USER MANUAL

Team D

MMJC Swinburne ICT 10001 Team D

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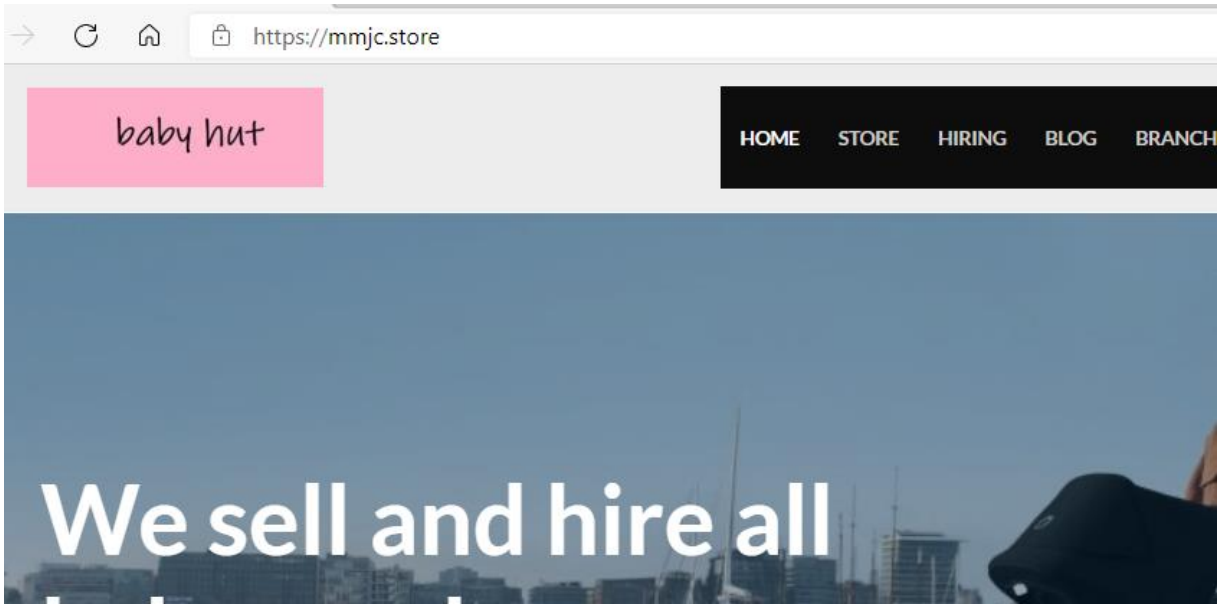
Accessing the site

Link to Public Store

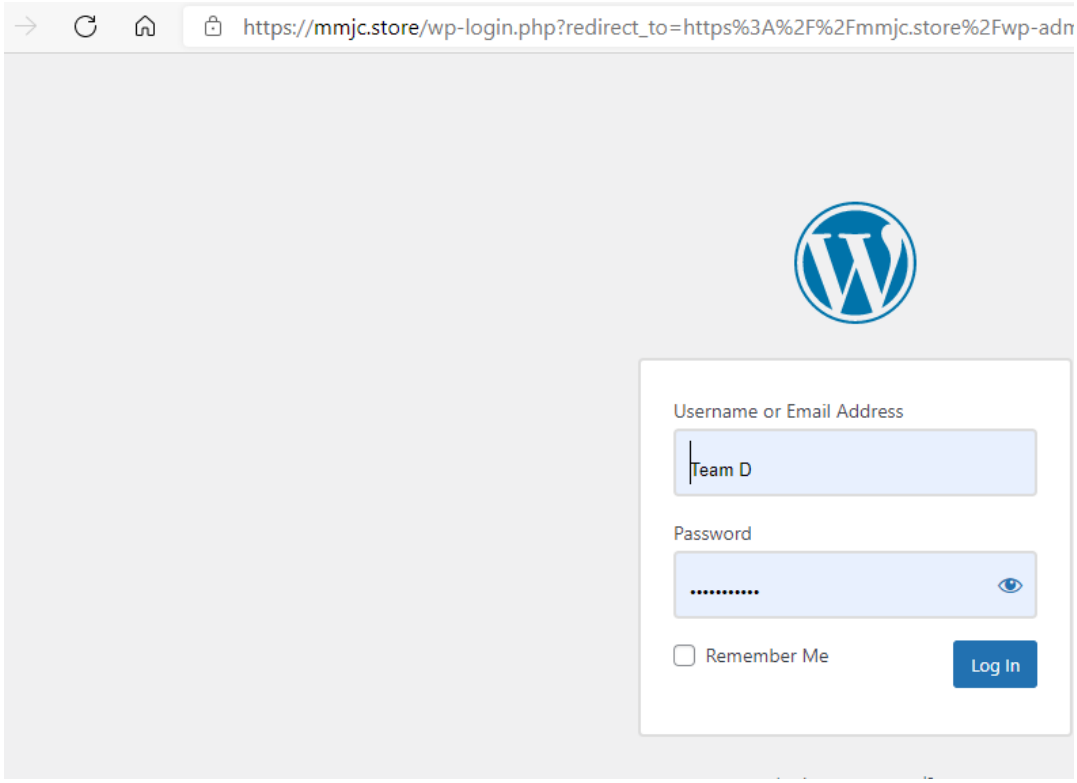
To view the public site, use the above link or type https://mmjc.store/ into your browser.



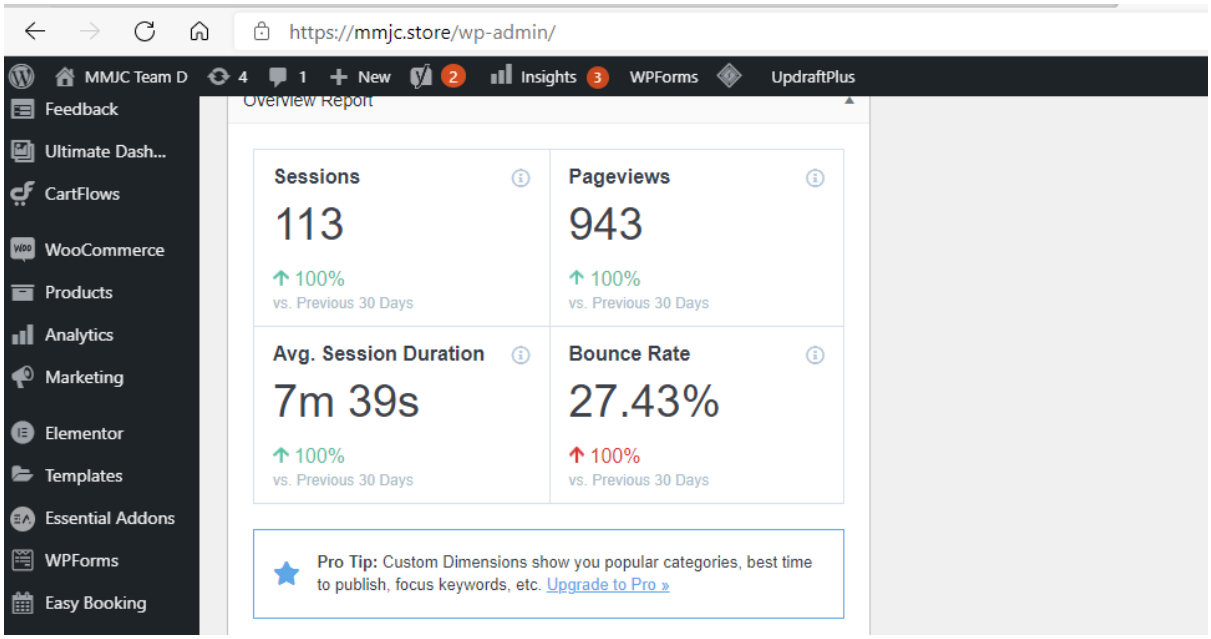
Link to store Admin login

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.

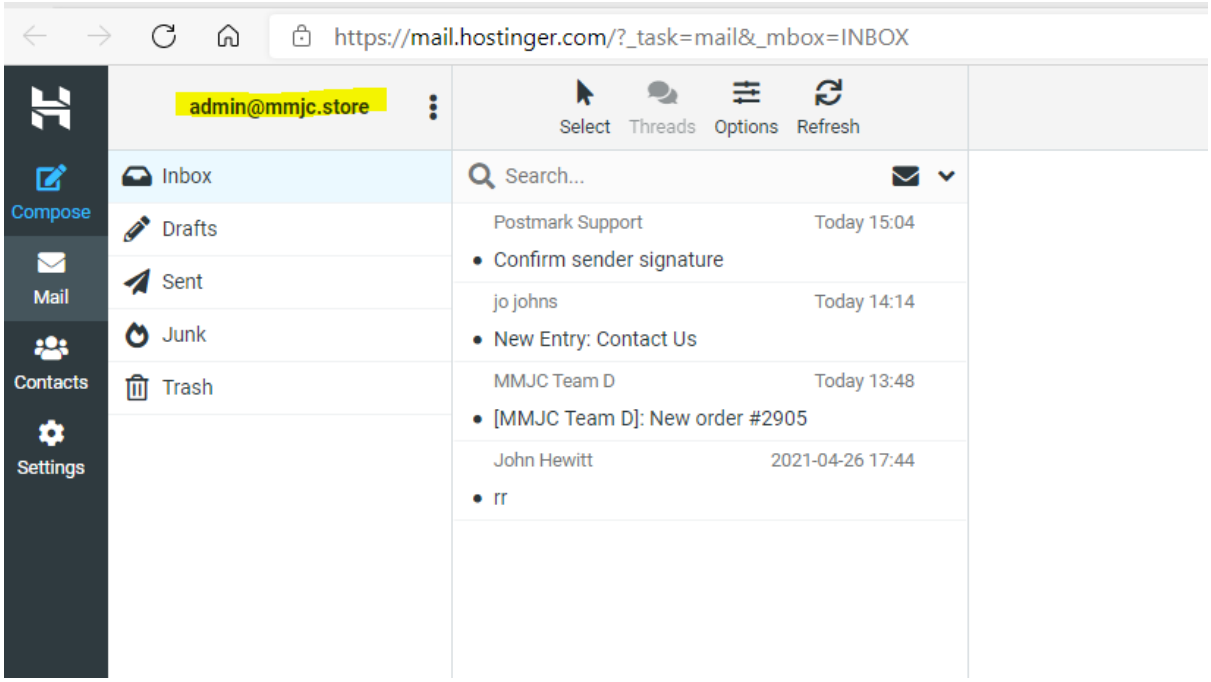


Email Access

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.

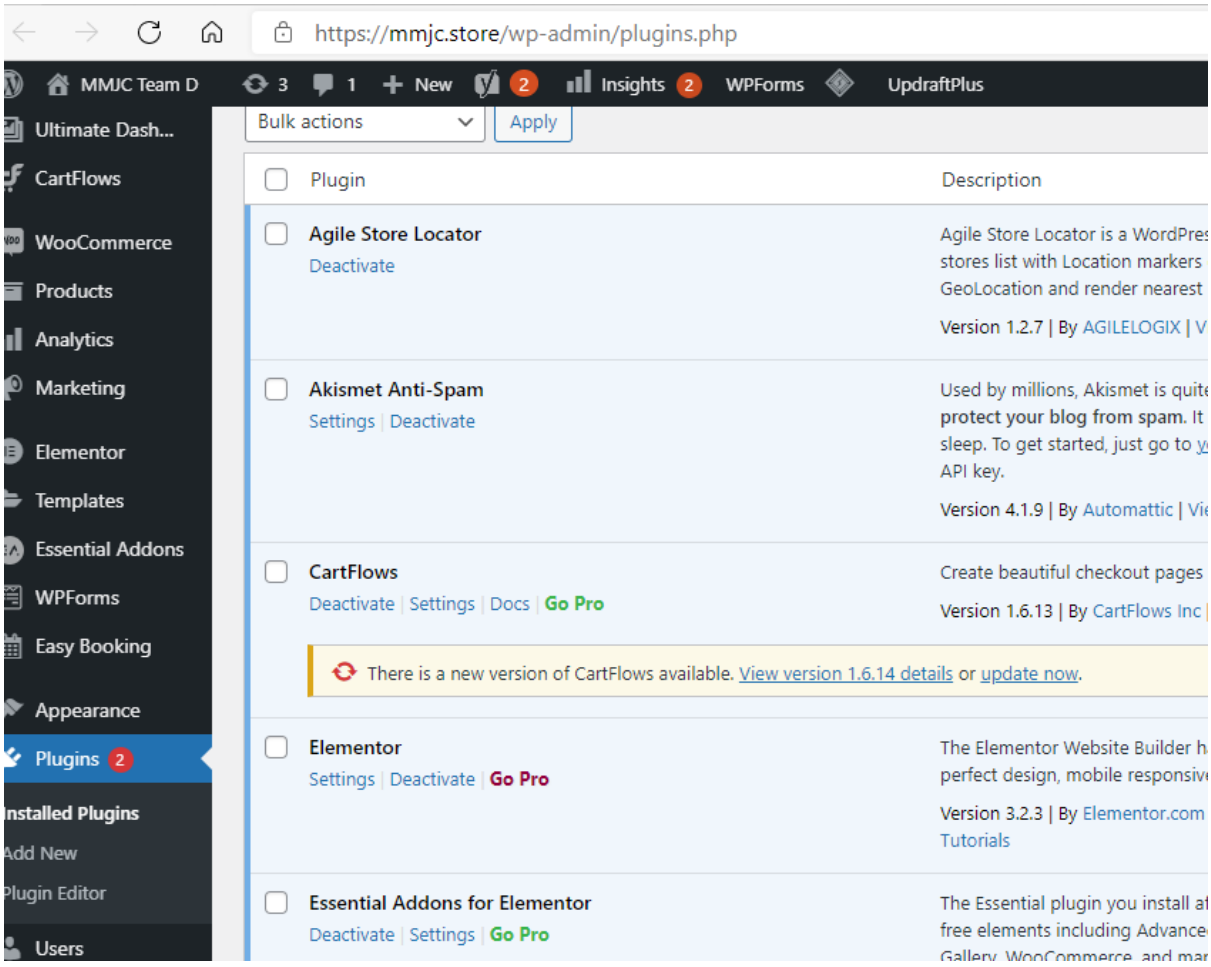


Managing WordPress and other Plug-ins.

