

Auto Parts ***Direct***

Driven by quality and performance

WEBSITE USER MANUAL

FEBRUARY 2024

DISCOUNT
20%
OFF

ENGINE OILS

MAINTAIN YOUR ENGINE
WITH OUR PRODUCTS

SHOP NOW



Driven by quality and performance

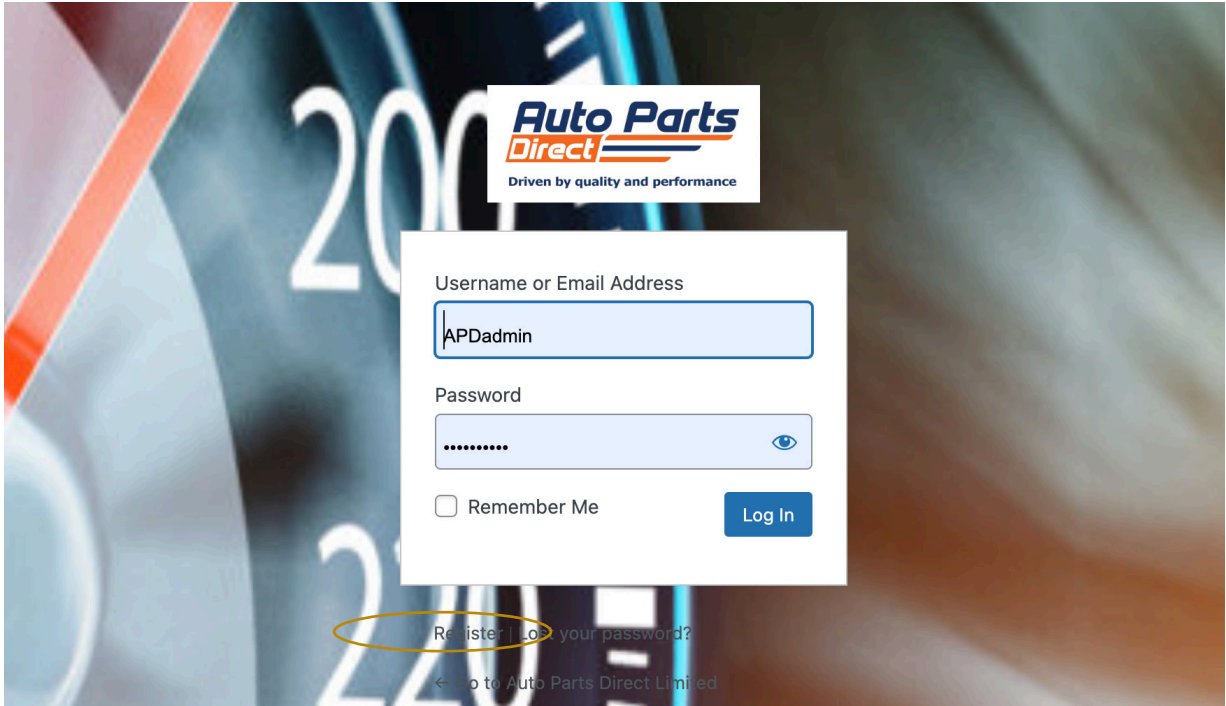
www.autopartsdirect.bb

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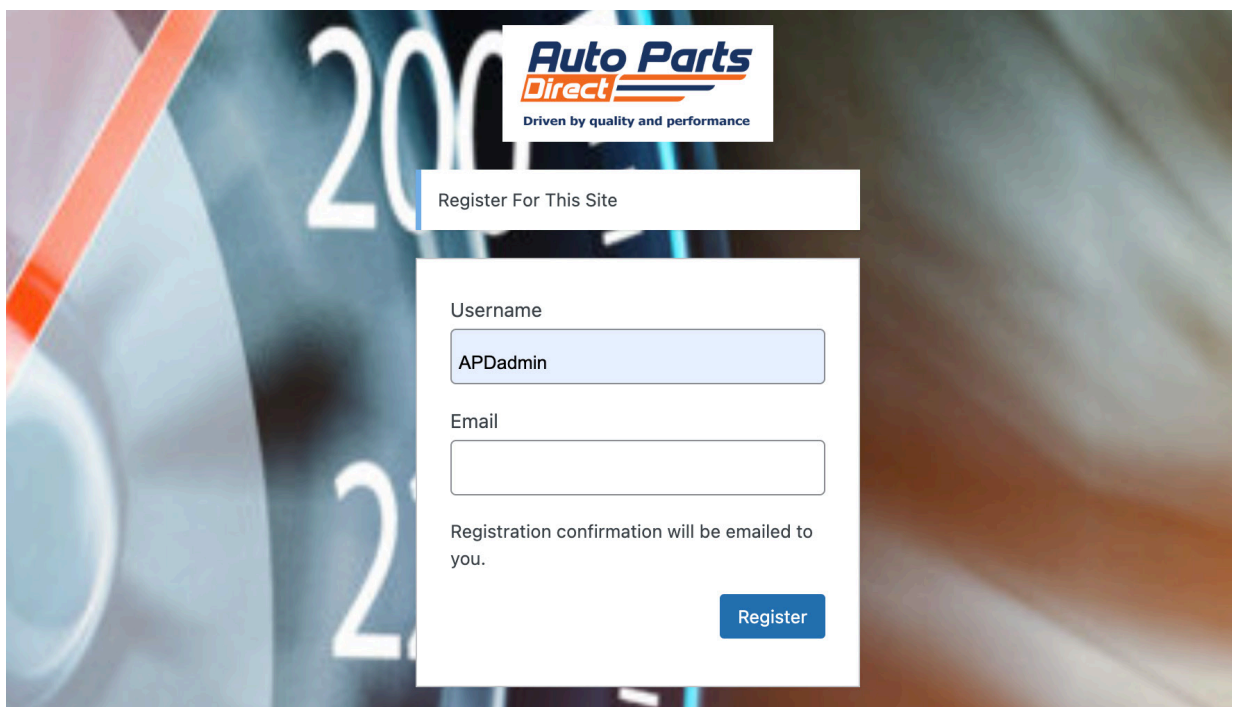
1. Accessing the Admin Portal

To access the admin panel go to www.autoparts.bb/apdmanager/



Enter assigned username and password.

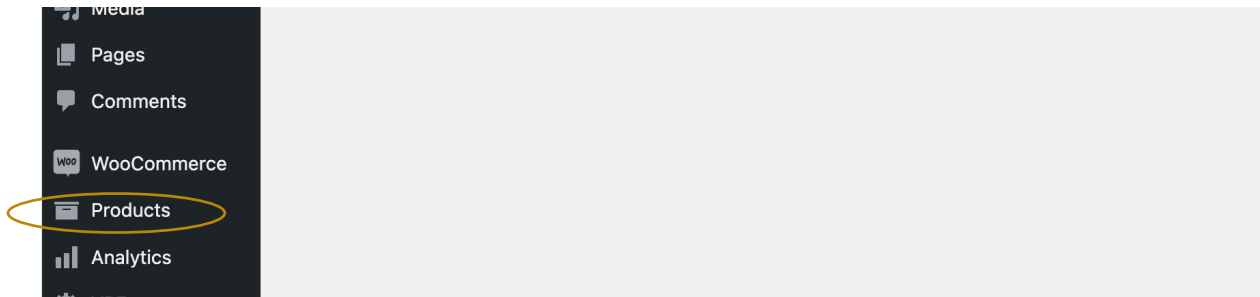
In the case of no username and password, you can use the registration link to gain access. Enter the required information and submit.



