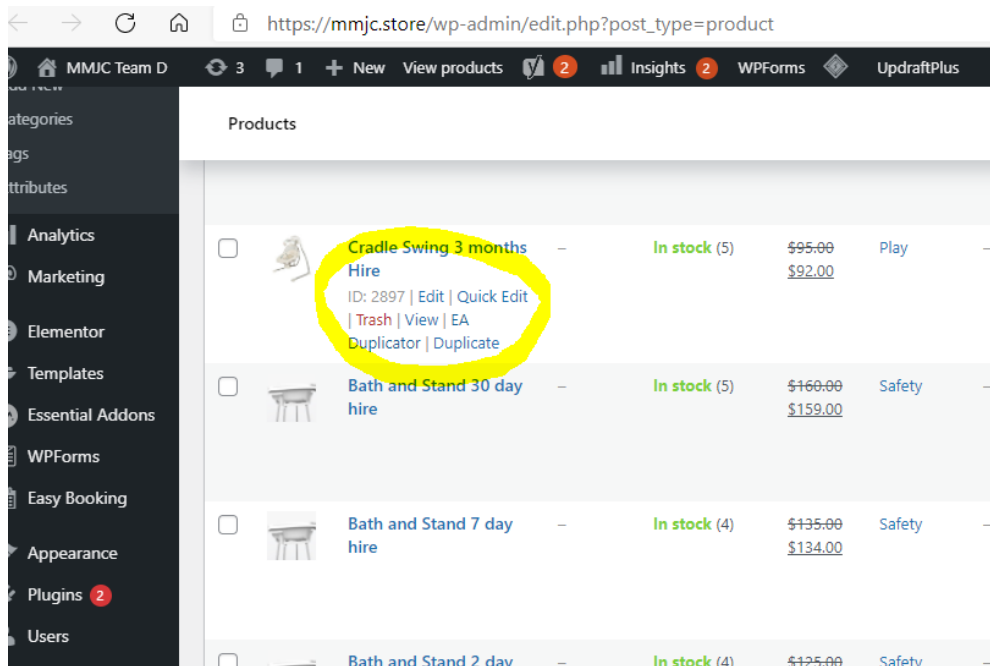
Sale price (\$) [Schedule](#)

Tax status Taxable

Tax class Standard

Modify an Existing Product

To modify existing products to your store, use the above link or from the dashboard go to Products and then choose All products. This will list all the products. If you wish to quickly update the price or sale price of a product you can list all the products and select quick edit on the product as shown below where you can edit the price. Woocommerce also provide detailed instructions on bulk editing products. Refer to [this link](https://docs.woocommerce.com/document/bulk-edit-products-prices-and-attributes/) (<https://docs.woocommerce.com/document/bulk-edit-products-prices-and-attributes/>).



The screenshot shows the WordPress admin dashboard with the WooCommerce 'Products' list. The 'Cradle Swing 3 months Hire' product is highlighted with a yellow circle, and its 'Quick Edit' link is visible. The table lists four products with their respective stock status, prices, and categories.

Product	Status	Stock	Price	Category
Cradle Swing 3 months Hire	In stock	(5)	\$95.00 \$92.00	Play
Bath and Stand 30 day hire	In stock	(5)	\$160.00 \$159.00	Safety
Bath and Stand 7 day hire	In stock	(4)	\$135.00 \$134.00	Safety
Bath and Stand 2 day	In stock	(4)	\$125.00	Safety

The screenshot shows the WordPress admin interface for editing a product. The URL in the browser is https://mmjc.store/wp-admin/edit.php?post_type=product. The top navigation bar includes 'MMJC Team D', '3' notifications, '1' comment, 'New', 'View products', '2' insights, and 'WPForms'. The left sidebar lists various plugins and settings, with 'Plugins' having a '2' notification. The main content area is titled 'Products' and shows the 'QUICK EDIT' section for a product titled 'Bath and Stand 30 day hire'. The slug is 'bath-and-stand-30-day-hire', the date is '05-May 11, 2021 at 13:17', and the password is empty. The 'Product data' section is highlighted with a yellow circle and contains the following fields: SKU (empty), Price (160), Sale (159), Tax status (Taxable), Tax class (Standard), and Weight (20). The 'Status' section on the right shows 'Ena' (enabled) and 'Status' (draft).

Shop orders and reports

View status of Booked out products

To monitor the status of your booked out products the above link or go to Dashboard Easy Booking and choose reports. The report provides the report below which shows the status of any booked-out product. You can update the status of products. The easybooking plugin provides the report.

https://mmjc.store/wp-admin/admin.php?page=easy-booking-reports

MMJC Team D 3 1 + New 2 Insights 2 WPForms UpdraftPlus

Dashboard Jetpack Posts Media Admin Pages Comments 1 Feedback Ultimate Dash... CartFlows WooCommerce Products Analytics

Bookings

To see "Completed" bookings, use the booking status filter below.