Manage WordPress Plugins

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

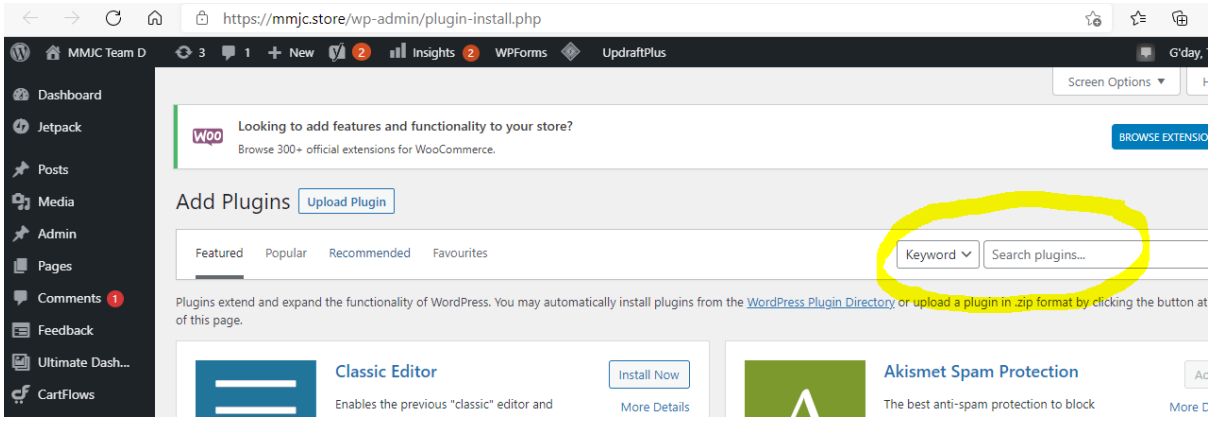
You should monitor these plugins and make sure you delete any plugins that are not being used or are not active. You can select the plugin and then use the Bulk actions options to deactivate and delete any unused plugin.



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.

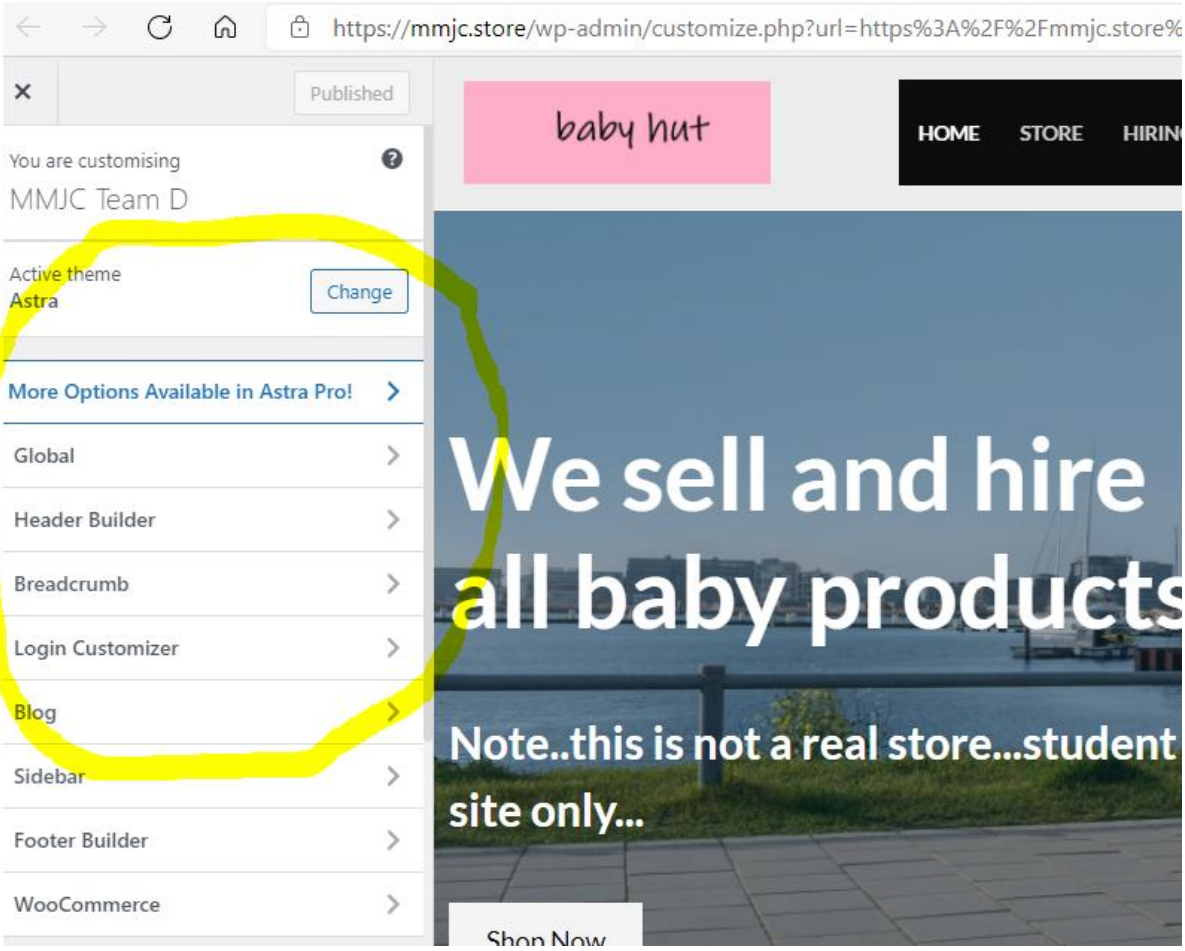


Editing and maintaining Website appearance

Edit the webpage Appearance

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

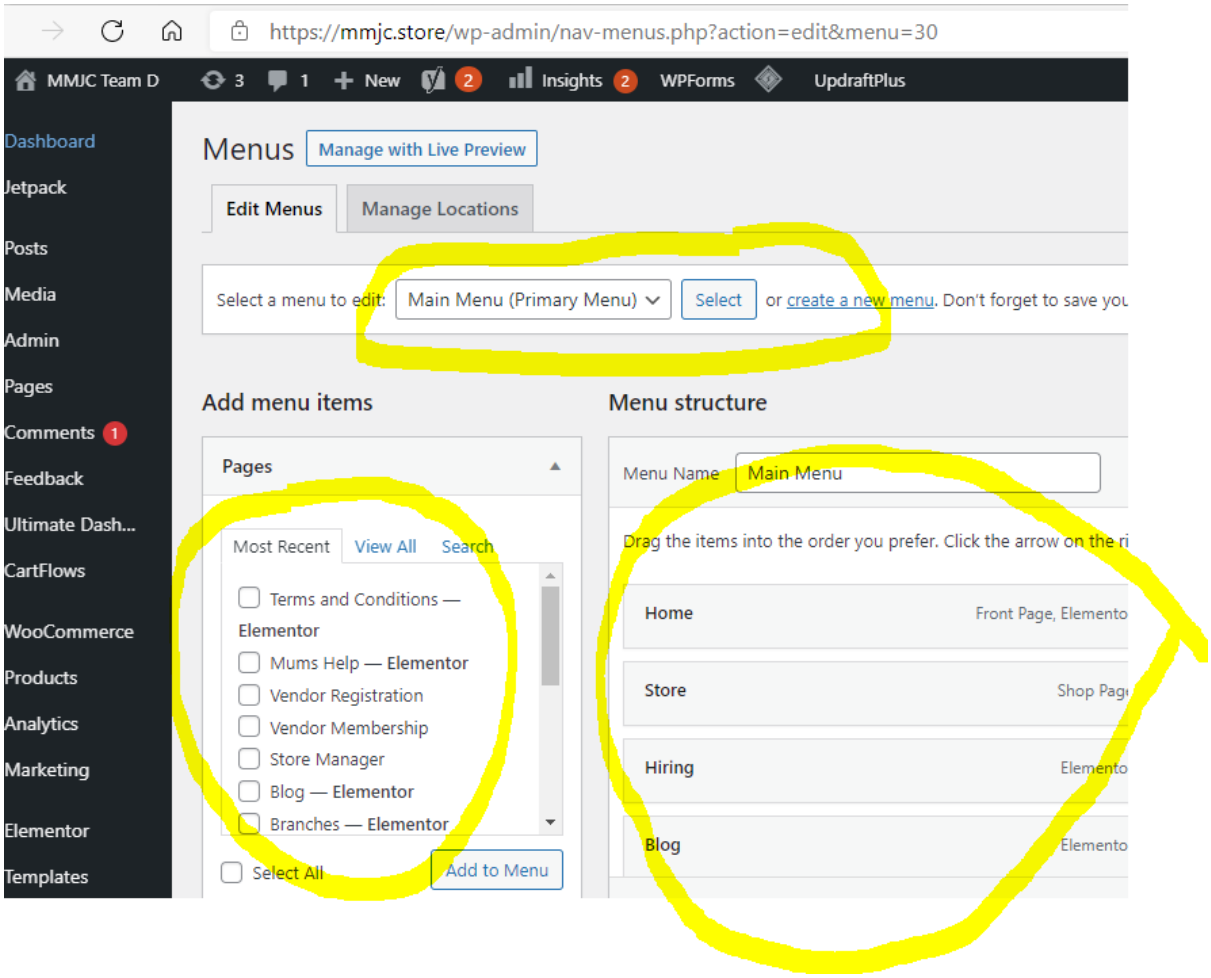
The customise option from the dashboard provides the means to edit the appearance of different parts of the website e.g. Header, footer, store etc as shown above. With this option you are modifying features provided by the Astra theme e,g colours, widgets etc. It is important to be careful in this area.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



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.

