

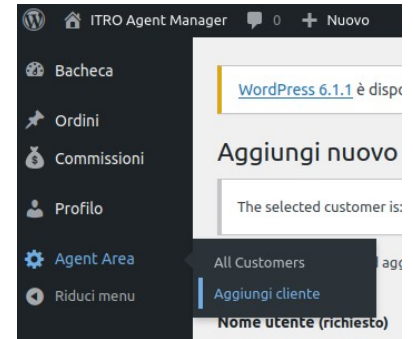
AGENT ROLE GUIDE

The agent, to be such, must be registered by the administrator, who will give him the credentials for access.

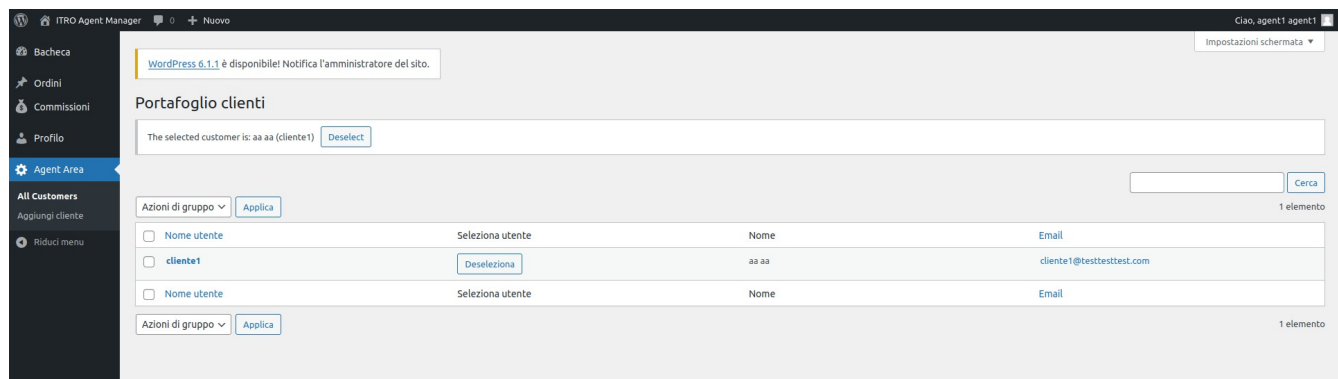
A new agent can immediately start working by creating an account for a customer.

To add a new one, just go to the "Agent Area" side key and select the "add customer" submenu.

Once all the fields have been filled in, and the "add new user" button has been pressed, you can go to the "All Customer" section to see the list of customers.



In this section you can select any customer and press the "select" button to impersonate the customer selected during the order creation phase.



Orders

Once the customer has been selected, the order must be generated.

First you need to open the shop. To do this, from the dashboard, press the icon with the house, and press "Visit the shop".

From here it is also possible to see if a customer has been selected (name, surname and username are shown) with the possibility of deselecting it. Or, if none has been selected, you are invited to do so by pressing the relevant button.

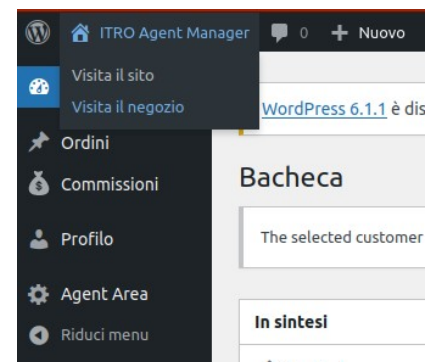
Once in the shop, select the products that the customer wants to buy and add them to the cart.

During the purchase period of a product, it is possible to change the price or give it a free gift.

To change the price of that product, type one under "enter the amount" and press "Apply".

Once you hit apply, the page reloads and the product is updated.

Now you can press on "Add to Cart".



When you have finished adding products to your cart, you can open it to apply any promotional codes or increase the number of products.

If you carry out one or more of these operations, you will need to press on "Update cart" and then you can press "Complete order".

In the check out phase, the fields are pre-filled only if customer data has been entered being recorded and edited.

If they are not filled in, it is necessary to do so and fill in at least those marked with an asterisk.

Finally, you can choose a payment method and press "Place order".

Once all this is done, you must return to the dashboard in the same way as you arrived at the shop.

Ordine	Data	Stato	Totale	Commissione
#145 aa aa	9 secondi fa	In sospeso	€90,00	-
#142 aa aa	19 ore fa	Completato	€300,00	-
#140 Cliente1 Cliente1	19 ore fa	Completato	€150,00	-
#132 Cliente1 Cliente1	Mar 24, 2022	Completato	€51,00	-

By visiting the "Orders" section, it is therefore possible to see the order just generated with the description "pending" under the "status" column.

When the order status is changed to "completed" it will be possible to view the commission amount in the order list, in the relative field, or by entering the order details and finding it under the "Commission" heading.

If you still can't see it, you need to press the Update button under the heading "Commission" in the order details.

You can see all your commissions from the menu in the dashboard by pressing the "Commissions" button.