2. Managing the E-shop

This segment manages the online stores products available for immediate purchase.

(a) Adding/Editing Products



On the left menu, click products; a list of any products loaded in the system will appear.

- To add a product, click add new on the top menu.
- Enter product name, description, add product image, product data which includes the price, inventory amount, any linked product, attributes.
- Assign a product category and sub-category as necessary.
- Once completed, click publish and your product is now available on the website.

 A screenshot of the 'Add new product' form in WordPress. The 'Add New' button is highlighted with a yellow oval. Below it is the 'Add new product' heading. The 'Product name' input field is highlighted with a yellow oval. Below that is the 'Product description' field, which is also highlighted with a yellow oval. The description field includes a rich text editor toolbar with options like 'Add Media', 'Add Form', 'Add Registration Form', 'Add Smart Tags', and 'Add BWS Shortcode'.

Editing Products

- To edit an existing product, on the left menu, click products to display the list of products, then mouse over the name of the product to be edited and click edit.
- Its information will display. Here you can modify any of the information related to the product.
- Once completed click update to save the changes.

(b) Adding Product Categories

To add a new product category, mouse over the product tab on the left menu then click categories. A list of the existing categories will appear on the right side of the page.

The screenshot shows the 'Product categories' management interface. On the left, the 'Categories' menu item is highlighted. The main area contains a form for adding a new category and a table of existing categories.

Add new category form:

- Name:** [Text input field]
- Slug:** [Text input field]
- Parent category:** [Dropdown menu set to 'None']
- Description:** [Text area]

Existing categories table:

Image	Name	Description	Slug	Count
	Accessories & Car Care	—	accessories	73
	— Car Cleaning	—	car-cleaning	0
	— Car Maintenance	—	car-maintenance	0
	— Components, Clips & Ties	—	components-clips-ties	0
	— Interior Accessories	—	interior-accessories	0
	— Liquids & Grease	—	liquids-grease	0

- On the left side under add new category, enter a name for the category, leave slug blank, leave parent category set as none, display type default and click add new category. Once submitted the new category will appear in the list on the right.

(c) Adding sub-categories

The screenshot shows the 'Product categories' management interface. The 'Add new category' form is visible, and the 'Car Maintenance' category is highlighted in the table.

Add new category form:

- Name:** [Text input field]
- Slug:** [Text input field]
- Parent category:** [Dropdown menu set to 'None']
- Description:** [Text area]

Existing categories table:

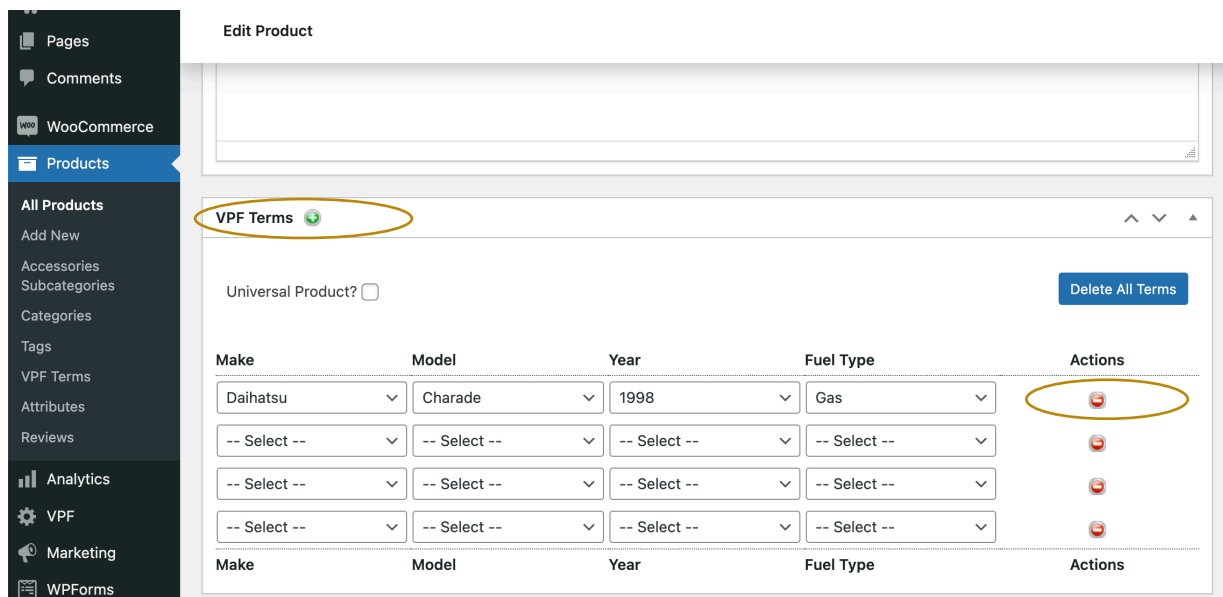
Image	Name	Description	Slug	Count
	Accessories & Car Care	—	accessories	73
	— Car Cleaning	—	car-cleaning	0
	— Car Maintenance	—	car-maintenance	0
	— Components, Clips & Ties	—	components-clips-ties	0
	— Interior Accessories	—	interior-accessories	0

To add a sub-category, the name of the sub-category on the left, leave slug empty, under parent category select the category you want the sub-category to fall under then click add new category. The new sub-category will appear under the main category in the list on the right.

(d) Adding Vehicle Attributes to Products (Motaquip Oils)

This feature allows you to apply a particular make, model, year and fuel type to any Motaquip Oil.

- Click all products under the Product tab in the left menu. You may use the filter option at the top of the list to display only oils category.
- Click the product on which you need to add the vehicles.
- At the bottom of the page you will see a dialogue box labelled VPF Terms
- Select the vehicle, make, model, year and fuel type as necessary
- Click the green "+" sign to add as many vehicle attributes required.
- Click the update button at the top of the page to save the changes.
- The product has now been assigned to the vehicles selected.

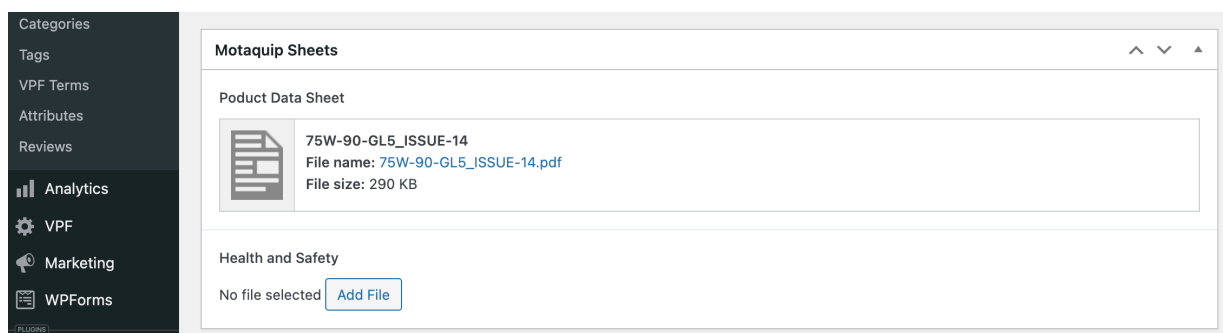


- The red "-" may be used to delete individual rows of attributes, or the blue button to delete in bulk.