Booking status Search for a product... Start End

Status	Order	Product	Start	End
<input type="radio"/> Pending	#2896 Tyler Alterio	Booster Child Restraint 30 Days Hire (#2815)	May 17, 2021	June 16, 2021
<input type="radio"/> Pending	#2895 Tyler Alterio	Bath and Stand 2 day hire (#2838)	May 17, 2021	May 19, 2021
<input type="radio"/> Start	#2883 Tyler Alterio	Bath and Stand 7 day hire (#2840)	May 13, 2021	May 20, 2021
<input type="radio"/> Processing	#2834 Tyler Alterio	Booster Child Restraint 30 Days Hire (#2815)	May 12, 2021	June 11, 2021
Status	Order	Product	Start	End

View status of all orders

To view a report of all order's, use the above link or from the dashboard go to Woocommerce and select orders.

https://mmjc.store/wp-admin/edit.php?post_type=shop_order

MMJC Team D 3 1 + New 2 Insights 2 WPForms UpdraftPlus

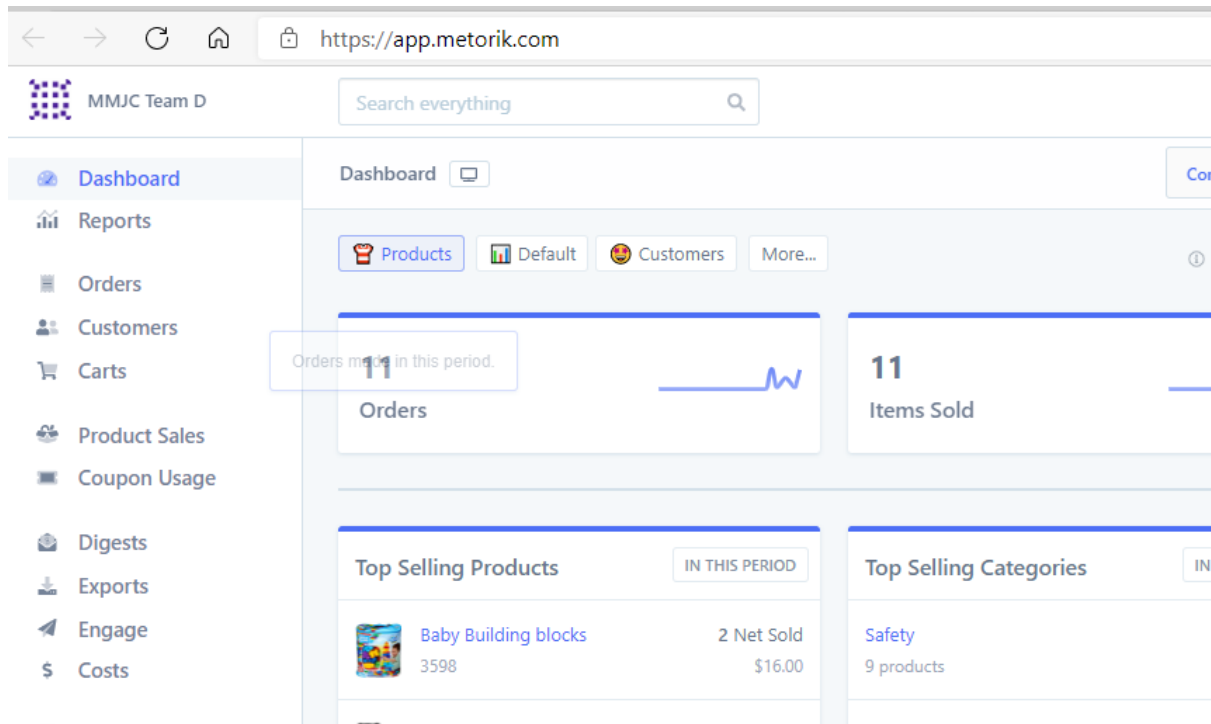
Cou Visit Site Rep Visit Store Settings Status Extensions Cart Abandonment Products Analytics Marketing Elementor Templates Essential Addons WPForms Easy Booking

Orders

<input type="checkbox"/>	#2896 Tyler Alterio	May 11, 2021	Completed
<input type="checkbox"/>	#2834 Tyler Alterio	May 11, 2021	Processing
<input type="checkbox"/>	#2808 Tyler Alterio	May 10, 2021	On hold
<input type="checkbox"/>	#2804 Tyler Alterio	May 8, 2021	On hold
<input type="checkbox"/>	#2788 Peter Piper	May 8, 2021	On hold
<input type="checkbox"/>	#2787	May 8, 2021	Processing
<input type="checkbox"/>	#2786 Peter Piper	May 8, 2021	Completed
<input type="checkbox"/>	Order	Date	Status

Connect to Metorik Reports

Metorik is a web application that provides additional reports on orders and products sold and booked. The user admin@mmjc.store should be used to connect to the Metorik app. The app can do reports on orders, products, sales and customers.