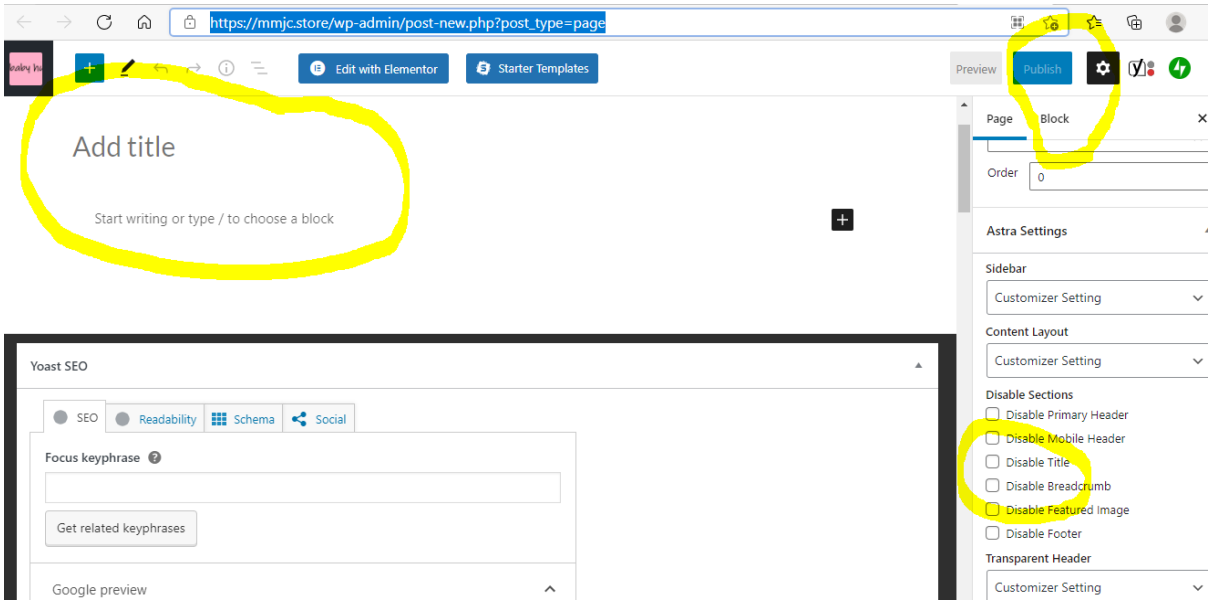
First select the menu you wish to modify for example the main page top menu is called the Main menu (Primary Menu). Once the menu is selected than just select the page to add and slide it across to where in the menu you wish to place the page. You may also need to update the URL link of the page. From 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
Menu structure
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 Name
Main Menu
Drag the items into the order you prefer. Click the arrow on the ri
Home
Front Page, Elemento
Store
Shop Pag
Hiring
Elemento
Blog
Elemento

Creating and modifying web pages

Add a new web page

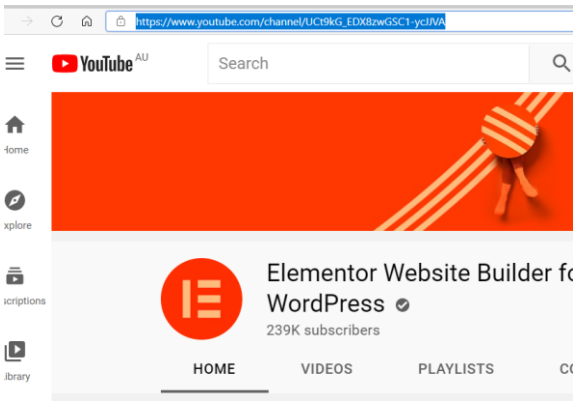
To add a new web page, use the above link or from the dashboard go to Pages then select Add New.



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

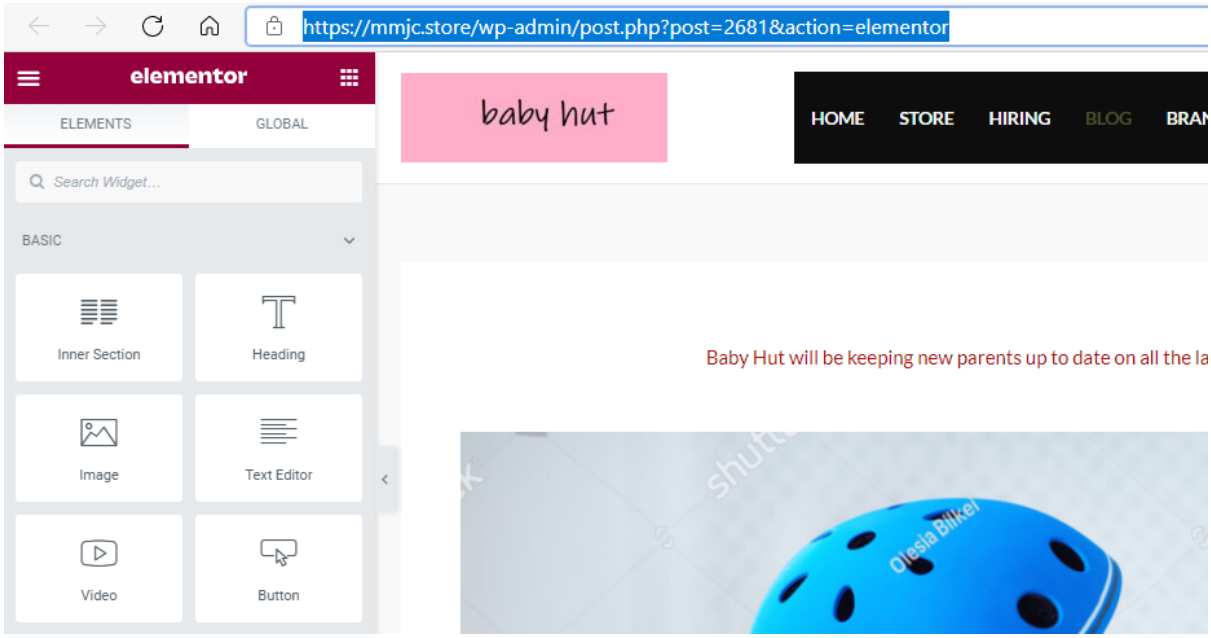
The above link or https://elementor.com/getting-started/ provide detailed instructions on using Elementor to edit web pages.



Edit and update your Blog Page

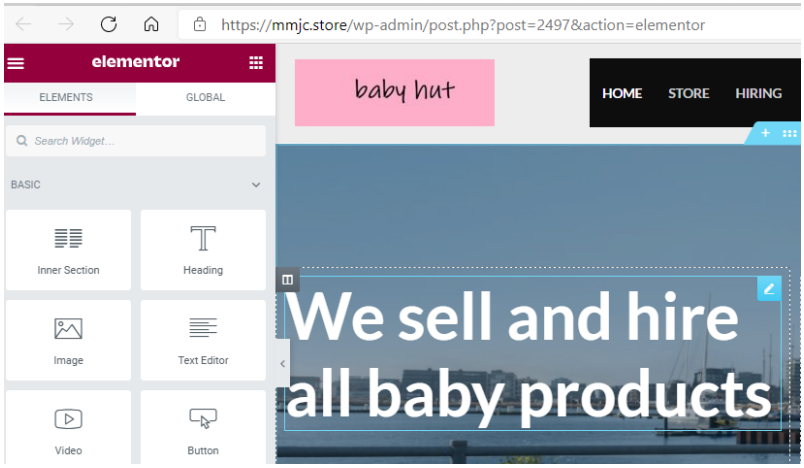
From the visit site option when you are logged in as admin you can go to any page on the site and then click edit with Elementor at the top. The exception being the store site which requires special settings from WooCommerce.

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



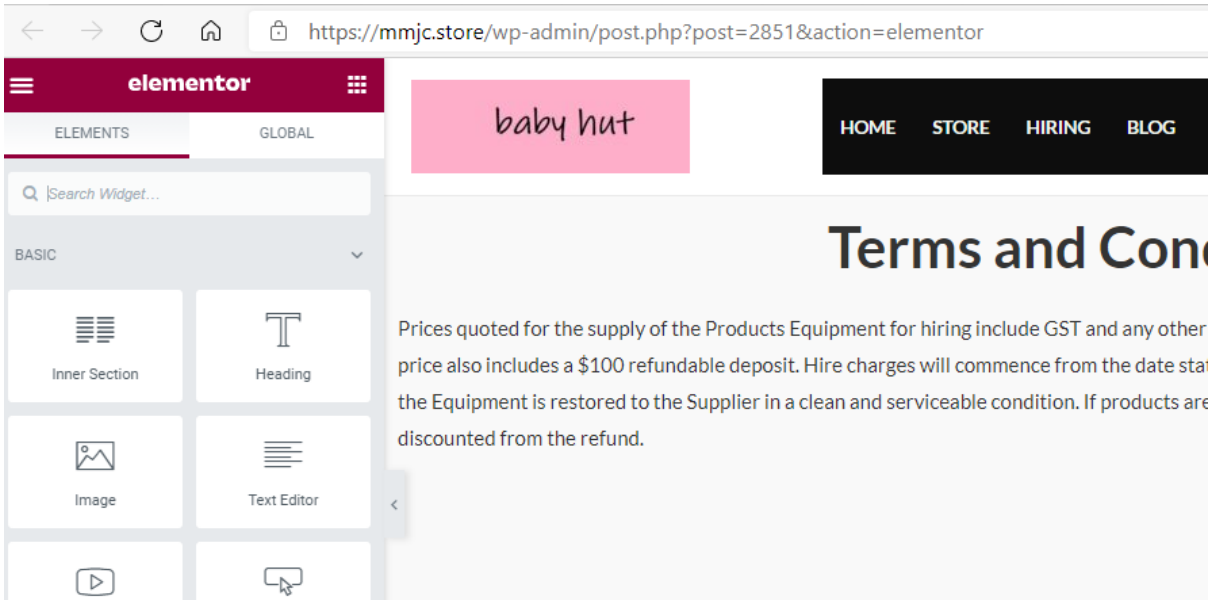
Edit and Update your Main Page

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



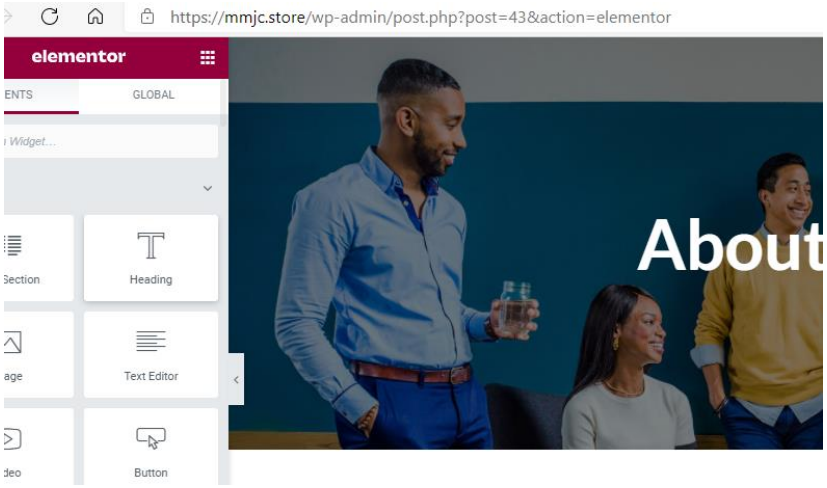
Edit and Update your Terms and Conditions

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



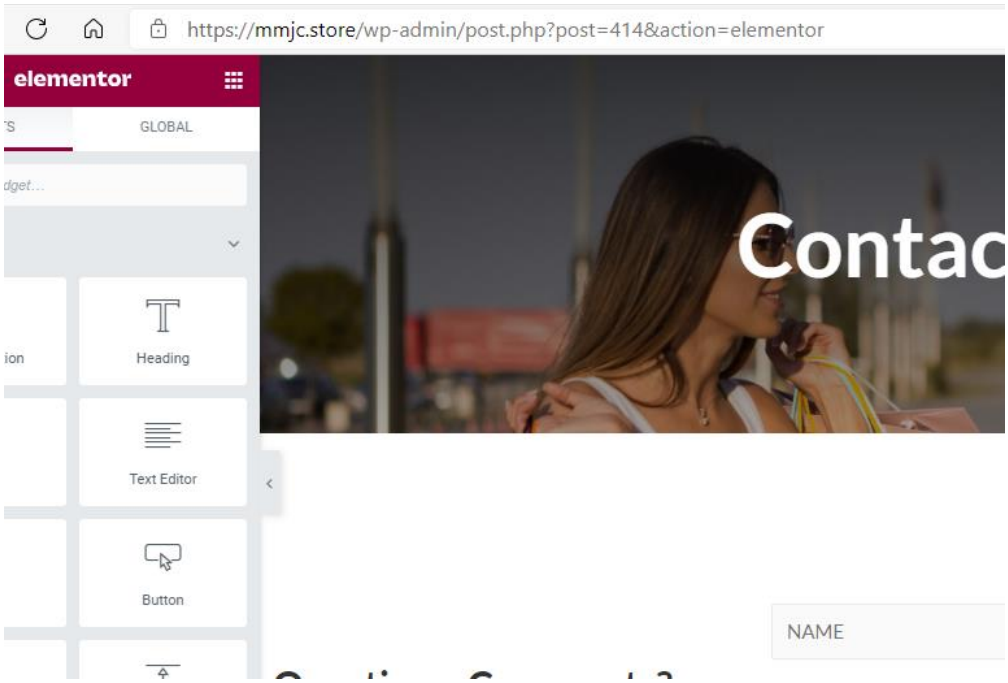
Edit and Update your About Us page

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



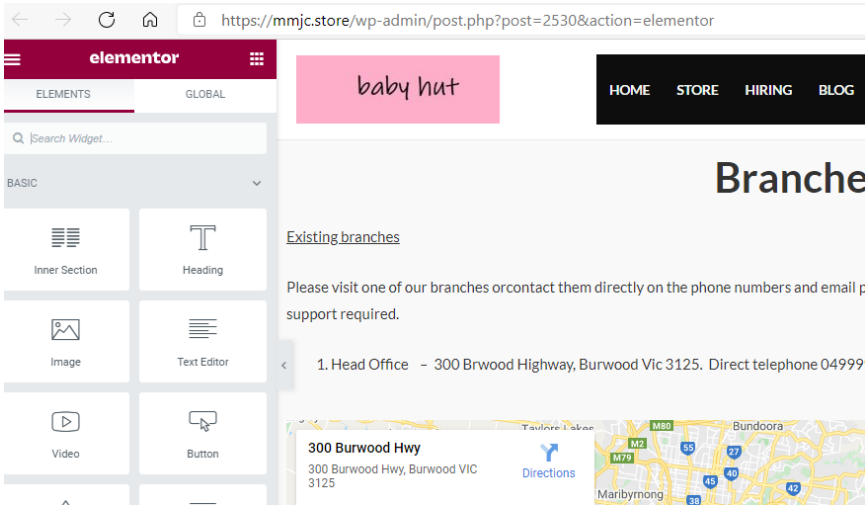
Edit and Update your Contact Us page

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



Edit and Update your Branches Page

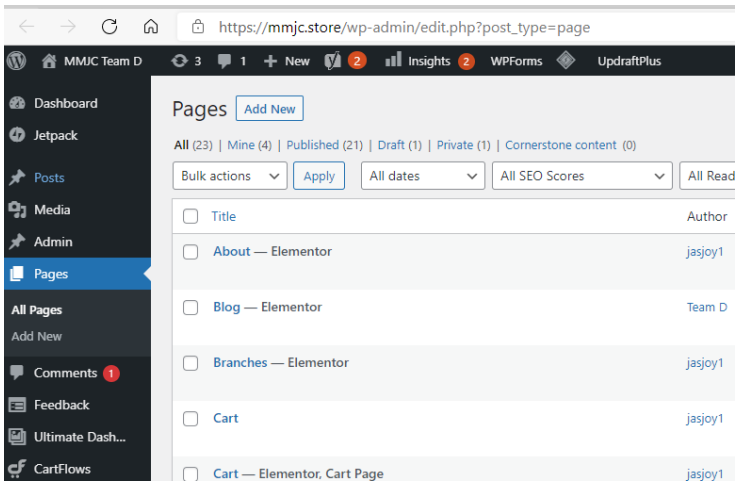
The above link takes you direct to edit the branches page. This page can be updated to reflect your existing shopfronts.