(e) Adding Attachments to Products

To add an attachment to a product, specifically, Motaquip oils,

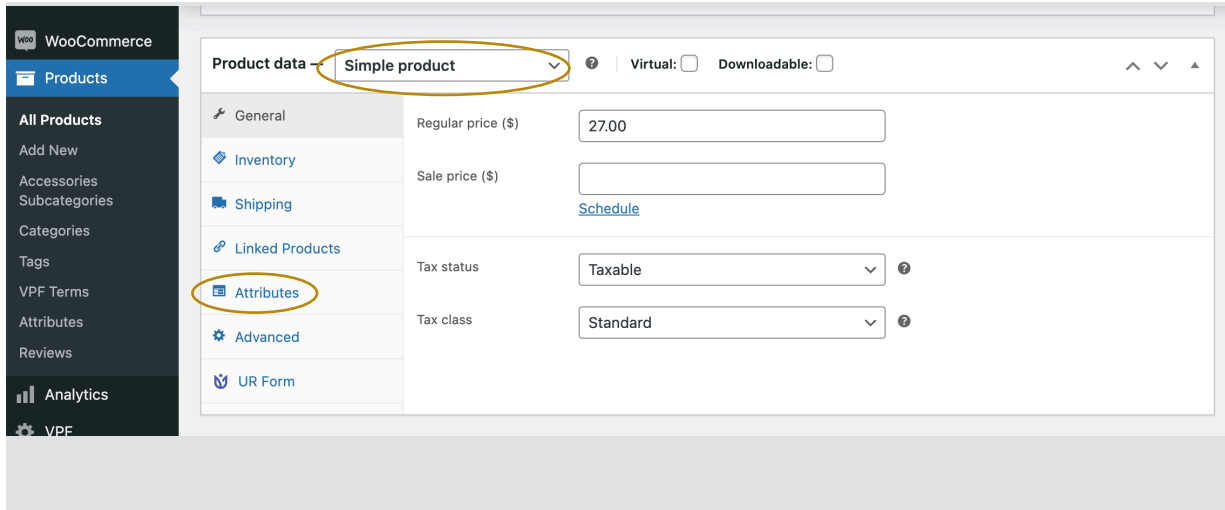
- Click all products on the left menu
- Choose the product you need to add the document(s) to
- Go to the Motaquip Sheets dialogue box; in this box two documents can be added the product data sheet and health and safety sheet.
- Click add file on either, browse to the required file and upload
- Once the file has been added click update at the top of the page to save.



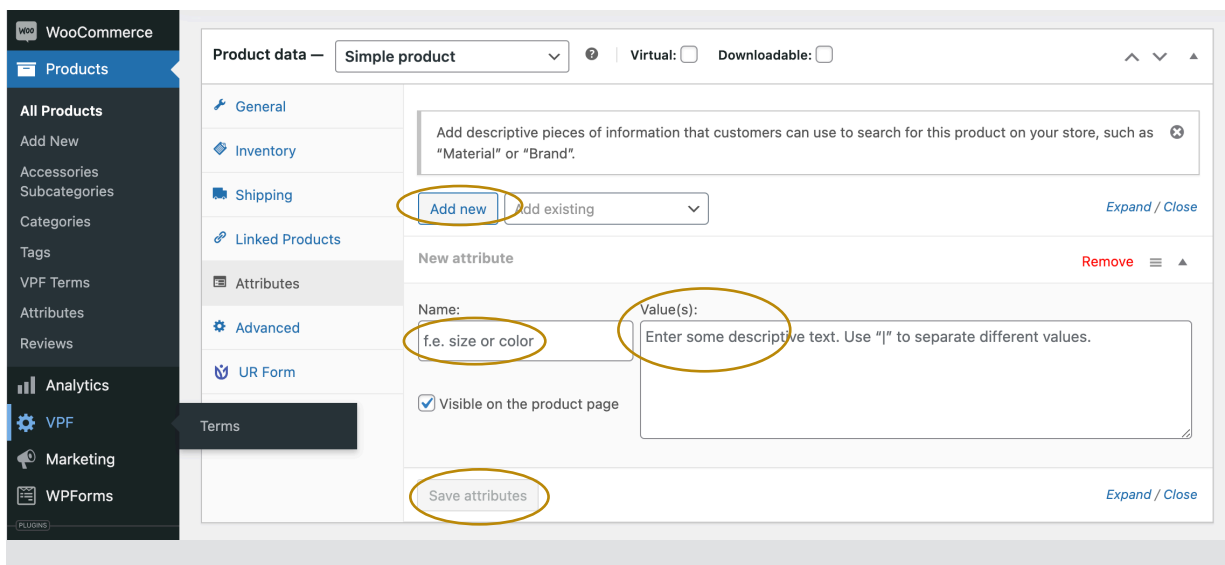
(f) Adding Specific Attributes to Products

This allows you to specify particular attributes for selection on any product for example, size, colour.

- To do this, click products and edit the desired product.
- Scroll to the "product data" dialogue box. Next to product data, click the drop down and change "simple product" to "variable product".



- Select the "attributes tab", click add new.

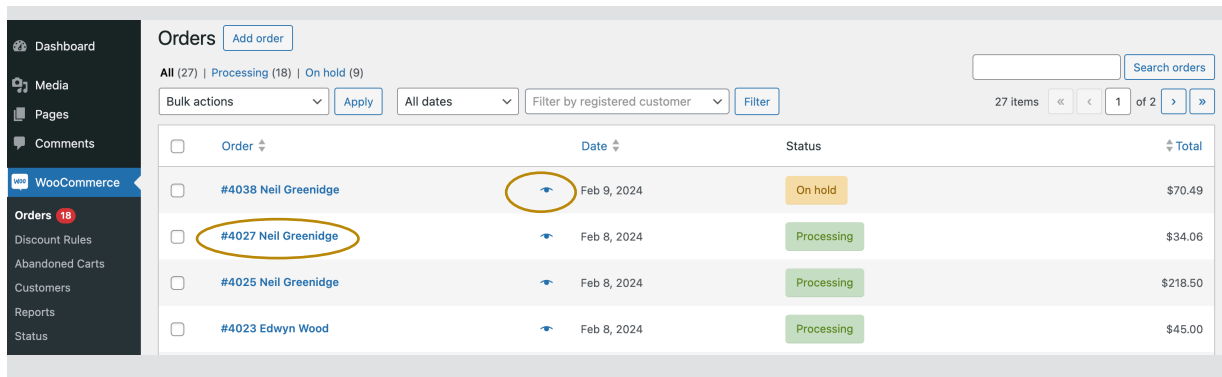


- Enter the name for the attribute
- Enter each value, under the value tab, separated by the pipe symbol (|).
- Ensure :use for variation is selected, then click save attributes.
- Once saved, click the variations tab to the left; the attributes entered above will appear.
- You may edit each attribute to enter the price or any other as desired; e.g. tax, regular price, etc.
- Once completed, click update at the top right of the page and these attributes will display within the store.

