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Login Information

****Password Protected password** Firetoss!**

Login Link: <https://nuskin.devft.com/nuskinadmin>

Admin Username: nuskin

Admin Password: *G!a3Rit(%zo*Hv)PI

User Login Link: <http://nuskin.devft.com/my-account/>

User Username: lucie

User Password: password

(if you have a window open for admin and an incognito window for the user then you will be able to check/test user activity status quickly on the admin side, without having to log in and out constantly)

Admin Functionality

Once you log in you will have a black banner at the top, if you click on “Nuskin” you will be directed to the admin dashboard.

<http://nuskin.devft.com/wp-content/uploads/2017/12/dashboard.png>

Dashboard - Here you will have a sidebar that allows you to navigate through the dashboard.

<http://nuskin.devft.com/wp-content/uploads/2017/12/Dashboard.png>

I want to import my customer list

- Import Users
 - Select your Customer csv sheet and choose create new “Users”
 - Step 2 requires nothing, continue to Step 3
 - Drag and drop desired fields
 - Drop down Advanced Custom Fields and select “users”, drag and drop desired fields. ** adding the address info to these fields will auto populate the shipping information on checkout. Add the organization info here as well, that way it can be exported **.
 - Continue to Step 4
 - Select a unique identifier ** uncheck the “block email notifications during import” box to allow new account notification emails to be sent.**
 - Confirm and Run import

Once the upload is done, the system will then send account activations to the customer. Customer will receive a branded email to activate their account. Once the customer interacts with that link and activates their account, defaulting to a user activity status of “never logged in”. The system will then track their status on the site.

I want to see if a user has logged in, purchased a product, opted out, etc.

- The “**Users**” link will bring you to a list of all users. For example, click on the user “Lucie” and you will see all of their account information as well as their “User Activity” status, which can be Never Logged In, Logged In, Logged in / Never Bought, Logged in and Bought, Opted Out, Opted Out Send Offers. This information will be tracked by the system.



I want to export all user information

- The “**All Export**” link will allow you to export user information or products.
 - Export Users
 - Choose the “Users” post type from the drop down. And click ‘migrate users’, which will export all data of each user. You can also select ‘customize export file’ to pick specific fields you would like to export, and choose what file type you want the data to be exported to. And once you’re done picking specific fields click ‘continue’.
 - <http://nuskin.devft.com/wp-content/uploads/2017/12/User-activity-status.png>
 - **make sure to pick dropdown ACF and drag “Users” to the dashed box.**
 - <http://nuskin.devft.com/wp-content/uploads/2017/12/Screenshot-2017-12-14-14.20.58.png>
 - You will then have a couple optional checkboxes. Then click “Confirm & Run Export”.

I want to Import a Product Spreadsheet

- The “**All Import**” link will allow you to import users and products.
 - Import Products
 - Click “Upload a File” and select your product csv file.
 - Two options will show up, “New Items” or “Existing Items”
 - If you are adding new products, click “New Items”.
 - If you are updating Products, click “Existing Items” (Any new items WILL be created if you select this option).
 - Step 2 doesn’t require anything, click “continue to step 3”
 - Here you will drag and drop any option from the right sidebar and add it anywhere onto the template.
<http://nuskin.devft.com/wp-content/uploads/2017/12/import-acf-user-upload.png>
 - drag name and description to ‘Title & Content’ and drag short description to “Woocommerce short description”
 - Open Images to drag images there. Here you will have options.
 - Open Woocommerce Add-on to add product sku, price, stock, etc.
 - Product type is “Simple Product”
 - Drag Sku to SKU
 - make sure to add “rewardpoints_spend” to “regular price”. Select “remove currency symbols from price”, and select “convert decimal separator to a period”
<http://nuskin.devft.com/wp-content/uploads/2017/12/import-product-general.png>