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.

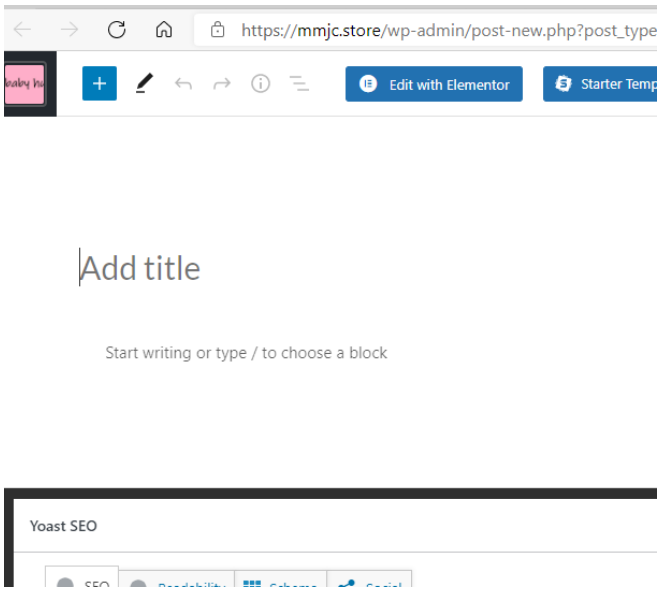


Creating and Modifying Web posts

Add a new web post

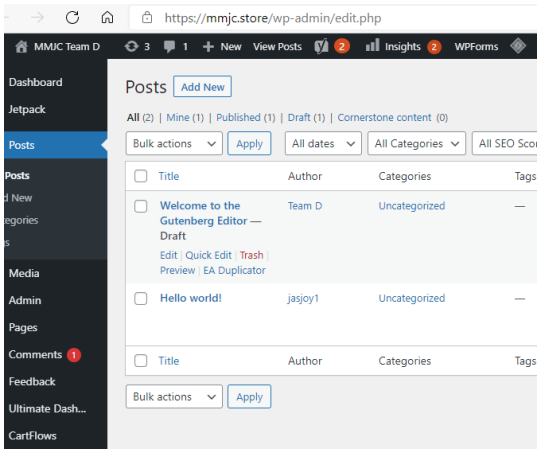
To add a new post use the above link or from the dashboard go to Posts and then select Add New.

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



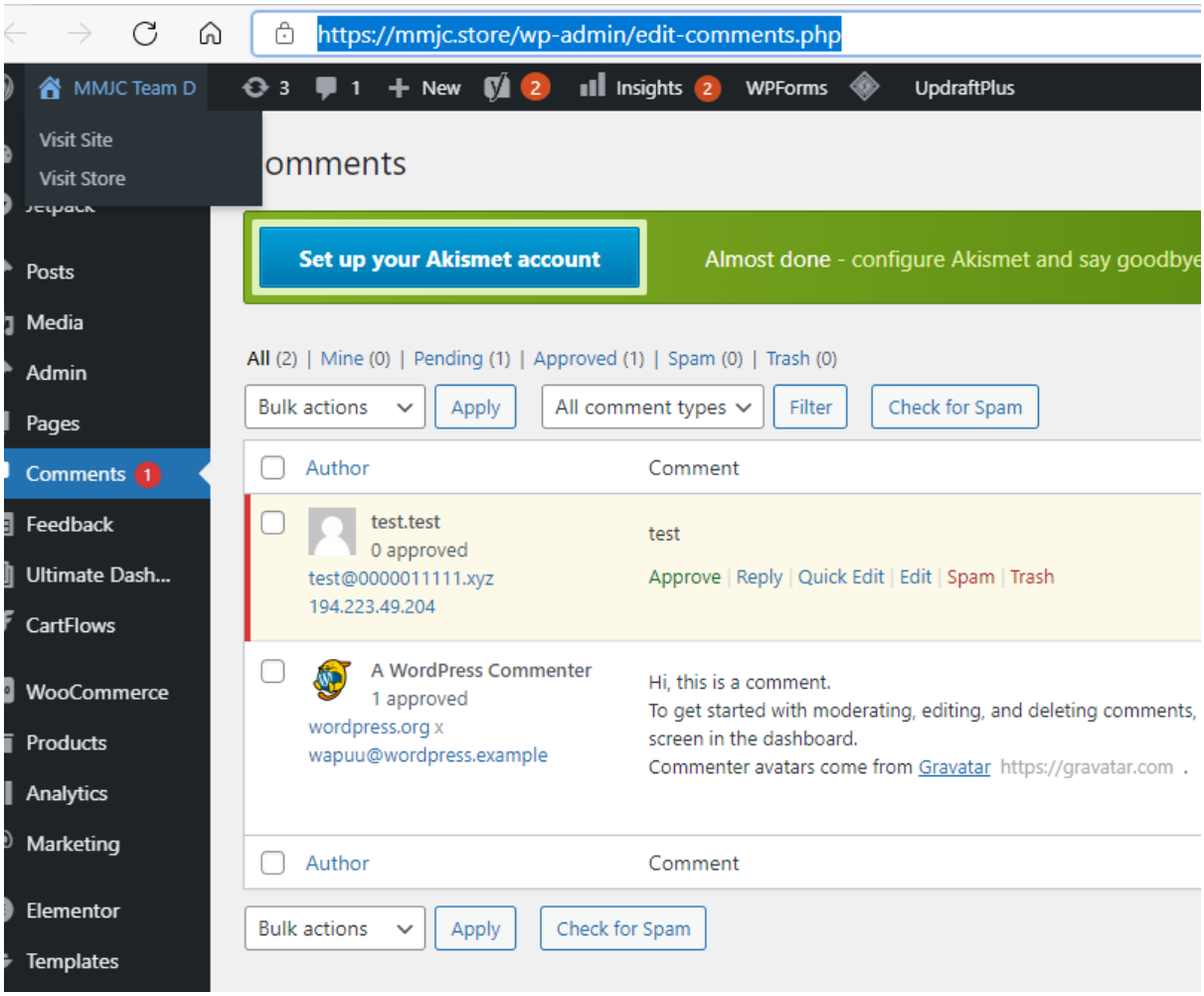
View a list of all Posts

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

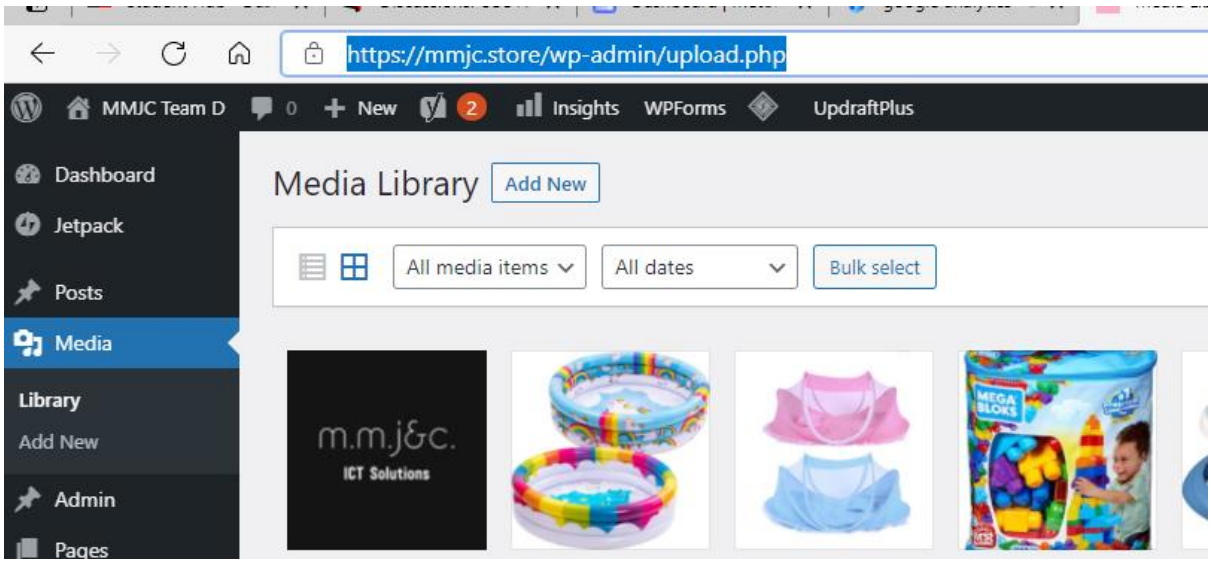
Users or customers of your webpage can leave comments or reviews on products in your store. You can view these comments from the link above and as shown on the image below. You could also reply to any comment.



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.