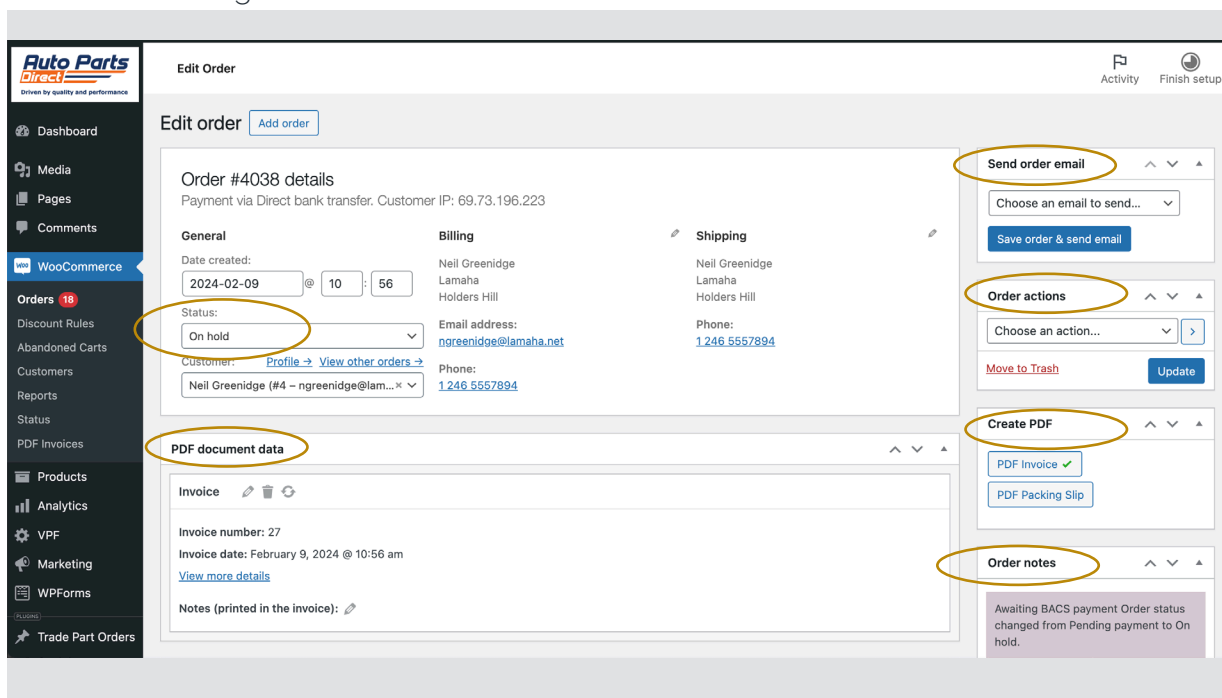
(g) Managing Orders

To manage e-Shop orders:

- Mouse over the Woocommerce button then click orders.
- This will display a list of the orders submitted, where you can view the order details, order date, order status and individual order totals.



- Click the eye symbol to preview order or click on name under the order column for a full display and more options. Here you may also set the status, should that change.

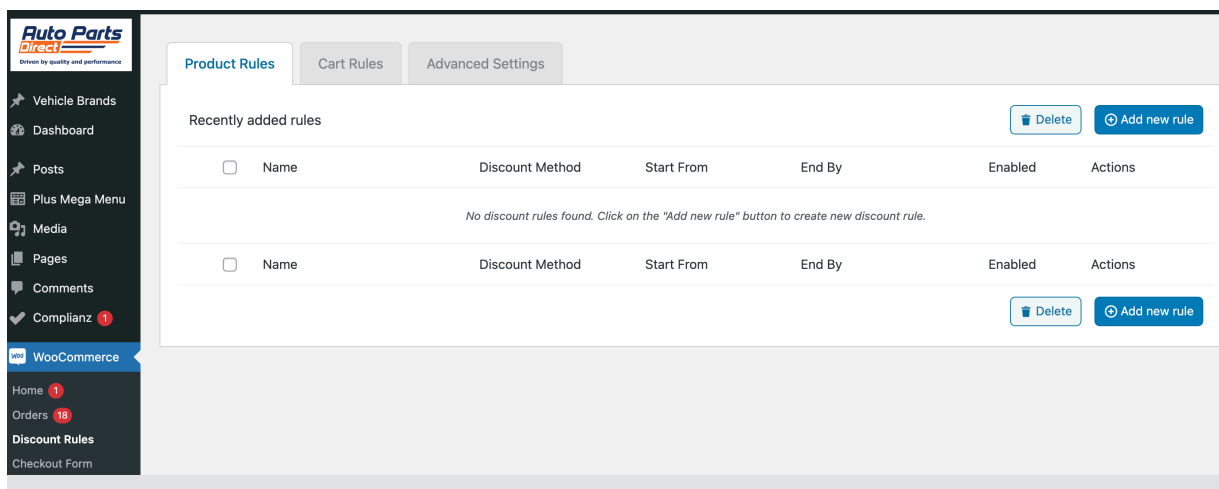


- You may also send emails pertaining to the order from the right "send order email" dialogue box, by selecting the type of email you want to send.
- You may also apply actions via the "order actions" dialogue box. (E.g. email an invoice, resend a new order notification)
- The "create pdf" dialogue allows you to generate a pdf of the invoice and the packaging slip.
- The "order notes" dialogue box allows you to apply notes to any order as reminders for future reference or other Admins.

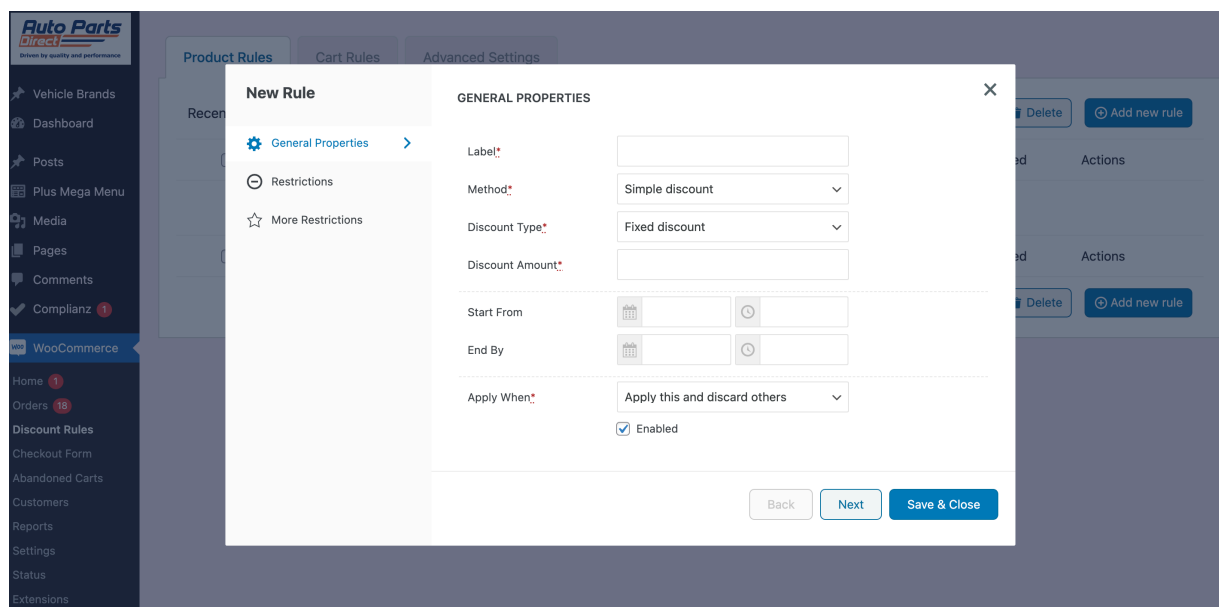
Some of the features are also available under the actions menu on the order list

(h) Applying Discount Rules

Discounts may be applied to all products or individual products.