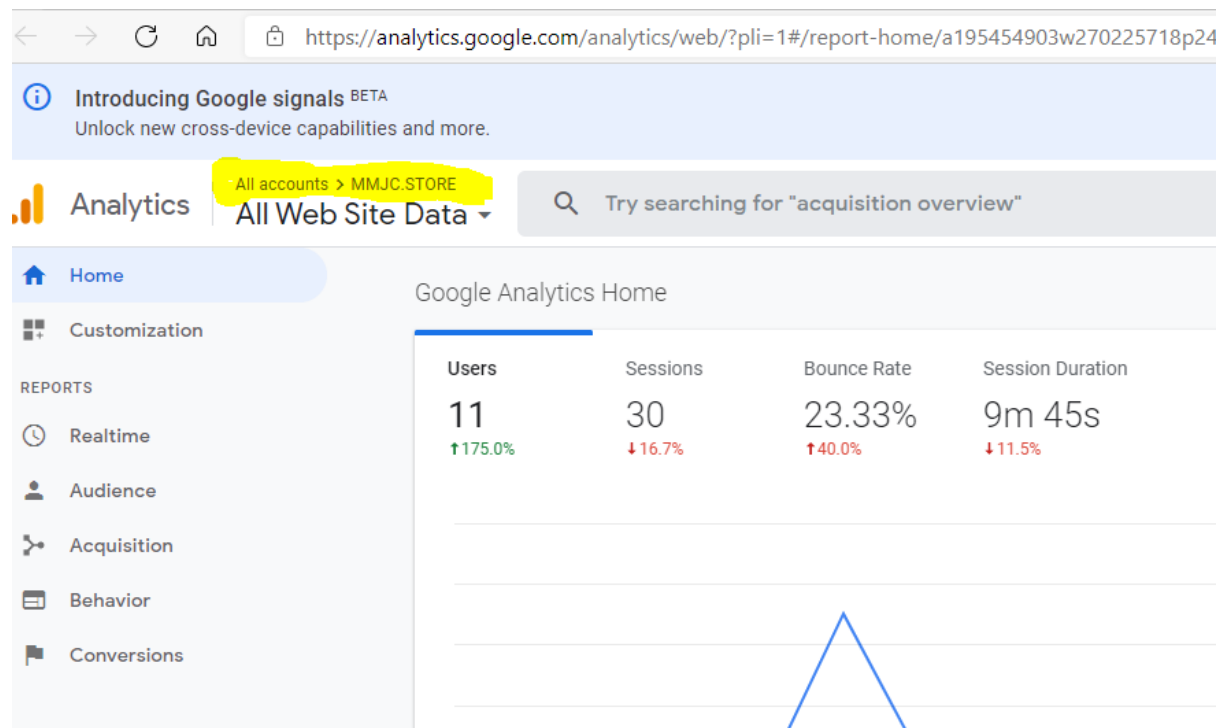


Google Analytics and SEO

View Google Analytics

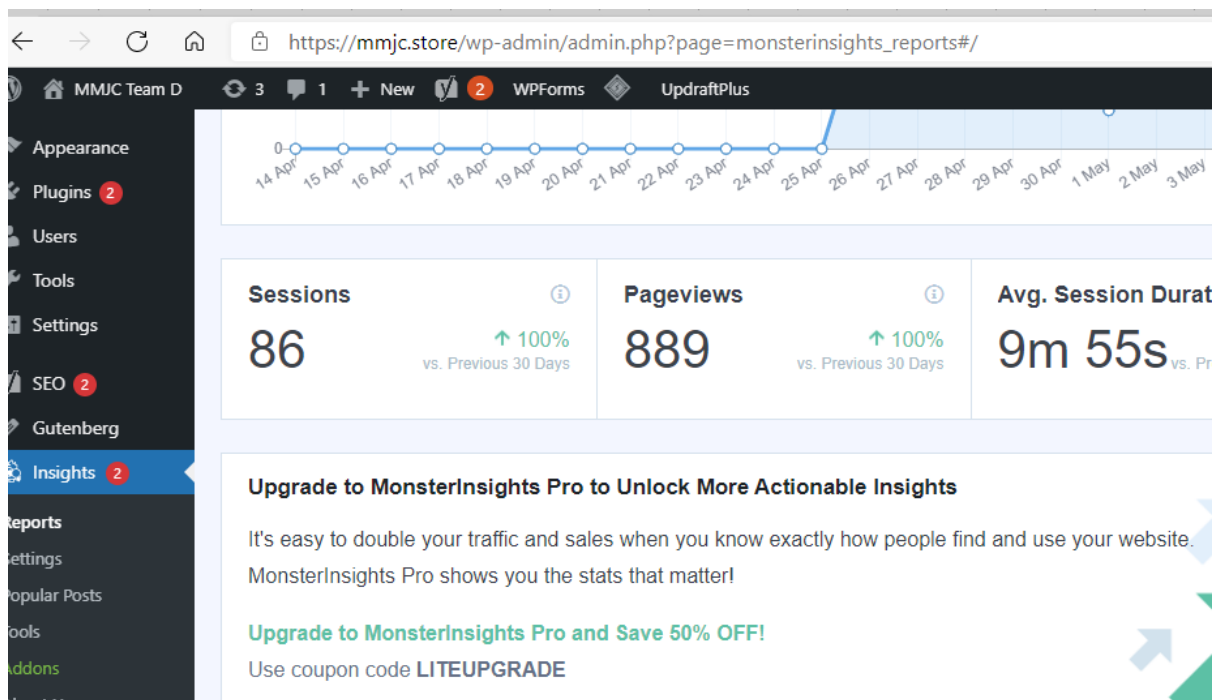
The link above provides a direct link to the Google analytics site or type the following into browser address bar. <https://analytics.google.com/analytics/web/#/report-home/a195454903w270225718p241728544>