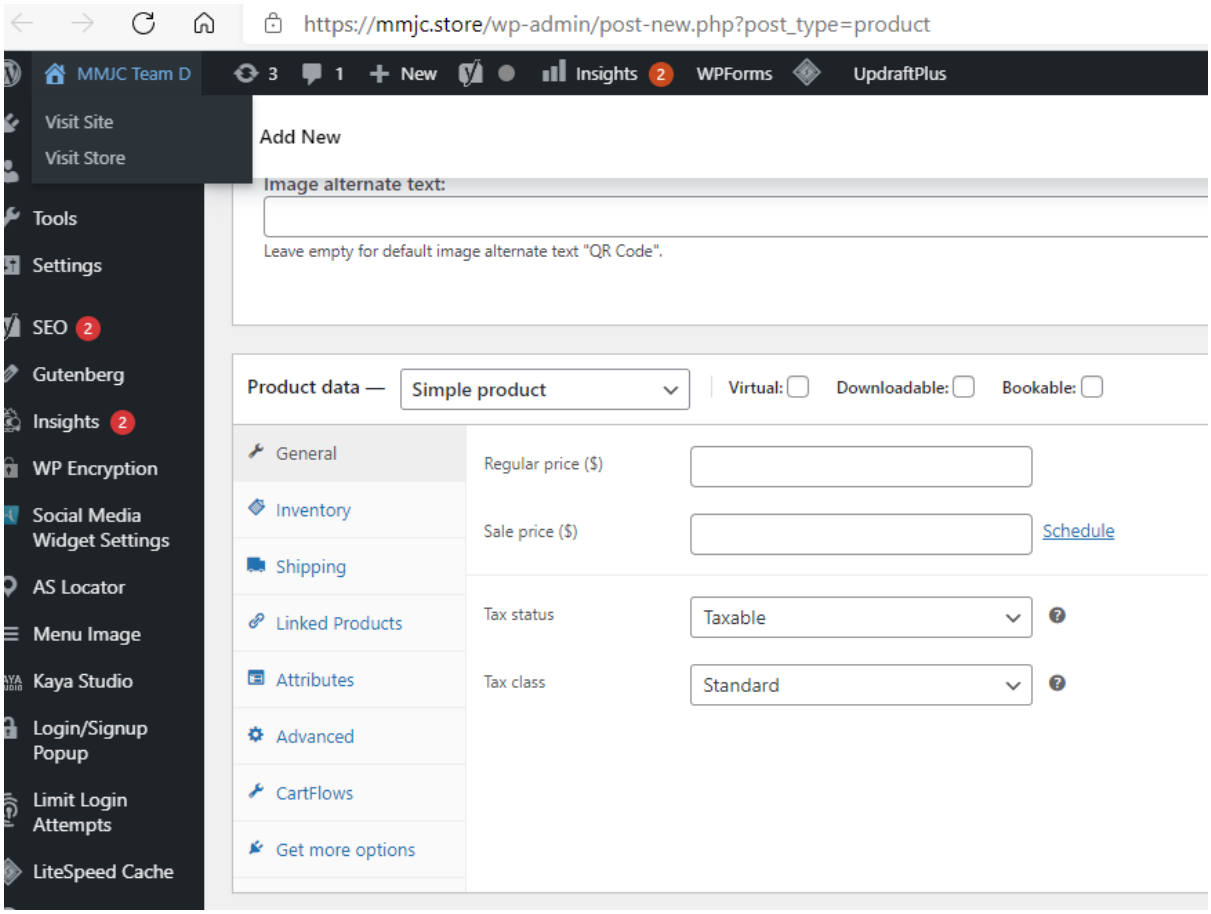


Creating and Modifying Products

Add a new product for Sale

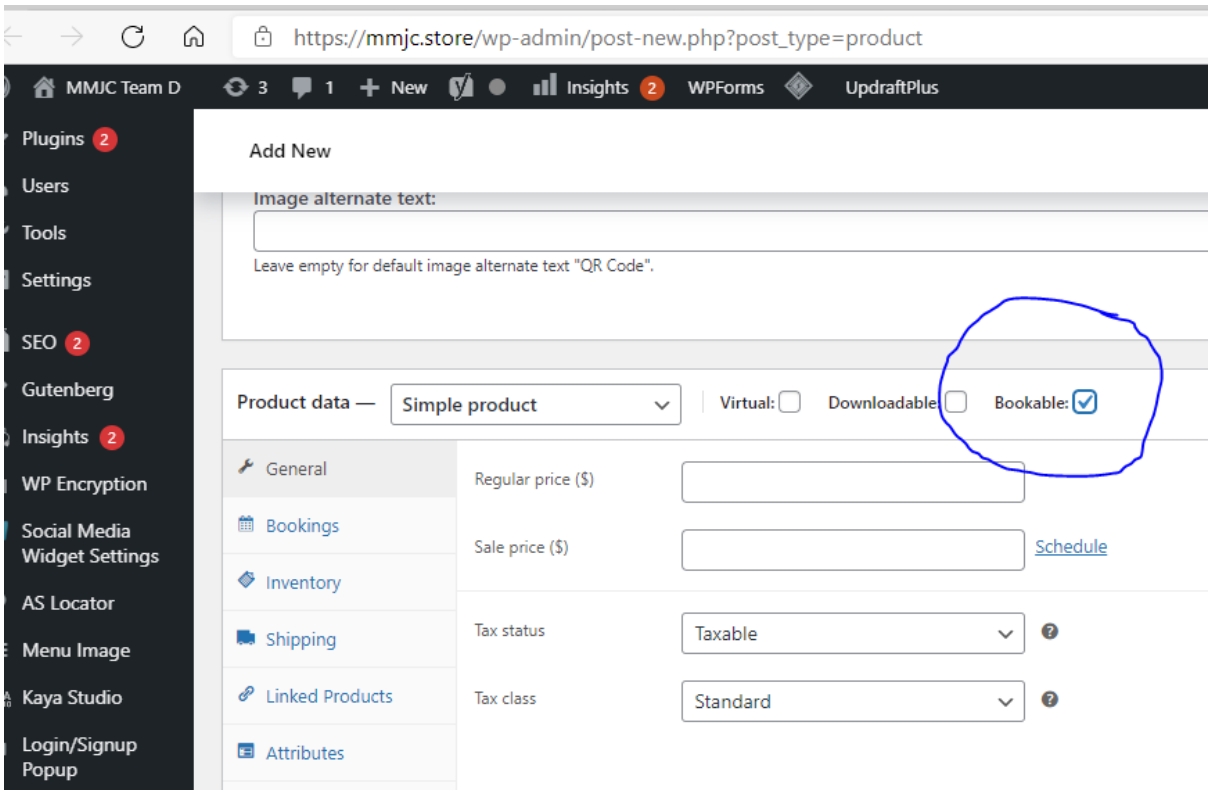
To add new products to your store use the above link or from the dashboard go to Products and then choose Add New.

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 .



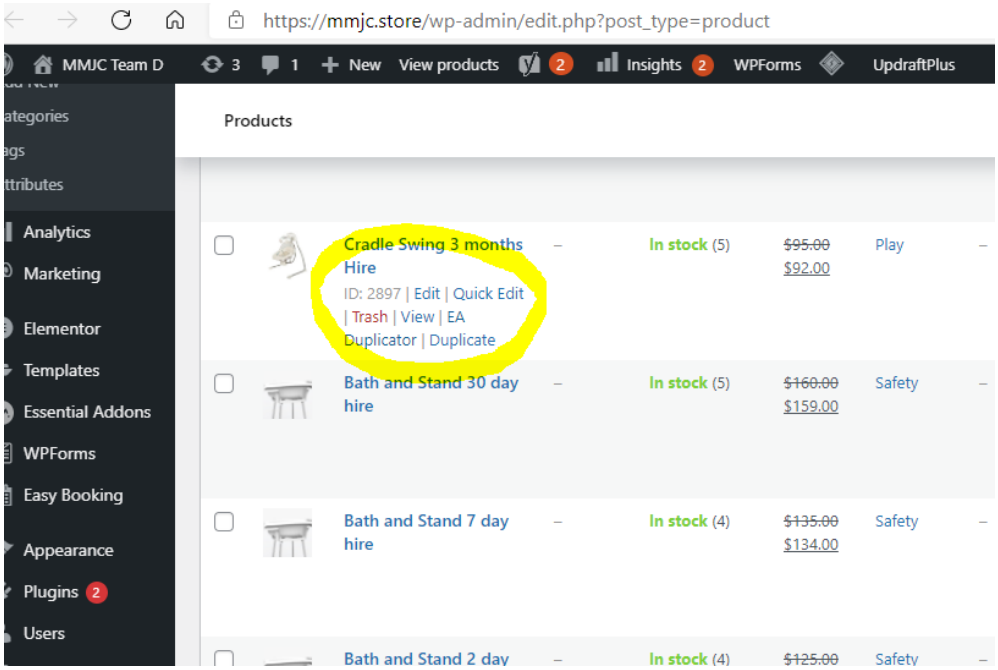
Add a new product for Hire

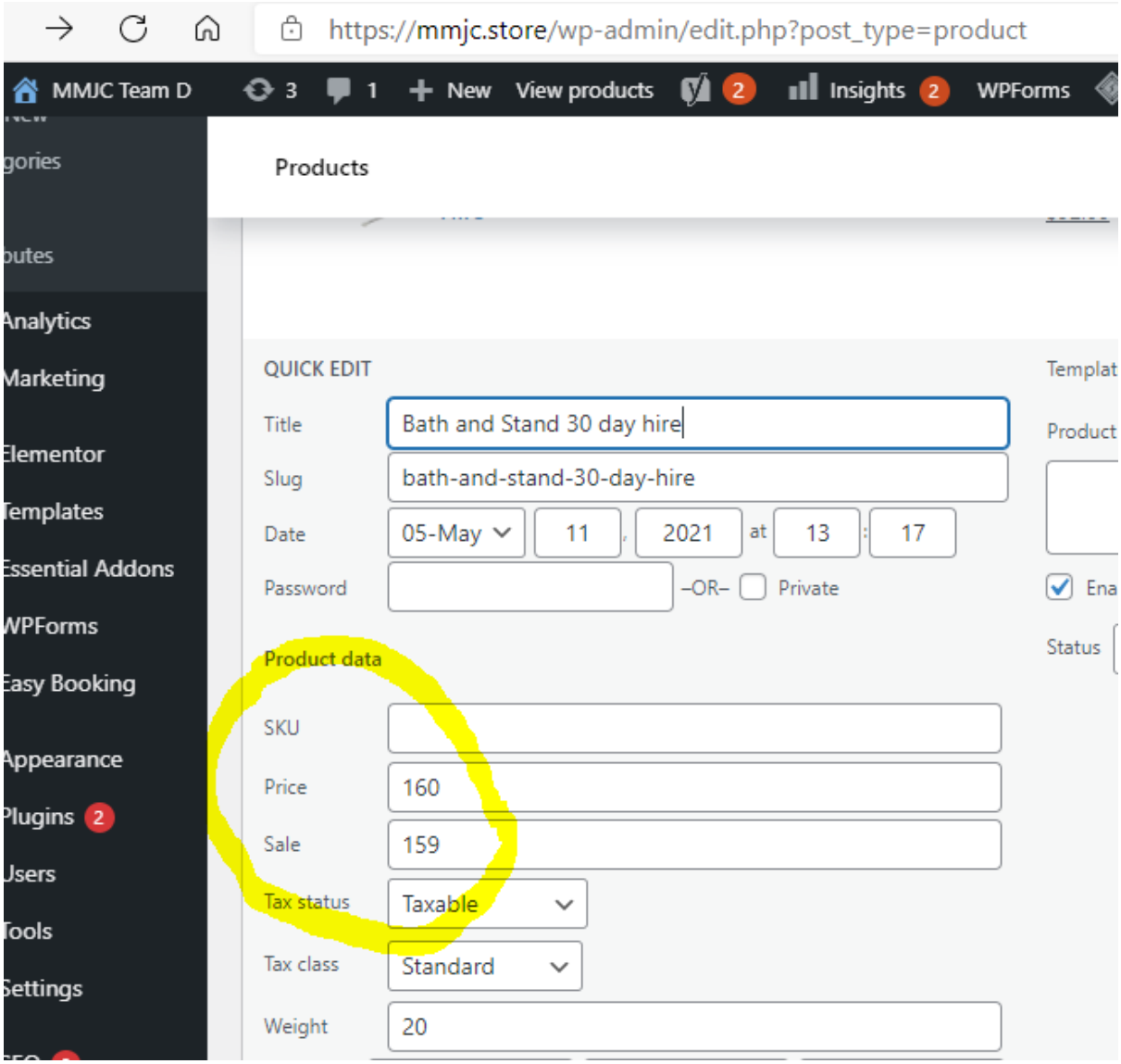
To add a product for hire you must make sure you tick the bookable box as highlighted below when adding a new product. You will then be presented with bookable items to fill when creating a new product. Refer to the woocommerce detailed instructions at [this link.]



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/).

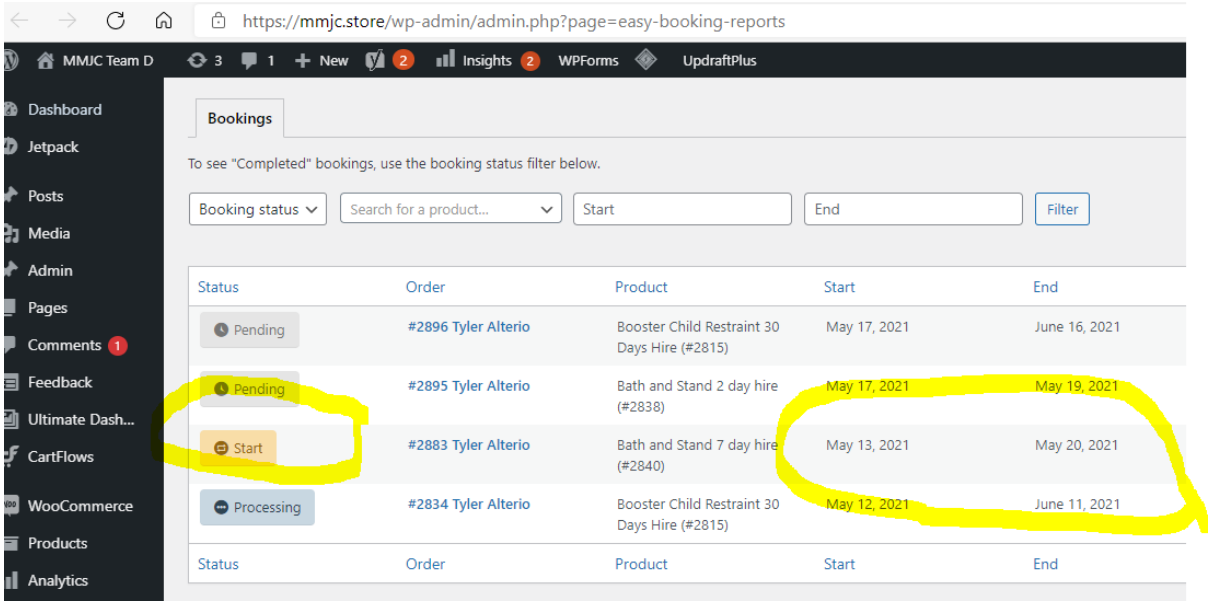




Shop orders and reports

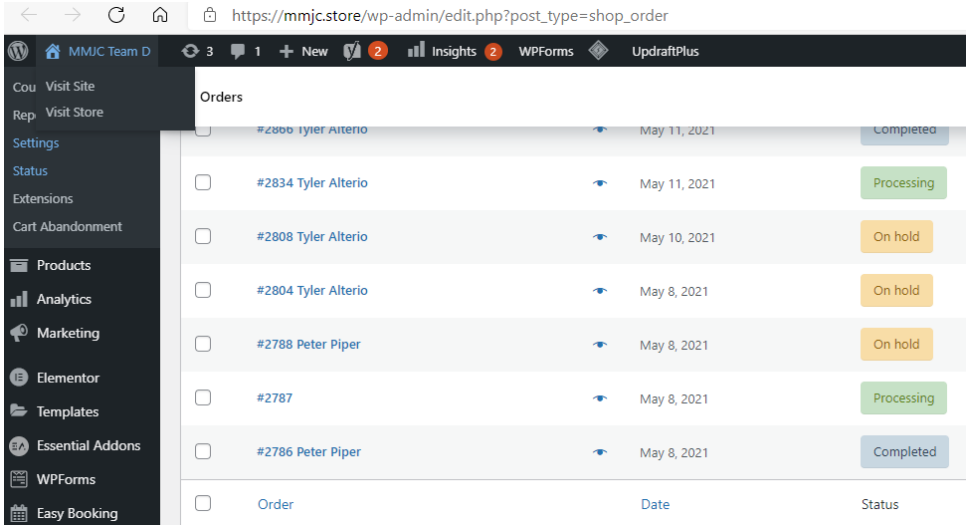
View status of Booked out products

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.