- Select Inventory tab and select “NO” for manage stock.
- Under “Stock Status” select “Set with XPath” and drag is_in_stock to the blank space.
<https://www.dropbox.com/s/k620h2rsjt9pbo2/Screen%20shot%202017-12-14%2015.05.56.png?dl=0>
- Open Advanced Custom Fields Add-On and select Product Features. Add description, benefits, usage, ingredients, and resources to the correlating fields. (These are the tabs on each product page).
- Open Taxonomies, Categories, Tags. Click Product Categories and select “each product has just one category. Drag category to the blank box.
- ** You have the option to save the template/load a template at the bottom of this page. This will save everything you’ve selected and dragged to the template, and will make future imports much faster.
<http://nuskin.devft.com/wp-content/uploads/2017/12/import-save-template.png>
- Continue to Step 4
- Last Step.
 - If you configured this import as “Existing Items” select how you would like your products to be matched with existing ones.(recommend using “custom field” and adding _sku for Name)
 - If you configured this import as “New Items” drag “sku” to “Unique Identifier”. You will have a couple of checkboxes that are optional. The default is usually correct.
 - Go ahead and click continue, and run import (this can take a while)

I want to edit an individual product

- The “**Products**” link takes you to all of your products. Here you can click on any product and update any information.

I want to export the all of the orders placed

The “**Woocommerce**” link will show a dropdown on hover. Select “Export Orders” to export your orders.

<http://nuskin.devft.com/wp-content/uploads/2017/12/Export-orders-find.png>

- These settings do not save, so you will have to configure each export you do.
- Make sure you’re on the “Export Now” tab and here you can configure all your settings.
- Optional Settings/Configuration:
<http://nuskin.devft.com/wp-content/uploads/2017/12/Export-order-options.png>



<http://nuskin.devft.com/wp-content/uploads/2017/12/Export-orders-select-fields.png>

I want to print out a packing slip for an order and mark it as complete

- **Print Packing Slips**

- The “**Woocommerce**” link will show a dropdown on hover. Select “**Orders**”.
- On the right you will have an “actions” column. If you hover over the four buttons one says “PDF Packing Slip”. This will bring you to a preview of the slip, and you can print from there.

<http://nuskin.devft.com/wp-content/uploads/2017/12/Screenshot-2017-12-14-15.55.37.png>

- You can also check the order as “complete”., which will give the order a blue arrow, making it easier to see which orders have been processed and which have not.

<http://nuskin.devft.com/wp-content/uploads/2017/12/Completed-orders.png>

I want to add a product to the Top 20 page

- **Tag Top 20 Products**

- The “**Pages**” link takes you to all the built pages.
- Click “Add Row” to add products. Select Products from the drop down. You can move these products up and down to reorder top 20.

<http://nuskin.devft.com/wp-content/uploads/2017/12/Top-20.png>

<http://nuskin.devft.com/wp-content/uploads/2017/12/Add-top-20.png>

I want to close down the site / I want to re-enable the site

- **Shut Down Site**

- The “**Theme Settings**” link takes you to some settings on your site.
- Click on the “Activate/Deactivate Site” tab

<http://nuskin.devft.com/wp-content/uploads/2017/12/Shut-down-site.png>

<http://nuskin.devft.com/wp-content/uploads/2017/12/ActiveDeactive.png>

Store Functionality for Customers

- **Home Page**

- The customer has 3 options to choose from. If they pick either “I would like to customize my product order” or “thank you for sending me a standard assortment of products”, their user activity will be changed to “Logged in / Never Bought”



- If the customer chooses “I do not wish to receive a product gift”, a pop up will appear asking “Would you like to be contacted about future offers from Nu Skin?”
 - If the customer picks “yes”, their user activity status will be changed to “opted out / send offers”.
 - If the customer picks “no”, their user activity status will be changed to “opted out”.
 - They will be logged out and redirect to a thank you page.
- **Category Page**
 - The customer can shop from the category page. They will be able to see the point value, sort the products, and show more products. They will be able to add the product directly to their cart from this page. They will also be able to drill down to the individual product page for more information.
- **Product Page**
 - Product page will display the product information such as the description, images, and any related content in the tabs. It will allow the customer to add it to their cart.
- **Cart Page**
 - On this page the customer should be able to see the products that they have added to their cart and their point values. The customer should also be able to add / remove quantities and remove products as well. Once the customer is satisfied they will move forward with checking out and move to the check out page.
- **Checkout Page**
 - The customer's address information should auto populate (if it was uploaded in the import). Once the customer has reviewed in the shipping address, they will submit the order. The transaction will deduct from their total amount of points and send an order confirmation to the customer and send a notification to the admin. The system will then change the status of the customer to ‘Logged In and Bought’