The website has been connected to Google Analytics. You should login to the google analytics using the user admin@mmjc.store and the password provided. Google Analytics provides several reports to help you analyse the traffic and users to your site. Google provide a description of all the reports at [this link](#). The site also includes the plugin monster insights which is connected to Google Analytics. Monsterinsights also describes google analytics at [this link](#).



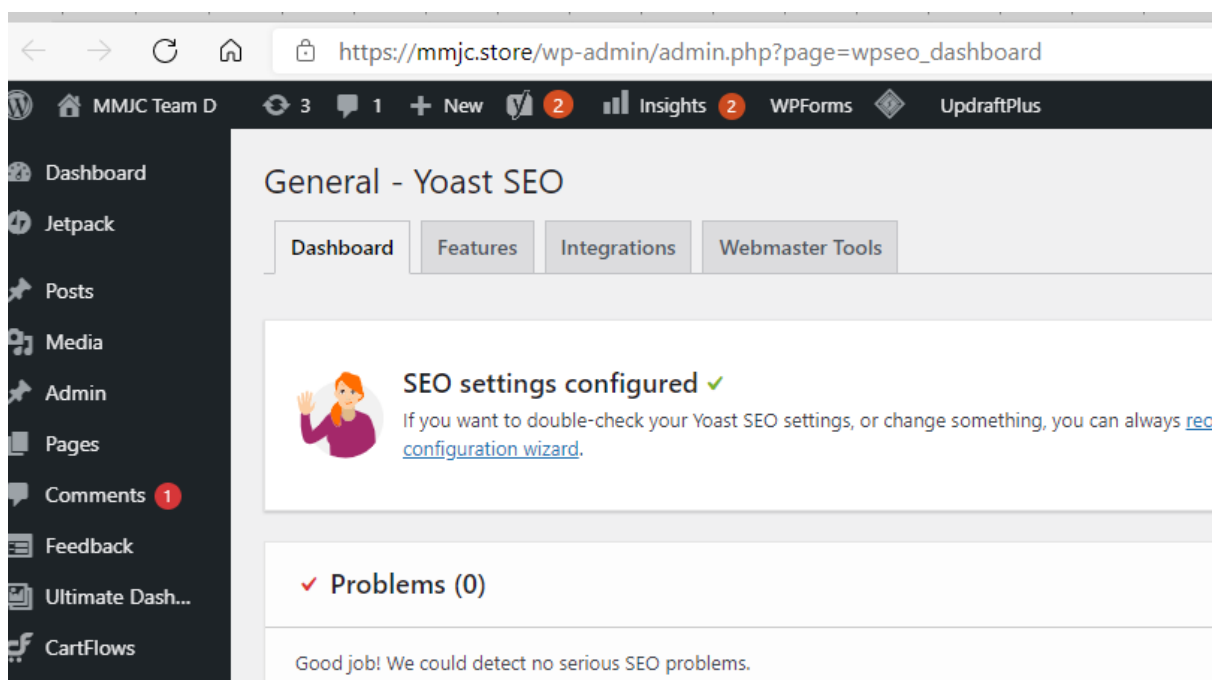
View Monster Insights Google Analytics Dashboard

The link to Monster insights provides access to google analytics and additional insights to user traffic.