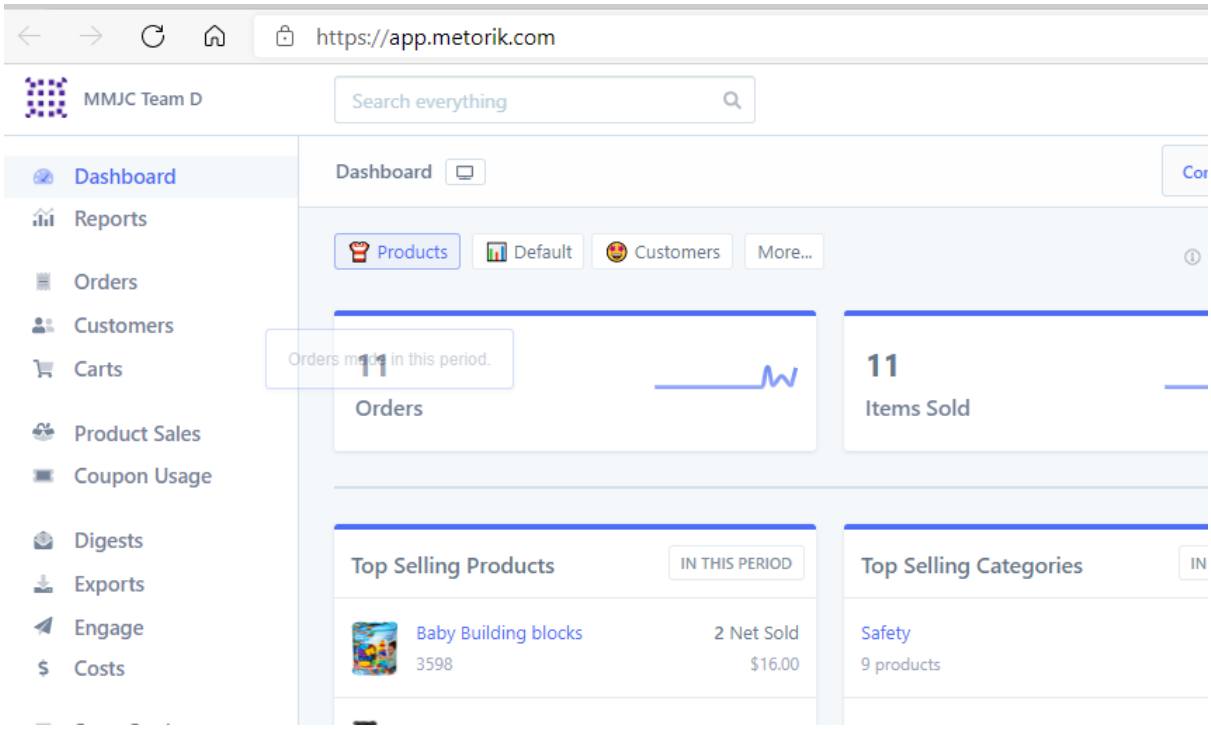
View status of all orders

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



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.

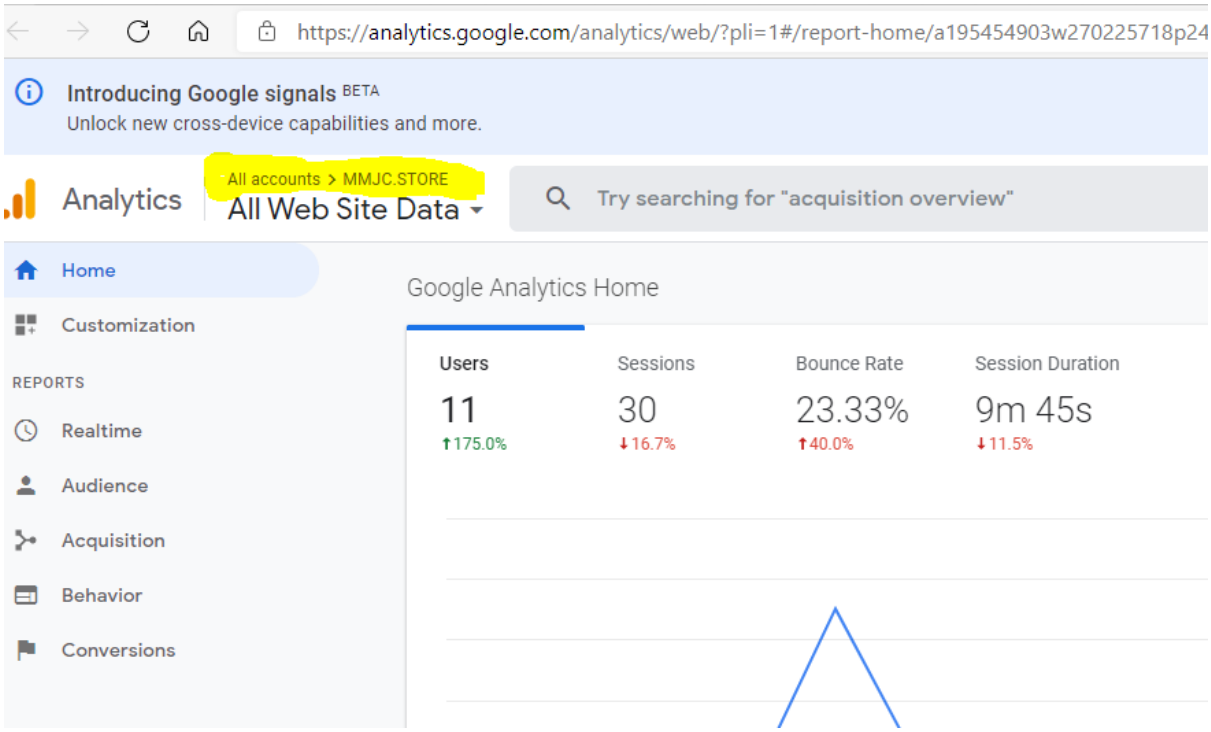


Google Analytics and SEO

View Google Analytics

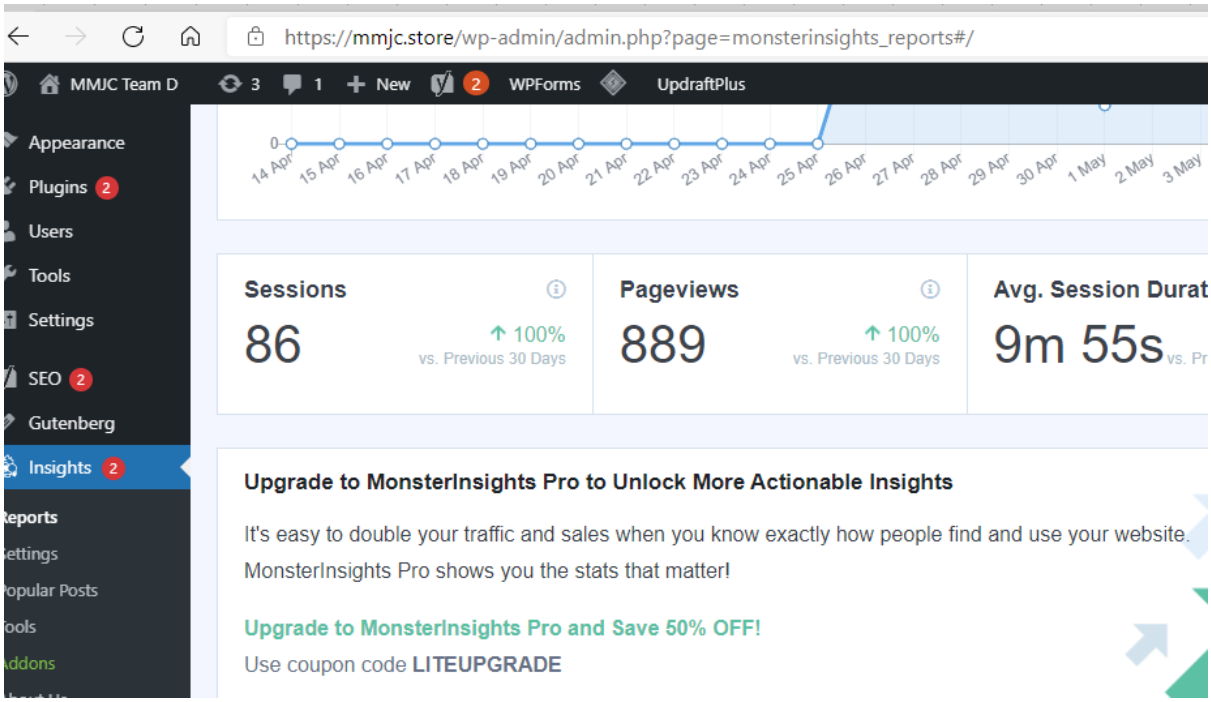
The link above provides a direct link to the Google analytics site or type the following into browser address bar. https://analytics.google.com/analytics/web/#/report-home/a195454903w270225718p241728544

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.



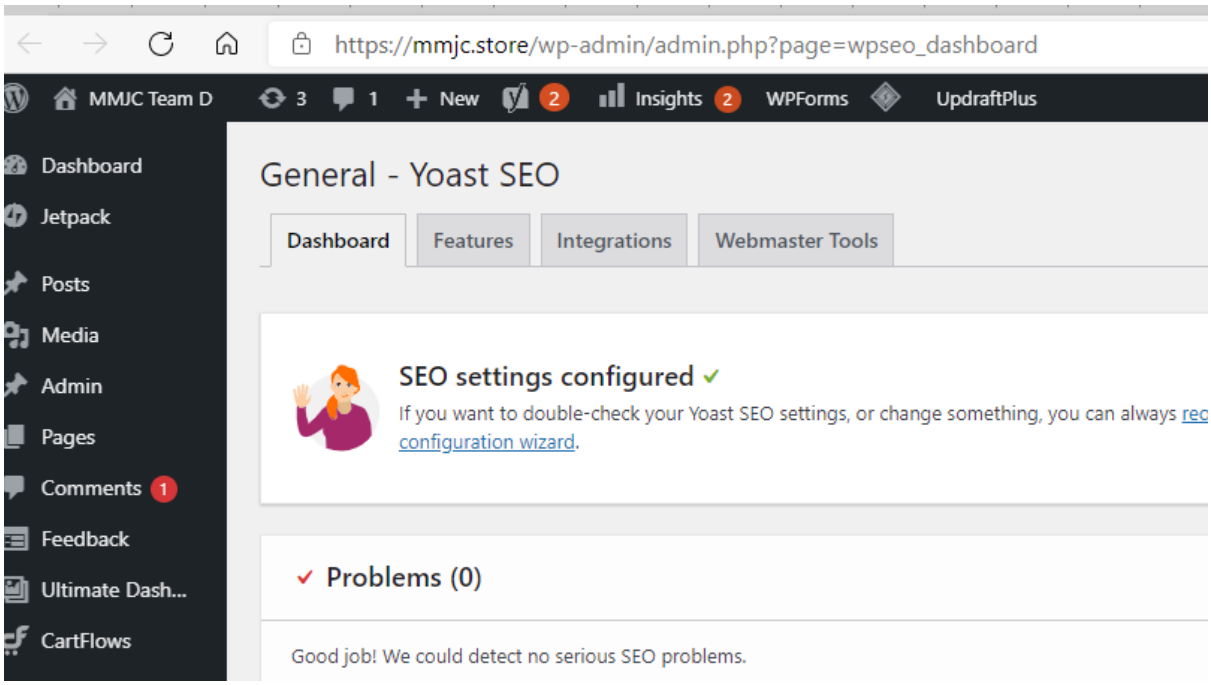
View Monster Insights Google Analytics Dashboard