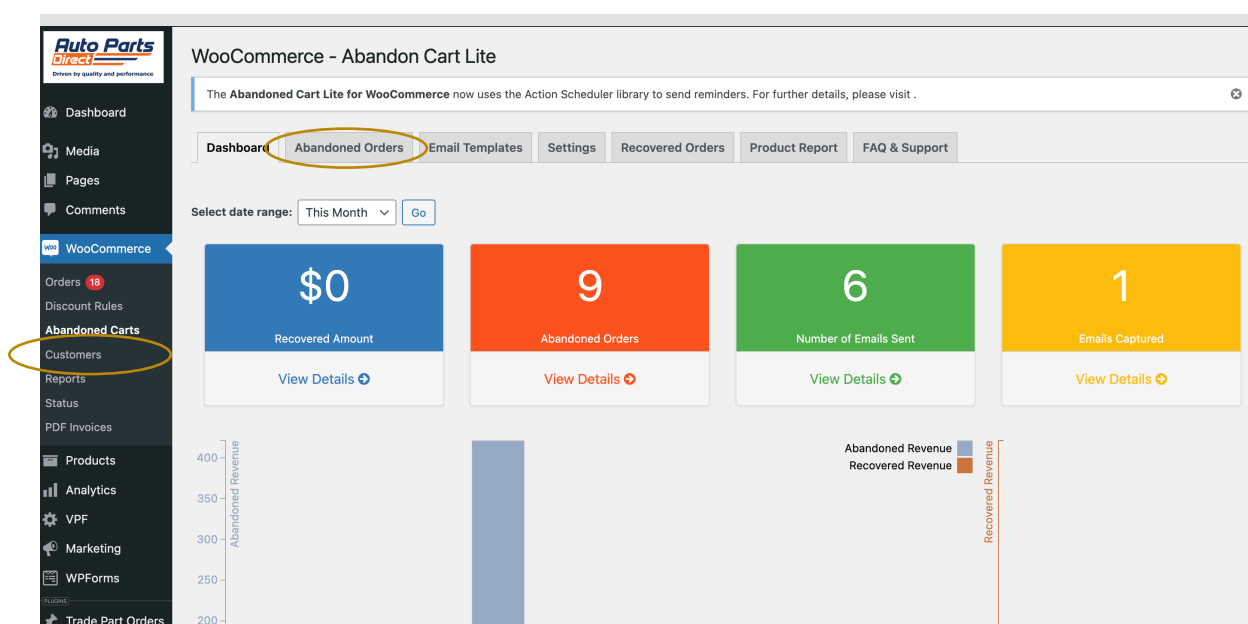
- Under Woocommerce, click the discount rules tab.
- Enter a label or a name
- Select the discount method, bulk or simple
- Enter discount type, i.e. a fixed amount or percentage.
- Enter a discount amount e.g. \$5 in the case of fixed or 5% in the case of discount
- Select the period that the discount will last by selecting a start date and time and an end date and time.
- Choose when to apply the discount
- Click next
- This section allows you to apply restrictions for the discount to logged in or all users, all products or specific products, all categories or specific categories.
- The more restrictions tab allows you to customize restrictions.
- Save and close to activate the discount rules
- Note that discounts will be automatically applied on the specific date, at the specific time with no further action required.
- Discounts may also be applied specifically to the cart, by clicking the cart rules tab and following the same procedure.



(i) Managing Abandoned Cart Items

This is an automated process by the system which sends reminders to viewers with items left in the shopping cart. To view these details:-

- Click on the abandoned cart menu.
- The dashboard shows any recovered amount, abandoned orders, emails sent and emails captured.
- For details on any of these areas, click on the appropriate tab.
- Mouse over any item to review order or delete.
- Abandoned orders are automatically deleted after ninety (90) days.



(j) Managing Customers

- Click the "customers tab" on the left on Woocommerce.
- This will display activity regarding customers from the e-shop and the amount of orders and the total spent.
- For more details, click the customer name

(k) Reports

Reports gives a full overview of orders placed.

i. Orders

- Click on the orders tab under the Woocommerce section.
- Select the specific period to display the orders or sales by the specific type, e.g. date, product, category or coupons.

ii. Customers

- Click the customers tab within the reports section
- Select the specific period to display the orders or sales by the specific type, e.g. date, product, category or coupons.

iii. Stock

- Click the stock tab within the reports section
- Select the specific period to display the orders or sales by the specific type, e.g. date, product, category or coupons.

The screenshot shows the WooCommerce dashboard with the 'Stock' report selected. The interface includes a sidebar with navigation options like 'Orders', 'Reports', and 'Products'. The main content area displays the 'Stock' report with a summary table and a chart.

Year	Last month	This month	Last 7 days	Custom: yyyy-mm-dd – yyyy-mm-dd	Go
\$0.00					
gross sales in this period					
\$0.00					
net sales in this period					
0					
orders placed					
0					
items purchased					
\$0.00					
refunded 0 orders (0 items)					
\$0.00					

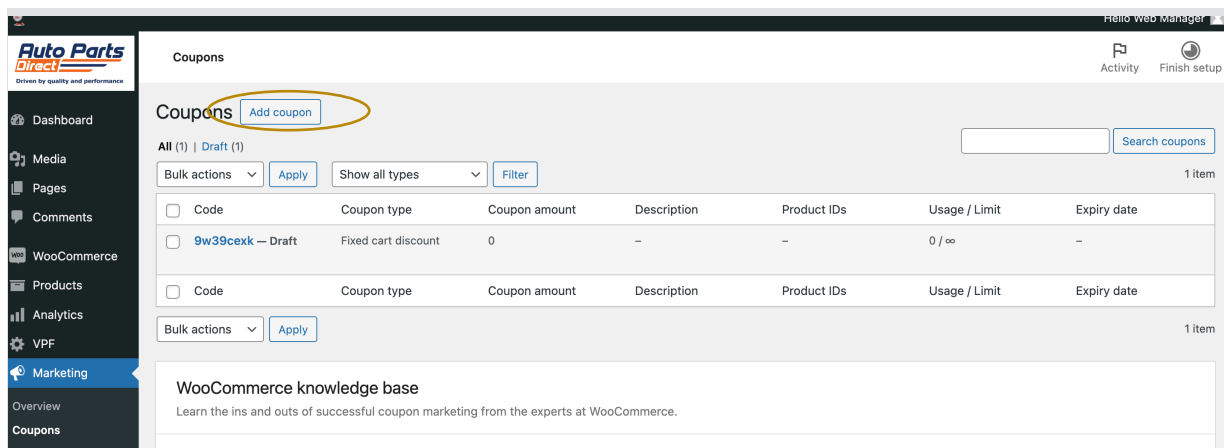
iv. Taxes

- Click the taxes tab within the reports section
- Select the specific type to display the taxes, e.g. by code or date