View Yoast SEO dashboard

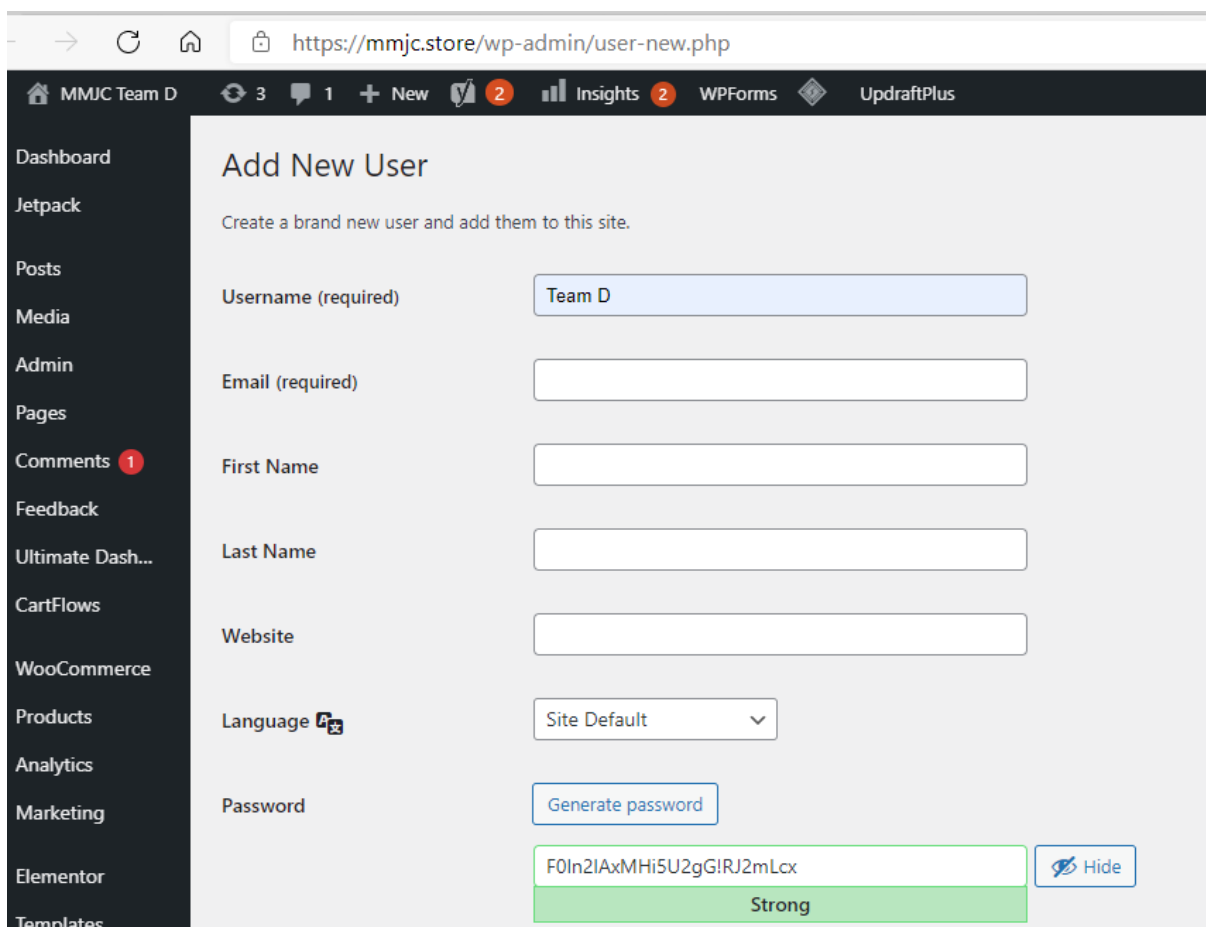
Yoast SEO provides the plugin to make sure your site is optimised for the search engines like google. It is important to note when adding products or new web pages you may need to add key words and meta tags to improve your SEO performance.



Creating and modifying user details

Add a new user or customer manually

Add a new user with the above link or from the dashboard /Users /Add New menu. Customers can register with the site and login but since we have made it easier for users to use your shopping page sometimes you will need to add full customer user details. This can be done from the above link as shown on the screen below. Any new users who register with the site will only have view access to the site unless you update their Role.



The screenshot shows the 'Add New User' form in a WordPress admin dashboard. The browser address bar shows the URL <https://mmjc.store/wp-admin/user-new.php>. The dashboard header includes the site name 'MMJC Team D' and several notification icons. The left sidebar lists various dashboard sections: Dashboard, Jetpack, Posts, Media, Admin, Pages, Comments (with a red notification badge), Feedback, Ultimate Dash..., CartFlows, WooCommerce, Products, Analytics, Marketing, Elementor, and Templates. The main content area is titled 'Add New User' and contains the following fields:

- Username (required):** A text input field containing 'Team D'.
- Email (required):** An empty text input field.
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Website:** An empty text input field.
- Language:** A dropdown menu set to 'Site Default'.
- Password:** A section containing a 'Generate password' button, a text input field showing the generated password 'F0ln2lAxMHi5U2gIRJ2mLcx', and a 'Hide' button.

The password strength indicator at the bottom of the password field shows 'Strong'.

View and edit existing users

Modify an existing with the above link or from the dashboard /Users /All users menu.

This will bring up a list of all users registered with the site.

To edit any details of any existing users or customers use the above link and then select the user to edit.