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



View Yoast SEO dashboard

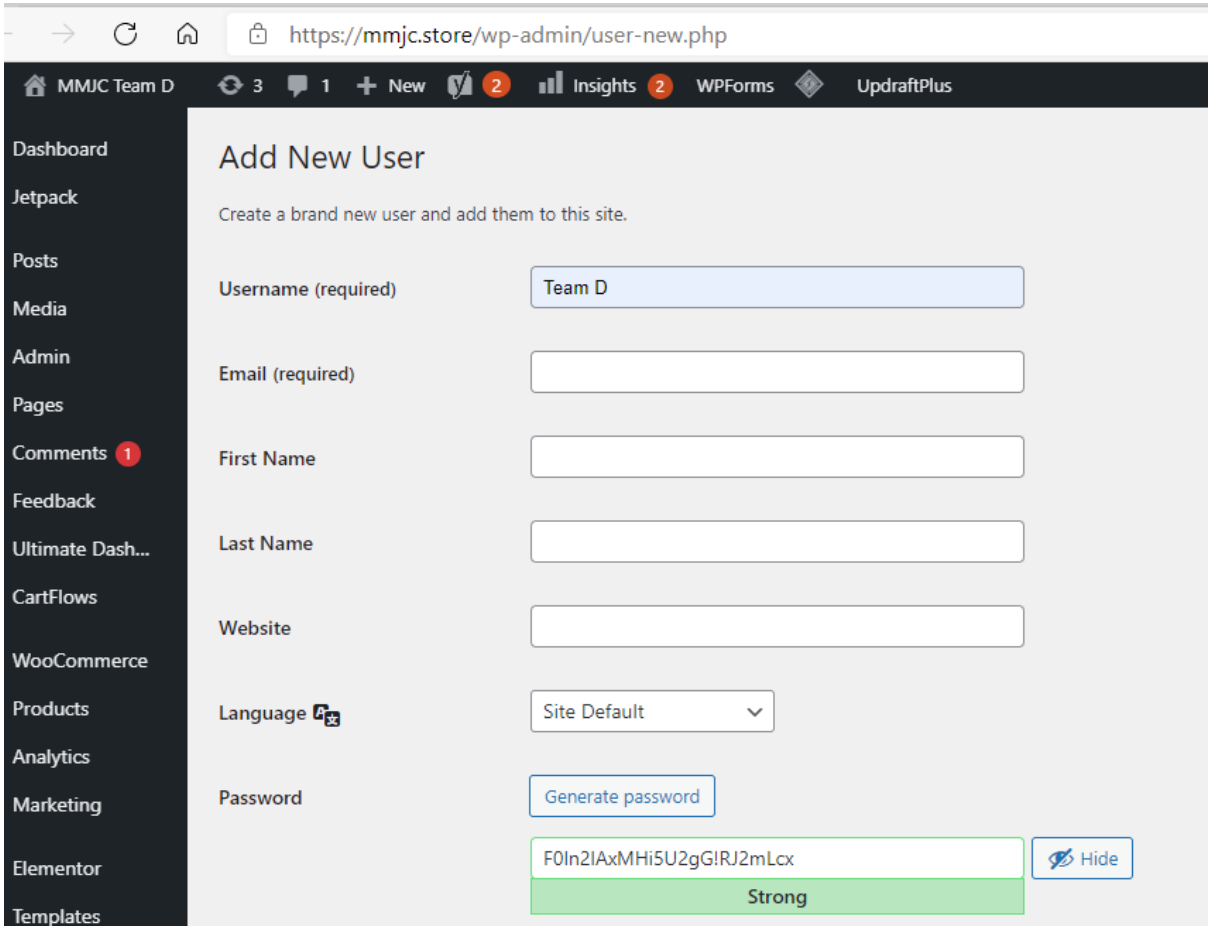
Yoast SEO provides the plugin to make sure your site is optimised for the search engines like google. It is important to note when adding products or new web pages you may need to add key words and meta tags to improve your SEO performance.



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.

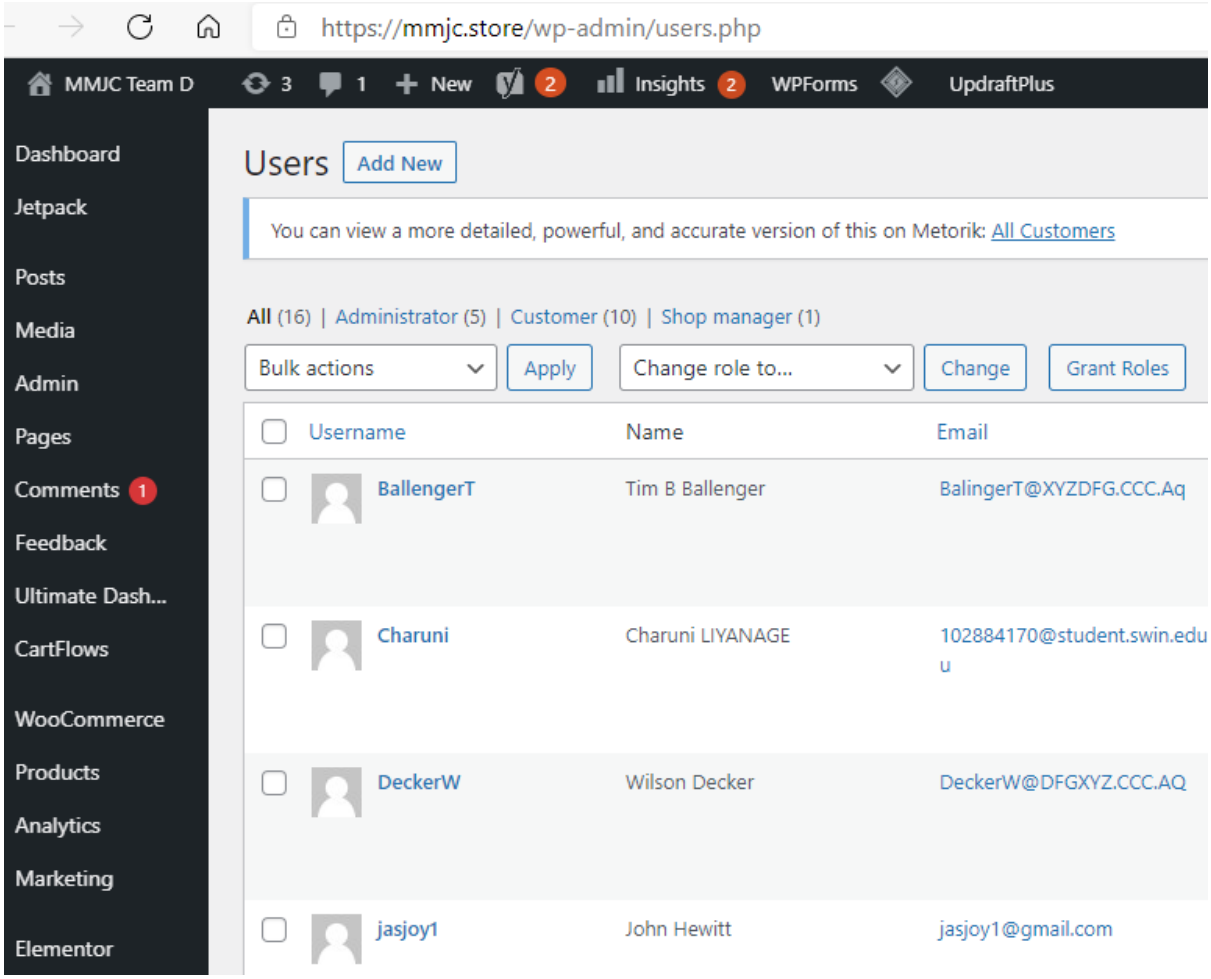


View and edit existing users

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.

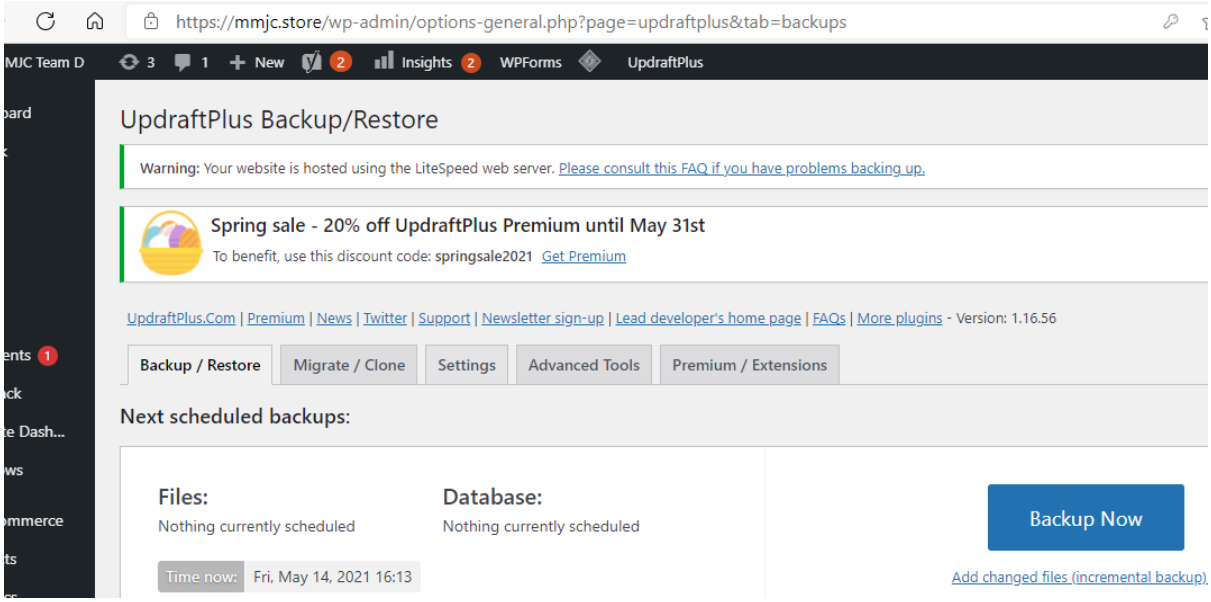
To edit any details of any existing users or customers use the above link and then select the user to edit.


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
Username
Name
Email
BallengerT
Tim B Ballenger
BalingerT@XYZDFG.CCC.Aq
Charuni
Charuni LIYANAGE
102884170@student.swin.edu
u
DeckerW
Wilson Decker
DeckerW@DFGXYZ.CCC.AQ
jasjoy1
John Hewitt
jasjoy1@gmail.com