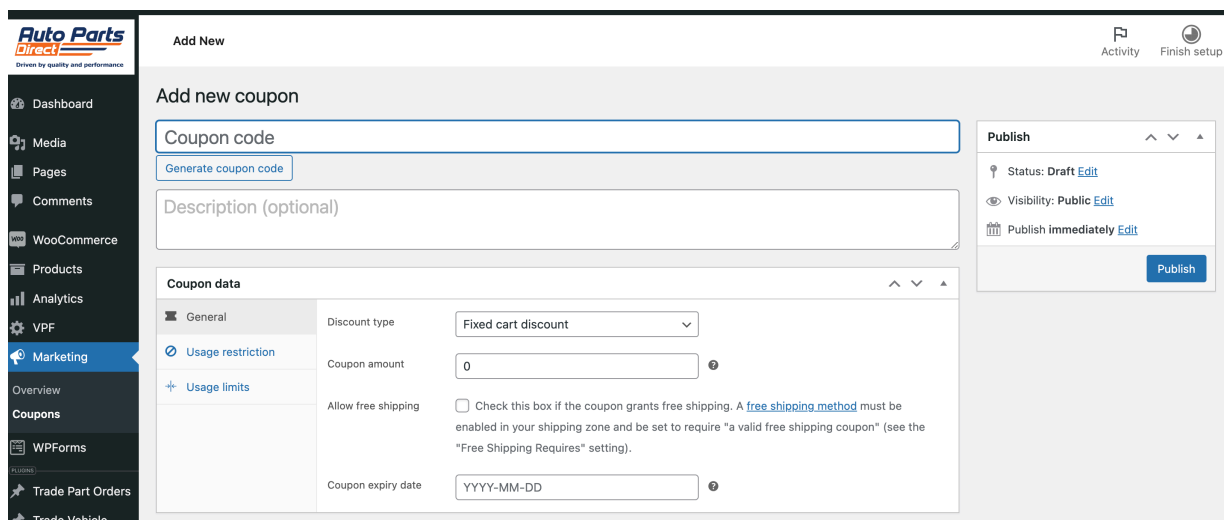
3. Managing via Coupons

This section allows you to generate coupons for specific campaigns, for a specific period of time or for specific/all customers.

- Mouse over the marketing tab, then click coupons on the left menu.
- To add a new coupon, click add coupon



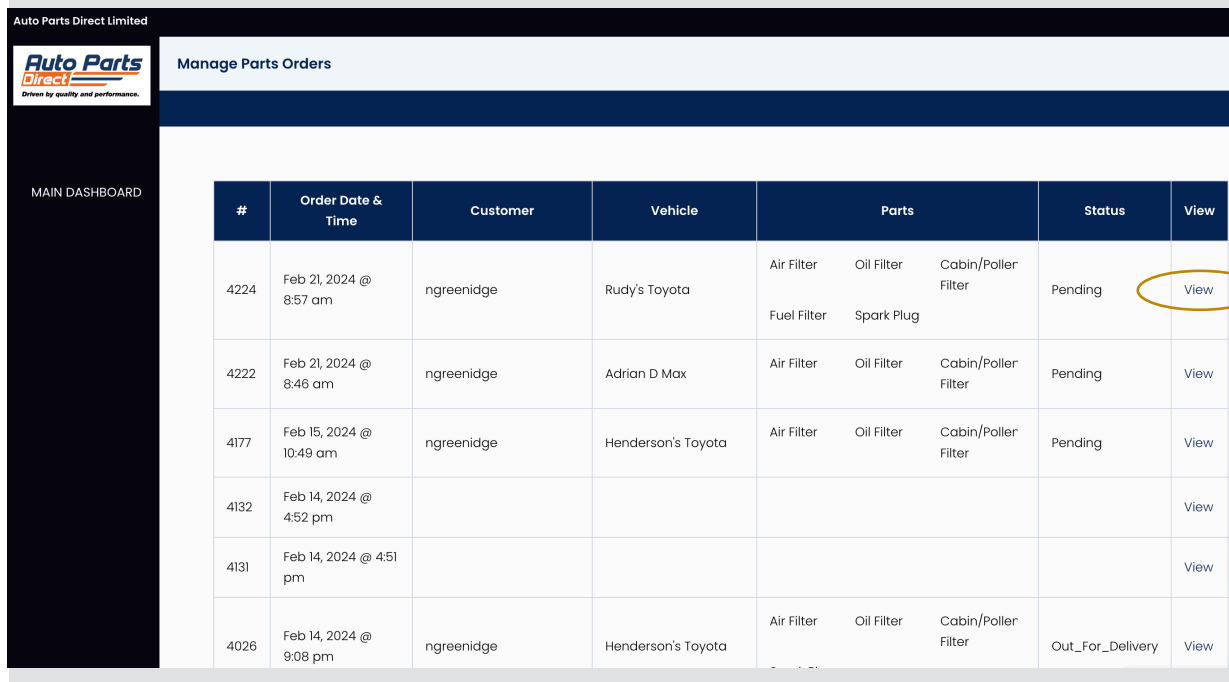
- Coupon codes may be automatically generated by clicking the generate new button or you may enter a name as you desire, e.g. Black Friday 2024
- Specify the description of the coupon and then enter the coupon data which includes, discount type, percentage or fixed discount.
- Enter the coupon amount and enter the expiry date for the coupon.
- Usage restrictions may be applied by clicking the usage restriction tab, this includes minimum and maximum spend, including and/or excluding products, including and/or excluding product categories.
- Set limits on coupons by clicking the usage limits tab. This can be applied per coupon or per user.
- Once completed, click publish.
- Anyone having the coupon code can use it within the shop to access the applicable discount.



4. Managing Special Orders

This segment manages special orders submitted by all customers outside of the e-Shop.

- Click the Special Orders tab in the menu section. A display of orders will be shown with the most recent first.



#	Order Date & Time	Customer	Vehicle	Parts	Status	View
4224	Feb 21, 2024 @ 8:57 am	ngreenidge	Rudy's Toyota	Air Filter Fuel Filter Oil Filter Spark Plug Cabin/Poller Filter	Pending	View
4222	Feb 21, 2024 @ 8:46 am	ngreenidge	Adrian D Max	Air Filter Oil Filter Cabin/Poller Filter	Pending	View
4177	Feb 15, 2024 @ 10:49 am	ngreenidge	Henderson's Toyota	Air Filter Oil Filter Cabin/Poller Filter	Pending	View
4132	Feb 14, 2024 @ 4:52 pm					View
4131	Feb 14, 2024 @ 4:51 pm					View
4026	Feb 14, 2024 @ 9:08 pm	ngreenidge	Henderson's Toyota	Air Filter Oil Filter Cabin/Poller Filter	Out_For_Delivery	View

- Click the status link next to an order to view order details or to update the status on that particular order.