→

↺

🏠

🔒

https://mmjc.store/wp-admin/users.php

🏠 MMJC Team D

🔄 3

💬 1

➕ New

📊 2

📈 Insights 2

📄 WPForms

🔒 UpdraftPlus

Dashboard

Jetpack

Posts

Media

Admin

Pages

Comments 1

Feedback

Ultimate Dash...

CartFlows

WooCommerce

Products

Analytics

Marketing

Elementor

Users

Add New

You can view a more detailed, powerful, and accurate version of this on Metorik: [All Customers](#)

All (16) | Administrator (5) | Customer (10) | Shop manager (1)

Bulk actions

▼





Apply

Change role to...

▼

Change

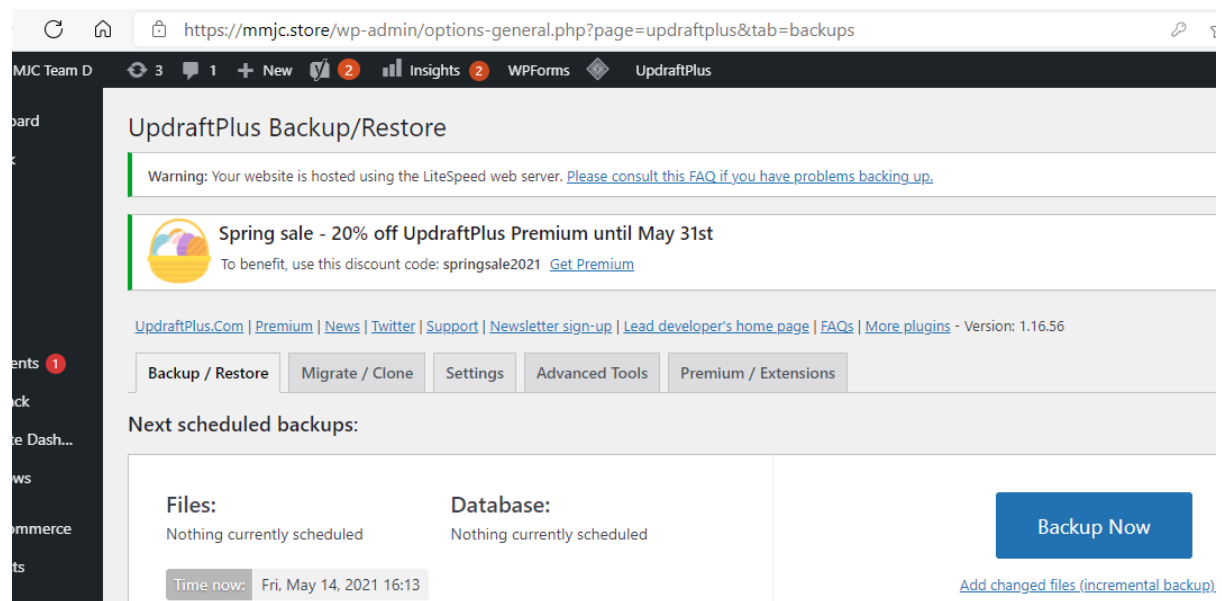
Grant Roles

<input type="checkbox"/>	Username	Name	Email
<input type="checkbox"/>	 BallengerT	Tim B Ballenger	BalingerT@XYZDFG.CCC.Aq
<input type="checkbox"/>	 Charuni	Charuni LIYANAGE	102884170@student.swin.edu u
<input type="checkbox"/>	 DeckerW	Wilson Decker	DeckerW@DFGXYZ.CCC.AQ
<input type="checkbox"/>	 jasjoy1	John Hewitt	jasjoy1@gmail.com