Site Administration and details

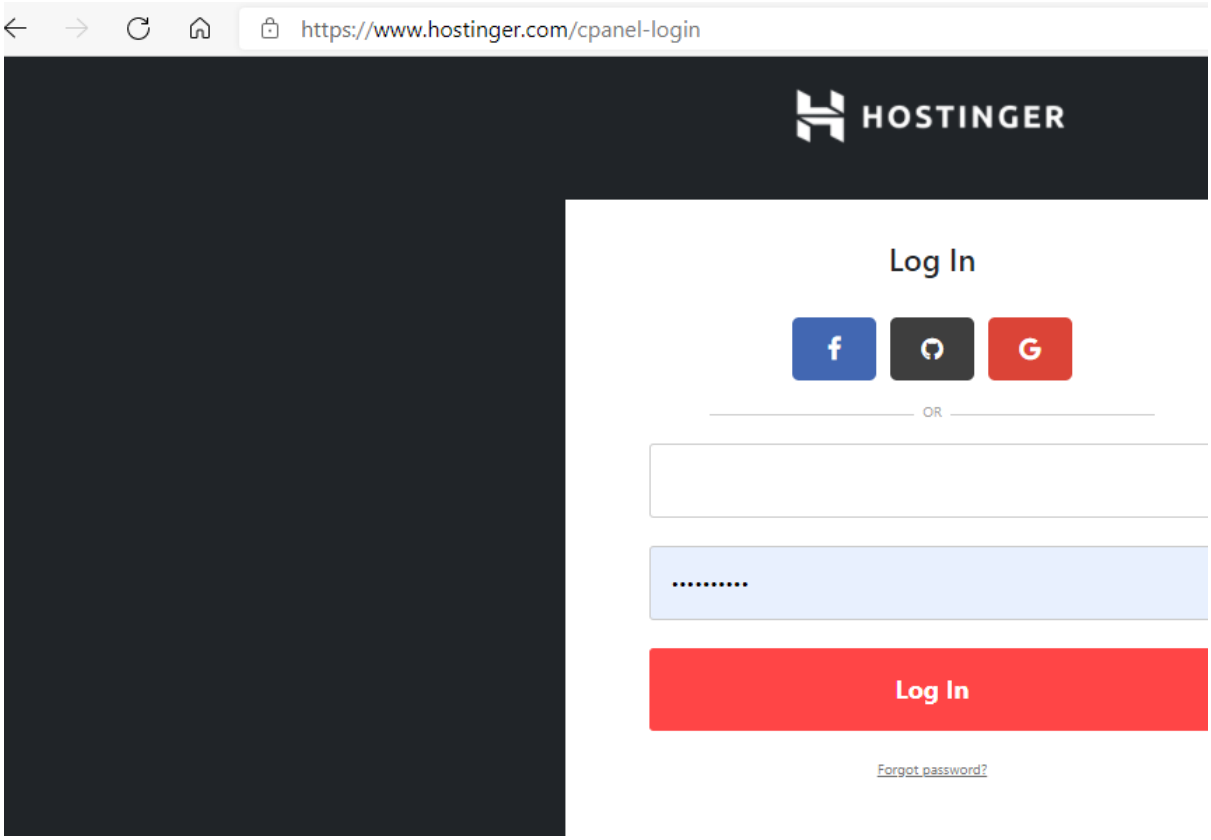
Restore and Backup Website

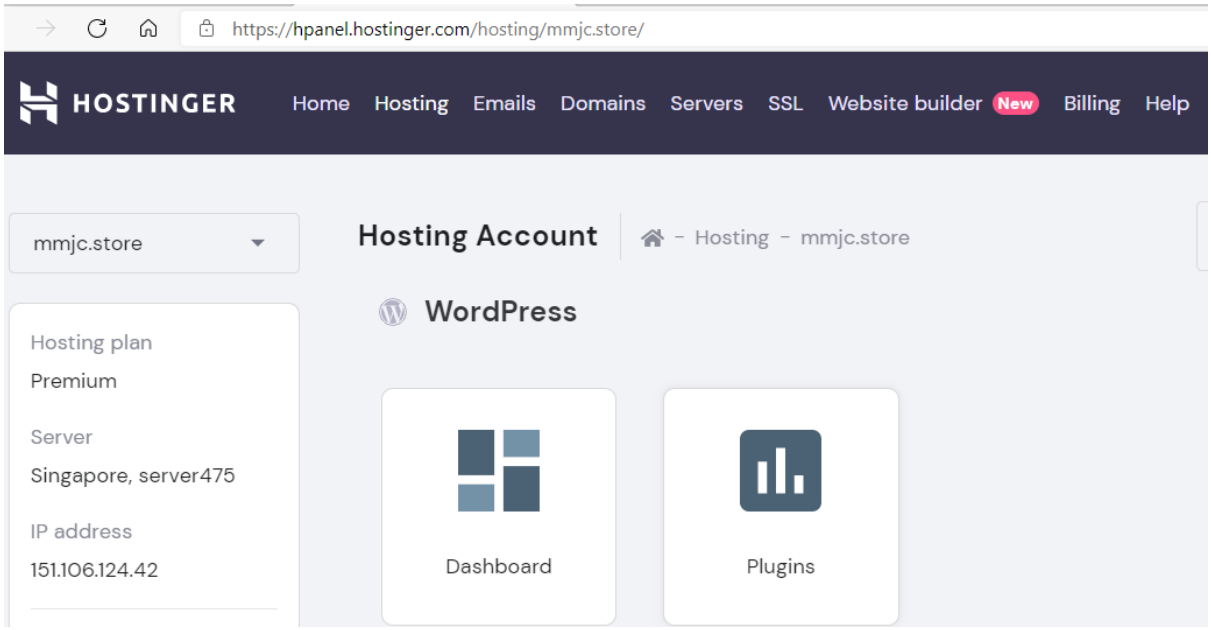
You should backup your website after any updates and at least on a weekly basis. The above link provides the menu to do a backup or restore your site from a previous backup. You can also access from the dashboard top menu and select UpdraftPlus and select Backup/Restore.

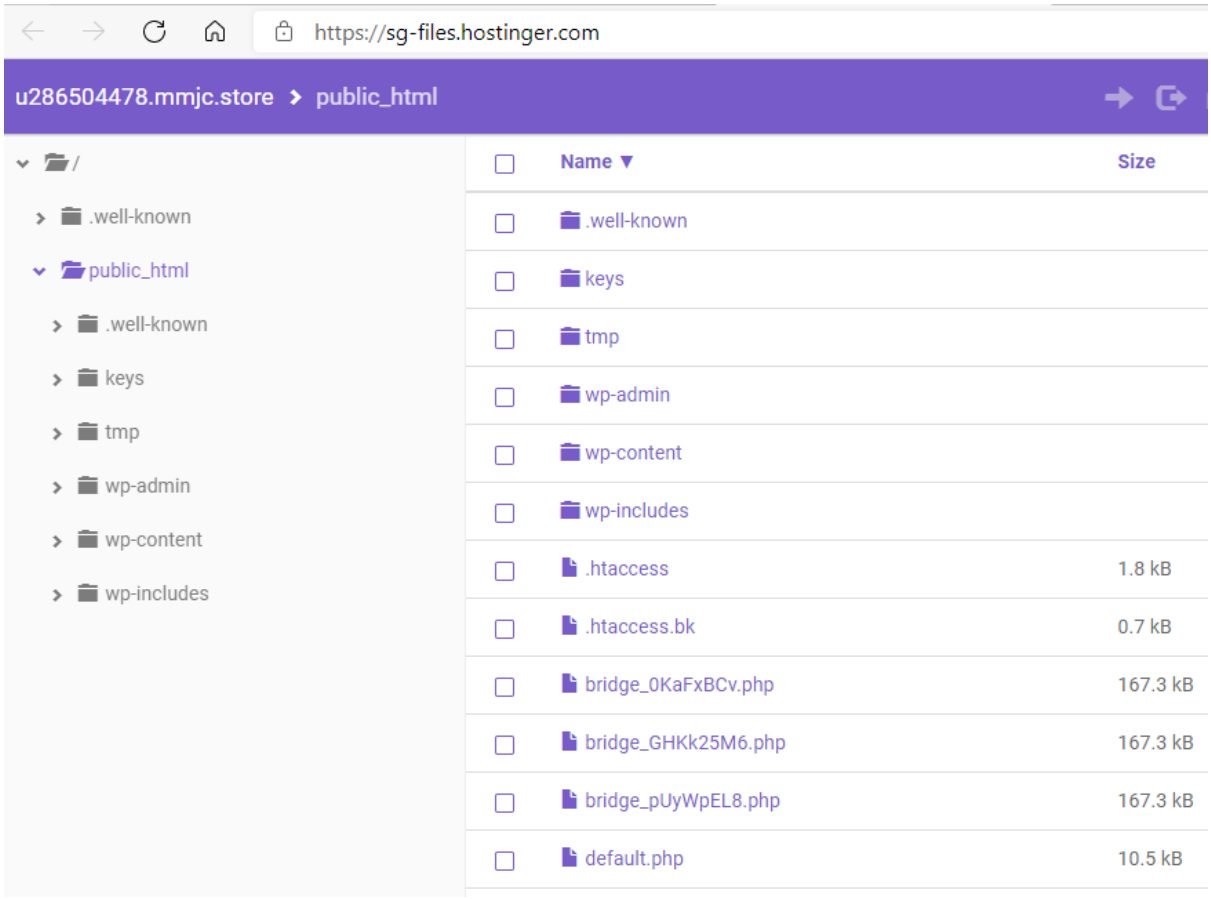


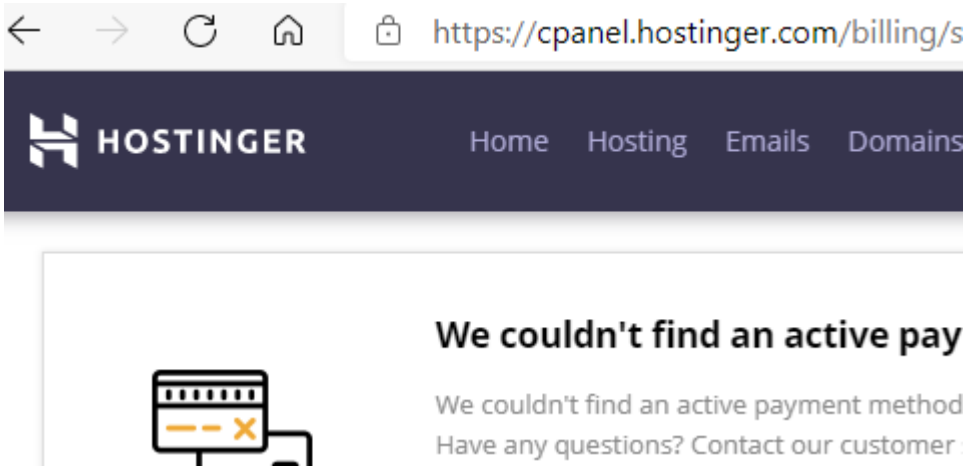
Hostinger C-Panel login

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

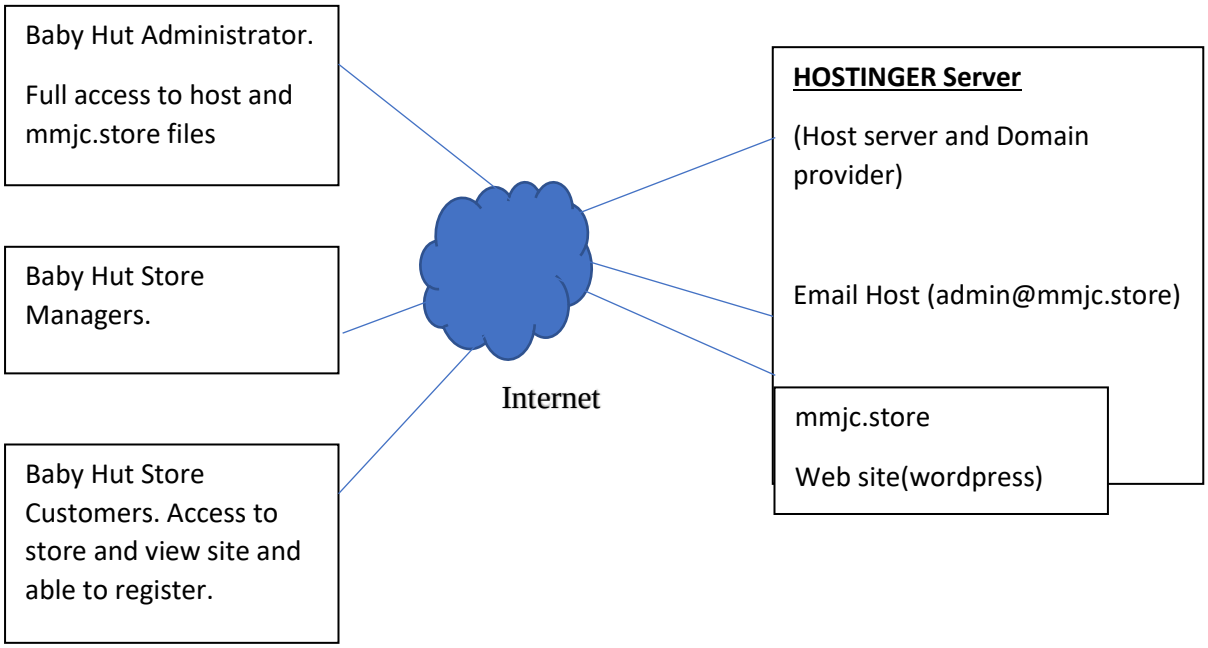

https://www.hostinger.com/cpanel-login
HOSTINGER
Log In
OR
Log In
Forgot password?


https://hpanel.hostinger.com/hosting/mmjc.store/
HOSTINGER
Home
Hosting
Emails
Domains
Servers
SSL
Website builder
New
Billing
Help
mmjc.store
Hosting plan
Premium
Server
Singapore, server475
IP address
151.106.124.42
Hosting Account
Hosting - mmjc.store
WordPress
Dashboard
Plugins


https://sg-files.hostinger.com
u286504478.mmjc.store
public_html
/
.well-known
public_html
.well-known
keys
tmp
wp-admin
wp-content
wp-includes
Name
Size
.well-known
keys
tmp
wp-admin
wp-content
wp-includes
.htaccess 1.8 kB
.htaccess.bk 0.7 kB
bridge_0KaFxBCv.php 167.3 kB
bridge_GHKk25M6.php 167.3 kB
bridge_pUyWpEL8.php 167.3 kB
default.php 10.5 kB


https://cpanel.hostinger.com/billing/s
HOSTINGER
Home
Hosting
Emails
Domains
We couldn't find an active pay
We couldn't find an active payment method
Have any questions? Contact our customer

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