Orders arrive from to sections of the website, the homepage from the members area.

Orders via Homepage

Orders via the homepage are usual orders sent from customers without an account. This requires more steps to connect the order to an account and to load the vehicle details to that account.

These orders will appear with an orange box with the word ATTENTION at the top. Once box is visible click the "Create New User Account" and follow the steps FIRST.

All other orders will display without the orange box at the top.

Create a Quote

To the right of any new order or any order not processed a form will appear where a quote can be generated. Enter the details for the quote and totals will be calculated automatically. Discounts based on the customer status will be selected but this can be modified manually. The shipping cost will be determined by the options chosen by the customer

Submit will save and attach the quote to the customer for viewing in the customer portal.

Lastly, you must modify the order status to alert the customer via email that a quote is ready to be viewed.

For orders which appeared with the "Orange Box" at top select status "Awaiting Quote Approval and Send Login Notice". This will notify the customer and send access login.

For order without the "Orange Box" select status "Awaiting Quote Approval"

Then click submit.

All Quotes

This link will display all quotes created in the system. Quotes with the status "Completed" can not be edited.

To edit any other quote click "view" and click the edit button at the top of the quote, modify the details and click submit. Once you submit the customer will be notified that there was a change made.

Modifying the Order Status

You can assign an order status to any order which isnt completed. This is usually necessary to notify the customer of the status of their order as it is being processed.

Select the order by clicking "view" scroll to the bottom of the order displayed and select the desired status. Once you click submit the order status will change and the customer will be notified via email of the change.

Delivery Option: pay_online_we_deliver

Order Status: Pending

SELECT HERE TO CHANGE ORDER STATUS

Select Status

SUBMIT

5. Managing Users

On the left menu bar, mouse over users, and then click add user.

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Add New User

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password [Generate password](#) [Hide](#)
Strong

Send User Notification Send the new user an email about their account.

Role

- Enter the user information as required. Passwords may be automatically generated or manually assigned.
- Ensure that "send user notification" is checked; this will send an email to the user email entered.
- Select the appropriate role and click add new user to complete.

(a) To approve a user who has registered

- Click on the user menu button; a list should appear.
- Mouse over the name of the user and click approve.
- This process also allows you to deny or deactivate any user in the system.

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<input type="checkbox"/>	APDman ager	APD Manager	info@autopartsdirect.bb	Shop manager	Approved
<input type="checkbox"/>	Brian Greenidge	Brian Greenidge	rbgreenidge@yahoo.co.uk	Customer	Awaiting Email Confirmation
<input type="checkbox"/>	edwynwo od	Edwyn Wood	edwynwood@gmail.com	Trader	Approved

6. Adding Vehicles options for Motaquip Oil Products

This feature allows you to load the vehicle specifications via the Vehicle Particulars Filter (VPF) which are applied specifically to the Moptaquip Oils. Once loaded they are available for selection by adding or editing the product in Products area.

The screenshot shows the 'VPF Terms' management page. On the left sidebar, the 'VPF' menu item is highlighted. The main content area includes an 'Add New Term' form with a 'Name' input field and an 'Add New Term' button. To the right is a 'Search Terms' box with a 'Keyword' input and a 'Submit' button. Below these is a table of existing terms with columns for 'Make' and 'Count'. The table shows terms for Audi (count 2), BMW (count 0), Chevrolet (count 1), Daihatsu (count 1), and Ford (count 1). The 'View Model' link for the Audi entry is circled in yellow.

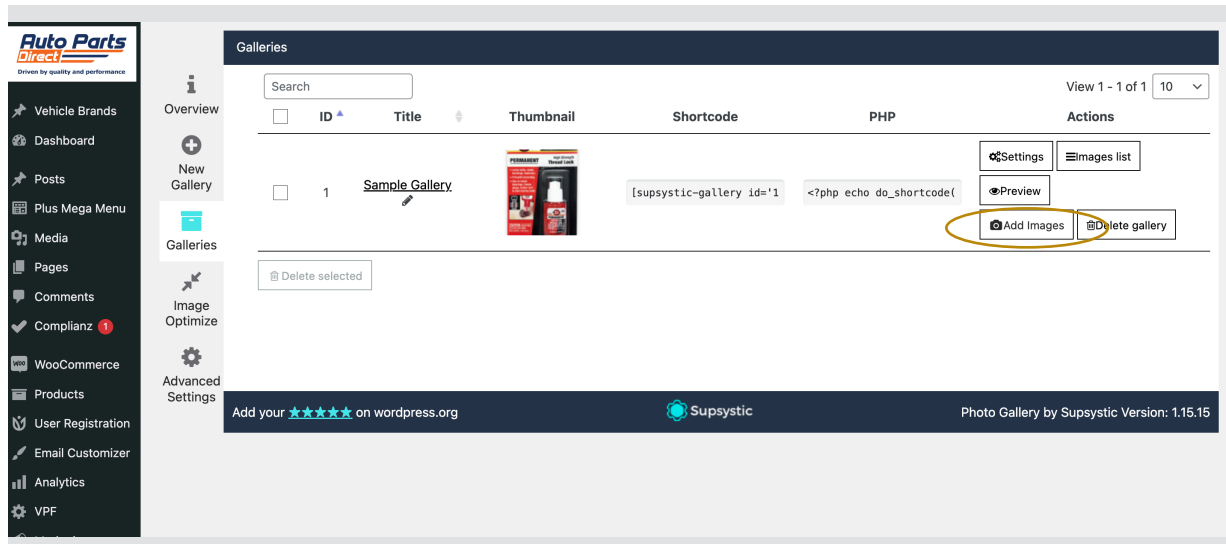
- To add a vehicle, click the "VPF tab" in the left menu
- This allows you to add the make, model, year and fuel type as attributes.
- The first term to add is the vehicle make; e.g. Ford.
- Click "add new term", and the make will appear among the list below.
- To add the model(s) to this make, mouse over the make and click view model.
- Enter the term for the model(s), e.g. Ranger, Focus (multiple models may be added)
- To add the year(s), mouse over the particular model and click view year (multiple years may be added to each model)
- Enter the year(s) as the term for each model
- To apply the fuel type, mouse over the particular year and click view fuel type.
- Enter diesel or gas as the option for each year.
- Remember to click add new term at each stage to apply.
- Once completed, these options are available as add-ons to the Motaquip Oil products.

This close-up screenshot shows the bottom portion of the VPF Terms table. It lists several BMW entries with their counts. The last entry is '1 Series F40' with a count of 0. The 'View Year' link for this entry is circled in yellow.