Site Administration and details

Restore and Backup Website

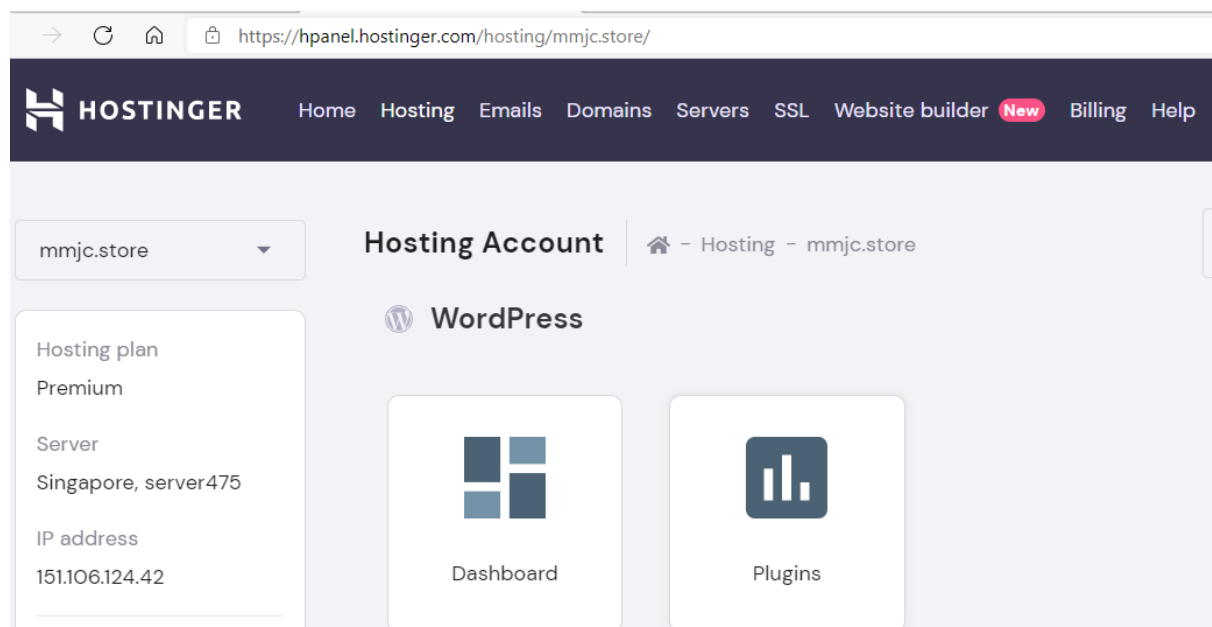
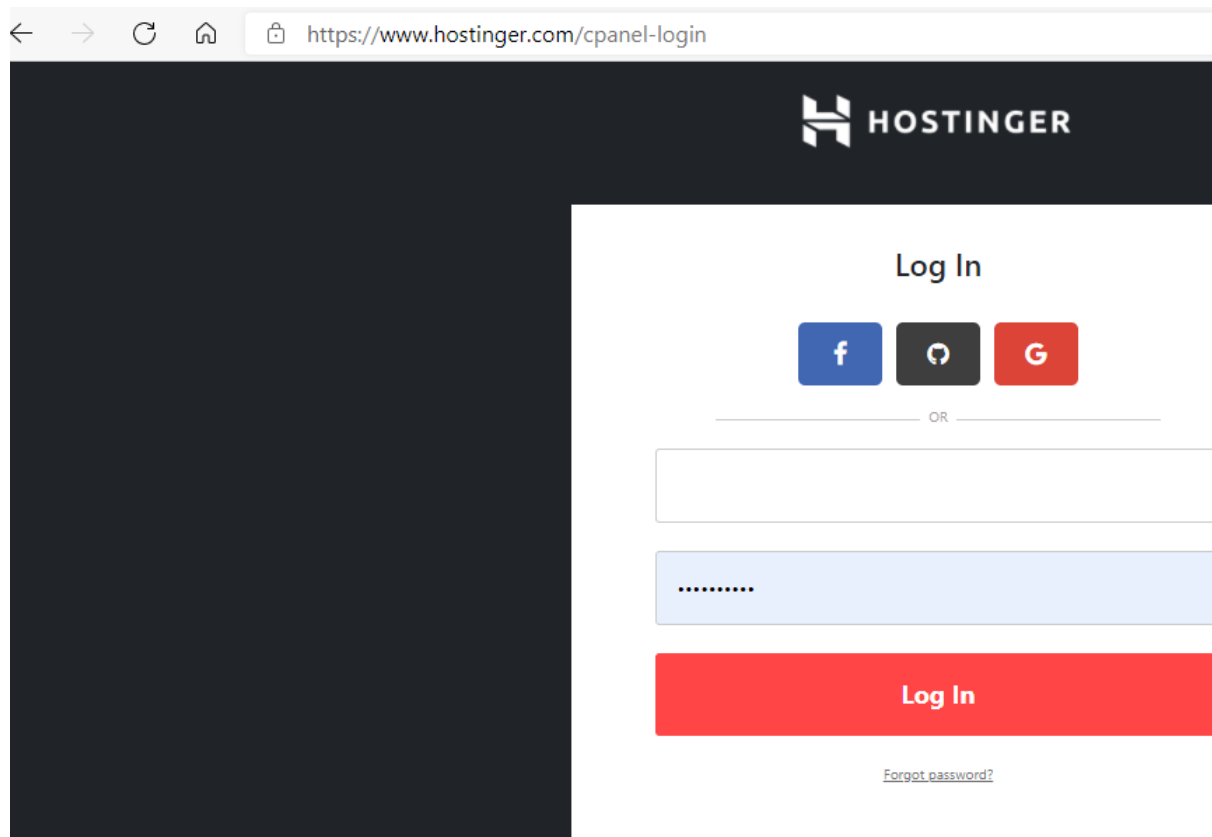
You should backup your website after any updates and at least on a weekly basis. The above link provides the menu to do a backup or restore your site from a previous backup. You can also access from the dashboard top menu and select UpdraftPlus and select Backup/Restore.