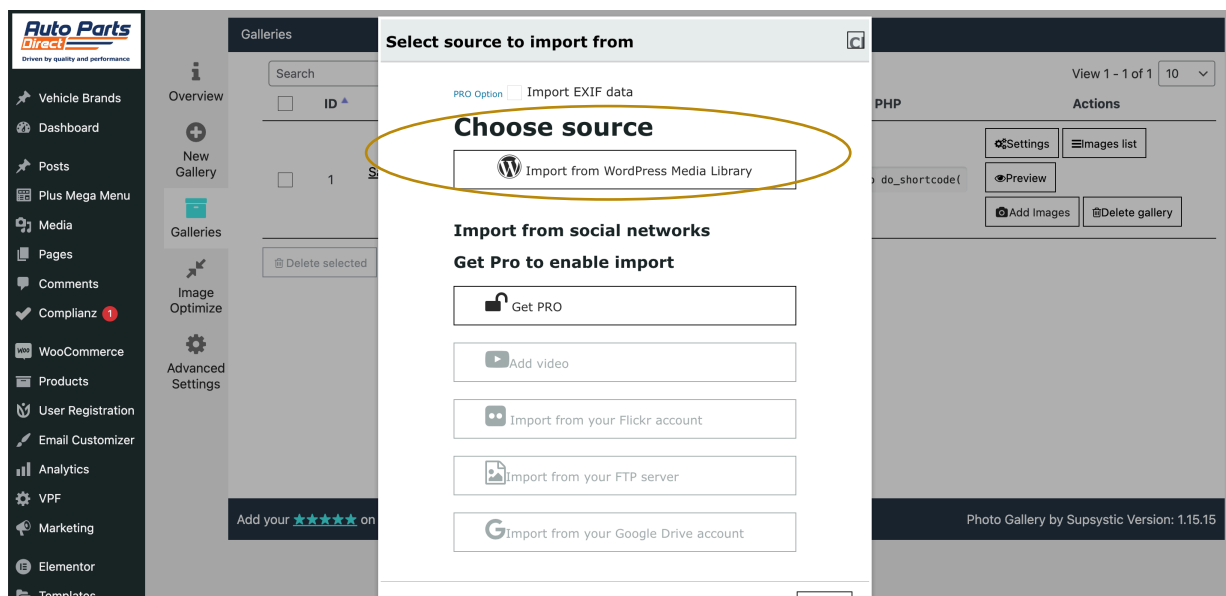
Make	Model	Count
<input type="checkbox"/>	BMW	0
<input type="checkbox"/>	BMW	0
<input type="checkbox"/>	BMW	0
<input type="checkbox"/>	BMW	0
<input type="checkbox"/>	BMW	0

7. Managing Photo Gallery

This feature allows you add, edit or remove photos in the photo gallery



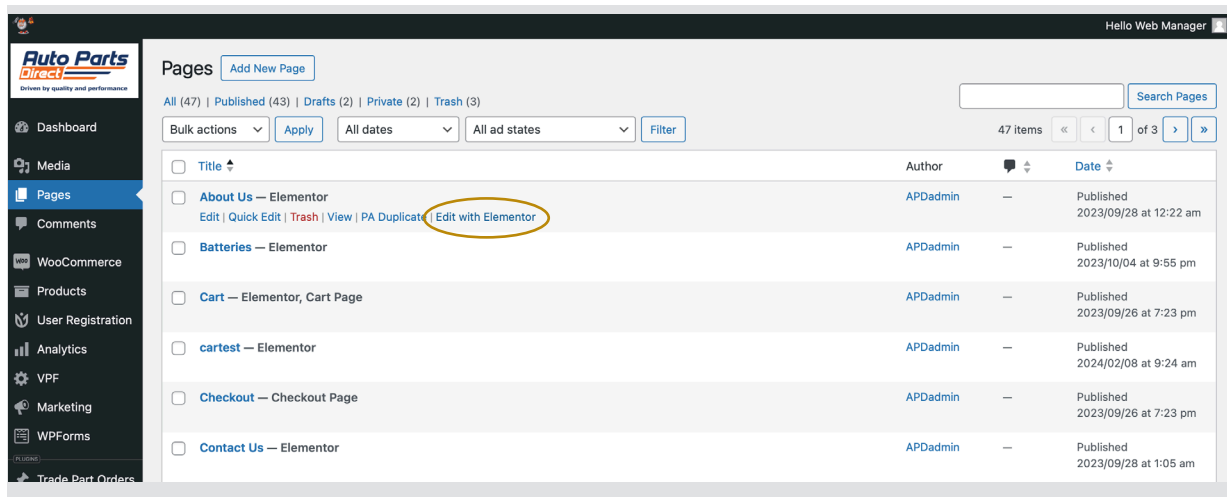
- Click the "photo gallery by supsysic" tab on the left menu. This will display any galleries created.
- To add photos, click add images.
- Choose the source as "import from Wordpress media library".
- Select/upload the images as needed.



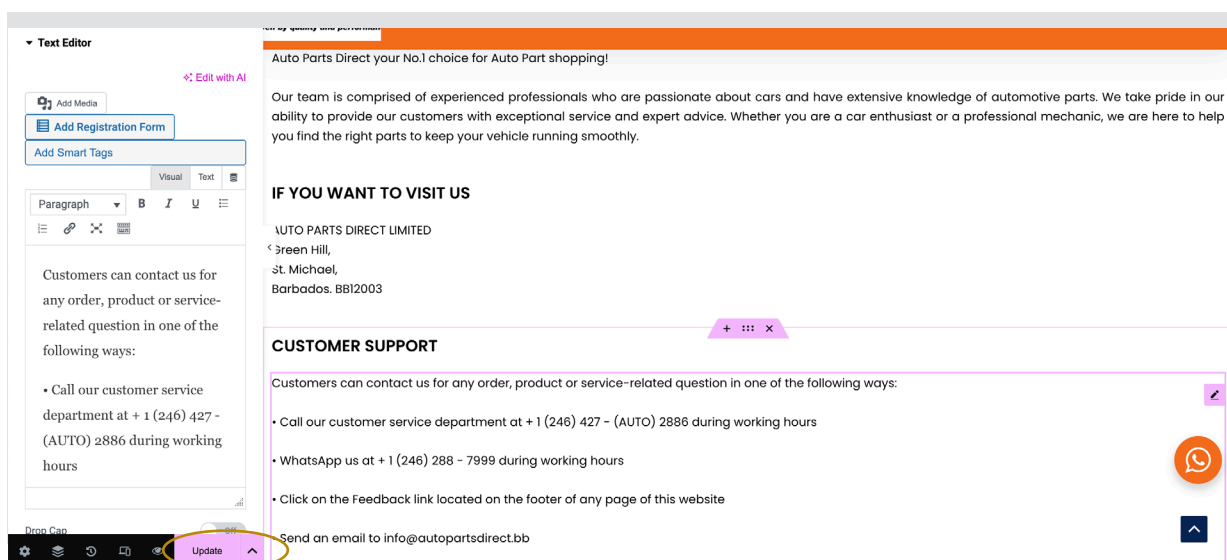
8. Editing Pages

This section allows you to edit text and photos on specific pages which are visible on the frontend. The contents of only the following pages should be edited:-

- a. About Us
- b. Contact Us
- c. FAQs
- d. Privacy Policy
- e. Delivery Policy
- f. Warranty Policy
- g. Refunds & Returns
- h. Batteries
- i. Tools



- Click the tab with the name of the page you wish to edit in the menu on the left.
- Once open click "edit with Elementor". This will take you to the editor, where you can modify the information within the page.
- Once complete, click the update button, bottom left.





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