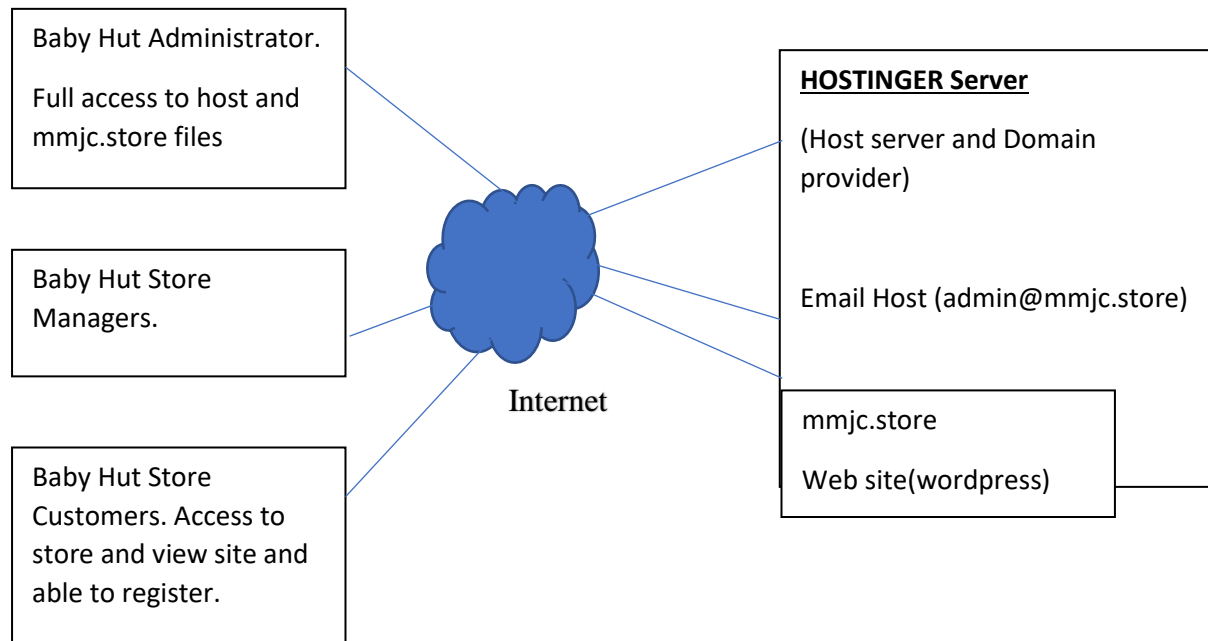
The screenshot shows the UpdraftPlus Backup/Restore interface within a WordPress admin panel. The browser address bar displays the URL: <https://mmjc.store/wp-admin/options-general.php?page=updraftplus&tab=backups>. The top navigation bar includes links for MJC Team D, 3 notifications, 1 comment, a 'New' button, 2 insights, WPForms, and UpdraftPlus. The main content area is titled 'UpdraftPlus Backup/Restore'. A warning message states: 'Warning: Your website is hosted using the LiteSpeed web server. [Please consult this FAQ if you have problems backing up.](#)'. Below this is a promotional banner for a 'Spring sale - 20% off UpdraftPlus Premium until May 31st' with a discount code 'springsale2021' and a 'Get Premium' link. A navigation bar contains links for UpdraftPlus.Com, Premium, News, Twitter, Support, Newsletter sign-up, Lead developer's home page, FAQs, and More plugins, along with the version number 'Version: 1.16.56'. The main interface has tabs for 'Backup / Restore', 'Migrate / Clone', 'Settings', 'Advanced Tools', and 'Premium / Extensions'. The 'Backup / Restore' tab is active, showing 'Next scheduled backups:'. Under 'Files', it says 'Nothing currently scheduled' with a 'Time now: Fri, May 14, 2021 16:13' indicator. Under 'Database', it also says 'Nothing currently scheduled'. A prominent blue 'Backup Now' button is on the right, with a link below it: '[Add changed files \(incremental backup\).](#)'.

Hostinger C-Panel login

Use the above link to connect to the admin panel of the mmjc.store on the server or type the following into web browser : <https://www.hostinger.com/cpanel-login>. Hostinger is the server host of all the web files and where the domain host is registered. You would need to login to this site to manage any server issues. The Hostinger server has a help desk online which should be your first point of call. This is their website contact point: <https://www.hostinger.com/contacts>



Site Block diagram



Site Basic details

Name	Information	Username	Cost
Domain Name	mmjc.store		Annual cost
Host Server	Hostinger		Monthly Plan
Email Name	Hostinger webmail	admin@mmjc.store	Free with host
Web Application	Wordpress	Wordpress.org	Free open source
Theme	Astra		Free version
FTP	Jasjoy.online	u286504478.mmjc.store	
Analytics	Google/MonsterInsights	admin@mmjc.store	free
SEO	Yoast		free
Main Plugins			
WooCommerce	Store, Products, Reports		free
Easy Booking	Hiring products, Reports		free
Elementor	Editing Pages		free
Updraftplus	Backup/Restore		free
JetPack	Security		free
Metorik	Additional Reports		Free trial